

# City of Wilsonville, Oregon

Proposed Budget FY 2024-25



*Cover Photo Taken by Misty Muñoz, winner of the Let's Talk, Wilsonville! 2024 Best of Wilsonville photo contest.*

# City of Wilsonville, Oregon

FY 2024-25

## Quick Facts and Locator Page

	City			More information beginning on page
	Operating	SDC & Capital Projects	Urban Renewal Agency	
<u>Where The Money Comes From:</u>				
Property taxes	\$ 12,017,000	\$ -	\$ 1,804,000	<b>54, 292</b>
Other governments	7,247,090	2,422,008	-	<b>57</b>
Charges for services	27,376,618	-	-	<b>57</b>
Debt issuance	-	-	500,000	<b>292</b>
System development charges	-	5,475,000	-	<b>67</b>
All other revenues	18,271,337	1,137,077	142,000	<b>53</b>
Beginning fund balance	82,694,562	31,353,276	7,186,369	<b>23, 292</b>
<b>Total Resources</b>	<b>\$ 147,606,607</b>	<b>\$ 40,387,361</b>	<b>\$ 9,632,369</b>	
<u>Where The Money Goes:</u>				
Personnel services	\$ 27,260,230	\$ -	\$ -	<b>73</b>
Materials and services	30,161,144	137,490	1,540,812	<b>73</b>
Capital outlay	4,315,700	-	-	<b>73</b>
Capital projects	-	60,439,252	2,080,000	<b>171, 284, 290</b>
Debt service	4,457,000	457,000	782,000	<b>268, 289, 292</b>
Ending fund balance	48,173,275	13,107,977	5,229,557	<b>23, 273, 292</b>
<b>Total Requirements</b>	<b>\$ 114,367,349</b>	<b>\$ 74,141,719</b>	<b>\$ 9,632,369</b>	
Net transfers in (out) of funds	\$ 33,239,258	\$ (33,754,358)	\$ -	
<u>Other Facts:</u>				
Staffing (full time equivalent)	197.01			<b>71</b>
Debt outstanding (est June 2024)	\$ 38,879,690		\$ 2,985,913	<b>266, 288, 291</b>
Permanent Tax rate (per \$1,000)	\$ 2.5206			<b>54, 281</b>
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Wilsonville  
Oregon**

For the Fiscal Year Beginning

**July 01, 2023**

*Christopher P. Morrill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Wilsonville, Oregon for its annual budget for the fiscal year beginning July 1, 2023. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

# City of Wilsonville, Oregon

FY 2024-25

## **Budget Committee**

Tyler Beach

Christopher Moore

Alicia Moulton

Synthea Russell

Tabi Traugher

## **Term Expires**

Dec. 2026

Dec. 2024

Dec. 2024

Dec. 2025

Dec. 2026

Julie Fitzgerald, Mayor

Dec. 2024

Kristin Akervall, Council President

Dec. 2024

Dr. Joann Linville, Councilor

Dec. 2024

Caroline Berry, Councilor

Dec. 2026

Katie Dunwell, Councilor

Dec. 2026

## **City Manager**

Bryan Cosgrove

## **Finance Director**

Keith Katko

## **Assistant Finance Director**

Katherine Smith

## **City of Wilsonville**

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Wilsonville, Oregon 97070

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# City of Wilsonville

FY 2024-25

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Best of Wilsonville photo contest winner. Photo Credit: Cherie Burton





May 9, 2024

Dear Budget Committee Members,

In 1963, United States President John F. Kennedy declared, *“Change is the law of life. And those who look only to the past or present are certain to miss the future.”* These timeless words certainly reflect the dynamic nature of our world. Moreover, as a City, they emphasize the importance of forward-thinking in our financial decisions as a municipal service provider, a community mediator, arbiter, cultural and leisure center, and caretaker of tomorrow, albeit in our own little 7.42 square mile universe.

Though the City of Wilsonville, incorporated in 1968, did not exist when those words were spoken, it has consistently embraced a long-term perspective throughout its short history. The original comprehensive plan served as the foundation for the City we have today. A central theme since Wilsonville's incorporation has been a focus on LIVABILITY. Fast forward some 56 years in this City's short history and today that has become synonymous with QUALITY. That is a quality of life defined by access to quality education, efficient public transportation, well maintained infrastructure, cultural and recreational amenities, employment opportunities, and environmental quality. It's also defined by a high value placed on public safety, economic development, inclusivity, and a resolve for the fair treatment and ease of engagement in the public process for all people. The interconnectivity and interplay of all these variables in the *“livability formula”* reflect the collective spirit which defines this City.

This ethos, carried by City staff and advanced at the direction of past and present City Councils, positions this City on a strong path for a prosperous and sustainable future. The Council has expressed all of this most concisely through the City's official mission statement: *“To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage”*.

To this end, public safety measures, social connectivity efforts, and environmental attention are forefront City priorities. Public safety is a foundational focus of the City which in turn influences the well-being, prosperity, and sense of belonging here. Environmental policies prioritize climate resilience, urban forestry, energy efficiency, and renewable energy expansion. Community programming prioritize vibrant senior services, behavioral health initiatives, and social connectivity efforts through arts, culture, library, and parks and recreation. City urban planning efforts advance mixed-used development, pedestrian friendly designs, green spaces, and a transportation infrastructure which considers roads, sidewalks, bike lanes, and public transportation.

In maintaining livability, the City has long recognized the importance of economic development as well. The City proactively builds programs, policies, and partnerships that support existing businesses and attract new investment to the community. Growth when executed strategically, circles back and enhances livability by creating economy of scale efficiencies, increasing the tax base, and generating greater employment and housing opportunities for the community. Growth of course does present challenges. Meeting the demands for a growing population and addressing underlying infrastructure needs for development (industrial, commercial, and residential) remain ongoing issues of focus for the City.

The largest issues and most germane to the budget year ahead however surround macroeconomic concerns regarding the cost of goods, low unemployment, and tight credit conditions. Inflation has abated but consumer goods and in particular construction material costs remain high. The same is true for utilities, insurance, as well as contracted services across the board. Low unemployment has escalated wage rates and increased the difficulty in finding workers in certain sectors. Compounding the difficulty in finding workers is the lack of affordable housing in Wilsonville and the surrounding area. A quick check on Zillow lists the median rent for all bedrooms and property types in Wilsonville at \$2,295 and the average home value at \$638,612. High housing costs relative to incomes of course come with a litany of issues including limiting workforce mobility, reducing social mobility, exacerbating inequalities, and impacting overall economic growth.

The City for its part remains proactive and open to innovative ideas to formulate ongoing strategic efforts to respond to all challenges. By being diligent stewards, strategically allocating funds, and considering the unique needs of our residents, we contribute to the city's continued prosperity. This budget is a numerical expression of Council's values and a conveyance towards promoting, improving, and enhancing community livability. It provides the means to meet Council goals which in turn are reflective of the aspirations, needs, and desires of Wilsonville's residents, businesses, and visitors alike. In this context, I am pleased to present the City of Wilsonville's annual budget for Fiscal Year 2024-25.

### **BUDGET STRATEGY, PRIORITIES, & PERFORMANCE**

The City of Wilsonville's longstanding budget STRATEGY is to provide for the best value for each tax dollar as well as all other City resources, by achieving results in the most efficient manner. This strategy encompasses a three pronged managerial approach: (1) Operational Efficiency, (2) Managing Capital Expenditures, and (3) Planning for Growth. Within this framework as well, City management is responsible for ensuring the City does not veer into a budgetary abyss from unexpected hazards, which may give rise to sharp increases in expenditures or potential decreases to existing City revenue streams.

Service levels in this budget are set at a level that best serve the needs of the community. These are the service levels that protect and enhance the City's livability, sustainability, and advance City Council Goals established at the beginning of each year. These Council Goals areas are detailed in the Readers Guide section of this budget document and are incorporated as to specific detailed actions taken to address them in the various program budgets as detailed in the Program Expenditure section. In summarized context, they are:

1. *Emergency Preparedness and Public Safety* – Increase safety, readiness, and responsibility
2. *Environment* - Protect and preserve Wilsonville's environment
3. *Economic Development* - Attract high-quality industry and support economic opportunity
4. *Housing* – Increase equitable housing opportunities and functional zero homelessness
5. *Parks and Facilities* – Prioritize projects and recommend a funding plan
6. *Engagement* – Increase City outreach, communication, and connectivity

### **BUDGET SUMMARY**

The City's FY 2024-25 proposed consolidated budget totals \$257.8 million, all funds combined, including reserves and contingencies. Of the total proposed budget, \$248.1 million is appropriated. Spending occurs from appropriated amounts for operating, capital projects (CIPs), debt service, interfund transfers and interfund loans. Contingencies and set-asides for future use total \$61.3 million. Unappropriated funds, total

\$9.8 million, remain in each fund’s fund balance and are set aside for working capital, debt reserves and future needs according to the City’s Comprehensive Financial Management Policies.

*Quick Look Budget Summary (in millions)*

Budgetary Category	FY 23-24 Budget	FY 24-25 Proposed	% Change
Operating Budget:			
Personnel Services	\$25.0	\$27.3	9.1 %
Materials & Services	\$28.6	\$30.3	6.0%
Capital Outlay	\$3.8	\$4.3	13.7%
Total Operating Budget	\$57.4	\$61.9	7.9%
Capital Projects (CIP)	\$89.0	\$60.4	(32.1)%
Debt Service	\$6.0	\$4.9	(18.6)%
Interfund/agency transfers	\$88.7	\$69.3	(21.9)%
Contingency	\$47.0	\$51.5	9.6%
Financial Policy Set Aside (unappropriated)	\$9.1	\$9.8	7.9%
Total Proposed Budget	\$297.2	\$257.8	(13.2)%

The financial transactions of the City are recorded in individual funds, defined by program area, and classified by type. Expense classifications include personnel services (labor), material and services, capital outlay, capital projects, debt service, and interfund transfers. This letter outlines the significant changes within each classification and then touches on the significant budgetary events in each of the major operating funds in the City. Every fund in the City has its own story, its own budget, and ultimately it is the program level within each fund at which the budget for each is appropriated.

Overviews of revenues, specific budget details for departments, capital project lists, outstanding debt and the City’s financial policies can be found within the accompanying budget document. The budget document contains tabbed sections for easy reference. The highest level of information can be found in the Fund Summaries section of this document, where fund resources and requirements are aggregated by object classification (e.g. personnel services, materials and services, capital outlay) and offer easy comparison from year to year. More detailed information can be found in the Program Expenditure section of this document, which contains details on the adopted budgets for program areas within each department.

**OPERATING BUDGET**

*“The operating budget is where strategy meets execution, where plans are put into action and results are measured” (Unknown)*

Operating expenses are incurred as a result of the City performing its normal business operations and consist of expenses categorized by personnel, materials and services, and capital outlay. This City’s total operating expense budget across all funds is \$61.9 million.

- *Personnel Services (PS)* – PS expense is budgeted at \$27.3 million; up 9.1% from prior year with an increase of 4.26 full time equivalent (FTE) positions. An FTE is defined by working 2,080 hours in a year. FTE changes include additions as follows:

Fund	Department	Position	FTE
General Fund	Finance	Accounting Technician	0.10
	Facilities	Janitor	1.00
	Parks & Recreation	Seasonal Maintenance Specialist	0.50
	Library	Intern ( <i>Foundation funded</i> )	0.16
	Library	Youth Services Librarian	0.50
Roads / Stormwater	Roads (.60) / Stormwater (.40)	Maintenance Specialist	1.00
Transit Fund	Transit	Bus Driver – Clackamas Town Center	1.00
TOTAL			4.26

Personnel services include salary, wages, and benefits. Health insurance premiums are budgeted at a 10% year over year increase. The increase is part of a broader trend of escalating insurance rates. A tight labor market and high cost of living across Portland metro is impacting all industries putting increase pressure finding eligible applicants and on wage rates. Salary and wage budget include a contingent assessment for contract negotiations underway, however no specific changes are reflected in the Salary and Wage Table scales.

- *Materials & Services (M&S)* – M&S expense is budgeted at \$30.3 million across 26 program areas; up 6.0% over prior year. A complete *program-by-program* analysis of variances by expense type, with corresponding explanation of significant variances, is contained in the Program Expenditures section of this budget book. An aggregation by M&S expense type is displayed in the chart below with the following additional context:
  - Professional and technical services make up the largest portion of Materials & Services and includes contracted services out for Law Enforcement, Water Treatment Plant operations, Wastewater Treatment Plant operations, and Street Sweeping.
  - Professional and technical services also includes annual computer service contracts including the City’s Enterprise Resource Planning (ERP) system. The ERP system (Tyler Tech) is the foundation for various municipal operations and functions for the City including financial management, utility billing, human resources, citizen engagement, permitting and licensing, and data analytics. Like many software providers, Tyler is moving towards a software as service (SaaS) only model and will discontinue the on premise installation that we currently use. As now budgeted for FY 2024-25, the City will pay a subscription fee to use the software, hosted and managed by Tyler. SaaS will offer the CITY numerous benefits including cost-effectiveness, scalability, accessibility, reduced maintenance burden, disaster recovery and business continuity, as well as overall greater security. The move to the SaaS model was expected and planned for during the original implementation of the Tyler products. The conversion to the SaaS model is a cost effective way for the City to maintain security, access advanced software tools to improve efficiency, responsiveness, and transparency putting the City on firm footing heading into the future.
  - Supplies is budgeted up significantly in the aggregate due to the \$557k expense for the biannual replacement of granular activated carbon (GAC) in the water treatment filtration process at the water treatment plant.

*Quick Look Materials & Services Budget Detail (in millions)*

Materials & Services (MS) Detail	FY 23-24 Budget	FY 24-25 Proposed	% Change
Professional and technical services	\$15.6	\$16.0	2.3%
Repairs & maintenance	\$3.5	\$3.6	5.7%
Utilities	\$3.1	\$3.3	6.6%
Supplies	\$2.9	\$3.4	20.7%
Other M&S – bank fees, franchise fees	\$1.8	\$1.7	(3.0)%
Community programs, special projects	\$0.9	\$1.2	30.6%
Rents, leases, insurance	\$0.6	\$0.7	18.0%
Employee development	\$0.2	\$0.3	6.2%
<b>Total Materials &amp; Services (MS)</b>	<b>\$28.6</b>	<b>\$30.3</b>	<b>6.0%</b>

- **Capital Outlay (CO)** – CO expense is budgeted at \$4.3 million, up 13.7% from last year. Capital outlay is one-time, large equipment or vehicle type expenditures.
  - Transit Fund: Transit operations is the largest driver of capital outlay with bus purchases fluctuating year over year and often come with long lead times from order until delivery. Expense is recognized upon delivery. Total amount budgeted in the Transit Fund for capital outlay is \$2.0 million for buses and related equipment with funding from federal capital grant funds, state transportation infrastructure funding (STIF), or Volkswagen Diesel Settlement funds.
  - Water Operating Fund: Capital outlay of \$1.5 million includes \$580,000 to retrofit two-ply SBS on plant roofs (rolled forward from the prior year); \$400,000 for upgraded access control/video surveillance; and \$175,000 to replace main vehicle entry gate.
  - Sewer Operating Fund: Capital outlay of \$230,000 for AC unit replacement for process gallery at the Wastewater Treatment Plant.
  - General Fund: Capital outlay of \$210,000 includes a \$42,000 vehicle request for the Facilities janitorial position add request, \$126,000 in Parks Maintenance equipment requests including a turf spreader/sprayer, stand-on mini track loader, and electrical equipment package, a \$25,000 request for Community Center kitchen appliances which is offset by state grant funding, and a \$17,000 request for the GIS Department for software for GIS Department to assist in tracking the City’s fiber network.
  - Road Operating Fund: Capital outlay of \$42,000 is for the proportionate share of a new truck (60%) split with Stormwater for the related requested maintenance specialist position split likewise between the two funds.
  - Stormwater Fund: Capital outlay of \$28,000 is for 40% of cost of new vehicle, split with Road Operating for the related requested maintenance worker position split likewise between the two funds.
  - Fleet is proposing \$257,000 in scheduled vehicle replacement and other end of lifecycle equipment with funding from out of the fleet reserve.

Additional detail for capital outlay is contained in the Program Expenditure section of this budget book.

**CAPITAL IMPROVEMENT PROJECT BUDGET**

*“Infrastructure is not just about concrete and steel; it’s about creating environments where people can thrive.” (Unknown)*

As Wilsonville continues to grow and expand, roads are being extended and improved, new parks come into the system, and the Water, Sewer, and Stormwater utilities, add additional pipelines and customers. These projects are larger dollar, nonrecurring, and have useful life of many years. In addition to the typical construction related projects, the CIP budget also includes Master Plans & Studies, System Development Reimbursements/Credits, and annual maintenance projects. Master plans are included as capital projects because they identify the projects to be budgeted in later years. Master Plans create future planning decisions for the city’s infrastructure for the short and long term.

Categorically, the CIP represents the largest expenditure in the City’s Budget at \$60.4 million excluding any internal overhead project management (OPM) costs. The list of CIP projects budgeted for embraces those included in the most recent long-range capital improvement forecast, master plans, development agreements, and direction from City Council on current demands. This ensures that the City’s capital improvement program includes the embodiment of citizen and Council recommendations as well as the officially stated direction contained within the City’s Comprehensive Plan.

The City’s capital improvement project (CIP) program is accounted for in nine clustered areas: water, sewer, planning, streets, streetscapes, stormwater, facilities and transit, information technology, and parks. The activity is accounted for in corresponding CIP Funds, with *planning, streets, and streetscapes* consolidated in the Roads CIP Fund and *facilities, transit, and information technology* combined in the Facilities CIP Fund for accounting purposes.

The City has several large capital projects budgeted and one through its Urban Renewal Agency component unit. The largest capital project in the City’s CIP budget is \$14.6 for the West Side Reservoir Project (CIP #1149). Capital projects (*in millions*) broken out by fund with significant projects of each are noted in the chart below:

CIP Fund	Request	Most significant projects ( <i>as per cost, in millions</i> )
Water CIP	\$17.3	West Side Level B Reservoir Improvement (\$14.6M); Water Distribution System Improvements (\$0.7)
Sewer CIP	\$4.7	Boeckman Creek Interceptor (\$2.5M); Charbonneau Lift Station Rehabilitation (\$1.0M)
Roads CIP:		
Streets	\$24.1	Boeckman Dip Bridge (\$10.6); I-5 Pedestrian Bridge (\$6.0); Boeckman Rd Improvement (\$3.1M)
Streetscape	\$0.8	LED Street Light Conversion (\$0.6M)
Planning	\$0.4	Town Center Plan Implementation (\$0.2M); Basalt Creek Planning (\$0.2M)
Stormwater CIP	\$1.7	Boeckman Creek (\$1.2M)
Facilities CIP:		
Facilities/Transit	\$5.1	SMART Yard Expansion (\$2.7M), T.O.D. Project (\$1.9M)
Information Technology	\$0.8	Security Access System (\$0.4); Fiber Connectivity Project (\$0.3M)
Parks CIP	\$5.5	Memorial Park lighting, playground, parking lot (\$2.2M); Frog Pond Park (\$1.6); Boeckman Regional Trail (\$0.5M)
<b>TOTAL</b>	<b>\$60.4</b>	



Capital projects are typically funded either through interfund transfers from Operating Funds (including the Road Operating, Road Maintenance, Water Operating, Sewer Operating, Stormwater Operating, Transit, or in some cases the General Fund), System Development Funds (Water, Sewer, Roads, or Parks), intergovernmental revenue (grants or intergovernmental agreements), or through the use of Urban Renewal Funds. Additional detail on Capital projects are detailed in the Capital Projects section of this budget book.

## **DEBT SERVICE**

*“In the tapestry of economic development, infrastructure debt is the thread that weaves together progress and prosperity” (Unknown)*

The City only issues debt to pay for long-term capital improvements. The City has three outstanding long-term, tax exempt, bonded debt issuances at 07/01/24:

- Series 2021: \$17.4 million outstanding obligation related to the 2011 expansion of the City’s wastewater treatment plant. This bond was refinanced in FY 2020-21 at a rate of 1.43%. Debt payments are funded through the Sewer Operating Fund and will be fully paid off in FY 2030-31, with approximately \$2.6 million in debt annual payments.
- Series 2022A: \$6.5 million outstanding obligation related to the 2022 expansion of the City’s water treatment plant from 15MDG to 20MGD. This bond has a rate of 2.47%. Debt payments are funded through the Water SDC Fund and will be fully paid off in FY 2041-42, with approximately \$450k in annual debt payments.
- Series 2022B: \$14.5 million outstanding obligation related to the 2022 construction of the Public Works Complex. This bond as a rate of 2.24% with a term of 15 years with prepayment option and debt payments funded through an allocation proportion to Water, Sewer, Roads, and Stormwater Operating Funds.

The City’s separate Urban Renewal component units also carry approximately \$3.4 million in debt obligation used to fund capital infrastructure in the Coffee Creek Plan area. Debt service is paid for by the corresponding tax increment revenue generated within the district.

## **FUND SUMMARIES:**

*“Fund accounting is like life, everything must be in balance” (Unknown)*

The City has 24 Funds each budgeted separately (11 Operating and 13 Capital). Operating funds are used for *day-to-day* operations of the City and often include transfers to capital funds to fund capital projects (CIPs). The City’s primary operating fund is its General Fund. Operating funds can be tax-supported or funded through fees, charges, or grants. Capital funds are funded typically through system development charges (SDCs), grants, and transfers-in from operating funds. The budgets of each fund can be found in the budget document in the Fund Summaries tab. The largest operating funds are also discussed below.

**General Fund**

The General Fund accounts for resources devoted to services most commonly associated with local government, including Law Enforcement, Parks and Recreation, Library, Municipal Court, Policy & Administration, Public Works Administration, and Facilities. The details for these program areas can be found in the Program Expense section of this budget document. The FY 2024-25 Budget for the General Fund, including reserves and contingencies, is \$42.3 million, a decrease of \$3.0 million from the FY 2023-24 Budget of \$45.3 million.

The decrease is largely the result from a reduction transfers out for contribution to parks capital improvement projects (CIPs). For FY 2024-25, the General Fund budget includes \$7.8 million transferred out to other funds for specified purposes as outlined in the chart below.

*Quick Look General Fund Transfers-Out Budget Detail (in millions)*

Transfer out to:	Budget	Project funding including:
CD Fund	\$1.7	CD Fund contribution for long range planning and development
Streets CIP/Planning	\$0.4	Basalt Creek, Frog Pond, Town Center, climate action plan
Facilities CIP	\$3.2	Transit Oriented Development Project \$1.9 million (funded through a state grant held in the City’s General Fund). Also includes Facility LED lighting conversion, Police Building Seismic Rehabilitation, Fiber Connectivity Project, Security Access System, and Annual computer network upgrades.
Parks CIP	\$2.5	Memorial Park Master Plan implementation \$1.5 million (including lighting, playground, and parking), Also includes annual play structure replacements, Urban forestry management plan, Boones Ferry Park Master Plan Implementation, Annual interpretive Panel Repairs, Parks and Green Spaces ADA implementation, Water Features, public art, Urban Forest Climate Resilience, Natural Areas Management Plan, Playground Development Standards, and Boeckman Creek Trail Slope stabilization.
<b>TOTAL Transfers Out</b>	<b>\$7.8</b>	

The General Fund’s budgeted ending fund balance for FY 2024-25 is \$7.2 million, with \$4.0 million unappropriated in accordance with City financial policies. Additionally, \$2.3 million is designated for strategic one-time future uses, including \$2.0 million as a sustainability reserve. Approximately \$418,800 in PEG Fee revenue also restricted for applicable public, educational, governmental (PEG) broadcasting.

The primary revenue source for the General Fund is property tax. Property tax assessment is limited to 3% annual year over year increase, unless there are changes to the property, such as the addition of a new structure. Property tax revenue for upcoming budget is anomalously budgeted at a 9% increase year over year due in part to the closure of the West Side Urban Renewal Plan. The complete closure for FY 2024-25 will release that \$1.6 million in tax increment back to affected overlapping taxing districts, with the City of Wilsonville’s appropriated share roughly 20% or \$320,000.

The City has benefited from development with additions to the tax base by way of growth, resulting in year over year growth between 3 to 5%. However, increases in population come with greater demands for service and amenities. As inflation grows and development slows, the City’s growth over the years in parks services, amenities, and related maintenance may precipitate the need to find additional source of revenue to maintain current service levels. Additionally, any major General Fund funded capital investments (such as new park and/or significant upgrades to facilities including for example potential police station) will need to be considered in the context of bonding, such as General Obligation bond funding.

### **Community Development Fund**

The Community Development (CD) Fund accounts for services devoted to envisioning, planning and building the community. Housed within this fund are CD Administration, Planning, Engineering, Economic Development, and Urban Renewal Administration programs. The FY 2024-25 Adopted Budget for the CD Fund, including reserves and contingencies, is \$6.7 million. Resources for this fund are generated from Transfers-In from other funds, as well as from engineering (plan check) and planning permits. Transfers-in are the revenue generated from the overhead (work performed by CD Staff) charged on various CIP projects.

The Community Development Fund is set up to operate where on-going revenues are sufficient to cover on-going expenditures. However, for the FY 2024-25 budget, this fund is anticipating a deficit of approximately \$681,340. Development permit revenue has been trending down since a high of \$1.3 million in FY 2021-22, and is budgeted at \$668,567 for the proposed budget. This revenue stream will be closely monitored due to the inherent difficulty in predicting development; therefore, the provided estimate is conservative.

Additional pressure on the CD fund is from the reduction in administrative and project fee revenue allocated to the CD Fund for the managerial oversight and related project management in the Urban Renewal Agency. Administrative fee revenue has been eliminated from the recently closed Year 2000 District and from the impending closure of the Westside District. For FY 2024-25, the General Fund is budgeted to contribute \$1.7 million as a contribution for long range planning efforts in this fund. The fund's ending fund balance is predicted to end FY 2024-25 at approximately \$1.1 million

### **Building Inspection Fund**

The Building Inspection Fund is dedicated to the administration and enforcement of building codes. It is funded entirely through permits and charges for services on local development. Operating revenues are projected and budgeted down 15% from prior year budget in line with a conservative estimation of forthcoming development. The FY 2024-25 budget for the Building Inspection Fund, including reserves and contingencies, is \$4.6 million.

The drop in operating revenues is reflective of the cyclical peaks and troughs of development receipts, with permits often pulled in advance and revenue subject to timing differences with expense, as inspections typically trail. The fund balance is predicted to end FY 2024-25 at approximately \$3.0 million, which is well above the financial policy target of \$245,800. The remaining \$2.8 million is set aside in the fund's contingency and provides a cushion to weather permit receipt timing.

### **Road Operating and Road Maintenance Funds**

The two similar sounding funds with two different purposes and funding sources. The Road Operating fund accounts for the City's allocation of the state's gas tax and is used for the repair and maintenance associated with streets. The state gas tax rate is \$0.40 cents per gallon, of which a portion is allocated back to cities and counties, based on their population size, for the explicit and sole use as outlined in the state's Constitution, "...*exclusively for the construction, reconstruction, improvement, repair, maintenance, operation, and use of public highways, roads, streets, and roadside rest areas in this state*" (OR Constitution, Article IX, Section 3a). The biggest operational threats to the City's Road Operating Fund are from people driving less and/or driving more fuel-efficient vehicles. For now however, the revenue trend remains stable and gas tax revenue is budgeted at \$2.2 million in part due to the City's population growth. The Road Operating Fund is predicted to end FY 2024-25 with a \$694,036 fund balance, down \$1.5 million, due in part to an outflow of \$1.3 million for a 3 year interfund loan to the Roads CIP fund for CIP related funding. The loan will be paid back from the annual proceeds collected from Clackamas County vehicle registration fees.

The Road Maintenance Fund was established with a special fee on commercial and residential dwelling to be used for major road repairs and reconstruction on existing roadways. The fund has budgeted a \$2.6 million transfer to the Roads CIP fund for street maintenance projects detailed in the CIP section of the budget, and anticipates an ending FY 2024-25 fund balance of \$3.9 million.

### **Transit Fund**

The Transit Fund accounts for the activities of Wilsonville's transit system: South Metro Area Regional Transit (SMART). SMART's operations are mainly funded by a 0.5% employer tax on payroll. The FY 2024-25 Proposed Budget for SMART, including reserves and contingencies, is \$28.7 million.

SMART has been the beneficiary of a stable local economy as a recipient of the employer based payroll tax; which of course is directly linked with employment in the City. The presence of large national and international employers in the district who have so far maintained a stable employment presence has allowed for this stable funding source. Additionally, SMART has been the beneficiary of increased federal funding over a number of years by way of grants in recognizing public transit a critical piece of the nation's infrastructure. SMART is a direct recipient of funding from the Federal Transit Administration (FTA). Federal grants come to SMART by way of competitive process or federal earmarks.

SMART is also a beneficiary of allocated funding from the Statewide Transportation Improvement Fund (STIF), which established a statewide payroll tax under the *Keep Oregon Moving Bill* signed into state law in 2017. Over the next two year biennium, SMART expects to receive \$2.5 million in additional funding to increase service locally, modernize fleet inventory, or add additional interconnectivity service to area communities. Both the federal grant funding and the STIF funding is included as part of budgeted intergovernmental revenue.

This intergovernmental revenue is a great benefit to the agency and the public. Grant funding has enabled SMART to provide both in-town and out-of-town Dial-a-Ride services, to work with employers and residents to reduce single occupancy vehicle trips, and to purchase buses. Federal grants do require a local funding match and specialized expertise to administer them. The STIF program also requires special ongoing reporting, currently both to ODOT and TriMet.

The Transit budget includes \$2.7M capital improvement project for bus yard expansion and related infrastructure improvement, including automated bus wash, undergrounding utilities, and reconfiguring the security gate. The budgeted Transit Fund balance at the end of FY 2024-25 is \$14.6 million, well above the financial policy minimum of \$1.7 million.

### **Water, Sewer, Stormwater, and Street Lighting Operating Funds**

The Water Operating, Sewer Operating, Stormwater Operating, and Street Lighting Funds are Enterprise type funds. Enterprise funds are self-supporting funds that sell goods or service to the general public for a fee. These four funds combined are anticipated to recognize \$22.1 million in charges for service revenue in FY 2024-25, including approximately \$1.5 million in water sales to the City of Sherwood. The City serves approximately 7,100 utility customers and processes around 85,200 payments a year.

Requirements of each fund include operating expenses, as well as, transfers to other funds, including for the financing of appropriate capital improvement projects (CIP) tracked in the CIP funds.

- Water: CIP transfer-outs total \$8.1 million and includes: \$6.0 million for the Level B Reservoir Project (CIP 1149) which will construct a 3.0 million gallon storage reservoir. The budget also includes a 2

year, \$10M interfund loan to the Roads CIP fund for expense related to the Boeckman Bridge project. The loan will be paid back from the proceeds of the ground lease for the raw water pipeline between Tualatin Valley Water District and the City due 07/01/26.

- Sewer: CIP transfer-outs total \$2.2 million and includes: \$1.1 million for Charbonneau Lift Station rehabilitation (CIP #2106); \$653,423 for the Boeckman Creek Interceptor project (CIP #2107); and \$0.2 million for the Waste Water Treatment Plant UV disinfection replacement (CIP \$2109).
- Stormwater: CIP transfer-outs total \$1.5 million and includes: \$1.0 million for Boeckman Creek Flow Mitigation (CIP #7068) and \$0.2 million for the Gesellschaft Water Well Channel Restoration (CIP #7054)
- Street Lighting transfer-outs includes: \$0.6 million for the LED street light conversion project (CIP #4722).

The ending fund balances for each of these operating funds are above the financial policy minimum and detailed further in the Fund Summaries section of the Budget Document.

### **Conclusion**

The City, as an organization, diligently endeavors to maintain operational efficiency and prides itself on mastering the mechanics of a diverse array of municipal operations, all with the aim of enhancing livability. From street sweeping and roadway construction to water treatment and parks maintenance, the City consistently excels in delivering essential services that contribute to the overall livability of the community. Being the sole provider of these services aligns with the community's expectations and reinforces the City's commitment to fostering a high quality of life for all residents.

In addition to delivering essential services, the organization is committed to continuous improvement, embracing change, adaptation, and growth to enhance its operations daily. Acknowledging that there's always room for improvement, the city government recognizes the need to evolve while preserving its distinctive identity. Guided by a clear city mission, ongoing community engagement, and alignment with City Council goals, the staff remains dedicated to ensuring effective service delivery, meticulous planning, and proactive preparation for any challenges ahead.

Anticipation fills the air as we look ahead to the journey that lies before us with the year ahead. Sustainability, a core ethic deeply rooted in the City of Wilsonville, has always guided our actions with regard to both the present and the future. It is with great pride that I present yet another balanced budget, reaffirming our commitment to this enduring tradition. The FY 2024-25 Proposed Budget serves as a blueprint for realizing and prioritizing the goals, objectives, and key performance areas outlined by the City Council for the upcoming year.

### **Acknowledgements**

The City of Wilsonville is fortunate to have a long history of solid financial planning. This continuity of vision and fiscal responsibility is of critical importance, and it doesn't happen by accident; it happens because of the talents and vision of current and past elected and appointed officials. Staff appreciates your service to the community, and we look forward to the upcoming budget deliberations.

I would like to personally thank each member of the Budget Committee for your thoughtful analysis of the budgetary issues facing the City. It is with your help that the City will continue to maintain a good financial position while working through the challenges the City faces.

In closing, I would like to thank the Finance and Information Technology team members including Keith Katko, Katherine Smith, Dillon Jenkins, Cricket Jones, and Beth Wolf for their assistance in preparing this budget document and, as well, to my entire management team for working together in a collaborative manner to present a balanced budget that achieves City Council goals and continues to provide high levels of service to our residents, businesses and visitors alike. Lastly, I want to acknowledge the efforts of every employee in this organization for the outstanding services being provided by every department in this great city, and for their individual and collective commitment to customer service.

Sincerely,

A handwritten signature in black ink, appearing to read "Bryan Cosgrove", with a long, sweeping horizontal stroke extending to the right.

Bryan Cosgrove  
Budget Officer and City Manager



The City of Wilsonville is located in the State of Oregon, in the beautiful Pacific Northwest region of the United States of America. With a population of 27,364, it is a small but rapidly growing community with vibrant residential areas, thriving businesses, and a clear vision for its future.

Oregon is one of only three states of the contiguous United States to have a coastline on the Pacific Ocean, shared with Washington to the north and California to the south. The Columbia River outlines much of Oregon's northern boundary, and the Snake River covers much of the eastern boundary. Oregon's ideal Pacific Coast location provides easy access between U.S., Asian, and European markets which makes it appealing to a wide range of business focused on international trading.

The City of Wilsonville is located along Interstate 5, mid-way between the State's largest city, Portland, and the State capital, Salem. It is approximately 20 miles south of Portland and 30 miles north of Salem. The City is located in two counties – on the western edge of Clackamas County and southeastern edge Washington County. Under Oregon law, each of the state's cities and metropolitan areas has created an urban growth boundary around its perimeter. The City of Wilsonville is included as part of the Portland metropolitan area's urban growth boundary.

The City is bisected by Interstate-5 and separated north and south by the Willamette River. Of historical note, the I-5 Bridge over the river is named the Boones Bridge after Alphonso Boone (grandson of Daniel Boone) and his son Jesse who started a river crossing ferry in 1847. This ferry provided an opportunity for the community of Boones Landing to form, which eventually became named Wilsonville after the first postmaster, Charles Wilson, on June 3, 1880. Wilsonville went on to grow with a railroad bridge built over the Willamette in 1908 to allow service to Salem, the state's Capitol. And, in 1954, Baldock Freeway, now known as I-5, was completed to include the Boones Bridge over the Willamette River providing transportation from the Mexican and Canadian borders.

Today, the City of Wilsonville has outstanding transportation accessibility and networks linking its citizens to the greater Portland area and to Salem. Despite its close proximity to Portland, however, the City should not be termed a bedroom community since its employment base tends to be as large as its population. The City is home to its own dynamic, growing, and diversified economy. The City's mix of businesses includes established international and regional employers. In addition, the City has a large base of small businesses, in a wide range of industries.

Wilsonville is home to a number of high-tech businesses and is perfectly situated for warehouse and distribution centers as the southern gateway into the Portland metropolitan area along the Interstate 5 (I-5) corridor. Several sizable employers have made Wilsonville their corporate headquarters with the largest being Siemens Mentor Graphics Corporation. There are also several large distribution centers including Coca-Cola Bottling Company, SYSCO Food Services of Portland Inc, and Columbia Distributing. The City is not dependent upon any one industry or company for economic vitality. A diverse range of employment is maintained across the estimated 16,000 employees working within the City limits. Further information can be found within the statistics on the following pages, including a table showing the City's top 10 employers as reported on in the City's prior year audited Annual Comprehensive Financial Report.

# Profile

## PROFILE OF THE GOVERNMENT

The City operates under the Council Manager form of government. Policy making and legislative authority are vested in the City Council which consists of a Mayor and four Council members. The governing Council is elected to four-year staggered terms by the citizens in a general election. The City Council is responsible for passing ordinances, resolutions, adopting the budget, and hiring the City Manager and City Attorney among other things. The City Manager is responsible for carrying out the policies and ordinances of the Council, managing the day-to-day government operations, and appointing department heads. The Mayor and Council members are non-partisan and serve a four-year term.

## PROFILE OF THE BUDGET

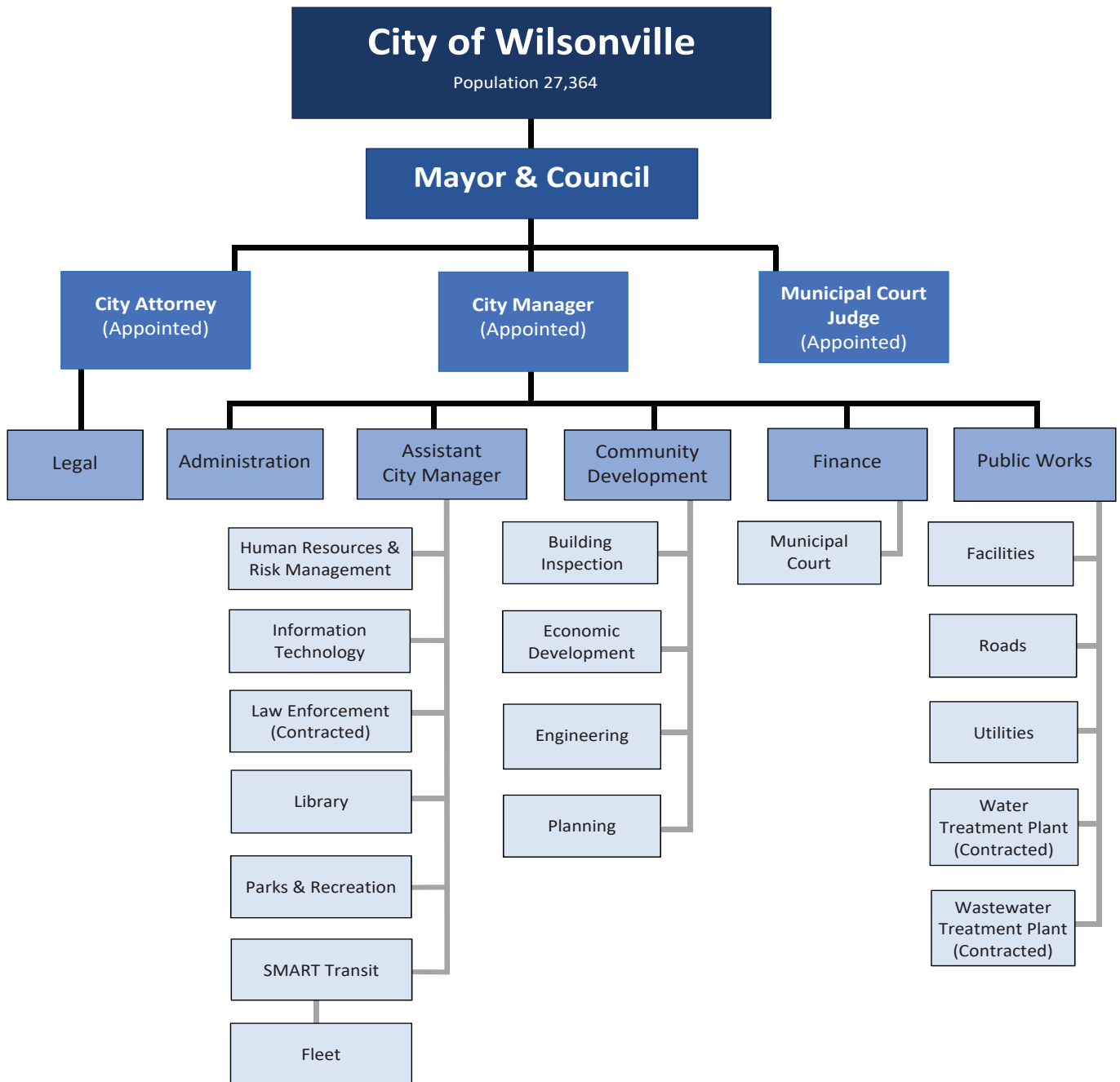
The City prepares its annual budget in accordance with Oregon budget law, the policies and priorities set forth in the City's Comprehensive Plan, City Council Goals, the needs of the community, and federal and state laws. The budget provides the financial framework for implementing and focusing on these goals, objectives, and performance areas established by the City Council for the coming year.

Oregon local budget law is set out in Oregon Revised Statutes 294.305 to 294.565. The City's budget is presented by fund. Budgetary control is at the department level or at the major object category if only one department exists in a fund. Ongoing review and monitoring of revenues and expenditures is performed by the Finance Department and the appropriate operating departments.

The City of Wilsonville's budget document is divided into eight major sections outlined below:

1. Reader's Guide - This section contains narrative, various statistics and analysis, budget policies and describes the basis of budgeting. It also provides a calendar of the City's budget process, a description of the budget amendment procedures that the City must follow, and a listing of the Council goals.
2. Fund Summaries - This section includes a series of financial tables of revenues and expenditures, a program budget matrix, and summaries by fund.
3. Fund Revenues - This section provides summary and detail information about each fund and revenue source.
4. Program Expenditures - This section includes proposed expenditures for each department within each program and staffing summary schedules. Department goals, as well as performance measures are provided for each department's budget with summaries for each program.
5. Capital Projects - This section includes narrative descriptions as well as budgeted financial information regarding the City's major capital projects. This section is segregated into nine categories: sewer, water, planning, streets, streetscapes, stormwater, transit, facilities, information technology, and parks projects.
6. Debt & Other - This section includes information on all outstanding debt of the City. Other information in this tabbed section includes information on the City's assigned fund balances.
7. Urban Renewal - This section includes proposed appropriations and explanatory materials for the Urban Renewal Agency. The Urban Renewal Agency is a separate governmental agency from the City of Wilsonville and is required to submit its own budget for adoption by the Urban Renewal Agency Board.
8. Appendix - The appendix contains a variety of other budget related information to assist the reader's understanding such as the City's Fiscal Management Policies and glossary of terms used in the budget document.





**Boards & Commissions**

- Arts, Culture, and Heritage Commission
- City Council
- Budget Committee
- Development Review Board
- Diversity, Equity, and Inclusion Committee
- Parks & Recreation Advisory Board
- Kitakata Sister City Advisory Board
- Library Board
- Planning Commission
- Tourism Promotion Committee
- Urban Renewal Agency
- Wilsonville-Metro Community Enhancement Committee

# Mission Statement & Values

## Mission Statement

To protect and enhance Wilsonville’s livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

## Values

### Diversity, Equity + Inclusion (DEI)

We are committed to promoting DEI in the delivery of City services to the community and in our organizational operations.

### Sustainable

We are sustainable in the delivery of services by being good financial stewards and innovative in our approaches to service delivery to the community.

### Economic Opportunity

We are committed to strategically growing Wilsonville’s economy providing economic opportunity for all.

### Environment

We are good stewards of our environment by modeling practices and embracing policies that preserve and protect the natural environment.

### Safety

We are committed to creating a safe, livable community for all by providing a physically safe environment and ensuring people feel psychologically safe.



The City Council and Executive Team worked together to identify goals and strategies for 2023-2025 that will build on the work and success of previous years, while also addressing new challenges and shifting community needs. The City will begin work on these goals in addition to maintaining high-quality core City services and completing prior goals and work plans that are still in progress.

***Goal 1: Improve the City's emergency preparedness and public safety***

- Increase safety
- Improve confidence for readiness in the event of a significant disaster
- Increase individual preparedness and responsibility

***Goal 2: Protect and preserve Wilsonville's environment***

- Build community awareness of City efforts
- Develop baseline data about City climate friendly practices and efforts

***Goal 3: Attract high-quality industry and support economic opportunity for all in Wilsonville***

- Economic opportunity for all
- Increase investment in industrial areas

***Goal 4: Increase housing opportunities for all and reach functional zero homelessness***

- Equitable housing opportunities for all
- Prioritize City efforts to reach functional zero homelessness
- More people exiting homelessness than entering homelessness

***Goal 5: Expand Wilsonville's Parks and Facilities to align with community growth and needs***

- Leverage community input to support Advisory and elected leaders in prioritizing community parks and facility improvements
- Determine funding options to align Wilsonville's park and facility amenities with community needs/desires

***Goal 6: Enhance communications and engagement to build a more connected community***

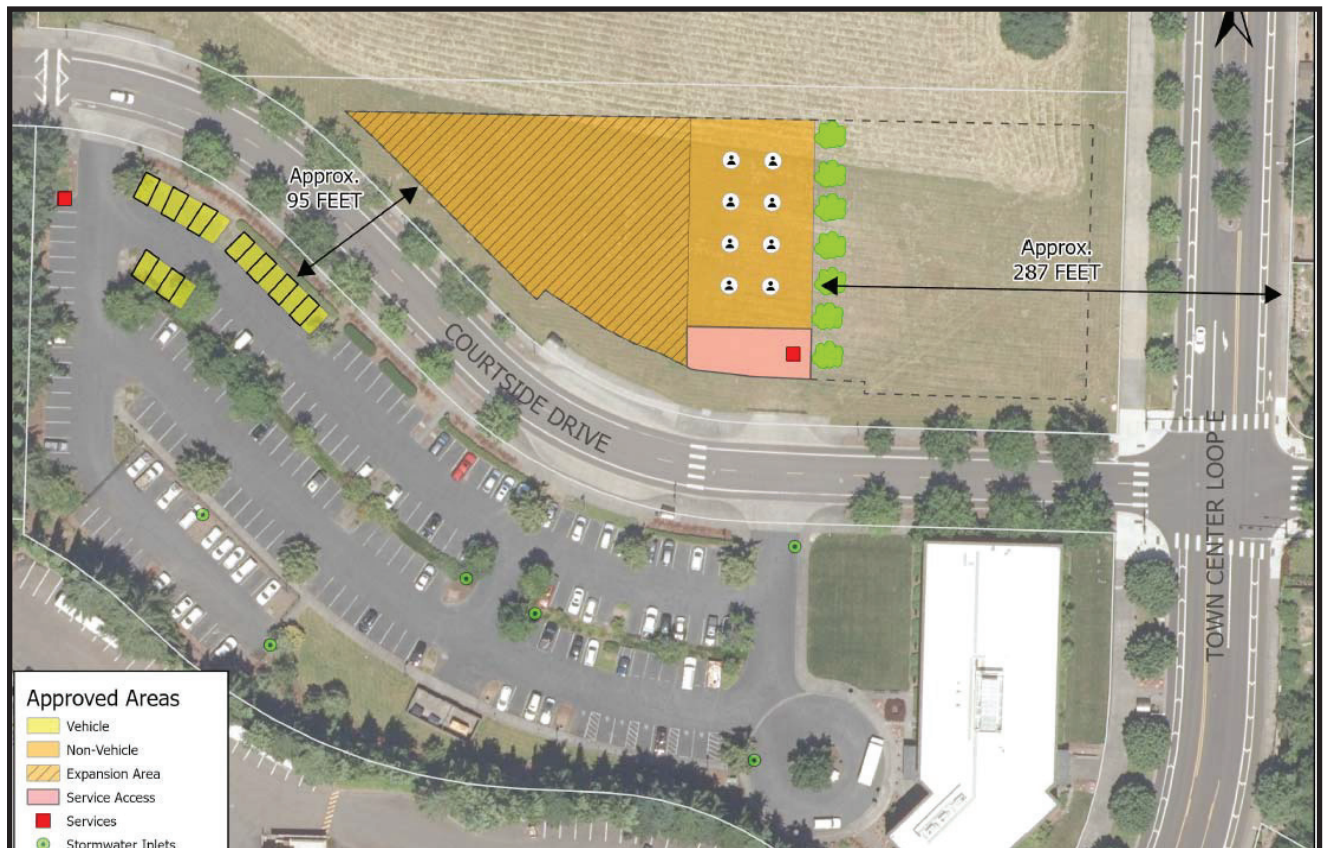
- Increase the City's reach through diverse engagement tools
- Foster a safer and more connected community

# City History Timeline

<b>1968</b>	<ul style="list-style-type: none"> <li>Wilsonville incorporates on October 17, 1968.</li> </ul>	<b>1988</b>	<ul style="list-style-type: none"> <li>Recession ends, bringing an unprecedented boom in housing and population.</li> </ul>	<b>2002</b>	<ul style="list-style-type: none"> <li>Wilsonville's water treatment plant becomes operational.</li> </ul>
<b>1969</b>	<ul style="list-style-type: none"> <li>Wilsonville citizens vote to adopt the City's first charter.</li> </ul>		<ul style="list-style-type: none"> <li>Wilsonville becomes Oregon's fastest growing city.</li> </ul>	<b>2003</b>	<ul style="list-style-type: none"> <li>Expanded library opens.</li> </ul>
<b>1970</b>	<ul style="list-style-type: none"> <li>Developers announce plans for a major residential subdivision known as Charbonneau.</li> </ul>	<b>1990</b>	<ul style="list-style-type: none"> <li>New library opens.</li> </ul>		<ul style="list-style-type: none"> <li>Argyle Square opens, greatly expanding Wilsonville's retail sector with Costco and Target as anchor stores.</li> </ul>
	<ul style="list-style-type: none"> <li>Population approximately 1,000.</li> </ul>	<b>1991</b>	<ul style="list-style-type: none"> <li>Population: 7,705</li> </ul>		<ul style="list-style-type: none"> <li>The newly constructed SMART Operations Center and Fleet Facility opens.</li> </ul>
<b>1971</b>			<ul style="list-style-type: none"> <li>Arlene Loble hired as City Manager.</li> </ul>	<b>2004</b>	<ul style="list-style-type: none"> <li>Property acquired for future multi-modal transportation center. This land will become the southern terminus of the proposed commuter rail, Trimet's WES Train.</li> </ul>
	<ul style="list-style-type: none"> <li>Charbonneau is annexed into Wilsonville. At build-out, it will have 1,700 housing units and 3,500 residents.</li> <li>City Council adopts a "General Plan" for growth.</li> </ul>	<b>1992</b>	<ul style="list-style-type: none"> <li>Town Center Shopping Center opens.</li> </ul>		
<b>1972</b>		<b>1993</b>	<ul style="list-style-type: none"> <li>Incredible Universe opens, pushing traffic to levels projected for the year 2010.</li> </ul>	<b>2005</b>	<ul style="list-style-type: none"> <li>Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.</li> </ul>
	<ul style="list-style-type: none"> <li>Marge Heintz, City Recorder, is hired as Wilsonville's first full-time employee.</li> </ul>		<ul style="list-style-type: none"> <li>Serial levy failure forces a \$1 million budget cut and reorganization of departments.</li> <li>Voters approve creation of an Urban Renewal District and a bond measure for a new high school.</li> </ul>		<ul style="list-style-type: none"> <li>Population: 16,510</li> </ul>
<b>1975</b>		<b>1994</b>		<b>2006</b>	<ul style="list-style-type: none"> <li>Murase Plaza opens featuring a water park, unique play structures and restrooms.</li> </ul>
	<ul style="list-style-type: none"> <li>City Hall moves to a trailer on Parkway Avenue.</li> </ul>		<ul style="list-style-type: none"> <li>Wilsonville Area Rapid Transit becomes SMART (South Metro Area Regional Transit).</li> </ul>		<ul style="list-style-type: none"> <li>A new City Hall building opens at Wilsonville Road and Town Center Loop.</li> </ul>
<b>1979</b>		<b>1995</b>	<ul style="list-style-type: none"> <li>Wilsonville High School opens.</li> </ul>	<b>2007</b>	<ul style="list-style-type: none"> <li>Public Works and Police Department relocated to the old City Hall building.</li> </ul>
	<ul style="list-style-type: none"> <li>City signs first contract with Clackamas County Sheriff's Office for police services.</li> </ul>		<ul style="list-style-type: none"> <li>Charlotte Lehan elected Mayor.</li> </ul>		<ul style="list-style-type: none"> <li>Tim Knapp elected Mayor.</li> </ul>
<b>1980</b>		<b>1996</b>		<b>2008</b>	<ul style="list-style-type: none"> <li>Local voters approve the creation of a county library district.</li> </ul>
	<ul style="list-style-type: none"> <li>Wilsonville adopts its first Comprehensive Plan.</li> <li>Population: 2,920</li> </ul>		<ul style="list-style-type: none"> <li>City Council imposes moratorium on new development until a new long-term water supply is identified.</li> </ul>		<ul style="list-style-type: none"> <li>WES Commuter Rail begins Operations.</li> </ul>
<b>1982</b>		<b>1998</b>	<ul style="list-style-type: none"> <li>City voters approve the Willamette River as Wilsonville's new long-term water source.</li> </ul>	<b>2009</b>	<ul style="list-style-type: none"> <li>Fred Meyer/Old Town Square development begins construction.</li> </ul>
	<ul style="list-style-type: none"> <li>Voters approve Wilsonville's first tax base: \$300,000.</li> <li>Wilsonville's first library opens.</li> </ul>		<ul style="list-style-type: none"> <li>City voters approve the Willamette River as Wilsonville's new long-term water source.</li> </ul>		<ul style="list-style-type: none"> <li>Population: 19,525</li> </ul>
<b>1983</b>		<b>1999</b>		<b>2010</b>	<ul style="list-style-type: none"> <li>Bryan Cosgrove hired as City Manager.</li> </ul>
	<ul style="list-style-type: none"> <li>A new City Hall building opens.</li> </ul>		<ul style="list-style-type: none"> <li>Construction begins on State of Oregon women's prison and on water treatment facility on the Willamette River.</li> </ul>		<ul style="list-style-type: none"> <li>Old Town Square opens, featuring a 210,000 square foot Fred Meyer store.</li> </ul>
<b>1984</b>		<b>2000</b>	<ul style="list-style-type: none"> <li>Voters approve \$4M library expansion bond.</li> <li>Population: 13,615</li> </ul>	<b>2011</b>	
	<ul style="list-style-type: none"> <li>Voters approve a tax base amendment to incorporate a serial levy for senior services into the base.</li> </ul>		<ul style="list-style-type: none"> <li>Construction begins on library expansion.</li> <li>Women's prison facility completed and begins accepting inmates.</li> </ul>		
<b>1986</b>		<b>2001</b>			
	<ul style="list-style-type: none"> <li>Pete Wall hired as Wilsonville's first City Manager.</li> </ul>				
<b>1987</b>					
	<ul style="list-style-type: none"> <li>Voters approve a bond measure to pay for a new library and park improvements.</li> </ul>				

# City History Timeline

<p><b>2012</b></p> <ul style="list-style-type: none"> <li>• Oregon Institute of Technology opens its Wilsonville campus.</li> </ul>	<p><b>2017</b></p> <ul style="list-style-type: none"> <li>• In order to relieve congestion, the City begins expansion of main connector streets, including Boones Ferry to Brown Road and Kinsman Road.</li> </ul>	<p><b>2020</b></p> <ul style="list-style-type: none"> <li>• State of emergency declared in response to COVID-19.</li> <li>• Oregon wildfires burned over 1,000,000 acres of land.</li> <li>• Population: 26,664</li> </ul>
<p><b>2014</b></p> <ul style="list-style-type: none"> <li>• Lowrie Primary School K-5 opens.</li> </ul>	<p><b>2018</b></p> <ul style="list-style-type: none"> <li>• Meridian Creek Middle School opens.</li> <li>• Council approves a \$1,054,000 library remodeling project.</li> </ul>	<p><b>2021</b></p> <ul style="list-style-type: none"> <li>• Julie Fitzgerald elected Mayor.</li> <li>• Bus on Shoulder pilot project launches.</li> <li>• 12,000 sq. foot nature play area opens in Memorial Park.</li> </ul>
<p><b>2015</b></p> <ul style="list-style-type: none"> <li>• The City's Wastewater Treatment Plant is upgraded and expanded.</li> </ul>	<p><b>2019</b></p> <ul style="list-style-type: none"> <li>• City starts using zero emission battery electric bus.</li> <li>• NW Natural Street of Dreams event was held in Frog Pond development with 6 homes valued at over \$4 million.</li> </ul>	<p><b>2022</b></p> <ul style="list-style-type: none"> <li>• Construction begins on a new Public Works complex.</li> </ul>
<p><b>2016</b></p> <ul style="list-style-type: none"> <li>• Substantial work begins on the Basalt Creek Concept Plan and Frog Pond Area Plan.</li> <li>• Population: 22,700</li> <li>• TVWD and the City of Hillsboro partner to extend Willamette River water into Washington County.</li> </ul>		<p><b>2023</b></p> <ul style="list-style-type: none"> <li>• The City adopted Resolution 3058 to regulate camping for survival on public property.</li> </ul>



City Resolution 3058 established designated camp sites located by City Hall.

# About Wilsonville

## City Statistics - Services

Description	Base Year 2020	Year 2022	% Change	Source
<b>Culture and recreation:</b>				
Libraries	1	1	0%	City Library
Parks/open space acreage	253	253	0%	Parks Department
Parks	16	18	13%	Parks Department
Water features	4	4	0%	Parks Department
Soccer fields	3	3	0%	Parks Department
Baseball fields	5	5	0%	Parks Department
Tennis courts	2	2	0%	Parks Department
Basketball Courts	6	6	0%	Parks Department
Skate parks	2	2	0%	Parks Department
Playgrounds	17	17	0%	Parks Department
Docks (city property)	1	1	0%	Parks Department
Community centers	1	1	0%	Community Services
Golf Courses (private)	1	1	0%	Business license
Movie screens (private)	9	9	0%	Business license
Amusement centers (private)	1	1	0%	Business license
Restaurants (private)	71	72	1%	Business license
<b>City utilities:</b>				
<b>Water:</b>				
Production capacity	15 mgd	15 mgd	0%	Public Works
Peak capacity demand	10.9 mgd	10.8 mgd	-1%	Public Works
Storage capacity	10 mg	10 mg	0%	Public Works
Number of reservoirs	4	4	0%	Public Works
Miles of water pipeline	136	137	1%	Public Works
Customers	6,844	7,102	4%	Utility Billing
<b>Wastewater:</b>				
Treatment design capacity	4 mgd	4 mgd	0%	Public Works
Average daily treatment	2.094 mgd	2.3 mgd	10%	Public Works
Miles of sewer pipeline	88	88	0%	Public Works
Biosolids, tons/day	2.3	1.2	-48%	Public Works
Lift Stations	9	9	0%	Public Works
<b>Stormwater:</b>				
Average rainfall, inches	43	43	0%	<a href="http://www.bestplaces.net">www.bestplaces.net</a>
Miles of storm sewers	81	85	5%	Public Works
Stormwater catch basins	2,325	3,170	36%	Public Works
Manholes	2,336	2,549	9%	Public Works
Detention Ponds	10	10	0%	Public Works
<b>Street lights:</b>				
Number of lights	3,645	3,093	-15%	Public Works
Number of streetlight poles	2,717	2,805	3%	Public Works
<b>Public Safety:</b>				
Police calls - public initiated	6,574	7,983	21%	Clackamas Co Sheriff
Number of sworn officers	19	22	16%	Clackamas Co Sheriff
Fire stations	2	3	50%	Fire District

### LEGEND

*mg = million gallons*

*mgd = million gallons per day*

# About Wilsonville

## City Statistics - Services

Description	Base Year 2020	Year 2023	% Change	Source
<b>Public Transportation:</b>				
<b>City operated:</b>				
Fixed routes (daily)	9	8	-11%	City Transit
Demand based trips (annually)	12,698	9,411	-26%	City Transit
Number of riders (annually)	240,357	173,582	-28%	City Transit
Miles driven (annually)	719,313	555,952	-23%	City Transit
<b>Inter-City Connections:</b>				
City of Canby - local trips (daily)	12	12	0%	City Transit
City of Salem - local trips (daily)	10	10	0%	City Transit
Tualatin P&R - daily round trips	35	18	-49%	City Transit
<b>Streets:</b>				
Centerline miles	85	88	4%	Public Works
Signal lighted intersections	23	24	4%	Public Works
Freeway interchanges	3	3	0%	Public Works
Bridges	4	5	25%	Public Works
Street trees	24,289	24,074	-1%	Public Works
Signs	4,942	5,588	13%	Public Works
<b>Public Schools:</b>				
Elementary schools	3	3	0%	School District
Middle schools	2	2	0%	School District
Charter schools	1	0	-100%	School District
High schools	1	1	0%	School District
<b>Building Permits:</b>				
Commercial, units	214	205	-4%	Building Dept.
Commercial, value	\$32 million	\$40 million	25%	Building Dept.
Residential, units	113	204	81%	Building Dept.
Residential, value	\$22 million	\$53 million	141%	Building Dept.

		2022-23	
Employer	Type of Business	Number of Employees	Percentage of total City employment*
Siemens Mentor Graphics Corporation	CAD software systems	1,014	6.2%
Coca Cola Bottling Company	Bottling & distribution center	613	3.8%
Collins Aerospace	Aerospace technology	527	3.2%
Sysco Food Services of Portland Inc.	Warehouse & distribution center	499	3.1%
Columbia Distributing	Warehouse & distribution center	400	2.5%
Costco Wholesale	Wholesale retail	329	2.0%
TE Connectivity	Consumer electronics company	299	1.8%
Twist Bioscience Corporation	Synthetic biology company	282	1.7%
Fred Meyer	Grocer	247	1.5%
Energy Storage Systems Inc.	Energy storage technology	247	1.5%
		<b>4,457</b>	<b>27.4%</b>

\*total employment for 2022-23 was 16,260

# About Wilsonville

## City Statistics - Demographics

Wilsonville’s demographics are unusual in that home values and education levels are higher than national or regional averages. In addition, average wages exceed those of the metropolitan tri-county area. Wilsonville is a relatively wealthy community with a vibrant business community and is both a great place to raise a family and a great place in which to retire.

Except as noted, the statistics below are from the 2020 U.S. Census.

<b>Incorporated</b>	1968	<b>From US Census:</b>	<b>2010</b>	<b>2020</b>
<b>Area in square miles</b>	7.8	Population	19,509	26,664
<b>Government</b>	Council/Mgr	<b>Adult education level:</b>		
<b>Registered voters 2022</b>	17,172	High school or higher	89%	96%
<b>Voted in November 2022</b>	70%	Bachelor's degree or higher	38%	45%
		<b>Race:</b>		
<b>Population: July 2023 (PSU est.)</b>	27,364	White	79%	80%
		Hispanic	12%	13%
<b>Median home cost:</b>		Asian	4%	4%
2000 census	\$227,900	Black or African Amer.	2%	2%
2017 (zillow.com)	\$416,800	Other	3%	1%
2018 (zillow.com)	\$418,600	<b>Age and Gender:</b>		
2019 (zillow.com)	\$447,805	0 to 19 years	24%	22%
2020 (zillow.com)	\$475,870	20 to 44 years	39%	39%
2021 (zillow.com)	\$501,270	45 to 64 years	24%	24%
2022 (zillow.com)	\$638,861	65 years and over	13%	15%
2023 (zillow.com)	\$626,757	Median age (years)	36	37
		Male	9,084	11,201
<b>Assessed values (November 2020):</b>		Female	10,425	13,212
Real Property	92%	<b>Income - Households:</b>		
Personal Property	6%	Less than \$25,000	20%	6%
Public Utility	2%	\$25,000 to \$49,999	26%	6%
Manufactured Structure	0%	\$50,000 to \$74,999	17%	11%
		\$75,000 to \$99,999	15%	6%
Real Property	\$4,199 million	\$100,000 or more	22%	71%
Personal Property	\$269 million	<b>Households:</b>		
Public Utility	\$85million	Total Households	8,405	9,685
Manufactured Structure	\$3 million	with individuals <18 yrs	28%	28%
<b>Local businesses:</b>		with individuals >60 yrs	25%	36%
Licenses issued (2023)	1,067	Average household size	2.31	2.37
Employees (est.)	16,260			
Annual payroll (est.)	\$979 million			

Sources: U.S. Census Bureau, Census 2010 and 2020 / Portland State University Population Research Center  
Clackamas County & Washington County Elections, official results

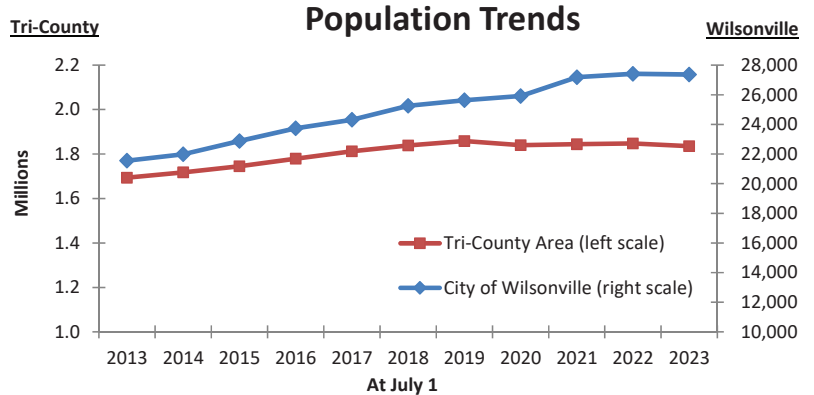


## Population

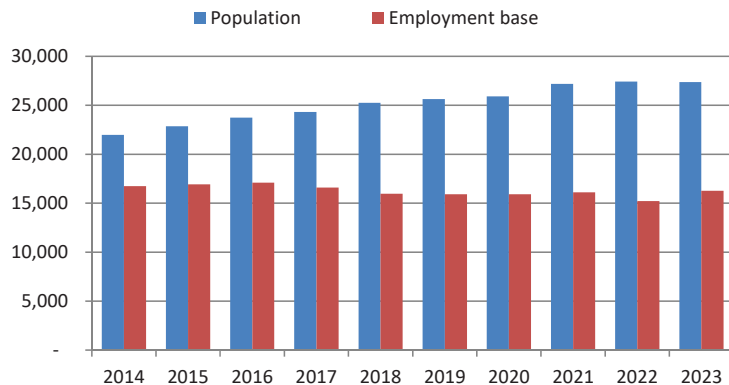
### POPULATION TRENDS, CITY VS TRI-COUNTY AREA (CLACKAMAS, MULTNOMAH, WASHINGTON)

Over the past ten years, city growth has averaged approximately 2% per year. As the graph indicates, the City is growing at a faster pace than the Portland metropolitan area which has grown approximately 1% per year over the last ten years.

The Tri-County area (Clackamas, Multnomah and Washington Counties) is the major metropolitan area for the state. Within the metropolitan area is an area known as the Urban Growth Boundary. New housing and commercial development is to occur within this planned area. Wilsonville is at the south edge of the Urban Growth Boundary and has undeveloped land both east and west of the City limits, positioning the City for more growth in the future.



### Population and Local Work Force

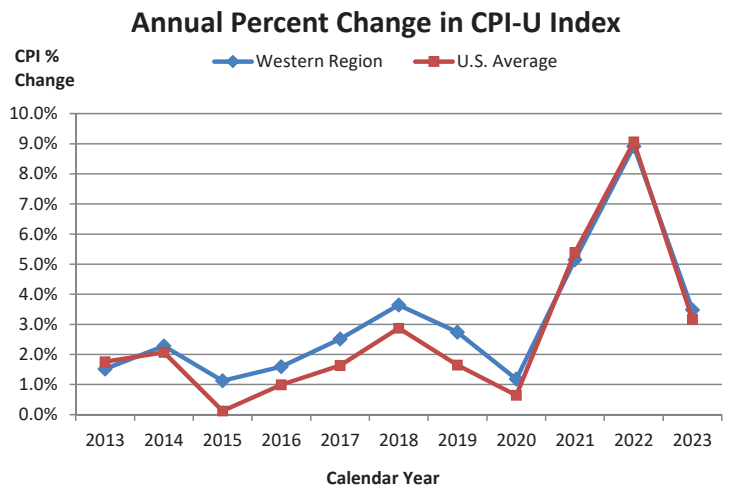


### WILSONVILLE POPULATION AND LOCAL EMPLOYMENT

Population slightly decreased in 2023 for the first time in the last decade. The graph to the left demonstrates a constant growth in population from 2014 to 2022 while employment rates remained relatively flat from 2018-2021. There was a decline 5.5% in employment in 2022 but it increased 6.8% in 2023. Both population and employment have an impact on the local economy.

### CONSUMER PRICE INDEX CPI: WESTERN REGION VS NATIONAL AVERAGE

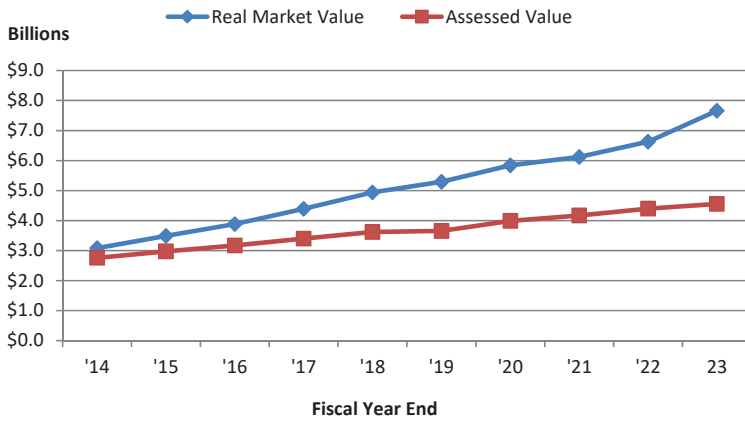
The chart to the right compares the percent change in the Portland/Salem Area Consumer Price Index to the national average. Both indices represent all urban items on a calendar year basis. The price levels in Portland were greater than the prices nation-wide from 2014 - 2020. Supply chain shortages during the pandemic caused prices to skyrocket from 2020 to 2022. In 2023, there was a sharp decline in prices and the Western Region was in line with the National average.



# Trends and Analysis

## Property Taxes

### Property Values



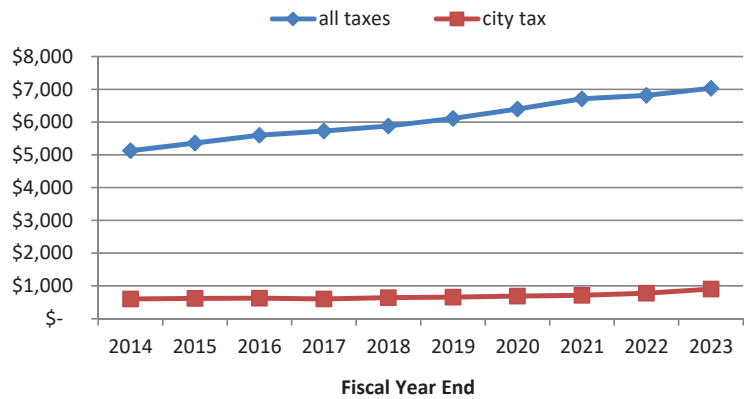
### PROPERTY TAX VALUES – REAL MARKET VS ASSESSED

Real market value reflects the estimate by Clackamas County if the property were to be sold. Assessed value is a measure of the taxable value of real, personal and utility property in the City. In 1997, voters passed Measure 50 which separated real market value and assessed value, and limited the growth of assessed value to 3% per year, plus improvements. Property taxes are levied on the lower of either the assessed value or market value. Real Market Value has continued to be higher than Assessed value since the Great Recession. In 2023, assessed values are approximately 60% of real market value.

### TAX BILL GROWTH COMPARISONS

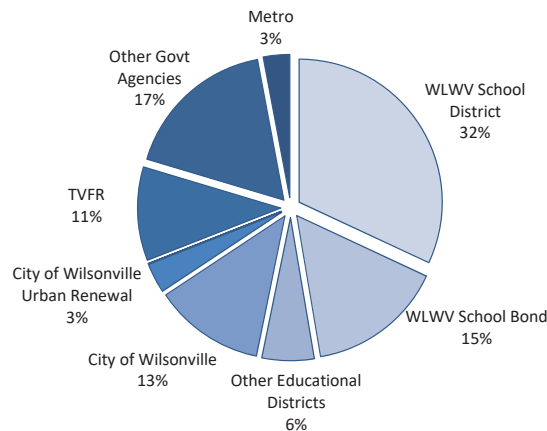
The graph at right is representative of a typical home in Wilsonville. The city share of total taxes in 2023 is almost 13%. Other taxing entities include schools, county, fire district, Metro, and voter approved bonds. The total increase in taxes is due in part to the 3% growth allowed by law and for voter approved levies and bonds. Currently there are local option levies and bonds for West Linn/Wilsonville School District, TVF&R, and Metro. The West Linn/Wilsonville School has the highest bond assessment at \$2.9472 per \$1,000 of assessed value.

### Tax Bill History, City Portion and Total Taxes



The chart shows the breakout of the approximate share of property taxes that are paid to each overlapping jurisdiction. The City's tax rate is fixed at \$2.5206 per \$1,000 of assessed value. Assessed value is allowed to increase by 3% per year plus the assessed value of new construction.

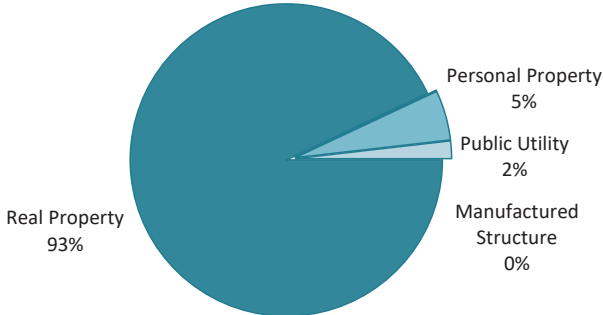
### Property Taxes by Jurisdiction FY 2023-24



Property Type Tax Burden

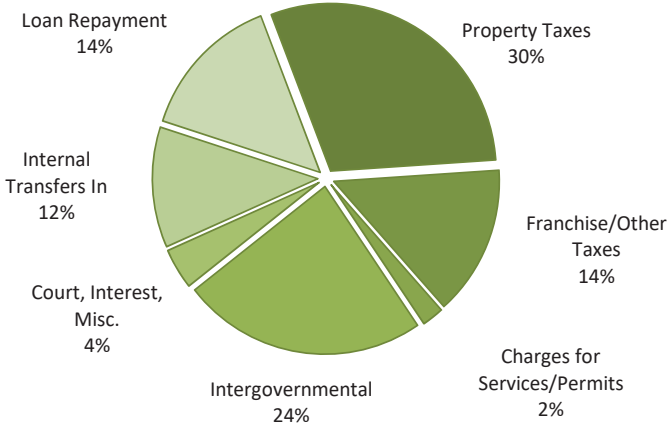
The majority of our taxes come from real property.

City Taxes 2023 - by Property Type



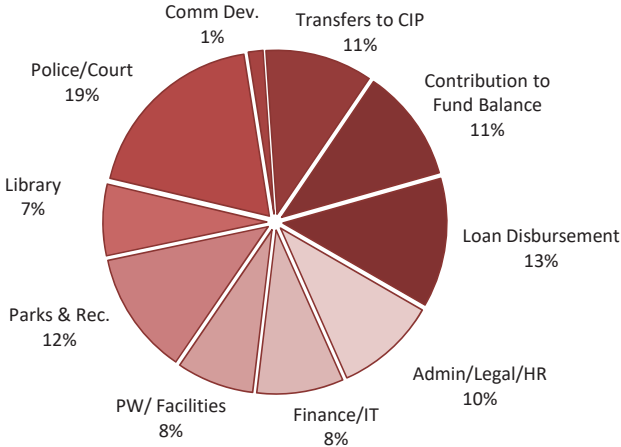
Property taxes are recorded in the City’s General Fund, where they combine with other revenues to fund important city services. Property taxes made up approximately 30% of total General Fund resources in FY 2022-23.

General Fund Sources - FY 2022-23



This chart represents the percent of money allocated from the General Fund to different areas in FY 2022-23.

General Fund Uses - FY 2022-23



# Budget Process

## City Budget Calendar

### ***October 2023 through January 2024***

- Develop and update capital improvements 5-year plan
- Review financial position
- Develop basic departmental worksheets

### ***January 2024***

- Departments determine needs for the coming year
- Requests for new or expanded programs submitted
- Revenue and debt service estimates compiled
- Mid-Year Financial Review for the current fiscal year presented to Budget Committee

### ***February 2024***

- Review and analysis of departmental budget requests
- Computation of indirect costs and interfund transfers

### ***March 2024***

- Internal meetings regarding departmental budget requests

### ***April 2024***

- City Manager proposed budget determined
- Final adjustments to balance each fund
- Preparation of proposed budget document

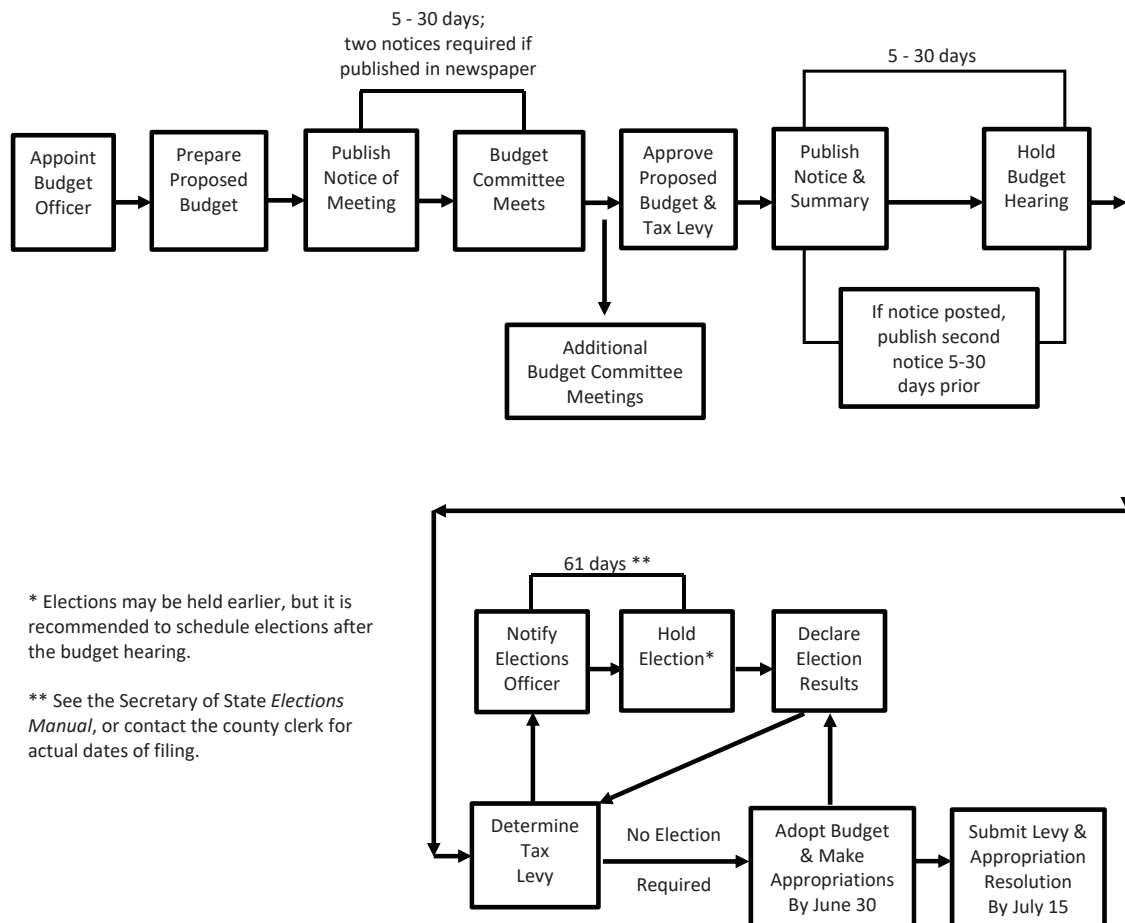
### ***May 2024***

- Post notice of Budget Committee public hearings on City website
- Proposed Budget printed and delivered to Budget Committee members
- Advertise notice of Budget Committee public hearings, one time between 5 and 30 days prior to meeting
- City Manager presents budget message at opening meeting of Budget Committee, public testimony received
- Advertise notice of state shared revenues
- Advertise budget adoption public hearing
- Publish legal forms summarizing approved budget

### ***June 2024***

- Council receives public input on budget approved by Budget Committee
- Council discusses and proposes changes, if any
- Council adopts budget, makes appropriations and declares tax levies

## Budget Process as Prescribed by Statute (ORS 294)



## Budgeting in the State of Oregon

A budget as defined by Oregon State Law [Oregon Revised Statutes (ORS 294)], is a financial plan containing estimates of revenues and expenditures for a given period or purpose. Local governments in Oregon operate on a fiscal year that begins July 1 and ends the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the financial resources available to meet those needs. In Oregon, a budget is necessary to justify the need for a given rate and amount of property taxes.

Oregon's local governments are highly regulated and controlled by ORS. The state's local budget law is set out in ORS 294.305 to 294.565.

Oregon local budget law has four major purposes:

- Establish standard procedures
- Outline programs and services and the fiscal policy to carry them out
- Provide methods of estimating revenues, expenditures, and proposed levies
- Encourage citizen involvement in budget formulation before budget adoption

The budget proceeds through three phases before it is final. The first phase is the Proposed Budget, presented by the jurisdiction's Budget Official to the Budget Committee. The proposed budget includes dollar amounts and explanations for revenues and expenditures. A balanced budget must be presented. The budget officer presents a budget message along with the proposed amounts to a citizen budget committee.

# Budget Process

The second phase is the Approved Budget, where the Budget Committee deliberates on the budget and votes on its approval. The committee consists of the elected officials and an equal number of electors of the city. The Budget Committee reviews the budget, allows for the public to ask questions about and comment on the budget, and makes adjustments the Committee deems necessary. The Committee then votes on a balanced budget and it becomes the Approved Budget.

The third phase is the Adopted Budget, where the governing body considers the Budget Committee's Approved Budget and votes on its adoption for the subsequent fiscal year. The governing body may make further changes, within certain constraints, and then adopts the budget. Adoption must occur no later than June 30 of each year.

## Budgeting in the City of Wilsonville

The City prepares its budget in accordance with the aforementioned ORS and City Charter. The budget is presented in fund and department categories. Budgetary control is at the department level or at the major appropriation category if only one department exists in a fund. The adopted budget can be amended as described below. Over-expenditures at the control level are prohibited. The City uses the encumbrance system during the year to facilitate budget control. At fiscal year end all outstanding encumbrances lapse. Unexpended budget appropriations lapse at the fiscal year end.

The City Manager serves as the Budget Officer (ORS 294.331) and ensures the preparation of the budget document, presents the budget message to the Budget Committee and ensures budgetary control at the approved appropriation level. The Finance Department works closely with the City Manager and City Departments to prepare the budget document, and engages in ongoing review and monitoring of revenues and expenditures at the budget control level.

The City employs baseline (or status quo) budgeting that assumes the current service levels are maintained into the next budget year. Increases are considered separately and are dependent upon available resources and priorities.

Governmental funds use a modified accrual basis for budgeting and reporting. Under this method revenues are budgeted if they are measurable and available within 60 days of fiscal year end. Revenues subject to accrual include property taxes, payroll taxes, franchise fees, interest and state shared revenues. Expenditures are budgeted in the period during which the goods and services are provided. Principal and interest on debt obligation are budgeted in the fiscal year of payment. Compensated absences are not budgeted in governmental funds. For GAAP based reporting, major variances from budget including capitalization of assets, depreciation and debt issuance are reported as an increase in liabilities and principal payments is shown as a reduction in liabilities.

Proprietary funds use a similar modified accrual basis except that revenues are budgeted when earned and compensated absences are accrued as an expense. Budget reporting in proprietary fund annual audited statements use the modified accrual basis.

## Budgeting Amendments

The adopted budget may be amended by budget transfers (ORS 294.463) or supplemental (ORS 294.471 to 294.473). Generally, transfers consist of moving appropriations within a fund from one major appropriation category to another. Supplemental adjustments typically involve increasing the total appropriation level (as well as the resources). Certain supplement adjustments require publication of the proposed adjustments in a paper of general circulation within the community and posting on the city website. All adjustments to the budget are made via resolutions. Amendments after the adoption do not require approval by the Budget Committee.

## Budget Document Columns

Four columns of data are provided in the proposed document as outlined by Oregon's Budget Law: two prior years of actual, current fiscal year budget as amended by transfers and supplemental adjustments, and amounts proposed for the new year. The adopted document is similar except columns for approved and adopted are added.

## Budget Committee

Oregon budgeting law requires the formation of a Budget Committee to review and approve the budget as proposed by the Budget Officer (ORS 294.414). The committee consists of the governing body (City Council) plus an equal number of voters within the municipality. The non-elected positions are appointed by the Council and serve three-year terms. Non-elected positions are limited to two three-year terms. Terms are staggered so that approximately one third of the terms of the appointed members end each year. Wilsonville has a Budget Committee consisting of ten members. Each member has an equal vote. Members receive no compensation for their services.

The Budget Committee receives the proposed budget as prepared by City staff and presented by the Budget Officer (City Manager). The committee may approve the proposed budget intact, or change part or all of it prior to final approval by the City Council.

Oregon law at one time specified that municipal corporations with a population of less than 200,000 within a county having a population greater than 500,000 shall submit its approved budget document to the tax supervising and conservation commission at least 30 days prior to the date of the public hearing for Budget Committee approval (ORS 294.411). However, in 2006, a new law passed authorizing counties with a population greater than 500,000 to require each taxing jurisdiction within the county to submit certain summarized, financial information. Because a portion of Wilsonville is within Washington County, the City submits the required, summarized financial information to that county. A majority of Wilsonville lies within Clackamas County, which has a population less than 500,000, so no submission is required.

The powers and duties of the Budget Committee are (ORS 294.426-428):

- Receive the budget message and proposed budget;
- Provide to the public an opportunity to ask questions about or comment on the budget;
- Discuss and deliberate on the budget;
- Request from officers or employees information needed for their approval of the budget;
- Specify the ad valorem property tax amount or rate;
- Approve the budget as voted on by the Committee and forward to the City Council for adoption.

The Budget Committee members for review and approval of the FY 2024-25 budget:

### **CITY COUNCIL MEMBERS**

Julie Fitzgerald, Mayor  
Kristin Akervall, Council President  
Dr. Joann Linville, Councilor  
Caroline Berry, Councilor  
Katie Dunwell, Councilor

### **CITIZEN MEMBERS**

Tyler Beach  
Christopher Moore  
Alicia Moulton  
Synthea Russell  
Tabi Traughber

# Budget Process

## Budget Assumptions for FY 2024-25

### ***Personnel Services:***

The City has three classifications of employees: 1) Non-represented employees; 2) Wilsonville Municipal Employee Association (WilMEA) employees, covering general service non-exempt employees; and 3) Service Employees International Union employees (SEIU), covering most transit and fleet employees.

### **WAGES:**

- Wages are budgeted according to cost-of-living and merit adjustment as specified in the various labor contracts. For non-represented employees the salary table is adjusted annually for cost-of-living and merit increases are available up to 4%.

### **BENEFITS:**

- Health insurance premiums are budgeted to increase 10% on January 1, 2025.
  - Non-represented: Employees pay 10% of premium.
  - WilMEA: Employees pay 10% of premium cost.
  - SEIU: Employees pay 10% of premium cost.
- Public Employees Retirement (PERS) rates are set every two years. FY 2024-25 is the second year of the biennium cycle for the PERS rates, from July 1, 2023 through June 30, 2025. Effective July 1, 2023 the employer share for Tier 1 & 2 employees will be 22.12% and for OPSRP employees (Oregon Public Service Retirement Plan) 18.29%, plus 6% employee pick up. Employees hired on or after August 29, 2003 are part of OPSRP, unless membership was previously established by PERS.
- Non-represented 401(a) contribution is set at 3%.

### ***Material and Services:***

- The budget includes inflationary increases of 1% over the prior year. Materials and Services that are proposed to change up or down by 30% or more are explained in the Program Expenditure section of this document.
- Utility expense budgeted based on usage trends, system expansions, and anticipated rate increases. The increase to utility budgets averaged a 6.5% increase.
- Proposed additions or service changes included in the Budget are explained in the Budget Highlights for each program, in the Program Expenditures section of this budget book.

### ***Capital Outlay:***

- By definition, capital outlay are assets with a life longer than one year and initial cost of at least \$10,000.
- Budget amounts are based on purchase cost and estimates to put the asset into operation.

### ***Debt Service:***

- The Urban Renewal Agency will engage in short-term, “overnight” debt from the City’s General Fund in FY 2024-25. It will be used meet cash flow needs of capital improvements.



## Budget Assumptions for FY 2024-25

### ***Indirect Cost Allocations:***

- Administrative functions are allocated to benefiting funds and programs based on an equitable activity for each function. For example, Human Resources is allocated based on number of employees, Information Technology is based on the computers and related equipment used by a department.
- Allocations are net of direct costs, dedicated program revenues, and amounts determined to be core to the General Fund.

### ***Primary Revenue Sources:***

- Property tax revenues for the General Fund are estimated to increase approximately 9% over the amount budgeted in FY 2024-25. This increase is based on the legally allowed 3% growth in assessed value, upon which property taxes are based, as well as new construction added to the tax roll. This increase also takes into account the closure of the Year 2000 plan Urban Renewal District, as well as a reduction of the incremental value of the Westside plan Urban Renewal District.
- Building permits are based on developer construction plans as communicated to staff.
- Water rates last increased May 1, 2023 with no additional increases budgeted.
- Sewer rates last increased January 1, 2014 with no additional increases budgeted.
- Stormwater rates last increased January 1, 2021 with no additional increases budgeted. The current monthly rate is \$11.90 per equivalent residential unit (ERU).
- Road maintenance fees are based on a per-trip basis, with customers falling into various trip categories, indexed to the trips generated by an ERU. One residential unit, for example, generates approximately 10 trips a day per month, and carries a monthly charge of \$10.90, so a single family home pays \$10.90 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly. The fee is subject to change November 1 of each year.
- Transit tax is based on estimated wage base.
- Investment revenue is allocated on available pooled cash balances throughout the year.

### ***Fund Balance Classifications:***

- Restricted and Committed Balances are determined by Council Resolutions or third-party contractual requirements.
- Assigned Balances are for purposes as designated by Council, City Manager, or Finance Director. Use of Assigned Balances is based on need and on various maintenance, capital and concept plans. Annual additions are based on resource availability.
- The contingency minimum for the General Fund is 15% of operating costs.
- The contingency minimum for other operating funds is 20% of operating costs, and in some funds include a set-aside equating to a year's worth of debt service.

### ***Balanced Budget:***

A balanced budget is a basic constraint intended to ensure that the City does not spend beyond its resources, and is required by the Oregon Revised Statutes. The budget balances recurring operating expenditures to recurring operating revenues. Non-recurring and one-time expenditures are funded from anticipated one-time resources, or resources carried over from the prior year.



Best of Wilsonville photo contest winner. Photo Credit: David Abrahamson.



## Fund Summaries

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The City's financial operations are budgeted and accounted for in the funds listed on the following pages. The funds are grouped by major types, as set forth by the Governmental Accounting Standards Board (GASB).

# Fund Descriptions

State law requires all funds to be budgeted.

**General Fund:** This fund accounts for resources devoted to support the services associated with local government. General Fund programs include Law Enforcement, Parks Recreation and Maintenance, the Library, Building Maintenance, Administration, Municipal Court, Finance, Information Technology and other activities for which a special fund has not been created.

**Special Revenue Funds:** These funds account for revenues allocated for a specific purpose.

- **Community Development** – Dedicated to civil engineering, economic development, planning, urban renewal management, stormwater management and natural resources
- **Building Inspection** – Dedicated to the administration and enforcement of building codes
- **Transit** – Provides a mass transit system serving Wilsonville with links north to the Portland metropolitan area’s transit system, TriMet, and south to Salem’s transit system, Cherriots
- **Road Operating** – Dedicated to signal lights, striping, curbs, gutters, potholes and minor repairs
- **Road Maintenance** – Dedicated to pay for major street repairs and reconstruction

**Enterprise Funds:** These funds account for goods and services provided on a continuing basis to the general public and are structured to be self-supporting.

- **Water Operating** – Dedicated to operations, maintenance, and debt service on the City-owned water treatment plant, water wells and the reservoirs, transmission and distribution system
- **Sewer Operating** – Dedicated to operations, maintenance, and debt service on the wastewater treatment plant and collection system
- **Stormwater** – Dedicated to maintenance of the City’s stormwater detention and diversion system and may also be used to pay for construction of improvements in developed areas of the City
- **Street Lighting** – Dedicated to pay for street lighting costs

**Internal Service Fund:** This fund accounts for activity that provides goods or services to other funds, departments or agencies of the primary government on a cost reimbursement basis.

