

# City of Wilsonville, Oregon

Adopted Budget FY 2019-20



# City of Wilsonville, Oregon

FY 2019-20

## Quick Facts and Locator Page

	City			More information on these pages
	Operating	SDC & Capital Projects	Urban Renewal Agency	
<u>Where The Money Comes From:</u>				
Property taxes	\$ 7,815,250	\$ -	\$ 9,346,000	<b>59, 260</b>
Other governments	8,283,797	2,429,284	-	<b>61-72</b>
Charges for services	26,295,055	-	-	<b>61-72</b>
Debt issuance	-	-	9,000,000	<b>264</b>
System Development Charges	-	8,753,462	-	<b>71</b>
All other revenues	12,871,109	825,522	550,915	<b>57-72, 320</b>
Beginning fund balance	66,072,696	26,780,392	28,669,048	<b>23-26, 283</b>
<b>Total Resources</b>	<b>\$ 121,337,907</b>	<b>\$ 38,788,660</b>	<b>\$ 47,565,963</b>	
<u>Where The Money Goes:</u>				
Personnel services	\$ 20,228,375	\$ -	\$ -	<b>77-166</b>
Materials and services	22,689,805	27,166	2,050,241	<b>77-166</b>
Capital - equipment	3,450,259	-	-	<b>77-166</b>
Capital - projects	-	35,729,418	8,953,238	<b>167, 266, 276, 280</b>
Debt service	5,460,000	-	13,600,000	<b>243, 264, 271, 279</b>
Ending fund balance	55,355,734	17,185,810	22,962,484	<b>23-26, 283</b>
<b>Total Requirements</b>	<b>\$ 107,184,173</b>	<b>\$ 52,942,394</b>	<b>\$ 47,565,963</b>	
Net transfers in (out) of funds	\$ 14,153,734	\$ (14,153,734)	\$ -	
<u>Other Facts:</u>				
Staffing (full time equivalent)	178.29			<b>75</b>
Debt outstanding (est June 2019)	\$ 30,577,000		\$ 32,452,690	<b>243, 264, 271, 279</b>
Assessed value (FYE 2019)	\$ 3,789,225,581		\$ 1,201,226,141	<b>59, 259</b>
Permanent Tax rate (per \$1000)	\$ 2.5206			<b>58</b>
Bond rating - Revenue debt	AAA	S&P Global		
<u>Definitions and Explanations:</u>				
Accounting funds				<b>22</b>
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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Oregon**

For the Fiscal Year Beginning

**July 1, 2018**

*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, 2018. 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 2019-20

## Budget Committee

## Term Expires

William Amadon	Dec. 2020
Paul Bunn	Dec. 2021
Andrew Karr	Dec. 2021
Daphnee Lagarza	Dec. 2021
Arthur Park	Dec. 2020
Tim Knapp, Mayor	Dec. 2020
Kristin Akervall, Council President	Dec. 2020
Charlotte Lehan, Councilor	Dec. 2022
Susie Stevens, Councilor	Dec. 2020
Ben West, Councilor	Dec. 2022

City Manager  
Bryan Cosgrove

Finance Director  
Cathy Rodocker

Assistant Finance Director  
Keith Katko

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# City of Wilsonville

## 2019-20 Proposed Budget

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Murase Park Pathway





May 18, 2019

Dear Budget Committee Members,

Life begins at 50 or so it seems with the City of Wilsonville. The City, having recently reached this milestone, stands on the precipice of its most exciting days ahead. I am pleased to present the City of Wilsonville's annual budget for Fiscal Year 2019-20.

With the direction of City Council, the City continues to operate in line with its mission: *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.* I am confident this clear direction for staff will continue to drive future success in the City. This budget is an embodiment of those values.

This budget sets to provide the best value for each tax dollar and manages City resources by achieving results in the most efficient manner. The primary goals of the overall City budget are to provide for well-maintained infrastructure, a safe environment, and enhanced livability. Service levels are set at a level that best serve the needs of the community. These are the service levels that protect and enhance the City's livability and advance the **Key Performance Areas** as determined by the City Council and displayed under the Readers Guide section of this budget document.

The City's FY 2019-20 proposed budget totals \$212.5 million, all funds combined, including reserves and contingencies. Of the total proposed budget, \$205.1 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 \$65.1 million, and unappropriated funds, which total \$7.4 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 contains tabbed sections for easy reference. The highest level of information can be found in the Fund Summaries section of this document, where fund resources and requirements are aggregated by object classification (e.g. personnel services, materials and services, capital outlay) and offer easy comparison from year to year. More detailed information can be found in the Program Expenditure Section of this document, which contains details on the adopted budgets for program areas within each department.

## **OPERATING BUDGET:**

*"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 \$46.4 million, up 6% over prior year. Contributing drivers to this consolidated increase are increasing service levels specifically in Parks Maintenance and Transit Operations, a tight labor market, increasing personnel service costs (including contributions to insurance and retirement plans), as well as inflationary increases in materials and services across the board.

- *Increasing Service Levels:*
  - The Transit Department's operating budget is responsible for 49% of the City's overall operating budget increase, increasing \$1.3 million. Transit service level increases are funded by the Statewide Transportation Improvement Fund (STIF) established under the *Keep Oregon Moving Bill* signed into state law in 2017.
  - The Parks Maintenance Department's operating budget is responsible for another 10% of the City's overall operating budget increase, increasing \$267,018. The Parks Maintenance Department is funded entirely through General Fund revenues. The increase in Parks Maintenance's operating budget is necessary to adequately ensure service level standards are being met with the increased park facilities throughout the City.
- *Personnel Services (PS)* - PS expense is budgeted at \$20.2 million up 9% over prior and reflects the addition of 7.5 full-time equivalent (FTE) positions. Positions include 5 FTEs in Transit (funded through STIF funding), 2.0 FTEs in the Parks Maintenance, and .5 FTE temporary position in the Administration Department to assist the City Recorder for a limited two-year project in digitizing City records.

Budgets for salaries and wages include amounts for cost-of-living adjustments and merit increases, as specified by collective bargaining agreements and City policy. Rising healthcare costs affect future employee costs. Health insurance premiums are budgeted at 10% increase. The contribution rate for the Public Employees Retirement System (PERS) increases in FY 2019-20 and is set for the next biennium. The City has built in future estimated increases into its five-year forecast and is studying the state incentive program established with Senate Bill 1566 to make an unfunded actuarial liability (UAL) lump-sum payment to PERS to reduce future contribution rates.

- *Materials & Services (M&S)* - M&S expense is budgeted at \$22.7 million up \$855,261, which is 4% over prior year. Transit operations are responsible for 42% of that increase and those budgeted costs are correlated with service increases funded through additional federal grant revenue and new STIF funding. Actual expense will only be incurred to the extent that funding is available. 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 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 \$3.4 million, flat with last year. Capital outlay is one-time, large equipment or vehicle type expenditures. Transit operations is responsible for \$2.5 million, or 71% 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 \$35.7 million excluding any overhead project management (OPM) costs. The total CIP budget reaches \$48.2 million when you include OPM as well as projects funded through the City's Urban Renewal Districts. 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 - Improving, connecting and maintaining the City's network of streets continues be a priority, as 37% of the capital budget, or \$18 million, is allocated for those purposes. Projects include extending 5th Street to connect S.W. Boones Ferry Road with Kinsman Road, the Boeckman Dip Bridge, the I-5 pedestrian bridge, continued work for Garden Acres Road, and annual maintenance projects.
- Parks CIPs - The City is allocating approximately \$4.5 million for park improvements, about 9% of the capital budget. Projects include Villebois park improvements (\$2.3 million), Town Center Park Stage Cover (\$414,000), Boones Ferry Park Master Plan Implementation (\$110,000), ADA Transition Plan Implementation (\$110,000), and development of an Urban Forest Management Plan (\$55,000).
- Water, Sewer, Stormwater CIPs - The City's utilities of Sewer, Water and Stormwater will undergo construction and maintenance projects in FY 2019-20.

- The City’s water utility projects account for \$7.4 million of budgeted capital projects, about 15% of total capital projects budgeted. Approximately \$4.4 million is directed to improvements to the water treatment plant, including the surge tank and preliminary design needed to gear up for a future expansion.
- The City’s Sewer utility projects account for \$8.6 million of budgeted capital projects, about 18% of total capital projects budgeted. Projects include the Memorial Park Pump Station (\$5.4 million), 5<sup>th</sup> Street/Kinsman Extension Sewer Trunk (\$1.3 million), and Garden Acres sewer extension (\$1.0 million).
- The Stormwater utility’s projects account for \$3.8 million of budgeted capital projects, about 8% of total capital projects budgeted. Projects include continued upgrades to storm facilities in Charbonneau (\$1.8 million), repairs to the outfalls to the Willamette River (\$1.0 million), and improvement to the Garden Acres storm system (\$647,000)
- Facility and Information Systems CIPs – Proposed projects combined for about 9% of the City’s capital program for FY 2019-20, totaling just under \$4.6 million. Projects include preliminary work for a new public works facility (\$1.5 million), seismic upgrades to the existing public works/police building (\$535,000), and HVAC replacements (\$650,000). The City is actively preparing to replace its core financial and permitting business software (\$550,000)
- Planning CIPs – Proposed projects account for just under 1% of the City’s capital program for FY 2019-20, totaling \$392,000. The City is continuing to plan for growth areas, including Frog Pond (\$35,000) and Town Center (\$150,000), as well as provide for Citywide signage/wayfinding (\$167,000).

## **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 2019-20 budget does not anticipate issuing any new debt. Existing City long-term debt includes:

- \$2.5 million 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 \$28 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 \$30.1 million in debt obligations used to fund capital infrastructure within those districts and defeased by the corresponding tax increment revenue generated within those districts.

## **FUND SUMMARIES:**

*"Life is like accounting, 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 2019-20 Adopted Budget for the General Fund, including reserves and contingencies, is \$45.5 million, an increase of \$7.5 million over the FY 2018-19 Budget of \$37.9 million.

The majority of this increase is due to a strategic \$9 million overnight loan to the City's Urban Renewal District. The overnight loan is 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 plans to issue this overnight loan from the General Fund to release collections for urban renewal funded capital projects. The loan will be paid back the next day. The urban renewal funded projects include continuing work on the 5<sup>th</sup> Street/Kinsman Extension and the Garden Acres Road (Ridder to Day). This strategic financing endeavor allows the City to save on the expenses associated with outside bonding and has utilized this practice in the past including the current year's \$3 million overnight loan.

The General Fund also budgets for amounts transferred out to other funds. Transfers out include \$400,000 to the Community Development Fund for Planning Department services for long range planning efforts. General Fund backed capital improvement projects include transfers out to the Street Capital Projects Fund (\$720,762), Building Capital Projects Fund (\$2.2 million), and the Parks Capital Projects Fund (\$679,935).

- Transfers out to Street Capital Projects Fund include amounts for citywide signage and wayfinding construction, Town Center planning, Frog Pond master planning, Charbonneau street tree study, and Garden Acres Road.
- Transfers out to the Building Capital Projects Fund include amounts for HVAC replacements, the ERP replacement, telephone system upgrade, fiber connectivity, and contributions for seismic upgrades to the Public Works/Police facility. Amounts also include contribution towards design work for a Public Works Facility.
- Transfers out to the Parks Capital Projects Fund include amounts for a stage cover for Town Center Park, an urban forest management plan, and ADA transition plan implementation

The General Fund's estimated ending fund balance for FY 2019-20 is approximately \$13 million, with \$2.9 million unappropriated in accordance with City financial policies and \$2.8 million designated for strategic one-time future uses as outlined in the Debt and Other 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 \$2.4 million at the end of FY 2019-20.

### **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 2019-20 Adopted Budget for the CD Fund, including reserves and contingencies, is \$7.1 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 2019-20 budget, this fund is anticipating a deficit of approximately \$82,000. Budgeted expenditures are flat with prior year and Engineering Permit revenue expected to increase by about 31%, however, Planning program revenues are expected to drop 29% as are transfers in down 11%. While CIPs are up this year the mix of projects are not expected to generate the same amount of CD overhead as the prior year's budget. The deficit is covered by the fund's fund balance, which is predicted to end FY 2019-20 at approximately \$2.6 million, well above the financial policy target of \$780,700. This target is set to equal 20% of operations. The remaining \$1.8 million is set aside in the fund's contingency, and provides a cushion to weather permit volume variances.

### **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 2019-20 Adopted Budget for SMART, including reserves and contingencies, is \$13.5 million.

As previously mentioned the *Keep Oregon Moving Bill* signed into state law in 2017 will have a major impact on this fund in terms of increased service level, revenue, and expense. Approximately \$1.8 million in additional funding is expected and 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 2018-19 is estimated to be \$2.8 million, well above the financial policy minimum of \$1.1 million.

### **Water, Sewer, Stormwater, 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 2019-20. Water and Sewer related transfers out to capital funds include contributions for equipment replacements or upgrade projects at the respective treatment plants. Sewer transfers out also includes a \$2.4 million contribution for the Memorial Park Pump Station project, also financed through Sewer SDCs. Stormwater transfers out include a \$1.8 million contribution for Charbonneau related rehabilitation projects. Street Lighting transfers out include \$310,500 for LED street light conversions. The ending fund balances for each of these operating funds are above the financial policy minimum.

## **Conclusion**

*"The best way to predict the future is to create it."*  
(Abraham Lincoln)

Wilsonville is an exceptional city and I'm excited for the achievements unfolding in the year ahead with the effective strategic planning synonymous with the City. The FY 2019-20 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. This budget addresses challenges presented by a growing community and aging infrastructure, while managing resources in the most efficient manner. Reflective of the overarching vision set forth in the Council Goals, this budget provides resources to maintain high-quality core services to residents and businesses while focusing on fiscal responsibility, priorities, and results.

## **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 team members including Cathy Rodocker, Keith Katko, Dillon Jenkins, Cricket Jones, and Jennifer Ortiz for their assistance in preparing this budget document, and 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,



Bryan Cosgrove  
Budget Officer and City Manager





Memorial Park Tennis Court, Skate Park and Storage Barn





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 25,250, 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:**

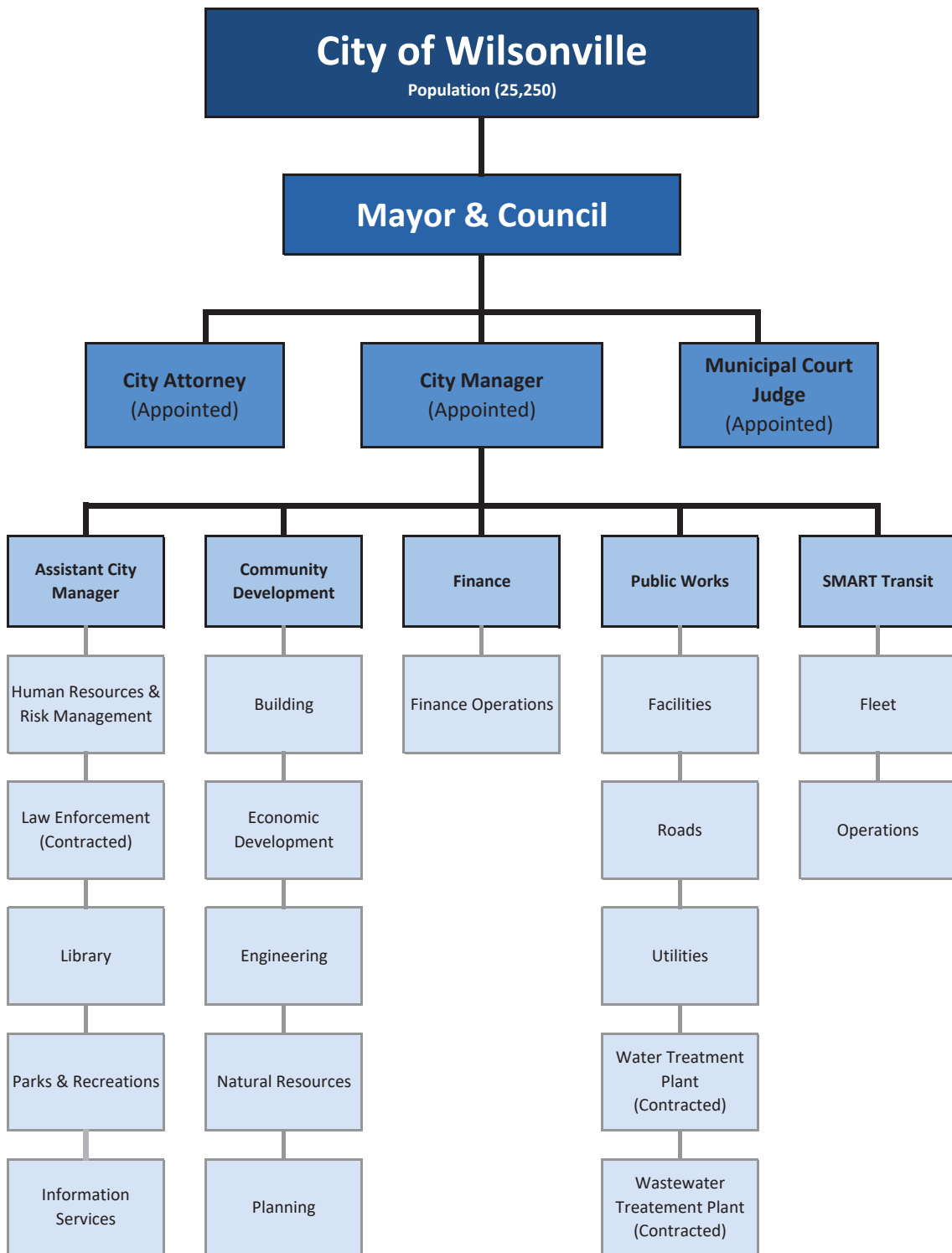
The City prepares its annual budget in accordance with Oregon budget law, the policies and priorities set forth in the City’s Comprehensive Plan, City Council Goals, the needs of the community, and federal and state laws. The budget provides the financial framework for implementing and focusing on these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

### Key Performance Areas

These Key Performance Areas are over-arching precepts to guide the achievement of the City's mission.

**Quality Education:** Wilsonville creates a life-long learning environment that prepares productive, successful citizens.

**Fiscal Discipline:** Wilsonville exercises fiscal discipline through strategic investments, adequate reserves, sound financial plans and policies with innovative service delivery.

**Environmental Stewardship:** The most important things for life are clean air, water and soil. Seven generations from now the people living in Wilsonville are thankful that prior decisions and actions preserved these elements as well as our natural systems.

**Clear Vision and Community Design:** Wilsonville's clear vision and community design engages citizens to ensure a cohesive community with a high quality of life, physically, economically and socially.

**Thoughtful Land Use:** Wilsonville balances land uses to create a sense of community that preserves our historical identity.

**Well-Maintained Infrastructure:** Wilsonville is innovative in proactively building and maintaining clean, attractive and cost effective infrastructure.

**Community Amenities and Recreation:** Wilsonville has opportunities and facilities for leisure activities, entertainment and social interaction that interest people of all ages.

**Welcoming Engaged and Satisfied Residents:** The City of Wilsonville embraces diversity and engages and communicates with residents, and responds to changing expectations as technology evolves.

**Multi-Modal Transportation Network:** Wilsonville's multi-modal transportation network is safe, inviting and easy to navigate, connecting the City's neighborhoods to each other and to its commercial areas, employment centers and public and recreational facilities.

**Safe, Healthy and Aesthetically Pleasing Community:** The ideas of public safety, healthy living and aesthetic values are intertwined in all decision making.

**Economic Development:** Wilsonville's economic development promotes an environment that enables existing and new business – small, medium and large – to flourish!

**Regional Awareness and Influence:** Wilsonville is proactively involved at county, regional, state and federal levels to influence decisions that impact the City.

## Council Goals 2017-19

These Council Goals reflect policy-level actions for the City to undertake in order 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.

- Revise the Development Code to streamline and modernize it.
- Promote stronger connectivity and access to the Willamette River.
- Enhance tourism, recreation, resiliency, redundancy, economic development, and connectivity.
- Promote and make available numerous options for convenient sustainable choices.
- Create a parks and recreation system, in conjunction with partners, that includes high-capacity use, multi-use facilities, and revenue generating capabilities.
- Pursue a balanced housing mix with a variety of choices to meet the needs of current and future residents of varying financial levels.
- Develop a robust, attractive, and viable commercial center with amenities to serve the community.
- Promote vibrant arts, cultural, and heritage programs and facilities.
- Build fully interconnected and effective transportation modes enabling all kinds of movement among neighborhoods, commercial/employment areas, schools, parks, library, and government.
- Promote farm and forest land protection.
- Promote a healthy urban forest.
- Enable and promote healthy living.
- Embrace technology proactively in future planning, operations, and customer service.

# City History Timeline

<b>1968</b>	<ul style="list-style-type: none"> <li>Wilsonville incorporates on October 17, 1968.</li> </ul>	<b>1987</b>	<ul style="list-style-type: none"> <li>Voters approve a bond measure to pay for a new library and park improvements.</li> </ul>	<b>2000</b>	<ul style="list-style-type: none"> <li>Construction begins on State of Oregon women's prison and on water treatment facility on the Willamette River.</li> </ul>
<b>1969</b>	<ul style="list-style-type: none"> <li>Wilsonville citizens vote to adopt the City's first charter.</li> </ul>	<b>1988</b>	<ul style="list-style-type: none"> <li>Recession ends, bringing an unprecedented boom in housing and population.</li> </ul>	<ul style="list-style-type: none"> <li>Voters approve \$4M library expansion bond.</li> </ul>	
<b>1970</b>	<ul style="list-style-type: none"> <li>Developers announce plans for a major residential subdivision known as Charbonneau.</li> </ul>	<b>1989</b>	<ul style="list-style-type: none"> <li>Wilsonville becomes Oregon's fastest growing city.</li> </ul>	<ul style="list-style-type: none"> <li>Population: 13,615</li> </ul>	
<b>1971</b>	<ul style="list-style-type: none"> <li>Population approximately 1,000.</li> </ul>	<b>1990</b>	<ul style="list-style-type: none"> <li>New library opens.</li> </ul>	<b>2001</b>	<ul style="list-style-type: none"> <li>Construction begins on library expansion.</li> </ul>
<b>1972</b>	<ul style="list-style-type: none"> <li>Charbonneau is annexed into Wilsonville. At build-out, it will have 1,700 housing units and 3,500 residents.</li> <li>City Council adopts a "General Plan" for growth.</li> </ul>	<b>1991</b>	<ul style="list-style-type: none"> <li>Census population: 7,705</li> </ul>	<b>2002</b>	<ul style="list-style-type: none"> <li>Women's prison facility completed and begins accepting inmates.</li> </ul>
<b>1975</b>	<ul style="list-style-type: none"> <li>Marge Heintz, City Recorder, is hired as Wilsonville's first full-time employee.</li> </ul>	<b>1992</b>	<ul style="list-style-type: none"> <li>Arlene Loble hired as City Manager.</li> <li>Town Center Shopping Center opens.</li> </ul>	<b>2003</b>	<ul style="list-style-type: none"> <li>Wilsonville's water treatment plant becomes operational.</li> <li>Expanded library opens.</li> </ul>
<b>1979</b>	<ul style="list-style-type: none"> <li>City Hall moves to a trailer on Parkway Avenue.</li> </ul>	<b>1993</b>	<ul style="list-style-type: none"> <li>Incredible Universe opens, pushing traffic to levels projected for the year 2010.</li> </ul>	<b>2004</b>	<ul style="list-style-type: none"> <li>Argyle Square opens, greatly expanding Wilsonville's retail sector with Costco and Target as anchor stores.</li> <li>The newly constructed SMART Operations Center and Fleet Facility opens.</li> </ul>
<b>1980</b>	<ul style="list-style-type: none"> <li>City signs first contract with Clackamas County Sheriff's Office for police services.</li> </ul>	<b>1994</b>	<ul style="list-style-type: none"> <li>Serial levy failure forces a \$1 million budget cut and reorganization of departments.</li> <li>Voters approve creation of an Urban Renewal District and a bond measure for a new high school.</li> </ul>	<b>2005</b>	<ul style="list-style-type: none"> <li>Property acquired for future multi-modal transportation center. This land will become the southern terminus of the proposed commuter rail, Trimet's WES Train.</li> </ul>
<b>1982</b>	<ul style="list-style-type: none"> <li>Wilsonville adopts its first Comprehensive Plan.</li> <li>Population: 2,920</li> </ul>	<b>1995</b>	<ul style="list-style-type: none"> <li>Wilsonville Area Rapid Transit becomes SMART (South Metro Area Regional Transit).</li> </ul>	<ul style="list-style-type: none"> <li>Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.</li> </ul>	
<b>1983</b>	<ul style="list-style-type: none"> <li>Voters approve Wilsonville's first tax base: \$300,000.</li> <li>Wilsonville's first library opens.</li> </ul>	<b>1996</b>	<ul style="list-style-type: none"> <li>Wilsonville High School opens.</li> </ul>	<ul style="list-style-type: none"> <li>Population: 16,510 (PSU Center for Population Research)</li> </ul>	
<b>1984</b>	<ul style="list-style-type: none"> <li>A new City Hall building opens.</li> </ul>	<b>1998</b>	<ul style="list-style-type: none"> <li>Charlotte Lehan elected Mayor.</li> </ul>	<b>2006</b>	<ul style="list-style-type: none"> <li>Murase Plaza opens featuring a water park, unique play structures and restrooms.</li> </ul>
<b>1986</b>	<ul style="list-style-type: none"> <li>Voters approve a tax base amendment to incorporate a serial levy for senior services into the base.</li> <li>Pete Wall is hired as Wilsonville's first City Manager.</li> </ul>	<b>1999</b>	<ul style="list-style-type: none"> <li>City Council imposes moratorium on new development until a new long-term water supply is identified.</li> <li>City voters approve the Willamette River as Wilsonville's new long-term water source.</li> </ul>	<b>2007</b>	<ul style="list-style-type: none"> <li>A new City Hall building opens at Wilsonville Road and Town Center Loop.</li> <li>Public Works and Police Department relocated to the old City Hall building.</li> </ul>

# City History Timeline

**2008**

- Tim Knapp elected Mayor.
- Local voters approve the creation of a county library district.

**2009**

- WES Commuter Rail begins Operations.

**2010**

- Fred Meyer/Old Town Square development begins construction.
- Population: 19,525 (PSU Center for Population Research)

**2011**

- Old Town Square opens, featuring a 210,000 square foot Fred Meyer store.

**2012**

- Oregon Institute of Technology opens its Wilsonville campus.
- Lowrie Primary School K-5 opens.

**2014**

- The City's Wastewater Treatment Plant is upgraded and expanded.

**2015**

- Substantial work begins on the Basalt Creek Concept Plan and Frog Pond Area Plan.
- Population: 22,700 (US Census Bureau)

**2016**

- TVWD and the City of Hillsboro partner to extend Willamette River water into Washington County.

**2017**

- In order to relieve congestion, the City begins expansion of main connector streets, including Boones Ferry to Brown Road and Kinsman Road.

**2018**

- Meridian Creek Middle School opens.

**2019**

- Council approves a \$1,054,000 library remodeling project.

- NW Natural Street of Dreams event was held in Frog Pond development with 6 homes valued at over \$4 million.



Stein Boozier Barn at Murase Park



# About Wilsonville

## City Statistics - Services

Description	Base Year 2010	Year 2018	% Change	Source
<b>Culture and recreation:</b>				
Libraries	1	1	0%	City Library
Parks/open space acreage	201	225	12%	Parks Department
Parks	11	12	9%	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
<b>City utilities:</b>				
<b>Water:</b>				
Production capacity	15 mgd	15 mgd	0%	Public Works
Peak capacity demand	6 mgd	13.5 mgd	125%	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	6,631	40%	Utility Billing
<b>Wastewater:</b>				
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	0.8	-19%	Public Works
Lift Stations	8	9	13%	Public Works
<b>Stormwater:</b>				
Average rainfall, inches	42	37	-12%	<a href="http://www.homefacts.com">www.homefacts.com</a>
Miles of storm sewers	65	77	18%	Public Works
Stormwater catch basins	1,823	2,230	22%	Public Works
Manholes	1,723	2,238	30%	Public Works
Detention Ponds	10	10	0%	Public Works
<b>Street lights:</b>				
Number of lights	2,206	3,591	63%	Public Works
Number of streetlight poles	2,050	2,573	26%	Public Works
<b>Public Safety:</b>				
Police calls	5,803	8,571	48%	Clackamas Co Sheriff
Citations issued	3,470	3,595	4%	Municipal Court
Number of sworn officers	17	20	18%	Clackamas Co Sheriff
Fire stations	2	2	0%	Fire District

# About Wilsonville

## City Statistics - Services

Description	Base Year 2010	Year 2018	% Change	Source
<b>Public Transportation:</b>				
<b>City operated:</b>				
Fixed routes (daily)	7	9	29%	City Transit
Demand based trips (annually)	17,703	14,416	-19%	City Transit
Number of riders (annually)	306,721	290,910	-5%	City Transit
Miles driven (annually)	667,161	597,013	-11%	City Transit
<b>Inter-City Connections:</b>				
City of Canby - local trips (daily)	8	12	50%	City Transit
City of Salem - local trips (daily)	8	8	0%	City Transit
Tualatin P&R - daily round trips	N/A	35	N/A	City Transit
Barbur TC-daily round trips	35	25	-29%	City Transit
TriMet - rail stations	1	1	0%	City Transit
TriMet - rail passengers (annually)	304,800	414,432	36%	City Transit
<b>Streets:</b>				
Lane miles of paved	65	78	20%	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	23,886	199%	Public Works
Signs	N/A	5,144	N/A	Public Works
<b>Public Schools:</b>				
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
<b>Building Permits:</b>				
Commercial, units	212	256	21%	Building Dept.
Commercial, value	\$19 mil	\$40 mil	111%	Building Dept.
Residential, units	40	260	550%	Building Dept.
Residential, value	\$7 mil	\$45 mil	543%	Building Dept.

