

City of Wilsonville, Oregon

Adopted Budget FY 2020-21

*People
make up a city but
citizens like Tony
make it a community
you want to call
home.*

*In loving memory of
Anthony (Tony) Holt*



Anthony (Tony) Holt

Career Summary

Graduated with an MBA from University of British Columbia. His career involved setting up financial accounting and management reporting systems for a complex multinational firm, Occidental Petroleum Corporation. He retired to Wilsonville in 2001.

When he moved to Wilsonville we had a population of 14,511. His insight and passion helped contribute to how our City handled the growth to 25,635 people.

Service to the City of Wilsonville

He served 9 years on the Budget Committee. His first three year term started in February 2007. He was reappointed in January 2010 to December 2012. His last term was in January 2014 to December 2016.

It takes a special kind of individual to dedicate his retirement to reading over the City's budget, making recommendations, asking questions, and truly caring about the outcome for our city.



Service to the Community

He volunteered in multiple roles serving the community such as President of the Charbonneau Country Club master homeowners' association, Chair of the Charbonneau Civic Affairs Committee, various roles on the Aurora Airport Management Committee from 2000-2019, and as a member of the Wilsonville Chamber of Commerce Government Affairs Committee from 2002-2009.

- Led Charbonneau's opposition to massive urban development proposals south of the Willamette River in the French Prairie farmland, location of Oregon's finest Foundation Farmland soils and growing conditions.
- Testified multiple times before the Metro Council regarding proposed UGB expansions and proposed Urban and Rural Reserves
- Testified multiple times before Oregon legislature committees and the Oregon Aviation Board regarding proposed land-use law changes and expansion of the Aurora State Airport.
- Worked with FAA and Aurora State Airport operators and pilots to seek fewer fly-overs of the community.



Thank you ❤️

City of Wilsonville, Oregon

FY 2020-21

Quick Facts and Locator Page

| | City | | | More information on these pages |
|--------------------------------------|-----------------------|---------------------------|-------------------------|------------------------------------|
| | Operating | SDC & Capital Projects | Urban Renewal Agency | |
| Where The Money Comes From: | | | | |
| Property taxes | \$ 8,259,500 | \$ - | \$ 9,477,400 | 59, 241 |
| Other governments | 8,271,234 | 2,448,960 | - | 61-71 |
| Charges for services | 25,983,513 | - | - | 61-71 |
| Debt issuance | - | - | 500,000 | 261 |
| System Development Charges | - | 7,002,067 | - | 71 |
| All other revenues | 14,904,208 | 492,227 | 540,200 | 57-72 |
| Beginning fund balance | 69,166,107 | 32,005,349 | 36,229,160 | 23-25, 263 |
| Total Resources | \$ 126,584,562 | \$ 41,948,603 | \$ 46,746,760 | |
| Where The Money Goes: | | | | |
| Personnel services | \$ 20,110,052 | \$ - | \$ - | 73-166 |
| Materials and services | 23,171,093 | 118,070 | 1,764,230 | 73-166 |
| Capital - equipment | 3,140,941 | - | - | 73-166 |
| Capital - projects | - | 35,916,016 | 10,000,000 | 167, 247, 256, 261 |
| Debt service | 4,221,200 | - | 4,100,500 | 225, 244, 251, 260 |
| Ending fund balance | 61,246,086 | 20,609,707 | 30,882,030 | 23, 232, 263 |
| Total Requirements | \$ 111,889,372 | \$ 56,643,793 | \$ 46,746,760 | |
| Net transfers in (out) of funds | \$ 14,695,190 | \$ (14,695,190) | \$ - | |
| Other Facts: | | | | |
| Staffing (full time equivalent) | 178.29 | | | 75 |
| Debt outstanding (est June 2020) | \$ 26,880,000 | | \$ 29,743,460 | 225, 244, 251, 260 |
| Assessed value (FYE 2020) | \$ 3,954,788,255 | | \$ 1,305,215,480 | 59, 241 |
| Permanent Tax rate (per \$1000) | \$ 2.5206 | | | 58, 242 |
| Bond rating - Revenue debt | AAA | S&P Global | | |
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Wilsonville
Oregon**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

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, 2019. 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 2020-21

Budget Committee

Term Expires

| | |
|-------------------------------------|-----------|
| William Amadon | Dec. 2020 |
| Paul Bunn | Dec. 2021 |
| Andrew Karr | Dec. 2021 |
| Daphnee Legarza | Dec. 2021 |
| Arthur Park | Dec. 2020 |
| Tim Knapp, Mayor | Dec. 2020 |
| Kristin Akervall, Council President | Dec. 2020 |
| Charlotte Lehan, Councilor | Dec. 2022 |
| Joann Linville, Councilor | Dec. 2020 |
| Ben West, Councilor | Dec. 2022 |

City Manager
Bryan Cosgrove

Finance Director
Cathy Rodocker

Assistant Finance Director
Keith Katko

City of Wilsonville
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Wilsonville, Oregon 97070
503.682.1011
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City of Wilsonville

2020-21 Adopted Budget

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2019 Annual Community Block Party





May 8, 2020

Dear Budget Committee Members,

The global Covid-19 pandemic has thrust us into an unprecedented, dangerous, disruptive, and economically painful reality. At this moment, while experts predict the pandemic will eventually pass, it is harder to imagine something with more devastating ramifications for government leaders everywhere. In times of uncertainty like this, it is vitally important as a municipal government to have a clearly defined mission that is rooted in a basic understanding of who we are as a community and why we are doing what we are doing. In this context, I am pleased to say that Wilsonville is a community that understands its roots and has a clear vision for the future.

With the direction of City Council, the City has a clear mission focused squarely on livability. Livability can be a vague construct, but in the City's context, clearly consists at its core of encapsulating **safety, security, opportunity** (*culturally, economically, and recreationally*), as well as the fostering of an individual's sense of belonging in the community. The Council has expressed 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."*

Now more than ever, this budget is an embodiment of those values. With that, I am pleased to present the City of Wilsonville's annual budget for Fiscal Year 2020-21.

BUDGET STRATEGY, PRIORITIES, AND COVID-19 FISCAL IMPACT

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 Operational Efficiency, Managing Capital Expenditures, and 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. This budgetary philosophy has never been more important than it is right now. Without a doubt, this economic disruption is the principal issue currently facing the City and will likely spill over into the next fiscal budget year and, perhaps, beyond.

The City's operating funds are complex and varied, however, and revenue streams are different for each of the City's eleven operating funds (General Fund, Community Development, Building Inspection, Transit, Roads, Road Maintenance, Water, Sewer, Stormwater, Street Lighting, and Fleet). The majority of the City's revenue streams are moderately inelastic to many *short-term* and possibly *mid-term* economic disruptions. That is except for the City's SMART Transit system, which is funded primarily through citywide payroll tax. The elasticity of revenue, however, is only a variable of timing in how soon the City will feel the fiscal impact of COVID-19 in any given fund. Certainly, with the exception of direct federal assistance, all revenue sources are at some level affected by the regional employment rate in the *long-term*. The quicker the country, the state, and our City can safely get back to work, the less long-term impact COVID-19 will wreak on the City's ability to carry out its mission. A quick look at COVID-19's estimated impact by operating fund is insightful:

- The **General Fund** receives approximately 85% of its total yearly operating revenue from a combination of property taxes (collected largely each November), franchise fees, and intergovernmental revenue; which include state shared revenue, alcohol beverage tax, federal funding for its senior meals program, and county shared funding for library services. The fund programs include Law Enforcement, Parks Recreation and Maintenance, the Library, Building Maintenance, Administration, Municipal Court, Finance, and Information Technology. Before year end FY 2019-20, the fund also expects approximately a half a million dollars in revenue from capital improvement (CIP) overhead charge for service. In the short-term, these revenue sources are stable, as property tax and franchise fees in particular are less elastic.
- The **Community Development (CD) Fund** houses the City’s Engineering and Planning programs and is largely dependent on transfer-in revenue from the work done on CIP projects. CD Fund labor charged out to CIP projects can tap into revenue sources generated from system development charges, Urban Renewal property tax, and/or Enterprise fund resources as appropriate. While the CD Fund also receives permit related fee revenue, the **Building Inspection Fund** is almost entirely funded through permit fees generated from area development activity. Current Oregon COVID-19 work restrictions as set by the Governor of Oregon do not restrict construction sites and some development is continuing within the City. In the short-term, it is expected that these revenue sources will continue to be stable, as development continues with housing permits in Villebois and in Frog Pond areas, as well as with various City capital projects across the City. The rate of development will be monitored closely by management to determine any adjustments that may need to be made.
- The **Transit Fund** relies on a local area payroll tax for its main revenue source. The local payroll tax collected at a tax rate of .05% (.005) returns about \$1.2 million in quarterly revenue for the fund. Public transit is an essential public service and part of this nation’s critical infrastructure, as such, the federal government acted fast, albeit with a few glitches. As part of the “Coronavirus Aid, Relief, and Economic Security Act (CARES Act)”, the City’s SMART Transit system is expected to receive approximately \$1.2 million in federal aid, to assist in operating costs dating back to January 20, 2020. The Transit Fund also traditionally relies on yearly federally allocated grant revenue, particular for capital purchases as well as preventative maintenance costs. Leveraging SMART’s regular yearly federal grant allocation for preventative maintenance costs, improves its net operating bottom line.
- The **Road Operating Fund** receives its funding from state gasoline tax, as well as, from county vehicle registration fees. These resources are used for minor road care, often transferred for use in the CIP program. Car travel is obviously down as a result of the statewide stay at home order. However, presumably, cars will return to the roads and gasoline will flow at level pre COVID-19 once the restrictions are lifted, which should result in a relatively stable revenue stream after a short-term slump. One silver lining for this fund is the recent passage of Vehicle Registration Fees for both Clackamas and Washington County, which will help this fund in the short and long term.
- The **Road Maintenance Fund** receives its funding through a monthly utility charge and is used for major street repairs, exclusively accounted for as transfer-out expense to the Roads CIP Fund. Enterprise funds including **Water Operating, Sewer Operating, Stormwater Operating, and Street Lighting** also receive their funding through utility billing charge for services. COVID-19 may have implications on these funds as the percentage of residents and businesses who find themselves unable to afford these basic services may go up if unemployment continues to increase or endure for the long-term.

Recognizing that security and opportunity are the foundation to community vitality and the employment havoc being caused by COVID-19, the City at the direction of Council, has created programs to help meet the needs of residents and business operators, in terms of utility assistance and business partner grants. The City is also maintaining a vibrant infrastructure development course. In the past, infrastructure investment has correlated to both direct and indirect job creation. The needs are great though, and moving the overall economy will also no doubt take the resources of larger systemic federal or state level action. The City is at the ready to take advantage if emergency management assistance, infrastructure grants, or economic stimulus packages develop at either the state or federal levels in support of municipal government efforts.

It's hard to imagine a future much different than the past. However economic disruption whether through innovation, rapidly changing technology, or through natural disaster, as is the case with COVID-19, can change society in unimaginable ways. The City's budget strategy is not trying to guess the outcome of this evolution but focusing its attention instead in advancing the enduring value proposition of living in Wilsonville, which is grounded in the historical mission statement of the City and sharpened by the key performance areas determined by today's City Council.

Service levels in this budget are set at a level that best serve the needs of the community, while allowing for managerial oversight to ensure the City does not spiral into a budgetary black hole from COVID-19. These are the service levels that protect and enhance the City's livability and advance the *Key Performance Areas* as determined by the City Council. The key performance areas for 2019-21 biennium are listed below and further detailed in the Readers Guide section of this budget document:

- Organizational Excellence and Continuous Improvement
- Stewardship of the Environment and Natural Resources
- Effective Governance and Regional influence
- Safe, Livable, and Engaged Community
- Thoughtful, Inclusive Built Environment
- Strategic Economic Development and Community Prosperity
- Arts, Culture and Community Amenities
- Expand and Maintain High Quality Infrastructure

BUDGET SUMMARY

The City's FY 2020-21 proposed budget totals \$214.3 million, all funds combined, including reserves and contingencies. Of the total proposed budget, \$206.7 million is appropriated. Spending occurs from appropriated amounts for operating, capital projects, debt service, inter-fund transfers, and inter-fund loans. Contingencies and set-asides for future use total \$74.2 million, and unappropriated funds, which total \$7.6 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.

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 inter-fund 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

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

"Excellence and innovation in service to community."
(City of Wilsonville, Operating Vision Statement)

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 \$46.5 million. After eliminating the effect of a prior year budgeted \$3.4 million lump sum payment for the City to participate in the State's Employer Incentive Fund (EIF) to help reduce the City's future Public Employee Retirement System (PERS) contribution rates, the City's total operating expense budget is down 1% over prior year. Inclusive of the EIF budgeted amount, however, the total operating budget is down 8%. The lump sum side account payment was budgeted as part of Materials & Services and spread across various funds, although consolidated into one program per fund (e.g. Finance for General Fund). Other effected programs included CD Admin, Building Inspection, Road Operations, Water Distribution, Wastewater Collections, and Stormwater Maintenance.

- *Personnel Services (PS)* – PS expense is budgeted at \$20.1 million; down under 1% from prior year with no changes in full time equivalent (FTE) positions. At the time the budget was developed, labor negotiations were postponed due the state of emergency declared in response to COVID-19. Therefore, thus no changes in the salary and wages scales. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Health insurance premiums at budgeted at a 10% year over year increase. In the past, this has been a conservative measure. It's uncertain the long-term ramifications COVID-19 will have on the nation's health insurance premiums.
- *Materials & Services (M&S)* – M&S expense is budgeted at \$23.3 million across 26 program areas. This is up \$68,992; which is essentially flat with prior year (*after eliminating the budgeted 2019-20, EIF side account payment effect, as mentioned above*). For FY 2020-21, most all programs see a year over year M&S budgetary reduction. Across all programs, reductions were generally incurred in employee development and professional and technical service classifications.

Certain Programs however largely due to contractual or other mandates, have increased demands on M&S expenses. Notable demands are in Planning, Water Treatment, and Stormwater Maintenance, as noted:

- Planning – has a 92% increase (\$114K) for professional services for HB 2001, the landmark housing law which mandate certain housing zoning requirements for cities across the state. The professional services amount will allow for the development of a required implementation plan.
- Water Treatment Plant – has a 7% increase (\$226,489) with costs increases related to periodic filter replacements and a scheduled required resilience risk assessment.
- Stormwater – has a 23% increase (\$148K) largely related to street sweeping increases related to DEQ disposal requirements and a new contract being awarded.

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. Overall, three outsourced programs areas make up approximately 50% of all materials and service expenditures; Law Enforcement, Water Treatment Plant operations, and Wastewater Treatment Plant operations.

- *Capital Outlay (CO)* – CO expense is budgeted at \$3.1 million, down 13% from last year. Capital outlay is one-time, large equipment or vehicle type expenditures. Transit operations is responsible for \$2.6 million, or 84% of that budget. These are all grant funded and/or STIF funded purchases, including one electric bus, five CNG buses, and a new trolley. Additional detail for capital outlay is contained in the Program Expenditure section of this budget book.

CAPITAL IMPROVEMENT PROJECT BUDGET

"Someone's sitting in the shade today because someone planted a tree a long time ago."
(Warren Buffet)

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 generally larger dollar (\$10,000 minimum), nonrecurring, and have useful life of many years. All of this activity is budgeted for as part of the City's capital improvement project (CIP) program area. 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 \$35.9 million excluding any 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 with the Comprehensive Plan of the City.

Capital projects are typically funded either through inter-fund 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. Capital projects are detailed in the Capital Projects section of this budget book with highlights outlined below:

- Roads CIPs (includes Planning and Street Lighting CIPs) - Projects total \$12.1 million (excluding overhead) and include the I-5 Pedestrian Bridge (\$5.7 million); Street Maintenance (\$3.0 million); French Prairie Bridge (\$888,000); Boeckman Rd Street Improvements/Frog Pond (\$422,907); Crosswalk Flasher Replacement (\$264,862); and Town Center Implementation (\$140,000).

- Parks CIPs – Projects total \$2.9 million (excluding overhead) and include Villebois parks improvement SDC reimbursements (\$2.6 million) and the Boones Ferry Park Master Plan Implementation (\$113,500).
- Facilities, Transit, Information Technology CIPs – Projects total \$4.0 million (excluding overhead) and include design work on a new Public Works Facility (\$2.5 million); Transit Security Upgrades (\$232,875); and Enterprise Resource Planning (ERP) Software costs (\$275,000).
- Water, Sewer, Stormwater CIPs – The City’s utilities of Sewer, Water and Stormwater will undergo construction and maintenance projects in FY 2020-21.
 - The City’s water utility projects account for \$8.1 million of budgeted capital projects (excluding overhead), with \$5.0 million related to the expansion of the Water Treatment Plant from 15MGD to 20MGD; and \$1.5 million for the 5th Street/Kinsman Extension Water Line.
 - The City’s sewer utility projects account for \$7.8 million of budgeted capital projects (excluding overhead). Projects include the Memorial Park Pump Station (\$3.5 million); and the 5th Street/Kinsman Extension Sewer Trunk (\$3.0 million).
 - The City’s stormwater utility projects account for \$2.0 million of budgeted capital projects (excluding overhead). Projects include continued upgrades to storm facilities in Charbonneau (\$1.4 million), and a Stormwater Master Plan Update (\$396,476).

DEBT SERVICE

“Good fortune is what happens when opportunity meets planning”
(Thomas Edison)

The City only issues debt to pay for long-term capital improvements. The 2020-21 budget does not anticipate issuing any new debt. Existing City long-term debt includes:

- \$750K in outstanding refunding bonds related to the original \$25 million funding for the 2002 construction of the water treatment plant remain. Debt payments are funded through the Water Operating Fund. This debt will be fully defeased in FY 2020-21.
- A \$26 million outstanding obligation related to the 2011 expansion of the City’s wastewater treatment plant. Debt payments are funded through the Sewer Operating Fund. This debt will be fully defeased in FY 2030-31, with approximately \$2.9 million annual payments.

The City’s separate Urban Renewal component units also carry approximately \$29.7 million in debt obligations used to fund capital infrastructure within those districts and paid for by the corresponding tax increment revenue generated within those districts

FUND SUMMARIES:

"Life is like budgeting, everything must be balanced"
(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. 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, grants, and transfers-in from operating funds. The budgets of each fund can be found in the budget document in the Fund Summaries tab and the largest are reviewed as follows:

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 2020-21 Adopted Budget for the General Fund, including reserves and contingencies, is \$37.1 million, an decrease of \$8.5 million over the FY 2019-2020 Budget of \$45.6 million.

The decrease in part is from the FY 2019-20 \$9 million overnight loan to the City's Urban Renewal District in the prior year and from a new FY 2020-21 budgeted \$500,000 loan. The overnight loans are budgeted for as both an outflow requirement in the General Fund and a corresponding inflow of resources in accordance with Oregon budget law. Under state law for urban renewal (ORS 457.435 and 457.440), tax increment collections in the urban renewal districts may only be spent to pay principal and interest on indebtedness. The City issued the overnight loans from the General Fund to release collections for urban renewal funded capital projects. The loans are paid back the next day. The urban renewal funded projects include continuing work on the 5th Street/Kinsman Extension and the Garden Acres Road (Ridder to Day) in the Year 2000 District and for Garden Acres Road in the Coffee Creek UR District. This strategic financing endeavor allows the City to save on the expenses associated with outside bonding.

The General Fund also budgets for amounts transferred out to other funds. Transfers out include \$1.4 million to the Community Development Fund for Planning Department services for long range planning efforts. The General Fund also is lending the Stormwater Operating Fund \$2.5 million, in a low interest, 5 year loan. Additionally, as part of Transfers-out, General Fund backed capital improvement projects include transfers out to the Street Capital Projects Fund (\$247,000), Building Capital Projects Fund (\$1.4m), and the Parks Capital Projects Fund (\$89,410).

- Transfers out to Street Capital Project Fund include amounts for Basalt Creek Planning, Frog Pond Master Planning, Town Center Plan Implementation, and Charbonneau Street Tree Study.
- Transfers out to the Building Capital Project Fund include amounts for design work on a new Public Works Facility, Fiber Connectivity throughout the City, ERP Replacement, Security Access System, and an update to the Facilities Master Plan.
- Transfers out to the Parks Capital Project Fund include amounts for an urban forest management plan and a Boeckman Trail slope stabilization project.

The General Fund's estimated ending fund balance for FY 2020-21 is approximately \$12.0 million, with \$2.9 million unappropriated in accordance with City financial policies and \$5.6 million designated for strategic

section of the budget document. Once all the uses and designations have been accounted for, the General Fund is anticipated to have an unassigned ending fund balance of approximately \$3.3 million at the end of FY 2020-21.

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, and Urban Renewal Administration programs. The FY 2020-21 Adopted Budget for the CD Fund, including reserves and contingencies, is \$5.5 million.

The Community Development Fund is set up to operate, where on-going revenues are sufficient to cover on-going expenditures. However, for the FY 2020-21 budget, this fund is anticipating a deficit of approximately \$256,551. The largest driver for this deficit is reduced revenue from transfers-in from CIP funds. This is the revenue generated from the overhead charge on CIP projects which is down budgetarily 11%, or \$339,440. Likewise, urban renewal related charges for service revenue is down budgetarily 46%, or \$468,828 from reduced project management generated revenue. The projected reductions in project management fees better reflect the actual revenues over the last several years.

The deficit is covered by the fund's fund balance, which is predicted to end FY 2020-21 at approximately \$1.0 million, which is above the financial policy target of \$774,100. This target is set to equal 20% of operations. The remaining \$227,229 is set aside in the fund's contingency and provides a cushion to weather permit volume variances.

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 up 12% over prior year budget, while operating expenses are down 13%. Nonetheless, this fund is budgetarily balanced using fund balance to cover cost. Fund revenue typically reflect the peaks and troughs of development receipts, with permits pulled in advance and revenue subject to timing differences with expense. The fund balance is predicted to end FY 2020-21 at approximately \$1.7 million, which is above the financial policy target of \$254,800. The remaining \$1.4 million is set aside in the fund's contingency and provides a cushion to weather permit receipt timing.

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% tax on payroll. The FY 2020-21 Adopted Budget for SMART, including reserves and contingencies, is \$15.7 million.

As previously mentioned, this fund is particularly sensitive to the economic ramifications of COVID-19. Payroll tax is directly linked with employment in the City and anticipated transit tax revenue for FY 2020-21 will need to be closely monitored. Taxes are collected in arrears, the first quarter of FY 2020-21 will be collected in September 2020 for the period beginning 07/01/2020. The agency is the recipient of approximately \$1.8 million in federal CARES funding this current year. Additional similar assistance is uncertain at this time for next budget year.

Service levels of SMART grew substantially in the current year with the additional funding generated by the statewide transit payroll tax under the *Keep Oregon Moving Bill* signed into state law in 2017. Approximately \$1.8 million in additional funding is now part of SMART's funding stream. It is included as part of budgeted intergovernmental revenue. Additionally, the Transit Fund continues to be competitive in the receipt of

grants from both federal and state sources. These grants are 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. The grants do require a local funding match, and specialized expertise to administer them.

The ending fund balance at the end of FY 2020-21 is estimated to be \$5.9 million, well above the financial policy minimum of \$1.3 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 \$21.1 million in charges for service revenue in FY 2020-21, including approximately \$1.2 million in water sales to the City of Sherwood. The City serves approximately 6,500 utility customers and processes around 85,000 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 includes: \$1.4 million for the Water Treatment Plant expansion from 15 MGD to 20 MGD capacity (CIP #1144), which is also financed through an additional \$1.8 million from the Water SDC Fund.
- Sewer CIP transfer-outs includes: \$1.5 million for the Memorial Park Pump Station (CIP #2065), which is also financed through an additional \$2.0 million from the Sewer SDC Fund.
- Stormwater transfer-outs includes: \$1.4 million for Charbonneau specific rehabilitation projects (CIP #7500).
- Street Lighting transfer-outs includes: \$1.1 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.

Conclusion

“The future depends on what we do in the present”
(Mahatma Ghadhi)

At the time of this message, it is a very difficult time for everyone in our community, some a lot more than others. The City, as directed by Council, is playing a role in helping residents and business partners alike. The City has provided Wilsonville Community Sharing a local non-profit, with up to \$50,000 in additional funding to aid residents in the payment of rent, utilities, and medications. An additional \$10,000 was contributed to help residents with the payment of City utility bills during the ongoing health crisis. It has launched a gift-card purchase program to support local restaurants and residents in need. The City Council also has established a \$400,000 grant program to provide immediate assistance to small local businesses negatively impacted by the COVID-19 pandemic.

I’m a firm believer, without a doubt, that the best times for the world, our nation, and our community lie ahead. Wilsonville is an exceptional city and I’m confident we as a community will endure, learn, and come out of this dark tunnel to work towards an even better city for our current residents, our children, and generations to come. We are all looking forward to seeing COVID-19 in the rear view mirror. As for the year

ahead, I'm excited for the achievements unfolding tied in with the long-term strategic planning synonymous with the City.

The FY 2020-21 Adopted Budget provides the framework for implementing and focusing on the goals, objectives, and key performance areas established by the City Council for the coming year, as well as remaining fiscally sustainable. I want to assure the Budget Committee that, even as I write this message conversations are taking place in every department about the need for fiscal prudence during this uncertain time. I also want to acknowledge that, while this budget was primarily prepared prior to the Covid-19 outbreak, management staff has the ability to make decisions regarding operating budgets on a monthly basis. The main point is: the budget presented herein will likely not look anything like the budget we end up with at the close of the next fiscal 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 Cathy Rodocker, Keith Katko, Dillon Jenkins, Cricket Jones, Beth Wolf, and Beth Penner 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 line 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 25,635, 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 large companies have made Wilsonville their corporate headquarters. Among the larger are Mentor Graphics and Flir Systems, Inc. Three other large companies, SYSCO, Coca-Cola Bottling Co. of the Northwest, and Rite-Aid, have selected Wilsonville for regional warehouse, bottling, and distribution centers, respectively. The City, however, is not dependent upon any one company for economic vitality. Currently, an estimated 20,000 people are employed at locations throughout the City. Please see the statistics on the following pages for the City's top 10 employers as of the last audited fiscal year.

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:

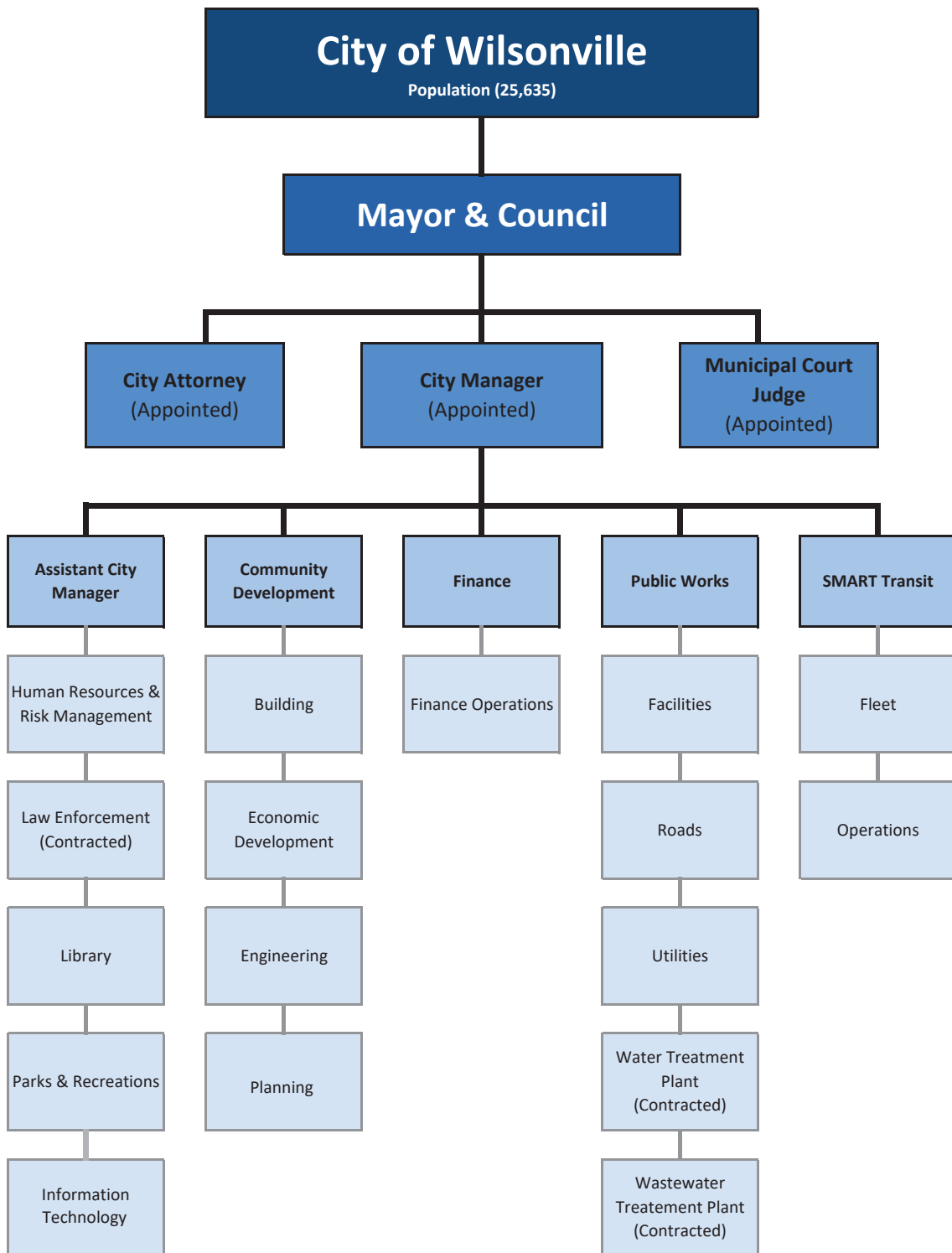
The City prepares its annual budget in accordance with Oregon budget law, the policies and priorities set forth in the City's Comprehensive Plan, City Council Goals, the needs of the community, and federal and state laws. The budget provides the financial framework for implementing and focusing on these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

Organization Chart



City of Wilsonville 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.

City of Wilsonville Key Performance Areas

- Organizational Excellence and Continuous Improvement
- Stewardship of the Environment and Natural Resources
- Effective Governance and Regional Influence
- Safe, Livable, and Engaged Community
- Thoughtful, Inclusive Built Environment
- Strategic Economic Development and Community Prosperity
- Arts Culture and Community Amenities
- Expand and Maintain High Quality Infrastructure



Council Members: Kristin Akervall, Charlotte Lehan, Tim Knapp, Joann Linville, and Ben West

Council Goals 2019-2021

These Council Goals reflect policy-level actions for the City to undertake over the next two years to help the City Council, City Boards and Commissions, City Administration and City staff achieve the City's mission. These goals provide the next level of specificity to the Key Performance Areas.

Organizational Excellence and Continuous Improvement

- Complete Kinder-Morgan Pipeline safety enhancements
- Complete the preliminary work necessary to begin soliciting bids on Phase 1 of the Boones Ferry/Brown Road project
- Implement the Town Center Master Plan
- Implement the signage & Wayfinding Program
- Implement the Street Tree Replacement Program
- Promote farm and forest land protection
- Strive to make new City buildings LEED certified
- Encourage civic involvement of youth
- Encourage clean industry business retention and expansion
- Engage the community on important issues (Town Halls, etc.)
- Build Garden Acres Road

Stewardship of the Environment and Natural Resources

- Reduce, monitor, and report on the use of toxins by the City of Wilsonville

Effective Governance and Regional Influence

- Advocate for expanded travel choices in the I-5/WES Corridor
- Advocate for advancing the I-5/Wilsonville Facility Plan to improve Boone Bridge traffic flow and seismic resilience
- Develop a process, timeline and recommendation for Council Compensation

Safe, Livable, and Engaged Community

- Complete the equitable housing study and develop affordable housing strategies

Thoughtful, Inclusive Built Environment

- Research and explore new residential codes to accommodate electric vehicle charging
- Evaluate parking strategies and policies to reduce conflict
- Initiate dialogue with property owners at Arrowhead Creek to develop a long-term land use and development strategy
- Develop funding strategies and a plan to construct the French Prairie Bridge

Strategic Economic Development and Community Prosperity

- Create a Basalt Creek Master Plan

Arts Culture and Community Amenities

- Install interpretive signage for the Beauty and the Bridge and on mosaic architectural features; inventory all public art with interpretive recognition
- Explore the establishment of an Arts and Culture Commission based on the results of the Arts and Culture Commission Study and develop a strategy to reinstitute the Sculpture Program
- Explore options for adding additional resources to elevate the City's efforts around arts, culture and tourism, including the possibility of adding staffing
- Explore community interest for a general obligation bond to expedite implementation of projects identified in the Parks Master Plan, including capital projects at Memorial Park, Boones Ferry Park, the Advance Rd. Athletic Fields, and opening up access to the Willamette River. Process should include a comprehensive analysis of increased M&O costs.
- Build a safe kayak entry to the river
- Site and fund a new community garden and continue efforts to promote more bee friendly habitat

Expand and Maintain High Quality Infrastructure

- Complete conceptual design and funding plan for a new, consolidated Public Works Facility
- Obtain boundary adjustment for SMART to align with the City limits
- Develop strategies for building the I-5 Bike/Pedestrian Bridge to Town Center

City History Timeline

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

City History Timeline

| | | | | | |
|--------------------|---|--------------------|---|--------------------|---|
| <p>2012</p> | <ul style="list-style-type: none"> • Oregon Institute of Technology opens its Wilsonville campus. | <p>2016</p> | <ul style="list-style-type: none"> • TVWD and the City of Hillsboro partner to extend Willamette River water into Washington County. | <p>2019</p> | <ul style="list-style-type: none"> • City starts using zero emission battery electric bus. • NW Natural Street of Dreams event was held in Frog Pond development with 6 homes valued at over \$4 million. |
| <p>2014</p> | <ul style="list-style-type: none"> • Lowrie Primary School K-5 opens. | <p>2017</p> | <ul style="list-style-type: none"> • In order to relieve congestion, the City begins expansion of main connector streets, including Boones Ferry to Brown Road and Kinsman Road. | <p>2020</p> | <ul style="list-style-type: none"> • State of emergency declared in response to COVID-19. |
| <p>2015</p> | <ul style="list-style-type: none"> • The City's Wastewater Treatment Plant is upgraded and expanded. • Substantial work begins on the Basalt Creek Concept Plan and Frog Pond Area Plan. • Population: 22,700 (US Census Bureau) | <p>2018</p> | <ul style="list-style-type: none"> • Meridian Creek Middle School opens. • Council approves a \$1,054,000 library remodeling project. | | |



South Metro Area Regional Transit (SMART) celebrated 30 years of independent service and unveiled two new battery-electric buses.

About Wilsonville

City Statistics - Services

| Description | Base Year 2010 | Year 2019 | % Change | Source |
|--------------------------------|-------------------|--------------|-------------|--|
| Culture and recreation: | | | | |
| Libraries | 1 | 1 | 0% | City Library |
| Parks/open space acreage | 201 | 253 | 26% | Parks Department |
| Parks | 11 | 15 | 36% | Parks Department |
| Picnic shelters | 9 | 10 | 11% | Parks Department |
| Water features | 3 | 4 | 33% | Parks Department |
| Soccer fields | 3 | 3 | 0% | Parks Department |
| Baseball fields | 5 | 5 | 0% | Parks Department |
| Tennis courts | 2 | 2 | 0% | Parks Department |
| Playgrounds | 9 | 17 | 89% | 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) | 54 | 68 | 26% | Business license |
| City utilities: | | | | |
| Water: | | | | |
| Production capacity | 15 mgd | 15 mgd | 0% | Public Works |
| Peak capacity demand | 6 mgd | 11.6 mgd | 93% | Public Works |
| Storage capacity | 10.2 mg | 10 mg | -2% | Public Works |
| Number of reservoirs | 4 | 4 | 0% | Public Works |
| Miles of water pipeline | 83 | 121 | 46% | Public Works |
| Customers | 4,731 | 6,782 | 43% | Utility Billing |
| Wastewater: | | | | |
| Treatment design capacity | 2.25 mgd | 4 mgd | 78% | Public Works |
| Average daily treatment | 2 mgd | 2.85 mgd | 43% | Public Works |
| Miles of sewer pipeline | 72 | 85 | 18% | Public Works |
| Biosolids, tons/day | 1.0 | 0.0 | -100% | Public Works |
| Lift Stations | 8 | 9 | 13% | Public Works |
| Stormwater: | | | | |
| Average rainfall, inches | 42 | 43 | 2% | www.bestplaces.net |
| Miles of storm sewers | 65 | 78 | 20% | Public Works |
| Stormwater catch basins | 1,823 | 2,256 | 24% | Public Works |
| Manholes | 1,723 | 2,173 | 26% | Public Works |
| Detention Ponds | 10 | 10 | 0% | Public Works |
| Street lights: | | | | |
| Number of lights | 2,206 | 3,517 | 59% | Public Works |
| Number of streetlight poles | 2,050 | 2,586 | 26% | Public Works |
| Public Safety: | | | | |
| Police calls | 5,803 | 9,253 | 59% | Clackamas Co Sheriff |
| Citations issued | 3,470 | 2,293 | -34% | Municipal Court |
| Number of sworn officers | 17 | 18 | 6% | Clackamas Co Sheriff |
| Fire stations | 2 | 2 | 0% | Fire District |

About Wilsonville

City Statistics - Services

| Description | Base Year 2010 | Year 2019 | % Change | Source |
|-------------------------------------|-------------------|--------------|-------------|-----------------|
| Public Transportation: | | | | |
| City operated: | | | | |
| Fixed routes (daily) | 7 | 9 | 29% | City Transit |
| Demand based trips (annually) | 17,703 | 17,300 | -2% | City Transit |
| Number of riders (annually) | 306,721 | 309,950 | 1% | City Transit |
| Miles driven (annually) | 667,161 | 620,227 | -7% | City Transit |
| Inter-City Connections: | | | | |
| City of Canby - local trips (daily) | 8 | 12 | 50% | City Transit |
| City of Salem - local trips (daily) | 8 | 10 | 25% | City Transit |
| Tualatin P&R - daily round trips | N/A | 35 | N/A | City Transit |
| Barbur TC-daily round trips | 35 | 0 | -100% | City Transit |
| TriMet - rail stations | 1 | 1 | 0% | City Transit |
| TriMet - rail passengers (annually) | 304,800 | 383,352 | 26% | City Transit |
| Streets: | | | | |
| Centerline miles | 65 | 83 | 28% | Public Works |
| Signal lighted intersections | 24 | 23 | -4% | Public Works |
| Freeway interchanges | 3 | 3 | 0% | Public Works |
| Bridges (excluding interstate) | 4 | 4 | 0% | Public Works |
| Foot bridges | 1 | 1 | 0% | Public Works |
| Street trees | 8,000 | 24,052 | 201% | Public Works |
| Signs | N/A | 4,906 | N/A | Public Works |
| Public Schools: | | | | |
| Elementary schools | 2 | 3 | 50% | School District |
| Middle schools | 1 | 2 | 100% | School District |
| Charter schools | 1 | 1 | 0% | School District |
| High schools | 1 | 1 | 0% | School District |
| Building Permits: | | | | |
| Commercial, units | 212 | 122 | -42% | Building Dept. |
| Commercial, value | \$19 mil | \$34 mil | 79% | Building Dept. |
| Residential, units | 40 | 180 | 350% | Building Dept. |
| Residential, value | \$7 mil | \$38 mil | 443% | Building Dept. |

mg = million gallons
 mgd = million gallons per day
 mil = millions

Principal Employers

| Employer | Type of Business | 2018-19 | |
|-----------------------------|---------------------------------|------------------------|---|
| | | Number of Employees | Percentage of total City employment |
| Mentor Graphics Corporation | CAD software systems | 1,006 | 6.3% |
| Coca Cola Bottling Company | Beverage distribution | 550 | 3.5% |
| Sysco Portland Inc. | Warehouse & distribution center | 541 | 3.4% |
| Rockwell Collins | Aerospace technology | 531 | 3.3% |
| Precision Interconnect | Medical & Technical Equipment | 352 | 2.2% |
| Costco | Wholesale retail | 314 | 2.0% |
| Dealer Spike | Web Hosting | 305 | 1.9% |
| Fred Meyer | Grocer | 260 | 1.6% |
| Flir Surveillance Inc | Image equipment manufacturer | 256 | 1.6% |
| Southern Wine & Spirits | Beverage distribution | 250 | 1.6% |
| | | 4,365 | 27.4% |

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 2010 U.S. Census.

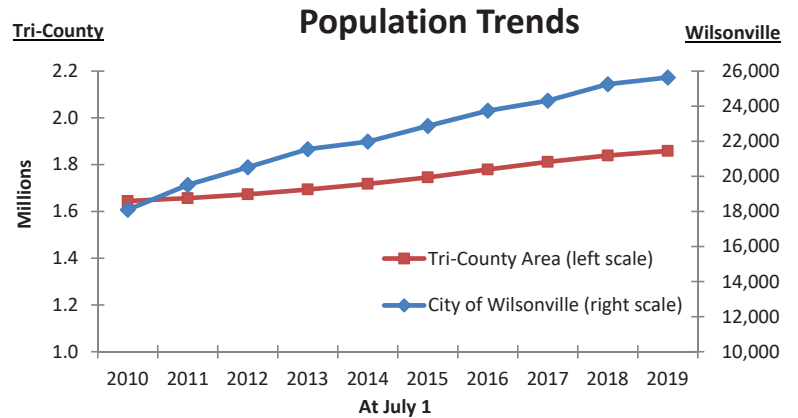
| | | | | |
|---|--------------|-------------------------------|-------------|-------------|
| Incorporated | 1968 | From US Census: | 2000 | 2010 |
| Area in square miles | 7.8 | Population | 13,991 | 19,509 |
| Government | Council/Mgr | Adult education level: | | |
| Registered voters 2016 | 13,634 | High school or higher | 93% | 89% |
| Voted in November 2016 | 83% | Bachelor's degree or higher | 38% | 38% |
| | | Race: | | |
| Population: July 2019 (PSU est.) | 25,635 | White | 87% | 79% |
| | | Hispanic | 7% | 12% |
| Median home cost: | | Asian | 2% | 4% |
| 2000 census | \$227,900 | Black or African Amer. | 1% | 2% |
| 2015 (zillow.com) | \$369,900 | Other | 3% | 3% |
| 2016 (zillow.com) | \$402,000 | Age and Gender: | | |
| 2017 (zillow.com) | \$416,800 | 0 to 19 years | 27% | 24% |
| 2018 (zillow.com) | \$418,600 | 20 to 44 years | 39% | 39% |
| 2019 (zillow.com) | \$447,805 | 45 to 64 years | 20% | 24% |
| 2020 (zillow.com) | \$475,870 | 65 years and over | 14% | 13% |
| | | Median age (years) | 35 | 36 |
| Assessed values (November 2017): | | Male | 6,796 | 9,084 |
| Residential | 48% | Female | 7,195 | 10,425 |
| Multi-family | 11% | Income - Households: | | |
| Commercial | 15% | Less than \$25,000 | 18% | 20% |
| Industrial | 26% | \$25,000 to \$49,999 | 29% | 26% |
| | | \$50,000 to \$74,999 | 20% | 17% |
| Residential | \$2,020 mil. | \$75,000 to \$99,999 | 15% | 15% |
| Multi-family | \$450 mil. | \$100,000 or more | 18% | 22% |
| Commercial | \$607 mil. | Households: | | |
| Industrial | \$1,108 mil. | Total Households | 5,937 | 8,405 |
| Local businesses: | | with individuals <18 yrs | 32% | 28% |
| Licenses issued (04/2020) | 1,069 | with individuals >64 yrs | 23% | 25% |
| Employees (est.) | 16,261 | Average household size | 2.34 | 2.31 |
| Annual payroll (est.) | \$980 mil. | | | |

Sources: U.S. Census Bureau, Census 2000 & 2010 / Portland State University Population Research Center

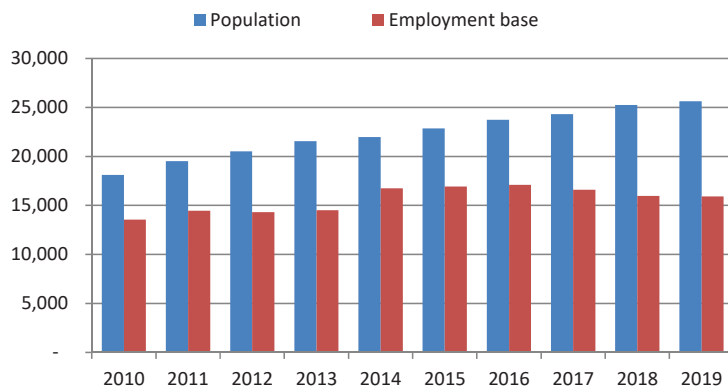
Population Trends, City vs Tri-County area (Clackamas, Multnomah, Washington)

Over the past ten years, city growth has averaged approximately 3.6% per year, with accelerated growth between 2011 and 2013 as the Villebois planned community developed. As the graph indicates, the City is growing at a faster pace than the Portland metropolitan area which has grown approximately 1.3% 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

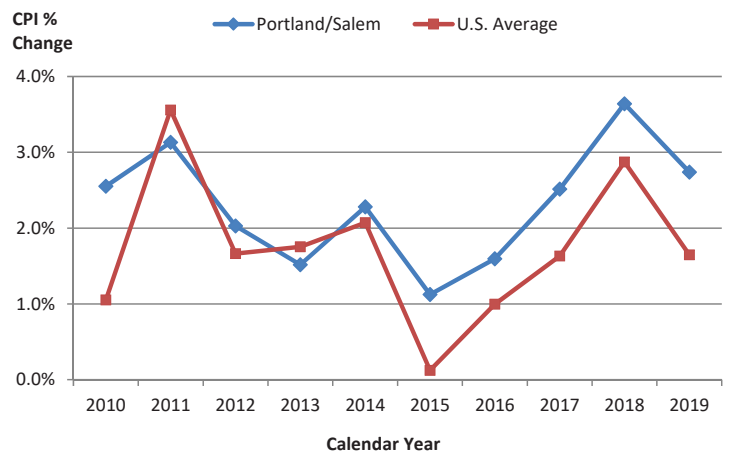
The graph to the left demonstrates the constant growth in population. Employment dropped between 2009 and 2010, recovered in 2014 and remains relatively flat. Both population and employment have an impact on the local economy.

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. Between 2011 and 2014, prices in the Portland area fell and then rose again similar to prices nation-wide. Between 2015 and 2018 there was a sharp increase in prices. The price levels in Portland were greater than the prices nation-wide. There was a sharp decline in both from 2018 to 2019. During this period, geographic changes were made nationwide to the CPI regions, future calculations will utilize a revised base.

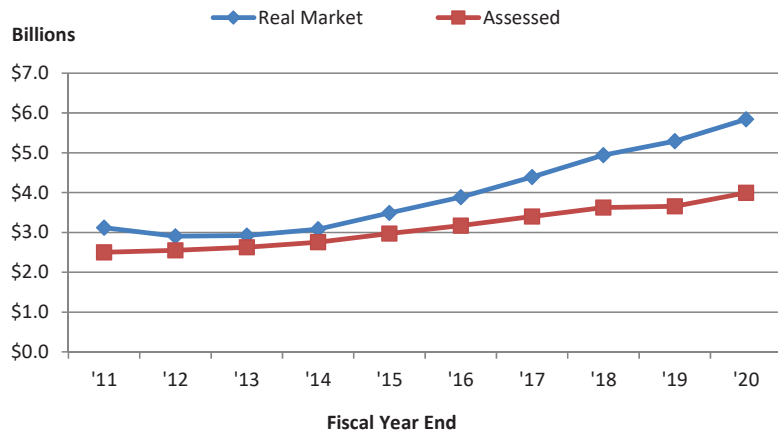
Annual Percent Change in CPI-U Index



Trends and Analysis

Property Taxes

Property Values



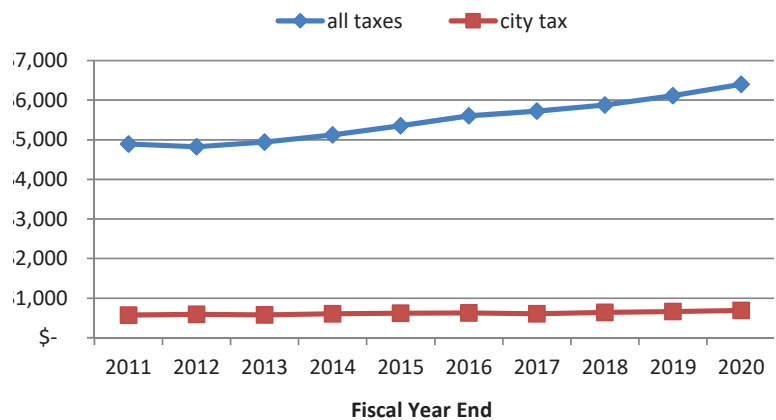
Property Tax Values – Real Market vs Assessed

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. During the Great Recession, real market values fell significantly, but in aggregate not below assessed values. For FY 2019-20 assessed values are approximately 68.39% of real market value.

Tax Bill Growth Comparisons

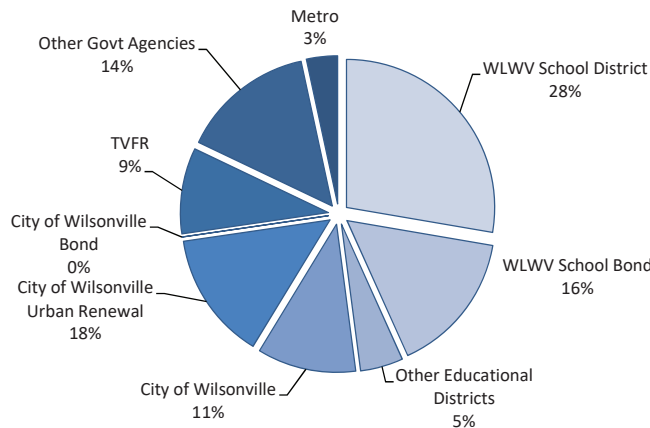
The graph at right is representative of a typical home in Wilsonville. The city share of total taxes in 2020 is just under 11%. Other taxing entities include schools, county, fire district, and voter approved bonds. The total increase in taxes is due in part to the 3% growth allowed by law and for voter approved levies and bonds, for example, voters approved an increase to Tualatin Valley Fire & Rescue’s local option levy, from \$0.25 to \$0.45 per thousand of assessed value (AV), as well as a bond measure for Clackamas Community College at \$0.19 per thousand of AV, and a construction bond for the West Linn/ Wilsonville School District, at \$0.87 per thousand of AV.

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 \$1000 of assessed value. Assessed value is allowed to increase by 3% per year plus the assessed value of new construction.

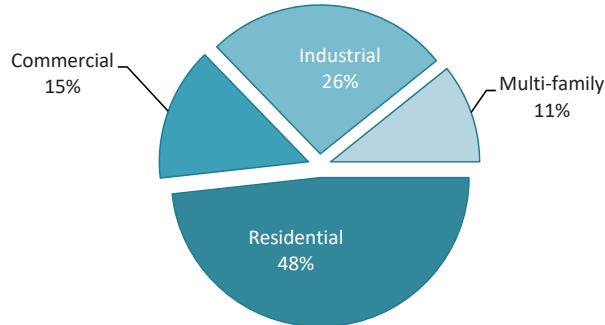
Property Taxes by Jurisdiction FY 2019-20



Property Type Tax Burden

Reflective of a vibrant business community the graph shows that 40% of our taxes come from the commercial and industrial sectors. The ratios by property class have remained fairly consistent over the past ten years.

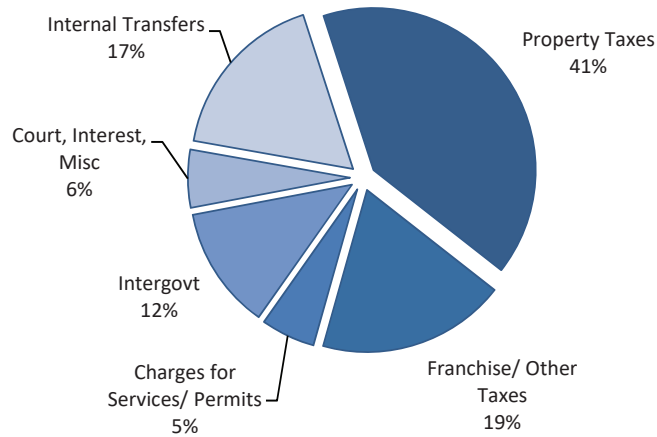
City Taxes 2020 - by Property Class



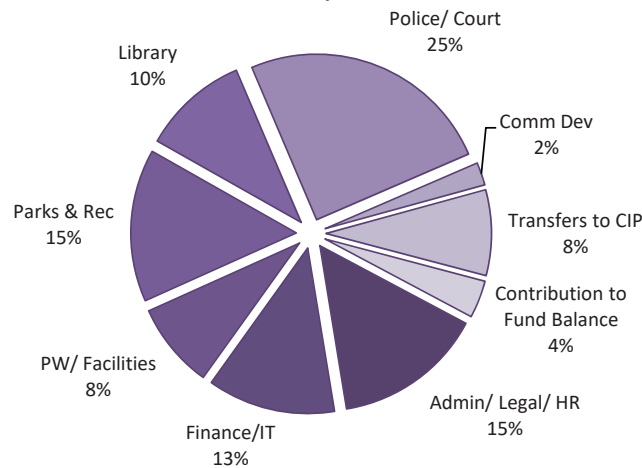
Property taxes are recorded in the City's General Fund, where they combine with other revenues to fund important city services. Property taxes made up approximately 41% of total General Fund resources in FY 2018-19.

The charts below display the percent share of resources that make up of the General Fund, and how those resources are used in FY 2018-19.

General Fund Sources, FY 2018-2019



General Fund Uses, FY 2018-2019



The Budget Process

The City Budget Calendar

October 2019 through January 2020

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

January 2020

- Departments determine needs for the coming year
- Requests for new or expanded programs submitted
- Revenue and debt service estimates compiled

February 2020

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

March 2020

- Mid-Year Financial Review for FY 2019-20 presented to Budget Committee
- Internal meetings regarding departmental budget requests

April 2020

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

May 2020

- 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 2020

- 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

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.

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.

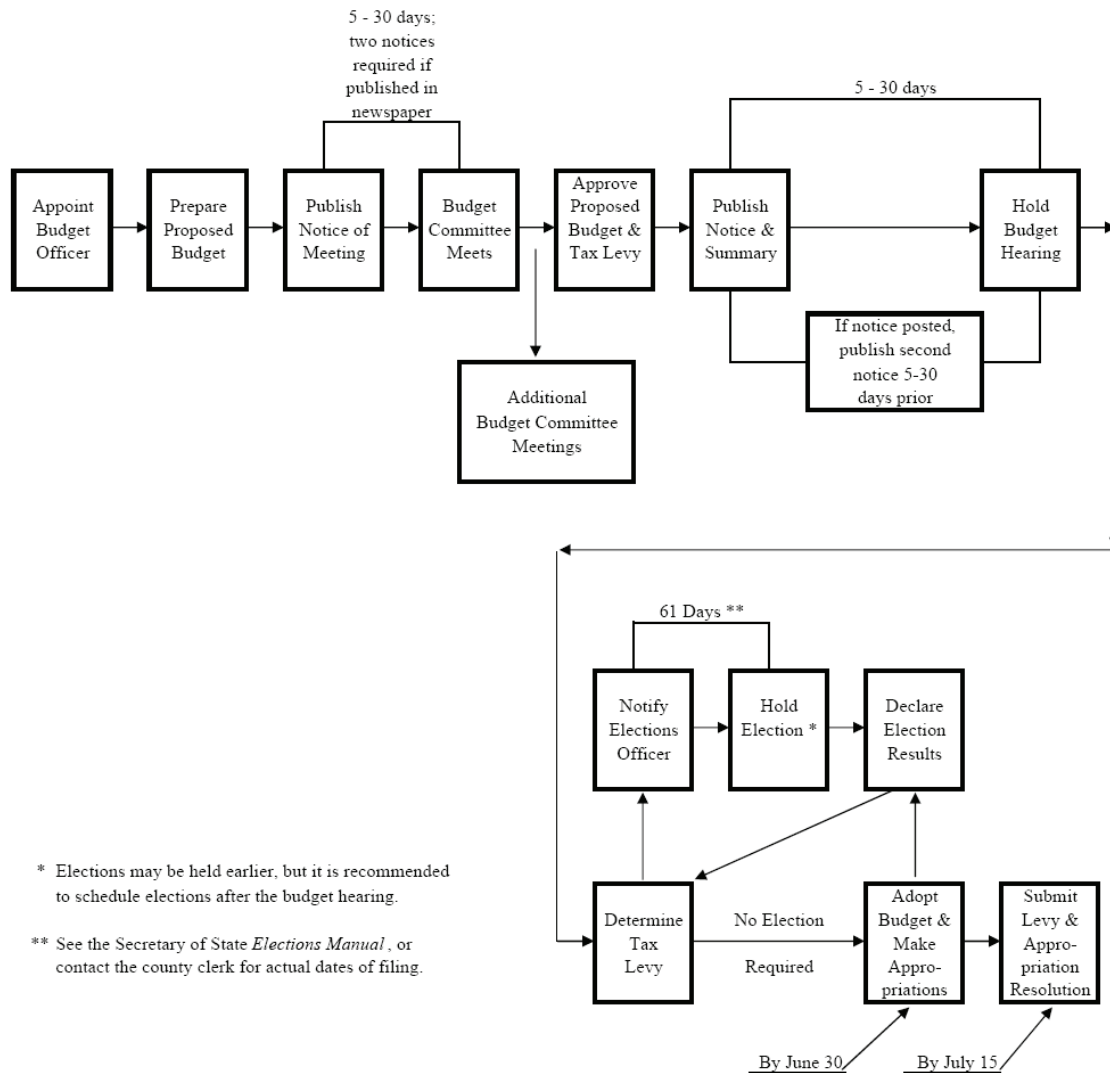
Proprietary funds use a similar modified accrual basis except that revenues are budgeted when earned and compensated absences are accrued as an expense. Budget reporting in proprietary fund annual audited statements use the modified accrual basis.

The Budget Process

Budget 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 Process as Prescribed by Statute (ORS 294)



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.

The 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 2020-21 budget:

| <u>City Council Members</u> | <u>Citizen Members</u> |
|-------------------------------------|------------------------|
| Tim Knapp, Mayor | William Amadon |
| Kristin Akervall, Council President | Paul Bunn |
| Charlotte Lehan, Councilor | Andrew Karr |
| Joann Linville , Councilor | Daphnee Legarza |
| Ben West, Councilor | Arthur Park |

The Budget Process

Budget Assumptions for FY 2020-21

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:

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Benefits:

- Health insurance premiums are budgeted to increase in January 1, 2021.
- Non-represented: Employees pay 10% of premium cost effective since January 1, 2014.
- WilMEA: Employees pay 10% of premium cost effective since January 1, 2014.
- SEIU: Employees pay 10% of premium cost effective January 1, 2015.
- Public Employees Retirement (PERS) rates are set every two years. FY 2019-20 is the first year of the biennium cycle for the PERS rates, from July 1, 2019 through June 30, 2021. Effective July 1, 2019 the employer share for Tier 1 & 2 employees will be 24.37% and for OPSRP employees (Oregon Pension Service Retirement Plan) 17.94%, 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 Adopted Budget includes inflationary increases of 1% when compared to the FY 2019-20 Budget. Materials and Services that are proposed to change up or down by 5% 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 range from 3% to 6%.
- 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 \$5,000.
- Budget amounts are based on purchase cost and estimates to put the asset into operation.

Debt Service:

- The Urban Renewal Agency engaged in short-term, “overnight” debt from the City’s General Fund in FY 2020-21. It will be used meet cash flow needs of capital improvements.
- Existing debt payments based on amortization schedules as detailed.
- The last water operating debt service payment will be made in FY 2020-21.

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.
- Allocations are presented visually in the Program Budget Matrix displayed in the Fund Summaries section of the budget document.

Primary Revenue Sources:

- Property tax revenues for the General Fund are estimated to increase approximately 6% over the amount budgeted in FY 2019-20. 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.
- Building permits are based on developer construction plans as communicated to staff.
- Water rate will increase May 1, 2020. Last increase was January 1, 2017. It will be a 3% system wide increase with another 3% increase each May for the next 3 years.
- Sewer rates last increased January 1, 2014 with no additional increases budgeted.
- Stormwater rate will increase from \$11.25, per month, per equivalent dwelling unit (EDU), to \$11.90 monthly per EDU effective January 1, 2021.
- Road maintenance fees are 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 residential unit, for example, generates approximately 10 trips a day per month, and carries a monthly charge of \$8.60, so a single family home pays \$8.60 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 based on available cash balances at 1%.

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.



Toddler Time Program at the Wilsonville Public Library



Fund Summaries

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.

- **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 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|---------------------------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| RESOURCES | | | | | | |
| Property taxes | \$ 7,067,921 | \$ 7,606,457 | \$ 7,815,250 | \$ 8,259,500 | \$ 8,259,500 | \$ 8,259,500 |
| Other taxes | 7,053,609 | 7,163,410 | 7,330,100 | 7,186,000 | 7,186,000 | 7,186,000 |
| Licenses, franchise fees & permits | 5,080,774 | 5,460,821 | 4,962,495 | 5,282,388 | 5,282,388 | 5,282,388 |
| Intergovernmental | 2,806,025 | 6,400,386 | 9,202,623 | 10,720,194 | 10,720,194 | 10,720,194 |
| Charges for services | 25,361,164 | 26,164,771 | 26,467,048 | 25,983,513 | 25,983,513 | 25,983,513 |
| System development charges | 6,116,809 | 5,735,480 | 8,753,462 | 7,002,067 | 7,002,067 | 7,002,067 |
| Fines and forfeitures | 414,210 | 373,692 | 339,000 | 339,000 | 339,000 | 339,000 |
| Investment revenue | 1,295,595 | 3,035,782 | 1,856,539 | 985,600 | 985,600 | 985,600 |
| Other revenues | 613,631 | 452,102 | 383,027 | 405,077 | 405,077 | 405,077 |
| Revenue subtotal | <u>55,809,739</u> | <u>62,392,901</u> | <u>67,109,544</u> | <u>66,163,339</u> | <u>66,163,339</u> | <u>66,163,339</u> |
| Interfund/agency activity | | | | | | |
| Interfund transfers in | 18,053,361 | 13,885,090 | 50,912,338 | 45,766,332 | 45,766,332 | 45,766,332 |
| Interfund loan/repayments | <u>3,589,273</u> | <u>3,589,273</u> | <u>9,589,570</u> | <u>1,198,370</u> | <u>1,198,370</u> | <u>1,198,370</u> |
| Interfund/agency subtotal | <u>21,642,634</u> | <u>17,474,363</u> | <u>60,501,908</u> | <u>46,964,702</u> | <u>46,964,702</u> | <u>46,964,702</u> |
| Beginning fund balance | 93,824,028 | 96,638,507 | 96,085,245 | 101,171,456 | 101,171,456 | 101,171,456 |
| TOTAL RESOURCES | <u>\$ 171,276,401</u> | <u>\$ 176,505,771</u> | <u>\$ 223,696,697</u> | <u>\$ 214,299,497</u> | <u>\$ 214,299,497</u> | <u>\$ 214,299,497</u> |
| REQUIREMENTS | | | | | | |
| Personnel services | \$ 15,955,048 | \$ 16,691,007 | \$ 20,228,375 | \$ 20,110,052 | \$ 20,110,052 | \$ 20,110,052 |
| Materials and services | 17,892,437 | 19,060,359 | 26,652,304 | 23,289,163 | 23,289,163 | 23,289,163 |
| Capital outlay | 1,139,726 | 2,913,971 | 3,615,259 | 3,140,941 | 3,140,941 | 3,140,941 |
| Capital projects | 13,240,175 | 7,391,151 | 42,617,057 | 35,916,016 | 35,916,016 | 35,916,016 |
| Debt service | 5,357,149 | 5,354,181 | 5,460,000 | 3,721,200 | 3,721,200 | 3,721,200 |
| Expenditures subtotal | <u>53,584,535</u> | <u>51,410,669</u> | <u>98,572,995</u> | <u>86,177,372</u> | <u>86,177,372</u> | <u>86,177,372</u> |
| Interfund/agency activity | | | | | | |
| Interfund transfers out | 18,053,361 | 13,885,090 | 50,912,338 | 45,766,332 | 45,766,332 | 45,766,332 |
| Interfund/Interagency loans | <u>3,000,000</u> | <u>3,000,000</u> | <u>9,000,000</u> | <u>500,000</u> | <u>500,000</u> | <u>500,000</u> |
| Interfund/agency subtotal | <u>21,053,361</u> | <u>16,885,090</u> | <u>59,912,338</u> | <u>46,266,332</u> | <u>46,266,332</u> | <u>46,266,332</u> |
| Ending fund balance | | | | | | |
| Nonspendable | 252,878 | 320,584 | - | - | - | - |
| Restricted | 30,864,777 | 34,518,553 | 14,654,278 | 20,789,707 | 20,789,707 | 20,789,707 |
| Committed | 4,644,600 | 5,779,400 | 7,409,400 | 7,611,058 | 7,611,058 | 7,611,058 |
| Assigned | 53,055,592 | 58,676,078 | 43,147,686 | 50,182,382 | 50,182,382 | 50,182,382 |
| Unassigned | 7,820,658 | 8,915,397 | - | 3,272,646 | 3,272,646 | 3,272,646 |
| Ending fund balance subtotal | <u>96,638,505</u> | <u>108,210,012</u> | <u>65,211,364</u> | <u>81,855,793</u> | <u>81,855,793</u> | <u>81,855,793</u> |
| TOTAL REQUIREMENTS | <u>\$ 171,276,401</u> | <u>\$ 176,505,771</u> | <u>\$ 223,696,697</u> | <u>\$ 214,299,497</u> | <u>\$ 214,299,497</u> | <u>\$ 214,299,497</u> |

Fund Summaries

SUMMARY OF CITY FUNDS - FISCAL YEAR 2020-21

| | General | Community Development | Building Inspection | Transit | Road Operating | Road Maintenance |
|---------------------------------------|----------------------|--------------------------|------------------------|----------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Property taxes | \$ 8,259,500 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other taxes | 250,000 | - | - | 5,050,000 | 1,886,000 | - |
| Licenses, franchise fees & permits | 3,628,050 | 701,723 | 950,565 | - | - | - |
| Intergovernmental | 2,415,495 | 63,000 | - | 5,296,588 | 496,151 | - |
| Charges for services | 672,610 | 607,450 | 9,600 | 170,000 | - | 2,065,000 |
| System development charges | - | - | - | - | - | - |
| Fines and forfeitures | 320,000 | - | - | - | - | - |
| Investment Revenue | 163,900 | 12,500 | 22,800 | 36,100 | 2,000 | 3,100 |
| Other Revenues | 165,250 | 250 | - | 16,000 | 2,000 | - |
| Revenue Subtotal | 15,874,805 | 1,384,923 | 982,965 | 10,568,688 | 2,386,151 | 2,068,100 |
| Interfund transfers in | 3,429,047 | 2,862,264 | 40,883 | - | - | - |
| Interfund loan/repayments | 1,015,100 | - | - | - | - | - |
| Beginning fund balance | 16,830,483 | 1,257,880 | 2,301,091 | 5,084,730 | 2,265,665 | 3,174,327 |
| TOTAL RESOURCES | \$ 37,149,435 | \$ 5,505,067 | \$ 3,324,939 | \$ 15,653,418 | \$ 4,651,816 | \$ 5,242,427 |
| REQUIREMENTS | | | | | | |
| Personnel services | \$ 9,310,772 | \$ 3,206,870 | \$ 1,084,420 | \$ 4,096,280 | \$ 380,340 | \$ - |
| Materials and services | 9,686,292 | 712,625 | 165,347 | 2,268,268 | 514,578 | - |
| Capital outlay | 20,000 | - | - | 2,629,941 | - | - |
| Capital projects | - | - | - | - | - | - |
| Debt service | - | - | - | - | 82,000 | - |
| Expenditures subtotal | 19,017,064 | 3,919,495 | 1,249,767 | 8,994,489 | 976,918 | - |
| Interfund transfers out | 5,647,535 | 584,243 | 405,321 | 721,421 | 1,525,765 | 3,458,278 |
| Interfund/Interagency loans | 500,000 | - | - | - | - | - |
| Ending fund balance | | | | | | |
| Restricted | 180,000 | - | - | - | - | - |
| Committed | 2,947,900 | 774,100 | 254,800 | 1,286,058 | 183,500 | - |
| Assigned | 5,580,000 | 227,229 | 1,415,051 | 4,651,450 | 1,965,633 | 1,784,149 |
| Unassigned | 3,276,936 | - | - | - | - | - |
| Ending fund balance subtotal | 11,984,836 | 1,001,329 | 1,669,851 | 5,937,508 | 2,149,133 | 1,784,149 |
| TOTAL REQUIREMENTS | \$ 37,149,435 | \$ 5,505,067 | \$ 3,324,939 | \$ 15,653,418 | \$ 4,651,816 | \$ 5,242,427 |

Fund Summaries

SUMMARY OF CITY FUNDS - FISCAL YEAR 2020-21 (CONTINUED)

| Water Operating | Sewer Operating | Street Lighting | Stormwater Operating | Fleet Services | Capital Projects | System Development | Grand Total |
|----------------------|----------------------|---------------------|-------------------------|---------------------|----------------------|-----------------------|-----------------------|
| \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 8,259,500 |
| - | - | - | - | - | - | - | 7,186,000 |
| - | - | - | - | - | 2,050 | - | 5,282,388 |
| - | - | - | - | - | 2,448,960 | - | 10,720,194 |
| 9,006,000 | 8,147,000 | 524,150 | 3,370,000 | 1,411,703 | - | - | 25,983,513 |
| - | - | - | - | - | - | 7,002,067 | 7,002,067 |
| 19,000 | - | - | - | - | - | - | 339,000 |
| 195,000 | 196,200 | 12,500 | 15,300 | 9,600 | 24,100 | 292,500 | 985,600 |
| 12,000 | 18,000 | - | - | 18,000 | 173,577 | - | 405,077 |
| 9,232,000 | 8,361,200 | 536,650 | 3,385,300 | 1,439,303 | 2,648,687 | 7,294,567 | 66,163,339 |
| - | 600,000 | - | 2,500,000 | - | 36,334,138 | - | 45,766,332 |
| 183,270 | - | - | - | - | - | - | 1,198,370 |
| 17,698,534 | 16,716,629 | 1,293,766 | 1,573,168 | 969,834 | 2,465,691 | 29,539,658 | 101,171,456 |
| \$ 27,113,804 | \$ 25,677,829 | \$ 1,830,416 | \$ 7,458,468 | \$ 2,409,137 | \$ 41,448,516 | \$ 36,834,225 | \$ 214,299,497 |
| | | | | | | | |
| \$ 616,470 | \$ 359,980 | \$ - | \$ 268,600 | \$ 786,320 | \$ - | \$ - | \$ 20,110,052 |
| 4,405,491 | 3,577,813 | 381,320 | 782,453 | 676,906 | - | 118,070 | 23,289,163 |
| 426,000 | - | - | - | 65,000 | - | - | 3,140,941 |
| - | - | - | - | - | 35,916,016 | - | 35,916,016 |
| - | 2,960,000 | - | 679,200 | - | - | - | 3,721,200 |
| 5,447,961 | 6,897,793 | 381,320 | 1,730,253 | 1,528,226 | 35,916,016 | 118,070 | 86,177,372 |
| 3,979,914 | 3,863,718 | 1,088,820 | 2,849,969 | 2,400 | 1,414,594 | 20,224,354 | 45,766,332 |
| - | - | - | - | - | - | - | 500,000 |
| - | - | - | - | - | 4,117,906 | 16,491,801 | 20,789,707 |
| 1,014,600 | 790,700 | 76,300 | 211,100 | 72,000 | - | - | 7,611,058 |
| 16,671,329 | 14,125,618 | 283,976 | 2,667,146 | 806,511 | - | - | 50,178,092 |
| - | - | - | - | - | - | - | 3,276,936 |
| 17,685,929 | 14,916,318 | 360,276 | 2,878,246 | 878,511 | 4,117,906 | 16,491,801 | 81,855,793 |
| \$ 27,113,804 | \$ 25,677,829 | \$ 1,830,416 | \$ 7,458,468 | \$ 2,409,137 | \$ 41,448,516 | \$ 36,834,225 | \$ 214,299,497 |

Fund Summaries

SUMMARY OF SYSTEM DEVELOPMENT CHARGES (SDC) FUNDS - FISCAL YEAR 2020-21

| | Water SDC | Sewer SDC | Street SDC | Washington County TDT | Frog Pond Infrastructure | Stormwater SDC | Parks SDC | Grand Total |
|----------------------------|---------------------|---------------------|----------------------|--------------------------|-----------------------------|---------------------|---------------------|----------------------|
| RESOURCES | | | | | | | | |
| System development charges | \$ 1,040,811 | \$ 884,015 | \$ 2,493,198 | \$ - | \$ 1,309,109 | \$ 591,623 | \$ 683,311 | \$ 7,002,067 |
| Investment revenue | 64,500 | 56,200 | 85,500 | 3,500 | 9,000 | 27,800 | 46,000 | 292,500 |
| Revenue subtotal | 1,105,311 | 940,215 | 2,578,698 | 3,500 | 1,318,109 | 619,423 | 729,311 | 7,294,567 |
| Beginning fund balance | 6,453,114 | 5,620,842 | 8,546,878 | 351,373 | 981,999 | 2,775,503 | 4,809,949 | 29,539,658 |
| TOTAL RESOURCES | \$ 7,558,425 | \$ 6,561,057 | \$ 11,125,576 | \$ 354,873 | \$ 2,300,108 | \$ 3,394,926 | \$ 5,539,260 | \$ 36,834,225 |
| REQUIREMENTS | | | | | | | | |
| Materials and services | \$ 25,180 | \$ 21,410 | \$ 40,260 | \$ - | \$ 9,240 | \$ 5,580 | \$ 16,400 | \$ 118,070 |
| Interfund transfers | 3,408,532 | 6,242,140 | 7,441,360 | - | - | 332,218 | 2,800,104 | 20,224,354 |
| Ending fund balance | | | | | | | | |
| Restricted | 4,124,713 | 297,507 | 3,643,956 | 354,873 | 2,290,868 | 3,057,128 | 2,722,756 | 16,491,801 |
| TOTAL REQUIREMENTS | \$ 7,558,425 | \$ 6,561,057 | \$ 11,125,576 | \$ 354,873 | \$ 2,300,108 | \$ 3,394,926 | \$ 5,539,260 | \$ 36,834,225 |

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

Program Budget Matrix

The City of Wilsonville's budget process estimates revenues by fund and expenditures by program. As a result, there isn't an obvious link between program activities and revenue sources.

