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City of Tualatin 2011-2012 Adopted Budget



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City of Tualatin Annual Budget

For the Fiscal Year
JULY 1, 2011 – JUNE 30, 2012

CITY LEADERSHIP:

LOU OGDEN *Mayor*
CHRIS BARHYTE *Council President*
MONIQUE BEIKMAN *Council Member*
WADE BROOKSBY *Council Member*
FRANK BUBENIK *Council Member*
JOELLE DAVIS *Council Member*
ED TRUAX *Council Member*

BUDGET COMMITTEE:

GEORGE GUILD
DEL JUDY
CANDICE KELLY
ROGER MASON
MIKE RILEY
TERRI WARD
DIANE WEISHEIT

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*
ALICE ROUYER *Community Development Director*



Wade Brooksby
Position 1



Lou Ogden
Mayor



Chris Barhyte
Council President

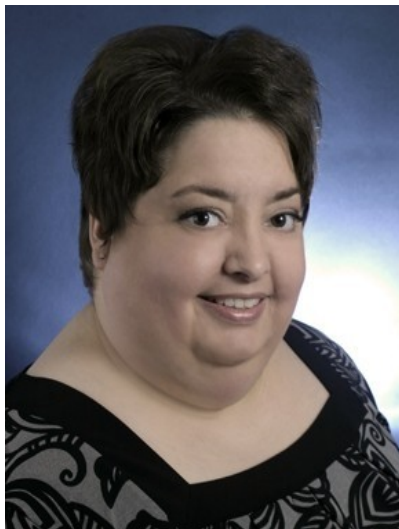


Frank Bubenik
Position 3

Tualatin City Council



Monique Beikman
Position 2



Joelle Davis
Position 6



Ed Truax
Position 4

City of Tualatin

2011-2012 Adopted Budget

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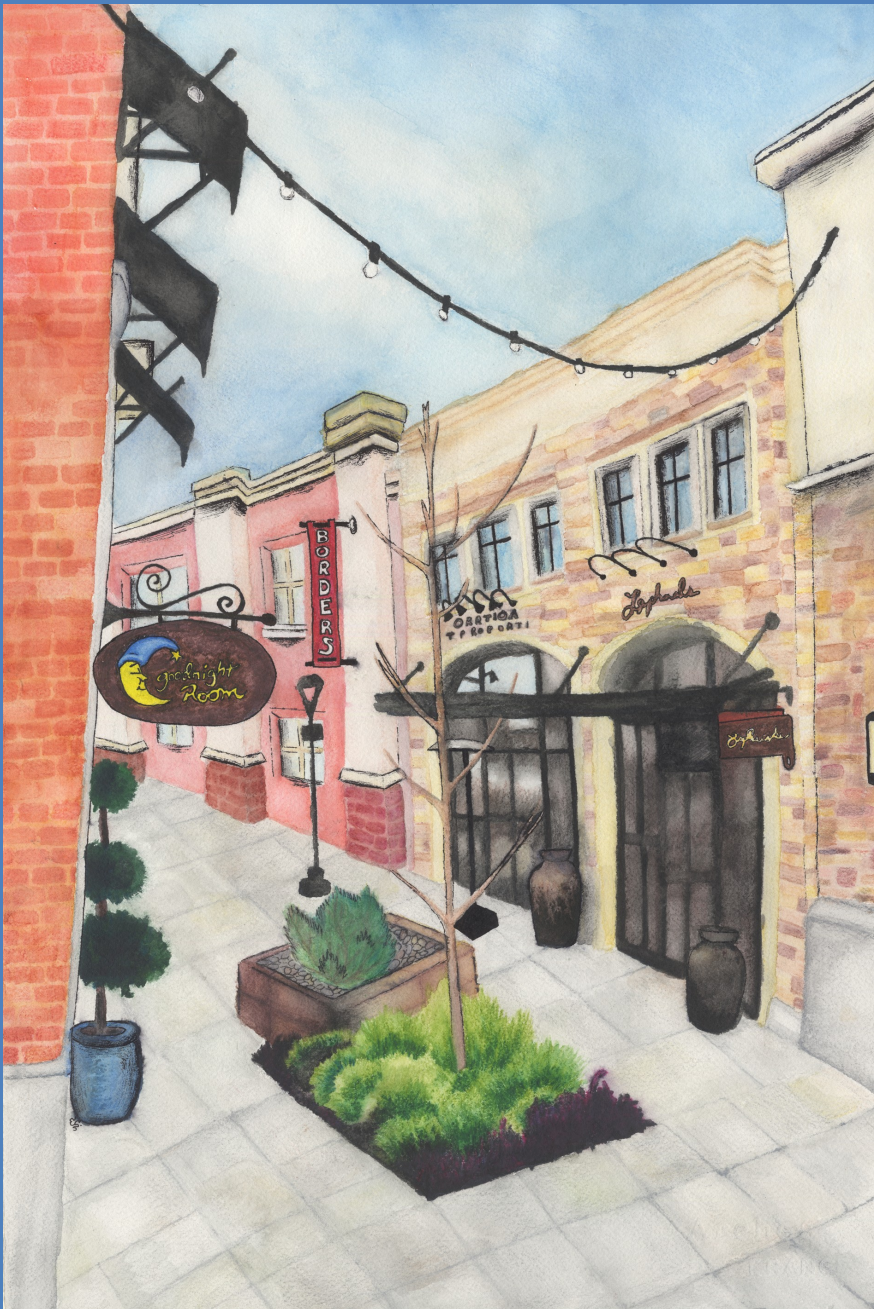
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Budget Message

From the Student Visual Chronicle Collection
Bridgeport Village by Eileen Chadbourne



MEMORANDUM

CITY OF TUALATIN

TO: Members of the Budget Advisory Committee

FROM: Sherilyn Lombos, City Manager

DATE: May 10, 2011

SUBJECT: Fiscal Year 2011-12 Proposed Budget

It is my pleasure to present the proposed Fiscal Year 2011-12 City of Tualatin and Tualatin Development Commission (TDC) budgets.

With continuing tough economic times facing the State of Oregon and our region, we are proud to present a fiscally responsible budget, while continuing to provide the services our residents desire, at the levels they have come to expect from the City. As you review this budget message and the detail pages that follow, you will notice that the City departments have continued to hold expenditures at or below the previous year's levels, wherever possible. The majority of increases are for items that are outside of the City's control and will be explained in the paragraphs that follow.

Fiscal Year 2011-12 brings some exciting opportunities for the City. As part of the City Council's goal setting process for the next two years, five priorities were identified. These five priorities (website redesign, eastside redevelopment, downtown visioning, community recreation and community engagement) were considered by the departments while developing the proposed budget. We continue to strive to provide the services that the community desires, address the City Council's priorities, and do so in a fiscally prudent way.

The City continued with the fiscal health initiative that we embarked on last year, primarily by maintaining a balance of our on-going revenues and expenditures and utilizing one-time revenue sources to pay for one-time expenses. Another component of the initiative is to incorporate long-term planning into decision making. We started on this last year with a fiscal health model showing our projected ongoing alignment with the current levels of service projected out a few years and the ability to model decisions made today on those future years. A second piece of long-term planning is the development of a five-year Capital Improvement Plan (CIP).

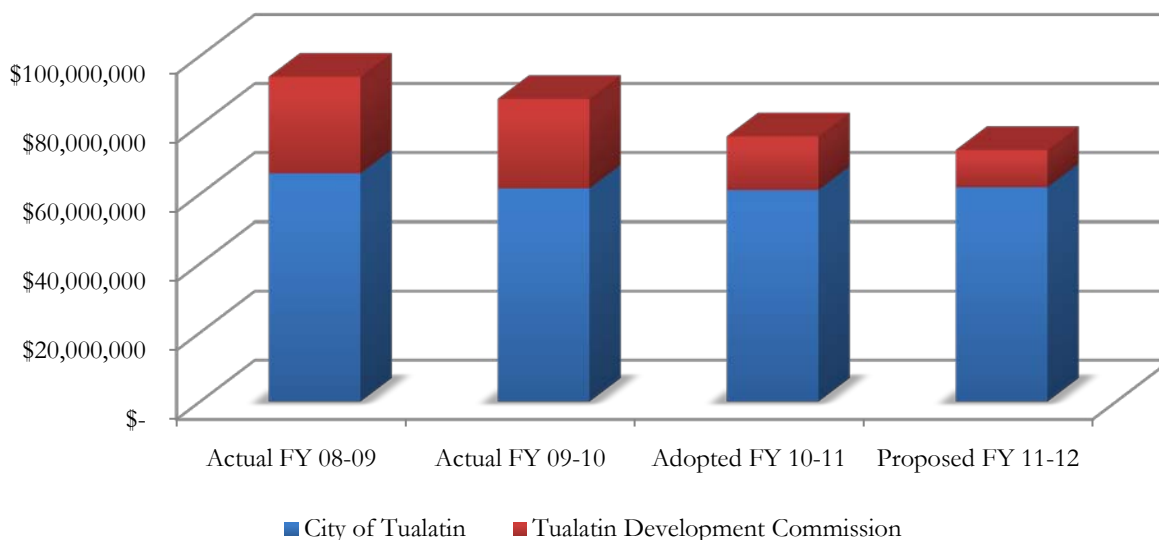
The CIP provides details of identified capital projects city-wide, regardless of funding source. Also included in the CIP are major expenditures that would have a significant one-time impact on the City's budget. You will find, in the latter sections of the budget document, the beginning stages of this plan. It is included this year to provide information to the readers of the budget, as

well as provide context of our future capital needs and their potential impact on future annual budgets. In the upcoming months, staff will be working with the departments and the City Council to further develop the CIP and a plan for formal adoption of the five-year CIP in late Fall 2011. The hope is to use this plan to help provide direction to the departments for capital priorities as they put together their annual budget, as well as to help City staff make decisions related to capital priorities and the funding of these priorities.

The budget document that is being distributed this evening is actually two documents. The Fiscal Year 2011-12 operating budget is divided into eight sections following this budget message: Introduction, General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, the TDC and an Appendix which includes summary information, debt service and salary schedules, as well as definitions of common budget related terms. For more information about how to navigate through this document, please refer to the Reader's Guide included in the front of the Introduction section.

The second document is the five-year CIP that was explained above and is divided into six sections. The first section includes tables of the projects sorted by fund/type and the sections that follow break the projects out, with project detail sheets for each project, by the following categories: Facilities, General Government, Streets, Utilities and a listing of future projects that do not have an identified funding source.

The total proposed budget for Fiscal Year 2011-12, including the Tualatin Development Commission, is \$72,749,134. This total is down 5.1% from the 2010-11 adopted budget, almost exclusively due to a reduction in the number of urban renewal projects. The City of Tualatin budget is up 1.3% to \$61,947,519.



The summary of resources (revenues) and requirements (expenditures) for both the City and the TDC combined for the FY 2011-12 budget are shown on the following page. As you peruse the data, you will find that, overall, the City's overall revenue sources have stayed pretty stable and the

expenditures have remained fairly constant. This budget message will discuss some of the changes that are in these numbers, the primary reasons for them and show that our City staff continue to be excellent stewards of public funds.

Summary of Resources by Source

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Property Taxes	\$ 11,953,504	\$ 12,408,752	\$ 8,089,300	\$ 8,233,000
Licenses and Permits	335,882	253,226	293,200	400,000
Franchise Fees	2,243,556	2,308,575	2,350,000	2,350,000
State Shared Revenue	666,405	563,464	613,235	531,630
Intergovernmental Revenue	2,605,875	3,093,674	4,183,844	4,381,246
Fees & Charges	2,341,212	2,563,317	2,467,939	2,438,517
Charges for Service	12,220,419	12,926,003	14,427,884	14,513,703
Fines & Forfeitures	237,831	277,535	409,000	772,500
Principal	87,871	87,036	87,040	87,040
Interest	1,130,572	342,049	378,814	166,186
Transfers	7,399,671	7,332,681	7,039,325	6,620,327
Other Revenue	4,472,582	3,277,825	531,975	141,725
Total Current Resources	\$ 45,695,380	\$ 45,434,137	\$ 40,871,556	\$ 40,635,874
Beginning Fund Balance	48,283,136	42,118,784	35,813,973	32,113,260
Total Resources	\$ 93,978,516	\$ 87,552,921	\$ 76,685,529	\$ 72,749,134

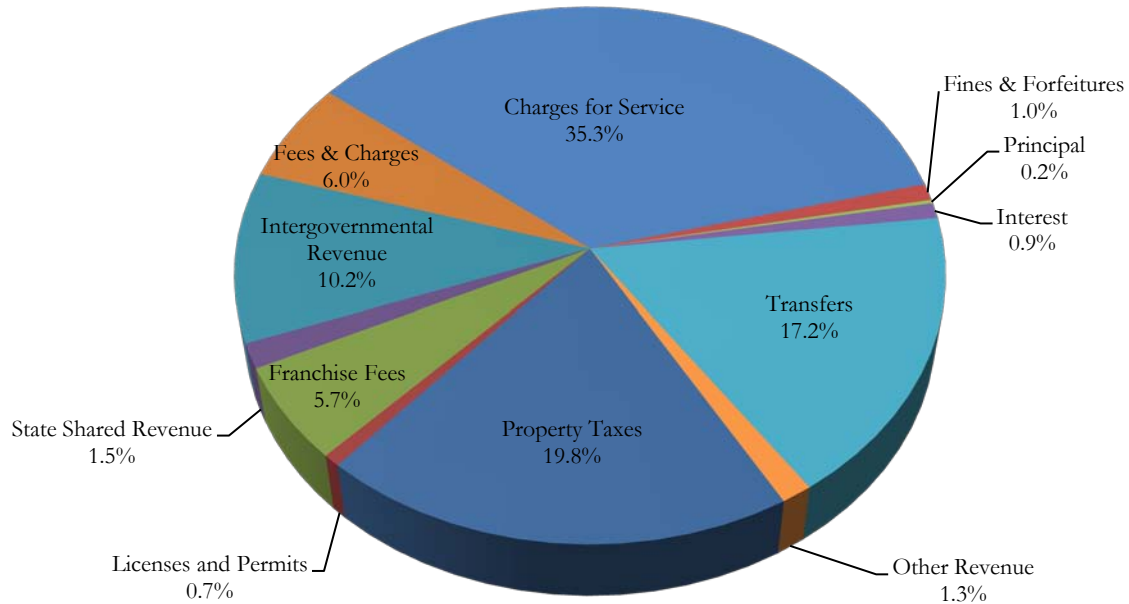
Summary of Requirements by Object

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Personal Services	\$ 13,194,496	\$ 13,497,094	\$ 13,654,031	\$ 14,277,737
Materials and Services	12,263,859	12,526,183	15,205,106	15,678,645
Transfers	7,399,671	7,332,391	6,819,325	6,620,327
Capital Outlay	12,438,602	9,605,078	11,719,656	9,540,097
Debt Service	6,617,021	5,508,000	1,521,946	1,696,259
Contingencies & Reserves	42,064,867	39,084,175	27,765,465	24,936,069
Total Requirements	\$ 93,978,516	\$ 87,552,921	\$ 76,685,529	\$ 72,749,134

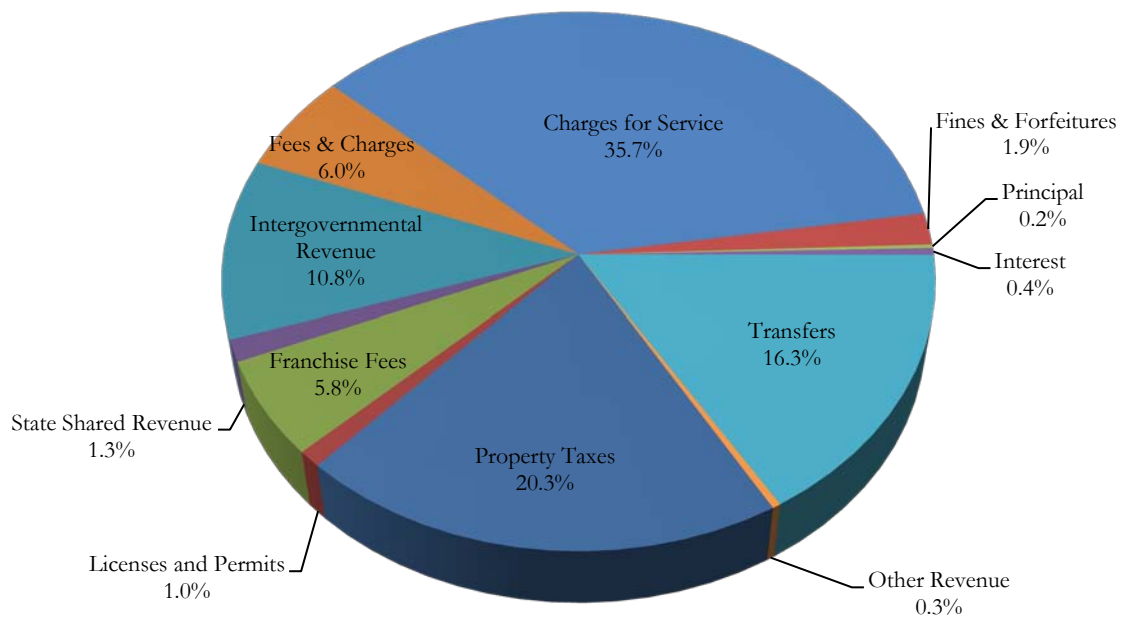
At the beginning of each section in the operating budget, you will find a similar table with summary totals of all funds in that section. Also included are pie charts showing the percentage of each revenue and expenditure category for the proposed budget. We feel this provides good summary information that helps provide context in addition to the detail pages that follow in each section.

As mentioned above, and shown in the previous table, our revenues have remained steady. The pie charts below show the categorical breakdown of revenues from Fiscal Year 2010-11 Adopted Budget to the Fiscal Year 2011-12 Proposed Budget.

**City of Tualatin and Tualatin Development Commission
Adopted Revenue
FY 2010-11**



**City of Tualatin and Tualatin Development Commission
Proposed Revenue
FY 2011-12**



Revenues

Charges for Service make up the largest percentage share of the City's revenues, primarily for water, sewer and storm drain utility charges. Of the \$14.5 million budgeted in this category, approximately \$5.5 million is a pass through to Clean Water Services (CWS) for sewer and storm drain services, with an off-setting expenditure in those funds to record the payment of this revenue to CWS. For the third consecutive year, the City of Tualatin is proposing to hold water rates steady with no increase to our customers. The slight increase in this category is related to the increase in sewer rates, primarily the pass through of the rate increases by CWS.

Property taxes continue to make up almost half of the general fund revenues and are the second largest revenue source city-wide at 20.3% of total City revenue. They are based on a set levy of \$2.2665 per \$1,000 (permanent tax rate) of assessed value, with a projected bond levy rate of approximately \$0.28 per \$1,000 of assessed value. This permanent tax rate is one of the lowest in the Portland Metro area. Overall, our total property tax revenue is projected to increase just under 2% from last year, as the adopted property tax budget included some one-time revenues related to the urban renewal districts reaching their maximum indebtedness and the assessed value from urban renewal being returned to the City's tax roll.

Transfers are primarily reimbursements for services that the general fund provides, mainly to the restricted funds. We continued to utilize a cost of service model to project the proper transfer levels. There was a one-time increase in the transfer from the Building Fund in 2010-11 that increased the balance in the reserve of that fund related to Engineering, since the Engineering Division was moved to the General Fund at the beginning of the fiscal year. The 2011-12 transfer amount reflects the proper on-going amount.

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. The League of Oregon Cities (LOC) continues to lobby for cities to retain this revenue source, but the future is somewhat unsure. While we have not seen a change in the funding formulas, the LOC is projecting an overall decrease of 13.3% in state shared revenues, or \$81,600 in the City's General Fund.

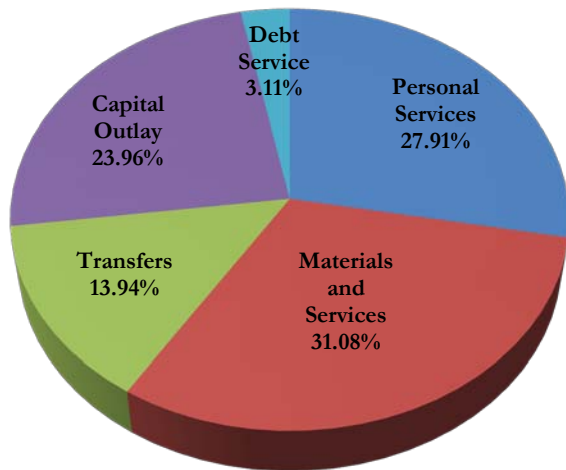
Other changes we are experiencing in City revenues include a drop in interest revenue, as we are still experiencing low interest rates on our idle funds. Additionally, with the addition of the intersection safety cameras in 2010-11 at Tualatin Sherwood Road at Avery Street and Lower Boones Ferry Road at 72nd Avenue (Bridgeport Village), we are experiencing a significant increase in municipal court fine revenue for the upcoming year.

Expenditures

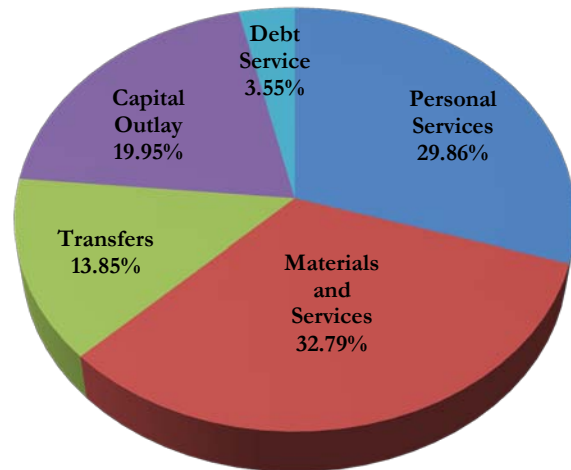
A similar story is found in the City's overall expenditures. As with last year's budget process, the City departments held expenditures at or below the previous year's levels wherever possible. Once again, this year, a significant percentage of the increases are related to items that are out of the City's control, primarily utility rate increases for gas and electricity, fuel price increases and contractual obligations that are increasing, such as the dispatch contract with Washington County Consolidated Communication Agency (WCCCA) in the Police Department. Other changes will

be explained later in this message in more detail, though as the following charts show, there is a consistency found in expenditures, as well, between the current year's adopted budget and the upcoming year's proposed budget.

City of Tualatin and Tualatin Development Commission
Adopted Expenditures
FY 2010-11



City of Tualatin and Tualatin Development Commission
Proposed Expenditures
FY 2011-12



One of the big reasons for the change in percentages is related to the decrease in capital outlay expenditures, primarily in the Tualatin Development Commission, as the projects in both Districts are winding down. In the capital projects and utility funds, there is also a slight overall decrease in projects and project costs.

Overall, personal services costs are increasing, though a large percentage of this increase is due to the increase in our PERS contribution rate. The PERS Board sets rates for two year cycles, with the new rate taking effect in 2011-12. The City of Tualatin saw an increase in our rates of approximately 4.1%. To offset this increase, we set aside a PERS reserve in Fiscal Year 2009-10. This reserve was sufficient to offset the increase in our PERS contributions for this year. Two other factors are included in the increase in personal services for 2011-12. The first is an increase of 1.0 FTE in the Municipal Court. With the increase in citations from the intersection safety cameras, we are adding a Court Clerk position. Additionally, due to the continuing process of completing the work in the urban renewal districts, we have decreased the FTE count in the TDC from 2.375 to 1.0 FTE (0.625 FTE is being moved to the Planning Division in the General Fund).

Other Items of Note

Building Fund

During Fiscal Year 2010-11, we began seeing an increase in activity and revenue in the Building Fund. For 2011-12, we are projecting a continuance of this trend. The increase in revenues is adding to the reserves balances as we continue to monitor the activity in this fund.

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, which took

effect 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 \$200,000 over 2010-11. 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.

The Park Development Fund

This 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 Community Development Block Grant for an addition and renovation of the Juanita Pohl Center. With the City's required matching funds, total project costs budgeted in 2011-12 are \$457,215, with reimbursement from the Federal Government accounting for \$364,715. Both the revenue and expenditure related to this project are accounted for in this fund.

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 2011-12.

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 2009-10. The effect of the District's reaching their maximum indebtedness is that both districts do not collect any further property taxes, and their incremental assessed values were 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, including the Tualatin Sherwood Road Beautification Project in the Central Urban Renewal District and the Leveton Drive Extension Project in the Leveton Tax Increment District.

Sincere thanks and credit goes to all City departments and their staff for their contributions to this budget proposal. A special thanks to Finance Director, Don Hudson, and the Finance Department for their long hours and dedication to the preparation of this budget.

Respectfully submitted,



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



From the Student Visual Chronicle Collection
Tualatin Tram by Kevo Kirakossian



From the Student Visual Chronicle Collection
Bridgeport Village by Laura Koch

Introduction

Reader's Guide

Tualatin-at-a-Glance

City Map

History of Tualatin

Oregon Budget Process

An Overview of Property

Tax Revenues

City Organization Chart

Adopted Positions

READER'S GUIDE

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 proposed positions for fiscal year 2011/2012 and displays the changes from the previous years.
- It explains Tualatin's unique history.
- It provides an overview and explanation of property tax revenues.

General Fund

The General Fund is the City's primary operating fund and accounts for all activities (administrative, public safety, maintenance, community development and community services) of the City that are not restricted or required to be accounted for in its own fund. The majority of the City's departments are accounted for in this fund. This section details the revenue sources used to pay for the general operations of the City.

Special Revenue Funds

The group of funds found in this section have dedicated sources of funding and are restricted for a specific purpose. The revenues, and the expenditures related to these revenues, are recorded in special revenue funds and can be found in this section.

Debt Service Funds

Debt Service Funds account for the payment of principal and interest on the City's outstanding debt. The General Obligation Bond Fund records debt service property tax levies and collections used to repay the City's three outstanding general obligation bond issues. The Bancroft Bond Fund accounts for the outstanding bond issue issued under the Bancroft Bonding Act for improvements on 95th Place.

Capital Projects Funds

This section accounts for those funds that are used to account for resources used for major capital item acquisition or construction. Capital construction financed from general obligation bond proceeds are recorded in capital projects funds (i.e. the park and library bond issues).

Enterprise Funds

This group of funds includes those funds that have been established to account for operations that are financed (i.e. primarily from user fees and charges) and operated in a manner similar to private business enterprises. The City reports the funds related to its water, sewer and storm drain utility systems in this section.

Tualatin Development Commission

The Tualatin Development Commission (TDC) operates as an independent commission and is the Urban Renewal Agency for the City of Tualatin. This section provides both revenue and expenditure summaries for the Commission 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 65th 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	\$4,406,469,302
Assessed Value	\$3,299,925,537

BOND RATING

Aa3 (Moody's)

POPULATION

2010	26,160
2000	23,065
1990	14,664
1980	7,483
1970	750

REGISTERED VOTERS

Washington County	11,280
Clackamas County	<u>1,779</u>
Total	13,059

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 126 acres, its greenways comprise 112 acres, and natural areas comprise another 47 acres.

SIGNALIZED INTERSECTIONS

48 intersections are currently signalized.