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

## Principal Employers

Employer	Type of Business	2017-18	
		Number of Employees	Percentage of total City employment
Mentor Graphics Corporation	CAD software systems	976	6.1%
Sysco Portland Inc.	Warehouse & distribution center	568	3.6%
Rockwell Collins	Aerospace technology	531	3.3%
Coca Cola Bottling Company	Beverage distribution	378	2.4%
Precision Interconnect	Medical & Technical Equipment	320	2.0%
Southern Wine & Spirits	Beverage distribution	300	1.9%
Costco	Wholesale retail	291	1.8%
Fred Meyer	Grocer	274	1.7%
Dealer Spike	Web Hosting	254	1.6%
DWFritz Automation Inc.	Manufacturing	249	1.6%
		<b>4,141</b>	<b>26.0%</b>

# 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.

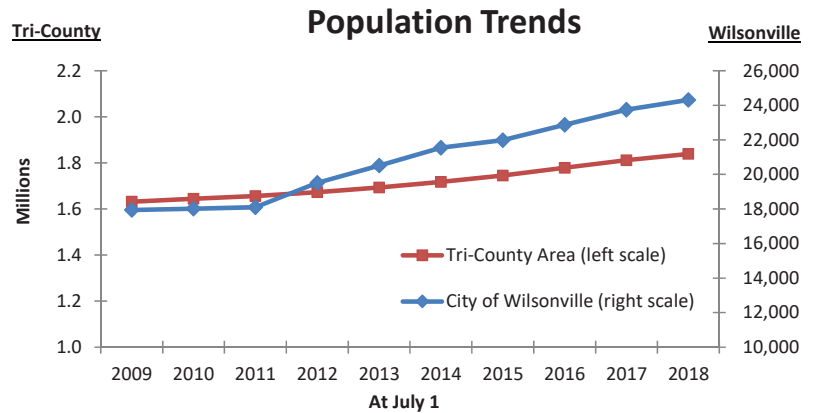
		<u>From US Census:</u>	<u>2000</u>	<u>2010</u>
<b>Incorporated</b>	1968	Population	13,991	19,509
<b>Area in square miles</b>	7.6	<b>Adult education level:</b>		
<b>Government</b>	Council/Mgr	High school or higher	93%	89%
<b>Registered voters 2016</b>	13,634	Bachelor's degree or higher	38%	38%
<b>Voted in November 2016</b>	83%	<b>Race:</b>		
<b>Population (July 2018)</b>	25,250	White	87%	79%
<b>Median home cost:</b>		Hispanic	7%	12%
2000 census	\$227,900	Asian	2%	4%
2014 (zillow.com)	\$336,200	Black or African Amer.	1%	2%
2015 (zillow.com)	\$369,900	Other	3%	3%
2016 (zillow.com)	\$402,000	<b>Age and Gender:</b>		
2017 (zillow.com)	\$416,800	0 to 19 years	27%	24%
2018 (zillow.com)	\$418,600	20 to 44 years	39%	39%
<b>Assessed values (November 2017):</b>		45 to 64 years	20%	24%
Residential	49%	65 years and over	14%	13%
Multi-family	12%	Median age (years)	35	36
Commercial	13%	Male	6,796	9,084
Industrial	26%	Female	7,195	10,425
Residential	\$1,773mil.	<b>Income - Households:</b>		
Multi-family	\$425 mil.	Less than \$25,000	18%	20%
Commercial	\$484 mil.	\$25,000 to \$49,999	29%	26%
Industrial	\$941 mil.	\$50,000 to \$74,999	20%	17%
<b>Local businesses:</b>		\$75,000 to \$99,999	15%	15%
Licenses issued (7/2017)	1,045	\$100,000 or more	18%	22%
Employees (est.)	16,589	<b>Households:</b>		
Annual payroll (est.)	\$978 mil.	Total Households	5,937	8,405
		with individuals <18 yrs	32%	28%
		with individuals >64 yrs	23%	25%
		Average household size	2.34	2.31

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

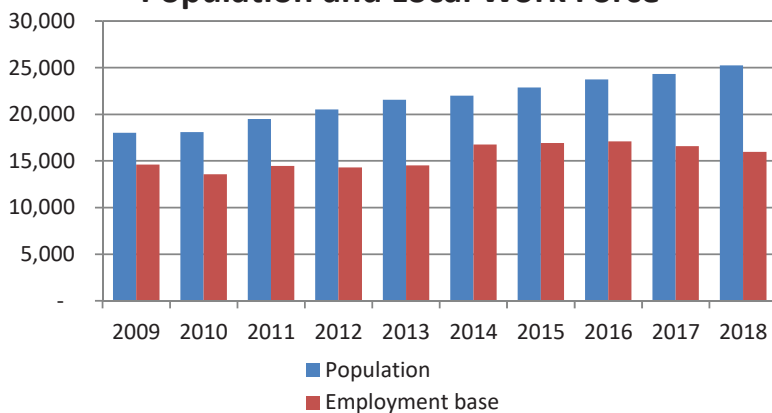
### Population Trends, City vs Tri-County area (Clackamas, Multnomah, Washington)

Over the past ten years, city growth has averaged approximately 3.5% per year, with continued accelerated growth 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



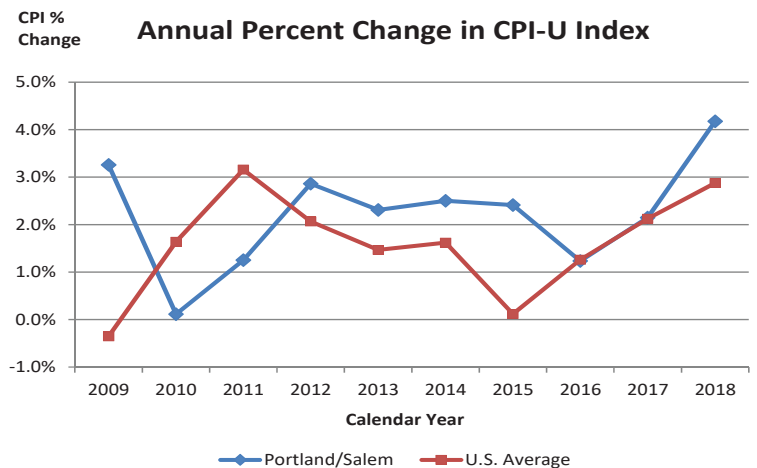
### Wilsonville Population and Local Employment

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

### Consumer Price Index, Portland/Salem vs National Average

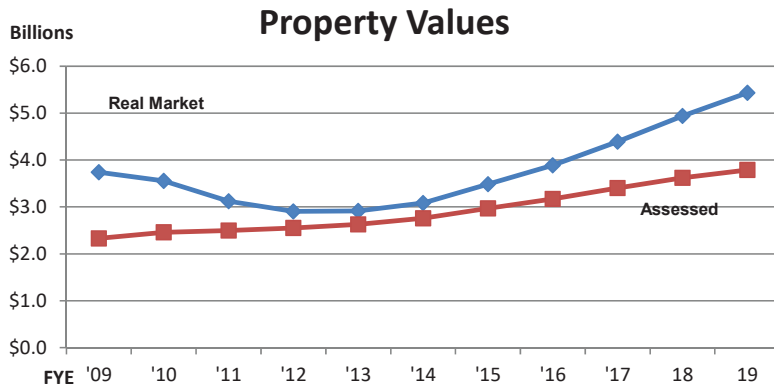
The chart to the right compares the percent change in the Portland/Salem Area Consumer Price Index to the national average. Both indices represent all urban items on a calendar year basis. Between 2008 and 2012, prices in the Portland area fell and then rose again similar to prices nation-wide. Since 2012, the change price levels in Portland have been greater than the changes nation-wide, and in 2017 increased sharply almost double the change in prices nation-wide.



# Trends and Analysis

## Property Taxes

### Property Tax Values – Real Market vs Assessed

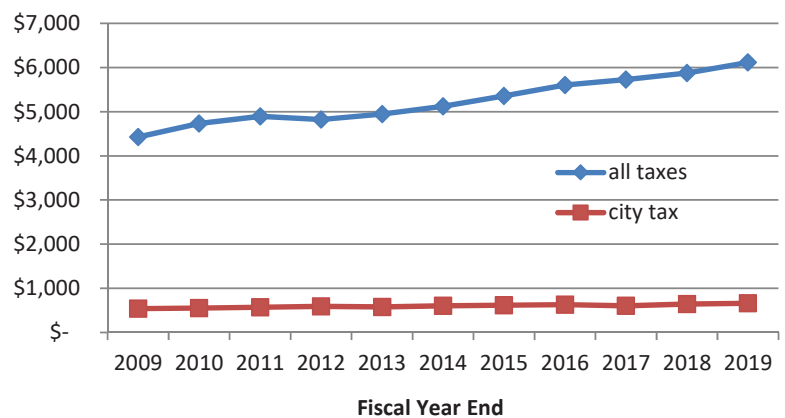


Real market value reflects the estimate by Clackamas County if the property were to be sold. Assessed value is a measure of the taxable value of real, personal and utility property in the City. In 1997, voters passed Measure 50 which separated real market value and assessed value, and limited the growth 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 Fiscal Year 2019 assessed values are approximately 69.8% of real market value.

### Tax Bill Growth Comparisons

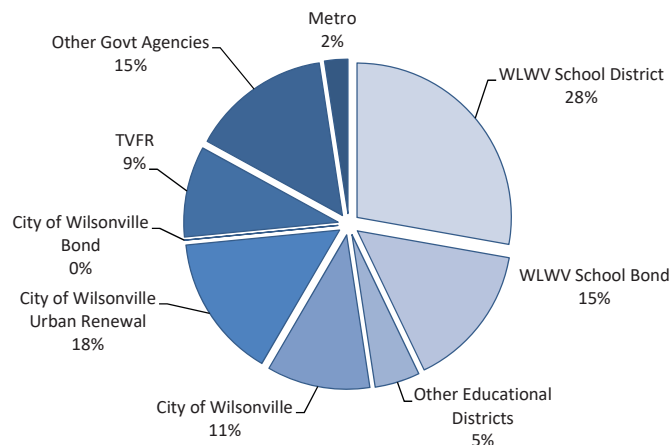
The graph at right is representative of a typical home in Wilsonville. The city share of total taxes in 2019 is just under 11%. Other taxing entities include schools, county, fire district, and voter approved bonds. The total increase in taxes is due in part to the 3% growth allowed by law and for voter 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.

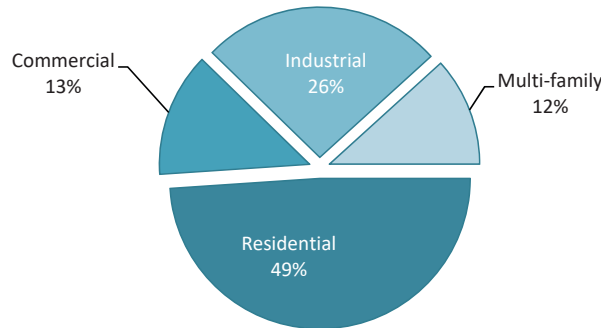
### Property Taxes by Jurisdiction FY 2018-19



Property Type Tax Burden

Reflective of a vibrant business community the graph shows that 39% of our taxes come from the commercial and industrial sectors. The ratios by property class have remained fairly consistent over the past ten years.

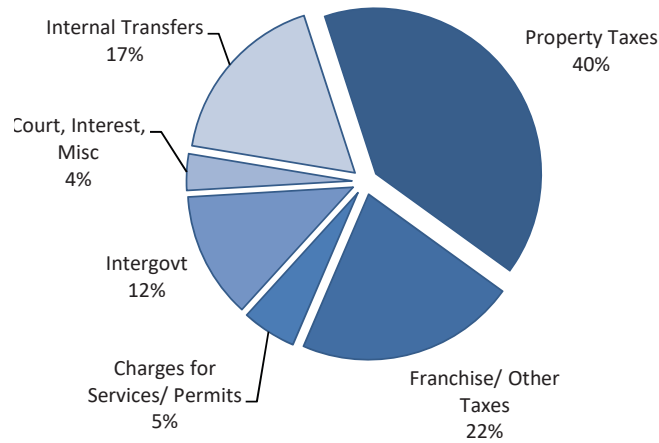
**City Taxes 2019 - by Property Class**



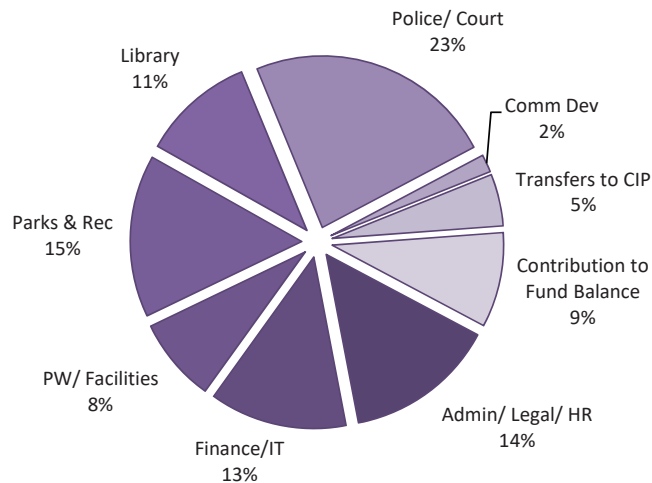
Property taxes are recorded in the City’s General Fund, where they combine with other revenues to fund important city services. Property taxes made up approximately 40% of total General Fund resources in Fiscal Year 2017-18.

The charts below display the percent share of resources that make up of the General Fund, and how those resources are used in Fiscal Year 2017-18.

**General Fund Sources, FY 2017-18**



**General Fund Uses, FY 2017-18**



# The Budget Process

## The City Budget Calendar

### ***October 2018 through January 2019***

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

### ***January 2019***

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

### ***February 2019***

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

### ***March 2019***

- Mid-Year Financial Review for FY 2018-19 presented to Budget Committee
- Internal meetings regarding departmental budget requests

### ***April 2019***

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

### ***May 2019***

- 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 2019***

- Budget Committee continuation meetings, committee deliberates, discusses changes and approves the budget and specifies tax levies
- 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 Officer 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. Principal payments are 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.

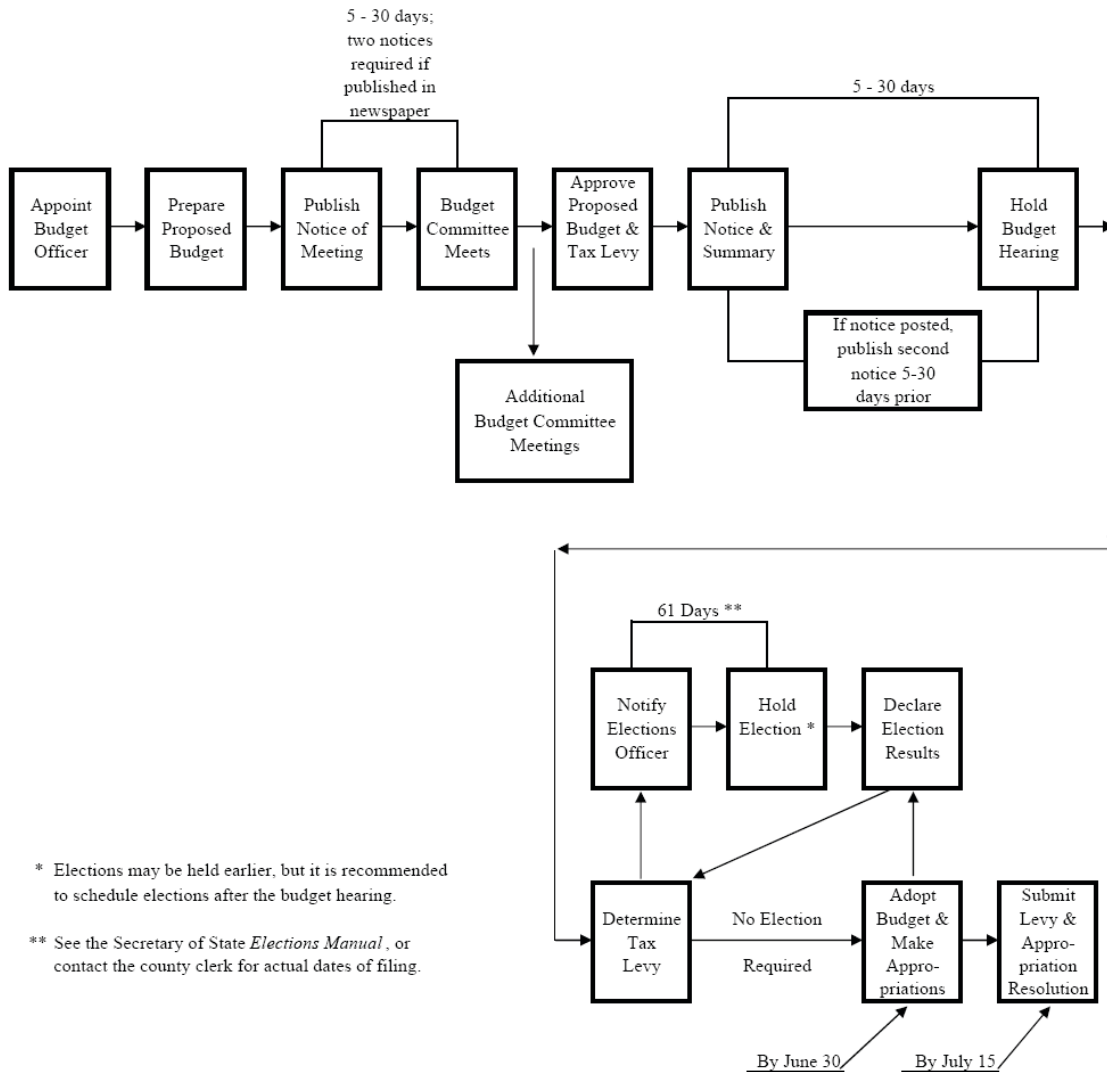


# The Budget Process

## Budget Amendments

The adopted budget may be amended by budget transfers (ORS 294.463) or supplemental adjustment (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 2019-20 budget:

City Council Members

Tim Knapp, Mayor

Kristin Akervall, Council President

Charlotte Lehan, Councilor

Susie Stevens, Councilor

Ben West, Councilor

Citizen Members

William Amadon

Paul Bunn

Andrew Karr

Daphnee Legarza

Arthur Park

# The Budget Process

## Budget Assumptions for FY 2019-20

The following assumptions were used in the development of the FY 2019-20 Budget.

### ***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:

- The two unions are covered by collective bargaining agreements that are effective July 1, 2017 through June 30, 2020. Non-represented employees receive a cost-of-living adjustment and are eligible for merit increases.

#### Benefits:

- Health insurance premiums are budgeted to increase in January of 2020.
  - Non-represented: Employees pay 10% of premium cost effective since 01/01/14
  - WilMEA: Employees pay 10% of premium cost effective since 01/01/14
  - SEIU: Employees pay 10% of premium cost effective 01/01/15
- 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 employees 401(a) contribution is set at 3%.

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

- The Adopted Budget includes inflationary increases of 1% when compared to the FY 2018-19 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 expenses are 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 at the end of FY 2017-18, and is planning to do so again in FY 2019-20, to meet cash flow needs of capital improvements.
- Existing debt payments are based on amortization schedules as detailed.
- In order to purchase land for a new Public Works facility, both the Stormwater Fund and the Road Operating Fund entered into a five-year inter-fund loan with the Water Fund in FY 2016-17 to pay their share of the land.

## ***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 Systems' is based on the computers and related equipment used by a department.
- Indirect cost allocations are net of direct costs, dedicated program revenues, and amounts determined to be core to the General Fund.
- Indirect cost 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 4% over the amount budgeted in FY 2018-19. 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 rates last increased by 2.25% effective 01/01/17, with no additional increases budgeted.
- Sewer rates last increased 01/01/14 with no additional increases budgeted.
- Stormwater rate will increase from \$10.60, per month, per equivalent dwelling unit (EDU), to \$11.25 monthly per EDU effective January, 2020.
- The Road Maintenance Fee was restructured and is 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 \$7.62, so a single family home pays \$7.62 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly.
- Transit tax wage base assumed growth of 3%.
- Investment income on available cash balances at 2%.

## ***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 FY 2019-20 Proposed 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.



Wilsonville Community Center/Creekside Woods Apartments Connector



## Fund Summaries

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

# Fund Descriptions

State law requires all funds to be budgeted.

**General Fund.** The General 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 Services 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, planning, urban renewal management, stormwater management and natural resources
- **Building Inspections** – Dedicated to the administration and enforcement of building codes
- **Transit Operating** – Provides a mass transit system serving Wilsonville with links north to Tri-Met, Portland metropolitan area transit system, and south to Salem
- **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.** Enterprise 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.** Internal Service Funds account for activity that provides goods or services to other funds, departments or agencies of the primary government on a cost reimbursement basis.

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

**Debt Service.** The City's non-enterprise debt is accounted for in the following fund:

- **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.** Capital Project 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, Streets, Parks, Stormwater, Building
- **SDC Funds** – Water, Sewer, Streets, 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 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Property taxes	\$ 6,534,486	\$ 7,067,921	\$ 7,488,596	\$ 7,815,250	\$ 7,815,250	\$ 7,815,250
Other taxes	7,436,230	7,053,610	5,416,000	5,566,000	5,566,000	5,566,000
Licenses, franchise fees & permits	5,789,733	5,080,775	5,237,381	4,962,495	4,962,495	4,962,495
Other governments	4,264,713	2,806,026	7,881,983	10,713,081	10,713,081	10,713,081
Charges for services	23,246,510	25,361,163	24,885,449	26,295,055	26,295,055	26,295,055
System development fees	9,759,007	7,013,359	7,568,851	8,753,462	8,753,462	8,753,462
Fines and forfeitures	237,009	414,210	334,000	339,000	339,000	339,000
Interest earnings	703,953	1,289,495	1,075,115	1,856,539	1,856,539	1,856,539
Miscellaneous	318,976	613,630	219,500	383,027	383,027	383,027
Revenue subtotal	58,290,617	56,700,189	60,106,875	66,683,909	66,683,909	66,683,909
Intefund/agency activity:						
Interfund transfers	12,466,759	18,053,360	38,376,061	43,446,649	43,446,649	43,446,649
Interfund/agency loans	1,489,273	3,589,273	3,589,570	9,589,570	9,589,570	9,589,570
Interfund/agency subtotal	13,956,032	21,642,633	41,965,631	53,036,219	53,036,219	53,036,219
Beginning fund balance	80,280,155	94,304,871	90,836,556	92,853,088	92,853,088	92,853,088
Total Resources	\$ 152,526,804	\$ 172,647,693	\$ 192,909,062	\$ 212,573,216	\$ 212,573,216	\$ 212,573,216
<b>REQUIREMENTS</b>						
Personnel services	\$ 14,397,909	\$ 15,955,044	\$ 18,512,917	\$ 20,228,375	20,228,375	20,228,375
Materials & services	17,199,451	17,892,441	21,831,610	22,716,971	22,716,971	22,716,971
Capital outlay	1,966,475	1,139,725	3,436,810	3,450,259	3,450,259	3,450,259
Capital projects	6,419,986	13,240,174	29,287,804	35,729,418	35,729,418	35,729,418
Debt service	5,352,196	5,357,149	5,495,500	5,460,000	5,460,000	5,460,000
Expenditures subtotal	45,336,017	53,584,533	78,564,641	87,585,023	87,585,023	87,585,023
Intefund/agency activity:						
Interfund transfers	12,466,759	18,053,360	38,376,061	43,446,649	43,446,649	43,446,649
Interfund/agency loans	900,000	3,000,000	3,000,000	9,000,000	9,000,000	9,000,000
Interfund/agency subtotal	13,366,759	21,053,360	41,376,061	52,446,649	52,446,649	52,446,649
Ending fund balance:						
Nonspendable	208,256	252,878	-	-	-	-
Restricted	176,671	211,699	125,000	125,000	125,000	125,000
Committed	6,170,600	6,509,200	7,782,300	7,409,400	7,409,400	7,409,400
Assigned	77,589,346	83,215,365	62,479,564	62,604,794	62,604,794	62,604,794
Unassigned	9,679,155	7,820,658	2,581,496	2,402,350	2,402,350	2,402,350
Ending fund balance	93,824,028	98,009,800	72,968,360	72,541,544	72,541,544	72,541,544
Total Requirements	\$ 152,526,804	\$ 172,647,693	\$ 192,909,062	\$ 212,573,216	\$ 212,573,216	\$ 212,573,216



# Fund Summaries

## SUMMARY OF CITY FUNDS - FISCAL YEAR 2019-20

	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance
<b>RESOURCES</b>						
Property taxes	\$ 7,815,250	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	415,000	-	-	5,151,000	-	-
Licenses, franchise fees & permits	3,602,750	555,745	802,000	-	-	-
Intergovernmental	2,265,804	-	-	4,217,893	1,800,100	-
Charges for services	747,100	904,335	9,000	185,000	-	1,899,000
System development fees	-	-	-	-	-	-
Fines and forfeitures	320,000	-	-	-	-	-
Interest earnings	300,900	55,165	70,210	55,150	25,075	60,180
Miscellaneous	163,050	400	-	14,000	2,000	-
Revenue Subtotal	15,629,854	1,515,645	881,210	9,623,043	1,827,175	1,959,180
Interfund transfers	3,599,940	2,882,543	38,173	-	-	-
Interfund loan/repayments	9,406,020	-	-	-	-	-
Beginning fund balance	16,762,286	2,673,807	2,977,815	3,864,414	1,661,890	2,122,274
Total Resources	\$ 45,398,100	\$ 7,071,995	\$ 3,897,198	\$ 13,487,457	\$ 3,489,065	\$ 4,081,454
<b>REQUIREMENTS</b>						
Personnel services	\$ 9,289,445	\$ 3,273,480	\$ 1,056,480	\$ 4,146,860	\$ 373,970	\$ -
Materials & services	9,835,865	629,877	173,553	2,284,406	524,865	-
Capital outlay	291,604	-	-	2,451,655	-	-
Capital projects	-	-	-	-	-	-
Debt service	-	-	-	-	82,000	-
Expenditures Subtotal	19,416,914	3,903,357	1,230,033	8,882,921	980,835	-
Interfund transfers	4,003,336	577,223	650,393	637,912	1,279,014	1,797,040
Interfund /agency loans	9,000,000	-	-	-	-	-
Ending balances:						
Restricted	125,000	-	-	-	-	-
Committed	2,868,800	780,700	246,100	1,286,300	179,800	-
Assigned	7,581,700	1,810,715	1,770,672	2,680,324	1,049,416	2,284,414
Unassigned	2,402,350	-	-	-	-	-
Total Requirements	\$ 45,398,100	\$ 7,071,995	\$ 3,897,198	\$ 13,487,457	\$ 3,489,065	\$ 4,081,454

# Fund Summaries

## SUMMARY OF CITY FUNDS - FISCAL YEAR 2019-20 (CONTINUED)

Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	Capital Projects	System Development	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,815,250
-	-	-	-	-	-	-	5,566,000
-	-	-	-	-	2,000	-	4,962,495
-	-	-	-	-	2,429,284	-	10,713,081
9,217,000	8,239,145	545,500	3,175,000	1,373,975	-	-	26,295,055
-	-	-	-	-	-	8,753,462	8,753,462
19,000	-	-	-	-	-	-	339,000
270,810	270,810	25,075	50,150	23,069	46,640	603,305	1,856,539
12,000	18,000	-	-	-	173,577	-	383,027
9,518,810	8,527,955	570,575	3,225,150	1,397,044	2,651,501	9,356,767	66,683,909
-	600,000	-	-	-	36,325,993	-	43,446,649
183,550	-	-	-	-	-	-	9,589,570
16,163,695	15,235,089	1,336,388	2,061,803	1,213,235	2,073,739	24,706,653	92,853,088
\$ 25,866,055	\$ 24,363,044	\$ 1,906,963	\$ 5,286,953	\$ 2,610,279	\$ 41,051,233	\$ 34,063,420	\$ 212,573,216
\$ 629,168	\$ 402,546	\$ -	\$ 274,796	\$ 781,630	\$ -	\$ -	\$ 20,228,375
4,180,454	3,484,878	373,843	527,543	674,521	-	27,166	22,716,971
534,000	24,000	-	-	149,000	-	-	3,450,259
-	-	-	-	-	35,729,418	-	35,729,418
1,870,000	3,000,000	-	508,000	-	-	-	5,460,000
7,213,622	6,911,424	373,843	1,310,339	1,605,151	35,729,418	27,166	87,585,023
4,321,744	4,022,036	430,103	3,553,189	2,400	2,655,382	19,516,877	43,446,649
-	-	-	-	-	-	-	9,000,000
-	-	-	-	-	-	-	125,000
962,000	777,500	74,800	160,500	72,900	-	-	7,409,400
13,368,689	12,652,084	1,028,217	262,925	929,828	2,666,433	14,519,377	62,604,794
-	-	-	-	-	-	-	2,402,350
\$ 25,866,055	\$ 24,363,044	\$ 1,906,963	\$ 5,286,953	\$ 2,610,279	\$ 41,051,233	\$ 34,063,420	\$ 212,573,216

# Fund Summaries

## SUMMARY OF SYSTEM DEVELOPMENT CHARGES (SDC) FUNDS - FISCAL YEAR 2019-20

	Water SDC	Sewer SDC	Street SDC	Washington County TDT	Frog Pond Infrastructure	Stormwater SDC	Parks SDC	Grand Total
<b>RESOURCES</b>								
System development fees	\$ 1,704,320	\$ 1,807,562	\$ 3,053,715	\$ -	\$ 890,450	\$ 422,445	\$ 874,970	\$ 8,753,462
Interest earnings	105,315	160,480	110,330	6,520	-	70,210	150,450	603,305
Revenue Subtotal	1,809,635	1,968,042	3,164,045	6,520	890,450	492,655	1,025,420	9,356,767
Beginning fund balance	4,754,932	6,813,868	4,592,194	339,940	480,843	3,015,137	4,709,739	24,706,653
Total Resources	\$ 6,564,567	\$ 8,781,910	\$ 7,756,239	\$ 346,460	\$ 1,371,293	\$ 3,507,792	\$ 5,735,159	\$ 34,063,420
<b>REQUIREMENTS</b>								
Materials & services	\$ 5,935	\$ 5,749	\$ 9,829	\$ -	\$ -	\$ 1,607	\$ 4,046	\$ 27,166
Interfund transfers	2,706,159	6,249,310	5,699,712	-	-	1,065,107	3,796,589	19,516,877
Ending balances:								
Assigned	3,852,473	2,526,851	2,046,698	346,460	1,371,293	2,441,078	1,934,524	14,519,377
Total Requirements	\$ 6,564,567	\$ 8,781,910	\$ 7,756,239	\$ 346,460	\$ 1,371,293	\$ 3,507,792	\$ 5,735,159	\$ 34,063,420

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

## Program Budget Matrix

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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 *working budget* is \$152,717,167 from a *total appropriations budget* of \$205,163,816. The difference of \$52,446,649 is a result of interfund service charges and transfers. The working budget represents the real cost of running the City of Wilsonville. 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	Water Operating
<b>Policy and Administration</b>							
Administration	\$ 1,428,163	\$ 70,757	\$ 14,149	\$ 70,735	\$ 14,144	\$ -	\$ 124,063
Finance	566,063	55,112	23,143	143,245	22,032	-	161,984
Information & GIS Systems	725,020	155,786	99,097	78,359	36,604	-	76,804
Legal	400,201	32,341	4,618	13,856	4,618	-	86,838
Human Resources/Risk Mgmt	530,226	93,784	37,230	147,174	16,541	-	23,500
<b>Total</b>	<b>3,649,673</b>	<b>407,780</b>	<b>178,238</b>	<b>453,369</b>	<b>93,939</b>	<b>-</b>	<b>473,189</b>
<b>Community Development</b>							
Administration	-	146,506	87,604	-	-	-	-
Engineering	-	343,979	-	-	-	-	-
Building Inspections	-	38,173	1,191,860	-	-	-	-
Planning	-	1,125,329	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>1,653,987</b>	<b>1,279,464</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Works</b>							
Administration	177,531	-	-	-	124,311	-	152,883
Facilities	952,856	116,870	29,211	107,541	8,070	-	49,439
Roads	-	-	-	-	898,835	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	1,566,273
Water Treatment Plant	-	-	-	-	-	-	3,777,349
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
<b>Total</b>	<b>1,130,387</b>	<b>116,870</b>	<b>29,211</b>	<b>107,541</b>	<b>1,031,216</b>	<b>-</b>	<b>5,545,943</b>
<b>Parks &amp; Recreation</b>							
Parks & Recreation	1,684,820	-	-	-	-	-	-
Parks Maintenance	1,683,690	-	-	-	-	-	21,290
<b>Total</b>	<b>3,368,510</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,290</b>
<b>Library</b>							
<b>Total</b>	<b>2,199,281</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transportation</b>							
Transit	-	-	-	8,882,921	-	-	-
Fleet Service	-	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8,882,921</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Safety</b>							
Law Enforcement	5,291,589	-	-	-	-	-	-
Municipal Court	233,535	-	-	-	-	-	-
<b>Total</b>	<b>5,525,124</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Budget</b>	<b>15,872,975</b>	<b>2,178,637</b>	<b>1,486,913</b>	<b>9,443,831</b>	<b>1,125,155</b>	<b>-</b>	<b>6,040,422</b>
<b>Non-Operating Units</b>							
Capital Improvements	3,000,901	-	352,139	35,970	1,003,390	1,624,193	3,047,479
Debt Service	-	-	-	-	82,000	-	1,870,000
Contingencies	10,109,050	1,810,715	1,770,672	2,680,324	1,049,416	2,284,414	13,368,689
<b>Total Non-Operating Budget</b>	<b>13,109,951</b>	<b>1,810,715</b>	<b>2,122,811</b>	<b>2,716,294</b>	<b>2,134,806</b>	<b>3,908,607</b>	<b>18,286,168</b>
<b>Total Working Budget</b>	<b>28,982,926</b>	<b>3,989,352</b>	<b>3,609,724</b>	<b>12,160,125</b>	<b>3,259,961</b>	<b>3,908,607</b>	<b>24,326,590</b>
<b>Adjustments:</b>							
Interfund Service & Transfers	13,546,374	2,301,943	41,374	41,032	49,304	172,847	577,465
Total Appropriations	42,529,300	6,291,295	3,651,098	12,201,157	3,309,265	4,081,454	24,904,055
<b>Unappropriated Ending Balance</b>							
<b>Total Uses</b>	<b>\$ 45,398,100</b>	<b>\$ 7,071,995</b>	<b>\$ 3,897,198</b>	<b>\$ 13,487,457</b>	<b>\$ 3,489,065</b>	<b>\$ 4,081,454</b>	<b>\$ 25,866,055</b>
Revenues and Transfers In	\$ 28,635,814	\$ 4,398,188	\$ 919,383	\$ 9,623,043	\$ 1,827,175	\$ 1,959,180	\$ 9,702,360
Estimated 19/20 Beginning Balance	16,762,286	2,673,807	2,977,815	3,864,414	1,661,890	2,122,274	16,163,695
<b>Total Estimated Resources</b>	<b>\$ 45,398,100</b>	<b>\$ 7,071,995</b>	<b>\$ 3,897,198</b>	<b>\$ 13,487,457</b>	<b>\$ 3,489,065</b>	<b>\$ 4,081,454</b>	<b>\$ 25,866,055</b>

