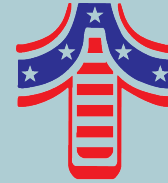




City Council

Policy & Administration



**AMERICA'S
BEST COMMUNITY**

TUALATIN, OREGON



Processing Passports

City Council

Administration

Finance

Municipal Court

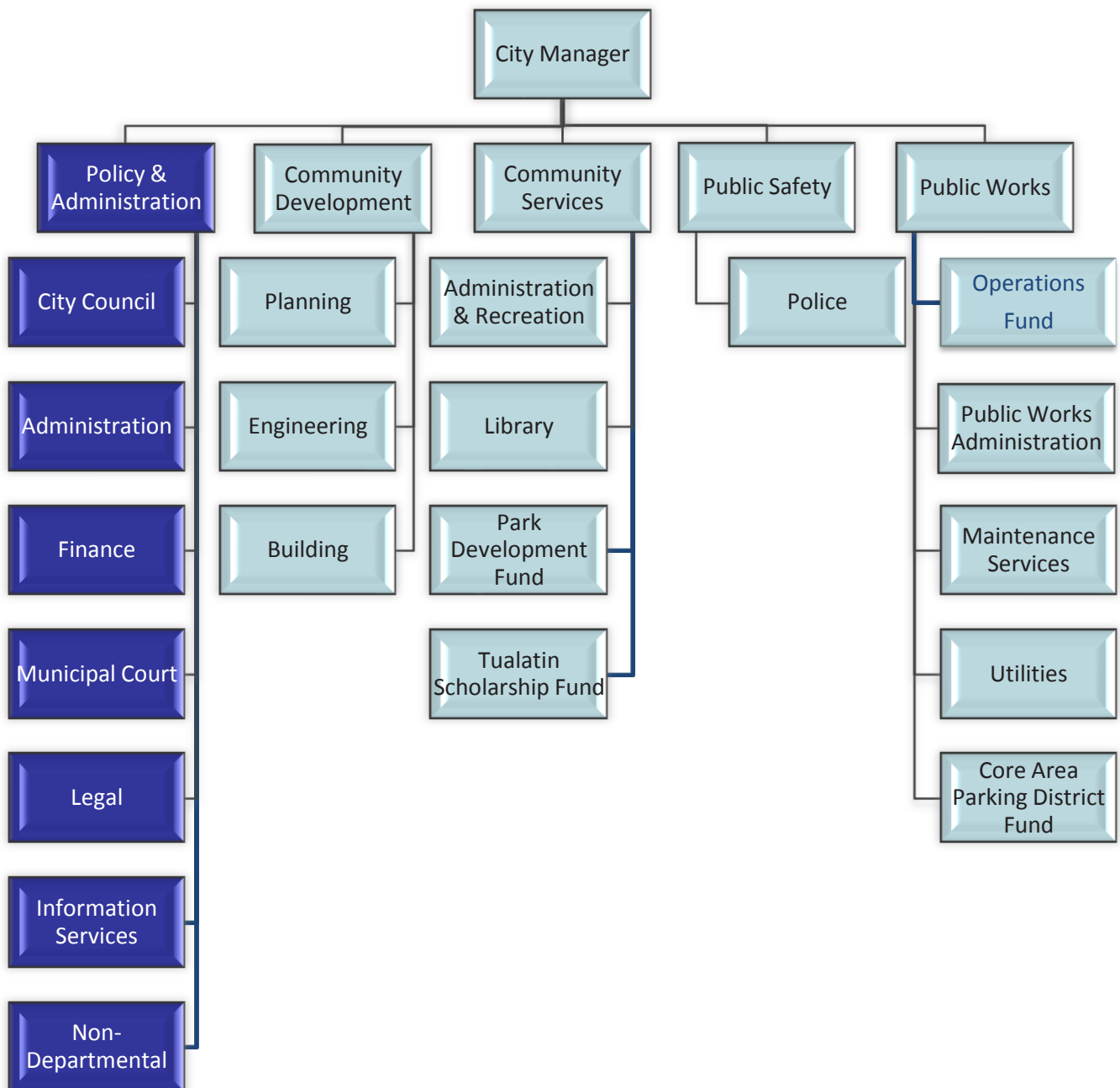
Legal

Information Services

Non-Departmental



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





City of Tualatin

Fiscal Year 2016 - 2017

Adopted Budget - Policy and Administration

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Personnel Services	\$ 2,802,897	\$ 2,870,106	\$ 3,030,360	\$ 3,389,940
Materials and Services	1,133,645	1,443,842	1,345,320	1,500,210
Transfers	-	14,000	-	420,000
Capital Outlay	24,073	190,536	190,000	298,380
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	7,068,466	7,556,522	6,834,170	9,063,930
Total Requirements	\$ 11,029,081	\$ 12,075,006	\$ 11,399,850	\$ 14,672,460



Mission Statement

Dedicated to Quality Service for our Citizens

Value Statement

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

Council Meetings

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

Summary	
City Manager	Sherilyn Lombos
Volunteers (Mayor & Council)	7
Expenditures	\$ 176,835
Funding Source	General Fund

Council meetings can also be watched live on Tualatin Valley Community Television Channel 28. These meetings can also be streamed live here:

<http://www.tualatinoregon.gov/citycouncil/watch-council-meetings-live>.

Local and Regional Boards & Committees

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





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



Administration

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

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



Volunteering at the Dog Park

Summary

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

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

Highlights from FY 2015/2016

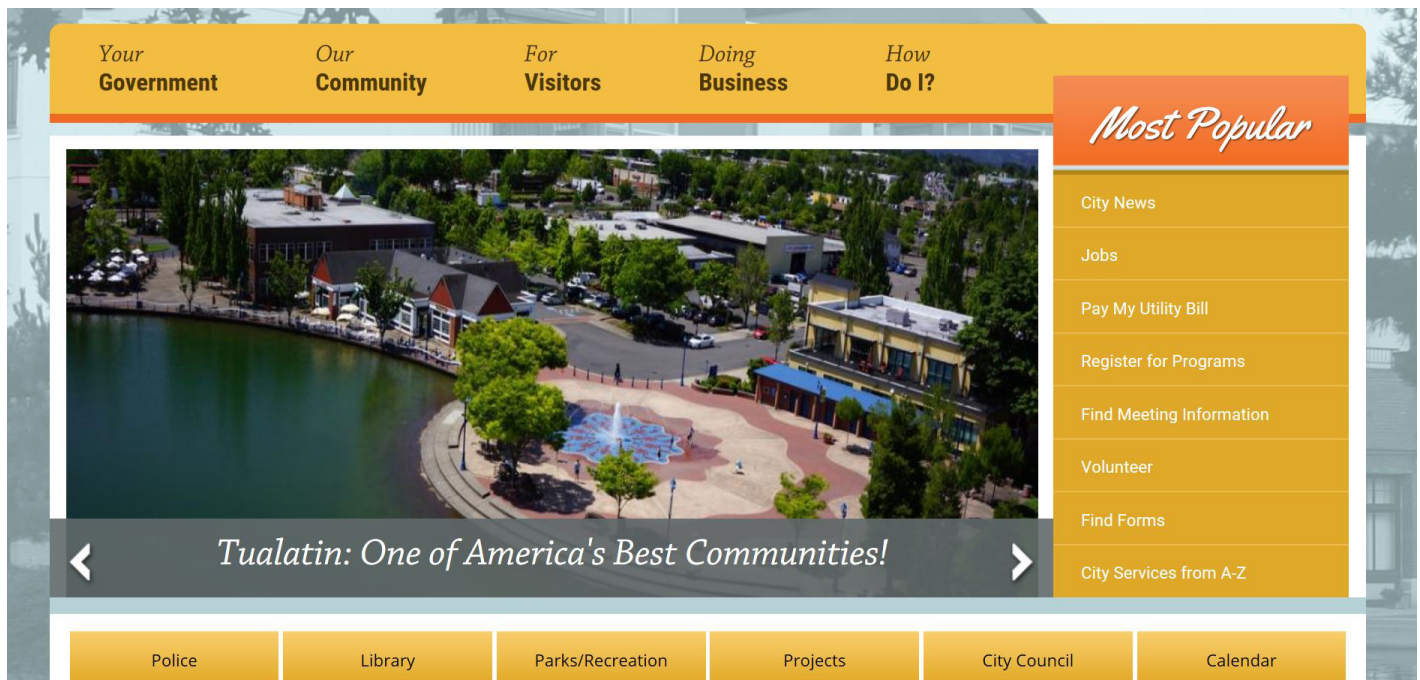
- Updated and enhanced the City's newsletter and website with refreshed branding
- Successfully negotiated and ratified an updated collective bargaining agreement with the Tualatin Employees Association and began negotiations with the Tualatin Police Officers Association
- Advanced the City Facilities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



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

Goals for FY 2016/2017

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



Enhanced Website



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



Finance Department

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

Highlights of FY 2015/2016

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

Summary

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

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

Goals for FY 2016/2017

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





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



Municipal Court

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

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

Highlights of FY 2015/2016

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

Goals for FY 2016/2017

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



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



Legal Services

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

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

Highlights of FY 2015/2016

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

Goals for FY 2016/2017

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



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



Information Services

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

Geographic Information Systems

The Geographical Information Systems [GIS] provide support for mapping services used by most all of the City's departments, other municipalities in the area and the public. GIS integrates hardware, software and data for capturing, managing, analyzing and displaying all forms of geographically referenced information. The City of Tualatin participates with other municipalities in a consortium of proximate agencies reducing costs for aerial photography and software licenses.

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

Highlights of FY 2015/2016

Information Services

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

Summary	
Department Manager	Bates Russell
FTE's	5
Expenditures	\$ 1,298,980
Funding Source	General Fund

document management system and general expansion of data storage needs.

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

Geographic Information Systems

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

Goals for FY 2016/2017

- Begin leveraging the data collected from Springbrook, CRW and Nexgen to present new information about our City business to help make decisions, plan for the future and solve current problems.
- Improve our Disaster Recovery processes for our computer systems by fully implementing the systems located at the Police Department as failover to our main systems at Operations.
- Continue development of a private fiber network to connect City buildings.



- Successfully conduct two disaster recovery exercises of the entire Information Services systems to our DR site in the Police department.
- Successfully transition the City from Windows 7 operating system to Windows 10
- Successfully begin the transition the City from Microsoft Office 2007 to some new office suite
- Start using City owned fiber network for City data traffic
- Create more citizen and staff self-service mapping capabilities using GIS tools and services from the ArcGIS application.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17	Approved FY 16-17	Adopted FY 16-17
Salaries and Wages-Full Time	375,848.87	385,194.30	391,390.00	378,740.00	378,740.00	378,740.00
Salaries and Wages-Overtime	7,192.78	4,132.28	5,400.00	5,400.00	5,400.00	5,400.00
Salaries and Wages-On-Call	4,957.74	2,400.00	5,200.00	5,200.00	5,200.00	5,200.00
Benefits-Employee Benefits	0.00	0.00	0.00	5,400.00	5,400.00	5,400.00
Benefits-FICA	29,369.12	29,297.08	29,800.00	29,160.00	29,160.00	29,160.00
Benefits-WC Insurance & Tax	1,505.68	1,564.80	1,500.00	0.00	0.00	0.00
Benefits-Pension	48,518.77	53,504.20	55,000.00	76,170.00	76,170.00	76,170.00
Benefits-Insurance	62,920.91	76,661.04	80,490.00	90,750.00	90,750.00	90,750.00
Benefits-Bereavement Leave	1,636.16	0.00	0.00	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	0.00	0.00	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	0.00	1,334.00	0.00	0.00	0.00	0.00
Benefits-Comp Time Buy Back	130.80	0.00	0.00	0.00	0.00	0.00
PERSONAL SERVICES	532,080.83	554,087.70	568,780.00	590,820.00	590,820.00	590,820.00
Office Supplies	1,430.73	396.75	1,000.00	1,000.00	1,000.00	1,000.00
Printing & Postage	1,704.77	1,181.51	2,800.00	2,900.00	2,900.00	2,900.00
Photographic Supplies	4,402.59	4,000.00	5,435.00	4,700.00	4,700.00	4,700.00
Energy Supplies	571.99	443.44	300.00	500.00	500.00	500.00
Uniforms & Safety Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Medical & Other Testing	0.00	0.00	0.00	0.00	0.00	0.00
Cell Phones	2,000.01	2,313.59	1,380.00	1,080.00	1,080.00	1,080.00
NetworkOnline	54,043.14	60,735.53	59,605.00	59,100.00	59,100.00	59,100.00
Office Equipment & Furniture	247.20	2,696.08	0.00	3,000.00	3,000.00	3,000.00
Computer Equip & Software	59,953.59	166,626.90	31,000.00	5,000.00	5,000.00	5,000.00
Personal ComputerLaptop	57,636.31	567.02	33,800.00	113,560.00	113,560.00	113,560.00
Consultants	27,570.00	69,488.54	4,000.00	10,000.00	10,000.00	10,000.00
Conferences & Meetings	2,109.42	375.00	4,500.00	5,500.00	5,500.00	5,500.00
Membership Dues	295.00	0.00	0.00	100.00	100.00	100.00
Publication, Rpt, Ref Matl	121.90	36.20	0.00	0.00	0.00	0.00
Staff Training	7,750.00	3,552.47	13,000.00	13,000.00	13,000.00	13,000.00
StaffDept Recognition	0.00	0.00	250.00	250.00	250.00	250.00
Administrative Expense	0.00	0.00	0.00	0.00	0.00	0.00
Advertising - Recruitment	395.00	0.00	0.00	0.00	0.00	0.00
Equipment Rental	0.00	0.00	0.00	0.00	0.00	0.00
R&M - Equipment	1,350.63	47.58	1,200.00	1,200.00	1,200.00	1,200.00
R&M - Computers	94,034.44	130,593.84	168,575.00	188,890.00	188,890.00	188,890.00
MATERIALS & SERVICES	315,616.72	443,054.45	326,845.00	409,780.00	409,780.00	409,780.00
Equipment & Furnishings	24,073.03	190,535.91	190,000.00	147,000.00	147,000.00	298,380.00
CAPITAL OUTLAY	24,073.03	190,535.91	190,000.00	147,000.00	147,000.00	298,380.00
INFORMATION SERVICES	871,770.58	1,187,678.06	1,085,625.00	1,147,600.00	1,147,600.00	1,298,980.00



Non-Departmental

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

Summary	
Department Manager	Sherilyn Lombos
FTE’s	0
Expenditures	\$ 1,396,490
Funding Source	General Fund



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17	Approved FY 16-17	Adopted FY 16-17
Benefits-WC Insurance & Tax	0.00	0.00	0.00	183,450.00	183,450.00	183,450.00
Benefits-Unemployment	19,879.99	22,272.74	20,000.00	20,000.00	20,000.00	20,000.00
Social Security Admin	114.50	0.00	0.00	0.00	0.00	0.00
Other Benefit Costs	1,192.50	1,383.75	1,100.00	1,485.00	1,485.00	1,485.00
PERSONAL SERVICES	21,186.99	23,656.49	21,100.00	204,935.00	204,935.00	204,935.00
Office Supplies	7,448.45	2,386.80	4,500.00	2,000.00	2,000.00	2,000.00
Printing & Postage	-909.86	2,045.65	2,220.00	2,020.00	2,020.00	2,020.00
SafetyRisk Mgmt Program	15,105.80	9,879.16	22,000.00	22,535.00	22,535.00	22,535.00
Telephone Service	40,195.30	45,353.57	39,200.00	40,000.00	40,000.00	40,000.00
NetworkOnline	0.00	0.00	0.00	0.00	0.00	0.00
Office Equipment & Furniture	0.00	0.00	0.00	0.00	0.00	0.00
Computer Equip & Software	0.00	0.00	0.00	0.00	0.00	0.00
Chamber	0.00	0.00	0.00	0.00	0.00	0.00
Donations - Outside Agency	23,500.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
Volunteer Programs	8,201.81	8,355.62	8,400.00	9,000.00	9,000.00	9,000.00
Consultants	5,222.00	154,055.96	80,000.00	95,000.00	95,000.00	95,000.00
Insurance	176,863.10	187,430.63	218,950.00	212,000.00	227,000.00	227,000.00
Tri-Met Employee Tax	80,219.82	80,210.28	80,000.00	82,500.00	82,500.00	82,500.00
Insurance Deductible	26,134.80	15,459.17	20,000.00	20,000.00	20,000.00	20,000.00
Membership Dues	38,165.34	40,819.95	38,275.00	43,650.00	43,650.00	43,650.00
Staff Training	8,418.46	0.00	10,000.00	10,000.00	10,000.00	10,000.00
StaffDept Recognition	7,244.16	8,407.33	7,500.00	8,730.00	8,730.00	8,730.00
Administrative Expense	275.00	3,197.99	1,000.00	0.00	0.00	0.00
Advertising - Informational	2,523.01	9,581.88	9,000.00	5,000.00	5,000.00	5,000.00
Advertising - Recruitment	3,505.73	2,069.63	2,200.00	5,400.00	5,400.00	5,400.00
Advertising - City Newsletter	45,107.04	53,458.42	56,500.00	53,100.00	53,100.00	53,100.00
Advertising - Promotional	22,502.59	2,821.15	4,000.00	4,000.00	4,000.00	4,000.00
Ballot Measure Info Mtls	0.00	0.00	0.00	20,000.00	20,000.00	20,000.00
Election Costs	0.00	11,879.11	0.00	0.00	0.00	0.00
Merchant Discount Fees	16,213.01	20,010.34	16,000.00	19,200.00	19,200.00	19,200.00
Bank Fees	14,435.08	15,668.46	12,000.00	12,000.00	12,000.00	12,000.00
Grounds & Landscaping	0.00	0.00	0.00	0.00	0.00	0.00
Equipment Rental	4,756.08	4,756.08	4,800.00	4,800.00	4,800.00	4,800.00
Seneca Building Lease	49,482.90	50,967.38	54,000.00	55,620.00	55,620.00	55,620.00
R&M - Equipment	0.00	0.00	0.00	0.00	0.00	0.00
R&M - Computers	0.00	0.00	0.00	0.00	0.00	0.00
MATERIALS & SERVICES	594,609.62	758,814.56	720,545.00	756,555.00	771,555.00	771,555.00
Equipment & Furnishings	0.00	0.00	0.00	0.00	0.00	0.00
Land Acquisition	0.00	0.00	0.00	0.00	0.00	0.00
Buildings & Additions	0.00	0.00	0.00	0.00	0.00	0.00
Feasability Studies	0.00	0.00	0.00	0.00	0.00	0.00
Land Improvements	0.00	0.00	0.00	0.00	0.00	0.00
R&M - Major Projects	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
Transfer Out - Park Develop	0.00	14,000.00	0.00	0.00	420,000.00	420,000.00
TRANSFERS OUT	0.00	14,000.00	0.00	0.00	420,000.00	420,000.00
Contingency	0.00	0.00	2,936,550.00	3,126,290.00	3,126,290.00	3,126,290.00
General Account Reserve	0.00	0.00	790,000.00	790,000.00	790,000.00	790,000.00
Capital Reserve	0.00	0.00	565,000.00	2,341,925.00	1,921,925.00	1,921,925.00
Unappropriated	0.00	0.00	2,542,620.00	3,221,465.00	3,206,465.00	3,225,715.00
CONTINGENCY & RESERVES	0.00	0.00	6,834,170.00	9,479,680.00	9,044,680.00	9,063,930.00
NON-DEPARTMENTAL	<u>615,796.61</u>	<u>796,471.05</u>	<u>7,575,815.00</u>	<u>10,441,170.00</u>	<u>10,441,170.00</u>	<u>10,460,420.00</u>



AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON

Community Development

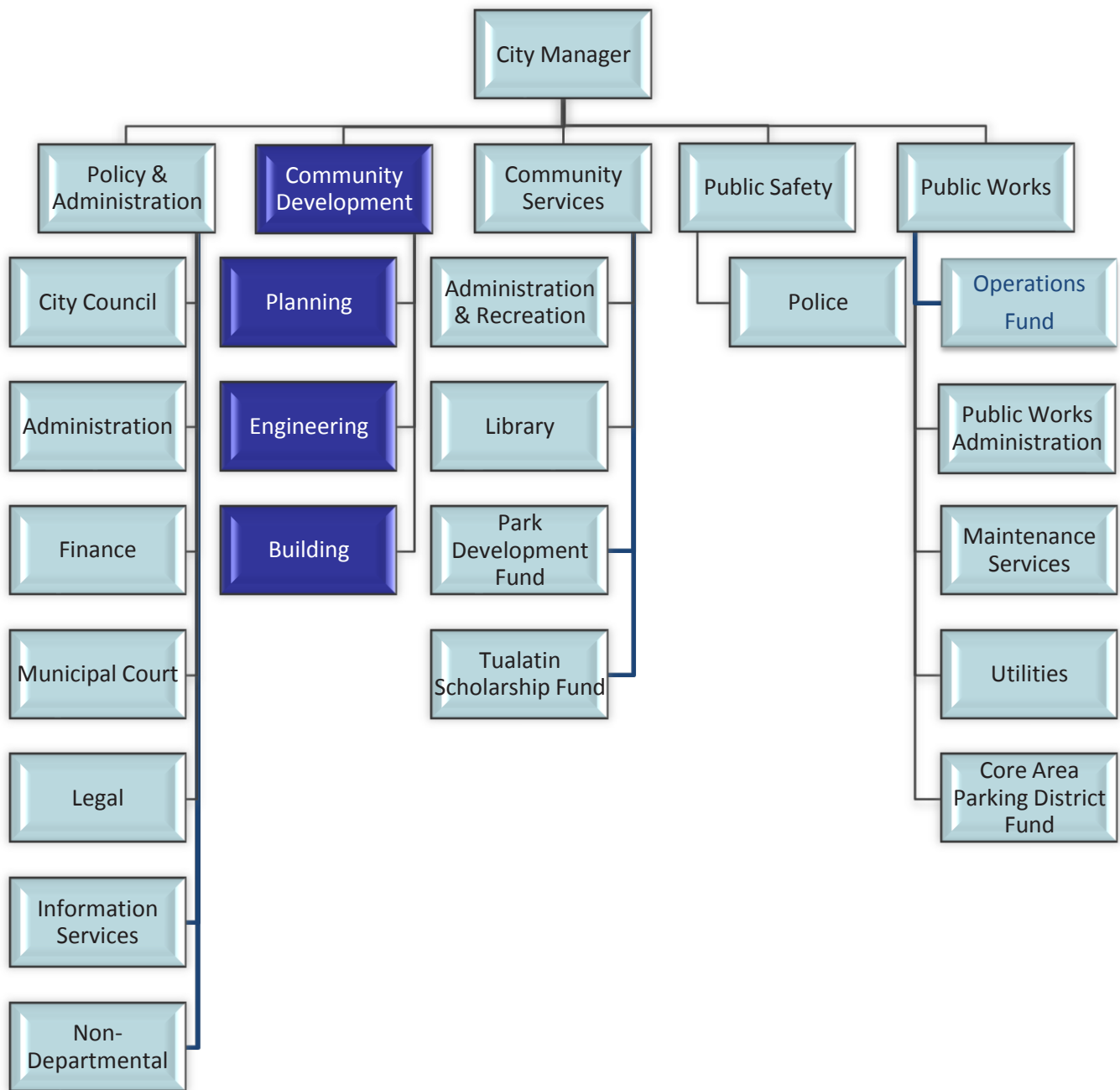


Planning

Engineering

Building







City of Tualatin
Fiscal Year 2016 - 2017
Adopted Budget - Community Development

Summary of Requirements by Object

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



Planning Division

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

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

Highlights of FY 2015/2016

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

Summary

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

Goals for FY 2016/2017

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

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

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

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



Engineering Division

The Engineering Division is responsible for:

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

Highlights of FY 2015/2016

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

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

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

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

Goals for FY 2016/2017

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



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



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

Building Division

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

Highlights of FY 2015/2016

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

Summary

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

Goals for FY 2016/2017

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





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



Community Services



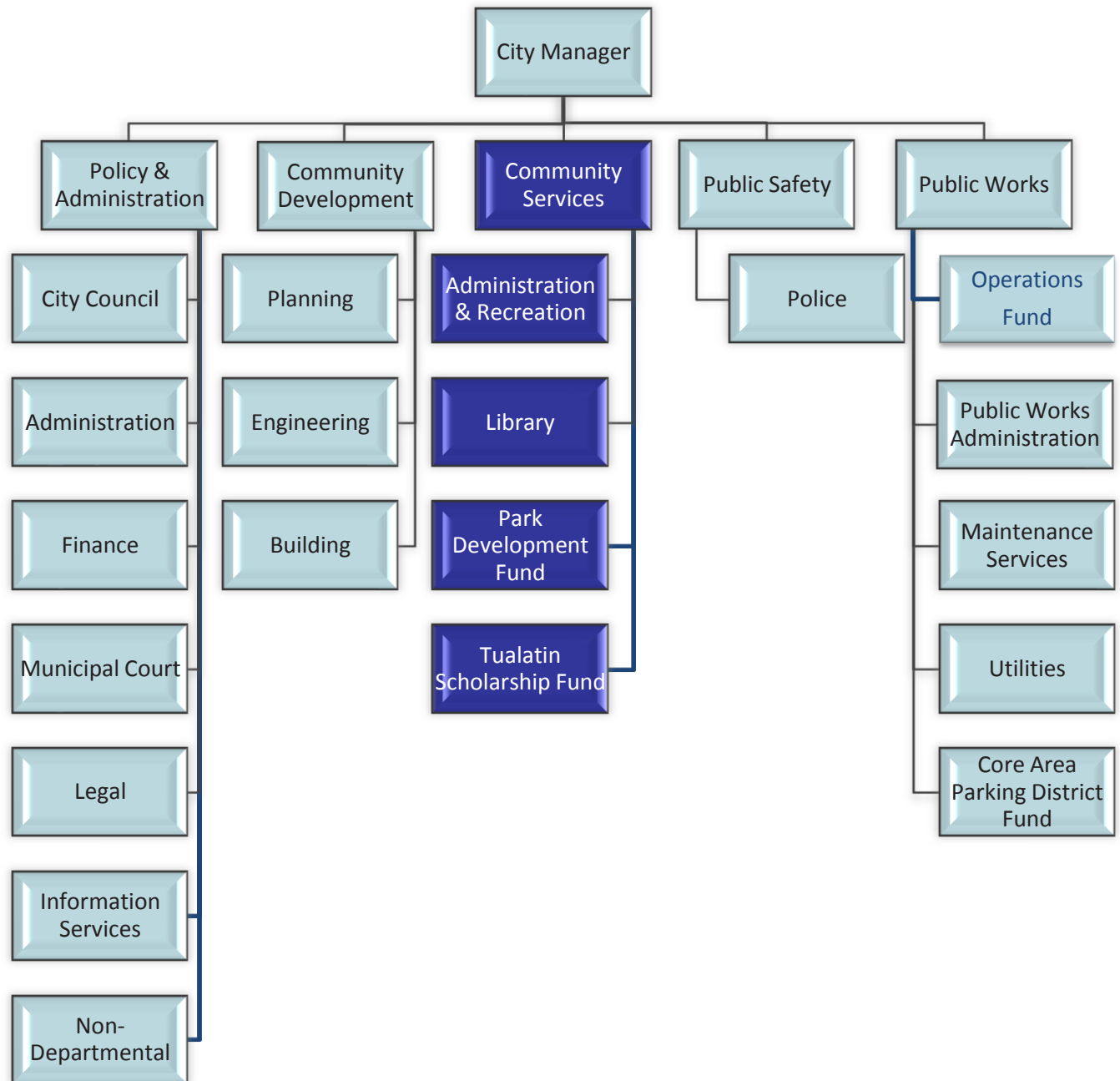
Administration & Recreation

Library

Park Development Fund

Tualatin Scholarship Fund







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

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Personnel Services	\$ 1,963,694	\$ 2,122,395	\$ 2,278,265	\$ 2,493,580
Materials and Services	614,155	602,596	636,075	677,155
Transfers	17,790	25,970	31,040	36,700
Capital Outlay	42,955	560,060	4,865,480	3,168,885
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	812,101	2,694,440	50,350	50,650
Total Requirements	\$ 3,450,695	\$ 6,005,461	\$ 7,861,210	\$ 6,426,970



COMMUNITY SERVICES DIVISION

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

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

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

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

HIGHLIGHTS OF FY 2015/16

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

Summary	
Department Manager	Paul Hennon
FTE's	6.50
Expenditures	\$ 1,120,830
Funding Source	General Fund

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





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

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



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

- Obtained certification as a Tree City USA from the National Arbor Day Foundation in cooperation with the USDA Forest Service and the National Association of State Foresters for the 29th consecutive year.

GOALS FOR FY 2016/17

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





Community Services

csd administration and recreation

Expenditures

Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17	Approved FY 16-17	Adopted FY 16-17
Salaries and Wages-Full Time	345,230.32	391,712.92	451,700.00	449,235.00	449,235.00	449,235.00
Salaries and Wages-Part Time	90,740.21	32,495.18	34,530.00	34,450.00	34,450.00	34,450.00
Salaries and Wages-Temporary	27,972.25	58,810.35	48,490.00	70,200.00	70,200.00	70,200.00
Salaries and Wages-Overtime	7,194.72	3,708.21	2,400.00	2,400.00	2,400.00	2,400.00
Benefits-Employee Benefits	0.00	129.00	0.00	10,110.00	10,110.00	10,110.00
Benefits-FICA	36,519.19	37,621.90	41,000.00	42,180.00	42,180.00	42,180.00
Benefits-WC Insurance & Tax	1,505.45	2,902.51	1,500.00	0.00	0.00	0.00
Benefits-Pension	66,263.40	57,547.22	69,285.00	97,925.00	97,925.00	97,925.00
Benefits-Unemployment	0.00	0.00	0.00	0.00	0.00	0.00
Benefits-Insurance	63,501.22	71,813.81	99,215.00	99,555.00	99,555.00	99,555.00
Benefits-Job Injury Time	0.00	0.00	0.00	0.00	0.00	0.00
Benefits-Bereavement Leave	0.00	0.00	0.00	0.00	0.00	0.00
Benefits-Sick Leave Buy Back	1,457.35	5,816.82	0.00	0.00	0.00	0.00
Benefits-Vacation Buy Back	12,354.10	5,539.06	0.00	0.00	0.00	0.00
Benefits-Comp Time Buy Back	113.00	8.29	0.00	0.00	0.00	0.00
Benefits-Holiday Buy Back	0.00	0.00	0.00	0.00	0.00	0.00
PERSONAL SERVICES	652,851.21	668,105.27	748,120.00	806,055.00	806,055.00	806,055.00
Office Supplies	5,605.43	1,934.22	3,000.00	3,000.00	3,000.00	3,000.00
Printing & Postage	1,700.77	759.55	1,000.00	1,000.00	1,000.00	1,000.00
Photographic Supplies	0.00	0.00	0.00	0.00	0.00	0.00
Uniforms & Safety Equipment	557.58	234.73	800.00	1,600.00	1,600.00	1,600.00
Medical & Other Testing	1,032.10	857.00	0.00	0.00	0.00	0.00
Cell Phones	2,311.25	2,022.49	2,770.00	250.00	250.00	250.00
NetworkOnline	0.00	0.00	0.00	0.00	0.00	0.00
Office Equipment & Furniture	1,907.92	3,685.38	3,900.00	3,900.00	3,900.00	3,900.00
Computer Equip & Software	986.65	0.00	0.00	0.00	0.00	0.00
Personal ComputerLaptop	363.00	-65.87	0.00	0.00	0.00	0.00
Donations - Outside Agency	17,658.00	43,755.00	41,100.00	39,100.00	39,100.00	39,100.00
Youth Development	38,318.73	35,862.55	39,300.00	39,725.00	39,725.00	39,725.00
Concerts on The Commons	17,572.23	18,849.50	19,380.00	28,380.00	28,380.00	28,380.00
Arts Program	11,164.82	15,704.06	11,100.00	11,000.00	11,000.00	11,000.00
Special Programs	12,678.17	17,650.73	17,850.00	20,050.00	23,200.00	23,200.00
Recreation Program Expend	53,095.70	46,510.25	15,860.00	19,485.00	16,335.00	16,335.00
Recreation Program Expend-JPC	0.00	0.00	35,000.00	36,050.00	36,050.00	36,050.00
Consultants	875.00	3,215.00	3,000.00	3,000.00	3,000.00	3,000.00
Conferences & Meetings	16,243.49	15,355.89	16,630.00	16,630.00	16,630.00	16,630.00
Membership Dues	1,836.38	1,901.25	1,760.00	2,470.00	2,470.00	2,470.00
Publication, Rpt, Ref Matl	513.38	602.34	330.00	350.00	350.00	350.00
Staff Training	757.50	800.00	600.00	600.00	600.00	600.00
Administrative Expense	2,595.64	2,620.88	2,550.00	2,375.00	2,375.00	2,375.00
Advertising - Recruitment	930.91	3,254.99	0.00	0.00	0.00	0.00
Advertising - Promotional	38,358.49	31,128.55	30,100.00	30,100.00	30,100.00	30,100.00
Equipment Rental	12,219.97	14,370.43	18,950.00	20,450.00	20,450.00	20,450.00
R&M - Equipment	3,167.73	4,620.46	3,460.00	4,960.00	4,960.00	4,960.00
MATERIALS & SERVICES	242,450.84	265,629.38	268,440.00	284,475.00	284,475.00	284,475.00
Equipment & Furnishings	20,149.24	395.17	63,000.00	25,000.00	25,000.00	30,300.00
CAPITAL OUTLAY	20,149.24	395.17	63,000.00	25,000.00	25,000.00	30,300.00
CS ADMIN AND RECREATION	915,451.29	934,129.82	1,079,560.00	1,115,530.00	1,115,530.00	1,120,830.00



COMMUNITY SERVICES: LIBRARY

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

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

Volunteers assist the library in checking in and shelving books, helping at programs, pulling items on reserve, and preparing new materials to be added to the Library. The Tualatin Library Advisory Committee provides citizen-based advice to Library staff and the City Council on library-related issues.

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

Highlights of FY 2015/2016

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

Summary

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

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





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

Goals for FY 2016/2017

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



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



Community Services - Park Development Fund

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

Highlights of FY 2015/2016

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

Summary	
Department Manager	Paul Hennon
FTE's	0
Expenditures	\$ 3,188,490
Funding Source	Park Development Fund

Goals for FY 2016/2017

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





Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17	Approved FY 16-17	Adopted FY 16-17
Office Supplies	-200.00	0.00	5,000.00	5,000.00	5,000.00	5,000.00
Printing & Postage	-196.64	0.00	5,000.00	5,000.00	5,000.00	20,000.00
Photographic Supplies	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00
Consultants	7,741.70	-809.40	5,000.00	5,000.00	5,000.00	5,000.00
Property Management	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
MATERIALS & SERVICES	7,345.06	-809.40	16,000.00	17,000.00	17,000.00	32,000.00
Land Acquisition	3,114.00	20,000.00	444,930.00	580,990.00	580,990.00	580,990.00
Feasibility Studies	0.00	0.00	150,000.00	150,000.00	150,000.00	150,000.00
Projects Administration	0.00	76.00	0.00	0.00	0.00	0.00
Projects Professional Svc	10,190.00	407,052.45	0.00	0.00	0.00	0.00
Projects Construction	0.00	132,536.07	4,172,550.00	1,918,800.00	2,338,800.00	2,388,800.00
CAPITAL OUTLAY	13,304.00	559,664.52	4,767,480.00	2,649,790.00	3,069,790.00	3,119,790.00
Transfers Out - General Fund	17,790.00	25,970.00	31,040.00	36,700.00	36,700.00	36,700.00
TRANSFERS OUT	17,790.00	25,970.00	31,040.00	36,700.00	36,700.00	36,700.00
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY & RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
PARK DEVELOPMENT FUND	<u>38,439.06</u>	<u>584,825.12</u>	<u>4,814,520.00</u>	<u>2,703,490.00</u>	<u>3,123,490.00</u>	<u>3,188,490.00</u>



Tualatin Scholarship Fund

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

The goal of the scholarship trust is to promote higher education in scientific fields by making possible educational opportunities to students who are residents of Tualatin.

Scholarship applications are reviewed by a committee consisting of three members: 1) a Tualatin resident, usually a representative of the Council, 2) a member of the school board of a public school district providing secondary education to students residing in Tualatin, historically Tigard/Tualatin School District; and 3) a representative of the Tualatin Chamber of Commerce.

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

Highlights of FY 2015/2016

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

Goals for FY 2016/2017

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





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



AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON

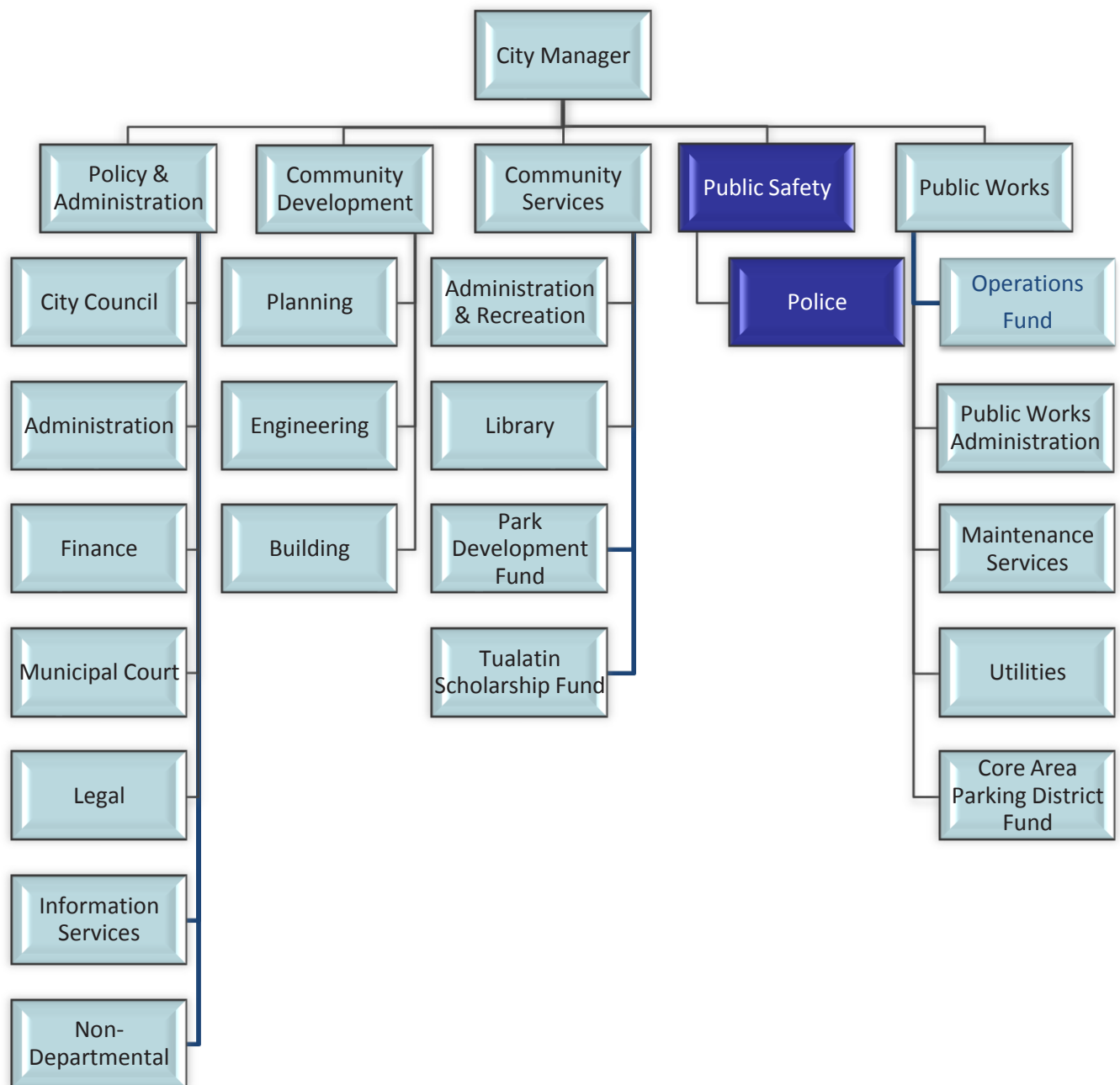


Public Safety



Police







City of Tualatin
Fiscal Year 2016 - 2017
Adopted Budget - Public Safety

Summary of Requirements by Object

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



Police Department

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

Administration

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

Patrol

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

Support Services

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

Summary

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

all reports and records as well as the receiving, processing and storage of all evidence and department property. The Community Service Unit is responsible for the training of each member and meeting state-mandated certification. The traffic team is assigned to work various shifts and locations in the City to address traffic-related issues and investigate motor vehicle crashes. The Community Service Officer is responsible for handling Code Enforcement issues, rental housing ordinance issues and supplementing patrol officers by handling low-priority calls for service.





Police Highlights for FY 2015/2016

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

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

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

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

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

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

The police department continued offering fingerprinting services to the public.

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

Police Goals for FY 2016/2017

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

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

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

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

Continue School Resource Officer Program at the schools.

Increase number of Mobile App users in the community.

Develop statistical information to support problem oriented policing.

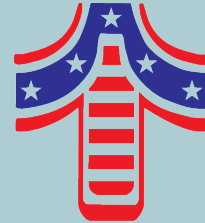




Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17	Approved FY 16-17	Adopted FY 16-17
Salaries and Wages-Full Time	3,432,989.64	3,587,702.45	3,789,995.00	3,819,090.00	3,819,090.00	3,819,090.00
Salaries and Wages-Part Time	5,912.80	0.00	0.00	0.00	0.00	0.00
Salaries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



Public Works



AMERICA'S BEST COMMUNITY TUALATIN, OREGON



Operations Fund

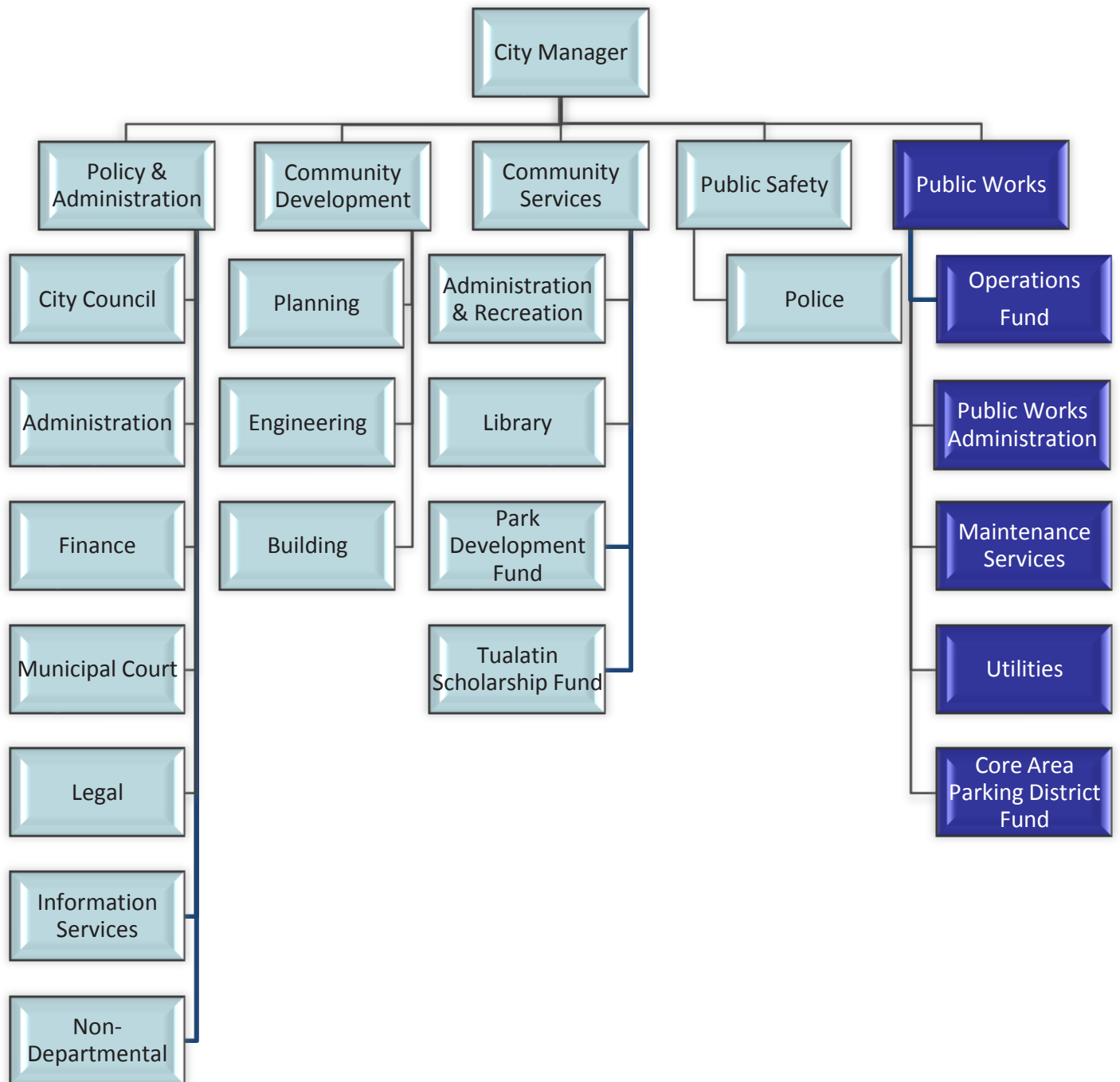
Public Works Administration

Maintenance Services



Utilities

Core Area Parking District Fund





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

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Personnel Services	\$ 2,635,987	\$ 2,747,932	\$ 3,012,905	\$ 3,092,890
Materials and Services	11,864,575	12,281,995	12,743,585	13,739,235
Transfers	9,085,832	6,862,600	9,040,625	9,113,715
Capital Outlay	4,573,861	2,648,956	5,347,910	7,010,320
Debt Service	-	129,388	129,615	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	19,960,772	21,790,552	15,265,290	15,953,630
Total Requirements	\$ 48,121,027	\$ 46,461,423	\$ 45,539,930	\$ 48,909,790



Operations Fund

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

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

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

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

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

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

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



City of Tualatin

Fiscal Year 2016 - 2017

Adopted Budget - Operations (Utilities Combined) *

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Personnel Services	\$ 1,418,887	\$ 1,491,334	\$ 1,676,190	\$ 1,722,025
Materials and Services	\$ 9,240,790	\$ 9,580,543	\$ 10,404,240	\$ 11,197,305
Transfers	\$ 6,666,135	\$ 6,033,530	\$ 6,374,480	\$ 5,762,885
Capital Outlay	\$ 2,002,094	\$ 2,491,665	\$ 5,230,810	\$ 6,433,000
Debt Service	\$ -	\$ 129,388	\$ 129,615	\$ -
Other Financing Uses	\$ -	\$ -	\$ -	\$ -
Contingencies & Reserves	\$ 10,149,379	\$ 10,506,007	\$ 8,172,625	\$ 7,205,795
Total Requirements	\$ 29,477,285	\$ 30,232,467	\$ 31,987,960	\$ 32,321,010

* Includes the following Funds/Programs:

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



Public Works

operations fund - administration

Expenditures

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



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



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



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



Public Works

operations fund - non-departmental

Expenditures

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



Public Works - Administration

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

Highlights of FY 2015/2016

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

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

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

Goals for FY 2016/2017

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



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



City of Tualatin
Fiscal Year 2016 - 2017
Adopted Budget - Maintenance Services

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Personnel Services	\$ 1,217,100	\$ 1,256,598	\$ 1,336,715	\$ 1,370,865
Materials and Services	1,207,468	1,146,556	1,282,645	1,296,830
Transfers	-	-	-	-
Capital Outlay	141,559	27,291	117,100	159,320
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	-	-	-	-
Total Requirements	\$ 2,566,127	\$ 2,430,445	\$ 2,736,460	\$ 2,827,015



Operations – Fleet Maintenance

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

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

Highlights of FY 2015/2016

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

Summary

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

Goals for FY 2016/17

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



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



Operations – Maintenance Services

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

Highlights of FY 2015/16

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

Summary

Department Manager	Jerry Postema
Maintenance Supervisor	Clay Reynolds
FTE	3.0
Expenditures	\$ 981,055

Goals for FY 2016/17

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



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



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17	Approved FY 16-17	Adopted FY 16-17
R&M - Council	2,397.98	0.00	0.00	0.00	0.00	0.00
R&M - Operations	3,921.85	4,240.83	4,100.00	4,100.00	4,100.00	4,100.00
R&M - Police	4,311.68	2,997.09	5,300.00	5,300.00	5,300.00	5,300.00
R&M - Park & Rec	337.20	443.62	500.00	500.00	500.00	500.00
R&M - Van Raden Ctr	577.82	849.31	1,200.00	1,400.00	1,400.00	1,400.00
R&M - Lafky House	357.50	199.49	600.00	650.00	650.00	650.00
R&M - Pohl Center	6,090.34	3,832.81	4,200.00	4,400.00	4,400.00	4,400.00
R&M - Park Buildings	6,143.40	7,697.85	8,500.00	9,500.00	9,500.00	9,500.00
R&M - Brown's Ferry	72.74	937.86	600.00	700.00	700.00	700.00
R&M - Heritage Ctr	487.36	368.86	800.00	1,000.00	1,000.00	1,000.00
R&M - VanRijn House	947.61	340.99	1,200.00	1,200.00	1,200.00	1,200.00
R&M - Equipment	579.54	1,165.98	1,000.00	1,000.00	1,000.00	1,000.00
R&M - Computers	0.00	0.00	0.00	0.00	0.00	0.00
MATERIALS & SERVICES	568,865.27	544,149.70	561,035.00	571,735.00	571,735.00	571,735.00
Equipment & Furnishings	0.00	0.00	0.00	108,320.00	126,320.00	126,320.00
R&M - Major Projects	70,451.17	0.00	75,600.00	0.00	0.00	0.00
CAPITAL OUTLAY	70,451.17	0.00	75,600.00	108,320.00	126,320.00	126,320.00
BUILDING MAINTENANCE	<u>839,390.51</u>	<u>775,082.46</u>	<u>910,095.00</u>	<u>963,055.00</u>	<u>981,055.00</u>	<u>981,055.00</u>



Operations – Parks Maintenance

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

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

Highlights of FY 2015/2016

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

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

- Continued staff support and commitment to expanding community events including the Crawfish Festival, Pumpkin Regatta, and all recreational programming offered by Community Services.
- Continued staff support and commitment to Volunteer Services programs including Put Down Roots in Tualatin, TEAM Tualatin, and a variety of volunteer opportunities that engage our citizenry in environmental improvements that benefit our parks, greenways, and natural areas.
- Incorporating the Nexgen asset management and work order system into our daily operations.

Goals for FY 2016/2017

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



Public Works

parks maintenance

Expenditures

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



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

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Personnel Services	\$ 530,299	\$ 537,290	\$ 570,395	\$ 614,500
Materials and Services	2,152,053	2,366,433	2,289,625	2,868,985
Transfers	2,879,155	3,298,910	3,554,790	2,299,115
Capital Outlay	1,312,098	2,366,586	2,477,335	1,965,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	5,982,830	4,930,112	3,283,640	3,448,660
Total Requirements	\$ 12,856,435	\$ 13,499,331	\$ 12,175,785	\$ 11,196,260



Water Fund

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

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

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

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

Highlights of FY 2015/2016

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

Summary

Department Managers	Jerry Postema Alice Cannon
Water Division Manager City Engineer	Andrew Degner Jeff Fuchs
FTE's	6.5
Expenditures	\$ 10,148,025
Funding Source	Water Fund

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

Goals for FY 2016/2017

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



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



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



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17	Approved FY 16-17	Adopted FY 16-17
R&M - Hydrants	0.00	0.00	0.00	5,000.00	5,000.00	5,000.00
R&M - Reservoir	0.00	0.00	0.00	1,820.00	1,820.00	1,820.00
R&M - Pump Stations	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00
R&M - Equipment	0.00	0.00	0.00	800.00	800.00	800.00
MATERIALS & SERVICES	1,892,130.62	2,062,306.46	1,974,800.00	2,868,985.00	2,868,985.00	2,868,985.00
Equipment & Furnishings	27,670.00	0.00	0.00	0.00	0.00	0.00
Land Acquisition	2,680.00	0.00	0.00	0.00	0.00	0.00
Projects Administration	107,654.67	5,228.97	0.00	0.00	0.00	0.00
Projects Professional Svc	58,193.14	120,657.18	0.00	20,000.00	0.00	0.00
Projects Construction	674,269.75	2,048,969.39	0.00	0.00	0.00	0.00
Fund Projects	0.00	0.00	2,440,000.00	1,280,000.00	1,850,000.00	1,850,000.00
R&M - Major Projects	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	870,467.56	2,174,855.54	2,440,000.00	1,300,000.00	1,850,000.00	1,850,000.00
Transfers Out - General Fund	848,580.00	912,530.00	1,152,200.00	1,437,620.00	1,437,620.00	1,437,620.00
Transfers Out - Building	7,110.00	9,200.00	9,710.00	10,185.00	10,185.00	10,185.00
Transfers Out -Enterprise Bond	536,265.00	517,049.72	502,550.00	558,900.00	558,900.00	558,900.00
Transfers Out - Water Develop	300,000.00	0.00	0.00	0.00	0.00	0.00
Transfers Out - Operations	1,169,600.00	1,407,570.00	1,280,330.00	0.00	0.00	0.00
TRANSFERS OUT	2,861,555.00	2,846,349.72	2,944,790.00	2,006,705.00	2,006,705.00	2,006,705.00
Contingency	0.00	0.00	737,940.00	1,018,530.00	1,018,530.00	1,018,530.00
Rate Stabilization Reserve	0.00	0.00	2,408,175.00	1,769,305.00	1,789,305.00	1,789,305.00
Bond Indenture Reserve	0.00	0.00	0.00	0.00	0.00	0.00
CONTINGENCY & RESERVES	0.00	0.00	3,146,115.00	2,787,835.00	2,807,835.00	2,807,835.00
WATER FUND	<u>5,624,153.18</u>	<u>7,083,511.72</u>	<u>10,505,705.00</u>	<u>9,578,025.00</u>	<u>10,148,025.00</u>	<u>10,148,025.00</u>



