

# 2010-2011 City of Tualatin Adopted Budget





# City of Tualatin Annual Budget

For the Fiscal Year

JULY 1, 2010 – JUNE 30, 2011

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## CITY LEADERSHIP:

LOU OGDEN *Mayor*

CHRIS BARHYTE *Council President*

MONIQUE BEIKMAN *Council Member*

JOELLE DAVIS *Council Member*

JAY HARRIS *Council Member*

DONNA MADDUX *Council Member*

ED TRUAX *Council Member*

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## BUDGET COMMITTEE:

SHAUN CHRISTIANSEN

MARK COOLICAN

GEORGE GUILD

ROGER MASON

PAUL SIVLEY

TERRI WARD

DIANE WEISHEIT

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## CITY STAFF:

SHERILYN LOMBOS *City Manager*

KENT BARKER *Police Chief*

DANIEL BOSS *Operations Director*

BRENDA BRADEN *City Attorney*

DON HUDSON *Finance Director*

PAUL HENNON *Community Services Director*

NANCY MCDONALD *Human Resources Director*

MIKE MCKILLIP *Engineering & Building Director*

DOUG RUX *Community Development Director*



Jay Harris  
*Position 1*



Lou Ogden  
*Mayor*



Chris Barhyte  
*Council President*



Donna Maddux  
*Position 3*

# Tualatin City Council



Monique Beikman  
*Position 2*



Joelle Davis  
*Position 6*



Ed Truax  
*Position 4*

# City of Tualatin

## 2010-2011 Adopted Budget

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# Budget Message



# MEMORANDUM

## CITY OF TUALATIN

**TO:** Members of the Budget Advisory Committee

**FROM:** Sherilyn Lombos, City Manager

**DATE:** May 10, 2010

**SUBJECT:** Fiscal Year 2010/2011 Proposed Budget

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It is my pleasure to present the proposed fiscal year 2010/2011 City of Tualatin and Tualatin Development Commission (TDC) budgets.

The document is divided into eight sections following this budget message: Introduction, General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds and the TDC. We have added an Appendix with summary information, debt service and salary schedules, as well as definitions of common budget related terms. For more information about how to navigate through the document, please refer to the Reader's Guide included in the front of the Introduction tab.

During the year, we realized that with the financial environment changing for municipal governments, we needed to look at our budget process in a different way. The last couple of years have seen a slowdown of the growth the City had experienced for a number of years. We were no longer seeing 7-9% growth in our assessed values, and our property tax revenues. With the economy the way it is, we were also experiencing a flattening of our other revenue sources. We were introduced to a financial planning and budgeting model built upon a fiscal health analysis process that helps "diagnose" potential issues that could lead to a less than ideal fiscal prognosis. Before putting together the proposed budget, the City embarked on this Fiscal Health initiative process and concentrated on the following tenants of the initiative:

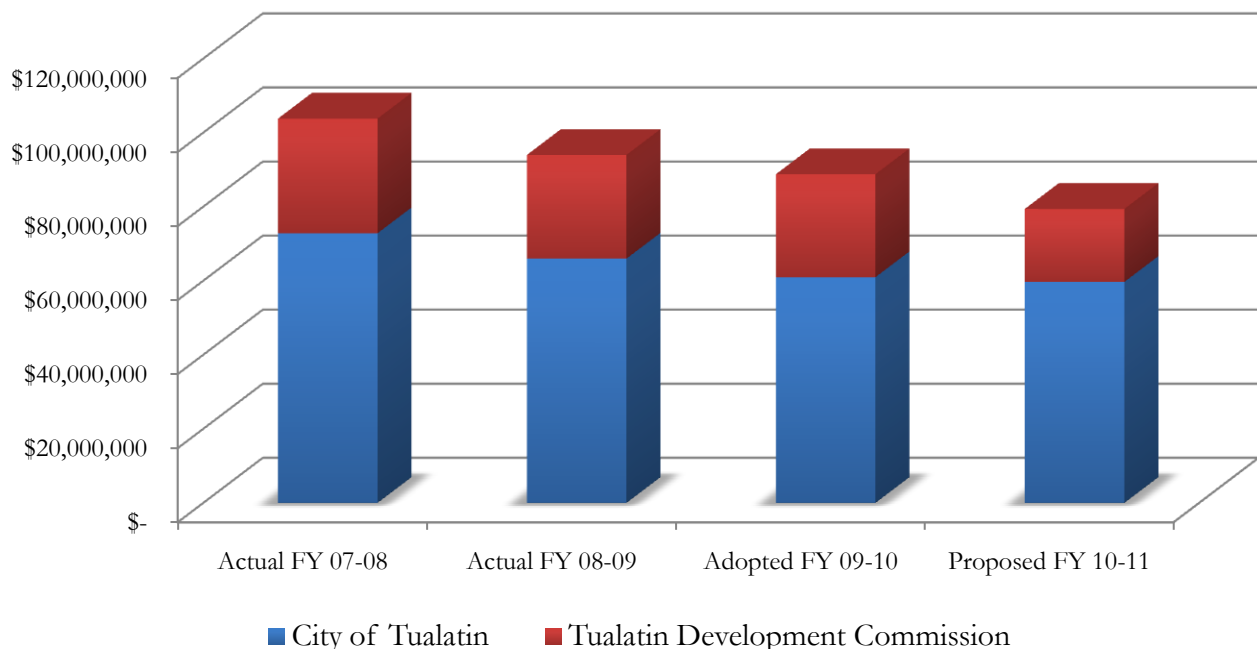
- Spend within our means
  - Differentiating between one-time and on-going revenues and expenditures and aligning them to better maintain proper alignment of each.
  - Determine revenue sources available in the upcoming year and match appropriate expenditures and service levels with the available revenues.
- Maintaining adequate reserves
  - Council adopted a new Reserve and Contingency Policy in December 2009 to provide appropriate minimum levels for different fund types.



- Transparent about the true cost of doing business
  - Our interfund transfers have been better aligned through completion of a cost of service study and we are now utilizing this new model to better allocate administrative costs across the appropriate funds.
  - You will also see changes to a few divisions to better track and report expenditures for those areas. These changes will be described in more detail later in this budget message.
- Incorporating long-term planning into decisions
  - We are developing a Capital Improvement Program to better plan our city-wide capital projects.

As part of this initiative we now have a 5-year planning model to see how decisions made today impact the continuing on-going alignment, as well as the one-time characteristics of our financial picture. We will be using this model interactively with the City Council beginning this summer to help make conscious decisions affecting our financial future.

The total proposed budget for 2010/2011, including the Tualatin Development Commission, is \$79,393,799. This total is down 10.55% from the 2009/2010 adopted budget, almost exclusively due to a reduction in the number of urban renewal projects. The City of Tualatin budget is down 2.1% to \$59,682,561 with the two most significant changes being a reduction in the Building Division, due to the slowdown in the economy, and projects that were budgeted in the Water Development Fund being mostly completed during the 2009/2010 fiscal year. This message will highlight activity and some of the major changes in each of the City's funds.



## **General Fund**

### *Revenues*

The beginning fund balance and projected revenues for fiscal year 2010/2011 total \$20,172,924. Overall, revenues have remained fairly steady, with increases to a few of the larger revenue sources and the other revenues staying static, or slightly decreasing.

Property taxes continue to make up almost half of the general fund revenues. They are based on a set levy of \$2.2665 per \$1,000 dollars of assessed value. This permanent tax rate is one of the lowest in the Portland Metro area. Previous years have seen growth in the community, prompting the assessed value to increase at a higher rate than the Measure 50 growth limit of 3%. Even though market values have seen a decrease the past several years, there is still a significant gap between market value and assessed value (assessed value of real property in Tualatin is just under 66% of real market value on the 2009/2010 tax roll). Therefore, we are projecting that assessed values will continue to increase by the 3% growth limit.

Recently, the City Council made the decision not to extend the maximum indebtedness of either of the two urban renewal districts and will let them expire June 30, 2010. The impact on the City's general fund is that the incremental assessed values that have been directed to the Tualatin Development Commission will now be allocated to the City and all the other overlapping taxing districts. The impact of the Leveton Tax Increment District expiration has been included in the proposed general fund revenues for 2010/2011. Since the decision to let the Central Urban Renewal District expire was not made until late April, this impact has not been included in the proposed budget. Staff will bring proposed changes to the CURD budget, as well as to the general fund budget, to the Budget Committee meeting on May 25<sup>th</sup> for consideration.

State Shared revenues are the City's share of liquor and cigarette taxes passed through the State. With the state economy situation, these revenues continue to be brought up as possibly shifting from being allocated to cities to being retained by the State. With the passage of Measures 66 and 67 in the January 2010 election, state shared revenues are safe for another year. The League of Oregon Cities (LOC) continues to lobby for cities to retain this revenue source, but the future is somewhat unsure. The good news is that the LOC is projecting increases in the per capita share of liquor taxes and that has been programmed into the 2010/2011 City budget.

Another positive bit of news for our revenue stream in the upcoming year is the success of the Tualatin Library. The funding formula for revenue from the Washington County Cooperative Library System (WCCLS) is partially based upon circulation and with the incredible numbers we are experiencing in our new Library, we are being "rewarded" in the funding formula. Instead of the usual 2% annual increase, we will be receiving a 5.75% increase to \$1,249,437 in 2010/2011.

Other big changes in our general fund revenues include reimbursements for planning studies from the Metro Construction Excise Tax in the amount of \$182,500 and \$83,000 as a reduction in our insurance premiums from City/County Insurance Services (CIS) to be used towards risk management activities. We propose to use the CIS funds for mitigating several risks we have identified in City parks. We have moved the reimbursement from TriMet for our participation in the Westside Transit Police Force (one FTE, reimbursed at 105% of salary and benefits in fiscal year 2010/2011) from Intergovernmental Revenue to Charges for Services in this budget.



Transfers are primarily reimbursements for services that the general fund provides, mainly to the restricted funds. With the move of the Engineering Division of the Engineering and Building Department to the general fund, transfers for their services to the utility funds has also been moved to the general fund, accounting for that increase over 2009/2010 levels.

### *Expenditures*

In fiscal year 2010/2011, we are budgeting for \$15,337,889 in expenditures from the general fund, an increase of approximately \$1.4 million from 2009/2010. As with last year's budget process, the City departments held expenditures at or below last year's levels wherever possible. Just under 80% of the increase is due to the transfer of the Engineering Division into the general fund. The remaining increases, accounting for a 2.2% increase, are related to items that are out of the City's control, primarily utility rate increases for gas and electricity and contractual obligations that are increasing, such as the dispatch contract with Washington County Consolidated Communication Agency (WCCCA) in the Police Department.

Expenditures in the general fund are divided into three categories: Personal Services, Materials and Services and Capital Outlay. Personal Services have not been increased in the proposed budget document over last fiscal year, as we are in labor negotiations with both the Tualatin Employees Association and the Tualatin Police Officers Association. We plan to have an update to the expenditure numbers in this category to present to the budget committee on May 25<sup>th</sup>, to represent an impact of negotiations on the total general fund personal services category.

Last year we set aside a \$500,000 PERS reserve to assist the City with the pending 6% increase in our PERS contribution rate in Fiscal Year 2011/2012. Recently, the PERS Board changed the "double-collar" rules from an automatic 6% increase when the funding status falls under 80%, to a sliding scale for each percent below 80%. With this change, PERS staff is estimating that with some increases in their interest earnings before June 30, 2010, the increase in our contribution rate will be 4.2%, rather than 6%. Therefore, we are proposing to decrease the PERS reserve in 2010/2011 to \$400,000.

Besides the addition of Engineering in the general fund, we have also split out the Information Services expenditures into its own program, so that we can better track our IS costs. Previously, personal services costs were recorded in Administration (1.5 FTE) and the Library (0.5 FTE), with materials & services and capital outlay costs recorded in Administration and Non-Departmental. Lastly, instead of three separate Police Divisions (Administration, Patrol and Support), all police expenditures will be recorded in one Police budget. These changes allow us to better track the true cost of providing these services.

### **Special Revenue Funds**

Special Revenue Funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes. The City has nine Special Revenue Funds:

- Building Fund (formerly Engineering & Building Fund)
- Operations Fund
- Road Utility Fee Fund
- Road Gas Tax Fund
- Core Area Parking District Fund

- Tualatin Science & Technology Fund
- 9-1-1 Emergency Communication Tax Fund
- Road Development Fund
- Transportation Development Tax Fund

#### Building Fund

During 2009/2010, the slowdown in the Building Division prompted the City to reduce the staff in this Division from 8 employees to 4, thereby reducing the expenditures in this fund by almost half. For 2010/2011, we have transferred the Engineering portion of the fund into the General Fund, leaving only building related revenues and expenditures in this fund. This will better allow us to track the costs of this program and the revenues coming into to pay for these activities. Healthy reserves are still maintained in this fund and we will continue to monitor the situation in the upcoming year. As we are winding down the current year, we are seeing more activity in the building department and have reflected this in the projected revenues for next year.

#### Operations Fund

The specific function of the portion of Operations that is funded out of restricted funds is to keep the City's water, sewer and storm systems in operating order and to maintain the city's streets. The Water Division is budgeting to add a Utility Technician I position due to recent and pending retirements to key positions in this Division. With the complexity of the water system, having a solid transition plan is necessary. Non-Departmental capital expenses are significantly reduced due to the east parking lot project being completed. Capital projects that are being budgeted in this program for 2010/2011 include re-roofing of the Operations administration building and creating manhole access and lining the underground fuel tanks.

#### Road Utility Fee Fund

Revenue for this fund comes from fees collected on monthly utility bills. Funds are used to pay for a portion of street lighting costs, the City's pavement management program, as well as the sidewalk/tree program. Maintenance of existing reverse frontage landscaping, as well as an allocation for a new reverse frontage area is included in the 2010/2011 budget. Also included in the proposed budget is a replacement of an old wood chipper to be used for the street tree program.

#### Road Gas Tax Fund

The 2009 Transportation Package (HB 2001) passed during the 2009 Legislative Session provides a phased-in increase in revenues to cities from: a six-cent increase in the state gas tax beginning no later than January 1, 2011; increases in vehicle title and registration fees; and weight-mile fees paid by truckers. This phase-in is reflected in the estimates we received from the League of Oregon Cities and our state gas tax revenues are projected to increase by \$250,000 over 2009/2010. This fund pays for electricity and maintenance for traffic signal lights and street lighting annually. This proposed budget also appropriates funds for an update to the Transportation Master Plan and neighborhood traffic mitigation measures.

Funds in the *Core Area Parking Fund* will be used to enforce and maintain the five public lots downtown.

In fiscal year 2010/2011, the *Science & Technology Scholarship Fund* will issue two scholarships from interest earnings.

The *9-1-1 Emergency Communications Tax* is collected through the State and is a tax of \$.75 on any circuit or device capable of accessing the 9-1-1 network; two-thirds of the collections are distributed to cities and counties on a per capita basis to fund operations at the dispatch center, in our case, the Washington County Consolidated Communications Agency (WCCCA).

*Road Development and Transportation Development Tax Funds* account for system development fees related to the transportation system. The Transportation Development Tax (TDT), which was passed by Washington County voters in November 2008, replaced the Traffic Impact Fee (accounted for in the Road Development Fund). New projects, after July 1, 2009, pay the TDT, but projects that were in the works prior to that date pay the Traffic Impact Fee. We are projecting limited revenue from existing projects in the Road Development Fund, though projected TDT revenue is \$442,000 due to new projects that should be started during 2010/2011. Revenues collected in each fund will be placed in reserve for future year projects.

### **Debt Service Funds**

The *General Obligation Bond Fund* incorporates debt service on three City bonds:

- The 2005 Parks Improvement bond.
- The 2006 Library Improvement bond.
- The 2008 Police Facility refunding bond (which replaced the 1999 Police Facility bond).

Estimated principle and interest payment for these bonds is approximately \$792,400 in fiscal year 2010/2011.

The *Bancroft Bond Fund* accounts for principal and interest on general obligation debt for projects which directly enhance the value of specific properties. There is one outstanding bond which funded the construction of 95<sup>th</sup> Place.

### **Capital Projects Funds**

The City maintains three capital projects funds. The following funds are included in this group:

- Local Improvement District
- Park Development
- Infrastructure Reserve Fund

The *Local Improvement District Fund* is used to construct public improvements that are paid for by adjoining property owners. A petition from property owners to the City Council initiates projects in this fund. Funds are budgeted to handle such a request, if it were to come into the City.

The *Park Development Fund* captures the revenues and expenditures for the planning, land acquisition, and development of parks and recreation areas and facilities. Revenues in this fund come from parks system development charges, grants and Tualatin's share of the Metro Natural Areas Bond Measure. The City applied for, and was awarded, a \$375,000 Community Development Block Grant for an addition and renovation of the Juanita Pohl Center. With the



City's required matching funds, total project costs are \$470,000. Both the revenue and expenditure related to this project are accounted for in this fund.

In order to pay for future large infrastructure projects, the City set up the *Infrastructure Reserve Fund*. With shorter term needs in the Sewer Fund, no transfers into the reserve fund are projected for 2010/2011. The two transfers into this fund in the proposed budget are from the General Fund for repayment of an interfund loan for the City's new phone system in 2008/2009 and 1% of State Gas Tax revenue to be used for footpath and bike trail projects, as required by Oregon Revised Statutes.

There are three funds that were completed and closed out in the last couple of years (City Center Remodel Fund, Library Improvement Fund and Parks Improvement Fund). The detail sheets for these funds are included in the Capital Projects Funds section, as required by Oregon Budget Law, but have no activity for fiscal year 2010/2011.

### **Enterprise Funds**

The Enterprise Funds record revenue and expenses for the water, sewer, and storm drain utility systems. The primary revenue sources for these funds come from user fees. Capital projects related to these systems are also recorded in these funds.

#### *Water Operating Fund*

The City of Tualatin purchases water from the City of Portland for resale to Tualatin customers and the city of Sherwood. Once again, we are not proposing an increase to the water usage rate of \$2.29/ccf. We will also not be raising the water facilities charge, or the water service charge, both of which have not been raised in a number of years. In fiscal year 2010/2011 funds are allocated to implement water conservation efforts, perform Cla-Valve maintenance as required every five years, update the water master plan, participate in an emergency intertie to Tualatin Valley Water District and replace AC lines in Apache Drive and 63<sup>rd</sup> Avenue north of Lower Boones Ferry Road.

#### *Sewer Operating Fund*

During fiscal year 2008/2009, Clean Water Services (CWS) completed a rate model study, which split the sewer rates into two components, a regional rate which is set by CWS and a local rate to be set by the City. In fiscal year 2010/2011, both Clean Water Services and the City of Tualatin propose to raise monthly sewer usage charges. For a residential property, having a winter average water consumption of 5 ccf, the total increase for a monthly sewer bill is \$2.23. Funds are being allocated for an update to the sewer master plan, the RV Park of Portland sewer replacement and the Saum Creek and Hedges Creek slide repairs.

#### *Storm Drain Operating Fund*

Clean Water Services (CWS) conducted a rate model study similar to the one done for the sewer rates, which also set a CWS regional rate and a local rate to be set by the City. In fiscal year 2010/2011, Clean Water Services is raising their monthly storm drain usage charges from \$1.06 to \$1.56, while the City is proposing to raise the local rate from \$3.30 to \$4.00 per month. Funds are being allocated to update the storm drain master plan and to complete routine maintenance of the system to prevent flooding problems.

The *Enterprise Bond Fund* exists to collect revenue and repay debt on the 2005 water revenue bond for construction of the water reservoir. Principal and interest payments of approximately \$541,000 will be made in fiscal year 2010/2011.

While we are starting to see a slight increase in building activity, we are projecting very limited income into the following funds in the upcoming budget:

- Water Development Fund
- Sewer Development Fund
- Storm Drain Development Fund

We are continuing to monitor revenues in these funds and will only begin projects if revenues from previous years exist in the fund, or revenues come in during this year to cover the projects.

Additionally, remaining funds in the *Water Reservoir Fund* were transferred in 2009/2010 to the Water SDC Fund to be used with other Water SDC funds for the Norwood Pump Station and the C-2 Reservoir Project. This transfer completed the projects paid for with the 2005 Water Revenue Bond proceeds. This fund will continue to be included in the budget document for the time required by Oregon Budget Law.

### **Tualatin Development Commission**

The Tualatin Development Commission is Tualatin's urban renewal agency, overseeing the City's two project areas, Central and Leveton. Over the years the Commission has developed excellent projects to reduce blight and ultimately enhance Tualatin's quality of life.

Both project areas reached their maximum indebtedness during fiscal year 2009/2010. After lengthy discussions, Council decided, in late April, to not continue with the proposed extension of the maximum indebtedness in the *Central Urban Renewal District (CURD)*. They previously made the decision to let the *Leveton Tax Increment District (Leveton)* expire at the end of June 2010. Due to the timing of both decisions, the proposed budget document includes the effect of the closure of Leveton, but not Central. City staff will prepare a new proposed budget to reflect the closure of CURD and present the changes to the Budget Committee at the meeting on May 25<sup>th</sup>.

The effect of the District's reaching their maximum indebtedness is that both districts will not collect any further property taxes, and their incremental assessed values will be returned to the overlapping taxing districts, including the City of Tualatin. It does not mean that there is no longer any activity in the Tualatin Development Commission. Both project funds have cash balances to pay for projects that were already being funded.

Projects in CURD that are scheduled for fiscal year 2010/2011 include:

- WES Commuter Rail Quiet Zone.
- Construction of the Tualatin-Sherwood Road beautification project.

Projects in Leveton that are scheduled for fiscal year 2010/2011 include:

- Complete construction of the Leveton Drive Extension Project, including SW 128<sup>th</sup> and SW 130<sup>th</sup> to 99W.
- Begin design of Cummins Drive from 128<sup>th</sup> Avenue to the western most District boundary.
- Begin wetland monitoring and reporting for Herman Road.

Sincere thanks and credit goes to all City departments and their staff for their contributions to this budget proposal. Special thanks to Finance Director Don Hudson and the City's Finance Department, as well as Carina Christensen, Assistant to the City Manager, for their long hours and hard work on this budget.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sherilyn Lombos". The signature is fluid and cursive, with the first name "Sherilyn" written in a larger, more prominent script than the last name "Lombos".

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





# Introduction

Reader's Guide  
Tualatin-at-a-Glance  
City Map  
History of Tualatin  
City Survey Summary  
Council Strategic Plan  
Oregon Budget Process  
An Overview of Property  
Tax Revenues  
City Organization Chart  
Adopted Positions

# READER'S GUIDE

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## HOW TO MAKE THE MOST OF THE BUDGET DOCUMENT

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

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

### **Budget Message**

The document begins with the budget message. The City Manager's budget message outlines key components of the upcoming budget and discusses underlying administrative practices that support the city's organizational goals. It also provides an overview of the previous fiscal year.

### **Introduction**

The introductory section follows the budget message and provides a variety of information about the city.

- It details some important facts and figures, including acres of parkland, miles of streets, and other information.
- It presents the city organization chart.
- It explains the Oregon budget process, including explanation of funds.
- It reviews the adopted positions for fiscal year 2010/2011 and displays the changes from the previous years.
- It explains Tualatin's unique history.
- It provides a summary report of Tualatin's 2010 resident satisfaction survey.
- It contains the Council Strategic Plan in its entirety. This plan includes the Council Strategic Focus Areas, Council Goals, and objectives.
- It provides an overview and explanation of property tax revenues.

### **Fund Expenditures**

This bulk of the budget details each city fund. Each fund section begins with a summary of revenues and expenditures. The funds then details the division expenditures of the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, and Enterprise Funds.

### **Tualatin Development Commission**

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

### **Appendix**

The Appendix contains further detail information on budget numbers. It contains a summary of resources by fund and source and the City's schedule of future debt service. The appendix also contains the City's monthly salary schedules and a glossary of budget terms.

# TUALATIN – AT A GLANCE

## LOCATION

Tualatin is located in two counties. SW 65<sup>th</sup> Avenue, adjacent to Meridian Park Hospital, is the dividing line – with Clackamas County to the east and Washington County to the west.

## INCORPORATED

Date of Incorporation 1913

## ENVIRONMENT

Elevation (feet):	125
Precipitation (yearly avg.):	37.57
Jan. Temperature:	High: 38.9
	Low: 32.5
July Temperature:	High 79.7
	Low: 65.8

## VALUATION

Market Value \$4,734,984,802

Assessed Value \$2,791,988,154

Assessed Value (including Urban Renewal) \$3,227,698,540

## BOND RATING

Aa3 (Moody's)

## POPULATION

2009	26,130
2000	23,065
1990	14,664
1980	7,483
1970	750

## REGISTERED VOTERS

Washington County 11,056

Clackamas County 1,772

Total 12,828

## MILES OF STREETS

There are approximately 91 miles of streets (approximately 77 miles are city-maintained, about 9 miles by Washington and Clackamas counties, and approximately 5 miles by the state) and 48 traffic signals (22 are city-owned, 18 county-owned, and 8 are state-owned).

## PARKS/GREENWAYS

The city's eleven parks total over 122.7 acres, its greenways comprise 112 acres, and natural areas comprise another 41 acres.

## SIGNALIZED INTERSECTIONS

45 intersections are currently signalized.

## ZONING –

Commercial	647
Manufacturing	1,859
Residential	2,651
Institutional	41

Total acres 5,198

## DWELLING UNITS

Multi-family	4,938
Single Family	5,958

Total 10,896

## UTILITY ACCOUNTS

Utility Accounts 6,730

## SCHOOLS

The City of Tualatin sits in four separate school districts:

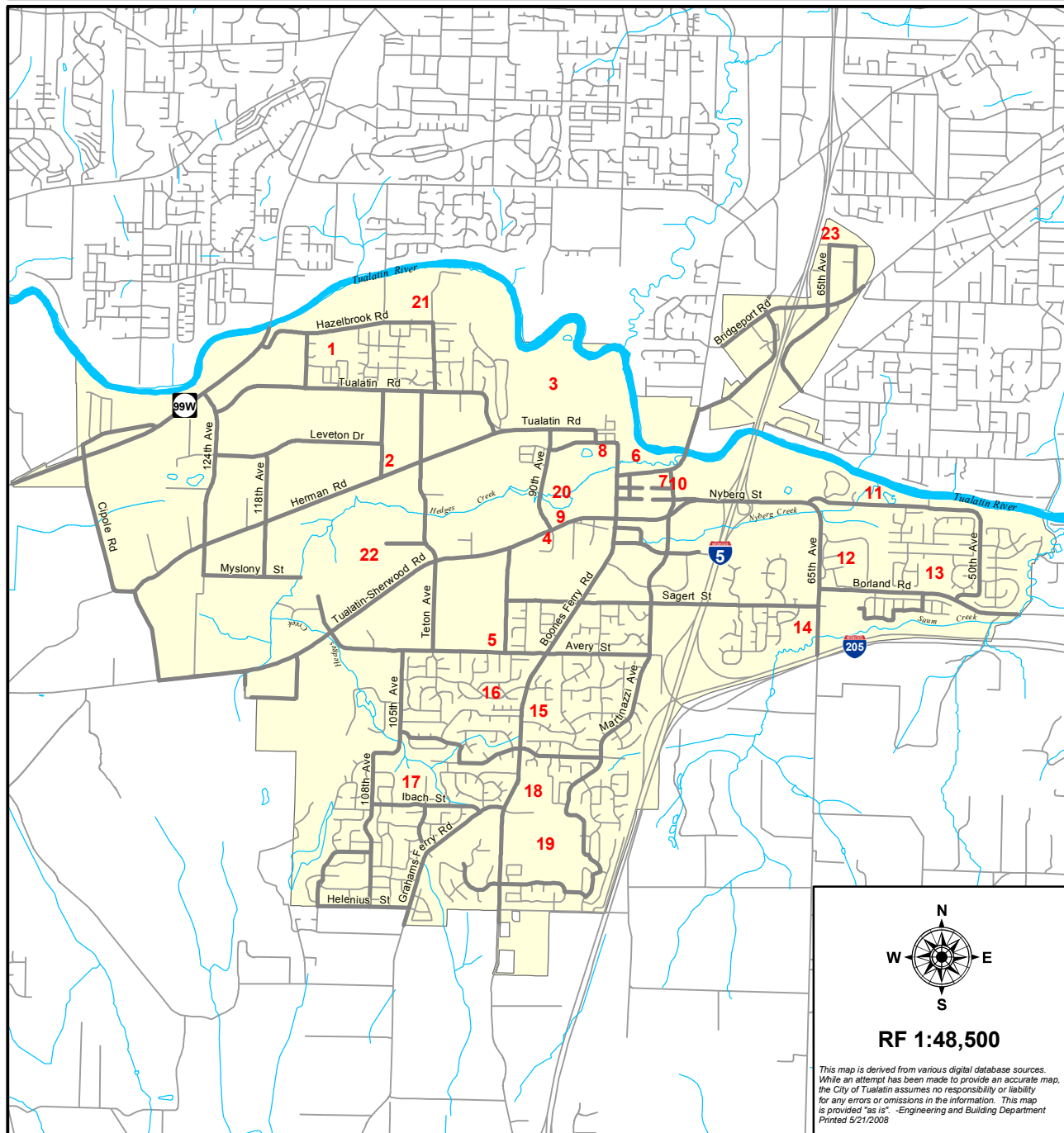
- Tigard-Tualatin\*
- Sherwood
- West Linn/Wilsonville
- Lake Oswego

\*The major school district in Tualatin (one high school, one middle school, and three elementary schools).

For more information contact:

The City of Tualatin  
18880 SW Martinazzi Avenue  
Tualatin, Oregon 97062  
503-692-2000  
503- 692-5421 fax  
www.ci.tualatin.or.us





- |  |                                   |
|--|-----------------------------------|
| 1. Hazelbrook Middle School  | 12. Legacy Meridian Park Hospital |
| 2. City Operations Center  | 13. Bridgeport Elementary School  |
| 3. Tualatin Country Club   | 14. Atfalati Park                 |
| 4. Tualatin Valley Fire & Rescue Station   | 15. Little Woodrose Nature Park   |
| 5. Tualatin Elementary School  | 16. Lafky Park                    |
| 6. Tualatin Community Park, Park Office,<br>Senior Center, Community Center, Lafky House | 17. Ibach Park                    |
| 7. Chamber of Commerce   | 18. Byrom Elementary School       |
| 8. Police Department   | 19. Tualatin High School          |
| 9. Post Office   | 20. Hedges Creek Wetlands         |
| 10. City Center/Library, Council Chambers  | 21. Jurgens Park                  |
| 11. Brown's Ferry Park   | 22. United Parcel Service         |
|  | 23. Federal Express               |



# A Bridge Over Time

**L**isten to the roar of traffic on Highway 99W. The noise overwhelms the quiet lapping of the languid Tualatin River as it meanders toward the Willamette. During the 1850s and 1860s, the gentle clatter of wagons traveling along Taylor's Ferry Road, and the cheerful whistles of steamboats hauling freight between Bridgeport (Tualatin) and Forest Grove, echoed off these shores. By the 1940s, with the automobile firmly established as the primary means of transportation, hundreds of people flocked to these banks every weekend to picnic, swim, and frolic along the river.



Steamboats traveled the Tualatin River between 1865 and 1950, transporting goods and farm produce between Bridgeport (early Tualatin) and Forest Grove. Photo courtesy of the Oregon Historical Society.



The Taylor's Ferry Covered Bridge was built in 1918. Photo courtesy of the Oregon Historical Society.



The old Taylor's Ferry Covered Bridge pilings are still visible.



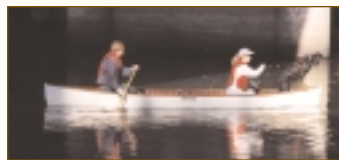
John A. Taylor (1825-1919), an Oregon Trail Pioneer established a ferry crossing in 1854 at the site of the existing 99W bridge. Later, he constructed a toll bridge here and cleared a road between Portland and Dayton that became Taylor's Ferry Road.

Modern concrete bridges span the Tualatin River at this crossing today, but during the mid-1850s, a ferry operated by John A. Taylor provided the only safe crossing. Taylor trekked the Oregon Trail from Wisconsin in 1852 with his wife and three small children. Securing a donation land claim of 320 acres along this stretch of the river, he quickly installed a ferry and established a road between Portland and Dayton called Taylor's Ferry Road. Taylor operated the ferry for several years before building a toll bridge in the late 1860s.

When prosperity followed in the wake of the Great Depression of the 1930s, Americans purchased automobiles in record numbers and rediscovered the "great outdoors." Private parks sprang up along many of Oregon's rivers. The largest and most popular parks along the Tualatin were located just upriver: Avalon Park on the north bank, and Roamer's Rest on the south. The parks catered to families with picnic tables, ball fields, rental boats, and lifeguards—dance halls with floating docks for boat access provided evening entertainment. Avalon and Roamer's Rest thrived into the 1950s.



Roamer's Rest located on the Tualatin River circa 1942. Photo courtesy of Bill Gillham.



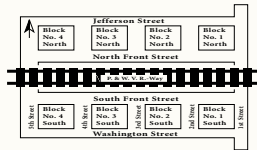
Today, canoeists enjoy the Tualatin River.

# Once Upon a Time



Tualatin began as a small village called Galbreath at a ferry crossing on the Tualatin River. Samuel Galbreath began the ferry service in 1853. In 1856, Galbreath built the first bridge across the Tualatin River, and the town's name was changed to "Bridgeport." Located along one of the first "improved" roads, Boone's Ferry Road, Bridgeport thrived by attracting business from Portland and throughout the Willamette Valley. The community's accommodations were simple: a blacksmith shop, boarding house, general store, and saloon. The next closest saloons were in Oregon City and Portland—a definite advantage for Bridgeport!

In 1886, the Portland & Willamette Railway Company purchased a right-of-way through John Sweek's land on the Tualatin River's west bank opposite Bridgeport. Profiting from the sale, Sweek took advantage of the railroad's location and platted a town around the depot—he called the new town Tualatin.

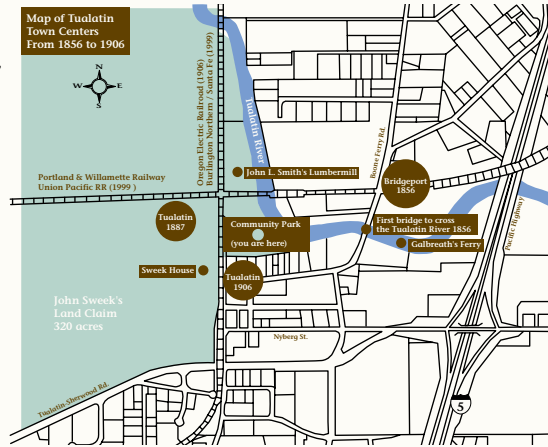


Tualatin's first town plat was drawn by John Sweek in 1887. Not all the streets platted were laid out and none of the original buildings remain, but it predicted the move to the west side of the river and the train depot's importance to the town's growth.



Ben Cummins's house circa 1890.

Tualatin expanded rapidly. The new railroad brought frequent service from Portland. Ben Cummins, a Bridgeport shopkeeper was the first to set up business in the new town. He purchased land across from the depot—building a large home for his family, a two-story store and post office. Soon a livery stable, hotel, and two saloons were added to the community.



Entrepreneur John L. Smith "a big man with abundant capacity for work," moved to Tualatin in 1890. He established a sawmill close to the river (in the wooded portion of this park) and employed residents. With other investors, Smith also incorporated the Tualatin Mill Company and quickly monopolized local logging and lumbering. Smith's mill, and its payroll, provided impetus for Tualatin's growth.



In 1890, John L. Smith established a sawmill close to the river—in the wooded portion of this park.

As Tualatin's population grew, attracted by the town's reputation for offering work, shrewd investors platted subdivisions. A pamphlet called *Back to the Soil*, published by local businesses, extolled the virtues of country life: "soil reported to be the best in the state... land especially suited to berries, onions and livestock." With newcomers arriving from various parts of the country, and the trip into Portland now just a comfortable hour's train ride, Tualatin was no longer an isolated rural town.



Twice in Tualatin's history, the placement of a new railroad and depot, inspired the town to move its center.

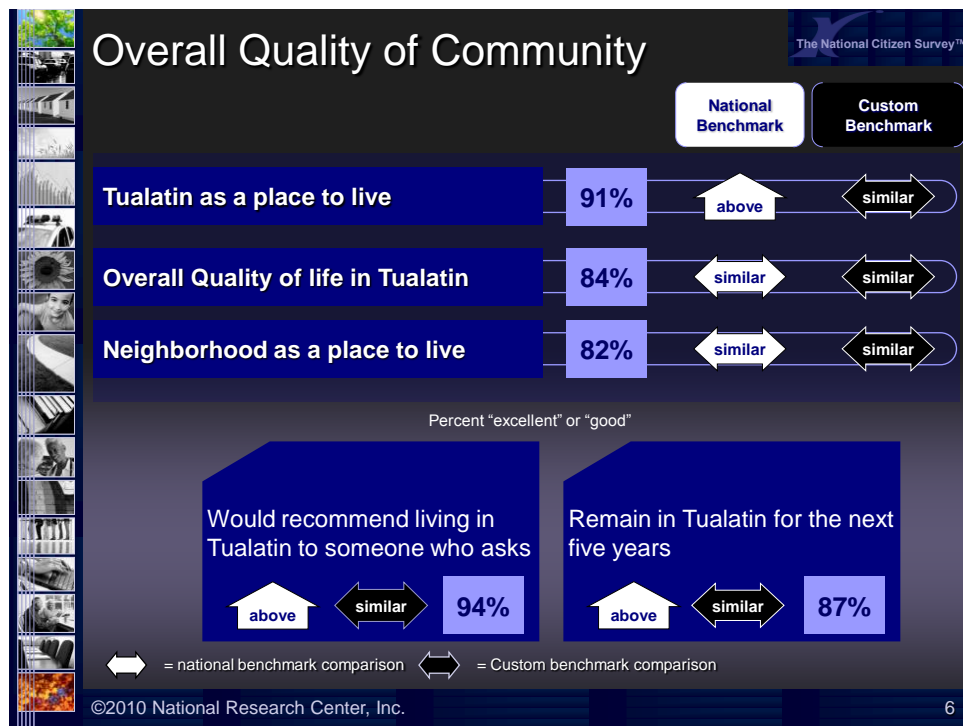
In 1906, the Oregon Electric Railroad's Portland-Salem line came to town and changed the city's center again. This railway ran south along Boone's Ferry Road in front of the Sweek House. By 1910, businesses boomed, the school expanded to offer a four-year high school curriculum, and the first automobiles arrived. By 1913, the city incorporated and formed an official government.

Photos Courtesy of the Oregon Historical Society.

## City of Tualatin Survey Results

The City of Tualatin contracted with the National Research Center to conduct a citywide resident satisfaction survey. The National Research Center created the National Citizen Survey for local municipalities that allows comparisons across all participating cities. Tualatin's results were compared against the national benchmark of 500 jurisdictions. Tualatin's results were also compared against a custom benchmark of cities between 15,000 - 40,000 residents. The survey was implemented in January and February of 2010. It addressed community livability issues and the results will be used to track performance.

Overall, the survey showed that most residents experience a good quality of life in the City of Tualatin and believe the City is a good place to live. The overall quality of life in the City of Tualatin was rated as "excellent" or "good" by 84% of respondents. Almost all report they plan on staying in the City of Tualatin for the next five years.



A variety of characteristics of the community was evaluated by those participating in the study. The two characteristics receiving the most favorable ratings were air quality and the cleanliness of Tualatin. The two characteristics receiving the least positive ratings were traffic flow on major streets and employment opportunities.

Ratings of community characteristics were compared to the benchmark database. Of the 32 characteristics for which comparisons were available, 18 were above the benchmark comparison, eight were similar to the benchmark comparison and six were below.

Residents in the City of Tualatin were somewhat civically engaged. While only 17% had attended a meeting of local elected public officials or other local public meeting in the previous 12 months, 96% had provided help to a friend or neighbor. About one third had volunteered their time to some group or activity in the City of Tualatin, which was lower than the benchmark.

In general, survey respondents demonstrated trust in local government. A majority rated the overall direction being taken by the City of Tualatin as “good” or “excellent.” This was higher than the benchmark. Those residents who had interacted with an employee of the City of Tualatin in the previous 12 months gave high marks to those employees. Nearly all rated their overall impression of employees as “excellent” or “good.”

For the complete survey results, please visit the City’s website.



# City of Tualatin

## *Strategic Management Plan*







# *Tualatin's*

## *Vision & Strategic Focus Areas*



## Vision (2018)

### The City of Tualatin enjoys:

1. vibrant neighborhoods and neighborhood connections.
2. being focused around the Tualatin River.
3. downtown mixed-use development.
4. multi-modal transportation options including enhanced pedestrian and bike-friendly opportunities and other transit options.
5. being a family-oriented city with safe schools.
6. a community/recreation center that provides activities and acts as a gathering place for residents of all ages.
7. vibrant parks and natural spaces that include a dog park and greenway trails to provide seamless movement throughout the city.
8. expanded healthcare facilities and excellent healthcare options within Tualatin.
9. aesthetically pleasing surroundings.
10. additional connections between I-5 and Highway 99W to ease traffic congestion and divert truck traffic from Tualatin-Sherwood Road.
11. a vibrant town center.
12. being a community dedicated to protecting and enhancing its tree canopy.
13. a population of between 30,000 and 35,000.

## Strategic Focus Areas

### The following strategic focus areas will shape the nature and quality of the future envisioned for the City of Tualatin:


1. Transportation
2. Well-managed development and redevelopment
3. The community's economic vitality
4. Quality recreational, leisure, and cultural amenities
5. Strong civic engagement by its citizens and neighborhoods
6. Preservation of the community's natural resources; i.e., river, green spaces, etc.
7. Sustaining a safe community
8. Environmental sustainability
9. Maintaining our small-town feel.

### The City's Mission is

*Dedicated to Quality Service for our Citizens*

We value your feedback. You can send us a comment online directly from our homepage or you can pick up a comment card from the front desk of any city department.





# *Long-Term Goals*

Basic Operating Principles



Tualatin is known for its beautiful parks and greenways.

The City's eleven parks total over 122.7 acres. Its greenways comprise 112 acres and its natural areas comprise another 41 acres.

## PROPOSED LONG-TERM (5-YEAR) GOALS

- Goal No. 1: Enhance mobility and achieve reduction of congestion throughout Tualatin.
- Goal No. 2: Manage development, redevelopment, and projected change that will occur within the city to maintain Tualatin's quality and what the citizens value as a community.
- Goal No. 3: Achieve economic vitality in all sectors of the community and ensure a sustainable economic and revenue base for Tualatin.
- Goal No. 4: Enhance the city's quality of life; seek to make Tualatin a great city.
- Goal No. 5: Preserve Tualatin's unique and important natural features and resources.
- Goal No. 6: Ensure people feel safe in our community.
- Goal No. 7: Seek marked achievements and maintain established green sustainability standards and criteria.
- Goal No. 8: Continue to develop and expand opportunities for citizen awareness and active civic involvement in Tualatin, both at the community and neighborhood levels.

## BASIC OPERATING PRINCIPLES

The Tualatin City Council and Management Team are committed to the following Basic Operating Principles in their continuous pursuit of excellence in leadership and management for the City of Tualatin:

1. Providing good governance and community leadership.
2. Achieving economic sustainability in all the City's undertakings and programs.
3. Ensuring environmental sustainability throughout the Tualatin community.
4. Pursuing social sustainability (the people side of sustainability – keeping the community feel).
5. Achieving effective intergovernmental relationships with entities with whom the City of Tualatin must partner in achieving programs that benefit both the city and the surrounding regional community.





# *Goal Implementation*

## Performance Objectives

# Goal Implementation Action Plans

The information below reflects short-term (two-year) specific performance objectives to be pursued toward the achievement of each of the eight long-term goals.

## Goal No. 1.

Enhance mobility and achieve reduction of congestion throughout Tualatin.

### TWO-YEAR PERFORMANCE OBJECTIVES

1. Complete the alternative selection process for the I5-99W connector project.
2. Develop and implement a traffic signal operation/optimization plan (they are all operating like they are supposed to; upgrading controllers).
3. Optimize travel time on Tualatin-Sherwood Road between Avery and I-5.
4. Follow regional transportation issues.
5. Expand local transit service (not to start/build our own, but to advocate with TriMet). Be strategic and collaborate with other partners. Develop options and advocate for expanding local service.
6. Evaluate truck issues; i.e., through routes, right-lane only, etc.
7. Update on/off street bike/pedestrian plans.
8. Complete feasibility study for a bike and pedestrian bridge near 50th.
9. Complete the Tonquin Trail Master Plan.
10. Participate in metropolitan area discussion about establishment of a regional system for trails and natural areas.
11. Develop train horn noise reduction funding mechanism.

## Goal No. 2.

Manage development, redevelopment, and projected change that will occur within the city to maintain Tualatin's quality and what the citizens value as a community.

### TWO-YEAR PERFORMANCE OBJECTIVES

1. Complete the Town Center Plan.
2. Complete and adopt the Southwest Concept Plan.
3. Develop and adopt the South Tualatin Concept Plan.
4. Adopt the periodic review work plan (including the Transportation System Plan).
5. Adopt phase II of the tree program (street trees).
6. Adopt phase III of the tree program (new development – protecting stands of groves and individual trees, cutting restrictions, Heritage Tree Program). May have some overlap with goal 5, objective 5.
7. Adopt phase II of fence regulations (freeway fences, vision clearance, fence materials).
8. Update “tool boxes” to align with focus areas (Municipal Code, Development Code, Public Works Code). Tied in with periodic review and other planning policy implementation – these pieces come as the others are adopted.
9. Review the Historic Ordinance.
10. Monitor the Urban/Rural Reserves Program.
11. Adopt a Central Urban Renewal Plan.



# Goal Implementation Action Plans

The information below reflects short-term (two-year) specific performance objectives to be pursued toward the achievement of each of the eight long-term goals.

## Goal No. 3.

Achieve economic vitality in all sectors of the community and ensure a sustainable economic and revenue base for Tualatin.

### TWO-YEAR PERFORMANCE OBJECTIVES

1. Develop an economic development opportunity analysis.
2. Develop and implement a marketing plan.
3. Evaluate the feasibility of enterprise zones.
4. Evaluate current and new revenue sources.
5. Develop a community conversation strategy focused on educating residents about city services, growth management, and finances (taxes).
6. Analyze a Southwest Urban Renewal plan.
7. Review tools to deal with residential blight within the City of Tualatin.

## Goal No. 4.

Enhance the city's quality of life; seek to make Tualatin a great city.

### TWO-YEAR PERFORMANCE OBJECTIVES

1. Update the Park and Recreation Master Plan.
2. Increase recreation and cultural programming (including the Commons, rivers, fields, and facilities).
3. Secure supplemental funding for deferred park maintenance (and renovations).
4. Evaluate feasibility of water activities in the Lake of the Commons; i.e., wading, swimming.
5. Increase visible art in the City of Tualatin, including public and private buildings, overpasses, entrances (gateways).
6. Complete pathway construction where joint opportunities exist with utilities.

# Goal Implementation Action Plans

The information below reflects short-term (two-year) specific performance objectives to be pursued toward the achievement of each of the eight long-term goals.

## Goal No. 5.

Preserve Tualatin's unique and important natural features and resources.

### TWO-YEAR PERFORMANCE OBJECTIVES

1. Develop Council's vision for the river and creeks.
2. Identify Tualatin River stakeholders.
3. Engage in conversations with stakeholder's regarding the council's vision for the river and creeks.
4. Pursue purchase of riverfront property as available.
5. Review the Development Code to ensure preservation of green spaces and trees in development and redevelopment areas (suggest possible amendments to city codes).

## Goal No. 6.

Ensure people feel safe in our community.

### TWO-YEAR PERFORMANCE OBJECTIVES

1. Create a community feedback mechanism to determine residents' safety concerns.
2. Conduct traffic study on four additional intersections to determine photo red light needs.
3. Explore safe routes to schools program and funding options.
4. Evaluate a Tualatin K-9 program.
5. Develop a cooperative approach to safety with the Tigard-Tualatin School District (addressing school drugs, alcohol use, and public health issues).
6. Evaluate a retention program/policy for the Tualatin Police Department to maintain full staffing levels.
7. Evaluate a Youth Peer Court.
8. Increase security presence in the city's parks.
9. Explore creation of a Citizen Police Academy.
10. Explore Police/Youth Mentoring Programs; a.k.a. Activity League, etc.
11. Conduct an inventory of lighting for streets, parks, and trails throughout the City of Tualatin.

## Did You Know?

The Tualatin River was named by the local Native American band, the Atfalati, that lived in the Tualatin River valley. The name translated as sluggish or lazy. Early settlers called it the Quality River.

# Goal Implementation Action Plans

The information below reflects short-term (two-year) specific performance objectives to be pursued toward the achievement of each of the eight long-term goals.

## Goal No. 7.

Seek marked achievements and maintain established green sustainability standards and criteria.

### TWO-YEAR PERFORMANCE OBJECTIVES

1. Create a city organizational sustainability plan.
2. Define what environmental sustainability means and is in the city's operations.
3. Review the city's codes for opportunities to insert sustainability.
4. Continue to support the Partners for a Sustainable Washington County Community (PSWCC) Board and programs for sustainability in existing uses (commercial, residential, industrial, etc.).
5. Take advantage of what other groups and programs are doing relative to environmental sustainability issues.

## Goal No. 8.

Continue to develop and expand opportunities for citizen awareness and active civic involvement in Tualatin, both at the community and neighborhood levels.

### TWO-YEAR PERFORMANCE OBJECTIVES

1. Support and promote double the number of National Night Out events in summer 2009.
2. Explore and develop a Geographic Neighborhood Program (City to act as facilitator).
3. Implement regular Meet-n-Greet Program.
4. Explore and implement opportunities to educate and promote civic involvement (advisory committees, etc.) with a "how to get involved" component.
5. Explore a Facebook page.
6. Explore and expand media/TV opportunities and program resources (e.g., Tualatin Tomorrow as a 30-minute show).





# City Hall

18880 SW Martinazzi Ave.

## CITY HALL

General Information  
City Manager

## PHONE

503.692.2000  
503.691.3011

## PUBLIC LIBRARY

General Information  
Library Manager

503.691.3074  
503.691.3066

## PUBLIC SAFETY

Police Department  
Emergencies

503.691.4800  
9-1-1

## COUNCIL MEMBERS

*Mayor*

Lou Ogden

[lou.ogden@juno.com](mailto:lou.ogden@juno.com)

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Monique Beikman  
Joelle Davis  
Jay Harris  
Donna Maddux  
Ed Truax

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[etruax@royalaa.com](mailto:etruax@royalaa.com)

## OREGON BUDGET PROCESS

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

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

### Phase 1: The Budget Officer Puts Together a Proposed Budget.

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

A city budget is comprised of several funds, each with a specific purpose. The city budget includes different funds that clearly show what the local government is doing and how it is paying for things. There are seven types of funds used in most city budgets:

- **General Fund**— records expenditures needed to run the daily operations of the local government and the money that is estimated to be available to pay for these general needs.
- **Special Revenue Fund** – accounts for money that must be used for a specific purpose and the expenditures that are made for that purpose.
- **Capital Project Fund** – records the money and expenses used to build or acquire capital facilities, such as land or buildings. This is a type of special revenue fund and is only used while a project is being done.
- **Debt Service Fund** – records the repayment of general obligation bonds. The expenditures in the fund are the bond principal and interest payments. Money dedicated to repay bonds cannot be used for any other purpose.
- **Trust and Agency Fund** – accounts for money for a specific purpose that you hold in trust for someone else. Example: investments or securities given to the city with provisions that the income be used to aid the library or park system.
- **Reserve Fund** – accumulates money to pay for any service, project, property, or equipment that the city can legally perform or acquire. It functions as a savings account. A special resolution or ordinance of the governing body is needed to set up a reserve fund.
- **Enterprise Fund** – records the resources and expenses of acquiring, operating, and maintaining a self-supporting facility of service, such as a city water or wastewater utility.

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

## **Phase 2: The Budget Committee Approves the Budget.**

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

<b>Tualatin 09/10 Budget Calendar</b>	<b>Dates</b>
1. Appoint budget officer	December
2. Appoint budget committee members	January
3. Prepare proposed budget	February-April
4. Print first notice of budget committee meeting (not more than 30 days before the meeting)	April 23
5. Print second notice of budget committee meeting (at least 5 days after first notice, but not less than 5 days before the meeting)	April 30
6. Budget committee meets	May 11
7. Budget committee meets again, if needed	May 18
8. Publish notice of budget hearing (5 to 30 days before the hearing)	June 11
9. Hold budget hearing (governing body)	June 22
10. Enact resolutions to: adopt budget, make appropriations, impose and categorize taxes	June 22
11. Submit tax certification documents to the assessor by July 15	July 15

## **The Budget Message**

Among its many functions, the budget committee conducts public meetings to hear the budget message and review the budget proposed by the budget officer. One of its most important functions is to listen to comments and questions from interested citizens and consider their input while deliberating on the budget. The budget committee can revise the proposed budget to reflect changes it wants to make in the local government's fiscal policy. When the committee is satisfied, it approves the budget. (Note: the budget committee does not have the authority to negotiate employee salaries.) The budget message is an explanation of information provided to the budget committee and the public to help them understand the proposed budget. The budget message is required by statute to contain a brief description of the financial policies reflected in a proposed budget and, in connection with the financial policies, explains the important features of the budget. The budget message must

also explain proposed changes from the prior year's budget and explain any major changes in financial policies.

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

### **Budget Committee Meetings**

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

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

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

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

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

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

### **Adoption of the Budget**

Interestingly, it is not a requirement that the budget be adopted at the hearing. The council has the option to wait until closer to the end of the fiscal year to formally adopt the budget. By waiting, the budget can include a better estimate of resources. However, the budget must be adopted by June 30.

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

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

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

### **Phase 4: Operating Under the Adopted Budget.**

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

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

\*Budget information provided by the League of Oregon Cities



## An Overview of Property Tax Revenues

The newly-elected city council member, as a member of the governing body of a multi-million dollar (in most cases) municipal corporation, has assumed a tremendous responsibility. Because of new financial procedures, practices, regulations, and constraints, the financial management of a city receives almost daily attention both inside and outside city hall. The bottom line; citizens expect their city councils to oversee the city with appropriate policies and controls – perhaps to an even greater degree in today's economic climate.

To perform this duty in a way that meets these expectations, members of a city council must become involved in many areas of a city's financial management, which requires a basic understanding of city revenues – the different types of revenues, how they originate, and the legal limitations placed on cities.