- **Fleet Services** – Maintains and services all vehicles and equipment for City programs, including SMART buses

**Debt Service:** This fund accounts for City’s non-enterprise debt. This fund is currently inactive.

- **General Obligation Debt Service Fund** – Accounts for accumulation of resources and payment of principal and interest on voter approved general obligation bonded debt

**Capital Projects Funds:** These funds fall into two categories: Improvement Funds which account for the construction of, or improvements to, the City’s capital assets; and System Development Charges (SDC) Funds, which budget and account for the receipt of fees derived from charges the City imposes on new development.

- **Improvement Funds** – Water, Sewer, Street, Parks, Stormwater, Facilities
- **SDC Funds** – Water, Sewer, Street, Washington County Transportation Development Tax, Frog Pond Infrastructure, Stormwater, Parks

# Summary of Resources and Requirements

The table below summarizes the major resources and expenditures for all City funds exclusive of Urban Renewal. It also contains highlights for major revenue and expenditure categories.

## BUDGET SUMMARY - ALL CITY FUNDS COMBINED

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Property taxes	\$ 8,870,362	\$ 9,471,859	\$ 11,009,000	\$ 12,017,000	9%
Other taxes	8,939,071	8,968,748	8,640,600	8,999,000	4%
Licenses, franchise fees & permits	7,580,042	7,136,835	5,985,102	5,617,267	-6%
Intergovernmental	14,719,933	17,654,626	14,445,650	9,669,098	-33%
Charges for services	26,347,166	25,632,017	27,960,118	27,376,618	-2%
System development charges	4,642,548	9,285,532	7,530,000	5,475,000	-27%
Fines and forfeitures	271,135	202,343	255,000	195,000	-24%
Investment revenue	(1,666,397)	4,128,894	1,955,400	4,116,000	110%
Other revenues	797,620	861,998	452,527	481,147	6%
Revenue subtotal	70,501,478	83,342,851	78,233,397	73,946,130	-5%
Interfund/agency activity					
Interfund transfers in	25,641,037	43,717,176	86,720,017	57,584,435	-34%
Interagency transfers in	-	919,094	25,000	-	-100%
Interfund/agency loan proceeds	1,500,000	-	1,500,000	11,250,000	650%
Interfund loan/repayments	16,726,624	4,895,270	2,143,180	1,015,100	-53%
Interfund/agency subtotal	43,867,660	49,531,539	90,388,197	69,849,535	-23%
Loan proceeds	23,525,480	-	-	-	-
Beginning fund balance	113,601,163	149,102,800	128,552,981	114,047,838	-11%
<b>TOTAL RESOURCES</b>	<b>\$ 251,495,781</b>	<b>\$ 281,977,191</b>	<b>\$ 297,174,575</b>	<b>\$ 257,843,503</b>	<b>-13%</b>
<b>REQUIREMENTS</b>					
Personnel services	\$ 18,286,635	\$ 20,452,217	\$ 24,977,542	\$ 27,260,230	9%
Materials and services	21,371,957	22,689,371	28,591,498	30,298,634	6%
Capital outlay	1,634,333	1,052,224	3,795,486	4,315,700	14%
Capital projects	14,589,395	40,962,956	88,977,889	60,439,252	-32%
Debt service	3,158,101	5,271,580	6,033,284	4,914,000	-19%
Expenditures subtotal	59,040,420	90,428,347	152,375,699	127,227,816	-17%
Interfund/agency activity					
Interfund transfers out	25,641,037	43,717,176	86,720,017	57,584,435	-34%
Interfund/Interagency loans	17,711,524	4,000,000	2,000,000	11,750,000	488%
Interfund/agency subtotal	43,352,561	47,717,176	88,720,017	69,334,435	-22%
Ending fund balance					
Nonspendable	416,383	105,663	-	-	-
Restricted	40,361,764	24,476,115	14,278,565	13,526,777	-5%
Committed	5,927,500	6,103,500	9,053,200	9,768,200	8%
Assigned	60,592,377	55,126,005	32,706,437	37,558,783	15%
Unassigned	41,804,776	58,020,385	40,657	427,492	951%
Ending fund balance subtotal	149,102,800	143,831,668	56,078,859	61,281,252	9%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 251,495,781</b>	<b>\$ 281,977,191</b>	<b>\$ 297,174,575</b>	<b>\$ 257,843,503</b>	<b>-13%</b>

# Fund Summaries

## SUMMARY OF CITY FUNDS

	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance
<b>RESOURCES</b>						
Property taxes	\$ 12,017,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	550,000	-	-	6,200,000	2,249,000	-
Licenses, franchise fees & permits	4,004,700	668,567	939,000	-	-	-
Intergovernmental	3,299,090	265,000	-	3,683,000	-	-
Charges for services	439,822	427,006	-	20,000	-	2,585,000
System development charges	-	-	-	-	-	-
Fines and forfeitures	190,000	-	-	5,000	-	-
Investment revenue	620,000	70,000	140,000	640,000	91,500	89,000
Other revenues	204,070	16,000	-	16,000	-	-
Revenue Subtotal	21,324,682	1,446,573	1,079,000	10,564,000	2,340,500	2,674,000
Interfund/agency activity						
Interfund transfers in	4,777,260	3,427,337	-	-	-	-
Interfund/agency loan proceeds	-	-	-	-	-	-
Interfund loan/repayments	1,015,100	-	-	-	-	-
Interfund/agency subtotal	5,792,360	3,427,337	-	-	-	-
Beginning fund balance	15,402,632	1,790,716	3,529,978	18,128,610	2,235,718	3,894,568
<b>TOTAL RESOURCES</b>	<b>\$ 42,519,674</b>	<b>\$ 6,664,626</b>	<b>\$ 4,608,978</b>	<b>\$ 28,692,610</b>	<b>\$ 4,576,218</b>	<b>\$ 6,568,568</b>
<b>REQUIREMENTS</b>						
Personnel services	\$ 13,336,720	\$ 3,976,150	\$ 1,027,800	\$ 5,611,270	\$ 590,870	\$ -
Materials and services	13,491,845	755,100	201,036	2,909,951	641,312	-
Capital outlay	210,200	-	-	2,030,000	42,000	-
Capital projects	-	-	-	-	-	-
Debt service	-	-	-	-	360,000	-
Expenditures subtotal	27,038,765	4,731,250	1,228,836	10,551,221	1,634,182	-
Interfund transfers out	7,808,917	824,000	368,400	3,563,550	998,000	2,623,945
Interfund/Interagency loans	500,000	-	-	-	1,250,000	-
Ending fund balance						
Restricted	418,800	-	-	-	-	-
Committed	4,025,700	946,300	245,800	1,704,300	246,500	-
Assigned	2,300,000	163,076	2,765,942	12,873,539	447,536	3,944,623
Unassigned	427,492	-	-	-	-	-
Ending fund balance subtotal	7,171,992	1,109,376	3,011,742	14,577,839	694,036	3,944,623
<b>TOTAL REQUIREMENTS</b>	<b>\$ 42,519,674</b>	<b>\$ 6,664,626</b>	<b>\$ 4,608,978</b>	<b>\$ 28,692,610</b>	<b>\$ 4,576,218</b>	<b>\$ 6,568,568</b>

**SUMMARY OF CITY FUNDS - (CONTINUED)**

Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	Capital Projects	System Development	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,017,000
-	-	-	-	-	-	-	8,999,000
-	-	-	-	-	5,000	-	5,617,267
-	-	-	-	-	2,422,008	-	9,669,098
10,263,900	7,787,000	544,500	3,527,500	1,781,890	-	-	27,376,618
-	-	-	-	-	-	5,475,000	5,475,000
-	-	-	-	-	-	-	195,000
800,000	420,000	30,000	230,000	27,000	198,000	760,500	4,116,000
40,000	31,500	-	-	-	173,577	-	481,147
11,103,900	8,238,500	574,500	3,757,500	1,808,890	2,798,585	6,235,500	73,946,130
-	-	-	-	-	49,379,838	-	57,584,435
-	-	-	-	-	11,250,000	-	11,250,000
-	-	-	-	-	-	-	1,015,100
-	-	-	-	-	60,629,838	-	69,849,535
19,709,294	10,408,550	755,356	5,624,079	1,215,061	2,355,137	28,998,139	114,047,838
\$ 30,813,194	\$ 18,647,050	\$ 1,329,856	\$ 9,381,579	\$ 3,023,951	\$ 65,783,560	\$ 35,233,639	\$ 257,843,503
\$ 716,720	\$ 481,890	\$ -	\$ 459,780	\$ 1,059,030	\$ -	\$ -	\$ 27,260,230
5,935,766	4,219,192	331,310	852,592	823,040	-	137,490	30,298,634
1,518,500	230,000	-	28,000	257,000	-	-	4,315,700
-	-	-	-	-	60,439,252	-	60,439,252
375,000	2,880,000	-	842,000	-	-	457,000	4,914,000
8,545,986	7,811,082	331,310	2,182,372	2,139,070	60,439,252	594,490	127,227,816
8,945,416	2,813,972	621,000	2,141,755	-	2,329,097	24,546,383	57,584,435
10,000,000	-	-	-	-	-	-	11,750,000
-	-	-	-	-	3,015,211	10,092,766	13,526,777
1,330,500	940,300	66,300	262,500	-	-	-	9,768,200
1,991,292	7,081,696	311,246	4,794,952	884,881	-	-	37,558,783
-	-	-	-	-	-	-	427,492
3,321,792	8,021,996	377,546	5,057,452	884,881	3,015,211	10,092,766	61,281,252
\$ 30,813,194	\$ 18,647,050	\$ 1,329,856	\$ 9,381,579	\$ 3,023,951	\$ 65,783,560	\$ 35,233,639	\$ 257,843,503

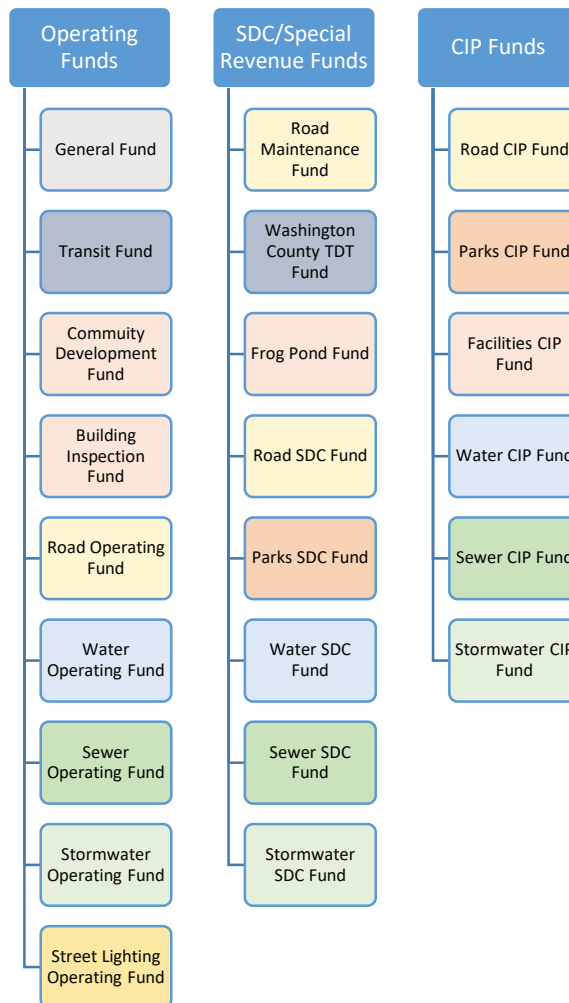
# Fund Summaries

## SUMMARY OF SYSTEM DEVELOPMENT CHARGES (SDC) FUNDS

	Water SDC	Sewer SDC	Street SDC	Washington County TDT	Frog Pond Infrastructure	Stormwater SDC	Parks SDC	Grand Total
<b>RESOURCES</b>								
System development charges	\$ 1,000,000	\$ 550,000	\$ 900,000	\$ -	\$ 2,000,000	\$ 200,000	\$ 825,000	\$ 5,475,000
Investment revenue	238,000	31,500	242,500	34,000	93,500	77,500	43,500	760,500
Revenue subtotal	1,238,000	581,500	1,142,500	34,000	2,093,500	277,500	868,500	6,235,500
Beginning fund balance	7,561,688	1,612,577	9,496,129	2,187,718	2,299,390	3,335,044	2,505,593	28,998,139
<b>TOTAL RESOURCES</b>	<b>\$ 8,799,688</b>	<b>\$ 2,194,077</b>	<b>\$ 10,638,629</b>	<b>\$ 2,221,718</b>	<b>\$ 4,392,890</b>	<b>\$ 3,612,544</b>	<b>\$ 3,374,093</b>	<b>\$ 35,233,639</b>
<b>REQUIREMENTS</b>								
Materials and services	\$ 24,280	\$ 20,640	\$ 38,820	\$ -	\$ 32,560	\$ 5,380	\$ 15,810	\$ 137,490
Debt service	457,000	-	-	-	-	-	-	457,000
Expenditure subtotal	481,280	20,640	38,820	-	32,560	5,380	15,810	594,490
Interfund transfers	8,270,238	2,150,759	9,559,895	-	3,061,015	530,093	974,383	24,546,383
Ending fund balance								
Restricted	48,170	22,678	1,039,914	2,221,718	1,299,315	3,077,071	2,383,900	10,092,766
<b>TOTAL REQUIREMENTS</b>	<b>\$ 8,799,688</b>	<b>\$ 2,194,077</b>	<b>\$ 10,638,629</b>	<b>\$ 2,221,718</b>	<b>\$ 4,392,890</b>	<b>\$ 3,612,544</b>	<b>\$ 3,374,093</b>	<b>\$ 35,233,639</b>

Ending fund balance will vary due timing of receipts and construction of capital assets.

## CHART OF FUNDS





## Summary of Funds

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The following pages offer a fund-by-fund analysis of resources and requirements. Fund descriptions and categorizations by fund type are found at the beginning of this chapter.

**Resources** include all revenues, transfers, and beginning fund balances.

- **Revenues** are income received from major sources such as property taxes, user charges, permits, fees, state shared revenues, and interest earnings on investments.
- **Transfers** are transactions between funds and represent payment for services provided by one fund to another.
- **Beginning Fund Balances** are unexpended resources from the previous year which have been brought forward.

**Requirements** include all expenditures, transfers, and ending fund balances.

- **Expenditures** include employee wages and benefits, supplies and services, capital purchases, and payment of principal and interest on debt.
- **Transfers** are transactions between funds and represent payment for services provided by one fund to another.
- **Ending Fund Balances:**
  - **Nonspendable:** Balances that will never convert to cash (including inventories and prepaid items) or must remain intact pursuant to legal or contractual requirements (such as a permanent endowment).
  - **Restricted:** Legally restricted balances such as by bond covenant, contract, or statute.
  - **Committed:** Balances which are controlled by Council action. Primarily reflects the City's Fiscal Management Policy to establish an unappropriated ending balance equal to 15% operating costs in the General Fund, and a 20% operating reserve in the Special Revenue and Enterprise Funds.
  - **Assignments:** Balances designated by Council or staff but have not been formally adopted by Resolution. Principal amounts are designated for future uses.
  - **Unassigned:** General Fund Contingency.

*\*Prior year actuals have been recharacterized to conform to the Governmental Accounting Standards Board (GASB) categories of ending balances.*

# Fund Summaries

## GENERAL FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Property taxes	\$ 8,870,362	\$ 9,471,859	\$ 11,009,000	\$ 12,017,000	9%
Hotel/motel taxes	540,789	610,766	400,000	550,000	38%
Franchise fees	3,788,853	3,999,955	3,681,000	3,828,000	4%
Licenses and permits	173,654	196,600	242,800	176,700	-27%
Intergovernmental	5,495,233	7,597,882	4,102,373	3,299,090	-20%
Municipal court fines	155,046	195,061	250,000	190,000	-24%
Investment revenue	(268,973)	747,217	304,600	620,000	104%
Charges for services	653,517	482,135	419,164	439,822	5%
Miscellaneous revenue	304,676	306,116	175,450	204,070	16%
Revenue subtotal	19,713,157	23,607,591	20,584,387	21,324,682	4%
Transfers from other funds					
Building Inspection Fund	215,136	225,684	243,926	260,400	7%
Community Development Fund	547,536	562,992	607,926	636,000	5%
Transit Fund	585,228	616,152	678,646	820,800	21%
Road Operating Fund	232,896	241,308	253,516	288,000	14%
Fleet Services Fund	2,400	2,400	2,400	-	-100%
Water Operating Fund	707,496	743,388	788,936	837,900	6%
Sewer Operating Fund	524,592	550,092	577,536	637,200	10%
Stormwater Operating Fund	236,196	244,584	259,236	288,000	11%
Water Capital Projects Fund	147,418	215,947	769,475	527,474	-31%
Sewer Capital Projects Fund	68,510	102,978	323,602	81,639	-75%
Streets Capital Projects Fund	148,054	109,867	327,279	278,245	-15%
Stormwater Capital Projects Fund	32,435	17,123	169,925	30,192	-82%
Facilities Capital Projects Fund	-	-	7,464	69,690	834%
Parks Capital Projects Fund	32,249	69,057	79,421	21,720	-73%
Transfers subtotal	3,480,145	3,701,571	5,089,288	4,777,260	-6%
Interfund/agency loan proceeds	1,500,000	-	-	-	-
Interfund/agency loan repayments	16,726,624	4,515,100	1,015,100	1,015,100	0%
Beginning fund balance	16,105,475	19,521,701	18,658,339	15,402,632	-17%
TOTAL RESOURCES	\$ 57,525,401	\$ 51,345,963	\$ 45,347,114	\$ 42,519,674	-6%
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 8,836,621	\$ 10,193,730	\$ 12,185,032	\$ 13,336,720	9%
Materials and services	8,915,868	9,761,516	12,410,094	13,491,845	9%
Capital outlay	-	221,132	311,177	210,200	-32%
Debt service	-	380,170	1,134,284	-	-100%
Expenditures subtotal	17,752,489	20,556,548	26,040,587	27,038,765	4%
Transfers to other funds					
Community Development Fund	424,992	450,000	750,000	1,650,000	120%
Streets Capital Projects Fund	396,503	637,263	1,051,700	410,000	-61%
Facilities Capital Projects Fund	2,830,553	2,207,488	3,953,332	3,256,950	-18%
Parks Capital Projects Fund	387,639	475,967	4,633,838	2,491,967	-46%
Transfers subtotal	4,039,686	3,770,718	10,388,870	7,808,917	-25%
Interfund/Interagency loans					
Urban Renewal Agency	16,211,524	4,000,000	500,000	500,000	0%
Ending fund balance					
Nonspendable	248,228	105,663	-	-	-
Restricted	317,447	418,789	2,309,800	418,800	-82%
Committed (unappropriated)	2,947,900	3,300,000	3,642,200	4,025,700	11%
Assigned (designated)	5,580,000	6,550,000	2,425,000	2,300,000	-5%
Unassigned	10,428,126	12,644,246	40,657	427,492	951%
Ending fund balance subtotal	19,521,701	23,018,698	8,417,657	7,171,992	-15%
TOTAL REQUIREMENTS	\$ 57,525,401	\$ 51,345,963	\$ 45,347,114	\$ 42,519,674	-6%

## COMMUNITY DEVELOPMENT FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Licenses and permits					
Engineering	\$ 745,758	\$ 760,383	\$ 469,000	\$ 365,000	-22%
C.D. Administration	-	1,000	1,000	1,000	0%
Planning	520,967	389,495	382,302	302,567	-21%
Licenses and permits subtotal	1,266,725	1,150,878	852,302	668,567	-22%
Intergovernmental	77,460	103,500	21,713	265,000	1120%
Charges for services					
Urban renewal	621,612	477,208	687,714	347,006	-50%
Other	88,300	85,905	40,000	80,000	100%
Charges for services subtotal	709,911	563,113	727,714	427,006	-41%
Investment revenue	(29,403)	57,085	44,400	70,000	58%
Miscellaneous revenue	79,677	212,473	16,000	16,000	0%
Revenue subtotal	2,104,370	2,087,049	1,662,129	1,446,573	-13%
Transfers from other funds					
General Fund	424,992	450,000	750,000	1,650,000	120%
Building Inspection Fund	90,456	94,512	102,132	108,000	6%
Stormwater Operating Fund	275,640	310,188	337,232	349,200	4%
Water Capital Projects Fund	157,705	293,922	368,202	321,382	-13%
Sewer Capital Projects Fund	226,103	377,054	371,595	134,111	-64%
Streets Capital Projects Fund	422,556	477,873	986,053	512,411	-48%
Stormwater Capital Projects Fund	197,691	70,641	223,230	175,603	-21%
Facilities Capital Projects Fund	2,265	5,765	56,000	43,370	-23%
Parks Capital Projects Fund	19,639	29,504	249,491	133,260	-47%
Transfers subtotal	1,817,048	2,109,459	3,443,935	3,427,337	0%
Beginning fund balance	2,631,806	2,459,982	1,455,375	1,790,716	23%
TOTAL RESOURCES	\$ 6,553,225	\$ 6,656,489	\$ 6,561,439	\$ 6,664,626	2%
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 2,723,986	\$ 3,179,099	\$ 3,685,060	\$ 3,976,150	8%
Materials and services	772,635	596,043	803,584	755,100	-6%
Expenditures subtotal	3,496,621	3,775,142	4,488,644	4,731,250	5%
Transfers to other funds					
General Fund	547,536	562,992	607,926	636,000	5%
Building Inspection Fund	41,544	46,524	-	-	-
Parks Capital Projects Fund	-	195,840	-	-	-
Streets Capital Projects Fund	-	-	121,713	160,000	31%
Facilities Capital Projects Fund	7,542	-	-	28,000	-
Transfers subtotal	596,622	805,356	729,639	824,000	13%
Ending fund balance					
Committed (unappropriated)	774,100	846,000	897,700	946,300	5%
Assigned (contingency)	1,685,882	1,229,991	445,456	163,076	-63%
Ending fund balance subtotal	2,459,982	2,075,991	1,343,156	1,109,376	-17%
TOTAL REQUIREMENTS	\$ 6,553,225	\$ 6,656,489	\$ 6,561,439	\$ 6,664,626	2%

# Fund Summaries

## BUILDING INSPECTION FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Licenses and permits	\$ 2,342,560	\$ 1,778,302	\$ 1,204,000	\$ 939,000	-22%
Charges for services	10,140	8,190	-	-	-
Investment revenue	(36,951)	97,982	71,700	140,000	95%
Revenue subtotal	2,317,293	1,884,474	1,275,700	1,079,000	-15%
Transfers from other funds					
Community Development Fund	41,544	46,524	-	-	-
Beginning fund balance	2,277,862	3,147,675	2,997,841	3,529,978	18%
<b>TOTAL RESOURCES</b>	<b>\$ 4,636,698</b>	<b>\$ 5,078,674</b>	<b>\$ 4,273,541</b>	<b>\$ 4,608,978</b>	<b>8%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 916,327	\$ 896,651	\$ 1,076,940	\$ 1,027,800	-5%
Materials and services	214,773	163,159	198,774	201,036	1%
Expenditures subtotal	1,131,100	1,069,808	1,275,714	1,228,836	-4%
Transfers to other funds					
Community Development Fund	90,456	94,512	102,132	108,000	6%
General Fund	215,136	225,684	243,926	260,400	7%
Facilities Capital Projects Fund	52,331	19,169	-	-	-
Transfers subtotal	357,923	339,365	346,058	368,400	6%
Ending fund balance					
Committed (unappropriated)	254,800	263,000	266,500	245,800	-8%
Assigned (contingency)	2,892,875	3,406,500	2,385,269	2,765,942	16%
Ending fund balance subtotal	3,147,675	3,669,500	2,651,769	3,011,742	14%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 4,636,698</b>	<b>\$ 5,078,674</b>	<b>\$ 4,273,541</b>	<b>\$ 4,608,978</b>	<b>8%</b>

**TRANSIT FUND**

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Transit tax	\$ 6,253,924	\$ 6,204,048	\$ 6,000,000	\$ 6,200,000	3%
Intergovernmental	6,541,109	5,569,147	4,174,500	3,683,000	-12%
Charges for services	52,522	61,701	40,000	20,000	-50%
Investment revenue	(97,272)	382,058	425,100	640,000	51%
Fines and forfeitures	116,089	7,281	5,000	5,000	0%
Miscellaneous revenue	17,813	18,651	16,000	16,000	0%
Revenue subtotal	12,884,184	12,242,887	10,660,600	10,564,000	-1%
Beginning fund balance	7,620,636	12,336,518	15,836,033	18,128,610	14%
<b>TOTAL RESOURCES</b>	<b>\$ 20,504,821</b>	<b>\$ 24,579,405</b>	<b>\$ 26,496,633</b>	<b>\$ 28,692,610</b>	<b>8%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 3,787,758	\$ 3,846,224	\$ 5,058,100	\$ 5,611,270	11%
Materials and services	2,313,823	2,379,372	3,239,530	2,909,951	-10%
Capital outlay	1,481,204	23,290	2,060,000	2,030,000	-1%
Expenditures subtotal	7,582,784	6,248,886	10,357,630	10,551,221	2%
Transfers to other funds					
General Fund	585,228	616,152	678,646	820,800	21%
Facilities Capital Projects Fund	291	-	365,344	2,742,750	651%
Transfers subtotal	585,519	616,152	1,043,990	3,563,550	241%
Ending fund balance					
Committed (unappropriated)	1,286,058	1,847,650	1,650,000	1,704,300	3%
Assigned (designated)	3,161,259	1,503,000	2,293,000	3,600,000	57%
Assigned (contingency)	7,889,201	14,363,717	11,152,013	9,273,539	-17%
Ending fund balance subtotal	12,336,518	17,714,367	15,095,013	14,577,839	-3%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 20,504,821</b>	<b>\$ 24,579,405</b>	<b>\$ 26,496,633</b>	<b>\$ 28,692,610</b>	<b>8%</b>

# Fund Summaries

## ROAD OPERATING FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Gasoline tax	\$ 2,144,358	\$ 2,153,935	\$ 2,240,600	\$ 2,249,000	0%
Investment revenue	(95,243)	165,453	52,200	91,500	75%
Miscellaneous revenue	6,142	1,458	-	-	-
Revenue subtotal	2,055,257	2,320,846	2,292,800	2,340,500	2%
Loan proceeds	4,515,380	-	-	-	-
Beginning fund balance	2,768,210	8,079,565	3,409,661	2,235,718	-34%
<b>TOTAL RESOURCES</b>	<b>\$ 9,338,847</b>	<b>\$ 10,400,410</b>	<b>\$ 5,702,461</b>	<b>\$ 4,576,218</b>	<b>-20%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 281,481	\$ 338,539	\$ 524,370	\$ 590,870	13%
Materials and services	405,825	582,583	616,212	641,312	4%
Capital outlay	-	101,507	300,000	42,000	-86%
Debt service	8,934	356,447	358,000	360,000	1%
Expenditures subtotal	696,240	1,379,076	1,798,582	1,634,182	-9%
Transfers to other funds					
General Fund	232,896	241,308	253,516	288,000	14%
Streets Capital Projects Fund	281,619	576,200	1,755,246	710,000	-60%
Facilities Capital Projects Fund	48,527	3,917,203	787,200	-	-100%
Transfers/Interfund subtotal	563,042	4,734,711	2,795,962	998,000	-64%
Interfund/interagency loans					
Streets Capital Projects Fund	-	-	-	1,250,000	-
Ending fund balance					
Committed (unappropriated)	183,500	191,500	228,500	246,500	8%
Assigned (designated)	75,000	250,000	250,000	250,000	0%
Assigned (contingency)	7,821,065	3,845,123	629,417	197,536	-69%
Ending fund balance subtotal	8,079,565	4,286,623	1,107,917	694,036	-37%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 9,338,847</b>	<b>\$ 10,400,410</b>	<b>\$ 5,702,461</b>	<b>\$ 4,576,218</b>	<b>-20%</b>

**ROAD MAINTENANCE FUND**

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Usage charge	\$ 2,318,112	\$ 2,365,267	\$ 2,249,000	\$ 2,585,000	15%
Investment revenue	(21,529)	100,762	87,100	89,000	2%
Revenue subtotal	2,296,584	2,466,029	2,336,100	2,674,000	14%
Beginning fund balance	3,493,336	2,867,160	4,041,832	3,894,568	-4%
<b>TOTAL RESOURCES</b>	<b>\$ 5,789,920</b>	<b>\$ 5,333,189</b>	<b>\$ 6,377,932</b>	<b>\$ 6,568,568</b>	<b>3%</b>
<b>REQUIREMENTS</b>					
Transfers to other funds					
Streets Capital Projects Fund	\$ 2,922,760	\$ 1,021,460	\$ 4,235,000	\$ 2,623,945	-38%
Ending fund balance					
Assigned (contingency)	2,867,160	4,311,728	2,142,932	3,944,623	84%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,789,920</b>	<b>\$ 5,333,188</b>	<b>\$ 6,377,932</b>	<b>\$ 6,568,568</b>	<b>3%</b>

# Fund Summaries

## WATER OPERATING FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Usage charge	\$ 7,692,030	\$ 7,911,886	\$ 8,452,780	\$ 8,702,020	3%
Sherwood usage	1,149,425	1,383,033	1,600,000	1,500,000	-6%
Connection fees	19,156	42,915	48,000	50,880	6%
Turn-off charge	2,773	10,570	4,000	11,000	175%
User fee - fire charge	171,732	-	-	-	-
Investment revenue	(284,288)	653,809	324,500	800,000	147%
Miscellaneous revenue	61,626	71,189	40,000	40,000	0%
Revenue subtotal	8,812,452	10,073,403	10,469,280	11,103,900	6%
Interfund loan repayments					
General Fund	-	380,170	1,128,080	-	-100%
Loan proceeds	4,696,650	-	-	-	-
Beginning fund balance	21,260,244	24,885,991	18,279,708	19,709,294	8%
<b>TOTAL RESOURCES</b>	<b>\$ 34,769,345</b>	<b>\$ 35,339,562</b>	<b>\$ 29,877,068</b>	<b>\$ 30,813,194</b>	<b>3%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 428,805	\$ 502,101	\$ 687,800	\$ 716,720	4%
Materials and services	3,732,957	4,090,473	5,050,863	5,935,766	18%
Capital outlay	110,222	238,098	695,000	1,518,500	118%
Debt service	9,292	370,751	371,000	375,000	1%
Expenditures subtotal	4,281,276	5,201,423	6,804,663	8,545,986	26%
Transfers to other funds					
General Fund	707,496	743,388	788,936	837,900	6%
Water Capital Projects Fund	1,283,259	4,510,674	11,435,686	8,107,516	-29%
Facilities Capital Projects Fund	2,111,324	2,597,407	815,290	-	-100%
Transfers subtotal	4,102,079	7,851,470	13,039,912	8,945,416	-31%
Interfund/interagency loans					
General Fund	1,500,000	-	-	-	-
Streets Capital Projects Fund	-	-	-	10,000,000	-
Interfund loans subtotal	1,500,000	-	-	10,000,000	-
Ending fund balance					
Committed (unappropriated)	1,083,000	1,148,000	1,148,000	1,330,500	16%
Assigned (designated)	1,100,000	1,200,000	1,300,000	1,400,000	8%
Assigned (contingency)	22,702,990	19,938,670	7,584,493	591,292	-92%
Ending fund balance subtotal	24,885,990	22,286,670	10,032,493	3,321,792	-67%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 34,769,345</b>	<b>\$ 35,339,562</b>	<b>\$ 29,877,068</b>	<b>\$ 30,813,194</b>	<b>3%</b>



## SEWER OPERATING FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Usage charge	\$ 7,680,737	\$ 7,033,922	\$ 8,127,900	\$ 7,550,000	-7%
High strength surcharge	325,635	373,032	350,000	237,000	-32%
Investment revenue	(204,750)	470,167	114,900	420,000	266%
Miscellaneous revenue	84,800	45,023	31,500	31,500	0%
Revenue subtotal	7,886,422	7,922,145	8,624,300	8,238,500	-4%
Transfers from other funds					
Sewer Development Fund (SDC)	600,000	600,000	600,000	-	-100%
Loan proceeds	3,197,020	-	-	-	-
Beginning fund balance	16,987,780	18,733,371	13,303,499	10,408,550	-22%
TOTAL RESOURCES	\$ 28,671,221	\$ 27,255,517	\$ 22,527,799	\$ 18,647,050	-17%
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 334,335	\$ 422,141	\$ 449,960	\$ 481,890	7%
Materials and services	3,395,886	3,636,893	4,121,454	4,219,192	2%
Capital outlay	-	221,910	125,509	230,000	83%
Debt Service	2,570,465	2,877,055	2,880,000	2,880,000	0%
Expenditures subtotal	6,300,686	7,157,998	7,576,923	7,811,082	3%
Transfers to other funds					
General Fund	524,592	550,092	577,536	637,200	10%
Sewer Capital Projects Fund	1,001,248	2,609,401	11,048,496	2,176,772	-80%
Facilities Capital Projects Fund	2,111,324	2,796,441	582,908	-	-100%
Transfers subtotal	3,637,165	5,955,934	12,208,940	2,813,972	-77%
Interfund/Interagency loans					
Streets Capital Projects Fund	-	-	1,500,000	-	-100%
Ending fund balance					
Committed (unappropriated)	882,000	915,000	915,000	940,300	3%
Assigned (designated)	5,345,000	2,400,000	278,577	2,500,000	797%
Assigned (contingency)	12,506,370	10,826,584	48,359	4,581,696	9374%
Ending fund balance subtotal	18,733,370	14,141,584	1,241,936	8,021,996	546%
TOTAL REQUIREMENTS	\$ 28,671,221	\$ 27,255,517	\$ 22,527,799	\$ 18,647,050	-17%

# Fund Summaries

## STREET LIGHTING FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Usage charge	\$ 556,411	\$ 516,266	\$ 540,540	\$ 544,500	1%
Intergovernmental	65,812	16,680	-	-	-
Investment revenue	(15,699)	29,316	17,000	30,000	76%
Revenue subtotal	606,525	562,261	557,540	574,500	3%
Beginning fund balance	1,254,785	1,491,235	939,354	755,356	-20%
<b>TOTAL RESOURCES</b>	<b>\$ 1,861,309</b>	<b>\$ 2,053,497</b>	<b>\$ 1,496,894</b>	<b>\$ 1,329,856</b>	<b>-11%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 279,623	\$ 245,384	\$ 366,450	\$ 331,310	-10%
Transfers to other funds					
Streets Capital Projects Fund	90,451	688,546	661,954	621,000	-6%
Ending fund balance					
Committed (unappropriated)	76,850	73,300	73,300	66,300	-10%
Assigned (contingency)	1,414,385	1,046,267	395,190	311,246	-21%
Ending fund balance subtotal	1,491,235	1,119,567	468,490	377,546	-19%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,861,309</b>	<b>\$ 2,053,497</b>	<b>\$ 1,496,894</b>	<b>\$ 1,329,856</b>	<b>-11%</b>

## STORMWATER OPERATING FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Usage charge	\$ 3,515,955	\$ 3,239,154	\$ 3,678,840	\$ 3,527,500	-4%
Investment revenue	(107,487)	212,508	55,100	230,000	317%
Miscellaneous revenue	913	-	-	-	-
Revenue subtotal	3,409,381	3,451,662	3,733,940	3,757,500	1%
Loan proceeds	4,070,430	-	-	-	-
Beginning fund balance	5,032,048	9,579,537	6,367,969	5,624,079	-12%
TOTAL RESOURCES	\$ 12,511,860	\$ 13,031,197	\$ 10,101,909	\$ 9,381,579	-7%
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 221,806	\$ 266,886	\$ 324,810	\$ 459,780	42%
Materials and services	599,579	586,417	830,350	852,592	3%
Capital outlay	-	113,606	-	28,000	-
Debt service	523,154	836,421	838,000	842,000	0%
Expenditures subtotal	1,344,539	1,803,330	1,993,160	2,182,372	9%
Transfers to other funds					
General Fund	236,196	244,584	259,236	288,000	11%
Community Development Fund	275,640	310,188	337,232	349,200	4%
Stormwater Capital Projects Fund	1,012,198	443,423	5,932,103	1,504,555	-75%
Facilities Capital Projects Fund	63,750	3,542,537	718,251	-	-100%
Transfers subtotal	1,587,784	4,540,732	7,246,822	2,141,755	-70%
Ending fund balance					
Committed (unappropriated)	234,000	232,000	232,000	262,500	13%
Assigned (contingency)	9,345,537	6,455,135	629,927	4,794,952	661%
Ending fund balance subtotal	9,579,537	6,687,135	861,927	5,057,452	487%
TOTAL REQUIREMENTS	\$ 12,511,860	\$ 13,031,197	\$ 10,101,909	\$ 9,381,579	-7%

# Fund Summaries

## FLEET SERVICES FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Charges for services					
General Fund	\$ 156,354	\$ 169,356	\$ 177,432	\$ 185,988	5%
Building Inspection Fund	16,959	17,196	18,024	18,636	3%
Community Development Fund	25,005	25,788	27,024	27,960	3%
Transit Fund	1,191,321	1,322,784	1,388,940	1,435,774	3%
Road Operating Fund	41,109	45,708	47,892	49,092	3%
Water Operating Fund	30,282	31,008	32,484	32,976	2%
Sewer Operating Fund	17,331	18,084	18,948	19,812	5%
Stormwater Operating Fund	10,749	10,908	11,436	11,652	2%
Charges for service subtotal	1,489,110	1,640,832	1,722,180	1,781,890	3%
Investment revenue	(13,967)	35,478	8,200	27,000	229%
Miscellaneous revenue	16,758	33,510	-	-	-
Revenue subtotal	1,491,900	1,709,820	1,730,380	1,808,890	5%
Beginning fund balance	1,129,719	1,136,795	1,109,511	1,215,061	10%
<b>TOTAL RESOURCES</b>	<b>\$ 2,621,620</b>	<b>\$ 2,846,616</b>	<b>\$ 2,839,891</b>	<b>\$ 3,023,951</b>	<b>6%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Personnel services	\$ 755,516	\$ 806,846	\$ 985,470	\$ 1,059,030	7%
Materials and services	684,001	614,118	801,417	823,040	3%
Capital outlay	42,908	122,683	303,800	257,000	-15%
Expenditures subtotal	1,482,424	1,543,647	2,090,687	2,139,070	2%
Transfers to other funds					
General Fund	2,400	2,400	2,400	-	-100%
Ending fund balance					
Assigned (designated)	865,588	844,383	720,383	850,000	18%
Assigned (contingency)	271,207	456,186	26,421	34,881	32%
Ending fund balance subtotal	1,136,795	1,300,569	746,804	884,881	18%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,621,619</b>	<b>\$ 2,846,616</b>	<b>\$ 2,839,891</b>	<b>\$ 3,023,951</b>	<b>6%</b>

**WATER CAPITAL PROJECTS FUND**

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Intergovernmental	\$ 1,845,221	\$ 3,476,876	\$ 5,418,987	\$ 892,008	-84%
Investment revenue	(16,598)	25,610	40,000	24,000	-40%
Lease revenue	173,577	173,577	173,577	173,577	0%
Revenue subtotal	2,002,200	3,676,063	5,632,564	1,089,585	-81%
Transfers from other funds					
Water Operating Fund	1,283,259	4,510,674	11,435,686	8,107,516	-29%
Water Development Fund (SDC)	1,397,166	5,802,110	9,515,220	8,270,238	-13%
Transfers subtotal	2,680,425	10,312,785	20,950,906	16,377,754	-22%
Beginning fund balance	976,569	1,138,416	1,333,218	1,484,946	11%
<b>TOTAL RESOURCES</b>	<b>\$ 5,659,194</b>	<b>\$ 15,127,263</b>	<b>\$ 27,916,688</b>	<b>\$ 18,952,285</b>	<b>-32%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Capital Projects	\$ 4,215,655	\$ 12,950,081	\$ 25,173,232	17,262,769	-31%
Transfers to other funds					
General Fund	147,418	215,947	769,475	527,474	-31%
Community Development Fund	157,705	293,922	368,202	321,382	-13%
Streets Capital Projects Fund	-	1,000,000	-	-	-
Transfers subtotal	305,123	1,509,869	1,137,677	848,856	-25%
Ending fund balance					
Restricted	1,138,416	667,313	1,605,779	840,660	-48%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,659,194</b>	<b>\$ 15,127,263</b>	<b>\$ 27,916,688</b>	<b>\$ 18,952,285</b>	<b>-32%</b>

# Fund Summaries

## SEWER CAPITAL PROJECTS FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Investment revenue	\$ (2,405)	\$ 2,997	\$ 1,500	\$ 4,500	200%
Transfers from other funds					
Sewer Operating Fund	1,001,248	2,609,401	11,048,496	2,176,772	-80%
Sewer Development Fund (SDC)	1,250,779	674,019	1,305,265	2,150,759	65%
Frog Pond West Fund	-	138,828	637,653	772,000	21%
Transfers subtotal	2,252,027	3,422,248	12,991,414	5,099,531	-61%
Beginning fund balance	57,926	55,323	56,323	75,821	35%
<b>TOTAL RESOURCES</b>	<b>\$ 2,307,548</b>	<b>\$ 3,480,569</b>	<b>\$ 13,049,237</b>	<b>\$ 5,179,852</b>	<b>-60%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Capital Projects	\$ 1,957,612	\$ 2,942,216	\$ 12,036,897	\$ 4,665,091	-61%
Transfers to other funds					
General Fund	68,510	102,978	323,602	81,639	-75%
Community Development Fund	226,103	377,054	371,595	134,111	-64%
Transfers subtotal	294,612	480,032	695,197	215,750	-69%
Ending fund balance					
Restricted	55,323	58,321	317,143	299,011	-6%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,307,548</b>	<b>\$ 3,480,569</b>	<b>\$ 13,049,237</b>	<b>\$ 5,179,852</b>	<b>-60%</b>

## STREET CAPITAL PROJECTS FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Intergovernmental	\$ 107,000	\$ 180,000	\$ 79,577	\$ -	-100%
Vehicle license fee	521,522	492,800	448,500	430,000	-4%
Investment revenue	(24,145)	56,472	60,000	35,500	-41%
Miscellaneous revenue	50,000	-	-	-	-
Revenue subtotal	654,377	729,273	588,077	465,500	-21%
Transfers from other funds					
General Fund	396,503	637,263	1,051,700	410,000	-61%
Community Development Fund	-	-	121,713	160,000	31%
Road Operating Fund	281,619	576,200	1,755,246	710,000	-60%
Road Maintenance Fund	2,922,760	1,021,460	4,235,000	2,623,945	-38%
Frog Pond West Fund	-	441,683	2,979,861	610,955	-79%
Water Capital Projects Fund	-	1,000,000	-	-	-
Streetlight Fund	90,451	688,546	661,954	621,000	-6%
Streets Development Fund (SDC)	1,197,358	921,125	11,449,559	9,559,895	-17%
Transfers subtotal	4,888,692	5,286,277	22,255,033	14,695,795	-34%
Interagency transfers					
URA Year 2000 Program Income	-	919,094	25,000	-	-100%
Interagency transfers subtotal	-	919,094	25,000	-	-100%
Interfund loan proceeds					
Water Operating Fund	-	-	-	10,000,000	-
Road Operating Fund	-	-	-	1,250,000	-
Sewer Operating Fund	-	-	1,500,000	-	-100%
Interfund loan proceeds subtotal	-	-	1,500,000	11,250,000	650%
Beginning fund balance	1,614,137	2,012,572	3,525,766	292,937	-92%
<b>TOTAL RESOURCES</b>	<b>\$ 7,157,206</b>	<b>\$ 8,947,215</b>	<b>\$ 27,893,876</b>	<b>\$ 26,704,232</b>	<b>-4%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Capital Projects	\$ 4,574,024	\$ 6,846,291	\$ 26,075,810	\$ 25,403,239	-3%
Transfers to other funds					
General Fund	148,054	109,867	327,279	278,245	-15%
Community Development Fund	422,556	477,873	986,053	512,411	-48%
Transfers subtotal	570,610	587,740	1,313,332	790,656	-40%
Ending fund balance					
Restricted	2,012,572	1,513,185	504,734	510,337	1%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 7,157,206</b>	<b>\$ 8,947,215</b>	<b>\$ 27,893,876</b>	<b>\$ 26,704,232</b>	<b>-4%</b>

# Fund Summaries

## STORMWATER CAPITAL PROJECTS FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Investment revenue	\$ 1,418	\$ 2,866	\$ 300	\$ 3,500	1067%
Transfers from other funds					
Stormwater Operating Fund	1,012,198	443,423	5,932,103	1,504,555	-75%
Stormwater Development Fund (SDC)	145,265	133,555	1,154,332	530,093	-54%
Transfers subtotal	1,157,462	576,978	7,086,435	2,034,648	-71%
Beginning fund balance	134,232	135,368	9,731	157,184	1515%
<b>TOTAL RESOURCES</b>	<b>\$ 1,293,112</b>	<b>\$ 715,212</b>	<b>\$ 7,096,466</b>	<b>\$ 2,195,332</b>	<b>-69%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Capital Projects	\$ 927,619	\$ 489,215	\$ 6,385,220	\$ 1,725,443	-73%
Transfers to other funds					
General Fund	32,435	17,123	169,925	30,192	-82%
Community Development Fund	197,691	70,641	223,230	175,603	-21%
Transfers subtotal	230,126	87,764	393,155	205,795	-48%
Ending fund balance					
Restricted	135,368	138,234	318,091	264,094	-17%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,293,112</b>	<b>\$ 715,212</b>	<b>\$ 7,096,466</b>	<b>\$ 2,195,332</b>	<b>-69%</b>



## FACILITIES CAPITAL PROJECTS FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Intergovernmental	\$ 66,576	\$ 217,741	\$ 200,000	\$ -	-100%
Investment revenue	(49,810)	141,367	45,000	120,500	168%
Miscellaneous revenue	95	-	-	-	-
Revenue subtotal	16,860	359,108	245,000	120,500	-51%
Transfers from other funds					
General Fund	2,830,553	2,207,488	3,953,332	3,256,950	-18%
Community Development Fund	7,542	-	-	28,000	-
Transit Fund	291	-	365,344	2,742,750	651%
Building Inspection Fund	52,331	19,169	-	-	-
Road Operating Fund	48,527	3,917,203	787,200	-	-100%
Water Operating Fund	2,111,324	2,597,407	815,290	-	-100%
Sewer Operating Fund	2,111,324	2,796,441	582,908	-	-100%
Stormwater Operating Fund	63,750	3,542,537	718,251	-	-100%
Transfers subtotal	7,225,642	15,080,246	7,222,325	6,027,700	-17%
Beginning fund balance	220,801	5,598,002	5,621,398	281,499	-95%
TOTAL RESOURCES	\$ 7,463,304	\$ 21,037,356	\$ 13,088,723	\$ 6,429,699	-51%
<b>REQUIREMENTS</b>					
Expenditures					
Capital Projects	\$ 1,863,037	\$ 15,233,558	\$ 12,731,661	\$ 5,879,150	-54%
Transfers to other funds					
General Fund	-	-	7,464	69,690	834%
Community Development Fund	2,265	5,765	56,000	43,370	-23%
Transfers subtotal	2,265	5,765	63,464	113,060	78%
Ending fund balance					
Restricted	5,598,002	5,798,033	293,598	437,489	49%
TOTAL REQUIREMENTS	\$ 7,463,304	\$ 21,037,356	\$ 13,088,723	\$ 6,429,699	-51%

# Fund Summaries

## PARKS CAPITAL PROJECTS FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Tree mitigation revenue	\$ 8,250	\$ 11,100	\$ 5,000	\$ 5,000	0%
Investment revenue	(3,274)	12,258	9,200	10,000	9%
Revenue subtotal	4,976	23,358	14,200	1,115,000	7752%
Transfers from other funds					
General Fund	387,639	475,967	4,633,838	2,491,967	-46%
Frog Pond West Fund	-	68,410	939,940	1,678,060	79%
Community Development Fund	-	195,840	-	-	-
Parks Development Fund (SDC)	715,698	1,840,871	1,506,903	974,383	-35%
Transfers subtotal	1,103,337	2,581,088	7,080,681	5,144,410	-27%
Beginning fund balance	333,707	338,682	335,394	62,750	-81%
<b>TOTAL RESOURCES</b>	<b>\$ 1,442,019</b>	<b>\$ 2,943,127</b>	<b>\$ 7,430,275</b>	<b>\$ 6,322,160</b>	<b>-15%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Capital Projects	\$ 1,051,448	\$ 2,501,594	\$ 6,575,069	\$ 5,503,560	-16%
Transfers to other funds					
General Fund	32,249	69,057	79,421	21,720	-73%
Community Development Fund	19,639	29,504	249,491	133,260	-47%
Transfers subtotal	51,889	98,561	328,912	154,980	-53%
Ending fund balance					
Restricted	338,682	342,972	526,294	663,620	26%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,442,019</b>	<b>\$ 2,943,127</b>	<b>\$ 7,430,275</b>	<b>\$ 6,322,160</b>	<b>-15%</b>

**WATER DEVELOPMENT CHARGES FUND**

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
System development charges	\$ 747,209	\$ 2,936,753	\$ 1,515,000	\$ 1,000,000	-34%
Investment revenue	(167,097)	329,679	50,000	238,000	376%
Revenue subtotal	580,112	3,266,433	1,565,000	1,238,000	-21%
Loan proceeds	7,046,000	-	-	-	-
Beginning fund balance	7,781,324	13,951,737	9,616,939	7,561,688	-21%
<b>TOTAL RESOURCES</b>	<b>\$ 15,407,435</b>	<b>\$ 17,218,169</b>	<b>\$ 11,181,939</b>	<b>\$ 8,799,688</b>	<b>-21%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 12,276	\$ 11,424	\$ 26,980	\$ 24,280	-10%
Debt service	46,257	450,736	452,000	457,000	1%
Expenditures subtotal	58,532	462,161	478,980	481,280	0%
Transfers to other funds					
Water Capital Projects Fund	1,397,166	5,802,110	9,515,220	8,270,238	-13%
Ending fund balance					
Restricted	13,951,737	10,953,898	1,187,739	48,170	-96%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 15,407,435</b>	<b>\$ 17,218,169</b>	<b>\$ 11,181,939</b>	<b>\$ 8,799,688</b>	<b>-21%</b>

Ending fund balance varies due to timing of receipts and construction of capital assets.

# Fund Summaries

## SEWER DEVELOPMENT CHARGES FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
System development charges	\$ 711,678	\$ 892,339	\$ 725,000	\$ 550,000	-24%
Investment revenue	(14,455)	36,383	9,900	31,500	218%
Revenue subtotal	697,223	928,721	734,900	581,500	-21%
Beginning fund balance	2,937,498	1,773,506	1,296,285	1,612,577	24%
<b>TOTAL RESOURCES</b>	<b>\$ 3,634,720</b>	<b>\$ 2,702,228</b>	<b>\$ 2,031,185</b>	<b>\$ 2,194,077</b>	<b>8%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 10,435	\$ 3,544	\$ 22,930	\$ 20,640	-10%
Transfers to other funds					
Sewer Operating Fund	600,000	600,000	600,000	-	-100%
Sewer Capital Projects Fund	1,250,779	674,019	1,305,265	2,150,759	65%
Transfers subtotal	1,850,779	1,274,019	1,905,265	2,150,759	13%
Ending fund balance					
Restricted	1,773,506	1,424,665	102,990	22,678	-78%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,634,720</b>	<b>\$ 2,702,228</b>	<b>\$ 2,031,185</b>	<b>\$ 2,194,077</b>	<b>8%</b>

Ending fund balance varies due to timing of receipts and construction of capital assets.

**STREETS DEVELOPMENT CHARGES FUND**

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
System development charges	\$ 1,501,860	\$ 2,246,297	\$ 1,800,000	\$ 900,000	-50%
Investment revenue	(99,014)	274,378	40,000	242,500	506%
Revenue subtotal	1,402,846	2,520,675	1,840,000	1,142,500	-38%
Beginning fund balance	9,589,932	9,381,080	10,052,656	9,496,129	-6%
<b>TOTAL RESOURCES</b>	<b>\$ 10,992,778</b>	<b>\$ 11,901,755</b>	<b>\$ 11,892,656</b>	<b>\$ 10,638,629</b>	<b>-11%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 19,625	\$ 8,738	\$ 43,130	\$ 38,820	-10%
Transfers to other funds					
Washington County Fund (TDT)	394,715	-	-	-	-
Streets Capital Projects Fund	1,197,358	921,125	11,449,559	9,559,895	-17%
Transfers subtotal	1,592,073	921,125	11,449,559	9,559,895	-17%
Ending fund balance					
Restricted	9,381,080	10,971,891	399,967	1,039,914	160%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 10,992,778</b>	<b>\$ 11,901,755</b>	<b>\$ 11,892,656</b>	<b>\$ 10,638,629</b>	<b>-11%</b>

Ending fund balance varies due to timing of receipts and construction of capital assets.

# Fund Summaries

## WASHINGTON COUNTY TRANSPORTATION DEVELOPMENT TAX FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Transportation development tax	\$ 161,129	\$ 715,006	\$ 250,000	\$ -	-100%
Investment revenue	(10,648)	40,932	44,700	34,000	-24%
Revenue subtotal	150,481	755,938	294,700	34,000	-88%
Transfers from other funds					
Streets Development Fund (SDC)	394,715	-	-	-	-
Beginning fund balance	354,085	899,280	1,624,580	2,187,718	35%
<b>TOTAL RESOURCES</b>	<b>\$ 899,280</b>	<b>\$ 1,655,218</b>	<b>\$ 1,919,280</b>	<b>\$ 2,221,718</b>	<b>16%</b>
<b>REQUIREMENTS</b>					
Restricted	\$ 899,280	\$ 1,655,218	\$ 1,919,280	\$ 2,221,718	16%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 899,280</b>	<b>\$ 1,655,218</b>	<b>\$ 1,919,280</b>	<b>\$ 2,221,718</b>	<b>16%</b>

Ending fund balance varies due to timing of receipts and construction of capital assets.

**FROG POND INFRASTRUCTURE FUND**

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Infrastructure development fee	\$ 975,519	\$ 1,392,898	\$ 2,000,000	\$ 2,000,000	0%
Investment revenue	(36,638)	92,565	28,300	93,500	230%
Revenue subtotal	938,881	1,485,463	2,028,300	2,093,500	3%
Beginning fund balance	2,250,970	3,185,914	4,017,039	2,299,390	-43%
<b>TOTAL RESOURCES</b>	<b>\$ 3,189,851</b>	<b>\$ 4,671,377</b>	<b>\$ 6,045,339</b>	<b>\$ 4,392,890</b>	<b>-27%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 3,937	\$ 5,418	\$ 36,180	\$ 32,560	-10%
Transfers to other funds					
Streets Capital Projects Fund	-	441,683	2,979,861	610,955	-79%
Parks Capital Projects Fund	-	68,410	939,940	1,678,060	79%
Sewer Capital Projects Fund	-	138,828	637,653	772,000	21%
Transfers subtotal	-	648,920	4,557,454	3,061,015	-33%
Ending fund balance					
Restricted	3,185,914	4,017,038	1,451,705	1,299,315	-10%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,189,851</b>	<b>\$ 4,671,377</b>	<b>\$ 6,045,339</b>	<b>\$ 4,392,890</b>	<b>-27%</b>

Ending fund balance varies due to timing of receipts and construction of capital assets.

# Fund Summaries

## STORMWATER DEVELOPMENT CHARGES FUND

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
System development charges	\$ 240,014	\$ 621,956	\$ 690,000	\$ 200,000	-71%
Investment revenue	(33,739)	94,148	109,700	77,500	-29%
Revenue subtotal	206,274	716,104	799,700	277,500	-65%
Beginning fund balance	3,093,114	3,151,402	3,568,132	3,335,044	-7%
<b>TOTAL RESOURCES</b>	<b>\$ 3,299,388</b>	<b>\$ 3,867,506</b>	<b>\$ 4,367,832</b>	<b>\$ 3,612,544</b>	<b>-17%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 2,721	\$ 2,419	\$ 5,980	\$ 5,380	-10%
Transfers to other funds					
Stormwater Capital Projects Fund	145,265	133,555	1,154,332	530,093	-54%
Ending fund balance					
Restricted	3,151,402	3,731,531	3,207,520	3,077,071	-4%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,299,388</b>	<b>\$ 3,867,506</b>	<b>\$ 4,367,832</b>	<b>\$ 3,612,544</b>	<b>-17%</b>

Ending fund balance varies due to timing of receipts and construction of capital assets.



**PARKS DEVELOPMENT CHARGES FUND**

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
System development charges	\$ 305,140	\$ 480,283	\$ 550,000	\$ 825,000	50%
Investment revenue	(34,430)	67,404	12,000	43,500	263%
Revenue subtotal	270,710	547,687	562,000	868,500	55%
Beginning fund balance	3,694,968	3,241,987	1,096,398	2,505,593	129%
<b>TOTAL RESOURCES</b>	<b>\$ 3,965,678</b>	<b>\$ 3,789,674</b>	<b>\$ 1,658,398</b>	<b>\$ 3,374,093</b>	<b>103%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services	\$ 7,993	\$ 1,868	\$ 17,570	\$ 15,810	-10%
Transfers to other funds					
Parks Capital Projects Fund	715,698	1,840,871	1,506,903	974,383	-35%
Ending fund balance					
Restricted	3,241,987	1,946,935	133,925	2,383,900	1680%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,965,678</b>	<b>\$ 3,789,674</b>	<b>\$ 1,658,398</b>	<b>\$ 3,374,093</b>	<b>103%</b>

Ending fund balance varies due to timing of receipts and construction of capital assets.



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# Summary of Program Revenues

## SUMMARY OF PROGRAM REVENUES

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>General Fund</b>	\$ 19,713,159	\$ 23,607,591	\$ 20,584,387	\$ 21,324,682	4%
<b>Special Revenue Funds</b>					
Community Development	2,104,370	2,087,049	1,662,129	1,446,573	-13%
Building	2,317,293	1,884,474	1,275,700	1,079,000	-15%
Transit	12,884,184	12,242,887	10,660,600	10,564,000	-1%
Road Operating	2,055,257	2,320,846	2,292,800	2,340,500	2%
Road Maintenance	2,296,584	2,466,029	2,336,100	2,674,000	14%
<b>Total Special Revenue Funds</b>	<b>21,657,688</b>	<b>21,001,284</b>	<b>18,227,329</b>	<b>18,104,073</b>	<b>-1%</b>
<b>Enterprise Funds</b>					
Water Operating	8,812,452	10,073,403	10,469,280	11,103,900	6%
Sewer Operating	7,833,222	7,922,145	8,624,300	8,238,500	-4%
Street Lighting Operating	606,525	562,261	557,540	574,500	3%
Stormwater Operating	3,409,381	3,451,662	3,733,940	3,757,500	1%
<b>Total Enterprise Funds</b>	<b>20,661,580</b>	<b>22,009,471</b>	<b>23,385,060</b>	<b>23,674,400</b>	<b>1%</b>
<b>Internal Service Fund</b>					
Fleet Services	1,491,900	1,709,820	1,730,380	1,808,890	5%
<b>Grand Total</b>	<b>\$ 63,524,328</b>	<b>\$ 68,328,166</b>	<b>\$ 63,927,156</b>	<b>\$ 64,912,045</b>	<b>2%</b>

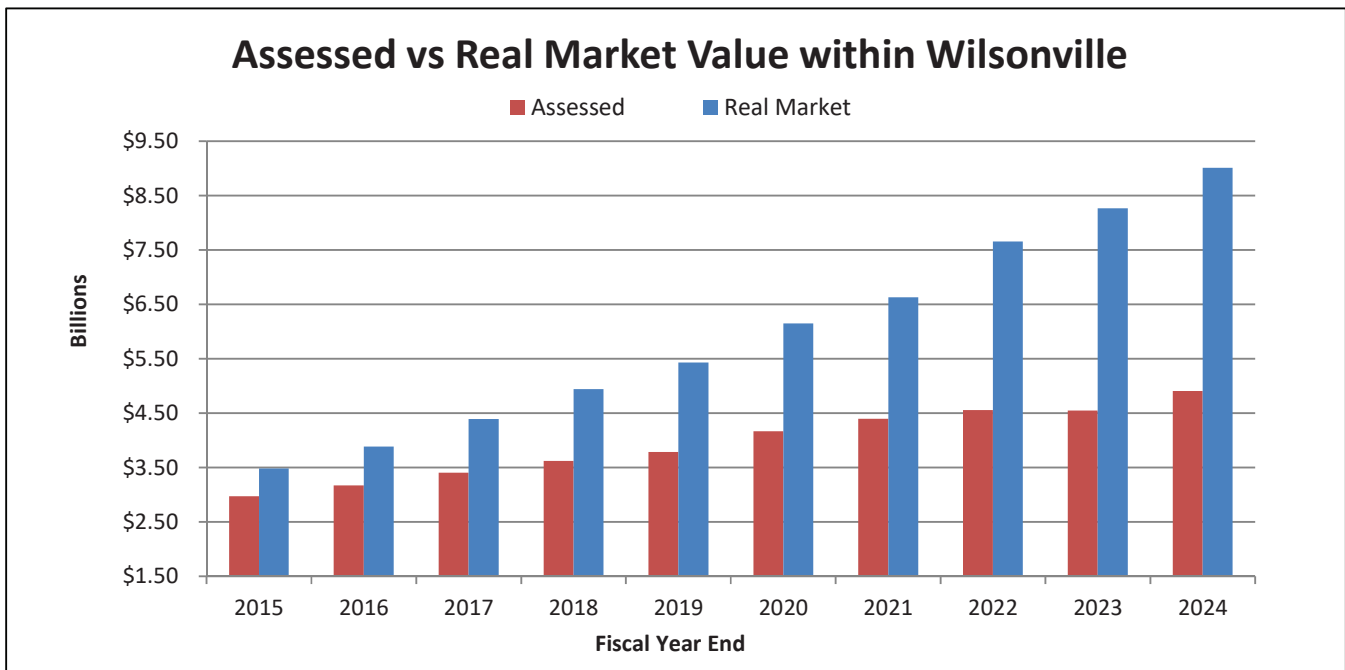
# Property Tax Summary

The City’s permanent tax rate is \$2.5206 per \$1,000 of assessed valuation. Taxes from the permanent rate are recorded in the General Fund as discretionary revenues to support General Fund programs such as Public Safety, Library and Parks and Recreation.

In May 1997, voters approved Measure 50 which separated real market value from assessed value, rolled back assessed values to 90% of 1995-96 values and limited future increases of taxable assessed values to 3% per year, except for major improvements. Property taxes are levied on either the determined assessed value, or on the real market value, whichever is less. During the recession that began in 2007, property values did fall. For some properties, the real market value fell below the assessed value. Thus, property taxes were levied on the real market value for those properties. As property values began to increase once more and the real market value exceeded the 3% growth in assessed value, property taxes were levied on the assessed value. The chart below compares the aggregate real market value to the aggregate assessed value within the city limits of Wilsonville.

Measure 50 also established permanent tax rates, which are not subject to change. Voters may approve a five-year local option levy above the fixed rate to fund operations. The City of Wilsonville’s permanent tax rate is \$2.5206 per \$1,000 of assessed value, and the City does not have a local option levy. Voters may approve a General Obligation Bond, which enables the City to levy property taxes above the permanent rate to pay debt service on the bond. The City of Wilsonville had a General Obligation Bond that funded expansion to the City Library, which was paid off on January 1, 2016.

In 1990, voters passed Measure 5, which introduced tax rate limits starting in 1991-92. Measure 5 stipulates that property taxes for education are limited to \$5.00 per \$1,000 of real market value, and property taxes for general government are limited to \$10.00 per \$1,000 of real market value. If the taxes levied exceed these limits, then each corresponding taxing district has its tax rate reduced proportionately until the tax limit is reached. This reduction in taxes to the limit is called compression. It is important to note these tax limits apply to individual parcels. Further, local option levies are the first to be compressed. If taxes levied still exceed the limit after compressing the local option levy to \$0, then permanent rates are proportionately compressed until the limit is reached. Local general government taxes in the City currently do not exceed the \$10.00 rate limit; however, this limitation may affect the availability of future tax revenues for the City.



# Property Tax Summary

## Property Values and Taxes

	Actual 2023-24	Estimated 2024-25	% Change
<b>M5 Real Market Values (RMV) <sup>1</sup></b>			
Within Clackamas County	\$ 7,534,497,401	\$ 8,227,916,000	9%
Within Washington County	732,680,437	785,314,000	7%
Total RMV	<u>\$ 8,267,177,838</u>	<u>\$ 9,013,230,000</u>	<u>9%</u>
<b>Maximum Assessed Values (MAV)</b>			
Within Clackamas County	\$ 4,386,839,194	\$ 4,606,181,154	5%
Within Washington County	414,903,388	435,648,557	5%
Less urban renewal increment - West Side	(122,100,000)	-	0%
Less urban renewal increment - WIN Program	(76,765,120)	(80,603,400)	5%
Less urban renewal increment - Coffee Creek	(52,419,197)	(55,040,200)	5%
Total Maximum Assessed Value (MAV)	<u>\$ 4,550,458,265</u>	<u>\$ 4,906,186,111</u>	<u>8%</u>
<b>Permanent tax rate (per \$1,000 of AV)</b>	\$ 2.5206	\$ 2.5206	
<b>Property Tax Revenue (net of discounts/defaults)</b>			
Clackamas County	\$ 10,073,200	\$ 10,857,000	8%
Washington County	961,100	1,036,000	8%
Total	<u>\$ 11,034,300</u>	<u>\$ 11,893,000</u>	<u>8%</u>

<sup>1</sup> For non-specially assessed property (farmland, forestland, openspace, etc), Measure 5 Value (M5 Value) is equal to Real Market Value (RMV), as per ORS 310.202.

\* Taxes are based on the lower of real market M5 value or maximum assessed value (MAV), which is known as assessed value (AV). Measure 50 limits future growth on maximum assessed value to 3% annually, unless it exceeds real market value. Exceptions to the 3% are for items such as new construction, remodeling, new subdivisions, and rezoning which may increase assessed value and taxes more than 3%



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# General Fund Revenues

## Assumptions for General Fund Revenues

- Property Taxes: 9% increase when compared to the prior year’s budget, representing annual increases to assessed valuation and new residential and commercial properties added to the tax rolls
- Franchise Fees and Privilege Taxes: Based on trend analysis, a 4% increase
- Intergovernmental Shared Revenues: Based on trend analysis, population and State of Oregon notifications
- Intergovernmental Shared Revenues/Library: Based on Clackamas County Projections
- Charges for Service/Urban Renewal: Based on historic and projected demand

The General Fund is used to account for all revenues and expenditures that are not required to be recorded in another fund. Principal revenues include property taxes, franchise fees, and intergovernmental shared revenues. Total revenues, excluding interfund transfers, equate to \$21.3 million. This represents a 4% increase from the prior fiscal year’s budget.

Property taxes comprise 56.4% of revenues, excluding interfund transfers, and are generated from a permanent tax rate of \$2.5206 per \$1,000 of assessed values. The County Assessor determines the assessed value of the property, collects the taxes and remits payment to the City. The FY 2024-25 budget assumes an 8% growth in assessed value, when compared to the prior fiscal year, as new construction including new homes in the Frog Pond area that will be added to the tax rolls. Taxes for FY 2024-25 will be billed in late October 2024 and can be paid in thirds throughout the year or with a discount by paying in full. Budgeted taxes are less than levied amounts due to estimated uncollectibles, delinquencies and discounts.

Franchise fees and privilege taxes are also large revenue sources, which are expected to comprise 18.0% of externally sourced revenues next fiscal year. These fees are charged to various utility companies for use of public rights-of-way based upon a percentage of net sales within city limits. Franchise fees for FY 2024-25 are expected to increase 4%.

The current franchise fee and privilege tax rates charged on gross receipts of the utilities are:

Electric	Portland General Electric	5.00%
Natural Gas	Northwest Natural Gas	5.00%
Telecommunications	Frontier AT&T Comcast IP Other service providers	7.00%
Garbage	Republic Services	5.00%
Cable TV	Comcast Ziplay Fiber	5.00%
Water, Sewer & Stormwater	City of Wilsonville	4.00%

Intergovernmental revenues originate from state and county shared revenues, as well as any grants received from governmental entities. The state shared revenues include alcoholic beverage tax, cigarette tax, and state shared revenue. These state shared revenues total \$870,000 or 4.1% of the fund’s total. The revenues are allocated by various formulas but utilize a per capita rate. Increases for FY 2024-25 reflect the State of Oregon’s overall projections.

Another component of intergovernmental revenue is the City’s allocation of the Clackamas County Library District Levy. For FY 2024-25 this allocation is anticipated to be \$1,700,000 which is 8.0% of the fund’s total revenue. Allocations are based on a combination of service area population and assessed value, provided by the Library District.

Certain programs provide services for which fees can be charged. Principle among the charges are fees from the Urban Renewal Agency. Being as the Agency does not have staff, City administration charges for providing these services. For FY 2024-25 the fees are approximately 0.6% of the General Fund’s total revenue.

# General Fund Revenues

## SUMMARY OF PROGRAM REVENUES

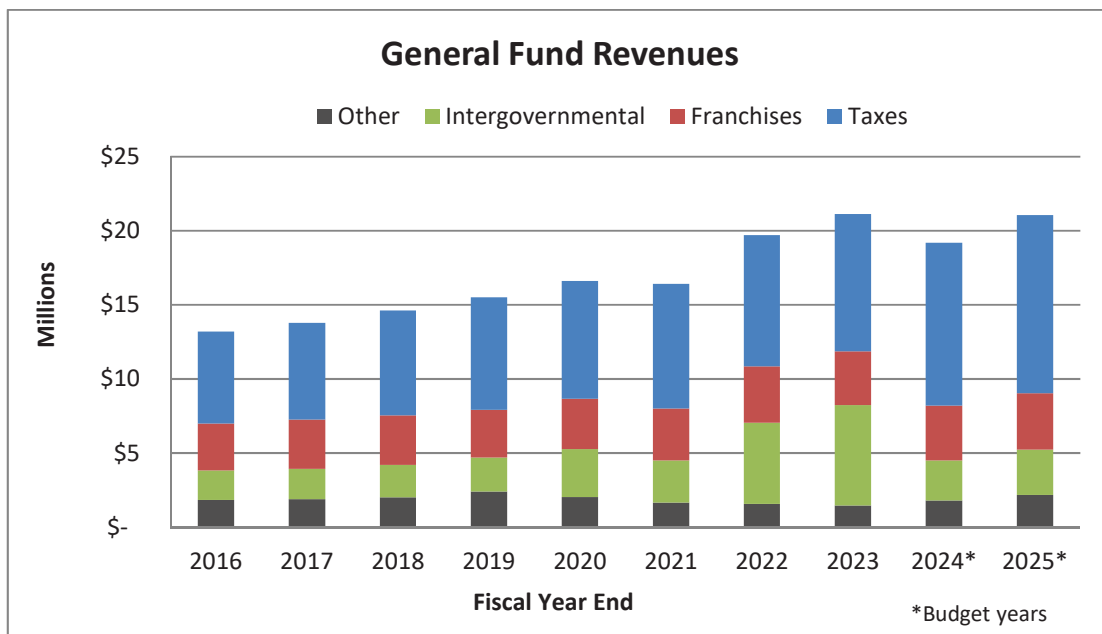
	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Property taxes</b>					
Current year property taxes	\$ 8,772,320	\$ 9,318,883	\$ 10,898,000	\$ 11,893,000	9%
Prior year property taxes	98,042	152,976	111,000	124,000	12%
Total property taxes	8,870,362	9,471,859	11,009,000	12,017,000	9%
<b>Hotel/Motel taxes</b>	540,789	610,766	400,000	550,000	38%
<b>Franchise fees/privilege tax</b>					
Portland General Electric	1,144,960	1,181,810	1,100,000	1,200,000	9%
NW Natural Gas	387,577	514,201	350,000	400,000	14%
United Disposal	473,773	423,440	400,000	420,000	5%
Comcast Cable	317,700	312,930	320,000	310,000	-3%
Sewer utilities	307,762	336,089	310,000	325,000	5%
Water utilities	315,965	368,906	315,000	350,000	11%
Stormwater	135,093	147,276	145,000	140,000	-3%
Charbonneau Water Company	11,534	13,590	16,000	12,000	-25%
Other franchise fees	115,461	89,024	135,000	71,000	-47%
Privilege tax	579,027	612,689	590,000	600,000	2%
Total franchise fees/privilege tax	3,788,853	3,999,955	3,681,000	3,828,000	4%
<b>Licenses &amp; permits</b>					
Professional and occupation	170,454	193,535	240,000	175,000	-27%
Alcoholic beverages	2,500	2,400	2,000	1,000	-50%
Other licenses & permits	700	665	800	700	-13%
Total licenses & permits	173,654	196,600	242,800	176,700	-27%
<b>Intergovernmental</b>					
Alcoholic beverages tax	503,926	547,705	480,000	450,000	-6%
Cigarette tax	21,672	20,061	25,000	20,000	-20%
State shared revenue	392,647	411,189	410,000	400,000	-2%
County shared revenue - Library	1,538,451	1,548,770	1,509,125	1,700,000	13%
Clack. Co. - Title III	123,928	112,136	110,000	110,000	0%
Federal grants	2,767,330	2,767,330	-	-	-
State grants	7,037	1,936,048	5,048	129,992	2475%
Other local governments	140,243	254,645	1,563,200	489,098	-69%
Total intergovernmental	5,495,233	7,597,882	4,102,373	3,299,090	-20%
<b>Municipal court fines</b>	155,046	195,061	250,000	190,000	-24%
<b>Investment revenue</b>	(268,973)	747,217	304,600	620,000	104%



# General Fund Revenues

## SUMMARY OF PROGRAM REVENUES (CONTINUED)

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Charges for services</b>					
Services provided to Urban Renewal	\$ 354,912	\$ 139,500	\$ 128,964	\$ 119,922	-7%
Class registrations	95,053	82,676	72,000	80,000	11%
Parks reservations/Facility rental	74,956	147,101	125,000	140,000	12%
Sports camp/Youth special services	67,393	58,103	37,000	52,000	41%
New book sales	319	151	300	200	-33%
Library fees	14,725	16,182	6,400	6,000	-6%
Photocopying	3,996	5,637	5,000	5,000	0%
Non-resident fees - library	1,545	1,568	1,500	1,500	0%
Lost/damaged books	2,966	2,045	3,500	2,200	-37%
Library room rental	200	5,430	3,000	3,000	0%
Lien search fees	31,332	19,152	30,000	30,000	0%
Other charges for services	6,120	4,590	6,500	-	-100%
<b>Total charges for services</b>	<b>653,517</b>	<b>482,135</b>	<b>419,164</b>	<b>439,822</b>	<b>5%</b>
<b>Miscellaneous revenue</b>					
Gifts	49,788	70,738	66,650	102,270	53%
Home delivered meals	11,314	14,404	8,000	6,000	-25%
Cable receipts	54,027	48,787	50,000	45,000	-10%
Other miscellaneous revenue	189,547	172,187	50,800	50,800	0%
<b>Total miscellaneous revenue</b>	<b>304,676</b>	<b>306,116</b>	<b>175,450</b>	<b>204,070</b>	<b>16%</b>
<b>Total Revenues</b>	<b>\$ 19,713,159</b>	<b>\$ 23,607,591</b>	<b>\$ 20,584,387</b>	<b>\$ 21,324,682</b>	<b>4%</b>



# Summary of Fund Revenues

## Building Inspection Fund

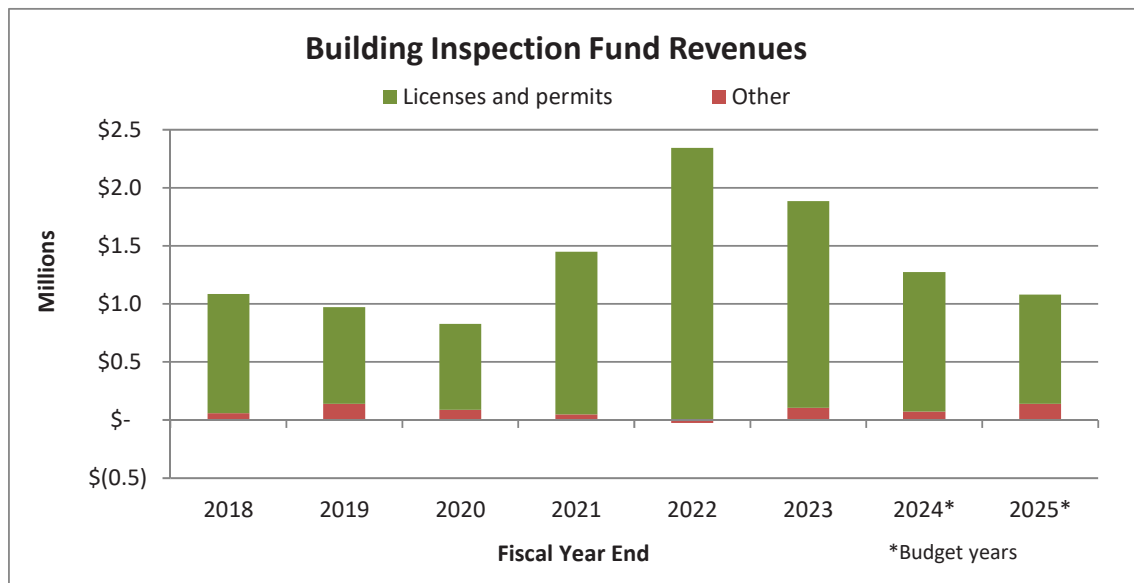
### Assumptions for Building Inspection Fund Revenues

- Inspection and Permit Fees: Based on projections of scheduled and anticipated development
- Rate increases were last approved by Council in July 2020.

Each fiscal year, the Building Inspector projects the permit revenue based on known and anticipated building projects that will be requesting building permits during the next fiscal year. Overall, Licenses and Permits are expected to decrease 22% over the prior fiscal year.

Other income includes interest earned on cash balances and miscellaneous charges.

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Revenues:					
Licenses and permits	\$ 2,342,560	\$ 1,778,302	\$ 1,204,000	\$ 939,000	-22%
Charges for services	10,140	8,190	-	-	-
Investment revenue	(36,951)	97,982	71,700	140,000	95%
Miscellaneous revenue	1,543	-	-	-	-
<b>Total Revenues</b>	<b>\$ 2,317,293</b>	<b>\$ 1,884,474</b>	<b>\$ 1,275,700</b>	<b>\$ 1,079,000</b>	<b>-15%</b>



# Summary of Fund Revenues

## Community Development Fund

### Assumptions for Community Development Fund Revenues

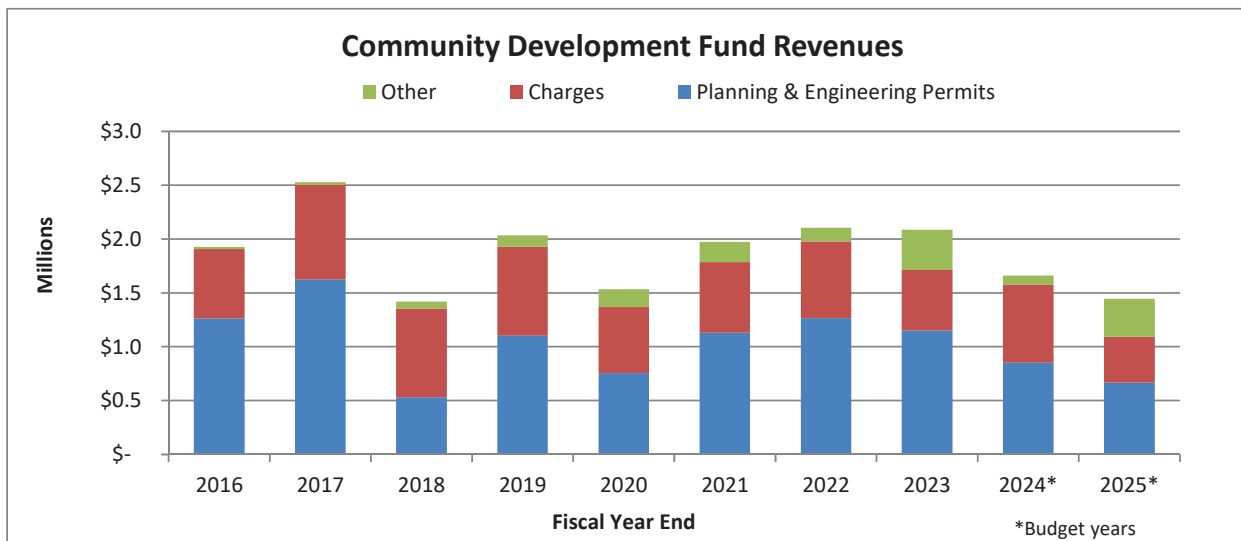
- License and Permit Fees: Based on projections of scheduled and anticipated development. Based on projections, permit fees are expected to decrease by 22% when compared to the prior fiscal year.
- Intergovernmental: Based on grants anticipated for projects that the CD Fund will undertake this fiscal year. Anticipated revenues include funds from the Oregon Department of Land Conservation and Development (DLCD), Oregon Metro, and Business Oregon.
- Charges for Services: Based on estimated overhead projections on Urban Renewal related projects and administration fees. Charges for Services are expected to decrease by 41% as compared the prior fiscal year.

One of the primary revenue sources for the Community Development Fund are the engineering and planning permits. Estimated revenues are based on department projections of scheduled and anticipated development to occur in the City. Current residential building activity is now centered in the Frog Pond Area while a number of industrial and commercial projects are also expected to be submitted for approval.

The other primary revenue source for the Community Development Fund are charges for services to the Urban Renewal Agency. The charges are for the services provided by the department to carry out the goals of the Agency. The fees are calculated on the actual time spent on Urban Renewal projects and the estimated time spent on Urban Renewal activities by the Community Development staff.

Other income includes interest earnings on cash balances and miscellaneous revenues.

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Revenues:					
Licenses and permits	\$ 1,266,725	\$ 1,150,878	\$ 852,302	\$ 668,567	-22%
Intergovernmental	77,460	103,500	21,713	265,000	1120%
Charges for services	709,911	563,113	727,714	427,006	-41%
Investment revenue	(29,403)	57,085	44,400	70,000	58%
Miscellaneous revenue	79,677	212,473	16,000	16,000	0%
<b>Total Revenues</b>	<b>\$ 2,104,370</b>	<b>\$ 2,087,049</b>	<b>\$ 1,662,129</b>	<b>\$ 1,446,573</b>	<b>-13%</b>



# Summary of Fund Revenues

## Transit Fund

### Assumptions for Transit Fund Revenues

- Transit Tax: Based on estimated wage base
- Intergovernmental revenues: Based on grants awarded to SMART

The City’s public transportation program is funded by a payroll tax paid by Wilsonville businesses and is based on total payroll or self-employment income. The tax rate of 0.5 percent (.005) of gross wages has been in effect since October 2008. The payroll tax is due quarterly and covers employment within City limits. Transit taxes are estimated at approximately \$6.2 million in FY 2024-25. To generate this level of income the annual payroll disbursed within the City limits exceeds \$1 billion.

Other Transit agencies in Oregon charge a payroll tax to fund transit operations as seen in the following table:

### Oregon Transit Payroll Tax Rates

Calendar Year	SMART	TriMet	Canby	Sandy	South Clackamas Transit	
					District	Lane Transit
2023	0.5000%	0.8037%	0.6000%	0.6000%	0.5000%	0.7800%
2024	0.5000%	0.8137%	0.6000%	0.6000%	0.5000%	0.7900%
2025	0.5000%	0.8237%	0.6000%	0.6000%	0.5000%	0.8000%

#### Notes:

*Wilsonville, Canby and Sandy require approval from the City Council to change tax rates*

*South Clackamas Transit District requires a vote in order to change the payroll tax rate.*

Intergovernmental grants pay for special transportation programs, bus operations and bus purchases. The amount of grants received varies from year to year based upon grant awards. A detailed recap of grants for the prior fiscal year can be found under the Transit program, in the Program Expenditures section of this document. The Transit fund began receiving State Transportation Investment Funds in FY 2020-21 and it will continue to infuse an estimate of \$1.4 million in grant funds annually. Funded by an employee payroll tax collect by the State, this will be a long term revenue source for the SMART system.

Transit currently only collects out-of-town fares on the Salem route, which is shared with Cherriots.

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Revenues:					
Transit tax	\$ 6,253,924	\$ 6,204,048	\$ 6,000,000	\$ 6,200,000	3%
Intergovernmental	6,541,109	5,569,147	4,174,500	3,683,000	-12%
Charges for services	52,522	61,701	40,000	20,000	-50%
Investment revenue	(97,272)	382,058	425,100	640,000	51%
Fines and forfeitures	116,089	7,281	5,000	5,000	0%
Miscellaneous revenue	17,813	18,651	16,000	16,000	0%
<b>Total Revenues</b>	<b>\$ 12,884,184</b>	<b>\$ 12,242,887</b>	<b>\$ 10,660,600</b>	<b>\$ 10,564,000</b>	<b>-1%</b>

# Summary of Fund Revenues

## Road Operating Fund

### *Assumptions for Road Operating Fund Revenues*

- Gasoline Tax: Based on State projections and the population of the City

The Road Operating Fund records the revenues and expenditures associated with maintaining rights-of-ways, streets and traffic control devices. The primary resource is from state gas tax funds that are disbursed to the City based on its population proportionate to the State’s population. The City also receives a small allocation of the Washington County gasoline tax. Forecasted gas tax revenue is largely based on per capita estimates provided by the State Revenues

In 2017, the Legislature approved a comprehensive transportation funding package (HB 2017) that increased the gas tax by four cents per gallon, from 30 cents to 34 cents, beginning January 1, 2018. In each of the years 2020, 2022, and 2024 the tax increased an additional two cents and is now stable with no further increases scheduled.

The revenues received from the Vehicle License Fees collected by Clackamas and Washington counties are now recognized in the Roads CIP Funds. These funds are only allowed for capital expenses, and not the operating expenses, of the Road Operating Fund.

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Revenues:					
Gasoline tax	\$ 2,144,358	\$ 2,153,935	\$ 2,240,600	\$ 2,249,000	0%
Investment revenue	(95,243)	165,453	52,200	91,500	75%
Miscellaneous revenue	6,142	1,458	-	-	-
<b>Total Revenues</b>	<b>\$ 2,055,257</b>	<b>\$ 2,320,846</b>	<b>\$ 2,292,800</b>	<b>\$ 2,340,500</b>	<b>2%</b>

## Road Maintenance Regulatory Fund

### *Assumptions for Road Maintenance Regulatory Fund Revenues*

- User Charge: Based on historical trends

The Road Maintenance Regulatory Fund was created in FY 1997-98 to account for revenues generated by a road maintenance fee. Since the first bills were mailed January 1998, all residential, commercial and industrial customers have been charged this fee on their monthly utility bill. Proceeds are used for slurry seals, overlays, and reconstruction of existing roads. The City’s engineering program is responsible for the Road Maintenance Program.

Effective in 2017, the Road Maintenance Fees were restructured and are now based on a per-trip basis, with customers falling into various trip categories, indexed to the trips generated by an Equivalent Residential Unit (ERU). One household in a single family detached home – also known as a residential unit, for example, generates approximately 10 trips a day per month, and carries a monthly charge of \$10.90 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly. For FY 2024-25, the Road Maintenance Fee should generate \$2.6 million in revenues.

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Revenues:					
Usage charge	\$ 2,318,112	\$ 2,365,267	\$ 2,249,000	\$ 2,585,000	15%
Investment revenue	(21,529)	100,762	87,100	89,000	2%
<b>Total Revenues</b>	<b>\$ 2,296,584</b>	<b>\$ 2,466,029</b>	<b>\$ 2,336,100</b>	<b>\$ 2,674,000</b>	<b>14%</b>

# Summary of Fund Revenues

## Water Operating Fund

### **Assumptions for Water Operating Fund Revenues**

- User Charges and Connection Fees: Based on historical consumption trends, adjusted for rate increases

The Water Operating Fund revenues maintain water system operations including water supply, treatment, storage and distribution, as well as compliance with EPA and Oregon State Health Division requirements. Charges for services are billed based on actual water consumed. Forecasted revenue is based on historic consumption trends and adjusted for rate increases.

The last rate increase for water went into effect in May 2023 with no future increases scheduled.

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Revenues:					
Usage charge	\$ 7,692,030	\$ 7,911,886	\$ 8,452,780	\$ 8,702,020	3%
Sherwood usage	1,149,425	1,383,033	1,600,000	1,500,000	-6%
Connection fees	19,156	42,915	48,000	50,880	6%
Turn-off charge	2,773	10,570	4,000	11,000	175%
User fee - fire charge	171,732	-	-	-	-
Investment revenue	(284,288)	653,809	324,500	800,000	147%
Miscellaneous revenue	61,626	71,189	40,000	40,000	0%
<b>Total Revenues</b>	<b>\$ 8,812,452</b>	<b>\$ 10,073,403</b>	<b>\$ 10,469,280</b>	<b>\$ 11,103,900</b>	<b>6%</b>

## Sewer Operating Fund

### **Assumptions for Sewer Operating Fund Revenues**

- User Charges and Surcharges: Based on historical consumption trends, adjusted for rate increases

The Sewer Operating Fund revenues are dedicated to the collection and treatment of municipal wastewater. The collection system includes 89 miles of gravity sewer lines, 2,638 manholes, and 9 pumping lift stations. The treatment facility is designed to handle an average dry weather sewage flow of 4.0 million gallons of sewage per day and 4.72 million gallons per day during wet weather. Residential customers are billed based on water consumption between November and March. Commercial and industrial customers are based on actual water consumption each month exclusive of irrigation meters. Forecasted revenue is based on historic consumption trends and adjusted for rate increases.

The last rate increase for sewer fees went into effect in January 2014. A system rate study update is underway, with a sewer collection system master plan scheduled for FY 2025-26.

In addition to consumption service charges, certain industrial customers are monitored for the release of inordinate amounts of pollutants to the sewer lines and are assessed additional charges within the surcharge program. Revenue estimates for these high-strength surcharges are based on historic trends adjusted by rate changes. Surcharge rates are increased by the same rate increases noted above. In FY 2024-25, the high strength program is expected to generate \$237,000 in revenues.

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Revenues:					
Usage charge	\$ 7,680,737	\$ 7,033,922	\$ 8,127,900	\$ 7,550,000	-7%
High strength surcharge	325,635	373,032	350,000	237,000	-32%
Investment revenue	(204,750)	470,167	114,900	420,000	266%
Miscellaneous revenue	31,600	45,023	31,500	31,500	0%
<b>Total Revenues</b>	<b>\$ 7,833,222</b>	<b>\$ 7,922,145</b>	<b>\$ 8,624,300</b>	<b>\$ 8,238,500</b>	<b>-4%</b>

# Summary of Fund Revenues

## Street Lighting Operating Fund

### ***Assumptions for Street Lighting Operating Fund Revenues***

- User Charges and Surcharges: Based on historical consumption trends

The Street Lighting Fund records the revenues associated with operating and maintaining the streetlight system within the public rights-of-way. Revenues are generated through user fees assessed to all Wilsonville residents and businesses with monthly charges ranging from \$.80 to \$5.01. The fee is based on the cost of street lighting and takes into consideration the type of pole and light fixtures. The last rate increase occurred in July 1998. Revenue projections are based on historic trends.

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Revenues:					
Usage charge	\$ 556,411	\$ 516,266	\$ 540,540	\$ 544,500	1%
Intergovernmental	65,812	16,680	-	-	-
Investment revenue	(15,699)	29,316	17,000	30,000	76%
<b>Total Revenues</b>	<b>\$ 606,525</b>	<b>\$ 562,261</b>	<b>\$ 557,540</b>	<b>\$ 574,500</b>	<b>3%</b>

## Stormwater Operating Fund

### ***Assumptions for Stormwater Operating Fund Revenues***

- User Charges: Based on historical consumption trends, the number of Equivalent Residential Units (ERUs) and adjusted for rate increases

Stormwater Fund revenues are used to maintain retention basins, stormwater collection systems and the enforcement of state and federal laws pertaining to runoff. This program also responds to hazardous material spills that may discharge into the storm or sanitary sewer systems.

The Stormwater Fund has been under financial pressure in recent years due primarily to several large unanticipated repair projects over the last couple of years. Construction has also begun on an extensive repair project that is needed in the Charbonneau area as defined in the 20-year Stormwater Capital Improvement Plan. To fund the projects identified, Council approved a series of rate increases that began on April 1, 2015. The last approved rate increase went into effect January 1, 2021 and has stabilized at a monthly rate of \$11.90 per ERU, with no further increases scheduled. The FY 2024-25 budget has decreased 4% to be more in line with historical figures.

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Revenues:					
Usage charge	\$ 3,515,955	\$ 3,239,154	\$ 3,678,840	\$ 3,527,500	-4%
Investment revenue	(107,487)	212,508	55,100	230,000	317%
Miscellaneous revenue	913	-	-	-	-
<b>Total Revenues</b>	<b>\$ 3,409,381</b>	<b>\$ 3,451,662</b>	<b>\$ 3,733,940</b>	<b>\$ 3,757,500</b>	<b>1%</b>

# Summary of Fund Revenues

## Fleet Service Fund

### ***Assumptions for Fleet Service Fund Revenues***

- Charges for Service: Based on the average work orders for the past three years, revenues are set to cover anticipated expenses. Additionally, a portion for each program (except Transit) sets aside a portion for future vehicle replacement.

The Fleet Service Fund generates its revenues by charging fees to service and maintain all vehicles and equipment for City programs. Maintenance charges to each department are based on an average of the prior three years' work orders, and are set to recover operating costs estimated each fiscal year. In addition to fuel and maintenance costs, all departments, except Transit, pay towards a vehicle replacement reserve. Replacement reserves assume a 10-year lifespan for most vehicles. Transit has its own bus replacement reserve. The amount to be allocated to the various funds for fleet operations is based on the budgeted expenses for Fleet Services. Approximately 80% of the revenues collected by the Fleet Service Fund are from the Transit Fund.

