



**CITY
OF
TUALATIN**

2015-2016 ADOPTED BUDGET





City offices and Library

Policy & Administration



City Council

Administration

Finance

Information Services

Legal

Municipal Court

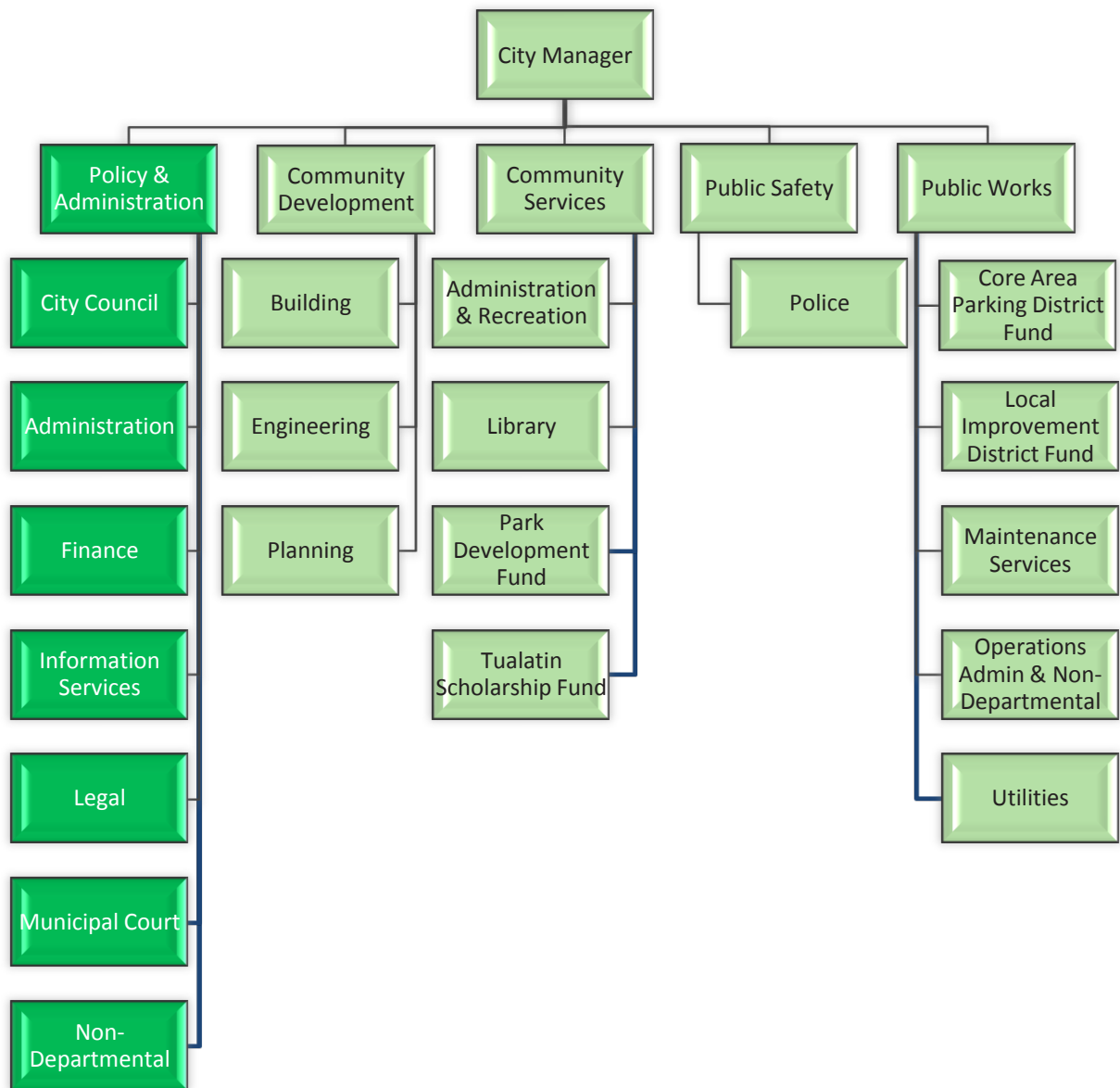
Non-Departmental



City Council



Volunteer Appreciation Dinner





City of Tualatin
Fiscal Year 2015 - 2016
Adopted Budget - Policy and Administration

Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 2,737,445	\$ 2,802,897	\$ 2,895,340	\$ 3,030,360
Materials and Services	1,112,454	1,133,645	1,465,205	1,345,320
Transfers	-	-	14,000	-
Capital Outlay	84,710	24,073	278,045	190,000
Debt Service	-	-	-	-
Contingencies & Reserves	6,704,782	7,068,467	5,955,280	6,834,170
Total Requirements	\$ 10,639,391	\$ 11,029,082	\$ 10,607,870	\$ 11,399,850

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

Council Meetings

Council meetings are normally the 2nd and 4th Monday of each month, beginning at 7:00 p.m. Special meetings may be held as required. Council meetings are preceded by a work session that usually begins at 5:00 p.m. 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 material are available for review in the Library and City offices, and on our Meeting Agenda and ePacket webpage seven calendar days prior to the Council meeting.

Council meetings are televised live on the 2nd and 4th Mondays of the month at 7:00 p.m. on Tualatin Valley Community Television Channel 28. The Council meetings are rebroadcast on Wednesdays at 7:00 a.m., Fridays at 7:00 a.m., Saturdays at 7:00 a.m., and Sundays at 7:00 p.m. Council meetings can also be watched on the day of the meeting, streamed over the internet at: [mms://www.ci.tualatin.or.us/TualatinCouncilLive/](https://www.ci.tualatin.or.us/TualatinCouncilLive/)

Summary

City Manager	Sherilyn Lombos
Volunteers (Mayor & Council)	7
Expenditures	\$171,660
Funding Source	General Fund

Local and Regional Boards and Committees

Councilmembers serve on several committees, and attend many local and regional meetings. For a full listing of Council assignments, see our website under Council Committee Assignments Listing.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Employee Benefits	7,287	7,285	7,760	8,160	8,160	8,160
FICA	688	475	510	540	540	540
WC Insurance & Tax	3	-	-	-	-	-
Insurance	45,317	36,819	45,645	48,330	48,330	48,330
Council Technology	2,800	-	3,250	-	-	-
Salaries & Benefits	56,096	44,579	57,165	57,030	57,030	57,030
Office Supplies	683	284	500	500	500	500
Printing & Postage	299	303	250	250	250	250
Recording Fees	51	580	500	1,000	1,000	1,000
Council Discounts	1,440	1,440	1,680	1,680	1,680	1,680
CIO Grant Program	-	1,605	10,500	10,500	10,500	10,500
Consultants	34,270	58,842	64,800	2,300	2,300	2,300
Community Engagement	-	-	-	55,500	59,500	59,500
Conf & Meetings - Mayor	17,662	14,937	20,000	20,000	20,000	20,000
Conf & Meetings - Council	6,732	404	17,200	10,000	10,000	10,000
Administrative Expense	7,165	8,614	6,700	8,900	8,900	8,900
R & M - Equipment	6	2	-	-	-	-
Materials & Services	68,310	87,010	122,130	110,630	114,630	114,630
Total Expenditures	\$ 124,406	\$ 131,589	\$ 179,295	\$ 167,660	\$ 171,660	\$ 171,660

Administration

The Administration Department is composed of two divisions including the City Manager's Office and Human Resources. The City Manager's Office handles the general administration of the City, oversees the day to day operations of the City, and executes the policies and objectives of the City Council and Tualatin Development Commission. 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.

The Human Resources Division coordinates services and programs to assist all City departments in recruiting and maintaining a qualified diverse workforce, and provides employment-related services to City employees and job applicants. The division administers the Classification and Compensation Plan, administers employee benefits, supports the City's safety and risk management activities, as well as labor relations and contract administration for two employee associations.

Summary	
Department Manager	Sherilyn Lombos
FTE's	7.50
Expenditures	\$ 967,390
Funding Source	General Fund

The division works to ensure legal compliance on employment issues. This division also oversees the City's vibrant Volunteer Services Program which offers a multitude of volunteer opportunities which greatly benefit the community.

Highlights of FY 2014/2015

- Continued support of the Citizen Involvement Organization Program to improve citizen participation in the community.
- Started work on the City Facilities Study to assess the conditions of existing facilities and determine space requirements for future facilities.





- Oversaw the first implementation year of the Tualatin Tomorrow Vision Plan through recruiting lead partners and reporting the progress of implementation efforts.
- Began implementation of the Records Management Strategic Plan through the development of records management policies and procedures.
- Managed the elections process for the September special election and the November general election.
- Completed the reorganization of Human Resources and Volunteer Services realizing a neutral budget and added capacity in Human Resources, with the creation of a new position, Human Resources Specialist.
- Increased the number of family friendly volunteer opportunities in Tualatin to include a monthly library and environmental impact opportunities where families were able to serve their community and build family relationships.
- Realized an increase in corporate and group participation in volunteer events through collaboration with Economic Development in marketing opportunities to Tualatin businesses and corporations that match with their social or community responsibility initiatives.

Goals for FY 2015/2016

- Update and enhance the City's website and newsletter. Strengthen communication and engagement efforts to the community.
- Complete the City Facilities Study and proceed with Council's direction for future facilities in relation to the City Hall/Town Hall Council Priority Project.
- Successfully negotiate and ratify a collective bargaining agreement with Tualatin Employees Association (TEA).
- Complete and implement updated Springbrook entry process for new hires and ongoing employee record maintenance in collaboration with Finance/Payroll.
- Update Personnel Policies and Establish Personnel Handbook through successful roll-out to the organization.
- Continue to strengthen the vision and action of the City-wide Volunteer Program through the connection of Program goals with Council goals.



"Volunteers are the Essential Piece" 2015 Appreciation dinner



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	508,250	540,758	593,350	621,265	621,265	621,265
Part Time	58,296	54,197	21,610	24,190	24,190	24,190
Temporary	8,550	9,740	10,630	10,820	10,820	10,820
Overtime	1,629	1,681	1,600	1,000	1,000	1,000
FICA	41,972	43,049	44,000	45,700	45,700	45,700
WC Insurance & Tax	1,405	1,498	1,400	1,500	1,500	1,500
Pension	81,920	84,188	85,100	89,300	89,300	89,300
Insurance	93,104	97,282	108,350	118,205	118,205	118,205
Bereavement Leave	528	613	-	-	-	-
Vacation Buy Back	13,791	7,196	-	-	-	-
Comp Time Sell Back	25	397	-	-	-	-
Salaries & Benefits	809,469	840,599	866,040	911,980	911,980	911,980
Office Supplies	2,670	2,241	2,100	2,100	2,100	2,100
Printing & Postage	398	319	1,000	1,000	1,000	1,000
Medical & Other Testing	133	-	-	-	-	-
Safety/Risk Mgmt Program	216	-	-	-	-	-
Cell Phones	1,020	900	1,080	900	900	900
Office Equip & Furniture	219	1,026	300	300	300	300
Computer Equip & Software	6,473	2,256	-	-	-	-
Personal Computer/Laptop	2,132	-	-	-	-	-
Consultants	5,111	-	-	-	-	-
Legal	36,114	532	10,000	20,000	20,000	20,000
Conferences & Meetings	13,656	14,108	13,000	14,000	14,000	14,000
Membership Dues	2,416	1,986	3,810	3,740	3,740	3,740
Publication,Rpt,Ref Matl	287	122	315	315	315	315
Staff Training	556	1,661	2,370	2,055	2,055	2,055
Staff/Dept Recognition	18	-	200	200	200	200
Administrative Expense	2,004	1,726	2,450	2,500	2,500	2,500
Advertising-Recruitment	1,194	-	-	-	-	-
Equipment Rental	4,529	3,932	4,300	4,300	4,300	4,300
R & M - Equipment	4,079	3,897	3,300	4,000	4,000	4,000
Materials & Services	83,224	34,706	44,225	55,410	55,410	55,410
Total Expenditures	\$ 892,693	\$ 875,305	\$ 910,265	\$ 967,390	\$ 967,390	\$ 967,390



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 2014/2015

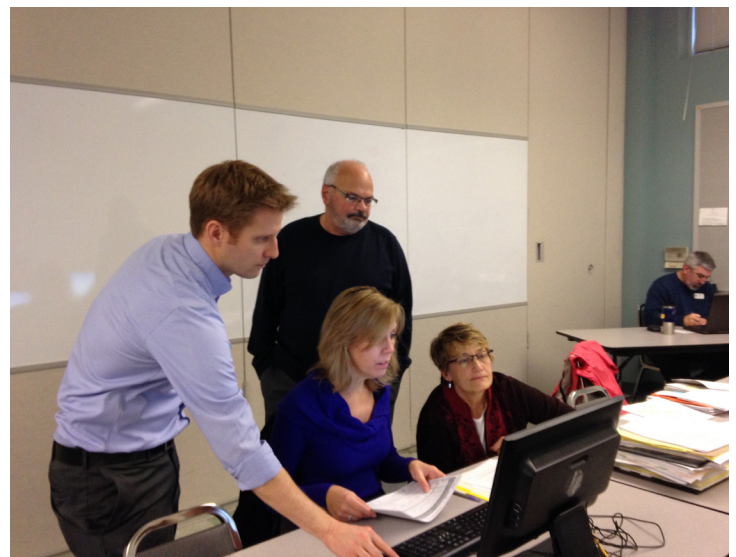
- Received the Certificate of Achievement for Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association (GFOA) for the 23rd consecutive year.
- Successfully completed the conversion to Springbrook Software for the City's primary financial responsibilities, including payroll, utility billing, accounts payable, general ledger, cash receipts and purchasing.
- Applied for and received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for first time.
- Established new banking relationship in order to minimize banking fees, expand existing services, and gain efficiencies by reducing the number of banking partnerships.

Summary

Department Manager	Don Hudson
FTE's	9
Expenditures	\$ 941,485
Funding Source	General Fund

Goals for FY 2015/2016

- Successfully complete the conversion to Springbrook Software for Accounts Receivable, Business & Rental Licenses, Fixed Assets and Inventory.
- Successfully implement employee self service including online access to paystubs, W-2's, and remote time-entry. 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.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	531,234	576,989	591,580	604,240	604,240	604,240
Overtime	400	634	500	500	500	500
Employee Benefits	100	-	-	-	-	-
FICA	39,303	43,267	43,600	44,350	44,350	44,350
WC Insurance & Tax	1,345	1,535	1,400	1,500	1,500	1,500
Pension	77,038	78,581	85,450	83,860	83,860	83,860
Insurance	90,002	103,030	98,050	118,250	118,250	118,250
Bereavement Leave	644	768	-	-	-	-
Vacation Buy Back	2,179	8,758	-	-	-	-
Comp Time Sell Back	707	1,441	-	-	-	-
Salaries & Benefits	742,952	815,002	820,580	852,700	852,700	852,700
Office Supplies	5,322	6,540	6,000	6,000	6,000	6,000
Printing & Postage	13,806	13,786	13,500	14,000	14,000	14,000
Medical & Other Testing	24	12	-	-	-	-
Cell Phones	360	360	360	720	720	720
Office Equip & Furniture	695	1,751	1,250	1,250	1,250	1,250
Computer Equip & Software	1,952	1,069	2,000	3,000	3,000	3,000
Personal Computer/Laptop	2,048	-	-	-	-	-
Audit	33,285	34,285	40,575	41,775	41,775	41,775
Consultants	16,970	1,116	3,000	3,000	3,000	3,000
Bond Registration & Exp	1,350	850	1,350	1,900	1,900	1,900
Conferences & Meetings	1,808	1,667	3,300	3,300	3,300	3,300
Membership Dues	3,675	3,675	3,750	3,750	3,750	3,750
Publication,Rpt,Ref Matl	90	52	500	500	500	500
Staff Training	621	79	2,550	3,350	3,350	3,350
Administrative Expense	448	1,580	1,000	1,000	1,000	1,000
Advertising-Legis/Judcial	339	376	600	600	600	600
Advertising-Recruitment	-	20	-	-	-	-
Equipment Rental	1,588	1,530	2,640	2,640	2,640	2,640
R & M - Equipment	1,435	1,387	2,000	2,000	2,000	2,000
Materials & Services	85,816	70,135	84,375	88,785	88,785	88,785
Total Expenditures	\$ 828,768	\$ 885,137	\$ 904,955	\$ 941,485	\$ 941,485	\$ 941,485



Information Services and Geographic Information Services

The Information Services (IS) division provides administration and support to 165 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 10 laptops that are connected to the WCCLS network. IS also provides some limited support to user applications and joint administration of the HTE system with the Finance Department. IS provides support to over 50 applications used by various departments within the City.

Geographical 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 our new financial, fleet and permitting software GIS will become an integral source of key data elements used by these systems and will link them together.



Summary

Department Manager	Lance Harris
FTE's	5
Expenditures	\$ 1,085,625
Funding Source	General Fund

Highlights of FY 2014/2015

Information Services

- Implementing 4 new foundational systems for the City, Springbrook, CRW, Nexgen and RegJIN
- Improved our system for managing rights and permissions [Active Directory]
- Rewired the Operations Buildings to support improved documentation and certification of existing wiring
- Implemented an email archiving solution reducing the need for staff to manually manage directories and emails
- 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
- Installed 18 PCs to the organization and modified 31 mobile computers in the Police department to support RegJIN
- Successfully transitioned the phone and voice mail systems support from Operations to Information Services.