### The Property Tax System

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

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

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

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

### Property Tax Collection & Measure 5 Limitations

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

As an Oregon local government, cities (along with other taxing districts serving a given area) are limited to collecting no more than \$10.00 per \$1,000 of market value for any property. The actual amount an individual property owner pays in property taxes each year still depends on four factors:

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

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

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

### Ballot Measure 50 Limitations

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

- In the first year, a roll back of assessed values to 10 percent below the 1995-96 level;
- The establishment of a permanent tax rate set by the state;
- A cap on assessed value growth of 3 percent annually, except for new construction, subdivision, re-modeling, rezoning, loss of special assessment or exemption;
- Allowance for a Local Option Levy (see following discussion on Other Levies);
- Limitations on debt financing to bonds for capital construction or improvements; and
- New requirements on voter turnout for Local Options Levies and Bonded Debt.

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

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

### Property Assessment: Policies and Administration

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

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

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

BM 50 created a maximum assessed value of property, which in 1997-98 was the 1995-96 value minus 10 percent, and limited future growth of maximum assessed value to three (3) percent per year with certain exceptions. These exceptions are properties that have experienced new construction, remodeling, subdivisions, partitions or re-zoning. The taxable value of a property is whichever is the lower, real market value or the maximum assessed value.

BM 50 legislation created a board of Property Tax Appeals (formerly called the Board of Equalization) and eliminated the Board of Ratio Review. Property owners who think that the value is too high may appeal to the board after they receive their tax statement in the third week of October and up to 5:00 p.m. on December 31. The Board of Property Tax Appeals is composed of three members selected by the county clerk. The board is a very

important part of maintaining a fair and equitable property tax system in Oregon. If property owners, after appealing locally, are still not satisfied, they have further appeal rights at Magistrate, Tax Court and the Supreme Court.

Type of Property Tax Levies			
Type of Levy	Length	Purpose	Other Limitations
A. <b>TAX RATE</b>	Indefinite	General	3% annual increase in assessed value; subject to BM limitations
<b>B, LOCAL OPTION LEVY</b>			
1. Fixed dollar	1 – 5 Years 1 - 10 Years	Operating Capital Purposes	Levy uniformly; include estimate not to be received
2. Tax Rate	Same	Operating Capital Purposes	Levied as maximum per \$1,000 AV; must estimate amount raised each year
C. <b>DEBT SERVICE</b>	Terms of bonds	Specific	Restricted to annual principal and interest payments

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

### **Taxes Versus Fees under Ballot Measure 5**

Part of Ballot Measure 5 legislation allows cities to distinguish between taxes and fees. This is important because how a fee or tax is classified determines whether it is inside or outside the \$10.00 tax rate limit. The council may adopt an ordinance or resolution that classifies whether or not a tax, fee, charge or assessment is subject to the limitation. Taxpayers then have 60 days in which to challenge the classification. The council may also petition the Oregon Tax Court to determine that its classification is correct. If the city chooses not to classify revenues, ten or more taxpayers may challenge the tax, fee, charge or assessment within 60 days after the statement imposing the tax, fee, charge or assessment is mailed to any one of the petitioners. The city may enact a classification ordinance/resolution at any time. It is important to know that changing the amount of the tax, fee, charge or assessment does not open the door for taxpayer challenges. However, if the city changes the characteristics, attributes or purposes of the revenue, a new 60-day time frame for taxpayer challenge is created. Finally, depending on the outcome of a challenge, the city may be required to refund “excess funds” to the petitioners.

### **Summary**

Local Government leaders need a sound understanding of local finances to be good stewards of the public’s money. While financial administration is not a highly visible management responsibility, good money management is essential to ensuring that the ways

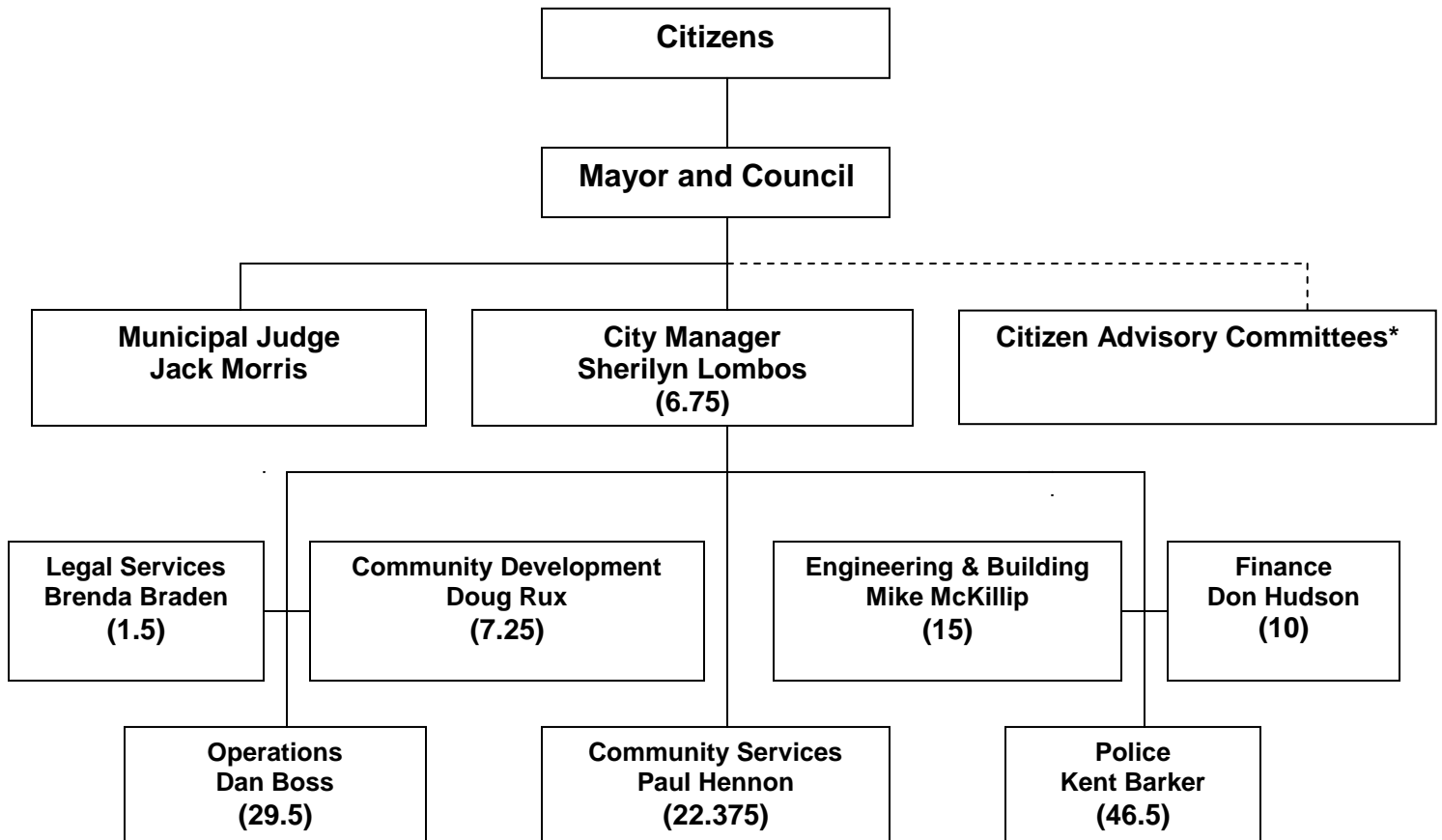
and means can be found to fund the city's functions and that adequate internal controls are in place to ensure the city's financial integrity.

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





# City of Tualatin Organization



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

**Total FTE's 138.875**

**Adopted Positions  
By Fund and Department**

**Administration**

	07/08	08/09	09/10	10/11
City Manager	1	1	1	1
Human Resources Director	1	1	1	1
Information Services Director	1	1	1	0
Assistant to the City Manager	0	1	1	1
Information Technology Technician	0.5	0.5	0.5	0
Program Coordinator	1	1	1	1
Executive Assistant	1	1	1	1
Volunteer Coordinator	0	0.75	0.75	0.75
Office Assistant I	2	1	1	1
Total	7.5	8.25	8.25	6.75

**Finance**

Finance Director	1	1	1	1
Accounting Supervisor	1	1	1	1
Accountant	1	1	1	1
Program Coordinator	0	0	1	1
Accounting Technician	5	5	4	4
Office Assistant I	0	1	1	1
Total	8	9	9	9

**Legal**

Attorney	1	1	1	1
Paralegal	0.375	0.375	0.375	0.375
Total	1.375	1.375	1.375	1.375

**Information Services**

Information Services Manager	0	0	0	1
Information Technology Technician	0	0	0	1
Total	0	0	0	2

**Court**

Court Administrator	0	0	1	1
Paralegal	0.125	0.125	0.125	0.125
Total	0.125	0.125	1.125	1.125

**Community Development-Planning**

Community Development Director	0.5	0.5	0.5	0.5
Senior Planner	1	1	1	1
Special Project Manager	1	0	0	0
Associate Planner	1	1	1	1
Assistant Planner	1.5	1.5	1.5	1.5
Office Coordinator	0.875	0.875	0.875	0.875
Total	5.875	4.875	4.875	4.875

**Engineering**

City Engineer	0	0	0	1
Civil Engineer	0	0	0	1
Program Coordinator	0	0	0	1
Engineering Tech II	0	0	0	3
Project Engineer	0	0	0	1
Engineering Associate	0	0	0	1

## GENERAL FUND (continued)

### Engineering (continued)

	07/08	08/09	09/10	10/11
Office Coordinator	0	0	0	1
Information Technology Coordinator	0	0	0	1
GIS Technician	0	0	0	1
Total	0	0	0	11

### Police

Chief	1	1	1	1
Office Coordinator	1	1	1	1
Captain	2	2	2	2
Sergeant	6	6	6	6
Police Officer	27	28	29	29
Community Service Officer	1	1	1	1
Program Coordinator	1	1	1	1
Police Services Supervisor	1	1	1	1
Police Services Technician	3	3	3	3
Property Evidence Technician	1	1	1	1
Parking Enforcement Attendant	0.5	0.5	0.5	0.5
Total	44.5	45.5	46.5	46.5

### Community Services

	07/08	08/09	09/10	10/11
Community Services Director	1	1	1	1
Parks & Recreation Coordinator	1	1	1	1
Recreation Program Specialist	1	1	1	1.5
Volunteer Coordinator	0.75	0	0	0
Office Coordinator	1	1	1	1
Management Analyst	0.75	0	0	0
Program Coordinator	0	0.875	0.875	0.875
Information Technology Technician	0.5	0.5	0.5	0
Library Manager	1	1	1	1
Public Services Supervisor	1	1	1	1
Support Services Supervisor	1	1	1	1
Public Services Assistant	2	2	2	2
Librarian I	1	1	0	0
Librarian II	2	2	3	3
Programming Specialist	1	1	1	1
Senior Library Assistant	1	1	1	1
Library Assistant	5	6	6	6
Volunteer Specialist	1	1	1	1
Total	22	22.375	22.375	22.375

### Fleet

Maintenance Services Supervisor	0.5	0.5	0.5	0.5
Fleet Technician I	0.5	1.5	1.5	1.5
Fleet Technician II	1	0	0	0
Warehouse/Inventory Control Technician	0	0	0	0
Total	2	2	2	2

## GENERAL FUND (Continued)

### **Building Maintenance**

	07/08	08/09	09/10	10/11
Maintenance Services Supervisor	0.5	0.5	0.5	0.5
Facilities Maintenance Technician	1.5	1.5	1.5	1.5
Total	2	2	2	2

### **Parks Maintenance**

Parks Maintenance Supervisor	1	1	1	1
Parks Maintenance Technician I	4	4	4	4
Parks Maintenance Technician II	2	2	2	2
Volunteer Specialist	0.75	0.75	0.75	0.75
Total	7.75	7.75	7.75	7.75

### **TOTAL GENERAL FUND**

101.125	103.25	105.25	116.75
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## BUILDING FUND (Previously E&B)

	07/08	08/09	09/10	10/11
City Engineer	1	1	1	0
Civil Engineer	1	1	1	0
Program Coordinator	1	1	1	0
Engineering Tech II	3	3	3	0
Project Engineer	1	1	1	0
Engineering Associate	1	1	1	0
Office Coordinator	1	1	1	0
Information Technology Coordinator	1	1	1	0
GIS Technician	1	1	1	0
Building Official	1	1	1	0
Building Inspector II	5	5	5	3
Permit Technician	2	2	2	1
Office Assistant I	0	0	0	0
Total	19	19	19	4

## OPERATIONS FUND

	07/08	08/09	09/10	10/11
Operations Director	1	1	1	1
Program Coordinator	1	1	1	1
Office Coordinator	1	1	1	1
Warehouse/Inventory Control Technician	1	1	1	1
Office Assistant II	0.75	0.75	0.75	0.75
Water Division Supervisor	1	1	1	1
Street & Sewer Supervisor	1	1	1	1
Utility Technician II	5	5	5	5
Utility Technician I	3	3	3	4
Total	14.75	14.75	14.75	15.75

## Tualatin Development Commission

	07/08	08/09	09/10	10/11
Community Development Director	0.5	0.5	0.5	0.5
Development Coordinator	1	1	1	1
Office Coordinator	0.875	0.875	0.875	0.875
Total	2.375	2.375	2.375	2.375
<b>GRAND TOTAL - ALL FUNDS</b>	137.25	139.375	141.375	138.875





# General Fund

Summary

City Council

Administration

Finance

Legal Services

Municipal Court

Planning

Engineering

Information Services

Police

Fleet Services

Building Maintenance

Parks Maintenance

Community Services

Library

Recreation

Non-Departmental

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget - General Fund**

	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Adopted FY 10-11
<u>Resources</u>				
Property Taxes	5,593,994	5,927,724	6,042,405	7,257,900
Franchise Fees	2,242,346	2,243,556	2,375,500	2,350,000
State Shared Revenue	562,464	666,405	560,900	613,235
Intergovernmental Revenue	1,364,790	1,501,807	1,576,910	2,084,297
Fees & Charges	498,718	497,108	531,500	519,810
Charges for Service	87,313	48,332	45,000	206,163
Fines & Forfeitures	187,723	237,831	444,000	409,000
Interest	242,574	166,570	111,000	134,000
Transfers	1,663,657	2,074,510	1,894,079	2,787,769
Other Revenue	188,290	100,902	102,220	110,185
Total Current Resources	12,631,869	13,464,745	13,683,514	16,472,359
Beginning Fund Balance	4,520,546	4,565,418	3,904,700	4,476,875
Total Resources	17,152,415	18,030,163	17,588,214	20,949,234
<u>Requirements</u>				
Personal Services	9,045,917	9,944,788	10,246,588	11,643,189
Materials and Services	2,962,488	2,923,556	3,372,675	3,835,452
Transfers	375,000	-	37,270	42,270
Capital Outlay	203,592	476,019	273,970	489,410
Contingencies & Reserves	4,565,418	4,685,800	3,657,711	4,938,913
Total Requirements	17,152,415	18,030,163	17,588,214	20,949,234

**City of Tualatin**  
**FY 2010 - 2011**  
**General Fund**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	4,520,546	4,565,418	3,904,700	4,476,875	4,476,875
<b>Beginning Fund Balance</b>	<b>4,520,546</b>	<b>4,565,418</b>	<b>3,904,700</b>	<b>4,476,875</b>	<b>4,476,875</b>
Current Year	5,486,769	5,796,942	5,944,405	7,159,900	7,159,900
Prior Year	107,225	130,782	98,000	98,000	98,000
<b>Property Taxes</b>	<b>5,593,994</b>	<b>5,927,724</b>	<b>6,042,405</b>	<b>7,257,900</b>	<b>7,257,900</b>
Franchise Fees	2,242,346	2,243,345	2,375,500	2,350,000	2,350,000
Special Franchise Payment	-	211	-	-	-
<b>Franchise Fees</b>	<b>2,242,346</b>	<b>2,243,556</b>	<b>2,375,500</b>	<b>2,350,000</b>	<b>2,350,000</b>
OLCC Per Capita	302,957	333,589	313,500	365,820	365,820
Cigarette Taxes	43,339	44,270	35,000	35,015	35,015
OLCC Formula Shared Rev	216,168	288,545	212,400	212,400	212,400
<b>State Shared Revenue</b>	<b>562,464</b>	<b>666,405</b>	<b>560,900</b>	<b>613,235</b>	<b>613,235</b>
Motel Tax	127,488	160,768	130,000	133,900	133,900
Library Revenue-Wash Co	1,135,616	1,158,328	1,181,495	1,249,437	1,249,437
Library Revenue-Clack Co	-	125	-	70,000	70,000
PCN Operations Grant	-	64,162	-	-	65,310
Metro Con Excise Tx Grant	52,194	-	15,000	182,500	433,500
Police Special Duty Grant	-	-	94,600	-	-
DUII Grant	3,700	2,260	3,000	3,000	3,000
Other Grant Revenue	-	4,245	33,000	-	-
Seat Belt Grant	11,280	8,230	5,500	5,500	5,500
Tualatin School Dist	22,295	96,707	102,295	110,000	110,000
Misc Grants	11,217	5,017	12,100	10,650	10,650

**City of Tualatin**  
**FY 2010 - 2011**  
**General Fund**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Other Grant Revenue	1,000	1,965	5,000	3,000	3,000
<b>Intergovernmental Revenue</b>	<b>1,364,790</b>	<b>1,501,807</b>	<b>1,581,990</b>	<b>1,767,987</b>	<b>2,084,297</b>
Architectural Review	39,165	18,095	20,000	20,000	20,000
Signs	13,330	11,600	12,000	12,000	12,000
Other Land Use Appl Fees	12,806	13,889	9,000	23,000	23,000
Public Works Permit Fees	-	-	-	15,000	15,000
Water Quality Permit Fees	-	-	-	3,000	3,000
Business License Fee	125,648	123,737	130,000	130,000	130,000
Metro Business License	32,676	39,877	25,000	35,000	35,000
Rental License	-	37,513	40,000	35,000	35,000
Lien Search Fees	12,892	8,754	10,000	10,000	10,000
Maps, Codebooks, Copies	1,178	208	500	1,000	1,000
Passport Execution Fee	52,590	42,645	35,000	35,000	35,000
Passport Execution Fee	2,205	8,200	-	-	-
Alarm Fees	18,338	21,788	17,000	20,000	20,000
Liquor License Fee	2,900	3,075	2,500	3,000	3,000
Police Reports & Photos	2,411	2,475	2,000	2,000	2,000
Vehicle Impound Fee	43,412	25,242	35,000	7,000	7,000
Picnic Shelter Fees	7,870	7,230	7,800	8,080	8,080
Ball Field Fees	18,925	14,968	19,500	15,000	15,000
Alcohol Permit Fees	1,955	2,070	2,000	2,040	2,040
Juanita Pohl Ctr Use Fees	11,900	13,420	12,000	12,240	12,240
Brown's Ferry Comm Ctr	360	1,173	1,000	500	500
Heritage Center	13,104	9,265	13,000	5,000	5,000
Concession Fee	1,421	1,153	1,500	1,000	1,000
Grant / GREAT Program	7,177	5,345	22,100	5,500	5,500
Recreation User Fees	32,278	31,405	34,000	33,000	33,000
Recreation Program Fees	-	-	20,000	20,000	20,000
Street Tree Fees	1,156	-	1,500	1,500	1,500
Library Program User Fees	1,565	1,621	2,000	3,000	3,000
Community Room Rental	-	140	1,000	250	250

**City of Tualatin**  
**FY 2010 - 2011**  
**General Fund**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Library Fines,Cards,Books	41,457	52,222	56,100	61,700	61,700
<b>Fees &amp; Charges</b>	<b>498,718</b>	<b>497,108</b>	<b>531,500</b>	<b>519,810</b>	<b>519,810</b>
Fleet Services	48,623	5,084	3,000	3,000	3,000
Durham Police	38,690	43,248	42,000	87,563	87,563
Police Services	-	-	-	115,600	115,600
<b>Charges for Service</b>	<b>87,313</b>	<b>48,332</b>	<b>45,000</b>	<b>206,163</b>	<b>206,163</b>
Municipal Court Fines	2,794	117,001	442,500	407,500	407,500
Other Court Fines	183,789	120,370	-	-	-
Other Restitution	1,140	460	1,500	1,500	1,500
<b>Fines &amp; Forfeitures</b>	<b>187,723</b>	<b>237,831</b>	<b>444,000</b>	<b>409,000</b>	<b>409,000</b>
Interest on Investments	229,182	101,839	100,000	40,000	40,000
Washington County	10,836	12,350	9,000	9,000	9,000
Clackamas County	2,556	1,537	2,000	2,000	2,000
Insurance Proceeds	-	50,845	-	83,000	83,000
<b>Interest</b>	<b>242,574</b>	<b>166,570</b>	<b>111,000</b>	<b>134,000</b>	<b>134,000</b>
Transfers - Building	359,477	395,425	409,265	177,800	177,800
Transfers - Water	322,916	355,208	367,640	713,583	713,583
Transfers - Sewer	200,489	220,538	228,257	615,646	615,646
Transfers - Storm Drain	192,779	212,057	219,480	407,947	407,947
Transfers - Road Utility	-	-	-	152,479	152,479
Transfers - Road Gas Tax	307,931	338,724	350,579	379,640	379,640
Transfers - Core Area Pkg	36,168	39,785	41,177	59,471	59,471
Transfers - Bancroft Bond	8,854	9,739	10,080	-	-
Transfers - LID	3,273	3,600	3,726	-	-
Transfers - Water Devel	11,247	12,372	12,805	18,499	18,499



**City of Tualatin**  
**FY 2010 - 2011**  
**General Fund**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Transfers - Sewer Devel	8,038	8,842	9,151	3,370	3,370
Transfers - Road Devel	7,874	8,661	8,965	1,462	1,462
Transfers - Storm Drn Dev	11,759	12,935	13,388	1,170	1,170
Transfers - Park Devel	15,130	16,643	17,230	19,024	19,024
Transfers - Urban Redevel	177,722	195,494	202,336	237,678	237,678
Transfers - GO Bonds	-	40,000	-	-	-
Transfers - Cty Ctr Remod	-	124,487	-	-	-
Transfers - Infrastr Res	-	80,000	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>1,663,657</b>	<b>2,074,510</b>	<b>1,894,079</b>	<b>2,787,769</b>	<b>2,787,769</b>
Rental	21,790	22,227	22,900	22,900	22,900
Other Space Rental	10,669	11,065	20,600	13,565	13,565
T-Mobile	10,409	9,416	-	13,000	13,000
Other Library Donations	2,223	3,276	17,720	19,720	19,720
Concerts on the Commons	13,800	6,650	20,000	18,000	18,000
Library Sponsored Prgms	-	-	1,000	-	-
Donations Assorted	-	-	-	3,000	3,000
Other Misc Income	129,399	48,268	20,000	20,000	20,000
<b>Other Revenue</b>	<b>188,290</b>	<b>100,902</b>	<b>102,220</b>	<b>110,185</b>	<b>110,185</b>
<b>General Fund</b>	<b><u>17,152,415</u></b>	<b><u>18,030,162</u></b>	<b><u>17,593,294</u></b>	<b><u>20,632,924</u></b>	<b><u>20,949,234</u></b>

## **GENERAL FUND CITY COUNCIL**

The Mayor and six councilors, acting as the elected representatives of the citizens of Tualatin, formulate public policy to meet community needs and assure orderly development in the City. The City Council appoints the City Manager, Municipal Court judge and various citizen boards and committees.

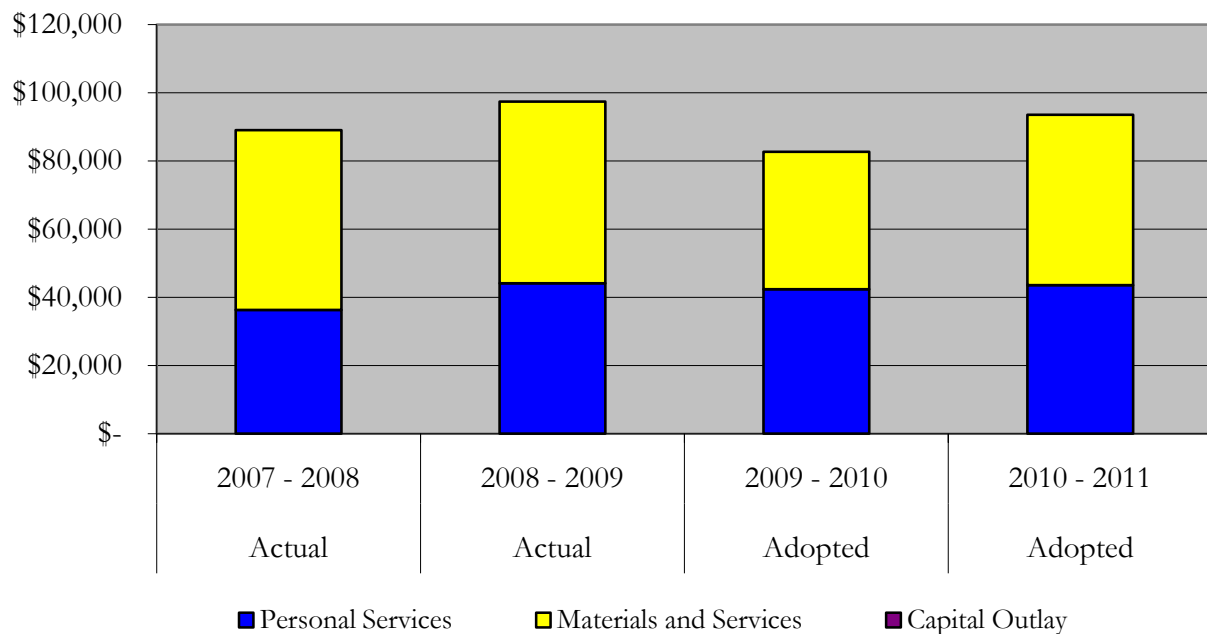


## COUNCIL GOALS

- Enhance mobility and achieve reduction of congestion throughout Tualatin.
- Manage development, redevelopment, and projected change that will occur within the city to maintain Tualatin's quality and what the citizens value as a community.
- Achieve economic vitality in all sectors of the community and ensure a sustainable economic and revenue base.
- Enhance the city's quality of life; seek to make Tualatin a great city.
- Preserve Tualatin's unique and important natural features and resources.
- Ensure people feel safe in our community.
- Seek marked achievements and maintain established green sustainability standards and criteria.
- Continue to develop and expand opportunities for citizen awareness and active civic involvement in Tualatin, both at the community and neighborhood levels.



**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - City Council**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 36,276	\$ 44,107	\$ 42,328	\$ 43,598
Materials and Services	\$ 52,745	\$ 53,363	\$ 40,328	\$ 49,940
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 89,021</b>	<b>\$ 97,470</b>	<b>\$ 82,656</b>	<b>\$ 93,538</b>

**City of Tualatin**  
**FY 2010 - 2011**  
**City Council**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Employee Benefits	34,835	17,768	40,750	42,020	42,020
FICA	1,440	1,359	1,578	1,578	1,578
Insurance	-	24,980	-	-	-
<b>Salaries &amp; Benefits</b>	<b>36,276</b>	<b>44,107</b>	<b>42,328</b>	<b>43,598</b>	<b>43,598</b>
Office Supplies	174	768	600	600	600
Printing & Postage	1,720	1,069	588	400	400
Recording Fees	1,546	557	1,200	1,000	1,000
Council Discounts	1,440	1,400	1,440	1,440	1,440
Consultants	7,900	7,169	5,000	7,000	7,000
Conferences & Meetings	7,134	2,092	-	3,000	3,000
Conf & Meetings - Mayor	20,494	22,444	16,000	16,000	16,000
Conf & Meetings - Council	6,671	12,423	10,000	15,000	15,000
Administrative Expense	5,646	7,532	5,500	5,500	5,500
Advertising-Legis/Judcial	20	-	-	-	-
<b>Materials &amp; Services</b>	<b>52,745</b>	<b>55,455</b>	<b>40,328</b>	<b>49,940</b>	<b>49,940</b>
<b>City Council</b>	<b><u>89,020</u></b>	<b><u>99,561</u></b>	<b><u>82,656</u></b>	<b><u>93,538</u></b>	<b><u>93,538</u></b>



## **GENERAL FUND ADMINISTRATION DEPARTMENT**

### **Office of the City Manager**

The City Manager's office handles the general administration of the city and executes the policies and objectives of the City Council and Tualatin Development Commission. The City Manager oversees the day-to-day operations of the city by coordinating all city department activities and functions. This office is also responsible for maintaining all official city records, publishes and posts legal notices, monitors the terms and attendance of all boards and committees of the City, and coordinates municipal elections. The City Manager's office also spearheads the sustainability program and coordinates a variety of communications and marketing activities, as well as coordinating a variety of other programs and projects in support of the Council and community.

### **Human Resources Division**

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



## **HIGHLIGHTS OF 2009/2010**

### **City Manager's Office**

- Supported issues vital to Tualatin's future through participation in regional meetings such as the Clackamas County Coordinating Committee, Urban/Rural Reserves, Washington County Urbanization Forum, and the Partners for a Sustainable Washington County Community.
- Achieved full funding for a whistle-free/quiet zone for Tualatin; awarded the design-build contract for implementation.
- Actively monitored the 2009 Legislative Session, including supporting/opposing legislation that impacted Tualatin, actively pursuing new legislation, and attending City Hall Day.
- Monitored the 2010 Special Legislative Session.
- Conducted a city-wide resident survey which provided important information regarding resident satisfaction. (Council Goal 6, #1)
- Created an internal city Sustainability Team and draft Sustainability Plan. (Council Goal 7, #1, #2, #4, #5)
- Conducted a waste audit, energy audit, and paper audit of city operations. (Council Goal 7)
- Increased the avenues of communication with residents, including enhanced information on the website and a news release program.

### **Human Resources**

- Managed the city's wellness program, winning the League of Oregon Cities and City County Insurance Services' Gold Medal Award for Wellness Promotion.
- Managed the city's safety program, winning the League of Oregon Cities and City County Insurance Services Silver Safety Award.
- Successfully negotiated collective bargaining agreements with the Tualatin Employees Association and the Tualatin Police Officers Association.
- Provided an in-house training program for supervisors, managers, and future leaders through a partnership with the Corporate Training Division of Portland Community College.
- Implemented the joint City of Tualatin and National League of Cities/CVS Caremark Prescription Discount Card Program.
- Publicized the opening of the Oregon Health Plan Standard Program application process to the citizens of Tualatin; made the applications and informational packets available to the public at various city locations.

## **HIGHLIGHTS OF 2009/2010 (CONTINUED)**

### **Human Resources**

- Produced twelve city newsletters which were posted on the City's website and mailed to all city residents and businesses.
- Established an Executive Risk Management Team, which identified current and needed City risk management programs and practices. Began prioritization of risk management issues, and received training on current risk topics such as the Oregon Tort Claims Act.

### **Volunteer Services**

- Launched Volgistics, a volunteer management software. Volgistics established a quantifiable baseline of 1,336 volunteers who contributed 42,056 hours for the betterment of the community; an equivalent of about 20 full time employees.
- Teen volunteerism increased 147% due to collaboration with Tualatin High School, and other civic groups in the City.
- The City honored its volunteers during National Volunteer Appreciation Week with a barbeque and program. Five volunteers were recognized for their outstanding efforts on behalf of the City.
- The City participated in the "Give a Day. Get a Disney Day." program. The program brought 600 new volunteers to the City.
- In collaboration with Clean Water Services, Friends of Trees, SOLV, and Tualatin River Keepers, 337 volunteers exceed Metro's required goal of 12,000 trees. The volunteers return during the summer heat to water their trees, increasing the survival of these new trees.
- During 2009, Volunteer Services increased its relationship with Hands on Greater Portland and established several monthly calendar projects to increase the number of Tualatin volunteers. For example, the Spruce Up the Library volunteer events went from an average of five volunteers to an average of fifteen volunteers cleaning and shelf reading the library.
- The Institute of Museum and Library Services awarded a \$35,000 grant to Volunteer Services and the Library. This grant will allow the City to develop a Train-the-Trainer program, giving staff and volunteers the skills needed to increase the capacity of its volunteers. The grant will also focus on reaching the diverse population in the community.

## GOALS FOR 2010/2011

### City Manager's Office

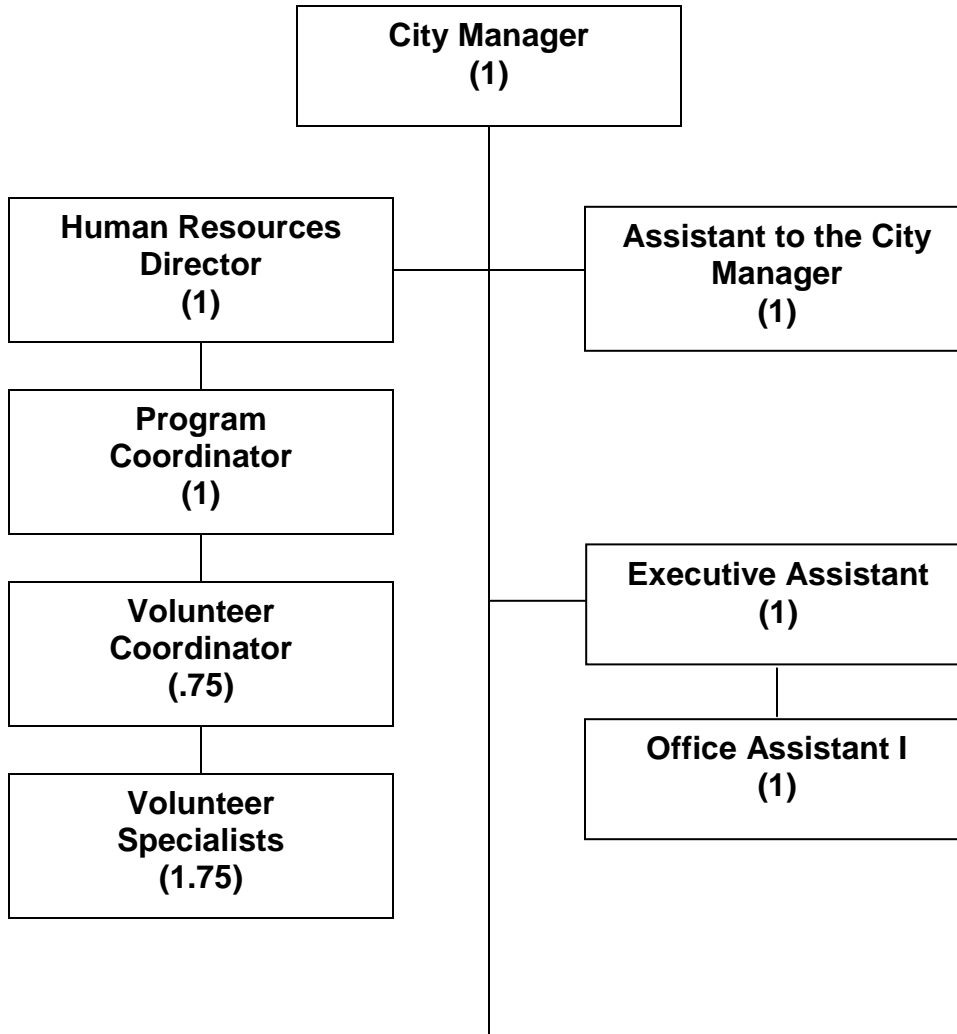
- Participate in regional issues that affect Tualatin such as Metro's Making the Greatest Places, Basalt Creek Planning process and Partners for a Sustainable Washington County Community.
- Complete full implementation of the whistle-free/quiet zone by December 2010.
- Monitor and actively participate in the 2011 legislative process.
- Complete a final organizational sustainability plan; implement appropriate action plan that includes continued participation in sustainability education programs. (Council Goal 7, #1, #2)
- Implement a Meet and Greet program for the Council. (Council Goal 8, #3)
- Develop and implement a civic engagement strategy that improves communications within the community and surrounding region.

### Human Resources

- Develop and implement targeted training programs for City employees focused on cultural sensitivity, leadership development, and core competencies .
- Minimize work-related accidents through safety awareness programs and trainings.
- Produce a monthly city newsletter and quarterly employee newsletter.
- Engage the Executive Risk Management Team to establish and begin implementation of a strategic city-wide risk management plan.
- Expand the volunteer base, encouraging Tualatin residents to meet their neighbors and interact with people outside the immediate social network; encourage residents to actively participate in their city government. (Council Goal 4 & 8)
- Perform a comprehensive review of all City job descriptions.



# Administration



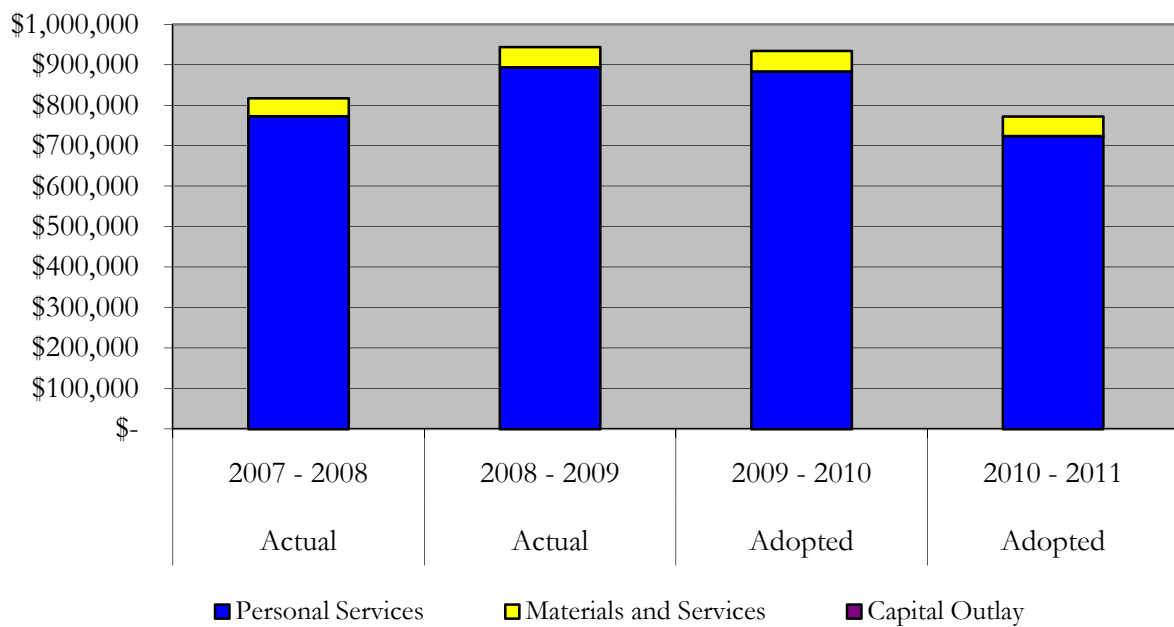
Note:

The Volunteer Specialists are paid out of their respective departments; community service & parks maintenance.

**Total FTE's 7.5**



**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Administration**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 772,438	\$ 893,725	\$ 883,582	\$ 723,505
Materials and Services	\$ 44,339	\$ 49,717	\$ 50,694	\$ 48,458
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 816,777</b>	<b>\$ 943,442</b>	<b>\$ 934,276</b>	<b>\$ 771,963</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Administration**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	536,478	626,989	591,973	473,713	473,713
Part Time	-	-	42,555	42,555	42,555
Temporary	20,158	4,338	5,000	4,230	4,230
Overtime	3,663	4,143	6,600	3,500	3,500
FICA	40,514	46,643	47,057	37,120	37,120
WC Insurance & Tax	1,418	1,442	1,203	963	963
Pension	83,487	97,694	76,594	60,200	60,200
Insurance	84,823	103,699	116,200	101,224	101,224
Job Injury Time	-	52	-	-	-
Bereavement Leave	966	155	-	-	-
Sick Leave Conversion	-	1,559	-	-	-
Vacation Buy Back	932	6,803	-	-	-
Comp Time Sell Back	-	207	-	-	-
<b>Salaries &amp; Benefits</b>	<b>772,438</b>	<b>893,725</b>	<b>887,182</b>	<b>723,505</b>	<b>723,505</b>
Office Supplies	1,280	2,185	1,500	2,500	2,500
Printing & Postage	3,007	3,405	3,700	2,800	2,800
Photographic Supplies	-	35	50	50	50
Uniforms & Safety Equip	590	-	-	-	-
Medical & Other Testing	479	707	1,000	1,000	1,000
Safety/Risk Mgmt Program	4,082	2,398	7,000	7,000	7,000
Cell Phones	1,776	2,447	2,940	1,260	1,260
Fax	643	617	-	-	-
Network/Online	-	80	-	-	-
Office Equip & Furniture	1,258	-	200	200	200
Computer Equip & Software	1,043	1,488	2,260	2,340	2,340
Personal Computer/Laptop	1,763	6,299	2,500	1,100	1,100
Consultants	10,745	10,162	10,000	-	-
Legal	378	3,793	22,000	2,000	2,000
Conferences & Meetings	9,704	9,698	8,530	10,000	10,000

# City of Tualatin

FY 2010 - 2011

## Administration

### Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Membership Dues	1,302	2,199	2,614	2,669	2,669
Publication,Rpt,Ref Matl	464	253	500	500	500
Staff Training	945	1,412	4,000	2,600	2,600
Staff/Dept Recognition	415	271	200	200	200
Administrative Expense	2,319	2,269	2,000	2,300	2,300
Advertising-Recruitment	2,147	-	-	-	-
Equipment Rental	-	-	-	9,739	9,739
R & M - Equipment	-	-	200	200	200
<b>Materials &amp; Services</b>	<b>44,339</b>	<b>49,717</b>	<b>71,194</b>	<b>48,458</b>	<b>48,458</b>
<b>Administration</b>	<b><u>816,778</u></b>	<b><u>943,442</u></b>	<b><u>958,376</u></b>	<b><u>771,963</u></b>	<b><u>771,963</u></b>

## **GENERAL FUND 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, and processing passports and providing reception for the City. 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 2009/2010**

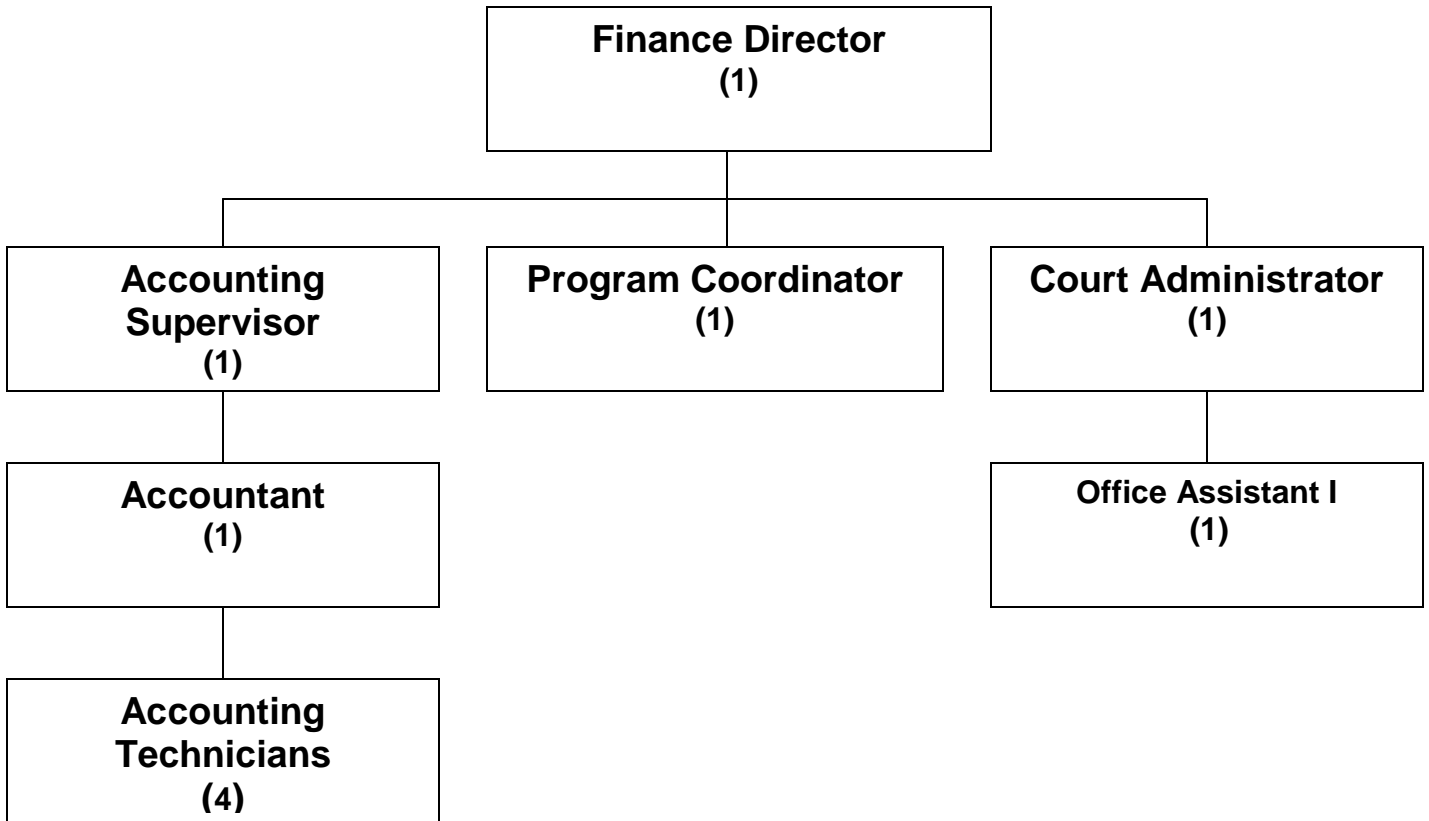
- Received the Certificate of Achievement for Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report (CAFR) from the Government Finance Officers Association for the 18th consecutive year.
- Developed new contingency and reserve policy, which Council approved December 2009.
- Changed the business license format to a less expensive and more time efficient format.
- Implemented a new Purchasing Card policy and training program.
- Began the process of a Fiscal Health initiative.

### **GOALS FOR 2010/2011**

- Evaluate current and new revenue sources for the City of Tualatin.  
(Council Goal 3, #4)
- Enhance financial reporting tools for city departments.
- Continue to review finance related policies, procedures and processes.
- Analyze ways to utilize available technologies to further enhance operational efficiencies.
- Develop a Capital Improvement Program.

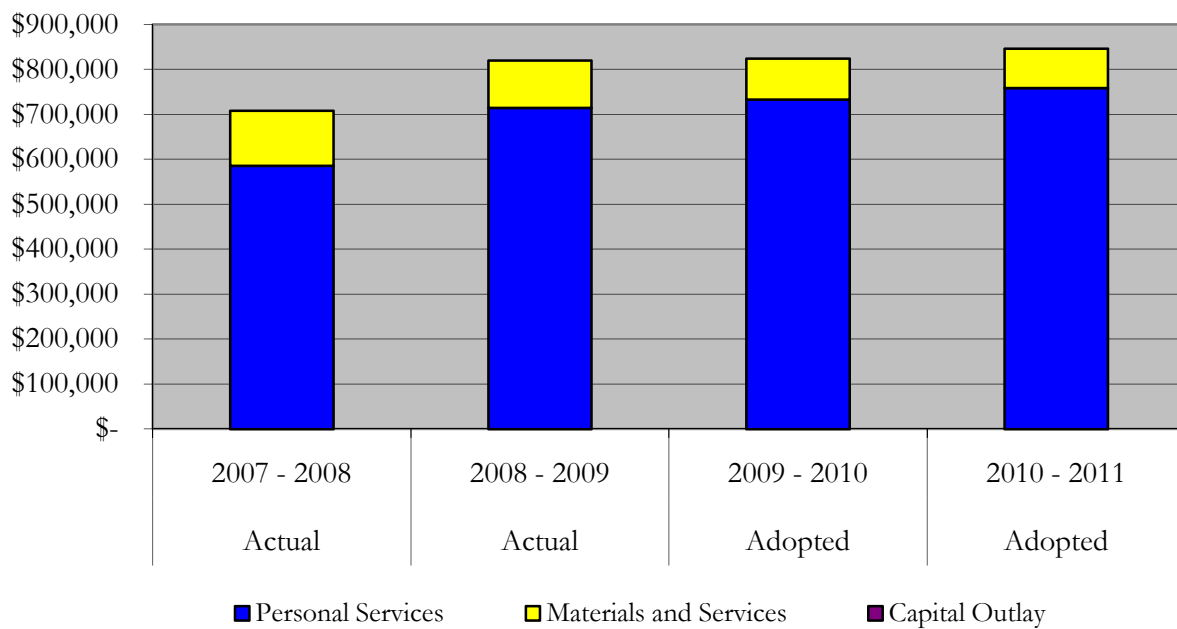


# Finance



Total FTE's 10

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Finance**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 585,089	\$ 714,250	\$ 732,420	\$ 757,886
Materials and Services	\$ 122,700	\$ 104,769	\$ 90,810	\$ 87,770
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 707,789</b>	<b>\$ 819,019</b>	<b>\$ 823,230</b>	<b>\$ 845,656</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

# City of Tualatin

FY 2010 - 2011

## Finance Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Full Time	416,513	489,872	518,951	536,810	536,810
Temporary	2,792	3,035	-	-	-
Overtime	230	457	2,000	1,000	1,000
Employee Benefits	1,392	-	-	-	-
FICA	31,602	38,377	39,393	39,593	39,593
WC Insurance & Tax	1,090	1,238	938	943	943
Pension	54,302	73,819	62,398	62,790	62,790
Insurance	73,849	90,136	108,740	116,750	116,750
Bereavement Leave	555	885	-	-	-
Vacation Buy Back	2,490	14,608	-	-	-
Comp Time Sell Back	274	1,823	-	-	-
<b>Salaries &amp; Benefits</b>	<b>585,089</b>	<b>714,250</b>	<b>732,420</b>	<b>757,886</b>	<b>757,886</b>
Office Supplies	4,926	5,874	10,000	7,000	7,000
Printing & Postage	34,351	33,049	16,000	14,000	14,000
Medical & Other Testing	331	118	-	-	-
Network/Online	-	69	-	-	-
Office Equip & Furniture	361	2,556	2,000	2,000	2,000
Computer Equip & Software	6,905	2,524	2,000	2,000	2,000
Personal Computer/Laptop	-	147	2,000	1,700	1,700
Audit	34,107	36,180	37,900	37,900	37,900
Consultants	19,088	7,431	2,500	2,500	2,500
Conferences & Meetings	90	1,934	3,900	4,900	4,900
Membership Dues	3,360	3,655	3,760	4,020	4,020
Publication,Rpt,Ref Matl	389	122	500	500	500
Staff Training	1,568	1,662	2,650	2,650	2,650
Administrative Expense	2,073	1,646	1,000	1,000	1,000
Advertising-Legis/Judcial	1,472	362	1,600	1,600	1,600
Advertising-Recruitment	10,310	2,135	-	-	-
Equipment Rental	1,386	4,129	4,000	4,000	4,000

# City of Tualatin

FY 2010 - 2011

## Finance

### Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
R & M - Equipment	1,987	1,176	1,000	2,000	2,000
Materials & Services	122,700	104,769	90,810	87,770	87,770
Finance	<u>707,789</u>	<u>819,019</u>	<u>823,230</u>	<u>845,656</u>	<u>845,656</u>

## **GENERAL FUND LEGAL DEPARTMENT**

The Legal Services Department's primary mission is to identify legal issues affecting the City and the Tualatin Development Commission to assess and minimize liability, and to provide timely, accurate advice to the Council and staff. The City Attorney regularly attends Council meetings and participates in various in-house meetings. Legal Services monitors potential tort claims and works with the City's risk manager, the City insurer's attorneys and outside counsel on litigation. Additional responsibilities include preparing or reviewing contracts, ordinances, resolutions and other legal documents; negotiating franchise agreements; codifying the Municipal and Development Codes; assisting with the Municipal Court; and representing the City and Commission in various courts and land use appeals.



## **SURVEY SAYS!!**

91% of residents rate Tualatin as an “excellent” or “good” place to live.



## **HIGHLIGHTS OF 2009/2010**

Reviewed and updated the following:

- “Announcements” used before Land Use Hearings.
- Budget Member Handbook.
- Public Contracting Code to comply with current legislation regarding contracting amounts.
- City codes to assure that they complied with 2009 legislation.

Worked in cooperation with the following:

- City’s Library on the Library Rules of Conduct code.
- City’s Operations Department on the Mandatory Recycling for Business code.
- City’s Engineering Department to adopt the 2007 Building Code.
- City’s Community Services Department on the Clackamas County Library Ballot Measure and Aquatics District Ballot Measure.
- Outside council on the Metro v. Tualatin LUBA case.
- Community Development Department on City’s Urban Renewal Program.

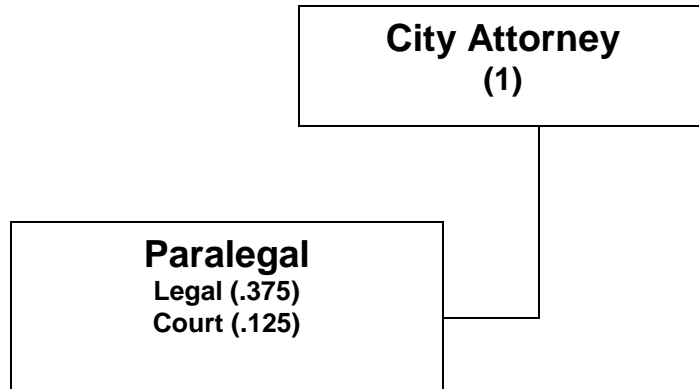
Consulted on the following Franchises:

- NW Natural
  - PGE
  - Allied Waste
  - TW Telecom
- 
- Created a social media policy for the City.