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Revenues:</b>					
<b>Charges for services</b>					
General Fund	\$ 156,354	\$ 169,356	\$ 177,432	\$ 185,988	5%
Building Inspection Fund	16,959	17,196	18,024	18,636	3%
Community Development Fund	25,005	25,788	27,024	27,960	3%
Transit Fund	1,191,321	1,322,784	1,388,940	1,435,774	3%
Road Operating Fund	41,109	45,708	47,892	49,092	3%
Water Operating Fund	30,282	31,008	32,484	32,976	2%
Sewer Operating Fund	17,331	18,084	18,948	19,812	5%
Stormwater Operating Fund	10,749	10,908	11,436	11,652	2%
Total charges for services	1,489,110	1,640,832	1,722,180	1,781,890	3%
Investment revenue	(13,967)	35,478	8,200	27,000	229%
Miscellaneous revenue	16,758	33,510	-	-	-
<b>Total Revenues</b>	<b>\$ 1,491,900</b>	<b>\$ 1,709,820</b>	<b>\$ 1,730,380</b>	<b>\$ 1,808,890</b>	<b>5%</b>



# Summary of Fund Revenues

## Assumptions for System Development Charges Revenues

- System Development Charges: Based on projections of scheduled and anticipated development

System Development Charges (SDCs) are assessed on all new residential and commercial construction within the City. Charges are based on a formula related to increased capacity demands placed upon the City's infrastructure caused by growth and development. The City of Wilsonville currently collects five different types of systems development charges: sewer, water, streets, stormwater, and parks. Collected revenues are earmarked for improvements needed within the City that are specifically attributable to the growing demands on these types of infrastructure. All systems development charges collected by the City are segregated into special funds and are transferred to the Capital Projects Fund when specific improvement project costs have been incurred. The SDC budgets are based on known and anticipated capacity expansion projects that will begin construction during the next fiscal year.

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Water Development Charges Fund</b>					
System Development Charges	\$ 747,209	\$ 2,936,753	\$ 1,515,000	\$ 1,000,000	-34%
Investment revenue	(167,097)	329,679	50,000	238,000	376%
Total Revenues	580,112	3,266,433	1,565,000	1,238,000	-21%
<b>Sewer Development Charges Fund</b>					
System Development Charges	711,678	892,339	725,000	550,000	-24%
Investment revenue	(14,455)	36,383	9,900	31,500	218%
Total Revenues	697,223	928,721	734,900	581,500	-21%
<b>Streets Development Charges Fund</b>					
System Development Charges	1,501,860	2,246,297	1,800,000	900,000	-50%
Investment revenue	(99,014)	274,378	40,000	242,500	506%
Total Revenues	1,402,846	2,520,675	1,840,000	1,142,500	-38%
<b>Washington County TDT Fund</b>					
Transportation Development Tax	161,129	715,006	250,000	-	-100%
Investment revenue	(10,648)	40,932	44,700	34,000	-24%
Total Revenues	150,481	755,938	294,700	34,000	-88%
<b>Frog Pond West Fund</b>					
Infrastructure Development Fee	975,519	1,392,898	2,000,000	2,000,000	0%
Investment revenue	(36,638)	92,565	28,300	93,500	230%
Total Revenues	938,881	1,485,463	2,028,300	2,093,500	3%
<b>Stormwater Development Charges Fund</b>					
System Development Charges	240,014	621,956	690,000	200,000	-71%
Investment revenue	(33,739)	94,148	109,700	77,500	-29%
Total Revenues	206,274	716,104	799,700	277,500	-65%
<b>Parks Development Charges Fund</b>					
System Development Charges	305,140	480,283	550,000	825,000	50%
Investment revenue	(34,430)	67,404	12,000	43,500	263%
Total Revenues	270,710	547,687	562,000	868,500	55%
Total SDC Fund Revenues	\$ 4,246,527	\$ 10,221,021	\$ 7,824,600	\$ 6,235,500	-20%



Best of Wilsonville photo contest submission. Photo Credit: Zoe Mombert



# Program Budget Organization

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The bulk of the budget is made up of expenditure appropriations that are legal spending limits adopted by the City Council for each program. Program budgets contained in this section exclude interfund services and operating transfers between funds. Transfers are reported in the Fund Summary Section.

The program budget detail contains a program summary, an identification of each related department, and an explanation of the functions and activities for each department. Some departments have implemented performance measurements and that information is also presented here.

Each program is an aggregation of budget units/departments that are similar in nature or function and are organized into seven operational programs.

Policy & Administration	
Administration.....	74
Finance.....	78
Information Technology/GIS .....	82
Legal .....	86
Human Resources/Risk Management .....	90
Community Development	
Administration.....	94
Engineering .....	98
Building Inspections .....	102
Planning .....	106
Public Works	
Administration.....	110
Facilities.....	114
Roads.....	118
Street Lighting .....	122
Water Distribution.....	124
Water Treatment Plant.....	128
Wastewater Treatment Plant .....	132
Wastewater Collection/Industrial Pretreatment.....	136
Stormwater Maintenance .....	140
Parks & Recreation	
General/Community Services .....	144
Parks Maintenance.....	148
Library	
Library Services .....	152
Transportation	
SMART Transit .....	156
Fleet Services .....	160
Public Safety	
Law/Code Enforcement.....	164
Municipal Court .....	168

In addition to these operating programs, three other categories comprise the balance of the City’s budget:

**Capital Projects** consists of large dollar expenditures for buildings, infrastructure and parks. See the Capital Projects section for more details.

**Debt Service** includes appropriations for interest and principal on all types of debt. See Debt & Other section for more details.

**Contingencies** include allowances and set-asides for future projects, repairs and equipment replacements in various funds and is found in the Debt & Other section.

# Summary of Workforce Trends

The City's workforce expands in response to increased demands for service. As the City's population grows, the demand on service levels for recreation, library, police, parks maintenance and utilities escalate as well. Despite the rising population, the ratio of workforce to population base has remained fairly constant for more than ten years.

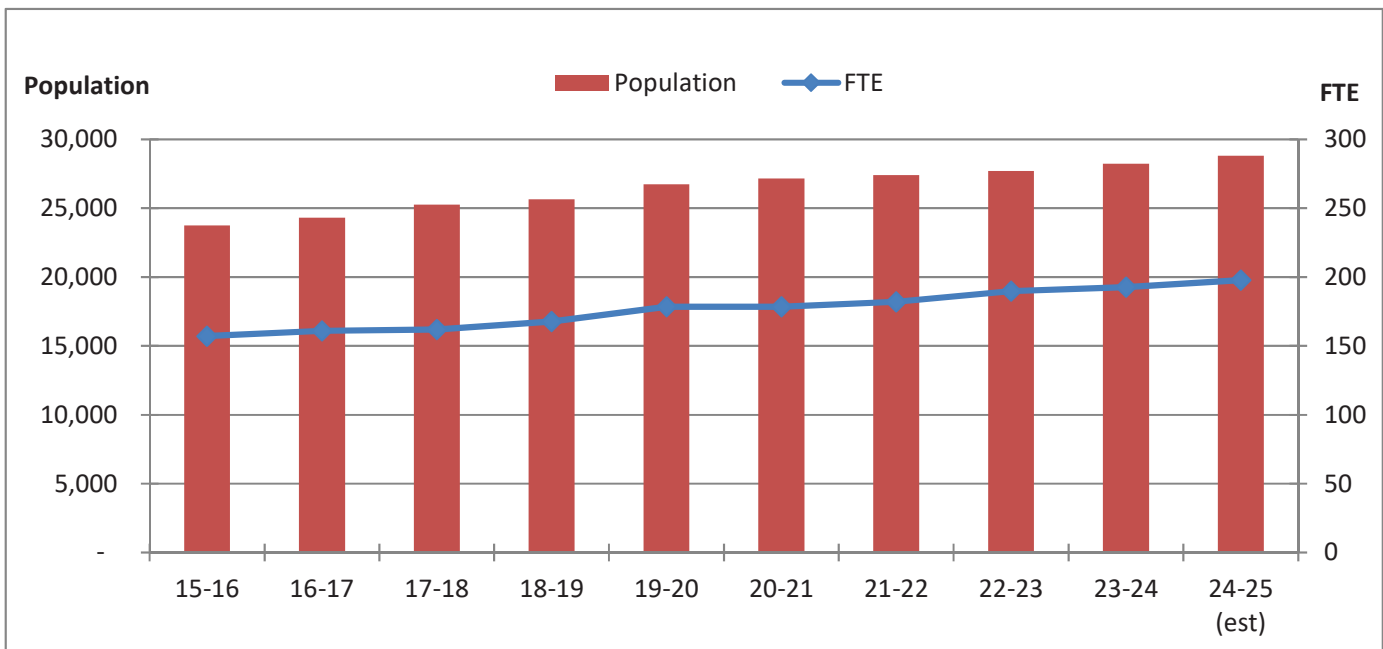
Staffing levels for FY 2024-25 are increasing from 192.75 full-time equivalents (FTEs) to 197.01. The City contracts with the Clackamas County Sheriff's Department to provide police services for the community. The Willamette River Water Treatment Plant is operated and maintained under contract with Veolia North America. The Wastewater Treatment Plant and lift stations are operated and maintained by Jacobs under contract with the City.

The City has two bargaining units, the Wilsonville Municipal Employee Association and SEIU Local 503 (OPEU Transit), which represent roughly 73% of all City positions.

As the chart below illustrates, the City's work force has been relatively stable over the past ten years. On a per capita basis, the work force has declined. In FY 2015-16, the City employed approximately two-thirds (0.70) full-time equivalent for every 100 people, and in FY 2024-25, the City will also employ about two-thirds (0.72) of a full-time equivalent for every 100 people. The City has been able to accomplish this by investing in equipment and technological tools to help staff remain productive and efficient as the City grows.

The figures below do not include personnel for contracted services.

### Ratio of FTE to Population



# Summary of Workforce Trends

## Comparison of Personnel Changes Full Time Equivalent (FTE) Positions

<b>Department</b>	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
<b>Administration</b>				
Administration	6.50	5.50	6.58	6.58
Finance	9.50	10.50	10.70	10.80
Information Technology/GIS	5.50	6.50	6.50	6.50
Legal	3.70	3.70	4.20	4.20
Human Resources/Risk Management	3.60	4.35	4.35	4.35
	<b>28.80</b>	<b>30.55</b>	<b>32.33</b>	<b>32.43</b>
<b>Community Development</b>				
Administration	2.00	2.00	2.00	2.00
Engineering	13.50	13.50	13.50	13.50
Planning	7.60	7.60	7.60	7.60
Building Inspections	8.80	7.80	6.80	6.80
	<b>31.90</b>	<b>30.90</b>	<b>29.90</b>	<b>29.90</b>
<b>Public Works</b>				
Administration	4.50	4.50	4.50	4.50
Facilities	9.75	10.75	11.75	12.75
Roads	4.60	4.60	4.20	4.80
Water Distribution	5.53	5.53	5.53	5.53
Wastewater Collection/Industrial Pretreatment	3.63	3.63	3.63	3.63
Stormwater Maintenance	2.74	2.74	3.14	3.54
	<b>30.75</b>	<b>31.75</b>	<b>32.75</b>	<b>34.75</b>
<b>Transportation</b>				
SMART Transit	44.13	46.38	45.38	46.38
Fleet	8.00	9.00	9.00	9.00
	<b>52.13</b>	<b>55.38</b>	<b>54.38</b>	<b>55.38</b>
<b>Parks &amp; Recreation</b>				
General/Community Services	9.20	9.45	9.45	9.45
Parks Maintenance	11.25	12.25	13.63	14.13
	<b>20.45</b>	<b>21.70</b>	<b>23.08</b>	<b>23.58</b>
<b>Library</b>	<b>16.36</b>	<b>16.76</b>	<b>17.66</b>	<b>18.32</b>
	<b>16.36</b>	<b>16.76</b>	<b>17.66</b>	<b>18.32</b>
<b>Public Safety</b>				
Law/Code Enforcement	0.00	1.00	1.00	1.00
Municipal Court	1.65	1.65	1.65	1.65
	<b>1.65</b>	<b>2.65</b>	<b>2.65</b>	<b>2.65</b>
<b>Total FTE's</b>	<b>182.04</b>	<b>189.69</b>	<b>192.75</b>	<b>197.01</b>



2024 Best of Wilsonville Photo Contest submission.  
Photo Credit: Sageera Oravil Abdulla Koya



# Expenditure Summaries

## By Program

*Excluding Interfund Services and Transfers*

Program	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Policy and Administration:</b>					
Administration	\$ 1,725,444	\$ 1,645,548	\$ 2,226,115	\$ 2,564,212	15%
Finance	1,388,411	1,586,517	2,026,300	2,271,568	12%
Information Technology/GIS	963,083	1,135,673	1,800,068	1,704,385	-5%
Legal	683,113	575,190	782,122	843,350	8%
HR/Risk Management	842,729	927,733	1,179,950	1,228,920	4%
<i>Policy and Administration</i>	<b>5,602,780</b>	<b>5,870,660</b>	<b>8,014,555</b>	<b>8,612,435</b>	<b>7%</b>
<b>Community Development:</b>					
CD Administration	518,869	537,026	656,240	717,944	9%
Engineering	1,860,678	2,090,905	2,477,824	2,631,206	6%
Building Inspection	1,131,100	1,069,808	1,275,714	1,228,836	-4%
Planning	1,117,074	1,147,212	1,354,580	1,382,100	2%
<i>Community Development</i>	<b>4,627,721</b>	<b>4,844,951</b>	<b>5,764,358</b>	<b>5,960,086</b>	<b>3%</b>
<b>Public Works:</b>					
PW Administration	699,919	804,952	1,038,470	1,117,514	8%
Facilities	1,129,845	1,594,227	1,984,287	2,246,580	13%
Road Operations	687,306	1,022,629	1,440,582	1,274,182	-12%
Street Lighting	279,623	245,384	366,450	331,310	-10%
Water Distribution	1,308,465	1,547,873	1,687,774	1,833,696	9%
Water Treatment Plant	2,963,519	3,282,799	4,745,889	6,337,290	34%
Wastewater Trtmt Plant	2,798,366	3,011,062	3,332,276	3,640,000	9%
Wastewater Collection	931,856	1,269,881	1,364,647	1,291,082	-5%
Stormwater Maintenance	821,386	966,909	1,155,160	1,340,372	16%
<i>Public Works</i>	<b>11,620,283</b>	<b>13,745,717</b>	<b>17,115,535</b>	<b>19,412,026</b>	<b>13%</b>
<b>Parks &amp; Recreation:</b>					
Parks & Recreation	1,411,227	1,723,761	2,020,258	2,313,429	15%
Parks Maintenance	1,786,315	2,099,426	2,694,167	2,915,379	8%
<i>Parks &amp; Recreation</i>	<b>3,197,542</b>	<b>3,823,188</b>	<b>4,714,425</b>	<b>5,228,808</b>	<b>11%</b>
Library	1,995,351	2,209,205	2,493,968	2,823,416	13%
<b>Transportation:</b>					
Transit	7,582,784	6,248,886	10,357,630	10,551,221	2%
Fleet	1,482,424	1,543,647	2,090,687	2,139,070	2%
<i>Transportation</i>	<b>9,065,208</b>	<b>7,792,533</b>	<b>12,448,317</b>	<b>12,690,291</b>	<b>2%</b>
<b>Public Safety:</b>					
Law/Code Enforcement	5,034,586	5,709,945	6,557,308	6,914,522	5%
Municipal Court	149,453	197,613	256,060	232,980	-9%
<i>Public Safety</i>	<b>5,184,039</b>	<b>5,907,558</b>	<b>6,813,368</b>	<b>7,147,502</b>	<b>5%</b>
<b>Total Operating Budget</b>	<b>\$ 41,292,925</b>	<b>\$ 44,193,812</b>	<b>\$ 57,364,526</b>	<b>\$ 61,874,564</b>	<b>8%</b>

## By Major Cost Category

*Excluding Interfund Services, Transfers, and Capital Projects*

Category	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	% Change
Personnel Services	\$ 18,286,635	\$ 20,452,217	\$ 24,977,542	\$ 27,260,230	9%
Materials and Services	21,371,957	22,689,371	28,591,498	30,298,634	6%
Capital Outlay	1,634,333	1,052,224	3,795,486	4,315,700	14%
<b>Total Operating Budget</b>	<b>\$ 41,292,925</b>	<b>\$ 44,193,812</b>	<b>\$ 57,364,526</b>	<b>\$ 61,874,564</b>	<b>8%</b>

City Administration provides governance, leadership, and oversight to City operations, covering expenses related to the City Council, City Manager, Assistant to the City Manager, City Recorder, Administrative Assistant (formerly Records Technician), Communications, and Public and Government Affairs. The City Manager is appointed by City Council and is the Chief Administrative Officer for the City, and has the responsibility to manage, direct and coordinate the municipal services and business affairs, as well as translating the City Council’s goals into budgetary priorities. The City Manager serves as the City’s Budget Official and as the Executive Director of the Urban Renewal Agency.

The Assistant to the City Manager performs a wide variety of administrative duties, and community outreach/engagement, in support of the City Manager and City Council. This position also serves as the staff liaison to the Wilsonville Civics Academy, Wilsonville-Metro Community Enhancement Committee, Diversity, Equity and Inclusion Committee, and Tourism Promotion Committee. The City Recorder serves as secretary for the City Council and is responsible for records management and elections. The Records Technician provides records management and committee support. The Communications team including the Communications and Marketing Manager are responsible for the content in the Boones Ferry Messenger in addition to coordinating and developing clear and informative content to keep the community informed via various social media platforms, press releases, and other community outreach platforms. The Public and Government Affairs Division provides the information link between the citizenry, the business community and the elected and appointed officials of the City, helps advance City Council legislative initiatives, and takes on special projects assigned by the City Manager.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Improve the City’s emergency preparedness and public safety***

- Continue to increase outreach and educational resources for individual emergency preparedness. The City includes emergency preparedness information in the Boones Ferry Messenger regularly

***Enhance communications and engagement to build a more connected community***

- Hired a Communications Coordinator to enhance social media, youth outreach, increase communication and engagement with the community. Staff is working to increase bilingual outreach

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
City Manager	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00	1.00
Public Affairs Director	1.00	1.00	1.00	1.00
Communications & Marketing Manager	1.00	1.00	1.00	1.00
Communications Coordinator	0.00	0.00	1.00	1.00
Code Compliance Officer*	1.00	0.00	0.00	0.00
Records Technician	0.50	0.50	0.50	0.50
Intern	0.00	0.00	0.08	0.08
	<b>6.50</b>	<b>5.50</b>	<b>6.58</b>	<b>6.58</b>

\* Moved to Code Enforcement



<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Personnel Services</b>					
Salaries and wages	\$ 688,725	\$ 685,540	\$ 880,550	\$ 908,960	3%
Employee benefits	393,448	406,862	512,350	547,840	7%
<b>Total</b>	<b>1,082,173</b>	<b>1,092,403</b>	<b>1,392,900</b>	<b>1,456,800</b>	<b>5%</b>
<b>Materials and Services</b>					
Supplies	45,327	42,336	47,325	46,200	-2%
Prof and tech services	257,657	256,676	295,623	310,623	5%
Utility services	3,968	4,938	5,520	5,740	4%
Insurance	516	600	700	800	14%
Community service programs	202,859	101,076	304,527	562,549	85%
Fleet services	4,023	-	-	-	-
Employee development	9,989	26,659	43,000	43,000	0%
Fees, dues, advertising	61,831	65,235	74,500	74,500	0%
Meetings & Council	57,101	55,626	62,020	64,000	3%
<b>Total</b>	<b>643,271</b>	<b>553,145</b>	<b>833,215</b>	<b>1,107,412</b>	<b>33%</b>
<b>Total Department</b>	<b>\$ 1,725,444</b>	<b>\$ 1,645,548</b>	<b>\$ 2,226,115</b>	<b>\$ 2,564,212</b>	<b>15%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Interfund charges	\$ 425,524	\$ 432,915	\$ 433,675	\$ 529,828	22%
Urban renewal charges	97,936	51,324	49,956	41,544	-17%
General Fund	1,201,984	1,161,309	1,742,484	1,992,840	14%
<b>Total</b>	<b>\$ 1,725,444</b>	<b>\$ 1,645,548</b>	<b>\$ 2,226,115</b>	<b>\$ 2,564,212</b>	<b>15%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

**Materials and Services**

- Insurance reflects an increase in cost for liability coverages.
- Community service programs includes a two year grant from the Clackamas County Homeless Initiative.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	Actual 2020-21	Actual 2021-22	Actual 2022-23	Estimate 2023-24	Forecast 2024-25
	Number of public records request	178	167	187	142	160
Adhere to public records law and respond to public records request	Number of Wilsonville businesses/ residents making the public records request	47	24	44	36	30
	Percent of public records request that were from Wilsonville businesses/ residents	26%	14%	24%	25%	19%
	Newsletter frequency (number of issues a year)	11	11	12	11	11
	Social media followers (aggregate # from City Facebook, Twitter, Instagram, YouTube)	6340	6500	6,750	7,250	7,700
	Twitter impressions	165,000	122,000	140,000	150,000	N/A
Provide timely and accessible information to all citizens using a variety of tools	Average number of Facebook posts per year	315	250	275	300	350
	Website visits	924,860	972,000	1,000,000	1,061,000	1,100,000
	Let's Talk, Wilsonville! Subscribers	740	850	950	1500	1600
	Let's Talk, Wilsonville! page views	7,200	6,800	13,500	8,000	9,000

**PERFORMANCE MEASUREMENTS OUTCOME**

In FY 2023-24, the year -to-year traffic numbers are greatly influenced by city projects such including the Boeckman Dip Bridge and trail project, camping code updates as well as other city events. The camping code updates alone received the most response to any content the City has shared on Let’s Talk Wilsonville. In the 2023 the Boones Ferry Messenger continued to be the main resource for community information. Because of the FY 2023- 2025 Council Goals, the City continued regular emergency preparedness communications and added additional communications staff. The City has seen a steady increase over time in the use of social media, “Let’s Talk Wilsonville!” (subscriptions and views), and website visits. In the future, the City will not be able to track Twitter since their analytics are no longer available.



Karla Brashear presenting at the Diversity, Equity and Inclusion (DEI) Speaker Series.



The Finance Department establishes and maintains a framework for the City’s and Urban Renewal Agency’s financial transactions, including all accounting and budgetary transactions. The Department coordinates the annual budget process in partnership with the City Manager and other City departments, as well as creates and maintains a five-year forecast. The Department is responsible for the functions of payroll, accounts payable, utility billing, treasury and debt management. The Department ensures internal controls are in place and coordinates the annual audit of the City’s financial statements with an external public accounting firm. The Department provides timely, useful and accurate financial information to internal management, City Council, Budget Committee and external users, as well as treasury services with the goals of minimizing borrowing costs and maximizing the return on investments.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Improve the City’s emergency preparedness and public safety***

- Provide departments a way to track expenses related to emergency response. This will also help in applying for grants related to emergency response technology, training programs, and infrastructure improvements

***Protect and preserve Wilsonville’s environment***

- Continue to promote the use of paperless systems, and electronic processes and payments

***Attract high-quality industry and support economic opportunity for all in Wilsonville***

- Monitor operating and capital expenditures to ensure they remain on target throughout the year
- Collaborate with city departments to identify key infrastructure needs and funding strategies
- Prepare and publish the Annual Comprehensive Finance Report in a format that qualifies for submittal to the Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting Program
- Prepare and publish the annual Adopted Budget document in a format that qualifies for submittal to the GFOA Distinguished Budget Award Program

***Increase housing opportunities for all and reach functional zero homelessness***

- Provide needed financial records for grants to support affordable housing projects
- Continue to collaborate with Wilsonville Community Sharing who operates the local food bank and provides rent assistance to those in need
- Continue to facilitate property tax exemptions with Clackamas County, for certain, qualifying, low-income housing

***Enhance communications and engagement to build a more connected community***

- Continue to provide multilingual interpretation services to facilitate effective communication with all members of the community
- Ensure that financial reports and information are easily accessible to both internal and external customers, to provide transparency on the financial health of the City

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Finance Operations Manager	1.00	0.00	0.00	0.00
Finance Operations Supervisor	0.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	0.60	0.60
Accounting Specialist	3.00	3.00	3.00	4.00
Accounting Technician	1.50	2.50	3.10	2.20
	9.50	10.50	10.70	10.80

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Personnel Services					
Salaries and wages	\$ 700,346	\$ 807,002	\$ 936,920	\$ 1,010,140	8%
Employee benefits	386,537	457,454	525,300	598,040	14%
<b>Total</b>	<b>1,086,883</b>	<b>1,264,457</b>	<b>1,462,220</b>	<b>1,608,180</b>	<b>10%</b>
Materials and Services					
Supplies	25,709	34,630	44,400	46,900	6%
Prof and tech services	139,278	143,032	221,450	315,700	43%
Utility services	42,256	65,458	71,940	83,850	17%
Fleet services	4,023	4,296	4,500	4,668	4%
Rents and leases	2,097	2,127	4,200	4,400	5%
Insurance	4,456	5,320	5,710	7,300	28%
Employee development	9,319	12,188	22,800	25,000	10%
Fees, dues, advertising	4,360	8,132	11,000	11,500	5%
Misc. services & supplies	70,031	46,876	178,080	164,070	-8%
<b>Total</b>	<b>301,528</b>	<b>322,060</b>	<b>564,080</b>	<b>663,388</b>	<b>18%</b>
<b>Total Department</b>	<b>\$ 1,388,411</b>	<b>\$ 1,586,517</b>	<b>\$ 2,026,300</b>	<b>\$ 2,271,568</b>	<b>12%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Interfund charges	\$ 595,414	\$ 652,875	\$ 770,280	\$ 845,977	10%
Urban renewal charges	138,628	42,036	34,548	45,342	31%
General Fund	654,369	891,606	1,221,472	1,380,249	13%
<b>Total</b>	<b>\$ 1,388,411</b>	<b>\$ 1,586,517</b>	<b>\$ 2,026,300</b>	<b>\$ 2,271,568</b>	<b>12%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.
- An additional 0.10 FTE Accounting Technician was added to support various administrative tasks.

**Materials and Services**

- Prof and tech services is increasing with the City’s conversion of its Enterprise Resource Planning (ERP) software system to a Software as a Service (SaaS) model.
- Insurance reflect an increase in cost for liability coverages.

**PERFORMANCE MEASUREMENTS**

<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
<b>Goal: Protect and preserve the City's environment</b>					
Increased enrollment in electronic billing versus printed invoice (Utility Billing)	37.5%	44%	53%	62%	70%
Increased enrollment in electronic payments to vendors (Accounts Payable)	48%	54%	60%	65%	70%
Increased enrollment in electronic payments to employees (Payroll)	98%	98%	99%	100%	100%
<b>Goal: Attract high quality industry and support economic opportunity for all in the City</b>					
Government Finance Officers Association (GFOA) Budget Award	Yes	Yes	Yes	Yes	Yes
GFOA Annual Comprehensive Financial Report Award	Yes	Yes	Yes	Yes	Yes
Independent Certified Public Accountant audit "clean opinion" of Annual Comprehensive Financial Report	Yes	Yes	Yes	Yes	Yes
Actual cost to deliver financial services	\$ 1,362,030	\$ 1,331,424	\$ 1,553,104	\$ 1,749,532	\$ 2,102,353
Costs to deliver financial services as percentage of total City operating budget	3.3%	2.3%	3.3%	3.5%	3.6%
Percentage of City's operating funds meeting or exceeding reserve levels set by policy	100%	100%	100%	100%	100%
General obligation bond rating	Aa2	Aa2	Aa2	Aa2	Aa2

**PERFORMANCE MEASUREMENTS OUTCOME**

The measurement indicators notated above reveal performance objectives are being met by the department. The goal to encourage paperless options has seen an increasing number of paperless billing customers and electronic payments. We continue to promote and encourage paperless billing and electronic payments for all incoming and outgoing transactions. This includes: accounts payable, payroll, utility billing, business licenses, and transit tax.

Maintaining a constant cost percent to deliver financial services through new demands and special analysis indicates that efficiencies are being realized. Under the direction of the City Council and Budget Committee, the City has long placed emphasis on strong financial management. Every year, the City receives unqualified (clean) opinions of the City's Annual Comprehensive Financial Report by outside certified public accountants, and is recognized by the Government Finance Officers Association for high standards in government accounting, financial reporting, and budgeting.



Finance staff dressed in pink, throughout the month of October, in support of breast cancer awareness.



The Information Technology (IT) Department manages the City’s information and communications technologies, including the City’s network, phone system, computers, servers, websites, applications, and the City’s Enterprise Geographic Information Systems (GIS). In addition, IT provides training and special project assistance to departments. The IT Department utilizes an Information Technology Strategic plan to ensure that the City’s infrastructure and applications are positioned to meet future demands in an efficient way.

The IT Department’s mission is: To lead technological initiatives that enable the City to provide superior service in a quick, efficient, and cost effective manner while maintaining the security of the physical and digital infrastructure. The IT team achieves this through the City’s values of Commitment, Collaboration, Competence, and Customer Service.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area. As technology continues to evolve in every facet of the Municipal landscape, the IT Department recognizes its role to provide support and the tools necessary for all City departments to be effective in achieving these goals and all future initiatives.

**DEPARTMENT GOALS**

***Act as a Support Role for Departments working towards Council Goals***

- Lead and manage projects for efficient implementation and cost effectiveness
- Participate in various projects where technology is needed
- Provide recommendations and support for current and future software needs

***Provide the tools necessary for Departments to achieve Council Goals***

- Maintain operation and inventory of hardware, software, and network systems
- Utilize current and emerging technologies to reduce costs, create efficiencies, and enhance services
- Provide convenient and cost effective access to information and services online
- Continue to grow and enhance the city’s fiber infrastructure, connecting anchor institutions, providing services, and opening pathways for improved access to internet and increasing network resiliency

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Information Systems Director	1.00	1.00	1.00	1.00
Information Systems Project Manager	0.00	1.00	1.00	1.00
Senior Information Systems Analyst	1.00	1.00	0.00	0.00
Information Systems Analyst	0.00	0.00	1.00	1.00
Network Administrator	1.00	1.00	1.00	1.00
Information System Assistant I	1.00	1.00	1.00	1.00
GIS Manager	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	5.50	6.50	6.50	6.50



<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Personnel Services					
Salaries and wages	\$ 401,073	\$ 462,263	\$ 655,090	\$ 689,850	5%
Employee benefits	235,067	278,193	385,140	416,570	8%
<b>Total</b>	<b>636,140</b>	<b>740,455</b>	<b>1,040,230</b>	<b>1,106,420</b>	<b>6%</b>
Materials and Services					
Supplies	104,450	93,214	215,600	145,600	-32%
Prof and tech services	191,388	259,172	409,073	375,050	-8%
Utility services	24,406	32,776	42,140	41,090	-2%
Repairs & maintenance	3,766	2,779	7,500	7,500	0%
Employee development	1,359	5,695	7,600	8,600	13%
Fees, dues, advertising	1,574	1,581	2,925	2,925	0%
<b>Total</b>	<b>326,943</b>	<b>395,217</b>	<b>684,838</b>	<b>580,765</b>	<b>-15%</b>
Capital Outlay					
Software	-	-	-	17,200	-
Machinery & equipment	-	-	75,000	-	-100%
<b>Total</b>	<b>-</b>	<b>-</b>	<b>75,000</b>	<b>17,200</b>	<b>-77%</b>
<b>Total Department</b>	<b>\$ 963,083</b>	<b>\$ 1,135,673</b>	<b>\$ 1,800,068</b>	<b>\$ 1,704,385</b>	<b>-5%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Interfund charges	\$ 647,411	\$ 640,576	\$ 727,238	\$ 856,191	18%
Urban renewal charges	11,016	6,888	8,808	3,516	-60%
General Fund	304,656	488,209	1,064,022	844,678	-21%
<b>Total</b>	<b>\$ 963,083</b>	<b>\$ 1,135,673</b>	<b>\$ 1,800,068</b>	<b>\$ 1,704,385</b>	<b>-5%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

**Materials and Services**

- An overall decrease in Materials and Services reflects a project to update technology in Library meeting rooms that was budgeted last fiscal year.
- There is also a slight increase in Employee Development to cover training costs.

**Capital Outlay**

- An overall decrease in Capital Outlay reflects the completion of a technology upgrade for the Government Channel production equipment last fiscal year.
- The budget reflects the proposed purchase of software to track fiber assets in the City with a much higher level of detail than was possible before.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
	Users supported	193	192	198	211	211
	Personal computers supported (staff & public use)	204	229	232	230	230
	Copier/Printer/Fax Machines supported	45	45	36	36	32
	Mobile Devices supported	143	143	149	152	152
Identify and track workload indicators	Servers supported	54	60	73	75	78
	Number of helpdesk tickets	1,162	1,310	1,370	1,460	1,460
	Number of inbound phone calls	92,000	93,000	90,000	88,000	88,000
	Number of inbound email	1,582,000	1,203,000	1,800,000	2,100,000	2,300,000
	Percentage of email rejected by spam filter	51%	53%	59%	64%	70%
Effectiveness indicator	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

**PERFORMANCE MEASUREMENTS OUTCOME**

Every year, the IT Department conducts an IT survey to solicit feedback from staff. The responses help to identify trends, discover issues and create a benchmark for future performance. The overall customer satisfaction for the department continues to be excellent.

In addition to the number of users, computers, servers and mobile devices that the department maintains, several metrics have been added to help monitor and track IT activity throughout the city. Numbers related to helpdesk tickets, inbound calls, and inbound email have been included.

The number of users supported has shown an increase due to the change in how that measure is calculated. Previously, it correlated to filled positions and now it represents the number of Microsoft accounts supported. The number of personal computers supported increased in FY 2020-21 due to the COVID-19 pandemic response and the need for laptops to provide teleworking capabilities. That number has also increased slightly to provide computers for additional positions. The number of copier/printer/fax machines has decreased due to lack of use and removing them from inventory. Inbound email has increased significantly over the past few years; however a majority of it is rejected by the spam filter.

Total number of helpdesk requests show a slight increase each year and have remained relatively consistent with the number of users supported.



IT staff setting up equipment at the new Public Works facility.



The City Attorney is appointed by, and reports directly to, the City Council. The Legal Department provides general counsel to the City and the Urban Renewal Agency. The City Attorney or the Assistant City Attorney regularly attends meetings of the City Council, Urban Renewal Agency, Planning Commission and Development Review Board. All Legal Department staff work closely with the City Manager and City staff at all levels. Under the supervision of the City Attorney, the Department provides legal advice to the City Council and boards and commissions. Department staff reviews legal documents, drafts ordinances and resolutions, performs or directs litigations including that of the City Prosecutor, risk management assistance, employment/labor assistance, negotiates and drafts a wide variety of contracts, pleadings, legal records, and other legal documents.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Improving the City’s emergency preparedness and public safety***

- Collaborate with other departments to identify legal issues and solutions that may arise in the context of emergency preparedness and response
- Provide legal guidance to the City Council on risk mitigation strategies and legal considerations in emergency response planning
- Review and update contracts with vendors, service providers, and partners to ensure they include provisions for emergency situations and compliance with public safety standards

***Protect and preserve Wilsonville’s environment***

- Review contracts to make sure we outline the expectations for environmental protection and the repercussions if requirements aren’t met

***Attract high-quality industry and support economic opportunity for all in Wilsonville***

- Collaborate with other city departments to identify and address legal barriers to economic development projects
- Review and enhance the city’s standard contractual agreements to promote fairness and transparency, thereby fostering a positive business environment
- Ensure ongoing compliance with federal, state, and local laws to maintain the city’s reputation as a reliable and compliant business environment

***Increase housing opportunities for all and reach functional zero homelessness***

- Collaborate with local and regional service providers to address homelessness, with a focus on prevention, intervention, and support services

***Expand Wilsonville’s Parks and Facilities to align with community growth and needs***

- Ensure comprehensive legal support for the acquisition of land, zoning changes, and regulatory compliance related to the expansion of City parks and facilities
- Develop strategies to mitigate legal risks, ensuring that the park expansion projects progress smoothly and in compliance with all relevant laws and regulations
- Provide legal guidance to ensure that community engagement processes related to park expansion align with legal requirements

***Enhance communications and engagement to build a more connected community***

- Provide regular updates to the City Council on legal matters relevant to ongoing city projects and initiatives

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00
Legal Assistant	1.50	1.50	2.00	2.00
Intern	0.20	0.20	0.20	0.20
	3.70	3.70	4.20	4.20

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Personnel Services					
Salaries and wages	\$ 428,375	\$ 361,929	\$ 455,252	\$ 498,010	9%
Employee benefits	190,067	166,743	246,720	264,030	7%
<b>Total</b>	<b>618,441</b>	<b>528,672</b>	<b>701,972</b>	<b>762,040</b>	<b>9%</b>
Materials and Services					
Supplies	36,071	20,441	35,900	31,400	-13%
Prof and tech services	17,555	19,028	26,500	29,200	10%
Utility services	393	23	450	410	-9%
Employee development	7,793	5,176	13,800	16,800	22%
Fees, dues, advertising	2,859	1,850	3,500	3,500	0%
<b>Total</b>	<b>64,671</b>	<b>46,518</b>	<b>80,150</b>	<b>81,310</b>	<b>1%</b>
<b>Total Department</b>	<b>\$ 683,113</b>	<b>\$ 575,190</b>	<b>\$ 782,122</b>	<b>\$ 843,350</b>	<b>8%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Interfund charges	\$ 133,506	\$ 149,830	\$ 147,136	\$ 159,879	9%
Urban renewal charges	104,140	39,252	35,652	29,520	-17%
General Fund	445,467	386,108	599,334	653,951	9%
<b>Total</b>	<b>\$ 683,113</b>	<b>\$ 575,190</b>	<b>\$ 782,122</b>	<b>\$ 843,350</b>	<b>8%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

**PERFORMANCE MEASUREMENTS**

During FY 2021-22, the Legal Department adjusted its performance measurements to SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound). The Legal Department, both as a team and individually, developed goals to achieve in FY 2023-24. Below is a summary of its FY 2023-24 SMART goal achievements and other highlights from FY 2023-24.

***FY 2023-24 Goal Achievements***

Update the City's Public Contracting Code: Planned completion of updates to the City's Public Contracting Code, development of related manual to assist staff in public contracting activities, and training events for staff regarding public contracting laws, regulations, and processes.

Records Retention: Planned development of internal best practices for records retention and continued progress on applying records retention to older documents.

Enhance internal processes: Planned overhaul of Legal Department's management of digital records.

Team building: Hired two additional team members, on-boarded and trained these additional team members, and achieved improvements in team communication and trust.

***Other Highlights from FY 2023-24***

- Processed 219 contract and agreement requests for calendar year 2023, a 23% increase from the prior calendar year.
- Processed 169 private development real property documents (easements, deeds, dedications, development agreements, etc.) for calendar year 2023, an 84% increase from the prior calendar year.
  - » Many of these documents are related to acquisitions for the Boeckman Road Corridor Project.
  - » Includes the acquisition of real property for the Frog Pond West Neighborhood Park.
- 100% success rate in prosecuting municipal court matters.
- Renegotiated the City's solid waste collection franchise agreement with Republic Services.
- Assisted City staff with response to Mediterranean Oak Borer presence in Wilsonville.
- Led implementation of new local camping code regulations.
- Currently overseeing the possible first local improvement district in Wilsonville in almost 20 years.
- Presently coordinating with local service providers and other government entities regarding funding opportunities related to the opioid settlement funds and Metro Supportive Housing Services funds from Clackamas County.

In addition, the Legal department's workload is driven by the requests from internal departments. The number of contracts prepared has seen a steady increase each year.



Legal department staff - Stephanie, Noelle, Tamara, and Amanda.



# Policy & Administration

# human resources/risk management

The Human Resources Department seeks to enhance the efficiency and effectiveness of the organization by providing centralized personnel support for all City employees. This is accomplished through establishing employee training and development opportunities, addressing labor relations, aiding departments with recruiting and selecting individuals to fill vacancies, ensuring ethical behavior among all employees and recognizing employees for exemplary service.

The Assistant City Manager serves as the Human Resources Director, and provides management oversight to these departments: Information Technology, Parks and Recreation, Library, Police (contract), Code Compliance, and SMART Transit. The Human Resources Manager oversees the day-to-day functions of department and oversees the City’s benefit programs. The City strives to provide high quality, cost effective benefits to all employees. The City is a member of City County Insurance Services which provides a variety of healthcare coverage to public employers

Risk Management directs the City’s risk exposure and insurance programs including property, liability, and workers’ compensation coverage. The department supports an active city-wide safety program that identifies and eliminates hazardous conditions at all City facilities and promotes employee wellness and physical fitness. Through its workers’ compensation program (SAIF insured), Risk Management is responsible for processing and coordinating claims for injured workers. The department annually reviews all of the City’s insurance programs to ensure the best possible protection at the most reasonable cost.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Improving the City’s emergency preparedness and public safety***

- Work closely with department managers to identify staffing needs for emergency response scenarios
- Provide training for employees to handle emergencies, such as first aid, CPR, fire safety, and evacuation procedures
- Organize regular drills and exercises to test emergency response plans, identify gaps, and enhance preparedness

### ***Protect and preserve the City’s environment***

- Encourage the use of public transportation, carpooling, biking, or walking
- Continue to provide a wellness programs that promote outdoor activities and physical exercise to enhance employee well-being and connect them with nature
- Strive to minimize the use of paper by promoting digital documentation and communication

### ***Attract high quality industry and support economic opportunity for all in the City***

- Continue to ensure equitable access to employment opportunities, regardless of background or demographics
- Continue to assist hiring managers in ensuring the City’s workforce is reflective of the community’s diversity
- Attract and retain top talent by offering a competitive compensation and benefit package

### ***Increase housing opportunities for all and reach functional zero homelessness***

- Provide training for employees to interact with unhoused individuals compassionately

### ***Expand City parks and facilities to align with community growth and needs***

- Assist with recruiting and retaining skilled Parks & Recreation employees with expertise in landscape architecture, horticulture, recreation management, and facilities maintenance to ensure high-quality service delivery

### ***Enhance communications and engagement to build a more connected community***

- Maintain a digital platform for staff to access policies, forms, benefit information, and the employee handbook
- Provide a newsletter to share information about city programs, services, events, birthdays, and an employee spotlight to help keep everyone connected.

• Provide cultural competency training, language access services, and interpreter services to ensure inclusive communication practices

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Assistant City Manager	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Assistant	0.00	0.75	0.75	0.75
Intern	0.50	0.50	0.50	0.50
Intern (High School)	0.10	0.10	0.10	0.10
	3.60	4.35	4.35	4.35



<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Personnel Services</b>					
Salaries and wages	\$ 315,304	\$ 410,961	\$ 448,660	\$ 481,000	7%
Employee benefits	136,893	184,645	208,660	226,820	9%
<b>Total</b>	<b>\$ 452,197</b>	<b>595,606</b>	<b>657,320</b>	<b>707,820</b>	<b>8%</b>
<b>Materials and Services</b>					
Supplies	446	1,138	3,210	3,200	0%
Prof and tech services	94,858	46,621	120,000	83,500	-30%
Utility services	1,665	1,602	2,120	2,200	4%
Insurance	233,027	228,245	295,000	330,000	12%
Employee development	45,792	34,199	65,600	65,500	0%
Fees, dues, advertising	868	2,082	3,000	3,000	0%
Flex plan admin	2,564	2,572	3,700	3,700	0%
Recognition expenses	11,312	15,669	30,000	30,000	0%
<b>Total</b>	<b>390,532</b>	<b>332,127</b>	<b>522,630</b>	<b>521,100</b>	<b>0%</b>
<b>Total Department</b>	<b>\$ 842,729</b>	<b>\$ 927,733</b>	<b>\$ 1,179,950</b>	<b>\$ 1,228,920</b>	<b>4%</b>
<b>Resources Summary</b>					
	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Interfund charges	\$ 363,377	\$ 384,627	\$ 405,112	\$ 442,951	9%
General Fund revenues	479,352	543,106	774,838	785,969	1%
<b>Total</b>	<b>\$ 842,729</b>	<b>\$ 927,733</b>	<b>\$ 1,179,950</b>	<b>\$ 1,228,920</b>	<b>4%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

**Materials and Services**

- Prof and tech services decreases as the City intends to conclude bargaining with both represented groups and not utilize outside legal council for negotiations in 2024-2025.
- Insurance reflects an increase in cost for liability coverages.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
	FTEs (based on paid hours of non-contracted employees)	169.9	160.3	174.9	170.0	188.5
	Employee turnover per year (percent of workforce)	16.2	28	15.5	20	20
Recruit, hire and retain the most qualified people to staff the City's service delivery needs	Recruitments	47	57	44	40	35
	Applications processed	882	765	701	650	600
	Interviews held	227	188	177	150	150
	New Hires	34	53	53	45	40
	Wellness Program Participation	91	133	167	170	175
Minimize work-related accidents and maintain an excellent safety record	Workers' compensation claims	7	5	5	4	4
	Total paid losses	\$6,985	\$90,504	\$6,742	\$5,000	\$5,000
	Experience Modification Rate (EMR) Is used to calculate worker's compensation premiums	0.85	0.79	0.65	0.76	0.74

**PERFORMANCE MEASUREMENTS OUTCOME**

While our recruitments focus on finding the best candidates for vacancies, our hiring managers also strive to create and maintain a work environment that boosts retention. After the difficult years of the Great Resignation, the City is experiencing a decrease in overall turnover and Human Resources anticipates that trend will continue. The employee wellness program, including providing opportunities for on-site wellness activities and activities outside the workplace, continues to see increased participation.



All-Staff Summer Picnic 2023.



Community Development Administration provides leadership for the Department and includes current development and construction coordination, planning future growth, infrastructure needs and a variety of economic development services. The Community Development Department includes the Administration, Engineering, Planning and Building Divisions. Administration is tasked with internal Division coordination, regional coordination and planning for land use, transportation, natural resources, economic development, as well as managing the City’s Urban Renewal plans and projects.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Protect and preserve Wilsonville’s Environment*

- Finalize design and begin construction on the bridge as part of the Boeckman Road Corridor Project, including environmental restoration of Boeckman Creek
- Complete design and initiate construction of the Boeckman Creek sewer interceptor project including the regional trail
- Adopt the Stormwater Master Plan and complete a rate and SDC assessment
- Continue to design transportation capital improvement projects with wildlife movement in mind
- Continue on the leading edge of knowledge and science regarding the Emerald ash and Mediterranean oak borers

### *Attract high quality industry and support economic opportunity in all of Wilsonville*

- Advance implementation of Town Center Plan and formation of Urban Renewal District
- Initiate an advisory vote of the community regarding Town Center urban renewal district creation
- Adopt the Plan and Report creating the Town Center Urban Renewal District
- Promote and facilitate local business retention and expansion
- Leverage the Coffee Creek Urban Renewal District with the goal of attracting new industry that pays family-wage jobs
- Continue to coordinate with the Childcare Consortium organized this past year to understand challenges, barriers, and opportunities to expand childcare services in Wilsonville

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Community Development Director	1.00	1.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00	1.00
	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Personnel Services					
Salaries and wages	\$ 200,336	\$ 267,965	\$ 284,640	\$ 303,180	7%
Employee benefits	118,548	157,848	162,510	175,210	8%
<b>Total</b>	<b>318,884</b>	<b>425,813</b>	<b>447,150</b>	<b>478,390</b>	<b>7%</b>
Materials and Services					
Supplies	22,866	23,555	49,900	48,900	-2%
Prof and tech services	121,211	27,774	72,160	93,710	30%
Utility services	36,194	41,534	55,680	64,220	15%
Fleet services	8,046	8,592	9,000	9,324	4%
Insurance	4,619	4,850	5,350	6,400	20%
Community service programs	-	-	5,000	5,000	0%
Employee development	1,717	1,153	6,000	6,000	0%
Fees, dues, advertising	5,332	3,754	6,000	6,000	0%
<b>Total</b>	<b>199,985</b>	<b>111,213</b>	<b>209,090</b>	<b>239,554</b>	<b>15%</b>
<b>Total Department</b>	<b>\$ 518,869</b>	<b>\$ 537,026</b>	<b>\$ 656,240</b>	<b>\$ 717,944</b>	<b>9%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Urban renewal charges	\$ 225,864	\$ 100,758	\$ 162,300	\$ 197,406	22%
CD Fund	293,005	436,268	493,940	520,538	5%
<b>Total</b>	<b>\$ 518,869</b>	<b>\$ 537,026</b>	<b>\$ 656,240</b>	<b>\$ 717,944</b>	<b>9%</b>

**BUDGET HIGHLIGHTS**

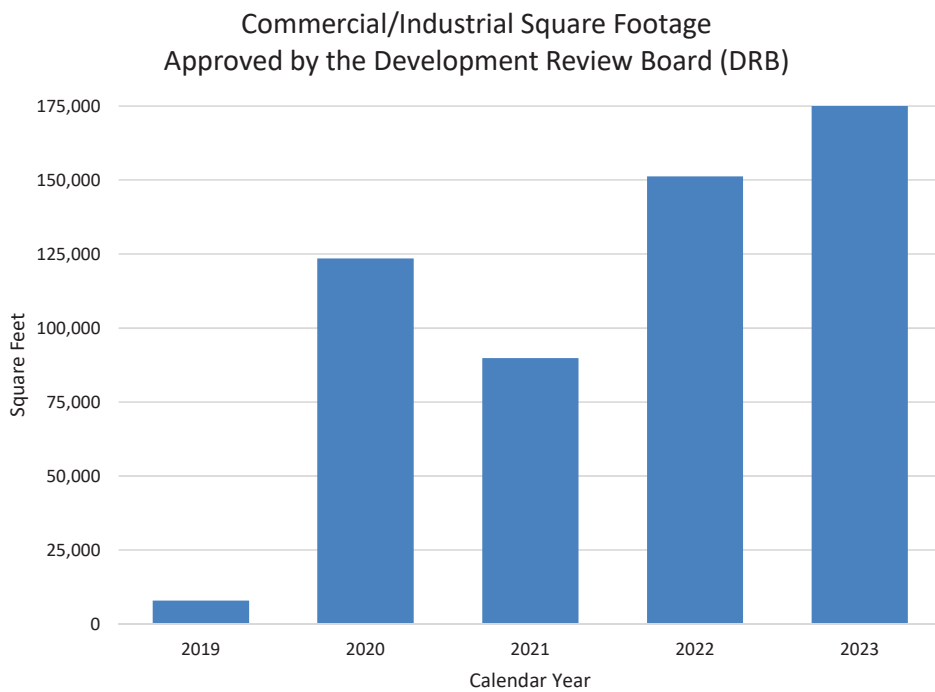
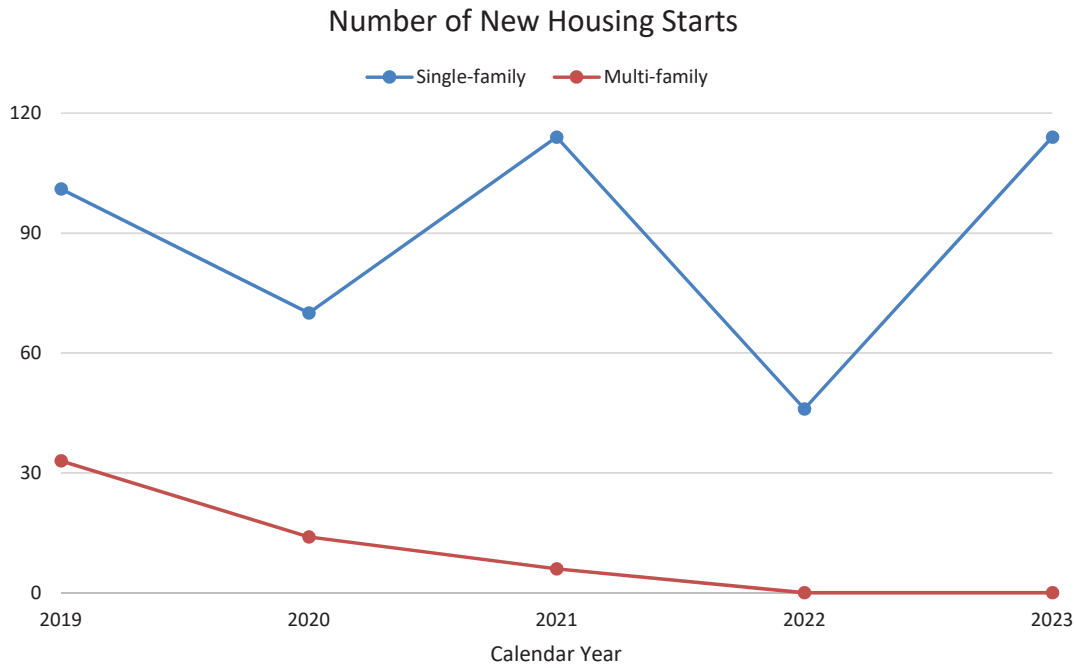
**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

**Materials and Services**

- Prof and tech services is increasing with the City’s conversion of its Enterprise Resource Planning (ERP) software system to a Software as a Service (SaaS) model.
- Insurance reflects an increase in cost for liability coverages.

PERFORMANCE MEASUREMENTS



**PERFORMANCE MEASUREMENTS OUTCOME**

Housing starts (both single-family and multi-family) coupled with commercial and industrial square footage approved by the Development Review Board (DRB) in a calendar year are two important metrics that speaks to the general amount of development permit activity and associated revenue that the Community Development Department (Planning and Engineering) experiences in a year.

While Department staff perform many important activities related to providing daily customer service to citizens, coordinate a wide variety of topics around infrastructure, land use and housing, update and prepare codes and master plans to comport with state and regional mandates, design, construct and inspect capital improvement projects for storm, sewer, water, parks and transportation, construction permit activity is one important performance measurement to track over time to determine general Department activity.

Housing starts are generally up from 2022 ( 46 to 114) there was once again, no multi-family units constructed in 2023. There are a number of new residential projects in plan review and/or in the early phases of being constructed that will result in a steady amount of homes being built in the community in 2024. Interest in Town Center properties could result in multi-family applications coming forward in 2024. Two new subdivisions in Frog Pond West (Cottage Park and Petras) were recently approved by the DRB and will soon be in plan review gearing up for spring 2024 construction. Other subdivisions moving to construction of homes in 2024 include Frog Pond Vista, Terrace, Overlook and Estates. The last single-family home permits in Villebois were issued at Clermont. The three mixed-use buildings in the Villebois Village Center are in for plan review, however construction timing will be based on interest rates and availability of bank loans both of which are challenging at this time. The first project approved under the Town Center Plan was granted in 2023 at the Shari’s restaurant site. The redevelopment of Shari’s into a mixed-use building with 114 market rate units is anticipated to move through plan review and into construction in 2024.

The industrial market, which had been very strong for the past couple of years, is beginning to slow down. Approved industrial projects expected to advance to construction in 2024 include a new facility for Precision Countertops and Delta Logistics in Coffee Creek. The Frog Pond West Primary School is under construction, and it is anticipated that the adjacent neighborhood park will begin construction later in 2024. Twist Bioscience continues to operate and hire new employees, with their first Wilsonville Investment Now (WIN) zone property tax rebate occurring in 2024. General development activity is steady and looks to be that way for the next year, resulting in continued investment in the Wilsonville community.



The Engineering Division is responsible for planning and implementation of public infrastructure improvements that expand and rehabilitate facilities to increase capacity, improve efficiency and/or extend the useful service life to provide high-quality service to the Wilsonville community. Public infrastructure includes transportation (roads, sidewalks, bike lanes, bike paths, signals, and signage), water, sewer, stormwater conveyance and treatment facilities. In addition, Engineering helps to maintain and promote a healthy environment by identifying and protecting our natural resources including streams, wetlands and natural areas and ensuring stormwater is managed in an environmentally sensitive way consistent with State and Federal permits and requirements.

Development Engineering efforts focus on working closely with customers as well as the Planning and Building Divisions to define the public infrastructure improvements necessary to serve commercial, industrial and residential projects. Development Engineering duties include construction plan review, construction oversight and inspection services. Capital Projects Engineering efforts focus on replacing worn out, obsolete infrastructure, as well as expanding and extending infrastructure to serve new development. Capital Projects Engineering duties include infrastructure planning, management of design consultants, public engagement, construction management, and project oversight.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Improve the City’s emergency preparedness and public safety*

- Adopt the Wastewater Treatment Plant Master Plan to ensure the planned capital improvements result in resilient wastewater treatment infrastructure
- Begin the Water Distribution System Master Plan to identify needs and prioritize projects to improve system resiliency
- Update the Wilsonville Pubic Works Standards to incorporate the most current seismic design and construction standards to ensure new and rehabilitated public infrastructure is resilient
- Complete the Water Treatment Plant Expansion project to 20 million gallon per day (MGD) capacity, including the planned seismic improvements
- Begin construction of the Boeckman Road Corridor project to correct Boeckman “Dip” safety issues

### *Protect and preserve Wilsonville’s environment*

- Begin implementation of the Urban Forest Management Plan by creating a master tree planting plan for Town Center and Charbonneau
- Monitor erosion control on construction sites regularly for compliance with State and Federal permits and requirements
- Continue the partnership with Friends of Trees to restore natural areas of the community
- Begin restoration of Boeckman Creek at the Boeckman Road crossing
- Begin development of a Wilsonville Climate Action Plan
- Adopt the Storm Water Master Plan

### *Attract high-quality industry and support economic opportunity for all in Wilsonville*

- Ensure development is adequately served by Wilsonville infrastructure in accordance with utility master plans and area specific plans
- Provide engineering support for Town Center Urban Renewal Plan
- Provide engineering support for Basalt Creek Master Plan
- Begin design of the Boeckman Creek Interceptor and Trail project
- Begin construction of the West Side Level B Reservoir project

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
City Engineer	1.00	1.00	1.00	1.00
Engineering Manager	2.00	2.00	2.00	2.00
Senior Civil Engineer	0.00	1.00	1.00	1.00
Civil Engineer	2.00	1.00	1.00	1.00
Associate Engineer	1.00	1.00	1.00	0.00
Engineering Inspector III	1.00	1.00	1.00	2.00
Engineering Inspector II	1.00	1.00	1.00	1.00
Engineering Inspector I	1.00	1.00	1.00	1.00
Engineering Technician II	0.00	0.00	0.00	1.00
Engineering Technician I	1.00	1.00	1.00	0.00
Administrative Assistant III	1.00	1.00	1.00	1.00
Natural Resources Manager	1.00	1.00	1.00	1.00
Environmental Specialist	0.00	0.00	1.00	1.00
Stormwater Management Coordinator	1.00	1.00	0.00	0.00
Intern	0.50	0.50	0.50	0.50
	<b>13.50</b>	<b>13.50</b>	<b>13.50</b>	<b>13.50</b>



<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Personnel Services					
Salaries and wages	\$ 954,694	\$ 1,099,522	\$ 1,400,520	\$ 1,477,110	5%
Employee benefits	537,554	646,414	760,000	835,410	10%
<b>Total</b>	<b>1,492,248</b>	<b>1,745,935</b>	<b>2,160,520</b>	<b>2,312,520</b>	<b>7%</b>
Materials and Services					
Supplies	10,337	13,499	21,900	21,900	0%
Prof and tech services	297,375	272,046	218,000	218,400	0%
Utility services	5,333	5,115	7,280	6,550	-10%
Fleet services	16,959	17,196	18,024	18,636	3%
Repairs & maintenance	14,351	7,134	15,500	15,500	0%
Insurance	2,967	3,600	4,100	4,700	15%
Community service programs	3,694	3,796	5,000	5,000	0%
Employee development	12,179	17,526	21,500	21,500	0%
Fees, dues, advertising	5,235	5,057	6,000	6,500	8%
<b>Total</b>	<b>368,430</b>	<b>344,969</b>	<b>317,304</b>	<b>318,686</b>	<b>0%</b>
<b>Total Department</b>	<b>\$ 1,860,678</b>	<b>\$ 2,090,905</b>	<b>\$ 2,477,824</b>	<b>\$ 2,631,206</b>	<b>6%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Urban renewal charges	\$ 334,680	\$ 253,948	\$ 426,214	\$ 136,400	-68%
CD Fund	1,525,998	1,836,957	2,051,610	2,494,806	22%
<b>Total</b>	<b>\$ 1,860,678</b>	<b>\$ 2,090,905</b>	<b>\$ 2,477,824</b>	<b>\$ 2,631,206</b>	<b>6%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

**Materials and Services**

- Insurance reflects an increase in cost for liability coverages.

**Resources Summary**

- Urban renewal charges are impacted by the closure of two urban renewal districts and completion of major urban renewal projects, including 5th Street/Kinsman Road Extension and the urban renewal funded portions of the Boeckman Road Corridor Project, the FY 2024-25 Capital Improvement Program transitions from a focus on Urban Renewal District projects to project needs elsewhere in the community and funded through utility fees and systems development charges. As a result, the funding sources for the Engineering Division are represented by a decline in Urban Renewal funding and increase in CD funding, reflective of the types of projects planned for FY 2024-25.

**PERFORMANCE MEASUREMENTS OUTCOME**

The Engineering Division issues permits, reviews plans, and performs inspections for public infrastructure improvements, including water, wastewater, storm drainage and treatment, and transportation for compliance with Wilsonville’s design and construction standards. Permits include Public Works for construction of public infrastructure as part of private development projects, Public Utility for franchise utilities working with the public right-of-way, and Public Right-of-Way for work within the public right-of-way not associated with a franchise utility (i.e. sidewalk repairs, sewer lateral repairs).

In addition, the Engineering Division issues permits, reviews plans and performs inspections for compliance with erosion prevention and sediment control requirements set forth by Wilsonville’s National Pollutant Discharge Elimination System (NPDES) permit. Measurement of all permit activity is as follows:

<i>Permit Type</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
Public Works	16	4	5	12	5
Public Utility	99	66	90	100	90
Right-of-Way	34	19	20	10	15
Erosion Control*	17	6	90	75	75

*\*For reporting requirements, starting in FY2022-23, single family residential projects are issued a separate erosion control permit*



Frog Pond West erosion control.

The Engineering Division oversees construction of public infrastructure that occurs both as part of private development and through the capital improvement program. The following is a summary of public infrastructure construction activities complete during each fiscal year.

<b>Infrastructure Type</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
<b>Water Pipe</b>					
New (feet)	1,244	15,253	13,860	9,618	3,127
Repair & Replace (feet)	-	-	-	-	1,531
<b>Wastewater Pipe</b>					
New (feet)	765	10,501	11,488	5,991	430
Repair & Replace (feet)	-	-	-	93	-
<b>Storm Drainage Pipe</b>					
New (feet)	2,332	13,259	12,883	8,443	978
Repair & Replace (feet)	180	-	-	-	228
<b>Stormwater Management Facilities - New</b>					
Capital Construction (No.)	-	20	20	5	-
Private Development (No.)	31	91	91	46	-
<b>Roadway - New **</b>					
Capital Construction (Lane Feet)	-	6,453	6,453	-	-
Private Development (Lane Feet)	-	21,155	17,508	13,674	1,300
<b>Street Rehabilitation</b>					
Capital Construction (Lane Feet)	50,268***	13,496	13,496	9,210	10,000
Private Development (Lane Feet)	525	-	-	-	1,228
<b>ADA Curb Ramps</b>					
Capital Construction - New (No.)	-	11	11	-	1
Capital Construction - Repair & Replace (No.)	-	27	27	20	1
Private Development - New (No.)	4	110	101	77	9
<b>Bike Facilities</b>					
New (Lane Feet)	-	-	-	1,333	-
Enhanced (Lane Feet)****	362	-	13,236	604	-
<b>Notable Projects to be Completed in 2023-24 Not Represented in the Table Above</b>					
Wastewater Treatment Plant Master Plan					
Stormwater Master Plan					
Corral Creek & Rivergreen Lift Station Rehab					

\*\* Roadway - New includes both extension of new roads and urban upgrade of existing rural roadways.

\*\*\* Street Rehabilitation consisted of slurry seal treatment only.

\*\*\*\*Bike Facilities - Enhanced includes both buffered and protected bike lanes, including conversion of existing bike lanes and installation of new.

Disclaimer: Refinement of the as-constructed infrastructure quantities continues. The values included in this table should not be relied upon for any required reporting purposes.

# Community Development

# building inspections

The Building Inspections Division is responsible for reviewing plans, issuing permits and inspecting building construction to ensure compliance with the State of Oregon Specialty Codes and Fire Life Safety Codes. The Specialty Codes include Building, Residential, Fire, Plumbing, Mechanical, Energy Efficiency, and Solar Codes, in addition to other State of Oregon administrative Rules and Statutes. The Division also enforces pertinent requirements of the City of Wilsonville Code. The Building Division is managed by the Building Official and is comprised of Plans Examiners, Building Inspectors, Permit Technicians and support staff. All Building Division staff are certified in their respective disciplines by the International Code Council (ICC) and State of Oregon.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Improve the City’s emergency preparedness and public safety*

- Engage the community through communications and outreach opportunities to promote the importance of building safety
- Maintain a strong building code program to ensure compliance with today’s modern building construction codes which ensures a built environment that is disaster resilient.
- Ensure staff have access to current technical training and resources. Cross-train staff where feasible
- Provide the community with safe, accessible, and energy efficient buildings through a timely and predictable approval process

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Building Official	1.00	1.00	1.00	1.00
Lead Inspector/Examiner	1.00	0.00	0.00	0.00
Inspector/Examiner III	2.00	1.00	3.00	3.00
Inspector/Examiner II	0.00	2.00	0.00	0.00
Inspector/Examiner I	1.00	1.00	0.00	0.00
On-Call Inspector	0.60	0.60	0.60	0.60
Permit Technician II	1.00	1.00	1.00	1.00
Permit Technician I	2.00	1.00	1.00	1.00
Intern	0.20	0.20	0.20	0.20
	8.80	7.80	6.80	6.80

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Personnel Services					
Salaries and wages	\$ 584,740	\$ 583,008	\$ 710,710	\$ 677,350	-5%
Employee benefits	331,587	313,643	366,230	350,450	-4%
<b>Total</b>	<b>916,327</b>	<b>896,651</b>	<b>1,076,940</b>	<b>1,027,800</b>	<b>-5%</b>
Materials and Services					
Supplies	15,524	25,156	23,400	23,800	2%
Prof and tech services	108,823	87,366	85,480	111,050	30%
Utility services	3,008	2,986	4,170	3,750	-10%
Fleet services	16,959	17,196	18,024	18,636	3%
Insurance	1,996	2,300	2,700	3,200	19%
Employee development	13,462	19,518	18,050	18,150	1%
Fees, dues, advertising	2,405	1,817	1,950	1,950	0%
Misc. services & supplies	52,596	6,821	45,000	20,500	-54%
<b>Total</b>	<b>214,773</b>	<b>163,159</b>	<b>198,774</b>	<b>201,036</b>	<b>1%</b>
<b>Total Department</b>	<b>\$ 1,131,100</b>	<b>\$ 1,059,809</b>	<b>\$ 1,275,714</b>	<b>\$ 1,228,836</b>	<b>-4%</b>
<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Urban renewal charges	\$ 10,140	\$ 8,190	\$ -	\$ -	-
Building Inspection Fund	1,120,960	1,051,619	1,275,714	1,228,836	-4%
<b>Total</b>	<b>\$ 1,131,100</b>	<b>\$ 1,059,809</b>	<b>\$ 1,275,714</b>	<b>\$ 1,228,836</b>	<b>-4%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

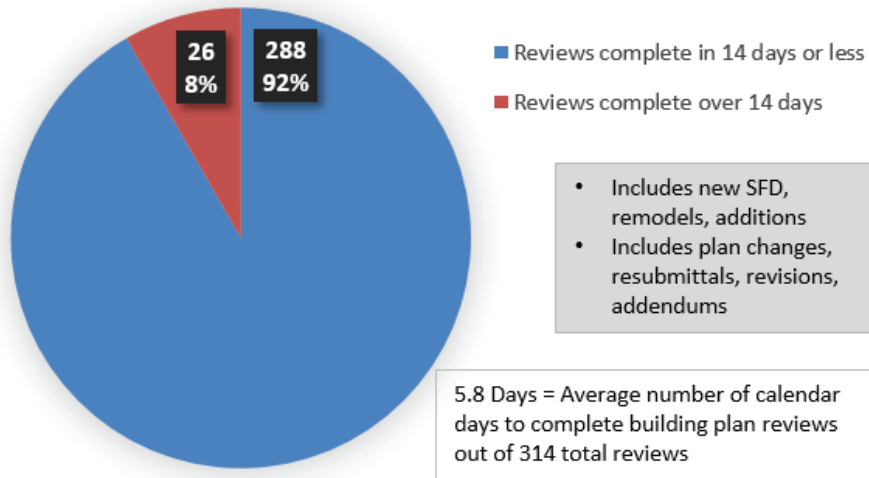
**Materials and Services**

- Prof and tech services is increasing with the City’s conversion of its Enterprise Resource Planning (ERP) software system to a Software as a Service (SaaS) model.
- Insurance reflects an increase in cost for liability coverages.
- Misc. services & supplies is decreasing because of a slow down in permit activity which has resulted in fewer electronic payment (credit card) processing fees.

**PERFORMANCE MEASUREMENTS**

Strategy	Measure	Actual 2020-21	Actual 2021-22	Actual 2022-23	Estimate 2023-24	Forecast 2024-25
In a timely manner, meet the needs of citizens and the development community in the land use review process	Average number of business days to complete review for residential development permits	n/a	n/a	5.8	6	6
	Total number of residential reviews (new, remodels, additions, re-reviews)	n/a	n/a	314	275	250
	Number of residential reviews that hit 14-day performance target	n/a	n/a	288	250	225
	Percentage of residential reviews meeting 14-Day performance target	n/a	n/a	91.7%	90.9%	90%

### Residential Plan Review Performance Target 14-Day Completion Rate FY 22/23



**PERFORMANCE MEASUREMENTS OUTCOME**

**Residential Development permits: Average calendar days to complete review**

- Measure definition: This measure tracks the average number of days it takes to complete a building plan review for residential construction as derived from the total number of plan reviews completed. It also provides a measure of success in achieving the 14-day plan review performance target.
- Evaluation of results: While the building division has traditionally tracked projects individually, this is a new measure that is intended to track the overall performance of residential reviews. In the perfect world 100% of all residential plan reviews would be completed within 14-days or less. However, the plan review process is complex and is subject to a wide range of dynamics that influence the overall success. Some of these influences include staffing shortages, complexity of projects, completeness of submittals, timing of fee increases, code changes, homeowner submittals vs design professional submittals, other department review timelines, and others. With all of the varying factors the target success rate should be 90%, and the division should be hitting the performance target with an average overall turnaround of roughly 10 days.
- Current year performance and trends: The building division currently performs better than these targets with a 5.8-day average turnaround time, and meets the 14-day target 92% of the time. These trends are expected to continue as residential development in general has slowed and is expected to remain slow in the coming FY.



Building staff performing an inspection of new rooftop solar panels with the use of a drone.



The Planning Division helps City decision makers determine the kind of community they want Wilsonville to be and charts the course to make that vision a reality. The Planning Division is responsible for the City’s land use policies and regulations, including the Comprehensive Plan, Master Plans, and the Development Code.

Current Planning efforts focus on working closely with customers seeking to develop commercial, industrial and residential projects. Current Planning duties include all aspects of development coordination, site plan review, construction oversight, and inspection services. Long-range Planning projects focus on engaging citizens as well as local, regional, and state agencies to prepare plans for future development of the community. This encompasses the City’s Comprehensive Plan as well as system-wide (e.g. the City’s Transportation System Plan) and area-specific (e.g. the Wilsonville Town Center Plan) Master Plans. Long-range Planning duties also include coordination with Metro on regional issues such as Urban Growth Boundary (UGB) expansions and Regional Transportation Plan (RTP) updates and the State’s Department of Land Conservation and Development (DLCD) on Statewide Land Use Planning Goals and legislative changes that affect planning. Staff facilitate legislative amendments to the Comprehensive Plan and Development Code to achieve both local goals as well as compliance with regional and state law.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Protect and preserve Wilsonville’s environment***

- Support the implementation of the City’s first Urban Forest Management Plan
- Participate on the interdisciplinary team’s efforts in response to the Mediterranean Oak Borer and related treatment and preservation actions to sustain the City’s Oregon White Oaks

### ***Attract high-quality industry and support economic opportunity for all in Wilsonville***

- Development reviews in the Coffee Creek Urban Renewal District
- Assess and amend as needed the Coffee Creek Form-Based Code
- Adopt a new Economic Opportunity Analysis and Economic Development Strategy for the City
- Establish zoning and infrastructure funding solutions for the Basalt Creek Planning Area
- Support the adoption and implementation of an Urban Renewal Plan for Town Center

### ***Increase housing opportunities for all and reach functional zero homelessness***

- Implementation of the City’s Equitable Housing Strategic Plan (EHSP)
- Implementation of a development agreement for an affordable housing project at the transit center and oversee construction
- Progress on the Housing Our Future Project (Housing Needs & Capacity Analysis and Housing Production Strategy) to adequately plan for future housing need (State mandate)
- Implement new Climate-Friendly and Equitable Communities Parking Standards (State mandate)

### ***Enhance communications and engagement to build a more connected community***

- Continue and enhance focus on engaging historically represented groups in planning-related decision making, following the Wilsonville Framework for Inclusive Engagement
- Continue to use a variety of technology and tools to engage the community of planning-related decision making

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Planning Director	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00
Assistant Planner	1.00	1.00	1.00	1.00
Administrative Assistant II	0.60	0.60	0.60	0.60
Administrative Assistant III	1.00	1.00	1.00	1.00
	<b>7.60</b>	<b>7.60</b>	<b>7.60</b>	<b>7.60</b>



<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Personnel Services</b>					
Salaries and wages	\$ 620,324	\$ 673,913	\$ 725,150	\$ 775,440	7%
Employee benefits	292,529	333,437	352,240	409,800	16%
<b>Total</b>	<b>912,853</b>	<b>1,007,351</b>	<b>1,077,390</b>	<b>1,185,240</b>	<b>10%</b>
<b>Materials and Services</b>					
Supplies	4,376	967	9,500	9,400	-1%
Prof and tech services	184,148	125,712	247,200	166,900	-32%
Utility services	1,460	1,379	1,640	1,710	4%
Employee development	4,364	1,672	8,350	8,350	0%
Fees, dues, advertising	9,872	10,131	10,500	10,500	0%
<b>Total</b>	<b>204,220</b>	<b>139,861</b>	<b>277,190</b>	<b>196,860</b>	<b>-29%</b>
<b>Total Department</b>	<b>\$ 1,117,074</b>	<b>\$ 1,147,212</b>	<b>\$ 1,354,580</b>	<b>\$ 1,382,100</b>	<b>2%</b>
<b>Resources Summary</b>					
	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Urban renewal charges	\$ 61,068	\$ 122,502	\$ 99,200	\$ 13,200	-87%
CD Fund	1,056,006	1,024,710	1,255,380	1,368,900	9%
<b>Total</b>	<b>\$ 1,117,074</b>	<b>\$ 1,147,212</b>	<b>\$ 1,354,580</b>	<b>\$ 1,382,100</b>	<b>2%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

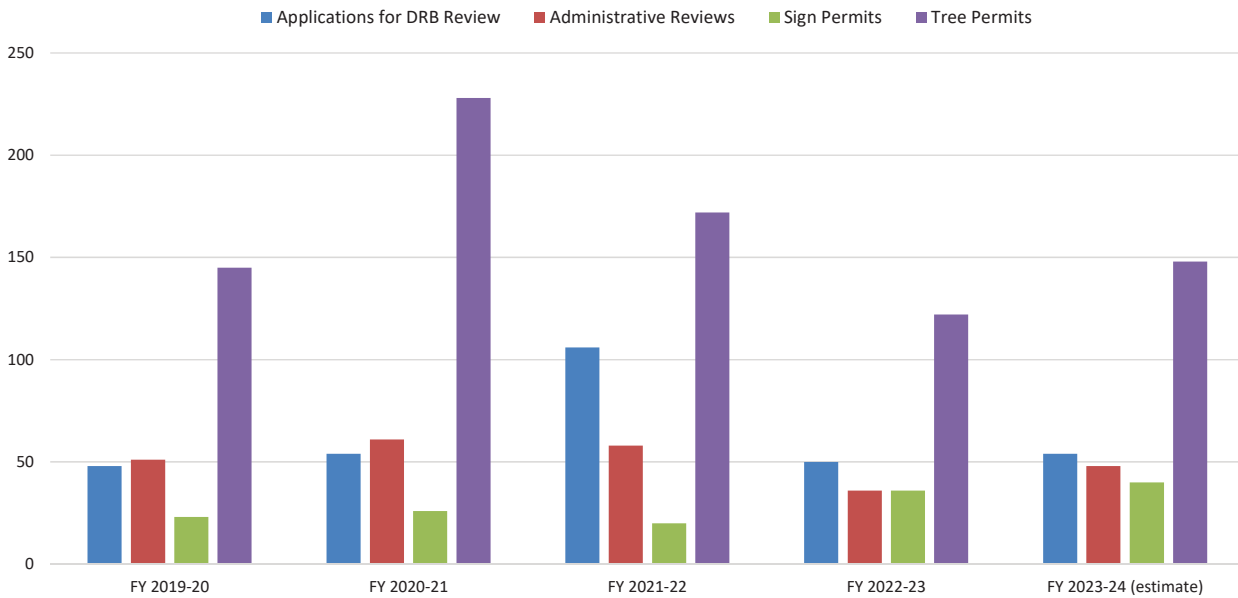
- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

**Materials and Services**

- The reduction reflects a shift from prior budgeted project expenses (transportation model update to comply with CFEC) to new project needs (Housing Our Future, CFEC Parking Updates).

PERFORMANCE MEASUREMENTS

Number of Planning Development Applications per Fiscal Year by Type



\*Numbers reflect the number of applications received during the fiscal year, not the number approved.



Gathering community input at the 2023 Wilsonville Block Party event.

## PERFORMANCE MEASUREMENTS OUTCOME

The Planning Division's work program focuses on engaging the community on important discussions, ensuring development complies with City plans and policies, and overall ensuring the long-term health and success of the community. The Planning Division collaborates with other divisions and departments to guide the built environment and preserve and enhance the natural environment to maintain the quality of life for all residents and promote a robust economy. The list below includes examples of significant outcomes from the Planning Division's 2023-2024 work program.

- Adoption of Development Code and infrastructure funding plan to support development in Frog Pond East and South.
- Established a development agreement and approved development plans for an affordable housing project at SMART Transit Center site.
- Continued work on the Housing Our Future project and compliance with new State housing law
- Approved development plans for 28 residential lots and reviewed house plans for over 160 permitted homes, consistent with the City's adopted plans and policies.
- Approved development plans for 235 multi-family units, including 114 in the first mixed use apartment building in Town Center and 121 at the TOD project on Barber Street.
- Review of two development applications in the Coffee Creek Industrial Area with a total of approximately 18.8 acres annexed into the City and over 124,125 combined square feet of industrial building floor area.
- Supported the development of Town Center Urban Renewal Strategic Plan to implement the framework projects and community's vision.
- Finished over 210 administrative actions including minor changes to existing development, sign permits, approving building permits and tree permits to ensure compliance with approved plans, designs, and policies
- Used Let's Talk, Wilsonville! to inform over 800 community members about important planning projects and actively engage over 200 in surveys and other online engagement activities.
- Participated in statewide housing policy-making including OHNA rulemaking, the Governor's Housing Production Advisory Council, and housing related legislation during the 2024 session.
- Evaluated the use of the Form-based Code standards in the Coffee Creek Industrial Area and brought forwards suggested updates to the standards.
- Moved forward planning for industrial development in the Basalt Creek Industrial Area.

In the last five years the Planning Division has successfully obtained a total of \$780,200 in grant funds from Metro and the State, particularly the Department of Land Conservation and Development (DLCD) and Business Oregon, to fund long-range planning projects and outreach. This increase in revenue has been substantial and enabled staff to further important objectives of the City Council.

- 2019: \$79,500: Complete Town Center Master Plan (Metro), Equitable Housing Strategic Plan (Metro)
- 2020: \$43,000: Equitable Housing Strategic Plan (Metro)
- 2021: \$196,265: Frog Pond East and South (Metro), Middle Housing in Wilsonville Project (DLCD/Metro), Latinx Outreach (Metro)
- 2022: \$329,935: Frog Pond East and South (Metro/DLCD), Latinx Outreach (Metro)
- 2023: \$131,500: Frog Pond East and South (DLCD), Housing Our Future Phase 1 (DLCD)

The Planning Division anticipates continued support by Metro and the State with anticipated grant revenue as follows:

- 2024: \$331,000: Frog Pond East and South (Metro), Basalt Creek Industrial Readiness (Business Oregon/Metro), Citywide Industrial Land Readiness (Metro), Housing Our Future (DLCD), Parking Reform (DLCD)
- 2025: \$165,000: Citywide Industrial Land Readiness (Metro), Housing Our Future (DLCD), Parking Reform (DLCD)
- 2025-2027: \$TBD: Citywide Transportation System Plan Update / CFEC Compliance (DLCD/ODOT)

Public Works Administration provides leadership, overall management, administrative support and planning for the operations and maintenance of City infrastructure and properties, while ensuring a safe and productive workplace. Administration also engages in emergency preparedness through coordination, planning, equipment, training and exercises. Public Works Administration promotes citizen awareness of services provided by the Public Works Department and integrates sustainable practices into the Department’s various programs and procedures.

Services provided by the Public Works Department include operations, maintenance and oversight of Facilities, Roads, Street Lighting, Water Distribution System, Water Treatment Plant, Wastewater Collections System, Wastewater Treatment Plant and Stormwater System along with the Industrial Pretreatment Program.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Improve the City’s emergency preparedness and public safety***

- Update City’s Emergency Operations Plan
- Connect the community (residents and businesses) with emergency response resources and educational materials to improve individuals’ response planning
- Update City’s Emergency Preparedness website
- Organize an Emergency Preparedness Fair for community members
- Publish emergency preparedness messages in the Boones Ferry Messenger
- Provide emergency management training and exercises for staff
- Pursue seismic resiliency grant for police building

***Protect and preserve Wilsonville’s Environment***

- Reduce, monitor, and report on the use of toxins by the City
- Incorporate sustainable practices into maintenance and operations processes

***Attract high qualities industries and support economic opportunity for all in to Wilsonville***

- Provide management oversight to Jacobs for the operations and maintenance of the Wastewater Treatment Plant and lift stations
- Provide management oversight to Veolia North America for the operations and maintenance of the Willamette River Water Treatment Plant

	<b>Full Time Equivalent Positions</b>			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Public Works Director	1.00	1.00	1.00	1.00
Public Works Operations Manager	1.00	1.00	1.00	1.00
Asset Management Analyst	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
Administrative Assistant I	0.00	0.00	0.00	0.00
Intern	0.50	0.50	0.50	0.50
	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>	<b>4.50</b>

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Personnel Services</b>					
Salaries and wages	\$ 415,120	\$ 455,635	\$ 481,200	\$ 509,570	6%
Employee benefits	201,373	212,147	225,870	255,650	13%
<b>Total</b>	<b>616,493</b>	<b>667,782</b>	<b>707,070</b>	<b>765,220</b>	<b>8%</b>
<b>Materials and Services</b>					
Supplies	11,005	64,611	98,650	94,500	-4%
Prof and tech services	36,087	30,711	129,200	139,400	8%
Utility services	19,415	19,140	78,770	91,370	16%
Fleet services	8,166	8,592	9,000	9,324	4%
Insurance	2,288	2,650	3,630	4,600	27%
Employee development	5,442	10,459	10,250	11,200	9%
Fees, dues, advertising	1,022	1,007	1,900	1,900	0%
<b>Total</b>	<b>83,426</b>	<b>137,170</b>	<b>331,400</b>	<b>352,294</b>	<b>6%</b>
<b>Total Department</b>	<b>\$ 699,919</b>	<b>\$ 804,952</b>	<b>\$ 1,038,470</b>	<b>\$ 1,117,514</b>	<b>8%</b>
<b>Resources Summary</b>					
	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
General Fund	\$ 699,919	\$ 804,952	\$ 1,038,470	\$ 1,117,514	8%
<b>Total</b>	<b>\$ 699,919</b>	<b>\$ 804,952</b>	<b>\$ 1,038,470</b>	<b>\$ 1,117,514</b>	<b>8%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

**Materials and Services**

- Utility services increase is attributable to the new public works complex.
- Insurance reflects an increase in cost for liability coverages.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
<i>Goal: Prepare City staff to address various types of emergencies</i>						
Participate in at least one emergency management plan or training each year	Exercise held	Real world responses to various events	Regional After Action Reports for Ice Storm, Wildfires and COVID-19	Wilsonville Community Preparedness Campaign	Natural Hazard Mitigation Plan	Emergency Operations Plan Update
Participate in the Oregon Shakeout event each October	Event held	Oct. 15	Oct. 21	Oct. 20	Oct. 19	Oct. 17
Have the City respond to at least one "real" or potential emergency each year	Live disaster event	COVID-19 Wild fires Ice storm	COVID-19	Inclement weather	Mediterranean Oak Bore	TBD

**PERFORMANCE MEASUREMENTS OUTCOME**

Staff will have the knowledge, skills, and experience to respond effectively to small and large disaster events.



Explaining essential contents of a “To Go” kit at the 2023 Community Emergency Preparedness Fair.



The Facilities Maintenance Section provides professional maintenance and cleaning services to City buildings and grounds. Buildings receiving these services include City Hall, Public Works, Police, Community Center, Library, SMART/Fleet, SMART Central, Parks & Recreation Operations, and Parks & Recreation Administration. Other facilities receiving maintenance services include well houses, pump buildings, Parks’ buildings, park shelters, water feature equipment vaults, and the indoor public spaces at the Willamette River Water Treatment Plant. To provide a safe, clean and welcoming work environment, Facilities Maintenance uses in-house janitorial staff.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Improve the City’s emergency preparedness and public safety***

- Perform scheduled maintenance of City buildings and grounds
- Make prompt repairs
- Comply with State and Federal requirements for Life and Safety Inspections
- Perform regular safety compliance inspections of buildings and grounds
- Assure City emergency systems are tested and serviced as recommended

***Protect and preserve Wilsonville’s environment***

- Reduce, monitor, and report on the use of toxins by the City by implement the Integrated Pest Management Plan
- Use green products and chemicals where applicable
- Implement a Strategic Energy Management Team
- Implement energy savings projects and programs
- Expand on the existing battery/light bulb/ballast recycling program
- Support Bulky Waste Day and Hazardous Waste Collection Day
- Begin LED lighting conversion to all City buildings in preparation for the 2025 phase out of compact fluorescent lights (CFL) and fluorescent tube light bulbs

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Facilities Supervisor	1.00	1.00	1.00	1.00
Facilities Maintenance Technician	2.00	2.00	2.00	2.00
Facilities Maintenance Specialist	2.00	3.00	3.00	3.00
Facilities Maintenance Worker	0.00	0.00	1.00	1.00
Lead Janitor	0.00	0.00	1.00	1.00
Janitor	4.00	4.00	3.00	4.00
Seasonal Maintenance Specialist	0.75	0.75	0.75	0.75
	9.75	10.75	11.75	12.75



<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Personnel Services</b>					
Salaries and wages	\$ 461,747	\$ 638,839	\$ 750,740	\$ 882,940	18%
Employee benefits	278,361	392,428	476,280	571,450	20%
<b>Total</b>	<b>740,108</b>	<b>1,031,266</b>	<b>1,227,020</b>	<b>1,454,390</b>	<b>19%</b>
<b>Materials and Services</b>					
Supplies	85,177	116,441	88,255	100,060	13%
Prof and tech services	34,986	75,216	168,646	150,926	-11%
Utility services	14,446	15,409	18,870	15,220	-19%
Fleet services	39,867	43,596	45,672	46,572	2%
Repairs & maintenance	196,949	207,057	341,274	407,592	19%
Rents and leases	1,632	116	4,200	4,200	0%
Insurance	3,567	4,200	4,800	5,520	15%
Employee development	11,782	10,877	14,900	18,450	24%
Fees, dues, advertising	1,330	823	1,650	1,650	0%
<b>Total</b>	<b>389,737</b>	<b>473,735</b>	<b>688,267</b>	<b>750,190</b>	<b>9%</b>
<b>Capital Outlay</b>					
Building	-	37,166	-	-	-
Machinery & equipment	-	6,354	-	-	-
Vehicles	-	45,706	69,000	42,000	-39%
<b>Total</b>	<b>-</b>	<b>89,226</b>	<b>69,000</b>	<b>42,000</b>	<b>-39%</b>
<b>Total Department</b>	<b>\$ 1,129,845</b>	<b>\$ 1,594,227</b>	<b>\$ 1,984,287</b>	<b>\$ 2,246,580</b>	<b>13%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Urban renewal charges	\$ 3,192	\$ -	\$ -	\$ -	-
General Fund	1,126,653	1,594,227	1,984,287	2,246,580	13%
<b>Total</b>	<b>\$ 1,129,845</b>	<b>\$ 1,594,227</b>	<b>\$ 1,984,287</b>	<b>\$ 2,246,580</b>	<b>13%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.
- A Lead Janitorial position is being added to oversee all the janitorial tasks that need to be accomplished by the two teams of two. This will also provide more flexibility in accomodating unique requests, responding to emergencies, or rearranging workloads if another janitor is out.

**Materials and Services**

- Insurance reflects an increase in cost for liability coverages.
- Employee development increase is due to the additional Janitorial staff being added.

**Capital Outlay**

- Increase is due the the small van purchase for the Janitorial add package.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
<b><i>Goal: Comply with State and Federal requirements for Life and Safety Inspections</i></b>						
Perform monthly inspections of all fire extinguishers, AED's and exit signs for all City facilities	Percentage completion of task orders	100%	100%	100%	100%	n/a*
<b><i>Goal: Provide clean and sanitized buildings for the Public and City employees</i></b>						
Complete daily janitorial tasks to nine of the City's primary facilities	Percentage completion of 27 task orders	69%	60%	84%	85%	n/a*

*\*new performance measures will be tracked starting FY 2024-25*

**PERFORMANCE MEASUREMENTS OUTCOME**

To help ensure the safety, health, and well-being of employees and citizens.



Facilities staff striping City Hall parking lot ahead of the rainy season.



The Roads Division provides maintenance services to the City’s multi-modal transportation system. This includes 185 lane miles of roadway, 6 miles of sidewalks, pathways, and ADA ramps, over 5200 signs, signals, 43 miles of bike lane, and over 27 acres of right-of-way landscaped areas. Maintenance is performed by City staff in coordination with contractors. The City’s transportation system is fundamental in supporting the quality of life enjoyed by residents, businesses, and visitors.

The Roads program is involved in various efforts associated with public rights-of-way, such as; enforcement of City sign codes within City right-of-way; maintenance of guardrails, pavement markings, bikeways, and pedestrian pathways; maintenance of city-owned street trees, landscaped medians and roadway landscapes; providing support to community groups which volunteer their services to the Adopt-A-Road Program; plowing, sanding and deicing streets during inclement weather; graffiti removal; oversight of repair to traffic signaling devices; providing litter control and vegetation control along roadways; installation and maintenance of street signs, traffic signs, and providing oversight of street sweeping contractor.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Improve the City’s emergency preparedness and public safety***

- Promote safety and resiliency through the maintenance of road surfaces and signage via a systematic approach that quickly corrects damaged signs, roadway and pathway surfaces and includes maintaining clear markings on roadways and crosswalks, connecting the community through roads, sidewalks, multi-use paths, and bike lanes

***Protect and preserve Wilsonville’s environment***

- Reduce, monitor, and report on the use of toxins by the City by implementing the Integrated Pest Management Plan
- Manage the Adopt-a-Road Program to keep the community attractive and free of litter

***Attract high-quality industry and support economic opportunity for all in Wilsonville***

- Maintain road rights-of-way resulting in an attractive community free of sign clutter and obstructions to traffic flow

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Roads Supervisor	0.60	0.60	0.60	0.60
Roads Maintenance Lead	0.00	1.00	0.60	0.60
Roads Maintenance Specialist	3.00	2.00	1.00	1.60
Roads Maintenance Worker	0.00	0.00	1.00	1.00
Seasonal Maintenance Specialist	1.00	1.00	1.00	1.00
	<b>4.60</b>	<b>4.60</b>	<b>4.20</b>	<b>4.80</b>

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Personnel Services					
Salaries and wages	\$ 180,331	\$ 205,930	\$ 322,200	\$ 363,140	13%
Employee benefits	101,150	132,609	202,170	227,730	13%
<b>Total</b>	<b>281,481</b>	<b>338,539</b>	<b>524,370</b>	<b>590,870</b>	<b>13%</b>
Materials and Services					
Supplies	13,835	17,981	19,550	23,350	19%
Prof and tech services	36,575	37,057	42,000	42,500	1%
Utility services	113,391	149,783	162,880	156,120	-4%
Fleet services	46,073	45,708	47,892	49,092	3%
Repairs & maintenance	185,474	316,845	329,000	353,000	7%
Rents and leases	2,050	3,790	4,000	4,000	0%
Insurance	3,701	4,390	5,190	5,900	14%
Employee development	4,188	6,442	4,700	6,350	35%
Fees, dues, advertising	538	589	1,000	1,000	0%
<b>Total</b>	<b>405,825</b>	<b>582,583</b>	<b>616,212</b>	<b>641,312</b>	<b>4%</b>
Capital Outlay					
Machinery & equipment	-	101,507	300,000	42,000	-86%
<b>Total Department</b>	<b>\$ 687,306</b>	<b>\$ 1,022,629</b>	<b>\$ 1,440,582</b>	<b>\$ 1,274,182</b>	<b>-12%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Road Operating Fund	\$ 687,306	\$ 1,022,629	\$ 1,440,582	\$ 1,274,182	-12%
<b>Total</b>	<b>\$ 687,306</b>	<b>\$ 1,022,629</b>	<b>\$ 1,440,582</b>	<b>\$ 1,274,182</b>	<b>-12%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.
- Maintenance specialist is being added to split their time 60% Roads to help with asphalt repairs and 40% Stormwater infrastructure maintenance.
- Maintenance Lead has also been reallocated 60/40 split with stormwater, with 60% to Roads.