ZONING

Commercial	647
Manufacturing	1,859
Residential	2,651
Institutional	<u>41</u>
Total acres	5,198

DWELLING UNITS

Multi-family	4,938
Single Family	<u>5,980</u>
Total	10,918

UTILITY ACCOUNTS

Utility Accounts	6,730
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SCHOOLS

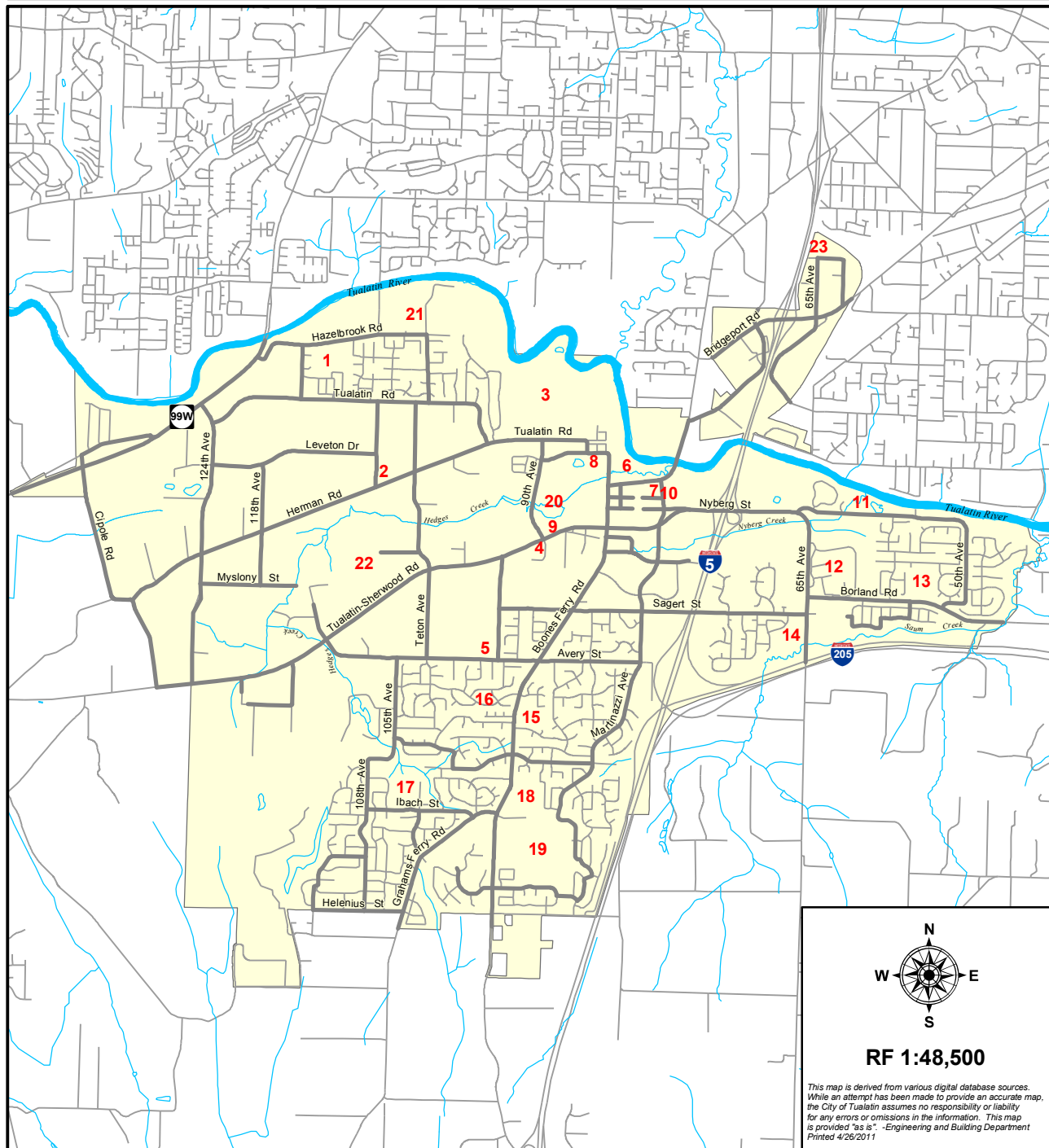
The City of Tualatin sits in four separate school districts:

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

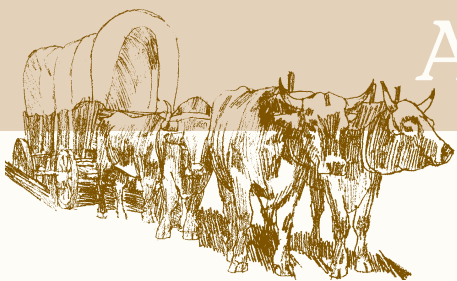
*The major school district in Tualatin (one high school, one middle school, and three elementary schools).

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



A Bridge Over Time

Listen 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.



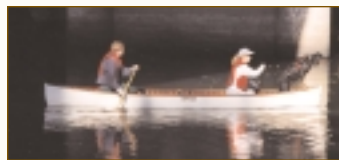
John A. Taylor (1825-1919), an Oregon Trail Pioneer established a ferry crossing in 1854 at the site of the existing 99W bridge. Later, he constructed a toll bridge here and cleared a road between Portland and Dayton that became Taylor's Ferry Road.

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.



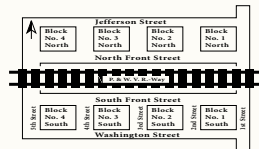
Today, canoeists enjoy the Tualatin River.

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.

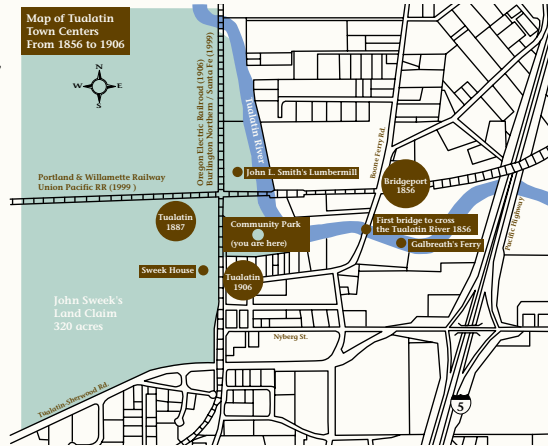


Tualatin's first town plat was drawn by John Sweek in 1887. Not all the streets platted were laid out and none of the original buildings remain, but it predicted the move to the west side of the river and the train depot's importance to the town's growth.



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.

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.

Tualatin 11/12 Budget Calendar	Dates
1. Prepare proposed budget	January-April
2. Print first notice of budget committee meeting (not more than 30 days before the meeting)	April 21
3. Print second notice of budget committee meeting (at least 5 days after first notice, but not less than 5 days before the meeting)	April 28
4. Budget committee meets	May 10 & 24
5. Budget committee meets again, if needed	May 26
6. Publish notice of budget hearing (5 to 30 days before the hearing)	June 16
7. Hold budget hearing (governing body)	June 27
8. Enact resolutions to: adopt budget, make appropriations, impose and categorize taxes	June 27
9. 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. TAX RATE	Indefinite	General	3% annual increase in assessed value; subject to BM limitations
B, LOCAL OPTION LEVY			
1. Fixed dollar	1 – 5 Years 1 - 10 Years	Operating Capital Purposes	Levy uniformly; include estimate not to be received
2. Tax Rate	Same	Operating Capital Purposes	Levied as maximum per \$1,000 AV; must estimate amount raised each year
C. DEBT SERVICE	Terms of bonds	Specific	Restricted to annual principal and interest payments

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

Taxes Versus Fees under Ballot Measure 5

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

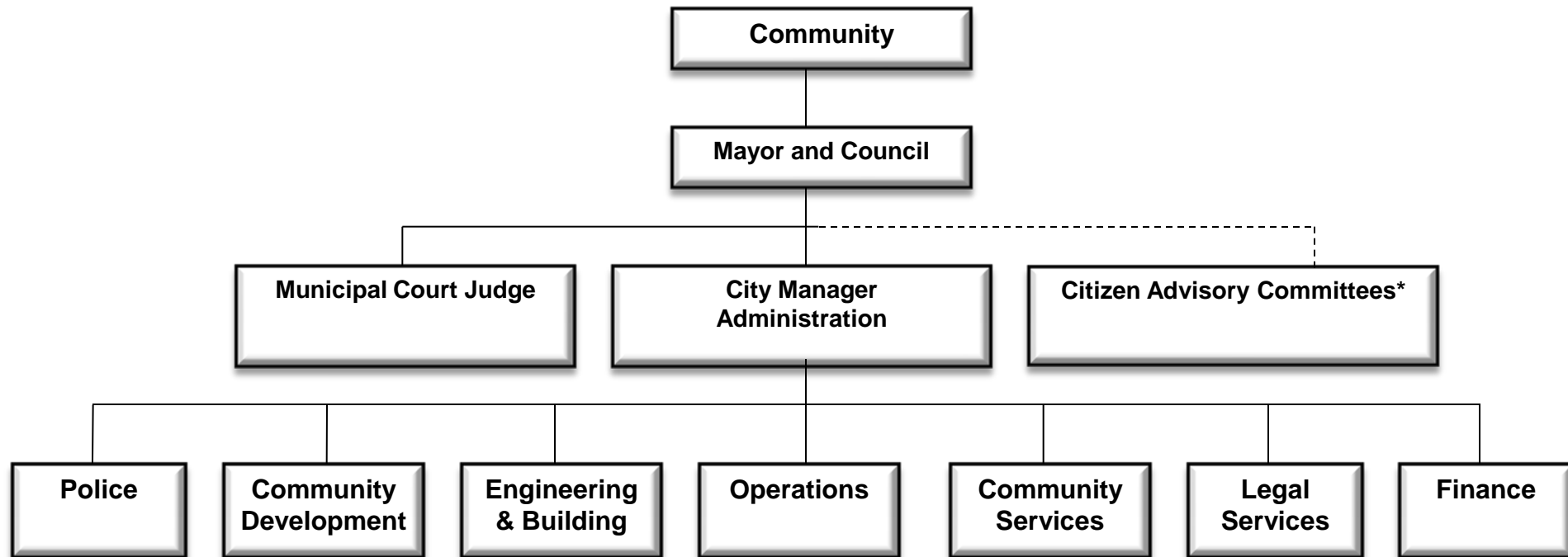
Summary

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

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

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

Organization Chart



CITIZEN ADVISORY COMMITTEES:

- * Architectural Review Board (ARB)
- * Arts Advisory Committee (TAAC)
- * Budget Committee
- * Core Area Parking District Board (CAPDB)

- * Library Advisory Committee (TLAC)
- * Park Advisory Committee (TPARK)
- * Planning Advisory Committee (TPAC)
- * Urban Renewal Advisory Committee (URAC)

**Adopted Positions
By Fund and Department**

Administration

	08/09	09/10	10/11	11/12
City Manager	1	1	1	1
Human Resources Director	1	1	1	1
Information Services Director	1	1	0	0
Assistant to the City Manager	1	1	1	1
Information Technology Technician	0.5	0.5	0	0
Program Coordinator	1	1	1	1
Executive Assistant	1	1	1	1
Volunteer Coordinator	0.75	0.75	0.75	0.75
Office Assistant II	1	1	1	1
Total	8.25	8.25	6.75	6.75

Finance

Finance Director	1	1	1	1
Accounting Supervisor	1	1	1	1
Accountant	1	1	1	1
Program Coordinator	0	1	1	1
Accounting Technician	5	4	4	4
Office Assistant I	1	1	1	1
Total	9	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	1	1
Information Technology Technician	0	0	1	1
Total	0	0	2	2

Court

Court Administrator	0	1	1	1
Paralegal	0.125	0.125	0.125	0.125
Court Clerk	0	0	0	1
	0.125	1.125	1.125	2.125

Community Development-Planning

Community Development Director	0.5	0.5	0.5	1
Planning Manager	0	0	0	1
Senior Planner	1	1	1	1
Associate Planner	1	1	1	0.5
Assistant Planner	1.5	1.5	1.5	1
Office Coordinator	0.875	0.875	0.875	1
Total	4.875	4.875	4.875	5.5

Engineering

	08/09	09/10	10/11	11/12
City Engineer	0	0	1	1
Civil Engineer	0	0	1	1
Program Coordinator	0	0	1	1
Engineering Tech II	0	0	3	3
Project Engineer	0	0	1	1
Engineering Associate	0	0	1	1
Office Coordinator	0	0	1	1
Information Technology Coordinator	0	0	1	1
GIS Technician	0	0	1	1
	0	0	11	11

Police

Chief	1	1	1	1
Office Coordinator	1	1	1	1
Captain	2	2	2	2
Lieutenant	0	0	0	1
Sergeant	6	6	6	5
Police Officer	28	29	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
	45.5	46.5	46.5	46.5

Community Services

	08/09	09/10	10/11	11/12
Community Services Director	1	1	1	1
Parks & Recreation Manager	1	1	1	1
Recreation Program Specialist	1	1	1.5	1.5
Volunteer Coordinator	0	0	0	0
Office Coordinator	1	1	1	1
Program Coordinator	0.875	0.875	0.875	0.875
Information Technology Technician	0.5	0.5	0	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	1
Librarian I	1	0	0	1
Librarian II	2	3	3	3
Programming Specialist	1	1	1	1
Senior Library Assistant	1	1	1	1
Library Assistant	6	6	6	6
Volunteer Specialist	1	1	1	1
	22.375	22.375	22.375	22.375

Fleet

	08/09	09/10	10/11	11/12
Maintenance Services Manager	0.5	0.5	0.5	0.5
Fleet Technician I	1.5	1.5	1.5	1.5
	2	2	2	2

Building Maintenance

	08/09	09/10	10/11	11/12
Maintenance Services Manager	0.5	0.5	0.5	0.5
Facilities Maintenance Technician	1.5	1.5	1.5	1.5
	2	2	2	2

Parks Maintenance

Parks Maintenance Manager	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
	7.75	7.75	7.75	7.75

TOTAL GENERAL FUND

103.25	105.25	116.75	118.375
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BUILDING FUND (Previously E&B)

	08/09	09/10	10/11	11/12
City Engineer	1	1	0	0
Civil Engineer	1	1	0	0
Program Coordinator	1	1	0	0
Engineering Tech II	3	3	0	0
Project Engineer	1	1	0	0
Engineering Associate	1	1	0	0
Office Coordinator	1	1	0	0
Information Technology Coordinator	1	1	0	0
GIS Technician	1	1	0	0
Building Official	1	1	0	1
Building Inspector II	5	5	3	2
Permit Technician	2	2	1	1
Office Assistant I	0	0	0	0
	19	19	4	4

OPERATIONS FUND

	08/09	09/10	10/11	11/12
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 Manager	1	1	1	1
Street & Sewer Manager	1	1	1	1
Utility Technician II	5	5	5	5
Utility Technician I	3	3	4	4
	14.75	14.75	15.75	15.75

TUALATIN DEVELOPMENT COMMISSION

	08/09	09/10	10/11	11/12
Community Development Director	0.5	0.5	0.5	0
Development Manager	1	1	1	1
Office Coordinator	0.875	0.875	0.875	0
	2.375	2.375	2.375	1

GRAND TOTAL - ALL FUNDS	139.375	141.375	138.875	139.125
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General Fund



From the Visual Chronicle Collection
Tualatin Commons by Kathe Worsley

Summary

City Council

Administration

Finance

Legal Services

Municipal Court

Planning

Engineering

Police

Information Services

Building Maintenance

Fleet Services

Parks Maintenance

Community Services

Library

Recreation

Non-Departmental

City of Tualatin
Fiscal Year 2011 - 2012
Adopted Budget - General Fund

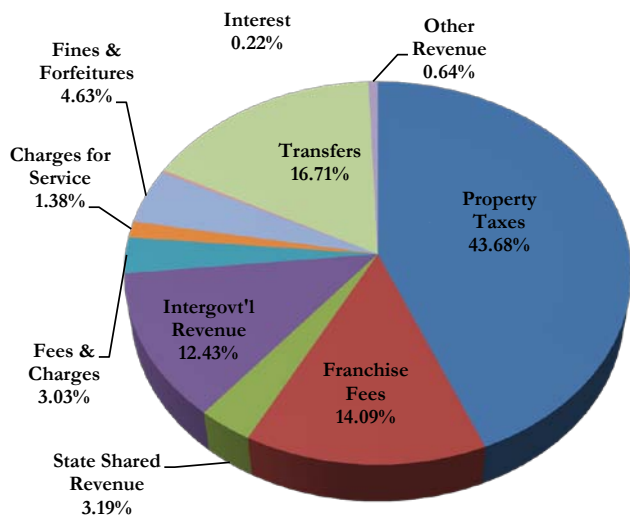
Summary of Resources by Source

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Property Taxes	\$ 5,927,724	\$ 6,139,879	\$ 7,257,900	\$ 7,285,000
Franchise Fees	2,243,556	2,308,575	2,350,000	2,350,000
State Shared Revenue	666,405	563,464	613,235	531,630
Intergovernmental Revenue	1,501,807	1,493,259	2,084,297	2,072,735
Fees & Charges	497,108	494,569	519,810	506,040
Charges for Service	48,332	109,212	206,163	229,780
Fines & Forfeitures	237,831	277,535	409,000	771,500
Interest	166,570	49,455	134,000	37,000
Transfers	2,074,510	1,894,079	2,787,769	2,787,545
Other Revenue	100,902	96,998	110,185	107,575
Total Current Resources	\$ 13,464,745	\$ 13,427,025	\$ 16,472,359	\$ 16,678,805
Beginning Fund Balance	4,565,418	4,685,801	4,476,875	4,410,105
Total Resources	\$ 18,030,163	\$ 18,112,826	\$ 20,949,234	\$ 21,088,910

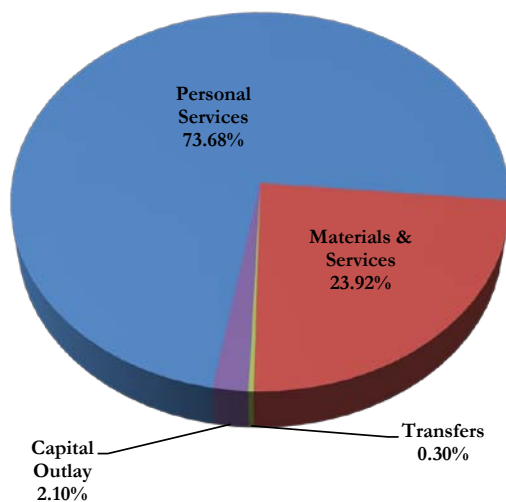
Summary of Requirements by Object

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Personal Services	\$ 9,942,697	\$ 10,159,164	\$ 11,643,189	\$ 12,377,618
Materials and Services	2,925,645	3,158,952	3,835,452	4,018,734
Transfers	-	37,270	42,270	49,770
Capital Outlay	476,020	213,339	489,410	352,323
Contingencies & Reserves	4,685,801	4,544,101	4,938,913	4,290,465
Total Requirements	\$ 18,030,163	\$ 18,112,826	\$ 20,949,234	\$ 21,088,910

Adopted FY11-12 Revenue



Adopted FY11-12 Expenditures



City of Tualatin
Fiscal Year 2011 - 2012
Adopted Budget - All Funds

Summary of Resources by Source

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Property Taxes	\$ 11,953,504	\$ 12,408,752	\$ 8,089,300	\$ 8,233,000
Licenses and Permits	335,882	253,226	293,200	400,000
Franchise Fees	2,243,556	2,308,575	2,350,000	2,350,000
State Shared Revenue	666,405	563,464	613,235	531,630
Intergovernmental Revenue	2,605,875	3,093,674	4,183,844	4,381,246
Fees & Charges	2,341,212	2,563,317	2,467,939	2,438,517
Charges for Service	12,220,419	12,926,003	14,427,884	14,513,703
Fines & Forfeitures	237,831	277,535	409,000	772,500
Principal	87,871	87,036	87,040	87,040
Interest	1,130,572	342,049	378,814	166,186
Transfers	7,399,671	7,332,681	7,039,325	6,620,327
Other Revenue	4,472,582	3,277,825	531,975	141,725
Total Current Resources	\$ 45,695,380	\$ 45,434,137	\$ 40,871,556	\$ 40,635,874
Beginning Fund Balance	48,283,136	42,118,784	35,813,973	32,289,085
Total Resources	\$ 93,978,516	\$ 87,552,921	\$ 76,685,529	\$ 72,924,959

Summary of Requirements by Object

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Personal Services	\$ 13,194,496	\$ 13,497,094	\$ 13,654,031	\$ 14,277,737
Materials and Services	12,263,859	12,526,183	15,205,106	15,615,545
Transfers	7,399,671	7,332,391	6,819,325	6,620,327
Capital Outlay	12,438,602	9,605,078	11,719,656	9,699,022
Debt Service	6,617,021	5,508,000	1,521,946	1,696,259
Contingencies & Reserves	42,064,867	39,084,175	27,765,465	25,016,069
Total Requirements	\$ 93,978,516	\$ 87,552,921	\$ 76,685,529	\$ 72,924,959

City of Tualatin
FY 2011 - 2012
General Fund
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	4,565,418	-	4,476,875	4,379,280
Beginning Fund Balance	4,565,418	-	4,476,875	4,379,280
Current Year	5,796,942	5,975,179	7,159,900	7,175,000
Prior Year	130,782	164,699	98,000	110,000
Property Taxes	5,927,724	6,139,879	7,257,900	7,285,000
Franchise Fees	2,243,345	2,287,393	2,350,000	2,350,000
Special Franchise Payment	211	21,182	-	-
Franchise Fees	2,243,556	2,308,575	2,350,000	2,350,000
OLCC Per Capita	333,589	294,421	365,820	312,350
Cigarette Taxes	44,270	38,161	35,015	37,930
OLCC Formula Shared Rev	288,545	230,883	212,400	181,350
State Shared Revenue	666,405	563,464	613,235	531,630
Motel Tax	160,768	120,010	133,900	135,000
Library Revenue-Wash Co	1,158,328	1,181,495	1,249,437	1,280,675
Library Revenue-Clack Co	125	-	70,000	70,675
PCN Operations Grant	64,162	-	65,310	-
Metro Con Excise Tx Grant	-	1,000	433,500	433,500
Police Equipment Grant	-	33,979	-	-
DUII Grant	2,260	1,550	3,000	3,000
Other Grant Revenue	4,245	2,458	-	-
Seat Belt Grant	8,230	6,500	5,500	5,500
Tualatin School Dist	96,707	137,172	110,000	130,000
Misc Grants	5,017	5,024	10,650	13,385
Other Grant Revenue	1,965	4,070	3,000	1,000
Intergovernmental Revenue	1,501,807	1,493,259	2,084,297	2,072,735
Architectural Review	18,095	16,681	20,000	20,000
Signs	11,600	10,649	12,000	12,000
Other Land Use Appl Fees	13,889	19,358	23,000	12,000

City of Tualatin
FY 2011 - 2012
General Fund
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Public Works Permit Fees	-	-	15,000	15,000
Water Quality Permit Fees	-	-	3,000	4,000
Business License Fee	123,737	119,721	130,000	130,000
Metro Business License	39,877	49,033	35,000	35,000
Rental License	37,513	31,249	35,000	35,000
Lien Search Fees	8,754	10,210	10,000	10,000
Maps, Codebooks, Copies	208	3,776	1,000	1,000
Passport Execution Fee	42,645	42,042	35,000	35,000
Passport Photo	8,200	8,040	-	-
Alarm Fees	21,788	20,477	20,000	20,000
Liquor License Fee	3,075	3,720	3,000	3,000
Police Reports & Photos	2,475	2,705	2,000	3,000
Vehicle Impound Fee	25,242	8,000	7,000	10,000
Picnic Shelter Fees	7,230	8,739	8,080	8,700
Ball Field Fees	14,968	11,095	15,000	15,000
Alcohol Permit Fees	2,070	2,290	2,040	2,040
Juanita Pohl Ctr Use Fees	13,420	11,690	12,240	8,000
Brown's Ferry Comm Ctr	1,173	725	500	1,000
Heritage Center	9,265	6,983	5,000	5,500
Concession Fee	1,153	964	1,000	1,500
Grant / GREAT Program	5,345	7,320	5,500	5,000
Recreation User Fees	31,405	27,297	33,000	41,000
Recreation Program Fees	-	6,655	20,000	-
Street Tree Fees	-	-	1,500	1,500
Library Program User Fees	1,621	3,058	3,000	3,000
Community Room Rental	140	370	250	300
Library Fines,Cards,Books	52,222	61,723	61,700	68,500
Fees & Charges	497,108	494,569	519,810	506,040
Fleet Services	5,084	2,846	3,000	2,500
Durham Police	43,248	42,000	87,563	91,280
Police Services	-	64,366	115,600	136,000
Charges for Service	48,332	109,212	206,163	229,780
Municipal Court Fines	117,001	224,036	407,500	770,000

City of Tualatin
FY 2011 - 2012
General Fund
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Other Court Fines	120,370	52,656	-	-
Other Restitution	460	843	1,500	1,500
Fines & Forfeitures	237,831	277,535	409,000	771,500
Interest on Investments	101,839	31,502	40,000	30,000
Washington County	12,350	15,985	9,000	5,000
Clackamas County	1,537	1,969	2,000	2,000
Insurance Proceeds	50,845	-	83,000	-
Interest	166,570	49,455	134,000	37,000
Transfers - Building	395,425	409,265	177,800	94,674
Transfers - Water	355,208	367,640	713,583	660,000
Transfers - Sewer	220,538	228,257	615,646	645,706
Transfers - Storm Drain	212,057	219,480	407,947	441,765
Transfers - Road Utility	-	-	152,479	129,762
Transfers - Road Gas Tax	338,724	350,579	379,640	407,345
Transfers - Core Area Pkg	39,785	41,177	59,471	64,027
Transfers - Bancroft Bond	9,739	10,080	-	-
Transfers - LID	3,600	3,726	-	-
Transfers - Water Devel	12,372	12,805	18,499	1,564
Transfers - Sewer Devel	8,842	9,151	3,370	2,748
Transfers - Road Devel	8,661	8,965	1,462	321
Transfers - Storm Drn Dev	12,935	13,388	1,170	-
Transfers - Park Devel	16,643	17,230	19,024	16,917
Transfers - Urban Redevel	195,494	202,336	237,678	322,716
Transfers - GO Bonds	40,000	-	-	-
Transfers - Cty Ctr Remod	124,487	-	-	-
Transfers - Infrastr Res	80,000	-	-	-
Transfers & Reimbursements	2,074,510	1,894,079	2,787,769	2,787,545
Rental	22,227	23,248	22,900	25,200
Other Space Rental	11,065	9,448	13,565	11,500
T-Mobile	9,416	14,691	13,000	13,850
Other Library Donations	3,276	6,458	19,720	16,000

City of Tualatin
FY 2011 - 2012
General Fund
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Concerts on the Commons	6,650	10,188	18,000	17,000
Library Sponsored Prgms	-	224	-	1,000
Donations Assorted	-	1,502	3,000	3,000
Other Misc Income	48,268	31,152	20,000	20,025
Employee Store	-	87	-	-
Other Revenue	100,902	96,998	110,185	107,575
Total Revenues	<u>18,030,162</u>	<u>13,427,025</u>	<u>20,949,234</u>	<u>21,058,085</u>

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.

FY 11-12 Goals

- Complete a comprehensive website redesign.
- Begin the planning process for a Health & Wellness Campus/Eastside Redevelopment.
- Review downtown redevelopment plans.
- Develop a strategy for comprehensive community engagement.
- Address the needs for community recreation.