The program budget matrix is a tool used by the City to bring together revenues and expenditures and to describe relationships between programs and funding sources.

The program budget matrix shown on the following pages is designed with programs down the left-hand column. Funds are listed across the top of the page. The proportion of each program's funding support is shown in the appropriate fund's column. The total for each program is shown in the far right-hand column and the total for each fund is shown on the total uses line in each column.

Although technical in nature, the matrix provides a condensed version of the budget and a wealth of other information. The program budget matrix relationships are derived from specifically identifying funds that benefit from various programs. The City uses program and project codes within each program to identify the funds that benefit from a program's services. This is all part of the City's effort to move to a cost-of-service based system. Interfund service charges and operating transfers represent the transfer of resources out of a fund for services provided by another fund.

Another important aspect of the budget program matrix is that it reconciles the City's *total* budget with its *working* budget. As mentioned above, the City uses interfund services and transfers to shift dollars from where they are received to the funds that actually benefit and pay for the programs. Oregon budget law requires that the City must budget and appropriate for incurred costs and interfund services and transfers which inflates the budget above actual costs to be incurred.

The City's operating budget is \$46,540,156; which is the summation of the total personnel services, materials and services, and capital outlay, type expenses. The City's working budget is \$160,422,107 and includes capital improvements, debt service, and contingencies, on top of the operating budget. The total appropriated budget is \$206,688,439 and included inter-fund service charges and transfers. The Program Expenditures section of this report focuses on the working budget and not the total budget.

Budget Matrix

| BUDGET UNITS | OPERATING FUNDS | | | | | |
|--------------------------------------|----------------------|-----------------------|---------------------|-------------------|---------------------|---------------------|
| | General | Community Development | Building Inspection | Transit | Road Operating | Road Maintenance |
| Policy and Administration | | | | | | |
| Administration | \$ 1,342,166 | \$ 71,890 | 14,377 | 71,883 | \$ 14,378 | \$ - |
| Finance | 615,178 | 54,211 | 24,934 | 140,935 | 21,684 | - |
| Information Technology/GIS | 592,440 | 158,414 | 101,233 | 80,008 | 38,336 | - |
| Legal | 502,879 | 33,591 | 4,798 | 14,394 | 4,798 | - |
| Human Resources/Risk Mgmt | 496,127 | 92,239 | 35,265 | 171,576 | 15,599 | - |
| Total | 3,548,790 | 410,344 | 180,607 | 478,797 | 94,795 | - |
| Community Development | | | | | | |
| Administration | - | 327,510 | 91,861 | - | - | - |
| Engineering | - | 1,201,493 | - | - | - | - |
| Building Inspection | - | 40,883 | 1,208,884 | - | - | - |
| Planning | - | 1,055,627 | - | - | - | - |
| Total | - | 2,625,514 | 1,300,745 | - | - | - |
| Public Works | | | | | | |
| Administration | 139,192 | - | - | - | 122,111 | - |
| Facilities | 935,495 | 118,616 | 29,652 | 109,173 | 8,194 | - |
| Roads | - | - | - | - | 894,918 | - |
| Street Lighting | - | - | - | - | - | - |
| Water Distribution | - | - | - | - | - | - |
| Water Treatment Plant | - | - | - | - | - | - |
| Industrial Pretreatment | - | - | - | - | - | - |
| Wastewater Treatment Plant | - | - | - | - | - | - |
| Wastewater Collection | - | - | - | - | - | - |
| Stormwater Maintenance | - | - | - | - | - | - |
| Total | 1,074,687 | 118,616 | 29,652 | 109,173 | 1,025,223 | - |
| Parks & Recreation | | | | | | |
| General Services | 1,711,451 | - | - | - | - | - |
| Parks Maintenance | 1,581,754 | - | - | - | - | - |
| Total | 3,293,205 | - | - | - | - | - |
| Library | 2,112,380 | - | - | - | - | - |
| Transportation | | | | | | |
| SMART Transit | - | - | - | 8,994,489 | - | - |
| Fleet Services | - | - | - | - | - | - |
| Total | - | - | - | 8,994,489 | - | - |
| Public Safety | | | | | | |
| Law Enforcement | 5,378,922 | - | - | - | - | - |
| Municipal Court | 236,035 | - | - | - | - | - |
| Total | 5,614,957 | - | - | - | - | - |
| Total Operating Budget | 15,644,019 | 3,154,474 | 1,511,004 | 9,582,459 | 1,120,018 | - |
| Non-Operating Units | | | | | | |
| Capital Improvements | 3,052,425 | - | 100,000 | 58,025 | 1,192,093 | 3,046,941 |
| Debt Service | - | - | - | - | 82,000 | - |
| Contingencies | 9,036,936 | 227,229 | 1,415,051 | 4,651,450 | 1,965,633 | 1,784,149 |
| Total Non-Operating Budget | 12,089,361 | 227,229 | 1,515,051 | 4,709,475 | 3,239,726 | 4,831,090 |
| Total Working Budget | 27,733,380 | 3,381,703 | 3,026,055 | 14,291,934 | 4,359,744 | 4,831,090 |
| Adjustments: | | | | | | |
| Interfund Service & Transfers | 6,468,155 | 1,349,264 | 44,084 | 75,426 | 108,572 | 411,337 |
| Total Appropriations | 34,201,535 | 4,730,967 | 3,070,139 | 14,367,360 | 4,468,316 | 5,242,427 |
| Unappropriated Ending Balance | 2,947,900 | 774,100 | 254,800 | 1,286,058 | 183,500 | - |
| Total Uses | \$ 37,149,435 | \$ 5,505,067 | 3,324,939 | 15,653,418 | \$ 4,651,816 | \$ 5,242,427 |
| Revenues and Transfers In | \$ 20,318,952 | \$ 4,247,187 | (1,759,791) | 10,568,688 | \$ 2,386,151 | \$ 2,068,100 |
| Estimated 20/21 Beginning Balance | 16,830,483 | 1,257,880 | 5,084,730 | 5,084,730 | 2,265,665 | 3,174,327 |
| Total Estimated Resources | \$ 37,149,435 | \$ 5,505,067 | 3,324,939 | 15,653,418 | \$ 4,651,816 | \$ 5,242,427 |

Budget Matrix (Continued)

| OPERATING FUNDS (Continued) | | | | | CIP & SDC FUNDS | TOTAL ALL FUNDS | PAGE REFERENCE # |
|-----------------------------|----------------------|---------------------|-------------------------|---------------------|-----------------------|-----------------------|------------------------|
| Water Operating | Sewer Operating | Street Lighting | Stormwater Operating | Fleet Services | | | |
| \$ 143,761 | \$ 86,262 | \$ - | \$ 14,378 | \$ - | \$ 36,580 | \$ 1,795,674 | 78 |
| 162,611 | 162,618 | - | 97,583 | - | 337,548 | 1,617,302 | 80 |
| 79,954 | 63,622 | - | 47,288 | - | - | 1,161,294 | 84 |
| 47,980 | 28,790 | - | 4,798 | - | 73,158 | 715,187 | 88 |
| 21,700 | 14,242 | - | 10,852 | - | - | 857,600 | 90 |
| <u>456,007</u> | <u>355,533</u> | <u>-</u> | <u>174,899</u> | <u>-</u> | <u>447,286</u> | <u>6,147,057</u> | |
| - | - | - | - | - | 191,359 | 610,730 | 94 |
| - | - | - | 276,606 | - | 683,038 | 2,161,137 | 98 |
| - | - | - | - | - | - | 1,249,767 | 100 |
| - | - | - | - | - | 92,000 | 1,147,627 | 104 |
| <u>-</u> | <u>-</u> | <u>-</u> | <u>276,606</u> | <u>-</u> | <u>966,397</u> | <u>5,169,262</u> | |
| 152,620 | 152,628 | - | 61,057 | - | 36,582 | 664,191 | 108 |
| 55,199 | 13,657 | - | 5,463 | - | - | 1,275,450 | 110 |
| - | - | - | - | - | - | 894,918 | 112 |
| - | - | 381,320 | - | - | - | 381,320 | 116 |
| 1,552,123 | - | - | - | - | - | 1,552,123 | 118 |
| 3,895,838 | - | - | - | - | - | 3,895,838 | 122 |
| - | 117,187 | - | - | - | - | 117,187 | 126 |
| - | 2,837,677 | - | - | - | - | 2,837,677 | 130 |
| - | 982,929 | - | - | - | - | 982,929 | 134 |
| <u>-</u> | <u>-</u> | <u>-</u> | <u>1,051,053</u> | <u>-</u> | <u>-</u> | <u>1,051,053</u> | 138 |
| <u>5,655,779</u> | <u>4,104,078</u> | <u>381,320</u> | <u>1,117,574</u> | <u>-</u> | <u>36,582</u> | <u>13,652,685</u> | |
| - | - | - | - | - | - | 1,711,451 | 142 |
| 27,895 | - | - | - | - | - | 1,609,649 | 146 |
| 27,895 | - | - | - | - | - | 3,321,100 | |
| <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>2,112,380</u> | 148 |
| - | - | - | - | - | - | 8,994,489 | 152 |
| - | - | - | - | 1,528,226 | - | 1,528,226 | 156 |
| <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>1,528,226</u> | <u>-</u> | <u>10,522,715</u> | |
| - | - | - | - | - | - | 5,378,922 | 160 |
| <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>236,035</u> | 164 |
| <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>5,614,957</u> | |
| 6,139,681 | 4,459,611 | 381,320 | 1,569,079 | 1,528,226 | 1,450,265 | 46,540,156 | <u>Operating</u> |
| 2,858,138 | 2,880,699 | 1,052,000 | 2,074,612 | - | 19,601,083 | 35,916,016 | |
| - | 2,360,000 | - | 679,200 | - | 600,000 | 3,721,200 | |
| 16,671,329 | 14,125,618 | 283,976 | 2,667,146 | 806,511 | 20,609,707 | 74,244,735 | |
| <u>19,529,467</u> | <u>19,366,317</u> | <u>1,335,976</u> | <u>5,420,958</u> | <u>806,511</u> | <u>40,810,790</u> | <u>113,881,951</u> | |
| <u>25,669,148</u> | <u>23,825,928</u> | <u>1,717,296</u> | <u>6,990,037</u> | <u>2,334,737</u> | <u>42,261,055</u> | <u>160,422,107</u> | <u>Working</u> |
| 430,056 | 1,061,201 | 36,820 | 257,331 | 2,400 | 36,021,686 | 46,266,332 | |
| 26,099,204 | 24,887,129 | 1,754,116 | 7,247,368 | 2,337,137 | 78,282,741 | 206,688,439 | <u>Approp.</u> |
| 1,014,600 | 790,700 | 76,300 | 211,100 | 72,000 | - | 7,611,058 | |
| \$ 27,113,804 | \$ 25,677,829 | \$ 1,830,416 | \$ 7,458,468 | \$ 2,409,137 | \$ 78,282,741 | \$ 214,299,497 | <u>Total Uses</u> |
| \$ 9,415,270 | \$ 8,961,200 | \$ 536,650 | \$ 5,885,300 | \$ 1,439,303 | \$ 46,277,392 | \$ 110,344,402 | |
| 17,698,534 | 16,716,629 | 1,293,766 | 1,573,168 | 969,834 | 32,005,349 | 103,955,095 | |
| \$ 27,113,804 | \$ 25,677,829 | \$ 1,830,416 | \$ 7,458,468 | \$ 2,409,137 | \$ 78,282,741 | \$ 214,299,497 | |



Community Tree Lighting Event in Town Center Park



Summary of Funds

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 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Property taxes | \$ 7,067,921 | \$ 7,606,457 | \$ 7,815,250 | \$ 8,259,500 | \$ 8,259,500 | \$ 8,259,500 |
| Hotel/motel taxes | 450,412 | 307,564 | 415,000 | 250,000 | 250,000 | 250,000 |
| Franchise fees | 3,347,381 | 3,215,264 | 3,425,000 | 3,445,300 | 3,445,300 | 3,445,300 |
| Licenses and permits | 173,723 | 193,981 | 177,750 | 182,750 | 182,750 | 182,750 |
| Intergovernmental | 2,177,842 | 2,296,716 | 2,265,804 | 2,415,495 | 2,415,495 | 2,415,495 |
| Municipal court fines | 292,405 | 316,475 | 320,000 | 320,000 | 320,000 | 320,000 |
| Investment revenue | 188,151 | 583,441 | 300,900 | 163,900 | 163,900 | 163,900 |
| Charges for services | 764,285 | 818,840 | 747,100 | 672,610 | 672,610 | 672,610 |
| Miscellaneous revenue | 149,530 | 181,260 | 163,050 | 165,250 | 165,250 | 165,250 |
| Revenue subtotal | 14,611,651 | 15,519,998 | 15,629,854 | 15,874,805 | 15,874,805 | 15,874,805 |
| Transfers from other funds | | | | | | |
| Building Inspection Fund | 197,320 | 211,800 | 210,650 | 213,460 | 213,460 | 213,460 |
| Community Development Fund | 520,020 | 514,700 | 539,050 | 543,360 | 543,360 | 543,360 |
| Transit Fund | 509,560 | 543,250 | 567,310 | 594,370 | 594,370 | 594,370 |
| Road Operating Fund | 196,990 | 223,180 | 229,520 | 228,300 | 228,300 | 228,300 |
| Fleet Services Fund | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 |
| Water Operating Fund | 571,530 | 746,310 | 708,800 | 703,720 | 703,720 | 703,720 |
| Sewer Operating Fund | 469,730 | 527,410 | 539,500 | 533,820 | 533,820 | 533,820 |
| Stormwater Operating Fund | 210,330 | 236,610 | 244,000 | 243,820 | 243,820 | 243,820 |
| Water Capital Projects Fund | 35,865 | 37,948 | 214,188 | 91,120 | 91,120 | 91,120 |
| Sewer Capital Projects Fund | 33,527 | 66,995 | 173,278 | 94,607 | 94,607 | 94,607 |
| Streets Capital Projects Fund | 241,219 | 20,008 | 189,350 | 76,185 | 76,185 | 76,185 |
| Stormwater Capital Projects Fund | 64,621 | 32,272 | 93,054 | 24,742 | 24,742 | 24,742 |
| Facilities Capital Projects Fund | - | 2,084 | 6,532 | 37,161 | 37,161 | 37,161 |
| Parks Capital Projects Fund | 19,235 | 60,958 | 100,180 | 41,982 | 41,982 | 41,982 |
| Transfers subtotal | 3,072,347 | 3,225,925 | 3,817,812 | 3,429,047 | 3,429,047 | 3,429,047 |
| Interfund/agency loan repayments | 3,406,020 | 3,406,020 | 9,406,020 | 1,015,100 | 1,015,100 | 1,015,100 |
| Beginning fund balance | 16,048,040 | 18,049,595 | 16,762,286 | 16,830,483 | 16,830,483 | 16,830,483 |
| TOTAL RESOURCES | \$ 37,138,058 | \$ 40,201,538 | \$ 45,615,972 | \$ 37,149,435 | \$ 37,149,435 | \$ 37,149,435 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Personnel services | \$ 7,395,317 | \$ 7,843,088 | \$ 9,289,445 | \$ 9,310,772 | \$ 9,310,772 | \$ 9,310,772 |
| Materials and services | 7,385,013 | 8,030,036 | 11,772,072 | 9,686,292 | 9,686,292 | 9,686,292 |
| Capital outlay | 146,623 | 198,016 | 311,604 | 20,000 | 20,000 | 20,000 |
| Expenditures subtotal | 14,926,954 | 16,071,140 | 21,373,121 | 19,017,064 | 19,017,064 | 19,017,064 |
| Transfers to other funds | | | | | | |
| Community Development Fund | 293,700 | 418,070 | 400,000 | 1,445,000 | 1,445,000 | 1,445,000 |
| Streets Capital Projects Fund | 208,224 | 1,094,561 | 1,249,480 | 247,000 | 247,000 | 247,000 |
| Facilities Capital Projects Fund | 607,063 | 339,748 | 2,523,111 | 1,366,125 | 1,366,125 | 1,366,125 |
| Stormwater Operating Fund | - | - | - | 2,500,000 | 2,500,000 | 2,500,000 |
| Parks Capital Projects Fund | 52,523 | 134,467 | 724,011 | 89,410 | 89,410 | 89,410 |
| Transfers subtotal | 1,161,509 | 1,986,846 | 4,896,602 | 5,647,535 | 5,647,535 | 5,647,535 |
| Interfund/Interagency loans | | | | | | |
| Urban Renewal Agency | 3,000,000 | 3,000,000 | 9,000,000 | 500,000 | 500,000 | 500,000 |
| Ending fund balance | | | | | | |
| Nonspendable | 252,878 | 320,584 | - | - | - | - |
| Restricted | 211,699 | 193,109 | 125,000 | 180,000 | 180,000 | 180,000 |
| Committed (unappropriated) | 2,523,900 | 2,669,000 | 2,839,549 | 2,947,900 | 2,947,900 | 2,947,900 |
| Assigned (designated) | 7,240,460 | 7,045,462 | 7,381,700 | 5,580,000 | 5,580,000 | 5,580,000 |
| Unassigned | 7,820,658 | 8,915,397 | - | 3,276,936 | 3,276,936 | 3,276,936 |
| Ending fund balance subtotal | 18,049,595 | 19,143,552 | 10,346,249 | 11,984,836 | 11,984,836 | 11,984,836 |
| TOTAL REQUIREMENTS | \$ 37,138,058 | \$ 40,201,538 | \$ 45,615,972 | \$ 37,149,435 | \$ 37,149,435 | \$ 37,149,435 |

COMMUNITY DEVELOPMENT FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|----------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Licenses and permits | | | | | | |
| Engineering | \$ 142,320 | \$ 718,567 | \$ 270,800 | \$ 363,038 | \$ 363,038 | \$ 363,038 |
| Planning | 389,820 | 383,443 | 284,945 | 338,685 | 338,685 | 338,685 |
| Licenses and permits subtotal | 532,140 | 1,102,010 | 555,745 | 701,723 | 701,723 | 701,723 |
| Intergovernmental | 22,183 | - | - | 63,000 | 63,000 | 63,000 |
| Charges for services | | | | | | |
| Urban renewal | 748,912 | 757,800 | 1,027,928 | 559,100 | 559,100 | 559,100 |
| Other | 75,031 | 69,961 | 48,400 | 48,350 | 48,350 | 48,350 |
| Charges for services subtotal | 823,943 | 827,761 | 1,076,328 | 607,450 | 607,450 | 607,450 |
| Investment revenue | 38,658 | 103,253 | 55,165 | 12,500 | 12,500 | 12,500 |
| Miscellaneous revenue | 2,672 | 919 | 400 | 250 | 250 | 250 |
| Revenue subtotal | 1,419,596 | 2,033,943 | 1,687,638 | 1,384,923 | 1,384,923 | 1,384,923 |
| Transfers from other funds | | | | | | |
| General Fund | 293,700 | 418,070 | 400,000 | 1,445,000 | 1,445,000 | 1,445,000 |
| Building Inspection Fund | 82,420 | 84,195 | 87,604 | 91,861 | 91,861 | 91,861 |
| Stormwater Operating Fund | 289,043 | 285,623 | 298,267 | 276,606 | 276,606 | 276,606 |
| Water Capital Projects Fund | 103,458 | 175,920 | 680,928 | 203,242 | 203,242 | 203,242 |
| Sewer Capital Projects Fund | 73,473 | 114,146 | 311,170 | 217,236 | 217,236 | 217,236 |
| Streets Capital Projects Fund | 478,201 | 383,163 | 657,843 | 387,934 | 387,934 | 387,934 |
| Stormwater Capital Projects Fund | 119,072 | 152,447 | 356,793 | 111,581 | 111,581 | 111,581 |
| Facilities Capital Projects Fund | 38,791 | 17,319 | 46,103 | 32,690 | 32,690 | 32,690 |
| Parks Capital Projects Fund | 152,778 | 155,988 | 362,996 | 96,114 | 96,114 | 96,114 |
| Transfers subtotal | 1,630,936 | 1,786,871 | 3,201,704 | 2,862,264 | 2,862,264 | 2,862,264 |
| Beginning fund balance | 2,635,926 | 2,221,981 | 2,673,807 | 1,257,880 | 1,257,880 | 1,257,880 |
| TOTAL RESOURCES | \$ 5,686,458 | \$ 6,042,795 | \$ 7,563,149 | \$ 5,505,067 | \$ 5,505,067 | \$ 5,505,067 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Personnel services | \$ 2,433,787 | \$ 2,510,385 | \$ 3,273,480 | \$ 3,206,870 | \$ 3,206,870 | \$ 3,206,870 |
| Materials and services | 462,736 | 511,237 | 1,183,618 | 712,625 | 712,625 | 712,625 |
| Capital outlay | 7,158 | 25,941 | - | - | - | - |
| Expenditures subtotal | 2,903,680 | 3,047,563 | 4,457,098 | 3,919,495 | 3,919,495 | 3,919,495 |
| Transfers to other funds | | | | | | |
| General Fund | 520,020 | 514,700 | 539,050 | 543,360 | 543,360 | 543,360 |
| Building Inspection Fund | 40,777 | 36,472 | 38,173 | 40,883 | 40,883 | 40,883 |
| Facilities Capital Projects Fund | - | - | 4,405 | - | - | - |
| Transfers subtotal | 560,797 | 551,172 | 581,628 | 584,243 | 584,243 | 584,243 |
| Ending fund balance | | | | | | |
| Committed (unappropriated) | 674,600 | 778,200 | 780,700 | 774,100 | 774,100 | 774,100 |
| Assigned (contingency) | 1,547,381 | 1,665,860 | 1,743,723 | 227,229 | 227,229 | 227,229 |
| Ending fund balance subtotal | 2,221,981 | 2,444,060 | 2,524,423 | 1,001,329 | 1,001,329 | 1,001,329 |
| TOTAL REQUIREMENTS | \$ 5,686,458 | \$ 6,042,795 | \$ 7,563,149 | \$ 5,505,067 | \$ 5,505,067 | \$ 5,505,067 |

Fund Summaries

BUILDING INSPECTION FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Licenses and permits | \$ 1,024,070 | \$ 833,098 | \$ 802,000 | \$ 950,565 | \$ 950,565 | \$ 950,565 |
| Charges for services | 9,200 | 8,600 | 9,000 | 9,600 | 9,600 | 9,600 |
| Investment revenue | 51,181 | 129,798 | 70,210 | 22,800 | 22,800 | 22,800 |
| Miscellaneous revenue | 1,881 | 532 | - | - | - | - |
| Revenue subtotal | 1,086,332 | 972,028 | 881,210 | 982,965 | 982,965 | 982,965 |
| Transfers from other funds | | | | | | |
| Community Development Fund | 40,777 | 36,472 | 38,173 | 40,883 | 40,883 | 40,883 |
| Facilities Capital Projects Fund | 6,741 | 870 | 3,813 | - | - | - |
| Transfers subtotal | 47,518 | 37,342 | 41,986 | 40,883 | 40,883 | 40,883 |
| Beginning fund balance | 3,991,204 | 3,717,683 | 2,977,815 | 2,301,091 | 2,301,091 | 2,301,091 |
| TOTAL RESOURCES | \$ 5,125,054 | \$ 4,727,053 | \$ 3,901,011 | \$ 3,324,939 | \$ 3,324,939 | \$ 3,324,939 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Personnel services | \$ 930,819 | \$ 920,479 | \$ 1,056,480 | \$ 1,084,420 | \$ 1,084,420 | \$ 1,084,420 |
| Materials and services | 151,602 | 138,394 | 385,469 | 165,347 | 165,347 | 165,347 |
| Capital outlay | 22,747 | - | - | - | - | - |
| Expenditures subtotal | 1,105,168 | 1,058,873 | 1,441,949 | 1,249,767 | 1,249,767 | 1,249,767 |
| Transfers to other funds | | | | | | |
| Community Development Fund | 82,420 | 84,195 | 87,604 | 91,861 | 91,861 | 91,861 |
| General Fund | 197,320 | 211,800 | 210,650 | 213,460 | 213,460 | 213,460 |
| Facilities Capital Projects Fund | 22,464 | 59,481 | 638,350 | 100,000 | 100,000 | 100,000 |
| Transfers subtotal | 302,204 | 355,476 | 936,604 | 405,321 | 405,321 | 405,321 |
| Ending fund balance | | | | | | |
| Committed (unappropriated) | 227,800 | 243,600 | 246,100 | 254,800 | 254,800 | 254,800 |
| Assigned (designated) | 500,000 | - | 100,000 | - | - | - |
| Assigned (contingency) | 2,989,883 | 3,069,104 | 1,176,358 | 1,415,051 | 1,415,051 | 1,415,051 |
| Ending fund balance subtotal | 3,717,683 | 3,312,704 | 1,522,458 | 1,669,851 | 1,669,851 | 1,669,851 |
| TOTAL REQUIREMENTS | \$ 5,125,055 | \$ 4,727,053 | \$ 3,901,011 | \$ 3,324,939 | \$ 3,324,939 | \$ 3,324,939 |

Fund Summaries

TRANSIT FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|----------------------------------|---------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Transit tax | \$ 5,040,713 | \$ 5,026,869 | \$ 5,151,000 | \$ 5,050,000 | \$ 5,050,000 | \$ 5,050,000 |
| Intergovernmental | 238,885 | 3,381,180 | 4,217,893 | 5,296,588 | 5,296,588 | 5,296,588 |
| Charges for services | 199,277 | 206,399 | 185,000 | 170,000 | 170,000 | 170,000 |
| Investment revenue | 46,985 | 119,606 | 55,150 | 36,100 | 36,100 | 36,100 |
| Miscellaneous revenue | 39,244 | 34,407 | 14,000 | 16,000 | 16,000 | 16,000 |
| Revenue subtotal | 5,565,104 | 8,768,461 | 9,623,043 | 10,568,688 | 10,568,688 | 10,568,688 |
| Beginning fund balance | 3,612,811 | 3,592,929 | 3,864,414 | 5,084,730 | 5,084,730 | 5,084,730 |
| TOTAL RESOURCES | \$ 9,177,915 | \$ 12,361,390 | \$ 13,487,457 | \$ 15,653,418 | \$ 15,653,418 | \$ 15,653,418 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Personnel services | \$ 3,251,210 | \$ 3,384,655 | \$ 4,146,860 | \$ 4,096,280 | \$ 4,096,280 | \$ 4,096,280 |
| Materials and services | 1,696,358 | 1,732,360 | 2,902,150 | 2,268,268 | 2,268,268 | 2,268,268 |
| Capital outlay | - | 2,071,020 | 2,451,655 | 2,629,941 | 2,629,941 | 2,629,941 |
| Expenditures subtotal | 4,947,569 | 7,188,035 | 9,500,665 | 8,994,489 | 8,994,489 | 8,994,489 |
| Transfers to other funds | | | | | | |
| General Fund | 509,560 | 543,250 | 567,310 | 594,370 | 594,370 | 594,370 |
| Facilities Capital Projects Fund | 127,857 | 34,479 | 70,602 | 127,051 | 127,051 | 127,051 |
| Transfers subtotal | 637,417 | 577,729 | 637,912 | 721,421 | 721,421 | 721,421 |
| Ending fund balance | | | | | | |
| Committed (unappropriated) | 1,044,500 | 1,088,600 | 1,286,300 | 1,286,058 | 1,286,058 | 1,286,058 |
| Assigned (designated) | 965,262 | 965,262 | 988,769 | 3,050,847 | 3,050,847 | 3,050,847 |
| Assigned (contingency) | 1,583,167 | 2,541,764 | 1,073,811 | 1,600,603 | 1,600,603 | 1,600,603 |
| Ending fund balance subtotal | 3,592,929 | 4,595,626 | 3,348,880 | 5,937,508 | 5,937,508 | 5,937,508 |
| TOTAL REQUIREMENTS | \$ 9,177,915 | \$ 12,361,390 | \$ 13,487,457 | \$ 15,653,418 | \$ 15,653,418 | \$ 15,653,418 |

Fund Summaries

ROAD OPERATING FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Gasoline tax | \$ 1,562,485 | \$ 1,828,977 | \$ 1,764,100 | \$ 1,886,000 | \$ 1,886,000 | \$ 1,886,000 |
| Vehicle license fee | - | 37,022 | 36,000 | 496,151 | 496,151 | 496,151 |
| Investment revenue | 19,528 | 44,380 | 25,075 | 2,000 | 2,000 | 2,000 |
| Miscellaneous revenue | 2,389 | 3,459 | 2,000 | 2,000 | 2,000 | 2,000 |
| Revenue subtotal | 1,584,401 | 1,913,838 | 1,827,175 | 2,386,151 | 2,386,151 | 2,386,151 |
| Beginning fund balance | 1,443,699 | 1,413,010 | 1,661,890 | 2,265,665 | 2,265,665 | 2,265,665 |
| TOTAL RESOURCES | \$ 3,028,100 | \$ 3,326,848 | \$ 3,489,065 | \$ 4,651,816 | \$ 4,651,816 | \$ 4,651,816 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Personnel services | \$ 354,036 | \$ 353,071 | \$ 373,970 | \$ 380,340 | \$ 380,340 | \$ 380,340 |
| Materials and services | 444,811 | 436,240 | 586,851 | 514,578 | 514,578 | 514,578 |
| Capital outlay | 68,144 | 119,071 | - | - | - | - |
| Debt service | 81,446 | 81,446 | 82,000 | 82,000 | 82,000 | 82,000 |
| Expenditures subtotal | 948,436 | 989,828 | 1,042,821 | 976,918 | 976,918 | 976,918 |
| Transfers to other funds | | | | | | |
| General Fund | 196,990 | 223,180 | 229,520 | 228,300 | 228,300 | 228,300 |
| Streets Capital Projects Fund | 469,664 | 105,830 | 952,260 | 754,090 | 754,090 | 754,090 |
| Facilities Capital Projects Fund | - | - | 355,250 | 543,375 | 543,375 | 543,375 |
| Transfers/Interfund subtotal | 666,654 | 329,010 | 1,537,030 | 1,525,765 | 1,525,765 | 1,525,765 |
| Ending fund balance | | | | | | |
| Committed (unappropriated) | 173,800 | 500,000 | 179,800 | 183,500 | 183,500 | 183,500 |
| Assigned (designated) | - | - | - | 75,000 | - | - |
| Assigned (contingency) | 1,239,210 | 1,508,010 | 729,414 | 1,890,633 | 1,890,633 | 1,890,633 |
| Ending fund balance subtotal | 1,413,010 | 2,008,010 | 909,214 | 2,149,133 | 2,074,133 | 2,074,133 |
| TOTAL REQUIREMENTS | \$ 3,028,100 | \$ 3,326,848 | \$ 3,489,065 | \$ 4,651,816 | \$ 4,576,816 | \$ 4,576,816 |

Fund Summaries

ROAD MAINTENANCE FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Usage charge | \$ 1,609,032 | \$ 1,870,340 | \$ 1,899,000 | \$ 2,065,000 | \$ 2,065,000 | \$ 2,065,000 |
| Investment revenue | 33,394 | 99,800 | 60,180 | 3,100 | 3,100 | 3,100 |
| Revenue subtotal | 1,642,426 | 1,970,140 | 1,959,180 | 2,068,100 | 2,068,100 | 2,068,100 |
| Beginning fund balance | 1,824,031 | 2,883,399 | 4,528,327 | 3,174,327 | 3,174,327 | 3,174,327 |
| TOTAL RESOURCES | \$ 3,466,457 | \$ 4,853,539 | \$ 6,487,507 | \$ 5,242,427 | \$ 5,242,427 | \$ 5,242,427 |
| REQUIREMENTS | | | | | | |
| Transfers to other funds | | | | | | |
| Streets Capital Projects Fund | \$ 583,058 | \$ 325,212 | \$ 4,113,962 | \$ 3,458,278 | \$ 3,458,278 | \$ 3,458,278 |
| Ending fund balance | | | | | | |
| Committed (unappropriated) | - | 500,000 | - | - | - | - |
| Assigned (contingency) | 2,883,399 | 4,028,327 | 2,373,545 | 1,784,149 | 1,784,149 | 1,784,149 |
| Ending fund balance subtotal | 2,883,399 | 4,528,327 | 2,373,545 | 1,784,149 | 1,784,149 | 1,784,149 |
| TOTAL REQUIREMENTS | \$ 3,466,457 | \$ 4,853,539 | \$ 6,487,507 | \$ 5,242,427 | \$ 5,242,427 | \$ 5,242,427 |

Fund Summaries

WATER OPERATING FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Usage charge | \$ 7,758,555 | \$ 7,864,054 | \$ 7,511,000 | \$ 7,640,000 | \$ 7,640,000 | \$ 7,640,000 |
| Sherwood usage | 1,260,500 | 1,256,466 | 1,500,000 | 1,150,000 | 1,150,000 | 1,150,000 |
| Connection fees | 88,102 | 62,186 | 55,000 | 40,000 | 40,000 | 40,000 |
| Turn-off charge | 9,720 | 6,945 | 11,000 | 11,000 | 11,000 | 11,000 |
| User fee - fire charge | 161,274 | 162,426 | 140,000 | 165,000 | 165,000 | 165,000 |
| Investment revenue | 132,714 | 459,218 | 270,810 | 195,000 | 195,000 | 195,000 |
| Fines and forfeitures | 18,284 | 17,947 | 19,000 | 19,000 | 19,000 | 19,000 |
| Miscellaneous revenue | 13,237 | 13,850 | 12,000 | 12,000 | 12,000 | 12,000 |
| Revenue subtotal | 9,442,385 | 9,843,092 | 9,518,810 | 9,232,000 | 9,232,000 | 9,232,000 |
| Transfers from other funds | | | | | | |
| Water Development Fund (SDC) | 350,000 | 350,000 | - | - | - | - |
| Interfund loan repayments | | | | | | |
| Road Operating Fund | 81,446 | 81,446 | 81,550 | 81,460 | 81,460 | 81,460 |
| Stormwater Operating Fund | 101,807 | 101,807 | 102,000 | 101,810 | 101,810 | 101,810 |
| Interfund Loan Rpymts subtotal | 183,253 | 183,253 | 183,550 | 183,270 | 183,270 | 183,270 |
| Beginning fund balance | 11,231,518 | 13,741,515 | 16,163,695 | 17,698,534 | 17,698,534 | 17,698,534 |
| TOTAL RESOURCES | \$ 21,207,157 | \$ 24,117,860 | \$ 25,866,055 | \$ 27,113,804 | \$ 27,113,804 | \$ 27,113,804 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Personnel services | \$ 545,346 | \$ 497,434 | \$ 629,168 | \$ 616,470 | \$ 616,470 | \$ 616,470 |
| Materials and services | 3,423,340 | 3,460,061 | 4,295,104 | 4,405,491 | 4,405,491 | 4,405,491 |
| Capital outlay | 669,403 | 327,941 | 679,000 | 426,000 | 426,000 | 426,000 |
| Debt service | 1,830,347 | 1,828,812 | 1,870,000 | - | - | - |
| Expenditures subtotal | 6,468,435 | 6,114,248 | 7,473,272 | 5,447,961 | 5,447,961 | 5,447,961 |
| Transfers to other funds | | | | | | |
| General Fund | 571,530 | 746,310 | 708,800 | 703,720 | 703,720 | 703,720 |
| Water Capital Projects Fund | 421,993 | 267,966 | 3,049,563 | 2,702,819 | 2,702,819 | 2,702,819 |
| Facilities Capital Projects Fund | 3,683 | 26,594 | 586,250 | 573,375 | 573,375 | 573,375 |
| Transfers subtotal | 997,207 | 1,040,870 | 4,344,613 | 3,979,914 | 3,979,914 | 3,979,914 |
| Ending fund balance | | | | | | |
| Committed (unappropriated) | 873,000 | 960,500 | 962,000 | 1,014,600 | 1,014,600 | 1,014,600 |
| Assigned (designated) | 2,583,000 | 2,683,000 | 2,783,000 | 1,000,000 | 1,000,000 | 1,000,000 |
| Assigned (contingency) | 10,285,515 | 13,319,242 | 10,303,170 | 15,671,329 | 15,671,329 | 15,671,329 |
| Ending fund balance subtotal | 13,741,515 | 16,962,742 | 14,048,170 | 17,685,929 | 17,685,929 | 17,685,929 |
| TOTAL REQUIREMENTS | \$ 21,207,157 | \$ 24,117,860 | \$ 25,866,055 | \$ 27,113,804 | \$ 27,113,804 | \$ 27,113,804 |

Fund Summaries

SEWER OPERATING FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Usage charge | \$ 7,659,209 | \$ 7,760,847 | \$ 7,789,145 | \$ 7,697,000 | \$ 7,697,000 | \$ 7,697,000 |
| High strength surcharge | 432,760 | 472,666 | 450,000 | 450,000 | 450,000 | 450,000 |
| Investment revenue | 182,348 | 456,264 | 270,810 | 196,200 | 196,200 | 196,200 |
| Fines and forfeitures | 103,521 | 39,270 | - | - | - | - |
| Miscellaneous revenue | 26,112 | 29,398 | 18,000 | 18,000 | 18,000 | 18,000 |
| Revenue subtotal | 8,403,950 | 8,758,445 | 8,527,955 | 8,361,200 | 8,361,200 | 8,361,200 |
| Transfers from other funds | | | | | | |
| Sewer Development Fund (SDC) | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 |
| Beginning fund balance | 12,760,247 | 14,485,689 | 15,235,089 | 16,716,629 | 16,716,629 | 16,716,629 |
| TOTAL RESOURCES | \$ 21,764,198 | \$ 23,844,134 | \$ 24,363,044 | \$ 25,677,829 | \$ 25,677,829 | \$ 25,677,829 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Personnel services | \$ 300,601 | \$ 334,895 | \$ 402,546 | \$ 359,980 | \$ 359,980 | \$ 359,980 |
| Materials and services | 3,025,042 | 3,209,475 | 3,574,439 | 3,577,813 | 3,577,813 | 3,577,813 |
| Capital outlay | 57,203 | 4,443 | 24,000 | - | - | - |
| Debt Service | 2,937,530 | 2,936,096 | 3,000,000 | 2,960,000 | 2,960,000 | 2,960,000 |
| Expenditures subtotal | 6,320,376 | 6,484,909 | 7,000,985 | 6,897,793 | 6,897,793 | 6,897,793 |
| Transfers to other funds | | | | | | |
| General Fund | 469,730 | 527,410 | 539,500 | 533,820 | 533,820 | 533,820 |
| Sewer Capital Projects Fund | 484,720 | 639,402 | 3,149,186 | 2,756,523 | 2,756,523 | 2,756,523 |
| Facilities Capital Projects Fund | 3,683 | 26,594 | 473,750 | 573,375 | 573,375 | 573,375 |
| Transfers subtotal | 958,133 | 1,193,406 | 4,162,436 | 3,863,718 | 3,863,718 | 3,863,718 |
| Ending fund balance | | | | | | |
| Committed (unappropriated) | 718,400 | 755,300 | 777,500 | 790,700 | 790,700 | 790,700 |
| Assigned (designated) | 5,340,000 | 5,340,000 | 5,340,000 | 5,340,000 | 5,340,000 | 5,340,000 |
| Assigned (contingency) | 8,427,289 | 10,070,519 | 7,082,123 | 8,785,618 | 8,785,618 | 8,785,618 |
| Ending fund balance subtotal | 14,485,689 | 16,165,819 | 13,199,623 | 14,916,318 | 14,916,318 | 14,916,318 |
| TOTAL REQUIREMENTS | \$ 21,764,198 | \$ 23,844,134 | \$ 24,363,044 | \$ 25,677,829 | \$ 25,677,829 | \$ 25,677,829 |

Fund Summaries

STREET LIGHTING FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Usage charge | \$ 519,886 | \$ 522,352 | \$ 545,500 | \$ 524,150 | \$ 524,150 | \$ 524,150 |
| Investment revenue | 20,653 | 34,268 | 25,075 | 12,500 | 12,500 | 12,500 |
| Revenue subtotal | 540,539 | 556,620 | 570,575 | 536,650 | 536,650 | 536,650 |
| Beginning fund balance | 1,166,083 | 1,226,898 | 1,336,388 | 1,293,766 | 1,293,766 | 1,293,766 |
| TOTAL RESOURCES | \$ 1,706,623 | \$ 1,783,518 | \$ 1,906,963 | \$ 1,830,416 | \$ 1,830,416 | \$ 1,830,416 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Materials and services | \$ 331,657 | \$ 356,774 | \$ 373,843 | \$ 381,320 | \$ 381,320 | \$ 381,320 |
| Transfers to other funds | | | | | | |
| Streets Capital Projects Fund | 148,067 | 617 | 430,103 | 1,088,820 | 1,088,820 | 1,088,820 |
| Ending fund balance | | | | | | |
| Committed (unappropriated) | 71,300 | 72,000 | 74,800 | 76,300 | 76,300 | 76,300 |
| Assigned (contingency) | 1,155,598 | 1,354,127 | 1,028,217 | 283,976 | 283,976 | 283,976 |
| Ending fund balance subtotal | 1,226,898 | 1,426,127 | 1,103,017 | 360,276 | 360,276 | 360,276 |
| TOTAL REQUIREMENTS | \$ 1,706,622 | \$ 1,783,518 | \$ 1,906,963 | \$ 1,830,416 | \$ 1,830,416 | \$ 1,830,416 |

Fund Summaries

STORMWATER OPERATING FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|----------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Stormwater utility charge | \$ 2,802,125 | \$ 2,981,288 | \$ 3,175,000 | \$ 3,370,000 | \$ 3,370,000 | \$ 3,370,000 |
| Investment revenue | 41,721 | 63,525 | 50,150 | 15,300 | 15,300 | 15,300 |
| Miscellaneous revenue | 6,585 | - | - | - | - | - |
| Revenue subtotal | 2,850,431 | 3,044,813 | 3,225,150 | 3,385,300 | 3,385,300 | 3,385,300 |
| Interfund loans | | | | | | |
| General Fund | - | - | - | 2,500,000 | 2,500,000 | 2,500,000 |
| Beginning fund balance | 2,131,424 | 2,334,991 | 2,686,761 | 1,573,168 | 1,573,168 | 1,573,168 |
| TOTAL RESOURCES | \$ 4,981,856 | \$ 5,379,804 | \$ 5,911,911 | \$ 7,458,468 | \$ 7,458,468 | \$ 7,458,468 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Personnel services | \$ 180,308 | \$ 194,687 | \$ 274,796 | \$ 268,600 | \$ 268,600 | \$ 268,600 |
| Materials and services | 371,477 | 494,798 | 659,037 | 782,453 | 782,453 | 782,453 |
| Capital outlay | 16,472 | 5,297 | - | - | - | - |
| Debt service | 507,827 | 507,827 | 508,000 | 679,200 | 679,200 | 679,200 |
| Expenditures subtotal | 1,076,084 | 1,202,609 | 1,441,833 | 1,730,253 | 1,730,253 | 1,730,253 |
| Transfers to other funds | | | | | | |
| General Fund | 210,330 | 236,610 | 244,000 | 243,820 | 243,820 | 243,820 |
| Community Development Fund | 289,043 | 285,623 | 298,267 | 276,606 | 276,606 | 276,606 |
| Streets Capital Projects Fund | - | (11,103) | - | - | - | - |
| Stormwater Capital Projects Fund | 1,071,407 | 957,098 | 3,173,248 | 1,952,293 | 1,952,293 | 1,952,293 |
| Facilities Capital Projects Fund | - | 22,206 | 325,250 | 377,250 | 377,250 | 377,250 |
| Transfers subtotal | 1,570,780 | 1,490,434 | 4,040,765 | 2,849,969 | 2,849,969 | 2,849,969 |
| Ending fund balance | | | | | | |
| Committed (unappropriated) | 138,800 | 146,700 | 160,500 | 211,100 | 211,100 | 211,100 |
| Assigned (contingency) | 2,196,191 | 2,540,061 | 268,813 | 2,667,146 | 2,667,146 | 2,667,146 |
| Ending fund balance subtotal | 2,334,991 | 2,686,761 | 429,313 | 2,878,246 | 2,878,246 | 2,878,246 |
| TOTAL REQUIREMENTS | \$ 4,981,856 | \$ 5,379,804 | \$ 5,911,911 | \$ 7,458,468 | \$ 7,458,468 | \$ 7,458,468 |

Fund Summaries

FLEET SERVICES FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Charges for services | | | | | | |
| General Fund | \$ 142,340 | \$ 148,263 | \$ 154,730 | \$ 134,163 | \$ 134,163 | \$ 134,163 |
| Building Inspection Fund | 9,830 | 12,960 | 13,219 | 14,984 | 14,984 | 14,984 |
| Community Development Fund | 23,920 | 26,940 | 27,479 | 22,476 | 22,476 | 22,476 |
| Transit Fund | 972,445 | 1,038,037 | 1,058,798 | 1,160,966 | 1,160,966 | 1,160,966 |
| Road Operating Fund | 44,620 | 43,067 | 43,928 | 33,114 | 33,114 | 33,114 |
| Water Operating Fund | 44,270 | 45,286 | 46,192 | 24,873 | 24,873 | 24,873 |
| Sewer Operating Fund | 18,360 | 18,796 | 19,172 | 12,849 | 12,849 | 12,849 |
| Stormwater Operating Fund | 7,510 | 10,252 | 10,457 | 8,278 | 8,278 | 8,278 |
| Charges for service subtotal | <u>1,263,295</u> | <u>1,343,601</u> | <u>1,373,975</u> | <u>1,411,703</u> | <u>1,411,703</u> | <u>1,411,703</u> |
| Investment revenue | 27,628 | 45,391 | 23,069 | 9,600 | 9,600 | 9,600 |
| Miscellaneous revenue | 24,828 | 14,700 | - | 18,000 | 18,000 | 18,000 |
| Revenue subtotal | <u>1,315,752</u> | <u>1,403,692</u> | <u>1,397,044</u> | <u>1,439,303</u> | <u>1,439,303</u> | <u>1,439,303</u> |
| Beginning fund balance | 1,300,893 | 1,310,727 | 1,213,235 | 969,834 | 969,834 | 969,834 |
| TOTAL RESOURCES | <u>\$ 2,616,645</u> | <u>\$ 2,714,419</u> | <u>\$ 2,610,279</u> | <u>\$ 2,409,137</u> | <u>\$ 2,409,137</u> | <u>\$ 2,409,137</u> |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Personnel services | \$ 563,624 | \$ 652,313 | \$ 781,630 | \$ 786,320 | \$ 786,320 | \$ 786,320 |
| Materials and services | 587,919 | 657,192 | 800,055 | 676,906 | 676,906 | 676,906 |
| Capital outlay | 151,975 | 162,242 | 149,000 | 65,000 | 65,000 | 65,000 |
| Expenditures subtotal | <u>1,303,518</u> | <u>1,471,747</u> | <u>1,730,685</u> | <u>1,528,226</u> | <u>1,528,226</u> | <u>1,528,226</u> |
| Transfers to other funds | | | | | | |
| General Fund | <u>2,400</u> | <u>2,400</u> | <u>2,400</u> | <u>2,400</u> | <u>2,400</u> | <u>2,400</u> |
| Ending fund balance | | | | | | |
| Committed (unappropriated) | 63,100 | 68,400 | 72,900 | 72,000 | 72,000 | 72,000 |
| Assigned (designated) | 626,926 | 618,387 | 620,526 | 743,057 | 743,057 | 743,057 |
| Assigned (contingency) | 620,701 | 553,485 | 183,768 | 63,454 | 63,454 | 63,454 |
| Ending fund balance subtotal | <u>1,310,727</u> | <u>1,240,272</u> | <u>877,194</u> | <u>878,511</u> | <u>878,511</u> | <u>878,511</u> |
| TOTAL REQUIREMENTS | <u>\$ 2,616,645</u> | <u>\$ 2,714,419</u> | <u>\$ 2,610,279</u> | <u>\$ 2,409,137</u> | <u>\$ 2,409,137</u> | <u>\$ 2,409,137</u> |

Fund Summaries

WATER CAPITAL PROJECTS FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Intergovernmental | \$ 138,491 | \$ 431,802 | \$ 1,900,519 | \$ 1,940,755 | \$ 1,940,755 | \$ 1,940,755 |
| Investment revenue | 1,921 | 14,092 | 11,535 | 7,500 | 7,500 | 7,500 |
| Lease revenue | 347,154 | 173,577 | 173,577 | 173,577 | 173,577 | 173,577 |
| Revenue subtotal | 487,566 | 619,471 | 2,085,631 | 2,121,832 | 2,121,832 | 2,121,832 |
| Transfers from other funds | | | | | | |
| Water Operating Fund | 421,993 | 267,966 | 3,049,563 | 2,702,819 | 2,702,819 | 2,702,819 |
| Water Development Fund (SDC) | 603,488 | 604,582 | 3,180,101 | 3,408,532 | 3,408,532 | 3,408,532 |
| Transfers subtotal | 1,025,481 | 872,548 | 6,229,664 | 6,111,351 | 6,111,351 | 6,111,351 |
| Beginning fund balance | 43,270 | 392,345 | 577,422 | 771,490 | 771,490 | 771,490 |
| TOTAL RESOURCES | \$ 1,556,317 | \$ 1,884,364 | \$ 8,892,717 | \$ 9,004,673 | \$ 9,004,673 | \$ 9,004,673 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Capital Projects | \$ 1,024,649 | \$ 1,090,483 | \$ 7,193,213 | 7,438,300 | 7,438,300 | 7,438,300 |
| Transfers to other funds | | | | | | |
| General Fund | 35,865 | 37,948 | 214,188 | 91,120 | 91,120 | 91,120 |
| Community Development Fund | 103,458 | 175,920 | 680,928 | 203,242 | 203,242 | 203,242 |
| Transfers subtotal | 139,323 | 213,868 | 895,116 | 294,362 | 294,362 | 294,362 |
| Ending fund balance | | | | | | |
| Restricted | 392,345 | 580,013 | 804,388 | 1,272,011 | 1,272,011 | 1,272,011 |
| TOTAL REQUIREMENTS | \$ 1,556,317 | \$ 1,884,364 | \$ 8,892,717 | \$ 9,004,673 | \$ 9,004,673 | \$ 9,004,673 |

Fund Summaries

SEWER CAPITAL PROJECTS FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Investment revenue | \$ (68) | \$ (520) | \$ - | \$ 200 | \$ 200 | \$ 200 |
| Transfers from other funds | | | | | | |
| Sewer Operating Fund | 484,720 | 639,402 | 3,149,186 | 2,756,523 | 2,756,523 | 2,756,523 |
| Sewer Development Fund (SDC) | 580,337 | 1,452,264 | 6,014,714 | 5,642,140 | 5,642,140 | 5,642,140 |
| Transfers subtotal | 1,065,056 | 2,091,666 | 9,163,900 | 8,398,663 | 8,398,663 | 8,398,663 |
| Beginning fund balance | 15,616 | 15,548 | 15,548 | 15,728 | 15,728 | 15,728 |
| TOTAL RESOURCES | \$ 1,080,604 | \$ 2,106,694 | \$ 9,179,448 | \$ 8,414,591 | \$ 8,414,591 | \$ 8,414,591 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Capital Projects | \$ 958,056 | \$ 1,910,525 | \$ 8,566,379 | \$ 7,750,557 | \$ 7,750,557 | \$ 7,750,557 |
| Transfers to other funds | | | | | | |
| General Fund | 33,527 | 66,995 | 173,278 | 94,607 | 94,607 | 94,607 |
| Community Development Fund | 73,473 | 114,146 | 311,170 | 217,236 | 217,236 | 217,236 |
| Transfers subtotal | 107,000 | 181,141 | 484,448 | 311,843 | 311,843 | 311,843 |
| Ending fund balance | | | | | | |
| Restricted | 15,548 | 15,028 | 128,621 | 352,191 | 352,191 | 352,191 |
| TOTAL REQUIREMENTS | \$ 1,080,604 | \$ 2,106,694 | \$ 9,179,448 | \$ 8,414,591 | \$ 8,414,591 | \$ 8,414,591 |

Fund Summaries

STREET CAPITAL PROJECTS FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|----------------------------------|---------------------|---------------------|----------------------|----------------------|----------------------|----------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Intergovernmental | \$ 146,000 | \$ 100,000 | \$ 500,000 | \$ 32,000 | \$ 32,000 | \$ 32,000 |
| Investment revenue | 15,000 | 24,825 | 20,060 | 10,200 | 10,200 | 10,200 |
| Revenue subtotal | 161,000 | 124,825 | 520,060 | 42,200 | 42,200 | 42,200 |
| Transfers from other funds | | | | | | |
| General Fund | 208,224 | 1,094,561 | 1,249,480 | 247,000 | 247,000 | 247,000 |
| Road Operating Fund | 469,664 | 105,830 | 867,260 | 754,090 | 754,090 | 754,090 |
| Road Maintenance Fund | 583,058 | 325,212 | 4,113,962 | 3,458,278 | 3,458,278 | 3,458,278 |
| Frog Pond West Fund | - | - | 291,951 | - | - | - |
| Streetlight Fund | 148,067 | 617 | 430,103 | 1,088,820 | 1,088,820 | 1,088,820 |
| Streets Development Fund (SDC) | 6,194,000 | (323,552) | 6,024,892 | 7,441,360 | 7,441,360 | 7,441,360 |
| Transfers subtotal | 7,603,012 | 1,202,668 | 12,977,648 | 12,989,548 | 12,989,548 | 12,989,548 |
| Beginning fund balance | 1,013,701 | 1,056,438 | 1,047,552 | 1,044,207 | 1,044,207 | 1,044,207 |
| TOTAL RESOURCES | \$ 8,777,714 | \$ 2,383,931 | \$ 14,545,260 | \$ 14,075,955 | \$ 14,075,955 | \$ 14,075,955 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Capital Projects | \$ 6,999,188 | \$ 939,357 | \$ 12,563,557 | \$ 12,129,206 | \$ 12,129,206 | \$ 12,129,206 |
| Transfers to other funds | | | | | | |
| General Fund | 241,219 | 20,008 | 189,350 | 76,185 | 76,185 | 76,185 |
| Community Development Fund | 478,201 | 383,163 | 657,843 | 387,934 | 387,934 | 387,934 |
| Facilities Capital Projects Fund | 2,667 | 17,496 | - | - | - | - |
| Transfers subtotal | 722,087 | 420,667 | 847,193 | 464,119 | 464,119 | 464,119 |
| Ending fund balance | | | | | | |
| Restricted | 1,056,438 | 1,023,907 | 1,134,510 | 1,482,630 | 1,482,630 | 1,482,630 |
| TOTAL REQUIREMENTS | \$ 8,777,713 | \$ 2,383,931 | \$ 14,545,260 | \$ 14,075,955 | \$ 14,075,955 | \$ 14,075,955 |

Fund Summaries

STORMWATER CAPITAL PROJECTS FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Investment revenue | \$ 11,939 | \$ 6,439 | \$ 6,018 | \$ 2,700 | \$ 2,700 | \$ 2,700 |
| Transfers from other funds | | | | | | |
| Stormwater Operating Fund | 1,071,407 | 957,098 | 3,173,248 | 1,952,293 | 1,952,293 | 1,952,293 |
| Stormwater Development Fund (SDC) | 42,685 | 149,672 | 1,348,284 | 332,218 | 332,218 | 332,218 |
| Transfers subtotal | 1,114,092 | 1,106,770 | 4,521,532 | 2,284,511 | 2,284,511 | 2,284,511 |
| Beginning fund balance | 1,172,462 | 265,815 | 224,605 | 270,661 | 270,661 | 270,661 |
| TOTAL RESOURCES | \$ 2,298,493 | \$ 1,379,024 | \$ 4,752,155 | \$ 2,557,872 | \$ 2,557,872 | \$ 2,557,872 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Capital Projects | \$ 1,846,318 | \$ 922,051 | \$ 4,025,576 | \$ 2,019,764 | \$ 2,019,764 | \$ 2,019,764 |
| Transfers to other funds | | | | | | |
| General Fund | 64,621 | 32,272 | 93,054 | 24,742 | 24,742 | 24,742 |
| Community Development Fund | 119,072 | 152,447 | 356,793 | 111,581 | 111,581 | 111,581 |
| Facilities Capital Projects Fund | 2,667 | 6,393 | - | - | - | - |
| Transfers subtotal | 186,360 | 191,112 | 449,847 | 136,323 | 136,323 | 136,323 |
| Ending fund balance | | | | | | |
| Restricted | 265,815 | 265,861 | 276,732 | 401,785 | 401,785 | 401,785 |
| TOTAL REQUIREMENTS | \$ 2,298,493 | \$ 1,379,024 | \$ 4,752,155 | \$ 2,557,872 | \$ 2,557,872 | \$ 2,557,872 |

Fund Summaries

FACILITIES AND INFORMATION SYSTEMS CAPITAL PROJECTS FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|----------------------------------|----------------------------|--------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Intergovernmental | \$ 82,625 | \$ 153,666 | \$ 282,407 | \$ 476,205 | \$ 476,205 | \$ 476,205 |
| Investment revenue | 18,618 | 5,146 | 4,012 | 300 | 300 | 300 |
| Revenue subtotal | <u>101,243</u> | <u>158,812</u> | <u>286,419</u> | <u>476,505</u> | <u>476,505</u> | <u>476,505</u> |
| Transfers from other funds | | | | | | |
| General Fund | 607,063 | 339,748 | 2,523,111 | 1,366,125 | 1,366,125 | 1,366,125 |
| Community Development Fund | - | - | 4,405 | - | - | - |
| Transit Fund | 127,857 | 34,479 | 70,602 | 127,051 | 127,051 | 127,051 |
| Building Inspection Fund | 22,464 | 59,481 | 638,350 | 100,000 | 100,000 | 100,000 |
| Road Operating Fund | - | - | 355,250 | 543,375 | 543,375 | 543,375 |
| Water Operating Fund | 3,683 | 26,594 | 586,250 | 573,375 | 573,375 | 573,375 |
| Sewer Operating Fund | 3,683 | 26,594 | 473,750 | 573,375 | 573,375 | 573,375 |
| Stormwater Operating Fund | - | 11,103 | 325,250 | 377,250 | 377,250 | 377,250 |
| Streets Capital Projects Fund | 2,667 | 17,496 | - | - | - | - |
| Stormwater Capital Projects Fund | 2,667 | 6,393 | - | - | - | - |
| Transfers subtotal | <u>770,085</u> | <u>521,888</u> | <u>4,976,968</u> | <u>3,660,551</u> | <u>3,660,551</u> | <u>3,660,551</u> |
| Beginning fund balance | 1,191,004 | 209,622 | 214,768 | 38,168 | 38,168 | 38,168 |
| TOTAL RESOURCES | <u><u>\$ 2,062,333</u></u> | <u><u>\$ 890,322</u></u> | <u><u>\$ 5,478,155</u></u> | <u><u>\$ 4,175,224</u></u> | <u><u>\$ 4,175,224</u></u> | <u><u>\$ 4,175,224</u></u> |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Capital Projects | \$ 1,807,178 | \$ 655,281 | \$ 5,398,572 | \$ 3,973,729 | \$ 3,973,729 | \$ 3,973,729 |
| Transfers to other funds | | | | | | |
| General Fund | - | 2,084 | 6,532 | 37,161 | 37,161 | 37,161 |
| Community Development Fund | 38,791 | 17,319 | 46,103 | 32,690 | 32,690 | 32,690 |
| Building Inspection Fund | 6,741 | 870 | 3,813 | - | - | - |
| Transfers subtotal | <u>45,532</u> | <u>20,273</u> | <u>56,448</u> | <u>69,851</u> | <u>69,851</u> | <u>69,851</u> |
| Ending fund balance | | | | | | |
| Restricted | 209,622 | 214,768 | 23,135 | 131,644 | 131,644 | 131,644 |
| TOTAL REQUIREMENTS | <u><u>\$ 2,062,332</u></u> | <u><u>\$ 890,322</u></u> | <u><u>\$ 5,478,155</u></u> | <u><u>\$ 4,175,224</u></u> | <u><u>\$ 4,175,224</u></u> | <u><u>\$ 4,175,224</u></u> |

Fund Summaries

PARKS CAPITAL PROJECTS FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Tree mitigation revenue | \$ 3,459 | \$ 116,468 | \$ 2,000 | \$ 2,050 | \$ 2,050 | \$ 2,050 |
| Investment revenue | 3,140 | 5,607 | 5,015 | 3,200 | 3,200 | 3,200 |
| Revenue subtotal | 6,599 | 122,075 | 7,015 | 5,250 | 5,250 | 5,250 |
| Transfers from other funds | | | | | | |
| General Fund | 52,523 | 134,467 | 724,011 | 89,410 | 89,410 | 89,410 |
| Parks Development Fund (SDC) | 722,310 | 1,954,945 | 4,657,113 | 2,800,104 | 2,800,104 | 2,800,104 |
| Transfers subtotal | 774,833 | 2,089,412 | 5,381,124 | 2,889,514 | 2,889,514 | 2,889,514 |
| Beginning fund balance | 185,356 | 189,990 | 194,990 | 325,437 | 325,437 | 325,437 |
| TOTAL RESOURCES | \$ 966,788 | \$ 2,401,477 | \$ 5,583,129 | \$ 3,220,201 | \$ 3,220,201 | \$ 3,220,201 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Capital Projects | \$ 604,785 | \$ 1,873,454 | \$ 4,869,760 | \$ 2,604,460 | \$ 2,604,460 | \$ 2,604,460 |
| Transfers to other funds | | | | | | |
| General Fund | 19,235 | 60,958 | 100,180 | 41,982 | 41,982 | 41,982 |
| Community Development Fund | 152,778 | 155,988 | 362,996 | 96,114 | 96,114 | 96,114 |
| Transfers subtotal | 172,013 | 216,946 | 463,176 | 138,096 | 138,096 | 138,096 |
| Ending fund balance | | | | | | |
| Restricted | 189,990 | 311,077 | 250,193 | 477,645 | 477,645 | 477,645 |
| TOTAL REQUIREMENTS | \$ 966,788 | \$ 2,401,477 | \$ 5,583,129 | \$ 3,220,201 | \$ 3,220,201 | \$ 3,220,201 |

Fund Summaries

WATER DEVELOPMENT CHARGES FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| System development charges | \$ 1,470,077 | \$ 1,396,918 | \$ 1,704,320 | \$ 1,040,811 | \$ 1,040,811 | \$ 1,040,811 |
| Investment revenue | 68,777 | 163,056 | 105,315 | 64,500 | 64,500 | 64,500 |
| Revenue subtotal | 1,538,853 | 1,559,974 | 1,809,635 | 1,105,311 | 1,105,311 | 1,105,311 |
| Beginning fund balance | 4,632,814 | 5,216,595 | 4,754,932 | 6,453,114 | 6,453,114 | 6,453,114 |
| TOTAL RESOURCES | \$ 6,171,667 | \$ 6,776,569 | \$ 6,564,567 | \$ 7,558,425 | \$ 7,558,425 | \$ 7,558,425 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Materials and services | \$ 1,585 | \$ 7,343 | \$ 25,335 | \$ 25,180 | \$ 25,180 | \$ 25,180 |
| Transfers to other funds | | | | | | |
| Water Operating Fund | 350,000 | 350,000 | - | - | - | - |
| Water Capital Projects Fund | 603,488 | 604,582 | 3,180,101 | 3,408,532 | 3,408,532 | 3,408,532 |
| Transfers subtotal | 953,488 | 954,582 | 3,180,101 | 3,408,532 | 3,408,532 | 3,408,532 |
| Ending fund balance | | | | | | |
| Restricted | 5,216,595 | 5,814,644 | 3,359,131 | 4,124,713 | 4,124,713 | 4,124,713 |
| TOTAL REQUIREMENTS | \$ 6,171,667 | \$ 6,776,569 | \$ 6,564,567 | \$ 7,558,425 | \$ 7,558,425 | \$ 7,558,425 |

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

Fund Summaries

SEWER DEVELOPMENT CHARGES FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| System development charges | \$ 1,106,715 | \$ 992,693 | \$ 1,807,562 | \$ 884,015 | \$ 884,015 | \$ 884,015 |
| Investment revenue | 118,421 | 208,406 | 160,480 | 56,200 | 56,200 | 56,200 |
| Revenue subtotal | 1,225,136 | 1,201,099 | 1,968,042 | 940,215 | 940,215 | 940,215 |
| Beginning fund balance | 8,562,935 | 8,603,792 | 6,813,868 | 5,620,842 | 5,620,842 | 5,620,842 |
| TOTAL RESOURCES | \$ 9,788,071 | \$ 9,804,891 | \$ 8,781,910 | \$ 6,561,057 | \$ 6,561,057 | \$ 6,561,057 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Materials and services | \$ 3,943 | \$ 6,369 | \$ 21,749 | \$ 21,410 | \$ 21,410 | \$ 21,410 |
| Transfers to other funds | | | | | | |
| Sewer Operating Fund | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 |
| Sewer Capital Projects Fund | 580,337 | 1,452,264 | 6,014,714 | 5,642,140 | 5,642,140 | 5,642,140 |
| Transfers subtotal | 1,180,337 | 2,052,264 | 6,614,714 | 6,242,140 | 6,242,140 | 6,242,140 |
| Ending fund balance | | | | | | |
| Restricted | 8,603,792 | 7,746,258 | 2,145,447 | 297,507 | 297,507 | 297,507 |
| TOTAL REQUIREMENTS | \$ 9,788,071 | \$ 9,804,891 | \$ 8,781,910 | \$ 6,561,057 | \$ 6,561,057 | \$ 6,561,057 |

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

Fund Summaries

STREETS DEVELOPMENT CHARGES FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|----------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| System development charges | \$ 1,958,957 | \$ 2,300,483 | \$ 3,053,715 | \$ 2,493,198 | \$ 2,493,198 | \$ 2,493,198 |
| Investment revenue | 124,014 | 190,320 | 110,330 | 85,500 | 85,500 | 85,500 |
| Revenue subtotal | 2,082,968 | 2,490,802 | 3,164,045 | 2,578,698 | 2,578,698 | 2,578,698 |
| Beginning fund balance | 9,061,645 | 4,947,373 | 4,592,194 | 8,546,878 | 8,546,878 | 8,546,878 |
| TOTAL RESOURCES | \$ 11,144,614 | \$ 7,438,175 | \$ 7,756,239 | \$ 11,125,576 | \$ 11,125,576 | \$ 11,125,576 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Materials and services | \$ 3,243 | \$ 14,300 | \$ 38,829 | \$ 40,260 | \$ 40,260 | \$ 40,260 |
| Transfers to other funds | | | | | | |
| Streets Capital Projects Fund | 6,194,000 | (323,552) | 5,939,892 | 7,441,360 | 7,441,360 | 7,441,360 |
| Ending fund balance | | | | | | |
| Restricted | 4,947,371 | 7,747,427 | 1,777,518 | 3,643,956 | 3,643,956 | 3,643,956 |
| TOTAL REQUIREMENTS | \$ 11,144,614 | \$ 7,438,175 | \$ 7,756,239 | \$ 11,125,576 | \$ 11,125,576 | \$ 11,125,576 |

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

Fund Summaries

WASHINGTON COUNTY TRANSPORTATION DEVELOPMENT TAX FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|---------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Investment revenue | \$ 6,100 | \$ 8,933 | \$ 6,520 | \$ 3,500 | \$ 3,500 | \$ 3,500 |
| Beginning fund balance | 327,340 | 333,440 | 339,940 | 351,373 | 351,373 | 351,373 |
| TOTAL RESOURCES | \$ 333,440 | \$ 342,373 | \$ 346,460 | \$ 354,873 | \$ 354,873 | \$ 354,873 |
| REQUIREMENTS | | | | | | |
| Ending fund balance | | | | | | |
| Restricted | \$ 333,440 | \$ 342,373 | \$ 346,460 | \$ 354,873 | \$ 354,873 | \$ 354,873 |
| TOTAL REQUIREMENTS | \$ 333,440 | \$ 342,373 | \$ 346,460 | \$ 354,873 | \$ 354,873 | \$ 354,873 |

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

Fund Summaries

FROG POND INFRASTRUCTURE FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|--------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| Infrastructure development fee | \$ - | \$ 265,569 | \$ 890,450 | \$ 1,309,109 | \$ 1,309,109 | \$ 1,309,109 |
| Investment revenue | - | 1,320 | - | 9,000 | 9,000 | 9,000 |
| Revenue subtotal | - | 266,889 | 890,450 | 1,318,109 | 1,318,109 | 1,318,109 |
| Beginning fund balance | - | - | 480,843 | 981,999 | 981,999 | 981,999 |
| TOTAL RESOURCES | \$ - | \$ 266,889 | \$ 1,371,293 | \$ 2,300,108 | \$ 2,300,108 | \$ 2,300,108 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Materials and services | \$ - | \$ - | \$ 11,000 | \$ 9,240 | \$ 9,240 | \$ 9,240 |
| Transfers to other funds | | | | | | |
| Streets Capital Projects Fund | - | - | 291,951 | - | - | - |
| Ending fund balance | | | | | | |
| Restricted | - | 266,889 | 1,068,342 | 2,290,868 | 2,290,868 | 2,290,868 |
| TOTAL REQUIREMENTS | \$ - | \$ 266,889 | \$ 1,371,293 | \$ 2,300,108 | \$ 2,300,108 | \$ 2,300,108 |

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

Fund Summaries

STORMWATER DEVELOPMENT CHARGES FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| System development charges | \$ 405,893 | \$ 268,461 | \$ 422,445 | \$ 591,623 | \$ 591,623 | \$ 591,623 |
| Investment revenue | 49,550 | 87,499 | 70,210 | 27,800 | 27,800 | 27,800 |
| Revenue subtotal | 455,443 | 355,960 | 492,655 | 619,423 | 619,423 | 619,423 |
| Beginning fund balance | 2,815,926 | 3,226,999 | 3,015,137 | 2,775,503 | 2,775,503 | 2,775,503 |
| TOTAL RESOURCES | \$ 3,271,368 | \$ 3,582,959 | \$ 3,507,792 | \$ 3,394,926 | \$ 3,394,926 | \$ 3,394,926 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Materials and services | \$ 1,685 | \$ 1,820 | \$ 6,207 | \$ 5,580 | \$ 5,580 | \$ 5,580 |
| Transfers to other funds | | | | | | |
| Stormwater Capital Projects Fund | 42,685 | 149,672 | 1,348,284 | 332,218 | 332,218 | 332,218 |
| Ending fund balance | | | | | | |
| Restricted | 3,226,999 | 3,431,467 | 2,153,301 | 3,057,128 | 3,057,128 | 3,057,128 |
| TOTAL REQUIREMENTS | \$ 3,271,368 | \$ 3,582,959 | \$ 3,507,792 | \$ 3,394,926 | \$ 3,394,926 | \$ 3,394,926 |

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

Fund Summaries

PARKS DEVELOPMENT CHARGES FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES | | | | | | |
| Revenues | | | | | | |
| System development charges | \$ 1,175,168 | \$ 511,356 | \$ 874,970 | \$ 683,311 | \$ 683,311 | \$ 683,311 |
| Investment revenue | 95,220 | 181,715 | 150,450 | 46,000 | 46,000 | 46,000 |
| Revenue subtotal | 1,270,388 | 693,071 | 1,025,420 | 729,311 | 729,311 | 729,311 |
| Beginning fund balance | 6,656,083 | 7,202,133 | 4,709,739 | 4,809,949 | 4,809,949 | 4,809,949 |
| TOTAL RESOURCES | \$ 7,926,470 | \$ 7,895,204 | \$ 5,735,159 | \$ 5,539,260 | \$ 5,539,260 | \$ 5,539,260 |
| REQUIREMENTS | | | | | | |
| Expenditures | | | | | | |
| Materials and services | \$ 2,027 | \$ 3,960 | \$ 16,546 | \$ 16,400 | \$ 16,400 | \$ 16,400 |
| Transfers to other funds | | | | | | |
| Parks Capital Projects Fund | 722,310 | 1,954,945 | 4,657,113 | 2,800,104 | 2,800,104 | 2,800,104 |
| Ending fund balance | | | | | | |
| Restricted | 7,202,133 | 5,936,299 | 1,061,500 | 2,722,756 | 2,722,756 | 2,722,756 |
| TOTAL REQUIREMENTS | \$ 7,926,470 | \$ 7,895,204 | \$ 5,735,159 | \$ 5,539,260 | \$ 5,539,260 | \$ 5,539,260 |

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



SMART Bike Camp Week



Summary of Program Revenues

Summary of Program Revenues

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| General Fund | \$ 14,610,978 | \$ 15,519,755 | \$ 15,629,854 | \$ 15,874,805 | \$ 15,874,805 | \$ 15,874,805 |
| Special Revenue Funds | | | | | | |
| Community Development | 1,419,596 | 2,033,943 | 1,687,638 | 1,384,923 | 1,384,923 | 1,384,923 |
| Building | 1,086,332 | 972,028 | 881,210 | 982,965 | 982,965 | 982,965 |
| Transit | 5,565,104 | 8,768,461 | 9,623,043 | 10,568,688 | 10,568,688 | 10,568,688 |
| Road Operating | 1,584,401 | 1,913,838 | 1,827,175 | 2,386,151 | 2,386,151 | 2,386,151 |
| Road Maintenance | 1,642,426 | 1,970,140 | 1,959,180 | 2,068,100 | 2,068,100 | 2,068,100 |
| Total Special Revenue Funds | 11,297,859 | 15,658,410 | 15,978,246 | 17,390,827 | 17,390,827 | 17,390,827 |
| Enterprise Funds | | | | | | |
| Water Operating | 9,442,385 | 9,843,092 | 9,518,810 | 9,232,000 | 9,232,000 | 9,232,000 |
| Sewer Operating | 8,403,949 | 8,758,445 | 8,527,955 | 8,361,200 | 8,361,200 | 8,361,200 |
| Street Lighting Operating | 540,539 | 556,620 | 570,575 | 536,650 | 536,650 | 536,650 |
| Stormwater Operating | 2,850,431 | 3,044,813 | 3,225,150 | 3,385,300 | 3,385,300 | 3,385,300 |
| Total Enterprise Funds | 21,237,305 | 22,202,970 | 21,842,490 | 21,515,150 | 21,515,150 | 21,515,150 |
| Internal Service Fund | | | | | | |
| Fleet Services | 1,313,352 | 1,401,292 | 1,394,644 | 1,436,903 | 1,436,903 | 1,436,903 |
| Grand Total | \$ 48,459,495 | \$ 54,782,427 | \$ 54,845,234 | \$ 56,217,685 | \$ 56,217,685 | \$ 56,217,685 |

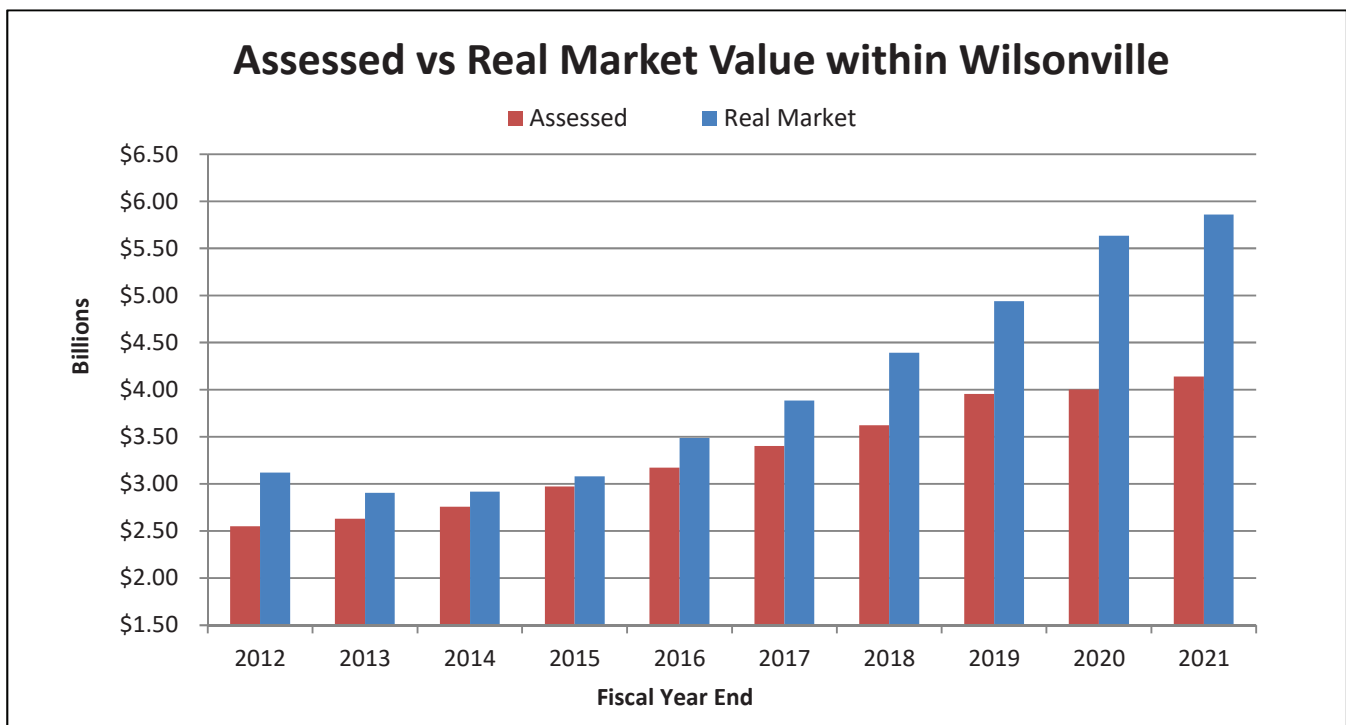
Property Tax Summary

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 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|---|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Real Market Value ¹ | | | | | | |
| Within Clackamas County | \$ 4,454,500,821 | \$ 4,890,212,517 | \$ 5,097,290,045 | \$ 5,475,267,982 | \$ 5,475,267,982 | \$ 5,475,267,982 |
| Within Washington County | 487,913,139 | 542,071,892 | 537,917,169 | 586,208,236 | 586,208,236 | 586,208,236 |
| Total Estimated Real Market Value | \$ 4,942,413,960 | \$ 5,432,284,409 | \$ 5,635,207,214 | \$ 6,061,476,219 | \$ 6,061,476,219 | \$ 6,061,476,219 |
| Assessed Values ¹ | | | | | | |
| Within Clackamas County | \$ 3,299,826,937 | \$ 3,452,653,649 | \$ 3,598,857,312 | \$ 3,785,911,821 | \$ 3,785,911,821 | \$ 3,785,911,821 |
| Within Washington County | 322,844,099 | 336,571,932 | 355,930,943 | 354,059,698 | 354,059,698 | 354,059,698 |
| Total Assessed Values | 3,622,671,036 | 3,789,225,581 | 3,954,788,255 | 4,139,971,519 | 4,139,971,519 | 4,139,971,519 |
| Less urban renewal excess | (720,552,830) | (744,690,834) | (744,690,834) | (749,161,621) | (749,161,621) | (749,161,621) |
| Net available for general and bonded debt | \$ 2,902,118,206 | \$ 3,044,534,747 | \$ 3,210,097,421 | \$ 3,390,809,898 | \$ 3,390,809,898 | \$ 3,390,809,898 |
| Tax Rate per \$1,000 of Assessed Value | | | | | | |
| General taxes | \$ 2.5206 | \$ 2.5206 | \$ 2.5206 | \$ 2.5206 | \$ 2.5206 | \$ 2.5206 |
| Bonded debt | - | - | - | - | - | - |
| Total | \$ 2.5206 | \$ 2.5206 | \$ 2.5206 | \$ 2.5206 | \$ 2.5206 | \$ 2.5206 |
| Taxes Levied | | | | | | |
| General taxes | \$ 7,318,369 | \$ 7,690,602 | \$ 8,091,372 | \$ 8,546,875 | \$ 8,546,875 | \$ 8,546,875 |
| Bonded debt | - | - | - | - | - | - |
| Total taxes levied | \$ 7,318,369 | \$ 7,690,602 | \$ 8,091,372 | \$ 8,546,875 | \$ 8,546,875 | \$ 8,546,875 |
| Taxes Paid (net of discounts) | | | | | | |
| General taxes | \$ 6,874,890 | \$ 7,297,746 | \$ 7,686,750 | \$ 8,119,500 | \$ 8,119,500 | \$ 8,119,500 |
| Bonded debt | - | - | - | - | - | - |
| Total taxes paid vs Levy | \$ 6,874,890 | \$ 7,297,746 | \$ 7,686,750 | \$ 8,119,500 | \$ 8,119,500 | \$ 8,119,500 |
| % paid vs levied | 94% | 95% | 95% | 95% | 95% | 95% |
| Taxes Budgeted | | | | | | |
| Tax revenue - current year | \$ 6,874,890 | \$ 7,390,596 | \$ 7,686,750 | \$ 8,119,500 | \$ 8,119,500 | \$ 8,119,500 |
| Discounts and delinquencies | 98,000 | 98,000 | 128,500 | 140,000 | 140,000 | 140,000 |
| Total | \$ 6,972,890 | \$ 7,488,596 | \$ 7,815,250 | \$ 8,259,500 | \$ 8,259,500 | \$ 8,259,500 |

¹ Note: Actual values per Clackamas and Washington County Assessors' Offices



Wilsonville Environmental Resource Keepers (WERK) Day is an annual event that draws over 300 volunteers for a variety of park projects.