**Materials and Services**

- Insurance reflects an increase in cost for liability coverages.
- Employee development increase through an internal reallocation in order to fund additional mandatory continuing educations credits for staff.

**Capital Outlay**

- Includes a vehicle for the maintenance worker. The vehicle cost will also be split 60/40, with 60% to Roads.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	Actual 2022-23	Estimate 2023-24	Forecast 2024-25	
<b><i>Goal: Conduct programmed preventative maintenance to City roadway and associate assets</i></b>							
	Repair/replace 200 street signs	% complete	91%	100%	60%	100%	100%
	Conduct 2000 roadway maintenance tasks	% complete	129%	36%	172%	100%	150%
	Service/maintain 200 street trees	% complete	87%	68%	26%	100%	100%
	Repair/Replace 50 Pavement Markings	% complete	No Data	No Data	42%	100%	100%

**PERFORMANCE MEASUREMENTS OUTCOME**

Properly operating and maintaining Wilsonville's transportation system provides a safe, resilient, healthy, connected, and aesthetically pleasing community while protecting the City's investment in critical transportation infrastructure.

The performance measurements shown above for annual maintenance programs reflect one aspect of the multi-faceted work program managed by the Roads Division. Annual maintenance programs such as pavement markings, long line striping, pavement repair, signage replacement, signals, and signs programs are all designed to meet or exceed best industry practices and industry standards.

The infrastructure task-tracking table below shows that the amount of demand for service for public infrastructure continues to grow each year, consistent with residential growth, infill, and redevelopment.

**ANNUAL MAINTENANCE TASKS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
Tree Maintenance Task	each	174	135	52	200	200
Street Signs Task	each	182	199	120	200	200
Road Maintenance Task	each	2,574	710	3,430	3,000	3,000
Street Striping	lineal feet	23,390	32,760	71,605	60,000	60,000



Roads staff applying centerline striping to Memorial Drive.



The Street Lighting program provides routine inspection of streetlights, coordination of repairs, and addresses citizens' concerns with Portland General Electric (PGE) to ensure adequate illumination within the public rights-of-way.

The City is in the process of converting street lights around the City from High-Pressure Sodium (HPS) or Mercury Vapor (MV) streetlights to Light Emitting Diode (LED). Completion of Phase 2 of the conversion project occurred in January 2023. Phase 3 is scheduled for completion by the end of 2024 and Phase 4 will occur as funding allows.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Improve the City's emergency preparedness and public safety*

- Provide adequate lighting of roadways and sidewalks
- Perform prompt repairs of street lighting in public rights-of-way

### *Protect and preserve Wilsonville's environment*

- Use of energy efficient LED lights, as appropriate

## Full Time Equivalent Positions

There are no positions funded for this program. Work is contracted out to PGE, with the exception of a monthly streetlight inspection performed by City Staff estimated to take a total of 8 hours per month.



# street lighting

# Public Works

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Materials and Services					
Utility services	\$ 267,554	\$ 227,461	\$ 351,450	\$ 316,310	-10%
Repairs & maintenance	12,069	17,924	15,000	15,000	0%
<b>Total Department</b>	<b>\$ 279,623</b>	<b>\$ 245,384</b>	<b>\$ 366,450</b>	<b>\$ 331,310</b>	<b>-10%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Street Lighting Fund	\$ 279,623	\$ 245,384	\$ 366,450	\$ 331,310	-10%
<b>Total</b>	<b>\$ 279,623</b>	<b>\$ 245,384</b>	<b>\$ 366,450</b>	<b>\$ 331,310</b>	<b>-10%</b>

The Water Distribution Program delivers safe drinking water in sufficient volume and pressure to meet the needs of the entire City. The Willamette River Water Treatment Plant produces high quality drinking water which is pumped through the City’s distribution system to the City’s water storage reservoirs and ultimately to the utility customers. The reservoirs are operated and maintained to provide optimum water quality, adequate fire flow, and reserve storage.

Demand for water is made up of residential, commercial, and industrial accounts as well as City owned parks, facilities, and streetscapes. Treated water is also pumped through the distribution system network and sold wholesale to the City of Sherwood through the Tooze Road Pipeline Intertie.

Annual maintenance programs implemented by the Water Distribution Program such as valve actuation, hydrant maintenance, meter replacements and flushing main lines are all designed to meet or exceed best industry practices and industry standards.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Improve the City’s emergency preparedness and public safety***

- Provide efficient operation and maintenance of the water distribution system

***Protect and preserve Wilsonville’s environment***

- Maintain 8 groundwater wells and chlorination systems to provide an emergency potable water supply
- Respond 24 hours a day, 7 days a week to water line breaks, damaged hydrants, broken meters and service line leaks
- Provide adequate storage and water pressure for fire protection through operation and maintenance of distribution system
- Protect public health by preventing potential cross connections through an active Backflow Prevention Program

***Attract high-quality industry and support economic opportunity for all in Wilsonville***

- Provide efficient operation and maintenance of the water distribution system

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Utilities Supervisor	0.70	0.70	0.70	0.70
Lead Maintenance Specialist	0.00	1.00	1.00	0.00
Water Distribution Technician	4.00	3.00	3.00	4.00
Utility Maintenance Specialist	0.33	0.33	0.33	0.33
Intern	0.50	0.50	0.50	0.50
	<b>5.53</b>	<b>5.53</b>	<b>5.53</b>	<b>5.53</b>

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Personnel Services					
Salaries and wages	\$ 248,436	\$ 306,547	\$ 424,890	\$ 451,850	6%
Employee benefits	180,369	195,554	262,910	264,870	1%
<b>Total</b>	<b>428,805</b>	<b>502,101</b>	<b>687,800</b>	<b>716,720</b>	<b>4%</b>
Materials and Services					
Supplies	107,360	179,962	150,240	150,840	0%
Prof and tech services	107,285	92,796	128,500	168,000	31%
Utility services	62,478	83,742	82,310	95,950	17%
Fleet services	30,282	31,008	32,484	32,976	2%
Repairs & maintenance	52,093	74,864	70,600	70,600	0%
Insurance	15,626	18,300	21,600	24,400	13%
Employee development	5,985	5,903	6,800	7,000	3%
Fees, dues, advertising	25,827	28,324	32,000	34,000	6%
Franchise fees	315,965	368,906	310,000	310,000	0%
Misc. services & supplies	156,759	161,966	165,440	173,710	5%
<b>Total</b>	<b>879,660</b>	<b>1,045,772</b>	<b>999,974</b>	<b>1,067,476</b>	<b>7%</b>
Capital Outlay					
Machinery & equipment	-	-	-	49,500	-
<b>Total Department</b>	<b>\$ 1,308,465</b>	<b>\$ 1,547,873</b>	<b>\$ 1,687,774</b>	<b>\$ 1,833,696</b>	<b>9%</b>
<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Water Operating Fund	\$ 1,308,465	\$ 1,547,873	\$ 1,687,774	\$ 1,833,696	9%
<b>Total</b>	<b>\$ 1,308,465</b>	<b>\$ 1,547,873</b>	<b>\$ 1,687,774</b>	<b>\$ 1,833,696</b>	<b>9%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

**Materials and Services**

- Prof and technical services increased due to rate increase in meter reading services.
- Insurance reflects an increase in cost for liability coverages.

**Capital Outlay**

- Includes purchase of a small vacuum trailer to keep up with inspecting lines for Lead and Copper, help with pot hole repairs, and assist with any job that has limited space for the larger trailer.

**PERFORMANCE MEASUREMENTS**

Strategy	Measure	Actual 2020-21	Actual 2021-22	Actual 2022-23	Estimate 2023-24	Forecast 2024-25
<b>Goal: To protect public health by providing safe drinking water through a well-maintained water distribution system.</b>						
Achieve 90% compliance rate for all permitted backflow protection devices	Percent completion	87%	83%	94%	95%	95%
Inspect 30% of all fire hydrants <i>21&amp;22 goal was 20%</i>	(FY) Percent completion	19%	20%	33%	30%	30%
Replace 250 residential water meters annually	Percent completion	100%	35%	103%	100%	100%
Exercise 30% of all water valves annually	Percent completion	32%	36%	27%	30%	30%

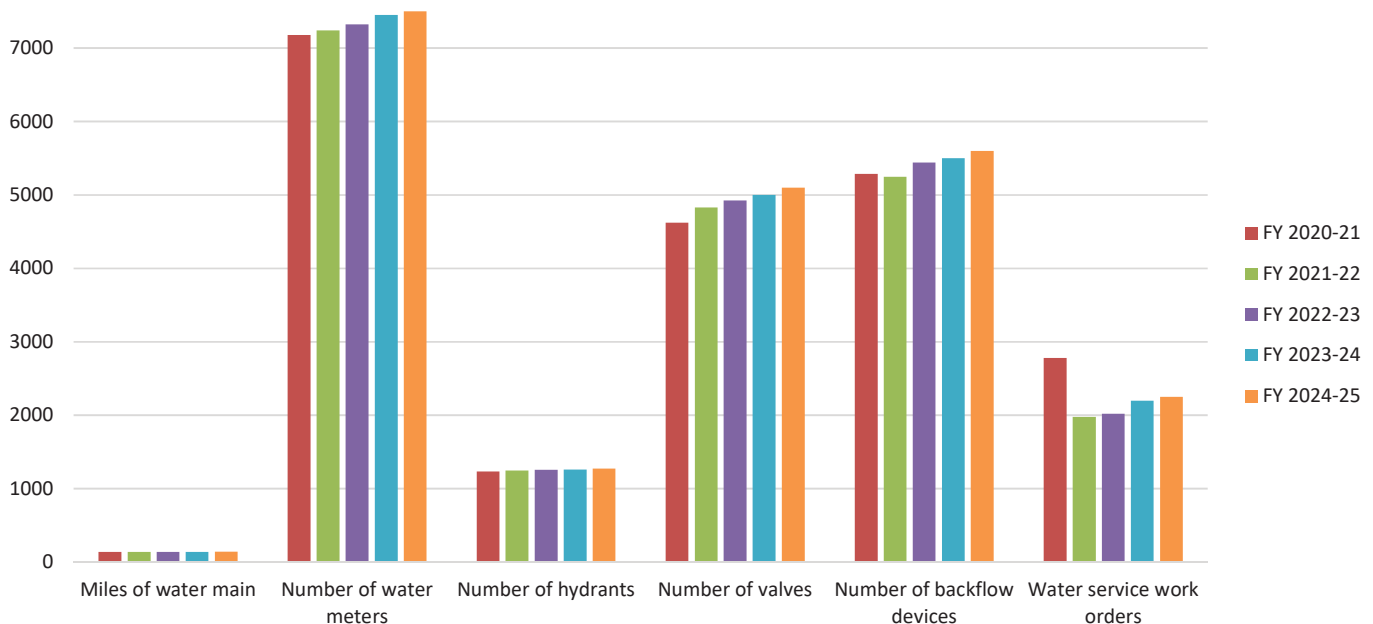
**PERFORMANCE MEASUREMENTS OUTCOME**

A well-maintained water distribution system is an integral part of business vitality and residential growth and livability. Properly operating and maintaining Wilsonville’s water distribution system ensures a safe, healthy and aesthetically pleasing community while protecting the City’s investment in critical water supply infrastructure.

Many of the benchmarks the program have been developed from specific recommendations found in the 2012 Water System Master Plan and the 2023 Water Management and Conservation Plan.

The infrastructure tracking table shows that the amount of public infrastructure continues to grow each year, consistent with residential growth, infill and redevelopment.

Water Distribution Infrastructure





Water Distribution Technicians rebuilding a fire hydrant.



The Willamette River Water Treatment Plant (WRWTP) provides safe and reliable water to Wilsonville’s citizens that meets or exceeds drinking water standards. The Plant is operated by Veolia North America under contract with the City and Tualatin Valley Water District (TVWD), with the City being the managing owner. Up to 10 million gallons per day of water can be delivered to City of Wilsonville customers.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Protect and preserve Wilsonville’s environment***

- Comply with all Oregon Department of Human Resources – Drinking Water Program conditions and requirements
- Engage in partnership with members of the Willamette Water Intake Facility (WIF) Commission
- Participate in the Regional Water Provider Consortium

***Attract high-quality industries and support economic opportunity for all in Wilsonville***

- Ensure adequate, safe, and high-quality water
- Provide efficient operation and maintenance of the Willamette River Water Treatment Plant

<b>Contracted Employees: Full Time Equivalent Positions</b>				
Position	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Plant Manager	1.00	1.00	1.00	1.00
Assistant Plant Manager	1.00	1.00	1.00	1.00
Maintenance Lead	1.00	1.00	1.00	1.00
Automation/Process Control Tech	1.00	1.00	1.00	1.00
Water Treatment Tech	5.00	5.00	5.00	5.00
Administrative Assistant	0.50	0.50	0.50	0.50
	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Materials and Services					
Supplies	\$ 257,565	\$ 362,843	\$ 838,185	\$ 1,395,681	67%
Prof and tech services	1,807,057	1,859,444	2,142,967	2,255,116	5%
Utility services	509,135	522,073	699,198	796,420	14%
Repairs & maintenance	246,768	262,116	327,960	360,756	10%
Insurance	29,819	34,800	35,844	53,245	49%
Fees, dues, advertising	2,953	3,426	6,735	7,072	5%
<b>Total</b>	<b>2,853,297</b>	<b>3,044,701</b>	<b>4,050,889</b>	<b>4,868,290</b>	<b>20%</b>
Capital Outlay					
Machinery & equipment	110,222	238,098	695,000	1,469,000	111%
<b>Total Department</b>	<b>\$ 2,963,519</b>	<b>\$ 3,282,799</b>	<b>\$ 4,745,889</b>	<b>\$ 6,337,290</b>	<b>34%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Water Operating Fund	\$ 2,963,519	\$ 3,282,799	\$ 4,745,889	\$ 6,337,290	34%
<b>Total</b>	<b>\$ 2,963,519</b>	<b>\$ 3,282,799</b>	<b>\$ 4,745,889</b>	<b>\$ 6,337,290</b>	<b>34%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Because the Water Treatment Plant is operated under contract, the budget does not contain a Personnel Services category. The employees who operate the plant are employed by Veolia North America.
- Per the contract with Veolia for operations and maintenance of the Water Treatment Plant, the operating costs are adjusted each year per a combination of the Consumer Price Index and Employee Cost Index.

**Materials and Services**

- Supplies increase due to the replace of media for Granulated Activated Carbon filter 3 and 4.

**Capital Outlay**

- Based on asset assessment using the criteria of criticality and condition, funding is needed to repair or replace various assets to ensure continuous operations and security of the water plant. For this fiscal year, funding is requested for: replacement of Actiflo, washwater and finished water motor control centers; repair of raw water pump #2; rebuild of finished water pipeline corrosion monitoring system; replacement of carpet and counters in admin building; upgrade of sludge anionic polymer system; retrofit of membrane roofing; upgrade plant security access and monitoring systems; replace main vehicle entry gate; and add physical security barriers around the perimeter of the plant.

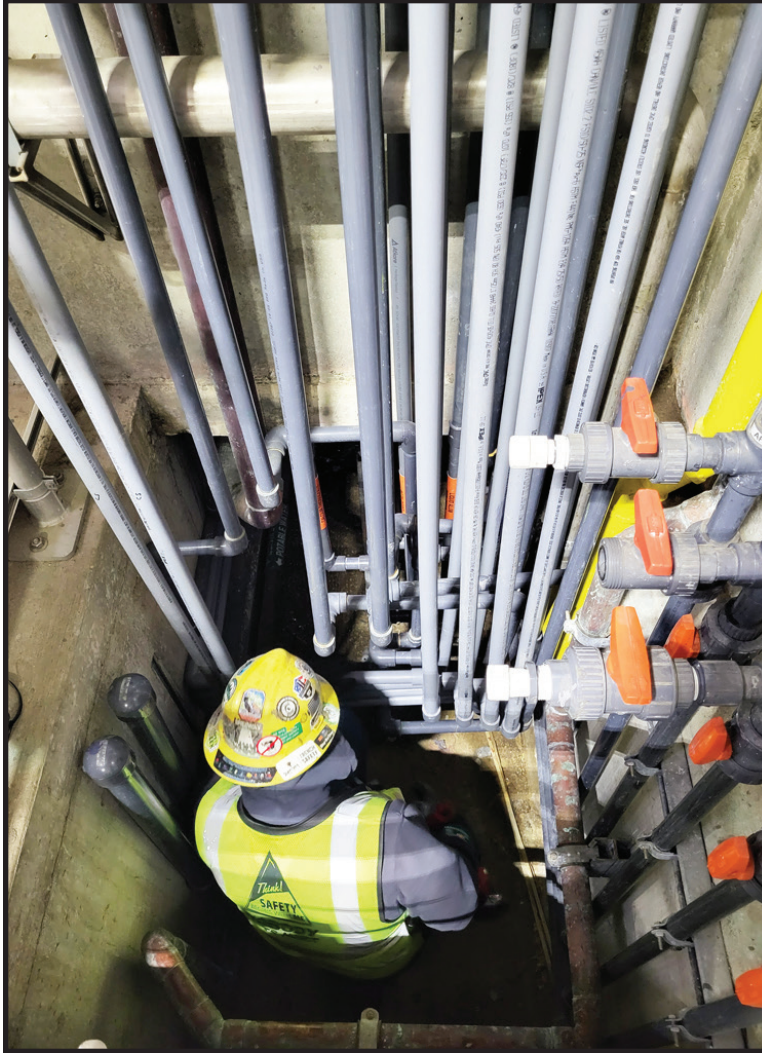
**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	Actual 2020-21	Actual 2021-22	Actual 2022-23	Estimate 2023-24	Forecast 2024-25
<i>Goal: Assure drinking water provided by the Willamette River Water Treatment Plant is safe, reliable and meets or exceeds drinking water standards.</i>						
Contract with Veolia Water Company to conduct microbial, chemical and physical monitoring daily, perform preventative maintenance, provide employees with training and tools, implement asset management plans for major equipment maintenance or replacement, submit monthly Water Quality Data Reports, and publish annual Drinking Water Report (aka Consumer Confidence Report)	Months of compliance with Oregon Administrative Rules for Public Water Systems and the 'finished water quality' contract provisions	12	12	12	12	12

**PERFORMANCE MEASUREMENTS OUTCOME**

The Willamette River Water Treatment Plant operates in accordance with established State regulations.





Replacing chemical pipes in water treatment plant utilidor.



# Public Works

# wastewater treatment plant

The Wastewater Treatment Plant (WWTP) protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater. Jacobs under contract with the City operates and maintains the Wastewater Treatment Plant and lift stations.

The City’s Wastewater Treatment Program includes a wastewater treatment plant that is designed to treat on average 4 million gallons per day in dry weather; nine wastewater lift stations; processing bio-solids into Class A product that is beneficially reused in an environmentally sound method; and testing plant influent, effluent, sludge and bio-solids.

Wastewater pipelines are completely separate from the storm water pipelines.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Protect and preserve Wilsonville’s environment*

- Treat up to 4 million gallons per day of effluent
- Comply with all National Pollutant Discharge Elimination System (NPDES) conditions and permit limits as set forth and regulated by the Department of Environmental Quality (DEQ)
- Implement a practical bio-solids reuse program

### *Attract high-quality industry and support economic opportunity for all in Wilsonville*

- Provide efficient operation and maintenance of the Wastewater Treatment Plant

### Contracted Employees: Full Time Equivalent Positions

Position	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Wastewater Manager	1.00	1.00	1.00	1.00
Wastewater Lead Operator	1.00	1.00	1.00	1.00
Wastewater Operator	4.00	4.00	4.00	4.00
Lab Technician	1.00	1.00	1.00	1.00
Intern	1.00	1.00	1.00	1.00
	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Materials and Services					
Prof and tech services	\$ 2,410,029	\$ 2,613,811	\$ 2,839,657	\$ 2,920,000	3%
Utility services	363,211	364,951	459,350	450,000	-2%
Insurance	25,125	32,300	33,269	40,000	20%
<b>Total</b>	<b>2,798,366</b>	<b>3,011,062</b>	<b>3,332,276</b>	<b>3,410,000</b>	<b>2%</b>
Capital Outlay					
Machinery & equipment	-	-	-	230,000	-
<b>Total Department</b>	<b>\$ 2,798,366</b>	<b>\$ 3,011,062</b>	<b>\$ 3,332,276</b>	<b>\$ 3,640,000</b>	<b>9%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Sewer Operating Fund	\$ 2,798,366	\$ 3,011,062	\$ 3,332,276	\$ 3,640,000	9%
<b>Total</b>	<b>\$ 2,798,366</b>	<b>\$ 3,011,062</b>	<b>\$ 3,332,276</b>	<b>\$ 3,640,000</b>	<b>9%</b>

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Because the Wastewater Treatment Plant (WWTP) is operated under contract, the budget does not contain a Personnel Services category. The employees who operate the plant are employed by Jacobs.
- Per the contract with Jacobs for the Operations and Maintenance of the Wastewater Treatment Plant, the Operating Charge is adjusted each year per a combination of the Consumer Price Index and the Employee Cost Index.

### *Capital Outlay*

- Based on asset assessment using the criteria of criticality and condition, funding is needed to repair or replace various assets to ensure continuous operations of the wastewater plant. For this fiscal year, funding is requested for the replacement of the process gallery air conditioning unit.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	Actual 2020-21	Actual 2021-22	Actual 2022-23	Estimate 2023-24	Forecast 2024-25
<b>Goal: Protect the water quality of the Willamette River and the public health of the community by removing pollutants from wastewater.</b>						
Contract with Jacobs Company to perform preventive maintenance; provide employees with training and tools; implement asset management plans for major equipment maintenance or replacement; perform required sampling and testing; submit monthly Discharge Monitoring Report and annual Inflow and Infiltration and Bio-Solids Management Reports.	Months of compliance with the National Pollutant Discharge Elimination System (NPDES) effluent permit limits	9	8	11	12	12

**PERFORMANCE MEASUREMENTS OUTCOME**

The Wastewater Treatment Plant operates in accordance with established State regulations.



Lab technician testing samples.



# Public Works

# wastewater collection/industrial pretreatment

The Wastewater Collection program protects the water quality of the Willamette River and the health of the community by effectively maintaining and operating the City’s wastewater collection system. The wastewater collection system is completely separate from the stormwater system and transports sanitary waste streams from properties within the City limits to the Wastewater Treatment Plant.

The City maintains approximately 89 miles of public sewer main along with 2,360 manholes. The Utilities Division seeks to clean and inspect 20% of publicly maintained sewer lines each year. Other wastewater collection duties include: maintaining the flushing program for flat sections of the system, tree root removal and treatment, cleaning and repairing manholes and channels, landscaping to maintain off-street manhole access and manhole locations, responding to odor complaints, investigating service lateral concerns and managing the underground video inspection program.

The Industrial Pretreatment program monitors and regulates the discharge of pollutants from industrial sources into the wastewater collections system thereby preventing the transmission of pollutants and contaminations to collections infrastructure, treatment plant, or into the Class A bio-solids.

The Pretreatment Program regulates eight nine industries in Wilsonville with discharge permits and administers 12 best management practices agreements with minor industries along with oversight of numerous Fats, Oils and Grease (FOG) reports with minor industrial users, from restaurants, and other companies as appropriate.

Education and outreach are key elements of the Industrial Pretreatment program.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Improve the City’s emergency preparedness and public safety***

- Respond 24 hour a day, 7 days a week to collection system emergencies

### ***Protect and preserve Wilsonville’s environment***

- Achieve regulatory compliance through proactive maintenance, inspection and record keeping consistent with National Pollutant Discharge Elimination System (NPDES) elements and permit limits set by the Oregon Department of Environmental Quality (DEQ)
- Flush low-slope mainlines regularly to reduce solids buildup and formation of noxious gases
- Investigate all odor complaints
- Prevent sanitary sewer overflows (SSO’s) through routine maintenance and inspection
- Utilize technology to proactively track compliance of Fats, Oils and Grease (FOG) program

### ***Attract high-quality industry and support economic opportunity for all in Wilsonville***

- Provide efficient operation and maintenance of the wastewater collections system
- Assist commercial and industrial customers in identifying pollution prevention opportunities and strategies

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Utilities Supervisor	0.30	0.30	0.30	0.30
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00
Utility Maintenance Technician	0.00	0.00	1.00	1.00
Utility Maintenance Specialist	2.33	2.33	1.33	1.33
	<b>3.63</b>	<b>3.63</b>	<b>3.63</b>	<b>3.63</b>

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Personnel Services					
Salaries and wages	\$ 214,772	\$ 261,897	\$ 283,740	\$ 298,810	5%
Employee benefits	119,563	160,243	166,220	183,080	10%
Total	334,335	422,141	449,960	481,890	7%
Materials and Services					
Supplies	20,338	25,437	30,100	31,100	3%
Prof and tech services	53,772	86,998	139,600	173,400	24%
Utility services	15,914	14,899	20,710	20,280	-2%
Fleet services	17,331	18,084	18,948	19,812	5%
Repairs & maintenance	20,607	10,033	82,500	82,500	0%
Insurance	2,072	2,480	2,930	3,300	13%
Employee development	4,597	5,436	6,900	6,900	0%
Fees, dues, advertising	1,494	2,627	2,350	3,000	28%
Franchise fees	307,762	336,089	320,000	320,000	0%
Misc. services & supplies	153,634	123,748	165,140	148,900	-10%
Total	597,521	625,831	789,178	809,192	3%
Capital Outlay					
Machinery & equipment	-	221,910	125,509	-	-100%
Total Department	\$ 931,856	\$ 1,269,881	\$ 1,364,647	\$ 1,291,082	-5%

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Sewer Operating Fund	\$ 931,856	\$ 1,269,881	\$ 1,364,647	\$ 1,291,082	-5%
Total	\$ 931,856	\$ 1,269,881	\$ 1,364,647	\$ 1,291,082	-5%

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

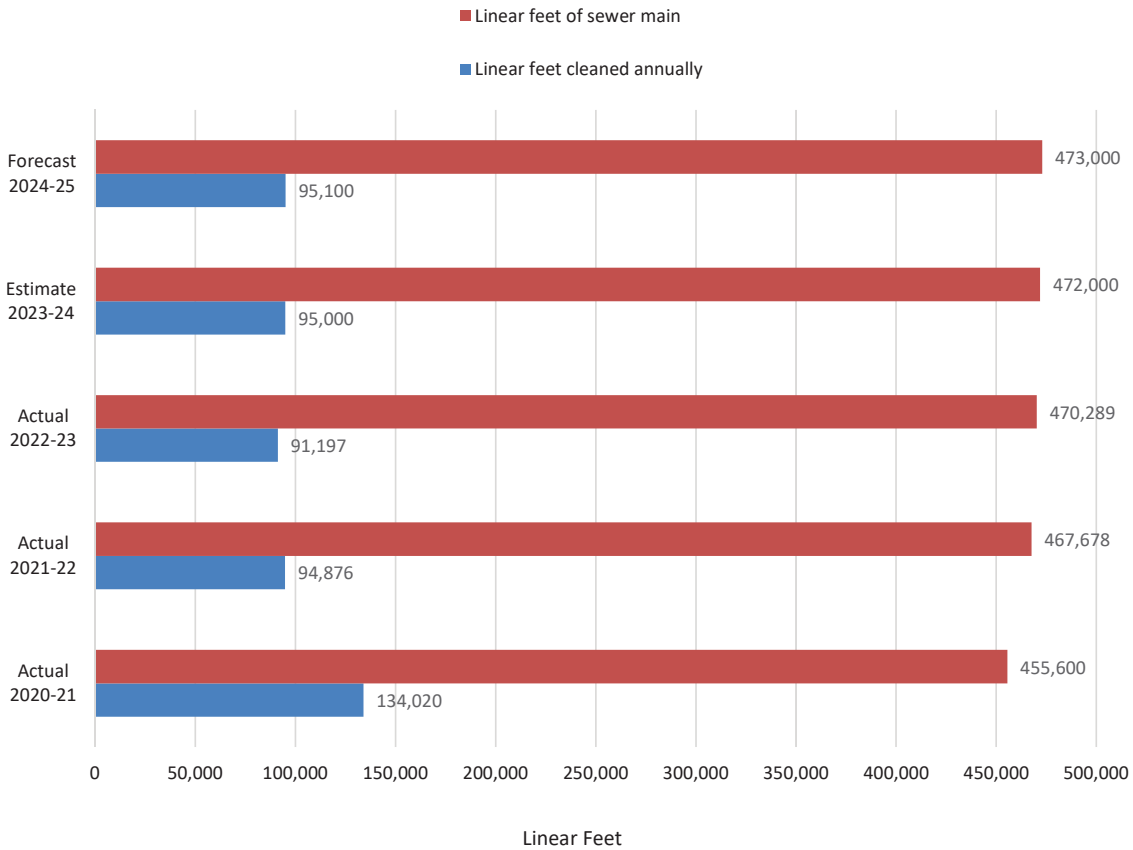
### *Materials and Services*

- Prof and technical services increased due to rate increase in meter reading services.

**PERFORMANCE MEASUREMENTS - WASTEWATER COLLECTION**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
<i>Goal: To protect the water quality of the Willamette River and the public health of the community.</i>						
	Linear feet cleaned annually	134,020	94,876	91,197	95,000	95,100
Scheduled cleaning of 20% of wastewater lines and manholes in service throughout the city	Linear feet of sewer main	455,600	467,678	470,289	472,000	473,000
	Number of manholes	2,200	2,306	2,360	2,400	2,450
	Percent of lines cleaned	29.0%	20.3%	19.4%	20.1%	20.1%

**Sanitary Sewer Main Line Cleaning**



**PERFORMANCE MEASUREMENTS OUTCOME**

Regular cleaning of sewer mains and manholes is required to prevent blockage and backups. Along with ensuring trouble free operation and reducing risk, cleaning the conveyance system helps preserve the pipe asset itself. Properly operating and maintaining the City’s wastewater collection system is important to ensure a safe, healthy and aesthetically pleasing community while protecting the environment.



**PERFORMANCE MEASUREMENTS - PRETREATMENT**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
<i>Goal: Protect the environment and the wastewater treatment process through the management of contaminants.</i>						
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	5	5	5	5	5
Issue and enforce Discharge Permits to companies requiring specific discharge limits and/or reporting requirements	Permits in effect	8	8	9	9	9
	Number of minor violations	0	0	6	1	0
	Number of major violations	0	0	0	0	0
Issue and enforce Best Management Practices Agreements (BMP) to companies requiring specific discharge limits and/or reporting requirements	BMP in effect	8	8	10	12	12
	Number of minor violations	0	0	6	1	0
	Number of major violations	0	0	0	0	0
Enforce Fats, Oils, And Grease Program to Food Establishments requiring routine maintenance of grease device equipment	Food Establishments	90	90	92	92	92
	Number of violations	0	0	3	0	0
Inspect 50% per year of Food Establishment grease control devices.	% Inspected	10%	30%	70%	50%	50%

**PERFORMANCE MEASUREMENTS OUTCOME**

The City’s Industrial Pretreatment program is operating in accordance with established regulations and performance measures.

# Public Works

# stormwater maintenance

The Stormwater Maintenance Program protects roads, property, and the environment, through proactive maintenance of the stormwater conveyance system. Whenever possible, stormwater from roadways and other impervious surfaces is treated on-site in ponds, swales, and bio-retention cells. The excess runoff from these facilities and other impervious surfaces flows into the stormwater conveyance system and ultimately to the Willamette River.

The operations and maintenance goals of the Stormwater Maintenance Program are multifaceted and involve a variety of tasks and resources. Properly operating and maintaining the City’s stormwater system ensures a safe, healthy, resilient, and aesthetically pleasing community while improving and protecting our local and global environment, and Wilsonville’s natural resources.

The City’s Stormwater Maintenance Program seeks to maintain a high level of service that includes, identification and cleanup of dumping sites, mitigation of drainage problems and other issues associated with storm events, inspection and maintenance of 4 surface water detention facilities, 183 water quality structures, 87 miles of stormwater conveyance system, 3.5 miles of low impact development swales, 2 miles of pervious sidewalk, and over 3200 public catch basins, inspection and maintenance of hundred inlets and outfalls, along with, collecting litter, leaves and other surface debris, locating public stormwater facilities, and responding to hazardous/non-hazardous spills.

In addition to maintaining the various stormwater assets, the Stormwater Division also manages the street sweeping contract to remove surface debris from roadways and parking lots. Street sweeping removes contaminants, preserves the retention capacity of catch basins, and improves overall system performance. Street sweeping also helps to prevent flooding commonly caused by blocked inlets, and preserves the aesthetic quality of our community’s public streets.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Improve the City’s emergency preparedness and public safety***

- Respond 24 hour a day, 7 days a week to overflows with the potential to create hazards or property damage
- Ensure safety for vehicle travel, bicycles and pedestrians by removing debris through the street sweeping program

### ***Protect and preserve Wilsonville’s environment***

- Protect the City’s natural resources through environmentally responsible operation and maintenance programs
- Achieve regulatory compliance through proactive maintenance, inspection and record keeping consistent with Municipal Separate Storm and Sewer System (MS4) permit National Pollutant Discharge Elimination System (NPDES) elements and permit limits set by the Oregon Department of Environmental Quality (DEQ)
- Regularly maintain stormwater systems to reduce the accumulation of pollutants and debris in the environment which could potentially harm wildlife and degrade water quality
- Reduce, monitor, and report on the use of toxins by the City by implementing the Integrated Pest Management Plan

### ***Attract high-quality industry and support economic opportunity for all in Wilsonville***

- Avoid localized flooding and property damage by maintaining treatment and detention facilities, catch basins and stormwater main lines

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Stormwater Supervisor	0.40	0.40	0.40	0.40
Lead Maintenance Specialist	0.00	0.00	0.40	0.40
Utility Maintenance Specialist	2.34	2.34	1.34	1.74
Utility Maintenance Worker	0.00	0.00	1.00	1.00
	<b>2.74</b>	<b>2.74</b>	<b>3.14</b>	<b>3.54</b>

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Personnel Services</b>					
Salaries and wages	\$ 142,227	\$ 164,150	\$ 200,020	\$ 282,600	41%
Employee benefits	79,580	102,736	124,790	177,180	42%
<b>Total</b>	<b>221,806</b>	<b>266,886</b>	<b>324,810</b>	<b>459,780</b>	<b>42%</b>
<b>Materials and Services</b>					
Supplies	9,243	24,766	18,800	26,350	40%
Prof and tech services	24,568	28,846	57,950	58,100	0%
Utility services	2,540	2,570	4,480	4,480	0%
Fleet services	13,879	10,908	11,436	11,652	2%
Repairs & maintenance	333,619	309,568	502,104	522,000	4%
Rents and leases	-	80	6,000	6,000	0%
Insurance	1,386	1,650	2,000	2,400	20%
Employee development	2,334	6,076	4,500	6,740	50%
Fees, dues, advertising	1,070	1,050	1,000	1,000	0%
Franchise fees	135,093	147,276	140,000	140,000	0%
Misc. services & supplies	75,847	53,628	82,080	73,870	-10%
<b>Total</b>	<b>599,579</b>	<b>586,417</b>	<b>830,350</b>	<b>852,592</b>	<b>3%</b>
<b>Capital Outlay</b>					
Machinery & equipment	-	113,606	-	-	-
Vehicles	-	-	-	28,000	-
<b>Total</b>	<b>-</b>	<b>113,606</b>	<b>-</b>	<b>28,000</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 821,386</b>	<b>\$ 966,909</b>	<b>\$ 1,155,160</b>	<b>\$ 1,340,372</b>	<b>16%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Stormwater Operating Fund	\$ 821,386	\$ 966,909	\$ 1,155,160	\$ 1,340,372	16%
<b>Total</b>	<b>\$ 821,386</b>	<b>\$ 966,909</b>	<b>\$ 1,155,160</b>	<b>\$ 1,340,372</b>	<b>16%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.
- Maintenance worker is being added to split their time 60% Roads to help with asphalt repairs and 40% Stormwater infrastructure maintenance.
- Maintenance Lead has also been reallocated 60% to Roads and 40% to Stormwater.

**Materials and Services**

- Supplies increase through an internal reallocation in order to fund increase cost of tools and equipment.
- Employee Development increased through an internal reallocation in order to fund additional mandatory continuing education credits for staff.

**Capital Outlay**

- Includes a vehicle for the maintenance worker. The vehicle cost will also be split 60/40, with 60% to Roads.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	Actual 2020-21	Actual 2021-22	Actual 2022-23	Estimate 2023-24	Forecast 2024-25
<i>Goal: Protect the City's natural resources through environmental responsible maintenance program</i>						
	Priority catch basins cleaned - goal is 638	261	791	262	900	900
Scheduled cleaning of target number of public catch basins and water quality manholes around the City	25% of remaining catch basins cleaned - goal is 500	244	969	736	*Replaced with number of catch basins inspected goal	*Replaced with number of catch basins inspected goal
	Water quality manholes cleaned - goal is 150	17	44	111	100	100
	Cubic yards of debris removed from storm system	186	267	267	250	250
	*Number of catch basins inspected	No Data	No Data	3169	3000	3000

**PERFORMANCE MEASUREMENTS OUTCOME**

To protect, maintain and improve our local and global environment, and Wilsonville’s natural resources through the comprehensive management of surface water runoff.

The Stormwater Program continuously looks for ways to evolve and improve best management practices. In FY 2022-23, management catch basins incorporated inspections of the entire public system of stormwater catch basins followed by the cleaning of basins that have measurable debris and pollutants present. This modification will greatly reduce the amount of sediment and pollutants that will make it to our streams and rivers, thus improving the health of the aquatic and semi aquatic biodiversity and environment.



Stormwater staff performing storm main line pipe repair in Charbonneau.



Parks and Recreation Mission Statement: “Recognizing community history, enriching the quality of life and fostering a safe environment, the Wilsonville Parks and Recreation Department shall provide, preserve, maintain, improve and enhance recreation opportunities, social services, natural resources, and park land for future and current generations.”

Parks and Recreation general services oversees and organizes a wide variety of programs and community events, manages the use and rentals of the City’s park facilities, the Community Center, sport fields and community garden. The Community Center serves as a hub for a variety of programs which feature: classes and drop-in activities, a senior meal program, social services, health clinics, a fitness studio, multipurpose rooms, and a computer lab. General services is also responsible for management of the Community Opportunity Grant and Community Cultural Events and Programs Grant, special event production, the planning and development of current and future park and recreational facilities and staff support to the Parks and Recreation Advisory Board, Kitakata Sister City Advisory Board, Arts, Culture, and Heritage Commission, Korean War Memorial Foundation of Oregon, and Wilsonville Community Seniors Inc.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Protect and preserve Wilsonville’s environment***

- Continue environmentally focused education and events such as organic gardening and composting
- Maintain Bee City and Tree City USA Designation through increased awareness and habitat creation
- Provide community gardening opportunities through year round access

***Attract high-quality industry and support economic opportunity for all in Wilsonville***

- Continue to provide affordable sponsorship opportunities at city events
- Continue to provide advertisement space in seasonal activity guides for local businesses
- Highlight local businesses through programs and events
- Continue to implement recommendations identified in the 2020 Arts, Culture, and Heritage Strategy to promote a vibrant cultural scene

***Expand Wilsonville’s Parks and Facilities to align with community growth and needs***

- Complete design and construction of Frog Pond West Neighborhood Park
- Continue to implement projects identified in the 2018 Parks Master Plan, the 2018 Boones Ferry Park Master Plan, and the 2015 Memorial Park Master Plan

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Parks & Recreation Director	1.00	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00
Recreation Coordinator II	0.00	1.00	1.00	1.00
Recreation Coordinator	1.00	0.00	0.00	0.00
Information & Referral Specialist	0.50	0.50	0.50	0.50
Fitness Specialist	1.00	1.00	1.00	1.00
Nutrition Coordinator I	0.50	0.50	0.50	0.50
Nutrition Coordinator II	0.80	0.80	0.80	0.80
Nutrition Assistant (On Call)	0.16	0.16	0.16	0.16
Program Coordinator	1.00	2.00	2.00	2.00
Administrative Assistant II	2.00	1.00	1.00	1.00
Building Monitor	0.19	0.19	0.19	0.19
Recreation Intern	0.05	0.30	0.30	0.30
	<b>9.20</b>	<b>9.45</b>	<b>9.45</b>	<b>9.45</b>

\* Additionally, Parks and Recreation currently has 47 volunteers

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Personnel Services					
Salaries and wages	\$ 565,386	\$ 676,551	\$ 743,050	\$ 801,510	8%
Employee benefits	292,258	348,466	416,660	462,890	11%
<b>Total</b>	<b>857,643</b>	<b>1,025,018</b>	<b>1,159,710</b>	<b>1,264,400</b>	<b>9%</b>
Materials and Services					
Supplies	119,116	135,410	127,940	141,921	11%
Prof and tech services	33,956	47,410	34,100	168,800	395%
Utility services	52,717	68,188	88,190	95,930	9%
Insurance	6,867	8,400	9,800	11,900	21%
Repairs & maintenance	930	35	1,500	1,500	0%
Fleet Services	3,477	3,564	3,744	3,828	2%
Community service programs	296,268	397,991	552,000	555,000	1%
Employee development	7,233	7,937	11,704	11,700	0%
Fees, dues, advertising	12,083	8,918	14,250	14,000	-2%
Misc. services & supplies	20,937	20,891	17,320	19,450	12%
<b>Total</b>	<b>553,584</b>	<b>698,743</b>	<b>860,548</b>	<b>1,024,029</b>	<b>19%</b>
Capital Outlay					
Machinery & equipment	-	-	-	25,000	-
<b>Total Department</b>	<b>\$ 1,411,227</b>	<b>\$ 1,723,761</b>	<b>\$ 2,020,258</b>	<b>\$ 2,313,429</b>	<b>15%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Adopted 2023-24	Proposed 2024-25	% Change
Charges for services	\$ 237,402	\$ 287,880	\$ 234,000	\$ 272,000	16%
Grants and donations	143,165	143,203	1,519,200	232,000	-85%
General Fund revenues	1,030,660	1,292,678	267,058	1,809,429	578%
<b>Total</b>	<b>\$ 1,411,227</b>	<b>\$ 1,723,761</b>	<b>\$ 2,020,258</b>	<b>\$ 2,313,429</b>	<b>15%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

**Materials and Services**

- The Professional and Technical Services line item will see a significant increase in FY 2024/25 as the Parks and Recreation Department looks to complete two significant projects. \$100,000 will be allocated to a Feasibility Study for non-motorized boat access and an ADA accessible pedestrian path to the Willamette River at Boones Ferry Park. The Feasibility Study, which is included in the Boones Ferry Park Master Plan, will be fully funded via a grant from Travel Oregon. Additionally, the Department will conduct a staffing analysis to ensure the department is structured and staffed in the most efficient way to continue to provide a high level of service to the community. The staffing analysis was an “Action Item” as highlighted in the 2018 Parks and Recreation Comprehensive Master Plan.

**Capital Outlay**

- The Community Center is requesting kitchen appliances, which is offset by state grant funding.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
<i>Goal: Support the needs of our community by providing recreational, cultural and social opportunities.</i>						
Promote a connected and active community by providing special events	City sponsored events	9	13	15	16	16
	Event attendance	3,000	4,000	7,000	8,500	10,000
Provide social opportunities through the Community Center meal program	Congregate meals	0	1,072	5,800	7,500	7,800
	Home-delivered meals	22,000	23,143	19,100	19,500	20,000
Offer a variety of rental options that allow both residents and non-residents an opportunity to enjoy Wilsonville’s park system	Total park facility rentals	12	174	180	185	190
	Stein Boozier Barn rentals	6	30	35	40	45

**PERFORMANCE MEASUREMENTS OUTCOME**

Community event participation continues to increase with a growing desire for more large events throughout the year. Annual in-person events such as the Community Egg Hunt, Tree Lighting, Harvest Festival, Fourth of July Laser Light Show and Party in the Park grew significantly in FY 2023-24, with record attendance. While no new large events are planned for FY 2024-25 due to staff capacity, attendance at current special events is forecasted to grow due to add event components. An Arts, Culture & Heritage Coordinator was hired in FY 2023-24, which added components to events such as a vendor fair at the Harvest Festival and chalk art at Party in the Park.

Fully reopening and coming out of the pandemic, In-person congregating dining saw a strong rebound in FY 2022-23, and continued during FY 2023-24. FY 2024-25 should see congregating dining numbers level off with the potential for a slight increase as Wilsonville’s population grows. The demand for home delivered meals peaked during the pandemic and remained high, even as in person dining resumed. The upward trend has leveled off although demand will likely gradually grow as the Wilsonville population grows and those within the community age.

Park Facility rentals are back to normal post pandemic. Several tabling events at the Stein-Boozier Barn, changes in fee/deposit structure, increased promotion, and social media presence for rentals fueled this growth. Rental numbers increased in FY 2023-24, with a continued growth trajectory expected in FY 2024-25.





Harvest Fest event at the Stein-Boozier Barn.



# Parks & Recreation

# parks maintenance

Parks and Recreation Mission Statement: “Recognizing community history, enriching the quality of life and fostering a safe environment, the Wilsonville Parks and Recreation Department shall provide, preserve, maintain, improve and enhance recreation opportunities, social services, natural resources, and park land for future and current generations.”

Parks Maintenance provides professional management, maintenance and construction services to Wilsonville’s Park System. Services are provided to all City parks, greenspaces, facilities, bicycle and pedestrian trails, and special event venues.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Protect and preserve Wilsonville’s environment*

- Implement climate friendly management and construction practices for parks, trails and greenspaces
- Research strategies to develop native tree planting plan to help establish high quality urban forest health, maintain Bee City, and Tree City USA designation through increased awareness and habitat creation
- Organize annual park clean-up aimed at improving trails and removing invasive species
- Explore options to proactively manage invasive pests in our urban forest

### *Attract high quality industry and economic opportunity for all in Wilsonville*

- Support high quality industrial and economic opportunities through thoughtful trails, parks, and green space design
- Assist with future developments projects to ensure meaningful trail and park connectivity to help attract and retain high quality businesses and industry

### *Expand Wilsonville’s Parks and Facilities to align with community growth and needs*

- Design and/or construct inclusive playgrounds at all regional parks
- Work to include inclusive play elements at all neighborhood parks
- Continue to implement projects focused on equitable accessibility in parks, trails and green spaces
- Investigate non-motorized river access through feasibility studies and designs

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Lead Maintenance Specialist	1.00	2.00	2.00	2.00
Parks Maintenance Specialist	6.00	6.00	5.00	5.00
Parks Maintenance Worker	0.00	0.00	2.38	2.38
Janitorial	2.00	2.00	2.00	2.00
Seasonal Maintenance Specialist	1.25	1.25	1.25	1.75
	<b>11.25</b>	<b>12.25</b>	<b>13.63</b>	<b>14.13</b>

\* Additionally, Park Maintenance currently has 145 volunteers

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Personnel Services</b>					
Salaries and wages	\$ 629,504	\$ 744,365	\$ 933,050	\$ 1,052,640	13%
Employee benefits	361,645	414,536	568,290	600,650	6%
<b>Total</b>	<b>991,149</b>	<b>1,158,900</b>	<b>1,501,340</b>	<b>1,653,290</b>	<b>10%</b>
<b>Materials and Services</b>					
Supplies	50,889	50,076	66,138	76,638	16%
Prof and tech services	47,801	41,540	46,000	47,500	3%
Utility services	317,080	338,675	461,580	489,990	6%
Fleet services	91,992	99,984	104,748	107,124	2%
Repairs & maintenance	249,061	237,851	317,184	357,537	13%
Rents and leases	10,615	9,040	12,500	14,000	12%
Insurance	13,504	15,800	20,800	26,100	25%
Employee development	13,398	15,099	15,500	16,000	3%
Fees, dues, advertising	826	555	1,200	1,200	0%
<b>Total</b>	<b>795,166</b>	<b>808,620</b>	<b>1,045,650</b>	<b>1,136,089</b>	<b>9%</b>
<b>Capital Outlay</b>					
Machinery & equipment	-	63,314	-	126,000	-
Vehicles	-	68,592	147,177	-	-100%
<b>Total</b>	<b>-</b>	<b>131,906</b>	<b>147,177</b>	<b>126,000</b>	<b>-14%</b>
<b>Total Department</b>	<b>\$ 1,786,315</b>	<b>\$ 2,099,426</b>	<b>\$ 2,694,167</b>	<b>\$ 2,915,379</b>	<b>8%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
General Fund revenues	\$ 1,786,315	\$ 2,099,426	\$ 2,694,167	\$ 2,915,379	8%
<b>Total</b>	<b>\$ 1,786,315</b>	<b>\$ 2,099,426</b>	<b>\$ 2,694,167</b>	<b>\$ 2,915,379</b>	<b>8%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.
- Add part time Seasonal Maintenance Specialist to help maintain parks during the peak season and ensure sufficient coverage during community events.

**Materials and Services**

- Repairs & maintenance increase will address expenses such as installation, signage, landscaping, cleaning, and repairs associated with Public Art.
- Insurance reflects an increase in cost for liability coverages.

**Capital Outlay**

- Machinery and equipment increase is for the purchase of a ride on spreader sprayer unit to increase efficiency in turf management practices system wide. Additional machinery and equipment increase will be used to purchase a Mini Track Loader to be utilized in a variety of park maintenance tasks.
- Purchase of one electric ride-on mower and two electric blowers. This equipment will enable the team to preform task during high park use periods, while limiting noise concerns. This electric equipment will also help reduce our carbon emissions.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
<i>Goal: Enhance the Wilsonville community by providing safe, clean, and well maintained parks and green spaces</i>						
	Parks maintenance requests received	N/A	55	67	75	85
	Percentage of parks maintenance requests completed	N/A	100%	100%	100%	100%
Provide well maintained parks and a high level of customer service	Number of total park and green space acres maintained	240	253	275	292	295
	Number of restrooms maintained	15	15	19	20	20
	Number of playgrounds maintained	13	14	17	19	20

**PERFORMANCE MEASUREMENTS OUTCOME**

The Parks Maintenance department is focused on a high level of customer satisfaction and continuing to increase the standard of care while also increasing overall park acreage.

Streamlining citizen requests for parks maintenance will give the department a quantifiable number of maintenance requests each year. The number of requests will then be measured against the percentage of requests completed. This will ensure that the parks maintenance department is responding to citizen concerns in a timely and customer focused manner.

In addition to tracking citizen requests, tracking park acres will help the department avoid a drop in quality of care. The acres of parks are increasing each year with the implementing of new parks in many neighborhoods. The department should see a rise in acres and a drop in requests overtime. This would ensure a high level of care as the city continues to grow.

Tracking restroom and playground numbers will help the department provide safe, clean and well maintained park amenities throughout all parks.



Park Maintenance staff replacing a basketball hoop.



The library is a community focal point for knowledge, literature, culture, thought and learning, as well as a welcoming space for residents of all ages and backgrounds to gather, to connect, and to grow.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Improve the City’s emergency preparedness and public safety***

- Incorporate programs around emergency preparedness and partner with and cross-promote safety events with other city departments and community organizations

### ***Protect and preserve Wilsonville’s environment***

- Encourage the library’s internal “green team” to propose short and long-term sustainability enhancements, expand sustainability programming, and collaborate with other organizations on sustainability initiatives
- Make library materials (books, DVDs, library of things, etc.) around sustainability more accessible and easy to find through displays and increasing collections in these areas

### ***Attract high-quality industry and support economic opportunity for all in Wilsonville***

- Expand upon and create new and innovative library programs and services to help attract families to Wilsonville
- Continue to work towards removing barriers of access to the library and its materials and services

### ***Increase housing opportunities for all and reach functional zero homelessness***

- Expand partnerships with local and county organizations to help community members access available services, such as the Department of Health and Human Services and Heart of the City
- Continue to offer free services such as local phones, computer access, study rooms for virtual interviews, testing guides, and information and resources
- Alleviate financial barriers by reducing overdue fines and providing more opportunities for fine forgiveness

### ***Expand Wilsonville’s Parks and Facilities to align with community growth and needs***

- Future plan for continued library growth and a wide range of community needs

### ***Enhance communications and engagement to build a more connected community***

- Increase the library’s online presence through social media, particularly targeting underserved populations
- Streamline and standardize library communications
- Increase responsiveness in communications

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Library Services Manager	1.00	1.00	1.00	1.00
Adult Services Librarian	1.00	1.00	1.00	1.00
Youth Services Librarian	1.00	1.00	1.00	1.00
Outreach Librarian	0.60	1.00	1.00	1.00
Program Coordinator	0.90	0.90	0.90	0.90
Program Librarian	1.00	1.00	1.00	1.65
Reference Librarian	1.83	1.83	1.97	1.83
Library Supervisor	0.00	0.00	1.00	1.00
Support Services Coordinator	2.25	2.25	1.50	1.50
Administrative Assistant I	0.50	0.50	0.50	0.50
Library Clerk I	3.78	3.78	4.39	4.38
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.40	0.40	0.30	0.46
	<b>16.36</b>	<b>16.76</b>	<b>17.66</b>	<b>18.32</b>

\* Additionally, the library currently has over 100 volunteers

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Personnel Services</b>					
Salaries and wages	\$ 1,046,023	\$ 1,138,498	\$ 1,256,210	\$ 1,388,220	11%
Employee benefits	582,967	652,148	728,300	838,740	15%
<b>Total</b>	<b>1,628,990</b>	<b>1,790,645</b>	<b>1,984,510</b>	<b>2,226,960</b>	<b>12%</b>
<b>Materials and Services</b>					
Supplies	210,494	267,377	270,600	328,345	21%
Prof and tech services	28,381	7,331	10,200	14,100	38%
Utility services	69,846	76,212	109,900	123,170	12%
Repairs & maintenance	3,856	4,148	5,000	6,200	24%
Insurance	13,034	15,100	18,900	22,700	20%
Community service programs	31,155	33,000	52,698	75,483	43%
Employee development	6,614	12,692	16,850	21,028	25%
Fees, dues, advertising	1,403	1,113	3,000	3,000	0%
Misc. services & supplies	1,578	1,588	2,310	2,430	5%
<b>Total</b>	<b>366,361</b>	<b>418,560</b>	<b>489,458</b>	<b>596,456</b>	<b>22%</b>
<b>Capital Outlay</b>					
Machinery & equipment	-	-	20,000	-	-100%
<b>Total Department</b>	<b>\$ 1,995,351</b>	<b>\$ 2,209,205</b>	<b>\$ 2,493,968</b>	<b>\$ 2,823,416</b>	<b>13%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
County shared taxes	\$ 1,543,717	\$ 1,558,818	\$ 1,514,173	\$ 1,704,992	13%
Charges for services	23,751	31,013	20,200	17,900	-11%
Grants and donations	42,847	54,999	53,450	87,070	63%
General Fund revenues	385,036	564,376	906,145	1,013,454	12%
<b>Total</b>	<b>\$ 1,995,351</b>	<b>\$ 2,209,205</b>	<b>\$ 2,493,968</b>	<b>\$ 2,823,416</b>	<b>13%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.
- Part-time Program Librarian is being added, to reduce dependence on on-call librarians for programming, desk coverage, and collection development.
- The Library Foundation is funding a part-time intern for 3 months to help with the Diversity, Equity, and Inclusion materials and make recommendations for the program.

**Materials and Services**

- Supplies increased due to rising vendor costs.
- Community services programs budget increased to account for mid-year purchase requests to the Friends and Foundation. Also they will locate an on off-site book return at the SMART Transit Center.
- Professional and tech services increased to allow for required background checks of all volunteers as well as computer monitor replacement.

**Resources**

- County shared taxes updated to more accurate estimate based on previous actuals and county forecasting.
- Grants and donations revenue right-sized and increased to anticipate mid-year requests from Friends and Foundation.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
<b>Goal: Encourage and Foster a Love of Learning</b>					
Provide access to a wide range of materials in a variety of formats	Circulation of Physical Materials	297,128	317,511	340,000	343,000
	Circulation of Digital Materials	53,987	61,468	63,000	72,000
	Items Loaned to Other LINCC Libraries	123,173	127,307	130,000	121,000
	Items Borrowed from Other LINCC Libraries	95,945	90,748	91,000	92,000
	Local Items Added To Collection	25,157	37,664	38,000	39,000
<b>Goal: Enhance Library Services</b>					
Provide high quality programming	Number of children's programs	82	181	190	190
	Attendance at children's programs	6,309	10,289	10,500	10,500
	Number of young adult programs	49	65	60	60
	Attendance at young adult programs	1,438	833	850	875
	Number of adult programs	105	142	140	140
	Attendance at adult programs	1,563	1,771	1,700	1,750
<b>Goal: Extend Access to Library Services</b>					
Provide library services both inside the building and out in the community	Number of Outreach Events Attended	53	103	115	120
	Library Visits	115,572	159,792	165,000	165,500
<b>Goal: Maximize Community Resources</b>					
Work with volunteers and community partners to expand reach and scope of library services	Number of Active Library Volunteers	44	94	85	90
	Total Volunteer Hours	6,998	7,429	6,708	7,500
	Number of Active Partnerships	Not Yet Tracked	Not Yet Tracked	35	40
	Number of Partnership Events/Programs	Not Yet Tracked	Not Yet Tracked	25	30

**PERFORMANCE MEASUREMENTS OUTCOME**

FY 2023-24 has been a year of building back staffing levels after several retirements; finally reaching fully-staffed status in November. Staff continue to work on the implementation phase of the library’s current strategic plan. As part of that, the library challenged itself in FY 2023-24 to increase community engagement. To help accomplish this goal, the outreach librarian position was increased to a full-time position and our new outreach librarian has hit the ground running with preschool storytimes, crafts at Autumn Park, assisting book clubs and Head Start programs at Coffee Creek, and visits to SpringRidge at Charbonneau, to name just a few. Youth services staff prioritized more school visits to help connect students with library resources and build personal connections. While librarians have been out in the community more often, the library is also seeing increases in library visits as community members come to the library to learn, explore, and connect in the building. Finally, the library has worked this fiscal year to increase partnerships to maximize library resources. New partnerships include beginning and intermediate ESL classes in partnership with Goodwill, Terrific Toddlers in partnership with Clackamas Parenting Together, and partnerships with OHA and DHS to provide a location to access county and state resources.

FY 2024-25 will see the library continuing strategic plan implementation. The strategic plan, adopted in FY 2021-22, outlines priorities for the library to focus on through 2026. These goals are: enhance services and resources, raise awareness and promotion of the library, extend access to library services, improve physical space, maximize community resources, and engage with city initiatives including the DEI committee and the ACHC. With increases in circulation, library visits, programs offered, and outreach events, the library will also work on evaluating resources needed to tackle the remaining strategic plan goals. Staff will continue to build and strengthen partnerships, with an emphasis on schools, and community engagement.





Youth Services Staff perform a summer reading skit in the schools inviting all students to participate.



For over the past 30 years, South Metro Area Regional Transit (SMART) has provided convenient, safe, and reliable transportation services in a fiscally responsible manner to meet the needs of Wilsonville residents, employees and visitors of all ages, ethnicities and income levels. SMART’s Fleet Division (see next section) provides efficient and effective services to all City departments in the acquisition and maintenance of City-owned vehicles, equipment, bus stops and shelters. SMART provides overall administration for transit operations including fixed-route bus service, demand-response service, dispatching, a nationally recognized training program for bus operators and Commercial Driver’s License training for other City employees. The SMART Commute Options and Safe Routes to School Programs carry out commuter and school based initiatives to promote active transportation and reduce traffic congestion.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Protect and preserve Wilsonville’s environment*

- Encourage climate friendly choices by offering community walking and biking programs
- Continue the transition to alternative fuels for our bus fleet and maintenance yard

### *Attract high-quality industry and support economic opportunity for all in Wilsonville*

- Update bus stop signage and plan for bus service to Basalt Creek development area
- Deliver new service between Wilsonville and Clackamas Town Center
- Plan for a regional customer service center in the transit-oriented development (TOD) site at Wilsonville Transit Center

### *Enhance communications and engagement to build a more connected community*

- Utilize our bus stop displays to inform and engage the community about SMART services and events
- Engage Wilsonville employers about transit and vanpool services
- Engage with Wilsonville schools and families about biking and pedestrian safety

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Transit Director	1.00	1.00	1.00	1.00
Transit Operations Manager	1.00	1.00	1.00	1.00
Dispatchers	2.00	2.00	2.00	2.00
Transit Supervisors	4.00	4.00	4.00	4.00
Transit Drivers	30.70	32.95	32.95	33.95
Program Coordinator	1.00	1.00	1.00	1.00
Grants and Program Manager	1.00	1.00	1.00	1.00
Transit Management Analyst	1.00	1.00	1.00	1.00
Transit Program Coordinator	1.00	1.00	0.00	0.00
Mobility Technician (TDM)	1.00	1.00	1.00	1.00
Intern	0.43	0.43	0.43	0.43
	<b>44.13</b>	<b>46.38</b>	<b>45.38</b>	<b>46.38</b>

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Personnel Services</b>					
Salaries and wages	\$ 2,400,423	\$ 2,466,012	\$ 3,169,660	\$ 3,495,200	10%
Employee benefits	1,387,335	1,380,212	1,888,440	2,116,070	12%
<b>Total</b>	<b>3,787,758</b>	<b>3,846,224</b>	<b>5,058,100</b>	<b>5,611,270</b>	<b>11%</b>
<b>Materials and Services</b>					
Supplies	78,533	45,411	78,450	72,200	-8%
Prof and tech services	363,594	301,173	910,600	463,675	-49%
Utility services	126,030	169,781	270,030	309,450	15%
Repairs & maintenance	76,868	13,880	6,000	5,000	-17%
Fleet services	1,201,744	1,329,065	1,443,940	1,485,776	3%
Rents and leases	-	1,386	2,500	2,500	0%
Insurance	70,893	87,091	99,000	126,600	28%
Commuter rail service	373,299	397,970	385,560	406,000	5%
Community service programs	-	2,645	2,500	3,500	40%
Employee development	12,277	19,901	20,250	21,500	6%
Fees, dues, advertising	10,584	11,069	20,700	13,750	-34%
<b>Total</b>	<b>2,313,823</b>	<b>2,379,372</b>	<b>3,239,530</b>	<b>2,909,951</b>	<b>-10%</b>
<b>Capital Outlay</b>					
Building	-	-	350,000	-	-100%
Machinery & equipment	124,617	23,290	1,030,000	400,000	-61%
Software	562,790	-	-	-	-
Vehicles	793,797	-	680,000	1,630,000	140%
<b>Total</b>	<b>1,481,204</b>	<b>23,290</b>	<b>2,060,000</b>	<b>2,030,000</b>	<b>-1%</b>
<b>Total Department</b>	<b>\$ 7,582,784</b>	<b>\$ 6,248,886</b>	<b>\$ 10,357,630</b>	<b>\$ 10,551,221</b>	<b>2%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Payroll taxes	\$ 6,253,924	\$ 6,204,048	\$ 6,000,000	\$ 6,200,000	3%
Intergovernmental	6,541,109	5,569,147	4,174,500	3,683,000	-12%
Other revenues	52,522	62,078	56,000	41,000	-27%
<b>Total</b>	<b>\$ 12,847,555</b>	<b>\$ 11,835,273</b>	<b>\$ 10,230,500</b>	<b>\$ 9,924,000</b>	<b>-3%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.
- A grant will provide the equivalent of one transit driver for the Clackamas Town Center Route.

**Materials and Services**

- Insurance reflects an increase in cost for liability coverages.
- Continued trend toward fewer print advertising and materials.

**Capital Outlay**

- Five vehicles are expected to arrive this fiscal year.

**ANTICIPATED INTERGOVERNMENTAL REVENUE FOR FY 2023-24**

**Operation & Capital Outlay (Transit Fund) Grants:**

**Clackamas County Agreement:** Anticipated funding in the amount of \$70,000 for service in Villebois.

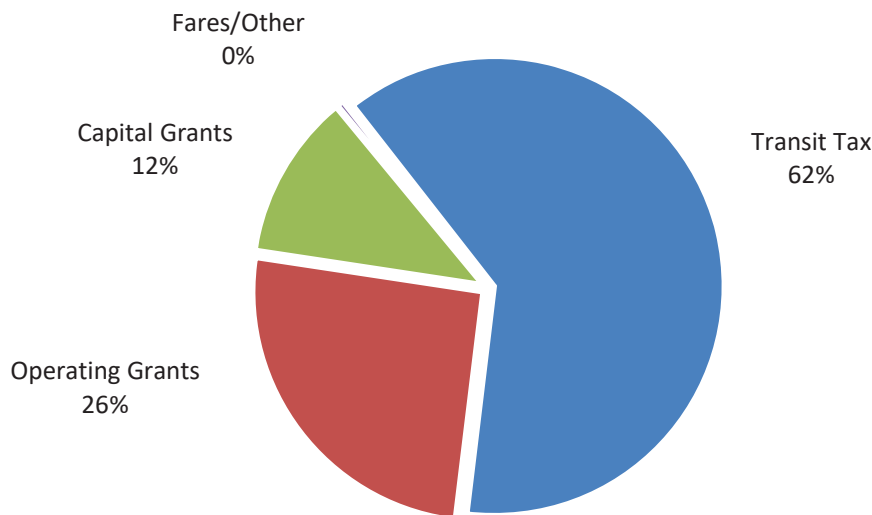
**Commute Options and Safe Routes to School Program Grants:** Federal funds of \$150,000 plus \$17,168 in local match (10.27%) will support the SMART Options and Safe Routes to School programs.

**Federal Formula Grants:** Federal grant funding is anticipated in the amount of \$813,500 plus \$178,000 (20% for most grants) in local match for scheduling software, travel training, vanpool program, preventive maintenance and three buses.

**State Formula Grants:** Statewide Transportation Improvement Funding (STIF) is anticipated in the amount of \$2,200,000 plus \$550,000 (20%) in local match for replacement bus stop signage, a bus, construction match for the yard expansion project, and operational funding for service to Clackamas Town Center, Tualatin, out of town medical (Dial-A-Ride) trips, and matching funds for other grants.

**State Competitive Grants:** In addition to formula funds, Competitive Statewide Transportation Improvement Funding is anticipated in the amount of \$440,000 plus \$110,000 (20%) in local match for route modeling and an electric battery back-up unit. We also anticipate DEQ Diesel Emission Mitigation funding in the amount of \$412,500 plus \$137,500 (25%) in local match for an electric trolley. These items were budgeted last year but anticipated to be delivered this year.

**Total Revenue Sources**



**PERFORMANCE MEASUREMENTS - FIXED ROUTE**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$44.69	\$28.75	\$26.74	\$26.39	\$30.85
	Cost per service hour	\$149.57	\$130.38	\$135.05	\$139.00	\$143.17
	Cost per mile	\$1.49	\$1.76	\$1.35	\$1.83	\$1.88
	Passenger trips per service hour	3.3	4.5	5.0	5.6	7.2
	Passenger trips per mile	0.18	0.26	0.29	0.37	0.41
Increase ridership within the community	Number of passenger trips	103,329	147,449	163,858	174,333	183,050
	Annual total hours	30,873	32,516	32,450	33,102	34,757
	Annual total miles	585,791	568,000	571,000	475,436	499,208
	Total operating cost	\$4,617,546	\$4,239,390	\$4,382,291	\$4,601,405	\$4,831,475

**PERFORMANCE MEASUREMENTS - DIAL-A-RIDE**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$171.55	\$116.26	\$127.46	\$85.67	\$87.37
	Cost per service hour	\$151.22	\$120.55	\$155.32	\$208.35	\$209.65
	Cost per mile	\$4.28	\$2.75	\$2.90	\$3.39	\$3.73
	Passenger trips per service hour	0.9	1.1	0.9	2.4	2.4
	Passenger trips per mile	0.13	0.14	0.16	0.24	0.25
Increase ridership within the community	Number of passenger trips	6,767	9,322	10,166	12,600	13,230
	Annual total hours	7,677	8,990	8,343	5,181	5,440
	Annual total miles	51,140	69,050	49,025	53,508	56,183
	Total operating cost	\$1,160,887	\$1,083,776	\$1,295,783	\$1,079,441	\$1,140,513

**PERFORMANCE MEASUREMENTS OUTCOME**

Looking towards FY 2024-25, SMART expects to see a small incremental increase in ridership as compared to the previous year. According to the American Public Transportation Association, public transit ridership remains stubbornly below pre-pandemic levels in most U.S. metropolitan areas. According to some experts, in many areas of the country, it may take years for public transit ridership to reach pre-pandemic levels, if it ever does. With this as an opaque backdrop, SMART conducted an extensive public outreach campaign as part of a Transit Master Plan update to allow staff to plan for a post-pandemic future that is adaptive to the dynamic travel patterns of customers. SMART’s Dial-a-Ride programs have seen a slight uptick in ridership. We are encouraged by the new technology SMART has acquired. We are optimistic that through our use of technology SMART will continue to gain efficiencies in scheduling and dispatching, making service even more accessible to customers.

The Fleet Services program provides internal customers with safe, reliable and efficient vehicles and equipment needed to perform their duties. Fleet also protects the City’s investment in vehicles and equipment through quality maintenance. Fleet charges participating departments through an internal work order system and depreciation in order to recover costs associated with operating, maintaining, and replacing vehicles.

Fleet Services manages the vehicle and equipment maintenance and replacement funds, coordinates and executes all fleet acquisitions and sales, maintains and manages centralized fueling for all City vehicles, repairs and maintains vehicles and equipment, manages vehicle and fueling related projects (specifically alternative fuel related capital projects for SMART), manages outside vendor support and manages 2-way radio acquisition and maintenance for all City departments. Fleet is also responsible for the cleaning and maintenance of SMART’s 183 bus stops and shelters.

Fleet personnel are responsible for the repair and ongoing maintenance of 387 items including the SMART fleet of buses and vans, trucks and specialty equipment used by Public Works and Parks & Recreation, such as tractors and mowers, the general motor pool used by City staff, as well as emergency generators and trailers.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

*Fleet is an internal support division, and as such, assists all City Departments in their efforts to deliver on Council goals.*

**Improve the City’s emergency preparedness and public safety**

- Provides support to Public Works and Parks crews through maintenance and repair of emergency response equipment
- Procures necessary equipment for emergency preparedness. Examples in the past year include a liquid anti-ice application unit to help keep streets clear of ice, and a heavy duty hydraulic log splitter for use during storm cleanup

**Protect and preserve Wilsonville’s environment**

- Supports SMART’s goal of transitioning to a 100% alternative fuel bus fleet through infrastructure projects and vehicle purchases. To date, Fleet has purchased a total of 17 alternatively fueled buses for SMART
- Use renewable diesel. Ceased the purchase of petroleum based diesel in 2023

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Fleet Manager	1.00	1.00	1.00	1.00
Shop Foreman	1.00	1.00	1.00	1.00
Equipment Mechanic II	2.00	2.00	2.00	2.00
Equipment Mechanic I	2.00	2.00	2.00	2.00
Service Worker	2.00	3.00	3.00	3.00
	8.00	9.00	9.00	9.00

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Personnel Services</b>					
Salaries and wages	\$ 483,491	\$ 515,048	\$ 622,470	\$ 663,600	7%
Employee benefits	272,025	291,798	363,000	395,430	9%
<b>Total</b>	<b>755,516</b>	<b>806,846</b>	<b>985,470</b>	<b>1,059,030</b>	<b>7%</b>
<b>Materials and Services</b>					
Supplies	234,271	243,834	271,100	279,200	3%
Prof and tech services	13,327	13,784	14,500	14,500	0%
Fuel	338,559	262,063	380,000	380,000	0%
Utility services	74,186	74,457	88,517	101,340	14%
Repairs & maintenance	17,837	10,983	35,000	35,000	0%
Insurance	3,171	3,800	4,300	5,000	16%
Employee development	2,650	5,198	8,000	8,000	0%
<b>Total</b>	<b>684,001</b>	<b>614,118</b>	<b>801,417</b>	<b>823,040</b>	<b>3%</b>
<b>Capital Outlay</b>					
Machinery & equipment	-	21,110	54,800	-	-100%
Vehicles	42,908	101,573	249,000	257,000	3%
<b>Total</b>	<b>42,908</b>	<b>122,683</b>	<b>303,800</b>	<b>257,000</b>	<b>-15%</b>
<b>Total Department</b>	<b>\$ 1,482,424</b>	<b>\$ 1,543,647</b>	<b>\$ 2,090,687</b>	<b>\$ 2,139,070</b>	<b>2%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Fleet charges	\$ 1,489,110	\$ 1,640,832	\$ 1,722,180	\$ 1,781,890	3%
Assigned contingencies	42,908	122,683	303,800	257,000	-15%
<b>Total</b>	<b>\$ 1,532,018</b>	<b>\$ 1,763,515</b>	<b>\$ 2,025,980</b>	<b>\$ 2,038,890</b>	<b>1%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

**Materials and Services**

- No significant changes in Fleet’s Materials and Services budget as compared to last fiscal year.

**Capital Outlay**

- Capital items include vehicles and off-highway equipment for Public Works, Parks, and Engineering. These purchases are planned replacements of existing vehicles and equipment, fully funded through the Fleet replacement reserve.
  - Parks Maintenance pickup
  - Facilities Maintenance utility truck
  - Two Engineering inspector vehicles
  - Flatbed equipment trailer
  - Electric utility vehicle for Parks Maintenance

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
Track labor productivity in terms of time spent directly on maintenance activities, goal is 70%	Percent of FTE applied to "wrench turning" activities	76%	72%	77%	77%	76%
Preventative maintenance	Percent completed on time	83%	82%	85%	85%	90%

**PERFORMANCE MEASUREMENTS OUTCOME**

Performance indicators include labor productivity, and preventative maintenance on time percentage. Fleet staff continue to meet or exceed these goals.

Meeting these goals helps contribute to equipment uptime, reliability in the field, and availability of vital vehicles and equipment. These goals are specifically important to SMART, as these performance measures are included in required reporting to both the Federal Transit Administration and the National Transit Database.





Equipment mechanic adjusting Public Works' new log splitter.



# Public Safety

# law/code enforcement

The Clackamas County Sheriff’s Office (CCSO) provides law enforcement services to the City of Wilsonville on a contract basis. The department operates 24 hours a day, 365 days a year. A CCSO Captain serves as the City’s Chief of Police and supervises the 22 CCSO personnel dedicated to Wilsonville. Additional services available include dispatch, a special investigations unit, river patrol, detective division, crime scene investigators, K9 Team, SWAT/HNT team, and explosive ordinance.

The code compliance is focused on enhancing the quality of life, preserving property values, and promoting safety in the community. The program is internally resourced, and is not connected to CCSO services, but coordinates with law enforcement on traffic related issues. The code compliance coordinator reports to the Assistant City Manager.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### **Improving the City’s emergency preparedness and public safety**

- Continue specialized training programs for police officers to enhance their skills in emergency response, including active shooter situations, natural disasters, and other crisis scenarios
- Work with neighborhood watch programs to promote a proactive approach to public safety and address concerns
- Evaluate and update emergency response plans based on lessons learned from drills and real-world incidents

### **Protect and preserve the City’s environment**

- Provide education to officers on how they can contribute to environmental conservation in their role
- Increase patrols in eco-sensitive areas to deter and address illegal activities such as dumping and pollution

### **Attract high quality industry and support economic opportunity for all in the City**

- Increase police presence and patrols in key business districts to create a safe and secure environment
- Utilize crime data analysis to identify trends and patterns, allowing for proactive measures to prevent crime and enhance overall safety
- Inform local businesses of crime trends to prevent incidents and increase the safety of their surroundings

### **Increase housing opportunities for all and reach functional zero homelessness**

- Ongoing collaboration with social service agencies to provide information on available programs and support services
- Provide ongoing training for police officers in crisis intervention and de-escalation techniques, particularly in situations involving individuals experiencing homelessness or mental health challenges
- Inform homeless individuals of designated safe spaces for overnight camping

### **Expand City parks and facilities to align with community growth and needs**

- Establish regular patrols by car, foot, or bike in parks to ensure a visible and approachable police presence
- Provide consultation on ways to deter criminal activity such as proper lighting and clear sightlines

### **Enhance communications and engagement to build a more connected community**

- Utilize various platforms, including social media, community events, and local media, to disseminate information
- Maintain a website for incident reporting, analyzing statistical data, and accessing an interactive map of service calls
- Participate in community, neighborhood, and school events to engage with citizens, educate the community on crime prevention, address safety concerns, and build trust

### Full Time Equivalent Positions

Position	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
<b>Contracted Employees:</b>				
Chief	1.00	1.00	1.00	1.00
Sergeant	3.00	3.00	3.00	3.00
Detective	2.00	2.00	2.00	2.00
Traffic Officer	2.00	2.00	2.00	2.00
Behavioral Health Clinician	0.00	1.00	1.00	1.00
School Resource Officer (SRO)	1.00	1.00	1.00	1.00
Community Services Officer (CSO)	1.00	1.00	1.00	1.00
Patrol Officers	12.00	12.00	12.00	12.00
<b>Non-Contracted Employees:</b>				
Code Compliance Officer*	0.00	1.00	1.00	1.00
	<b>22.00</b>	<b>24.00</b>	<b>24.00</b>	<b>24.00</b>

\*Moved from Administration

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Personnel Services					
Salaries and wages	\$ -	\$ 78,391	\$ 84,050	\$ 89,130	6%
Employee benefits	-	44,098	55,250	40,820	-26%
<b>Total</b>	<b>-</b>	<b>122,489</b>	<b>139,300</b>	<b>129,950</b>	<b>-7%</b>
Materials and Services					
Supplies	6,534	13,773	11,300	14,300	27%
Prof and tech services					
Police protection	4,999,397	5,539,519	6,346,400	6,699,550	6%
Utility services	13,750	14,287	22,590	35,750	58%
Fleet services	4,926	9,324	9,768	14,472	48%
Repairs & maintenance	1,855	-	2,600	-	-100%
Insurance	1,792	2,070	2,850	3,000	5%
Community service programs	-	2,508	10,000	10,000	0%
Employee development	6,331	5,976	12,500	7,500	-40%
<b>Total</b>	<b>\$ 5,034,586</b>	<b>\$ 5,587,456</b>	<b>\$ 6,418,008</b>	<b>\$ 6,784,572</b>	<b>6%</b>
<b>Total Department</b>	<b>\$ 5,034,586</b>	<b>\$ 5,709,945</b>	<b>\$ 6,557,308</b>	<b>\$ 6,914,522</b>	<b>5%</b>

<b>Resources Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
General Fund revenues	\$ 5,034,586	\$ 5,709,945	\$ 6,557,308	\$ 6,914,522	5%
<b>Total</b>	<b>\$ 5,034,586</b>	<b>\$ 5,709,945</b>	<b>\$ 6,557,308</b>	<b>\$ 6,914,522</b>	<b>5%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.

**Materials and Services**

- Increase in utilities is attributable to police now inhabiting the entirety of the old Police/Public Works Complex.
- Increase in Fleet services for the non-contracted Code Compliance Officer position.
- Employee development reflects a decrease to align with average expenditures.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
	Population served	25,915	27,186	27,566	27,566	28,034
	Calls for service	8,602	10,317	11,000	11,100	13,504
Maintain a staffing level that allows for approximately 600 calls per Officer per year	Average number of calls for service per day	24	28	33	33	37
	Calls per Deputy	812	859	705	705	900
	Officers per thousand population	0.66	0.63	0.66	0.61	0.64

**PERFORMANCE MEASUREMENTS OUTCOME**

The Wilsonville Police Department is able to work proactively by maintaining a visible presence in the community.



Wilsonville Police attending SMART Bike Rodeo event.



Municipal Court is the judicial branch of city government and exists to serve the citizens of this community. The Court is responsible for providing a local forum for adjudicating alleged violations of City ordinances, parking infractions and state traffic laws within its local jurisdiction. The majority of the cases heard in the Municipal Court are traffic infractions.

In 2023, the City Council developed specific Council goals and strategies for the 2023-25 biennium. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Improve the City’s emergency preparedness and public safety***

- Continue to provide Court security and collaborate with the police department on way to improve security
- Through membership in both the Oregon Association of Court Administrators (OACA) and the Oregon Municipal Judge’s Association (OMJA), as well as through networking with other courts, the Court remains up-to-date on current and proposed legislative changes

***Protect and preserve Wilsonville’s environment***

- Continue to promote the use of paperless systems, and electronic processes and payments
- Continue to encourage citations be handled via email or over the phone, to allow for cases to be closed without requiring attendance in a court setting

***Attract high quality industry and support economic opportunity for all in the City***

- Supporting the laws in place increases the safety within the community

***Increase housing opportunities for all and reach functional zero homelessness***

- Promote educational diversion programs for certain, qualifying individuals and cases, including traffic school for individuals with minor traffic violations. Keeping fees lower and maintaining a license all help contribute to preventing homelessness
- Allow individuals with driving privileges suspended the opportunity to write the judge a letter requesting a payment plan in order to release the hold on their license

***Enhance communications and engagement to build a more connected community***

- Utilizes multilingual interpretations services as needed to facilitate effective communication at court arraignments

Position	Full Time Equivalent Positions			
	Budget 2021-22	Budget 2022-23	Budget 2023-24	Budget 2024-25
Accounting Specialist	1.00	1.00	1.00	1.00
Accounting Technician	0.50	0.50	0.60	0.60
Building Monitor	0.05	0.05	0.00	0.00
Municipal Court Judge	0.10	0.10	0.05	0.05
	1.65	1.65	1.65	1.65

<b>Operating Summary</b>	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>Personnel Services</b>					
Salaries and wages	\$ 75,858	\$ 103,839	\$ 135,870	\$ 125,840	-7%
Employee benefits	50,546	72,197	75,570	75,410	0%
<b>Total</b>	<b>126,403</b>	<b>176,037</b>	<b>211,440</b>	<b>201,250</b>	<b>-5%</b>
<b>Materials and Services</b>					
Supplies	886	293	4,100	3,850	-6%
Prof and tech services	13,632	11,371	26,150	14,550	-44%
Utility services	1,124	878	1,440	1,300	-10%
Employee development	896	3,113	4,450	4,250	-4%
Fees, dues, advertising	992	1,069	1,500	1,500	0%
Misc. services & supplies	5,521	4,853	6,980	6,280	-10%
<b>Total</b>	<b>23,050</b>	<b>21,577</b>	<b>44,620</b>	<b>31,730</b>	<b>-29%</b>
<b>Total Department</b>	<b>\$ 149,453</b>	<b>\$ 197,613</b>	<b>\$ 256,060</b>	<b>\$ 232,980</b>	<b>-9%</b>
<b>Resources Summary</b>					
	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
Fines and forfeitures	\$ 155,046	\$ 195,061	\$ 250,000	\$ 190,000	-24%
<b>Total</b>	<b>\$ 155,046</b>	<b>\$ 195,061</b>	<b>\$ 250,000</b>	<b>\$ 190,000</b>	<b>-24%</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Salary and wage budgets include contingent assessment for contract negotiations underway, however no specific changes are reflected in Salary and Wages table scales.
- We currently hold court on the first and third Tuesday of each month. With the transition of court now starting at 2:00pm, versus 5:00pm, it has both reduced the necessity of staff overtime, and allowed us to realign our use of security.

**Materials and Services**

- Prof and tech services is decreasing in response to the pivot to the use of Language Line for multilingual interpretation services, to facilitate communication with all members of the community. Additional, in-person contract interpretation services are now utilized only on an as-needed basis, for ASL and trials.

**PERFORMANCE MEASUREMENTS**

<i>Measure</i>	<b>Actual 2020-2021</b>	<b>Actual 2021-2022</b>	<b>Actual 2022-23</b>	<b>Estimate 2023-24</b>	<b>Forecast 2024-25</b>
<b>Goal: Improve the City's emergency preparedness and public safety</b>					
Active members of Oregon Association of Court Administrators (OACA)	yes	yes	yes	yes	yes
Active member of Oregon Municipal Judge's Association	yes	yes	yes	yes	yes
Attendance at Oregon Association of Court Administrators (OACA) conference	yes	yes	yes	yes	yes
Attendance at Oregon Municipal Judge's Association (OMJA) Conference	no	no	no	yes	yes
Diversion course availability	yes	yes	yes	yes	yes
<b>Goal: Increase housing opportunities for all and reach functional zero homelessness</b>					
Payment plan arrangements available for customers	yes	yes	yes	yes	yes
<b>Goal: Enhance communications and engagement to build a more connected community</b>					
Spanish interpreter services available at arraignments*	100%	100%	100%		
*Beginning in FY23-24, transitioned to use of Language Line, to ensure multilingual interpretation services are available for arraignments				100%	100%
Interpreter services available at trials (when needed)	100%	100%	100%	100%	100%

**PERFORMANCE MEASUREMENTS OUTCOME**

Municipal Court processes all the violations and sends a letter to each defendant with their options. Defendants can come in person, call, or email to follow up on the citation. The Municipal Court holds court twice a month, on the first and third Tuesday. Arraignments begin at 2:00pm, followed by attorney trials at 3:30pm, and the balance of trials at 4:00pm. Staff continue to be active members of Oregon Association for Court Administration (OACA), and stay up to date with current and proposed legislative changes.



## Capital Projects

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The City budgets its major construction activities in one of nine capital improvement project (CIP) categories. Projects are generally large dollar (\$10,000 minimum), nonrecurring and have a useful life greater than one year. Master Plans are included as capital projects because they identify the projects to be budgeted in later years.

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# Capital Projects

As detailed in the following CIP section, the next five years will be focused on carrying out the visionary plans of the City. The 5-Year CIP is a planning tool designed to provide an in-depth look at the future construction needs and to begin the process of developing a long term financing plan to meet the needs for our growing community. The 5-Year CIP will be updated annually to ensure that it is based on the most accurate information available and is reflective of the current and projected economic environment.

For FY 2024-25, the adopted CIP Budget will only provide the funding necessary for first year of the five year plan. The 5-Year CIP presented below does not constitute a commitment to fund a particular project past FY 2024-25, but rather signifies the intention to begin the process of creating a funding plan to meet the estimated construction costs during the ensuing years. As the City prepares for continued growth, funding for the 5 Year CIP will need to be balanced each year with the operational needs of the City and available funding.

## Five Year CIP Forecast Summary Fiscal years 2024-25 through 2028-29

	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Construction Projects</b>					
Water	\$ 17,336,958	\$ 296,015	\$ 1,509,550	\$ 6,091,659	\$ 2,043,000
Sewer	4,852,355	14,178,276	21,705,486	482,920	2,175,730
Streets	24,239,000	5,148,750	4,160,000	5,786,250	5,490,000
Stormwater	1,721,309	4,156,500	-	-	-
Facilities	5,012,750	5,290,000	-	-	-
Parks	2,703,610	235,000	-	-	-
<b>Master Plans and Studies</b>					
Water	450,920	100,213	-	-	-
Sewer	45,876	462,250	-	-	-
Planning	530,000	270,000	485,000	45,000	45,000
Streets	10,000	-	-	-	-
Stormwater	45,876	-	-	-	-
Facilities	5,000	-	-	-	-
Parks	2,406,000	2,643,833	2,383,500	2,383,500	681,000
<b>Livability Improvements</b>					
Streetscape	912,000	495,920	270,000	262,000	254,000
<b>Annual Maintenance Projects</b>					
Water	207,000	207,000	715,480	582,685	1,077,545
Sewer	103,500	103,500	2,199,845	367,615	714,584
Streets	2,864,945	2,461,250	2,468,690	2,476,353	2,484,246
Stormwater	87,975	90,800	1,625,320	894,380	1,952,200
Facilities	152,150	156,744	161,330	166,180	171,050
<b>Miscellaneous Projects</b>					
Water	328,880	107,099	110,312	113,622	117,031
Sewer	97,800	100,734	103,756	106,869	110,075
Streets	145,350	231,330	142,161	146,425	250,338
Streetscape	12,500	12,875	13,261	13,659	14,069
Stormwater	179,488	78,609	80,627	82,705	84,846
Facilities	15,800	16,274	16,762	17,265	17,783
Information Technology	842,000	452,000	342,000	333,000	342,000
Parks	584,800	627,784	653,798	689,841	715,917
<b>Total 5-Year CIP Forecast</b>	<b>\$ 65,893,842</b>	<b>\$ 37,922,756</b>	<b>\$ 39,146,877</b>	<b>\$ 21,041,929</b>	<b>\$ 18,740,413</b>
<b>Funding Sources</b>					
Operating Funds	\$ 30,799,538	\$ 13,014,831	\$ 10,050,837	\$ 9,775,362	\$ 10,955,951
Intergovernmental Revenues	446,004	-	151,182	755,910	-
Urban Renewal	2,205,000	4,950,000	5,710,000	3,990,000	3,990,000
Grants/Contributions	1,738,000	-	-	-	-
System Development Funds	24,546,383	13,583,621	19,170,051	2,854,709	1,790,817
General Fund	6,158,917	6,374,304	4,064,808	3,665,948	2,003,646
<b>Total Funding Sources</b>	<b>\$ 65,893,842</b>	<b>\$ 37,922,756</b>	<b>\$ 39,146,877</b>	<b>\$ 21,041,929</b>	<b>\$ 18,740,413</b>

## Impact of Capital Projects on Operating Costs

An important aspect of capital improvement planning is the effect that capital projects will have upon future operating budgets. Whether a capital project creates additional marginal operating costs is dependent on whether a project results in an expansion of the City's infrastructure or is primarily a repair, rehabilitation, or upgrade of existing infrastructure. Since various projects will require different levels of ongoing maintenance and repairs, the Public Works Department reviews each individual project after the planning phase is complete to determine its possible increase on operating costs. Estimated "Operations Impact" are included in the description of each project.

	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	Total 5-Yr Cumulative Increase to Operating Expenses
<b>Water</b>						
Water Telemetry, Distribution System	\$ 2,800	\$ 2,900	\$ 3,000	\$ 3,100	\$ 3,200	\$ 15,000
Fire Flow Data Collection for System Capacity & Growth	650	650	650	650	650	3,250
Annual - GIS and Water Model Updates	500	500	500	500	500	2,500
<b>Sewer</b>						
Boeckman Road Sanitary Improvements	3,300	3,400	3,500	3,600	3,750	17,550
<b>Streets</b>						
Boeckman Road Improvements	55,400	57,350	59,350	61,450	63,600	297,150
I-5 Pedestrian Bridge	2,150	2,250	2,350	2,450	2,550	11,750
Canyon Creek/Boeckman Roundabout	16,600	17,200	17,800	18,400	19,050	89,050
Pedestrian Enhancements	3,300	3,400	3,500	3,600	3,750	17,550
Signal Improvements	3,300	3,400	3,500	3,600	3,750	17,550
<b>Stormwater</b>						
Gesellschaft Water Well Channel Restoration	4,450	4,600	4,750	4,900	5,050	23,750
Boeckman Creek Flow Mitigation	5,600	5,800	6,000	6,200	6,400	30,000
<b>Parks</b>						
Various Villebois Projects	57,800	59,800	84,400	87,350	90,400	379,750
	<u>\$ 155,850</u>	<u>\$ 161,250</u>	<u>\$ 189,300</u>	<u>\$ 195,800</u>	<u>\$ 202,650</u>	<u>\$ 904,850</u>

\*This table does not incorporate potential maintenance savings following project completions.

