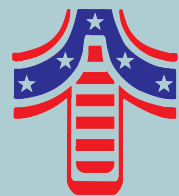




CITY OF TUALATIN
2016 - 2017
PROPOSED
BUDGET



AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON

tualatinoregon.gov

City of Tualatin



AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON



“Dedicated to Quality Service for Our Citizens”

Proposed Budget

Fiscal Year 2016-2017

City of Tualatin
State of Oregon

America's Best Community!



AMERICA'S
BEST COMMUNITY

TUALATIN, OREGON

City of Tualatin Annual Budget

For the Fiscal Year
July 1, 2016 - June 30, 2017

CITY LEADERSHIP:

Lou Ogden, *Mayor*
Monique Beikman, *Council President*
Wade Brooksby, *Council Member*
Frank Bubenik, *Council Member*
Joelle Davis, *Council Member*
Nancy Grimes, *Council Member*
Ed Truax, *Council Member*

BUDGET COMMITTEE:

Dan Gaur
Robert Kellogg
Candice Kelly
Roger Mason
Paul Morrison
Brett Rohde
Terri Ward

CITY STAFF:

Sherilyn Lombos, *City Manager*
Kent Barker, *Police Chief*
Sean Brady, *City Attorney*
Alice Cannon, *Assistant City Manager*
Bates Russell, *Information Services Director*
Don Hudson, *Finance Director*
Paul Hennon, *Community Services Director*
Janet Newport, *Human Resources Director*
Jerry Postema, *Public Works Director*

City of Tualatin | *City Council*



Front Row: Councilmembers Nancy Grimes, Monique Beikman and Joelle Davis
Back Row: Councilmembers Wade Brooksby and Frank Bubenik, Mayor Lou Ogden and Councilmember Ed Truax

America's Best Community!

What's Inside...

READER'S GUIDE

1	How to Make the Most of the Budget
2	America's Best Community
6	Tualatin's Profile and Demographics
9	Principal Employers
10	Maps
12	City Council Goals and Strategies
15	Budget Process
19	Basis of Budgeting
20	Fund Structure
21	Funding Sources
23	Description of Funds
25	Organizational Chart
26	Advisory Committees and Boards

BUDGET MESSAGE

29	Budget Message
----	----------------

BUDGET SUMMARY

37	Where the Money Comes From
38	Where the Money Goes
39	Summary by Fund

REVENUES

61	Current Revenue by Source
62	Revenue Sources
63	Overview of Property Taxes
67	Property Tax Summary
68	Revenue by Fund

EXPENDITURES

90	Policy and Administration
92	City Council
94	Administration
97	Finance
99	Municipal Court
101	Legal
103	Information Systems
106	General Fund Non-Departmental
110	Community Development
112	Planning
114	Engineering
117	Building

EXPENDITURES (continued)

120	Community Services
122	CSD Administration and Recreation
125	Library
128	Park Development Fund
130	Tualatin Scholarship Fund
134	Public Safety
136	Police
140	Public Works
142	Operations Fund
149	Public Works Administration
151	Maintenance Services
152	Fleet Maintenance
154	Building Maintenance
157	Parks Maintenance
159	Water
160	Water Operating Fund
164	Water Development Fund
166	Sewer
167	Sewer Operating Fund
170	Sewer Development Fund
172	Storm Drain
173	Storm Drain Operating Fund
175	Storm Drain Development Fund
177	Streets
178	Road Utility Fee Fund
180	Road Operating Fund
184	Road Development Fund
186	Transportation Development Tax Fund
188	Core Area Parking District Fund

DEBT SERVICE

191	Summary of Requirements
193	General Obligation Fund
195	Enterprise Bond Fund
197	Schedule of Future Debt Service
198	Bond Debt Per Capita
199	Computation of Overlapping Governmental Activities Debt
200	Computation of Legal Debt Margin

CAPITAL IMPROVEMENT PROGRAM

201	Summary
204	Projects Included in 2016/2017 Budget
206	Project Summary Totals

TUALATIN DEVELOPMENT COMMISSION

215	Summary of Requirements
216	TDC Administration Fund
219	Central Urban Renewal District Projects Fund
222	Leveton Projects Fund

APPENDIX

225	Financial Policies
230	Adopted Positions
234	Salary Schedule: Tualatin Employees Association
236	Salary Schedule: Police
237	Salary Schedule: Exempt Management
238	Salary Schedule: Non-Exempt Management
239	Definition of terms
241	Acronyms
244	Closed Funds



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Tualatin
Oregon**

For the Fiscal Year Beginning

July 1, 2015

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 the annual budget beginning **July 01, 2015**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.*

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



AMERICA'S
BEST COMMUNITY

TUALATIN, OREGON



How to Make the Most of the Budget Document

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

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

Reader's Guide

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

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

It presents the city organization chart.

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

It explains Tualatin's unique history.

It provides an overview and explanation of property tax revenues.

Budget Message

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

Budget Summary

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

Revenues

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

Expenditures

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

Debt Service

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

CIP (Capital Improvement Plan)

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

Tualatin Development Commission

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

Appendix

The Appendix includes the Closed Funds, a list of Acronyms, and will include the Budget Resolution in the Adopted Budget. The Salary Schedules for Police, Tualatin Employees Association (TEA) employees, Exempt and Non-Exempt employees are included, as well as the Definition of Terms.



TUALATIN IS NAMED A FINALIST IN THE AMERICA'S BEST COMMUNITIES \$10 MILLION PRIZE COMPETITION



Tualatin, Ore., April 28, 2016 -- The celebration in Tualatin continues after being named one of eight finalists in the America's Best Communities (ABC) competition yesterday. Tualatin ABC Team Members Mayor Lou Ogden, John Bartholomew from Mask & Mirror Community Theatre and Bethany Wurtz from the Tualatin Tomorrow Vision Advisory Committee presented Tualatin's pitch to the panel of judges in a "Shark Tank" environment. The pitch was based on Tualatin's Community Revitalization Plan which was developed as part of the quarter-finalist round of the competition.

Tualatin's Community Revitalization Plan focuses on increasing opportunity and the standard of living for everyone in the community through advancing STEAM (science, technology, engineering, arts and math) education. While Tualatin continues to seek solutions to all community-defined needs and priorities described in the Tualatin Tomorrow Vision, the ABC initiative is hyper-focused on one specific target: connecting youth and under served populations to STEAM education and CTE training that align with Tualatin's advanced manufacturing industry base. In addition to providing jobs and personal growth opportunities for residents, the plan will help the community begin to develop a workforce pipeline for a large cross-section of employers.

In the short-term Tualatin plans to build a mobile makerspace enabling students to create, build, and enjoy hands-on learning. Makerspaces are interdisciplinary innovation spaces dedicated to the art and science of manufacturing goods. The mobile makerspace will be scaled to serve students K-12 with special emphasis on elementary and middle school, girls, and minorities. Its unique attribute is mobility. It will literally roll to wherever the kids are; schools, neighborhoods, and community events, to maximize utilization. The team is working with employers to acquire equipment to outfit a trailer with computers for multimedia and CAD, 3D printers, various tools and equipment that will connect kids to the latest technology. Initial funding will be from the ABC award and local commitments.

Longer-term, Tualatin intends to supplement the mobile maker space with a permanent Community Career and Creative Center. The Center would provide space to add larger maker equipment, conduct classes and workshops and integrate performing arts.

More than 350 communities nationwide entered the competition after its launch in 2014, and 50 were selected as quarterfinalists in April 2015, and this was narrowed to 15 semi-finalists in January 2016.

Tualatin's Team including the City, the Tualatin Chamber, Mask & Mirror Community Theatre, the Tigard-Tualatin School District, Tualatin Tomorrow Visioning Committee, South Metro-Salem STEM Partnership and other businesses and community members developed a community revitalization plan focusing on long-term and short-term goals.

"The feeling in the room was electric! You could just feel the passion each presenter felt when talking about their hometown," said team member Bethany Wurtz.

The America's Best Communities finalists are: Lake Havasu City, Arizona; Statesboro, Georgia; Valley County/Meadows Valley, Idaho; Chisago Lakes Area, Minnesota; Huntington, West Virginia; Darrington/Arlington, Washington; Tualatin, Oregon; and Madison, Indiana. Sponsored by Frontier Communications, DISH Network, CoBank and The Weather Channel, the America's Best Communities competition has dedicated \$10 million in prizes and other support to spark economic revitalization in small towns and rural communities across the country.

"We are so grateful to have stumbled upon this opportunity because it has helped us to discover an answer to a challenge we have faced for many years. This project is going to change people's lives," said Mayor Lou Ogden.

All eight finalists were awarded \$100,000 to begin implementation of their plans. In April 2017, the top three communities making the largest impact and showing the greatest potential for achieving sustainable revitalization will be selected as the grand prize winners. The first place community will receive \$3 million, the second place community \$2 million, and \$1 million for third.

To learn more about Tualatin's plans, visit www.tualatinabc.org.





Tualatin is Named a Semi-Finalist in the America's Best Communities \$10 Million Prize Competition

Tualatin, Ore., Jan. 13, 2016 – Celebrations are erupting in 15 communities across the country today as residents learn their hometowns are semi-finalists in the America's Best Communities (ABC) competition.

Tualatin's team was included among those semi-finalists with their Community Revitalization Plan focused on increasing opportunity and the standard of living for everyone in the community through advancing STEAM (science, technology, engineering, arts and math) education. While Tualatin continues to seek solutions to all community-defined needs and priorities described in the Tualatin Tomorrow Vision, the ABC initiative is hyper-focused on one specific target: connecting youth and underserved populations to STEAM education and CTE training that align with Tualatin's advanced manufacturing industry base. In addition to providing jobs and personal growth opportunities for residents, the plan will help the community begin to develop a workforce pipeline for a large cross-section of employers.

More than 350 communities nationwide entered the competition after its launch in 2014, and 50 were selected as quarterfinalists in April 2015. Each of the 50 was awarded \$50,000 in seed money to develop a Community Revitalization Plan and were paired with a major Corporation that served as a strategic advisor as part of the competition's Adopt-a-Community Program. From this class of 50 quarterfinalist communities, the fifteen with the best plans — those with the most innovative ideas being effectively executed — were named semi-finalists today.

Tualatin's Team including the City, the Tualatin Chamber, Mask & Mirror Community Theatre, the Tigard-Tualatin School District, Tualatin Tomorrow Visioning Committee, South Metro-Salem STEM Partnership and other businesses and community members developed a community revitalization plan focusing on long-term and short-term goals. In the short-term, Tualatin's plan is to develop a mobile maker space and associated programming. Makerspaces are interdisciplinary innovation spaces dedicated to the art and science of manufacturing goods. Tualatin's plans to create a makerspace on wheels that can go out to schools, festivals, neighborhoods, businesses and more to offer Tualatin's

youth opportunities for hands-on learning by combining manufacturing equipment, community, education and fun. Longer-term, Tualatin intends to supplement the mobile maker space with a permanent Community Career and Creative Center. The Center would provide space to add larger maker equipment, conduct classes and workshops and integrate performing arts.

The America's Best Communities semi-finalists are: Lake Havasu City, Arizona; Charleston, West Virginia; Statesboro, Georgia; Valley County/Meadows Valley, Idaho; Chisago Lakes Area, Minnesota; Huntington, West Virginia; Portsmouth, Ohio; DeKalb, Illinois; Fort Dodge, Iowa; Darrington/Arlington, Washington; Valparaiso, Indiana; Tualatin, Oregon; Wenatchee/East Wenatchee, Washington; Madison, Indiana; and Angola/Fremont, Indiana. Sponsored by Frontier Communications, DISH Network, CoBank and The Weather Channel, the America's Best Communities competition has dedicated \$10 million in prizes and other support to spark economic revitalization in small towns and rural communities across the country.

"America's Best Communities has inspired towns and cities to come together in ways we never thought possible. People from all walks of life were united by this challenge to reimagine their future and reinvigorate their community. Already it has stimulated positive change and economic progress," said Frontier Communications Executive Chairman Maggie Wilderotter. "Great communities don't just happen. They are the result of people working together for the common good."

All 15 semifinalist communities will attend the America's Best Communities Summit April 26-27 in Durham, North Carolina, where they will present their proposals to a panel of expert judges and executives from the sponsoring companies and compete for additional financial support. At the end of the summit, eight communities will be named finalists and awarded \$100,000 to bring their plans to life. In April 2017, the top three communities making the largest impact and showing the greatest potential for achieving sustainable revitalization will be selected as the grand prize winners. The first place community will receive \$3 million, the second place community \$2 million, and \$1 million for third.

To learn more about Tualatin's plans, visit www.tualatinabc.org.



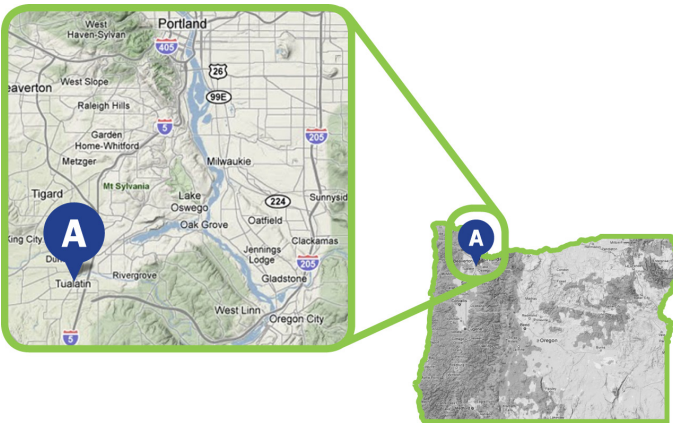


WELCOME TO TUALATIN!

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 10 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

- Median Age: **35.1**
- Hispanic or Latino: **19.4%**
- Median Household Income: **\$61,250**
- High School Graduate or Higher: **91.4%**
- Bachelor's Degree or Higher: **41%**

REGIONAL WORKFORCE ATTRIBUTES

- Bachelor degree and higher: **34.1%**
- K-12 graduation rate: **90.5%**
- Regional workforce: **1.02 Million**
- Regional average wages: **\$49,131**
- Regional average manufacturing wages: **\$55,825**

POPULATION GROWTH

	2000 Population	2010 Population	% Growth
City of Tualatin	22,791	26,160	15%
Portland Region	1,927,881	2,226,009	15%
State of Oregon	3,421,399	3,831,074	12%



AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON

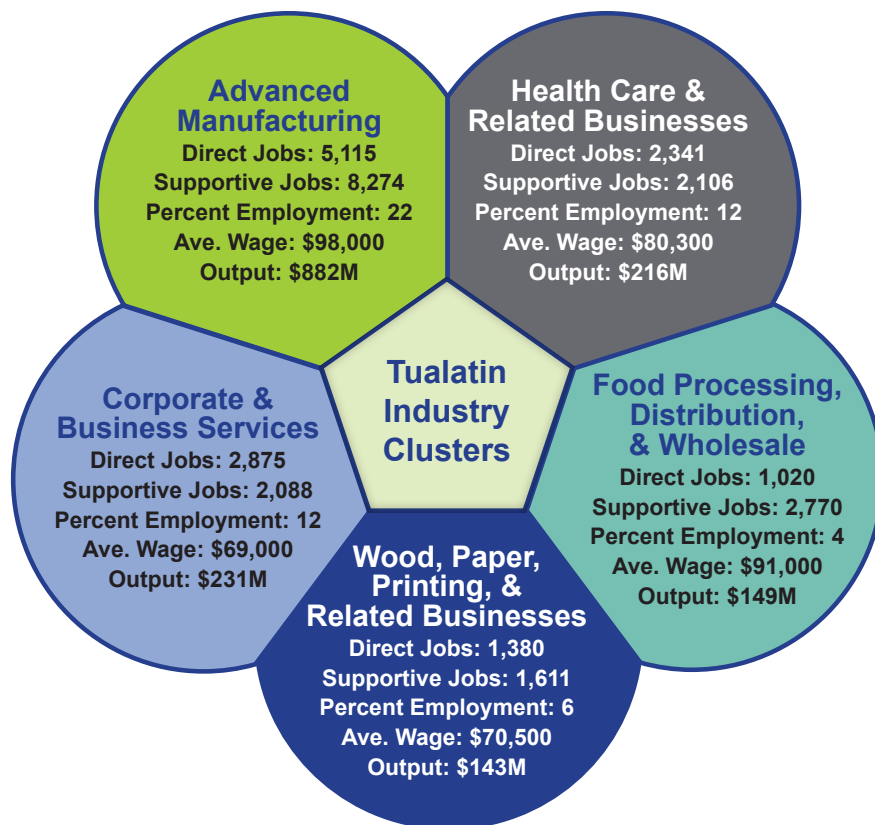


TUALATIN'S ECONOMY

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

KEY INDUSTRY CLUSTERS

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



BY THE NUMBERS

BUSINESS & EMPLOYEES

1,480

Number of Business Licenses

25,879

Number of Employees in Tualatin

\$1.26 BILLION

Total Payroll in Tualatin

5%

Local Unemployment Rate

AVAILABLE LAND

787 ACRES

Available Industrial Land

51 ACRES

Available Commercial Land

INDUSTRY CLUSTERS

57%

Of local jobs in key industry clusters

\$1.6 BILLION

Annual value output from industry clusters

\$85,000

Average wage among industry clusters

\$50,000

Average wage in Tualatin among all industries



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



QUALITY OF LIFE

DOWNTOWN TUALATIN

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

SHOPPING

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

SCHOOLS

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

PARKS

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

RECREATION

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

CITY OF TUALATIN

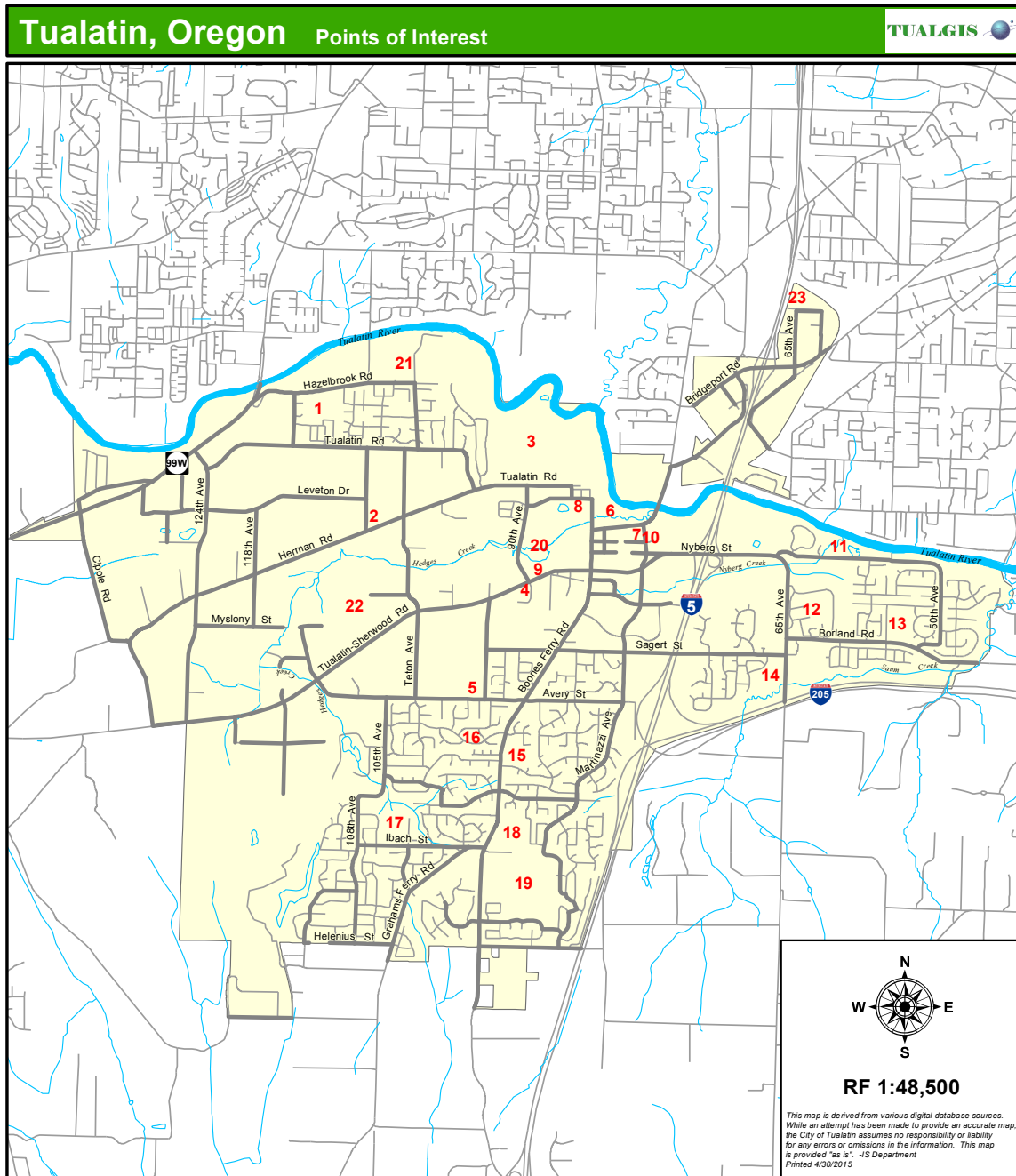
PRINCIPAL EMPLOYERS

CURRENT YEAR AND NINE YEARS AGO

June 30, 2015

Employer	2015			2006		
	Employees	Rank	Percentage of Total City Employment	Employees	Rank	Percentage of Total City Employment
Legacy Meridian Park Hospital	905	1	3.72%	823	1	3.39%
Lam Research Corporation	669	2	2.75%	400	4	1.65%
United Parcel Service	512	3	2.11%	512	2	2.11%
Portland General Electric	478	4	1.97%	335	6	1.38%
CES Group LLC	460	5	1.89%	-	-	-
Precision Wire Components	457	6	1.88%	-	-	-
Columbia Corrugated	320	7	1.32%	-	-	-
DPI Specialty Foods Northwest	300	8	1.23%	300	7	1.23%
Cabela's	290	9	1.19%	-	-	-
Pacific Foods of Oregon, Inc	280	10	1.15%	-	-	-
GE Security	-	-	-	500	3	2.06%
Milgard Windows	-	-	-	275	8	1.13%
Fred Meyer	-	-	-	273	9	1.12%
Cyberrep	-	-	-	250	10	1.03%
	<u>4,671</u>			<u>3,333</u>		
Total City employment			<u>24,299</u>			

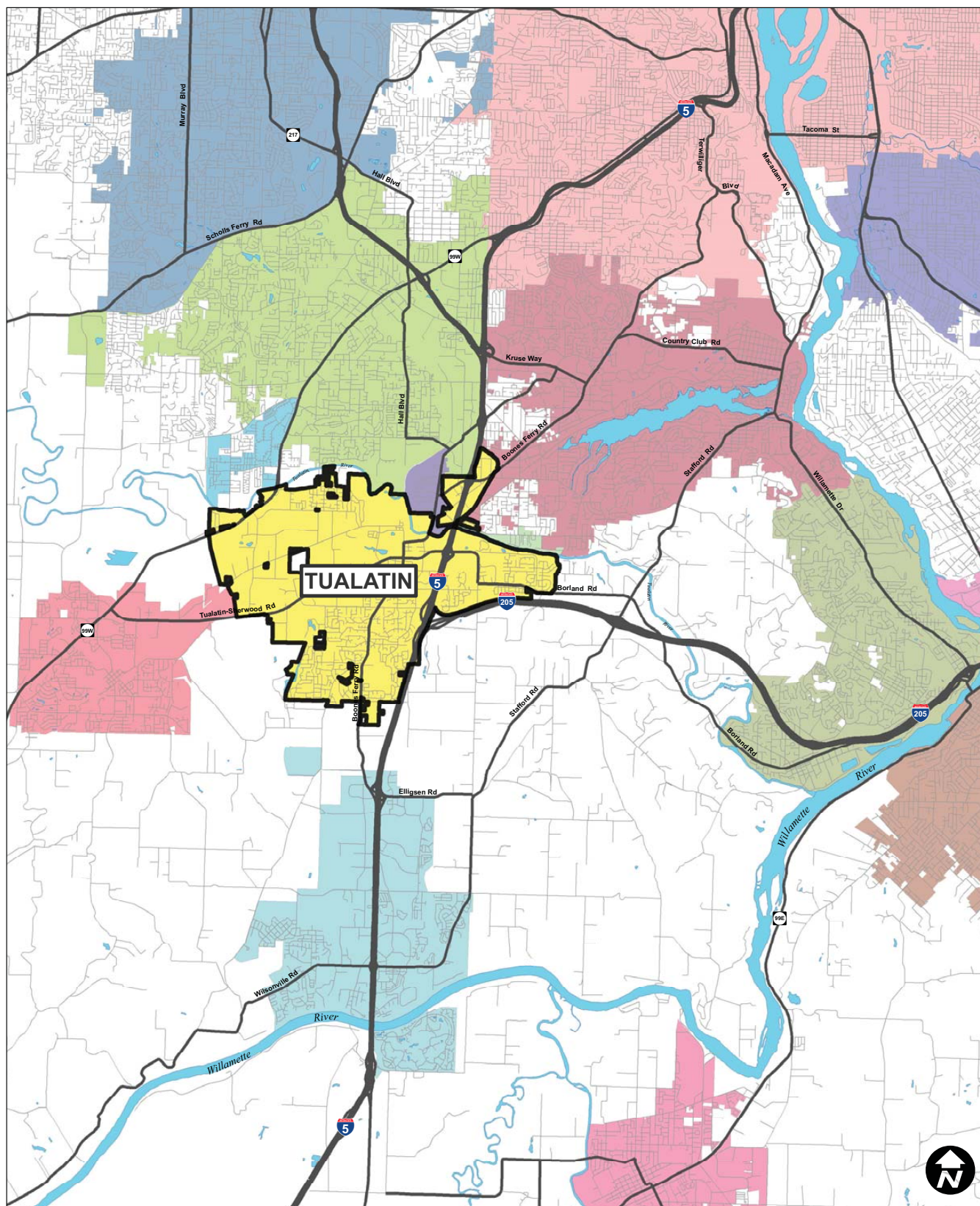
Information derived from 2015 Business License data provided to the City of Tualatin.



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

TUALGIS



CITY COUNCIL 2020 VISION

In 2020 We Envision / Enjoy:

Connected, Informed & Engaged Citizenry



Enhanced / Expanded Transportation Options Including Public Transit & a Regional Connector



Protected & Expanded Natural Spaces



A Livable, Family-Oriented, Healthy, Active-Living, & Safe Community



Expanded, Strengthened Tax Base Through Smart, Balanced Growth



Accessible Opportunities for Lifelong Learning, Workforce Development and Training, and Educational Innovation & Partnerships



A Vibrant, Economically Viable, Thriving Downtown / Town Center



Expanded Opportunities for Vibrant Parks & Recreational Facilities, Including Greenway Trails & Bike/Pedestrian Trails



America's Best Community



Community Trends, Drivers of Change and Goals

A Changing Environment and a Responsive Organization

The City of Tualatin Council and staff has identified the following drivers of change in Tualatin. Change drivers are large scale forces which produce change throughout an organization and in various levels of the community. Typically, these change drivers consist of community or regional demographic, economic, technological, and other factors that create a changing environment to which organizations must adapt. Government organizations must continually reevaluate the way they do business and provide service, and seek to respond faster, use resources more efficiently, and produce high quality work and services.

- **Increasing Costs of Services**
- **Increased Traffic in the SW Corridor**
- **Lightening Fast Technology**
- **Changing Demographics**
- **Need for Educational Opportunities**

Based on these drivers, an organizational work plan was created. Here are some of the highlights.*

1. Connected, Informed and Engaged Citizenry

Nineteen goals were identified and departments assigned.

- Increase use of all forms of social media to inform, connect and engage.
Department: All Departments

- Extend use of geographic information systems (GIS) which facilitate self-help and public inquiries.
Department: Information Systems
- Assist the community in solving neighborhood traffic issues through the Neighborhood Traffic Solutions Program.
Department: Community Development

2. Protect and Expand Natural Spaces

Eight Goals were identified and departments assigned.

- Increase awareness, appreciation and use of natural resources.
Department: Community Services
- Promoting and celebrating storm water quality programs and projects.
Department: Community Development
- Maintaining appealing, accessible green and open spaces.
Department: Operations

3. Expanded, strengthened tax base through smart, balanced growth and by attracting businesses that improve the quality of life and provide employment opportunities in our community

Eight goals were identified and departments assigned.

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 a sense of place and a unique identity for the City.



- Complete an infrastructure phasing project for the SW Concept Plan Area.
Department: Community Development
- Address public safety issues (enforcement, congestion, etc.) proactively.
Department: Police
- Maintain and support public infrastructure that supports business.
Department: Operations

4. Vibrant, economically viable, thriving downtown/town center

Seven goals were identified and departments assigned.

- Connect the town center area through trails.
Department: Community Services
- Update the downtown plan.
Department: Community Development
- Support events that take place in the downtown area.
Department: Operations

5. Enhanced/Expanded Transportation Options Including Public Transit and Regional Connections Around Tualatin

Twelve goals were identified and departments assigned.

- Communicate progress and engage in the process on the Oregon Passenger Rail Project.
Department: Community Development
- Promote the use of public transit to employees.
Department: Administration
- Finish the Linking Tualatin Project.
Department: Community Development

6. A Livable, Family-Oriented, Safe, Health and Active-Living Community

Twelve goals were identified and departments assigned.

- Expanding opportunities for families (children of all ages) to volunteer.
Department: Administration
- Participate in the Health Eating Active Living (HEAL) campaign.
Department: Community Services/Administration
- Ensure emergency preparedness for our public infrastructure (water, sewer, etc.)
Department: Operations

7. Accessible Opportunities for Lifelong Learning, Workforce Development, Training and Educational Innovation and Partnerships

Seven goals were identified and departments assigned.

- Facilitate job search skills and job training for the community.
Department: Community Services
- Lobby for better transit access to OIT and PCC.
Department: Community Development
- Put WiFi and/or fiber throughout the City.
Department: Information Services

8. Expand Opportunities for Vibrant Parks and Recreational Facilities Including Greenway trails and Bike/Pedestrian Trails

Six goals were identified and departments assigned.

- Educate and use the CIO's for crime prevention in the parks.
Department: Police/Community Services
- Work with developers to build the City's trail system.
Department: Community Services

*For the complete list of goals, visit our website.



Budget Process

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

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

Phase 1: The Budget Officer Puts Together a Proposed Budget

Each city must designate a budget officer, who may be appointed by the governing body (the city council) or may be designated in the city's charter. The budget officer is responsible for preparing the budget or supervising its preparation. The first step in the budget process is the development of the budget calendar, which maps out all the steps that must be followed for the legal adoption of the city budget. The calendar must allow enough time for the budget to be adopted by June 30, before a new fiscal year begins. After the budget calendar is set, the budget officer begins to develop the estimates of resources and requirements for the coming year.

A city budget is comprised of several funds, each with a specific purpose. The city budget includes different funds that clearly show what the local government is doing and how it is paying for things.

There are seven types of funds used in most city budgets:

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

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

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

Debt Service Fund – records the repayment of general obligation bonds. The expenditures in the fund are the bond principal and interest payments. Money dedicated to repay bonds cannot be used for any other purpose.

Trust and Agency Fund – accounts for money for a specific purpose that you hold in trust for someone else. Example: investments or securities given to the city with provisions that the income be used to aid the library or park system.

Reserve Fund – accumulates money to pay for any service, project, property, or equipment that the city can legally perform or acquire. It functions as a savings account. A special resolution or ordinance of the governing body is needed to set up a reserve fund.

Enterprise Fund – records the resources and expenses of acquiring, operating, and maintaining a self-supporting facility of service, such as a city water or wastewater utility.

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



Phase 2: The Budget Committee Approves the Budget

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

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

The Budget Message

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

budget and explain any major changes in financial policies.

The budget message should be in writing so it can become part of the budget committee's records. It is delivered at the first meeting of the budget committee by the budget officer, the chief executive officer or the governing body chair.

Budget Committee Meetings

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

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

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

Phase 3: The Budget is Adopted and Property Taxes Are Certified (When Appropriate)

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

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

Adoption of the Budget

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

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

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

In addition to the county tax assessor's copies, a copy of the resolutions required by ORS 221.770 must be submitted to the Oregon Department of Administrative Services by July 31. Finally, a copy of the completed budget document, including the publication and tax certification forms, must be submitted to the county clerk's office by September 30.

Phase 4: Operating Under the Adopted Budget

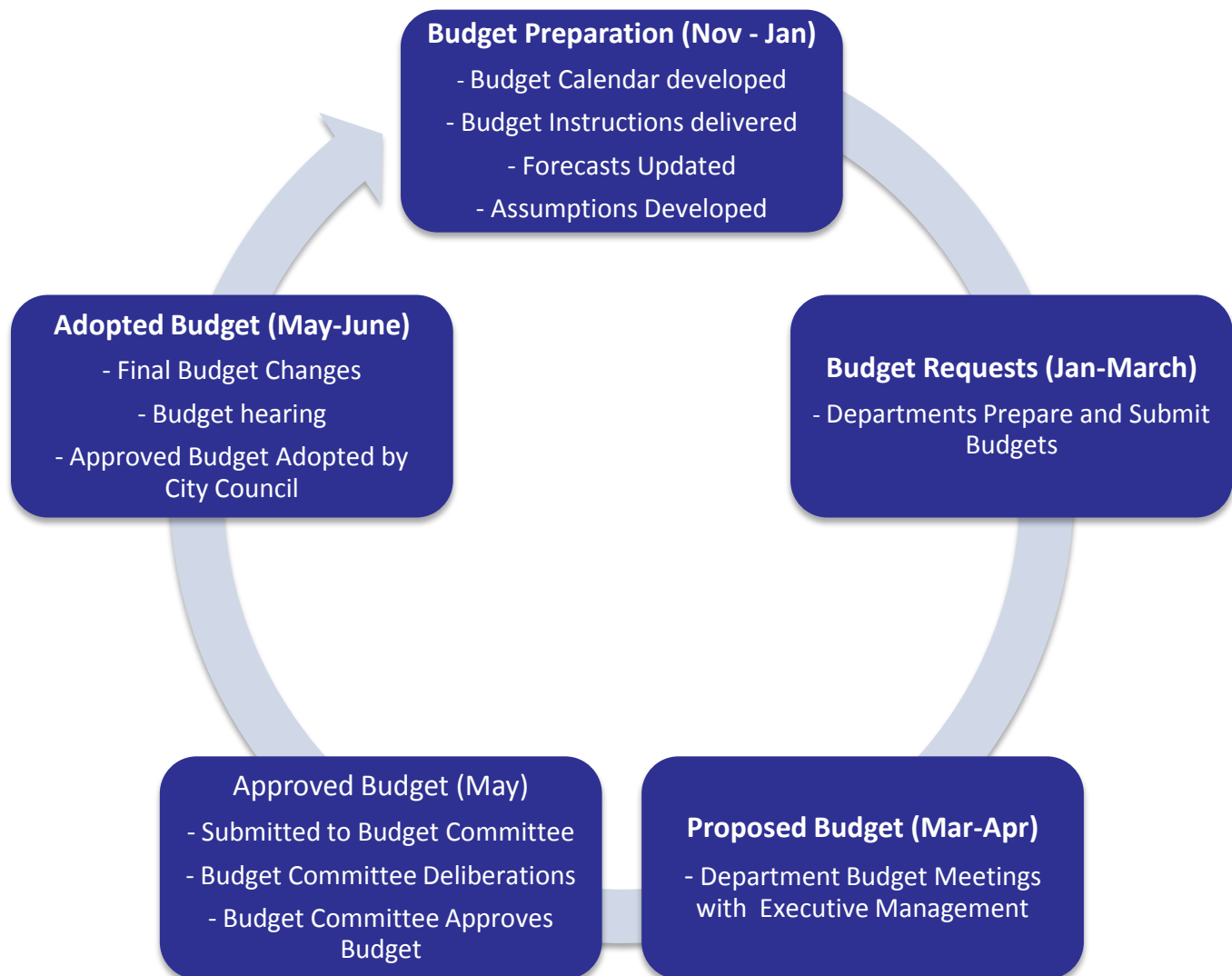
Once it is adopted, cities begin operating within that specific budget. While it is possible for changes to be made to an adopted budget once the fiscal year begins, this can only happen under certain circumstances. Two such examples are resolution transfers and supplemental budgets. These are actions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



It is unlawful to spend public money in excess of the amounts budgeted or for a different purpose than budgeted. Public officials can be sued for such actions if the expenditure is found to be malfeasance in office or willful or wanton neglect of duty. Creating a supplemental budget or a resolution transfer after the expenditure is

made does not protect the governing body members from a lawsuit.

**Budget process article provided by the "League of Oregon Cities"*





Basis of Budgeting

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

Budgetary Basis of Accounting

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

Basis of Auditing

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

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



Fund Structure

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

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

General

General Fund

Enterprise

Water Operating Fund

Sewer Operating Fund

Storm Drain Operating Fund

Enterprise Bond Fund

Water Development Fund

Sewer Development Fund

Storm Drain Development Fund

Special Revenue

Building Fund

Road Utility Fee Fund

Road Operating Fund

Core Area Parking District Fund

Tualatin Scholarship Fund

Road Development Fund

Transportation Development Tax Fund

Debt Service

General Obligation Bond Fund

Capital Projects Funds

Park Development Fund

Tualatin Development Commission

TDC Administration Fund

Central Urban Renewal District Project Fund

Leveton Projects Fund

A summary of all funds is provided in the Budget Summary section to show a summary of each of the funds resources and requirements as budgeted and more detailed breakdown is shown in the Funds section. Resources include beginning fund balances, current revenues and transfers in from other funds. Requirements include operating expenditures, debt payments, capital improvements, transfers out to other funds, contingencies and ending fund balances or reserves. The FY 2016-2017 budget is considered a balanced budget as total resources are equal to total requirements in each fund.

Funding Sources

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

A fund is a grouping of relating accounts that is used to maintain control over resources that have been segregated from specific activities or objectives. The City of Tualatin's funds can be divided into two primary categories: governmental funds and proprietary funds. Governmental funds are used to account for most of the city's functions and include, general, special revenue, debt service and capital project funds. Proprietary Funds are enterprise funds used to account for city activities that are similar to those often found in the private sector. The City's Internal Service Fund accounts for administrative and maintenance functions for the water, sewer, storm and street systems on a cost reimbursement basis.

Major Governmental Funds

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

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

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

Enterprise Funds

These funds are used to account for operations that are financed and operated in a manner similar to private business enterprises. The intent of the governing body is that the costs of providing the services to the general public on a continuing basis be financed primarily through user charges. These funds represent three segments of operations - Water, Sewer, and Storm Drain.

Water Operations

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

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

Enterprise Bond Fund - Accounts for debt service financing for the water reservoir construction and other improvements to the water system.

Sewer Operations

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

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

Storm Drain Operations

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

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

For Generally Accepted Accounting Principles purposes, these funds are consolidated and included as three separate Enterprise funds.

Nonmajor Governmental Funds

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



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

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

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

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

Road Development Fund - Accounts for funds received from system development charges and restricted for system improvements.

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

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

Debt Service Funds

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

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

Capital Projects Funds

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

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

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

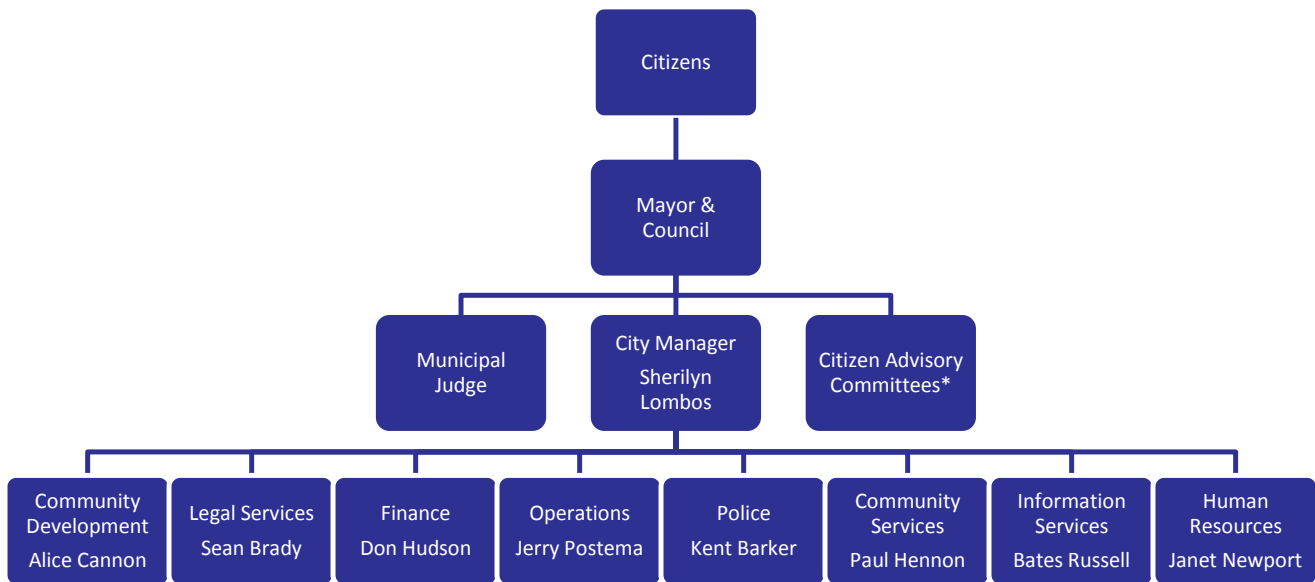
Internal Service Funds

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

Operations Fund

The Operations Fund accounts for the administrative and maintenance functions for the water, sewer, storm and street systems on a cost reimbursement basis.

City of Tualatin Organization



* The Citizen Advisory Committees include the Tualatin Library Advisory Committee, the Tualatin Park Advisory Committee, the Tualatin Urban Renewal Advisory Committee, the Tualatin Arts Advisory Committee, the Tualatin Planning Commission, the Core Area Parking District Board, the Architectural Review Board, the Budget Advisory Committee, the Tualatin Tomorrow Advisory Committee and the Transportation Task Force.



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
Councilor Ed Truax	Chair/Council
Skip Stanaway	Citizen
John Howorth	Citizen
Patrick Gaynor	Citizen
Chris Goodell	Citizen
Carol Bellows	Citizen
John Medvec	Alternate
Joelle Davis	Alt. Chair/councilmember

Arts Advisory Committee

The Tualatin Arts Advisory Committee was created to encourage greater opportunities for recognition of arts in Tualatin, to stimulate private and public support for programs and activities in the arts, and to strive to ensure excellence in the public arts collection.

Monthly - 3rd Tuesday of each month, 6:30 pm.
These meetings are open to the public.

Members	Jurisdiction
Buck Braden	Chair/Citizen
Mason Hall	Citizen
Gary Thompson	Citizen
Kristin Erickson	Citizen
Arthur Barry	Citizen
Dawn Upton	Citizen
Brett Hamilton	Citizen
Frank Bubenik	Council

Budget 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
Candice Kelly	Citizen
Roger Mason	Citizen
Paul Morrison	Citizen
Robert Kellogg	Citizen
Dan Gaur	Citizen
Brett Rohde	Citizen
Terri Ward	Citizen

Core Area Parking District

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

Member	Jurisdiction
Monique Beikman	Council
Dr. William Jordan	Chair, Citizen
Diana Emami	Citizen
Gary Haberman	Citizen
John Howorth	Citizen
Ryan Miller	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.

Member	Jurisdiction
Sonya Ambuehl	Chair, Citizen
Ryan Wroblewski	Citizen
Donald Swygard	Citizen
Alan Feinstein	Citizen
Marcus Young	Citizen
Thea Wood	Citizen
Guille Diaz-Boyas	Student

Parks Advisory Committee

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

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

Member	Jurisdiction
Steve Ricker	Citizen
Dana Paulino	Citizen
Anthony Warren	Citizen
Krista Nanton	Citizen
Kay Dix	Citizen
Valerie Pratt	Citizen
Dennis Wells	Chair, Citizen

Tualatin Planning Commission

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

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

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

Members	Jurisdiction
Cameron Grile	Citizen
Angela Demeo	Citizen
Alan Aplin	Chair/Citizen
William Beers	Vice Chair/Citizen
Janelle Thompson	Citizen
Jeff DeHaan	Citizen
Mona St. Clair	Citizen

Tualatin Tomorrow Advisory Committee

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

Member	Jurisdiction
Candice Kelly	Citizen
Larry McClure	Citizen
Bethany Wurtz	Citizen
Ed Casey	Citizen
Terry Powell	Citizen
Diane Emami	Citizen
John Bartholomew	Citizen
Frank Bubenik	Council
Linda Moholt	Chamber Representative
Dana Terhune	Partnering Organization Representative (TTSD)



AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON





Budget Message

Tualatin River and past wetlands, officially opened. The new trail includes a “walk through time” – exploring the transition of the Ice Age and cataclysmic Ice Age Floods, extinction of Ice Age mammals and the emergence of Paleo-Indians and early settlers in the Tualatin and Willamette valleys. The three-quarter mile trail connects the east and west areas of Tualatin, while running along the Tualatin River and crossing under Interstate 5.



The trail fills a gap in the 4.7 mile segment of the Tualatin River Greenway that is located on the north and south banks of the Tualatin River as it passes through the cities of Tualatin, Durham and Tigard, while connecting five major community parks and natural areas. The funding for the project consisted of a grant from the State of Oregon, as well as public and private partnerships with Washington County, Metro, Washington County Visitors Association and CenterCal Properties.

The total proposed budget for the City of Tualatin in Fiscal Year 2016/2017 is \$82,709,580, a 4.74% increase over the adopted 2015/2016 budget. Also included in this budget document is the Tualatin Development Commission (TDC) budget, proposed at \$4,161,755, a 0.60% increase from the previous year’s adopted budget. Explanations of the significant reasons for these changes in both the City’s and the TDC’s budgets will be explained on the following pages.

Throughout the budget document, you will find many of the services and amenities our

employees provide to our residents and our customers; all provided in a financially responsible way. We think that after reviewing the Fiscal Year 2016/2017 budget document, you will agree that Tualatin truly is one of America’s Best Communities!



Revenues

Overall, the City’s revenues, less transfers and miscellaneous revenue, increased 5.97%. The chart on the bottom of the next page represents the changes in the different categories that make up the total revenue picture for the City of Tualatin. As in previous years, we continue to experience stability in our revenues. The chart displays this stability with most categories either maintaining the previous year’s level, or experiencing an increase for fiscal year 2016/2017.