## **GOALS FOR 2010/2011**

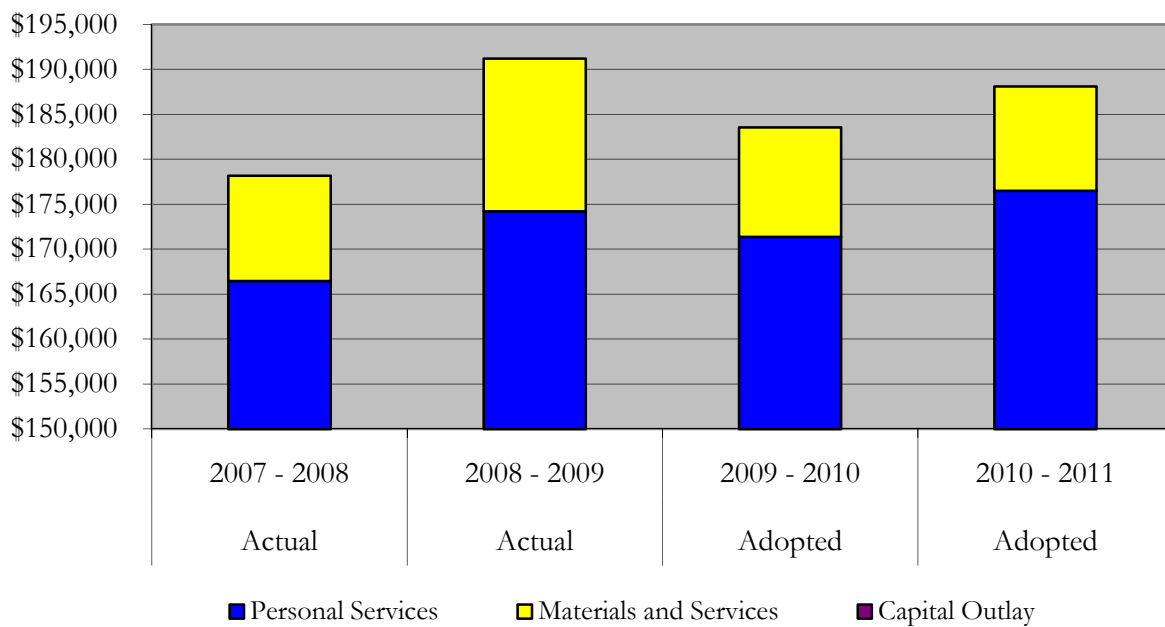
- Continue to review and update the City’s engineering and real property forms.
- Review and update the City’s email/electronic document retention policy.
- Work with other departments to update and streamline the ordinance and resolution process.
- Review the City Codes to assure that they comply with any new 2010 legislation.
- Provide advice and support to all City departments and City Council on issues of legal concern.

# Legal



Total FTE's 1.5

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Legal**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 166,432	\$ 174,201	\$ 171,342	\$ 176,482
Materials and Services	\$ 11,737	\$ 16,974	\$ 12,200	\$ 11,600
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 178,169</b>	<b>\$ 191,175</b>	<b>\$ 183,542</b>	<b>\$ 188,082</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

# City of Tualatin

FY 2010 - 2011

## Legal Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Full Time	126,229	121,829	110,656	114,083	114,083
Part Time	-	7,978	21,420	21,420	21,420
FICA	9,392	9,633	9,621	9,621	9,621
WC Insurance & Tax	329	316	282	282	282
Pension	19,452	18,997	16,973	16,973	16,973
Insurance	11,030	11,746	12,390	14,103	14,103
Vacation Buy Back	-	3,602	-	-	-
Fitness Program	-	99	-	-	-
<b>Salaries &amp; Benefits</b>	<b>166,432</b>	<b>174,201</b>	<b>171,342</b>	<b>176,482</b>	<b>176,482</b>
Office Supplies	40	320	400	400	400
Printing & Postage	914	661	1,000	1,000	1,000
Medical & Other Testing	-	65	-	-	-
Fax	260	102	-	-	-
Office Equip & Furniture	239	-	-	-	-
Computer Equip & Software	-	1,022	200	400	400
Personal Computer/Laptop	-	-	1,000	-	-
Consultants	-	5,196	-	-	-
Court Costs	126	21	300	300	300
Conferences & Meetings	3,230	2,926	2,850	3,000	3,000
Membership Dues	1,242	1,327	1,350	1,350	1,350
Publication,Rpt,Ref Matl	4,352	4,410	4,700	4,700	4,700
Staff Training	-	138	200	200	200
Administrative Expense	191	181	150	200	200
Advertising-Legis/Judcial	-	606	50	50	50
Equipment Rental	1,144	-	-	-	-
<b>Materials &amp; Services</b>	<b>11,737</b>	<b>16,974</b>	<b>12,200</b>	<b>11,600</b>	<b>11,600</b>
<b>Legal</b>	<b><u>178,168</u></b>	<b><u>191,175</u></b>	<b><u>183,542</u></b>	<b><u>188,082</u></b>	<b><u>188,082</u></b>

## GENERAL FUND 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, and LEDS-Law Enforcement Data System). The Court is also responsible for tracking and collecting unpaid fines. The majority of cases heard in Municipal Court are traffic violations.



## SURVEY SAYS!!

94% of residents said they would **recommend living in Tualatin** to someone who asks.



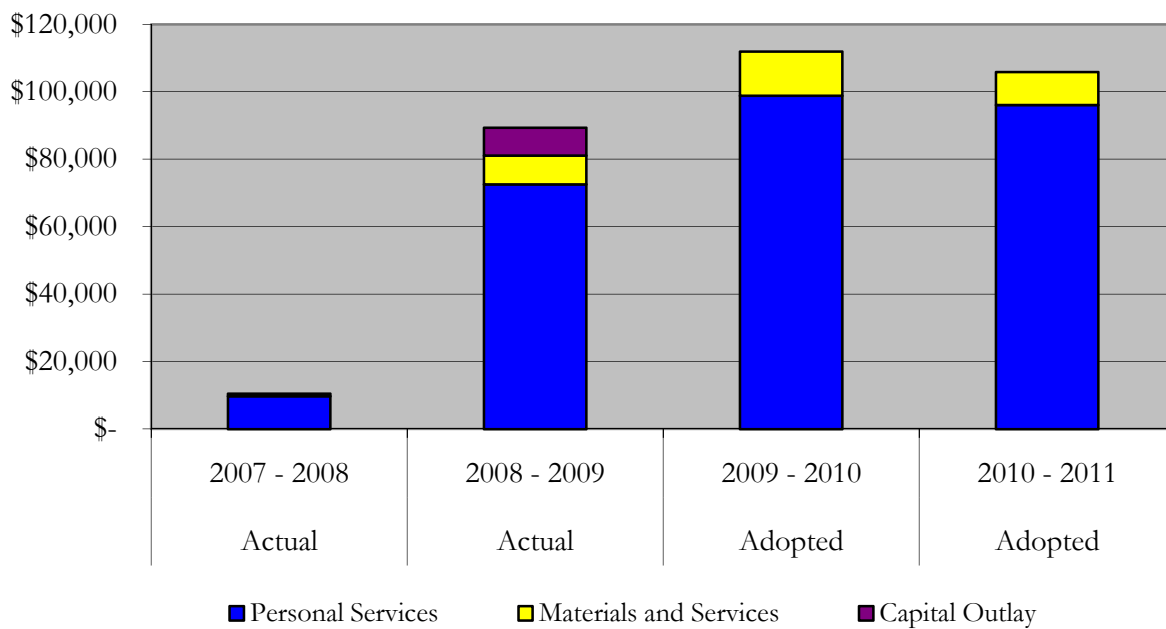
## **HIGHLIGHTS OF 2009/2010**

- Completed a full year of the Court program wherein cases were managed from inception through final disposition by coordination of Court Administrator, defendants, and police personnel.
- Successfully processed approximately 1,900 citations; efficiently holding hearings on a bi-monthly schedule.
- Evaluated youth peer court and presented options to Council. (Council Goal #6, #7)

## **GOALS FOR 2010/2011**

- The Tualatin Municipal Court will ensure that each person accused of a violation, infraction, or crime be guaranteed and provided all the constitutional rights to a fair and speedy judicial process in such a manner that it preserves both the dignity and rights of the defendant, as well as the citizens of Tualatin.
- Continue to process all funds received in a timely manner, as well as the reconciliation of these payments to the appropriate parties (including Department of Revenue, Washington County, Clackamas County, and the City of Tualatin General Fund).
- Continue to strengthen policies and procedures to ensure efficient collections and customer service.
- Implement a program to efficiently import E-Ticketing into current court software.
- Efficiently import photo red-light citations into current court program.

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Municipal Court**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 9,685	\$ 72,493	\$ 98,831	\$ 96,028
Materials and Services	\$ 754	\$ 8,531	\$ 13,060	\$ 9,835
Capital Outlay	\$ -	\$ 8,250	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 10,439</b>	<b>\$ 89,274</b>	<b>\$ 111,891</b>	<b>\$ 105,863</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Municipal Court**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	7,191	44,663	51,517	53,382	53,382
Part Time	-	2,659	7,140	7,140	7,140
Temporary	696	3,677	15,600	10,000	10,000
Overtime	-	418	586	586	585
FICA	603	3,631	5,727	5,727	5,727
WC Insurance & Tax	22	138	141	141	141
Pension	1,105	6,933	6,420	6,420	6,420
Insurance	68	9,172	11,700	12,633	12,633
Bereavement Leave	-	457	-	-	-
Vacation Buy Back	-	491	-	-	-
Comp Time Sell Back	-	254	-	-	-
<b>Salaries &amp; Benefits</b>	<b>9,685</b>	<b>72,493</b>	<b>98,831</b>	<b>96,029</b>	<b>96,028</b>
Office Supplies	-	2,312	1,500	1,000	1,000
Printing & Postage	84	549	1,875	1,000	1,000
Office Equip & Furniture	-	-	500	500	500
Personal Computer/Laptop	-	952	1,600	-	-
Legal	585	1,445	450	200	200
Court Costs	-	-	3,000	3,000	3,000
Conferences & Meetings	-	1,187	1,300	1,300	1,300
Membership Dues	85	50	75	75	75
Staff Training	-	949	400	400	400
Administrative Expense	-	863	500	500	500
R & M - Computers	-	225	1,860	1,860	1,860
<b>Materials &amp; Services</b>	<b>754</b>	<b>8,531</b>	<b>13,060</b>	<b>9,835</b>	<b>9,835</b>
Equipment & Furnishings	-	8,250	-	-	-
<b>Capital Outlay</b>	<b>-</b>	<b>8,250</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Municipal Court</b>	<b><u>10,439</u></b>	<b><u>89,274</u></b>	<b><u>111,891</u></b>	<b><u>105,864</u></b>	<b><u>105,863</u></b>

## **GENERAL FUND COMMUNITY DEVELOPMENT: PLANNING**

The Planning Division maintains the Tualatin Community Plan and its implementation regulations. The division has two functions: current planning and long-range planning. Current planning includes review of all proposed developments, including single-family dwellings, through the Architectural Review (AR) process to ensure City standards are met. Current planning staff reviews applications and prepares staff reports for the Architectural Review Board with recommended decisions for large projects and makes the decisions for all other AR applications. The current planning staff reviews applications and prepares staff reports to Council for conditional use permits, variances, plan text and plan map amendments and transitional use permits as well as administers the sign program. Long-range planning prepares concept plans, updates the Tualatin Community Plan after each legislative session or when new land use related administrative rules are adopted by state agencies or Metro, and participates in statewide and regional planning issues such as Metro's 2040 Planning Program and the Tualatin Basin Natural Resource Coordinating Committee.



## HIGHLIGHTS OF 2009/2010

- Initiated scanning and digitizing of land use application files to enhance record storage and retrieval.
- Facilitated Tualatin Tomorrow steering committee meetings and held the 3rd annual community event.
- Continued implementation of Council's direction to eliminate freeway oriented signs from the Tualatin Development Code.
- Made significant progress in the process of creating sign design standards and non-conforming signs.
- Made significant progress on a comprehensive review of historic program regulations.
- Participated extensively in regional planning activities including Metro's urban/rural reserve process and the Washington County urbanization forum.
- Completed work on the 2010 Census.
- Developed fence regulations that expanded upon the fence standards adopted in 2007.
- Adopted street tree regulation requiring replacement of a street tree for each one removed.
- Began review of "for lease" sign regulations.
- Accommodated economic development during the economic recession by extending architectural review (AR) approvals.
- Began a comprehensive review of land use action public notification requirements.
- Conducted additional analysis on the Town Center and presented a Main Street report to Council. This effort was funded through a TGM grant.
- Initiated an update to the SW Concept Plan.

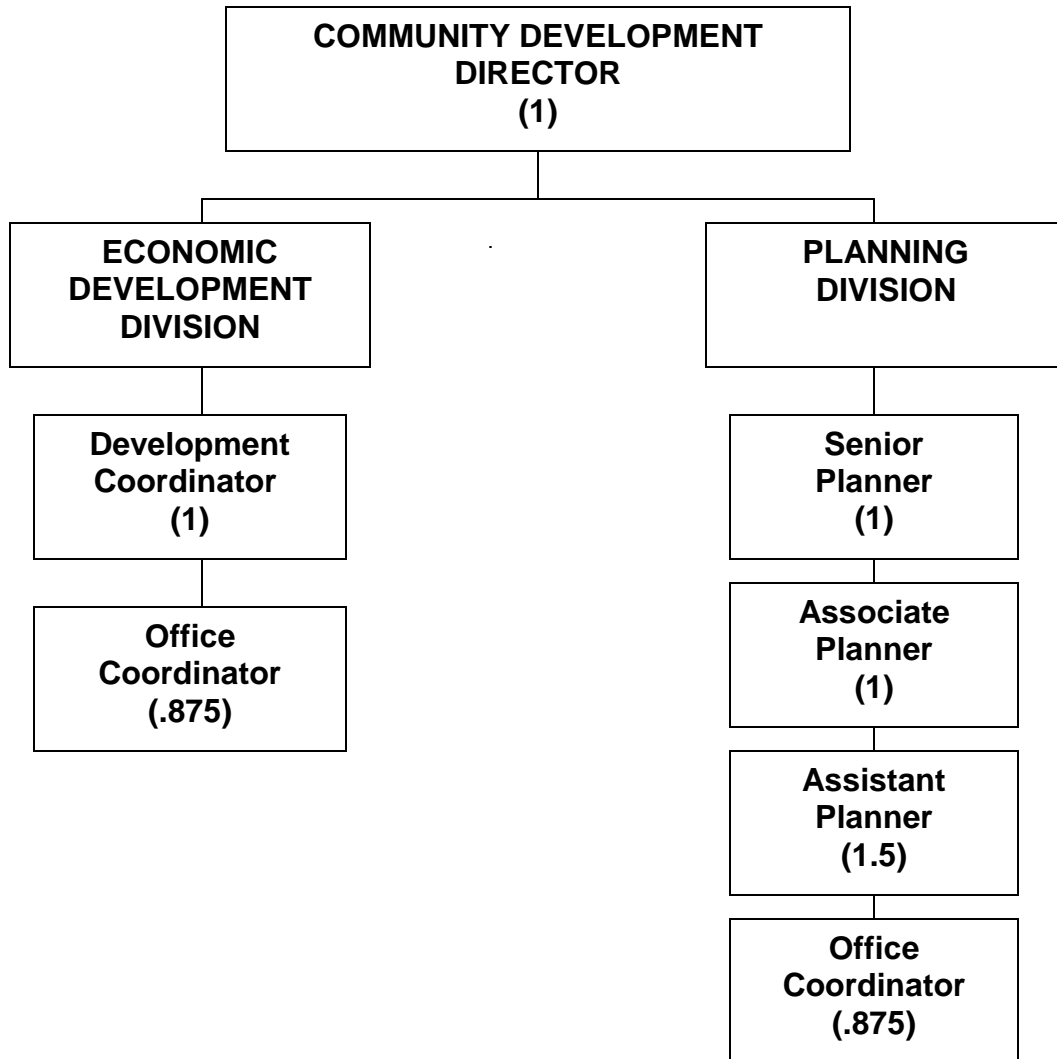


## GOALS FOR 2010/2011

- Develop periodic review work program and begin related work elements. (Council Goal 2, #4)
- Present Phase III of the tree program, which involves the protection of stands of groves on lands to be annexed into the City. (Council Goal 2, #6)
- Adopt the SW Concept Plan. (Council Goal 2, #2)
- Work with key stakeholders to create a downtown plan as part of the local aspirations initiative. (Council Goal 2, #1)
- Coordinate with other City departments to work on updating the Transportation System Plan.
- Continue to facilitate Tualatin Tomorrow steering committee meetings and hold the 4th annual event. (Council Goal 8)
- Work with the City of Wilsonville and other key stakeholders on the Basalt Creek Planning Area Concept Plan. (Council Goal 2, #3)
- Begin work on SW Urban Renewal Plan pending grant funding award. (Council Goal 3, #6)
- Begin work on Hwy 99W Corridor Land Use Plan pending grant funding award.
- Prepare a Citywide economic development plan. (Goal 3, #1)
- Continue preparation of the downtown (town center) plan. (Goal 2, #1)

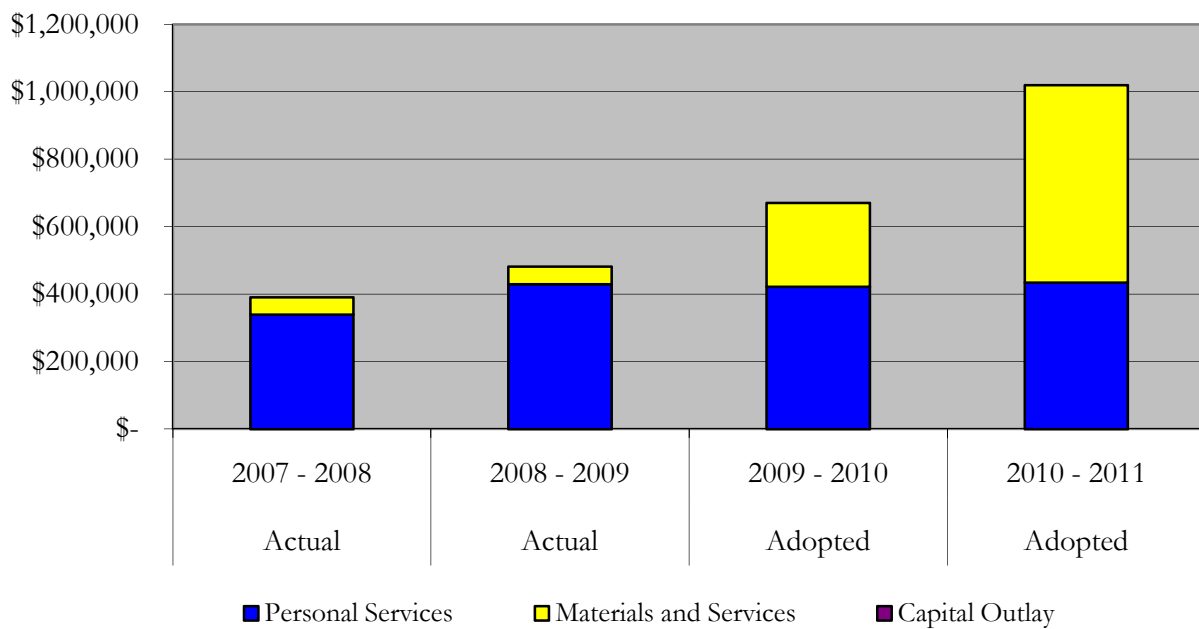


# Community Development



Total FTE's 7.25

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Planning**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 339,450	\$ 429,524	\$ 421,937	\$ 434,080
Materials and Services	\$ 51,236	\$ 52,080	\$ 248,336	\$ 585,106
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 390,686</b>	<b>\$ 481,604</b>	<b>\$ 670,273</b>	<b>\$ 1,019,186</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Planning**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	201,701	253,656	256,984	265,413	265,413
Part Time	42,325	41,797	45,691	45,691	45,691
Temporary	-	6,313	6,319	6,319	6,319
Overtime	2,139	2,100	4,500	4,000	4,000
FICA	18,602	23,002	23,913	23,913	23,913
WC Insurance & Tax	630	751	618	618	618
Pension	30,535	52,200	35,612	35,612	35,612
Insurance	41,765	47,957	48,300	52,514	52,514
Bereavement Leave	262	202	-	-	-
Vacation Buy Back	1,489	1,487	-	-	-
Comp Time Sell Back	3	61	-	-	-
<b>Salaries &amp; Benefits</b>	<b>339,450</b>	<b>429,524</b>	<b>421,937</b>	<b>434,080</b>	<b>434,080</b>
Office Supplies	2,750	2,521	3,200	3,200	3,200
Printing & Postage	4,947	5,049	8,000	8,000	8,000
Uniforms & Safety Equip	-	100	100	100	100
Medical & Other Testing	72	38	100	100	100
Fax	-	-	260	-	-
Network/Online	31	40	-	-	-
Recording Fees	-	-	100	100	100
Office Equip & Furniture	399	-	-	-	-
Computer Equip & Software	63	51	720	700	700
Personal Computer/Laptop	-	1,909	3,000	1,200	1,200
Consultants	32,482	34,594	219,646	307,246	558,246
Conferences & Meetings	3,071	2,437	4,400	4,400	4,400
Membership Dues	800	1,761	2,500	2,500	2,500
Publication,Rpt,Ref Matl	80	84	1,000	500	500
Staff Training	-	418	800	800	800
Staff/Dept Recognition	-	316	500	500	500
Administrative Expense	1,648	79	250	500	500

# City of Tualatin

FY 2010 - 2011

## Planning Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Advertising-Informational	-	-	100	100	100
Advertising-Legis/Judcial	1,369	810	1,000	1,500	1,500
Advertising-Recruitment	2,379	466	500	500	500
Equipment Rental	1,144	895	1,460	1,460	1,460
R & M - Equipment	-	-	600	600	600
R & M - Computers	-	513	100	100	100
<b>Materials &amp; Services</b>	<b>51,236</b>	<b>52,080</b>	<b>248,336</b>	<b>334,106</b>	<b>585,106</b>
<b>Planning</b>	<u><u>390,687</u></u>	<u><u>481,604</u></u>	<u><u>670,273</u></u>	<u><u>768,186</u></u>	<u><u>1,019,186</u></u>

## GENERAL FUND: ENGINEERING DIVISION

Beginning with the FY 10/11 budget the funding for the Administration, Engineering, and Non-Departmental Divisions are being combined in a new “Engineering Division” and moved to the General Fund.

The Engineering Division is responsible for:

- Preparing reports and background information for City Council meetings
- Representing the City at regional and countywide project meetings to assure the City’s interests are being considered.
- Managing the City’s Geographic Information System (GIS), Internet site, and intranet.
- Providing public facilities availability information, reviewing plans and inspecting the construction of public improvements for residential, industrial and commercial development projects.
- Preparing, inspecting, and administering construction contracts on City and Urban Renewal Agency financed projects.
- Preparing and maintaining the water, sewer, storm drain and transportation master plans.

### SURVEY SAYS!

76% of residents rated **traffic flow on major streets** in Tualatin as “fair” or “poor.”





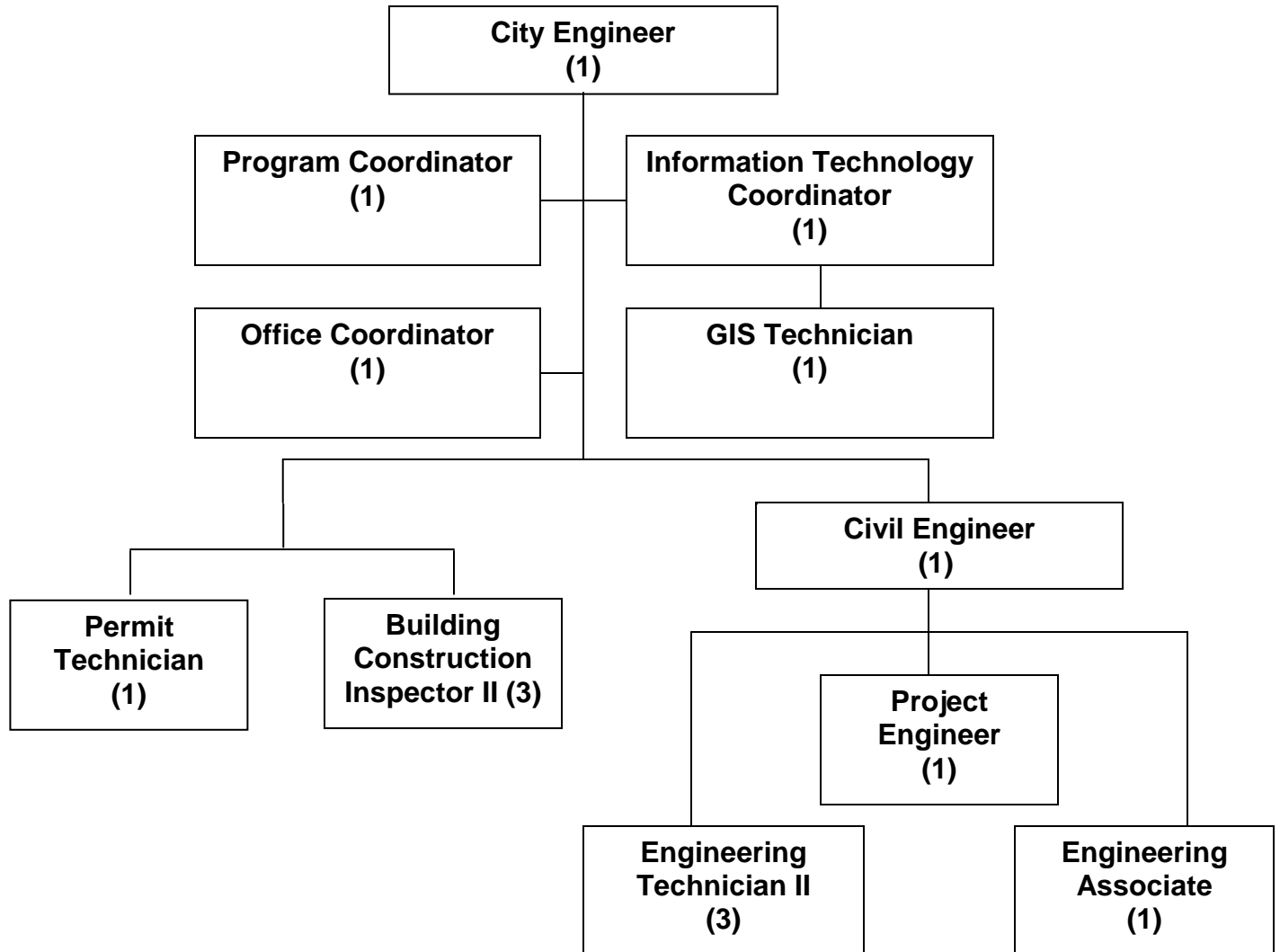
## **HIGHLIGHTS OF 2009/2010**

- Worked with Trimet and Washington County to piece together funding, create a mitigation plan, awarded a design-build contract, and began construction on the train horn noise reduction project. (Council Goal 1, #11)
- Completed the inventory and began implementation of a maintenance program for privately owned and maintained water quality facilities.
- Completed the project to add flashing yellow arrows to 17 traffic signals.
- Brought forward an ordinance restricting truck movements on certain routes.
- Provided information to Red Flex and worked with ODOT, Washington County and the Police to analyze two intersections for possible photo red light installations.
- Participated in regional transportation issues, including the Regional Transportation Plan (RPT) update, the “Making the Greatest Places” process, the Metropolitan Transportation Improvement Program (MTIP), and the Washington County Coordinating Committee (WCCC).

## **GOALS FOR 2010/2011**

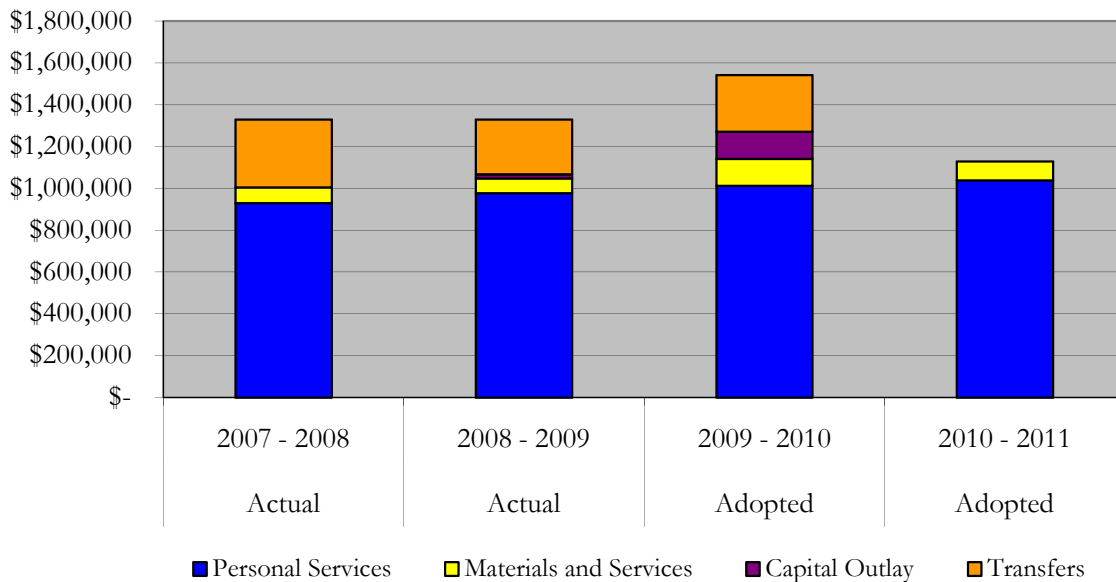
- Continue to follow and participate in regional transportation issues with Metro and Washington County. (Council Goal 1, #4)
- Continue to work with Washington County and ODOT to install fiber optic connections and a new adaptive traffic control system on Tualatin-Sherwood Road to optimize travel time between Avery Street and I-5. (Council Goal 1, #2 & #3)
- Continue working with ODOT and Police Department to complete implementation of photo red lights at two intersections. (Council Goal 6, #2)
- Successfully implement private water quality inspection program.
- Coordinate the master plan updates for water, sewer and storm drainage systems.
- Begin the Transportation System Plan (TSP) update.
- Continue to maintain and improve the City's Website.

# Engineering & Building



Total FTE's 15

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Engineering**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 930,935	\$ 978,167	\$ 1,013,011	\$ 1,039,305
Materials and Services	\$ 73,679	\$ 69,640	\$ 127,805	\$ 90,320
Capital Outlay	\$ -	\$ 20,829	\$ 131,300	\$ -
Transfers	\$ 324,451	\$ 260,646	\$ 269,769	\$ -
<b>Total Expenditures</b>	<b>\$ 1,329,065</b>	<b>\$ 1,329,282</b>	<b>\$ 1,541,885</b>	<b>\$ 1,129,625</b>

\* Beginning in FY 2010 - 2011, E&B Administration, Engineering and E&B Non-Departmental combined and moved to the General Fund. Building related expenses in non-departmental remain in Building Fund.

**City of Tualatin**  
**FY 2010 - 2011**  
**Engineering**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	-	-	-	747,311	747,311
Overtime	-	-	-	12,000	12,000
FICA	-	-	-	56,209	56,209
WC Insurance & Tax	-	-	-	6,885	6,885
Pension	-	-	-	87,835	87,835
Insurance	-	-	-	129,065	129,065
<b>Salaries &amp; Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,039,305</b>	<b>1,039,305</b>
Office Supplies	-	-	-	2,100	2,100
Printing & Postage	-	-	-	7,000	7,000
Photographic Supplies	-	-	-	2,000	2,000
Field Supplies	-	-	-	1,200	1,200
Medical & Other Testing	-	-	-	200	200
Cell Phones	-	-	-	2,050	2,050
Office Equip & Furniture	-	-	-	800	800
Computer Equip & Software	-	-	-	11,175	11,175
Personal Computer/Laptop	-	-	-	7,060	7,060
Consultants	-	-	-	15,000	15,000
Conferences & Meetings	-	-	-	10,000	10,000
Membership Dues	-	-	-	820	820
Publication,Rpt,Ref Matl	-	-	-	1,700	1,700
Staff Training	-	-	-	5,000	5,000
Administrative Expense	-	-	-	1,100	1,100
Advertising-Legis/Judicia	-	-	-	600	600
Advertising-Recruitment	-	-	-	600	600
Equipment Rental	-	-	-	1,815	1,815
R & M - Equipment	-	-	-	4,900	4,900

**City of Tualatin**  
**FY 2010 - 2011**  
**Engineering**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
R & M - Computers	-	-	-	15,200	15,200
<b>Materials &amp; Services</b>	-	-	-	<b>90,320</b>	<b>90,320</b>
<b>Engineering</b>	<u>-</u> <u>=</u>	<u>-</u> <u>=</u>	<u>-</u> <u>=</u>	<u><u>1,129,625</u></u>	<u><u>1,129,625</u></u>

**City of Tualatin**  
**FY 2010 - 2011**  
**Engineering Administration**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	328,103	343,838	346,498	-	-
Overtime	6,182	5,899	10,977	-	-
FICA	24,292	25,893	26,719	-	-
WC Insurance & Tax	2,211	2,215	2,277	-	-
Pension	51,626	54,505	44,646	-	-
Insurance	49,864	53,163	57,300	-	-
Bereavement Leave	690	1,337	-	-	-
Sick Leave Conversion	-	3,120	-	-	-
Vacation Buy Back	-	2,068	-	-	-
Fitness Program	98	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>463,066</b>	<b>492,038</b>	<b>488,417</b>	<b>-</b>	<b>-</b>
Office Supplies	428	733	1,080	-	-
Printing & Postage	1,442	948	1,030	-	-
Field Supplies	210	13	200	-	-
Cell Phones	451	701	500	-	-
Network/Online	-	80	-	-	-
Office Equip & Furniture	1,279	8	400	-	-
Computer Equip & Software	327	19	2,000	-	-
Personal Computer/Laptop	1,124	952	-	-	-
Consultants	625	1,929	3,000	-	-
Conferences & Meetings	5,818	3,837	10,000	-	-
Membership Dues	302	357	600	-	-
Publication,Rpt,Ref Matl	809	1,095	1,250	-	-
Staff Training	562	748	3,500	-	-
Administrative Expense	827	688	700	-	-
Advertising-Legis/Judicia	731	447	600	-	-
R & M - Equipment	-	-	1,650	-	-
<b>Materials &amp; Services</b>	<b>14,934</b>	<b>12,556</b>	<b>26,510</b>	<b>-</b>	<b>-</b>



**City of Tualatin**  
**FY 2010 - 2011**  
**Engineering Administration**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Reimburse - General Fund	117,184	128,902	133,414	-	-
Transfers & Reimbursements	117,184	128,902	133,414	-	-
<b>Engineering Administration</b>	<u><u>595,184</u></u>	<u><u>633,495</u></u>	<u><u>648,341</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

**City of Tualatin**  
**FY 2010 - 2011**  
**Engineering**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	346,686	350,783	380,632	-	-
Overtime	3,795	6,199	5,000	-	-
FICA	26,342	27,145	29,490	-	-
WC Insurance & Tax	4,252	3,942	4,608	-	-
Pension	46,856	50,622	43,189	-	-
Insurance	39,937	46,119	61,675	-	-
Vacation Buy Back	-	1,085	-	-	-
Comp Time Sell Back	-	234	-	-	-
<b>Salaries &amp; Benefits</b>	<b>467,869</b>	<b>486,129</b>	<b>524,594</b>	<b>-</b>	<b>-</b>
Office Supplies	1,080	868	880	-	-
Printing & Postage	3,841	3,173	3,000	-	-
Field Supplies	570	462	2,000	-	-
Medical & Other Testing	136	-	200	-	-
Cell Phones	1,341	1,301	1,400	-	-
Office Equip & Furniture	1,500	-	400	-	-
Computer Equip & Software	7,843	2,725	3,725	-	-
Personal Computer/Laptop	1,124	-	2,300	-	-
Erosion Fees to CWS	1,423	3,084	4,200	-	-
Consultants	5,849	1,215	15,000	-	-
Conferences & Meetings	2,713	3,537	7,500	-	-
Membership Dues	220	226	220	-	-
Publication,Rpt,Ref Matl	445	507	500	-	-
Staff Training	1,769	3,353	2,820	-	-
Administrative Expense	417	291	400	-	-
Advertising-Recruitment	1,475	680	600	-	-
R & M - Equipment	-	-	2,000	-	-
<b>Materials &amp; Services</b>	<b>31,746</b>	<b>21,421</b>	<b>47,145</b>	<b>-</b>	<b>-</b>

# City of Tualatin

FY 2010 - 2011

## Engineering

### Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Reimburse - General Fund	119,767	131,744	136,355	-	-
<b>Transfers &amp; Reimbursements</b>	<b>119,767</b>	<b>131,744</b>	<b>136,355</b>	-	-
Equipment & Furnishings	-	-	30,000	-	-
<b>Capital Outlay</b>	-	-	<b>30,000</b>	-	-
<b>Engineering</b>	<u><u>619,382</u></u>	<u><u>639,294</u></u>	<u><u>738,094</u></u>	<u>-</u>	<u>-</u>

**City of Tualatin**  
**FY 2010 - 2011**  
**Engineering Non-Departmental**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Printing & Postage	554	1,625	3,100	-	-
Photographic Supplies	1,593	1,835	2,500	-	-
Computer Equip & Software	5,786	6,846	7,800	-	-
Personal Computer/Laptop	-	2,102	9,000	-	-
Consultants	1,038	5,431	6,000	-	-
Merchant Discount Fees	-	431	5,000	-	-
Equipment Rental	3,298	3,272	3,500	-	-
R & M - Equipment	2,678	1,188	4,200	-	-
R & M - Computers	13,701	14,999	19,800	-	-
<b>Materials &amp; Services</b>	<b>28,648</b>	<b>37,730</b>	<b>60,900</b>	-	-
Transfer - City Ctr Remod	87,500	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>87,500</b>	-	-	-	-
Equipment & Furnishings	-	20,829	101,300	-	-
<b>Capital Outlay</b>	-	<b>20,829</b>	<b>101,300</b>	-	-
Contingency	-	-	713,285	-	-
General Account Reserve	-	-	1,001,351	-	-
<b>Contingencies &amp; Reserves</b>	-	-	<b>1,714,636</b>	-	-
<b>Non-Departmental</b>	<b><u>116,148</u></b>	<b><u>58,559</u></b>	<b><u>1,876,836</u></b>	<b><u>-</u></b>	<b><u>-</u></b>

## **GENERAL FUND 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 excellent customer service.”

### **Administration**

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

### **Patrol**

The Patrol Services division responds to emergency and non-emergency calls for service and investigates violations of criminal and traffic laws, taking enforcement action when needed. In addition to call response, they spend their time conducting proactive police patrol functions and act as a visible crime deterrent. Officers are assigned to one of the three specific districts within the City and build partnerships with citizens in their districts to help with problem recognition and resolution, both of a criminal and “quality of life” nature. The traffic team is assigned to work various shifts and locations in the City to address traffic-related issues and investigate motor vehicle crashes. The Community Service Officer is responsible for handling Code Enforcement issues, rental housing ordinance issues and supplementing patrol officers by handling low-priority calls for service.

### **Support Services**

The Police Support Services division consists of the Records Unit, the Investigations Unit and the Community Response Unit. The Investigations Unit is responsible for major criminal investigations and the delivery of all school based police curriculums including DARE and GREAT as well as the GREAT Summer Program. The Records Unit is responsible for the entry and maintenance of all reports and records as well as the receiving, processing and storage of all evidence and department property. This unit also includes a half-time Parking Enforcement Officer who enforces the public parking in the downtown core area of the city. The Community Response Unit is responsible for the specific community issues and concerns that include criminal activity, public presentations and other special events.

## HIGHLIGHTS OF 2009/2010

- Provided input for development of a city-wide survey to be used as a feedback mechanism to determine the safety concerns of Tualatin Residents. Over 80% of respondents said they feel somewhat safe or very safe in Tualatin.
- Explored the creation of a Citizen/Police Educational Academy and outlined agendas for use in the 2010-11 fiscal year.
- Through proactive activity and teamwork, criminal and behavioral incidents were notably decreased, leading to 12% fewer calls for service compared to 2008.
- With the efforts of our Community Services Officer, rental housing issues were positively addressed through the establishments of a rental housing ordinance and consistent follow-up and enforcement as needed.
- Worked with Washington County and Oregon Department of Transportation (ODOT) on implementation of a Photo Red-Light system at Lower Boones Ferry and Bridgeport Road. Started the application process to install a second system at Tualatin-Sherwood Road and SW Avery.
- Involved School Resource Officers in planning and implementing Youth Services Teams with the School District as part of a multi-agency grant.
- Conducted multi-agency training involving Westside Express Service (WES) and added one police officer to the Transit Police Team with funding from Tri-Met.
- Doubled the number of National Night Out events from 4 to 8 neighborhood groups.
- Through proactive teamwork between patrol officers and the Community Services Officer, graffiti incidents in Tualatin were drastically reduced. This resulted in 44% fewer graffiti incidents compared to 2008.

### SURVEY SAYS!

87% of residents rated **Tualatin's police services** as "excellent" or "good."



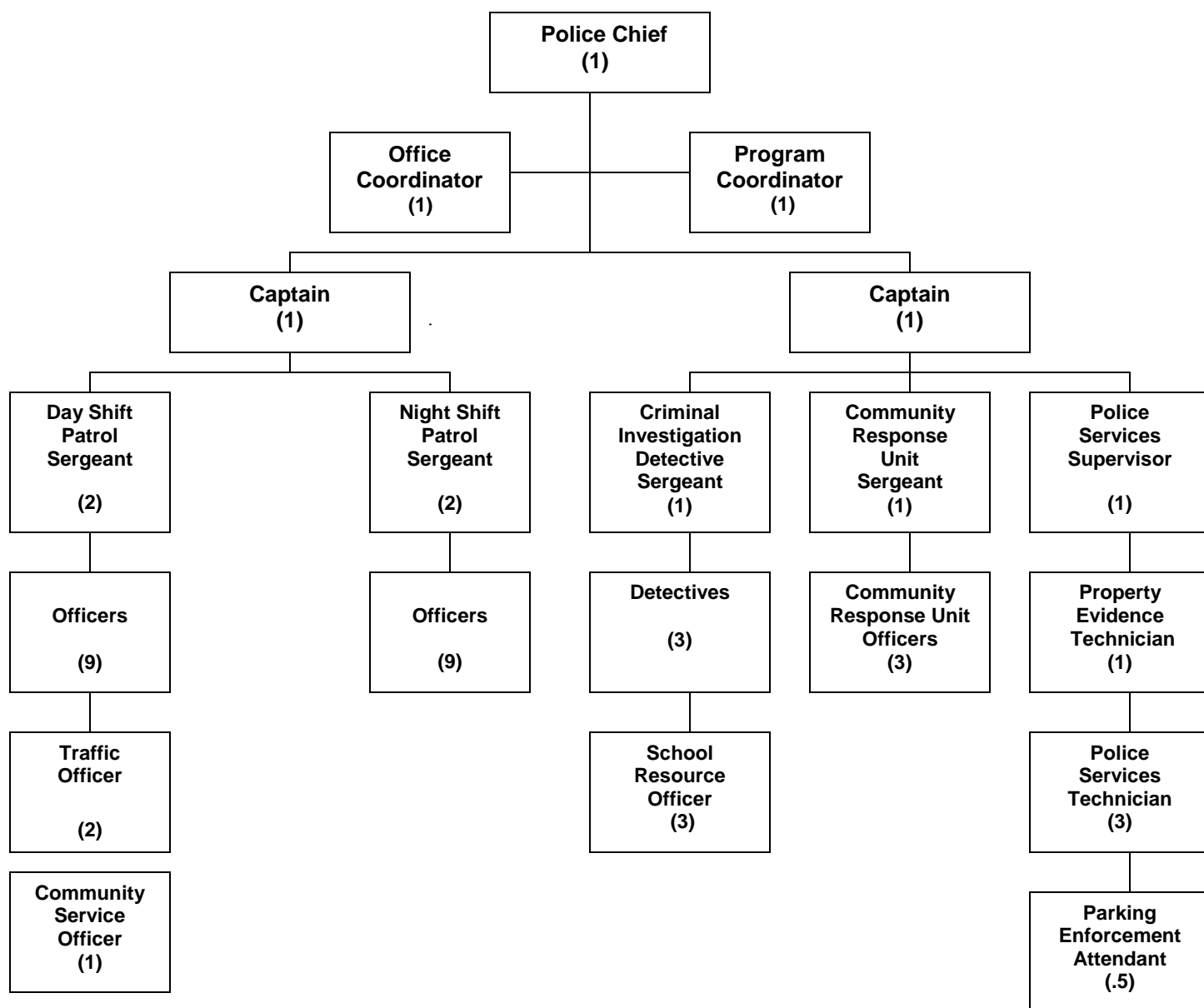


## GOALS FOR 2010/2011

- Complete training of four new officers and retain personnel to reach full staffing so that special assignments can be re-implemented within the department.
- Implement a Citizen/Community Educational Police Academy.
- Increase traffic safety by implementation of Photo Red Light Enforcement at two intersections.
- Increase traffic enforcement during peak hours and in areas of most traffic crashes to help reduce crashes and congestion.
- Implement new electronic citation system for traffic enforcement officers.
- Complete installation of Mobile Data Computers to replace outdated/obsolete models in all patrol vehicles.
- Begin transition phase to new Records Management System (to be completed within 3 years).
- Increase number of National Night Out participants from 8 to 10 neighborhoods.

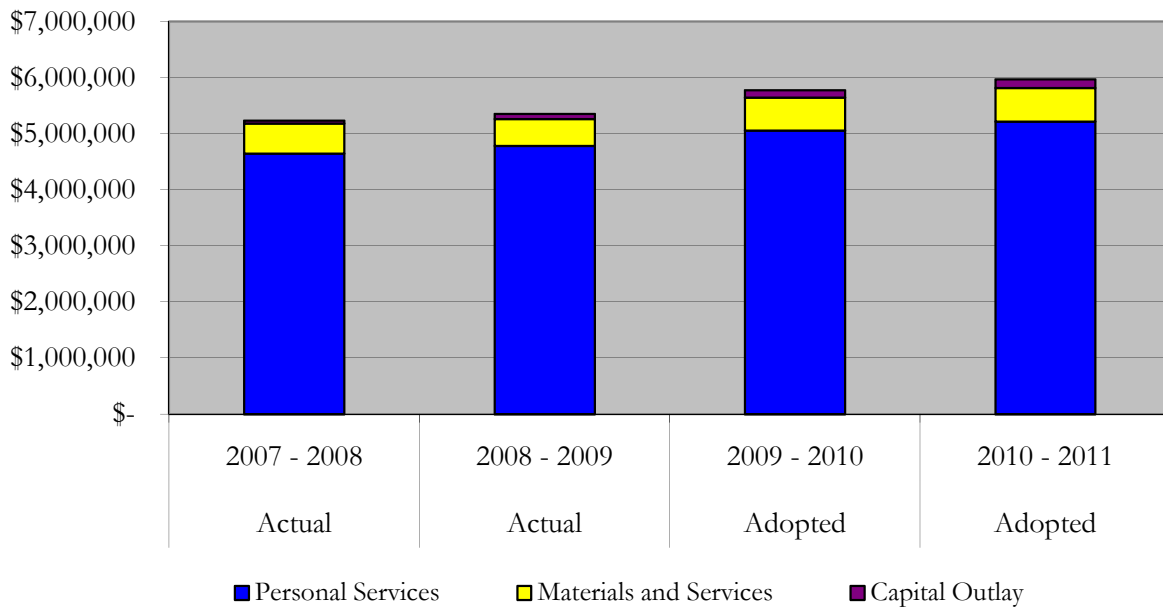


# Police



**Total FTE's 46.5**

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Police**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 4,646,945	\$ 4,784,750	\$ 5,058,128	\$ 5,215,022
Materials and Services	\$ 536,514	\$ 477,020	\$ 587,254	\$ 603,305
Capital Outlay	\$ 49,637	\$ 90,238	\$ 131,870	\$ 153,400
<b>Total Expenditures</b>	<b>\$ 5,233,096</b>	<b>\$ 5,352,008</b>	<b>\$ 5,777,252</b>	<b>\$ 5,971,727</b>

\* Beginning in FY 2010 - 2011, Police Administration, Patrol and Support are combined. Chart above is the total of all divisions. Detail pages that follow include the administration and support reports for historical detail.

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Police**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	1,542,972	1,688,231	1,686,000	3,180,705	3,180,705
Part Time	-	(871)	-	17,765	17,765
Temporary	19,391	17,800	20,500	70,359	70,359
Overtime	116,411	165,707	140,000	233,225	233,225
Standby	-	-	-	1,000	1,000
Employee Benefits	-	(7,908)	-	-	-
FICA	132,410	146,847	136,540	251,962	251,962
WC Insurance & Tax	65,082	68,682	69,563	120,783	120,783
Pension	342,847	414,558	340,173	592,140	592,140
Insurance	310,882	341,196	390,000	728,083	728,083
Job Injury Time	380	18,664	-	-	-
Bereavement Leave	2,242	7,454	-	-	-
Vacation Buy Back	30,016	5,038	-	-	-
Holiday Sell Back	32,558	34,519	-	-	-
Comp Time Sell Back	3,658	1,166	-	-	-
ORPAT-Fitness Incentive	13,000	9,000	12,500	19,000	19,000
<b>Salaries &amp; Benefits</b>	<b>2,611,848</b>	<b>2,910,082</b>	<b>2,795,276</b>	<b>5,215,022</b>	<b>5,215,022</b>
Office Supplies	5	51	-	11,000	11,000
Printing & Postage	3,790	4,989	-	10,660	10,660
Photographic Supplies	1,189	676	800	1,300	1,300
Energy Supplies	1,564	2,816	3,000	4,000	4,000
Evidence & Investigation	1,334	1,656	2,000	3,200	3,200
Uniforms & Safety Equip	28,096	32,040	36,400	45,700	45,700
Medical & Other Testing	10,690	8,902	3,000	3,000	3,000
Ammun & Defensive Equip	52,611	22,372	22,535	25,000	25,000
Cell Phones	7,992	7,490	9,000	15,300	15,300
Network/Online	-	-	-	12,000	12,000
Office Equip & Furniture	683	3,178	1,000	2,000	2,000
Computer Equip & Software	1,267	1,244	1,200	1,500	1,500

# City of Tualatin

FY 2010 - 2011

## Police

### Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Minor Vehicle Equipment	3,863	3,481	3,500	4,000	4,000
Personal Computer/Laptop	2,847	5,144	26,800	33,000	33,000
GREAT Program	-	-	-	7,000	7,000
Spec Investigative Fund	1,251	165	900	5,900	5,900
Crime Prevention Supplies	-	-	-	2,500	2,500
Consultants	20,170	-	-	-	-
Legal	-	-	-	6,000	6,000
Conferences & Meetings	973	1,577	1,000	6,500	6,500
Membership Dues	2,980	3,200	1,575	4,415	4,415
Publication,Rpt,Ref Matl	2,003	2,451	2,750	2,750	2,750
Staff Training	13,813	18,799	14,000	36,900	36,900
Staff/Dept Recognition	-	-	-	2,000	2,000
Administrative Expense	1,363	985	1,250	4,550	4,550
Advertising-Recruitment	2,415	3,627	2,500	2,500	2,500
Contract Services	233,220	235,230	272,910	320,450	320,450
Equipment Rental	-	-	-	15,880	15,880
R & M - Equipment	1,220	16,450	39,350	10,400	10,400
R & M - Computers	-	-	-	3,900	3,900
<b>Materials &amp; Services</b>	<b>395,338</b>	<b>376,524</b>	<b>445,470</b>	<b>603,305</b>	<b>603,305</b>
Equipment & Furnishings	49,637	24,835	65,870	153,400	153,400
<b>Capital Outlay</b>	<b>49,637</b>	<b>24,835</b>	<b>65,870</b>	<b>153,400</b>	<b>153,400</b>
<b>Police</b>	<b><u>3,056,824</u></b>	<b><u>3,311,441</u></b>	<b><u>3,306,616</u></b>	<b><u>5,971,727</u></b>	<b><u>5,971,727</u></b>

**City of Tualatin**  
**FY 2010 - 2011**  
**Police Administration**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	219,780	229,024	239,835	-	-
Overtime	20	-	600	-	-
FICA	15,926	16,928	16,822	-	-
WC Insurance & Tax	5,804	4,344	5,039	-	-
Pension	33,970	35,886	30,915	-	-
Insurance	39,365	41,125	46,450	-	-
Vacation Buy Back	-	4,686	-	-	-
Comp Time Sell Back	-	23	-	-	-
ORPAT-Fitness Incentive	500	500	500	-	-
<b>Salaries &amp; Benefits</b>	<b>315,364</b>	<b>332,516</b>	<b>340,161</b>	<b>-</b>	<b>-</b>
Office Supplies	10,579	10,602	11,000	-	-
Printing & Postage	2,501	3,861	10,660	-	-
Energy Supplies	38	32	100	-	-
Uniforms & Safety Equip	418	442	800	-	-
Medical & Other Testing	-	113	-	-	-
Cell Phones	976	1,166	1,300	-	-
Network/Online	-	80	-	-	-
Office Equip & Furniture	277	189	300	-	-
Computer Equip & Software	3,772	1,345	1,500	-	-
Personal Computer/Laptop	3,903	-	-	-	-
Consultants	5,000	-	-	-	-
Legal	2,726	915	6,000	-	-
Conferences & Meetings	4,160	3,991	4,000	-	-
Membership Dues	521	2,305	2,340	-	-
Staff Training	1,855	1,289	2,100	-	-
Staff/Dept Recognition	2,343	2,169	1,800	-	-
Administrative Expense	2,557	2,193	2,300	-	-
Advertising-Recruitment	-	379	-	-	-

**City of Tualatin**  
**FY 2010 - 2011**  
**Police Administration**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
R & M - Equipment	-	27	200	-	-
<b>Materials &amp; Services</b>	<b>41,625</b>	<b>31,098</b>	<b>44,400</b>	-	-
Equipment & Furnishings	-	40,000	8,000	-	-
<b>Capital Outlay</b>	-	<b>40,000</b>	<b>8,000</b>	-	-
<b>Police - Administration</b>	<u><u>356,989</u></u>	<u><u>403,614</u></u>	<u><u>392,561</u></u>	<u>-</u>	<u>-</u>



# City of Tualatin

FY 2010 - 2011

## Support Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Full Time	1,017,988	925,904	1,153,607	-	-
Part Time	17,332	17,914	17,765	-	-
Temporary	33,928	21,629	49,859	-	-
Overtime	63,934	51,788	87,625	-	-
Standby	-	-	1,000	-	-
Employee Benefits	(49)	-	-	-	-
FICA	88,123	78,319	98,600	-	-
WC Insurance & Tax	34,177	30,981	46,181	-	-
Pension	226,246	201,374	221,052	-	-
Insurance	198,719	185,864	241,002	-	-
Job Injury Time	10,928	7,879	-	-	-
Bereavement Leave	1,971	1,664	-	-	-
Sick Leave Bonus	-	3,160	-	-	-
Vacation Buy Back	3,266	-	-	-	-
Employee Assist Program	100	-	-	-	-
Fitness Program	100	-	-	-	-
Holiday Sell Back	14,373	10,989	-	-	-
Comp Time Sell Back	3,097	687	-	-	-
ORPAT-Fitness Incentive	5,500	4,000	6,000	-	-
<b>Salaries &amp; Benefits</b>	<b>1,719,733</b>	<b>1,542,152</b>	<b>1,922,691</b>	<b>-</b>	<b>-</b>
Office Supplies	2,043	1,607	-	-	-
Printing & Postage	4,146	1,539	-	-	-
Photographic Supplies	169	433	500	-	-
Energy Supplies	151	477	500	-	-
Evidence & Investigation	1,283	1,112	1,200	-	-
Uniforms & Safety Equip	6,106	5,415	8,500	-	-
Medical & Other Testing	613	589	-	-	-
Ammun & Defensive Equip	5,000	49	-	-	-
Cell Phones	3,445	5,018	5,000	-	-

# City of Tualatin

FY 2010 - 2011

## Support Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Dedicated Lines	6,582	2,344	4,800	-	-
Pagers	(1)	-	-	-	-
Office Equip & Furniture	451	1,293	300	-	-
Computer Equip & Software	7,139	898	1,200	-	-
Minor Vehicle Equipment	337	-	500	-	-
Personal Computer/Laptop	2,847	5,018	6,000	-	-
GREAT Program	13,342	1,340	7,000	-	-
Spec Investigative Fund	182	359	5,995	-	-
Crime Prevention Supplies	2,435	2,923	2,500	-	-
Conferences & Meetings	1,235	2,695	1,500	-	-
Membership Dues	1,515	1,925	1,700	-	-
Staff Training	9,167	13,809	15,000	-	-
Administrative Expense	1,548	655	1,000	-	-
Advertising-Recruitment	-	11	-	-	-
Equipment Rental	14,514	14,904	15,804	-	-
R & M - Equipment	-	511	5,385	-	-
R & M - Computers	15,303	4,475	13,000	-	-
<b>Materials &amp; Services</b>	<b>99,551</b>	<b>69,398</b>	<b>97,384</b>	-	-
Equipment & Furnishings	-	25,403	58,000	-	-
<b>Capital Outlay</b>	-	<b>25,403</b>	<b>58,000</b>	-	-
<b>Support</b>	<b><u>1,819,284</u></b>	<b><u>1,636,954</u></b>	<b><u>2,078,075</u></b>	<b><u>-</u></b>	<b><u>-</u></b>

## **GENERAL FUND INFORMATION SERVICES**

The Information Services Division (IS) provides administration and support to 150 computers, 20 network systems, 20 Blackberry devices, 25 mobile laptops in police vehicles, and the free public wireless access points in many of our buildings. In the Library, IS provides local administration and support for 30 desktop and 10 laptop WCCLS computers. Information Services also provides some limited support to user applications and joint administration of the HTE system with the Finance Department. Additionally, IS consults with all departments on computer and software purchases.