Water Development Fund

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

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

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

Goals for FY 2016/2017

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

Summary

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

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



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



City of Tualatin

Fiscal Year 2016 - 2017

Adopted Budget - Utilities - Sewer

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Personnel Services	\$ 216,870	\$ 254,387	\$ 311,670	\$ 343,595
Materials and Services	5,948,483	6,574,323	6,653,220	6,600,155
Transfers	1,157,575	1,341,430	1,422,430	1,027,190
Capital Outlay	190,035	-	133,335	105,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	6,912,647	6,893,298	6,907,800	6,638,540
Total Requirements	\$ 14,425,610	\$ 15,063,439	\$ 15,428,455	\$ 14,714,480



Sewer Fund

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

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

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

Highlights of FY 2015/2016

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

Summary

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

Goals for FY 2016/2017

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



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



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17	Approved FY 16-17	Adopted FY 16-17
Fund Projects	0.00	0.00	50,000.00	20,000.00	20,000.00	20,000.00
CAPITAL OUTLAY	190,034.80	0.00	50,000.00	20,000.00	20,000.00	20,000.00
Transfers Out - General Fund	806,990.00	884,910.00	882,680.00	979,850.00	979,850.00	979,850.00
Transfers Out - Building	4,175.00	5,400.00	5,700.00	5,985.00	5,985.00	5,985.00
Transfers Out - Infra Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Transfers Out -Enterprise Bond	0.00	0.00	0.00	32,405.00	32,405.00	32,405.00
Transfers Out - Operations	330,330.00	441,350.00	529,020.00	0.00	0.00	0.00
TRANSFERS OUT	1,141,495.00	1,331,660.00	1,417,400.00	1,018,240.00	1,018,240.00	1,018,240.00
Contingency	0.00	0.00	1,136,230.00	1,139,700.00	1,139,700.00	1,139,700.00
Future Years Projects	0.00	0.00	1,402,045.00	1,621,960.00	1,621,960.00	1,621,960.00
CONTINGENCY & RESERVES	0.00	0.00	2,538,275.00	2,761,660.00	2,761,660.00	2,761,660.00
SEWER FUND	<u>6,824,800.54</u>	<u>7,039,990.03</u>	<u>10,113,145.00</u>	<u>10,359,650.00</u>	<u>10,359,650.00</u>	<u>10,359,650.00</u>



Sewer Development Fund

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

This fund is mandated by state law and is used to receive and expend System Development Charges (SDCs) that are collected from all new development in the City. Sewer SDCs are one-time fees for connecting to the public sanitary sewer system that pay developments share of infrastructure cost (sewers, treatment, pump stations, etc.) The revenues in this fund are collected to help pay the cost of providing the sewage collection system at the Durham Treatment Facility. The charges are established by Clean Water Services (CWS) and collected by the City: 96% is paid to CWS and the City retains 4%.

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

Summary

Department Manager	Alice Cannon
City Engineer	Jeff Fuchs
Expenditures	\$ 4,354,830
Funding Source	Sewer Development Fund

Goals for FY2016/2017

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



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17	Approved FY 16-17	Adopted FY 16-17
Sys Dev Chg - CWS	330,115.08	775,270.07	384,000.00	384,000.00	384,000.00	384,000.00
MATERIALS & SERVICES	330,115.08	775,270.07	384,000.00	384,000.00	384,000.00	384,000.00
Fund Projects	0.00	0.00	0.00	20,000.00	85,000.00	85,000.00
CAPITAL OUTLAY	0.00	0.00	0.00	20,000.00	85,000.00	85,000.00
Transfers Out - General Fund	16,080.00	9,770.00	5,030.00	8,950.00	8,950.00	8,950.00
Transfers Out - Sewer	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS OUT	16,080.00	9,770.00	5,030.00	8,950.00	8,950.00	8,950.00
Contingency	0.00	0.00	4,369,525.00	3,876,880.00	3,876,880.00	3,876,880.00
CONTINGENCY & RESERVES	0.00	0.00	4,369,525.00	3,876,880.00	3,876,880.00	3,876,880.00
SEWER DEVELOPMENT FUND	<u>346,195.08</u>	<u>785,040.07</u>	<u>4,758,555.00</u>	<u>4,289,830.00</u>	<u>4,354,830.00</u>	<u>4,354,830.00</u>



City of Tualatin
Fiscal Year 2016 - 2017
Adopted Budget - Utilities - Storm Drain

Summary of Requirements by Object

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



Storm Drain Fund

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

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

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

Highlights of FY 2015/2016

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

Summary

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

Goals for FY 2016/2017

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



Public Works

utilities - storm drain operating fund

Expenditures

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



Storm Drain Development Fund

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

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

Goals for FY 2016/2017

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



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



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

Summary of Requirements by Object

	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Adopted FY 16-17
Personnel Services	\$ 242,687	\$ 229,397	\$ 241,280	\$ 275,620
Materials and Services	1,867,597	1,443,157	1,521,390	1,740,695
Transfers	1,036,405	1,102,570	2,502,925	3,799,550
Capital Outlay	815,403	104,563	1,549,120	4,213,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	4,505,763	6,569,895	2,781,005	4,405,500
Total Requirements	\$ 8,467,855	\$ 9,449,582	\$ 8,595,720	\$ 14,434,365



Road Utility Fee Fund

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

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

Highlights of FY 2015/2016

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

Summary

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

Goals for FY 2016/2017

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

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



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



Road Operating Fund

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

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

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

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

Highlights of FY 2015/2016

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

Summary

Department Managers	Jerry Postema Alice Cannon
Street/Sewer/Storm Mgr City Engineer	Bert Olheiser Jeff Fuchs
FTE's	2.75
Expenditures	\$ 6,902,895
Funding Source	Sewer Fund

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

Goals for FY 2016/2017

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



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



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



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17	Approved FY 16-17	Adopted FY 16-17
Equipment & Furnishings	0.00	0.00	0.00	29,000.00	29,000.00	29,000.00
Projects Administration	5,260.35	250.00	0.00	0.00	0.00	0.00
Projects Professional Svc	9,117.70	3,252.75	0.00	0.00	0.00	0.00
Projects Construction	780,612.04	67,213.65	0.00	0.00	0.00	0.00
Fund Projects	0.00	0.00	1,512,980.00	4,074,000.00	4,184,000.00	4,184,000.00
R&M - Major Projects	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	794,990.09	70,716.40	1,512,980.00	4,103,000.00	4,213,000.00	4,213,000.00
Transfers Out - General Fund	467,980.00	469,990.00	549,890.00	757,590.00	757,590.00	757,590.00
Transfers Out - Building	0.00	0.00	0.00	0.00	0.00	0.00
Transfers Out - Park Develop	0.00	0.00	10,000.00	0.00	0.00	0.00
Transfers Out - Infra Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Transfers Out -Enterprise Bond	0.00	0.00	0.00	19,440.00	19,440.00	19,440.00
Transfers Out - Operations	234,960.00	289,310.00	281,870.00	0.00	0.00	0.00
Transfers Out -Leveton Project	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS OUT	702,940.00	759,300.00	841,760.00	777,030.00	777,030.00	777,030.00
Contingency	0.00	0.00	430,340.00	639,485.00	639,485.00	639,485.00
Future Years Projects	0.00	0.00	545,845.00	0.00	0.00	0.00
FootpathBiketrail Reserve	0.00	0.00	98,145.00	98,145.00	98,145.00	98,145.00
CONTINGENCY & RESERVES	0.00	0.00	1,074,330.00	737,630.00	737,630.00	737,630.00
ROAD OPERATING FUND	<u>2,042,914.07</u>	<u>1,225,074.03</u>	<u>3,993,290.00</u>	<u>6,792,895.00</u>	<u>6,902,895.00</u>	<u>6,902,895.00</u>

**Road Development Fund**

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

Highlights of FY 2015/2016

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

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



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



Road/SDC – Transportation Development Tax Fund (TDT)

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

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

Highlights of FY 2015/2016

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

Summary

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

Goals for FY 2016/2017

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



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



Core Area Parking District Fund

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

Highlights of FY 2015/16

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



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

Goals for FY 2016/2017

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





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



AMERICA'S
BEST COMMUNITY
TUALATIN, OREGON