City of Tualatin
FY 2011 - 2012
City Council
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Employee Benefits	17,768	26,605	42,020	52,010
FICA	1,359	1,252	1,578	900
Insurance	24,980	16,365	-	-
Personal Services	44,107	44,222	43,598	52,910
Office Supplies	768	651	600	700
Printing & Postage	1,069	247	400	400
Recording Fees	557	499	1,000	500
Personal Computer/Laptop	-	-	-	1,850
Council Discounts	1,400	1,440	1,440	1,680
Consultants	7,169	244	7,000	52,000
Conferences & Meetings	2,092	1,338	3,000	3,000
Conf & Meetings - Mayor	22,444	18,863	16,000	20,000
Conf & Meetings - Council	12,423	9,938	15,000	10,000
Administrative Expense	7,532	6,160	5,500	6,500
Materials & Services	55,455	39,379	49,940	96,630
Total Expenditures	<u>99,561</u>	<u>83,601</u>	<u>93,538</u>	<u>149,540</u>

Administration

City Manager's Office

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 coordinates a variety of other programs and projects in support of the Council and community. It spearheads the sustainability program and also coordinates a variety of communications and marketing activities.



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.

FY10-11 Highlights

City Manager's Office

- Assisted efforts to increase citizen involvement aimed at improving communications within the community and surrounding region.
- Implemented a citywide software program, that streamlines access to agendas and packet materials for Council meetings and provides video streaming on the City's website for live coverage of Council meetings.
- Successfully managed the election process for the citizen initiated Charter amendment.
- Strengthened relationships with regional partners, and supported issues vital to Tualatin's future through participation in regional meetings at Metro, Washington County and Clackamas County.
- Engaged in the 2011 State legislative session to support/oppose legislation that impacted Tualatin.

Human Resources

- Developed and implemented organizational training program including, cultural sensitivity and dealing with generational differences.
- Produced and printed the monthly *Tualatin Today* newsletter and a quarterly employee newsletter.
- Received a \$104,000 reimbursement from CIS for excellent Risk Management in past years—specific to general liability, auto liability and mobile equipment management.
- Awarded a \$10,000 safety grant to be used over a three year period.
- Conducted over two dozen complex job recruitments to ensure organizational sustainability.

Volunteer Services

- Over 530 regular volunteers participated in 1,890 events donating over 45,000 hours. This activity shows an increase of four percent in volunteer activity.
- The volunteer retention rate increased 10%. This requires less training time for Volunteer Services.

- The City honored volunteers at a barbeque held at Hazelbrook School. Five volunteers were recognized for their outstanding contribution to the City.
- Volunteer Services completed the Volunteer Rules and Code of Conduct.
- To support the increasing number of volunteers attending our tree plantings, Volunteer Services developed the Planting Crew Leader assignment. We now have six trained volunteer crew leaders.

FY11-12 Goals

City Manager's Office

- Develop a citywide strategy to integrate better public involvement processes throughout the City organization.
- Begin a comprehensive redevelopment of the city's website to provide more accessible information.
- Participate in regional issues that effect Tualatin.
- Provide more accessible information online for Tualatin Advisory Committees and Boards.

Human Resources

- Establish electronic storage for both past applicants and employees to increase efficiency and save space.
- Produce and distribute 12 issues of the *Tualatin Today* newsletter.
- Negotiate a successive bargaining agreement with the Tualatin Employees Association.
- Implement best practices in risk management to minimize accidents and ensure the best overall insurance package for the City of Tualatin.

Volunteer Services

- Continue to build the diversity in the volunteer program, including minorities, families, and inter-generational volunteers.
- Develop volunteer positions for highly skilled volunteers.
- Increase the retention rate of volunteers to 50% for active volunteers.

City of Tualatin
FY 2011 - 2012
Administration
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	626,989	597,313	473,713	508,242
Part Time	-	37,782	42,555	45,956
Temporary	4,338	4,449	4,230	4,256
Overtime	4,143	7,182	3,500	4,000
Employee Benefits	-	(6,801)	-	-
FICA	46,643	46,999	37,120	39,582
WC Insurance & Tax	1,442	1,098	963	1,059
Pension	97,694	78,253	60,200	84,267
Insurance	103,699	110,643	101,224	83,408
Job Injury Time	52	-	-	-
Bereavement Leave	155	696	-	-
Sick Leave Conversion	1,559	1,119	-	-
Vacation Buy Back	6,803	6,878	-	-
Comp Time Sell Back	207	-	-	-
Personal Services	893,725	885,612	723,505	770,770
Office Supplies	2,185	2,406	2,500	2,500
Printing & Postage	3,405	3,895	2,800	3,200
Photographic Supplies	35	-	50	-
Medical & Other Testing	707	1,149	1,000	1,000
Safety/Risk Mgmt Program	2,398	7,155	7,000	7,000
Cell Phones	2,447	2,257	1,260	300
Fax	617	-	-	-
Network/Online	80	-	-	-
Office Equip & Furniture	-	250	200	200
Computer Equip & Software	1,488	2,729	2,340	5,902
Personal Computer/Laptop	6,299	2,511	1,100	3,260
Consultants	10,162	13,093	-	-
Legal	3,793	14,858	2,000	2,000
Conferences & Meetings	9,698	7,917	10,000	9,000
Membership Dues	2,199	2,498	2,669	2,629
Publication,Rpt,Ref Matl	253	370	500	500

City of Tualatin
FY 2011 - 2012
Administration
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Staff Training	1,412	2,872	2,600	1,000
Staff/Dept Recognition	271	16	200	200
Administrative Expense	2,269	1,966	2,300	2,000
Advertising-Recruitment	-	1,165	-	-
Equipment Rental	-	-	9,739	8,000
R & M - Equipment	-	-	200	2,000
Materials & Services	49,717	67,106	48,458	50,691
Total Expenditures	<u>943,442</u>	<u>952,718</u>	<u>771,963</u>	<u>821,461</u>

Finance Department

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



FY10-11 Highlights

- 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 19th consecutive year.
- Updated Business License Invoice to receive more accurate information for business license statistics.
- 175% increase in number of volunteer hours utilized.
- Attracted two quality individuals to fill vacancies of the Accounting Supervisor and Office Assistant.
- Accumulated over 272,594 injury-free work hours.

FY11-12 Goals

- Continue to utilize volunteers to assist with increased workloads and projects.
- Issue RFP to consolidate City bank accounts into one bank.
- Provide monthly financial statements to departments by 10th business day of each month.
- Perform analysis of existing financial software and available options for upgrades.
- Expand credit card payment option to website.
- Streamline Accounts Payable by utilizing electronic mail thereby saving time and money.

City of Tualatin
FY 2011 - 2012

Finance
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	489,872	513,651	536,810	550,670
Temporary	3,035	1,066	-	-
Overtime	457	95	1,000	500
FICA	38,377	39,094	39,593	40,948
WC Insurance & Tax	1,238	979	943	993
Pension	73,819	60,028	62,790	82,478
Insurance	90,136	103,411	116,750	95,034
Bereavement Leave	885	682	-	-
Vacation Buy Back	14,608	3,374	-	-
Comp Time Sell Back	1,823	598	-	-
Personal Services	714,250	722,978	757,886	770,623
Office Supplies	5,874	6,585	7,000	7,000
Printing & Postage	33,049	8,509	14,000	12,000
Medical & Other Testing	118	-	-	-
Network/Online	69	-	-	-
Office Equip & Furniture	2,556	1,201	2,000	2,000
Computer Equip & Software	2,524	1,643	2,000	2,300
Personal Computer/Laptop	147	1,860	1,700	4,050
Audit	36,180	33,416	37,900	37,850
Consultants	7,431	2,500	2,500	2,500
Bond Registration & Exp	-	-	-	1,500
Conferences & Meetings	1,934	5,516	4,900	4,900
Membership Dues	3,655	3,925	4,020	3,750
Publication,Rpt,Ref Matl	122	114	500	500
Staff Training	1,662	923	2,650	2,650
Administrative Expense	1,646	635	1,000	1,000
Advertising-Legis/Judcial	362	1,557	1,600	1,600
Advertising-Recruitment	2,135	2,069	-	-
Equipment Rental	4,129	3,915	4,000	4,000

City of Tualatin
FY 2011 - 2012

Finance
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
R & M - Equipment	1,176	2,284	2,000	2,000
Materials & Services	104,769	76,651	87,770	89,600
Equipment & Furnishings	-	110	-	-
Capital Outlay	-	110	-	-
Total Expenditures	<u>819,019</u>	<u>799,739</u>	<u>845,656</u>	<u>860,223</u>

Legal

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. 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 and 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.



FY10-11 Highlights

Reviewed and updated the following:

- Budget Member Handbook;
- New Council Member Handbook;
- City's engineering and real property forms;
- City's email/electronic document retention policy and trained City employees on same; and City Codes to assure that they comply with any new 2010 legislation.

Worked on the following:

- Updating the TMC defining Doggie Daycare
- Land Use Notification Requirements;
- Updating the rules for the Core Area Parking District; and
- Development Agreement between Tigard/Tualatin School District, the City of Tualatin, and Marquis Development.
- Street Improvement Reimbursement;
- Transportation Development Tax; and
- Transportation Impact Fee;
- Annexation of Clackamas County portion of Tualatin into Clackamas County Library District;
- Tualatin Farmers Market; and
- Code update of Dog Park Rules and Dogs on the Commons.

FY11-12 Goals

- Provide input to LOC on Attorney General's Public Records/Meetings Legislation.
- Review the City Codes to assure that they comply with any new 2011 legislation.
- Provide advice and support to all City departments and City Council on issues of legal concern.

City of Tualatin
FY 2011 - 2012

**Legal
Expenses**

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	121,829	110,656	114,083	115,142
Part Time	7,978	21,503	21,420	24,173
FICA	9,633	9,198	9,621	9,519
WC Insurance & Tax	316	251	282	293
Pension	18,997	16,349	16,973	22,537
Insurance	11,746	12,504	14,103	12,680
Vacation Buy Back	3,602	2,128	-	2,000
Fitness Program	99	-	-	-
Personal Services	174,201	172,589	176,482	186,344
Office Supplies	320	148	400	250
Printing & Postage	661	762	1,000	700
Medical & Other Testing	65	-	-	-
Fax	102	-	-	-
Computer Equip & Software	1,022	262	400	400
Personal Computer/Laptop	-	901	-	-
Consultants	5,196	68	-	-
Legal	-	16	-	-
Court Costs	21	72	300	300
Conferences & Meetings	2,926	2,851	3,000	3,200
Membership Dues	1,327	1,337	1,350	1,350
Publication,Rpt,Ref Matl	4,410	5,362	4,700	5,000
Staff Training	138	200	200	620
Administrative Expense	181	103	200	200
Advertising-Legis/Judcial	606	-	50	50
Materials & Services	16,974	12,079	11,600	12,070
Total Expenditures	<u>191,175</u>	<u>184,668</u>	<u>188,082</u>	<u>198,414</u>

Municipal Court

The Tualatin Municipal Court provides a local forum for the resolution of violations stemming from traffic, city parking, and Municipal/Development Codes. 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, Law Enforcement Data System, Redflex, and Advanced Public Safety). The Court is also responsible for tracking and collecting unpaid fines. The majority of cases heard in Municipal Court are traffic violations.



FY10-11 Highlights

- Completed second full year of the Court program wherein cases were managed from inception through final disposition by coordination of Court Administrator, and police personnel.
- Successfully processed approximately 6,000 citations; efficiently holding hearings on a bi-monthly basis through the month of March and on a weekly basis finishing the year.
- Together with police personnel implemented a program to efficiently import E-Ticketing into current court software.
- Efficiently worked with Police, Information Services and Redflex to successfully implement the intersection safety camera program.

FY11-12 Goals

- The Tualatin Municipal Court will ensure that each person accused of a violation, or infraction, 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 and all appropriate paper work, as well as the reconciliation of these payments to the appropriate parties (including Department of Revenue, Washington County, Clackamas County, and Department of Motor Vehicle).
- Continue to strengthen policies and procedures to ensure efficient collections and customer service.
- Implement policies and procedures for the Court to successfully process the increase in citation volume due to the City's new intersection safety cameras.

City of Tualatin
FY 2011 - 2012
Municipal Court
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	44,663	53,701	53,382	101,769
Part Time	2,659	7,168	7,140	8,058
Temporary	3,677	5,831	10,000	16,000
Overtime	418	102	585	500
FICA	3,631	4,749	5,727	9,023
WC Insurance & Tax	138	117	141	456
Pension	6,933	6,559	6,420	16,227
Insurance	9,172	11,204	12,633	17,973
Bereavement Leave	457	-	-	-
Sick Leave Conversion	-	2,377	-	-
Vacation Buy Back	491	-	-	-
Comp Time Sell Back	254	-	-	-
Personal Services	72,493	91,808	96,028	170,006
Office Supplies	2,312	798	1,000	1,200
Printing & Postage	549	725	1,000	1,400
Office Equip & Furniture	-	-	500	500
Personal Computer/Laptop	952	1,831	-	1,350
Legal	1,445	327	200	200
Court Costs	-	2,296	3,000	4,000
Conferences & Meetings	1,187	977	1,300	1,900
Membership Dues	50	50	75	150
Staff Training	949	125	400	200
Administrative Expense	863	(25)	500	200
R & M - Computers	225	900	1,860	2,040
Materials & Services	8,531	8,002	9,835	13,140
Equipment & Furnishings	8,250	-	-	-
Capital Outlay	8,250	-	-	-
Total Expenditures	<u>89,274</u>	<u>99,810</u>	<u>105,863</u>	<u>183,146</u>

Community Development: Planning Division

The mission of Community Development Planning Division is to serve the public in resolving issues affecting land development and the quality of life in Tualatin. The two principal functions are long range and current planning. Planning maintains the Tualatin Community Plan, administers the Development Code and supports two citizen advisory committees: Architectural Review Board and the Tualatin Planning Advisory Committee.

Long range planning coordinates Tualatin's policies and Community Plan with regional and statewide planning work.



Current planning administers the Tualatin Development Code. Staff reviews land use applications for Architectural Review, Annexations, Conditional Use Permits, Variance, Plan Text and Plan Map Amendments and Transitional Use Permits. Planning staff also administers the sign program.

FY10-11 Highlights

- Completed a comprehensive review of land use action public notification requirements and expanded the notification area to 1,000 feet.
- Complete revisions to the sign code adding provisions for design standards and review for signs in the Central Commercial and General Commercial Planning Districts.
- Completed an update to the SW Concept Plan and began the adoption process to establish development regulations and apply a new Manufacturing Business Park (MBP) Planning District to the planning area.
- Facilitated the adoption of Plan Map and Plan Text Amendments to allow Marquis Companies to begin construction on a portion of the old Tualatin Elementary School site.
- Made progress on a comprehensive review of historic program regulations.
- Participated in regional planning activities such as Metro's Urban and Rural Reserve Program.
- Completed work on the 2010 Census.
- Reviewed "for lease" sign regulations.
- Initiated Basalt Creek/ West Railroad planning
- In coordination with the Engineering Division, began the Transportation System Plan update.
- Revised the uses allowed by conditional use permit in the low-density residential planning districts.

FY11-12 Goals

- Working with the City Council, clarify the vision and scope of the goal to redevelop the downtown area; utilizing that information, begin development of a strategy for downtown development/ redevelopment.
- Working with the City Council clarify the vision and scope of the goal to redevelop the "west of 65th" area; utilizing that information, begin development of a long-term strategy for renewal and redevelopment of the area.
- Working with the emerging Citizen Involvement Program, implement processes and procedures that enhance key stakeholder collaboration and involvement in land use decisions.
- Coordinate with other City departments to update the Transportation System Plan.
- Continue the Basalt Creek Concept Plan by working with the City of Wilsonville, Washington County, Metro property owners and other key stakeholders.
- Begin the study of High Capacity Transit in the City which could lead to a land use plan along Highway 99W that supports new transit.

City of Tualatin
FY 2011 - 2012
Planning
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	253,656	248,542	265,413	358,272
Part Time	41,797	43,083	45,691	28,876
Temporary	6,313	-	6,319	6,461
Overtime	2,100	3,969	4,000	4,000
FICA	23,002	22,269	23,913	26,187
WC Insurance & Tax	751	627	618	824
Pension	52,200	34,525	35,612	57,072
Insurance	47,957	52,407	52,514	73,629
Bereavement Leave	202	776	-	-
Vacation Buy Back	1,487	1,004	-	-
Comp Time Sell Back	61	101	-	-
Personal Services	429,524	407,303	434,080	555,321
Office Supplies	2,521	1,864	3,200	3,200
Printing & Postage	5,049	3,657	8,000	8,280
Uniforms & Safety Equip	100	-	100	100
Medical & Other Testing	38	-	100	200
Network/Online	40	-	-	-
Recording Fees	-	-	100	100
Computer Equip & Software	51	720	700	725
Personal Computer/Laptop	1,909	2,709	1,200	-
Consultants	34,594	94,458	558,246	503,500
Conferences & Meetings	2,437	1,728	4,400	5,454
Membership Dues	1,761	2,034	2,500	3,040
Publication,Rpt,Ref Matl	84	620	500	500
Staff Training	418	800	800	500
Staff/Dept Recognition	316	-	500	500
Administrative Expense	79	242	500	500
Advertising-Informational	-	-	100	-
Advertising-Legis/Judcial	810	1,495	1,500	1,500
Advertising-Recruitment	466	-	500	100
Equipment Rental	895	1,004	1,460	1,460

City of Tualatin
FY 2011 - 2012
Planning
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
R & M - Equipment	-	390	600	2,400
R & M - Computers	513	95	100	100
Materials & Services	52,080	111,815	585,106	532,159
Total Expenditures	<u>481,604</u>	<u>519,118</u>	<u>1,019,186</u>	<u>1,087,480</u>

Engineering & Building: Engineering Division

The Engineering Division is responsible for:

- 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.
- Reviewing applications for utility (franchise) projects, monitoring field work in right-of-ways and addressing property owner concerns.
- Preparing, inspecting, and administering construction contracts on City and Urban Renewal Agency financed projects.
- Preparing and maintaining the water, sewer, storm drain and transportation master plans.
- Representing the City at local, county, Metro, and state transportation policy discussions.



FY10-11 Highlights

- Followed and participated in regional transportation issues with Metro, Washington County and Clackamas County.
- Worked with Washington County and Oregon Department of Transportation (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.
- Worked with ODOT, the City of Tualatin Police Department and Washington County to complete implementation of intersection safety cameras at two intersections.
- Successfully implemented a private water quality inspection program.
- Began work on the master plan updates for water, sewer and storm drainage systems.
- Continued to maintain and improve the City's Website.
- Began the update of the City's Transportation System Plan.
- Completed a Surface Water Management program audit
- Completed and implemented the Quiet Zone on Tri-Met's Westside Express Service (WES) tracks.
- Participated with Washington County in preliminary layouts of 124th Street from Tualatin-Sherwood Road to Tonquin Road.

FY11-12 Goals

- Update the Transportation System Plan.
- Participate in website updates.
- Update Master Plans for water, sewer, and storm.
- Support the Basalt Creek planning effort.
- Continue to participate in regional transportation issues.
- Develop long range Capital Improvement Programs for web and GIS services.

City of Tualatin
FY 2011 - 2012
Engineering
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	-	-	747,311	765,782
Overtime	-	-	12,000	12,000
FICA	-	-	56,209	57,086
WC Insurance & Tax	-	-	6,885	7,271
Pension	-	-	87,835	116,481
Insurance	-	-	129,065	133,836
Personal Services	-	-	1,039,305	1,092,456
Office Supplies	-	-	2,100	2,000
Printing & Postage	-	-	7,000	7,000
Photographic Supplies	-	-	2,000	2,500
Field Supplies	-	-	1,200	1,200
Medical & Other Testing	-	-	200	200
Cell Phones	-	-	2,050	2,150
Network/Online	-	-	-	500
Office Equip & Furniture	-	-	800	1,800
Computer Equip & Software	-	-	11,175	10,500
Personal Computer/Laptop	-	-	7,060	2,100
Consultants	-	-	15,000	15,000
Conferences & Meetings	-	-	10,000	8,000
Membership Dues	-	-	820	1,000
Publication,Rpt,Ref Matl	-	-	1,700	1,500
Staff Training	-	-	5,000	5,000
Administrative Expense	-	-	1,100	1,000
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 2011 - 2012
Engineering
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
R & M - Computers	-	-	15,200	15,200
Materials & Services	-	-	90,320	84,565
Total Expenditures	<u>-</u>	<u>-</u>	<u>1,129,625</u>	<u>1,177,021</u>

Police Department

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

Administration

The Administration division is responsible for coordinating Police Department efforts with other departments, criminal justice agencies, and with the community. The Administration division also works with regional, state and national organizations to enhance the ability of the Police Department to ensure the safety of all persons in the community.



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. The Patrol Services division also manages a seasonal Park Ranger Program.

Support Services

The Police Support Services division consists of the Records Unit, the Investigations Unit and the Training Unit. The Investigations Unit is responsible for major criminal investigations and the delivery of all school based police curriculums including Criminal Justice, Bullying, Internet Safety, Gang Resistance, as well as the GREAT Summer Program. The Records Unit is responsible for the entry and maintenance of all reports and records as well as the receiving, processing and storage of all evidence and department property. This unit also includes a half-time Parking Enforcement Attendant who enforces the public parking in the downtown core area of the city. The Training Unit is responsible for the training of each member and meeting state-mandated training. The Support Services 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.

FY10-11 Highlights

- Implemented a Citizen/Community Educational Police Academy (May 6-7, 2011).
- Intersection Safety Cameras (Photo Red Light) were installed and are fully operational at the intersections of Tualatin-Sherwood Road & Avery/112th and Lower Boones Ferry Road & Bridgeport/72nd.
- Implemented a new electronic citation system.
- Completed installation of Mobile Data Computers to replace outdated/obsolete models in all patrol vehicles.
- Began transition phase to new Records Management System by approving an Intergovernmental Agreement with Portland Police Bureau for the PPDS Records Management System and began training towards the implementation of the new program. (This is a 3-4 year project).
- Increased number of National Night Out participants from 8 to 13 neighborhoods.

FY11-12 Goals

- Recruit, Hire, and Train new officers to establish 100% full staffing of the Police Department.
- Continue Citizen/Community Educational Police Academy and add additional session if needed.
- Increase traffic safety by implementation of a third Intersection Safety Camera system as identified through Crash data and Video surveys.
- Increase traffic enforcement during peak hours and in areas of most traffic crashes to help reduce crashes and congestion.
- Enhance electronic citation system for patrol officers by adding system to new vehicle purchases.
- Enhance Mobile Data Computers system to enable officers to use the MDC's as report writing computers to replace outdated/obsolete desktop computers.
- Continue transition phase to new Records Management System (this will be the 2nd year of a 3-4 year project).
- Increase Public Engagement through participation with the Citizen Involvement Organization and being involved with other public events such as the National Night Out, Prescription Take-Back program, Safe Schools Grant Program, Halloween Watch, Crawfish Festival, Organized Running Events, etc.

City of Tualatin
FY 2011 - 2012
Police Administration
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	229,024	239,110	-	-
FICA	16,928	16,875	-	-
WC Insurance & Tax	4,344	3,564	-	-
Pension	35,886	30,742	-	-
Insurance	41,125	45,167	-	-
Vacation Buy Back	4,686	-	-	-
Comp Time Sell Back	23	-	-	-
ORPAT-Fitness Incentive	500	500	-	-
Personal Services	332,516	335,958	-	-
Office Supplies	10,602	9,507	-	-
Printing & Postage	3,861	8,304	-	-
Energy Supplies	32	97	-	-
Uniforms & Safety Equip	442	362	-	-
Medical & Other Testing	113	-	-	-
Cell Phones	1,166	1,274	-	-
Network/Online	80	-	-	-
Office Equip & Furniture	189	-	-	-
Computer Equip & Software	1,345	658	-	-
Legal	915	8,026	-	-
Conferences & Meetings	3,991	3,813	-	-
Membership Dues	2,305	2,307	-	-
Staff Training	1,289	2,624	-	-
Staff/Dept Recognition	2,169	1,132	-	-
Administrative Expense	2,193	2,853	-	-
Advertising-Recruitment	379	-	-	-
R & M - Equipment	27	2,254	-	-
Materials & Services	31,098	43,209	-	-

City of Tualatin
FY 2011 - 2012
Police Administration
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Equipment & Furnishings	40,000	8,134	-	-
Capital Outlay	40,000	8,134	-	-
Total Expenditures	<u>403,614</u>	<u>387,301</u>	<u>-</u>	<u>-</u>

City of Tualatin
FY 2011 - 2012

Police
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	1,688,231	1,915,737	3,180,705	3,215,190
Part Time	(871)	-	17,765	64,875
Temporary	17,800	19,928	70,359	54,965
Overtime	165,707	194,639	233,225	240,000
Standby	-	-	1,000	-
Employee Benefits	(7,908)	(24,768)	-	-
FICA	146,847	167,739	251,962	269,115
WC Insurance & Tax	68,682	62,157	120,783	118,904
Pension	414,558	389,294	592,140	728,394
Insurance	341,196	388,392	728,083	696,473
Job Injury Time	18,664	27,456	-	-
Bereavement Leave	7,454	5,636	-	-
Vacation Buy Back	5,038	3,585	-	-
Holiday Sell Back	34,519	35,176	-	-
Comp Time Sell Back	1,166	1,224	-	-
ORPAT-Fitness Incentive	9,000	10,500	19,000	35,750
Personal Services	2,910,082	3,196,693	5,215,022	5,423,666
Office Supplies	51	7	11,000	11,000
Printing & Postage	4,989	-	10,660	10,660
Photographic Supplies	676	-	1,300	1,300
Energy Supplies	2,816	3,361	4,000	4,000
Evidence & Investigation	1,656	223	3,200	3,200
Uniforms & Safety Equip	32,040	27,400	45,700	50,000
Medical & Other Testing	8,902	5,031	3,000	3,000
Ammun & Defensive Equip	22,372	21,772	25,000	32,000
Cell Phones	7,490	6,325	15,300	15,300
Network/Online	-	5,251	12,000	15,600
Office Equip & Furniture	3,178	-	2,000	2,000
Computer Equip & Software	1,244	112	1,500	1,500
Minor Vehicle Equipment	3,481	2,600	4,000	4,000
Personal Computer/Laptop	5,144	114,209	33,000	33,000

City of Tualatin
FY 2011 - 2012

Police
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
GREAT Program	-	2,346	7,000	7,000
Spec Investigative Fund	165	678	5,900	5,900
Crime Prevention Supplies	-	-	2,500	2,500
Legal	-	-	6,000	3,000
Conferences & Meetings	1,577	1,003	6,500	7,500
Membership Dues	3,200	830	4,415	8,975
Publication,Rpt,Ref Matl	2,451	1,578	2,750	2,750
Staff Training	18,799	19,194	36,900	36,900
Staff/Dept Recognition	-	-	2,000	2,000
Administrative Expense	985	1,516	4,550	4,550
Advertising-Recruitment	3,627	2,135	2,500	2,500
Contract Services	235,230	251,704	320,450	337,774
Equipment Rental	-	-	15,880	15,880
R & M - Equipment	16,450	37,712	10,400	10,400
R & M - Computers	-	-	3,900	3,900
Materials & Services	376,524	504,985	603,305	638,089
Equipment & Furnishings	24,835	63,739	153,400	114,000
Capital Outlay	24,835	63,739	153,400	114,000
Total Expenditures	<u>3,311,441</u>	<u>3,765,418</u>	<u>5,971,727</u>	<u>6,175,755</u>

City of Tualatin
FY 2011 - 2012

**Support
Expenses**

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	925,904	872,860	-	-
Part Time	17,914	54,789	-	-
Temporary	21,629	28,635	-	-
Overtime	51,788	49,384	-	-
FICA	78,319	76,120	-	-
WC Insurance & Tax	30,981	37,843	-	-
Pension	201,374	161,560	-	-
Insurance	185,864	186,318	-	-
Job Injury Time	7,879	-	-	-
Bereavement Leave	1,664	766	-	-
Sick Leave Bonus	3,160	614	-	-
Vacation Buy Back	-	1,864	-	-
Fitness Program	-	100	-	-
Holiday Sell Back	10,989	7,282	-	-
Comp Time Sell Back	687	-	-	-
ORPAT-Fitness Incentive	4,000	3,000	-	-
Personal Services	1,542,152	1,481,134	-	-
Office Supplies	1,607	-	-	-
Printing & Postage	1,539	-	-	-
Photographic Supplies	433	35	-	-
Energy Supplies	477	476	-	-
Evidence & Investigation	1,112	1,120	-	-
Uniforms & Safety Equip	5,415	6,600	-	-
Medical & Other Testing	589	384	-	-
Ammun & Defensive Equip	49	-	-	-
Cell Phones	5,018	4,761	-	-
Dedicated Lines	2,344	1,000	-	-
Network/Online	-	480	-	-
Office Equip & Furniture	1,293	-	-	-
Computer Equip & Software	898	680	-	-
Minor Vehicle Equipment	-	853	-	-

City of Tualatin
FY 2011 - 2012

**Support
Expenses**

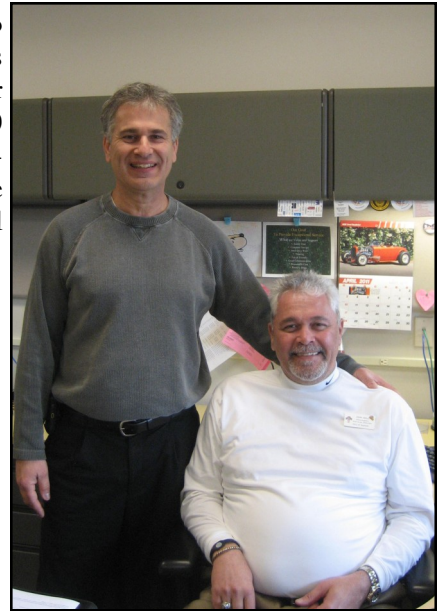
Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Personal Computer/Laptop	5,018	-	-	-
GREAT Program	1,340	13,333	-	-
Spec Investigative Fund	359	3,494	-	-
Crime Prevention Supplies	2,923	2,522	-	-
Conferences & Meetings	2,695	1,912	-	-
Membership Dues	1,925	451	-	-
Publication,Rpt,Ref Matl	-	1,115	-	-
Staff Training	13,809	13,013	-	-
Administrative Expense	655	954	-	-
Advertising-Recruitment	11	74	-	-
Equipment Rental	14,904	14,776	-	-
R & M - Equipment	511	2,920	-	-
R & M - Computers	4,475	3,202	-	-
Materials & Services	69,398	74,153	-	-
Equipment & Furnishings	25,403	57,284	-	-
Capital Outlay	25,403	57,284	-	-
Total Expenditures	<u>1,636,954</u>	<u>1,612,571</u>	<u>-</u>	<u>-</u>

Operations: Information Services Division

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.