# Capital Projects

## Summary of Appropriations

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Technology	Parks	Total
Capital Project Expense	\$ 17,262,769	\$ 4,672,616	\$ 370,000	\$ 26,375,486	\$ 862,753	\$ 1,725,443	\$ 5,052,150	\$ 827,000	\$ 5,503,560	\$ 62,651,777
Project Management Fees	468,722	271,161	160,000	619,895	32,776	248,813	40,800	15,000	165,300	2,022,467
General Fund Overhead Fees	592,267	155,754	-	263,914	28,971	60,392	92,750	-	25,550	1,219,598
	<b>\$ 18,323,758</b>	<b>\$ 5,099,531</b>	<b>\$ 530,000</b>	<b>\$ 27,259,295</b>	<b>\$ 924,500</b>	<b>\$ 2,034,648</b>	<b>\$ 5,185,700</b>	<b>\$ 842,000</b>	<b>\$ 5,694,410</b>	<b>\$ 65,893,842</b>

## Summary of Resources

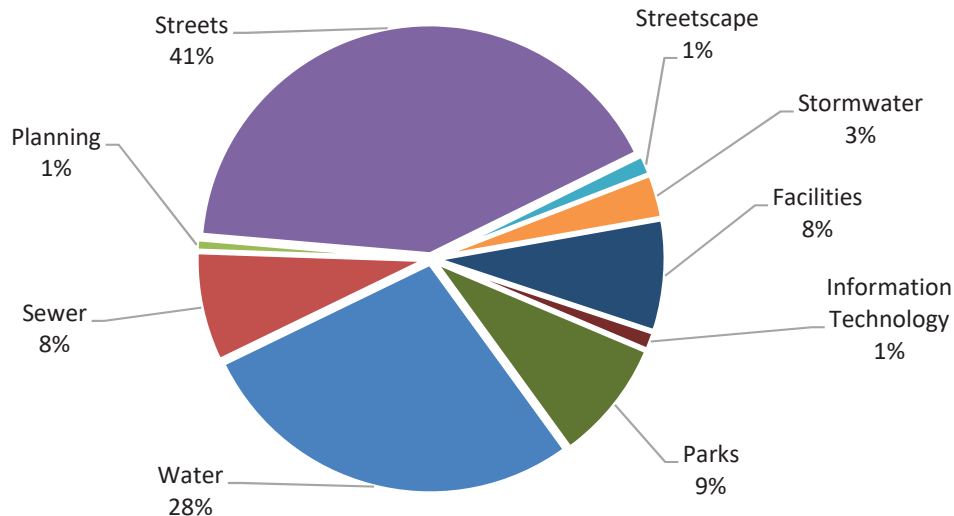
	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Technology	Parks	Total
Operating Funds	\$ 9,607,516	\$ 2,176,772	\$ -	\$ 14,885,945	\$ 882,000	\$ 1,504,555	\$ 1,742,750	\$ -	\$ -	\$ 30,799,538
Intergovernmental Revenues	446,004	-	-	-	-	-	-	-	-	446,004
Urban Renewal	-	-	-	2,205,000	-	-	-	-	-	2,205,000
Grants/Contributions	-	-	160,000	-	-	-	1,000,000	28,000	550,000	1,738,000
System Development Funds	8,270,238	2,922,759	-	10,168,350	2,500	530,093	-	-	2,652,443	24,546,383
General Fund	-	-	370,000	-	40,000	-	2,442,950	814,000	2,491,967	6,158,917
	<b>\$ 18,323,758</b>	<b>\$ 5,099,531</b>	<b>\$ 530,000</b>	<b>\$ 27,259,295</b>	<b>\$ 924,500</b>	<b>\$ 2,034,648</b>	<b>\$ 5,185,700</b>	<b>\$ 842,000</b>	<b>\$ 5,694,410</b>	<b>\$ 65,893,842</b>

## Summary by Program

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Technology	Parks	Total
Construction Projects	\$ 17,336,958	\$ 4,852,355	\$ -	\$ 24,239,000	\$ -	\$ 1,721,309	\$ 5,012,750	\$ -	\$ 2,703,610	\$ 55,865,982
Master Plans and Studies	450,920	45,876	530,000	10,000	-	45,876	5,000	-	2,406,000	3,493,672
Livability Improvements	-	-	-	-	912,000	-	-	-	-	912,000
Annual Maintenance Projects	207,000	103,500	-	2,864,945	-	87,975	152,150	-	-	3,415,570
Miscellaneous Projects	328,880	97,800	-	145,350	12,500	179,488	15,800	842,000	584,800	2,206,618
	<b>\$ 18,323,758</b>	<b>\$ 5,099,531</b>	<b>\$ 530,000</b>	<b>\$ 27,259,295</b>	<b>\$ 924,500</b>	<b>\$ 2,034,648</b>	<b>\$ 5,185,700</b>	<b>\$ 842,000</b>	<b>\$ 5,694,410</b>	<b>\$ 65,893,842</b>

The City of Wilsonville’s Capital Improvement Plan is budgeted to meet the demands of a growing community while planning for future development and maintaining existing infrastructure. In addition to the typical construction related projects, the budget also has projects broken down into the following categories: Master Plan & Studies, System Development Reimbursements, Livability Improvements, Annual Maintenance Projects, and Miscellaneous Projects.

## Summary by Program

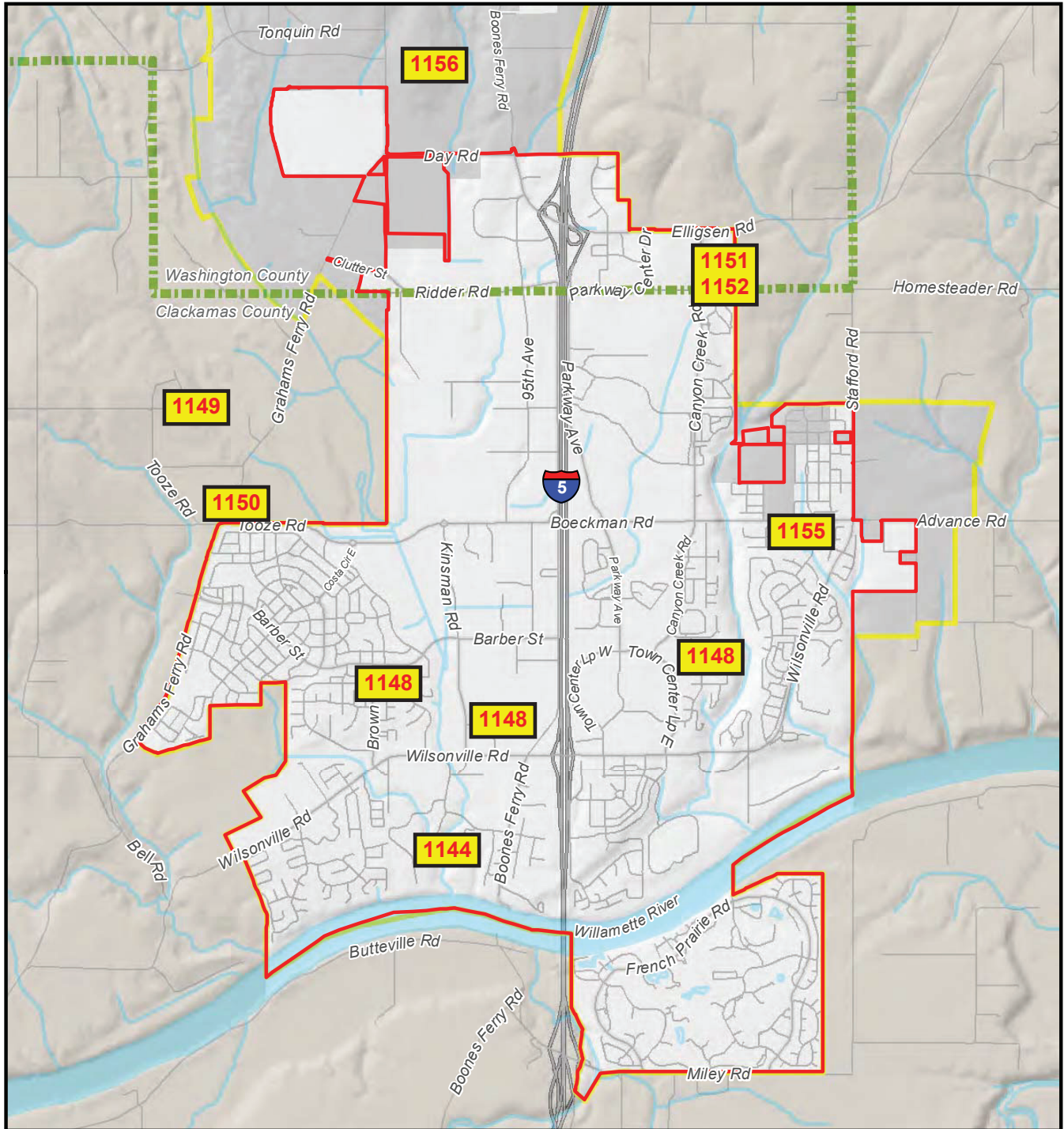




Foundation construction underway for the new generator needed to expand capacity of the Willamette River Water Treatment Plant (CIP #1144).



# Water Projects



**The City of Wilsonville, Oregon**  
Clackamas and Washington Counties



## City Boundaries

- Wilsonville City Limits
- County Boundary
- Urban Growth Bounday (UGB)



4/8/2024



## Funding Sources

CIP #	Project Name	Water Operating	Water SDC	WWSP	City of Sherwood	Total Resources
<b>Construction Projects</b>						
1144	WTP 20 MGD Expansion	\$ 215,858	\$ 227,013	\$ -	\$ 221,104	\$ 663,975
1148	Priority 1B Water Distribution Improvements	783,450	-	-	-	783,450
1149	West Side Level B Reservoir	7,500,000	7,719,165	-	-	15,219,165
1150	Automated Valve at Tooze/Westfall	-	89,041	-	-	89,041
1151	Elligsen West Tank - Add High Altitude Valve	-	47,591	-	-	47,591
1152	Elligsen Reservoir Fall Protection Replacement	13,960	-	-	-	13,960
1153	Reservoir Security Improvement (AWIA)	67,276	-	-	-	67,276
1155	Boeckman Road Water Relocation	450,000	-	-	-	450,000
1156	Basalt Creek Parkway Water Line	-	2,500	-	-	2,500
<b>Master Plan and Studies</b>						
1110	Public Works Standards Update	10,000	-	-	-	10,000
1154	Water Distribution System Master Plan	197,291	147,684	-	-	344,975
1157	Advanced Meter Infrastructure Analysis	95,945	-	-	-	95,945
<b>Annual Maintenance Projects</b>						
1048	Annual - Water Distribution Miscellaneous Improvements	103,500	-	-	-	103,500
1121	Annual - Pipe/Valve/Hydrant Replacement	103,500	-	-	-	103,500
<b>Miscellaneous Projects</b>						
1117	Annual - Fire Flow Data Collection	6,180	-	-	-	6,180
1127	WWSP Coordination	-	-	224,900	-	224,900
1990	Annual - CD Department Support for Miscellaneous Projects	10,800	-	-	-	10,800
1993	Annual - Water CIP's Final Closeout	1,716	1,284	-	-	3,000
1995	Annual - Early Planning - Future Water Projects	6,177	4,623	-	-	10,800
1998	Annual - 5 Year and Annual Budget Development	4,690	3,510	-	-	8,200
1999	Annual - Project Design and Development	37,173	27,827	-	-	65,000
		<u>\$ 9,607,516</u>	<u>\$ 8,270,238</u>	<u>\$ 224,900</u>	<u>\$ 221,104</u>	<u>\$ 18,323,758</u>

# Water Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### CIP #1144: WATER TREATMENT PLANT 20 MGD EXPANSION

This project will expand the Willamette River Water Treatment Plant from 15 MGD to 20 MGD design capacity. Site electrical equipment will be replaced and renovated. Life safety, seismic retrofit, and asset repair and replacement improvements will be included.

*Priority: High*

*Justification: City Growth*

*Funding Source: Water Operating/Water SDC/City of Sherwood*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: To be determined at completion of planning phase*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 13,321,710	\$ 596,527	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		60,000	58,500	-	-	-	-	
General Fund Overhead Fees		466,260	8,948	-	-	-	-	
	<u>\$ 17,456,370</u>	<u>\$ 13,847,970</u>	<u>\$ 663,975</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 31,968,315</u>

### CIP #1148: PRIORITY 1B WATER DISTRIBUTION IMPROVEMENTS

This project constructs water distribution piping improvements to correct fire flow deficiencies identified in the Water Distribution System Master Plan and will finish construction of water line upgrades on Jackson Way, Evergreen Ave., 8-Inch Loop north of Seely Ave., 10-Inch Loop at Wilsonville Summit & Canyon Creek Apartments, and an 8-Inch Loop at Sundial Apartments.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Water Operating*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 480,000	\$ 670,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		60,000	90,000	-	-	-	-	
General Fund Overhead Fees		16,800	23,450	-	-	-	-	
	<u>\$ 86,259</u>	<u>\$ 556,800</u>	<u>\$ 783,450</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,426,509</u>

### CIP #1149: WEST SIDE LEVEL B RESERVOIR AND OFF-SITE IMPROVEMENTS

This project constructs a 3.0 million gallon storage reservoir in pressure zone B near the intersection of Tooze and Baker Road.

*Priority: High*

*Justification: City Growth*

*Funding Source: Water Operating/Water SDC*

*Status: Continued from FY 2022-23*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: To be determined at completion of planning phase*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 933,566	\$ 14,588,565	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		70,000	120,000	-	-	-	-	
General Fund Overhead Fees		32,675	510,600	-	-	-	-	
	<u>\$ 434,358</u>	<u>\$ 1,036,241</u>	<u>\$ 15,219,165</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 16,689,764</u>



## CIP #1150: AUTOMATED VALVE AT TOOZE/WESTFALL

This projects modifies the existing Tooze Road vault at Westfall Road and installs an automated valve necessary for operation of the West Side Level B Storage Tank.

*Priority: High*

*Justification: City Growth*

*Funding Source: Water SDC*

*Status: New project*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: To be determined at completion of planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ 78,450	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	7,845	-	-	-	-	
General Fund Overhead Fees		-	2,746	-	-	-	-	
	\$ -	\$ -	\$ 89,041	\$ -	\$ -	\$ -	\$ -	\$ 89,041



New ozone generator installation underway to expand capacity of the Willamette River Water Treatment Plant (CIP #1144).

# Water Projects

## **CIP #1151: ELLIGSEN WEST TANK - ADD HIGH ALTITUDE VALVE**

This project installs an altitude valve at the existing West Elligsen Storage Tank, preventing tank overflow during filling operations of the planned West Side Storage Tank.

*Priority: High*

*Justification: City Growth*

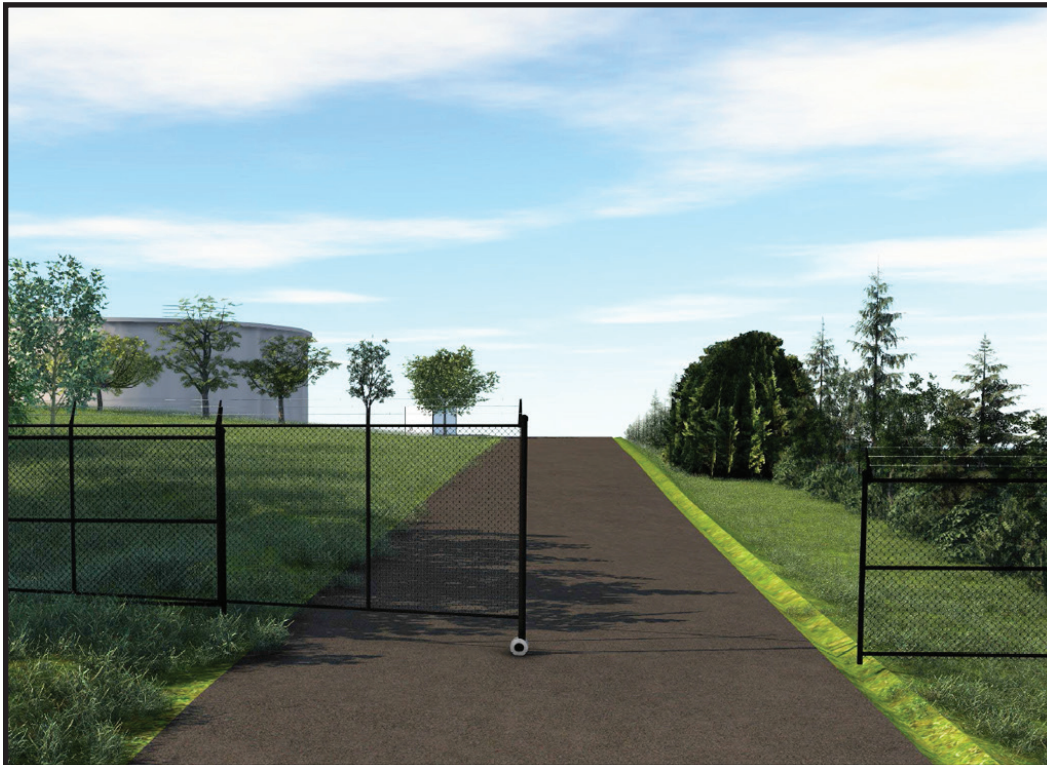
*Funding Source: Water SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: To be determined at completion of planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ 41,930	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	4,193	-	-	-	-	
General Fund Overhead Fees		-	1,468	-	-	-	-	
	\$ -	\$ -	\$ 47,591	\$ -	\$ -	\$ -	\$ -	\$ 47,591



Artist rendering of the West Side Level B Reservoir at final completion (CIP #1149).

## **CIP #1152: ELLIGSEN RESEVOIR FALL PROTECTION SYSTEM REPLACEMENT**

This project replaces the Elligsen Reservoir fall protection system in accordance with the 2012 Water System Master Plan safety recommendations. This work is to be coordinated with the Elligsen Reservoir Altitude Valve and West Side Reservoir projects.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Source: Water Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2027-28*

*Operations Impact: To be determined at completion of planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ 12,300	\$ -	\$ -	\$ 108,209	\$ -	
Project Management Fees		-	1,230	-	-	9,550	-	
General Fund Overhead Fees		-	430	-	-	3,800	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,960</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 121,559</u>	<u>\$ -</u>	<u>\$ 135,519</u>

## **CIP #1153: RESERVOIR SECURITY IMPROVEMENTS (AWIA)**

Based upon the findings of the Risk & Resilience Assessment which was conducted as a part of the federally mandated America Water Infrastructure Act (AWIA), recommendations were made to improve the physical security at the Elligsen, C-Level, and Charbonneau reservoir sites. Improvements include: upgrading perimeter fencing and signage; reinforce doors and locks, install access control, motion detectors and cameras; update policies and procedures; install locks on reservoir vaults; secure on-site equipment, strengthen main and alternative gate entrances, anti climb ladder shroud, replace vent, installation of removable bollards.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Source: Water Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: To be determined at completion of planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ 59,274	\$ 263,615	\$ -	\$ -	\$ -	
Project Management Fees		-	5,927	23,200	-	-	-	
General Fund Overhead Fees		-	2,075	9,200	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 67,276</u>	<u>\$ 296,015</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 363,291</u>

## **CIP #1155: BOECKMAN ROAD WATER RELOCATION**

This project relocates the waterline under the new Boeckman Creek Bridge as a part of the Boeckman Road Corridor Project.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Source: Water Operating*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: To be determined at completion of planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 531,401	\$ 434,783	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		18,599	15,217	-	-	-	-	
	<u>\$ -</u>	<u>\$ 550,000</u>	<u>\$ 450,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>

# Water Projects

## CIP #1156: BASALT CREEK PARKWAY WATER LINE

In conjunction with the design and construction of the Washington County led Basalt Creek Parkway (Graham’s Ferry - Boones Ferry) project, this project will complete 2600 linear feet of 18” water line necessary to serve the future development of the Basalt Creek Industrial Area.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Source: Water SDC*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2026-27*

*Operations Impact: To be determined at completion of planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 57,000	\$ -	\$ -	\$ 1,000,550	\$ -	\$ -	
Project Management Fees		-	2,500	-	20,000	-	-	
General Fund Overhead Fees		1,995	-	-	35,000	-	-	
	<u>\$ -</u>	<u>\$ 58,995</u>	<u>\$ 2,500</u>	<u>\$ -</u>	<u>\$ 1,055,550</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,117,045</u>

## PROJECT SUMMARIES: MASTER PLAN & STUDIES

### CIP #1110: PUBLIC WORKS STANDARDS UPDATE

This project updates the Wilsonville Public Work Design and Construction Standards & Detail Drawings. The public works standards provide technical engineering design and construction requirements for public infrastructure within the City of Wilsonville, including water, wastewater, storm drainage, transportation, street lighting, and fiber optic systems, in the interest of health, safety and welfare of Wilsonville residents. Last updated in 2014, the Wilsonville Public Works Standards are due for an update to reflect current laws, regulations, design guidance, technological advance, seismic resiliency, best practices, etc. This is a companion project with CIP #2110, #4110, #7110, & #9110.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Water Operating*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not Applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		20,000	10,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>

## CIP #1154: WATER DISTRIBUTION SYSTEM MASTER PLAN

The City's last Water System Master Plan was completed in 2012. The City has grown significantly since this time and has also undertaken upsized improvements to provide water to the City of Sherwood. An update to the Water Distribution System Master Plan will examine changes in population, density, and growth patterns, as well as evaluate future capital improvements.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Water Operating/Water SDC*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not Applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 100,000	\$ 285,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		20,000	50,000	-	-	-	-	
General Fund Overhead Fees		3,500	9,975	-	-	-	-	
	<u>\$ -</u>	<u>\$ 123,500</u>	<u>\$ 344,975</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 468,475</u>

## CIP #1157: ADVANCED METER INFRASTRUCTURE ANALYSIS

Develop project scope of work, identify business drivers, create financial model, provide procurement option and provide recommendations to determine whether implementing Advanced Meter Infrastructure (AMI) for the water system is the path that the City wants to pursue.

*Priority: High*

*Justification: Regulatory Requirement*

*Funding Source: Water Operating*

*Status: New project*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ 92,700	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	3,245	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 95,945</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 95,945</u>

# Water Projects

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### CIP #1048: WATER DISTRIBUTION SYSTEM MISCELLANEOUS IMPROVEMENTS

Annual budget item provides funds to construct minor improvements to the existing water treatment and distribution system that are not captured by larger stand-alone CIP projects. This project provides flexibility to address aging infrastructure maintenance and repair needs.

*Priority: Medium*

*Justification: Aging infrastructure*

*Funding Sources: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ 130,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		4,550	3,500	3,500	3,500	3,500	3,500	
		<u>\$ 134,550</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	

### CIP #1121: PIPE/VALVE/HYDRANT REPLACEMENT

The City's 2012 Water Master Plan identifies a number of urgent facility and pipeline replacement and improvement projects needed to increase fire flows, improve hydrant coverage, address hydraulic restrictions, and correct deficiencies of the physical condition of the aging system components.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ 110,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		3,850	3,500	3,500	3,500	3,500	3,500	
		<u>\$ 113,850</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	

## **CIP #1500: WATER OPERATIONS ALLOCATION TO CHARBONNEAU**

This project provides planning, design, and construction of water rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #2500, #4500, and #7500. This project is on hold until FY 2026-27.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Water Operating*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: Ongoing project to be completed in phases*

*Operations Impact: Improvements to decrease maintenance costs*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 6,000	\$ -	\$ -	\$ 491,280	\$ 362,985	\$ 841,095	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		210	-	-	17,200	12,700	29,450	
	<b>\$ 553,327</b>	<b>\$ 6,210</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 508,480</b>	<b>\$ 375,685</b>	<b>\$ 870,545</b>	<b>\$ 2,314,247</b>

## **PROJECT SUMMARIES: MISCELLANEOUS PROJECTS**

### **CIP #1117: ANNUAL - FIRE FLOW DATA COLLECTION FOR SYSTEM CAPACITY & GROWTH**

The project conducts annual hydrant flow tests in different zones throughout the City to ensure adequate water supply for fire flow to the City's industrial and commercial businesses.

*Priority: Medium*

*Justification: Public Safety*

*Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Maintenance costs estimated at \$650 per year*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 5,797	\$ 5,971	\$ 6,165	\$ 6,356	\$ 6,503	\$ 6,706	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		203	209	200	200	250	250	
		<b>\$ 6,000</b>	<b>\$ 6,180</b>	<b>\$ 6,365</b>	<b>\$ 6,556</b>	<b>\$ 6,753</b>	<b>\$ 6,956</b>	

# Water Projects

## **CIP #1127: WILLAMETTE WATER SUPPLY PROGRAM (WWSP) COORDINATION**

This project provides for city oversight of ongoing design and construction of Willamette Water Supply Program (WWSP) facilities in and through Wilsonville. Per Intergovernmental Agreements - direct costs such as Owners Rep services are reimbursable by WWSP to Wilsonville.

*Priority: High*

*Justification: Regional Growth*

*Funding Source: WWSP*

*Status: Continued from FY 2013-14*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 240,000	\$ 140,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		160,000	80,000	-	-	-	-	
General Fund Overhead Fees		8,400	4,900	-	-	-	-	
	\$ 850,083	\$ 408,400	\$ 224,900	\$ -	\$ -	\$ -	\$ -	\$ 1,483,383

## **CIP #1990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS**

This project funds Engineering/Community Development staff support for Water Operations repair or replacement projects.as-needed.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	10,800	11,124	11,458	11,801	12,155	
General Fund Overhead Fees		-	-	-	-	-	-	
		\$ 5,000	\$ 10,800	\$ 11,124	\$ 11,458	\$ 11,801	\$ 12,155	



## **CIP #1993: ANNUAL - FINAL CIP CLOSEOUT FROM PRIOR YEARS**

This project funds small project close-out expenditures for projects completed during the previous fiscal year, but which require a limited amount of staff time to complete the paperwork.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	3,000	3,090	3,183	3,278	3,377	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 3,000</u>	<u>\$ 3,090</u>	<u>\$ 3,183</u>	<u>\$ 3,278</u>	<u>\$ 3,377</u>	

## **CIP #1995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS**

This project is for staff efforts on future CIP projects which are in the very early stages of project development and study and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts, such as Urban/Rural reserves, and issues that will impact future demands and requirements for city infrastructure and services.

*Priority: Medium*

*Justification: City Growth*

*Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	10,800	11,124	11,458	11,801	12,155	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,000</u>	<u>\$ 10,800</u>	<u>\$ 11,124</u>	<u>\$ 11,458</u>	<u>\$ 11,801</u>	<u>\$ 12,155</u>	

# Water Projects

## CIP #1998: ANNUAL - 5-YEAR AND ANNUAL BUDGET PLANNING

This project funds staff time expenditures for developing and managing the annual capital project budget and the 5-year capital improvement program, which includes prioritizing projects from the City’s master plans.

*Priority: High*

*Justification: Fiscal planning for CIPs*

*Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		8,000	8,200	8,446	8,699	8,960	9,229	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 8,000</u>	<u>\$ 8,200</u>	<u>\$ 8,446</u>	<u>\$ 8,699</u>	<u>\$ 8,960</u>	<u>\$ 9,229</u>	

## CIP #1999: ANNUAL - PROJECT DESIGN & DEVELOPMENT

This annual project is used to fund the design and development of unplanned or emergency projects that arise throughout the year. As these funds are used, they are recorded to appropriate project account numbers.

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

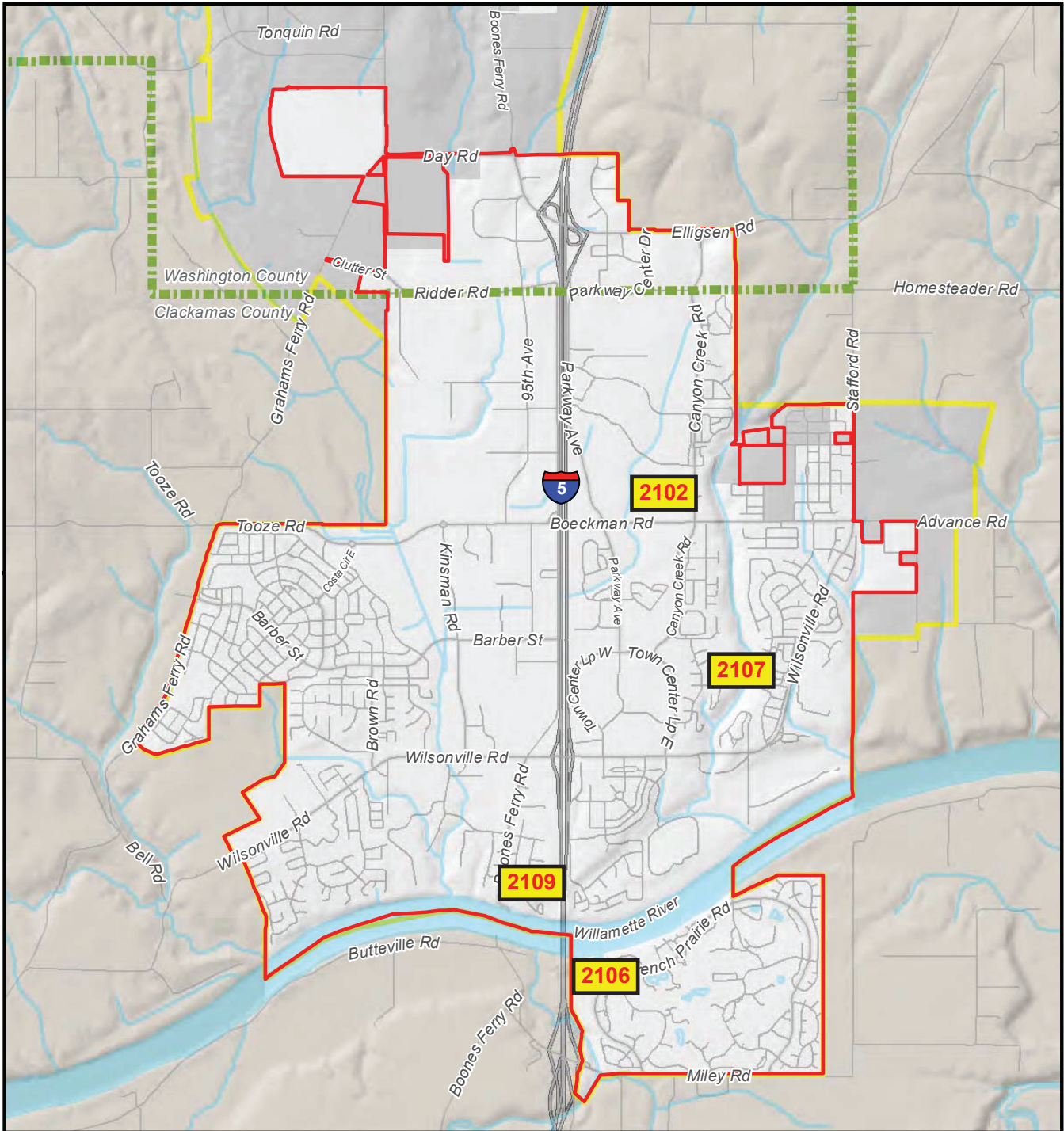
<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ 10,000	\$ 57,269	\$ 59,600	\$ 61,409	\$ 63,277	\$ 65,139	Annual
Project Management Fees		-	5,727	5,250	5,400	5,550	5,739	
General Fund Overhead Fees		350	2,004	2,100	2,150	2,200	2,280	
		<u>\$ 10,350</u>	<u>\$ 65,000</u>	<u>\$ 66,950</u>	<u>\$ 68,959</u>	<u>\$ 71,027</u>	<u>\$ 73,158</u>	


# Water Projects

## Five Year Water CIP Forecast Fiscal years 2024-25 through 2028-29

Project Name	Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Construction Projects</b>						
WTP 20 MGD Expansion	33.30% Sherwood, 32.51% Ops, 34.19% SDC	\$ 663,975	\$ -	\$ -	\$ -	\$ -
Priority 1B Water Distribution Improvements	Water Ops	783,450	-	-	-	-
West Side Level B Reservoir	Water SDC	15,219,165	-	-	-	-
Automated Valve at Tooze/Westfall	Water SDC	89,041	-	-	-	-
Elligsen Reservoir Fall Protection Replacement	Water Ops	13,960	-	-	121,559	-
Elligsen West Tank - Add High Altitude Valve	Water SDC	47,591	-	-	-	-
Reservoir Security Improvement (AWIA)	Water Ops	67,276	296,015	-	-	-
Boeckman Road Water Relocation	Water Ops	450,000	-	-	-	-
Basalt Creek Parkway Water Line	Water SDC	2,500	-	1,055,550	-	-
WRWTP Finish Water Pump Station Upgrades	33.30% Sherwood, 32.51% Ops, 34.19% SDC	-	-	454,000	2,270,000	-
Elligsen Reservoirs Painting	Water Ops	-	-	-	3,700,100	-
C Level Reservoir Painting	Water Ops	-	-	-	-	2,043,000
<b>Master Plan and Studies</b>						
Public Works Standards Update	Water Ops	10,000	-	-	-	-
Water Distribution System Master Plan	42.81% SDC and 57.19% Water Ops	344,975	-	-	-	-
Advanced Meter Infrastructure Analysis	Water Ops	95,945	-	-	-	-
Water Rate & SDC Study	42.81% SDC and 57.19% Water Ops	-	100,213	-	-	-
<b>Annual Maintenance Projects</b>						
Annual - Water Distribution Miscellaneous Improvements	Water Ops	103,500	103,500	103,500	103,500	103,500
Annual - Pipe/Valve/Hydrant Replacement	Water Ops	103,500	103,500	103,500	103,500	103,500
Water Operations Allocation to Charbonneau	Water Ops	-	-	508,480	375,685	870,545
<b>Miscellaneous Projects</b>						
Annual - Fire Flow Data Collection	Water Ops	6,180	6,365	6,556	6,753	6,956
WWSP Coordination	WWSP	224,900	-	-	-	-
Annual - CD Department Support for Miscellaneous Projects	Water Ops	10,800	11,124	11,458	11,801	12,155
Annual - Water CIP's Final Closeout	42.81% SDC and 57.19% Water Ops	3,000	3,090	3,183	3,278	3,377
Annual - Early Planning - Future Water Projects	42.81% SDC and 57.19% Water Ops	10,800	11,124	11,458	11,801	12,155
Annual - 5 Year and Annual Budget Development	42.81% SDC and 57.19% Water Ops	8,200	8,446	8,699	8,960	9,229
Annual - Project Design and Development	42.81% SDC and 57.19% Water Ops	65,000	66,950	68,959	71,027	73,158
		<u>\$ 18,323,758</u>	<u>\$ 710,327</u>	<u>\$ 2,335,342</u>	<u>\$ 6,787,966</u>	<u>\$ 3,237,576</u>
<b>Funding Sources</b>						
Water Operations		\$ 9,607,516	\$ 629,064	\$ 933,875	\$ 5,215,244	\$ 3,195,657
Water SDC		8,270,238	81,263	1,250,286	816,811	41,919
Willamette Water Supply Program (WWSP)		224,900	-	-	-	-
City of Sherwood		221,104	-	151,182	755,910	-
Total Funding Sources		<u>\$ 18,323,758</u>	<u>\$ 710,327</u>	<u>\$ 2,335,342</u>	<u>\$ 6,787,966</u>	<u>\$ 3,237,576</u>

# Sewer Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<p><b>City Boundaries</b></p> <ul style="list-style-type: none"> <li><span style="border: 1px solid red; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Wilsonville City Limits</li> <li><span style="border-bottom: 1px dashed green; display: inline-block; width: 15px; margin-right: 5px;"></span> County Boundary</li> <li><span style="border: 1px solid yellow; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Urban Growth Bounday (UGB)</li> </ul>	 <p>4/8/2024</p> <p>0 Miles 0.5</p>
	<p style="text-align: right; font-size: small;">M:\mriente\Rudnathud</p>	

## Funding Sources

CIP #	Project Name	Sewer Operating	Sewer SDC	Total Resources
<b>Construction Projects</b>				
2102	Boeckman Road Sanitary Improvements	\$ -	\$ -	\$ 772,000
2106	Charbonneau Lift Station Rehabilitation	1,112,605	-	1,112,605
2107	Boeckman Creek Interceptor	653,423	2,070,302	2,723,725
2109	WWTP UV Disinfection Replacement	244,025	-	244,025
<b>Master Plan and Studies</b>				
2066	Sewer Rate and SDC Study Update	17,938	17,938	35,876
2110	Public Works Standards Update	10,000	-	10,000
<b>Annual Maintenance Projects</b>				
2060	Annual - Miscellaneous Small Sewer Projects	103,500	-	103,500
<b>Miscellaneous Projects</b>				
2990	Annual - CD Department Support for Miscellaneous Projects	10,800	-	10,800
2993	Annual - Sewer CIP's Final Closeout	844	2,156	3,000
2995	Annual - Early Planning - Future Sewer Projects	3,039	7,761	10,800
2998	Annual - 5 Year and Annual Budget Development	2,307	5,893	8,200
2999	Annual - Project Design and Development	18,291	46,709	65,000
		<u>\$ 2,176,772</u>	<u>\$ 2,150,759</u>	<u>\$ 5,099,531</u>

# Sewer Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### CIP #2102: BOECKMAN ROAD SANITARY IMPROVEMENTS

This project will extend a sewer collection pipeline along Boeckman Road between Boeckman Creek and Stafford Road to serve the Frog Pond area in conjunction with the Boeckman Road Corridor Project (CIP #4205, #4206, and #4212).

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Frog Pond Infrastructure Fee*

*Status: Continued from FY 2017-18*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Maintenance costs estimated at \$3,000 per year*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 2,120,000	\$ 745,894	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		22,000	-	-	-	-	-	
General Fund Overhead Fees		74,200	26,106	-	-	-	-	
	<u>\$ 507,624</u>	<u>\$ 2,216,200</u>	<u>\$ 772,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,495,824</u>

### CIP #2106: CHARBONNEAU LIFT STATION REHABILITATION

This project rehabilitates the aging Charbonneau wastewater lift station, including replacement and upgrading of telemetry, electrical, and pump systems.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Sources: Sewer Operating*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 1,000,000	\$ 986,928	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		40,000	91,134	-	-	-	-	
General Fund Overhead Fees		35,000	34,543	-	-	-	-	
	<u>\$ 393,207</u>	<u>\$ 1,075,000</u>	<u>\$ 1,112,605</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,580,812</u>

## **CIP #2107: BOECKMAN CREEK INTERCEPTOR**

In conjunction with the Boeckman Creek Regional Trail South project (CIP #9155), this project will upsize the existing Boeckman Creek Interceptor sanitary sewer line to serve both Frog Pond East and South development areas and must be replaced and upsized prior to development of this area.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDCs*

*Status: Continued from FY 2022-23*

*Estimated Date of Completion: FY 2026-27*

*Operations Impact: To be determined at completion of planning phase*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 920,000	\$ 2,535,000	\$ 7,737,121	\$ 7,737,121	\$ -	\$ -	
Project Management Fees		70,000	100,000	284,050	284,050	-	-	
General Fund Overhead Fees		32,200	88,725	270,800	270,800	-	-	
	<b>\$ 535,641</b>	<b>\$ 1,022,200</b>	<b>\$ 2,723,725</b>	<b>\$ 8,291,971</b>	<b>\$ 8,291,971</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,865,508</b>

## **CIP #2109: WWTP UV DISINFECTION REPLACEMENT**

This project replaces the outdated backup UV disinfection system at the WWTP.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Sources: Sewer Operating*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 85,000	\$ 215,000	\$ 1,212,700	\$ -	\$ -	\$ -	
Project Management Fees		10,000	21,500	106,850	-	-	-	
Engineering Administration		2,975	7,525	42,450	-	-	-	
	<b>\$ -</b>	<b>\$ 97,975</b>	<b>\$ 244,025</b>	<b>\$ 1,362,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,704,000</b>

# Sewer Projects

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### CIP #2066: SEWER SYSTEM RATE STUDY AND SDC UPDATE

This project evaluates and updates the sewer utility rates and SDC rate structure based on the 2023 Wastewater Treatment Plant Master Plan.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 50,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		10,000	10,000	-	-	-	-	
General Fund Overhead Fees		1,750	876	-	-	-	-	
	<u>\$ -</u>	<u>\$ 61,750</u>	<u>\$ 35,876</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 97,626</u>

### CIP #2110: PUBLIC WORKS STANDARDS UPDATE

This project updates the Wilsonville Public Work Design and Construction Standards & Detail Drawings. The public works standards provide technical engineering design and construction requirements for public infrastructure within the City of Wilsonville, including water, wastewater, storm drainage, transportation, street lighting, and fiber optic systems, in the interest of health, safety and welfare of Wilsonville residents. Last updated in 2014, the Wilsonville Public Works Standards are due for an update to reflect current laws, regulations, design guidance, technological advance, seismic resiliency, best practices, etc. This is a companion project with CIP #1110, #4110, #7110, & #9110.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		20,000	10,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>



**PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS**

**CIP #2060: MISCELLANEOUS SMALL SEWER PROJECTS**

This annual budget project provides funds for small replacement and repair projects that arise throughout the year and are not covered by another CIP project.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: Sewer Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 110,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		3,850	3,500	3,500	3,500	3,500	3,500	
		<u>\$ 113,850</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	



Final completion of the Corral Creek Sewer Lift Station rehabilitation (CIP #2105).

# Sewer Projects

## CIP #2500: SEWER OPERATIONS ALLOCATION TO CHARBONNEAU

This project provides planning, design, and construction of water rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #2500, #4500, and #7500. This project is on hold until FY 2026-27.

*Priority: High*

*Justification: Aging infrastructure*

*Funding Sources: Sewer Operating*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: Ongoing project to be completed in phases*

*Operations Impact: Improvements to decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 40,000	\$ -	\$ -	\$ 2,025,445	\$ 255,165	\$ 590,434	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		1,400	-	-	70,900	8,950	20,650	
	<u>\$ 1,226,186</u>	<u>\$ 41,400</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,096,345</u>	<u>\$ 264,115</u>	<u>\$ 611,084</u>	<u>\$ 4,239,130</u>

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### CIP #2990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS

This project funds as-needed Engineering/Community Development staff support for miscellaneous Sewer Operations repair or replacement projects that are generally performed or contracted for directly by the Public Works Department and do not include budgeted staff overhead.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Sewer Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	10,800	11,124	11,458	11,801	12,155	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 10,800</u>	<u>\$ 11,124</u>	<u>\$ 11,458</u>	<u>\$ 11,801</u>	<u>\$ 12,155</u>	

## **CIP #2993: ANNUAL - FINAL CIP CLOSEOUT FROM PRIOR YEARS**

This project funds small project close-out expenditures for projects fundamentally completed during the previous fiscal year, and not budgeted during the current fiscal year, but which require a limited amount of staff time to complete the project closeout paperwork.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	3,000	3,090	3,183	3,278	3,377	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 3,000</u>	<u>\$ 3,090</u>	<u>\$ 3,183</u>	<u>\$ 3,278</u>	<u>\$ 3,377</u>	

## **CIP #2995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS**

This project is for staff efforts on future CIP projects which are at very early stages of project development and study, and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts, such as Urban/Rural reserves, and issues that will impact future demands and requirements on City infrastructure and services, specifically sewer system capacity planning.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	10,800	11,124	11,458	11,801	12,155	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 10,800</u>	<u>\$ 11,124</u>	<u>\$ 11,458</u>	<u>\$ 11,801</u>	<u>\$ 12,155</u>	

# Sewer Projects

## CIP #2998: ANNUAL - 5-YEAR AND ANNUAL BUDGET PLANNING

This line item budgets for staff time expenditures for developing and managing the annual sewer capital project budget and the 5 year sewer capital improvement program, and includes prioritizing projects from the City's master plans.

*Priority: High*

*Justification: Fiscal planning for CIPs*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		8,000	8,200	8,446	8,699	8,960	9,229	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 8,000</u>	<u>\$ 8,200</u>	<u>\$ 8,446</u>	<u>\$ 8,699</u>	<u>\$ 8,960</u>	<u>\$ 9,229</u>	

## CIP #2999: ANNUAL - PROJECT DESIGN & DEVELOPMENT

This annual project is used to fund the design and development of unplanned or emergency projects that arise throughout the year until a new budget line item can be created through the supplemental budget process. As these funds are used, they are recorded to appropriate project account numbers.

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 57,269	\$ 59,611	\$ 61,400	\$ 63,242	\$ 65,139	Annual
Project Management Fees		-	5,727	5,252	5,410	5,572	5,739	
General Fund Overhead Fees		-	2,004	2,086	2,149	2,213	2,280	
		<u>\$ -</u>	<u>\$ 65,000</u>	<u>\$ 66,950</u>	<u>\$ 68,959</u>	<u>\$ 71,027</u>	<u>\$ 73,158</u>	

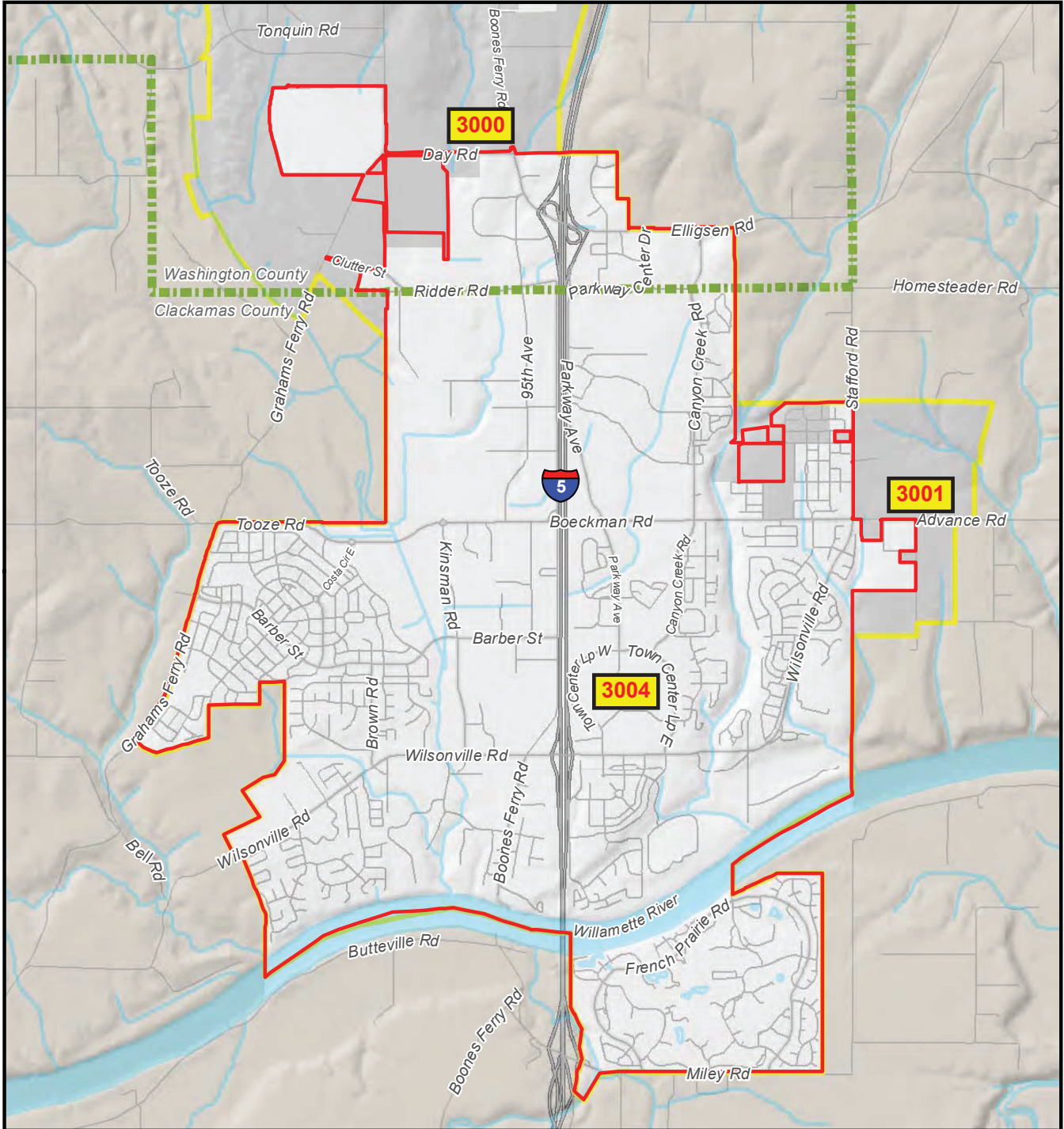
# Sewer Projects

## Five Year Sewer CIP Forecast Fiscal years 2024-25 through 2028-29

Project Name	Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Construction Projects</b>						
Boeckman Road Sanitary Improvements	Sewer SDC/Frog Pond Dev.	\$ 772,000	\$ -	\$ -	\$ -	\$ -
Charbonneau Lift Station Rehabilitation	Sewer Ops	1,112,605	-	-	-	-
Boeckman Creek Interceptor	Sewer Ops/Sewer SDC	2,723,725	8,291,971	8,291,971	-	-
WWTP UV Disinfection Replacement	Sewer Ops	244,025	1,362,000	-	-	-
Coffee Creek Interceptor Railroad Undercrossing	Sewer Ops/Sewer SDC	-	194,800	615,000	-	-
WWTP Aeration Basin Expansion	Sewer SDC	-	2,805,720	8,417,160	-	-
WWTP Clarifier Mechanism Replacement	Sewer Ops	-	443,785	1,331,355	-	-
Coffee Creek - Day Road Sewer Extension	Coffee Creek Urban Renewal	-	1,080,000	3,050,000	-	-
Willamette Way West Sewer Rehabilitation	Sewer Ops	-	-	-	308,720	930,700
Town Center Pump Station Replacement	Sewer Ops	-	-	-	174,200	903,160
Day Dream Sewer Rehabilitation Phase I	Sewer Ops	-	-	-	-	341,870
<b>Master Plan and Studies</b>						
Sewer Rate and SDC Study Update	Sewer Ops/Sewer SDC	35,876	-	-	-	-
Public Works Standards Update	Sewer Ops	10,000	-	-	-	-
Wastewater Collection System Master Plan	Sewer Ops/Sewer SDC	-	462,250	-	-	-
<b>Annual Maintenance Projects</b>						
Annual - Miscellaneous Small Sewer Projects	Sewer Ops	103,500	103,500	103,500	103,500	103,500
Sewer Operations Allocation to Charbonneau	Sewer Ops	-	-	2,096,345	264,115	611,084
<b>Miscellaneous Projects</b>						
Annual - CD Department Support for Miscellaneous Projects	Sewer Ops	10,800	11,124	11,458	11,801	12,155
Annual - Sewer CIP's Final Closeout	Sewer Ops/Sewer SDC	3,000	3,090	3,183	3,278	3,377
Annual - Early Planning - Future Sewer Projects	Sewer Ops/Sewer SDC	10,800	11,124	11,458	11,801	12,155
Annual - 5 Year and Annual Budget Development	Sewer Ops/Sewer SDC	8,200	8,446	8,699	8,960	9,229
Annual - Project Design and Development	Sewer Ops/Sewer SDC	65,000	66,950	68,959	71,027	73,158
		<u>\$ 5,099,531</u>	<u>\$ 14,844,760</u>	<u>\$ 24,009,087</u>	<u>\$ 957,404</u>	<u>\$ 3,000,389</u>
<b>Funding Sources</b>						
Sewer Ops		\$ 1,826,773	\$ 3,067,608	\$ 4,707,606	\$ 889,088	\$ 2,930,024
Sewer SDC		2,500,758	10,697,152	16,251,481	68,315	70,365
Coffee Creek Urban Renewal*		-	1,080,000	3,050,000	-	-
Interfund Loan		772,000	-	-	-	-
Total Funding Sources		<u>\$ 5,099,531</u>	<u>\$ 14,844,760</u>	<u>\$ 24,009,087</u>	<u>\$ 957,404</u>	<u>\$ 3,000,389</u>

\*Available Coffee Creek URA funding for future projects dependent upon growth within the District

# Planning Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<p><b>City Boundaries</b></p> <ul style="list-style-type: none"> <li><span style="border: 1px solid red; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Wilsonville City Limits</li> <li><span style="border-bottom: 1px dashed green; display: inline-block; width: 15px; margin-right: 5px;"></span> County Boundary</li> <li><span style="border: 1px solid yellow; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Urban Growth Bounday (UGB)</li> </ul>	 <p>4/8/2024</p> <p>0 Miles 0.5</p>
		

Funding Sources

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CIP #	Project Name	General Fund	Grants/Contributions	Total Resources
<b>Master Plan and Studies</b>				
3000	Basalt Creek Planning	\$ 80,000	\$ 160,000	\$ 240,000
3001	Frog Pond Master Planning (East/South)	20,000	-	20,000
3004	Town Center Concept Plan Implementation	200,000	-	200,000
3007	Climate Action Plan	70,000	-	70,000
		<u>\$ 370,000</u>	<u>\$ 160,000</u>	<u>\$ 530,000</u>

# Planning Projects

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### CIP #3000: BASALT CREEK PLANNING

Evaluate the City’s Planned Development Industrial zoning designation to determine its suitability for implementing the Craft Industrial and High-tech Employment District land use categories, consider application of a form-based code for development in this area, and determine if additional infrastructure analysis and planning is needed to position the Basalt Creek planning area to be development ready.

*Priority: High*

*Justification: Future growth and economic development*

*Funding Sources: General Fund*

*Status: Continued from FY 2013-14*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 50,000	\$ 160,000	\$ 15,000	\$ -	\$ -	\$ -	
Project Management Fees		75,000	80,000	5,000	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 527,526</u>	<u>\$ 125,000</u>	<u>\$ 240,000</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 912,526</u>

### CIP #3001: FROG POND MASTER PLANNING (EAST/SOUTH)

Complete implementation actions from Frog Pond East and South Master Plan adopted in December 2022, including Development Code amendments and infrastructure funding plan. This project is a key action item from the Equitable Housing Strategic Plan and is key to providing additional housing and variety of housing options in the City. It builds on past housing-related planning efforts including the Frog Pond Area Plan, Frog Pond West Master Plan, Equitable Housing Strategic Plan, and Middle Housing in Wilsonville Project.

*Priority: High*

*Justification: Future growth*

*Funding Sources: General Fund/Grants*

*Status: Continued from FY 2013-14*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 47,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		150,000	10,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 1,576,098</u>	<u>\$ 197,000</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,793,098</u>



**CIP #3004: TOWN CENTER CONCEPT PLAN IMPLEMENTATION**

Continue to implement priority recommendations from the Town Center Plan including: adoption of urban renewal as a funding tool, building public-private partnerships for development in Town Center including in-depth study of development opportunities (site-specific building concepts and pro-forma development), conducting an initial assessment of parking management strategies, developing programming and marketing programs, and placemaking events and projects. Several of these initiatives will be completed in partnership with the Economic Development Manager.

*Priority: Medium*

*Justification: Future Growth*

*Funding Sources: General Fund*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: FY 2028-29*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 135,000	\$ 150,000	\$ 56,000	\$ 36,000	\$ 36,000	\$ 36,000	
Project Management Fees		85,000	50,000	14,000	9,000	9,000	9,000	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 1,172,553</u>	<u>\$ 220,000</u>	<u>\$ 200,000</u>	<u>\$ 70,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 1,797,553</u>



Rendering of a Future Wilsonville Town Center Buildout Scenario (CIP #3000).

# Planning Projects

## **CIP #3007: CLIMATE ACTION PLAN**

During FY 2021-22, the City Council adopted a goal of developing a climate action strategy in alignment with Clackamas County’s planning efforts. The City’s plan will incorporate an inventory and implementation measures specific to Wilsonville, as well as plan elements from Clackamas County’s Climate Action Plan.

*Priority: Medium*

*Justification: Council Goal*

*Funding Sources: General Fund*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

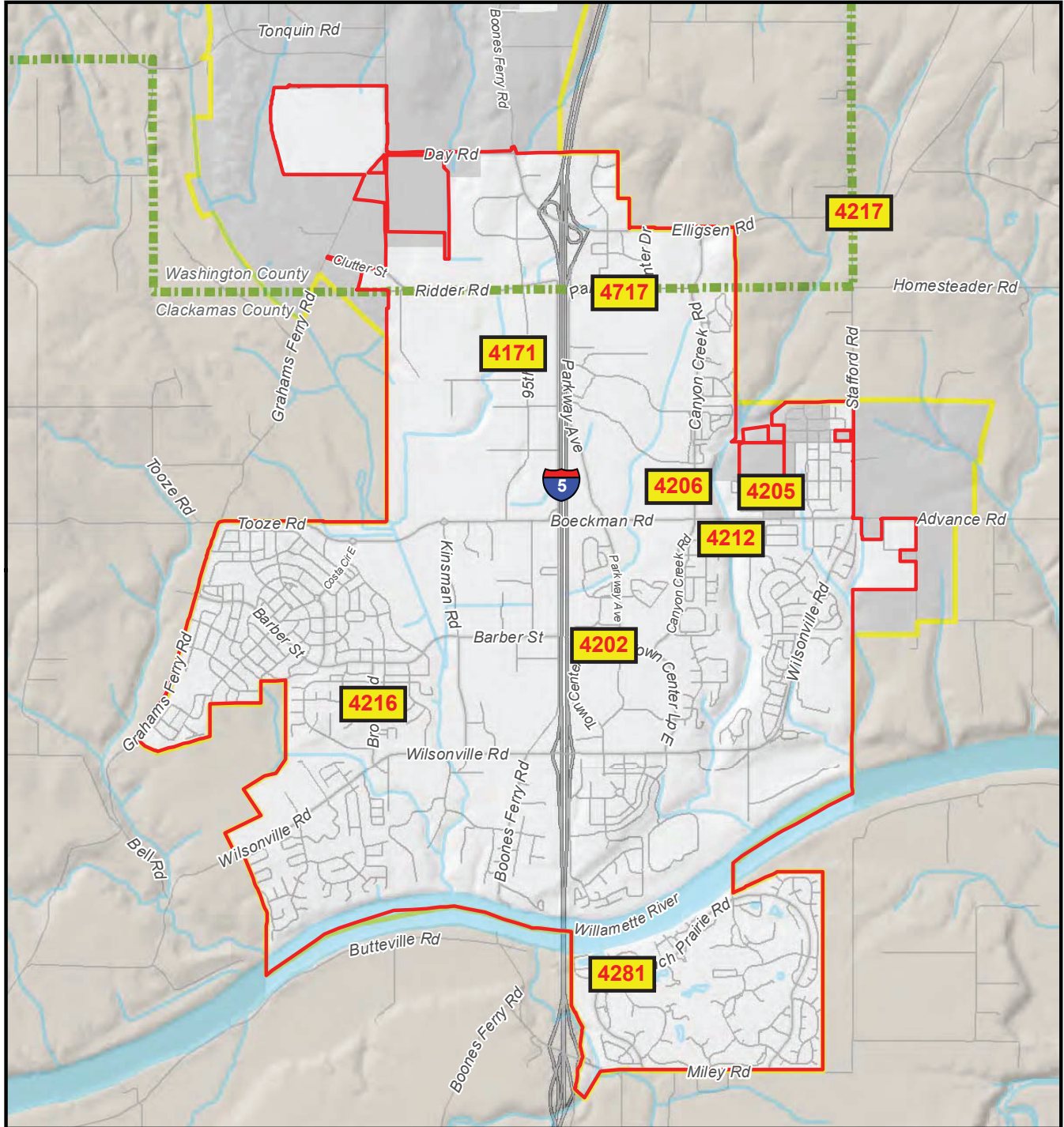
*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 25,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		10,000	20,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ 70,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 105,000</u>

Five Year Planning CIP Forecast  
 Fiscal years 2024-25 through 2028-29

Project Name	Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Master Plan and Studies</b>						
Basalt Creek Planning	General Fund/Grants	\$ 240,000	\$ 20,000	\$ -	\$ -	\$ -
Frog Pond Master Planning (East/South)	General Fund	20,000	-	-	-	-
Town Center Concept Plan Implementation	General Fund	200,000	70,000	45,000	45,000	45,000
Climate Action Plan	General Fund	70,000	-	-	-	-
Transportation System Plan Update	General Fund	-	180,000	440,000	-	-
		<u>\$ 530,000</u>	<u>\$ 270,000</u>	<u>\$ 485,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>
<b>Funding Sources</b>						
General Fund		\$ 370,000	\$ 270,000	\$ 485,000	\$ 45,000	\$ 45,000
Grants/Contributions		160,000	-	-	-	-
Total Funding Sources		<u>\$ 530,000</u>	<u>\$ 270,000</u>	<u>\$ 485,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>

# Streets Projects



**The City of Wilsonville, Oregon**  
Clackamas and Washington Counties



## City Boundaries

- Wilsonville City Limits
- County Boundary
- Urban Growth Bounday (UGB)



4/8/2024



## Funding Sources

CIP #	Project Name	Road Maint Fee	Road Operating	Road SDC	Frog Pond Fund	Road CIP	Westside URA	Total Resources
<b>Construction Projects</b>								
4202	I-5 Pedestrian Bridge	\$ -	\$ -	\$ 6,050,000	\$ -	\$ -	\$ -	\$ 6,050,000
4205	Boeckman Road Street Improvements	-	-	2,585,045	610,955	-	-	3,196,000
4206	Canyon Creek/Boeckman Roundabout	-	-	708,000	-	1,000,000	-	1,708,000
4212	Boeckman Dip Bridge	-	-	-	-	10,813,000	-	10,813,000
4216	Brown Rd Improvements	-	-	-	-	-	2,205,000	2,205,000
4217	Stafford-65th-Elligsen Roundabout	-	-	10,000	-	-	-	10,000
4218	French Prairie Road Pathway	-	185,040	71,960	-	-	-	257,000
<b>Master Plan and Studies</b>								
4110	Public Works Standards Update	-	10,000	-	-	-	-	10,000
<b>Annual Maintenance Projects</b>								
4014	Street Maintenance	2,623,945	-	-	-	-	-	2,623,945
4118	Signal Improvements	-	241,000	-	-	-	-	241,000
<b>Miscellaneous Projects</b>								
4194	5 Year Monitoring: Barber Rd	-	-	11,350	-	-	-	11,350
4993	Annual - Street CIP's Final Closeout	-	440	8,360	-	-	-	8,800
4995	Annual - Early Planning - Future Street Projects	-	2,150	19,350	-	-	-	21,500
4998	Annual - 5 year & Annual Budget Development	-	1,020	9,180	-	-	-	10,200
4999	Annual - Project Design and Development	-	9,350	84,150	-	-	-	93,500
		<u>\$ 2,623,945</u>	<u>\$ 449,000</u>	<u>\$ 9,557,395</u>	<u>\$ 610,955</u>	<u>\$ 11,813,000</u>	<u>\$ 2,205,000</u>	<u>\$ 27,259,295</u>

# Streets Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### CIP #4202: I-5 PEDESTRIAN BRIDGE

This project will construct a pedestrian and bicycle bridge over Interstate 5, from Town Center Loop West to Boones Ferry/ Barber Street. Property acquisition is budgeted for this fiscal year, with the remainder accumulating the needed funds to meet future construction needs.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Road SDC*

*Status: Continued from FY 2017-18*

*Estimated Date of Completion: FY 2028-29*

*Operations Impact: Maintenance costs estimated to be \$2,000 annually*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 120,000	\$ 6,000,000	\$ 958,550	\$ 1,437,800	\$ 958,550	\$ 1,437,800	
Project Management Fees		20,000	50,000	7,900	11,900	7,900	11,900	
General Fund Overhead Fees		4,200	-	33,550	50,300	33,550	50,300	
	<u>\$ 2,993,951</u>	<u>\$ 144,200</u>	<u>\$ 6,050,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,500,000</u>	<u>\$ 1,000,000</u>	<u>\$ 1,500,000</u>	<u>\$ 14,188,151</u>



Aerial view looking northeast of a completed 5th Street/Kinsman Road Extension (CIP #4196).

## **CIP #4205: BOECKMAN ROAD STREET IMPROVEMENTS**

As part of the Frog Pond West Neighborhood Master Plan the City agreed to take on the design and reconstruction of Boeckman Road from Advance/Wilsonville Rd. to the proposed bridge over Boeckman Creek. This project is to be completed in conjunction with the Boeckman Road Corridor Project (CIP #2012, #4206, and #4212).

*Priority: High*

*Justification: City growth*

*Funding Sources: Road SDC/Frog Pond Infrastructure Fee*

*Status: Continued from FY 2018-19*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Maintenance costs estimated to be \$50,000 annually*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 4,900,000	\$ 3,074,128	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		100,000	14,278	-	-	-	-	
General Fund Overhead Fees		171,500	107,594	-	-	-	-	
	<u>\$ 1,116,877</u>	<u>\$ 5,171,500</u>	<u>\$ 3,196,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,484,377</u>

## **CIP #4206: CANYON CREEK/BOECKMAN ROUNDABOUT**

The existing Canyon Creek/Boeckman Intersection 4-way stop is at Level of Service (LOS) rating of E and this project will construct a roundabout at this intersection to add vehicular capacity and improved LOS rating to within City operating standards. This project is to be completed in conjunction with the Boeckman Road Corridor Project (CIP# 2012, #4205, and #4212).

*Priority: High*

*Justification: City growth*

*Funding Sources: Road SDC*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Maintenance costs estimated to be \$15,000 annually*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 2,500,000	\$ 1,619,580	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		10,000	31,735	-	-	-	-	
General Fund Overhead Fees		87,500	56,685	-	-	-	-	
	<u>\$ 248,458</u>	<u>\$ 2,597,500</u>	<u>\$ 1,708,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,553,958</u>

# Streets Projects

## CIP #4212: BOECKMAN DIP BRIDGE

This project enhances safety of Boeckman Road by removal of vertical curve deficiency and by adding urban roadway cross-section amenities, including bike lanes and sidewalks by constructing a bridge across Boeckman Creek. Culvert removal, stream restoration, wildlife crossing enhancements, and regional trail extension is included as part of the project. This project is to be completed in conjunction with the Boeckman Road Corridor Project (CIP# 2012, #4205, and #4212).

*Priority: High*

*Justification: City growth/Public Safety*

*Funding Sources: Year 2000 Urban Renewal/Frog Pond Infrastructure Fee/Road CIP*

*Status: Continued from FY 2018-19*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Costs to be determined at the completion of planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 16,117,000	\$ 10,630,089	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		101,000	182,911	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 2,967,754</u>	<u>\$ 16,218,000</u>	<u>\$ 10,813,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 29,998,754</u>

## CIP #4216: BROWN ROAD IMPROVEMENTS

This project upgrades SW Brown Road between SW Wilsonville Road and SW Evergreen Drive to meet current urban cross-section standards. Urban upgrades improve connectivity by adding bike lanes, sidewalks, and turn lanes that accommodate access to adjacent neighborhoods.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Westside URA*

*Status: Continued from FY 2022-23*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: Costs to be determined at the completion of planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 150,000	\$ 2,205,000	\$ 3,739,150	\$ -	\$ -	\$ -	
Project Management Fees		15,000	-	-	-	-	-	
General Fund Overhead Fees		5,250	-	130,850	-	-	-	
	<u>\$ 465</u>	<u>\$ 170,250</u>	<u>\$ 2,205,000</u>	<u>\$ 3,870,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,245,715</u>



**CIP #4217: STAFFORD-65TH-ELLIGSEN ROUNDABOUT**

This project upgrades the intersections of SW Stafford Road, SW 65th Avenue, and SW Elligsen Road with construction of a roundabout to add vehicular capacity, improve level of service, and increase safety. This is a Clackamas County led project with the City of Wilsonville participating as a partner in the design, construction, and funding of the project per an Intergovernmental Agreement.

Priority: High

Justification: City Growth

Funding Sources: Road SDC

Status: New project

Estimated Date of Completion: FY 2027-28

Operations Impact: Costs to be determined at the completion of planning phase

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ -	\$ 136,950	\$ -	\$ 391,250	\$ -	
Project Management Fees		-	10,000	137,000	-	391,300	-	
General Fund Overhead Fees		-	-	4,800	-	13,700	-	
	\$ -	\$ -	\$ 10,000	\$ 278,750	\$ -	\$ 796,250	\$ -	\$ 1,085,000



Boeckman Road looking west (CIP #4212).

# Streets Projects

## CIP #4218: FRENCH PRAIRIE ROAD PATHWAY

This project upgrades and extends pedestrian and bike facilities along French Prairie Road, replacing the existing incomplete, deficient walking path. The initial project will evaluate up to three alternatives for walking and biking improvements along French Prairie Road, including engagement with the Charbonneau community in the selection of the preferred alternative design to be advanced for design and cost estimating.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Road Operating/Road SDC*

*Status: New project*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Costs to be determined at the completion of planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	50,000	-	-	-	-	
General Fund Overhead Fees		-	7,000	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 257,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 257,000</u>

## PROJECT SUMMARIES: MASTER PLANS AND STUDIES

### CIP #4110: PUBLIC WORKS STANDARDS UPDATE

This project updates the Wilsonville Public Work Design and Construction Standards & Detail Drawings. The public works standards provide technical engineering design and construction requirements for public infrastructure within the City of Wilsonville, including water, wastewater, storm drainage, transportation, street lighting, and fiber optic systems, in the interest of health, safety and welfare of Wilsonville residents. Last updated in 2014, the Wilsonville Public Works Standards are due for an update to reflect current laws, regulations, design guidance, technological advance, seismic resiliency, best practices, etc. This is a companion project with CIP# 1110, #2110, #7110, & #9110.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Road Operating*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		20,000	10,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>

**PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS**

**CIP #4014: STREET MAINTENANCE**

Annual street maintenance projects include surface repair and resurfacing of streets. The projects for FY 2024-25 include curb ramap & pedestrian crossing updates and street maintenance paving on Boones Ferry Road (Wilsonville - Bailey), Bailey Street, and Boberg Road.

*Priority: High*  
*Justification: Aging infrastructure*  
*Funding Sources: Road Maintenance Fees*  
*Status: Annual*  
*Estimated Date of Completion: Annual*  
*Operations Impact: Improvements to help decrease maintenance costs*

Project Costs:	Expenses	YE Estimates	Budget	Forecast	Forecast	Forecast	Forecast	Project Total
	thru FY23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	
Design & Construction	Annual	\$ 2,811,000	\$ 2,341,976	\$ 1,991,750	\$ 1,483,070	\$ 1,649,979	\$ 1,199,140	Annual
Project Management Fees		40,615	200,000	151,800	113,050	125,750	91,400	
General Fund Overhead Fees		98,385	81,969	69,700	51,900	57,750	41,950	
		<u>\$ 2,950,000</u>	<u>\$ 2,623,945</u>	<u>\$ 2,213,250</u>	<u>\$ 1,648,020</u>	<u>\$ 1,833,479</u>	<u>\$ 1,332,490</u>	



New roadway paving in Frog Pond West.

# Streets Projects

## CIP #4118: SIGNAL IMPROVEMENTS

This project will install protective/permissive signal heads at appropriate locations to improve system capacity; perform upgrades, rehabilitation or replacement of aging traffic signal equipment, push buttons, and controllers; and provide fiber optic signal connectivity allowing enhanced operational control by Clackamas County. This is an annual project with installations occurring city-wide. The projects for FY 2024-25 will include necessary pedestrian signal and push-button improvements on Boones Ferry Road (Wilsonville - Bailey) as part of street maintenance paving.

*Priority: Medium*

*Justification: City growth/Aging Infrastructure/Regulatory Requirement*

*Funding Sources: Road Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Maintenance costs estimated to be \$3,000 annually*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 224,000	\$ 212,334	\$ 220,800	\$ 227,440	\$ 234,253	\$ 241,296	Annual
Project Management Fees		2,160	21,234	19,450	20,050	20,650	21,250	
General Fund Overhead Fees		7,840	7,432	7,750	7,950	8,200	8,450	
		<u>\$ 234,000</u>	<u>\$ 241,000</u>	<u>\$ 248,000</u>	<u>\$ 255,440</u>	<u>\$ 263,103</u>	<u>\$ 270,996</u>	

## CIP #4500: ROAD MAINTENANCE ALLOCATION TO CHARBONNEAU

This project provides an annual budget for planning, design and construction of needed street rehabilitation projects within the Charbonneau District consistent with the Charbonneau Consolidated Improvement Plan approved by Council. This is a companion project with CIP# 1500, #2500, and #7500. This project is on hold until FY 2026-27.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Road Maintenance Fee*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: Ongoing project to be completed in phases*

*Operations Impact: Improvements to decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 35,000	\$ -	\$ -	\$ 546,130	\$ 366,921	\$ 850,960	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		1,225	-	-	19,100	12,850	29,800	
		<u>\$ 36,225</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 565,230</u>	<u>\$ 379,771</u>	<u>\$ 880,760</u>	

**PROJECT SUMMARIES: MISCELLANEOUS PROJECTS**

**CIP #4194: 5-YEAR MONITORING: BARBER ROAD**

The wetland mitigation site constructed during the Barber Street Extension project requires five years of maintenance and monitoring. The mitigation site requires maintenance and monitoring for an additional year. Depending on the approval of the mitigation site, it may be necessary to extend the maintenance and monitoring period.

*Priority: High*

*Justification: Regulatory Requirement*

*Funding Sources: Road SDC*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	1,000	-	-	-	-	
General Fund Overhead Fees		350	350	-	-	-	-	
		<u>\$ 10,350</u>	<u>\$ 11,350</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

**CIP #4993: ANNUAL - FINAL CIP CLOSEOUT FROM PRIOR YEARS**

This project funds small project close-out expenditures for projects that are fundamentally complete and not budgeted, but which require limited amounts of staff time and attention the year after completion.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Road Operating/Road SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not Applicable*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	8,800	9,064	9,336	9,616	9,904	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 8,800</u>	<u>\$ 9,064</u>	<u>\$ 9,336</u>	<u>\$ 9,616</u>	<u>\$ 9,904</u>	

# Streets Projects

## CIP #4995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS

This project is for staff efforts on future CIP projects which are at very early stages of project development and study and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts, such as Urban/Rural reserves, the Regional Transportation Plan, and issues that will impact future demands and requirements on City streets, bike, and pedestrian infrastructure and services.

Priority: Medium

Justification: City Growth

Funding Sources: Road Operating/Road SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		10,000	21,500	22,145	22,809	23,494	24,198	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 10,000</u>	<u>\$ 21,500</u>	<u>\$ 22,145</u>	<u>\$ 22,809</u>	<u>\$ 23,494</u>	<u>\$ 24,198</u>	

## CIP #4998: ANNUAL - 5-YEAR AND ANNUAL BUDGET PLANNING

Staff time expenditures for developing and master planning the annual capital project budget and the 5 year capital improvement program.

Priority: High

Justification: Fiscal planning for CIPs

Funding Sources: Road Operating/Road SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		9,000	10,200	10,506	10,821	11,146	11,480	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 9,000</u>	<u>\$ 10,200</u>	<u>\$ 10,506</u>	<u>\$ 10,821</u>	<u>\$ 11,146</u>	<u>\$ 11,480</u>	

## CIP #4999: ANNUAL - PROJECT DESIGN & DEVELOPMENT

This annual project is used to fund design and development of unplanned or emergency projects that arise throughout the year until a new budget line item can be created through the supplemental budget process. As these funds are used, they are recorded to appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

Funding Sources: Road Operating/Road SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	thru FY23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	Total
Design & Construction	Annual	\$ 40,000	\$ 82,379	\$ 85,755	\$ 88,294	\$ 90,970	\$ 93,685	Annual
Project Management Fees		10,000	8,237	7,550	7,800	8,000	8,250	
General Fund Overhead Fees		1,400	2,884	3,000	3,100	3,200	3,300	
		<u>\$ 51,400</u>	<u>\$ 93,500</u>	<u>\$ 96,305</u>	<u>\$ 99,194</u>	<u>\$ 102,170</u>	<u>\$ 105,235</u>	

# Streets Projects

## Five Year Streets CIP Forecast Fiscal years 2024-25 through 2028-29

Project Name	Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Construction Projects</b>						
I-5 Pedestrian Bridge*	Street SDC	\$ 6,050,000	\$ 1,000,000	\$ 1,500,000	\$ 1,000,000	\$ 1,500,000
Boeckman Road Street Improvements	Street SDC/Frog Pond Dev.	3,196,000	-	-	-	-
Canyon Creek/Boeckman Roundabout	Street SDC	1,708,000	-	-	-	-
Boeckman Dip Bridge	Year 2000, Road Operating, Frog Pond Dev.	10,813,000	-	-	-	-
Brown Rd Improvements	West Side UR	2,205,000	3,870,000	-	-	-
Stafford-65th-Elligsen Roundabout	Street SDC	10,000	278,750	-	796,250	-
French Prairie Road Pathway	28% Street SDC, 72% Road Operating	257,000	-	-	-	-
Garden Acres/Day Road Intersection	Coffee Creek Urban Renewal	-	-	2,660,000	3,990,000	3,990,000
<b>Master Plan and Studies</b>						
Public Works Standards Update	Road Operating	10,000	-	-	-	-
<b>Annual Maintenance Projects</b>						
Street Maintenance	Road Maintenance	2,623,945	2,213,250	1,648,020	1,833,479	1,332,490
Signal Improvements	Road Operating	241,000	248,000	255,440	263,103	270,996
Street Main Allocation to Charbon	Road Maintenance	-	-	565,230	379,771	880,760
<b>Miscellaneous Projects</b>						
Transportation Performance Modeling	Road Operating	-	93,310	-	-	99,520
5 Year Monitoring: Barber Rd	Street SDC	11,350	-	-	-	-
Annual - Street CIP's Final Closeout	Street SDC/Road Operating	8,800	9,064	9,336	9,616	9,904
Annual - Early Planning - Future Street Projects	Street SDC/Road Operating	21,500	22,145	22,809	23,494	24,198
Annual - 5 year & Annual Budget Development	Street SDC/Road Operating	10,200	10,506	10,821	11,146	11,480
Annual - Project Design and Development	Street SDC/Road Operating	93,500	96,305	99,194	102,170	105,235
<i>*Additional Federal Funding is anticipated for completion of project 4202</i>		<u>\$ 27,259,295</u>	<u>\$ 7,841,330</u>	<u>\$ 6,770,851</u>	<u>\$ 8,409,029</u>	<u>\$ 8,224,584</u>
<b>Funding Sources</b>						
Road Maintenance Fee		\$ 2,623,945	\$ 2,213,250	\$ 2,213,250	\$ 2,213,250	\$ 2,213,250
Road Operations		449,000	354,659	269,189	277,265	385,102
Road SDC		9,557,395	1,403,421	1,628,412	1,928,514	1,636,232
Frog Pond Fund		610,955	-	-	-	-
Roads CIP		11,813,000	-	-	-	-
Westside Urban Renewal		2,205,000	3,870,000	-	-	-
Coffee Creek Urban Renewal*		-	-	2,660,000	3,990,000	3,990,000
Total Funding Sources		<u>\$ 27,259,295</u>	<u>\$ 7,841,330</u>	<u>\$ 6,770,851</u>	<u>\$ 8,409,029</u>	<u>\$ 8,224,584</u>

\*Available Coffee Creek URA funding for future projects dependent upon growth within the District

Streetscape/Bikeway Projects



Town Center Park wayfinding signage (CIP #4729).



# Streetscape/Bikeway Projects

## Funding Sources

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CIP #	Project Name	Road Operating	Streetlight Fund	Road SDC	General Fund	Total Resources
<b>Livability Improvements</b>						
4717	Pedestrian Enhancements	\$ 246,000	\$ -	\$ -	\$ -	\$ 246,000
4722	LED Street Light Conversion	-	621,000	-	-	621,000
4725	Crosswalk Flasher Replacement	5,000	-	-	-	5,000
<b>Annual Maintenance Projects</b>						
4729	Signage/Wayfinding	-	-	-	40,000	40,000
<b>Miscellaneous Projects</b>						
4799	Annual-Project Design & Development	10,000	-	2,500	-	12,500
		<u>\$ 261,000</u>	<u>\$ 621,000</u>	<u>\$ 2,500</u>	<u>\$ 40,000</u>	<u>\$ 924,500</u>

# Streetscape/Bikeway Projects

## PROJECT SUMMARIES: LIVABILITY IMPROVEMENTS

### CIP #4717: PEDESTRIAN ENHANCEMENTS

This project will construct and implement various pedestrian crossing enhancements identified in the recently completed Wilsonville Pedestrian Crossing Assessment (Kittelson & Associates, January 2022). The projects for FY 2024-25 include high visibility crosswalk and signage improvements on Parkway Avenue near Burns Way, 95th Avenue near Freeman Drive, and Wimbledon Circle at Courtside Park.

*Priority: High*

*Justification: Council Goal*

*Funding Sources: Road Operating*

*Status: Continued from FY 2017-18*

*Estimated Date of Completion: Ongoing project to be completed in phases*

*Operational Impact: Maintenance costs estimated to be \$3,000 per pedestrian signal head per year*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 240,000	\$ 216,740	\$ 211,950	\$ 204,800	\$ 197,700	\$ 190,550	
Project Management Fees		15,068	21,674	18,650	18,050	17,400	16,800	
General Fund Overhead Fees		8,400	7,586	7,400	7,150	6,900	6,650	
	<b>\$ 289,431</b>	<b>\$ 263,468</b>	<b>\$ 246,000</b>	<b>\$ 238,000</b>	<b>\$ 230,000</b>	<b>\$ 222,000</b>	<b>\$ 214,000</b>	<b>\$ 1,702,899</b>

### CIP #4722: LED STREETLIGHT CONVERSION

The City has over 3,800 high-pressure sodium or mercury vapor streetlights that are encased in one of nine different luminaire styles. Lights are being converted for energy savings and minimizing repair and replacement needs. Phase 1 of this project converted 932 cobrahead street light on arterial to LED lights. Phase 2 converted the remainder of the streetlights around the city which are mostly a decorative style of light. Phase 3 will complete the conversion of the of the City's streetlight system to energy efficient LED.

*Priority: Medium*

*Justification: Environmental Stewardship and Cost Savings*

*Funding Sources: Streetlight Fund*

*Status: Continued from FY 2016-17*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 639,575	\$ 600,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		22,385	21,000	-	-	-	-	
	<b>\$ 1,494,016</b>	<b>\$ 661,960</b>	<b>\$ 621,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,776,976</b>

## CIP #4725: CROSSWALK FLASHER REPLACEMENT

The City currently possesses one remaining crosswalk with in-ground flashing systems. These systems are no longer being installed in the city due to the fact that they have been problematic and expensive to maintain. The new pedestrian activated signals utilize rapid flashing beacons that are mounted on a pole out of the road bed. FY 2024-25 includes in-ground flashing system removal and crosswalk upgrades at the Boones Ferry Road mid-block crosswalk between Old Town Square and Sonic Drive-In.

*Priority: Medium*

*Justification: Cost Savings*

*Funding Sources: Road Operating*

*Status: Continued from FY 2022-23*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 195,000	\$ -	\$ 200,820	\$ -	\$ -	\$ -	
Project Management Fees		2,475	5,000	10,050	-	-	-	
General Fund Overhead Fees		6,825	-	7,050	-	-	-	
	<u>\$ 63,787</u>	<u>\$ 204,300</u>	<u>\$ 5,000</u>	<u>\$ 217,920</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 491,007</u>



Planned pedestrian crossing enhancement at Barber Street near Coffee Lake Drive (CIP #4717).

# Streetscape/Bikeway Projects

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### CIP #4729 CITYWIDE SIGNAGE & WAYFINDING

Implement projects in the Citywide Signage & Wayfinding Plan. Phase 1 projects included 2 park kiosks and I-5 Gateway Signs. Phase 2 included new signs for the Library, City Hall, and numerous regional and neighborhood parks. FY 2024-25 continues Phase 3 implementation with installation of additional neighborhood park identification signs with specific locations still to be determined.

*Priority: High*

*Justification: Annual Maintenance*

*Funding Sources: General Fund*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 133,000	\$ 35,000	\$ 34,500	\$ 34,500	\$ 34,500	\$ 34,500	
Project Management Fees		5,000	5,000	4,300	4,300	4,300	4,300	
General Fund Overhead Fees		-	-	1,200	1,200	1,200	1,200	
	<u>\$ 152,900</u>	<u>\$ 138,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 490,900</u>

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### CIP #4799: STREETSCAPE PROJECT DESIGN

This annual project is used to fund design and development of unplanned or emergency projects that arise throughout the year. As these funds are used, they are recorded to appropriate project account numbers.

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Sources: Road Operating/Road SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

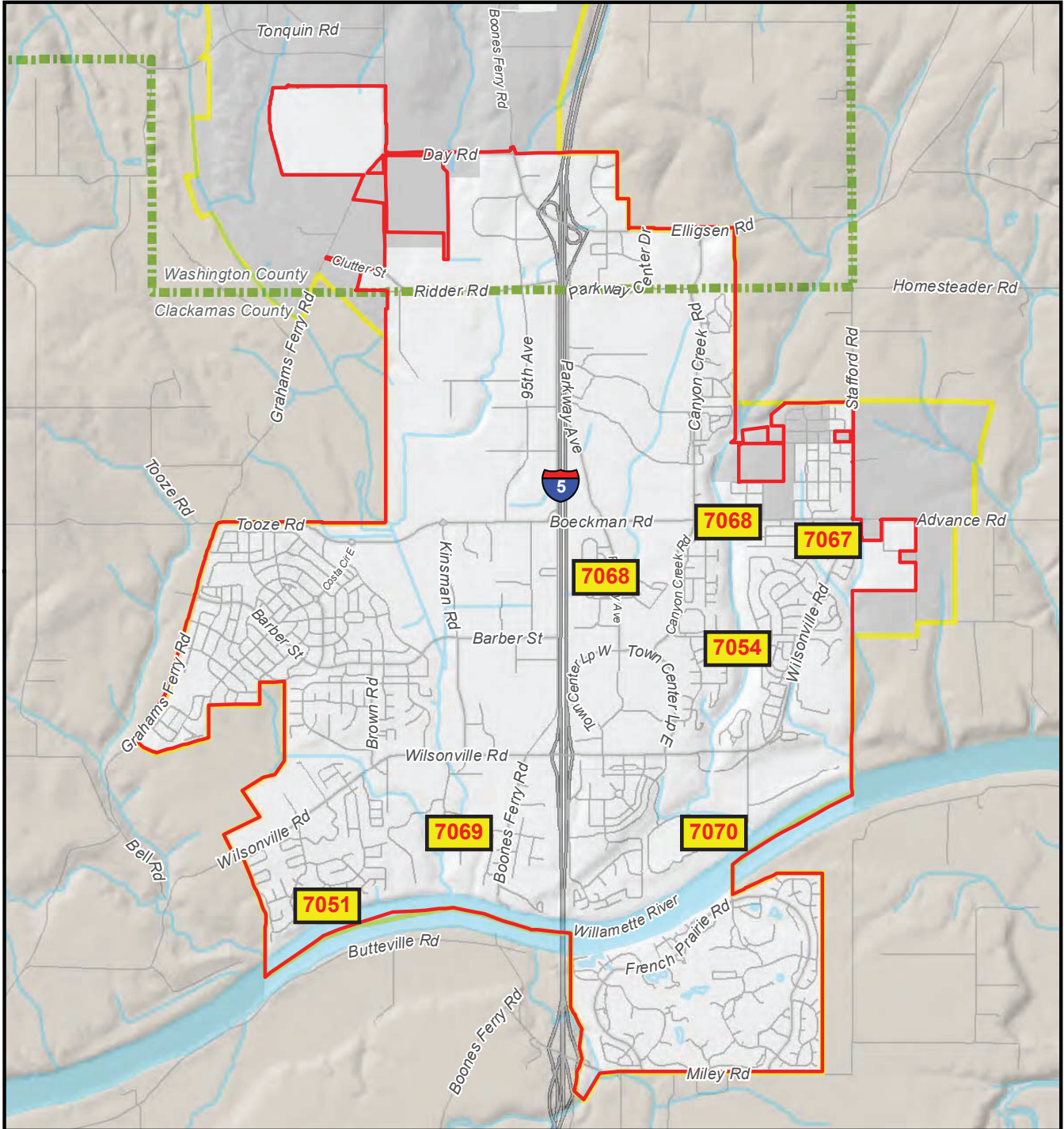
<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ -	\$ 11,013	\$ 11,475	\$ 11,811	\$ 12,159	\$ 12,519	Annual
Project Management Fees		6,000	1,102	1,000	1,050	1,050	1,100	
General Fund Overhead Fees		-	385	400	400	450	450	
		<u>\$ 6,000</u>	<u>\$ 12,500</u>	<u>\$ 12,875</u>	<u>\$ 13,261</u>	<u>\$ 13,659</u>	<u>\$ 14,069</u>	

# Streetscape/Bikeway Projects

## Five Year Streetscape CIP Forecast Fiscal years 2024-25 through 2028-29

Project Name	Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Livability Projects</b>						
Pedestrian Enhancements	Road Operating	\$ 246,000	\$ 238,000	\$ 230,000	\$ 222,000	\$ 214,000
LED Street Light Conversion	Streetlight Fund	621,000	-	-	-	-
Crosswalk Flasher Replacement	Road Operating	5,000	217,920	-	-	-
Signage/Wayfinding	General	40,000	40,000	40,000	40,000	40,000
<b>Miscellaneous Projects</b>						
Annual-Project Design & Development	Street SDC/Road Operating	12,500	12,875	13,261	13,659	14,069
		<u>\$ 924,500</u>	<u>\$ 508,795</u>	<u>\$ 283,261</u>	<u>\$ 275,659</u>	<u>\$ 268,069</u>
<b>Funding Sources</b>						
Road Operations		\$ 261,000	\$ 466,220	\$ 240,609	\$ 232,927	\$ 225,255
Street SDC		2,500	2,575	2,652	2,732	2,814
Streetlight Fund		621,000	-	-	-	-
General Fund		40,000	40,000	40,000	40,000	40,000
	Total Funding Sources	<u>\$ 924,500</u>	<u>\$ 508,795</u>	<u>\$ 283,261</u>	<u>\$ 275,659</u>	<u>\$ 268,069</u>

# Stormwater Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<p><b>City Boundaries</b></p> <ul style="list-style-type: none"> <li><span style="border: 1px solid red; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Wilsonville City Limits</li> <li><span style="border-bottom: 1px dashed green; display: inline-block; width: 15px; margin-right: 5px;"></span> County Boundary</li> <li><span style="border: 1px solid yellow; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Urban Growth Bounday (UGB)</li> </ul>	<p><b>WILSONVILLE GIS</b></p> <p>4/8/2024</p> <p>0 Miles 0.5</p>
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Funding Sources

CIP #	Project Name	Stormwater Operating	Stormwater SDC	Total Resources
<b>Construction Projects</b>				
7054	Gesellschaft Water Well Channel Restoration	\$ 193,180	\$ 48,295	\$ 241,475
7067	Meridian Creek Culvert Replacement	41,265	63,735	105,000
7068	Boeckman Creek Flow Mitigation	1,001,704	373,130	1,374,834
<b>Master Plan and Studies</b>				
7059	Stormwater Rate and SDC Study	17,938	17,938	35,876
7110	Public Works Standards Update	10,000	-	10,000
<b>Annual Maintenance Projects</b>				
7048	Annual - Stormwater Miscellaneous Improvements	87,975	-	87,975
<b>Miscellaneous Projects</b>				
7051	Moreys/Rivergreen Channel Monitoring	2,838	-	2,838
7069	5-Year Monitoring: 5th Street/Kinsman Road Extension	11,350	-	11,350
7070	Boeckman Creek Flow Monitoring	100,000	-	100,000
7990	Annual - CD Department Support for Miscellaneous Projects	10,800	-	10,800
7993	Annual - Stormwater CIP's Final Closeout	2,700	300	3,000
7995	Annual - Early Planning - Future Stormwater Projects	8,100	2,700	10,800
7998	Annual - 5 Year and Annual Budget Development	5,330	2,870	8,200
7999	Annual - Project Design and Development	11,375	21,125	32,500
		<u>\$ 1,504,555</u>	<u>\$ 530,093</u>	<u>\$ 2,034,648</u>

# Stormwater Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### **CIP #7054: GESELLSCHAFT WATER WELL CHANNEL RESTORATION**

Severe erosion is occurring in the drainage channel downstream of Gesellschaft well house due to weekly discharges from the drinking water well and excess stormwater runoff from the surrounding residential development. The proposed plan is to bypass the channel entirely by piping to the bottom of the slope and restoring the eroded channel with native trees and shrubs. Furthermore, project initiation is dependent on the Boeckman Road Corridor project (CIP #4212) downstream mitigation requirements to be determined as part of the environmental permitting with the Boeckman Dip Bridge.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Stormwater Operating*

*Status: Continued from FY 2022-23*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 100,000	\$ 185,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		15,000	50,000	-	-	-	-	
General Fund Overhead Fees		3,500	6,475	-	-	-	-	
	<u>\$ 10,076</u>	<u>\$ 118,500</u>	<u>\$ 241,475</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 370,051</u>



Meridian Creek culvert upsizing and stream restoration completion (CIP #7067).



## CIP #7067: MERIDIAN CREEK CULVERT REPLACEMENT

The project provides additional storm drainage capacity by upsizing the existing culverts crossing Boeckman Road at Meridian Creek necessary to support Frog Pond Development. This project is to be completed in conjunction with the Boeckman Road Corridor Project (CIP #2107, #4012, #4205, & #4206).

*Priority: High*

*Justification: Aging Infrastructure/City Growth*

*Funding Sources: Stormwater Operating/Storm SDC*

*Status: Continued from FY 2022-23*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 1,543,769	\$ 88,802	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	13,090	-	-	-	-	
General Fund Overhead Fees		54,032	3,108	-	-	-	-	
	<u>\$ 72,506</u>	<u>\$ 1,597,801</u>	<u>\$ 105,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,775,307</u>

## CIP #7068: BOECKMAN CREEK FLOW MITIGATION

This project restores the Boeckman Creek stream channel as part of the Boeckman Road Corridor Project and constructs the Ash Meadows Flow Mitigation project to mitigate increased flows and hydromodification impacts associated with the required flow control structure removal as part of the Boeckman Creek Bridge construction.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Stormwater Operating*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 400,000	\$ 1,212,400	\$ 3,935,450	\$ -	\$ -	\$ -	
Project Management Fees		15,000	120,000	83,150	-	-	-	
General Fund Overhead Fees		14,000	42,434	137,900	-	-	-	
	<u>\$ -</u>	<u>\$ 429,000</u>	<u>\$ 1,374,834</u>	<u>\$ 4,156,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,960,334</u>

# Stormwater Projects

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### CIP #7059: STORMWATER RATE AND SDC STUDY

This project evaluates and updates the storm utility rates and SDC rate structure, including rate analysis related to the 2021 Stormwater Master Plan.

*Priority: High*

*Justification: City growth*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 50,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		10,000	10,000	-	-	-	-	
General Fund Overhead Fees		1,750	876	-	-	-	-	
	<u>\$ -</u>	<u>\$ 61,750</u>	<u>\$ 35,876</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 97,626</u>

### CIP #7110: PUBLIC WORKS STANDARDS UPDATE

This project updates the Wilsonville Public Work Design and Construction Standards & Detail Drawings. The public works standards provide technical engineering design and construction requirements for public infrastructure within the City of Wilsonville, including water, wastewater, storm drainage, transportation, street lighting, and fiber optic systems, in the interest of health, safety and welfare of Wilsonville residents. Last updated in 2014, the Wilsonville Public Works Standards are due for an update to reflect current laws, regulations, design guidance, technological advance, seismic resiliency, best practices, etc. This is a companion project with CIP #1110, #2110, #4110, & #9110.