## Budget Matrix (Continued)

OPERATING FUNDS (Continued)				CIP & SDC FUNDS	TOTAL ALL FUND	PAGE REFERENCE #
Sewer Operating	Street Lighting	Stormwater Operating	Fleet Svcs			
\$ 84,395	\$ -	\$ 14,147	\$ -	\$ 55,871	\$ 1,876,424	79
164,334	-	99,169	-	362,392	1,597,474	81
63,425	-	44,394	-	-	1,279,490	85
27,554	-	4,619	-	111,742	686,388	89
19,877	-	11,720	-	-	880,052	91
<b>359,586</b>	<b>-</b>	<b>174,049</b>	<b>-</b>	<b>530,005</b>	<b>6,319,828</b>	
-	-	-	-	380,334	614,444	95
-	-	298,267	-	1,521,338	2,163,584	99
-	-	-	-	-	1,230,033	103
-	-	-	-	-	1,125,329	107
<b>-</b>	<b>-</b>	<b>298,267</b>	<b>-</b>	<b>1,901,672</b>	<b>5,133,390</b>	
154,536	-	62,170	-	55,873	727,304	111
13,375	-	5,381	-	-	1,282,743	113
-	-	-	-	-	898,835	115
-	373,843	-	-	-	373,843	117
-	-	-	-	-	1,566,273	119
-	-	-	-	-	3,777,349	123
139,391	-	-	-	-	139,391	127
2,783,170	-	-	-	-	2,783,170	131
988,863	-	-	-	-	988,863	135
-	-	802,339	-	-	802,339	139
<b>4,079,336</b>	<b>373,843</b>	<b>869,890</b>	<b>-</b>	<b>55,873</b>	<b>13,340,110</b>	
-	-	-	-	-	1,684,820	143
-	-	-	-	-	1,704,980	147
-	-	-	-	-	3,389,800	
-	-	-	-	-	2,199,281	149
-	-	-	-	-	8,882,921	153
-	-	-	1,605,151	-	1,605,151	157
-	-	-	1,605,151	-	10,488,072	
-	-	-	-	-	5,291,589	161
-	-	-	-	-	233,535	165
<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,525,124</b>	
<b>4,438,922</b>	<b>373,843</b>	<b>1,342,206</b>	<b>1,605,151</b>	<b>2,487,550</b>	<b>46,395,605</b>	<u>Operating</u>
3,437,197	396,235	2,596,135	-	20,235,779	35,729,418	
2,400,000	-	508,000	-	600,000	5,460,000	
12,652,084	1,028,217	262,925	929,828	17,185,810	65,132,144	
<b>18,489,281</b>	<b>1,424,452</b>	<b>3,367,060</b>	<b>929,828</b>	<b>38,021,589</b>	<b>106,321,562</b>	
<b>22,928,203</b>	<b>1,798,295</b>	<b>4,709,266</b>	<b>2,534,979</b>	<b>40,509,139</b>	<b>152,717,167</b>	<u>Working</u>
657,341	33,868	417,187	2,400	34,605,514	52,446,649	
23,585,544	1,832,163	5,126,453	2,537,379	75,114,653	205,163,816	<u>Approp.</u>
777,500	74,800	160,500	72,900	-	7,409,400	
<b>\$ 24,363,044</b>	<b>\$ 1,906,963</b>	<b>\$ 5,286,953</b>	<b>\$ 2,610,279</b>	<b>\$ 75,114,653</b>	<b>\$ 212,573,216</b>	<u>Total Uses</u>
\$ 9,127,955	\$ 570,575	\$ 3,225,150	\$ 1,397,044	\$ 48,334,261	\$ 119,720,128	
15,235,089	1,336,388	2,061,803	1,213,235	26,780,392	92,853,088	
<b>\$ 24,363,044</b>	<b>\$ 1,906,963</b>	<b>\$ 5,286,953</b>	<b>\$ 2,610,279</b>	<b>\$ 75,114,653</b>	<b>\$ 212,573,216</b>	



Murase Park



## Summary of Funds

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

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

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

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

- **Expenditures** include employee wages and benefits, supplies and services purchased by the City, capital expenditures, 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 Balance:**
  - 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 City 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 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Property taxes	\$ 6,534,486	\$ 7,067,921	\$ 7,488,596	\$ 7,815,250	\$ 7,815,250	\$ 7,815,250
Hotel/Motel taxes	476,687	450,412	410,000	415,000	415,000	415,000
Franchise fees	3,328,724	3,347,381	3,314,891	3,425,000	3,425,000	3,425,000
Licenses & permits	186,811	173,723	176,510	177,750	177,750	177,750
Intergovernmental	2,050,515	2,177,842	2,141,825	2,265,804	2,265,804	2,265,804
Charges for services	669,324	764,285	753,480	747,100	747,100	747,100
Municipal court fines	237,009	292,405	315,000	320,000	320,000	320,000
Investment income	152,059	188,150	206,000	300,900	300,900	300,900
Miscellaneous revenue	164,818	149,530	151,100	163,050	163,050	163,050
Revenue Subtotal	13,800,433	14,611,649	14,957,402	15,629,854	15,629,854	15,629,854
Transfers from other funds:						
Building Inspection Fund	132,689	197,320	211,800	210,650	210,650	210,650
Community Development Fund	518,495	520,020	514,700	539,050	539,050	539,050
Transit Fund	511,319	509,560	543,250	567,310	567,310	567,310
Road Operating Fund	190,236	196,990	223,180	229,520	229,520	229,520
Fleet Services Fund	2,400	2,400	2,400	2,400	2,400	2,400
Water Operating Fund	555,268	571,530	746,310	708,800	708,800	708,800
Sewer Operating Fund	457,750	469,730	527,410	539,500	539,500	539,500
Stormwater Fund	211,246	210,330	236,610	244,000	244,000	244,000
Water Capital Fund	8,726	35,865	65,623	137,779	137,779	137,779
Sewer Capital Fund	15,303	33,527	75,163	169,609	169,609	169,609
Streets Capital Fund	67,026	241,219	127,023	100,346	100,346	100,346
Stormwater Capital Fund	24,795	64,621	31,722	69,163	69,163	69,163
Building Capital Fund	62,287	-	8,203	6,532	6,532	6,532
Park Capital Fund	7,342	19,235	55,909	75,281	75,281	75,281
Transfers Subtotal	2,764,882	3,072,347	3,369,303	3,599,940	3,599,940	3,599,940
Interfund/agency loan repayments	406,020	3,406,020	3,406,020	9,406,020	9,406,020	9,406,020
Beginning fund balance	14,692,906	16,048,040	16,150,896	16,762,286	16,762,286	16,762,286
<b>TOTAL RESOURCES</b>	<b>\$ 31,664,241</b>	<b>\$ 37,138,056</b>	<b>\$ 37,883,621</b>	<b>\$ 45,398,100</b>	<b>\$ 45,398,100</b>	<b>\$ 45,398,100</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 6,652,066	\$ 7,395,316	\$ 8,390,218	\$ 9,289,445	\$ 9,289,445	\$ 9,289,445
Materials & services	7,413,172	7,385,013	9,441,145	9,835,865	9,835,865	9,835,865
Capital outlay	349,243	146,623	129,300	291,604	291,604	291,604
Expenditures Subtotal	14,414,481	14,926,952	17,960,663	19,416,914	19,416,914	19,416,914
Transfers to other funds:						
Community Development Fund	267,000	293,700	418,070	400,000	400,000	400,000
Streets Capital Projects Fund	388,512	208,223	1,889,519	720,762	720,762	720,762
Building Capital Projects Fund	514,280	607,063	1,702,986	2,202,639	2,202,639	2,202,639
Park Capital Projects Fund	31,928	52,523	491,425	679,935	679,935	679,935
Transfers Subtotal	1,201,720	1,161,509	4,502,000	4,003,336	4,003,336	4,003,336
Interfund/Interagency loans:						
Urban Renewal Agency	-	3,000,000	3,000,000	9,000,000	9,000,000	9,000,000
Ending fund balance						
Nonspendable	208,256	252,878	-	-	-	-
Restricted	176,671	211,699	125,000	125,000	125,000	125,000
Committed (unappropriated)	2,371,400	2,523,900	2,669,000	2,868,800	2,868,800	2,868,800
Assigned (designated)	6,940,362	7,240,460	7,045,462	7,581,700	7,581,700	7,581,700
Unassigned	6,351,351	7,820,658	2,581,496	2,402,350	2,402,350	2,402,350
Ending balance Subtotal	16,048,040	18,049,595	12,420,958	12,977,850	12,977,850	12,977,850
<b>TOTAL REQUIREMENTS</b>	<b>\$ 31,664,241</b>	<b>\$ 37,138,056</b>	<b>\$ 37,883,621</b>	<b>\$ 45,398,100</b>	<b>\$ 45,398,100</b>	<b>\$ 45,398,100</b>

FY19-20 budget reflects use of fund balance for one time capital outlay and improvement expenditures.

# Fund Summaries

## COMMUNITY DEVELOPMENT FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Permits						
Engineering	\$ 443,262	\$ 142,321	\$ 207,000	\$ 270,800	270,800	270,800
Planning	353,685	389,820	401,980	284,945	284,945	284,945
Permit subtotal	796,947	532,141	608,980	555,745	555,745	555,745
Intergovernmental	-	22,183	62,500	-	-	-
Charges for services						
Urban renewal	640,530	690,972	922,050	855,935	855,935	855,935
Other	183,121	132,971	52,682	48,400	48,400	48,400
Charges for services Subtotal	823,651	823,943	974,732	904,335	904,335	904,335
Investment income	22,692	38,658	39,140	55,165	55,165	55,165
Miscellaneous Revenue	284	2,670	200	400	400	400
Revenue Subtotal	1,643,574	1,419,595	1,685,552	1,515,645	1,515,645	1,515,645
Transfers from other funds:						
General Fund	267,000	293,700	418,070	400,000	400,000	400,000
Building Fund	77,214	82,420	84,195	87,604	87,604	87,604
Stormwater Operating Fund	62,533	289,043	285,623	298,267	298,267	298,267
Water Capital Fund	113,073	103,458	369,242	584,004	584,004	584,004
Sewer Capital Fund	62,244	73,473	392,157	298,791	298,791	298,791
Streets Capital Fund	532,627	478,201	926,940	534,512	534,512	534,512
Stormwater Capital Fund	110,144	119,072	209,311	342,030	342,030	342,030
Building Capital Fund	24,913	38,791	62,965	46,103	46,103	46,103
Park Capital Fund	174,343	152,778	476,664	291,232	291,232	291,232
Transfers Subtotal	1,424,091	1,630,936	3,225,167	2,882,543	2,882,543	2,882,543
Beginning fund balance	2,728,150	2,635,926	2,412,180	2,673,807	2,673,807	2,673,807
<b>TOTAL RESOURCES</b>	<b>\$ 5,795,815</b>	<b>\$ 5,686,457</b>	<b>\$ 7,322,899</b>	<b>\$ 7,071,995</b>	<b>\$ 7,071,995</b>	<b>\$ 7,071,995</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 2,277,931	\$ 2,433,785	\$ 3,177,336	\$ 3,273,480	\$ 3,273,480	\$ 3,273,480
Materials & services	359,615	462,736	703,913	629,877	629,877	629,877
Capital outlay	3,848	7,158	28,000	-	-	-
Expenditures Subtotal	2,641,394	2,903,679	3,909,249	3,903,357	3,903,357	3,903,357
Transfers to other funds:						
General Fund	518,495	520,020	514,700	539,050	539,050	539,050
Building Inspection Fund	-	40,777	36,472	38,173	38,173	38,173
Transfers Subtotal	518,495	560,797	551,172	577,223	577,223	577,223
Ending fund balance						
Committed (unappropriated)	652,700	674,600	778,200	780,700	780,700	780,700
Assigned (contingency)	1,983,226	1,547,381	2,084,278	1,810,715	1,810,715	1,810,715
Ending balance Subtotal	2,635,926	2,221,981	2,862,478	2,591,415	2,591,415	2,591,415
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,795,815</b>	<b>\$ 5,686,457</b>	<b>\$ 7,322,899</b>	<b>\$ 7,071,995</b>	<b>\$ 7,071,995</b>	<b>\$ 7,071,995</b>

# Fund Summaries

## BUILDING INSPECTION FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Permits	\$ 1,477,251	\$ 1,024,071	\$ 1,135,000	\$ 802,000	\$ 802,000	\$ 802,000
Charges for Services- URA	-	9,200	8,600	9,000	9,000	9,000
Investment income	17,309	51,181	56,650	70,210	70,210	70,210
Miscellaneous revenue	-	1,881	-	-	-	-
Revenue subtotal	1,494,560	1,086,333	1,200,250	881,210	881,210	881,210
Transfers from other funds:						
Community Development Fund	-	40,777	36,472	38,173	38,173	38,173
Building Capital Fund	-	6,741	1,229	-	-	-
Transfers subtotal	-	47,518	37,701	38,173	38,173	38,173
Beginning fund balance	3,522,050	3,991,204	3,659,009	2,977,815	2,977,815	2,977,815
<b>TOTAL RESOURCES</b>	<b>\$ 5,016,610</b>	<b>\$ 5,125,055</b>	<b>\$ 4,896,960</b>	<b>\$ 3,897,198</b>	<b>\$ 3,897,198</b>	<b>\$ 3,897,198</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 693,270	\$ 930,819	\$ 1,030,960	\$ 1,056,480	\$ 1,056,480	\$ 1,056,480
Materials & services	118,386	151,602	186,691	173,553	173,553	173,553
Capital outlay	3,848	22,747	-	-	-	-
Expenditures Subtotal	815,504	1,105,168	1,217,651	1,230,033	1,230,033	1,230,033
Transfers to other funds:						
Community Development	77,214	197,320	84,195	87,604	87,604	87,604
General Fund	132,688	82,420	211,800	210,650	210,650	210,650
Building CIP Fund	-	22,464	604,665	352,139	352,139	352,139
Transfers Subtotal	209,902	302,204	900,660	650,393	650,393	650,393
Ending fund balance						
Committed (unappropriated)	163,400	227,800	243,600	246,100	246,100	246,100
Assigned (designated)	500,000	500,000	-	100,000	100,000	100,000
Assigned (contingency)	3,327,804	2,989,883	2,535,049	1,670,672	1,670,672	1,670,672
Ending balance Subtotal	3,991,204	3,717,683	2,778,649	2,016,772	2,016,772	2,016,772
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,016,610</b>	<b>\$ 5,125,055</b>	<b>\$ 4,896,960</b>	<b>\$ 3,897,198</b>	<b>\$ 3,897,198</b>	<b>\$ 3,897,198</b>

# Fund Summaries

## TRANSIT FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Transit tax	\$ 5,552,582	\$ 5,040,713	\$ 5,006,000	\$ 5,151,000	\$ 5,151,000	\$ 5,151,000
Intergovernmental	988,447	238,885	2,549,740	4,217,893	4,217,893	4,217,893
Charges for services	179,887	199,277	185,000	185,000	185,000	185,000
Investment income	19,851	46,985	41,050	55,150	55,150	55,150
Miscellaneous	26,603	39,244	14,000	14,000	14,000	14,000
Revenue Subtotal	6,767,370	5,565,104	7,795,790	9,623,043	9,623,043	9,623,043
Beginning fund balance	2,754,842	3,612,811	3,310,640	3,864,414	3,864,414	3,864,414
<b>TOTAL RESOURCES</b>	<b>\$ 9,522,212</b>	<b>\$ 9,177,915</b>	<b>\$ 11,106,430</b>	<b>\$ 13,487,457</b>	<b>\$ 13,487,457</b>	<b>\$ 13,487,457</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 2,907,133	\$ 3,251,210	\$ 3,526,766	\$ 4,146,860	\$ 4,146,860	\$ 4,146,860
Materials & services	1,670,727	1,696,359	1,910,759	2,284,406	2,284,406	2,284,406
Capital outlay	820,222	-	2,157,569	2,451,655	2,451,655	2,451,655
Expenditures Subtotal	5,398,082	4,947,569	7,595,094	8,882,921	8,882,921.0	8,882,921.0
Transfers to other funds:						
General Fund	511,319	509,560	543,250	567,310	567,310	567,310
Building Capital Fund	-	127,857	125,752	70,602	70,602	70,602
Transfers Subtotal	511,319	637,417	669,002	637,912	637,912	637,912
Ending fund balance						
Committed (unappropriated)	1,046,200	1,044,500	1,088,600	1,286,300	1,286,300	1,286,300
Assigned (designated)	756,788	965,262	965,262	988,769	988,769	988,769
Assigned (contingency)	1,809,823	1,583,167	788,472	1,691,555	1,691,555	1,691,555
Ending balance Subtotal	3,612,811	3,592,929	2,842,334	3,966,624	3,966,624	3,966,624
<b>TOTAL REQUIREMENTS</b>	<b>\$ 9,522,212</b>	<b>\$ 9,177,915</b>	<b>\$ 11,106,430</b>	<b>\$ 13,487,457</b>	<b>\$ 13,487,457</b>	<b>\$ 13,487,457</b>

Proposed Budget FY2019-20, reflects use of assigned fund balance for local match of grant funded capital outlay.

# Fund Summaries

## ROAD OPERATING FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Gasoline Tax	\$ 1,406,961	\$ 1,562,485	\$ 1,642,800	\$ 1,800,100	\$ 1,800,100	\$ 1,800,100
Investment income	13,067	19,528	17,510	25,075	25,075	25,075
Miscellaneous	5,526	2,389	2,000	2,000	2,000	2,000
Revenue Subtotal	1,425,554	1,584,402	1,662,310	1,827,175	1,827,175	1,827,175
Beginning fund balance	1,223,124	1,443,699	1,064,743	1,661,890	1,661,890	1,661,890
<b>TOTAL RESOURCES</b>	<b>\$ 2,648,678</b>	<b>\$ 3,028,101</b>	<b>\$ 2,727,053</b>	<b>\$ 3,489,065</b>	<b>\$ 3,489,065</b>	<b>\$ 3,489,065</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 339,027	\$ 354,036	\$ 412,651	\$ 373,970	\$ 373,970	\$ 373,970
Materials & services	353,935	444,811	490,632	524,865	524,865	524,865
Capital outlay	14,556	68,144	51,500	-	-	-
Debt service	81,446	81,446	82,000	82,000	82,000	82,000
Expenditures Subtotal	788,964	948,437	1,036,783	980,835	980,835	980,835
Transfers to other funds:						
General Fund	190,235	196,990	223,180	229,520	229,520	229,520
Streets Capital Projects Fund	223,607	469,664	473,671	694,244	694,244	694,244
Building Capital Projects Fund	2,173	-	-	355,250	355,250	355,250
Transfers/Interfund Subtotal	416,015	666,654	696,851	1,279,014	1,279,014	1,279,014
Ending fund balance						
Committed (unappropriated)	172,200	173,800	500,000	179,800	179,800	179,800
Assigned (contingency)	1,271,499	1,239,210	493,419	1,049,416	1,049,416	1,049,416
Ending balance Subtotal	1,443,699	1,413,010	993,419	1,229,216	1,229,216	1,229,216
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,648,678</b>	<b>\$ 3,028,101</b>	<b>\$ 2,727,053</b>	<b>\$ 3,489,065</b>	<b>\$ 3,489,065</b>	<b>\$ 3,489,065</b>

# Fund Summaries

## ROAD MAINTENANCE FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 880,206	\$ 1,609,032	\$ 1,792,369	\$ 1,899,000	\$ 1,899,000	\$ 1,899,000
Investment income	14,985	33,394	27,268	60,180	60,180	60,180
Revenue Subtotal	895,191	1,642,426	1,819,637	1,959,180	1,959,180	1,959,180
Beginning fund balance	1,228,424	1,824,031	2,692,396	2,122,274	2,122,274	2,122,274
<b>TOTAL RESOURCES</b>	<b>\$ 2,123,615</b>	<b>\$ 3,466,457</b>	<b>\$ 4,512,033</b>	<b>\$ 4,081,454</b>	<b>\$ 4,081,454</b>	<b>\$ 4,081,454</b>
<b>REQUIREMENTS</b>						
Transfers to other funds:						
Streets Capital Projects Fund	\$ 299,584	\$ 583,058	\$ 2,946,935	\$ 1,797,040	1,797,040	1,797,040
Ending fund balance						
Committed (unappropriated)	-	-	500,000	-	-	-
Assigned (contingency)	1,824,031	2,883,399	1,065,098	2,284,414	2,284,414	2,284,414
Ending balance Subtotal	1,824,031	2,883,399	1,565,098	2,284,414	2,284,414	2,284,414
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,123,615</b>	<b>\$ 3,466,457</b>	<b>\$ 4,512,033</b>	<b>\$ 4,081,454</b>	<b>\$ 4,081,454</b>	<b>\$ 4,081,454</b>

# Fund Summaries

## WATER OPERATING FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 6,967,411	\$ 7,758,555	\$ 7,124,355	\$ 7,511,000	\$ 7,511,000	\$ 7,511,000
Sherwood usage	1,037,345	1,260,500	1,000,000	1,500,000	1,500,000	1,500,000
Connection fees	122,037	88,102	109,000	55,000	55,000	55,000
Turn-off charge	8,825	9,720	11,000	11,000	11,000	11,000
User fee - fire charge	152,602	161,274	140,000	140,000	140,000	140,000
Investment income	96,840	132,714	100,000	270,810	270,810	270,810
Fines and forfeitures	-	18,284	19,000	19,000	19,000	19,000
Miscellaneous	31,272	13,237	12,000	12,000	12,000	12,000
Revenue Subtotal	8,416,332	9,442,386	8,515,355	9,518,810	9,518,810	9,518,810
Transfers from other funds:						
Water SDC Fund	350,000	350,000	350,000	-	-	-
Interfund loan repayments:						
Road Operating Fund	81,446	81,446	81,550	81,550	81,550	81,550
Stormwater Operating Fund	101,807	101,807	102,000	102,000	102,000	102,000
Interfund Loan Rpymts Subtotal	183,253	183,253	183,550	183,550	183,550	183,550
Beginning fund balance	10,258,642	11,231,518	12,936,948	16,163,695	16,163,695	16,163,695
<b>TOTAL RESOURCES</b>	<b>\$ 19,208,227</b>	<b>\$ 21,207,157</b>	<b>\$ 21,985,853</b>	<b>\$ 25,866,055</b>	<b>\$ 25,866,055</b>	<b>\$ 25,866,055</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 536,668	\$ 545,345	\$ 581,820	\$ 629,168	\$ 629,168	\$ 629,168
Materials & services	3,122,746	3,423,340	4,220,553	4,180,454	4,180,454	4,180,454
Capital outlay	288,472	669,403	690,644	534,000	534,000	534,000
Debt service	1,827,023	1,830,347	1,875,000	1,870,000	1,870,000	1,870,000
Expenditures Subtotal	5,774,909	6,468,435	7,368,017	7,213,622	7,213,622	7,213,622
Transfers to other funds:						
General Fund	555,268	571,530	746,310	708,800	708,800	708,800
Water Capital Fund	283,178	421,993	1,738,281	3,026,694	3,026,694	3,026,694
Building Capital Fund	463,354	3,684	163,162	586,250	586,250	586,250
Transfers Subtotal	1,301,800	997,207	2,647,753	4,321,744	4,321,744	4,321,744
Interfund loans:						
Streets Capital Projects Fund	400,000	-	-	-	-	-
Stormwater Capital Projects Fund	500,000	-	-	-	-	-
Interfund Subtotal	900,000	-	-	-	-	-
Ending fund balance						
Committed (unappropriated)	797,100	873,000	960,500	962,000	962,000	962,000
Assigned (designated)	2,833,000	2,583,000	2,683,000	2,783,000	2,783,000	2,783,000
Assigned (contingency)	7,601,418	10,285,515	8,326,583	10,585,689	10,585,689	10,585,689
Ending balance Subtotal	11,231,518	13,741,515	11,970,083	14,330,689	14,330,689	14,330,689
<b>TOTAL REQUIREMENTS</b>	<b>\$ 19,208,227</b>	<b>\$ 21,207,157</b>	<b>\$ 21,985,853</b>	<b>\$ 25,866,055</b>	<b>\$ 25,866,055</b>	<b>\$ 25,866,055</b>

# Fund Summaries

## SEWER OPERATING FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 7,614,099	\$ 7,659,209	\$ 7,546,145	\$ 7,789,145	\$ 7,789,145	\$ 7,789,145
High strength surcharge	499,524	432,760	450,000	450,000	450,000	450,000
Investment income	75,196	182,349	127,602	270,810	270,810	270,810
Fines and forfeitures	-	103,521	-	-	-	-
Miscellaneous	58,374	26,112	27,000	18,000	18,000	18,000
Revenue Subtotal	8,247,193	8,403,951	8,150,747	8,527,955	8,527,955	8,527,955
Transfers from other funds:						
Sewer Development Fund (SDC)	600,000	600,000	600,000	600,000	600,000	600,000
Beginning fund balance	11,635,384	12,760,247	13,436,979	15,235,089	15,235,089	15,235,089
<b>TOTAL RESOURCES</b>	<b>\$ 20,482,577</b>	<b>\$ 21,764,198</b>	<b>\$ 22,187,726</b>	<b>\$ 24,363,044</b>	<b>\$ 24,363,044</b>	<b>\$ 24,363,044</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 302,302	\$ 300,601	\$ 383,530	\$ 402,546	\$ 402,546	\$ 402,546
Materials & services	2,938,304	3,025,043	3,391,874	3,484,878	3,484,878	3,484,878
Capital outlay	1,773	57,203	29,833	24,000	24,000	24,000
Debt Service	2,935,900	2,937,529	3,030,000	3,000,000	3,000,000	3,000,000
Expenditures Subtotal	6,178,279	6,320,376	6,835,237	6,911,424	6,911,424	6,911,424
Transfers to other funds:						
General Fund	457,750	469,730	527,410	539,500	539,500	539,500
Sewer Capital Fund	622,947	484,720	2,024,402	3,008,786	3,008,786	3,008,786
Building Capital Fund	463,354	3,683	163,162	473,750	473,750	473,750
Transfers Subtotal	1,544,051	958,133	2,714,974	4,022,036	4,022,036	4,022,036
Ending fund balance						
Committed (unappropriated)	702,300	718,400	755,300	777,500	777,500	777,500
Assigned (designated)	5,340,000	5,340,000	5,340,000	5,340,000	5,340,000	5,340,000
Assigned (contingency)	6,717,947	8,427,289	6,542,215	7,312,084	7,312,084	7,312,084
Ending balance Subtotal	12,760,247	14,485,689	12,637,515	13,429,584	13,429,584	13,429,584
<b>TOTAL REQUIREMENTS</b>	<b>\$ 20,482,577</b>	<b>\$ 21,764,198</b>	<b>\$ 22,187,726</b>	<b>\$ 24,363,044</b>	<b>\$ 24,363,044</b>	<b>\$ 24,363,044</b>



# Fund Summaries

## STREET LIGHTING FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 498,652	\$ 519,886	\$ 518,250	\$ 545,500	\$ 545,500	\$ 545,500
Investment income	12,316	20,653	16,789	25,075	25,075	25,075
Revenue Subtotal	510,968	540,539	535,039	570,575	570,575	570,575
Beginning fund balance	1,057,587	1,166,083	1,097,719	1,336,388	1,336,388	1,336,388
<b>TOTAL RESOURCES</b>	<b>\$ 1,568,555</b>	<b>\$ 1,706,622</b>	<b>\$ 1,632,758</b>	<b>\$ 1,906,963</b>	<b>\$ 1,906,963</b>	<b>\$ 1,906,963</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 321,171	\$ 331,657	\$ 359,651	\$ 373,843	\$ 373,843	\$ 373,843
Transfers to other funds:						
Streets Capital Projects Fund	81,301	148,067	442,270	430,103	430,103	430,103
Ending fund balance						
Committed (unappropriated)	70,400	71,300	72,000	74,800	74,800	74,800
Assigned (contingency)	1,095,683	1,155,598	758,837	1,028,217	1,028,217	1,028,217
Ending balance Subtotal	1,166,083	1,226,898	830,837	1,103,017	1,103,017	1,103,017
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,568,555</b>	<b>\$ 1,706,622</b>	<b>\$ 1,632,758</b>	<b>\$ 1,906,963</b>	<b>\$ 1,906,963</b>	<b>\$ 1,906,963</b>

# Fund Summaries

## STORMWATER OPERATING FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Stormwater utility charge	\$ 2,534,577	\$ 2,802,125	\$ 2,928,917	\$ 3,175,000	\$ 3,175,000	\$ 3,175,000
Investment income	16,117	41,721	30,900	50,150	50,150	50,150
Miscellaneous	-	6,585	-	-	-	-
Revenue Subtotal	2,550,694	2,850,431	2,959,817	3,225,150	3,225,150	3,225,150
Beginning fund balance	1,266,749	2,131,424	1,815,691	2,061,803	2,061,803	2,061,803
<b>TOTAL RESOURCES</b>	<b>\$ 3,817,443</b>	<b>\$ 4,981,855</b>	<b>\$ 4,775,508</b>	<b>\$ 5,286,953</b>	<b>\$ 5,286,953</b>	<b>\$ 5,286,953</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 158,707	\$ 180,308	\$ 259,270	\$ 274,796	\$ 274,796	\$ 274,796
Materials & services	376,910	371,477	473,780	527,543	527,543	527,543
Capital outlay	47,330	16,472	161,964	-	-	-
Debt service	507,827	507,827	508,500	508,000	508,000	508,000
Expenditures Subtotal	1,090,774	1,076,084	1,403,514	1,310,339	1,310,339	1,310,339
Transfers to other funds:						
General Fund	211,246	210,330	236,610	244,000	244,000	244,000
Community Development Fund	62,533	289,043	285,623	298,267	298,267	298,267
Stormwater Capital Fund	319,589	1,071,407	1,627,186	2,685,672	2,685,672	2,685,672
Building Capital Fund	1,877	-	20,000	325,250	325,250	325,250
Transfers Subtotal	595,245	1,570,780	2,169,419	3,553,189	3,553,189	3,553,189
Ending fund balance						
Committed (unappropriated)	136,800	138,800	146,700	160,500	160,500	160,500
Assigned (contingency)	1,994,624	2,196,191	1,055,875	262,925	262,925	262,925
Ending balance Subtotal	2,131,424	2,334,991	1,202,575	423,425	423,425	423,425
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,817,443</b>	<b>\$ 4,981,855</b>	<b>\$ 4,775,508</b>	<b>\$ 5,286,953</b>	<b>\$ 5,286,953</b>	<b>\$ 5,286,953</b>

# Fund Summaries

## FLEET SERVICES FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Charges for services:						
General Fund	\$ 140,690	\$ 142,340	\$ 148,263	\$ 154,730	\$ 154,730	\$ 154,730
Building Fund	9,180	9,830	12,960	13,219	13,219	13,219
Community Development	21,390	23,920	26,940	27,479	27,479	27,479
Transit Fund	44,040	972,445	1,038,037	1,058,798	1,058,798	1,058,798
Road Operating Fund	984,660	44,620	43,067	43,928	43,928	43,928
Water Operating Fund	42,060	44,270	45,286	46,192	46,192	46,192
Sewer Operating Fund	8,280	18,360	18,796	19,172	19,172	19,172
Stormwater Operating Fund	8,070	7,510	10,252	10,457	10,457	10,457
Charges for service subtotal	1,258,370	1,263,295	1,343,601	1,373,975	1,373,975	1,373,975
Investment income	11,977	27,629	23,690	23,069	23,069	23,069
Miscellaneous	32,064	24,828	-	-	-	-
Revenue Subtotal	1,302,411	1,315,752	1,367,291	1,397,044	1,397,044	1,397,044
Beginning fund balance	1,479,301	1,300,893	1,258,246	1,213,235	1,213,235	1,213,235
<b>TOTAL RESOURCES</b>	<b>\$ 2,781,712</b>	<b>\$ 2,616,645</b>	<b>\$ 2,625,537</b>	<b>\$ 2,610,279</b>	<b>\$ 2,610,279</b>	<b>\$ 2,610,279</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 530,805	\$ 563,624	\$ 750,366	\$ 781,630	\$ 781,630	\$ 781,630
Materials & services	510,431	587,919	613,305	674,521	674,521	674,521
Capital outlay	437,183	151,975	188,000	149,000	149,000	149,000
Expenditures Subtotal	1,478,419	1,303,518	1,551,671	1,605,151	1,605,151	1,605,151
Transfers to other funds:						
General Fund	2,400	2,400	2,400	2,400	2,400	2,400
Ending fund balance						
Committed (unappropriated)	58,100	63,100	68,400	72,900	72,900	72,900
Assigned (designated)	499,820	626,926	618,387	620,526	620,526	620,526
Assigned (contingency)	742,973	620,701	384,679	309,302	309,302	309,302
Ending balance Subtotal	1,300,893	1,310,727	1,071,466	1,002,728	1,002,728	1,002,728
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,781,712</b>	<b>\$ 2,616,645</b>	<b>\$ 2,625,537</b>	<b>\$ 2,610,279</b>	<b>\$ 2,610,279</b>	<b>\$ 2,610,279</b>

# Fund Summaries

## WATER CAPITAL PROJECTS FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 7,302	\$ 138,491	\$ 780,374	\$ 1,646,877	\$ 1,646,877	\$ 1,646,877
Investment income	368	1,921	515	11,535	11,535	11,535
Lease revenue	-	347,154	-	173,577	173,577	173,577
Revenue Subtotal	<u>7,670</u>	<u>487,566</u>	<u>780,889</u>	<u>1,831,989</u>	<u>1,831,989</u>	<u>1,831,989</u>
Transfers from other funds:						
Water Operating Fund	283,178	421,993	1,738,281	3,026,694	3,026,694	3,026,694
Water Development Fund (SDC)	112,358	603,488	1,844,943	2,706,159	2,706,159	2,706,159
Transfers Subtotal	<u>395,536</u>	<u>1,025,481</u>	<u>3,583,224</u>	<u>5,732,853</u>	<u>5,732,853</u>	<u>5,732,853</u>
Beginning fund balance	42,902	43,270	7,287	577,422	577,422	577,422
<b>TOTAL RESOURCES</b>	<u>\$ 446,108</u>	<u>\$ 1,556,317</u>	<u>\$ 4,371,400</u>	<u>\$ 8,142,264</u>	<u>\$ 8,142,264</u>	<u>\$ 8,142,264</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 281,039	\$ 1,024,649	\$ 3,858,434	\$ 6,566,093	6,566,093	6,566,093
Transfers to other funds:						
General Fund	8,726	35,865	65,623	137,779	137,779	137,779
Community Development Fund	113,073	103,458	369,242	584,004	584,004	584,004
Transfers Subtotal	<u>121,799</u>	<u>139,323</u>	<u>434,865</u>	<u>721,783</u>	<u>721,783</u>	<u>721,783</u>
Ending fund balance						
Assigned (contingency)	43,270	392,345	78,101	854,388	854,388	854,388
<b>TOTAL REQUIREMENTS</b>	<u>\$ 446,108</u>	<u>\$ 1,556,317</u>	<u>\$ 4,371,400</u>	<u>\$ 8,142,264</u>	<u>\$ 8,142,264</u>	<u>\$ 8,142,264</u>