FY10-11 Highlights

- Replaced and upgraded city servers and surplus old equipment.
- Installed new Police vehicle remote connection to WACCA and the internet.
- Moved IS and servers from City Center to Operations.
- Preparing for major upgrade of AS/400.
- Began integrating new City computers with Windows 7 Operating System.
- Began evaluation and design for moving to VM ware on City servers.



FY11-12 Goals

- 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.
- Install City-owned Fiber Optic network to all City Buildings.

City of Tualatin
FY 2011 - 2012
Information Services
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	-	-	163,494	159,420
Overtime	-	-	540	515
FICA	-	-	12,010	11,851
WC Insurance & Tax	-	-	290	288
Pension	-	-	19,250	27,077
Insurance	-	-	30,697	28,828
Personal Services	-	-	226,281	227,979
Office Supplies	-	-	500	100
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
Materials & Services	-	-	182,730	182,330
Equipment & Furnishings	-	-	154,090	58,778
Capital Outlay	-	-	154,090	58,778
Total Expenditures	<u>-</u>	<u>-</u>	<u>563,101</u>	<u>469,087</u>

Operations: Maintenance Services Division

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 and other services for 37 city buildings, including more than 112,000 square feet, and 29 parking lots with more than 1,200 parking stalls.



Fleet

The Fleet Division inspects, maintains, and repairs all city equipment, ranging from police patrol vehicles to backhoes and dump trucks. The fleet consists of 80 pieces of rolling vehicles/equipment and more than 100 smaller pieces of equipment used by the utility and park maintenance crews. As time allows, the Fleet Division does repair work for other agencies, such as King City 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.

FY10-11 Highlights

Building Maintenance

- Completed Fuel Tank testing, lining and installation of access hatches.
- Retrofitted Operations buildings with more energy efficient light fixtures.
- Completed slurry seal of the Police and Heritage center parking lots.
- Remodeled Operations storage room and move IS services and servers to Operations Center.
- Completed Operations Administration building reroof with membrane product.
- Maintained a successful graffiti clean-up program.
- Completed Council building conceptual plans.
- Sustainability work continues on monitoring utility costs and looking for potential future projects and ways to save.
- Implemented sidewalk and parking lot snow/ice removal plan.

Fleet Services

- Met all Fleet performance goals.
- Successfully completed new vehicle equipment installs.
- Collaborated with Sewer Division on changing camel operating procedures to reduce costs.

Warehouse

- Redesigned Records Management database saving time on searches and data input.
- Converted MSDS/HMIS process to a centralized web-based program.
- Participated in the State of Oregon E (electronics) recycling program, reducing costs. Maintained successful inventory program and reduced obsolete items.
- Updated MSDS information and completed hazardous waste and fire marshal reports.
- Performed records archiving, purging, and cataloging/storing of older scanned documents.

FY11-12 Goals

Building Maintenance

- Provide building maintenance services at a reasonable cost not to exceed 47 cents per square foot per month.
- On an average, provide quick 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 90% rating from monthly survey letters.
- Evaluate an email request ticketing system for Maintenance Services for work orders.
- Continue to monitor energy usage, educate staff and identify ways to save energy.

Fleet Services

- Maintain current certifications.
- Ensure that the City's fleet is maintained in proper working order.
- Maintain customer service rating above 90%.
- Review our operating costs and procedures compared to local and national averages.
- Project future 10-20 year vehicle replacement costs, working with finance to create funding.
- Working with divisions to develop criteria for future warehouse design plan.

City of Tualatin
FY 2011 - 2012
Building Maintenance
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	109,427	111,384	114,389	118,707
Temporary	13,661	11,680	12,018	13,284
Overtime	1,401	942	1,800	1,789
FICA	9,542	9,365	9,506	9,945
WC Insurance & Tax	3,742	3,120	4,021	4,311
Pension	17,017	12,768	12,808	18,607
Insurance	23,886	24,945	27,467	25,945
Bereavement Leave	1,005	296	-	-
Personal Services	179,680	174,500	182,009	192,588
Office Supplies	34	120	120	120
Uniforms & Safety Equip	1,104	727	831	971
Medical & Other Testing	-	-	160	160
Cell Phones	1,320	1,257	1,272	1,824
Small Tools	808	3,488	2,575	2,525
Office Equip & Furniture	-	-	-	400
Computer Equip & Software	535	551	820	820
Personal Computer/Laptop	-	-	1,678	1,400
Utilities - City Center	59,906	55,079	62,451	62,162
Utilities - Council	10,270	10,086	11,772	11,877
Utilities - Operations	25,643	23,006	27,716	26,237
Utilities - Police	42,627	47,509	53,118	54,021
Utilities - Park & Rec	3,649	3,072	3,826	7,117
Utilities - Community Ctr	6,655	4,201	6,259	5,241
Utilities - Lafky House	1,671	1,627	1,963	3,080
Utilities - Pohl Center	19,357	16,110	18,231	20,660
Utilities - Park Building	23,340	26,249	28,483	28,531
Utilities - Brown's Ferry	1,060	1,021	5,204	3,303
Utilities - Heritage Ctr	3,416	3,756	4,112	3,871
Membership Dues	-	116	270	270
Staff Training	177	1,148	400	1,900
Staff/Dept Recognition	69	55	276	276

City of Tualatin
FY 2011 - 2012
Building Maintenance
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Administrative Expense	66	104	75	75
Contr R & M - Building	102,608	104,241	109,254	109,604
Non-Routine Specific Proj	-	-	9,200	13,875
Building Cleaning	115,783	116,650	132,073	133,073
Equipment Rental	318	-	500	500
R & M - City Center	9,175	10,017	10,100	10,400
R & M - Council	3,075	2,282	3,300	3,600
R & M - Operations	3,069	3,018	3,500	3,500
R & M - Police	4,073	7,359	4,330	4,500
R & M - Park & Rec	217	199	550	550
R & M - Community Ctr	365	314	800	900
R & M - Lafky House	1	64	225	250
R & M - Senior Center	2,929	2,656	3,000	3,000
R & M - Park Buildings	5,551	6,822	7,600	7,800
R & M - Brown's Ferry	600	194	1,000	900
R & M - Heritage Ctr	959	159	1,750	1,550
R & M - VanRijn House	-	-	-	1,200
R & M - Equipment	1,096	2,238	1,000	1,000
R & M - Computers	-	-	500	500
Materials & Services	451,524	455,491	520,294	533,543
Equipment & Furnishings	-	18,049	22,520	-
R & M - Major Projects	42,143	-	10,000	8,000
Capital Outlay	42,143	18,049	32,520	8,000
Total Expenditures	<u>673,348</u>	<u>648,039</u>	<u>734,823</u>	<u>734,131</u>

City of Tualatin
FY 2011 - 2012
Fleet Maintenance
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	105,173	107,832	109,951	115,615
Temporary	5,452	5,805	12,018	12,534
Overtime	778	137	1,000	500
FICA	8,555	8,727	9,221	9,828
WC Insurance & Tax	3,395	3,100	3,921	4,220
Pension	13,813	12,308	12,329	16,474
Insurance	18,223	19,701	21,651	21,359
Bereavement Leave	444	296	-	-
Personal Services	155,833	157,905	170,091	180,530
Office Supplies	104	225	225	200
Inventory Adjustment	13	1,988	-	-
Uniforms & Safety Equip	1,312	1,539	1,690	1,825
Medical & Other Testing	234	295	160	160
Fuel	105,562	107,562	120,000	153,000
Small Tools	6,016	5,303	3,400	2,000
Personal Computer/Laptop	969	1,974	1,017	-
Drop Box Hauling	(448)	19	315	300
Conferences & Meetings	-	-	1,000	-
Membership Dues	-	405	570	570
Publication,Rpt,Ref Matl	405	-	350	150
Staff Training	3,638	939	1,400	1,200
Staff/Dept Recognition	115	91	207	207
Administrative Expense	62	69	52	52
Advertising-Recruitment	-	-	300	-
Contr R & M - Fleet	34,153	34,462	23,950	24,150
R & M - Vehicles	63,501	79,869	84,000	88,520
R & M - Equipment	1,063	3,775	2,070	2,110
R & M - Computers	2,995	1,436	2,395	2,395
Materials & Services	219,695	239,950	243,101	276,839

City of Tualatin
FY 2011 - 2012
Fleet Maintenance
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Equipment & Furnishings	51,342	8,361	5,600	-
Capital Outlay	51,342	8,361	5,600	-
Total Expenditures	<u>426,871</u>	<u>406,216</u>	<u>418,792</u>	<u>457,369</u>

Operations: Parks Maintenance Division

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, 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.

FY10-11 Highlights

- Renovation to surfacing at Atfalati playground.
- Rebuilt decking and repainted playground equipment at Atfalati.
- Replace wood decking at Ibach play structures.
- Started ground maintenance for I-5 landscape.
- Completed 10/11 reverse frontage landscaping projects.
- Turf renovation completed at Atfalati, Jurgens, and Ibach parks by aerating, verti-drain, topdressing with 180 cubic yards of sand, slice-seeding 1,200 pounds of seed, and fertilizing.
- Using a natural byproduct from Clean Water Services in the City's turf fertilizer (Ostara).
- Pruned 1/3 of the city street trees.
- Completed another year of the Sidewalk Street Tree program.

FY11-12 Goals

- 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 Reverse Frontage Program.
- Maintain landscape at the Nyberg Road/Interstate 5 interchange.

City of Tualatin
FY 2011 - 2012
Parks Maintenance
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	355,828	360,718	374,346	389,754
Part Time	34,444	35,298	92,609	36,579
Temporary	94,712	95,764	48,072	114,650
Overtime	13,624	8,609	12,028	13,047
Standby	-	3,825	3,600	3,600
Employee Benefits	-	301	-	-
FICA	37,944	38,136	38,803	40,108
WC Insurance & Tax	15,711	12,938	17,284	18,689
Pension	67,171	57,550	57,333	76,868
Insurance	100,593	97,371	112,950	133,624
Job Injury Time	1,141	259	-	-
Bereavement Leave	-	2,040	-	-
Sick Leave Bonus	370	-	-	-
Vacation Buy Back	1,987	2,911	-	-
Personal Services	723,525	715,720	757,025	826,919
Office Supplies	-	100	100	100
Botanical & Chem Supplies	16,212	18,797	20,200	21,500
Street Trees	2,851	1,507	3,090	3,660
Uniforms & Safety Equip	2,233	2,631	3,800	3,800
Medical & Other Testing	926	863	2,250	2,250
Cell Phones	360	357	400	1,200
Small Tools	3,606	5,760	5,140	6,310
Computer Equip & Software	-	-	200	200
Personal Computer/Laptop	977	-	-	-
Consultants	2,800	2,130	2,570	2,570
Utilities - City Parks	56,639	56,336	63,400	62,400
Conferences & Meetings	-	980	1,000	1,000
Membership Dues	155	175	450	610
Staff Training	2,160	2,018	2,900	2,000
Staff/Dept Recognition	450	459	950	950
Administrative Expense	143	121	100	150

City of Tualatin
FY 2011 - 2012
Parks Maintenance
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Grounds & Landscaping	166,696	186,937	220,680	228,590
Equipment Rental	3,050	3,004	3,150	3,150
R & M - Equipment	35,457	35,013	38,100	38,100
Materials & Services	294,714	317,188	368,480	378,540
Equipment & Furnishings	37,015	40,535	111,300	-
R & M - Major Projects	23,850	7,050	-	18,000
Capital Outlay	60,865	47,585	111,300	18,000
Total Expenditures	<u>1,079,105</u>	<u>1,080,493</u>	<u>1,236,805</u>	<u>1,223,459</u>

Community Services: Administration Division

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

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



The 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 Tualatin Park Advisory Committee (TPARK), Tualatin Arts Advisory Committee (TAAC), and serves as a liaison to the Juanita Pohl Center Steering Committee and the Tualatin Heritage Center Steering Committee.

FY10-11 Highlights

- Obtained Community Development Block Grant (CDBG) funding of \$136,000 to supplement an already-awarded \$375,000 grant for an addition and renovation of the Juanita Pohl Center.
- Managed the design and bidding phases of an addition and renovation of the Juanita Pohl Center.
- Assisted with artist selection, design approval, contractor selection and preparation of plans and specifications for construction of the Tualatin-Sherwood Road Gateway Feature and Monument Sign project.
- Participated in local planning initiatives to incorporate parks, recreation and library facilities.
- Supervised the delivery of Lower Tualatin Pump Station park related improvements (dog park) in Tualatin Community Park.
- Participated in the regional parks and recreation system and the Intertwine Alliance.
- Participated in the regionally significant Tonquin Trail Master Plan project.
- Obtained Tree City USA certification for the 24th consecutive year from the National Arbor Day Foundation..

FY11-12 Goals

- Complete the addition and renovation of the Juanita Pohl Center.
- Assist in completion of the Tualatin-Sherwood Road Gateway Feature and Monument Sign project. Participate in local planning initiatives to incorporate parks, recreation and library facilities.
- Supervise the delivery of Lower Tualatin Pump Station park related improvements (sports field renovation) in Tualatin Community Park.
- Participate in the regional parks and recreation system and the Intertwine Alliance.
- Participate in completion of the regionally significant Tonquin Trail Master Plan project.
- Complete acquisition of at least one (1) parcel within Tualatin River Greenway.

City of Tualatin
FY 2011 - 2012
Community Service Administration
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full time	177,437	177,142	216,716	233,472
Part Time	83,357	88,565	52,234	57,527
Temporary	2,143	-	-	-
Overtime	7,292	6,828	2,060	2,060
FICA	21,016	20,997	20,139	21,782
WC Insurance & Tax	753	671	473	525
Pension	37,835	32,849	31,282	43,913
Insurance	54,835	55,741	63,057	58,222
Bereavement Leave	1,879	-	-	-
Sick Leave	4,583	1,435	-	-
Vacation Buy Back	1,857	2,917	-	2,000
Fitness Program	99	-	-	-
Comp Time Sell Back	491	168	-	-
Personal Services	393,577	387,313	385,961	419,501
Office Supplies	1,282	1,290	1,300	1,800
Printing & Postage	5,000	2,043	3,200	3,200
Photographic Supplies	-	110	400	400
Uniforms & Safety Equip	-	216	200	200
Medical & Other Testing	206	43	100	100
Cell Phones	1,072	1,243	1,320	1,320
Fax	447	-	-	-
Network/Online	80	-	-	-
Office Equip & Furniture	578	-	-	500
Computer Equip & Software	1,085	471	1,000	1,000
Personal Computer/Laptop	1,047	1,930	1,020	1,330
Consultants	1,000	-	1,000	1,000
Conferences & Meetings	2,707	2,727	3,000	6,390
Membership Dues	490	895	640	640
Publication,Rpt,Ref Matl	122	106	210	210
Staff Training	388	820	700	300
Administrative Expense	1,271	1,553	1,750	4,250

City of Tualatin
FY 2011 - 2012
Community Service Administration
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Advertising-Recruitment	429	565	-	-
Advertising-Promotional	5,673	1,861	3,000	31,080
Equipment Rental	3,369	3,280	2,640	2,640
R & M - Equipment	-	1,931	2,660	2,660
Materials & Services	26,246	21,082	24,140	59,020
Total Expenditures	<u>419,823</u>	<u>408,396</u>	<u>410,101</u>	<u>478,521</u>

Community Services: Library

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

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



Tualatin Public Library loans books, music, and videos; presents programs for all age groups; and fields reference questions from the public. The City is a member of Washington County Cooperative Library Services (WCCLS). The Library receives funding through WCCLS, City General Fund, the Library District of Clackamas County, grants, sponsorships, fees, and donations.

The Tualatin Library Advisory Committee provides leadership for the Library. The Library is supported by Friends of the Tualatin Library, an active group that gives funds to supplement the library collection, programs and equipment needs. The Tualatin Library Foundation generates funds for the long-term financial health of the Library. Volunteers assist the library in checking in and shelving books, helping at programs, pulling items on reserve, and preparing new materials to be added to the Library.

FY10-11 Highlights

- The library checked out almost 725,000 items including books, music, film and magazines.
- Over 20,000 people have library cards from the Tualatin Public Library.
- Tualatin Public Library owns over 95,000 items. Through membership in WCCLS, residents have access to over 1.5 million library items.
- Volunteers contributed over 10,000 hours; the equivalent of five full-time employees.
- Completed a grant funded, year-long program to expand and improve volunteer services in the library.
- Obtained a federal Library Services and Technology Grant (LSTA) to create child care kits and to teach providers in the principles of early literacy.
- Partnered with WCCLS to complete a county-wide study of materials handling and collection development.
- Annexed to the Clackamas County District through Measure 34-177 in May 2010. Funds were collected for the first time in FY 10/11.
- Washington County Five-Year Library Local Option Levy, Measure 34-180, passed in November 2010. The Levy runs from FY 11/12 to FY 16/17.

FY11-12 Goals

- To manage the Tualatin Library in a manner that creates an inviting community center, where learning, discovery, and interaction will flourish, expressing a welcoming civic identity while embracing Tualatin's values and future.
- To maintain high circulation of an expanded collection of books, music and videos. To maintain the diversity and quantity of programming for children, teens, adults, older adults, and families through the use of library

- To actively promote the Library as a social gathering place, including the exploration of new services including coffee service in the lobby.
- 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.
- To partner with WCCLS to address countywide library growth, possible efficiencies and funding.

City of Tualatin
FY 2011 - 2012
Library
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full time	661,873	696,999	773,478	811,983
Part Time	128,702	95,418	42,464	44,300
Temporary	90,068	88,433	113,585	116,230
Overtime	5,810	2,080	1,200	1,455
Employee Benefits	-	258	-	-
FICA	68,128	66,791	69,185	71,875
WC Insurance & Tax	2,441	2,594	1,550	1,752
Pension	131,956	91,290	95,100	128,276
Insurance	175,757	179,967	196,262	190,305
Job Injury Time	52	-	-	-
Bereavement Leave	1,153	1,244	-	-
Sick Leave	2,847	992	-	-
Vacation Buy Back	5,039	2,800	-	-
Comp Time Sell Back	13	-	-	-
Personal Services	1,273,839	1,228,866	1,292,824	1,366,176
Office Supplies	8,425	6,271	8,600	8,600
Printing & Postage	13,804	14,021	14,200	5,700
Donations	1,178	97	1,000	1,000
Collection Development	242,899	239,123	252,000	246,840
Young Adult Materials	76	-	-	-
Other Material Expenses	(848)	(840)	-	-
Uniforms & Safety Equip	-	-	100	100
Medical & Other Testing	1,019	189	660	700
Cell Phones	817	621	700	700
Fax	340	-	-	-
Network/Online	979	22	2,000	2,000
Office Equip & Furniture	799	2,845	5,300	9,750
Computer Equip & Software	2,688	4,112	8,890	1,490
Personal Computer/Laptop	1,034	8,494	13,515	4,740
Special Programs	25,014	20,046	24,000	24,000
Consultants	-	502	5,600	600

City of Tualatin
FY 2011 - 2012

Library
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Conferences & Meetings	1,743	3,742	4,630	10,000
Membership Dues	485	550	870	1,090
Staff Training	2,298	2,100	2,150	500
Administrative Expense	1,597	447	1,920	3,140
Advertising-Promotional	805	44	2,000	2,000
Equipment Rental	5,404	5,822	5,560	6,760
R & M - Equipment	2,804	7,290	9,500	9,500
Materials & Services	313,361	315,500	363,195	339,210
Equipment & Furnishings	-	3,564	-	-
R & M - Major Projects	-	-	-	139,620
Capital Outlay	-	3,564	-	139,620
Total Expenditures	<u>1,587,200</u>	<u>1,547,930</u>	<u>1,656,019</u>	<u>1,845,006</u>

Community Services: Recreation Division

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

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



The Recreation Division coordinates community recreation and youth development activities and special events for people of all ages; manages the City's public art collection and programs; and manages a facilities reservation system for sports fields, picnic shelters, and buildings; permits for 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. The Recreation Division manages a summer-season kayak and canoe rental concession and lease agreements at two park properties.

FY10-11 Highlights

- The community regularly enjoyed the use of Tualatin's beautiful parks as evidenced by over 3,000 reservations made for picnic shelters, sports fields and community centers.
- Tualatin's teenagers actively participate in fun and enriching recreation and youth development programs. Over 2,686 teens participated in programs, which translates into almost 9,500 hours of not sitting on the couch.
- Tualatin's special events continued to building community through leisure activities. Almost 14,000 people attended special events including Concerts on the Commons, Movie on the Commons, Spring Fling, ArtSplash, the West Coast Giant Pumpkin Regatta, and Starry Nights and Holiday Lights.
- The Recreation Division permitted special events and programs by outside agencies that had almost 29,000 participants.
- Cultural and historical programs enriched the community as 7,000 people attended events at the Tualatin Heritage Center.
- In partnership, the City and Loaves & Fishes provided 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 FY 2009/2010.
- The City of Tualatin was named a Tree City USA for the 24th year.
- A special tree was added to the Heritage Tree roster.
- The International Walk + Bike to School Day event was awarded a SPRINT Programming Award from the Oregon Recreation and Park Association.

- The City added 6 art pieces to the Visual Chronicle, a program designed to tell Tualatin's story through artistic media.
- Produced and delivered high quality GetOut! Guide brochures on a monthly basis.

FY11-12 Goals

- Increase community recreation by managing the Juanita Pohl Center, Van Raden Community Center, and Lafky House as a multi-generational recreation complex.
- Foster and support historical, cultural, and environmental programs at the Tualatin Heritage Center and Library.
- 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.
- Facilitate increased usage of all programs, facilities, and parks through programming and marketing, including the GetOut! Guide and city website.

City of Tualatin
FY 2011 - 2012
Recreation
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full time	42,071	43,548	46,337	48,851
Part Time	-	867	20,785	22,494
Temporary	26,293	33,430	23,120	23,630
Overtime	542	1,020	1,100	1,184
FICA	5,367	5,997	7,263	7,281
WC Insurance & Tax	786	2,928	1,217	572
Pension	2,807	4,930	6,900	10,056
Insurance	4,690	5,858	14,426	6,361
Vacation Buy Back	1,012	-	-	-
Comp Time Sell Back	846	-	-	-
Personal Services	84,415	98,577	121,148	120,429
Printing & Postage	1,126	5,440	880	-
Uniforms & Safety Equip	-	-	100	100
Medical & Other Testing	302	498	540	390
Computer Equip & Software	-	-	300	300
Personal Computer/Laptop	958	-	1,020	-
Donations-Outside Agency	19,997	16,279	18,880	19,370
Loaves & Fishes	10,600	10,610	10,625	35,640
Youth Development	42,939	37,680	44,560	40,980
Concerts on The Commons	17,640	15,635	20,500	19,000
CDBG Youth Program	435	525	-	-
Arts Program	8,313	10,259	9,000	9,000
Special Programs	4,853	4,858	4,900	5,500
Recreation Program Expend	-	4,155	20,000	8,000
Conferences & Meetings	185	1,600	2,000	2,000
Staff Training	118	164	1,420	200
Administrative Expense	-	5,859	150	150
Advertising-Promotional	3,218	-	680	1,050
Equipment Rental	2,000	2,000	2,000	2,000
Materials & Services	112,685	115,560	137,555	143,680

City of Tualatin
FY 2011 - 2012
Recreation
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Equipment & Furnishings	565	-	32,500	-
Capital Outlay	565	-	32,500	-
Total Expenditures	<u>197,665</u>	<u>214,138</u>	<u>291,203</u>	<u>264,109</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.