During 2015, the City implemented a new financial system; this is the first budget that was prepared using the new system. As part of the conversion, the City’s accounting staff made minor changes to the City’s chart of accounts, reviewed the previous categorization of revenues in all funds and made changes in which categories some items belonged. This effort provides for a more proper categorization of the City’s revenues and better lines up the City’s financial statements with the budget document. This “reclassification” is reflected in all columns in the detailed reports found in the revenue



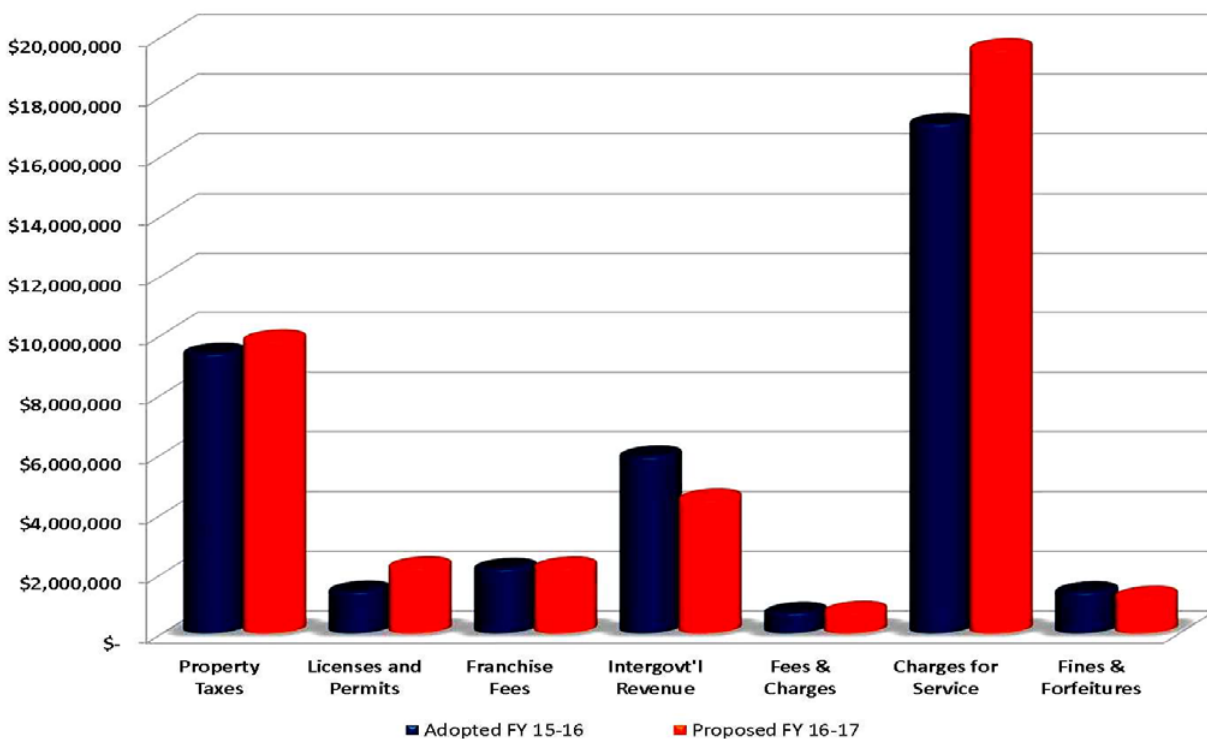
section to allow for appropriate comparison across the fiscal years displayed.

Charges for Service, primarily for water, sewer and storm drain utility charges, is the City's largest source of revenue, at just over \$19.5 million. This category is seeing the largest increase over the previous year at 14.61%, with more than half of the increase related to projected Parks System Development Charge (SDC) revenues from anticipated development. Water, sewer and storm drain SDC revenue is also included in this category. As in previous years, over one-third of the revenue in this category is related to sewer and storm drain rates set by Clean Water Services (CWS), with the revenue collected being passed-through to them. Water rates are set by the City of Tualatin and continue to track the recommended rates contained in the City's Water System Master Plan. Other items in this category include revenues received for police services contracts with the City of Durham and TriMet, as well as passport services and community services programs and rentals. We

are projecting moderate increases to these revenues in the proposed budget.

Property taxes are a significant source of revenues for the City and continue to make up almost half of our general fund revenues. Property tax revenues are based upon assessed value (AV), which differs from real market value (RMV), of a property and are limited by Measures 5 and 50, passed by Oregon voters in the 1990's. Additionally, Measure 50 (M50) placed limits on AV growth, furthering the gap between what a property is taxed on and its increasing market value. M50 also set the City's permanent tax rate of \$2.2665 per \$1,000 of AV, one of the lowest permanent tax rates in the Portland Metro Area. For more information on property taxes and Measures 5 and 50, please see the "Overview of Property Taxes" behind the Revenues tab in this document.

The City has experienced continued development over the past couple of years and this is beginning to be reflected on the tax rolls. Our AV has increased just over 5%, each





year, for both fiscal year 2014/2015 and 2015/2016. It is anticipated that strong growth of our AV will occur in FY 2016/2017, so we are projecting an increase over 4% in the next year. With the actual and projected increases in AV, property tax revenue is estimated to increase 5.33% over the adopted 2015/2016 budget.

Intergovernmental revenue is decreasing by 24.3%, due to the one-time Connect Oregon grant for the Tualatin River Greenway Trail project being received fully in fiscal year 2015/2016. Increased revenue from the renewal of the Washington County Cooperative Library System (WCCLS) operating levy helps offset some of the reduced revenues in this category.

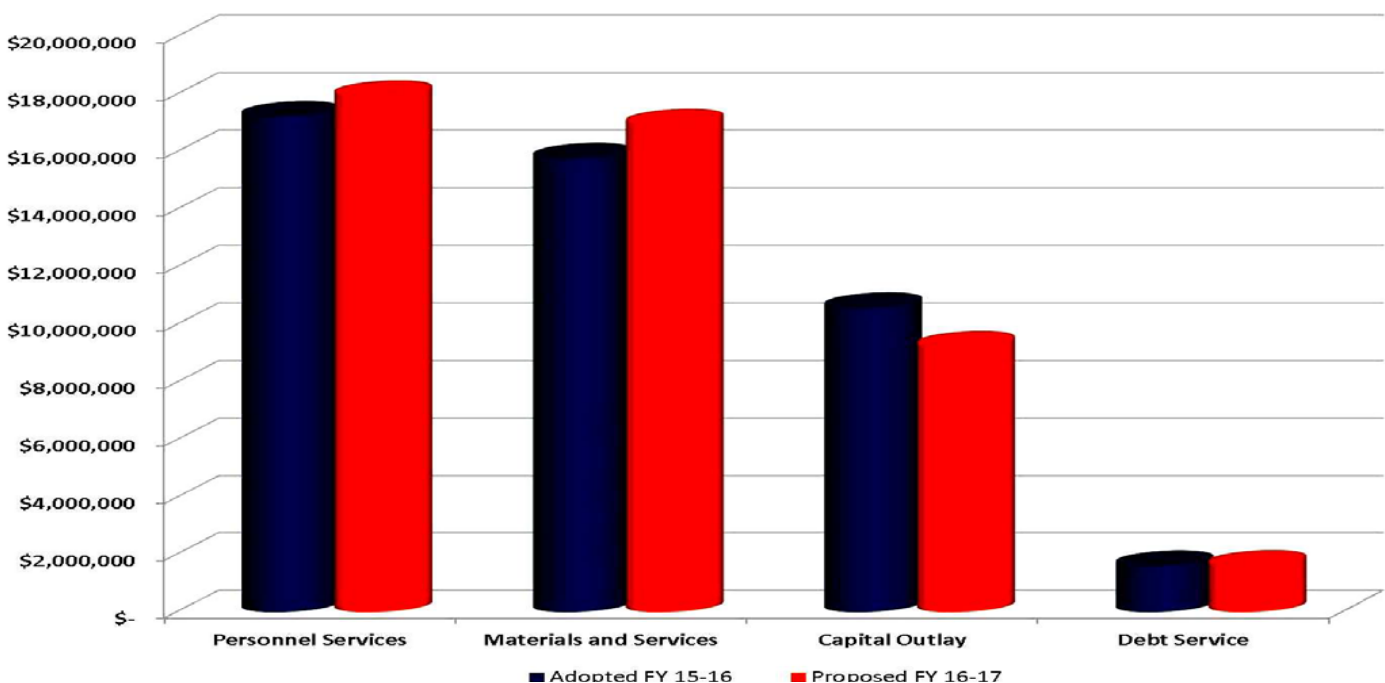
The other noticeable difference in our revenue picture is the increase in licenses and permits. Development projected to start during the fiscal year will impact the revenues received for the Washington County Transportation Development Tax, which is recorded in this category.

As previously mentioned, our overall revenue picture remains stable and we anticipate that it will remain stable in the immediate future.

Expenditures

As mentioned in the revenue section above, the City has one of the lowest property tax rates in the Portland Metro Area, and the City's departments continue to utilize the funds available to provide services in a fiscally prudent manner. The premise given to departmental budget staff as they prepared their budgets was similar to previous years, *"Look at what is needed to provide and maintain the great services we provide, while identifying savings wherever possible."* Even with having to program increases for items such as utility rate increases and contractual obligations that are increasing, departments continue to do an outstanding job keeping expenditure growth to a manageable level.

Beginning with the fiscal year 2016/2017 budget, we have simplified how our operations department is reported and tracked, primarily in the area of providing utility services. Up until this proposed budget, water, sewer, storm drain and street personnel and some of the related materials and services expenditures were reported in the Operations Fund, which derived its revenue from transfers from separate utility





operating funds. It was decided to simplify where expenditures are recorded and as a consequence, we will be officially closing the Operations Fund during fiscal year 2016/2017. To prepare for this, we have moved personnel and other expenditures into the appropriate utility operating fund (i.e. what was previously recorded in the Operations Fund – Water Division is now recorded in the Water Operating Fund). Because the Operations Department also includes three General Fund Divisions (Fleet, Building Maintenance and Park Maintenance), the former Operations Fund Administration and Non-Departmental programs have primarily been rolled into a new General Fund program entitled Public Works Administration. Behind the Public Works portion of the Expenditures section, you will find the former Operations Fund detail pages showing previous year history and a table reporting the combined history and proposed budget for all impacted funds and programs. While this sounds rather confusing, and it may appear to be for this year, we believe that it simplifies and makes tracking of the costs of our utility programs much easier and understandable moving forward.

Throughout the budget, we are experiencing slight increases in many department's materials and services (M&S) categories, with some decreases. If you look the graph at the bottom of the previous page, there is a significant increase in M&S from the Adopted 2015/2016 budget. The increase portrayed in the graph is a 7.5% increase, but it includes a significant understatement of the 2015/2016 budget for our water purchases from the City of Portland. Factoring in the correct amount for this line item in 2015/2016, the increase in materials and services drops to 4.74%. Included in this percentage is an increase in the pavement maintenance program and technology replacements, which are both based on schedules which fluctuate up and down from year to year. Also included in the increase of M&S are increased street sweeping

costs and catch basin cleaning costs in order to maintain compliance with the permits for sewer and storm drains held by Clean Water Services. Beyond these increases, the majority of the other differences in M&S across the organization are considered routine in order to continue maintaining the quality services our citizens have come to expect and appreciate from the City.

Maintaining quality service levels takes a dedicated work force and we are very fortunate to have one of the best in Tualatin. Our employees continue to be the City's largest asset and account for just under one-third of the City's budget. Increases in staffing levels were limited to two situations, both utilizing increased revenues to pay for the increased staffing. In the Tualatin Public Library, additional staffing has been added to enhance reading and technology programs for students, as well as Pre-K literacy. These additions are funded by the increased WCCLS operating levy that was discussed earlier in this message. Also in the Community Services Department, the success of our recreation programs, for all ages, including the older adults through the Juanita Pohl Center, has come with an increase in temporary staffing to help put on these popular programs. The funding for the increased expenditures for our recreational programming comes from user fees charged for the offerings. The category is increasing 4.2% and includes the additions mentioned above, as well as contractual cost of living increases and health and dental benefit cost sharing.

No budget message would be complete without mentioning the Oregon Public Employees Retirement System (PERS). Fiscal Year 2016/2017 is the second year of our biennial PERS rates, with no changes in the contribution rate charged as a percentage of payroll. With the funding status of the PERS pool being reduced over the last couple of years, we will be experiencing significant



increases in our PERS rates for the biennium beginning with fiscal year 2017/2018. The City continues to maintain a PERS reserve in the General Fund to offset the anticipated increase beginning in July 2017. As actual rates are released in the fall of 2016, we will do an analysis of the actual impacts on the upcoming years.

Speaking of reserves, the City continues to maintain healthy reserves and contingencies, which is one reason why Moody's Investors Service upgraded the City's general obligation bond rating from Aa2 to Aa1 in November 2015. Moody's noted the City's strong management team, as well as the City's very strong financial operations, with reserves slightly higher than both Aa1 rated cities nationally and in Oregon, as reasons for the upgrade. Moody's anticipates robust levels of reserves to be maintained going forward.

Funding capital outlay, using one-time or intermittent funding sources, is also maintained at a solid level in the proposed budget. Overall, the Capital Outlay category is decreasing from last year, largely due to the

Tualatin River Greenway Trail project being completed in fiscal year 2015/2016. There are still a number of projects and purchases being completed in the upcoming year for items such as the replacement of vehicles and the conversion of the lighting in Community Park, at the Lake on the Commons, as well as at our Operations and Police facilities to LED lighting. In the utility funds, projects identified through our utility master plans (which are also programmed to be updated), as well as in the capital improvement program, are being funded. Capital projects included in the Proposed Budget can be found in the Capital Improvement Plan section of the budget document.

Tualatin Development Commission

The Tualatin Development Commission (TDC) is Tualatin's urban renewal agency, overseeing the City's two project areas, the Central Urban Renewal District and the Leveton Tax Increment District. Over the years the Commission has developed excellent projects to reduce blight and ultimately enhance Tualatin's quality of life. Both project funds have cash balances available to complete projects that were already being funded,





or are on the urban renewal project lists. In the Central Urban Renewal District, the remaining balance will be analyzed for the best use of the funds. In the coming year, the TDC will be analyzing the projects remaining in the Leveton Tax Increment District and determining which need to be complete and when the timing is best for completion of the identified projects.

Sincere thanks and credit goes to all City departments and their staff for their

contributions to this proposed budget and to the fiscal health of the City of Tualatin. A special thanks to Finance Director, Don Hudson, and Finance Program Coordinator Lisa Thorpe, for their long hours and dedication to the preparation of this budget document showing some of the many reasons why Tualatin is one of America's Best Communities!!

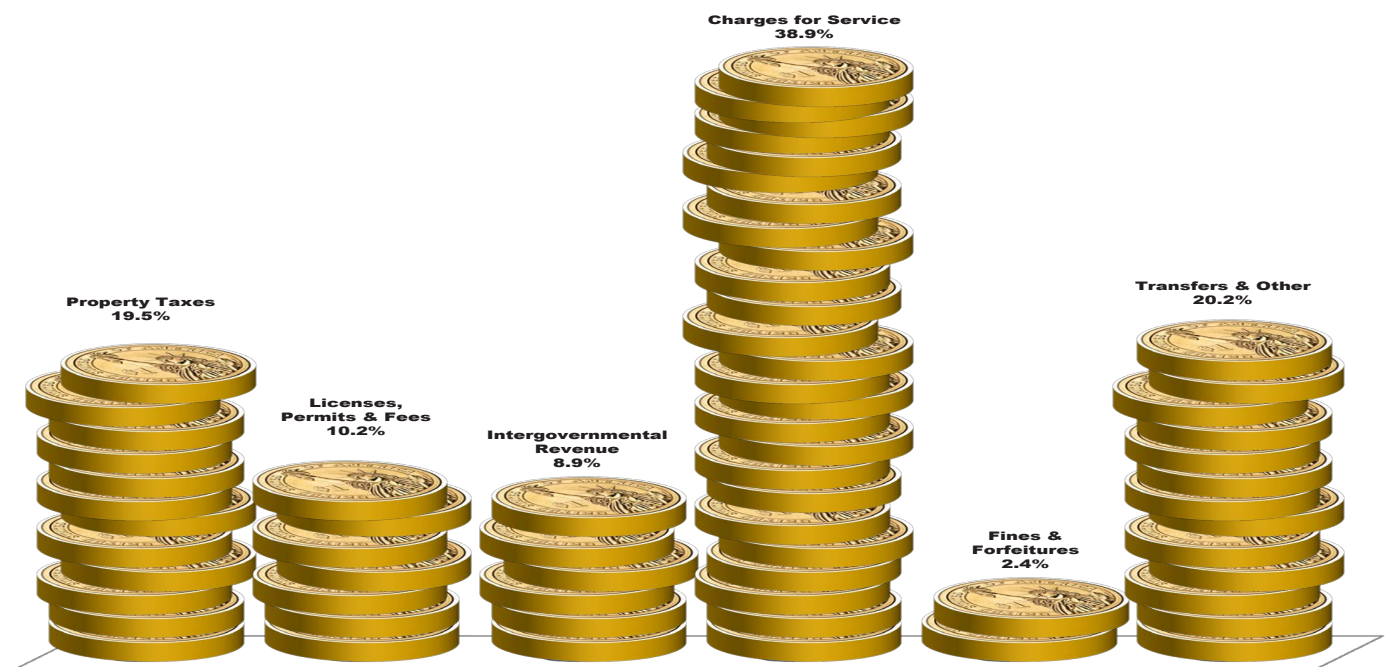
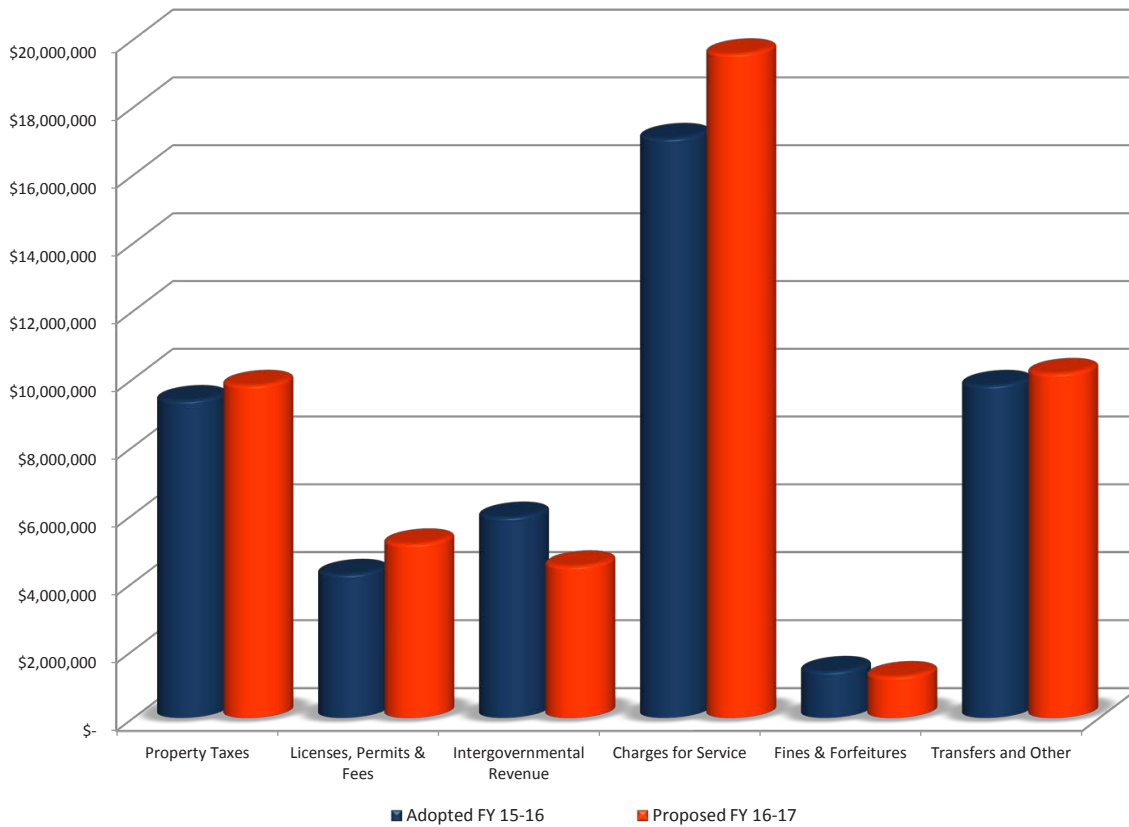
Respectfully submitted,

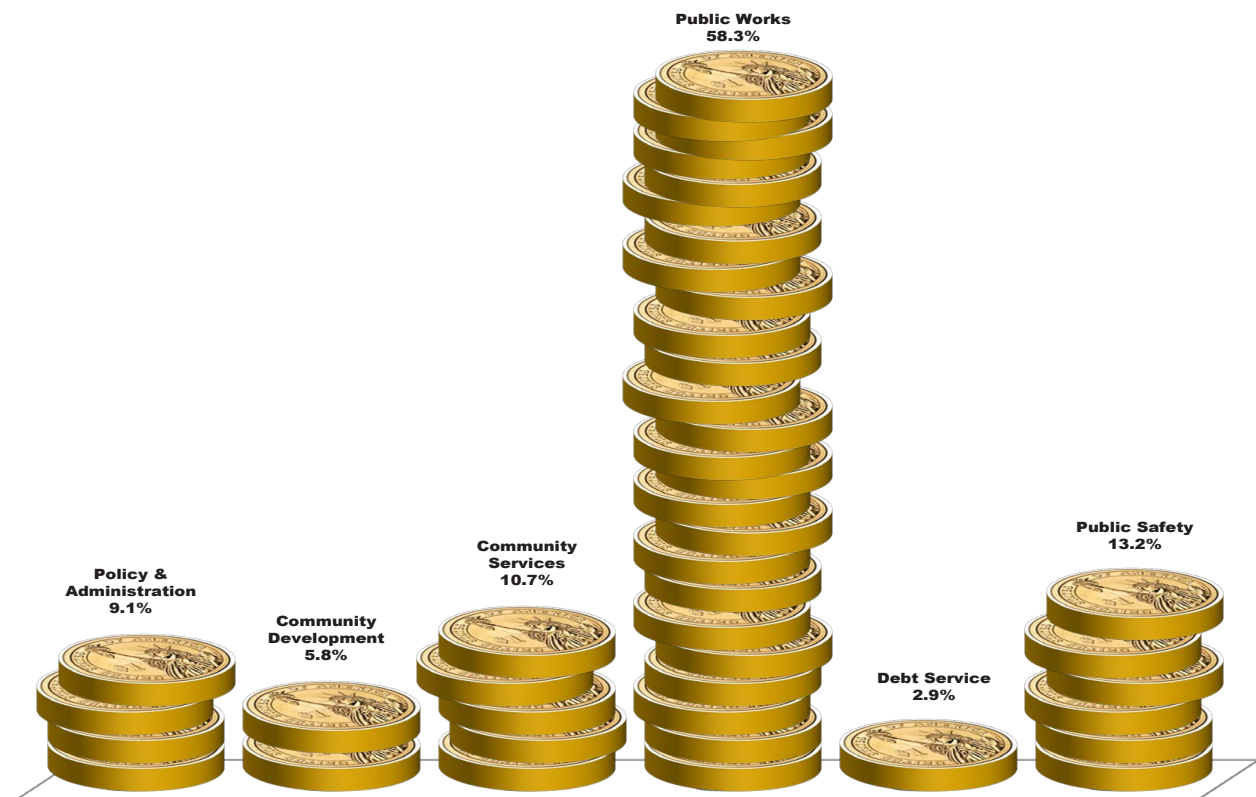
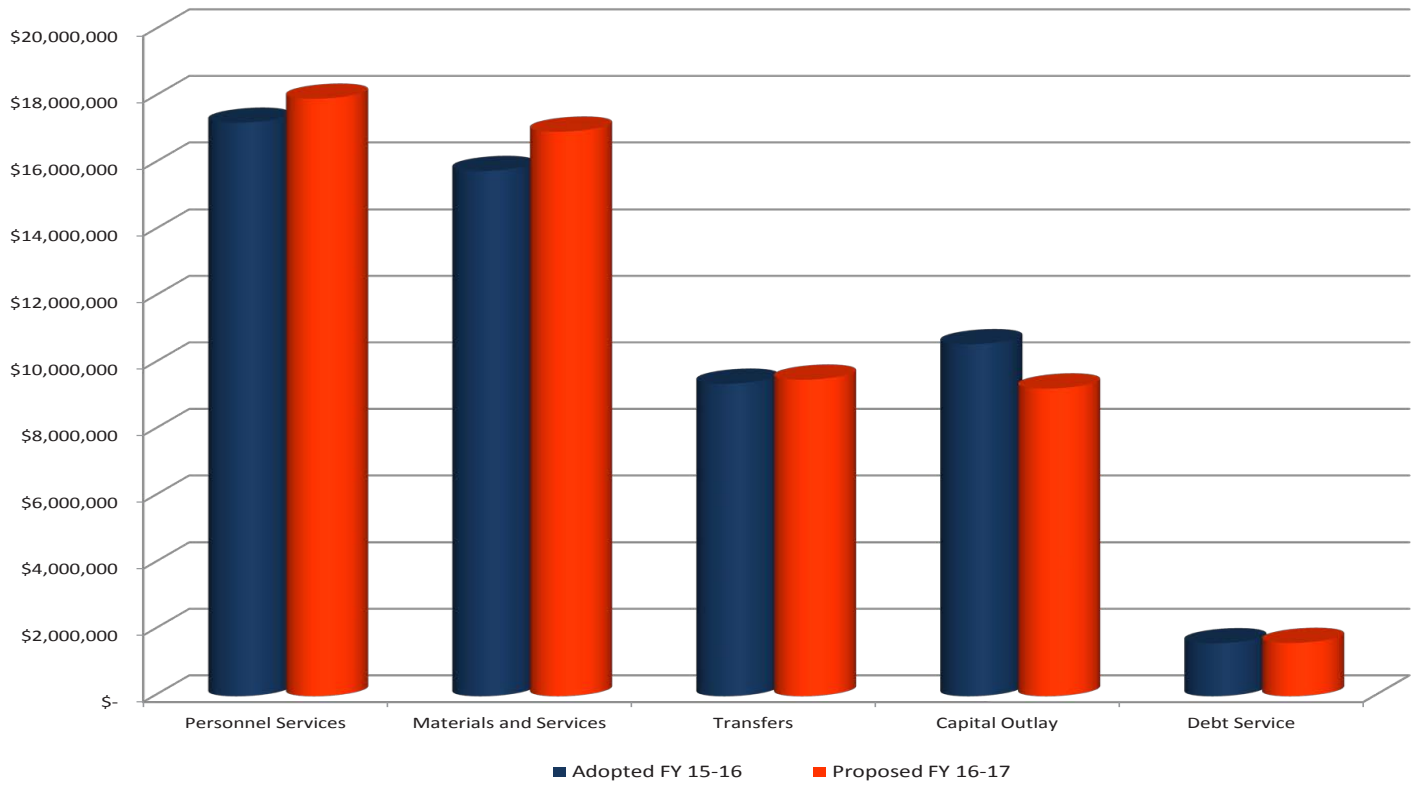
Sherilyn Lombos
City Manager / City Recorder
Administrator, Tualatin Development
Commission





AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON







City of Tualatin Fiscal Year 2016 - 2017 Proposed Budget

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ 8,762,636	\$ 9,171,688	\$ 9,355,880	\$ 9,804,740
Licenses and Permits	1,776,633	3,171,519	1,395,400	2,209,405
Franchise Fees	2,135,959	2,213,242	2,159,000	2,200,000
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	4,066,946	5,141,872	5,914,580	4,477,480
Fees & Charges	653,720	674,953	683,280	714,600
Charges for Service	15,293,139	18,006,223	17,081,050	19,576,305
Fines & Forfeitures	1,260,675	1,363,156	1,372,500	1,222,500
Principal	-	-	-	-
Investment Earnings	190,378	192,369	161,760	192,835
Transfers	9,530,402	7,326,480	9,471,575	9,592,245
Other Revenue	1,385,483	5,546,242	169,620	371,000
Total Current Resources	\$ 45,055,971	\$ 52,807,744	\$ 47,764,645	\$ 50,361,110
Beginning Fund Balance	30,930,992	30,359,360	31,199,525	32,348,470
Total Resources	\$ 75,986,963	\$ 83,167,104	\$ 78,964,170	\$ 82,709,580

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 15,283,527	\$ 15,973,589	\$ 17,219,405	\$ 17,942,135
Materials and Services	14,492,370	15,412,750	15,768,920	16,951,160
Transfers	9,363,882	7,191,760	9,384,505	9,505,985
Capital Outlay	4,988,698	3,762,089	10,571,890	9,240,905
Debt Service	1,499,126	1,608,157	1,591,505	1,601,795
Other Financing Uses	-	4,660,463	-	-
Contingencies & Reserves	30,359,360	34,558,296	24,427,945	27,467,600
Total Requirements	\$ 75,986,963	\$ 83,167,104	\$ 78,964,170	\$ 82,709,580



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - General Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ 7,793,938	\$ 8,201,865	\$ 8,420,880	\$ 8,869,740
Licenses and Permits	304,134	414,390	266,800	269,200
Franchise Fees	2,135,959	2,213,242	2,159,000	2,200,000
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	2,468,405	2,559,328	2,686,280	2,843,490
Fees & Charges	-	-	-	-
Charges for Service	514,523	555,309	552,500	554,975
Fines & Forfeitures	1,255,626	1,359,978	1,372,500	1,222,500
Principal	-	-	-	-
Investment Earnings	41,860	41,572	40,000	70,000
Transfers	3,211,620	3,393,300	3,709,020	5,612,515
Other Revenue	247,694	119,417	112,210	132,660
Total Current Resources	\$ 17,973,760	\$ 18,858,402	\$ 19,319,190	\$ 21,775,080
Beginning Fund Balance	6,704,781	7,068,466	7,104,000	8,546,500
Total Resources	\$ 24,678,541	\$ 25,926,868	\$ 26,423,190	\$ 30,321,580

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 13,347,782	\$ 13,846,431	\$ 14,794,150	\$ 15,952,605
Materials and Services	3,769,201	4,141,084	4,221,270	4,424,180
Transfers	-	14,000	-	-
Capital Outlay	493,092	368,831	573,600	465,115
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	7,068,466	7,556,522	6,834,170	9,479,680
Total Requirements	\$ 24,678,541	\$ 25,926,868	\$ 26,423,190	\$ 30,321,580



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Water Operating Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	5,241,040	5,759,077	5,340,200	5,812,675
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	25,787	27,552	18,000	18,900
Transfers	-	450,000	610,000	289,000
Other Revenue	13,564	15,580	20,100	37,640
Total Current Resources	\$ 5,280,391	\$ 6,252,209	\$ 5,988,300	\$ 6,158,215
Beginning Fund Balance	5,402,367	5,058,604	4,517,405	3,419,810
Total Resources	\$ 10,682,758	\$ 11,310,814	\$ 10,505,705	\$ 9,578,025

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ 614,500
Materials and Services	1,892,131	2,062,306	1,974,800	2,868,985
Transfers	2,861,555	2,846,350	2,944,790	2,006,705
Capital Outlay	870,468	2,174,856	2,440,000	1,300,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	5,058,604	4,227,302	3,146,115	2,787,835
Total Requirements	\$ 10,682,758	\$ 11,310,814	\$ 10,505,705	\$ 9,578,025



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Sewer Operating Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	6,647,231	7,015,426	7,255,335	7,473,065
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	15,806	14,488	11,545	13,795
Transfers	1,975,733	-	-	113,390
Other Revenue	-	-	500	500
Total Current Resources	\$ 8,638,770	\$ 7,029,915	\$ 7,267,380	\$ 7,600,750
Beginning Fund Balance	1,202,347	3,016,316	2,845,765	2,758,900
Total Resources	\$ 9,841,117	\$ 10,046,231	\$ 10,113,145	\$ 10,359,650

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ 343,595
Materials and Services	5,493,271	5,708,330	6,107,470	6,216,155
Transfers	1,141,495	1,331,660	1,417,400	1,018,240
Capital Outlay	190,035	-	50,000	20,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	3,016,316	3,006,241	2,538,275	2,761,660
Total Requirements	\$ 9,841,117	\$ 10,046,231	\$ 10,113,145	\$ 10,359,650



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Storm Drain Operating Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	1,903,241	2,197,050	2,442,715	2,602,630
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	3,258	4,519	2,840	3,150
Transfers	-	-	363,000	-
Other Revenue	-	400	-	-
Total Current Resources	\$ 1,906,499	\$ 2,201,969	\$ 2,808,555	\$ 2,605,780
Beginning Fund Balance	574,467	784,155	655,980	629,540
Total Resources	\$ 2,480,966	\$ 2,986,124	\$ 3,464,535	\$ 3,235,320

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	620,478	651,222	869,860	1,141,575
Transfers	950,145	1,096,220	1,170,530	845,075
Capital Outlay	126,188	129,152	863,500	350,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	784,155	1,109,530	560,645	898,670
Total Requirements	\$ 2,480,966	\$ 2,986,124	\$ 3,464,535	\$ 3,235,320



City of Tualatin Fiscal Year 2016 - 2017 Proposed Budget - Enterprise Bond Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	2,302	980	2,000	2,000
Transfers	536,265	517,050	502,550	636,665
Other Revenue	-	4,745,494	-	-
Total Current Resources	\$ 538,567	\$ 5,263,523	\$ 504,550	\$ 638,665
Beginning Fund Balance	442,843	444,922	445,920	485,000
Total Resources	\$ 981,410	\$ 5,708,444	\$ 950,470	\$ 1,123,665

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	225	44,223	750	750
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	536,263	517,050	502,550	636,665
Other Financing Uses	-	4,660,463	-	-
Contingencies & Reserves	444,922	486,708	447,170	486,250
Total Requirements	\$ 981,410	\$ 5,708,444	\$ 950,470	\$ 1,123,665



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Water Development Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	93,806	357,208	200,000	500,000
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	6,004	3,935	2,725	2,700
Transfers	300,000	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 399,810	\$ 361,143	\$ 202,725	\$ 502,700
Beginning Fund Balance	983,646	924,226	544,800	545,535
Total Resources	\$ 1,383,456	\$ 1,285,370	\$ 747,525	\$ 1,048,235

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	17,600	452,560	610,000	292,410
Capital Outlay	441,630	130,000	-	115,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	924,226	702,810	137,525	640,825
Total Requirements	\$ 1,383,456	\$ 1,285,370	\$ 747,525	\$ 1,048,235



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Sewer Development Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	436,348	755,930	400,000	400,000
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	20,251	19,836	23,400	23,400
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 456,599	\$ 775,766	\$ 423,400	\$ 423,400
Beginning Fund Balance	3,785,927	3,896,331	4,335,155	3,866,430
Total Resources	\$ 4,242,526	\$ 4,672,097	\$ 4,758,555	\$ 4,289,830

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	330,115	775,270	384,000	384,000
Transfers	16,080	9,770	5,030	8,950
Capital Outlay	-	-	-	20,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	3,896,331	3,887,057	4,369,525	3,876,880
Total Requirements	\$ 4,242,526	\$ 4,672,097	\$ 4,758,555	\$ 4,289,830



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Storm Drain Development Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	38,583	123,139	35,000	75,000
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	1,556	2,109	3,030	2,780
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 40,139	\$ 125,248	\$ 38,030	\$ 77,780
Beginning Fund Balance	287,532	327,671	584,500	555,950
Total Resources	\$ 327,671	\$ 452,919	\$ 622,530	\$ 633,730

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	363,000	-
Capital Outlay	-	-	-	205,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	327,671	452,919	259,530	428,730
Total Requirements	\$ 327,671	\$ 452,919	\$ 622,530	\$ 633,730



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Building Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	825,843	1,145,031	928,600	1,008,205
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	100	100
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	10,914	10,959	10,000	10,000
Transfers	15,460	20,000	21,110	22,155
Other Revenue	-	38	200	200
Total Current Resources	\$ 852,217	\$ 1,176,028	\$ 960,010	\$ 1,040,660
Beginning Fund Balance	1,830,951	1,797,858	1,744,260	1,649,645
Total Resources	\$ 2,683,168	\$ 2,973,886	\$ 2,704,270	\$ 2,690,305

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 516,858	\$ 635,824	\$ 749,065	\$ 755,815
Materials and Services	58,192	92,813	69,560	137,400
Transfers	260,260	289,190	312,840	355,570
Capital Outlay	50,000	211,929	-	-
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	1,797,858	1,744,129	1,572,805	1,441,520
Total Requirements	\$ 2,683,168	\$ 2,973,886	\$ 2,704,270	\$ 2,690,305



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Road Utility Fee Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	653,720	674,953	683,280	714,600
Charges for Service	326,216	326,713	327,000	330,250
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	640	(657)	1,000	500
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 980,576	\$ 1,001,008	\$ 1,011,280	\$ 1,045,350
Beginning Fund Balance	574,753	161,357	30,000	130,000
Total Resources	\$ 1,555,329	\$ 1,162,365	\$ 1,041,280	\$ 1,175,350

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	1,060,507	764,816	649,380	841,080
Transfers	333,465	343,270	328,185	271,520
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	161,357	54,279	63,715	62,750
Total Requirements	\$ 1,555,329	\$ 1,162,365	\$ 1,041,280	\$ 1,175,350



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Road Operating Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	1,598,389	1,607,378	1,642,500	1,618,130
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	4,025	4,532	3,950	10,230
Transfers	145,359	93,820	1,429,735	2,918,520
Other Revenue	-	19,500	-	200,000
Total Current Resources	\$ 1,747,773	\$ 1,725,230	\$ 3,076,185	\$ 4,746,880
Beginning Fund Balance	871,295	576,154	917,105	2,046,015
Total Resources	\$ 2,619,068	\$ 2,301,384	\$ 3,993,290	\$ 6,792,895

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ 275,620
Materials and Services	544,984	395,058	564,220	899,615
Transfers	702,940	759,300	841,760	777,030
Capital Outlay	794,990	70,716	1,512,980	4,103,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	576,154	1,076,310	1,074,330	737,630
Total Requirements	\$ 2,619,068	\$ 2,301,384	\$ 3,993,290	\$ 6,792,895



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Core Area Parking District Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	55,562	49,089	55,000	52,000
Fines & Forfeitures	570	-	-	-
Principal	-	-	-	-
Investment Earnings	684	699	600	1,000
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 56,816	\$ 49,788	\$ 55,600	\$ 53,000
Beginning Fund Balance	127,049	134,680	134,680	140,500
Total Resources	\$ 183,865	\$ 184,468	\$ 190,280	\$ 193,500

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	14,995	14,810	23,320	20,020
Transfers	24,030	23,470	26,950	26,950
Capital Outlay	10,160	-	-	13,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	134,680	146,188	140,010	133,530
Total Requirements	\$ 183,865	\$ 184,468	\$ 190,280	\$ 193,500



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Tualatin Scholarship Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	268	257	250	380
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 268	\$ 257	\$ 250	\$ 380
Beginning Fund Balance	50,579	50,547	50,500	50,670
Total Resources	\$ 50,847	\$ 50,804	\$ 50,750	\$ 51,050

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	300	-	400	400
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	50,547	50,804	50,350	50,650
Total Requirements	\$ 50,847	\$ 50,804	\$ 50,750	\$ 51,050



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Road Development Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	3,076	3,076	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	6,038	5,725	-	-
Transfers	-	-	-	-
Other Revenue	462	462	-	-
Total Current Resources	\$ 9,576	\$ 9,263	\$ -	\$ -
Beginning Fund Balance	1,067,528	1,077,104	1,082,980	-
Total Resources	\$ 1,077,104	\$ 1,086,367	\$ 1,082,980	\$ -

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	1,082,980	-
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	1,077,104	1,086,367	-	-
Total Requirements	\$ 1,077,104	\$ 1,086,367	\$ 1,082,980	\$ -



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Transportation Development Tax Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	643,580	1,609,022	200,000	932,000
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	33,182	34,630	25,020	27,000
Transfers	-	-	-	-
Other Revenue	1,649	18,139	-	-
Total Current Resources	\$ 678,411	\$ 1,661,791	\$ 225,020	\$ 959,000
Beginning Fund Balance	2,012,737	2,691,148	1,667,940	5,397,120
Total Resources	\$ 2,691,148	\$ 4,352,939	\$ 1,892,960	\$ 6,356,120

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	250,000	2,751,000
Capital Outlay	-	-	-	-
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	2,691,148	4,352,939	1,642,960	3,605,120
Total Requirements	\$ 2,691,148	\$ 4,352,939	\$ 1,892,960	\$ 6,356,120



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - General Obligation Bond Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ 968,698	\$ 969,823	\$ 935,000	\$ 935,000
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	152	106	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	647	666	3,000	1,000
Transfers	-	-	-	-
Other Revenue	482	911	-	-
Total Current Resources	\$ 969,979	\$ 971,506	\$ 938,000	\$ 936,000
Beginning Fund Balance	88,093	95,209	97,500	105,000
Total Resources	\$ 1,058,072	\$ 1,066,715	\$ 1,035,500	\$ 1,041,000

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	962,863	961,719	959,340	965,130
Other Financing Uses	-	-	-	-
Contingencies & Reserves	95,209	104,996	76,160	75,870
Total Requirements	\$ 1,058,072	\$ 1,066,715	\$ 1,035,500	\$ 1,041,000



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Park Development Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	975,059	1,585,800	15,860
Fees & Charges	-	-	-	-
Charges for Service	36,589	867,282	473,200	1,775,610
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	4,029	10,566	3,000	6,000
Transfers	-	14,000	10,000	-
Other Revenue	-	600,000	20,000	-
Total Current Resources	\$ 40,618	\$ 2,466,907	\$ 2,092,000	\$ 1,797,470
Beginning Fund Balance	759,375	761,554	2,722,520	906,020
Total Resources	\$ 799,993	\$ 3,228,461	\$ 4,814,520	\$ 2,703,490

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	7,345	(809)	16,000	17,000
Transfers	17,790	25,970	31,040	36,700
Capital Outlay	13,304	559,665	4,767,480	2,649,790
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	761,554	2,643,636	-	-
Total Requirements	\$ 799,993	\$ 3,228,461	\$ 4,814,520	\$ 2,703,490



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Operations Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	4,479	3,179	-	-
Principal	-	-	-	-
Investment Earnings	6,189	5,974	8,000	-
Transfers	2,335,965	2,838,310	2,826,160	-
Other Revenue	21,632	26,301	16,610	-
Total Current Resources	\$ 2,368,265	\$ 2,873,764	\$ 2,850,770	\$ -
Beginning Fund Balance	1,485,111	714,150	1,060,515	1,115,835
Total Resources	\$ 3,853,376	\$ 3,587,914	\$ 3,911,285	\$ 1,115,835

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 1,418,887	\$ 1,491,334	\$ 1,676,190	\$ -
Materials and Services	689,926	763,626	887,890	-
Transfers	1,010,000	-	-	1,115,835
Capital Outlay	20,413	116,942	364,330	-
Debt Service	-	129,388	129,615	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	714,150	1,086,624	853,260	-
Total Requirements	\$ 3,853,376	\$ 3,587,914	\$ 3,911,285	\$ 1,115,835



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - TDC Administration Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	1,466	1,282	815	825
Transfers	-	-	-	-
Other Revenue	687	-	-	-
Total Current Resources	\$ 2,153	\$ 1,282	\$ 815	\$ 825
Beginning Fund Balance	287,237	264,429	162,720	164,510
Total Resources	\$ 289,390	\$ 265,711	\$ 163,535	\$ 165,335

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	24,961	35,466	61,725	65,400
Transfers	-	-	-	-
Capital Outlay	-	-	7,000	-
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	264,429	230,245	94,810	99,935
Total Requirements	\$ 289,390	\$ 265,711	\$ 163,535	\$ 165,335



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - CURD Projects Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	5,933	3,323	60	1,100
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 5,933	\$ 3,323	\$ 60	\$ 1,100
Beginning Fund Balance	1,054,053	880,739	120,505	123,900
Total Resources	\$ 1,059,986	\$ 884,062	\$ 120,565	\$ 125,000

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	61,925	80,180	-	-
Capital Outlay	117,322	684,000	120,565	125,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	880,739	119,882	-	-
Total Requirements	\$ 1,059,986	\$ 884,062	\$ 120,565	\$ 125,000



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Leveton Projects Fund

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ -	\$ -	\$ -	\$ -
Licenses and Permits	-	-	-	-
Franchise Fees	-	-	-	-
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Fees & Charges	-	-	-	-
Charges for Service	-	-	-	-
Fines & Forfeitures	-	-	-	-
Principal	-	-	-	-
Investment Earnings	22,015	20,642	19,170	35,000
Transfers	-	-	-	-
Other Revenue	-	-	-	-
Total Current Resources	\$ 22,015	\$ 20,642	\$ 19,170	\$ 35,000
Beginning Fund Balance	4,141,623	4,009,193	3,833,450	3,836,420
Total Resources	\$ 4,163,638	\$ 4,029,835	\$ 3,852,620	\$ 3,871,420

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	-	-	-	-
Transfers	104,595	54,540	87,070	86,260
Capital Outlay	49,851	20,976	50,000	150,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	4,009,192	3,954,319	3,715,550	3,635,160
Total Requirements	\$ 4,163,638	\$ 4,029,835	\$ 3,852,620	\$ 3,871,420



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Revenues

Summary of Resources by Source

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Property Taxes	\$ 8,762,636	\$ 9,171,688	\$ 9,355,880	\$ 9,804,740
Licenses and Permits	1,776,633	3,171,519	1,395,400	2,209,405
Franchise Fees	2,135,959	2,213,242	2,159,000	2,200,000
State Shared Revenue	-	-	-	-
Intergovernmental Revenue	4,066,946	5,141,872	5,914,580	4,477,480
Fees & Charges	653,720	674,953	683,280	714,600
Charges for Service	15,293,139	18,006,223	17,081,050	19,576,305
Fines & Forfeitures	1,260,675	1,363,156	1,372,500	1,222,500
Principal	-	-	-	-
Investment Earnings	190,378	192,369	161,760	192,835
Transfers	9,530,402	7,326,480	9,471,575	9,592,245
Other Revenue	1,385,483	5,546,242	169,620	371,000
Total Current Resources	\$ 45,055,971	\$ 52,807,744	\$ 47,764,645	\$ 50,361,110
Beginning Fund Balance	30,930,991	30,359,360	31,199,525	32,348,470
Total Resources	\$ 75,986,962	\$ 83,167,104	\$ 78,964,170	\$ 82,709,580



The City continues to experience stable revenue growth, with most categories either maintaining previous levels or showing increases for 2016/2017.

Property taxes make up almost half of the general fund revenues. The City of Tualatin has one of the lowest permanent tax rates in the Portland Metropolitan Area at a levy rate of \$2.2665 per \$1,000 of assessed value. Property tax revenues are based upon assessed value of a property, which differs from the property's real market value, and are limited by Measures 5 and 50, passed by Oregon voters in the 1990's. As the economy has improved, assessed value has experienced larger growth in the City, increasing property tax revenue the past few years. This trend of assessed value growth with the increased development is projected to continue in 2016/2017.