General Fund Revenues

Assumptions for General Fund Revenues

- Property Taxes: 6% increase when compared to the FY 2019-20 Adopted 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
- 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, total \$15,874,805. This equates to a 2% increase from the FY 2019-20 budget.

Property taxes comprise 51.5% 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 2020-21 budget assumes a 5% growth in assessed value, when compared to the FY 2019-20 Adopted Budget, as new construction including new homes in the Frog Pond area are added to the tax rolls. Taxes for FY 2020-21 will be billed in late October 2020 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 the second largest revenue source and comprise 21.5% of revenues excluding interfund transfers. 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 2020-21 is expected to increase to approximately \$3.445 million, reflecting population growth.

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 | Verizon Centurytel Electric Lightwave Other service providers | 7.00% |
| Garbage | Republic Services | 5.00% |
| Cable TV | Comcast Verizon | 5.00% |
| Water, Sewer & Stormwater | City of Wilsonville | 4.00% |

Intergovernmental revenues originate from state and county shared revenues, as well as grants from other governmental units. The state shared revenues include alcoholic beverage tax, cigarette tax, and state shared revenue. These state shared revenues total \$750,000 or 4.7% of the fund's total. The revenues are allocated by various formulas but utilize a per capita rate. Increases for FY 2020-21 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 2020-21 this allocation is anticipated to be \$1,422,495 which is about a 7% increase over what was budgeted for FY 2019-20. Allocations are based on a combination of service area population and assessed value and 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 2020-21 the fees are approximately 2.1% of the General Fund's total revenue.

General Fund Revenues

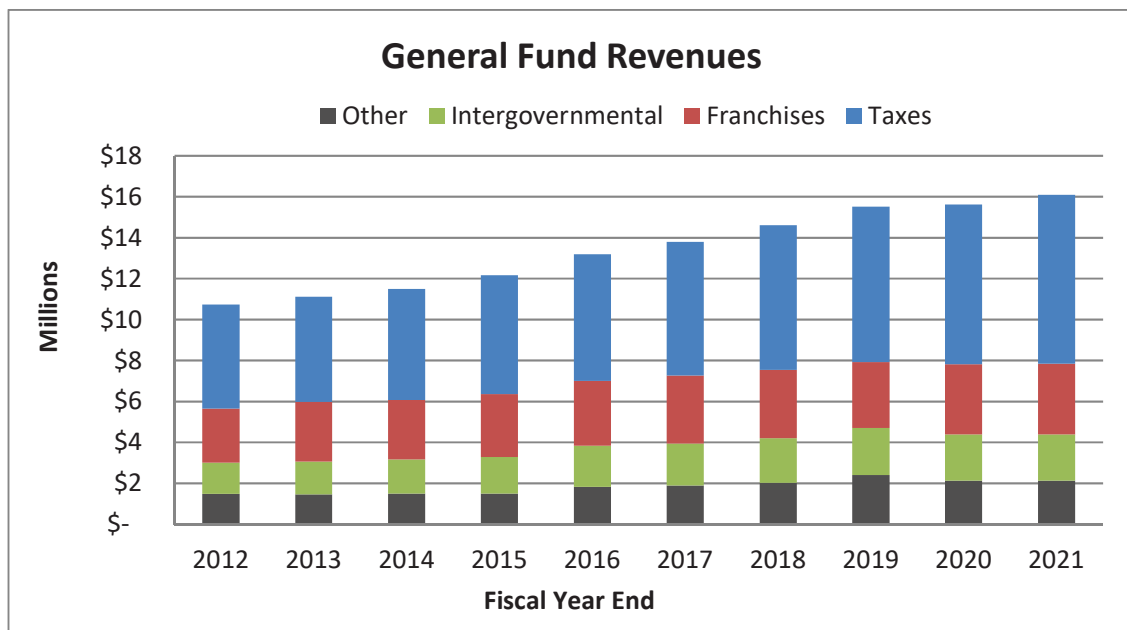
Summary of Program Revenues

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Property taxes | | | | | | |
| Current year property taxes | \$ 6,942,359 | \$ 7,297,746 | \$ 7,686,750 | \$ 8,119,500 | \$ 8,119,500 | \$ 8,119,500 |
| Prior year property taxes | 125,562 | 308,711 | 128,500 | 140,000 | 140,000 | 140,000 |
| Total property taxes | 7,067,921 | 7,606,457 | 7,815,250 | 8,259,500 | 8,259,500 | 8,259,500 |
| Hotel/Motel taxes | 450,412 | 307,564 | 415,000 | 250,000 | 250,000 | 250,000 |
| Franchise fees/privilege tax | | | | | | |
| Portland General Electric | 1,056,952 | 1,052,313 | 1,053,000 | 1,075,000 | 1,075,000 | 1,075,000 |
| NW Natural Gas | 315,013 | 310,751 | 340,000 | 335,000 | 335,000 | 335,000 |
| United Disposal | 195,685 | 84,064 | 210,000 | 245,000 | 245,000 | 245,000 |
| Comcast Cable | 410,686 | 326,707 | 400,000 | 400,000 | 400,000 | 400,000 |
| Sewer utilities | 312,075 | 316,590 | 320,000 | 315,000 | 315,000 | 315,000 |
| Water utilities | 305,515 | 307,106 | 320,000 | 302,000 | 302,000 | 302,000 |
| Stormwater | 108,302 | 113,958 | 110,000 | 130,000 | 130,000 | 130,000 |
| Charbonneau Water Company | 13,068 | 9,741 | 15,000 | 15,000 | 15,000 | 15,000 |
| Other franchise fees | 142,510 | 126,143 | 153,500 | 127,250 | 127,250 | 127,250 |
| Privilege tax | 487,575 | 567,891 | 503,500 | 501,050 | 501,050 | 501,050 |
| Total franchise fees/privilege tax | 3,347,381 | 3,215,264 | 3,425,000 | 3,445,300 | 3,445,300 | 3,445,300 |
| Licenses & permits | | | | | | |
| Professional and occupation | 170,238 | 190,631 | 175,000 | 180,000 | 180,000 | 180,000 |
| Alcoholic beverages | 2,650 | 2,950 | 2,500 | 2,500 | 2,500 | 2,500 |
| Other licenses & permits | 160 | 160 | 250 | 250 | 250 | 250 |
| Total licenses & permits | 173,048 | 193,741 | 177,750 | 182,750 | 182,750 | 182,750 |
| Intergovernmental | | | | | | |
| Alcoholic beverages tax | 384,055 | 375,092 | 388,000 | 400,000 | 400,000 | 400,000 |
| Cigarette tax | 29,615 | 28,456 | 30,000 | 30,000 | 30,000 | 30,000 |
| State shared revenue | 300,082 | 317,222 | 300,000 | 320,000 | 320,000 | 320,000 |
| County shared revenue - Library | 1,237,632 | 1,338,739 | 1,332,164 | 1,422,495 | 1,422,495 | 1,422,495 |
| Clack. Co. - Title III | 54,824 | 76,566 | 50,000 | 65,000 | 65,000 | 65,000 |
| State grants - Library | 4,051 | 4,038 | 4,500 | 4,500 | 4,500 | 4,500 |
| Other local governments | 167,583 | 156,603 | 161,140 | 173,500 | 173,500 | 173,500 |
| Total intergovernmental | 2,177,842 | 2,296,716 | 2,265,804 | 2,415,495 | 2,415,495 | 2,415,495 |
| Municipal court fines | 292,405 | 316,475 | 320,000 | 320,000 | 320,000 | 320,000 |
| Investment revenue | 188,151 | 583,441 | 300,900 | 163,900 | 163,900 | 163,900 |

General Fund Revenues

Summary of Program Revenues (continued)

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2019-20 | Adopted 2019-20 |
|------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Charges for services | | | | | | |
| Services provided to Urban Renewal | \$ 388,100 | \$ 410,980 | \$ 401,850 | \$ 330,360 | \$ 330,360 | \$ 330,360 |
| Class registrations | 116,308 | 139,244 | 86,000 | 94,000 | 94,000 | 94,000 |
| Parks reservations/Facility rental | 140,328 | 151,793 | 155,000 | 140,000 | 140,000 | 140,000 |
| Sports camp/Youth special services | 36,530 | 42,641 | 35,500 | 35,500 | 35,500 | 35,500 |
| New book sales | 2,058 | 853 | 750 | 750 | 750 | 750 |
| Library fees | 23,463 | 23,341 | 25,000 | 25,000 | 25,000 | 25,000 |
| Photocopying | 9,216 | 7,962 | 9,000 | 8,000 | 8,000 | 8,000 |
| Non-resident fees - library | 1,805 | 1,087 | 1,000 | 1,000 | 1,000 | 1,000 |
| Lost/damaged books | 3,452 | 2,895 | 3,500 | 3,500 | 3,500 | 3,500 |
| Library room rental | 3,187 | 4,225 | 3,000 | 4,000 | 4,000 | 4,000 |
| Lien search fees | 39,100 | 33,794 | 26,000 | 30,000 | 30,000 | 30,000 |
| Other charges for services | 738 | 24 | 500 | 500 | 500 | 500 |
| Total charges for services | 764,285 | 818,838 | 747,100 | 672,610 | 672,610 | 672,610 |
| Miscellaneous revenue | | | | | | |
| Gifts | 31,908 | 52,620 | 59,700 | 60,700 | 60,700 | 60,700 |
| Home delivered meals | 4,845 | 6,269 | 4,200 | 3,000 | 3,000 | 3,000 |
| Senior lunch revenue | 13,271 | 10,062 | 11,500 | 10,000 | 10,000 | 10,000 |
| Cable receipts | 67,815 | 67,902 | 70,000 | 70,000 | 70,000 | 70,000 |
| Other miscellaneous revenue | 31,691 | 44,407 | 17,650 | 21,550 | 21,550 | 21,550 |
| Total miscellaneous revenue | 149,530 | 181,261 | 163,050 | 165,250 | 165,250 | 165,250 |
| Total Revenues | \$ 14,610,978 | \$ 15,519,755 | \$ 15,629,854 | \$ 15,874,805 | \$ 15,874,805 | \$ 15,874,805 |



Summary of Fund Revenues

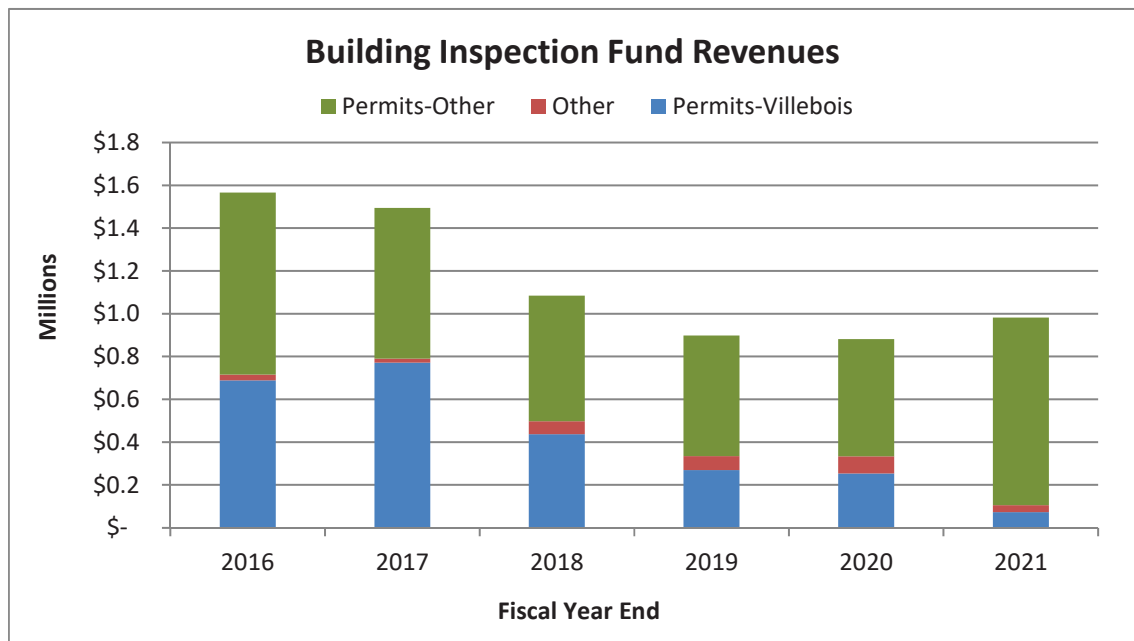
Building Inspection Fund

Assumptions for Building Inspection Fund Revenues

- Inspection and Permit Fees: Based on projections of scheduled and anticipated development
- FY 2020-21 includes a rate increase approved by Council during the current fiscal year to go into effect 7/1/2020

Each fiscal year, the Building Official projects the permit revenue based on known and anticipated building projects that will be requesting building permits during the next fiscal year.

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-----------------------|---------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Revenues: | | | | | | |
| Licenses and permits | \$ 1,024,070 | \$ 833,098 | \$ 802,000 | \$ 950,565 | \$ 950,565 | \$ 950,565 |
| Charges for services | 9,200 | 8,600 | 9,000 | 9,600 | 9,600 | 9,600 |
| Investment revenue | 51,181 | 129,798 | 70,210 | 22,800 | 22,800 | 22,800 |
| Miscellaneous revenue | 1,881 | 532 | - | - | - | - |
| Total Revenues | \$ 1,086,332 | \$ 972,028 | \$ 881,210 | \$ 982,965 | \$ 982,965 | \$ 982,965 |



Summary of Fund Revenues

Community Development Fund

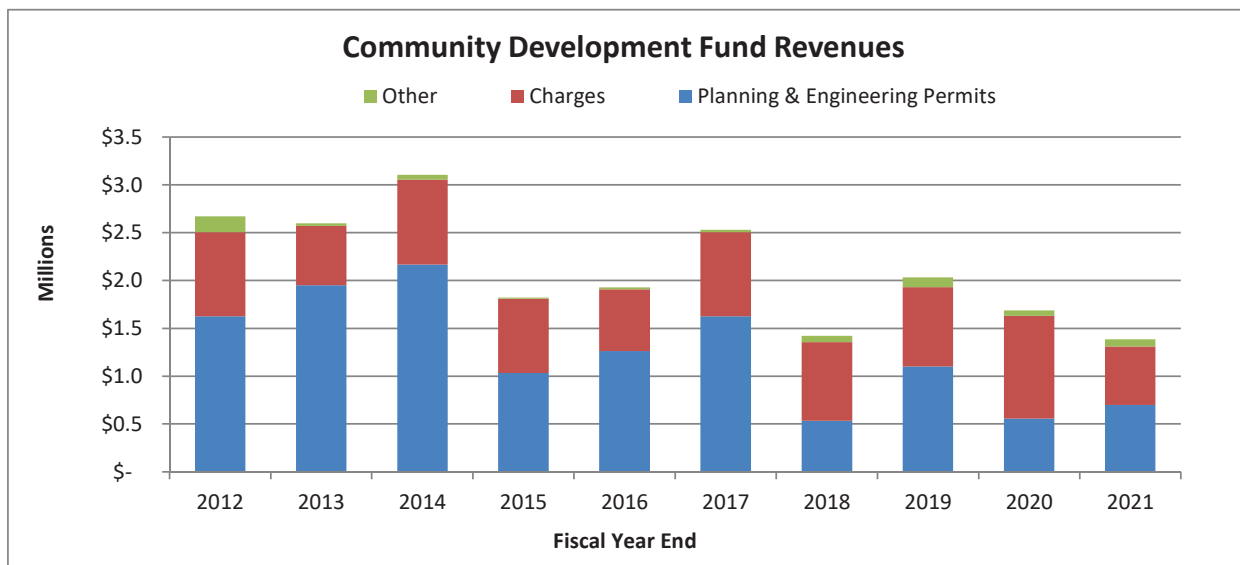
Assumptions for Community Development Fund Revenues

- Inspection and Permit Fees: Based on projections of scheduled and anticipated development, the permit fees are expected to generate 26% more revenues than last fiscal year.
- Charges for Service/Urban Renewal: Based on estimated overhead projections on Urban Renewal related projects and administration fees

One of the primary revenue sources are the engineering and planning permit fees. Estimated revenues are based on department projections of scheduled and anticipated development to occur in the City. For the last several years, the City has experienced tremendous growth due to the Villebois development. Nearly 2,600 dwellings have been constructed in the area including single family dwellings, apartments, townhouses and condominiums. Current residential building activity is now centered in the Frog Pond Area which was featured as the Street of Dreams last summer.

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. For FY 2020-21, 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.

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues: | | | | | | |
| Licenses and permits | \$ 532,140 | \$ 1,102,010 | \$ 555,745 | \$ 701,723 | \$ 701,723 | \$ 701,723 |
| Intergovernmental | 22,183 | - | - | 63,000 | 63,000 | 63,000 |
| Charges for services | 823,943 | 827,761 | 1,076,328 | 607,450 | 607,450 | 607,450 |
| Investment revenue | 38,658 | 103,253 | 55,165 | 12,500 | 12,500 | 12,500 |
| Miscellaneous revenue | 2,672 | 919 | 400 | 250 | 250 | 250 |
| Total Revenues | \$ 1,419,596 | \$ 2,033,943 | \$ 1,687,638 | \$ 1,384,923 | \$ 1,384,923 | \$ 1,384,923 |



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
- Charges for services: Estimates for fares collected for out-of-town routes

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 \$5.05 million in FY 2020-21. 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 | |
|------------------|---------|---------|---------|---------|---|--------------|
| | | | | | District | Lane Transit |
| 2020 | 0.5000% | 0.7737% | 0.6000% | 0.6000% | 0.5000% | 0.7200% |
| 2021 | 0.5000% | 0.7837% | 0.6000% | 0.6000% | 0.5000% | 0.7200% |
| 2022 | 0.5000% | 0.7937% | 0.6000% | 0.6000% | 0.5000% | 0.7200% |

Notes:

Only TriMet has approved its rate beyond 2017.
 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 FY 2020-21 can be found under the Transit program, in the Program Expenditures section of this document. The Transit fund began receiving State Transportation Investment Funds last fiscal year and it will continue to infuse nearly a million dollars of grant funds to the FY 2020-21 budget. Funded by an employee payroll tax collect by the State, this will be a long term revenue source for the SMART system.

For FY 2020-21, transit fares are budgeted as Charges for Services and are projected to decrease slightly as the 2X route from SMART Central to the Tualatin Transit Center is now being paid by TriMet. Prior to this arrangement, the fare was collected from the rider.

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-----------------------|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| Revenues: | | | | | | |
| Transit tax | \$ 5,040,713 | \$ 5,026,869 | \$ 5,151,000 | \$ 5,050,000 | \$ 5,050,000 | \$ 5,050,000 |
| Intergovernmental | 238,885 | 3,381,180 | 4,217,893 | 5,296,588 | 5,296,588 | 5,296,588 |
| Charges for services | 199,277 | 206,399 | 185,000 | 170,000 | 170,000 | 170,000 |
| Investment revenue | 46,985 | 119,606 | 55,150 | 36,100 | 36,100 | 36,100 |
| Miscellaneous revenue | 39,244 | 34,407 | 14,000 | 16,000 | 16,000 | 16,000 |
| Total Revenues | \$ 5,565,104 | \$ 8,768,461 | \$ 9,623,043 | \$ 10,568,688 | \$ 10,568,688 | \$ 10,568,688 |

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.

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. The tax increased two cents in January 2020. It will increase another two cents in 2022 and again in 2024.

The Road Operating fund is now collecting vehicle license/registration fees from both Washington and Clackamas counties. Together over \$496K in revenues is being budgeted for FY 2020-21.

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues: | | | | | | |
| Gasoline tax | \$ 1,562,485 | \$ 1,828,977 | \$ 1,764,100 | \$ 1,886,000 | \$ 1,886,000 | \$ 1,886,000 |
| Vehicle license fee | - | 37,022 | 36,000 | 496,151 | 496,151 | 496,151 |
| Investment revenue | 19,528 | 44,380 | 25,075 | 2,000 | 2,000 | 2,000 |
| Miscellaneous revenue | 2,389 | 3,459 | 2,000 | 2,000 | 2,000 | 2,000 |
| Total Revenues | \$ 1,584,401 | \$ 1,913,838 | \$ 1,827,175 | \$ 2,386,151 | \$ 2,386,151 | \$ 2,386,151 |

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.

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 \$8.60 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly. For FY 2020-21, the Road Maintenance Fee should generate \$2.065M in revenues.

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues: | | | | | | |
| Usage charge | \$ 1,609,032 | \$ 1,870,340 | \$ 1,899,000 | \$ 2,065,000 | \$ 2,065,000 | \$ 2,065,000 |
| Investment revenue | 33,394 | 99,800 | 60,180 | 3,100 | 3,100 | 3,100 |
| Total Revenues | \$ 1,642,426 | \$ 1,970,140 | \$ 1,959,180 | \$ 2,068,100 | \$ 2,068,100 | \$ 2,068,100 |

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.

In February 2020, City Council approved a system wide 3% rate increase. Based on a cost of service analysis, the increase per customer type varied. This was the first rate increase since January 2017 and expected to generate \$7.64M in user fees this fiscal year. The Council also approved an additional 3 year rate path with a consistent 3% rate increase each year. The new rate schedule also included a simplified tiered structure for residential customers.

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues: | | | | | | |
| Usage charge | \$ 7,758,555 | \$ 7,864,054 | \$ 7,511,000 | \$ 7,640,000 | \$ 7,640,000 | \$ 7,640,000 |
| Sherwood usage | 1,260,500 | 1,256,466 | 1,500,000 | 1,150,000 | 1,150,000 | 1,150,000 |
| Connection fees | 88,102 | 62,186 | 55,000 | 40,000 | 40,000 | 40,000 |
| Turn-off charge | 9,720 | 6,945 | 11,000 | 11,000 | 11,000 | 11,000 |
| User fee - fire charge | 161,274 | 162,426 | 140,000 | 165,000 | 165,000 | 165,000 |
| Investment revenue | 132,714 | 459,218 | 270,810 | 195,000 | 195,000 | 195,000 |
| Fines and forfeitures | 18,284 | 17,947 | 19,000 | 19,000 | 19,000 | 19,000 |
| Miscellaneous revenue | 13,237 | 13,850 | 12,000 | 12,000 | 12,000 | 12,000 |
| Total Revenues | \$ 9,442,385 | \$ 9,843,092 | \$ 9,518,810 | \$ 9,232,000 | \$ 9,232,000 | \$ 9,232,000 |

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 72 miles of gravity sewer lines, 384 manholes, and 8 pumping lift stations. The treatment facility is designed to handle 2.7 million gallons of sewage per day during dry weather and 3.8 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.

In December 2012, the City issued \$39 million in debt for the rehabilitation of the existing Waste Water Treatment Plant. In preparation for the anticipated increase in operating expenses due to the repayment of the debt, past and current councils approved a series of rate increases since November 2005. The last rate increase went into effect in January 2017. Staff will complete a Waste Water Treatment Master Plan during FY 2020-21 and a rate study is scheduled for the following fiscal year.

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.

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues: | | | | | | |
| Usage charge | \$ 7,659,209 | \$ 7,760,847 | \$ 7,789,145 | \$ 7,697,000 | \$ 7,697,000 | \$ 7,697,000 |
| High strength surcharge | 432,760 | 472,666 | 450,000 | 450,000 | 450,000 | 450,000 |
| Investment revenue | 182,348 | 456,264 | 270,810 | 196,200 | 196,200 | 196,200 |
| Fines and forfeitures | 103,521 | 39,270 | - | - | - | - |
| Miscellaneous revenue | 26,112 | 29,398 | 18,000 | 18,000 | 18,000 | 18,000 |
| Total Revenues | \$ 8,403,949 | \$ 8,758,445 | \$ 8,527,955 | \$ 8,361,200 | \$ 8,361,200 | \$ 8,361,200 |

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 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-----------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Revenues: | | | | | | |
| Usage charge | \$ 519,886 | \$ 522,352 | \$ 545,500 | \$ 524,150 | \$ 524,150 | \$ 524,150 |
| Investment revenue | 20,653 | 34,268 | 25,075 | 12,500 | 12,500 | 12,500 |
| Total Revenues | \$ 540,539 | \$ 556,620 | \$ 570,575 | \$ 536,650 | \$ 536,650 | \$ 536,650 |

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 over recent years due primarily to several large repair projects in 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 table below shows the Stormwater rate effective calendar years 2019 through 2022:

Stormwater Rates:

| Effective Date | Monthly Rate/ERU |
|-----------------|------------------|
| January 1, 2019 | \$10.60 |
| January 1, 2020 | \$11.25 |
| January 1, 2021 | \$11.90 |

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Revenues: | | | | | | |
| Stormwater utility charge | \$ 2,802,125 | \$ 2,981,288 | \$ 3,175,000 | \$ 3,370,000 | \$ 3,370,000 | \$ 3,370,000 |
| Investment revenue | 41,721 | 63,525 | 50,150 | 15,300 | 15,300 | 15,300 |
| Miscellaneous revenue | 6,585 | - | - | - | - | - |
| Total Revenues | \$ 2,850,431 | \$ 3,044,813 | \$ 3,225,150 | \$ 3,385,300 | \$ 3,385,300 | \$ 3,385,300 |

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 for FY 2019-20. 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 76% of the revenues are from the Transit Fund.

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Charges for services: | | | | | | |
| General Fund | \$ 139,940 | \$ 145,863 | \$ 152,330 | \$ 131,763 | \$ 131,763 | \$ 131,763 |
| Building Inspection Fund | 9,830 | 12,960 | 13,219 | 14,984 | 14,984 | 14,984 |
| Community Development Fund | 23,920 | 26,940 | 27,479 | 22,476 | 22,476 | 22,476 |
| Transit Fund | 972,445 | 1,038,037 | 1,058,798 | 1,160,966 | 1,160,966 | 1,160,966 |
| Road Operating Fund | 44,620 | 43,067 | 43,928 | 33,114 | 33,114 | 33,114 |
| Water Operating Fund | 44,270 | 45,286 | 46,192 | 24,873 | 24,873 | 24,873 |
| Sewer Operating Fund | 18,360 | 18,796 | 19,172 | 12,849 | 12,849 | 12,849 |
| Stormwater Operating Fund | 7,510 | 10,252 | 10,457 | 8,278 | 8,278 | 8,278 |
| Charges for service subtotal | 1,260,895 | 1,341,201 | 1,371,575 | 1,409,303 | 1,409,303 | 1,409,303 |
| Investment revenue | 27,628 | 45,391 | 23,069 | 9,600 | 9,600 | 9,600 |
| Miscellaneous revenue | 24,828 | 14,700 | - | 18,000 | 18,000 | 18,000 |
| Total Revenues | \$ 1,313,352 | \$ 1,401,292 | \$ 1,394,644 | \$ 1,436,903 | \$ 1,436,903 | \$ 1,436,903 |

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 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Water Development Charges Fund | | | | | | |
| System Development Charges | \$ 1,470,077 | \$ 1,396,918 | \$ 1,704,320 | \$ 1,040,811 | \$ 1,040,811 | \$ 1,040,811 |
| Investment revenue | 68,777 | 163,056 | 105,315 | 64,500 | 64,500 | 64,500 |
| Total Revenues | 1,538,853 | 1,559,974 | 1,809,635 | 1,105,311 | 1,105,311 | 1,105,311 |
| Sewer Development Charges Fund | | | | | | |
| System Development Charges | 1,106,715 | 992,693 | 1,807,562 | 884,015 | 884,015 | 884,015 |
| Investment revenue | 118,421 | 208,406 | 160,480 | 56,200 | 56,200 | 56,200 |
| Total Revenues | 1,225,136 | 1,201,099 | 1,968,042 | 940,215 | 940,215 | 940,215 |
| Streets Development Charges Fund | | | | | | |
| System Development Charges | 1,958,957 | 2,300,483 | 3,053,715 | 2,493,198 | 2,493,198 | 2,493,198 |
| Investment revenue | 124,014 | 190,320 | 110,330 | 85,500 | 85,500 | 85,500 |
| Total Revenues | 2,082,970 | 2,490,802 | 3,164,045 | 2,578,698 | 2,578,698 | 2,578,698 |
| Washington County TDT Fund | | | | | | |
| Investment revenue | 6,100 | 8,933 | 6,520 | 3,500 | 3,500 | 3,500 |
| Frog Pond West Fund | | | | | | |
| Infrastructure Development Fee | - | 265,569 | 890,450 | 1,309,109 | 1,309,109 | 1,309,109 |
| Investment revenue | - | 1,320 | - | 9,000 | 9,000 | 9,000 |
| Total Revenues | - | 266,889 | 890,450 | 1,318,109 | 1,318,109 | 1,318,109 |
| Stormwater Development Charges Fund | | | | | | |
| System Development Charges | 405,893 | 268,461 | 422,445 | 591,623 | 591,623 | 591,623 |
| Investment revenue | 49,550 | 87,499 | 70,210 | 27,800 | 27,800 | 27,800 |
| Total Revenues | 455,443 | 355,960 | 492,655 | 619,423 | 619,423 | 619,423 |
| Parks Development Charges Fund | | | | | | |
| System Development Charges | 1,175,168 | 511,356 | 874,970 | 683,311 | 683,311 | 683,311 |
| Investment revenue | 95,220 | 181,715 | 150,450 | 46,000 | 46,000 | 46,000 |
| Total Revenues | 1,270,388 | 693,071 | 1,025,420 | 729,311 | 729,311 | 729,311 |
| Total Revenues SDC Funds | \$ 6,578,890 | \$ 6,576,728 | \$ 9,356,767 | \$ 7,294,567 | \$ 7,294,567 | \$ 7,294,567 |



SMART Bike Rodeo



Program Budget Organization

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..... | 78 |
| Finance..... | 80 |
| Information Technology..... | 84 |
| Legal..... | 88 |
| Human Resources/Risk Management..... | 90 |
| Community Development | |
| Administration..... | 94 |
| Engineering..... | 96 |
| Building Inspections..... | 100 |
| Planning..... | 104 |
| Public Works | |
| Administration..... | 108 |
| Facilities..... | 110 |
| Roads..... | 112 |
| Street Lighting..... | 116 |
| Water Distribution..... | 118 |
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| Industrial Pretreatment..... | 126 |
| Wastewater Treatment Plant..... | 130 |
| Wastewater Collection..... | 134 |
| Stormwater Maintenance..... | 138 |
| Parks & Recreation | |
| General Services..... | 142 |
| Parks Maintenance..... | 146 |
| Library | |
| Library Services..... | 148 |
| Transportation | |
| SMART Transit..... | 152 |
| Fleet Services..... | 156 |
| Public Safety | |
| Law Enforcement..... | 160 |
| Municipal Court..... | 164 |

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 section for more details.

Contingencies include allowances and set-asides for future projects, repairs and equipment replacements in various funds and is found on page 233.

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.

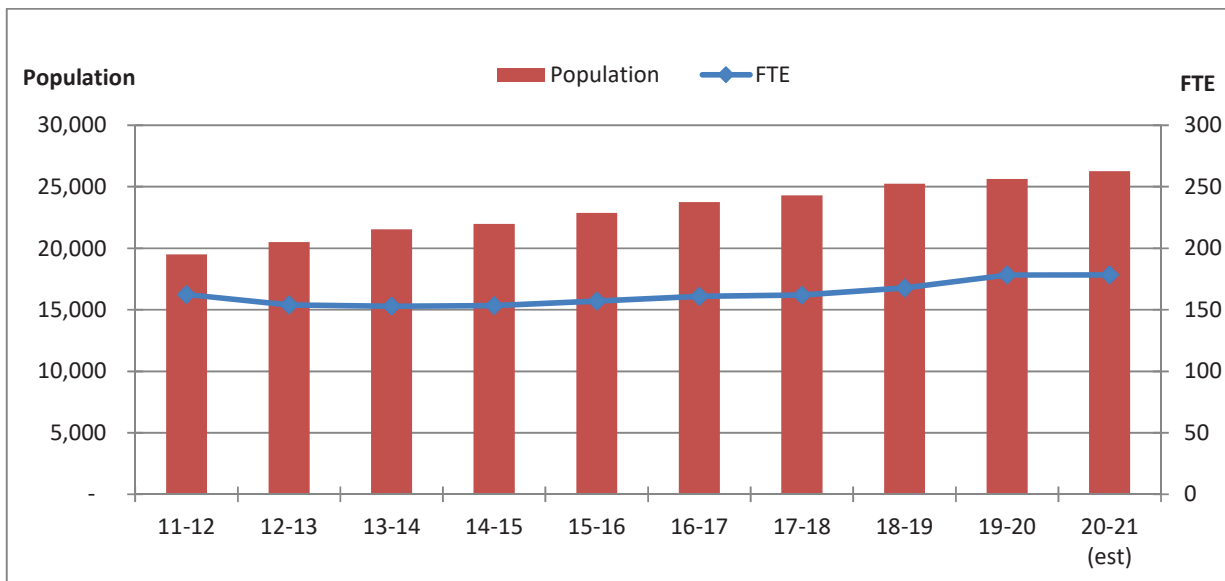
Staffing levels for FY 2020-21 are remaining the same at 178.29 full-time equivalents (FTEs). The City contracts with the Clackamas County Sheriff's Department to provide police services for the community. The Willamette River Water Treatment Plant is operated and maintained under contract with Veolia 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 75% of all City positions. Both current union contracts will expire June 30, 2020.

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 2011-12, the City employed approximately one (1.0) full-time equivalent for every 100 people, whereas for FY 2020-21, the City will employ about two-thirds (68%, or 0.68) 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

| Department | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
|---|---------------------------|---------------------------|---------------------------|---------------------------|
| Administration | | | | |
| Administration | 6.00 | 5.00 | 6.50 | 6.50 |
| Finance | 9.31 | 9.50 | 9.50 | 9.50 |
| Information Technology/Geographic Information | 5.50 | 5.50 | 5.50 | 5.50 |
| Legal | 3.70 | 3.70 | 3.70 | 3.70 |
| Human Resources/Risk Management | 3.60 | 3.60 | 3.60 | 3.60 |
| | 28.11 | 27.30 | 28.80 | 28.80 |
| Community Development | | | | |
| Administration | 4.00 | 4.00 | 2.00 | 2.00 |
| Engineering | 10.50 | 11.50 | 13.50 | 13.50 |
| Building Inspections | 8.80 | 8.80 | 8.80 | 8.80 |
| Planning | 7.60 | 8.60 | 7.60 | 7.60 |
| | 30.90 | 32.90 | 31.90 | 31.90 |
| Public Works | | | | |
| Administration | 3.50 | 4.50 | 4.50 | 4.50 |
| Facilities | 5.00 | 8.75 | 8.75 | 8.75 |
| Roads | 3.80 | 4.05 | 3.85 | 3.85 |
| Water Distribution and Sales | 5.38 | 5.38 | 5.53 | 5.53 |
| Wastewater Collection | 2.63 | 2.63 | 2.63 | 2.63 |
| Industrial Pretreatment | 1.00 | 1.00 | 1.00 | 1.00 |
| Stormwater Maintenance | 2.69 | 2.69 | 2.74 | 2.74 |
| | 24.00 | 29.00 | 29.00 | 29.00 |
| Transportation | | | | |
| SMART Transit | 37.00 | 38.13 | 43.13 | 43.13 |
| Fleet | 7.60 | 8.00 | 8.00 | 8.00 |
| | 44.60 | 46.13 | 51.13 | 51.13 |
| Parks & Recreation | | | | |
| General Services | 9.20 | 9.20 | 9.20 | 9.20 |
| Parks Maintenance | 7.00 | 8.25 | 10.25 | 10.25 |
| | 16.20 | 17.45 | 19.45 | 19.45 |
| Library | | | | |
| | 16.56 | 16.36 | 16.36 | 16.36 |
| | 16.56 | 16.36 | 16.36 | 16.36 |
| Public Safety | | | | |
| Municipal Court | 1.65 | 1.65 | 1.65 | 1.65 |
| | 1.65 | 1.65 | 1.65 | 1.65 |
| Total FTE's | 162.02 | 170.79 | 178.29 | 178.29 |



Vinyasa yoga class at the Community Center



Expenditure Summaries

By Program

Excluding Interfund Service and Transfers

| Program | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Policy and Administration: | | | | | | |
| Administration | \$ 1,269,436 | \$ 1,442,834 | \$ 2,131,424 | \$ 1,795,674 | \$ 1,795,674 | \$ 1,795,674 |
| Finance | 1,310,110 | 1,301,381 | 3,362,181 | 1,617,302 | 1,617,302 | 1,617,302 |
| Information Technology/GIS | 977,188 | 1,071,756 | 1,279,490 | 1,161,294 | 1,161,294 | 1,161,294 |
| Legal | 545,292 | 588,570 | 686,388 | 715,187 | 715,187 | 715,187 |
| HR / Risk Management | 698,191 | 713,018 | 880,052 | 857,600 | 857,600 | 857,600 |
| <i>Policy and Administration</i> | 4,800,217 | 5,117,559 | 8,339,535 | 6,147,057 | 6,147,057 | 6,147,057 |
| Community Development: | | | | | | |
| C.D. Administration | 787,591 | 941,627 | 1,168,185 | 610,730 | 610,730 | 610,730 |
| Engineering | 1,133,954 | 1,287,875 | 2,163,584 | 2,161,137 | 2,161,137 | 2,161,137 |
| Building Inspection | 1,105,168 | 1,058,873 | 1,441,949 | 1,249,767 | 1,249,767 | 1,249,767 |
| Planning | 982,135 | 818,061 | 1,125,329 | 1,147,627 | 1,147,627 | 1,147,627 |
| <i>Community Development</i> | 4,008,848 | 4,106,436 | 5,899,047 | 5,169,262 | 5,169,262 | 5,169,262 |
| Public Works: | | | | | | |
| P.W. Administration | 468,697 | 537,889 | 727,304 | 664,191 | 664,191 | 664,191 |
| Facilities | 936,263 | 1,033,800 | 1,282,743 | 1,275,450 | 1,275,450 | 1,275,450 |
| Road Operations | 866,991 | 910,197 | 960,821 | 894,918 | 894,918 | 894,918 |
| Street Lighting | 331,657 | 356,774 | 373,843 | 381,320 | 381,320 | 381,320 |
| Water Distribution | 1,272,444 | 1,257,662 | 1,680,923 | 1,552,123 | 1,552,123 | 1,552,123 |
| Water Treatment Plant | 3,365,645 | 3,027,774 | 3,922,349 | 3,895,838 | 3,895,838 | 3,895,838 |
| Industrial Pretreatment | 113,305 | 113,147 | 139,391 | 117,187 | 117,187 | 117,187 |
| Wastewater Trtmt Plant | 2,532,035 | 2,649,614 | 2,783,170 | 2,837,677 | 2,837,677 | 2,837,677 |
| Wastewater Collection | 737,507 | 786,052 | 1,078,424 | 982,929 | 982,929 | 982,929 |
| Stormwater Maintenance | 568,257 | 694,782 | 933,833 | 1,051,053 | 1,051,053 | 1,051,053 |
| <i>Public Works</i> | 11,192,801 | 11,367,691 | 13,882,801 | 13,652,685 | 13,652,685 | 13,652,685 |
| Parks & Recreation: | | | | | | |
| Parks & Recreation | 1,402,906 | 1,474,516 | 1,713,320 | 1,711,451 | 1,711,451 | 1,711,451 |
| Parks Maintenance | 1,302,819 | 1,320,513 | 1,704,980 | 1,609,649 | 1,609,649 | 1,609,649 |
| <i>Parks & Recreation</i> | 2,705,726 | 2,795,029 | 3,418,300 | 3,321,100 | 3,321,100 | 3,321,100 |
| Library | 1,877,688 | 1,948,108 | 2,199,781 | 2,112,380 | 2,112,380 | 2,112,380 |
| Transportation: | | | | | | |
| Transit | 4,947,569 | 7,186,220 | 9,500,665 | 8,994,489 | 8,994,489 | 8,994,489 |
| Fleet | 1,303,518 | 1,471,747 | 1,730,685 | 1,528,226 | 1,528,226 | 1,528,226 |
| <i>Transportation</i> | 6,251,087 | 8,657,967 | 11,231,350 | 10,522,715 | 10,522,715 | 10,522,715 |
| Public Safety: | | | | | | |
| Law Enforcement | 3,949,241 | 4,478,657 | 5,291,589 | 5,378,922 | 5,378,922 | 5,378,922 |
| Municipal Court | 201,603 | 193,890 | 233,535 | 236,035 | 236,035 | 236,035 |
| <i>Public Safety</i> | 4,150,844 | 4,672,547 | 5,525,124 | 5,614,957 | 5,614,957 | 5,614,957 |
| Total Operating Budget | \$ 34,987,211 | \$ 38,665,337 | \$ 50,495,938 | \$ 46,540,156 | \$ 46,540,156 | \$ 46,540,156 |

By Major Cost Category

Excluding Interfund Services, Transfers and Capital Projects

| Category | Actual 2017-18 | Actual 2018-19 | Adopted 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Personnel Services | \$ 15,955,048 | \$ 16,691,007 | \$ 20,228,375 | \$ 20,110,052 | \$ 20,110,052 | \$ 20,110,052 |
| Materials and Services | 17,892,437 | 19,060,359 | 26,652,304 | 23,289,163 | 23,289,163 | 23,289,163 |
| Capital Outlay | 1,139,726 | 2,913,971 | 3,615,259 | 3,140,941 | 3,140,941 | 3,140,941 |
| Total Operating Budget | \$ 34,987,211 | \$ 38,665,337 | \$ 50,495,938 | \$ 46,540,156 | \$ 46,540,156 | \$ 46,540,156 |

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, Communications, and Public Affairs. The City Manager is appointed by City Council and is the chief administrative officer of 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 Citizens Academy, Wilsonville Metro Enhancement Committee, and Tourism Promotion Committee. 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. The City Recorder serves as secretary for the City Council and is responsible for records management and elections. The Communications and Marketing Manager is responsible for the content in the Boones Ferry Messenger in addition to coordinating/developing clear and informative content to keep the community informed.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Promote farm and forest land protection
- Engage the community on important issues (Town Halls, etc.)
- Encourage civic involvement of youth

Effective Governance and Regional Influence

- Create a Basalt Creek Master Plan
- Advocate for advancing the I-5/Wilsonville Facility Plan to improve Boone Bridge traffic flow and seismic resilience

Arts, Culture, and Community Amenities

- Explore the establishment of an Arts and Culture Commission, based on the results of the Arts and Culture Commission Study, and develop a strategy to reinstitute the sculpture program

| Position | Full Time Equivalent Positions | | | |
|---------------------------------------|--------------------------------|----------------|----------------|----------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| 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 |
| Code Compliance Officer | 1.00 | 0.00 | 1.00 | 1.00 |
| Records Technician (2 year temporary) | 0.00 | 0.00 | 0.50 | 0.50 |
| | 6.00 | 5.00 | 6.50 | 6.50 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 473,990 | \$ 525,723 | \$ 639,000 | \$ 635,120 | \$ 635,120 | \$ 635,120 |
| Employee benefits | 304,045 | 342,180 | 441,797 | 446,060 | 446,060 | 446,060 |
| Total | 778,034 | 867,903 | 1,080,797 | 1,081,180 | 1,081,180 | 1,081,180 |
| Materials and Services | | | | | | |
| Supplies | 47,060 | 45,684 | 57,410 | 53,673 | 53,673 | 53,673 |
| Prof and tech services | 134,635 | 186,500 | 252,576 | 236,490 | 236,490 | 236,490 |
| Utility services | 3,672 | 4,474 | 8,502 | 6,660 | 6,660 | 6,660 |
| Insurance | - | - | 450 | 499 | 499 | 499 |
| Community service programs | 165,195 | 204,289 | 583,161 | 297,122 | 297,122 | 297,122 |
| Fleet services | - | - | 3,500 | 3,736 | 3,736 | 3,736 |
| Rents and leases | 823 | - | - | - | - | - |
| Employee development | 44,290 | 29,952 | 50,882 | 21,847 | 21,847 | 21,847 |
| Fees, dues, advertising | 35,317 | 56,531 | 32,146 | 32,467 | 32,467 | 32,467 |
| Meetings & Council | 60,409 | 47,501 | 62,000 | 62,000 | 62,000 | 62,000 |
| Total | 491,401 | 574,931 | 1,050,627 | 714,494 | 714,494 | 714,494 |
| Total Department | \$ 1,269,436 | \$ 1,442,834 | \$ 2,131,424 | \$ 1,795,674 | \$ 1,795,674 | \$ 1,795,674 |
| Resources Summary | | | | | | |
| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
| Interfund charges | \$ 303,337 | \$ 335,973 | \$ 448,261 | \$ 416,938 | \$ 416,938 | \$ 416,938 |
| Urban renewal charges | 161,600 | 114,800 | 116,000 | 91,000 | 91,000 | 91,000 |
| General Fund | 804,499 | 992,061 | 1,567,163 | 1,287,736 | 1,287,736 | 1,287,736 |
| Total | \$ 1,269,436 | \$ 1,442,834 | \$ 2,131,424 | \$ 1,795,674 | \$ 1,795,674 | \$ 1,795,674 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Fleet services for FY 2020-21, the City reduced the contribution to the Fleet Fund Reserve Contingency in an effort to reduce overall expenditures. Fleet’s operating budget is allocated based on the number of vehicles serviced for the department, plus a reserve component for future replacement.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.

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. Finance provides treasury services with the goals of minimizing borrowing costs and maximizing the return on investments. Finance provides high quality service and support to all customers of the department.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Provide excellent customer service in person and over the phone to utility customers and others that visit or contact City Hall

Stewardship of the Environment and Natural Resources

- Continue to promote the use of paperless billing system, credit card and auto pay remittance options to utility customers and electronic payment system to vendors

Effective Governance and Regional Influence

- Prepare the Comprehensive Annual Financial Report (CAFR) in a format that qualifies for submittal to the Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting Program
- Prepare the annual Adopted Budget document in a format that qualifies for submittal to the GFOA Distinguished Budget Award Program

Expand and Maintain High Quality Infrastructure

- Monitor operating and capital expenditures to ensure they remain on target throughout the year
- Develop and propose a capital replacement funding strategy for the City’s general government capital assets
- Work with various departments on cost recovery strategies
- Analyze administrative fees and recommend changes where necessary to cover related costs

| Position | Full Time Equivalent Positions | | | |
|------------------------------|--------------------------------|----------------|----------------|----------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Finance Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Financial Operations Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Accountant | 0.00 | 0.00 | 1.00 | 1.00 |
| Accountant | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Specialist | 3.50 | 3.50 | 3.00 | 3.00 |
| Accounting Technician | 1.81 | 2.00 | 1.50 | 1.50 |
| | 9.31 | 9.50 | 9.50 | 9.50 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 663,883 | \$ 677,186 | \$ 734,640 | \$ 732,760 | \$ 732,760 | \$ 732,760 |
| Employee benefits | 356,465 | 307,233 | 437,110 | 419,600 | 419,600 | 419,600 |
| Total | 1,020,348 | 984,419 | 1,171,750 | 1,152,360 | 1,152,360 | 1,152,360 |
| Materials and Services | | | | | | |
| Supplies | 26,192 | 29,917 | 41,150 | 43,400 | 43,400 | 43,400 |
| Prof and tech services | 109,480 | 134,530 | 232,000 | 193,000 | 193,000 | 193,000 |
| Utility services | 44,091 | 44,809 | 49,601 | 51,175 | 51,175 | 51,175 |
| Fleet services | 4,210 | 4,227 | 4,312 | 3,448 | 3,448 | 3,448 |
| Repairs & maintenance | 24,821 | 18,256 | 1,700 | 1,850 | 1,850 | 1,850 |
| Rents and leases | 2,349 | 2,349 | 4,000 | 4,000 | 4,000 | 4,000 |
| Insurance | 3,470 | 3,480 | 4,003 | 4,199 | 4,199 | 4,199 |
| Employee development | 25,691 | 11,738 | 22,800 | 5,800 | 5,800 | 5,800 |
| Fees, dues, advertising | 9,835 | 7,739 | 10,500 | 10,500 | 10,500 | 10,500 |
| Meeting expenses | 1,946 | 1,931 | 1,750 | 2,000 | 2,000 | 2,000 |
| Misc. services & supplies | 37,677 | 57,986 | 1,818,615 | 145,570 | 145,570 | 145,570 |
| Total | 289,762 | 316,962 | 2,190,431 | 464,942 | 464,942 | 464,942 |
| Total Department | \$ 1,310,110 | \$ 1,301,381 | \$ 3,362,181 | \$ 1,617,302 | \$ 1,617,302 | \$ 1,617,302 |
| Resources Summary | | | | | | |
| Interfund charges | \$ 872,279 | \$ 679,606 | \$ 1,031,411 | \$ 664,588 | \$ 664,588 | \$ 664,588 |
| Urban renewal charges | 122,800 | 150,400 | 139,400 | 128,000 | 128,000 | 128,000 |
| General Fund | 315,031 | 471,375 | 2,191,370 | 824,714 | 824,714 | 824,714 |
| Total | \$ 1,310,110 | \$ 1,301,381 | \$ 3,362,181 | \$ 1,617,302 | \$ 1,617,302 | \$ 1,617,302 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- The professional and technical services from last fiscal year included special projects that have been completed, resulting in a lower budget request for FY 2020-21.
- Fleet services for FY 2020-21, the City reduced the contribution to the Fleet Fund Reserve Contingency in an effort to reduce overall expenditures. Fleet’s operating budget is allocated based on the number of vehicles serviced for the department, plus a reserve component for future replacement.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.
- Misc. Services for FY 2019-20 includes a one-time lump sum payment to PERS for all General Fund employees. The City participated in the State Employer Incentive Fund Program which provides a 25% match on qualifying payments.

Performance Measurements

Goal: Deliver efficient, effective financial services

| Measure | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20* | Forecast 2020-21 |
|--|---------------------------|---------------------------|------------------------------|-----------------------------|
| Actual cost to deliver financial services financial services | \$ 1,310,110 | \$ 1,301,377 | \$ 1,587,453 | \$ 1,635,830 |
| Costs to deliver financial services as percentage of total City operating budget | 3.6% | 3.4% | 3.4% | 3.5% |

*2019-20 is net of the one time payment to PERS

Goal: Prepare financial documents with the best recognized principles and standards

Measure

| | | | | |
|---|-----|-----|-----|-----|
| Government Finance Officers Association (GFOA) Budget Award | Yes | Yes | Yes | Yes |
| GFOA Comprehensive Annual Financial Report (CAFR) Award | Yes | Yes | Yes | Yes |
| Independent Certified Public Accountant audit "clean opinion" of CAFR | Yes | Yes | Yes | Yes |

Goal: Maintain the City's financial health

Measure

| | | | | |
|--|------|------|------|------|
| Percentage of City's operating funds meeting or exceeding reserve levels set by policy | 100% | 100% | 100% | 100% |
| General obligation bond rating | Aa2 | Aa2 | Aa2 | Aa2 |

PERFORMANCE MEASUREMENTS OUTCOME

The measurement indicators noted above reveal performance objectives are being met by the department. 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 Financial Report by outside certified public accountants, maintains high bond ratings by rating agencies such as Moody's and Standard & Poor's, and is recognized by the Government Finance Officers Association for high standards in government accounting, financial reporting, and budgeting.



Library Summer Reading Program with Presto the Magician



Policy & Administration

information technology

The Information Technology Department (IT) 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 that is updated each year to ensure the City’s infrastructure and applications are positioned to meet future demands in an efficient way. The primary goal of the IT Department is to provide excellent technology services to both City staff and the public.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Utilize current and emerging technologies to reduce costs, create efficiencies, and enhance services
- Create operating efficiencies through the implementation of mapping and related database technologies

Effective Governance and Regional Influence

- Assist City Departments with implementation of a new Enterprise Resource Planning system, a comprehensive software solution for the City’s core financial and permitting functions

Safe, Livable, and Engaged Community

- Continue to enhance City websites and provide convenient and cost effective access to information and services online

Expand and Maintain High Quality Infrastructure

- Continue to grow and enhance the city’s fiber infrastructure, connecting anchor institutions, providing services, and opening pathways for improved access to competitive broadband options in Wilsonville
- Maintain operation and inventory of hardware, software, and network systems

Full Time Equivalent Positions

| Position | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|
| Information Systems Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Information System Assistant I | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Systems Analyst | 1.00 | 1.00 | 1.00 | 1.00 |
| Network Administrator | 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 | 5.50 | 5.50 | 5.50 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 418,346 | \$ 416,125 | \$ 459,530 | \$ 460,320 | \$ 460,320 | \$ 460,320 |
| Employee benefits | 231,353 | 242,300 | 293,880 | 292,480 | 292,480 | 292,480 |
| Total | 649,699 | 658,425 | 753,410 | 752,800 | \$ 752,800 | \$ 752,800 |
| Materials and Services | | | | | | |
| Supplies | 159,915 | 98,593 | 147,035 | 127,307 | 127,307 | 127,307 |
| Prof and tech services | 114,227 | 149,379 | 232,973 | 233,500 | 233,500 | 233,500 |
| Utility services | 6,578 | 6,929 | 15,152 | 8,960 | 8,960 | 8,960 |
| Repairs & maintenance | 2,585 | 8,817 | 7,368 | 7,500 | 7,500 | 7,500 |
| Employee development | 10,993 | 14,733 | 13,172 | 7,600 | 7,600 | 7,600 |
| Fees, dues, advertising | 1,386 | 2,928 | 2,880 | 2,927 | 2,927 | 2,927 |
| Meeting expenses | 369 | 129 | 500 | 700 | 700 | 700 |
| Total | 296,053 | 281,508 | 419,080 | 388,494 | \$ 388,494 | \$ 388,494 |
| Capital Outlay | | | | | | |
| Machinery & equipment | 31,437 | 131,823 | 107,000 | 20,000 | 20,000 | 20,000 |
| Total Department | \$ 977,188 | \$ 1,071,756 | \$ 1,279,490 | \$ 1,161,294 | \$ 1,161,294 | \$ 1,161,294 |
| Resources Summary | | | | | | |
| Interfund charges | \$ 573,286 | \$ 574,485 | \$ 554,470 | \$ 624,854 | \$ 624,854 | \$ 624,854 |
| Urban renewal charges | 11,500 | 12,380 | 11,350 | 8,560 | 8,560 | 8,560 |
| General Fund | 392,402 | 484,891 | 713,670 | 527,880 | 527,880 | 527,880 |
| Total | \$ 977,188 | \$ 1,071,756 | \$ 1,279,490 | \$ 1,161,294 | \$ 1,161,294 | \$ 1,161,294 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- The supplies line item decreases this year to reflect a decrease in software costs associated with a project completed in FY 2019-20.
- Various software maintenance contracts, budgeted in the professional and technical services line item, have a three year service period causing fluctuations year to year. There is a slight increase this year as compared to the prior year.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.

Capital Outlay

- Funds set aside to maintain the video broadcasting equipment for the Wilsonville Government channel.

Performance Measurements

| <i>Strategy</i> | <i>Measure</i> | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|---|--|---|---------------------------|---------------------------|-----------------------------|-----------------------------|
| | Users supported | 141 | 142 | 185 | 198 | 200 |
| | Personal computers supported (staff & public use) | 215 | 215 | 205 | 199 | 204 |
| | Copier/Printer/Fax Machines supported | 45 | 46 | 46 | 46 | 46 |
| | Mobile Devices supported | 109 | 120 | 132 | 143 | 147 |
| Identify and track workload indicators | Servers supported | 46 | 49 | 48 | 50 | 50 |
| | Number of helpdesk tickets | 850 | 905 | 1,093 | 1,297 | 1,500 |
| | Number of inbound phone calls | n/a | n/a | n/a | 95,340 | 96,000 |
| | Number of inbound email | n/a | n/a | n/a | 2,825,398 | 3,200,000 |
| | Percentage of email rejected by spam filter | n/a | n/a | n/a | 58% | 62% |
| | Number of threats blocked by firewall | n/a | n/a | n/a | 13,800,000 | 14,200,000 |
| | Effectiveness indicator | Customer satisfaction rating per annual survey | Excellent | Excellent | Excellent | Excellent |

PERFORMANCE MEASUREMENTS OUTCOME

Every year, the IT Department conducts an IT survey. 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 various network related updates, IT will be supporting the citywide Enterprise Resource Planning (ERP) project and the goal is to keep this rating high.

In addition to number of users, computers, servers and mobile devices that the department maintains, several metrics have been added to help monitor IT activity throughout the city. Several systems have been updated that allow collection of more detailed information. Numbers related to inbound calls, emails and total number of threats observed by our systems have been included. These numbers will continue to be tracked over the coming years to give a sense of the activity at the city.

The number of supported devices continues to increase. A number of the positions at the City rely heavily on smartphones and tablets. Departments continue to leverage mobile capability of existing software to become more productive in the field.

Total number of helpdesk requests have also been added this year. The numbers date back to FY 2016-17 and show a relatively steady amount of requests. These numbers are expected to increase slightly over the next several years based on the new ERP software.



City Council meeting via Zoom video conferencing during COVID-19 pandemic



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 regularly attends meetings of the City Council, Urban Renewal Agency and Development Review Board. The Assistant City Attorney regularly attends Planning Commission meetings. All Legal Department staff works 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. City 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.

Fiscal Year 2019-20 the Legal Department had the lead with respect to one Council Goal: Complete Kinder Morgan Safety Enhancements. This goal has been fully completed with the installation of a new automatic shut off valve and new security housing for the Wilsonville segment of the pipeline, replacing the old manual shut off valve that was not housed. Kinder Morgan also came to Wilsonville to perform two-day regional emergency response drill and shared important information with Wilsonville operations staff concerning the system, as it pertained to Wilsonville, in particular the water treatment plant, not previously shared. Kinder Morgan also held a meeting for the public to come and ask questions about the Kinder Morgan pipelines located in Wilsonville.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- The Legal Department assists all other City departments in working toward achieving Council goals through provision of legal advice and by drafting/negotiating all necessary supporting legal documents
- Provide timely, efficient, and effective review and advice to the City Council and City Manager
- Provide legal representation in administrative hearings and litigation matters that is professional, efficient, and effective

Effective Governance and Regional Influence

- Provide documents that achieve the intended legal and business purpose using clear and concise language
- Provide timely, efficient, and effective review and advice to any applicable task force, board, or commission

| Position | Full Time Equivalent Positions | | | |
|-------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| City Attorney | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant City Attorney | 1.00 | 1.00 | 1.00 | 1.00 |
| Legal Secretary | 1.00 | 1.00 | 1.00 | 1.00 |
| Legal Assistant | 0.50 | 0.50 | 0.50 | 0.50 |
| Law Clerk | 0.20 | 0.20 | 0.20 | 0.20 |
| | 3.70 | 3.70 | 3.70 | 3.70 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 340,631 | \$ 387,359 | \$ 406,940 | \$ 425,782 | \$ 425,782 | \$ 425,782 |
| Employee benefits | 163,395 | 173,243 | 202,720 | 217,450 | 217,450 | 217,450 |
| Total | 504,026 | 560,602 | 609,660 | 643,232 | 643,232 | 643,232 |
| Materials and Services | | | | | | |
| Supplies | 11,629 | 12,688 | 35,080 | 35,080 | 35,080 | 35,080 |
| Prof and tech services | 17,333 | 2,551 | 23,700 | 24,500 | 24,500 | 24,500 |
| Utility services | 764 | 826 | 1,023 | 1,100 | 1,100 | 1,100 |
| Employee development | 9,466 | 9,385 | 13,000 | 7,600 | 7,600 | 7,600 |
| Fees, dues, advertising | 2,013 | 2,361 | 3,800 | 3,550 | 3,550 | 3,550 |
| Meeting expenses | 61 | 157 | 125 | 125 | 125 | 125 |
| Total | 41,266 | 27,968 | 76,728 | 71,955 | 71,955 | 71,955 |
| Total Department | \$ 545,292 | \$ 588,570 | \$ 686,388 | \$ 715,187 | \$ 715,187 | \$ 715,187 |
| Resources Summary | | | | | | |
| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
| Interfund charges | \$ 143,838 | \$ 195,825 | \$ 286,187 | \$ 139,153 | \$ 139,153 | \$ 139,153 |
| Urban renewal charges | 89,000 | 130,200 | 131,900 | 99,600 | 99,600 | 99,600 |
| General Fund | 312,454 | 262,545 | 268,301 | 476,434 | 476,434 | 476,434 |
| Total | \$ 545,292 | \$ 588,570 | \$ 686,388 | \$ 715,187 | \$ 715,187 | \$ 715,187 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.

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 Human Resources Department includes the Assistant City Manager, the Human Resources Manager, and the Human Resources Analyst. The Assistant City Manager serves as the Human Resources Director, and provides management oversight to five other operating departments: Information Technology, Parks and Recreation, Library, Police (contract) and SMART Transit. The Human Resources Manager oversees the day-to-day functions of the department.

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. Finally, the department annually reviews all of the City’s insurance programs to ensure the best possible protection at the most reasonable cost.

The Human Resources Department 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.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Recruit, hire and maintain the most qualified people to staff the City’s delivery of services
- Maintain current and accurate job descriptions for all City staff positions
- Minimize work-related accidents through safety awareness and proactive training
- Foster positive employment practices and a healthy and productive work environment
- Continue to evaluate training programs for new managers and others who need supervisory assistance and help managers develop and implement long-term employee development goals

| Position | Full Time Equivalent Positions | | | |
|------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Assistant City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| HR Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| HR Analyst | 1.00 | 1.00 | 1.00 | 1.00 |
| Intern | 0.50 | 0.50 | 0.50 | 0.50 |
| Intern (High School) | 0.10 | 0.10 | 0.10 | 0.10 |
| | 3.60 | 3.60 | 3.60 | 3.60 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 291,800 | \$ 307,928 | \$ 337,110 | \$ 335,010 | \$ 335,010 | \$ 335,010 |
| Employee benefits | 142,613 | 149,733 | 180,566 | 181,410 | 181,410 | 181,410 |
| Total | \$ 434,413 | 457,661 | 517,676 | 516,420 | 516,420 | 516,420 |
| Materials and Services | | | | | | |
| Supplies | 4,814 | 696 | 3,100 | 3,100 | 3,100 | 3,100 |
| Prof and tech services | 46,897 | 37,968 | 90,978 | 67,040 | 67,040 | 67,040 |
| Utility services | 1,870 | 1,998 | 2,660 | 2,690 | 2,690 | 2,690 |
| Insurance | 156,081 | 152,177 | 180,838 | 187,000 | 187,000 | 187,000 |
| Employee development | 28,907 | 37,556 | 51,800 | 43,350 | 43,350 | 43,350 |
| Fees, dues, advertising | 1,505 | 1,108 | 3,000 | 3,000 | 3,000 | 3,000 |
| Flex plan admin | 3,358 | 3,542 | 4,000 | 4,000 | 4,000 | 4,000 |
| Recognition expenses | 19,889 | 19,817 | 25,000 | 30,000 | 30,000 | 30,000 |
| Meeting expenses | 459 | 495 | 1,000 | 1,000 | 1,000 | 1,000 |
| Total | 263,779 | 255,357 | 362,376 | 341,180 | 341,180 | 341,180 |
| Total Department | \$ 698,191 | \$ 713,018 | \$ 880,052 | \$ 857,600 | \$ 857,600 | \$ 857,600 |
| Resources Summary | | | | | | |
| Interfund charges | \$ 346,550 | \$ 369,766 | \$ 349,826 | \$ 361,475 | \$ 361,475 | \$ 361,475 |
| General Fund revenues | 351,641 | 343,252 | 530,226 | 496,125 | 496,125 | 496,125 |
| Total | \$ 698,191 | \$ 713,018 | \$ 880,052 | \$ 857,600 | \$ 857,600 | \$ 857,600 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- In FY 2019-20, the City implemented a new Employee Recognition Committee that focuses on fostering an environment valuing and supporting employee engagement and recognition.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.

Performance Measurements

| <i>Strategy</i> | <i>Measure</i> | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|---|---|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Recruit, hire and retain the most qualified people to staff the City's service delivery needs | FTEs (not including Clackamas County Sheriff's Office, Water Treatment Plant or Wastewater Treatment Plant) | 161.0 | 160.9 | 172.4 | 183.0 |
| | Employee turnover per year (percent of workforce) | 18.5 | 21.4 | 18 | 18 |
| | Recruitments | 40 | 51 | 45 | 45 |
| | Applications processed | 1,025 | 1,687 | 1,600 | 1,700 |
| | Interviews held | 228 | 248 | 250 | 270 |
| | New Hires | 43 | 57 | 60 | 60 |
| Minimize work-related accidents and maintain an excellent safety record | Wellness Program Participation | 88 | 242 | 177 | 286 |
| | Workers' compensation claims | 6 | 7 | 5 | 5 |
| | Total paid losses | \$130,646 | \$2,700 | \$10,003 | \$15,000 |
| | Experience modification history | 0.81 | 0.78 | 0.88 | 0.85 |

PERFORMANCE MEASUREMENTS OUTCOME

In fiscal year 2019-2020, the City implemented a new Employee Recognition Committee that focuses on fostering an environment valuing and supporting employee engagement and recognition. The Recognition Committee provides the executive management team with recommendations to recognize, acknowledge, and show appreciation to City employees who further the City's mission and vision through creative and/or innovative practices or ideas that may not fall within their normal day-to-day responsibilities. The City recognized four exceptional employees as part of this new program.



Wellness Fair event at Town Center Park



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

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Track resources and costs associated with Community Development Department functions
- Provide quality, responsive customer service to all citizens
- Participate in regional transportation and land use planning and funding coordination
- Successfully implement EnerGov permit software

Effective Governance and Regional Influence

- Promote farm and forest land protection
- Coordinate with Metro, Clackamas and Washington Counties on issues of regional importance
- Advocate for implementing the I-5/Wilsonville Facility Plan to improve Boone Bridge traffic flow and seismic resilience

Thoughtful, Inclusive Built Environment

- Implement the Town Center and Signage and Wayfinding Plans
- Plan and design the transportation network to maximize connectivity for all modes
- Coordinate with the Willamette Water Supply Program
- Develop strategies for building the I-5 Bike/Pedestrian Bridge to Town Center

Strategic Economic Development and Community Prosperity

- Encourage green industry business retention and expansion
- Create Basalt Creek Master Plan
- Implement Coffee Creek Urban Renewal Plan
- Update TIF Zone criteria and methodology

Expand and Maintain High Quality Infrastructure

- Implement the City’s Master Plans and Street Maintenance Program
- Ensure infrastructure is constructed to meet Public Works Standards
- Develop funding strategies and a plan to construct the French Prairie Bridge
- Complete Garden Acres Road and begin construction on 5th to Kinsman

| Position | Full Time Equivalent Positions | | | |
|-----------------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Community Development Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Natural Resources Program Manager | 1.00 | 1.00 | 0.00 | 0.00 |
| Economic Development Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Stormwater Management Coordinator | 1.00 | 1.00 | 0.00 | 0.00 |
| | 4.00 | 4.00 | 2.00 | 2.00 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|--------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 383,642 | \$ 467,397 | \$ 250,400 | \$ 254,540 | 254,540 | \$ 254,540 |
| Employee benefits | 192,479 | 230,460 | 150,070 | 151,860 | 151,860 | 151,860 |
| Total | 576,121 | 697,857 | 400,470 | 406,400 | 406,400 | 406,400 |
| Materials and Services | | | | | | |
| Supplies | 34,016 | 33,739 | 56,962 | 52,900 | 52,900 | 52,900 |
| Prof and tech services | 61,613 | 96,379 | 78,196 | 75,370 | 75,370 | 75,370 |
| Utility services | 42,674 | 41,324 | 47,447 | 47,195 | 47,195 | 47,195 |
| Fleet services | 5,090 | 8,224 | 8,389 | 7,888 | 7,888 | 7,888 |
| Repairs & maintenance | 42,492 | 32,564 | 160 | 160 | 160 | 160 |
| Rents and leases | - | 635 | 2,200 | 2,000 | 2,000 | 2,000 |
| Insurance | 3,756 | 3,766 | 4,020 | 4,217 | 4,217 | 4,217 |
| Community service programs | 12,526 | 13,320 | 5,000 | 5,000 | 5,000 | 5,000 |
| Employee development | 5,697 | 10,880 | 8,100 | 6,100 | 6,100 | 6,100 |
| Meeting expenses | 1,780 | 1,731 | 2,500 | 2,500 | 2,500 | 2,500 |
| Fees, dues, advertising | 1,277 | 1,208 | 1,000 | 1,000 | 1,000 | 1,000 |
| Misc. services & supplies | - | - | 553,741 | - | - | - |
| Total | 210,921 | 243,770 | 767,715 | 204,330 | 204,330 | 204,330 |
| Capital Outlay | | | | | | |
| Machinery & equipment | 550 | - | - | - | - | - |
| Total Department | \$ 787,591 | \$ 941,627 | \$ 1,168,185 | \$ 610,730 | \$ 610,730 | \$ 610,730 |
| Resources Summary | | | | | | |
| Urban renewal charges | \$ 252,073 | \$ 277,901 | \$ 282,200 | \$ 250,900 | \$ 250,900 | \$ 250,900 |
| CD Fund | 535,518 | 663,726 | 885,985 | 359,830 | 359,830 | 359,830 |
| Total | \$ 787,591 | \$ 941,627 | \$ 1,168,185 | \$ 610,730 | \$ 610,730 | \$ 610,730 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Fleet services for FY 2020-21, the City reduced the contribution to the Fleet Fund Reserve Contingency in an effort to reduce overall expenditures. Fleet’s operating budget is allocated based on the number of vehicles serviced for the department, plus a reserve component for future replacement.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.
- Misc. Services for FY 2019-20 includes a one-time lump sum payment to PERS. The City participated in the Employer Incentive Fund which provides a 25% match on qualifying payments.