## **SURVEY SAYS!!**

**83%** of residents said their neighborhoods were “excellent” or “good” places to live.

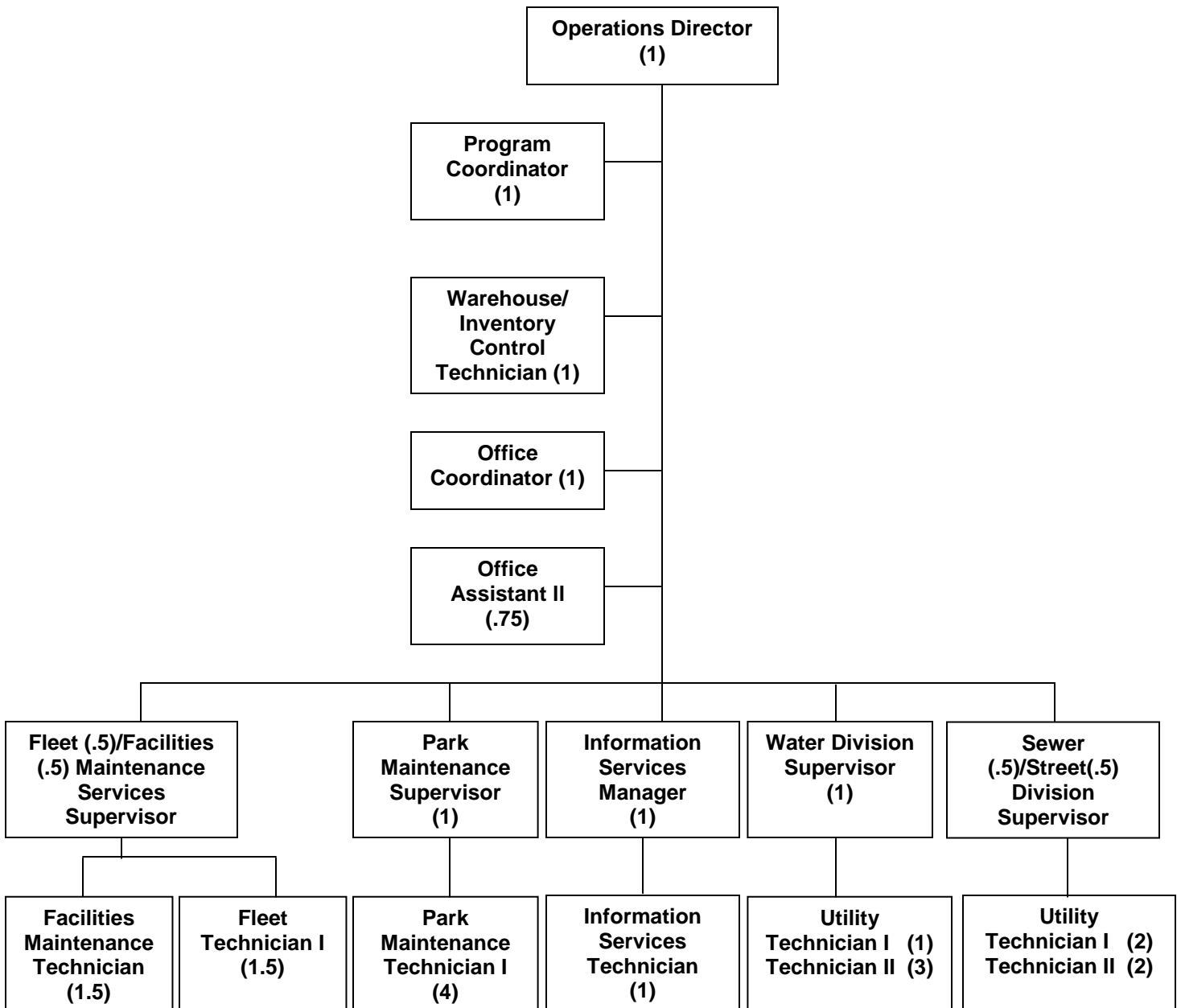
## **HIGHLIGHTS OF 2009/2010**

- Replaced and upgraded city servers and surplus old equipment.
- Configured Emergency Operations Center (EOC) thin-client equipment and installed and tested new EOC server.
- Completed crime-mapping project for police, with help of GIS.
- Upgraded all network switches, including Power Over Ethernet (POE), which allowed for the new phone system installation.
- Upgraded Library from 10/100mg connectivity for faster communication for public Internet.
- Upgraded new CAD dispatch system for police vehicles.
- Upgraded SCADA server for Operations Water Division.
- Integrated HelpDesk system.
- Reorganized server rooms and arranged equipment for new servers and UPS's.
- Transitioned Library WCCLS system from thin-clients to desktop computers.
- Upgraded AS400 and SunGard.
- Replaced and upgraded 24 police vehicles from mobile data terminals to laptops.
- Began providing video streaming of City Council meetings for the public.

## **GOALS FOR 2010/2011**

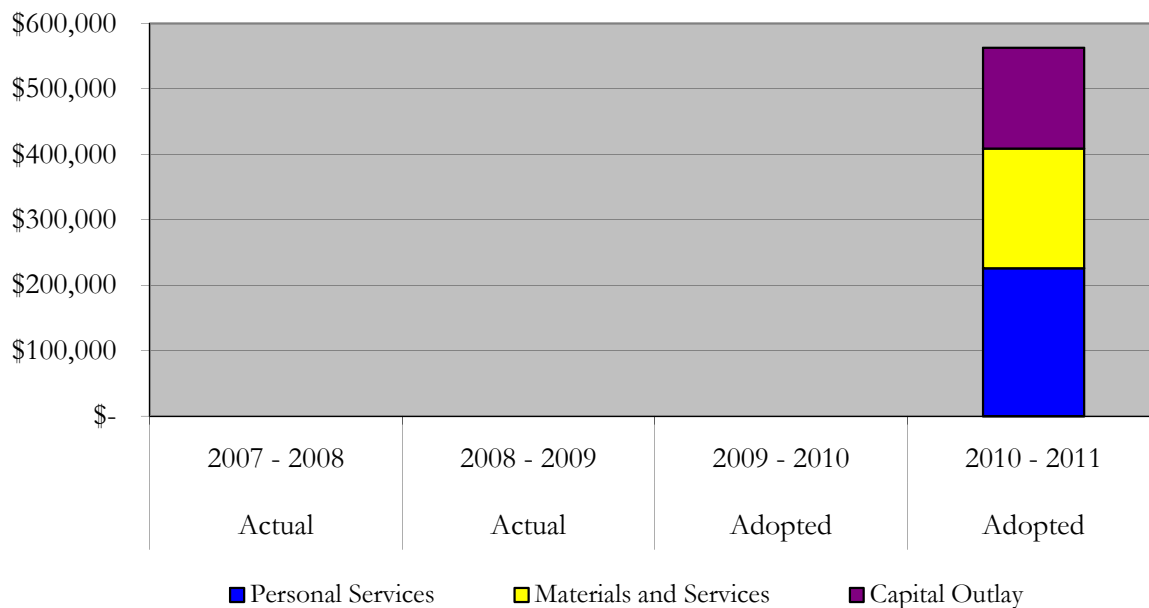
- Respond to all HelpDesk requests the same day; resolve 95% of HelpDesk requests by the next business day.
- Maintain and update the network infrastructure to ensure downtime of less than 1%.
- Participate in the regional Broadband User Group (BUG) to identify emerging technologies that reduce costs and improve efficiencies wherever possible.
- Backup servers daily.

# Operations



**Total FTE's 24.75**

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Information Services**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ -	\$ -	\$ -	\$ 226,281
Materials and Services	\$ -	\$ -	\$ -	\$ 182,730
Capital Outlay	\$ -	\$ -	\$ -	\$ 154,090
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 563,101</b>

\* Prior to FY 2010 - 2011, Information Services expenditures were recorded in General Fund Administration and Non-Departmental, as well as 0.5 FTE in the Library.

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Information Services**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	-	-	-	163,494	163,494
Overtime	-	-	-	540	540
FICA	-	-	-	12,010	12,010
WC Insurance & Tax	-	-	-	290	290
Pension	-	-	-	19,250	19,250
Insurance	-	-	-	30,697	30,697
<b>Salaries &amp; Benefits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>226,281</b>	<b>226,281</b>
Office Supplies	-	-	-	500	500
Printing & Postage	-	-	-	360	360
Cell Phones	-	-	-	1,680	1,680
Network/Online	-	-	-	57,000	57,000
Computer Equip & Software	-	-	-	10,000	10,000
Personal Computer/Laptop	-	-	-	1,800	1,800
Consultants	-	-	-	15,000	15,000
Conferences & Meetings	-	-	-	2,000	2,000
Staff Training	-	-	-	4,200	4,200
Equipment Rental	-	-	-	15,190	15,190
R & M - Computers	-	-	-	75,000	75,000
<b>Materials &amp; Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>182,730</b>	<b>182,730</b>
Equipment & Furnishings	-	-	-	88,780	154,090
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>88,780</b>	<b>154,090</b>
<b>Information Services</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>497,791</b>	<b>563,101</b>



## GENERAL FUND FLEET SERVICES

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 and the Oregon State Police. All outside agency work is 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. Over 11,000 orders pass through the warehouse annually. The ICC maintains the Hazardous Material Safety Data Information System, including solid waste recycling, hazardous waste tracking, and Department of Environmental Quality (DEQ) reports. The ICC also manages the City's records archiving system and the surplus equipment process.



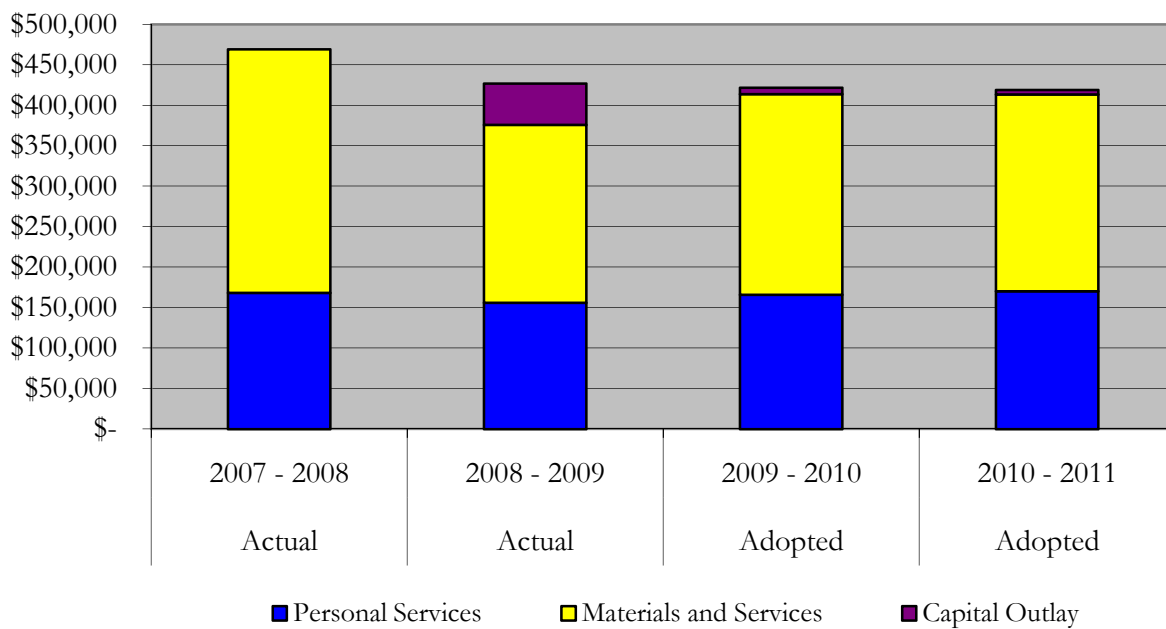
## **HIGHLIGHTS OF 2009/2010**

- Finalized design for all police patrol vehicles, standardizing the wiring and placement of all equipment, including new mounting configurations for Toughbook laptop installation.
- Purchased and set up new snow removal equipment, dump truck, plows, and snow blowers.
- Installed an automated fuel dispensing and tracking system.
- Processed 16% more product transactions this year.
- Reviewed E-waste, waste stream and changed process so more is reused than recycled.
- Created a program for transferring inventory information between HTE and CFA databases, reducing processing time.
- Completed inventory cycle counts and implemented new inventory usage reports.
- Updated MSDS information and completed hazardous waste and fire marshal reports.
- Performed records archiving, purging, and cataloguing /storing of older scanned documents.

## **GOALS FOR 2010/2011**

- Maintain current certifications.
- Ensure that the City's fleet is maintained in proper working order.
- Maintain customer service rating above 90%.
- Promote sustainable fleet purchases by researching alternative fuels and vehicle options.
- Install fuel tank manhole access and integrity-test all three fuel tanks.

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Fleet Maintenance**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 168,101	\$ 155,833	\$ 165,885	\$ 170,091
Materials and Services	\$ 301,027	\$ 219,695	\$ 247,752	\$ 243,101
Capital Outlay	\$ -	\$ 51,342	\$ 8,000	\$ 5,600
<b>Total Expenditures</b>	<b>\$ 469,128</b>	<b>\$ 426,870</b>	<b>\$ 421,637</b>	<b>\$ 418,792</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Fleet Maintenance**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	103,294	105,173	106,648	109,951	109,951
Temporary	15,790	5,452	12,018	12,018	12,018
Overtime	918	778	1,748	1,000	1,000
FICA	9,454	8,555	9,221	9,221	9,221
WC Insurance & Tax	3,976	3,395	3,921	3,921	3,921
Pension	14,656	13,813	12,329	12,329	12,329
Insurance	19,201	18,223	20,000	21,651	21,651
Bereavement Leave	-	444	-	-	-
Vacation Buy Back	696	-	-	-	-
Comp Time Sell Back	115	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>168,101</b>	<b>155,833</b>	<b>165,885</b>	<b>170,091</b>	<b>170,091</b>
Office Supplies	285	104	225	225	225
Printing & Postage	3	-	-	-	-
Inventory Adjustment	37,997	13	-	-	-
Uniforms & Safety Equip	1,689	1,312	1,533	1,690	1,690
Medical & Other Testing	677	234	160	160	160
Fuel	141,447	105,562	125,000	120,000	120,000
Small Tools	5,464	6,016	5,300	3,400	3,400
Personal Computer/Laptop	-	969	1,000	1,017	1,017
Drop Box Hauling	-	(448)	315	315	315
Conferences & Meetings	-	-	1,000	1,000	1,000
Membership Dues	507	-	545	570	570
Publication,Rpt,Ref Matl	318	405	350	350	350
Staff Training	1,622	3,638	1,500	1,400	1,400
Staff/Dept Recognition	99	115	207	207	207
Administrative Expense	56	62	52	52	52
Advertising-Recruitment	767	-	300	300	300
Contr R & M - Fleet	16,741	34,153	20,800	23,950	23,950
R & M - Vehicles	90,653	63,501	85,000	84,000	84,000

**City of Tualatin**  
**FY 2010 - 2011**  
**Fleet Maintenance**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
R & M - Equipment	711	1,063	2,070	2,070	2,070
R & M - Computers	1,990	2,995	2,395	2,395	2,395
<b>Materials &amp; Services</b>	<b>301,027</b>	<b>219,695</b>	<b>247,752</b>	<b>243,101</b>	<b>243,101</b>
Equipment & Furnishings	-	51,342	8,000	5,600	5,600
<b>Capital Outlay</b>	<b>-</b>	<b>51,342</b>	<b>8,000</b>	<b>5,600</b>	<b>5,600</b>
<b>Fleet Maintenance</b>	<b><u>469,128</u></b>	<b><u>426,871</u></b>	<b><u>421,637</u></b>	<b><u>418,792</u></b>	<b><u>418,792</u></b>

## GENERAL FUND BUILDING MAINTENANCE

The Building Maintenance 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. The division, with a staff of 2.5, provides direct, as well as contracted, mechanical, electrical, plumbing, carpentry, painting, and custodial services for 36 city buildings, including more than 112,000 square feet, and 29 parking lots with more than 1,200 parking stalls.



## SURVEY SAYS!

**91%** of residents rated the **courtesy** of city employees as “excellent” or “good.”

### **HIGHLIGHTS OF 2009/2010**

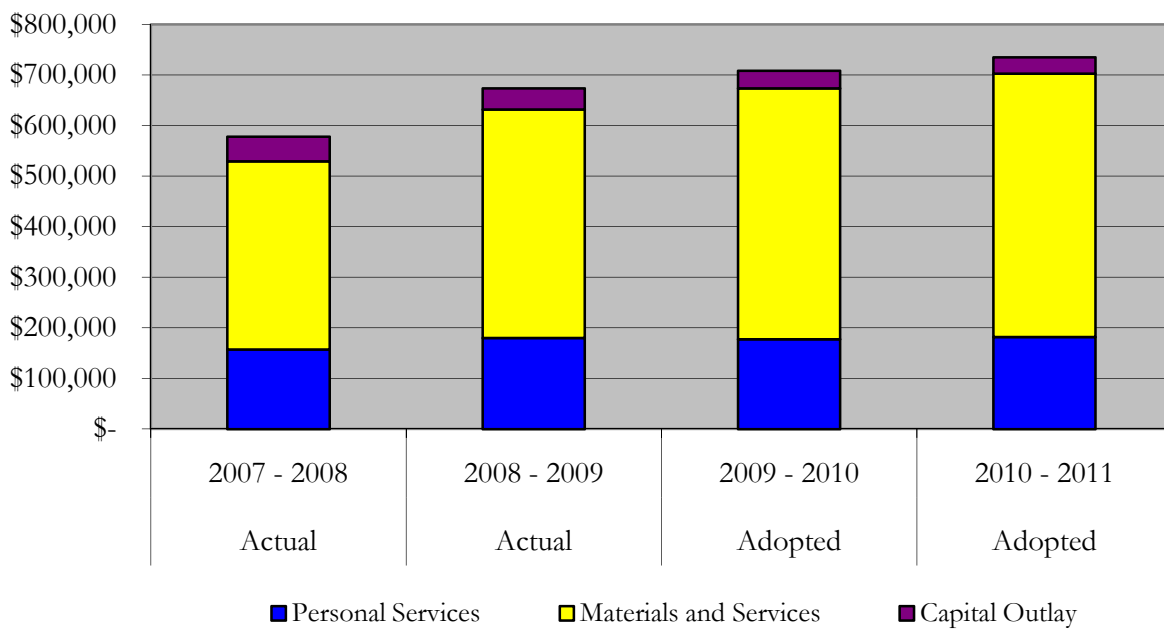
- Completed Operations Department parking lot expansion.
- Upgraded HVAC units at Police Department with Energy Trust Grant.
- Maintained a successful graffiti clean-up program.
- Finalized furnishings and equipment placement for all city work and storage areas.

### **GOALS FOR 2010/2011**

- Provide building maintenance services at a reasonable cost not to exceed 46 cents per square foot per month.
- On an average, provide response to requests for service within three working days, ensuring that work is completed in a timely manner.
- Provide high-quality service by maintaining a 95% rating from monthly survey letters.
- Using last year's energy use as a baseline, create a reporting process for monitoring usage.
- Review energy audit recommendations, determine priorities, and implement an improvement plan as budget will allow.



**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Building Maintenance**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 157,116	\$ 179,680	\$ 176,989	\$ 182,009
Materials and Services	\$ 372,086	\$ 451,524	\$ 496,162	\$ 520,294
Capital Outlay	\$ 48,478	\$ 42,143	\$ 35,100	\$ 32,520
<b>Total Expenditures</b>	<b>\$ 577,680</b>	<b>\$ 673,347</b>	<b>\$ 708,251</b>	<b>\$ 734,823</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Building Maintenance**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	105,141	109,427	110,855	114,389	114,389
Temporary	-	13,661	12,018	12,018	12,018
Overtime	1,766	1,401	2,081	1,800	1,800
FICA	8,091	9,542	9,506	9,506	9,506
WC Insurance & Tax	3,346	3,742	4,021	4,021	4,021
Pension	16,455	17,017	12,808	12,808	12,808
Insurance	22,234	23,886	25,700	27,467	27,467
Bereavement Leave	-	1,005	-	-	-
Comp Time Sell Back	83	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>157,116</b>	<b>179,680</b>	<b>176,989</b>	<b>182,009</b>	<b>182,009</b>
Office Supplies	124	34	120	120	120
Uniforms & Safety Equip	711	1,104	831	831	831
Medical & Other Testing	-	-	160	160	160
Cell Phones	1,107	1,320	1,272	1,272	1,272
Small Tools	1,788	808	2,955	2,575	2,575
Office Equip & Furniture	456	-	-	-	-
Computer Equip & Software	1,503	535	400	820	820
Personal Computer/Laptop	-	-	-	1,678	1,678
Utilities - City Center	37,138	59,906	62,628	62,451	62,451
Utilities - Council	9,120	10,270	11,250	11,772	11,772
Utilities - Operations	25,878	25,643	25,693	27,716	27,716
Utilities - Police	37,970	42,627	51,024	53,118	53,118
Utilities - Park & Rec	3,672	3,649	3,982	3,826	3,826
Utilities - Community Ctr	5,608	6,655	6,364	6,259	6,259
Utilities - Lafky House	2,908	1,671	1,810	1,963	1,963
Utilities - Senior Center	15,641	19,357	18,030	18,231	18,231
Utilities - Park Building	23,380	23,340	24,931	28,483	28,483
Utilities - Brown's Ferry	979	1,060	5,182	5,204	5,204
Utilities - Heritage Ctr	2,915	3,416	3,268	4,112	4,112

**City of Tualatin**  
**FY 2010 - 2011**  
**Building Maintenance**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Membership Dues	-	-	150	270	270
Staff Training	1,344	177	1,920	400	400
Staff/Dept Recognition	405	69	276	276	276
Administrative Expense	255	66	50	75	75
Contr R & M - Building	84,610	102,608	110,916	109,254	109,254
Non-Routine Specific Proj	6,110	-	-	9,200	9,200
Building Cleaning	77,052	115,783	129,985	132,073	132,073
Equipment Rental	-	318	500	500	500
R & M - City Center	3,786	9,175	7,100	10,100	10,100
R & M - Council	5,277	3,075	3,300	3,300	3,300
R & M - Operations	3,083	3,069	3,100	3,500	3,500
R & M - Police	4,159	4,073	3,740	4,330	4,330
R & M - Park & Rec	332	217	550	550	550
R & M - Community Ctr	1,402	365	800	800	800
R & M - Lafky House	170	1	225	225	225
R & M - Senior Center	2,270	2,929	3,000	3,000	3,000
R & M - Park Buildings	7,499	5,551	7,000	7,600	7,600
R & M - Brown's Ferry	1,085	600	1,000	1,000	1,000
R & M - Heritage Ctr	1,351	959	1,750	1,750	1,750
R & M - Equipment	999	1,096	500	1,000	1,000
R & M - Computers	-	-	400	500	500
<b>Materials &amp; Services</b>	<b>372,086</b>	<b>451,524</b>	<b>496,162</b>	<b>520,294</b>	<b>520,294</b>
Equipment & Furnishings	500	-	19,500	22,520	22,520
R & M - Major Projects	47,978	42,143	15,600	10,000	10,000
<b>Capital Outlay</b>	<b>48,478</b>	<b>42,143</b>	<b>35,100</b>	<b>32,520</b>	<b>32,520</b>
<b>Building</b>	<b><u>577,680</u></b>	<b><u>673,348</u></b>	<b><u>708,251</u></b>	<b><u>734,823</u></b>	<b><u>734,823</u></b>

## GENERAL FUND PARKS MAINTENANCE

The Parks Maintenance Division is responsible for the city's 319 acres of land in parks, greenways, and natural areas, as well as for public spaces and landscaping around public buildings, core area parking lots, and in rights-of-way. Of the 319 acres, approximately 165 acres are developed, with one community park, four neighborhood parks, two natural parks, and one man-made lake with an interactive play fountain.

The Parks Maintenance Division plants street trees within new subdivisions and as part of the Tree for a Fee Program. Street tree pruning for vehicular and pedestrian traffic is done on a three-year cycle. The division also maintains the Art Walk and the Ki-a-kuts pedestrian bridge, grounds around public buildings, developed greenways, wetlands, undeveloped natural areas, landscaping at Interstate 5 exit 289, and reverse frontage throughout the city and provides vegetation management at 65 water quality facilities. The division works with the Street/Sewer/Storm Division of Operations to complete the City's Sidewalk and Street Tree Program sidewalk evaluations.

### SURVEY SAYS!

95% of residents  
rated Tualatin's **city  
parks** as "excellent"  
or "good."



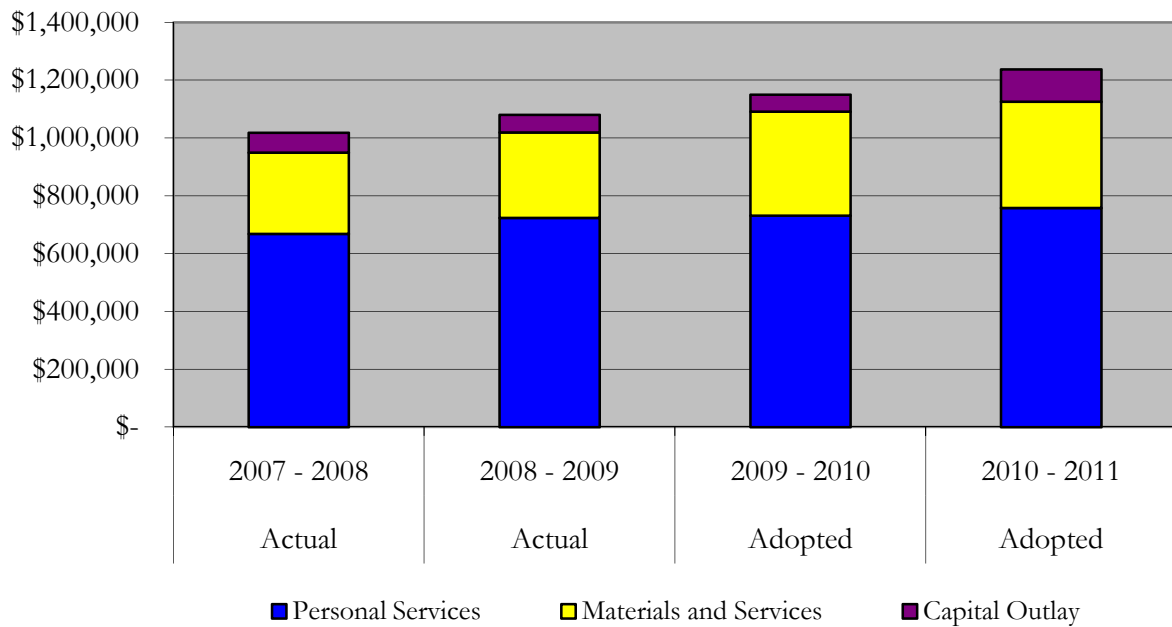
## **HIGHLIGHTS OF 2009/2010**

- Converted 100% of holiday lights from incandescent to Light-Emitting Diode (LED) lights.
- Completed the Interstate 5 Landscape Project.
- Re-surfaced basketball courts at Ibach and Lafky parks.
- Repaired the tile surfacing at the Commons fountain and installed a new center stainless steel grate.
- Turf renovation completed at Atfalati, Jurgens, and Ibach parks by aerating, verti-drain, topdressing with 180 cubic yards of sand, slice-seeding 1,400 pounds of seed, and fertilizing.
- Renovated the baseball infield at Community Park, in coordination with the local softball organization.
- Began using a natural byproduct from Clean Water Services in the City's turf fertilizer (Ostara).
- Pruned 1/3 of the city street trees.

## **GOALS FOR 2010/2011**

- Prune 1/3 of city street trees for vehicular and pedestrian clearance.
- Perform weekly playground inspections at all city park sites.
- Provide high-quality service, with a rating of 90% from monthly survey responses.
- Maintain water clarity at the Lake of the Commons through monthly testing.
- Maintain safe water quality at the play fountain at the Commons through daily monitoring of chlorine levels during its seasonal operation.
- Maintain existing Reverse Frontage Program.
- Maintain newly-installed landscape at the Interstate 5 project.

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Parks Maintenance**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 668,175	\$ 723,525	\$ 731,376	\$ 757,025
Materials and Services	\$ 280,995	\$ 294,714	\$ 359,360	\$ 368,480
Capital Outlay	\$ 68,212	\$ 60,865	\$ 58,500	\$ 111,300
<b>Total Expenditures</b>	<b>\$ 1,017,382</b>	<b>\$ 1,079,104</b>	<b>\$ 1,149,236</b>	<b>\$ 1,236,805</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Parks Maintenance**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	343,494	355,828	359,647	374,347	374,346
Part Time	32,740	34,444	92,609	92,609	92,609
Temporary	80,654	94,712	48,072	48,072	48,072
Overtime	9,514	13,624	12,028	12,028	12,028
Standby	-	-	-	3,600	3,600
FICA	35,096	37,944	38,803	38,803	38,803
WC Insurance & Tax	15,509	15,711	17,284	17,284	17,284
Pension	62,889	67,171	57,333	57,333	57,333
Insurance	86,525	100,593	105,600	112,950	112,950
Job Injury Time	37	1,141	-	-	-
Sick Leave Bonus	-	370	-	-	-
Vacation Buy Back	1,718	1,987	-	-	-
<b>Salaries &amp; Benefits</b>	<b>668,175</b>	<b>723,525</b>	<b>731,376</b>	<b>757,026</b>	<b>757,025</b>
Office Supplies	100	-	100	100	100
Botanical & Chem Supplies	21,592	16,212	21,600	20,200	20,200
Street Trees	5,137	2,851	4,670	3,090	3,090
Uniforms & Safety Equip	4,131	2,233	3,920	3,800	3,800
Medical & Other Testing	2,674	926	2,250	2,250	2,250
Cell Phones	274	360	400	400	400
Pagers	43	-	-	-	-
Small Tools	3,934	3,606	7,140	5,140	5,140
Computer Equip & Software	-	-	200	200	200
Personal Computer/Laptop	-	977	-	-	-
Consultants	2,120	2,800	3,100	2,570	2,570
Utilities - City Parks	45,676	56,639	61,900	63,400	63,400
Conferences & Meetings	470	-	1,000	1,000	1,000
Membership Dues	230	155	450	450	450
Staff Training	1,494	2,160	2,900	2,900	2,900
Staff/Dept Recognition	287	450	950	950	950



**City of Tualatin**  
**FY 2010 - 2011**  
**Parks Maintenance**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Administrative Expense	395	143	100	100	100
Advertising-Recruitment	805	-	500	-	-
Grounds & Landscaping	150,867	166,696	203,230	220,680	220,680
Equipment Rental	2,755	3,050	3,850	3,150	3,150
R & M - Equipment	38,009	35,457	41,100	38,100	38,100
<b>Materials &amp; Services</b>	<b>280,995</b>	<b>294,714</b>	<b>359,360</b>	<b>368,480</b>	<b>368,480</b>
Equipment & Furnishings	24,300	37,015	45,500	111,300	111,300
R & M - Major Projects	43,912	23,850	13,000	-	-
<b>Capital Outlay</b>	<b>68,212</b>	<b>60,865</b>	<b>58,500</b>	<b>111,300</b>	<b>111,300</b>
<b>Parks Maintenance</b>	<b><u>1,017,383</u></b>	<b><u>1,079,105</u></b>	<b><u>1,149,236</u></b>	<b><u>1,236,806</u></b>	<b><u>1,236,805</u></b>

## **GENERAL FUND COMMUNITY SERVICES: ADMINISTRATION**

The mission of the Community Services Department is to help make Tualatin a great place to live, work, and play through people, facilities, programs, and the natural environment. The Administration Division of Community Services provides leadership and directs departmental functions for the library; recreation services and youth development program; park and recreation facility scheduling, rentals, special event permits, and public use of park lands; park planning and development; public arts; older adult services; historic, cultural, and environmental programming; and urban forestry policy and education. This division also provides leadership to support the Juanita Pohl Center Steering Committee and the Tualatin Heritage Center Steering Committee.



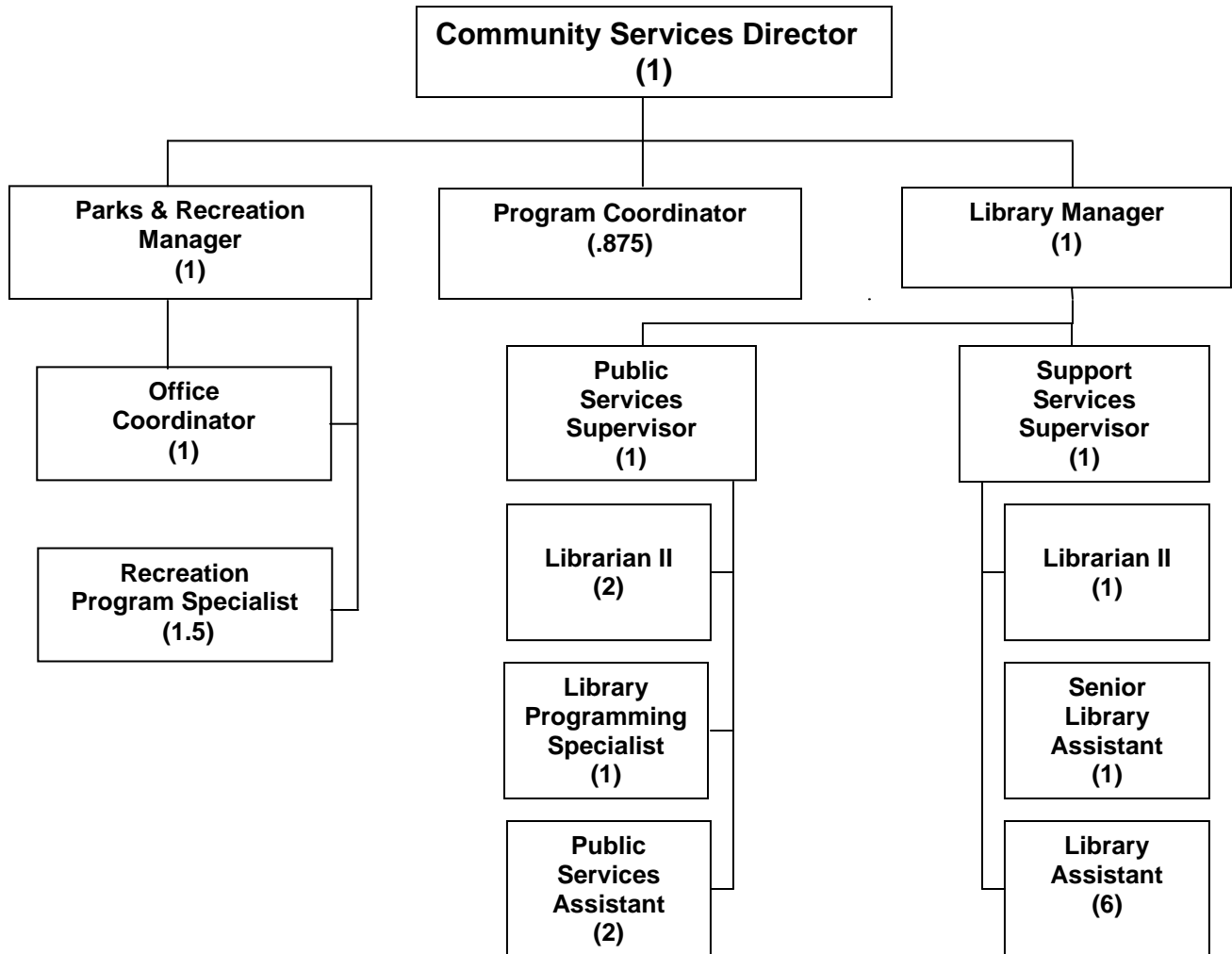
## **HIGHLIGHTS OF 2009/2010**

- Participated in local planning initiatives (such as Urban Rural Reserves, Urban Renewal, and the Southwest Concept Plan) to incorporate parks, recreation, trails, and library facilities. (Council Goal 2)
- Supervised delivery of the Lower Tualatin Pump Station park related improvements in Tualatin Community Park. (Council Goal 4)
- Participated in the regional parks and recreation system and The Intertwine Alliance. (Council Goal 1)
- Participated in the regionally significant Tonquin Trail Master Plan project. (Council Goal 1)
- Acquired 3.44 acres of riverfront property in the Tualatin River Greenway, adjacent to Jurgens Park. (Council Goal 5)
- Obtained Community Development Block Grant (CDBG) funding of \$375,000 for an addition and renovation of the Juanita Pohl Center. (Council Goal 4)

## **GOALS FOR 2010/2011**

- Complete an addition and renovation of the Juanita Pohl Center. (Council Goal 4)
- Assist in completion of the Tualatin-Sherwood Road Gateway Feature and Monument Sign project. (Council Goal 2)
- Participate in local planning initiatives to incorporate parks, recreation and library facilities. (Council Goal 2)
- Supervise the delivery of Lower Tualatin Pump Station park related improvements in Tualatin Community Park. (Council Goal 4)
- Participate in the regional parks and recreation system and The Intertwine Alliance. (Council Goal 1)
- Participate in the regionally significant Tonquin Trail Master Plan project. (Council Goal 1)

# Community Services



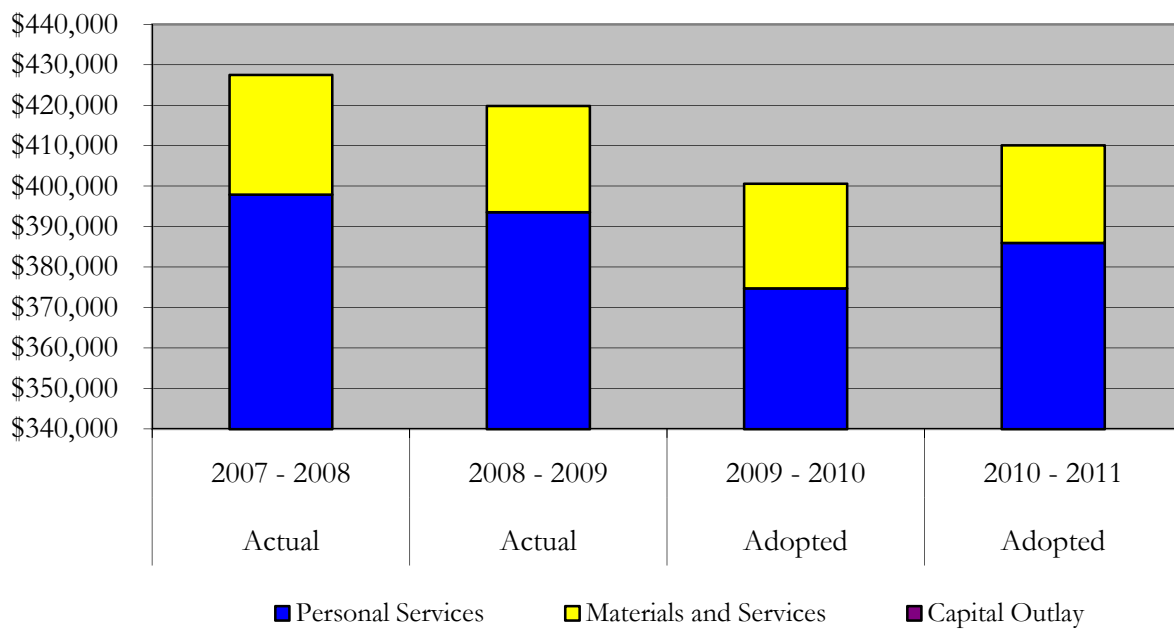
**FTE 21.375**

**Note:**

1. 1.0 FTE Volunteer Specialist funded by Community Services, reports to Administration.

**Not shown:** All temporary positions and relationships with the Pohl (Senior) Center and Heritage Center.

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Community Services Administration**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 397,879	\$ 393,577	\$ 374,719	\$ 385,961
Materials and Services	\$ 29,625	\$ 26,246	\$ 25,910	\$ 24,140
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 427,504</b>	<b>\$ 419,823</b>	<b>\$ 400,629</b>	<b>\$ 410,101</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Community Services Administration**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full time	201,274	177,437	209,221	216,715	216,716
Part Time	64,436	83,357	52,234	52,234	52,234
Temporary	-	2,143	-	-	-
Overtime	9,833	7,292	2,060	2,060	2,060
FICA	20,597	21,016	20,139	20,139	20,139
WC Insurance & Tax	1,311	753	473	473	473
Pension	41,664	37,835	31,282	31,282	31,282
Insurance	53,444	54,835	59,310	63,057	63,057
Bereavement Leave	-	1,879	-	-	-
Sick Leave	-	4,583	-	-	-
Vacation Buy Back	3,938	1,857	-	-	-
Fitness Program	-	99	-	-	-
Comp Time Sell Back	1,382	491	-	-	-
<b>Salaries &amp; Benefits</b>	<b>397,879</b>	<b>393,577</b>	<b>374,719</b>	<b>385,960</b>	<b>385,961</b>
Office Supplies	1,436	1,282	1,300	1,300	1,300
Printing & Postage	8,113	5,000	5,000	3,200	3,200
Photographic Supplies	325	-	400	400	400
Uniforms & Safety Equip	-	-	200	200	200
Medical & Other Testing	130	206	100	100	100
Cell Phones	1,116	1,072	960	1,320	1,320
Fax	707	447	800	-	-
Network/Online	60	80	-	-	-
Office Equip & Furniture	1,377	578	-	-	-
Computer Equip & Software	-	1,085	1,000	1,000	1,000
Personal Computer/Laptop	2,439	1,047	2,600	1,020	1,020
Volunteer Program	2,488	-	-	-	-
Consultants	-	1,000	1,000	1,000	1,000
Conferences & Meetings	4,511	2,707	2,700	3,000	3,000
Membership Dues	555	490	640	640	640

**City of Tualatin**  
**FY 2010 - 2011**  
**Community Services Administration**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Publication,Rpt,Ref Matl	143	122	210	210	210
Staff Training	473	388	1,000	700	700
Administrative Expense	2,533	1,271	1,500	1,750	1,750
Advertising-Recruitment	-	429	-	-	-
Advertising-Promotional	292	5,673	3,000	3,000	3,000
Equipment Rental	2,929	3,369	3,400	2,640	2,640
R & M - Equipment	-	-	100	2,660	2,660
<b>Materials &amp; Services</b>	<b>29,625</b>	<b>26,246</b>	<b>25,910</b>	<b>24,140</b>	<b>24,140</b>
<b>Comm Service Administration</b>	<u><u>427,504</u></u>	<u><u>419,823</u></u>	<u><u>400,629</u></u>	<u><u>410,100</u></u>	<u><u>410,101</u></u>



## **GENERAL FUND COMMUNITY SERVICES: LIBRARY**

The mission of the Tualatin Public Library is “to provide citizens with open access to the widest range of materials and services which fulfill their informational, educational, and recreational needs for living in today’s world.”

Tualatin Public Library loans books, music, and videos; presents programs for all age groups; fields reference questions from the public; and provides free computer access. The City is a member of Washington County Cooperative Library Services (WCCLS) and receives partial funding through its local operating levy.

The Tualatin Library Advisory Committee provides advice on Library-related matters. Library staff work closely with the Friends of the Tualatin Library, an active group that donates 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 2009/2010

- The Library has seen tremendous growth in recent years. Over 680,000 books, videos, compact discs and magazines were checked-out last year, a 32% increase. (Council Goal 4)
- Volunteers assist the library in checking in and shelving books, assisting at storytimes, pulling items on reserve, and preparing new materials to be added to the library. This year, volunteers contributed 8,800 hours; the equivalent of 4.25 FTE. (Council Goal 4)
- Welcomed 4,000 new users to the library and now over 20,000 people have library cards from the Tualatin Public Library. (Council Goal 4)
- Library staff provided 630 programs for children, teens, adults, older adults, and families, including storytimes, summer reading, book clubs, lectures, craft programs, and teen Wii. (Council Goal 4)
- Obtained a federal Library Services and Technology Grant (LSTA) to improve and expand library volunteer opportunities. (Council Goal 8)
- Partnered with WCCLS to complete a county-wide strategic plan for future library services. (Council Goal 3)
- Placed a measure on the May 2010 ballot to determine if the Clackamas County area of Tualatin should annex into the Library District of Clackamas County. (Council Goal 3)
- Stabilized operations and managed growth through new efficiencies, a strong focus on self-service, and an increased reliance on volunteers. (Council Goal 4)

## SURVEY SAYS!!

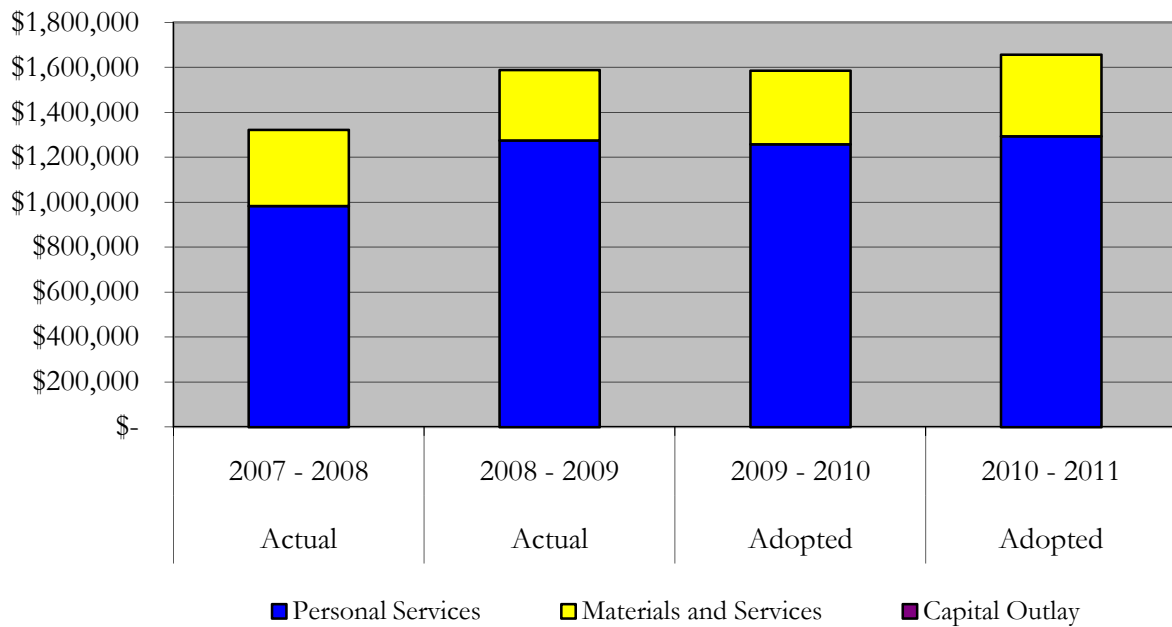
**91%** of residents rated Tualatin's **library services** as "excellent" or "good."

## GOALS FOR 2010/2011

- To manage the Tualatin Library in a manner that creates an inviting community center, where learning, discovery, and interaction flourish, while expressing a welcoming civic identity and embracing Tualatin's values and future. (Council Goal 4)
- To maintain high circulation of an expanded collection of books, music and videos for families and people of all ages by providing a wide diversity and quantity of programming and through effective use of library space, materials, and staff expertise. (Council Goal 8)
- To actively promote the Library as a social gathering place, including the exploration of new services including coffee service in the lobby. (Council Goal 4)
- To continue to foster community support through close coordination with the Tualatin Library Advisory Committee, the Friends of the Tualatin Library, Tualatin Library Foundation, and library volunteers. (Council Goal 8)
- To partner with WCCLS to address county-wide library growth, possible efficiencies, and funding. (Council Goal 2)



**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Library**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 982,092	\$ 1,273,839	\$ 1,257,159	\$ 1,292,824
Materials and Services	\$ 338,661	\$ 313,361	\$ 327,560	\$ 363,195
Capital Outlay	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 1,320,753</b>	<b>\$ 1,587,200</b>	<b>\$ 1,584,719</b>	<b>\$ 1,656,019</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Library**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full time	589,859	661,873	775,165	773,478	773,478
Part Time	59,012	128,702	42,464	42,464	42,464
Temporary	64,449	90,068	80,290	113,585	113,585
Overtime	4,599	5,810	3,540	1,200	1,200
FICA	54,765	68,128	68,610	69,185	69,185
WC Insurance & Tax	2,095	2,441	1,600	1,550	1,550
Pension	100,427	131,956	97,960	95,100	95,100
Insurance	105,140	175,757	190,210	196,262	196,262
Job Injury Time	229	52	-	-	-
Bereavement Leave	761	1,153	-	-	-
Sick Leave	-	2,847	-	-	-
Vacation Buy Back	451	5,039	-	-	-
Fitness Program	62	-	-	-	-
Comp Time Sell Back	241	13	-	-	-
<b>Salaries &amp; Benefits</b>	<b>982,092</b>	<b>1,273,839</b>	<b>1,259,839</b>	<b>1,292,824</b>	<b>1,292,824</b>
Office Supplies	4,725	8,425	10,600	8,600	8,600
Printing & Postage	4,252	13,804	14,200	14,200	14,200
Donations	8,554	1,178	1,000	1,000	1,000
Collection Development	206,141	242,899	240,000	252,000	252,000
Young Adult Materials	-	76	-	-	-
Other Material Expenses	(774)	(848)	-	-	-
Uniforms & Safety Equip	102	-	100	100	100
Medical & Other Testing	620	1,019	660	660	660
Cell Phones	-	817	700	700	700
Fax	315	340	-	-	-
Network/Online	66,130	979	2,000	2,000	2,000
Office Equip & Furniture	698	799	800	5,300	5,300
Computer Equip & Software	2,789	2,688	1,000	8,890	8,890
Personal Computer/Laptop	6,734	1,034	9,000	13,515	13,515

# City of Tualatin

FY 2010 - 2011

## Library

### Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Special Programs	16,388	25,014	24,000	24,000	24,000
Consultants	-	-	600	5,600	5,600
Conferences & Meetings	3,805	1,743	5,940	4,630	4,630
Membership Dues	435	485	740	870	870
Staff Training	2,776	2,298	3,400	2,150	2,150
Administrative Expense	3,817	1,597	1,360	1,920	1,920
Advertising-Recruitment	4,132	-	1,000	-	-
Advertising-Promotional	384	805	2,000	2,000	2,000
Equipment Rental	2,731	5,404	5,560	5,560	5,560
R & M - Equipment	3,907	2,804	5,300	9,500	9,500
<b>Materials &amp; Services</b>	<b>338,661</b>	<b>313,361</b>	<b>329,960</b>	<b>363,195</b>	<b>363,195</b>
<b>Library</b>	<b><u>1,320,753</u></b>	<b><u>1,587,200</u></b>	<b><u>1,589,799</u></b>	<b><u>1,656,019</u></b>	<b><u>1,656,019</u></b>

## **GENERAL FUND COMMUNITY SERVICES: RECREATION**

The Recreation Division coordinates recreation and youth development activities and special events for people of all ages. It manages the City's public art collection and programs, and manages sports fields, picnic shelters, and building reservations and use. The Division also permits special events held in parks and the Tualatin Commons, and provides leadership to support the Tualatin Parks Advisory Committee (TPARK), Tualatin Arts Advisory Committee (TAAC), and Tualatin's Youth Advisory Committee (YAC).

Wellness, recreational, social, and nutritional programs for older adults are provided at the Juanita Pohl Center through a partnership with Loaves and Fishes, Inc. Historical, cultural and environmental programs are provided at the Tualatin Heritage Center through a partnership with the Tualatin Historical Society.





## HIGHLIGHTS OF 2009/2010

- The community regularly enjoyed the use of Tualatin's beautiful parks as evidenced by 2,365 reservations made for picnic shelters, sports fields and community centers.
- Tualatin's teenagers actively participated in fun and enriching recreation and youth development programs. Over 2,725 teens participated in programs, which translates into almost 11,000 hours of not sitting on the couch.
- Tualatin's special events continue to build community through leisure activities. 13,000 people attended special events including Concerts on the Commons, Movies on the Commons, Spring Fling, ArtSplash, the West Coast Giant Pumpkin Regatta, and Starry Nights and Holiday Lights.
- Supported the Tualatin Historical Society in its operation of the Tualatin Heritage Center where cultural and historical programs enriched the community as 6,000 people attended events at the Tualatin Heritage Center.
- Increased recreational and cultural programming by offering 135 new programs for people of all ages.
- Supported older adult programs through work with steering committees, program offerings, and making facilities available for use.
- In partnership, the City and Loaves & Fishes strive to provide nutritional and social support for older adults. Approximately 15,000 meals were served and over 1,000 adults recreated at the Juanita Pohl Center in 2009.