*Priority: High*

*Justification: City growth*

*Funding Sources: Stormwater Operating*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		20,000	10,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>

**PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS**

**CIP #7048: CITYWIDE STORMWATER LINE REPLACEMENTS (NOT CHARBONNEAU)**

As part of routine maintenance, stormwater lines throughout the city undergo video inspection to establish pipe condition and identify priority repairs. This project funds repair or replacement of lines designated as Priority 1 projects, except for Charbonneau District stormwater projects, which are covered and budgeted separately under CIP #7500.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Stormwater Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvement to help decrease maintenance*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 106,000	\$ 85,000	\$ 87,750	\$ 87,750	\$ 87,750	\$ 87,750	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		3,710	2,975	3,050	3,050	3,050	3,050	
		<u>\$ 109,710</u>	<u>\$ 87,975</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	

**CIP #7500: STORMWATER OPERATIONS ALLOCATION TO CHARBONNEAU**

This project provides planning, design, and construction of water rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #2500, #4500, and #7500. This project is on hold for FY 2024-25.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Stormwater Operating*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: Ongoing project to be completed in phases*

*Operations Impact: Improvements to decrease maintenance costs*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 90,000	\$ -	\$ -	\$ 1,482,620	\$ 776,430	\$ 1,798,450	
Project Management Fees		2,000	-	-	-	-	-	
General Fund Overhead Fees		3,150	-	-	51,900	27,150	62,950	
		<u>\$ 6,529,630</u>	<u>\$ 95,150</u>	<u>\$ -</u>	<u>\$ 1,534,520</u>	<u>\$ 803,580</u>	<u>\$ 1,861,400</u>	<u>\$ 10,824,280</u>

# Stormwater Projects

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### CIP #7051: MOREY'S/RIVERGREEN CHANNEL MONITORING

The engineered stormwater channels constructed during the Morey's Landing and Rivergreen stormwater repair projects require monitoring. This project budgets for these monitoring expenditures on an annual basis.

*Priority: High*

*Justification: Regulatory requirement*

*Funding Sources: Stormwater Operating*

*Status: Annual*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 2,740	\$ 2,500	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	250	-	-	-	-	
General Fund Overhead Fees		96	88	-	-	-	-	
		<u>\$ 2,836</u>	<u>\$ 2,838</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

### CIP #7069: 5-YEAR MONITORING: 5TH STREET/KINSMAN ROAD EXTENSION

The two Coffee Creek stream restoration sites constructed during the 5th Street/Kinsman Road Extension (CIP #4196) as a result of bridge construction on 5th Street and on Kinsman Road requires five years of maintenance and monitoring.

*Priority: High*

*Justification: Regulatory requirement*

*Funding Sources: Stormwater Operating*

*Status: New project*

*Estimated Date of Completion: FY 2028-29*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 10,000	\$ 10,100	\$ 10,100	\$ 10,100	\$ 10,100	Annual
Project Management Fees		-	1,000	900	900	900	900	
General Fund Overhead Fees		-	350	350	350	350	350	
		<u>\$ -</u>	<u>\$ 11,350</u>	<u>\$ 11,350</u>	<u>\$ 11,350</u>	<u>\$ 11,350</u>	<u>\$ 11,350</u>	

### CIP #7070: BOECKMAN CREEK FLOW MONITORING

This project installs a rain gauge and flow meters along the Boeckman Creek stream corridor to calibrate the City's storm system model and validate capital project needs. Results from the rain gauge and flow meters along Boeckman Creek will provide more accurate rainfall and runoff data and may help reduce Stormwater Master Plan capital project costs.

*Priority: High*

*Justification: City growth*

*Funding Sources: Stormwater Operating*

*Status: New project*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 88,106	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	8,810	-	-	-	-	
General Fund Overhead Fees		-	3,084	-	-	-	-	
		<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>

## **CIP #7990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS**

This project funds as-needed Engineering/Community Development staff supports for Stormwater Operations repair or replacement projects.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Stormwater Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	10,800	11,124	11,458	11,801	12,155	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,000</u>	<u>\$ 10,800</u>	<u>\$ 11,124</u>	<u>\$ 11,458</u>	<u>\$ 11,801</u>	<u>\$ 12,155</u>	

## **CIP #7993: ANNUAL - FINAL CIP CLOSEOUT FROM PRIOR YEARS**

This project funds small project close-out expenditures for projects that are fundamentally complete and not budgeted, but which require limited amounts of staff time and attention the year after completion.

*Priority: High*

*Justification: City growth*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	3,000	3,090	3,183	3,278	3,377	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 3,000</u>	<u>\$ 3,090</u>	<u>\$ 3,183</u>	<u>\$ 3,278</u>	<u>\$ 3,377</u>	

# Stormwater Projects

## CIP #7995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS

This project is for staff efforts on future CIP projects which are in very early stages of project development and have not yet been created as a new CIP project. This project also covers staff time spent on regional planning efforts, such as Urban/Rural reserves, the Regional Transportation Plan, new regulatory requirements, and issues that will impact future demands and requirements for stormwater infrastructure and services.

*Priority: Medium*

*Justification: City growth*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	10,800	11,124	11,458	11,801	12,155	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,000</u>	<u>\$ 10,800</u>	<u>\$ 11,124</u>	<u>\$ 11,458</u>	<u>\$ 11,801</u>	<u>\$ 12,155</u>	

## CIP #7998: ANNUAL - 5-YEAR AND ANNUAL BUDGET PLANNING

This project funds staff time expenditures for developing and planning the annual capital project budget and the 5-year capital improvement program.

*Priority: High*

*Justification: Fiscal planning for CIPs*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		7,000	8,200	8,446	8,699	8,960	9,229	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 7,000</u>	<u>\$ 8,200</u>	<u>\$ 8,446</u>	<u>\$ 8,699</u>	<u>\$ 8,960</u>	<u>\$ 9,229</u>	

## CIP #7999: ANNUAL - PROJECT DESIGN & DEVELOPMENT

This project is used to fund design and development of unplanned or emergency projects that arise throughout the year. As these funds are used, they are recorded to the appropriate project account numbers.

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

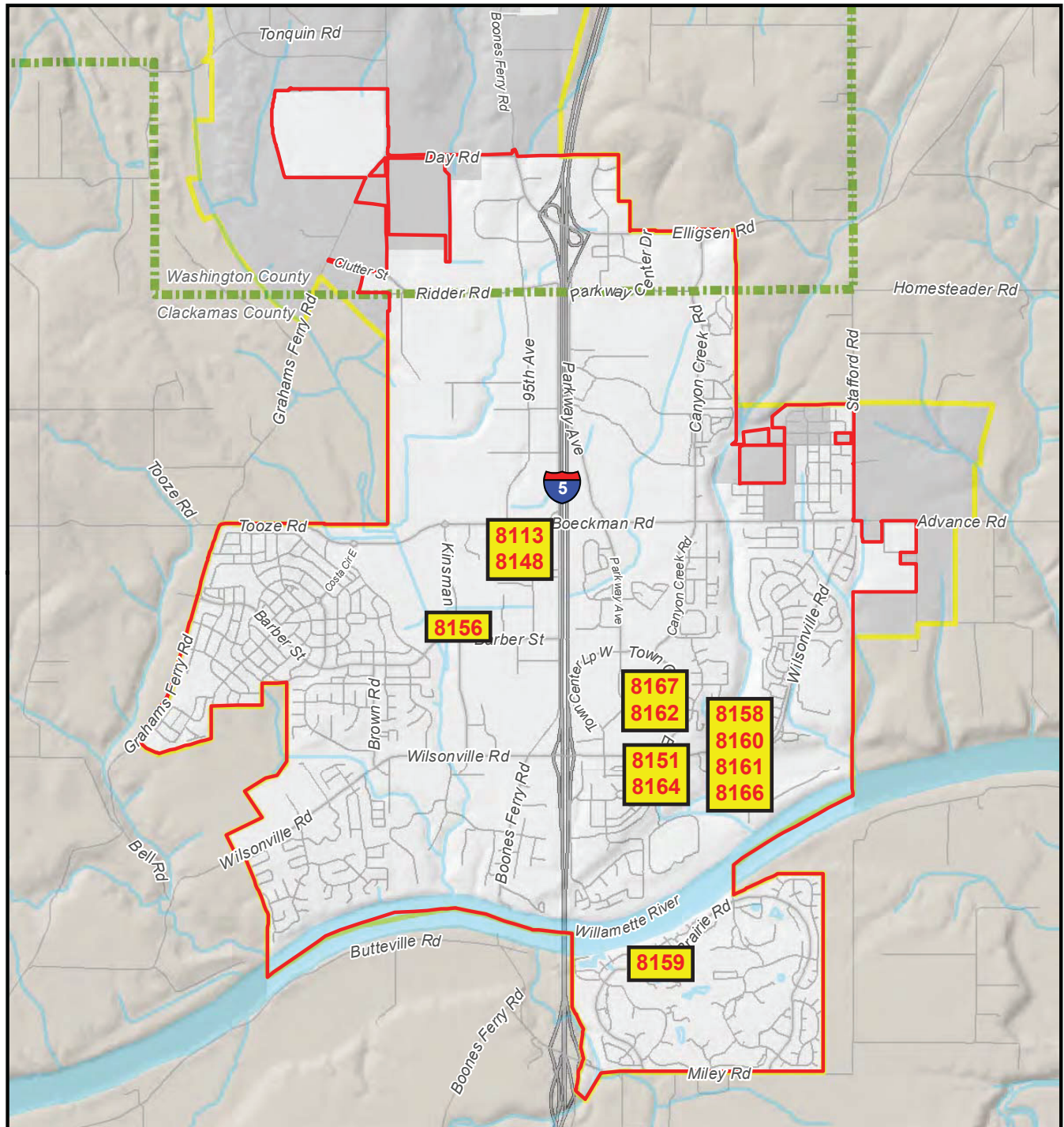
<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 15,000	\$ 28,635	\$ 29,806	\$ 30,700	\$ 31,621	\$ 32,570	Annual
Project Management Fees		5,000	2,863	2,626	2,704	2,786	2,869	
General Fund Overhead Fees		525	1,002	1,043	1,075	1,107	1,140	
		<u>\$ 20,525</u>	<u>\$ 32,500</u>	<u>\$ 33,475</u>	<u>\$ 34,479</u>	<u>\$ 35,514</u>	<u>\$ 36,579</u>	

# Stormwater Projects

## Five Year Stormwater CIP Forecast Fiscal years 2024-25 through 2028-29

Project Name	Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Construction Projects</b>						
Gesellschaft Water Well Channel Restoration	Stormwater Ops/SDC	\$ 241,475	\$ -	\$ -	\$ -	\$ -
Meridian Creek Culvert Replacement	Stormwater Ops/SDC	105,000	-	-	-	-
Boeckman Creek Flow Mitigation	Stormwater Ops/SDC	1,374,834	4,156,500	-	-	-
<b>Master Plans and Studies</b>						
Stormwater Rate and SDC Study	Stormwater Ops/SDC	35,876	-	-	-	-
Public Works Standards Update	Stormwater Ops	10,000	-	-	-	-
<b>Annual Maintenance Projects</b>						
Annual - Stormwater Miscellaneous Improvements	Stormwater Ops	87,975	90,800	90,800	90,800	90,800
Storm Ops Allocation to Charbonneau	Stormwater Ops	-	-	1,534,520	803,580	1,861,400
<b>Miscellaneous Projects</b>						
Moreys/Rivergreen Channel Monitoring	Stormwater Ops	2,838	-	-	-	-
5-Year Monitoring: 5th Street/Kinsman Road Extension	Stormwater Ops	11,350	11,350	11,350	11,350	11,350
Boeckman Creek Flow Monitoring	Stormwater Ops	100,000	-	-	-	-
Annual - CD Department Support for Miscellaneous Projects	Stormwater Ops	10,800	11,124	11,458	11,801	12,155
Annual - Stormwater CIP's Final Closeout	Stormwater Ops/SDC	3,000	3,090	3,183	3,278	3,377
Annual - Early Planning - Future Stormwater Projects	Stormwater Ops/SDC	10,800	11,124	11,458	11,801	12,155
Annual - 5 Year and Annual Budget Development	Stormwater Ops/SDC	8,200	8,446	8,699	8,960	9,229
Annual - Project Design and Development	Stormwater Ops/SDC	32,500	33,475	34,479	35,514	36,579
		<u>\$ 2,034,648</u>	<u>\$ 4,325,909</u>	<u>\$ 1,705,947</u>	<u>\$ 977,085</u>	<u>\$ 2,037,046</u>
<b>Funding Sources</b>						
Stormwater Operations		\$ 1,504,555	\$ 3,170,030	\$ 1,677,308	\$ 947,587	\$ 2,006,663
Stormwater SDC		530,093	1,155,879	28,639	29,498	30,383
Total Funding Sources		<u>\$ 2,034,648</u>	<u>\$ 4,325,909</u>	<u>\$ 1,705,947</u>	<u>\$ 977,085</u>	<u>\$ 2,037,046</u>

# Facilities and Transit Projects



**The City of Wilsonville, Oregon**  
Clackamas and Washington Counties



## City Boundaries

- Wilsonville City Limits
- County Boundary
- Urban Growth Boundary (UGB)



4/8/2024





# Facilities and Transit Projects

## Funding Sources

CIP #	Project Name	General Fund	Grants	Transit	Total Resources
<b>Construction Projects</b>					
8113	Public Works Complex	\$ 10,000	\$ -	\$ -	\$ 10,000
8148	SMART Yard Expansion	-	1,000,000	1,742,750	2,742,750
8151	Facility Parking Lot Repairs	5,000	-	-	5,000
8156	Transit Oriented Development	1,951,000	-	-	1,951,000
8159	Charbonneau Well House Improvements	5,000	-	-	5,000
8160	PW/Police Facilities Modifications	5,000	-	-	5,000
8161	Community Center Siding Repair	3,000	-	-	3,000
8162	City Hall Flooring Phase II	3,000	-	-	3,000
8164	Library Patio Fencing	3,000	-	-	3,000
8166	Police Building Seismic Rehabilitation	60,000	-	-	60,000
8167	Facility LED Lighting Conversion	225,000	-	-	225,000
<b>Master Plan and Studies</b>					
8158	Community Service Block Master Plan	5,000	-	-	5,000
<b>Annual Maintenance Projects</b>					
8106	Annual - City Facility Repairs	55,700	-	-	55,700
8111	HVAC Replacements	63,650	-	-	63,650
8125	Annual Furniture Replacement	32,800	-	-	32,800
<b>Miscellaneous Projects</b>					
8990	Annual - CD Department Support for Miscellaneous Projects	10,800	-	-	10,800
8998	Annual - 5 Year and Annual Budget Development	5,000	-	-	5,000
		<u>\$ 2,442,950</u>	<u>\$ 1,000,000</u>	<u>\$ 1,742,750</u>	<u>\$ 5,185,700</u>

# Facilities and Transit Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### CIP #8113: PUBLIC WORKS FACILITY

Construction of a work-yard, warehouse functions and administrative building together into a new consolidated Public Works complex. Currently, all three functions are housed remotely from each other resulting in inefficient operations. Additionally, the existing facilities are deficient in size and do not accommodate all of the department needs. City Council identified this as a priority project in the FY 2019-20 City Council Goals.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Multiple Sources*

*Status: Continued from FY 2016-17*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: To be determined at completion of the planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 7,953,650	\$ 10,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 16,220,163</u>	<u>\$ 7,953,650</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 24,183,813</u>



Public Works Complex (CIP #8113).

# Facilities and Transit Projects

## CIP #8148: SMART YARD EXPANSION

Yard expansion/infrastructure improvements along with design & engineering for expansion of fleet parking, undergrounding utilities, and reconfiguring security gate.

*Priority: Medium*

*Justification: Public Safety*

*Funding Sources: Transit/Grant*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: To be determined at completion of planning phase*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 200,000	\$ 2,650,000	\$ 3,000,000	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		7,000	92,750	105,000	-	-	-	
	<u>\$ -</u>	<u>\$ 207,000</u>	<u>\$ 2,742,750</u>	<u>\$ 3,105,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,054,750</u>

## CIP #8151: FACILITY PARKING LOT REPAIRS

This annual project is for repairing the City's facility parking lots. For FY 2024-25, various city facility parking lots will receive a slurry seal and striping.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 133,084	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 112,773</u>	<u>\$ 133,084</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,857</u>

# Facilities and Transit Projects

## CIP #8156: TRANSIT ORIENTED DEVELOPMENT

City project management of Transit Oriented Development (TOD) project construction at Wilsonville Transit Center, including review of documents related to permitting, legal agreements, and coordination as needed between the City, development team, and other project partners. This may include outside technical assistance as needed.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: To be determined*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ 1,926,000	\$ 27,552	\$ -	\$ -	\$ -	
Project Management Fees		50,000	25,000	1,450	-	-	-	
General Fund Overhead Fees		-	-	998	-	-	-	
	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ 1,951,000</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,031,000</u>

## CIP #8159: CHARBONNEAU WELL HOUSE IMPROVEMENTS

The Charbonneau Water Well House is a community feature located within the French Prairie Road medium. The feature previously served as the pump housing for the homestead that occupied what is now the Charbonneau community. The feature is in need of new wood shingle siding and some minor structural improvements to assure its long term maintenance.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 325,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 325,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 330,000</u>

# Facilities and Transit Projects

## CIP #8160: PW/POLICE FACILITIES MODIFICATIONS

This project is to retrofit the existing building for the police department, after public works moves into the PW Complex upon completion of CIP #8113. Project includes design and construction of interior tenant improvement. Scope of work includes general improvements to the existing interior finishes, flooring and ceiling. Changes include the closure of one existing stair case and the creation of a new stair well at an alternate location.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: To be determined*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 300,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 305,000</u>

## CIP #8161: COMMUNITY CENTER SIDING REPAIR

Replace rotting siding and repaint. Current siding is over 20 years old.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 136,900	\$ 3,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 136,900</u>	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 139,900</u>

# Facilities and Transit Projects

## CIP #8162: CITY HALL FLOORING PHASE II

The front carpet of City Hall was replaced in 2017, while the back section had been pushed out for several years and is now in need of replacement.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 214,500	\$ 3,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	\$ -	\$ 214,500	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 217,500

## CIP #8164: LIBRARY PATIO FENCING

The project would be to construct a breezeway at the existing staff entrance of the Public Library. The frequently used staff entrance is allowing the outside air to over power the existing HVAC system for the area. This is causing uncomfortable conditions at the staff's work areas and an increased work load for the HVAC system.

*Priority: Medium*

*Justification: Improvement*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 30,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	\$ -	\$ 30,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 33,000

# Facilities and Transit Projects

## CIP #8166: POLICE BUILDING SEISMIC REHABILITATION

The current Police Building, where the City’s primary emergency responders are based, requires seismic upgrades to ensure optimal performance in accordance with ASCE 41-13 standards. The facility has a Facilities Condition Index of 0.30 (indicating poor condition) and poses a moderate risk of collapse. FY 2024-25 work includes assistance with grant application preparation in advance of the 2025 grant cycle.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: To be determined*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ 60,000	\$ 1,932,367	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	67,633	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>	<u>\$ 2,000,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,060,000</u>

## CIP #8167: FACILITY LED LIGHTING CONVERSION

On January 1st 2025, the purchase of incandescent light bulbs will no longer be allowed. This project would take advantage of all Energy Trust Incentives and begin the phase out of all incandescent light bulbs in the City Facilities. City Hall, Public Library and the Community Center would receive the LED conversions in FY 2024-25. Staff will collect all incandescent bulbs in good working order to make sure we have enough to supply the remaining facilities until they can be converted in FY 2025-26.

*Priority: Medium*

*Justification: Improvement*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ 225,000	\$ 120,773	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	4,227	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 225,000</u>	<u>\$ 125,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 350,000</u>

# Facilities and Transit Projects

## PROJECT SUMMARIES: MASTER PLANS AND STUDIES

### CIP #8158: COMMUNITY CENTER BLOCK MASTER PLAN

The northeast corner of Wilsonville Road and Town Center Loop East is currently occupied by the Parks and Recreation, Police, and Public Works Departments. The relocation of Public Works and the assumption by the City of the Art Tech Campus warrant a more holistic review of the block to determine how to best meet the needs of the Police and Parks & Recreation departments. The project will consist of needs assessment, gap analysis, and potential programming alternatives for the Police and Parks & Recreation Departments along with a conceptual design and cost estimates.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: General Fund*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Ongoing maintenance costs to remain the same*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 350,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 350,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 355,000</u>

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### CIP #8106: CITY FACILITY REPAIRS

This project provides an annual budget used for unforeseen repair/replace of Facility projects outside of the anticipated maintenance budget.

*Priority: Medium*

*Justification: Aging Infrastructure/Public Safety*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Ongoing maintenance costs to remain the same*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 84,870	\$ 55,700	\$ 55,459	\$ 57,005	\$ 58,715	\$ 60,386	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	1,941	1,995	2,055	2,114	
		<u>\$ 84,870</u>	<u>\$ 55,700</u>	<u>\$ 57,400</u>	<u>\$ 59,000</u>	<u>\$ 60,770</u>	<u>\$ 62,500</u>	



# Facilities and Transit Projects

## CIP #8111: HVAC REPLACEMENTS

This project will replace aging and inefficient heating, ventilating, air conditioning (HVAC) units in various City buildings.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 63,650	\$ 63,650	\$ 63,343	\$ 65,246	\$ 67,208	\$ 69,227	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	2,217	2,284	2,352	2,423	
		<u>\$ 63,650</u>	<u>\$ 63,650</u>	<u>\$ 65,560</u>	<u>\$ 67,530</u>	<u>\$ 69,560</u>	<u>\$ 71,650</u>	

## CIP #8125: ANNUAL FURNITURE REPLACEMENT

This project allows the Facilities department to replace furniture in public spaces throughout the City facilities as required.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Ongoing maintenance expected to remain the same*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 30,000	\$ 32,800	\$ 32,642	\$ 33,623	\$ 34,638	\$ 35,652	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	1,142	1,177	1,212	1,248	
		<u>\$ 30,000</u>	<u>\$ 32,800</u>	<u>\$ 33,784</u>	<u>\$ 34,800</u>	<u>\$ 35,850</u>	<u>\$ 36,900</u>	

# Facilities and Transit Projects

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### CIP #8990: ANNUAL - COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS

This project funds as-needed Engineering/Community Development staff support for Facility and Transit.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not Applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		500	10,800	11,124	11,458	11,801	12,155	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 500</u>	<u>\$ 10,800</u>	<u>\$ 11,124</u>	<u>\$ 11,458</u>	<u>\$ 11,801</u>	<u>\$ 12,155</u>	

### CIP #8998: ANNUAL - 5-YEAR AND ANNUAL BUDGET PLANNING

This project funds as-needed Engineering/Community Development staff support for Facility and Transit.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not Applicable*

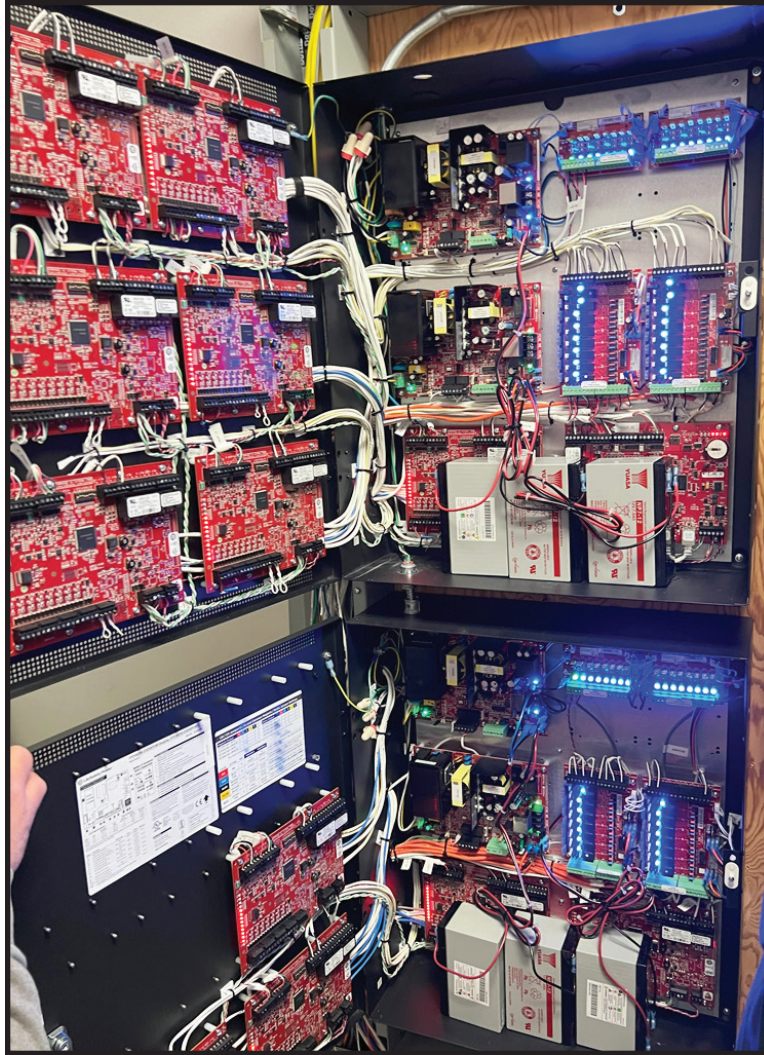
<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	5,000	5,150	5,305	5,464	5,628	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,150</u>	<u>\$ 5,305</u>	<u>\$ 5,464</u>	<u>\$ 5,628</u>	

# Facilities and Transit Projects

## Five Year Facilities CIP Forecast Fiscal years 2024-25 through 2028-29

Project Name	Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Construction Projects</b>						
Public Works Complex	Loan Proceeds	\$ 10,000	\$ -	\$ -	\$ -	\$ -
SMART Yard Expansion	Transit & Grants	2,742,750	3,105,000	-	-	-
Facility Parking Lot Repairs	General	5,000	-	-	-	-
Transit Oriented Development	General	1,951,000	30,000	-	-	-
Charbonneau Well House Improvements	General	5,000	-	-	-	-
PW/Police Facilities Modifications	General	5,000	-	-	-	-
Community Center Siding Repair	General	3,000	-	-	-	-
City Hall Flooring Phase II	General	3,000	-	-	-	-
Library Patio Fencing	General	3,000	-	-	-	-
Police Building Seismic Rehabilitation	General	60,000	2,000,000	-	-	-
Facility LED Lighting Conversion	General	225,000	125,000	-	-	-
Library Light Construction	General	-	30,000	-	-	-
<b>Master Plan and Studies</b>						
Community Service Block Master Plan	General	5,000	-	-	-	-
<b>Annual Maintenance Projects</b>						
Annual - City Facility Repairs	General	55,700	57,400	59,000	60,770	62,500
HVAC Replacements	General	63,650	65,560	67,530	69,560	71,650
Annual Furniture Replacement	General	32,800	33,784	34,800	35,850	36,900
<b>Miscellaneous Projects</b>						
Annual - 5 Year and Annual Budget Development	General	5,000	5,150	5,305	5,464	5,628
Annual - CD Department Support for Miscellaneous Projects	General	10,800	11,124	11,458	11,801	12,155
		<u>\$ 5,185,700</u>	<u>\$ 5,463,018</u>	<u>\$ 178,092</u>	<u>\$ 183,445</u>	<u>\$ 188,833</u>
<b>Funding Sources</b>						
General Fund		\$ 2,442,950	\$ 5,463,018	\$ 178,092	\$ 183,445	\$ 188,833
Grants		1,000,000	-	-	-	-
Transit Fund		1,742,750	-	-	-	-
Total Funding Sources		<u>\$ 5,185,700</u>	<u>\$ 5,463,018</u>	<u>\$ 178,092</u>	<u>\$ 183,445</u>	<u>\$ 188,833</u>

# Information Technology Projects



New security access system panel (CIP #8129).

# Information Technology Projects

## Funding Sources

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CIP #	Project Name	General Fund	Grants/Contributions	Total Resources
<b>Miscellaneous Projects</b>				
8093	Fiber Connectivity Project	\$ 315,000	\$ -	\$ 315,000
8122	Annual Copier Replacement Program	9,000	28,000	37,000
8127	Annual Network Upgrades	50,000	-	50,000
8129	Security Access System	440,000	-	440,000
		<u>\$ 814,000</u>	<u>\$ 28,000</u>	<u>\$ 842,000</u>

# Information Technology Projects

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### CIP #8093: FIBER CONNECTIVITY PROJECT

City growth and changes of technology are driving the need to extend fiber connections to the City’s many facilities to provide reliable and secure IT connections. This is a reoccurring project addressing Fiber Projects throughout the City. Generally it is used to pull or connect fiber through conduit already placed in other City projects. It can also be used for projects partnering with other vendors doing work in the City that would offer mutual benefit.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ 828,000	\$ 300,000	\$ 252,955	\$ 252,955	\$ 252,955	\$ 252,955	Annual
Project Management Fees		-	15,000	12,045	12,045	12,045	12,045	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 828,000</u>	<u>\$ 315,000</u>	<u>\$ 265,000</u>	<u>\$ 265,000</u>	<u>\$ 265,000</u>	<u>\$ 265,000</u>	

### CIP #8122: COPIER REPLACEMENT PLAN

This project provides annual funding for replacement of office copiers throughout the City. For FY 2024-25, replacements include two copiers at City Hall.

*Priority: High*

*Justification: Equipment Life Cycle*

*Funding Sources: General Fund/Community Development Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ 25,000	\$ 37,000	\$ 37,000	\$ 27,000	\$ 18,000	\$ 27,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 25,000</u>	<u>\$ 37,000</u>	<u>\$ 37,000</u>	<u>\$ 27,000</u>	<u>\$ 18,000</u>	<u>\$ 27,000</u>	

## CIP #8127: ANNUAL NETWORK UPGRADES

This project provides annual funding for the annual network upgrades required throughout the City.

*Priority: High*

*Justification: Equipment Life Cycle*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	



Spool of fiber for City infrastructure connectivity (CIP #8093).

# Information Technology Projects

## **CIP #8129: SECURITY ACCESS SYSTEM**

This project is to update the physical access via keys to City Facilities and update the card access and camera systems to match the new products at the Public Works facility. The current card access system is nearing end of life and the security camera system is made up of multiple aging systems making administration difficult. The management infrastructure for the new card access and camera systems will be installed as part of the construction of the Public Works facility. The plan is to update facilities each year until everything is on the same system.

*Priority: High*

*Justification: Public Safety*

*Funding Sources: General Fund*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: To be determined*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction		\$ 334,000	\$ 440,000	\$ 100,000	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 178,240</u>	<u>\$ 334,000</u>	<u>\$ 440,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,052,240</u>

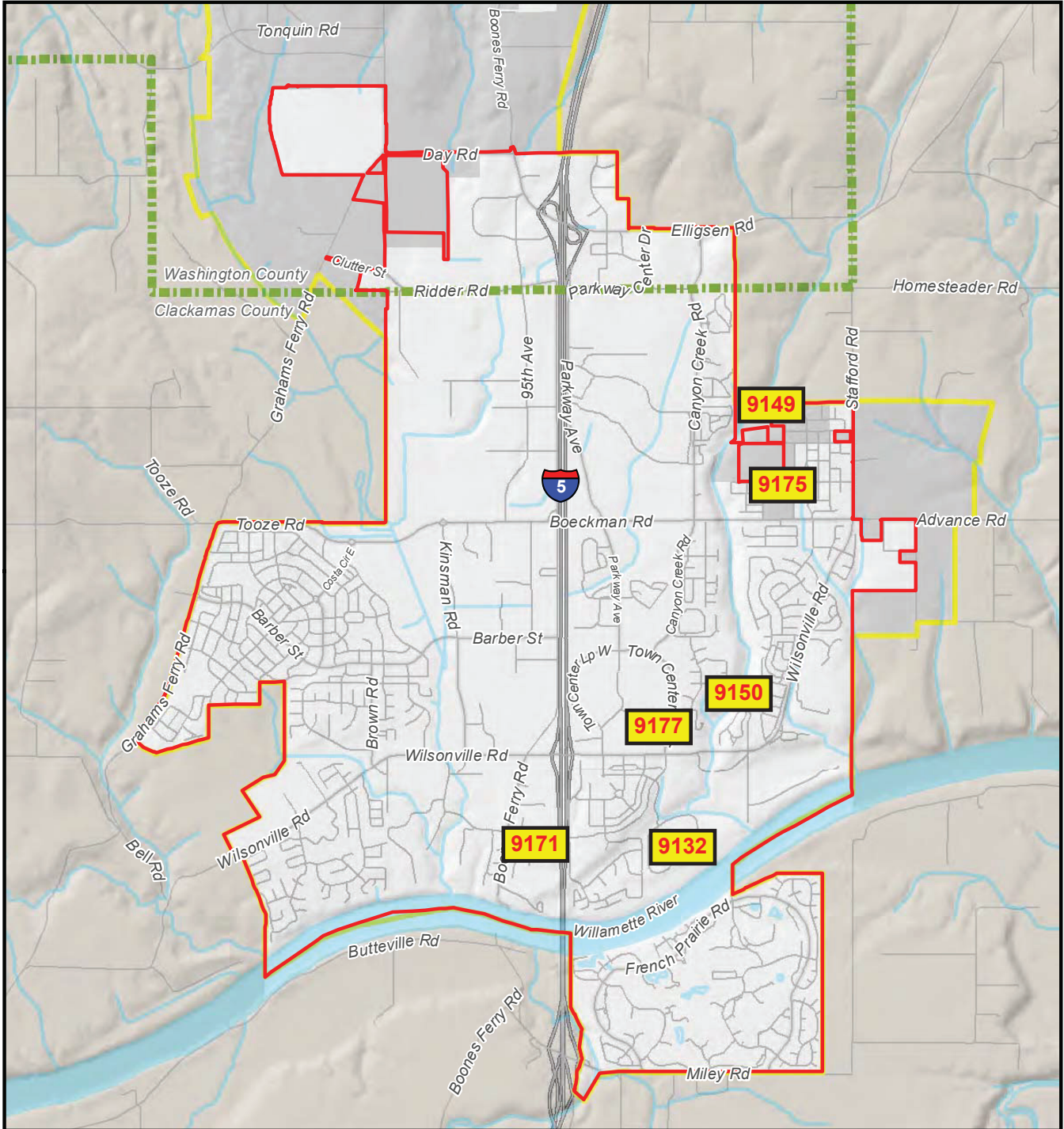


# Information Technology Projects

## Five Year Information Technology CIP Forecast Fiscal years 2024-25 through 2028-29

Project Name	Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Miscellaneous Projects</b>						
Fiber Connectivity Project	General	\$ 315,000	\$ 265,000	\$ 265,000	\$ 265,000	\$ 265,000
Annual Copier Replacement Program	General, Community Development, Transit	37,000	37,000	27,000	18,000	27,000
Annual Network Upgrades	General	50,000	50,000	50,000	50,000	50,000
Security Access System	General	440,000	100,000	-	-	-
		<u>\$ 842,000</u>	<u>\$ 452,000</u>	<u>\$ 342,000</u>	<u>\$ 333,000</u>	<u>\$ 342,000</u>
<b>Funding Sources</b>						
General Fund		\$ 814,000	\$ 443,000	\$ 333,000	\$ 333,000	\$ 342,000
Community Development Fund		28,000	-	9,000	-	-
Transit Fund		-	9,000	-	-	-
	Total Funding Sources	<u>\$ 842,000</u>	<u>\$ 452,000</u>	<u>\$ 342,000</u>	<u>\$ 333,000</u>	<u>\$ 342,000</u>

# Parks Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<p><b>City Boundaries</b></p> <ul style="list-style-type: none"> <li><span style="border: 1px solid red; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Wilsonville City Limits</li> <li><span style="border-bottom: 1px dashed green; display: inline-block; width: 15px; margin-right: 5px;"></span> County Boundary</li> <li><span style="border: 1px solid yellow; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Urban Growth Bounday (UGB)</li> </ul>	<p><b>WILSONVILLE GIS</b></p> <p>4/8/2024</p> <p>0 Miles 0.5</p>
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## Funding Sources

CIP #	Project Name	Parks SDC	Frog Pond Fund	Grants & Contributions	General Fund	Total Resources
<b>Construction Projects</b>						
9149	Boeckman Creek Regional Trail - Phase 2 (Frog Pond)	\$ 517,500	\$ -	\$ -	\$ -	\$ 517,500
9150	Boeckman Creek Regional Trail South	258,050	-	-	-	258,050
9175	Frog Pond West Neighborhood Park	-	1,678,060	-	-	1,678,060
9177	Water Feature Controllers	-	-	-	250,000	250,000
<b>Master Plan and Studies</b>						
9110	Public Works Standards Update	-	-	-	1,500	1,500
9132	Memorial Park Plan Implementation	190,745	-	550,000	1,462,755	2,203,500
9165	Urban Forest Management Plan	-	-	-	66,000	66,000
9171	Boones Ferry Park Master Plan Implementation	-	-	-	50,000	50,000
9181	Natural Areas Management Plan	-	-	-	60,000	60,000
9182	Playground Development Standards	-	-	-	25,000	25,000
<b>Miscellaneous Projects</b>						
9087	Tree Mitigation	-	-	-	22,000	22,000
9148	Boeckman Creek Trail Slope Stabilization	-	-	-	25,000	25,000
9152	Annual Play Structure Replacement	-	-	-	50,000	50,000
9172	Annual - Interpretative Panel Repairs	-	-	-	20,000	20,000
9174	Parks and Green Spaces ADA Implementation	-	-	-	100,000	100,000
9179	Urban Forest Climate Resilience	-	-	-	220,000	220,000
9183	Public Art	-	-	-	115,000	115,000
9990	Annual - CD Department Support for Miscellaneous Projects	2,663	-	-	8,137	10,800
9993	Annual - Parks CIP's Final Closeout	740	-	-	2,260	3,000
9995	Annual - Early Planning - Future Parks Projects	2,663	-	-	8,137	10,800
9998	Annual - 5 Year and Annual Budget Development	2,022	-	-	6,178	8,200
		<u>\$ 974,383</u>	<u>\$ 1,678,060</u>	<u>\$ 550,000</u>	<u>\$ 2,491,967</u>	<u>\$ 5,694,410</u>

# Parks Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### **CIP #9149: BOECKMAN CREEK REGIONAL TRAIL - PHASE 2 (FROG POND)**

The Frog Pond West Master Plan includes the Boeckman Creek Regional Trail and a trailhead park as SDC eligible projects. Per a development agreement with Venture Properties, the City is contributing funding for portions of the regional trail and a trailhead park as part of the Frog Pond Terrace subdivision.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Parks SDC*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Costs to be determined at the completion of planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 200,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	17,500	-	-	-	-	
	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ 517,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 717,500</u>

### **CIP #9150: BOECKMAN CREEK REGIONAL TRAIL SOUTH**

This project provides regional trail improvements to the Boeckman Creek Trail between the Memorial Park Pump Station and Boeckman Road connection. This project is to be coordinated with the Boeckman Creek Interceptor project (CIP #2107).

*Priority: High*

*Justification: City Growth*

*Funding Sources: Parks SDC*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: Costs to be determined at the completion of planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 20,000	\$ 230,000	\$ 211,235	\$ -	\$ -	\$ -	
Project Management Fees		5,000	20,000	16,372	-	-	-	
General Fund Overhead Fees		700	8,050	7,393	-	-	-	
	<u>\$ -</u>	<u>\$ 25,700</u>	<u>\$ 258,050</u>	<u>\$ 235,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 518,750</u>

**CIP #9175: FROG POND WEST NEIGHBORHOOD PARK**

This project is to advance design and obtain entitlements for the Frog Pond West Neighborhood Park, which is a new neighborhood on the east side of the community with approximately 570 homes at buildout. The project will build upon the recently completed public outreach with design development drawings, land use review, construction documents and permitting.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Frog Pond Fund*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Costs to be determined at the completion of planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 2,279,961	\$ 1,628,060	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		15,000	50,000	-	-	-	-	
General Fund Overhead Fees		32,179	-	-	-	-	-	
	\$ -	\$ 2,327,140	\$ 1,678,060	\$ -	\$ -	\$ -	\$ -	\$ 4,005,200

**CIP #9177: WATER FEATURE CONTROLLERS**

This project includes safety and efficiency updates to the water features in Murase Plaza and Town Center Park.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Costs to be determined at the completion of planning phase*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 206,834	\$ 250,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	\$ -	\$ 206,834	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 456,834

# Parks Projects

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### CIP #9110: PUBLIC WORKS STANDARDS UPDATE

This project updates the Wilsonville Public Work Design and Construction Standards & Detail Drawings. The public works standards provide technical engineering design and construction requirements for public infrastructure within the City of Wilsonville, including water, wastewater, storm drainage, transportation, street lighting, and fiber optic systems, in the interest of health, safety and welfare of Wilsonville residents. Last updated in 2014, the Wilsonville Public Works Standards are due for an update to reflect current laws, regulations, design guidance, technological advance, seismic resiliency, best practices, etc. This is a companion project with CIP #1110, 2110, 4110, & 7110.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 1,500	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		18,447	1,500	-	-	-	-	
General Fund Overhead Fees		53	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 1,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 21,500</u>

### CIP #9132: MEMORIAL PARK MASTER PLAN IMPLEMENTATION

Building on the Memorial Park Master Plan progress to date, this CIP will result in new and expanded athletic field lighting as well as a new playground in Memorial Park. The playground will be a minimum of 50% reimbursement grant funded. These funds will also assist with the continuation of the Forest Shelter parking lot design process.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund/Parks SDC/Grant*

*Status: Carryover from FY 2014-15*

*Estimated Date of Completion: FY 2026-27*

*Operations Impact: Maintenance costs estimated at \$7,000 per year*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 350,000	\$ 2,173,500	\$ 2,239,510	\$ 671,853	\$ 2,239,510	\$ 559,877	
Project Management Fees		3,000	30,000	30,490	9,147	30,490	7,623	
General Fund Overhead Fees		12,250	-	-	-	-	-	
	<u>\$ 2,128,517</u>	<u>\$ 365,250</u>	<u>\$ 2,203,500</u>	<u>\$ 2,270,000</u>	<u>\$ 681,000</u>	<u>\$ 2,270,000</u>	<u>\$ 567,500</u>	<u>\$ 10,485,767</u>

## CIP #9165: URBAN FOREST MANAGEMENT PLAN

In 2021, the Urban Forest Management Plan (UFMP) was approved by the City Council. The UFMP includes a variety of actions that implement the goals of the plan. In FY 2024-25, actions will include the development of master tree planting plans for Town Center and Charbonneau.

*Priority: High*

*Justification: Future Planning*

*Funding Sources: General Fund*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 20,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	6,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	\$ -	\$ 20,000	\$ 66,000	\$ -	\$ -	\$ -	\$ -	\$ 86,000



Installation of a new playground equipment at Sofia Park in Villebois (CIP #9152).

# Parks Projects

## CIP #9171: BOONES FERRY PARK MASTER PLAN IMPLEMENTATION

This CIP will help to further implement the vision of the Boones Ferry Master Plan by removing the former playground site and prepare for a future arboretum.

*Priority: High*

*Justification: City Growth/Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Continued from FY 2018-19*

*Estimated Date of Completion: FY 2028-29*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 1,177,509	\$ 50,000	\$ 340,500	\$ 1,702,500	\$ 113,500	\$ 113,500	
Project Management Fees		500	-	-	-	-	-	
General Fund Overhead Fees		41,213	-	-	-	-	-	
	\$ 174,497	\$ 1,219,222	\$ 50,000	\$ 340,500	\$ 1,702,500	\$ 113,500	\$ 113,500	\$ 3,713,719

## CIP #9181: NATURAL AREAS MANAGEMENT PLAN

The Natural Areas Management Plan will provide a framework for planning and prioritizing restoration activities of natural areas managed by the City. The plan will be focused on developing habitat and area-specific management objectives and strategies.

*Priority: Medium*

*Justification: Future Planning*

*Funding Sources: General Fund*

*Status: Continued from FY 2023-24*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ 50,000	\$ 60,000	\$ 33,333	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	\$ -	\$ 50,000	\$ 60,000	\$ 33,333	\$ -	\$ -	\$ -	\$ 143,333

## CIP #9182: PLAYGROUND DEVELOPMENT STANDARDS

Implementing a Playground Development Standards will ensure that public playgrounds adhere to current safety standards and are installed to manufactures recommendations. This will help reduce the risks of accidents and injuries and create a framework for a more inclusive and welcoming playground environment. Playground Standards will help streamline approval process for developers and ensures consistency and quality of future playgrounds.

*Priority: Medium*

*Justification: Future Planning*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	



**PROJECT SUMMARIES: MISCELLANEOUS PROJECTS**

**CIP #9087: TREE MITIGATION**

This project was established as part of the WC 4.600 Tree Preservation and Protection section of the City Code. Funds are used to reimburse tree permit applicants mitigation, tree planting events, Arbor Day celebrations, and for general tree work community-wide.

*Priority: High*  
*Justification: City Growth*  
*Funding Sources: General Fund/Contributions*  
*Status: Annual*  
*Estimated Date of Completion: Annual*  
*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 8,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 8,000</u>	<u>\$ 22,000</u>	<u>\$ 22,000</u>	<u>\$ 22,000</u>	<u>\$ 22,000</u>	<u>\$ 22,000</u>	

**CIP #9148: BOECKMAN TRAIL SLOPE STABILIZATION**

The continued maintenance and repair of the slope along the Boeckman Creek Trail is a critical item for the continued success of the trail. While the slope does not pose an immediate risk currently, the increase in significant rainfall events paired with a high level of community use have resulted in many areas along the trail that will need continued management.

*Priority: Medium*  
*Justification: Public Safety*  
*Funding Sources: General Fund*  
*Status: Annual*  
*Estimated Date of Completion: Annual*  
*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 35,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 35,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	

# Parks Projects

## CIP #9152: PLAY STRUCTURE REPLACEMENT

Ongoing repair, upgrades and maintenance of existing playgrounds in Wilsonville.

*Priority: High*

*Justification: Public Safety*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 350,413	\$ 50,000	\$ 100,000	\$ 125,000	\$ 150,000	\$ 175,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 350,413</u>	<u>\$ 50,000</u>	<u>\$ 100,000</u>	<u>\$ 125,000</u>	<u>\$ 150,000</u>	<u>\$ 175,000</u>	



New restroom construction at Boones Ferry Park (CIP #9171).

## CIP #9172: INTERPRETIVE SIGN REPLACEMENT

The needed upkeep and subsequent replacement of historical and informative panels in Wilsonville is being accomplished with this CIP. This CIP was implemented in FY 2021-22 and resulted in 5 historical signs at the Stein Boozier barn to be updated. With nearly 80 historical and informative panels in the city, a rotational replacement schedule of approximately 5 signs per year has been implemented with the first 5 years currently under contract. An approximate 15 year schedule will ensure that signs do not fall into disrepair.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 30,000	\$ 30,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	

## CIP #9174: PARKS AND GREEN SPACES ADA IMPLEMENTATION

The parks ADA transition plan which was completed in 2014 is a continued focus for equitable improvements in the parks system. This reoccurring CIP would help the team continue to make progress on the estimated \$2.8 million worth of needed ADA park improvements.

*Priority: Medium*

*Justification: Aging Infrastructure/Regulatory Requirements*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY23</b>	<b>YE Estimates 2023-24</b>	<b>Budget 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Forecast 2028-29</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 384,866	\$ 100,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	7,000	7,000	7,000	7,000	
		<u>\$ 384,866</u>	<u>\$ 100,000</u>	<u>\$ 207,000</u>	<u>\$ 207,000</u>	<u>\$ 207,000</u>	<u>\$ 207,000</u>	

# Parks Projects

## CIP #9179: URBAN FOREST CLIMATE RESILIENCE

This CIP will help to maintain and upkeep the cities urban forest. With warming summer, less rain, invasive species and disease and pest concerns, the need to proactively manage our urban forest has never been more critical. This CIP will be a full city resource for managing not only Emerald Ash Borer but other urban forest concerns as well.

Priority: Medium

Justification: Aging Infrastructure/Regulatory Requirements

Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ 100,000	\$ 200,000	\$ 201,667	\$ 201,667	\$ 201,667	\$ 201,667	Annual
Project Management Fees		60,000	20,000	18,333	18,333	18,333	18,333	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 160,000</u>	<u>\$ 220,000</u>	<u>\$ 220,000</u>	<u>\$ 220,000</u>	<u>\$ 220,000</u>	<u>\$ 220,000</u>	

## CIP #9183: PUBLIC ART

This project funds a permanent piece of public art to be located at Boones Ferry Park, which will follow themes outlined in the Boones Ferry Master Plan. Funds for public art are needed following adoption of the Arts, Culture and Heritage Strategy, City hiring FTE for arts & culture, City forming the ACHC, and Council adopting public art program policy and guidelines.

Priority: High

Justification: Aging Infrastructure

Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction		\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	5,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 115,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 115,000</u>

## CIP #9990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS

This project funds as-needed Engineering/Community Development staff support for Parks projects that are generally performed or contracted for directly by the Parks Department.

Priority: High

Justification: Aging Infrastructure

Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		7,500	10,800	11,124	11,458	11,801	12,155	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 7,500</u>	<u>\$ 10,800</u>	<u>\$ 11,124</u>	<u>\$ 11,458</u>	<u>\$ 11,801</u>	<u>\$ 12,155</u>	

**CIP #9993: ANNUAL - FINAL CIP CLOSEOUT FROM PRIOR YEARS**

This project funds small project close-out expenditures for projects that are fundamentally complete and not budgeted, but which require limited amounts of staff time and attention the year after completion.

Priority: High

Justification: City Growth

Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	3,000	3,090	3,183	3,278	3,377	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 3,000</u>	<u>\$ 3,090</u>	<u>\$ 3,183</u>	<u>\$ 3,278</u>	<u>\$ 3,377</u>	

**CIP #9995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS**

This project is for staff efforts on future CIP projects which are at very early stages of project development and study and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts and issues that will impact future demands and requirements on the City’s park infrastructure and services. Further, the project also includes management of citizen concerns and questions relating to park issues.

Priority: Medium

Justification: City Growth

Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	10,800	11,124	11,458	11,801	12,155	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,000</u>	<u>\$ 10,800</u>	<u>\$ 11,124</u>	<u>\$ 11,458</u>	<u>\$ 11,801</u>	<u>\$ 12,155</u>	

**CIP #9998: ANNUAL - 5-YEAR AND ANNUAL BUDGET PLANNING**

Staff time expenditures for developing and master planning the annual capital project budget and the 5 year capital improvement program.

Priority: High

Justification: Fiscal Planning for CIPs

Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY23	YE Estimates 2023-24	Budget 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		7,000	8,200	8,446	8,699	8,960	9,229	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 7,000</u>	<u>\$ 8,200</u>	<u>\$ 8,446</u>	<u>\$ 8,699</u>	<u>\$ 8,960</u>	<u>\$ 9,229</u>	

# Parks Projects

## Five Year Parks CIP Forecast Fiscal years 2024-25 through 2028-29

Project Name	Funding Source	2024-25	2025-26	2026-27	2027-28	2028-29
<b>Construction Projects</b>						
Boeckman Creek Regional Trail - Phase 2 (Frog Pond)	Parks SDC	\$ 517,500	\$ -	\$ -	\$ -	\$ -
Boeckman Creek Regional Trail South	Parks SDC	258,050	235,000	-	-	-
Frog Pond West Neighborhood Park	Frog Pond Dev./General Fund	1,678,060	-	-	-	-
Water Feature Controllers	General Fund	250,000	-	-	-	-
<b>Master Plan and Studies</b>						
Public Works Standards Update	General Fund	1,500	-	-	-	-
Memorial Park Plan Implementation	General Fund, Parks SDC, G	2,203,500	2,270,000	681,000	2,270,000	567,500
Urban Forest Management Plan	General Fund	66,000	-	-	-	-
Boones Ferry Park Master Plan Implementation	General Fund	50,000	340,500	1,702,500	113,500	113,500
Natural Areas Management Plan	General Fund	60,000	33,333	-	-	-
Playground Development Standards	General Fund	25,000	-	-	-	-
<b>Miscellaneous Projects</b>						
Tree Mitigation	Revenue Specific	22,000	22,000	22,000	22,000	22,000
Boeckman Creek Trail Slope Stabilization	General Fund	25,000	25,000	25,000	25,000	25,000
Annual Play Structure Replacement	General Fund	50,000	100,000	125,000	150,000	175,000
Annual - Interpretative Panel Repairs	General Fund	20,000	20,000	20,000	30,000	30,000
Parks and Green Spaces ADA Implementation	General Fund	100,000	207,000	207,000	207,000	207,000
Urban Forest Climate Resilience	General Fund	220,000	220,000	220,000	220,000	220,000
Public Art	General Fund	115,000	-	-	-	-
Annual - CD Department Support for Miscellaneous Projects	Parks SDC/General Fund	10,800	11,124	11,458	11,801	12,155
Annual - Parks CIP's Final Closeout	Parks SDC/General Fund	3,000	3,090	3,183	3,278	3,377
Annual - Early Planning - Future Parks Projects	Parks SDC/General Fund	10,800	11,124	11,458	11,801	12,155
Annual - 5 Year and Annual Budget Development	Parks SDC/General Fund	8,200	8,446	8,699	8,960	9,229
		<u>\$ 5,694,410</u>	<u>\$ 3,506,617</u>	<u>\$ 3,037,298</u>	<u>\$ 3,073,341</u>	<u>\$ 1,396,917</u>
<b>Funding Sources</b>						
Parks SDC		\$ 974,383	\$ 243,331	\$ 8,582	\$ 8,838	\$ 9,104
General Fund		2,491,967	3,263,286	3,028,716	3,064,503	1,387,813
Grants & Contributions		550,000	-	-	-	-
Frog Pond Fund		1,678,060	-	-	-	-
Total Funding Sources		<u>\$ 5,694,410</u>	<u>\$ 3,506,617</u>	<u>\$ 3,037,298</u>	<u>\$ 3,073,341</u>	<u>\$ 1,396,917</u>

## Debt and Other

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The City issues debt to pay for long-term capital improvements. The number of years the debt is outstanding is less than the useful life of the capital investment. Debt policies are located in section IX of the Financial Management Policies in the appendix. As set by policy, debt shall not be used for operating purposes.

Debt service appropriations provide for the payment of principal and interest on bonds and notes. In the past, the City has issued general obligation bonds, revenue bonds, as well as full faith and credit obligations.

General obligation bonds that are secured by property taxes must be approved by the voters. Full faith and credit obligations are backed by the City's General Fund; however, they may be repaid from other resources such as sewer charges.

Revenue bonds are secured by a specified revenue source other than described above, and are typically used to finance capital improvements related to the City's utilities and repaid from related utility charges.

The City fulfills its obligation for continuing disclosure requirements under the Securities and Exchange Commission Rule 15c2-12 by filing its audited financial reports and other required disclosures with the Municipal Securities Rulemaking Board Electronic Municipal Market Access (EMMA) database service, which is available at [www.emma.msrb.org](http://www.emma.msrb.org).

# Long-term Debt & Limitations

## LONG-TERM DEBT ESTIMATED AS OF JUNE 30, 2024

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
<b>Full Faith &amp; Credit Obligations</b>				
Series 2021 (Tax-Exempt) / Wastewater Treatment Plant	1.43%	\$ 24,280,000	06/01/2031	\$ 17,351,700
Series 2022A (Tax-Exempt) / Water Treatment Plant	2.47%	7,046,000	02/01/2042	6,485,800
Series 2022B (Tax-Exempt) / PW Complex	2.24%	16,479,480	02/01/2037	14,532,190
<b>Other Financing:</b>				
Interfund Loan - General Fund to Stormwater Operating	1.00%	2,500,000	01/15/2025	510,000
				<u>\$ 38,879,690</u>

### Legal Debt Limits

Under Oregon statutes, (ORS 287A) the City is limited in the amount of principal outstanding for general obligation bonded debt to three percent of real market value of the taxable properties within its boundaries. The statutory limit specifically excludes full faith and credit obligations, and bonds for water, sanitary and storm sewers.

The following schedule depicts the City's legal debt capacity and indicates the amount of marginal capacity available:

### STATUTORY DEBT LIMITATION ESTIMATED AS OF JUNE 30, 2024

Real Market Value		<u>\$ 8,267,177,838</u>
Debt capacity at 3%		248,015,335
Less outstanding debt	<u>\$ -</u>	
Net debt subject to 3% limit		-
Marginal capacity		<u>\$ 248,015,335</u>



**OVERLAPPING DEBT  
AS OF JUNE 30, 2023**

<b>Jurisdiction</b>	<b>Debt Outstanding</b>	<b>Applicable to Government<sup>1</sup></b>	<b>Applicable to Government</b>
Direct:			
City of Wilsonville	\$ 49,224,117	100.00%	\$ 11,516,437
Overlapping:			
Clackamas Community College	143,080,045	8.72%	12,483,162
Clackamas County	105,100,000	6.42%	6,750,153
Clackamas County ESD	19,855,267	6.92%	1,373,012
Clackamas County School District No. 3J	488,595,822	38.81%	189,622,573
Clackamas County School District No. 86	101,418,963	11.42%	11,578,800
Clackamas Soil & Water Conservation	5,416,000	6.42%	347,848
Metro	833,428,920	1.76%	14,663,348
Northwest Regional ESD	14,486,819	0.24%	34,406
Port of Portland	39,375,000	1.61%	634,686
Portland Community College	714,955,000	0.19%	1,369,854
Tualatin Valley Fire & Rescue	60,945,000	5.76%	3,509,579
Washington County	164,628,758	0.47%	770,956
Washington County School District No. 88J	292,793,434	5.88%	17,219,182
Total Overlapping	2,984,079,028	8.72%	260,357,559
Total Debt	\$ 3,033,303,145	8.96%	\$ 271,873,996

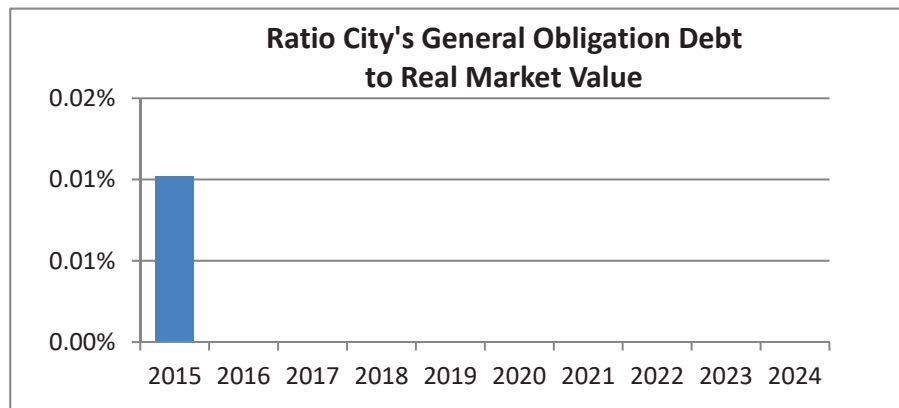
Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the city. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

<sup>1</sup> The percentage applicable to government is determined on the assessed value of the overlapping districts. The numerator is the City's assessed value and the denominator is the assessed value of the overlapping district.

Source: Oregon State Treasury, Debt Management Division

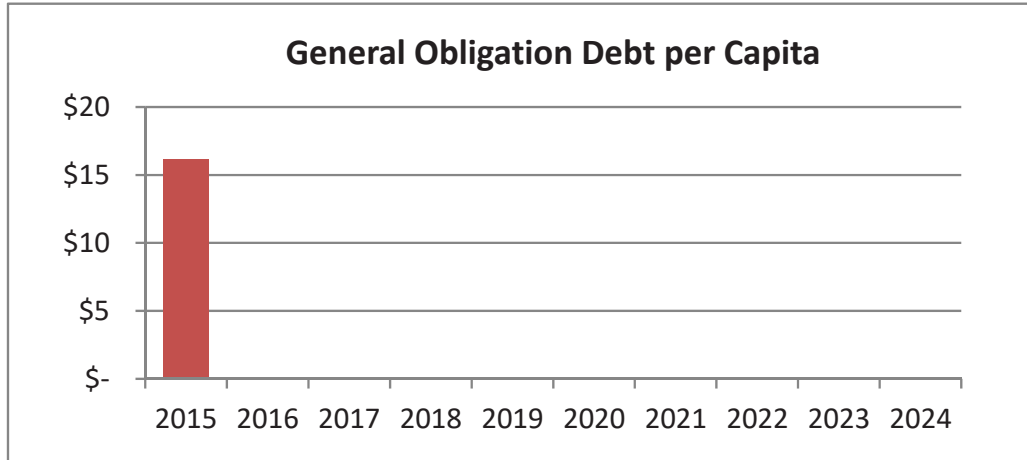
**Debt to Real Market Value**

The ratio of general obligation bonds to real market value is an indicator of the overall tax burden long-term debt imposes on property values. The City paid off its one General Obligation Bond in January of 2016, therefore for the City, the ratio since the end of the 2016 fiscal year is 0.00%. The trend seen in the graph below shows the ratio decreasing as the result of new development, increases in market values and decreases in annual debt service payments as debt neared retirement.



# Debt Per Capita

The amount of City debt per capita for general obligation bonds indicates the tax burden on the residents of the City. As the graph below illustrates, the trend has been declining and is due to a growing community coupled with decreases in annual debt service payments as debt neared retirement. The General Obligation Bond was paid off in January 2016, and resulted in a per capita amount of zero at fiscal year end.



## Future Debt Plans

The City plans to issue internal debt during FY 2024-25 to fund various Roads Capital Improvement Projects. A \$10,000,000 loan from the Water Operating Fund and a \$1,250,000 loan from the Road Operating Fund will be disbursed to the Roads Capital Improvement Projects Fund during FY 2024-25. Both loans bear an interest rate commensurate with the Oregon Short Term Bond interest rate at the time of the lending; with no debt service payments due in FY 2024-25. The City does not plan to issue any external debt in FY 2024-25.

### DEBT SERVICE ACTIVITY ALL CITY FUNDS, FISCAL YEAR 2024-25

Fund/Bond or Debt Issue	Principal Balance 7/01/2024	Scheduled Principal	Scheduled Interest	Principal Balance 6/30/2025
<b>Full Faith &amp; Credit (Tax-Exempt):</b>				
Series 2021 - Wastewater Treatment Plant				
Sewer Operating Fund	\$ 17,351,700	\$ 2,373,100	\$ 248,129	\$ 14,978,600
Series 2022A - Water Treatment Plant				
Water SDC Fund	6,485,800	290,500	160,199	6,195,300
Series 2022B - Public Works Complex				
Road Operating Fund	3,981,821	267,250	89,193	3,714,571
Water Operating Fund	4,141,677	277,980	92,774	3,863,697
Sewer Operating Fund	2,819,242	189,220	63,151	2,630,022
Stormwater Operating Fund	3,589,450	240,920	80,405	3,348,530
Subtotal Series 2022B - PW Complex	14,532,190	975,370	325,523	13,556,820
<b>Interfund Loans:</b>				
Water Operating Fund to Roads CIP Fund	-	-	-	10,000,000
Road Operating Fund to Roads CIP Fund	-	-	-	1,250,000
General Fund to Stormwater Operating Fund	510,000	510,000	5,100	-
Subtotal Interfund Loans	510,000	510,000	5,100	11,250,000
<b>TOTAL ALL DEBT</b>	<b>\$ 38,879,690</b>	<b>\$ 4,148,970</b>	<b>\$ 738,951</b>	<b>\$ 45,980,720</b>

## Debt Schedule

<b>Issue Title:</b>	<b>Full Faith and Credit Obligations, Series 2021</b>		
Issue Date:	March 10, 2021	Amount:	\$24,280,200
Average interest rate:	1.43%	Insurance:	None
Bond rating:	Not applicable	First principal due:	June 1, 2022
CUSIPs:	Not applicable	Last principal due:	June 1, 2031

### Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$38.9 million debt issuance. The original borrowing had an average interest rate of 3.43%. By refunding the debt, the City will save approximately \$2,957,500 (present value cash basis) over the remaining life of the bonds.

The original \$38.9 million bonds proceeds repaid a \$5 million interim borrowing and funded construction of improvements and expansion to the City's wastewater treatment plant. Construction began in 2012. The expansion increased capacity from 2.8 mgd to 4.0 mgd in dry weather.

### Security:

The City covenants its general non-restricted revenues and other funds which may be available for paying the debt. The obligation is not secured by a pledge of or lien on the wastewater revenues, but the City expects to make payments from sewer user revenues.

FY	Principal	Interest	Total
2024-25	\$ 2,373,100	\$ 248,129	\$ 2,621,229
2025-26	2,408,100	214,194	2,622,294
2026-27	2,443,200	179,758	2,622,958
2027-28	2,478,100	144,820	2,622,920
2028-29	2,513,000	109,384	2,622,384
2029-30	2,549,300	73,448	2,622,748
2030-31	2,586,900	36,993	2,623,893
Total	<u>\$ 17,351,700</u>	<u>\$ 1,006,726</u>	<u>\$ 18,358,426</u>

# Debt Schedule

<b>Issue Title: Full Faith and Credit Obligation, Series 2022A (Tax-Exempt)</b>			
Issue Date:	February 1, 2022	Amount:	\$7,046,000
Average interest rate:	2.47%	Insurance:	None
Bond rating:	Not applicable	First Principal Due:	2/1/2023
CUSIPs:	Not applicable	Last Principal Due:	2/1/2042

## Purpose of issuance:

To finance expansion of the City’s Water Treatment Plant. The financing arrangement will allow the City to maintain resources in its Water related funds for other water related capital project needs, as determined by a 20-Year Capital Finance study completed in 2019. The WTP expansion project has a total budget of \$25.3 million. Wilsonville will pay 66.7% and the City Sherwood will pay 33.3% of the total final project costs.

## Security:

The Series A Agreement will be a full faith and credit obligation of the City, and the City will pledge the City’s full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay the amounts due under the Series A Agreement. The City is not authorized to levy additional taxes to pay the amounts due under the Series A Agreement. The City expects to make payments on the Series A Agreement using revenues of its Water System Development Fund. However, such revenues are not specifically pledged as security.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024-25	\$ 290,500	\$ 160,199	\$ 450,699
2025-26	297,700	153,024	450,724
2026-27	305,000	145,671	450,671
2027-28	312,600	138,137	450,737
2028-29	320,300	130,416	450,716
2029-30	328,200	122,505	450,705
2030-35	1,766,700	486,846	2,253,546
2035-40	1,995,800	257,619	2,253,419
2041-42	869,000	32,327	901,327
<b>Total</b>	<b>\$ 6,485,800</b>	<b>\$ 1,626,744</b>	<b>\$ 8,112,544</b>

# Debt Schedule

<b>Issue Title: Full Faith and Credit Obligation, Series 2022B (Tax-Exempt)</b>			
Issue Date:	April 1, 2022	Amount:	\$16,479,480
Average interest rate:	2.24%	Insurance:	None
Bond rating:	Not applicable	First Principal Due:	2/1/2023
CUSIPs:	Not applicable	Last Principal Due:	2/1/2037

## Purpose of issuance:

To finance to construction of a Public Works Complex. The PW Complex will address the current and future needs of the Public Works Department; improve efficiency through consolidation, organization, and layout; provide adequate shop space, office space, meeting rooms, breakrooms, locker and shower areas, vehicles, equipment and materials storage, disposal areas and parking; and incorporate sustainability and green energy technology. The new facility will meet seismic design category IV ensuring operations during and immediate after a seismic event.

## Security:

The Series B Agreement will be a full faith and credit obligation of the City, and the City will pledge the City's full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay the amounts due under the Series B Agreement. The City is not authorized to levy additional taxes to pay the amounts due under the Series B Agreement. The City expects to make payments on the Series B Agreement using revenues from Road Operations, Water Operations, Sewer Operations, and Stormwater Operations.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2024-25	\$ 975,370	\$ 325,521	\$ 1,300,891
2025-26	997,220	303,673	1,300,893
2026-27	1,019,560	281,335	1,300,895
2027-28	1,042,400	258,497	1,300,897
2028-29	1,065,750	235,147	1,300,897
2029-30	1,089,630	211,274	1,300,904
2030-35	5,825,340	679,138	6,504,478
2035-37	2,516,920	84,881	5,203,602
<b>Total</b>	<b>\$ 14,532,190</b>	<b>\$ 2,379,466</b>	<b>\$ 19,513,457</b>

# Assigned Balances - Designations/Definitions

The City assigns balances to ensure adequate funding in the future for major equipment replacements, major software upgrades, necessary repairs and rehabilitations, and other significant programs or projects.

## GENERAL FUND

- Financial systems software: The City's core financial software for accounting, payroll, purchasing, permitting, land management, utility billing, etc.
- Operating systems, servers: Hardware and software upgrades or replacement
- Other business software systems: Software upgrades or replacements related to non-financial and permitting functions, such as event and volunteer management, asset management, etc.
- City websites, wireless improvements: Periodically the City upgrades its web sites and wi-fi systems
- Conduit, fiber, communications: Installation of fiber conduit for connectivity
- Office equipment replacement: Replacing and upgrading various office equipment, such as copiers, printers, and remote devices
- Park improvements, structures, amenities: Rehabilitating or replacing various park amenities, such as play structures, buildings, shelters and trails
- Parking lot improvements: Repair and expansion of various parking lots owned by the City
- Building repairs, remodeling: Major repairs, rehabilitation or remodeling of City buildings
- Future expansion, relocation: Future expansion and relocation costs
- Emergency management: Equipment and major supplies related to disaster preparedness and response
- Future program costs: Sustainability reserve for unanticipated circumstances and necessary to maintain critical operations

## BUILDING INSPECTION FUND

- Software: Reserve for permit software replacement

## TRANSIT FUND

- Bus, building, capital needs: Reserve for future capital needs, including the purchase of rolling stock

## WATER OPERATING FUND

- Plant major repair and replacement: Replacement of plant equipment, amount required by contract with operator
- Maximum annual debt service: Six months of annual debt service on outstanding bonds, but is not a bond covenant requirement as outstanding bonds have surety insurance for this purpose

## SEWER OPERATING FUND

- Plant major repair and replacement: Replacement of plant equipment, amount required by contract with operator
- Maximum annual debt service: Six months of annual debt service on outstanding bonds, but is not a bond covenant requirement as outstanding bonds have a full faith and credit pledge of the City

## FLEET SERVICES FUND

- Vehicle replacement: Accumulated special charges for vehicle replacement typically on a 10-year cycle

## Assigned Balances - Designated Purpose

	June 30, 2024 Balance	Increases	Decreases*	June 30, 2025 Balance
<b>General Fund</b>				
<b>Computers, office equipment, software, fiber</b>				
Software, systems, & servers	50,000	50,000	(50,000)	50,000
Office equipment replacement	75,000	-	(50,000)	25,000
<b>Facilities and park infrastructure</b>				
Park improvements, structures, amenities	75,000	25,000	(50,000)	50,000
Parking lot improvements	75,000	25,000	(75,000)	25,000
Building repairs, remodeling	75,000	-	(25,000)	50,000
<b>Emergency management</b>				
Equipment and major supplies	75,000	25,000	-	100,000
<b>Future program costs</b>				
Sustainability reserve	2,000,000	-	-	2,000,000
	<u>\$ 2,425,000</u>	<u>\$ 125,000</u>	<u>\$ (250,000)</u>	<u>\$ 2,300,000</u>
<b>Transit Fund</b>				
STIF reserve	\$ 2,140,655	\$ 2,660,000	\$ (2,200,655)	2,600,000
Bus, building, capital needs	1,000,000	-	-	1,000,000
	<u>\$ 3,140,655</u>	<u>\$ 2,660,000</u>	<u>\$ (2,200,655)</u>	<u>\$ 3,600,000</u>
<b>Water Operating Fund</b>				
Plant major repair and replacement	\$ 1,300,000	\$ 100,000	\$ -	\$ 1,400,000
<b>Sewer Operating Fund</b>				
Plant major repair and replacement	\$ 2,400,000	\$ 100,000	\$ -	\$ 2,500,000
<b>Road Operating Fund</b>				
Emergency road repairs	\$ 250,000	\$ -	\$ -	\$ 250,000
<b>Fleet Services Fund</b>				
Vehicle replacement	\$ 720,383	\$ 386,617	\$ (257,000)	\$ 850,000

# Ending Fund Balances

The Governmental Accounting Standards Board (GASB) has defined ending balances as falling into two groupings with five categories. Beginning in FY 2010-11, the City aligned its year-end budgeted fund balance to reflect these new categories.

## RESTRICTED FUND BALANCES

- **Nonspendable** – Represents both assets that are non-liquid (e.g. inventory, prepayments, foreclosed properties to be sold) and liquid, legal constraints prevent their use (e.g. principal of an endowment, revolving loan funds)
- **Restricted** – Constraints on assets by an external entity (e.g. covenants in bond contracts, restricted grant proceeds, restrictions created by local resolutions or ordinances or charter limitations)

## UNRESTRICTED FUND BALANCES

- **Committed** – Constraints created by the governing body on the uses of its own resources
- These are enacted via resolution or ordinance, are in place as of the end of the fiscal period and remain binding until formally rescinded or changed. The fundamental difference between Restricted and Committed is that under Committed the government can unilaterally remove constraints it has imposed upon itself.
- **Assigned** – Designation (earmark) of resources for a particular purpose by either the governing body or staff, such as the City Manager or Finance Director  
 Earmarking of resources is not legally binding and can be changed without formal action.
- **Unassigned** – Excess of total fund balance over nonspendable, restricted, committed and assigned components  
 Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated/assigned to the purposes of that fund.

The following tables present the components of ending balance.

### Restricted Fund Balances

Category	Component	Restricted by
<i>Nonspendable</i>	None	
<i>Restricted</i>	Bond covenants	Bond contract
	Taxes for Debt Service	State statute
	Building Inspection net revenues	State statute

### Unrestricted Fund Balances

Category	Component	Restricted by
<i>Committed</i>	Sustainability Reserve	Formal Resolution
<i>Assigned</i>	Contingency Reserve	Council directed
	Designated assignments (see Assigned Balances schedule)	Staff designations
	Debt Service Reserves	Staff designations
	Unassigned Contingency - non-General Fund	GASB definition
<i>Unassigned</i>	Unassigned Contingency - General Fund	GASB definition



# Urban Renewal Agency

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# Urban Renewal Budget Committee

City of Wilsonville

FY 2024-25

## Urban Renewal Budget Committee

Tyler Beach      Christopher Moore

Alicia Moulton      Synthea Russell

Tabi Traughber

## Urban Renewal Agency Board

Julie Fitzgerald, Chair

Kristin Akervall      Caroline Berry

Dr. Joann Linville      Katie Dunwell

### **Executive Director**

Bryan Cosgrove, City Manager

### **Economic Development Manager**

Matt Lorenzen

### **Finance Director**

Keith Katko

### **Urban Renewal Agency**

City of Wilsonville  
29799 SW Town Center Loop East  
Wilsonville, Oregon 97070  
503-682-1011  
[www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)



May 9, 2024

Members of the Budget Committee,

The Urban Renewal Agency (URA) of the City of Wilsonville is a separate municipal corporation, governed by the members of the City of Wilsonville City Council. Tax increment financing (TIF) is the tool the Agency uses to finance redevelopment, economic development, or infrastructure projects in a designated area. It operates by capturing the future increase in property tax revenues generated by the redevelopment or improvement of an area, and then allocating those revenues toward the costs of the project. The Agency has two active plans, the West Side Plan and Coffee Creek Plan. Additionally the URA governs the economic development program, Wilsonville Investment Now (WIN), which provides site-specific urban renewal tax rebates for qualifying development outside of the City's existing urban renewal areas.

The Westside Plan, launched in 2003, fostered the development of the master-planned community of Villebois in west Wilsonville through strategic investments in public infrastructure. By the 2023 certified tax roll, the assessed value of property within the Westside Plan boundary had skyrocketed from approximately \$6.7 million in 2003 to nearly \$800 million, reflecting substantial growth and development. Throughout its duration, the plan allocated \$49.4 million towards infrastructure and amenities, including projects such as Boeckman Rd (west of Kinsman), Barber Street/Bridge, Tooze Road, and Villebois Parks. With the upcoming budget year marking the final stage of the plan, the last capital project, the Brown Road project, is budgeted for implementation in FY 2024-25. As of the end of FY 2023-24, the principal and interest on the \$49.4 million maximum indebtedness allowed under the plan have been completely repaid. Consequently, no further tax increment is scheduled for the upcoming budget year, signaling the imminent closure of the Plan. This remarkable achievement underscores the success of the Westside Plan in stimulating growth, enhancing infrastructure, and fostering community development in Villebois and west Wilsonville.

The Coffee Creek Plan was formed in 2016 with a maximum indebtedness of \$67 million to develop a new employment area in north Wilsonville. In FY 2018-19, the Coffee Creek District issued \$3.8 million in debt to prepare for the construction of Garden Acres Rd. This project is a key infrastructure improvement identified in the Coffee Creek Urban Renewal Plan to support development within the Coffee Creek District. No capital improvement projects are budgeted for fiscal year 2024-25.

On October 19, 2020, the Wilsonville City Council adopted administrative rules for the Wilsonville Investment Now (WIN) Program, a local economic development program that seeks to incentivize businesses to operate in Wilsonville by providing site-specific urban renewal tax rebates for qualifying development projects outside of the City's existing urban renewal areas. The City awarded the first WINZ Zone in February, 2021 to Twist Bioscience Corp. The firm has expanded into a 190,000 square-foot facility in Parkway Woods, and estimates investing up to \$70 million in the structure and generating 200 new jobs with the goal of ultimately expanding to 400. The budget for FY 2024-25 includes their second rebate.

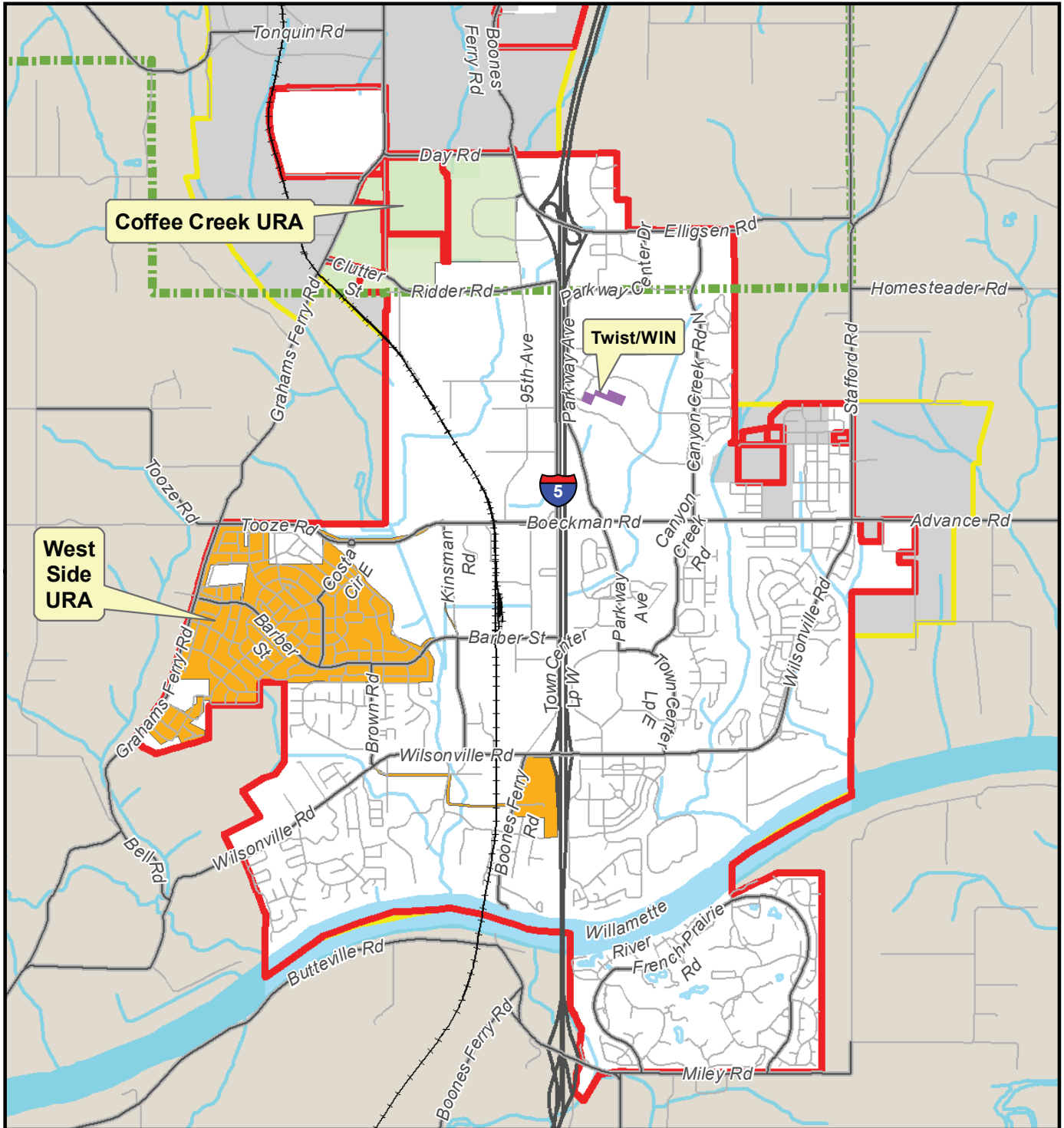
Urban renewal has been an effective tool for economic development in Wilsonville and look forward to continued success of each District. I am pleased to present the Proposed Budget for FY 2024-25 for the Urban Renewal Agency.




Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bryan Cosgrove", written over a horizontal line.

Bryan Cosgrove  
City Manager

# Urban Renewal District Map

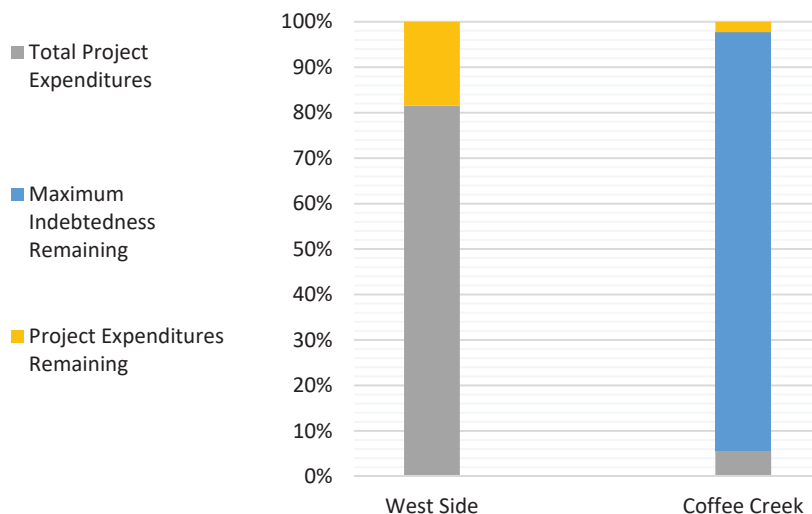


<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: purple; margin-right: 5px;"></span> Twist Bioscience WIN Zone - 4.4 Acres</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: lightgreen; margin-right: 5px;"></span> Coffee Creek URA - 258 Acres</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: orange; margin-right: 5px;"></span> West Side URA - 411 Acres</li> <li><span style="display: inline-block; border-bottom: 2px solid red; width: 15px; margin-right: 5px;"></span> City Limits</li> <li><span style="display: inline-block; border-bottom: 2px dashed green; width: 15px; margin-right: 5px;"></span> County Boundary</li> <li><span style="display: inline-block; border: 2px solid yellow; width: 15px; height: 15px; margin-right: 5px;"></span> UGB</li> </ul>	 <p>4/8/2024</p> 
<p><b>Urban Renewal Areas</b></p> 		

## Urban Renewal Agency Quick Facts

	<u>West Side</u>	<u>Coffee Creek</u>
District formation date	November 2003	October 2016
Current size (acreage)	415	258
Maximum indebtedness	\$ 49,400,000	\$ 67,000,000
Cumulative debt issuances as of July 1, 2024	(49,400,000)	(4,800,000)
Budgeted debt issuances for FY 2024-25	-	(500,000)
Maximum indebtedness remaining at June 30, 2025	<u>\$ -</u>	<u>\$ 61,700,000</u>
Debt outstanding at July 1, 2024	\$ -	\$ 2,985,913
Budgeted debt issuances for FY 2024-25	-	500,000
Budgeted principal payments for FY 2024-25	-	(685,000)
Debt outstanding at June 30, 2025	<u>\$ -</u>	<u>\$ 2,800,913</u>
Cumulative project expenditures and budgeted appropriations as of June 30, 2025	\$ 40,286,765	\$ 3,745,872
Percentage of maximum indebtedness expended and appropriated as of June 30, 2025	82%	6%

### Maximum Indebtedness / Project Expenditures



# Urban Renewal Agency - Overview

## MISSION STATEMENT

The purpose of urban renewal is to stimulate economic development through private investment in a specific area of the community. Tax increment financing, ORS Chapter 457, is used in areas where private development has stagnated or is not feasible without public sector investment and partnership. Public investment through urban renewal is one way to change those conditions. The types of urban renewal activities undertaken generally include land assembly, development of infrastructure and public amenities such as streets, utility lines, lighting, public open spaces and parks.

## HOW URBAN RENEWAL WORKS

Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency. The Urban Renewal Agency uses the funds pay debt service on debt that is taken out to finance the public projects that encourage private development. During the process of forming urban renewal areas, the desired projects, which may include public improvements like roadways, parks, and other amenities, are identified in an urban renewal plan. Urban renewal financing in the form of debt is obtained from a bank, the bond market, or at times an “overnight” loan from the City’s General Fund, to fund the projects, and the desired improvements are completed. Private development in the area then becomes more feasible. As the taxable property values rise with increased development, tax revenues increase, and that increase is used to pay off the urban renewal debt.

## GOVERNANCE

The City of Wilsonville Urban Renewal Agency (URA) was established in 1990 as a separate corporate body as authorized by state statutes. The City Council fulfills the role as the URA Board responsible for governing the City’s two urban renewal areas. The two areas include the West Side Plan and Coffee Creek Plan areas.

## URA DISTRICT MANAGEMENT

The City’s Community Development Department manages URA activities with support provided by the Policy and Administration departments such as Finance, Legal and Administration. Policy and Administration departments are budgeted within the City’s General Fund while the Community Development department is budgeted within the Community Development Fund. The operating budgets of each URA district reimburse these two City funds for the services provided. As a result, these expenses are shown once as operating expenses in the City’s departments and again as expenses in the URA budget to reimburse the City’s funds.

## ASSESSED VALUE INFORMATION

When an urban renewal district is first created, the assessed value within the district’s boundary is established as the “frozen base”. If urban renewal efforts are successful, the value of the district will grow above the frozen base amount. That increase is called the “incremental” or “excess” value. Overlapping jurisdictions like schools, Tualatin Valley Fire & Rescue, Metro, and other general governments continue to receive property tax revenue on the frozen base while the urban renewal agency receives property tax revenue related to the incremental value. This is called the “division of tax” method of raising revenue in an urban renewal district. The “division of tax” method results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from property tax revenue within the district. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

## TAXES COLLECTED

- The West Side District Plan division of taxes is subject to revenue sharing with the overlapping jurisdictions, as outlined in Oregon Revised Statutes (ORS 457). Meaning that this District is limited to collect 12.5% of its original maximum indebtedness of \$40 million, which equates to \$5.0 million in property tax collections.
- The Coffee Creek District Plan collects the full amount of tax increment available by the “division of taxes” calculated by the County Assessor.

# Urban Renewal Agency - Overview

## PROPERTY TAX LIMITATION AND TAX INCREMENT

In November 1990, Oregon voters passed a property tax limitation measure (Measure 5) that established a \$10 limit per thousand of real market value for property tax collection for local governments. It is important to note that the \$10 limit is based on real market value rather than assessed value of a property. The impact of this measure on urban renewal is that repayment of urban renewal debt (past, present, or future) must now come within the \$10 limit for local governments.

In a 2002 Oregon Supreme Court ruling, the limitations of Measure 5 were clarified so that urban renewal tax dollars related to the division of taxes from education are to be included in the general government category when determining the \$10 limit. Similarly, Measure 5 established a \$5 limit per thousand of real market value for education. The effect of this ruling accelerates the likelihood of the general government category taxes hitting the \$10 ceiling but decreases the likelihood of the education category reaching the \$5 ceiling.

## URBAN RENEWAL TAX RATES

Urban renewal entities do not have independent, permanent tax rates.

The dollar amount listed a property owner's annual tax statement is created from the cumulative decrease from the overlapping jurisdictions. The decrease is the result of the "division of taxes" mentioned earlier.

Each taxing jurisdiction has a total tax rate that is applied to a parcel's assessed value to determine the amount of property taxes owed by that parcel. The County Assessor lowers these other taxing jurisdiction's tax rates based upon the Urban Renewal District's incremental assessed value and the taxing jurisdiction's overall assessed value, and mathematically derives a tax code rate to be applied to each parcel for Urban Renewal.

One example of one Wilsonville area tax code (Clackamas County Tax Code: 003-027), displayed to the right, illustrates how the overlapping taxing jurisdictions tax rates are lowered, allowing for a derived tax rate for urban renewal to be applied.

Tax rates are applied per \$1,000 of Assessed Value.

The "District Rate" shows the authorized tax rates prior to applying urban renewal. The "Tax Code Rate" is what a taxpayer would see when reviewing the rates as applied to their property.

District	District Rate	Tax Code Rate
Clack comm coll	0.5582	0.5279
Clackamas ESD	0.3687	0.3500
WLWV School Dist	4.8684	4.6195
WIWV SD Local Opt	1.5000	1.5000
<b>Total, Education</b>	<b>7.2953</b>	<b>6.9974</b>
City Wilsonville	2.5206	2.3889
County Clackamas	2.4042	2.2940
Co 4-H	0.0500	0.0476
Co. Library	0.3974	0.3768
Co PS Local Opt	0.3680	0.3680
Co Soil Conserv	0.0500	0.0476
FD64 TVFR	1.5252	1.4426
FD64 TVFR Local Opt	0.4500	0.4500
Port PDX	0.0701	0.0660
Srv2 Metro	0.0966	0.0908
Srv2 Metro Local Opt	0.0960	0.0960
Urban Renewal County	-	0.0136
Urban Renewal Wilsonville	-	0.6443
Vector Control	0.0065	0.0063
Vector Con Local Opt	0.0250	0.0250
<b>Total, General Government</b>	<b>8.0596</b>	<b>8.3575</b>
Clack Comm Coll Bond	0.2484	0.2484
County Emergency Radio Bond	0.0885	0.0885
TVFR Bond	0.1337	0.1337
W Linn Bnd 2015	2.9472	2.9472
Metro Bond 2006	0.3820	0.3820
<b>Total, Bonds</b>	<b>3.7998</b>	<b>3.7998</b>
<b>Grand Total, Tax Rate</b>	<b>19.1547</b>	<b>19.1547</b>

**STATEMENT OF PURPOSE**

Beginning in FY 2020-21 the Urban Renewal Agency adopted the framework and administrative rules for the Wilsonville Investment Now (WIN) program. WIN is a local incentive program that provides tax rebates for qualifying development projects outside of the City’s existing urban renewal areas. The program aims to attract high-value investments in the Wilsonville community and offers flexible evaluation criteria and multiple tiers of benefits, making it attractive to a wide range of businesses. The tax rebate is made possible by designating the project property as an individual urban renewal district. This step, allowed by the State of Oregon’s legislative framework, would freeze the current property tax revenues on the site and allow the City to rebate additional value of the property generated by the new investment back to the applicant. The proposed maximum indebtedness, the limit on the amount of funds that may be spent on administration, projects, and programs in the Twist Bioscience WIN Zone is \$10M. The plan contains 4.4 acres and is estimated to last seven years, resulting in seven years of tax increment collections.

**PROGRAM OBJECTIVES**

Twist expects to invest \$70M in capital investment, including tenant improvements and equipment, and to create 200 new jobs in Wilsonville within the first year of operation.

**URBAN RENEWAL - WILSONVILLE INVESTMENT NOW PROGRAM INCOME FUND**

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Tax increment revenues					
Current year	\$ -	\$ -	\$ 1,005,000	\$ 1,056,000	5%
Investment revenue	-	-	10,300	-	-100%
<b>TOTAL RESOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,015,300</b>	<b>\$ 1,056,000</b>	<b>4%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services					
Prof and tech services	\$ -	\$ -	\$ 100,500	\$ 105,600	5%
Program expenditures	-	-	904,500	950,400	5%
Expenditures subtotal	-	-	1,005,000	1,056,000	5%
Ending fund balance					
Assigned (contingency)	-	-	10,300	-	-100%
<b>TOTAL REQUIREMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,015,300</b>	<b>\$ 1,056,000</b>	<b>4%</b>

**BUDGET HIGHLIGHTS**

As intended, the Agency will collect tax increment revenues, and distribute a tax rebate to Twist less a 10% administrative fee.



**WEST SIDE PLAN**

This district was adopted on November 3, 2003. Initial activity was focused on meeting infrastructure needs of the Villebois development. Projects have included acquisition of land for a future park and school site, and to acquire land and construct a new 1.2 mile roadway. The City’s Urban Renewal Strategic Plan was adopted in 2014, and a substantial amendment to the West Side Plan occurred in February 2016 to increase maximum indebtedness to allow for the completion of Plan projects.