City of Tualatin
FY 2011 - 2012
Non-Departmental
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Unemployment	18,129	56,837	20,639	20,000
Social Security Admin	99	108	-	-
Other Benefit Costs	550	1,040	1,305	1,400
Personal Services	18,778	57,984	21,944	21,400
Office Supplies	7,946	1,027	5,200	5,000
Printing & Postage	(3,193)	(4,216)	2,000	-
Telephone Service	50,183	28,903	36,500	37,000
Dedicated Lines	153	-	-	-
Fax	350	-	-	-
Network/Online	52,564	59,075	-	-
Computer Equip & Software	9,778	38,919	-	-
Chamber	5,000	5,000	5,000	5,000
Donations-Outside Agency	15,000	15,000	15,000	15,000
Volunteer Programs	4,224	7,233	8,100	7,300
Consultants	23,703	11,251	10,000	60,000
Insurance	166,716	161,723	170,000	170,000
Tri-Met Employee Tax	60,204	63,596	60,000	65,000
Insurance Deductible	7,676	27,381	8,000	8,000
Membership Dues	41,887	37,440	45,250	44,888
Staff Training	-	3,549	-	10,000
Staff/Dept Recognition	10,964	6,848	6,000	6,000
Administrative Expense	2,207	8	500	500
Advertising-Informational	238	12,884	20,000	10,000
City Newsletter	66,401	58,347	60,000	55,000
Advertising-Promotional	1,056	2,988	2,000	3,000
Ballot Measure Info Mtls	-	3,442	-	-
Merchant Discount Fees	1,096	5,396	6,500	6,500
Bank Fees	-	12,688	-	12,000
Equipment Rental	31,591	27,512	4,091	4,706
Seneca Building Lease	45,542	43,958	45,282	46,634
R & M - Equipment	-	2,378	200	200

City of Tualatin
FY 2011 - 2012
Non-Departmental
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
R & M - Computers	141,588	124,474	-	-
Materials & Services	742,872	756,803	509,623	571,728
Transfer - Park Devel	-	10,000	15,000	22,500
Transfer - Infrastructure	-	27,270	27,270	27,270
Transfers & Reimbursements	-	37,270	42,270	49,770
Equipment & Furnishings	221,551	5,477	-	-
Land Improvements	1,065	1,036	-	-
Capital Outlay	222,616	6,514	-	-
Contingency	-	-	2,354,102	2,515,143
General Acct Reserves	-	-	860,000	390,000
Unappropriated	-	-	1,724,811	1,385,322
Contingencies & Reserves	-	-	4,938,913	4,290,465
Total Expenditures	<u>984,266</u>	<u>858,571</u>	<u>5,512,750</u>	<u>4,933,363</u>

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Special Revenue Funds



From the Student Visual Chronicle Collection
Browns Ferry Park Bridge by Amy Herbst

Summary

Building

Operations

Road Utility Fee

Road Gas Tax

Core Area Parking Dist.

Science & Technology

911 Emergency

Communication Tax

Road Development

Transportation

Development Tax

City of Tualatin

Fiscal Year 2011 - 2012

Adopted Budget - Special Revenue Funds

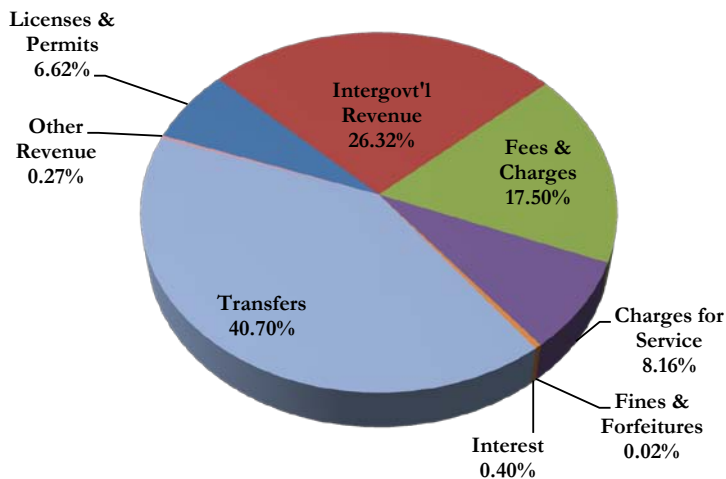
Summary of Resources by Source

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Licenses and Permits	\$ 335,882	\$ 253,226	\$ 293,200	\$ 400,000
Intergovernmental Revenue	1,104,068	1,167,711	1,390,000	1,590,000
Fees & Charges	1,432,248	1,138,423	1,067,006	1,057,227
Charges for Service	324,137	929,913	760,110	493,100
Fines & Forfeitures	-	-	-	1,000
Interest	199,824	38,881	30,376	23,906
Transfers	3,543,807	3,246,701	2,378,952	2,458,481
Other Revenue	11,603	28,663	404,990	16,500
Total Current Resources	\$ 6,951,569	\$ 6,803,518	\$ 6,324,634	\$ 6,040,214
Beginning Fund Balance	8,201,598	6,315,140	3,912,482	4,927,890
Total Resources	\$ 15,153,167	\$ 13,118,658	\$ 10,237,116	\$ 10,968,104

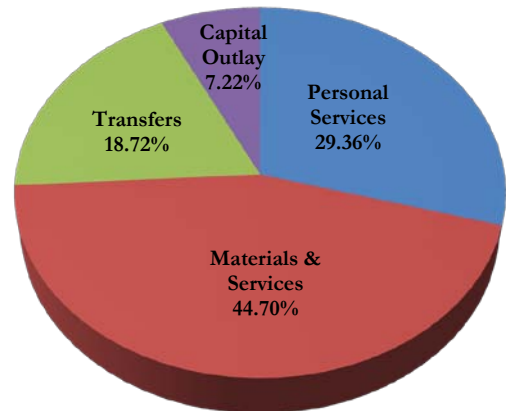
Summary of Requirements by Object

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Personal Services	\$ 3,017,973	\$ 3,103,444	\$ 1,766,652	\$ 1,788,458
Materials and Services	2,145,360	1,907,678	2,566,262	2,722,799
Transfers	1,680,742	1,384,373	1,628,833	1,140,041
Capital Outlay	1,993,952	1,271,375	406,535	440,060
Contingencies & Reserves	6,315,140	5,451,788	3,868,834	4,876,746
Total Requirements	\$ 15,153,167	\$ 13,118,658	\$ 10,237,116	\$ 10,968,104

Adopted FY11-12 Revenues



Adopted FY11-12 Expenditures



Engineering & Building: Building Division

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

FY10-11 Highlights

- Issued 993 building permits with a construction value of \$30,924,642, nearly a 100% increase from the prior year.
- Performed 4608 inspections, a 10% increase from the prior year.
- Performed 218 inspections for the City of Durham, a 50% increase over the prior year.
- Performed 43 minor label inspections for the State of Oregon.
- Responded to all permit inspection inquiries within 24 hours of request.
- Updated the Municipal Code with the Legal Department, adopting the 2010 editions of the Structural, Mechanical, Fire, Solar, Energy and Manufactured Dwelling Codes.
- Coordinated with Code Enforcement Officer on building issues.
- Significantly reduced the number of expiring permits through proactive involvement.
- Began holding Pre-Construction meetings for large or challenging construction projects.
- Reviewed all Business Licenses for compliance with licensing and change of use issues.



FY11-12 Goals

- Continue to perform building permit inspections within 24 hours of receiving the request.
- Meet or exceed Level of Service goals for plan review standards.
- Improve technology to better serve the public by improving software functionality.
- Review filing system & tracking processes to provide more accurate reporting and reduce time spent on these functions.
- Begin re-indexing existing scanned documents and continue the document management process in order to better serve both the public and in-house needs for recovering information.

City of Tualatin
FY 2011 - 2012
Building
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	2,291,766	-	907,049	1,083,940
Beginning Fund Balance	2,291,766	-	907,049	1,083,940
Structural	144,901	120,777	110,000	250,000
Plumbing	49,058	44,255	66,200	45,000
Erosion Control	36,529	11,912	20,000	25,000
Mechanical	88,622	69,833	91,000	70,000
Mobile Homes	-	160	-	-
Signs, Excavation, Demolition	16,773	6,289	6,000	10,000
Building Permits	335,882	253,226	293,200	400,000
Structural	195,794	99,355	87,000	148,000
Plumbing	8,822	9,985	15,000	12,000
Erosion Control	15,690	6,614	3,500	6,000
Mechanical	75,917	44,379	27,000	30,797
Fire & Safety	66,551	29,606	28,000	70,000
Miscellaneous	3,890	3,160	5,000	5,000
Escrow Administration	8	-	-	-
Other Land Use Application Fees	1,955	2,507	-	-
Public Works Permit Fees	32,872	8,051	-	-
Water Quality Permit Fees	5,022	522	-	-
Admin Fees-Metro	1,680	658	1,000	1,000
Admin Fees-School District	762	195	1,000	1,000
Fees & Charges	408,961	205,032	167,500	273,797
Maps, Codebooks, Copies	1,829	174	100	100
Maps, Codebooks, Copies	1,829	174	100	100
Interest on Investments	52,796	13,405	4,090	3,610
Interest	52,796	13,405	4,090	3,610
Transfers - Water	276,272	285,942	6,900	6,900
Transfers - Sewer	291,182	301,373	4,050	4,050

City of Tualatin
FY 2011 - 2012
Building
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Transfers - Storm Drain	291,819	291,819	4,050	4,050
Transfers - Road Utility	38,400	-	-	-
Transfers - Road Gas Tax	250,381	190,000	-	-
Transfers - LID	3,166	3,277	-	-
Transfers - Road Devel	47,872	-	-	-
Reimburse - CURD Projects	11,000	100,000	-	-
Reimburse - Leveton Proj	238,230	138,015	-	-
Transfers & Reimbursements	1,448,322	1,310,426	15,000	15,000
Other Misc Income	45	(12)	-	-
Other Revenue	45	(12)	-	-
Total Revenues	<u><u>4,539,601</u></u>	<u><u>1,782,251</u></u>	<u><u>1,386,939</u></u>	<u><u>1,776,447</u></u>

City of Tualatin
FY 2011 - 2012
Building
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	508,243	669,429	276,920	280,023
Temporary	19,371	8,958	-	-
Overtime	13,896	5,299	15,000	15,000
FICA	41,354	50,919	21,000	21,751
WC Insurance & Tax	5,165	2,432	3,215	2,815
Pension	83,177	56,700	34,155	47,285
Insurance	111,911	88,290	64,599	62,754
Bereavement Leave	1,017	264	-	-
Vacation Buy Back	2,504	7,725	-	-
Comp Time Sell Back	686	1,835	-	-
Personal Services	787,324	891,851	414,889	429,628
Office Supplies	1,981	746	500	500
Printing & Postage	2,747	(163)	500	1,000
Field Supplies	858	646	1,000	1,000
Cell Phones	1,921	2,054	1,200	1,500
Office Equip & Furniture	1,192	637	500	500
Computer Equip & Software	1,253	1,152	1,200	4,700
Personal Computer/Laptop	1,251	2,138	-	-
Erosion Fees to CWS	18,943	21,898	20,000	19,000
Plan Check Fees to CWS	6,911	3,105	1,750	1,750
Consultants	47,179	20,408	37,000	37,000
Conferences & Meetings	1,361	2,077	1,500	1,500
Membership Dues	1,244	180	1,500	1,500
Publication,Rpt,Ref Matl	2,198	2,094	2,200	2,000
Staff Training	8,841	4,663	4,000	5,000
Administrative Expense	580	785	400	400
Advertising-Legis/Judicia	-	-	500	500
Advertising-Recruitment	-	-	600	600
Merchant Discount Fees	-	-	5,000	10,000
Equipment Rental	-	-	1,815	1,815

City of Tualatin
FY 2011 - 2012
Building
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
R & M - Equipment	-	1,560	3,500	3,500
Materials & Services	98,459	63,981	84,665	93,765
Reimburse - General Fund	134,779	139,496	177,800	-
Transfer - General Fund	-	-	-	94,674
Transfers & Reimbursements	134,779	139,496	177,800	94,674
Equipment & Furnishings	20,731	-	-	-
Capital Outlay	20,731	-	-	-
Contingency	-	-	86,420	92,710
General Account Reserve	-	-	623,165	1,065,670
Contingencies & Reserves	-	-	709,585	1,158,380
Total Expenditures	<u>1,041,292</u>	<u>1,095,329</u>	<u>1,386,939</u>	<u>1,776,447</u>

Operations: Administration Division

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.



FY10-11 Highlights

- Completed working with our local businesses on the Business Recycling Requirements.
- Organized city-wide participation in emergency preparedness by training all staff and completing one exercise per year.
- Utilized utility billing to include public information messages on a monthly basis.
- Utilized over 8,000 volunteer hours.

FY11-12 Goals

- 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 workplace 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 including partnering with the Tigard-Tualatin School District in a public works fair.
- Actively participate with Tualatin High School and the CE2 Program by having students work with Operations Department crews during their daily work routines.
- Maintain at least a 90% customer satisfaction rate across the department.

City of Tualatin
FY 2011 - 2012
Operations
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	1,569,552	-	735,283	1,158,948
Beginning Fund Balance	1,569,552	-	735,283	1,158,948
Interest on Investments	34,577	7,882	10,000	5,000
Insurance Proceeds	29,469	-	-	-
Interest	64,046	7,882	10,000	5,000
Transfers - Water	995,931	799,880	1,023,500	1,110,232
Transfers - Sewer	251,421	306,037	342,259	341,073
Transfers - Storm Drain	296,299	456,176	539,640	563,264
Transfers - Road Utility	-	55,406	89,655	82,905
Transfers - Road Gas Tax	360,877	226,429	276,841	253,436
Transfers & Reimbursements	1,904,528	1,843,928	2,271,895	2,350,910
Other Space Rental	11,065	10,390	13,562	11,500
Rental	11,065	10,390	13,562	11,500
Other Misc Income	493	12,405	5,000	5,000
Other Revenue	493	12,405	5,000	5,000
Total Revenues	<u>3,549,683</u>	<u>1,874,604</u>	<u>3,035,740</u>	<u>3,531,358</u>

City of Tualatin
FY 2011 - 2012
Operations Administration
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	254,835	250,467	262,003	265,975
Part Time	24,060	28,353	30,772	34,116
Temporary	9,415	5,891	8,013	8,502
Overtime	1,253	1,162	577	616
FICA	21,882	21,669	22,137	22,849
WC Insurance & Tax	2,214	759	3,213	3,177
Pension	43,496	34,980	34,657	46,929
Insurance	42,771	43,286	51,178	43,188
Bereavement Leave	1,681	1,010	-	-
Sick Leave Conversion	1,025	-	-	-
Vacation Buy Back	1,875	1,950	-	-
Personal Services	404,506	389,526	412,550	425,352
Office Supplies	4,481	4,344	5,140	5,140
Printing & Postage	2,745	3,608	4,000	2,895
Photographic Supplies	35	153	50	50
Uniforms & Safety Equip	349	985	800	800
Medical & Other Testing	236	76	200	200
Cell Phones	1,192	867	1,020	1,020
Network/Online	347	-	-	-
Small Tools	461	232	500	500
Office Equip & Furniture	3,083	861	1,000	1,000
Computer Equip & Software	225	323	800	800
Personal Computer/Laptop	952	1,967	1,000	4,800
Consultants	6,800	3,416	5,500	4,000
Conferences & Meetings	2,425	5,723	4,800	5,350
Membership Dues	1,068	814	1,375	1,565
Publication,Rpt,Ref Matl	108	70	155	155
Staff Training	1,060	529	1,815	1,815
Staff/Dept Recognition	2,367	1,872	2,100	2,100
Administrative Expense	1,423	557	1,000	1,000
Advertising-Recruitment	560	-	250	250

City of Tualatin
FY 2011 - 2012
Operations Administration
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Advertising-Promotional	2,591	2,338	1,650	1,650
Equipment Rental	5,599	5,746	5,800	7,350
R & M - Equipment	24	831	500	1,700
Materials & Services	38,129	35,313	39,455	44,140
Equipment & Furnishings	-	-	1,500	-
Capital Outlay	-	-	1,500	-
Total Expenditures	<u>442,635</u>	<u>424,839</u>	<u>453,505</u>	<u>469,492</u>

Operations: Water Division

The Water Division is responsible for the operation and maintenance of 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.



FY10-11 Highlights

- Inspected and operated all 982 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 five old large meters to apartment complexes.
- Ensured that all backflow devices in our water system were tested.
- Repaired leaks in the water system.
- Perform daily meter reads for Utility Billing purposes.
- Distribute monthly door hangers and proceed with turn-offs for non-payment.
- Continued work on bringing the ASR online.
- Distribution of the annual Water Quality Report required by the Environmental Protection Agency.

FY11-12 Goals

- 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
FY 2011 - 2012
Operations - Water
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	282,637	293,638	366,240	338,692
Overtime	18,435	13,625	10,482	12,981
Standby	6,060	5,850	7,800	7,800
FICA	23,334	24,083	23,000	26,292
WC Insurance & Tax	10,225	3,347	10,685	12,817
Pension	39,645	35,627	33,500	48,602
Insurance	60,403	64,167	69,157	81,861
Sick Leave Conversion	-	2,828	-	-
Vacation Buy Back	-	5,698	-	-
Comp Time Sell Back	-	6	-	-
Personal Services	440,739	448,871	520,864	529,045
Office Supplies	197	300	-	-
Printing & Postage	9,385	9,539	17,200	17,200
Uniforms & Safety Equip	2,372	2,696	4,275	4,275
Medical & Other Testing	-	290	-	-
Cell Phones	1,626	1,199	1,180	1,180
Network/Online	-	576	720	720
Pagers	86	86	100	100
Small Tools	3,102	4,159	5,659	4,457
Office Equip & Furniture	508	-	-	1,500
Computer Equip & Software	4,032	99	400	400
Personal Computer/Laptop	7,106	-	1,017	1,400
Consultants	1,480	1,593	3,000	3,000
Pump Stations-Electricity	17,093	22,854	41,840	41,840
Conferences & Meetings	626	184	1,000	1,000
Membership Dues	1,075	885	2,483	1,853
Publication,Rpt,Ref Matl	42	45	200	200
Staff Training	1,666	1,643	2,660	2,180
Staff/Dept Recognition	206	183	524	524
Administrative Expense	28	103	150	150
Advertising-Recruitment	-	787	-	-

City of Tualatin
FY 2011 - 2012
Operations - Water
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Contr R & M - Systems	74,700	59,915	73,840	76,700
Equipment Rental	-	414	1,260	1,260
R & M - Systems	22,252	11,365	27,200	43,800
R & M - Lines	7,794	7,433	8,800	8,800
R & M - Hydrants	4,973	2,285	5,000	5,000
R & M - Reservoir	1,809	349	1,820	1,820
R & M - Pump Stations	-	464	1,000	1,000
R & M - Equipment	950	218	1,800	1,800
Materials & Services	163,107	129,666	203,128	222,159
Equipment & Furnishings	1,950	70,505	-	-
R & M - Major Projects	-	7,950	-	-
Capital Outlay	1,950	78,455	-	-
Total Expenditures	<u>605,797</u>	<u>656,991</u>	<u>723,992</u>	<u>751,204</u>

Operations: Street/Storm/Sewer Division

Sewer

The Sewer Division is responsible for inspecting, cleaning, repairing, and maintaining the city's sewer and storm drainage system, which consists of 88 miles of sewer mains; 84 miles of storm pipe; 12 drainage basins; 6,443 sewer connections; 3,345 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.



FY10-11 Highlights

- Swept every city street once a month to meet the requirements of the Storm Water Management program.
- Cleaned and/or inspected 3,345 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 90.
- 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 to minimize sanitary and storm back-ups.
- Performed utility locates for all utility franchise work.
- Completed Pavement Maintenance System (PMS) 10/11 program.
- Completed 10/11 Sidewalk/Street Tree Program.

FY11-12 Goals

- 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 four-year cycle.
- Maintain at least 90 PCI ratings on road system.

City of Tualatin
FY 2011 - 2012
Operations - Sewer
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	125,107	124,844	132,705	127,756
Overtime	7,783	2,032	4,340	4,385
Standby	2,404	1,800	2,600	2,600
FICA	10,435	9,847	10,605	9,963
WC Insurance & Tax	4,732	1,352	5,003	4,770
Pension	17,193	13,552	14,000	14,352
Insurance	27,990	25,305	31,600	32,542
Sick Leave Conversion	1,250	1,384	-	-
Vacation Buy Back	1,010	-	-	-
Personal Services	197,903	180,115	200,853	196,368
Uniforms & Safety Equip	1,471	1,778	2,000	1,968
Medical & Other Testing	-	45	-	-
Small Tools	2,157	1,028	2,959	1,833
Computer Equip & Software	25	358	200	200
Personal Computer/Laptop	-	-	510	342
Pump Stations-Electricity	420	-	-	-
Conferences & Meetings	-	163	530	530
Membership Dues	177	258	590	470
Publication,Rpt,Ref Matl	-	-	50	50
Staff Training	243	530	1,020	1,274
Staff/Dept Recognition	97	61	180	265
Administrative Expense	18	37	50	50
Contr R & M - Systems	85,048	82,271	93,243	111,714
Equipment Rental	-	-	750	500
R & M - Systems	1,830	2,027	4,700	7,200
R & M - Equipment	250	13	1,000	1,000
Materials & Services	91,736	88,568	107,782	127,396

City of Tualatin
FY 2011 - 2012
Operations - Sewer
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Equipment & Furnishings	1,950	35,397	-	7,650
Capital Outlay	1,950	35,397	-	7,650
Total Expenditures	<u>291,590</u>	<u>304,080</u>	<u>308,635</u>	<u>331,414</u>

City of Tualatin
FY 2011 - 2012
Operations - Street
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	132,203	133,971	138,228	127,877
Overtime	6,220	1,888	4,066	3,987
Standby	2,222	2,452	2,600	2,600
FICA	10,807	10,683	11,013	9,980
WC Insurance & Tax	7,292	2,806	8,914	8,511
Pension	17,985	15,689	15,480	18,029
Insurance	31,356	28,902	37,195	37,081
Bereavement Leave	-	606	-	-
Sick Leave Conversion	1,250	1,384	-	-
Personal Services	209,334	198,381	217,496	208,065
Office Supplies	-	340	-	-
Uniforms & Safety Equip	1,631	1,330	1,980	1,895
Cell Phones	243	356	500	700
Small Tools	675	833	2,858	5,027
Computer Equip & Software	-	37	100	100
Personal Computer/Laptop	-	-	510	342
Conferences & Meetings	-	411	530	849
Membership Dues	367	148	430	620
Publication,Rpt,Ref Matl	-	-	60	60
Staff Training	582	435	1,120	1,470
Staff/Dept Recognition	168	191	180	265
Administrative Expense	18	77	50	50
Grounds & Landscaping	3,475	4,205	5,000	5,000
Contr R & M - Road Strip	62,176	59,923	60,000	62,000
Street Sweeping	180,553	160,092	186,240	190,848
Emergency Road Clean-up	(627)	204	1,750	1,550
Equipment Rental	-	-	3,000	2,000
R & M - Guardrails,Signs	7,350	4,936	10,702	10,600
R & M - Streets	1,166	1,148	2,500	2,500

City of Tualatin
FY 2011 - 2012
Operations - Street
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
R & M - Equipment	358	175	320	300
Materials & Services	258,136	234,841	277,830	286,176
Equipment & Furnishings	1,950	68,926	-	6,400
R & M - Major Projects	3,896	-	25,000	30,010
Capital Outlay	5,846	68,926	25,000	36,410
Total Expenditures	<u>473,316</u>	<u>502,148</u>	<u>520,326</u>	<u>530,651</u>

Operations: Non-Departmental

The non-departmental fund 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
FY 2011 - 2012
Operations Non-Departmental
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Botanical & Chem Supplies	1,620	5,728	1,150	1,150
Cell Phones	243	247	264	288
Dedicated Lines	1,229	(84)	-	-
Fax	603	-	-	-
Pagers	86	86	100	90
Small Tools	-	625	4,700	500
Computer Equip & Software	-	8,876	4,000	1,000
One Call Servicing	3,836	2,436	3,456	3,200
Grounds & Landscaping	9,666	8,750	10,800	10,200
R & M - Equipment	7,339	370	1,000	4,300
Materials & Services	24,623	27,035	25,470	20,728
Equipment & Furnishings	4,833	-	-	-
Buildings & Additions	3,027	6,535	-	-
Projects Professional Svc	83,382	27,187	-	-
Projects Construction	402,303	88,546	-	-
Fund Projects	2,366	-	183,535	296,000
In-House Construction	23,791	2,709	-	-
Capital Outlay	519,702	124,977	183,535	296,000
Contingency	-	-	326,415	308,915
General Account Reserve	-	-	493,862	822,954
Contingencies & Reserves	-	-	820,277	1,131,869
Total Expenditures	<u>544,325</u>	<u>152,012</u>	<u>1,029,282</u>	<u>1,448,597</u>

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.

FY10-11 Highlights

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

FY11-12 Goals

- Repair Avery Street from Boones Ferry Road to 95th Avenue.
- Repair 112th Avenue adjacent to Tualatin-Sherwood Road.
- Repair Talawa Drive from 90th Court to end.
- Repair streets in Stoneridge Subdivision, 67th Avenue and Sagert Street.
- Complete sidewalk and street tree work in area 2 (east of Boones Ferry Road from Norwood to Tualatin-Sherwood Road).
- Continue to maintain existing reverse frontage and right-of-way landscaping.

City of Tualatin
FY 2011 - 2012
Road Utility Fee
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	1,762,668	-	1,146,152	1,289,604
Beginning Fund Balance	1,762,668	-	1,146,152	1,289,604
Road Utility Fees	644,175	648,441	644,400	648,000
Tigard Rd Utility Fees	4,606	4,606	4,606	4,930
Fees & Charges	648,781	653,047	649,006	652,930
Sidewalk/Tree Program	255,974	258,073	256,000	258,000
Charges for Service	255,974	258,073	256,000	258,000
Interest on Investments	38,472	9,648	10,000	8,000
Interest	38,472	9,648	10,000	8,000
Other Misc Income	-	290	-	-
Other Revenue	-	290	-	-
Total Revenues	<u>2,705,894</u>	<u>921,058</u>	<u>2,061,158</u>	<u>2,208,534</u>

City of Tualatin
FY 2011 - 2012
Road Utility Fee
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Printing & Postage	-	10,703	11,000	11,000
Road Fees to Tigard	4,402	4,402	4,606	4,730
Pavement Maintenance	704,531	541,822	695,000	696,634
Sidewalk/Tree Program	34,711	46,318	50,000	50,000
Reverse Frontage Program	54,185	55,854	168,170	177,243
Materials & Services	797,829	659,100	928,776	939,607
Transfer - General Fund	-	-	152,479	129,762
Transfer - Building	38,400	-	-	-
Transfer - Operations	-	55,406	89,655	82,905
Transfer - Road Gas Tax	90,957	92,057	92,057	92,571
Transfers & Reimbursements	129,357	147,463	334,191	305,238
Equipment & Furnishings	-	-	31,000	-
Projects Construction	112,103	355,708	54,000	-
Capital Outlay	112,103	355,708	85,000	-
Contingency	-	-	189,445	186,727
Road Maintenance	-	-	523,746	776,962
Contingencies & Reserves	-	-	713,191	963,689
Total Expenditures	<u>1,039,289</u>	<u>1,162,271</u>	<u>2,061,158</u>	<u>2,208,534</u>

Road Operating/Gas Tax Fund

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

The Road Operating/Gas Tax Fund receives its revenue from a share of the Washington gasoline tax and a share of the State gasoline tax.

The Washington County gasoline tax is a \$0.01/gallon tax on gas sold in the County; apportioned on a per capita basis.

The State Highway Trust Fund consists of a gas tax, vehicle registration fees, and weighted mile taxes for heavy vehicles. It is apportioned to the City's at a rate of \$58.89 per capita for FY 2011-2012.

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.

FY10-11 Highlights

- Installed radar signs at Tualatin Elementary School.
- Began public involvement work of the Transportation System Plan.

FY11-12 Goals

- Enhance the transportation system by installing pedestrian-friendly transportation options.
- Maintain traffic control devices (signals, signs, and pavement markings) in acceptable condition.
- Continue working on the Transportation System Plan.
- Complete a footpath/bike trail project to utilize funds held in reserve.