Licenses, Permits & Fees are for building and development fees, business and rental licenses, library and recreation fees, as well as franchise fees from utility companies for use of the City's right-of-way. Other

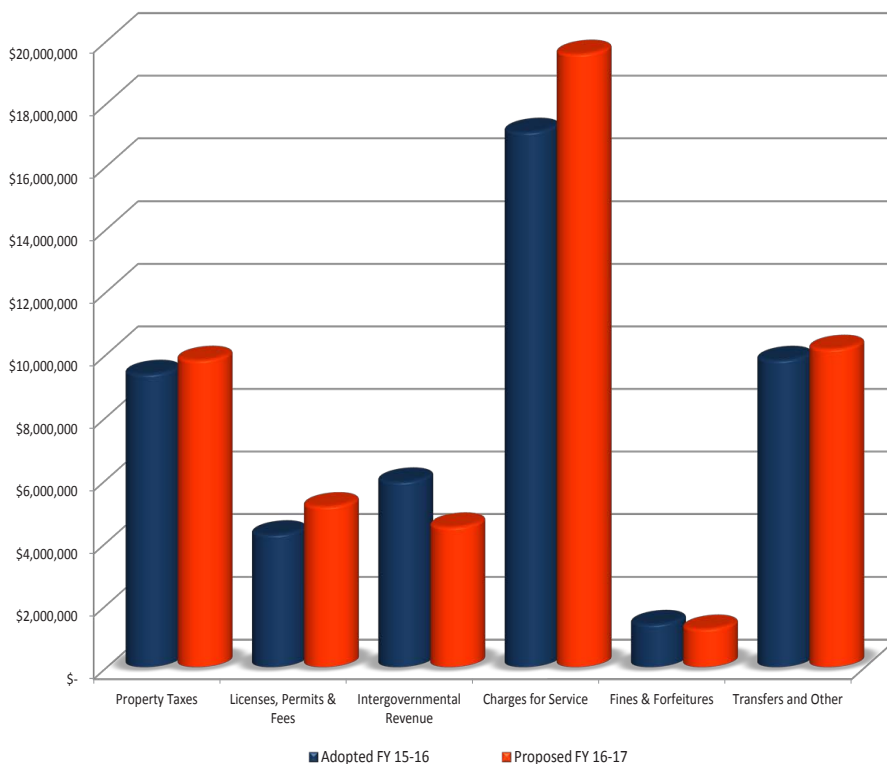
fees that the City charges are also recorded in this category. As development activity has increased, as well as the registrations in our recreational offerings, projected increases in this category continue.

Intergovernmental revenues are revenues received from the State of Oregon for the City's share of cigarette, liquor and gas taxes, as well as for the Tualatin Public Library from the Washington County Cooperative Library System and the City's share from inclusion in the Clackamas County Library District. The City received a one-time grant from the State of Oregon for a trail along the Tualatin River Greenway in 2015/2016.

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 items in this category include system development charges, and police services contracts with the City of Durham and with TriMet for an officer assigned to the Westside Transit Police force.

Fines and Forfeitures are for Municipal Court fines for traffic violations and are projected to decrease slightly in FY 16/17.

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





The Property Tax System

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

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

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

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

Property Tax Collection & Measure 5 Limitations

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

As an Oregon local government, cities (along with other taxing districts serving a given area) are limited to collecting no more than \$10.00 per \$1,000 of market value for any property. The actual amount

an individual property owner pays in property taxes each year still depends on four factors:

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

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

Ballot Measure 50 Limitations

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

- In the first year, a roll back of assessed values to 10 percent below the 1995-96 level;
- The establishment of a permanent tax rate set by the state;
- A cap on assessed value growth of 3 percent annually, except for new construction, subdivision, re-modeling, rezoning, loss of special assessment or exemption;
- Allowance for a Local Option Levy (see following discussion on Other Levies);



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

- Limitations on debt financing to bonds for capital construction or improvements; and
- New requirements on voter turnout for Local Options Levies and 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.

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.

Computation of the Local Government Tax Rate

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



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

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

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

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

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



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

Taxes Versus Fees under Ballot Measure 5

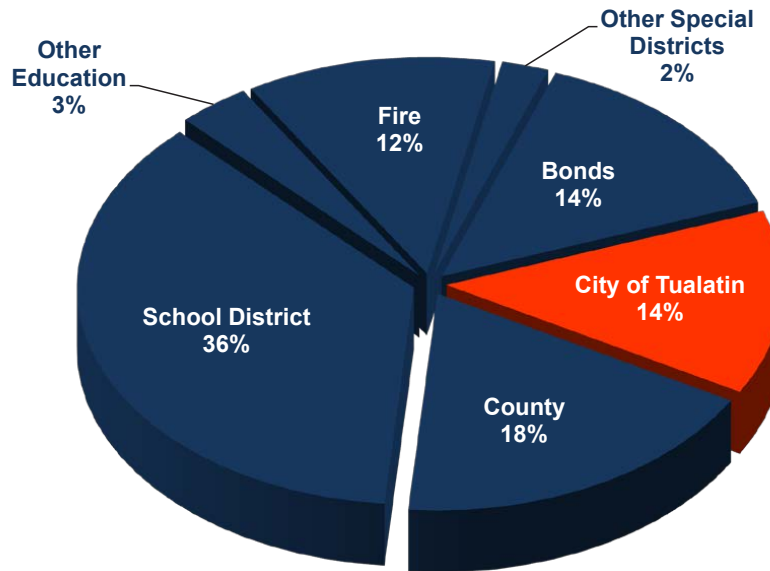
Part of Ballot Measure 5 legislation allows cities to distinguish between taxes and fees. This is important because how a fee or tax is classified determines whether it is inside or outside the \$10.00 tax rate limit. The council may adopt an ordinance or resolution that classifies whether or not a tax,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

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

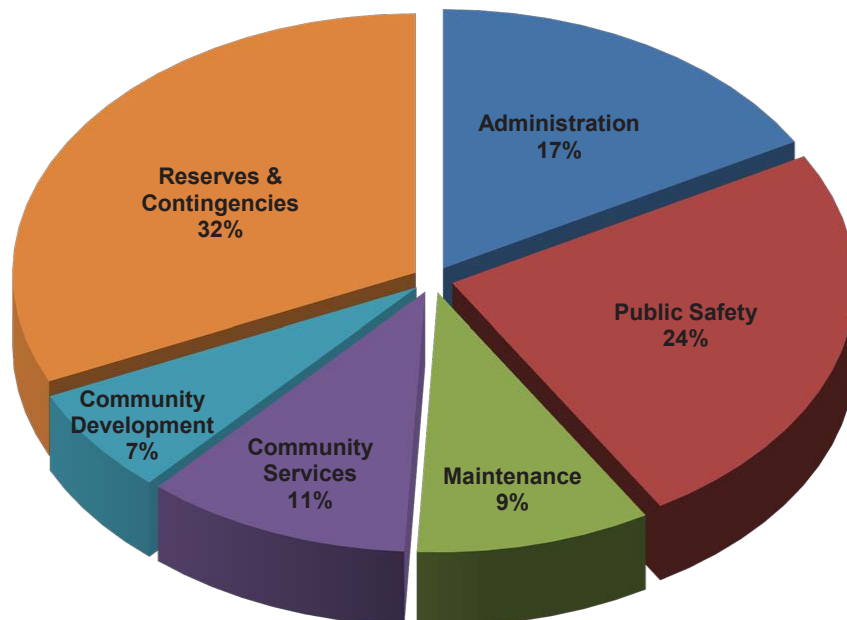
Summary

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

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



Annual property taxes are based upon the assessed value, as opposed to the market value, of your property. The average Tualatin resident pays \$16.21 per \$1,000 of assessed value. Therefore, a homeowner with an assessed value of \$200,000 pays property tax of \$3,242 annually. Of this amount, the City of Tualatin receives approximately 14%, or \$454. The remaining amount is allocated to other entities, such as the County, school districts and the fire district. For a complete list of entities, consult your property tax statement.



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



Revenue by Funds and Departments

Policy & Administration
General Fund

Community Development
General Fund
Building Fund

Community Services
General Fund
Park Development Fund
Tualatin Scholarship Fund

Public Safety
General Fund

Public Works

Water
- Water Operating Fund
- Water Development Fund

Sewer
- Sewer Operating Fund
- Sewer Development Fund

Storm Drain
- Storm Drain Operating Fund
- Storm Drain Development Fund

Streets
- Road Utility Fee Fund
- Road Operating Fund
- Road Development Fund
- Transportation Development Tax Fund
- Core Area Parking District Fund

General Obligation Bond Fund

Enterprise Bond Fund



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	6,704,781.30	7,068,465.87	7,104,000.00	8,546,500.00
BEGINNING FUND BALANCE	6,704,781.30	7,068,465.87	7,104,000.00	8,546,500.00
Property Taxes - Current Year	7,606,168.59	8,022,911.73	8,267,880.00	8,716,740.00
Property Taxes - Prior Year	164,907.53	157,478.15	130,000.00	130,000.00
Interest on Taxes - WashCo	19,464.65	18,272.01	20,000.00	20,000.00
Interest on Taxes - ClackCo	3,396.99	3,203.30	3,000.00	3,000.00
PROPERTY TAXES	7,793,937.76	8,201,865.19	8,420,880.00	8,869,740.00
Franchise Fees	2,135,958.87	2,213,242.49	2,159,000.00	2,200,000.00
Special Franchise Payment	0.00	0.00	0.00	0.00
FRANCHISE FEES	2,135,958.87	2,213,242.49	2,159,000.00	2,200,000.00
Liquor License Fee	2,960.00	3,420.00	3,300.00	3,700.00
Alarm Fees	24,347.00	22,625.00	22,500.00	22,500.00
Business License Fee	135,090.50	136,311.75	130,000.00	130,000.00
Metro Business License	19,798.49	17,373.84	10,000.00	10,000.00
Rental License	45,600.00	38,566.25	35,000.00	35,000.00
Architectural Review	21,830.00	30,080.00	22,000.00	25,000.00
Signs	13,495.00	21,250.00	18,000.00	18,000.00
Other Land Use Appl Fees	36,300.34	19,713.50	15,000.00	15,000.00
Public Works Permit Fees	4,713.10	72,359.41	8,000.00	10,000.00
Water Quality Permit Fees	0.00	52,690.57	3,000.00	0.00
LICENSES AND PERMITS	304,134.43	414,390.32	266,800.00	269,200.00
Grants - DUII Grant	1,125.00	0.00	0.00	0.00
Grants - Other Grant Revenue	8,591.42	3,829.14	8,450.00	750.00
Grants - Seat Belt Grant	4,974.43	7,137.73	4,000.00	4,000.00
Grants - Tualatin School Dist	50,000.00	54,280.00	54,900.00	59,920.00
Grants - Misc Grants	11,570.29	4,531.00	9,900.00	9,400.00
Grants - Other Grant Revenue	3,045.27	0.00	0.00	0.00
Cigarette Taxes	35,396.29	35,658.56	31,500.00	31,650.00
OLCC per Capita	369,059.68	385,871.11	433,760.00	433,760.00
OLCC Formula Shared Rev	293,552.88	305,798.72	339,000.00	339,000.00
Grants - PCN Operations Grant	0.00	0.00	0.00	0.00
Grants - Metro CET Grant	18,100.00	40,000.00	50,000.00	35,000.00
Motel Taxes	248,728.82	259,674.95	250,000.00	300,000.00
Library Revenue-WashCo	1,342,882.00	1,376,454.00	1,418,865.00	1,540,660.00
Library Revenue-ClackCo	80,168.00	85,243.00	85,905.00	89,350.00
Payments in Lieu of Prop Taxes	1,211.26	850.04	0.00	0.00
INTERGOVERNMENTAL	2,468,405.34	2,559,328.25	2,686,280.00	2,843,490.00
Lien Search Fees	12,883.10	14,016.05	12,000.00	15,000.00
Maps, Codebooks, Copies	331.21	816.33	500.00	750.00
Passport Execution Fee	44,950.00	47,375.00	40,000.00	50,000.00
Passport Photos	13,097.00	16,303.00	10,000.00	10,000.00
Fingerprint Fees	0.00	7,255.00	7,000.00	10,000.00
Police Reports & Photos	4,806.78	4,536.00	4,500.00	4,500.00
Vehicle Impound Fee	20,100.00	9,500.00	20,000.00	10,000.00
Picnic Shelter Fees	9,354.00	8,316.00	7,900.00	10,200.00
Ball Field Fees	16,721.50	9,956.00	16,000.00	13,000.00



Revenue

general fund revenue

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Alcohol Permit Fees	2,750.00	2,800.00	3,700.00	0.00
Juanita Pohl Ctr Use Fees	20,930.10	25,527.00	22,000.00	23,200.00
Brown's Ferry Comm Ctr	1,435.00	1,487.50	1,600.00	800.00
Heritage Center	3,707.50	5,810.00	5,000.00	5,200.00
Concession Fee	3,588.22	5,131.79	3,500.00	3,750.00
Grant Great Program	11,660.00	9,620.00	9,000.00	9,500.00
Recreation User Fees	95,155.81	111,755.46	96,500.00	84,500.00
Recreation Program Fees	0.00	-64.00	0.00	0.00
Street Tree Fees	8,760.00	29,957.00	12,000.00	12,000.00
Library Program User Fees	2,330.00	1,320.00	3,000.00	3,000.00
Community Room Rental	297.50	222.50	500.00	500.00
Fleet Services	6,297.54	6,226.23	8,000.00	6,500.00
Durham Police	116,700.00	120,200.00	123,800.00	132,080.00
Police Services	118,667.44	117,242.28	146,000.00	150,495.00
CHARGES FOR SERVICES	514,522.70	555,309.14	552,500.00	554,975.00
Municipal Court Fines	1,127,344.19	1,248,320.35	1,300,000.00	1,150,000.00
Other Court Fines	50,147.88	44,400.62	0.00	0.00
Other Restitution	1,889.30	45.00	2,000.00	2,000.00
Library Fines, Cards, Books	76,244.83	67,211.55	70,500.00	70,500.00
FINES AND FORFEITURES	1,255,626.20	1,359,977.52	1,372,500.00	1,222,500.00
Interest on Investments	41,860.07	41,571.68	40,000.00	70,000.00
INVESTMENT EARNINGS	41,860.07	41,571.68	40,000.00	70,000.00
Rental Income - Property	1,100.00	1,300.00	1,200.00	1,200.00
Rental Income-Other Space Rntl	11,117.37	12,446.20	12,610.00	25,560.00
Rental Income - T-Mobile	13,564.10	15,575.31	19,600.00	17,140.00
Donations - Art	0.00	0.00	0.00	0.00
Donations - Other Library	35,258.58	26,668.37	30,800.00	26,800.00
Donations - Other Police	23,043.36	120.00	0.00	0.00
Donations - Community Services	30,196.76	0.00	0.00	0.00
Donations - Concerts-Commons	15,100.00	14,850.00	15,000.00	16,000.00
Donations-Other Spons Programs	0.00	1,730.00	0.00	0.00
Donations - Donations Assorted	3,180.00	3,390.00	6,400.00	19,360.00
Donations - Police K-9	200.00	0.00	0.00	0.00
Donations - Miscellaneous	710.00	1,080.00	0.00	0.00
Insurance Proceeds	49,063.99	16,513.32	0.00	0.00
Other Misc Income	63,792.49	20,555.75	25,000.00	25,000.00
Employee Store	0.00	0.00	0.00	0.00
Cash OverShort	-12.44	-37.91	0.00	0.00
Metro Area Mayors Forum	1,380.00	5,226.00	1,600.00	1,600.00
MISCELLANEOUS	247,694.21	119,417.04	112,210.00	132,660.00
Transfer In - Building Fund	260,260.00	289,190.00	312,840.00	355,570.00
Transfer In - Road Utility	160,980.00	153,020.00	135,670.00	125,080.00
Transfer In - Gas Tax Fund	467,980.00	469,990.00	549,890.00	757,590.00
Transfer In - Core Area Pkg	24,030.00	23,470.00	26,950.00	26,950.00
Transfer In - Road Development	0.00	0.00	0.00	0.00
Transfer In - Bancroft Bond	0.00	0.00	0.00	0.00
Transfer In - LID Fund	0.00	0.00	0.00	0.00
Transfer In - Park Development	17,790.00	25,970.00	31,040.00	36,700.00
Transfer In - Park Development	0.00	0.00	0.00	0.00
Transfer In - Water Fund	848,580.00	912,530.00	1,152,200.00	1,437,620.00
Transfer In - Sewer Fund	806,990.00	884,910.00	882,680.00	979,850.00
Transfer In - Storm Drain Fund	424,810.00	487,170.00	525,650.00	678,700.00
Transfer In - Water Devel Fund	17,600.00	2,560.00	0.00	3,410.00
Transfer In - Sewer Devel Fund	16,080.00	9,770.00	5,030.00	8,950.00
Transfer In - Storm Drain Dev	0.00	0.00	0.00	0.00
Transfer In - Operations Fund	0.00	0.00	0.00	1,115,835.00
Transfer In - TDC Admin Fund	0.00	0.00	0.00	0.00
Transfer In - CURD Projects	61,925.00	80,180.04	0.00	0.00
Transfer In - Leveton Projects	104,595.00	54,540.00	87,070.00	86,260.00
TRANSFERS IN	3,211,620.00	3,393,300.04	3,709,020.00	5,612,515.00
GENERAL FUND	<u>24,678,540.88</u>	<u>25,926,867.54</u>	<u>26,423,190.00</u>	<u>30,321,580.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	1,830,951.36	1,797,857.74	1,744,260.00	1,649,645.00
BEGINNING FUND BALANCE	1,830,951.36	1,797,857.74	1,744,260.00	1,649,645.00
Permits - Structural	238,565.81	304,614.72	383,000.00	383,000.00
Permits - Plumbing	53,537.13	72,797.50	73,000.00	73,000.00
Permits - Erosion Control	25,250.00	17,247.50	10,000.00	36,000.00
Permits - Mechanical	114,497.38	119,510.20	125,000.00	125,000.00
Permits - Manufactured Homes	0.00	160.00	0.00	0.00
Permits - Signs, Excav, Demo	9,502.00	10,034.00	5,000.00	5,000.00
Fees - Structural	169,040.82	315,346.77	136,000.00	150,000.00
Fees - Plumbing	7,638.75	16,429.50	13,000.00	13,000.00
Fees - Erosion Control	7,200.00	7,509.60	4,500.00	6,000.00
Fees - Mechanical	107,197.30	109,931.95	120,000.00	120,000.00
Fees - Fire & Safety	85,813.40	159,662.40	52,000.00	90,000.00
Fees - Miscellaneous	3,192.05	4,741.90	2,100.00	2,205.00
Admin Fee - Metro	2,864.64	4,348.62	2,000.00	2,000.00
Admin Fee - School Dist	1,543.47	2,696.18	3,000.00	3,000.00
LICENSES AND PERMITS	825,842.75	1,145,030.84	928,600.00	1,008,205.00
Maps, Codebooks, Copies	0.00	0.00	100.00	100.00
CHARGES FOR SERVICES	0.00	0.00	100.00	100.00
Interest on Investments	10,914.12	10,959.36	10,000.00	10,000.00
INVESTMENT EARNINGS	10,914.12	10,959.36	10,000.00	10,000.00
Other Misc Income	0.00	38.00	200.00	200.00
MISCELLANEOUS	0.00	38.00	200.00	200.00
Transfer In - Water Fund	7,110.00	9,200.00	9,710.00	10,185.00
Transfer In - Sewer Fund	4,175.00	5,400.00	5,700.00	5,985.00
Transfer In - Storm Drain Fund	4,175.00	5,400.00	5,700.00	5,985.00
TRANSFERS IN	15,460.00	20,000.00	21,110.00	22,155.00
BUILDING FUND	<u>2,683,168.23</u>	<u>2,973,885.94</u>	<u>2,704,270.00</u>	<u>2,690,305.00</u>



Revenue

park development fund revenue

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	759,374.99	761,554.31	2,722,520.00	906,020.00
BEGINNING FUND BALANCE	759,374.99	761,554.31	2,722,520.00	906,020.00
Greenspaces	0.00	88,859.30	0.00	0.00
CDBG Grant Revenue	0.00	133,000.00	0.00	0.00
MSTIP Revenues	0.00	750,000.00	0.00	0.00
Other Grants - State Grant	0.00	3,200.00	1,585,800.00	15,860.00
INTERGOVERNMENTAL	0.00	975,059.30	1,585,800.00	15,860.00
Parks - SDC's	36,589.00	867,282.00	473,200.00	1,775,610.00
CHARGES FOR SERVICES	36,589.00	867,282.00	473,200.00	1,775,610.00
Interest on Investments	4,029.38	10,566.10	3,000.00	6,000.00
INVESTMENT EARNINGS	4,029.38	10,566.10	3,000.00	6,000.00
Donations - Community Services	0.00	600,000.00	0.00	0.00
Other Misc Income	0.00	0.00	20,000.00	0.00
MISCELLANEOUS	0.00	600,000.00	20,000.00	0.00
Transfer In - General Fund	0.00	14,000.00	0.00	0.00
Transfer In - Gas Tax Fund	0.00	0.00	10,000.00	0.00
TRANSFERS IN	0.00	14,000.00	10,000.00	0.00
PARK DEVELOPMENT FUND	<u>799,993.37</u>	<u>3,228,461.71</u>	<u>4,814,520.00</u>	<u>2,703,490.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance BEGINNING FUND BALANCE	50,578.67 50,578.67	50,546.71 50,546.71	50,500.00 50,500.00	50,670.00 50,670.00
Interest on Investments INVESTMENT EARNINGS	268.04 268.04	257.33 257.33	250.00 250.00	380.00 380.00
Other Misc Income MISCELLANEOUS	0.00 0.00	0.00 0.00	0.00 0.00	0.00 0.00
TUALATIN SCHOLARSHIP FUND	<u>50,846.71</u>	<u>50,804.04</u>	<u>50,750.00</u>	<u>51,050.00</u>



Revenue

operations fund revenue

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	2,409,801.73	772,693.23	1,060,515.00	1,115,835.00
BEGINNING FUND BALANCE	2,409,801.73	772,693.23	1,060,515.00	1,115,835.00
Other Restitution	4,479.13	3,178.80	0.00	0.00
FINES AND FORFEITURES	4,479.13	3,178.80	0.00	0.00
Interest on Investments	6,188.57	5,973.56	8,000.00	0.00
INVESTMENT EARNINGS	6,188.57	5,973.56	8,000.00	0.00
Rental Income-Other Space Rntl	11,117.48	12,403.80	12,610.00	0.00
Insurance Proceeds	191.23	8,487.78	0.00	0.00
Other Misc Income	5,732.19	976.63	4,000.00	0.00
Cash OverShort	4,590.89	4,433.07	0.00	0.00
MISCELLANEOUS	21,631.79	26,301.28	16,610.00	0.00
Transfer In - Road Utility	79,915.00	96,430.00	95,760.00	0.00
Transfer In - Gas Tax Fund	234,960.00	289,310.00	281,870.00	0.00
Transfer In - Core Area Pkg	0.00	0.00	0.00	0.00
Transfer In - Water Fund	1,169,600.00	1,407,570.00	1,280,330.00	0.00
Transfer In - Sewer Fund	330,330.00	441,350.00	529,020.00	0.00
Transfer In - Storm Drain Fund	521,160.00	603,650.00	639,180.00	0.00
TRANSFERS IN	2,335,965.00	2,838,310.00	2,826,160.00	0.00
OPERATIONS FUND	<u>4,778,066.22</u>	<u>3,646,456.87</u>	<u>3,911,285.00</u>	<u>1,115,835.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	5,402,366.97	5,058,604.33	4,517,405.00	3,419,810.00
BEGINNING FUND BALANCE	5,402,366.97	5,058,604.33	4,517,405.00	3,419,810.00
Reimb Project Admin Costs	0.00	0.00	0.00	0.00
Sherwood Water	82,308.13	92,687.75	0.00	0.00
Water Service Charge	267,855.62	278,655.23	297,000.00	309,325.00
Usage Charge	4,255,054.64	4,754,698.89	4,409,000.00	4,867,155.00
Fire Service	137,606.95	139,876.23	140,000.00	140,000.00
Bulk Water Fees	4,440.00	2,434.85	1,000.00	1,000.00
Bulk Water Revenue	2,239.80	1,150.00	1,500.00	1,500.00
Installation	11,828.00	8,640.00	2,000.00	2,000.00
Reconnect Fee	21,685.11	10,660.00	20,000.00	2,500.00
Water Facility Charge	446,849.57	446,556.53	458,700.00	478,195.00
Carry Chrg - Late Payments	11,172.00	23,717.93	11,000.00	11,000.00
CHARGES FOR SERVICES	5,241,039.82	5,759,077.41	5,340,200.00	5,812,675.00
Interest on Investments	25,786.73	27,552.16	18,000.00	18,900.00
INVESTMENT EARNINGS	25,786.73	27,552.16	18,000.00	18,900.00
Rental Income - T-Mobile	13,563.99	15,575.30	19,600.00	17,140.00
Other Misc Income	0.00	4.60	500.00	20,500.00
MISCELLANEOUS	13,563.99	15,579.90	20,100.00	37,640.00
Transfer In - Water Devel Fund	0.00	450,000.00	610,000.00	289,000.00
TRANSFERS IN	0.00	450,000.00	610,000.00	289,000.00
WATER FUND	<u>10,682,757.51</u>	<u>11,310,813.80</u>	<u>10,505,705.00</u>	<u>9,578,025.00</u>



Revenue

water development fund revenue

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	983,646.45	924,226.37	544,800.00	545,535.00
BEGINNING FUND BALANCE	983,646.45	924,226.37	544,800.00	545,535.00
Water Facility Charge System	0.00	0.00	0.00	0.00
Development Charge	93,806.00	357,208.00	200,000.00	500,000.00
CHARGES FOR SERVICES	93,806.00	357,208.00	200,000.00	500,000.00
Interest on Investments	6,004.14	3,935.43	2,725.00	2,700.00
INVESTMENT EARNINGS	6,004.14	3,935.43	2,725.00	2,700.00
Other Misc Income	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00
Transfer In - Water Fund	300,000.00	0.00	0.00	0.00
TRANSFERS IN	300,000.00	0.00	0.00	0.00
WATER DEVELOPMENT FUND	<u>1,383,456.59</u>	<u>1,285,369.80</u>	<u>747,525.00</u>	<u>1,048,235.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	1,202,346.65	3,016,316.20	2,845,765.00	2,758,900.00
BEGINNING FUND BALANCE	1,202,346.65	3,016,316.20	2,845,765.00	2,758,900.00
User Charge - CWS Base	3,676,184.60	3,845,937.98	3,946,930.00	4,065,400.00
User Charge - CWS Usage	1,405,317.28	1,528,812.77	1,636,630.00	1,685,730.00
User Charge - COT Base	858,234.13	899,089.90	921,780.00	949,435.00
User Charge - COT Usage	334,951.11	364,202.60	390,680.00	402,400.00
User Charge - LO CWS Base	144,691.14	148,999.42	144,060.00	148,385.00
User Charge - LO CWS Usage	70,668.24	69,470.13	75,005.00	77,255.00
User Charge - LO COT Base	33,809.55	34,766.26	34,270.00	35,300.00
User Charge - LO COT Usage	16,746.57	16,512.17	17,810.00	18,345.00
User Charge - Tigard CWS Base	4,529.52	4,665.60	4,720.00	4,860.00
User Charge - Tigard CWS Usage	4,914.00	5,054.40	5,380.00	5,540.00
User Charge - Tigard COT Base	892.08	990.36	1,125.00	1,160.00
User Charge - Tigard COT Usage	947.76	1,075.86	945.00	975.00
Sewer Inspection	1,085.00	2,345.00	1,000.00	1,030.00
Industrial Discharge	94,259.79	93,504.00	75,000.00	77,250.00
CHARGES FOR SERVICES	6,647,230.77	7,015,426.45	7,255,335.00	7,473,065.00
Interest on Investments	15,805.93	14,488.42	11,545.00	13,795.00
INVESTMENT EARNINGS	15,805.93	14,488.42	11,545.00	13,795.00
Other Misc Income	0.00	0.00	500.00	500.00
MISCELLANEOUS	0.00	0.00	500.00	500.00
Transfer In - Infrastr Reserve	1,975,733.39	0.00	0.00	0.00
Transfer In - Storm Drain	0.00	0.00	0.00	113,390.00
Transfer In - Sewer Dev	0.00	0.00	0.00	0.00
TRANSFERS IN	1,975,733.39	0.00	0.00	113,390.00
SEWER FUND	<u>27,184,785.74</u>	<u>10,046,231.07</u>	<u>10,113,145.00</u>	<u>10,359,650.00</u>



Revenue

sewer development fund revenue

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance BEGINNING FUND BALANCE	3,785,927.40 3,785,927.40	3,896,331.37 3,896,331.37	4,335,155.00 4,335,155.00	3,866,430.00 3,866,430.00
System Development Charge CHARGES FOR SERVICES	436,347.64 436,347.64	755,929.55 755,929.55	400,000.00 400,000.00	400,000.00 400,000.00
Interest on Investments INVESTMENT EARNINGS	20,251.41 20,251.41	19,836.20 19,836.20	23,400.00 23,400.00	23,400.00 23,400.00
SEWER DEVELOPMENT FUND	<u>4,242,526.45</u>	<u>4,672,097.12</u>	<u>4,758,555.00</u>	<u>4,289,830.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	574,466.96	784,155.09	655,980.00	629,540.00
BEGINNING FUND BALANCE	574,466.96	784,155.09	655,980.00	629,540.00
User Charge - CWS Regional	490,987.40	533,716.85	562,240.00	601,015.00
User Charge - COT Local	1,353,364.47	1,596,464.28	1,686,715.00	1,803,040.00
User Charge - Lake Oswego CWS	13,252.20	14,336.81	15,420.00	16,485.00
User Charge - Lake Oswego COT	36,529.20	42,918.13	46,260.00	49,455.00
User Charge - Tigard CWS	0.00	0.00	0.00	0.00
User Charge - Tigard COT	9,108.00	9,614.00	8,000.00	8,555.00
Surcharge - COT	0.00	0.00	124,080.00	124,080.00
CHARGES FOR SERVICES	1,903,241.27	2,197,050.07	2,442,715.00	2,602,630.00
Interest on Investments	3,257.65	4,519.02	2,840.00	3,150.00
INVESTMENT EARNINGS	3,257.65	4,519.02	2,840.00	3,150.00
Other Misc Income	0.00	400.00	0.00	0.00
MISCELLANEOUS	0.00	400.00	0.00	0.00
Transfer In - Storm Drain Dev	0.00	0.00	363,000.00	0.00
TRANSFERS IN	0.00	0.00	363,000.00	0.00
STORM DRAIN FUND	<u>2,480,965.88</u>	<u>2,986,124.18</u>	<u>3,464,535.00</u>	<u>3,235,320.00</u>



Revenue

storm drain development fund revenue

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	287,532.41	327,671.33	584,500.00	555,950.00
BEGINNING FUND BALANCE	287,532.41	327,671.33	584,500.00	555,950.00
User Charges - Lake Oswego	0.00	0.00	0.00	0.00
Storm Water Quantity Fees	28,080.94	92,448.06	25,000.00	30,000.00
Storm Water Quality Fees	10,501.62	30,691.36	10,000.00	45,000.00
CHARGES FOR SERVICES	38,582.56	123,139.42	35,000.00	75,000.00
Interest on Investments	1,556.36	2,108.73	3,030.00	2,780.00
INVESTMENT EARNINGS	1,556.36	2,108.73	3,030.00	2,780.00
STORM DRAIN DEVELOPMENT FUND	<u>327,671.33</u>	<u>452,919.48</u>	<u>622,530.00</u>	<u>633,730.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	574,752.80	161,357.30	30,000.00	130,000.00
BEGINNING FUND BALANCE	574,752.80	161,357.30	30,000.00	130,000.00
Road Utility Fee	648,043.42	669,275.62	677,280.00	706,900.00
Tigard Rd Utility Fees	5,677.08	5,677.08	6,000.00	7,700.00
LICENSES AND PERMITS	653,720.50	674,952.70	683,280.00	714,600.00
SidewalkTree Program	326,216.11	326,712.59	327,000.00	330,250.00
CHARGES FOR SERVICES	326,216.11	326,712.59	327,000.00	330,250.00
Interest on Investments	640.31	-657.00	1,000.00	500.00
INVESTMENT EARNINGS	640.31	-657.00	1,000.00	500.00
Other Misc Income	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00
ROAD UTILITY FEE FUND	<u>1,555,329.72</u>	<u>1,162,365.59</u>	<u>1,041,280.00</u>	<u>1,175,350.00</u>



Revenue

road operating fund revenue

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	871,295.78	576,154.14	917,105.00	2,046,015.00
BEGINNING FUND BALANCE	871,295.78	576,154.14	917,105.00	2,046,015.00
Developers Street Signs	0.00	0.00	0.00	0.00
LICENSES AND PERMITS	0.00	0.00	0.00	0.00
State Gas Tax	1,511,479.87	1,519,371.22	1,552,500.00	1,528,130.00
Washington County Gas Tax	86,909.14	88,007.14	90,000.00	90,000.00
INTERGOVERNMENTAL	1,598,389.01	1,607,378.36	1,642,500.00	1,618,130.00
Interest on Investments	4,024.76	4,531.63	3,950.00	10,230.00
INVESTMENT EARNINGS	4,024.76	4,531.63	3,950.00	10,230.00
Other Misc Income	0.00	19,500.00	0.00	200,000.00
MISCELLANEOUS	0.00	19,500.00	0.00	200,000.00
Transfer In - Road Utility	92,570.00	93,820.00	96,755.00	139,960.00
Transfer In - Road Development	0.00	0.00	1,082,980.00	0.00
Transfer In - TDT	0.00	0.00	250,000.00	2,751,000.00
Transfer In - Infrastr Reserve	52,788.66	0.00	0.00	0.00
Transfer In - Storm Drain Fund	0.00	0.00	0.00	27,560.00
TRANSFERS IN	145,358.66	93,820.00	1,429,735.00	2,918,520.00
ROAD OPERATING FUND	<u>2,619,068.21</u>	<u>2,301,384.13</u>	<u>3,993,290.00</u>	<u>6,792,895.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	1,067,528.11	1,077,104.18	1,082,980.00	0.00
BEGINNING FUND BALANCE	1,067,528.11	1,077,104.18	1,082,980.00	0.00
System Fees -Washington County	3,076.44	3,076.44	0.00	0.00
System Fees - Clackamas County	0.00	0.00	0.00	0.00
LICENSES AND PERMITS	3,076.44	3,076.44	0.00	0.00
Reimb Project Admin Costs	0.00	0.00	0.00	0.00
CHARGES FOR SERVICES	0.00	0.00	0.00	0.00
Interest on Investments	6,038.17	5,725.11	0.00	0.00
INVESTMENT EARNINGS	6,038.17	5,725.11	0.00	0.00
Other Misc Income	461.46	461.46	0.00	0.00
MISCELLANEOUS	461.46	461.46	0.00	0.00
ROAD DEVELOPMENT FUND	<u>1,077,104.18</u>	<u>1,086,367.19</u>	<u>1,082,980.00</u>	<u>0.00</u>



Revenue

transportation development tax fund revenue

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	2,012,736.70	2,691,147.90	1,667,940.00	5,397,120.00
BEGINNING FUND BALANCE	2,012,736.70	2,691,147.90	1,667,940.00	5,397,120.00
System Fees -Washington County	610,599.88	1,576,041.59	200,000.00	932,000.00
System Fees - Clackamas County	32,980.41	32,980.42	0.00	0.00
LICENSES AND PERMITS	643,580.29	1,609,022.01	200,000.00	932,000.00
Interest on Investments	33,181.89	34,629.92	25,020.00	27,000.00
INVESTMENT EARNINGS	33,181.89	34,629.92	25,020.00	27,000.00
Other Misc Income	1,649.02	18,139.23	0.00	0.00
MISCELLANEOUS	1,649.02	18,139.23	0.00	0.00
TRANSPORTATION DEV TAX FUND	<u>2,691,147.90</u>	<u>4,352,939.06</u>	<u>1,892,960.00</u>	<u>6,356,120.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	127,048.75	134,680.00	89,180.00	95,000.00
Reserve for Lot Construction	0.00	0.00	45,500.00	45,500.00
BEGINNING FUND BALANCE	127,048.75	134,680.00	134,680.00	140,500.00
Core Area Parking - Current	55,561.73	49,088.75	55,000.00	52,000.00
Core Area Parking - Prior	0.00	0.00	0.00	0.00
CHARGES FOR SERVICES	55,561.73	49,088.75	55,000.00	52,000.00
Municipal Court Fines	570.01	0.00	0.00	0.00
FINES AND FORFEITURES	570.01	0.00	0.00	0.00
Interest on Investments	684.40	698.97	600.00	1,000.00
INVESTMENT EARNINGS	684.40	698.97	600.00	1,000.00
Other Misc Income	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00
CORE AREA PARKING DIST FUND	<u>183,864.89</u>	<u>184,467.86</u>	<u>190,280.00</u>	<u>193,500.00</u>



Revenue

general obligation bond fund revenue

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	88,093.15	95,209.61	97,500.00	105,000.00
BEGINNING FUND BALANCE	88,093.15	95,209.61	97,500.00	105,000.00
Property Taxes - Current Year	945,360.63	948,662.43	925,000.00	925,000.00
Property Taxes - Prior Year	20,496.14	18,620.87	10,000.00	10,000.00
Interest on Taxes - WashCo	2,419.23	2,160.56	0.00	0.00
Interest on Taxes - ClackCo	422.21	378.77	0.00	0.00
PROPERTY TAXES	968,698.21	969,822.63	935,000.00	935,000.00
Payments in Lieu of Prop Taxes	152.13	105.66	0.00	0.00
INTERGOVERNMENTAL	152.13	105.66	0.00	0.00
Interest on Investments	646.82	666.10	3,000.00	1,000.00
INVESTMENT EARNINGS	646.82	666.10	3,000.00	1,000.00
Other Misc Income	481.80	911.13	0.00	0.00
MISCELLANEOUS	481.80	911.13	0.00	0.00
Transfer In - General Fund	0.00	0.00	0.00	0.00
TRANSFERS IN	0.00	0.00	0.00	0.00
GENERAL OBLIGATION BOND FUND	<u>1,058,072.11</u>	<u>1,066,715.13</u>	<u>1,035,500.00</u>	<u>1,041,000.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	442,841.67	444,921.60	445,920.00	485,000.00
BEGINNING FUND BALANCE	442,841.67	444,921.60	445,920.00	485,000.00
Interest on Investments	2,302.45	979.63	2,000.00	2,000.00
INVESTMENT EARNINGS	2,302.45	979.63	2,000.00	2,000.00
Transfer In - Road Utility	0.00	0.00	0.00	6,480.00
Transfer In - Gas Tax Fund	0.00	0.00	0.00	19,440.00
Transfer In - Water Fund	536,265.00	517,049.72	502,550.00	558,900.00
Transfer In - Sewer Fund	0.00	0.00	0.00	32,405.00
Transfer In - Storm Drain Fund	0.00	0.00	0.00	19,440.00
TRANSFERS IN	536,265.00	517,049.72	502,550.00	636,665.00
Refunding bonds issued	0.00	4,300,000.00	0.00	0.00
Premiums on bond issued	0.00	445,493.50	0.00	0.00
OTHER FINANCING SOURCES	0.00	4,745,493.50	0.00	0.00
ENTERPRISE BOND FUND	<u>4,101,504.42</u>	<u>5,708,444.45</u>	<u>950,470.00</u>	<u>1,123,665.00</u>

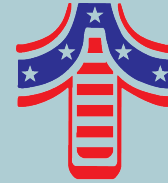


AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON



City Council

Policy & Administration



**AMERICA'S
BEST COMMUNITY**

TUALATIN, OREGON



Processing Passports

City Council

Administration

Finance

Municipal Court

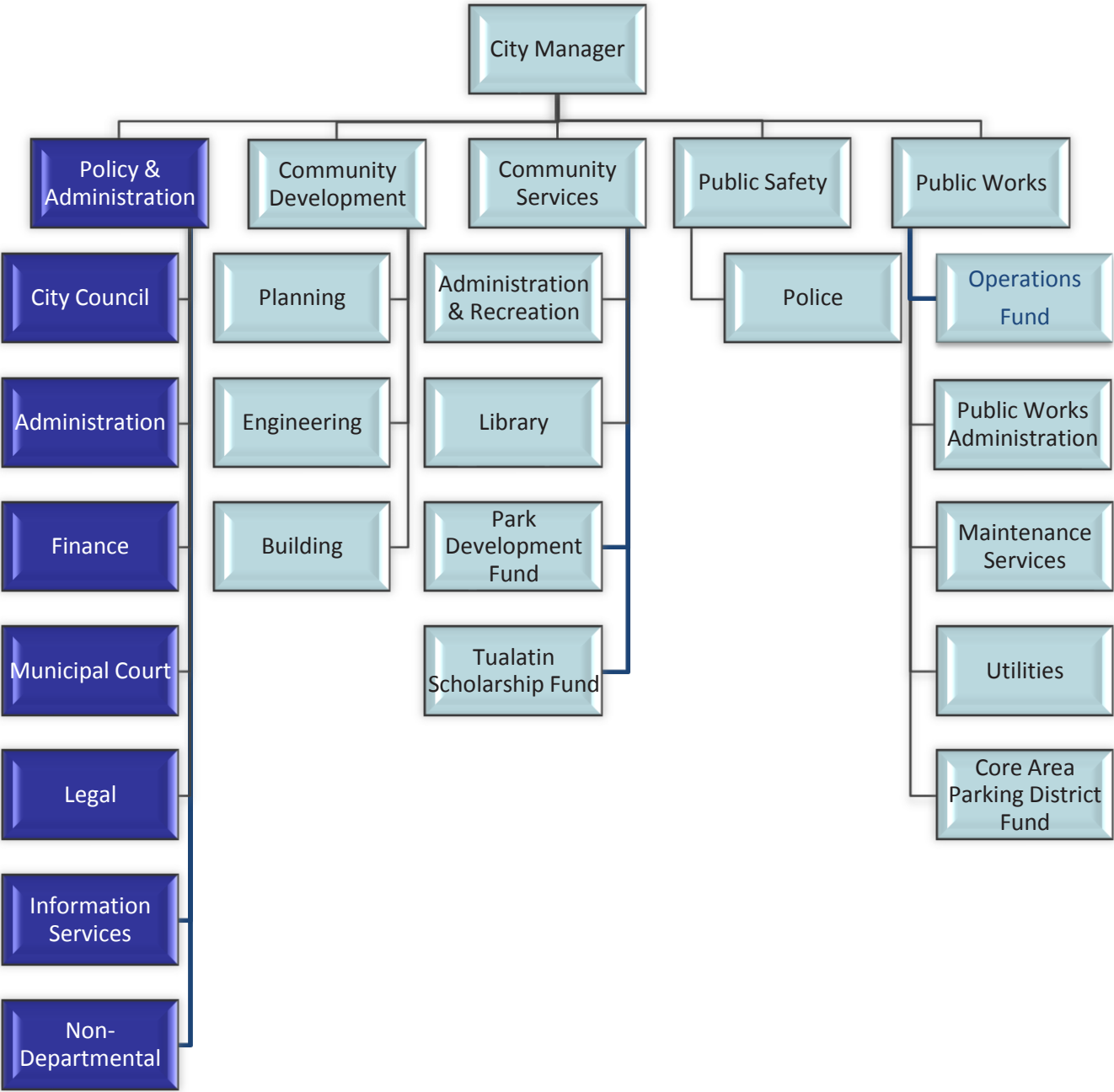
Legal

Information Services

Non-Departmental



**Tualatin Selected as America's Best Communities
Quarter Finalist**





City of Tualatin
Fiscal Year 2016 - 2017
Proposed Budget - Policy and Administration

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 2,802,897	\$ 2,870,106	\$ 3,030,360	\$ 3,389,940
Materials and Services	1,133,645	1,443,842	1,345,320	1,485,210
Transfers	-	14,000	-	-
Capital Outlay	24,073	190,536	190,000	147,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	7,068,466	7,556,522	6,834,170	9,479,680
Total Requirements	\$ 11,029,081	\$ 12,075,006	\$ 11,399,850	\$ 14,501,830



Mission Statement

Dedicated to Quality Service for our Citizens

Value Statement

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

Council Meetings

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

Summary	
City Manager	Sherilyn Lombos
Volunteers (Mayor & Council)	7
Expenditures	\$ 176,835
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>.





Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Benefits-Employee Benefits	7,285.16	7,285.16	8,160.00	8,300.00
Benefits-FICA	474.76	723.28	540.00	540.00
Benefits-WC Insurance & Tax	0.00	0.00	0.00	0.00
Benefits-Insurance	36,818.83	41,496.84	48,330.00	49,620.00
Benefits-Council Technology	0.00	3,248.52	0.00	2,445.00
PERSONAL SERVICES	44,578.75	52,753.80	57,030.00	60,905.00
Office Supplies	284.12	1,488.48	500.00	500.00
Printing & Postage	302.77	161.68	250.00	250.00
Recording Fees	580.00	1,093.12	1,000.00	1,000.00
Computer Equip & Software	0.00	4,111.47	0.00	0.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Council Discounts	1,440.00	1,440.00	1,680.00	1,680.00
CIO Grant Program	1,604.78	4,043.87	10,500.00	10,500.00
Consultants	58,841.81	18,466.78	2,300.00	12,500.00
Community Engagement	0.00	111.88	59,500.00	50,000.00
Conferences & Meetings	0.00	17.19	0.00	0.00
Conf & Meetings - Mayor	14,937.44	33,735.68	20,000.00	20,000.00
Conf & Meetings - Council	403.74	3,813.13	10,000.00	10,000.00
Publication, Rpt, Ref Matl	0.00	0.00	0.00	0.00
Administrative Expense	8,613.60	8,696.72	8,900.00	9,500.00
Advertising - LegisJudicial	0.00	0.00	0.00	0.00
R&M - Equipment	2.21	0.00	0.00	0.00
MATERIALS & SERVICES	87,010.47	77,180.00	114,630.00	115,930.00
CITY COUNCIL	<u>131,589.22</u>	<u>129,933.80</u>	<u>171,660.00</u>	<u>176,835.00</u>



Administration

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

The Human Resources Division coordinates services and programs to assist all City departments in recruiting and maintaining a qualified diverse workforce, and provides employment-related services to City employees and job applicants. The division administers the Classification and Compensation Plan, administers employee benefits, supports the City's safety and risk



Volunteering at the Dog Park

Summary

Department Manager	Sherilyn Lombos
FTE's	7.75
Expenditures	\$ 1,001,740
Funding Source	General Fund

management activities, as well as labor relations and contract administration for two employee associations. The division works to ensure legal compliance on employment issues. This division also oversees the City's vibrant Volunteer Services Program which offers a multitude of volunteer opportunities which greatly benefit the community.