Capital Outlay

- No proposed capital outlay for FY 2020-21.

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 quality level of service to our community. Public infrastructure includes transportation (roads, sidewalks, bike lanes, 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.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Construct Garden Acres Road
- Solicit bids on Boones Ferry/Brown Road Project – Phase I

Stewardship of the Environment and Natural Resources

- Educate and engage the public about protecting natural resources especially about toxin used in the City

Thoughtful, Inclusive Built Environment

- Develop funding strategies and a plan to construct the French Prairie Bridge

Expand and Maintain High Quality Infrastructure

- Complete Master Plans and other infrastructure studies and analyses
- Monitor Pavement Condition Index to ensure City roads are kept up to standard
- Develop strategies for building the I-5 Bike/Pedestrian Bridge to Town Center

| Position | Full Time Equivalent Positions | | | |
|-----------------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| City Engineer | 0.00 | 1.00 | 1.00 | 1.00 |
| Engineering Manager | 2.00 | 2.00 | 2.00 | 2.00 |
| Civil Engineer | 3.00 | 3.00 | 3.00 | 2.00 |
| Associate Engineer | 0.00 | 0.00 | 0.00 | 1.00 |
| Engineering Inspector III | 3.00 | 3.00 | 2.00 | 1.00 |
| Engineering Inspector II | 0.00 | 0.00 | 1.00 | 1.00 |
| Engineering Inspector I | 0.00 | 0.00 | 0.00 | 1.00 |
| Engineering Technician | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 |
| Natural Resources Program Manager | 0.00 | 0.00 | 1.00 | 1.00 |
| Stormwater Management Coordinator | 0.00 | 0.00 | 1.00 | 1.00 |
| Intern | 0.50 | 0.50 | 0.50 | 0.50 |
| | 10.50 | 11.50 | 13.50 | 13.50 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 636,488 | \$ 717,414 | \$ 1,161,730 | \$ 1,210,930 | \$ 1,210,930 | \$ 1,210,930 |
| Employee benefits | 355,780 | 403,756 | 710,520 | 680,780 | 680,780 | 680,780 |
| Total | 992,268 | 1,121,170 | 1,872,250 | 1,891,710 | 1,891,710 | 1,891,710 |
| Materials and Services | | | | | | |
| Supplies | 14,849 | 22,278 | 23,500 | 18,500 | 18,500 | 18,500 |
| Prof and tech services | 82,778 | 93,882 | 186,500 | 178,500 | 178,500 | 178,500 |
| Utility services | 5,395 | 6,366 | 7,674 | 7,860 | 7,860 | 7,860 |
| Fleet services | 17,270 | 16,947 | 17,286 | 15,000 | 15,000 | 15,000 |
| Repairs & maintenance | 235 | - | 18,000 | 16,000 | 16,000 | 16,000 |
| Rents and leases | - | - | 1,200 | 1,000 | 1,000 | 1,000 |
| Insurance | 2,084 | 2,090 | 2,774 | 2,867 | 2,867 | 2,867 |
| Community service programs | - | - | 4,700 | 4,700 | 4,700 | 4,700 |
| Employee development | 9,045 | 21,070 | 18,500 | 16,500 | 16,500 | 16,500 |
| Meeting expenses | 792 | 1,719 | 1,500 | 1,500 | 1,500 | 1,500 |
| Fees, dues, advertising | 2,629 | 2,353 | 9,700 | 7,000 | 7,000 | 7,000 |
| Total | 135,077 | 166,705 | 291,334 | 269,427 | 269,427 | 269,427 |
| Capital Outlay | | | | | | |
| Machinery & equipment | 6,609 | - | - | - | - | - |
| Total Department | \$ 1,133,954 | \$ 1,287,875 | \$ 2,163,584 | \$ 2,161,137 | \$ 2,161,137 | \$ 2,161,137 |

| Resources Summary | Actual 2017-18 | Actual 2018-19 | Budget 2018-19 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Urban renewal charges | \$ 250,463 | \$ 240,781 | \$ 687,128 | \$ 247,200 | \$ 247,200 | \$ 247,200 |
| CD Fund | 883,491 | 1,047,094 | 1,476,456 | 1,913,937 | 1,913,937 | 1,913,937 |
| Total | \$ 1,133,954 | \$ 1,287,875 | \$ 2,163,584 | \$ 2,161,137 | \$ 2,161,137 | \$ 2,161,137 |

BUDGET HIGHLIGHTS

Personnel Services

- The Engineering Division restructured a few positions and created new classifications to better meet the needs of the Community Development Department. The positions were created and filled to reflect closely the skill set and experience of these employees and to respond to the overall needs of the Division. The Associate Engineer position will provide engineering support to the Project Managers on Capital Improvement Projects and the Engineering Inspector I will provide support to other Engineering Inspectors on Private Development Projects and Erosion Control inspections.
- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Fleet services for FY 2020-21, the City reduced the contribution to the Fleet Fund Reserve Contingency in an effort to reduce overall expenditures. Fleet’s operating budget is allocated based on the number of vehicles serviced for the department, plus a reserve component for future replacement.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.

Capital Outlay

- No proposed capital outlay for FY 2020-21.

Performance Measurements

- Ensure one additional Engineering Inspector position added.
- Ensure all Engineering Inspectors are trained and certified to provide erosion control inspections.
- Ensure the inspection program to generate additional erosion control inspection requests during midterm constructions beyond the current program where only initial and final inspections are provided.

PERFORMANCE MEASUREMENTS OUTCOME

Meet the new regulation from the NDPES Permit regarding additional frequencies for erosion control inspections.



Belnap and Morey Court Outfall Restoration Project



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 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Provide awesome service that exceeds expectations.
- Ensure staff have access to current technical training and resources. Cross-train staff where feasible
- The eight regular Building Division staff and one part-time on-call staff are all professionally certified with state or national ICC certifications

Stewardship of the Environment and Natural Resources

- Implement modern technological tools through EnerGov, which allow staff to deliver online services such as electronic plan review and electronic inspections

Effective Governance and Regional Influence

- Participate in state and national code change processes. Be involved and engaged. Continue leadership positions in state and national committees.

Safe, Livable, and Engaged Community

- Engage the community through communications and outreach opportunities to promote the importance of building safety
- Provide the community with safe, accessible, and energy efficient buildings through a timely and predictable approval process

Thoughtful, Inclusive Built Environment

- Manage and operate effectively to meet the adopted division operating plan and program standards of the State Building Codes Division. Continue to pursue ICC Building Department Accreditation
- Respond to public building safety concerns within 48 hours from date received and coordinate with Code Enforcement
- Research and explore new residential codes to accommodate electric vehicle charging

Strategic Economic Development and Community Prosperity

- Manage and operate efficiently to maintain long-term fiscal health of the department
- Implement increased use of mobile technology to enhance services

| Position | Full Time Equivalent Positions | | | |
|-------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Building Official | 1.00 | 1.00 | 1.00 | 1.00 |
| Lead Inspector/Examiner | 1.00 | 1.00 | 1.00 | 1.00 |
| Inspector/Examiner III | 2.00 | 2.00 | 2.00 | 2.00 |
| Inspector /Examiner I | 1.00 | 1.00 | 1.00 | 1.00 |
| 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 | 2.00 | 2.00 | 2.00 |
| Intern | 0.20 | 0.20 | 0.20 | 0.20 |
| | 8.80 | 8.80 | 8.80 | 8.80 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 617,105 | \$ 604,467 | \$ 673,020 | \$ 694,200 | \$ 694,200 | \$ 694,200 |
| Employee benefits | 313,714 | 316,012 | 383,460 | 390,220 | 390,220 | 390,220 |
| Total | 930,819 | 920,479 | 1,056,480 | 1,084,420 | 1,084,420 | 1,084,420 |
| Materials and Services | | | | | | |
| Supplies | 20,520 | 9,276 | 13,335 | 11,750 | 11,750 | 11,750 |
| Prof and tech services | 55,226 | 59,681 | 78,470 | 70,100 | 70,100 | 70,100 |
| Utility services | 4,622 | 4,005 | 6,824 | 5,730 | 5,730 | 5,730 |
| Fleet services | 9,830 | 12,960 | 13,219 | 14,984 | 14,984 | 14,984 |
| Insurance | 1,754 | 1,759 | 1,865 | 1,928 | 1,928 | 1,928 |
| Employee development | 21,354 | 22,739 | 29,500 | 7,425 | 7,425 | 7,425 |
| Fees, dues, advertising | 839 | 1,758 | 2,020 | 2,020 | 2,020 | 2,020 |
| Misc. services & supplies | 37,457 | 26,216 | 240,236 | 51,410 | 51,410 | 51,410 |
| Total | 151,602 | 138,394 | 385,469 | 165,347 | 165,347 | 165,347 |
| Capital Outlay | | | | | | |
| Vehicles | 22,747 | - | - | - | - | - |
| Total Department | \$ 1,105,168 | \$ 1,058,873 | \$ 1,441,949 | \$ 1,249,767 | \$ 1,249,767 | \$ 1,249,767 |
| Resources Summary | | | | | | |
| | Actual 2017-18 | Actual 2018-19 | Budget 2018-19 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
| Urban renewal charges | \$ 9,200 | \$ 8,600 | \$ 9,000 | \$ 9,600 | \$ 9,600 | \$ 9,600 |
| Building Inspection Fund | 1,095,968 | 1,050,273 | 1,432,949 | 1,240,167 | 1,240,167 | 1,240,167 |
| Total | \$ 1,105,168 | \$ 1,058,873 | \$ 1,441,949 | \$ 1,249,767 | \$ 1,249,767 | \$ 1,249,767 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials & Services

- The Division is proposing a reduction in the overall materials and supplies budget to reflect a decrease in the use of general office supplies due to process improvements and greater use of electronic tools, which saves paper and other supplies. In addition, contract services needs are down for professional services such as complex plan reviews.
- Fleet services for FY 2020-21, the City reduced the contribution to the Fleet Fund Reserve Contingency in an effort to reduce overall expenditures. Fleet’s operating budget is allocated based on the number of vehicles serviced for the department, plus a reserve component for future replacement.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.
- Misc. Services for FY 2019-20 includes a one-time lump sum payment to PERS. The City participated in the Employer Incentive Fund which provides a 25% match on qualifying payments.

Capital Outlay

- No proposed capital outlay for FY 2020-21.

Performance Measurements

| <i>Measure</i> | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|---|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Total percentage of trades permits issued online (plumbing and mechanical) as a percentage of total trades permits issued | 20% | 33% | 45% | 51% | 54% |
| Total number of contractor trips saved to City Hall | 253 | 263 | 255 | 293 | 310 |
| Plumbing ePermits | 40 | 47 | 47 | 50 | 60 |
| Plumbing Permits | 727 | 471 | 311 | 300 | 300 |
| Percentage of Plumbing ePermits | 6% | 10% | 15% | 17% | 20% |
| Mechanical ePermits | 213 | 216 | 208 | 243 | 250 |
| Mechanical Permits | 556 | 367 | 252 | 270 | 270 |
| Percentage of Mechanical ePermits | 38% | 59% | 83% | 90% | 93% |
| Total ePermits | 253 | 263 | 255 | 293 | 310 |
| Total Trades Permits | 1283 | 801 | 563 | 570 | 570 |

PERFORMANCE MEASUREMENTS OUTCOME

Percentage of permits issued online

- **Measure definition:** This measure tracks how many trades permits are issued online as compared with the total number trades permits issued. Due to current software limitations, this measure applies only to mechanical and plumbing permits.
- **Evaluation of results:** Results continue to exceed expectations with an average of 47.8% issued online for FY 2018-19. Contractors are increasing their overall usage rate of online services vs. a visit to City Hall to obtain permits. The time savings associated with trips saved to City Hall by licensed contractors, just to obtain basic permits, is much appreciated saving them time and money.
- **Current year performance and trends:** Current performance is at 45.2% which is on target for FY 2019-20. A growing trend is anticipated with the implementation of EnerGov, a web-based permitting system, which will provide a better customer experience and more user-friendly customer interface for conducting business. Additional outreach to plumbers and mechanical contractors could also see this measure increase, particularly as technology investments are made and mobile technology continues to improve.



Building Safety Day at Library Storytime



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. The staff facilitates legislative amendments to the Comprehensive Plan and Development Code to achieve local goals and compliance with regional and state law. 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.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Implement the Town Center Master Plan
- Implement the Wayfinding Program
- Promote farm and forest land protection
- Encourage civic involvement of youth
- Encourage Clean Industry business retention and expansion
- Engage the community on important issues (Town Halls, etc.)

Safe, Livable, and Engaged Community

- Complete the equitable housing study and develop affordable housing strategies

Thoughtful, Inclusive Built Environment

- Evaluate parking strategies and policies to reduce conflict
- Initiate dialogue with property owners at Arrowhead Creek to develop a long-term land use and development strategy

Strategic Economic Development and Community Prosperity

- Implement the Basalt Creek Concept Plan

| Position | Full Time Equivalent Positions | | | |
|------------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| 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 |
| Code Compliance Officer | 0.00 | 1.00 | 0.00 | 0.00 |
| Administrative Assistant II | 0.60 | 0.60 | 0.60 | 0.60 |
| Administrative Assistant III | 1.00 | 1.00 | 1.00 | 1.00 |
| | 7.60 | 8.60 | 7.60 | 7.60 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 586,201 | \$ 466,201 | \$ 636,190 | \$ 603,220 | \$ 603,220 | \$ 603,220 |
| Employee benefits | 279,197 | 225,157 | 364,570 | 305,540 | 305,540 | 305,540 |
| Total | 865,397 | 691,358 | 1,000,760 | 908,760 | 908,760 | 908,760 |
| Materials and Services | | | | | | |
| Supplies | 4,133 | 5,013 | 18,900 | 10,450 | 10,450 | 10,450 |
| Prof and tech services | 93,134 | 65,053 | 81,960 | 209,500 | 209,500 | 209,500 |
| Utility services | 1,640 | 1,693 | 2,180 | 2,117 | 2,117 | 2,117 |
| Fleet services | 1,560 | 1,769 | 1,804 | - | - | - |
| Insurance | 423 | 424 | 450 | - | - | - |
| Employee development | 4,186 | 17,009 | 9,725 | 5,500 | 5,500 | 5,500 |
| Fees, dues, advertising | 9,382 | 7,586 | 8,695 | 10,100 | 10,100 | 10,100 |
| Meeting expenses | 2,280 | 2,215 | 855 | 1,200 | 1,200 | 1,200 |
| Total | 116,737 | 100,762 | 124,569 | 238,867 | 238,867 | 238,867 |
| Capital Outlay | | | | | | |
| Vehicles | - | 25,941 | - | - | - | - |
| Total Department | \$ 982,135 | \$ 818,061 | \$ 1,125,329 | \$ 1,147,627 | \$ 1,147,627 | \$ 1,147,627 |
| Resources Summary | | | | | | |
| Urban renewal charges | \$ 41,900 | \$ 41,900 | \$ 52,600 | \$ 58,600 | \$ 58,600 | \$ 58,600 |
| CD Fund | 940,235 | 776,161 | 1,072,729 | 1,089,027 | 1,089,027 | 1,089,027 |
| Total | \$ 982,135 | \$ 818,061 | \$ 1,125,329 | \$ 1,147,627 | \$ 1,147,627 | \$ 1,147,627 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

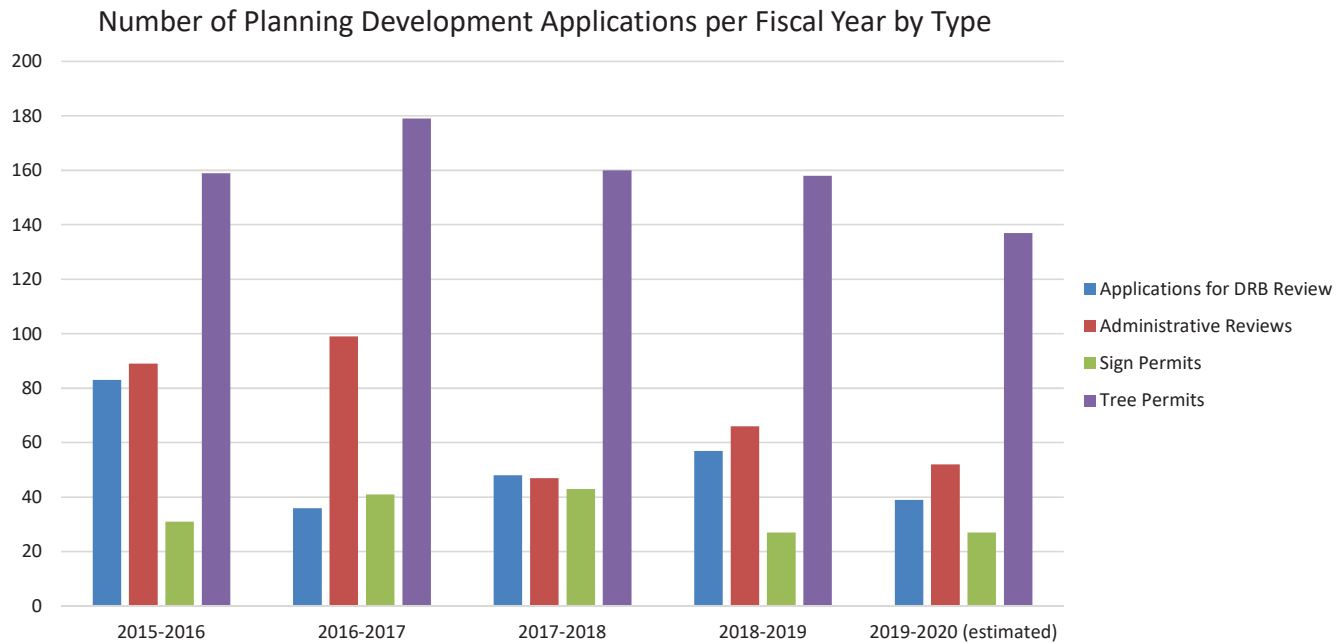
Materials and Services

- Professional and Technical Services show a one-time increase to reflect the need for additional consultant support for housing work that ensures, among other objectives, compliance with House Bill 2001 passed by the legislature in 2019.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.

Capital Outlay

- No proposed capital outlay for FY 2020-21.

Performance Measurements



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

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 outcomes from the Planning Division’s work program.

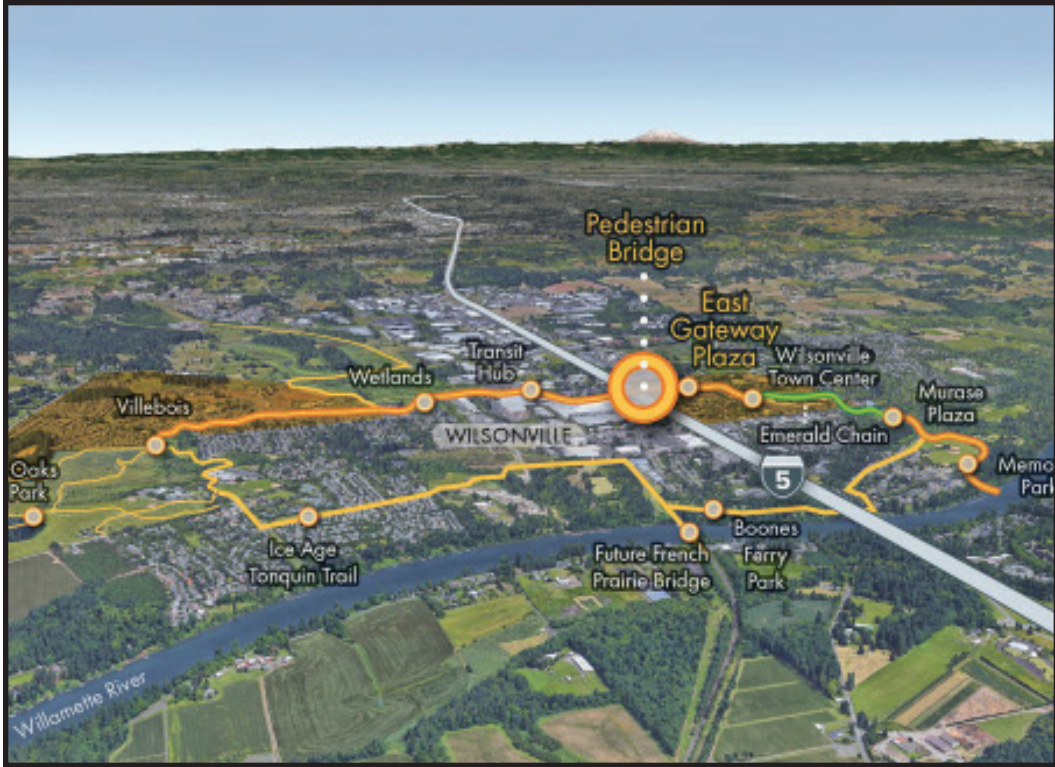
Significant outcomes from the Planning Division’s work program in 2019 include:

Housing and Residential Development:

- Reviewed the development of 161 new homes for consistency with City’s adopted plans and policies.
- Produced the Annual Housing Report to monitor the nature of residential growth.
- Drafted Equitable Housing Strategic Plan, including priority strategies, to progress on a Council Goal.
- Tracked and informed decision makers about new state laws regarding housing variety and housing production (House Bills 2001 and 2003). Scoped a work plan to assist the City in complying with new state laws and applied for grant funds to finance the project.
- Participated in state legislative rulemaking regarding housing issues to ensure representation of City’s interests.
- Worked with the Planning Commission to draft updates to residential zoning standards for the Planned Development Residential (PDR) zones to ensure developable residential land currently in the City is used efficiently and has quality design.

Other Council Priorities:

- Began implementing near-term actions of the Wilsonville Town Center Plan to meet a Council Goal and ensure the Town Center area better serves the needs of residents, visitors, businesses and local employees.
- Coordinated the final design, financing, and start of construction for Regional Parks 7 & 8 to help complete the park components of the Villebois Village Master Plan.
- Finished 193 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.
- Managed City review of the Willamette Water Supply Systems plans for modifications to the Water Treatment Plant Park, riverbank seismic upgrades, and an electrical building complex to ensure the planned improvements meet or exceed City standards.



Wilsonville Town Center I-5 Pedestrian Bridge



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 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Utilize mobile technology and asset management software to proactively maintain assets, improve efficiency and enhance customer service
- Implement the Street Tree Replacement Program
- Strive to make new City buildings LEED certified

Stewardship of the Environmental and Natural Resources

- Reduce, monitor, and report on the use of toxins by the City
- Provide management oversight to Jacobs and Veolia North America for the operations and maintenance of the Wastewater Treatment Plant, lift stations, and Willamette River Water Treatment Plant, respectively
- Incorporate sustainable practices into maintenance and operations processes

Expand and Maintain High Quality Infrastructure

- Complete conceptual design and funding plan for a new consolidated Public Works Facility

Safe, Livable, and Engaged Community

- Organize City emergency management supplies, training and exercises
- Encourage citizen’s individual emergency preparedness

Arts, Culture, and Community Amenities

- Support various community events, celebrations, and festivals
- Celebrate American Drinking Water Week (first week of May) and National Public Works Week (third week of May)

Expand and Maintain High Quality Infrastructure

- Implement infrastructure Asset Management Program
- Coordinate with other City Departments on prioritization and implementation of capital improvement projects

| | Full Time Equivalent Positions | | | |
|----------------------------|---------------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Public Works Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Operations Manager | 0.00 | 1.00 | 1.00 | 1.00 |
| Public Works Analyst | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant I | 1.00 | 1.00 | 1.00 | 1.00 |
| Intern | 0.50 | 0.50 | 0.50 | 0.50 |
| | 3.50 | 4.50 | 4.50 | 4.50 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 260,161 | \$ 309,029 | \$ 383,520 | \$ 382,840 | \$ 382,840 | \$ 382,840 |
| Employee benefits | 133,318 | 153,471 | 206,980 | 203,940 | 203,940 | 203,940 |
| Total | 393,478 | 462,500 | 590,500 | 586,780 | 586,780 | 586,780 |
| Materials and Services | | | | | | |
| Supplies | 12,386 | 23,693 | 24,710 | 23,200 | 23,200 | 23,200 |
| Prof and tech services | 5,952 | 5,607 | 10,500 | 11,100 | 11,100 | 11,100 |
| Utility services | 20,373 | 19,823 | 24,478 | 24,665 | 24,665 | 24,665 |
| Fleet services | 8,790 | 8,873 | 9,051 | 6,746 | 6,746 | 6,746 |
| Repairs & maintenance | 8,587 | 5,954 | - | - | - | - |
| Insurance | 1,727 | 1,732 | 1,940 | 2,100 | 2,100 | 2,100 |
| Employee development | 3,850 | 8,098 | 7,950 | 6,500 | 6,500 | 6,500 |
| Fees, dues, advertising | 935 | 415 | 1,700 | 1,600 | 1,600 | 1,600 |
| Meeting expenses | 772 | 1,194 | 1,475 | 1,500 | 1,500 | 1,500 |
| Total | 63,371 | 75,389 | 81,804 | 77,411 | 77,411 | 77,411 |
| Capital Outlay | | | | | | |
| Machinery & equipment | 11,848 | - | 55,000 | - | - | - |
| Total Department | \$ 468,697 | \$ 537,889 | \$ 727,304 | \$ 664,191 | \$ 664,191 | \$ 664,191 |
| Resources Summary | | | | | | |
| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
| General Fund | \$ 468,697 | \$ 537,889 | \$ 727,304 | \$ 664,191 | \$ 664,191 | \$ 664,191 |
| Total | \$ 468,697 | \$ 537,889 | \$ 727,304 | \$ 664,191 | \$ 664,191 | \$ 664,191 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Fleet services for FY 2020-21, the City reduced the contribution to the Fleet Fund Reserve Contingency in an effort to reduce overall expenditures. Fleet’s operating budget is allocated based on the number of vehicles serviced for the department, plus a reserve component for future replacement.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.

Capital Outlay

- No proposed capital outlay for FY 2020-21.

The Facilities Maintenance Section provides professional maintenance services to City buildings and grounds. Buildings receiving these services include City Hall, Public Works/Police, Community Center, Library, SMART/Fleet, SMART Central, Art Tech school, and Parks & Recreation. Other facilities receiving maintenance services include well houses, pump buildings, Parks’ buildings, park shelters, and the indoor public spaces at the Willamette River Water Treatment Plant.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Strive to make new City buildings LEED certified including oversight by Facilities Project Team for City facilities capital improvement projects

Stewardship of the Environmental and Natural Resources

- 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 energy savings projects and programs
- Expand on the existing battery/light bulb/ballast recycling program

Safe, Livable, and Engaged Community

- Support Bulky Waste Day and Hazardous Waste Collection Day
- Perform regular safety compliance inspections of buildings and grounds
- Maintain state certification for the operation of the interactive water features

Expand and Maintained High Quality Infrastructure

- Make prompt repairs
- Maintain a clean and welcoming workplace using in-house services
- Perform scheduled maintenance of City buildings and grounds
- Utilize Asset Management Program for the condition assessment of assets and generation of work orders

| Position | Full Time Equivalent Positions | | | |
|-----------------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Public Works 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 | 2.00 | 2.00 | 2.00 |
| Janitorial | 0.00 | 3.00 | 3.00 | 3.00 |
| Seasonal Utility Worker | 0.00 | 0.75 | 0.75 | 0.75 |
| | 5.00 | 8.75 | 8.75 | 8.75 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 313,622 | \$ 351,979 | \$ 478,620 | \$ 474,780 | \$ 474,780 | \$ 474,780 |
| Employee benefits | 186,584 | 198,625 | 301,120 | 298,780 | 298,780 | 298,780 |
| Total | 500,206 | 550,604 | 779,740 | 773,560 | 773,560 | 773,560 |
| Materials and Services | | | | | | |
| Supplies | 55,541 | 85,580 | 71,358 | 67,998 | 67,998 | 67,998 |
| Prof and tech services | 110,127 | 56,490 | 86,759 | 89,988 | 89,988 | 89,988 |
| Utility services | 14,794 | 15,561 | 23,359 | 24,640 | 24,640 | 24,640 |
| Fleet services | 35,710 | 36,063 | 36,784 | 34,136 | 34,136 | 34,136 |
| Repairs & maintenance | 181,011 | 224,409 | 263,627 | 265,400 | 265,400 | 265,400 |
| Rents and leases | 2,807 | 1,414 | 4,153 | 4,153 | 4,153 | 4,153 |
| Insurance | 3,134 | 3,143 | 3,333 | 3,445 | 3,445 | 3,445 |
| Employee development | 7,772 | 10,264 | 11,475 | 9,975 | 9,975 | 9,975 |
| Fees, dues, advertising | 940 | 2,721 | 1,630 | 1,630 | 1,630 | 1,630 |
| Meeting expenses | 51 | 165 | 525 | 525 | 525 | 525 |
| Total | 411,887 | 435,810 | 503,003 | 501,890 | 501,890 | 501,890 |
| Capital Outlay | | | | | | |
| Building | 3,450 | - | - | - | - | - |
| Machinery & equipment | 20,720 | 15,549 | - | - | - | - |
| Vehicles | - | 31,837 | - | - | - | - |
| Total | 24,170 | 47,386 | - | - | - | - |
| Total Department | \$ 936,263 | \$ 1,033,800 | \$ 1,282,743 | \$ 1,275,450 | \$ 1,275,450 | \$ 1,275,450 |
| Resources Summary | | | | | | |
| Urban renewal charges | \$ 3,200 | \$ 3,200 | \$ 3,200 | \$ 3,200 | \$ 3,200 | \$ 3,200 |
| General Fund | 933,063 | 1,030,600 | 1,279,543 | 1,272,250 | 1,272,250 | 1,272,250 |
| Total | \$ 936,263 | \$ 1,033,800 | \$ 1,282,743 | \$ 1,275,450 | \$ 1,275,450 | \$ 1,275,450 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Fleet services for FY 2020-21, the City reduced the contribution to the Fleet Fund Reserve Contingency in an effort to reduce overall expenditures. Fleet’s operating budget is allocated based on the number of vehicles serviced for the department, plus a reserve component for future replacement.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.

Capital Outlay

- No proposed capital outlay for FY 2020-21.

The Roads Section provides resourceful maintenance services to City streets, sidewalks, pathways, ADA ramps, signs and signals. 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, bikeways and pedestrian pathways; maintenance of 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 pavement markings; and providing oversight of street sweeping contractor.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Implement the Street Tree Replacement Program by coordinating with Friends of Trees for this program
- Utilize mobile technology and asset management software to proactively maintain assets, improve efficiency and enhance customer service

Stewardship of the Environmental and Natural Resources

- Reduce, monitor, and report on the use of toxins by the City by implementing the Integrated Pest Management Plan

Safe, Livable, and Engaged Community

- Promote safety 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
- Manage the Adopt-a-Road Program to keep the community attractive and free of litter

Expand and Maintain High Quality Infrastructure

- Maintenance of road rights-of-way resulting in an attractive community free of sign clutter and obstructions to traffic flow
- Utilize Asset Management Program to track asset condition and generate work orders

| Position | Full Time Equivalent Positions | | | |
|------------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Public Works Supervisor | 0.80 | 0.80 | 0.60 | 0.60 |
| Roads Maintenance Specialist | 3.00 | 3.00 | 3.00 | 3.00 |
| Seasonal Utility Worker | 0.00 | 0.25 | 0.25 | 0.25 |
| | 3.80 | 4.05 | 3.85 | 3.85 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 231,926 | \$ 230,123 | \$ 230,340 | \$ 232,570 | \$ 232,570 | \$ 232,570 |
| Employee benefits | 122,110 | 122,948 | 143,630 | 147,770 | \$ 147,770 | 147,770 |
| Total | 354,036 | 353,071 | 373,970 | 380,340 | 380,340 | 380,340 |
| Materials and Services | | | | | | |
| Supplies | 25,512 | 40,382 | 17,055 | 16,300 | 16,300 | 16,300 |
| Prof and tech services | 49,752 | 18,685 | 30,000 | 31,500 | 31,500 | 31,500 |
| Utility services | 107,325 | 104,786 | 116,708 | 116,350 | 116,350 | 116,350 |
| Fleet services | 44,620 | 43,067 | 43,928 | 33,114 | 33,114 | 33,114 |
| Repairs & maintenance | 207,789 | 216,544 | 302,000 | 303,000 | 303,000 | 303,000 |
| Rents and leases | - | - | 3,500 | 5,000 | 5,000 | 5,000 |
| Insurance | 3,167 | 3,176 | 3,374 | 3,514 | 3,514 | 3,514 |
| Employee development | 6,258 | 10,261 | 7,200 | 4,700 | 4,700 | 4,700 |
| Fees, dues, advertising | 284 | 1,013 | 1,000 | 1,000 | 1,000 | 1,000 |
| Meeting expenses | 103 | 141 | 100 | 100 | 100 | 100 |
| Misc. services & supplies | - | - | 61,986 | - | - | - |
| Total | 444,811 | 438,055 | 586,851 | 514,578 | 514,578 | 514,578 |
| Capital Outlay | | | | | | |
| Building | 3,450 | - | - | - | - | - |
| Machinery & equipment | 64,694 | 119,071 | - | - | - | - |
| Total | 68,144 | 119,071 | - | - | - | - |
| Total Department | \$ 866,991 | \$ 910,197 | \$ 960,821 | \$ 894,918 | \$ 894,918 | \$ 894,918 |
| Resources Summary | | | | | | |
| Road Operating Fund | \$ 866,991 | \$ 910,197 | \$ 960,821 | \$ 894,918 | \$ 894,918 | \$ 894,918 |
| Total | \$ 866,991 | \$ 910,197 | \$ 960,821 | \$ 894,918 | \$ 894,918 | \$ 894,918 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Fleet services for FY 2020-21, the City reduced the contribution to the Fleet Fund Reserve Contingency in an effort to reduce overall expenditures. Fleet's operating budget is allocated based on the number of vehicles serviced for the department, plus a reserve component for future replacement.
- Rents and leases includes the rental of additional equipment needed for asphalt repairs.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.
- Misc. Services for FY 2019-20 includes a one-time lump sum payment to PERS. The City participated in the Employer Incentive Fund which provides a 25% match on qualifying payments.

Capital Outlay

- No proposed capital outlay for FY 2020-21.

Performance Measurements

Goal: Conduct programmed preventative maintenance to City roadway and associate assets

| Strategy | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|---------------------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Repair / replace 200 street signs | 93% | 74% | 95% | 100% |
| Conduct 2000 roadway maintenance task | 116% | 120% | 85% | 100% |
| Service / maintain 200 street trees | 110% | 82% | 100% | 110% |

PERFORMANCE MEASUREMENTS OUTCOME

The City's multi-modal transportation system consist of 181 lane miles of roadway, 43 miles of bike lanes and 5.83 mile of city maintained sidewalk. These systems and their adjoining landscaping and stormwater collection systems account for over 24 acres of maintenance needs that require significant investment in time and funds to ensure they are operating optimally. Properly operating and maintaining Wilsonville's transportation system ensures a safe, healthy and aesthetically pleasing community while protecting the City's investment in critical transportation infrastructure. A well-maintained system helps to make certain the Council goals of a Safe, Livable and Engaged Community as well as Maintaining High Quality 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 striping, 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.

Maintenance Requirements

| Infrastructure | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 |
|-----------------------|---------------------------|---------------------------|-----------------------------|
| Road Lane Miles | 163 | 165 | 181 |
| Bike Lane Miles | no data | 13.4 | 43 |
| Sidewalk Miles | no data | no data | 5.8 |
| Landscaping Acres | no data | no data | 24.2 |
| Street Signs* | 5,000 | 5,144 | 4,906 |

**the decrease in number of street signs over the past few years is due to more accurate asset inventory counts.*



Parks closed due to social distancing during COVID-19 pandemic

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 in partnership with PGE is creating a Light Emitting Diodes (LED) Street Light Pilot Project. The project will install up to 50 LED Street Lights with controllers and up to 15 water meters with automatic meter reading radios. The Pilot project will help determine the feasibility, functionality and cost effectiveness of using an Automatic Meter Infrastructure (AMI) for lights and meters.

The City is in the process of converting street lights around the City from High Pressure Sodium (HPS) or Mercury Vapor (MV) street lights to LED. Phase 1 of 2 of the conversion project is projected to be completed in early 2021. Phase 2 of the conversion project will occur as funds become available.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Utilize mobile technology and asset management software to proactively maintain assets, improve efficiency and enhance customer service

Stewardship of the Environmental and Natural Resources

- Use of energy efficient LED lights, as appropriate

Safe, Livable, and Engaged Community

- Provide adequate lighting of roadways and sidewalks

Expand and Maintain High Quality Infrastructure

- Perform prompt repairs of street lighting in public rights-of-way

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.

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|--------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Materials and Services | | | | | | |
| Utility services | \$ 326,851 | \$ 345,675 | \$ 362,093 | \$ 369,335 | \$ 369,335 | \$ 369,335 |
| Repairs & maintenance | 4,807 | 11,099 | 11,750 | 11,985 | 11,985 | 11,985 |
| Total Department | \$ 331,657 | \$ 356,774 | \$ 373,843 | \$ 381,320 | \$ 381,320 | \$ 381,320 |

| Resources Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|--------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Street Lighting Fund | \$ 331,657 | \$ 356,774 | \$ 373,843 | \$ 381,320 | \$ 381,320 | \$ 381,320 |
| Total | \$ 331,657 | \$ 356,774 | \$ 373,843 | \$ 381,320 | \$ 381,320 | \$ 381,320 |

BUDGET HIGHLIGHTS

Materials and Services

- The Street Lighting Program anticipates a 2% increase in the overall operating budget due to the change in utility costs.

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 utility customers and ultimately to the City’s water storage reservoirs. 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.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Utilize mobile technology and asset management software to proactively maintain assets, improve efficiency and enhance customer service

Stewardship of the Environment and Natural Services

- Monitor disinfectant residuals and water quality for optimum safety and aesthetics

Safe, Livable and Engaged Community

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

Expand and Maintain High Quality Infrastructure

- Maintain City assets and ensure reliable operation through comprehensive maintenance programs
- Prevent damage to underground water distribution infrastructure by providing accurate utility locating services

| Position | Full Time Equivalent Positions | | | |
|--------------------------------|--------------------------------|----------------|----------------|----------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Public Works Supervisor | 0.55 | 0.55 | 0.70 | 0.70 |
| Water Distribution Technician | 4.00 | 4.00 | 4.00 | 4.00 |
| Utility Maintenance Specialist | 0.33 | 0.33 | 0.33 | 0.33 |
| Intern | 0.50 | 0.50 | 0.50 | 0.50 |
| | 5.38 | 5.38 | 5.53 | 5.53 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 358,747 | \$ 311,183 | \$ 387,500 | \$ 380,560 | \$ 380,560 | \$ 380,560 |
| Employee benefits | 186,599 | 186,251 | 241,668 | 235,910 | 235,910 | 235,910 |
| Total | 545,346 | 497,434 | 629,168 | 616,470 | 616,470 | 616,470 |
| Materials and Services | | | | | | |
| Supplies | 64,524 | 130,097 | 143,799 | 147,935 | 147,935 | 147,935 |
| Prof and tech services | 76,753 | 63,964 | 142,300 | 137,000 | 137,000 | 137,000 |
| Utility services | 58,947 | 55,465 | 68,889 | 63,670 | 63,670 | 63,670 |
| Fleet services | 44,270 | 45,286 | 46,192 | 24,873 | 24,873 | 24,873 |
| Repairs & maintenance | 39,995 | 22,867 | 85,600 | 79,600 | 79,600 | 79,600 |
| Insurance | 12,057 | 12,091 | 12,904 | 14,325 | 14,325 | 14,325 |
| Community service programs | - | - | 412 | 300 | | |
| Employee development | 6,534 | 6,904 | 7,800 | 6,300 | 6,300 | 6,300 |
| Fees, dues, advertising | 9,526 | 3,866 | 9,000 | 23,000 | 23,000 | 23,000 |
| Meeting expenses | 170 | 222 | 200 | 200 | 200 | 200 |
| Franchise fees | 305,515 | 307,106 | 300,000 | 301,000 | 301,000 | 301,000 |
| Misc. services & supplies | 98,223 | 112,360 | 234,659 | 137,450 | 137,450 | 137,450 |
| Total | 716,515 | 760,228 | 1,051,755 | 935,653 | 935,353 | 935,353 |
| Capital Outlay | | | | | | |
| Machinery & equipment | 10,583 | - | - | - | - | - |
| Total Department | \$ 1,272,444 | \$ 1,257,662 | \$ 1,680,923 | \$ 1,552,123 | \$ 1,551,823 | \$ 1,551,823 |
| Resources Summary | | | | | | |
| Water Operating Fund | \$ 1,272,444 | \$ 1,257,662 | \$ 1,680,923 | \$ 1,552,123 | \$ 1,551,823 | \$ 1,551,823 |
| Total | \$ 1,272,444 | \$ 1,257,662 | \$ 1,680,923 | \$ 1,552,123 | \$ 1,551,823 | \$ 1,551,823 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Material and Services

- Fleet services for FY 2020-21, the City reduced the contribution to the Fleet Fund Reserve Contingency in an effort to reduce overall expenditures. Fleet’s operating budget is allocated based on the number of vehicles serviced for the department, plus a reserve component for future replacement.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.
- Fees and dues were increased to account for an annual regulatory fee initiated by the Oregon Health Authority which is based on the number of service connections.
- Misc. Services for FY 2019-20 included a one-time lump sum payment to PERS. The City participated in the Employer Incentive Fund which provides a 25% match on qualifying payments.

Capital Outlay

- No proposed capital outlay for FY 2020-21.

Performance Measurements

Goal: To protect public health by providing safe drinking water through a well-maintained water distribution system.

| Strategy | Measure | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|--|--------------------|-----------------------|-----------------------|-----------------------|-------------------------|-------------------------|
| Achieve 90% compliance rate for all permitted backflow protection devices. | Percent completion | 63% | 80% | 45% | 88% | 90% |
| Inspect 20% of all fire hydrants | Percent completion | 21% | 19% | 13% | 20% | 20% |
| Replace 250 residential water meters annually | Percent completion | 14% | 66% | 103% | 112% | 100% |
| Exercise 10% of all water valves annually | Percent completion | 6% | 10% | 14% | 10% | 10% |

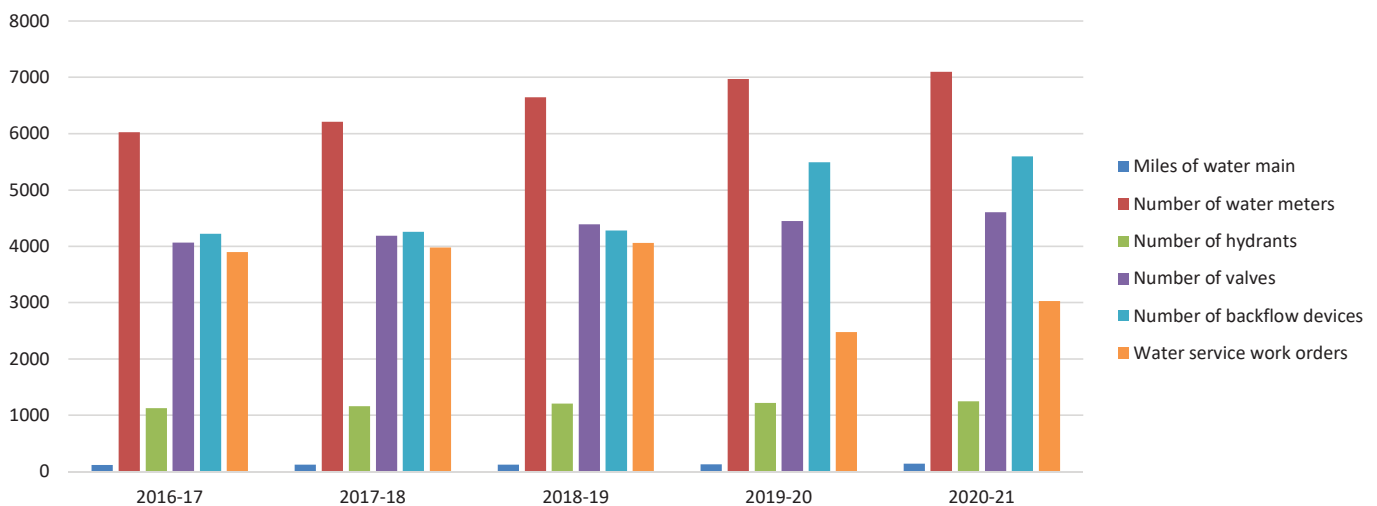
PERFORMANCE MEASUREMENTS OUTCOME

The water distribution program demonstrates the City’s ability to provide ample and safe drinking water to its customers. 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.

The performance measurements shown above for annual maintenance programs reflect one aspect of the multi-faceted workload managed by the Water Distribution Program. Annual maintenance programs 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. Many of the benchmarks the program works from have been developed from specific recommendations found in the 2012 Water System Master Plan and the 2013 Water Management and Conservation Plan. Regular maintenance and upkeep beyond these programs is implied as part of overall Water Distribution Program performance.

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

Water Distribution Infrastructure



In addition to annual maintenance programs and operational directives, the Water Distribution Program maintains a high level of customer service. Most customer service tasks completed by the Water Distribution Program are initiated by the Utility Billing Department.



Fire hydrant cleaning



Public Works

water treatment plant

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.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Provide efficient operation of the WRWTP
- Comply with all city, state and federal regulations
- Provide up to 5 million gallons per day of drinking water to the City of Sherwood

Effective Governance and Regional Influence

- Engage in partnership with members of the Willamette Water Intake Facility (WIF)

Safe, Livable, and Engaged Community

- Ensure adequate, safe, high-quality water

Expand and Maintain High Quality Infrastructure

- Perform scheduled maintenance of the treatment plant

Contracted Employees: Full Time Equivalent Positions

| Position | Budget | Budget | Budget | Budget |
|---------------------------------|-------------|-------------|-------------|-------------|
| | 2017-18 | 2018-19 | 2019-20 | 2020-21 |
| 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 |
| | 9.50 | 9.50 | 9.50 | 9.50 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Materials and Services | | | | | | |
| Supplies | \$ 449,859 | \$ 222,342 | \$ 581,040 | \$ 595,380 | \$ 595,380 | \$ 595,380 |
| Prof and tech services | 1,572,217 | 1,659,926 | 1,762,500 | 1,937,802 | 1,937,802 | 1,937,802 |
| Utility services | 473,760 | 499,740 | 620,873 | 635,190 | 635,190 | 635,190 |
| Repairs & maintenance | 184,582 | 289,745 | 248,570 | 268,570 | 268,570 | 268,570 |
| Insurance | 22,866 | 22,931 | 24,666 | 27,000 | 27,000 | 27,000 |
| Fees, dues, advertising | 3,541 | 5,149 | 5,700 | 5,896 | 5,896 | 5,896 |
| Total | 2,706,825 | 2,699,833 | 3,243,349 | 3,469,838 | 3,469,838 | 3,469,838 |
| Capital Outlay | | | | | | |
| Machinery & equipment | 658,820 | 327,941 | 679,000 | 426,000 | 426,000 | 426,000 |
| Total Department | \$ 3,365,645 | \$ 3,027,774 | \$ 3,922,349 | \$ 3,895,838 | \$ 3,895,838 | \$ 3,895,838 |
| Resources Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
| Water Operating Fund | \$ 3,365,645 | \$ 3,027,774 | \$ 3,922,349 | \$ 3,895,838 | \$ 3,895,838 | \$ 3,895,838 |
| Total | \$ 3,365,645 | \$ 3,027,774 | \$ 3,922,349 | \$ 3,895,838 | \$ 3,895,838 | \$ 3,895,838 |

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.

Materials and Services

- Supplies cost have increase due to the replacement of Granular Activated Carbon (GAC) Filter #3 & #4.
- Costs related to professional and technical services have increased due to an America’s Water Infrastructure Act of 2018 (AWIA) which required a risk and resilience assessment as well as an emergency response plan.

Capital Outlay

- Based on asset assessment using the criteria of criticality and condition, additional funding is requested to rehabilitate, repair or replace various pieces of equipment and machinery thus ensuring continuous and efficient operation of the Water Treatment Plant. In FY 2020-21 funding is requested for replacement of: two Actiflo Maturation mixers, modifications to Heat Dry Polymer Batching tank, installation of three new Actiflo Solids Handling sand pumps, upsizing of Anionic Polymer System pumps, replacement of Dewatering Sludge Screw Conveyor, and replacement of Administration Office HVAC system.

Performance Measurements

Goal: Assure drinking water provided by the Willamette River Water Treatment Plant is safe, reliable and meets or exceeds drinking water standards.

| <i>Strategy</i> | <i>Measure</i> | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|---|---|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| 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) | Compliance with Oregon Administrative Rules for Public Water Systems and the 'finished water quality' contract provisions | 100% | 100% | 100% | 100% | 100% |

PERFORMANCE MEASUREMENTS OUTCOME

The Willamette River Water Treatment Plant operates in accordance with established regulations and performance measures.



Surge tank installed at the Water Treatment Plant



Public Works

industrial pretreatment

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 seven industries in Wilsonville with discharge permits and administers best management practices and agreements with dentist offices, restaurants, and other companies as appropriate.

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

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Utilize technology to proactively maintain assets, improve efficiency and enhance customer service
- Work in cooperation with the City’s Stormwater Coordinator for comprehensive and effective source control efforts
- Involvement in the Preferred Pumper Program related to Fats, Oil and Grease (FOG)

Stewardship of the Environment and Natural Resources

- Effectively and efficiently implement all of the required elements of the Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) approved Industrial Pretreatment Program
- Perform site inspections and assist commercial and industrial customers in identifying pollution prevention opportunities and strategies
- Minimize contaminants at their source through the FOG program to prevent sanitary sewer overflows (SSOs) associated with excessive amounts of FOG
- Coordinate with other state, regional and local agency programs regarding environmental protection

Safe, Livable, and Engaged Community

- Engage in educational activities at schools, conferences and businesses about pretreatment/FOG/pollution prevention
- Protection of human health and safety of workers in the collection system
- Maintain a Drug Take Back Program

| Position | Full Time Equivalent Position | | | |
|-------------------------------------|-------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Industrial Pretreatment Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| | 1.00 | 1.00 | 1.00 | 1.00 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 71,396 | \$ 71,404 | \$ 74,880 | \$ 62,130 | \$ 62,130 | \$ 62,130 |
| Employee benefits | 29,419 | 27,220 | 40,680 | 31,990 | 31,990 | 31,990 |
| Total | 100,815 | 98,624 | 115,560 | 94,120 | 94,120 | 94,120 |
| Materials and Services | | | | | | |
| Supplies | 1,365 | 980 | 1,420 | 2,870 | 2,870 | 2,870 |
| Prof and tech services | 4,863 | 6,388 | 13,685 | 12,650 | 12,650 | 12,650 |
| Utility services | 909 | 1,011 | 1,249 | 1,260 | 1,260 | 1,260 |
| Fleet services | 2,820 | 2,958 | 3,017 | 3,022 | 3,022 | 3,022 |
| Repairs & maintenance | - | - | 400 | 200 | 200 | 200 |
| Insurance | 423 | 424 | 450 | 465 | 465 | 465 |
| Employee development | 1,064 | 1,754 | 2,520 | 1,300 | 1,300 | 1,300 |
| Fees, dues, advertising | 920 | 860 | 1,090 | 1,100 | 1,100 | 1,100 |
| Meeting expenses | 126 | 148 | - | 200 | 200 | 200 |
| Total | 12,490 | 14,523 | 23,831 | 23,067 | 23,067 | 23,067 |
| Total Department | \$ 113,305 | \$ 113,147 | \$ 139,391 | \$ 117,187 | \$ 117,187 | \$ 117,187 |
| Resources Summary | | | | | | |
| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
| Sewer Operating Fund | \$ 113,305 | \$ 113,147 | \$ 139,391 | \$ 117,187 | \$ 117,187 | \$ 117,187 |
| Total | \$ 113,305 | \$ 113,147 | \$ 139,391 | \$ 117,187 | \$ 117,187 | \$ 117,187 |

BUDGET HIGHLIGHTS

Personnel Services

- Decrease in Personnel Services is due to long term employee retiring.
- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. No changes to personnel services, other than annual cost of living changes, merit increases, and benefit plan adjustments.

Materials and Services

- Supplies increased due to the implementation of FOG Program compliance tracking software.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.

Performance Measurements

Goal: Protect the environment and the wastewater treatment process through the management of contaminants.

| <i>Strategy</i> | <i>Measure</i> | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|---|--|-------------------|-------------------|-------------------|---------------------|---------------------|
| Identify, screen and survey businesses for their potential impacts on the wastewater treatment system | New businesses qualifying for survey per year | 10 | 3 | 4 | 4 | 5 |
| | Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements | 8 | 7 | 7 | 7 | 7 |
| | Number of minor violations | 4 | 1 | 0 | 1 | 1 |
| | Number of major violations | 0 | 0 | 0 | 0 | 0 |

PERFORMANCE MEASUREMENTS OUTCOME

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



Fall Harvest Trolley at Murase Plaza



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. The WWTP and lift stations are operated and maintained by Jacobs under contract with the City.

The City’s Wastewater Program encompasses: 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. The program also tests plant influent, effluent, sludge and bio-solids.

Wastewater pipelines are completely separate from the storm water pipelines. There are no combined sanitary sewer overflows (SSO).

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Provide efficient operation of the WWTP
- Treat up to 4 million gallons per day of effluent

Stewardship of the Environmental and Natural Resources

- 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

Safe, Livable, and Engaged Community

- Provide effective, minimal odor operation of the wastewater collection and treatment system

Expand and Maintained High Quality Infrastructure

- Perform scheduled maintenance of the treatment plant and lift stations

Contracted Employees: Full Time Equivalent Positions

| Position | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
|--------------------------|-------------------|-------------------|-------------------|-------------------|
| 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 |
| | 8.00 | 8.00 | 8.00 | 8.00 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|--------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Materials and Services | | | | | | |
| Prof and tech services | \$ 2,133,597 | \$ 2,301,250 | \$ 2,374,000 | \$ 2,442,800 | \$ 2,442,800 | \$ 2,442,800 |
| Utility services | 325,832 | 329,458 | 364,830 | 372,127 | 372,127 | 372,127 |
| Insurance | 18,852 | 18,906 | 20,340 | 22,750 | 22,750 | 22,750 |
| Total | 2,478,281 | 2,649,614 | 2,759,170 | 2,837,677 | 2,837,677 | 2,837,677 |
| Capital Outlay | | | | | | |
| Machinery & equipment | 53,753 | - | 24,000 | - | - | - |
| Total Department | \$ 2,532,035 | \$ 2,649,614 | \$ 2,783,170 | \$ 2,837,677 | \$ 2,837,677 | \$ 2,837,677 |
| Resources Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
| Sewer Operating Fund | \$ 2,532,035 | \$ 2,649,614 | \$ 2,783,170 | \$ 2,837,677 | \$ 2,837,677 | \$ 2,837,677 |
| Total | \$ 2,532,035 | \$ 2,649,614 | \$ 2,783,170 | \$ 2,837,677 | \$ 2,837,677 | \$ 2,837,677 |

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.

Performance Measurements

Goal: Protect the water quality of the Willamette River and the health of the community by removing pollutants from wastewater.

| <i>Strategy</i> | <i>Measure</i> | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|---|--|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| 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. | Compliance with the National Pollutant Discharge Elimination System (NPDES) effluent permit limits | 100% | 100% | 100% | 100% | 100% |

PERFORMANCE MEASUREMENTS OUTCOME

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



Baby Time at the Wilsonville Public Library



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 on Tauchman Road.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Utilize mobile technology and asset management software to proactively maintain assets, improve efficiency and enhance customer service

Stewardship of the Environment and Natural Resources

- 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)

Expand and Maintain High Quality Infrastructure

- Clean, inspect and repair manholes and pipelines to reduce inflow and infiltration (I&I) of groundwater
- Clean and inspect mainlines to ensure reliability and reduce the potential for backups
- Prevent damage to underground sewer infrastructure by providing accurate utility locating services

Safe, Livable and Engaged Community

- Flush low-slope mainlines regularly to reduce solids buildup and formation of noxious gases
- Prevent sanitary sewer overflows (SSO’s) through routine maintenance and inspection
- Respond 24 hour a day, 7 days a week to collection system emergencies
- Investigate all odor complaints

| Position | Full Time Equivalent Positions | | | |
|--------------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Public Works Supervisor | 0.30 | 0.30 | 0.30 | 0.30 |
| Vactor Operator | 2.00 | 1.00 | 1.00 | 1.00 |
| Utility Maintenance Specialist | 0.33 | 1.33 | 1.33 | 1.33 |
| | 2.63 | 2.63 | 2.63 | 2.63 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|-------------------|-------------------|---------------------|---------------------|---------------------|--------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 120,636 | \$ 144,483 | \$ 166,560 | \$ 153,840 | \$ 153,840 | \$ 153,840 |
| Employee benefits | 79,150 | 91,788 | 120,426 | 112,020 | 112,020 | 112,020 |
| Total | 199,786 | 236,271 | 286,986 | 265,860 | 265,860 | 265,860 |
| Materials and Services | | | | | | |
| Supplies | 22,747 | 29,460 | 34,700 | 27,200 | 27,200 | 27,200 |
| Prof and tech services | 64,786 | 47,107 | 127,000 | 127,000 | 127,000 | 127,000 |
| Utility services | 8,606 | 13,215 | 17,394 | 15,630 | 15,630 | 15,630 |
| Fleet services | 15,540 | 15,838 | 16,155 | 9,827 | 9,827 | 9,827 |
| Repairs & maintenance | 12,820 | 8,003 | 63,900 | 82,500 | 82,500 | 82,500 |
| Insurance | 1,393 | 1,397 | 1,482 | 1,532 | 1,532 | 1,532 |
| Employee development | 491 | 3,419 | 5,200 | 3,700 | 3,700 | 3,700 |
| Fees, dues, advertising | 488 | 1,069 | 600 | 1,000 | 1,000 | 1,000 |
| Franchise fees | 312,075 | 316,590 | 320,000 | 315,000 | 315,000 | 315,000 |
| Misc. services & supplies | 95,326 | 109,240 | 205,007 | 133,680 | 133,680 | 133,680 |
| Total | 534,271 | 545,338 | 791,438 | 717,069 | 717,069 | 717,069 |
| Capital Outlay | | | | | | |
| Building | 3,450 | - | - | - | - | - |
| Machinery & equipment | - | 4,443 | - | - | - | - |
| Total | 3,450 | 4,443 | - | - | - | - |
| Total Department | \$ 737,507 | \$ 786,052 | \$ 1,078,424 | \$ 982,929 | \$ 982,929 | \$ 982,929 |
| Resources Summary | | | | | | |
| Sewer Operating Fund | \$ 737,507 | \$ 786,052 | \$ 1,078,424 | \$ 982,929 | \$ 982,929 | \$ 982,929 |
| Total | \$ 737,507 | \$ 786,052 | \$ 1,078,424 | \$ 982,929 | \$ 982,929 | \$ 982,929 |

BUDGET HIGHLIGHTS

Personnel Services

- The overall budget decreased slightly due to retirements of long term tenured staff members.
- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Fleet services for FY 2020-21, the City reduced the contribution to the Fleet Fund Reserve Contingency in an effort to reduce overall expenditures. Fleet's operating budget is allocated based on the number of vehicles serviced for the department, plus a reserve component for future replacement.
- Repairs & Maintenance increased due to more in-house repairs.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.
- Fees, Dues, Advertising increased for new employees to obtain certifications.
- Misc. Services for FY 2019-20 included a one-time lump sum payment to PERS. The City participated in the Employer Incentive Fund which provides a 25% match on qualifying payments.
- Internal reallocations were made within the budget to better reflect actual expenditures. The overall budget reflects an 9% decrease over the previous year.

Capital Outlay

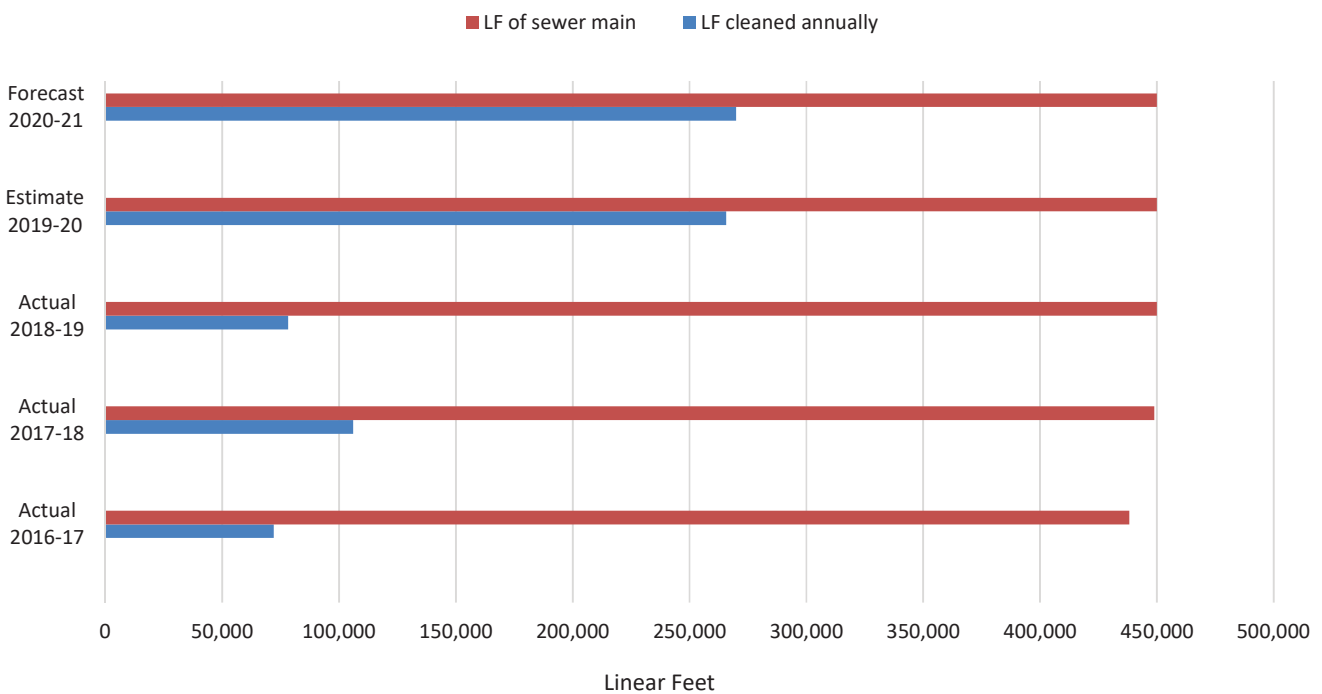
- No proposed capital outlay for FY 2020-21.

Performance Measurements

Goal: To protect the water quality of the Willamette River and the public health of the community.

| Strategy | | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|---|--------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Scheduled cleaning of 20% of wastewater lines and manholes in service throughout the city | LF cleaned annually | 72,000 | 106,025 | 78,300 | 265,612 | 270,000 |
| | LF of sewer main | 438,240 | 448,969 | 450,018 | 450,018 | 450,018 |
| | Number of manholes | 1,966 | 2,167 | 2,185 | 2,185 | 2,185 |
| | Percent of lines cleaned | 14.8% | 23.6% | 17.0% | 58.0% | 60.0% |

Sanitary Sewer Main Line Cleaning



PERFORMANCE MEASUREMENTS OUTCOME

The City maintains approximately 85 miles of public sewer main along with 2,185 manholes. 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. The Utilities Division seeks to clean 20% of publically maintained sewer lines each year. Implied in overall program execution, the Utilities Division will continue performing all of its other wastewater collection duties as required. Other 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. 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.



Cleaning plugged storm pipe



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 onsite in ponds, swales and bioretention cells. The excess runoff from these facilities and other impervious surfaces flows into the stormwater conveyance system and ultimately to the Willamette River.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Protect the City’s natural resources through environmentally responsible operation and maintenance programs
- Promote Best Management Practices (BMP’s) and ensure regulatory compliance for City maintained stormwater facilities
- Regularly maintain stormwater systems to reduce the accumulation of pollutants and debris in the environment which could potentially harm wildlife and degrade water quality

Stewardship of the Environmental and Natural Resources

- Protect the City’s natural resources through environmentally responsible operation and maintenance programs
- Promote Best Management Practices (BMP’s) and ensure regulatory compliance for City maintained stormwater facilities
- 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

Safe, Livable, and Engaged Community

- Ensure safety for vehicle travel, bicycles and pedestrians by removing debris through the street sweeping program
- Avoid localized flooding and property damage by maintaining treatment and detention facilities, catch basins and stormwater main lines
- Respond 24 hour a day, 7 days a week to overflows with the potential to create hazards or property damage

Expand and Maintain High Quality Infrastructure

- Clean, inspect and repair water quality manholes and catch basins to extend the life of the asset and prevent overflows
- Clean and inspect mainlines to ensure reliability and reduce the potential for backups
- Prevent damage to underground stormwater infrastructure by providing accurate utility locating services

| Position | Full Time Equivalent Positions | | | |
|--------------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Public Works Supervisor | 0.35 | 0.35 | 0.40 | 0.40 |
| Utility Maintenance Specialist | 2.34 | 2.34 | 2.34 | 2.34 |
| | 2.69 | 2.69 | 2.74 | 2.74 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 110,063 | \$ 127,949 | \$ 153,280 | \$ 160,810 | \$ 160,810 | \$ 160,810 |
| Employee benefits | 70,246 | 66,738 | 121,516 | 107,790 | 107,790 | 107,790 |
| Total | 180,308 | 194,687 | 274,796 | 268,600 | 268,600 | 268,600 |
| Materials and Services | | | | | | |
| Supplies | 21,795 | 37,628 | 19,850 | 20,100 | 20,100 | 20,100 |
| Prof and tech services | 32,015 | 39,115 | 72,000 | 72,000 | 72,000 | 72,000 |
| Utility services | 3,100 | 2,752 | 5,467 | 4,600 | 4,600 | 4,600 |
| Fleet services | 7,510 | 10,252 | 10,457 | 8,278 | 8,278 | 8,278 |
| Repairs & maintenance | 149,525 | 221,593 | 332,500 | 470,096 | 470,096 | 470,096 |
| Rents and leases | - | 5,198 | - | 6,000 | 6,000 | 6,000 |
| Insurance | 1,217 | 1,222 | 1,296 | 1,339 | 1,339 | 1,339 |
| Community service programs | 327 | - | - | - | - | - |
| Employee development | 757 | 8,385 | 3,350 | 3,200 | 3,200 | 3,200 |
| Fees, dues, advertising | 174 | 980 | 900 | 1,000 | 1,000 | 1,000 |
| Franchise fees | 108,302 | 113,958 | 124,000 | 130,000 | 130,000 | 130,000 |
| Misc. services & supplies | 46,754 | 53,715 | 89,217 | 65,840 | 65,840 | 65,840 |
| Total | 371,477 | 494,798 | 659,037 | 782,453 | 782,453 | 782,453 |
| Capital Outlay | | | | | | |
| Machinery & equipment | 16,472 | 5,297 | - | - | - | - |
| Total Department | \$ 568,257 | \$ 694,782 | \$ 933,833 | \$ 1,051,053 | \$ 1,051,053 | \$ 1,051,053 |
| Resources Summary | | | | | | |
| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
| Stormwater Operating Fund | \$ 568,257 | \$ 694,782 | \$ 933,833 | \$ 1,051,053 | \$ 1,051,053 | \$ 1,051,053 |
| Total | \$ 568,257 | \$ 694,782 | \$ 933,833 | \$ 1,051,053 | \$ 1,051,053 | \$ 1,051,053 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Fleet services for FY 2020-21, the City reduced the contribution to the Fleet Fund Reserve Contingency in an effort to reduce overall expenditures. Fleet’s operating budget is allocated based on the number of vehicles serviced for the department, plus a reserve component for future replacement.
- Repairs & maintenance increase is a result of a new street sweeping contract being awarded and the new DEQ disposal requirements.
- Rents and leases increase is due to the need for tracked equipment to dig and haul the material out of the work site while causing minimal damage to the environment.

Capital Outlay

- No proposed capital outlay for FY 2020-21.

Performance Measurements*Goal: Clean 30% of all public catch basins annually*

| <i>Strategy</i> | <i>Measure</i> | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|--|------------------------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Percentage of catch basins cleaned annually | Number of catch basins cleaned | 608 | 594 | 594 | 725 | 750 |
| | Total number of catch basins | 2,231 | 2,233 | 2,233 | 2,246 | 2,250 |
| | Percentage of catch basins cleaned | 27% | 26% | 26% | 32% | 33% |

PERFORMANCE MEASUREMENTS OUTCOME

The operations and maintenance goals of the Stormwater Maintenance Program are multifaceted and involve a variety of tasks and resources. At a minimum, the program seeks to clean 30% of City maintained catch basins each year. Properly operating and maintaining the City's stormwater system ensures a safe, healthy and aesthetically pleasing community while protecting the Wilsonville's natural resources.

The Stormwater Maintenance Program seeks to maintain a high level of service while performing other essential stormwater duties. Customer service takes many forms both internal and external, but most often involves resident concerns, identification and cleanup of dumping sites, mitigation of drainage problems and other issues associated with storm events. Other important duties include: maintaining stormwater outfalls and treatment facilities, cleaning and repairing catch basins, manholes, culverts and mains, collecting litter, leaves and other surface debris, maintaining retention and detention ponds and their plantings, locating public stormwater facilities, responding to hazardous and non-hazardous spills, managing the public street sweeping program and sweeping City facility parking lots.

In addition to maintaining the various stormwater assets listed in the table below, 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 helps to prevent flooding commonly caused by blocked inlets, and preserves the aesthetic quality of our community's public streets.



Star Wars Day event at the Wilsonville Public Library



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.”

The Parks and Recreation Department is comprised of two functional areas: General Services and Parks Maintenance. 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 gardens. 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 community service grants, special event production, the planning and development of current and future park and recreational facilities and staff support to the Parks and Recreation Board, the Tourism Promotion Committee, Wilsonville Community Seniors Inc., Korean War Memorial Foundation of Oregon, and Wilsonville Sister City relations.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Stewardship of the Environment and Natural Resources

- Provide quality customer service for both internal and external customers while encouraging paperless class registration
- Maintain Bee City and Tree City USA Designation through increased awareness and habitat creation
- Continue to explore opportunities for a new community garden

Safe, Livable, and Engaged Community

- Support innovative, recreational and cultural programming and events, including those by local groups
- Pursue programming opportunities for persons with special needs, including fully accessible playgrounds
- Continue to implement Parks ADA Assessment
- Maximize the use of volunteer labor throughout the department

Thoughtful, Inclusive Built Environment

- Develop strategy for implementation of Comprehensive Master Plan, Memorial Park Master Plan, Boones Ferry Park Master Plan and Frog Pond Community Park
- Increase public river access as part of Willamette River Water Treatment Plant upgrades
- Continued development of Villebois Regional Park System

Art, Culture, and Community Amenities

- Build a safe kayak entry to the river. Non-motorized water craft access included in implementation of both Memorial Park and Boones Ferry Park Master Plans
- Explore Parks Bond. City Staff, Bond Task Force, and City Council continues to explore the potential to fund new recreational amenities
- Work with Korean War Memorial Foundation of Oregon for implementation of Korean War Interpretive Center
- Explore Wilsonville Sister City Association becoming an official City Board
- Explore the establishment of an Arts and Culture Commission

Expand and Maintain High Quality Infrastructure

- Complete feasibility study for hybrid event/sport facility with possible lodging property

| Position | Full Time Equivalent Positions | | | |
|-----------------------------------|--------------------------------|----------------|----------------|----------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Parks & Recreation Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Program Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| Information & Referral Specialist | 1.00 | 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 |
| Administrative Assistant II | 2.50 | 3.00 | 3.00 | 3.00 |
| Building Monitor | 0.19 | 0.19 | 0.19 | 0.19 |
| Intern | 0.05 | 0.05 | 0.05 | 0.05 |
| | 9.20 | 9.20 | 9.20 | 9.20 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 537,751 | \$ 607,973 | \$ 623,160 | \$ 627,570 | \$ 627,570 | \$ 627,570 |
| Employee benefits | 241,155 | 279,321 | 329,740 | 346,510 | 346,510 | 346,510 |
| Total | 778,906 | 887,294 | 952,900 | 974,080 | 974,080 | 974,080 |
| Materials and Services | | | | | | |
| Supplies | 93,876 | 97,061 | 99,794 | 104,153 | 104,153 | 104,153 |
| Prof and tech services | 54,129 | 12,356 | 18,556 | 14,197 | 14,197 | 14,197 |
| Utility services | 58,704 | 57,144 | 65,372 | 66,825 | 66,825 | 66,825 |
| Insurance | 4,698 | 4,712 | 5,033 | 6,249 | 6,249 | 6,249 |
| Repairs & maintenance | 30,995 | 25,604 | 1,500 | 1,500 | 1,500 | 1,500 |
| Fleet Services | - | 4,227 | 4,312 | 3,449 | 3,449 | 3,449 |
| Community service programs | 293,462 | 336,635 | 497,327 | 497,327 | 497,327 | 497,327 |
| Employee development | 11,820 | 16,309 | 13,412 | 7,704 | 7,704 | 7,704 |
| Fees, dues, advertising | 12,224 | 8,879 | 13,662 | 13,662 | 13,662 | 13,662 |
| Meeting expenses | 407 | 308 | 315 | 315 | 315 | 315 |
| Misc. services & supplies | 19,986 | 23,987 | 21,137 | 21,990 | 21,990 | 21,990 |
| Total | 580,300 | 587,222 | 740,420 | 737,371 | 737,371 | 737,371 |
| Capital Outlay | | | | | | |
| Machinery & equipment | 43,701 | - | 20,000 | - | - | - |
| Total Department | \$ 1,402,906 | \$ 1,474,516 | \$ 1,713,320 | \$ 1,711,451 | \$ 1,711,451 | \$ 1,711,451 |
| Resources Summary | | | | | | |
| | Actual 2017-18 | Actual 2018-19 | Adopted 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
| Charges for services | \$ 293,166 | \$ 333,678 | \$ 276,500 | \$ 269,500 | \$ 269,500 | \$ 269,500 |
| Grants and donations | 76,757 | 99,313 | 73,700 | 86,000 | 86,000 | 86,000 |
| General Fund revenues | 1,032,983 | 1,041,525 | 1,363,120 | 1,355,951 | 1,355,951 | 1,355,951 |
| Total | \$ 1,402,906 | \$ 1,474,516 | \$ 1,713,320 | \$ 1,711,451 | \$ 1,711,451 | \$ 1,711,451 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Materials and services line items were reallocated to more accurately reflect budget usage for respective classes and programs.
- Fleet services for FY 2020-21, the City reduced the contribution to the Fleet Fund Reserve Contingency in an effort to reduce overall expenditures. Fleet’s operating budget is allocated based on the number of vehicles serviced for the department, plus a reserve component for future replacement.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.

Capital Outlay

- No capital outlay is planned for FY 2020-21.

Performance Measurements

Goal: Support the needs of our community by providing recreational, cultural and social opportunities.

| <i>Strategy</i> | <i>Measure</i> | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|---|--|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Create a Parks and Recreation system that offers a mix of active and passive recreation opportunities | Parks and Recreation planning projects | 11 | 10 | 9 | 7 | 7 |
| Promote a connected and active community by providing special events | City sponsored events | 10 | 10 | 15 | 15 | 16 |
| | Event attendance | 6,600 | 6,900 | 6,243 | 8,185 | 8,500 |
| Provide social opportunities through the Community Center meal program | Congregate meals | 5,055 | 5,779 | 7,324 | 8,000 | 8,000 |
| | Home-delivered meals | 6,957 | 7,899 | 8,979 | 10,500 | 11,000 |
| 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 | 237 | 200 | 276 | 270 | 265 |
| | Stein Boozier Barn rentals | 54 | 44 | 40 | 60 | 60 |

PERFORMANCE MEASUREMENTS OUTCOME

Implementation of Comprehensive Parks and Recreation Master Plan, Boones Ferry Park Master Plan, Memorial Park Master Plan, and Frog Pond Community Park Conceptual Plan.

Community event participation totals have shown a continued increase. The attendance numbers of established events have held steady or posted slight increases, while the addition of new events has helped to bolster total participant attendance.

The nutrition program at the Community Center has seen consistent development over recent years. A focused effort by nutrition staff to provide great tasting healthy meals and increased Community Center programming has all contributed to the growth in citizens served. Resources will be monitored to be sure budgeted materials and staffing levels are adequate to continue to serve this population.

The Park Facility rental totals are still projected to be above historical averages. Weekend Stein-Boozier Barn rentals have seen a plateau as available rental dates reach their maximum capacity, however, overall totals have seen a recent spike due to an ongoing weekday rental. The potential for online facility reservations continues to be explored for future implementation.



Movies in the Park event at Memorial Park



Parks Maintenance provides professional management and maintenance services to Wilsonville’s Park System. Services are provided to all City parks, greenspaces, facilities, bicycle and pedestrian trails and special event venues. Additionally, the City intends to take over maintenance responsibilities of three neighborhood parks (previously HOA maintained).

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Stewardship of the Environment and Natural Resources

- Organize annual park clean-up aimed at improving trails and removing invasive species
- Partner with community groups to perform clean-up, maintenance and improvement projects throughout the year
- Provide the most current, practical, and environmentally friendly management strategies
- Continue efforts to reduce chemical inputs while striving to provide a superior, safer, and healthier product
- Continue fine tuning of weather and soil moisture based irrigation scheduling to reduce irrigation consumption
- Maintain Bee City and Tree City USA Designation through increased awareness and habitat creation

Safe, Livable, and Engaged Community

- Support innovative recreational and cultural programming and events, including fully accessibly playgrounds
- Continue to implement Parks ADA Assessment
- Maximize the use of volunteer labor throughout the department

Thoughtful, Inclusive Built Environment

- Continue focus on safe and improved park paths including all existing and new hard and soft trails
- Prepare for implementation of Comprehensive Master Plan, Memorial Park Master Plan, Boones Ferry Park Master Plan and Frog Pond Community Park
- Increase public river access as part of Willamette River Water Treatment Plant upgrades
- Continue development of Villebois Regional Park System

Arts, Culture, and Community Amenities

- Build a safe kayak entry to the river. Non-motorized water craft access included in implementation of both Memorial Park and Boones Ferry Park Master Plans

Expand and Maintain High Quality Infrastructure

- Continue to realize efficiencies by utilizing recently purchased equipment, which will allow work to be completed inhouse, resulting in long-term cost savings and an improved quality of service

| Position | Full Time Equivalent Positions | | | |
|-----------------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Parks Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Parks Lead Maintenance Specialist | 1.00 | 1.00 | 1.00 | 1.00 |
| Parks Maintenance Specialist | 5.00 | 5.00 | 6.00 | 6.00 |
| Seasonal Utility Worker | 0.00 | 1.25 | 2.25 | 2.25 |
| | 7.00 | 8.25 | 10.25 | 10.25 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 413,967 | \$ 462,039 | \$ 569,720 | \$ 577,240 | \$ 577,240 | \$ 577,240 |
| Employee benefits | 249,700 | 243,955 | 377,252 | 362,070 | 362,070 | 362,070 |
| Total | 663,667 | 705,994 | 946,972 | 939,310 | 939,310 | 939,310 |
| Materials and Services | | | | | | |
| Supplies | 30,990 | 43,940 | 48,683 | 46,154 | 46,154 | 46,154 |
| Prof and tech services | 52,065 | 49,451 | 43,309 | 43,309 | 43,309 | 43,309 |
| Utility services | 256,276 | 241,783 | 258,213 | 284,667 | 284,667 | 284,667 |
| Fleet services | 86,700 | 87,943 | 89,702 | 77,903 | 77,903 | 77,903 |
| Repairs & maintenance | 161,536 | 149,358 | 189,482 | 184,095 | 184,095 | 184,095 |
| Rents and leases | 9,467 | 10,825 | 10,959 | 10,959 | 10,959 | 10,959 |
| Insurance | 10,563 | 10,594 | 11,249 | 12,445 | 12,445 | 12,445 |
| Employee development | 11,258 | 13,185 | 10,475 | 9,475 | 9,475 | 9,475 |
| Meeting expenses | 322 | 491 | 319 | 319 | 319 | 319 |
| Fees, dues, advertising | 942 | 1,232 | 1,013 | 1,013 | 1,013 | 1,013 |
| Total | 620,119 | 608,802 | 663,404 | 670,339 | 670,339 | 670,339 |
| Capital Outlay | | | | | | |
| Machinery & equipment | 15,583 | 5,717 | 94,604 | - | - | - |
| Building | 3,450 | - | - | - | - | - |
| Total | 19,033 | 5,717 | 94,604 | - | - | - |
| Total Department | \$ 1,302,819 | \$ 1,320,513 | \$ 1,704,980 | \$ 1,609,649 | \$ 1,609,649 | \$ 1,609,649 |
| Resources Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
| General Fund revenues | \$ 1,302,819 | \$ 1,320,513 | \$ 1,704,980 | \$ 1,609,649 | \$ 1,609,649 | \$ 1,609,649 |
| Total | \$ 1,302,819 | \$ 1,320,513 | \$ 1,704,980 | \$ 1,609,649 | \$ 1,609,649 | \$ 1,609,649 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Fleet services for FY 2020-21, the City reduced the contribution to the Fleet Fund Reserve Contingency in an effort to reduce overall expenditures. Fleet's operating budget is allocated based on the number of vehicles serviced for the department, plus a reserve component for future replacement.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.

Capital Outlay

- No capital outlay is planned for FY 2020-21.

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 to gather, to connect, and to grow.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Reach out to all families in the community about the value of reading to their children starting at birth and encourage daily reading by children

Stewardship of the Environment and Natural Resources

- Expand and promote residents' connection to online tools

Thoughtful, Inclusive Built Environment

- Comprehensively promote library services to the community
- Review collections to ensure that the Library provides desired material in appropriate format

Arts, Culture, and Community Amenities

- Provide a wide range of interesting and well attended programs for adults and children

Effective Governance and Regional Influences

- Support the Library's Friends and Foundation in their efforts to provide supplemental resources for the Library
- Build relationships with local organizations to execute on shared goals

| Position | Full Time Equivalent Positions | | | |
|------------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| 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 | 0.58 | 0.58 | 1.00 | 1.00 |
| Outreach Librarian | 0.60 | 0.60 | 0.60 | 0.60 |
| Program Coordinator | 1.00 | 0.90 | 0.90 | 0.90 |
| Program Librarian | 1.16 | 1.13 | 1.13 | 1.13 |
| Reference Librarian | 2.03 | 2.03 | 1.71 | 1.71 |
| Support Services Coordinator | 1.86 | 1.86 | 1.94 | 1.94 |
| Administrative Assitant I | 0.47 | 0.50 | 0.50 | 0.50 |
| Library Clerk II | 0.96 | 0.86 | 0.86 | 0.86 |
| Library Clerk I | 3.40 | 3.40 | 3.22 | 3.22 |
| Building Monitor | 0.10 | 0.10 | 0.10 | 0.10 |
| Intern | 0.40 | 0.40 | 0.40 | 0.40 |
| | 16.56 | 16.36 | 16.36 | 16.36 |
| Volunteers | 6.00 | 6.00 | 6.00 | 6.00 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 991,768 | \$ 1,037,079 | \$ 1,057,530 | \$ 1,052,150 | \$ 1,052,150 | \$ 1,052,150 |
| Employee benefits | 501,925 | 523,615 | 638,670 | 645,250 | 645,250 | 645,250 |
| Total | 1,493,692 | 1,560,694 | 1,696,200 | 1,697,400 | 1,697,400 | 1,697,400 |
| Materials and Services | | | | | | |
| Supplies | 183,027 | 198,593 | 252,500 | 254,900 | 254,900 | 254,900 |
| Prof and tech services | 3,519 | 7,158 | 59,400 | 9,600 | 9,600 | 9,600 |
| Utility services | 68,908 | 64,716 | 75,579 | 74,700 | 74,700 | 74,700 |
| Repairs & maintenance | 54,800 | 43,656 | 3,300 | 5,000 | 5,000 | 5,000 |
| Insurance | 9,913 | 9,941 | 10,701 | 11,800 | 11,800 | 11,800 |
| Community service programs | 29,479 | 40,289 | 47,200 | 48,200 | 48,200 | 48,200 |
| Employee development | 12,401 | 17,704 | 14,600 | 4,600 | 4,600 | 4,600 |
| Fees, dues, advertising | 2,393 | 2,202 | 2,200 | 3,000 | 3,000 | 3,000 |
| Misc. services & supplies | 3,121 | 3,155 | 3,101 | 3,180 | 3,180 | 3,180 |
| Total | 367,561 | 387,414 | 468,581 | 414,980 | 414,980 | 414,980 |
| Capital Outlay | | | | | | |
| Machinery & equipment | 16,434 | - | 35,000 | - | - | - |
| Total Department | \$ 1,877,688 | \$ 1,948,108 | \$ 2,199,781 | \$ 2,112,380 | \$ 2,112,380 | \$ 2,112,380 |

| Resources Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|--------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| County shared taxes | \$ 1,241,683 | \$ 1,342,777 | \$ 1,336,664 | \$ 1,426,995 | \$ 1,426,995 | \$ 1,426,995 |
| Charges for services | 43,919 | 40,387 | 42,750 | 42,750 | 42,750 | 42,750 |
| Grants and donations | 31,310 | 50,394 | 55,350 | 56,200 | 56,200 | 56,200 |
| General Fund revenues | 560,775 | 514,550 | 765,017 | 586,435 | 586,435 | 586,435 |
| Total | \$ 1,877,688 | \$ 1,948,108 | \$ 2,199,781 | \$ 2,112,380 | \$ 2,112,380 | \$ 2,112,380 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Prof and tech services decreased due to a one time expense in FY 2019-20.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.

Capital Outlay

- FY 2019-20 shows \$35,000 cost to increase phone/data coverage within the building.

Resources

- County shared taxes (Library District revenue) accounts for approximately 60% of the funding for the Library.
- The Friends of the Library and the Wilsonville Public Library Foundation will provide \$50,200 to the Library to support collections and community programs for all ages.

Performance Measurements

Goal: Provide high-demand and important material in a variety of formats, and supplement local resources with effective use of networking and technology.

| Strategy | Measure | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|--|--|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Maintain Oregon Library Association "excellent" standard of at least 4 physical items per capita | Items in the collection at year-end | 124,359 | 120,261 | 122,347 | 123,000 | 123,000 |
| | Service area population, December estimate | 26,174 | 27,581 | 28,175 | 29,000 | 30,000 |
| | Items per capita | 4.75 | 4.36 | 4.34 | 4.24 | 4.10 |

Goal: Help stimulate an interest in and enjoyment of reading and learning.

| Strategy | Measure | | | | | |
|----------------------------------|------------------------------------|--------|--------|--------|--------|--------|
| Provide high quality programming | Number of children's programs | 347 | 335 | 370 | 380 | 400 |
| | Attendance at children's programs | 22,369 | 21,035 | 23,461 | 24,000 | 25,000 |
| | Number of Young Adult programs | 28 | 35 | 62 | 65 | 65 |
| | Attendance at Young Adult Programs | 763 | 1,980 | 2,237 | 2,400 | 2,400 |
| | Number of adult programs | 114 | 116 | 148 | 150 | 150 |
| | Attendance at adult programs | 2,837 | 2,358 | 2,901 | 3,000 | 3,000 |

Goal: Create a high level of public awareness and usage of library resources.

| Strategy | Measure | | | | | |
|---|--|---------|---------|---------|---------|---------|
| Increase circulation by at least 2% over prior year | Annual print and A/V circulation | 439,474 | 400,499 | 409,323 | 425,000 | 440,000 |
| | Annual e-book and other downloadable circulation | 26,770 | 34,391 | 44,623 | 46,000 | 50,000 |
| | Total Circulation | 466,244 | 434,890 | 453,946 | 471,000 | 490,000 |

Goal: Provide high quality resource collections while maximizing benefits per dollar spent.

| Strategy | Measure | | | | | |
|---|------------------------|--------|--------|--------|--------|--------|
| Increase volunteer hours worked to at least 6 FTE | Number of hours worked | 11,795 | 11,551 | 12,371 | 12,000 | 12,000 |
| | FTE | 5.7 | 5.6 | 5.9 | 5.8 | 5.8 |

PERFORMANCE MEASUREMENTS OUTCOME

Physical circulation increased in FY 2018-19 over FY 2017-18, and is estimated to increase again in FY 2019-20, although circulation is over 20% less than the FY 2011-12 year. Circulation of E-books and downloadable audiobooks continues to increase robustly. Total of circulation use is estimated to reach 471,000 for FY 2019-20. Programming has also increased significantly. 28,000 people attended programs in FY 2018-19, a 12% increase over FY 2017-18. Young Adult programming attendance has doubled in the last 5 years.



Toddler Time at the Wilsonville Public Library



South Metro Area Regional Transit (SMART) provides 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 comprehensive training program for bus operators and Commercial Driver’s License training for other City employees. The SMART Options Program carries out commuter and community based initiatives to promote active transportation and reduce traffic congestion.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Stewardship of the Environment and Natural Resources

- Expand SMART Options program through weekly walks at lunch and bike projects or campaigns
- Continue work toward an alternative fuel fleet

Effective Governance and Regional Influence

- Provide leadership for state and regional transit boards and committees
- Lead and organize small transit providers of Clackamas County
- Continue partnership with Salem-Keizer Transit District

Safe, Liable, and Engaged Community

- Implement the Programs Enhancement Strategy
- Research the feasibility of providing neighborhood circular service

Thoughtful, Inclusive Built Environment

- Continue Ride Connection partnership to provide free travel training for senior and/or disabled persons
- Facilitate and support the integration of vanpool programs for employer worksites
- Maintain free in-town service
- Continue neighborhood shopper shuttles to connect communities of Villebois and Charbonneau

Strategic Economic Development and Community Prosperity

- Work closely with employers to develop transportation options at worksites
- Provide bi-lingual transit information in public spaces, on social media, at events and on websites
- Begin analysis of transit-oriented development

Expand and Maintain High Quality Infrastructure

- Develop on board technology for arrival times and passenger information
- Implement departure/arrival time electronic boards at SMART Central and heavily-used bus stops
- Obtain planning and scheduling software for operations
- Continue Upgrading bus shelters and other rider amenities

| Position | Full Time Equivalent Positions | | | |
|-----------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Transit Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Operation Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Dispatchers | 2.00 | 2.00 | 2.00 | 2.00 |
| Transit Supervisors | 3.00 | 3.00 | 4.00 | 4.00 |
| Drivers | 26.70 | 26.70 | 30.70 | 30.70 |
| Program Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| Grants and Program Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Management Analyst | 1.00 | 1.00 | 1.00 | 1.00 |
| TDM Technician (2 yr grant) | 0.00 | 1.00 | 1.00 | 1.00 |
| Intern | 0.30 | 0.43 | 0.43 | 0.43 |
| | 37.00 | 38.13 | 43.13 | 43.13 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|----------------------------|---------------------|---------------------|---------------------|----------------------|----------------------|----------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 2,126,904 | \$ 2,206,450 | \$ 2,543,318 | \$ 2,511,750 | \$ 2,511,750 | \$ 2,511,750 |
| Employee benefits | 1,124,307 | 1,178,205 | 1,603,542 | 1,584,530 | 1,584,530 | 1,584,530 |
| Total | 3,251,210 | 3,384,655 | 4,146,860 | 4,096,280 | 4,096,280 | 4,096,280 |
| Materials and Services | | | | | | |
| Supplies | 36,043 | 47,813 | 297,290 | 107,694 | 107,694 | 107,694 |
| Prof and tech services | 152,586 | 68,756 | 295,300 | 343,527 | 343,527 | 343,527 |
| Utility services | 77,455 | 76,333 | 103,590 | 119,476 | 119,476 | 119,476 |
| Repairs & maintenance | 19,319 | 10,277 | 22,000 | 22,220 | 22,220 | 22,220 |
| Fleet services | 972,445 | 1,049,613 | 1,074,798 | 1,177,126 | 1,177,126 | 1,177,126 |
| Rents and leases | 1,924 | 1,892 | 2,300 | 2,323 | 2,323 | 2,323 |
| Insurance | 63,730 | 63,912 | 68,153 | 68,301 | 68,301 | 68,301 |
| Commuter rail service | 332,395 | 344,373 | 347,157 | 362,000 | 362,000 | 362,000 |
| Community service programs | 2,598 | 2,921 | 4,000 | 4,040 | 4,040 | 4,040 |
| Employee development | 19,576 | 37,822 | 28,700 | 20,062 | 20,062 | 20,062 |
| Fees, dues, advertising | 15,580 | 26,286 | 36,118 | 36,449 | 36,449 | 36,449 |
| Meeting expenses | 2,708 | 547 | 5,000 | 5,050 | | |
| Misc. services & supplies | - | - | 617,744 | - | - | - |
| Total | 1,696,358 | 1,730,545 | 2,902,150 | 2,268,268 | 2,263,218 | 2,263,218 |
| Capital Outlay | | | | | | |
| Building | - | 13,798 | - | - | - | - |
| Machinery & equipment | - | 106,104 | - | - | - | - |
| Software | - | 5,000 | 560,000 | 560,000 | 560,000 | 560,000 |
| Vehicles | - | 1,946,118 | 1,891,655 | 2,069,941 | 2,069,941 | 2,069,941 |
| Total | - | 2,071,020 | 2,451,655 | 2,629,941 | 2,629,941 | 2,629,941 |
| Total Department | \$ 4,947,569 | \$ 7,186,220 | \$ 9,500,665 | \$ 8,994,489 | \$ 8,989,439 | \$ 8,989,439 |
| | | | | | | |
| Resources Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
| Payroll taxes | \$ 5,040,713 | \$ 5,026,869 | \$ 5,151,000 | \$ 5,050,000 | \$ 5,050,000 | \$ 5,050,000 |
| Intergovernmental grants | 238,885 | 3,381,180 | 4,217,893 | 5,296,588 | 5,296,588 | 5,296,588 |
| Other revenues | 222,542 | 240,647 | 199,000 | 186,000 | 186,000 | 186,000 |
| Total | \$ 5,502,139 | \$ 8,648,696 | \$ 9,567,893 | \$ 10,532,588 | \$ 10,532,588 | \$ 10,532,588 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Utility services are increasing due to charging of the newly acquired electric buses.
- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.
- Misc. Services for FY 2019-20 includes a one-time lump sum payment to PERS. The City participated in the Employer Incentive Fund which provides a 25% match on qualifying payments.

Capital Outlay

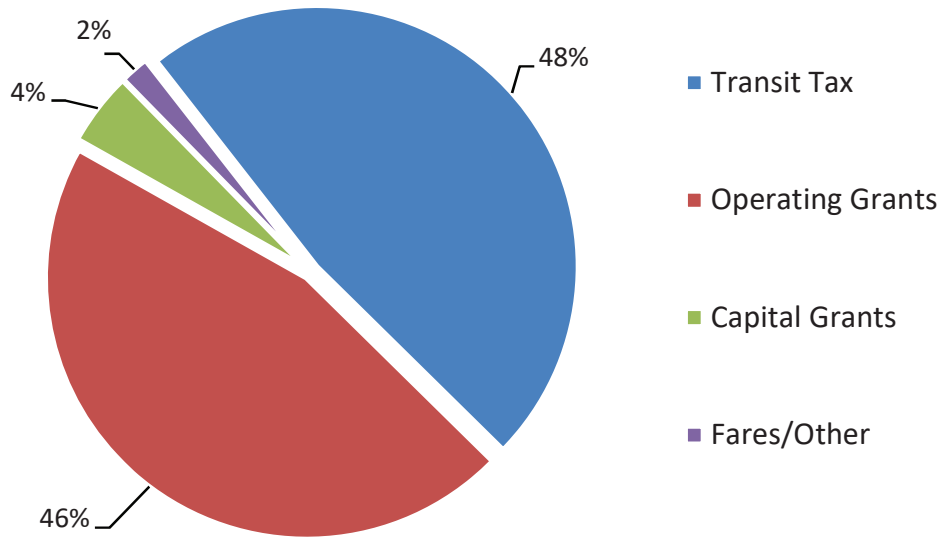
- Five CNG cutaway buses
- One van
- One CNG trolley
- Intelligent Transportation System

ANTICIPATED GRANTS FOR FY 2020-21

Operation & Capital Outlay (Transit Fund) Grants:

- **Elderly & Disabled (E&D) Transportation:** State Transportation Formula (STF) funding of \$101,000 is anticipated for out of town medical (Dial-A-Ride) trips to Portland.
- **Travel Training Program Grant:** Federal funds of \$32,511 plus \$8,129 in local match (20%) will support the program in collaboration with Ride Connections to teach older adults and people with disabilities to travel independently and safely on public transit.
- **Clackamas County Agreement:** Anticipated funding in the amount \$71,000 for service in Villebois.
- **Options Program Grant:** Federal funds of \$147,133 plus \$16,840 in local match (10.27%) will support SMART Options program.
- **Federal Formula Grants (Non-Capital):** Federal grant funding is anticipated in the amount of \$381,770 plus \$95,443 (20%) in local match for preventative maintenance, technology, and architectural and engineering services.
- **Federal Formula Grant (Capital):** Federal grant funding is anticipated in the amount of \$34,270 plus \$8,568 (20%) in local match for shelter improvements, amenities, and digital signage.

Total Revenue Sources



| Performance Measurements | | Fixed Route | | | | |
|---|----------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| <i>Strategy</i> | <i>Measure</i> | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
| Provide efficient transit services to meet the needs of the community | Cost per passenger trip | \$14.31 | \$15.16 | \$14.90 | \$16.51 | \$19.76 |
| | Cost per service hour | \$106.49 | \$113.16 | \$106.35 | \$106.35 | \$123.23 |
| | Cost per mile | \$1.20 | \$1.42 | \$1.86 | \$1.76 | \$1.35 |
| | Passenger trips per service hour | 9 | 9.1 | 7 | 6.4 | 6.2 |
| | Passenger trips per mile | 0.49 | 0.53 | 0.54 | 0.52 | 0.41 |
| Increase ridership within the community | Number of passenger trips | 278,707 | 269,167 | 292,650 | 284,000 | 307,167 |
| | Annual total hours | 31,009 | 29,589 | 41,741 | 44,100 | 49,267 |
| | Annual total miles | 570,130 | 511,775 | 537,838 | 545,500 | 745,500 |
| | Total operating cost | \$3,989,012 | \$4,080,425 | \$4,359,034 | \$4,690,000 | \$6,071,000 |

| Performance Measurements | | Dial-a-Ride Service | | | | |
|---|----------------------------------|---------------------|-------------------|-------------------|---------------------|---------------------|
| <i>Strategy</i> | <i>Measure</i> | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
| Provide efficient transit services to meet the needs of the community | Cost per passenger trip | \$39.94 | \$48.03 | \$55.31 | \$56.76 | \$55.06 |
| | Cost per service hour | \$81.52 | \$115.96 | \$91.69 | \$91.30 | \$88.33 |
| | Cost per mile | \$2.24 | \$1.42 | \$2.65 | \$2.75 | \$2.90 |
| | Passenger trips per service hour | 2.5 | 3 | 1.7 | 1.6 | 1.6 |
| | Passenger trips per mile | 0.32 | 0.26 | | | |
| Increase ridership within the community | Number of passenger trips | 27,548 | 21,743 | 17,300 | 18,500 | 19,250 |
| | Annual total hours | 11,119 | 7,200 | 10,436 | 11,500 | 12,000 |
| | Annual total miles | 86,609 | 85,238 | 82,389 | 88,750 | 89,000 |
| | Total operating cost | \$1,100,167 | \$1,044,308 | \$956,859 | \$1,050,000 | \$1,060,000 |

PERFORMANCE MEASUREMENTS OUTCOME

Moving into FY 2020-21, SMART anticipates an increase in fixed-route ridership as compared to the previous year. This increase is due in part to the new Statewide Transportation Improvement Fund created from House Bill 2017, which has allowed SMART to add hours of service to current routes effective September 2019. In any event, SMART expects to continue to see consistent increases in ridership year-over-year. SMART is also developing a Service Performance Standards Guidebook in FY 2020-21 to inform and guide decision-making for service planning based on performance measures that align with the Transit Master Plan goals. SMART’s demand response system, Dial-A-Ride, was reviewed by a citizen Steering Committee in 2019 and the findings will help overall system efficiencies and increase the amount of passengers per trip. Lastly, SMART will be acquiring new scheduling software to schedule demand response trips in the most efficient manner while providing the same level of service for 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, 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 322 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 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Provide support to the SMART transit system and other departments, in the form of vehicle maintenance and availability

Stewardship of the Environment and Natural Resources

- Continue exploration and implementation of fuel saving strategies, including the implementation of alternative fuel vehicles

Safe, Livable, and Engaged Community

- Fleet staff are responsible for the placement of the City’s mobile speed radar monitoring trailer, working with citizens to help control vehicle speed in their neighborhoods
- Supply and maintain equipment in support of parks maintenance activities

Strategic Economic Development and Community Prosperity

- Maximize return on investments through effective vehicle purchase and disposal procedures

Expand and Maintain High Quality Infrastructure

- Provide safe and clean vehicles and equipment
- Extend vehicle service life through quality maintenance

| Position | Full Time Equivalent Positions | | | |
|--------------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Fleet Services Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Lead Mechanic/Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Mechanic II | 2.00 | 2.00 | 2.00 | 2.00 |
| Mechanic I | 2.00 | 2.00 | 2.00 | 2.00 |
| Service Worker | 0.00 | 1.00 | 1.00 | 1.00 |
| Fleet Hostler | 1.60 | 1.00 | 1.00 | 1.00 |
| | 7.60 | 8.00 | 8.00 | 8.00 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 355,620 | \$ 423,413 | \$ 474,640 | \$ 467,790 | \$ 467,790 | \$ 467,790 |
| Employee benefits | 208,005 | 228,900 | 306,990 | 318,530 | 318,530 | 318,530 |
| Total | 563,624 | 652,313 | 781,630 | 786,320 | 786,320 | 786,320 |
| Materials and Services | | | | | | |
| Supplies | 232,190 | 240,944 | 245,800 | 254,650 | 254,650 | 254,650 |
| Fuel | 255,358 | 284,686 | 290,000 | 290,000 | 290,000 | 290,000 |
| Utility services | 64,073 | 82,939 | 88,506 | 88,135 | 88,135 | 88,135 |
| Repairs & maintenance | 31,539 | 36,849 | 35,450 | 34,700 | 34,700 | 34,700 |
| Insurance | 2,125 | 2,131 | 3,140 | 2,921 | 2,921 | 2,921 |
| Employee development | 2,634 | 9,643 | 11,625 | 6,500 | 6,500 | 6,500 |
| Misc. services & supplies | - | - | 125,534 | - | - | - |
| Total | 587,919 | 657,192 | 800,055 | 676,906 | 676,906 | 676,906 |
| Capital Outlay | | | | | | |
| Machinery & equipment | - | - | 56,000 | - | - | - |
| Vehicles | 151,975 | 162,242 | 93,000 | 65,000 | 65,000 | 65,000 |
| Total | 151,975 | 162,242 | 149,000 | 65,000 | 65,000 | 65,000 |
| Total Department | \$ 1,303,518 | \$ 1,471,747 | \$ 1,730,685 | \$ 1,528,226 | \$ 1,528,226 | \$ 1,528,226 |
| Resources Summary | | | | | | |
| Fleet charges | \$ 1,263,295 | \$ 1,343,601 | \$ 1,373,975 | \$ 1,411,703 | \$ 1,411,703 | \$ 1,411,703 |
| Assigned contingencies | 151,975 | 162,242 | 149,000 | 65,000 | 65,000 | 65,000 |
| Total | \$ 1,415,270 | \$ 1,505,843 | \$ 1,522,975 | \$ 1,476,703 | \$ 1,476,703 | \$ 1,476,703 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.
- Misc. Services for FY 2019-20 includes a one-time lump sum payment to PERS. The City participated in the Employer Incentive Fund which provides a 25% match on qualifying payments.

Capital Outlay

- Vehicle replacement costs for Transit are reflected in the SMART budget pages. Vehicle replacements for all other departments appear in the Fleet budget. Vehicle purchases are planned replacements based upon age, condition, repair needs, and suitability to assigned task. These purchases are funded through department contributions to the vehicle replacement.

Performance Measurements

| <i>Strategy</i> | <i>Measure</i> | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|---|---|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| Track labor productivity in terms of time spent directly on maintenance activities, goal is 70% | Percent of FTE applied to "wrench turning" activities | 71% | 70% | 74% | 74% | 74% |
| Preventative maintenance | Percent completed on time | 90% | 87% | 91% | 85% | 82% |
| Track number of road calls | Number of road calls per year | 50 | 54 | 52 | 55 | 52 |

PERFORMANCE MEASUREMENTS OUTCOME

Performance indicators include number of breakdowns (road calls), labor productivity, and preventative maintenance on time percentage. Fleet staff continue to meet or exceed these goals.

Meeting these goals is specifically important as these performance measures are a part of our required reporting to both the Federal Transit Administration and the National Transit Database. Our ability to meet or exceed these goals has a direct impact on our level of success obtaining grants.



Bus fleet located at the SMART administration building



Public Safety

law 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 Lieutenant serves as the City’s Chief of Police while three Sergeants provide additional supervisory presence in the community. The department in Wilsonville also includes two Traffic Enforcement Officers, 11 Patrol Officers, a Community Service Officer, a School Resource Officer and a Detective. Services that are available to Wilsonville include dispatch, a special investigations unit, the dive/rescue team, detective division, traffic teams, K9 Team, SWAT/HNT team, Behavioral Health Unit (BHU), and bomb squad.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Develop an empirically based staffing plan and funding alternatives to make sure the department’s presence in Wilsonville keeps pace with population and crime activity growth in the community
- Effectively review and investigate crimes against persons and property
- Deploy traffic enforcement assets to target high accident and neighborhood locations for directed traffic enforcement efforts to further reduce injury collisions
- Assign deputies to specific neighborhoods, apartment complexes and homeowners’ associations

Effective Governance and Regional Influence

- Uphold and enforce the laws of the state and city through professional law enforcement

Safe, liveable, and Engaged Community

- Expand and enhance the use of crime analysis data to better understand crime trends in the community and inform citizens of activity in their neighborhoods
- Build relationships with the business community

Contracted Employees: Full Time Equivalent Positions

| Position | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|
| Chief | 1.00 | 1.00 | 1.00 | 1.00 |
| Sergeant | 3.00 | 3.00 | 3.00 | 3.00 |
| Detective | 1.00 | 1.00 | 1.50 | 2.00 |
| Traffic Officer | 2.00 | 2.00 | 2.00 | 2.00 |
| 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 | 11.00 | 11.00 | 11.00 | 11.00 |
| | 20.00 | 20.00 | 20.50 | 21.00 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|---------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Materials and Services | | | | | | |
| Supplies | \$ 21,537 | \$ 14,112 | \$ 9,636 | \$ 10,535 | \$ 10,535 | \$ 10,535 |
| Prof and tech services | 3,893,483 | 4,432,155 | 5,243,990 | 5,332,661 | 5,332,661 | 5,332,661 |
| Utility services | 16,646 | 15,199 | 20,414 | 19,355 | 19,355 | 19,355 |
| Fleet services | 6,930 | 6,930 | 7,069 | 4,746 | 4,746 | 4,746 |
| Repairs & maintenance | 8,587 | 7,094 | 1,000 | 2,000 | 2,000 | 2,000 |
| Insurance | 1,304 | 1,308 | 1,480 | 1,625 | 1,625 | 1,625 |
| Employee development | 665 | 1,859 | 8,000 | 8,000 | 8,000 | 8,000 |
| Misc. services & supplies | 89 | - | - | - | - | - |
| Total Department | \$ 3,949,241 | \$ 4,478,657 | \$ 5,291,589 | \$ 5,378,922 | \$ 5,378,922 | \$ 5,378,922 |
| Resources Summary | Actual 2017-18 | Actual 2018-19 | Adopted 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
| General Fund revenues | \$ 3,949,241 | \$ 4,478,657 | \$ 5,291,589 | \$ 5,378,922 | \$ 5,378,922 | \$ 5,378,922 |
| Total | \$ 3,949,241 | \$ 4,478,657 | \$ 5,291,589 | \$ 5,378,922 | \$ 5,378,922 | \$ 5,378,922 |

BUDGET HIGHLIGHTS

Materials and Services

- FY 2019-20 One FTE Detective was approved. Detective was only available half the year. This year the detective will be here full time.

Performance Measurements

| <i>Strategy</i> | <i>Measure</i> | Actual 2016 | Actual 2017 | Actual 2018 | Actual 2019 | Estimate 2020 | Forecast 2021 |
|--|---|----------------|----------------|----------------|----------------|------------------|------------------|
| Maintain a staffing level that allows for approximately 600 calls per Officer per year | Population served | 23,740 | 24,315 | 25,044 | 25,250 | 26,007 | 26,007 |
| | Calls for service | 7,369 | 8,053 | 8,571 | 8,602 | 8,752 | 8,932 |
| | Average number of calls for service per day | 20 | 22 | 24 | 24 | 24 | 25 |
| | Calls per Deputy | 614 | 671 | 659 | 661 | 673 | 687 |
| | Officers per thousand population | 0.67 | 0.66 | 0.67 | 0.65 | 0.66 | 0.66 |

*Chart is based on calendar year statistics

PERFORMANCE MEASUREMENTS OUTCOME

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



City of Wilsonville Police with Cub Scouts



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 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Court clerk attended the annual judicial education program sponsored by ODOT and will attend an Oregon Association of Court Administrators (OACA) in the fall
- The court continues to offer a diversion program for certain types of cases for both adults and youth

Stewardship of the Environment and Natural Resources

- The court is no longer maintaining paper files for adjudicated citations, instead, everything is now stored in Laserfiche
- The court encourages citations to be handled via email or over the phone to allow for cases to be closed without a personal visit or attendance at a court setting

Effective Governance and Regional Influence

- Through membership in both OACA and the Oregon Municipal Judge’s Association (OMJA) the court remains aware of current and proposed legislative changes as well as networking with other courts for information

Thoughtful, Inclusive Built Environment

- The court provides an interpreter for non-English speaking customers as well as having a bilingual employee to assist in the office
- Payment plan options and reductions by the judge for those who are economically unable to pay and/or to encourage drivers to have valid privileges and valid insurance

Strategic Economic Development and Community Prosperity

- Maintain and operate a Violations Bureau, pursuant to ORS 153.800, to streamline case management and maximize court efficiency

| Position | Full Time Equivalent Positions | | | |
|-----------------------|--------------------------------|-------------------|-------------------|-------------------|
| | Budget 2017-18 | Budget 2018-19 | Budget 2019-20 | Budget 2020-21 |
| Court Clerk | 1.50 | 1.50 | 1.50 | 1.50 |
| Room Monitor | 0.05 | 0.05 | 0.05 | 0.05 |
| Municipal Court Judge | 0.10 | 0.10 | 0.10 | 0.10 |
| | 1.65 | 1.65 | 1.65 | 1.65 |

| Operating Summary | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-------------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Personnel Services | | | | | | |
| Salaries and wages | \$ 109,567 | \$ 94,376 | \$ 114,800 | \$ 114,920 | \$ 114,920 | \$ 114,920 |
| Employee benefits | 69,281 | 52,616 | 75,040 | 78,730 | 78,730 | 78,730 |
| Total | 178,848 | 146,992 | 189,840 | 193,650 | 193,650 | 193,650 |
| Materials and Services | | | | | | |
| Supplies | 1,984 | 3,655 | 5,575 | 5,675 | 5,675 | 5,675 |
| Prof and tech services | 10,054 | 16,894 | 23,475 | 23,300 | 23,300 | 23,300 |
| Utility services | 1,689 | 1,444 | 1,349 | 1,360 | 1,360 | 1,360 |
| Employee development | 1,867 | 4,085 | 4,225 | 2,750 | 2,750 | 2,750 |
| Fees, dues, advertising | 842 | 1,084 | 1,020 | 1,050 | 1,050 | 1,050 |
| Meeting expenses | 1,895 | 2,243 | 2,450 | 2,500 | 2,500 | 2,500 |
| Misc. services & supplies | 4,424 | 4,403 | 5,601 | 5,750 | 5,750 | 5,750 |
| Total | 22,755 | 33,808 | 43,695 | 42,385 | 42,385 | 42,385 |
| Capital Outlay | | | | | | |
| Software | - | 13,090 | - | - | - | - |
| Total Department | \$ 201,603 | \$ 193,890 | \$ 233,535 | \$ 236,035 | \$ 236,035 | \$ 236,035 |
| Resources Summary | | | | | | |
| Fines and forfeitures | \$ 292,405 | \$ 316,475 | \$ 320,000 | \$ 320,000 | \$ 320,000 | \$ 320,000 |
| Total | \$ 292,405 | \$ 316,475 | \$ 320,000 | \$ 320,000 | \$ 320,000 | \$ 320,000 |

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due to State of Emergency Declared in response to Covid-19. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

Materials and Services

- Employee Development, which includes travel and training, is reduced for FY 2020-21 to help decrease the overall operating costs.

Performance Measurements

| <i>Strategy</i> | <i>Measure</i> | Actual 2016-17 | Actual 2017-18 | Actual 2018-19 | Estimate 2019-20 | Forecast 2020-21 |
|--|---|-------------------|-------------------|-------------------|---------------------|---------------------|
| | Total Violations | 2251 | 2958 | 2841 | 2367 | 2850 |
| | Total # Diversions Completed (both youth & adult) | 48 | 389 | 402 | 225 | 350 |
| | Total # of Attorney Trials Held | 8 | 4 | 6 | 10 | 10 |
| | Total # of Suspensions Sent to Oregon DMV | 457 | 328 | 590 | 449 | 500 |
| Identify and track workload indicators | Total # of Reinstatements sent to Oregon DMV | 267 | 210 | 250 | 249 | 260 |
| | Number of Trial Requests | 144 | 151 | 121 | 178 | 185 |
| | Failure to Appear | 332 | 313 | 367 | 310 | 350 |
| | Total # of Cases Closed | 1687 | 1950 | 2677 | 1,982 | 2,500 |
| | Total of Fines Levied | \$358,588 | \$388,669 | \$421,751 | \$396,704 | \$415,000 |

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 type of work varies but the overall workload is relatively the same. Staffing levels have remained the same.

Capital Projects

The City budgets its major construction activities in one of nine capital improvement project (CIP) categories. Projects are generally large dollar (\$5,000 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. The funds and key projects budgeted for FY 2020-21 are presented below.

| | |
|---|-----|
| Impact of Capital Projects..... | 168 |
| Summary of Appropriations/Resources..... | 169 |
| Water..... | 170 |
| <i>WTP 20 MGD Expansion, 5th Street/Kinsman Waterline, Annual Maintenance Projects</i> | |
| Sewer..... | 178 |
| <i>5th Street/Kinsman Extension, Memorial Park Pump Station, Charbonneau System Rehab,</i> | |
| <i>Annual Maintenance Projects</i> | |
| Planning..... | 186 |
| <i>Master planning for long-range goals, including Frog Pond, Town Center Plan Implementation, Basalt Creek Planning.</i> | |
| <i>Planning projects also include Charbonneau Tree Study</i> | |
| Streets..... | 190 |
| <i>5th Street/Kinsman Extension, Garden Acres Road from Ridder to Day, I-5 Pedestrian Bridge, Boeckman Dip</i> | |
| <i>Bridge, Annual Street Maintenance</i> | |
| Streetscape..... | 200 |
| <i>LED Street Light Conversion, Pedestrian Enhancements, Crosswalk Flasher Replacement</i> | |
| Stormwater..... | 202 |
| <i>Charbonneau System Improvements, Stormwater Master Plan Update, Annual Maintenance Projects</i> | |
| Facilities and Transit | 208 |
| <i>HVAC Replacements, Public Works/Police Building Facility, Transit Building Improvements, CNG Fueling Station</i> | |
| Information Technology..... | 214 |
| <i>Fiber Connectivity, ERP Replacement, Security Access System</i> | |
| Parks..... | 218 |
| <i>Villebois Park SDC Reimbursements RP 7 & 8, Play Structure Replacements, Miscellaneous Projects</i> | |

Capital Projects

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 the projects will require a different level of ongoing maintenance and repairs, the Public Works Department reviews each individual project after the planning phase is complete to determine its possible impact on operating costs. Estimated “Operations Impact” are included in the description of each project.

| | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | FY 2024-25 | Total 5-Yr Cumulative Increase to Operating Expenses |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|--|
| Water | | | | | | |
| Water Telemetry, Distribution System | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 2,500 | \$ 12,500 |
| 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 |
| Sewer | | | | | | |
| 5th St-Kinsman Extension Sewer Trunk | 300 | 300 | 300 | 300 | 300 | 1,500 |
| Garden Acres Sewer Extension | 300 | 300 | 300 | 300 | 300 | 1,500 |
| Boeckman Road Sanitary Improvements | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 15,000 |
| Streets | | | | | | |
| 5th Street-Kinsman Extension Phase 1 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 150,000 |
| Boeckman Rd Street Improvements-Frog Pond | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 | 250,000 |
| Garden Acres Rd - Ridder to Day | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 40,000 |
| I-5 Pedestrian Bridge | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 | 10,000 |
| Canyon Creek-Boeckman Rd Traffic Signal | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 | 75,000 |
| Pedestrian Enhancements | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 15,000 |
| Signal Improvements | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | 15,000 |
| Stormwater | | | | | | |
| Garden Acres Road Storm System | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 | 20,000 |
| Willamette River Outfalls | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 25,000 |
| Villebois Parks | 30,950 | 30,950 | 42,500 | 42,500 | 65,000 | 211,900 |
| | <u>\$ 158,200</u> | <u>\$ 158,200</u> | <u>\$ 169,750</u> | <u>\$ 169,750</u> | <u>\$ 192,250</u> | <u>\$ 848,150</u> |

Summary of Appropriations

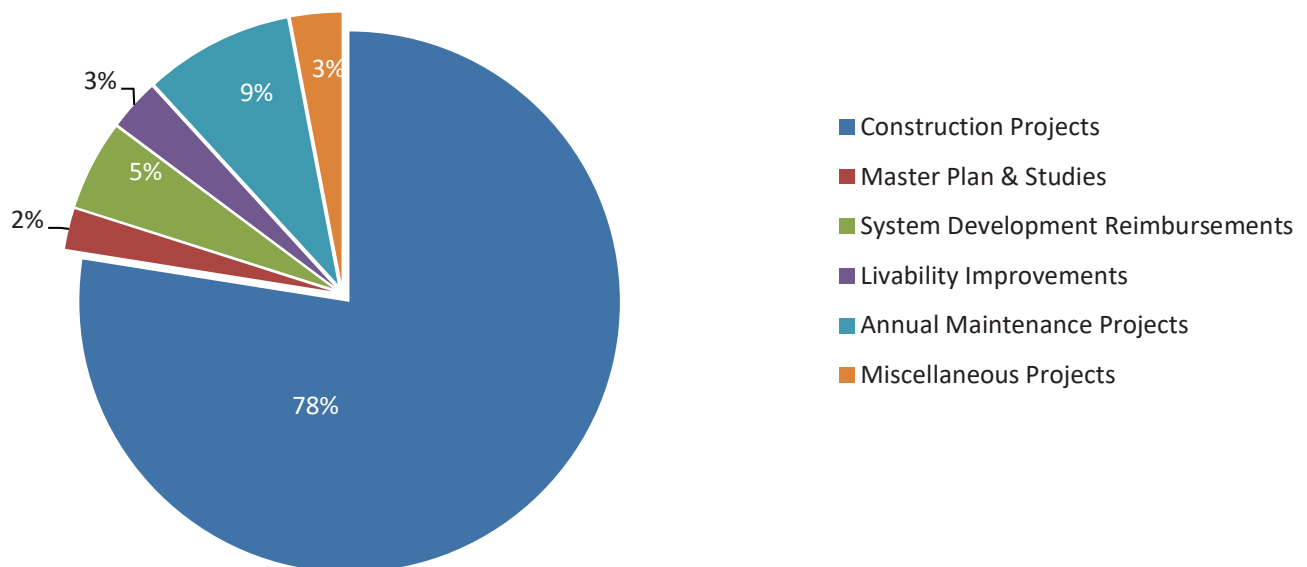
| | Water | Sewer | Planning | Streets | Streetscape | Stormwater | Facilities | Information Technology | Parks | Total |
|----------------------------|---------------------|---------------------|-------------------|----------------------|---------------------|---------------------|---------------------|------------------------|---------------------|----------------------|
| Capital Project Expense | \$ 7,438,300 | \$ 7,750,557 | \$ 187,000 | \$ 20,549,888 | \$ 1,392,318 | \$ 2,019,764 | \$ 3,268,729 | \$ 705,000 | \$ 2,604,460 | \$ 45,916,016 |
| Project Management Fees | 353,465 | 377,801 | 92,000 | 838,298 | 44,370 | 194,053 | 56,853 | - | 167,155 | 2,123,995 |
| General Fund Overhead Fees | 260,341 | 270,305 | - | 168,942 | 48,731 | 70,692 | 106,174 | - | 119,949 | 1,045,134 |
| | <u>\$ 8,052,106</u> | <u>\$ 8,398,663</u> | <u>\$ 279,000</u> | <u>\$ 21,557,128</u> | <u>\$ 1,485,419</u> | <u>\$ 2,284,508</u> | <u>\$ 3,431,755</u> | <u>\$ 705,000</u> | <u>\$ 2,891,564</u> | <u>\$ 49,085,143</u> |

Summary of Resources

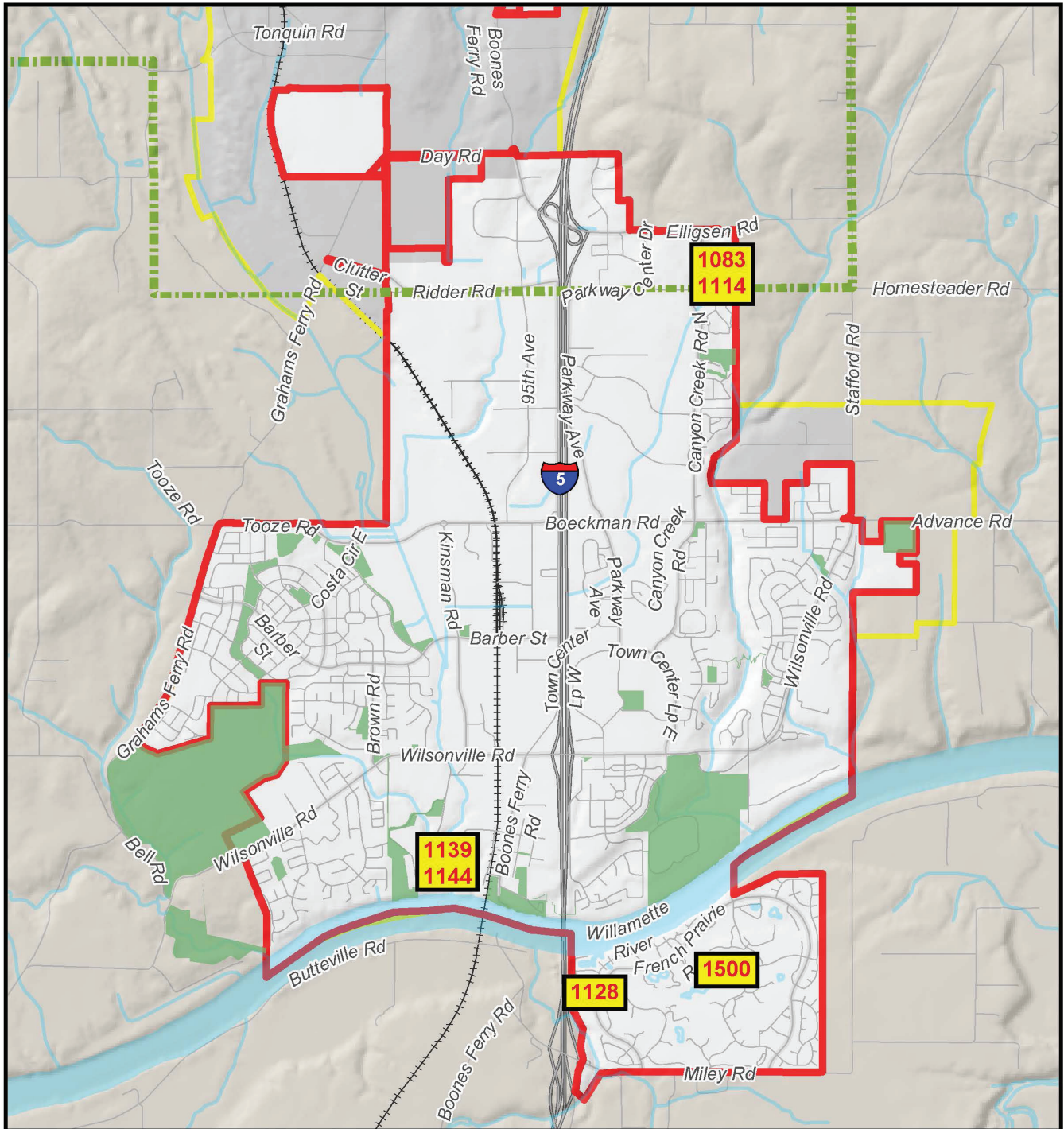
| | Water | Sewer | Planning | Streets | Streetscape | Stormwater | Facilities | Information Technology | Parks | Total |
|-------------------------|---------------------|---------------------|-------------------|----------------------|---------------------|---------------------|---------------------|------------------------|---------------------|----------------------|
| Operating Funds | \$ 2,702,819 | \$ 2,756,523 | \$ - | \$ 357,490 | \$ 396,599 | \$ 1,952,291 | \$ 1,992,375 | \$ 75,000 | \$ - | \$ 10,233,097 |
| SDC Improvements | 3,408,532 | 5,642,140 | - | 7,441,360 | - | 332,217 | - | - | 2,800,104 | 19,624,353 |
| Other Local Governments | 1,940,755 | - | - | - | - | - | - | - | - | 1,940,755 |
| Contributions | - | - | - | - | - | - | - | - | 2,050 | 2,050 |
| Grants | - | - | 32,000 | - | - | - | 476,204 | - | - | 508,204 |
| Street Lights | - | - | - | - | 1,088,820 | - | - | - | - | 1,088,820 |
| Road Maintenance | - | - | - | 3,458,278 | - | - | - | 8,000 | - | 3,466,278 |
| Transit | - | - | - | - | - | - | 119,051 | - | - | 119,051 |
| Building Fund | - | - | - | - | - | - | - | 100,000 | - | 100,000 |
| General Fund | - | - | 247,000 | - | - | - | 844,125 | 522,000 | 89,410 | 1,702,535 |
| Subtotal | <u>8,052,106</u> | <u>8,398,663</u> | <u>279,000</u> | <u>11,257,128</u> | <u>1,485,419</u> | <u>2,284,508</u> | <u>3,431,755</u> | <u>705,000</u> | <u>2,891,564</u> | <u>38,785,143</u> |
| Urban Renewal | - | - | - | 10,300,000 | - | - | - | - | - | 10,300,000 |
| Total City Resources | <u>\$ 8,052,106</u> | <u>\$ 8,398,663</u> | <u>\$ 279,000</u> | <u>\$ 21,557,128</u> | <u>\$ 1,485,419</u> | <u>\$ 2,284,508</u> | <u>\$ 3,431,755</u> | <u>\$ 705,000</u> | <u>\$ 2,891,564</u> | <u>\$ 49,085,143</u> |

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.

Projects by Type



Water Projects



The City of Wilsonville, Oregon
Clackamas and Washington Counties



**Wilsonville
Boundaries**

-  City Limits
-  County Boundary
-  UGB



4/3/2020

0 Miles 0.5

2020-21 Funding Sources

| CIP # | Project Name | Water Operating | Water SDC | WWSP | City of Sherwood | Total Resources |
|------------------------------------|---|---------------------|---------------------|-------------------|---------------------|---------------------|
| Construction Projects | | | | | | |
| 1139 | 5th Street / Kinsman Extension Water Line | \$ - | \$ 1,556,625 | \$ - | \$ - | \$ 1,556,625 |
| 1144 | WTP 20 MGD Expansion | 1,721,382 | 1,810,383 | - | 1,763,235 | 5,295,000 |
| 1500 | Water Ops Allocation to Charbonneau | 186,775 | - | - | - | 186,775 |
| Annual Maintenance Projects | | | | | | |
| 1048 | Annual - Water Distribution System Misc. Imp. | 110,228 | - | - | - | 110,228 |
| 1083 | Annual - Well Facility Rehab and Upgrade | 238,350 | - | - | - | 238,350 |
| 1121 | Annual - Pipe/Valve/Hydrant Replacement | 103,500 | - | - | - | 103,500 |
| 1128 | Annual - Well Upgrades and Maintenance (Down Hole) | 204,300 | - | - | - | 204,300 |
| Miscellaneous Projects | | | | | | |
| 1114 | Water System Telemetry | 62,425 | - | - | - | 62,425 |
| 1117 | Annual - Fire Flow Data Collection for System Capacity & Growth | 5,330 | - | - | - | 5,330 |
| 1126 | Segment 3B Waterline Mitigation Site | 9,364 | 7,661 | - | - | 17,025 |
| 1127 | WWSP Coordination | - | - | 177,520 | - | 177,520 |
| 1129 | Annual - GIS and Water Model Updates | 5,928 | - | - | - | 5,928 |
| 1990 | CD Department Support for Miscellaneous Projects | 10,000 | - | - | - | 10,000 |
| 1993 | Water CIP's - Final Closeout from Prior Years | 1,487 | 1,113 | - | - | 2,600 |
| 1995 | Early Planning - Future Water Projects | 5,719 | 4,281 | - | - | 10,000 |
| 1998 | 5-Year & Annual Water CIP Budget Development | 4,289 | 3,211 | - | - | 7,500 |
| 1999 | Project Design & Development | 33,742 | 25,258 | - | - | 59,000 |
| | | <u>\$ 2,702,819</u> | <u>\$ 3,408,532</u> | <u>\$ 177,520</u> | <u>\$ 1,763,235</u> | <u>\$ 8,052,106</u> |

Water Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #1139: 5th Street / Kinsman Extension Water Line

In conjunction with the construction of the 5th to Kinsman Extension (CIP #4196), this project will complete a water line from Boones Ferry Road to Wilsonville Road, providing increased fire flow capacity, system redundancy, and provide additional service to properties within the Arrowhead Creek Planning Area.

Priority: High

Justification: City Growth

FY 2020-21 Funding Source: Water SDC

Status: Continued from FY 2017-18

Estimated Date of Completion: FY 2020-21

Operations Impact: To be determine at completion of planning phase

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | \$ 50,000 | \$ 350,000 | \$ 1,475,000 | \$ - | \$ 1,875,000 |
| Project Management Fees | 2,378 | 35,000 | 30,000 | - | 67,378 |
| General Fund Overhead Fees | 1,750 | 12,250 | 51,625 | - | 65,625 |
| | <u>\$ 54,128</u> | <u>\$ 397,250</u> | <u>\$ 1,556,625</u> | <u>\$ -</u> | <u>\$ 2,008,003</u> |

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

FY 2020-21 Funding Source: Water Operating/Water SDC/City of Sherwood

Status: Continued from FY 2019-20

Estimated Date of Completion: FY 2021-22

Operations Impact: To be determined at completion of planning phase

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | \$ - | \$ 50,000 | \$ 5,000,000 | \$ 18,650,000 | \$ 23,700,000 |
| Project Management Fees | - | 30,000 | 120,000 | 120,000 | 270,000 |
| General Fund Overhead Fees | - | 1,750 | 175,000 | 652,750 | 829,500 |
| | <u>\$ -</u> | <u>\$ 81,750</u> | <u>\$ 5,295,000</u> | <u>\$ 19,422,750</u> | <u>\$ 24,799,500</u> |

CIP #1500: Water Ops Allocation to Charbonneau

This project provides funding to implement water system improvements in the Charbonneau District as identified in the 2015 Consolidated Charbonneau Improvement Plan. This is a companion project to Charbonneau sewer, street, and storm projects CIP #2500, #4500, and CIP #7500.

Priority: High

Justification: Aging Infrastructure

FY 2020-21 Funding Source: Water Operating

Status: Continued from FY 2015-16

Estimated Date of Phase 1 Completion: FY 2024-25

Operations Impact: To be determined at completion of planning phase

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | \$ 149,021 | \$ 1,165 | \$ 165,000 | \$ 1,478,100 | \$ 1,793,286 |
| Project Management Fees | 29,756 | 1,000 | 16,000 | 147,810 | 194,566 |
| General Fund Overhead Fees | 5,211 | 41 | 5,775 | 51,734 | 62,761 |
| | <u>\$ 183,988</u> | <u>\$ 2,206</u> | <u>\$ 186,775</u> | <u>\$ 1,677,644</u> | <u>\$ 2,050,613</u> |

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #1048: Water Distribution System Miscellaneous Improvements

This 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.

Priority: Medium

Justification: Aging infrastructure

FY 2020-21 Funding Sources: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | Annual | \$ 49,000 | \$ 106,500 | Annual | Annual |
| Project Management Fees | | - | - | | |
| General Fund Overhead Fees | | 1,715 | 3,728 | | |
| | <u>\$ -</u> | <u>\$ 50,715</u> | <u>\$ 110,228</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #1083: Well Facility Rehab and Upgrades

The City owns and maintains eight potable groundwater wells that once supplied all of the City’s drinking water. The City’s 2012 Water Master Plan determined that six of these wells should be maintained as backup supply for emergency situations. This project will address upgrades and repairs needed to correct deficiencies in the surface facilities (building, piping, standby power controls, etc.) for the wells to remain operationally connected to the distribution system and can be brought on-line quickly, if needed. This is a companion project with Well Upgrades and Maintenance (Down-Hole) project, CIP #1128 and Water System Telemetry project, CIP #1114.

Priority: Medium

Justification: Aging infrastructure/public safety

FY 2020-21 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | Annual | \$ 330,000 | \$ 210,000 | Annual | Annual |
| Project Management Fees | | 35,000 | 21,000 | | |
| General Fund Overhead Fees | | 11,500 | 7,350 | | |
| | <u>\$ -</u> | <u>\$ 376,500</u> | <u>\$ 238,350</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #1121: Pipeline, 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 in the physical condition of aging system components. These projects are city wide.

Priority: High

Justification: Aging infrastructure and public safety

FY 2020-21 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | Annual | \$ 50,000 | \$ 100,000 | Annual | Annual |
| Project Management Fees | | - | - | | |
| General Fund Overhead Fees | | 1,855 | 3,500 | | |
| | <u>\$ -</u> | <u>\$ 51,855</u> | <u>\$ 103,500</u> | <u>\$ -</u> | <u>\$ -</u> |

Water Projects

CIP #1128: Well Upgrades and Maintenance (Down-Hole)

The City owns and maintains eight potable groundwater wells that once supplied all of the City’s drinking water. The City’s 2012 Water Master Plan determined that six of these wells should be maintained as backup supply for emergency situations. This project will address one well per year and includes well column and casing inspection, water chemistry analysis, redevelopment of well capacity, and “down-hole” upgrades and repairs as needed to correct deficiencies. This is a companion project with the Well Facility Rehabilitation and Upgrade project, CIP #1083 and Water System Telemetry project, CIP #1114.

Priority: Medium

Justification: Aging infrastructure and public safety

FY 2020-21 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | Annual | \$ 53,000 | \$ 180,000 | Annual | Annual |
| Project Management Fees | | 10,000 | 18,000 | | |
| General Fund Overhead Fees | | 1,855 | 6,300 | | |
| | <u>\$ -</u> | <u>\$ 64,855</u> | <u>\$ 204,300</u> | <u>\$ -</u> | <u>\$ -</u> |

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #1114: Water System Telemetry

This project continues the process of replacing an aging phone-based telemetry/communication system that connects the City’s key water facilities (tanks, turnouts, wells, etc.) to Public Works and Water Treatment operators, with a radio-based SCADA system to allow for remote monitoring of the water distribution system. This is a companion project with the Well Facility Rehabilitation and Upgrade project, CIP # 1083 and Well Upgrades and Maintenance (Down Hole) project, CIP #1128. Completion of project is expected to result in an annual operating budget savings.

Priority: High

Justification: Aging infrastructure

FY 2020-21 Funding Source: Water Operating

Status: Continued from FY 2011-12

Estimated Date of Completion: FY 2021-22

Operations Impact: Maintenance costs estimated at \$2,500 per year

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | \$ 188,620 | \$ 77,500 | \$ 55,000 | \$ 237,002 | \$ 558,122 |
| Project Management Fees | 35,139 | 8,000 | 5,500 | 23,700 | 72,339 |
| General Fund Overhead Fees | 6,581 | 2,713 | 1,925 | 8,295 | 19,514 |
| | <u>\$ 230,340</u> | <u>\$ 88,213</u> | <u>\$ 62,425</u> | <u>\$ 268,997</u> | <u>\$ 649,975</u> |

Water Projects

CIP #1117: 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

FY 2020-21 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Maintenance costs estimated at \$650 per year

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | Annual | \$ 5,000 | \$ 5,150 | Annual | Annual |
| Project Management Fees | | - | - | | |
| General Fund Overhead Fees | | 175 | 180 | | |
| | <u>\$ -</u> | <u>\$ 5,175</u> | <u>\$ 5,330</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #1126: Segment 3B Waterline Mitigation Site

The wetland mitigation site constructed during the Segment 3B water line project, CIP #1055, requires five years of maintenance and monitoring after construction was completed. This project budgets the expenditures on an annual basis until completion in FY 2020-21.

Priority: High

Justification: Regulatory requirement

FY 2020-21 Funding Source: Water Operating/Water SDC

Status: Continued from FY 2013-14

Estimated Date of Completion: FY 2020-21

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | \$ 37,150 | \$ 7,000 | \$ 15,000 | \$ - | \$ 59,150 |
| Project Management Fees | 8,088 | 700 | 1,500 | - | 10,288 |
| General Fund Overhead Fees | 1,294 | 245 | 525 | - | 2,064 |
| | <u>\$ 46,532</u> | <u>\$ 7,945</u> | <u>\$ 17,025</u> | <u>\$ -</u> | <u>\$ 71,502</u> |

CIP #1127: Willamette River Water Supply Coordination

This project is being used to accrue expenses for Community Development staff support and the City's share of consultant fees for the Willamette Water Supply Program (WWSP) being led by the Tualatin Valley Water District. This project is a multi-year, multi-jurisdictional effort to expand Wilsonville's Willamette River Water Treatment Plant and install transmission pipelines through Wilsonville to serve long term regional needs.

Priority: High

Justification: Regional Growth

FY 2020-21 Funding Source: WWSP

Status: Continued from FY 2013-14

Estimated Date of Completion: FY 2024-25

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | \$ 290,724 | \$ 20,000 | \$ 72,000 | \$ 310,000 | \$ 692,724 |
| Project Management Fees | 222,988 | 100,000 | 103,000 | 444,000 | 869,988 |
| General Fund Overhead Fees | 10,175 | 700 | 2,520 | 10,850 | 24,245 |
| | <u>\$ 523,887</u> | <u>\$ 120,700</u> | <u>\$ 177,520</u> | <u>\$ 764,850</u> | <u>\$ 1,586,957</u> |

Water Projects

CIP #1129: GIS and Water Model Updates

This project provides for third party support/consulting to perform periodic updates to the City-wide water distribution hydraulic model after construction of new pipelines and new developments. The model is used to document and confirm adequate fire flows and pressures are maintained throughout the system as new water users come on-line, and evaluate the future impacts on the water distribution system from large developments such as Frog Pond and Coffee Creek.

Priority: High

Justification: City growth

FY 2020-21 Funding Source: Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | Annual | \$ 5,500 | \$ 2,650 | Annual | Annual |
| Project Management Fees | | - | 3,185 | | |
| General Fund Overhead Fees | | 193 | 93 | | |
| | <u>\$ -</u> | <u>\$ 5,693</u> | <u>\$ 5,928</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #1990: Community Development Support for Miscellaneous Water Projects

This project funds as-needed Engineering/Community Development (CD) staff support for Water Operations repair or replacement projects. Prior to FY 2015-16, Engineering/CD support for Water Operations was programmed into individual Water Operations CIPs.

Priority: High

Justification: Aging Infrastructure

FY 2020-21 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 2,000 | 10,000 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 2,000</u> | <u>\$ 10,000</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #1993: Water CIP's – Final Closeout from Prior Years

This project funds small project closeout 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

FY 2020-21 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 2,500 | 2,600 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 2,500</u> | <u>\$ 2,600</u> | <u>\$ -</u> | <u>\$ -</u> |

Water Projects

CIP #1995: Early Planning – Future Water 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.

Priority: Medium

Justification: City growth

FY 2020-21 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 2,000 | 10,000 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 2,000</u> | <u>\$ 10,000</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #1998: 5-Year & Annual Water CIP Budget Development

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 CIP's

FY 2020-21 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 5,000 | 7,500 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 5,000</u> | <u>\$ 7,500</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #1999: 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 recoded to appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

FY 2020-21 Funding Source: Water Operating/Water SDC

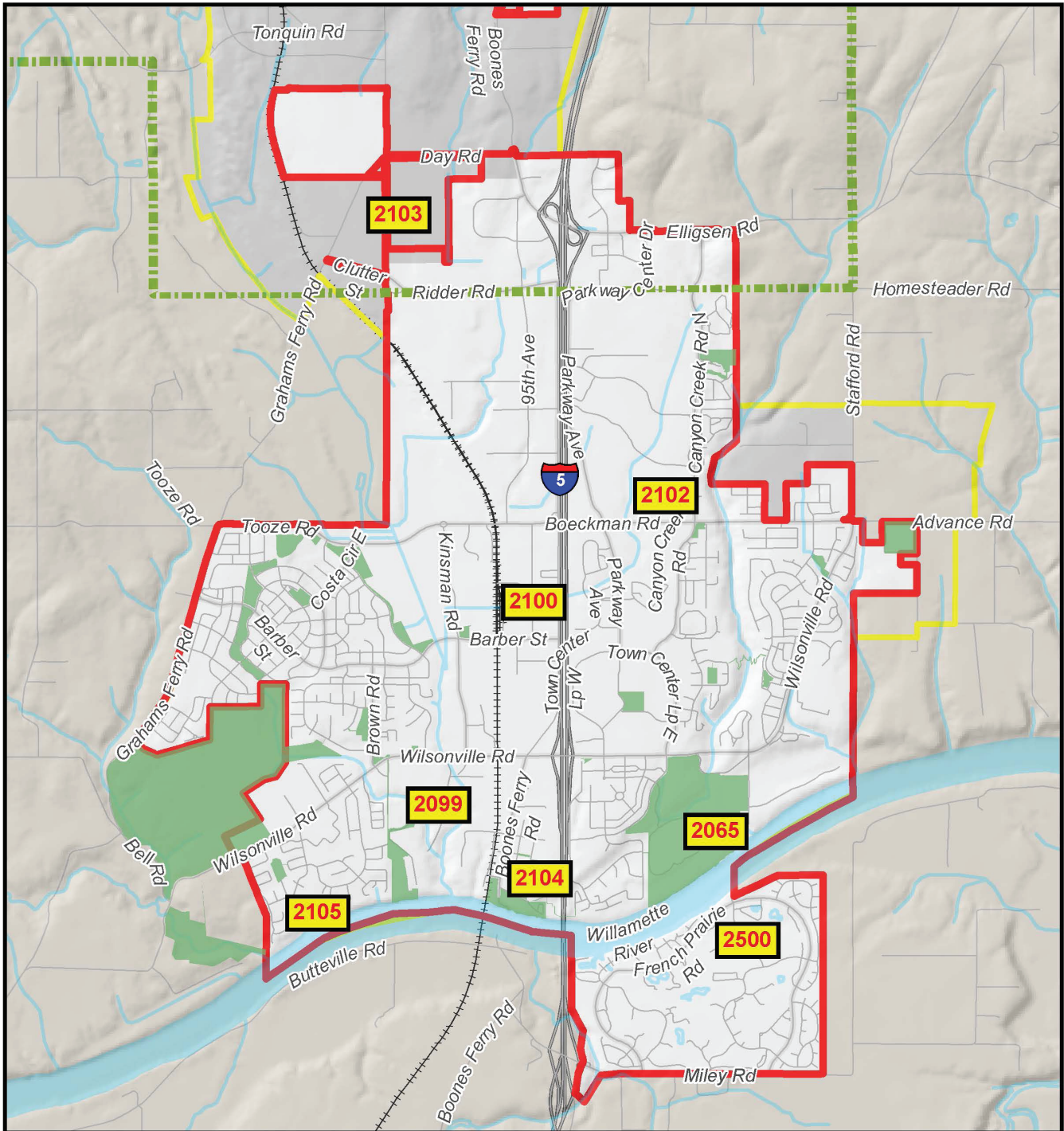
Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Budget FY2019-20 | Forecast FY2020-21 | Forecast Year Costs | Project Total |
|----------------------------|------------------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ 52,000 | Annual | Annual |
| Project Management Fees | | - | 5,180 | | |
| General Fund Overhead Fees | | - | 1,820 | | |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 59,000</u> | <u>\$ -</u> | <u>\$ -</u> |

Sewer Projects



| | | |
|---|---|---|
| <p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p> | <p>Wilsonville Boundaries</p> <ul style="list-style-type: none"> City Limits County Boundary UGB | <p>WILSONVILLE GIS 4/3/2020</p> <p>0 Miles 0.5</p> |
| | | |

2020-21 Funding Sources

| CIP # | Project Name | Sewer Operating | Sewer SDC | Total Resources |
|------------------------------------|--|---------------------|---------------------|---------------------|
| Construction Projects | | | | |
| 2065 | Memorial Park Pump Station Relocation | \$ 1,675,125 | \$ 2,047,375 | \$ 3,722,500 |
| 2099 | 5th Street / Kinsman Extension Sewer Trunk | - | 3,206,400 | 3,206,400 |
| 2100 | Boberg Diversion Structure | 185,900 | - | 185,900 |
| 2102 | Boeckman Rd Sanitary Improvements | - | 141,875 | 141,875 |
| 2103 | Garden Acres Sewer Extension | - | 10,000 | 10,000 |
| 2105 | Corral Creek & Rivergreen Pump Station Rehabilitation | 164,000 | - | 164,000 |
| 2500 | Sewer Ops Allocation to Charbonneau | 526,352 | - | 526,352 |
| Master Plan and Studies | | | | |
| 2104 | Wastewater Treatment Plant Master Plan | 70,350 | 179,650 | 250,000 |
| Annual Maintenance Projects | | | | |
| 2060 | Miscellaneous Small Sewer Projects | 102,536 | - | 102,536 |
| Miscellaneous Projects | | | | |
| 2990 | CD Department Support for Miscellaneous Projects | 10,000 | - | 10,000 |
| 2993 | Sewer CIPs Closeout from Prior Years | 732 | 1,868 | 2,600 |
| 2995 | Early Planning - Future Sewer Projects | 2,814 | 7,186 | 10,000 |
| 2998 | 5 Year and Annual Sewer CIP Budget Development (All CD OH) | 2,111 | 5,389 | 7,500 |
| 2999 | Project Design and Development | 16,603 | 42,397 | 59,000 |
| | | <u>\$ 2,756,523</u> | <u>\$ 5,642,140</u> | <u>\$ 8,398,663</u> |

Sewer Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #2065: Memorial Park Pump Station Relocation

This project will relocate the Memorial Park Pump Station out of the flood plain and provide back-up electrical power and improvement of the wet well to handle current and future pumping capacity requirements.

Priority: High

Justification: City growth and regulatory requirements

FY 2020-21 Funding Sources: Sewer Operating/Sewer SDC

Status: Continued from FY 2008-09

Estimated Date of Completion: FY 2020-21

Operations Impact: Improvements to help decrease maintenance costs

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 532,984 | \$ 1,000,000 | \$ 3,500,000 | \$ - | \$ 5,032,984 |
| Project Management Fees | 118,603 | 100,000 | 100,000 | - | 318,603 |
| General Fund Overhead Fees | 20,044 | 35,000 | 122,500 | - | 177,544 |
| | <u>\$ 671,631</u> | <u>\$ 1,135,000</u> | <u>\$ 3,722,500</u> | <u>\$ -</u> | <u>\$ 5,529,131</u> |

CIP #2099: 5th Street / Kinsman Extension Sewer Trunk

This project will construct sewer collection pipelines underneath, and in conjunction with the 5th Street to Kinsman Extension project (CIP #4196). This year construction will be a 15" sanitary sewer main extension between the Inza Wood Middle School Interceptor and Boones Ferry Rd.

Priority: High

Justification: City Growth

FY 2020-21 Funding Sources: Sewer Operating/Sewer SDC

Status: Continued from FY 2016-17

Estimated Date of Completion: FY 2020-21

Operations Impact: To be determined at completion of planning phase

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 41,328 | \$ 350,000 | \$ 3,040,000 | \$ - | \$ 3,431,328 |
| Project Management Fees | 5,677 | 35,000 | 60,000 | - | 100,677 |
| Engineering Administration | 350 | 12,250 | 106,400 | - | 119,000 |
| | <u>\$ 47,355</u> | <u>\$ 397,250</u> | <u>\$ 3,206,400</u> | <u>\$ -</u> | <u>\$ 3,651,005</u> |

CIP #2100: Boberg Diversion Structure

This project replaces the outdated and damages on the Boberg wastewater collection system diversion structure to improve system functionality and ensure capacity for upstream development.

Priority: High

Justification: City Growth

FY 2020-21 Funding Sources: Sewer Operating

Status: New Project

Estimated Date of Completion: FY 2021-22

Operations Impact: To be determined at completion of planning phase

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ - | \$ 141,000 | \$ - | \$ 141,000 |
| Project Management Fees | - | - | 39,965 | - | 39,965 |
| General Fund Overhead Fees | - | - | 4,935 | - | 4,935 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 185,900</u> | <u>\$ -</u> | <u>\$ 185,900</u> |

Sewer Projects

CIP #2102: Boeckman Road Sanitary Improvements - Frog Pond

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. The project will be designed and constructed in conjunction with the Boeckman Road Street Improvements project, CIP #4205.

Note: Timing of sewer construction is dependent on collection of the Frog Pond supplemental fee.

Priority: Medium

Justification: City Growth

FY 2020-21 Funding Sources: Sewer SDC

Status: Continued from FY 2017-18

Estimated Date of Completion: FY 2020-21

Operations Impact: Maintenance costs estimated at \$3,000 per year

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 253,715 | \$ - | \$ 125,000 | \$ 497,985 | \$ 876,700 |
| Project Management Fees | 8,209 | 5,000 | 12,500 | 49,799 | 75,508 |
| General Fund Overhead Fees | 8,880 | - | 4,375 | 17,429 | 30,684 |
| | <u>\$ 270,804</u> | <u>\$ 5,000</u> | <u>\$ 141,875</u> | <u>\$ 565,213</u> | <u>\$ 982,892</u> |

CIP #2103: Garden Acres Sewer Extension

This project extends sewer main under the Garden Acres Road improvements from Ridder Road to Day Road project, CIP #4201. It will provide additional capacity for growth in the Coffee Creek and Basalt Creek industrial areas.

Priority: High

Justification: City Growth

FY 2020-21 Funding Sources: Sewer SDC

Status: New Project

Estimated Date of Completion: FY 2020-21

Operations Impact: Maintenance costs estimated at \$300 per year

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ 1,300,000 | \$ 8,811 | \$ - | \$ 1,308,811 |
| Project Management Fees | - | 10,000 | 881 | - | 10,881 |
| General Fund Overhead Fees | - | 45,500 | 308 | - | 45,808 |
| | <u>\$ -</u> | <u>\$ 1,355,500</u> | <u>\$ 10,000</u> | <u>\$ -</u> | <u>\$ 1,365,500</u> |

CIP #2105: Corral Creek & Rivergreen Pump Station Rehabilitation

This project rehabilitates the aging Corral Creek and Rivergreen wastewater pump stations, including replacement and upgrading of telemetry, electrical, and pump systems per the City's 2014 Wastewater Collection System Master Plan recommendations.

Priority: High

Justification: City Growth

FY 2020-21 Funding Sources: Sewer Operating

Status: New Project

Estimated Date of Completion: FY 2021-22

Operations Impact: Improvements to help decrease maintenance costs

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ - | \$ 120,000 | \$ 400,000 | \$ 520,000 |
| Project Management Fees | - | - | 39,800 | 40,000 | 79,800 |
| General Fund Overhead Fees | - | - | 4,200 | 14,000 | 18,200 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 164,000</u> | <u>\$ 454,000</u> | <u>\$ 618,000</u> |

Sewer Projects

CIP #2500: Sewer Operations Allocation to Charbonneau

This project provides an annual budget for planning, design and construction of needed sewer rehabilitation projects within the Charbonneau District consistent with the Charbonneau Consolidated Improvement Plan approved by City Council. This is a companion project with CIP #1500, #4500 and #7500.

Priority: High

Justification: Aging infrastructure

FY 2020-21 Funding Sources: Sewer Operating

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2024-25

Operations Impact: Improvements to help decrease maintenance costs

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 157,289 | \$ 300,000 | \$ 463,746 | \$ 1,813,500 | \$ 2,734,535 |
| Project Management Fees | 26,169 | 30,000 | 46,375 | 181,350 | 283,894 |
| General Fund Overhead Fees | 5,505 | 10,500 | 16,231 | 63,473 | 95,709 |
| | <u>\$ 188,963</u> | <u>\$ 340,500</u> | <u>\$ 526,352</u> | <u>\$ 2,058,323</u> | <u>\$ 3,114,138</u> |

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

CIP #2104: Wastewater Treatment Plant Master Plan

This project continues long range master planning for the Wilsonville Wastewater Treatment Plant by completing evaluations and analysis of the existing building and treatment processes and evaluation of long term expansion needs.

Priority: High

Justification: City Growth

FY 2020-21 Funding Sources: Sewer Operating/Sewer SDC

Status: Continued from FY 2019-20

Estimated Date of Completion: FY 2020-21

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ 50,000 | \$ 200,000 | \$ - | \$ 250,000 |
| Project Management Fees | - | 5,000 | 43,000 | - | 48,000 |
| General Fund Overhead Fees | - | 1,750 | 7,000 | - | 8,750 |
| | <u>\$ -</u> | <u>\$ 56,750</u> | <u>\$ 250,000</u> | <u>\$ -</u> | <u>\$ 306,750</u> |

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #2060: Miscellaneous Small Sewer Projects

This annual budget item provides funds for small replacement and repair projects that arise throughout the year.

Priority: Medium

Justification: Aging infrastructure

FY 2020-21 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ 70,000 | \$ 100,000 | Annual | Annual |
| Project Management Fees | | - | - | | |
| General Fund Overhead Fees | | 2,440 | 2,536 | | |
| | <u>\$ -</u> | <u>\$ 72,440</u> | <u>\$ 102,536</u> | <u>\$ -</u> | <u>\$ -</u> |

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS**CIP #2990: CD Dept Support for Miscellaneous Sewer Operations**

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

FY 2020-21 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 2,000 | 10,000 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 2,000</u> | <u>\$ 10,000</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #2993: Sewer Closeouts 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

FY 2020-21 Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 2,500 | 2,600 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 2,500</u> | <u>\$ 2,600</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #2995: Early Planning – Future Sewer 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

FY 2020-21 Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 2,500 | 10,000 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 2,500</u> | <u>\$ 10,000</u> | <u>\$ -</u> | <u>\$ -</u> |

Sewer Projects

CIP #2998: 5 year and Annual Sewer CIP Budget Development

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

FY 2020-21 Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 6,700 | 7,500 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 6,700</u> | <u>\$ 7,500</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #2999: Project Design and 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 recoded to appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

FY 2020-21 Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

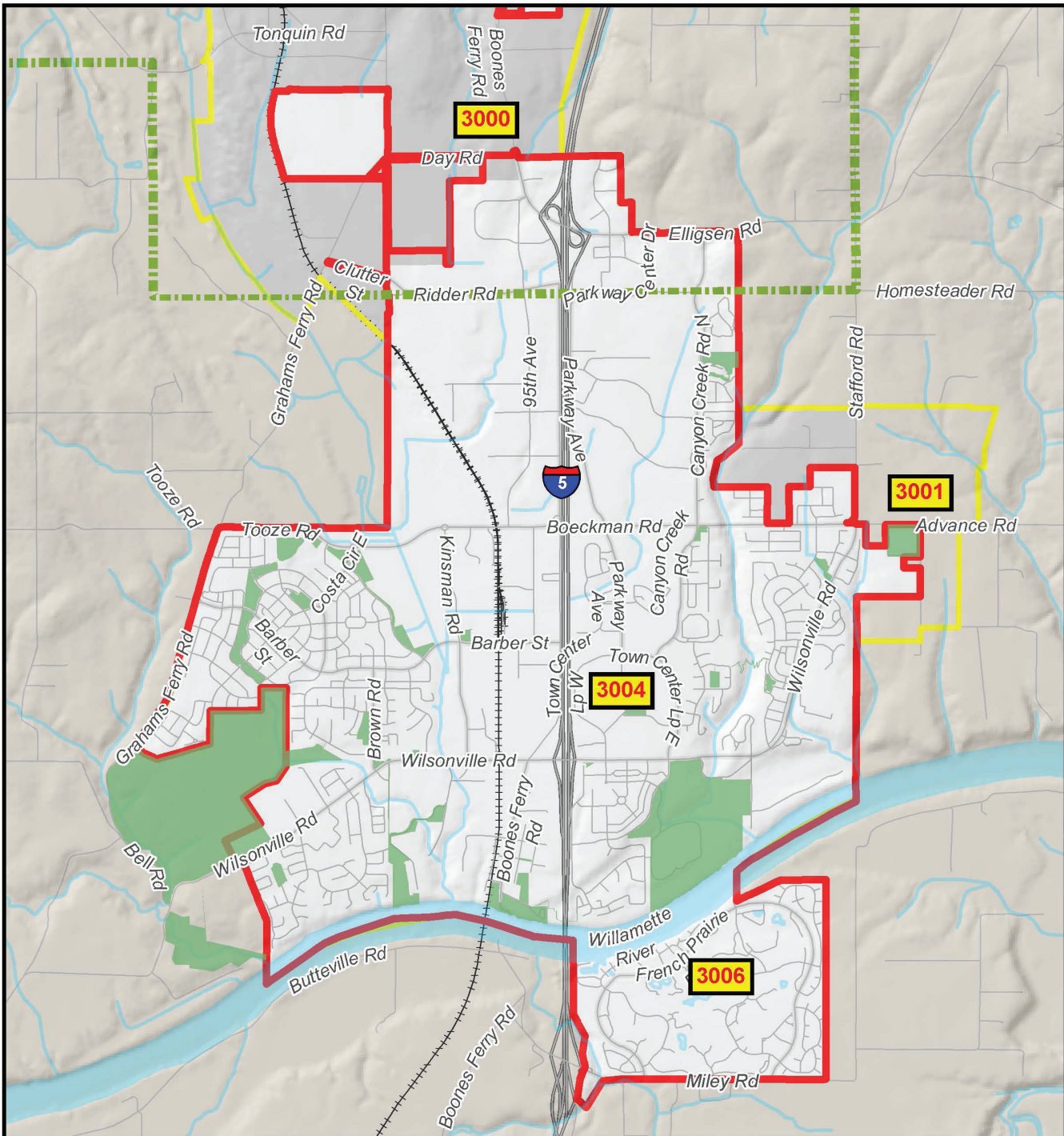
| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ 52,000 | Annual | Annual |
| Project Management Fees | | - | 5,180 | | |
| General Fund Overhead Fees | | - | 1,820 | | |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 59,000</u> | <u>\$ -</u> | <u>\$ -</u> |



Stories and Science Program at the Library



Planning Projects



| | | |
|---|--|---|
| <p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p> | <p>Wilsonville Boundaries</p> <ul style="list-style-type: none">  City Limits  County Boundary  UGB | <p>WILSONVILLE GIS 4/3/2020</p> |
|  | <p>0 Miles 0.5</p> |  |

2020-21 Funding Sources

| CIP # | Project Name | General Fund | Grants | Total Resources |
|--------------------------------|--|-------------------|------------------|-------------------|
| Master Plan and Studies | | | | |
| 3000 | Basalt Creek Planning | \$ 35,000 | \$ - | \$ 35,000 |
| 3001 | Frog Pond Master Planning (East/South) | 9,000 | 32,000 | 41,000 |
| 3004 | Town Center Concept Planning | 185,000 | - | 185,000 |
| 3006 | Charbonneau Street Tree Study | 18,000 | - | 18,000 |
| | | <u>\$ 247,000</u> | <u>\$ 32,000</u> | <u>\$ 279,000</u> |

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

CIP #3000: Basalt Creek Planning

This project provides for Community Development staff support and consulting services to begin master planning of the Basalt Creek Planning Area. The master planning work includes evaluation of land use categories as part of the Planned Development Industrial Zoning designation, consideration of a form-based code, and performance of additional infrastructure analysis and planning work.

Priority: High

Justification: Future growth and economic development

FY 2020-21 Funding Sources: General Fund

Status: Continued from FY 2013-14

Estimated Date of Completion: FY 2021-22

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 55,604 | \$ - | \$ - | \$ 65,000 | \$ 120,604 |
| Project Management Fees | 451,424 | 2,571 | 35,000 | 35,000 | 523,995 |
| General Fund Overhead Fees | - | - | - | - | - |
| | <u>\$ 507,028</u> | <u>\$ 2,571</u> | <u>\$ 35,000</u> | <u>\$ 100,000</u> | <u>\$ 644,599</u> |

CIP #3001: Frog Pond East & South Master Planning

This project funds continued staff support and consulting services for master planning of the 180 acre Frog Pond area, and Master Planning for the Advance Road Urban Reserve area. This area was added to the Urban Growth Boundary in 2018.

Priority: High

Justification: Future growth

FY 2020-21 Funding Sources: General Fund

Status: Continued from FY 2013-14

Estimated Date of Completion: FY 2022-23

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 436,594 | \$ - | \$ 32,000 | \$ 318,000 | \$ 786,594 |
| Project Management Fees | 349,126 | 35,000 | 9,000 | 81,000 | 474,126 |
| General Fund Overhead Fees | - | - | - | - | - |
| | <u>\$ 785,720</u> | <u>\$ 35,000</u> | <u>\$ 41,000</u> | <u>\$ 399,000</u> | <u>\$ 1,260,720</u> |

Planning Projects

CIP #3004: Town Center Concept Planning

This project will continue to implement priority recommendations from the Town Center Plan including: updates to the TSP and other system plans, completing the streetscape plan, developing programming and marketing programs, place-making events and projects, building public-private partnerships for a Town Center coalition and identifying development opportunities (site-specific building concepts and pro-forma development), and completing a parking management plan. Several of these initiatives will be completed in partnership with the Economic Development Manager.

Priority: Medium

Justification: Future Growth

FY 2020-21 Funding Sources: General Fund

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2025-26

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 451,434 | \$ 115,000 | \$ 140,000 | \$ 275,000 | \$ 981,434 |
| Project Management Fees | 453,011 | 35,000 | 45,000 | 90,000 | 623,011 |
| General Fund Overhead Fees | - | - | - | - | - |
| | <u>\$ 904,445</u> | <u>\$ 150,000</u> | <u>\$ 185,000</u> | <u>\$ 365,000</u> | <u>\$ 1,604,445</u> |

CIP #3006: Charbonneau Street Tree Study

Conduct an assessment of the street trees on French Prairie Road in Charbonneau. The oak trees along French Prairie Road are an important part of the identity of the Charbonneau community. As these trees mature the number of tree health issues and root conflicts with structures and hardscape increase. A need exists to take a comprehensive look at these trees to plan the best way to manage them over time to avoid problems while maintaining their place in the community. This project will be incorporated into the Urban Forest Management.

Priority: High

Justification: Urban Forest Management

FY 2020-21: Funding Sources: Grant/General Fund

Status: Continued from FY 2019-20

Estimated Date of Completion: FY 2020-21

Operations Impact: Not applicable

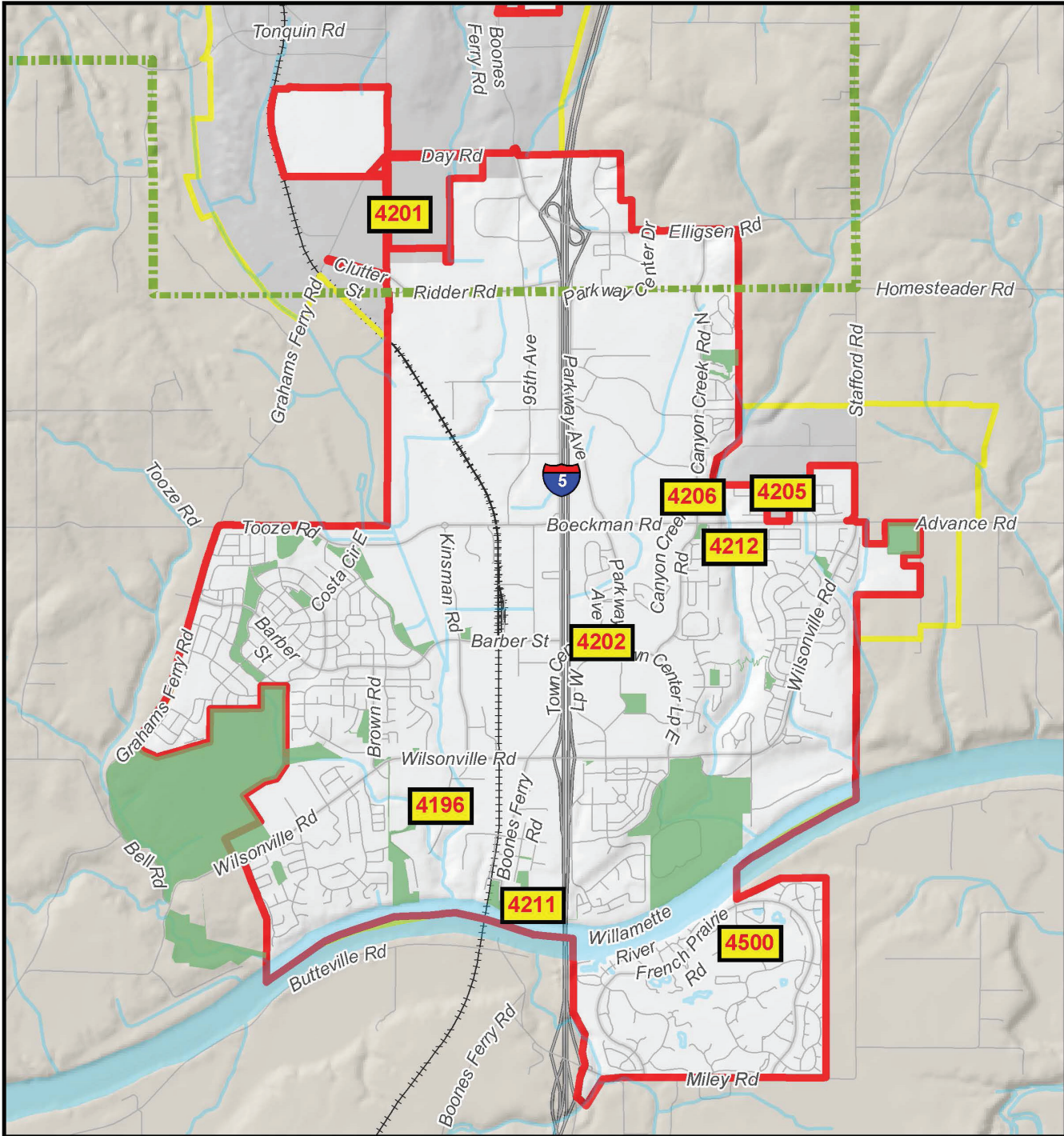
| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ 20,000 | \$ 15,000 | \$ - | \$ 35,000 |
| Project Management Fees | - | 2,000 | 3,000 | - | 5,000 |
| General Fund Overhead Fees | - | - | - | - | - |
| | <u>\$ -</u> | <u>\$ 22,000</u> | <u>\$ 18,000</u> | <u>\$ -</u> | <u>\$ 40,000</u> |



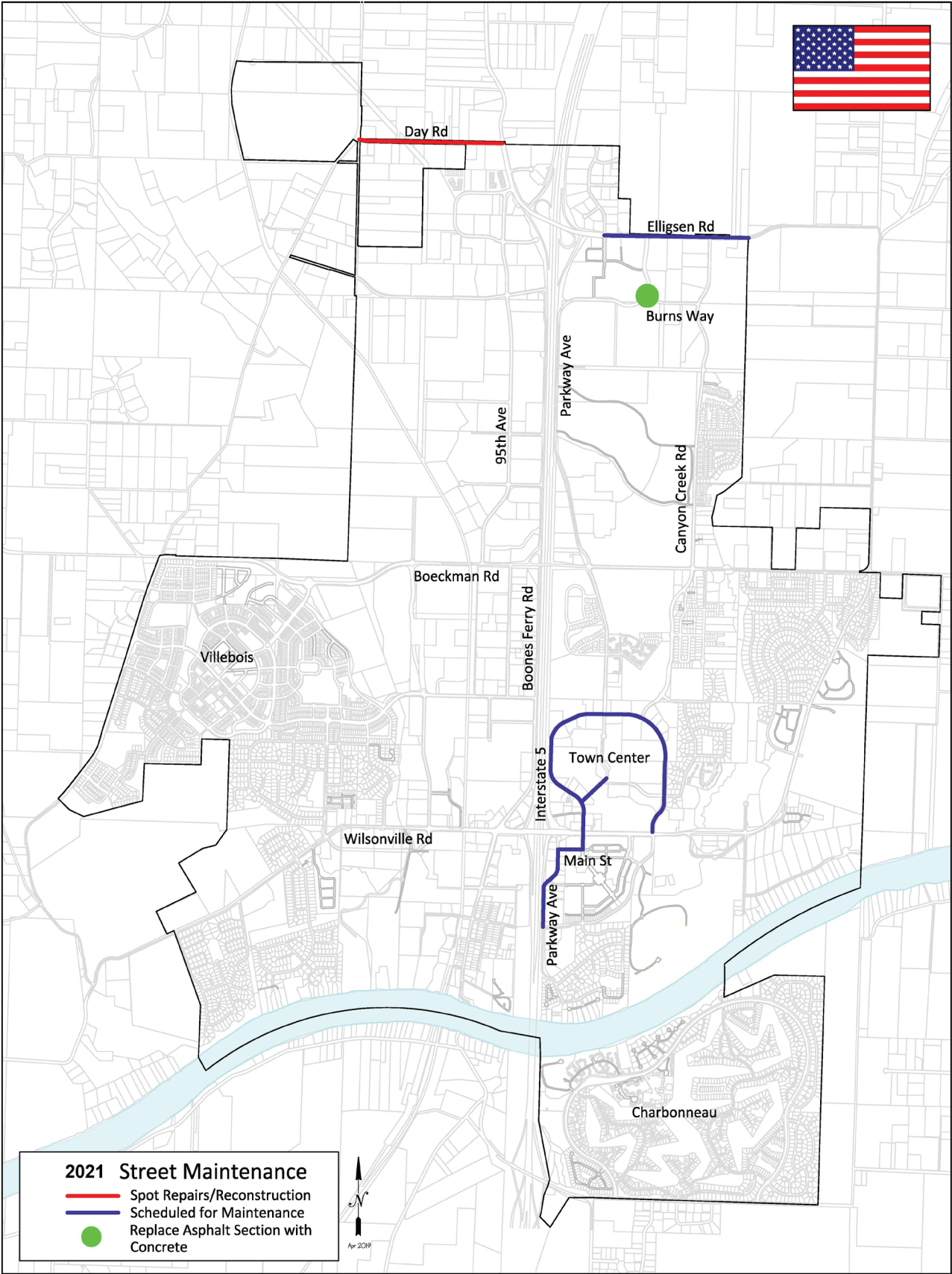
SMART’s Walk at Lunch Program



Streets Projects



| | | |
|---|--|--|
| <p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p> | <p>Wilsonville Boundaries</p> <ul style="list-style-type: none">  City Limits  County Boundary  UGB |  <p>4/3/2020</p>  <p>0 Miles 0.5</p> |
|  | | |



Streets Projects

2020-21 Funding Sources

| CIP # | Project Name | Road Maint Fee | Road Operating | Street SDC | Coffee Creek Urban Renewal | Year 2000 Urban Renewal | Total Resources |
|------------------------------------|--|---------------------|-------------------|---------------------|-------------------------------|----------------------------|----------------------|
| Construction Projects | | | | | | | |
| 4196 | 5th Street/Kinsman Extension | \$ - | \$ - | \$ - | \$ - | \$ 5,100,000 | \$ 5,100,000 |
| 4201 | Garden Acres Road - Ridder to Day | - | - | - | 2,600,000 | - | 2,600,000 |
| 4202 | I-5 Pedestrian Bridge | - | - | 5,830,275 | - | - | 5,830,275 |
| 4205 | Boeckman Rd Street Improvements - Frog Pond | - | - | 480,000 | - | - | 480,000 |
| 4206 | Canyon Creek/Boeckman Traffic Signal | - | - | 83,275 | - | - | 83,275 |
| 4211 | French Prairie Bridge | - | - | 888,000 | - | - | 888,000 |
| 4212 | Boeckman Dip Bridge | - | - | - | - | 2,600,000 | 2,600,000 |
| 4500 | Road Maintenance Allocation to Charbonneau | 458,278 | - | - | - | - | 458,278 |
| Annual Maintenance Projects | | | | | | | |
| 4014 | Street Maintenance | 3,000,000 | - | - | - | - | 3,000,000 |
| 4118 | Signal Improvements | - | 340,500 | - | - | - | 340,500 |
| Miscellaneous Projects | | | | | | | |
| 4183 | ADA Compliance | - | 5,300 | - | - | - | 5,300 |
| 4192 | Transportation Performance Modeling | - | - | 18,160 | - | - | 18,160 |
| 4194 | 5 Year Monitoring: Barber Rd | - | - | 18,540 | - | - | 18,540 |
| 4210 | 5 Year Monitoring: Kinsman Extension | - | - | 14,000 | - | - | 14,000 |
| 4993 | Annual - Closeout From Prior Years | - | 390 | 7,410 | - | - | 7,800 |
| 4995 | Annual - Early Planning-Future Street Projects | - | 2,000 | 18,000 | - | - | 20,000 |
| 4998 | Annual - 5-Year and Annual Budget Planning | - | 900 | 8,100 | - | - | 9,000 |
| 4999 | Annual - Project Design & Construction | - | 8,400 | 75,600 | - | - | 84,000 |
| | | <u>\$ 3,458,278</u> | <u>\$ 357,490</u> | <u>\$ 7,441,360</u> | <u>\$ 2,600,000</u> | <u>\$ 7,700,000</u> | <u>\$ 21,557,128</u> |

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #4196: 5th Street / Kinsman Road Extension

This project will construct a roadway connection from the Boones Ferry Road/5th Street intersection westward and northward to the Kinsman Road/Wilsonville Road intersection. Phase 2 will extend the road westward and northward to Brown Road. This project will designed and constructed in conjunction with the 5th Street/Kinsman Extension Waterline, CIP #1139 and 5th Street/Kinsman Extension Sewer Trunk, CIP #2099.

Priority: High

Justification: City growth and Council Goal

FY 2020-21 Funding Sources: Year 2000 Urban Renewal

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2020-21

Operations Impact: Maintenance costs estimated to be \$30,000 annually

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 1,446,426 | \$ 2,000,000 | \$ 5,000,000 | \$ 3,350,000 | \$ 11,796,426 |
| Project Management Fees | 223,414 | 30,000 | 100,000 | 100,000 | 453,414 |
| General Fund Overhead Fees | - | - | - | - | - |
| | <u>\$ 1,669,840</u> | <u>\$ 2,030,000</u> | <u>\$ 5,100,000</u> | <u>\$ 3,450,000</u> | <u>\$ 12,249,840</u> |

CIP #4201: Garden Acres Road – Ridder to Day

This project will construct an industrial roadway cross section along Garden Acres Road between Ridder Road and Day Road. This is the primary Arterial Collector Street through the Coffee Creek Industrial Area and is a key project needed to promote development in the recently created Coffee Creek Urban Renewal area. This project will be designed and constructed in conjunction with the Garden Acres Sewer Extension project, CIP #2103 and Garden Acres Storm System project, CIP #7061.

Priority: Medium

Justification: City growth

FY 2020-21 Funding Sources: Coffee Creek Urban Renewal

Status: Continues from FY 2018-19

Estimated Date of Completion: FY 2021-22

Operations Impact: Maintenance costs estimated to be \$8,000 annually

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|-----------------|---------------------|---------------------|-------------------|---------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ 289 | \$ 2,000,000 | \$ 2,500,000 | \$ 500,000 | \$ 5,000,289 |
| Project Management Fees | 3,137 | 100,000 | 100,000 | - | 203,137 |
| General Fund Overhead Fees | 10 | - | - | - | 10 |
| | <u>\$ 3,436</u> | <u>\$ 2,100,000</u> | <u>\$ 2,600,000</u> | <u>\$ 500,000</u> | <u>\$ 5,203,436</u> |

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. This project includes design of the bridge and gateway plaza and will begin to accumulate the needed funds to meet future construction costs.

Priority: Medium

Justification: City growth

FY 2020-21 Funding Sources: Street SDC

Status: Continued from FY 2018-19

Estimated Date of Completion: To be determined

Operations Impact: Maintenance costs estimated to be \$2,000 annually

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|-------------------|---------------------|---------------------|---------------------|----------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ 575,878 | \$ 1,000,000 | \$ 5,700,000 | \$ 5,035,000 | \$ 12,310,878 |
| Project Management Fees | 41,252 | 100,000 | 100,000 | 450,000 | 691,252 |
| General Fund Overhead Fees | 2,040 | 35,000 | 30,275 | 100,000 | 167,315 |
| | <u>\$ 619,170</u> | <u>\$ 1,135,000</u> | <u>\$ 5,830,275</u> | <u>\$ 5,585,000</u> | <u>\$ 13,169,445</u> |

*Future Years Costs are based on 5 Year projections. This project will exceed that time period.

CIP #4205: Boeckman Rd 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 will designed and constructed in conjunction with the Boeckman Rd. Sanitary Improvements - Frog Pond project, CIP #2102.

Note: Timing of road construction is dependent on collection of the Frog Pond supplemental fee.

Priority: High

Justification: City growth

FY 2020-21 Funding Sources: Street SDC

Status: Continued from FY 2018-19

Estimated Date of Completion: FY 2022-23

Operations Impact: Maintenance costs estimated to be \$50,000 annually

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|-----------------|-----------------|-------------------|---------------------|---------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ 447 | \$ - | \$ 422,907 | \$ 2,666,685 | \$ 3,090,039 |
| Project Management Fees | 7,109 | 5,000 | 42,290 | 266,669 | 321,068 |
| General Fund Overhead Fees | 15 | - | 14,803 | 93,334 | 108,152 |
| | <u>\$ 7,571</u> | <u>\$ 5,000</u> | <u>\$ 480,000</u> | <u>\$ 3,026,688</u> | <u>\$ 3,519,259</u> |

Streets Projects

CIP #4206: Canyon Creek/Boeckman Traffic Signal

Part of the Boeckman Road Dip Improvements project. Recent traffic studies show the current 4-way stop going to Level of Service (LOS) rating of E with Existing + Stage II + Project traffic volumes. LOS is based on the intersection volume/capacity ratio and delay. Signalization will improve ratings.

Priority: High

Justification: City growth

FY 2020-21 Funding Sources: Street SDC

Status: Continued from FY 2017-18

Estimated Date of Completion: FY 2021-22

Operations Impact: Maintenance costs estimated to be \$15,000 annually

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|---------------|-------------|------------------|-------------------|-------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ - | \$ - | \$ 73,370 | \$ 248,330 | \$ 321,700 |
| Project Management Fees | - | - | 7,337 | 24,833 | 32,170 |
| General Fund Overhead Fees | - | - | 2,568 | 8,692 | 11,260 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 83,275</u> | <u>\$ 281,855</u> | <u>\$ 365,130</u> |

CIP #4211: French Prairie Bridge

This project begins to accumulate funds for the design, acquisitions and construction of the French Prairie Bridge.

Priority: Low

Justification: City growth

FY 2020-21 Funding Sources: Street SDC

Status: New Project

Estimated Date of Completion: To be determined

Operations Impact: Costs to be determined at the completion of planning phase

| Project Costs: | Expenses Thru | Estimated | Budget | Future* | Project |
|----------------------------|---------------|-------------|-------------------|---------------------|---------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ - | \$ - | \$ 888,000 | \$ 4,712,000 | \$ 5,600,000 |
| Project Management Fees | - | - | - | - | - |
| General Fund Overhead Fees | - | - | - | - | - |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 888,000</u> | <u>\$ 4,712,000</u> | <u>\$ 5,600,000</u> |

*Future Year Costs are based on 5 Year projections. This project will exceed that time period.

CIP #4212: Boeckman Dip Bridge

This project is for the design and construction of Boeckman Road. The project will upgrade the vertical curve by removing the culvert and adding a bridge across Boeckman Creek. Corridor improvements also include a three lane roadway with sidewalks and bike lanes on both sides and adequate room for a regional trail below the bridge. This project is a companion project with the Boeckman Creek Hydraulic Analysis project, CIP #7065.

Priority: Low

Justification: City growth

FY 2020-21 Funding Sources: Year 2000 Urban Renewal

Status: Continued from FY 2018-19

Estimated Date of Completion: FY 2022-23

Operations Impact: Costs to be determined at the completion of planning phase

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|------------------|-------------------|---------------------|---------------------|---------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ 31,348 | \$ 80,000 | \$ 2,500,000 | \$ 4,712,000 | \$ 7,323,348 |
| Project Management Fees | 3,141 | 50,000 | 100,000 | - | 153,141 |
| General Fund Overhead Fees | - | - | - | - | - |
| | <u>\$ 34,489</u> | <u>\$ 130,000</u> | <u>\$ 2,600,000</u> | <u>\$ 4,712,000</u> | <u>\$ 7,476,489</u> |

Streets Projects

CIP #4500: Street 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.

Priority: High

Justification: Aging Infrastructure

FY 2020-21 Funding Sources: Road Maintenance Fees

Status: Continued from FY 2017-18

Estimated Date of Completion: FY 2024-25

Operations Impact: Costs to be determined at the completion of planning phase

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ 94,364 | \$ 400,000 | \$ 403,769 | \$ 2,292,037 | \$ 3,190,170 |
| Project Management Fees | 15,824 | 26,000 | 40,377 | 229,204 | 311,405 |
| General Fund Overhead Fees | 3,303 | 14,000 | 14,132 | 80,221 | 111,656 |
| | <u>\$ 113,491</u> | <u>\$ 440,000</u> | <u>\$ 458,278</u> | <u>\$ 2,601,462</u> | <u>\$ 3,613,231</u> |

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #4014: Street Maintenance

Annual street maintenance projects include surface repair and resurfacing of streets that are on a planned six year rotation schedule.

Priority: High

Justification: Aging infrastructure

FY 2020-21 Funding Sources: Road Maintenance Fees

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|---------------|---------------------|---------------------|-------------|-------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | Annual | \$ 2,700,000 | \$ 2,643,172 | Annual | Annual |
| Project Management Fees | | 174,000 | 264,317 | | |
| General Fund Overhead Fees | | 94,500 | 92,511 | | |
| | <u>\$ -</u> | <u>\$ 2,968,500</u> | <u>\$ 3,000,000</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #4118: Signal Improvements

This project will provide fiber optic signal connectivity allowing enhanced operational control by Clackamas County, install protective/permissive signal heads at appropriate locations to improve system capacity, and perform upgrades, rehabilitation or replacement of aging traffic signal equipment, push buttons, and controllers. This is an annual project with installations occurring city-wide.

Priority: Medium

Justification: City growth

FY 2020-21 Funding Sources: Road Operating Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Maintenance costs estimated to be \$3,000 annually

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|---------------|-------------------|-------------------|-------------|-------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | Annual | \$ 220,000 | \$ 300,000 | Annual | Annual |
| Project Management Fees | | 5,000 | 30,000 | | |
| General Fund Overhead Fees | | 7,700 | 10,500 | | |
| | <u>\$ -</u> | <u>\$ 232,700</u> | <u>\$ 340,500</u> | <u>\$ -</u> | <u>\$ -</u> |

Streets Projects

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #4183: Annual – ADA Compliance Inventory

This project provides a nominal annual budget to address ADA deficiencies as identified in the ADA Transition Plan completed in FY 2014-15.

Priority: High

Justification: Regulatory requirement

FY 2020-21 Funding Sources: Road Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | - | 5,300 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 5,300</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #4192: Transportation Performance Modeling

Update to Transportation Performance Model report completed in January 2016.

Priority: High

Justification: Regulatory Requirement

FY 2020-21 Funding Sources: Street SDC

Status: Reoccurring Project

Estimated Date of Completion: Reoccurs every three years

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 49,132 | \$ 40,000 | \$ 16,000 | \$ 68,722 | \$ 173,854 |
| Project Management Fees | 28,294 | 4,000 | 1,600 | 6,872 | 40,766 |
| General Fund Overhead Fees | 1,719 | 1,400 | 560 | 2,405 | 6,084 |
| | <u>\$ 79,145</u> | <u>\$ 45,400</u> | <u>\$ 18,160</u> | <u>\$ 77,999</u> | <u>\$ 220,704</u> |

CIP #4194: 5-Year Monitoring: Barber Rd

The construction of wetland mitigation was required by regulatory agencies as a part of the Barber Street extension project. This project requires five years of maintenance and monitoring. This project budgets for the five years of expenditures on an annual basis until completion in FY 2022-23.

Priority: High

Justification: Regulatory requirement

FY 2020-21 Funding Sources: Street SDC

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2022-23

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 56,473 | \$ 12,000 | \$ 16,335 | \$ 19,798 | \$ 104,606 |
| Project Management Fees | 1,977 | 500 | 1,634 | 1,980 | 6,091 |
| General Fund Overhead Fees | 5,745 | 420 | 572 | 693 | 7,430 |
| | <u>\$ 64,195</u> | <u>\$ 12,920</u> | <u>\$ 18,540</u> | <u>\$ 22,471</u> | <u>\$ 118,127</u> |

Streets Projects

CIP #4210: Kinsman Road Wetland Mitigation Site

The construction of wetland and oak enhancement mitigation was required by regulatory agencies as a part of the Kinsman Rd Extension project. This project requires five years of maintenance and monitoring. This project budgets for the five years of expenditures on an annual basis until completion in FY 2022-23.

Priority: High

Justification: Regulatory requirement

FY 2020-21 Funding Sources: Street SDC

Status: New Project

Estimated Date of Completion: FY 2022-23

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 8,459 | \$ 12,000 | \$ 12,335 | \$ 22,027 | \$ 54,821 |
| Project Management Fees | 373 | 500 | 1,234 | 2,203 | 4,310 |
| General Fund Overhead Fees | 296 | 420 | 432 | 771 | 1,919 |
| | <u>\$ 9,128</u> | <u>\$ 12,920</u> | <u>\$ 14,000</u> | <u>\$ 25,000</u> | <u>\$ 61,050</u> |

CIP #4993: Street CIPs Final 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

FY 2020-21 Funding Sources: Road Operating Fund/Street SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not Applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 13,000 | 7,800 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 13,000</u> | <u>\$ 7,800</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #4995: Early Planning – Future Streets

This project is for staff efforts on future CIP projects which are at very early stages of project development and study. They 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

FY 2020-21 Funding Sources: Road Operating Fund/Street SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 5,000 | 20,000 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 5,000</u> | <u>\$ 20,000</u> | <u>\$ -</u> | <u>\$ -</u> |

Streets Projects

CIP #4998: 5 Year and Annual Street CIP Budget Development

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

FY 2020-21 Funding Sources: Road Operating Fund/Street SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 9,700 | 9,000 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 9,700</u> | <u>\$ 9,000</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #4999: 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 recoded to appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

FY 2020-21 Funding Sources: Road Operating Fund/Street SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ 74,000 | Annual | Annual |
| Project Management Fees | | - | 7,410 | | |
| General Fund Overhead Fees | | - | 2,590 | | |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 84,000</u> | <u>\$ -</u> | <u>\$ -</u> |



2019 Street Maintenance Program - Wilsonville Road



Streetscape/Bikeway Projects

2020-21 Funding Sources

| CIP # | Project Name | Streetlight Fund | Road Operating | Total Resources |
|--------------------------------|-------------------------------|---------------------|-------------------|---------------------|
| Livability Improvements | | | | |
| 4717 | Pedestrian Enhancements | \$ - | \$ 120,000 | \$ 120,000 |
| 4722 | LED Street Light Conversion | 1,088,820 | - | 1,088,820 |
| 4725 | Crosswalk Flasher Replacement | - | 264,682 | 264,682 |
| Miscellaneous Projects | | | | |
| 4799 | Streetscape Project Design | - | 11,918 | 11,918 |
| | | <u>\$ 1,088,820</u> | <u>\$ 396,599</u> | <u>\$ 1,485,419</u> |

PROJECT SUMMARIES: LIVABILITY IMPROVEMENTS

CIP #4717: Pedestrian Enhancements

This project will continue implementation of the pedestrian improvement component of the Bicycle and Pedestrian Connectivity Action Plan updated in 2018. This fiscal year includes study and prioritization of need for pedestrian crossing enhancements. FY 2020-21 work will also include enhanced pedestrian crosswalk study and cost estimating.

Priority: High

Justification: Council Goal

FY 2020-21 Funding Sources: Road Operating Fund

Status: Continued from FY 2017-18

Estimated Date of Completion: FY 2023-24

Operational Impact: Maintenance costs estimated to be \$3,000 per pedestrian signal head per year

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|-------------------|-----------------|-------------------|-------------------|-------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ 367,959 | \$ 1,683 | \$ 96,618 | \$ 341,264 | \$ 807,524 |
| Project Management Fees | 106,733 | 2,000 | 20,000 | 44,465 | 173,198 |
| General Fund Overhead Fees | 12,780 | 59 | 3,382 | 1,194 | 17,415 |
| | <u>\$ 487,472</u> | <u>\$ 3,742</u> | <u>\$ 120,000</u> | <u>\$ 386,923</u> | <u>\$ 998,137</u> |

CIP #4722: LED Street Light Conversion

The City has over 3,800 street lights that are either High Pressure Sodium (HPS) or Mercury Vapor (MV) that are encased in one of nine different luminaire styles. The project begins the implementation/conversion of the current high energy use lighting fixtures to the lower energy LED lighting equivalents.

Priority: Medium

Justification: Environmental Stewardship and Cost Savings

FY 2020-21 Funding Sources: Streetlight Fund

Status: Continued from FY 2016-17

Estimated Date of Completion: Ongoing project to be completed in phases

Operations Impact: Improvements to help decrease maintenance costs

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|------------------|-------------------|---------------------|---------------------|---------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ 63,449 | \$ 310,500 | \$ 1,052,000 | \$ 2,084,000 | \$ 3,509,949 |
| Project Management Fees | 3,965 | - | - | - | 3,965 |
| General Fund Overhead Fees | 2,221 | 10,868 | 36,820 | 72,940 | 122,849 |
| | <u>\$ 69,635</u> | <u>\$ 321,368</u> | <u>\$ 1,088,820</u> | <u>\$ 2,156,940</u> | <u>\$ 3,636,763</u> |

Streetscape/Bikeway Projects

CIP #4725: Crosswalk Flasher Replacement

The city currently possesses five crosswalks 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. The existing in-ground systems require crews to shut down one lane of traffic at a time to perform maintenance. In addition, the in-ground systems are made up of approximately 20 flashing fixture per crosswalk at approximately \$520.00 for each fixture. The new pole mounted flashers would have less moving parts that are easier and safer to access. The project would replace four crosswalks the first year and two the next year.

Priority: Medium

Justification: Safety

FY 2020-21 Funding Sources: Road Operating Fund

Status: Continued from FY 2017-18

Estimated Date of Completion: FY 2021-22

Operations Impact: Improvements to help decrease maintenance costs

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ 28,000 | \$ 233,200 | \$ 120,000 | \$ 381,200 |
| Project Management Fees | - | 1,000 | 23,320 | 12,000 | 36,320 |
| General Fund Overhead Fees | - | 980 | 8,162 | 4,200 | 13,342 |
| | <u>\$ -</u> | <u>\$ 29,980</u> | <u>\$ 264,682</u> | <u>\$ 136,200</u> | <u>\$ 430,862</u> |

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #4799: Project Design & Development

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 recoded to appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

FY 2020-21 Funding Sources: Road Operating Fund

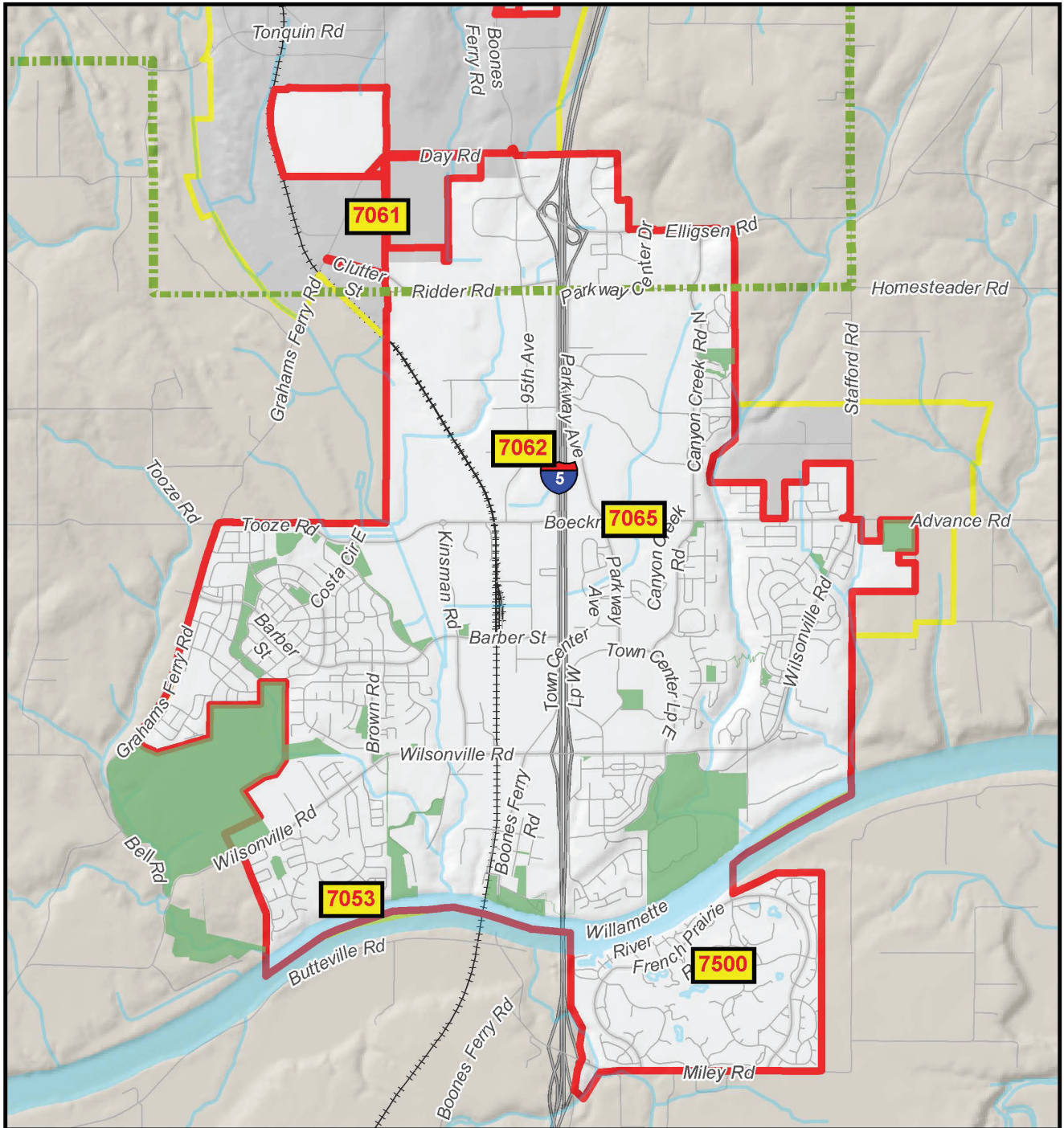
Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ 10,500 | Annual | Annual |
| Project Management Fees | | - | 1,050 | | |
| General Fund Overhead Fees | | - | 368 | | |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 11,918</u> | <u>\$ -</u> | <u>\$ -</u> |




Stormwater Projects



The City of Wilsonville, Oregon
Clackamas and Washington Counties



**Wilsonville
Boundaries**

-  City Limits
-  County Boundary
-  UGB



4/3/2020

0 Miles 0.5

2020-21 Funding Sources

| CIP # | Project Name | Stormwater Operating | Stormwater SDC | Total Resources |
|------------------------------------|--|----------------------|-------------------|---------------------|
| Construction Projects | | | | |
| 7053 | Willamette River Outfalls | \$ 1,965 | \$ - | \$ 1,965 |
| 7061 | Garden Acres Road Storm System | - | 37,251 | 37,251 |
| 7062 | 95th Ave Stormpipe Repairs | 10,000 | - | 10,000 |
| 7500 | Storm Ops Allocation to Charbonneau | 1,554,046 | - | 1,554,046 |
| Master Plan and Studies | | | | |
| 7064 | Stormwater Master Plan Update | 225,000 | 225,000 | 450,000 |
| 7065 | Boeckman Creek Hydraulic Analysis | 45,400 | 45,400 | 90,800 |
| Annual Maintenance Projects | | | | |
| 7048 | City Wide Storm Sewer Replacements (non Charbonneau) | 78,000 | - | 78,000 |
| Miscellaneous Projects | | | | |
| 7051 | Morey's / Rivergreen Channel Monitoring | 2,838 | - | 2,838 |
| 7990 | CD Dept Support for Miscellaneous Projects | 10,000 | - | 10,000 |
| 7993 | Stormwater CIP's Closeout from Prior Years | 2,340 | 260 | 2,600 |
| 7995 | Early Planning - Future Stormwater Projects | 7,500 | 2,500 | 10,000 |
| 7998 | 5-Year & Annual Stormwater CIP Budget Development | 4,875 | 2,625 | 7,500 |
| 7999 | Project Design & Development | 10,329 | 19,182 | 29,511 |
| | | <u>\$ 1,952,291</u> | <u>\$ 332,217</u> | <u>\$ 2,284,508</u> |

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #7053: Willamette River Outfalls

Repair and rebuild stormwater outfalls on the Willamette River at Morey Court and Belnap Court.

Priority: High

Justification: Erosion Control

FY 2020-21 Funding Sources: Stormwater Operating

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2024-25 Ongoing Monitoring

Operations Impact: Maintenance costs estimated at \$5,000 per year

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|----------------------------|------------------------|---------------------|----------------------|---------------------|
| Design & Construction | \$ 573,174 | \$ 1,150,000 | \$ 1,731 | \$ 7,459 | \$ 1,732,364 |
| Project Management Fees | 104,630 | 90,000 | 173 | 746 | 195,549 |
| General Fund Overhead Fees | 20,062 | 40,250 | 61 | 261 | 60,634 |
| | <u>\$ 697,866</u> | <u>\$ 1,280,250</u> | <u>\$ 1,965</u> | <u>\$ 8,466</u> | <u>\$ 1,988,547</u> |

Stormwater Projects

CIP #7061: Garden Acres Road Storm System

Identified as part of the Garden Acres roadway design, the existing stormwater pipeline serving the developed area in and around the Ridder Road and Garden Acres area needs to be upsized to serve the build out of the Garden Acres roadway between Ridder and Day Roads and development of adjacent lands within the Coffee Creek Industrial Area. This project funds planning, design and upsizing of the stormwater pipeline south of Ridder Road to an existing storm manhole just north of the Portland & Western Railroad tracks. This project will be designed and constructed in conjunction with the Garden Acres Sewer Extension project, CIP #2103 and Garden Acres Road - Ridder to Day project, CIP #4201.

Priority: High

Justification: Erosion Control

FY 2020-21 Funding Sources: Stormwater SDC

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2020-21

Operations Impact: Maintenance costs estimated at \$4,000 per year

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|---------------|-------------------|------------------|-------------|-------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ - | \$ 650,000 | \$ 32,820 | \$ - | \$ 682,820 |
| Project Management Fees | - | 5,000 | 3,282 | - | 8,282 |
| General Fund Overhead Fees | - | 22,750 | 1,149 | - | 23,899 |
| | <u>\$ -</u> | <u>\$ 677,750</u> | <u>\$ 37,251</u> | <u>\$ -</u> | <u>\$ 715,001</u> |

CIP #7062: 95TH Ave Stormpipe Repairs

This project replaces a collapsed and crushed portion of existing storm piping on 95th Avenue. Design plans are planned to be generated in FY 2020-21 with construction to be coordinated with the Willamette Water Supply Program construction of PLM1.3 - 66" waterline on 95th Avenue in FY 2021-22.

Priority: High

Justification: Aging Infrastructure

FY 2020-21 Funding Sources: Stormwater Operating

Status: Continued from FY 2019-20

Estimated Date of Completion: FY 2021-22

Operations Impact: Improvements will not increase current maintenance costs

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|---------------|------------------|------------------|-------------------|-------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ - | \$ 19,000 | \$ - | \$ 180,000 | \$ 199,000 |
| Project Management Fees | - | 19,000 | 10,000 | 18,000 | 47,000 |
| General Fund Overhead Fees | - | 2,660 | - | 6,300 | 8,960 |
| | <u>\$ -</u> | <u>\$ 40,660</u> | <u>\$ 10,000</u> | <u>\$ 204,300</u> | <u>\$ 254,960</u> |

CIP #7500: Stormwater Operations Allocation to Charbonneau

This project funds planning, design and construction of needed storm sewer rehabilitation projects within the Charbonneau District consistent with the Council approved Charbonneau Consolidated Improvement Plan. This is a companion project with CIP #1500, #2500 and #4500.

Priority: High

Justification: Aging Infrastructure

FY 2020-21: Funding Sources: Stormwater Operating

Status: Continued from FY 2015-16

Estimated Date of Completion: Multiyear Project

Operations Impact: Not applicable

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ 3,202,605 | \$ 1,200,000 | \$ 1,404,875 | \$ 4,717,522 | \$ 10,525,002 |
| Project Management Fees | 112,091 | 60,000 | 100,000 | 471,752 | 743,843 |
| General Fund Overhead Fees | 320,996 | 42,000 | 49,171 | 165,113 | 577,280 |
| | <u>\$ 3,635,692</u> | <u>\$ 1,302,000</u> | <u>\$ 1,554,046</u> | <u>\$ 5,354,387</u> | <u>\$ 11,846,125</u> |

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

CIP #7064: Stormwater Master Plan Update

The project updates the 2012 Stormwater Master Plan and model to capture new improvements, increase accuracy of the model and re-evaluate CIP projects and priorities. Specific areas to be evaluated are the Town Center regional detention pond and Coffee Creek ditch. Includes survey of open channels to provide greater accuracy in stormwater model.

Priority: High

Justification: City growth

FY 2020-21 Funding Sources: Stormwater Operating/Stormwater SDC

Status: New Project

Estimated Date of Completion: FY 2020-21

Operations Impact: Not applicable

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|----------------------|------------------|-------------------|-------------------|-------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ - | \$ - | \$ 396,476 | \$ - | \$ 396,476 |
| Project Management Fees | - | - | 39,648 | - | 39,648 |
| General Fund Overhead Fees | - | - | 13,877 | - | 13,877 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 450,000</u> | <u>\$ -</u> | <u>\$ 450,000</u> |

CIP #7065: Boeckman Creek Hydraulic Analysis

This project will assess integrity of existing structures in the Boeckman Creek Basin and evaluate existing hydraulic capacity. It will also assess proposed project impacts and provide recommendations on environmental permitting requirements. This project is a companion project with the Boeckman Dip Bridge project, CIP #4212.

Priority: High

Justification: City growth

FY 2020-21 Funding Sources: Stormwater Operating/Stormwater SDC

Status: New Project

Estimated Date of Completion: FY 2020-21

Operations Impact: Not applicable

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|----------------------|------------------|------------------|-------------------|------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ - | \$ - | \$ 80,000 | \$ - | \$ 80,000 |
| Project Management Fees | - | - | 8,000 | - | 8,000 |
| General Fund Overhead Fees | - | - | 2,800 | - | 2,800 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 90,800</u> | <u>\$ -</u> | <u>\$ 90,800</u> |

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #7048: City-wide Storm Sewer Pipe Replacements (Non Charbonneau)

As a part of routine maintenance, stormwater lines throughout the City undergo video inspection to establish current conditions and identify priority repairs. This project funds repair or replacement of those lines identified as Priority One projects, except for Charbonneau District storm sewer projects, which are prioritized and budgeted separately under CIP #7500.

Priority: High

Justification: Aging Infrastructure

FY 2020-21 Funding Sources: Stormwater Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvement to help decrease maintenance

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|----------------------|------------------|------------------|-------------------|----------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | Annual | \$ 76,000 | \$ 75,362 | Annual | Annual |
| Project Management Fees | | - | - | | |
| General Fund Overhead Fees | | - | 2,638 | | |
| | <u>\$ -</u> | <u>\$ 76,000</u> | <u>\$ 78,000</u> | <u>\$ -</u> | <u>\$ -</u> |

Stormwater Projects

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #7051: Morey's Landing/Rivergreen Channel Monitoring

The engineered stormwater channels constructed during the Morey's Landing and Rivergreen stormwater repair projects requires five years of monitoring to be completed in FY 2020-21.

Priority: High

Justification: Regulatory requirement

FY 2020-21 Funding Sources: Stormwater Operating

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2019-20

Operations Impact: Not applicable

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|------------------|-----------------|-----------------|-----------------|------------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | \$ 14,740 | \$ 2,948 | \$ 2,500 | \$ 2,688 | \$ 22,876 |
| Project Management Fees | 1,515 | - | 250 | 269 | 2,034 |
| General Fund Overhead Fees | 516 | 1,031 | 88 | 94 | 1,729 |
| | <u>\$ 16,771</u> | <u>\$ 3,979</u> | <u>\$ 2,838</u> | <u>\$ 3,051</u> | <u>\$ 26,639</u> |

CIP #7990: CD Department Support for Miscellaneous Stormwater Projects

This project funds as-needed Engineering/Community Development staff supports for Stormwater Operations repair or replacement projects.

Priority: High

Justification: Aging Infrastructure

FY 2020-21 Funding Source: Stormwater Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|---------------|-----------------|------------------|-------------|-------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | Annual | \$ - | \$ - | \$ - | Annual |
| Project Management Fees | | 3,000 | 10,000 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 3,000</u> | <u>\$ 10,000</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #7993: Stormwater CIPs 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

FY 2020-21 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru | Estimated | Budget | Future | Project |
|----------------------------|---------------|-----------------|-----------------|-------------|-------------|
| | FY2018-19 | FY2019-20 | FY2020-21 | Year Costs | Total |
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 2,500 | 2,600 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 2,500</u> | <u>\$ 2,600</u> | <u>\$ -</u> | <u>\$ -</u> |

Stormwater Projects

CIP #7995: Early Planning – Future Stormwater 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

FY 2020-21 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| 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> |

CIP #7998: 5 Year and Annual Stormwater CIP Budget Development

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

FY 2020-21 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 5,150 | 7,500 | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 5,150</u> | <u>\$ 7,500</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #7999: 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 recoded to the appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

FY 2020-21 Funding Sources: Stormwater Operating/Stormwater SDC

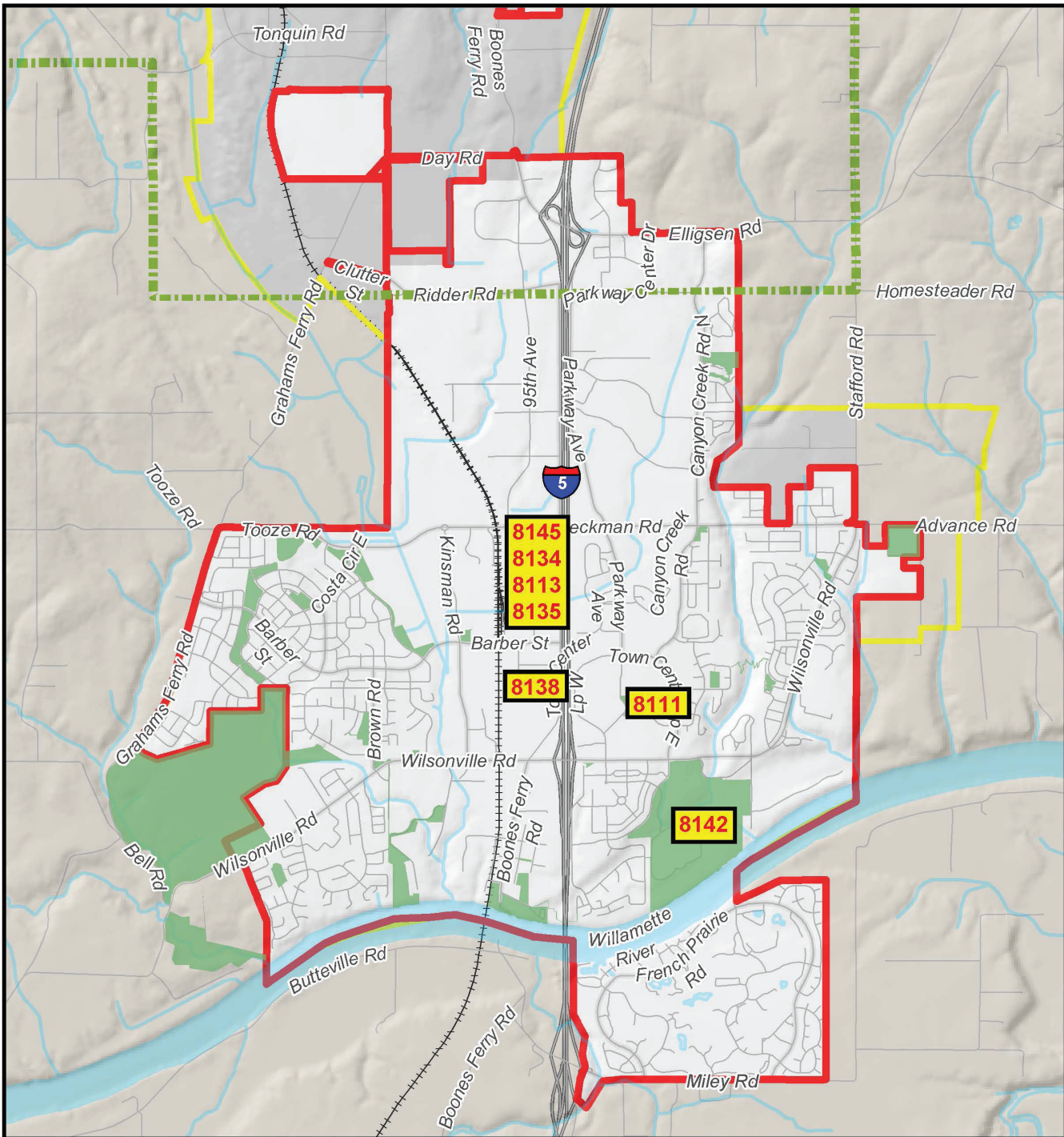
Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ 25,000 | \$ 26,000 | Annual | Annual |
| Project Management Fees | | 2,500 | 2,600 | | |
| General Fund Overhead Fees | | 875 | 911 | | |
| | <u>\$ -</u> | <u>\$ 28,375</u> | <u>\$ 29,511</u> | <u>\$ -</u> | <u>\$ -</u> |

Facilities and Transit Projects



| | | |
|---|--|---|
| <p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p> | <p>Wilsonville Boundaries</p> <ul style="list-style-type: none">  City Limits  County Boundary  UGB | <p>WILSONVILLE GIS 4/3/2020</p> <p>0 Miles 0.5</p> |
|  | | |

2020-21 Funding Sources

| CIP # | Project Name | General Fund | Grants | Transit | Road Operations | Water Operations | Sewer Operations | Stormwater Operations | Total Resources |
|------------------------------------|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|---------------------|
| Construction Projects | | | | | | | | | |
| 8104 | Transit Shelters & ADA Improvements | \$ - | \$ 38,314 | \$ 9,578 | \$ - | \$ - | \$ - | \$ - | \$ 47,892 |
| 8113 | Public Works Facility | 595,125 | - | - | 543,375 | 543,375 | 543,375 | 362,250 | 2,587,500 |
| 8134 | Transit Security Upgrades | - | 211,451 | 52,863 | - | - | - | - | 264,314 |
| 8135 | Smart Parking Lot Improvements | - | 53,600 | 13,400 | - | - | - | - | 67,000 |
| 8138 | Transit Dispatch Office Remodel | - | 24,840 | 6,210 | - | - | - | - | 31,050 |
| 8142 | Stein-Boozier Barn | 35,000 | - | - | - | - | - | - | 35,000 |
| 8145 | CNG Fueling Stations | - | 148,000 | 37,000 | - | - | - | - | 185,000 |
| Master Plan and Studies | | | | | | | | | |
| 8144 | Facilities Master Plan Update | 71,500 | - | - | - | - | - | - | 71,500 |
| Annual Maintenance Projects | | | | | | | | | |
| 8106 | City Facility Repairs | 52,500 | - | - | - | - | - | - | 52,500 |
| 8111 | HVAC Replacements | 60,000 | - | - | - | - | - | - | 60,000 |
| 8125 | Annual Furniture Replacements | 30,000 | - | - | - | - | - | - | 30,000 |
| | | <u>\$ 844,125</u> | <u>\$ 476,204</u> | <u>\$ 119,051</u> | <u>\$ 543,375</u> | <u>\$ 543,375</u> | <u>\$ 543,375</u> | <u>\$ 362,250</u> | <u>\$ 3,431,755</u> |

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #8104: Transit shelters and ADA Improvements

This grant-funded project replaces four shelters to include benches, trash receptacles, information cases, and concrete work, as needed.

Priority: Medium

Justification: Aging infrastructure

FY 2020-21 Funding Sources: Transit/Grant

Status: Continued from FY 2014-15

Estimated Date of Completion: Continuous

Operations Impact: To be determined after the completion of the planning phase

| Project Costs: | Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 172,726 | \$ 50,088 | \$ 41,328 | \$ 97,242 | \$ 361,384 |
| Project Management Fees | 1,456 | 5,009 | 4,862 | 9,724 | 21,051 |
| General Fund Overhead Fees | 7,239 | 1,753 | 1,702 | 3,403 | 14,097 |
| | <u>\$ 181,421</u> | <u>\$ 56,850</u> | <u>\$ 47,892</u> | <u>\$ 110,369</u> | <u>\$ 396,532</u> |

Facilities and Transit Projects

CIP #8113: Public Works Facility

Construction of Public Work's 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 their 2019-21 Goals.

Priority: High

Justification: Aging Infrastructure

FY 2020-21 Funding Sources: Multiple Sources

Status: Continued from FY 2016-17

Estimated Date of Completion: FY 2022-23

Operations Impact: To be determined at completion of the planning phase

| Project Costs: | Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 1,843,131 | \$ 150,000 | \$ 2,500,000 | \$ 21,300,000 | \$ 25,793,131 |
| Project Management Fees | - | - | - | - | - |
| General Fund Overhead Fees | 62,287 | - | 87,500 | - | 149,787 |
| | <u>\$ 1,905,418</u> | <u>\$ 150,000</u> | <u>\$ 2,587,500</u> | <u>\$ 21,300,000</u> | <u>\$ 25,942,918</u> |

CIP #8134: Transit Security Upgrades

This project includes software to allow automatic daily download of bus surveillance video/audio, replacement or repair of gate for the back yard and a new door for the Transit Building. Federal grants will cover approximately 74% of total cost of project.

Priority: Medium

Justification: Public Safety

FY 2020-21 Funding Sources: Transit/Grant

Status: New Project

Estimated Date of Completion: FY 2020-21

Operations Impact: To be determined at completion of planning phase

| Project Costs: | Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ - | \$ 232,875 | \$ - | \$ 232,875 |
| Project Management Fees | - | - | 23,288 | - | 23,288 |
| General Fund Overhead Fees | - | - | 8,151 | - | 8,151 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 264,314</u> | <u>\$ -</u> | <u>\$ 264,314</u> |

CIP #8135: Smart Parking Lot Improvements

This project expands the parking with 10 additional spaces and includes the clearing, excavation, side walk, curbs, striping and landscaping restoration. The project also includes a 12x12 deck and seating area at the entrance for visitors. Federal Grant 5307 will fund 80% of project

Priority: Medium

Justification: Workplace Efficiencies Status: New Project

FY 2020-21 Funding Sources: Transit/Grant

Status: Continued from FY 2019-20

Estimated Date of Completion: FY 2020-21

Operations Impact: Improvement to help decrease maintenance costs

| Project Costs: | Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ 93,531 | \$ 59,031 | \$ - | \$ 152,562 |
| Project Management Fees | - | 9,353 | 5,903 | - | 15,256 |
| General Fund Overhead Fees | - | 3,274 | 2,066 | - | 5,340 |
| | <u>\$ -</u> | <u>\$ 106,158</u> | <u>\$ 67,000</u> | <u>\$ -</u> | <u>\$ 173,158</u> |

Facilities and Transit Projects

CIP #8138: Transit Dispatch Office Renovation

This project will renovate the dispatch office in line with the security upgrades that will be constructed in FY 18-19. (The security upgrade requires the entrance/exit to the dispatch office to be moved from the front counter to the back of the office.) The renovations will remove built in desks and counters, purchase new desks, chairs, and office equipment that uses the space better and is functional for visitors and customers.

Priority: Medium

Justification: Safety

FY 2019-20 Funding Sources: Transit/Grant

Status: New Project

Estimated Date of Completion: FY 2019-20

Operations Impact: Ongoing maintenance expected to remain the same

| Project Costs: | Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ - | \$ 30,000 | \$ 60,000 | \$ 90,000 |
| Project Management Fees | - | - | - | 6,000 | 6,000 |
| General Fund Overhead Fees | - | - | 1,050 | 21,000 | 22,050 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 31,050</u> | <u>\$ 87,000</u> | <u>\$ 118,050</u> |

CIP #8142: Stein-Boozier Barn

This project addresses the issues identified in the Stein-Boozier Barn assessment study.

Priority: Medium

Justification: Aging infrastructure

FY 2020-21 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: FY 2020-21

Operations Impact: Improvements to help decrease maintenance costs

| Project Costs: | Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ - | \$ 35,000 | \$ - | \$ 35,000 |
| Project Management Fees | - | - | - | - | - |
| General Fund Overhead Fees | - | - | - | - | - |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 35,000</u> | <u>\$ -</u> | <u>\$ 35,000</u> |

CIP #8145: CNG Fueling Stations

This project will expand our current CNG fueling facility capacity by 300%. SMART has committed to moving to a 100% alternative fueled fleet as quickly as possible, making this capacity increase necessary. This project will replace our existing gas compressors with one large industrial sized unit, taking advantage of the CMAQ funded storage and dispensing equipment we installed in 2015. This project is partially grant funded and is being completed in partnership with NW Natural Gas.

Priority: Medium

Justification: Workplace Efficiencies

FY 2020-21 Funding Sources: Transit/Grant

Status: New Project

Estimated Date of Completion: FY 2020-21

Operations Impact: Ongoing maintenance costs to remain the same

| Project Costs: | Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ - | \$ 162,995 | \$ - | \$ 162,995 |
| Project Management Fees | - | - | 16,300 | - | 16,300 |
| General Fund Overhead Fees | - | - | 5,705 | - | 5,705 |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 185,000</u> | <u>\$ -</u> | <u>\$ 185,000</u> |

Facilities and Transit Projects

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

CIP #8144: Facilities Master Plan Update

This project is to update the existing Facilities Master plan adopted in 2015. The plan was originally completed by Oh Planning+Design architectural firm.

Priority: Medium

Justification: City growth

FY 2020-21 Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY 2020-21

Operations Impact: No impact

| Project Costs: | Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ - | \$ 65,000 | \$ - | \$ 65,000 |
| Project Management Fees | - | - | 6,500 | - | 6,500 |
| General Fund Overhead Fees | - | - | - | - | - |
| | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 71,500</u> | <u>\$ -</u> | <u>\$ 71,500</u> |

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #8106: City Facility Repairs (Facility Master Plan Implementation)

This project provides an annual budget to implement recommendations of the 2015 Facilities Master Plan.

Priority: Medium

Justification: Aging infrastructure and public safety

FY 2020-21 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Ongoing maintenance costs to remain the same

| Project Costs: | Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ 52,500 | \$ 52,500 | Annual | Annual |
| Project Management Fees | | - | - | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 52,500</u> | <u>\$ 52,500</u> | <u>\$ -</u> | <u>\$ -</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

FY 2020-21 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

| Project Costs: | Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ 115,000 | \$ 60,000 | Annual | Annual |
| Project Management Fees | | - | - | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 115,000</u> | <u>\$ 60,000</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #8125: Annual Furniture Replacement

This project allows the Facilities Team to replace furniture in public spaces throughout the City facilities as required.

Priority: Medium

Justification: Aging Infrastructure

FY 2020-21 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Ongoing maintenance expected to remain the same

| Project Costs: | Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|---------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ 15,000 | \$ 30,000 | Annual | Annual |
| Project Management Fees | | - | - | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 15,000</u> | <u>\$ 30,000</u> | <u>\$ -</u> | <u>\$ -</u> |

Information Technology Projects

2020-21 Funding Sources

| CIP # | Project Name | General Fund | Transit | Facilities Fund | Water Operations | Sewer Operations | Stormwater Operations | Total Resources |
|-------------------------------|----------------------------|-------------------|-----------------|-------------------|------------------|------------------|-----------------------|-------------------|
| Miscellaneous Projects | | | | | | | | |
| 8093 | Fiber Connectivity Project | \$ 200,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 200,000 |
| 8122 | Copier Replacement Plan | 27,000 | 8,000 | - | - | - | - | 35,000 |
| 8126 | ERP Replacement | 100,000 | - | 100,000 | 30,000 | 30,000 | 15,000 | 275,000 |
| 8127 | Annual Network Upgrades | 45,000 | - | - | - | - | - | 45,000 |
| 8129 | Security Access System | 150,000 | - | - | - | - | - | 150,000 |
| | | <u>\$ 522,000</u> | <u>\$ 8,000</u> | <u>\$ 100,000</u> | <u>\$ 30,000</u> | <u>\$ 30,000</u> | <u>\$ 15,000</u> | <u>\$ 705,000</u> |

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #8093: Fiber Connectivity Project

City growth and technology changes are driving the need to extend fiber connections to the City's many facilities to provide reliable and secure IT connections. This project continues efforts to map existing fiber conduit and service lines, identify gaps in service, and prioritize infill. Existing conduit will be used where possible and new conduit will be installed in conjunction with the City's upcoming road, water and sewer projects. In some areas, infill conduit will be installed independently of another capital project. At build out, this fiber project will connect with Clackamas County and the West Linn-Wilsonville School District, and provide shared benefits to all the parties participating in this project.

Priority: High

Justification: City growth

FY 2020-21 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ 50,000 | \$ 200,000 | Annual | Annual |
| Project Management Fees | | - | - | | |
| General Fund Overhead Fees | | - | - | | |
| | | <u>\$ -</u> | <u>\$ 200,000</u> | <u>\$ -</u> | <u>\$ -</u> |

Information Technology Projects

CIP #8122: Copier Replacement plan

This project provides annual funding for replacement of office copiers throughout the City. This year replacements include one at City Hall and one at Transit.

Priority: High

Justification: Equipment Life Cycle

FY 2020-21 Funding Sources: General Fund/Transit Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ 34,405 | \$ 35,000 | Annual | Annual |
| Project Management Fees | | - | - | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 34,405</u> | <u>\$ 35,000</u> | <u>\$ -</u> | <u>\$ -</u> |

CIP #8126: ERP Replacement

This project will replace the City's current software system, Eden, with a new enterprise resource planning (ERP) solution. The new solution will update all of the core software functions within the City including Financials, Utility Billing, Permitting and Human Resources. It is a large project that is expected to take at least two years. A project implementer/integrator will be used to help with the rollout of the software and ensure a smooth transition.

Priority: High

Justification: Equipment Life Cycle

FY 2020-21 Funding Sources: Various Funds

Status: Continued from FY 2017-18

Estimated Date of Completion: Implementation to be completed by FY 2021-22

Operations Impact: To be determined during the negotiation of contract

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 146,489 | \$ 560,000 | \$ 275,000 | \$ 200,000 | \$ 1,181,489 |
| Project Management Fees | - | - | - | - | - |
| General Fund Overhead Fees | - | - | - | - | - |
| | <u>\$ 146,489</u> | <u>\$ 560,000</u> | <u>\$ 275,000</u> | <u>\$ 200,000</u> | <u>\$ 1,181,489</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

FY 2020-21 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ 45,000 | \$ 45,000 | Annual | Annual |
| Project Management Fees | | - | - | | |
| General Fund Overhead Fees | | - | - | | |
| | <u>\$ -</u> | <u>\$ 45,000</u> | <u>\$ 45,000</u> | <u>\$ -</u> | <u>\$ -</u> |

Information Technology Projects

CIP #8129: Security Access System

This project will fund the implementation of the security needs identified in the Security Access report. The assessment will look at a number of items but it is believed that several City systems have not kept pace with the City’s growth. The City’s Card Access and Security Camera systems will be identified as a high priority to update. There may also be opportunities to tie the City’s security camera system into an update as well. The Security Assessment report will ultimately provide the master plan for the upgrades need for City facility security.

Priority: High

Justification: High

FY 2020-21 Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY 2020-21

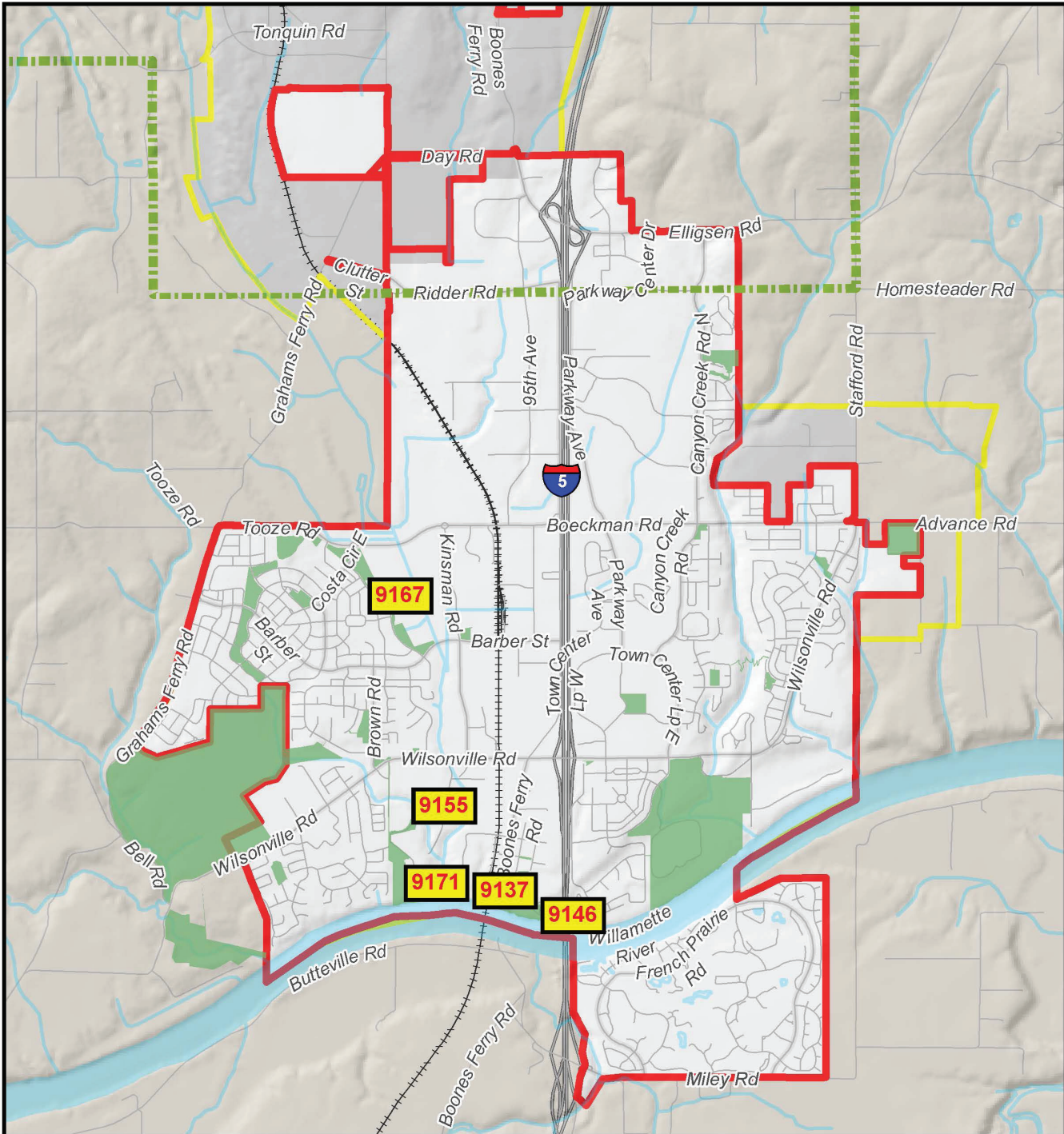
Operations Impact: To be determined during the negotiation of contract

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ 50,000 | \$ 150,000 | \$ - | \$ 200,000 |
| Project Management Fees | - | - | - | - | - |
| General Fund Overhead Fees | - | - | - | - | - |
| | <u>\$ -</u> | <u>\$ 50,000</u> | <u>\$ 150,000</u> | <u>\$ -</u> | <u>\$ 200,000</u> |



Server/Network Room

Parks Projects



| | | |
|---|--|---|
| <p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p> | <p>Wilsonville Boundaries</p> <ul style="list-style-type: none">  City Limits  County Boundary  UGB |  |
|  | <p>4/3/2020</p>  <p>0 Miles 0.5</p> | |

2020-21 Funding Sources

| CIP # | Project Name | Parks SDC | Contributions | General Fund | Total Resources |
|--|--|---------------------|-----------------|------------------|---------------------|
| Construction Projects | | | | | |
| 9137 | French Prairie Bridge | \$ 5,000 | \$ - | \$ - | \$ 5,000 |
| 9146 | I-5 Undercrossing Trail | 61,000 | - | - | 61,000 |
| 9155 | Ice Age Tonquin Trail | 5,000 | - | - | 5,000 |
| 9171 | Boones Ferry Park Master Plan Implementation | 113,500 | - | - | 113,500 |
| Master Plan and Studies | | | | | |
| 9165 | Urban Forest Management Plan | - | - | 38,500 | 38,500 |
| System Development Reimbursements/Credits | | | | | |
| 9167 | Villebois Park Imp - SAP E Parks SDC Reimbursement | 2,603,814 | - | - | 2,603,814 |
| Miscellaneous Projects | | | | | |
| 9087 | Tree Mitigation-Other than White Oak | - | 2,050 | - | 2,050 |
| 9088 | Tree Mitigation-White Oak | - | - | 10,300 | 10,300 |
| 9148 | Boeckman Trail Slope Stabilization | - | - | 33,000 | 33,000 |
| 9990 | CD Support for Miscellaneous Projects | 5,000 | - | 5,000 | 10,000 |
| 9993 | Parks CIP closeout from Prior Years | 1,560 | - | 1,040 | 2,600 |
| 9995 | Early Planning - Future Parks Projects | 3,150 | - | 1,050 | 4,200 |
| 9998 | 5 Year and Annual Parks CIP Budget Development | 2,080 | - | 520 | 2,600 |
| | | <u>\$ 2,800,103</u> | <u>\$ 2,050</u> | <u>\$ 89,410</u> | <u>\$ 2,891,564</u> |

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #9137: French Prairie Bridge

This project funds the project development and preliminary engineering efforts to construct a bike, pedestrian, and emergency vehicle access bridge across the Willamette River.

Priority: High

Justification: City growth

FY 2020-21 Funding Sources: Parks SDCs

Status: Carryover from FY 2013-14

Estimated Date of Completion: Project development to be completed FY 2020-21

Operations Impact: Costs to be determined at the completion of planning phase

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 115,305 | \$ 30,000 | \$ 4,405 | \$ - | \$ 149,710 |
| Project Management Fees | 300,721 | 25,000 | 441 | - | 326,162 |
| General Fund Overhead Fees | 3,207 | 1,050 | 154 | - | 4,411 |
| | <u>\$ 419,233</u> | <u>\$ 56,050</u> | <u>\$ 5,000</u> | <u>\$ -</u> | <u>\$ 480,283</u> |

Parks Projects

CIP #9146: I-5 Undercrossing Trail

This project will reconstruct and widen a pedestrian and bicycle trail starting in the Kalyca Terrace subdivision, passing under the I-5 Boone Bridge, and ending at Boones Ferry Park.

Priority: High

Justification: Aging infrastructure

FY 2020-21 Funding Sources: Parks SDCs

Status: Carryover from FY 2014-15

Estimated Date of Completion: FY 2020-21

Operations Impact: Costs to be determined at the completion of planning phase

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 474,433 | \$ 270,000 | \$ 53,745 | \$ - | \$ 798,178 |
| Project Management Fees | 97,464 | - | 5,374 | - | 102,838 |
| General Fund Overhead Fees | 16,604 | - | 1,881 | - | 18,485 |
| | <u>\$ 588,501</u> | <u>\$ 270,000</u> | <u>\$ 61,000</u> | <u>\$ -</u> | <u>\$ 919,501</u> |

CIP #9155: Ice Age Tonquin Trail

This project funds continued development and extension of the regional Ice Age Tonquin Trail within the City Limits.

Priority: Medium

Justification: City Growth

FY 2020-21 Funding Sources: Parks SDCs

Status: Continued from FY 2016-17

Estimated Date of Completion: FY 2019-20

Operations Impact: Minimal Impact is anticipated

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 52,134 | \$ 327,458 | \$ 4,405 | \$ - | \$ 383,997 |
| Project Management Fees | 9,717 | - | 441 | - | 10,158 |
| General Fund Overhead Fees | 1,825 | - | 154 | - | 1,979 |
| | <u>\$ 63,676</u> | <u>\$ 327,458</u> | <u>\$ 5,000</u> | <u>\$ -</u> | <u>\$ 396,134</u> |

CIP #9171: Boones Ferry Park Master Plan

This project funds continued development of the Boones Ferry Park as adopted in the Master Plan

Priority: Medium

Justification: City Growth

FY 2020-21 Funding Sources: Parks SDCs

Status: New Project

Estimated Date of Completion: This will be a multi-year project

Operations Impact: Costs to be determined at the completion of planning phase

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ 100,000 | \$ 100,000 | \$ 14,810,000 | \$ 15,010,000 |
| Project Management Fees | - | 5,000 | 10,000 | 1,481,000 | 1,496,000 |
| General Fund Overhead Fees | - | 3,500 | 3,500 | 518,350 | 525,350 |
| | <u>\$ -</u> | <u>\$ 108,500</u> | <u>\$ 113,500</u> | <u>\$ 16,809,350</u> | <u>\$ 17,031,350</u> |

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

CIP #9165: Urban Forest Management Plan

The plan will address the existing and future condition of the City’s urban forest, which includes looking at species composition and issues related to maintaining a healthy and viable urban forest. The plan will incorporate the City’s new street tree inventory and the goals of the street tree replacement program.

Priority: High

Justification: Future Planning

FY 2020-21 Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY 2020-21

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ - | \$ 35,000 | \$ 35,000 | \$ - | \$ 70,000 |
| Project Management Fees | 1,118 | 3,500 | 3,500 | - | 8,118 |
| General Fund Overhead Fees | - | 1,225 | - | - | 1,225 |
| | <u>\$ 1,118</u> | <u>\$ 39,725</u> | <u>\$ 38,500</u> | <u>\$ -</u> | <u>\$ 79,343</u> |

PROJECT SUMMARIES: SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS

CIP #9167: Villebois Parks Improvements: Specific Area Plan (SAP) East Parks Reimbursements

The project is to provide the funding for Parks SDC Reimbursement for the Villebois Park SAP East. This project includes the Regional Park No. 7 and Regional Park No. 8.

Priority: Medium

Justification: City growth

FY 2020-21 Funding Sources: Parks SDCs/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 427,986 | \$ 565,000 | \$ 2,364,555 | \$ - | \$ 3,357,541 |
| Project Management Fees | 2,892 | 15,000 | 125,000 | - | 142,892 |
| General Fund Overhead Fees | 14,979 | 19,775 | 114,259 | - | 149,013 |
| | <u>\$ 445,857</u> | <u>\$ 599,775</u> | <u>\$ 2,603,814</u> | <u>\$ -</u> | <u>\$ 3,649,446</u> |

Parks Projects

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #9087: Tree Mitigation – Other than White Oak

Funds paid by developers to replenish or replace trees throughout the city during the development process.

Priority: High

Justification: City growth

FY 2020-21 Funding Sources: Contributions

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ 2,000 | \$ 2,050 | Annual | Annual |
| Project Management Fees | | - | - | | |
| General Fund Overhead Fees | | - | - | | |
| | | <u>\$ 2,000</u> | <u>\$ 2,050</u> | | |

CIP #9088: Tree Mitigation – White Oak

Similar to CIP# 9087, however this project is intended specifically for pruning, planting, preservation and enhancement of White Oaks.

Priority: High

Justification: City growth

FY 2020-21 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ 2,000 | \$ 10,300 | Annual | Annual |
| Project Management Fees | | - | - | | |
| General Fund Overhead Fees | | - | - | | |
| | | <u>\$ 2,000</u> | <u>\$ 10,300</u> | | |

CIP #9148: Boeckman Trail Slope Stabilization

This project provides an ongoing budget to repair the Boeckman Trail Slope if required.

Priority: High

Justification: Safety

FY 2020-21 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | \$ 8,895 | \$ 10,000 | \$ 30,000 | \$ 30,000 | \$ 78,895 |
| Project Management Fees | 3,851 | - | 3,000 | 3,000 | 9,851 |
| General Fund Overhead Fees | - | - | - | - | - |
| | <u>\$ 12,746</u> | <u>\$ 10,000</u> | <u>\$ 33,000</u> | <u>\$ 33,000</u> | <u>\$ 88,746</u> |

CIP #9990: CD Dept Support for Miscellaneous Parks 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

FY 2020-21 Funding Sources: Parks SDCs/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 6,700 | 10,000 | | |
| General Fund Overhead Fees | | - | - | | |
| | | <u>\$ 6,700</u> | <u>\$ 10,000</u> | | |

CIP #9993: Park CIPs Final 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

FY 2020-21 Funding Sources: Parks SDCs/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 2,500 | 2,600 | | |
| General Fund Overhead Fees | | - | - | | |
| | | <u>\$ 2,500</u> | <u>\$ 2,600</u> | | |

Parks Projects

CIP #9995: Early Planning – Future Parks Projects

This project is for staff efforts on future CIP projects which are at very early stages of project development and study. They 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

FY 2020-21 Funding Sources: Parks SDCs/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 4,100 | 4,200 | | |
| General Fund Overhead Fees | | - | - | | |
| | | <u>\$ 4,100</u> | <u>\$ 4,200</u> | | |

CIP #9998: 5 Year and Annual Parks CIP Budget Development

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

FY 2020-21 Funding Sources: Parks SDCs/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

| Project Costs: | Expenses Thru FY2018-19 | Estimated FY2019-20 | Budget FY2020-21 | Future Year Costs | Project Total |
|----------------------------|------------------------------------|--------------------------------|-----------------------------|------------------------------|--------------------------|
| Design & Construction | Annual | \$ - | \$ - | Annual | Annual |
| Project Management Fees | | 2,500 | 2,600 | | |
| General Fund Overhead Fees | | - | - | | |
| | | <u>\$ 2,500</u> | <u>\$ 2,600</u> | | |

Debt and Other

Debt Service Overview

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. 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's general obligation debt rating by Moody's Investor's Service is Aa2. The sewer related full faith and credit obligation of 2011 is rated AA+ by Standard and Poor's and Aa3 by Moody's. The water revenue bonds have an underlying rating of Aa3. Moody's ratings reflect their Global Scale Rating implementation.

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.

Long-term Debt & Limitations

Long-Term Debt Estimated as of June 30, 2020

| | Interest Rates | Issue Amount | Final Maturity Date | Outstanding Principal |
|--|----------------|--------------|---------------------|-----------------------|
| Self Supporting Full Faith & Credit Debt: | | | | |
| Water Refunding, Series 2007 | 3.85% | \$ 7,875,000 | 12/1/2020 | \$ 750,000 |
| Sewer Treatment Plant, Series 2011 | 2.00%-4.00% | 38,940,000 | 6/1/2031 | 26,130,000 |
| | | | | <u>\$ 26,880,000</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, 2020

| | |
|------------------------------|-------------------------|
| Real Market Value | <u>\$ 5,859,248,202</u> |
| Debt capacity at 3% | 175,777,446 |
| Less outstanding debt | <u>\$ -</u> |
| Net debt subject to 3% limit | - |
| Marginal capacity | <u>\$ 175,777,446</u> |

Overlapping Debt

Overlapping Debt as of June 30, 2019

| Jurisdiction | Debt Outstanding | Percentage Applicable to Government ¹ | Amount Applicable to Government |
|---|------------------|--|---------------------------------|
| Direct: | | | |
| City of Wilsonville | \$ 28,653,736 | 100.00% | \$ 28,653,736 |
| Overlapping: | | | |
| Clackamas Community College | 117,873,913 | 8.53% | 10,049,812 |
| Clackamas County | 129,945,000 | 6.27% | 8,147,422 |
| Clackamas County ESD | 20,970,000 | 6.87% | 1,440,639 |
| Clackamas County School District No. 3J | 209,850,109 | 37.45% | 78,591,174 |
| Clackamas County School District No. 86 | 50,166,039 | 12.57% | 6,307,727 |
| Clackamas Soil & Water Conservation | 6,815,000 | 6.27% | 427,294 |
| Metro | 836,005,000 | 1.65% | 13,824,179 |
| Northwest Regional ESD | 3,299,644 | 0.26% | 8,563 |
| Port of Portland | 58,452,781 | 1.53% | 891,873 |
| Portland Community College | 678,492,900 | 0.21% | 1,425,514 |
| Tualatin Valley Fire & Rescue | 38,125,000 | 5.52% | 2,103,661 |
| Washington County | 228,769,717 | 0.53% | 1,206,760 |
| Washington County School District No. 88J | 327,983,172 | 6.41% | 21,012,898 |
| Total Overlapping | 2,706,748,275 | 5.37% | 145,437,516 |
| Total Debt | \$ 2,735,402,011 | 6.36% | \$ 174,091,252 |

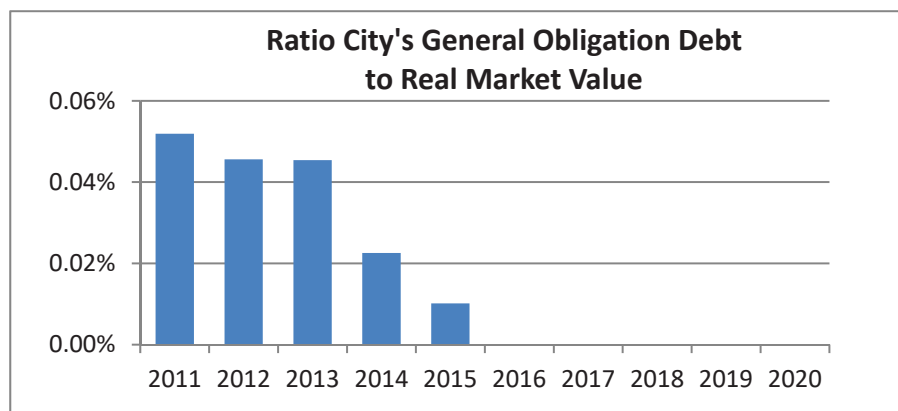
Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the City. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City. This process recognizes that, when 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.

¹ 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

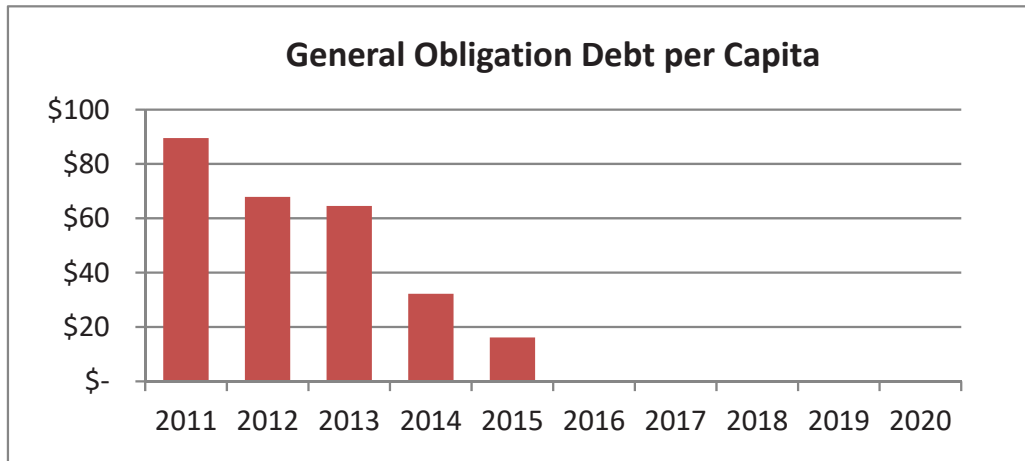
Debt to Real Market Value

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 does not plan to issue debt in FY 2020-21.

Debt Service Activity All City Funds, Fiscal Year 2020-21

| <u>Fund/Bond or Debt Issue</u> | <u>Principal Balance 6/30/2020</u> | <u>New Debt Issuance</u> | <u>Scheduled Principal</u> | <u>Scheduled Interest</u> | <u>Principal Balance 6/30/2021</u> |
|--|--|------------------------------|--------------------------------|-------------------------------|--|
| Water Operating Fund | | | | | |
| Water Refunding Note, Series 2007 | \$ 750,000 | \$ - | \$ 750,000 | \$ 14,438 | \$ - |
| Sewer Operating Fund | | | | | |
| Full Faith & Credit Bonds, Series 2011 | 26,130,000 | - | 1,980,000 | 960,513 | 24,150,000 |
| TOTAL ALL FUNDS | <u>\$ 26,880,000</u> | <u>\$ -</u> | <u>\$ 2,730,000</u> | <u>\$ 974,951</u> | <u>\$ 24,150,000</u> |

Water Fund Debt

Revenue Supported

| | | | |
|------------------------|---|----------------------|------------------|
| Issue Title: | Full Faith & Credit, Water Refunding Note, Series 2007 | | |
| Issue Date: | December 10, 2007 | Amount: | \$7,875,000 |
| Average interest rate: | 3.85% | Insurance: | none |
| Bond rating: | none | First principal due: | December 1, 2008 |
| CUSIPs: | not applicable | Last principal due: | December 1, 2020 |

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$10 million note provided by the Oregon Economic Development Department (OECD), a state agency. That borrowing had an interest rate of 5.28%. By refunding the debt the City will save \$544,000 (cash basis) over the remaining life of the bonds.

The original \$10 million bonds were part of a \$25 million funding for the construction of a water treatment plant. Construction began in July 2000 and the plant was operational in April 2002. Tualatin Valley Water District partnered with the City to construct the facility. The plant can produce 15 million gallons per day with Wilsonville owning the rights to 10 million gallons.

Security:

The primary security for this debt is water revenues received within the Water Operating Fund. In addition, the City has pledged its full faith and credit.

| FY | Principal | Interest | Total |
|---------|------------|-----------|------------|
| 2020-21 | \$ 750,000 | \$ 14,438 | \$ 764,438 |
| Total | \$ 750,000 | \$ 14,438 | \$ 764,438 |

Revenue Supported

Sewer Fund Debt

| Issue Title: Full Faith and Credit Obligations, Series 2011 | | | |
|--|------------------------|----------------------|--------------|
| Issue Date: | November 17, 2011 | Amount: | \$38,940,000 |
| Average interest rate: | 3.43% | Insurance: | none |
| Bond rating: | S&P: AA+, Moody's: Aa3 | First principal due: | June 1, 2013 |
| CUSIPs: | 972478FQ9-GH8 | Last principal due: | June 1, 2031 |

Purpose of issuance:

The 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 |
|--------------|----------------------|---------------------|----------------------|
| 2020-21 | \$ 1,980,000 | \$ 960,513 | \$ 2,940,513 |
| 2021-22 | 2,060,000 | 881,311 | 2,941,311 |
| 2022-23 | 2,145,000 | 798,913 | 2,943,913 |
| 2023-24 | 2,210,000 | 734,563 | 2,944,563 |
| 2024-25 | 2,275,000 | 665,500 | 2,940,500 |
| 2025-2030 | 12,630,000 | 2,079,613 | 14,709,613 |
| 2030-2031 | 2,830,000 | 113,200 | 2,943,200 |
| Total | \$ 26,130,000 | \$ 6,233,613 | \$ 32,363,613 |



Wilsonville Community Seniors, Inc Tulip Festival Trip



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., will need to be replaced in the near future.

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: Various parking lots owned by the City are in need of repair and possible expansion, including the parking lot associated with the Library, Community Center and the Police/Public Works building.

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, 2020 Balance | Increases | Decreases* | June 30, 2021 Balance |
|---|--------------------------|---------------------|-----------------------|--------------------------|
| General Fund | | | | |
| Computers, office equipment, software, fiber | | | | |
| Financial systems software | \$ 450,000 | \$ 50,000 | \$ (300,000) | \$ 200,000 |
| Operating systems, servers | 200,000 | - | (100,000) | 100,000 |
| Other business software systems | 200,000 | - | (100,000) | 100,000 |
| City websites, wireless improvements | 200,000 | - | (100,000) | 100,000 |
| Conduit, fiber, communications | 250,000 | - | (100,000) | 150,000 |
| Office equipment replacement | 300,000 | - | (100,000) | 200,000 |
| Facilities and park infrastructure | | | | |
| Park improvements, structures, amenities | 300,000 | - | (300,000) | - |
| Parking lot improvements | 400,000 | - | (100,000) | 300,000 |
| Building repairs, remodeling | 1,250,000 | - | (545,000) | 705,000 |
| Future expansion, relocation | 2,000,000 | - | (500,000) | 1,500,000 |
| Emergency management | | | | |
| Equipment and major supplies | 225,000 | - | - | 225,000 |
| Future program costs | | | | |
| Sustainability reserve | 2,000,000 | - | - | 2,000,000 |
| | <u>\$ 7,581,700</u> | <u>\$ 50,000</u> | <u>\$ (2,245,000)</u> | <u>\$ 5,580,000</u> |
| Building Inspection Fund | | | | |
| Software | <u>\$ 257,500</u> | <u>\$ -</u> | <u>\$ (257,500)</u> | <u>\$ -</u> |
| Transit Fund | | | | |
| STIF reserve | \$ 1,940,435 | \$ 1,800,000 | \$ (1,689,588) | 2,050,847 |
| Bus, building, capital needs | 988,769 | 11,231 | - | 1,000,000 |
| | <u>\$ 2,929,204</u> | <u>\$ 1,811,231</u> | <u>\$ (1,689,588)</u> | <u>\$ 3,050,847</u> |
| Water Operating Fund | | | | |
| Plant major repair and replacement | \$ 900,000 | \$ 100,000 | \$ - | \$ 1,000,000 |
| Maximum annual debt service ¹ | 1,883,000 | - | (1,883,000) | - |
| | <u>\$ 2,783,000</u> | <u>\$ 100,000</u> | <u>\$ (1,883,000)</u> | <u>\$ 1,000,000</u> |
| Sewer Operating Fund | | | | |
| Plant major repair and replacement | \$ 2,400,000 | \$ - | \$ - | \$ 2,400,000 |
| Maximum annual debt service ¹ | 2,940,000 | - | - | 2,940,000 |
| | <u>\$ 5,340,000</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 5,340,000</u> |
| Road Operating Fund | | | | |
| Emergency road repairs | <u>\$ -</u> | <u>\$ 75,000</u> | <u>\$ -</u> | <u>\$ 75,000</u> |
| Fleet Services Fund | | | | |
| Vehicle replacement | <u>\$ 620,526</u> | <u>\$ 187,531</u> | <u>\$ (65,000)</u> | <u>\$ 743,057</u> |

¹ Not a bond requirement

*Decreases reflect funds used on projects (financial systems software, park improvements & building remodeling) and overall assigned balance reductions.

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

2020-21 Adopted Budget

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Urban Renewal Agency Quick Facts

| | Year 2000 Plan | West Side | Coffee Creek |
|-------------------------|----------------|---------------|--------------|
| District Formation Date | May 1992 | November 2003 | October 2016 |
| Current size (acreage) | 454 | 415 | 258 |

The following as of November 2019¹:

| | | | |
|------------------------------------|----------------|----------------|---------------|
| Frozen tax base (after adjustment) | \$ 184,385,405 | \$ 273,857,279 | \$ 99,003,704 |
| Incremental assessed value | 322,000,000 | 401,210,000 | 25,951,621 |
| Total district assessed value | 506,017,018 | 674,260,359 | 124,938,103 |
| Taxes Available FY 2019-20 | 6,831,230 | 8,765,385 | 298,350 |
| Taxes Levied FY 2019-20 | 4,197,850 | 5,230,494 | 298,350 |

The following will be as of July 1, 2020:

| | | | |
|--------------------------------------|----------------|---------------|---------------|
| Maximum debt limit | \$ 107,196,524 | \$ 49,400,000 | \$ 67,000,000 |
| Debt issued or authorized | 93,385,000 | 43,000,000 | 3,800,000 |
| Remaining debt limit | 13,811,524 | 6,400,000 | 63,200,000 |
| Amount of debt principal outstanding | 4,785,000 | 21,295,112 | 3,662,670 |

¹ Per Clackamas and/or Washington County Assessment and Tax Summaries (Table 4e)

Urban Renewal Budget Committee
City of Wilsonville
FY 2020-21

Urban Renewal Budget Committee

William Amadon Paul Bunn
Andrew Karr Daphnee Legarza
Arthur Park

Urban Renewal Agency Board

Tim Knapp, Chair

Kristin Akervall Charlotte Lehan
Joann Linville Ben West

Executive Director

Bryan Cosgrove
City Manager

Economic Development Manager

Jordan Vance

Finance Director

Cathy Rodocker

Urban Renewal Agency

City of Wilsonville
29799 SW Town Center Loop East
Wilsonville, Oregon 97070
503.682.1011
www.ci.wilsonville.or.us



May 2, 2020

Members of the Budget Committee,

I am pleased to present the Proposed Budget for Fiscal Year 2020-21 for the Urban Renewal Agency. The Urban Renewal Agency of the City of Wilsonville is a separate municipal entity responsible for governing the City's three urban renewal areas. The three areas include the Year 2000, West Side, and Coffee Creek plan areas. The Year 2000 and West Side district have been quite successful while the newer Coffee Creek area is just getting started.

The Year 2000 Plan District was formed in 1992 with a frozen tax base assessed value of \$44 million. In tax year 2019-20, the total assessed valuation of the area is estimated to be approximately \$506 million, an increase of over 11 times the original amount. The Year 2000 Plan District, located primarily on the east side of town, continues two projects into FY 2020-21: the construction of the 5th St to Kinsman road project and the design phase of the Boeckman Dip Bride project.

The West Side Plan District was formed in 2003 with a frozen tax base assessed value of \$16.5 million. In tax year 2019-20, the total assessed valuation of the area is estimated to be approximately \$674 million, nearly 37 times the frozen amount. The West Side District continues the construction of single family homes in the Villebois neighborhood. There are no projects budgeted for in the proposed budget. The last capital project, the Brown Rd project, will not begin until the following budget cycle. The West Side District has issued \$43 million in debt against the Maximum Indebtedness of \$49.4 million. The remaining \$6.4 million available for debt will be used to fund the Brown Rd project.

The Coffee Creek Plan District was formed in 2016 with frozen tax based assessed value of approximately \$99 million. In tax year 2019-20, the total assessed valuation of the area is estimated to be approximately \$125 million. In FY 2018-10, 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. Work continues on the project into FY 2020-21, with \$2.6 million in capital funds budgeted.

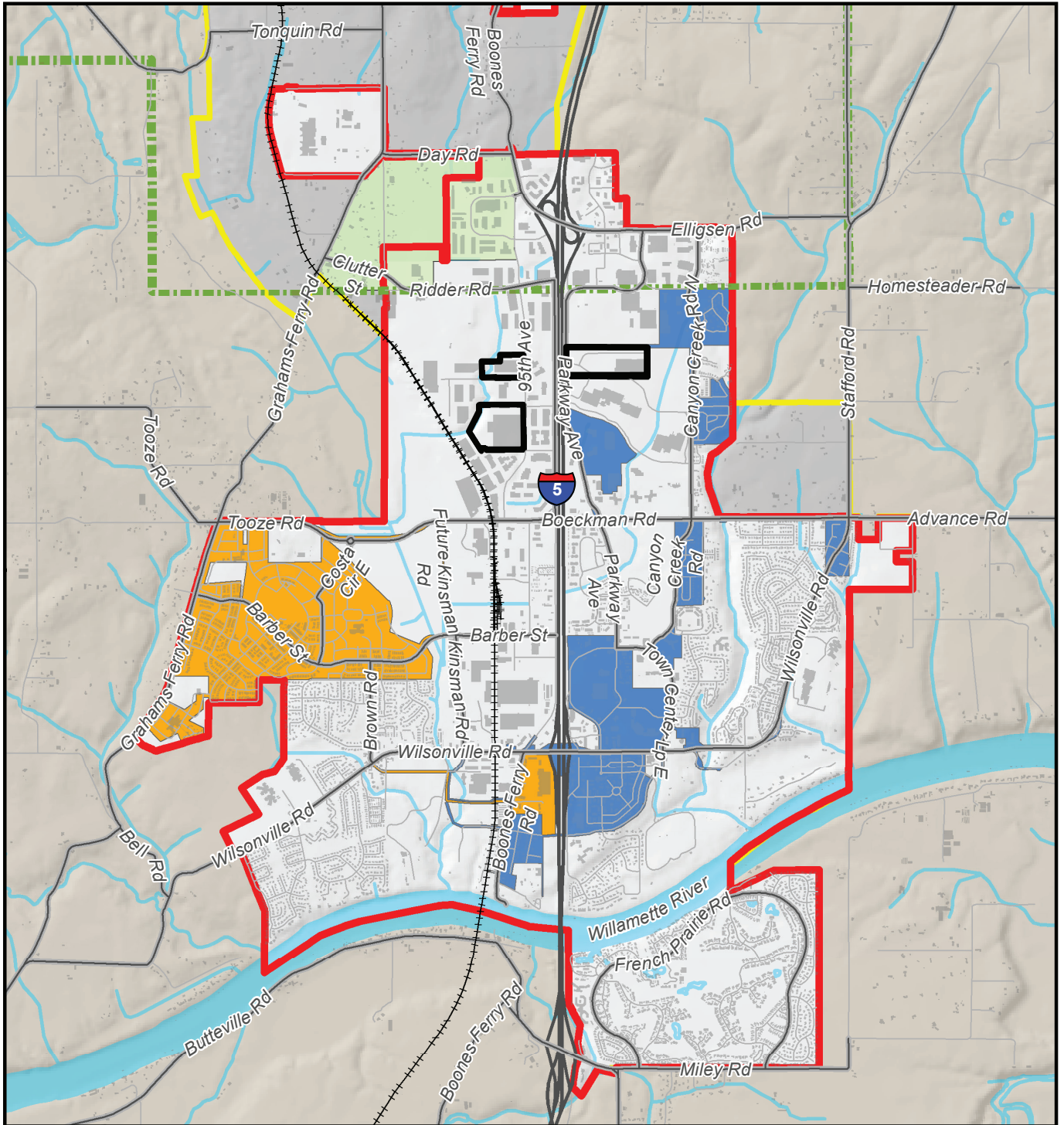
Both the Year 2000 and West Side Districts have had great success and have easily met their respective financial targets of specific debt reserve set-asides, according to their respective bond covenants. While number of anticipated projects for these two districts will be completed in the near future, the Coffee Creek area is just beginning. Combined, these Districts have been and will continue to be instrumental in enabling the City to build key infrastructure that has not only encouraged economic development, but has served the entire community with additional road connections and park amenities. We look forward to continued success of each District.


Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bryan Cosgrove", with a long, sweeping underline.

Bryan Cosgrove
City Manager

Urban Renewal District Map



| | | |
|---|---|---|
| <p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p> | <ul style="list-style-type: none"> Coffee Creek URA Year 2000 URA West Side URA TIF Taxlots County Boundary UGB City Limits County Boundary | <div style="text-align: center;">  <p>WILSONVILLE OREGON</p> <p>4/20/2017</p> <p>0 Miles 0.5</p> </div> |
| <p>Urban Renewal Areas & Tax Increment Finance Zones</p> | | |

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 to 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 three urban renewal areas. The three areas include the Year 2000 Plan, 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.

A five-year history of assessed value in the City’s three Urban Renewal districts is shown on the following page, along with an estimate for the upcoming budget year.

Urban Renewal Agency Overview

Assessed Value Information

| Fiscal Year Ended | Year 2000 Plan District | | | West Side District | | | Coffee Creek District | | |
|-------------------|-------------------------|-------------------|----------------------|--------------------|-------------------|----------------------|-----------------------|-------------------|----------------------|
| | Frozen Base | Incremental Value | Total Assessed Value | Frozen Base | Incremental Value | Total Assessed Value | Frozen Base | Incremental Value | Total Assessed Value |
| 6/30/16 | \$ 122,179,742 | \$ 303,000,000 | \$ 425,179,742 | \$ 16,526,288 | \$ 294,612,185 | \$ 311,138,473 | \$ - | \$ - | \$ - |
| 6/30/17 | 135,251,352 | 303,000,000 | 438,251,352 | 16,526,288 | 436,556,255 | 453,082,543 | - | - | - |
| 6/30/18 | 158,866,138 | 303,000,000 | 461,866,138 | 130,513,442 | 401,210,000 | 531,723,442 | 99,003,704 | 16,342,380 | 115,346,084 |
| 6/30/19 | 158,550,659 | 322,000,000 | 480,550,659 | 214,183,418 | 401,210,000 | 615,393,418 | 83,801,230 | 21,480,834 | 105,282,064 |
| 6/30/20 | 184,385,405 | 322,000,000 | 506,017,018 | 273,857,279 | 401,210,000 | 674,260,359 | 99,003,704 | 25,951,621 | 124,938,103 |
| 6/30/21 est | 197,763,592 | 322,000,000 | 519,763,592 | 340,365,405 | 401,210,000 | 741,575,405 | 99,003,704 | 29,138,496 | 128,142,200 |

Source: Clackamas County Assessment and Taxation for historic information; City of Wilsonville for budget year estimate

The City is limited to the amount of property tax generated from the incremental assessed value.

Beginning in 2010, the City began "under-levying" in the Year 2000 District to limit collection to \$4 million

Beginning in 2018, the City began "under-levying" in the West Side District to limit collection to \$5 million, due to "revenue share" provisions outlined in the Oregon Revised Statutes

In 2007, the City Council decided to limit the incremental property tax received by the District to \$4 million per year. In order to achieve this, the City is responsible for estimating the necessary incremental assessed valuation needed to generate that amount of property tax revenue. The way to limit the tax increment received at one point was to remove parcels from the District, thereby lowering the assessed value within it. However, 2009 legislation provided an additional option. As of January 2010, the Agency is able to limit the amount of tax increment revenues received by certifying to less than the maximum available. This has the effect of releasing taxes back to the overlapping jurisdictions without removing parcels.

As the Agency prepared to form the Coffee Creek Urban Renewal District, acreage was from both the Year 2000 Plan District and the West Side District, in order to free up acreage from the umbrella of urban renewal, allowing the Coffee Creek area to form. The amount of acreage of a city that is allowed within urban renewal is 25%, so removing parcels from these two existing districts allowed Coffee Creek to form.

Assessed Values and Taxes Collected

The amount of tax increment revenue a district collects is determined under Measure 50. All urban renewal districts may collect the "division of tax" portion of property taxes. The City's Year 2000 Plan was eligible to collect a separate special levy but the City Council and URA Board elected to forego levying the special levy beginning in FY 2003-04. As a result of a substantial plan amendment approved in September 2007, the Year 2000 Plan can no longer assess a special levy.

The West Side District is not eligible to levy and collect a city-wide special levy. The amount of tax increment this District may collect is affected by the increase in assessed valuation on properties in the District above the frozen base valuation and the tax rate of the overlapping taxing districts. Additionally, because the West Side District adopted a substantial amendment in February of 2016, the tax increment the West Side District may collect is subject to revenue sharing with the overlapping jurisdictions, meaning that this District is limited to collect 12.5% of its original maximum indebtedness of \$40 million, which equates to \$5 million in property tax collections.

The Coffee Creek District collects the full amount of tax increment available by the "division of taxes" calculated by the County Assessor.

Urban Renewal Agency Overview

A five-year history of property tax revenues in the three urban renewal districts is included in the table below. As noted previously, tax revenue in the Year 2000 Plan is now limited to \$4 million due to underlevying and the West Side District is limited to \$5 million beginning in FY 2017-18 due to revenue sharing provisions triggered by the substantial amendment. The Coffee Creek District received its first increment in the fall of 2017.

Property Tax Levies and Collections

| Fiscal Year Ended | Year 2000 Plan District | | West Side District | | Coffee Creek | |
|----------------------|---------------------------|------------------------|---------------------------|------------------------|---------------------------|------------------------|
| | Division of Tax Levied | Net Taxes Collected | Division of Tax Levied | Net Taxes Collected | Division of Tax Levied | Net Taxes Collected |
| 6/30/16 | \$ 4,240,000 | \$ 4,240,000 | \$ - | \$ - | \$ - | \$ - |
| 6/30/17 | 4,240,000 | 3,965,829 | 5,735,670 | 5,614,794 | - | - |
| 6/30/18 | 4,240,000 | 3,756,707 | 5,037,258 | 4,975,579 | 216,732 | 205,896 |
| 6/30/19 | 4,240,000 | 4,022,125 | 5,037,881 | 5,020,721 | 255,803 | 242,270 |
| 6/30/20 | 4,197,850 | 4,000,000 | 5,230,494 | 5,000,000 | 298,350 | 293,250 |
| 6/30/21 est | 4,240,000 | 4,000,000 | 5,387,409 | 5,000,000 | 332,211 | 315,600 |

Source: City of Wilsonville financial records and Clackamas County Assessment and Taxation reports.

Urban Renewal Tax Rates

Beginning in FY 2002-03, property tax bills began displaying the incremental property tax diverted to the Urban Renewal Agency. Listing urban renewal as a taxing entity was in response to an Oregon Supreme Court decision pertaining to the treatment of tax increment for Measure 5 tax rate caps. However, urban renewal entities do not have independent, permanent tax rates. The dollar amount listed on the 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 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 jurisdictions’ 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 rate to be applied to each parcel for Urban Renewal.

One example of a tax code, 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 “Tax Code Rate” is what a taxpayer would see when reviewing the rates as applied to their property. The “District Rate” shows the authorized tax rates prior to applying urban renewal.

| District | Tax Code Rate 003- 027 | District Tax Rate |
|------------------------------|------------------------------|----------------------|
| Clack comm coll | 0.4441 | 0.5582 |
| Clackamas ESD | 0.2959 | 0.3687 |
| Wlinn/Wils SD | 3.7728 | 4.8684 |
| W Linn LOL | 1.5000 | 1.5000 |
| Total, Education | 6.0128 | 7.2953 |
| City Wilsonville | 2.0507 | 2.5206 |
| County Clackamas | 1.9279 | 2.4042 |
| Co 4-H | 0.0400 | 0.0500 |
| Co. Library | 0.3170 | 0.3974 |
| Co PS LOL | 0.2480 | 0.2480 |
| Co Soil Conserv | 0.0400 | 0.0500 |
| FD64 TVFR | 1.2398 | 1.5252 |
| FD64 TVFR LOL | 0.4500 | 0.4500 |
| Port PDX | 0.0568 | 0.0701 |
| Srv2 Metro | 0.0782 | 0.0966 |
| Srv2 Metro LOL | 0.0960 | 0.0960 |
| Urb Ren Co | 0.0109 | |
| UR Wilsonv | 2.6634 | |
| Vector Control | 0.0053 | 0.0065 |
| Vector Con LOL | 0.0250 | 0.0250 |
| Total, General Govt | 9.2490 | 7.9396 |
| Clack Comm Coll Bond | 0.1484 | 0.1753 |
| County Emergency Radio Bond | 0.0949 | 0.0949 |
| TVFR Bond | 0.0973 | 0.0973 |
| W Linn Bnd 2015 | 2.9621 | 2.9621 |
| Metro Bond 2006 | 0.4702 | 0.4702 |
| Total, Bonds | 3.7729 | 3.7998 |
| Grand Total, Tax Rate | 19.0347 | 19.0347 |

Urban Renewal - Year 2000 Plan

Year 2000 Plan

The Year 2000 Plan district was the first urban renewal district in the City. The plan was adopted on August 29, 1990. Since its inception, it has completed over \$70 million in public improvements. Chief among these have been improvements to Wilsonville Road, widening Wilsonville Road at the I-5 Interchange, construction of a new road for the Day Dream Ranch Subdivision, acquisition and development of park lands, cooperative funding with the West Linn- Wilsonville School District for public related improvements, construction of City Hall, land acquisition for an affordable senior housing project, and construction of Canyon Creek Road. FY 2020-21 budget includes \$5 million for the 5th Street to Kinsman Extension project and \$2.5 million for the Boeckman Dip Bridge project.

In August 2007, the Council and URA Board approved extending the maximum indebtedness of the district to \$92,687,423 in order to complete several more projects. Key projects identified are land acquisition and construction assistance for affordable senior housing, improvements to the Wilsonville Road Interchange and enhancements to the existing roadways, and new road construction on Canyon Creek Road and within the Old Town area. The City's Urban Renewal Strategic Plan, adopted in 2014, calls for the closure of this district around the year 2020. However, in early 2017, the City Council directed staff to explore extending the District three more years and to increase the maximum indebtedness in order to fund construction of a bridge on Boeckman Road, where the road severely dips down toward Boeckman Creek. The Urban Renewal Task Force convened in April 2017 and voted in favor of extending the District to fund the project. Final concurrence of the necessary taxing jurisdictions was made in May 2018. The current maximum indebtedness now includes the funds necessary to construct the Boeckman Dip Bridge project and the design phase in budgeted for in the FY 2020-21 capital budget.

Three funds are used to account for the activities of the Year 2000 Plan district including:

1. **Debt Service Fund** – records the tax increment and 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

Year 2000 Plan Assessed Values and Taxes

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|--|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Assessed Valuation in District | \$ 461,866,138 | \$ 480,550,659 | \$ 499,772,685 | \$ 519,763,592 | \$ 519,763,592 | \$ 519,763,592 |
| Frozen Tax Base | (45,326,441) | (45,326,441) | (45,326,441) | (45,326,441) | (45,326,441) | (45,326,441) |
| Incremental Value | 416,539,697 | 435,224,218 | 454,446,244 | 474,437,151 | 474,437,151 | 474,437,151 |
| Incremental Value Certified¹ | 303,000,000 | 322,000,000 | 322,000,000 | 322,000,000 | 322,000,000 | 322,000,000 |
| Change in Incremental Value | 22,376,151 | 18,684,521 | 19,222,026 | 19,990,907 | 19,990,907 | 19,990,907 |
| Percent change in | | | | | | |
| Incremental Value | 5.7% | 4.5% | 4.4% | 4.4% | 4.4% | 4.4% |
| Property Tax | | | | | | |
| Division of Taxes ² | | | | | | |
| Before discounts | 4,240,000 | 4,240,000 | 4,240,000 | 4,240,000 | 4,240,000 | 4,240,000 |
| Estimate after discounts ³ | \$ 3,756,707 | \$ 4,000,000 | \$ 4,000,000 | \$ 4,000,000 | \$ 4,000,000 | \$ 4,000,000 |

¹ Beginning FY 2010-11 the Agency has certified to an assessed valuation estimated to yield a maximum of \$4 million tax receipts.

² Fixed to yield necessary tax increment revenue to service outstanding debt.

³ Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

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. Timely payment of principal and interest on outstanding debt, and compliance with all debt covenants
2. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

Year 2000 Plan History of Debt Issuance and Maximum Indebtedness

The district has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project and related administration costs. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

| <u>Date</u> | <u>Issue Amount</u> | <u>Key Projects</u> |
|--|----------------------|---|
| <u>Maximum Indebtedness</u> | | |
| Adopted June 1998* | \$ 53,851,923 | |
| Increased September 2007 | 38,835,500 | |
| Increased May 2018 | 14,509,101 | |
| Total Maximum Indebtedness | <u>107,196,524</u> | |
| <u>Debt Issued</u> | | |
| June 1994 | 8,760,000 | Park land, Memorial Dr, High School IGA |
| December 1996 | 3,075,000 | Wilsonville Rd and Interchange |
| June 1998 | 3,000,000 | Wilsonville Rd and Interchange |
| June 2000 | 6,000,000 | Wilsonville Rd and Town Center Park |
| August 2001 | 3,000,000 | Wilsonville Rd - various portions |
| June 2002 | 5,000,000 | Wilsonville Rd - various portions |
| June 2003 | 3,000,000 | Wilsonville Rd - various portions |
| December 2003 | 10,000,000 | Wilsonville Rd, High School improvements |
| September 2005 | 4,850,000 | Town Center Park, Murase Park |
| September 2005 | 10,000,000 | City Hall construction |
| October 2007 | 4,200,000 | Wesleyan Church property acquisition |
| June 2009 | 3,000,000 | Wilsonville Rd Interchange improvements |
| September 2010 | 8,000,000 | Wilsonville Rd Interchange improvements |
| April 2013 | 3,500,000 | Sewer Plant Upgrade, Canyon Creek So Road |
| June 2014 | 2,000,000 | Canyon Creek So to Town Center Loop East |
| May 2015 | 2,000,000 | Canyon Creek So to Town Center Loop East |
| April 2016 | 2,000,000 | East-West Connector; Town Center Planning |
| June 2018 | 3,000,000 | 5th Street Extension |
| July 2019 | 9,000,000 | 5th Street Extension; Boeckman Dip Bridge |
| Total debt issued through June 2020 | <u>93,385,000</u> | |
| Balance Available, July 1, 2020 (Maximum Indebtedness less Total Debt Issued) | <u>\$ 13,811,524</u> | |

Issue amount excludes refinancing activity

*Maximum Indebtedness was established in 1998 as a result of Measures 5, 47, and 50.

Urban Renewal - Year 2000 Debt Service Fund

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| RESOURCES: | | | | | | |
| Tax increment revenues | | | | | | |
| Current year | \$ 3,756,707 | \$ 4,022,125 | \$ 4,000,000 | \$ 4,000,000 | \$ 4,000,000 | \$ 4,000,000 |
| Prior year | 68,309 | 182,485 | 75,000 | 74,200 | 74,200 | 74,200 |
| Total tax increment | 3,825,016 | 4,204,610 | 4,075,000 | 4,074,200 | 4,074,200 | 4,074,200 |
| Investment revenue | 104,508 | 277,548 | 135,405 | 132,200 | 132,200 | 132,200 |
| Beginning fund balance | 8,996,567 | 9,331,877 | 10,366,877 | 7,913,947 | 7,913,947 | 7,913,947 |
| TOTAL RESOURCES | \$ 12,926,091 | \$ 13,814,035 | \$ 14,577,282 | \$ 12,120,347 | \$ 12,120,347 | \$ 12,120,347 |
| REQUIREMENTS: | | | | | | |
| Debt service | | | | | | |
| Principal | \$ 345,000 | \$ 360,000 | \$ 380,000 | \$ 392,500 | \$ 392,500 | \$ 392,500 |
| Short term debt | 3,000,000 | - | 9,000,000 | - | - | - |
| Interest | 249,214 | 234,388 | 900,000 | 205,000 | 205,000 | 205,000 |
| Total debt service | 3,594,214 | 594,388 | 10,280,000 | 597,500 | 597,500 | 597,500 |
| Ending fund balance | | | | | | |
| Restricted (unapprop) | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 |
| Assigned (contingency) | 6,831,877 | 10,719,647 | 1,797,282 | 9,022,847 | 9,022,847 | 9,022,847 |
| TOTAL REQUIREMENTS | \$ 12,926,091 | \$ 13,814,035 | \$ 14,577,282 | \$ 12,120,347 | \$ 12,120,347 | \$ 12,120,347 |

Budget Highlights 2020-21

In 2007, the Urban Renewal Agency Board passed a resolution expressing its intent to limit tax increment collections to approximately \$4 million. From 2007 to 2010, the District achieved this by removing parcels from the District. Beginning in 2010, the Agency began “underlevying,” certifying to a lower incremental assessed valuation than available, in order to cap the total amount of property tax received at approximately \$4 million.

The District is currently operating with the goal of closing in 2023. The District has one debt obligation that extends until fiscal year 2025, with a balloon payment due in the final year of \$3,130,000.

Debt Outstanding

The Agency has pledged through bond covenants to not make reductions in the amount of increment collected such that tax increment revenue falls below 125% of the maximum annual debt service. The Agency has been in compliance with this covenant.

On September 21, 2010, the Agency issued \$8,000,000 through a note held by the Bank of America. The interest rate is 4.25%. Principal is amortized over 20 years with a balloon payment of \$3,130,000 in year 15 (2025). Security includes a cash reserve of \$800,000 and a pledge of annual tax increment revenues. The Agency also pledged to collect taxes of at least 125% of the annual principal and interest, except in the 15th year.

| Year 2000 Plan Debt | | | |
|------------------------------|---------------------|-------------------|---------------------|
| 2010 Issue - Bank of America | | | |
| FY | Principal | Interest | Total |
| 2020-21 | \$ 390,000 | \$ 203,363 | \$ 593,363 |
| 2021-22 | 405,000 | 186,788 | 591,788 |
| 2022-23 | 420,000 | 169,575 | 589,575 |
| 2023-24 | 440,000 | 151,725 | 591,725 |
| 2024-25 | 3,130,000 | 133,025 | 3,263,025 |
| | <u>\$ 4,785,000</u> | <u>\$ 844,476</u> | <u>\$ 5,629,476</u> |

Statement of Purpose

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. As a result, this development will improve and stabilize property values and protect the area’s residential livability and environmental values.

Program Objectives

1. Construct the 5th Street Extension (aka Old Town Escape) Street Project and improve other streets in the area
2. Construct the Boeckman Dip Bridge

Urban Renewal – Year 2000 Capital Projects Fund

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES: | | | | | | |
| Investment revenue | \$ 21,689 | \$ 76,360 | \$ 55,165 | \$ 89,600 | \$ 89,600 | \$ 89,600 |
| Debt proceeds | 3,000,000 | - | 9,000,000 | - | - | - |
| Beginning fund balance | 1,808,885 | 3,187,661 | 112,257 | 9,214,013 | 9,214,013 | 9,214,013 |
| TOTAL RESOURCES | \$ 4,830,574 | \$ 3,264,021 | \$ 9,167,422 | \$ 9,303,613 | \$ 9,303,613 | \$ 9,303,613 |
| REQUIREMENTS: | | | | | | |
| Materials and services | | | | | | |
| Prof and technical services | \$ 650,679 | \$ 626,878 | \$ 794,215 | \$ 606,990 | \$ 606,990 | \$ 606,990 |
| Utility services | 1,166 | - | 1,256 | 1,270 | 1,270 | 1,270 |
| Emp dev, train, travel | 1,043 | - | 1,010 | 1,000 | 1,000 | 1,000 |
| Fees, dues, advertising | 1,463 | - | 2,050 | 2,000 | 2,000 | 2,000 |
| Misc. supplies & services | 95 | - | - | - | - | - |
| Total materials and services | 654,446 | 626,878 | 798,531 | 611,260 | 611,260 | 611,260 |
| Capital projects | | | | | | |
| #3004 Town Center Concept Planning | 366 | - | - | - | - | - |
| #4196 5th Street Extension (aka Old Town Escape) | 988,101 | 95,500 | 6,343,000 | 5,000,000 | 5,000,000 | 5,000,000 |
| #4212 Boeckman Dip Bridge | - | - | 850,000 | 2,500,000 | 2,500,000 | 2,500,000 |
| #9164 Town Center Stage Cover | - | - | 15,000 | - | - | - |
| Total capital projects | 988,467 | 95,500 | 7,208,000 | 7,500,000 | 7,500,000 | 7,500,000 |
| Expenditure subtotal | 1,642,913 | 722,378 | 8,006,531 | 8,111,260 | 8,111,260 | 8,111,260 |
| Ending fund balance | | | | | | |
| Assigned (contingency) | 3,187,661 | 2,541,643 | 1,160,891 | 1,192,353 | 1,192,353 | 1,192,353 |
| TOTAL REQUIREMENTS | \$ 4,830,574 | \$ 3,264,021 | \$ 9,167,422 | \$ 9,303,613 | \$ 9,303,613 | \$ 9,303,613 |

Budget Highlights 2020-21

Construction work for the 5th Street Extension continues from last fiscal year, and the design phase of the Boeckman Dip Project is also scheduled to begin during the fiscal year.

HISTORY OF YEAR 2000 URBAN RENEWAL PROJECTS

| | Years Prior | Estimate 2019-20 | Adopted 2020-21 |
|--|----------------|---------------------|--------------------|
| Road Projects: | | | |
| Wilsonville Road Related | \$ 25,123,241 | \$ - | \$ - |
| Boones Ferry Road | 732,272 | - | - |
| Memorial Drive Construction | 1,204,743 | - | - |
| Canyon Creek - Boeckman to Town Ctr Lp | 337,304 | - | - |
| 5th Street to Kinsman (Former Old Town Escape) | 1,669,839 | 2,000,000 | 5,000,000 |
| Boeckman Dip Bridge | 34,489 | 80,000 | 2,500,000 |
| Other Street Construction Projects | 5,464,376 | - | - |
| Boeckman Bike/Ped Improvements | 408,075 | - | - |
| Streetscape, Signals, Crossings | 936,838 | - | - |
| Planning Projects: | | | |
| Town Center Concept Planning | 568,490 | - | - |
| Public Facilities: | | | |
| Miscellaneous Improvements and Planning | 1,077,067 | - | - |
| City Hall Development | 9,821,263 | - | - |
| Senior Housing Project | 1,319,995 | - | - |
| Sewer Plant Upgrade | 2,000,000 | - | - |
| Park Land Acquisition and Development: | | | |
| Boozier/Frog Pond Property Acquisition | 1,517,263 | - | - |
| Kaiser Land Acquisition/Street Improvements | 1,832,958 | - | - |
| Wesleyan Church Property Acquisition | 4,211,763 | - | - |
| Town Center Park Phase 2 | 2,150,474 | - | - |
| Civic Center Park (Murase Plaza) | 6,634,855 | - | - |
| Murase Playground Retrofit | 258,239 | - | - |
| Murase Mound Regrade | 169,249 | - | - |
| Local Schools - Public Areas: | | | |
| Wilsonville High School | 2,156,577 | - | - |
| High School Public Facility | 1,134,704 | - | - |
| High School Girl's Field Improvements | 350,000 | - | - |
| I-5 Art Amenities | 844,064 | - | - |
| Total | \$ 71,958,139 | \$ 2,080,000 | \$ 7,500,000 |

Statement of Purpose

Beginning in FY 2001-02 the Urban Renewal Agency began recording program income in a new fund called the Program Income Fund. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of activity within the District that generates a receivable, such as reimbursements, rental income, and land sales. The predominant source of program income has been rental of property and a sale of property owned by the District.

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.

Urban Renewal - Year 2000 Program Income Fund

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|---------------------------|---------------------|---------------------|-------------------|---------------------|---------------------|---------------------|
| RESOURCES: | | | | | | |
| Investment revenue | \$ 27,821 | \$ 48,297 | \$ 10,000 | \$ 8,600 | \$ 8,600 | \$ 8,600 |
| Other revenue | 151,300 | 149,452 | 135,000 | 150,000 | 150,000 | 150,000 |
| Beginning fund balance | 2,025,376 | 2,128,303 | 666,554 | 875,066 | 875,066 | 875,066 |
| TOTAL RESOURCES | \$ 2,204,497 | \$ 2,326,052 | \$ 811,554 | \$ 1,033,666 | \$ 1,033,666 | \$ 1,033,666 |
| REQUIREMENTS: | | | | | | |
| Materials and services | | | | | | |
| Repairs and maintenance | \$ 8,980 | \$ 20,037 | \$ 50,000 | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| Capital outlay | | | | | | |
| Improvements | 67,214 | 1,591,749 | - | - | - | - |
| Expenditure subtotal | 76,194 | 1,611,786 | 50,000 | 50,000 | 50,000 | 50,000 |
| Ending fund balance | | | | | | |
| Assigned (contingency) | 2,128,303 | 714,266 | 761,554 | 983,666 | 983,666 | 983,666 |
| TOTAL REQUIREMENTS | \$ 2,204,497 | \$ 2,326,052 | \$ 811,554 | \$ 1,033,666 | \$ 1,033,666 | \$ 1,033,666 |

Budget Highlights 2020-21

Repairs and maintenance are planned for the properties owned by the Year 2000 Plan during the fiscal year. The ending fund balance is intended to be used to partner in Town Center redevelopment projects.

Urban Renewal - West Side Plan

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. Additional road construction is planned in the coming years.

Three funds are used to account for the activities of the West Side district consisting of:

1. **Debt Service Fund** – records costs of repayment of debt
2. **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 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|--|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Assessed Valuation in District | \$ 531,723,442 | \$ 615,393,418 | \$ 676,932,760 | \$ 741,575,405 | \$ 741,575,405 | \$ 741,575,405 |
| Frozen Tax Base | (18,017,272) | (18,017,272) | (18,017,272) | (18,017,272) | (18,017,272) | (18,017,272) |
| Incremental Value | 513,706,170 | 597,376,146 | 658,915,488 | 723,558,133 | 723,558,133 | 723,558,133 |
| Incremental Value Certified¹ | - | 401,210,000 | 401,210,000 | 401,210,000 | 401,210,000 | 401,210,000 |
| Change in Incremental Value | 77,146,915 | 83,669,976 | 61,539,342 | 64,642,645 | 64,642,645 | 64,642,645 |
| Percent change in | | | | | | |
| Incremental Value | 17.7% | 16.3% | 10.3% | 9.8% | 9.8% | 9.8% |
| Property Tax | | | | | | |
| Division of Taxes ² | | | | | | |
| Before discounts | 5,037,258 | 5,284,969 | 5,138,639 | 5,263,158 | 5,263,158 | 5,263,158 |
| Estimate after discounts ³ | \$ 4,975,579 | \$ 5,020,721 | \$ 4,900,000 | \$ 5,000,000 | \$ 5,000,000 | \$ 5,000,000 |

¹ Beginning FY 2017-18 the Agency will certify to the assessed valuation that will raise a maximum of \$5 million in tax receipts, due to revenue share provision in the ORS.

² Fixed to yield necessary tax increment of \$5 million due to revenue share provisions.

³ Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

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. Timely payment of principal and interest on outstanding debt, and compliance with all debt covenants
2. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

West Side History of Debt Issuance and Maximum Indebtedness

In February of 2016, a substantial amendment was passed that increased the maximum indebtedness of the district to bring the total to \$49.4 million. Proceeds from the issuance of debt are used to pay capital project costs and related administration. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

| Date | Issue Amount | Key Projects |
|--|---------------------|--|
| <u>Maximum Indebtedness</u> | | |
| Adopted November 2003 | \$ 40,000,000 | |
| Increased, February 2016 | 9,400,000 | |
| | <u>49,400,000</u> | |
| <u>Debt Issued</u> | | |
| June 2005 | 15,000,000 | Boeckman Rd Extension, School property |
| September 2005 | 10,000,000 | Boeckman Rd, Barber St |
| June 2008 | 5,000,000 | Boeckman Rd, Barber St, park improvements |
| April 2013 | 2,000,000 | Villebois parks and fire sprinklers |
| June 2014 | 2,000,000 | Barber Street extension, Villebois parks |
| May 2015 | 1,000,000 | Barber Street extension, Villebois parks |
| July 2015 | 5,000,000 | Barber Street extension, Villebois parks, and Tooze Road |
| January 2019 | 3,000,000 | Tooze Road |
| Total debt issued through June 2019 | <u>43,000,000</u> | |
| Balance Available, July 1, 2020 (Maximum Indebtedness less Total Debt Issued) | | |
| | <u>\$ 6,400,000</u> | |

URBAN RENEWAL - WEST SIDE DEBT SERVICE FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| RESOURCES: | | | | | | |
| Tax increment revenues | | | | | | |
| Current year | \$ 4,975,579 | \$ 5,020,721 | \$ 4,900,000 | \$ 5,000,000 | \$ 5,000,000 | \$ 5,000,000 |
| Prior year | 85,919 | 172,158 | 80,000 | 84,500 | 84,500 | 84,500 |
| Total tax increment | 5,061,499 | 5,192,879 | 4,980,000 | 5,084,500 | 5,084,500 | 5,084,500 |
| Investment revenue | 118,038 | 328,027 | 165,000 | 115,000 | 115,000 | 115,000 |
| Beginning fund balance | 9,518,007 | 11,835,393 | 11,213,232 | 14,082,538 | 14,082,538 | 14,082,538 |
| TOTAL RESOURCES | \$ 14,697,544 | \$ 17,356,299 | \$ 16,358,232 | \$ 19,282,038 | \$ 19,282,038 | \$ 19,282,038 |
| REQUIREMENTS: | | | | | | |
| Debt service | | | | | | |
| Principal | \$ 1,834,776 | \$ 4,899,985 | \$ 1,925,000 | \$ 1,900,000 | \$ 1,900,000 | \$ 1,900,000 |
| Interest | 1,027,375 | 959,176 | 975,000 | 825,000 | 825,000 | 825,000 |
| Total debt service | 2,862,151 | 5,859,161 | 2,900,000 | 2,725,000 | 2,725,000 | 2,725,000 |
| Ending fund balance | | | | | | |
| Restricted (unapprop) | 2,800,000 | 2,900,000 | 2,900,000 | 2,800,000 | 2,800,000 | 2,800,000 |
| Assigned (contingency) | 9,035,393 | 8,597,138 | 10,558,232 | 13,757,038 | 13,757,038 | 13,757,038 |
| TOTAL REQUIREMENTS | \$ 14,697,544 | \$ 17,356,299 | \$ 16,358,232 | \$ 19,282,038 | \$ 19,282,038 | \$ 19,282,038 |

Budget Highlights 2020-21

The district will continue to reduce its outstanding debt load. No additional debt will be issued during FY 2020-21.

Long-term Debt

The West Side Plan has four issues outstanding with Bank of America and one with Columbia State Bank. The issuances with Bank of America are amortized over 20 years and each has a balloon payment due as indicated in the table below. The issuance with Columbia State Bank was divided into two; the 2015A issue and the 2015B issue which has been repaid in full.

| Date issued | Bank | Amount | Interest rate | Date of balloon payment | Amount of balloon payment |
|----------------|----------|---------------|---------------|-------------------------|---------------------------|
| February, 2009 | B of A | \$ 10,000,000 | 4.90% | 1-Dec-23 | \$ 3,855,000 |
| June, 2011 | B of A | \$ 5,000,000 | 4.40% | 1-Jun-26 | \$ 1,970,000 |
| June, 2012 | B of A | \$ 8,000,000 | 3.40% | 1-Jun-27 | \$ 2,975,000 |
| June, 2013 | B of A | \$ 7,000,000 | 3.50% | 1-Jun-28 | \$ 2,630,000 |
| July, 2015 | Columbia | \$ 4,250,000 | 2.63% | N/A | N/A |

These bonds are paid solely from tax increment revenues, and are considered senior lien debt. At the time the Urban Renewal Agency issued these bonds, and for additional bond issues that may happen in the future, the Agency pledges that either:

- a. The tax increment revenues for the preceding twelve months were greater than or equal to 125% of the average annual debt service, including any proposed bonds; or
- b. An independent expert certifies that the tax increment revenues will be greater than or equal to 135% of the average annual debt service for all outstanding bonds, including any proposed bonds, the year any new bonds are proposed, and for the subsequent five years.

Additionally, the West Side Plan is required to set aside a debt service cash reserve equal to the maximum annual debt service on all outstanding bonds and is restricted to be used only in the event that the tax increment revenues are not sufficient to meet the debt service obligations in any given year.

The debt service cash reserve is displayed in the table below:

| Date issued | Debt Service Cash Reserve |
|----------------------|---------------------------|
| February, 2009 | \$ 781,883 |
| June, 2011 | \$ 383,020 |
| June, 2012 | \$ 557,650 |
| June, 2013 | \$ 497,300 |
| July, 2015 | \$ 484,342 |
| TOTAL RESERVE | \$ 2,704,195 |

From time to time, the West Side Plan will borrow from the City’s General Fund on an overnight basis. These borrowings are considered subordinate debt and do not factor into the requirements above.

The tables on the following page display the remaining principal and interest for each bond issue.

debt service

Urban Renewal - West Side Plan

Debt Outstanding

On February 26, 2009, the Agency issued \$10 million through a note held by Bank of America with an interest rate of 4.90%. Debt service is amortized over 20 years with a balloon payment of principal in year 15. The balloon payment is due December 1, 2023 in the amount of \$3,855,000. Security of this debt is the annual tax increment revenue and debt service fund cash reserves. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

West Side Plan Debt
2009 Issue - Bank of America

| FY | Principal | Interest | Total |
|---------|--------------|------------|--------------|
| 2020-21 | \$ 525,000 | \$ 256,883 | \$ 781,883 |
| 2021-22 | 550,000 | 230,545 | 780,545 |
| 2022-23 | 575,000 | 202,983 | 777,983 |
| 2023-24 | 3,855,000 | 94,447 | 3,949,447 |
| Total | \$ 5,505,000 | \$ 784,858 | \$ 6,289,858 |

West Side Plan Debt
2011 Issue - Bank of America

| FY | Principal | Interest | Total |
|---------|--------------|------------|--------------|
| 2021-22 | \$ 245,000 | \$ 133,100 | \$ 378,100 |
| 2022-23 | 260,000 | 122,320 | 382,320 |
| 2023-24 | 270,000 | 110,880 | 380,880 |
| 2024-25 | 280,000 | 99,000 | 379,000 |
| 2025-26 | 1,970,000 | 86,680 | 2,056,680 |
| Total | \$ 3,025,000 | \$ 551,980 | \$ 3,576,980 |

On June 10, 2011, the Agency issued \$5 million through a note held by Bank of America with an interest rate of 4.4%. Debt service is amortized over 20 years with a balloon payment of principal in year 15. The balloon payment is due June 1, 2026 in the amount of \$1,970,000. Security of this debt is the annual tax increment revenue and debt service cash reserves. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

In June 2012, the Agency converted a short-term, interest only line of credit to long-term debt. The issue, in the amount of \$8,000,000, carries an interest rate of 3.40%. The final maturity will be June 2027. Debt Service is amortized over 25 years with a balloon payment due June 1, 2027 of \$2,975,000. Security of this debt is the annual tax increment revenue and debt service cash reserves. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

West Side Plan Debt
2012 Issue Bank of America

| FY | Principal | Interest | Total |
|---------|--------------|------------|--------------|
| 2020-21 | \$ 375,000 | \$ 178,530 | \$ 553,530 |
| 2021-22 | 385,000 | 166,155 | 551,155 |
| 2022-23 | 400,000 | 153,450 | 553,450 |
| 2023-24 | 410,000 | 140,250 | 550,250 |
| 2024-25 | 425,000 | 126,720 | 551,720 |
| 2025-27 | 3,415,000 | 210,870 | 3,625,870 |
| Total | \$ 5,410,000 | \$ 975,975 | \$ 6,385,975 |

In June 2013, the Agency converted a short-term, interest only line of credit to long-term debt. The issue, in the amount of \$7,000,000, carries an interest rate of 3.50%. The final maturity will be June 2028. Debt Service is amortized over 25 years with a balloon payment due June 1, 2028 of \$2,630,000. Security of this Debt is annual tax increment revenue and debt service cash reserves. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

West Side Plan Debt
2013 Issue Bank of America

| FY | Principal | Interest | Total |
|--------------|---------------------|---------------------|---------------------|
| 2020-21 | \$ 315,000 | \$ 178,325 | \$ 493,325 |
| 2021-22 | 330,000 | 167,300 | 497,300 |
| 2022-23 | 340,000 | 155,750 | 495,750 |
| 2023-24 | 350,000 | 143,850 | 493,850 |
| 2024-25 | 365,000 | 131,600 | 496,600 |
| 2025-28 | 3,395,000 | 316,575 | 3,711,575 |
| Total | \$ 5,095,000 | \$ 1,093,400 | \$ 6,188,400 |

West Side Plan Debt
2015A Issue Columbia State Bank

| FY | Principal | Interest | Total |
|--------------|---------------------|-------------------|---------------------|
| 2020-21 | \$ 428,331 | \$ 56,012 | \$ 484,343 |
| 2021-22 | 439,867 | 44,475 | 484,342 |
| 2022-23 | 451,714 | 32,628 | 484,342 |
| 2023-24 | 463,828 | 20,514 | 484,342 |
| 2024-25 | 477,049 | 7,970 | 485,019 |
| Total | \$ 2,260,789 | \$ 161,600 | \$ 2,422,389 |

On July 22, 2015, the Agency issued \$4.25 million through a note held by Columbia State Bank with an interest rate of 2.63%. Debt service is amortized over 10 years. Security of this debt is the annual tax increment revenue and debt service fund.