# Fund Summaries

## SEWER CAPITAL PROJECTS FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 58	\$ (68)	\$ -	\$ -	\$ -	\$ -
Transfers from other funds:						
Sewer Operating Fund	622,947	484,720	2,024,402	3,008,786	3,008,786	3,008,786
Sewer Development Fund (SDC)	742,075	580,336	3,054,773	5,649,310	5,649,310	5,649,310
Transfers Subtotal	1,365,022	1,065,056	5,079,175	8,658,096	8,658,096	8,658,096
Beginning fund balance	15,558	15,616	25,417	15,548	15,548	15,548
<b>TOTAL RESOURCES</b>	<b>\$ 1,380,638</b>	<b>\$ 1,080,604</b>	<b>\$ 5,104,592</b>	<b>\$ 8,673,644</b>	<b>\$ 8,673,644</b>	<b>\$ 8,673,644</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 1,287,475	\$ 958,056	\$ 4,528,521	\$ 8,076,623	\$ 8,076,623	\$ 8,076,623
Transfer to other funds:						
General Fund	15,303	33,527	75,163	169,609	169,609	169,609
Community Development Fund	62,244	73,473	392,157	298,791	298,791	298,791
Transfers Subtotal	77,547	107,000	467,320	468,400	468,400	468,400
Ending fund balance						
Assigned (contingency)	15,616	15,548	108,751	128,621	128,621	128,621
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,380,638</b>	<b>\$ 1,080,604</b>	<b>\$ 5,104,592</b>	<b>\$ 8,673,644</b>	<b>\$ 8,673,644</b>	<b>\$ 8,673,644</b>

# Fund Summaries

## STREETS CAPITAL PROJECTS FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 91,000	\$ 146,000	\$ 69,000	\$ 500,000	\$ 500,000	\$ 500,000
Investment income	10,867	15,000	15,347	20,060	20,060	20,060
Revenue Subtotal	101,867	161,000	84,347	520,060	520,060	520,060
Transfers from other funds:						
General Fund	388,511	208,223	1,889,519	720,762	720,762	720,762
Road Operating Fund	223,608	469,664	473,671	694,244	694,244	694,244
Road Maintenance Fund	299,584	583,058	2,946,935	1,797,040	1,797,040	1,797,040
Street Lighting Fund	81,301	148,067	442,270	430,103	430,103	430,103
Streets Development (SDC)	1,322,475	6,194,000	4,920,275	5,699,712	5,699,712	5,699,712
Transfers Subtotal	2,315,479	7,603,012	10,672,670	9,341,861	9,341,861	9,341,861
Interfund loans:						
Water Operating Fund	400,000	-	-	-	-	-
Beginning fund balance	971,281	1,013,701	1,028,601	1,047,552	1,047,552	1,047,552
<b>TOTAL RESOURCES</b>	<b>\$ 3,788,627</b>	<b>\$ 8,777,713</b>	<b>\$ 11,785,618</b>	<b>\$ 10,909,473</b>	<b>\$ 10,909,473</b>	<b>\$ 10,909,473</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 1,806,826	\$ 6,999,188	\$ 9,570,909	\$ 9,140,105	\$ 9,140,105	\$ 9,140,105
Transfers to other funds:						
General Fund	67,026	241,219	127,023	100,346	100,346	100,346
Community Development Fund	532,627	478,201	926,940	534,512	534,512	534,512
Building Capital Projects Fund	368,447	2,667	90,129	-	-	-
Transfers Subtotal	968,100	722,087	1,144,092	634,858	634,858	634,858
Ending fund balance						
Assigned (contingency)	1,013,701	1,056,438	1,070,617	1,134,510	1,134,510	1,134,510
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,788,627</b>	<b>\$ 8,777,713</b>	<b>\$ 11,785,618</b>	<b>\$ 10,909,473</b>	<b>\$ 10,909,473</b>	<b>\$ 10,909,473</b>

# Fund Summaries

## STORMWATER CAPITAL PROJECTS FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 15,792	\$ 11,939	\$ 15,141	\$ 6,018	\$ 6,018	\$ 6,018
Transfers from other funds:						
Stormwater Fund	319,589	1,071,407	1,627,186	2,685,672	2,685,672	2,685,672
Stormwater Development (SDC)	4,217	42,685	511,731	1,065,107	1,065,107	1,065,107
Transfers/Interfund Subtotal	323,806	1,114,092	2,138,917	3,750,779	3,750,779	3,750,779
Interfund loans:						
Water Operating Fund	500,000	-	-	-	-	-
Beginning fund balance	1,452,552	1,172,462	271,243	224,605	224,605	224,605
<b>TOTAL RESOURCES</b>	<b>\$ 2,292,150</b>	<b>\$ 2,298,493</b>	<b>\$ 2,425,301</b>	<b>\$ 3,981,402</b>	<b>\$ 3,981,402</b>	<b>\$ 3,981,402</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 708,414	\$ 1,846,318	\$ 1,864,354	\$ 3,293,477	\$ 3,293,477	\$ 3,293,477
Transfers to other funds:						
General Fund	24,795	64,621	31,722	69,163	69,163	69,163
Community Development Fund	110,144	119,072	209,311	342,030	342,030	342,030
Building Capital Projects Fund	276,335	2,667	69,625	-	-	-
Transfers Subtotal	411,274	186,360	310,658	411,193	411,193	411,193
Ending fund balance						
Assigned (contingency)	1,172,462	265,815	250,289	276,732	276,732	276,732
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,292,150</b>	<b>\$ 2,298,493</b>	<b>\$ 2,425,301</b>	<b>\$ 3,981,402</b>	<b>\$ 3,981,402</b>	<b>\$ 3,981,402</b>

# Fund Summaries

## FACILITIES AND INFORMATION SYSTEMS CAPITAL PROJECTS FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 1,000,000	\$ 82,625	\$ 635,744	\$ 282,407	\$ 282,407	\$ 282,407
Investment income	5,728	18,618	17,201	4,012	4,012	4,012
Revenue Subtotal	1,005,728	101,243	652,945	286,419	286,419	286,419
Transfers from other funds:						
General Fund	514,280	607,063	1,702,986	2,202,639	2,202,639	2,202,639
Transit Fund	-	127,857	125,752	70,602	70,602	70,602
Building Inspection Fund	-	22,464	604,665	352,139	352,139	352,139
Road Operating Fund	2,173	-	-	355,250	355,250	355,250
Water Operating Fund	463,354	3,683	163,162	586,250	586,250	586,250
Sewer Operating Fund	463,354	3,683	163,162	473,750	473,750	473,750
Stormwater Operating Fund	1,876	-	20,000	325,250	325,250	325,250
Streets Capital Projects Fund	368,447	2,667	90,129	-	-	-
Stormwater Capital Projects Fund	276,335	2,668	69,625	-	-	-
Transfers Subtotal	2,089,819	770,085	2,939,481	4,365,880	4,365,880	4,365,880
Beginning fund balance	185,276	1,191,004	209,622	13,622	13,622	13,622
<b>TOTAL RESOURCES</b>	<b>\$ 3,280,823</b>	<b>\$ 2,062,332</b>	<b>\$ 3,802,048</b>	<b>\$ 4,665,921</b>	<b>\$ 4,665,921</b>	<b>\$ 4,665,921</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 2,002,619	\$ 1,807,178	\$ 3,687,594	\$ 4,591,297	\$ 4,591,297	\$ 4,591,297
Transfers to other funds:						
General Fund	62,287	-	8,203	6,532	6,532	6,532
Community Development Fund	24,913	38,791	62,965	46,103	46,103	46,103
Building Inspection Fund	-	6,741	1,229	-	-	-
Transfers Subtotal	87,200	45,532	72,397	52,635	52,635	52,635
Ending fund balance						
Assigned (contingency)	1,191,004	209,622	42,057	21,989	21,989	21,989
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,280,823</b>	<b>\$ 2,062,332</b>	<b>\$ 3,802,048</b>	<b>\$ 4,665,921</b>	<b>\$ 4,665,921</b>	<b>\$ 4,665,921</b>



# Fund Summaries

## PARKS CAPITAL PROJECTS FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 127,449	\$ -	\$ -	\$ -	\$ -	\$ -
Tree Mitigation	-	3,459	2,000	2,000	2,000	2,000
Investment income	425	3,140	2,678	5,015	5,015	5,015
Miscellaneous	-	-	13,200	-	-	-
Revenue Subtotal	127,874	6,599	17,878	7,015	7,015	7,015
Transfers from other funds:						
General Fund	31,928	52,523	491,425	679,935	679,935	679,935
Parks Development Fund (SDC)	482,441	722,310	5,888,998	3,796,589	3,796,589	3,796,589
Transfers Subtotal	514,369	774,833	6,380,423	4,476,524	4,476,524	4,476,524
Beginning fund balance	58,411	185,356	187,956	194,990	194,990	194,990
<b>TOTAL RESOURCES</b>	<b>\$ 700,654</b>	<b>\$ 966,788</b>	<b>\$ 6,586,257</b>	<b>\$ 4,678,529</b>	<b>\$ 4,678,529</b>	<b>\$ 4,678,529</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 333,613	\$ 604,785	\$ 5,777,992	\$ 4,061,823	\$ 4,061,823	\$ 4,061,823
Transfers to other funds:						
General Fund	7,342	19,235	49,381	75,281	75,281	75,281
Community Development Fund	174,343	152,778	483,192	291,232	291,232	291,232
Transfers Subtotal	181,685	172,013	532,573	366,513	366,513	366,513
Ending fund balance						
Assigned (contingency)	185,356	189,990	275,692	250,193	250,193	250,193
<b>TOTAL REQUIREMENTS</b>	<b>\$ 700,654</b>	<b>\$ 966,788</b>	<b>\$ 6,586,257</b>	<b>\$ 4,678,529</b>	<b>\$ 4,678,529</b>	<b>\$ 4,678,529</b>

# Fund Summaries

## WATER DEVELOPMENT CHARGES FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 1,782,340	\$ 1,470,077	\$ 1,109,187	\$ 1,704,320	\$ 1,704,320	\$ 1,704,320
Investment income	34,117	68,777	57,680	105,315	105,315	105,315
Revenue Subtotal	1,816,457	1,538,854	1,166,867	1,809,635	1,809,635	1,809,635
Beginning fund balance	3,283,180	4,632,814	6,167,331	4,754,932	4,754,932	4,754,932
<b>TOTAL RESOURCES</b>	<b>\$ 5,099,637</b>	<b>\$ 6,171,668</b>	<b>\$ 7,334,198</b>	<b>\$ 6,564,567</b>	<b>\$ 6,564,567</b>	<b>\$ 6,564,567</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 4,465	\$ 1,585	\$ 9,891	\$ 5,935	\$ 5,935	\$ 5,935
Transfers to other funds:						
Water Operating Fund	350,000	350,000	350,000	-	-	-
Water Capital Projects Fund	112,358	603,488	1,844,943	2,706,159	2,706,159	2,706,159
Transfers Subtotal	462,358	953,488	2,194,943	2,706,159	2,706,159	2,706,159
Ending fund balance						
Assigned (contingency)	4,632,814	5,216,595	5,129,364	3,852,473	3,852,473	3,852,473
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,099,637</b>	<b>\$ 6,171,668</b>	<b>\$ 7,334,198</b>	<b>\$ 6,564,567</b>	<b>\$ 6,564,567</b>	<b>\$ 6,564,567</b>

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

# Fund Summaries

## SEWER DEVELOPMENT CHARGES FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 1,526,940	\$ 1,106,715	\$ 1,377,727	\$ 1,807,562	\$ 1,807,562	\$ 1,807,562
Investment income	59,241	118,422	82,400	160,480	160,480	160,480
Revenue Subtotal	1,586,181	1,225,137	1,460,127	1,968,042	1,968,042	1,968,042
Beginning fund balance	8,321,194	8,562,935	8,224,892	6,813,868	6,813,868	6,813,868
<b>TOTAL RESOURCES</b>	<b>\$ 9,907,375</b>	<b>\$ 9,788,072</b>	<b>\$ 9,685,019</b>	<b>\$ 8,781,910</b>	<b>\$ 8,781,910</b>	<b>\$ 8,781,910</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 2,365	\$ 3,943	\$ 6,388	\$ 5,749	\$ 5,749	\$ 5,749
Transfers to other funds:						
Sewer Operating Fund (debt)	600,000	600,000	600,000	600,000	600,000	600,000
Sewer Capital Projects Fund	742,075	580,337	3,054,773	5,649,310	5,649,310	5,649,310
Transfers Subtotal	1,342,075	1,180,337	3,654,773	6,249,310	6,249,310	6,249,310
Ending fund balance						
Assigned (contingency)	8,562,935	8,603,792	6,023,858	2,526,851	2,526,851	2,526,851
<b>TOTAL REQUIREMENTS</b>	<b>\$ 9,907,375</b>	<b>\$ 9,788,072</b>	<b>\$ 9,685,019</b>	<b>\$ 8,781,910</b>	<b>\$ 8,781,910</b>	<b>\$ 8,781,910</b>

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

## STREETS DEVELOPMENT CHARGES FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 3,999,189	\$ 1,958,957	\$ 2,977,620	\$ 3,053,715	\$ 3,053,715	\$ 3,053,715
Investment income	49,904	124,014	92,700	110,330	110,330	110,330
Miscellaneous	35	-	-	-	-	-
Revenue Subtotal	<u>4,049,128</u>	<u>2,082,971</u>	<u>3,070,320</u>	<u>3,164,045</u>	<u>3,164,045</u>	<u>3,164,045</u>
Beginning fund balance	6,662,477	9,061,645	4,399,168	4,592,194	4,592,194	4,592,194
<b>TOTAL RESOURCES</b>	<u>\$ 10,711,605</u>	<u>\$ 11,144,616</u>	<u>\$ 7,469,488</u>	<u>\$ 7,756,239</u>	<u>\$ 7,756,239</u>	<u>\$ 7,756,239</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 3,729	\$ 3,243	\$ 16,382	\$ 9,829	\$ 9,829	\$ 9,829
Transfers to other funds:						
Washington County TDT Fund	323,755	-	-	-	-	-
Streets Capital Projects Fund	1,322,476	6,194,000	4,920,275	5,699,712	5,699,712	5,699,712
Transfers Subtotal	<u>1,646,231</u>	<u>6,194,000</u>	<u>4,920,275</u>	<u>5,699,712</u>	<u>5,699,712</u>	<u>5,699,712</u>
Ending fund balance						
Assigned (contingency)	9,061,645	4,947,373	2,532,831	2,046,698	2,046,698	2,046,698
<b>TOTAL REQUIREMENTS</b>	<u>\$ 10,711,605</u>	<u>\$ 11,144,616</u>	<u>\$ 7,469,488</u>	<u>\$ 7,756,239</u>	<u>\$ 7,756,239</u>	<u>\$ 7,756,239</u>

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

# Fund Summaries

## WASHINGTON COUNTY TRANSPORTATION DEVELOPMENT TAX FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 3,585	\$ 6,100	\$ 4,944	\$ 6,520	\$ 6,520	\$ 6,520
Transfers from other funds:						
Roads SDC Fund	323,755	-	-	-	-	-
Beginning fund balance	-	327,340	332,140	339,940	339,940	339,940
<b>TOTAL RESOURCES</b>	<b>\$ 327,340</b>	<b>\$ 333,440</b>	<b>\$ 337,084</b>	<b>\$ 346,460</b>	<b>\$ 346,460</b>	<b>\$ 346,460</b>
<b>REQUIREMENTS</b>						
Ending fund balance						
Assigned (contingency)	\$ 327,340	\$ 333,440	\$ 337,084	\$ 346,460	\$ 346,460	\$ 346,460
<b>TOTAL REQUIREMENTS</b>	<b>\$ 327,340</b>	<b>\$ 333,440</b>	<b>\$ 337,084</b>	<b>\$ 346,460</b>	<b>\$ 346,460</b>	<b>\$ 346,460</b>

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

# Fund Summaries

## FROG POND WEST FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
Infrastructure Development Fee	\$ -	\$ -	\$ -	\$ 890,450	\$ 890,450	\$ 890,450
Beginning fund balance	-	-	-	480,843	480,843	480,843
<b>TOTAL RESOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,371,293</b>	<b>\$ 1,371,293</b>	<b>\$ 1,371,293</b>
<b>REQUIREMENTS</b>						
Ending fund balance						
Assigned (contingency)	\$ -	\$ -	\$ -	\$ 1,371,293	1,371,293	1,371,293
<b>TOTAL REQUIREMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,371,293</b>	<b>\$ 1,371,293</b>	<b>\$ 1,371,293</b>

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

# Fund Summaries

## STORMWATER DEVELOPMENT CHARGES FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 844,784	\$ 405,893	\$ 347,575	\$ 422,445	\$ 422,445	\$ 422,445
Investment income	21,800	49,550	40,170	70,210	70,210	70,210
Revenue Subtotal	866,584	455,443	387,745	492,655	492,655	492,655
Beginning fund balance	1,954,372	2,815,926	3,115,749	3,015,137	3,015,137	3,015,137
<b>TOTAL RESOURCES</b>	<b>\$ 2,820,956</b>	<b>\$ 3,271,369</b>	<b>\$ 3,503,494</b>	<b>\$ 3,507,792</b>	<b>\$ 3,507,792</b>	<b>\$ 3,507,792</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 813	\$ 1,685	\$ 2,679	\$ 1,607	\$ 1,607	\$ 1,607
Transfers to other funds:						
Stormwater Cap Proj Fund	4,217	42,685	511,731	1,065,107	1,065,107	1,065,107
Ending fund balance						
Assigned (contingency)	2,815,926	3,226,999	2,989,084	2,441,078	2,441,078	2,441,078
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,820,956</b>	<b>\$ 3,271,369</b>	<b>\$ 3,503,494</b>	<b>\$ 3,507,792</b>	<b>\$ 3,507,792</b>	<b>\$ 3,507,792</b>

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

# Fund Summaries

## PARKS DEVELOPMENT CHARGES FUND

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 1,605,754	\$ 1,175,167	\$ 1,756,742	\$ 874,970	\$ 874,970	\$ 874,970
Investment income	49,659	95,220	59,740	150,450	150,450	150,450
Revenue Subtotal	1,655,413	1,270,387	1,816,482	1,025,420	1,025,420	1,025,420
Beginning fund balance	5,485,793	6,656,083	7,031,703	4,709,739	4,709,739	4,709,739
<b>TOTAL RESOURCES</b>	<b>\$ 7,141,206</b>	<b>\$ 7,926,470</b>	<b>\$ 8,848,185</b>	<b>\$ 5,735,159</b>	<b>\$ 5,735,159</b>	<b>\$ 5,735,159</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 2,682	\$ 2,027	\$ 3,967	\$ 4,046	\$ 4,046	\$ 4,046
Transfers to other funds:						
Parks Capital Fund	482,441	722,310	5,888,998	3,796,589	3,796,589	3,796,589
Ending fund balance						
Assigned (contingency)	6,656,083	7,202,133	2,955,220	1,934,524	1,934,524	1,934,524
<b>TOTAL REQUIREMENTS</b>	<b>\$ 7,141,206</b>	<b>\$ 7,926,470</b>	<b>\$ 8,848,185</b>	<b>\$ 5,735,159</b>	<b>\$ 5,735,159</b>	<b>\$ 5,735,159</b>

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





Public Works Parking Lot



# Summary of Program Revenues

## Summary of Program Revenues

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>General Fund</b>	\$ 13,800,433	\$ 14,611,649	\$ 14,957,402	\$ 15,629,854	\$ 15,629,854	\$ 15,629,854
<b>Special Revenue Funds</b>						
Community Development	1,643,574	1,419,595	1,685,552	1,515,645	1,515,645	1,515,645
Building	1,494,560	1,086,332	1,200,250	881,210	881,210	881,210
Transit	6,767,370	5,565,104	7,795,790	9,623,043	9,623,043	9,623,043
Road Operating	1,425,554	1,584,402	1,662,310	1,827,175	1,827,175	1,827,175
Road Maintenance	895,191	1,642,426	1,819,637	1,959,180	1,959,180	1,959,180
<b>TOTAL Spec Rev Funds</b>	<b>12,226,249</b>	<b>11,297,859</b>	<b>10,915,132</b>	<b>15,806,253</b>	<b>15,806,253</b>	<b>15,806,253</b>
<b>Enterprise Funds</b>						
Water Operating	8,416,332	9,442,386	8,515,355	9,518,810	9,518,810	9,518,810
Sewer Operating	8,247,193	8,403,951	8,150,747	8,527,955	8,527,955	8,527,955
Street Lighting Operating	510,968	540,539	535,039	570,575	570,575	570,575
Stormwater Operating	2,550,694	2,850,431	2,959,817	3,225,150	3,225,150	3,225,150
<b>TOTAL Enterprise Funds</b>	<b>19,725,187</b>	<b>21,237,307</b>	<b>19,568,492</b>	<b>21,842,490</b>	<b>21,842,490</b>	<b>21,842,490</b>
<b>Internal Service Fund</b>						
Fleet Services	1,258,370	1,263,295	1,343,601	1,397,044	1,397,044	1,397,044
<b>GRAND TOTAL</b>	<b>\$ 47,010,239</b>	<b>\$ 48,410,110</b>	<b>\$ 45,847,233</b>	<b>\$ 54,675,641</b>	<b>\$ 54,675,641</b>	<b>\$ 54,675,641</b>

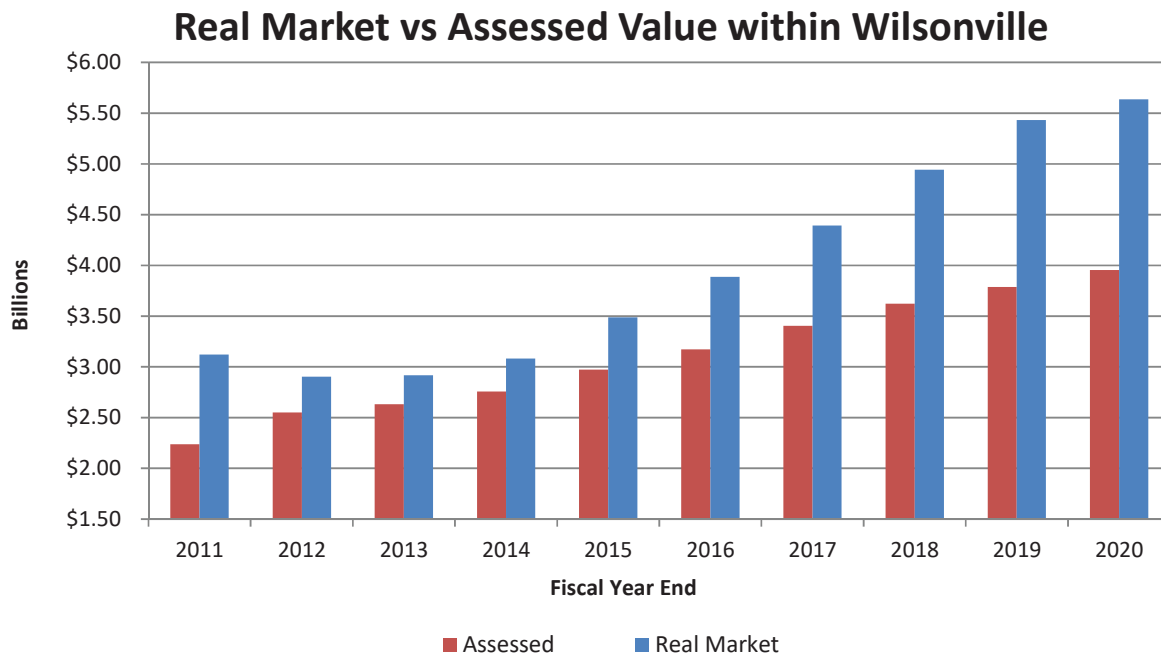
# Property Tax Summary

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

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

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

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



# Property Tax Summary

## Property Values and Taxes

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Estimated Real Market Value</b>						
Within Clackamas County	\$ 3,967,804,210	\$ 4,454,500,821	\$ 4,890,212,517	\$ 5,097,290,045	\$ 5,097,290,045	\$ 5,097,290,045
Within Washington County	424,854,827	487,913,139	542,068,382	537,917,169	537,917,169	537,917,169
Total Estimated Real Market Value	\$ 4,392,659,037	\$ 4,942,413,960	\$ 5,432,280,899	\$ 5,635,207,214	\$ 5,635,207,214	\$ 5,635,207,214

## Assessed Values

Within Clackamas County	\$ 3,104,752,955	\$ 3,299,826,937	\$ 3,452,653,649	\$ 3,598,857,312	\$ 3,598,857,312	\$ 3,598,857,312
Within Washington County	298,259,067	322,844,099	336,571,932	355,930,943	355,930,943	355,930,943
Total Assessed Values	3,403,012,022	3,622,671,036	3,789,225,581	3,954,788,255	3,954,788,255	3,954,788,255
Less urban renewal excess	(741,200,995)	(720,552,830)	(743,314,282)	(744,690,834)	(744,690,834)	(744,690,834)
Net available for general and bonded debt	\$ 2,661,811,027	\$ 2,902,118,206	\$ 3,045,911,299	\$ 3,210,097,421	\$ 3,210,097,421	\$ 3,210,097,421

## 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	\$ 6,738,374	\$ 7,318,369	\$ 7,739,882	\$ 8,091,372	\$ 8,091,372	\$ 8,091,372
Bonded debt	-	-	-	-	-	-
Total taxes levied	\$ 6,738,374	\$ 7,318,369	\$ 7,739,882	\$ 8,091,372	\$ 8,091,372	\$ 8,091,372

## Taxes Paid (net of discounts, delinquencies)

General taxes	\$ 6,407,461	\$ 6,874,890	\$ 7,390,596	\$ 7,686,750	\$ 7,686,750	\$ 7,686,750
Bonded debt	-	-	-	-	-	-
Total taxes paid vs Levy	\$ 6,407,461	\$ 6,874,890	\$ 7,390,596	\$ 7,686,750	\$ 7,686,750	\$ 7,686,750
% paid vs levied	95%	94%	95%	95%	95%	95%

## Taxes Budgeted

Taxes levied	\$ 6,407,461	\$ 6,874,890	\$ 7,390,596	\$ 7,686,750	\$ 7,686,750	\$ 7,686,750
Discounts and Delinquencies	127,025	193,031	98,000	128,500	128,500	128,500
	\$ 6,534,486	\$ 7,067,921	\$ 7,488,596	\$ 7,815,250	\$ 7,815,250	\$ 7,815,250

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



Memorial Park



# General Fund Revenues

## Assumptions for General Fund Revenues

- Property Taxes: 4% increase when compared to the FY 2018-19 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 \$15,629,854. This equates to a 4.5% increase from the FY 2018-19 budget.

Property taxes comprise 49.1% 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 2019-20 budget assumes a 4.0% growth in assessed value, when compared to the FY 18-19 Adopted Budget, as new construction – including new homes in the Villebois area – are added to the tax rolls. Taxes for FY 2019-20 will be billed in late October 2019, 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 22% 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. This revenue source has hovered around \$3.25 million each year for the last three years, and for FY 2019-20 is expected to increase to approximately \$3.425 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	7.00%
	AT&T	
	Frontier	
	Other service providers	
Garbage	United Disposal	
	Through 12/31/2019	3.00%
	Beginning 1/1/2020	5.00%
Cable TV	Comcast	5.00%
	Verizon	
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 \$718,000 or 4.6%, of the fund's total. The revenues are allocated by various formulas, but utilize a per capita rate. Increases for FY2019-20 reflect the State of Oregon's overall projections.

Another component of intergovernmental revenue is the City's allocation of a Clackamas County Library District Levy. For FY 2019-20 this allocation is anticipated to be \$1,332,164, which is about a 7% increase over what was budgeted for FY 2018-19. 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 2019-20 the fees are approximately 2.6% of the General Fund's total revenue.

# General Fund Revenues

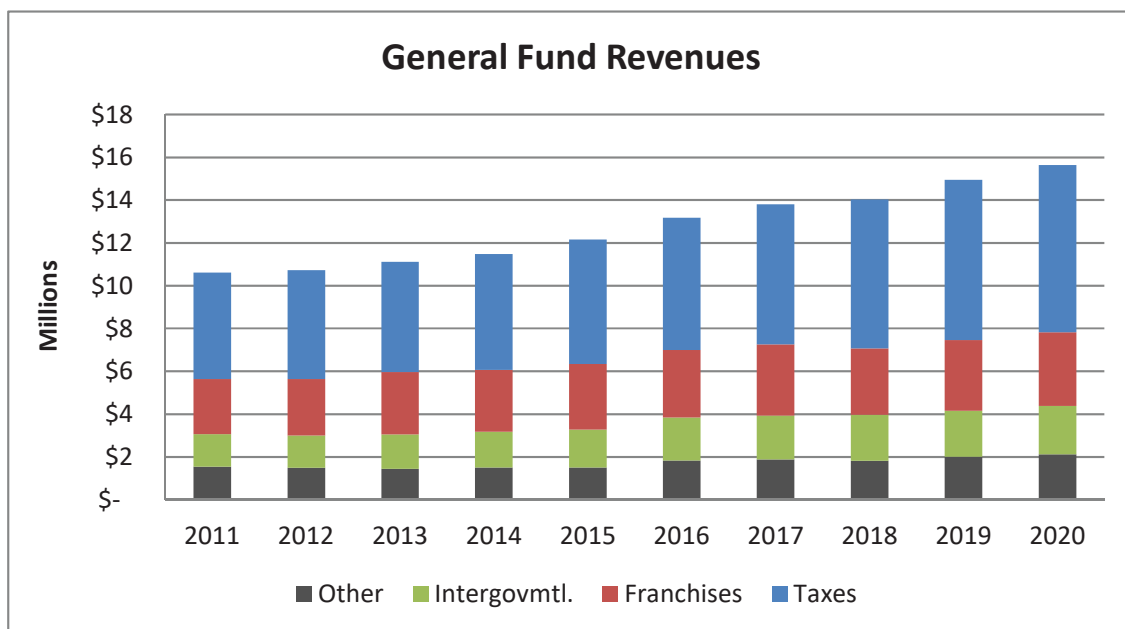
## Summary of Program Revenues

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Taxes</b>						
Current property taxes	\$ 6,407,461	\$ 6,942,359	\$ 7,390,596	\$ 7,686,750	\$ 7,686,750	\$ 7,686,750
Prior year property taxes	127,025	125,562	98,000	128,500	128,500	128,500
Total property taxes	6,534,486	7,067,921	7,488,596	7,815,250	7,815,250	7,815,250
<b>Hotel/Motel tax</b>	476,687	450,412	410,000	415,000	415,000	415,000
<b>Franchise and privilege fees</b>						
Portland General Electric	1,006,332	1,056,952	1,050,625	1,053,000	1,053,000	1,053,000
NW Natural Gas	341,796	315,013	340,000	340,000	340,000	340,000
United Disposal	192,882	195,685	190,000	210,000	210,000	210,000
Comcast Cable	372,681	410,686	370,000	400,000	400,000	400,000
Sewer utilities	308,346	312,075	304,286	320,000	320,000	320,000
Water utilities	272,992	305,515	299,880	320,000	320,000	320,000
Stormwater	97,484	108,302	115,000	110,000	110,000	110,000
Charbonneau Water Company	17,652	13,068	15,000	15,000	15,000	15,000
Telecomm - Privilege tax	718,559	630,085	630,100	657,000	657,000	657,000
Total franchise and privilege fees	3,328,724	3,347,381	3,314,891	3,425,000	3,425,000	3,425,000
<b>Licenses &amp; permits</b>						
Professional and occupation	182,791	170,238	172,510	175,000	175,000	175,000
Alcoholic beverages	2,875	2,650	2,000	2,500	2,500	2,500
Other	1,145	835	2,000	250	250	250
Total licenses & permits	186,811	173,723	176,510	177,750	177,750	177,750
<b>Intergovernmental/Other agencies</b>						
Alcoholic beverages tax	359,513	384,055	360,000	388,000	388,000	388,000
Cigarette tax	29,578	29,615	28,000	30,000	30,000	30,000
State shared revenue	285,525	300,082	290,000	300,000	300,000	300,000
County shared revenue - Library	1,142,220	1,237,632	1,244,000	1,332,164	1,332,164	1,332,164
Clack. Co. - Title III	51,986	54,824	50,000	50,000	50,000	50,000
Federal grants	200	-	-	-	-	-
State grants - Parks	3,100	-	-	-	2	2
State grants - Library	4,293	4,051	3,900	4,500	4,500	4,500
Other local governments	174,100	167,583	165,925	161,138	161,138	161,138
Total intergov./Other agencies	2,050,515	2,177,842	2,141,825	2,265,804	2,265,804	2,265,804
<b>Municipal court fines</b>	237,009	292,405	315,000	320,000	320,000	320,000
<b>Investment income</b>	152,059	188,150	206,000	300,900	300,900	300,900