Highlights from FY 2015/2016

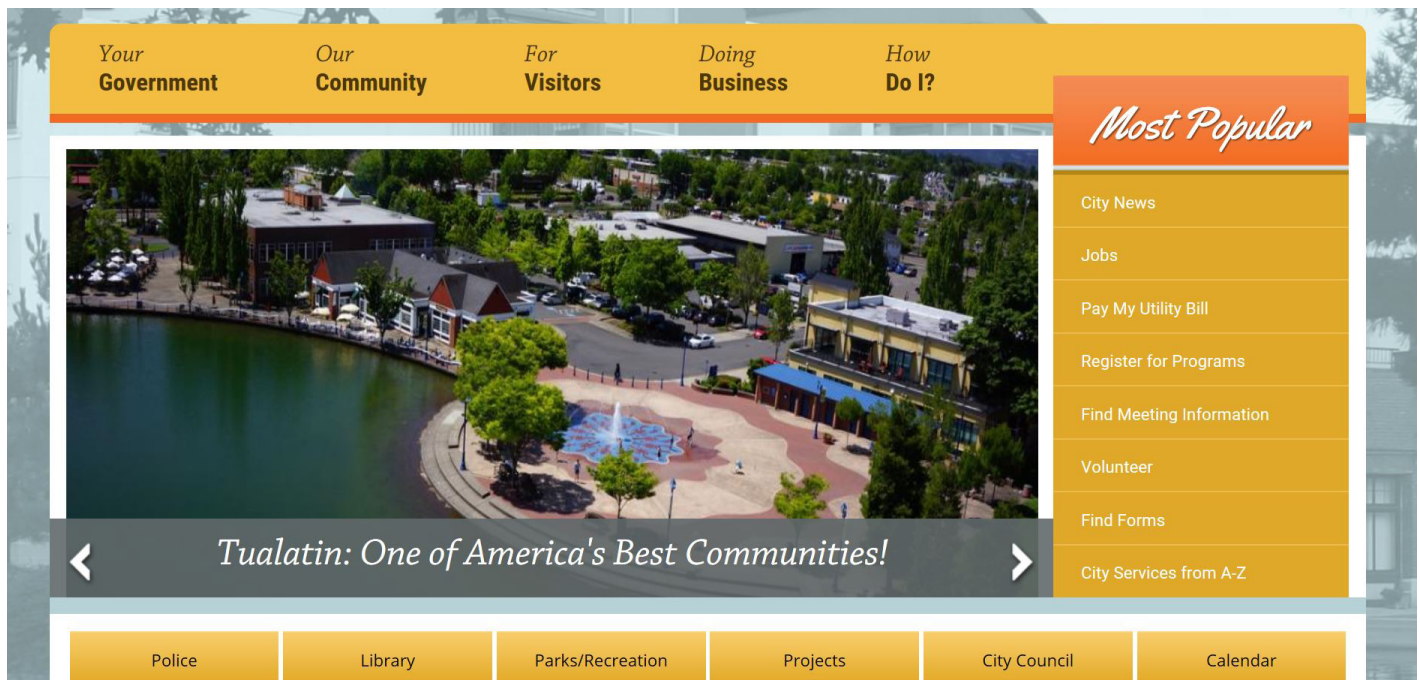
- Updated and enhanced the City's newsletter and website with refreshed branding
- Successfully negotiated and ratified an updated collective bargaining agreement with the Tualatin Employees Association and began negotiations with the Tualatin Police Officers Association
- Advanced the City Facilities Study, narrowing down the site options and completing a traffic study
- Continued support of the Citizen Involvement Organization Program to improve citizen participation in the community.
- Continued the implementation of the Tualatin Tomorrow Vision Plan through recruiting lead partners and reporting the progress of implementation efforts.
- Moved forward with implementing the Records Management Strategic Plan through creating naming conventions and standards.
- Began the process for a Community Survey receiving feedback from our community.



- Completed and implemented an updated Springbrook entry process for new hires and ongoing employee record maintenance in collaboration with Finance/Payroll.
- Increased volunteer opportunities in Tualatin which involved the strengthening of community partnerships with Tigard-Tualatin School District and other educational institutions to promote and support the focus of STEAM curriculum as part of Council goals and the Tualatin Tomorrow Vision Plan
- Supported the Tualatin Tomorrow and Tualatin ABC application to help secure our top eight spot in the America's Best Community award program.
- Develop and extend internal learning opportunities to employees and managers on updated employment laws, personnel policies, and processes in collaboration with the City Attorney.
- Transition old microfiche records to digital format to secure future access to city documents and continue to move forward with implementing the electronic document management system.
- Effectively administer elections for city council positions and city-wide initiatives.
- Continue to support community involvement through the Citizen Involvement Organizations, and active communication through our website, city newsletter, and social media.
- Support and promote the priorities of the Tualatin Tomorrow partners and action plans.

Goals for FY 2016/2017

- Strengthen the vision and action of the City-wide Volunteer Program through the connection of Program goals with Council goals.
- Successfully negotiate and ratify a collective bargaining agreement with Tualatin Employees Association (TEA).



Enhanced Website



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	540,758.27	593,587.65	621,265.00	575,165.00
Salaries and Wages-Part Time	54,196.68	24,371.09	24,190.00	36,120.00
Salaries and Wages-Temporary	9,740.38	12,366.91	10,820.00	11,440.00
Salaries and Wages-Overtime	1,681.08	346.79	1,000.00	1,000.00
Salaries and Wages-On-Call	0.00	400.08	0.00	0.00
Benefits-Employee Benefits	0.00	0.00	0.00	7,280.00
Benefits-FICA	43,049.12	44,564.79	45,700.00	43,485.00
Benefits-WC Insurance & Tax	1,497.76	1,545.53	1,500.00	0.00
Benefits-Pension	84,187.88	85,799.32	89,300.00	123,860.00
Benefits-Unemployment	0.00	0.00	0.00	0.00
Benefits-Insurance	97,281.67	108,883.47	118,205.00	144,575.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	613.32	2,736.16	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	7,195.97	2,544.40	0.00	2,500.00
Benefits-Comp Time Buy Back	396.82	4.06	0.00	0.00
Benefits-Holiday Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	840,598.95	877,150.25	911,980.00	945,425.00
Office Supplies	2,240.90	2,091.27	2,100.00	2,100.00
Printing & Postage	318.69	537.60	1,000.00	1,000.00
Photographic Supplies	0.00	0.00	0.00	0.00
Uniforms & Safety Equipment	0.00	0.00	0.00	0.00
Medical & Other Testing	0.00	0.00	0.00	0.00
SafetyRisk Mgmt Program	0.00	0.00	0.00	0.00
Cell Phones	900.00	926.62	900.00	0.00
NetworkOnline	0.00	0.00	0.00	0.00
Office Equipment & Furniture	1,025.97	1,307.49	300.00	500.00
Computer Equip & Software	2,256.48	0.00	0.00	600.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00
Legal	532.00	17,470.15	20,000.00	20,000.00
Conferences & Meetings	14,108.32	14,650.52	14,000.00	14,100.00
Membership Dues	1,985.52	3,992.09	3,740.00	5,000.00
Publication, Rpt, Ref Matl	122.14	238.57	315.00	315.00
Staff Training	1,660.58	264.00	2,055.00	2,000.00
StaffDept Recognition	0.00	10.67	200.00	200.00
Administrative Expense	1,725.91	1,662.71	2,500.00	2,500.00
Advertising - Recruitment	0.00	190.00	0.00	0.00
Equipment Rental	3,932.17	3,808.27	4,300.00	4,000.00
R&M - Equipment	3,897.49	4,338.51	4,000.00	4,000.00
MATERIALS & SERVICES	34,706.17	51,488.47	55,410.00	56,315.00
Fund Projects	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00
ADMINISTRATION	875,305.12	928,638.72	967,390.00	1,001,740.00



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 2015/2016

- Received the Certificate of Achievement for Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association (GFOA) for the 24th consecutive year.
- Received the Distinguished Budget Award from the GFOA for the City's Fiscal Year 2015-2016 budget document for the 3rd consecutive year.
- Implemented online business license and rental license renewals providing additional methods for businesses to renew their licenses.
- Successfully completed the conversion to Springbrook Software for the remaining financial modules including accounts receivable, Business & Rental Licensing, and Inventory Management.

Summary

Department Manager	Don Hudson
FTE's	9
Expenditures	\$ 1,029,210
Funding Source	General Fund

- Implemented Online Employee Self Service allowing employees improved access to their payroll information including paystubs and W-2's.
- Established new banking relationship in order to minimize banking fees, expand existing services, and gain efficiencies by reducing the number of banking partnerships.
- Continued increase in Passport Processing volumes with 1,759 passports issued through March 2016, an increase of 31% over the same period of the preceding year.

Goals for FY 2016/2017

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



Processing Passports



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	576,988.69	580,862.65	604,240.00	608,880.00
Salaries and Wages-Part Time	0.00	0.00	0.00	0.00
Salaries and Wages-Temporary	0.00	823.64	0.00	0.00
Salaries and Wages-Overtime	633.53	1,494.53	500.00	500.00
Salaries and Wages-On-Call	0.00	0.00	0.00	0.00
Benefits-Employee Benefits	0.00	0.00	0.00	6,950.00
Benefits-FICA	43,266.60	43,568.40	44,350.00	44,565.00
Benefits-WC Insurance & Tax	1,535.32	1,553.25	1,500.00	0.00
Benefits-Pension	78,581.03	80,141.88	83,860.00	120,710.00
Benefits-Unemployment	0.00	0.00	0.00	0.00
Benefits-Insurance	103,030.14	103,526.49	118,250.00	140,425.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	767.52	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	3,303.15	0.00	0.00
Benefits-Vacation Buy Back	8,758.40	5,281.72	0.00	0.00
Benefits-Comp Time Buy Back	1,441.03	279.20	0.00	0.00
Benefits-Holiday Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	815,002.26	820,834.91	852,700.00	922,030.00
Office Supplies	6,539.62	6,054.54	6,000.00	6,000.00
Printing & Postage	13,785.76	12,814.68	14,000.00	14,000.00
Medical & Other Testing	12.00	12.00	0.00	0.00
Cell Phones	360.00	450.22	720.00	0.00
NetworkOnline	0.00	0.00	0.00	0.00
Office Equipment & Furniture	1,751.21	0.00	1,250.00	1,250.00
Computer Equip & Software	1,068.99	2,612.60	3,000.00	3,000.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Audit	34,285.00	35,305.00	41,775.00	42,990.00
Consultants	1,116.18	4,124.80	3,000.00	20,000.00
Bond Registration & Exp	850.00	2,650.00	1,900.00	1,900.00
Conferences & Meetings	1,666.63	4,337.61	3,300.00	4,200.00
Membership Dues	3,675.00	3,690.00	3,750.00	3,750.00
Publication, Rpt, Ref Matl Staff	52.40	193.95	500.00	500.00
Training	79.00	137.29	3,350.00	3,350.00
Administrative Expense	1,580.23	1,492.88	1,000.00	1,000.00
Advertising - LegisJudicial	375.57	350.68	600.00	600.00
Advertising - Recruitment	20.00	95.72	0.00	0.00
Contract Services	0.00	0.00	0.00	0.00
Equipment Rental	1,530.20	2,637.60	2,640.00	2,640.00
R&M - Equipment	1,386.94	1,233.70	2,000.00	2,000.00
MATERIALS & SERVICES	70,134.73	78,193.27	88,785.00	107,180.00
Equipment & Furnishings	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00
FINANCE	885,136.99	899,028.18	941,485.00	1,029,210.00



Municipal Court

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

Summary	
Department Manager	Don Hudson
Court Administrator	Cortney Kammerer
FTE's	4
Expenditures	\$ 392,125

Systems (RMS).

Highlights of FY 2015/2016

- Successfully processed approximately 8,000 citations; efficiently holding hearings on a weekly schedule.
- Completed the upgrade of Caselle, the court software system, and implemented Caselle's cash receipting module to allow for payments to be directly posted to customer's citation.
- Collaborated with the Police Department and the City of Portland to develop and implement the first agency to fully use Regional Justice Information Network (RegJIN) and Records Management

Goals for FY 2016/2017

- The Tualatin Municipal Court will promote compliance with laws and regulations by processing citations and violations equitably and timely.
- Go live with online payment services, allowing Defendants to make citation payments to their files electronically.
- Follow and keep the City knowledgeable of current legislative issues related to State Municipal Courts.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	194,851.73	192,776.53	212,260.00	212,000.00
Salaries and Wages-Part Time	0.00	0.00	0.00	0.00
Salaries and Wages-Temporary	16,807.55	22,774.90	21,225.00	24,000.00
Salaries and Wages-Overtime	7.84	0.00	0.00	0.00
Salaries and Wages-On-Call	0.00	0.00	0.00	0.00
Benefits-Employee Benefits	0.00	0.00	0.00	1,330.00
Benefits-FICA	15,461.52	15,988.34	17,300.00	17,585.00
Benefits-WC Insurance & Tax	610.63	606.61	580.00	0.00
Benefits-Pension	26,697.60	26,552.06	30,000.00	42,785.00
Benefits-Unemployment	0.00	0.00	0.00	0.00
Benefits-Insurance	66,480.78	56,300.42	59,845.00	75,325.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	247.52	0.00	0.00
Benefits-Sick Leave Buy Back	1,266.28	1,393.88	0.00	0.00
Benefits-Vacation Buy Back	0.00	0.00	0.00	0.00
Benefits-Comp Time Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	322,183.93	316,640.26	341,210.00	373,025.00
Office Supplies	1,589.53	1,467.19	1,600.00	1,600.00
Printing & Postage	3,106.77	2,255.11	3,700.00	3,700.00
Medical & Other Testing	0.00	12.00	0.00	0.00
Telephone Service	0.00	0.00	0.00	0.00
Cell Phones	0.00	0.00	0.00	0.00
Office Equipment & Furniture	2,934.56	0.00	500.00	500.00
Computer Equip & Software	171.00	8,125.00	0.00	0.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Legal	0.00	0.00	200.00	200.00
Court Costs	5,667.50	5,895.50	7,000.00	7,000.00
Conferences & Meetings	2,157.49	2,933.01	4,150.00	4,150.00
Membership Dues	0.00	350.00	200.00	200.00
Staff Training	0.00	325.00	400.00	400.00
Administrative Expense	9.00	59.20	200.00	200.00
Advertising - Recruitment	0.00	0.00	0.00	0.00
Equipment Rental	870.81	0.00	0.00	0.00
R&M - Equipment	750.48	191.92	0.00	0.00
R&M - Computers	900.00	1,929.95	3,550.00	1,150.00
MATERIALS & SERVICES	18,157.14	23,543.88	21,500.00	19,100.00
Equipment & Furnishings	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00
MUNICIPAL COURT	340,341.07	340,184.14	362,710.00	392,125.00



Legal Services

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

Summary	
Department Manager	Sean Brady
FTE's	2
Expenditures	\$ 313,150
Funding Source	General Fund

Highlights of FY 2015/2016

- Drafted an ordinance to update the City's development code for blocks 28 and 29 of the Central Urban Renewal Area;
- Drafted Residential Parking Zone Ordinance;
- Drafted Civil Exclusions Ordinance;
- Drafted an update to the Building Code Ordinance;
- Updated the City's ADA Policy;
- Updated City's contract forms; and
- Negotiated IGAs, easements, and development agreements.

Goals for FY 2016/2017

- Provide legal advice and support to City Council, departments, and staff;
- Continue to negotiate contracts, franchise agreements, intergovernmental agreements, and other legal documents;
- Review City Municipal and Development Codes and suggest improvements to reflect City values and priorities;
- Review City Municipal and Development Codes to assure compliance with new 2016 legislation;
- Promote public understanding of the Tualatin Municipal and Development Codes; and
- Provide training to departments and staff on legal topics and issues.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	132,047.84	135,536.76	188,920.00	187,290.00
Salaries and Wages-Part Time	35,919.42	29,366.39	0.00	0.00
Salaries and Wages-Temporary	0.00	0.00	0.00	0.00
Salaries and Wages-Overtime	0.00	0.00	0.00	0.00
Salaries and Wages-On-Call	0.00	0.00	0.00	0.00
Benefits-Employee Benefits	0.00	0.00	0.00	6,220.00
Benefits-FICA	11,376.03	11,145.38	12,945.00	12,415.00
Benefits-WC Insurance & Tax	428.12	409.48	420.00	0.00
Benefits-Pension	27,710.37	27,488.90	33,150.00	43,890.00
Benefits-Unemployment	0.00	0.00	0.00	0.00
Benefits-Insurance	19,783.46	20,561.53	42,125.00	42,985.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	0.00	473.87	0.00	0.00
Benefits-Comp Time Buy Back	0.00	0.00	0.00	0.00
Benefits-Holiday Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	227,265.24	224,982.31	277,560.00	292,800.00
Office Supplies	496.71	98.78	450.00	450.00
Printing & Postage	85.75	131.54	500.00	500.00
Medical & Other Testing	0.00	0.00	0.00	0.00
Telephone Service	0.00	0.00	0.00	0.00
Cell Phones	360.00	360.23	360.00	0.00
Office Equipment & Furniture	605.98	0.00	500.00	500.00
Computer Equip & Software	182.06	0.00	500.00	500.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00
Legal	0.00	0.00	0.00	0.00
Court Costs	36.00	0.00	1,000.00	1,000.00
Conferences & Meetings	3,582.37	4,155.73	5,000.00	8,000.00
Membership Dues	1,530.82	1,372.00	1,800.00	1,800.00
Publication, Rpt, Ref Matl	5,806.00	5,409.00	6,395.00	6,500.00
Staff Training	13.06	0.00	200.00	200.00
Administrative Expense	30.00	0.00	200.00	200.00
Advertising - LegisJudicial	0.00	0.00	0.00	0.00
Advertising - Recruitment	0.00	0.00	0.00	0.00
Equipment Rental	0.00	0.00	0.00	0.00
R&M - Equipment	680.82	40.28	700.00	700.00
MATERIALS & SERVICES	13,409.57	11,567.56	17,605.00	20,350.00
Equipment & Furnishings	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00
LEGAL	240,674.81	236,549.87	295,165.00	313,150.00



Information Services

The Information Services (IS) division provides administration and support to 190 computers, supports 18 servers, 25 mobile data terminals in police vehicles and the free public wireless access points in many of the City's buildings. In the Library, IS provides local administration and support for 35 desktops and 12 laptops that are connected to the WCCLS network. IS provides support to over 50 applications used by various departments within the City.

Geographic Information Systems

The Geographical Information Systems [GIS] provide support for mapping services used by most 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 geographically referenced information. The City of Tualatin participates with other municipalities in a consortium of proximate agencies reducing costs for aerial photography and software licenses.

With the addition of Accela/Springbrook [Finance], CRW/Sungard [Permitting] and Nexgen [Operations] software GIS has become an integral source of key data elements used by these systems and will link them together.

Highlights of FY 2015/2016

Information Services

- Assisted in the implementation and rollout of four big applications: Springbrook for Finance, CRW for Community Development, Nexgen for Operations and RegJIN for Police.
- Significantly enhanced our server farm to provide more automated redundancy and recovery solutions with VMware
- Implemented a thin-client solution for training and Emergency Operations services using VMware.
- Significantly expanded our file storage space

Summary	
Department Manager	Bates Russell
FTE's	5
Expenditures	\$ 1,147,600
Funding Source	General Fund

using a Storage Array Network [SAN] to accommodate the Big Three systems, upcoming document management system and general expansion of data storage needs.

- Installed 17 PCs to the organization and 20+ tablets to various departmental staff

Geographic Information Systems

- GIS was the mainstay and primary source for much of the data converted to the Big 3 systems. This was a MASSIVE effort and the GIS Team met this challenge with high levels of service, accuracy and reliability.
- Expanded GIS services to include more information for the Police department and to assist the Operations Department perform their work on city roads, water supply, sewage and storm water systems.
- Implemented additional self service mapping applications for Planning and Operations.

Goals for FY 2016/2017

- Begin leveraging the data collected from Springbrook, CRW and Nexgen to present new information about our City business to help make decisions, plan for the future and solve current problems.
- Improve our Disaster Recovery processes for



our computer systems by fully implementing the systems located at the Police Department as failover to our main systems at Operations.

- Continue development of a private fiber network to connect City buildings.
- Successfully conduct two disaster recovery exercises of the entire Information Services systems to our DR site in the Police department.
- Successfully transition the City from Windows 7 operating system to Windows 10
- Successfully begin the transition the City from

Microsoft Office 2007 to some new office suite

- Start using City owned fiber network for City data traffic
- Create more citizen and staff self-service mapping capabilities using GIS tools and services from the ArcGIS application.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	375,848.87	385,194.30	391,390.00	378,740.00
Salaries and Wages-Overtime	7,192.78	4,132.28	5,400.00	5,400.00
Salaries and Wages-On-Call	4,957.74	2,400.00	5,200.00	5,200.00
Benefits-Employee Benefits	0.00	0.00	0.00	5,400.00
Benefits-FICA	29,369.12	29,297.08	29,800.00	29,160.00
Benefits-WC Insurance & Tax	1,505.68	1,564.80	1,500.00	0.00
Benefits-Pension	48,518.77	53,504.20	55,000.00	76,170.00
Benefits-Insurance	62,920.91	76,661.04	80,490.00	90,750.00
Benefits-Bereavement Leave	1,636.16	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	0.00	1,334.00	0.00	0.00
Benefits-Comp Time Buy Back	130.80	0.00	0.00	0.00
PERSONAL SERVICES	532,080.83	554,087.70	568,780.00	590,820.00
Office Supplies	1,430.73	396.75	1,000.00	1,000.00
Printing & Postage	1,704.77	1,181.51	2,800.00	2,900.00
Photographic Supplies	4,402.59	4,000.00	5,435.00	4,700.00
Energy Supplies	571.99	443.44	300.00	500.00
Uniforms & Safety Equipment	0.00	0.00	0.00	0.00
Medical & Other Testing	0.00	0.00	0.00	0.00
Cell Phones	2,000.01	2,313.59	1,380.00	1,080.00
NetworkOnline	54,043.14	60,735.53	59,605.00	59,100.00
Office Equipment & Furniture	247.20	2,696.08	0.00	3,000.00
Computer Equip & Software	59,953.59	166,626.90	31,000.00	5,000.00
Personal ComputerLaptop	57,636.31	567.02	33,800.00	113,560.00
Consultants	27,570.00	69,488.54	4,000.00	10,000.00
Conferences & Meetings	2,109.42	375.00	4,500.00	5,500.00
Membership Dues	295.00	0.00	0.00	100.00
Publication, Rpt, Ref Matl	121.90	36.20	0.00	0.00
Staff Training	7,750.00	3,552.47	13,000.00	13,000.00
StaffDept Recognition	0.00	0.00	250.00	250.00
Administrative Expense	0.00	0.00	0.00	0.00
Advertising - Recruitment	395.00	0.00	0.00	0.00
Equipment Rental	0.00	0.00	0.00	0.00
R&M - Equipment	1,350.63	47.58	1,200.00	1,200.00
R&M - Computers	94,034.44	130,593.84	168,575.00	188,890.00
MATERIALS & SERVICES	315,616.72	443,054.45	326,845.00	409,780.00
Equipment & Furnishings	24,073.03	190,535.91	190,000.00	147,000.00
CAPITAL OUTLAY	24,073.03	190,535.91	190,000.00	147,000.00
INFORMATION SERVICES	871,770.58	1,187,678.06	1,085,625.00	1,147,600.00



Non-Departmental

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

Summary	
Department Manager	Sherilyn Lombos
FTE’s	0
Operating Expenditures	\$ 961,490
Funding Source	General Fund



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Benefits-WC Insurance & Tax	0.00	0.00	0.00	183,450.00
Benefits-Unemployment	19,879.99	22,272.74	20,000.00	20,000.00
Social Security Admin Other	114.50	0.00	0.00	0.00
Benefit Costs PERSONAL	1,192.50	1,383.75	1,100.00	1,485.00
SERVICES	21,186.99	23,656.49	21,100.00	204,935.00
Office Supplies	7,448.45	2,386.80	4,500.00	2,000.00
Printing & Postage	-909.86	2,045.65	2,220.00	2,020.00
SafetyRisk Mgmt Program	15,105.80	9,879.16	22,000.00	22,535.00
Telephone Service	40,195.30	45,353.57	39,200.00	40,000.00
NetworkOnline	0.00	0.00	0.00	0.00
Office Equipment & Furniture	0.00	0.00	0.00	0.00
Computer Equip & Software	0.00	0.00	0.00	0.00
Chamber	0.00	0.00	0.00	0.00
Donations - Outside Agency	23,500.00	30,000.00	30,000.00	30,000.00
Volunteer Programs	8,201.81	8,355.62	8,400.00	9,000.00
Consultants	5,222.00	154,055.96	80,000.00	95,000.00
Insurance	176,863.10	187,430.63	218,950.00	212,000.00
Tri-Met Employee Tax	80,219.82	80,210.28	80,000.00	82,500.00
Insurance Deductible	26,134.80	15,459.17	20,000.00	20,000.00
Membership Dues	38,165.34	40,819.95	38,275.00	43,650.00
Staff Training	8,418.46	0.00	10,000.00	10,000.00
StaffDept Recognition	7,244.16	8,407.33	7,500.00	8,730.00
Administrative Expense	275.00	3,197.99	1,000.00	0.00
Advertising - Informational	2,523.01	9,581.88	9,000.00	5,000.00
Advertising - Recruitment	3,505.73	2,069.63	2,200.00	5,400.00
Advertising - City Newsletter	45,107.04	53,458.42	56,500.00	53,100.00
Advertising - Promotional	22,502.59	2,821.15	4,000.00	4,000.00
Ballot Measure Info Mtls	0.00	0.00	0.00	20,000.00
Election Costs	0.00	11,879.11	0.00	0.00
Merchant Discount Fees	16,213.01	20,010.34	16,000.00	19,200.00
Bank Fees	14,435.08	15,668.46	12,000.00	12,000.00
Grounds & Landscaping	0.00	0.00	0.00	0.00
Equipment Rental	4,756.08	4,756.08	4,800.00	4,800.00
Seneca Building Lease	49,482.90	50,967.38	54,000.00	55,620.00
R&M - Equipment	0.00	0.00	0.00	0.00
R&M - Computers	0.00	0.00	0.00	0.00
MATERIALS & SERVICES	594,609.62	758,814.56	720,545.00	756,555.00
Equipment & Furnishings	0.00	0.00	0.00	0.00
Land Acquisition	0.00	0.00	0.00	0.00
Buildings & Additions	0.00	0.00	0.00	0.00
Feasability Studies	0.00	0.00	0.00	0.00
Land Improvements	0.00	0.00	0.00	0.00
R&M - Major Projects	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00
Transfer Out - Park Develop	0.00	14,000.00	0.00	0.00
TRANSFERS OUT	0.00	14,000.00	0.00	0.00
Contingency	0.00	0.00	2,936,550.00	3,126,290.00
General Account Reserve	0.00	0.00	790,000.00	790,000.00
Capital Reserve	0.00	0.00	565,000.00	2,341,925.00
Unappropriated	0.00	0.00	2,542,620.00	3,221,465.00
CONTINGENCY & RESERVES	0.00	0.00	6,834,170.00	9,479,680.00
NON-DEPARTMENTAL	615,796.61	796,471.05	7,575,815.00	10,441,170.00



AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON

Community Development

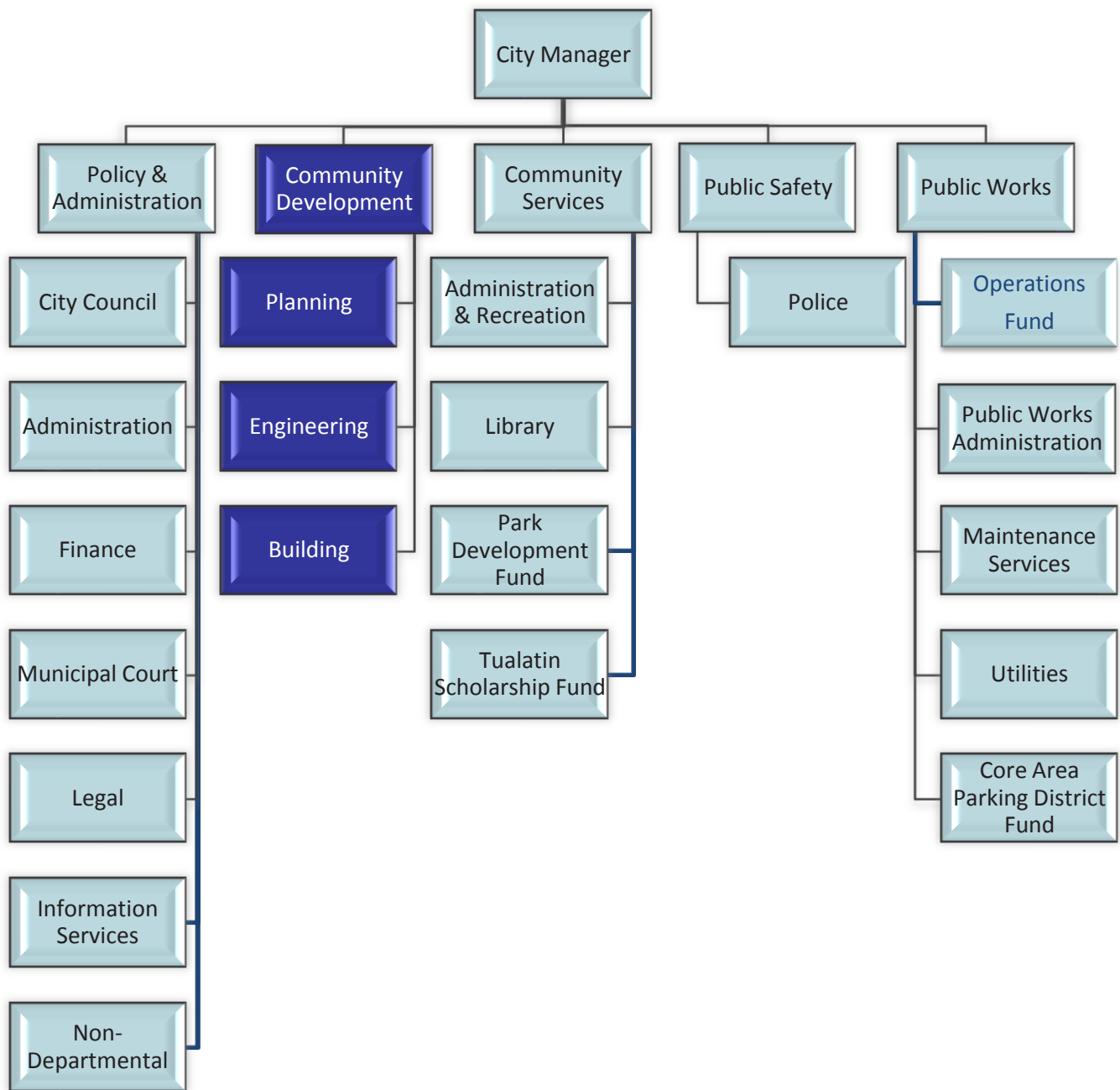


Planning

Engineering

Building







City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Community Development

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 2,032,727	\$ 2,240,664	\$ 2,481,115	\$ 2,493,930
Materials and Services	269,980	449,485	367,470	373,710
Transfers	260,260	289,190	312,840	355,570
Capital Outlay	50,000	211,929	29,000	-
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	1,797,858	1,744,129	1,572,805	1,441,520
Total Requirements	\$ 4,410,825	\$ 4,935,397	\$ 4,763,230	\$ 4,664,730



Planning Division

The mission of the Planning Division is to assist the public with issues affecting land development and the quality of life in Tualatin. Planning maintains the Tualatin Community Plan, administers the Development Code, and supports the Architectural Review Board and the Tualatin Planning Commission.

The Division also, coordinates Tualatin's policies and Community Plan with regional and statewide planning policies.

Highlights of FY 2015/2016

- Completed significant portions of the Basalt Creek Concept Planning Project
- Architectural Review Board approved Koch Corporate Center; an approximately 310,000 square foot expansion in three buildings.
- Planning Commission approved one sign variance for banner signs at Cabela's.
- Participated in regional discussions about the future of the Stafford Urban Reserves.
- Current Planning applications reviewed during calendar year 2015:
 - 1 Annexation
 - 1 Interpretation
 - 1 Minor Variance
 - 2 Plan Text Amendments
 - 3 Temporary Use Permits
 - 6 Chicken Licenses
 - 19 Architectural Reviews
 - 29 Architectural Review of Single Family Residences
 - 30 Minor Architectural Reviews
 - 133 Sign Permits

Summary

Department Manager	Alice Cannon
Planning Manager	Aquilla Hurd-Ravich
FTE's	5.75
Expenditures	\$ 785,275

Goals for FY 2016/2017

City Council acceptance and completion of the final Basalt Creek Concept Plan and adoption of implementing ordinances.

Work with the City Council, community stakeholders, and City staff to identify goals and expected outcomes of a Development Code Update.

Complete an audit and work plan to support the Development Code Update project. Complete first phase of this project.

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	288,154.96	384,014.45	403,805.00	376,775.00
Salaries and Wages-Part Time	73,387.43	40,485.11	39,700.00	39,660.00
Salaries and Wages-Temporary	0.00	0.00	0.00	0.00
Salaries and Wages-Overtime	5,916.23	4,982.05	4,800.00	4,800.00
Salaries and Wages-On-Call	0.00	0.00	0.00	0.00
Benefits-Employee Benefits	0.00	100.00	0.00	1,560.00
Benefits-FICA	28,712.11	32,021.07	33,720.00	31,560.00
Benefits-WC Insurance & Tax	954.72	1,069.83	810.00	0.00
Benefits-Pension	47,791.54	55,986.06	58,780.00	80,590.00
Benefits-Unemployment	0.00	0.00	0.00	0.00
Benefits-Insurance	27,706.37	42,305.54	52,340.00	63,080.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	10,337.84	0.00	0.00	0.00
Benefits-Comp Time Buy Back	3,392.67	0.00	0.00	0.00
Benefits-Holiday Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	486,353.87	560,964.11	593,955.00	598,025.00
Office Supplies	1,691.82	2,022.19	1,900.00	1,900.00
Printing & Postage	10,291.64	3,128.66	4,500.00	4,500.00
Photographic Supplies	0.00	0.00	0.00	0.00
Uniforms & Safety Equipment	0.00	0.00	100.00	100.00
Medical & Other Testing	0.00	0.00	0.00	0.00
Cell Phones	540.00	720.22	720.00	350.00
NetworkOnline	0.00	0.00	0.00	0.00
Recording Fees	0.00	0.00	0.00	0.00
Office Equipment & Furniture	937.91	844.44	500.00	500.00
Computer Equip & Software	722.06	0.00	0.00	0.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Consultants	146,600.50	290,637.06	225,000.00	165,000.00
Conferences & Meetings	5,366.43	4,768.34	5,500.00	5,500.00
Membership Dues	1,905.00	2,035.00	2,000.00	2,000.00
Publication, Rpt, Ref Matl	112.20	0.00	100.00	100.00
Staff Training	1,000.00	2,382.23	500.00	500.00
StaffDept Recognition	194.75	0.00	500.00	500.00
Administrative Expense	819.27	70.50	300.00	300.00
Advertising - Informational	0.00	0.00	250.00	250.00
Advertising - LegisJudicial	558.97	158.37	1,500.00	750.00
Advertising - Recruitment	10,083.99	358.00	0.00	0.00
Equipment Rental	1,411.45	1,538.64	1,500.00	1,700.00
R&M - Equipment	3,019.40	2,635.47	2,000.00	3,300.00
R&M - Computers	0.00	0.00	0.00	0.00
MATERIALS & SERVICES	185,255.39	311,299.12	246,870.00	187,250.00
Equipment & Furnishings	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00
PLANNING	671,609.26	872,263.23	840,825.00	785,275.00



Engineering Division

The Engineering Division is responsible for:

- Providing information about the City's infrastructure to customers, reviewing plans, and inspecting construction of public improvements for residential, industrial, and commercial development projects
- Reviewing applications for utility franchise projects, monitoring field work in rights-of-way, and addressing property owner concerns
- Preparing, inspecting, and administering construction contracts on City and Urban Renewal funded projects
- Preparing and maintaining water, sewer, storm water, and transportation master plans
- Representing the City at local, county, Metro, and state transportation policy discussions
- Maintaining a private water quality inspection program
- Approving storm water and erosion control permits under the Clean Water Services National Pollution Discharge Permit (NPDES)
- Developing the Capital Improvement Plan to plan for future capital improvement projects

Highlights of FY 2015/2016

- Completed Seneca Street and City Parking Lots
- Began the Sanitary Sewer Master Plan and the Storm Water Master Plan update
- Began design for Myslony Bridge and the Myslony Water Main Extension
- Began design and construction of city fiber optics project
- Began 105th / Blake / 108th Street Conceptual design project
- Designed multiple neighborhood pedestrian improvement projects, include an update crosswalk

Summary	
Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
FTE's	10
Expenditures	\$1,189,150

at Boones Ferry Road and Siletz Avenue and a new sidewalk at Sagert and 72nd

- Completed design on the 63rd Water Main Replacement project
- Coordinated with Washington County and Clean Water Services on a variety of projects including the extension of 124th Street
- Began construction of the C2 Water Reservoir

Goals for FY 2016/2017

- Complete the Sanitary Sewer, Storm Water, and Water Master Plan updates
- Complete construction of the 63rd Water Main Replacement project
- Begin replacing the water line in 115th Street from Blake Street to the east
- Begin constructing the Myslony water line and the Myslony Bridge
- Relocate the water main at the southbound I-5 off-ramp to accommodate an ODOT ramp reconstruction project
- Repaint the exterior of the B2 Water Reservoir
- Complete construction of the C2 Water Reservoir and rehabilitation of the C1 Water Reservoir



- Install a new traffic signal at 65th Ave at Sagert as part of the Sagert Farms Subdivision
- Complete preliminary concept design alternatives 105th Street/Blake Street/108th Street curves
- Add sidewalks on Borland Road in the proximity of the new Sagert Farms Subdivision
- Begin concept plan to widen Herman Road from Tualatin Road to Teton
- Install ITS traffic cameras and Traffic Signal Detection Upgrades Install Transit Stop Improvements to accommodate TriMet and Ride Connection
- Redesign and repair the Grahams Ferry/Ibach Street Outfall
- Rehabilitate the Waterford Water Quality Facility
- Washington County will continue construction of the 124th Street extension project



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	725,302.68	749,522.11	801,785.00	777,090.00
Salaries and Wages-Overtime	16,107.51	7,384.11	9,000.00	9,000.00
Benefits-Employee Benefits	0.00	0.00	0.00	7,700.00
Benefits-FICA	54,980.10	57,040.78	59,350.00	57,500.00
Benefits-WC Insurance & Tax	5,928.40	5,586.73	6,000.00	0.00
Benefits-Pension	113,256.70	98,291.29	123,750.00	161,620.00
Benefits-Insurance	111,045.40	108,044.46	138,210.00	127,180.00
Benefits-Bereavement Leave	1,413.12	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	1,345.76	18,006.10	0.00	0.00
Benefits-Comp Time Buy Back	134.87	0.00	0.00	0.00
PERSONAL SERVICES	1,029,514.54	1,043,875.58	1,138,095.00	1,140,090.00
Office Supplies	523.25	1,368.08	1,200.00	1,200.00
Printing & Postage	1,681.91	2,442.07	3,000.00	3,000.00
Photographic Supplies	0.00	0.00	500.00	500.00
Field Supplies	423.84	325.06	2,300.00	1,000.00
Medical & Other Testing	30.00	0.00	0.00	0.00
Cell Phones	1,299.86	1,860.36	1,740.00	350.00
NetworkOnline	0.00	0.00	1,200.00	1,510.00
Office Equipment & Furniture	1,346.27	763.68	1,000.00	1,000.00
Computer Equip & Software	1,672.91	854.00	0.00	0.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Consultants	3,815.00	20,223.28	20,000.00	20,000.00
Conferences & Meetings	5,357.76	6,331.33	8,500.00	8,500.00
Membership Dues	2,956.00	1,702.29	2,700.00	2,700.00
Publication, Rpt, Ref Matl	1,397.00	451.25	900.00	900.00
Staff Training	299.00	3,026.98	2,500.00	2,500.00
Administrative Expense	631.11	1,273.31	1,000.00	1,000.00
Advertising - LegisJudicial	333.28	255.76	100.00	100.00
Advertising - Recruitment	484.08	1,019.16	0.00	0.00
Equipment Rental	830.80	831.72	900.00	1,300.00
R&M - Equipment	3,450.46	2,644.73	3,500.00	3,500.00
R&M - Computers	0.00	0.00	0.00	0.00
MATERIALS & SERVICES	26,532.53	45,373.06	51,040.00	49,060.00
Equipment & Furnishings	0.00	0.00	29,000.00	0.00
CAPITAL OUTLAY	0.00	0.00	29,000.00	0.00
ENGINEERING	<u>1,056,047.07</u>	<u>1,089,248.64</u>	<u>1,218,135.00</u>	<u>1,189,150.00</u>



Building Division

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

Highlights of FY 2015/2016

- Issued a total of 1,543 permits (up 350 permits from last year).
- Implemented a new permit system (TRAKiT) that went live May 12, 2015.
- Converted all paper inspections to electronic inspections via iPad and email technology. Started accepting on-line inspection requests from customers September 2015.
- Began development of written policies to assure code and process consistency within the Division.
- Received the first online inspection request on September 8, 2015.
- Promoted Tualatin through participation on statewide boards and committees by all members of the Division.

Summary

Department Manager	Alice Cannon
Building Official	
FTE's	7
Expenditures	\$ 2,690,305

Goals for FY 2016/2017

- Train new staff in the Building Division.
- Improve staff's customer service skills.
- Increase customer use of electronic permitting system.
- Implement new electronic plan review system (another module of TRAKiT).



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	339,742.57	396,514.67	445,050.00	470,130.00
Salaries and Wages-Part Time	0.00	9,528.32	45,525.00	0.00
Salaries and Wages-Temporary	2,043.60	10,764.28	0.00	0.00
Salaries and Wages-Overtime	5,894.04	14,941.63	9,000.00	9,000.00
Salaries and Wages-On-Call	0.00	0.00	0.00	0.00
Benefits-Employee Benefits	0.00	0.00	0.00	950.00
Benefits-FICA	26,074.26	32,673.65	37,450.00	35,595.00
Benefits-WC Insurance & Tax	3,799.34	4,498.35	4,000.00	4,410.00
Benefits-Pension	57,324.28	61,204.01	83,185.00	108,100.00
Benefits-Insurance	78,880.10	95,676.19	124,855.00	127,630.00
Benefits-Bereavement Leave	285.36	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	2,765.44	9,313.64	0.00	0.00
Benefits-Comp Time Buy Back	49.06	709.41	0.00	0.00
PERSONAL SERVICES	516,858.05	635,824.15	749,065.00	755,815.00
Office Supplies	634.27	1,029.34	1,000.00	1,000.00
Printing & Postage	1,642.94	1,165.20	1,500.00	1,500.00
Field Supplies	782.15	699.65	1,000.00	1,000.00
Uniforms & Safety Equipment	0.00	333.90	1,700.00	1,700.00
Medical & Other Testing	45.00	400.00	0.00	0.00
Cell Phones	1,005.56	1,391.28	1,560.00	1,400.00
NetworkOnline	0.00	0.00	3,000.00	3,000.00
Office Equipment & Furniture	776.68	685.20	1,000.00	1,000.00
Computer Equip & Software	608.27	0.00	0.00	6,000.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Erosion Fees to CWS	22,000.00	17,767.50	11,000.00	20,000.00
Plan Check Fees to CWS	3,135.00	3,664.80	2,400.00	0.00
Metro Constr Excise Tax	0.00	0.00	0.00	0.00
Consultants	5,217.50	35,246.50	12,000.00	64,000.00
Conferences & Meetings	3,288.65	1,807.99	3,500.00	3,500.00
Membership Dues	1,455.00	860.00	1,500.00	1,500.00
Publication, Rpt, Ref Matl	2,024.36	2,074.30	2,700.00	2,700.00
Staff Training	4,653.46	7,898.14	6,000.00	6,000.00
Administrative Expense	328.18	24.00	400.00	400.00
Advertising - LegisJudicial	0.00	0.00	500.00	500.00
Advertising - Recruitment	623.82	1,606.07	0.00	0.00
Merchant Discount Fees	6,949.12	11,222.06	15,000.00	15,000.00
Equipment Rental	1,869.13	1,978.20	1,800.00	2,700.00
Inventory Supplies	0.00	0.00	0.00	0.00
R&M - Equipment	1,153.35	2,959.14	2,000.00	4,500.00
MATERIALS & SERVICES	58,192.44	92,813.27	69,560.00	137,400.00
Equipment & Furnishings	50,000.00	211,929.09	0.00	0.00
CAPITAL OUTLAY	50,000.00	211,929.09	0.00	0.00
Transfers Out - General Fund	260,260.00	289,190.00	312,840.00	355,570.00
TRANSFERS OUT	260,260.00	289,190.00	312,840.00	355,570.00
Contingency	0.00	0.00	169,720.00	187,320.00
General Account Reserve	0.00	0.00	1,403,085.00	1,254,200.00
CONTINGENCY & RESERVES	0.00	0.00	1,572,805.00	1,441,520.00
BUILDING FUND	885,310.49	1,229,756.51	2,704,270.00	2,690,305.00



Community Services



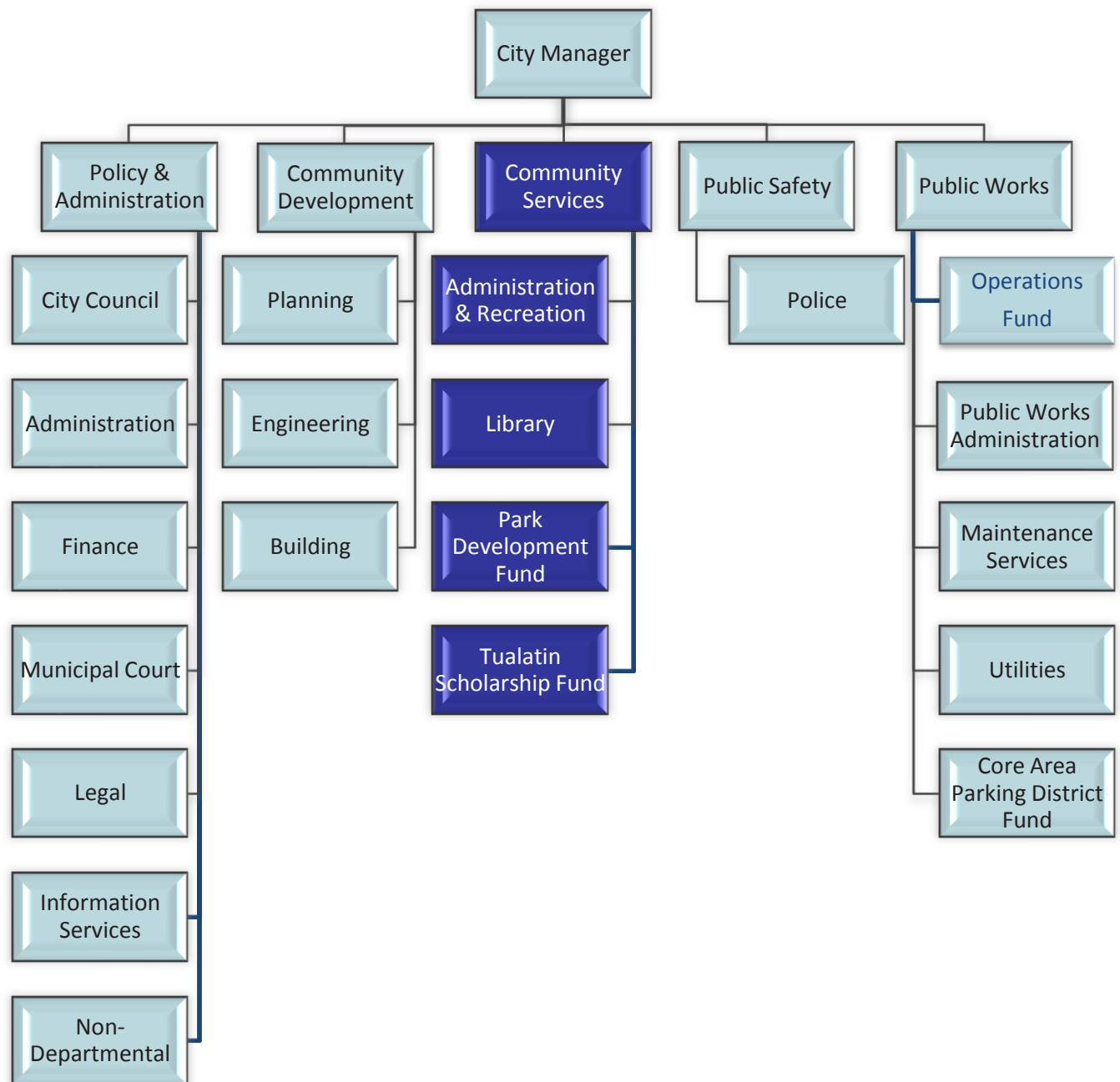
Administration & Recreation

Library

Park Development Fund

Tualatin Scholarship Fund







City of Tualatin
Fiscal Year 2016 - 2017
Proposed Budget - Community Services

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 1,963,694	\$ 2,122,395	\$ 2,278,265	\$ 2,493,580
Materials and Services	614,155	602,596	636,075	662,155
Transfers	17,790	25,970	31,040	36,700
Capital Outlay	42,955	560,060	4,865,480	2,693,585
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	812,101	2,694,440	50,350	50,650
Total Requirements	\$ 3,450,695	\$ 6,005,461	\$ 7,861,210	\$ 5,936,670



COMMUNITY SERVICES DIVISION

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

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

The Community Services Division provides leadership and directs the functions of the Community Services Department including the library, recreation and youth development services, older adult services, arts and cultural services, permitting for special events and park and recreation scheduling and facility reservations, park planning and development, and urban forestry policy and public education.