## HIGHLIGHTS OF 2009/2010 (CONTINUED)

- The City of Tualatin was named a Tree City USA for the 23rd year and awarded its 12th Tree City USA Growth Award for excellence in urban forestry practices.
- The 6th Annual West Coast Giant Pumpkin Regatta was named 2009 Best Festival or Event by the Oregon Festival and Events Association.
- A special tree was added to the Heritage Tree roster for the first time in 11 years.
- The International Walk + Bike to School Day event saw 700 Tualatin youth walking or biking to school on October 7, 2009.
- The City received a \$2,000 grant from the Cultural Coalition of Washington County to sustain and broaden the Student Visual Chronicle program.
- The City added 6 art pieces to the Visual Chronicle, a program designed to tell Tualatin's story through artistic media.
- Produced and delivered three high quality GetOut! Guide brochures.

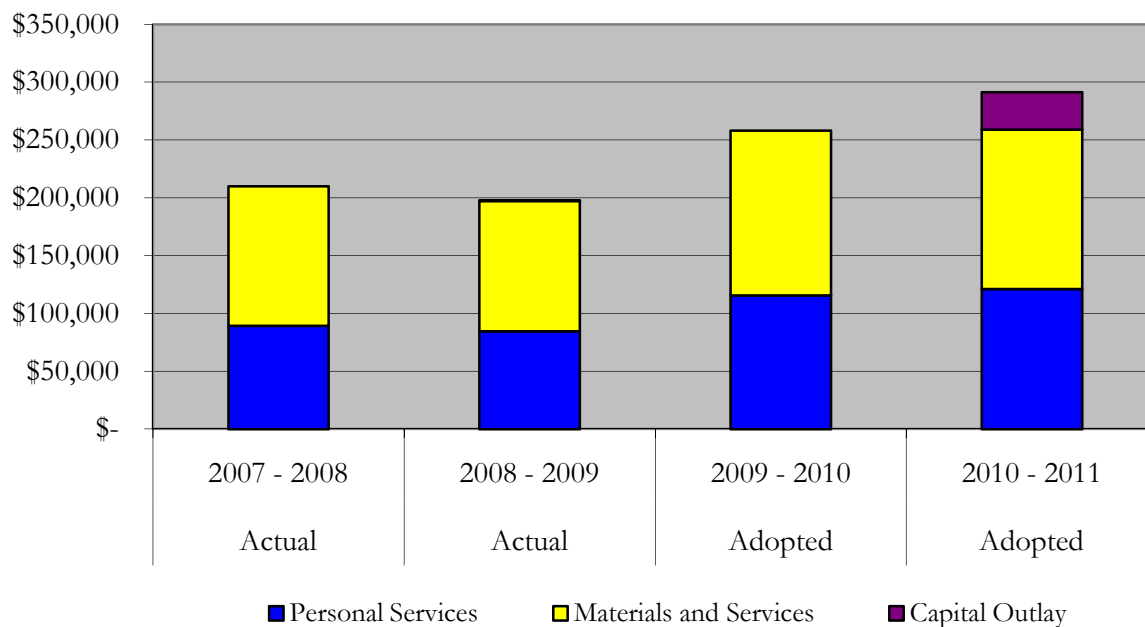


## GOALS FOR 2010/2011

- Expand use of park and recreation facilities and the community recreation program by people of all ages through the delivery of high-quality programs and effective marketing. (Council Goal 4)
- Increase visible art in Tualatin by adding art to the Visual Chronicle, exhibiting art at the ArtSplash Art Show and Sale, conducting the Concerts on the Commons music series, and participating in the Tualatin-Sherwood Road Gateway Feature and Monument Sign project. (Council Goal 4)
- Explore implementation of a Percent for Art Program to expand public art throughout the community. (Council Goal 4)
- Continue to foster and support active involvement of older adults in wellness and other programs through the Juanita Pohl Center in partnership with Loaves and Fishes, Inc. (Council Goal 4)
- Foster and support historical, cultural, and environmental programs at the Tualatin Heritage Center and Library in partnership with the Tualatin Historical Society. (Council Goal 4)
- Implement on-line registration for recreation and library programs. (Council Goal 4)
- Support and facilitate community-driven special events, such as fun runs and a farmer's market, in a positive and supportive manner. (Council Goal 4)



**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Recreation**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 89,152	\$ 84,415	\$ 115,587	\$ 121,148
Materials and Services	\$ 120,677	\$ 112,685	\$ 142,420	\$ 137,555
Capital Outlay	\$ -	\$ 565	\$ -	\$ 32,500
<b>Total Expenditures</b>	<b>\$ 209,829</b>	<b>\$ 197,665</b>	<b>\$ 258,007</b>	<b>\$ 291,203</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Recreation**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full time	41,617	42,071	43,984	46,336	46,337
Part Time	-	-	-	20,785	20,785
Temporary	24,958	26,293	50,853	23,120	23,120
Overtime	3,004	542	990	1,100	1,100
FICA	5,316	5,367	7,263	7,263	7,263
WC Insurance & Tax	1,962	786	1,217	1,217	1,217
Pension	6,683	2,807	5,560	6,900	6,900
Insurance	5,134	4,690	5,720	14,426	14,426
Bereavement Leave	479	-	-	-	-
Vacation Buy Back	-	1,012	-	-	-
Comp Time Sell Back	-	846	-	-	-
<b>Salaries &amp; Benefits</b>	<b>89,152</b>	<b>84,415</b>	<b>115,587</b>	<b>121,147</b>	<b>121,148</b>
Printing & Postage	512	1,126	880	880	880
Uniforms & Safety Equip	-	-	-	100	100
Medical & Other Testing	282	302	390	540	540
Computer Equip & Software	-	-	-	300	300
Personal Computer/Laptop	-	958	-	1,020	1,020
Donations-Outside Agency	23,504	19,997	23,380	18,880	18,880
Loaves & Fishes	10,585	10,600	10,610	10,625	10,625
Youth Development	49,877	42,939	44,560	44,560	44,560
Concerts on The Commons	19,835	17,640	22,500	20,500	20,500
CDBG Youth Program	43	435	-	-	-
Arts Program	8,959	8,313	11,000	9,000	9,000
Special Programs	4,526	4,853	4,900	4,900	4,900
Recreation Program Expend	-	-	22,000	20,000	20,000
Conferences & Meetings	554	185	2,000	2,000	2,000
Staff Training	-	118	200	1,420	1,420
Administrative Expense	-	-	-	150	150
Advertising-Promotional	-	3,218	-	680	680

**City of Tualatin**  
**FY 2010 - 2011**  
**Recreation**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Equipment Rental	2,000	2,000	2,000	2,000	2,000
<b>Materials &amp; Services</b>	<b>120,677</b>	<b>112,685</b>	<b>144,420</b>	<b>137,555</b>	<b>137,555</b>
Equipment & Furnishings	-	565	-	32,500	32,500
<b>Capital Outlay</b>	<b>-</b>	<b>565</b>	<b>-</b>	<b>32,500</b>	<b>32,500</b>
<b>Recreation</b>	<u><u>209,829</u></u>	<u><u>197,665</u></u>	<u><u>260,007</u></u>	<u><u>291,202</u></u>	<u><u>291,203</u></u>

## **GENERAL FUND: NON-DEPARTMENTAL**

The Non-Departmental division of the General Fund covers costs that are of general citywide application and includes obligated contract payments such as the TriMet employee tax and insurance payments (workers compensation) as well as costs for communication and information exchange. The Non-Departmental division includes funds for city membership in state and national organizations and payments to outside agencies such as the Chamber of Commerce to support the Crawfish Festival. The Non-Departmental division also includes the contingency fund as well as reserved and un-appropriated funds.



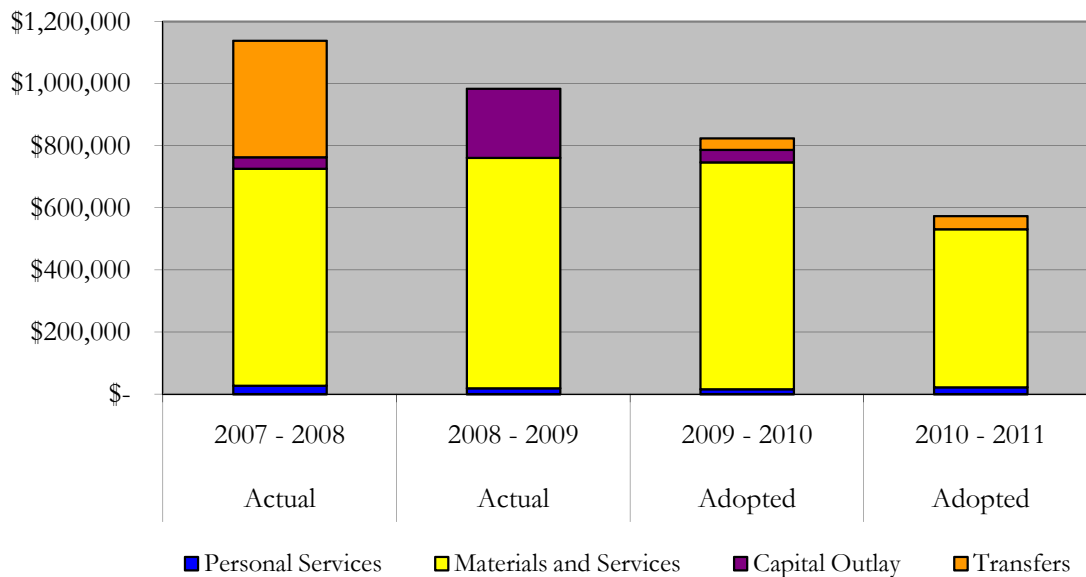
### **HIGHLIGHTS OF 2009/2010**

- Successfully upgraded the city software systems to Office 2007.
- Provided support to the Crawfish Festival and other non-profit organizations.
- Successfully implemented a resident satisfaction survey.

### **GOALS FOR 2010/2011**

- Support Tualatin's presence in regional organizations allowing the City to take part in decisions that affect the community, while also resulting in a cost savings to the City.
- Develop and implement a public information program for the WES Quiet Zone.
- Provide enhanced public information through various forums such as the newsletter and website.
- Ensure operations of citywide communication systems.
- Continue to support the Crawfish Festival and other outside agencies.

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**General Fund - Non-Departmental**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 27,093	\$ 18,778	\$ 16,305	\$ 21,944
Materials and Services	\$ 699,384	\$ 742,872	\$ 730,829	\$ 509,623
Capital Outlay	\$ 37,265	\$ 222,616	\$ 40,500	\$ -
Transfers	\$ 375,000	\$ -	\$ 37,270	\$ 42,270
Contingencies & Reserves	\$ -	\$ -	\$ 3,657,711	\$ 4,938,913
<b>Total Expenditures</b>	<b>\$ 1,138,742</b>	<b>\$ 984,266</b>	<b>\$ 4,482,615</b>	<b>\$ 5,512,750</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.



**City of Tualatin**  
**FY 2010 - 2011**  
**Non-Departmental**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Unemployment	27,093	18,129	15,000	20,639	20,639
Social Security Admin	-	99	-	-	-
Other Benefit Costs	-	550	1,305	1,305	1,305
<b>Salaries &amp; Benefits</b>	<b>27,093</b>	<b>18,778</b>	<b>16,305</b>	<b>21,944</b>	<b>21,944</b>
Office Supplies	6,583	7,946	3,000	5,200	5,200
Printing & Postage	3,784	(3,193)	2,000	2,000	2,000
Telephone Service	56,125	50,183	24,730	36,500	36,500
Dedicated Lines	2,078	153	-	-	-
Fax	567	350	600	-	-
Network/Online	48,617	52,564	57,000	-	-
Computer Equip & Software	6,244	9,778	43,414	-	-
Chamber	6,500	5,000	5,000	5,000	5,000
Donations-Outside Agency	30,000	15,000	15,000	15,000	15,000
Volunteer Programs	-	4,224	6,850	8,100	8,100
Consultants	9,398	23,703	10,000	10,000	10,000
Insurance	166,569	166,716	180,000	170,000	170,000
Tri-Met Employee Tax	54,423	60,204	60,000	60,000	60,000
Insurance Deductible	7,872	7,676	2,000	8,000	8,000
Membership Dues	26,109	41,887	40,557	45,250	45,250
Staff/Dept Recognition	4,585	10,964	5,000	6,000	6,000
Administrative Expense	957	2,207	500	500	500
Advertising-Informational	1,013	238	10,000	20,000	20,000
City Newsletter	64,577	66,401	60,000	60,000	60,000
Advertising-Promotional	326	1,056	2,000	2,000	2,000
Merchant Discount Fees	-	1,096	5,000	6,500	6,500
Equipment Rental	16,544	31,591	29,020	4,091	4,091
Seneca Building Lease	-	45,542	43,958	45,282	45,282
R & M - Equipment	1,487	-	200	200	200

**City of Tualatin**  
**FY 2010 - 2011**  
**Non-Departmental**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
R & M - Computers	185,026	141,588	125,000	-	-
<b>Materials &amp; Services</b>	<b>699,384</b>	<b>742,872</b>	<b>730,829</b>	<b>509,623</b>	<b>509,623</b>
Transfer - City Center	150,000	-	-	-	-
Transfer - Library Improv	225,000	-	-	-	-
Transfer - Park Devel	-	-	10,000	15,000	15,000
Transfer - Infrastructure	-	-	27,270	27,270	27,270
<b>Transfers &amp; Reimbursements</b>	<b>375,000</b>	<b>-</b>	<b>37,270</b>	<b>42,270</b>	<b>42,270</b>
Equipment & Furnishings	37,265	221,551	10,500	-	-
Land Improvements	-	1,065	30,000	-	-
<b>Capital Outlay</b>	<b>37,265</b>	<b>222,616</b>	<b>40,500</b>	<b>-</b>	<b>-</b>
Contingency	-	-	387,675	2,354,102	2,354,102
General Acct Reserves	-	-	500,000	860,000	860,000
Future Years Reserves	-	-	1,655,100	-	-
Unappropriated	-	-	1,088,836	1,724,811	1,724,811
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>3,631,611</b>	<b>4,938,913</b>	<b>4,938,913</b>
<b>Non-Departmental</b>	<b><u>1,138,743</u></b>	<b><u>984,266</u></b>	<b><u>4,456,515</u></b>	<b><u>5,512,750</u></b>	<b><u>5,512,750</u></b>



# Special Revenue Funds

Summary

Building

Operations

Road Utility Fee

Road Gas Tax

Core Area Parking District

Science & Technology

911 Emergency

Communication

Road Development

Transportation

Development Tax

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget - Special Revenue Funds**

	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Adopted FY 10-11
<u>Resources</u>				
Licenses and Permits	533,464	335,882	404,200	293,200
Intergovernmental Revenue	1,226,417	1,104,068	1,140,403	1,390,000
Fees & Charges	2,340,491	1,432,248	1,333,706	1,067,006
Charges for Service	323,040	322,308	491,590	760,010
Interest	390,933	199,824	92,676	30,376
Transfers	3,217,159	3,543,807	3,246,411	2,378,952
Other Revenue	39,043	13,432	399,841	405,090
Total Current Resources	8,070,547	6,951,569	7,108,827	6,324,634
Beginning Fund Balance	7,215,061	8,201,598	5,556,759	3,912,482
Total Resources	15,285,608	15,153,167	12,665,586	10,237,116
<u>Requirements</u>				
Personal Services	2,878,955	3,017,973	3,188,543	1,766,652
Materials and Services	3,319,060	3,587,086	2,919,543	2,566,262
Transfers	348,526	239,017	1,352,571	1,628,833
Capital Outlay	537,469	1,993,952	1,382,180	406,535
Contingencies & Reserves	8,201,598	6,315,139	3,822,749	3,868,834
Total Requirements	15,285,608	15,153,167	12,665,586	10,237,116



## **SPECIAL REVENUE FUNDS: BUILDING**

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



## **HIGHLIGHTS OF 2009/2010**

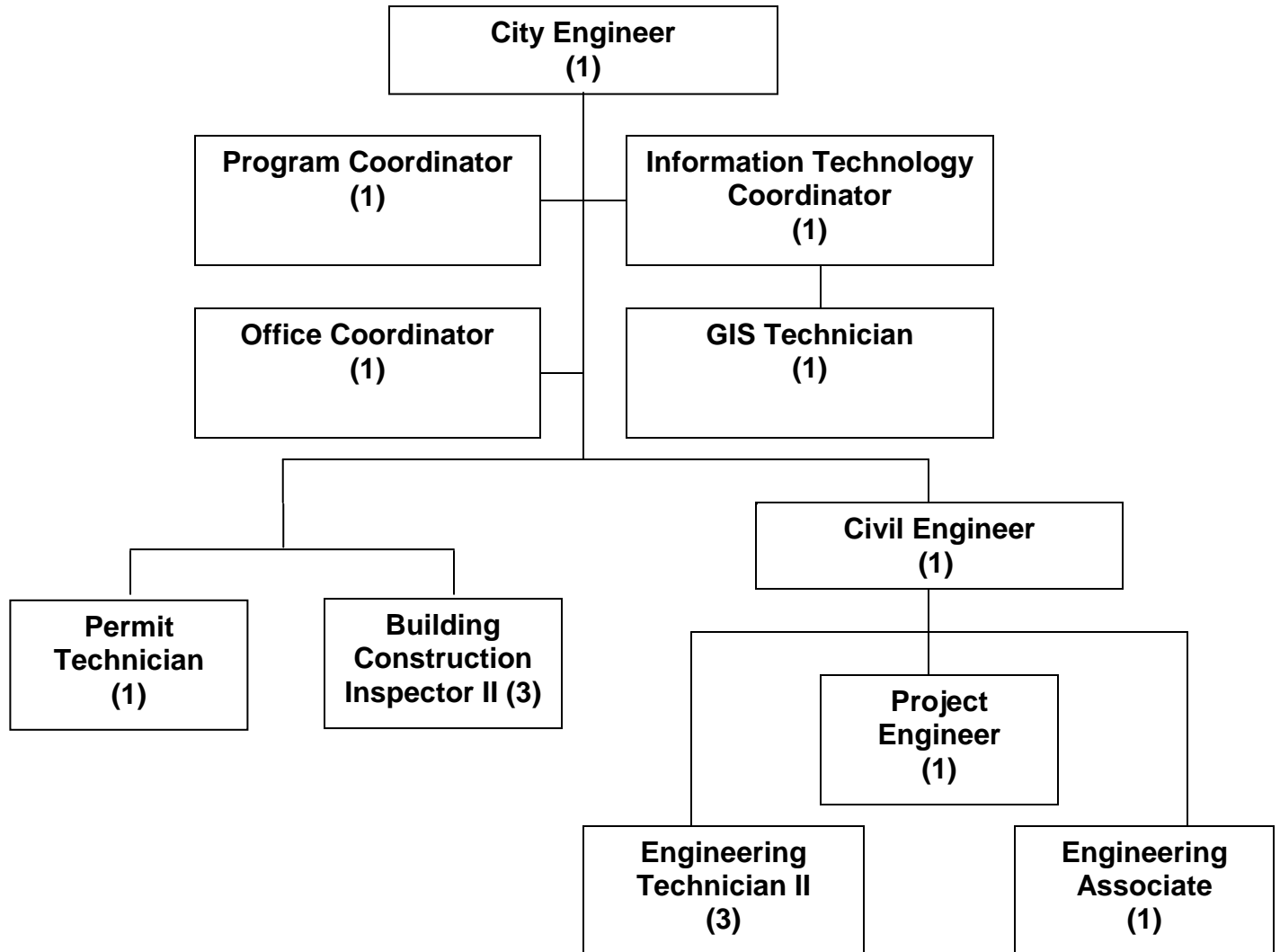
In calendar year 2009 the Building Division:

- Issued 1,202 building permits with a construction value of \$17,480,747.
- Performed 4,120 inspections.
- Performed 147 inspections for the City of Durham.
- Responded to all permit inspection inquiries within 24 hours of request.
- Reviewed and updated the Municipal Code with the Legal Department.

## **GOALS FOR 2010/2011**

- Perform building permit inspections within 24 hours of receiving the request.
- Improve technology to better serve the public and improve management of development processes by improving software functionality and enhanced record keeping to better track permits and follow-up.
- Document, streamline and communicate permit processes more clearly.

# Engineering & Building



Total FTE's 15

**City of Tualatin**  
**FY 2010 - 2011**  
**Building Fund**  
**Revenue**

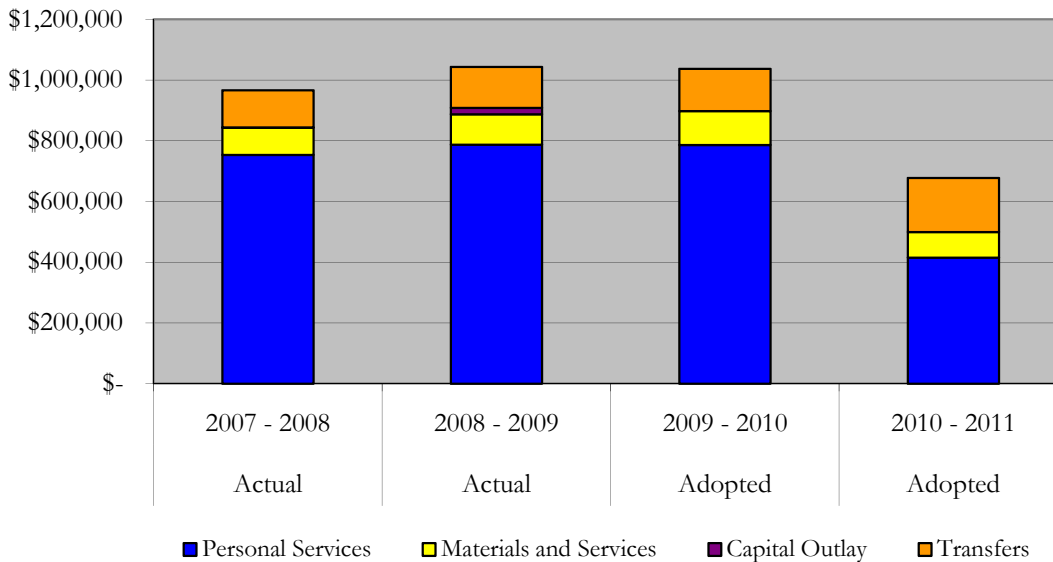
<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	2,105,899	2,291,766	2,321,976	907,049	907,049
<b>Beginning Fund Balance</b>	<b>2,105,899</b>	<b>2,291,766</b>	<b>2,321,976</b>	<b>907,049</b>	<b>907,049</b>
Structural	306,164	144,901	200,000	110,000	110,000
Plumbing	84,138	49,058	60,000	66,200	66,200
Erosion Control	8,185	36,529	30,000	20,000	20,000
Mechanical	124,378	88,622	100,000	91,000	91,000
Mobile Homes	160	-	200	-	-
Signs, Excation, Demolitn	10,420	16,773	14,000	6,000	6,000
<b>Building Permits</b>	<b>533,464</b>	<b>335,882</b>	<b>404,200</b>	<b>293,200</b>	<b>293,200</b>
Structural	296,953	195,794	161,000	87,000	87,000
Plumbing	16,951	8,822	13,000	15,000	15,000
Erosion Control	5,120	15,690	5,000	3,500	3,500
Mechanical	180,680	75,917	66,200	27,000	27,000
Fire & Safety	136,797	66,551	89,000	28,000	28,000
Miscellaneous	3,080	3,890	1,000	5,000	5,000
Escrow Administration	-	8	-	-	-
Other Land Use Appl Fees	647	1,955	2,000	-	-
Public Works Permit Fees	31,185	32,872	35,000	-	-
Water Quality Permit Fees	253	5,022	10,000	-	-
Admin Fees-Metro	4,023	1,680	-	1,000	1,000
Admin Fees-School Dist	1,395	762	1,000	1,000	1,000
<b>Fees &amp; Charges</b>	<b>677,082</b>	<b>408,961</b>	<b>383,200</b>	<b>167,500</b>	<b>167,500</b>
Maps, Codebooks, Copies	619	1,829	600	100	100
<b>Maps, Codebooks, Copies</b>	<b>619</b>	<b>1,829</b>	<b>600</b>	<b>100</b>	<b>100</b>



**City of Tualatin**  
**FY 2010 - 2011**  
**Building Fund**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Interest on Investments	111,970	52,796	23,220	4,090	4,090
<b>Interest</b>	<b>111,970</b>	<b>52,796</b>	<b>23,220</b>	<b>4,090</b>	<b>4,090</b>
Transfers - Water	251,156	276,272	285,942	6,900	6,900
Transfers - Sewer	264,711	291,182	301,373	4,050	4,050
Transfers - Storm Drain	291,819	291,819	291,819	4,050	4,050
Transfers - Road Utility	-	38,400	-	-	-
Transfers - Road Gas Tax	250,381	250,381	190,000	-	-
Transfers - LID	2,878	3,166	3,277	-	-
Transfers - Road Devel	43,520	47,872	-	-	-
Reimburse - CURD Projects	20,350	11,000	100,000	-	-
Reimburse - Leveton Proj	28,096	238,230	138,015	-	-
<b>Transfers &amp; Reimbursements</b>	<b>1,152,911</b>	<b>1,448,322</b>	<b>1,310,426</b>	<b>15,000</b>	<b>15,000</b>
Other Misc Income	5,877	45	-	-	-
<b>Other Revenue</b>	<b>5,877</b>	<b>45</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Building Fund</b>	<b><u>4,587,822</u></b>	<b><u>4,539,601</u></b>	<b><u>4,443,622</u></b>	<b><u>1,386,939</u></b>	<b><u>1,386,939</u></b>

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**Building Fund**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 753,762	\$ 787,324	\$ 786,665	\$ 414,889
Materials and Services	\$ 89,542	\$ 100,526	\$ 110,940	\$ 84,665
Capital Outlay	\$ 1,150	\$ 20,731	\$ -	\$ -
Transfers	\$ 122,526	\$ 134,779	\$ 139,496	\$ 177,800
Contingencies & Reserves	\$ -	\$ -	\$ 1,864,636	\$ 709,585
<b>Total Expenditures</b>	<b>\$ 966,980</b>	<b>\$ 1,043,360</b>	<b>\$ 2,901,737</b>	<b>\$ 1,386,939</b>

\* Beginning in FY 2010 - 2011, the Building Fund comprises only the Building Division of the Engineering and Building Department. All other divisions have been moved to the General Fund. FY 2009 - 2010 Reserves and Contingencies contain required reserves and contingencies for both Engineering and Building.

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Building**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	482,466	508,243	663,319	276,920	276,920
Temporary	7,098	19,371	18,027	-	-
Overtime	35,084	13,896	22,133	15,000	15,000
FICA	40,220	41,354	42,039	21,000	21,000
WC Insurance & Tax	5,562	5,165	5,287	3,215	3,215
Pension	76,444	83,177	67,330	34,155	34,155
Insurance	100,175	111,911	118,530	64,599	64,599
Bereavement Leave	1,537	1,017	-	-	-
Vacation Buy Back	3,187	2,504	-	-	-
Comp Time Sell Back	1,989	686	-	-	-
<b>Salaries &amp; Benefits</b>	<b>753,762</b>	<b>787,324</b>	<b>936,665</b>	<b>414,889</b>	<b>414,889</b>
Office Supplies	1,443	1,981	2,540	500	500
Printing & Postage	2,744	2,747	2,500	500	500
Field Supplies	1,033	858	1,400	1,000	1,000
Uniforms & Safety Equip	441	-	-	-	-
Cell Phones	1,305	1,921	2,200	1,200	1,200
Office Equip & Furniture	4,084	1,192	800	500	500
Computer Equip & Software	1,729	1,253	2,300	1,200	1,200
Personal Computer/Laptop	3,329	1,251	2,000	-	-
Erosion Fees to CWS	8,738	18,943	30,000	20,000	20,000
Plan Check Fees to CWS	3,392	6,911	2,500	1,750	1,750
Consultants	46,503	47,179	40,000	37,000	37,000
Conferences & Meetings	914	1,361	1,750	1,500	1,500
Membership Dues	1,785	1,244	1,800	1,500	1,500
Publication,Rpt,Ref Matl	2,243	2,198	2,900	2,200	2,200
Staff Training	6,393	8,841	8,000	4,000	4,000
Administrative Expense	463	580	800	400	400
Advertising-Legis/Judicia	1,354	-	500	500	500
Advertising-Recruitment	-	-	600	600	600

**City of Tualatin**  
**FY 2010 - 2011**  
**Building**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Merchant Discount Fees	-	-	-	5,000	5,000
Equipment Rental	-	-	-	1,815	1,815
R & M - Equipment	-	-	1,600	3,500	3,500
<b>Materials &amp; Services</b>	<b>87,893</b>	<b>98,459</b>	<b>104,190</b>	<b>84,665</b>	<b>84,665</b>
Reimburse - General Fund	122,526	134,779	139,496	177,800	177,800
<b>Transfers &amp; Reimbursements</b>	<b>122,526</b>	<b>134,779</b>	<b>139,496</b>	<b>177,800</b>	<b>177,800</b>
Equipment & Furnishings	1,150	20,731	-	-	-
<b>Capital Outlay</b>	<b>1,150</b>	<b>20,731</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contingency	-	-	-	86,420	86,420
General Account Reserve	-	-	-	623,165	623,165
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>709,585</b>	<b>709,585</b>
<b>Building</b>	<b><u>965,332</u></b>	<b><u>1,041,292</u></b>	<b><u>1,180,351</u></b>	<b><u>1,386,939</u></b>	<b><u>1,386,939</u></b>

## **SPECIAL REVENUE FUNDS: OPERATIONS: ADMINISTRATION**

The Administration Division of Operations provides management, clerical, and administrative support to department staff working in the Information Services, Maintenance Services, Parks Maintenance, Street/Sewer/Storm, and Water divisions. In addition, the Administrative Division has responsibilities for the management of the solid waste franchise, department volunteer program, and the coordination of emergency planning and response.



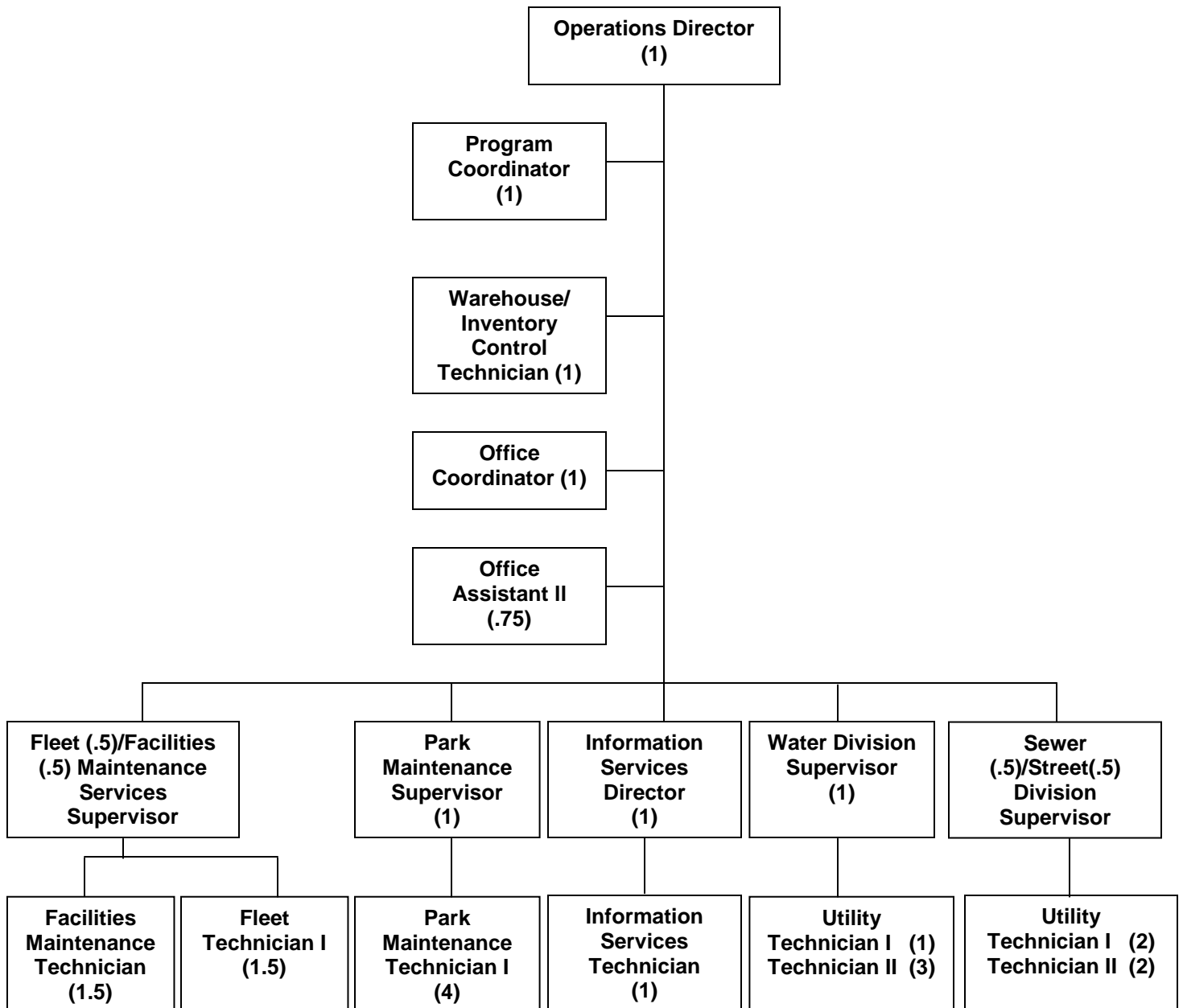
## **HIGHLIGHTS OF 2009/2010**

- Worked with local businesses on the newly implemented Business Recycling Requirements.
- Organized city-wide participation in emergency preparedness by training all staff and completing two exercises per year.
- Completed Phase I of the Interstate 5 Landscape Project.
- Utilized Utility Billing to include public information messages on a monthly basis.
- Utilized over 8,000 volunteer hours.

## **GOALS FOR 2010/2011**

- Promote exceptional customer service within the department.
- Promote the City's ability to prepare for, respond to, and recover from a major emergency or disaster. Accomplish this goal by coordinating and participating in two emergency exercises per year.
- Promote a safe work place within the department through participation in our annual safety program and maintaining a zero accident rate.
- Involve community members in volunteer service through the Operations Department's volunteer program by providing at least ten large volunteer events each year.
- Coordinate the events of National Public Works Week by partnering with the Tigard-Tualatin School District in a public works fair.
- Actively participate with Tigard High School and the CE2 Program by having students work with Operations Department crews during their daily work routines.

# Operations



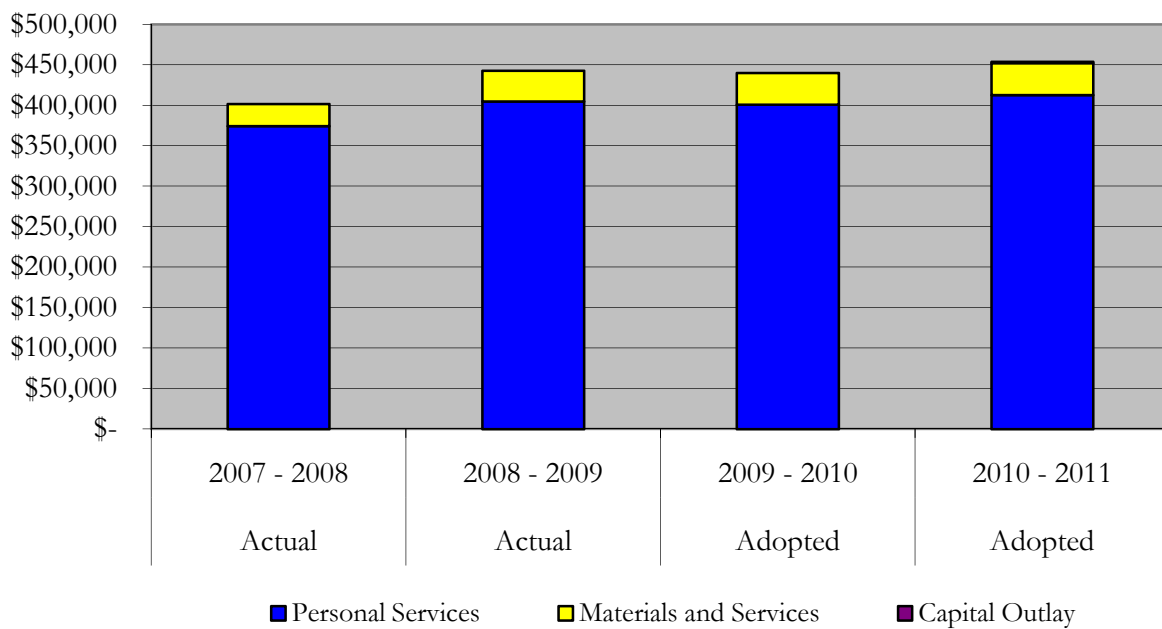
**Total FTE's 29.5**

**City of Tualatin**  
**FY 2010 - 2011**  
**Operations**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	1,398,628	1,569,552	1,193,276	735,283	735,283
<b>Beginning Fund Balance</b>	<b>1,398,628</b>	<b>1,569,552</b>	<b>1,193,276</b>	<b>735,283</b>	<b>735,283</b>
Interest on Investments	68,933	34,577	30,000	10,000	10,000
Insurance Proceeds	-	29,469	-	-	-
<b>Interest</b>	<b>68,933</b>	<b>64,046</b>	<b>30,000</b>	<b>10,000</b>	<b>10,000</b>
Transfers - Water	976,403	995,931	799,880	1,023,500	1,023,500
Transfers - Sewer	244,098	251,421	306,037	342,259	342,259
Transfers - Storm Drain	296,299	296,299	456,176	539,640	539,640
Transfers - Road Utility	-	-	55,406	89,655	89,655
Transfers - Road Gas Tax	360,877	360,877	226,429	276,841	276,841
<b>Transfers &amp; Reimbursements</b>	<b>1,877,677</b>	<b>1,904,528</b>	<b>1,843,928</b>	<b>2,271,895</b>	<b>2,271,895</b>
Other Space Rental	10,669	11,065	10,813	13,562	13,562
<b>Rental</b>	<b>10,669</b>	<b>11,065</b>	<b>10,813</b>	<b>13,562</b>	<b>13,562</b>
Other Misc Income	21,627	493	2,000	5,000	5,000
<b>Other Revenue</b>	<b>21,627</b>	<b>493</b>	<b>2,000</b>	<b>5,000</b>	<b>5,000</b>
<b>Operations</b>	<b><u>3,377,534</u></b>	<b><u>3,549,683</u></b>	<b><u>3,080,017</u></b>	<b><u>3,035,740</u></b>	<b><u>3,035,740</u></b>



**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**Operations Fund - Administration**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 374,071	\$ 404,506	\$ 400,534	\$ 412,550
Materials and Services	\$ 27,259	\$ 38,129	\$ 39,135	\$ 39,455
Capital Outlay	\$ -	\$ -	\$ -	\$ 1,500
<b>Total Expenditures</b>	<b>\$ 401,330</b>	<b>\$ 442,635</b>	<b>\$ 439,669</b>	<b>\$ 453,505</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Operations Administration**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	245,326	254,835	253,992	262,003	262,003
Part Time	21,940	24,060	30,772	30,772	30,772
Temporary	3,904	9,415	8,013	8,013	8,013
Overtime	234	1,253	577	577	577
FICA	20,250	21,882	22,137	22,137	22,137
WC Insurance & Tax	1,662	2,214	3,213	3,213	3,213
Pension	41,204	43,496	34,657	34,657	34,657
Insurance	39,552	42,771	47,173	51,178	51,178
Bereavement Leave	-	1,681	-	-	-
Sick Leave Conversion	-	1,025	-	-	-
Vacation Buy Back	-	1,875	-	-	-
<b>Salaries &amp; Benefits</b>	<b>374,071</b>	<b>404,506</b>	<b>400,534</b>	<b>412,550</b>	<b>412,550</b>
Office Supplies	4,705	4,481	4,000	5,140	5,140
Printing & Postage	2,672	2,745	4,000	4,000	4,000
Photographic Supplies	402	35	50	50	50
Uniforms & Safety Equip	750	349	800	800	800
Medical & Other Testing	-	236	200	200	200
Cell Phones	988	1,192	840	1,020	1,020
Network/Online	152	347	-	-	-
Small Tools	538	461	500	500	500
Office Equip & Furniture	325	3,083	1,000	1,000	1,000
Computer Equip & Software	117	225	800	800	800
Personal Computer/Laptop	1,047	952	2,000	1,000	1,000
Consultants	750	6,800	5,500	5,500	5,500
Conferences & Meetings	3,566	2,425	4,800	4,800	4,800
Membership Dues	983	1,068	1,375	1,375	1,375
Publication,Rpt,Ref Matl	132	108	155	155	155
Staff Training	701	1,060	1,815	1,815	1,815
Staff/Dept Recognition	2,371	2,367	2,100	2,100	2,100

**City of Tualatin**  
**FY 2010 - 2011**  
**Operations Administration**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Administrative Expense	3,053	1,423	1,000	1,000	1,000
Advertising-Recruitment	-	560	250	250	250
Advertising-Promotional	1,992	2,591	1,650	1,650	1,650
Equipment Rental	1,997	5,599	5,800	5,800	5,800
R & M - Equipment	20	24	500	500	500
<b>Materials &amp; Services</b>	<b>27,259</b>	<b>38,129</b>	<b>39,135</b>	<b>39,455</b>	<b>39,455</b>
Equipment & Furnishings	-	-	-	1,500	1,500
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	<b>1,500</b>
<b>Operations Administration</b>	<b><u>401,330</u></b>	<b><u>442,635</u></b>	<b><u>439,669</u></b>	<b><u>453,505</u></b>	<b><u>453,505</u></b>

## **SPECIAL REVENUE FUNDS: OPERATIONS: WATER**

The Water Division is responsible for the operation and maintenance of over 109 miles of water lines within the city, ranging from 4 to 36 inches in diameter. To maintain this system, the division regularly inspects and services five reservoirs, as well as each reservoir's control valve and cathodic protection system. All main line valves, air relief valves, pressure reducing/sustaining valves, and booster stations; as well as the telemetry system (SCADA) and its related electrical and mechanical equipment are the responsibility of this division. The City's ASR (aquifer storage and recovery) is also maintained by this division. In addition, the Water Division regularly inspects, paints, and exercises all fire hydrants and hydrant valves; flushes all "dead end" lines; and inspects and tests all large meter installations. The division takes over 400 water samples annually to ensure that our system is in compliance with Oregon State Health Division rules. The division operates the City's Cross Connection Program, which ensures that our water does not become contaminated and that it complies with all city and state regulations.

### **SURVEY SAYS!**

**84%** of residents  
rated Tualatin's  
**drinking water**  
as "excellent" or  
"good."



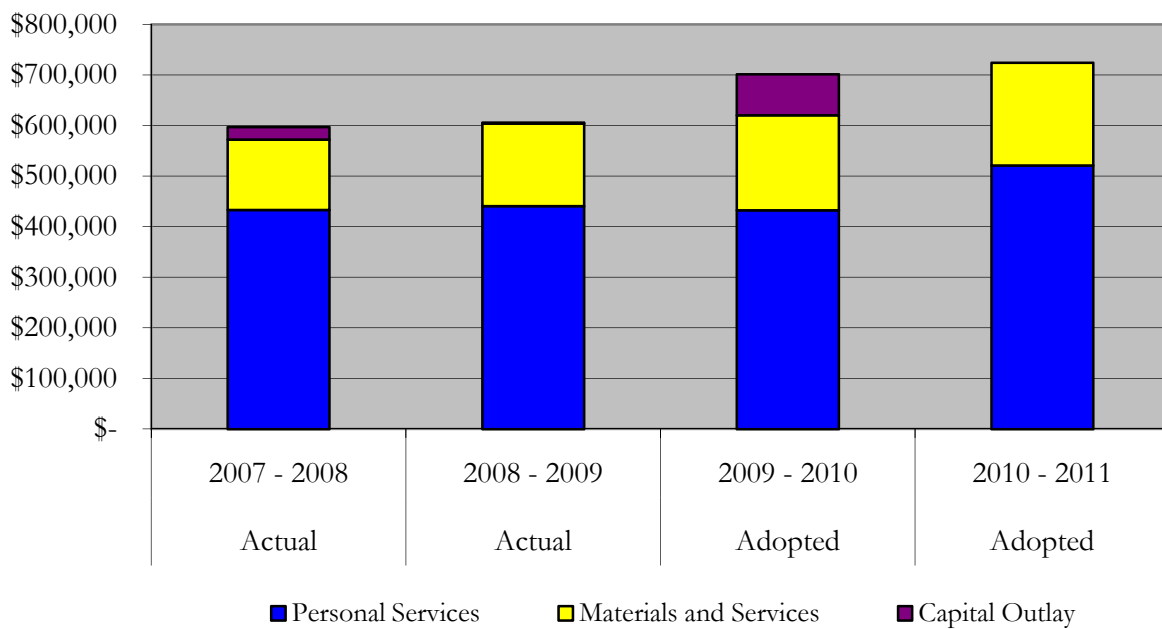
## **HIGHLIGHTS OF 2009/2010**

- Inspected and operated 976 fire hydrants. Made repairs, as needed, to ensure all hydrants are in good working order when needed.
- Took over 400 water samples per Oregon State Health Department and EPA rules, with no violations.
- Changed-out three old large meters to apartment complexes and one to Meridian Park Hospital.
- Ensured that all backflow devices in our water system were tested.
- Repaired leaks in the water system.
- Improved the SCADA system with a new antenna at the Operations Department facility.
- Sealed top of leaking vault at Martinazzi pump station.
- Added electric receptacle for new generator at the Martinazzi pump station.
- Replaced broken valve can tops on Tualatin-Sherwood Road.

## **GOALS FOR 2010/2011**

- Ensure that the drinking water is safe and in compliance with State Health and EPA rules and regulations by taking water samples.
- Inspect all properties that require a backflow device and monitor testing requirements.
- Inspect and operate all fire hydrants within the system annually to ensure that they are in good working order and available for use.
- Provide exceptional customer service at a reasonable cost not to exceed \$25 per capita while maintaining a 90% customer satisfaction rating from monthly survey letters.

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**Operations Fund - Water**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 432,574	\$ 440,739	\$ 432,169	\$ 520,864
Materials and Services	\$ 139,713	\$ 163,107	\$ 188,206	\$ 203,128
Capital Outlay	\$ 24,300	\$ 1,950	\$ 81,000	\$ -
<b>Total Expenditures</b>	<b>\$ 596,587</b>	<b>\$ 605,796</b>	<b>\$ 701,375</b>	<b>\$ 723,992</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Operations - Water**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	285,992	282,637	282,602	366,240	366,240
Overtime	10,518	18,435	10,482	10,482	10,482
Standby	7,068	6,060	7,800	7,800	7,800
FICA	22,905	23,334	23,000	23,000	23,000
WC Insurance & Tax	10,837	10,225	10,685	10,685	10,685
Pension	39,042	39,645	33,500	33,500	33,500
Insurance	56,212	60,403	64,100	69,157	69,157
<b>Salaries &amp; Benefits</b>	<b>432,574</b>	<b>440,739</b>	<b>432,169</b>	<b>520,864</b>	<b>520,864</b>
Office Supplies	521	197	300	-	-
Printing & Postage	12,539	9,385	16,200	17,200	17,200
Uniforms & Safety Equip	2,070	2,372	3,865	4,275	4,275
Cell Phones	1,213	1,626	1,900	1,180	1,180
Network/Online	-	-	-	720	720
Pagers	86	86	100	100	100
Small Tools	4,220	3,102	4,459	5,659	5,659
Office Equip & Furniture	-	508	-	-	-
Computer Equip & Software	115	4,032	400	400	400
Personal Computer/Laptop	1,232	7,106	-	1,017	1,017
Consultants	-	1,480	2,000	3,000	3,000
Pump Stations-Electricity	15,663	17,093	41,740	41,840	41,840
Conferences & Meetings	288	626	2,000	1,000	1,000
Membership Dues	1,028	1,075	1,678	2,483	2,483
Publication,Rpt,Ref Matl	-	42	200	200	200
Staff Training	1,951	1,666	1,910	2,660	2,660
Staff/Dept Recognition	273	206	404	524	524
Administrative Expense	252	28	50	150	150
Contr R & M - Systems	72,875	74,700	71,820	73,840	73,840
Equipment Rental	1,040	-	1,260	1,260	1,260
R & M - Systems	9,508	22,252	19,500	27,200	27,200

**City of Tualatin**  
**FY 2010 - 2011**  
**Operations - Water**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
R & M - Lines	9,257	7,794	8,800	8,800	8,800
R & M - Hydrants	2,823	4,973	5,000	5,000	5,000
R & M - Reservoir	1,785	1,809	1,820	1,820	1,820
R & M - Pump Stations	-	-	1,000	1,000	1,000
R & M - Equipment	975	950	1,800	1,800	1,800
<b>Materials &amp; Services</b>	<b>139,713</b>	<b>163,107</b>	<b>188,206</b>	<b>203,128</b>	<b>203,128</b>
Equipment & Furnishings	24,300	1,950	73,000	-	-
R & M - Major Projects	-	-	8,000	-	-
<b>Capital Outlay</b>	<b>24,300</b>	<b>1,950</b>	<b>81,000</b>	<b>-</b>	<b>-</b>
<b>Water</b>	<b><u>596,588</u></b>	<b><u>605,797</u></b>	<b><u>701,375</u></b>	<b><u>723,992</u></b>	<b><u>723,992</u></b>



## **SPECIAL REVENUE FUNDS: OPERATIONS: SEWER/STORM/STREET**

### **Sewer**

The Sewer Division is responsible for inspecting, cleaning, repairing, and maintaining the city's sewer and storm drainage system, which consists of over 87 miles of sewer mains; more than 83 miles of storm pipe; 12 drainage basins; 6,443 sewer connections; 2,800 catch basins; 65 water quality facilities; and 3,600 manholes. Clean Water Services maintains 11 sewer lift stations within the city.

### **Street**

The Street Division is responsible for administration of the Pavement Management Program (PMP), including street inspections, computer modeling, contract preparation, and large-scale pavement maintenance projects designed to maintain the city's 77-mile road system. The Street crew is responsible for these roadways and their adjacent bike paths, including patching potholes, installation of new signs, and maintenance and repair of existing signs, as well as response to citizen requests and complaints.

The Street Division performs monthly street light and signal inspections and repainting of bikeway striping and legend crosswalks, stop bars, traffic lane stripes, and all 'no parking' zones. The division contracts the monthly street sweeping program. Tasks also include storm system maintenance, such as cleaning inlets, outfalls, water quality ponds, and catch basins; roadside mowing along unimproved drainage ditches; repair of dead-end barricades; and repair of railroad crossing guardrails, as required by the Public Utility Commission. The division is also responsible for evaluating and assuring repair of over 160 miles of sidewalks as part of the City's Sidewalk and Street Tree Program.

### **SURVEY SAYS!!**

**87%** of residents  
rated Tualatin's  
**sewer services**  
as "excellent" or  
"good."



## HIGHLIGHTS OF 2009/2010

- Swept every city street once a month to meet the requirements of the Storm Water Management program.
- Cleaned approximately 1,400 sumped catch basins in the storm system.
- Inspected and maintained all striping and pavement legends.
- Evaluated and inspected over 33% of roadways in the Pavement Management Program; maintained PCI ratings of 95.
- Cleaned over 50% of the sanitary sewer system to meet division goals and video-inspected over 15% of the system to meet Clean Water Services' performance standards.
- Cleaned and video-inspected over 15% of the storm sewer system to meet Clean Water Services' performance standards.
- Inspected, cleaned, and repaired catch basins, field ditches, inlets, water quality facilities, and water quality manholes within the city, resulting in no sanitary and storm back-ups.
- Performed utility locates for all utility franchise work.
- Completed Pavement Maintenance System (PMS) 09/10 program.
- Completed 09/10 Sidewalk/Street Tree Program.

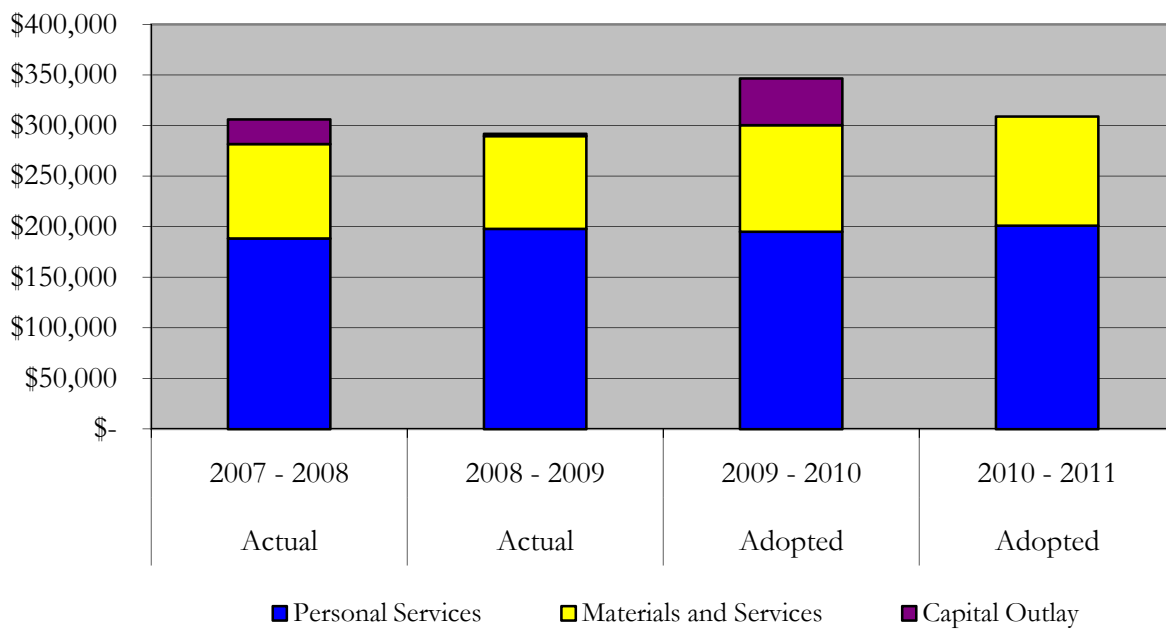


## GOALS FOR 2010/2011

- Ensure city streets are maintained by inspecting and evaluating 1/3 of the streets annually.
- Ensure all striping and pavement markings are visible and in good condition by re-striping pavement legends as needed.
- Provide clean city streets by continuing a monthly street sweeping schedule.
- Meet or exceed Clean Water Services standards by cleaning and inspecting half of the sanitary sewer system each year.
- Meet or exceed Clean Water Services standards by cleaning and inspecting the entire storm system on a seven-year cycle.