# General Fund Revenues

## Summary of Program Revenues (continued)

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Charges for services</b>						
Services provided to Urban Renewal	\$ 337,600	\$ 388,100	\$ 410,980	\$ 401,850	\$ 401,850	\$ 401,850
Class registrations	111,367	116,308	89,000	86,000	86,000	86,000
Parks reservations/Facility rental	98,453	140,329	152,000	155,000	155,000	155,000
Sports camp/Youth special services	42,335	36,530	35,500	35,500	35,500	35,500
New book sales	1,652	2,058	1,500	750	750	750
Library fees	27,600	23,463	25,000	25,000	25,000	25,000
Photocopying	9,763	9,216	9,000	9,000	9,000	9,000
Non-resident fees - library	2,233	1,805	1,000	1,000	1,000	1,000
Lost/damaged books	3,764	3,452	2,000	3,500	3,500	3,500
Library room rental	6,253	3,925	6,000	3,000	3,000	3,000
Lien search fees	27,160	39,099	20,000	26,000	26,000	26,000
Other charges	1,144	-	1,500	500	500	500
Total charges for services	669,324	764,285	753,480	747,100	747,100	747,100
<b>Miscellaneous revenue</b>						
Gifts	48,540	29,539	53,300	59,700	59,700	59,700
Meals on Wheels	6,231	4,845	4,000	4,200	4,200	4,200
Senior lunch revenue	14,133	13,271	15,000	11,500	11,500	11,500
Cable receipts	49,202	67,815	64,000	70,000	70,000	70,000
Other	46,712	34,060	14,800	17,650	17,650	17,650
Total miscellaneous revenue	164,818	149,530	151,100	163,050	163,050	163,050
<b>TOTAL REVENUES</b>	<b>\$ 13,800,433</b>	<b>\$ 14,611,649</b>	<b>\$ 14,957,402</b>	<b>\$ 15,629,854</b>	<b>\$ 15,629,854</b>	<b>\$ 15,629,854</b>





# Summary of Fund Revenues

## Building Inspection Fund

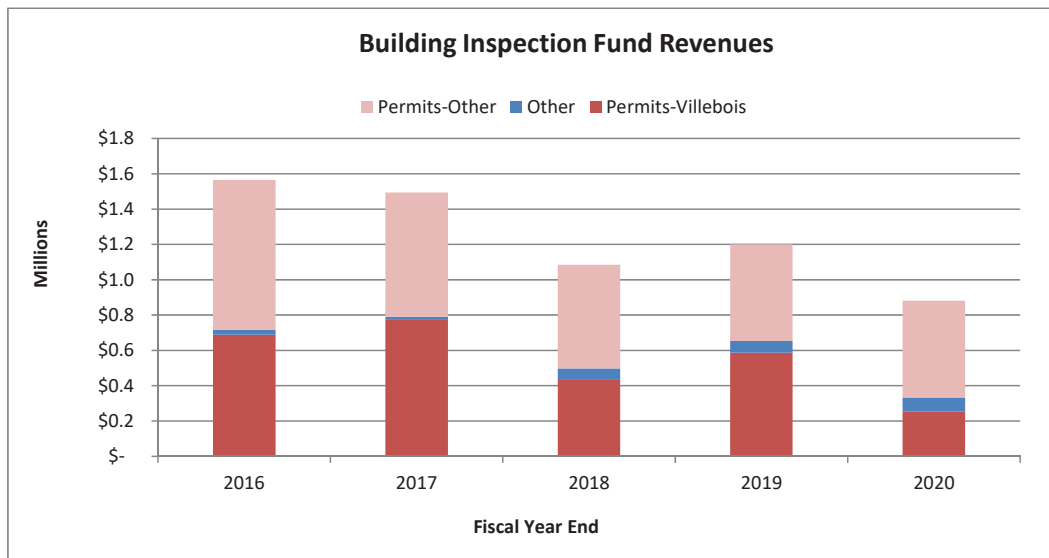
### Assumptions for Building Inspection Revenues

- Inspection and Permit Fees: Based on projections of scheduled and anticipated development

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

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

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Revenues:						
Permits	\$ 1,477,251	\$ 1,024,071	\$ 1,135,000	\$ 802,000	\$ 802,000	\$ 802,000
Charges for services	-	9,200	8,600	9,000	9,000	9,000
Investment income	17,309	51,180	56,650	70,210	70,210	70,210
Miscellaneous income	-	1,881	-	-	-	-
<b>Total Revenues</b>	<b>\$ 1,494,560</b>	<b>\$ 1,086,332</b>	<b>\$ 1,200,250</b>	<b>\$ 881,210</b>	<b>\$ 881,210</b>	<b>\$ 881,210</b>



# Summary of Fund Revenues

## Community Development Fund

### Assumptions for Community Development Fund Revenues

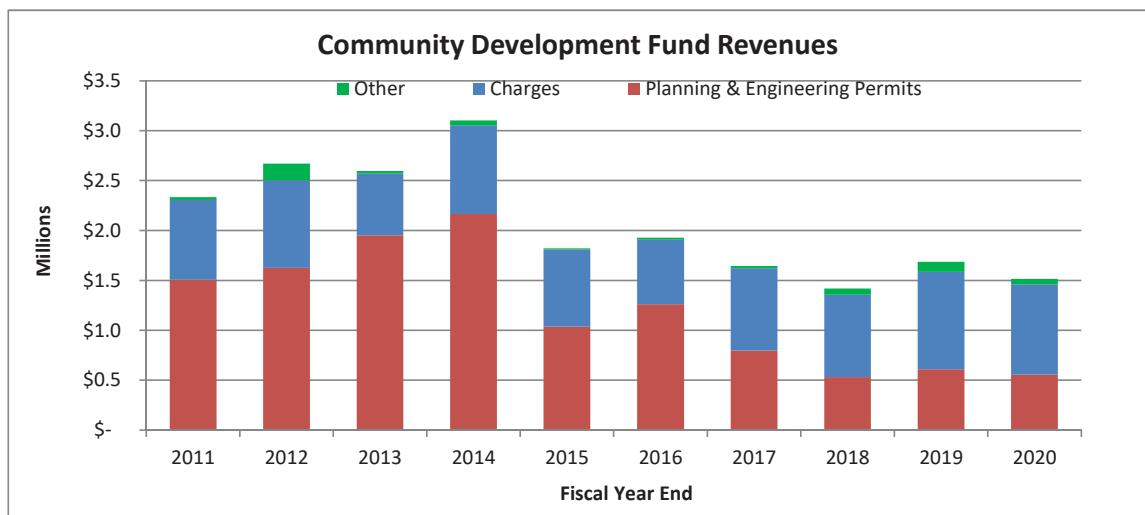
- Inspection and Permit Fees: In early 2017, Planning and Land Use Fees were restructured to better capture the costs involved in issuing permits. Permit revenue estimates are based on this restructure, as well as the volume of permits anticipated for FY 2019-20, which are expected to be lower than FY 2018-19.
- 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 permits. Estimated revenues are based on department projections of scheduled and anticipated development to occur in the City. In the Spring of 2017, the City Council voted to restructure the Planning Fees. This restructure is included in the estimates, however, it is anticipated the permit volume will continue to decline from a peak of FY 2013-14 as Villebois nears build out and other areas, such as Frog Pond, are in the early stages.

The other primary revenue source for the Community Development Fund is charges for services from to the Urban Renewal Agency. The charges are for the services provided by the department to carry out the goals and management of the Agency as well as for project management fees for Urban Renewal funded capital projects.

Other income includes investment income on cash balances and miscellaneous revenues.

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Revenues:						
Permits	\$ 796,947	\$ 532,141	\$ 608,980	\$ 555,745	\$ 555,745	\$ 555,745
Intergovernmental	-	22,183	62,500	-	-	-
Charges for services	823,651	823,943	974,732	904,335	904,335	904,335
Investment income	22,692	38,658	39,140	55,165	55,165	55,165
Miscellaneous revenues	284	2,670	200	400	400	400
<b>Total Revenues</b>	<b>\$ 1,643,574</b>	<b>\$ 1,419,595</b>	<b>\$ 1,685,552</b>	<b>\$ 1,515,645</b>	<b>\$ 1,515,645</b>	<b>\$ 1,515,645</b>



# Summary of Fund Revenues

## Transit Fund

### Assumptions for Transit Fund Revenues

- Transit Tax: Based on estimated wage base (3% growth of actual receipts from FY 2018-19)
- 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 increased from 0.33 percent (.0033) to 0.5 percent (.005) of gross wages in October 2008. The increase was made after completion of a transit master plan and was in response to increased costs associated with TriMet's WES Commuter Rail which began servicing Wilsonville in February 2009. While WES is run by TriMet, the City contributes approximately \$347,157 towards its annual operating costs. In response to the commuter rail, the City added a new bus line and modified all existing routes to coordinate service with the arrival and departure of trains. The City receives no revenues from commuter rail customers.

The payroll tax is due quarterly and covers employment within City limits. Payroll tax revenue is projected to increase, as the local economy grows with new businesses relocating to the City. Transit taxes are estimated at approximately \$5.15 million in FY2019-20. To generate this level of income, the annual payroll disbursed within the City limits exceeds \$1 billion.

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

**Oregon Transit Payroll Tax Rates**

Calendar Year	SMART	TriMet	Canby	Sandy	South Clackamas Transit District	Lane Transit
2019	0.5000%	0.7637%	0.6000%	0.6000%	0.5000%	0.7200%
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%

**Notes:**

*Wilsonville, Canby and Sandy require approval from the City Council*

*to change the payroll tax rate.*

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

*Only TriMet has approved its rate beyond 2017.*

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 2019-20 can be found under the Transit program, in the Program Expenditures section of this document. A new state grant, HB2017, will infuse nearly a million dollars of grant funds to the FY2019-20 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 2019-20, transit fares are budgeted as Charges for Services and are projected to increase slightly. Fares are collected for all bus routes outside of the City limits. Interest income is increasing due to a combination of the interest rate increasing and the fund balance growing.

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Transit tax	\$ 5,552,582	\$ 5,040,713	\$ 5,006,000	\$ 5,151,000	\$ 5,151,000	\$ 5,151,000
Intergovernmental	988,447	238,885	2,549,740	4,217,893	4,217,893	4,217,893
Charges for svcs	179,887	199,277	185,000	185,000	185,000	185,000
Investment income	19,851	40,924	41,050	55,150	55,150	55,150
Miscellaneous	26,603	45,305	14,000	14,000	14,000	14,000
<b>Total Revenues</b>	<b>\$ 6,767,370</b>	<b>\$ 5,565,104</b>	<b>\$ 7,795,790</b>	<b>\$ 9,623,043</b>	<b>\$ 9,623,043</b>	<b>\$ 9,623,043</b>

# Summary of Fund Revenues

## Road Operating Fund

### *Assumptions for Road Operating Fund Revenues*

- Gas 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. HB 2017 also set future increase at 2 cents per gallon every two years until 2024 for a total increase of 10 cents per gallon.

During FY2018-19, the Road Operating Fund began collecting vehicle license fees from Washington County. It is estimated the City will collect approximately \$36K annually.

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Gas tax	\$ 1,406,961	\$ 1,562,485	\$ 1,642,800	\$ 1,800,100	\$ 1,800,100	\$ 1,800,100
Investment income	13,067	19,528	17,510	25,075	25,075	25,075
Miscellaneous	5,526	2,389	2,000	2,000	2,000	2,000
<b>Total Revenues</b>	<b>\$ 1,425,554</b>	<b>\$ 1,584,402</b>	<b>\$ 1,662,310</b>	<b>\$ 1,827,175</b>	<b>\$ 1,827,175</b>	<b>\$ 1,827,175</b>

## Road Maintenance Regulatory Fund

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

- User Charge: Based on historical trends

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

Effective April 2017, the Road Maintenance Fee has been restructured and 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 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 \$7.96, so a single family home pays \$7.96 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly.

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Usage charge	\$ 880,206	\$ 1,609,032	\$ 1,792,369	\$ 1,899,000	\$ 1,899,000	\$ 1,899,000
Investment income	14,985	33,394	27,268	60,180	60,180	60,180
<b>Total Revenues</b>	<b>\$ 895,191</b>	<b>\$ 1,642,426</b>	<b>\$ 1,819,637</b>	<b>\$ 1,959,180</b>	<b>\$ 1,959,180</b>	<b>\$ 1,959,180</b>

# Summary of Fund Revenues

## Water Operating Fund

### Assumptions for Water Operating Fund Revenues

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

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

In January 2014, Council approved a revenue neutral rate adjustment that aligned the rates per customer class based on the most current cost of services analysis. The Council also approved a three-year series of 2.25% rate increases. The last of the approved increases went into effect January 1, 2017. The increase in User Charges reflects account growth. An updated rate study will be completed during FY 2018-19, and the results will be presented to the City Council by the end of the fiscal year.

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Usage charge	\$ 6,976,236	\$ 7,758,555	\$ 7,124,355	\$ 7,511,000	\$ 7,511,000	\$ 7,511,000
Usage-Sherwood	1,037,345	1,260,500	1,000,000	1,500,000	1,500,000	1,500,000
Connection fees	122,037	88,102	109,000	55,000	55,000	55,000
User fee- fire charge	152,602	161,274	140,000	140,000	140,000	140,000
Investment income	96,840	132,714	100,000	270,810	270,810	270,810
Miscellaneous	31,272	41,241	42,000	42,000	42,000	42,000
<b>Total Revenues</b>	<b>\$ 8,416,332</b>	<b>\$ 9,442,386</b>	<b>\$ 8,515,355</b>	<b>\$ 9,518,810</b>	<b>\$ 9,518,810</b>	<b>\$ 9,518,810</b>

## Sewer Operating Fund

### Assumptions for Sewer Operating Fund Revenues

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

The Sewer Operating Fund revenues are dedicated to the collection and treatment of municipal wastewater. The collection system includes 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 hikes since November 2005. The last in a series of approved rate increases went into effect January 1, 2014 at 10%. An updated rate study will be completed during FY 2018-19, and the results will be presented to the City Council by the end of the 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 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Usage charge	\$ 7,614,099	\$ 7,659,209	\$ 7,546,145	\$ 7,789,145	\$ 7,789,145	\$ 7,789,145
High strength surcharge	499,524	432,760	450,000	450,000	450,000	450,000
Investment income	75,196	182,349	127,602	270,810	270,810	270,810
Miscellaneous	58,374	129,633	27,000	18,000	18,000	18,000
<b>Total Revenues</b>	<b>\$ 8,247,192</b>	<b>\$ 8,403,951</b>	<b>\$ 8,044,300</b>	<b>\$ 8,527,955</b>	<b>\$ 8,527,955</b>	<b>\$ 8,527,955</b>

# Summary of Fund Revenues

## Street Lighting Operating Fund

### *Assumptions for Street Lighting 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 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Usage charge	\$ 498,652	\$ 519,886	\$ 518,250	\$ 545,500	\$ 545,500	\$ 545,500
Investment income	12,316	20,653	16,789	25,075	25,075	25,075
<b>Total Revenues</b>	<b>\$ 510,968</b>	<b>\$ 540,539</b>	<b>\$ 535,039</b>	<b>\$ 570,575</b>	<b>\$ 570,575</b>	<b>\$ 570,575</b>

## Stormwater Operating Fund

### *Assumptions for Stormwater Operating Fund Revenues*

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

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

The Stormwater Fund has been under financial pressure due primarily to several large repair projects completed during 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 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Stormwater charges	\$ 2,534,577	\$ 2,802,125	\$ 2,928,917	\$ 3,175,000	\$ 3,175,000	\$ 3,175,000
Investment income	16,117	41,721	30,900	50,150	50,150	50,150
Miscellaneous	-	6,585	-	-	-	-
<b>Total Revenues</b>	<b>\$ 2,550,694</b>	<b>\$ 2,850,431</b>	<b>\$ 2,959,817</b>	<b>\$ 3,225,150</b>	<b>\$ 3,225,150</b>	<b>\$ 3,225,150</b>

# Summary of Fund Revenues

## Fleet Service Fund

### *Assumptions for Fleet Service Fund Revenues*

- Charges for Service: Based on the average work orders for the past three years, revenues are set to cover anticipated expenses. Additionally, each program, with the exception of Transit, sets aside funds 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 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Charges for services						
General Fund	\$ 140,690	\$ 142,340	\$ 148,263	\$ 154,730	\$ 154,730	\$ 154,730
CD Fund	9,180	9,830	12,960	13,219	13,219	13,219
Building Fund	21,390	23,920	26,940	27,479	27,479	27,479
Transit Fund	984,660	972,445	1,038,037	1,058,798	1,058,798	1,058,798
Road Op Fund	44,040	44,620	43,067	43,928	43,928	43,928
Water Op Fund	42,060	44,270	45,286	46,192	46,192	46,192
Sewer Op Fund	8,280	18,360	18,796	19,172	19,172	19,172
Stormwater Fund	8,070	7,510	10,252	10,457	10,457	10,457
Charges subtotal	1,258,370	1,263,295	1,343,601	1,373,975	1,373,975	1,373,975
Investment income	11,977	27,628	23,690	23,069	23,069	23,069
Miscellaneous	32,064	24,828	-	-	-	-
Total Revenues	\$ 1,302,411	\$ 1,315,751	\$ 1,367,291	\$ 1,397,044	\$ 1,397,044	\$ 1,397,044

# 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 only 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 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Water Development Charges Fund</b>						
System Development Charges	\$ 1,782,340	\$ 1,470,077	\$ 1,109,187	\$ 1,704,320	\$ 1,704,320	\$ 1,704,320
Investment income	34,117	68,777	57,680	105,315	105,315	105,315
<b>Total Revenues</b>	<b>1,816,457</b>	<b>1,538,854</b>	<b>1,166,867</b>	<b>1,809,635</b>	<b>1,809,635</b>	<b>1,809,635</b>
<b>Sewer Development Charges Fund</b>						
System Development Charges	1,526,940	1,106,715	1,377,727	1,807,562	1,807,562	1,807,562
Investment income	59,241	118,422	82,400	160,480	160,480	160,480
<b>Total Revenues</b>	<b>1,586,181</b>	<b>1,225,137</b>	<b>1,460,127</b>	<b>1,968,042</b>	<b>1,968,042</b>	<b>1,968,042</b>
<b>Streets Development Charges Fund</b>						
System Development Charges	3,999,189	1,958,957	2,977,620	3,053,715	3,053,715	3,053,715
Investment income	49,904	124,014	92,700	110,330	110,330	110,330
Other	35	-	-	-	-	-
<b>Total Revenues</b>	<b>4,049,128</b>	<b>2,082,971</b>	<b>3,070,320</b>	<b>3,164,045</b>	<b>3,164,045</b>	<b>3,164,045</b>
<b>Washington County TDT Fund</b>						
Investment income	3,585	6,100	4,944	6,520	6,520	6,520
<b>Frog Pond West Fund</b>						
System Development Charges	-	-	-	890,450	890,450	890,450
<b>Stormwater Development Charges Fund</b>						
System Development Charges	844,784	405,893	347,575	422,445	422,445	422,445
Investment income	21,800	49,550	40,170	70,210	70,210	70,210
<b>Total Revenues</b>	<b>866,584</b>	<b>455,443</b>	<b>387,745</b>	<b>492,655</b>	<b>492,655</b>	<b>492,655</b>
<b>Parks Development Charges Fund</b>						
System Development Charges	1,605,754	1,175,167	1,756,742	874,970	874,970	874,970
Investment and other income	49,659	95,220	59,740	150,450	150,450	150,450
<b>Total Revenues</b>	<b>1,655,413</b>	<b>1,270,387</b>	<b>1,816,482</b>	<b>1,025,420</b>	<b>1,025,420</b>	<b>1,025,420</b>
<b>Total SDC Funds</b>	<b>\$ 9,977,348</b>	<b>\$ 6,578,892</b>	<b>\$ 7,906,485</b>	<b>\$ 9,356,767</b>	<b>\$ 9,356,767</b>	<b>\$ 9,356,767</b>





Memorial Park Trail and Picnic Area



# Program Budget Organization

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The program budgets are 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.....	78
Administration.....	78
Finance.....	80
Information Systems.....	84
Legal.....	84
Human Resources/Risk Management.....	90
Community Development.....	94
Administration.....	94
Engineering.....	98
Building Inspections.....	102
Planning.....	106
Public Works.....	110
Administration.....	110
Facilities.....	112
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Street Lighting.....	116
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Water Treatment Plant.....	122
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Wastewater Treatment Plant.....	130
Wastewater Collection.....	134
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General Services.....	142
Parks Maintenance.....	146
Library Services.....	148
Transportation.....	152
SMART Transit.....	152
Fleet.....	156
Public Safety.....	160
Law Enforcement.....	160
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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 Capital Projects section for more details.

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

**Contingencies** include allowances and set-asides for future projects, repairs and equipment replacements in various funds. See Debt and Other section for more details.

# 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.

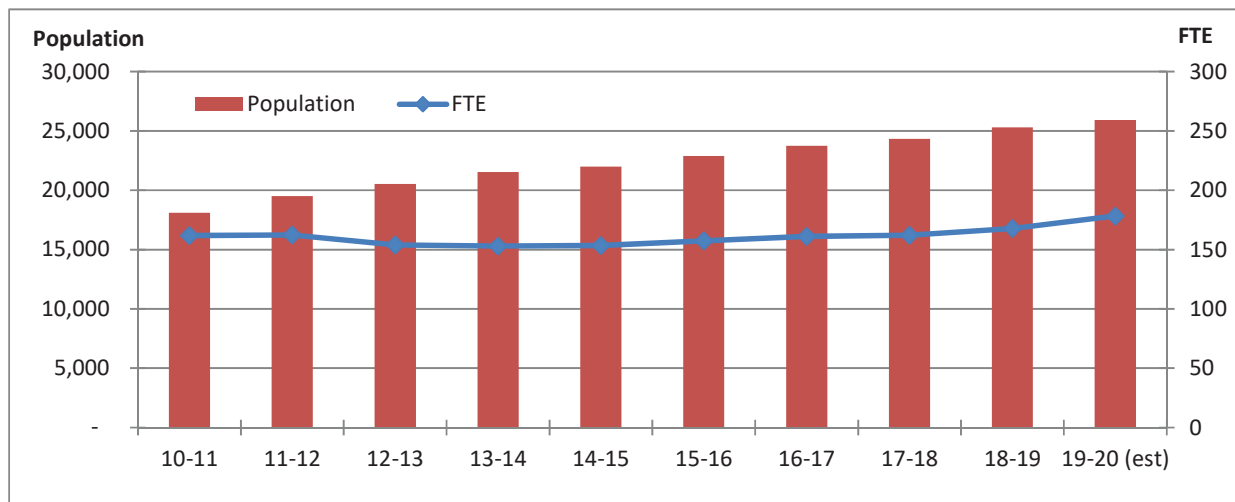
Staffing levels for FY19-20 are increasing by 7.5 to 178.29 full-time equivalents (FTEs), as explained in further detail in the following Program Expenditure narratives.

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 Fiscal Year (FY) 2009-10, the City employed approximately one (1.0) full-time equivalent for every 100 people, whereas for FY 2019-20, the City will employ about two-thirds (71%, or 0.71) 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.

It is important to note that the City contracts with other agencies for the provision of law enforcement services and to operate its water treatment plant and wastewater treatment plant. The figures below do not include personnel for those contracted services. 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 under contract with Veolia Water North America. The Wastewater Treatment Plant and lift stations are operated and maintained by Jacobs, under contract with the City.

### FTE to Population



# Summary of Workforce Trends

## Comparison of Personnel Changes

### Full Time Equivalent (FTE) Positions

<b>Department</b>	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
<b>Administration</b>				
Administration	5.00	6.00	5.00	6.50
Finance	9.31	9.31	9.50	9.50
Information Systems/Geographic Information	5.50	5.50	5.50	5.50
Legal	3.70	3.70	3.70	3.70
Human Resources/Risk Management	3.35	3.60	3.60	3.60
	<b>26.86</b>	<b>28.11</b>	<b>27.30</b>	<b>28.80</b>
<b>Community Development</b>				
Administration	3.50	4.00	4.00	2.00
Engineering	9.50	10.50	11.50	13.50
Building Inspections	5.60	8.80	8.80	8.80
Planning	7.60	7.60	8.60	7.60
Natural Resources/Stormwater Management	3.00	0.00	0.00	0.00
	<b>29.20</b>	<b>30.90</b>	<b>32.90</b>	<b>31.90</b>
<b>Public Works</b>				
Administration	3.50	3.50	4.50	4.50
Facilities	5.75	5.00	8.75	8.75
Roads	4.05	3.80	4.05	3.85
Water Distribution and Sales	5.67	5.38	5.38	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	2.69	2.74
	<b>25.29</b>	<b>24.00</b>	<b>29.00</b>	<b>29.00</b>
<b>Transportation</b>				
SMART Transit	37.50	37.00	38.13	43.13
Fleet	6.60	7.60	8.00	8.00
	<b>44.10</b>	<b>44.60</b>	<b>46.13</b>	<b>51.13</b>
<b>Parks &amp; Recreation</b>				
General Services	9.20	9.20	9.20	9.20
Parks Maintenance	8.25	7.00	8.25	10.25
	<b>17.45</b>	<b>16.20</b>	<b>17.45</b>	<b>19.45</b>
<b>Library</b>				
	16.46	16.56	16.36	16.36
	<b>16.46</b>	<b>16.56</b>	<b>16.36</b>	<b>16.36</b>
<b>Public Safety</b>				
Municipal Court	1.65	1.65	1.65	1.65
	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>
<b>Total FTE's</b>	<b>161.01</b>	<b>162.02</b>	<b>170.79</b>	<b>178.29</b>



Wilsonville Public Library



# Expenditure Summaries

## By Program

Excluding Interfund Service and Transfers

Program	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Policy and Administration:</b>						
Administration	\$ 1,313,762	\$ 1,269,437	\$ 1,652,141	\$ 1,876,424	\$ 1,876,424	\$ 1,876,424
Finance	1,241,987	1,310,113	1,580,248	1,597,474	1,597,474	1,597,474
Information Systems/GIS	998,259	977,188	1,298,685	1,279,490	1,279,490	1,279,490
Legal	429,023	545,292	601,038	686,388	686,388	686,388
HR / Risk Management	647,581	698,193	817,774	880,052	880,052	880,052
<i>Policy and Administration</i>	<b>\$ 4,630,612</b>	<b>\$ 4,800,223</b>	<b>\$ 5,949,886</b>	<b>\$ 6,319,828</b>	<b>6,319,828</b>	<b>6,319,828</b>
<b>Community Development:</b>						
C.D. Administration	544,247	787,592	958,878	614,444	614,444	614,444
Engineering	1,126,999	1,133,954	1,726,446	2,163,584	2,163,584	2,163,584
Building Inspection	815,505	1,105,168	1,217,651	1,230,033	1,230,033	1,230,033
Planning	829,960	982,136	1,223,925	1,125,329	1,125,329	1,125,329
Natural Res/Strmwtr Mgmt	286,185	-	-	-	-	-
<i>Community Development</i>	<b>\$ 3,602,896</b>	<b>\$ 4,008,850</b>	<b>\$ 5,126,900</b>	<b>\$ 5,133,390</b>	<b>5,133,390</b>	<b>5,133,390</b>
<b>Public Works:</b>						
P.W. Administration	453,440	468,697	627,867	727,304	727,304	727,304
Facilities	877,829	936,263	1,086,155	1,282,743	1,282,743	1,282,743
Road Operations	707,518	866,990	954,783	898,835	898,835	898,835
Street Lighting	321,171	331,657	359,651	373,843	373,843	373,843
Water Distribution	1,295,742	1,272,444	1,516,244	1,566,273	1,566,273	1,566,273
Water Treatment Plant	2,652,143	3,365,645	3,976,773	3,777,349	3,777,349	3,777,349
Wastewater Collection	676,509	737,507	953,371	988,863	988,863	988,863
Industrial Pretreatment	121,268	113,305	132,926	139,391	139,391	139,391
Wastewater Trtmt Plant	2,444,602	2,532,035	2,718,940	2,783,170	2,783,170	2,783,170
Stormwater Maintenance	436,950	568,257	895,014	802,339	802,339	802,339
<i>Public Works</i>	<b>\$ 9,987,172</b>	<b>\$ 11,192,800</b>	<b>\$ 13,221,724</b>	<b>\$ 13,340,110</b>	<b>\$ 13,340,110</b>	<b>\$ 13,340,110</b>
<b>Parks &amp; Recreation:</b>						
Parks & Recreation	1,096,679	1,402,906	1,647,403	1,684,820	1,684,820	1,684,820
Parks Maintenance	1,219,316	1,302,819	1,437,962	1,704,980	1,704,980	1,704,980
<i>Parks &amp; Recreation</i>	<b>\$ 2,315,995</b>	<b>\$ 2,705,725</b>	<b>\$ 3,085,365</b>	<b>\$ 3,389,800</b>	<b>3,389,800</b>	<b>3,389,800</b>
<b>Library</b>						
<i>Library</i>	<b>\$ 1,823,558</b>	<b>\$ 1,877,688</b>	<b>\$ 2,030,071</b>	<b>\$ 2,199,281</b>	<b>2,199,281</b>	<b>2,199,281</b>
<b>Transportation:</b>						
Transit	5,398,082	4,947,569	7,595,094	8,882,921	8,882,921	8,882,921
Fleet	1,478,419	1,303,518	1,551,671	1,605,151	1,605,151	1,605,151
<i>Transportation</i>	<b>\$ 6,876,501</b>	<b>\$ 6,251,087</b>	<b>\$ 9,146,765</b>	<b>\$ 10,488,072</b>	<b>10,488,072</b>	<b>10,488,072</b>
<b>Public Safety:</b>						
Law Enforcement	4,146,245	3,949,241	4,995,140	5,291,589	5,291,589	5,291,589
Municipal Court	180,855	201,603	225,486	233,535	233,535	233,535
<i>Public Safety</i>	<b>\$ 4,327,100</b>	<b>\$ 4,150,844</b>	<b>\$ 5,220,626</b>	<b>\$ 5,525,124</b>	<b>5,525,124</b>	<b>5,525,124</b>
<b>Total Operating Budget</b>	<b>\$ 33,563,834</b>	<b>\$ 34,987,217</b>	<b>\$ 43,781,337</b>	<b>\$ 46,395,605</b>	<b>\$ 46,395,605</b>	<b>\$ 46,395,605</b>

## By Major Cost Category

Excluding Interfund Services, Transfers and Capital Projects

Category	Actual 2016-17	Actual 2017-18	Adopted 2017-18	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services	\$ 14,397,909	\$ 15,955,053	\$ 18,512,917	\$ 20,228,375	\$ 20,228,375	\$ 20,228,375
Materials and Services	17,199,450	17,892,438	21,831,610	22,716,971	22,716,971	22,716,971
Capital Outlay	1,966,475	1,139,726	3,436,810	3,450,259	3,450,259	3,450,259
<b>Total Operating Budget</b>	<b>\$ 33,563,834</b>	<b>\$ 34,987,217</b>	<b>\$ 43,781,337</b>	<b>\$ 46,395,605</b>	<b>\$ 46,395,605</b>	<b>\$ 46,395,605</b>

City Administration provides governance, leadership and oversight to City operations, covering expenses related to the City Council, City Manager, Assistant to the City Manager, City Recorder, and Public Affairs. The City Manager is appointed by City Council and is the chief administrative officer of the City. He has the responsibility of managing, directing and coordinating 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 and Metro Enhancement 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.

**Key Performance Areas**

***Financial Discipline***

- Continue to seek efficiencies in City operations to maintain existing service levels
- Ensure financial planning and policies continue to meet best practices

***Welcoming, Engaged and Satisfied Residents***

- Support a work environment that promotes customer service
- Encourage citizen involvement and respond to citizens’ concerns in a timely and professional manner
- Provide opportunities for the public to interact with Council and staff
- Continue to educate citizens through the Wilsonville Citizens Academy and encourage students to participate
- Continue efforts to promote and grow HEAL (Healthy Eating Active Living) efforts within the community
- Expand Community Outreach through the Boones Ferry Messenger, Social Media, and updated website

***Economic Development***

- Facilitate City Council and Community decision making concerning the future growth and development of the City
- Work on public policy issues that impact the City at regional, state, and federal levels
- Continue to implement the City’s Economic Development Strategic Plan

**Council Goals**

**Promote and make available numerous options for convenient sustainable choices**

- Promote and facilitate community events such as Shred Day and Bulky Waste Day
- Continue City partnership with Republic Services and consider curbside composting options

**Pursue a balanced housing mix with a variety of choices to meet the needs of residents of varying financial levels**

- Hold public forums regarding various challenges facing the City, such as traffic and affordable housing
- Conduct a housing affordability study and begin policy development, including addressing housing mix

**Promote vibrant arts, cultural, and heritage programs and facilities**

- 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
- Install interpretive signage for Beauty and the Bridge and on Murase architectural features; inventory all public art with interpretive recognition

**Promote farm and forest land protection**

- Continue to work with local and state legislators to ensure the City is actively participating in policy related discussions

**Full Time Equivalent Position**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
City Manager	1.00	1.00	1.00	1.00
Assistant to the City Manager	0.00	1.00	1.00	1.00
Community Outreach Specialist	1.00	0.00	0.00	0.00
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	0.00	1.00	0.00	1.00
Records Technician (2 year temporary)	0.00	0.00	0.00	0.50
	<b>5.00</b>	<b>6.00</b>	<b>5.00</b>	<b>6.50</b>

<b>Operating Summary</b>	Actual	Actual	Budget	Proposed	Approved	Adopted
	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 481,514	\$ 473,990	\$ 523,000	\$ 639,000	\$ 639,000	\$ 639,000
Employee benefits	295,302	304,045	364,490	441,797	441,797	441,797
<b>Total</b>	<b>776,816</b>	<b>778,035</b>	<b>887,490</b>	<b>1,080,797</b>	<b>1,080,797</b>	<b>1,080,797</b>
<b>Materials and Services</b>						
Supplies	52,558	47,061	56,760	57,410	57,410	57,410
Prof and tech services	132,227	134,635	252,446	252,576	252,576	252,576
Utility services	5,210	3,672	9,030	8,502	8,502	8,502
Comm svcs programs	188,955	165,195	304,942	328,161	328,161	328,161
Repairs & maintenance	-	-	-	3,500	3,500	3,500
Rents and leases	1,573	823	-	450	450	450
Employee development	56,611	44,290	50,882	50,882	50,882	50,882
Fees, dues, advertising	29,347	35,317	32,146	32,146	32,146	32,146
Meetings & Council	50,841	60,409	58,445	62,000	62,000	62,000
<b>Total</b>	<b>517,322</b>	<b>491,402</b>	<b>764,651</b>	<b>795,627</b>	<b>795,627</b>	<b>795,627</b>
<b>Capital Outlay</b>						
Computer & IS equip	19,624	-	-	-	-	-
<b>Total Department</b>	<b>\$ 1,313,762</b>	<b>\$ 1,269,437</b>	<b>\$ 1,652,141</b>	<b>\$ 1,876,424</b>	<b>\$ 1,876,424</b>	<b>\$ 1,876,424</b>
<b>Resources Summary</b>						
	Actual	Actual	Budget	Proposed	Approved	Adopted
	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
Intefund charges	\$ 289,155	\$ 303,337	\$ 335,973	\$ 448,261	\$ 448,261	\$ 448,261
Urban renewal charges	157,600	161,600	114,800	116,000	116,000	116,000
General Fund	867,007	804,500	1,201,368	1,312,163	1,312,163	1,312,163
<b>Total</b>	<b>\$ 1,313,762</b>	<b>\$ 1,269,437</b>	<b>\$ 1,652,141</b>	<b>\$ 1,876,424</b>	<b>\$ 1,876,424</b>	<b>\$ 1,876,424</b>

**Budget Highlights**

**Personnel Services**

- The Code Compliance Officer was re-organized back to administration from the Planning Division within Community Development.
- A part-time Records Technician was added to assist the City Recorder in the implementation of the Laserfiche records management program.
- Other changes include adjusting salaries and benefits for cost-of-living and benefit plan changes.