City of Tualatin
FY 2011 - 2012
Road Gas Tax
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	454,454	-	158,330	418,963
Beginning Fund Balance	454,454	-	158,330	418,963
State Gas Tax	1,005,831	1,077,736	1,300,000	1,500,000
Washington County Gas Tax	98,237	89,975	90,000	90,000
Intergovernmental Revenue	1,104,068	1,167,711	1,390,000	1,590,000
Developers Street Signs	-	-	500	500
Fees & Charges	-	-	500	500
Interest on Investments	6,973	999	792	2,095
Interest	6,973	999	792	2,095
Transfer - Road Utility	90,957	92,057	92,057	92,571
Transfers & Reimbursements	90,957	92,057	92,057	92,571
Other Misc Income	0	5,880	386,428	-
Other Revenue	0	5,880	386,428	-
Total Revenues	<u>1,656,453</u>	<u>1,266,647</u>	<u>2,028,107</u>	<u>2,104,129</u>

City of Tualatin
FY 2011 - 2012
Road Gas Tax
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Inventory Adjustment	2,981	2	-	-
Street Landscape Material	12,243	14,074	-	-
Consultants	13,600	1,535	320,000	400,000
Utilities - Signals	28,001	25,811	37,800	40,824
Street Lights	301,075	312,631	302,400	326,592
Guardrails & Signs	57	351	2,000	2,000
Signal Maintenance	56,965	47,725	50,280	52,040
Signal Maint-WES Quite	-	-	10,000	-
Commons St Light Maint	-	-	11,000	11,000
Roadside Landscape	28,782	30,157	-	-
Materials & Services	443,705	432,286	733,480	832,456
Reimburse - General Fund	338,724	-	-	-
Reimburse - Engineering	250,381	-	-	-
Reimburse - Operations	360,877	-	-	-
Transfer - General Fund	-	350,579	379,640	407,345
Transfer - Building	-	190,000	-	-
Transfer - Operations	-	226,429	276,841	253,436
Transfer - Road Devel	100,000	-	-	-
Transfer - Leveton Proj	-	-	386,428	-
Transfer - Infrastructure	9,660	10,495	13,000	15,000
Transfers & Reimbursements	1,059,642	777,503	1,055,909	675,781
Projects Construction	-	17,500	-	-
Fund Projects	16,278	-	50,000	100,000
Capital Outlay	16,278	17,500	50,000	100,000
Contingency	-	-	188,718	495,892
Contingencies & Reserves	-	-	188,718	495,892
Total Expenditures	<u>1,519,626</u>	<u>1,227,289</u>	<u>2,028,107</u>	<u>2,104,129</u>

Core Area Parking District

The Core Area Parking District (CAPD) fund administers the downtown public parking district of the City. Taxes are received from downtown businesses, a portion of which are transferred to the General Fund for enforcement and maintenance. 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. There are 72 spaces associated with the Library and Civic area parking.

FY10-11 Highlights

- Re-striped all Core Area parking lots.
- Began assessment of parking demand and future capital needs.
- Ongoing evaluation of options to balance revenues and expenditures.



FY11-12 Goals

- 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. Conduct analysis of CAPD finances and ongoing parking demand.

City of Tualatin
FY 2011 - 2012
Core Area Parking District
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	194,637	-	192,341	179,000
Reserve for Lot Construct	-	-	45,500	45,500
Beginning Fund Balance	194,637	-	237,841	224,500
Core Area Park.Impact Fee	-	45,500	10,000	-
Fees & Charges	-	45,500	10,000	-
Core Area Parking-Current	66,334	50,155	61,510	60,000
Core Area Parking-Prior	-	-	1,000	-
Charges for Service	66,334	50,155	62,510	60,000
Municipal Court Fines	-	-	-	1,000
Fines & Forfeitures	-	-	-	1,000
Interest on Investments	4,522	1,642	1,923	1,200
Interest	4,522	1,642	1,923	1,200
Total Revenues	<u>265,492</u>	<u>97,297</u>	<u>312,274</u>	<u>286,700</u>

City of Tualatin
FY 2011 - 2012
Core Area Parking District
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Office Supplies	100	-	100	100
Printing & Postage	284	162	200	200
Botanical & Chem Supplies	1,363	71	1,200	1,200
Consultants	-	-	200	2,500
Leasehold - Parking Lots	7,026	7,110	9,086	9,404
Guardrails & Signs	-	56	210	215
Contr R & M - Streets	-	2,376	1,000	1,035
Street/Parking Lot Lights	-	-	500	518
Grounds & Landscaping	4,039	3,855	5,600	5,600
Parking Lot Striping	-	1,824	3,500	1,600
Parking Lots	2,472	2,400	3,080	3,000
Materials & Services	15,283	17,854	24,676	25,372
Reimburse - General Fund	39,785	-	-	-
Transfer - General Fund	-	41,177	59,471	64,027
Transfers & Reimbursements	39,785	41,177	59,471	64,027
Contingency	-	-	6,732	13,410
General Account Reserve	-	-	175,895	138,391
Future Years Project	-	-	45,500	45,500
Contingencies & Reserves	-	-	228,127	197,301
Total Expenditures	<u>55,068</u>	<u>59,031</u>	<u>312,274</u>	<u>286,700</u>

Tualatin Science and Technology Scholarship

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

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

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

FY10-11 Highlights

- Issued two \$500 scholarships.

FY11-12 Goals

- Issue two \$500 scholarships.

City of Tualatin
FY 2011 - 2012
Tualatin Science & Technology
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	57,588	-	52,098	51,798
Beginning Fund Balance	57,588	-	52,098	51,798
Interest on Investments	1,090	348	500	500
Interest	1,090	348	500	500
Total Revenues	<u>58,678</u>	<u>348</u>	<u>52,598</u>	<u>52,298</u>

City of Tualatin
FY 2011 - 2012
Tualatin Science & Technology
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Scholarships	5,000	1,800	1,000	1,000
Materials & Services	5,000	1,800	1,000	1,000
General Account Reserve	-	-	51,598	51,298
Contingencies & Reserves	-	-	51,598	51,298
Total Expenditures	<u>5,000</u>	<u>1,800</u>	<u>52,598</u>	<u>52,298</u>

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 2011 - 2012
911 Emergency Communication Tax
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
911 Emergency Comm Tax	137,646	131,680	140,000	130,000
Fees & Charges	137,646	131,680	140,000	130,000
Total Revenues	<u>137,646</u>	<u>131,680</u>	<u>140,000</u>	<u>130,000</u>

City of Tualatin
FY 2011 - 2012
911 Emergency Communication Tax
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
911 Tax/Payment to PSAP	137,646	131,680	140,000	130,000
Materials & Services	137,646	131,680	140,000	130,000
Total Expenditures	<u>137,646</u>	<u>131,680</u>	<u>140,000</u>	<u>130,000</u>

Road/SDC - Traffic Impact Fee Fund (TIF)

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.

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

FY10-11 Highlights

- 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.
- Add 4 signals to the Flashing Yellow Arrow program - west and east bound lanes
 - Avery at Boones Ferry Rd
 - Martinazzi at Mohawk
 - Sagert at Boones Ferry Rd
 - Martinazzi Ave at Tualatin-Sherwood Road
- Due to the slow-down of the economy and the construction industry, SDCs are down significantly.

FY11-12 Goals

- Coordinate funding of projects identified by the completion of the TSP, with the Transportation Development Tax Fund

City of Tualatin
FY 2011 - 2012
Road Development
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	1,870,933	-	575,729	433,215
Beginning Fund Balance	1,870,933	-	575,729	433,215
Washington County	236,860	103,164	100,000	-
Fees & Charges	236,860	103,164	100,000	-
Interest on Investments	31,925	4,558	2,571	2,166
Interest	31,925	4,558	2,571	2,166
Transfer - Road Gas Tax	100,000	-	-	-
Transfers & Reimbursements	100,000	-	-	-
Total Revenues	<u>2,239,719</u>	<u>107,722</u>	<u>678,300</u>	<u>435,381</u>

City of Tualatin
FY 2011 - 2012
Road Development
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Reimburse - General Fund	8,661	8,965	1,462	-
Reimburse - Engineering	47,872	-	-	-
Transfer - General Fund	-	-	-	321
Transfers & Reimbursements	56,533	8,965	1,462	321
Land Acquisition	750	-	-	-
Projects Administration	10,535	-	-	-
Projects Professional Svc	110,812	29,624	-	-
Projects Construction	1,172,466	513,509	61,500	-
Capital Outlay	1,294,563	543,133	61,500	-
Contingency	-	-	615,338	435,060
Contingencies & Reserves	-	-	615,338	435,060
Total Expenditures	<u>1,351,096</u>	<u>552,098</u>	<u>678,300</u>	<u>435,381</u>

Road/SDC - Transportation Development Tax Fund (TDT)

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

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

FY10-11 Highlights

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

FY11-12 Goals

- Prioritize projects identified by completion of Transportation System Plan.

City of Tualatin
FY 2011 - 2012
Transportation Development Tax
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	-	-	100,000	266,922
Beginning Fund Balance	-	-	100,000	266,922
Washington County	-	607,012	164,000	175,000
Clackamas County	-	14,499	277,500	-
Charges for Service	-	621,511	441,500	175,000
Interest on Investments	-	399	500	1,335
Interest	-	399	500	1,335
Total Revenues	<u>-</u>	<u>621,910</u>	<u>542,000</u>	<u>443,257</u>

City of Tualatin
FY 2011 - 2012
Transportation Development Tax
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Contingency	-	-	542,000	443,257
Contingencies & Reserves	-	-	542,000	443,257
Total Expenditures	<u>-</u>	<u>-</u>	<u>542,000</u>	<u>443,257</u>

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From the Visual Chronicle Collection
Crawfish Eating Contest by Peggy Moje'

Debt Service Funds

Summary

General Obligation

Bond

Bancroft Bonded Debt

City of Tualatin
Fiscal Year 2011 - 2012
Adopted Budget - Debt Service Funds

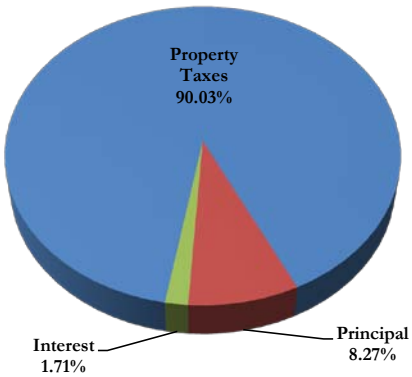
Summary of Resources by Source

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Property Taxes	\$ 578,942	\$ 680,193	\$ 831,400	\$ 948,000
Principal	87,871	87,036	87,040	87,040
Interest	37,985	24,443	23,500	18,000
Other Revenue	2,885	-	-	-
Total Current Resources	\$ 707,683	\$ 791,672	\$ 941,940	\$ 1,053,040
Beginning Fund Balance	677,166	540,645	490,806	450,000
Total Resources	\$ 1,384,849	\$ 1,332,317	\$ 1,432,746	\$ 1,503,040

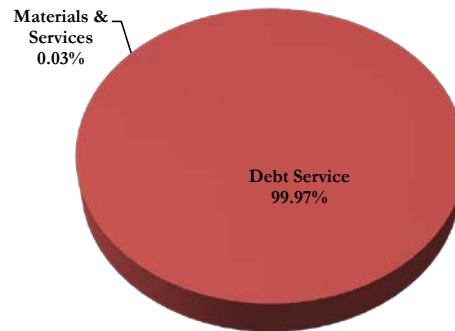
Summary of Requirements by Object

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Materials and Services	\$ 1,150	\$ 2,151	\$ 300	\$ 300
Transfers	49,739	10,080	-	-
Debt Service	793,315	810,009	981,540	1,156,728
Contingencies & Reserves	540,645	510,077	450,906	346,012
Total Requirements	\$ 1,384,849	\$ 1,332,317	\$ 1,432,746	\$ 1,503,040

Adopted FY11-12 Revenues



Adopted FY11-12 Expenditures



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 2011 - 2012
General Obligation Bond
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	266,738	-	10,000	50,000
Beginning Fund Balance	266,738	-	10,000	50,000
Current Year	566,169	661,947	816,400	933,000
Prior Year	12,773	18,246	15,000	15,000
Property Taxes	578,942	680,193	831,400	948,000
Interest on Investments	4,558	717	1,000	1,000
Washington County	1,206	1,771	-	-
Clackamas County	150	218	-	-
Interest	5,915	2,706	1,000	1,000
Other Misc Income	2,885	-	-	-
Other Revenue	2,885	-	-	-
Total Revenues	<u>854,480</u>	<u>682,899</u>	<u>842,400</u>	<u>999,000</u>

City of Tualatin
FY 2011 - 2012
General Obligation Bond
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Bond Registration & Exp	850	1,851	-	-
Materials & Services	850	1,851	-	-
Transfer - General Fund	40,000	-	-	-
Transfers & Reimbursements	40,000	-	-	-
05 Parks Bond Principal	150,000	150,000	155,000	165,000
06 Library Bond Principal	120,000	155,000	165,000	170,000
08 Refunding Bond Princip	-	-	90,000	270,000
Principal	270,000	305,000	410,000	605,000
05 Parks Bond Interest	129,075	124,388	119,500	114,025
06 Library Bond Interest	168,038	162,194	155,400	148,275
08 Refunding Bond Interst	125,377	109,288	107,500	100,288
99 Police Bond Interest	71,685	-	-	-
Interest	494,175	395,869	382,400	362,588
General Account Reserves	-	-	50,000	31,412
Contingencies & Reserves	-	-	50,000	31,412
Total Expenditures	<u>805,025</u>	<u>702,720</u>	<u>842,400</u>	<u>999,000</u>

BANCOFT 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 2011 - 2012
Bancroft Bond
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	410,428	-	480,806	400,000
Beginning Fund Balance	410,428	-	480,806	400,000
LID 3	125	-	-	-
LID 27-81	710	-	-	-
LID 43-90-ST	87,036	87,036	87,040	87,040
Principal	87,871	87,036	87,040	87,040
LID 43-90-ST	23,245	18,378	20,000	15,000
Interest on Investments	8,824	3,359	2,500	2,000
Interest	32,070	21,737	22,500	17,000
Total Revenues	<u>530,369</u>	<u>108,773</u>	<u>590,346</u>	<u>504,040</u>

City of Tualatin
FY 2011 - 2012
Bancroft Bond
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Bond Registration & Exp	300	300	300	300
Materials & Services	300	300	300	300
Reimburse - General Fund	9,739	10,080	-	-
Transfers & Reimbursements	9,739	10,080	-	-
1998 Bancroft Bonds	-	80,000	160,000	160,000
Principal	-	80,000	160,000	160,000
1998 Bancroft Bonds	29,140	29,140	29,140	29,140
Interest	29,140	29,140	29,140	29,140
Bond Reserve	-	-	400,906	314,600
Contingencies & Reserves	-	-	400,906	314,600
Total Expenditures	<u>39,179</u>	<u>119,520</u>	<u>590,346</u>	<u>504,040</u>

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From the Student Visual Chronicle Collection
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Capital Projects Funds

Summary

City Center Remodel

Library Improvement

Local Improvement

District

Park Development

Park Improvements

Infrastructure Reserve

City of Tualatin
Fiscal Year 2011 - 2012
Adopted Budget - Capital Projects Funds

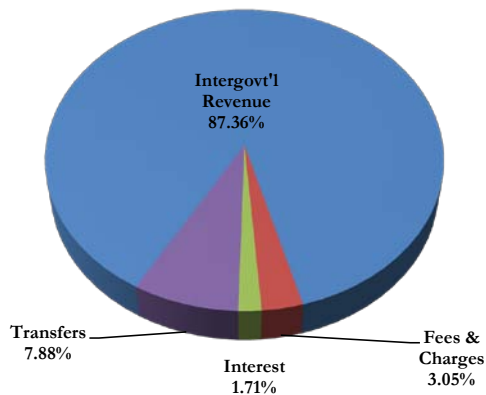
Summary of Resources by Source

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Intergovernmental Revenue	\$ -	\$ 432,704	\$ 709,547	\$ 718,511
Fees & Charges	4,459	42,209	25,098	25,100
Interest	92,729	20,985	15,467	14,055
Transfers	9,660	47,765	275,270	64,770
Other Revenue	33,939	(363)	-	-
Total Current Resources	\$ 140,787	\$ 543,300	\$ 1,025,382	\$ 822,436
Beginning Fund Balance	4,442,839	3,282,197	3,007,305	2,732,974
Total Resources	\$ 4,583,626	\$ 3,825,497	\$ 4,032,687	\$ 3,555,410

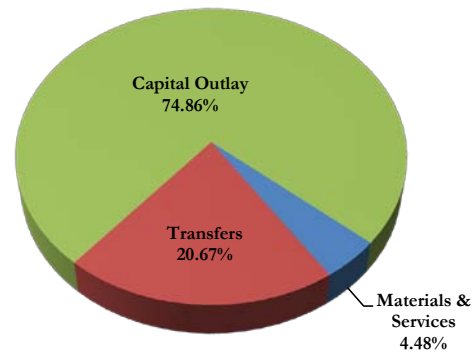
Summary of Requirements by Object

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Materials and Services	\$ 14,906	\$ 12,790	\$ 69,800	\$ 57,800
Transfers	857,896	24,233	19,024	266,917
Capital Outlay	482,544	650,753	1,148,266	966,760
Contingencies & Reserves	3,228,280	3,137,721	2,795,597	2,263,933
Total Requirements	\$ 4,583,626	\$ 3,825,497	\$ 4,032,687	\$ 3,555,410

Adopted FY11-12 Revenue



Adopted FY11-12 Expenditures



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 2011 - 2012
City Center Remodel
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	124,487	-	-	-
Beginning Fund Balance	124,487	-	-	-
Total Revenues	<u>124,487</u>	<u>-</u>	<u>-</u>	<u>-</u>

City of Tualatin
FY 2011 - 2012
City Center Remodel
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Transfer - General Fund	124,487	-	-	-
Transfers & Reimbursements	124,487	-	-	-
Total Expenditures	<u>124,487</u>	<u>-</u>	<u>-</u>	<u>-</u>

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 2011 - 2012
Library Improvement
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	454,374	-	-	-
Beginning Fund Balance	454,374	-	-	-
Other Misc Income	33,939	(639)	-	-
Other Revenue	33,939	(639)	-	-
Total Revenues	<u>488,313</u>	<u>(639)</u>	<u>-</u>	<u>-</u>

City of Tualatin
FY 2011 - 2012
Library Improvement
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Equipment & Furnishings	81,057	-	-	-
Projects Administration	3,252	-	-	-
Projects Professional Svc	33,045	-	-	-
Projects Construction	355,663	-	-	-
Capital Outlay	473,016	-	-	-
Total Expenditures	<u>473,016</u>	<u>-</u>	<u>-</u>	<u>-</u>

Local Improvement District Fund

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

FY10-11 Highlights

- There were no new requests for construction projects.

City of Tualatin
FY 2011 - 2012
Local Improvement District
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	465,694	-	465,180	469,080
Beginning Fund Balance	465,694	-	465,180	469,080
Interest on Investments	9,593	3,107	2,326	2,345
Interest	9,593	3,107	2,326	2,345
Total Revenues	<u>475,288</u>	<u>3,107</u>	<u>467,506</u>	<u>471,425</u>

City of Tualatin
FY 2011 - 2012
Local Improvement District
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Consultants	-	-	50,000	50,000
Advertising-Informational	-	-	2,500	2,500
Materials & Services	-	-	52,500	52,500
Reimburse - General Fund	3,600	3,726	-	-
Reimburse - Engineering	3,166	3,277	-	-
Transfers & Reimbursements	6,766	7,003	-	-
Fund Projects	-	-	100,000	100,000
Capital Outlay	-	-	100,000	100,000
Contingency	-	-	315,006	318,925
Contingencies & Reserves	-	-	315,006	318,925
Total Expenditures	<u>6,766</u>	<u>7,003</u>	<u>467,506</u>	<u>471,425</u>

Park Development Fund

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

FY10-11 Highlights

- Completed construction of a dog park in Community Park north of the railroad trestle in partnership with the Lower Tualatin Pump Station project by Clean Water Services.
- Participated in the Tonquin Trail Master Plan project with Metro and the cities of Wilsonville and Sherwood.
- Obtained Community Development Block Grant (CDBG) funding of \$50,000 to supplement an already-awarded \$375,000 grant for an addition and renovation of the Juanita Pohl Center.
- Managed the design and bidding phases of an addition and renovation of the Juanita Pohl Center.

FY11-12 Goals

- Complete construction of sports field restoration and interpretive information in Community Park north of the railroad trestle in partnership with the Lower Tualatin Pump Station project by Clean Water Services.
- Complete the Tonquin Trail Master Plan in partnership with Metro and the cities of Wilsonville and Sherwood.
- Complete an addition and renovation of the Juanita Pohl Center.
- Complete acquisition of at least one parcel within Tualatin River Greenway.

City of Tualatin
FY 2011 - 2012
Park Development
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	339,324	-	113,945	121,866
Beginning Fund Balance	339,324	-	113,945	121,866
Greenspaces	-	432,704	334,547	353,796
CDBG Grant	-	-	375,000	364,715
Intergovernmental Revenue	-	432,704	709,547	718,511
Parks SDC's	4,459	42,209	25,098	25,100
Fees & Charges	4,459	42,209	25,098	25,100
Interest on Investments	22,718	1,603	1,000	1,000
Interest	22,718	1,603	1,000	1,000
Reimburse - General Fund	-	10,000	15,000	22,500
Sale of Land	-	-	220,000	-
Transfers & Reimbursements	-	10,000	235,000	22,500
Other Misc Income	-	276	-	-
Other Revenue	-	276	-	-
Total Revenues	<u>366,501</u>	<u>486,792</u>	<u>1,084,590</u>	<u>888,977</u>

City of Tualatin
FY 2011 - 2012
Park Development
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Office Supplies	310	-	100	100
Printing & Postage	140	1	100	100
Photographic Supplies	-	-	100	100
Consultants	10,865	9,800	15,000	5,000
Property Management	3,591	2,989	2,000	-
Materials & Services	14,906	12,790	17,300	5,300
Reimburse - General Fund	16,643	17,230	19,024	-
Transfer - General Fund	-	-	-	16,917
Transfers & Reimbursements	16,643	17,230	19,024	16,917
Land Acquisition	-	432,952	568,266	389,545
Feasibility Studies	-	-	10,000	20,000
Projects Professional Svc	4,955	-	-	-
Projects Construction	4,573	127,909	-	-
Fund Projects	-	70,902	470,000	457,215
Capital Outlay	9,528	631,763	1,048,266	866,760
Total Expenditures	<u>41,077</u>	<u>661,783</u>	<u>1,084,590</u>	<u>888,977</u>

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 2011 - 2012
Parks Improvement
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	19,206	-	-	-
Beginning Fund Balance	19,206	-	-	-
Interest on Investments	398	123	-	-
Interest	398	123	-	-
Total Revenues	<u>19,605</u>	<u>123</u>	<u>-</u>	<u>-</u>

City of Tualatin
FY 2011 - 2012
Parks Improvement
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Projects Construction	-	18,990	-	-
Capital Outlay	-	18,990	-	-
Total Expenditures	<u>-</u>	<u>18,990</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>18,990</u>	<u>-</u>	<u>-</u>

Infrastructure Reserve Fund

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.

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.

FY10-11 Highlights

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

FY11-12 Goals

- Transfer to the Sewer Operating fund half the project costs for capital sewer projects.
- Transfer to the Road Operating fund the costs for the footpath/bike path project.

City of Tualatin
FY 2011 - 2012
Infrastructure Reserve
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	3,039,754	-	-	-
Beg Bal - Sewer	-	-	2,264,363	1,948,350
Beg Bal - Road Gas Tax	-	-	83,390	100,451
Beg Bal - Storm Drain SDC	-	-	80,427	93,227
Beginning Fund Balance	3,039,754	-	2,428,180	2,142,028
 Sewer	 19,506	 5,249	 11,322	 9,742
Road Gas Tax	780	210	417	502
Storm Drain SDC	39,733	10,692	402	466
Interest	60,020	16,152	12,141	10,710
 Transfer - General Fund	 -	 27,270	 27,270	 27,270
Transfer - Road Gas Tax	9,660	10,495	13,000	15,000
Transfers & Reimbursements	9,660	37,765	40,270	42,270
 Total Revenues	 <u>3,109,434</u>	 <u>53,917</u>	 <u>2,480,591</u>	 <u>2,195,008</u>

City of Tualatin
FY 2011 - 2012
Infrastructure Reserve
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Transfer - General Fund	80,000	-	-	-
Transfer - Sewer	330,000	-	-	250,000
Transfer - Storm Drain	300,000	-	-	-
Transfers & Reimbursements	710,000	-	-	250,000
Future Years Projects	-	-	2,302,955	1,735,362
Future Years Projects	-	-	96,807	115,953
Future Years Project	-	-	80,829	93,693
Contingencies & Reserves	-	-	2,480,591	1,945,008
Total Expenditures	<u>710,000</u>	<u>-</u>	<u>2,480,591</u>	<u>2,195,008</u>

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From the Visual Chronicle Collection
Tualatin River by Kathe Worsley

Enterprise Funds

Summary

Water

Sewer

Storm Drain

Enterprise Bond

Water Development

Sewer Development

Storm Drain

Development

Water Reservoir

Project

City of Tualatin
Fiscal Year 2011 - 2012
Adopted Budget - Enterprise Funds

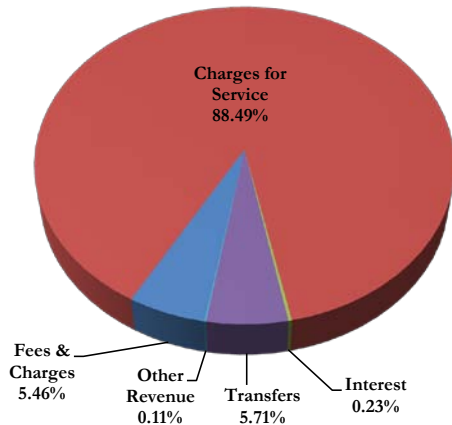
Summary of Resources by Source

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Fees & Charges	\$ 407,397	\$ 888,116	\$ 856,025	\$ 850,150
Charges for Service	11,847,950	11,886,878	13,461,611	13,790,823
Interest	253,927	73,426	36,387	36,225
Transfers	1,271,694	1,631,361	740,906	889,531
Other Revenue	27,595	18,163	16,800	17,650
Total Current Resources	\$ 13,808,563	\$ 14,497,944	\$ 15,111,729	\$ 15,584,379
Beginning Fund Balance	13,012,576	10,711,621	9,372,862	9,423,501
Total Resources	\$ 26,821,139	\$ 25,209,565	\$ 24,484,591	\$ 25,007,880

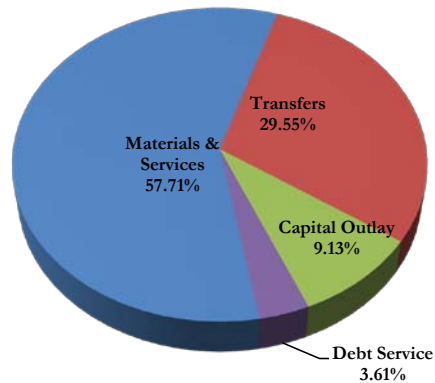
Summary of Requirements by Object

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Materials and Services	\$ 7,100,850	\$ 7,343,991	\$ 8,488,248	\$ 8,634,400
Transfers	3,866,570	4,923,309	4,421,520	4,420,883
Capital Outlay	4,600,404	2,633,012	1,434,000	1,366,000
Debt Service	541,694	540,906	540,406	539,531
Contingencies & Reserves	10,711,621	9,768,347	9,600,417	10,047,066
Total Requirements	\$ 26,821,139	\$ 25,209,565	\$ 24,484,591	\$ 25,007,880

Adopted FY11-12 Revenue



Adopted FY11-12 Expenses



Water Operating Fund

Tualatin's water system consists of 109 miles of pipes ranging in size from 4-inch to 36-inch diameter, five reservoirs, three pump stations, and over 6,500 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 2010, average daily usage in the City was 3.2 million gallons per day; peak usage in the city was 7.6 million gallons per day.