This Community Services Division staffs the Tualatin Arts Advisory Committee (TAAC), Tualatin Park Advisory Committee (TPARK), the Youth Advisory Council (YAC), the Juanita Pohl Center Advisory Committee (JPCAC), serves as liaison to the Tualatin Heritage Center Steering Committee, and participates with the Citizen Involvement Organizations (CIO's).

HIGHLIGHTS OF FY 2015/16

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

Summary	
Department Manager	Paul Hennon
FTE's	6.50
Expenditures	\$ 1,115,530
Funding Source	General Fund

- Youth recreation programs including summer camps for pre kindergarten through high school had 2,400 youth participants with over 10,500 program hours.
- Special Events including Concerts and Movies on the Commons, ArtSplash Art Show and Sale, West Coast Giant Pumpkin Regatta, Starry Nights and Holiday Lights, and the Tualatin TRYathlon with over 27,500 people attending.
- Programs and events for adults provided at the Juanita Pohl Center served 43,000 participants with the following program category breakdown: 15,700 participants in health and





wellness programs, 18,200 nutritious meals served, 6,050 participants in social and community action programs, and a variety of other programs having 3,050

- The Tualatin Heritage Center cultural and historical programs and events saw 10,217 attendees.
- The Juanita Pohl Center accommodated 12,700 guests for indoor facility rentals.
- Tualatin Community Park had 230 shelter reservations that accommodated 11,000 attendees.
- City of Tualatin Athletic Fields were used 9,745 hours for youth and adult activities. There were 552 youth sports league games scheduled on City of Tualatin fields by athletic leagues serving 1,543 youth.
- Managed and staffed the Juanita Pohl Center and the Van Raden Community Center as multi-generational recreation complexes to broaden recreation opportunities for people of all ages.
- Continued participation of 18 middle and high school students in the Tualatin Youth Advisory Council. YAC members engage in leadership development, civic engagement, and provide events for Tualatin youth and families. YAC members contributed over 1,600 hours of service through events



such as Project FRIENDS (anti-bullying workshop for 5th graders), Youth and Elected Leader Social, the Haunted House, and the Teen Kaleidoscope Run.

- 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 29th consecutive year.

GOALS FOR FY 2016/17

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





Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	345,230.32	391,712.92	451,700.00	449,235.00
Salaries and Wages-Part Time	90,740.21	32,495.18	34,530.00	34,450.00
Salaries and Wages-Temporary	27,972.25	58,810.35	48,490.00	70,200.00
Salaries and Wages-Overtime	7,194.72	3,708.21	2,400.00	2,400.00
Benefits-Employee Benefits	0.00	129.00	0.00	10,110.00
Benefits-FICA	36,519.19	37,621.90	41,000.00	42,180.00
Benefits-WC Insurance & Tax	1,505.45	2,902.51	1,500.00	0.00
Benefits-Pension	66,263.40	57,547.22	69,285.00	97,925.00
Benefits-Unemployment	0.00	0.00	0.00	0.00
Benefits-Insurance	63,501.22	71,813.81	99,215.00	99,555.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	1,457.35	5,816.82	0.00	0.00
Benefits-Vacation Buy Back	12,354.10	5,539.06	0.00	0.00
Benefits-Comp Time Buy Back	113.00	8.29	0.00	0.00
Benefits-Holiday Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	652,851.21	668,105.27	748,120.00	806,055.00
Office Supplies	5,605.43	1,934.22	3,000.00	3,000.00
Printing & Postage	1,700.77	759.55	1,000.00	1,000.00
Photographic Supplies	0.00	0.00	0.00	0.00
Uniforms & Safety Equipment	557.58	234.73	800.00	1,600.00
Medical & Other Testing	1,032.10	857.00	0.00	0.00
Cell Phones	2,311.25	2,022.49	2,770.00	250.00
NetworkOnline	0.00	0.00	0.00	0.00
Office Equipment & Furniture	1,907.92	3,685.38	3,900.00	3,900.00
Computer Equip & Software	986.65	0.00	0.00	0.00
Personal ComputerLaptop	363.00	-65.87	0.00	0.00
Donations - Outside Agency	17,658.00	43,755.00	41,100.00	39,100.00
Youth Development	38,318.73	35,862.55	39,300.00	39,725.00
Concerts on The Commons	17,572.23	18,849.50	19,380.00	28,380.00
Arts Program	11,164.82	15,704.06	11,100.00	11,000.00
Special Programs	12,678.17	17,650.73	17,850.00	20,050.00
Recreation Program Expend	53,095.70	46,510.25	15,860.00	19,485.00
Recreation Program Expend-JPC	0.00	0.00	35,000.00	36,050.00
Consultants	875.00	3,215.00	3,000.00	3,000.00
Conferences & Meetings	16,243.49	15,355.89	16,630.00	16,630.00
Membership Dues	1,836.38	1,901.25	1,760.00	2,470.00
Publication, Rpt, Ref Matl	513.38	602.34	330.00	350.00
Staff Training	757.50	800.00	600.00	600.00
Administrative Expense	2,595.64	2,620.88	2,550.00	2,375.00
Advertising - Recruitment	930.91	3,254.99	0.00	0.00
Advertising - Promotional	38,358.49	31,128.55	30,100.00	30,100.00
Equipment Rental	12,219.97	14,370.43	18,950.00	20,450.00
R&M - Equipment	3,167.73	4,620.46	3,460.00	4,960.00
MATERIALS & SERVICES	242,450.84	265,629.38	268,440.00	284,475.00
Equipment & Furnishings	20,149.24	395.17	63,000.00	25,000.00
CAPITAL OUTLAY	20,149.24	395.17	63,000.00	25,000.00
CS ADMIN AND RECREATION	915,451.29	934,129.82	1,079,560.00	1,115,530.00



COMMUNITY SERVICES: LIBRARY

The vision of the Library is to create an inviting community center, where learning, discovery, and interaction flourish, expressing a welcoming civic identity while embracing Tualatin's values and future.

Tualatin Public Library loans books, ebooks, music, and movies; presents programs for all age groups; provides technology; and answers reference questions from the public. The City is a member of Washington County Cooperative Library Services (WCCLS) and receives funding from the Library District of Clackamas County.

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 citizen-based advice to Library staff and the City Council on library-related issues.

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

Highlights of FY 2015/2016

- Checked out about 675,000 items including books, music, and movies and more than 32,000 ebooks.
- Engaged citizens through a Community Reading Goal during Summer Reading, with participants collectively reading for nearly 3 million minutes. More than 75% of participants reported they read together as a family. Distributed more than 3,000 free books to children and teens during the annual Summer Reading program.
- Expanded children and teen programming and outreach. Program attendance increased to more than 20,000.
- Initiated strategic planning process to address the changing utilization of libraries and to guide future library services.

Summary

Department Manager	Paul Hennon
Library Manager	Jerianne Thompson
FTE's	19.15
Expenditures	\$ 2,066,600

- The Library's collection includes more than 110,000 items. Through membership in WCCLS, residents have access to about 1.7 million library items, including about 20,000 ebooks.
- Volunteers contributed about 8,000 hours; the equivalent of almost four full-time employees.
- Teen Librarian Aimee Meuchel was named the 2015 City of Tualatin Employee of the Year and received the Oregon Young Adult Network's You're Excellent Award, in recognition for her outstanding work and providing programs and services to Tualatin's teens.





- Washington County 5-year Library local option levy, Measure 34-235, passed in November 2015. This replacement levy is 22 cents per \$1,000 of Assessed Value, a 5 cent increase over the prior rate. The levy will run from FY 16/17 to FY 20/21.

Goals for FY 2016/2017

- Manage the Tualatin Library in a manner that creates an inviting community center, where learning, discovery, and interaction will flourish, expressing a welcoming civic identity while embracing Tualatin's values and future.
- Maintain high circulation of the collection of books, music and videos. To maintain the diversity and quantity of programming for children, teens, adults, older adults, and families through the use of library space, materials and staff expertise.
- Actively promote the Library as a social gathering place and increase public involvement through participation with individuals and groups such as the Tualatin Library Advisory Committee, Friends of the Tualatin Library, the Tualatin Library Foundation, the Teen Library Committee, and the Citizen Involvement Organizations.
- Expand the Library's community engagement in Summer Reading by partnering with Tualatin schools to increase student participation.
- Support Tualatin's plan to increase access to STEAM (Science, Technology, Engineering, Arts, and Math) education and skills as a partner in the Community Revitalization Plan supported by the America's Best Communities competition.
- Begin implementation of the highest priority programs and/or services, as identified within the strategic plan.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	742,464.22	863,578.26	867,180.00	859,430.00
Salaries and Wages-Part Time	54,992.49	84,513.75	134,190.00	186,660.00
Salaries and Wages-Temporary	176,080.05	136,973.28	128,590.00	134,000.00
Salaries and Wages-Overtime	10,580.03	2,385.03	1,500.00	1,500.00
Benefits-Employee Benefits	0.00	0.00	0.00	4,200.00
Benefits-FICA	74,314.14	81,131.75	84,735.00	87,575.00
Benefits-WC Insurance & Tax	2,992.87	3,201.11	1,500.00	0.00
Benefits-Pension	120,916.18	138,219.78	144,530.00	213,540.00
Benefits-Insurance	119,628.27	143,407.91	167,920.00	200,620.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	3,572.71	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	968.24	0.00	0.00	0.00
Benefits-Vacation Buy Back	4,333.26	878.80	0.00	0.00
Benefits-Comp Time Buy Back	0.00	0.00	0.00	0.00
Benefits-Holiday Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	1,310,842.46	1,454,289.67	1,530,145.00	1,687,525.00
Office Supplies	8,380.67	7,338.05	7,600.00	7,600.00
Printing & Postage	8,101.12	6,293.68	4,000.00	5,000.00
Supplies - Donated Funds	0.00	0.00	1,000.00	1,000.00
Collection Development	255,687.67	242,142.50	244,000.00	252,200.00
Young Adult Materials	0.00	0.00	0.00	0.00
Childrens Materials	0.00	0.00	0.00	0.00
Other Material Expenses	-1,159.11	-810.96	0.00	0.00
Prpd Books, Period, Media	0.00	0.00	0.00	0.00
Uniforms & Safety Equipment	217.76	337.75	400.00	400.00
Medical & Other Testing	328.00	155.00	0.00	0.00
Cell Phones	720.00	1,050.61	1,080.00	0.00
NetworkOnline	27.34	10.52	0.00	0.00
Office Equipment & Furniture	11,409.37	9,606.09	14,195.00	13,500.00
Computer Equip & Software	1,731.00	1,142.07	1,500.00	1,500.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Library Tech - Public	312.00	0.00	5,000.00	0.00
Special Programs	41,001.53	41,479.17	25,000.00	36,800.00
Consultants	489.90	0.00	16,000.00	2,500.00
Legal	0.00	0.00	0.00	0.00
Conferences & Meetings	9,745.02	7,550.96	8,715.00	8,185.00
Membership Dues	938.00	1,354.00	1,410.00	1,440.00
Publication, Rpt, Ref Matl	0.00	0.00	0.00	0.00
Staff Training	1,347.57	1,060.34	800.00	1,000.00
Administrative Expense	2,565.07	4,494.83	3,660.00	4,630.00
Advertising - Recruitment	1,642.35	61.86	0.00	0.00
Advertising - Promotional	5,523.69	4,669.25	2,000.00	2,500.00
Equipment Rental	6,292.27	4,163.36	4,390.00	4,395.00
R&M - Equipment	8,758.12	5,677.11	10,485.00	17,630.00
R&M -Bindery & Material Repair	0.00	0.00	0.00	0.00
MATERIALS & SERVICES	364,059.34	337,776.19	351,235.00	360,280.00
Equipment & Furnishings	9,502.47	0.00	35,000.00	18,795.00
R&M - Major Projects	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	9,502.47	0.00	35,000.00	18,795.00
LIBRARY	<u>1,684,404.27</u>	<u>1,792,065.86</u>	<u>1,916,380.00</u>	<u>2,066,600.00</u>



Community Services - Park Development Fund

The Park Development Fund captures the revenues and expenditures for the planning, land acquisition, and development of parks and recreation areas and facilities. The Park Development Fund derives its revenues from restricted sources such as System Development Charges, grants, and donations.

Highlights of FY 2015/2016

- Completed land acquisition of two segments of the Ice Age Tonquin Trail in partnership with Metro.
- Entered into an agreement for land acquisition of a segment of the Saum Creek Greenway and prepared plans and specification in preparation of constructing an extension of the trail between Lee Street and 65th Avenue.
- Completed construction of three quarters of a mile of Tualatin River Greenway Bicycle and Pedestrian Shared Use Path between Barngrover Way and Nyberg Lane (near Brown's Ferry Park), including a segment along the river under Interstate 5. Opened February 23, 2016. This trail project received an Excellence in Sustainability Award for Green Infrastructure from the American Planning Association in April, 2016.
- Completed installation of regional wayfinding signage on the Tualatin River Greenway Bicycle and Pedestrian Shared Use Path between Natchez Drive (east of Interstate 5) to the Ki-A-Kuts Bicycle and Pedestrian Bridge over the Tualatin River (north end of Tualatin Community Park). Metro partnered with the cities of Durham and Tigard to install regional wayfinding signage between the Ki-A-Kuts bridge and 108th Avenue along the north bank of the Tualatin River in Tigard. In total, about 4.7 miles of the Tualatin River Greenway have uniform regional wayfinding signs as a result.
- Initiated construction of a quarter mile segment of the Tualatin River Greenway Bicycle and Pedestrian Shared Use Path located south and west of Pacific Highway (HWY 99) in partnership with a private developer building an apartment development.
- Began the process of updating the Tualatin Parks and Recreation Master Plan.

Summary	
Department Manager	Paul Hennon
FTE's	0
Expenditures	\$ 2,703,490
Funding Source	Park Development Fund

Goals for FY 2016/2017

- Complete land acquisition and begin construction of a segment of the Tualatin River Greenway to close a gap across the former RV Park of Portland site in partnership with the owner's redevelopment of the property.
- Complete construction of a segment of the Tualatin River Greenway located south and west of Pacific Highway (HWY 99) through cooperation with a private developer.
- Initiate construction of a segment of the Saum Creek Greenway between Lee Street and 65th Avenue through a partnership with a developer constructing the Sagert Farm Subdivision.
- Continue the process of updating the Tualatin Parks and Recreation Master Plan.
- Work with private development and Metro to further the land preservation and trail construction goals of the Ice Age Tonquin Trail and related interconnected system of on and off street pedestrian and bicycle facilities.





Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Office Supplies	-200.00	0.00	5,000.00	5,000.00
Printing & Postage	-196.64	0.00	5,000.00	5,000.00
Photographic Supplies	0.00	0.00	1,000.00	1,000.00
Consultants	7,741.70	-809.40	5,000.00	5,000.00
Property Management	0.00	0.00	0.00	1,000.00
MATERIALS & SERVICES	7,345.06	-809.40	16,000.00	17,000.00
Land Acquisition	3,114.00	20,000.00	444,930.00	580,990.00
Feasability Studies	0.00	0.00	150,000.00	150,000.00
Projects Administration	0.00	76.00	0.00	0.00
Projects Professional Svc	10,190.00	407,052.45	0.00	0.00
Projects Construction	0.00	132,536.07	4,172,550.00	1,918,800.00
CAPITAL OUTLAY	13,304.00	559,664.52	4,767,480.00	2,649,790.00
Transfers Out - General Fund	17,790.00	25,970.00	31,040.00	36,700.00
TRANSFERS OUT	17,790.00	25,970.00	31,040.00	36,700.00
Contingency	0.00	0.00	0.00	0.00
CONTINGENCY & RESERVES	0.00	0.00	0.00	0.00
PARK DEVELOPMENT FUND	<u>38,439.06</u>	<u>584,825.12</u>	<u>4,814,520.00</u>	<u>2,703,490.00</u>



Tualatin Scholarship Fund

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

The goal of the scholarship trust is to promote higher education in scientific fields 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.

Summary	
Department Manager	Paul Hennon
FTE's	0
Expenditures	\$ 51,050
Funding Source	Tualatin Scholarship Fund

Highlights of FY 2015/2016

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

Goals for FY 2016/2017

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





Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Scholarships	300.00	0.00	400.00	400.00
MATERIALS & SERVICES	300.00	0.00	400.00	400.00
General Account Reserve	0.00	0.00	50,350.00	50,650.00
CONTINGENCY & RESERVES	0.00	0.00	50,350.00	50,650.00
TUALATIN SCHOLARSHIP FUND	<u>300.00</u>	<u>0.00</u>	<u>50,750.00</u>	<u>51,050.00</u>



AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON

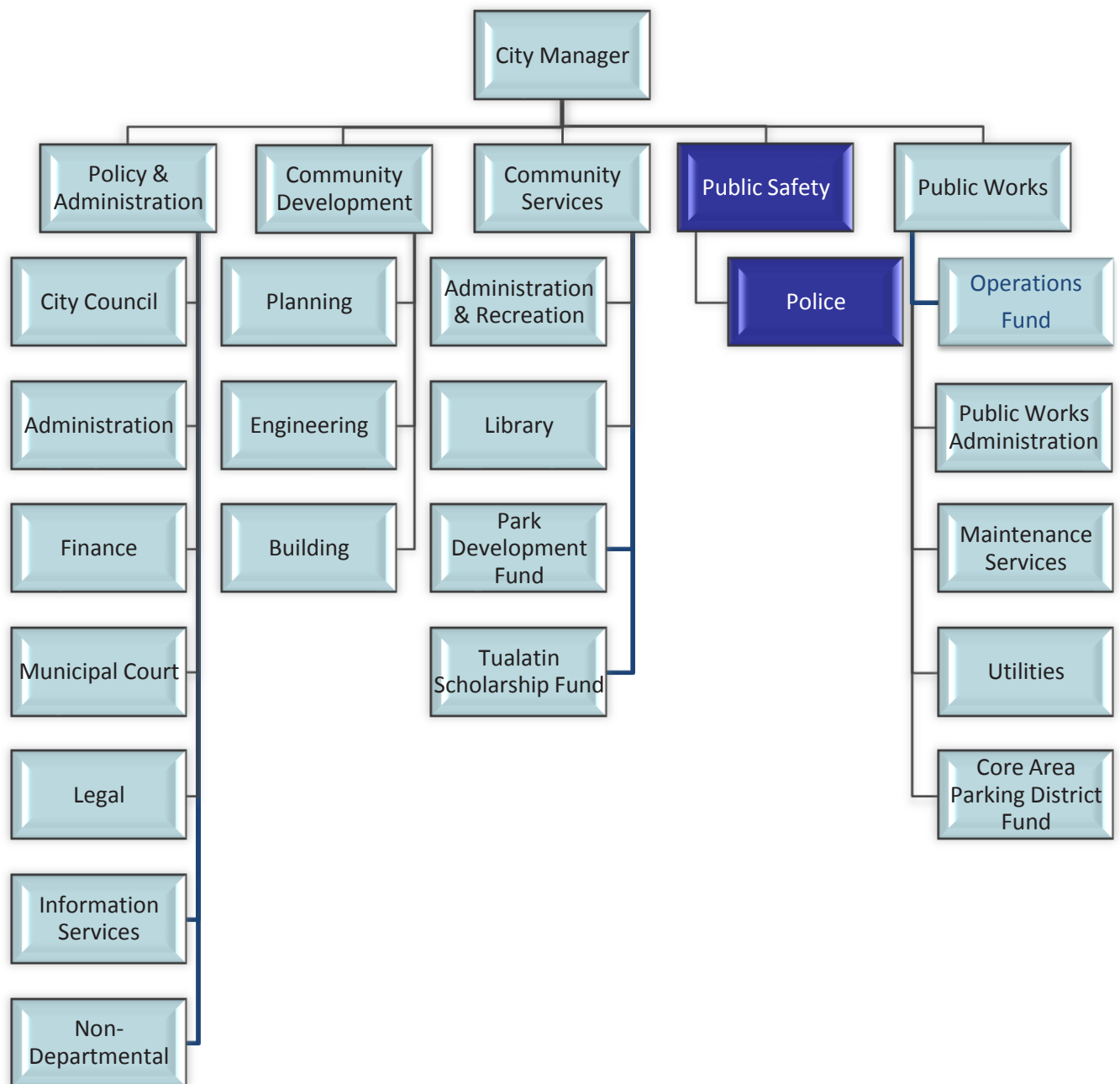


Public Safety



Police







City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Public Safety

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 5,848,222	\$ 5,992,492	\$ 6,416,760	\$ 6,471,795
Materials and Services	609,790	590,608	675,720	690,100
Transfers	-	-	-	-
Capital Outlay	297,809	150,609	139,500	133,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	-	-	-	-
Total Requirements	\$ 6,755,821	\$ 6,733,709	\$ 7,231,980	\$ 7,294,895



Police Department

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

Administration

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

Patrol

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

Support Services

The Police Support Services division consists of the Records Unit, the Investigations Unit and the Community Services Unit. The Investigations Unit is responsible for major criminal investigations and the delivery of all school based police curriculums including Criminal Justice, Bullying, Internet Safety, Gang Resistance, as well as the GREAT Summer Program. The Records Unit is responsible for the entry and maintenance of

Summary

Police Chief	Kent Barker
FTE's	47
Expenditures	\$ 7,294,895
Funding Source	General Fund

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.





Police Highlights for FY 2015/2016

Increased community engagement activities. The National Night Out event had over 1,000 participants. We held 2 Prescription Take-Back events, 3 Child Seat Inspection Clinics and participated in Polar Plunge and Torch Run to benefit the Special Olympics Oregon. Additional community engagement activities included: Officer Engagement at Crawfish Festival, Halloween Candy Give Away, transporting Santa to the Holiday Lighting event, and giving safety presentations to local businesses.

Increased Latino community engagement activities through: Stuff a Trunk Events that were held throughout the year for a Stuffed Animal Giveaway during the holidays and participated in a neighborhood clean up and celebration event. Filled three member vacancies with Spanish speaking department members.

Partnered with Tualatin Together Coalition to educate parents about drug awareness and worked closely with youth through drug and alcohol prevention education and training. This includes a Spanish speaking parent informational meeting at Hazelbrook Middle School.

Engaged each of the Community Involvement Organizations by annual officer attendance at CIO meetings.

Held our 6th Annual Citizen/Community Educational Police Academy.

We increased social media presence by posting at least one Facebook post per business week and launching our new Tualatin Police Mobile App.

The police department continued offering fingerprinting services to the public.

Became fully functional with the new Regional Joint Information Network (RegJIN) and Report Management System (RMS).

Police Goals for FY 2016/2017

Continue to increase Citizen Engagement activities through participating in public events, including, but not limited to the following: National Night Out, Drug Take-Back, Polar Plunge and Torch Run to support Oregon Special Olympics, Crawfish Festival, and Pumpkin Regatta. Increase community engagement with the Latino community in Tualatin.

Improve interactions with citizens and the community by engaging 12 key stakeholders to participate in the 7th annual Citizen Academy by making a presentation to every CIO group and business/merchant group.

Increase Police presence downtown and engage downtown businesses by giving crime prevention presentations.

Partner with TriMet to create a sense of safety for those using public transit.

Continue School Resource Officer Program at the schools.

Increase number of Mobile App users in the community.

Develop statistical information to support problem oriented policing.

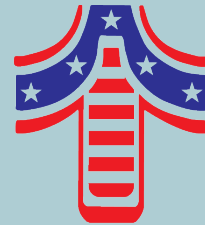




Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	3,432,989.64	3,587,702.45	3,789,995.00	3,819,090.00
Salaries and Wages-Part Time	5,912.80	0.00	0.00	0.00
Salaries and Wages-Temporary	52,232.30	37,467.43	56,060.00	58,165.00
Salaries and Wages-Overtime	235,192.01	172,127.79	236,500.00	236,500.00
Salaries and Wages-On-Call	0.00	0.00	0.00	0.00
Benefits-Employee Benefits	0.00	0.00	0.00	16,420.00
Benefits-FICA	289,545.14	289,137.73	300,925.00	306,600.00
Benefits-WC Insurance & Tax	129,030.48	127,865.98	130,300.00	0.00
Benefits-Pension	775,549.38	804,496.77	892,650.00	962,500.00
Benefits-Unemployment	0.00	0.00	0.00	0.00
Benefits-Insurance	763,021.17	833,637.83	933,830.00	986,020.00
Benefits-Job Injury Time	34,213.63	18,170.57	0.00	0.00
Benefits-Bereavement Leave	11,387.68	2,085.76	0.00	0.00
Benefits-Sick Leave Buy Back	1,095.90	3,096.10	0.00	0.00
Benefits-Vacation Buy Back	22,562.51	27,654.92	5,000.00	5,000.00
Benefits-Comp Time Buy Back	3,414.25	2,556.11	0.00	0.00
Benefits-Holiday Buy Back	54,227.60	55,146.88	40,000.00	50,000.00
Other Benefit Costs	2,500.00	0.00	0.00	0.00
ORPAT-Fitness Incentive	33,500.00	29,750.00	31,500.00	31,500.00
PORAC-Legal Defense Fund	1,847.46	1,596.00	0.00	0.00
PERSONAL SERVICES	5,848,221.95	5,992,492.32	6,416,760.00	6,471,795.00
Office Supplies	10,282.59	10,794.81	11,000.00	12,000.00
Printing & Postage	9,593.60	6,587.71	10,000.00	10,000.00
Photographic Supplies	1,332.35	942.72	1,300.00	1,300.00
Energy Supplies	3,587.69	3,817.49	4,000.00	4,000.00
Evidence & Investigation	3,679.00	2,533.11	3,000.00	8,000.00
Uniforms & Safety Equipment	47,431.95	28,343.54	45,000.00	45,000.00
Medical & Other Testing	6,921.79	1,186.99	5,000.00	5,000.00
Ammun & Defense Equip	27,664.69	33,714.57	47,000.00	47,000.00
Cell Phones	15,354.44	14,789.13	17,000.00	20,000.00
NetworkOnline	19,944.47	24,584.08	18,000.00	20,000.00
Office Equipment & Furniture	2,112.01	1,817.49	2,000.00	3,000.00
Computer Equip & Software	69.99	1,967.36	15,000.00	10,000.00
Minor Vehicle Equipment	3,166.15	5,853.30	5,000.00	5,000.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
GREAT Program	9,931.51	10,148.87	10,000.00	10,000.00
Special Investigative Fund	5,884.60	3,500.49	6,000.00	6,000.00
Crime Prevention Supplies	3,295.62	2,648.97	4,000.00	4,000.00
Consultants	0.00	0.00	0.00	0.00
Legal	22,500.00	0.00	0.00	0.00
Conferences & Meetings	6,609.58	8,497.69	8,500.00	8,500.00
Membership Dues	5,555.00	3,138.00	7,500.00	7,500.00
Publication, Rpt, Ref Matl	1,015.29	784.50	1,700.00	2,000.00
Staff Training	40,951.96	51,658.66	45,000.00	45,000.00
StaffDept Recognition	1,773.86	1,686.07	4,000.00	4,000.00
Administrative Expense	4,060.38	5,047.93	4,500.00	4,500.00
Advertising - Recruitment	3,428.59	1,247.06	2,500.00	5,000.00
Contract Services	338,716.36	351,522.73	381,220.00	385,800.00
Equipment Rental	5,398.90	4,538.30	5,000.00	5,000.00
Inventory Supplies	0.00	0.00	0.00	0.00
R&M - Equipment	9,527.38	7,785.98	11,000.00	11,000.00
R&M - Computers	0.00	1,470.44	1,500.00	1,500.00
MATERIALS & SERVICES	609,789.75	590,607.99	675,720.00	690,100.00
Equipment & Furnishings	297,809.49	150,608.95	139,500.00	133,000.00
CAPITAL OUTLAY POLICE	297,809.49	150,608.95	139,500.00	133,000.00
	<u>6,755,821.19</u>	<u>6,733,709.26</u>	<u>7,231,980.00</u>	<u>7,294,895.00</u>



Public Works



AMERICA'S BEST COMMUNITY TUALATIN, OREGON



Operations Fund

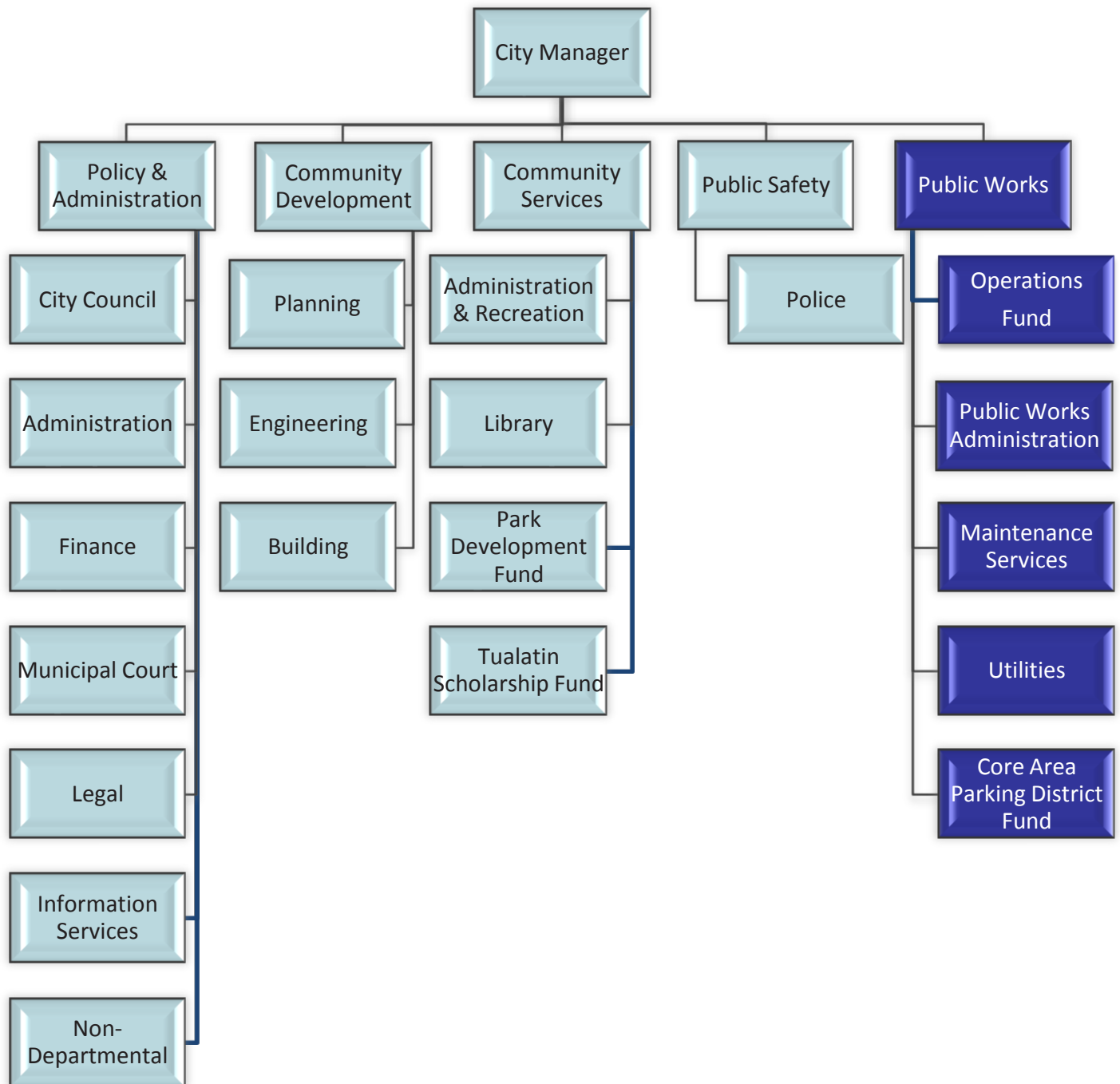
Public Works Administration

Maintenance Services



Utilities

Core Area Parking District Fund





City of Tualatin
Fiscal Year 2016 - 2017
Proposed Budget - Public Works

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 2,635,987	\$ 2,747,932	\$ 3,012,905	\$ 3,092,890
Materials and Services	11,864,575	12,281,995	12,743,585	13,739,235
Transfers	9,085,832	6,862,600	9,040,625	9,113,715
Capital Outlay	4,573,861	2,648,956	5,347,910	6,267,320
Debt Service	-	129,388	129,615	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	19,960,772	21,790,552	15,265,290	15,933,630
Total Requirements	\$ 48,121,027	\$ 46,461,423	\$ 45,539,930	\$ 48,146,790



Operations Fund

For Fiscal Year 2016/2017, the programs previously recorded in the Operations Fund (Water, Sewer and Streets, as well as Operations Department Administration and Non-Departmental) have been allocated to the appropriate utility operating fund. During this process, Public Works management reviewed all the materials and services accounts and budgeted expenditures in the various divisions that had been recorded in the Operations Fund, and have appropriated them where they belong. The personnel in these divisions were also allocated to the appropriate utility fund.

The following table reflects where the expenditures previously recorded in the Operations Fund are located in the Fiscal Year 2016/2017 budget.

Operations Fund	Where Recorded in Fiscal Year 2016/2017
Administration Division	General Fund – Public Works Administration
Water Division	Water Fund
Sewer Division	Sewer Fund Storm Drain Fund
Street Division	Gas Tax Fund Sewer Fund Storm Drain Fund
Non-Departmental Division	General Fund – Public Works Administration

Most expenditures are now recorded in the appropriate fund, but since some personnel in the Sewer and Street divisions cross over into both divisions, their budgeted costs were allocated as part of the transfers between funds.

The plan is to fully close the Operations Fund during the Fiscal Year 2016/2017 budget. Final closure will not be able to happen until the Fiscal Year 2015/2016 books are closed and there is a final ending fund balance. The transfer out in the Operations Fund – Non-Departmental Division on the following pages is to budget the transfer of the ending balance into the General Fund, where the balance is being reserved for future capital needs at the City's Operations Center.

Additionally, we are including the reports for the Operations Divisions on the following pages to reflect the actual expenditures for the last two completed fiscal year and the 2015/2016 Adopted Budget for reference purposes.

This change was made to better reflect the true costs of providing utility services and to have appropriated budget expenditures for each utility in one fund, and not spread out over multiple funds. Our hope is that the information provided in our budget is easier to read and simpler to follow.



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Operations (Utilities Combined) *

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 1,418,887	\$ 1,491,334	\$ 1,676,190	\$ 1,722,025
Materials and Services	\$ 9,240,790	\$ 9,580,543	\$ 10,404,240	\$ 11,197,305
Transfers	\$ 6,666,135	\$ 6,033,530	\$ 6,374,480	\$ 5,762,885
Capital Outlay	\$ 2,002,094	\$ 2,491,665	\$ 5,230,810	\$ 5,773,000
Debt Service	\$ -	\$ 129,388	\$ 129,615	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -
Contingencies & Reserves	\$ 10,149,379	\$ 10,506,007	\$ 8,172,625	\$ 7,185,795
Total Requirements	\$ 29,477,285	\$ 30,232,467	\$ 31,987,960	\$ 31,641,010

* Includes the following Funds/Programs:

General Fund - Public Works Administration (new in FY 16/17)
 Operations Fund - Administration (discontinued in FY 16/17)
 Operations Fund - Water Division (discontinued in FY 16/17)
 Operations Fund - Sewer Division (discontinued in FY 16/17)
 Operations Fund - Streets Division (discontinued in FY 16/17)
 Operations Fund - Non-Departmental (to be discontinued in FY 17/18)
 Water Operating Fund
 Sewer Operating Fund
 Storm Drain Operating Fund
 Road Operating Fund



Public Works

operations fund - administration

Expenditures

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	289,143.54	316,269.74	373,700.00	0.00
Salaries and Wages-Part Time	25,720.76	25,516.66	29,990.00	0.00
Salaries and Wages-Temporary	5,378.07	5,555.53	5,500.00	0.00
Salaries and Wages-Overtime	342.49	116.78	500.00	0.00
Salaries and Wages-On-Call	0.00	0.00	0.00	0.00
Benefits-Employee Benefits	0.00	0.00	0.00	0.00
Benefits-FICA	24,066.66	25,759.92	29,900.00	0.00
Benefits-WC Insurance & Tax	3,511.59	3,579.93	3,750.00	0.00
Benefits-Pension	38,217.48	46,218.92	57,115.00	0.00
Benefits-Insurance	40,573.56	46,720.26	52,390.00	0.00
Benefits-Job Injury Time	0.00	422.08	0.00	0.00
Benefits-Bereavement Leave	1,034.40	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	577.25	100.00	0.00	0.00
Benefits-Comp Time Buy Back	465.48	0.00	0.00	0.00
Benefits-Holiday Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	429,031.28	470,259.82	552,845.00	0.00
Office Supplies	4,229.14	4,819.48	3,950.00	0.00
Printing & Postage	352.89	334.58	1,000.00	0.00
Photographic Supplies	0.00	208.48	0.00	0.00
Uniforms & Safety Equipment	810.44	357.69	2,000.00	0.00
Medical & Other Testing	76.00	308.00	0.00	0.00
Cell Phones	796.52	810.23	1,080.00	0.00
Small Tools	607.43	337.15	500.00	0.00
Office Equipment & Furniture	4,081.95	2,897.33	4,100.00	0.00
Computer Equip & Software	247.21	284.98	0.00	0.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Consultants	3,200.00	0.00	4,000.00	0.00
Conferences & Meetings	2,992.26	1,301.83	6,000.00	0.00
Membership Dues	852.00	1,298.00	1,765.00	0.00
Publication, Rpt, Ref Matl	29.00	237.95	155.00	0.00
Staff Training	1,471.00	754.00	7,975.00	0.00
StaffDept Recognition	869.57	674.27	2,650.00	0.00
Administrative Expense	71.20	773.21	1,000.00	0.00
Advertising - Recruitment	0.00	1,637.04	0.00	0.00
Advertising - Promotional	315.36	534.56	2,000.00	0.00
Equipment Rental	5,707.44	5,943.51	6,100.00	0.00
R&M - Equipment	2,615.45	1,690.75	2,900.00	0.00
MATERIALS & SERVICES	29,324.86	25,203.04	47,175.00	0.00
Equipment & Furnishings	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00
ADMINISTRATION	458,356.14	495,462.86	600,020.00	0.00



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	331,925.36	347,965.19	364,970.00	0.00
Salaries and Wages-Part Time	0.00	0.00	0.00	0.00
Salaries and Wages-Temporary	0.00	0.00	0.00	0.00
Salaries and Wages-Overtime	15,216.78	8,505.39	13,750.00	0.00
Salaries and Wages-On-Call	6,976.60	6,140.93	7,800.00	0.00
Benefits-Employee Benefits	0.00	0.00	0.00	0.00
Benefits-FICA	27,805.31	27,956.16	27,260.00	0.00
Benefits-WC Insurance & Tax	13,137.53	12,751.09	13,300.00	0.00
Benefits-Pension	50,321.23	36,656.56	44,290.00	0.00
Benefits-Insurance	74,540.12	82,308.11	99,025.00	0.00
Benefits-Job Injury Time	199.20	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	3,381.60	0.00	0.00	0.00
Benefits-Vacation Buy Back	6,795.60	12,445.84	0.00	0.00
Benefits-Comp Time Buy Back	0.00	2,560.47	0.00	0.00
PERSONAL SERVICES	530,299.33	537,289.74	570,395.00	0.00
Office Supplies	0.00	0.00	0.00	0.00
Printing & Postage	6,104.43	4,928.21	12,000.00	0.00
Uniforms & Safety Equipment	3,572.03	3,352.56	4,780.00	0.00
Medical & Other Testing	368.00	3.00	0.00	0.00
Cell Phones	1,455.75	1,155.40	2,120.00	0.00
NetworkOnline	0.00	2,325.08	6,000.00	0.00
Pagers	72.69	0.00	0.00	0.00
Small Tools	3,696.59	6,266.66	4,745.00	0.00
Office Equipment & Furniture	0.00	0.00	0.00	0.00
Computer Equip & Software	99.07	0.00	0.00	0.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Consultants	825.00	11,125.00	3,000.00	0.00
Pump Stations - Electricity	42,309.05	44,209.13	58,120.00	0.00
Conferences & Meetings	3,947.22	80.00	1,000.00	0.00
Membership Dues	980.00	1,217.00	3,230.00	0.00
Publication, Rpt, Ref Matl	103.00	45.00	200.00	0.00
Staff Training	1,485.00	2,302.00	2,180.00	0.00
StaffDept Recognition	113.23	615.90	600.00	0.00
Administrative Expense	0.00	127.00	150.00	0.00
Advertising - Recruitment	36.60	1,688.91	0.00	0.00
Contr R&M - Systems	134,743.58	162,901.47	139,020.00	0.00
Equipment Rental	0.00	0.00	1,260.00	0.00
Inventory Supplies	0.00	0.00	0.00	0.00
R&M - Systems	29,781.82	46,292.10	57,800.00	0.00
R&M - Lines	26,618.45	7,849.56	9,000.00	0.00
R&M - Hydrants	3,243.90	4,319.33	5,000.00	0.00
R&M - Reservoir	98.93	861.14	1,820.00	0.00
R&M - Pump Stations	0.00	1,299.00	1,000.00	0.00
R&M - Equipment	267.61	1,163.22	1,800.00	0.00
MATERIALS & SERVICES	259,921.95	304,126.67	314,825.00	0.00
Equipment & Furnishings	0.00	61,730.53	37,335.00	0.00
R&M - Major Projects	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	61,730.53	37,335.00	0.00
WATER	790,221.28	903,146.94	922,555.00	0.00



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	133,471.95	160,631.90	192,135.00	0.00
Salaries and Wages-Part Time	0.00	0.00	0.00	0.00
Salaries and Wages-Temporary	0.00	0.00	0.00	0.00
Salaries and Wages-Overtime	4,641.35	3,540.92	5,085.00	0.00
Salaries and Wages-On-Call	1,915.90	3,350.40	2,600.00	0.00
Benefits-Employee Benefits	0.00	0.00	0.00	0.00
Benefits-FICA	10,859.55	12,454.68	14,750.00	0.00
Benefits-WC Insurance & Tax	5,341.91	5,990.64	6,790.00	0.00
Benefits-Pension	15,853.77	11,501.89	23,220.00	0.00
Benefits-Insurance	42,145.16	54,042.32	67,090.00	0.00
Benefits-Job Injury Time	172.32	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	667.00	0.00	0.00
Benefits-Sick Leave Buy Back	1,373.40	1,090.93	0.00	0.00
Benefits-Vacation Buy Back	1,094.80	1,116.80	0.00	0.00
Benefits-Comp Time Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	216,870.11	254,387.48	311,670.00	0.00
Office Supplies	0.00	0.00	0.00	0.00
Printing & Postage	0.00	0.00	0.00	0.00
Uniforms & Safety Equipment	1,624.94	1,426.47	2,695.00	0.00
Cell Phones	0.00	60.00	900.00	0.00
NetworkOnline	0.00	0.00	675.00	0.00
Small Tools	2,195.81	1,613.54	2,830.00	0.00
Computer Equip & Software	124.00	0.00	0.00	0.00
Personal ComputerLaptop	0.00	340.00	375.00	0.00
Conferences & Meetings	0.00	1,447.36	1,625.00	0.00
Membership Dues	233.00	395.00	560.00	0.00
Publication, Rpt, Ref Matl	0.00	0.00	50.00	0.00
Staff Training	1,005.34	703.36	1,275.00	0.00
StaffDept Recognition	89.59	160.37	265.00	0.00
Administrative Expense	0.00	0.00	50.00	0.00
Advertising - Recruitment	0.00	0.00	0.00	0.00
Contr R&M - Systems	105,643.31	58,452.73	131,100.00	0.00
Equipment Rental	0.00	648.29	500.00	0.00
Inventory Supplies	0.00	0.00	0.00	0.00
R&M - Systems	13,851.04	25,048.84	14,850.00	0.00
R&M - Pump Stations	325.00	0.00	1,600.00	0.00
R&M - Equipment	4.81	427.14	2,400.00	0.00
MATERIALS & SERVICES	125,096.84	90,723.10	161,750.00	0.00
Equipment & Furnishings	0.00	0.00	83,335.00	0.00
CAPITAL OUTLAY	0.00	0.00	83,335.00	0.00
SEWER	341,966.95	345,110.58	556,755.00	0.00



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	135,525.84	139,661.15	142,420.00	0.00
Salaries and Wages-Part Time	0.00	0.00	0.00	0.00
Salaries and Wages-Temporary	0.00	0.00	0.00	0.00
Salaries and Wages-Overtime	21,528.84	4,475.06	6,000.00	0.00
Salaries and Wages-On-Call	692.73	1,911.88	1,200.00	0.00
Benefits-Employee Benefits	0.00	0.00	0.00	0.00
Benefits-FICA	10,372.81	10,629.06	10,800.00	0.00
Benefits-WC Insurance & Tax	9,000.10	9,132.69	9,485.00	0.00
Benefits-Pension	22,099.40	17,657.53	25,000.00	0.00
Benefits-Insurance	42,094.32	44,171.34	46,375.00	0.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	667.00	0.00	0.00
Benefits-Sick Leave Buy Back	1,373.40	1,090.93	0.00	0.00
Benefits-Vacation Buy Back	0.00	0.00	0.00	0.00
Benefits-Comp Time Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	242,687.44	229,396.64	241,280.00	0.00
Office Supplies	345.44	0.00	0.00	0.00
Printing & Postage	0.00	0.00	200.00	0.00
Photographic Supplies	0.00	0.00	0.00	0.00
Uniforms & Safety Equipment	2,317.78	2,316.83	2,165.00	0.00
Medical & Other Testing	0.00	0.00	0.00	0.00
Cell Phones	927.90	1,302.30	900.00	0.00
NetworkOnline	0.00	0.00	675.00	0.00
Small Tools	1,442.72	1,082.75	2,880.00	0.00
Computer Equip & Software	0.00	1,500.00	1,500.00	0.00
Personal ComputerLaptop	0.00	340.00	375.00	0.00
Conferences & Meetings	1,162.13	650.00	1,625.00	0.00
Membership Dues	123.00	75.00	565.00	0.00
Publication, Rpt, Ref Matl	0.00	0.00	135.00	0.00
Staff Training	1,751.99	258.56	2,240.00	0.00
StaffDept Recognition	200.30	282.35	265.00	0.00
Administrative Expense	0.00	0.00	50.00	0.00
Advertising - Recruitment	0.00	0.00	0.00	0.00
Grounds & Landscaping Contr	4,205.74	2,588.00	7,000.00	0.00
R&M - Road Strip Street	40,447.38	43,869.89	62,000.00	0.00
Sweeping	191,998.45	209,184.95	192,665.00	0.00
Emergency Road Clean-up	435.16	1,703.66	7,350.00	0.00
Equipment Rental	993.72	0.00	2,000.00	0.00
Inventory Supplies	0.00	0.00	0.00	0.00
R&M - Guardrails, signs	15,630.33	16,822.69	20,200.00	0.00
R&M - Streets	86.04	606.04	2,500.00	0.00
R&M - Equipment	37.49	700.13	500.00	0.00
MATERIALS & SERVICES	262,105.57	283,283.15	307,790.00	0.00
Equipment & Furnishings	0.00	0.00	0.00	0.00
R&M - Major Projects	20,412.61	33,846.49	36,140.00	0.00
CAPITAL OUTLAY	20,412.61	33,846.49	36,140.00	0.00
STREET	525,205.62	546,526.28	585,210.00	0.00



Public Works

operations fund - non-departmental

Expenditures

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Botanical & Chem Supplies	1,099.43	0.00	1,000.00	0.00
Cell Phones	195.85	337.74	950.00	0.00
Dedicated Lines	11.94	0.00	0.00	0.00
Pagers	72.69	0.00	0.00	0.00
Small Tools	356.58	268.79	500.00	0.00
Consultants	0.00	48,250.00	40,000.00	0.00
Merchant Discount Fees	338.06	359.65	300.00	0.00
Contract Services	3,567.90	3,030.30	3,500.00	0.00
Grounds & Landscaping	7,790.60	6,380.50	9,600.00	0.00
R&M - Equipment	42.72	1,663.25	500.00	0.00
MATERIALS & SERVICES	13,475.77	60,290.23	56,350.00	0.00
Equipment & Furnishings	0.00	0.00	207,520.00	0.00
Projects Professional Svc	0.00	20,898.00	0.00	0.00
Projects Construction	0.00	466.50	0.00	0.00
Fund Projects	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	21,364.50	207,520.00	0.00
Principal - Warehouse Finance	0.00	88,011.86	99,600.00	0.00
Interest - Warehouse Finance	0.00	41,376.48	30,015.00	0.00
DEBT SERVICE	0.00	129,388.34	129,615.00	0.00
Transfers Out - General Fund	0.00	0.00	0.00	1,115,835.00
Transfers Out - Ops Warehouse	1,010,000.00	0.00	0.00	0.00
TRANSFERS OUT	1,010,000.00	0.00	0.00	1,115,835.00
Contingency	0.00	0.00	456,900.00	0.00
General Account Reserve	0.00	0.00	396,360.00	0.00
CONTINGENCY & RESERVES	0.00	0.00	853,260.00	0.00
NON-DEPARTMENTAL	<u>1,023,475.77</u>	<u>211,043.07</u>	<u>1,246,745.00</u>	<u>1,115,835.00</u>



Public Works - Administration

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

Highlights of FY 2015/2016

- Began implementation of the Nexgen software program, a new work order and asset management program.
- Successfully managed the December 2015 flood by operating a Department Operations Center (DOC)
- Four CE2 participants from Tualatin High School contributed a total of nearly 280 hours. Each student spent approximately 70 hours during their four-week visit.
- Utilized 9,090 volunteer hours completed in Operations by 1,866 volunteers.
- Continue to represent the city and area on the Metro Solid Waste Alternatives Advisory Committee (SWAAC).
- Evaluation of LED Street Light retrofitting project with PGE.
- Partnered with Tualatin Valley Water District and City of Portland on Emergency Water Pump Station.
- Provided proactive involvement in regional water activities and analyzing the impacts and opportunities for the city.
- Continuing to coordinate on priorities identified in the Tualatin Tomorrow Vision and Action Plan.
- Continued to work with area businesses on compliance with Business Recycling Requirements Program.