**Materials and Services**

- Materials and services are increasing to account for inflationary adjustments.

**Capital Outlay**

- No capital outlay items are proposed.



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.

**KEY PERFORMANCE AREAS**

***Welcoming, Engaged and Satisfied Residents***

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

***Fiscal Discipline***

- 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

***Other Program Objectives***

- 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

**Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
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	0.00	1.00
Accountant	1.00	1.00	1.00	1.00
Accounting Specialist	2.50	3.50	3.50	3.50
Accounting Technician	2.00	1.81	2.00	1.00
Administrative Assistant I	0.81	0.00	0.00	0.00
	<b>9.31</b>	<b>9.31</b>	<b>9.50</b>	<b>9.50</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 647,234	\$ 663,883	\$ 749,560	\$ 734,640	\$ 734,640	\$ 734,640
Employee benefits	312,174	356,465	434,177	437,110	437,110	437,110
<b>Total</b>	<b>959,408</b>	<b>1,020,348</b>	<b>1,183,737</b>	<b>1,171,750</b>	<b>1,171,750</b>	<b>1,171,750</b>
<b>Materials and Services</b>						
Supplies	32,338	26,192	38,520	41,150	41,150	41,150
Prof and tech services	108,092	109,480	180,248	232,000	232,000	232,000
Utility services	38,838	44,091	49,369	49,601	49,601	49,601
Fleet services	4,160	4,210	4,227	1,700	1,700	1,700
Repairs & maintenance	25,338	24,821	19,681	4,312	4,312	4,312
Rents & leases	1,310	2,349	6,349	4,000	4,000	4,000
Insurance	3,429	3,470	3,948	4,003	4,003	4,003
Employee development	18,456	25,691	20,927	22,800	22,800	22,800
Fees, dues, advertising	8,998	9,838	8,648	10,500	10,500	10,500
Meeting expenses	1,984	1,946	540	1,750	1,750	1,750
Misc. services & supplies	39,636	37,677	64,054	53,908	53,908	53,908
<b>Total</b>	<b>282,579</b>	<b>289,765</b>	<b>396,511</b>	<b>425,724</b>	<b>425,724</b>	<b>425,724</b>
<b>Total Department</b>	<b>\$ 1,241,987</b>	<b>\$ 1,310,113</b>	<b>\$ 1,580,248</b>	<b>\$ 1,597,474</b>	<b>\$ 1,597,474</b>	<b>\$ 1,597,474</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Interfund charges	\$ 1,116,280	\$ 872,279	\$ 679,606	\$ 1,031,411	\$ 1,031,411	\$ 1,031,411
Urban renewal charges	77,500	122,800	150,400	139,400	139,400	139,400
General Fund	48,207	315,034	750,242	426,663	426,663	426,663
<b>Total</b>	<b>\$ 1,241,987</b>	<b>\$ 1,310,113</b>	<b>\$ 1,580,248</b>	<b>\$ 1,597,474</b>	<b>\$ 1,597,474</b>	<b>\$ 1,597,474</b>

**Budget Highlights**

**Personnel Services**

- Slight decrease due to staff turnover

**Materials and Services**

- Funding has been reallocated among various accounts to better reflect actual spending trends over the last three years
- The increase in professional and technical services include one time expenses for an operational audit of our current purchasing and contracting procedures and the creation of a long-term strategic financial plan

**Performance Measurements**

**Goal: Deliver efficient, effective financial services**

<i>Measure</i>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
Actual cost to deliver financial services	\$ 1,241,987	\$ 1,310,110	\$ 1,235,547	\$ 1,427,075
Costs to deliver financial services as percentage of total City operating budget	3.3%	3.6%	4.0%	3.1%

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

<i>Measure</i>				
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**

<i>Measure</i>				
Percentage of City's operating funds meeting or exceeding reserve levels set by policy	100%	100%	100%	100%
General obligation bond rating	Aa2	Aa2	Aaa	Aaa

**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.



Public Art at Wilsonville Public Library



The Information Systems Department (IS) 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, IS provides training and special project assistance to departments. The IS 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 IS Department is to provide excellent technology services to both City staff and the public.

In early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals and policy objectives for the biennium of 2017-2019. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

**Key Performance Areas**

***Fiscal Discipline***

- 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

***Well Maintained Infrastructure***

- Maintain operation and inventory of hardware, software, and network systems
- Develop a well maintained and robust fiber infrastructure

***Welcoming, Engaged, and Satisfied Residents***

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

***Economic Development and Clear Vision and Community Design***

- 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

**Council Goals**

***Embrace technology proactively in future planning, operations, and customer service.***

- 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.
- WilsonvilleMaps.com, the City’s self-service web mapping tools will be enhanced and updated in 2019.
- In FY18-19, implemented a software solution called Mimecast to facilitate centralized email archiving and e-discovery. In addition, the product provides spam and phishing protection.

**Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Information Systems Manager	1.00	1.00	1.00	1.00
Information System Assistant I	1.00	1.00	1.00	1.00
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
	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 335,713	\$ 418,345	\$ 445,240	\$ 459,530	\$ 459,530	\$ 459,530
Employee benefits	177,785	231,353	262,630	293,880	293,880	293,880
<b>Total</b>	<b>513,498</b>	<b>649,698</b>	<b>707,870</b>	<b>753,410</b>	<b>\$ 753,410</b>	<b>\$ 753,410</b>
<b>Materials and Services</b>						
Supplies	103,814	159,915	187,178	147,035	147,035	147,035
Prof and tech services	191,360	114,227	263,764	232,973	232,973	232,973
Utility services	6,988	6,578	15,703	15,152	15,152	15,152
Repairs & maintenance	4,632	2,585	7,368	7,368	7,368	7,368
Employee development	4,623	10,993	9,892	13,172	13,172	13,172
Fees, dues, advertising	2,887	1,386	2,880	2,880	2,880	2,880
Meeting expenses	229	369	530	500	500	500
<b>Total</b>	<b>314,533</b>	<b>296,053</b>	<b>487,315</b>	<b>419,080</b>	<b>\$ 419,080</b>	<b>\$ 419,080</b>
<b>Capital Outlay</b>						
Computer & IS equipment	98,522	-	-	-	-	-
Machinery & equipment	71,706	31,437	103,500	107,000	107,000	107,000
<b>Total</b>	<b>170,228</b>	<b>31,437</b>	<b>103,500</b>	<b>107,000</b>	<b>107,000</b>	<b>107,000</b>
<b>Total Department</b>	<b>\$ 998,259</b>	<b>\$ 977,188</b>	<b>\$ 1,298,685</b>	<b>\$ 1,279,490</b>	<b>\$ 1,279,490</b>	<b>\$ 1,279,490</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Interfund charges	\$ 545,327	\$ 573,286	\$ 574,485	\$ 554,470	\$ 554,470	\$ 554,470
Urban renewal charges	11,100	11,500	12,380	11,350	11,350	11,350
General Fund	441,832	392,402	711,820	713,670	713,670	713,670
<b>Total</b>	<b>\$ 998,259</b>	<b>\$ 977,188</b>	<b>\$ 1,298,685</b>	<b>\$ 1,279,490</b>	<b>\$ 1,279,490</b>	<b>\$ 1,279,490</b>

**Budget Highlights**

**Personnel Services**

- Increases to personnel services include annual cost of living increases, merit increases, and benefit plan adjustments.

**Materials and Services**

- The supplies line item decreases this year to better represent a 3-year average of previous expenditures.
- Various software maintenance contracts, budgeted in the professional and technical services line item, have a three year service period. There is a slight decrease from this year as compared to the prior year.
- There is a decrease in professional and technical services line item due to the lower annual cost of maintaining the City's websites.

**Capital Outlay**

- Includes purchase of HD storage for video broadcasting and annual capital purchases using Public Education Government (PEG) funds.

**Performance Measurements**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
Identify and track workload indicators	Users supported	141	142	183	183
	Personal computers supported (staff & public use)	215	215	210	210
	Physical servers supported	19	19	17	16
	Virtual servers supported	27	30	31	34
	Copier / Printer / Fax	45	46	46	46
	Other equipment supported	149	151	167	167
	Applications supported	69	69	68	69
	% of survey respondents that use online mapping tools	75%	75%	75%	75%
Effectiveness indicator	Network up-time	99.4%	99.5%	99.7%	99.4%
	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent

**Performance Measurements Outcome**

Every year, the IT Division 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. We have a number of large projects scheduled for the next fiscal year and the goal is to keep this rating high.

The number of users that report using GIS in their daily activities continues to be steady. Of those who use GIS on a regular basis, roughly one quarter use desktop GIS products and three quarters use the online tool WilsonvilleMaps.com. This trend is expected to increase as GIS continues to develop the online tools to support wider and wider audiences.

Finally, network uptime calculations continue to be extremely conservative, accounting for server “reboots” and other incidental activity taking place during normal working hours.

The Geographic Information Systems division was re-organized into Information Systems FY 2017-18.

Geographic Information Systems Prior Years Detail

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2018-19	Adopted 2018-19
Personnel Services						
Salaries and wages	\$ 92,448	\$ -	\$ -	\$ -	\$ -	\$ -
Employee benefits	53,205	-	-	-	-	-
<b>Total</b>	<b>145,653</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Materials and Services						
Supplies	17,573	-	-	-	-	-
Prof and tech services	32,270	-	-	-	-	-
Utility services	146	-	-	-	-	-
Employee development	651	-	-	-	-	-
Fees, dues, advertising	2,207	-	-	-	-	-
Meeting expenses	-	-	-	-	-	-
<b>Total</b>	<b>52,847</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 198,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2017-18	Proposed 2019-20	Approved 2018-19	Adopted 2017-18
Interfund charges	\$ 175,280	\$ -	\$ -	\$ -	\$ -	\$ -
Urban renewal charges	11,100	-	-	-	-	-
General Fund	12,120	-	-	-	-	-
<b>Total</b>	<b>\$ 198,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



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.

**Key Performance Areas**

***Other Program Objectives***

- Provide timely, efficient, and effective review and advice to the responsible department and to any applicable task force, board, or commission charged with the responsibility for the Key Performance Areas and Goals adopted by the City Council; and ultimately, to the City Council for its approval of any final document(s) involved in carrying out the respective performance areas and goals.
- Provide timely, efficient, and effective review and advice to the City Council, City Manager, boards and commissions, and departments to meet the City’s legal service needs in addition to the legal services for performance areas and goals stated above.
- Provide documents that achieve the intended legal and business purpose using clear and concise language.
- Provide legal representation in administrative hearings and litigation matters that is professional, efficient, and effective.

**Council Goals**

- 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.

**Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
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
	<b>3.70</b>	<b>3.70</b>	<b>3.70</b>	<b>3.70</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 289,571	\$ 340,631	\$ 388,260	\$ 406,940	\$ 406,940	\$ 406,940
Employee benefits	117,223	163,395	158,850	202,720	202,720	202,720
<b>Total</b>	<b>406,794</b>	<b>504,026</b>	<b>547,110</b>	<b>609,660</b>	<b>609,660</b>	<b>609,660</b>
<b>Materials and Services</b>						
Supplies	9,333	11,629	16,600	35,080	35,080	35,080
Prof and tech services	-	17,333	19,826	23,700	23,700	23,700
Utility services	819	764	954	1,023	1,023	1,023
Employee development	9,694	9,466	12,848	13,000	13,000	13,000
Fees, dues, advertising	2,351	2,013	3,595	3,800	3,800	3,800
Meeting expenses	32	61	105	125	125	125
<b>Total</b>	<b>22,229</b>	<b>41,266</b>	<b>53,928</b>	<b>76,728</b>	<b>76,728</b>	<b>76,728</b>
<b>Total Department</b>	<b>\$ 429,023</b>	<b>\$ 545,292</b>	<b>\$ 601,038</b>	<b>\$ 686,388</b>	<b>\$ 686,388</b>	<b>\$ 686,388</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Interfund charges	\$ 170,775	\$ 143,838	\$ 195,825	\$ 286,187	\$ 286,187	\$ 286,187
Urban renewal charges	87,000	88,200	130,200	131,900	\$ 131,900	\$ 131,900
General Fund	171,248	313,254	275,013	268,301	268,301	268,301
<b>Total</b>	<b>\$ 429,023</b>	<b>\$ 545,292</b>	<b>\$ 601,038</b>	<b>\$ 686,388</b>	<b>\$ 686,388</b>	<b>\$ 686,388</b>

**Budget Highlights**

**Materials and Services**

- Supplies are increasing on a one-time basis to enable the Legal Department to purchase a tracking software program.

## 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 Assistant. 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 health and dental insurance to public employers.

### Key Performance Areas

- Recruit, hire and maintain the most qualified applicants 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 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Assistant City Manager	1.00	1.00	1.00	1.00
HR Manager	1.00	1.00	1.00	1.00
HR Assistant	0.75	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
	<b>3.35</b>	<b>3.60</b>	<b>3.60</b>	<b>3.60</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 272,174	\$ 291,800	\$ 324,890	\$ 337,110	\$ 337,110	\$ 337,110
Employee benefits	122,393	142,613	158,510	180,566	180,566	180,566
<b>Total</b>	<b>394,567</b>	<b>434,413</b>	<b>483,400</b>	<b>517,676</b>	<b>517,676</b>	<b>517,676</b>
<b>Materials and Services</b>						
Supplies	795	4,814	3,155	3,100	3,100	3,100
Prof and tech services	30,338	46,897	70,597	90,978	90,978	90,978
Utility services	1,628	1,870	2,633	2,660	2,660	2,660
Insurance	148,353	156,081	179,048	180,838	180,838	180,838
Employee development	48,853	28,907	49,210	51,800	51,800	51,800
Fees, dues, advertising	446	1,505	4,162	3,000	3,000	3,000
Flex plan admin	3,185	3,358	4,519	4,000	4,000	4,000
Recognition expenses	18,429	19,889	20,000	25,000	25,000	25,000
Meeting expenses	987	459	1,050	1,000	1,000	1,000
<b>Total</b>	<b>253,014</b>	<b>263,780</b>	<b>334,374</b>	<b>362,376</b>	<b>362,376</b>	<b>362,376</b>
<b>Total Department</b>	<b>\$ 647,581</b>	<b>\$ 698,193</b>	<b>\$ 817,774</b>	<b>\$ 880,052</b>	<b>\$ 880,052</b>	<b>\$ 880,052</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Interfund charges	\$ 305,391	\$ 346,550	\$ 369,766	\$ 349,826	\$ 349,826	\$ 349,826
General Fund revenues	342,190	351,643	448,008	530,226	530,226	530,226
<b>Total</b>	<b>\$ 647,581</b>	<b>\$ 698,193</b>	<b>\$ 817,774</b>	<b>\$ 880,052</b>	<b>\$ 880,052</b>	<b>\$ 880,052</b>

**Budget Highlights**

**Personnel Services**

- No changes to personnel services, other than annual cost of living changes, merit increases, and benefit plan adjustments.

**Materials and Services**

- The employee development line item was increased for a new onboarding software program.
- Professional and technical services increased primarily due to upcoming labor negotiations.

**Performance Measurements**

<i>Measure</i>	<b>Actual 2015-16</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
FTEs (not including Clackamas County Sheriff's Office, Water Treatment Plant or Wastewater Treatment Plant)	154.2	155.2	161.0	162.0	167.0
Employee turnover per year (percent of workforce)	22.1	23.1	18.5	21.4	18
Recruitments	50	58	40	50	45
Applications processed	1,653	2,017	748	1,600	1,350
Interviews held	247	352	228	300	270
New Hires	57	56	43	52	47
Wellness Program Participation	95	88	88	279	341
Workers' compensation claims	12	10	6	6	5
Total paid losses	\$34,318	\$61,470	\$64,202	\$20,000	\$15,000
Experience modification history	0.78	0.78	0.81	0.78	0.80

**Performance Measurements Outcome**

In fiscal year 2018-2019 Human Resources implemented a new wellness program offering new at-work wellness programs and an expanded reimbursement program for employees who participate in wellness and exercise programs. This program was implemented at a minimal cost and without an increase to the budget in an effort to promote employee well-being and reduce the number and/or impact of workers' compensation claims.



Park Shelter at Murase 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 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2017-19. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

**Key Performance Areas**

***Fiscal Discipline***

- Track resources and costs associated with Community Development Department duties
- Track and update utility rates and system development charges

***Thoughtful Land Use***

- Initiate and complete the Equitable Housing Project

***Well Maintained Infrastructure***

- Implement the City’s Master Plans and Street Maintenance Program and ensure infrastructure is constructed to meet the Public Works Standards

***Multiple-Modal Transportation Network***

- Obtain outside funding for transportation projects
- Plan and design the network to maximize connectivity for all modes
- Complete new sections of the Ice Age Tonquin Trail with the 5th to Kinsman project
- Implement buffered bike lanes with the Garden Acres Road project

***Economic Development***

- Complete a business recruitment, retention and expansion plan
- Implement Coffee Creek Urban Renewal Plan
- Update TIF Zone criteria and methodology

***Regional Awareness and Influence***

- Participate in regional transportation and land use planning and funding coordination
- Continue to seek support and funding for a South Metro I-5 Corridor Study the southbound I-5 ramp-to-ramp lane between Wilsonville Road and the Canby-Hubbard exit
- Coordinate with Willamette Water Supply Program

**Council Goals**

***Enhance tourism, recreation, resiliency, redundancy, economic development, and connectivity***

- Complete the French Prairie Bridge project development; begin design for I-5 Bike-Ped and Boeckman Dip bridges.
- In partnership with the Parks and Recreation Department, complete Regional Parks 6, 7 and 8 in Villebois

***Build fully interconnected and effective transportation modes enabling all kinds of movement among neighborhoods, commercial/employment areas, schools, parks, library, and government***

- Begin design for I-5 Bike-Ped and Boeckman Dip bridges; assemble funding for the 5th Street/Kinsman Road Extensions and the Garden Acres Road urban upgrade

**Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Community Development Director	1.00	1.00	1.00	1.00
Natural Resources Program Manager	0.00	1.00	1.00	0.00
Economic Development Manager	1.00	1.00	1.00	1.00
Stormwater Management Coordinator	0.00	1.00	1.00	0.00
Administrative Assistant I	1.50	0.00	0.00	0.00
	<b>3.50</b>	<b>4.00</b>	<b>4.00</b>	<b>2.00</b>

# administration

# Community Development

<b>Operating Summary</b>	Actual	Actual	Budget	Proposed	Approved	Adopted
	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 274,868	\$ 383,642	\$ 404,070	\$ 250,400	250,400	\$ 250,400
Employee benefits	117,222	192,479	211,500	150,070	150,070	150,070
<b>Total</b>	<b>392,090</b>	<b>576,121</b>	<b>615,570</b>	<b>400,470</b>	<b>400,470</b>	<b>400,470</b>
<b>Materials and Services</b>						
Supplies	30,694	34,016	50,049	56,962	56,962	56,962
Prof and tech services	28,897	61,613	167,393	78,196	78,196	78,196
Utility services	37,554	42,674	49,469	47,447	47,447	47,447
Fleet services	2,920	5,090	8,224	8,389	8,389	8,389
Repairs & maintenance	24,787	42,492	34,589	160	160	160
Rents & leases	1,689	-	2,216	2,200	2,200	2,200
Insurance	3,435	3,756	4,240	4,020	4,020	4,020
Community service programs	16,777	12,526	10,837	5,000	5,000	5,000
Employee development	3,074	5,697	11,076	8,100	8,100	8,100
Meeting expenses	2,011	1,780	2,602	2,500	2,500	2,500
Fees, dues, advertising	319	1,277	1,613	1,000	1,000	1,000
<b>Total</b>	<b>152,157</b>	<b>210,921</b>	<b>342,308</b>	<b>213,974</b>	<b>213,974</b>	<b>213,974</b>
<b>Capital Outlay</b>						
Office Equip/Furn	-	550	1,000	-	-	-
<b>Total Department</b>	<b>\$ 544,247</b>	<b>\$ 787,592</b>	<b>\$ 958,878</b>	<b>\$ 614,444</b>	<b>\$ 614,444</b>	<b>\$ 614,444</b>

<b>Resources Summary</b>	Actual	Actual	Budget	Proposed	Approved	Adopted
	2016-17	2017-18	2018-19	2019-20	2019-20	2019-20
Urban renewal charges	\$ 295,382	\$ 425,000	\$ 274,700	\$ 282,200	\$ 282,200	\$ 282,200
CD Fund	248,865	362,592	684,178	332,244	332,244	332,244
<b>Total</b>	<b>\$ 544,247</b>	<b>\$ 787,592</b>	<b>\$ 958,878</b>	<b>\$ 614,444</b>	<b>\$ 614,444</b>	<b>\$ 614,444</b>

## Budget Highlights

Budget reduction is the result of shifting Natural Resources/Stormwater Management to the Engineering Department.



The Natural Resources/Stormwater Management division has been re-organized from Admin into Engineering. Please see preceding pages for narrative.

Natural Resources/Stormwater Management Prior Years Detail

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries and wages	\$ 138,169	\$ -	\$ -	\$ -	\$ -	\$ -
Employee benefits	80,091	-	-	-	-	-
<b>Total</b>	<b>218,260</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Materials and Services						
Supplies	1,603	-	-	-	-	-
Prof and tech services	60,194	-	-	-	-	-
Utility services	1,226	-	-	-	-	-
Fleet services	2,110	-	-	-	-	-
Repairs & maintenance	860	-	-	-	-	-
Insurance	303	-	-	-	-	-
Comm svcs programs	94	-	-	-	-	-
Employee development	1,107	-	-	-	-	-
Fees, dues, advertising	428	-	-	-	-	-
<b>Total</b>	<b>67,925</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 286,185</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2018-19	Adopted 2019-20
Stormwater Fund	\$ 212,578	\$ -	\$ -	\$ -	-	-
CD Fund	73,607	-	-	-	-	-
<b>Total</b>	<b>\$ 286,185</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



Emergency Outfall Repair



The Engineering program 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 early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2017-19. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

**Key Performance Areas**

**Fiscal Discipline**

- Continue to identify ways to make the project management processes more efficient
- Monitor capital projects to ensure they remain within budget and on schedule

**Environmental Stewardship**

- Implement the NPDES MS4 permit requirements and stormwater management plan
- Educate and engage the public about protecting natural resources

**Thoughtful Land Use**

- Perform land use application reviews and prepare conditions of approvals

**Well-Maintained Infrastructure**

- Complete Master Plans and other infrastructure studies and analyses
- Monitor Pavement Condition Index to ensure City roads are kept up to standard

**Multi-Modal Transportation Network**

- Continuously evaluate gaps and potential improvements to the City-wide pedestrian, bicycle, and transit services
- Implement bike lanes and pedestrian improvements with the Garden Acres and 5th to Kinsman Extension Road projects.

**Council Goals**

**Promote stronger connectivity and access to the Willamette River**

- Develop type, size, and location and make progress on design for the French Prairie Bicycle/Pedestrian/Emergency Bridge

**Promote a healthy urban forest**

- Develop an urban forestry plan
- Continue to support the Bee Stewards Program

**Build fully interconnected and effective transportation modes enabling all kinds of movement among neighborhoods, commercial/employment areas, schools, parks, library, and government**

- Complete design and start construction of 5th Street to Kinsman Extension and Garden Acres Road Projects
- Complete design work and seek funding for the I-5 pedestrian and bicycle bridge

**Regional Awareness and Influence**

- Coordinate with regional water users including City of Sherwood and Willamette Water Supply Program

Position	Full Time Equivalent Positions			
	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
City Engineer	0.00	0.00	1.00	1.00
Engineering Manager	2.00	2.00	2.00	2.00
Civil Engineer	2.00	3.00	3.00	3.00
Engineering Inspector III	3.00	3.00	3.00	2.00
Engineering Inspector II	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	0.00	1.00
Stormwater Management Coordinator	0.00	0.00	0.00	1.00
Intern	0.50	0.50	0.50	0.50
	9.50	10.50	11.50	13.50

# engineering

# Community Development

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 646,273	\$ 636,488	\$ 993,290	\$ 1,161,730	\$ 1,161,730	\$ 1,161,730
Employee benefits	349,831	355,780	543,056	710,520	710,520	710,520
<b>Total</b>	<b>996,104</b>	<b>992,268</b>	<b>1,536,346</b>	<b>1,872,250</b>	<b>1,872,250</b>	<b>1,872,250</b>
<b>Materials and Services</b>						
Supplies	16,579	14,849	22,268	23,500	23,500	23,500
Prof and tech services	71,559	82,778	108,400	186,500	186,500	186,500
Utility services	6,411	5,395	7,578	7,674	7,674	7,674
Fleet services	16,950	17,270	16,947	17,286	17,286	17,286
Repairs & maintenance	489	235	2,550	18,000	18,000	18,000
Rents & leases	-	-	1,232	1,200	1,200	1,200
Insurance	2,546	2,084	2,747	2,774	2,774	2,774
Community service programs	-	-	-	4,700	4,700	4,700
Employee development	6,370	9,045	15,241	18,500	18,500	18,500
Meeting expenses	1,278	792	655	1,500	1,500	1,500
Fees, dues, advertising	4,866	2,629	9,482	9,700	9,700	9,700
<b>Total</b>	<b>127,048</b>	<b>135,077</b>	<b>187,100</b>	<b>291,334</b>	<b>291,334</b>	<b>291,334</b>
<b>Capital Outlay</b>						
Office Equip & Furniture	3,847	6,609	3,000	-	-	-
<b>Total Department</b>	<b>\$ 1,126,999</b>	<b>\$ 1,133,954</b>	<b>\$ 1,726,446</b>	<b>\$ 2,163,584</b>	<b>\$ 2,163,584</b>	<b>\$ 2,163,584</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Urban renewal charges	\$ 158,200	\$ 94,900	\$ 45,200	\$ 44,700	\$ 44,700	\$ 44,700
CD Fund	968,799	1,039,054	1,681,246	2,118,884	2,118,884	2,118,884
<b>Total</b>	<b>1,126,999</b>	<b>\$ 1,133,954</b>	<b>\$ 1,726,446</b>	<b>\$ 2,163,584</b>	<b>2,163,584</b>	<b>2,163,584</b>

### **Budget Highlights**

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

- Increased costs reflect the addition of the Engineering-Natural Resource staff as a result of the CD Department reorganization where Natural Resources and Stormwater staff were merged with Engineering, as their work is more closely aligned. No new positions were added.

#### ***Materials and Services***

- Increases in Engineering is a result of merging the Natural Resources with Engineering. Materials and services overall for the combined departments have been slightly reduced from previous years, with adjustment within line items to reflect specific needs for the program.

**Performance Measurements**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
Protect and improve the water quality of local streams and the Willamette River by removing pollution from stormwater runoff	Number of stormwater facilities installed to control and treat stormwater runoff	51	60	99	53
Assure the long-term functionality and effectiveness of private stormwater facilities	Number of private stormwater facility sites monitored and inspected to verify proper operation and maintenance procedures	126	130	140	150

**Performance Measurements Outcome**

In conjunction with the Engineering Division, the Natural Resources Program reviews and approves private stormwater facilities. Annually, staff inspects private stormwater facilities to ensure they are meeting the design requirements and properly functioning.



Tooze Road Improvements



WILSONVILLE  
OREGON

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 early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2017-19. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

**Key Performance Areas**

***Fiscal Discipline***

- Manage and operate efficiently to maintain long-term fiscal health of the department

***Safe, Healthy & Aesthetically Pleasing Community***

- Manage and operate effectively to meet the adopted division operating plan and program standards of the State Building Code Division

***Regional Awareness and Influence***

- Building staff serve in leadership positions on several statewide committees including the State Plumbing Board, Tri-County Building Officials, Oregon Mechanical Officials, and Oregon Building Officials
- Staff participates in State and International Code Council (ICC) code change processes

**Council Goals**

***Enhance tourism, recreation, resiliency, economic development, and connectivity***

- Promote innovative, timely, and predictable permitting services in pursuit of project success. Timely and predictable permitting services delivered in a customer friendly manner are attractive to businesses looking to expand and/or relocate

***Enable and promote healthy living***

- Recognize and meet the adopted Division operating plan and program standards mandated through the State Building Codes Division and Oregon Administrative Rule
- Respond to public building safety concerns within 48 hours from date received and coordinate with Code Enforcement

***Embrace technology proactively in future planning, operations, and customer service***

- Implement inspection, plan review, and permitting technologies for the public to obtain construction approval services and conduct business entirely online if desired
- Implement increased use of mobile technology to enhance services

**Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Building Official	1.00	1.00	1.00	1.00
Lead Inspector/Examiner	0.00	1.00	1.00	1.00
Inspector/Examiner III	1.00	2.00	2.00	2.00
Inspector /Examiner I	2.00	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	0.00	2.00	2.00	2.00
Intern	0.00	0.20	0.20	0.20
	<b>5.60</b>	<b>8.80</b>	<b>8.80</b>	<b>8.80</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 470,385	\$ 617,105	\$ 677,860	\$ 673,020	\$ 673,020	\$ 673,020
Employee benefits	222,885	313,714	353,100	383,460	383,460	383,460
<b>Total</b>	<b>693,270</b>	<b>930,819</b>	<b>1,030,960</b>	<b>1,056,480</b>	<b>1,056,480</b>	<b>1,056,480</b>
<b>Materials and Services</b>						
Supplies	12,893	20,520	15,335	13,335	13,335	13,335
Prof and tech services	51,997	55,226	80,720	78,470	78,470	78,470
Utility services	3,149	4,622	7,425	6,824	6,824	6,824
Fleet services	9,180	9,830	12,960	13,219	13,219	13,219
Insurance	1,154	1,754	1,787	1,865	1,865	1,865
Employee development	12,102	21,354	31,044	29,500	29,500	29,500
Fees, dues, advertising	444	839	2,020	2,020	2,020	2,020
Misc. service & supplies	27,469	37,457	35,400	28,320	28,320	28,320
<b>Total</b>	<b>118,388</b>	<b>151,602</b>	<b>186,691</b>	<b>173,553</b>	<b>173,553</b>	<b>173,553</b>
<b>Capital Outlay</b>						
Vehicles	-	22,747	-	-	-	-
Office Equipment	3,847	-	-	-	-	-
<b>Total</b>	<b>3,847</b>	<b>22,747</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 815,505</b>	<b>\$ 1,105,168</b>	<b>\$ 1,217,651</b>	<b>\$ 1,230,033</b>	<b>\$ 1,230,033</b>	<b>\$ 1,230,033</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Urban renewal charges	\$ -	\$ 9,200	\$ 8,600	\$ 9,000	\$ 9,000	\$ 9,000
Building Inspection Fund	815,505	1,095,968	1,209,051	1,221,033	1,221,033	1,221,033
<b>Total</b>	<b>\$ 815,505</b>	<b>\$ 1,105,168</b>	<b>\$ 1,217,651</b>	<b>\$ 1,230,033</b>	<b>\$ 1,230,033</b>	<b>\$ 1,230,033</b>

**Budget Highlights**

**Personnel Services**

- The change in FY 2019-20 is overall relatively flat at 2% which accommodates increases negotiated by the union contract and changes in benefit costs. The reorganization completed in FY 2017-18 is functioning very well. It provides a progressive salary structure for cross-trained staff to better align with state certifications and to promote employee growth and retention. This also provides more streamlined customer services through multi-certified staff.
- The 8 regular Building Division staff and 2 part-time on-call staff are all professionally certified by the state or the International Code Council with state or national ICC certifications.

**Materials & Services**

- The supplies budget reflects 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 scanning and complex plan reviews. Overall materials and services are held relatively flat or planned for a slight reduction.

**Capital Outlay**

- No capital outlay is planned for FY 2019-20.