The purchase price of water from Portland will increase approximately 8%, from \$0.758/CCF to \$0.819/CCF on July 1, 2011. (CCF = Hundred Cubic Feet, or about 748 gallons of water). There is no proposed change to the price of water sold to Tualatin customers.

FY10-11 Highlights

- Began water lines in Apache Drive (installed 1971).
- Began replacing water lines in Boones Ferry from Martinazzi over the bridge (installed 1960).
- Began updating the City's Water Master Plan.
- Performed valve maintenance as required every five years to maintain and regulate flow from Portland water supply.
- Continue ensuring the City water supply meets EPA standards.
- Participated in regional forums on water issues.

FY11-12 Goals

- Continue to participate in the emergency inter-tie to Tualatin Valley Water District project.
- Complete update of the City's Water Master Plan.
- Continue to monitor and participate in water issues associated with Portland's need to comply with water quality standards.
- Replace water lines in Martinazzi Ave in conjunction with sewer line repair.
- Replace water lines in 86th Ave and Cherokee Street (installed 1972).
- Clean A1 and A2 water reservoirs.

City of Tualatin
FY 2011 - 2012

Water
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	2,710,908	-	3,916,351	3,774,817
Beginning Fund Balance	2,710,908	-	3,916,351	3,774,817
Reimb Project Admin Costs	1,060	-	150	150
Sherwood Water	254,641	611,177	750,000	650,000
Fees & Charges	255,701	611,177	750,150	650,150
Water Service Charge	265,001	264,848	273,360	273,360
Usage Charge	4,406,051	4,160,922	4,777,084	4,777,084
Fire Service	129,295	130,017	129,502	129,500
Bulk Water Fees	5,916	2,578	2,000	2,000
Installation	5,725	11,609	2,000	2,000
Reconnect Fee	20,965	31,576	20,000	20,000
Facility/Capacity Charges	438,494	439,171	440,000	440,000
Charges for Service	5,271,446	5,040,721	5,643,946	5,643,944
Interest on Investments	59,941	22,080	1,683	1,887
Carry Chrg - Late Pmts	6,905	8,257	7,000	7,000
Interest	66,846	30,337	8,683	8,887
Rental	2,116	-	-	-
T-Mobile	9,416	13,749	13,000	13,850
Other Misc Income	6,359	2,613	1,000	1,000
Bulk Water Revenue	2,300	1,800	2,300	2,300
Other Revenue	20,191	18,163	16,300	17,150
Total Revenues	<u>8,325,093</u>	<u>5,700,398</u>	<u>10,335,430</u>	<u>10,094,948</u>

City of Tualatin
FY 2011 - 2012

Water
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Printing & Postage	15,339	11,839	11,000	11,000
Inventory Adjustment	(2,434)	562	-	-
Water Conservation	4,294	4,646	6,000	6,000
For Tualatin	1,968,839	2,086,692	1,995,667	1,898,318
For Sherwood	-	-	154,065	176,389
Hydrants	-	1,784	2,000	2,000
Meters	6,071	4,170	10,000	10,000
Tual Valley Wtr/Jointline	-	-	1,000	1,000
Tual Valley/WA CO Lines	483	757	25,000	25,000
Consultants	14,599	-	180,000	140,000
Membership Dues	25,169	23,531	40,000	40,000
Merchant Discount Fees	510	2,706	6,000	6,000
Meter Reading	39,656	42,166	43,400	45,400
Contr R & M - Systems	13,900	5,333	50,000	50,000
Materials & Services	2,086,427	2,184,184	2,524,132	2,411,107
Reimburse - General Fund	355,208	-	-	-
Reimburse - Building	276,272	-	-	-
Reimburse - Operations	995,931	-	-	-
Transfer - General Fund	-	367,640	713,583	660,000
Transfer - Building	-	285,942	6,900	6,900
Transfer - Operations	-	799,880	1,023,500	1,110,232
Transfer - Enterprise Bnd	541,694	540,906	540,906	539,531
Transfer - Water Developm	100,000	100,000	200,000	100,000
Transfers & Reimbursements	2,269,105	2,094,368	2,484,889	2,416,663
Projects Administration	4,080	13,171	-	-
Projects Professional Svc	24,854	66,317	-	-
Projects Construction	339,018	1,150,860	-	-
Fund Projects	29,308	45,218	880,000	526,000
Capital Outlay	397,260	1,275,567	880,000	526,000

City of Tualatin

FY 2011 - 2012

Water Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Contingency	-	-	1,250,096	1,207,161
Rate Stabilization	-	-	2,651,313	2,989,017
Bond Indenture Reserve	-	-	545,000	545,000
Contingencies & Reserves	-	-	4,446,409	4,741,178
Total Expenditures	<u><u>4,752,792</u></u>	<u><u>5,554,119</u></u>	<u><u>10,335,430</u></u>	<u><u>10,094,948</u></u>

Sewer Operating Fund

The City's sewer system consists of 94 miles of sewer pipes (88 miles are maintained by the City and 6 miles are maintained by Clean Water Services (CWS)), over 6,400 sewer connections, hundreds of manholes, and 10 lift stations maintained by CWS.

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

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

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

Current FY 10/11 Charges	Proposed FY 11/12 Charges	Difference
\$ 35.35	\$ 36.96	\$1.61

FY10-11 Highlights

- Completed the sewer replacement for the RV Park of Portland.
- Completed the slope failure repair of Hedges Creek.
- Began updating the City's Sanitary Sewer Master Plan.
- Contracted with CWS for inspection of food service establishments for their FOG (fats, oils & grease) program to eliminate backups.

FY11-12 Goals

- Complete the 97th Ave sewer system rehabilitation project.
- Complete the Saum Creek slide repair.
- Complete the Dakota Chieftain sewer replacement.
- To begin the Martinazzi Ave Sewer Line Replacement in coordination with the water line replacement.
- To operate the sanitary sewer system without backups and overflows.
- To complete the update of the City's Sanitary Sewer Master Plan.

City of Tualatin
FY 2011 - 2012

**Sewer
Revenue**

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	1,742,400	-	900,275	482,861
Beginning Fund Balance	1,742,400	-	900,275	482,861
Reimb Project Admin Costs	1,105	-	-	-
Fees & Charges	1,105	-	-	-
User Charges-CWS & COT	4,839,479	(79)	-	-
User Charges-Lake Oswego	207,445	-	-	-
User Charges-Tigard	10,386	-	-	-
Surcharge-COT	26,484	0	-	-
User Chg-CWS Base	-	3,022,401	3,276,153	3,423,580
User Chg-CWS Usage	-	1,250,896	1,374,664	1,436,524
User Chg-COT Base	-	608,977	750,591	788,121
User Chg-COT Usage	-	251,940	314,940	330,687
User Chg-LO CWS Base	-	116,210	121,774	127,254
User Chg-LO CWS Usage	-	61,307	63,216	66,061
User Chg-LO COT Base	-	23,407	27,900	29,295
User Chg-LO COT Usage	-	12,366	14,498	15,223
User Chg-Tigard CWS Base	-	3,781	3,990	4,170
User Chg-Tigard CWS Usage	-	4,313	4,549	4,754
User Chg-Tigard COT Base	-	762	914	960
User Chg-Tigard COT Usage	-	868	1,042	1,094
Sewer Inspection	340	460	200	450
Industrial Discharge	84,583	99,492	90,000	90,000
Charges for Service	5,168,716	5,457,101	6,044,431	6,318,173
Interest on Investments	27,671	7,099	4,101	2,414
Interest	27,671	7,099	4,101	2,414
Transfers - Infrastr Res	330,000	-	-	250,000
Transfers & Reimbursements	330,000	-	-	250,000

City of Tualatin
FY 2011 - 2012

**Sewer
Revenue**

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Other Misc Income	7,404	-	500	500
Other Revenue	7,404	-	500	500
Total Revenues	<u>7,277,296</u>	<u>5,464,200</u>	<u>6,949,307</u>	<u>7,053,948</u>

City of Tualatin
FY 2011 - 2012

**Sewer
Expenses**

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Printing & Postage	-	11,526	11,000	11,000
User Charges-Lake Oswego	252,540	248,470	227,388	-
User Charges-CWS	3,973,852	4,183,811	4,650,817	5,097,936
User Charges-Tigard	10,194	9,532	10,495	10,977
Consultants	21,867	33,496	100,000	80,000
Merchant Discount Fees	254	2,569	6,000	6,000
Stream Shading	-	25,117	20,000	20,000
Contr R & M - Systems	85,128	38,085	100,000	100,000
Contr R & M - FOG Insp.	-	-	11,200	11,200
Materials & Services	4,343,834	4,552,606	5,136,900	5,337,113
Reimburse - General Fund	220,538	-	-	-
Reimburse - Building	291,182	-	-	-
Reimburse - Operations	251,421	-	-	-
Transfer - General Fund	-	228,257	615,646	645,706
Transfer - Building	-	301,373	4,050	4,050
Transfer - Operations	-	306,037	342,259	341,073
Transfers & Reimbursements	763,141	835,667	961,955	990,829
Projects Administration	1,894	325	-	-
Projects Professional Svc	87,837	116,130	-	-
Projects Construction	822,672	120,213	-	-
Fund Projects	-	-	400,000	510,000
Capital Outlay	912,403	236,668	400,000	510,000
Contingency	-	-	450,452	216,006
Contingencies & Reserves	-	-	450,452	216,006
Total Expenditures	<u>6,019,378</u>	<u>5,624,942</u>	<u>6,949,307</u>	<u>7,053,948</u>

Storm Drain Operating Fund

Tualatin's storm drain system consists of approximately 89 miles of pipes, 12 drainage basins, over 2,800 catch basins, 65 public water quality facilities and hundreds of manholes.

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

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

Current FY 10/11 Charges	Proposed FY 11/12 Charges	Difference
\$ 5.19	\$ 5.41	\$.22

FY10-11 Highlights

- Completed an audit of impervious surfaces for all commercial, industrial and multi-family residential accounts.
- 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.

FY11-12 Goals

- 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.
- Install a water quality facility at the Dakota/Chieftain Greenway.

City of Tualatin
FY 2011 - 2012
Storm Drain
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	476,109	-	289,780	121,966
Beginning Fund Balance	476,109	-	289,780	121,966
User Charges-CWS & COT	1,163,583	(13)	-	-
User Charges-Lake Oswego	35,036	-	-	-
User Charges-Tigard	5,520	-	-	-
Surcharge-COT	29,975	0	-	-
User Chg-CWS Regional	-	311,750	451,725	406,362
User Chg-COT Local	-	970,500	1,158,268	1,271,820
User Chg-Lake Oswego CWS	-	9,184	12,711	11,145
User Chg-Lake Oswego COT	-	28,591	32,592	33,407
User Chg-Tigard CWS	-	1,170	1,722	1,446
User Chg-Tigard COT	-	5,395	4,416	4,526
Charges for Service	1,234,114	1,326,577	1,661,434	1,728,706
Interest on Investments	8,161	1,862	1,449	610
Interest	8,161	1,862	1,449	610
Total Revenues	<u>1,718,384</u>	<u>1,328,439</u>	<u>1,952,663</u>	<u>1,851,282</u>

City of Tualatin
FY 2011 - 2012
Storm Drain
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Printing & Postage	1,156	11,452	12,000	12,000
User Charges-CWS	295,515	266,116	406,840	417,507
User Charges-Lake Oswego	55,912	56,953	59,318	-
User Charges-Tigard	5,316	6,361	6,138	5,973
Consultants	52,548	-	145,000	160,000
Utilities-Water	-	-	500	1,000
Tualatin River Gauge	3,391	3,527	3,900	4,200
Stream Shading	19,417	-	-	-
Contr R & M - Systems	13,200	-	25,000	25,000
Contr R & M - Water Qual	-	-	1,000	1,000
Grounds & Landscaping	61,247	60,472	65,580	67,200
Materials & Services	507,704	404,881	725,276	693,880
Reimburse - General Fund	212,057	-	-	-
Reimburse - Building	291,819	-	-	-
Reimburse - Operations	296,299	-	-	-
Transfer - General Fund	-	219,480	407,947	441,765
Transfer - Building	-	291,819	4,050	4,050
Transfer - Operations	-	456,176	539,640	563,264
Transfers & Reimbursements	800,175	967,475	951,637	1,009,079
Projects Professional Svc	19,657	-	-	-
Fund Projects	1,234	1,564	54,000	85,000
Capital Outlay	20,891	1,564	54,000	85,000
Contingency	-	-	221,750	63,323
Contingencies & Reserves	-	-	221,750	63,323
Total Expenditures	<u>1,328,770</u>	<u>1,373,920</u>	<u>1,952,663</u>	<u>1,851,282</u>

ENTERPRISE BOND FUND

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

The fund 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 2011 - 2012
Enterprise Bond
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	424,549	-	436,100	436,100
Beginning Fund Balance	424,549	-	436,100	436,100
Interest on Investments	9,100	2,944	3,000	2,000
Interest	9,100	2,944	3,000	2,000
Transfer - Water Oper	541,694	540,906	540,906	539,531
Transfers & Reimbursements	541,694	540,906	540,906	539,531
Total Revenues	<u>975,343</u>	<u>543,850</u>	<u>980,006</u>	<u>977,631</u>

City of Tualatin
FY 2011 - 2012
Enterprise Bond
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Bond Registration & Exp	225	225	300	300
Materials & Services	225	225	300	300
Water Bonds 2005	265,000	275,000	285,000	295,000
Principal	265,000	275,000	285,000	295,000
Water Bonds 2005	276,694	265,906	255,406	244,531
Interest	276,694	265,906	255,406	244,531
Bond Reserves	-	-	439,300	437,800
Contingencies & Reserves	-	-	439,300	437,800
Total Expenditures	<u>541,919</u>	<u>541,131</u>	<u>980,006</u>	<u>977,631</u>

Water/SDC Fund

Tualatin's water system consists of 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.

FY10-11 Highlights

- Finished rehabilitating and testing the Aquifer Storage & Recovery (ASR) well
- Due to the slow-down of the economy and the construction industry, SDCs are down significantly.

FY 11-12 Goals

- Implement active ASR operations
- Extend Land Use Approval for C2 Reservoir
- Replace water line in Boones Ferry Road from Sagert Street to Martinazzi Ave (installed prior to 1970).

City of Tualatin
FY 2011 - 2012
Water Development
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	2,098,401	-	44,146	316,571
Beginning Fund Balance	2,098,401	-	44,146	316,571
Reimb Project Admin Costs	1,600	390	-	-
Fees & Charges	1,600	390	-	-
System Development Chgs	173,674	59,504	48,800	100,000
Charges for Service	173,674	59,504	48,800	100,000
Interest on Investments	27,270	2,233	223	1,583
Interest	27,270	2,233	223	1,583
Transfer - Water Oper	100,000	100,000	200,000	100,000
Transfer - Wtr Reservoir	-	990,455	-	-
Transfers & Reimbursements	100,000	1,090,455	200,000	100,000
Total Revenues	<u>2,400,946</u>	<u>1,152,582</u>	<u>293,169</u>	<u>518,154</u>

City of Tualatin
FY 2011 - 2012
Water Development
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Reimburse - General Fund	12,372	12,805	18,499	-
Transfer - General Fund	-	-	-	1,564
Transfers & Reimbursements	12,372	12,805	18,499	1,564
Projects Administration	23,444	1,021	-	-
Projects Professional Svc	310,447	275,910	-	-
Projects Construction	1,911,893	678,077	-	-
Fund Projects	-	-	100,000	100,000
Capital Outlay	2,245,783	955,007	100,000	100,000
Contingency	-	-	174,670	416,590
Contingencies & Reserves	-	-	174,670	416,590
Total Expenditures	<u>2,258,155</u>	<u>967,812</u>	<u>293,169</u>	<u>518,154</u>

Sewer/SDC Fund

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

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

Clean Water Services is proposing a \$400 increase in System Development Charge (SDC) rates, from \$4,100 to \$4,500/EDU.

FY10-11 Highlights

- 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.

City of Tualatin
FY 2011 - 2012
Sewer Development
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	3,515,269	-	3,572,457	3,783,156
Beginning Fund Balance	3,515,269	-	3,572,457	3,783,156
System Development Charge	124,971	271,869	105,875	200,000
Non CWS System Dev Chrg	22,330	4,680	-	-
Fees & Charges	147,301	276,549	105,875	200,000
Interest on Investments	72,705	24,119	17,862	18,916
Interest	72,705	24,119	17,862	18,916
Total Revenues	<u>3,735,274</u>	<u>300,668</u>	<u>3,696,194</u>	<u>4,002,072</u>

City of Tualatin
FY 2011 - 2012
Sewer Development
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Sys Dev Chg - CWS	162,660	202,095	101,640	192,000
Materials & Services	162,660	202,095	101,640	192,000
Reimburse - General Fund	8,842	9,151	3,370	-
Transfer - General Fund	-	-	-	2,748
Transfers & Reimbursements	8,842	9,151	3,370	2,748
Projects Professional Svc	5,775	-	-	-
Capital Outlay	5,775	-	-	-
Contingency	-	-	3,591,184	3,807,324
Contingencies & Reserves	-	-	3,591,184	3,807,324
Total Expenditures	<u>177,277</u>	<u>211,246</u>	<u>3,696,194</u>	<u>4,002,072</u>

Storm Drain/SDC Fund

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

FY10-11 Highlights

- Began work on storm drain master plan.

FY11-12 Goals

- Due to the slow-down of the economy and the construction industry, SDCs are down significantly.
- Projects may be identified during the update of the master plan.

City of Tualatin
FY 2011 - 2012
Storm Drain Development
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	697,082	-	213,753	363,030
Beginning Fund Balance	697,082	-	213,753	363,030
Reimb Project Admin Costs	460	-	-	-
Fees & Charges	460	-	-	-
Storm Water Quality Fees	-	225	-	-
Storm Water Quantity Fees	-	2,750	63,000	-
Charges for Service	-	2,975	63,000	-
Interest on Investments	14,335	1,758	1,069	1,815
Interest	14,335	1,758	1,069	1,815
Transfers - Infrastr Res	300,000	-	-	-
Transfers & Reimbursements	300,000	-	-	-
Total Revenues	<u>1,011,876</u>	<u>4,733</u>	<u>277,822</u>	<u>364,845</u>

City of Tualatin
FY 2011 - 2012
Storm Drain Development
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Reimburse - General Fund	12,935	13,388	1,170	-
Transfers & Reimbursements	12,935	13,388	1,170	-
Projects Administration	1,050	560	-	-
Projects Professional Svc	70,101	21,320	-	-
Projects Construction	557,754	142,325	-	-
Capital Outlay	628,906	164,206	-	-
Contingency	-	-	276,652	364,845
Contingencies & Reserves	-	-	276,652	364,845
Total Expenditures	<u>641,841</u>	<u>177,594</u>	<u>277,822</u>	<u>364,845</u>

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 (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.

City of Tualatin
FY 2011 - 2012
Water Reservoir Project
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	1,347,858	-	-	-
Beginning Fund Balance	1,347,858	-	-	-
Reimb Project Admin Costs	1,230	-	-	-
Fees & Charges	1,230	-	-	-
Interest on Investments	27,839	3,074	-	-
Interest	27,839	3,074	-	-
Total Revenues	<u>1,376,927</u>	<u>3,074</u>	<u>-</u>	<u>-</u>

City of Tualatin
FY 2011 - 2012
Water Reservoir Project
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Transfer - Water Developm	-	990,455	-	-
Transfers & Reimbursements	-	990,455	-	-
Projects Administration	5,298	-	-	-
Projects Professional Svc	326,020	-	-	-
Projects Construction	58,069	-	-	-
Capital Outlay	389,386	-	-	-
Total Expenditures	<u>389,386</u>	<u>990,455</u>	<u>-</u>	<u>-</u>

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Tualatin Development Commission

Summary

**Economic Development
Division**

**Central Urban Renewal
District Project**

**Central Urban Renewal
District Bond**

**Leveton Tax Increment
District Project**

**Leveton Tax Increment
District Bond**



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Fun With Boats by Alexandra Fredrickson



From the Student Visual Chronicle Collection
Lake at Commons by Max Marlett

City of Tualatin
Fiscal Year 2011 - 2012
Adopted Budget - Tualatin Development Commission

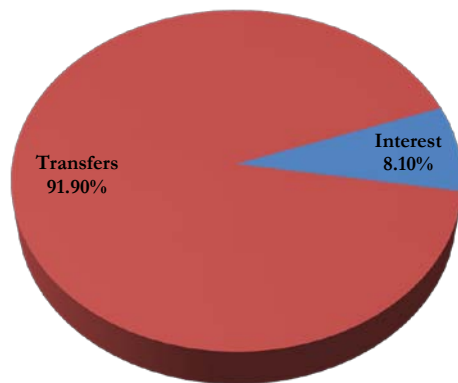
Summary of Resources by Source

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Property Taxes	\$ 5,446,838	\$ 5,588,680	\$ -	\$ -
Interest	379,537	134,859	139,084	37,000
Transfers	500,000	512,775	856,428	420,000
Other Revenue	4,295,658	3,134,364	-	-
Total Current Resources	\$ 10,622,033	\$ 9,370,678	\$ 995,512	\$ 457,000
Beginning Fund Balance	17,383,539	16,583,380	14,553,643	10,344,615
Total Resources	\$ 28,005,572	\$ 25,954,058	\$ 15,549,155	\$ 10,801,615

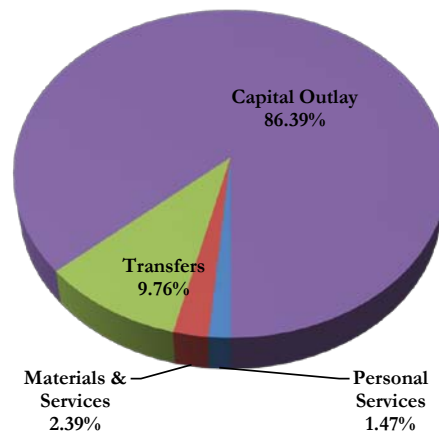
Summary of Requirements by Object

	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Adopted FY 11-12
Personal Services	\$ 233,826	\$ 234,486	\$ 244,190	\$ 111,661
Materials and Services	75,948	100,621	245,044	181,512
Transfers	944,724	953,126	707,678	742,716
Capital Outlay	4,885,682	4,836,599	8,241,445	6,573,879
Debt Service	5,282,012	4,157,085	-	-
Contingencies & Reserves	16,583,380	15,672,141	6,110,798	3,191,847
Total Requirements	\$ 28,005,572	\$ 25,954,058	\$ 15,549,155	\$ 10,801,615

Adopted FY11-12 Revenue



Adopted FY11-12 Expenditures



Community Development: Economic Development Division

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.



FY10-11 Highlights

- Partnered with the Chamber of Commerce on the Economic Development Task Force.
- Worked with several companies on expansion efforts and to bring additional jobs to Tualatin.
- 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.
- Implemented a local Economic Gardening program resulting in 5 Tualatin companies leveraging program resources.
- Assisted local businesses on workforce issues, State incentive programs, site locations and business expansions.

FY11-12 Goals

- Engage businesses, key stakeholders and residents on economic development activities affecting the local economy.
- Provide liaison services to businesses through efficient internal processes.
- Provide project management for urban renewal area projects.
- Conduct public transit study for industrial area.
- Identify grant opportunities for various Community Development enhancement activities.
- Facilitate weekly development review meetings on current and pending private development and public capital projects.

City of Tualatin
FY 2011 - 2012
Economic Development Division
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	259,111	-	320,875	300,000
Beginning Fund Balance	259,111	-	320,875	300,000
Interest on Investments	5,714	2,116	3,209	1,000
Interest	5,714	2,116	3,209	1,000
Transfers - CURD Projects	255,000	267,775	225,000	175,000
Transfer - Leveton Proj	245,000	245,000	245,000	245,000
Transfers & Reimbursements	500,000	512,775	470,000	420,000
Other Misc Income	866	256	-	-
Other Revenue	866	256	-	-
Total Revenues	<u>765,691</u>	<u>515,147</u>	<u>794,084</u>	<u>721,000</u>

City of Tualatin
FY 2011 - 2012
Economic Development Division
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Full Time	143,298	145,901	150,645	76,032
Part Time	16,030	16,375	19,696	-
Overtime	1,031	1,509	875	-
FICA	11,574	12,270	12,737	5,773
WC Insurance & Tax	1,805	451	355	137
Pension	23,660	20,474	20,802	12,872
Insurance	35,994	37,405	39,080	16,847
Bereavement Leave	202	-	-	-
Vacation Buy Back	231	-	-	-
Comp Time Sell Back	-	101	-	-
Personal Services	233,826	234,486	244,190	111,661
Office Supplies	1,027	1,211	1,200	1,100
Printing & Postage	1,287	5,288	1,400	1,449
Photographic Supplies	-	-	300	300
Uniforms & Safety Equip	-	28	100	100
Medical & Other Testing	-	-	100	100
Cell Phones	701	621	656	-
Fax	130	-	-	-
Network/Online	40	-	-	-
Recording Fees	46	671	1,000	500
Office Equip & Furniture	-	-	100	5,000
Computer Equip & Software	77	68	100	100
Personal Computer/Laptop	952	1,918	-	-
Audit & State Filing Fee	6,970	7,450	8,350	10,000
Consultants	5,304	1,421	2,000	120,000
Insurance	1,803	1,516	2,986	3,530
Tri-Met Employee Tax	1,050	1,104	1,232	773
Conferences & Meetings	312	1,565	3,100	700
Membership Dues	10,959	7,341	9,400	5,140
Publication,Rpt,Ref Matl	174	185	210	210
Staff Training	417	17	900	500

City of Tualatin
FY 2011 - 2012
Economic Development Division
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Administrative Expense	391	927	700	700
Economic Develop Expense	5,762	5,454	10,000	20,000
Advertising-Informational	2,265	1,034	2,700	3,000
Advertising-Recruitment	-	-	300	-
Advertising Promotional	-	-	500	-
Bank Fees	-	593	-	600
Equipment Rental	973	1,004	1,460	1,460
R & M - Equipment	-	390	250	250
Materials & Services	40,641	39,803	49,044	175,512
Reimburse - General Fund	195,494	202,336	215,678	-
Transfers - General Fund	-	-	-	322,716
Transfers & Reimbursements	195,494	202,336	215,678	322,716
Contingency	-	-	285,172	111,111
Contingencies & Reserves	-	-	285,172	111,111
Total Expenditures	<u>469,960</u>	<u>476,624</u>	<u>794,084</u>	<u>721,000</u>

Central Urban Renewal District Project Fund

This fund carries out projects in the Central Urban Renewal District (CURD), which comprises 327.48 acres of the Tualatin Town Center. The CURD was discontinued in 2010 and the fund received revenue primarily from the CURD Bond Fund and sales of Tualatin Development Commission (TDC) owned land. These revenues were used for projects in furtherance of the Central Urban Renewal District Plan.

FY10-11 Highlights

- Completed work on train horn noise mitigation and implemented quiet zone in February, 2011.
- Selected the design for both phases of the Tualatin-Sherwood Road beautification project.
- Continued environmental monitoring and testing of the former Hanagan gas station site and Robinson Crossing project.



FY11-12 Goals

- Finish the construction of the gateway portion of the Tualatin-Sherwood Road beautification project.
- Finish the construction of the landscape portion of the Tualatin-Sherwood Road beautification project.