Summary	
Department Manager	Jerry Postema
FTE's	4.6
Expenditures	\$ 559,285
Funding Source	General Fund

- Utilized utility billing to include public information messages on a monthly basis.
- Participated in the Washington County Emergency Preparedness program for the Cascadia Rising event.

Goals for FY 2016/2017

- Promote exceptional customer service within the department.
- Increase our use of social media, the website and newsletters in keeping the public up-to-date and involved with projects and services offered.
- Promote and provide training/education internally and externally on the city's ability to prepare for, respond to, and recover from a major emergency or disaster while ensuring emergency preparedness for our public infrastructure.
- Promote a safe workplace within the department through participation in our annual safety program, as well as promoting staff development and training opportunities for a professional and engaged workforce.
- Continue to pursue our conversion of the One Call Utility Staking process by going from paper notifications to an electronic notice in the field using smart phones or iPads.
- Actively participate with Tualatin High School and the CE2 Program by having students work with Operations Department crews during their daily work routines.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	0.00	0.00	0.00	304,535.00
Salaries and Wages-Part Time	0.00	0.00	0.00	29,120.00
Salaries and Wages-Temporary	0.00	0.00	0.00	5,080.00
Salaries and Wages-Overtime	0.00	0.00	0.00	700.00
Salaries and Wages-On-Call	0.00	0.00	0.00	0.00
Benefits-Employee Benefits	0.00	0.00	0.00	6,185.00
Benefits-FICA	0.00	0.00	0.00	24,720.00
Benefits-WC Insurance & Tax	0.00	0.00	0.00	0.00
Benefits-Pension	0.00	0.00	0.00	68,175.00
Benefits-Insurance	0.00	0.00	0.00	49,795.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	0.00	0.00	0.00	0.00
Benefits-Comp Time Buy Back	0.00	0.00	0.00	0.00
Benefits-Holiday Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	0.00	0.00	0.00	488,310.00
Office Supplies	0.00	0.00	0.00	3,950.00
Printing & Postage	0.00	0.00	0.00	6,000.00
Photographic Supplies	0.00	0.00	0.00	0.00
Botanical & Chem Supplies	0.00	0.00	0.00	1,000.00
Uniforms & Safety Equipment	0.00	0.00	0.00	500.00
Medical & Other Testing	0.00	0.00	0.00	0.00
Cell Phones	0.00	0.00	0.00	1,000.00
Dedicated Lines	0.00	0.00	0.00	0.00
Pagers	0.00	0.00	0.00	0.00
Small Tools	0.00	0.00	0.00	500.00
Office Equipment & Furniture	0.00	0.00	0.00	4,100.00
Computer Equip & Software	0.00	0.00	0.00	0.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	5,000.00
Conferences & Meetings	0.00	0.00	0.00	6,000.00
Membership Dues	0.00	0.00	0.00	1,775.00
Publication, Rpt, Ref Matl	0.00	0.00	0.00	130.00
Staff Training	0.00	0.00	0.00	2,695.00
StaffDept Recognition	0.00	0.00	0.00	1,650.00
Administrative Expense	0.00	0.00	0.00	875.00
Advertising - Recruitment	0.00	0.00	0.00	0.00
Advertising - Promotional	0.00	0.00	0.00	1,000.00
Contract Services	0.00	0.00	0.00	4,000.00
Grounds & Landscaping	0.00	0.00	0.00	9,600.00
Equipment Rental	0.00	0.00	0.00	6,300.00
R&M - Equipment	0.00	0.00	0.00	14,900.00
MATERIALS & SERVICES	0.00	0.00	0.00	70,975.00
Equipment & Furnishings	0.00	0.00	0.00	0.00
Projects Professional Svc	0.00	0.00	0.00	0.00
Projects Construction	0.00	0.00	0.00	0.00
Fund Projects	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00
ADMINISTRATION	0.00	0.00	0.00	559,285.00



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Maintenance Services

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 1,217,100	\$ 1,256,598	\$ 1,336,715	\$ 1,370,865
Materials and Services	1,207,468	1,146,556	1,282,645	1,296,830
Transfers	-	-	-	-
Capital Outlay	141,559	27,291	117,100	141,320
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	-	-	-	-
Total Requirements	\$ 2,566,127	\$ 2,430,445	\$ 2,736,460	\$ 2,809,015



Operations – Fleet Maintenance

The Fleet Division inspects, maintains and repairs all city equipment, ranging from police patrol vehicles to backhoes and dump trucks. The fleet consists of 80 pieces of rolling vehicles/equipment and more than 100 smaller pieces of equipment used by the utility and Park Maintenance crews. As time allows, the Fleet Division does repair work for other agencies, such as King City, Tigard and Sherwood. All outside agency work is invoiced and fully reimbursed.

Inventory control and central stores are also under the direction of the Fleet Division. The Inventory Control Coordinator (ICC) catalogues, orders, receives and manages city inventory. The ICC maintains the recently revised Globally Harmonized System SDS (Safety Data Information System) program, including recycling hazardous waste and completion of Department of Environmental Quality (DEQ) reports. The ICC also manages the city's records archiving system and surplus inventory.

Highlights of FY 2015/2016

- Met all Fleet Division performance goals and certifications including maintaining current ASE certifications, ensuring that the city's fleet is maintained to industry standards and maintaining customer service rating above 90%.
- Successfully completed eight new vehicle equipment installs including (three Police Department patrol cars, one Sewer Division utility truck, one Parks Maintenance Division landscape pickup, one Building Division vehicle, the shared Ford 550 hook truck and 15 passenger van.
- Implemented Nexgen software for Fleet.

Summary

Department Manager	Jerry Postema
Maintenance Supervisor	Clay Reynolds
FTE	2
Expenditures	\$ 468,350

Goals for FY 2016/17

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



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	121,775.04	130,620.43	135,965.00	132,880.00
Salaries and Wages-Part Time	0.00	0.00	0.00	0.00
Salaries and Wages-Temporary	16,941.79	0.00	0.00	0.00
Salaries and Wages-Overtime	-1,114.05	0.00	200.00	200.00
Salaries and Wages-On-Call	0.00	0.00	0.00	0.00
Benefits-Employee Benefits	0.00	0.00	0.00	430.00
Benefits-FICA	10,994.28	9,930.14	10,200.00	9,985.00
Benefits-WC Insurance & Tax	4,600.35	4,091.62	4,300.00	0.00
Benefits-Pension	17,938.25	18,557.96	20,000.00	27,655.00
Benefits-Unemployment	0.00	0.00	0.00	0.00
Benefits-Insurance	25,659.95	27,992.67	29,410.00	32,720.00
Benefits-Job Injury Time	46.01	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	0.00	0.00	0.00	0.00
Benefits-Comp Time Buy Back	42.86	0.00	0.00	0.00
Benefits-Holiday Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	196,884.48	191,192.82	200,075.00	203,870.00
Office Supplies	75.06	0.00	0.00	0.00
Printing & Postage	0.00	0.00	0.00	0.00
Inventory Adjustment	685.76	17,753.50	1,000.00	1,000.00
Uniforms & Safety Equipment	2,809.22	2,425.20	3,000.00	3,030.00
Medical & Other Testing	0.00	0.00	0.00	0.00
Cell Phones	0.00	0.00	0.00	0.00
Fuel	141,410.12	80,032.56	144,800.00	129,800.00
Small Tools	3,050.33	1,551.91	2,800.00	2,800.00
Computer Equip & Software	1,926.91	600.00	900.00	600.00
Personal Computer Laptop	0.00	0.00	0.00	0.00
Drop Box Hauling	146.26	489.69	330.00	330.00
Conferences & Meetings	308.38	357.66	2,000.00	0.00
Membership Dues	1,291.50	490.00	1,020.00	1,625.00
Publication, Rpt, Ref Matl	178.63	0.00	200.00	200.00
Staff Training	1,829.55	1,491.00	1,800.00	1,850.00
StaffDept Recognition	119.02	55.15	225.00	195.00
Administrative Expense	0.00	52.18	50.00	50.00
Advertising - Recruitment	0.00	0.00	0.00	0.00
Contr R&M - Fleet	37,099.38	37,171.10	26,800.00	35,000.00
Inventory Supplies	0.00	0.00	0.00	2,000.00
R&M - Vehicles	78,927.99	79,724.93	88,000.00	83,800.00
R&M - Equipment	981.25	4,450.30	2,100.00	2,200.00
R&M - Computers	0.00	0.00	0.00	0.00
MATERIALS & SERVICES	270,839.36	226,645.18	275,025.00	264,480.00
Equipment & Furnishings	0.00	0.00	0.00	0.00
R&M - Major Projects	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00
FLEET MAINTENANCE	467,723.84	417,838.00	475,100.00	468,350.00



Operations – Maintenance Services

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

Highlights of FY 2015/16

- Met all of the year's departmental goals including completion of all budgeted projects.
- Replaced Heritage Center roof.
- Installed phase one and three of Police building carpet.
- Converted Library Parking lot lighting to LED's including north monument lights.
- Maintained a successful graffiti clean-up program by removing it within 24 hours of notice.
- Implemented NexGen Asset Management System software for Facilities.

Summary

Department Manager	Jerry Postema
Maintenance Supervisor	Clay Reynolds
FTE	3.0
Expenditures	\$ 963,055

Goals for FY 2016/17

- Provide high-quality customer service, measured using monthly survey letters.
- Complete all planned maintenance and budgeted projects.
- Complete Police parking lot repair and slurry seal project.
- Install all new plumbing to and inside of Van Raden Community Center.
- Complete last phase of Police building carpet replacement.
- Fine tune Nexgen Asset Management software for Facilities.
- Install LED fixtures replacing the old high pressure sodium lights in parking lots and sports courts.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	129,318.19	150,845.74	173,780.00	170,370.00
Salaries and Wages-Part Time	0.00	0.00	0.00	0.00
Salaries and Wages-Temporary	5,180.62	0.00	0.00	0.00
Salaries and Wages-Overtime	743.00	554.35	1,000.00	1,000.00
Salaries and Wages-On-Call	0.00	0.00	0.00	0.00
Benefits-Employee Benefits	0.00	0.00	0.00	790.00
Benefits-FICA	10,399.05	11,310.49	12,800.00	12,570.00
Benefits-WC Insurance & Tax	4,173.52	4,692.35	5,100.00	0.00
Benefits-Pension	19,209.72	20,012.77	24,800.00	34,900.00
Benefits-Unemployment	0.00	0.00	0.00	0.00
Benefits-Insurance	31,007.12	43,517.06	55,980.00	63,370.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	0.00	0.00	0.00	0.00
Benefits-Comp Time Buy Back	42.85	0.00	0.00	0.00
Benefits-Holiday Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	200,074.07	230,932.76	273,460.00	283,000.00
Office Supplies	13.26	22.88	0.00	0.00
Uniforms & Safety Equipment	982.04	881.24	1,100.00	1,585.00
Medical & Other Testing	0.00	0.00	0.00	0.00
Cell Phones	910.14	514.34	1,250.00	2,190.00
Small Tools	4,248.00	1,456.42	4,120.00	2,850.00
Office Equipment & Furniture	3,772.02	0.00	0.00	0.00
Computer Equip & Software	0.00	9,408.00	5,400.00	5,400.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Consultants	0.00	0.00	0.00	0.00
Utilities - City Center	53,709.63	56,471.60	65,795.00	63,800.00
Utilities - Council	9,173.63	1,031.83	0.00	0.00
Utilities - Operations	24,875.41	24,478.26	32,300.00	32,500.00
Utilities - Police	50,724.43	49,328.37	56,350.00	54,300.00
Utilities - Park & Rec	6,973.16	7,228.86	8,900.00	9,000.00
Utilities - Van Raden Ctr	5,274.24	6,382.91	6,575.00	7,000.00
Utilities - Lafky House	2,539.90	3,372.32	3,200.00	3,500.00
Utilities - Pohl Center	14,763.90	14,794.11	20,200.00	20,500.00
Utilities - Park Building	23,971.81	24,456.56	33,700.00	31,000.00
Utilities - Brown's Ferry	2,835.50	2,764.58	3,820.00	3,600.00
Utilities - Heritage Ctr	3,667.77	3,703.06	4,070.00	4,700.00
Conferences & Meetings	0.00	0.00	0.00	1,200.00
Membership Dues	133.87	75.00	180.00	180.00
Publication, Rpt, Ref Matl	0.00	0.00	0.00	0.00
Staff Training	0.00	354.00	900.00	1,920.00
StaffDept Recognition	16.16	179.94	275.00	360.00
Administrative Expense	313.22	183.37	200.00	100.00
Advertising - Informational	0.00	0.00	0.00	0.00
Advertising - Recruitment	0.00	20.00	0.00	0.00
Contr R&M - Building	161,378.34	143,185.63	119,400.00	120,800.00
Contr R&M Non-Routine Project	13,159.00	8,511.00	12,100.00	15,500.00
Building Cleaning	139,126.94	146,861.88	137,700.00	144,000.00
Equipment Rental	632.37	0.00	500.00	1,000.00
Inventory Supplies	0.00	0.00	0.00	0.00
R&M - City Center	19,445.51	15,408.85	15,000.00	15,000.00
R&M - Council	2,397.98	0.00	0.00	0.00



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
R&M - Operations	3,921.85	4,240.83	4,100.00	4,100.00
R&M - Police	4,311.68	2,997.09	5,300.00	5,300.00
R&M - Park & Rec	337.20	443.62	500.00	500.00
R&M - Van Raden Ctr	577.82	849.31	1,200.00	1,400.00
R&M - Lafky House	357.50	199.49	600.00	650.00
R&M - Pohl Center	6,090.34	3,832.81	4,200.00	4,400.00
R&M - Park Buildings	6,143.40	7,697.85	8,500.00	9,500.00
R&M - Brown's Ferry	72.74	937.86	600.00	700.00
R&M - Heritage Ctr	487.36	368.86	800.00	1,000.00
R&M - VanRijn House	947.61	340.99	1,200.00	1,200.00
R&M - Equipment	579.54	1,165.98	1,000.00	1,000.00
R&M - Computers	0.00	0.00	0.00	0.00
MATERIALS & SERVICES	568,865.27	544,149.70	561,035.00	571,735.00
Equipment & Furnishings	0.00	0.00	0.00	108,320.00
R&M - Major Projects	70,451.17	0.00	75,600.00	0.00
CAPITAL OUTLAY	70,451.17	0.00	75,600.00	108,320.00
BUILDING MAINTENANCE	<u>839,390.51</u>	<u>775,082.46</u>	<u>910,095.00</u>	<u>963,055.00</u>



Operations – Parks Maintenance

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

Landscaping and grounds maintenance areas expand all around the city, including streetscape plantings, reverse frontage screening plantings, Interstate 5 – Exit 289 landscape, developed and undeveloped greenways, wetlands, and other natural areas. Parks Maintenance staff also provides oversight of the contract services of 78 publicly owned storm water management facilities, maintaining their naturalized plantings, removing invasive plant species, and contributing to the quality of storm water systems.

Highlights of FY 2015/2016

- Staff completed a tree replacement project by removing 11 aging Cherry trees along the southern shores of the Commons Lake. Hornbeam trees were replanted with no disruption to neighboring commercial, retail, and residential properties.
- Completed a Capital improvement Project to address non compliant public sidewalks and ADA accessible ramps. The scope of the project included the removal and replacement of 10 problematic street trees, 382 feet of sidewalks, and 2 complete rebuilds of ADA accessible ramps.
- Sports field improvements included laser grading and soil conditioning to the baseball field at Jurgens Park.
- Repair and update of playground at Jurgens Park. December flooding damaged the entire safety surfacing. The renovation includes mitigation for future flood events and updates to equipment in the play area that were worn and obsolete.

Summary	
Department Manager	Jerry Postema
Parks Maintenance Manager	Tom Steiger
FTE's	9
Expenditures	\$ 1,377,610
Funding Source	General Fund

- Continued staff support and commitment to expanding community events including the Crawfish Festival, Pumpkin Regatta, and all recreational programming offered by Community Services.
- Continued staff support and commitment 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.
- Incorporating the Nexgen asset management and work order system into our daily operations.

Goals for FY 2016/2017

- Provide expanded maintenance services to the new segment of the Tualatin River Greenway Trail. The anticipated use levels, artistic and structural components, and expanded natural areas will require additional resources and planning to maintain and protect this new infrastructure.
- Provide a diversity of maintenance services, using an efficient blend of contractual services, volunteer groups, and staff labor to maintain the community pride of our trails, parks, and public spaces.



Public Works

parks maintenance

Expenditures

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	478,667.14	490,933.30	513,815.00	505,580.00
Salaries and Wages-Part Time	0.00	0.00	0.00	0.00
Salaries and Wages-Temporary	41,907.24	53,736.53	59,500.00	70,655.00
Salaries and Wages-Overtime	18,903.58	19,708.08	18,000.00	18,000.00
Salaries and Wages-On-Call	5,474.00	4,748.43	3,600.00	3,600.00
Benefits-Employee Benefits	0.00	0.00	0.00	860.00
Benefits-FICA	41,380.29	42,592.24	42,650.00	43,220.00
Benefits-WC Insurance & Tax	18,595.23	19,205.98	19,000.00	0.00
Benefits-Pension	76,935.19	77,154.34	85,000.00	111,250.00
Benefits-Unemployment	0.00	0.00	0.00	0.00
Benefits-Insurance	129,606.85	120,250.31	121,615.00	130,830.00
Benefits-Job Injury Time	971.12	0.00	0.00	0.00
Benefits-Bereavement Leave	620.64	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	3,219.20	2,872.80	0.00	0.00
Benefits-Vacation Buy Back	3,799.20	3,193.60	0.00	0.00
Benefits-Comp Time Buy Back	61.58	77.28	0.00	0.00
Benefits-Holiday Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	820,141.26	834,472.89	863,180.00	883,995.00
Office Supplies	0.00	0.00	0.00	0.00
Photographic Supplies	0.00	0.00	0.00	0.00
Botanical & Chem Supplies	15,827.05	28,096.13	23,600.00	24,700.00
Street Trees	4,743.50	7,967.73	12,150.00	8,100.00
Uniforms & Safety Equipment	4,881.73	5,430.25	4,800.00	5,325.00
Medical & Other Testing	765.55	1,159.00	1,200.00	1,200.00
Cell Phones	709.72	746.18	3,360.00	5,735.00
Small Tools	14,084.41	5,565.59	14,265.00	11,575.00
Office Equipment & Furniture	0.00	0.00	0.00	0.00
Computer Equip & Software	0.00	0.00	0.00	0.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
Consultants	1,112.00	919.00	2,865.00	2,740.00
Utilities - City Parks	69,623.48	78,734.90	83,545.00	79,215.00
Conferences & Meetings	2,615.00	1,819.59	1,700.00	3,300.00
Membership Dues	735.00	648.00	950.00	950.00
Publication, Rpt, Ref Matl	0.00	0.00	0.00	0.00
Staff Training	3,134.02	2,034.70	2,965.00	2,965.00
StaffDept Recognition	328.14	596.56	895.00	1,095.00
Administrative Expense	0.00	40.00	250.00	250.00
Advertising - Recruitment	0.00	85.68	0.00	0.00
Grounds & Landscaping	208,647.03	196,056.79	250,040.00	263,965.00
Equipment Rental	4,631.71	3,317.06	4,000.00	4,000.00
Inventory Supplies	0.00	0.00	0.00	0.00
R&M - Equipment	35,925.20	42,544.00	40,000.00	45,500.00
MATERIALS & SERVICES	367,763.54	375,761.16	446,585.00	460,615.00
Equipment & Furnishings	0.00	27,290.50	41,500.00	33,000.00
R&M - Major Projects	71,108.38	0.00	0.00	0.00
CAPITAL OUTLAY	71,108.38	27,290.50	41,500.00	33,000.00
PARKS MAINTENANCE	<u>1,259,013.18</u>	<u>1,237,524.55</u>	<u>1,351,265.00</u>	<u>1,377,610.00</u>



City of Tualatin
Fiscal Year 2016 - 2017
Proposed Budget - Utilities - Water

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 530,299	\$ 537,290	\$ 570,395	\$ 614,500
Materials and Services	2,152,053	2,366,433	2,289,625	2,868,985
Transfers	2,879,155	3,298,910	3,554,790	2,299,115
Capital Outlay	1,312,098	2,366,586	2,477,335	1,415,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	5,982,830	4,930,112	3,283,640	3,428,660
Total Requirements	\$ 12,856,435	\$ 13,499,331	\$ 12,175,785	\$ 10,626,260



Water Fund

The Water Division is responsible for the operation and maintenance of over 110 miles of water lines within the city, ranging from four to 36 inches in diameter. To maintain this system, the division regularly inspects and services five finished water reservoirs, and cathodic protection systems. All main line valves, air relief valves, pressure reducing/sustaining valves, and booster pump stations; as well as the (SCADA) telemetry, and its related electrical and mechanical components are maintained by the division.

The city's Aquifer Storage and Recovery (ASR) well is operated and maintained by the division. In addition, the Water Division regularly inspects, paints, and exercises all system fire hydrants and hydrant valves; flushes lines to improve water quality; and inspects and tests all large meters. The division collects over 400 water samples annually to ensure the system is in compliance with Oregon Health Authority (OHA) regulations. The division is responsible for the city's Cross Connection Program which ensures the water system does not become contaminated by customers and is in compliance with all city, state and federal regulations.

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

Current FY 15/16 Charges	Proposed FY 16/17 Charges	Difference
\$ 28.14	\$ 29.34	\$1.20

Highlights of FY 2015/2016

- Inspected and operated over 1,000 fire hydrants. Made repairs as needed to ensure all hydrants are in good working order, ensured all system back-flow devices were tested, and performed five-year rebuilds on the systems 35 pressure reducing/sustaining valves.

Summary

Department Managers	Jerry Postema Alice Cannon
Water Division Manager City Engineer	Andrew Degner Jeff Fuchs
FTE's	6.5
Expenditures	\$ 9,578,025
Funding Source	Water Fund

- Collected over 400 water samples for compliance with state and federal regulations.
- Completed corrosion control on the 36" transmission line and on the SAR well house.
- Established a single location for water related documents for easy access by City staff.
- Analyzed Cost of Water for each of our sources including Portland Contractual, Summer Interruptible, Winter Interruptible and ASR and created the Committed Water tracking to properly plan for water already committed and for future users before additional capacity is needed.
- Began construction of the C2 Reservoir and cleaned and repainted interior and exterior of water reservoir B1

Goals for FY 2016/2017

- Ensure the city's drinking water remains safe and the system remains in compliance with all state and federal rules and regulations, including verification that all properties that require backflow devices in the system are tested, inspected, and reported to the state, increased water quality sampling to optimize system performance and ensure regulatory compliance.



- Inspect and flush all hydrants within the system to insure they are in good working order.
- Modify piping systems in large meter vaults to prolong the life of the meters and increase accuracy.
- Install booster disinfection system at A-2 Reservoir to improve water quality and overall system efficiency during summer months.
- Plan future water infrastructure in association with the Basalt Creek Concept Planning Area.
- Design and construct capital improvement projects, including cleaning and repainting interior and exterior of the C1 reservoir, completing construction of new C2 reservoir, replacing water lines in Boones Ferry Road and 63rd Avenue, installing a new water line between 115th Avenue and Blake Street, installing a new water main cross Hedges Creek in Myslony Street, and relocating a water main on the southbound I-5 off ramp at Nyberg.
- Update the Water Master Plan



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	0.00	0.00	0.00	377,240.00
Salaries and Wages-Part Time	0.00	0.00	0.00	0.00
Salaries and Wages-Temporary	0.00	0.00	0.00	0.00
Salaries and Wages-Overtime	0.00	0.00	0.00	13,360.00
Salaries and Wages-On-Call	0.00	0.00	0.00	7,800.00
Benefits-Employee Benefits	0.00	0.00	0.00	1,080.00
Benefits-FICA	0.00	0.00	0.00	29,070.00
Benefits-WC Insurance & Tax	0.00	0.00	0.00	11,490.00
Benefits-Pension	0.00	0.00	0.00	70,750.00
Benefits-Insurance	0.00	0.00	0.00	103,710.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	0.00	0.00	0.00	0.00
Benefits-Comp Time Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	0.00	0.00	0.00	614,500.00
Office Supplies	0.00	0.00	0.00	0.00
Printing & Postage	15,482.08	13,265.86	14,000.00	22,700.00
Inventory Adjustment	11,696.02	-2,316.07	1,000.00	1,000.00
Water Conservation	4,764.10	0.00	6,000.00	6,000.00
Water Purchases - For Tualatin	1,683,959.73	1,839,398.19	1,581,000.00	2,198,475.00
Water Purchases - For Sherwood	0.00	0.00	0.00	0.00
Hydrants	0.00	0.00	2,000.00	2,000.00
Meters	7,025.67	7,084.74	10,000.00	10,000.00
Uniforms & Safety Equipment	0.00	0.00	0.00	4,420.00
Medical & Other Testing	0.00	0.00	0.00	0.00
Cell Phones	0.00	0.00	0.00	1,400.00
NetworkOnline	0.00	0.00	0.00	7,000.00
Pagers	0.00	0.00	0.00	0.00
Small Tools	0.00	0.00	0.00	5,135.00
Office Equipment & Furniture	0.00	0.00	0.00	0.00
Computer Equip & Software	0.00	0.00	0.00	0.00
Personal ComputerLaptop	0.00	0.00	0.00	15,000.00
TVWD - Jointline	0.00	0.00	1,000.00	1,000.00
TVWD - WA CO Lines	39,807.00	944.79	25,000.00	25,000.00
Consultants	19,131.56	106,353.45	175,000.00	125,000.00
Property Management	0.00	0.00	0.00	0.00
Pump Stations - Electricity	0.00	0.00	0.00	60,780.00
Conferences & Meetings	0.00	0.00	0.00	1,000.00
Membership Dues	31,561.00	30,123.00	40,000.00	44,690.00
Publication, Rpt, Ref Matl	0.00	0.00	0.00	0.00
Staff Training	0.00	0.00	0.00	2,180.00
StaffDept Recognition	0.00	0.00	0.00	0.00
Administrative Expense	0.00	0.00	0.00	750.00
Advertising - Recruitment	0.00	0.00	0.00	0.00
Merchant Discount Fees	19,231.43	22,307.95	22,000.00	36,000.00
Meter Reading	45,026.85	45,144.55	47,800.00	47,800.00
Contr R&M - Systems	14,445.18	0.00	50,000.00	164,520.00
Equipment Rental	0.00	0.00	0.00	1,260.00
Inventory Supplies	0.00	0.00	0.00	0.00
R&M - Systems	0.00	0.00	0.00	63,255.00
R&M - Lines	0.00	0.00	0.00	14,000.00
R&M - Hydrants	0.00	0.00	0.00	5,000.00



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
R&M - Reservoir	0.00	0.00	0.00	1,820.00
R&M - Pump Stations	0.00	0.00	0.00	1,000.00
R&M - Equipment	0.00	0.00	0.00	800.00
MATERIALS & SERVICES	1,892,130.62	2,062,306.46	1,974,800.00	2,868,985.00
Equipment & Furnishings	27,670.00	0.00	0.00	0.00
Land Acquisition	2,680.00	0.00	0.00	0.00
Projects Administration	107,654.67	5,228.97	0.00	0.00
Projects Professional Svc	58,193.14	120,657.18	0.00	20,000.00
Projects Construction	674,269.75	2,048,969.39	0.00	0.00
Fund Projects	0.00	0.00	2,440,000.00	1,280,000.00
R&M - Major Projects	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	870,467.56	2,174,855.54	2,440,000.00	1,300,000.00
Transfers Out - General Fund	848,580.00	912,530.00	1,152,200.00	1,437,620.00
Transfers Out - Building	7,110.00	9,200.00	9,710.00	10,185.00
Transfers Out -Enterprise Bond	536,265.00	517,049.72	502,550.00	558,900.00
Transfers Out - Water Develop	300,000.00	0.00	0.00	0.00
Transfers Out - Operations	1,169,600.00	1,407,570.00	1,280,330.00	0.00
TRANSFERS OUT	2,861,555.00	2,846,349.72	2,944,790.00	2,006,705.00
Contingency	0.00	0.00	737,940.00	1,018,530.00
Rate Stabilization Reserve	0.00	0.00	2,408,175.00	1,769,305.00
Bond Indenture Reserve	0.00	0.00	0.00	0.00
CONTINGENCY & RESERVES	0.00	0.00	3,146,115.00	2,787,835.00
WATER FUND	<u>5,624,153.18</u>	<u>7,083,511.72</u>	<u>10,505,705.00</u>	<u>9,578,025.00</u>



Water Development Fund

Tualatin's water system consists of 111 miles of pipes ranging in size from four inch to thirty-six inch diameter, five reservoirs, three pump stations, and over 6,600 water connections.

This fund is mandated by State law and is used to receive and expend System Development Charges (SDCs) that are collected from all new development in the City.

The Water System Development Charges (SDC) portion of capital projects are transferred from this fund into the Water Operating fund each year.

Goals for FY 2016/2017

- Transfer the Water System Development Charges (SDC) portion of capital projects into the Water Operating fund

Summary	
Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 1,048,235
Funding Source	Water Development Fund

- Evaluate Water SDC rates
- Update Water System Master Plan
- Support the completion of the C2 Reservoir project and C1 Reservoir interior resurfacing



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Projects Administration	5,447.60	0.00	0.00	0.00
Projects Professional Svc	163,408.02	130,000.00	0.00	0.00
Projects Construction	272,774.60	0.00	0.00	0.00
Fund Projects	0.00	0.00	0.00	115,000.00
CAPITAL OUTLAY	441,630.22	130,000.00	0.00	115,000.00
Transfers Out - General Fund	17,600.00	2,560.00	0.00	3,410.00
Transfers Out -Water Operating	0.00	450,000.00	610,000.00	289,000.00
TRANSFERS OUT	17,600.00	452,560.00	610,000.00	292,410.00
Contingency	0.00	0.00	137,525.00	640,825.00
CONTINGENCY & RESERVES	0.00	0.00	137,525.00	640,825.00
WATER DEVELOPMENT FUND	<u>459,230.22</u>	<u>582,560.00</u>	<u>747,525.00</u>	<u>1,048,235.00</u>



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Utilities - Sewer

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 216,870	\$ 254,387	\$ 311,670	\$ 343,595
Materials and Services	5,948,483	6,574,323	6,653,220	6,600,155
Transfers	1,157,575	1,341,430	1,422,430	1,027,190
Capital Outlay	190,035	-	133,335	40,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	6,912,647	6,893,298	6,907,800	6,638,540
Total Requirements	\$ 14,425,610	\$ 15,063,439	\$ 15,428,455	\$ 14,649,480



Sewer Fund

The City's sewer system consists of 88 miles of sewer pipes, over 6,400 sewer connections and hundreds of manholes. There are eight miles of sewer pipe and ten lift stations maintained by Clean Water Services (CWS). Clean Water Services (CWS) holds the Department of Environmental Quality (DEQ) permits for the sanitary sewer system. The Sewer Operating Fund is supported by user charges for sewer service. The regional rates are established by CWS; the City establishes the local rates. The City collects the regional monthly charges and sends the revenue to CWS; the local monthly charges are used to fund City operation, maintenance, and new capital investment in the collection system. Clean Water Services provides treatment at the Durham Wastewater Treatment Facility.

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

Current FY 15/16 Charges	Proposed FY 16/17 Charges	Difference
\$ 42.10	\$ 43.38	\$1.28

Highlights of FY 2015/2016

- Cleaned over 25% of the sanitary sewer system and video-inspected over 15% of the system to meet CWS performance standards, and inspected, cleaned and repaired sanitary sewer lines, within the city to minimize sanitary backups.
- Performed utility locates for all utility franchise work.
- Responded to customer service requests to assist homeowners with sanitary sewer system questions and concerns.
- Began integration of the Nexgen asset management and work order system into our operations.

Summary

Department Managers	Jerry Postema Alice Cannon
Division Manager City Engineer	Bert Olheiser Jeff Fuchs
FTE's	3.75
Expenditures	\$ 10,359,650
Funding Source	Sewer Fund

Goals for FY 2016/2017

- Meet or exceed CWS performance standards and DEQ regulations for the Sanitary Sewer system operation.
- Inspect, clean and repair the sanitary sewer system as needed to provide prompt, dependable and exceptional service and prevent any unwanted backups or overflows.
- Evaluate a monitoring alarm system on our 18" trunk line through the wetlands to track and help prevent unwanted sanitary sewer overflows.
- Enhance the sanitary system maintenance and recording ability through use of NexGen software.
- Evaluate SDC and rate structure for sanitary sewer program.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	0.00	0.00	0.00	195,150.00
Salaries and Wages-Part Time	0.00	0.00	0.00	0.00
Salaries and Wages-Temporary	0.00	0.00	0.00	0.00
Salaries and Wages-Overtime	0.00	0.00	0.00	6,150.00
Salaries and Wages-On-Call	0.00	0.00	0.00	2,600.00
Benefits-Employee Benefits	0.00	0.00	0.00	375.00
Benefits-FICA	0.00	0.00	0.00	15,085.00
Benefits-WC Insurance & Tax	0.00	0.00	0.00	8,175.00
Benefits-Pension	0.00	0.00	0.00	34,810.00
Benefits-Insurance	0.00	0.00	0.00	81,250.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	0.00	0.00	0.00	0.00
Benefits-Comp Time Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	0.00	0.00	0.00	343,595.00
Office Supplies	0.00	0.00	0.00	0.00
Printing & Postage	12,817.29	12,496.68	11,000.00	12,480.00
Inventory Adjustment	0.01	-399.06	0.00	0.00
Uniforms & Safety Equipment	0.00	0.00	0.00	2,385.00
Cell Phones	0.00	0.00	0.00	600.00
NetworkOnline	0.00	0.00	0.00	960.00
Small Tools	0.00	0.00	0.00	2,200.00
Computer Equip & Software	0.00	0.00	0.00	0.00
Personal ComputerLaptop	0.00	0.00	0.00	0.00
User Charges - Tigard	11,091.36	11,594.22	12,560.00	12,535.00
User Charges - CWS	5,296,861.92	5,593,754.65	5,855,710.00	5,976,770.00
Consultants	120,242.67	36,360.39	75,000.00	50,000.00
Conferences & Meetings	0.00	0.00	0.00	1,625.00
Membership Dues	0.00	0.00	0.00	690.00
Publication, Rpt, Ref Matl	0.00	0.00	0.00	50.00
Staff Training	0.00	0.00	0.00	950.00
StaffDept Recognition	0.00	0.00	0.00	0.00
Administrative Expense	0.00	0.00	0.00	260.00
Advertising - Recruitment	0.00	0.00	0.00	0.00
Merchant Discount Fees	19,220.59	22,297.15	22,000.00	36,000.00
Stream Shading	14,807.99	16,182.00	20,000.00	0.00
Contr R&M - Systems	18,228.91	16,044.00	100,000.00	102,700.00
Contr R&M - FOG Insp.	0.00	0.00	11,200.00	11,200.00
Equipment Rental	0.00	0.00	0.00	500.00
Inventory Supplies	0.00	0.00	0.00	0.00
R&M - Systems	0.00	0.00	0.00	1,150.00
R&M - Pump Stations	0.00	0.00	0.00	1,250.00
R&M - Equipment	0.00	0.00	0.00	1,850.00
MATERIALS & SERVICES	5,493,270.74	5,708,330.03	6,107,470.00	6,216,155.00
Equipment & Furnishings	27,670.00	0.00	0.00	0.00
Land Acquisition	0.00	0.00	0.00	0.00
Buildings & Additions	0.00	0.00	0.00	0.00
Projects Administration	2,507.05	0.00	0.00	0.00
Projects Professional Svc	51,966.35	0.00	0.00	0.00
Projects Construction	107,891.40	0.00	0.00	0.00
Fund Projects	0.00	0.00	50,000.00	20,000.00
CAPITAL OUTLAY	190,034.80	0.00	50,000.00	20,000.00



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Transfers Out - General Fund	806,990.00	884,910.00	882,680.00	979,850.00
Transfers Out - Building	4,175.00	5,400.00	5,700.00	5,985.00
Transfers Out - Infra Reserve	0.00	0.00	0.00	0.00
Transfers Out -Enterprise Bond	0.00	0.00	0.00	32,405.00
Transfers Out - Operations	330,330.00	441,350.00	529,020.00	0.00
TRANSFERS OUT	1,141,495.00	1,331,660.00	1,417,400.00	1,018,240.00
Contingency	0.00	0.00	1,136,230.00	1,139,700.00
Future Years Projects	0.00	0.00	1,402,045.00	1,621,960.00
CONTINGENCY & RESERVES	0.00	0.00	2,538,275.00	2,761,660.00
SEWER FUND	<u>6,824,800.54</u>	<u>7,039,990.03</u>	<u>10,113,145.00</u>	<u>10,359,650.00</u>



Sewer Development Fund

Tualatin's sanitary sewer system consists of 96 miles of sewer pipes, over 6,400 sewer connections, hundreds of manholes and ten lift stations.

This fund is mandated by state law and is used to receive and expend System Development Charges (SDCs) that are collected from all new development in the City. Sewer SDCs are one-time fees for connecting to the public sanitary sewer system that pay developments 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%.

Capital construction is partially funded by SDCs for that portion of project needed to support growth. Clean Water Services is recommending to their board of directors a 4% increase in Sewer SDC's which equals a \$200 per equivalent dwelling unit (EDU). The fee is passed through to development customers. The City's fee schedule will be updated upon adoption by CWS.

Summary

Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 4,289,830
Funding Source	Sewer Development Fund

Goals for FY2016/2017

- Establish a prioritized list of capital improvement projects that are SDC eligible based on the completed Sewer Master Plan
- Evaluate the current Sewer SDC rate



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Sys Dev Chg - CWS	330,115.08	775,270.07	384,000.00	384,000.00
MATERIALS & SERVICES	330,115.08	775,270.07	384,000.00	384,000.00
Fund Projects	0.00	0.00	0.00	20,000.00
CAPITAL OUTLAY	0.00	0.00	0.00	20,000.00
Transfers Out - General Fund	16,080.00	9,770.00	5,030.00	8,950.00
Transfers Out - Sewer	0.00	0.00	0.00	0.00
TRANSFERS OUT	16,080.00	9,770.00	5,030.00	8,950.00
Contingency	0.00	0.00	4,369,525.00	3,876,880.00
CONTINGENCY & RESERVES	0.00	0.00	4,369,525.00	3,876,880.00
SEWER DEVELOPMENT FUND	<u>346,195.08</u>	<u>785,040.07</u>	<u>4,758,555.00</u>	<u>4,289,830.00</u>



City of Tualatin

Fiscal Year 2016 - 2017

Proposed Budget - Utilities - Storm Drain

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	620,478	651,222	869,860	1,141,575
Transfers	950,145	1,096,220	1,533,530	845,075
Capital Outlay	126,188	129,152	863,500	555,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	1,111,826	1,562,449	820,175	1,327,400
Total Requirements	\$ 2,808,637	\$ 3,439,043	\$ 4,087,065	\$ 3,869,050



Storm Drain Fund

Tualatin's storm drain system consists of approximately 89 miles of pipes, 12 drainage basins, over 2,800 catch basins, 78 public water quality facilities and hundreds of manholes. Clean Water Services (CWS) holds the Department of Environmental Quality (DEQ) permits for the Storm and Surface Water runoff systems. The Storm Drain Operating Fund is supported by user charges from Clean Water Service's (CWS) Surface Water Management (SWM) program. The City collects the regional monthly charges and sends the revenue to CWS; the local monthly charges are used to fund City operation, maintenance, and new capital investment in the collection system.

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

Current FY 15/16 Charges	Proposed FY 16/17 Charges	Difference
\$ 7.65	\$ 8.15	\$.50

Highlights of FY 2015/2016

- Cleaned and video-inspected over 15% of the Storm Sewer system in meeting CWS performance standards, including inspection, cleaning and repairing storm lines, catch basins, field ditches, inlets and water quality manholes within the city to minimize flooding and inspected and performed preventative maintenance programs for water quality facilities.
- Performed utility locates for all utility franchise work.
- Responded to customer service requests to assist homeowners with storm system questions and concerns.
- Incorporated the Nexgen asset management and work order system into our ongoing maintenance.

Summary

Department Managers	Jerry Postema Alice Cannon
Street/Sewer/Storm Mgr City Engineer	Bert Olheiser Jeff Fuchs
Expenditures	\$ 3,235,320
Funding Source	Storm Drain Fund

Goals for FY 2016/2017

- Continue maintaining the storm system by cleaning the storm pipes on a six year cycle and inspecting storm sewer pipes with closed caption TV on an eight year cycle, inspecting and maintaining 2,757 catch basins once, inspecting and cleaning water quality manholes twice, and maintaining 78 water quality facilities to help treat and clean storm water runoff before it enters rivers and streams.
- Sweeping city streets on a monthly cycle to reduce and remove debris to assist in keeping waterways, creeks and streams, clean and pollution free.
- Update the Storm Drainage Master Plan and incorporate future Basalt Creek needs into the Plan.
- Communicate the importance of preparing for flooding to the residents and businesses in the flood plain.
- Implement CIP projects to update the storm water outfall at Grahams Ferry and Ibach, update of the Nyberg Creek outfall at Martinazzi Avenue, and update the Water Quality Facility in the Waterford Subdivision, and evaluate improvements for the Nyberg Creek drainage and its effects on Tualatin-Sherwood Road.



Public Works

utilities - storm drain operating fund

Expenditures

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Printing & Postage	12,817.29	12,431.47	12,000.00	12,000.00
Uniforms & Safety Equipment	0.00	0.00	0.00	1,025.00
NetworkOnline	0.00	0.00	0.00	480.00
Small Tools	0.00	0.00	0.00	650.00
User Charges - Tigard	8,904.00	9,410.00	8,000.00	8,555.00
User Charge - Lake Oswego	75,699.12	81,002.88	0.00	92,705.00
User Charges - CWS	429,700.74	467,571.16	539,660.00	601,015.00
Consultants	1,980.00	1,425.00	200,000.00	50,000.00
Utilities - Water	617.78	994.16	1,000.00	2,000.00
Membership Dues	0.00	0.00	0.00	0.00
Staff Training	0.00	0.00	0.00	375.00
Administrative Expense	0.00	0.00	0.00	90.00
Tualatin River Gauge	3,818.00	7,866.00	4,000.00	4,100.00
Stream Shading	0.00	0.00	0.00	20,000.00
Contr R&M - Systems	19,405.00	11,404.40	25,000.00	255,640.00
Contr R&M - Water Quality	0.00	0.00	1,000.00	1,000.00
Guardrails & Signs	0.00	0.00	0.00	5,000.00
Grounds & Landscaping	67,536.28	59,117.15	79,200.00	81,200.00
Equipment Rental	0.00	0.00	0.00	2,850.00
Inventory Supplies	0.00	0.00	0.00	0.00
R&M - Systems	0.00	0.00	0.00	1,710.00
R&M - Pump Stations	0.00	0.00	0.00	630.00
R&M - Equipment	0.00	0.00	0.00	550.00
MATERIALS & SERVICES	620,478.21	651,222.22	869,860.00	1,141,575.00
Equipment & Furnishings	27,664.95	0.00	0.00	0.00
Projects Administration	0.00	702.00	0.00	0.00
Projects Professional Svc	11,266.43	46,169.80	0.00	0.00
Projects Construction	87,256.20	82,280.00	0.00	0.00
Fund Projects	0.00	0.00	863,500.00	350,000.00
CAPITAL OUTLAY	126,187.58	129,151.80	863,500.00	350,000.00
Transfers Out - General Fund	424,810.00	487,170.00	525,650.00	678,700.00
Transfers Out - Building	4,175.00	5,400.00	5,700.00	5,985.00
Transfers Out - Gas Tax Fund	0.00	0.00	0.00	27,560.00
Transfers Out - Sewer	0.00	0.00	0.00	113,390.00
Transfers Out -Enterprise Bond	0.00	0.00	0.00	19,440.00
Transfers Out - Operations	521,160.00	603,650.00	639,180.00	0.00
TRANSFERS OUT	950,145.00	1,096,220.00	1,170,530.00	845,075.00
Contingency	0.00	0.00	422,460.00	350,500.00
Future Years Projects	0.00	0.00	138,185.00	548,170.00
CONTINGENCY & RESERVES	0.00	0.00	560,645.00	898,670.00
STORM DRAIN FUND	<u>1,696,810.79</u>	<u>1,876,594.02</u>	<u>3,464,535.00</u>	<u>3,235,320.00</u>



Storm Drain Development Fund

This fund is mandated by state law and is used to receive and expend System Development Charges (SDCs) that are collected from all new development in the City. The storm water quality and quantity fees are established by Clean Water Services (CWS) and collected by the City. Capital construction of stormwater facilities is funded in part by SDCs, which are collected on a one-time basis to pay for development's share of infrastructure. Revenue from this fund is shared with CWS in the following way: 75% is paid to CWS and 25% is retained by the City to fund growth related storm projects.