**Performance Measurements**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
In a timely manner, meet the needs of citizens and the development community in the land use review process	Total percentage of trades permits issued online (plumbing and mechanical) as a percentage of total trades permits issued	20%	31%	39%	39%
	Total number of contractor trips saved to City Hall	253	263	250	285
	Plumbing ePermits	40	47	42	60
	Plumbing Permits	727	471	300	355
	Percentage of Plumbing Epermits	6%	10%	14%	17%
	Mechanical ePermits	213	216	185	225
	Mechanical Permits	556	367	280	375
	Percentage of Mechanical Permits	38%	59%	66%	60%
	Total ePermits	253	263	227	285
	Total Trades Permits	1283	838	580	730

**Performance Measurements Outcome**

***Percentage of permits issued online***

- **Measure definition:** This is a measure that 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 31% issued online for FY 2017-18. 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 39% which is on target for FY 2018-19. A growing trend is anticipated with the future purchase of 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.



Aerial View of Villebois Development



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 early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2017-19. Below are those Key Performance Areas and Council Goals as they apply to the Planning Division.

**Key Performance Areas**

***Fiscal Discipline***

- Manage and operate efficiently to maintain the long-term fiscal health of the department

***Regional Awareness and Influence***

- Influencing statewide legislative initiatives related to housing policies implemented by cities
- Participating in regional transportation and land use planning and funding coordination, including the formation of a regional transportation investment measure and implementation of the regional affordable housing bond

***Clear Vision and Community Design***

- Engage the community in establishing a 21st century vision for the Town Center

***Thoughtful Land Use***

- Complete the Equitable Housing Strategic Plan
- Establish timeline and framework for planning the Frog Pond East and South neighborhoods UGB expansion area

***Welcoming Engaged and Satisfied Residents***

- Provide highly-responsive customer service and opportunities for residents to engage in active planning projects

***Multi-modal Transportation Network***

- Create and adopt a city-wide signage and wayfinding program
- Adopt multi-modal network improvements and a streetscape design plan for Town Center

***Economic Development***

- Partner with local businesses to pursue placemaking and economic development strategies for the Town Center

**Council Goals**

***Pursue a balanced housing mix with a variety of choices to meet the needs of residents of varying financial levels***

- Conduct a housing affordability study and begin policy development to address a balanced housing mix

***Develop a robust, attractive, and viable commercial center with amenities to serve the community***

- Begin implementing near-term actions identified in the Town Center Plan

***Build fully interconnected and effective transportation modes enabling all kinds of movement among neighborhoods, commercial/employment areas, schools, parks, library, and government***

- Construct the first phase of the wayfinding

***Enhance tourism, recreation, resiliency, redundancy, economic development, and connectivity***

- In partnership with the Parks and Recreation Department, complete Regional Parks 6, 7 and 8 in Villebois
- Begin implementing placemaking and economic development strategies identified in the Town Center Plan

Position	Full Time Equivalent Positions			
	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
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	0.00	1.00	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	7.60	8.60	7.60

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 518,701	\$ 586,201	\$ 670,470	\$ 636,190	\$ 636,190	\$ 636,190
Employee benefits	231,752	279,197	354,950	364,570	364,570	364,570
<b>Total</b>	<b>750,453</b>	<b>865,398</b>	<b>1,025,420</b>	<b>1,000,760</b>	<b>1,000,760</b>	<b>1,000,760</b>
<b>Materials and Services</b>						
Supplies	4,436	4,133	24,999	18,900	18,900	18,900
Prof and tech services	53,805	93,134	126,049	81,960	81,960	81,960
Utility services	1,740	1,640	2,158	2,180	2,180	2,180
Fleet services	1,520	1,560	1,769	1,804	1,804	1,804
Insurance	364	423	432	450	450	450
Employee development	9,233	4,186	9,634	9,725	9,725	9,725
Fees, dues, advertising	5,451	9,382	8,615	8,695	8,695	8,695
Meeting expenses	2,958	2,280	849	855	855	855
<b>Total</b>	<b>79,507</b>	<b>116,738</b>	<b>174,505</b>	<b>124,569</b>	<b>124,569</b>	<b>124,569</b>
<b>Capital Outlay</b>						
Vehicles	-	-	24,000	-	-	-
<b>Total Department</b>	<b>\$ 829,960</b>	<b>\$ 982,136</b>	<b>\$ 1,223,925</b>	<b>\$ 1,125,329</b>	<b>\$ 1,125,329</b>	<b>\$ 1,125,329</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2017-18
Urban renewal charges	\$ 39,200	\$ 41,900	\$ 52,600	\$ 58,600	58,600	58,600
CD Fund	790,760	940,236	1,171,325	1,066,729	1,066,729	1,066,729
<b>Total</b>	<b>\$ 829,960</b>	<b>\$ 982,136</b>	<b>\$ 1,223,925</b>	<b>\$ 1,125,329</b>	<b>\$ 1,125,329</b>	<b>\$ 1,125,329</b>

**Budget Highlights**

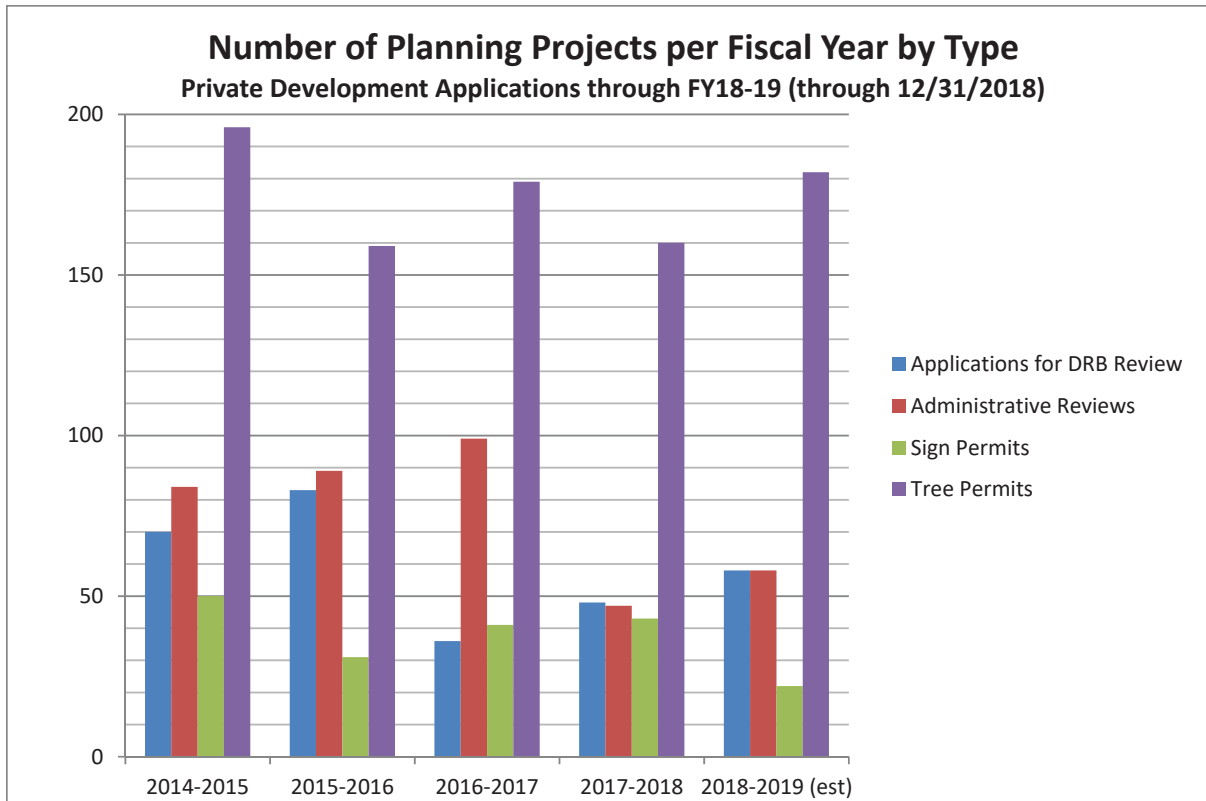
**Personnel Services**

- The decrease in the Personnel Services category reflects the re-organization of the Code Compliance Officer from Planning to City Administration.

**Materials and Services**

- Supplies are decreasing, reflecting the removal of one-time computer software and equipment for the new Code Compliance Coordinator.
- Professional and Technical Services show a net decrease of 35 percent, reflecting the reduction in grant-related funds due to work completed in FY 2018-19.

Performance Measurements



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

**Performance Measurements Outcome**

In 2018, the City of Wilsonville issued a total of 388 building permits representing \$75.6 million in value for all new private and public sector construction activity. New construction has slowed from the boom experienced after the great recession coming in below the average valuation of \$89 million over the past 10 years. Planning applications for private development in FY 2018-2019 followed a similar trend, holding steady with FY 2017-2018 at lower numbers than the three previous years.

**New Single-Family Residential Construction -- \$30.4 million:** Home-builders received 128 building permits in 2018 for new single-family dwellings with a total valuation of \$30.4 million – mostly in Villebois. The 2018 single-family residential building permits were twenty-three percent lower than the ten-year average value of \$39 million and twenty-eight percent lower than the ten-year average number of 178 residential permits. The permit numbers follow the expected volume as the Villebois neighborhood nears buildout and the Frog Pond Area comes on-line for development. With the three multi-family residential commercial building permits issued in 2018, the total new residential construction permitted this past year represents approximately seventy percent the dwelling units permitted in 2017.

**New Commercial / Industrial Construction -- \$15.8 million:** Building permits for new commercial and industrial construction remain lower than the 10-year annual average of seven permits and \$29 million in value. Five permits were issued at nearly \$15.8 million, which included permits for EyeHealth NW in Town Center, the Hilton Garden Inn, and 56 multi-family condominium units with a total valuation of \$10.7 million. New commercial construction activity for 2018 was significantly higher than 2017, which saw one permit issued at a value of \$2 million. The volume follows expected trends as existing land supply remains tight and work continues on planning in the Basalt Creek area and infrastructure improvements in the Coffee Creek industrial area to prepare these areas for development.

**Commercial, Industrial and Multi-Family Complexes Renovations -- \$27.2 million:** The City continues to see significant investment in existing commercial, industrial and multi-family buildings, issuing a total of 208 permits for alterations and tenant improvements. This represents a value thirty-six percent higher than the 10-year average of \$20 million in annual permit value. Economic growth appears strong, with numerous buildings being remodeled for new and growing businesses including the Family Fun Center and Grace Chapel in the building previously-occupied by Pioneer Pacific College.



Public Works Building



# Public Works

# administration

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.

## **Key Performance Areas**

### ***Environmental Stewardship***

- Provide management oversight to Jacobs for the operations and maintenance of the Wastewater Treatment Plant and lift stations
- Incorporate sustainable practices into maintenance and operations processes
- Provide management oversight to Veolia Water North America for the operation and maintenance of the Willamette River Water Treatment Plant

### ***Well Maintained Infrastructure***

- Implement infrastructure Asset Management Program
- Coordinate with Community Development on prioritization and implementation of capital improvement projects

### ***Safe, Healthy & Aesthetically Pleasing Community***

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

### ***Welcoming, Engaged and Satisfied Residents***

- Support various community events, celebrations and festivals

### ***Other Program Objectives***

- Celebrate National Public Works Week (third week of May) and American Drinking Water Week (first week of May)

## **Council Goals**

### ***Embrace technology proactively in future planning, operations and customer service***

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

### ***Promote a healthy urban forest***

- Develop a street tree replacement/infill program

### **Full Time Equivalent Positions**

	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Public Works Director	1.00	1.00	1.00	1.00
Operations Manager	0.00	0.00	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
	<b>3.50</b>	<b>3.50</b>	<b>4.50</b>	<b>4.50</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries and wages	\$ 260,007	\$ 260,161	\$ 354,700	\$ 383,520	\$ 383,520	\$ 383,520
Employee benefits	129,474	133,318	186,685	206,980	206,980	206,980
<b>Total</b>	<b>389,481</b>	<b>393,479</b>	<b>541,385</b>	<b>590,500</b>	<b>590,500</b>	<b>590,500</b>
Materials and Services						
Supplies	12,499	12,386	22,530	24,710	24,710	24,710
Prof and tech services	5,105	5,951	10,359	10,500	10,500	10,500
Utility services	17,339	20,372	25,518	24,478	24,478	24,478
Fleet services	8,950	8,790	8,873	9,051	9,051	9,051
Repairs & maintenance	8,552	8,587	5,960	-	-	-
Insurance	1,745	1,727	1,920	1,940	1,940	1,940
Employee development	7,312	3,850	7,901	7,950	7,950	7,950
Fees, dues, advertising	1,092	935	1,949	1,700	1,700	1,700
Meeting expenses	1,366	772	1,472	1,475	1,475	1,475
<b>Total</b>	<b>63,960</b>	<b>63,370</b>	<b>86,482</b>	<b>81,804</b>	<b>81,804</b>	<b>81,804</b>
Capital Outlay						
Machinery & equipment	-	11,848	-	55,000	55,000	55,000
<b>Total Department</b>	<b>\$ 453,441</b>	<b>\$ 468,697</b>	<b>\$ 627,867</b>	<b>\$ 727,304</b>	<b>\$ 727,304</b>	<b>\$ 727,304</b>
<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
General Fund	\$ 453,441	\$ 468,697	\$ 627,867	\$ 727,304	727,304	727,304
<b>Total</b>	<b>\$ 453,441</b>	<b>\$ 468,697</b>	<b>\$ 627,867</b>	<b>\$ 727,304</b>	<b>\$ 727,304</b>	<b>\$ 727,304</b>

**Budget Highlights**

**Personnel Services**

- Changes include annual cost of living changes, merit increases, and benefit plan adjustments

**Materials and Services**

- Increase of general supplies due to the Public Works Department proportional share of the City’s Community Engagement software
- Reduction of repairs and maintenance is due to the reassignment of janitorial services costs to the Facilities budget

**Capital Outlay**

- Replacement of the 800 mHz emergency radios for the Emergency Operations Center and Public Works. Two-way radios are transitioning from analog to digital and the existing radios will no longer be supported. Purchasing the equipment as part of C800 user group enables us to take advantage of a 48% discount off of equipment list price



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, interactive water features and the indoor public spaces at the Willamette River Water Treatment Plant.

**Key Performance Areas**

***Environmental Stewardship***

- Use green products and chemicals where applicable
- Implement energy savings projects and programs
- Expand on the existing battery/light bulb/ballast recycling program

***Well Maintained 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

***Safe, Healthy & Aesthetically Pleasing 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

**Council Goals**

***Embrace technology proactively in future planning, operations and customer service***

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

**Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
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	0.00	3.00	3.00
Seasonal Utility Worker	0.75	0.00	0.75	0.75
	<b>5.75</b>	<b>5.00</b>	<b>8.75</b>	<b>8.75</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 288,571	\$ 313,622	\$ 394,980	\$ 478,620	\$ 478,620	\$ 478,620
Employee benefits	165,575	186,584	222,666	301,120	301,120	301,120
<b>Total</b>	<b>454,146</b>	<b>500,206</b>	<b>617,646</b>	<b>779,740</b>	<b>779,740</b>	<b>779,740</b>
<b>Materials and Services</b>						
Supplies	56,428	55,541	60,318	71,358	71,358	71,358
Prof and tech services	46,714	110,127	50,044	86,759	86,759	86,759
Utility services	15,538	14,794	18,385	23,359	23,359	23,359
Fleet services	34,290	35,710	36,063	36,784	36,784	36,784
Repairs & maintenance	191,652	181,011	261,919	263,627	263,627	263,627
Rents & leases	-	2,807	3,153	4,153	4,153	4,153
Insurance	2,607	3,134	3,197	3,333	3,333	3,333
Employee development	8,016	7,772	7,475	11,475	11,475	11,475
Fees, dues, advertising	513	940	1,630	1,630	1,630	1,630
Meeting expenses	17	51	525	525	525	525
<b>Total</b>	<b>355,775</b>	<b>411,887</b>	<b>442,709</b>	<b>503,003</b>	<b>503,003</b>	<b>503,003</b>
<b>Capital Outlay</b>						
Equipment	24,172	24,170	6,800	-	-	-
Vehicles	43,735	-	19,000	-	-	-
<b>Total</b>	<b>67,907</b>	<b>24,170</b>	<b>25,800</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 877,828</b>	<b>\$ 936,263</b>	<b>\$ 1,086,155</b>	<b>\$ 1,282,743</b>	<b>\$ 1,282,743</b>	<b>\$ 1,282,743</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Urban renewal charges	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	3,200	3,200
General Fund	874,628	933,063	1,082,955	1,279,543	1,279,543	1,279,543
<b>Total</b>	<b>\$ 877,828</b>	<b>\$ 936,263</b>	<b>\$ 1,086,155</b>	<b>\$ 1,282,743</b>	<b>\$ 1,282,743</b>	<b>\$ 1,282,743</b>

**Budget Highlights**

**Personnel Services**

- In 2018, Council approved the addition of three (3) new FTEs to transition janitorial services in-house. The change to in-house services was designed to be expense neutral by shifting the expense from each respective City department’s repairs and maintenance budget to the Facilities operational budget. As a result, there are significant changes within Facilities budget line items including Personnel Services, General Supplies, Program Supplies, and Employee Development

**Materials and Services**

- General Supplies and Professional Services cost were increased to support the City’s effort toward implement a Building Automation System
- Professional and Technical Services were increased for a 5-year Contract renewal of the Facilities Document Management system

# Public Works

# roads

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; sanding 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.

**Key Performance Areas**

***Well Maintained 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

***Safe, Healthy & Aesthetically Pleasing 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

**Council Goals**

***Promote a healthy urban forest***

- Implement a street tree replacement program

***Embrace technology proactively in future planning, operations and customer service***

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

**Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Public Works Supervisor	0.80	0.80	0.80	0.60
Roads Maintenance Specialist	3.00	3.00	3.00	3.00
Seasonal Utility Worker	0.25	0.00	0.25	0.25
	<b>4.05</b>	<b>3.80</b>	<b>4.05</b>	<b>3.85</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 217,947	\$ 231,926	\$ 255,416	\$ 230,340	\$ 230,340	\$ 230,340
Employee benefits	121,079	122,110	157,235	143,630	\$ 143,630	143,630
<b>Total</b>	<b>339,026</b>	<b>354,036</b>	<b>412,651</b>	<b>373,970</b>	<b>373,970</b>	<b>373,970</b>
<b>Materials and Services</b>						
Supplies	10,281	25,512	17,255	17,055	17,055	17,055
Prof and tech services	22,238	49,752	27,678	30,000	30,000	30,000
Utility services	89,814	107,325	114,869	116,708	116,708	116,708
Fleet services	44,040	44,620	43,067	43,928	43,928	43,928
Repairs & maintenance	178,978	207,789	274,958	302,000	302,000	302,000
Rents & leases	-	-	1,116	3,500	3,500	3,500
Insurance	2,700	3,167	3,259	3,374	3,374	3,374
Employee development	5,675	6,258	7,706	7,200	7,200	7,200
Fees, dues, advertising	210	284	640	1,000	1,000	1,000
Meeting expenses	-	103	84	100	100	100
<b>Total</b>	<b>353,936</b>	<b>444,810</b>	<b>490,632</b>	<b>524,865</b>	<b>524,865</b>	<b>524,865</b>
<b>Capital Outlay</b>						
Building	-	3,450	-	-	-	-
Machinery & equipment	8,646	64,694	51,500	-	-	-
Vehicles	5,910	-	-	-	-	-
<b>Total</b>	<b>14,556</b>	<b>68,144</b>	<b>51,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 707,518</b>	<b>\$ 866,990</b>	<b>\$ 954,783</b>	<b>\$ 898,835</b>	<b>\$ 898,835</b>	<b>\$ 898,835</b>
<b>Resources Summary</b>						
Road Operating Fund	\$ 707,518	\$ 866,990	\$ 954,783	\$ 898,835	\$ 898,835	\$ 898,835
<b>Total</b>	<b>\$ 707,518</b>	<b>\$ 866,990</b>	<b>\$ 954,783</b>	<b>\$ 898,835</b>	<b>\$ 898,835</b>	<b>\$ 898,835</b>

**Budget Highlights****Personnel Services**

- The Supervisor position costs have been reallocated to more accurately reflect the level of effort associated with the respective Roads (60%) and Stormwater (40%) Utility Divisions

**Materials and Services**

- Costs have increased to reflect the new Street Tree Infill Program which is a fulfillment of Council Goal #11 - Promote a Healthy Urban Forest
- Existing school cross walk flasher at Lowrie Primary no longer receive technical support from the manufacturer and must be replaced. Increase in funding is to provide controls to the flashers via cellular service and is complimentary to the Signal Improvements capital improvement project
- Rents and Leases has been increased to reflect actual historic expenditures related to tool and equipment rental

# Public Works

# street lighting

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 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.

Once the LED Street Light Pilot project is completed, a transition plan for the conversion of High Pressure Sodium (HPS) and Mercury Vapor (MV) street lights to Light Emitting Diodes (LED) will be developed.

## **Key Performance Areas**

### ***Environmental Stewardship***

- Use of energy efficient Light Emitting Diode (LED) lights, as appropriate

### ***Well Maintained Infrastructure***

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

### ***Safe, Healthy & Aesthetically Pleasing Community***

- Provide adequate lighting of roadways and sidewalks

## **Council Goals**

### ***Embrace technology proactively in future planning, operations and customer service***

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

## **Full Time Equivalent Positions**

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

# street lighting

# Public Works

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Materials and Services</b>						
Utility services	\$ 313,393	\$ 326,850	\$ 348,056	\$ 362,093	\$ 362,093	\$ 362,093
Repairs & maintenance	7,778	4,807	11,595	11,750	11,750	11,750
<b>Total Department</b>	<b>\$ 321,171</b>	<b>\$ 331,657</b>	<b>\$ 359,651</b>	<b>\$ 373,843</b>	<b>\$ 373,843</b>	<b>\$ 373,843</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Street Lighting Fund	\$ 321,171	\$ 331,657	\$ 359,651	\$ 373,843	\$ 373,843	\$ 373,843
<b>Total</b>	<b>\$ 321,171</b>	<b>\$ 331,657</b>	<b>\$ 359,651</b>	<b>\$ 373,843</b>	<b>\$ 373,843</b>	<b>\$ 373,843</b>

**Budget Highlights**

The Street Lighting Program anticipates a 4% increase in the overall operating budget due to the change in utility costs

# Public Works

# water distribution

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.

### **Key Performance Areas**

#### ***Well Maintained 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

#### ***Safe, Healthy & Aesthetically Pleasing Community***

- Monitor disinfectant residuals and water quality for optimum safety and aesthetics
- 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 hour a day, 7 days a week to water line breaks, damaged hydrants, broken meters and service line leaks

### **Council Goals**

#### ***Embrace Technology Proactively in Future Planning, Operations and Customer Service***

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

### **Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Public Works Supervisor	0.55	0.55	0.55	0.70
Water Distribution Technician	4.00	4.00	4.00	4.00
Utility Maintenance Specialist	0.33	0.33	0.33	0.33
Attorney	0.29	0.00	0.00	0.00
Intern	0.50	0.50	0.50	0.50
	<b>5.67</b>	<b>5.38</b>	<b>5.38</b>	<b>5.53</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 356,318	\$ 358,747	\$ 374,250	\$ 387,500	\$ 387,500	\$ 387,500
Employee benefits	180,350	186,600	207,570	241,668	241,668	241,668
<b>Total</b>	<b>536,668</b>	<b>545,347</b>	<b>581,820</b>	<b>629,168</b>	<b>629,168</b>	<b>629,168</b>
<b>Materials and Services</b>						
Supplies	158,658	64,524	154,619	143,799	143,799	143,799
Prof and tech services	75,115	76,753	133,915	142,300	142,300	142,300
Utility services	71,461	58,947	78,112	68,889	68,889	68,889
Fleet services	42,060	44,270	45,286	45,286	45,286	45,286
Repairs & maintenance	47,769	39,995	98,230	86,506	86,506	86,506
Insurance	11,759	12,057	12,691	12,904	12,904	12,904
Community programs	324	-	412	412	412	412
Employee development	6,491	6,534	5,765	7,800	7,800	7,800
Fees, dues, advertising	2,519	9,526	3,047	9,000	9,000	9,000
Meeting expenses	119	170	206	200	200	200
Franchise fee	272,992	305,515	303,000	300,000	300,000	300,000
Miscellaneous services	68,034	98,223	95,307	120,009	120,009	120,009
<b>Total</b>	<b>757,301</b>	<b>716,514</b>	<b>930,590</b>	<b>937,105</b>	<b>937,105</b>	<b>937,105</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	10,583	3,834	-	-	-
Vehicles	1,773	-	-	-	-	-
<b>Total Department</b>	<b>\$ 1,295,742</b>	<b>\$ 1,272,444</b>	<b>\$ 1,516,244</b>	<b>\$ 1,566,273</b>	<b>\$ 1,566,273</b>	<b>\$ 1,566,273</b>
<b>Resources Summary</b>						
Water Operating Fund	\$ 1,295,742	\$ 1,272,444	\$ 1,516,244	\$ 1,566,273	\$ 1,566,273	\$ 1,566,273
<b>Total</b>	<b>\$ 1,295,742</b>	<b>\$ 1,272,444</b>	<b>\$ 1,516,244</b>	<b>\$ 1,566,273</b>	<b>\$ 1,566,273</b>	<b>\$ 1,566,273</b>

**Budget Highlights**

**Personnel Services**

- The Utilities Supervisor position cost has been reallocated to more accurately reflect the level of effort associated with the respective Water (70%) and Sewer (30%) Utilities.
- Other changes to personnel services include annual cost of living changes, merit increases, and benefit plan adjustments.

**Material and Services**

- Employee development increased slightly to account for Supervisor reallocation and new Lead position
- Fees and Dues were increased to account for increases in stage agency certifications requirements and professional association memberships (American Water Works Association and American Public Works Association).
- Miscellaneous Services increase due to anticipated increase in bank charges.



**Performance Measurements**

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

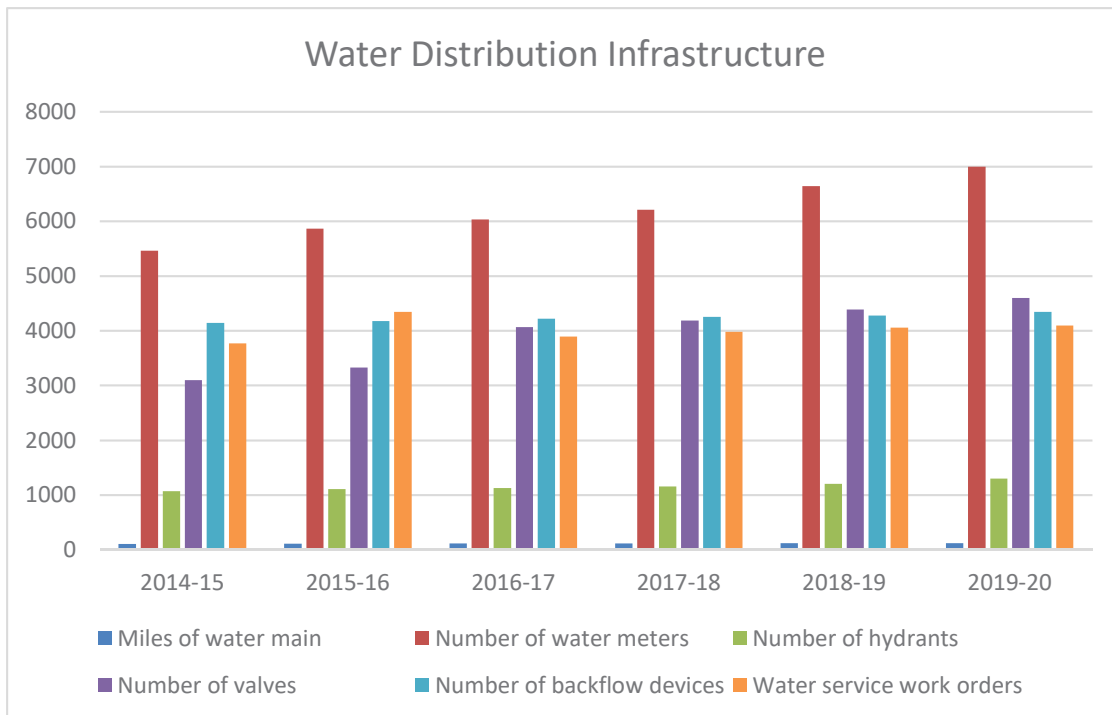
Strategy	Measure	Actual 2016-17	Actual 2017-18	Estimate 2018-19	Forecast 2019-20
Achieve 90% compliance rate for all permitted backflow protection devices.	Percent completion	63%	80%	45%	80%
Inspect 20% of all fire hydrants	Percent completion	21%	19%	22%	21%
Replace 250 residential water meters annually	Percent of total meters	14%	66%	90%	100%
Exercise 10% of all water valves annually	Percent completion	6%	10%	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.



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.



Lowering PR-9 into the Water



The Water Treatment Plant provides safe and reliable water to Wilsonville’s citizens that meets or exceeds drinking water standards. The Willamette River Water Treatment Plant is operated by Veolia Water North America under contract with the City and Tualatin Valley Water District (TVWD), with the City being the managing owner.

**Key Performance Areas**

***Regional Awareness and Influence***

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

***Well Maintained Infrastructure***

- Perform scheduled maintenance of the treatment plant

***Safe, Healthy & Aesthetically Pleasing Community***

- Ensure adequate, safe, high-quality water

***Fiscal Discipline***

- Provide efficient operation of the Willamette River Water Treatment Plant

***Other Program Objectives***

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

**Contracted Employees: Full-time equivalents**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
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

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Materials and Services</b>						
Supplies	\$ 198,453	\$ 449,859	\$ 815,766	\$ 581,040	\$ 581,040	\$ 581,040
Prof and tech services	1,564,506	1,572,217	1,731,433	1,762,500	1,762,500	1,762,500
Utility services	407,666	473,760	534,396	620,873	620,873	620,873
Repairs & maintenance	166,690	184,582	178,619	248,570	248,570	248,570
Insurance	23,246	22,866	24,422	24,666	24,666	24,666
Fees, dues, advertising	4,883	3,541	5,327	5,700	5,700	5,700
<b>Total</b>	<b>2,365,444</b>	<b>2,706,825</b>	<b>3,289,963</b>	<b>3,243,349</b>	<b>3,243,349</b>	<b>3,243,349</b>
<b>Capital Outlay</b>						
Machinery & equipment	286,699	658,820	686,810	534,000	534,000	534,000
<b>Total Department</b>	<b>\$ 2,652,143</b>	<b>\$ 3,365,645</b>	<b>\$ 3,976,773</b>	<b>\$ 3,777,349</b>	<b>\$ 3,777,349</b>	<b>\$ 3,777,349</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Water Operating Fund	\$ 2,652,143	\$ 3,365,645	\$ 3,976,773	\$ 3,777,349	\$ 3,777,349	\$ 3,777,349
<b>Total</b>	<b>\$ 2,652,143</b>	<b>\$ 3,365,645</b>	<b>\$ 3,976,773</b>	<b>\$ 3,777,349</b>	<b>\$ 3,777,349</b>	<b>\$ 3,777,349</b>

**Budget Highlights**

**Personnel Services**

- Because the Water Treatment Plant is operated under contract, the budget does not contain a Personnel Services category. The employees who operate the plant are employed by Veolia Water North America and are included in Professional Services

**Materials and Services**

- Two of the four Granular Activated Carbon (GAC) Filters in service at the Water Treatment Plant were projected to be replaced based on the findings in the annual GAC Evaluation Report. However, the iodine numbers which reflects the efficiency of the filters showed Filter #3 & #4 could be delayed for replacement until FY 2019-20. The funds have been reallocated to complete the work in Fall 2019

**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 FY2018-19 funding is requested for replacement of: 9-P-2 variable frequency drive; centrifuge PLC; backwash flow meter and wash water basin pump

Performance Measurements

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

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
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%

**Performance Measurements Outcome**

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



Vault Replacement at 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 significant industrial users 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.

## **Key Performance Areas**

### ***Environmental Stewardship***

- 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
- Implement a Drug Take Back Program
- Minimize contaminants at their source through the Fats, Oil and Grease (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
- Work in cooperation with the City’s Stormwater Coordinator for comprehensive and effective source control efforts

### ***Other Program Objectives***

- 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
- Involvement in the Preferred Pumper Program related to FOG

## **Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.00

# industrial pretreatment

# Public Works

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 77,515	\$ 71,396	\$ 73,220	\$ 74,880	\$ 74,880	\$ 74,880
Employee benefits	30,137	29,419	36,370	40,680	40,680	40,680
<b>Total</b>	<b>107,652</b>	<b>100,815</b>	<b>109,590</b>	<b>115,560</b>	<b>115,560</b>	<b>115,560</b>
<b>Materials and Services</b>						
Supplies	1,899	1,365	1,412	1,420	1,420	1,420
Prof and tech services	5,097	4,863	13,483	13,685	13,685	13,685
Utility services	1,069	909	900	1,249	1,249	1,249
Fleet services	2,820	2,820	2,958	3,017	3,017	3,017
Repairs & maintenance	-	-	404	400	400	400
Insurance	375	423	431	450	450	450
Employee development	1,671	1,064	2,485	2,520	2,520	2,520
Fees, dues, advertising	678	920	1,051	1,090	1,090	1,090
Meeting expenses	7	126	212	-	-	-
<b>Total</b>	<b>13,616</b>	<b>12,490</b>	<b>23,336</b>	<b>23,831</b>	<b>23,831</b>	<b>23,831</b>
<b>Total Department</b>	<b>\$ 121,268</b>	<b>\$ 113,305</b>	<b>\$ 132,926</b>	<b>\$ 139,391</b>	<b>\$ 139,391</b>	<b>\$ 139,391</b>
<b>Resources Summary</b>						
	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Sewer Operating Fund	\$ 121,268	\$ 113,305	\$ 132,926	\$ 139,391	\$ 139,391	\$ 139,391
<b>Total</b>	<b>\$ 121,268</b>	<b>\$ 113,305</b>	<b>\$ 132,926</b>	<b>\$ 139,391</b>	<b>\$ 139,391</b>	<b>\$ 139,391</b>

## **Budget Highlights**

### ***Personnel Services***

- No changes to personnel services, other than annual cost of living changes, merit increases, and benefit plan adjustments

### ***Materials and Services***

- Utility Services costs have increased due to rate adjustments



Performance Measurements

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

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

**Performance Measurements Outcome**

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



Cherry Blossoms in Bloom - Public Works Building Parking Lot



## Public Works

## wastewater treatment plant

The Wastewater Treatment Plant protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater. The Wastewater Treatment Plant 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; and testing 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).