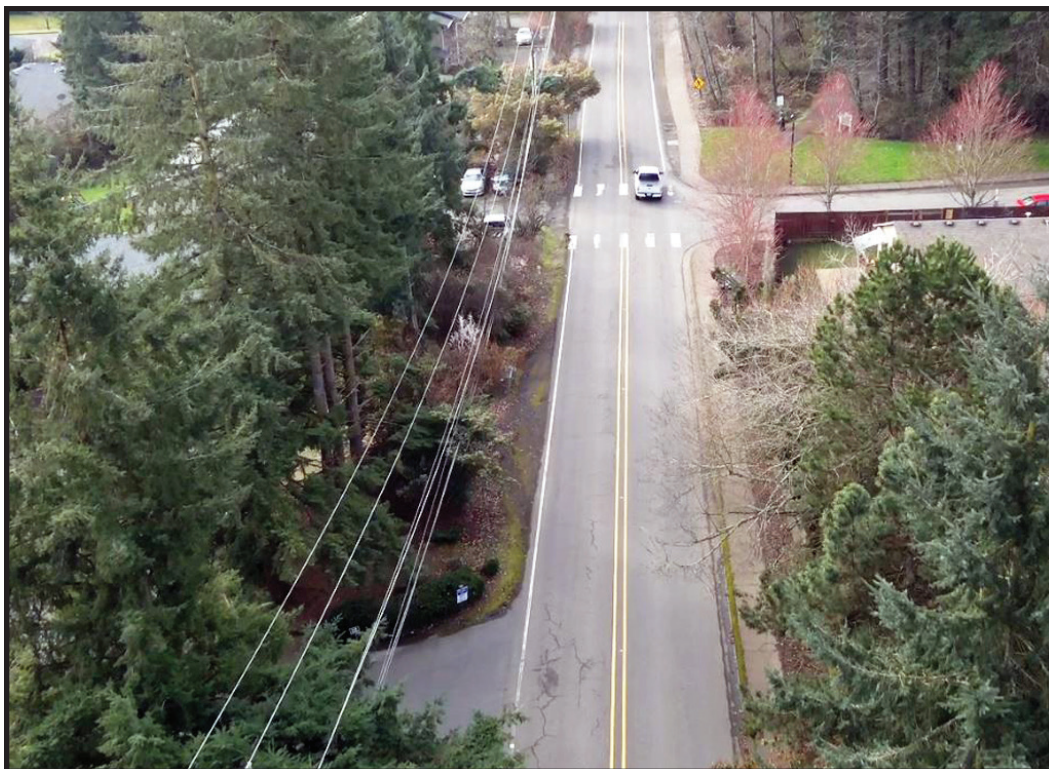
Two funds are used to account for the activities of the West Side district consisting of:

1. Capital Projects Fund – records infrastructure costs and professional management
2. Program Income Fund – records miscellaneous receipts and infrastructure costs

**WEST SIDE ASSESSED VALUE AND TAXES**

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Estimated 2024-25	% Change
Assessed Valuation in District	\$ 747,487,913	\$ 773,761,298	\$ 808,482,900	\$ -	-100%
Frozen Tax Base	(18,017,272)	(18,017,272)	(18,017,272)	-	-100%
Incremental Value	729,470,641	755,744,026	790,465,628	-	-100%
<b>Incremental Value Certified</b>	401,210,000	401,210,000	122,100,000	-	-100%
<b>Property Tax Collected (net of discounts)</b>					
Division of Taxes <sup>1</sup>	\$ 4,929,342	\$ 4,970,873	\$ 1,600,000	\$ -	-100%

<sup>1</sup> Assessment and tax increment collection terminate 07/01/24



Brown road looking south.

**STATEMENT OF PURPOSE**

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. This development will improve and stabilize property values and protect the area’s residential livability and environmental values.

**PROGRAM OBJECTIVES**

1. The remaining project for this district is the Brown Road construction project

**HISTORY OF WEST SIDE URBAN RENEWAL PROJECTS**

	Years Prior	Estimate 2023-24	Budget 2024-25
<b>Road Projects</b>			
Boeckman Road Extension	\$ 13,043,919	\$ -	\$ -
Boeckman Road Geotech	390,970	-	-
Barber Street	8,308,134	-	-
I-5 Pedestrian Bridge	1,512,000	-	-
Brown Road*	465	624	2,080,000
Tooze Road	5,625,951	-	-
<b>Total Road Projects</b>	<b>\$ 28,881,439</b>	<b>\$ 624</b>	<b>\$ 2,080,000</b>
<b>Park Projects</b>			
Villebois Park Promenade	\$ 151	\$ -	\$ -
Villebois Park Piccadilly	203,900	-	-
Villebois Park Piazza	734,075	-	-
Villebois Park Montague	756,494	-	-
<b>Total Park Projects</b>	<b>\$ 1,694,620</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Facilities Projects</b>			
Art Tech Siding Replacement	\$ 79,749	\$ -	\$ -
<b>Local Schools</b>			
School Site Acquisition, #1	\$ 4,152,235	\$ -	\$ -
School Site Acquisition, #2	3,437,972	-	-
<b>Total Local Schools</b>	<b>\$ 7,590,207</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ 38,206,141</b>	<b>\$ 624</b>	<b>\$ 2,080,000</b>

\*Active CIP

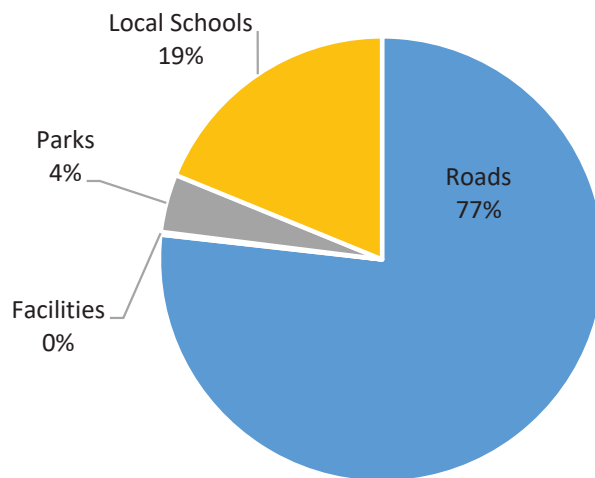
**URBAN RENEWAL – WEST SIDE CAPITAL PROJECTS FUND**

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Investment revenue	\$ (69,290)	\$ 163,697	\$ 165,000	\$ 128,500	-22%
Loan proceeds	6,400,000	-	-	-	-
Beginning fund balance	273,381	6,294,386	6,204,470	6,332,737	2%
<b>TOTAL RESOURCES</b>	<b>\$ 6,604,091</b>	<b>\$ 6,458,083</b>	<b>\$ 6,369,470</b>	<b>\$ 6,461,237</b>	<b>1%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services					
Prof and tech services	\$ 309,431	\$ 137,356	\$ 274,678	\$ 223,808	-19%
Fees, dues, advertising	274	626	500	-	-100%
Employee development	-	-	2,000	-	-100%
Materials and services subtotal	309,705	137,982	277,178	223,808	-19%
Capital projects					
#4216 Brown Road	-	-	710,000	2,080,000	193%
Ending fund balance					
Restricted (capital projects)	6,294,386	6,320,101	5,382,292	4,157,429	-23%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 6,604,091</b>	<b>\$ 6,458,083</b>	<b>\$ 6,369,470</b>	<b>\$ 6,461,237</b>	<b>1%</b>

**BUDGET HIGHLIGHTS**

Brown Road capital project continues and is the last remaining project for the district.

West Side - Project History by Type



**STATEMENT OF PURPOSE**

Beginning in FY 2015-16 the Urban Renewal Agency began recording program income for the West Side Plan District in a new fund called the Program Income Fund, to account for the sale of property. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of prior activity and can include items such as reimbursements, rental income and land sales.

**PROGRAM OBJECTIVES**

Program income can be used for any urban renewal eligible purpose. These funds are typically used for improvements to properties owned by the Agency, capital projects within the district boundary, and property acquisition. The ending fund balance is intended to be used to improve Tooze Road.

**URBAN RENEWAL - WEST SIDE PROGRAM INCOME FUND**

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Investment revenue	\$ (1,641)	\$ 3,562	\$ 3,715	\$ 5,000	35%
Beginning fund balance	136,728	135,087	136,087	144,206	6%
<b>TOTAL RESOURCES</b>	<b>\$ 135,087</b>	<b>\$ 138,649</b>	<b>\$ 139,802</b>	<b>\$ 149,206</b>	<b>7%</b>
<b>REQUIREMENTS</b>					
Ending fund balance					
Assigned (contingency)	\$ 135,087	\$ 138,649	\$ 139,802	\$ 149,206	7%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 135,087</b>	<b>\$ 138,649</b>	<b>\$ 139,802</b>	<b>\$ 149,206</b>	<b>7%</b>

**BUDGET HIGHLIGHTS**

As intended, the program income fund has been used to construct the Tooze Road project.

## COFFEE CREEK PLAN

The Coffee Creek Plan was adopted on October 17, 2016. The Coffee Creek Urban Renewal area seeks to develop a new employment area in north Wilsonville that will attract general industrial, warehouse, flex, and research and development related business. The Coffee Creek Urban Renewal area is composed of approximately 258 total acres. The Plan expects to utilize tax increment financing for 25 years with a maximum indebtedness of \$67,000,000.

Key projects identified for improvement are infrastructure enhancements to existing roadways, utility development, and property acquisition and disposition.

Three funds may eventually be used to account for the activities of the Coffee Creek Plan district including:

1. Debt Service Fund – records costs of repayment of debt
2. Capital Projects Fund – records infrastructure costs and professional management
3. Program Income Fund – records miscellaneous receipts and infrastructure costs (not currently active)

## COFFEE CREEK ASSESSED VALUES AND TAXES

	Actual		Actual		Budget		Estimated		%
	2021-22		2022-23		2023-24		2024-25		Change
Assessed Valuation in District	\$ 128,275,421	\$	146,438,916	\$	149,802,083	\$	165,952,904		11%
Frozen Tax Base	(99,003,704)		(99,003,704)		(99,003,704)		(99,003,704)		0%
<b>Incremental Value</b>	<b>29,271,717</b>		<b>47,435,212</b>		<b>50,798,379</b>		<b>66,949,200</b>		<b>32%</b>
<b>Property Tax Collected (net of discounts)</b>									
Division of Taxes	\$ 319,756	\$	512,516	\$	563,300	\$	745,000		32%

**STATEMENT OF PURPOSE**

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

**PROGRAM OBJECTIVES**

1. Monitor private development that would result in future tax increment revenue generation

**COFFEE CREEK HISTORY OF DEBT ISSUANCE AND MAXIMUM INDEBTEDNESS**

In October of 2016, the Plan was adopted establishing maximum indebtedness at \$67,000,000. Proceeds from the issuance of debt are used to pay capital project costs and related administration.

**COFFEE CREEK**

<u>Date</u>	<u>Issue Amount</u>	<u>Key Projects</u>
<b><u>Maximum Indebtedness</u></b>		
Adopted October 2016	\$ 67,000,000	
<b><u>Debt Issued</u></b>		
April 2019	3,800,000	Garden Acres Road
July 2020	500,000	Garden Acres Road
July 2023	500,000	Overhead and planning for future projects
Total debt issued through June 2024	4,800,000	
<b>Balance Available, July 1, 2024 (Maximum Indebtedness less Total Debt Issued)</b>	<b>\$ 62,200,000</b>	

**DEBT OUTSTANDING**

On April 4, 2019, the Agency issued \$3.8 million through a note held by Columbia State Bank with an interest rate of 3.19%. Debt service is amortized over 10 years. Security of this debt is the annual tax increment revenue and debt service fund.

<u>FY</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2024-25	\$ 183,005	\$ 93,802	\$ 276,807
2025-26	188,890	87,918	276,808
2026-27	194,963	81,845	276,808
2027-28	201,232	75,576	276,808
2028-29	2,217,823	69,105	2,286,928
	<b>\$ 2,985,913</b>	<b>\$ 408,246</b>	<b>\$ 3,394,159</b>

**URBAN RENEWAL - COFFEE CREEK DEBT SERVICE FUND**

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Tax increment revenues					
Current year	\$ 319,756	\$ 512,516	\$ 563,300	\$ 745,000	32%
Prior year	3,799	3,810	3,500	3,000	-14%
Tax increment subtotal	323,555	516,326	566,800	748,000	32%
Investment revenue	(1,035)	8,776	8,510	6,000	-29%
Beginning fund balance	28,576	72,752	309,352	224,983	-27%
<b>TOTAL RESOURCES</b>	<b>\$ 351,096</b>	<b>\$ 597,854</b>	<b>\$ 884,662</b>	<b>\$ 978,983</b>	<b>11%</b>

**REQUIREMENTS**

Expenditures

Debt service

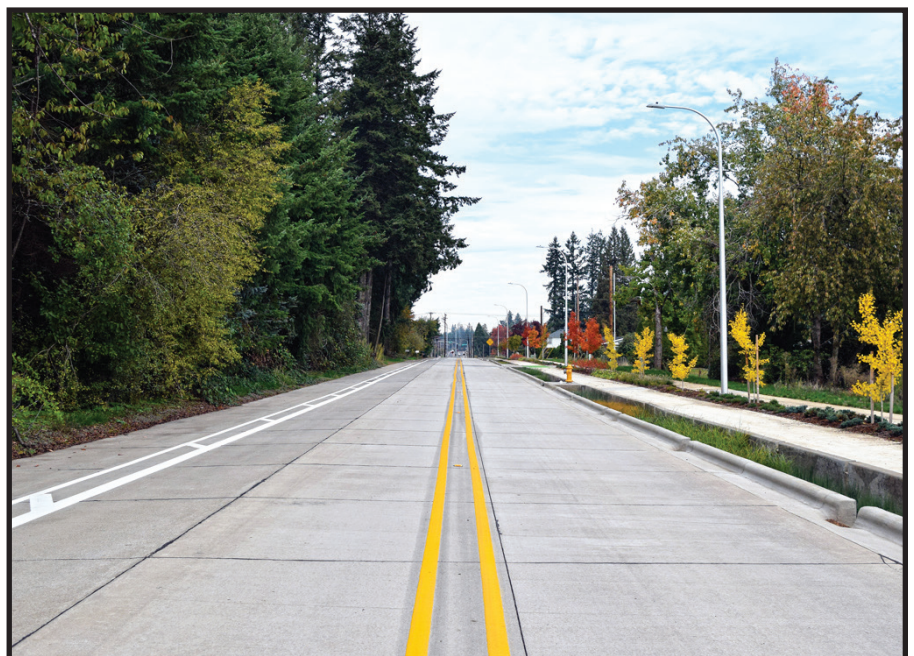
Principal	\$ 166,429	\$ 171,781	\$ 180,000	\$ 185,000	3%
Interest	111,915	106,490	102,000	97,000	-5%
Short-term debt	-	-	500,000	500,000	0%
Debt service subtotal	278,345	278,270	782,000	782,000	0%

Ending fund balance

Restricted (debt service)	72,752	319,583.32	102,662	196,983	92%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 351,096</b>	<b>\$ 597,854</b>	<b>\$ 884,662</b>	<b>\$ 978,983</b>	<b>11%</b>

**BUDGET HIGHLIGHTS**

The fund continues the debt service payments for the funding of the Garden Acres Rd Project.



Garden Acres road.

**STATEMENT OF PURPOSE**

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. This development will improve public infrastructure including transportation and utility improvements to generate industrial private development.

**PROGRAM OBJECTIVES**

1. Over the course of time as development happens in the Coffee Creek Plan area, the tax increment will grow and will enable financing of the following capital projects:
  - Construct regional detention pond with an outfall to Basalt Creek
  - Construct new SW Java Road; three lane road section with bike lanes, sidewalks, and landscaping
  - Complete Coffee Creek Industrial area sewer extensions
  - Continue various roadway upgrades on Day Road, Boones Ferry, and Grahams Ferry Road

**URBAN RENEWAL – COFFEE CREEK CAPITAL PROJECTS FUND**

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Revenues					
Investment revenue	\$ (2,432)	\$ 4,376	\$ 3,095	\$ 2,500	-19%
Loan proceeds	-	-	500,000	500,000	0%
Beginning fund balance	442,502	260,441	112,535	484,443	330%
<b>TOTAL RESOURCES</b>	<b>\$ 440,070</b>	<b>\$ 264,817</b>	<b>\$ 615,630</b>	<b>\$ 986,943</b>	<b>60%</b>
<b>REQUIREMENTS</b>					
Expenditures					
Materials and services					
Prof and tech services	\$ 158,360	\$ 148,874	\$ 136,500	\$ 136,004	0%
Capital projects					
#4201 Garden Acres Road	21,269	-	-	-	-
Ending fund balance					
Restricted (capital projects)	260,441	115,943.34	479,130	850,939	78%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 440,070</b>	<b>\$ 264,817</b>	<b>\$ 615,630</b>	<b>\$ 986,943</b>	<b>60%</b>

**BUDGET HIGHLIGHTS**

The Coffee Creek Urban Renewal District does not currently have any capital projects under construction.



# Urban Renewal Summary

## SUMMARY OF URBAN RENEWAL BY FUND

	WIN	West Side		Coffee Creek		URA
	Program Income	Capital Projects	Program Income	Debt Service	Capital Projects	Grand Total
<b>RESOURCES</b>						
Tax increment	\$ 1,056,000	\$ -	\$ -	\$ 748,000	\$ -	\$ 1,804,000
Investment revenue	-	128,500	5,000	6,000	2,500	142,000
Loan proceeds	-	-	-	-	500,000	500,000
Beginning fund balance	-	6,332,737	144,206	224,983	484,443	7,186,369
<b>TOTAL RESOURCES</b>	<b>\$ 1,056,000</b>	<b>\$ 6,461,237</b>	<b>\$ 149,206</b>	<b>\$ 978,983</b>	<b>\$ 986,943</b>	<b>\$ 9,632,369</b>
<b>REQUIREMENTS</b>						
Materials and services	\$ 1,056,000	\$ 223,808	\$ -	\$ -	\$ 136,004	\$ 1,415,812
Capital projects	-	2,080,000	-	-	-	2,080,000
Debt service	-	-	-	782,000	-	782,000
Interagency transfer out	-	-	-	-	-	-
Ending fund balance						
Restricted (debt service)	-	-	-	196,983	-	196,983
Restricted (capital projects)	-	4,157,429	-	-	850,939	5,008,368
Assigned (contingency)	-	-	149,206	-	-	149,206
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,056,000</b>	<b>\$ 6,461,237</b>	<b>\$ 149,206</b>	<b>\$ 978,983</b>	<b>\$ 986,943</b>	<b>\$ 9,632,369</b>

## SUMMARY OF DEBT OUTSTANDING BY DISTRICT

	Original Issuance	Coffee Creek	Total URA
		July 1, 2024 Balance	July 1, 2024 Balance
<b>ISSUANCE</b>			
Series 2019 Note Payable	\$ 3,800,000	\$ 2,985,913	\$ 2,985,913
<b>Total Outstanding Debt</b>	<b>\$ 3,800,000</b>	<b>\$ 2,985,913</b>	<b>\$ 2,985,913</b>

# Urban Renewal Summary

The table below combines six funds used by the Urban Renewal Agency and is intended to aid the reader in understanding the overall financial activity of the Agency.

## BUDGET SUMMARY - ALL URBAN RENEWAL FUNDS COMBINED

	Actual 2021-22	Actual 2022-23	Budget 2023-24	Proposed 2024-25	% Change
<b>RESOURCES</b>					
Tax increment	\$ 9,318,355	\$ 8,679,564	\$ 3,244,000	\$ 1,804,000	-44%
Investment revenue	(306,923)	719,440	688,050	142,000	-79%
Other revenue	35,890	13,412	-	-	-
Loan proceeds	16,211,524	4,000,000	500,000	500,000	0%
Beginning fund balance	38,572,131	30,662,700	24,503,167	7,186,369	-71%
<b>TOTAL RESOURCES</b>	<b>\$ 63,830,977</b>	<b>\$ 44,075,116</b>	<b>\$ 28,935,217</b>	<b>\$ 9,632,369</b>	<b>-67%</b>
<b>REQUIREMENTS</b>					
Materials and services	\$ 1,069,442	\$ 535,588	\$ 1,719,250	\$ 1,540,812	-10%
Capital projects	3,499,707	4,406,781	15,120,972	2,080,000	-86%
Debt service	28,599,127	13,524,367	5,484,025	782,000	-86%
Interagency transfer out	-	919,094	25,000	-	-100%
Ending fund balance					
Restricted (debt service)	8,557,978	3,863,311	574,446	196,983	-66%
Restricted (capital projects)	20,100,655	21,573,661	5,861,422	4,883,368	-17%
Assigned (contingency)	1,057,690	1,078,480	150,102	149,206	-1%
<b>TOTAL REQUIREMENTS</b>	<b>\$ 62,884,601</b>	<b>\$ 45,901,283</b>	<b>\$ 28,935,217</b>	<b>\$ 9,632,369</b>	<b>-67%</b>

## Appendix

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City Boards and Commissions .....	A
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Acronyms & Glossary .....	F



Best of Wilsonville photo contest submission. Photo Credit: Meimei Zhang



# Boards and Commissions

Like most cities in Oregon, Wilsonville operates on a council/manager form of government. City Council sets policy and provides direction to an appointed City Manager that directs staff and carries out the day-to-day administration of the City, see the organizational chart on the third page of the Reader's Guide.

The City Council depends on appointed boards and commissions for advice and input and, in the case of the Development Review Board, to render judgments in land-use applications. Below are brief descriptions of the boards and commissions.

- Arts, Culture, and Heritage Commission
- Budget Committee
- City Council
- Diversity, Equity and Inclusion (DEI) Committee
- Development Review Board (DRB)
- Kitakata Sister City Board
- Library Board
- Parks & Recreation Advisory Board
- Planning Commission
- Tourism Promotion Committee
- Urban Renewal Agency
- Wilsonville - Metro Community Enhancement Committee

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## ARTS, CULTURE, AND HERITAGE COMMISSION

The City's Arts, Culture and Heritage Commission is to advise the City Council on matters relating to arts, culture and heritage, oversee implementation of recommendations outlined in the Arts Culture & Heritage Strategy, and supervise the Community Tourism Matching Grant Program.

### ACHC members are:

- Angela Sims
- Benjamin Mefford
- David Altman
- Deborah Zundel
- Jason Jones
- Joan Carlson
- Nadine Elbitar
- Sageera Oravil Abdulla Koya
- Susan Schenk

### Meeting Information:

- Third Wednesday of each month
- 5:00pm
- Located at Wilsonville Public Library

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## BUDGET COMMITTEE

The Budget Committee consists of the five city councilors and five citizens at large. The citizens are appointed by the governing body and serve three-year terms.

The committee meets as necessary during the year and at a minimum must meet each spring to review the budget proposed by the city manager. The meetings are open to the public and input from the public is received at the meetings.

Budget Committee members can question city staff on financial, programs, and operational matters. The members can suggest and vote on amendments to the proposed budget. Once the Budget Committee votes on the budget and passes it out of committee, it becomes known as the Approved Budget.

The approved budget is referred to the City Council, where a public hearing is held before adoption. Council can adopt the budget as approved or vote on changes prior to adoption.

### Budget Committee members are:

- Julie Fitzgerald, Mayor
- Kristin Akervall
- Dr. Joann Linville
- Caroline Berry
- Katie Dunwell
- Alicia Moulton
- Christopher Moore
- Synthea Russell
- Tabi Traughber
- Tyler Beach

### Meeting Information:

- Spring of each year
- 6:00pm
- Located at Wilsonville City Hall Council Chambers

# Boards and Commissions

## CITY COUNCIL

The City Council consists of a mayor and four councilors who are elected to serve for overlapping four-year terms. All are elected at-large and the offices are nonpartisan. The only requirements for serving on the Council are that you are a registered voter and have lived in Wilsonville for at least 12 months.

The Mayor presides over Council meetings and frequently represents the City in a ceremonial capacity. The Mayor also makes recommendations to the Council for appointments to City boards and commissions.

The City Council is responsible for identifying needs and problems in the community and establishing community goals and objectives to meet those needs. Council adopts City laws and changes them as needed, approves contracts, agreements and purchases in excess of \$100,000. Council members are also members of the Budget Committee and participate in annual fiscal planning, budgeting, deciding how city revenues should be raised, how much will be spent and for what purposes.

The City Council also acts as the Urban Renewal Agency for the City of Wilsonville by setting a budget, and levying taxes for the City's urban renewal program.

### City Council members are:

- Julie Fitzgerald, Mayor
- Kristin Akervall, Council President
- Dr. Joann Linville, Councilor
- Caroline Berry, Councilor
- Katie Dunwell, Councilor

### Meeting Information:

- First and third Monday of each month
- Work Session 5:00pm
- Council Meeting 7:00pm
- Located at Wilsonville City Hall Council Chambers

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## DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

The Diversity, Equity and Inclusion Committee generally meets to identify and address systemic barriers to inclusion that exist within the City's practices, processes, regulations, events and other initiatives.

Thirteen Committee members serve as a direct liaison between the community and City Hall, amplifying the voices and addressing the needs of people traditionally under-represented or excluded in government.

### DEI members are:

- Aasha Patel
- Carolina Wilde
- David Siha
- Diane Imel
- Erika Pham
- Fay Gyapong-Porter
- George Luo
- Imran Haider
- Jay Edwards
- Justin Brown
- Karla Brashear
- Luis Gonzalez
- Tracy Hester

### Meeting Information:

- Second Tuesday of each month
- 6:00pm
- Located at Wilsonville City Hall Council Chambers

## DEVELOPMENT REVIEW BOARD

The DRB consists of two five-member panels, each of which is empowered to review and take action on land-use applications. The DRB renders decisions regarding land divisions, planned development, site level review of specific development proposals, design review applications, street naming and vacations, zoning variances, conditional use permits, and quasi-judicial amendments to the Comprehensive Plan designations or zoning. To a large degree, the decisions of the DRB determine how the city will look. Decisions of the DRB are usually binding, but may be appealed to the City Council.

### DRB members are:

#### Panel A

- Clark Hildum
- Jean Svadlenka
- Rob Candrian
- Yara Alatawy

#### Panel B

- John Andrews
- Rachelle Barrett
- Megan Chuinard
- Alice Galloway Neely
- Kamran Mesbah

### Meeting Information:

- Second and fourth Monday of each month
- 6:30pm
- Located at Wilsonville City Hall Council Chambers

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## KITAKATA SISTER CITY ADVISORY BOARD

The board must consist of 5 members and no more than nine. Participants typically serve three-year terms. Board members serve as program ambassadors, advocating for and supporting program activities, maintaining strong relationships with delegates from Kitakata and promoting a positive image of the program locally and abroad. The Board participates in the cross-cultural exchange of ideas and information, also plans itineraries and identifies host families for visiting delegations, recommends annual program budgets and performs community outreach to support the program.

Wilsonville has enjoyed a sister-city relationship with Kitakata since October 1988 “to deepen the understanding and friendship between the two cities through programs in such fields as education, culture and economy.” The cities participate in a student exchange; local high school and middle school students from Kitakata stay with families here in Wilsonville, and students from Wilsonville stay with host families and participate in local activities in Kitakata. These exchanges have nurtured and increased understanding of different cultures, while creating wonderful memories and new friendships. The program was long sustained through the dedication of the Wilsonville Sister City Association, a volunteer group that organized, raised funds and documented cultural exchanges prior to the establishment of this City board.

### Kitakata Sister City Advisory Board members are:

- Aaron Reyna
- Adrienne Phillips
- Ashleigh Sumerlin
- Bev Schalk
- Jenelle Reid
- Karen Kreitzer
- Lois Reimer
- Masaru Yatabe
- Michael Bohlen
- Samuel Scarpone
- Seiji Shiratori
- Susan Raxter

### Meeting Information:

- Meet quarterly
- 6:00pm
- Located at Wilsonville Parks and Recreation Administrative offices

# Boards and Commissions

## LIBRARY BOARD

The Board supports and assists the Library Director in all Library planning and advises the City of budgetary and policy considerations relating to the Library's operation and development. Board members help prepare and present the annual Library budget request and strive to keep the City Council and Wilsonville community informed of Library activities and developments.

### Library Board members are:

- Dick Spence
- Gay Walker
- Miriam Violet Pinoli
- Natalie McNown
- Yasmin Ismail

### Meeting Information:

- Fourth Wednesday of each month
- 6:30pm
- Located at Wilsonville Public Library

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## PARKS & RECREATION ADVISORY BOARD

The Board consists of up to seven members and is required to have at least five of its members living within Wilsonville city limits. Up to two members of the Board are allowed to be nonresidents at any one time. Term length is four years, with no member holding office for more than two consecutive terms.

The purpose of the Parks and Recreation Board is to take the initiative in planning for present and future park and recreational needs of the people in Wilsonville and to act as a channel of communication between the public and city government. The Board also advises the City Council on any referred policy matters that pertain to the provision of park and recreational services to the community.

Members of the Parks and Recreation Board recommend policy and serve as a sounding board for the department administrator and staff to test their plans and ideas. They are also responsible for considering various means of bringing the City's present recreation and park areas and facilities up to and maintaining an acceptable standard.

### Parks & Recreation Advisory Board members are:

- Amanda Aird
- Amanda Harmon
- Bill Bagnall
- Daniel Christensen
- James Barnes
- Keith Gary
- Paul Diller

### Meeting Information:

- Second Thursday of each month, January, April, May, and October
- 4:00pm
- Located at Wilsonville Parks and Recreation Administrative offices



## PLANNING COMMISSION

The Commission consists of a chair, vice-chair, and five other members, all of whom serve a regular term of four years. It is the responsibility of the Commission to make recommendations to the City Council on all legislative land-use matters as well as policy considerations relating to planning and development within the City. This could include plans for the regulation of future growth and development in Wilsonville, plans for the promotion of the industrial, commercial and economic needs of the community and the study of measures that might promote the public health, safety and welfare of the City.

### Planning Commission members are:

- Andrew Karr
- Jennifer Willard
- Matt Constantine
- Nicole Hendrix
- Ronald Heberlein
- Sam Scull
- Yana Semenova

### Meeting Information:

- Second Wednesday of each month
- 6:00pm
- Located at Wilsonville City Hall Council Chambers

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## TOURISM PROMOTION COMMITTEE

The Tourism Promotion Committee consists of 12 members total, including seven voting members drawn from the hospitality and tourism industry in the greater Wilsonville area and five ex-officio, advisory members composed of tourism professionals and key City officials. The Tourism Promotion Committee has three primary areas of responsibility. They oversee the implementation of the Tourism Development Strategy, make recommendations to the City Council on ways to increase tourism, and they make recommendations to City Council concerning the selection and disbursement of Tourism Grants.

### Tourism Promotion Committee voting members are:

- Brandon Roben
- Elaine Owen
- Jennifer Gage
- Lin Anderson
- Lynn Sanders
- Rohit Sharma
- Sungmin Park

### Meeting Information:

- Fourth Wednesday of each month
- 6:30pm
- Located at Wilsonville Public Library

# Boards and Commissions

## **WILSONVILLE - METRO COMMUNITY ENHANCEMENT COMMITTEE**

The Wilsonville - Metro Community Enhancement Committee consists of 7 members: 4 citizen/community members, 2 City Council members, and 1 Metro Councilor. They oversee the local implementation of the Wilsonville-Metro Community Enhancement Program. The program is funded by a per-ton fee charged by Metro regional government on solid-waste transfer stations located in communities throughout the greater Portland region. The Committee in essence reviews “community enhancement” projects or programs nominated by the public and members of City boards and commissions that are first assessed by City staff, and decides which projects or programs, if any, to advance with the Community Enhancement Program funds.

### **Wilsonville - Metro Community Enhancement Committee members are:**

- Amy Day
- Devon Thorson
- Maripat Hensel
- Nik McGee
- Joann Linville, Councilor
- Caroline Berry, Councilor
- Gerritt Rosenthal, Metro Councilor

### **Meeting Information:**

- As needed
- 6:30pm
- To be determined

# Financial Management Policies

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## **PURPOSE**

The Comprehensive Financial Management Policies are the tools used to ensure that the City is financially able to meet its current and future service needs. The individual policies contained herein set a basis for both the financial planning, reporting and internal financial management of the City.

Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet immediate and long-term needs. These policies safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

## **OBJECTIVES**

- To guide the City Council and management policy decisions that have significant fiscal impact.
- To employ balanced revenue policies that provides adequate funding for services and service levels.
- To maintain appropriate financial capacity for present and future needs.
- To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- To promote sound financial management by providing accurate and timely information on the City's financial condition.
- To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- To ensure the legal use of financial resources through an effective system of internal controls.
- To promote cooperation and coordination with other governments and the private sector in financing and delivery of services.

## **SCOPE**

The following policies shall apply to both the City and its component unit, the Urban Renewal Agency of Wilsonville.

# Financial Management Policies

## I. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

Maintain accounting practices in accordance with state and federal law, regulations, and financial reporting that conform to Generally Accepted Accounting Principles (GAAP). Provide for, prepare and present regular reports that analyze and evaluate the City's financial performance and economic condition.

### A. Accounting Practices and Principles

The City will maintain accounting practices in accordance with state and federal law, regulations, and annual financial reporting that conforms to (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. The City's monthly and quarterly interim financial reports will be reported on the budgetary basis. At year-end, the general ledger and financials will be converted to GAAP. The Annual Comprehensive Financial Reports and continuing disclosure statements will also meet these standards.

### B. Financial and Management Reporting

1. Monthly financial reports will be provided to management containing department revenues and expenditures actual to date with comparison to the budget. These reports will be distributed within ten working days of the end of each month. Monthly status reports on capital projects will be provided to project managers and the City Manager within fifteen working days of the end of each month.
2. Quarterly summary financial reports will be provided to management, City Council and Budget Committee Members within 30 days of the end of the quarter. The quarterly report will contain revenues and expenditures in summary form for each operating fund with explanations of significant financial variations to budget. The report will contain summary information on larger capital projects and a statement of cash and investments including end of quarter market value.
3. Annually the annual comprehensive financial report, subjected to independent audit, will be prepared in a format that conforms to the standards of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The report shall be shared with the City Manager, City Council, Budget Committee and the Secretary of State. In accordance with state law the report shall be distributed no later than December 31st of the following fiscal year.

### C. Annual Audit

1. Annual Comprehensive Financial Report

It will be prepared pursuant to state law. The City shall have an annual financial and compliance audit and prepare financial statements based on the audited financial information. The audit shall be performed by certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. The annual financial report, including the auditor's opinion and specific reports as required by Oregon state regulations, shall be filed no later than six (6) months following the end of the fiscal year. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The Finance Director shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.

2. Audit Committee

Can be formed by City Council to promote issues related to fiscal accountability, enhances interaction with the external auditor and promotes transparency of financial transactions. City Council may create an Audit Committee. The Mayor may appoint or confirm the Audit Committee, consisting of the Mayor, one City Councilor, one Budget Committee Member and two citizens with an accounting or business background. The primary purpose of the Audit Committee would be to assist the City Council and the City Manager in fulfilling oversight responsibilities for financial reporting, audit processes, and effective internal control systems. The City would maintain an Audit Committee charter which outlines the duties and responsibilities of the Audit Committee.

3. Annual Financial Disclosure

As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City will provide certain annual financial information to the Municipal Securities Rulemaking Board (MSRB). This will include any periodic materials event notices as required by the MSRB or SEC.

### D. Signature of Checks

Pursuant to the City Charter, all checks shall have two signatures. Checks will be signed by the Finance Director and either the City Manager or another designated person in the Finance Department. Signatures shall be affixed on all City checks via facsimile signatures, either with a signature plate used with a check signing machine or with a secure laser check printing system.

# Financial Management Policies

## **E. Compliance with Council Policies**

The Financial Management Policies will be reviewed annually and updated, revised or refined as deemed necessary.

Occasionally exceptions to the policies adopted by City Council may be appropriate and required. Exceptions will be identified, documented, and explained to City Council and/or the City Manager.

## **II. BUDGETING - OPERATIONS**

### **A. Budget Committee**

In accordance with ORS 294.414 the City Budget Committee shall consist of the five elected members of Council and an equal number of appointed citizens. Among the responsibilities of the Budget Committee shall be the review of the annual proposed budget and financial forecasts.

### **B. Proposed Budget Document**

In accordance with ORS 294.426 the City Manager shall file a Proposed Budget document and budget message with the City Budget Committee approximately two weeks prior to the first scheduled Budget Committee meeting.

### **C. Use of Non-Recurring Revenues**

Non-recurring revenue sources, such as a one-time revenue or carryover of prior year unrestricted/unassigned balance should only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. The City shall avoid using non-recurring revenues for recurring program expenditures.

### **D. Budget Preparation**

1. Department directors have primary responsibility for formulating program proposals. New or expanded services should support City Council goals, City Manager priority direction and department goals. Departments are charged with implementing them once the budget is adopted.
2. All competing requests for City resources will be weighted within the formal annual budget process.
3. Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.
4. Annually, the City will seek to obtain the Government Finance Officers Association Distinguished Budget Presentation Award. The budget document will be presented in a way that clearly communicates the budget to the public and provides financial goals.

### **E. Full Cost Recovery and Overhead**

Program budgets should be prepared in a manner to reflect the full cost of providing services. General support program (e.g. Administration, Legal, Finance, etc.) costs shall be allocated to the beneficiating programs and funds via a method that is both fair and reasonable.

### **F. Budget Management**

The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by the City Council, including the transfer of budgeted line-items within a program. The City Manager may further delegate levels of authority for the daily operations of the budget. Expenditures/expenses are legally established at the program level within each fund. Expenditures/expenses should not exceed the adopted budget, plus supplemental changes approved by the City Council.

### **G. Amended Budget**

In accordance with ORS 294.471-473 the City Council may approve changes to the adopted budget via resolution.

### **H. Monitoring**

Actual revenues and expenditures/expenses shall be monitored by the respective program manager each month. Financial reports shall be prepared within ten working days of the end of each month by the Finance Department and distributed to the responsible manager and City Manager. The Finance Director shall periodically review the reports and report significant variances to the City Manager. The goal of the monitoring shall be to identify potential budget and actual variances and to take corrective action soon as possible.

### **I. Operating Deficits**

# Financial Management Policies

The City shall take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures are expected to exceed its anticipated revenues. Corrective actions may include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you go capital improvements
- Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze non-represented employee merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay
- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level (see Fund Balance and Reserves Policy in section VIII).

## III. BUDGETING – CAPITAL OUTLAY

### A. Definition

Capital Outlay – Operating

Operating programs need certain furniture, equipment, vehicles, software, etc. to carry out the intended services. By definition such items costing \$10,000 or more, per item, shall be budgeted and accounted as capital outlay and shall be tracked in the City's fixed assets records. Significant repair or maintenance that extends the useful life of existing assets shall be included here provided the dollar threshold is met. The \$10,000 limit shall apply to individual items unless a group of items are intended to function together as a unified system (e.g. street lighting system).

Capital Outlay – Projects (also known as Capital Projects)

This category includes infrastructure projects meeting the capitalization threshold and development of master plans and design and engineering/architectural work leading to construction or repair of capital assets. Generally the total capitalization threshold shall be not less than \$50,000. Budgets and capitalization records shall include applicable project management and administrative overhead costs.

### B. Preparation

As part of the annual proposed budget the City shall include a list of capital projects that are necessary to preserve existing infrastructure or to expand to meet growth demands of the community. The list of projects shall embrace those included in the most recent long range capital improvement forecast, master plans, development agreements, and direction from City Council on current demands. This ensures that the City's capital improvement program includes the embodiment of the citizens and Council recommendations and the officially stated direction contained within the Comprehensive Plan.

Separate estimates for each project shall be prepared. Additionally, future annual operating and maintenance cost impacts shall be estimated.

### C. Financing

For each project one or more resource shall be identified to pay for such costs. Prior to construction award all identified resources shall be readily available for expenditure.

Pay-As-You-Go:

The City will strive to pay cash for capital improvement within the financial affordability of each fund versus issuance of debt. This necessitates advanced planning and setting aside resources for future use. This type of funding saves interest and debt issuance costs and in many cases reduces utility rate impacts on citizens and business of the City.

Grant revenues shall be sought for capital construction when determined to be advantageous to the City.

# Financial Management Policies

Certain assets may best be funded via debt. Refer to Debt Management Policy in section IX for discussion on when debt may be considered for projects.

## **D. Monitoring**

Each capital project shall have a project manager associated with it. The project manager shall monitor the progress and assure the project is completed according to standards, on time and within budget. Monthly financial reports detailing budget-to-actual for each project shall be provided to the project manager, Community Development Director and City Manager. City Council will receive an update on the larger (\$100,000 minimum expended to date) projects on a quarterly basis.

## **E. Infrastructure Evaluation and Replacement/Rehabilitation**

Water, wastewater, drainage, street lighting, streets, sidewalks, municipal facilities, and parks infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well-being of the City. As a result, the City's capital improvement projects should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs and to maintain existing levels of service and accommodate growth.

1. Priority should be given to replacing/rehabilitating capital improvements prior to the time that assets have deteriorated to the point where they are hazardous, require high maintenance costs, negatively affect property values, or no longer serve their intended purpose.
2. The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is most cost-effective, which would include life-cycle costing and provides the best value to the City.

## **IV. LONG-RANGE FINANCIAL PLAN**

The goal of the Long-Range Plan is to provide the Budget Committee, City Manager and department heads with long-term goals and objectives for the City as well as the strategies needed to achieve these goals and objectives. City staff will use these goals and objectives to guide them in the development of the City's annual budget.

### **A. Operating**

1. The City shall develop and maintain a financial forecast for each operating fund. The first year shall be the current year's adopted budget and the ensuing five years shall be forecasted. The forecast and report shall be prepared within six months following adoption of the budget. The most recent forecast shall be included in the proposed and adopted budget documents. The results of the forecast shall be presented to the Budget Committee.
2. Forecasts of urban renewal funds shall be prepared annually and completed in January/February following receipt of the most current property tax information. The urban renewal forecast shall be shared with the Budget Committee.
3. The City operating forecast should enable current service levels provided to be sustained over the forecast period. The forecast shall determine if revenues need to be increased and/or expenditures/expenses reduced in order to maintain operations on a Current Funding Basis.
4. Major financial decisions should be made in the context of the Long-Range Plan.

### **B. Capital Outlay - Projects**

1. The City shall annually prepare a five year forecast of capital projects. Projects should be based upon master plans, development agreements, input from applicable Commissions and Committees, and Council directed improvements. Included projects shall meet the definition of capital projects as defined previously.
2. The primary responsibility for development of the capital project forecast shall rest with the Community Development Director. The City Manager is charged with reviewing the proposed forecast and determining actions to balance needs with available resources.
3. Priority should be given to rehabilitating and replacing prior to the point when such action is critical. The decision on whether to repair or replace an existing capital asset will be based on which alternative is most cost-effective and provides the best value to the City.
4. The forecast shall coincide with the annual citywide budget process. The first year of the forecast shall be the fiscal year under budget.
5. Estimated costs shall include acquisition, design, construction, project management, equipment, furnishing, and administrative charges. All costs to complete the project shall be included. Multi-year projects shall clearly

# Financial Management Policies

disclose both the components of costs as well as the total estimated cost over the life of the project.

6. Funding resource(s) shall be identified for each project. The forecast shall make every effort to balance needed improvements with resources available. Projects that exceed the projected available resources shall be identified and recommendations on alternative funding shall be incorporated in the forecast report.
7. The forecast shall be presented to the Budget Committee during the annual budget process.

## V. CASH MANAGEMENT AND INVESTMENTS

### A. Cash Flow Analysis and Projections:

1. The Finance Director will forecast the City's cash inflows and outflows that will allow the City to keep its debt service costs to a minimum and to maximize the yield on temporary investments.
2. Revenue and expenditure projections will be reviewed by the Finance Director on a monthly basis to determine the validity of assumptions, new information, and accuracy of seasonal or periodic fluctuations.
3. The City's cash flow shall be managed with the goal of maximizing the total return on investments.

### B. Investments

Proposed revisions to the investment policy shall be submitted to the Oregon Short Term Fund Board for review and that Board's comments shall be shared with the City Council prior to adoption of investment policy by resolution.

1. Responsibility and Control: Management responsibility for the investment program shall rest with the City's Investment Officer who shall be the Finance Director or delegate. The Investment Officer shall adhere to ORS 294.145 (Prohibited Conduct for Custodial Officer) in managing the investment program for the City.
2. Eligible Investments: The Investment Officer will invest the City's surplus funds only in those investments authorized by ORS, 294.035 to 294.046 and 294.135 to 294.155, which includes the requirement that investments shall mature within 18 months of the acquisition date. The City will not invest in stocks nor shall it speculate or deal in futures or options.
3. Eligible Financial Institutions: The City will conduct business only with financial institutions such as banks' investment brokers, investment bankers, trustees, paying agents and registrants that are deemed credit worthy.
4. Objectives:
  - c. Safety: Safety of principal is the foremost objective of the City. Each investment transaction shall be undertaken in a manner which seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.
  - d. Liquidity: The City's Investment Officer shall match the investment portfolio with cash flow requirements. Due to the changing requirements of cash flow caused by factors not totally within the control of the City's Investment Officer, the ability to convert a security into cash must be considered.
  - e. Yield: Investments of the City shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles while taking into account constraints on investment instruments, cash flow characteristics of transactions, and safety of principal.
  - f. Reporting: The Investment Officer shall maintain detail records of each investment in a form that allows for periodic reporting. On a quarterly basis, the City's outstanding investments and fiscal year to date investment income will be presented to City Council by the Finance Director or Investment Officer.

## VI. EXPENDITURES

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

### A. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

### B. Periodic Program/Services Reviews

The City Manager and staff shall undertake periodic reviews of City programs and services for both efficiency and



# Financial Management Policies

effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

## C. Purchasing

All City purchases of goods and services shall be made in accordance with the City's current purchasing manual and procedures.

## VII. REVENUES

Design, maintain and administer a revenue system that will assure reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

### A. Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

### B. User Fees – Non-Enterprise funds

1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City may recover the costs of those services through property taxes, privilege fees and other unrestricted resources.
2. At a minimum, the user fees will strive to cover direct costs. Preferably the fees will cover direct plus indirect costs.
3. User fees should be reviewed, at a minimum, every two to three years and adjusted to avoid sharp changes. If the Finance Department does not initiate the fee review it shall at least analyze the changes proposed from departments and comment upon them to the City Manager.
4. Factors in setting fees shall include but not be limited to; market and competitive pricing, effect of demand for services, and impact on users which may result in recovering something less than direct and indirect costs.
5. The City may set a different fee for residents versus non-residents.
6. User fees not regulated by state statute should be set via the City Manager. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of City assets. Fees regulated by statute shall be presented to City Council via resolution or ordinance.

### C. User Fees - Enterprise Funds

1. Utility rates shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage requirements, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.
2. The City may set a different fee for residents versus non-residents.
3. The Five-Year Financial Plan (or separate rate model study) and proposed operating budget shall serve as the basis for rate change considerations.
4. When necessary, the Five-Year Financial Plan (or separate rate model study) will be built around small rate increases annually versus higher rate increases periodically.
5. Non-consumption based charges within Enterprise Funds may be set administratively by the City Manager. Such charges include insufficient funds, late payment penalties, charges for meters, service turn-on and turn-off, etc. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of City assets.

### D. One-Time/Unpredictable Revenue Sources

One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures. Instead, such revenue sources will be used for one-time purchases such as increase in fund balance requirements, capital equipment purchase, capital improvements, etc.

### E. Revenue Collection

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent rate payers and others overdue in payments to the City.

### F. Write-Off of Uncollectible Receivables (excludes court fines)

# Financial Management Policies

1. Receivables shall be considered for write-off as follows:
  - a. State statute authorizing the release of extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
  - b. Accounts outstanding for 3 years, identified as uncollectible, and all attempts to collect including use of a collection agency when appropriate have been taken.
2. Accounts shall be written-off annually near fiscal year-end. The Finance Director shall prepare a list of receivables determined to be uncollectible and include notation on collection efforts for each item. The list shall be submitted to the City Manager for review and approval. The City may report uncollected items to one or more credit reporting entities.
3. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.
4. Municipal court fines shall follow a process established by the Municipal Court Judge and reviewed by the City Attorney.

## VIII. FUND BALANCE AND RESERVES

To maintain a high level of credit worthiness and to establish a financial position that can weather emergencies and economic fluctuations the City shall set aside cash reserves and contingencies within its fund balances. The Governmental Accounting Standards Board has created several categories of fund balance.

- Nonspendable – Nonliquid assets (e.g. inventory, prepayments) and liquid assets that have legal constraints preventing their use (e.g. principal of an endowment)
- Restricted – Assets which are constrained by an external entity (e.g. covenants in bond contracts)
- Committed – Constraints created by the governing body on itself at its highest level of decision making. For example, the governing board might like to commit a portion of the fund balance to a “stabilization reserve” to provide cushion against unknown economic shocks and revenue declines. Constraints are enacted via resolution and must be in place prior to the end of the fiscal year.
- Assigned – Similar to Committed except constraint is not legally binding, may be created by staff or the governing board, and can be created after the end of a fiscal period. This may be used to earmark a portion of the fund balance for an intended use. For example, it could be assigned to pay for a special project.
- Unassigned – Only the General Fund has an unassigned category. This represents any excess of total fund balance after the prior four categories are deducted.

The order in which categories are expended can affect future financial flexibility. Generally, more restricted resources shall be expended prior to less restricted resources. As restricted balances decline from their stated goal they shall be replenished from the Assigned or Unassigned category within five years of the initial decline. The Budget Committee or City Council can designate certain revenues to be used to rebuild reserves, such as non-recurring revenues, budget surpluses or specific revenues above a certain level.

Use of dedicated resources shall be clearly disclosed within the budget document. Such use shall coincide with the intended restrictions on the dedicated resource. Generally, such use shall be for infrequent and non-recurring costs.

### A. General Fund

#### *Restricted*

Reserves shall be created for any legally mandated or restricted resource which is received in the General Fund and not wholly expended by the end of the fiscal year. An example includes Public, Education, Government Fees (PEG) received and restricted for cable television equipment.

#### *Committed*

The City may plan for and set aside cash reserves for a variety of significant infrequent outlays. Commitments may include but are not limited to building a reserve for economic sustainability, expansion and relocation costs, emergency management and response and future planning area costs. For each committed resource the City Council shall adopt a resolution specifying the purpose, dollar amount and duration for existence of the committed amount. Committed amounts can be extended via amending resolution.

The City shall maintain a contingency of 15% of operating expenditures (personnel services and material and services) to be used for unanticipated expenditures of a non-recurring nature to meet unexpected increases in service delivery costs and for cash flow purposes.

#### *Assigned*

# Financial Management Policies

The City shall plan for and set aside cash reserves for a variety of short-term and recurring purposes. These assignments can be created by the City Council, the City Manager or the Finance Director for purposes that create a sound financial operating environment. Assignments may include but are not limited to building cash reserves for one-time or limited duration purchases such as equipment replacement, building modification and major repairs, park structure replacements, capital improvements, major software/hardware replacement, loans to other funds, etc.

## *Unassigned*

By definition this is the amount remaining after provision for the above noted items. Balance in this category may be used to replenish deficiencies in the prior categories and create a resource for unforeseen financial needs.

## **B. Special Revenue Funds**

### *Restricted*

Certain funds may have restricted balances such as building fees within the Community Development Fund that are restricted under Oregon law.

### *Committed*

The City shall maintain a contingency of 20% of operating expenditures (personnel services and material and services) to be used for unanticipated expenditures of a non-recurring nature to meet unexpected increases in service delivery costs and for cash flow purposes.

### *Assigned*

Assigned balances may be created as necessary under the same policy as for the General Fund

### *Unassigned*

Any remaining resources not identified as restricted, committed, or assigned for specific purpose shall be categorized as unassigned.

## **C. Enterprise Operating Funds (Water, Sewer, Stormwater, Street Lighting)**

### *Restricted*

Any debt service reserve balance shall be categorized as restricted. Terms of such reserves are generally specified in the associated bond documents and covenants. It shall be the City's policy to fully comply with bond documents and covenants. Amounts specified in interagency agreements or contracted services (e.g. water and wastewater treatment plants) shall be included in the restricted category.

### *Committed*

The City shall maintain a contingency of 20% of operating expenditures (personnel services and material and services) to be used for unanticipated expenditures of a non-recurring nature to meet unexpected increases in service delivery costs and for cash flow purposes.

### *Assigned*

Assigned balances may be created as necessary under the same policy as for the General Fund. Provisions for rate stabilization, future capital improvements and major repairs and replacements not part of the restricted balance are typical components of assigned balances.

### *Unassigned*

Any remaining resources not identified as restricted, committed, or assigned for specific purpose shall be categorized as unassigned.

## **D. Debt and Capital Project Funds**

Balances in the General Obligation debt service fund are restricted by state statute and thus are always categorized as restricted. The balance should be nominal.

Balances in capital project funds (general government or enterprise) should be nominal and sufficient to cover any near-term liabilities of the fund. Larger balances may occur if the City receives cash for restricted purposes to be expended in future years. Examples include proceeds from debt issuance and receipts from developers in lieu of current construction of infrastructure.

# Financial Management Policies

## IX. DEBT MANAGEMENT

To establish policies for debt financing that will provide needed facilities, land, capital equipment, and infrastructure improvements while minimizing the impact of debt payments on current and future tax and rate payers. The City is given authority to borrow under various provisions in Oregon law and the City Charter. A debt, except certain lease/purchase agreements, must be authorized pursuant to a resolution of the City Council.

### A. Use of Debt Financing

Debt financing may be considered when purchase or construction of assets cannot be prudently acquired from current revenues or accumulated committed fund balances. Debt types are limited by Oregon statutes and may include general obligation bonds, limited tax obligation bonds, local improvement district bonds, bond anticipation notes, certificates of participation, lease/purchase agreements, full faith and credit bonds and revenue backed bonds. Any combination of debt may be used to finance an asset. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt. Cash resources may include system development charges, developer fees, interagency agreements, grants and accumulation of resources within operating funds.

The Finance Director shall perform a cost benefit analysis with the goal of minimizing the cost of financing to the City prior to presenting debt recommendations to the City Council.

### B. Debt Margins

The legal debt margin is 3% of the true cash-value limitation as set forth in ORS 287.004. It shall be the City's policy to not exceed a debt margin limit of 1.5%.

### C. Debt Structures

The City may issue long term or short term debt. Long term debt life shall normally not exceed 20 years for general obligation bonds and 25 years for revenue bonds but in no case longer than the useful life of the asset. Shorter repayment terms shall be considered when financially prudent.

Balloon or term payments may be considered provided financial analysis indicates such terms may be met financially without further rate or tax increases to satisfy the future large payments and without refinancing the balloon amount. Sinking funds (a committed fund balance) shall be established as necessary to provide for timely retirement of debt.

The City shall strive to begin principal reduction within a year after issuance but in no event shall a repayment structure contain more than three years of interest-only payments. Interest only years shall not extend the maximum debt life as noted above.

Short-term or interim financing are exceptions to this policy. These debt instruments are issued in anticipation of future longterm debt and may be interest only and refinanced as is prudent and required for the construction of the asset. Nevertheless, the City shall issue debt based on a fixed rate and strive to minimize the use and life of such debt.

### D. Improvement District and Assessment Contract

The policies guiding the City's improvement district and assessment contract financing program shall be guided by City Code 3.210 et seq.

1. Interest Rates on Improvement District Loans: The contract interest rate shall be equal to the effective interest rate paid on the bonds issued to finance related improvement plus an additional percentage markup to cover loan servicing costs. The markup shall be determined by the Finance Director and typically range between 75 and 150 basis points. The contract rate shall remain constant during the life of the bonds.
2. Interest Rates on Assessment Contracts: Assessment contracts are agreements between a property owner and the City and precede the sale of Improvement Assessment Bonds. The assessment contract rate shall be set at a level deemed reasonable and prudent by the Finance Director. Rates are to reflect the effective borrowing cost by the City plus administrative and contract servicing costs.

### E. Debt Refunding

The City may consider advanced refunding outstanding debt (as defined for federal tax law purposes) when it is financially advantageous to do so and complies with all limitations set forth in ORS 287A, the state statutes pertaining to authority to issue debt. At a minimum (a) the new debt shall not be longer than the remaining life of the retiring debt, (b) the net present value savings of a refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to

# Financial Management Policies

provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance. The City may issue current refunding bonds (as defined for federal tax purposes) when financially advantageous, legally permissible, and net present value saving equal or exceed \$100,000.

## **F. Interest Earnings on Debt Proceeds**

Bond proceeds shall be promptly invested in accordance with the Investment Policy. Focus shall be on safety and maturity of investments to pay construction costs.

Use of investment interest on bond proceeds will be limited to funding changes to the bond financed project, as approved by City Council, or be applied to debt service payment on the bonds issued for such project.

## **G. Sale Process**

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated or private placement sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic factors may affect the bond issue or if the nature of the debt is unique and requires particular skills from the underwriters involved. Private placement (debt sold directly to a commercial bank) may be used when anticipated to result in cost savings or provide other advantages when compared to other methods of sale, or if it is determined that access to the public market is unavailable. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

## **H. Financial Advisor**

The City shall employ an independent financial advisor registered with the Municipal Securities Rulemaking Board (MSRB) for all competitive and negotiated issuances. The advisor shall attempt to involve qualified and experienced firms, which consistently submit competitive bids on local government bond underwritings. For negotiated issuances the advisor shall review the offered amortization schedule, interest scale and TIC/NIC and provide guidance on the competitiveness compared to similar issues traded currently. The advisor may also be involved with preparation of bond prospectus, rating presentations, communication with legal counsel and other services necessary for the timely and prudent issuance of debt.

## **I. Bond Ratings**

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings on publicly traded issues will be sought from one or more of the nationally recognized municipal bond rating agencies as recommended by the City's financial advisor.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

## **J. Covenant Compliance and Annual Disclosure**

The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices. The Finance Director shall be responsible for maintaining the City's relationship with the rating agencies and investors. The Finance Director shall oversee the preparation of official statements, disclosure documents, annual filing under MSRB, and any special notices of certain "material events," in connection with its borrowings.

## **K. Debt Security**

Debt may be secured by various funding sources including:

1. General Obligation Bonds: secured by property taxes
2. Revenue Bonds: secured by specified revenue(s)
3. Limited Tax General Obligation: secured by resources within the General Fund
4. Local Improvement District Bonds: secured by liens on affected property
5. Other types of debt approved by the City Council including bank line of credit and leases

## **L. Arbitrage Rebate Monitoring and Reporting**

The Finance Department has a written procedure/policy pertaining to maintaining a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulation. The recordkeeping includes the tracking of project expenditures, interest earned on the bonds, calculating rebate payments and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the outstanding debt. Arbitrage rebate calculations will be performed periodically on all debt issues but no less

# Financial Management Policies

frequent than required to satisfy IRS reporting requirements. Due to the specialized nature of the calculations, this function will typically be outsourced.

## **M. Lease/Purchase Agreements**

The City may use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease/purchase agreements will be reviewed by the Finance Director who shall determine whether a lease/purchase is appropriate given the circumstances. Agreements under \$100,000 may be approved by the City Manager and larger amounts must be approved by the City Council. City purchasing policy rules are to be followed for the selection of the purchase.

## **X. GRANTS AND INTERGOVERNMENTAL REVENUES**

The City will seek, apply for, and effectively administer federal, state and local grants which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants. However, grants shall not be pursued if the administrative and program burden is determined to exceed the benefit of outside resources.

### **A. Grant Policies**

1. The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by Council and management.
2. Determination shall be made prior to application if the City has sufficient available resources for cash match requirements.
3. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.
4. The potential for incurring ongoing costs to include assumptions of support for grant-funded positions from local revenues will be considered prior to applying for a grant.

### **B. Grant Review Process**

1. A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include, but not be limited to:
  - a. The grant being pursued and the use to which it would be placed.
  - b. The objectives or goals of the City which will be achieved through the use of the grant.
  - c. The local match required, if any, plus the source of the local match.
  - d. The increased cost to be locally funded upon termination of the grant.
2. All grant agreements will be reviewed by the appropriate City staff, including Finance, Legal, Human Resources, and the sponsoring department, to ensure compliance with state, federal, and City regulations.
3. The City Manager shall approve all grant submissions on behalf of the City and the City Council shall approve all grant acceptances over \$100,000 or any grant requiring the authorization of the elected body.

### **C. Budgeting for Grant Expenditures**

Departments seeking or receiving grant proceeds shall be responsible for including the proper amount in the budget. Only known grant awards or pending requests with a high level of assurance of award shall be budgeted. Budget amendments may be processed for grants not included in the budget but awarded and received during the fiscal year.

### **D. Grant Termination and/or Reduced Grant Funding**

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment. Exceptions may be made when it is not in the City's best interest to terminate a program of service.

## **XI. FINANCIAL CONSULTANTS**

The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, utility rate studies and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform the services offered, references and methodology to name a few. In no case should price be allowed to serve as

the sole criterion for the selection.

## **A. Selection of Auditors**

At least every five years, the City shall request proposals from qualified firms including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records and render an opinion on the financial statements of the City.

It is the City's preference to rotate auditor firms every eight years at the maximum, to ensure that the City's financial statements are reviewed and audited with an objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, and the firm's ability to perform a quality audit.

However, if through the proposal and review process, management (and the Audit Committee if formed) selects the current audit firm, then, it is the City's preference that the lead audit partner be rotated, as well as the lead reviewer, after a maximum of eight years.

## **B. Arbitrage**

The City shall calculate positive/negative arbitrage on each bond issue periodically during the IRS reporting life cycle. While the City is responsible to ensure that the records are in order, the calculations made, reporting completed, and filings made, the actual arbitrage calculation and reporting may be contracted out to a qualified firm.

## **C. Bond Counsel**

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas. The City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of a nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment, security for the bonds, and that the bonds are exempt from federal and state income taxes.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City and prior debt issuances there is no requirement for rotation.

## **D. Financial Advisory Services**

The City may issue various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to:

- method of sale
- analysis of market conditions
- size and structure of the issue
- coordinating rating agency relations
- evaluation of and advice on the pricing of securities, assisting with closing and debt management
- calculation of debt service schedules
- advising on financial management

The City will contract with financial advisors providing a broad range of services and expertise working with governmental entities. Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City, the contract with the Financial Advisor is not required to be rotated.



Best of Wilsonville photo contest submission. Photo Credit: Jason Jones







# City of Wilsonville, Oregon

Five-Year Forecast FY 2024-25 to FY 2028-29

# Five-Year Forecast

*Cover Photo Taken by Calvin Wu, contest winner from the 2024 Best of Wilsonville photo contest.*

## OVERVIEW

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This Five-Year Financial Forecast is intended to compliment the FY 2024-25 Budget by providing an assessment of the City's financial capacity over the next five years. Its objective is to evaluate the City's ability to sustainably deliver services to residents, considering proposed service levels, projected population growth, Council goals, labor costs, and economic pressures like inflation. By identifying financial trends, potential shortfalls, and emerging issues, the forecast enables proactive measures by the City.

While anchored by the FY 2024-25 Budget, this forecast is not a budget itself. It offers an overview of the City's fiscal health based on assumptions for the next five years, providing City Council, the Budget Committee, management, and citizens with a financial outlook beyond the annual budget cycle. It serves as a planning tool to bring a longer-term perspective to the budget process, ensuring responsible financial stewardship to meet both current and future community needs.

Recognizing the importance of integrating revenue and expenditure forecasting, the Government Finance Officers Association (GFOA) emphasizes the necessity of assessing long-term financial implications to develop appropriate strategies for achieving goals.

The Five-Year Forecast begins with the FY 2024-25 Budget as its baseline but incorporates adjustments to personnel and material & service expenses, discounting them by 95% to reflect budget constraints and departmental practices that often result in expenditure levels below budgeted amounts. This adjustment enhances the accuracy of projections for years 2 through 5. While forecasting aims to predict the future, unforeseen circumstances can affect its accuracy. Examples include fluctuations in interest rates, fuel prices, emergency situations, and technological changes impacting staffing and the business community.

The forecast primarily focuses on the City's nine operating funds, which support designated capital programs. The Capital Improvement Program (CIP) is financed through various capital funds, transfers from operating funds, debt proceeds, and System Development Charges. While the detailed CIP is not part of this forecast document, it is available in the FY 2024-25 Budget, which also includes the five-year forecast for the appropriate operating funds.

## COMMON ASSUMPTIONS

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### POPULATION GROWTH

Each July, the Portland State University Population Research Center releases population estimates for each jurisdiction in Oregon. As of July, 2022, Wilsonville's population is estimated at 27,414, an increase of 0.8% over the reported population of July, 2021. Wilsonville's population continues to grow each year and is anticipated to continue this growth pattern in the near future. This forecast assumes that the population will grow at an average annual rate of 3% over the next five years. The growth rate is based on the continued residential construction projects slated for the next several years and is aligned with a 4 year rolling average.

### REVENUES

In general, this forecast reviews the revenue sources of each fund individually. Each funding source is forecasted on a different basis. For example, water user fees are based upon future rate increases approved by Council or on an averaged consumption trends. Property taxes, on the other hand, increase a minimum of 3% each year based on Oregon's Measure 50.

### EXPENDITURES

Expense classifications include personnel services (labor), material and services, capital outlay, debt service, and interfund transfers (for capital improvement projects).

- **Personnel Services (PS):** The business of city government is labor intensive; therefore, projecting labor costs is a key component of this forecast. Key elements of this category include wages, retirement, and health insurance. Wage tables are typically negotiated every three years for represented positions across the City, as are retirement and health insurance contributions. Currently employees pick up 10% of health insurance expense. The City participates in the Oregon Public Employees Retirement (PERS) system for all its employees. Rates are set every two years. FY 2023-24 was the first year of the biennium cycle for the PERS rates. This forecast assumes the City continues its current wage and benefit package.

# Five-Year Forecast

The FY 2024-25 budget includes an additional 4.26 fulltime equivalent (FTE). An FTE is the equivalent of 2,080 hours. Any staffing requests are vetted through the current year budget process and only granted when funds are available.

- **Materials & Services (MS):** The City typically has as large or larger (MS) budget due to extensive contracted services. Annual inflation for materials and services is assumed to be approximately 3% per year. Increases in utilities and contracts for services, including operating contracts for Police, Water, and Wastewater, are assumed to increase between 3% and 6% per year.
- **Capital Outlay (CO):** Capital outlay is a one-time, large equipment or vehicle type expenditure. Most departments and/or funds have a random pattern of CO spending, with the exception of Transit in the case of regular and routine yearly bus purchases as well as the Water Operations and Wastewater Operation Funds responsible for treatment plant equipment upgrades. Capital Outlay patterns and forecasted future expense are based on historical trending and an annual inflationary index.
- **Debt Service (DS):** The City only issues debt for capital infrastructure financing with debt service typically paid out of its Operating Funds. The City may issue external bonded debt or may issue loans from itself as one fund to another (inter-fund). Inter-fund capital loans are term-limited not to exceed 10 years.
- **Interfund Transfers:** Operating funds also include transfers out to other funds for specific purposes such as for payment of indirect services provided by the General Fund (for Finance, Legal, HR, and Admin services) or for funding needs related to capital improvement infrastructure, accounted for in the City's CIP funds.

## FUNDS PRESENTED

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- General Fund
- Community Development Fund
- Building Fund
- Transit Fund
- Water Operating Fund
- Wastewater Operating Fund
- Stormwater Fund
- Street Lighting Fund
- Road Operating Fund

## GENERAL FUND

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### FUND DESCRIPTION

The General Fund is the main operating fund for the City. It houses the City's property taxes and the major services the public associates with local government – police, parks and recreation, library, and general management of the City Manager and the City Council. The General Fund also accounts for the revenue from the transient tax, franchise fees, intergovernmental revenue, court fines, and charges for services.

The General Fund revenues are largely driven by property taxes, which in turn are based on assessed values and new construction. A property's assessed value includes real property, and personal property and equipment. Under the State constitution, the assessed value for real property is limited to 3% growth. The residential sector is assessed using real property, while the commercial and industrial sectors may also include personal property and equipment.

The General Fund expenditures are driven by the community's demand for service. The General Fund provides funding for the public provision of law enforcement, parks and recreation, the library, human resources, finance, information technology, and overall city management and oversight. As the City grows, the need for additional services grows, and the City Council considers adding personnel and associated expenditures to meet the demand for service.

Additionally, maintaining current service levels also causes the level of expenditures in the General Fund to increase. Over time, cost pressures such as inflationary increases to supplies, fuel, utilities, etc., cause General Fund expenditures to increase. Cost-of-living adjustments, merit increases, and benefit increases cause the cost of labor to increase over time.

## GENERAL FUND REVENUES AND EXPENDITURES

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### REVENUES

#### *Property Taxes*

On average, property tax revenue comprises over one-half of General Fund external resources. Property taxes are assessed, calculated, and collected by the County Assessor. City of Wilsonville is located both in Clackamas County and Washington County and receive tax distributions from both. Property subject to taxation includes all privately owned real property (land, buildings, and fixed machinery and equipment) and personal property used in a business.

For real property, taxes are levied on the lower of the assessed value (AV) or real market value (RMV). Therefore, property tax revenue is influenced by cycles in the housing market – especially on the downward side. As real market values fall below the assessed value, property tax revenue declines, because the taxes levied are based on the lower real market value. However, the upside is limited, because as real market values increase, property tax revenues are constrained by the State constitution's limit on assessed value growth of 3%. New construction is one aspect that can significantly increase property tax revenue above the assessed value limitations. Personal property is based on real market value unless otherwise exempt.

Risks to the property tax revenue include a declining housing market and the devaluing of a commercial or industrial site, due to a business closure, restructure or state re-valuation. As was seen in the Great Recession, housing real market values can fall. If the real market value of a property falls below its assessed value, the taxes levied on the property fall, because the tax is levied on the lower of the two values. In the commercial and industrial sectors, if a business that has great value in personal property and equipment closes or restructures such that this personal property and equipment is no longer assessed, property tax revenue would decline.

# Five-Year Forecast

The permanent tax rate for the City of Wilsonville is \$2.5206 per thousand of assessed value (AV). This permanent rate cannot change. The City may choose to levy less than that amount, but it cannot levy more than that amount. If the City feels it needs additional property tax revenue to fund operations, the City has the option to ask voters to pass a local option levy. The City may place on the ballot any amount to be levied. However, local option levies are limited to five years, and if the City wishes for the property tax revenue generated to be continued beyond the five years, it must again ask voters to pass another five-year local option levy.

The City of Wilsonville makes use of the funding mechanism of tax increment financing to spur economic development, known as urban renewal. Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency to pay for public infrastructure to encourage private development.

The City's General Fund receives its share of property tax revenue generated by the frozen assessed value within the Urban Renewal Area. While the General Fund foregoes property tax revenue growth generated from within the boundary during the life of the urban renewal area, the community receives the benefit of infrastructure improvements constructed by the Urban Renewal Agency, economic growth, and higher property tax gain in the future when the urban renewal area closes. The theory is that the Urban Renewal Agency's investment in public infrastructure tips the balance and encourages private development that otherwise may not occur, or may occur far in the future, and therefore higher assessed value is generated than otherwise may have been the case. The General Fund foregoes the property tax revenue generated above the frozen base, for a time interval, in order to realize property tax revenue gain in the future.

Wilsonville's Urban Renewal Agency (URA) has two plans in operation affecting the General Fund; the Coffee Creek District and the Wilsonville Investment Now (WIN) program. The Agency's West Side District closed at the end of Fiscal Year 2023-24, which releases approximately \$1.6 million back to affected overlapping taxing districts in FY 2025-25, including approximately \$300 thousand to the City of Wilsonville.

The forecast of the property tax revenue to the General Fund considers the variables of assessed value growth, new construction, changes to urban renewal, and the collection rate. This forecast estimates growth at 5% which is a conservative factor with these variables at play and the potential of continued development residentially, commercial, and industrial.

## *Hotel/Motel Taxes*

The City assesses a Transient Lodging Tax of 5% of the occupancy rents at hotels, motels and vacation rentals, recorded in the budget as the Hotel/Motel Tax. The City began imposing this tax in 1975. The City sets aside approximately one-half of these receipts to be used for tourism promotion.

## *Franchise Fees*

These charges are assessments on utility companies' gross receipts for using the City's right-of-way. Rates vary by type of utility with telecommunications at 7.0%; electric, natural gas and cable television at 5.0%; water, wastewater and stormwater at 4.0%; and garbage at 5%. The majority of the fees collected are trending upwards as the City grows and companies add accounts. Going forward, the forecast assumes a 2.0% annual growth rate. This forecast reflects the growing City, and anticipated rate increases for natural gas, electricity and stormwater.

## *License & Permits*

Licenses and permits are for liquor licenses, business licenses and solicitor permits. These sources combined are expected to grow at a 3% annual average rate.

## *Intergovernmental*

Intergovernmental revenue includes state shared revenues (cigarette taxes, liquor taxes, and other revenues) and the City's share of the Clackamas County Library District Levy.

## *Other Revenues*

Other revenues to the General Fund include charges for services, municipal court fines, interest earnings, licenses & permits, and other miscellaneous revenues. Charges for services represent charges for park rentals, recreational programming and the like. Municipal court fines are generated from the adjudication of traffic violations. Interest earnings are earned on cash invested.

## *Transfers In*

The General Fund receives transfers in from other funds for services provided to those other funds. The General Fund houses administrative type functions, such as utility billing, accounting, budgeting, human resources, information services, and overall City management of the City Manager and City Council. Other funds, such as Water, Wastewater, Roads, Community Development, and the Capital Improvement Program pay for these services via the category of Transfers In.

The methodology used is a combination of overhead allocation and direct charges. Overhead allocation for operating functions is based on an estimated percent of time spent, and direct charges are determined by specific, dedicated efforts.

## *General Fund Total Revenue*

General Fund total revenue will see a ramp up in fiscal years 2023-24 and 2024-25 driven by the closure of two of the City's Urban Renewal Plans. Over these two fiscal years, their closure will result in a small surge of property tax revenue beyond the historical average of 4-5% a year. Thereafter, rates of growth should return to a normal range of around 4%. The forecasted revenue path going forward is projected to grow more conservatively at 4.0% average annual rate, accounting for the risk of uncertainty. The next graph displays the overall General fund revenue for the last two years of actuals, the current year, the FY 2023-24 Proposed Budget, and five subsequent fiscal years.

## **EXPENDITURES**

The General Fund accounts for the expenditures of Parks & Recreation, Library, Law Enforcement, Municipal Court, and the City's Policy and Administration. The General Fund also supports functions in Community Development and Public Works.

The services the General Fund provides to the community are very labor intensive, making up 49% of the General Fund's operating budget in the FY 2024-25 Proposed Budget.

## **OPERATIONS**

### *Parks & Recreation*

Parks & Recreation maintains the City's park system, which includes sports fields, sport courts, picnic shelters, trails, and open spaces, and also provides diverse programming for all ages and abilities. The park system has grown by 23% over the last ten years, from 230 acres in FY 2013-14 to 283 acres in 2023-24, and is expected to continue to add acreage and facilities as growth continues. The forecast anticipates continued growth in youth and adult programming. Over the next several years, the Parks Maintenance program will also begin to maintain a number of parks located in the Villebois area.

Parks & Recreation continually strives to provide services to match the community's demand for recreational services, and actively involves the community in park and recreation related planning efforts. During the 2018 Parks Master Plan process the community identified many projects they would like to see. Staff continues to implement these projects as funding allows, but a more robust funding plan is needed in order for some of the larger projects such as the Memorial Park field upgrades and the Advance Road Sports Complex to come to fruition.

As more parks are added, there will be a need to add additional Park Maintenance Division staff members to keep up with the growing system. Overall, park maintenance expenditures are forecasted to increase as acreage is added to the system, especially the water expense line for irrigating additional parks, and also including the addition of equipment and tools. Capital equipment and infrastructure for Parks & Recreation is also funded from the General Fund. Over the next five years, additional park maintenance equipment, such as additional mowers and work trucks, will be requested through the annual budget cycle, as well as play structure replacements and other hard-scape amenities.

### *The Library*

The Library is a community focal point that provides a full range of professional services to both City residents and non-City residents. The Library encourages daily reading by children, strives to reach out to all communities, and promotes connection to on-line tools. The Library is projected to receive 39.4% of its funding from the City's General Fund, and 60.2% of its funding from the Clackamas County Library District in FY 2024-25. The rest of the funding for the Library is made up of donations, grants, and late fees.

# Five-Year Forecast

## *Law Enforcement*

The City contracts with Clackamas County for law enforcement (police) services. Even though the personnel are technically employed by the Clackamas County Sheriff's Office, the City's police force is seamlessly integrated into the City's work force, wearing Wilsonville police uniforms, driving City branded police vehicles, and managed by a Police Chief. Police services include: patrol, traffic enforcement, a community service officer, a behavioral health clinician, a school resource officer, and detectives. There are many other services available through the Clackamas County Sheriff's Office, such as a special investigation unit, a dive/rescue team, additional detectives, a SWAT team, and a bomb squad.

The Police Department embraces a community policing philosophy, maintaining a visible presence in the community. The Department has an active bike patrol program and works closely with the schools, neighborhoods, apartment communities, local businesses and homeowner associations.

## *Municipal Court*

The Municipal Court adjudicates traffic violations and City code violations, and receives revenue from court fines paid by defendants.

## *Public Works – Administration and Facilities*

The Administration and Facilities divisions of Public Works are part of the General Fund, but also receive financial support from other City funds such as Water, Wastewater, Stormwater, Roads and Transit. The Public Works department has many different divisions, including the operations for Wastewater, Water, Roads, Stormwater, which are funded through non-General Fund resources and are discussed in the respective fund sections of this report.

Public Works Administration and Facilities provide management and overall administrative support to the other Public Works functions, and maintain City buildings and grounds. Over the next five years, Public Works Administration and Facilities will need to add additional staff members to keep up with a growing city.

## *Policy and Administration*

Policy and Administration houses: Administration, Finance, Information Services, Legal, and Human Resources. Administration accounts for the office of the City Manager, including the City Recorder, Community Relations and Public Affairs. Finance encompasses accounting, budgeting, financial planning, cash/treasury/investments, and debt management, while Information Services manages the City's computers, network, phone system, websites, various applications, and the Geographic Information Systems. The City's in-house legal team provides general counsel to the City Council and the Urban Renewal Agency, drafts contracts and ordinances, and engages in negotiations with other governments and parties on behalf of the City. Human Resources provides centralized support for all City employees, in addition to managing the City's risk exposure and insurance programs.

## *Operating Transfers Out*

The General Fund provides financial support to other City departments in the form of transfers. The Community Development Fund receives a General Fund operating transfer for tasks and functions performed that are not directly related to permit fees or billable to other work items, such as long-term planning.

## *Capital Improvements*

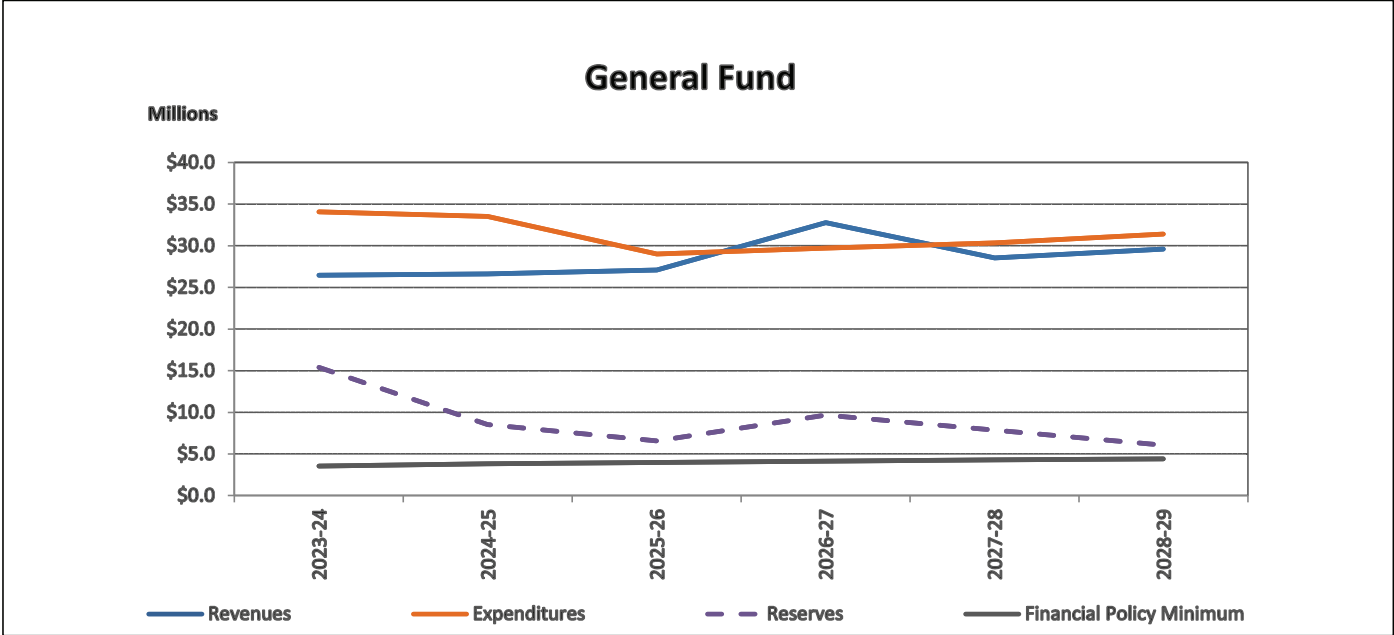
The General Fund pays for the various capital improvement needs for the operational departments listed above, as well as improvements for the various City-owned structures, if they are not exclusively used by an enterprise function. CIP projects funded by the General Fund are forecasted and capped out for Parks at \$250K. As noted earlier, a more robust funding plan will be needed in order for some of the larger Parks capital projects to come to fruition.



**GENERAL FUND FORECAST**

The five year forecast for the City’s General Fund reveals a drawing down of reserves through FY 2028-29. It is important to note that actual revenues and expenditures vary from budgeted figures. Typically, revenues come in slightly higher than budgeted, and departments typically underspend appropriated budgets because the Oregon Budget Law does not allow budgeted appropriations to be exceeded. Should the trend in this forecast be realized, this five-year forecast demonstrates that the City has adequate reserves; although increasing levels of service may be difficult, and will be considered carefully with each budget cycle.

The reserve in the General Fund is an eligible funding source, within limits set by policy, particularly for one-time items such as capital outlay and capital projects, for which funds have been set aside over the years. Policy limits on the use of the General Fund reserve include maintaining a minimum that is approximately equal to 15% of operations, indicated in the graph below. In addition to the operating reserve, in FY 2013-14 City Council added an additional \$2 million sustainability reserve. In FY 2024-25, this draw down of reserves is due in part a \$1.9 million anticipated outflow of grant funds previously received, flowing out for Transit Oriented Development (TOD) project.



# Five-Year Forecast

GENERAL FUND (in millions)	Estimated Actuals 2023-24	5 - Year Forecast				
		FYE 25	FYE 26	FYE 27	FYE 28	FYE 29
<b>BEGINNING FUND BALANCE</b>	\$23.02	\$15.40	\$8.51	\$6.58	\$9.64	\$7.86
<b>REVENUES:</b>						
Property taxes	\$11.16	\$12.02	\$12.62	\$13.25	\$13.91	\$14.61
Hotel/Motel taxes	\$0.51	\$0.55	\$0.56	\$0.57	\$0.58	\$0.60
Franchise fees	\$3.59	\$3.83	\$3.98	\$4.14	\$4.31	\$4.48
Licenses & permits	\$0.16	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18
Intergovernmental	\$4.11	\$3.30	\$3.33	\$3.40	\$3.47	\$3.54
Charges for services	\$0.42	\$0.44	\$0.38	\$0.35	\$0.35	\$0.35
Municipal court fines	\$0.18	\$0.19	\$0.19	\$0.20	\$0.20	\$0.21
Investment income	\$0.75	\$0.62	\$0.34	\$0.26	\$0.39	\$0.31
Lease proceeds - TVWD	\$0.39	\$0.17	\$0.17	\$5.45	-	-
Miscellaneous revenue	\$0.23	\$0.20	\$0.21	\$0.21	\$0.22	\$0.22
Transfers-In from other funds:						
Interfund loan repayment - Stormwater	\$0.52	\$0.52	\$0.52	-	-	-
Transfer-In OH - Operating Funds	\$3.41	\$3.77	\$3.92	\$4.08	\$4.24	\$4.41
Transfer-In OH - CIP Funds	\$1.03	\$0.84	\$0.70	\$0.70	\$0.70	\$0.70
<b>TOTAL REVENUES</b>	<b>\$26.45</b>	<b>\$26.62</b>	<b>\$27.10</b>	<b>\$32.79</b>	<b>\$28.55</b>	<b>\$29.61</b>
<b>EXPENSES:</b>						
Personnel Services	\$11.88	\$12.67	\$13.18	\$13.70	\$14.25	\$14.82
Material & Services	\$5.42	\$6.45	\$6.65	\$6.85	\$7.05	\$7.26
Material & Services - CCSO Contracted Service	\$6.35	\$6.36	\$6.62	\$6.88	\$7.16	\$7.45
Capital Outlay	\$0.28	\$0.21	\$0.02	\$0.02	\$0.02	\$0.02
Transfers to other funds:						
CD Fund - contribution	\$0.75	\$1.65	\$1.25	\$1.00	\$1.00	\$1.00
Interfund rpymt - Water Operating Fund	\$1.13	-	-	-	-	-
CIP - Parks	\$4.04	\$2.49	\$0.25	\$0.25	\$0.25	\$0.25
CIP - Planning	\$0.70	\$0.41	\$0.30	\$0.53	\$0.09	\$0.09
CIP - Information Technology	\$1.38	\$0.81	\$0.44	\$0.33	\$0.33	\$0.34
CIP - Facilities	\$2.13	\$0.49	\$0.33	\$0.18	\$0.18	\$0.19
CIP - T.O.D. State Grant Funds	-	\$1.95	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$34.06</b>	<b>\$33.51</b>	<b>\$29.03</b>	<b>\$29.73</b>	<b>\$30.33</b>	<b>\$31.41</b>
Net surplus (deficit)	(\$7.62)	(\$6.89)	(\$1.93)	\$3.06	(\$1.78)	(\$1.81)
<b>ENDING FUND BALANCE</b>	<b>\$15.40</b>	<b>\$8.51</b>	<b>\$6.58</b>	<b>\$9.64</b>	<b>\$7.86</b>	<b>\$6.05</b>
<i>Financial Policy Minimum</i>	\$3.55	\$3.82	\$3.97	\$4.12	\$4.27	\$4.43

## COMMUNITY DEVELOPMENT FUND

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### FUND DESCRIPTION

The Community Development Fund (CD Fund) houses the City's functions of planning and permitting land use, planning future growth, reviewing and inspecting plans for private development infrastructure, planning, engineering and managing the construction of public capital infrastructure projects, managing the City's natural resources and stormwater run-off, and managing the City's economic development plan and urban renewal agencies.

### COMMUNITY DEVELOPMENT FUND REVENUES AND EXPENDITURES

It is important to note that the CD Fund will continue to face financial challenges in the near future. Based on the 5-year forecast, the CD Fund will be operating precariously close to City Council mandated minimum ending fund balance levels. It will be imperative that the CD Fund be carefully reviewed, with an increase in permit fees if warranted, increase support from the General Fund and search for possible reductions in expenses in an effort to keep the fund operating.

### REVENUES

Revenues received by this fund include Engineering and Planning permit fees, charges for services, and transfers from other City funds. The charges for services are largely comprised of engineering and construction management services provided to the City's urban renewal agency. The utility capital funds transfer in revenue in exchange for engineering, design and management services on City infrastructure projects. The revenue drivers for this fund include the pace of development and associated applications for permits, as well as the demand for engineering services for capital infrastructure.

#### *Engineering and Planning Fees*

Engineering and planning fees are charged to recover the cost of architectural review, design review, land use review, landscaping plan review, subdivision plan review, and infrastructure project review and inspection. These revenues are tied to the land development business cycle and capital infrastructure build-out. While it is hard to capture the immense development potential of the area, this forecast averages out fees in year one of the forecast and assumes a 5% year over year increase.

#### *General Fund Contribution and Planning CIP Funding*

The General Fund subsidizes the Planning Program for their efforts of long-term planning. For FY 2024-25, the contribution will be \$1,650,000. In addition, the General Fund also funds the Planning CIP projects. This year, the projects include Basalt Creek Planning, Frog Pond Master Plan, Climate Action Plan, and the Town Center Concept Planning.

#### *Charges for Services*

The CD Fund receives revenue from the Urban Renewal Agency in the form of charges for services. Staff within the Department support the Urban Renewal Agency by planning, designing and managing capital infrastructure projects within the Urban Renewal Area boundaries, as well as providing administrative and oversight support to the agency.

#### *Transfers In*

Engineering provides support to other City departments through planning and managing capital infrastructure projects. For the services provided, revenues are transferred into the CD Fund. In addition, engineering and pre-design for the expansion of capital projects are funded by the System Development Charges (SDC) funds, which are accounted for in the CD Fund through interfund fund transfers. Support to the CD Fund is projected to be relatively constant over the forecast period.

The CD Fund also receives a transfer from the Building Division for the services provided by the Community Development Director and CD staff. The CD Fund houses the central administration and oversight for the Building Division, as well as provides support to the various reviews and inspections performed by the Division, and this transfer reflects the allocated share to that Division. The Stormwater Fund transfers in funds to pay for stormwater management and natural resource administration.

# Five-Year Forecast

## EXPENDITURES

### Operations

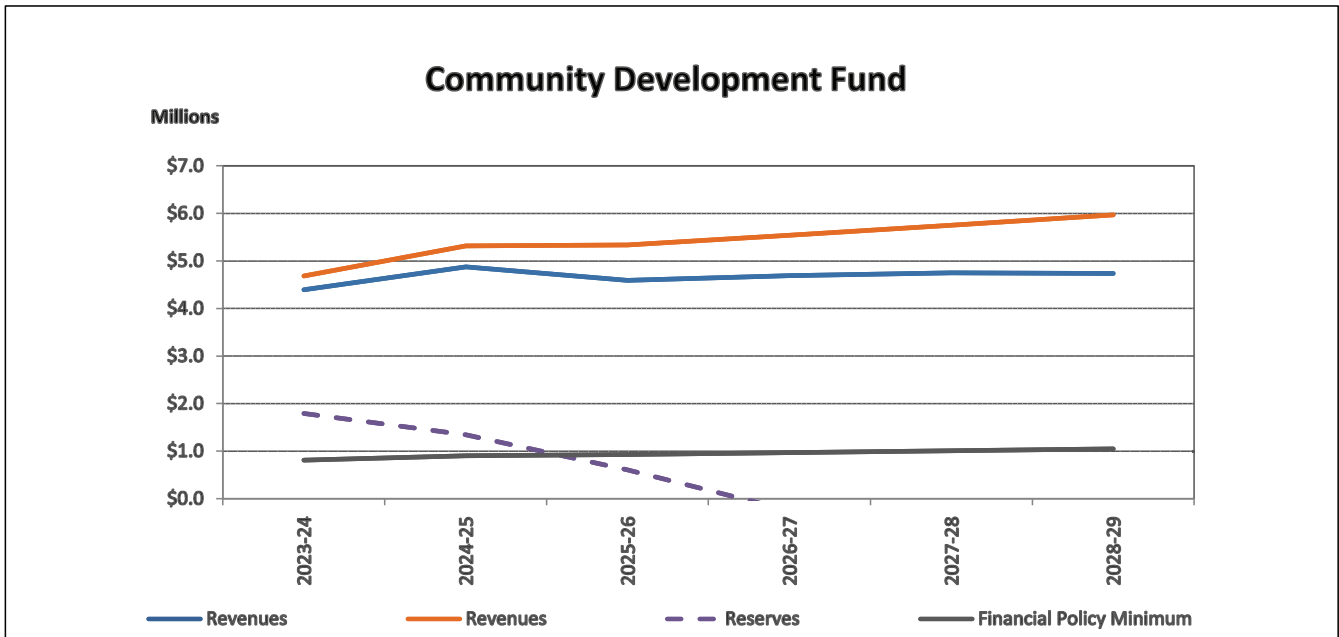
Expenditures from this fund are for the purposes of community development administration, engineering, planning, economic development, natural resources and stormwater management. These functions are provided by City staff and consultants. Important tasks include ensuring the City's compliance with the National Pollutant Discharge Elimination System (NPDES) permit for stormwater run-off, coordinating with regional partners, managing urban renewal plans and projects, conceptually planning future growth areas such as Frog Pond, Town Center, keeping various infrastructure master plans up to date, and managing the construction of City capital improvements.

The expenditure drivers for this fund include the cost of labor and materials, changes to regulations, state planning mandates, and the timing and size of future growth areas that need conceptual planning. The City is currently engaged in the planning of the Basalt Creek, Frog Pond and Town Center areas. These efforts are funded by the General Fund and grant funding.

## COMMUNITY DEVELOPMENT FUND FORECAST

The five-year forecast for the CD Fund illustrates that on a budgetary basis, the fund continues to struggle with expenditures outpacing revenues. The current projections indicate the fund will be at or below financial reserve minimums by the end of FY 2025-26, if corrective actions are not taken. Immense development opportunity and potential remains within the City, though timing of corresponding development fees are somewhat uncertain. An extensive review of all revenue sources and expenditures will take place throughout this year to ensure continued sustainability of the fund.

The graph below indicates a continual use of fund balance through FY 2025-26, of which Financial Policy Minimum is set at 20% of operations. This fund will continue to be monitored closely, and actions taken as necessary, to ensure that the ending fund balance remains at or above the Financial Policy Minimum.