Summary	
Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 633,730
Funding Source	Storm Drain Development Fund

Goals for FY 2016/2017

- Completion of the Stormwater Master Plan.
- Prepare SDC and Rate Study.
- Establish a prioritized list of capital improvement projects that are SDC eligible based on the completed Storm Master Plan.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Fund Projects	0.00	0.00	0.00	205,000.00
CAPITAL OUTLAY	0.00	0.00	0.00	205,000.00
Transfers Out - Storm	0.00	0.00	363,000.00	0.00
TRANSFERS OUT	0.00	0.00	363,000.00	0.00
Contingency	0.00	0.00	259,530.00	428,730.00
CONTINGENCY & RESERVES	0.00	0.00	259,530.00	428,730.00
STORM DRAIN DEVELOPMENT FUND	<u>0.00</u>	<u>0.00</u>	<u>622,530.00</u>	<u>633,730.00</u>



City of Tualatin
Fiscal Year 2016 - 2017
Proposed Budget - Utilities - Streets

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ 242,687	\$ 229,397	\$ 241,280	\$ 275,620
Materials and Services	1,867,597	1,443,157	1,521,390	1,740,695
Transfers	1,036,405	1,102,570	2,502,925	3,799,550
Capital Outlay	815,403	104,563	1,549,120	4,103,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	4,505,763	6,569,895	2,781,005	4,405,500
Total Requirements	\$ 8,467,855	\$ 9,449,582	\$ 8,595,720	\$ 14,324,365



Road Utility Fee Fund

Six-sevenths of the road utility fee collected is used for Pavement Maintenance and one-seventh is transferred to pay a portion of the street lighting costs. The city's Pavement Maintenance Program covers approximately 78 miles of streets and consists of Overlay Projects, Slurry Seals, Crack Seals and Full Depth Patch work as needed. Maintaining the road system with preventative methods of crack sealing and slurry seals has proven to extend the life of the pavement section at an overall reduced cost.

Associated with the Road Utility Fee are the Reverse Frontage and the Street Tree Fees which support the public beautification efforts included in programs such as Reverse Frontage landscaping, the Sidewalk Street Tree Program, and protecting our urban forest by managing the Street Tree permitting process.

Highlights of FY 2015/2016

- Grind, Fabric, Overlay and Catch Basin retrofit improvements on SW 119th Avenue and 125th Court.
- Repaired minor pavement sink hole on 48th Avenue.
- Repaired tree root problem area Borland Road.
- Slurry Sealed 50,000 square yards of city residential streets to prolong pavement life.
- Crack Sealed 70,000 lineal feet of pavement cracking.
- Completed the Sidewalk and Street Tree Program in area #2 (Boones Ferry Road east to I-5 from Tualatin-Sherwood Road south to Norwood).
- Expanded maintenance responsibilities to include Tualatin Sherwood Road and Gateway feature improvements.
- Staff planted 113 street trees (50% increase) ensuring compliance with Tualatin Development Code in the Street Tree Removal Permit process.

Summary

Department Manager	Jerry Postema
Street/Sewer/Storm Manager	Bert Olheiser
Expenditures	\$ 1,175,350
Funding Source	Road Utility Fee

Goals for FY 2016/2017

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

- Overlay Avery Street from 95th Avenue to Teton Avenue, 105th Avenue from Avery Street to Moratac Drive and a section of Dogwood Street. These maintenance tasks will also include seven catch basin improvements as required by Clean Water Services (CWS).
- Slurry Seal an estimated 60,000 square yards of City residential streets.
- Pavement Crack Seal work on 124th Avenue from 99W to Herman Road
- Complete street tree sidewalk work in area #3 (South of Tualatin-Sherwood Road).
- Continue maintenance of the Reverse Frontage and right-of-way landscaping areas within the city.
- Analyze the need for an increase of the Road Utility Fee, using the available information of the 5/10/20 year projection models of the Street Saver software.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Printing & Postage	12,802.14	12,374.01	13,500.00	13,500.00
Road Fees to Tigard	5,473.08	5,473.08	6,000.00	7,700.00
R&M - Streets	825,439.87	536,507.25	410,000.00	600,000.00
SidewalkTree Program	64,147.75	49,743.50	50,000.00	50,000.00
Reverse Frontage Program	152,644.58	160,718.62	169,880.00	169,880.00
MATERIALS & SERVICES	1,060,507.42	764,816.46	649,380.00	841,080.00
Transfers Out - General Fund	160,980.00	153,020.00	135,670.00	125,080.00
Transfers Out - Building	0.00	0.00	0.00	0.00
Transfers Out - Gas Tax Fund	92,570.00	93,820.00	96,755.00	139,960.00
Transfers Out -Enterprise Bond	0.00	0.00	0.00	6,480.00
Transfers Out - Operations	79,915.00	96,430.00	95,760.00	0.00
Transfers Out -Leveton Project	0.00	0.00	0.00	0.00
TRANSFERS OUT	333,465.00	343,270.00	328,185.00	271,520.00
Contingency	0.00	0.00	0.00	0.00
Road Maintenance	0.00	0.00	63,715.00	62,750.00
CONTINGENCY & RESERVES	0.00	0.00	63,715.00	62,750.00
ROAD UTILITY FEE FUND	<u>1,393,972.42</u>	<u>1,108,086.46</u>	<u>1,041,280.00</u>	<u>1,175,350.00</u>



Road Operating Fund

The City's street system consists of 91 miles of streets (78 miles are City maintained, eight miles are maintained by Washington and Clackamas Counties and 5 miles by the state) and 48 traffic signals (22 are city-owned, 18 are county-owned and eight are state-owned).

The Road Operating Fund receives its revenue from a share of the Washington County gasoline tax and a share of the State gasoline tax. The Washington County gasoline tax is a \$0.01/gallon tax on gas sold in the County; apportioned on a per capita basis. The State Highway Trust Fund consists of a gas tax, vehicle registration fees, and weighted mile taxes for heavy vehicles. It is projected to be apportioned to the cities at a rate of \$57.47 per capita for FY 2016-2017.

Per ORS, 1% of State Gas Tax funds are set aside for footpath/bike trail projects; if these funds are not used annually, they may be held for up to ten years in a reserve fund.

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

Highlights of FY 2015/2016

- Coordinated with Washington County on final design and construction of 124th Avenue
- Inspected and maintained traffic control devices including signals, signs, and pavement markings and replacing signs and striping as needed.

Summary

Department Managers	Jerry Postema Alice Cannon
Division Manager City Engineer	Bert Olheiser Jeff Fuchs
FTE's	2.75
Expenditures	\$ 6,792,895
Funding Source	Sewer Fund

- Swept every city street once a month to meet the requirements of the Storm Water Management program.
- Evaluated and inspected over 33% of roadways in the Pavement Management Program; maintained Pavement Condition Index (PCI) ratings in the Very Good Category and performed an updated of the Street Saver Program in order to reflect existing practices and provide a more stale 10 year cost analysis.
- Responded to the December flooding event by monitoring the rising water of the Tualatin River and informing residents of flooded areas and placed High Water sign and Closed Roadways when necessary to keep the motoring public safe.
- Treated roadways with deicing agent and distributed sand during winter weather icy conditions.

Goals for FY 2016/2017

- Complete design and begin construction of Myslony Bridge.
- Continue to work with neighborhoods to install pedestrian friendly transportation projects.



- Complete CIP projects, including constructing sidewalk section on Borland Road, developing concept planning for Herman Road improvements, and working with Washington County to continue to update, optimize and signalize intersections in Tualatin.
- Create a concept plan to widen Herman Road from Tualatin Road to Teton Avenue
- Ensure city streets are maintained by inspecting and evaluating 1/3 of the streets annually and analyze data and complete the 2016 Pavement Maintenance Program.
- Ensure all striping and pavement markings are visible and in good condition by maintaining and repairing as needed, clean, replace repair all road signage to maintain safe roadways, and traffic signals and street lights monthly.
- Provide clean city streets by continuing a monthly street sweeping schedule.
- Maintain the road system in the Very Good Rating category.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Salaries and Wages-Full Time	0.00	0.00	0.00	155,500.00
Salaries and Wages-Part Time	0.00	0.00	0.00	0.00
Salaries and Wages-Temporary	0.00	0.00	0.00	0.00
Salaries and Wages-Overtime	0.00	0.00	0.00	6,000.00
Salaries and Wages-On-Call	0.00	0.00	0.00	1,200.00
Benefits-Employee Benefits	0.00	0.00	0.00	375.00
Benefits-FICA	0.00	0.00	0.00	11,630.00
Benefits-WC Insurance & Tax	0.00	0.00	0.00	9,390.00
Benefits-Pension	0.00	0.00	0.00	36,025.00
Benefits-Insurance	0.00	0.00	0.00	55,500.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	0.00	0.00	0.00	0.00
Benefits-Comp Time Buy Back	0.00	0.00	0.00	0.00
PERSONAL SERVICES	0.00	0.00	0.00	275,620.00
Office Supplies	0.00	0.00	0.00	0.00
Printing & Postage	0.00	0.00	0.00	200.00
Photographic Supplies	0.00	0.00	0.00	0.00
Inventory Adjustment	-0.04	373.79	0.00	0.00
Street Landscape Material	1,305.04	1,078.94	1,500.00	1,500.00
Uniforms & Safety Equipment	0.00	0.00	0.00	1,835.00
Medical & Other Testing	0.00	0.00	0.00	0.00
Cell Phones	0.00	0.00	0.00	600.00
NetworkOnline	0.00	0.00	0.00	480.00
Small Tools	0.00	0.00	0.00	2,510.00
Computer Equip & Software	0.00	0.00	0.00	1,500.00
Personal ComputerLaptop	0.00	0.00	0.00	425.00
Consultants	128,532.37	8,887.01	50,000.00	50,000.00
Utilities - Signals	26,122.08	27,077.19	30,000.00	30,000.00
Street Lights	325,182.32	295,722.34	410,000.00	460,000.00
Conferences & Meetings	0.00	0.00	0.00	1,625.00
Membership Dues	0.00	0.00	0.00	445.00
Publication, Rpt, Ref Matl	0.00	0.00	0.00	135.00
Staff Training	0.00	0.00	0.00	2,290.00
StaffDept Recognition	0.00	0.00	0.00	0.00
Administrative Expense	0.00	0.00	0.00	50.00
Advertising - Recruitment	0.00	0.00	0.00	0.00
Guardrails & Signs	2,271.15	6,703.49	2,000.00	2,000.00
Grounds & Landscaping Contr	0.00	0.00	0.00	7,000.00
R&M - Road Strip	0.00	0.00	0.00	72,000.00
Street Sweeping	0.00	0.00	0.00	108,830.00
Emergency Road Clean-up	0.00	0.00	0.00	7,350.00
Signal Maintenance	61,114.76	55,214.87	59,720.00	61,500.00
Commons St Light Maint	0.00	0.00	11,000.00	11,000.00
Roadside Landscape	0.00	0.00	0.00	0.00
Equipment Rental	0.00	0.00	0.00	2,000.00
Inventory Supplies	0.00	0.00	0.00	0.00
R&M - Guardrails, signs	0.00	0.00	0.00	20,200.00
R&M Streets	456.30	0.00	0.00	53,640.00
R&M - Equipment	0.00	0.00	0.00	500.00
MATERIALS & SERVICES	544,983.98	395,057.63	564,220.00	899,615.00



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Equipment & Furnishings	0.00	0.00	0.00	29,000.00
Projects Administration	5,260.35	250.00	0.00	0.00
Projects Professional Svc	9,117.70	3,252.75	0.00	0.00
Projects Construction	780,612.04	67,213.65	0.00	0.00
Fund Projects	0.00	0.00	1,512,980.00	4,074,000.00
R&M - Major Projects	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	794,990.09	70,716.40	1,512,980.00	4,103,000.00
Transfers Out - General Fund	467,980.00	469,990.00	549,890.00	757,590.00
Transfers Out - Building	0.00	0.00	0.00	0.00
Transfers Out - Park Develop	0.00	0.00	10,000.00	0.00
Transfers Out - Infra Reserve	0.00	0.00	0.00	0.00
Transfers Out -Enterprise Bond	0.00	0.00	0.00	19,440.00
Transfers Out - Operations	234,960.00	289,310.00	281,870.00	0.00
Transfers Out -Leveton Project	0.00	0.00	0.00	0.00
TRANSFERS OUT	702,940.00	759,300.00	841,760.00	777,030.00
Contingency	0.00	0.00	430,340.00	639,485.00
Future Years Projects	0.00	0.00	545,845.00	0.00
FootpathBiketrail Reserve	0.00	0.00	98,145.00	98,145.00
CONTINGENCY & RESERVES	0.00	0.00	1,074,330.00	737,630.00
ROAD OPERATING FUND	<u>2,042,914.07</u>	<u>1,225,074.03</u>	<u>3,993,290.00</u>	<u>6,792,895.00</u>

**Road Development Fund**

Collection of TIF revenue ceased June 30, 2012. Accumulated funds will be spent on approved projects.

Highlights of FY 2015/2016

Transfer balance of the fund to Road Operating to partially fund the Myslony Bridge project.

Summary	
Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 0
Funding Source	Road Development Fund



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Projects Administration	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00
Transfers Out - Gas Tax Fund	0.00	0.00	1,082,980.00	0.00
TRANSFERS OUT	0.00	0.00	1,082,980.00	0.00
Contingency	0.00	0.00	0.00	0.00
CONTINGENCY & RESERVES	0.00	0.00	0.00	0.00
ROAD DEVELOPMENT FUND	0.00	0.00	1,082,980.00	0.00



Road/SDC – Transportation Development Tax Fund (TDT)

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

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

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

Highlights of FY 2015/2016

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

Summary

Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 6,356,120
Funding Source	Transportation Development Tax

Goals for FY 2016/2017

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



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Transfers Out - Gas Tax Fund	0.00	0.00	250,000.00	2,751,000.00
TRANSFERS OUT	0.00	0.00	250,000.00	2,751,000.00
Contingency	0.00	0.00	1,642,960.00	3,605,120.00
CONTINGENCY & RESERVES	0.00	0.00	1,642,960.00	3,605,120.00
TRANSPORTATION DEV TAX FUND	<u>0.00</u>	<u>0.00</u>	<u>1,892,960.00</u>	<u>6,356,120.00</u>



Core Area Parking District Fund

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

Highlights of FY 2015/16

- Completed May and September annual parking lot surveys.
- Re-striped all Core Area parking lots.
- Converted Core Area parking lot lighting to LED's
- Create ADA compliance plan for Core Area Parking lots.
- Collected annual taxes needed to operate the District.
- Determined operations and maintenance needs for all public parking areas.

Summary	
Department Manager	Jerry Postema
Number of Businesses in Core Area	68
Expenditures	\$ 193,500
Funding Source	Core Area Parking District Fund

Goals for FY 2016/2017

- Implement ADA repairs as outlined in ADA compliance plan.
- Provide May and September annual parking lot surveys.
- Continue evaluation of options to balance revenues and expenditures.
- Determine needs of the Core Area Parking and collect annual taxes to sufficiently operate the District.
- Monitor parking violations for all public parking areas.





Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Printing & Postage	0.00	0.00	100.00	100.00
Botanical & Chem Supplies	0.00	0.00	1,000.00	1,000.00
Consultants	0.00	0.00	1,000.00	1,000.00
Utilities - Parking Lots	8,689.75	9,606.88	9,600.00	6,000.00
Administrative Expense	0.00	55.59	120.00	120.00
Guardrails & Signs	0.00	709.94	400.00	400.00
StreetParking Lot Lights	0.00	0.00	0.00	0.00
Grounds & Landscaping	2,905.00	2,837.50	3,700.00	3,700.00
Parking Lot Striping	1,000.00	0.00	3,400.00	3,400.00
Parking Lots	2,400.00	1,600.00	3,000.00	3,300.00
R&M - Parking Lots	0.00	0.00	1,000.00	1,000.00
R&M - Equipment	0.00	0.00	0.00	0.00
MATERIALS & SERVICES	14,994.75	14,809.91	23,320.00	20,020.00
Fund Projects	10,160.00	0.00	0.00	13,000.00
CAPITAL OUTLAY	10,160.00	0.00	0.00	13,000.00
Transfers Out - General Fund	24,030.00	23,470.00	26,950.00	26,950.00
TRANSFERS OUT	24,030.00	23,470.00	26,950.00	26,950.00
Contingency	0.00	0.00	10,000.00	6,895.00
General Account Reserve	0.00	0.00	84,510.00	81,135.00
Future Years Projects	0.00	0.00	45,500.00	45,500.00
CONTINGENCY & RESERVES	0.00	0.00	140,010.00	133,530.00
CORE AREA PARKING DIST FUND	<u>49,184.75</u>	<u>38,279.91</u>	<u>190,280.00</u>	<u>193,500.00</u>



AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON

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

General Obligation Bonds are backed by the City's full faith and credit and are recorded in the General Obligation Bond Fund. These bonds carry with them the ability to levy taxes to make the principal and interest payments. The estimated levy rate for Fiscal Year 2016-17 is \$0.24 per \$1,000 of assessed value. There are three outstanding general obligation bonds. The 2005 Parks Improvement Bonds financed improvements at Community Park, Ibach Park, Jurgens Park, pathways at the Tualatin River Greenway, improvements at Sweek Pond Natural Area, running trails, and an artificial surface sports field at Tualatin High School. The 2006 Library Bond funded improvements to the Tualatin Public Library. The 2008 General Obligation Refunding Bonds refunded the 1999 Police Facility Bonds, which financed construction of the Tualatin Police Facility.

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

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



City of Tualatin
Fiscal Year 2015 - 2016
Proposed Budget - Debt Service

Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	525	225	225	750
Transfers	-	-	-	-
Capital Outlay	-	-	-	-
Debt Service	1,731,902	1,499,126	1,500,090	1,461,890
Contingencies & Reserves	710,014	720,163	704,195	705,330
Total Requirements	\$ 2,442,441	\$ 2,219,514	\$ 2,204,510	\$ 2,167,970

General Obligation Bond Fund

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

Summary	
Department Manager	Don Hudson
FTE's	0
Expenditures	\$ 1,041,000
Funding Source	General Obligation Bond Fund



Debt Service

general obligation bond expenditures

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Principal - 05 Parks Bond	175,000.00	180,000.00	190,000.00	195,000.00
Principal - 06 Library Bond	185,000.00	190,000.00	200,000.00	210,000.00
Principal - 08 Refunding Bond	290,000.00	305,000.00	310,000.00	330,000.00
Interest - 05 Parks Bond	101,693.75	95,037.50	87,865.00	80,165.00
Interest - 06 Library Bond	133,081.25	125,112.50	116,825.00	108,115.00
Interest - 08 Refunding Bond	78,087.50	66,568.75	54,650.00	41,850.00
DEBT SERVICE	962,862.50	961,718.75	959,340.00	965,130.00
General Account Reserve	0.00	0.00	76,160.00	75,870.00
Unappropriated	0.00	0.00	0.00	0.00
CONTINGENCY & RESERVES	0.00	0.00	76,160.00	75,870.00
GENERAL OBLIGATION BOND FUND	<u>962,862.50</u>	<u>961,718.75</u>	<u>1,035,500.00</u>	<u>1,041,000.00</u>

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	\$ 1,123,665
Funding Source	Enterprise Bond Fund



Debt Service

enterprise bond expenditures

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Bond Registration & Exp	225.00	44,223.00	750.00	750.00
MATERIALS & SERVICES	225.00	44,223.00	750.00	750.00
Principal - 05 Water Bonds	315,000.00	370,000.00	345,000.00	360,000.00
Principal - Warehouse Finance	0.00	0.00	0.00	102,575.00
Interest - 05 Water Bonds	221,262.52	147,049.72	157,550.00	147,050.00
Interest - Warehouse Finance	0.00	0.00	0.00	27,040.00
DEBT SERVICE	536,262.52	517,049.72	502,550.00	636,665.00
Payment refunded bondescrow	0.00	4,660,463.18	0.00	0.00
OTHER FINANCING USES	0.00	4,660,463.18	0.00	0.00
Bond Indenture Reserve	0.00	0.00	447,170.00	486,250.00
CONTINGENCY & RESERVES	0.00	0.00	447,170.00	486,250.00
ENTERPRISE BOND FUND	536,487.52	5,221,735.90	950,470.00	1,123,665.00

City of Tualatin

As of June 30, 2016

Schedule of Future Debt Service

Fiscal Year	General Obligation Bonds			Revenue Supported Bonds			Full Faith and Credit Loan		
	Principal	Interest	Total	Principal	Interest	Total	Principal	Interest	Total
2017	735,000	230,124	965,124	360,000	147,050	507,050	102,572	27,040	129,612
2018	765,000	198,407	963,407	370,000	137,900	507,900	105,793	23,819	129,612
2019	800,000	164,131	964,131	380,000	126,650	506,650	109,035	20,576	129,611
2020	455,000	137,689	592,689	395,000	113,050	508,050	112,377	17,235	129,612
2021	475,000	119,448	594,448	415,000	96,850	511,850	115,780	13,831	129,611
2022	500,000	100,263	600,263	430,000	79,950	509,950	119,370	10,242	129,612
2023	520,000	80,127	600,127	450,000	62,350	512,350	123,028	6,584	129,612
2024	540,000	58,900	598,900	465,000	44,050	509,050	124,436	2,811	127,247
2025	565,000	36,469	601,469	490,000	24,950	514,950			
2026	305,000	18,900	323,900	505,000	7,575	512,575			
2027	320,000	6,400	326,400						
	5,980,000	1,150,858	7,130,858	4,260,000	840,375	5,100,375	912,391	122,138	1,034,529



CITY OF TUALATIN
BONDED DEBT PER CAPITA
LAST TEN FISCAL YEARS
June 30, 2015

Fiscal Year	Governmental Activities					Business-type Activities		Total	Population	Per Capita
	General Obligation Bonds	Full Faith and Credit Obligations	Capital Leases	Limited Tax Bonds	Urban Renewal Agency Bonds	Full Faith and Credit Obligations	Water Revenue Bonds			
2006	7,380,000	-	62,646	700,000	4,250,000	-	7,305,000	19,697,646	25,594	769.62
2007	7,025,000	-	46,517	620,000	3,030,000	-	7,060,000	17,781,517	25,650	693.24
2008	10,220,000	-	29,030	620,000	1,970,000	-	6,805,000	19,644,030	25,650	765.85
2009	9,950,000	-	10,071	620,000	1,000,000	-	6,540,000	18,120,071	26,040	695.86
2010	9,645,000	-	19,913	540,000	-	-	6,265,000	16,469,913	26,130	630.31
2011	9,235,000	-	7,490	380,000	-	-	5,980,000	15,602,490	26,160	596.43
2012	8,630,000	-	-	220,000	-	-	5,685,000	14,535,000	26,170	555.41
2013	8,005,000	-	-	-	-	-	5,380,000	13,385,000	26,510	504.90
2014	7,355,000	1,100,000	-	-	-	-	5,065,000	13,520,000	26,925	502.14
2015	6,680,000	1,011,988	-	-	-	4,664,994	345,000	12,701,982	26,590	477.70

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

Personal income data and unemployment rate data for the City is not available

Fiscal Year	General Obligation Bonds	Estimated Actual Value of Property	General Obligation Debt as a Percentage of Estimated Actual Value
2006	7,380,000	3,500,688,218	0.21%
2007	7,025,000	4,159,063,572	0.17%
2008	10,220,000	4,644,886,174	0.22%
2009	9,950,000	4,942,802,507	0.20%
2010	9,645,000	4,734,984,802	0.20%
2011	9,235,000	4,406,469,302	0.21%
2012	8,630,000	4,163,768,490	0.21%
2013	8,005,000	4,078,906,996	0.20%
2014	7,355,000	4,284,840,835	0.17%
2015	6,680,000	4,720,396,512	0.14%

Source: Current and previous CAFR's

CITY OF TUALATIN**COMPUTATION OF OVERLAPPING GOVERNMENTAL ACTIVITIES DEBT****June 30, 2015**

Jurisdiction	Tax-supported Debt Outstanding	Percent Applicable Inside City of Tualatin	Amount Applicable Inside City of Tualatin
City of Tualatin	\$ 7,691,988	86.8436%	\$ 6,680,000
Clackamas County	98,780,000	1.5652% *	1,546,105
Clackamas County District 3J (West Linn/Wilsonville)	252,766,741	1.2262%	3,099,426
Clackamas County School District 7J (Lake Oswego)	101,024,917	1.5172%	1,532,750
Clackamas Community College	66,116,012	1.9455%	1,286,287
Metro	193,205,000	2.6461%	5,112,398
Port of Portland	2,609,405	2.4312%	63,440
Portland Community College	160,095,000	2.8766%	4,605,293
Washington County	20,523,415	6.7452%	1,384,345
Tualatin Valley Fire and Rescue District	55,020,000	8.9748%	4,937,935
Washington County School District 23J (Tigard-Tualatin)	97,837,628	35.4280%	34,661,915
Washington County School District 88J (Sherwood)	105,472,683	15.2072%	16,039,442
Subtotal overlapping debt			74,269,336
Direct and overlapping debt			<u>\$ 80,949,336</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.



COMPUTATION OF LEGAL DEBT MARGIN

June 30, 2015

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

True Cash Value	\$ 3,711,702,679
Rate	<u>x 3%</u>
Debt limit	111,351,080
Debt applicable to limit	<u>6,575,004</u>
	<u><u>\$ 104,776,076</u></u>

Legal debt margin

Fiscal year ended June 30,	Debt Margin as a Percentage of Debt Limit	Debt limit	Debt applicable to limit	Legal debt margin
2006	92.03%	81,279,915	6,479,517	74,800,398
2007	87.41%	83,059,823	10,458,584	72,601,239
2008	88.75%	88,472,855	9,955,038	78,517,817
2009	89.42%	93,584,449	9,900,544	83,683,905
2010	90.45%	95,030,956	9,075,365	85,955,591
2011	90.76%	98,997,766	9,146,899	89,850,867
2012	91.46%	100,101,909	8,549,103	91,552,806
2013	92.24%	102,053,332	7,916,907	94,136,425
2014	93.15%	105,957,330	7,259,791	98,697,539
2015	94.10%	111,351,080	6,575,004	104,776,076

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 Five Year Capital Improvement Plan 2017-2021

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. A CIP promotes better 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 expenses over and above 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 which needs have been identified, but specific solutions and funding have not necessarily been determined.

THE CIP PROCESS

The CIP is the result of an ongoing infrastructure planning process. Planning for the five-year CIP period provides the flexibility to take advantage of opportunities for capital investments. The 2017-2021 CIP is developed through compliance with adopted policies and master plans, the public, professional staff, and elected and appointed City officials. The Draft CIP is made available to the public for review, reviewed by the City's Advisory Committees, and then adopted by the City Council. The projects listed in the 2016/2017 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 capital project requests and providing recommendations to the City Manager. This team is comprised of staff from Administration, Finance, Operations, Community Development, Information Services, Community Services, and Police. This team analyzes the financial impact of the CIP as well as the City's ability to process, design, and ultimately maintain projects.

The committee meets periodically throughout the 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 upgrade of City assets and infrastructure;
- protect the present with improvements to City facilities and infrastructure; and
- plan for the future.

CATEGORIES

Projects generally fit within the five primary categories identified below:

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

CIP CRITERIA

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



Addresses health and safety concerns – enhances, improves, or protects overall health and safety of the City’s residents;
Supports Council goals - supports the goals established by the City Council, meets city-wide long-term goals, and meets the Tualatin Community Plan;

Meets a regulatory or mandated requirement – proposed projects satisfy regulatory or mandated requirements;

Considers 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;

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

Implements 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 will be produced every year prior to the annual budget process.

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 financing 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 with funding identified or funding secured in this five year CIP, total approximately \$21 million. Just over \$8 million of the funded projects are Utility projects and \$7 million in Transportation projects have been identified.

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

A list identifying almost \$440 million in unfunded projects is contained in the plan

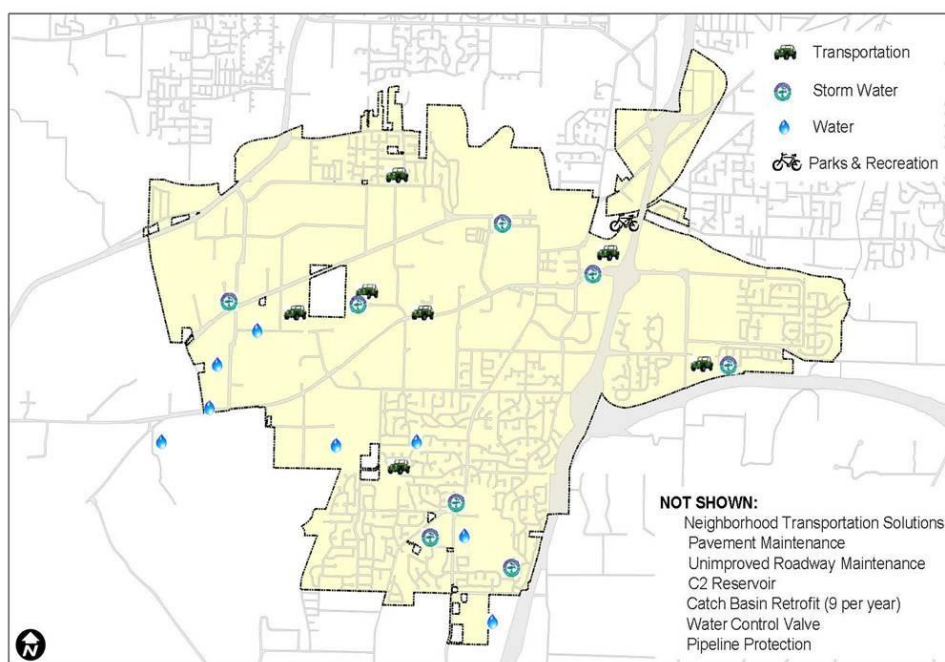


to highlight the City's needs beyond available funding. Cost estimates have been developed for each project based on preliminary project descriptions. Estimates are in today's dollars;

future year projections have been adjusted for inflation using an annual inflation estimate of 3.25% compounded annually for year of construction.

TOTAL PROJECT VALUE BY CATEGORY

	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	TOTAL
FACILITIES & EQUIPMENT	333,000	850,000	620,000	923,000	566,000	3,292,000
PARKS & RECREATION	42,000	1,196,000	142,000	195,000	68,000	1,643,000
TECHNOLOGY	147,000	463,000	33,000	23,000	70,000	736,000
TRANSPORTATION	4,054,000	706,000	80,000	80,000	355,000	5,275,000
UTILITIES	1,990,000	1,744,000	1,527,000	1,831,000	150,000	7,242,000
TOTAL ALL PROJECTS	6,566,000	4,959,000	2,402,000	3,052,000	1,209,000	18,188,000





Capital Improvement Plan

projects included in 2016/2017 budget

Fund Title	Project Name	FY16/17
General Fund: Information Services	Electronic Content Management System	\$ 15,000
General Fund: Information Services	Server Replacements	\$ 20,000
General Fund: Information Services	Upgrade Microsoft Office	\$ 82,000
General Fund: Information Services	Library Technology Replacement	\$ 30,000
General Fund: Police	Replacement Police Vehicles	\$ 133,000
General Fund: Building Maintenance	Van Raden Center Plumbing	\$ 14,000
General Fund: Building Maintenance	Police Department Carpet Replacement	\$ 31,000
General Fund: Building Maintenance	Police Parking Lot Slurry Seal and Repair	\$ 19,000
General Fund: Building Maintenance	LED Lighting Conversion - Community Park, Commons, Police & Operations	\$ 44,320
General Fund: Parks Maintenance	Replacement Parks Maintenance Vehicle	\$ 33,000
General Fund: Community Services	Juanita Pohl Center Furniture Replacement	\$ 25,000
General Fund: Library	New Meeting Space	\$ 18,795
Total General Fund		\$ 465,115
Water	Myslony Waterline	\$ 460,000
Water	Blake Street Waterline	\$ 200,000
Water	Water Reservoir A2 Mixers and Chemical Feed System	\$ 51,000
Water	Water Reservoir C1 Interior and Exterior	\$ 215,000
Water	Water Reservoir C2	\$ 185,000
Water	Water Main Relocation: I-5 SB Off-Ramp at Nyberg	\$ 47,000
Water	Replacement - 63rd Ave N. of Boones Ferry Road	\$ 100,000
Water	124th Street Interconnect	\$ 22,000
Total Water Fund		\$ 1,280,000
Water Development	Update Water Master Plan	\$ 115,000
Total Water Development Fund		\$ 115,000
Sewer	65th Avenue/Nyberg Lane Trunk Line	\$ 20,000
Total Sewer Fund		\$ 20,000
Sewer Development	Update Sewer Master Plan	\$ 20,000
Total Sewer Development Fund		\$ 20,000
Storm Drain	Grahams Ferry/Ibach Street Outfall	\$ 80,000
Storm Drain	Nyberg Creek at Martinazzi Avenue	\$ 70,000
Storm Drain	Martinazzi Avenue Project	\$ 200,000
Total Storm Drain Fund		\$ 350,000
Storm Drain Development	Update Storm Drain Master Plan	\$ 205,000
Total Storm Drain Development Fund		\$ 205,000
Road Utility	Pavement Maintenance Program	\$ 600,000
Total Road Utility Fund		\$ 600,000



Fund Title	Project Name	FY16/17
Road Operating	ITS Traffic Cameras	\$ 50,000
Road Operating	Traffic Signal Detection	\$ 25,000
Road Operating	Transit Stop Improvements	\$ 15,000
Road Operating	65th Avenue at Sagert Traffic Signal	\$ 409,000
Road Operating	Herman Road Concept	\$ 50,000
Road Operating	Replace Utility Truck	\$ 29,000
Road Operating	Upgrade Crosswalks/Bike Lanes	\$ 20,000
Road Operating	Ped-Friendly Traffic Calming Projects	\$ 80,000
Road Operating	Myslony Bridge	\$ 3,165,000
Road Operating	I5 Southbound Ramp Guardrail	\$ 50,000
Road Operating	105th/Blake/108th - Design Alignment	\$ 160,000
Road Operating	Borland Road Frontage	\$ 50,000
Total Road Operating Fund		\$ 4,103,000
Core Area Parking	Green Lot Slurry Seal	\$ 13,000
Total Core Area Parking Fund		\$ 13,000
Parks Development	Parks and Recreation Master Plan: Plan Update	\$ 150,000
Parks Development	Tualatin River Greenway: Land Acquisition	\$ 580,990
Total Parks Development Fund		\$ 730,990



	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
FACILITIES AND EQUIPMENT					
Citywide: LED Lighting - TCP, Commons, Ops, PD	44,000	0	0	0	0
Community Services Admin Roof Replacement	0	50,000	0	0	0
Core Area Pkg Maintenance: Green/White/Blue Lots	13,000	0	0	25,000	43,000
Lafky House: Replace Roof	0	42,000	0	0	0
Library Furnishing Replacement	0	64,000	66,000	0	0
Operations: Covered Parking Structure for Trucks	0	0	0	0	411,000
Operations: Public Parking Lot Expansion	0	53,000	0	0	0
Operations: Warehouse and Public Lot Slurry Seal	0	51,000	0	0	0
Police Station: Carpet Replacement	40,000	0	0	0	0
Police Station: HVAC Unit Replacements	0	31,000	32,000	33,000	34,000
Police Station: Outside Rock Walkway	0	11,000	0	0	0
Police Station: Parking Lot Maintenance Repair	19,000	0	0	0	0
Police Station: Roof Maintenance -Topcoat Granular	0	33,000	0	0	0
Vehicles	217,000	515,000	522,000	865,000	78,000
TOTAL FACILITIES & EQUIPMENT	333,000	850,000	620,000	923,000	566,000

PARKS & RECREATION	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
Atfalati Park Tennis Court Reconstruction	0	0	0	170,000	0
Community Park: North Drive Aisle/Boat Ramp Repair		95,000	0	0	0
Community Park: LED Retrofit Lighting - Courts	20,000	0	0	0	0
Ibach Park Playground Improvements	0	107,000	0	0	0
Juanita Pohl Center: Furniture Replacement	8,000	23,000	24,000	25,000	0
Juanita Pohl Center: Kitchen Design & Renovation	0	217,000	0	0	0
Juanita Pohl Center: Parking Lot	0	0	0	0	68,000
Juanita Pohl Center: Roof	0	0	118,000	0	0
Public Arts Plan	0	16,000	0	0	0
Saum Creek Trail Improvements	0	32,000	0	0	0
Tualatin Commons Fountain Tile Repair	0	64,000	0	0	0
Tualatin High School Synthetic Field Replacement	0	533,000	0	0	0
Van Raden Comm Center & CSAD : Exterior Paint	0	15,000	0	0	0
Van Raden Comm Center: Plumbing	14,000	0	0	0	0
Van Raden Comm Center: Replace Flooring	0	13,000	0	0	0
Van Raden Comm Center: Replace Roof	0	53,000	0	0	0
Van Raden Comm Center: Window Replacement	0	28,000	0	0	0
TOTAL PARKS & RECREATION	42,000	1,196,000	142,000	195,000	68,000



TECHNOLOGY	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
Citywide: Computer Server Replacement	20,000	64,000	33,000	23,000	70,000
Citywide: Microsoft Office, Adobe & Other Licenses	82,000	0	0	0	0
Citywide: Network Switches Replacement	0	85,000	0	0	0
Citywide: Phone System	0	160,000	0	0	0
Electronic Content Management System	15,000	96,000	0	0	0
Library Self-Check Machine	0	37,000	0	0	0
Library Technology Replacement	30,000	21,000	0	0	0
TOTAL TECHNOLOGY	147,000	463,000	33,000	23,000	70,000

TRANSPORTATION	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
65th Ave at Sagert St: Add Traffic Signal	409,000	290,000	0	0	0
105th/Blake/108th: Design Alignment	160,000	0	0	0	0
Borland Road/PGE Fill in Sidewalk Gaps	50,000	0	0	0	0
Boones Ferry Rd Sidewalks (R12)	0	336,000	0	0	0
Herman Rd Widen: Tualatin Rd to Teton (R3)	50,000	0		0	275,000
I-5 South Off-Ramp at Nyberg: Remove guardrail	50,000	0	0	0	0
ITS Traffic Camera Installation	50,000	0	0	0	0
Myslony Bridge: west of 112th Ave	3,165,000	0	0	0	0
Neighborhood Transportation Solutions	80,000	80,000	80,000	80,000	80,000
Traffic Signal Detection Upgrades	25,000	0	0	0	0
Transit Stop Improvements	15,000	0	0	0	0
TOTAL TRANSPORTATION	4,054,000	706,000	80,000	80,000	355,000



UTILITIES	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
Storm					
89th Ave/TSR Outfall	0	112,000	0	0	0
125th Ct/Herman Rd: Upgrade/Install Storm Outfall	0	64,000	165,000	0	0
Grahams Ferry Rd/Ibach St: Upgrade Storm Outfall	80,000	128,000	0	0	0
Manhasset Storm System	0	0	0	0	150,000
Nyberg Creek at Martinazzi Storm	200,000	0	0	0	0
Sequoia Ridge Water Quality Facility	0	0	110,000	0	0
Storm Master Plan	205,000	0	0	0	0
Sweek Dr/Emery Zidell Pond B	0	107,000	0	0	0
Waterford Water Quality Facility	70,000	0	0	0	0
Total Storm	555,000	411,000	275,000	0	150,000
Water					
63rd N of Boones Ferry Rd: Replace AC lines	100,000	0	0	0	0
124th St Interconnect	22,000	0	0	0	0
B Level Pump Station and Lines	0	320,000	922,000	1,149,000	0
Blake to 115th: 12" Pipe (P2)	200,000	213,000	0	0	0
Myslony St/112th Ave Intersection: loop system	460,000	0	0	0	0
Water Mains: Replace Aging Lines	0	0	0	114,000	0
Water Main Relocate: I-5 South Off Ramp at Nyberg	47,000	0	0	0	0
Water Master Plan Update and Rate Study	115,000	0	0	0	0
Water Reservoirs: A1, Exterior/Interior Paint/Clean	0	675,000	0	0	0
Water Reservoirs: A2, Interior Paint/Clean		0	330,000	0	0
Water Reservoirs: A2, Mixers/Chemical Feed System	51,000	0	0	0	0
Water Reservoirs: B2, Interior Painting & Cleaning	0	0	0	568,000	0
Water Reservoirs: B2, Exterior Painting & Cleaning	0	125,000	0	0	0
Water Reservoirs: New C2 and C1 Coating	400,000	0	0	0	0
Total Water	1,395,000	1,333,000	1,252,000	1,831,000	0
Wastewater (Sewer)					
65th Ave/Nyberg Trunk Line	20,000	0	0	0	0
Sewer Master Plan Update	20,000	0	0	0	0
Total Wastewater (Sewer)	40,000	0	0	0	0
TOTAL UTILITIES	1,990,000	1,744,000	1,527,000	1,831,000	150,000



GENERAL FUND	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
Atfalati Park Tennis Court Reconstruction	0	0	0	170,000	0
Citywide: Computer Server Replacement	20,000	64,000	33,000	23,000	70,000
Citywide: LED Lighting Conversion	30,000	0	0	0	0
Citywide: Microsoft Office, Adobe & Other Licenses	82,000	0	0	0	0
Citywide: Network Switches Replacement	0	85,000	0	0	0
Citywide: Phone System	0	160,000	0	0	0
Community Park: LED Retrofit Lighting - Courts	11,000	0	0	0	0
Community Park: North Drive Aisle/Boat Ramp Repair	0	95,000	0	0	0
Community Services Admin(8515) Roof Replacement	0	50,000	0	0	0
Electronic Content Management System	15,000	96,000	0	0	0
Ibach Park Playground Improvements	0	107,000	0	0	0
Juanita Pohl Center: Furniture Replacement	8,000	23,000	24,000	25,000	0
Juanita Pohl Center: Parking Lot	0	0	0	0	68,000
Juanita Pohl Center: Roof	0	0	118,000	0	0
Lafky House: Replace Roof	0	42,000	0	0	0
Library Furnishing Replacement	0	64,000	66,000	0	0
Library Self-Check Machine	0	37,000	0	0	0
Library Technology Replacement	30,000	21,000	0	0	0
Police Station: Outside Rock Walk Way	0	11,000	0	0	0
Police Station: Carpet Replacement	40,000	0	0	0	0
Police Station: HVAC Unit Replacements	0	31,000	32,000	33,000	34,000
Police Station: Parking Lot Maintenance Repair	19,000	0	0	0	0
Police Station: Roof Maintenance -Topcoat Granular	0	33,000	0	0	0
Public Arts Plan	0	16,000	0	0	0
Saum Creek Trail Improvements	0	32,000	0	0	0
Tualatin Commons Fountain Tile Repair	0	64,000	0	0	0
Van Raden Comm Center & CSAD : Exterior Paint	0	15,000	0	0	0
Van Raden Comm Center: Plumbing	14,000	0	0	0	0
Van Raden Comm Center: Replace Flooring	0	13,000	0	0	0
Van Raden Comm Center: Replace Roof	0	53,000	0	0	0
Van Raden Comm Center: Window Replacement	0	28,000	0	0	0
Vehicles	167,000	422,000	412,000	260,000	78,000
TOTAL GENERAL FUND	436,000	1,562,000	685,000	511,000	250,000



	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
BUILDING FUND - Vehicles	0	62,000	0	33,000	0
CORE AREA PKG DISTR FUND – Green/White/Blue Lots	13,000	0	0	25,000	43,000
OPERATIONS FUND					
Operations: Covered Parking Structure for Trucks	0	0	0	0	411,000
Operations: Public Parking Lot Expansion	0	53,000	0	0	0
Operations: Warehouse and Public Lot Slurry Seal	0	51,000	0	0	0
Vehicles	50,000	31,000	110,000	572,000	0
TOTAL OPERATIONS FUND	50,000	135,000	110,000	572,000	411,000
ROAD FUNDS					
Boones Ferry Rd Sidewalks	0	336,000	0	0	0
Borland Road/PGE Fill in Sidewalk Gaps	50,000	0	0	0	0
Herman Rd Widen: Tualatin Rd to Teton	50,000	0	0	0	275,000
ITS Traffic Camera Installations	50,000	0	0	0	0
Neighborhood Transportation Solutions	80,000	80,000	80,000	80,000	80,000
Traffic Signal Detection Upgrades	25,000	0	0	0	0
Transit Stop Improvements	15,000	0	0	0	0
TOTAL ROAD GAS TAX FUNDS	270,000	416,000	80,000	80,000	355,000
TRANSPORTATION DEVELOPMENT TAX FUND					
65th Ave at Sagert St: Add Traffic Signal	409,000	290,000	0	0	0
105th/Blake/108th: Design Alignment	160,000	0	0	0	0
I-5 Southbound Off Ramp at Nyberg: Remove guardrail	50,000	0	0	0	0
Myslony Bridge: west of 112th Ave	2,965,000	0	0	0	0
TOTAL TRANSPORTATION DEVELOPMENT TAX FUNDS	3,584,000	290,000	0	0	0
STORM FUND					
89th Ave/TSR Outfall	0	112,000	0	0	0
125th Ct/Herman Rd: Upgrade or Install Stormwater	0	64,000	165,000	0	0
Grahams Ferry Rd/Ibach St: Upgrade Stormwater	80,000	128,000	0	0	0
Nyberg Creek at Martinazzi Storm	200,000	0	0	0	0
Sequoia Ridge Water Quality Facility	0	0	110,000	0	0



	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
Sweek Dr/Emery Zidell Pond B	0	107,000	0	0	0
Waterford Water Quality Facility	70,000	0	0	0	0
TOTAL STORM FUND	350,000	411,000	275,000	0	0
STORM SDC FUND					
Manhasset Storm System	0	0	0	0	150,000
Storm Master Plan	205,000	0	0		0
TOTAL STORM SD FUND	205,000	0	0	0	150,000
WATER FUND					
63rd N of Boones Ferry Rd: Replace AC lines	100,000	0	0	0	0
124th St Interconnect	22,000	0	0	0	0
B Level Lines Connect to Pump Station	0	0	0	849,000	0
Blake to 115th: 12" Pipe	51,000	213,000	0	0	0
Myslony St/112th Ave Intersection: loop system	280,000	0	0	0	0
Water Main Relocation: I-5 Southbound Off Ramp	47,000	0	0	0	0
Water Main Replacement: Aging Lines	0	0	0	114,000	0
Water Reservoirs: A1, Exterior/Interior Paint/Clean	0	675,000	0	0	0
Water Reservoirs: A2, Interior Paint/Clean	0	0	330,000	0	0
Water Reservoirs: A2, Mixer & Chemical Feed System	51,000	0	0	0	0
Water Reservoirs: B2, Interior Only Painting & Cleaning	0	0	0	568,000	0
Water Reservoirs: B2, Exterior	0	125,000	0	0	0
Water Reservoirs: C2 /C1	400,000	0	0	0	0
TOTAL WATER FUND	951,000	1,013,000	330,000	1,531,000	0
WATER SDC FUND					
B Level Lines Connect to Pump Station	0	320,000	922,000	300,000	0
Blake to 115th: 12" Pipe	149,000				0
Myslony St/112th Ave Intersection: loop system	180,000	0	0	0	0
Water Master Plan Update and Rate Study	115,000		0	0	
TOTAL WATER SDC FUND	444,000	320,000	922,000	300,000	0
WASTEWATER (SEWER) FUND					
65th Ave/Nyberg Trunk Line	20,000	0	0	0	0
WASTEWATER (SEWER) SDC FUND					
Sewer Master Plan Update	20,000	0	0	0	0



GRANTS					
Citywide: LED Lighting Conversion -	14,000	0	0	0	0
Community Park: LED Retrofit Lighting - Courts	4,000	0			0
Juanita Pohl Center: Kitchen Design & Renovation	0	217,000	0	0	0
TOTAL GRANT FUNDED	18,000	217,000	0	0	0
PRIVATE DONATIONS/DEVELOPMENT					
Myslony Bridge: west of 112th Ave	200,000	0	0	0	0
Community Park: LED Lighting Retrofit Courts	5,000	0	0	0	0
TOTAL PRIVATE DONATIONS/DEVELOPMENT	205,000	0	0	0	0
UNDETERMINED FUND: THS Synthetic Field		533,000	0	0	0

TOTAL PROJECT VALUE BY FUNDING SOURCE

FUND	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21	TOTAL
GENERAL FUND	436,000	1,562,000	685,000	511,000	250,000	3,444,000
BUILDING FUND	0	62,000	0	33,000	0	95,000
CORE AREA PARKING DISTR FUND	13,000	0	0	25,000	43,000	81,000
OPERATIONS FUND	50,000	135,000	110,000	572,000	411,000	1,278,000
ROAD FUND	270,000	416,000	80,000	80,000	355,000	1,201,000
TRANSPORTATION DEV TAX	3,584,000	290,000	0	0	0	3,874,000
STORM FUND	350,000	411,000	275,000	0	0	1,036,000
STORM SDC FUND	205,000	0	0	0	150,000	355,000
WATER FUND	951,000	1,013,000	330,000	1,531,000	0	3,825,000
WATER SDC FUND	444,000	320,000	922,000	300,000	0	1,986,000
WASTEWATER (SEWER) FUND	20,000	0	0	0	0	20,000
WASTEWATER (SEWER) SDC FUND	20,000	0	0	0	0	20,000
GRANTS	18,000	217,000	0	0	0	235,000
PRIVATE DONATIONS/DEV	205,000	0	0	0	0	205,000
UNDETERMINED FUND	0	533,000	0	0	0	533,000
TOTAL PROJECTS	6,566,000	4,959,000	2,402,000	3,052,000	1,209,000	18,188,000



FACILITIES & EQUIPMENT

This section of the CIP includes all buildings and structures the City owns and manages with the exception of structures located in City parks or open spaces, such as accessory buildings and restrooms. Parks related facilities are included in the Parks & Recreation section of the CIP.