**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**Operations Fund - Sewer**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 188,239	\$ 197,903	\$ 195,003	\$ 200,853
Materials and Services	\$ 93,280	\$ 91,736	\$ 105,392	\$ 107,782
Capital Outlay	\$ 24,300	\$ 1,950	\$ 46,000	\$ -
<b>Total Expenditures</b>	<b>\$ 305,819</b>	<b>\$ 291,589</b>	<b>\$ 346,395</b>	<b>\$ 308,635</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

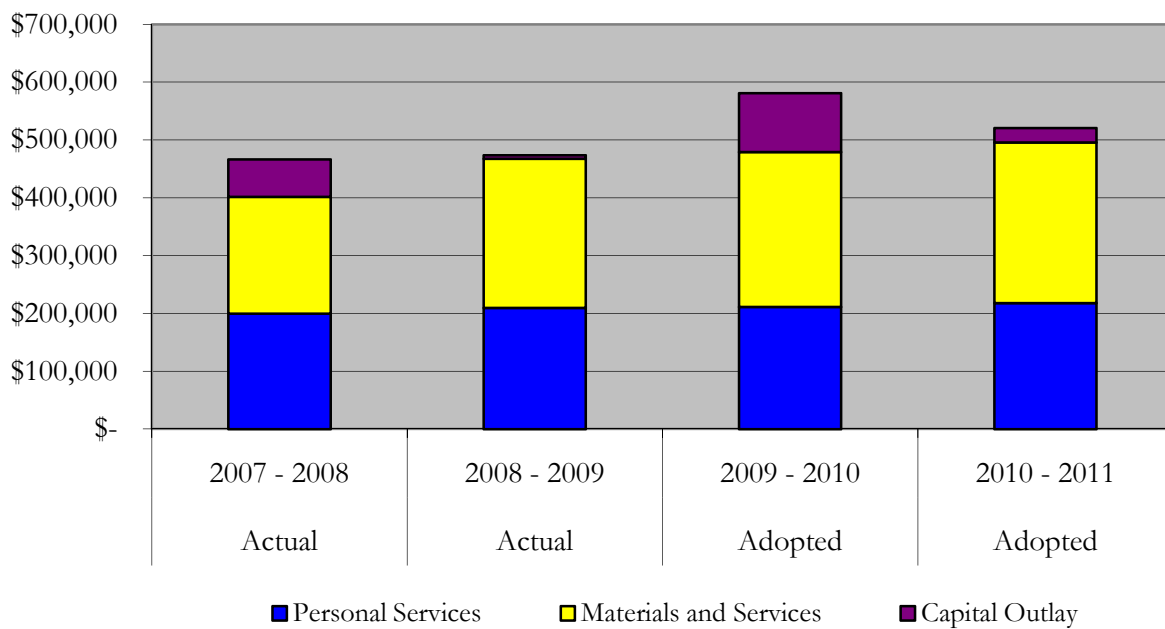
**City of Tualatin**  
**FY 2010 - 2011**  
**Operations - Sewer**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	124,051	125,107	128,805	132,705	132,705
Overtime	2,095	7,783	4,340	4,340	4,340
Standby	2,376	2,404	2,600	2,600	2,600
FICA	9,773	10,435	10,605	10,605	10,605
WC Insurance & Tax	4,701	4,732	5,003	5,003	5,003
Pension	16,210	17,193	14,000	14,000	14,000
Insurance	28,052	27,990	29,650	31,600	31,600
Sick Leave Conversion	-	1,250	-	-	-
Vacation Buy Back	982	1,010	-	-	-
<b>Salaries &amp; Benefits</b>	<b>188,239</b>	<b>197,903</b>	<b>195,003</b>	<b>200,853</b>	<b>200,853</b>
Office Supplies	170	-	170	-	-
Uniforms & Safety Equip	1,645	1,471	2,600	2,000	2,000
Small Tools	619	2,157	1,759	2,959	2,959
Computer Equip & Software	-	25	100	200	200
Personal Computer/Laptop	-	-	-	510	510
Pump Stations-Electricity	2,166	420	-	-	-
Conferences & Meetings	-	-	530	530	530
Membership Dues	225	177	590	590	590
Publication,Rpt,Ref Matl	-	-	50	50	50
Staff Training	398	243	1,020	1,020	1,020
Staff/Dept Recognition	152	97	180	180	180
Administrative Expense	96	18	50	50	50
Contr R & M - Systems	85,964	85,048	91,543	93,243	93,243
Equipment Rental	-	-	750	750	750
R & M - Systems	584	1,830	4,700	4,700	4,700
R & M - Pump Stations	984	-	-	-	-
R & M - Equipment	278	250	1,350	1,000	1,000
<b>Materials &amp; Services</b>	<b>93,280</b>	<b>91,736</b>	<b>105,392</b>	<b>107,782</b>	<b>107,782</b>

**City of Tualatin**  
**FY 2010 - 2011**  
**Operations - Sewer**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Equipment & Furnishings	24,300	1,950	46,000	-	-
<b>Capital Outlay</b>	<b>24,300</b>	<b>1,950</b>	<b>46,000</b>	<b>-</b>	<b>-</b>
<b>Sewer</b>	<u><b>305,819</b></u>	<u><b>291,590</b></u>	<u><b>346,395</b></u>	<u><b>308,635</b></u>	<u><b>308,635</b></u>

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**Operations Fund - Street**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ 199,368	\$ 209,334	\$ 211,161	\$ 217,496
Materials and Services	\$ 202,342	\$ 258,136	\$ 267,741	\$ 277,830
Capital Outlay	\$ 64,764	\$ 5,846	\$ 101,600	\$ 25,000
<b>Total Expenditures</b>	<b>\$ 466,474</b>	<b>\$ 473,316</b>	<b>\$ 580,502</b>	<b>\$ 520,326</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Operations - Street**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	130,301	132,203	134,005	138,228	138,228
Overtime	1,999	6,220	4,066	4,066	4,066
Standby	1,178	2,222	2,600	2,600	2,600
FICA	10,172	10,807	11,013	11,013	11,013
WC Insurance & Tax	6,680	7,292	8,914	8,914	8,914
Pension	17,034	17,985	15,480	15,480	15,480
Insurance	31,710	31,356	35,083	37,195	37,195
Bereavement Leave	264	-	-	-	-
Sick Leave Conversion	-	1,250	-	-	-
Comp Time Sell Back	31	-	-	-	-
<b>Salaries &amp; Benefits</b>	<b>199,368</b>	<b>209,334</b>	<b>211,161</b>	<b>217,496</b>	<b>217,496</b>
Office Supplies	170	-	170	-	-
Uniforms & Safety Equip	1,029	1,631	1,980	1,980	1,980
Cell Phones	341	243	500	500	500
Small Tools	1,899	675	1,659	2,858	2,858
Computer Equip & Software	-	-	100	100	100
Personal Computer/Laptop	-	-	-	510	510
Conferences & Meetings	-	-	530	530	530
Membership Dues	275	367	430	430	430
Publication,Rpt,Ref Matl	-	-	60	60	60
Staff Training	378	582	1,120	1,120	1,120
Staff/Dept Recognition	208	168	180	180	180
Administrative Expense	114	18	50	50	50
Grounds & Landscaping	3,146	3,475	5,000	5,000	5,000
Contr R & M - Road Strip	44,969	62,176	60,000	60,000	60,000
Street Sweeping	145,141	180,553	177,690	186,240	186,240
Emergency Road Clean-up	26	(627)	1,750	1,750	1,750
Equipment Rental	-	-	3,000	3,000	3,000
R & M - Guardrails,Signs	2,140	7,350	10,702	10,702	10,702



**City of Tualatin**  
**FY 2010 - 2011**  
**Operations - Street**  
**Expenditures**

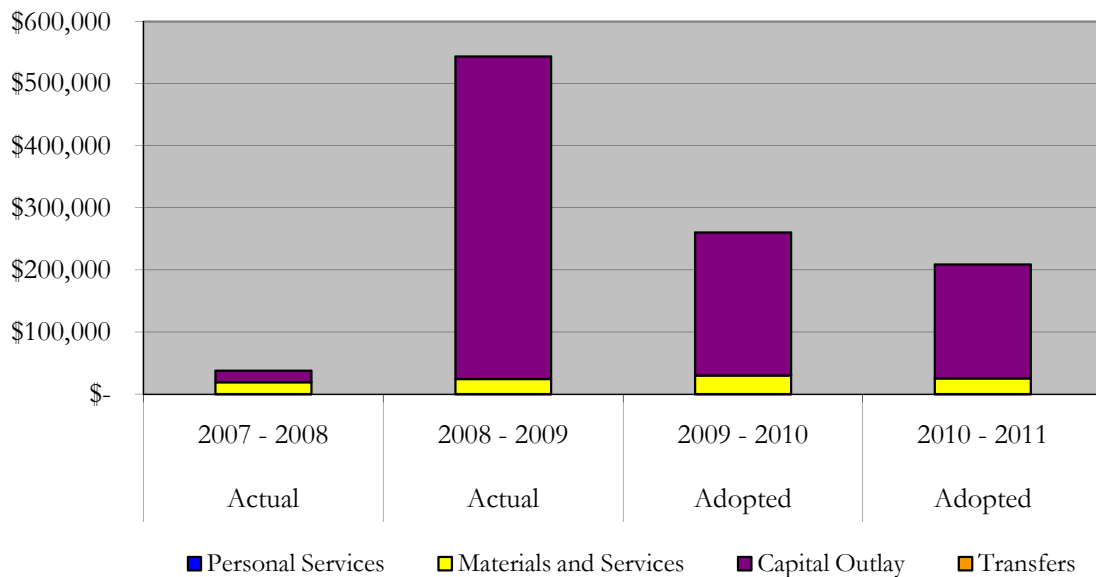
<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
R & M - Streets	2,435	1,166	2,500	2,500	2,500
R & M - Equipment	72	358	320	320	320
<b>Materials &amp; Services</b>	<b>202,342</b>	<b>258,136</b>	<b>267,741</b>	<b>277,830</b>	<b>277,830</b>
Equipment & Furnishings	24,300	1,950	76,600	-	-
R & M - Major Projects	40,464	3,896	25,000	25,000	25,000
<b>Capital Outlay</b>	<b>64,764</b>	<b>5,846</b>	<b>101,600</b>	<b>25,000</b>	<b>25,000</b>
<b>Street</b>	<b><u>466,474</u></b>	<b><u>473,316</u></b>	<b><u>580,502</u></b>	<b><u>520,326</u></b>	<b><u>520,326</u></b>

## **SPECIAL REVENUE FUNDS: OPERATIONS: NON-DEPARTMENTAL**

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



**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**Operations Fund - Non-Departmental**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	\$ 19,348	\$ 24,623	\$ 30,256	\$ 25,470
Capital Outlay	\$ 18,423	\$ 519,702	\$ 230,280	\$ 183,535
Transfers	\$ -	\$ -	\$ -	\$ -
Contingencies & Reserves	\$ -	\$ -	\$ 751,540	\$ 820,277
<b>Total Expenditures</b>	<b>\$ 37,771</b>	<b>\$ 544,325</b>	<b>\$ 1,012,076</b>	<b>\$ 1,029,282</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Operations Non-Departmental**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Botanical & Chem Supplies	979	1,620	1,150	1,150	1,150
Cell Phones	157	243	244	264	264
Dedicated Lines	1,658	1,229	1,876	-	-
Fax	1,072	603	1,080	-	-
Pagers	86	86	100	100	100
Small Tools	10	-	500	4,700	4,700
Computer Equip & Software	2,400	-	10,050	4,000	4,000
One Call Servicing	3,612	3,836	3,456	3,456	3,456
Grounds & Landscaping	7,740	9,666	10,800	10,800	10,800
R & M - Equipment	1,634	7,339	1,000	1,000	1,000
<b>Materials &amp; Services</b>	<b>19,348</b>	<b>24,623</b>	<b>30,256</b>	<b>25,470</b>	<b>25,470</b>
Equipment & Furnishings	-	4,833	-	-	-
Buildings & Additions	18,423	3,027	9,500	-	-
Projects Professional Svc	-	83,382	-	-	-
Projects Construction	-	402,303	-	-	-
Fund Projects	-	2,366	220,780	183,535	183,535
In-House Construction	-	23,791	-	-	-
<b>Capital Outlay</b>	<b>18,423</b>	<b>519,702</b>	<b>230,280</b>	<b>183,535</b>	<b>183,535</b>
Contingency	-	-	100,175	326,415	326,415
General Account Reserve	-	-	651,365	493,862	493,862
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>751,540</b>	<b>820,277</b>	<b>820,277</b>
<b>Non-Departmental</b>	<b><u>37,771</u></b>	<b><u>544,325</u></b>	<b><u>1,012,076</u></b>	<b><u>1,029,282</u></b>	<b><u>1,029,282</u></b>

## **SPECIAL REVENUE FUNDS: ROAD UTILITY FEE**

Six-sevenths of the road utility fees collected are used for the Pavement Maintenance Program; one-seventh is transferred to pay a portion of the street lighting costs. The City's Pavement Maintenance Program covers approximately 77 miles of streets.

In FY 01/02 a new program to repair sidewalks and replace street trees began. Money from the Road Maintenance Reserve was used to start the program. The money is being repaid to the Road Maintenance Reserve over ten years; collection began in October 2001 when \$1.50/month/road utility fee per account was added.

Beginning in November 2005, the \$1.50/month/road utility fee per account was increased to \$2.00/month and applied to all residential units and applied per account for non-residential customers. The funds are used to maintain and improve landscaping in street and road rights-of-way and on public property.



### **HIGHLIGHTS OF 2009/2010**

- Completed I-5 at Nyberg Road landscape project.
- Commenced Sidewalk Street Tree work in area 3 (west of Boones Ferry Road, south of Tualatin- Sherwood Road).
- Completed reconstruction of Herman Road from 108th Avenue to Teton Avenue.
- Repaired Teton Avenue north of Herman Road.

### **GOALS FOR 2010/2011**

- Repair Boones Ferry Road from Avery Street to Apache Drive.
- Repair Teton Avenue from Tualatin-Sherwood Road to Avery Street.
- Complete sidewalk and street tree work in area 1 (north of Tualatin-Sherwood Road and east of I-5).
- Improve reverse frontage on 105th Avenue Avery to Paulina Drive; Tualatin-Sherwood Road at 89th Avenue; and Lower Boones Ferry Road at Hazelfern Road.

# City of Tualatin

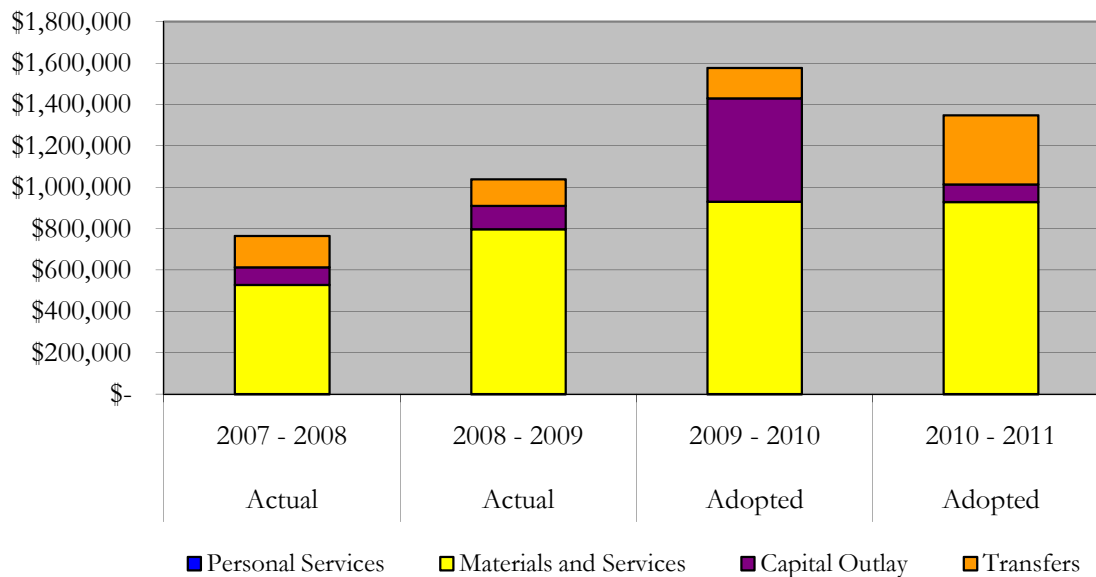
FY 2010 - 2011

## Road Utility Fee

### Revenue

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Beginning Fund Balance	1,571,869	1,762,668	1,246,423	1,142,152	1,146,152
<b>Beginning Fund Balance</b>	<b>1,571,869</b>	<b>1,762,668</b>	<b>1,246,423</b>	<b>1,142,152</b>	<b>1,146,152</b>
Road Utility Fees	631,222	644,175	644,400	644,400	644,400
Tigard Rd Utility Fees	4,606	4,606	4,606	4,606	4,606
<b>Fees &amp; Charges</b>	<b>635,827</b>	<b>648,781</b>	<b>649,006</b>	<b>649,006</b>	<b>649,006</b>
Sidewalk/Tree Program	253,749	255,974	256,000	256,000	256,000
<b>Charges for Service</b>	<b>253,749</b>	<b>255,974</b>	<b>256,000</b>	<b>256,000</b>	<b>256,000</b>
Interest on Investments	65,987	38,472	30,000	10,000	10,000
<b>Interest</b>	<b>65,987</b>	<b>38,472</b>	<b>30,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Other Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Road Utility Fee</b>	<b><u>2,527,433</u></b>	<b><u>2,705,894</u></b>	<b><u>2,181,429</u></b>	<b><u>2,057,158</u></b>	<b><u>2,061,158</u></b>

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**Road Utility Fee Fund**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	\$ 528,803	\$ 797,829	\$ 929,996	\$ 928,776
Capital Outlay	\$ 84,995	\$ 112,103	\$ 500,000	\$ 85,000
Transfers	\$ 150,966	\$ 129,357	\$ 147,463	\$ 334,191
Contingencies & Reserves	\$ -	\$ -	\$ 603,970	\$ 713,191
<b>Total Expenditures</b>	<b>\$ 764,764</b>	<b>\$ 1,039,289</b>	<b>\$ 2,181,429</b>	<b>\$ 2,061,158</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.



# City of Tualatin

FY 2010 - 2011

## Road Utility Fee

### Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Printing & Postage	-	-	11,000	11,000	11,000
Road Fees to Tigard	4,402	4,402	4,606	4,606	4,606
Pavement Maintenance	444,786	704,531	810,000	695,000	695,000
Sidewalk/Tree Program	56,276	34,711	50,000	50,000	50,000
Reverse Frontage Program	23,339	54,185	54,390	168,170	168,170
<b>Materials &amp; Services</b>	<b>528,803</b>	<b>797,829</b>	<b>929,996</b>	<b>928,776</b>	<b>928,776</b>
General Fund	-	-	-	152,479	152,479
Transfer - Building	-	38,400	-	-	-
Transfer - Operations	-	-	55,406	89,655	89,655
Transfer - Road Gas Tax	86,571	90,957	92,057	92,057	92,057
Transfer - Leveton Proj	64,395	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>150,966</b>	<b>129,357</b>	<b>147,463</b>	<b>334,191</b>	<b>334,191</b>
Equipment & Furnishings	-	-	-	31,000	31,000
Projects Construction	84,995	112,103	500,000	50,000	54,000
<b>Capital Outlay</b>	<b>84,995</b>	<b>112,103</b>	<b>500,000</b>	<b>81,000</b>	<b>85,000</b>
Contingency	-	-	-	189,445	189,445
Road Maintenance	-	-	603,970	523,746	523,746
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>603,970</b>	<b>713,191</b>	<b>713,191</b>
<b>Road/Utility Fee</b>	<b><u>764,765</u></b>	<b><u>1,039,289</u></b>	<b><u>2,181,429</u></b>	<b><u>2,057,158</u></b>	<b><u>2,061,158</u></b>

## **SPECIAL REVENUE FUNDS: ROAD GAS TAX**

The City's street system consists of approximately 91 miles of streets (approximately 77 miles are City maintained, about 9 miles are maintained by Washington and Clackamas Counties and approximately 5 miles by the state) and 48 traffic signals (22 are city-owned, 18 are county-owned and 8 are state-owned).

The Road Operating/Gas Tax Fund receives its revenue from two primary sources:

### **A share of the State gasoline tax**

- A portion of the \$0.24 gas tax and a portion of the weight mile tax for trucks is for cities
- The FY 10/11 Highway Fund estimate is \$50.04 per capita, including
  - » Highway Fund
  - » OTIA I, II, & III
  - » 2009 Transportation Package (HB 2001) phase-in beginning 01/01/2011

### **A share of the Washington County gasoline tax (\$0.01/gallon tax on gas sold in the County; apportioned on a per capita basis).**

As gas sales decline and less freight is moved, revenue to the City decreases.

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



## **HIGHLIGHTS OF 2009/2010**

- Moved the costs for maintaining road-side planting areas to Road Operating/Road Utility Fund.

## **GOALS FOR 2010/2011**

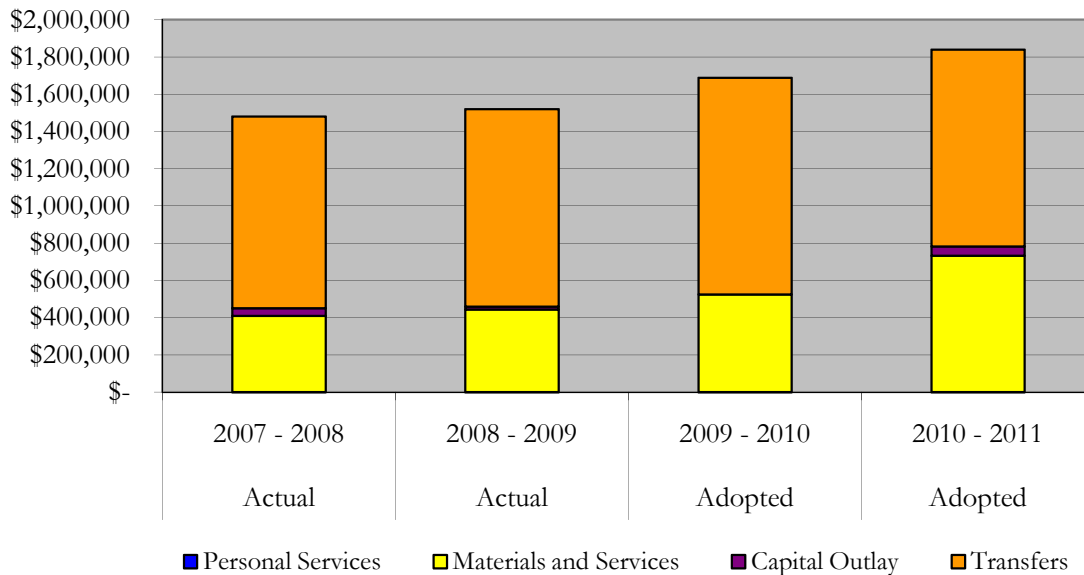
- Enhance the transportation system by installing pedestrian-friendly transportation options.
- Maintain traffic control devices (signals, signs, and pavement markings) in acceptable condition.
- Begin the Transportation System Plan (TSP) update: identify issues; gather background data.



**City of Tualatin**  
**FY 2010 - 2011**  
**Road Gas Tax**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	596,770	454,454	115,443	158,330	158,330
<b>Beginning Fund Balance</b>	<b>596,770</b>	<b>454,454</b>	<b>115,443</b>	<b>158,330</b>	<b>158,330</b>
State Gas Tax	1,130,113	1,005,831	1,049,548	1,300,000	1,300,000
Washington County Gas Tax	96,304	98,237	90,855	90,000	90,000
<b>Intergovernmental Revenue</b>	<b>1,226,417</b>	<b>1,104,068</b>	<b>1,140,403</b>	<b>1,390,000</b>	<b>1,390,000</b>
Developers Street Signs	-	-	500	500	500
<b>Fees &amp; Charges</b>	<b>-</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>500</b>
Interest on Investments	24,489	6,973	1,154	792	792
<b>Interest</b>	<b>24,489</b>	<b>6,973</b>	<b>1,154</b>	<b>792</b>	<b>792</b>
Transfer - Road Utility	86,571	90,957	92,057	92,057	92,057
<b>Transfers &amp; Reimbursements</b>	<b>86,571</b>	<b>90,957</b>	<b>92,057</b>	<b>92,057</b>	<b>92,057</b>
Other Misc Income	251	0	386,428	386,428	386,428
<b>Other Revenue</b>	<b>251</b>	<b>0</b>	<b>386,428</b>	<b>386,428</b>	<b>386,428</b>
<b>Road Gas Tax</b>	<b><u>1,934,498</u></b>	<b><u>1,656,453</u></b>	<b><u>1,735,985</u></b>	<b><u>2,028,107</u></b>	<b><u>2,028,107</u></b>

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**Road Gas Tax Fund**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	\$ 409,862	\$ 443,705	\$ 525,602	\$ 733,480
Capital Outlay	\$ 40,932	\$ 16,278	\$ -	\$ 50,000
Transfers	\$ 1,029,249	\$ 1,059,642	\$ 1,163,931	\$ 1,055,909
Contingencies & Reserves	\$ -	\$ -	\$ 46,452	\$ 188,718
<b>Total Expenditures</b>	<b>\$ 1,480,043</b>	<b>\$ 1,519,625</b>	<b>\$ 1,735,985</b>	<b>\$ 2,028,107</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Road Gas Tax**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Inventory Adjustment	3,439	2,981	-	-	-
Street Landscape Material	13,751	12,243	23,400	-	-
Consultants	869	13,600	20,000	320,000	320,000
Utilities - Signals	38,928	28,001	49,968	37,800	37,800
Street Lights	285,584	301,075	329,850	302,400	302,400
Guardrails & Signs	2,320	57	2,000	2,000	2,000
Signal Maintenance	41,416	56,965	48,584	50,280	50,280
Signal Maint-WES Quite	-	-	10,000	10,000	10,000
Commons St Light Maint	-	-	11,000	11,000	11,000
Roadside Landscape	23,555	28,782	30,800	-	-
<b>Materials &amp; Services</b>	<b>409,862</b>	<b>443,705</b>	<b>525,602</b>	<b>733,480</b>	<b>733,480</b>
Reimburse - General Fund	307,931	338,724	-	-	-
Reimburse - Engineering	250,381	250,381	-	-	-
Reimburse - Operations	360,877	360,877	-	-	-
Transfer - General Fund	-	-	350,579	379,640	379,640
Transfer - Building	-	-	190,000	-	-
Transfer - Operations	-	-	226,429	276,841	276,841
Transfer - Road Devel	100,000	100,000	-	-	-
Transfer - Leveton Proj	-	-	386,428	386,428	386,428
Transfer - Infrastructure	10,060	9,660	10,495	13,000	13,000
<b>Transfers &amp; Reimbursements</b>	<b>1,029,249</b>	<b>1,059,642</b>	<b>1,163,931</b>	<b>1,055,909</b>	<b>1,055,909</b>
Projects Professional Svc	26,113	-	-	-	-
Projects Construction	-	-	17,000	-	-
Fund Projects	14,820	16,278	-	50,000	50,000
<b>Capital Outlay</b>	<b>40,932</b>	<b>16,278</b>	<b>17,000</b>	<b>50,000</b>	<b>50,000</b>

**City of Tualatin**  
**FY 2010 - 2011**  
**Road Gas Tax**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Contingency	-	-	29,452	188,718	188,718
Contingencies & Reserves	-	-	29,452	188,718	188,718
<b>Road Op/Gas Tax Fund</b>	<u><u>1,480,043</u></u>	<u><u>1,519,626</u></u>	<u><u>1,735,985</u></u>	<u><u>2,028,107</u></u>	<u><u>2,028,107</u></u>

## **SPECIAL REVENUE FUNDS: CORE AREA PARKING**

The Core Area Parking District (CAPD) fund administers the downtown public parking district of the City. Tax receipts are received from downtown businesses, a portion of which are transferred to the General Fund for enforcement and maintenance. The CAPD is located north of SW Nyberg Street, between Boones Ferry Road and Martinazzi Avenue and south of Hedges Creek. There are five public lots (White, Yellow, Red, Blue and Green) with 363 parking spaces. In addition, there are 67 on-street parking spaces on Nyberg Street, Seneca Street and 84th Avenue.





### **HIGHLIGHTS OF 2009/2010**

- Improved access from the Blue Lot to Community Park via new pedestrian bridge over Hedges Creek.
- Re-striped all Core Area parking lots.
- Repaired the asphalt in the White Lot.
- Changed the one-hour parking spaces located on the south end of the White Lot to two-hour spaces to better accommodate business needs.
- Created space-hopping policy for the Core Area Parking District.

### **GOALS FOR 2010/2011**

- Maximize efficiency of constructed public parking lots and on-street parking.
- Collect annual taxes sufficient to operate the district.
- Reduce the deficit of the Core Area Parking District budget, ultimately achieving solvency.

**City of Tualatin**  
**FY 2010 - 2011**  
**Core Area Parking District**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	168,376	194,637	201,158	192,341	192,341
Reserve for Lot Construct	-	-	10,500	45,500	45,500
<b>Beginning Fund Balance</b>	<b>168,376</b>	<b>194,637</b>	<b>211,658</b>	<b>237,841</b>	<b>237,841</b>
Core Area Park.Impact Fee	-	-	49,000	10,000	10,000
<b>Fees &amp; Charges</b>	<b>-</b>	<b>-</b>	<b>49,000</b>	<b>10,000</b>	<b>10,000</b>
Core Area Parking-Current	67,963	66,334	58,580	61,510	61,510
Core Area Parking-Prior	1,328	-	2,010	1,000	1,000
<b>Charges for Service</b>	<b>69,291</b>	<b>66,334</b>	<b>60,590</b>	<b>62,510</b>	<b>62,510</b>
Interest on Investments	8,660	4,522	2,012	1,923	1,923
<b>Interest</b>	<b>8,660</b>	<b>4,522</b>	<b>2,012</b>	<b>1,923</b>	<b>1,923</b>
<b>Other Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Core Area Parking District</b>	<b><u>246,327</u></b>	<b><u>265,492</u></b>	<b><u>323,260</u></b>	<b><u>312,274</u></b>	<b><u>312,274</u></b>

**City of Tualatin**  
**FY 2010 - 2011**  
**Core Area Parking District**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Office Supplies	-	100	100	100	100
Printing & Postage	143	284	300	200	200
Botanical & Chem Supplies	1,177	1,363	1,200	1,200	1,200
Consultants	-	-	200	200	200
Leasehold - Parking Lots	6,826	7,026	8,260	9,086	9,086
Guardrails & Signs	15	-	210	210	210
Contr R & M - Streets	-	-	1,500	1,000	1,000
Street/Parking Lot Lights	-	-	500	500	500
Grounds & Landscaping	3,437	4,039	5,850	5,600	5,600
Parking Lot Striping	-	-	3,320	3,500	3,500
Parking Lots	2,400	2,472	2,800	3,080	3,080
<b>Materials &amp; Services</b>	<b>13,998</b>	<b>15,283</b>	<b>24,240</b>	<b>24,676</b>	<b>24,676</b>
Reimburse - General Fund	36,168	39,785	-	-	-
Transfer - General Fund	-	-	41,177	59,471	59,471
<b>Transfers &amp; Reimbursements</b>	<b>36,168</b>	<b>39,785</b>	<b>41,177</b>	<b>59,471</b>	<b>59,471</b>
Fund Projects	1,524	-	-	-	-
<b>Capital Outlay</b>	<b>1,524</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contingency	-	-	5,313	6,732	6,732
General Account Reserve	-	-	242,030	175,895	175,895
Future Years Project	-	-	10,500	45,500	45,500
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>257,843</b>	<b>228,127</b>	<b>228,127</b>
<b>Core Area Parking District</b>	<b><u>51,690</u></b>	<b><u>55,068</u></b>	<b><u>323,260</u></b>	<b><u>312,274</u></b>	<b><u>312,274</u></b>

**SPECIAL REVENUE FUNDS:  
TUALATIN SCIENCE & TECHNOLOGY SCHOLARSHIP**

The scholarship trust promotes higher education in scientific fields by making possible educational opportunities to students who are residents of Tualatin and attending an Oregon institution of higher learning. Scholarships are funded by the interest earned on the \$50,000 principal in the trust.

Scholarship applications are reviewed by a committee consisting of a member of the Tualatin-Tigard School Board, a Tualatin City Councilor, and a representative of the Tualatin Chamber of Commerce.



## HIGHLIGHTS OF 2009/2010

- Issued three \$600 scholarships.

## GOALS FOR 2010/2011

- Issue two \$500 scholarships.



**City of Tualatin**  
**FY 2010 - 2011**  
**Tualatin Science and Technology Scholarship**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	60,080	57,588	53,988	52,098	52,098
<b>Beginning Fund Balance</b>	<b>60,080</b>	<b>57,588</b>	<b>53,988</b>	<b>52,098</b>	<b>52,098</b>
Interest on Investments	2,508	1,090	1,300	500	500
<b>Interest</b>	<b>2,508</b>	<b>1,090</b>	<b>1,300</b>	<b>500</b>	<b>500</b>
<b>Tualatin Science and Technology Scholarship</b>	<u><u>62,588</u></u>	<u><u>58,678</u></u>	<u><u>55,288</u></u>	<u><u>52,598</u></u>	<u><u>52,598</u></u>

**City of Tualatin**  
**FY 2010 - 2011**  
**Tualatin Science and Technology Scholarship**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Scholarships	5,000	5,000	2,000	1,000	1,000
<b>Materials &amp; Services</b>	<b>5,000</b>	<b>5,000</b>	<b>2,000</b>	<b>1,000</b>	<b>1,000</b>
General Account Reserve	-	-	53,288	51,598	51,598
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>53,288</b>	<b>51,598</b>	<b>51,598</b>
<b>Tualatin Scholarship Fund</b>	<u><u>5,000</u></u>	<u><u>5,000</u></u>	<u><u>55,288</u></u>	<u><u>52,598</u></u>	<u><u>52,598</u></u>

## **SPECIAL REVENUE FUNDS: 9-1-1 EMERGENCY COMMUNICATION TAX**

The 9-1-1 Program was established by the 1981 Oregon Legislature to ensure the seamless operation of the statewide enhanced 9-1-1 system. The Program is funded through the Emergency Communications Tax. This tax imposes \$0.75 on any circuit or device capable of accessing the 9-1-1 network and is collected by communications providers offering such services. The money is collected by the State Department of Revenue quarterly and two-thirds of the collections are distributed to cities and counties on a per-capita basis to fund operations at the Public Safety Answering Point (PSAP), in our case Washington County Consolidated Communications Agency (WCCCA).





**City of Tualatin**  
**FY 2010 - 2011**  
**911 Emergency Communication**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
911 Emergency Comm Tax	-	137,646	150,000	140,000	140,000
<b>Fees &amp; Charges</b>	-	<b>137,646</b>	<b>150,000</b>	<b>140,000</b>	<b>140,000</b>
<b>911 Emergency Communication</b>	<u>-</u>	<u>137,646</u>	<u>150,000</u>	<u>140,000</u>	<u>140,000</u>

**City of Tualatin**  
**FY 2010 - 2011**  
**911 Emergency Communication**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
911 Tax/Payment to PSAP	-	137,646	150,000	140,000	140,000
<b>Materials &amp; Services</b>	-	<b>137,646</b>	<b>150,000</b>	<b>140,000</b>	<b>140,000</b>
<b>911 Emergency Communicati</b>	<u>-</u>	<u>137,646</u>	<u>150,000</u>	<u>140,000</u>	<u>140,000</u>

## **SPECIAL REVENUE FUNDS: ROAD DEVELOPMENT-TRAFFIC IMPACT FEE**

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 charge is based on the traffic impact that the particular development will have on the transportation system. The Traffic Impact Fee (TIF) was established by Washington County and approved by the voters. The City Council has also established the same fee rate in the Clackamas County portion of the City.

Expenditures in the Road/SDC Fund are for the expansion and improvement of the transportation system in the City and are based upon Washington and Clackamas counties adopted transportation plans. These funds are for both road improvements and traffic control signals. The City's street system consists of approximately 91 miles of streets (approximately 77 miles are City maintained and about 9 miles are maintained by Washington and Clackamas Counties and 5 miles are state maintained) and 48 traffic signals (22 are city-owned, 18 are county-owned and 8 are state-owned).



### **HIGHLIGHTS OF 2009/2010**

- Traffic Impact Fees are being collected for projects approved prior to July 1, 2009.
- Completed the Herman Road/Teton Avenue signal and railroad crossing project.
- Completed the retrofit of signals to protected/permissive (flashing yellow arrow) signals.
- Due to the slow-down of the economy and the construction industry, SDCs are down significantly.

### **GOALS FOR 2010/2011**

- Due to the slow-down in the economy, no projects are planned at this time.

**City of Tualatin**  
**FY 2010 - 2011**  
**Road Development**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	1,313,439	1,870,933	888,623	514,228	575,729
<b>Beginning Fund Balance</b>	<b>1,313,439</b>	<b>1,870,933</b>	<b>888,623</b>	<b>514,228</b>	<b>575,729</b>
 <b>Intergovernmental Revenue</b>	 -	 -	 -	 -	 -
Washington County	1,000,378	236,860	100,000	100,000	100,000
Clackamas County	26,784	-	2,000	-	-
<b>Fees &amp; Charges</b>	<b>1,027,582</b>	<b>236,860</b>	<b>102,000</b>	<b>100,000</b>	<b>100,000</b>
 Interest on Investments	 108,386	 31,925	 3,990	 2,571	 2,571
<b>Interest</b>	<b>108,386</b>	<b>31,925</b>	<b>3,990</b>	<b>2,571</b>	<b>2,571</b>
 Transfer - Road Gas Tax	 100,000	 100,000	 -	 -	 -
<b>Transfers &amp; Reimbursements</b>	<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
 <b>Road Development</b>	 <u><u>2,549,407</u></u>	 <u><u>2,239,719</u></u>	 <u><u>994,613</u></u>	 <u><u>616,799</u></u>	 <u><u>678,300</u></u>

**City of Tualatin**  
**FY 2010 - 2011**  
**Road Development**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Reimburse - General Fund	7,874	8,661	8,965	1,462	1,462
Reimburse - Engineering	43,520	47,872	-	-	-
Reimburse - LID	350,000	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>401,394</b>	<b>56,533</b>	<b>8,965</b>	<b>1,462</b>	<b>1,462</b>
Land Acquisition	-	750	-	-	-
Projects Administration	41,912	10,535	-	-	-
Projects Professional Svc	232,193	110,812	-	-	-
Projects Construction	2,975	1,172,466	-	-	61,500
Fund Projects	-	-	749,628	-	-
<b>Capital Outlay</b>	<b>277,080</b>	<b>1,294,563</b>	<b>749,628</b>	<b>-</b>	<b>61,500</b>
Contingency	-	-	236,020	615,337	615,338
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>236,020</b>	<b>615,337</b>	<b>615,338</b>
<b>Road Development</b>	<b><u>678,474</u></b>	<b><u>1,351,096</u></b>	<b><u>994,613</u></b>	<b><u>616,799</u></b>	<b><u>678,300</u></b>

## **SPECIAL REVENUE FUNDS: TRANSPORTATION DEVELOPMENT TAX**

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 2009/2010**

- Projects receiving approval after July 1, 2009 will pay the new TDT.

## **GOALS FOR 2009/2010**

- There are no funds available at this time; therefore there are no projects planned.

**City of Tualatin**  
**FY 2010 - 2011**  
**Transportation Development Tax**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	-	-	-	100,000	100,000
<b>Beginning Fund Balance</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>
Washington County	-	-	175,000	164,000	164,000
Clackamas County	-	-	-	277,500	277,500
<b>Charges for Service</b>	<b>-</b>	<b>-</b>	<b>175,000</b>	<b>441,500</b>	<b>441,500</b>
Interest on Investments	-	-	1,000	500	500
<b>Interest</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>500</b>	<b>500</b>
<b>Transportation Development Tax</b>	<b>-</b>	<b>-</b>	<b><u>176,000</u></b>	<b><u>542,000</u></b>	<b><u>542,000</u></b>



**City of Tualatin**  
**FY 2010 - 2011**  
**Transportation Development Tax**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Contingency	-	-	176,000	542,000	542,000
<b>Contingencies &amp; Reserves</b>	-	-	<b>176,000</b>	<b>542,000</b>	<b>542,000</b>
<b>Trans Dev Tax Fund</b>	<u>-</u>	<u>-</u>	<u>176,000</u>	<u>542,000</u>	<u>542,000</u>
	<b>=</b>	<b>=</b>	<b>=</b>	<b>=</b>	<b>=</b>



# Debt Service Funds

Summary

General Obligation Bond

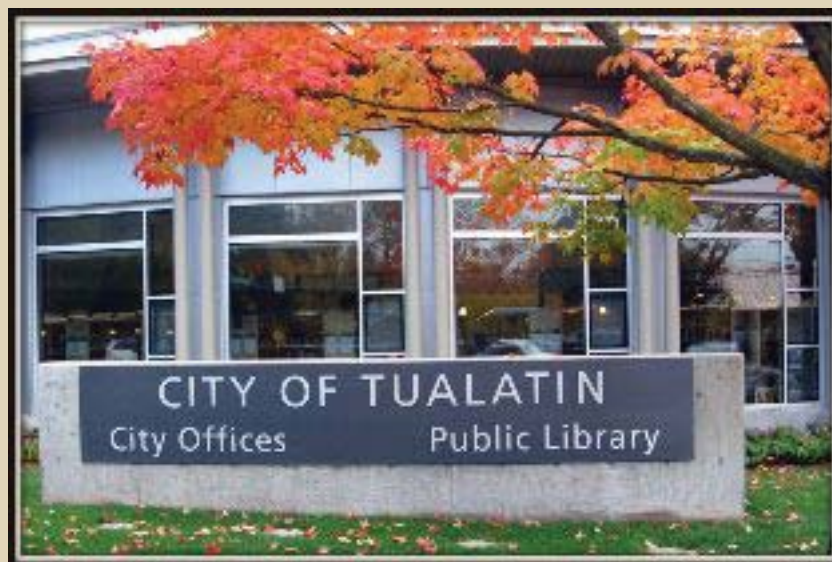
Bancroft Bonded Debt

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget - Debt Service Funds**

	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Adopted FY 10-11
<u>Resources</u>				
Property Taxes	918,538	578,942	676,770	831,400
Principal	87,036	87,871	87,036	87,040
Interest	82,609	37,985	30,280	23,500
Other Revenue	334	2,885	-	-
Total Current Resources	1,088,517	707,683	794,086	941,940
Beginning Fund Balance	1,109,147	677,166	615,000	490,806
Total Resources	2,197,664	1,384,849	1,409,086	1,432,746
<u>Requirements</u>				
Materials and Services	56,273	10,889	12,380	300
Transfers	-	40,000	-	-
Debt Service	1,464,225	793,315	810,013	981,540
Contingencies & Reserves	677,166	540,645	586,693	450,906
Total Requirements	2,197,664	1,384,849	1,409,086	1,432,746

## **DEBT SERVICE FUNDS: GENERAL OBLIGATION BOND FUND**

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



**City of Tualatin**  
**FY 2010 - 2011**  
**General Obligation Bond**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	791,416	266,738	125,000	10,000	10,000
<b>Beginning Fund Balance</b>	<b>791,416</b>	<b>266,738</b>	<b>125,000</b>	<b>10,000</b>	<b>10,000</b>
Current Year	908,550	566,169	671,770	816,400	816,400
Prior Year	9,988	12,773	5,000	15,000	15,000
<b>Property Taxes</b>	<b>918,538</b>	<b>578,942</b>	<b>676,770</b>	<b>831,400</b>	<b>831,400</b>
Interest on Investments	36,771	4,558	2,000	1,000	1,000
Washington County	1,794	1,206	-	-	-
Clackamas County	423	150	-	-	-
<b>Interest</b>	<b>38,988</b>	<b>5,915</b>	<b>2,000</b>	<b>1,000</b>	<b>1,000</b>
Other Misc Income	-	2,885	-	-	-
<b>Other Revenue</b>	<b>-</b>	<b>2,885</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>General Obligation Bond</b>	<b><u>1,748,942</u></b>	<b><u>854,480</u></b>	<b><u>803,770</u></b>	<b><u>842,400</u></b>	<b><u>842,400</u></b>

**City of Tualatin**  
**FY 2010 - 2011**  
**General Obligation Bond**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Bond Registration & Exp	47,118	850	2,000	-	-
<b>Materials &amp; Services</b>	<b>47,118</b>	<b>850</b>	<b>2,000</b>	-	-
Transfer - General Fund	-	40,000	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>-</b>	<b>40,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
05 Parks Bond Principal	145,000	150,000	150,000	155,000	155,000
06 Library Bond Principal	-	120,000	155,000	165,000	165,000
08 Refunding Bond Princip	-	-	-	90,000	90,000
99 Police Bond Principal	750,229	-	-	-	-
<b>Principal</b>	<b>895,229</b>	<b>270,000</b>	<b>305,000</b>	<b>410,000</b>	<b>410,000</b>
05 Parks Bond Interest	133,500	129,075	124,390	119,500	119,500
06 Library Bond Interest	253,986	168,038	162,195	155,400	155,400
08 Refunding Bond Interst	-	125,377	109,288	107,500	107,500
99 Police Bond Interest	152,370	71,685	-	-	-
<b>Interest</b>	<b>539,856</b>	<b>494,175</b>	<b>395,873</b>	<b>382,400</b>	<b>382,400</b>
General Account Reserves	-	-	100,897	50,000	50,000
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>100,897</b>	<b>50,000</b>	<b>50,000</b>
<b>General Obligation Bond</b>	<b><u>1,482,203</u></b>	<b><u>805,025</u></b>	<b><u>803,770</u></b>	<b><u>842,400</u></b>	<b><u>842,400</u></b>

## **DEBT SERVICE FUNDS: BANCROFT BOND**

The Bancroft Bonded Debt Fund accounts for payments of principal and interest on general obligation debt for projects which directly enhance the value of specific properties. The owners of these properties reimburse the City for their proportionate share of these public improvements on a schedule matching the payment schedule of the bond which financed the project. There is one outstanding bond which funded the construction of 95th Place.



**City of Tualatin**  
**FY 2010 - 2011**  
**Bancroft Bond**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	317,731	410,428	490,000	480,806	480,806
<b>Beginning Fund Balance</b>	<b>317,731</b>	<b>410,428</b>	<b>490,000</b>	<b>480,806</b>	<b>480,806</b>
LID 3	-	125	-	-	-
LID 27-81	-	710	-	-	-
LID 43-90-ST	87,036	87,036	87,036	87,040	87,040
<b>Principal</b>	<b>87,036</b>	<b>87,871</b>	<b>87,036</b>	<b>87,040</b>	<b>87,040</b>
LID 43-90-ST	28,218	23,245	23,280	20,000	20,000
Interest on Investments	15,403	8,824	5,000	2,500	2,500
<b>Interest</b>	<b>43,621</b>	<b>32,070</b>	<b>28,280</b>	<b>22,500</b>	<b>22,500</b>
<b>Other Revenue</b>	<b>334</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Bancroft Bond</b>	<b><u>448,722</u></b>	<b><u>530,369</u></b>	<b><u>605,316</u></b>	<b><u>590,346</u></b>	<b><u>590,346</u></b>



**City of Tualatin**  
**FY 2010 - 2011**  
**Bancroft Bond**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Bond Registration & Exp	300	300	300	300	300
<b>Materials &amp; Services</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>	<b>300</b>
Reimburse - General Fund	8,854	9,739	10,080	-	-
<b>Transfers &amp; Reimbursements</b>	<b>8,854</b>	<b>9,739</b>	<b>10,080</b>	<b>-</b>	<b>-</b>
1998 Bancroft Bonds	-	-	80,000	160,000	160,000
<b>Principal</b>	<b>-</b>	<b>-</b>	<b>80,000</b>	<b>160,000</b>	<b>160,000</b>
1998 Bancroft Bonds	29,140	29,140	29,140	29,140	29,140
<b>Interest</b>	<b>29,140</b>	<b>29,140</b>	<b>29,140</b>	<b>29,140</b>	<b>29,140</b>
Bond Reserve	-	-	485,796	400,906	400,906
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>485,796</b>	<b>400,906</b>	<b>400,906</b>
<b>Bancroft Bond</b>	<b><u>38,294</u></b>	<b><u>39,179</u></b>	<b><u>605,316</u></b>	<b><u>590,346</u></b>	<b><u>590,346</u></b>



# Capital Projects Funds

Summary

City Center Remodel

Library Improvement

Local Improvement

District

Park Development

Park Improvements

Infrastructure Reserve

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget - Capital Projects Funds**

	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Adopted FY 10-11
<u>Resources</u>				
Intergovernmental Revenue	75,400	-	786,500	709,547
Fees & Charges	195,754	4,459	54,360	25,098
Interest	223,622	92,729	28,808	15,467
Transfers	5,705,060	9,660	47,765	55,270
Other Revenue	4	33,939	250,000	220,000
Total Current Resources	6,199,840	140,787	1,167,433	1,025,382
Beginning Fund Balance	6,851,830	4,442,839	3,185,402	3,007,305
Total Resources	13,051,670	4,583,626	4,352,835	4,032,687
<u>Requirements</u>				
Materials and Services	146,204	38,313	92,033	69,800
Transfers	-	124,487	-	19,024
Capital Outlay	8,212,625	482,545	1,472,971	1,148,266
Contingencies & Reserves	4,692,841	3,938,281	2,787,831	2,795,597
Total Requirements	13,051,670	4,583,626	4,352,835	4,032,687

## **CAPITAL PROJECTS FUNDS: CITY CENTER REMODEL**

This fund was created in 2006-07 to account for costs related to modifications of City offices in conjunction with the library-remodeling project. The scope of work includes the replacement and/or relocation of City offices displaced by the Library expansion and an addition to the north side of the City office part of the building to add expanded space of the Engineering & Building Department.



**City of Tualatin**  
**FY 2010 - 2011**  
**City Center Remodel**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	686,011	124,487	-	-	-
<b>Beginning Fund Balance</b>	<b>686,011</b>	<b>124,487</b>	-	-	-
 <b>Interest</b>	 <b>16,016</b>	 -	 -	 -	 -
 <b>Transfers &amp; Reimbursements</b>	 <b>350,000</b>	 -	 -	 -	 -
 <b>City Center Remodel</b>	 <u><u>1,052,026</u></u>	 <u><u>124,487</u></u>	 <u><u>-</u></u>	 <u><u>-</u></u>	 <u><u>-</u></u>

**City of Tualatin**  
**FY 2010 - 2011**  
**City Center Remodel**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Transfer - General Fund	-	124,487	-	-	-
<b>Transfers &amp; Reimbursements</b>	-	<b>124,487</b>	-	-	-
Equipment & Furnishings	63,367	-	-	-	-
Projects Administration	61,930	-	-	-	-
Projects Professional Svc	21,334	-	-	-	-
Projects Construction	780,908	-	-	-	-
<b>Capital Outlay</b>	<b>927,539</b>	-	-	-	-
<b>City Center Remodel Fund</b>	<u><u>927,539</u></u>	<u><u>124,487</u></u>	<u><u>-</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

## **CAPITAL PROJECTS FUNDS: LIBRARY IMPROVEMENT**

The purpose of this fund is to account for construction of an addition and remodel of the library. Funding is through a General Obligation Bond measure approved by voters in November 2004, the Central Urban Renewal Project Fund, the General Fund and interest.

Project construction is complete.



**City of Tualatin**  
**FY 2010 - 2011**  
**Library Improvement**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	2,855,695	454,374	15,297	-	-
<b>Beginning Fund Balance</b>	<b>2,855,695</b>	<b>454,374</b>	<b>15,297</b>	<b>-</b>	<b>-</b>
 <b>Interest</b>	 <b>52,824</b>	 <b>-</b>	 <b>-</b>	 <b>-</b>	 <b>-</b>
 <b>Transfers &amp; Reimbursements</b>	 <b>4,795,000</b>	 <b>-</b>	 <b>-</b>	 <b>-</b>	 <b>-</b>
Other Misc Income	4	33,939	-	-	-
<b>Other Revenue</b>	<b>4</b>	<b>33,939</b>	<b>-</b>	<b>-</b>	<b>-</b>
 <b>Sales of Bonds/Other Financing</b>	 <b>-</b>	 <b>-</b>	 <b>-</b>	 <b>-</b>	 <b>-</b>
 <b>Library Improvement</b>	 <b><u><u>7,703,522</u></u></b>	 <b><u><u>488,313</u></u></b>	 <b><u><u>15,297</u></u></b>	 <b><u><u>-</u></u></b>	 <b><u><u>-</u></u></b>



**City of Tualatin**  
**FY 2010 - 2011**  
**Library Improvement**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Dedicated Lines	12,698	-	-	-	-
<b>Materials &amp; Services</b>	<b>12,698</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Equipment & Furnishings	716,726	81,057	-	-	-
Projects Administration	148,212	3,252	-	-	-
Projects Professional Svc	349,627	33,045	-	-	-
Projects Construction	6,021,886	355,663	-	-	-
Fund Projects	-	-	15,297	-	-
<b>Capital Outlay</b>	<b>7,236,450</b>	<b>473,016</b>	<b>15,297</b>	<b>-</b>	<b>-</b>
<b>Library Improvements Fund</b>	<u><u>7,249,148</u></u>	<u><u>473,016</u></u>	<u><u>15,297</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

## **CAPITAL PROJECTS FUNDS: LOCAL IMPROVEMENT DISTRICT**

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

## **HIGHLIGHTS OF 2009/2010**

- There were no new requests for construction projects.