# Five-Year Forecast

COMMUNITY DEVELOPMENT FUND <i>(in millions)</i>	Estimated Actuals 2023-24	5 - Year Forecast				
		FYE 25	FYE 26	FYE 27	FYE 28	FYE 29
<b>BEGINNING FUND BALANCE</b>	\$2.08	\$1.79	\$1.35	\$0.85	\$0.01	(\$0.99)
<b>REVENUES:</b>						
Licenses & permits - Engineering	\$0.47	\$0.37	\$0.75	\$0.79	\$0.83	\$0.87
Licenses & permits - Planning	\$0.43	\$0.30	\$0.40	\$0.42	\$0.44	\$0.46
Intergovernmental	\$0.08	\$0.27	\$0.10	\$0.10	\$0.10	\$0.10
Charges for services:						
Administrative - UR West	\$0.05	\$0.05	\$0.05	-	-	-
Administrative - UR Coffee Creek	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07
Administrative - UR WIN	\$0.10	\$0.11	\$0.11	\$0.11	\$0.12	\$0.12
CIP Project Management - UR Year 2000	\$0.26	-	-	-	-	-
CIP Project Management - UR West Side	-	\$0.13	\$0.10	\$0.10	\$0.10	-
CIP Project Management - UR Coffee Creek	-	-	-	\$0.10	\$0.10	\$0.10
Master Planner	\$0.06	-	-	-	-	-
Traffic Study	\$0.08	\$0.08	\$0.08	\$0.08	\$0.08	\$0.08
Convenience Fee / Other	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
Investment income	\$0.07	\$0.07	\$0.05	\$0.03	-	-
Transfers-In from other funds:			-			
General Fund (contribution)	\$0.75	\$1.65	\$1.25	\$1.00	\$1.00	\$1.00
Building Inspection (overhead)	\$0.10	\$0.11	\$0.11	\$0.11	\$0.12	\$0.12
Stormwater Operating (reimbursement)	\$0.34	\$0.35	\$0.36	\$0.37	\$0.38	\$0.39
CIP Fund (project mgmt fees)	\$1.54	\$1.32	\$1.40	\$1.40	\$1.40	\$1.40
<b>TOTAL REVENUES</b>	<b>\$4.40</b>	<b>\$4.87</b>	<b>\$4.85</b>	<b>\$4.70</b>	<b>\$4.75</b>	<b>\$4.73</b>
<b>EXPENSES:</b>						
Personnel Services	\$3.49	\$3.78	\$3.93	\$4.09	\$4.25	\$4.42
Material & Services	\$0.57	\$0.72	\$0.74	\$0.76	\$0.78	\$0.81
Transfers to other funds:						
General Fund (overhead)	\$0.61	\$0.64	\$0.66	\$0.69	\$0.72	\$0.74
CIP - Planning (grants)	\$0.02	\$0.19	\$0.01	\$0.01	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$4.68</b>	<b>\$5.32</b>	<b>\$5.34</b>	<b>\$5.54</b>	<b>\$5.75</b>	<b>\$5.97</b>
Net surplus (deficit)	(\$0.29)	(\$0.44)	(\$0.49)	(\$0.84)	(\$1.00)	(\$1.24)
<b>ENDING FUND BALANCE</b>	<b>\$1.79</b>	<b>\$1.35</b>	<b>\$0.85</b>	<b>\$0.01</b>	<b>(\$0.99)</b>	<b>(\$2.23)</b>
<i>Financial Policy Fund Balance Minimum</i>	\$0.81	\$0.90	\$0.93	\$0.97	\$1.01	\$1.05

# Five-Year Forecast

## BUILDING FUND

### FUND DESCRIPTION

The Building Fund houses the City’s functions of building permits and building construction inspections. The Building Division is part of the overall Community Development Department, and ensures buildings and construction are compliant with State law and City code. The Building Fund is a dedicated fund to support building code permitting, inspection, and compliance activities as required by state law.

### BUILDING FUND REVENUES AND EXPENDITURES

#### REVENUES

Revenue drivers for this fund include the volume of building permits, building plans and the volume of requested inspections.

##### *Building Permit Fees*

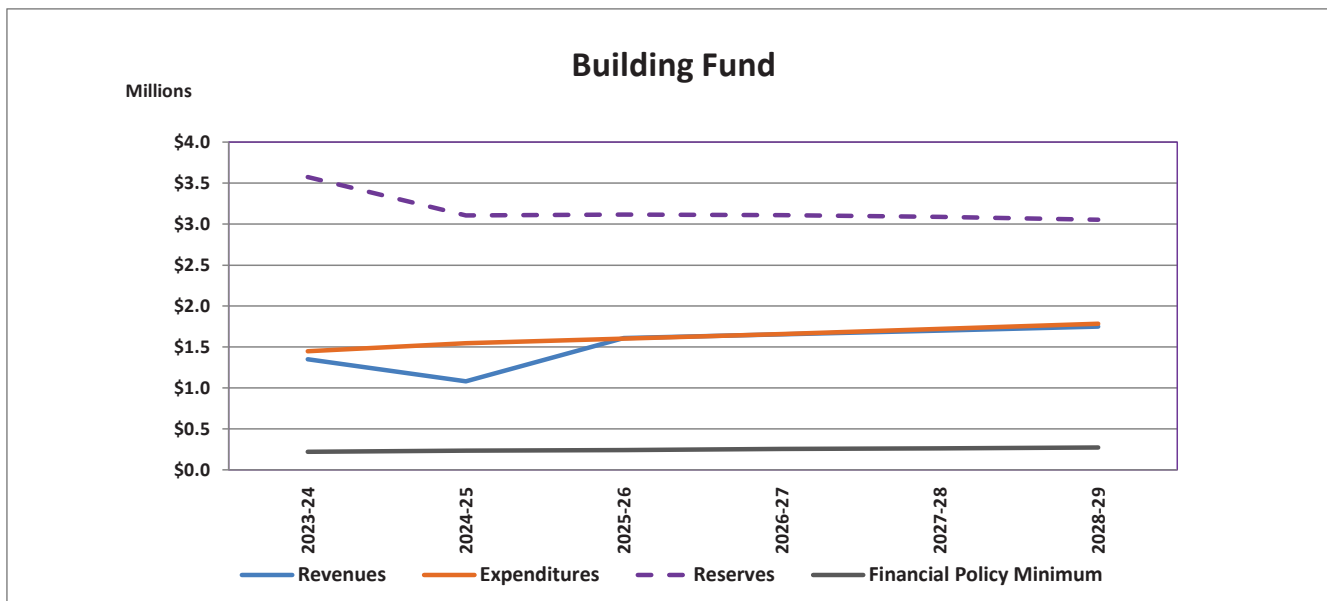
Building Permit Fees cover building plan review and construction activities. These revenues are tied to the building and development business cycle. The forecast predicts continued increase in permit fees through FY 2028-29. This is a combination of annual increases and anticipated residential and construction activities.

#### EXPENDITURES

Expenditure drivers for this fund are primarily related to labor.

### BUILDING FUND FORECAST

The five-year forecast for the Building Fund reveals a steady ending fund balance well above the City’s financial policy minimum. Ending fund balances for this fund are subject to the cyclical nature of development as well as the timing of receipts in the permitting process.



## Five-Year Forecast

BUILDING INSPECTION FUND <i>(in millions)</i>	Estimated Actuals 2023-24	5 - Year Forecast				
		FYE 25	FYE 26	FYE 27	FYE 28	FYE 29
<b>BEGINNING FUND BALANCE</b>	\$3.67	\$3.57	\$3.11	\$3.12	\$3.11	\$3.09
<b>REVENUES:</b>						
Permits	\$1.23	\$0.94	\$1.50	\$1.55	\$1.59	\$1.64
Investment income	\$0.12	\$0.14	\$0.11	\$0.11	\$0.11	\$0.11
Transfers-In from CD Fund	-	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$1.35</b>	<b>\$1.08</b>	<b>\$1.61</b>	<b>\$1.65</b>	<b>\$1.70</b>	<b>\$1.75</b>
<b>EXPENSES:</b>						
Personnel Services	\$0.94	\$0.98	\$1.02	\$1.06	\$1.10	\$1.14
Material & Services	\$0.16	\$0.20	\$0.21	\$0.21	\$0.22	\$0.23
Capital Outlay	-	-	-	-	-	-
Transfers to other funds:						
General Fund (overhead)	\$0.24	\$0.26	\$0.27	\$0.28	\$0.28	\$0.29
CD Fund (overhead)	\$0.10	\$0.11	\$0.11	\$0.11	\$0.12	\$0.12
CIP - Facilities (ERP)	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$1.45</b>	<b>\$1.55</b>	<b>\$1.60</b>	<b>\$1.66</b>	<b>\$1.72</b>	<b>\$1.78</b>
Net surplus (deficit)	(\$0.10)	(\$0.46)	\$0.01	(\$0.01)	(\$0.02)	(\$0.04)
<b>ENDING FUND BALANCE</b>	<b>\$3.57</b>	<b>\$3.11</b>	<b>\$3.12</b>	<b>\$3.11</b>	<b>\$3.09</b>	<b>\$3.05</b>
<i>Financial Policy Fund Balance Minimum</i>	\$0.22	\$0.24	\$0.24	\$0.25	\$0.26	\$0.27

## TRANSIT FUND

### FUND DESCRIPTION

The Transit Fund accounts for the City's transit system – South Metro Area Regional Transit, or SMART. SMART provides fixed route bus service throughout the City of Wilsonville, and connecting service to Salem, Portland, Canby, and Tualatin. SMART also provides an extensive demand-response system (Dial-a-Ride) with priority to ADA-qualified riders, transporting elderly and disabled riders to out-of-town medical appointments.

In addition to fixed-route service, SMART provides business, residents, and visitors of Wilsonville with the resources to participate in various transportation options such as vanpooling, carpooling, bicycling, walking, and telework through the SMART Options Program.

SMART works cooperatively with state and regional partners, including Oregon Department of Transportation (ODOT), TriMet, Cherriots, Canby Area Transit (CAT), Multnomah, Clackamas and Washington Counties, and Portland Metro, in order to ensure equitable access, coordinated transit services and enhance regional mobility of transit programs and projects.

### TRANSIT FUND REVENUES AND EXPENDITURES

#### REVENUES

SMART has three primary sources of continuous revenue, a local payroll tax, intergovernmental revenue, and charges for services. The predominant source of ongoing funding is the local payroll tax levied on businesses performing work in Wilsonville assessed on gross payroll and/or self-employment earnings. The local payroll tax represents 59% of the total funding in the FY 2024-25 Proposed Budget. The second largest source is intergovernmental revenue which represents 34% of total funding in the FY 2024-25 Proposed Budget. Intergovernmental revenue includes State and Federal grants and contracts, as well as funding from the Statewide Transportation Improvement Fund (STIF).

# Five-Year Forecast

## *Payroll Taxes*

The City imposes a payroll tax on local businesses in order to fund the public transit system. The rate is one-half of one percent (0.5%) of wages. This tax rate is determined by the City Council.

For the FY 2024-25 Proposed Budget, as well as for the five year forecast, the wage base growth is budgeted conservatively at 3%. Wage base growth depends on the dynamic interplay between the local economy, the composition and type of jobs in the area, and inflationary wage increases.

## *Intergovernmental Revenue*

In 2017, the State Legislature passed HB2017, Keep Oregon Moving, which included a payroll tax of 0.1% (one-tenth of one percent) on employees, beginning on July of 2018. The centerpiece of Keep Oregon Moving is the creation of the Statewide Transportation Improvement Fund (STIF). This fund provides a new dedicated source of funding to expand public transportation. The funds from this tax are distributed by the Oregon Department of Transportation in the form of a formula allocation and competitive grants as specified in the legislation to qualified entities, such as SMART.

The STIF formula component is distributed to qualified entities based on taxes paid within their geographic area. For the Proposed FY 2024-25 Budget, SMART anticipates receiving \$2.2 million in formula funds. SMART is also eligible for competitive based grant awards from this funding source. SMART has been awarded \$440,000 in competitive STIF funding for the FY 2024 – FY 2025 biennium.

SMART also continues to be the beneficiary of federal and state grants for funding various programs and for purchasing rolling stock. Transit typically receives a grant match for rolling stock of approximately 80% of the cost. Over the last 5 years, grants awarded to the Department have varied from a low of approximately \$250,000 to a high of \$4,000,000. Going forward in this forecast, it is assumed that operating grants received by the Department will be from Federal, State and Clackamas County sources. The forecast also assumes that the Department will continue to receive capital grants equal to 80% of the planned equipment replacement.

## **EXPENDITURES**

Expenditures of the Transit Fund include wages and benefits for the transit drivers, transit administration, and the repair, maintenance and purchase of the rolling stock. Major drivers of the Transit Fund expenditures include the cost of labor, cost of fuel, and the matching requirement for grant funded capital purchases.

## *Operations*

SMART operates nearly every day of the year, with the exception of Sundays and major holidays. Consistent with the Transit Master Plan update of 2023, SMART plans to begin incremental increases in service, which will facilitate the need for additional personnel.

## *Capital Improvements*

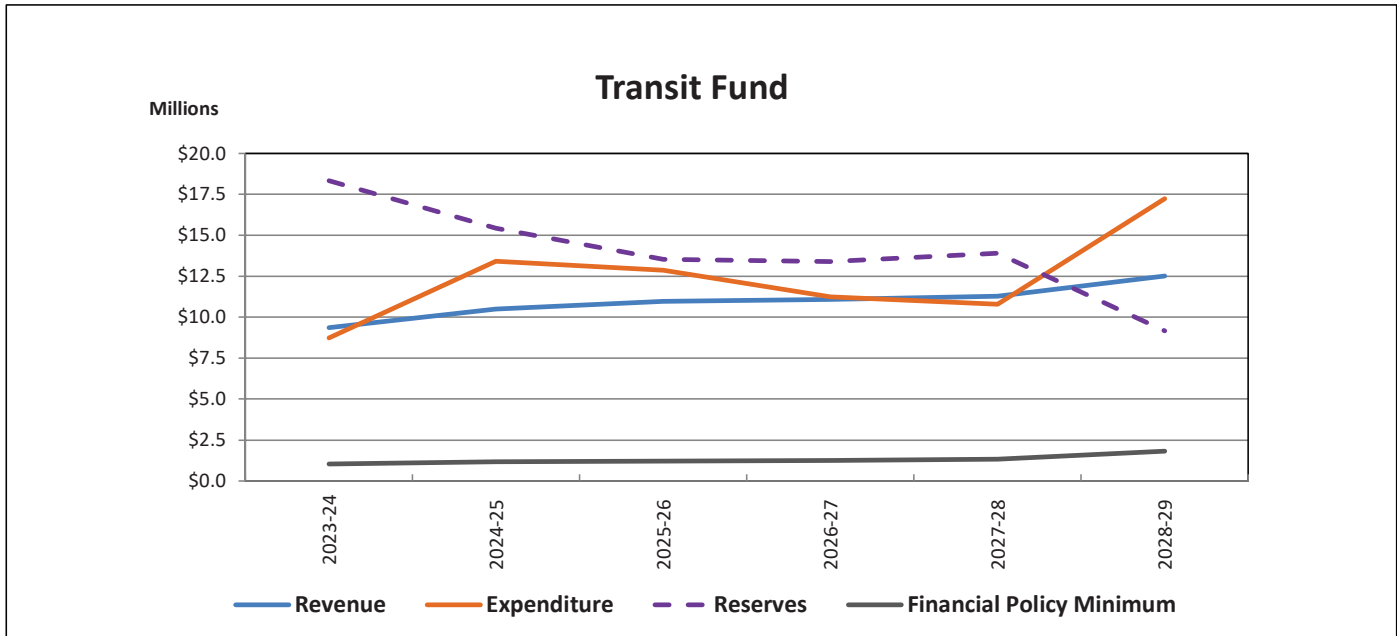
The purchase of SMART's rolling stock is considered either a capital improvement or a capital replacement depending on the situation. Over the next five years, the Department anticipates the purchase of several smaller buses, used for both Dial-a-Ride and fixed route, a new trolley, and two 40-foot buses used for service to Salem on the 1X route. All new bus purchases will be either battery electric or CNG (Compressed Natural Gas). These replacements will be spread-out over the next five years, and it is anticipated that the Department will receive 80% funding from grants.

## **TRANSIT FUND FORECAST**

The Transit Fund Forecast Summary indicates that the Transit Fund remains in a strong financial position. On average over time, revenues are keeping up with expenditures, thanks to the State transportation package passed in 2017 (HB2017), referred to as allocated to qualified entities as STIF Funds. The Transit Fund balance (also referred to as reserve) is projected to remain above financial policy targets. The reserve in the Transit Fund is an eligible funding source, particularly for one-time items such purchasing buses, as long as it remains above the minimum level, indicated by the financial policy minimum.



# Five-Year Forecast



TRANSIT FUND FUND (in millions)	Estimated Actuals 2023-24	5 - Year Forecast				
		FYE 25	FYE 26	FYE 27	FYE 28	FYE 29
<b>BEGINNING FUND BALANCE</b>	\$17.71	\$18.34	\$15.42	\$13.52	\$13.39	\$13.89
<b>REVENUES:</b>						
Transit Tax	\$6.00	\$6.20	\$6.39	\$6.58	\$6.77	\$6.98
Intergovernmental - grants (federal/state)	\$0.80	1413000	\$1.50	\$1.50	\$1.50	\$2.00
Intergovernmental - STIF formula	\$2.00	2200000	\$2.50	\$2.50	\$2.50	\$3.00
Intergovernmental - STIF competitive	-	0	-	-	-	-
Charges for services	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
Investment income	\$0.52	\$0.64	\$0.54	\$0.47	\$0.47	\$0.49
Miscellaneous revenue	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
<b>TOTAL REVENUES</b>	<b>9357623</b>	<b>10496204</b>	<b>\$10.97</b>	<b>\$11.09</b>	<b>\$11.28</b>	<b>\$12.51</b>
<b>EXPENSES:</b>						
Personnel Services	\$4.34	\$5.05	\$5.25	\$5.46	\$5.78	\$8.98
Material & Services	\$2.54	\$2.76	\$2.88	\$2.99	\$3.11	\$3.23
Capital Outlay	\$0.91	\$2.03	\$1.00	\$1.00	\$1.00	\$1.00
Transfers to other funds:						
General Fund (overhead)	\$0.68	\$0.82	\$0.85	\$0.87	\$0.90	\$0.92
CIP - Facilities	\$0.27	\$2.74	\$2.90	\$0.90	-	\$3.09
<b>TOTAL EXPENDITURES</b>	<b>\$8.74</b>	<b>\$13.41</b>	<b>\$12.87</b>	<b>\$11.23</b>	<b>\$10.78</b>	<b>\$17.23</b>
Net surplus (deficit)	\$0.62	(\$2.91)	(\$1.90)	(\$0.13)	\$0.50	(\$4.72)
<b>ENDING FUND BALANCE</b>	<b>\$18.34</b>	<b>\$15.42</b>	<b>\$13.52</b>	<b>\$13.39</b>	<b>\$13.89</b>	<b>\$9.17</b>
<i>Financial Policy Fund Balance Minimum</i>	\$1.03	\$1.17	\$1.22	\$1.27	\$1.33	\$1.83

# Five-Year Forecast

## WATER OPERATING FUND

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### FUND DESCRIPTION

The Water Fund accounts for the City's drinking water utility. The City owns and operates a water treatment plant on the Willamette River and provides water service to residents and businesses within City limits. The City bills for water usage on a monthly basis. The City contracts with Veolia Water North America to operate the water treatment plant.

The Water Operating Fund balances the needs of ongoing operational costs, transfers-out for capital improvement project cost, and debt servicing. The Water Capital Fund accounts for the Capital Improvement Program (CIP) of the water utility into which funding is provided either from the Water Operating Fund or the Water System Development (SDC) Fund.

### WATER FUND REVENUES AND EXPENDITURES

#### REVENUES

The major drivers of revenue to the water fund include water consumption, the number of customers, the water rates set by the City Council, and the weather as it influences water consumption. Hot, dry weather, for example, tends to drive up usage (excluding drought conditions when usage is curtailed).

##### *Charges*

The City charges water customers for the water they use as measured through each customer's water meter. The City has approximately 7,250 water customers. While individual residential usage has been trending slightly downwards over the last several years, the continued addition of new accounts has led to an overall increase in water consumption.

A new residential water rate structure based on a two tier consumption table, was put into effect May 1, 2020. An additional two year rate path was also adopted, increasing rates at an overall 3% thru May 1, 2023.

##### *Water Sales*

The City can sell up to five million gallons per day of treated water to Sherwood. Sherwood water demand has increased in the last two years and now pays Wilsonville close to \$1.5 million per year for water.

##### *Other Revenues*

The Water Fund also receives interest earnings and due to the large fund balance, this has been a reliable income source for the fund. However, with the current low interest rates and using of the fund balance for capital projects, the impact of investment revenue will not be as significant as in the past.

#### EXPENDITURES

Expenditures of the water utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the water. Maintaining, repairing, and replacing the capital infrastructure of the water utility also drive expenditures.

##### *Operations*

Water operations include managing and maintaining the water treatment plant and the water distribution system. The water treatment plant is managed under contract by the firm Veolia North America. The water distribution system includes pipes, reservoirs, booster pumps, valves, fire hydrants and wells.

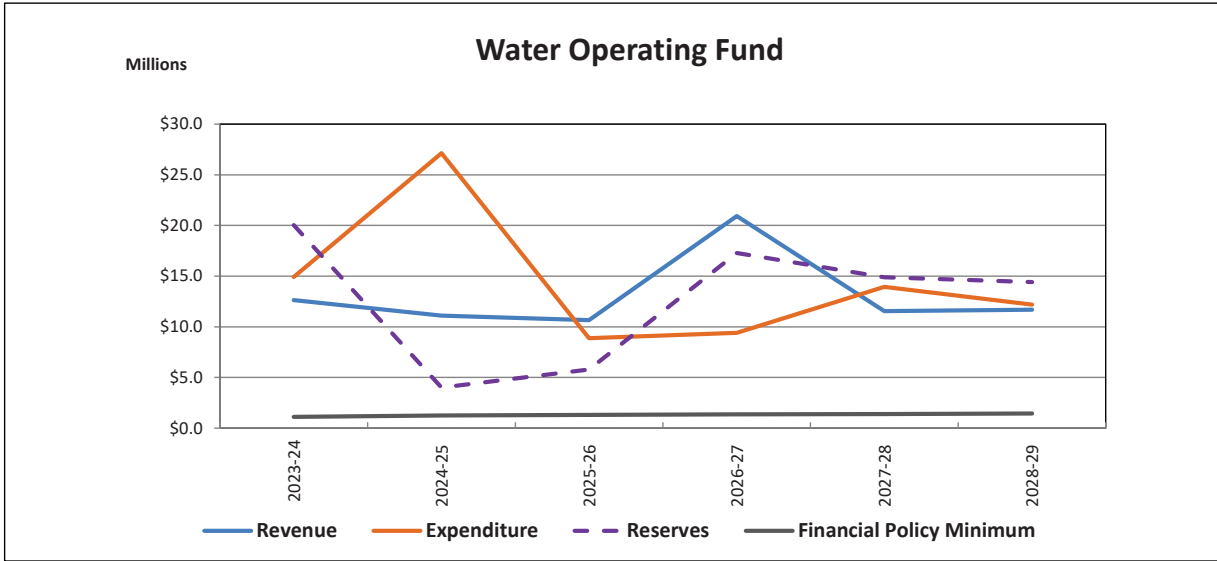
##### *Capital Improvements*

The water utility is a very capital intensive operation, including assets such as the treatment plant, miles of pipes, reservoirs, and pumps. Maintenance and repair of the treatment plant, pipes, pumps, valves, etc., are funded through the water rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both water rates and SDCs, depending upon whether the project expands capacity or not. The operating fund transfers funds to the CIP under the "Transfers to Other Funds" category. The detail of the 5 year forecast CIP can be found in the FY 2024-25 Proposed Budget document.

The five year forecast also reflects a proposed \$10M interfund loan to the Roads CIP Fund, to help fund the Boeckman Road project.

**WATER FUND FORECAST**

The five-year forecast for the Water Fund shows that the fund remains fiscally healthy, and able to maintain a healthy reserve (also referred to as fund balance) for this capital intensive utility. The ending fund balance is well above the financial policy minimum at the end of the forecast period. The financial policy minimum is set by reserving 20% of operations, maintaining a debt service reserve, and maintaining a contingency for the water treatment plant. The amount above this minimum will be used for major capital repair and replacements, for example, to replace aging critical processing equipment, to increase back-up power capability, to invest in seismic retrofitting, and improve the treatment process.



WATER OPERATING FUND (in millions)	Estimated Actuals 2023-24	5 - Year Forecast				
		FYE 25	FYE 26	FYE 27	FYE 28	FYE 29
<b>BEGINNING FUND BALANCE</b>	\$22.29	\$20.02	\$3.97	\$5.74	\$17.24	\$14.82
<b>REVENUES:</b>						
Usage charge	\$9.22	\$8.71	\$8.89	\$9.07	\$9.25	\$9.43
Sherwood usage	\$1.44	\$1.50	\$1.53	\$1.56	\$1.59	\$1.62
Connection fees	\$0.02	\$0.05	\$0.05	\$0.05	\$0.05	\$0.06
Investment income	\$0.80	\$0.80	\$0.14	\$0.20	\$0.60	\$0.52
Interfund loan repayment	\$1.13	-	-	\$10.00	-	-
Miscellaneous revenue	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04
<b>TOTAL REVENUES</b>	<b>\$12.65</b>	<b>\$11.10</b>	<b>\$10.65</b>	<b>\$20.92</b>	<b>\$11.54</b>	<b>\$11.67</b>
<b>EXPENSES:</b>						
Water Distribution:						
Personnel Services	\$0.63	\$0.68	\$0.71	\$0.74	\$0.77	\$0.80
Material & Services	\$0.94	\$1.01	\$1.04	\$1.09	\$1.13	\$1.17
Capital Outlay	-	\$0.05	-	-	-	-
Water Treatment Plant (contracted)						
Material & Services	\$3.98	\$4.62	\$4.76	\$4.91	\$5.05	\$5.21
Capital Outlay	\$0.70	\$1.47	\$0.50	\$0.50	\$0.50	\$0.50
Debt Service - PW Complex	\$0.37	\$0.37	\$0.37	\$0.37	\$0.37	\$0.37
Transfers to other funds:						
General Fund (overhead)	\$0.79	\$0.84	\$0.86	\$0.89	\$0.92	\$0.94
Interfund Loan - Roads CIP (Boeckman Rd)	-	\$10.00	-	-	-	-
CIP - Facilities (PW Complex)	\$0.73	-	-	-	-	-
CIP - Water CIP	\$6.78	\$8.11	\$0.63	\$0.93	\$5.22	\$3.20
<b>TOTAL EXPENDITURES</b>	<b>\$14.91</b>	<b>\$27.15</b>	<b>\$8.88</b>	<b>\$9.42</b>	<b>\$13.95</b>	<b>\$12.19</b>
Net surplus (deficit)	(\$2.26)	(\$16.05)	\$1.77	\$11.50	(\$2.42)	(\$0.52)
<b>ENDING FUND BALANCE</b>	<b>\$20.02</b>	<b>\$3.97</b>	<b>\$5.74</b>	<b>\$17.24</b>	<b>\$14.82</b>	<b>\$14.31</b>
<i>Financial Policy Fund Balance Minimum</i>	\$1.11	\$1.26	\$1.30	\$1.35	\$1.39	\$1.44

# Five-Year Forecast

## WASTEWATER OPERATING FUND

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### FUND DESCRIPTION

The Wastewater Fund accounts for the City's wastewater treatment utility. The City owns and operates a wastewater treatment plant and maintains the associated collection pipes and lift stations. The City bills for the service monthly. The wastewater treatment plant protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater in compliance with the City's discharge permit. The City contracts with Jacobs (formerly CH2M HILL) to operate the plant.

The Wastewater Fund also accounts for the City's industrial pretreatment program. Industries are monitored and regulated regarding what they discharge into the wastewater system, and certain industries must pre-treat their effluent. The program also provides education and outreach to minimize fats, oil and grease, as well as drugs, from entering the system.

The Wastewater Operating Fund periodically transfers funds to the Wastewater Capital Fund. The Wastewater Capital Fund accounts for the Capital Improvement Program (CIP) of the Wastewater utility.

### WASTEWATER FUND REVENUES AND EXPENDITURES

#### REVENUES

Revenue drivers for this fund include wastewater rates charged, the size and type of industries, winter water consumption, and the City's population growth. The wastewater rates are scheduled to be reviewed during FY 2024-25. In the interim, the five year forecast includes a conservative escalator for usage charges.

##### *Charges*

The City charges for use of the wastewater system each month. Currently, the City has about 7,250 Wastewater accounts. In general, wastewater is not a metered service. Therefore, provision of wastewater service is generally based on water use, the theory being that most water that enters a customer's establishment goes into the wastewater system. The City uses this assumption for commercial customers. For residential customers, because water usage peaks in the summer, it is assumed to be used for irrigation, and does not enter the wastewater system. As such, the City uses a residential customer's winter water average (November through March of the preceding year) to set the units of usage for the wastewater system for the next year. If commercial customers experience peak summer water usage due to irrigation and want their Wastewater charges adjusted, they have the option to install an irrigation meter, and their Wastewater charges will be adjusted according to the water that diverts through the irrigation meter. As the City grows, more accounts will be added, leading to growth in the wastewater operating revenue.

##### *Other Revenues*

The Wastewater fund also receives interest earnings and a transfer from the Wastewater System Development Charges (SDCs). The transfer from the Wastewater SDCs is to partially cover the debt service obligation for debt incurred to expand the plant.

#### EXPENDITURES

Expenditures of the wastewater utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the wastewater. Maintaining, repairing, and replacing the capital infrastructure of the wastewater utility also drive expenditures.

##### *Operations*

Wastewater operations include managing and maintaining the wastewater treatment plant, the wastewater collection system of pipes, and lift stations. Additionally, operations include managing the Industrial Pretreatment Program, as well as ensuring the City is in compliance with the National Pollutant Discharge Elimination System (NPDES) conditions and permit limits.

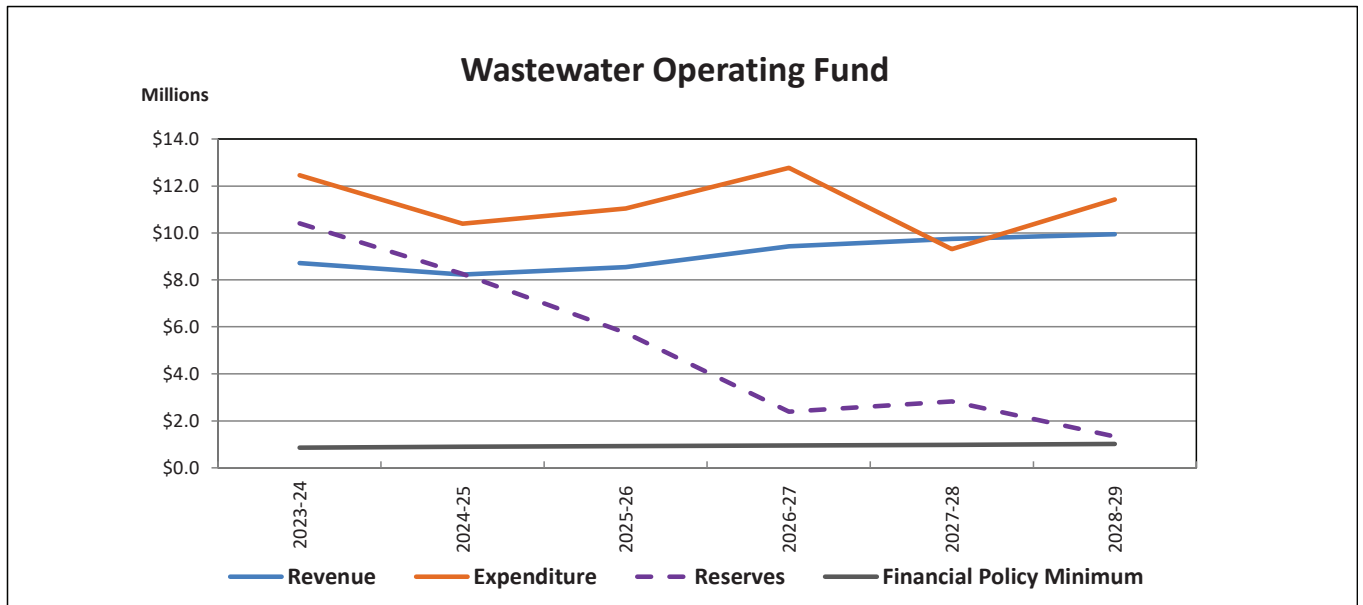
## Capital Improvements

The wastewater utility is a very capital intensive operation, including assets such as the wastewater treatment plant, miles of pipes, and pumps. Maintenance and repair of these assets are funded through the wastewater rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both wastewater rates and SDCs, depending upon whether the project expands capacity.

The Wastewater Treatment Plant Master Plan includes a capital project list for the next 20 years, including major upgrades scheduled for FY 2030-31.

## WASTEWATER FUND FORECAST

The five-year forecast for the Wastewater Fund shows that the fund balance (also referred to as a reserve) is drawn down over time, but still remains above the financial policy minimum through FY 2027-28. The financial policy minimum is set by reserving 20% of operations, maintaining a debt service reserve, and maintaining a contingency for the water treatment plant. The amount above this minimum will be used for major capital repair and replacements. An additional funding source will be needed, most notably to fund those major capital improvement upgrades schedule for FY 2030-31.



# Five-Year Forecast

SEWER OPERATING FUND (in millions)	Estimated Actuals 2023-24	5 - Year Forecast				
		FYE 25	FYE 26	FYE 27	FYE 28	FYE 29
<b>BEGINNING FUND BALANCE</b>	\$14.14	\$10.41	\$8.25	\$5.74	\$2.39	\$2.82
<b>REVENUES:</b>						
Usage charge	\$7.60	\$7.79	\$8.18	\$8.60	\$9.03	\$9.21
Investment income	\$0.49	\$0.42	\$0.33	\$0.20	\$0.08	\$0.10
Miscellaneous revenue	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03
Transfers-in - Sewer SDC Fund	\$0.60	-	-	\$0.60	\$0.60	\$0.60
<b>TOTAL REVENUES</b>	<b>\$8.72</b>	<b>\$8.23</b>	<b>\$8.54</b>	<b>\$9.43</b>	<b>\$9.75</b>	<b>\$9.94</b>
<b>EXPENSES:</b>						
Wastewater Collections						
Personnel Services	\$0.44	\$0.46	\$0.48	\$0.50	\$0.51	\$0.54
Material & Services	\$0.58	\$0.77	\$0.79	\$0.82	\$0.84	\$0.87
Capital Outlay	\$0.13	-	-	-	-	-
Waste Water Treatment Plant (WWTP):						
Material & Services	\$3.24	\$3.24	\$3.34	\$3.44	\$3.54	\$3.65
Capital Outlay	-	\$0.23	-	-	-	-
Debt Service - WWTP 2011 Expansion	\$2.63	\$2.57	\$2.57	\$2.57	\$2.57	\$2.57
Debt Service - PW Complex	\$0.25	\$0.32	\$0.32	\$0.32	\$0.32	\$0.32
Transfers to other funds:						
General Fund (overhead)	\$0.58	\$0.64	\$0.66	\$0.68	\$0.70	\$0.72
CIP - Facilities (PW Complex)	\$0.50	-	-	-	-	-
CIP - Sewer CIP	\$4.12	\$2.18	\$2.91	\$4.47	\$0.84	\$2.78
<b>TOTAL EXPENDITURES</b>	<b>\$12.45</b>	<b>\$10.39</b>	<b>\$11.06</b>	<b>\$12.78</b>	<b>\$9.32</b>	<b>\$11.43</b>
Net surplus (deficit)	(\$3.73)	(\$2.16)	(\$2.51)	(\$3.35)	\$0.43	(\$1.49)
<b>ENDING FUND BALANCE</b>	<b>\$10.41</b>	<b>\$8.25</b>	<b>\$5.74</b>	<b>\$2.39</b>	<b>\$2.82</b>	<b>\$1.34</b>
<i>Financial Policy Fund Balance Minimum</i>	\$0.85	\$0.89	\$0.92	\$0.95	\$0.98	\$1.01

## STORMWATER OPERATING FUND

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### FUND DESCRIPTION

The Stormwater Operating Fund accounts for the City's stormwater management utility. This utility works to minimize and control erosion, prevent local flooding, and reduce pollutants and debris from entering local streams and the Willamette River. The utility must remain in compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) Stormwater Management Plan (Plan). The utility does this by conveying stormwater through a system of pipes, detention ponds, catch basins and ditches, which eventually flow into natural drainage systems. The utility also protects and enhances natural habitat, provides leaf control services, and ensures the sweeping of City streets and public parking lots.

### STORMWATER FUND REVENUES AND EXPENDITURES

#### REVENUES

The major drivers of revenue to the Stormwater Fund include the monthly charges, the number of customers, and the number of Equivalent Residential Unit (ERUs) within the City.

##### *Charges*

The City bills for stormwater management on a monthly basis. Stormwater charges are based on impervious surface. Residential units are equalized into an ERU, using a standard of impervious area of 2,750 square feet. Commercial and industrial charges are calculated by applying this ERU factor to the impervious area at their site.

The City Council establishes the rates for stormwater, and were last approved beginning in April 2015 for a seven year period. The rate increases are necessary in order to pay for the capital program. The last increase went into effect as of January 1, 2021. A new rate study will be conducted during FY 2024-25.

Even as the City grows and adds households, many companies are doing more to reduce their impervious surface area, such as installing rain gardens or pervious surfaces. Growth in households is therefore offset by changes in how commercial and industrial customers manage their stormwater, leading to a projected growth rate of ERUs of about 1.5% annual average over the next five years.

#### EXPENDITURES

Expenditures of the stormwater utility are influenced by the cost of labor to run the system, the requirements of the NPDES Plan, and the cost to maintain, repair, and replace the capital infrastructure and natural systems of the utility.

##### *Operations*

Stormwater operations include managing and maintaining the stormwater system of pipes, detention ponds, catch basins, ditches, and natural drainage systems.

A \$2.5M interfund loan from the General Fund was approved with the FY 2020-21 budget. The annual debt payments of \$515 thousand will continue through FY 2025-26. The loan has enabled the Stormwater Operating Fund to meet both its operational and Capital Improvement requirements.

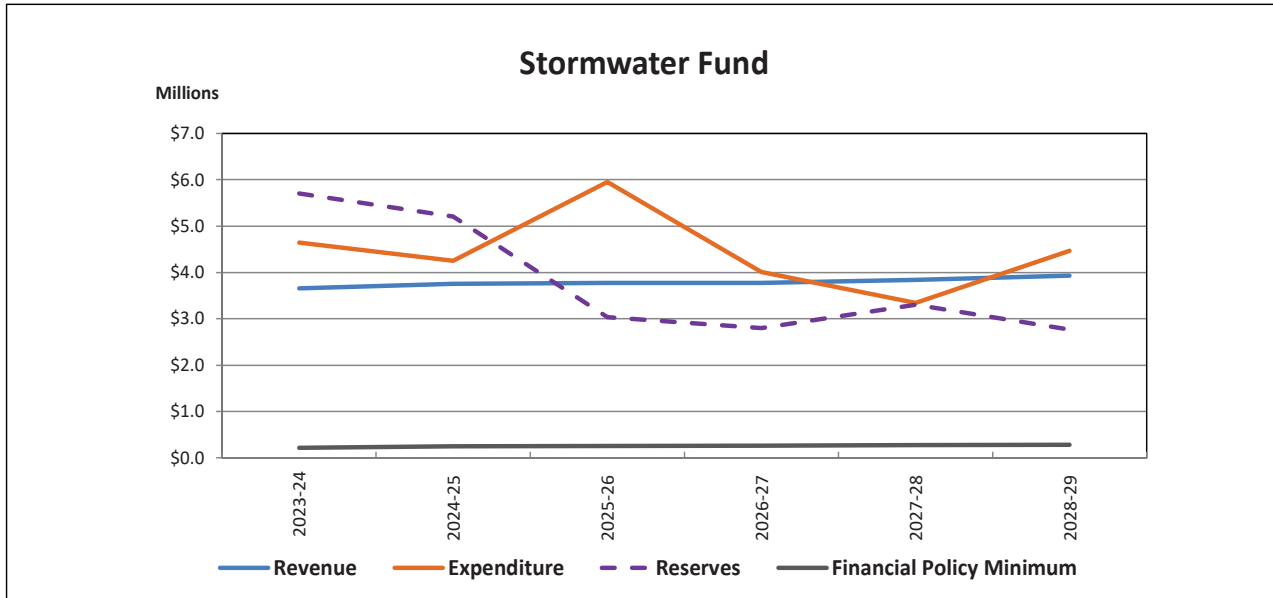
##### *Capital Improvements*

While the stormwater utility is not as capital intensive as water and wastewater, it does have an extensive capital program. Major repairs, replacements and rehabilitation of the stormwater pipes, detention ponds, slopes and natural areas are funded out of the capital program. Maintenance and repair of these assets are funded through the stormwater rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both stormwater rates and SDCs, depending upon whether the project expands capacity or not. Major capital projects include the repairs required at Charbonneau and the upcoming Coffee Creek Storm System. The Charbonneau list of repairs is quite extensive and will require years to complete.

# Five-Year Forecast

## STORMWATER OPERATING FUND FORECAST

The five-year forecast for the Stormwater Operating Fund illustrates that the Stormwater Fund will consistently be able to meet its operational and capital requirements throughout the forecast period, and remains in a sound financial position. Over the five-year period of this forecast, the City will continue its ambitious repair and rehabilitation program of the stormwater assets in the Charbonneau neighborhood. At the same time, the utility intends to continue the rehabilitation of various outfalls, and replace deteriorating stormwater pipes throughout the City. The fund is able to contribute on average \$2.0 million each year to its capital program through FY 2028-29 without the need to enter into debt.



STORMWATER OPERATION FUND (in millions)	Estimated Actuals 2023-24	5 - Year Forecast				
		FYE 25	FYE 26	FYE 27	FYE 28	FYE 29
<b>BEGINNING FUND BALANCE</b>	\$6.69	\$5.71	\$5.21	\$3.04	\$2.80	\$3.30
<b>REVENUES:</b>						
Usage charge	\$3.44	\$3.53	\$3.60	\$3.67	\$3.74	\$3.82
Investment income	\$0.22	\$0.23	\$0.18	\$0.11	\$0.10	\$0.12
<b>TOTAL REVENUES</b>	<b>\$3.66</b>	<b>\$3.76</b>	<b>\$3.78</b>	<b>\$3.78</b>	<b>\$3.84</b>	<b>\$3.93</b>
<b>EXPENSES:</b>						
Personnel Services	\$0.37	\$0.44	\$0.45	\$0.47	\$0.49	\$0.51
Material & Services	\$0.72	\$0.81	\$0.83	\$0.86	\$0.89	\$0.91
Capital Outlay	-	\$0.03	-	-	-	-
Debt Service - Interfund Loan (General Fund)	\$0.52	\$0.52	\$0.52	-	-	-
Debt Service - PW Complex (2022 Bond)	\$0.32	\$0.32	\$0.32	\$0.32	\$0.32	\$0.32
Transfers to other funds:						
General Fund (overhead)	\$0.26	\$0.29	\$0.30	\$0.31	\$0.31	\$0.32
Community Development	\$0.34	\$0.35	\$0.36	\$0.37	\$0.38	\$0.39
CIP - Facilities	\$0.63	-	-	-	-	-
CIP - Stormwater	\$1.48	\$1.50	\$3.17	\$1.68	\$0.95	\$2.01
<b>TOTAL EXPENDITURES</b>	<b>\$4.64</b>	<b>\$4.25</b>	<b>\$5.95</b>	<b>\$4.01</b>	<b>\$3.34</b>	<b>\$4.47</b>
Net surplus (deficit)	(\$0.98)	(\$0.50)	(\$2.17)	(\$0.23)	\$0.50	(\$0.54)
<b>ENDING FUND BALANCE</b>	<b>\$5.71</b>	<b>\$5.21</b>	<b>\$3.04</b>	<b>\$2.80</b>	<b>\$3.30</b>	<b>\$2.77</b>
<i>Financial Policy Fund Balance Minimum</i>	\$0.22	\$0.25	\$0.26	\$0.27	\$0.28	\$0.28



**STREET LIGHTING FUND**

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**FUND DESCRIPTION**

The Street Lighting Fund accounts for the maintenance and operation of City’s street lights. Portland General Electric (PGE) supplies the electricity and bills the City. The City covers this cost through a monthly fee charged on the utility bills. Residential, multi-family, commercial, industrial and non-profits all pay towards the street lighting system.

**STREET LIGHTING FUND REVENUES AND EXPENDITURES**

**REVENUES**

Revenue drivers for this fund include the monthly charges and number of customers. The customer base is expected to grow on average 2.25% per year.

*Charges*

As mentioned above, the City charges a monthly fee for street lighting. For residential customers, the fee ranges from approximately \$2.00 per month to over \$5.00 per month, depending upon the type of lighting fixture. Multifamily units are charged based upon the fixtures and the number of dwelling units, and commercial customers are charged based on the fixtures and the number of full-time equivalents employed.

No changes are anticipated over the next five years.

**EXPENDITURES**

Expenditure drivers for this fund include the price of electricity from PGE, periodic maintenance and replacement of fixtures, and expansion of the system.

*Operations*

Street Lighting operations include maintaining the street light fixtures and paying PGE for the electricity. As more of the streetlights are converted over to light-emitting diode (LED), it is anticipated that electricity expense will begin to decrease and/or stop increasing year over year.

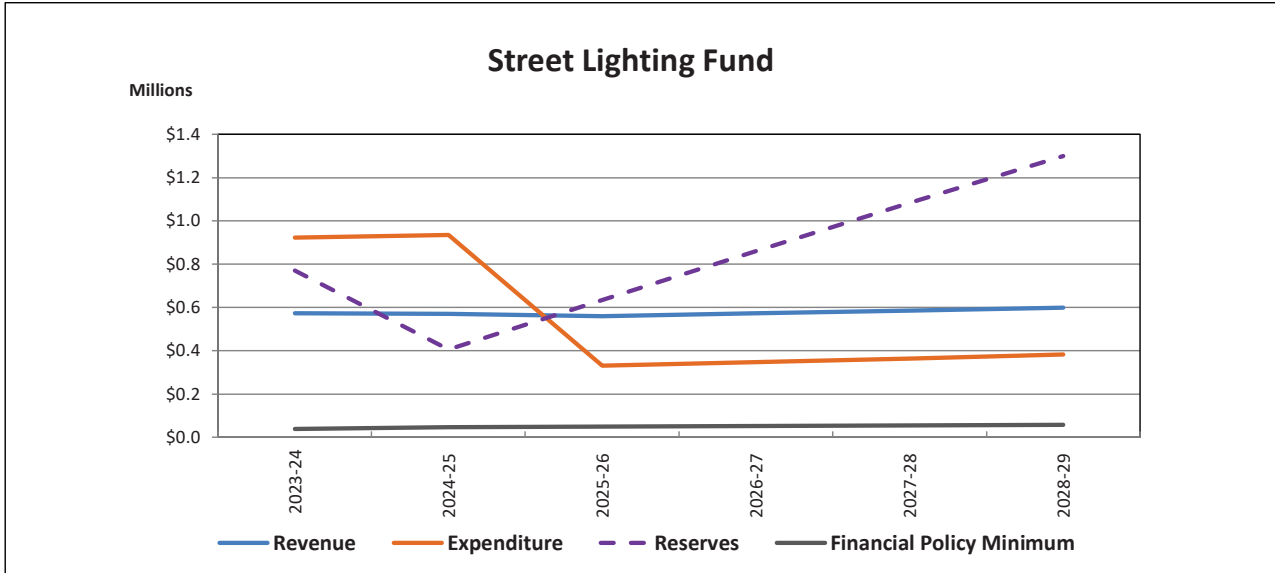
*Capital Improvements*

The Street Lighting Fund is used to install street lighting where there are gaps, and replace worn poles and fixtures. The City is working to retrofit street lights with LED fixtures and will continue this project through FY 2024-25. This project is funded by the fund’s reserves.

**STREET LIGHTING FUND FORECAST**

The five-year forecast for the Street Light Fund reveals a steady ending fund balance well above the City’s financial policy minimum.

# Five-Year Forecast



STREET LIGHTING FUND (in millions)	Estimated Actuals 2023-24	5 - Year Forecast				
		FYE 25	FYE 26	FYE 27	FYE 28	FYE 29
<b>BEGINNING FUND BALANCE</b>	\$1.12	\$0.77	\$0.41	\$0.63	\$0.86	\$1.08
<b>REVENUES:</b>						
Usage charge	\$0.53	\$0.54	\$0.55	\$0.55	\$0.56	\$0.56
Intergovernmental	-	-	-	-	-	-
Investment income	\$0.04	\$0.03	\$0.01	\$0.02	\$0.03	\$0.04
<b>TOTAL REVENUES</b>	<b>\$0.57</b>	<b>\$0.57</b>	<b>\$0.56</b>	<b>\$0.57</b>	<b>\$0.59</b>	<b>\$0.60</b>
<b>EXPENSES:</b>						
Material & Services	\$0.26	\$0.31	\$0.33	\$0.35	\$0.36	\$0.38
Transfers to other funds: CIP - Roads (LED)	\$0.66	\$0.62	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$0.92</b>	<b>\$0.94</b>	<b>\$0.33</b>	<b>\$0.35</b>	<b>\$0.36</b>	<b>\$0.38</b>
Net surplus (deficit)	(\$0.35)	(\$0.36)	\$0.23	\$0.23	\$0.22	\$0.22
<b>ENDING FUND BALANCE</b>	<b>\$0.77</b>	<b>\$0.41</b>	<b>\$0.63</b>	<b>\$0.86</b>	<b>\$1.08</b>	<b>\$1.30</b>
<i>Financial Policy Fund Balance Minimum</i>	\$0.04	\$0.05	\$0.05	\$0.05	\$0.05	\$0.06

## ROAD OPERATING (GAS TAX) FUND

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### FUND DESCRIPTION

The Road Operating Fund accounts for the gas tax received by the City, for the maintenance of and improvements to its rights of way, including landscape, markings, signs and signals. Gas tax is apportioned by the State based on receipts and population.

### ROAD OPERATING FUND REVENUES AND EXPENDITURES

#### REVENUES

The major drivers of revenue for this fund are the total gallons of gas used across the state and the City's population.

##### *Gas Tax*

Oregon gas tax is set by State statute, currently at 38 cents per gallon. The State collects the gas tax, and apportions it to cities based on their respective populations. The State provides a per capita estimate to cities, based upon how much gas tax the State estimates it will receive and the various population estimates of the cities.

In 2017, the State Legislature approved a comprehensive transportation fund-ing package (HB 2017) that increased the gas tax by four cents per gallon, from 30 cents to 34 cents, beginning January 1, 2018. In January of the years 2020, 2022 and 2024 the tax is scheduled to increase an additional two cents per gallon.

Over the five-year forecast period, gas tax revenue is forecasted to increase due to both the increases in the tax approved by the Legislature, and due to the City's population increasing. Gas tax revenues can be sensitive to the price of gas – as gas prices rise, people tend to drive less, driving down gas tax revenues. Similarly, gas tax revenue falls as vehicles become more fuel efficient. It is difficult to predict how gas prices and driving habits may change over time. This forecast attempts to strike a reasonable balance between the approved gas tax increases, and the price elasticity of demand that may dampen revenues.

#### EXPENDITURES

The major expenditure drivers for this fund include the cost of labor and materials and new streets as the City grows.

##### *Operations and Capital Improvements*

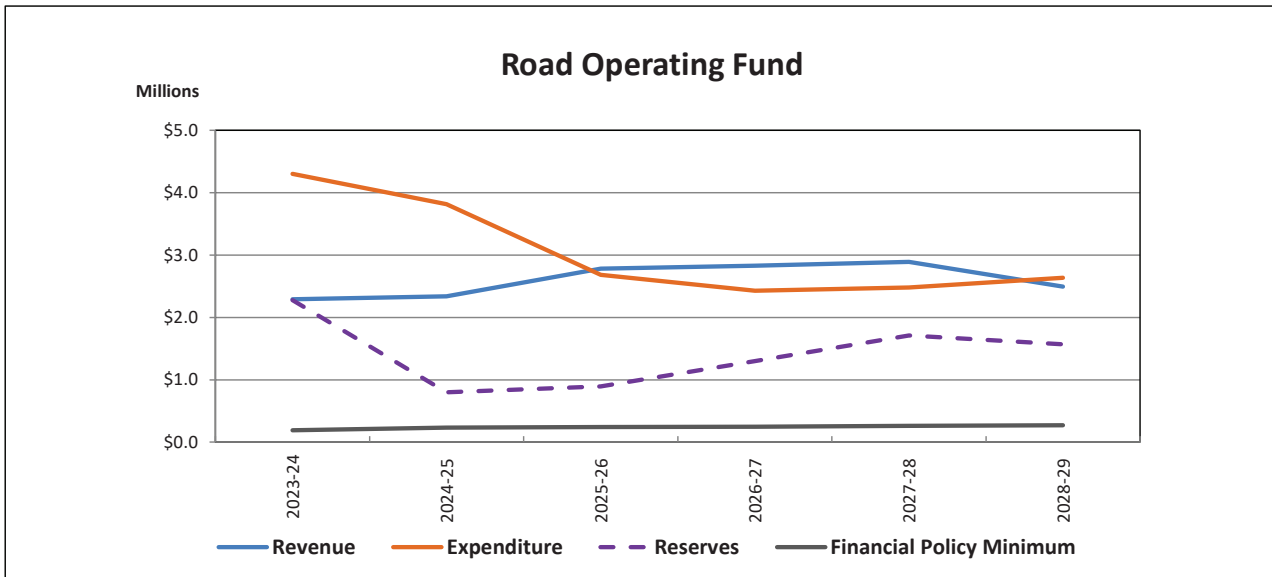
The Road Fund operations include street repair and improvements, maintenance of City crosswalks and pathways, installation and replacement of pavement markings, and maintenance of signs and signals. The Department also removes graffiti, maintains roadway landscaping, controls litter and vegetation along roadways, and sands streets during inclement weather.

Capital improvements over the next five years are projected to be signal improvements, the replacement of crosswalk flashers, pedestrian enhancements, and various equipment replacements.

### ROAD OPERATING FUND FORECAST

The five-year forecast for the Roads Operating Fund reveals a steady ending fund balance well above the City's financial policy minimum.

# Five-Year Forecast



ROAD OPERATING FUND (in millions)	Estimated Actuals 2023-24	5 - Year Forecast				
		FYE 25	FYE 26	FYE 27	FYE 28	FYE 29
<b>BEGINNING FUND BALANCE</b>	\$4.29	\$2.28	\$0.80	\$0.89	\$1.30	\$1.71
<b>REVENUES:</b>						
Gasoline Tax	\$2.16	\$2.25	\$2.29	\$2.34	\$2.39	\$2.43
Investment income	\$0.13	\$0.09	\$0.03	\$0.03	\$0.05	\$0.06
Interfund loan repayment - Road CIP	-	-	\$0.46	\$0.46	\$0.46	-
<b>TOTAL REVENUES</b>	<b>\$2.29</b>	<b>\$2.34</b>	<b>\$2.78</b>	<b>\$2.83</b>	<b>\$2.89</b>	<b>\$2.49</b>
<b>EXPENSES:</b>						
Personnel Services	\$0.45	\$0.56	\$0.58	\$0.61	\$0.63	\$0.66
Material & Services	\$0.51	\$0.61	\$0.63	\$0.65	\$0.67	\$0.69
Capital Outlay	\$0.30	\$0.04	-	-	-	-
Debt Service - PW Complex	\$0.36	\$0.36	\$0.36	\$0.36	\$0.36	\$0.36
Transfers to other funds:						
General Fund (overhead)	\$0.25	\$0.29	\$0.30	\$0.31	\$0.31	\$0.32
CIP - Facilities (PW Complex)	\$0.70	-	-	-	-	-
CIP - Road (Boeckman Creek Bridge)	\$1.00	\$1.25	-	-	-	-
CIP - Roads (Street Projects)	\$0.73	\$0.71	\$0.82	\$0.51	\$0.51	\$0.61
<b>TOTAL EXPENDITURES</b>	<b>\$4.30</b>	<b>\$3.82</b>	<b>\$2.69</b>	<b>\$2.43</b>	<b>\$2.48</b>	<b>\$2.64</b>
Net surplus (deficit)	(\$2.01)	(\$1.48)	\$0.09	\$0.40	\$0.41	(\$0.14)
<b>ENDING FUND BALANCE</b>	<b>\$2.28</b>	<b>\$0.80</b>	<b>\$0.89</b>	<b>\$1.30</b>	<b>\$1.71</b>	<b>\$1.57</b>
<i>Financial Policy Fund Balance Minimum</i>	\$0.19	\$0.23	\$0.24	\$0.25	\$0.26	\$0.27

## **SUPPLIES**

- 430001 Office Supplies: General consumable supplies and parts that are not otherwise listed below. Includes the cost of freight/delivery charges in this account.
- 430002 Postage: Mailing costs whether US postal system or private carrier or courier services. Does not include the rental of postal equipment here (see 442001).
- 430003 Small Tools & Equipment: Equipment, tools, furniture that are not consumable and costs less than \$10,000 per item. Items of \$10,000 or more are considered capital outlay.
- 430004 Computer Software: New software and upgrades that are unique to specific programs and costing less than \$10,000. Software common to all users (MS Office, WinZip, etc.) are budgeted by the IT program.
- 430005 In-house Copier/Printer Expense: Supplies, parts and monthly fees for all in-house copier and printers. Includes paper, toner, ink, etc.
- 430099 Other general supplies: Special supply items that don't fit the above categories are budgeted and accounted for here.
- 431001 Fuel: Fuel costs for all City vehicles.
- 431002 Tires: Tire costs for all City vehicles.
- 431003 Chemicals: Chemicals for water/sewer operations.
- 431004 Personal Protective Equipment: All uniform and safety items specified in the union contract are to be budgeted and accounted for here. Also includes apparel for use by City employees, including, jackets, pants, shoes, coveralls, etc.
- 431005 Water Meters & Boxes: Purchase of meters and boxes.
- 431099 Other Program Supplies: If unique and consumable supplies are used by a program that do not fit one of the categories above, they should be budgeted and accounted for here.
- 432001 Books: For use by the Library with children's books to be recorded in 432002.
- 432002 Youth Books: For use by the Library, see above.
- 432003 Publications & Periodicals: For use by all programs. Includes subscriptions, magazines, newspapers, newsletters, reference material, etc. Use this category for purchasing items produced by others. Use 440026 for costs of producing materials in-house.
- 432004 Audio/Visual Materials: Compact disks, DVDs, video tapes. Typically used by the Library.
- 432005 Audio/Visual - Youth
- 432006 Database Subscriptions
- 432007 E-book

## **UTILITY SERVICES**

- 435002 Electricity: PGE electric bills
- 435008 Natural Gas: NW Natural-natural gas bills
- 435010 Water: City water bills
- 435011 Sewer: City sewer bill
- 435012 Streetlights: City streetlight bills
- 435013 Road Maintenance Charge: City road maintenance bills
- 435014 Stormwater Charge: City stormwater bills

# Chart of Accounts

- 435020 Garbage Collection: Garbage collection and disposal costs
- 435030 Telephone: Land lines, central costs for switching stations, long distance charges
- 435031 Cellular Phones: Cost of phones and service time from private companies
- 435032 Mobile Units - Airtime: Cost of mobile unit acquisition and airtime costs
- 435033 Pager Services: Cost of pager acquisition and periodic service costs for out-of-town applicants when appropriate. Can also include background checks as well as private sector recruiting firms.
- 435124 Communications: Costs of accessing and maintaining an internet presence. Includes fees paid to providers and identifiable line or bandwidth costs.

## **PROFESSIONAL & TECHNICAL SERVICES**

- 440001 Financial Services: Bond advisors, financial consultants, independent auditors, etc.
- 440002 External Attorney Services: Legal representation from firms or individuals not part of the City's Legal Department. Includes bond counsel.
- 440003 Traffic Impact Consultant: Generally used by Engineering program.
- 440004 Labor Negotiations: All costs associated with the union contract such as professional services, printed material, meals and special costs.
- 440009 Other Professional Services: Services provided by other professional firms or individuals not fitting another category.
- 440020 Computer Technical Services: Technical services provided for computer hardware and software. Includes customization costs for existing software programs.
- 440021 Lab Work: Technical services provided by outside entities.
- 440022 Meter Reading Services: Water meter reading services provided by outside entities. Includes Eden annual or special support charges.
- 440023 Computer Maintenance Contracts
- 440025 Police Protection: Services provided by Clackamas County Sheriff's Office. Includes the cost of bailiffs for municipal court which budgeted by that program.
- 440026 Printing: Cost to produce physical publications usually from internally developed media. Typically includes photocopy services provided by outside entities, printing of brochures and publications of reports for public use and inspection.
- 440028 Temporary Employment Services: Part-time and temporary help acquired from an outside agency.
- 440029 Code Enforcement: Costs incurred by the City, whether by City staff or contracted out, in order to correct violations by private property owners who fail to comply with City code.
- 440030 Commuter Rail Service
- 440031 Communication/Marketing
- 440032 Litter Pickup
- 440033 Street Sweeping Maintenance
- 440034 Cable Telecasting: Costs to produce and broadcast city activities on Wilsonville public broadcasting channel.
- 440035 Flex Plan Admin: Used by Human Resources program.
- 440036 Medical Evaluations: Cost of testing and evaluation services as necessary.

# Chart of Accounts

440040 Laundry/Floormat Services: Cost of maintaining and cleaning floormats and uniform equipment.

440099 Other Technical/Contractual Services: Services of a technical nature that do not fit one of the categories above. See Repairs and Maintenance categories below.

440XXX The 440XXX series is used to budget and account for administrative and technical services provided by General Fund and Community Development Fund programs to other operating and capital project funds.

## **REPAIRS & MAINTENANCE (MAJORITY OF THESE USED ONLY BY PUBLIC WORKS)**

441010 Infrastructure Maintenance

441011 Charbonneau Tree Preservation Program

441012 Street Tree Infill Program

441013 Sidewalk Replacement/Infill Program

441014 Collection System Maintenance

441015 Catch Basin Maintenance

441016 Conveyance Maintenance

441017 Field Screenings

441018 Project Management Fees: Internal costs from Community Development for time spend on URA CIP projects.

441020 Janitorial Services

441021 Building Maintenance

441022 Athletic Field Maintenance

441023 Park Maintenance

441024 Landscape Maintenance

441027 Dock Maintenance

441028 Equipment Maintenance

441029 Traffic Signal Maintenance

441030 Vehicle Maintenance

441610 Fleet Services - Interfund Charges

441611 Fleet - Major Repairs: Additional charges by Fleet to the affected program for unexpected maintenance items. Includes major overhauls, replacement of engines and non-normal operating costs that exceed \$6,000.

441911 Emergency Repairs: A broad category for emergency repairs.

442001 Tool & Equipment Rental: A broad category including vehicle rentals, tools, office equipment, etc.

442002 Building Rental: Office space and storage space rent or lease.

442051 Insurance - Casualty: Insurance costs for casualty, employee personnel bonding, etc except vehicle insurance. Note that employee benefit costs are within Personnel Services (412XXX).

442052 Insurance - Vehicle: Insurance costs for City vehicles.

# Chart of Accounts

## **COMMUNITY SERVICE PROGRAMS**

- 443001 Community Programs
- 443002 Tourism Development
- 443003 Special Events: These are unique costs associated with a program. Includes hazardous material program costs and industrial monitoring.
- 443005 Community Services Grants: Payments by the Community Services program to outside entities and special payments to programs that are included in the Administration program (e.g. Wilsonville Community Sharing).
- 443007 Metro Enhancement Grants
- 443008 Homeless Initiative
- 443009 Public Education Activities: All costs associated with providing educational materials and services to the public. Includes the cost of materials, literature, publications, special services, instructors and miscellaneous supplies.
- 443010 Opportunity Grants
- 443012 Purchased Transportation Services: Taxi and limousine services.
- 443013-6 Special Projects: Traditionally used by City Manager's office for special studies that might arise during the new fiscal year.
- 443017-9 Instructors/Facilitators: Generally used by Community Services program.
- 443020 Sports Camp: All costs associated with this Community Services program.
- 443021 Special Programs: Program expenses that do not fit in one of the categories above. (Historically used by the Library)
- 443022 Summer Programs - Library
- 443023 Adult Programs - Library
- 443024 Youth Programs - Library
- 443025 Outreach Programs

## **EMPLOYEE DEVELOPMENT**

- 444002 Recruitment Expenses: Costs associated with recruiting to fill vacancies. Include advertisements, position brochures, travel, lodging and meal costs
- 444003 Education/Training/Travel: Costs to attend seminars, conferences, and other training opportunities. Include all costs associated with event: registration, travel, meals, lodging, etc.
- 444004 Mileage & Vehicle: Payments to employees for use of personal vehicles while performing city business. Reimbursement is at federally approved rate. Also includes vehicle allowances included in city manager and city attorney contracts.
- 444005 Safety and Health: Use for safety, health, and medical costs. Includes specific training costs for safety and health purposes.
- 444006 Recognition Expenses: Used by Human Resources.

## **FEES, DUES, ADVERTISING**

- 445001 Legal Advertising: Pubic notices and requests for proposals required to be printed in the newspaper.



# Chart of Accounts

445002 Advertising and Publication: Use for advertising costs and public notices publications. Do not use for publication of material that will be distributed, use 440026 instead.

445003 Recording Fees: Used primarily by Legal and Community Development programs.

445004 Fees and Dues: City or employee membership in organizations. Also includes special fees paid to regulatory agencies.

## **MEETING EXPENSES**

446006 Meeting Costs: Meetings costs, including meals, provided by the City.

## **FRANCHISE FEES**

447001 Franchise Fees: Franchise fees paid by utility funds to the City.

## **MISCELLANEOUS SERVICES AND SUPPLIES**

449001 Bank Charges: Used by Finance program for bank service charges on checking account and credit card machines.

449002 Miscellaneous Charges: Payments that do not fit any other category. This account should be avoided if at all possible, especially if the transaction is expected to be recurring in nature. In such event, Finance should be informed of new activities and will discern whether new accounts should be created.

## **CAPITAL OUTLAY**

450500 Building Improvements

450600 Land Improvements

450700 Machinery & Equipment: All equipment and machinery that does not one of the other categories.

450800 Vehicles: Motorized and licensed vehicles. Includes buses and transit vans.

450900 Software: Used by Information Systems program.

## **DEBT SERVICES**

470001 Principal

470002 Principal Short-Term

470011 Interest

470031 Debt Issuance Costs

## **TRANSFERS OUT**

491XXX Transfers Out - Overhead

494001 Subsidy

495XXX Transfers Out - CIP & Other



Best of Wilsonville photo contest submission. Photo Credit: Andrew Parry



# Compensation Plans

## Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2023

Range	Position	Hourly		Annual (Full-Time)	
		Low	High	Low	High
13	Nutrition Program Assistant	\$16.81	\$21.39	\$34,964.80	\$44,491.20
21	Library Clerk I	\$20.48	\$26.11	\$42,598.40	\$54,308.80
23	Janitor	\$21.54	\$27.45	\$44,803.20	\$57,096.00
24	Nutrition Coordinator I	\$22.06	\$28.12	\$36,504.00	\$46,529.60
26	Administrative Assistant I Records Technician	\$23.18	\$29.52	\$48,214.40	\$61,401.60
27	Nutrition Coordinator II	\$23.74	\$30.28	\$49,379.20	\$62,982.40
28	Support Services Coordinator	\$24.33	\$31.03	\$50,606.40	\$64,542.40
29	Parks Maintenance Worker Public Works Maintenance Worker	\$24.94	\$31.81	\$51,875.20	\$66,164.80
30	Accounting Technician Administrative Assistant II Information Systems Assistant I Permit Technician I	\$25.55	\$32.57	\$53,144.00	\$67,745.60
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$26.87	\$34.27	\$55,889.60	\$71,281.60
34	Engineering Technician I Facilities Maintenance Specialist Mobility Technician Parks Maintenance Specialist Permit Technician II Program Coordinator Program Librarian Recreation Coordinator Reference Librarian Roads Maintenance Specialist Utilities Maintenance Specialist	\$28.20	\$35.97	\$58,656.00	\$74,817.60
35	Utilities Maintenance Technician	\$28.90	\$36.88	\$60,112.00	\$76,710.40
36	Arts & Culture Program Coordinator Assistant Planner Outreach Librarian Water Distribution Technician	\$29.66	\$37.80	\$61,692.80	\$78,624.00
37	Engineering Inspector I Engineering Technician II Facilities Maintenance Technician Recreation Coordinator II	\$30.38	\$38.75	\$63,190.40	\$80,600.00

*Continued on Next Page*

# Compensation Plans

## Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2023

Range	Position	Hourly		Annual	
		Low	High	Low	High
38	Asset Management Analyst Information Systems Assistant II	\$31.16	\$39.72	\$64,812.80	\$82,617.60
39	Accountant Building Inspector/Plans Examiner I Code Compliance Coordinator Environmental Specialist Industrial Pre-Treatment Coordinator	\$31.91	\$40.70	\$66,372.80	\$84,656.00
40	Adult Services Librarian Engineering Inspector II Parks Lead Maintenance Specialist Roads Lead Maintenance Specialist Utilities Lead Maintenance Technician Youth Services Librarian	\$32.73	\$41.75	\$68,078.40	\$86,840.00
41	Engineering Technician III	\$33.54	\$42.79	\$69,763.20	\$89,003.20
42	Associate Planner Information Systems Analyst	\$34.37	\$43.87	\$71,489.60	\$91,249.60
43	Building Inspector/Plans Examiner II	\$35.22	\$44.95	\$73,257.60	\$93,496.00
44	Engineering Inspector III Facilities Lead Maintenance Technician	\$36.12	\$46.05	\$75,129.60	\$95,784.00
46	Building Inspector/Plans Examiner III	\$37.97	\$48.39	\$78,977.60	\$100,651.20
47	Lead Building Inspector/Plans Examiner Network Administrator Senior Accountant Senior Information Systems Analyst Senior Planner	\$38.90	\$49.61	\$80,912.00	\$103,188.80
49	IT Project Manager	\$40.86	\$52.12	\$84,988.80	\$108,409.60

## SEIU Local 503 (OPEU Transit) Compensation Plan

Effective July 1, 2023

Range	Position	Hourly		Annual (Full-Time)	
		Low	High	Low	High
120	Fleet Hostler	\$21.54	\$27.45	\$44,803.20	\$57,096.00
125	Transit Driver	\$22.62	\$28.80	\$47,049.60	\$59,904.00
128	Dispatcher	\$24.34	\$31.03	\$50,627.20	\$64,542.40
128	Equipment Mechanic I	\$24.34	\$31.03	\$50,627.20	\$64,542.40
133	Equipment Mechanic II	\$28.36	\$36.16	\$58,988.80	\$75,212.80

## Employees Under Contract

Effective July 1, 2023

Municipal Court Judge	\$125 per hour
City Attorney, contract pay package*	\$160,000 - \$190,000
City Manager, contract pay package*	\$190,000 - \$220,000
<i>*City Manager and City Attorney pay package reviewed periodically by Council</i>	

# Compensation Plans

## City of Wilsonville Unrepresented Compensation Plan

Effective July 1, 2023

Range	Position	Non-Exempt		Exempt (Full-Time)	
		Low	High	Min	Max
b	Human Resources Assistant	\$28.19	\$38.05	\$58,620.66	\$79,151.47
c	Accounting Specialist (Conf) Legal Assistant	\$29.60	\$39.96	\$61,567.82	\$83,114.09
d	Shop Foreman	\$31.08	\$41.95	\$64,638.79	\$87,274.86
f	Associate Engineer Finance Operations Supervisor Human Resources Analyst Transit Management Analyst	\$34.30	\$46.26	\$71,325.56	\$96,215.28
g	City Recorder Transit Supervisor	\$35.98	\$48.56	\$74,842.30	\$101,019.81
h	Facilities Supervisor Parks Supervisor Roads & Stormwater Maintenance Supervisor Utilities Supervisor	\$37.78	\$51.00	\$78,582.04	\$106,072.10
i	Assistant to the City Manager Civil Engineer Communications & Marketing Manager GIS Manager Grants & Program Manager Natural Resources Manager Program Manager	\$39.67	\$53.54	\$82,519.80	\$111,371.84
j	Fleet Manager Library Operations Manager Library Services Manager	\$41.65	\$56.22	\$86,630.80	\$116,944.24
k	Senior Civil Engineer	\$43.73	\$59.03	\$90,964.86	\$122,788.96
l	Human Resources Manager Planning Manager Transit Operations Manager	\$45.92	\$61.99	\$95,521.77	\$128,930.77
m	Economic Development Manager Engineering Manager Public Affairs Director	\$48.22	\$65.08	\$100,301.57	\$135,369.93
o	Assistant City Attorney Assistant Finance Director Building Official City Engineer Planning Director Public Works Operations Manager	\$53.16	\$71.76	\$110,579.40	\$149,263.56
p	Information Systems Director Library Director Parks & Recreation Director	\$55.82	\$75.35	\$116,102.19	\$156,718.04
q	Transit Director Public Works Director	\$57.22	\$77.23	\$119,024.48	\$160,631.06
r	Finance Director	\$58.65	\$79.17	\$121,996.37	\$164,667.88
s	Community Development Director	\$60.12	\$81.14	\$125,042.61	\$168,779.18
t	Assistant City Manager	\$61.62	\$83.17	\$128,168.67	\$172,998.66



Best of Wilsonville photo contest submission. Photo Credit: Amanda Harmon



# Acronyms & Glossary

## ACRONYM - DEFINITION

ACFR - Annual Comprehensive Financial Report

ACHC - Arts, Culture, and Heritage Commission

ADA - Americans with Disabilities Act

AED - Automated External Defibrillator

AICP - American Institute of Certified Planners

ARPA - American Rescue Plan Act

AWIA - America's Water Infrastructure Act

BHU - Behavioral Health Unit

BMP - Best Management Practices

CCTV - Closed Circuit Television

CCSO - Clackamas County Sheriff's Office

CET - Construction Excise Tax

CFEC - Climate Friendly and Equitable Communities

CIP - Capital Improvement Project

CNG - Compressed Natural Gas

DEI - Diversity, Equity, and Inclusion

DEQ - Department of Environmental Quality

DMV - Department of Motor Vehicles

DRB - Development Review Board

EMMA - Electronic Municipal Market Access

EPA - Environmental Protection Agency

ERP - Enterprise Resource Planning

ESHP - Equitable Strategic Housing Plan

ERU - Equivalent Residential Unit

FOG - Fats, Oils, and Grease

FTA - Federal Transit Administration

FTE - Full-time Equivalent

FY - Fiscal Year

GAAP - Generally Accepted Accounting Principles

GASB - Governmental Accounting Standards Board

GFOA - Government Finance Officers Association

HNT - Hostage Negotiation Team

HPS - High Pressure Sodium

HVAC - Heating, Ventilating, Air Conditioning

I&I - Inflow and Infiltration

ICC - International Code Council

LEED - Leadership in Energy and Environmental Design

LED - Light Emitting Diode

LID - Land Improvement District

LOS - Level of Service

MGD - Millions Gallons per Day

MV - Mercury Vapor

NIC - Net Interest Cost

PDES - National Pollutant Discharge Elimination System

O&M - Operations and Maintenance

OACA - Oregon Association of Court Administration

ODOT - Oregon Department of Transportation

OEDA - Oregon Economic Development Association

OGFOA - Oregon Government Finance Officers Association

OMJA - Oregon Municipal Judges Association

OPSRP - Oregon Pension Service Retirement Plan

ORS - Oregon Revised Statutes

PERS - Public Employees Retirement System

PGE - Portland General Electric

PLC - Programmable Logic Controller

RNG - Renewable Natural Gas

RTP - Regional Transportation Plan

SAIF - Savings Association Insurance Fund

SAP - Specific Area Plan

SBDC - Small Business Development Center

SCADA - Supervisory Control And Data Acquisition

SDC - System Development Charges

SMART - South Metro Area Regional Transit

SSO - Sanitary Sewer Overflows

STIF - Statewide Transportation Improvement Fund

SWAT - Special Weapons and Tactics

TOD - Transit Oriented Development

TPO - Thermoplastic Polyolefin

TVWD - Tualatin Valley Water District

UFMP - Urban Forest Management Plan

UGB - Urban Growth Boundary

URA - Urban Renewal Agency

WES - Westside Express Service

WIF - Water Intake Facility

WIN - Wilsonville Investment Now

WMCP - Water Management and Conservation Plan

WRWTP - Willamette River Water Treatment Plant

WWSP - Willamette Water Supply Program

WWTP - Wastewater Treatment Plant

VHDZ - Vertical Housing Development Zone

# Acronyms & Glossary

## **Accrual**

An accounting entry made to ensure revenues are reported on the income statement when they are earned and expenses are reported when the expense occurred, as matched with the related revenues, regardless of when cash is received or spent.

## **Actual**

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents funds expended in the fiscal year indicated. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

## **Ad Valorem Tax**

A tax based on the assessed value of a property.

## **Adopted Budget**

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget formally adopted by the City Council via a resolution. The Adopted Budget becomes effective July 1st each year. Subsequent to adoption, Council may make changes throughout the year.

## **Amortization**

The spreading payments over multiple periods. The term is used for two separate processes: amortization of loans and amortization of assets. In the latter case it refers to allocating the cost of an intangible asset over a period of time.

## **Annual Comprehensive Financial Report**

The annual audited results of the City's financial position and activity.

## **Approved Budget**

Represents the budget that has been approved with changes (if any) by the Budget Committee.

## **Appropriation**

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

## **Arbitrage**

The practice of taking advantage of a price difference between two or more markets.

## **Assessed Valuation**

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

## **Assets**

Resources having a monetary value and that are owned or held by an entity.

## **Assigned Fund Balance**

Designation of resources by either the governing body or staff, such as City Manager or Finance Director. Earmarking of resources can occur after the end of the fiscal period, is not legally binding and can be changed without formal action. Exclusive of the General Fund, this amount is also referred to as contingency.

## **Audit**

An objective examination and evaluation of the financial statements of an organization to make sure that the financial records are a fair and accurate representation of the transactions they claim to represent.

## **Balanced Budget**

Recurring operating revenues and transfers-in equal or exceed recurring operating expenditures and transfers-out.

## **Beginning Fund Balance**

The beginning fund balance is the residual resources brought forward from the previous financial year (ending balance).

## **Bond or Bond Issue**

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

## **Bond Funds**

Established to account for bond proceeds to be used only for approved bond projects.

## **Budget**

A budget is a plan of financial operation embodying an estimate of proposed expenditures and the resources to pay for them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. In practice, the term budget is used in two ways: 1) Sometimes it designates the financial plan presented for adoption or 2) It designates the plan finally approved. It is usually necessary to specify whether the budget under consideration is preliminary and tentative, or whether the governing body has approved it.

## **Budget Calendar**

The schedule of key dates, which a government follows in the preparation and adoption of the budget.

## **Budget Committee**

The Oregon Revised Statute (ORS) 294.414 outlines the establishment of the Budget Committee. The committee is comprised of the elected officials plus an equal number of electors within the jurisdiction for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget that is forwarded on to the City Council for adoption.

## **Budget Document**

A written report showing a government's comprehensive financial plan for a specified period, usually one year, that includes both the capital and the operating budgets.

## **Budget Law**

Refers to the Oregon Revised Statutes 294.305 to 294.565 that govern how local governments in Oregon prepare and report their budgets.

## **Budget Message**

Written explanation of the budget and the City's financial priorities for the next fiscal year.

## **Budgetary Basis**

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that neither depreciation nor amortization is budgeted for



proprietary funds.

## **Capital Asset**

Includes City infrastructure, equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$10,000.

## **Capital Budget**

The City's budget for projects, major repairs, and improvements or additions to the City's capital assets (water, sewer, planning, streets, streetscape, stormwater, facilities, information systems and parks).

## **Capital Expenditures**

The City defines a capital expenditure as using the following three criteria: (1) relatively high monetary value (equal or greater than \$10,000), (2) long asset life (equal to or greater than 1 year of useful life), and (3) results in the creation of a capital asset, or the revitalization of a capital asset.

## **Capital Improvement**

A term defined in the ORS 310.410 (1D) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

## **Capital Improvement Program**

The City's plan for capital infrastructure and long-range planning over a five-year time horizon. Projects and funding sources are estimated over the five-year time period and are updated annually.

## **Capital Improvement Project**

Any project having assets of significant value and having a useful life of five years or more. Capital projects include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and sewer systems and master planning.

## **Capital Outlay**

A method to classify expenditures made that includes the purchase of land, the purchase or construction of buildings, structures, and facilities, plus machinery and equipment. The Capital Outlay category is distinct from other expenditure categories such as personnel or materials and services. Whereas the materials and services category tends to represent recurring, consumable type items, Capital Outlay expenditures are non-recurrent and for items that have a life cycle of use. Capital Outlay includes expenditures that result in the acquisition or addition of a capital asset or increase the capacity, efficiency, span of life, or economy of operating as an existing capital asset. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) have a unit cost of \$10,000 or more; and (3) be a betterment or improvement. Replacement of a capital asset is classified as capital outlay under the same code as the original purchase. Repairs are classified under materials and services.

## **Capital Projects**

Major repairs, improvements or additions to the City's capital assets (water, sewer, planning, streets, streetscape, stormwater, facilities, information systems and parks).

## **Cash Management**

Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

## **Charges for Service**

Includes a wide variety of fees charged for services provided to the public and other agencies.

## **Clean Water Act**

The primary federal law in the United States regarding water pollution.

## **Committed Fund Balance**

Assets that are constrained by actions of the governing body on how such resources will be used.

## **Comprehensive Plan**

An official statement of the goals, objectives and physical plan for the development of the city. The plan contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

## **Consumer Price Index**

A statistical description of price levels provided by the U.S. Department of Labor, Bureau of Labor Statistics. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

## **Contingency**

A budgetary appropriation set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be transferred for a specific purpose by the City Council upon the approval of a resolution. The City separates contingencies into those that are designated for specific purposes and undesignated. (Also see Assigned and Unassigned Fund Balance)

## **Cost Center**

An organizational budget/operating unit within each City division or department.

## **Debt Service**

Interest and principal on outstanding bonds due and payable during the fiscal year.

## **Debt Service Fund**

Established to account for the accumulation of resources and for the payment of general long-term debt principle and interest that are not services of the Enterprise funds. It does not include contractual obligations accounted for in the individual funds.

## **Defeasance**

A provision in a contract that voids a bond or loan on a balance sheet when the borrower sets aside cash or bonds sufficient enough to service the debt.

## **Department**

The combination of divisions of the City headed by a general manager with a specific and unique set of goals

# Acronyms & Glossary

and objectives (i.e., Finance, Parks, Library, Public Works, Planning, etc).

## **Depreciation**

Decrease in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

## **Division**

A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit's mission and objectives.

## **Employee Benefits**

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pension, medical and life insurance plans.

## **Encumbrance**

Amount of money committed and set aside, but not yet expended, for the purchases of specific goods or services.

## **Ending Fund Balance**

The residual resources after expenditures and transfers out. Comprised of restricted, committed, assigned and unassigned balances.

## **Enterprise Funds**

Established to account for operations, including debt service, that are financed and operated similarly to private businesses – where the intent is the service is self-sufficient, with all costs supported predominantly by user charges. The City maintains four Enterprise Funds to account for Water, Sewer, Stormwater and Street Lighting activities.

## **Estimated Actual**

A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

## **Expenditures**

Represents decreases in net financial resources through the disbursement of funds. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

## **Fees**

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and nonbusiness license, fines, and user charges.

## **Fiscal Management**

A government's directive with respect to revenues, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

## **Fiscal Year**

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Wilsonville's fiscal year is July 1 through June 30.

## **Five-Year Financial Plan**

An estimation of revenues and expenses required by the City

to operate for the next five-year period.

## **Franchise Fee (Right-of-Way Fee)**

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City streets and right-of-ways.

## **Full-Time Equivalent (FTE)**

The equivalent of one full-time position working 12 months in a year. The employment level of the City is expressed in terms of full-time equivalents, or FTEs. Those on a part-time schedule are converted to a proportion of an FTE. Full time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

## **Fund**

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

## **Fund Balance**

The difference between assets and liabilities of a fund.

## **General Fund**

Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are police protection, building and grounds maintenance, parks and recreation, library, general administration of the City, and any other activity for which a special fund has not been created.

## **General Long-Term Debt**

Represents any unmatured debt not considered to be a fund liability.

## **General Obligation Bonds (G.O. Bonds)**

Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer's property taxing power and often require a public vote. They are usually issued to pay for general capital improvements such as parks and City facilities.

## **Governmental Fund**

One of the three groups of funds for which financial statements are prepared, the others including Proprietary and Fiduciary. Activity not explicitly accounted for as Proprietary or Fiduciary activity are reported in the Governmental Fund type. Governmental Funds include special revenue funds, debt service funds, capital project funds, permanent funds, and the General Fund.

## **Grant**

A contribution of funds for a specific purpose or function. Typically a grant has to be applied for and meet certain criteria.

## **Infrastructure**

Public domain capital assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

## ***Indirect Charges***

Administrative costs that are incurred in support of an operating program. These charges are budgeted as interfund transfers.

## ***Indirect Cost Allocation***

A method by which indirect costs are apportioned to various direct functions. Typically indirect costs are those associated with administration.

## ***Interfund Transfers***

Amounts distributed from one fund to pay for services provided by another fund, appropriated separately in the Transfers category.

## ***Intelligent Transportation System***

Traffic control devices that has the ability to adjust depending on demand.

## ***Intergovernmental Revenues***

Levied by one government but shared on a predetermined basis with another government or class of governments. This category also includes federal and state grants.

## ***Job Access/Reverse Commute (JARC)***

Grant funds available to help with operating costs of equipment, facilities, and associated expenses related to providing access to jobs.

## ***Levy***

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectible payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

## ***Line Item Budget***

Amount budgeted per general ledger account. The overall budget appropriation is the sum of line item budgets within a department or program.

## ***Local Budget Law***

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions. See also Budget Law.

## ***Local Improvement District***

Consists of property owners desiring improvements to their property, who come together and voluntarily tax themselves to pay for an amenity. Bonds are issued to finance these improvements, which are repaid by assessments on their property. Local Improvement District debt is paid for by a compulsory levy (special assessment) made against benefitting properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

## ***Local Option Levy***

Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for an operating local option levy is 5 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at either a

primary (May) or general (November) election. For elections held at other times, a double majority is required

## ***Major Fund***

Funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds. Any other fund may be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users. Funds that do not fall into these categories are considered non-major.

## ***Materials and Services***

Expendable items purchased for delivery and city services. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

## ***Measure 5***

A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. This law sets a maximum \$10 per \$1,000 of real market value tax rate on individual properties for the aggregate of all non-education taxing jurisdictions. The education maximum rate is limited to \$5 per \$1,000 of real market value.

## ***Measure 50***

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year FY 1995-96 and limits future annual increases to three percent, except for major improvements. This measure also established permanent taxing rates. Voters may approve local initiatives above the fixed rates provided a majority approves at either (i) a primary or general election; or (ii) at any other election in which at least 50 percent of registered voters cast a ballot.

## ***Mission***

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

## ***National Pollutant Discharge Elimination System (NPDES)***

As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating sources that discharge pollutants into waters of the United States.

## ***Non-Operating Budget***

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

## ***Nonspendable***

Balances that will not convert to cash in the defined accounting period (including inventories and prepaid items) or must remain intact pursuant to legal or contractual requirements (such as a permanent endowment).

## ***Objective***

Something to be accomplished in specific, well-defined and measurable terms, and that is achievable within a specific time frame.

# Acronyms & Glossary

## ***Operating Budget***

The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

## ***Operating Revenue***

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

## ***Ordinance***

A formal legislative enactment by the governing body of a municipality having a force of law. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it is in full force and effect of the law within the boundaries of the municipality to which it applies.

## ***Outstanding Debt***

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

## ***Performance Measure***

Data collected to determine how effective or efficient a program is in achieving its objectives.

## ***Permanent Fund***

A fund established to report resources that are legally restricted so that only earnings, and not principal, may be used for purposes that support the program.

## ***Permanent Tax Rate***

Under Measure 50, each school district, education district, local government, and special district was assigned a permanent tax rate limit per \$1000 of assessed value equal to what tax rate was in place in fiscal year 1998. This permanent rate applies to property taxes for operations. The permanent tax rate for the City of Wilsonville is \$2.5206 per \$1,000 of assessed value.

## ***Personnel Services***

Includes the salaries and wages paid to employees plus the City's contribution for fringe benefits such as retirement, social security, health and workers' compensation insurance.

## ***Privilege Tax***

City of Wilsonville is authorized under ORS 221.450 and ORS 221.515 to impose privilege taxes on telecommunications carriers, utilities, and others for the use of city streets, alleys or highways for other than travel. This is to secure fair and reasonable compensation to the City and its residents for permitting use of the public right away.

## ***Project Manager***

The individual responsible for budgeting for a project and managing project to its completion.

## ***Property Tax***

Based according to assessed value of property and is used as the source of monies to pay for various operations of City government and to pay for general obligation debt.

## ***Proposed Budget***

The first phase of budget development specified in Oregon's Budget Law. Combines operating, non-operating, and resource estimates prepared by the City Manager and submitted to the Budget Committee for public input, review and approval.

## ***Proprietary Fund***

Proprietary Fund is one of the three groups of funds for which financial statements are prepared, along with the Governmental and Fiduciary Funds. Proprietary funds are employed to report on business-like activities, financed primarily by revenues generated by the activities themselves, such as water, sewer, stormwater, and street lighting utilities.

## ***Rainy Day Fund***

A designated contingency to provide resources for future operational needs in the event that an economic downturn continues for an extended period of time.

## ***Real Market Value***

A value assigned to a property by the local county assessor to approximate the value a property is worth in the market place. Disparities between real market value and assessed value are a result of voter approved tax initiative 50 passed in 1997.

## ***Resolution***

A special or temporary order of a legislative body requiring City Council action.

## ***Resources***

Total of revenues, interfund transfers in and beginning fund balance.

## ***Restricted Fund Balance***

Restrictions placed on fund balance by an external entity. This balance may only be spent if the criteria placed by the restrictions is met.

## ***Retained Earnings***

An equity account that reflects the accumulated earnings of an enterprise or internal service fund.

## ***Revenue***

Funds received by the City from either tax or non-tax sources.

## ***Revenue Bonds***

Bonds payable from a specific, ongoing and predictable source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of a utility, the financed project, grants, excise or other specified non-property tax.

## ***Sinking Fund***

Fund established by a government agency or business for the purpose of reducing debt by repaying or purchasing outstanding loans and securities held against the entity, helping keep the borrower liquid so it can repay the bondholder.

## ***South Metro Area Regional Transit (SMART)***

Wilsonville's transit system.

## ***Special Assessment***

A compulsory levy made against certain properties to defray all or part of the cost of a capital improvement or service

deemed to benefit primarily those properties, see Local Improvement District.

### **Special Assessment Bond**

A bond issue payable from the payments on special assessments imposed against properties that have been specially benefited by the construction of public improvements such as sidewalks, roads, or sewer systems.

### **Special Revenue Funds**

Established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

### **Statewide Transportation Improvement Fund STIF**

This is a dedicated funding source for transportation per HB 2017. The Oregon "transit tax" is a state payroll tax equal to one-tenth of 1 percent. The Transit Tax is the sole revenue source for STIF.

### **Supplemental Budget**

Appropriations established during a fiscal year to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

### **System Development Charges**

Paid by developers and builders to fund expansion of infrastructure systems necessary due to increased usage. Such charges are collected for water, sewer, storm drains, streets and parks and are paid by developers and builders as part of the permit process.

### **Transportation Demand Management**

A strategy aimed at encouraging a shift from single-occupant vehicle (SOV) trips to non-SOV modes, or shifting auto trips out of peak periods.

### **Taxes**

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, such as water service.

### **Tax Levy**

The total amount of property taxes needed to pay for General Fund operations and for principal and interest on bonds.

### **Tax Rate**

The amount of tax levied for each \$1,000 of assessed valuation.

### **Tax Revenue**

Total revenue yielded from various taxes levied by the local government.

### **Tax Roll**

The official list of taxable property prepared by the County Assessor, showing the amount of taxes levied against each property for the tax year.

### **Transfers**

The authorized exchange of cash or other resources between funds.

### **Transient Lodging Tax**

City of Wilsonville collects a 5% Transient Lodging Tax per City Code 7.210. A portion of the funds go to the Community Tourism Matching Grant program.

### **Trust Funds**

Established to administer resources received and held by the City as the trustee or agent for others. Uses of these funds facilitate the discharge of responsibility placed upon the City by virtue of law or other similar authority.

### **Unappropriated Ending Fund Balance**

An account which records a portion of the ending fund balance which is segregated for future use and is not available for current appropriation or expenditure. Also referred to as committed fund balance.

### **Unassigned Fund Balance**

Excess of total ending fund balance over restricted, committed and assigned components. Applies only to the General Fund and is also referred to as contingency.

### **User Fees**

The fee charged for services to the party or parties who directly benefits. Also called Charges for Service.

### **Wilsonville Transit Tax Fund**

Was established to finance the operating and administrative costs of the SMART (South Metro Area Regional Transit) by City Code 7.400. Wilsonville Transit Tax rate is 0.005 effective October 1, 2008.



Best of Wilsonville photo contest submission.  
Photo Credit: Ramshi Hamza Ambalathuveetil Pandarathil