Equipment and Fleet needs are also captured in this category.

FUNDING SOURCES:

General Fund
 Special Revenue Funds: Water, Sewer, Street
 Core Area Parking District Fund
 Operations Fund

IN THIS CATEGORY ARE:

Projects necessary to avoid equipment failure or potential property damage and to maintain the current level of services.

	FY16/17	FY17/18	FY18/19	FY19/20	FY20/21
FACILITIES AND EQUIPMENT					
City Wide: LED Lighting Retrofit	44,000	0	0	0	0
Community Services Admin Roof Replacement	0	50,000	0	0	0
Core Area Pkg Maintenance: Green/White/Blue Lots	13,000	0	0	25,000	43,000
Lafky House: Replace Roof	0	42,000	0	0	0
Library Furnishing Replacement	0	64,000	66,000	0	0
Operations: Covered Parking Structure for Trucks	0	0	0	0	411,000
Operations: Public Parking Lot Expansion	0	53,000	0	0	0
Operations: Slurry Seal Public & Warehouse Lot	0	51,000	0	0	0
Police Station: Carpet Replacement	40,000	0	0	0	0
Police Station: HVAC Unit Replacements	0	31,000	32,000	33,000	34,000
Police Station: Outside Rock Walkway	0	11,000	0	0	0
Police Station: Parking Lot Maintenance Repair	19,000	0	0	0	0
Police Station: Roof Maintenance -Topcoat Granular	0	33,000	0	0	0
Vehicles	217,000	515,000	522,000	865,000	78,000
TOTAL FACILITIES & EQUIPMENT	333,000	850,000	620,000	923,000	566,000



AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON



City of Tualatin
Fiscal Year 2016 - 2017
Proposed Budget - Tualatin Development Commission

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	24,961	35,466	61,725	65,400
Transfers	166,520	134,720	87,070	86,260
Capital Outlay	167,173	704,976	177,565	275,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	5,154,360	4,304,446	3,810,360	3,735,095
Total Requirements	\$ 5,513,014	\$ 5,179,608	\$ 4,136,720	\$ 4,161,755



Community Development: Economic Development Division

The Economic Development Division is the face of the City for the business community. Economic Development's responsibility is to provide new and existing businesses with direct assistance through the permit process and access to local, regional, and statewide resources. The Division is guided by the Economic Strategic Plan which was developed by a cross-section of the local business community. 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 2015/2016

- Visited over 50 local businesses as part of the ongoing business retention program.
- Worked with Ride Connection and Tri-Met to improve bus service for Tualatin's workforce. A new bus line (97) on Tualatin-Sherwood Road is expected to begin service in 2016.
- Engaged the community regarding our local economy through regular communication and a newsletter.
- Coordinated with the Chamber of Commerce, Commercial Citizen Involvement Organization, and Westside Economic Alliance.
- Supported the Mayor as the Small Cities representative on the Greater Portland, Inc. Board of Directors.
- Supported state and regional business recruitment efforts.
- Improved marketing materials to attract future employers.

Summary

Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 165,335
Funding Source	Urban Renewal Funds

- Provided assistance to local businesses and developers through the development review and permitting process.

Goals for FY 2016/2017

- Continue to visit local businesses with the goal to visit 50 businesses in 2016/2017.
- Partner with local and regional organizations to support an entrepreneurship program.
- Engage the community regarding our local economy through involvement with various groups and communicating with the community.
- Support the Mayor as the Small Cities representative on the Greater Portland, Inc. Board of Directors.
- Provide assistance to local business and developers through the development review and permitting process.
- Create a recruitment program for companies in the targeted business clusters through independent efforts as well as collaborative work with local, regional, and state partnerships.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Fund Balance	287,236.67	264,429.10	0.00	0.00
FUND BALANCE	287,236.67	264,429.10	0.00	0.00
Beginning Fund Balance	0.00	0.00	162,720.00	164,510.00
BEGINNING FUND BALANCE	0.00	0.00	162,720.00	164,510.00
Interest on Investments	1,466.34	1,281.55	815.00	825.00
INVESTMENT EARNINGS	1,466.34	1,281.55	815.00	825.00
Other Misc Income	686.90	0.00	0.00	0.00
MISCELLANEOUS	686.90	0.00	0.00	0.00
TDC ADMIN FUND	<u>289,389.91</u>	<u>265,710.65</u>	<u>163,535.00</u>	<u>165,335.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Office Supplies	57.36	46.15	500.00	500.00
Printing & Postage	91.50	0.00	500.00	500.00
Photographic Supplies	0.00	0.00	100.00	100.00
Recording Fees	0.00	0.00	500.00	500.00
Audit	7,591.09	7,796.09	10,000.00	10,000.00
Consultants	3,142.40	1,052.77	20,000.00	20,000.00
Insurance	2,707.29	4,094.81	4,025.00	4,200.00
Tri-Met Employee Tax	0.00	0.00	0.00	0.00
Conferences & Meetings	1,351.65	3,430.55	2,000.00	5,500.00
Membership Dues	1,302.50	2,563.25	6,500.00	6,500.00
Publication, Rpt, Ref Matl	0.00	64.00	500.00	500.00
Administrative Expense	0.00	0.00	500.00	500.00
Economic Development Expense	7,734.49	13,944.81	13,000.00	13,000.00
Advertising - Informational	479.64	1,895.86	3,000.00	3,000.00
Advertising - Recruitment	0.00	0.00	0.00	0.00
Advertising - Promotional	0.00	0.00	0.00	0.00
Bank Fees	502.89	577.95	600.00	600.00
R&M - Vehicles	0.00	0.00	0.00	0.00
R&M - Equipment	0.00	0.00	0.00	0.00
MATERIALS & SERVICES	24,960.81	35,466.24	61,725.00	65,400.00
Equipment & Furnishings	0.00	0.00	7,000.00	0.00
CAPITAL OUTLAY	0.00	0.00	7,000.00	0.00
Contingency	0.00	0.00	94,810.00	99,935.00
CONTINGENCY & RESERVES	0.00	0.00	94,810.00	99,935.00
TDC ADMIN FUND	24,960.81	35,466.24	163,535.00	165,335.00



Central Urban Renewal District Project Fund

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

Summary	
Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 125,000
Funding Source	Urban Renewal Funds

Highlights of FY 2015/2016

- Completed Library parking lot and improvements.
- Completed an environmental clean-up and monitoring of the CURD-owned Hanegan site located at the northwest corner of Nyberg Street and Boones Ferry Road.

Goals for FY 2016/2017

- Work with the TDC to prioritize remaining CURD funds.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	1,054,053.49	880,738.66	120,505.00	123,900.00
BEGINNING FUND BALANCE	1,054,053.49	880,738.66	120,505.00	123,900.00
Interest on Investments	5,932.66	3,323.08	60.00	1,100.00
INVESTMENT EARNINGS	5,932.66	3,323.08	60.00	1,100.00
Sale of Capital Assets	0.00	0.00	0.00	0.00
OTHER FINANCING SOURCES	0.00	0.00	0.00	0.00
CURD PROJECTS FUND	<u>1,059,986.15</u>	<u>884,061.74</u>	<u>120,565.00</u>	<u>125,000.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Projects Administration	7,775.78	2,958.62	0.00	0.00
Projects Professional Svc	69,546.71	14,638.10	0.00	0.00
Projects Construction	40,000.00	666,403.54	0.00	0.00
Fund Projects	0.00	0.00	120,565.00	125,000.00
CAPITAL OUTLAY	117,322.49	684,000.26	120,565.00	125,000.00
Transfers Out - General Fund	61,925.00	80,180.04	0.00	0.00
TRANSFERS OUT	61,925.00	80,180.04	0.00	0.00
Contingency	0.00	0.00	0.00	0.00
General Account Reserve	0.00	0.00	0.00	0.00
CONTINGENCY & RESERVES	0.00	0.00	0.00	0.00
CURD PROJECTS FUND	<u>179,247.49</u>	<u>764,180.30</u>	<u>120,565.00</u>	<u>125,000.00</u>



Leveton Tax Increment District Project Fund

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

Summary

Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 3,871,420
Funding Source	Leveton Projects Fund

Highlights of FY 2015/2016

- Continued wetland monitoring and reporting for Herman Road and Leveton Drive.

Goals for FY 2016/2017

- Rebuild Herman Road wetlands area and continue monitoring program.
- Continue wetland monitoring and reporting for Leveton Drive.
- Work with the TDC to prioritize remaining LTID funds.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Fund Balance	-4,141,623.23	-4,009,192.32	0.00	0.00
FUND BALANCE	-4,141,623.23	-4,009,192.32	0.00	0.00
Beginning Fund Balance	0.00	0.00	3,833,450.00	3,836,420.00
BEGINNING FUND BALANCE	0.00	0.00	3,833,450.00	3,836,420.00
Interest on Investments	22,015.24	20,642.36	19,170.00	35,000.00
INVESTMENT EARNINGS	22,015.24	20,642.36	19,170.00	35,000.00
Transfer In - Gas Tax Fund	0.00	0.00	0.00	0.00
TRANSFERS IN	0.00	0.00	0.00	0.00
LEVETON PROJECTS FUND	<u>4,163,638.47</u>	<u>4,029,834.68</u>	<u>3,852,620.00</u>	<u>3,871,420.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Projects Administration	248.68	0.00	0.00	0.00
Projects Professional Svc	49,602.47	20,976.31	0.00	0.00
Projects Construction	0.00	0.00	0.00	0.00
Fund Projects	0.00	0.00	50,000.00	150,000.00
CAPITAL OUTLAY	49,851.15	20,976.31	50,000.00	150,000.00
Transfers Out - General Fund	104,595.00	54,540.00	87,070.00	86,260.00
TRANSFERS OUT	104,595.00	54,540.00	87,070.00	86,260.00
Contingency	0.00	0.00	15,925.00	35,440.00
General Account Reserve	0.00	0.00	3,699,625.00	3,599,720.00
CONTINGENCY & RESERVES	0.00	0.00	3,715,550.00	3,635,160.00
LEVETON PROJECTS FUND	<u>154,446.15</u>	<u>75,516.31</u>	<u>3,852,620.00</u>	<u>3,871,420.00</u>



Statement of Financial Policies

The purpose of this section of the budget is to present the Financial Policies that the City of Tualatin utilizes to carry out its goals and objectives, while managing a fiscally responsible budget. The City's current policies and procedures, that are utilized for budgeting and managing the City's financial resources, are derived through regulatory requirements and/or industry recommended practices. The City's Finance Department will be creating a Financial Policies Manual, which will be presented to the City Council during the 2016/2017 fiscal year.

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 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, and identify acceptable and unacceptable courses of action, while providing a standard against which our fiscal performance can be judged.

A Financial Policy also establishes 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.

Goal

The goal of the City's Financial Policy is to provide a blueprint for:

- Providing financial stability and ensure the financial integrity of City operations.
- Providing guidelines for the Mayor and City Council, Budget Committee members, and staff as they implement the policies.

- Ensuring continued value of services into the future.
- Operating within available means and with optimal levels of debt.
- Ensuring accountability, transparency and understanding.
- Managing risks to financial condition.
- Complying with federal, state, and local legal and reporting requirements.
- Reviewing policies regularly to ensure that they are current.

I. General Policies

1. The organization will carry out the City Council's goals, objectives and policies and assist the Council and management by providing accurate financial information.
2. Maintain adequate reserves for all known liabilities.
3. Economic development efforts will be initiated to create job opportunities and strengthen the local economy.
4. Staff will seek out, apply for and effectively administer federal, state and foundation grants to assist in funding the City's current priorities and policy objectives.
5. Efforts will be coordinated with other governmental agencies to achieve common policy objectives, share the cost of providing governmental services on an equitable basis and support favorable legislation at the state and federal level.
6. The City will continue to strive to improve the productivity of its programs and employees.
7. Comply with mandates, laws and regulations while adhering to the highest standards of financial management and reporting practices as set by the Government Finance Officers Association (GFOA), the Governmental Accounting Standards Board (GASB) and other professional standards.



II. Operating Budget

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

1. The City shall prepare the budget with participation by all departments.
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. Long-term debt or bond financing shall only be used for capital purposes and not to finance current operations.
6. Budget meetings will be advertised/posted in required publications and on the City website.
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 law.

III. Revenue Policies

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. The City will establish user fees at levels related to the cost of providing a service, and will review the charges/fees on an established periodic basis.
2. The City will follow an aggressive policy of collecting revenues.
3. The City will try to maintain a diversified and stable revenue system to shelter it from short-run fluctuations in any one source.
4. The City will consider market rates and charges levied by other municipalities of similar size for like services in establishing rates, fees and charges.
5. Enterprise and Internal Service operations will be self-supporting.
6. Dedicated revenue streams may only be used for the purpose for which they are collected.
7. All revenue forecasts shall be conservative.

IV. Expenditure Policies

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

1. A Purchasing Policy will be provided to all departments that provide purchasing guidelines which are in compliance with State law.
2. Expenditures will be budgeted and managed to not exceed current revenues.
3. Each department will be responsible for administration of their department's budget.
4. 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.
5. Staff shall make every effort to maximize any discounts offered by vendors, and use competitive bidding and/or Cooperative Procurement Programs when considering purchases.



V. Capital Improvement Plan Policy

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

1. The City will adopt a 5 year Capital Improvement Plan (CIP) for capital improvements, update it annually and make all capital improvements in accordance with the plan.
2. Operating expenditures will be programmed into the CIP for each project, and projects will include the need, scope of work, total cost estimates, and future operating and maintenance costs.
3. 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.
4. Each year, a 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.

VI. Investment Policies

Invest 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.

VII. Contingency and Reserve Policy

To ensure that the City maintain 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 shall 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 nonrecurring 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 line through Council Resolution or a supplemental budget. The City shall maintain minimum contingency amounts for the following funds:
 - General Fund – 15% of total appropriations
 - Building, Operations and all Utility Funds – 15% of operational requirements
 - 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) 294.398. The City should maintain the following Unappropriated Fund Balances:
 - 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.
 - Building Fund – “net” balance of building related fees, as per ORS 455.210.



1. Other individual funds may have contingency or reserve requirements set by the Tualatin Municipal Code, State Statutes, Bond Covenants or other legally binding documents.
2. 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.

VIII. Capital Asset Management Policies

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

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

IX. Accounting, Auditing & Financial Reporting Policies

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 independent audit will be performed annually.
5. The City will prepare a Comprehensive Annual Financial Report (CAFR) and submit it 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.

X. 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. All bond issuances, promissory notes, and capital leases will be authorized by the City Council.
3. The City will strive to maintain its high bond rating, and will receive credit ratings on all its bond issues.
4. The City will confine long-term borrowing to capital improvements.
5. The City will follow a policy of full disclosure on every financial report and bond prospectus.
6. The City shall ensure that its debt margins are within the 3% TCV (true cash value) limitation as set forth in ORS 287.004.
7. The City will use voter-approved general obligation debt to fund general-purpose public improvements that cannot be financed from current revenues.





		Fiscal Year			
		2013/2014	2014/2015	2015/2016	2016/2017
<u>GENERAL FUND</u>					
<u>Administration</u>					
City Manager	1.00	1.00	1.00	1.00	1.00
Human Resources Director	1.00	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00	0.00
Assistant to the City Manager	0.00	0.00	0.00	0.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	0.00	1.00	1.00	1.00	0.00
Office Assistant	1.00	1.00	1.00	1.00	2.00
Volunteer Coordinator	0.75	0.00	0.50	0.75	0.75
Volunteer Specialist	0.50	0.50	0.00	0.00	0.00
Deputy City Recorder	1.00	1.00	1.00	1.00	1.00
Total	7.25	7.50	7.50	7.75	7.75
<u>Finance</u>					
Finance Director	1.00	1.00	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00	1.00
Accounting Technician	4.00	4.00	4.00	4.00	4.00
Office Assistant	1.00	1.00	1.00	1.00	1.00
Total	9.00	9.00	9.00	9.00	9.00
<u>Court</u>					
Court Administrator	1.00	1.00	1.00	1.00	1.00
Court Clerk	3.00	3.00	3.00	3.00	3.00
	4.00	4.00	4.00	4.00	4.00
<u>Legal</u>					
City Attorney	1.00	1.00	1.00	1.00	1.00
Legal Assistant	0.00	0.00	1.00	1.00	1.00
Paralegal	0.60	0.60	0.00	0.00	0.00
Total	1.60	1.60	2.00	2.00	2.00
<u>Information Services</u>					
Information Services Manager	1.00	1.00	1.00	0.00	0.00
Information Services Director	0.00	0.00	0.00	1.00	1.00
Network Administrator	1.00	1.00	1.00	1.00	1.00
Desktop Support Technician	1.00	1.00	1.00	1.00	1.00
GIS Coordinator	1.00	1.00	1.00	1.00	1.00
GIS Technician	1.00	1.00	1.00	1.00	1.00
Total	5.00	5.00	5.00	5.00	5.00
<u>Community Development-Planning</u>					
Planning Manager	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
Associate Planner	0.50	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Office Coordinator	0.75	0.75	0.75	0.75	0.75
Economic Development Program Manager	1.00	1.00	1.00	1.00	1.00
Total	5.25	5.75	5.75	5.75	5.75

	Fiscal Year			
	2013/2014	2014/2015	2015/2016	2016/2017
<u>Community Development - Engineering</u>				
Assistant City Manager	1.00	1.00	1.00	1.00
City Engineer	0.00	0.00	1.00	1.00
Engineering Manager	1.00	1.00	0.00	0.00
Management Analyst II	1.00	1.00	1.00	2.00
Program Coordinator	1.00	1.00	1.00	0.00
Engineering Tech II	3.00	2.00	2.00	2.00
Project Engineer	1.00	1.00	1.00	1.00
Engineering Associate	1.00	2.00	2.00	2.00
Office Coordinator	1.00	1.00	1.00	1.00
	10.00	10.00	10.00	10.00
<u>Police</u>				
Chief	1.00	1.00	1.00	1.00
Office Coordinator	1.00	1.00	1.00	1.00
Captain	2.00	2.00	2.00	2.00
Lieutenant	1.00	1.00	1.00	1.00
Sergeant	5.00	5.00	5.00	5.00
Police Officer	29.00	29.00	29.00	29.00
Community Service Officer	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
Business Systems & Data Analyst	0.00	0.00	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
Parking Enforcement Attendant	0.50	0.00	0.00	0.00
	46.50	46.00	47.00	47.00
<u>Community Services</u>				
Community Services Director	1.00	1.00	1.00	1.00
Parks & Recreation Manager	1.00	1.00	1.00	1.00
Recreation Supervisor	0.00	0.00	1.00	1.00
Recreation Program Specialist	1.50	1.50	0.50	0.50
Office Coordinator	1.00	1.00	1.00	1.00
Management Analyst II	0.875	1.00	1.00	1.00
Juanita Pohl Center Supervisor	1.00	1.00	1.00	1.00
Program Specialist	0.00	0.00	1.00	1.00
Library Manager	1.00	1.00	1.00	1.00
Public Services Supervisor	1.00	1.00	1.00	1.00
Support Services Supervisor	1.00	1.00	1.00	1.00
Public Services Assistant	1.00	2.00	2.00	2.40
Librarian I	1.00	0.00	0.00	0.75
Librarian II	3.00	4.00	4.00	4.00
Library Program Specialistt	1.00	1.00	1.00	1.00
Senior Library Assistant	1.00	0.00	0.00	0.00
Library Assistant	6.00	6.00	6.00	6.00
Office Assistant	0.00	1.00	0.00	0.00
Volunteer Coordinator	0.00	0.00	1.00	1.00
Volunteer Specialist	1.00	1.00	0.00	0.00
	23.375	24.50	24.50	25.65



	Fiscal Year			
	2013/2014	2014/2015	2015/2016	2016/2017
<u>Public Works Administration</u>				
Public Works Director	0.00	0.00	0.00	1.00
Program Coordinator	0.00	0.00	0.00	1.00
Office Coordinator	0.00	0.00	0.00	1.00
Warehouse/Inventory Control Technician	0.00	0.00	0.00	1.00
Office Assistant	0.00	0.00	0.00	0.60
	0.00	0.00	0.00	4.60
<u>Fleet</u>				
Maintenance Services Manager	0.50	0.50	0.50	0.50
Fleet Technician I	1.50	1.50	1.50	1.50
	2.00	2.00	2.00	2.00
<u>Building Maintenance</u>				
Maintenance Services Manager	0.50	0.50	0.50	0.50
Facilities Maintenance Technician	1.50	1.50	1.50	1.50
Operations Maintenance Technician	0.00	0.50	1.00	1.00
	2.00	2.50	3.00	3.00
<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
Volunteer Specialist	0.00	0.00	0.00	0.00
	9.00	9.00	9.00	9.00
TOTAL GENERAL FUND	124.975	126.85	128.75	134.75

BUILDING FUND

Building Official	1.00	1.00	1.00	1.00
Building Inspector II	3.00	4.00	4.00	4.00
Permit Coordinator	1.00	1.00	1.00	1.00
Permit Technician	0.00	0.00	0.50	1.00
Office Assistant	0.00	0.00	0.50	0.00
TOTAL BUILDING FUND	5.00	6.00	7.00	7.00

OPERATIONS FUND

Public Works Director	1.00	1.00	1.00	0.00
Program Coordinator	1.00	1.00	1.00	0.00
Office Coordinator	1.00	1.00	1.00	0.00
Management Analyst II	0.00	0.00	1.00	0.00
Warehouse/Inventory Control Technician	1.00	1.00	1.00	0.00
Office Assistant	0.75	0.75	0.60	0.00
Water Division Manager	1.00	1.00	1.00	0.00
Street & Sewer Manager	1.00	1.00	1.00	0.00
Utility Technician II	5.00	5.00	5.00	0.00
Utility Technician I	4.00	4.00	5.00	0.00
Operations Maintenance Technician	0.00	0.50	0.00	0.00
TOTAL OPERATIONS FUND	15.75	16.25	17.60	0.00



	Fiscal Year			
	2013/2014	2014/2015	2015/2016	2016/2017
<u>WATER OPERATING FUND</u>				
Water Division Manager	0.00	0.00	0.00	1.00
Management Analyst II	0.00	0.00	0.00	0.50
Utility Technician II	0.00	0.00	0.00	3.00
Utility Technician I	0.00	0.00	0.00	2.00
TOTAL WATER OPERATING FUND	0.00	0.00	0.00	6.50
<u>SEWER OPERATING FUND</u>				
Street & Sewer Manager	0.00	0.00	0.00	0.50
Management Analyst II	0.00	0.00	0.00	0.25
Utility Technician II	0.00	0.00	0.00	1.00
Utility Technician I	0.00	0.00	0.00	2.00
TOTAL SEWER OPERATING FUND	0.00	0.00	0.00	3.75
<u>ROAD OPERATING FUND</u>				
Street & Sewer Manager	0.00	0.00	0.00	0.50
Management Analyst II	0.00	0.00	0.00	0.25
Utility Technician II	0.00	0.00	0.00	1.00
Utility Technician I	0.00	0.00	0.00	1.00
TOTAL ROAD OPERATING FUND	0.00	0.00	0.00	2.75
GRAND TOTAL - ALL FUNDS	145.725	149.10	153.35	154.75

FY 2015/16 SALARY SCHEDULE
EFFECTIVE 12/11/2015
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
O4	<i>Parking Enforcement Att.</i>	Hourly Annual	14.44 30,035.20	14.86 30,908.80	15.31 31,844.80	15.78 32,822.40	16.25 33,800.00	16.74 34,819.20	17.24 35,859.20	17.76 36,940.80	18.29 38,043.20
O5	Vacant	Hourly Annual	15.57 32,385.60	16.04 33,363.20	16.52 34,361.60	17.01 35,380.80	17.52 36,441.60	18.05 37,544.00	18.59 38,667.20	19.16 39,852.80	19.73 41,038.40
O6	Library Assistant Office Assistant I Operations Maintenance Tech	Hourly Annual	16.34 33,987.20	16.83 35,006.40	17.34 36,067.20	17.86 37,148.80	18.40 38,272.00	18.95 39,416.00	19.52 40,601.60	20.11 41,828.80	20.72 43,097.60
O7	Vacant	Hourly Annual	17.15 35,672.00	17.66 36,732.80	18.20 37,856.00	18.74 38,979.20	19.31 40,164.80	19.88 41,350.40	20.48 42,598.40	21.11 43,908.80	21.73 45,198.40
O8	Office Assistant II <i>Senior Library Asst.</i>	Hourly Annual	18.00 37,440.00	18.55 38,584.00	19.10 39,728.00	19.69 40,955.20	20.27 42,161.60	20.88 43,430.40	21.52 44,761.60	22.16 46,092.80	22.82 47,465.60
O9	Court Clerk Police Service Tech Public Service Assistant Utility Tech I <i>Volunteer Specialist</i>	Hourly Annual	18.92 39,353.60	19.48 40,518.40	20.07 41,745.60	20.67 42,993.60	21.29 44,283.20	21.94 45,635.20	22.60 47,008.00	23.27 48,401.60	24.00 49,920.00
O10	Engineering Tech I Park Maintenance Tech I Warehouse/Inv Ctrl Tech	Hourly Annual	20.17 41,953.60	20.78 43,222.40	21.39 44,491.20	22.05 45,864.00	22.70 47,216.00	23.37 48,609.60	24.09 50,107.20	24.80 51,584.00	25.56 53,164.80
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 Annual	21.34 44,387.20	21.97 45,697.60	22.64 47,091.20	23.30 48,464.00	24.04 50,003.20	24.74 51,459.20	25.51 53,060.80	26.25 54,600.00	27.06 56,284.80
O12	Facilities Maint Tech Fleet Service Tech I GIS Technician Permit Coordinator	Hourly Annual	22.40 46,592.00	23.09 48,027.20	23.76 49,420.80	24.50 50,960.00	25.21 52,436.80	25.99 54,059.20	26.74 55,619.20	27.57 57,345.60	28.38 59,030.40



**FY 2015/16 SALARY SCHEDULE
EFFECTIVE 12/11/2015
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
O13	Assistant Planner	Hourly	23.54	24.23	24.98	25.70	26.48	27.27	28.10	28.93	29.80
	Community Serv Officer Librarian I	Annual	48,963.20	50,398.40	51,958.40	53,456.00	55,078.40	56,721.60	58,448.00	60,174.40	61,984.00
O14	Accountant	Hourly	24.98	25.70	26.48	27.27	28.10	28.93	29.80	30.69	31.61
	<i>Building Inspector I</i> Engineering Tech II Fleet Service Tech II <i>GIS Coordinator</i> Librarian II	Annual	51,958.40	53,456.00	55,078.40	56,721.60	58,448.00	60,174.40	61,984.00	63,835.20	65,748.80
O15	Associate Planner	Hourly	26.53	27.30	28.14	28.97	29.84	30.73	31.65	32.60	33.58
		Annual	55,182.40	56,784.00	58,531.20	60,257.60	62,067.20	63,918.40	65,832.00	67,808.00	69,846.40
O16	Building Inspector II	Hourly	27.82	28.67	29.53	30.41	31.32	32.27	33.23	34.23	35.25
	Engineering Associate	Annual	57,865.60	59,633.60	61,422.40	63,252.80	65,145.60	67,121.60	69,118.40	71,198.40	73,320.00
O17	Vacant	Hourly	29.83	30.72	31.64	32.59	33.57	34.58	35.63	36.69	37.79
		Annual	62,046.40	63,897.60	65,811.20	67,787.20	69,825.60	71,926.40	74,110.40	76,315.20	78,603.20
O18	Project Engineer	Hourly	31.31	32.26	33.22	34.22	35.25	36.30	37.39	38.50	39.67
	Senior Planner	Annual	65,124.80	67,100.80	69,097.60	71,177.60	73,320.00	75,504.00	77,771.20	80,080.00	82,513.60
M4	<i>Management Analyst I</i>	Hourly	23.68	24.38	25.13	25.86	26.65	27.45	28.26	29.11	30.00
		Annual	49,254.40	50,710.40	52,270.40	53,788.80	55,432.00	57,096.00	58,780.80	60,548.80	62,400.00
M5	Desktop Support Technician	Hourly	24.62	25.34	26.12	26.88	27.70	28.54	29.38	30.26	31.17
		Annual	51,209.60	52,707.20	54,329.60	55,910.40	57,616.00	59,363.20	61,110.40	62,940.80	64,833.60
M6	Business Systems & Data Analyst	Hourly	25.85	26.64	27.44	28.25	29.10	29.98	30.88	31.80	32.76
	Deputy City Recorder Management Analyst II Program Coordinator	Annual	53,768.00	55,411.20	57,075.20	58,760.00	60,528.00	62,358.40	64,230.40	66,144.00	68,140.80
M8	Information Tech Coordinator	Hourly	28.50	29.35	30.22	31.13	32.08	33.04	34.03	35.06	36.11
		Annual	59,280.00	61,048.00	62,857.60	64,750.40	66,726.40	68,723.20	70,782.40	72,924.80	75,108.80
M10	Network Administrator	Hourly	31.40	32.32	33.30	34.30	35.32	36.39	37.49	38.62	39.77
		Annual	65,312.00	67,225.60	69,264.00	71,344.00	73,465.60	75,691.20	77,979.20	80,329.60	82,721.60
M13	Econ Development Prog Mgr	Hourly	35.36	36.41	37.51	38.64	39.81	40.99	42.22	43.49	44.79
		Annual	73,548.80	75,732.80	78,020.80	80,371.20	82,804.80	85,259.20	87,817.60	90,459.20	93,163.20

* italicized positions are not filled.



FY 2015/16 SALARY SCHEDULE
EFFECTIVE 7/1/2015

POLICE

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	26.29	27.34	28.43	29.57	30.75	31.98	33.26	34.59	n/a
		Annual	54,683.20	56,867.20	59,134.40	61,505.60	63,960.00	66,518.40	69,180.80	71,947.20	n/a
Non-Exempt Police Mgmt 4% Steps											
P2	Police Sergeant	Hourly	32.95	34.28	35.65	37.08	38.58	40.11	41.72	43.38	45.11
		Annual	68,536.00	71,302.40	74,152.00	77,126.40	80,246.40	83,428.80	86,777.60	90,230.40	93,828.80
Exempt Police Management 3% Steps											
P3	Police Lieutenant	Hourly	43.63	44.93	46.28	47.69	49.11	50.57	52.10	53.66	55.27
		Annual	90,750.40	93,454.40	96,262.40	99,195.20	102,148.80	105,185.60	108,368.00	111,612.80	114,961.60
P4	Police Captain	Hourly	47.98	49.43	50.92	52.46	54.02	55.64	57.30	59.02	60.81
		Annual	99,798.40	102,814.40	105,913.60	109,116.80	112,361.60	115,731.20	119,184.00	122,761.60	126,484.80
DM5	Police Chief	Hourly	55.06	56.70	58.40	60.15	61.95	63.82	65.73	67.71	69.73
		Annual	114,524.80	117,936.00	121,472.00	125,112.00	128,856.00	132,745.60	136,718.40	140,836.80	145,038.40



**FY 2015/16 SALARY SCHEDULE
EFFECTIVE 12/11/2015**

EXEMPT MANAGEMENT

Grade	Title	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
DMA1	<i>Special Projects Manager</i>	Hourly Annual	31.15 64,792.00	32.10 66,768.00	33.06 68,764.80	34.05 70,824.00	35.07 72,945.60	36.13 75,150.40	37.21 77,396.80	38.33 79,726.40	41.59 86,507.20
M12	Park & Recreation Manager Assistant to the City Manager	Hourly Annual	33.66 70,012.80	34.68 72,134.40	35.72 74,297.60	36.79 76,523.20	37.91 78,852.80	39.04 81,203.20	40.20 83,616.00	41.41 86,132.80	42.66 88,732.80
M13	Planning Manager	Hourly Annual	35.36 73,548.80	36.41 75,732.80	37.51 78,020.80	38.64 80,371.20	39.81 82,804.80	40.99 85,259.20	42.22 87,817.60	43.49 90,459.20	44.79 93,163.20
M14	Building Official <i>Civil Engineer</i> Library Manager	Hourly Annual	37.13 77,230.40	38.25 79,560.00	39.39 81,931.20	40.57 84,385.60	41.78 86,902.40	43.04 89,523.20	44.32 92,185.60	45.65 94,952.00	47.02 97,801.60
M15	Engineering Manager City Engineer	Hourly Annual	39.91 83,012.80	41.11 85,508.80	42.33 88,046.40	43.61 90,708.80	44.93 93,454.40	46.27 96,241.60	47.64 99,091.20	49.07 102,065.60	50.53 105,102.40
DM1	Community Services Director Human Resources Director Information Systems Manager	Hourly Annual	43.05 89,544.00	44.36 92,268.80	45.69 95,035.20	47.04 97,843.20	48.46 100,796.80	49.92 103,833.60	51.41 106,932.80	52.94 110,115.20	54.55 113,464.00
DM2	Finance Director Public Works Director	Hourly Annual	45.58 94,806.40	46.96 97,676.80	48.37 100,609.60	49.84 103,667.20	51.32 106,745.60	52.86 109,948.80	54.44 113,235.20	56.07 116,625.60	57.77 120,161.60
DM3	Vacant	Hourly Annual	48.52 100,921.60	49.98 103,958.40	51.48 107,078.40	53.02 110,281.60	54.63 113,630.40	56.26 117,020.80	57.94 120,515.20	59.67 124,113.60	61.47 127,857.60
DM4	Assistant City Manager City Attorney <i>Community Development Director</i>	Hourly Annual	49.86 103,708.80	51.34 106,787.20	52.88 109,990.40	54.46 113,276.80	56.11 116,708.80	57.80 120,224.00	59.52 123,801.60	61.30 127,504.00	63.14 131,331.20
DM5	Police Chief	Hourly Annual	55.06 114,524.80	56.70 117,936.00	58.40 121,472.00	60.15 125,112.00	61.95 128,856.00	63.82 132,745.60	65.73 136,718.40	67.71 140,836.80	69.73 145,038.40

* italicized positions are not filled.



Appendix

salary schedule - non-exempt management

FY 2015/16 SALARY SCHEDULE EFFECTIVE 12/11/2015

NON EXEMPT MANAGEMENT EMPLOYEES

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
M2	Legal Assistant	Hourly Annual	21.36 44,428.80	21.99 45,739.20	22.66 47,132.80	23.33 48,526.40	24.04 50,003.20	24.75 51,480.00	25.50 53,040.00	26.26 54,620.80	27.05 56,264.00
M3	Vacant	Hourly Annual	22.49 46,779.20	23.17 48,193.60	23.86 49,628.80	24.59 51,147.20	25.32 52,665.60	26.08 54,246.40	26.86 55,868.80	27.66 57,532.80	28.50 59,280.00
M4	Vacant	Hourly Annual	23.68 49,254.40	24.38 50,710.40	25.13 52,270.40	25.86 53,788.80	26.65 55,432.00	27.45 57,096.00	28.26 58,780.80	29.11 60,548.80	30.00 62,400.00
M5	<i>Recreation Coordinator</i>	Hourly Annual	24.62 51,209.60	25.34 52,707.20	26.12 54,329.60	26.88 55,910.40	27.70 57,616.00	28.54 59,363.20	29.38 61,110.40	30.26 62,940.80	31.17 64,833.60
M6	Court Administrator Human Resources Analyst Paralegal	Hourly Annual	25.85 53,768.00	26.64 55,411.20	27.44 57,075.20	28.25 58,760.00	29.10 60,528.00	29.98 62,358.40	30.88 64,230.40	31.80 66,144.00	32.76 68,140.80
M7	Recreation Supervisor	Hourly Annual	27.12 56,409.60	27.94 58,115.20	28.78 59,862.40	29.64 61,651.20	30.53 63,502.40	31.45 65,416.00	32.38 67,350.40	33.35 69,368.00	34.35 71,448.00
M8	Police Services Supervisor	Hourly Annual	28.50 59,280.00	29.35 61,048.00	30.22 62,857.60	31.13 64,750.40	32.08 66,726.40	33.04 68,723.20	34.03 70,782.40	35.06 72,924.80	36.11 75,108.80
M9	Access Services Supervisor Public Service Supervisor Pohl Center Supervisor	Hourly Annual	29.93 62,254.40	30.82 64,105.60	31.75 66,040.00	32.69 67,995.20	33.68 70,054.40	34.69 72,155.20	35.73 74,318.40	36.80 76,544.00	37.91 78,852.80
M10	Maintenance Service Div Mgr Park Maintenance Div Mgr Street and Sewer Div Mgr	Hourly Annual	31.40 65,312.00	32.32 67,225.60	33.30 69,264.00	34.30 71,344.00	35.32 73,465.60	36.39 75,691.20	37.49 77,979.20	38.62 80,329.60	39.77 82,721.60
M11	Accounting Supervisor Water Division Mgr	Hourly Annual	32.97 68,577.60	33.95 70,616.00	34.98 72,758.40	36.02 74,921.60	37.13 77,230.40	38.25 79,560.00	39.39 81,931.20	40.57 84,385.60	41.78 86,902.40

* 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))

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

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

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



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

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

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

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

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

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

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

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

system development charges (SDC's) – are charges paid by developers and builders to fund expansion of infrastructure systems necessary as the result of increased usage. Such charges are collected for the sewer, storm drains, streets and parks. Expenditures made from SDC charges can only be used to increase infrastructure system capacity, and cannot be used for ordinary maintenance.

supplemental budget – prepared to meet unexpected needs or to spend revenues not anticipated

at time regular budget was adopted. Cannot be used to authorize a tax levy. A supplemental budget must also be used when a contingency is more than 15 percent of the total fund. (ORS 294.480)

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

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

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

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

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



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



MDC	Mobile Data Computer
NLC	National League of Cities
OLCC	Oregon Liquor Control Commission
ORS	Oregon Revised Statutes
ODOT	Oregon Department of Transportation
PCI	Pavement Condition Index
PCN	Public Communications Network
PMP	Pavement Management Program
PMS	Pavement Maintenance System
PSAP	Public Safety Answering Point
SDC	System Development Charge
SWM	Surface Water Management
TAAC	Tualatin Arts Advisory Committee
TDC	Tualatin Development Commission
TDT	Transportation Development Tax
TEA	Tualatin Employee Association
TEAM	Together Everyone Achieves More (TEAM Tualatin – volunteer program)
TIF	Traffic Impact Fee
TLAC	Tualatin Library Advisory Committee
TMDL	Total Maximum Daily Load
TPAC	Tualatin Planning Advisory Committee
TPARK	Tualatin Park Advisory Committee
TSP	Transportation Development Plan
TTAC	Tualatin Tomorrow Advisory Committee
TTSD	Tigard Tualatin School District
TVF&R	Tualatin Valley Fire & Rescue
URAC	Urban Renewal Advisory Committee



WCCCA	Washington County Consolidated Communication Agency
WCCLS	Washington County Cooperative Library Services
WES	Westside Express Service
YAC	Youth Advisory Committee



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	179,077.76	180,032.44	181,000.00	0.00
BEGINNING FUND BALANCE	179,077.76	180,032.44	181,000.00	0.00
Assessment Princ-LID 43-90-ST	0.00	0.00	0.00	0.00
Assessment Int-LID 43-90-ST	0.00	0.00	0.00	0.00
SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00
Interest on Investments	954.68	916.54	1,000.00	0.00
INVESTMENT EARNINGS	954.68	916.54	1,000.00	0.00
Other Misc Income	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00
BANCROFT BOND FUND	<u>180,032.44</u>	<u>180,948.98</u>	<u>182,000.00</u>	<u>0.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Bond Registration & Exp	0.00	0.00	0.00	0.00
MATERIALS & SERVICES	0.00	0.00	0.00	0.00
Principal - 98 Bancroft Bonds	0.00	0.00	0.00	0.00
Interest - 98 Bancroft Bonds	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00
Bond Indenture Reserve	0.00	0.00	182,000.00	0.00
Unappropriated	0.00	0.00	0.00	0.00
CONTINGENCY & RESERVES	0.00	0.00	182,000.00	0.00
BANCROFT BOND FUND	0.00	0.00	182,000.00	0.00



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	2,028,522.05	0.00	0.00	0.00
BEGINNING FUND BALANCE	2,028,522.05	0.00	0.00	0.00
Interest on Investments	0.00	0.00	0.00	0.00
Interest - Sewer	0.00	0.00	0.00	0.00
Interest - Road Gas Tax	0.00	0.00	0.00	0.00
Interest - Storm Drain SDC	0.00	0.00	0.00	0.00
INVESTMENT EARNINGS	0.00	0.00	0.00	0.00
Transfer In - Road Gas Tax	0.00	0.00	0.00	0.00
TRANSFERS IN	0.00	0.00	0.00	0.00
INFRASTRUCTURE RESERVE FUND	<u>2,028,522.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Transfers Out - Gas Tax Fund	52,788.66	0.00	0.00	0.00
Transfers Out - Sewer	1,975,733.39	0.00	0.00	0.00
TRANSFERS OUT	2,028,522.05	0.00	0.00	0.00
Future Years Projects	0.00	0.00	0.00	0.00
CONTINGENCY & RESERVES	0.00	0.00	0.00	0.00
INFRASTRUCTURE RESERVE FUND	<u>2,028,522.05</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	0.00	124,348.22	0.00	0.00
BEGINNING FUND BALANCE	0.00	124,348.22	0.00	0.00
Interest on Investments	3,466.65	694.40	0.00	0.00
INVESTMENT EARNINGS	3,466.65	694.40	0.00	0.00
Transfer In - Operations	1,010,000.00	0.00	0.00	0.00
TRANSFERS IN	1,010,000.00	0.00	0.00	0.00
Debt Issuance	1,100,000.00	0.00	0.00	0.00
OTHER FINANCING SOURCES	1,100,000.00	0.00	0.00	0.00
OPERATIONS WAREHOUSE FUND	<u>2,113,466.65</u>	<u>125,042.62</u>	<u>0.00</u>	<u>0.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Projects Professional Svc	29,594.65	0.00	0.00	0.00
Projects Construction	1,948,823.78	0.00	0.00	0.00
CAPITAL OUTLAY	1,978,418.43	0.00	0.00	0.00
Issuance Costs	10,700.00	0.00	0.00	0.00
DEBT SERVICE	10,700.00	0.00	0.00	0.00
OPERATIONS WAREHOUSE FUND	<u>1,989,118.43</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Beginning Fund Balance	472,010.76	474,527.05	477,000.00	0.00
BEGINNING FUND BALANCE	472,010.76	474,527.05	477,000.00	0.00
Interest on Investments	2,516.29	2,415.78	2,400.00	0.00
INVESTMENT EARNINGS	2,516.29	2,415.78	2,400.00	0.00
LOCAL IMPROVEMNT DISTRICT FUND	<u>474,527.05</u>	<u>476,942.83</u>	<u>479,400.00</u>	<u>0.00</u>



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17
Consultants	0.00	0.00	0.00	0.00
Advertising - Informational	0.00	0.00	0.00	0.00
MATERIALS & SERVICES	0.00	0.00	0.00	0.00
Fund Projects	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00
Contingency	0.00	0.00	479,400.00	0.00
CONTINGENCY & RESERVES	0.00	0.00	479,400.00	0.00
LOCAL IMPROVEMNT DISTRICT FUND	0.00	0.00	479,400.00	0.00



AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON