



**City of Tualatin**  
**Fiscal Year 2016 - 2017**  
**Adopted Budget - Tualatin Development Commission**

**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	24,961	35,466	61,725	65,400
Transfers	166,520	134,720	87,070	86,260
Capital Outlay	167,173	704,976	177,565	275,000
Debt Service	-	-	-	-
Other Financing Uses	-	-	-	-
Contingencies & Reserves	5,154,360	4,304,446	3,810,360	3,735,095
<b>Total Requirements</b>	<b>\$ 5,513,014</b>	<b>\$ 5,179,608</b>	<b>\$ 4,136,720</b>	<b>\$ 4,161,755</b>



## **Community Development: Economic Development Division**

The Economic Development Division is the face of the City for the business community. Economic Development's responsibility is to provide new and existing businesses with direct assistance through the permit process and access to local, regional, and statewide resources. The Division is guided by the Economic Strategic Plan which was developed by a cross-section of the local business community. Specifically, the plan prioritizes efforts to assist with business retention, expansion, and recruitment as well as improving the business climate to make Tualatin a competitive and attractive business location.

### **Highlights of FY 2015/2016**

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

### **Summary**

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

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

### **Goals for FY 2016/2017**

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



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



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



## Central Urban Renewal District Project Fund

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

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

## Highlights of FY 2015/2016

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

## Goals for FY 2016/2017

- Work with the TDC to prioritize remaining CURD funds.



Account Description	Actual FY 13-14	Actual FY 14-15	Adopted FY 15-16	Proposed FY 16-17	Approved FY 16-17	Adopted FY 16-17
Beginning Fund Balance <b>BEGINNING FUND BALANCE</b>	1,054,053.49 <b>1,054,053.49</b>	880,738.66 <b>880,738.66</b>	120,505.00 <b>120,505.00</b>	123,900.00 <b>123,900.00</b>	123,900.00 <b>123,900.00</b>	123,900.00 <b>123,900.00</b>
Interest on Investments <b>INVESTMENT EARNINGS</b>	5,932.66 <b>5,932.66</b>	3,323.08 <b>3,323.08</b>	60.00 <b>60.00</b>	1,100.00 <b>1,100.00</b>	1,100.00 <b>1,100.00</b>	1,100.00 <b>1,100.00</b>
Sale of Capital Assets <b>OTHER FINANCING SOURCES</b>	0.00 <b>0.00</b>	0.00 <b>0.00</b>	0.00 <b>0.00</b>	0.00 <b>0.00</b>	0.00 <b>0.00</b>	0.00 <b>0.00</b>
<b>CURD PROJECTS FUND</b>	<u><u>1,059,986.15</u></u>	<u><u>884,061.74</u></u>	<u><u>120,565.00</u></u>	<u><u>125,000.00</u></u>	<u><u>125,000.00</u></u>	<u><u>125,000.00</u></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
Projects Administration	7,775.78	2,958.62	0.00	0.00	0.00	0.00
Projects Professional Svc	69,546.71	14,638.10	0.00	0.00	0.00	0.00
Projects Construction	40,000.00	666,403.54	0.00	0.00	0.00	0.00
Fund Projects	0.00	0.00	120,565.00	125,000.00	125,000.00	125,000.00
<b>CAPITAL OUTLAY</b>	<b>117,322.49</b>	<b>684,000.26</b>	<b>120,565.00</b>	<b>125,000.00</b>	<b>125,000.00</b>	<b>125,000.00</b>
Transfers Out - General Fund	61,925.00	80,180.04	0.00	0.00	0.00	0.00
<b>TRANSFERS OUT</b>	<b>61,925.00</b>	<b>80,180.04</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
Contingency	0.00	0.00	0.00	0.00	0.00	0.00
General Account Reserve	0.00	0.00	0.00	0.00	0.00	0.00
<b>CONTINGENCY &amp; RESERVES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CURD PROJECTS FUND</b>	<b><u>179,247.49</u></b>	<b><u>764,180.30</u></b>	<b><u>120,565.00</u></b>	<b><u>125,000.00</u></b>	<b><u>125,000.00</u></b>	<b><u>125,000.00</u></b>



### **Leveton Tax Increment District Project Fund**

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

### **Summary**

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

### **Highlights of FY 2015/2016**

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

### **Goals for FY 2016/2017**

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





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



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