Geographic Information Systems

- As the organization moves through the implementation process of the Big 3, GIS has been the primary source of data for each of these systems and will drive most of the primary and secondary data into the future
- Created the Tual GIS Maps and Data
- Retired TualMap
- Expanded the map services available to the public e.g. map tours of City buildings and facilities, historic landmarks, heritage trees, art programs, etc.
- Road maintenance services with dates, locations and addresses being impacted by road work
- Mailing lists for land use cases allow the City to provide this information to interested parties

Goals for FY 2015/2016

- Successfully complete the implementation of four new foundational systems for the City to use in support of finance, permitting, public works and police. GIS will be integrated into these systems and will be the primary data store for many parts of the systems.
- Continue development of a private fiber network to connect City buildings.
- Successfully conduct one disaster recovery exercise of the entire Information Services systems to our DR site in the Police department.
- Successfully transition the support of the phone systems to the Information Services department.
- Create more citizen and staff self-service mapping capabilities using GIS tools and services from the ArcGIS application.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	377,338	375,849	380,965	391,390	391,390	391,390
Overtime	24,749	7,193	5,400	5,400	5,400	5,400
On-Call	4,800	4,958	5,200	5,200	5,200	5,200
FICA	31,769	29,369	29,445	29,800	29,800	29,800
WC Insurance & Tax	1,512	1,506	1,500	1,500	1,500	1,500
Pension	56,754	48,519	52,580	55,000	55,000	55,000
Insurance	75,563	62,921	75,935	80,490	80,490	80,490
Bereavement Leave	-	1,636	-	-	-	-
Sick Leave Conversion	3,026	-	-	-	-	-
Vacation Buy Back	9,771	-	-	-	-	-
Comp Time Sell Back	-	131	-	-	-	-
Salaries & Benefits	585,282	532,081	551,025	568,780	568,780	568,780
Office Supplies	692	1,431	1,000	1,000	1,000	1,000
Printing & Postage	1,531	1,705	2,800	2,800	2,800	2,800
Photographic Supplies	9,693	4,403	8,100	5,435	5,435	5,435
Energy Supplies	-	572	300	300	300	300
Cell Phones	2,092	2,000	1,560	1,380	1,380	1,380
Network/Online	55,666	54,043	61,500	59,605	59,605	59,605
Office Equip & Furniture	-	247	-	-	-	-
Computer Equip & Software	51,474	59,954	72,775	31,000	31,000	31,000
Personal Computer/Laptop	3,650	57,636	28,600	33,800	33,800	33,800
Consultants	12,941	27,570	33,800	4,000	4,000	4,000
Conferences & Meetings	560	2,109	4,500	4,500	4,500	4,500
Membership Dues	495	295	-	-	-	-
Publication,Rpt,Ref Matl	-	122	-	-	-	-
Staff Training	3,977	7,750	15,500	13,000	13,000	13,000
Staff/Dept Recognition	-	-	250	250	250	250
Advertising-Recruitment	-	395	-	-	-	-
R & M - Equipment	6,911	1,351	5,200	1,200	1,200	1,200
R & M - Computers	106,438	94,034	103,000	168,575	168,575	168,575
Materials & Services	256,121	315,617	338,885	326,845	326,845	326,845
Equipment & Furnishings	84,710	24,073	278,045	190,000	190,000	190,000
Capital Outlay	84,710	24,073	278,045	190,000	190,000	190,000
Total Expenditures	\$ 926,113	\$ 871,771	\$ 1,167,955	\$ 1,085,625	\$ 1,085,625	\$ 1,085,625

Legal Services Department

The Legal Services Department provides legal advice and representation to the City of Tualatin and the Tualatin Development Commission in the areas of general municipal law, land use, public contracting, labor and employment, real estate transactions, and municipal finance. The Legal Services Department drafts ordinances, resolutions, contracts, and other legal documents, and represents the City of Tualatin and Tualatin Development Commission before courts and administrative bodies. The Legal Services Department 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.

Highlights of FY 2014/2015

- Drafted ordinances affecting public health and safety, including ordinances relating to: medical marijuana dispensaries; marijuana tax; and marijuana facilities regulations;
- Advised Departments and negotiated legal documents related to development projects, including the Tualatin River Greenway Trail;
- Advised on the initiative process and impacts of initiative measures;
- Reviewed and updated the City Codes to assure compliance with new legislation;
- Continued to publish the Tualatin Municipal Code and Tualatin Development Code on the City's website in a searchable format to promote education and transparency to the City's citizens;
- Negotiated and drafted contracts and intergovernmental agreements; and
- Advised City Departments on numerous public record requests.

Summary	
Department Manager	Sean Brady
FTE's	2.0
Expenditures	\$ 295,165
Funding Source	General Fund

Goals for FY 2015/2016

- 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 2015 legislation;
- Provide training to departments and staff on legal topics and issues; and
- Promote public understanding of the Tualatin Municipal and Development Codes.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	99,841	132,048	139,350	188,920	188,920	188,920
Part Time	36,902	35,919	37,500	-	-	-
Temporary	15,898	-	-	-	-	-
FICA	11,020	11,376	11,400	12,945	12,945	12,945
WC Insurance & Tax	393	428	375	420	420	420
Pension	21,600	27,710	29,235	33,150	33,150	33,150
Insurance	12,628	19,783	20,435	42,125	42,125	42,125
Salaries & Benefits	198,281	227,265	238,295	277,560	277,560	277,560
Office Supplies	338	497	450	450	450	450
Printing & Postage	1,200	86	500	500	500	500
Cell Phones	300	360	360	360	360	360
Office Equip & Furniture	2,545	606	500	500	500	500
Computer Equip & Software	529	182	300	500	500	500
Personal Computer/Laptop	1,178	-	-	-	-	-
Court Costs	-	36	1,000	1,000	1,000	1,000
Conferences & Meetings	3,600	3,582	5,000	5,000	5,000	5,000
Membership Dues	1,452	1,531	1,800	1,800	1,800	1,800
Publication,Rpt,Ref Matl	4,716	5,806	6,200	6,395	6,395	6,395
Staff Training	-	13	200	200	200	200
Administrative Expense	142	30	200	200	200	200
R & M - Equipment	68	681	700	700	700	700
Materials & Services	16,068	13,410	17,210	17,605	17,605	17,605
Total Expenditures	\$ 214,349	\$ 240,675	\$ 255,505	\$ 295,165	\$ 295,165	\$ 295,165



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). The Court is also responsible for tracking and collecting unpaid fines. The majority of cases heard in Municipal Court are traffic violations.

Highlights of FY 2014/2015

Successfully processed approximately 10,000 citations; efficiently holding hearings on a weekly schedule.

Successfully held a year of court proceedings at our temporary location at the Police Department.

Goals for FY 2015/2016

The Tualatin Municipal Court will promote compliance with laws and regulations by processing citations and violations equitably and timely.

Summary

Department Manager	Don Hudson
Court Administrator	Cortney Cox
FTE's	4
Expenditures	\$ 362,710

Transition into Caselle court software upgrade and accepting online payments.

Collaborate with the Police department on the new RegJIN project and its impacts on the Court.

Work in partnership with Police Department to improve work place security specifically for court staff and proceedings.

Follow and keep the City knowledgeable of current legislative issues related to State Municipal Courts.

We have moved...

Tualatin Municipal Court offices have relocated to the Police Department, 8650 SW Tualatin Road. The Court phone number for assistance remains the same. It may be possible to handle court citations over the phone and we encourage customers to contact us at 503-691-3025.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	186,005	194,852	205,585	212,260	212,260	212,260
Temporary	17,728	16,808	20,850	21,225	21,225	21,225
Overtime	7	8	-	-	-	-
FICA	14,808	15,462	16,350	17,300	17,300	17,300
WC Insurance & Tax	577	611	580	580	580	580
Pension	24,984	26,698	28,350	30,000	30,000	30,000
Insurance	64,217	66,481	69,420	59,845	59,845	59,845
Bereavement Leave	464	-	-	-	-	-
Sick Leave Conversion	1,645	1,266	-	-	-	-
Salaries & Benefits	310,436	322,184	341,135	341,210	341,210	341,210
Office Supplies	1,804	1,590	1,600	1,600	1,600	1,600
Printing & Postage	3,099	3,107	3,700	3,700	3,700	3,700
Office Equip & Furniture	-	2,935	500	500	500	500
Computer Equip & Software	1,180	171	-	-	-	-
Personal Computer/Laptop	127	-	1,500	-	-	-
Legal	-	-	200	200	200	200
Court Costs	6,829	5,668	7,000	7,000	7,000	7,000
Conferences & Meetings	3,117	2,157	4,150	4,150	4,150	4,150
Membership Dues	200	-	200	200	200	200
Staff Training	60	-	400	400	400	400
Administrative Expense	-	9	200	200	200	200
Equipment Rental	1,588	871	-	-	-	-
R & M - Equipment	1,435	750	-	-	-	-
R & M - Computers	1,123	900	2,230	3,550	3,550	3,550
Materials & Services	20,562	18,157	21,680	21,500	21,500	21,500
Total Expenditures	\$ 330,997	\$ 340,341	\$ 362,815	\$ 362,710	\$ 362,710	\$ 362,710

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	\$ 7,575,815
Funding Source	General Fund





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Unemployment	33,844	19,880	20,000	20,000	20,000	20,000
Social Security Admin	115	115	-	-	-	-
Other Benefit Costs	971	1,193	1,100	1,100	1,100	1,100
Salaries & Benefits	34,929	21,187	21,100	21,100	21,100	21,100
Office Supplies	5,714	7,448	5,500	4,500	4,500	4,500
Printing & Postage	1,393	(910)	2,200	2,220	2,220	2,220
Safety/Risk Mgmt Program	12,778	15,106	23,000	22,000	22,000	22,000
Telephone Service	38,219	40,195	40,200	39,200	39,200	39,200
Network/Online	25,000	-	-	-	-	-
Chamber	5,000	-	-	-	-	-
Contribution-Other Agency	15,000	23,500	30,000	30,000	30,000	30,000
Volunteer Programs	9,015	8,202	8,400	8,400	8,400	8,400
Consultants	26,494	5,222	221,000	80,000	80,000	80,000
Insurance	133,712	176,863	196,000	218,950	218,950	218,950
Tri-Met Employee Tax	69,991	80,220	70,000	80,000	80,000	80,000
Insurance Deductible	47,353	26,135	20,000	20,000	20,000	20,000
Membership Dues	35,577	38,165	38,275	38,275	38,275	38,275
Staff Training	2,130	8,418	10,000	10,000	10,000	10,000
Staff/Dept Recognition	10,614	7,244	6,000	7,500	7,500	7,500
Administrative Expense	345	275	500	1,000	1,000	1,000
Advertising-Informational	2,039	2,523	10,000	9,000	9,000	9,000
Advertising-Recruitment	-	3,506	1,825	2,200	2,200	2,200
City Newsletter	48,334	45,107	54,000	56,500	56,500	56,500
Advertising-Promotional	11,264	22,503	3,000	4,000	4,000	4,000
Election Costs	-	-	14,000	-	-	-
Merchant Discount Fees	15,578	16,213	15,000	16,000	16,000	16,000
Bank Fees	14,492	14,435	12,000	12,000	12,000	12,000
Equipment Rental	4,213	4,756	4,800	4,800	4,800	4,800
Seneca Building Lease	48,040	49,483	51,000	54,000	54,000	54,000
R & M - Equipment	55	-	-	-	-	-
Materials & Services	582,353	594,610	836,700	720,545	720,545	720,545
Transfers - Park Devel	-	-	14,000	-	-	-
Transfers & Reimbursements	-	-	14,000	-	-	-
Contingency	-	-	2,823,050	2,936,550	2,936,550	2,936,550
General Acct Reserves	-	-	790,000	790,000	790,000	790,000
Capital Reserve	-	-	400,000	565,000	565,000	565,000
Unappropriated	-	-	1,942,230	2,542,620	2,542,620	2,542,620
Contingencies & Reserves	-	-	5,955,280	6,834,170	6,834,170	6,834,170
Total Expenditures	\$ 617,283	\$ 615,797	\$ 6,827,080	\$ 7,575,815	\$ 7,575,815	\$ 7,575,815



CITY OF TUALATIN

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Preparing for an inspection



South Parking Lot Construction



Building Inspection

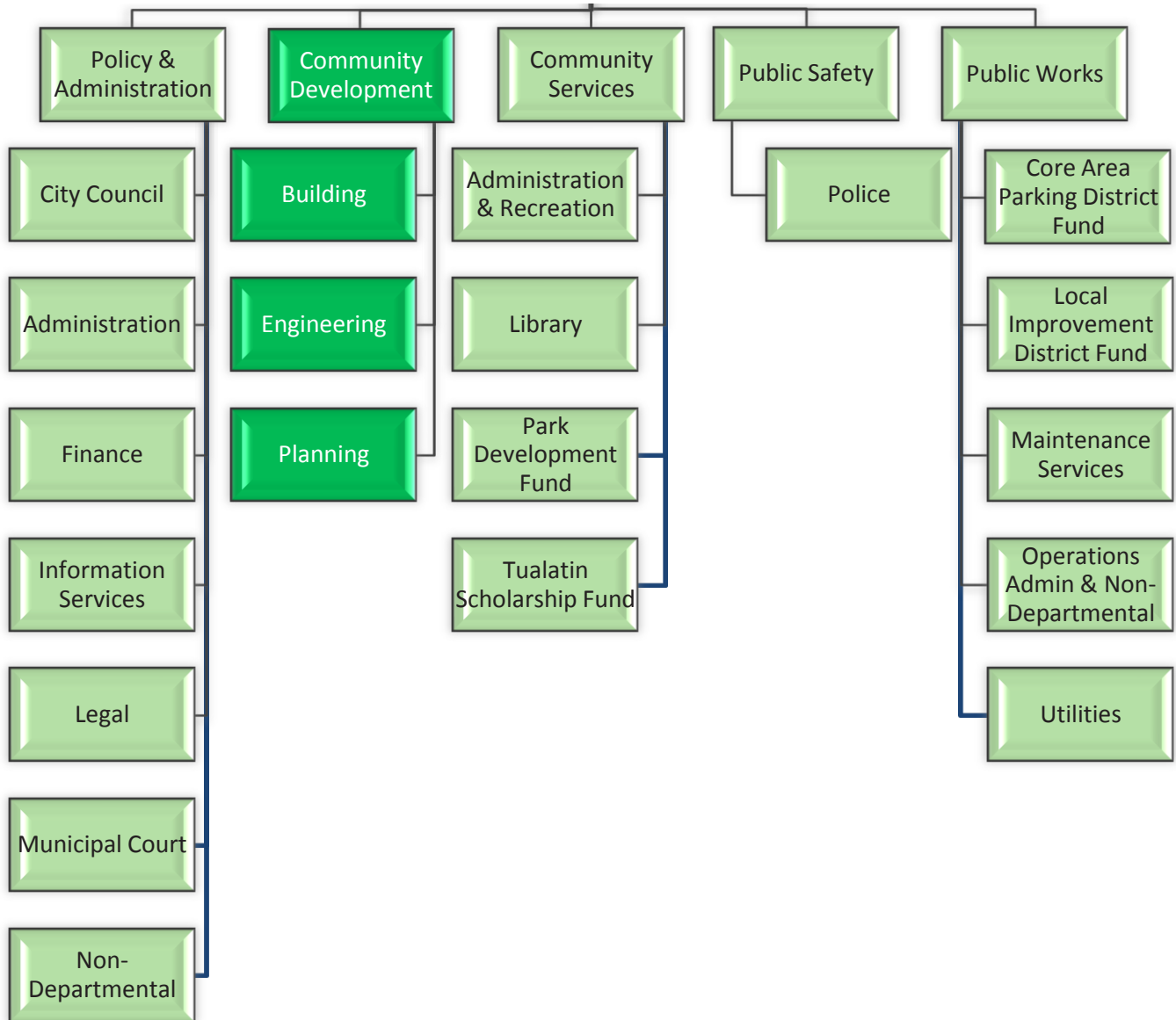
Community Development



Building

Engineering

Planning





City of Tualatin
Fiscal Year 2015 - 2016
Adopted Budget - Community Development

Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 1,965,532	\$ 2,032,727	\$ 2,357,945	\$ 2,481,115
Materials and Services	226,463	269,980	515,800	367,470
Transfers	205,045	260,260	289,190	312,840
Capital Outlay	-	50,000	190,760	29,000
Debt Service	-	-	-	-
Contingencies & Reserves	1,830,951	1,797,857	974,675	1,572,805
Total Requirements	\$ 4,227,991	\$ 4,410,824	\$ 4,328,370	\$ 4,763,230

Building Division

The Building Division is responsible for reviewing building plans and issuing building 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 inspection program per the guidelines contained in the Oregon Administrative Rules and per the approval of the State Building Codes Division (BCD).

Highlights of FY 2014/2015

- Instrumental in the research, testing and implementation of a new permit processing system that will be utilized by all divisions within the Community Development Department.
- Hired an additional Building Inspector II to allow the Building Division to enhance services to customers as the economy improves.
- Hired an Office Assistant I to assist with archiving and retention processes as well as general office duties.
- Updated Pre-Submittal and permit intake packets to represent the newly adopted State codes.
- Worked regularly with the Economic Development Manager to provide site specific information for properties and address customer service issues.



Summary	
Department Manager	Alice Cannon
Building Official	Jim Sayers
FTE's	7
Expenditures	\$2,704,270

- Issued 1193 building permits with a construction value of \$98 million. The number of permits issued was over 110 more than the prior year.
- Performed over 5848 inspections, a small decrease from the prior year.
- Promoted Tualatin through participation on statewide boards & committees by all members of the division.

Goals for FY 2015/2016

- Implement use of new permit system (CRW) including customer portal for scheduling inspections and applying for permits.
- Implement use of iPad inspection tools.
- Implement use of electronic plan review system.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	346,660	339,743	435,645	445,050	445,050	445,050
Part Time	-	-	-	45,525	45,525	45,525
Temporary	-	2,044	20,565	-	-	-
Overtime	3,033	5,894	3,000	9,000	9,000	9,000
FICA	26,202	26,074	33,860	37,450	37,450	37,450
WC Insurance & Tax	3,640	3,799	3,700	4,000	4,000	4,000
Pension	52,065	57,324	72,800	83,185	83,185	83,185
Insurance	74,784	78,880	108,085	124,855	124,855	124,855
Bereavement Leave	467	285	-	-	-	-
Vacation Buy Back	2,770	2,765	-	-	-	-
Comp Time Sell Back	926	49	-	-	-	-
Salaries & Benefits	510,547	516,858	677,655	749,065	749,065	749,065
Office Supplies	1,145	634	1,000	1,000	1,000	1,000
Printing & Postage	1,985	1,643	1,500	1,500	1,500	1,500
Field Supplies	199	782	1,000	1,000	1,000	1,000
Uniforms & Safety Equip	-	-	1,500	1,700	1,700	1,700
Medical & Other Testing	-	45	-	-	-	-
Cell Phones	1,071	1,006	1,560	1,560	1,560	1,560
Network/Online	-	-	-	3,000	3,000	3,000
Office Equip & Furniture	142	777	1,000	1,000	1,000	1,000
Computer Equip & Software	1,390	608	1,200	-	-	-
Personal Computer/Laptop	2,048	-	-	-	-	-
Erosion Fees to CWS	8,275	22,000	10,000	11,000	11,000	11,000
Plan Check Fees to CWS	2,265	3,135	2,250	2,400	2,400	2,400
Consultants	2,205	5,218	35,250	12,000	12,000	12,000
Conferences & Meetings	2,006	3,289	3,500	3,500	3,500	3,500
Membership Dues	630	1,455	1,500	1,500	1,500	1,500
Publication,Rpt,Ref Matl	542	2,024	2,700	2,700	2,700	2,700
Staff Training	2,575	4,653	5,000	6,000	6,000	6,000
Administrative Expense	524	328	400	400	400	400
Advertising-Legis/Judicia	-	-	500	500	500	500
Advertising-Recruitment	-	624	-	-	-	-
Merchant Discount Fees	13,147	6,949	15,000	15,000	15,000	15,000
Equipment Rental	2,110	1,869	1,800	1,800	1,800	1,800
R & M - Equipment	1,488	1,153	2,370	2,000	2,000	2,000
Materials & Services	43,748	58,192	89,030	69,560	69,560	69,560
Transfers - General Fund	205,045	260,260	289,190	312,840	312,840	312,840
Transfers & Reimbursements	205,045	260,260	289,190	312,840	312,840	312,840
Equipment & Furnishings	-	50,000	190,760	-	-	-



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Contingency	-	-	187,000	169,720	169,720	169,720
General Account Reserve	-	-	787,675	1,403,085	1,403,085	1,403,085
Contingencies & Reserves	-	-	974,675	1,572,805	1,572,805	1,572,805
Total Expenditures	<u>\$ 759,340</u>	<u>\$ 885,310</u>	<u>\$ 2,221,310</u>	<u>\$ 2,704,270</u>	<u>\$ 2,704,270</u>	<u>\$ 2,704,270</u>



Engineering Division

The Engineering Division is responsible for

- Providing public facilities availability information, reviewing plans and inspecting the construction of public improvements for residential, industrial and commercial development projects.
- Reviewing applications for utility (franchise) projects, monitoring field work in right-of-ways and addressing property owner concerns.
- Preparing, inspecting, and administering construction contracts on City and Urban Renewal Agency financed projects.
- Preparing and maintaining the water, sewer, storm drain and transportation master plans.
- Representing the City at local, county, Metro, and state transportation policy discussions.
- Maintaining a private water quality inspection program.

Summary	
Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
FTE's	10
Expenditures	\$1,218,135

Highlights of FY 2014/2015

- Completed construction of Seneca Street and the Library Parking Lot
- Constructed sidewalks and ADA ramps on the north side of Pacific Drive
- Followed and participated in regional transportation issues with Metro, Washington County and Clackamas County.
- Participated in regional water discussions and analysis.
- Coordinated the City's long range Capital Improvement Program.
- Participated in the configuration and implementation of the new permit tracking system.

Goals for FY 2015/2016

- Complete the sanitary sewer master plan and begin the stormwater master plan update
- Coordinate with Washington County on final design and construction of 124th Street
- Begin design for Myslony Bridge
- Perform preliminary concept design alternatives 105th Street/Blake Street/108th Street curves
- Begin design and construction of the Manhas-set stormwater line
- Support the Basalt Creek planning effort
- Support the SW Corridor Project
- Support the enhancement of local transit options

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	728,944	725,303	780,595	801,785	801,785	801,785
Overtime	5,085	16,108	9,000	9,000	9,000	9,000
FICA	54,677	54,980	58,000	59,350	59,350	59,350
WC Insurance & Tax	5,922	5,928	6,000	6,000	6,000	6,000
Pension	109,145	113,257	120,150	123,750	123,750	123,750
Insurance	105,673	111,045	146,705	138,210	138,210	138,210
Bereavement Leave	-	1,413	-	-	-	-
Vacation Buy Back	1,947	1,346	-	-	-	-
Comp Time Sell Back	199	135	-	-	-	-
Salaries & Benefits	1,011,593	1,029,515	1,120,450	1,138,095	1,138,095	1,138,095
Office Supplies	926	523	1,200	1,200	1,200	1,200
Printing & Postage	2,065	1,682	3,000	3,000	3,000	3,000
Photographic Supplies	(162)	-	500	500	500	500
Field Supplies	738	424	2,300	2,300	2,300	2,300
Medical & Other Testing	-	30	-	-	-	-
Cell Phones	1,636	1,300	1,740	1,740	1,740	1,740
Network/Online	-	-	-	1,200	1,200	1,200
Office Equip & Furniture	141	1,346	1,000	1,000	1,000	1,000
Computer Equip & Software	6,418	1,673	2,225	-	-	-
Personal Computer/Laptop	3,074	-	-	-	-	-
Consultants	14,889	3,815	15,000	20,000	20,000	20,000
Conferences & Meetings	4,961	5,358	8,100	8,500	8,500	8,500
Membership Dues	2,708	2,956	2,700	2,700	2,700	2,700
Publication,Rpt,Ref Matl	421	1,397	900	900	900	900
Staff Training	620	299	2,500	2,500	2,500	2,500
Administrative Expense	677	631	1,000	1,000	1,000	1,000
Advertising-Legis/Judicia	86	333	100	100	100	100
Advertising-Recruitment	210	484	-	-	-	-
Equipment Rental	911	831	800	900	900	900
R & M - Equipment	2,476	3,450	3,400	3,500	3,500	3,500
Materials & Services	42,795	26,533	46,465	51,040	51,040	51,040
Equipment & Furnishings	-	-	-	29,000	29,000	29,000
Capital Outlay	-	-	-	29,000	29,000	29,000
Total Expenditures	\$ 1,054,388	\$ 1,056,047	\$ 1,166,915	\$ 1,218,135	\$ 1,218,135	\$ 1,218,135



Planning Division

The mission of the Planning Division is to serve the public in resolving 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.

Long range planning coordinates Tualatin's policies and Community Plan with regional and statewide planning work. Current planning administers the Tualatin Development Code.

Summary	
Department Manager	Alice Cannon
Planning Manager	Aquilla Hurd-Ravich
FTE's	5.75
Expenditures	\$ 840,825

Highlights of FY 2014/2015

- Completed phases of the Basalt Creek Concept Planning
- Architectural Review Board approved
 - Marquis cottages phase two of the overall project
 - River Ridge a 180-unit multifamily complex on Highway 99
- Planning Commission approved two variances for height and sign size
- Marijuana Facilities Ordinance adopted and implemented
- Worked with CCIO members to study options for allowing additional uses in Urban Renewal Blocks 28 & 29.
- Met with CIO Land Use Officers quarterly
- Current Planning applications reviewed and approved during calendar year 2014:
 - 1 Plan Map Amendment
 - 1 Plan Text Amendment
 - 2 Historic Demolition Permits
- 3 Annexations
- 10 Chicken Licenses
- 15 Architectural Reviews
- 20 Architectural Reviews of Single Family Residence
- 28 Minor Architectural Reviews
- 163 Sign Permits

Goals for FY 2015/2016

- Accept a final Basalt Creek Concept Plan and adopt implementing ordinances
- Work the City Council and across City Departments to identify goals and outcomes of a Development Code Update.
- Implement new project tracking software (CRW)

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	249,658	288,155	386,270	403,805	403,805	403,805
Part Time	78,541	73,387	37,805	39,700	39,700	39,700
Overtime	825	5,916	3,300	4,800	4,800	4,800
FICA	24,881	28,712	32,425	33,720	33,720	33,720
WC Insurance & Tax	807	955	810	810	810	810
Pension	43,351	47,792	55,800	58,780	58,780	58,780
Insurance	42,041	27,706	43,430	52,340	52,340	52,340
Vacation Buy Back	3,222	10,338	-	-	-	-
Comp Time Sell Back	67	3,393	-	-	-	-
Salaries & Benefits	443,392	486,354	559,840	593,955	593,955	593,955
Office Supplies	1,389	1,692	1,900	1,900	1,900	1,900
Printing & Postage	5,776	10,292	4,500	4,500	4,500	4,500
Uniforms & Safety Equip	-	-	100	100	100	100
Cell Phones	270	540	720	720	720	720
Office Equip & Furniture	1,032	938	500	500	500	500
Computer Equip & Software	803	722	575	-	-	-
Personal Computer/Laptop	3,355	-	-	-	-	-
Consultants	92,600	146,601	358,000	225,000	225,000	225,000
Conferences & Meetings	4,949	5,366	5,000	5,500	5,500	5,500
Membership Dues	860	1,905	2,300	2,000	2,000	2,000
Publication,Rpt,Ref Matl	34	112	100	100	100	100
Staff Training	-	1,000	500	500	500	500
Staff/Dept Recognition	129	195	500	500	500	500
Administrative Expense	183	819	300	300	300	300
Advertising-Informational	-	-	250	250	250	250
Advertising-Legis/Judcial	1,004	559	1,500	1,500	1,500	1,500
Advertising-Recruitment	24,691	10,084	100	-	-	-
Equipment Rental	1,730	1,411	1,460	1,500	1,500	1,500
R & M - Equipment	1,115	3,019	2,000	2,000	2,000	2,000
Materials & Services	139,920	185,255	380,305	246,870	246,870	246,870
Total Expenditures	\$ 583,312	\$ 671,609	\$ 940,145	\$ 840,825	\$ 840,825	\$ 840,825



Community Services Building



Pumpkin Regatta



Dia de los Muertos

Community Services

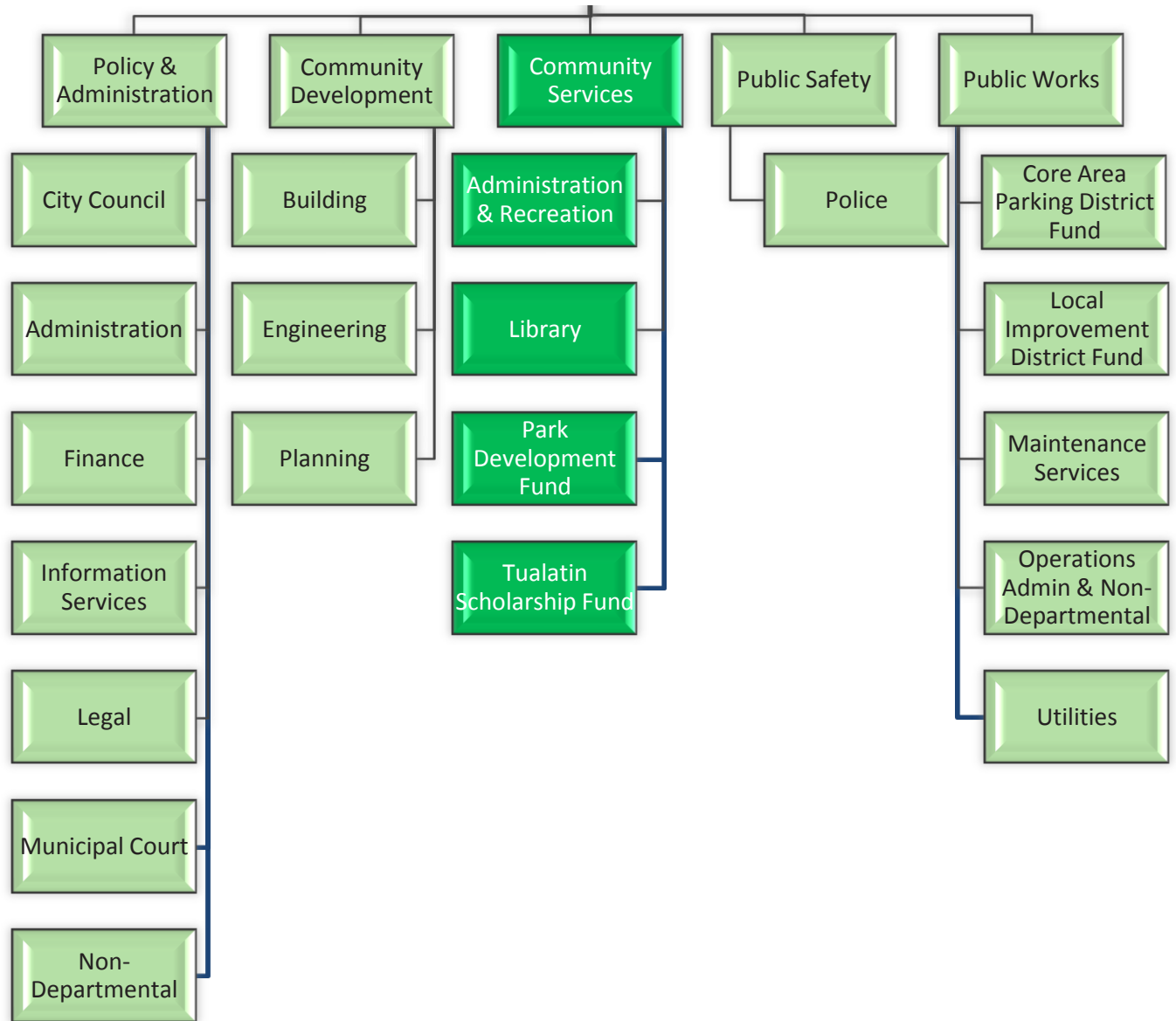


Administration & Recreation

Library

Park Development Fund

Tualatin Scholarship Fund





City of Tualatin
Fiscal Year 2015 - 2016
Adopted Budget - Community Services

Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 2,005,847	\$ 1,963,693	\$ 2,191,815	\$ 2,278,265
Materials and Services	606,988	614,155	609,820	636,075
Transfers	13,690	17,790	25,970	31,040
Capital Outlay	347,883	42,955	956,130	4,865,480
Debt Service	-	-	-	-
Contingencies & Reserves	809,954	812,101	50,485	50,350
Total Requirements	\$ 3,784,362	\$ 3,450,694	\$ 3,834,220	\$ 7,861,210

Community Services

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 2014/2015

- Managed park and recreation programs and facilities in a manner that promoted health

Summary	
Department Manager	Paul Hennon
FTE's	6.50
Expenditures	\$ 1,079,560
Funding Source	General Fund

and wellness, created a sense of place, protected natural and cultural resources, and contributed to the quality of life in Tualatin, including Recreation Programs and Special Events with attendance and participation of about 19,950 people. The Juanita Pohl Center having over 34,500 participants, and Cultural and Historical programs that enriched the community with 9,662 people attending events at the Tualatin Heritage Center.

- Managed and staffed the Juanita Pohl Center and the Van Raden Community Center as a multi-generational recreation complex to broaden recreation opportunities for people of all ages.
- 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 28th consecutive year.

Goals for FY 2015/2016

- 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 a multi-generational recreation complex, and through other park and recreation facilities and special events.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full time	350,475	345,230	440,810	451,700	451,700	451,700
Part Time	83,202	90,740	32,840	34,530	34,530	34,530
Temporary	22,489	27,972	33,860	48,490	48,490	48,490
Overtime	2,502	7,195	2,200	2,400	2,400	2,400
FICA	34,823	36,519	38,000	41,000	41,000	41,000
WC Insurance & Tax	1,392	1,505	1,250	1,500	1,500	1,500
Pension	63,829	66,263	66,000	69,285	69,285	69,285
Insurance	62,242	63,501	88,840	99,215	99,215	99,215
Bereavement Leave	1,668	-	-	-	-	-
Sick Leave	-	1,457	-	-	-	-
Vacation Buy Back	2,144	12,354	-	-	-	-
Comp Time Sell Back	123	113	-	-	-	-
Salaries & Benefits	624,887	652,851	703,800	748,120	748,120	748,120
Office Supplies	2,569	5,605	3,000	3,000	3,000	3,000
Printing & Postage	899	1,701	1,000	1,000	1,000	1,000
Uniforms & Safety Equip	533	558	800	800	800	800
Medical & Other Testing	-	1,032	-	-	-	-
Cell Phones	1,944	2,311	2,830	2,770	2,770	2,770
Office Equip & Furniture	1,688	1,908	3,900	3,900	3,900	3,900
Computer Equip & Software	4,221	987	-	-	-	-
Personal Computer/Laptop	3,237	363	-	-	-	-
Contribution-Other Agency	18,188	17,658	39,100	41,100	41,100	41,100
Youth Development	36,511	38,319	39,300	39,300	39,300	39,300
Concerts on The Commons	19,023	17,572	19,000	19,380	19,380	19,380
Arts Program	8,915	11,165	15,700	11,100	11,100	11,100
Special Programs	15,220	12,678	17,500	17,850	17,850	17,850
Recreation Program Expend	29,079	53,096	43,000	50,860	50,860	50,860
Consultants	-	875	2,500	3,000	3,000	3,000
Conferences & Meetings	11,213	16,243	16,300	16,630	16,630	16,630
Membership Dues	1,756	1,836	1,910	1,760	1,760	1,760
Publication,Rpt,Ref Matl	299	513	320	330	330	330
Staff Training	352	758	600	600	600	600
Administrative Expense	2,465	2,596	2,500	2,550	2,550	2,550
Advertising-Recruitment	25	931	-	-	-	-
Advertising-Promotional	32,233	38,358	35,390	30,100	30,100	30,100
Equipment Rental	6,681	12,220	13,290	18,950	18,950	18,950
R & M - Equipment	3,070	3,168	3,740	3,460	3,460	3,460
Materials & Services	200,121	242,451	261,680	268,440	268,440	268,440



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Equipment & Furnishings	55,467	20,149	-	63,000	63,000	63,000
Capital Outlay	55,467	20,149	-	63,000	63,000	63,000
Total Expenditures	<u>\$ 880,475</u>	<u>\$ 915,451</u>	<u>\$ 965,480</u>	<u>\$ 1,079,560</u>	<u>\$ 1,079,560</u>	<u>\$ 1,079,560</u>



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.



Summary

Department Manager	Paul Hennon
Library Manager	Jerianne Thompson
FTE's	18
Expenditures	\$ 1,916,380

Highlights of FY 2014/2015

- Checked out about 700,000 items including books, music, and movies and more than 25,000 ebooks.
- Circulation and attendance decreased about 10%. About 5% corresponds to a similar decrease seen by similar Washington County libraries. The trend in decreased library usage is because of the increased availability of digital materials and a change in the general utilization of libraries; Tualatin Library's usage was further decreased by the impact of adjacent construction activities.



Goals for FY 2015/2016

- Expanded volunteer opportunities, including a monthly event for families and one-to-one tutoring on homework, technology, and English as a Second Language. Volunteers contributed about 7,500 hours; the equivalent of almost four full-time employees.
- Engaged citizens through a Community Reading Goal during Summer Reading, with participants collectively reading for 2.6 million minutes. Distributed more than 3,000 free books to children and teens during the annual Summer Reading program.
- Maintained a high service level during the Seneca Street extension and Library/City Offices parking expansion, including adding a drive-up book return.
- Added more than 15,000 new items, expanding Tualatin Library's collection to more than 110,000 items. Through membership in WCCLS, residents have access to about 1.7 million library items.
- Expanded Library technology, including adding a scanner and wireless printing.
- 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, and the Citizen Involvement Organizations.
- Expand the Library's community engagement in Summer Reading.
- Engage the public in a strategic planning process, addressing the changing utilization of libraries, to assess community needs, update the Library's mission statement, and determine priorities for library services.
- Partner with WCCLS to address countywide library growth, possible efficiencies, and funding, in preparation for the potential replacement of the 5-year local option levy, effective 2016-2021.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full time	821,522	742,464	879,835	867,180	867,180	867,180
Part Time	71,304	54,992	87,890	134,190	134,190	134,190
Temporary	136,525	176,080	113,975	128,590	128,590	128,590
Overtime	1,525	10,580	2,205	1,500	1,500	1,500
FICA	77,918	74,314	78,765	84,735	84,735	84,735
WC Insurance & Tax	6,019	2,993	6,000	1,500	1,500	1,500
Pension	131,838	120,916	134,925	144,530	144,530	144,530
Insurance	119,140	119,628	184,420	167,920	167,920	167,920
Bereavement Leave	1,155	3,573	-	-	-	-
Sick Leave	656	968	-	-	-	-
Vacation Buy Back	13,051	4,333	-	-	-	-
Comp Time Sell Back	309	-	-	-	-	-
Salaries & Benefits	1,380,960	1,310,842	1,488,015	1,530,145	1,530,145	1,530,145
Office Supplies	9,148	8,381	7,600	7,600	7,600	7,600
Printing & Postage	4,830	8,101	4,000	4,000	4,000	4,000
Supplies - Donated Funds	-	-	1,000	1,000	1,000	1,000
Collection Development	245,552	255,688	239,290	244,000	244,000	244,000
Other Material Expenses (998)	(998)	(1,159)	-	-	-	-
Uniforms & Safety Equip	293	218	400	400	400	400
Medical & Other Testing	197	328	-	-	-	-
Cell Phones	1,080	720	1,080	1,080	1,080	1,080
Network/Online	37	27	-	-	-	-
Office Equip & Furniture	5,079	11,409	6,580	11,195	14,195	14,195
Computer Equip & Software	11,569	1,731	1,500	1,500	1,500	1,500
Personal Computer/Laptop	31,468	-	-	-	-	-
Library Tech - Public	38,796	312	-	-	5,000	5,000
Special Programs	29,796	41,002	24,500	25,000	25,000	25,000
Consultants	1,475	490	6,000	16,000	16,000	16,000
Conferences & Meetings	7,709	9,745	7,480	8,715	8,715	8,715
Membership Dues	1,250	938	1,380	1,410	1,410	1,410
Staff Training	1,600	1,348	800	800	800	800
Administrative Expense	3,727	2,565	3,630	3,660	3,660	3,660
Advertising-Recruitment	-	1,642	-	-	-	-
Advertising-Promotional	1,922	5,524	7,000	2,000	2,000	2,000
Equipment Rental	5,795	6,292	3,960	4,390	4,390	4,390
R & M - Equipment	5,641	8,758	10,540	10,485	10,485	10,485
Materials & Services	405,964	364,059	326,740	343,235	351,235	351,235
Equipment & Furnishings	-	9,502	-	35,000	35,000	35,000
Capital Outlay	-	9,502	-	35,000	35,000	35,000
Total Expenditures	\$ 1,786,925	\$ 1,684,404	\$ 1,814,755	\$ 1,908,380	\$ 1,916,380	\$ 1,916,380

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. Tualatin's share of the 2006 Metro Natural Areas Bond Measure are received and expended through this fund.

Highlights of FY 2014/2015

- Completed land acquisition of a segment of the Tualatin River Greenway between Barngrover Way and Interstate 5.
- Obtained \$2,939,000 in grants and a private donation to fund construction of the three quarters of a mile of Tualatin River Greenway Trail between Barngrover Way and Nyberg Lane (near Brown's Ferry Park), including a segment along the river under Interstate 5. Grants include \$1,585,800 from the State of Oregon's ConnectOregon V transportation program, \$750,000 from Washington County's Major Streets Transportation Program's Opportunity Fund, \$3,200 from the Oregon Public Health Institute's Healthy Eating Active Living program (HEAL). CenterCal Properties, LLC, the developer of the Nyberg Rivers, Nyberg Woods, and Bridgeport Village shopping centers, donated \$600,000 cash to assist in obtaining the grants and to partially fund the project.
- Obtained a grant from Metro in the amount of about \$30,000 to fund regional wayfinding signage on the Tualatin River Greenway trail 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). A separate grant received by the City of Tigard will fund 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 Trail in Tualatin, Durham, and Tigard will have uniform regional wayfinding signs as a result of these grants.

Summary

Department Manager	Paul Hennon
FTE's	0
Expenditures	\$ 4,814,520
Funding Source	Park Development Fund

- Completed land acquisition of a segment of the Tualatin River Greenway located south and west of Pacific Highway (HWY 99) and working with developer on design and construction of the greenway trail on the property.
- Completed installation of a fire sprinkling system at the Juanita Pohl Center, largely funded with a Community Development Block Grant (CDBG) in the amount of \$133,000.
- Began the process of updating the Tualatin Parks and Recreation Master Plan.

Goals for FY 2015/2016

- Complete construction of the three quarters of a mile of Tualatin River Greenway Trail between Barngrover Way and Nyberg Lane (near Brown's Ferry Park), including a segment along the river under Interstate 5.
- 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.
- 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 Natural Areas and Greenway System and related interconnected system of on and off street pedestrian and bicycle facilities.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Office Supplies	338	(200)	5,000	5,000	5,000	5,000
Printing & Postage	87	(197)	5,000	5,000	5,000	5,000
Photographic Supplies	-	-	1,000	1,000	1,000	1,000
Consultants	-	7,742	10,000	5,000	5,000	5,000
Property Management	27	-	-	-	-	-
Materials & Services	453	7,345	21,000	16,000	16,000	16,000
Transfers - General Fund	13,690	17,790	25,970	31,040	31,040	31,040
Transfers & Reimbursements	13,690	17,790	25,970	31,040	31,040	31,040
Land Acquisition	291,965	3,114	659,130	444,930	444,930	444,930
Feasibility Studies	-	-	150,000	150,000	150,000	150,000
Projects Professional Svc	200	10,190	-	-	-	-
Projects Construction	251	-	147,000	4,152,550	4,172,550	4,172,550
Capital Outlay	292,416	13,304	956,130	4,747,480	4,767,480	4,767,480
Total Expenditures	\$ 306,559	\$ 38,439	\$ 1,003,100	\$ 4,794,520	\$ 4,814,520	\$ 4,814,520

Tualatin Science and Technology Scholarship

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	\$ 50,750
Funding Source	Tualatin Scholarship Fund

Highlights of FY 2014/2015

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

Goals for FY 2015/2016

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



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Scholarships	450	300	400	400	400	400
Materials & Services	450	300	400	400	400	400
General Account Reserve	-	-	50,485	50,350	50,350	50,350
Contingencies & Reserves	-	-	50,485	50,350	50,350	50,350
Total Expenditures	\$ 450	\$ 300	\$ 50,885	\$ 50,750	\$ 50,750	\$ 50,750



CITY OF TUALATIN

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Bike Patrol

Public Safety

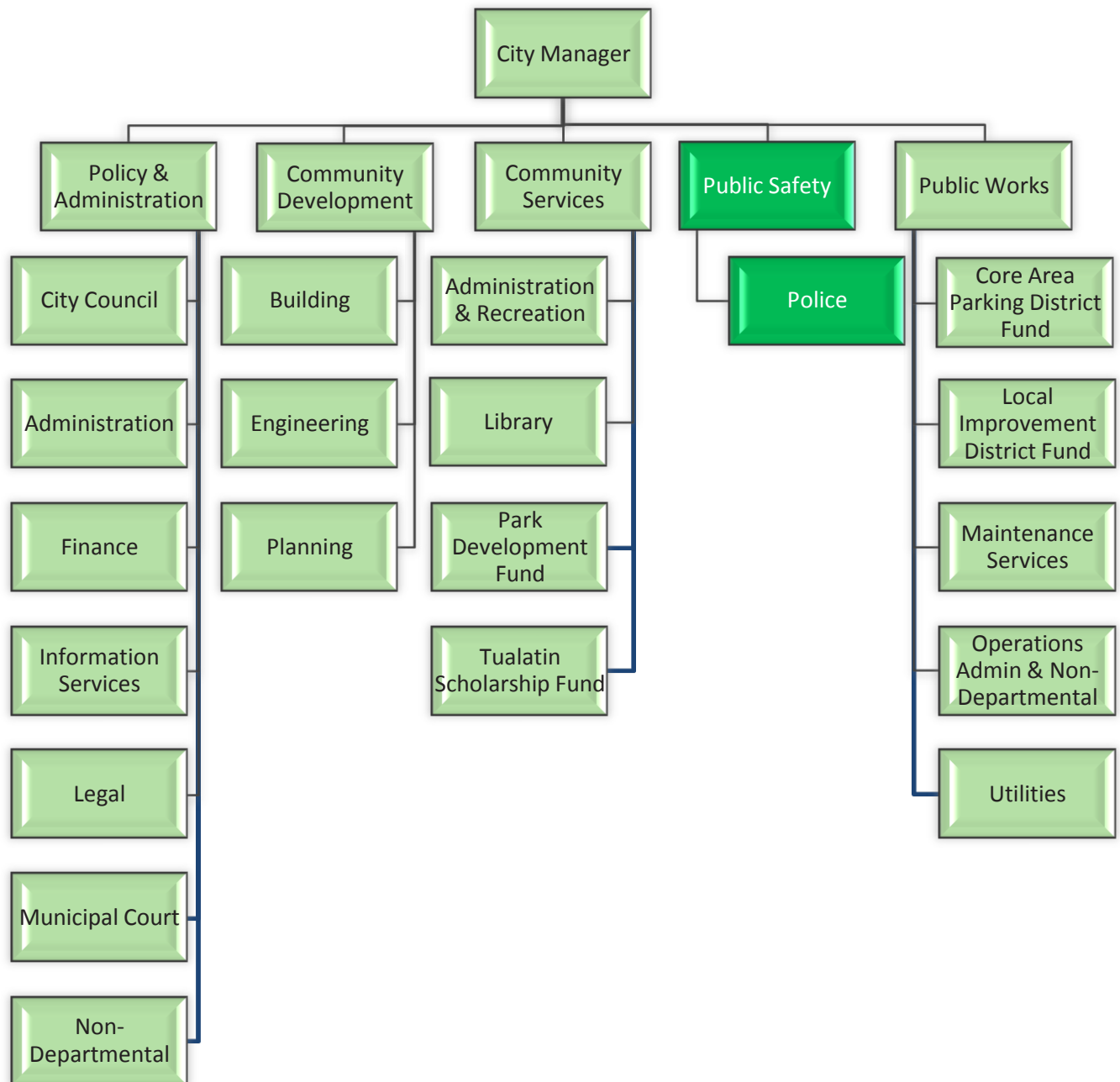


Honor Guard

Police



Officer Barkley and Zoey





City of Tualatin
Fiscal Year 2015 - 2016
Adopted Budget - Public Safety

Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 5,739,683	\$ 5,848,222	\$ 6,057,295	\$ 6,416,760
Materials and Services	650,123	609,790	659,530	675,720
Transfers	-	-	-	-
Capital Outlay	145,576	297,809	123,200	139,500
Debt Service	-	-	-	-
Contingencies & Reserves	-	-	-	-
Total Requirements	\$ 6,535,382	\$ 6,755,821	\$ 6,840,025	\$ 7,231,980

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. 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.

Summary

Police Chief	Kent Barker
FTE's	47
Expenditures	\$ 7,231,980
Funding Source	General Fund

Support Services

The Police Support Services division consists of the Records Unit, the Investigations Unit and the Training Unit. The Investigations Unit is responsible for major criminal investigations and the delivery of all school based police curriculums including Criminal Justice, Bullying, Internet Safety, Gang Resistance, as well as the GREAT Summer Program. The Records Unit is responsible for the entry and maintenance of all reports and records as well as the receiving, processing and storage of all evidence and department property. The Training Unit is responsible for the training of each member and meeting state-mandated certification.

Highlights for FY 2014/2015

Increased community engagement activities. There were 16 participating neighborhoods and C.I.O groups in the National Night Out event with over 900 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.

- Partnered with Tualatin Together Coalition to educate parents about drug awareness.
- Engaged each of the Community Involvement Organizations by annual officer attendance at CIO meetings.
- Held our 5th Annual Citizen/Community Educational Police Academy.



- We increased social media presence by posting at least one Facebook post per business week.
- We analyzed data to determine whether or not to add a 3rd Intersection Safety Camera. We did not have enough data this year to support adding a 3rd Intersection Safety Camera. We focused our efforts on enforcing traffic at high risk intersections to increase traffic safety and reduce traffic crashes.
- The police department began offering fingerprinting services to the public.
- Have a fully functional bar-coding system up and running for Evidence.
- Became fully functional with the new Regional Joint Information Network (RegJIN) and Report Management System (RMS).
- Improve interactions with citizens and the community by engaging 12 key stakeholders to participate in the 6th 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.
- Analyzed intersections with high crash volumes to determine if the intersection meets qualifications for intersection safety camera.
- Continue School Resource Officer Program at the schools.

Goals for FY 2015/2016

- 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, Crawfish Festival, and Pumpkin Regatta. Increase community engagement with the Latino community in Tualatin.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	3,359,300	3,432,990	3,659,400	3,789,995	3,789,995	3,789,995
Part Time	63,413	5,913	-	-	-	-
Temporary	44,337	52,232	46,775	56,060	56,060	56,060
Overtime	206,320	235,192	236,500	236,500	236,500	236,500
Employee Benefits	75	-	-	-	-	-
FICA	284,067	289,545	290,575	300,925	300,925	300,925
WC Insurance & Tax	124,605	129,030	125,000	130,300	130,300	130,300
Pension	772,735	775,549	813,080	892,650	892,650	892,650
Insurance	754,742	763,021	809,465	933,830	933,830	933,830
Job Injury Time	12,296	34,214	-	-	-	-
Bereavement Leave	8,045	11,388	-	-	-	-
Sick Leave Bonus	1,074	1,096	-	-	-	-
Vacation Buy Back	17,915	22,563	5,000	5,000	5,000	5,000
Holiday Sell Back	54,972	54,228	40,000	40,000	40,000	40,000
Comp Time Sell Back	3,017	3,414	-	-	-	-
Other Benefit Costs	1,268	2,500	-	-	-	-
ORPAT-Fitness Incentive	31,500	33,500	31,500	31,500	31,500	31,500
PORAC Legal Defense Fund	-	1,847	-	-	-	-
Salaries & Benefits	5,739,683	5,848,222	6,057,295	6,416,760	6,416,760	6,416,760
Office Supplies	10,145	10,283	11,000	11,000	11,000	11,000
Printing & Postage	8,342	9,594	10,000	10,000	10,000	10,000
Photographic Supplies	489	1,332	1,300	1,300	1,300	1,300
Energy Supplies	3,759	3,588	4,000	4,000	4,000	4,000
Evidence & Investigation	2,738	3,679	3,000	3,000	3,000	3,000
Uniforms & Safety Equip	54,070	47,432	45,000	45,000	45,000	45,000
Medical & Other Testing	4,317	6,922	5,000	5,000	5,000	5,000
Ammun & Defensive Equip	34,093	27,665	40,000	47,000	47,000	47,000
Cell Phones	18,607	15,354	17,000	17,000	17,000	17,000
Network/Online	15,045	19,944	15,600	18,000	18,000	18,000
Office Equip & Furniture	2,000	2,112	2,000	2,000	2,000	2,000
Computer Equip & Software	10,306	70	4,750	15,000	15,000	15,000
Minor Vehicle Equipment	3,210	3,166	5,000	5,000	5,000	5,000
Personal Computer/Laptop	17,437	-	-	-	-	-
GREAT Program	10,003	9,932	10,000	10,000	10,000	10,000
Spec Investigative Fund	6,087	5,885	6,000	6,000	6,000	6,000
Crime Prevention Supplies	2,281	3,296	3,000	4,000	4,000	4,000
Legal	-	22,500	-	-	-	-
Conferences & Meetings	6,461	6,610	7,500	8,500	8,500	8,500
Membership Dues	6,857	5,555	7,500	7,500	7,500	7,500
Publication,Rpt,Ref Matl	2,105	1,015	1,700	1,700	1,700	1,700
Staff Training	42,970	40,952	45,000	45,000	45,000	45,000
Staff/Dept Recognition	1,841	1,774	3,500	4,000	4,000	4,000
Administrative Expense	3,211	4,060	4,500	4,500	4,500	4,500



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Equipment Rental	12,211	5,399	5,000	5,000	5,000	5,000
R & M - Equipment	7,812	9,527	11,000	11,000	11,000	11,000
R & M - Computers	1,296	-	1,500	1,500	1,500	1,500
Materials & Services	618,456	609,790	659,530	675,720	675,720	675,720
Equipment & Furnishings	145,576	297,809	123,200	139,500	139,500	139,500
Capital Outlay	145,576	297,809	123,200	139,500	139,500	139,500
Total Expenditures	\$ 6,503,715	\$ 6,755,821	\$ 6,840,025	\$ 7,231,980	\$ 7,231,980	\$ 7,231,980



CITY OF TUALATIN

WWW.TUALATINOREGON.GOV



Fleet Maintenance on police vehicle



CE2 student



Overlay of 90th Avenue

Public Works



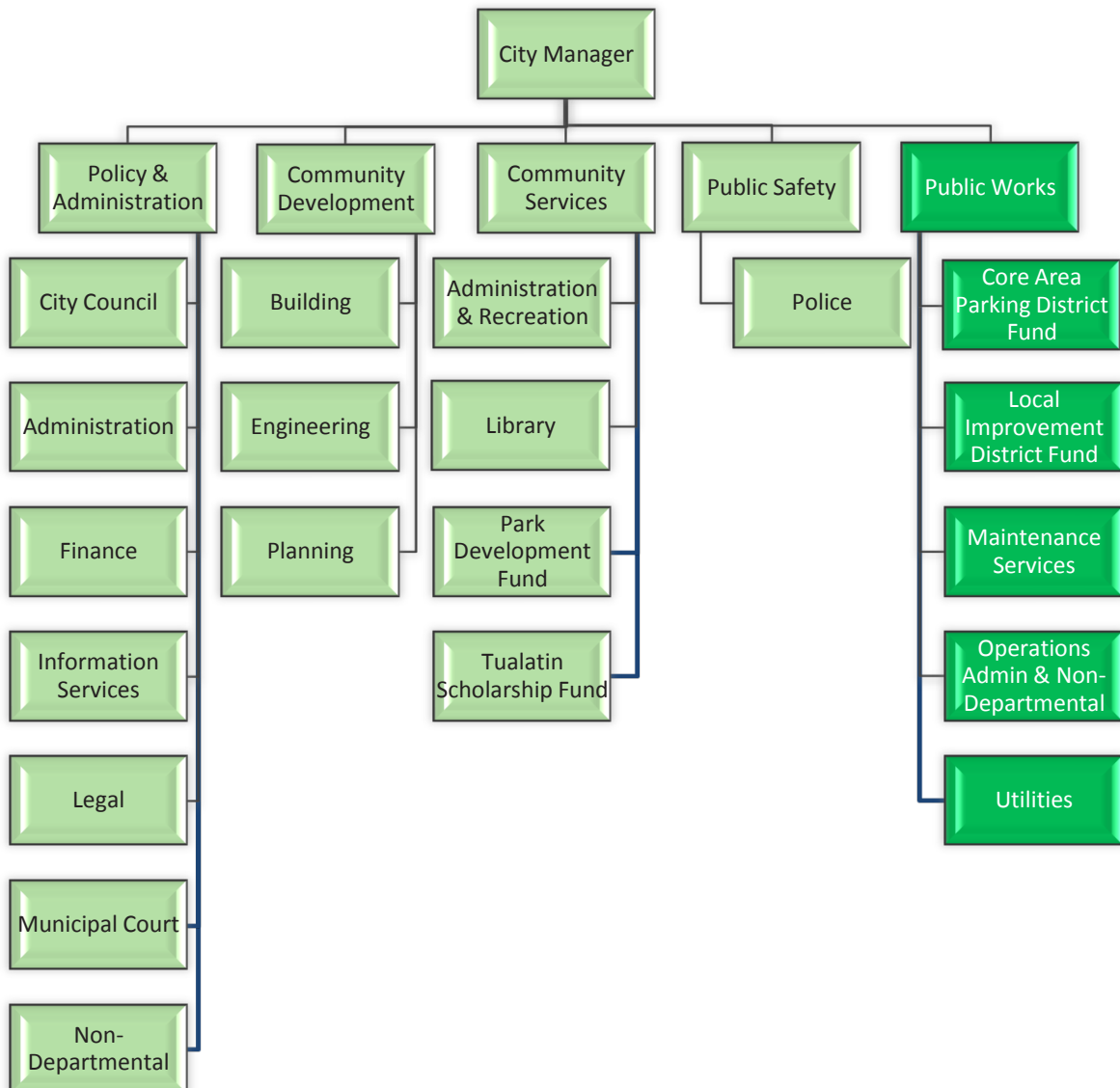
Core Area Parking District Fund

Local Improvement District Fund

Maintenance Services

*Operations Administration and
Non-Departmental*

Utilities





City of Tualatin

Fiscal Year 2015 - 2016

Adopted Budget - Public Works

Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 2,472,647	\$ 2,635,986	\$ 2,780,155	\$ 3,012,905
Materials and Services	12,886,711	11,864,575	12,156,430	12,743,585
Transfers	5,864,600	9,085,832	6,881,315	9,040,625
Capital Outlay	1,283,029	4,573,861	3,488,100	5,347,910
Debt Service	-	-	129,610	129,615
Contingencies & Reserves	20,854,327	19,960,772	18,392,730	15,265,290
Total Requirements	\$ 43,361,314	\$ 48,121,026	\$ 43,828,340	\$ 45,539,930

Core Area Parking

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 2014/15

- Completed Seneca Street, Library and Civic Parking.
- Re-striped all Core Area parking lots.
- Replaced/upgraded signage.
- 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	\$ 190,280
Funding Source	Core Area Parking District Fund

Goals for FY 2015/2016

- Evaluate parking lot lighting options for LED conversion to reduce power usage while maintaining adequate lighting.
- Provide twice 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 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Printing & Postage	-	-	100	100	100	100
Botanical & Chem Supplies	-	-	1,000	1,000	1,000	1,000
Consultants	-	-	1,000	1,000	1,000	1,000
Utilities - Parking Lots	8,710	8,690	9,540	9,600	9,600	9,600
Administrative Expense	-	-	120	120	120	120
Guardrails & Signs	19	-	700	400	400	400
Street/Parking Lot Lights	-	-	1,000	-	-	-
Grounds & Landscaping	2,655	2,905	3,700	3,700	3,700	3,700
Parking Lot Striping	2,810	1,000	2,900	3,400	3,400	3,400
Parking Lots	2,400	2,400	3,000	3,000	3,000	3,000
R & M - Parking Lots	-	-	1,000	1,000	1,000	1,000
R & M - Equipment	92	-	100	-	-	-
Materials & Services	16,686	14,995	24,160	23,320	23,320	23,320
Transfers - General Fund	68,345	24,030	23,470	26,950	26,950	26,950
Transfers & Reimbursements	68,345	24,030	23,470	26,950	26,950	26,950
Fund Projects	42,717	10,160	-	-	-	-
Capital Outlay	42,717	10,160	-	-	-	-
Contingency	-	-	10,000	10,000	10,000	10,000
General Account Reserve	-	-	76,730	84,510	84,510	84,510
Future Years Project	-	-	45,500	45,500	45,500	45,500
Contingencies & Reserves	-	-	132,230	140,010	140,010	140,010
Total Expenditures	\$ 127,747	\$ 49,185	\$ 179,860	\$ 190,280	\$ 190,280	\$ 190,280



Local Improvement District Fund

The Local Improvement District (LID) Fund is used to construct public improvements that are paid for by adjoining property owners. The City arranges short-term financing of the construction and then after completion of the project, the City assesses the cost to the property owners and sells bonds to pay off the (short-term) construction financing. The debt service (see Bancroft Fund) is paid off over its term through semi-annual assessment payments. A petition from property owners to the City Council initiates projects in this fund.

Summary	
Department Manager	Alice Cannon
FTE's	0
Expenditures	\$ 479,400
Funding Source	Local Improvement District Fund

Highlights of FY 2014/2015

- There were no new requests for construction projects.

Goals for FY 2015/2016

- Funds are budgeted in the case of a new request.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Contingency	-	-	477,575	479,400	479,400	479,400
Contingencies & Reserves	-	-	477,575	479,400	479,400	479,400
Total Expenditures	-	-	\$ 477,575	\$ 479,400	\$ 479,400	\$ 479,400

City of Tualatin

Fiscal Year 2015 - 2016

Adopted Budget - Maintenance Services

Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 1,153,892	\$ 1,217,099	\$ 1,267,575	\$ 1,336,715
Materials and Services	1,048,617	1,207,468	1,251,660	1,282,645
Transfers	-	-	-	-
Capital Outlay	48,800	141,559	33,200	117,100
Debt Service	-	-	-	-
Contingencies & Reserves	-	-	-	-
Total Requirements	\$ 2,251,309	\$ 2,566,126	\$ 2,552,435	\$ 2,736,460



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 2014/2015

- Met all of the year's departmental goals including completion of all budgeted projects.
- Assisted in the construction of Juanita Pohl Center sprinkler system.
- Repainted the Commons, Atfalati, and Browns Ferry restroom doors and hardware.
- Completion and Ribbon Cutting of Operations Warehouse in September 2014.
- Installed new bullet proof glass and metal for Police and Court reception counter.
- Designed and attached brackets to Police metal roof to prevent wind damage.
- Maintained a successful graffiti clean-up program by removing it within 24 hours of notice.

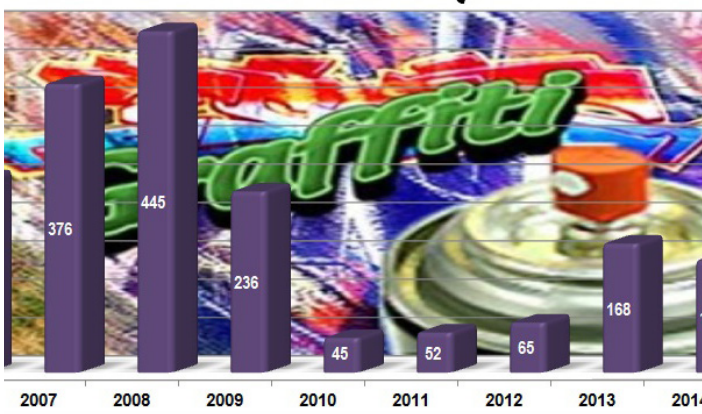
Summary

Department Manager	Jerry Postema
Maintenance Supervisor	Clay Reynolds
FTE	3.0
Expenditures	\$ 910,095

Goals for FY 2015/2016

- Provide high-quality customer service, measured using monthly survey letters.
- Complete all planned maintenance and budgeted projects.
- Implementation of Nexgen Asset Management software for Facilities.
- Conduct parking lot lighting cost analysis for converting to LED fixtures replacing the old high pressure sodium lights.

Graffiti Reports



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	125,185	129,318	150,740	173,780	173,780	173,780
Temporary	12,523	5,181	-	-	-	-
Overtime	1,107	743	1,200	1,000	1,000	1,000
FICA	10,664	10,399	11,600	12,800	12,800	12,800
WC Insurance & Tax	4,417	4,174	4,500	5,100	5,100	5,100
Pension	19,321	19,210	21,250	24,800	24,800	24,800
Insurance	28,265	31,007	43,250	55,980	55,980	55,980
Job Injury Time	248	-	-	-	-	-
Comp Time Sell Back	-	43	-	-	-	-
Salaries & Benefits	201,730	200,074	232,540	273,460	273,460	273,460
Office Supplies	-	13	-	-	-	-
Uniforms & Safety Equip	894	982	1,000	1,100	1,100	1,100
Medical & Other Testing	34	-	-	-	-	-
Cell Phones	1,159	910	1,150	1,250	1,250	1,250
Small Tools	1,411	4,248	2,370	4,120	4,120	4,120
Office Equip & Furniture	-	3,772	-	-	-	-
Computer Equip & Software	600	-	5,400	5,400	5,400	5,400
Personal Computer/Laptop	1,026	-	-	-	-	-
Utilities - City Center	52,172	53,710	64,710	65,795	65,795	65,795
Utilities - Council	10,518	9,174	-	-	-	-
Utilities - Operations	24,784	24,875	37,950	32,300	32,300	32,300
Utilities - Police	49,561	50,724	56,055	56,350	56,350	56,350
Utilities - Park & Rec	7,054	6,973	8,055	8,900	8,900	8,900
Utilities - Van Raden Ctr	4,199	5,274	5,805	6,575	6,575	6,575
Utilities - Lafky House	2,059	2,540	4,895	3,200	3,200	3,200
Utilities - Pohl Center	12,853	14,764	18,800	20,200	20,200	20,200
Utilities - Park Building	22,943	23,972	27,520	33,700	33,700	33,700
Utilities - Brown's Ferry	2,977	2,836	3,610	3,820	3,820	3,820
Utilities - Heritage Ctr	3,272	3,668	4,020	4,070	4,070	4,070
Membership Dues	142	134	300	180	180	180
Staff Training	282	-	1,200	900	900	900
Staff/Dept Recognition	91	16	275	275	275	275
Administrative Expense	253	313	200	200	200	200
Contr R & M - Building	93,314	161,378	117,900	119,400	119,400	119,400
Non-Routine Specific Proj	15,508	13,159	8,400	12,100	12,100	12,100
Building Cleaning	123,257	139,127	132,980	137,700	137,700	137,700
Equipment Rental	-	632	500	500	500	500
R & M - City Center	16,874	19,446	14,600	15,000	15,000	15,000
R & M - Council	2,922	2,398	-	-	-	-
R & M - Operations	3,130	3,922	3,800	4,100	4,100	4,100
R & M - Police	4,520	4,312	5,800	5,300	5,300	5,300
R & M - Park & Rec	338	337	700	500	500	500



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
R & M - Park Buildings	6,061	6,143	8,000	8,500	8,500	8,500
R & M - Brown's Ferry	24	73	1,300	600	600	600
R & M - Heritage Ctr	275	487	1,200	800	800	800
R & M - VanRijn House	7	948	1,200	1,200	1,200	1,200
R & M - Equipment	1,117	580	1,000	1,000	1,000	1,000
Materials & Services	470,468	568,865	546,995	561,035	561,035	561,035
R & M - Major Projects	31,148	70,451	-	75,600	75,600	75,600
Capital Outlay	31,148	70,451	-	75,600	75,600	75,600
Total Expenditures	\$ 703,346	\$ 839,391	\$ 779,535	\$ 910,095	\$ 910,095	\$ 910,095

Operations – Fleet

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 2014/2015

- 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 five new vehicle equipment installs including (two Police Department patrol cars and one motorcycle, one Water Division utility truck, one Parks Maintenance Division landscape pickup and one Building Division vehicle).
- Installed Driver License readers in Police Department vehicles (one Motorcycle and two patrol vehicles).
- Started conversion of Fleet Maintenance software to Nexgen.

Summary

Department Manager	Jerry Postema
Maintenance Supervisor	Clay Reynolds
FTE	2
Expenditures	\$ 475,100

Goals for FY 2015/2016

- 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.
- Utilize Nexgen software to develop and design new easy to read reports for analyzing vehicle usage and costs.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	117,423	121,775	130,685	135,965	135,965	135,965
Temporary	12,152	16,942	-	-	-	-
Overtime	55	(1,114)	200	200	200	200
FICA	10,254	10,994	10,100	10,200	10,200	10,200
WC Insurance & Tax	4,213	4,600	4,300	4,300	4,300	4,300
Pension	17,039	17,938	18,700	20,000	20,000	20,000
Insurance	23,155	25,660	27,850	29,410	29,410	29,410
Job Injury Time	3,582	46	-	-	-	-
Comp Time Sell Back	-	43	-	-	-	-
Salaries & Benefits	187,874	196,884	191,835	200,075	200,075	200,075
Office Supplies	60	75	-	-	-	-
Inventory Adjustment	(2,102)	686	-	1,000	1,000	1,000
Uniforms & Safety Equip	2,554	2,809	2,570	3,000	3,000	3,000
Fuel	132,776	141,410	154,800	144,800	144,800	144,800
Small Tools	519	3,050	1,500	2,800	2,800	2,800
Computer Equip & Software	2,190	1,927	1,600	900	900	900
Drop Box Hauling	(324)	146	330	330	330	330
Conferences & Meetings	1,161	308	1,200	2,000	2,000	2,000
Membership Dues	567	1,292	670	1,020	1,020	1,020
Publication,Rpt,Ref Matl	141	179	300	200	200	200
Staff Training	345	1,830	2,000	1,800	1,800	1,800
Staff/Dept Recognition	146	119	210	225	225	225
Administrative Expense	19	-	50	50	50	50
Contr R & M - Fleet	17,951	37,099	26,000	26,800	26,800	26,800
R & M - Vehicles	73,832	78,928	92,500	88,000	88,000	88,000
R & M - Equipment	3,574	981	2,100	2,100	2,100	2,100
Materials & Services	233,408	270,839	285,830	275,025	275,025	275,025
Total Expenditures	\$ 421,282	\$ 467,724	\$ 477,665	\$ 475,100	\$ 475,100	\$ 475,100

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 77 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 2014/2015

- Sport court improvements were completed to meet the demand of the fastest growing new sport in Tualatin, Pickleball. Court line striping was added to the tennis courts at Tualatin Community Park, Ibach Park, and Jurgens Park to accommodate the Pickleball players.

Summary	
Department Manager	Jerry Postema
Parks Maintenance Manager	Tom Steiger
FTE's	9
Expenditures	\$ 1,351,265
Funding Source	General Fund

- Parks Maintenance collaborated with Volunteer Services to provide three days of hands on "outdoor classroom" experience with 530 Tualatin High School biology students. Lessons included native planting restoration efforts and the effect on storm water quality management at the Chieftain Dakota Outfall and Trail.
- Sports field improvements included laser grading and soil conditioning to the baseball field at Atfalati Park, improving the "playability" for youth baseball and softball leagues.
- Expanded support and staff commitment to community events including the Crawfish Festival with larger vendor displays and increased 3 day event, Volunteer Services event support for increased community participation in public improvement projects, as well as ongoing support for Community Services event and program schedules.



Goals for FY 2015/2016

- Assist with project management and the integration of the new segment of the Tualatin River Greenway trail. Expanded duties of trail maintenance brought online including over one acre of site mitigation area and the implementation of new regional way-finding signage across the trail network.
- 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.
- Support staff certifications in Play-ground Safety, Integrated Pest Management, and Arboriculture in compliance with workplace requirements, and, empower all to be proactive and engaged.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	386,051	478,667	499,725	513,815	513,815	513,815
Part Time	5,597	-	-	-	-	-
Temporary	97,097	41,907	53,520	59,500	59,500	59,500
Overtime	14,991	18,904	17,000	18,000	18,000	18,000
Standby	3,746	5,474	3,600	3,600	3,600	3,600
FICA	38,653	41,380	41,725	42,650	42,650	42,650
WC Insurance & Tax	17,346	18,595	17,500	19,000	19,000	19,000
Pension	66,794	76,935	75,605	85,000	85,000	85,000
Insurance	114,159	129,607	134,525	121,615	121,615	121,615
Job Injury Time	345	971	-	-	-	-
Bereavement Leave	947	621	-	-	-	-
Sick Leave Bonus	3,472	3,219	-	-	-	-
Vacation Buy Back	14,408	3,799	-	-	-	-
Comp Time Sell Back	683	62	-	-	-	-
Salaries & Benefits	764,288	820,141	843,200	863,180	863,180	863,180
Botanical & Chem Supplies	18,688	15,827	23,600	23,600	23,600	23,600
Street Trees	5,868	4,744	5,670	12,150	12,150	12,150
Uniforms & Safety Equip	4,164	4,882	4,500	4,800	4,800	4,800
Medical & Other Testing	880	766	1,000	1,200	1,200	1,200
Cell Phones	963	710	1,160	3,360	3,360	3,360
Small Tools	3,182	14,084	7,015	14,265	14,265	14,265
Personal Computer/Laptop	2,017	-	-	-	-	-
Consultants	1,605	1,112	2,865	2,865	2,865	2,865
Utilities - City Parks	64,967	69,623	80,290	83,545	83,545	83,545
Conferences & Meetings	1,140	2,615	1,725	1,700	1,700	1,700
Membership Dues	263	735	755	950	950	950
Staff Training	2,641	3,134	3,065	2,965	2,965	2,965
Staff/Dept Recognition	475	328	900	895	895	895
Administrative Expense	-	-	250	250	250	250
Grounds & Landscaping	199,225	208,647	242,040	250,040	250,040	250,040
Equipment Rental	3,667	4,632	4,000	4,000	4,000	4,000
R & M - Equipment	34,995	35,925	40,000	40,000	40,000	40,000
Materials & Services	344,741	367,764	418,835	446,585	446,585	446,585
Equipment & Furnishings	11,152	-	33,200	41,500	41,500	41,500
R & M - Major Projects	6,500	71,108	-	-	-	-
Capital Outlay	17,652	71,108	33,200	41,500	41,500	41,500
Total Expenditures	\$ 1,126,681	\$ 1,259,013	\$ 1,295,235	\$ 1,351,265	\$ 1,351,265	\$ 1,351,265



Operations - 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.

Summary

Department Manager	Jerry Postema
FTE's	6.0
Expenditures	\$ 600,020
Funding Source	Operations Fund

Highlights of FY 2014/2015

- Completed recruitment for the new Water Manager/Emergency Manager and Management Analyst positions and transitioning to new staffing.
- Continued to work with area businesses on compliance with Business Recycling Requirements Program.
- Began initiating the Nexgen program, a new work order and asset management program.
- Utilized utility billing to include public information messages on a monthly basis.
- Eight CE2 participants from Tualatin High School contributed a total of nearly 560 hours. Each student spent approximately 70 hours during their four-week visit.
- Utilized over 8,800 volunteer hours to complete a variety of city programs.
- Represented the city and area on the Metro Solid Waste Alternatives Advisory Committee (SWAAC).
- Partnered with Tualatin Valley Water District and City of Portland on Emergency Water Pump Station

Goals for FY 2015/16

- Proactive involvement in regional water activities and analyzing the impacts and opportunities for the city.
- Working and coordinating on priorities identified in the Tualatin Tomorrow Vision and Action Plan.
- 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 internally and externally 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 while maintaining a zero accident rate, as well as promoting staff development and training opportunities for a professional and engaged workforce.
- Converting our 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.
- Maintain at least a 90% customer satisfaction rate across the department.

Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	183,046	289,144	300,870	373,700	373,700	373,700
Part Time	28,350	25,721	36,840	29,990	29,990	29,990
Temporary	35,423	5,378	9,600	5,500	5,500	5,500
Overtime	587	342	655	500	500	500
FICA	18,508	24,067	25,710	29,900	29,900	29,900
WC Insurance & Tax	2,475	3,512	2,500	3,750	3,750	3,750
Pension	30,339	38,217	48,740	57,115	57,115	57,115
Insurance	34,382	40,574	42,100	52,390	52,390	52,390
Bereavement Leave	724	1,034	-	-	-	-
Vacation Buy Back	1,674	577	-	-	-	-
Comp Time Sell Back	396	465	-	-	-	-
Salaries & Benefits	335,903	429,031	467,015	552,845	552,845	552,845
Office Supplies	4,879	4,229	4,600	3,950	3,950	3,950
Printing & Postage	533	353	1,000	1,000	1,000	1,000
Uniforms & Safety Equip	260	810	1,000	2,000	2,000	2,000
Medical & Other Testing	-	76	-	-	-	-
Cell Phones	1,053	797	720	1,080	1,080	1,080
Small Tools	120	607	500	500	500	500
Office Equip & Furniture	636	4,082	4,100	4,100	4,100	4,100
Computer Equip & Software	390	247	-	-	-	-
Personal Computer/Laptop	2,048	-	-	-	-	-
Consultants	750	3,200	4,000	4,000	4,000	4,000
Conferences & Meetings	3,190	2,992	6,000	6,000	6,000	6,000
Membership Dues	687	852	1,565	1,765	1,765	1,765
Publication,Rpt,Ref Matl	29	29	155	155	155	155
Staff Training	1,973	1,471	7,270	7,975	7,975	7,975
Staff/Dept Recognition	2,654	870	2,650	2,650	2,650	2,650
Administrative Expense	163	71	800	1,000	1,000	1,000
Advertising-Recruitment	36,525	-	-	-	-	-
Advertising-Promotional	115	315	2,500	2,000	2,000	2,000
Equipment Rental	6,575	5,707	6,200	6,100	6,100	6,100
R & M - Equipment	2,385	2,615	2,900	2,900	2,900	2,900
Materials & Services	64,965	29,325	45,960	47,175	47,175	47,175
Total Expenditures	\$ 400,868	\$ 458,356	\$ 512,975	\$ 600,020	\$ 600,020	\$ 600,020



Non-Departmental

This division provides materials, services, equipment, and other assets used in common by the Administration, Maintenance Services, Parks Maintenance, Street/Sewer/Storm, and Water divisions of the Operations Department. This includes maintenance and improvements to grounds and other site facilities, communications equipment and charges, shared equipment (such as furniture and fixtures), and general building and site improvements.

Summary	
Department Manager	Jerry Postema
FTE's	0
Expenditures	\$ 1,246,745
Funding Source	Operations Fund





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Botanical & Chem Supplies	100	1,099	520	1,000	1,000	1,000
Cell Phones	249	196	520	950	950	950
Dedicated Lines	-	12	-	-	-	-
Pagers	87	73	-	-	-	-
Small Tools	-	357	500	500	500	500
Consultants	-	-	48,250	40,000	40,000	40,000
Merchant Discount Fees	251	338	300	300	300	300
One Call Servicing	2,825	3,568	3,000	3,500	3,500	3,500
Grounds & Landscaping	5,288	7,791	9,600	9,600	9,600	9,600
R & M - Equipment	7,982	43	500	500	500	500
Materials & Services	16,780	13,476	63,190	56,350	56,350	56,350
OPS Warehouse Proj Fund	-	1,010,000	-	-	-	-
Transfers & Reimbursements	-	1,010,000	-	-	-	-
Equipment & Furnishings	9,749	-	284,260	207,520	207,520	207,520
Projects Professional Svc	90,619	-	-	-	-	-
Projects Construction	19,928	-	-	-	-	-
Fund Projects	507	-	-	-	-	-
Capital Outlay	120,802	-	284,260	207,520	207,520	207,520
Warehouse Financing	-	-	86,280	99,600	99,600	99,600
Principal	-	-	86,280	99,600	99,600	99,600
Warehouse Financing	-	-	43,330	30,015	30,015	30,015
Interest	-	-	43,330	30,015	30,015	30,015
Contingency	-	-	334,000	456,900	456,900	456,900
General Account Reserve	-	-	171,215	408,360	396,360	396,360
Contingencies & Reserves	-	-	505,215	865,260	853,260	853,260
Total Expenditures	\$ 137,582	\$ 1,023,476	\$ 982,275	\$ 1,258,745	\$ 1,246,745	\$ 1,246,745



City of Tualatin
Fiscal Year 2015 - 2016
Adopted Budget - Utilities - Water

Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 549,516	\$ 530,299	\$ 560,235	\$ 570,395
Materials and Services	2,194,855	2,152,053	2,052,085	2,289,625
Transfers	2,392,290	2,879,155	3,317,625	3,554,790
Capital Outlay	362,929	1,312,098	2,597,000	2,477,335
Debt Service	-	-	-	-
Contingencies & Reserves	6,386,015	5,982,830	6,167,330	3,283,640
Total Requirements	\$ 11,885,605	\$ 12,856,435	\$ 14,694,275	\$ 12,175,785

Operations – Water

The Water Division is responsible for the operation and maintenance of over 111 miles of water lines, ranging from 4 to 36 inches in diameter servicing over 6,600 service lines city wide. To maintain this system, the division regularly inspects and services five reservoirs, as well as each reservoir's control valve and cathodic protection system. All mainline valves, air relief valves, pressure reducing/sustaining valves, and booster stations; as well as the telemetry system Supervisory Control and Data Acquisition (SCADA) and its related electrical and mechanical equipment are the responsibility of this division. The city's Aquifer Storage and Recovery well (ASR) is also maintained by this division. In addition, the Water Division regularly inspects, paints, and exercises all fire hydrants and hydrant valves; flushes all "dead end" lines; and inspects and tests all large meter installations. The division takes over 400 water samples annually to ensure our system is in compliance with Oregon Health Authority (OHA) rules. The division operates the city's Cross Connection Program, which ensures our water does not become contaminated and complies with all city and state regulations.

Highlights of FY 2014/2015

- Inspected and operated 1,000 fire hydrants, flush all dead end lines, made repairs, as needed, to ensure all hydrants are in good working order when needed and to improve the water quality within our water system.
- Took over 400 water samples per OHA and Environmental Protection Agency (EPA) rules. Participated in the EPA's Unregulated Monitoring and Sampling Program.
- Participated with other regional water users with the Lead/Copper notification program.
- Changed out one large meter at LAM Research on Leveton Drive.

Summary	
Department Manager	Jerry Postema
Water Division Manager	Andrew Degner
FTE's	6
Expenditures	\$ 922,555
Funding Source	Operations - Water Division

- Ensured that all backflow devices in our water system are tested on an annual basis.
- Repaired two mainline leaks in the water system.
- Completion of daily meter reads for Finance Department as well as monthly door hangers for past due accounts.
- Injected 80 million gallons (mg) of water into the ASR facility during winter months and recovered 52 mg during peak summer months.
- Hooked up cell communication to seven additional sites SCADA for a total of ten sites. This allows us to have dual communication for redundancy.