**City of Tualatin**  
**FY 2010 - 2011**  
**Local Improvement District**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	115,849	465,694	469,976	465,180	465,180
<b>Beginning Fund Balance</b>	<b>115,849</b>	<b>465,694</b>	<b>469,976</b>	<b>465,180</b>	<b>465,180</b>
Interest on Investments	5,997	9,593	4,700	2,326	2,326
<b>Interest</b>	<b>5,997</b>	<b>9,593</b>	<b>4,700</b>	<b>2,326</b>	<b>2,326</b>
<b>Transfers &amp; Reimbursements</b>	<b>350,000</b>	-	-	-	-
<b>Local Improvement District</b>	<u><u>471,845</u></u>	<u><u>475,288</u></u>	<u><u>474,676</u></u>	<u><u>467,506</u></u>	<u><u>467,506</u></u>

**City of Tualatin**  
**FY 2010 - 2011**  
**Local Improvement District**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Consultants	-	-	50,000	50,000	50,000
Advertising-Informational	-	-	2,500	2,500	2,500
<b>Materials &amp; Services</b>	<b>-</b>	<b>-</b>	<b>52,500</b>	<b>52,500</b>	<b>52,500</b>
Reimburse - General Fund	3,273	3,600	3,726	-	-
Reimburse - Engineering	2,878	3,166	3,277	-	-
<b>Transfers &amp; Reimbursements</b>	<b>6,151</b>	<b>6,766</b>	<b>7,003</b>	<b>-</b>	<b>-</b>
Fund Projects	-	-	100,000	100,000	100,000
<b>Capital Outlay</b>	<b>-</b>	<b>-</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>
Contingency	-	-	315,173	315,006	315,006
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>315,173</b>	<b>315,006</b>	<b>315,006</b>
<b>Local Improvement District</b>	<b><u>6,151</u></b>	<b><u>6,766</u></b>	<b><u>474,676</u></b>	<b><u>467,506</u></b>	<b><u>467,506</u></b>

## **CAPITAL PROJECTS FUNDS: PARK DEVELOPMENT**

The Park Development Fund captures the revenues and expenditures for the planning, land acquisition, and development of parks and recreation areas and facilities. The Park Development Fund derives its revenues from restricted sources such as System Development Charges, grants, and donations. Tualatin's share of the Metro Natural Areas Bond Measure are received and expended through this fund.



## **HIGHLIGHTS OF 2009/2010**

- Coordinated with Clean Water Services in the initial phase of work on the Lower Tualatin Pump Station project in Tualatin Community Park, including a picnic shelter, pathway system, sports field restoration, a new dog park, interpretive signs, and an expanded parking lot.
- Acquired 3.44 acres of riverfront property in the Tualatin River Greenway adjacent to Jurgens Park.
- Participated in the Tonquin Trail Master Plan project with Metro and the cities of Wilsonville and Sherwood.

## **GOALS FOR 2010/2011**

- Complete construction of a picnic shelter, sports field restoration, dog park, pathways, interpretive information, and expanded parking lot in Community Park north of the railroad trestle in partnership with the Lower Tualatin Pump Station project by Clean Water Services. (Council Goal 4)
- Complete the Tonquin Trail Master Plan in partnership with Metro and the cities of Wilsonville and Sherwood. (Council Goal 4)
- Complete acquisition of at least one (1) parcel within Tualatin River Greenway. (Council Goal 5)

**City of Tualatin**  
**FY 2010 - 2011**  
**Park Development**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	231,043	339,324	304,641	113,945	113,945
<b>Beginning Fund Balance</b>	<b>231,043</b>	<b>339,324</b>	<b>304,641</b>	<b>113,945</b>	<b>113,945</b>
Greenspaces	-	-	786,500	334,547	334,547
CDBG Grant	75,400	-	-	375,000	375,000
<b>Intergovernmental Revenue</b>	<b>75,400</b>	<b>-</b>	<b>786,500</b>	<b>709,547</b>	<b>709,547</b>
Parks SDC's	195,754	4,459	54,360	25,098	25,098
<b>Fees &amp; Charges</b>	<b>195,754</b>	<b>4,459</b>	<b>54,360</b>	<b>25,098</b>	<b>25,098</b>
Interest on Investments	15,910	22,718	-	1,000	1,000
<b>Interest</b>	<b>15,910</b>	<b>22,718</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
Reimburse - General Fund	-	-	10,000	15,000	15,000
Land Sale Proceeds	-	-	250,000	220,000	220,000
<b>Transfers &amp; Reimbursements</b>	<b>-</b>	<b>-</b>	<b>260,000</b>	<b>235,000</b>	<b>235,000</b>
<b>Other Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Park Development</b>	<b><u>518,108</u></b>	<b><u>366,501</u></b>	<b><u>1,405,501</u></b>	<b><u>1,084,590</u></b>	<b><u>1,084,590</u></b>

**City of Tualatin**  
**FY 2010 - 2011**  
**Park Development**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Office Supplies	414	310	100	100	100
Printing & Postage	232	140	100	100	100
Photographic Supplies	-	-	100	100	100
Consultants	110,227	10,865	10,000	15,000	15,000
Property Management	1,351	3,591	5,000	2,000	2,000
<b>Materials &amp; Services</b>	<b>112,224</b>	<b>14,906</b>	<b>15,300</b>	<b>17,300</b>	<b>17,300</b>
Reimburse - General Fund	15,130	16,643	17,230	19,024	19,024
<b>Transfers &amp; Reimbursements</b>	<b>15,130</b>	<b>16,643</b>	<b>17,230</b>	<b>19,024</b>	<b>19,024</b>
Land Acquisition	6,340	-	1,047,971	568,266	568,266
Feasibility Studies	-	-	125,000	10,000	10,000
Projects Professional Svc	-	4,955	-	-	-
Projects Construction	38,372	4,573	-	-	-
Fund Projects	6,717	-	200,000	470,000	470,000
<b>Capital Outlay</b>	<b>51,430</b>	<b>9,528</b>	<b>1,372,971</b>	<b>1,048,266</b>	<b>1,048,266</b>
<b>Park Development</b>	<b><u>178,784</u></b>	<b><u>41,077</u></b>	<b><u>1,405,501</u></b>	<b><u>1,084,590</u></b>	<b><u>1,084,590</u></b>



## **CAPITAL PROJECTS FUNDS: PARK IMPROVEMENTS**

The purpose of this fund is to account for construction of park improvements. Funding is through a General Obligation Bond measure approved by voters in November 2004. Work has been completed.



**City of Tualatin**  
**FY 2010 - 2011**  
**Park Improvements**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	15,678	19,206	19,605	-	-
<b>Beginning Fund Balance</b>	<b>15,678</b>	<b>19,206</b>	<b>19,605</b>	<b>-</b>	<b>-</b>
Interest on Investments	734	398	150	-	-
<b>Interest</b>	<b>734</b>	<b>398</b>	<b>150</b>	<b>-</b>	<b>-</b>
<b>Transfers &amp; Reimbursements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Park Improvements</b>	<u><u>16,412</u></u>	<u><u>19,605</u></u>	<u><u>19,755</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

**City of Tualatin**  
**FY 2010 - 2011**  
**Park Improvements**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Projects Administration	857	-	-	-	-
Projects Professional Svc	(6,911)	-	-	-	-
Projects Construction	3,260	-	-	-	-
Fund Projects	-	-	19,755	-	-
<b>Capital Outlay</b>	<b>(2,794)</b>	<b>-</b>	<b>19,755</b>	<b>-</b>	<b>-</b>
<b>Library/Parks Improvement</b>	<u><u>(2,794)</u></u>	<u><u>-</u></u>	<u><u>19,755</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

## **CAPITAL PROJECTS FUNDS: INFRASTRUCTURE RESERVE**

The Infrastructure Reserve Fund is a “savings account” for infrastructure replacement to fund projects for which yearly revenues are insufficient. The City needs to accumulate funds over several years to construct large infrastructure projects.

Due to the relative newness of the City’s sewer system there is currently a small need for capital projects to rehabilitate the sewer system; therefore, the funds are accumulating. It is estimated by 2024, \$36,000,000 will be needed.

The Road Operating/Gas Tax Fund is required by Oregon Revised Statutes (ORS) to set aside 1% of State Gas Tax annually to be used for footpath and bike trail projects in the City. In addition, the ORS requires that if this money is not used, it may be set aside for up to ten years. By putting the unspent money into a Reserve Fund, it can accumulate and provide funding for large projects.

The Storm Drain/SDC Fund is accumulating funds for Endangered Species Act (ESA) and total Maximum Daily Load (TMDL) projects that may be required in the future.



### **HIGHLIGHTS OF 2009/2010**

- General Fund began repaying \$80,000 interfund loan (year one of three years).

### **GOALS FOR 2010/2011**

- Receive 1% of the State gas tax revenue from the Road Operating/Gas Tax Fund. The funds must be used for footpath and bike trail projects within ten years.

**City of Tualatin**  
**FY 2010 - 2011**  
**Infrastructure Reserve**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	-	3,039,754	-	-	-
Beg Bal - Sewer	2,405,910	-	2,261,779	2,264,363	2,264,363
Beg Bal - Road Gas Tax	50,427	-	73,617	83,390	83,390
Beg Bal - Storm Drain SDC	491,217	-	75,389	80,427	80,427
<b>Beginning Fund Balance</b>	<b>2,947,554</b>	<b>3,039,754</b>	<b>2,410,785</b>	<b>2,428,180</b>	<b>2,428,180</b>
 Sewer	 42,946	 19,506	 22,618	 11,322	 11,322
Road Gas Tax	1,718	780	736	417	417
Storm Drain SDC	87,477	39,733	754	402	402
<b>Interest</b>	<b>132,141</b>	<b>60,020</b>	<b>24,108</b>	<b>12,141</b>	<b>12,141</b>
 Transfer - General Fund	 -	 -	 27,270	 27,270	 27,270
Transfer - Road Gas Tax	10,060	9,660	10,495	13,000	13,000
<b>Transfers &amp; Reimbursements</b>	<b>210,060</b>	<b>9,660</b>	<b>37,765</b>	<b>40,270</b>	<b>40,270</b>
 <b>Infrastructure Reserve</b>	 <b><u>3,289,754</u></b>	 <b><u>3,109,434</u></b>	 <b><u>2,472,658</u></b>	 <b><u>2,480,591</u></b>	 <b><u>2,480,591</u></b>

**City of Tualatin**  
**FY 2010 - 2011**  
**Infrastructure Reserve**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Transfer - General Fund	-	80,000	-	-	-
Transfer - Sewer	-	330,000	-	-	-
Transfer - Storm Drain	250,000	300,000	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>250,000</b>	<b>710,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Future Years Projects	-	-	2,311,667	2,302,955	2,302,955
Future Years Projects	-	-	84,848	96,807	96,807
Future Years Project	-	-	76,143	80,829	80,829
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>2,472,658</b>	<b>2,480,591</b>	<b>2,480,591</b>
<b>Infrastructure Reserve</b>	<b><u>250,000</u></b>	<b><u>710,000</u></b>	<b><u>2,472,658</u></b>	<b><u>2,480,591</u></b>	<b><u>2,480,591</u></b>





# Enterprise Funds

Summary

Water

Sewer

Storm Drain

Enterprise Bond Fund

Water Development

Sewer Development

Storm Drain

Development

Water Reservoir Project



**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget - Enterprise Funds**

	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Adopted FY 10-11
<u>Resources</u>				
Fees & Charges	743,123	407,397	500,450	856,025
Charges for Service	11,487,724	11,847,950	12,849,495	13,461,611
Interest	530,099	253,927	106,447	36,387
Transfers	1,243,744	1,271,694	1,453,918	740,906
Other Revenue	19,575	27,595	19,434	16,800
Total Current Resources	14,024,265	13,808,563	14,929,744	15,111,729
Beginning Fund Balance	11,111,897	13,012,576	10,010,046	9,372,862
Total Resources	25,136,162	26,821,139	24,939,790	24,484,591
<u>Requirements</u>				
Materials and Services	9,349,357	10,325,727	8,027,013	8,488,248
Transfers	1,287,744	641,694	4,710,522	4,421,520
Capital Outlay	943,742	4,600,405	4,587,000	1,434,000
Debt Service	542,744	541,694	540,906	540,406
Contingencies & Reserves	13,012,575	10,711,619	7,074,349	9,600,417
Total Requirements	25,136,162	26,821,139	24,939,790	24,484,591

## ENTERPRISE FUNDS: WATER

Tualatin's water system consists of approximately 109 miles of pipes ranging in size from 4-inch to 36-inch diameter, five reservoirs, three pump stations, and over 6,600 water connections. Tualatin buys water from the City of Portland; this water comes from the Bull Run watershed and the Columbia South Shore Well Field systems.

In calendar year 2009, average daily usage in the City was 4.5 million gallons per day; peak usage in the city was 8.4 million gallons per day.

The purchase price of water from Portland will decrease approximately 15%, from \$0.895/CCF to \$0.758/CCF on July 1, 2010. Much of this reduction is a one-time credit to account for adjustments in asset allocations. (CCF = Hundred Cubic Feet, or about 748 gallons of water). There is no proposed change to the price of water sold to Tualatin customers.



## **HIGHLIGHTS OF 2009/2010**

- Completed needed replacement of AC lines in Indian Meadows and Indian Woods subdivisions.
- Completed the construction of an electrical connection at the Martinazzi pump station.
- Completed replacement of valves on Tualatin-Sherwood Road.
- Completed installation of three fire hydrants in the Town Center.
- Worked with Sherwood to analyze Tualatin's current and future needs in upsizing the proposed Sherwood water line.
- Inserts on water topics were put in four of the monthly utility bills.
- Water conservation messages were put on seven of the monthly utility bills.

## **GOALS FOR 2010/2011**

- To complete the projects shown in the Master Plan to improve the water system.
  - » Construct the emergency inter-tie to Tualatin Valley Water District.
  - » Replace AC lines in Apache Drive.
  - » Replace AC lines in 63rd Ave north of Lower Boones Ferry Road.
- Perform Cla-Valve maintenance as required every five years.
- Ensure the City water supply meets EPA standards.
- Implement water conservation programs as directed by City Council.
- Review Tualatin's long-term agreement with Portland.
- Participate in regional forums on water issues.

# City of Tualatin

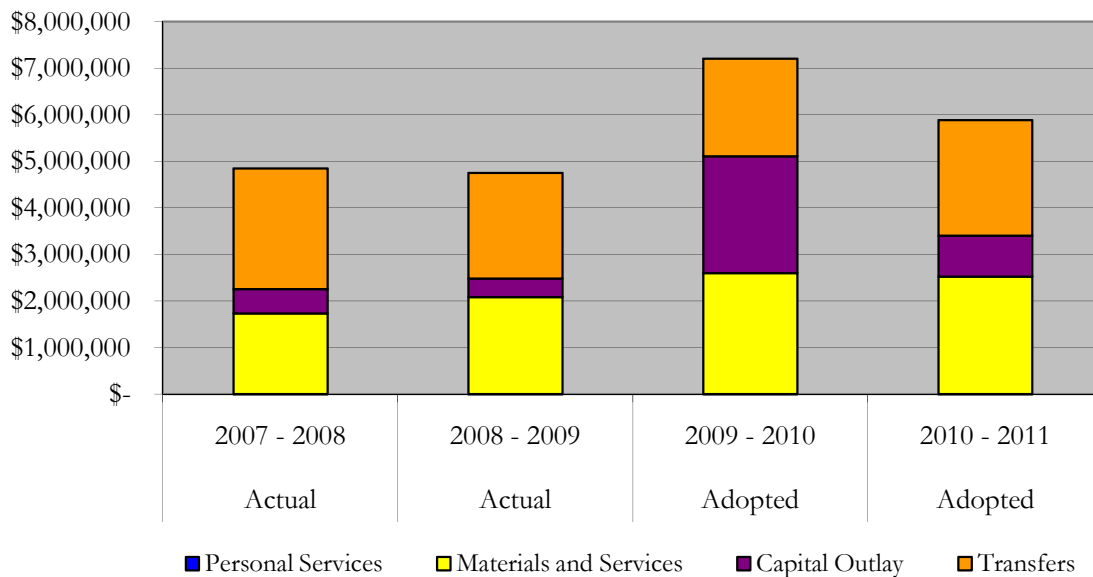
FY 2010 - 2011

## Water

### Revenue

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Beginning Fund Balance	2,163,929	2,710,908	3,129,649	3,366,351	3,916,351
<b>Beginning Fund Balance</b>	<b>2,163,929</b>	<b>2,710,908</b>	<b>3,129,649</b>	<b>3,366,351</b>	<b>3,916,351</b>
Reimb Project Admin Costs	40	1,060	150	150	150
Sherwood Water	305,982	254,641	300,000	750,000	750,000
<b>Fees &amp; Charges</b>	<b>306,022</b>	<b>255,701</b>	<b>300,150</b>	<b>750,150</b>	<b>750,150</b>
Water Service Charge	263,783	265,001	269,280	273,360	273,360
Usage Charge	4,115,593	4,406,051	4,777,084	4,777,084	4,777,084
Fire Service	126,970	129,295	128,731	129,502	129,502
Bulk Water Fees	14,230	5,916	6,011	2,000	2,000
Installation	6,944	5,725	1,984	2,000	2,000
Reconnect Fee	3,815	20,965	5,000	20,000	20,000
Facility/Capacity Charges	436,701	438,494	437,103	440,000	440,000
<b>Charges for Service</b>	<b>4,968,035</b>	<b>5,271,446</b>	<b>5,625,193</b>	<b>5,643,946</b>	<b>5,643,946</b>
Interest on Investments	98,623	59,941	30,296	1,683	1,683
Carry Chrg - Late Pmts	6,055	6,905	8,164	7,000	7,000
<b>Interest</b>	<b>104,678</b>	<b>66,846</b>	<b>38,460</b>	<b>8,683</b>	<b>8,683</b>
Rental	-	2,116	2,200	-	-
T-Mobile	10,409	9,416	9,734	13,000	13,000
Other Misc Income	5,090	6,359	5,000	1,000	1,000
Bulk Water Revenue	2,100	2,300	1,500	2,300	2,300
<b>Other Revenue</b>	<b>17,599</b>	<b>20,191</b>	<b>18,434</b>	<b>16,300</b>	<b>16,300</b>
<b>Water</b>	<b><u>7,560,263</u></b>	<b><u>8,325,093</u></b>	<b><u>9,111,886</u></b>	<b><u>9,785,430</u></b>	<b><u>10,335,430</u></b>

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**Water Fund**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	\$ 1,736,876	\$ 2,086,427	\$ 2,603,079	\$ 2,524,132
Capital Outlay	\$ 521,261	\$ 397,260	\$ 2,510,000	\$ 880,000
Transfers	\$ 2,591,219	\$ 2,269,105	\$ 2,094,368	\$ 2,484,889
Contingencies & Reserves	\$ -	\$ -	\$ 1,904,439	\$ 4,446,409
<b>Total Expenditures</b>	<b>\$ 4,849,356</b>	<b>\$ 4,752,792</b>	<b>\$ 9,111,886</b>	<b>\$ 10,335,430</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

# City of Tualatin

FY 2010 - 2011

## Water

### Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Printing & Postage	-	15,339	11,000	11,000	11,000
Inventory Adjustment	-	(2,434)	-	-	-
Water Conservation	1,918	4,294	5,000	6,000	6,000
For Tualatin	1,639,660	1,968,839	2,141,692	1,995,667	1,995,667
For Sherwood	-	-	143,987	154,065	154,065
Hydrants	-	-	2,000	2,000	2,000
Meters	5,038	6,071	10,000	10,000	10,000
Tual Valley Wtr/Jointline	111	-	1,000	1,000	1,000
Tual Valley/WA CO Lines	633	483	1,000	25,000	25,000
Consultants	9,534	14,599	150,000	180,000	180,000
Membership Dues	35,500	25,169	40,000	40,000	40,000
Merchant Discount Fees	-	510	6,000	6,000	6,000
Meter Reading	39,532	39,656	41,400	43,400	43,400
Contr R & M - Systems	4,950	13,900	50,000	50,000	50,000
<b>Materials &amp; Services</b>	<b>1,736,876</b>	<b>2,086,427</b>	<b>2,603,079</b>	<b>2,524,132</b>	<b>2,524,132</b>
Reimburse - General Fund	322,916	355,208	-	-	-
Reimburse - Building	251,156	276,272	-	-	-
Reimburse - Operations	976,403	995,931	-	-	-
Transfer - General Fund	-	-	367,640	713,583	713,583
Transfer - Building	-	-	285,942	6,900	6,900
Transfer - Operations	-	-	799,880	1,023,500	1,023,500
Transfer - Enterprise Bnd	542,744	541,694	540,906	540,906	540,906
Transfer - City Center	47,000	-	-	-	-
Transfer - Water Developm	451,000	100,000	100,000	200,000	200,000
<b>Transfers &amp; Reimbursements</b>	<b>2,591,219</b>	<b>2,269,105</b>	<b>2,094,368</b>	<b>2,484,889</b>	<b>2,484,889</b>
Projects Administration	-	4,080	-	-	-
Projects Professional Svc	144,020	24,854	-	-	-
Projects Construction	377,240	339,018	-	-	-

# City of Tualatin

FY 2010 - 2011

## Water

### Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Fund Projects	-	29,308	2,585,000	330,000	880,000
<b>Capital Outlay</b>	<b>521,261</b>	<b>397,260</b>	<b>2,585,000</b>	<b>330,000</b>	<b>880,000</b>
Contingency	-	-	1,097,862	1,250,096	1,250,096
Rate Stabilization	-	-	186,577	2,651,313	2,651,313
Bond Indenture Reserve	-	-	545,000	545,000	545,000
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>1,829,439</b>	<b>4,446,409</b>	<b>4,446,409</b>
<b>Water</b>	<b><u>4,849,355</u></b>	<b><u>4,752,792</u></b>	<b><u>9,111,886</u></b>	<b><u>9,785,430</u></b>	<b><u>10,335,430</u></b>

## ENTERPRISE FUNDS: SEWER

The City's sewer system consists of approximately 94 miles of sewer pipes (about 88 miles are maintained by the City and about 6 miles are maintained by Clean Water Services), over 6,400 sewer connections, hundreds of manholes, and ten lift stations (maintained by CWS).

The Sewer Operating Fund is supported by user charges for sewer service. The Regional rates are established by CWS; the City establishes the Local rates. The City collects the Regional monthly charges and sends the revenue to CWS; the Local monthly charges are used to fund City operation and maintenance of the collection system. Clean Water Services provides treatment at the Durham Treatment Facility.

The City also has a similar arrangement with the City of Lake Oswego for the area east of I-5 and north of the Tualatin River. Three buildings in the Bridgeport Village retail center are served by the Tigard sewer system. Tualatin bills the tenants and collects the fees monthly, then sends the revenue to Tigard.

Rates are proposed to increase as shown below for a single-family residence having a winter average water consumption of 5 CCF:

	Current FY 09/10 Charges	Proposed FY 10/11 Charges	Difference
Base Charge	\$ 21.04	\$ 22.70	\$ 1.66
Use Charge	\$ 7.08	\$ 7.31	\$ 0.23
TOTAL	\$ 28.12	\$ 30.01	\$ 1.89





## **HIGHLIGHTS OF 2009/2010**

- Completed installation of new sewer line in Seneca Street.
- Inserts on sewer topics were put in two of the monthly utility bills.
- Messages on eliminating sewer backups were put on two of the monthly utility bills.

## **GOALS FOR 2010/2011**

- To complete the projects shown in the Master Plan to improve the sewer system.
  - » SW1001 RV Park of Portland sewer replacement
  - » SW1002 Saum Creek slide repair
  - » SW1003 Hedges Creek slope failure repair
- To operate the sanitary sewer system without backups and overflows.
- To contract with CWS for inspection of food service establishments for their FOG (fats, oils & grease) Program to eliminate backups.

# City of Tualatin

FY 2010 - 2011

## Sewer Revenue

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Beginning Fund Balance	1,517,831	1,742,400	898,182	820,275	900,275
<b>Beginning Fund Balance</b>	<b>1,517,831</b>	<b>1,742,400</b>	<b>898,182</b>	<b>820,275</b>	<b>900,275</b>
<b>Property Taxes</b>	-	-	-	-	-
Reimb Project Admin Costs	460	1,105	-	-	-
<b>Fees &amp; Charges</b>	<b>460</b>	<b>1,105</b>	-	-	-
User Charges-CWS & COT	4,667,267	4,839,479	-	-	-
User Charges-Lake Oswego	186,008	207,445	206,270	-	-
User Charges-Tigard	10,105	10,386	10,359	-	-
Surcharge-COT	25,863	26,484	-	-	-
User Chg-CWS Base	-	-	3,105,358	3,276,153	3,276,153
User Chg-CWS Usage	-	-	1,302,999	1,374,664	1,374,664
User Chg-COT Base	-	-	625,496	750,591	750,591
User Chg-COT Usage	-	-	262,413	314,940	314,940
User Chg-LO CWS Base	-	-	-	121,774	121,774
User Chg-LO CWS Usage	-	-	-	63,216	63,216
User Chg-LO COT Base	-	-	-	27,900	27,900
User Chg-LO COT Usage	-	-	-	14,498	14,498
User Chg-Tigard CWS Base	-	-	-	3,990	3,990
User Chg-Tigard CWS Usage	-	-	-	4,549	4,549
User Chg-Tigard COT Base	-	-	-	914	914
User Chg-Tigard COT Usage	-	-	-	1,042	1,042
Sewer Inspection	3,885	340	500	200	200
Industrial Discharge	84,616	84,583	80,000	90,000	90,000
<b>Charges for Service</b>	<b>4,977,743</b>	<b>5,168,716</b>	<b>5,593,395</b>	<b>6,044,431</b>	<b>6,044,431</b>

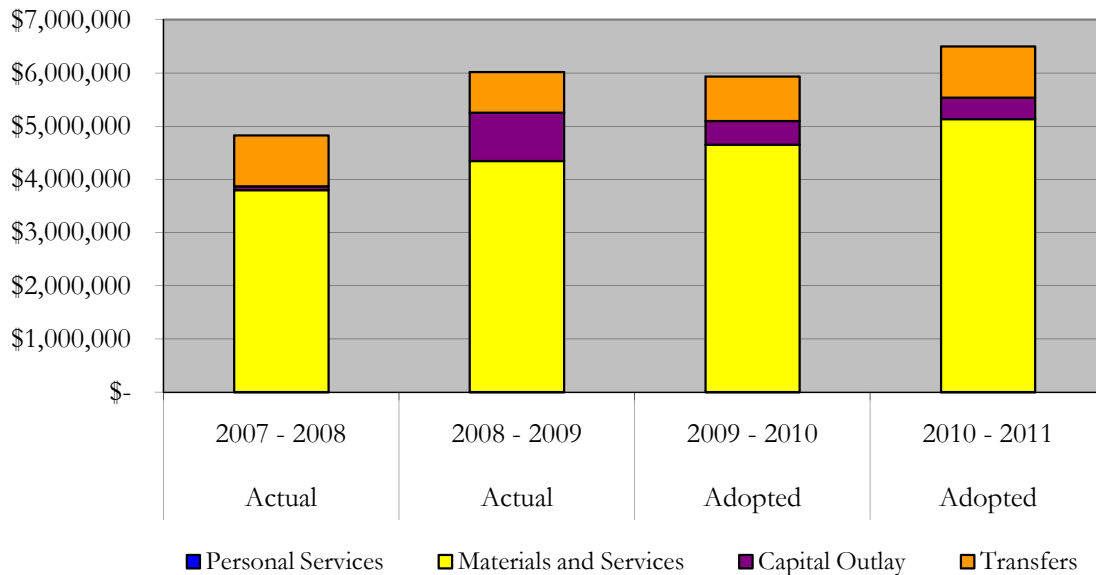
# City of Tualatin

FY 2010 - 2011

## Sewer Revenue

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Interest on Investments	71,200	27,671	7,482	4,101	4,101
<b>Interest</b>	<b>71,200</b>	<b>27,671</b>	<b>7,482</b>	<b>4,101</b>	<b>4,101</b>
Transfers - Infrastr Res	-	330,000	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>-</b>	<b>330,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
Other Misc Income	1,976	7,404	1,000	500	500
<b>Other Revenue</b>	<b>1,976</b>	<b>7,404</b>	<b>1,000</b>	<b>500</b>	<b>500</b>
<b>Sewer</b>	<u><u>6,569,210</u></u>	<u><u>7,277,296</u></u>	<u><u>6,500,059</u></u>	<u><u>6,869,307</u></u>	<u><u>6,949,307</u></u>

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**Sewer Fund**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	\$ 3,796,928	\$ 4,343,834	\$ 4,655,716	\$ 5,136,900
Capital Outlay	\$ 73,585	\$ 912,403	\$ 442,000	\$ 400,000
Transfers	\$ 956,298	\$ 763,141	\$ 835,667	\$ 961,955
Contingencies & Reserves	\$ -	\$ -	\$ 566,676	\$ 450,452
<b>Total Expenditures</b>	<b>\$ 4,826,811</b>	<b>\$ 6,019,378</b>	<b>\$ 6,500,059</b>	<b>\$ 6,949,307</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

# City of Tualatin

FY 2010 - 2011

## Sewer

### Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Printing & Postage	-	-	11,000	11,000	11,000
Inventory Adjustment	(18)	-	-	-	-
User Charges-Lake Oswego	203,299	252,540	277,794	227,388	227,388
User Charges-CWS	3,583,264	3,973,852	4,130,563	4,650,817	4,650,817
User Charges-Tigard	9,913	10,194	10,359	10,495	10,495
Consultants	469	21,867	100,000	100,000	100,000
Merchant Discount Fees	-	254	6,000	6,000	6,000
Stream Shading	-	-	20,000	20,000	20,000
Contr R & M - Systems	-	85,128	100,000	100,000	100,000
Contr R & M - FOG Insp.	-	-	-	11,200	11,200
<b>Materials &amp; Services</b>	<b>3,796,928</b>	<b>4,343,834</b>	<b>4,655,716</b>	<b>5,136,900</b>	<b>5,136,900</b>
Reimburse - General Fund	200,489	220,538	-	-	-
Reimburse - Building	264,711	291,182	-	-	-
Reimburse - Operations	244,098	251,421	-	-	-
Transfer - General Fund	-	-	228,257	615,646	615,646
Transfer - Building	-	-	301,373	4,050	4,050
Transfer - Operations	-	-	306,037	342,259	342,259
Transfer - City Center	47,000	-	-	-	-
Transfer - Infrastructure	200,000	-	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>956,298</b>	<b>763,141</b>	<b>835,667</b>	<b>961,955</b>	<b>961,955</b>
Land Acquisition	4,790	-	-	-	-
Projects Administration	705	1,894	-	-	-
Projects Professional Svc	68,090	87,837	-	-	-
Projects Construction	-	822,672	-	-	-
Fund Projects	-	-	572,000	320,000	400,000
<b>Capital Outlay</b>	<b>73,585</b>	<b>912,403</b>	<b>572,000</b>	<b>320,000</b>	<b>400,000</b>

# City of Tualatin

FY 2010 - 2011

## Sewer

### Expenditures

Account Description	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Approved FY 10-11	Adopted FY 10-11
Contingency	-	-	436,676	450,452	450,452
Contingencies & Reserves	-	-	436,676	450,452	450,452
Sewer	<u>4,826,811</u>	<u>6,019,378</u>	<u>6,500,059</u>	<u>6,869,307</u>	<u>6,949,307</u>

## ENTERPRISE FUNDS: STORM DRAIN

Tualatin's storm drain system consists of approximately 84 miles of pipes, 12 drainage basins, over 2,800 catch basins, 65 water quality facilities and hundreds of manholes.

The Storm Drain Operating Fund is supported by user charges from CWS's Surface Water Management (SWM) program. The City collects the Regional monthly charges and sends the revenue to CWS; the Local monthly charges are used to fund City operation and maintenance of the collection system.

Rates are proposed to increase as shown below for a single-family residence having 1 ESU:

Current FY 09/10 Charges	Proposed FY 10/11 Charges	Difference
\$ 4.36	\$ 5.56	\$ 1.20



## HIGHLIGHTS OF 2009/2010

- An insert on storm drain topics was put in one of the monthly utility bills.
- Messages on flooding were put on two of the monthly utility bills.

## GOALS FOR 2010/2011

- Install a water quality facility at the Dakota/Chieftain Greenway.
- Communicate the importance of preparing for flooding to the residents and businesses in the flood plain.
- Complete routine maintenance of the system to prevent flooding problems.

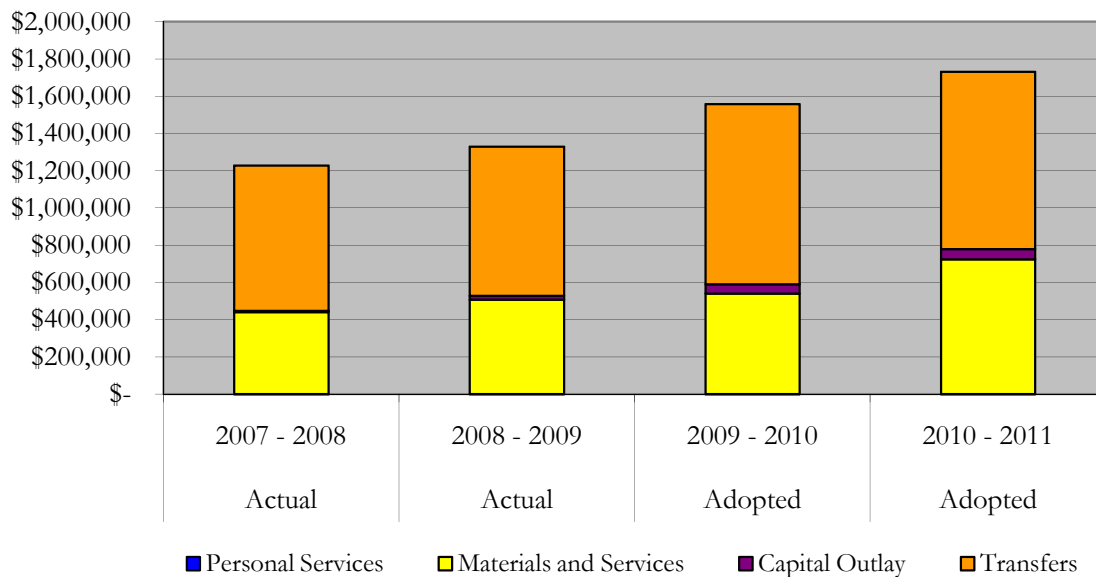




**City of Tualatin**  
**FY 2010 - 2011**  
**Storm Drain**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	469,524	476,109	349,671	289,780	289,780
<b>Beginning Fund Balance</b>	<b>469,524</b>	<b>476,109</b>	<b>349,671</b>	<b>289,780</b>	<b>289,780</b>
 <b>Fees &amp; Charges</b>	 -	 -	 -	 -	 -
User Charges-CWS & COT	1,147,171	1,163,583	-	-	-
User Charges-Lake Oswego	34,560	35,036	41,789	-	-
User Charges-Tigard	5,336	5,520	6,607	-	-
Surcharge-COT	29,676	29,975	-	-	-
User Chg-CWS Regional	-	-	306,941	451,725	451,725
User Chg-COT Local	-	-	955,570	1,158,268	1,158,268
User Chg-Lake Oswego CWS	-	-	-	12,711	12,711
User Chg-Lake Oswego COT	-	-	-	32,592	32,592
User Chg-Tigard CWS	-	-	-	1,722	1,722
User Chg-Tigard COT	-	-	-	4,416	4,416
<b>Charges for Service</b>	<b>1,216,743</b>	<b>1,234,114</b>	<b>1,310,907</b>	<b>1,661,434</b>	<b>1,661,434</b>
 Interest on Investments	 18,293	 8,161	 3,497	 1,449	 1,449
<b>Interest</b>	<b>18,293</b>	<b>8,161</b>	<b>3,497</b>	<b>1,449</b>	<b>1,449</b>
 <b>Storm Drain</b>	 <u><b>1,704,560</b></u>	 <u><b>1,718,384</b></u>	 <u><b>1,664,075</b></u>	 <u><b>1,952,663</b></u>	 <u><b>1,952,663</b></u>

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget**  
**Storm Drain Fund**



**EXPENDITURE SUMMARY**

	Actual 2007 - 2008	Actual 2008 - 2009	Adopted 2009 - 2010	Adopted 2010 - 2011
Personal Services	\$ -	\$ -	\$ -	\$ -
Materials and Services	\$ 440,896	\$ 507,704	\$ 540,574	\$ 725,276
Capital Outlay	\$ 6,659	\$ 20,891	\$ 50,000	\$ 54,000
Transfers	\$ 780,897	\$ 800,175	\$ 967,475	\$ 951,637
Contingencies & Reserves	\$ -	\$ -	\$ 106,026	\$ 221,750
<b>Total Expenditures</b>	<b>\$ 1,228,452</b>	<b>\$ 1,328,770</b>	<b>\$ 1,664,075</b>	<b>\$ 1,952,663</b>

Rounding differences between totals in summary (above) and detail (on following pages) may occur.

**City of Tualatin**  
**FY 2010 - 2011**  
**Storm Drain**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Printing & Postage	873	1,156	12,000	12,000	12,000
User Charges-CWS	292,482	295,515	231,977	406,840	406,840
User Charges-Lake Oswego	54,416	55,912	57,590	59,318	59,318
User Charges-Tigard	5,132	5,316	6,607	6,138	6,138
Consultants	16,979	52,548	100,000	145,000	145,000
Utilities-Water	-	-	2,500	500	500
Tualatin River Gauge	2,534	3,391	3,400	3,900	3,900
Stream Shading	15,991	19,417	-	-	-
Contr R & M - Systems	6,814	13,200	25,000	25,000	25,000
Contr R & M - Water Qual	-	-	25,000	1,000	1,000
Grounds & Landscaping	45,675	61,247	76,500	65,580	65,580
<b>Materials &amp; Services</b>	<b>440,896</b>	<b>507,704</b>	<b>540,574</b>	<b>725,276</b>	<b>725,276</b>
Reimburse - General Fund	192,779	212,057	-	-	-
Reimburse - Building	291,819	291,819	-	-	-
Reimburse - Operations	296,299	296,299	-	-	-
Transfer - General Fund	-	-	219,480	407,947	407,947
Transfer - Building	-	-	291,819	4,050	4,050
Transfer - Operations	-	-	456,176	539,640	539,640
<b>Transfers &amp; Reimbursements</b>	<b>780,897</b>	<b>800,175</b>	<b>967,475</b>	<b>951,637</b>	<b>951,637</b>
Projects Professional Svc	-	19,657	-	-	-
Fund Projects	6,659	1,234	50,000	54,000	54,000
<b>Capital Outlay</b>	<b>6,659</b>	<b>20,891</b>	<b>50,000</b>	<b>54,000</b>	<b>54,000</b>
Contingency	-	-	106,026	221,750	221,750
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>106,026</b>	<b>221,750</b>	<b>221,750</b>
<b>Storm Drain</b>	<b><u>1,228,451</u></b>	<b><u>1,328,770</u></b>	<b><u>1,664,075</u></b>	<b><u>1,952,663</u></b>	<b><u>1,952,663</u></b>

## **ENTERPRISE FUNDS: ENTERPRISE BOND FUND**

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

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

This fund will be used only for payment of the debt on this bond. Certain contingencies required by the bond indenture will be retained in the Water Fund. The purpose is to provide reserves which can be used either for operations or debt payments.



**City of Tualatin**  
**FY 2010 - 2011**  
**Enterprise Bond**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	406,499	424,549	431,761	436,100	436,100
<b>Beginning Fund Balance</b>	<b>406,499</b>	<b>424,549</b>	<b>431,761</b>	<b>436,100</b>	<b>436,100</b>
Interest on Investments	18,275	9,100	5,000	3,000	3,000
<b>Interest</b>	<b>18,275</b>	<b>9,100</b>	<b>5,000</b>	<b>3,000</b>	<b>3,000</b>
Transfer - Water Oper	542,744	541,694	540,906	540,906	540,906
<b>Transfers &amp; Reimbursements</b>	<b>542,744</b>	<b>541,694</b>	<b>540,906</b>	<b>540,906</b>	<b>540,906</b>
<b>Enterprise Bond</b>	<u><u>967,518</u></u>	<u><u>975,343</u></u>	<u><u>977,667</u></u>	<u><u>980,006</u></u>	<u><u>980,006</u></u>

**City of Tualatin**  
**FY 2010 - 2011**  
**Enterprise Bond**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Bond Registration & Exp	225	225	300	300	300
<b>Materials &amp; Services</b>	<b>225</b>	<b>225</b>	<b>300</b>	<b>300</b>	<b>300</b>
Water Bonds 2005	255,000	265,000	275,000	285,000	285,000
<b>Principal</b>	<b>255,000</b>	<b>265,000</b>	<b>275,000</b>	<b>285,000</b>	<b>285,000</b>
Water Bonds 2005	287,744	276,694	265,906	255,406	255,406
<b>Interest</b>	<b>287,744</b>	<b>276,694</b>	<b>265,906</b>	<b>255,406</b>	<b>255,406</b>
Bond Reserves	-	-	436,461	439,300	439,300
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>436,461</b>	<b>439,300</b>	<b>439,300</b>
<b>Enterprise Bond Fund</b>	<b><u>542,969</u></b>	<b><u>541,919</u></b>	<b><u>977,667</u></b>	<b><u>980,006</u></b>	<b><u>980,006</u></b>

## **ENTERPRISE FUNDS: WATER DEVELOPMENT**

Tualatin's water system consists of approximately 109 miles of pipes ranging in size from 4-inch to 36-inch diameter, five reservoirs, three pump stations, and over 6,600 water connections.

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



## HIGHLIGHTS OF 2009/2010

- Due to the slow-down of the economy and the construction industry, SDCs are down significantly.
- Finished rehabilitating and testing the Aquifer Storage & Recovery (ASR) Well.
- Completed construction of the Norwood Pump Station.
- Completed partitioning the parcel for the new C-2 Reservoir and began the design work.

## GOALS FOR 2010/2011

- Implement active ASR operations.





**City of Tualatin**  
**FY 2010 - 2011**  
**Water Development**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	1,570,739	2,098,401	207,125	44,146	44,146
<b>Beginning Fund Balance</b>	<b>1,570,739</b>	<b>2,098,401</b>	<b>207,125</b>	<b>44,146</b>	<b>44,146</b>
Reimb Project Admin Costs	1,000	1,600	300	-	-
<b>Fees &amp; Charges</b>	<b>1,000</b>	<b>1,600</b>	<b>300</b>	<b>-</b>	<b>-</b>
SDC Improvements	298,203	173,674	300,000	48,800	48,800
<b>Charges for Service</b>	<b>298,203</b>	<b>173,674</b>	<b>300,000</b>	<b>48,800</b>	<b>48,800</b>
Interest on Investments	83,921	27,270	2,071	223	223
<b>Interest</b>	<b>83,921</b>	<b>27,270</b>	<b>2,071</b>	<b>223</b>	<b>223</b>
Transfer - Water Oper	451,000	100,000	100,000	200,000	200,000
Transfer - Wtr Reservoir	-	-	813,012	-	-
<b>Transfers &amp; Reimbursements</b>	<b>451,000</b>	<b>100,000</b>	<b>913,012</b>	<b>200,000</b>	<b>200,000</b>
<b>Water Development</b>	<b><u>2,404,863</u></b>	<b><u>2,400,946</u></b>	<b><u>1,422,508</u></b>	<b><u>293,169</u></b>	<b><u>293,169</u></b>

**City of Tualatin**  
**FY 2010 - 2011**  
**Water Development**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Reimburse - General Fund	11,247	12,372	12,805	18,499	18,499
<b>Transfers &amp; Reimbursements</b>	<b>11,247</b>	<b>12,372</b>	<b>12,805</b>	<b>18,499</b>	<b>18,499</b>
Land Acquisition	2,787	-	-	-	-
Projects Administration	10,127	23,444	-	-	-
Projects Professional Svc	229,995	310,447	-	-	-
Projects Construction	52,306	1,911,893	-	-	-
Fund Projects	-	-	1,160,000	100,000	100,000
<b>Capital Outlay</b>	<b>295,214</b>	<b>2,245,783</b>	<b>1,160,000</b>	<b>100,000</b>	<b>100,000</b>
Contingency	-	-	249,703	174,670	174,670
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>249,703</b>	<b>174,670</b>	<b>174,670</b>
<b>Water Development</b>	<b><u>306,461</u></b>	<b><u>2,258,155</u></b>	<b><u>1,422,508</u></b>	<b><u>293,169</u></b>	<b><u>293,169</u></b>

## **ENTERPRISE FUNDS: SEWER DEVELOPMENT**

Tualatin's sanitary sewer system consists of approximately 94 miles of sewer pipes, over 6,400 sewer connections, hundreds of manholes and ten lift stations (maintained by Clean Water Services).

This fund is mandated by state law and is used to receive and expend System Development Charges (SDCs) that are collected from all new development in the City. The revenues in this fund are collected to help pay the cost of providing the sewage collection system at Durham Treatment Facility. The charges are established by Clean Water Services and collected by the City: 96% is paid to CWS and the City retains 4%.

Clean Water Services is proposing a \$500 increase in System Development Charge (SDC) rates, from \$3,600 to \$4,100/EDU.

## **HIGHLIGHTS OF 2009/2010**

- As part of CWS's Service Delivery Study, a majority of capital improvement responsibilities have shifted to CWS, therefore the local rate has significantly decreased over previous years.
- Due to the slow-down of the economy and the construction industry, SDCs are down significantly.

## **GOALS FOR 2010/2011**

- There are no projects proposed for 2010/2011.

**City of Tualatin**  
**FY 2010 - 2011**  
**Sewer Development**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	3,275,881	3,515,269	3,651,693	3,572,457	3,572,457
<b>Beginning Fund Balance</b>	<b>3,275,881</b>	<b>3,515,269</b>	<b>3,651,693</b>	<b>3,572,457</b>	<b>3,572,457</b>
System Development Charge	405,825	124,971	200,000	105,875	105,875
Non CWS System Dev Chrg	29,816	22,330	-	-	-
<b>Fees &amp; Charges</b>	<b>435,641</b>	<b>147,301</b>	<b>200,000</b>	<b>105,875</b>	<b>105,875</b>
Interest on Investments	150,846	72,705	36,517	17,862	17,862
<b>Interest</b>	<b>150,846</b>	<b>72,705</b>	<b>36,517</b>	<b>17,862</b>	<b>17,862</b>
<b>Sewer Development</b>	<b><u><u>3,862,368</u></u></b>	<b><u><u>3,735,274</u></u></b>	<b><u><u>3,888,210</u></u></b>	<b><u><u>3,696,194</u></u></b>	<b><u><u>3,696,194</u></u></b>

**City of Tualatin**  
**FY 2010 - 2011**  
**Sewer Development**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Sys Dev Chg - CWS	302,720	162,660	192,000	101,640	101,640
<b>Materials &amp; Services</b>	<b>302,720</b>	<b>162,660</b>	<b>192,000</b>	<b>101,640</b>	<b>101,640</b>
Reimburse - General Fund	8,038	8,842	9,151	3,370	3,370
<b>Transfers &amp; Reimbursements</b>	<b>8,038</b>	<b>8,842</b>	<b>9,151</b>	<b>3,370</b>	<b>3,370</b>
Projects Professional Svc	36,341	5,775	-	-	-
<b>Capital Outlay</b>	<b>36,341</b>	<b>5,775</b>	<b>-</b>	<b>-</b>	<b>-</b>
Contingency	-	-	3,687,059	3,591,184	3,591,184
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>3,687,059</b>	<b>3,591,184</b>	<b>3,591,184</b>
<b>Sewer Development</b>	<b><u>347,099</u></b>	<b><u>177,277</u></b>	<b><u>3,888,210</u></b>	<b><u>3,696,194</u></b>	<b><u>3,696,194</u></b>

## **ENTERPRISE FUNDS: STORM DRAIN DEVELOPMENT**

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.

The City's storm drain system consists of approximately 84 miles of pipes, 12 drainage basins, over 2,800 catch basins, 65 water quality facilities, and hundreds of manholes.



### **HIGHLIGHTS OF 2009/2010**

- Completed new pedestrian crossing over Hedges Creek at the Blue Parking Lot.

### **GOALS FOR 2010/2011**

- Due to the slow-down of the economy and the construction industry, SDCs are down significantly.
- No new projects are planned for 10/11.

**City of Tualatin**  
**FY 2010 - 2011**  
**Storm Drain Development**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	411,326	697,082	537,003	213,753	213,753
<b>Beginning Fund Balance</b>	<b>411,326</b>	<b>697,082</b>	<b>537,003</b>	<b>213,753</b>	<b>213,753</b>
Reimb Project Admin Costs	-	460	-	-	-
<b>Fees &amp; Charges</b>	<b>-</b>	<b>460</b>	<b>-</b>	<b>-</b>	<b>-</b>
Storm Water Quantity Fees	27,000	-	20,000	63,000	63,000
<b>Charges for Service</b>	<b>27,000</b>	<b>-</b>	<b>20,000</b>	<b>63,000</b>	<b>63,000</b>
Interest on Investments	24,345	14,335	5,370	1,069	1,069
<b>Interest</b>	<b>24,345</b>	<b>14,335</b>	<b>5,370</b>	<b>1,069</b>	<b>1,069</b>
Transfers - Infrastr Res	250,000	300,000	-	-	-
<b>Transfers &amp; Reimbursements</b>	<b>250,000</b>	<b>300,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Storm Drain Development</b>	<b><u>712,672</u></b>	<b><u>1,011,876</u></b>	<b><u>562,373</u></b>	<b><u>277,822</u></b>	<b><u>277,822</u></b>



**City of Tualatin**  
**FY 2010 - 2011**  
**Storm Drain Development**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Reimburse - General Fund	11,759	12,935	13,388	1,170	1,170
<b>Transfers &amp; Reimbursements</b>	<b>11,759</b>	<b>12,935</b>	<b>13,388</b>	<b>1,170</b>	<b>1,170</b>
Projects Administration	-	1,050	-	-	-
Projects Professional Svc	3,831	70,101	-	-	-
Projects Construction	-	557,754	-	-	-
Fund Projects	-	-	220,000	-	-
<b>Capital Outlay</b>	<b>3,831</b>	<b>628,906</b>	<b>220,000</b>	<b>-</b>	<b>-</b>
Contingency	-	-	328,985	276,652	276,652
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>328,985</b>	<b>276,652</b>	<b>276,652</b>
<b>Storm Drain Development</b>	<b><u>15,590</u></b>	<b><u>641,841</u></b>	<b><u>562,373</u></b>	<b><u>277,822</u></b>	<b><u>277,822</u></b>

## **ENTERPRISE FUNDS: WATER RESERVOIR PROJECT**

This capital project fund accounted for the construction of the 5-million gallon A-2 Reservoir.

Remaining project funds were used to upgrade existing facilities: A-1 Reservoir, B-1 and B-2 Reservoirs, C-1 Reservoir, Martinazzi Avenue Booster Station, and Norwood Road Booster Station (\$1,250,000). These existing facilities required seismic upgrades to secure the water supply in case of an earthquake.

The City is divided into three areas for provision of water service. These areas have different elevations and have different storage reservoirs. Level A is the lowest area (generally north of Sagert); Level B is the middle (generally between Sagert Street and Ibach Street); and Level C the highest area (generally south of Ibach Street). This difference in elevation requires that each service area have its own reservoir for storage to provide the appropriate range of pressures and storage volumes for the service area.

## **HIGHLIGHTS OF 2009/2010**

- Transferred remaining funds to Water/SDC Fund to use on proposed projects.

**City of Tualatin**  
**FY 2010 - 2011**  
**Water Reservoir Project**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	1,296,168	1,347,858	982,405	-	-
<b>Beginning Fund Balance</b>	<b>1,296,168</b>	<b>1,347,858</b>	<b>982,405</b>	<b>-</b>	<b>-</b>
Reimb Project Admin Costs	-	1,230	-	-	-
<b>Fees &amp; Charges</b>	<b>-</b>	<b>1,230</b>	<b>-</b>	<b>-</b>	<b>-</b>
Interest on Investments	58,541	27,839	8,050	-	-
<b>Interest</b>	<b>58,541</b>	<b>27,839</b>	<b>8,050</b>	<b>-</b>	<b>-</b>
<b>Sales of Bonds/Other Financing</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Water Reservoir Project</b>	<b><u>1,354,710</u></b>	<b><u>1,376,927</u></b>	<b><u>990,455</u></b>	<b><u>-</u></b>	<b><u>-</u></b>

**City of Tualatin**  
**FY 2010 - 2011**  
**Water Reservoir Project**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Transfer - Water Developm	-	-	990,455	-	-
<b>Transfers &amp; Reimbursements</b>	-	-	<b>990,455</b>	-	-
Projects Administration	-	5,298	-	-	-
Projects Professional Svc	6,851	326,020	-	-	-
Projects Construction	-	58,069	-	-	-
<b>Capital Outlay</b>	<b>6,851</b>	<b>389,386</b>	-	-	-
<b>Water Reservoir Fund</b>	<u><u>6,851</u></u>	<u><u>389,386</u></u>	<u><u>990,455</u></u>	<u><u>-</u></u>	<u><u>-</u></u>



# Tualatin Development Commission

Summary

Urban Redevelopment  
Administration

Central Urban Renewal  
District Project

Central Urban Renewal  
District Bond

Leveton Tax Increment  
District Project

Leveton Tax Increment  
District Bond

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget - Tualatin Development Commission**

	Actual FY 07-08	Actual FY 08-09	Adopted FY 09-10	Adopted FY 10-11
<u>Resources</u>				
Property Taxes	5,346,664	5,446,838	5,984,000	-
Interest	941,524	379,537	153,473	139,084
Transfers	502,395	500,000	899,203	856,428
Other Revenue	5,233,060	4,295,658	5,199,304	-
Total Current Resources	12,023,643	10,622,033	12,235,980	995,512
Beginning Fund Balance	18,936,955	17,383,539	15,564,059	14,553,643
Total Resources	30,960,598	28,005,572	27,800,039	15,549,155
<u>Requirements</u>				
Personal Services	224,839	233,825	237,077	244,190
Materials and Services	331,179	520,670	631,852	245,044
Transfers	5,008,000	500,000	512,775	707,678
Capital Outlay	1,653,586	4,885,683	11,312,250	8,241,445
Debt Service	6,359,455	5,282,012	6,230,209	-
Contingencies & Reserves	17,383,539	16,583,382	8,875,876	6,110,798
Total Requirements	30,960,598	28,005,572	27,800,039	15,549,155

## **TUALATIN DEVELOPMENT COMMISSION: ECONOMIC DEVELOPMENT**

The Economic Development Administration Division is responsible for daily management of the urban renewal agency of the City of Tualatin, which includes administering the Central Urban Renewal District and Leveton Tax Increment District plans. The division is responsible for preparation of reports for Tualatin Development Commission meetings; marketing activities to retain and recruit businesses into the two urban renewal districts; facilitating internal permit processes between departments; compiling and providing economic information on the City; cooperating with other economic development agencies in the region and the state; and representing the City at regional economic development forums. Revenues for this fund consist of transfers from the Central and Leveton District's project funds.



## **HIGHLIGHTS OF 2009/2010**

- Partnered with the Chamber of Commerce on the Economic Development Task Force.
- Worked with Novellus and various public officials to bring additional jobs to Tualatin.
- Partnered with area businesses and the Chamber of Commerce to investigate solutions to commuter and transit issues in the industrial area.
- Completed work on a film/motion picture ordinance and permitting process for the City.
- Participated in regional economic development initiatives such as Regional Partners, Westside Economic Alliance and Metro's Economic Task Force.
- Represented the City on the Economic Gardening Committee of the Regional Partners.
- Evaluated the feasibility of Enterprise Zones for Tualatin.
- Assisted local businesses on workforce issues, State incentive programs, site locations and business expansions.