City of Tualatin
FY 2011 - 2012
Central Urban Renewal Projects
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	3,232,308	-	3,731,794	2,603,185
Beginning Fund Balance	3,232,308	-	3,731,794	2,603,185
Interest on Investments	68,877	28,891	33,895	6,000
Interest	68,877	28,891	33,895	6,000
Sale of Bonds	2,003,703	622,489	-	-
Bond Sales/Other Financing	2,003,703	622,489	-	-
Total Revenues	<u>5,304,888</u>	<u>651,380</u>	<u>3,765,689</u>	<u>2,609,185</u>

City of Tualatin
FY 2011 - 2012
Central Urban Renewal Projects
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Printing & Postage	708	192	-	-
Consultants	22,427	47,292	175,000	75,000
Grounds & Landscaping	1,000	-	1,000	1,000
Materials & Services	24,136	47,484	176,000	76,000
Reimburse - Engineering	11,000	100,000	-	-
Transfer - General Fund	-	-	11,000	-
Transfer - Economic Devel	255,000	267,775	225,000	175,000
Transfers & Reimbursements	266,000	367,775	236,000	175,000
Projects Administration	-	1,554	-	-
Projects Professional Svc	106,500	426,603	-	-
Projects Construction	476,381	-	-	-
Fund Projects	-	6,653	3,117,135	1,733,279
Capital Outlay	582,880	434,810	3,117,135	1,733,279
Contingency	-	-	236,000	297,642
General Account Reserve	-	-	554	327,264
Contingencies & Reserves	-	-	236,554	624,906
Total Expenditures	<u>873,016</u>	<u>850,069</u>	<u>3,765,689</u>	<u>2,609,185</u>

Central Urban Renewal District Bond Fund

The Central Urban Renewal District is no longer receiving tax increment financing revenues.

FY10-11 Highlights

Returned remaining Bond Fund to overlapping taxing districts.



City of Tualatin
FY 2011 - 2012
Central Urban Renewal Bonds
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	480,683	-	1,671,311	-
Beginning Fund Balance	480,683	-	1,671,311	-
Current Year	2,102,448	2,162,903	-	-
Prior Year	47,526	60,127	-	-
Property Taxes	2,149,974	2,223,030	-	-
Interest on Investments	28,994	10,449	16,713	-
Washington County	5,029	6,411	-	-
Clackamas County	343	417	-	-
Interest	34,366	17,277	16,713	-
Other Misc Income	15,006	1,417	-	-
Other Revenue	15,006	1,417	-	-
Total Revenues	<u>2,680,029</u>	<u>2,241,724</u>	<u>1,688,024</u>	<u>-</u>

City of Tualatin
FY 2011 - 2012
Central Urban Renewal Bonds
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Bond Registration & Exp	5,339	6,667	-	-
Materials & Services	5,339	6,667	-	-
Principal 2004 Project	260,000	270,000	-	-
CURD Subord Principal	2,003,703	622,489	-	-
Principal	2,263,703	892,489	-	-
Interest 2004 Refunding	-	4,118	-	-
Interest 2004 Project	16,165	4,118	-	-
CURD Subord Interest	181	56	-	-
Interest	16,346	8,291	-	-
General Account Reserve	-	-	1,688,024	-
Contingencies & Reserves	-	-	1,688,024	-
Total Expenditures	<u>2,285,388</u>	<u>907,448</u>	<u>1,688,024</u>	<u>-</u>

Leveton Tax Increment District Project Fund

This fund carries out projects in the Leveton Tax Increment District (LTID), which comprises 380.3 acres in the western industrial area of Tualatin. The fund received revenue primarily from the LTID Bond Fund but no longer collects revenue. Remaining funds are used for projects listed in Leveton Tax Increment Plan that have yet to be completed.

FY10-11 Highlights

- Began construction on the Leveton Drive extension
- project including SW 130th Avenue and SW 128th Avenue.

FY11-12 Goals

- 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 2011 - 2012
Leveton Projects
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	12,744,242	-	7,799,863	7,441,430
Beginning Fund Balance	12,744,242	-	7,799,863	7,441,430
Interest on Investments	221,230	59,153	74,969	30,000
Interest	221,230	59,153	74,969	30,000
Transfer - Road Gas Tax	-	-	386,428	-
Transfers & Reimbursements	-	-	386,428	-
Other Misc Income	3,530	4,203	-	-
Other Revenue	3,530	4,203	-	-
Sale of Bonds	2,250,000	2,504,909	-	-
Bond Sales/Other Financing	2,250,000	2,504,909	-	-
Total Revenues	<u>15,219,001</u>	<u>2,568,264</u>	<u>8,261,260</u>	<u>7,471,430</u>

City of Tualatin
FY 2011 - 2012
Leveton Projects
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Consultants	-	-	20,000	10,000
Materials & Services	-	-	20,000	10,000
Reimburse - Engineering	238,230	138,015	-	-
Transfer - General Fund	-	-	11,000	-
Transfer - Economic Devel	245,000	245,000	245,000	245,000
Transfers & Reimbursements	483,230	383,015	256,000	245,000
Land Acquisition	379,398	1,051,386	-	-
Projects Administration	12,444	3,149	-	-
Projects Professional Svc	1,615,965	3,002,765	-	-
Projects Construction	2,284,398	344,489	-	-
Fund Projects	10,597	-	5,124,310	4,840,600
Capital Outlay	4,302,802	4,401,789	5,124,310	4,840,600
Contingency	-	-	500,000	764,340
General Account Reserve	-	-	2,360,950	1,611,490
Contingencies & Reserves	-	-	2,860,950	2,375,830
Total Expenditures	<u>4,786,032</u>	<u>4,784,804</u>	<u>8,261,260</u>	<u>7,471,430</u>

Leveton Tax Increment District Bond Fund

The Leveton Tax Increment District is no longer receiving tax increment financing revenues.

FY10-11 Highlights

Returned remaining Bond Fund to overlapping taxing districts.



City of Tualatin
FY 2011 - 2012
Leveton Bonds
Revenue

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Beginning Fund Balance	667,195	-	1,029,800	-
Beginning Fund Balance	667,195	-	1,029,800	-
Current Year	3,223,985	3,274,618	-	-
Prior Year	72,879	91,032	-	-
Property Taxes	3,296,864	3,365,650	-	-
Interest on Investments	41,113	17,084	10,298	-
Washington County	7,711	9,707	-	-
Clackamas County	526	631	-	-
Interest	49,350	27,422	10,298	-
Other Misc Income	22,553	1,090	-	-
Other Revenue	22,553	1,090	-	-
Total Revenues	<u>4,035,962</u>	<u>3,394,162</u>	<u>1,040,098</u>	<u>-</u>

City of Tualatin
FY 2011 - 2012
Leveton Bonds
Expenses

Account Description	Actual FY 08-09	Actual FY 09-10	Adopted FY 10-11	Proposed FY 11-12
Bond Registration & Exp	5,832	6,667	-	-
Materials & Services	5,832	6,667	-	-
Leveton Subord Principal	2,250,000	2,504,909	-	-
Intermed. Principal 2003	710,000	730,000	-	-
Principal	2,960,000	3,234,909	-	-
Leveton Subord Interest	203	226	-	-
Intermed. Interest 2003	41,760	21,170	-	-
Interest	41,963	21,396	-	-
General Account Reserve	-	-	1,040,098	-
Contingencies & Reserves	-	-	1,040,098	-
Total Expenditures	<u>3,007,795</u>	<u>3,262,973</u>	<u>1,040,098</u>	<u>-</u>

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Pumpkin Fields by Cie Goulet

Appendix

**Summaries by
Fund & Source**

**Schedule of Future
Debt Service**

**Monthly Salary
Schedules**

**Definition of
Terms**

City of Tualatin
Fiscal Year 2011 - 2012
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	\$ 7,285,000	\$ -	\$ 948,000	\$ -	\$ -	\$ -	\$ 8,233,000
Licenses and Permits	-	400,000	-	-	-	-	400,000
Franchise Fees	2,350,000	-	-	-	-	-	2,350,000
State Shared Revenue	531,630	-	-	-	-	-	531,630
Intergovernmental Revenue	2,072,735	1,590,000	-	718,511	-	-	4,381,246
Fees & Charges	506,040	1,057,227	-	25,100	850,150	-	2,438,517
Charges for Service	229,780	493,100	-	-	13,790,823	-	14,513,703
Fines & Forfeitures	771,500	1,000	-	-	-	-	772,500
Principal	-	-	87,040	-	-	-	87,040
Interest	37,000	23,906	18,000	14,055	36,225	37,000	166,186
Transfers	2,787,545	2,458,481	-	64,770	889,531	420,000	6,620,327
Other Revenue	107,575	16,500	-	-	17,650	-	141,725
Total Current Resources	\$ 16,678,805	\$ 6,040,214	\$ 1,053,040	\$ 822,436	\$ 15,584,379	\$ 457,000	\$ 40,635,874
Beginning Fund Balance	4,410,105	4,927,890	450,000	2,732,974	9,423,501	10,344,615	32,289,085
Total Resources	\$ 21,088,910	\$ 10,968,104	\$ 1,503,040	\$ 3,555,410	\$ 25,007,880	\$ 10,801,615	\$ 72,924,959

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	\$ 12,377,618	\$ 1,788,458	\$ -	\$ -	\$ -	\$ 111,661	\$ 14,277,737
Materials and Services	4,018,734	2,722,799	300	57,800	8,634,400	181,512	15,615,545
Transfers	49,770	1,140,041	-	266,917	4,420,883	742,716	6,620,327
Capital Outlay	352,323	440,060	-	966,760	1,366,000	6,573,879	9,699,022
Debt Service	-	-	1,156,728	-	539,531	-	1,696,259
Contingencies & Reserves	4,290,465	4,876,746	346,012	2,263,933	10,047,066	3,191,847	25,016,069
Total Requirements	\$ 21,088,910	\$ 10,968,104	\$ 1,503,040	\$ 3,555,410	\$ 25,007,880	\$ 10,801,615	\$ 72,924,959

City of Tualatin
Adopted Budget - Summary by Fund
Fiscal Year 2011 - 2012

Description	Resources				Requirements						
	Beginning Fund Balance	Revenue	Transfers	Total Resources	Personal Services	Materials and Services	Capital Outlay	Transfers	Debt Service	Contingency and Reserves	Total Requirements
<u>General Fund</u>	\$ 4,410,105	\$ 13,891,260	\$ 2,787,545	\$ 21,088,910	\$ 12,377,618	\$ 4,018,734	\$ 352,323	\$ 49,770	\$ -	\$ 4,290,465	\$ 21,088,910
<u>Special Revenue Funds</u>											
Building	\$ 1,083,940	\$ 677,507	\$ 15,000	\$ 1,776,447	\$ 429,628	\$ 93,765	\$ -	\$ 94,674	\$ -	\$ 1,158,380	\$ 1,776,447
Operations	1,158,948	21,500	2,350,910	3,531,358	1,358,830	700,599	340,060	-	-	1,131,869	3,531,358
Road Utility Fee	1,289,604	918,930	-	2,208,534	-	939,607	-	305,238	-	963,689	2,208,534
Road Gas Tax	418,963	1,592,595	92,571	2,104,129	-	832,456	100,000	675,781	-	495,892	2,104,129
Core Area Parking District	224,500	62,200	-	286,700	-	25,372	-	64,027	-	197,301	286,700
Tualatin Science & Technology	51,798	500	-	52,298	-	1,000	-	-	-	51,298	52,298
9-1-1 Emergency Communication Tax	-	130,000	-	130,000	-	130,000	-	-	-	-	130,000
Road Development	433,215	2,166	-	435,381	-	-	-	321	-	435,060	435,381
Transportation Development Tax	266,922	176,335	-	443,257	-	-	-	-	-	443,257	443,257
Total Special Revenue Funds	\$ 4,927,890	\$ 3,581,733	\$ 2,458,481	\$ 10,968,104	\$ 1,788,458	\$ 2,722,799	\$ 440,060	\$ 1,140,041	\$ -	\$ 4,876,746	\$ 10,968,104
<u>Debt Service Funds</u>											
General Obligation Bond	\$ 50,000	\$ 949,000		\$ 999,000	\$ -	\$ -	\$ -	\$ -	\$ 967,588	\$ 31,412	\$ 999,000
Bancroft Bond	400,000	104,040	-	504,040	-	300	-	-	189,140	314,600	504,040
Total Debt Service Funds	\$ 450,000	\$ 1,053,040	\$ -	\$ 1,503,040	\$ -	\$ 300	\$ -	\$ -	\$ 1,156,728	\$ 346,012	\$ 1,503,040
<u>Capital Projects Funds</u>											
Local Improvement District	\$ 469,080	\$ 2,345	\$ -	\$ 471,425	\$ -	\$ 52,500	\$ 100,000	\$ -	\$ -	\$ 318,925	\$ 471,425
Park Development	121,866	744,611	22,500	888,977	-	5,300	866,760	16,917	-	-	888,977
Infrastructure Reserve	2,142,028	10,710	42,270	2,195,008	-	-	-	250,000	-	1,945,008	2,195,008
Total Capital Projects Funds	\$ 2,732,974	\$ 757,666	\$ 64,770	\$ 3,555,410	\$ -	\$ 57,800	\$ 966,760	\$ 266,917	\$ -	\$ 2,263,933	\$ 3,555,410
<u>Enterprise Funds</u>											
Water	\$ 3,884,817	\$ 6,320,131	\$ -	\$ 10,204,948	\$ -	\$ 2,411,107	\$ 636,000	\$ 2,416,663	\$ -	\$ 4,741,178	\$ 10,204,948
Sewer	492,861	6,321,087	250,000	7,063,948	-	5,337,113	520,000	990,829	-	216,006	7,063,948
Storm Drain	146,966	1,729,316	-	1,876,282	-	693,880	110,000	1,009,079	-	63,323	1,876,282
Enterprise Bond	436,100	2,000	539,531	977,631	-	300	-	-	539,531	437,800	977,631
Water Development	316,571	101,583	100,000	518,154	-	-	100,000	1,564	-	416,590	518,154
Sewer Development	3,783,156	218,916	-	4,002,072	-	192,000	-	2,748	-	3,807,324	4,002,072
Storm Drain Development	363,030	1,815	-	364,845	-	-	-	-	-	364,845	364,845
Total Enterprise Funds	\$ 9,423,501	\$ 14,694,848	\$ 889,531	\$ 25,007,880	\$ -	\$ 8,634,400	\$ 1,366,000	\$ 4,420,883	\$ 539,531	\$ 10,047,066	\$ 25,007,880
City of Tualatin Total	\$ 21,944,470	\$ 33,978,547	\$ 6,200,327	\$ 62,123,344	\$ 14,166,076	\$ 15,434,033	\$ 3,125,143	\$ 5,877,611	\$ 1,696,259	\$ 21,824,222	\$ 62,123,344
<u>Tualatin Development Commission</u>	\$ 10,344,615	\$ 37,000	\$ 420,000	\$ 10,801,615	\$ 111,661	\$ 181,512	\$ 6,573,879	\$ 742,716	\$ -	\$ 3,191,847	\$ 10,801,615
Grand Total FY 2011 - 2012 Budget	\$ 32,289,085	\$ 34,015,547	\$ 6,620,327	\$ 72,924,959	\$ 14,277,737	\$ 15,615,545	\$ 9,699,022	\$ 6,620,327	\$ 1,696,259	\$ 25,016,069	\$ 72,924,959

City of Tualatin
As of June 30, 2011
Schedule of Future Debt Service

General Obligation Bonds				Revenue Supported Bonds			
Fiscal Year	Principal	Interest	Total	Fiscal Year	Principal	Interest	Total
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				
	9,235,000	2,710,647	11,945,647		5,980,000	2,128,635	8,108,635
Fiscal Year				Local Improvement Districts			
	Principal	Interest	Total				
2012	160,000	29,140	189,140				
2013	220,000	14,570	234,570				
	380,000	43,710	423,710				

FY 2010/11 SALARY SCHEDULE
EFFECTIVE 9/25/2010

TUALATIN EMPLOYEES ASSOCIATION

PERS Pickup Included - 3% Steps

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
O4	Parking Enforcement Att.	Hourly MONTHLY	13.76 2,385.07	14.17 2,456.13	14.60 2,530.67	15.04 2,606.93	15.49 2,684.93	15.95 2,764.67	16.43 2,847.87	16.92 2,932.80	17.43 3,021.20
O5	Vacant	Hourly MONTHLY	14.84 2,572.27	15.29 2,650.27	15.75 2,730.00	16.22 2,811.47	16.71 2,896.40	17.21 2,983.07	17.73 3,073.20	18.26 3,165.07	18.81 3,260.40
O6	Library Assistant Office Assistant I	Hourly MONTHLY	15.58 2,700.53	16.05 2,782.00	16.53 2,865.20	17.03 2,951.87	17.54 3,040.27	18.07 3,132.13	18.61 3,225.73	19.17 3,322.80	19.75 3,423.33
O7	Vacant	Hourly MONTHLY	16.35 2,834.00	16.84 2,918.93	17.35 3,007.33	17.87 3,097.47	18.41 3,191.07	18.96 3,286.40	19.53 3,385.20	20.12 3,487.47	20.72 3,591.47
O8	Office Assistant II Senior Library Asst.	Hourly MONTHLY	17.17 2,976.13	17.69 3,066.27	18.22 3,158.13	18.77 3,253.47	19.33 3,350.53	19.91 3,451.07	20.51 3,555.07	21.13 3,662.53	21.76 3,771.73
O9	Public Service Assistant Police Service Tech Utility Tech I Volunteer Specialist Special Events Coord.	Hourly MONTHLY	18.04 3,126.93	18.58 3,220.53	19.14 3,317.60	19.71 3,416.40	20.30 3,518.67	20.91 3,624.40	21.54 3,733.60	22.19 3,846.27	22.86 3,962.40
10	Engineering Tech I Park Maintenance Tech I Volunteer Coord Warehouse/Inv Ctrl Tech	Hourly MONTHLY	19.23 3,333.20	19.81 3,433.73	20.40 3,536.00	21.01 3,641.73	21.64 3,750.93	22.29 3,863.60	22.96 3,979.73	23.65 4,099.33	24.36 4,222.40
O11	Accounting Tech Library Prgm Specialist Office Coord Park Maint. Tech II Permit Tech Property Evidence Tech Rec Prgm Specialist Utility Tech II	Hourly MONTHLY	20.34 3,525.60	20.95 3,631.33	21.58 3,740.53	22.23 3,853.20	22.90 3,969.33	23.59 4,088.93	24.30 4,212.00	25.03 4,338.53	25.78 4,468.53
O12	Facilities Maint Tech Fleet Service Tech I GIS Technician	Hourly MONTHLY	21.36 3,702.40	22.00 3,813.33	22.66 3,927.73	23.34 4,045.60	24.04 4,166.93	24.76 4,291.73	25.50 4,420.00	26.27 4,553.47	27.06 4,690.40

O13	Assistant Planner Community Serv Officer Librarian I	Hourly MONTHLY	22.43 3,887.87	23.10 4,004.00	23.79 4,123.60	24.50 4,246.67	25.24 4,374.93	26.00 4,506.67	26.78 4,641.87	27.58 4,780.53	28.41 4,924.40
O14	Accountant Building Inspector I Engineering Tech II Fleet Service Tech II GIS Coordinator Librarian II	Hourly MONTHLY	23.79 4,123.60	24.50 4,246.67	25.24 4,374.93	26.00 4,506.67	26.78 4,641.87	27.58 4,780.53	28.41 4,924.40	29.26 5,071.73	30.14 5,224.27
O15	Associate Planner	Hourly MONTHLY	25.28 4,381.87	26.04 4,513.60	26.82 4,648.80	27.62 4,787.47	28.45 4,931.33	29.30 5,078.67	30.18 5,231.20	31.09 5,388.93	32.02 5,550.13
O16	Building Inspector II Engineering Associate	Hourly MONTHLY	26.53 4,598.53	27.33 4,737.20	28.15 4,879.33	28.99 5,024.93	29.86 5,175.73	30.76 5,331.73	31.68 5,491.20	32.63 5,655.87	33.61 5,825.73
O17	Vacant	Hourly MONTHLY	28.44 4,929.60	29.29 5,076.93	30.17 5,229.47	31.08 5,387.20	32.01 5,548.40	32.97 5,714.80	33.96 5,886.40	34.98 6,063.20	36.03 6,245.20
O18	Project Engineer Senior Engineer	Hourly MONTHLY	29.85 5,174.00	30.75 5,330.00	31.67 5,489.47	32.62 5,654.13	33.60 5,824.00	34.61 5,999.07	35.65 6,179.33	36.72 6,364.80	37.82 6,555.47

FY 2010/11 SALARY SCHEDULE
EFFECTIVE 9/25/2010

POLICE

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
4% steps-PERS Pickup Not Included											
P1	Police Officer	Hourly MONTHLY	23.75 4,116.67	24.70 4,281.33	25.69 4,452.93	26.72 4,631.47	27.79 4,816.93	28.90 5,009.33	30.06 5,210.40	31.26 5,418.40	n/a n/a
Non-Exempt Police Mgmt 4% Steps - PERS Pickup Not Included											
P2	Police Sergeant	Hourly MONTHLY	29.70 5,148.00	30.89 5,354.27	32.13 5,569.20	33.42 5,792.80	34.76 6,025.07	36.15 6,266.00	37.60 6,517.33	39.10 6,777.33	40.66 7,047.73
Exempt Police Management PERS Pickup Included - 3% Steps											
P3	Police Lieutenant	Hourly MONTHLY	39.32 6,815.47	40.50 7,020.00	41.72 7,231.47	42.97 7,448.13	44.26 7,671.73	45.59 7,902.27	46.96 8,139.73	48.37 8,384.13	49.82 8,635.47
P4	Police Captain	Hourly MONTHLY	43.25 7,496.67	44.55 7,722.00	45.89 7,954.27	47.27 8,193.47	48.69 8,439.60	50.15 8,692.67	51.65 8,952.67	53.20 9,221.33	54.80 9,498.67
DM5	Police Chief	Hourly MONTHLY	48.54 8,413.60	50.00 8,666.67	51.50 8,926.67	53.05 9,195.33	54.64 9,470.93	56.28 9,755.20	57.97 10,048.13	59.71 10,349.73	61.50 10,660.00

**FY 2010/11 SALARY SCHEDULE
EFFECTIVE 9/25/2010**

NON EXEMPT MANAGEMENT EMPLOYEES

PERS Pickup Included - 3% Steps

Grade	TITLE	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
M4	Management Analyst	Hourly MONTHLY	22.47 3,894.80	23.14 4,010.93	23.83 4,130.53	24.54 4,253.60	25.28 4,381.87	26.04 4,513.60	26.82 4,648.80	27.62 4,787.47	28.45 4,931.33
M5	Information Technology Tech Recreation Coordinator	Hourly MONTHLY	23.35 4,047.33	24.05 4,168.67	24.77 4,293.47	25.51 4,421.73	26.28 4,555.20	27.07 4,692.13	27.88 4,832.53	28.72 4,978.13	29.58 5,127.20
M6	Court Administrator Program Coordinator Paralegal Executive Assistant	Hourly MONTHLY	24.53 4,251.87	25.27 4,380.13	26.03 4,511.87	26.81 4,647.07	27.61 4,785.73	28.44 4,929.60	29.29 5,076.93	30.17 5,229.47	31.08 5,387.20
M7	Vacant	Hourly MONTHLY	25.73 4,459.87	26.50 4,593.33	27.30 4,732.00	28.12 4,874.13	28.96 5,019.73	29.83 5,170.53	30.72 5,324.80	31.64 5,484.27	32.59 5,648.93
M8	Information Tech Coord Police Services Supervisor Street & Sewer Div Mgr Volunteer Coord.	Hourly MONTHLY	27.03 4,685.20	27.84 4,825.60	28.68 4,971.20	29.54 5,120.27	30.43 5,274.53	31.34 5,432.27	32.28 5,595.20	33.25 5,763.33	34.25 5,936.67
M9	Library Support Service Supvr Public Service Supervisor	Hourly MONTHLY	28.39 4,920.93	29.24 5,068.27	30.12 5,220.80	31.02 5,376.80	31.95 5,538.00	32.91 5,704.40	33.90 5,876.00	34.92 6,052.80	35.97 6,234.80
M10	Maintenance Service Mgr Park Maintenance Mgr	Hourly MONTHLY	29.78 5,161.87	30.67 5,316.13	31.59 5,475.60	32.54 5,640.27	33.52 5,810.13	34.53 5,985.20	35.57 6,165.47	36.64 6,350.93	37.74 6,541.60
M11	Accounting Supervisor Water Division Mgr	Hourly MONTHLY	31.28 5,421.87	32.22 5,584.80	33.19 5,752.93	34.19 5,926.27	35.22 6,104.80	36.28 6,288.53	37.37 6,477.47	38.49 6,671.60	39.64 6,870.93

FY 2010/11 SALARY SCHEDULE
EFFECTIVE 9/25/2010

EXEMPT MANAGEMENT

PERS Pickup Included - 3% Steps

Grade	Title	RATE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9
DMA1	Special Projects Manager	Hourly MONTHLY	29.56 5,123.73	30.45 5,278.00	31.36 5,435.73	32.30 5,598.67	33.27 5,766.80	34.27 5,940.13	35.30 6,118.67	36.36 6,302.40	39.45 6,838.00
M12	Assist. To City Manager Development Manager Park & Recreation Manager	Hourly MONTHLY	31.94 5,536.27	32.90 5,702.67	33.89 5,874.27	34.91 6,051.07	35.96 6,233.07	37.04 6,420.27	38.15 6,612.67	39.29 6,810.27	40.47 7,014.80
M13	Planning Manager	Hourly MONTHLY	33.54 5,813.60	34.55 5,988.67	35.59 6,168.93	36.66 6,354.40	37.76 6,545.07	38.89 6,740.93	40.06 6,943.73	41.26 7,151.73	42.50 7,366.67
M14	Civil Engineer Library Manager Building Official	Hourly MONTHLY	35.22 6,104.80	36.28 6,288.53	37.37 6,477.47	38.49 6,671.60	39.64 6,870.93	40.83 7,077.20	42.05 7,288.67	43.31 7,507.07	44.61 7,732.40
DM1	Community Services Director Human Resources Director Information Service Manager Operations Director	Hourly MONTHLY	40.85 7,080.67	42.08 7,293.87	43.34 7,512.27	44.64 7,737.60	45.98 7,969.87	47.36 8,209.07	48.78 8,455.20	50.24 8,708.27	51.75 8,970.00
DM2	Community Develop. Director Finance Director	Hourly MONTHLY	43.25 7,496.67	44.55 7,722.00	45.89 7,954.27	47.27 8,193.47	48.69 8,439.60	50.15 8,692.67	51.65 8,952.67	53.20 9,221.33	54.80 9,498.67
DM3	City Engineer	Hourly MONTHLY	46.04 7,980.27	47.42 8,219.47	48.84 8,465.60	50.31 8,720.40	51.82 8,982.13	53.37 9,250.80	54.97 9,528.13	56.62 9,814.13	58.32 10,108.80
DM4	City Attorney	Hourly MONTHLY	47.29 8,196.93	48.71 8,443.07	50.17 8,696.13	51.68 8,957.87	53.23 9,226.53	54.83 9,503.87	56.47 9,788.13	58.16 10,081.07	59.90 10,382.67
DM5	Police Chief	Hourly MONTHLY	48.54 8,413.60	50.00 8,666.67	51.50 8,926.67	53.05 9,195.33	54.64 9,470.93	56.28 9,755.20	57.97 10,048.13	59.71 10,349.73	61.50 10,660.00

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)