Goals for FY 2015/2016

- Ensure the drinking water is safe and in compliance with OHA and EPA rules and regulations.
- Ensure all properties that require backflow devices in our water system are tested and reports are sent to OHA.
- Inspect and flush all fire hydrants within the system annually to ensure they are in good working order and available for use.
- Provide exceptional customer service at a reasonable cost not to exceed \$25 per capita while maintaining a 90% customer satisfaction rating from survey letters.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	349,593	331,925	357,010	352,970	364,970	364,970
Overtime	18,337	15,217	15,000	13,750	13,750	13,750
Standby	5,930	6,977	7,800	7,800	7,800	7,800
FICA	27,621	27,805	27,775	27,260	27,260	27,260
WC Insurance & Tax	13,176	13,138	13,300	13,300	13,300	13,300
Pension	52,284	50,321	49,570	44,290	44,290	44,290
Insurance	81,002	74,540	89,780	99,025	99,025	99,025
Job Injury Time	-	199	-	-	-	-
Sick Leave Conversion	1,575	3,382	-	-	-	-
Vacation Buy Back	-	6,796	-	-	-	-
Salaries & Benefits	549,516	530,299	560,235	558,395	570,395	570,395
Office Supplies	26	-	-	-	-	-
Printing & Postage	8,515	6,104	12,000	12,000	12,000	12,000
Uniforms & Safety Equip	2,505	3,572	4,365	4,780	4,780	4,780
Medical & Other Testing	-	368	-	-	-	-
Cell Phones	1,154	1,456	1,540	2,120	2,120	2,120
Network/Online	519	-	6,120	6,000	6,000	6,000
Pagers	87	73	-	-	-	-
Small Tools	4,555	3,697	5,670	4,745	4,745	4,745
Office Equip & Furniture	33	-	-	-	-	-
Computer Equip & Software	25	99	-	-	-	-
Personal Computer/Laptop	990	-	-	-	-	-
Consultants	2,250	825	4,440	3,000	3,000	3,000
Pump Stations-Electricity	39,838	42,309	58,120	58,120	58,120	58,120
Conferences & Meetings	469	3,947	1,000	1,000	1,000	1,000
Membership Dues	1,070	980	1,765	3,230	3,230	3,230
Publication,Rpt,Ref Matl	130	103	200	200	200	200
Staff Training	2,548	1,485	2,180	2,180	2,180	2,180
Staff/Dept Recognition	359	113	535	600	600	600
Administrative Expense	3	-	150	150	150	150
Advertising-Recruitment	-	37	-	-	-	-
Contr R & M - Systems	62,205	134,744	178,020	139,020	139,020	139,020
Equipment Rental	1,200	-	1,260	1,260	1,260	1,260
R & M - Systems	47,350	29,782	71,800	57,800	57,800	57,800
R & M - Lines	6,858	26,618	9,000	9,000	9,000	9,000
R & M - Hydrants	5,128	3,244	5,000	5,000	5,000	5,000
R & M - Reservoir	150	99	1,820	1,820	1,820	1,820
R & M - Pump Stations	-	-	1,000	1,000	1,000	1,000
R & M - Equipment	195	268	1,800	1,800	1,800	1,800
Materials & Services	188,163	259,922	367,785	314,825	314,825	314,825



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Equipment & Furnishings	-	-	57,000	37,335	37,335	37,335
Capital Outlay	-	-	57,000	37,335	37,335	37,335
Total Expenditures	\$ 737,679	\$ 790,221	\$ 985,020	\$ 910,555	\$ 922,555	\$ 922,555



Water Operating Fund

Tualatin's water system consists of 111 miles of pipes ranging in size from 4-inch to 36-inch diameter, five reservoirs, three pump stations, and over 6,600 water connections. Tualatin buys water from the City of Portland; this water comes from the Bull Run watershed and the Columbia South Shore Well Field systems.

In calendar year 2014, average daily usage in the City was 3.4 million gallons per day; peak usage in the city was 7.3 million gallons per day.

Rates 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):

FY 14/15 Charges	FY 15/16 Charges	Difference
\$ 26.96	\$ 28.14	\$1.18

Beginning in FY 14/15, the Water System Development Charges (SDC) portion of capital projects funded with Water SDC funds will be transferred from Water SDC into this fund.

Highlights of FY 2014/2015

- Replaced water lines in Boones Ferry Road and 63rd Ave
- Completed an analysis of the waterline in 124th in preparation for the County to construct the roadway
- Cleaned and repainted interior and exterior of water reservoir B1

Summary

Department Manager	Jerry Postema
Department Manager	Alice Cannon
Water Division Manager	Andrew Degner
City Engineer	Jeff Fuchs
Expenditures	\$ 10,505,705
Funding Source	Water Operating Fund

Goals for FY 2015/2016

- Plan future water infrastructure in association with the Basalt Creek Concept Planning and 124th Ave roadway design projects.
- Repaint exterior of B2 water reservoir, clean and repaint interior and exterior of C1, and complete construction of new C2 reservoir
- Install new water line between 115th Avenue and Blake Street
- Design and construct new water line in Myslony



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Printing & Postage	11,010	15,482	14,000	14,000	14,000	14,000
Inventory Adjustment	(716)	11,696	-	1,000	1,000	1,000
Water Conservation	5,924	4,764	6,000	6,000	6,000	6,000
For Tualatin	1,865,992	1,683,960	1,344,700	1,581,000	1,581,000	1,581,000
For Sherwood	-	-	32,000	-	-	-
Hydrants	-	-	2,000	2,000	2,000	2,000
Meters	7,689	7,026	10,000	10,000	10,000	10,000
Tual Valley Wtr/Jointline	-	-	1,000	1,000	1,000	1,000
Tual Valley/WA CO Lines	835	39,807	25,000	25,000	25,000	25,000
Consultants	15,076	19,132	100,000	175,000	175,000	175,000
Membership Dues	31,164	31,561	32,000	40,000	40,000	40,000
Merchant Discount Fees	14,505	19,231	20,000	22,000	22,000	22,000
Meter Reading	43,314	45,027	47,600	47,800	47,800	47,800
Contr R & M - Systems	11,900	14,445	50,000	50,000	50,000	50,000
Materials & Services	2,006,692	1,892,131	1,684,300	1,974,800	1,974,800	1,974,800
Transfers - General Fund	724,170	848,580	912,530	1,152,200	1,152,200	1,152,200
Transfers - Building	7,110	7,110	9,200	9,710	9,710	9,710
Transfers - Operations	1,017,430	1,169,600	1,407,570	1,280,330	1,280,330	1,280,330
Transfers - Enterpris Bnd	538,285	536,265	535,765	502,550	502,550	502,550
Transfers - Wtr Developm	100,000	300,000	-	-	-	-
Transfers & Reimbursements	2,386,995	2,861,555	2,865,065	2,944,790	2,944,790	2,944,790
Equipment & Furnishings	30,632	27,670	-	-	-	-
Land Acquisition	-	2,680	-	-	-	-
Projects Administration	1,683	107,655	-	-	-	-
Projects Professional Svc	54,078	58,193	-	-	-	-
Projects Construction	158,536	674,270	-	-	-	-
Fund Projects	3,078	-	2,340,000	1,705,000	2,440,000	2,440,000
Capital Outlay	248,006	870,468	2,340,000	1,705,000	2,440,000	2,440,000
Contingency	-	-	682,400	737,940	737,940	737,940
Rate Stabilization	-	-	4,612,640	2,408,175	2,408,175	2,408,175
Bond Indenture Reserve	-	-	545,000	-	-	-
Contingencies & Reserves	-	-	5,840,040	3,146,115	3,146,115	3,146,115
Total Expenditures	\$ 4,641,694	\$ 5,624,153	\$ 12,729,405	\$ 9,770,705	\$ 10,505,705	\$ 10,505,705



Water/SDC Fund

Tualatin's water system consists of 111 miles of pipes ranging in size from 4-inch to 36-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.

Summary

Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 747,525
Funding Source	Water Development Fund

Goals for FY 2015/2016

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



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Transfers - General Fund	5,295	17,600	2,560	-	-	-
Transfers - Wtr Operatng	-	-	450,000	610,000	610,000	610,000
Transfers & Reimbursements	5,295	17,600	452,560	610,000	610,000	610,000
Projects Administration	1,510	5,448	-	-	-	-
Projects Professional Svc	109,383	163,408	-	-	-	-
Projects Construction	4,030	272,775	-	-	-	-
Fund Projects	-	-	200,000	-	-	-
Capital Outlay	114,923	441,630	200,000	-	-	-
Contingency	-	-	327,290	137,525	137,525	137,525
Contingencies & Reserves	-	-	327,290	137,525	137,525	137,525
Total Expenditures	\$ 120,218	\$ 459,230	\$ 979,850	\$ 747,525	\$ 747,525	\$ 747,525



City of Tualatin
Fiscal Year 2015 - 2016
Adopted Budget - Utilities - Sewer

Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 214,582	\$ 216,870	\$ 257,765	\$ 311,670
Materials and Services	6,908,680	5,948,483	6,243,575	6,653,220
Transfers	1,044,200	1,157,575	1,341,430	1,422,430
Capital Outlay	295,415	190,035	-	133,335
Debt Service	-	-	-	-
Contingencies & Reserves	4,988,274	6,912,646	7,174,210	6,907,800
Total Requirements	\$ 13,451,151	\$ 14,425,609	\$ 15,016,980	\$ 15,428,455

Operations – Sanitary Sewer/Storm

Clean Water Services (CWS) holds the Department of Environmental (DEQ) permits for the Sanitary Sewer System and the Storm and Surface Water runoff system. The Performance and Reporting standards require:

- Cleaning the Sanitary Sewer system on a four year cycle consisting of 465,394 feet of sewer lines and over 4,000 manholes.
- Cleaning the Storm system on a six year cycle, consisting of 449,537 feet of storm lines.
- Closed captioned TV inspection of the Sanitary Sewer and Storm lines every eight years.
- Inspection and/or cleaning of 2,820 catch basins.
- Inspection of water quality manholes twice a year.
- Maintaining of water quality facilities to help treat and clean storm water runoff before it enters rivers and streams.
- Maintain 12 drainage basins located geographically within the Sanitary/Sewer system, 6,444 sewer connections; 77 water quality facilities.

Highlights of FY 2014/2015

- Cleaned over 25% of the Sanitary Sewer system and video-inspected over 15% of the system to meet CWS performance standards.
- Cleaned and video-inspected over 15% of the Storm Sewer system in meeting CWS performance standards.
- Inspected, cleaned and repaired Sanitary Sewer and Storm lines, catch basins, field ditches, inlets and water quality manholes within the city to minimize sanitary and storm backups.
- Identified the need for a routine preventative maintenance program for water quality facilities.

Summary

Department Manager	Jerry Postema
Street/Sewer/Storm Manager	Bert Olheiser
FTE's	3.5
Expenditures	\$ 556,755
Funding Source	Operations - Sewer Division

- Performed utility locates for all utility franchise work.
- Responded to customer service requests to assist homeowners with Sanitary Sewer and Storm system questions and concerns.

Goals FY 2015/2016

- Meet or exceed CWS performance standards and DEQ regulations for the Sanitary Sewer and Storm system operation.
- Inspect, clean and repair the sanitary Sewer and Storm systems to provide dependable service and prevent unwanted backups or overflows.
- Continue providing prompt and exceptional customer service.
- Sweeping city streets on a monthly cycle to help keep waterways, creeks and streams, clean and pollution free.
- Reducing the occasional flooding of Tualatin-Sherwood Road by evaluating and enacting recommended improvements of Nyberg Creek drainage.
- Establish a proactive maintenance guideline for water quality facilities to reduce the possibilities of having these become Capital Improvement Projects (CIP). Enhance the Sanitary and Storm system maintenance and recording ability through the implementation of NexGen software.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	132,447	133,472	160,600	192,135	192,135	192,135
Overtime	4,701	4,641	4,550	5,085	5,085	5,085
Standby	2,678	1,916	2,600	2,600	2,600	2,600
FICA	10,484	10,860	12,370	14,750	14,750	14,750
WC Insurance & Tax	5,083	5,342	5,600	6,790	6,790	6,790
Pension	15,235	15,854	18,350	23,220	23,220	23,220
Insurance	40,240	42,145	53,695	67,090	67,090	67,090
Job Injury Time	1,568	172	-	-	-	-
Bereavement Leave	1,073	-	-	-	-	-
Sick Leave Conversion	-	1,373	-	-	-	-
Vacation Buy Back	1,073	1,095	-	-	-	-
Salaries & Benefits	214,582	216,870	257,765	311,670	311,670	311,670
Uniforms & Safety Equip	1,572	1,625	2,085	2,695	2,695	2,695
Cell Phones	-	-	900	900	900	900
Network/Online	-	-	-	675	675	675
Small Tools	1,975	2,196	3,765	2,830	2,830	2,830
Computer Equip & Software	-	124	-	-	-	-
Personal Computer/Laptop	-	-	375	375	375	375
Conferences & Meetings	-	-	1,625	1,625	1,625	1,625
Membership Dues	379	233	560	560	560	560
Publication,Rpt,Ref Matl	-	-	50	50	50	50
Staff Training	1,710	1,005	1,275	1,275	1,275	1,275
Staff/Dept Recognition	177	90	265	265	265	265
Administrative Expense	-	-	50	50	50	50
Contr R & M - Systems	91,552	105,643	109,610	131,100	131,100	131,100
Equipment Rental	-	-	500	500	500	500
R & M - Systems	12,202	13,851	14,850	14,850	14,850	14,850
R & M - Pump Stations	-	325	1,600	1,600	1,600	1,600
R & M - Equipment	196	5	2,450	2,400	2,400	2,400
Materials & Services	109,763	125,097	139,960	161,750	161,750	161,750
Equipment & Furnishings	-	-	-	83,335	83,335	83,335
Capital Outlay	-	-	-	83,335	83,335	83,335
Total Expenditures	\$ 324,345	\$ 341,967	\$ 397,725	\$ 556,755	\$ 556,755	\$ 556,755

Sewer Operating Fund

The City's sewer system consists of 96 miles of sewer pipes (88 miles are maintained by the City and 8 miles are maintained by Clean Water Services (CWS)), over 6,400 sewer connections, hundreds of manholes, and 10 lift stations maintained by CWS.

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 and maintenance of the collection system. Clean Water Services provides treatment at the Durham Treatment Facility.

Three buildings in the Bridgeport Village retail center are served by the Tigard sewer system. Tualatin bills the tenants and collects the fees monthly, then sends the revenue to Tigard.

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

FY 14/15 Charges	FY 15/16 Charges	Difference
\$ 40.90	\$ 42.10	\$ 1.20

Summary

Department Manager	Jerry Postema
Department Manager	Alice Cannon
Street/Sewer/Storm Mgr. City Engineer	Bert Olheiser Jeff Fuchs
Expenditures	\$ 10,113,145
Funding Source	Sewer Operating Fund

Goals for FY 2015/2016

- Operate the sanitary sewer system without backups and overflows.
- Complete the update of the City's Sanitary Sewer Master Plan.
- Begin rehabilitation of sanitary sewer lines and manholes.





Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Printing & Postage	9,673	12,817	11,000	11,000	11,000	11,000
Inventory Adjustment	(0)	0	-	-	-	-
User Charges-CWS	5,165,043	5,296,862	5,687,265	5,855,710	5,855,710	5,855,710
User Charges-Tigard	10,355	11,091	12,150	12,560	12,560	12,560
Consultants	-	120,243	50,000	75,000	75,000	75,000
Merchant Discount Fees	14,484	19,221	20,000	22,000	22,000	22,000
Stream Shading	9,407	14,808	20,000	20,000	20,000	20,000
Contr R & M - Systems	38,090	18,229	100,000	100,000	100,000	100,000
Contr R & M - FOG Insp.	-	-	11,200	11,200	11,200	11,200
Materials & Services	5,247,050	5,493,271	5,911,615	6,107,470	6,107,470	6,107,470
Transfers - General Fund	717,210	806,990	884,910	882,680	882,680	882,680
Transfers - Building	4,175	4,175	5,400	5,700	5,700	5,700
Transfers - Operations	318,245	330,330	441,350	529,020	529,020	529,020
Transfers & Reimbursements	1,039,630	1,141,495	1,331,660	1,417,400	1,417,400	1,417,400
Equipment & Furnishings	40,000	27,670	-	-	-	-
Projects Administration	199	2,507	-	-	-	-
Projects Professional Svc	85,949	51,966	-	-	-	-
Projects Construction	169,267	107,891	-	-	-	-
Fund Projects	-	-	-	50,000	50,000	50,000
Capital Outlay	295,415	190,035	-	50,000	50,000	50,000
Contingency	-	-	1,086,490	1,136,230	1,136,230	1,136,230
Future Years Projects	-	-	2,411,270	1,402,045	1,402,045	1,402,045
Contingencies & Reserves	-	-	3,497,760	2,538,275	2,538,275	2,538,275
Total Expenditures	\$ 6,582,095	\$ 6,824,801	\$ 10,741,035	\$ 10,113,145	\$ 10,113,145	\$ 10,113,145



Sewer/SDC 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 maintained by Clean Water Services (CWS).

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 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 and collected by the City: 96% is paid to CWS and the City retains 4%.

Clean Water Services adopted a \$200 increase in System Development Charge (SDC) rates, from \$4,900 to \$5,100/EDU.