## **GOALS FOR 2010/2011**

- Facilitate weekly development review meetings on current and pending private development and public capital projects.
- Engage businesses, key stakeholders and residents on economic development activities affecting the local economy. (Council Goal 3, #6)
- Identify grant opportunities for various Community Development enhancement activities.



**City of Tualatin**  
**FY 2010 - 2011**  
**Economic Development Administration**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	280,517	259,111	278,527	320,875	320,875
<b>Beginning Fund Balance</b>	<b>280,517</b>	<b>259,111</b>	<b>278,527</b>	<b>320,875</b>	<b>320,875</b>
Interest on Investments	12,411	5,714	2,785	3,209	3,209
<b>Interest</b>	<b>12,411</b>	<b>5,714</b>	<b>2,785</b>	<b>3,209</b>	<b>3,209</b>
Transfers - CURD Projects	218,000	255,000	267,775	225,000	225,000
Transfer - Leveton Proj	220,000	245,000	245,000	245,000	245,000
<b>Transfers &amp; Reimbursements</b>	<b>438,000</b>	<b>500,000</b>	<b>512,775</b>	<b>470,000</b>	<b>470,000</b>
Other Misc Income	(235)	866	-	-	-
<b>Other Revenue</b>	<b>(235)</b>	<b>866</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Economic Development Administration</b>	<b><u><u>730,694</u></u></b>	<b><u><u>765,691</u></u></b>	<b><u><u>794,087</u></u></b>	<b><u><u>794,084</u></u></b>	<b><u><u>794,084</u></u></b>

**City of Tualatin**  
**FY 2010 - 2011**  
**Economic Development Administration**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Full Time	136,242	143,298	145,902	145,902	150,645
Part Time	16,960	16,030	19,696	19,696	19,696
Overtime	659	1,031	1,875	875	875
FICA	11,546	11,574	12,737	12,737	12,737
WC Insurance & Tax	381	1,805	355	355	355
Pension	23,752	23,660	20,802	20,802	20,802
Insurance	35,043	35,994	36,710	36,710	39,080
Bereavement Leave	262	202	-	-	-
Vacation Buy Back	-	231	-	-	-
<b>Salaries &amp; Benefits</b>	<b>224,844</b>	<b>233,826</b>	<b>238,077</b>	<b>237,077</b>	<b>244,190</b>
Office Supplies	945	1,027	1,200	1,200	1,200
Printing & Postage	1,437	1,287	7,200	1,400	1,400
Photographic Supplies	-	-	320	300	300
Uniforms & Safety Equip	-	-	100	100	100
Medical & Other Testing	-	-	100	100	100
Cell Phones	431	701	656	656	656
Fax	238	130	-	-	-
Network/Online	30	40	-	-	-
Recording Fees	-	46	1,600	1,000	1,000
Office Equip & Furniture	412	-	100	100	100
Computer Equip & Software	9,031	77	100	100	100
Personal Computer/Laptop	3,066	952	1,600	-	-
Audit & State Filing Fee	6,100	6,970	8,300	8,350	8,350
Consultants	-	5,304	2,000	2,000	2,000
Insurance	1,784	1,803	1,850	2,986	2,986
Tri-Met Employee Tax	1,486	1,050	1,190	1,232	1,232
Conferences & Meetings	2,418	312	1,600	3,100	3,100
Membership Dues	9,134	10,959	9,400	9,400	9,400
Publication,Rpt,Ref Matl	170	174	210	210	210

**City of Tualatin**  
**FY 2010 - 2011**  
**Economic Development Administration**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Staff Training	-	417	900	900	900
Administrative Expense	504	391	700	700	700
Economic Develop Expense	29,119	5,762	10,000	10,000	10,000
Advertising-Informational	1,242	2,265	2,700	2,700	2,700
Advertising-Recruitment	-	-	300	300	300
Advertising Promotional	326	-	500	500	500
Equipment Rental	1,144	973	1,460	1,460	1,460
R & M - Equipment	-	-	215	250	250
<b>Materials &amp; Services</b>	<b>69,017</b>	<b>40,641</b>	<b>54,301</b>	<b>49,044</b>	<b>49,044</b>
Reimburse - General Fund	177,722	195,494	202,336	215,678	215,678
<b>Transfers &amp; Reimbursements</b>	<b>177,722</b>	<b>195,494</b>	<b>202,336</b>	<b>215,678</b>	<b>215,678</b>
Contingency	-	-	299,373	292,285	285,172
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>299,373</b>	<b>292,285</b>	<b>285,172</b>
<b>Economic Development Admn</b>	<b><u>471,583</u></b>	<b><u>469,960</u></b>	<b><u>794,087</u></b>	<b><u>794,084</u></b>	<b><u>794,084</u></b>

## **TUALATIN DEVELOPMENT COMMISSION: CENTRAL URBAN RENEWAL PROJECTS**

This fund carries out projects in the Central Urban Renewal District (CURD), which comprises 327.48 acres of the Tualatin Town Center. The fund receives revenue primarily from the CURD Bond Fund and sales of Tualatin Development Commission (TDC) owned land. These revenues are used for projects in furtherance of the Central Urban Renewal District Plan.



### **HIGHLIGHTS OF 2009/2010**

- Began work on train horn noise mitigation.
- Made significant progress on the design and public involvement engagement for the Tualatin-Sherwood Road beautification project.
- Continued environmental monitoring and testing of the former Hanagan gas station site and Robinson Crossing project.
- Extensive effort towards a substantial amendment process to the CURD involving financial modeling, visual graphics and public outreach.

### **GOALS FOR 2010/2011**

- Finish the quiet zone project. (Goal 1, #11)
- Finish the construction of the Tualatin-Sherwood Road beautification project.

**City of Tualatin**  
**FY 2010 - 2011**  
**Central Urban Renewal District Project**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	6,018,092	3,232,308	4,180,754	3,389,459	3,731,794
<b>Beginning Fund Balance</b>	<b>6,018,092</b>	<b>3,232,308</b>	<b>4,180,754</b>	<b>3,389,459</b>	<b>3,731,794</b>
Interest on Investments	234,076	68,877	40,618	33,895	33,895
<b>Interest</b>	<b>234,076</b>	<b>68,877</b>	<b>40,618</b>	<b>33,895</b>	<b>33,895</b>
<b>Transfers &amp; Reimbursements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Other Revenue</b>	<b>22,195</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Long Term Debt	2,130,000	2,003,703	2,694,395	-	-
<b>Sales of Bonds/Other Financing</b>	<b>2,130,000</b>	<b>2,003,703</b>	<b>2,694,395</b>	<b>-</b>	<b>-</b>
<b>Central Urban Renewal District Project</b>	<b><u>8,404,363</u></b>	<b><u>5,304,888</u></b>	<b><u>6,915,767</u></b>	<b><u>3,423,354</u></b>	<b><u>3,765,689</u></b>

**City of Tualatin**  
**FY 2010 - 2011**  
**Central Urban Renewal District Project**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Printing & Postage	26	708	-	-	-
Consultants	938	22,427	110,000	175,000	175,000
Grounds & Landscaping	-	1,000	1,000	1,000	1,000
<b>Materials &amp; Services</b>	<b>963</b>	<b>24,136</b>	<b>111,000</b>	<b>176,000</b>	<b>176,000</b>
Reimburse - Engineering	20,350	11,000	100,000	-	-
Transfer - General Fund	-	-	-	11,000	11,000
Transfer - Library Improv	4,570,000	-	-	-	-
Transfer - Economic Devel	218,000	255,000	267,775	225,000	225,000
<b>Transfers &amp; Reimbursements</b>	<b>4,808,350</b>	<b>266,000</b>	<b>367,775</b>	<b>236,000</b>	<b>236,000</b>
Projects Administration	13	-	-	-	-
Projects Professional Svc	74,034	106,500	-	-	-
Projects Construction	288,695	476,381	-	-	-
Fund Projects	-	-	4,099,000	2,774,800	3,117,135
<b>Capital Outlay</b>	<b>362,742</b>	<b>582,880</b>	<b>4,099,000</b>	<b>2,774,800</b>	<b>3,117,135</b>
Contingency	-	-	100,000	236,000	236,000
General Account Reserve	-	-	2,237,992	554	554
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>2,337,992</b>	<b>236,554</b>	<b>236,554</b>
<b>CURD Projects Fund</b>	<b><u>5,172,055</u></b>	<b><u>873,016</u></b>	<b><u>6,915,767</u></b>	<b><u>3,423,354</u></b>	<b><u>3,765,689</u></b>

## **TUALATIN DEVELOPMENT COMMISSION: CENTRAL URBAN RENEWAL BONDS**

The Central Urban Renewal District Bond Fund receives tax increment revenues for the Central Urban Renewal District. Expenditures are for indebtedness of the District.

### **HIGHLIGHTS OF 2008/2009**

- Paid all debt on time.





**City of Tualatin**  
**FY 2010 - 2011**  
**Central Urban Renewal District Bond**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	603,775	480,683	433,693	1,671,311	1,671,311
<b>Beginning Fund Balance</b>	<b>603,775</b>	<b>480,683</b>	<b>433,693</b>	<b>1,671,311</b>	<b>1,671,311</b>
Current Year	2,163,885	2,102,448	2,500,000	-	-
Prior Year	45,015	47,526	40,000	-	-
<b>Property Taxes</b>	<b>2,208,899</b>	<b>2,149,974</b>	<b>2,540,000</b>	<b>-</b>	<b>-</b>
Interest on Investments	78,255	28,994	4,337	16,713	16,713
Washington County	4,538	5,029	2,500	-	-
Clackamas County	646	343	300	-	-
<b>Interest</b>	<b>83,439</b>	<b>34,366</b>	<b>7,137</b>	<b>16,713</b>	<b>16,713</b>
Other Misc Income	-	15,006	-	-	-
<b>Other Revenue</b>	<b>-</b>	<b>15,006</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Central Urban Renewal District Bond</b>	<b><u><u>2,896,113</u></u></b>	<b><u><u>2,680,029</u></u></b>	<b><u><u>2,980,830</u></u></b>	<b><u><u>1,688,024</u></u></b>	<b><u><u>1,688,024</u></u></b>

**City of Tualatin**  
**FY 2010 - 2011**  
**Central Urban Renewal District Bond**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Bond Registration & Exp	6,251	5,339	7,200	-	-
<b>Materials &amp; Services</b>	<b>6,251</b>	<b>5,339</b>	<b>7,200</b>	-	-
Principal 2004 Project	255,000	260,000	270,000	-	-
CURD Subord Principal	2,130,000	2,003,703	2,694,395	-	-
<b>Principal</b>	<b>2,385,000</b>	<b>2,263,703</b>	<b>2,964,395</b>	-	-
Interest 2004 Project	23,943	16,165	8,235	-	-
CURD Subord Interest	237	181	1,000	-	-
<b>Interest</b>	<b>24,179</b>	<b>16,346</b>	<b>9,235</b>	-	-
General Account Reserve	-	-	-	1,688,024	1,688,024
<b>Contingencies &amp; Reserves</b>	-	-	-	<b>1,688,024</b>	<b>1,688,024</b>
<b>Central Urban Bond</b>	<b><u>2,415,430</u></b>	<b><u>2,285,388</u></b>	<b><u>2,980,830</u></b>	<b><u>1,688,024</u></b>	<b><u>1,688,024</u></b>

## **TUALATIN DEVELOPMENT COMMISSION: LEVETON TAX INCREMENT DISTRICT PROJECTS**

This fund carries out projects in the Leveton Tax Increment District (LTID), which comprises 380.3 acres in the western industrial area of Tualatin. The fund receives revenue primarily from the LTID Bond Fund. These revenues are used for projects in furtherance of the Leveton Tax Increment Plan.



### **HIGHLIGHTS OF 2009/2010**

- Completed the SW Herman Road improvement project from SW 108th Avenue to SW 124th Avenue.
- Completed the design, acquired right-of-way and began construction on the Leveton Drive extension project including SW 130th Avenue and SW 128th Avenue.
- The Commission directed terminating tax increment collection.

### **GOALS FOR 2010/2011**

- Start design on SW Cummins Drive from SW 128th Avenue to the western most District boundary.
- Complete construction of the Leveton Drive Extension Project including SW 128th and SW 130th to 99W.
- Begin wetland monitoring and reporting for Herman Road.

**City of Tualatin**  
**FY 2010 - 2011**  
**Leveton Tax Increment District Project**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	10,680,663	12,744,242	9,648,935	7,496,863	7,799,863
<b>Beginning Fund Balance</b>	<b>10,680,663</b>	<b>12,744,242</b>	<b>9,648,935</b>	<b>7,496,863</b>	<b>7,799,863</b>
Interest on Investments	477,650	221,230	89,211	74,969	74,969
<b>Interest</b>	<b>477,650</b>	<b>221,230</b>	<b>89,211</b>	<b>74,969</b>	<b>74,969</b>
Transfer - Road Gas Tax	-	-	386,428	386,428	386,428
<b>Transfers &amp; Reimbursements</b>	<b>64,395</b>	<b>-</b>	<b>386,428</b>	<b>386,428</b>	<b>386,428</b>
Other Misc Income	1,100	3,530	-	-	-
<b>Other Revenue</b>	<b>1,100</b>	<b>3,530</b>	<b>-</b>	<b>-</b>	<b>-</b>
Long Term Debt	3,080,000	2,250,000	2,504,909	-	-
<b>Sales of Bonds/Other Financing</b>	<b>3,080,000</b>	<b>2,250,000</b>	<b>2,504,909</b>	<b>-</b>	<b>-</b>
<b>Leveton Tax Increment District Project</b>	<b><u>14,303,808</u></b>	<b><u>15,219,001</u></b>	<b><u>12,629,483</u></b>	<b><u>7,958,260</u></b>	<b><u>8,261,260</u></b>

**City of Tualatin**  
**FY 2010 - 2011**  
**Leveton Tax Increment Disctrict Project**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Consultants	2,127	-	10,000	20,000	20,000
<b>Materials &amp; Services</b>	<b>2,127</b>	<b>-</b>	<b>10,000</b>	<b>20,000</b>	<b>20,000</b>
Reimburse - Engineering	28,096	238,230	138,015	-	-
Reimburse - City Center	18,500	-	-	-	-
Transfer - General Fund	-	-	-	11,000	11,000
Transfer - Economic Devel	220,000	245,000	245,000	245,000	245,000
<b>Transfers &amp; Reimbursements</b>	<b>266,596</b>	<b>483,230</b>	<b>383,015</b>	<b>256,000</b>	<b>256,000</b>
Land Acquisition	499,660	379,398	-	-	-
Projects Administration	5,456	12,444	-	-	-
Projects Professional Svc	649,841	1,615,965	-	-	-
Projects Construction	135,887	2,284,398	-	-	-
Fund Projects	-	10,597	7,213,250	4,524,310	5,124,310
<b>Capital Outlay</b>	<b>1,290,843</b>	<b>4,302,802</b>	<b>7,213,250</b>	<b>4,524,310</b>	<b>5,124,310</b>
Contingency	-	-	400,000	500,000	500,000
General Account Reserve	-	-	4,623,218	2,657,950	2,360,950
<b>Contingencies &amp; Reserves</b>	<b>-</b>	<b>-</b>	<b>5,023,218</b>	<b>3,157,950</b>	<b>2,860,950</b>
<b>Leveton Project</b>	<b><u>1,559,567</u></b>	<b><u>4,786,032</u></b>	<b><u>12,629,483</u></b>	<b><u>7,958,260</u></b>	<b><u>8,261,260</u></b>

## **TUALATIN DEVELOPMENT COMMISSION: LEVETON TAX INCREMENT DISTRICT BONDS**

The Leveton Tax Increment District Bond Fund receives tax increment revenues for the Leveton Tax Increment District. Expenditures are for indebtedness of the District.

### **HIGHLIGHTS OF 2009/2010**

- Paid all debt on time.

### **GOALS FOR 2010/2011**

- Close down the District.



**City of Tualatin**  
**FY 2010 - 2011**  
**Leveton Tax Increment District Bond**  
**Revenue**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Beginning Fund Balance	1,353,908	667,195	1,022,150	1,029,800	1,029,800
<b>Beginning Fund Balance</b>	<b>1,353,908</b>	<b>667,195</b>	<b>1,022,150</b>	<b>1,029,800</b>	<b>1,029,800</b>
Current Year	3,073,256	3,223,985	3,399,000	-	-
Prior Year	64,510	72,879	45,000	-	-
<b>Property Taxes</b>	<b>3,137,765</b>	<b>3,296,864</b>	<b>3,444,000</b>	<b>-</b>	<b>-</b>
Interest on Investments	128,056	41,113	10,222	10,298	10,298
Washington County	4,953	7,711	3,000	-	-
Clackamas County	939	526	500	-	-
<b>Interest</b>	<b>133,948</b>	<b>49,350</b>	<b>13,722</b>	<b>10,298</b>	<b>10,298</b>
Other Misc Income	-	22,553	-	-	-
<b>Other Revenue</b>	<b>-</b>	<b>22,553</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Leveton Tax Increment District Bond</b>	<b><u><u>4,625,622</u></u></b>	<b><u><u>4,035,962</u></u></b>	<b><u><u>4,479,872</u></u></b>	<b><u><u>1,040,098</u></u></b>	<b><u><u>1,040,098</u></u></b>



**City of Tualatin**  
**FY 2010 - 2011**  
**Leveton Tax Increment District Bond**  
**Expenditures**

<b>Account Description</b>	<b>Actual FY 07-08</b>	<b>Actual FY 08-09</b>	<b>Adopted FY 09-10</b>	<b>Approved FY 10-11</b>	<b>Adopted FY 10-11</b>
Bond Issuance Costs	6,160	-	-	-	-
Bond Registration & Exp	1,992	5,832	9,000	-	-
<b>Materials &amp; Services</b>	<b>8,152</b>	<b>5,832</b>	<b>9,000</b>	-	-
Principal 2004 Refunding	115,000	-	-	-	-
Leveton Subord Principal	3,080,000	2,250,000	2,504,909	-	-
Intermed. Principal 2003	690,000	710,000	730,000	-	-
<b>Principal</b>	<b>3,885,000</b>	<b>2,960,000</b>	<b>3,234,909</b>	-	-
Interest 2004 Refunding	3,163	-	-	-	-
Leveton Subord Interest	342	203	500	-	-
Intermed. Interest 2003	61,770	41,760	21,170	-	-
<b>Interest</b>	<b>65,275</b>	<b>41,963</b>	<b>21,670</b>	-	-
Bond Indenture Reserve	-	-	773,705	-	-
General Account Reserve	-	-	440,588	1,040,098	1,040,098
<b>Contingencies &amp; Reserves</b>	-	-	<b>1,214,293</b>	<b>1,040,098</b>	<b>1,040,098</b>
<b>Leveton Bond</b>	<u><u>3,958,427</u></u>	<u><u>3,007,795</u></u>	<u><u>4,479,872</u></u>	<u><u>1,040,098</u></u>	<u><u>1,040,098</u></u>



# Appendix

Summaries by Fund &  
Source

Schedule of Future Debt  
Service

Monthly Salary Schedules

Definitions of Terms

**City of Tualatin**  
**Fiscal Year 2010 - 2011**  
**Adopted Budget - Summary by Fund Type**

**Summary of Resources by Fund Type and Source**

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	TDC	Total
Property Taxes	\$ 7,257,900	\$ -	\$ 831,400	\$ -	\$ -	\$ -	\$ 8,089,300
Licenses and Permits	-	293,200	-	-	-	-	293,200
Franchise Fees	2,350,000	-	-	-	-	-	2,350,000
State Shared Revenue	613,235	-	-	-	-	-	613,235
Intergovernmental Revenue	2,084,297	1,390,000	-	709,547	-	-	4,183,844
Fees & Charges	519,810	1,067,006	-	25,098	856,025	-	2,467,939
Charges for Service	206,163	760,010	-	-	13,461,611	-	14,427,784
Fines & Forfeitures	409,000	-	-	-	-	-	409,000
Principal	-	-	87,040	-	-	-	87,040
Interest	134,000	30,376	23,500	15,467	36,387	139,084	378,814
Transfers	2,787,769	2,378,952	-	55,270	740,906	856,428	6,819,325
Other Revenue	110,185	405,090	-	220,000	16,800	-	752,075
<b>Total Current Resources</b>	<b>\$ 16,472,359</b>	<b>\$ 6,324,634</b>	<b>\$ 941,940</b>	<b>\$ 1,025,382</b>	<b>\$ 15,111,729</b>	<b>\$ 995,512</b>	<b>\$ 40,871,556</b>
Beginning Fund Balance	4,476,875	3,912,482	490,806	3,007,305	9,372,862	14,553,643	35,813,973
<b>Total Resources</b>	<b>\$ 20,949,234</b>	<b>\$ 10,237,116</b>	<b>\$ 1,432,746</b>	<b>\$ 4,032,687</b>	<b>\$ 24,484,591</b>	<b>\$ 15,549,155</b>	<b>\$ 76,685,529</b>

**Summary of Requirements by Fund Type and Object**

	General Fund	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Enterprise Funds	TDC	Total
Personal Services	\$ 11,643,189	\$ 1,766,652	\$ -	\$ -	\$ -	\$ 244,190	\$ 13,654,031
Materials and Services	3,835,452	\$ 2,566,262	300	\$ 69,800	\$ 8,488,248	\$ 245,044	15,205,106
Transfers	42,270	\$ 1,628,833	-	\$ 19,024	\$ 4,421,520	\$ 707,678	6,819,325
Capital Outlay	489,410	\$ 406,535	-	\$ 1,148,266	\$ 1,434,000	\$ 8,241,445	11,719,656
Debt Service	-	\$ -	981,540	\$ -	\$ 540,406	\$ -	1,521,946
Contingencies & Reserves	4,938,913	\$ 3,868,834	450,906	\$ 2,795,597	\$ 9,600,417	\$ 6,110,798	27,765,465
<b>Total Requirements</b>	<b>\$ 20,949,234</b>	<b>\$ 10,237,116</b>	<b>\$ 1,432,746</b>	<b>\$ 4,032,687</b>	<b>\$ 24,484,591</b>	<b>\$ 15,549,155</b>	<b>\$ 76,685,529</b>

**City of Tualatin**  
**Adopted Budget - Summary by Fund**  
**Fiscal Year 2010 - 2011**

Description	Resources					Requirements							
	Beginning Fund Balance	Property Taxes	Revenue	Transfers	Total Resources	Personal Services	Materials and Services	Capital Outlay	Transfers	Debt Service	Contingency and Reserves	Unapprop FB	Total Requirements
General Fund	\$ 4,476,875	\$ 7,257,900	\$ 6,426,690	\$ 2,787,769	\$ 20,949,234	\$ 11,643,189	\$ 3,835,452	\$ 489,410	\$ 42,270	\$ -	\$ 3,214,102	\$ 1,724,811	\$ 20,949,234
<u>Special Revenue Funds</u>													
Building	\$ 907,049	\$ -	\$ 464,890	\$ 15,000	\$ 1,386,939	\$ 414,889	\$ 84,665	\$ -	\$ 177,800	\$ -	\$ 709,585	\$ -	\$ 1,386,939
Operations	\$ 735,283	\$ -	\$ 28,562	\$ 2,271,895	\$ 3,035,740	\$ 1,351,763	\$ 653,665	\$ 210,035	\$ -	\$ -	\$ 820,277	\$ -	\$ 3,035,740
Road Utility Fee	\$ 1,146,152	\$ -	\$ 915,006	\$ -	\$ 2,061,158	\$ -	\$ 928,776	\$ 85,000	\$ 334,191	\$ -	\$ 713,191	\$ -	\$ 2,061,158
Road Gas Tax	\$ 158,330	\$ -	\$ 1,777,720	\$ 92,057	\$ 2,028,107	\$ -	\$ 733,480	\$ 50,000	\$ 1,055,909	\$ -	\$ 188,718	\$ -	\$ 2,028,107
Core Area Parking District	\$ 237,841	\$ -	\$ 74,433	\$ -	\$ 312,274	\$ -	\$ 24,676	\$ -	\$ 59,471	\$ -	\$ 228,127	\$ -	\$ 312,274
Tualatin Science & Technology	\$ 52,098	\$ -	\$ 500	\$ -	\$ 52,598	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ 51,598	\$ -	\$ 52,598
9-1-1 Emergency Communication Tax	\$ -	\$ -	\$ 140,000	\$ -	\$ 140,000	\$ -	\$ 140,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000
Road Development	\$ 575,729	\$ -	\$ 102,571	\$ -	\$ 678,300	\$ -	\$ -	\$ 61,500	\$ 1,462	\$ -	\$ 615,338	\$ -	\$ 678,300
Transportation Development Tax	\$ 100,000	\$ -	\$ 442,000	\$ -	\$ 542,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 542,000	\$ -	\$ 542,000
Total Special Revenue Funds	\$ 3,912,482	\$ -	\$ 3,945,682	\$ 2,378,952	\$ 10,237,116	\$ 1,766,652	\$ 2,566,262	\$ 406,535	\$ 1,628,833	\$ -	\$ 3,868,834	\$ -	\$ 10,237,116
<u>Debt Service Funds</u>													
General Obligation Bond	\$ 10,000	\$ 831,400	\$ 1,000		\$ 842,400	\$ -	\$ -	\$ -	\$ -	\$ 792,400	\$ 50,000	\$ -	\$ 842,400
Bancroft Bond	\$ 480,806	\$ -	\$ 109,540	\$ -	\$ 590,346	\$ -	\$ 300	\$ -	\$ -	\$ 189,140	\$ 400,906	\$ -	\$ 590,346
Total Debt Service Funds	\$ 490,806	\$ 831,400	\$ 110,540	\$ -	\$ 1,432,746	\$ -	\$ 300	\$ -	\$ -	\$ 981,540	\$ 450,906	\$ -	\$ 1,432,746
<u>Capital Projects Funds</u>													
Local Improvement District	\$ 465,180	\$ -	\$ 2,326	\$ -	\$ 467,506	\$ -	\$ 52,500	\$ 100,000	\$ -	\$ -	\$ 315,006	\$ -	\$ 467,506
Park Development	\$ 113,945	\$ -	\$ 955,645	\$ 15,000	\$ 1,084,590	\$ -	\$ 17,300	\$ 1,048,266	\$ 19,024	\$ -	\$ -	\$ -	\$ 1,084,590
Infrastructure Reserve	\$ 2,428,180	\$ -	\$ 12,141	\$ 40,270	\$ 2,480,591	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,480,591	\$ -	\$ 2,480,591
Total Capital Projects Funds	\$ 3,007,305	\$ -	\$ 970,112	\$ 55,270	\$ 4,032,687	\$ -	\$ 69,800	\$ 1,148,266	\$ 19,024	\$ -	\$ 2,795,597	\$ -	\$ 4,032,687
<u>Enterprise Funds</u>													
Water	\$ 3,916,351	\$ -	\$ 6,419,079	\$ -	\$ 10,335,430	\$ -	\$ 2,524,132	\$ 880,000	\$ 2,484,889	\$ -	\$ 4,446,409	\$ -	\$ 10,335,430
Sewer	\$ 900,275	\$ -	\$ 6,049,032	\$ -	\$ 6,949,307	\$ -	\$ 5,136,900	\$ 400,000	\$ 961,955	\$ -	\$ 450,452	\$ -	\$ 6,949,307
Storm Drain	\$ 289,780	\$ -	\$ 1,662,883	\$ -	\$ 1,952,663	\$ -	\$ 725,276	\$ 54,000	\$ 951,637	\$ -	\$ 221,750	\$ -	\$ 1,952,663
Enterprise Bond	\$ 436,100	\$ -	\$ 3,000	\$ 540,906	\$ 980,006	\$ -	\$ 300	\$ -	\$ -	\$ 540,406	\$ 439,300	\$ -	\$ 980,006
Water Development	\$ 44,146	\$ -	\$ 49,023	\$ 200,000	\$ 293,169	\$ -	\$ -	\$ 100,000	\$ 18,499	\$ -	\$ 174,670	\$ -	\$ 293,169
Sewer Development	\$ 3,572,457	\$ -	\$ 123,737	\$ -	\$ 3,696,194	\$ -	\$ 101,640	\$ -	\$ 3,370	\$ -	\$ 3,591,184	\$ -	\$ 3,696,194
Storm Drain Development	\$ 213,753	\$ -	\$ 64,069	\$ -	\$ 277,822	\$ -	\$ -	\$ -	\$ 1,170	\$ -	\$ 276,652	\$ -	\$ 277,822
Total Enterprise Funds	\$ 9,372,862	\$ -	\$ 14,370,823	\$ 740,906	\$ 24,484,591	\$ -	\$ 8,488,248	\$ 1,434,000	\$ 4,421,520	\$ 540,406	\$ 9,600,417	\$ -	\$ 24,484,591
<b>City of Tualatin Total</b>	<b>\$ 21,260,330</b>	<b>\$ 8,089,300</b>	<b>\$ 25,823,847</b>	<b>\$ 5,962,897</b>	<b>\$ 61,136,374</b>	<b>\$ 13,409,841</b>	<b>\$ 14,960,062</b>	<b>\$ 3,478,211</b>	<b>\$ 6,111,647</b>	<b>\$ 1,521,946</b>	<b>\$ 19,929,856</b>	<b>\$ 1,724,811</b>	<b>\$ 61,136,374</b>
Tualatin Development Commission	\$ 14,553,643	\$ -	\$ 139,084	\$ 856,428	\$ 15,549,155	\$ 244,190	\$ 245,044	\$ 8,241,445	\$ 707,678	\$ -	\$ 6,110,798	\$ -	\$ 15,549,155
<b>Grand Total FY 2010 - 2011 Budget</b>	<b>\$ 35,813,973</b>	<b>\$ 8,089,300</b>	<b>\$ 25,962,931</b>	<b>\$ 6,819,325</b>	<b>\$ 76,685,529</b>	<b>\$ 13,654,031</b>	<b>\$ 15,205,106</b>	<b>\$ 11,719,656</b>	<b>\$ 6,819,325</b>	<b>\$ 1,521,946</b>	<b>\$ 26,040,654</b>	<b>\$ 1,724,811</b>	<b>\$ 76,685,529</b>

City of Tualatin  
As of June 30, 2010  
Schedule of Future Debt Service

General Obligation Bonds				Revenue Supported Bonds			
Fiscal Year	Principal	Interest	Total	Fiscal Year	Principal	Interest	Total
2011	410,000	382,313	792,313	2011	285,000	255,406	540,406
2012	605,000	362,588	967,588	2012	295,000	244,531	539,531
2013	625,000	338,281	963,281	2013	305,000	233,281	538,281
2014	650,000	312,863	962,863	2014	315,000	221,263	536,263
2015	675,000	286,719	961,719	2015	330,000	208,363	538,363
2016	700,000	259,338	959,338	2016	345,000	194,863	539,863
2017	735,000	230,124	965,124	2017	360,000	180,763	540,763
2018	765,000	198,407	963,407	2018	375,000	166,063	541,063
2019	800,000	164,131	964,131	2019	390,000	150,519	540,519
2020	455,000	137,689	592,689	2020	405,000	133,869	538,869
2021	475,000	119,448	594,448	2021	425,000	116,125	541,125
2022	500,000	100,263	600,263	2022	445,000	97,420	542,420
2023	520,000	80,127	600,127	2023	465,000	77,681	542,681
2024	540,000	58,900	598,900	2024	485,000	56,899	541,899
2025	565,000	36,469	601,469	2025	510,000	35,070	545,070
2026	305,000	18,900	323,900	2026	530,000	11,925	541,925
2027	320,000	6,400	326,400				
	9,645,000	3,092,960	12,737,960		6,265,000	2,384,041	8,649,041
Local Improvement Districts							
Fiscal Year	Principal	Interest	Total				
2011	-	29,140	29,140				
2012	-	29,140	29,140				
2013	620,000	14,570	634,570				
	620,000	72,850	692,850				

TUALATIN EMPLOYEES ASSOCIATION  
FY 09/10 SALARY SCHEDULE  
EFFECTIVE 07/01/09  
PERS PICKUP INCLUDED- 3% STEPS

			MINIMUM \$	STEP 2 \$	STEP 3 \$	STEP 4 \$	STEP 5 \$	STEP 6 \$	STEP 7 \$	STEP 8 \$	MAXIMUM \$
	<u>TITLE</u>										
A004	PARKING ENFORCEMENT ATTENDANT	HOURLY RATE	13.49	13.89	14.31	14.74	15.18	15.64	16.11	16.59	17.09
		MONTHLY RATE	2338	2408	2481	2555	2632	2711	2792	2876	2962
B005	UNUSED RANGE	HOURLY RATE	14.55	14.99	15.44	15.90	16.38	16.87	17.37	17.89	18.43
		MONTHLY RATE	2522	2598	2676	2756	2838	2924	3011	3102	3195
C006	OFFICE ASSISTANT I LIBRARY ASSISTANT	HOURLY RATE	15.27	15.73	16.20	16.69	17.19	17.70	18.23	18.78	19.34
		MONTHLY RATE	2647	2726	2808	2892	2979	3068	3160	3255	3353
D007	OFFICE ASSISTANT II	HOURLY RATE	16.03	16.51	17.01	17.52	18.04	18.59	19.14	19.72	20.31
		MONTHLY RATE	2779	2862	2948	3036	3128	3221	3318	3418	3520
DD008	PUBLIC SERVICES ASSISTANT POLICE SERVICES TECHNICIAN SENIOR LIBRARY ASSISTANT	HOURLY RATE	16.83	17.34	17.86	18.40	18.95	19.52	20.10	20.70	21.33
		MONTHLY RATE	2918	3005	3096	3188	3284	3383	3484	3589	3696
E009	PARK MAINTENANCE TECHNICIAN I UTILITY TECHNICIAN I VOLUNTEER SPECIALIST SPECIAL EVENTS COORDINATOR	HOURLY RATE	17.68	18.21	18.75	19.32	19.90	20.49	21.11	21.74	22.39
		MONTHLY RATE	3064	3156	3251	3348	3449	3552	3659	3769	3882
F010	ENGINEERING TECHNICIAN I FACILITIES MAINTENANCE TECHNICIAN FLEET SERVICES TECHNICIAN I PROPERTY EVIDENCE TECHNICIAN VOLUNTEER COORDINATOR WAREHOUSE/INVENTORY CONTROL TECH	HOURLY RATE	18.85	19.42	20.00	20.60	21.22	21.85	22.51	23.18	23.88
		MONTHLY RATE	3267	3366	3466	3570	3678	3788	3902	4019	4139
G011	ACCOUNTING TECHNICIAN LIBRARY PROGRAMMING SPECIALIST OFFICE COORDINATOR PARK MAINTENANCE TECHNICIAN II PERMIT TECHNICIAN RECREATION PROGRAM SPECIALIST UTILITY TECHNICIAN II	HOURLY RATE	19.93	20.53	21.15	21.78	22.43	23.11	23.80	24.51	25.25
		MONTHLY RATE	3455	3558	3665	3775	3888	4005	4125	4249	4376
H012	ASSISTANT PLANNER FLEET SERVICES TECHNICIAN II GIS TECHNICIAN	HOURLY RATE	20.93	21.56	22.20	22.87	23.56	24.26	24.99	25.74	26.51
		MONTHLY RATE	3628	3737	3849	3964	4083	4206	4332	4462	4596
I017	LIBRARIAN I COMMUNITY SERVICE OFFICER	HOURLY RATE	21.98	22.64	23.32	24.02	24.74	25.48	26.24	27.03	27.84
		MONTHLY RATE	3810	3924	4042	4163	4288	4416	4549	4685	4826
J014	ACCOUNTANT BUILDING INSPECTOR I ENGINEERING TECHNICIAN II GIS COORDINATOR LIBRARIAN II	HOURLY RATE	23.31	24.01	24.73	25.47	26.23	27.02	27.83	28.66	29.52
		MONTHLY RATE	4040	4161	4286	4414	4547	4683	4824	4968	5117
K015	ASSOCIATE PLANNER ENGINEERING ASSOCIATE	HOURLY RATE	24.78	25.52	26.29	27.08	27.89	28.72	29.59	30.47	31.39
		MONTHLY RATE	4295	4424	4556	4693	4834	4979	5128	5282	5441
L016	BUILDING INSPECTOR II PROJECT ENGINEER SENIOR PLANNER	HOURLY RATE	26.00	26.78	27.59	28.41	29.27	30.14	31.05	31.98	32.94
		MONTHLY RATE	4507	4642	4782	4925	5073	5225	5382	5543	5709

POLICE DEPARTMENT SWORN POSITIONS  
FY 09/10 SALARY SCHEDULE  
EFFECTIVE 7/01/09

1.047

<u>4% STEPS - PERS PICKUP NOT INCLUDED</u>		<u>RATE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u> 10 YEARS
<u>TITLE</u>										
<u>P1</u>	<b>POLICE OFFICER</b>	Hourly	23.75	24.70	25.69	26.72	27.78	28.90	30.05	31.25
		Per Pay Period	1,900	1,976	2,055	2,137	2,223	2,312	2,404	2,500
		Monthly	4,117	4,281	4,453	4,631	4,816	5,009	5,209	5,417
		Annually	49,400	51,376	53,431	55,568	57,791	60,103	62,507	65,007

<u>NON EXEMPT POLICE MANAGEMENT</u> <u>4% STEPS - PERS PICKUP NOT INCLUDED</u>		<u>RATE</u>	<u>MINIMUM</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>	<u>MAXIMUM</u>
<u>TITLE</u>											
<u>P2</u>	<b>POLICE SERGEANT</b>	Hourly	29.70	30.89	32.12	33.41	34.74	36.13	37.58	39.08	40.65
		Per Pay Period	2,376	2,471	2,570	2,673	2,780	2,891	3,006	3,127	3,252
		Monthly	5,148	5,354	5,568	5,791	6,022	6,263	6,514	6,774	7,045
		Annually	61,776	64,247	66,817	69,490	72,269	75,160	78,166	81,293	84,545

EXEMPT POLICE MANAGEMENT  
PERS PICKUP INCLUDED

	<u>TITLE</u>		<u>MINIMUM</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>STEP 8</u>	<u>MAXIMUM</u>
<u>P3</u>	<b>POLICE CAPTAIN</b>	Hourly	40.83	42.05	43.32	44.62	45.95	47.33	48.75	50.22	51.72
		Per Pay Period	3,266	3,364	3,465	3,569	3,676	3,787	3,900	4,017	4,138
		Monthly	7,077	7,289	7,508	7,733	7,965	8,204	8,450	8,704	8,965
		Annually	84,926	87,474	90,098	92,801	95,585	98,453	101,407	104,449	107,582

			<u>MINIMUM</u>		<u>SALARY</u>	<u>BAND</u>	<u>MAXIMUM</u>
<u>DM4</u>	<b>CHIEF OF POLICE</b>	Hourly	48.54				61.48
		Per Pay Period	3,883				4,918
		Monthly	8,413				10,656
		Annually	100,963				127,878

**NON EXEMPT MANAGEMENT EMPLOYEES  
FY 09/10 SALARY SCHEDULE  
EFFECTIVE 07/01/09**

<b><u>3% STEPS - PERS PICKUP INCLUDED</u></b>		<b><u>RATE</u></b>	<b><u>MINIMUM</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>	<b><u>STEP 4</u></b>	<b><u>STEP 5</u></b>	<b><u>STEP 6</u></b>	<b><u>STEP 7</u></b>	<b><u>STEP 8</u></b>	<b><u>MAXIMUM</u></b>
<b><u>TITLE</u></b>											
M2	VACANT	Hourly	19.99	20.59	21.21	21.85	22.50	23.18	23.87	24.59	25.33
		Per Pay Period	1,599	1,647	1,697	1,748	1,800	1,854	1,910	1,967	2,026
		Monthly	3,466	3,570	3,677	3,787	3,900	4,018	4,138	4,262	4,390
		Annually	41,586	42,834	44,119	45,443	46,806	48,210	49,656	51,146	52,680
M3	VACANT	Hourly	20.99	21.62	22.27	22.94	23.63	24.34	25.07	25.82	26.59
		Per Pay Period	1,679	1,730	1,782	1,835	1,890	1,947	2,005	2,065	2,127
		Monthly	3,639	3,748	3,860	3,976	4,095	4,218	4,345	4,475	4,609
		Annually	43,663	44,972	46,322	47,711	49,143	50,617	52,135	53,699	55,310
M6	MANAGEMENT ANALYST PERSONNEL ASSISTANT	Hourly	22.03	22.69	23.37	24.07	24.80	25.54	26.31	27.10	27.91
		Per Pay Period	1,762	1,815	1,870	1,926	1,984	2,043	2,104	2,168	2,233
		Monthly	3,819	3,933	4,051	4,173	4,298	4,427	4,560	4,697	4,837
		Annually	45,824	47,199	48,615	50,073	51,576	53,123	54,717	56,358	58,049
M7	EXECUTIVE ASSISTANT PARALEGAL RECREATION COORDINATOR INFORMATION TECHNOLOGY TECH	Hourly	22.88	23.57	24.28	25.01	25.76	26.53	27.33	28.15	28.99
		Per Pay Period	1,831	1,886	1,942	2,001	2,061	2,122	2,186	2,252	2,319
		Monthly	3,967	4,086	4,208	4,335	4,465	4,599	4,736	4,879	5,025
		Annually	47,601	49,029	50,500	52,015	53,575	55,182	56,838	58,543	60,299
M8	PROGRAM COORDINATOR COURT ADMINISTRATOR	Hourly	24.04	24.76	25.50	26.27	27.05	27.87	28.70	29.56	30.45
		Per Pay Period	1923	1981	2040	2101	2164	2229	2296	2365	2436
		Monthly	4166	4291	4420	4553	4689	4830	4975	5124	5278
		Annually	49998	51498	53043	54634	56273	57961	59700	61491	63336
M4	VACANT	Hourly	25.23	25.99	26.77	27.57	28.40	29.25	30.13	31.03	31.96
		Per Pay Period	2,018	2,079	2,141	2,206	2,272	2,340	2,410	2,482	2,557
		Monthly	4,373	4,505	4,640	4,779	4,922	5,070	5,222	5,379	5,540
		Annually	52,481	54,055	55,677	57,347	59,067	60,839	62,665	64,545	66,481
M10	INFORMATION TECHNOLOGY COORD. PARKS & RECREATION COORDINATOR POLICE SERVICES SUPERVISOR STREET & SEWER DIVISION SUPERV VOLUNTEER COORDINATOR	Hourly	26.49	27.28	28.10	28.94	29.81	30.71	31.63	32.58	33.55
		Per Pay Period	2,119	2,182	2,248	2,315	2,385	2,456	2,530	2,606	2,684
		Monthly	4,591	4,729	4,871	5,017	5,167	5,322	5,482	5,646	5,816
		Annually	55,092	56,745	58,447	60,200	62,006	63,867	65,783	67,756	69,789
M5	LIBRARY PUBLIC SERVICES SUPVR LIBRARY SUPPORT SERVICES SUPVR	Hourly	27.82	28.66	29.52	30.40	31.32	32.26	33.22	34.22	35.25
		Per Pay Period	2,226	2,293	2,361	2,432	2,505	2,580	2,658	2,738	2,820
		Monthly	4,823	4,968	5,117	5,270	5,428	5,591	5,759	5,932	6,109
		Annually	57,874	59,610	61,399	63,241	65,138	67,092	69,105	71,178	73,313
M11	PARK MAINTENANCE SUPERVISOR MAINTENANCE SERVICES SUPERVISOR	Hourly	29.20	30.08	30.98	31.91	32.87	33.85	34.87	35.92	36.99
		Per Pay Period	2,336	2,406	2,479	2,553	2,629	2,708	2,790	2,873	2,959
		Monthly	5,062	5,214	5,370	5,531	5,697	5,868	6,044	6,225	6,412
		Annually	60,742	62,565	64,441	66,375	68,366	70,417	72,529	74,705	76,947
M9	ACCOUNTING SUPERVISOR WATER DIVISION SUPERVISOR	Hourly	30.66	31.58	32.53	33.51	34.51	35.55	36.61	37.71	38.84
		Per Pay Period	2,453	2,527	2,603	2,681	2,761	2,844	2,929	3,017	3,108
		Monthly	5,315	5,475	5,639	5,808	5,982	6,162	6,347	6,537	6,733
		Annually	63,782	65,695	67,666	69,696	71,787	73,940	76,158	78,443	80,797
<b>1.047</b>	<b><u>4% STEPS - PERS PICKUP NOT INCLUDED</u></b>	<b><u>RATE</u></b>	<b><u>MINIMUM</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>	<b><u>STEP 4</u></b>	<b><u>STEP 5</u></b>	<b><u>STEP 6</u></b>	<b><u>STEP 7</u></b>	<b><u>STEP 8</u></b>	<b><u>MAXIMUM</u></b>
<b><u>TITLE</u></b>											
P2	POLICE SERGEANT	Hourly	29.70	30.89	32.12	33.41	34.74	36.13	37.58	39.08	40.65
		Per Pay Period	2,376	2,471	2,570	2,673	2,780	2,891	3,006	3,127	3,252
		Monthly	5,148	5,354	5,568	5,791	6,022	6,263	6,514	6,774	7,045
		Annually	61,776	64,247	66,817	69,490	72,269	75,160	78,166	81,293	84,545



**EXEMPT MANAGEMENT EMPLOYEES  
FY 09/10 SALARY SCHEDULE  
EFFECTIVE 07/01/09**

3% STEPS - PERS PICKUP INCLUDED				MINIMUM	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	MAXIMUM	
DMA	SPECIAL PROJECTS MANAGER	Hourly	28.16	28.98	29.85	30.74	31.66	32.61	33.59	34.60	35.64	36.71	
		Per Pay Period	2,252.80	2,318	2,388	2,459	2,533	2,609	2,687	2,768	2,851	2,937	
		Monthly		5,023	5,173	5,328	5,488	5,653	5,823	5,997	6,177	6,363	
		Annually	58,572.80	60,271	62,080	63,942	65,860	67,836	69,871	71,967	74,126	76,350	
M12	DEVELOPMENT COORDINATOR ASSISTANT TO THE CITY MANAGER	Hourly	30.43	31.31	32.25	33.22	34.22	35.24	36.30	37.39	38.51	39.67	
		Per Pay Period	2,434.40	2,505	2,580	2,658	2,737	2,819	2,904	2,991	3,081	3,173	
		Monthly		5,427	5,590	5,758	5,931	6,109	6,292	6,481	6,675	6,875	
		Annually	63,294.40	65,130	67,084	69,096	71,169	73,304	75,503	77,769	80,102	82,505	
M14	VACANT	Hourly	31.95	32.88	33.86	34.88	35.93	37.00	38.11	39.26	40.43	41.65	
		Per Pay Period	2,556.00	2,630	2,709	2,790	2,874	2,960	3,049	3,141	3,235	3,332	
		Monthly		5,699	5,870	6,046	6,227	6,414	6,606	6,804	7,009	7,219	
		Annually	66,456.00	68,383	70,435	72,548	74,724	76,966	79,275	81,653	84,103	86,626	
M13	BUILDING OFFICIAL CIVIL ENGINEER LIBRARY MANAGER	Hourly	33.55	34.52	35.56	36.63	37.72	38.86	40.02	41.22	42.46	43.73	
		Per Pay Period	2,684.00	2,762	2,845	2,930	3,018	3,108	3,202	3,298	3,397	3,499	
		Monthly		5,984	6,163	6,348	6,539	6,735	6,937	7,145	7,360	7,580	
		Annually	69,784.00	71,808	73,962	76,181	78,466	80,820	83,245	85,742	88,314	90,964	
M15	VACANT	Hourly	35.22	36.24	37.33	38.45	39.60	40.79	42.01	43.27	44.57	45.91	
		Per Pay Period	2,817.60	2,899	2,986	3,076	3,168	3,263	3,361	3,462	3,566	3,673	
		Monthly		6,282	6,470	6,664	6,864	7,070	7,282	7,501	7,726	7,958	
		Annually	73,257.60	75,382	77,644	79,973	82,372	84,843	87,388	90,010	92,710	95,492	
1.047													
P3	POLICE CAPTAIN	Hourly		40.83	42.05	43.32	44.62	45.95	47.33	48.75	50.22	51.72	
		Per Pay Period		3,266	3,364	3,465	3,569	3,676	3,787	3,900	4,017	4,138	
		Monthly		7,077	7,290	7,508	7,733	7,965	8,204	8,451	8,704	8,965	
		Annually		84,926	87,474	90,098	92,801	95,585	98,453	101,407	104,449	107,582	
<u>PERS PICKUP INCLUDED</u>				<u>MINIMUM</u>	<u>SALARY</u>				<u>BANDS</u>	<u>MAXIMUM</u>			
<u>TITLE</u>													
DM1	HUMAN RESOURCES DIRECTOR	Hourly	38.92	40.05	41.25	42.49	43.76	45.08	46.43	47.82	49.25	50.73	
	INFORMATION SERVICES DIRECTOR	Per Pay Period	3,113.60	3,204	3,300	3,399	3,501	3,606	3,714	3,826	3,940	4,059	
	OPERATIONS DIRECTOR	Annually	80,953.60	83,301	85,800	88,374	91,026	93,756	96,569	99,466	102,450	105,524	
	COMMUNITY SERVICES DIRECTOR	Monthly		6,942	7,150	7,365	7,585	7,813	8,047	8,289	8,538	8,794	
DM2	FINANCE DIRECTOR	Hourly	40.86	42.04	43.31	44.61	45.94	47.32	48.74	50.20	51.71	53.26	
	CITY ENGINEER	Per Pay Period	3,268.80	3,364	3,465	3,568	3,675	3,786	3,899	4,016	4,137	4,261	
	COMMUNITY DEVELOPMENT DIRECTOR	Annually	84,988.80	87,453	90,077	92,779	95,563	98,430	101,383	104,424	107,557	110,783	
		Monthly		7,288	7,506	7,732	7,964	8,202	8,449	8,702	8,963	9,232	
DM3	VACANT	Hourly	43.36	45.14	46.49	47.89	49.32	50.80	52.33	53.90	55.51	57.18	
		Per Pay Period	3,468.80	3,611	3,719	3,831	3,946	4,064	4,186	4,312	4,441	4,574	
		Annually	90,188.80	93,887	96,703	99,604	102,592	105,670	108,840	112,105	115,469	118,933	
		Monthly		7,824	8,059	8,300	8,549	8,806	9,070	9,342	9,622	9,911	
DM4	CITY ATTORNEY	Hourly	45.05	46.36	47.75	49.18	50.65	52.17	53.74	55.35	57.01	58.72	
		Per Pay Period	3,604.00	3,709	3,820	3,934	4,052	4,174	4,299	4,428	4,561	4,698	
		Annually	93,704.00	96,421	99,314	102,293	105,362	108,523	111,779	115,132	118,586	122,144	
		Monthly		8,035	8,276	8,524	8,780	9,044	9,315	9,594	9,882	10,179	
1.047													
DM5	CHIEF OF POLICE	Hourly		48.54	50.00	51.50	53.04	54.63	56.27	57.96	59.70	61.49	
		Per Pay Period		3,883	4,000	4,120	4,243	4,371	4,502	4,637	4,776	4,919	
		Annually		100,963	103,992	107,112	110,325	113,635	117,044	120,555	124,172	127,897	
		Monthly		8,413	8,666	8,926	9,194	9,470	9,754	10,046	10,348	10,658	

## DEFINITIONS

**adopted budget** - Financial program which forms the basis for appropriations. Adopted by the governing body after the budget committee has approved the budget. This is the document legally setting dollar amounts by categories.

**ad valorem tax** - A property tax computed as a percentage of the value of taxable property. See "Assessed Value."

**appropriation** - Authorization for spending a specific amount of money for a specific purpose during a fiscal year. It is based on the adopted budget, including supplemental budgets, if any and is presented in a resolution or ordinance adopted by the governing body. (ORS 294.311(3))

**assessed value** - The value set on real and personal taxable property as a basis for levying taxes. It is the lesser of the property's maximum assessed value or real market value.

**audit** - The annual review and appraisal of a municipal corporation's accounts and fiscal affairs by an independent CPA and/or the Secretary of State. A legal requirement in Oregon.

**audit report** - A report made by an auditor expressing an opinion as to the propriety of a local government's financial statements.

**budget** - Written report showing the local government's comprehensive financial plan for one fiscal year. Must include a balanced statement of actual revenues and expenditures during each of the last two years, estimated revenues and expenditures for the current and upcoming year. (See ORS 294.311 (4))

**budget committee** - Fiscal planning board of a local government, consisting of the governing body plus an equal number of legal voters from the community. (See ORS 294.336)

**budget officer** - Person appointed by the governing body to assemble budget material and to physically prepare the proposed budget. (See ORS 294.311)

**capital outlay** - Items which generally have a useful life of one or more years, such as machinery, land, furniture, equipment or buildings. \$5,000 is the minimum amount for many cities. (See ORS 294.352 (6))

**capital projects fund** - A fund used to account for resources, such as bond sale proceeds, to be used for major capital item acquisition or construction.

**contingency** - A line item appropriation found within an operating fund for certain unforeseen expenditures and cannot be made as a substitute for expenditures which are anticipated. Using money from the contingency requires a resolution or ordinance.

## DEFINITIONS (continued)

**debt service fund** - A fund established to account for payment of long-term debt principal and interest. Debt service funds are often further classified by type of debt.

**enterprise fund** - A fund established to account for operations that are financed and operated in a manner similar to private business enterprises. Examples of enterprise funds are those for water, sewer, gas and electric utilities, swimming pools, airports, parking garages, transit systems, and ports.

**expenditures** - The total amount spent for personal services, material & services or capital in a fiscal year. This includes expenses incurred but not paid during the current year.

**fiscal year** - A 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The fiscal year is July 1 through June 30 for local governments in Oregon. (See ORS 294.311 (13))

**general fund** - A fund used to account for most general government fiscal activities except those activities required to be accounted for in another fund.

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

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

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

**payroll expenses** - Expenses related to the compensation of employee's salaries, health and accident insurance premiums, Social Security and retirement contributions or civil service assessment.

**proposed budget** - Financial and operating program prepared by the budget officer, submitted to the public and the budget committee for review.

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

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

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

## DEFINITIONS (continued)

**resource** - Estimated beginning funds on hand plus anticipated current year receipts, i.e. unspent funds from prior years plus funds received (or to be received) in the current year. See "Revenues." (ORS 294.361)

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

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

**supplemental budget** - Prepared to meet unexpected needs or to spend revenues not anticipated at the time the regular budget was adopted. Cannot be used to authorize a tax levy. A transfer from contingency that is equal to more than 15% of the fund requires a supplemental budget rather than an ordinary resolution. (ORS 294.480)

**tax levy** - Total amount of taxes imposed by a local government unit.

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

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

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

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