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. Complete capital improvement on Tooze Road
2. The Brown Road Construction project is scheduled to begin in FY 2021-22

History of West Side Urban Renewal Projects

| | Years Prior | Estimate 2019-20 | Adopted 2020-21 |
|---------------------------------------|----------------------|---------------------|--------------------|
| Road Projects: | | | |
| Boeckman Road Extension | \$ 13,043,919 | \$ - | \$ - |
| Boeckman Road Geotech | 390,970 | - | - |
| Barber Street | 8,308,134 | | - |
| Tooze Road (Funded by Program Income) | 5,625,951 | 10,000 | - |
| Tooze Road (Funded by UR West Side) | - | 10,000 | - |
| Park Projects: | | | |
| Villebois Park Promenade | 151 | - | - |
| Villebois Park Piccadilly | 203,900 | - | - |
| Villebois Park Piazza | 734,075 | - | - |
| Villebois Park Montague | 756,494 | - | - |
| Villebois Park Edelweiss | 243,040 | - | - |
| Local Schools: | | | |
| School Site Acquisition, #1 | 4,152,235 | - | - |
| School Site Acquisition, #2 | 3,437,972 | - | - |
| Total | \$ 36,896,841 | \$ 20,000 | \$ - |

Urban Renewal – West Side Capital Projects Fund

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES: | | | | | | |
| Investment revenue | \$ 13,968 | \$ 25,156 | \$ 25,000 | \$ 17,700 | \$ 17,700 | \$ 17,700 |
| Debt proceeds | - | 3,000,000 | - | - | - | - |
| Beginning fund balance | 1,610,922 | 649,098 | 2,026,408 | 1,102,491 | 1,102,491 | 1,102,491 |
| TOTAL RESOURCES | \$ 1,624,890 | \$ 3,674,254 | \$ 2,051,408 | \$ 1,120,191 | \$ 1,120,191 | \$ 1,120,191 |
| REQUIREMENTS: | | | | | | |
| Materials and services | | | | | | |
| Prof and technical services | \$ 407,356 | \$ 876,623 | \$ 274,690 | \$ 298,066 | \$ 298,066 | \$ 298,066 |
| Repairs and maintenance | 95 | - | - | - | - | - |
| Emp dev, train, travel | 1,075 | - | 2,576 | 2,500 | 2,500 | 2,500 |
| Fees, dues, advertising | 363 | - | 404 | 404 | 404 | 404 |
| Water system development charges | 500,000 | - | 700,000 | 700,000 | 700,000 | 700,000 |
| Total materials and services | 908,889 | 876,623 | 977,670 | 1,000,970 | 1,000,970 | 1,000,970 |
| Capital projects | | | | | | |
| #4116 Barber Street Extension | 66,904 | - | - | - | - | - |
| #4146 Tooze Rd Improvements | - | 750,000 | - | - | - | - |
| Total capital projects | 66,904 | 750,000 | - | - | - | - |
| Expenditure subtotal | 975,792 | 1,626,623 | 977,670 | 1,000,970 | 1,000,970 | 1,000,970 |
| Ending fund balance | | | | | | |
| Assigned (contingency) | 649,098 | 2,047,631 | 1,073,738 | 119,221 | 119,221 | 119,221 |
| TOTAL REQUIREMENTS | \$ 1,624,890 | \$ 3,674,254 | \$ 2,051,408 | \$ 1,120,191 | \$ 1,120,191 | \$ 1,120,191 |

Budget Highlights 2020-21

In FY 2020-21, the West Side Urban Renewal District will not have any capital projects under construction. However, in FY 2021-22, the construction of the last capital project approved for the district will begin, the Brown Road Construction project.

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 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-----------------------------|---------------------|---------------------|-------------------|---------------------|---------------------|--------------------|
| RESOURCES: | | | | | | |
| Investment revenue | \$ 35,025 | \$ 41,417 | \$ 80 | \$ 1,800 | \$ 1,800 | \$ 1,800 |
| Beginning fund balance | 4,811,491 | 2,120,351 | 5,351 | 183,447 | 183,447 | 183,447 |
| TOTAL RESOURCES | \$ 4,846,516 | \$ 2,161,768 | \$ 5,431 | \$ 185,247 | \$ 185,247 | \$ 185,247 |
| REQUIREMENTS: | | | | | | |
| Materials and services | | | | | | |
| Prof and technical services | \$ 87,298 | \$ 78,007 | \$ - | \$ - | \$ - | \$ - |
| Capital outlay | | | | | | |
| Improvements | 2,638,867 | 1,894,914 | - | - | - | - |
| Expenditure subtotal | 2,726,165 | 1,972,921 | - | - | - | - |
| Ending fund balance | | | | | | |
| Assigned (contingency) | 2,120,351 | 188,847 | 5,431 | 185,247 | 185,247 | 185,247 |
| TOTAL REQUIREMENTS | \$ 4,846,516 | \$ 2,161,768 | \$ 5,431 | \$ 185,247 | \$ 185,247 | \$ 185,247 |

Budget Highlights 2020-21

There are no expenditures budgeted for the program income fund balance in FY 2020-21.

Urban Renewal - Coffee Creek Plan

Coffee Creek Plan

The Coffee Creek Plan was adopted on October 17, 2016. The Coffee Creek Urban Renewal area seeks to develop 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 active for FY 2020-21)

Coffee Creek Assessed Values and Taxes

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|--|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| Assessed Valuation in District | \$ 115,638,821 | \$ 123,120,206 | \$ 126,234,559 | \$ 128,142,200 | \$ 128,142,200 | \$ 128,142,200 |
| Frozen Tax Base | (99,003,704) | (99,003,704) | (99,003,704) | (99,003,704) | (99,003,704) | (99,003,704) |
| Incremental Value | 16,635,117 | 24,116,502 | 27,230,855 | 29,138,496 | 29,138,496 | 29,138,496 |
| Change in Incremental Value | 16,635,117 | 7,481,385 | 3,114,353 | 5,021,994 | 5,021,994 | 5,021,994 |
| Percent change in Incremental Value | - | 45.0% | 41.6% | 20.8% | 20.8% | 20.8% |
| Property Tax | | | | | | |
| Division of Taxes | | | | | | |
| Before discounts ¹ | 218,403 | 255,021 | 306,316 | 335,460 | 335,460 | 335,460 |
| Estimate after discounts | \$ 207,483 | \$ 242,270 | \$ 291,000 | \$ 318,700 | \$ 318,700 | \$ 318,700 |

¹Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

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.

| Date | Issue Amount | Key Projects |
|--|---------------|-------------------|
| Maximum Indebtedness | | |
| Adopted October 2016 | \$ 67,000,000 | |
| Debt Issued | | |
| April 2019 | 3,800,000 | Garden Acres Road |
| Total debt issued through June 2019 | 3,800,000 | |
| Balance Available, July 1, 2020 (Maximum Indebtedness less Total Debt Issued) | | |
| | \$ 63,200,000 | |

URBAN RENEWAL - COFFEE CREEK DEBT SERVICE FUND

| | Actual 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|---------------------------|-------------------|-------------------|-------------------|---------------------|---------------------|--------------------|
| RESOURCES: | | | | | | |
| Tax increment revenues | | | | | | |
| Current year | \$ 205,896 | \$ 242,270 | \$ 291,000 | \$ 315,600 | \$ 315,600 | \$ 315,600 |
| Prior year | 1,587 | 5,438 | - | 3,100 | 3,100 | 3,100 |
| Total tax increment | 207,483 | 247,708 | 291,000 | 318,700 | 318,700 | 318,700 |
| Investment revenue | 121 | 4,530 | 265 | 7,400 | 7,400 | 7,400 |
| Beginning fund balance | - | 207,604 | 490,369 | 491,392 | 491,392 | 491,392 |
| TOTAL RESOURCES | \$ 207,604 | \$ 459,842 | \$ 781,634 | \$ 817,492 | \$ 817,492 | \$ 817,492 |
| REQUIREMENTS: | | | | | | |
| Debt service | | | | | | |
| Principal | \$ - | \$ - | \$ 280,000 | \$ 162,000 | \$ 162,000 | \$ 162,000 |
| Interest | - | - | 140,000 | 116,000 | 116,000 | 116,000 |
| Short term debt | - | - | - | 500,000 | 500,000 | 500,000 |
| Total debt service | - | - | 420,000 | 778,000 | 778,000 | 778,000 |
| Ending fund balance | | | | | | |
| Assigned (contingency) | 207,604 | 459,842 | 361,634 | 39,492 | 39,492 | 39,492 |
| TOTAL REQUIREMENTS | \$ 207,604 | \$ 459,842 | \$ 781,634 | \$ 817,492 | \$ 817,492 | \$ 817,492 |

Budget Highlights 2020-21

The fund will begin the debt service payments for the funding of the Garden Acres Road Project. A \$500,000 overnight loan from the City’s General Fund to the District will be paid back from the proceeds in this Debt Service Fund.

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. Construct new Garden Acres Road with bike lanes, sidewalks, and landscaping
2. 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 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|---------------------------|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| RESOURCES: | | | | | | |
| Investment revenue | \$ - | \$ 2,033 | \$ 25,000 | \$ 17,900 | \$ 17,900 | \$ 17,900 |
| Debt proceeds | - | 3,800,000 | - | 500,000 | 500,000 | 500,000 |
| Beginning fund balance | - | - | 3,788,000 | 2,366,266 | 2,366,266 | 2,366,266 |
| TOTAL RESOURCES | \$ - | \$ 3,802,033 | \$ 3,813,000 | \$ 2,884,166 | \$ 2,884,166 | \$ 2,884,166 |
| REQUIREMENTS: | | | | | | |
| Materials and Services | | | | | | |
| Prof and tech services | \$ - | \$ 23,913 | \$ 224,040 | \$ 102,000 | \$ 102,000 | \$ 102,000 |
| Capital Projects | | | | | | |
| Garden Acres Rd | - | - | 1,745,238 | 2,500,000 | 2,500,000 | 2,500,000 |
| Expenditure subtotal | - | 23,913 | 1,969,278 | 2,602,000 | 2,602,000 | 2,602,000 |
| Ending fund balance | | | | | | |
| Assigned (contingency) | - | 3,778,120 | 1,843,722 | 282,166 | 282,166 | 282,166 |
| TOTAL REQUIREMENTS | \$ - | \$ 3,802,033 | \$ 3,813,000 | \$ 2,884,166 | \$ 2,884,166 | \$ 2,884,166 |

Budget Highlights 2020-21

Construction continues on the Garden Acres Rd project, an important project to enhance accessibility to the Coffee Creek Industrial area. FY 2020-21 also recognizes the expenses related to managing the district.

Urban Renewal Summary

Summary of Urban Renewal by Fund

| | Year 2000 | | | West Side | | | Coffee Creek | | Grand Total |
|---------------------------|----------------------|---------------------|---------------------|----------------------|---------------------|-------------------|-------------------|---------------------|----------------------|
| | Debt Service | Capital Projects | Program Income | Debt Service | Capital Projects | Program Income | Debt Service | Capital Projects | |
| RESOURCES: | | | | | | | | | |
| Tax increment | \$ 4,074,200 | \$ - | \$ - | \$ 5,084,500 | \$ - | \$ - | \$ 318,700 | \$ - | \$ 9,477,400 |
| Investment revenue | 132,200 | 89,600 | 8,600 | 115,000 | 17,700 | 1,800 | 7,400 | 17,900 | 390,200 |
| Other revenue | - | - | 150,000 | - | - | - | - | - | 150,000 |
| Debt proceeds | - | - | - | - | - | - | - | 500,000 | 500,000 |
| Beginning fund balance | 7,913,947 | 9,214,013 | 875,066 | 14,082,538 | 1,102,491 | 183,447 | 491,392 | 2,366,266 | 36,229,160 |
| TOTAL RESOURCES | \$ 12,120,347 | \$ 9,303,613 | \$ 1,033,666 | \$ 19,282,038 | \$ 1,120,191 | \$ 185,247 | \$ 817,492 | \$ 2,884,166 | \$ 46,746,760 |
| REQUIREMENTS: | | | | | | | | | |
| Materials and services | \$ - | \$ 611,260 | \$ 50,000 | \$ - | \$ 1,000,970 | \$ - | \$ - | \$ 102,000 | \$ 1,764,230 |
| Capital outlay | - | 7,500,000 | - | - | - | - | - | 2,500,000 | 10,000,000 |
| Debt service | 597,500 | - | - | 2,725,000 | - | - | 778,000 | - | 4,100,500 |
| Ending fund balance | | | | | | | | | |
| Restricted (unapprop) | 2,500,000 | - | - | 2,800,000 | - | - | - | - | 5,300,000 |
| Assigned (contingency) | 9,022,847 | 1,192,353 | 983,666 | 13,757,038 | 119,221 | 185,247 | 39,492 | 282,166 | 25,582,030 |
| TOTAL REQUIREMENTS | \$ 12,120,347 | \$ 9,303,613 | \$ 1,033,666 | \$ 19,282,038 | \$ 1,120,191 | \$ 185,247 | \$ 817,492 | \$ 2,884,166 | \$ 46,746,760 |

Summary of Debt Outstanding by District

| | Original Issue | Year 2000 | West Side | Coffee Creek | Total Outstanding |
|-------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | | July 1, 2020 Balance | July 1, 2020 Balance | July 1, 2020 Balance | |
| Series 2009 Note Payable | \$ 10,000,000 | \$ - | \$ 5,505,000 | \$ - | \$ 5,505,000 |
| Series 2010 Note Payable | 8,000,000 | 4,785,000 | - | - | 4,785,000 |
| Series 2011 Note Payable | 5,000,000 | - | 3,025,000 | - | 3,025,000 |
| Series 2012 Note Payable | 8,000,000 | - | 5,410,000 | - | 5,410,000 |
| Series 2013 Note Payable | 7,000,000 | - | 5,095,000 | - | 5,095,000 |
| Series 2015A Note Payable | 4,250,000 | - | 2,260,789 | - | 2,260,789 |
| Series 2019 Note Payable | 3,800,000 | - | - | 3,662,671 | 3,662,671 |
| Total outstanding debt | \$ 46,050,000 | \$ 4,785,000 | \$ 21,295,789 | \$ 3,662,671 | \$ 29,743,460 |

Urban Renewal Summary

The table below combines seven 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 2017-18 | Actual 2018-19 | Budget 2019-20 | Proposed 2020-21 | Approved 2020-21 | Adopted 2020-21 |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| RESOURCES: | | | | | | |
| Tax increment | \$ 9,093,997 | \$ 9,645,197 | \$ 9,346,000 | \$ 9,477,400 | \$ 9,477,400 | \$ 9,477,400 |
| Investment revenue | 321,170 | 803,368 | 415,915 | 390,200 | 390,200 | 390,200 |
| Other revenue | 151,300 | 149,452 | 135,000 | 150,000 | 150,000 | 150,000 |
| Debt proceeds | 3,000,000 | 6,800,000 | 9,000,000 | 500,000 | 500,000 | 500,000 |
| Beginning fund balance | 28,771,248 | 29,460,287 | 28,669,048 | 36,229,160 | 36,229,160 | 36,229,160 |
| TOTAL RESOURCES | \$ 41,337,715 | \$ 46,858,304 | \$ 47,565,963 | \$ 46,746,760 | \$ 46,746,760 | \$ 46,746,760 |
| REQUIREMENTS: | | | | | | |
| Materials and services | \$ 1,659,613 | \$ 1,625,458 | \$ 2,050,241 | \$ 1,764,230 | \$ 1,764,230 | \$ 1,764,230 |
| Capital outlay | 3,761,452 | 4,332,163 | 8,953,238 | 10,000,000 | 10,000,000 | 10,000,000 |
| Debt service | 6,456,365 | 6,453,549 | 13,600,000 | 4,100,500 | 4,100,500 | 4,100,500 |
| Ending fund balance: | | | | | | |
| Restricted (bond covenants) | 5,300,000 | 5,400,000 | 5,400,000 | 5,300,000 | 5,300,000 | 5,300,000 |
| Assigned (contingency) | 24,160,286 | 29,047,134 | 17,562,484 | 25,582,030 | 25,582,030 | 25,582,030 |
| TOTAL REQUIREMENTS | \$ 41,337,715 | \$ 46,858,304 | \$ 47,565,963 | \$ 46,746,760 | \$ 46,746,760 | \$ 46,746,760 |



Fall Frolic and Harvest Festival



Appendix

| | |
|-------------------------------------|---|
| Resolutions..... | A |
| Public Notices/Legal Forms | B |
| City Boards and Commissions | C |
| Financial Management Policies | D |
| Chart of Accounts..... | E |
| Compensation Plans..... | F |
| Glossary..... | G |



Teen Game Day at the Library



RESOLUTION NO. 2815

A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE BUDGET, MAKING APPROPRIATIONS, DECLARING THE AD VALOREM TAX LEVY, AND CLASSIFYING THE LEVY AS PROVIDED BY ORS 310.060(2) FOR FISCAL YEAR 2020-21.

WHEREAS, in accordance with ORS 294.426 the Wilsonville Budget Committee met on May 20, 2020 and May 21, 2020 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2020-21; and,

WHEREAS, the Budget Committee deliberated on the proposed budget on May 20, 2020 and on May 21, 2020; and

WHEREAS, the Budget Committee approved the proposed budget on May 21, 2020; and

WHEREAS, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such a amounts were included in the approved budget, and

WHEREAS, on May 27, 2020 a summary of the budget, as required by ORS 294.438, was duly published in the Pamplin Media, formerly the Wilsonville Spokesman, a newspaper of general circulation in the City; and,


WHEREAS, in accordance with ORS 294.456 the Wilsonville City Council duly held a public hearing on June 1, 2020 where all interested persons were afforded an opportunity to appear and be heard with respect to the approved budget for the fiscal year beginning July 1, 2020.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Council adopts the budget for FY 2020-21 in the total amount of \$214,299,497.
2. Of the total adopted budget of \$214,299,497, the City appropriates \$206,688,439 for the fiscal year beginning July 1, 2020 as shown in Attachment A – Schedule of Appropriations. The difference of \$7,611,508 is not appropriated and is not available for expenditure during the year.

- d. GASB Unassigned category is used exclusively in the General Fund and has the same meaning as Assigned (contingency) in paragraph (c) above.
 - e. City Council considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Council will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.
5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regularly scheduled meeting thereof this 1st day of June, 2020 and filed with the City Recorder this date.

DocuSigned by:

 C2B8698B3949461...

 TIM KNAPP, Mayor

ATTEST:

DocuSigned by:

 E781DE10276B498...

 Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

| | |
|--------------------|-----|
| Mayor Knapp | Yes |
| Councilor Akervall | Yes |
| Councilor Linville | Yes |
| Councilor Lehan | Yes |
| Councilor West | Yes |

Attachment:

- A. Schedule of Appropriations

Resolutions

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Attachment A – Schedule of Appropriations

| General Fund | | |
|-------------------------------------|--------------|---------------------|
| Administration | \$ 1,795,674 | |
| Finance | 1,499,232 | |
| Information Technology/GIS | 1,161,294 | |
| Legal | 715,187 | |
| Human Resources and Risk Management | 857,600 | |
| Public Works Administration | 664,191 | |
| Facilities | 1,275,450 | |
| Parks Maintenance | 1,711,451 | |
| Parks and Recreation | 1,609,649 | |
| Library | 2,112,380 | |
| Law Enforcement | 5,378,922 | |
| Municipal court | 236,035 | |
| Transfers to Other Funds | 6,147,535 | |
| Contingency | 9,036,936 | |
| Total Fund Appropriations | | \$34,201,536 |
| Community Development Fund | | |
| CD Administration | \$ 610,730 | |
| Engineering | 2,161,137 | |
| Planning | 1,147,627 | |
| Transfers to Other Funds | 584,243 | |
| Contingency | 227,229 | |
| Total Fund Appropriations | | \$4,730,966 |
| Building Fund | | |
| Building | \$ 1,249,767 | |
| Transfers to Other Funds | 405,321 | |
| Contingency | 1,415,051 | |
| Total Fund Appropriations | | \$3,070,139 |
| Transit Fund | | |
| Transit | \$ 8,994,489 | |
| Transfers to Other Funds | 721,421 | |
| Contingency | 4,651,450 | |
| Total Fund Appropriations | | \$14,367,360 |

Attachment A – Schedule of Appropriations

| | | |
|---|---------------------|--|
| Road Operating Fund | | |
| Road Operating | \$ 894,918 | |
| Debt Service | 82,000 | |
| Transfers to Other Funds | 1,525,765 | |
| Contingency | 1,965,633 | |
| Total Fund Appropriations | \$4,468,316 | |
| Road Maintenance Regulatory Fund | | |
| Transfers to Other Funds | \$ 3,458,278 | |
| Contingency | 1,784,149 | |
| Total Fund Appropriations | \$5,242,427 | |
| Water Operating Fund | | |
| Water Distributions and Sales | \$ 1,552,123 | |
| Water Treatment | 3,895,838 | |
| Transfers to Other Funds | 3,979,914 | |
| Contingency | 16,671,329 | |
| Total Fund Appropriations | \$26,099,204 | |
| Sewer Operating Fund | | |
| Sewer Collection | \$ 982,929 | |
| Sewer Treatment | 2,837,677 | |
| Sewer Pretreatment | 117,187 | |
| Debt Service | 2,960,000 | |
| Transfers to Other Funds | 3,863,718 | |
| Contingency | 14,125,618 | |
| Total Fund Appropriations | \$24,887,129 | |
| Street Lighting Operating Fund | | |
| Street Lighting | \$ 381,320 | |
| Transfers to Other Funds | 1,088,820 | |
| Contingency | 283,976 | |
| Total Fund Appropriations | \$1,754,116 | |

Resolutions

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Attachment A – Schedule of Appropriations

| Stormwater Fund | | |
|--------------------------------------|---------------|---------------------|
| Stormwater Maintenance | 1,051,053 | |
| Debt Service | 679,200 | |
| Transfers to Other Funds | 2,849,969 | |
| Contingency | 2,667,146 | |
| Total Fund Appropriations | | \$7,247,368 |
| Fleet Service Fund | | |
| Fleet | \$ 1,528,226 | |
| Transfers to Other Funds | 2,400 | |
| Contingency | 806,511 | |
| Total Fund Appropriations | | \$2,337,137 |
| Water Capital Projects Fund | | |
| Water Capital Projects | \$ 7,438,300 | |
| Transfers to Other Funds | 294,362 | |
| Contingency | 1,272,011 | |
| Total Fund Appropriations | | \$9,004,673 |
| Sewer Capital Projects Fund | | |
| Sewer Capital Projects | \$ 7,750,557 | |
| Transfers to Other Funds | 311,843 | |
| Contingency | 352,191 | |
| Total Fund Appropriations | | \$8,414,591 |
| Streets Capital Projects Fund | | |
| Streets Capital Projects | \$ 12,129,206 | |
| Transfers to Other Funds | 464,119 | |
| Contingency | 1,482,630 | |
| Total Fund Appropriations | | \$14,075,955 |
| Streets Capital Projects Fund | | |
| Stormwater Capital Projects | \$ 2,019,764 | |
| Transfers to Other Funds | 136,323 | |
| Contingency | 401,785 | |
| Total Fund Appropriations | | \$2,557,872 |

Attachment A – Schedule of Appropriations

| | | |
|---|--------------|---------------------|
| Facilities and Information Systems Capital Projects Fund | | |
| Building Capital Projects | \$ 3,973,729 | |
| Transfers to Other Funds | 69,851 | |
| Contingency | 131,644 | |
| Total Fund Appropriations | | \$4,175,224 |
| Parks Capital Projects Fund | | |
| Parks Capital Projects | \$ 2,604,460 | |
| Transfers to Other Funds | 138,096 | |
| Contingency | 477,645 | |
| Total Fund Appropriations | | \$3,220,201 |
| Water Development Charges | | |
| Materials & Services | \$ 25,180 | |
| Transfers to Other Funds | 3,408,532 | |
| Contingency | 4,124,713 | |
| Total Fund Appropriations | | \$7,558,425 |
| Sewer Development Charges | | |
| Materials & Services | \$ 21,410 | |
| Transfers to Other Funds | 6,242,140 | |
| Contingency | 297,507 | |
| Total Fund Appropriations | | \$6,561,057 |
| Streets Development Charges | | |
| Materials & Services | \$ 40,260 | |
| Transfers to Other Funds | 7,441,360 | |
| Contingency | 3,643,956 | |
| Total Fund Appropriations | | \$11,125,576 |
| Washington County TDT | | |
| Materials & Services | \$ - | |
| Transfers to Other Funds | - | |
| Contingency | 354,873 | |
| Total Fund Appropriations | | \$354,873 |
| Frog Pond West Fund | | |
| Materials & Services | \$ 9,240 | |
| Contingency | 2,290,868 | |
| Total Fund Appropriations | | \$2,300,108 |

Resolutions

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| |
|--|
| Attachment A – Schedule of Appropriations |
|--|

| | | |
|--|------------------|------------------------------------|
| Stormwater Development Charges | | |
| Materials & Services | \$ 5,580 | |
| Transfers to Other Funds | 332,218 | |
| Contingency | <u>3,057,128</u> | |
| Total Fund Appropriations | | \$3,394,926 |
| Parks Development Charges | | |
| Materials & Services | \$ 16,400 | |
| Transfers to Other Funds | 2,800,104 | |
| Contingency | <u>2,722,756</u> | |
| Total Fund Appropriations | | \$5,539,260 |
| Total City Appropriations - All Funds | | <u><u>\$206,688,439</u></u> |

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE

URA RESOLUTION NO. 307

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE INTENT TO COLLECT TAX INCREMENT FOR FISCAL YEAR 2020-21.

WHEREAS, in accordance with ORS 294.426 the Wilsonville Urban Renewal Agency (“Agency”) Budget Committee met on May 21, 2020 to receive public testimony, hear the budget message, and listen to presentations pertaining to the proposed budget for Fiscal Year 2020-21; and

WHEREAS, the Budget Committee deliberated on the proposed budget, and on May 21, 2020, approved the budget with no amendments and set the incremental assessed value for the West Side Plan District to \$401,210,000, thus limiting tax imposed in that district to approximately \$5,263,158 in accordance with ORS 457.470(3)(c), and set the incremental assessed value for the Year 2000 Plan District to \$322,000,000, thus limiting tax imposed in that district to approximately \$4,240,000 in accordance with ORS 457.455(1); and

WHEREAS, the governing board of the Coffee Creek Plan District declares its intent to collect the full amount of the division of tax for the District; and

WHEREAS, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such amounts were included in the approved budget; and

WHEREAS, on May 27, 2020 a summary of the budget, as required by ORS 294.438, was duly published in Pamplin media, formerly known as Wilsonville Spokesman, a newspaper of general circulation in the City of Wilsonville (“City”); and

WHEREAS, in accordance with ORS 294.456, the Agency duly held a public hearing on June 1, 2020 where all interested persons were afforded an opportunity to appear and be heard with respect to the approved budget for the fiscal year beginning July 1, 2020.

Resolutions

DocuSign Envelope ID: 8A629DB8-162B-4692-9A4F-2343FA4E2B1F

NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Wilsonville Urban Renewal Agency Board (“Agency Board”) adopts the budget for FY 2020-21 in the total amount of \$46,746,760.
2. Of the total adopted budget of \$46,746,760, the Agency appropriates \$41,446,760, for the fiscal year beginning July 1, 2020 as shown in Attachment A – Schedule of Appropriations. The difference of \$5,300,000 is not appropriated and is not available for expenditure during the fiscal year.
3. The Agency certifies to the Clackamas and Washington County Assessors the Agency’s intention as follows for Fiscal Year 2020-21:
 - a. To set the incremental assessed value in the West Side Plan District to \$401,210,000, which will generate approximately \$5,263,158 of taxes imposed.
 - b. To set the incremental assessed value in the Year 2000 Plan District to \$322,000,000, which will generate approximately \$4,240,000 of taxes imposed.
 - c. To collect 100% of the “Division of Taxes” portion from the Coffee Creek Plan District.
4. In compliance with the City’s Financial Management Policies certain contingencies, reserves, and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.
 - a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled “Restricted.”
 - b. GASB Assigned category includes amounts that are designated, but for which a resolution has not been adopted. Authority is hereby granted to the Agency Board, the Executive Director, and the Finance Director for the purpose of setting aside resources for specific future needs. Within the budget document specific designations shall be titled “Assigned (designated).” All other balances other than Restricted or Assigned (designated) shall be budgeted as “Assigned (contingency).”

The Assigned (contingency) is appropriated and available for use during the fiscal year if approved through Agency Board resolution.

- c. The Agency Board considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Agency Board will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.
- 5. This resolution is effective upon adoption.

ADOPTED by the Urban Renewal Agency of the City of Wilsonville at a regularly scheduled meeting thereof this 1st day of June 2020 and filed with the City Recorder this date.

DocuSigned by:

 C2B8698B3949461...
 TIM KNAPP, Chair

ATTEST:

DocuSigned by:

 E781DE10276B498...
 Kimberly Veliz, City Recorder

SUMMARY of Votes:

| | |
|-----------------------|-----|
| Chair Tim Knapp | Yes |
| Board Member Akervall | Yes |
| Board Member Linville | Yes |
| Board Member Lehan | Yes |
| Board Member West | Yes |

Attachment:

- A. Schedule of Appropriations

Resolutions

DocuSign Envelope ID: 8A629DB8-162B-4692-9A4F-2343FA4E2B1F

Attachment A – Schedule of Appropriations

| Year 2000 Plan Area - Debt Service Fund | | |
|---|------------------|---------------------|
| Debt Service | 597,500 | |
| Contingency | <u>9,022,847</u> | |
| Total Fund Appropriations | | \$ 9,620,347 |

| Year 2000 Plan Area - Capital Projects Fund | | |
|---|------------------|---------------------|
| Materials and Services | 611,260 | |
| Capital Outlay | 7,500,000 | |
| Contingency | <u>1,192,353</u> | |
| Total Fund Appropriations | | \$ 9,303,613 |

| Year 2000 Plan Area - Program Income Fund | | |
|---|----------------|---------------------|
| Materials and Services | 50,000 | |
| Contingency | <u>983,666</u> | |
| Total Fund Appropriations | | \$ 1,033,666 |

| West Side - Debt Service Fund | | |
|----------------------------------|-------------------|----------------------|
| Debt Service | 2,725,000 | |
| Contingency | <u>13,757,038</u> | |
| Total Fund Appropriations | | \$ 16,482,038 |

| West Side - Capital Projects Fund | | |
|-----------------------------------|----------------|---------------------|
| Materials and Services | 1,000,970 | |
| Contingency | <u>119,221</u> | |
| Total Fund Appropriations | | \$ 1,120,191 |

| West Side - Program Income Fund | | |
|----------------------------------|----------------|-------------------|
| Materials and Services | - | |
| Capital Outlay | - | |
| Contingency | <u>185,247</u> | |
| Total Fund Appropriations | | \$ 185,247 |

| Coffee Creek Plan - Debt Service Fund | | |
|---------------------------------------|---------------|-------------------|
| Debt Service | 778,000 | |
| Contingency | <u>39,492</u> | |
| Total Fund Appropriations | | \$ 817,492 |

| Coffee Creek Plan - Capital Projects Fund | | |
|---|----------------|---------------------|
| Materials and Services | 102,000 | |
| Capital Outlay | 2,500,000 | |
| Contingency | <u>282,166</u> | |
| Total Fund Appropriations | | \$ 2,884,166 |

\$ 41,446,760

RESOLUTION NO. 2816

A RESOLUTION DECLARING THE CITY'S ELIGIBILITY TO RECEIVE STATE SHARED REVENUES.

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection;
- (2) Fire protection;
- (3) Street construction, maintenance and lighting;
- (4) Sanitary sewer;
- (5) Storm sewers;
- (6) Planning, zoning and subdivision control;
- (7) One or more utility services; and

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.


NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. That the Wilsonville City Council hereby declares that the City directly provides all of the municipal services enumerated above, save and except the provision of the City's fire protection which is through Tualatin Valley Fire & Rescue.
2. This resolution is effective upon adoption.

Resolutions

DocuSign Envelope ID: 8A629DB8-162B-4692-9A4F-2343FA4E2B1F

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 1st day of June, 2020 and filed with the Wilsonville City Recorder this date.

DocuSigned by:

C2B8698B3949461...
TIM KNAPP, Mayor

ATTEST:

DocuSigned by:

E781DE10276B498...
Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

| | |
|----------------------------|-----|
| Mayor Knapp | Yes |
| Council President Akervall | Yes |
| Councilor Lehan | Yes |
| Councilor West | Yes |
| Councilor Linville | Yes |

RESOLUTION NO. 2817

A RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE SHARED REVENUES.


WHEREAS, the Budget Committee has reviewed and approved the proposed use of State Shared Revenues; and

WHEREAS, a public hearing has been held before the Budget Committee on May 20, 2020 to discuss possible uses of the funds and before the City Council on June 1, 2020 to obtain public input as to the proposed uses of State Shared Revenues.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. Pursuant to ORS 221.770 the City of Wilsonville hereby elects to receive state shared revenues for the fiscal year 2020-21.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 1st day of June, 2020 and filed with the Wilsonville City Recorder this same date.

DocuSigned by:

 C2B8698B3949461...
 TIM KNAPP, Mayor

ATTEST:

DocuSigned by:

 E781DE10276B498...

 Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

| | |
|----------------------------|-----|
| Mayor Knapp | Yes |
| Council President Akervall | Yes |
| Councilor Lehan | Yes |
| Councilor West | Yes |
| Councilor Linville | Yes |



Stories and Science Program at the Wilsonville Public Library



Public Notices/Legal Forms



The Oregonian
LEGAL AFFIDAVIT

AD#: 0009539060

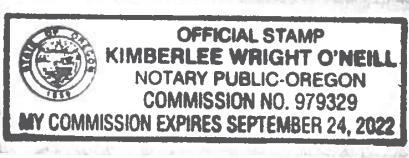
State of Oregon,) ss
County of Multnomah)

Justin Eubanks being duly sworn, deposes that he/she is principal clerk of Oregonian Media Group; that The Oregonian is a public newspaper published in the city of Portland, with general circulation in Oregon, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

The Oregonian 03/06/2020

Handwritten signature of Justin Eubanks

Principal Clerk of the Publisher



Sworn to and subscribed before me this 6th day of March 2020

Handwritten signature of Kimberlee Wright O'Neill

Notary Public

Notice of Budget Committee Meeting
Concerning City Mid-Year
Financial Review

A public meeting of the Wilsonville Budget Committee, Clackamas and Washington County, State of Oregon, to receive an overview of the City's mid-year financial review for the fiscal year July 1, 2020 to June 30, 2021, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Wednesday, the 11th of March 2020. The meeting begins at 6:00 pm and will be held at the Wilsonville City Hall Willamette River One and Two meeting rooms. Any questions or comments should be directed to Cathy Rodocker, Finance Director, at 503-682-1011.

Public Notices/Legal Forms



6605 SE Lake Road, Portland, OR 97222
PO Box 22109 Portland, OR 97269-2169
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the **Wilsonville Spokesman**, a newspaper of general circulation, serving Wilsonville in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

**City of Wilsonville
City of Wilsonville Notice of Budget Committee Meetings
And Public Hearings Concerning State Shared Revenue**

Ad#: 164147

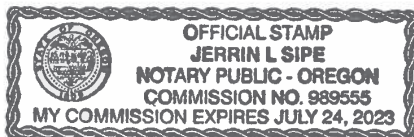
A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
05/13/2020

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
05/13/2020.

NOTARY PUBLIC FOR OREGON

Acct #: 108863
Attn: **Kimberly Veliz**
WILSONVILLE, CITY OF
29799 SW TOWN CENTER LOOP E
WILSONVILLE, OR 97070



City of Wilsonville Notice of Budget Committee Meetings And Public Hearings Concerning State Shared Revenue

The first public meeting of the Wilsonville Budget Committee, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2020 to June 30, 2021, will be held via video conferencing. The meeting will take place on Wednesday, the 20th of May 2020 at 6:00 pm. Subsequent meetings, if necessary, are scheduled for Thursday the 21st of May 2020 and Wednesday the 27th of May 2020. All meetings begin at 6:00 pm and are held via video conferencing. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be obtained by contacting City Recorder Kimberly Veliz at cityrecorder@ci.wilsonville.or.us or by phone at (503) 570-1506 beginning the 11th of May 2020. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us. At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2020-21.

These are public meetings where deliberation of the Budget Committee will take place. Any person may comment at the meeting(s) and provide written and oral comments discussing the proposed programs for fiscal year 2020-21 with the Budget Committee.

- Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070) and must be received by Tuesday, May 12, 2020 at 5:00 pm.
- Digital comments (email) may be submitted to cityrecorder@ci.wilsonville.or.us by Tuesday, May 19, 2020 at 5:00 pm.
- Individuals may participate online through the Zoom web conferencing platform. Contact City Recorder Kimberly Veliz at cityrecorder@ci.wilsonville.or.us or by phone at (503) 570-1506 by Tuesday, May 19, 2020 at 5:00 pm to register.

Bryan Cosgrove
Budget Officer
City of Wilsonville
Publish May 13, 2020

WS164147



6605 SE Lake Road, Portland, OR 97222
PO Box 22109 Portland, OR 97269-2169
Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewspapers.com

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**City of Wilsonville
City of Wilsonville Urban Renewal Agency
Notice of Budget Committee Meetings**

Ad#: 164148

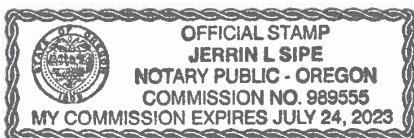
A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
05/13/2020

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 05/13/2020.

NOTARY PUBLIC FOR OREGON

Acct #: 108863
Attn: Kimberly Veliz
WILSONVILLE, CITY OF
29799 SW TOWN CENTER LOOP E
WILSONVILLE, OR 97070



**City of Wilsonville Urban Renewal Agency
Notice of Budget Committee Meetings**

The first public meeting of the Wilsonville Budget Committee of the City of Wilsonville Urban Renewal Agency, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2020 to June 30, 2021, will be held via video conferencing. The meeting will take place on Wednesday, the 20th of May 2020 at 6:00 pm. Subsequent meetings, if necessary, are scheduled for Thursday the 21st of May 2020 and Wednesday the 27th of May 2020. All meetings begin at 6:00 pm and are held via video conferencing. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be obtained by contacting City Recorder Kimberly Veliz at cityrecorder@ci.wilsonville.or.us or by phone at (503) 570-1506 beginning the 11th of May 2020. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us. At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2020-21.

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- Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070) and must be received by Tuesday, May 19, 2020 at 5:00 pm.
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Bryan Cosgrove
Executive Director
Urban Renewal Agency
City of Wilsonville
Publish May 13, 2020

WS164148

Public Notices/Legal Forms



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**City of Wilsonville - SMART
 SMART Programs for Federal Transit Administration Funding
 Proposed FY2021 (July 1, 2020 to June 30, 2021) Program of Projects (POP)
 Ad#: 162344**

A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 2 week(s) in the following issue(s):
05/06/2020, 05/13/2020

Charlotte Allsop

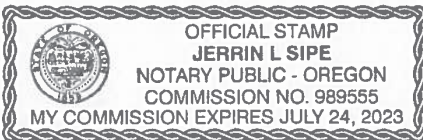
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 05/13/2020.

Jerrin L. Sipe

NOTARY PUBLIC FOR OREGON

Acct #: 108863
Attn: Anne MacCracken
 WILSONVILLE, CITY OF
 29799 SW TOWN CENTER LOOP E
 WILSONVILLE, OR 97070



SMART

SOUTH METRO AREA REGIONAL TRANSIT

Public Notice: SMART Programs for Federal Transit Administration Funding Proposed FY2021 (July 1, 2020 to June 30, 2021) Program of Projects (POP)

SMART is offering three opportunities to submit or present comments at a Public Hearing on the Program of Projects (POP) described in this notice. Opportunity for comments regarding the POP are associated with the City's annual budget process and will be held at Wilsonville City Hall on:

- May 20, 2020 6:00 PM – Budget Committee
- May 21, 2020 6:00 PM – Budget Committee
- June 1, 2020 7:00 PM – City Council

A SMART staff member will be present at the Hearings listed above and be recorded. Additionally, comments can be made via email to: work@indesmart.com. If no requests for public comment are received before or at the June 1, 2020 hearing, the POP shown below is the final POP along with the City budget for the year.

Projects listed below show the anticipated maximum expenditures. The final amounts are contingent upon final federal transportation appropriations bill for the next fiscal year.

| Funding Source | Federal Amount | Federal Percent | Local Amount | Local Percent | Total |
|-----------------|----------------|-----------------|--------------|---------------|-----------|
| 1. 5307 Formula | \$381,770 | 80% | \$95,443 | 20% | \$477,213 |

Budget

The Finance Department, in conjunction with the city's [Budget Committee](#), prepares the budget for the upcoming fiscal year, which began on July 1.

BUDGET COMMITTEE MEETINGS

- [Budget Committee Information](#)
- [Meeting Agendas](#)
- [Budget Committee Meetings Calendar](#)

PRESENTATIONS

- [Mid Year Review FY 2020-21](#)



PROPOSED BUDGET 2020-2021

The City's [Proposed Budget](#) for the coming fiscal year is available to view and download. The City's [Budget Committee](#) met on May 20, 2020 ([Watch](#)) and May 21, 2020 ([Watch](#)) to discuss the City's budget, which was [approved](#) and is scheduled for adoption at the June 1 meeting of the City Council.

ADOPTED BUDGET 2019-2020

The city's [Adopted Budget](#) includes several features to assist readers in finding information in the Adobe PDF version including bookmarks on the left side of the screen, an available search bar at the top of the screen and page links throughout the document. Page number references in the document lead to the corresponding budget page.

PREVIOUS BUDGETS

Previous years budgets can be [downloaded](#) from the website.

Public Notices/Legal Forms



6605 SE Lake Road, Portland, OR 97222
 PO Box 22109 Portland, OR 97269-2169
 Phone: 503-684-0360 Fax: 503-620-3433
 E-mail: legals@commnewsnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the **Wilsonville Spokesman**, a newspaper of general circulation, serving Wilsonville in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

**City of Wilsonville
 NOTICE OF BUDGET HEARING on June 1,
 2020 at 7:00 p.m. LB-1
 Ad#: 165899**

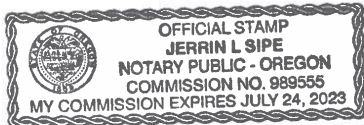
A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
05/27/2020

Charlotte Allsop
 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
 05/27/2020.

Jerrin L. Sipe
 NOTARY PUBLIC FOR OREGON

Acct #: 108863
 Attn: **Kimberly Veltz**
 WILSONVILLE, CITY OF
 29799 SW TOWN CENTER LOOP E
 WILSONVILLE, OR 97070



FORM LB-1 NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville, City Council will be held on June 1, 2020 at 7:00 p.m. at the City of Wilsonville, City Hall, 29799 SW Town Center Loop E, Wilsonville, Oregon 97070. The purpose of the meeting is to hear public comments on the proposed 2020-21 budget. A copy of the budget is presented below and can be viewed at <https://www.ci.wilsonville.or.us/finance/budget>. A copy of the budget may be requested or obtained at City Hall, 29799 SW Town Center Loop E, Wilsonville, Oregon by appointment between the hours of 8:00 a.m. and 5:00 p.m. For appointment call 503-682-1011. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used in the preceding year.

Contact: Cathy Rooder Telephone: 503-682-1011 Email: rooderc@ci.wilsonville.or.us

| Name of Organizational Unit or Program | FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION | | FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM | |
|---|---|----------------------|--|----------------------|
| | Amount | FTE | Amount | FTE |
| Administration | 1,442,834 | 5.00 | 1,881,424 | 6.50 |
| Finance | 1,301,381 | 8.50 | 3,382,181 | 9.50 |
| Information Technology | 1,588,570 | 7.12 | 1,588,570 | 7.12 |
| Legal | 713,018 | 3.60 | 860,952 | 3.90 |
| Human Resources & Risk Management | 841,627 | 4.00 | 1,188,185 | 2.00 |
| Community Development - Administration | 1,287,875 | 11.50 | 2,183,884 | 13.50 |
| Community Development - Engineering | 1,058,873 | 8.00 | 1,441,849 | 8.00 |
| Community Development - Planning | 537,889 | 4.50 | 727,304 | 4.50 |
| Public Works - Administration | 1,033,800 | 8.75 | 1,282,743 | 8.75 |
| Public Works - Facilities | 810,197 | 4.05 | 980,821 | 3.85 |
| Public Works - Roads | | | | |
| Total Requirements | \$174,645,771 | | \$223,646,897 | |
| Total Resources | \$178,585,771 | | \$223,646,897 | |
| Personnel Services | 6,661,007 | 20,228,375 | 20,228,375 | 20,110,682 |
| Materials and Services | 22,060,359 | 35,402,304 | 35,402,304 | 24,489,589 |
| Capital Outlay | 10,305,122 | 46,232,316 | 46,232,316 | 40,608,957 |
| Debt Service | 5,354,181 | 5,460,000 | 5,460,000 | 3,721,200 |
| Interfund Transfers | 13,885,090 | 50,862,338 | 50,862,338 | 47,319,332 |
| Interfund Transfers / Internal Service Reimbursements | 13,885,090 | 50,862,338 | 50,862,338 | 47,319,332 |
| All Other Resources Except Property Taxes | 7,077,157 | 11,828,136 | 11,828,136 | 2,589,047 |
| Property Taxes Estimated to be Received | 7,698,457 | 7,812,250 | 7,812,250 | 8,259,500 |
| Total Resources | \$178,585,771 | \$223,646,897 | \$223,646,897 | \$218,972,890 |
| TOTAL OF ALL FUNDS | 2016-19 | 2019-20 | 2020-21 | 2020-21 |
| Beginning Fund Balance/Net Working Capital | 96,638,597 | 96,098,245 | 101,171,486 | 101,171,486 |
| Fees, Licenses, Permits, Fines, Assessments & Other Service Charges | 44,899,174 | 47,852,105 | 45,815,961 | 45,815,961 |
| Federal, State and All Other Grants, City Allocations and Donations | 5,400,388 | 9,202,653 | 10,720,194 | 10,720,194 |
| Interfund Transfers / Internal Service Reimbursements | 13,885,090 | 50,862,338 | 50,862,338 | 47,319,332 |
| All Other Resources Except Property Taxes | 7,077,157 | 11,828,136 | 11,828,136 | 2,589,047 |
| Property Taxes Estimated to be Received | 7,698,457 | 7,812,250 | 7,812,250 | 8,259,500 |
| Total Resources | \$178,585,771 | \$223,646,897 | \$223,646,897 | \$218,972,890 |
| Personnel Services | 6,661,007 | 20,228,375 | 20,228,375 | 20,110,682 |
| Materials and Services | 22,060,359 | 35,402,304 | 35,402,304 | 24,489,589 |
| Capital Outlay | 10,305,122 | 46,232,316 | 46,232,316 | 40,608,957 |
| Debt Service | 5,354,181 | 5,460,000 | 5,460,000 | 3,721,200 |
| Interfund Transfers | 13,885,090 | 50,862,338 | 50,862,338 | 47,319,332 |
| Interfund Transfers / Internal Service Reimbursements | 13,885,090 | 50,862,338 | 50,862,338 | 47,319,332 |
| All Other Resources Except Property Taxes | 7,077,157 | 11,828,136 | 11,828,136 | 2,589,047 |
| Property Taxes Estimated to be Received | 7,698,457 | 7,812,250 | 7,812,250 | 8,259,500 |
| Total Resources | \$178,585,771 | \$223,646,897 | \$223,646,897 | \$218,972,890 |
| FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM | 2016-19 | 2019-20 | 2020-21 | 2020-21 |
| Administration | 1,442,834 | 1,881,424 | 1,881,424 | 1,836,914 |
| Finance | 1,301,381 | 3,382,181 | 3,382,181 | 1,836,914 |
| Information Technology | 1,588,570 | 1,588,570 | 1,588,570 | 1,588,570 |
| Legal | 713,018 | 860,952 | 860,952 | 771,187 |
| Human Resources & Risk Management | 841,627 | 1,188,185 | 1,188,185 | 866,600 |
| Community Development - Administration | 1,287,875 | 2,183,884 | 2,183,884 | 2,186,040 |
| Community Development - Engineering | 1,058,873 | 1,441,849 | 1,441,849 | 1,273,961 |
| Community Development - Planning | 537,889 | 727,304 | 727,304 | 469,807 |
| Public Works - Administration | 1,033,800 | 1,282,743 | 1,282,743 | 1,289,981 |
| Public Works - Facilities | 810,197 | 980,821 | 980,821 | 917,810 |
| Public Works - Roads | | | | 3,85 |
| Total Requirements | \$174,645,771 | \$223,646,897 | \$223,646,897 | \$215,972,090 |



6605 SE Lake Road, Portland, OR 97222
 PO Box 22109 Portland, OR 97269-2169
 Phone: 503-684-0360 Fax: 503-620-3433
 E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the **Wilsonville Spokesman**, a newspaper of general circulation, serving Wilsonville in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

**City of Wilsonville
 NOTICE OF BUDGET HEARING on June 1,
 2020 at 7:00 p.m. UR-1
 Ad#: 165897**

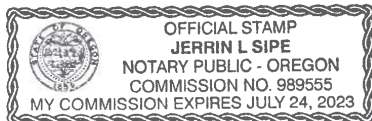
A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
05/27/2020

Charlotte Allsop
 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
 05/27/2020.

Jerrin L. Sipe
 NOTARY PUBLIC FOR OREGON

Acct #: 108863
 Attn: Kimberly Veiz
 WILSONVILLE, CITY OF
 29799 SW TOWN CENTER LOOP E
 WILSONVILLE, OR 97070



NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville Urban Renewal Agency will be held on June 1, 2020 at 7:00 p.m. at the City of Wilsonville City Hall, 29799 SW Town Center Loop E, Wilsonville, OR 97070. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2020 as approved by the Urban Renewal Budget Committee. A copy of the budget may be inspected at the City of Wilsonville Urban Renewal Agency, 29799 SW Town Center Loop E, Wilsonville, Oregon 97070. For more information, please call the Urban Renewal Agency at 503-682-1011. This budget is for an annual budget period. The budget was prepared on a base of accounting that is the same as used the preceding year.

Contact: Cathy Rodacker Telephone: 503-682-1011 Email: rodacker@ci.wilsonville.or.us

| TOTAL OF ALL FUNDS | | FINANCIAL SUMMARY - RESOURCES | | FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION | | FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM | |
|---|---------------------|-------------------------------|---------------------|---|---------------------|--|-----------|
| | Actual Amount | 2018-19 | This Year 2019-20 | Adopted Budget | Approved Budget | Amount | FTE |
| Beginning Fund Balance/Retained Earnings | 29,460,287 | 29,460,287 | 29,693,048 | 29,693,048 | 29,693,048 | 0 | 0 |
| Revenue from Bonds and Other Debt | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Interfund Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| All Other Resources Except Division of Tax & Special Levy | 852,820 | 852,820 | 550,915 | 550,915 | 550,915 | 0 | 0 |
| Revenue from Division of Tax | 9,645,187 | 9,645,187 | 9,346,000 | 9,346,000 | 9,346,000 | 0 | 0 |
| Total Resources | \$48,858,304 | \$48,858,304 | \$47,585,963 | \$47,585,963 | \$48,748,760 | | |
| Materials and Services | 6,552,141 | 6,552,141 | 6,552,141 | 6,552,141 | 6,552,141 | 1,762,230 | 10 |
| Capital Outlay | 4,332,163 | 4,332,163 | 6,953,238 | 6,953,238 | 6,953,238 | 0 | 0 |
| Debt Service | 6,453,549 | 6,453,549 | 13,600,000 | 13,600,000 | 13,600,000 | 4,192,500 | 0 |
| Interfund Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Contingencies | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Unassigned Ending Balance and Reserved for Future Expenditure | 34,447,134 | 34,447,134 | 17,562,484 | 17,562,484 | 23,582,030 | 23,582,030 | 5,300,000 |
| Total Requirements | \$46,858,304 | \$46,858,304 | \$47,585,963 | \$47,585,963 | \$48,748,760 | | |
| Name of Organizational Unit or Program | Amount | FTE | Amount | FTE | Amount | FTE | FTE |
| Year 2000 Plan | 19,404,108 | 0 | 24,558,258 | 0 | 24,557,628 | 0 | 0 |
| West Side | 23,192,321 | 0 | 18,415,071 | 0 | 20,597,478 | 0 | 0 |
| Coffee Creek | 4,261,875 | 0 | 4,594,634 | 0 | 3,701,658 | 0 | 0 |
| Total Requirements & FTE | \$46,858,304 | 0 | \$47,585,963 | 0 | \$48,748,760 | 0 | 0 |

STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING
 The Year 2000 Plan has two projects budgeted in 2020-21, including 5th Street Extension to Kibuman (Old Town Escarp) and Brockman Dip Bridge. Coffee Creek continues their one project for Garden Azalea Rd. and the West Side District has none in 2020-21.

| STATEMENT OF INDEBTEDNESS | |
|---------------------------------------|--|
| Estimated Debt Outstanding on July 1, | Estimated Debt Authorized, But Not Incurred on July 1, |
| Current Obligation Bonds | \$0 |
| Other Bonds | \$0 |
| Other Borrowings | \$0 |
| Total | \$0 |

Estimated Debt Outstanding on July 1, 2020: \$29,743,460
 Estimated Debt Authorized, But Not Incurred on July 1, 2020: \$0
 Total: \$29,743,460

Publish May 27, 2020 WS165897

Public Notices/Legal Forms

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property To assessor(s) of Clackamas and Washington County

**FORM LB-50
2020-2021**

Check here if this is an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Wilsonville has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Clackamas and Washington County. The property tax, fee, charge or assessment is categorized as stated by this form.

| | | | | |
|---|----------------------------------|--|---|--------------------------|
| 29799 SW Town Center Lp E Mailing Address of District | Wilsonville City | Oregon State | 97070 ZIP code | 6/12/2020 Date |
| Cathy Rodocker Contact Person | Finance Director Title | 503-570-1524 Daytime Telephone | rodocker@ci.wilsonville.or.us Contact Person E-Mail | |

CERTIFICATION - You must check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

| | | Subject to General Government Limits Rate -or- Dollar Amount | | | |
|--|-----|--|--|--|--|
| 1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) | 1 | \$2.5206 rate | | | |
| 2. Local option operating tax | 2 | | | | Excluded from Measure 5 Limits Dollar Amount of Bond Levy |
| 3. Local option capital project tax | 3 | | | | |
| 4. City of Portland Levy for pension and disability obligations | 4 | | | | |
| 5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001 | 5a. | | | | |
| 5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001 | 5b. | | | | |
| 5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) | 5c. | | | | 0 |

PART II: RATE LIMIT CERTIFICATION

| | | |
|---|---|---------------|
| 6. Permanent rate limit in dollars and cents per \$1,000 | 6 | 2.5206 |
| 7. Election date when your new district received voter approval for your permanent rate limit | 7 | n/a |
| 8. Estimated permanent rate limit for newly merged/consolidated district | 8 | n/a |

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

| Purpose (operating, capital project, or mixed) | Date voters approved local option ballot measure | First tax year levied | Final tax year to be levied | Tax amount -or- rate authorized per year by voters |
|---|---|--------------------------|--------------------------------|---|
| N/A | | | | |

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES*

| Description | ORS Authority** | Subject to General Government Limitation | Excluded from Measure 5 Limitation |
|-------------|-----------------|--|---------------------------------------|
| N/A | | | |

*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

**The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

Public Notices/Legal Forms

FORM UR-50

NOTICE TO ASSESSOR

2020-2021

• Submit two (2) copies to county assessor by July 15.

Check here if this is an amended form.

Notification

City of Wilsonville Urban Renewal Agency authorizes its 2020-2021 ad valorem tax increment amounts
(Agency Name)

by plan area for the tax roll of Clackamas and Washington Counties
(County Name)

Cathy Rodocker 503-570-1524 6/12/2020
(Contact Person) (Telephone Number) (Date Submitted)

29799 SW Town Center Loop E, Wilsonville, OR 97070 rodocker@ci.wilsonville.or.us
(Agency's Mailing Address) (Contact Person's E-mail Address)

Yes, the agency has filed an impairment certificate by May 1 with the assessor (ORS 457.445).

Part 1: Option One Plans (Reduced Rate). [ORS 457.435(2)(a)]

| Plan Area Name | Increment Value to Use* | | 100% from Division of Tax | Special Levy Amount** |
|----------------|-------------------------|----|------------------------------|-----------------------|
| | \$ | OR | <input type="checkbox"/> Yes | \$ |
| | \$ | OR | <input type="checkbox"/> Yes | \$ |

Part 2: Option Three Plans (Standard Rate). [ORS 457.435(2)(c)]

| Plan Area Name | Increment Value to Use*** | | 100% from Division of Tax | Special Levy Amount**** |
|----------------|---------------------------|----|---------------------------|-------------------------|
| | \$ | OR | | \$ |
| | \$ | OR | | \$ |

Part 3: Other Standard Rate Plans. [ORS 457.445(2)]

| Plan Area Name | Increment Value to Use* | | 100% from Division of Tax | |
|----------------|-------------------------|----|------------------------------|--|
| | \$ | OR | <input type="checkbox"/> Yes | |
| | \$ | OR | <input type="checkbox"/> Yes | |

Part 4: Other Reduced Rate Plans. [ORS 457.445(1)]

| Plan Area Name | Increment Value to Use* | | 100% from Division of Tax | |
|----------------------------|-------------------------|----|---|--|
| Year 2000 Plan District | \$ 322,000,000 | OR | <input type="checkbox"/> Yes | |
| West Side Plan District | \$ 401,210,000 | OR | <input type="checkbox"/> Yes | |
| Coffee Creek Plan District | \$ | OR | <input checked="" type="checkbox"/> Yes | |

Part 5: Permanent Rate Plans. [chapter 580 (2019 Or Laws)]

| Plan Area Name | Increment Value to Use* | | 100% from Division of Tax | |
|----------------|-------------------------|----|------------------------------|--|
| | \$ | OR | <input type="checkbox"/> Yes | |
| | \$ | OR | <input type="checkbox"/> Yes | |

Notice to Assessor of Permanent Increase in Frozen Value. Beginning tax year 2020-21, permanently increase frozen value to:

| Plan Area Name | New frozen value \$ |
|----------------|---------------------|
| | |
| | |

* **All Plans except Option Three:** Enter amount of Increment Value to Use that is less than 100% Or check "Yes" to receive 100% of division of tax. Do NOT enter an amount of Increment Value to Use AND check "Yes".

** If an **Option One plan** enters a Special Levy Amount, you **MUST** check "Yes" and **NOT** enter an amount of Increment to Use.

*** **Option Three plans** enter EITHER an amount of Increment Value to Use to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the Amount from Division of Tax stated in the ordinance, **NOT** both.

**** If an **Option Three plan** requests both an amount of Increment Value to Use that will raise less than the amount of division of tax stated in the 1998 ordinance and a Special Levy Amount, the Special Levy Amount cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Authority.



SMART Walk at Lunch Event



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 last 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 is a brief rundown of the City's 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:

| | |
|-------------------------------------|---------------------------|
| Tim Knapp, Mayor | Joann Linville, Councilor |
| Kristin Akervall, Council President | Ben West, Councilor |
| Charlotte Lehan, Councilor | |

Budget Committee

The Wilsonville Budget Committee is made up of ten individuals including all five members of the City Council and an equal number of appointed members from the community. The appointed members must be registered to vote in the City. All members of the Budget Committee share the same degree of authority and responsibility. Appointed members serve for a maximum of two full three-year terms.

The committee's primary duties and functions are to review and if necessary revise the proposed annual budget after hearing public testimony. The ultimate goal of the Budget Committee is to approve a budget for the City. Although this could happen at the first budget meeting, it usually takes several meetings to reach this point. In addition, the City Council cannot forward a tax measure to the voters without the concurrence of the Budget Committee.

The Budget Committee meets regularly as needed during the spring when the budget is reviewed and approved and as needed during other times of the year.

Budget Committee members are:

| | |
|------------------|-----------------|
| Tim Knapp, Mayor | William Amadon |
| Kristin Akervall | Paul Bunn |
| Charlotte Lehan | Andrew Karr |
| Joann Linville | Daphnee Legarza |
| Ben West | Arthur Park |

Development Review Board

The Development Review Board meets at 6:30 PM on the second and fourth Monday of every month at City Hall, 29799 SW Town Center Loop E.

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 subdivision and major partitions, planned development, site level review of specific development proposals, design review applications, zoning variances, conditional use permits and quasi-judicial amendments to Comprehensive Plan designations or zoning. To a large degree, the decisions of the DRB (which are binding but can be appealed to the City Council) determine how the City will look.

Development Review Board members are:

Panel A

Katie Hamm
Daniel McKay
Angela Niggli
Ken Pitta
Jean Svadlenka

Panel B

Nicole Hendrix
Richard Martens
Samy Nada
Shawn O'Neil
Ellie Schroeder

Parks & Recreation Advisory Board

The Wilsonville Parks and Recreation Advisory Board meets at 4:30 PM on the second Thursday of the month at the Parks and Recreation Administration Building, 29600 SW Park Place. This board only meets during the following months: January, April, May, and October.

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
James Barnes, Chair
Dahe Chen
Daniel Christensen

Katharine Johnson, Vice Chair
Jennifer Link Raschko
Jeffrey Redmon

Library Board

The Wilsonville Library Board meets on the fourth Wednesday of each month at 6:30 PM at the Library, 8200 SW Wilsonville Road.

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:

| | |
|-----------------------|---------------|
| Caroline Berry | Yasmin Ismail |
| Megan Chuinard, Chair | Miriam Pinoli |
| Rich Dougall | |

Youth Representative:

Olivia Jensen

Planning Commission

The Wilsonville Planning Commission meets at 6:00 PM on the second Wednesday of each month at City Hall, 29799 SW Town Center Loop E.

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:

| | |
|-------------------|------------------|
| Gerald Greenfield | Simon Springall |
| Ronald Heberlein | Jennifer Willard |
| Kamran Mesbah | Aaron Woods |
| Phyllis Millan | |

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:

| | |
|----------------|---------------|
| Jeff Brown | Brandon Roben |
| Darren Harmon | Rohit Sharma |
| Al Levit | VACANT |
| Lizabeth Price | |

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:

| | |
|-----------------|--|
| David Davis | Tim Knapp, Mayor |
| Amy Day | Joann Linville, Councilor |
| Amanda Johnson | Craig Dirksen, Metro Councilor, District 3 |
| Olive Gallagher | |

Financial Management Policies

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.

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 Comprehensive Annual 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 a comprehensive annual 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. Comprehensive Annual 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.

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 benefiting 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

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 \$5,000 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 \$5,000 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.

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 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:
 - a. 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.
 - b. 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.
 - c. 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.
 - d. 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 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)

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 (personal 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

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 (personal 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 (personal 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.

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 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 publically 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 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.



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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 \$5,000 per item. Items of \$5,000 or more are considered capital outlay.
- 430004 Computer software: New software and upgrades that are unique to specific programs and costing less than \$5,000. 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 Uniform & Protection: Apparel for use by City employees. Include shirts, jackets, pants, shoes, coveralls, etc. All uniform and safety items specified in the union contract are to be budgeted and accounted for here.
- 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 Children's 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 44026 for costs of producing materials in-house.
- 432004 Audio/Visual Material: Compact disks, DVDs, video tapes. Typically used by the Library.
- 432005 Children's Audio/Visual
- 432006 Database Subscriptions
- 432007 E books

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
- 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 Internet: 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 Outside attorneys: 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.
- 440019 Other Professional Services: Services provided by other professional firms or individuals not fitting another category.
- 440020 Computer Hardware/Software 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 and Reproduction: Cost to produce publications and materials developed in-house or reproduced for City use. Typically includes photocopy services provided by outside entities, printing of brochures and publication 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
- 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.
- 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 (the majority of these are only used by public works)

- 441010 Infrastructure repair/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
- 441020 Janitorial services
- 441021 Building maintenance
- 441022 Athletic field maintenance
- 441023 Park maintenance
- 441024 Landscape Maintenance
- 441025 Irrigation Maintenance
- 441026 Turf Maintenance
- 441027 Dock Maintenance
- 441028 Equipment Maintenance
- 441029 Traffic Signal Maintenance
- 441030 Vehicle Repairs and 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.
- 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 412XXX.
- 442052 Vehicle Insurance: Insurance costs for City vehicles.

Parks & Recreation Programs

- 443001 Community Programs
- 443002 Tourism Development
- 443003 Special Events Expenses: 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).
- 443006 Tourism Grants
- 443007 Metro Enhancement Grants
- 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 Expense: 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

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 doctor costs. Includes specific training costs for safety and health purposes.

444006 Recognition expenses: Used by Human Resources.

440036 Medical evaluation: Cost of testing and evaluation services as necessary.

Fees, Dues, Advertising

445001 Legal advertising: Public notices and requests for proposals required to be printed in the newspaper.

445002 Advertising and publication: Use for advertising costs and public notices publications. Do not use for publication of material that will be distributed, use 44026 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 cost: Meals provided by 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. Avoid using this account if the item is expected to be recurring in nature (even if only year to year). In such event ask Finance if it would be better to create a new account.

449035 Flex Plan Admin: Used by Human Resources program.

Capital Outlay

450400 Infrastructure: The above items are typically reserved for use by capital projects.

450500 Building 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

Transfers Out

491XXX Transfers Out - Overhead

494001 Subsidy

495XXX Transfers Out - CIP & Other

Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2019

| Range | Position | Hourly | | Monthly | |
|-------|--|---------|---------|------------|------------|
| | | Low | High | Low | High |
| 13 | Nutrition Program Assistant | \$14.40 | \$18.33 | \$2,496.00 | \$3,177.20 |
| 15 | Janitor | \$15.12 | \$19.27 | \$2,620.80 | \$3,340.13 |
| 21 | Library Clerk I | \$17.55 | \$22.37 | \$3,042.00 | \$3,877.47 |
| 24 | Library Clerk II Nutrition Coordinator I | \$18.90 | \$24.09 | \$3,276.00 | \$4,175.60 |
| 26 | Administrative Assistant I | \$19.85 | \$25.29 | \$3,440.67 | \$4,383.60 |
| 27 | Nutrition Coordinator II | \$20.34 | \$25.94 | \$3,525.60 | \$4,496.27 |
| 28 | Support Services Coordinator | \$20.85 | \$26.59 | \$3,614.00 | \$4,608.93 |
| 30 | Accounting Technician Administrative Assistant II Information Systems Assistant I Permit Technician I | \$21.89 | \$27.91 | \$3,794.27 | \$4,837.73 |
| 31 | Facilities Maintenance Specialist Parks Maintenance Specialist Roads Maintenance Specialist Utilities Maintenance Specialist | \$22.45 | \$28.62 | \$3,891.33 | \$4,960.80 |
| 32 | Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist | \$23.02 | \$29.36 | \$3,990.13 | \$5,089.07 |
| 34 | Engineering Technician I Outreach Librarian Permit Technician II Program Coordinator Program Librarian Recreation Coordinator Reference Librarian Sewer Vactor Operator II Transportation Demand Mgmt Tech | \$24.17 | \$30.82 | \$4,189.47 | \$5,342.13 |
| 36 | Assistant Planner Water Distribution Technician | \$25.41 | \$32.38 | \$4,404.40 | \$5,612.53 |
| 37 | Code Compliance Coordinator Engineering Inspector I Engineering Technician II Facilities Maintenance Technician Parks Lead Maintenance Specialist Recreation Coordinator II Roads Lead Maintenance Specialist | \$26.03 | \$33.20 | \$4,511.87 | \$5,754.67 |

Continued on Next Page

Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2019

| Range | Position | Hourly | | Monthly | |
|-------|---|---------|---------|------------|------------|
| | | Low | High | Low | High |
| 38 | Asset Management Analyst Information Systems Assistant II Storm Water Management Coordinator | \$26.69 | \$34.02 | \$4,626.27 | \$5,896.80 |
| 39 | Accountant Building Inspector/Plans Examiner I Industrial Pre-Treatment Coordinator | \$27.34 | \$34.87 | \$4,738.93 | \$6,044.13 |
| 40 | Adult Services Librarian Engineering Inspector II Youth Services Librarian | \$28.03 | \$35.76 | \$4,858.53 | \$6,198.40 |
| 41 | Engineering Technician III | \$28.73 | \$36.66 | \$4,979.87 | \$6,354.40 |
| 42 | Associate Planner Information Systems Analyst | \$29.45 | \$37.56 | \$5,104.67 | \$6,510.40 |
| 43 | Building Inspector/Plans Examiner II Senior Accountant | \$30.19 | \$38.50 | \$5,232.93 | \$6,673.33 |
| 44 | Engineering Inspector III | \$30.95 | \$39.45 | \$5,364.67 | \$6,838.00 |
| 46 | Building Inspector/Plans Examiner III | \$32.52 | \$41.46 | \$5,636.80 | \$7,186.40 |
| 47 | Lead Building Inspector/Plans Examiner Network Administrator Senior Information Systems Analyst Senior Planner | \$33.33 | \$42.50 | \$5,777.20 | \$7,366.67 |

SEIU Local 503 (OPEU Transit) Compensation Plan

Effective July 1, 2019

| Range | Position | Hourly | | Monthly | |
|-------|-----------------------|---------|---------|------------|------------|
| | | Low | High | Low | High |
| 120 | Fleet Hostler | \$17.15 | \$21.87 | \$2,972.67 | \$3,790.80 |
| 125 | Equipment Mechanic I | \$19.42 | \$24.73 | \$3,366.13 | \$4,286.53 |
| 125 | Transit Driver | \$19.42 | \$24.73 | \$3,366.13 | \$4,286.53 |
| 128 | Dispatcher | \$20.90 | \$26.65 | \$3,622.67 | \$4,619.33 |
| 133 | Equipment Mechanic II | \$24.35 | \$31.04 | \$4,220.67 | \$5,380.27 |

Employees Under Contract

Effective July 1, 2018

| | |
|--|-----------------------|
| Municipal Court Judges | \$90 to \$94 per hour |
| City Attorney, contract pay package* | \$160,000 - \$170,000 |
| City Manager, contract pay package* | \$165,000 - \$175,000 |
| *City Manager and City Attorney pay package reviewed periodically by Council | |

City of Wilsonville Unrepresented Compensation Plan

Effective July 1, 2019 *(tentative based on approval)*

| Range | Position | Hourly | | Monthly | |
|-------|---|---------|---------|------------|-------------|
| | | Low | High | Low | High |
| c | Accounting Specialist (Conf) | \$25.42 | \$34.32 | \$4,406.02 | \$5,947.95 |
| | Human Resources Assistant | | | | |
| | Legal Assistant | | | | |
| d | Shop Foreman | \$26.69 | \$36.03 | \$4,625.79 | \$6,245.71 |
| f | Assistant to the City Manager | \$29.45 | \$39.72 | \$5,104.32 | \$6,885.52 |
| | City Recorder | | | | |
| | Transit Management Analyst | | | | |
| g | Library Operations Manager | \$30.90 | \$41.71 | \$5,355.99 | \$7,229.35 |
| | Library Services Manager | | | | |
| | Transit Supervisor | | | | |
| h | Facilities Supervisor | \$32.44 | \$43.79 | \$5,623.62 | \$7,590.91 |
| | Parks Supervisor | | | | |
| | Roads & Stormwater Maintenance Supervisor | | | | |
| | Utilities Supervisor | | | | |
| i | Civil Engineer | \$34.07 | \$45.98 | \$5,905.42 | \$7,970.18 |
| | Communications & Marketing Manager | | | | |
| | Fleet Manager | | | | |
| | GIS Manager | | | | |
| | Grants & Program Manager | | | | |
| | Natural Resources Manager | | | | |
| k | Program Manager | \$37.56 | \$50.70 | \$6,509.78 | \$8,787.23 |
| | Finance Operations Manager | | | | |
| l | Human Resources Manager | \$39.44 | \$53.23 | \$6,835.89 | \$9,226.76 |
| | Planning Manager | | | | |
| m | Transit Operations Manager | \$41.41 | \$55.89 | \$7,177.95 | \$9,687.57 |
| | Economic Development Manager | | | | |
| | Engineering Manager | | | | |
| n | Public Affairs Director | \$43.49 | \$58.69 | \$7,537.74 | \$10,173.19 |
| | Assistant Finance Director | | | | |
| o | Building Official | \$45.65 | \$61.63 | \$7,913.47 | \$10,681.85 |
| | Assistant City Attorney | | | | |
| | City Engineer | | | | |
| p | Planning Director | \$47.93 | \$64.70 | \$8,308.70 | \$11,215.32 |
| | Information Systems Director | | | | |
| | Library Director | | | | |
| | Parks & Recreation Director | | | | |
| q | Transit Director | \$49.14 | \$66.32 | \$8,517.83 | \$11,495.35 |
| | Public Works Director | | | | |
| r | Finance Director | \$50.37 | \$67.99 | \$8,730.51 | \$11,784.24 |
| s | Assistant City Manager | \$51.63 | \$69.68 | \$8,948.51 | \$12,078.46 |
| | Community Development Director | | | | |



The Reptile Man at Library Summer Fun Shows



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.

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 \$5,000.

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 \$5,000), (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 \$5,000 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 Annual Financial Report

The annual audited results of the City's financial position and activity.

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 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.

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 be 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.