Summary	
Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 4,758,555
Funding Source	Sewer Development Fund

Goals for FY 2015/2016

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



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Sys Dev Chg - CWS	1,551,867	330,115	192,000	384,000	384,000	384,000
Materials & Services	1,551,867	330,115	192,000	384,000	384,000	384,000
Transfers - General Fund	4,570	16,080	9,770	5,030	5,030	5,030
Transfers & Reimbursements	4,570	16,080	9,770	5,030	5,030	5,030
Contingency	-	-	3,676,450	4,369,525	4,369,525	4,369,525
Contingencies & Reserves	-	-	3,676,450	4,369,525	4,369,525	4,369,525
Total Expenditures	\$ 1,556,437	\$ 346,195	\$ 3,878,220	\$ 4,758,555	\$ 4,758,555	\$ 4,758,555

City of Tualatin
Fiscal Year 2015 - 2016
Adopted Budget - Utilities - Storm Drain

Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	557,253	620,478	786,165	869,860
Transfers	951,415	950,145	1,096,220	1,533,530
Capital Outlay	254,000	126,188	357,500	863,500
Debt Service	-	-	-	-
Contingencies & Reserves	841,124	1,111,826	840,095	820,175
Total Requirements	\$ 2,603,792	\$ 2,808,637	\$ 3,079,980	\$ 4,087,065



Storm Drain Operating Fund

Tualatin's storm drain system consists of approximately 89 miles of pipes, 12 drainage basins, over 2,800 catch basins, 77 public water quality facilities and hundreds of manholes.

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 and maintenance of the collection system.

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

FY 14/15 Charges	FY 15/16 Charges	Difference
\$ 6.75	\$ 7.65	\$.90

Highlights of FY 2014/2015

- Corrected stormwater drainage issues on Coquille Court and Crow Way
- Rehabilitated the existing water quality facility at Victoria Woods III
- Completed maintenance of the Dakota/Chieftain water quality facility

Summary

Department Manager	Jerry Postema
Department Manager	Alice Cannon
Street/Sewer/Storm Mgr	Bert Olheiser
City Engineer	Jeff Fuchs
Expenditures	\$ 3,464,535
Funding Source	Storm Drain Operating Fund

Goals for FY 2015/2016

- Update the Storm Drainage Master Plan
- Begin design and construction of the Manhasset stormwater line
- Complete upgrades to the drainage outfalls at Martinazzi and Tualatin-Sherwood Road
- Plan for future stormwater infrastructure in association with the Basalt Creek Concept Planning and 124th Ave roadway design projects.
- Communicate the importance of preparing for flooding to the residents and businesses in the flood plain.
- Complete routine maintenance of the system to prevent flooding problems.
- Bring non functioning private water quality facilities into compliance



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Printing & Postage	10,609	12,817	12,000	12,000	12,000	12,000
User Charges-CWS	404,282	429,701	538,615	539,660	539,660	539,660
User Charges-Lake Oswego	61,776	75,699	-	-	-	-
User Charges-Tigard	8,902	8,904	7,450	8,000	8,000	8,000
Consultants	9,430	1,980	120,000	200,000	200,000	200,000
Utilities-Water	137	618	1,000	1,000	1,000	1,000
Tualatin River Gauge	3,743	3,818	3,900	4,000	4,000	4,000
Contr R & M - Systems	-	19,405	25,000	25,000	25,000	25,000
Contr R & M - Water Qual	-	-	1,000	1,000	1,000	1,000
Grounds & Landscaping	58,374	67,536	77,200	79,200	79,200	79,200
Materials & Services	557,253	620,478	786,165	869,860	869,860	869,860
Transfers - General Fund	419,050	424,810	487,170	525,650	525,650	525,650
Transfers - Building	4,175	4,175	5,400	5,700	5,700	5,700
Transfers - Operations	528,190	521,160	603,650	639,180	639,180	639,180
Transfers & Reimbursements	951,415	950,145	1,096,220	1,170,530	1,170,530	1,170,530
Equipment & Furnishings	239,046	27,665	-	-	-	-
Projects Professional Svc	4,268	11,266	-	-	-	-
Projects Construction	-	87,256	-	-	-	-
Fund Projects	10,685	-	357,500	776,000	863,500	863,500
Capital Outlay	254,000	126,188	357,500	776,000	863,500	863,500
Contingency	-	-	282,360	422,460	422,460	422,460
Future Years Project	-	-	277,835	138,185	138,185	138,185
Contingencies & Reserves	-	-	560,195	560,645	560,645	560,645
Total Expenditures	\$ 1,762,668	\$ 1,696,811	\$ 2,800,080	\$ 3,377,035	\$ 3,464,535	\$ 3,464,535



Storm Drain/SDC Fund

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

Goals for FY 2015/2016

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

Summary

Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 622,530
Funding Source	Storm Drain Development Fund



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Transfer to Storm Drain	-	-	-	363,000	363,000	363,000
Transfers & Reimbursements	-	-	-	363,000	363,000	363,000
Contingency	-	-	279,900	259,530	259,530	259,530
Contingencies & Reserves	-	-	279,900	259,530	259,530	259,530
Total Expenditures	-	-	\$ 279,900	\$ 622,530	\$ 622,530	\$ 622,530



City of Tualatin
Fiscal Year 2015 - 2016
Adopted Budget - Utilities - Streets

Summary of Requirements by Object

	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Adopted FY 15-16
Personnel Services	\$ 218,754	\$ 242,687	\$ 227,565	\$ 241,280
Materials and Services	2,078,875	1,867,597	1,689,635	1,521,390
Transfers	1,105,760	1,036,405	1,102,570	2,502,925
Capital Outlay	158,366	815,403	216,140	1,549,120
Debt Service	-	-	-	-
Contingencies & Reserves	4,526,314	4,505,764	3,096,075	2,781,005
Total Requirements	\$ 8,088,069	\$ 8,467,856	\$ 6,331,985	\$ 8,595,720

Operations - Street

The Street Division is responsible for maintaining a safe and reliable transportation system for the motor-ing 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 traf-fic signs and street lights.
- Monitoring our contracted street sweeping ser-vice for keeping curb and inlets clean for proper road drainage and keeping the road ways safe in snow, ice and wind storm events.
- Administration of the Pavement Management Program (PMP) consisting of street inspections, computer modeling, contract preparation, com-munity involvement and large-scale pavement maintenance projects designed to maintain the city's 78-mile road system.

Highlights of FY 2014/2015

- Swept every city street once a month to meet the requirements of the Storm Water Manage-ment program.
- Inspected and maintained all striping and pave-ment legends.
- Inspected and replaced, as needed, all road signs including the new minimum retro reflec-tivity requirements according to the Manual on Uniform Traffic Control Devices (MUTCD).
- Evaluated and inspected over 33% of roadways in the Pavement Management Program; main-tained Pavement Condition Index (PCI) ratings in the Very Good Category (70-100 PCI).
- The Pavement Maintenance Program for FY14/15.
- Completed pavement overlay of 90th Avenue to Tualatin-Sherwood Road to Tualatin Road

Summary

Department Manager	Jerry Postema
Street/Sewer/Storm Manager	Bert Olheiser
FTE's	2.5
Expenditures	\$ 585,210
Funding Source	Street Division - Operations

- Slurry sealed 50,000 square yards of residen-tial streets.
- Completed the FY14/15 Sidewalk/Street Tree Program.
- Implemented the use of Magnesium/Chloride for de-icing during winter weather events.

Goals for FY 2015/2016

- Ensure city streets are maintained by inspect-ing and evaluating 1/3 of the streets annually.
- 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 main-tain safe roadways for the traveling public per the MUTCD requirements.
- Inspect on a monthly schedule traffic signals and street lights.
- Provide clean city streets by continuing a monthly street sweeping schedule.
- Maintain the road system in the Very Good PCI Rating category of 70-100 PCI.
- Analyze data and complete the 2015 Pave-ment Maintenance Program
- Implement the Nexgen system for accurate and complete maintenance recording needs.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Full Time	130,021	135,526	136,985	142,420	142,420	142,420
Overtime	6,335	21,529	4,500	6,000	6,000	6,000
Standby	1,330	693	1,200	1,200	1,200	1,200
FICA	9,840	10,373	10,220	10,800	10,800	10,800
WC Insurance & Tax	8,623	9,000	8,700	9,485	9,485	9,485
Pension	20,633	22,099	22,080	25,000	25,000	25,000
Insurance	40,394	42,094	43,880	46,375	46,375	46,375
Bereavement Leave	1,142	-	-	-	-	-
Sick Leave Conversion	-	1,373	-	-	-	-
Comp Time Sell Back	436	-	-	-	-	-
Salaries & Benefits	218,754	242,687	227,565	241,280	241,280	241,280
Office Supplies	-	345	-	-	-	-
Printing & Postage	-	-	200	200	200	200
Uniforms & Safety Equip	2,026	2,318	1,980	2,165	2,165	2,165
Cell Phones	816	928	900	900	900	900
Network/Online	-	-	-	675	675	675
Small Tools	2,133	1,443	2,415	2,880	2,880	2,880
Computer Equip & Software	1,500	-	1,500	1,500	1,500	1,500
Personal Computer/Laptop	-	-	375	375	375	375
Conferences & Meetings	642	1,162	1,625	1,625	1,625	1,625
Membership Dues	771	123	790	565	565	565
Publication,Rpt,Ref Matl	-	-	135	135	135	135
Staff Training	1,475	1,752	2,240	2,240	2,240	2,240
Staff/Dept Recognition	211	200	265	265	265	265
Administrative Expense	-	-	50	50	50	50
Grounds & Landscaping	6,710	4,206	7,000	7,000	7,000	7,000
Contr R & M - Road Strip	37,159	40,447	62,000	62,000	62,000	62,000
Street Sweeping	182,877	191,998	187,730	192,665	192,665	192,665
Emergency Road Clean-up	740	435	7,350	7,350	7,350	7,350
Equipment Rental	750	994	2,000	2,000	2,000	2,000
R & M - Guardrails,Signs	15,758	15,630	20,200	20,200	20,200	20,200
R & M - Streets	771	86	2,500	2,500	2,500	2,500
R & M - Equipment	313	37	500	500	500	500
Materials & Services	254,653	262,106	301,755	307,790	307,790	307,790
Equipment & Furnishings	43,021	-	-	-	-	-
R & M - Major Projects	37,098	20,413	36,140	36,140	36,140	36,140
Capital Outlay	80,119	20,413	36,140	36,140	36,140	36,140
Total Expenditures	\$ 553,526	\$ 525,206	\$ 565,460	\$ 585,210	\$ 585,210	\$ 585,210

Road Utility Fee

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 2014/2015

- Overlay, restriping and handicapped ramp improvements on 90th Avenue from Tualatin-Sherwood Road to Tualatin Road.
- Full Depth Patch repair for failing areas on Boones Ferry Road.
- Slurry Sealed 50,000 square yards of city residential streets to prolong pavement life.
- Crack Sealed 70,000 lineal feet of pavement cracking.
- TRMSS (Tire Rubber Modified Surface Sealer) consisting of processed used tires, mixed with asphalt was tested on a section of Martinazzi Avenue and on SW 56th Court, utilizing Green Technology in road maintenance.
- Completed the Sidewalk and Street Tree Program in area #1 (North of Tualatin Sherwood Road from Highway 99W east to city limits).
- Expanded maintenance responsibilities to include Tualatin Sherwood Road and Gateway feature improvements.

Summary

Department Manager	Jerry Postema
Street/Sewer/Storm Manager	Bert Olheiser
Expenditures	\$ 1,041,280
Funding Source	Road Utility Fee

- Staff planted 113 street trees (50% increase) ensuring compliance with Tualatin Development Code in the Street Tree Removal Permit process.

Goals for FY 2015/2016

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

- Overlay 129th Avenue and 119th Avenue, to also include catch basin improvements as required by Clean Water Services (CWS).
- Slurry Seal an estimated 53,000 square yards of city residential streets.
- Complete work in area #2 (Boones Ferry Road east to I-5 and from Norwood Road north to 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 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Printing & Postage	9,587	12,802	13,500	13,500	13,500	13,500
Road Fees to Tigard	5,059	5,473	5,000	6,000	6,000	6,000
Pavement Maintenance	963,280	825,440	600,000	410,000	410,000	410,000
Sidewalk/Tree Program	62,401	64,148	50,000	50,000	50,000	50,000
Reverse Frontage Program	136,544	152,645	169,880	169,880	169,880	169,880
Materials & Services	1,176,871	1,060,507	838,380	649,380	649,380	649,380
Transfers - General Fund	149,185	160,980	153,020	135,670	135,670	135,670
Transfers - Operations	86,255	79,915	96,430	95,760	95,760	95,760
Transfers - Road Gas Tax	92,570	92,570	93,820	96,755	96,755	96,755
Transfers & Reimbursements	328,010	333,465	343,270	328,185	328,185	328,185
Road Maintenance	-	-	29,375	63,715	63,715	63,715
Contingencies & Reserves	-	-	29,375	63,715	63,715	63,715
Total Expenditures	\$ 1,504,881	\$ 1,393,972	\$ 1,211,025	\$ 1,041,280	\$ 1,041,280	\$ 1,041,280

Road Operating/Gas Tax Fund

The City's street system consists of 91 miles of streets (78 miles are City maintained, 9 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 8 are state-owned).

The Road Operating/Gas Tax Fund receives its revenue from a share of the Washington 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 \$57.66 per capita for FY 2015-2016.

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.

Highlights of FY 2014/2015

- Completed construction of Seneca Street and the Library Parking Lot
- Constructed sidewalks and ADA ramps on the north side of Pacific Drive

Summary

Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 3,993,290
Funding Source	Road Gas Tax Fund

Goals for FY 2015/2016

- Coordinate with Washington County on final design and construction of 124th Street
- Begin design for Myslony Bridge
- Perform preliminary concept design alternatives 105th Street/Blake Street/108th Street curves
- Construct small sidewalk section on Borland Road adjacent to PGE Substation
- Relocate guardrail at the southbound off-ramp of Interstate 5
- Continue to work with neighborhoods to install pedestrian friendly transportation projects
- Maintain traffic control devices (signals, signs, and pavement markings) in acceptable condition



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Inventory Adjustment	(237)	(0)	-	-	-	-
Street Landscape Material	1,838	1,305	-	1,500	1,500	1,500
Consultants	220,201	128,532	20,000	50,000	50,000	50,000
Utilities - Signals	25,211	26,122	48,805	30,000	30,000	30,000
Street Lights	351,411	325,182	410,000	410,000	410,000	410,000
Guardrails & Signs	150	2,271	2,000	2,000	2,000	2,000
Signal Maintenance	48,759	61,115	57,695	59,720	59,720	59,720
Commons St Light Maint	-	-	11,000	11,000	11,000	11,000
Roadside Landscape	19	-	-	-	-	-
R & M - Street	-	456	-	-	-	-
Materials & Services	647,351	544,984	549,500	564,220	564,220	564,220
Transfers - General Fund	454,930	467,980	469,990	549,890	549,890	549,890
Transfers - Operations	262,935	234,960	289,310	281,870	281,870	281,870
Transfers - Park Develop	-	-	-	10,000	10,000	10,000
Transfers - Leveton Proj	48,890	-	-	-	-	-
Transfers - Infrastructur	10,995	-	-	-	-	-
Transfers & Reimbursements	777,750	702,940	759,300	841,760	841,760	841,760
Projects Administration	239	5,260	-	-	-	-
Projects Professional Svc	50,257	9,118	-	-	-	-
Projects Construction	27,751	780,612	-	-	-	-
Fund Projects	-	-	180,000	1,462,980	1,512,980	1,512,980
Capital Outlay	78,247	794,990	180,000	1,462,980	1,512,980	1,512,980
Contingency	-	-	196,320	430,340	430,340	430,340
Footpath/BikeTrail Reserv	-	-	82,620	98,145	98,145	98,145
Future Years Projects	-	-	237,835	545,845	545,845	545,845
Contingencies & Reserves	-	-	516,775	1,074,330	1,074,330	1,074,330
Total Expenditures	\$ 1,503,348	\$ 2,042,914	\$ 2,005,575	\$ 3,943,290	\$ 3,993,290	\$ 3,993,290

Road/SDC – Traffic Impact Fee Fund (TIF)

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

Goals for 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	\$ 1,082,980
Funding Source	Road Development Fund



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Transfers - Gas Tax	-	-	-	1,082,980	1,082,980	1,082,980
Transfers & Reimbursements	-	-	-	1,082,980	1,082,980	1,082,980
Contingency	-	-	602,925	-	-	-
Contingencies & Reserves	-	-	602,925	-	-	-
Total Expenditures	-	-	\$ 602,925	\$ 1,082,980	\$ 1,082,980	\$ 1,082,980

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.

Summary	
Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 1,892,960
Funding Source	Transportation Development Tax

Goals for FY 2015/2016

- Transfer the Transportation Development Tax (SDC) portion of capital projects into the Road Operating fund.



Account Description	Actual FY 12-13	Actual FY 13-14	Adopted FY 14-15	Proposed FY 15-16	Approved FY 15-16	Adopted FY 15-16
Transfers - Gas Tax	-	-	-	250,000	250,000	250,000
Transfers & Reimbursements	-	-	-	250,000	250,000	250,000
Contingency	-	-	1,947,000	1,642,960	1,642,960	1,642,960
Contingencies & Reserves	-	-	1,947,000	1,642,960	1,642,960	1,642,960
Total Expenditures	-	-	\$ 1,947,000	\$ 1,892,960	\$ 1,892,960	\$ 1,892,960



CITY OF TUALATIN