### **Key Performance Areas**

#### ***Environmental Stewardship***

- 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

#### ***Well Maintained Infrastructure***

- Perform scheduled maintenance of the treatment plant and lift stations

#### ***Fiscal Discipline***

- Provide efficient operation of the Wastewater Treatment Plant

#### ***Safe, Healthy & Aesthetically Pleasing Community***

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

### **Contracted Employees: Full-time equivalents**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Wastewater Manager	1.00	1.00	1.00	1.00
Wastewater Lead Operator	1.00	1.00	1.00	1.00
Wastewater Operator	4.00	4.00	4.00	4.00
Lab Technician	1.00	1.00	1.00	1.00
Intern	1.00	1.00	1.00	1.00
	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Materials and Services						
Prof and tech serv	\$ 2,085,824	\$ 2,133,598	\$ 2,305,000	\$ 2,374,000	\$ 2,374,000	\$ 2,374,000
Utility services	339,612	325,832	373,801	364,830	364,830	364,830
Insurance	19,166	18,852	20,139	20,340	20,340	20,340
Total	2,444,602	2,478,282	2,698,940	2,759,170	2,759,170	2,759,170
Capital Outlay						
Machinery & equipment	-	53,753	20,000	24,000	-	-
Total Department	\$ 2,444,602	\$ 2,532,035	\$ 2,718,940	\$ 2,783,170	\$ 2,759,170	\$ 2,759,170
<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Sewer Operating Fund	\$ 2,444,602	\$ 2,532,035	\$ 2,718,940	\$ 2,783,170	\$ 2,783,170	\$ 2,783,170
Total	\$ 2,444,602	\$ 2,532,035	\$ 2,718,940	\$ 2,783,170	\$ 2,783,170	\$ 2,783,170

**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 and budgeted under Professional and Technical Services.

***Capital Outlay***

- With the change to the bio-solids handling facility the use of reuse water has increased significantly. A fourth reuse pump is needed for redundancy, efficiency and increased capacity. Without another reuse pump, when one of the existing pumps is out of service the automatic sprayers on the aeration basin and clarifiers need to be shut off to provide capacity to cool the bio-solids dryers

**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>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
Contract with Jacobs Company to perform preventive maintenance; provide employees with training and tools; implement asset management plans for major equipment maintenance or replacement; perform required sampling and testing; submit monthly Discharge Monitoring Report and annual Inflow and Infiltration and Bio-Solids Management Reports.	Compliance with the National Pollutant Discharge Elimination System (NPDES) effluent permit limits	100%	100%	100%	100%
	Meet monthly "Performance Measures" per contract provisions *	75%	42%	83%	100%

\* Per the contract, liquidated damages are paid when performance measures are not met.

**Performance Measurements Outcome**

The Wastewater Treatment Plant operates in accordance with established State regulations and contract performance measures.



Water Treatment Plant



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.

**Key Performance Areas**

***Environmental Stewardship***

- 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)

***Well Maintained 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, Healthy & Aesthetically Pleasing 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

**Council Goals**

***Embrace Technology Proactively in Future Planning, Operations and Customer Service***

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

**Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Public Works Supervisor	0.30	0.30	0.30	0.30
Vactor Operator	2.00	2.00	1.00	1.00
Utility Maintenance Specialist	0.33	0.33	1.33	1.33
	<b>2.63</b>	<b>2.63</b>	<b>2.63</b>	<b>2.63</b>

# wastewater collection

# Public Works

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries and wages	\$ 113,463	\$ 120,636	\$ 165,670	\$ 166,560	\$ 166,560	\$ 166,560
Employee benefits	81,187	79,150	108,270	120,426	120,426	120,426
<b>Total</b>	<b>194,650</b>	<b>199,786</b>	<b>273,940</b>	<b>286,986</b>	<b>286,986</b>	<b>286,986</b>
Materials and Services						
Supplies	19,125	22,747	31,292	34,700	34,700	34,700
Prof and tech services	54,424	64,786	126,996	127,000	127,000	127,000
Utility services	8,560	8,605	12,290	17,394	17,394	17,394
Fleet services	5,460	15,540	15,838	16,155	16,155	16,155
Repairs & maintenance	14,276	12,820	58,844	63,900	63,900	63,900
Insurance	628	1,393	1,421	1,482	1,482	1,482
Employee development	2,849	491	3,869	5,200	5,200	5,200
Fees, dues, advertising	1,070	488	642	600	600	600
Franchise fees	308,346	312,075	323,200	320,000	320,000	320,000
Miscellaneous services	65,348	95,326	95,206	115,446	115,446	115,446
<b>Total</b>	<b>480,086</b>	<b>534,271</b>	<b>669,598</b>	<b>701,877</b>	<b>701,877</b>	<b>701,877</b>
Capital Outlay						
Building	-	3,450	-	-	-	-
Equipment	-	-	9,833	-	-	-
Vehicles	1,773	-	-	-	-	-
<b>Total</b>	<b>1,773</b>	<b>3,450</b>	<b>9,833</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 676,509</b>	<b>\$ 737,507</b>	<b>\$ 953,371</b>	<b>\$ 988,863</b>	<b>\$ 988,863</b>	<b>\$ 988,863</b>
<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Sewer Operating Fund	\$ 676,509	\$ 737,507	\$ 953,371	\$ 988,863	\$ 988,863	\$ 988,863
<b>Total</b>	<b>\$ 676,509</b>	<b>\$ 737,507</b>	<b>\$ 953,371</b>	<b>\$ 988,863</b>	<b>\$ 988,863</b>	<b>\$ 988,863</b>

## **Budget Highlights**

### ***Personnel Services***

- Changes to personnel services include annual cost of living changes, merit increases, and benefit plan adjustments

### ***Materials and Services***

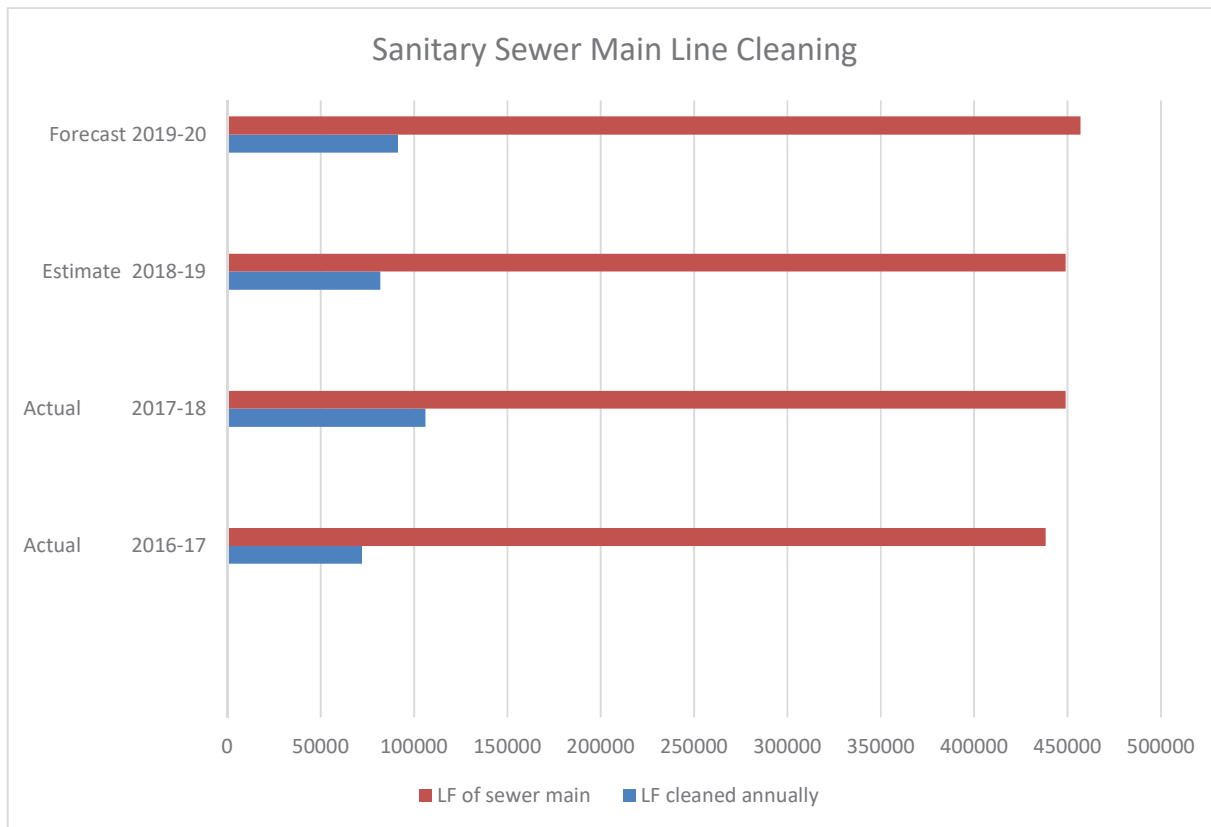
- Utility Services cost increased to reflect actual line item expenditures
- Employee development increased slightly to account for Supervisor reallocation
- Miscellaneous Services increase due to anticipated credit card collection fees



Performance Measurements

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

<b>Strategy</b>		<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
Scheduled cleaning of 20% of wastewater lines and manholes in service throughout the city	LF cleaned annually	72,000	106,025	82,000	91,400
	LF of sewer main	438,240	448,969	448,969	457,000
	Number of manholes	1,966	2,167	2,167	2,200
	Percent of lines cleaned	14.8%	23.6%	18.0%	20.0%



**Performance Measurements Outcome**

The City maintains approximately 85 miles of public sewer main along with 2,167 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 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.



Wastewater Treatment Plant



# Public Works

# stormwater maintenance

The Stormwater Maintenance Program protects roads, property and the environment through proactive maintenance of the stormwater conveyance system. Whenever possible, stormwater from roadways and other impervious surfaces is treated 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.

## Key Performance Areas

### ***Environmental Stewardship***

- 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

### ***Well Maintained 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

### ***Safe, Healthy & Aesthetically Pleasing 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

## Council Goals

### ***Embrace Technology Proactively in Future Planning, Operations and Customer Service***

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

### **Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Public Works Supervisor	0.35	0.35	0.35	0.40
Utility Maintenance Specialist	2.34	2.34	2.34	2.34
	<b>2.69</b>	<b>2.69</b>	<b>2.69</b>	<b>2.74</b>

# stormwater maintenance

# Public Works

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 49,930	\$ 110,063	\$ 149,910	\$ 153,280	\$ 153,280	\$ 153,280
Employee benefits	29,802	70,246	109,360	121,516	121,516	121,516
<b>Total</b>	<b>79,732</b>	<b>180,309</b>	<b>259,270</b>	<b>274,796</b>	<b>274,796</b>	<b>274,796</b>
<b>Materials and Services</b>						
Supplies	10,869	21,795	14,587	19,850	19,850	19,850
Prof and tech serv	31,537	32,015	44,601	72,000	72,000	72,000
Utility services	4,113	3,100	5,886	5,467	5,467	5,467
Fleet services	5,960	-	10,252	10,457	10,457	10,457
Repairs & maintenance	126,637	157,035	234,871	232,500	232,500	232,500
Insurance	-	1,217	1,241	1,296	1,296	1,296
Comm svcs programs	-	327	204	-	-	-
Employee development	396	757	3,357	3,350	3,350	3,350
Fees, dues, advertising	1,066	174	915	900	900	900
Franchise fees	97,484	108,302	107,755	124,000	124,000	124,000
Miscellaneous services	31,826	46,754	50,111	57,723	57,723	57,723
<b>Total</b>	<b>309,888</b>	<b>371,476</b>	<b>473,780</b>	<b>527,543</b>	<b>527,543</b>	<b>527,543</b>
<b>Capital Outlay</b>						
Machinery & equipment	47,330	16,472	161,964	-	-	-
<b>Total Department</b>	<b>\$ 436,950</b>	<b>\$ 568,257</b>	<b>\$ 895,014</b>	<b>\$ 802,339</b>	<b>\$ 802,339</b>	<b>\$ 802,339</b>
<b>Resources Summary</b>						
Stormwater Operating Fund	\$ 436,950	\$ 568,257	\$ 895,014	\$ 802,339	\$ 802,339	\$ 802,339
<b>Total</b>	<b>\$ 436,950</b>	<b>\$ 568,257</b>	<b>\$ 895,014</b>	<b>\$ 802,339</b>	<b>\$ 802,339</b>	<b>\$ 802,339</b>

## **Budget Highlights**

### ***Personnel Services***

- The Supervisor position cost has been reallocated to more accurately reflect the level of effort associated with the respective Roads (60%) and Stormwater (40%) Utility
- Other changes to personnel services included annual cost of living changes, merit increases, and benefit plan adjustments

### ***Materials and Services***

- General supplies – Small Tool and Equipment expenses has been increased to more accurately reflect historic expenses
- Prof and tech serv – increase of funds for services to assist in the cleaning of stormwater facilities
- Franchise fees - Increase related to projected revenues

**Performance Measurements**

*Goal: Clean 30% of public catch basins annually.*

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
Percentage of catch basins cleaned annually on an 'as needed' basis	Number of catch basins cleaned	750	608	594	600
	Total number of catch basins	2,415	2,231	2,233*	2,200
	Percentage of catch basins cleaned	31%	27%	26%	27%

\* Completed an audit of storm infrastructure to reflect only publicly owned assets.

**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 City maintains approximately 75 miles of pipelines, 2,233 standard catch basins, 2,194 manholes, 497 inlets, 199 outlets and various other stormwater treatment facilities such as filtered catch basins and water quality manholes. The City also manages a 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.

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.



Beauty and the Bridge Public Art at I-5 Interchange



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 and Wilsonville Community Seniors Inc.

**Key Performance Areas**

**Community Amenities and Recreation**

- Implement Comprehensive Parks and Recreation Master Plan
- Develop strategy for implementation of Memorial Park Master Plan and Boones Ferry Park Master Plan and Frog Pond Community Park.
- 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

**Fiscal Discipline**

- Develop financial cost recovery policy for all recreation and parks services

**Welcoming, Engaged and Satisfied Residents**

- Provide quality customer service for both internal and external customers while encouraging paperless class registration
- Maximize the use of volunteer labor throughout the department

**Council Goals**

**Promote stronger connectivity and access to the Willamette River**

- Implementation of Memorial Park Master Plan and Boones Ferry Park Master Plan
- Increase public river access as part of Willamette River Water Treatment Plant upgrades

**Create a parks and recreation system, in conjunction with partners, that includes high-capacity use, multi-use facilities, and revenue generating capabilities**

- Implementation of Memorial Park Master Plan and Boones Ferry Park Master Plan and Frog Pond Community Park
- Continued development of Villebois Regional Park System

**Promote vibrant arts, cultural, and heritage programs and facilities**

- Explore the establishment of an Arts and Culture Commission

**Promote a healthy urban forest**

- Maintain Bee City and Tree City USA Designation through increased awareness and habitat creation.

**Enable and promote healthy living**

- Continue to improve access and opportunities to promote healthy living

Position	Full Time Equivalent Positions			
	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
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	1.00	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	2.50	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

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 452,281	\$ 537,751	\$ 603,370	\$ 623,160	\$ 623,160	\$ 623,160
Employee benefits	193,411	241,155	298,380	329,740	329,740	329,740
<b>Total</b>	<b>645,692</b>	<b>778,906</b>	<b>901,750</b>	<b>952,900</b>	<b>952,900</b>	<b>952,900</b>
<b>Materials and Services</b>						
Supplies	82,850	93,876	96,422	99,794	99,794	99,794
Prof and tech services	41,708	54,129	17,834	18,556	18,556	18,556
Utility services	55,493	58,704	62,230	65,372	65,372	65,372
Insurance	4,313	4,699	4,968	5,033	5,033	5,033
Repairs & maintenance	31,018	30,994	31,307	5,812	5,812	5,812
Comm svcs programs	164,925	293,461	483,220	497,327	497,327	497,327
Employee development	36,882	11,819	14,633	13,412	13,412	13,412
Fees, dues, advertising	4,804	12,224	13,662	13,662	13,662	13,662
Meeting expenses	418	407	315	315	315	315
Misc. services & supplies	20,881	19,986	21,062	12,637	12,637	12,637
<b>Total</b>	<b>443,292</b>	<b>580,299</b>	<b>745,653</b>	<b>731,920</b>	<b>731,920</b>	<b>731,920</b>
<b>Capital Outlay</b>						
Machinery & equipment	7,695	43,701	-	-	-	-
<b>Total Department</b>	<b>\$ 1,096,679</b>	<b>\$ 1,402,906</b>	<b>\$ 1,647,403</b>	<b>\$ 1,684,820</b>	<b>\$ 1,684,820</b>	<b>\$ 1,684,820</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Adopted 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Charges for services	\$ 261,742	\$ 293,166	\$ 276,500	\$ 276,500	\$ 277,000	\$ 277,000
Grants and donations	183,305	76,757	158,925	73,700	158,925	158,925
General Fund revenues	651,632	1,032,983	1,211,978	1,334,620	1,248,895	1,248,895
<b>Total</b>	<b>\$ 1,096,679</b>	<b>\$ 1,402,906</b>	<b>\$ 1,647,403</b>	<b>\$ 1,684,820</b>	<b>\$ 1,684,820</b>	<b>\$ 1,684,820</b>

**Budget Highlights**

**Personnel Services**

- There are no staffing level changes for FY 19/20. Changes in Personal Services include annual cost of living changes, merit increases, and benefit plan adjustments.

**Materials and Services**

- Materials and services line items were decreased this year to better represent a 3 year average of previous expenditures.

**Capital Outlay**

- No capital outlay is planned for fiscal year 2019-20.



Performance Measurements

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

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
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
Promote a connected and active community by providing special events	City sponsored events	10	10	14	15
	Event attendance	6,600	6,900	7,900	9,000
Provide social opportunities through the Community Center meal program	Congregate meals	5,055	5,779	5,900	5,900
	Home-delivered meals	6,957	7,899	7,700	7,700
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	200	210
	Stein Boozier Barn rentals	54	44	44	48

**Performance Measurements Outcome**

With the completion of the Comprehensive Parks and Recreation Master Plan, Boones Ferry Park Master Plan, and recently completed Memorial Park Master Plan, the focus now turns to implementation of each 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 kitchen 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.

Rental totals showed a dramatic increase as facility improvements and additional available facilities were added to the rental inventory. The initial spike in FY 16/17 has leveled off but rental totals still are projected to be above historical averages. Barn rentals will likely plateau as available rental dates reach their maximum capacity. Future improvements to the Forest Shelter will likely result in another rental spike. The potential for online facility reservations will be explored for future implementation.



Community Center Building



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).

**Key Performance Areas**

***Fiscal Discipline***

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

***Environmental Stewardship***

- Organize a large annual park clean-up aimed at improving trails, removing invasive species and other related maintenance projects
- Partner with community based non-profits, service clubs and community special interest groups to perform a variety of park maintenance and improvement projects throughout the year
- Provide the most current, practical, and environmentally friendly management strategies
- Continue implementation and fine tuning of weather and soil moisture based irrigation scheduling to provide healthier plants and reduced irrigation consumption.

***Well Maintained Infrastructure***

- Continued focus on safe and improved park paths including all existing and new hard and soft trails

***Safe, Healthy and Aesthetically Pleasing Community***

- Continued effort to reduce chemical inputs within the overall park maintenance agronomic plan while striving to provide a superior, safer, and healthier product

**Council Goals**

***Promote stronger connectivity and access to the Willamette River***

- Implementation of Memorial Park Master Plan and Boones Ferry Park Master Plan
- Increase public river access as part of Willamette River Water Treatment Plant upgrades

***Create a parks and recreation system, in conjunction with partners, that includes high-capacity use, multi-use facilities, and revenue generating capabilities.***

- Implementation of Memorial Park Master Plan, Boones Ferry Park Master Plan, and Frog Pond Community Park
- Continued development of Villebois Regional Park System

***Promote a healthy urban forest***

- Maintain Bee City and Tree City USA Designation through increased awareness and habitat creation

**Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
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	4.00	5.00	5.00	6.00
Seasonal Utility Worker	2.25	0.00	1.25	2.25
	<b>8.25</b>	<b>7.00</b>	<b>8.25</b>	<b>10.25</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries and wages	\$ 376,264	\$ 413,967	\$ 473,420	\$ 569,720	\$ 569,720	\$ 569,720
Employee benefits	193,537	249,700	291,590	377,252	377,252	377,252
<b>Total</b>	<b>569,801</b>	<b>663,667</b>	<b>765,010</b>	<b>946,972</b>	<b>946,972</b>	<b>946,972</b>
Materials and Services						
Supplies	30,294	30,990	36,832	48,683	48,683	48,683
Prof and tech services	58,029	52,065	41,115	43,309	43,309	43,309
Utility services	200,413	256,276	286,366	258,213	258,213	258,213
Fleet services	86,280	86,700	87,943	89,702	89,702	89,702
Repairs & maintenance	178,442	161,536	188,789	189,482	189,482	189,482
Rents & leases	11,331	9,467	10,818	10,959	10,959	10,959
Insurance	10,060	10,563	11,035	11,249	11,249	11,249
Employee development	9,669	11,258	8,739	10,475	10,475	10,475
Meeting expenses	216	322	315	319	319	319
Fees, dues, advertising	1,586	942	1,000	1,013	1,013	1,013
<b>Total</b>	<b>586,320</b>	<b>620,119</b>	<b>672,952</b>	<b>663,404</b>	<b>663,404</b>	<b>663,404</b>
Capital Outlay						
Machinery & equip	23,300	19,033	-	94,604	94,604	94,604
Vehicles	39,895	-	-	-	-	-
<b>Total</b>	<b>63,195</b>	<b>19,033</b>	<b>-</b>	<b>94,604</b>	<b>94,604</b>	<b>94,604</b>
<b>Total Department</b>	<b>\$ 1,219,316</b>	<b>\$ 1,302,819</b>	<b>\$ 1,437,962</b>	<b>\$ 1,704,980</b>	<b>\$ 1,704,980</b>	<b>\$ 1,704,980</b>
<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Approved 2019-20
General Fund revenues	\$ 1,219,316	\$ 1,302,819	\$ 1,437,962	\$ 1,704,980	1,704,980	1,704,980
<b>Total</b>	<b>\$ 1,219,316</b>	<b>\$ 1,302,819</b>	<b>\$ 1,437,962</b>	<b>\$ 1,704,980</b>	<b>\$ 1,704,980</b>	<b>\$ 1,704,980</b>

**Budget Highlights**

**Personnel Services**

- Parks Maintenance has been continually aligning staffing resources with a growing parks system, and continues to enhance recruiting efforts in a tightening labor market. Beginning in the summer of 2019, maintenance of the City's two interactive water features will become the responsibility of the Parks and Recreation Department (formerly maintained by Public Works). As a result, increased staffing levels will help to manage the increased work load.
- Other changes include annual cost of living changes, merit increases, and benefit plan adjustments.

**Materials and Services**

- Supplies are increasing approximately \$12,000, or 32%. The majority of this increase is for materials and supplies necessary for the safe maintenance of the City's two interactive water features located at Murase Plaza and Town Center Park.
- Increase in employee development due to additional personnel.

**Capital Outlay**

- Capital Outlay includes the purchase of a Ford F450 swap loader, a contour deck mower, and a high pressure steam sprayer.

# Library Services

# library

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 the early 2017, the City Council reconfirmed its Key Performance Areas and objectives for the biennium of 2017-2019. Below are those Key Performance Areas as they apply to this Program Area.

## **Key Performance Areas**

### ***Quality Education***

- 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
- Review collections to ensure that the Library provides desired material in appropriate format

### ***Welcoming Engaged and Satisfied Residents***

- Comprehensively promote library services to the community
- Expand and promote residents' connection to online tools

### ***Community Amenities and Recreation***

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

### ***Fiscal Discipline***

- 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 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Library Services Manager	0.00	1.00	1.00	1.00
Adult Services Librarian	1.00	1.00	1.00	1.00
Youth Services Librarian	1.00	0.58	0.58	1.00
Outreach Librarian	0.50	0.60	0.60	0.60
Program Coordinator	1.00	1.00	0.90	0.90
Program Librarian	1.16	1.16	1.13	1.13
Reference Librarian	2.56	2.03	2.03	1.71
Support Services Coordinator	1.86	1.86	1.86	1.94
Administrative Assitant I	0.50	0.47	0.50	0.50
Library Clerk II	0.96	0.96	0.86	0.86
Library Clerk I	3.42	3.40	3.40	3.22
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.40	0.40	0.40	0.40
	<b>16.46</b>	<b>16.56</b>	<b>16.36</b>	<b>16.36</b>
Volunteers	6.00	6.00	6.00	6.00

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries and wages	\$ 941,469	\$ 991,768	\$ 1,017,350	\$ 1,057,530	\$ 1,057,530	\$ 1,057,530
Employee benefits	450,293	501,925	555,660	638,670	638,670	638,670
<b>Total</b>	<b>1,391,762</b>	<b>1,493,693</b>	<b>1,573,010</b>	<b>1,696,200</b>	<b>1,696,200</b>	<b>1,696,200</b>
Materials and Services						
Supplies	239,353	183,027	252,136	252,500	252,500	252,500
Prof and tech services	3,017	3,519	6,782	59,400	59,400	59,400
Utility services	54,531	68,908	82,417	75,579	75,579	75,579
Repairs & maintenance	54,288	54,800	45,430	3,300	3,300	3,300
Insurance	10,078	9,913	10,595	10,701	10,701	10,701
Comm svcs programs	35,151	29,479	41,250	47,200	47,200	47,200
Employee development	10,002	12,401	13,861	14,600	14,600	14,600
Fees, dues, advertising	1,707	2,393	2,040	2,200	2,200	2,200
Misc serv & supplies	3,074	3,121	2,550	2,601	2,601	2,601
<b>Total</b>	<b>411,201</b>	<b>367,561</b>	<b>457,061</b>	<b>468,081</b>	<b>468,081</b>	<b>468,081</b>
Capital Outlay						
Office Equipment/Furniture	20,595	16,434	-	35,000	-	-
<b>Total Department</b>	<b>\$ 1,823,558</b>	<b>\$ 1,877,688</b>	<b>\$ 2,030,071</b>	<b>\$ 2,199,281</b>	<b>\$ 2,164,281</b>	<b>\$ 2,164,281</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
County shared taxes	\$ 1,142,220	\$ 1,241,683	\$ 1,244,000	\$ 1,332,164	\$ 1,332,164	\$ 1,332,164
Charges for services	52,332	43,919	46,000	42,750	42,750	42,750
Grants and donations	49,822	31,310	52,100	55,350	55,350	55,350
General Fund revenues	579,184	560,776	687,971	769,017	769,017	769,017
<b>Total</b>	<b>\$ 1,823,558</b>	<b>\$ 1,877,688</b>	<b>\$ 2,030,071</b>	<b>\$ 2,199,281</b>	<b>\$ 2,199,281</b>	<b>\$ 2,199,281</b>

**Budget Highlights**

**Personnel Services**

- Overall, there are no changes to the Full-Time Equivalent (FTE) level. Any cost changes to personnel services include annual cost of living changes, merit increases, and benefit plan adjustments.

**Materials and Services**

- An increase in the materials and services budget is anticipated to develop a 5-year strategic plan for the library, costing approximately \$50,000, included in the Professional and Technical Services line item.

**Capital Outlay**

- The increase in Capital Outlay is to install a repeater to increase phone/data coverage within the building, costing approximately \$35,000.

**Resources**

- County shared taxes (Library District revenue) accounts for approximately 60% of the funding for the Library.

## 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.**

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
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	125,000	130,000
	Service area population, December estimate	26,174	27,581	28,000	28,500
	Items per capita	4.75	4.36	4.46	4.56

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

<b>Strategy</b>	<b>Measure</b>				
Provide high quality programming	Number of children's programs	347	335	340	340
	Attendance at children's programs	22,369	21,035	22,000	22,000
	Number of Young Adult programs	28	35	35	35
	Attendance at Young Adult Programs	763	1,980	2,000	2,000
	Number of adult programs	114	116	120	120
	Attendance at adult programs	2,837	2,358	3,000	3,000

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

<b>Strategy</b>	<b>Measure</b>				
Increase circulation by at least 2% over prior year	Annual print and A/V circulation	439,474	400,499	415,000	430,000
	Annual e-book and other downloadable circulation	26,770	34,391	38,000	40,000
	Total Circulation	466,244	434,890	453,000	470,000

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

<b>Strategy</b>	<b>Measure</b>				
Increase volunteer hours worked to at least 6 FTE	Number of hours worked	11,795	11,551	12,000	12,000
	FTE	5.7	5.6	5.8	5.8

**Performance Measurements Outcome**

In FY19, the library's circulation has increased over FY18. Previously, in FY18, the library's circulation had decreased due to the RFID project and then the library renovation. Both projects necessitated the reduction of collection as well as limiting the users' access to some collections while these projects were underway. Now that these projects are behind us, the library staff has resumed normal collection development and increased access. FY19 circulation has begun to increase. E-books and downloadable audiobooks circulation continue to increase significantly. Program attendance has remained stable, if not increasing.



Public Art at the Library





# Transportation

# SMART transit

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.

Notable activities during the 2018-19 budget year included hiring a GIS intern, Transportation Demand Management Technician and a Mobility Specialist; allocating funding to replace aging buses, upgraded technology for buses, and made facility improvements; constructed electric bus charging infrastructure and made bus shelters upgrades; continued implementing the Transit Master Plan; conducted an onboard rider demographic and travel trend survey; and completed the planning process to utilize House Bill 2017 funds.

Anticipated projects during the 2019-20 budget year include conducting an onboard customer satisfaction survey; acquiring an electric bus; adding services hours to Routes 2X and 4; and planning for transit service to the areas of Basalt Creek, Frog Pond and Coffee Creek.

### Council Goals

#### ***Enhance tourism, recreation, resiliency, redundancy, economic development, and connectivity***

- 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

#### ***Promote and make available numerous options for convenient sustainable choices***

- 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

#### ***Develop a robust, attractive, and viable commercial center with amenities to serve the community***

- Continue Shopper Shuttle from Villebois and Charbonneau to Town Center

#### ***Build fully interconnected and effective transportation modes enabling all kinds of movement among neighborhoods, commercial/employment areas, schools, parks, library, and government***

- Implement 2017 Transit Master Plan (TMP)
- Research the feasibility of providing neighborhood circular service
- Collaborate with planning for the development of Town Center, Coffee Creek, Basalt Creek and Frog Pond

#### ***Enable and promote healthy living***

- Expand SMART Options program through weekly walks at lunch and bike projects or campaigns
- Hire a Transportation Demand Management Technician in the fall to assist with the Options Program

#### ***Embrace technology proactively in future planning, operations, and customer service***

- 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
- Work toward an all alternative fuel fleet

### **Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
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	3.00	4.00
Drivers	26.70	26.70	26.70	30.70
Program Coordinator	1.00	1.00	1.00	1.00
Transportation Options Program Manager	1.00	0.00	0.00	0.00
Grants and Program Manager	1.00	1.00	1.00	1.00
Management Analyst	0.00	1.00	1.00	1.00
TDM Technician (2 yr grant)	0.00	0.00	1.00	1.00
Administrative Assistant II	0.50	0.00	0.00	0.00
Intern	0.30	0.30	0.43	0.43
	<b>37.50</b>	<b>37.00</b>	<b>38.13</b>	<b>43.13</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 1,928,278	\$ 2,126,903	\$ 2,200,165	\$ 2,543,318	\$ 2,543,318	\$ 2,543,318
Employee benefits	978,856	1,124,307	1,326,601	1,603,542	1,603,542	1,603,542
<b>Total</b>	<b>2,907,134</b>	<b>3,251,210</b>	<b>3,526,766</b>	<b>4,146,860</b>	<b>4,146,860</b>	<b>4,146,860</b>
<b>Materials and Services</b>						
Supplies	35,117	36,043	65,529	297,290	297,290	297,290
Prof and tech services	123,074	152,586	179,823	295,300	295,300	295,300
Utility services	76,526	77,455	100,732	103,590	103,590	103,590
Repairs & maintenance	22,496	19,319	31,552	22,000	22,000	22,000
Fleet services	984,660	972,445	1,053,803	1,074,798	1,074,798	1,074,798
Rents & leases	1,719	1,924	2,251	2,300	2,300	2,300
Insurance	58,089	63,730	62,772	68,153	68,153	68,153
Commuter rail service	322,195	332,395	333,805	347,157	347,157	347,157
Comm svcs programs	1,600	2,598	1,577	4,000	4,000	4,000
Employee development	24,389	19,576	27,483	28,700	28,700	28,700
Fees, dues, advertising	17,555	15,580	48,184	36,118	36,118	36,118
Meeting expenses	3,305	2,708	3,248	5,000	5,000	5,000
<b>Total</b>	<b>1,670,725</b>	<b>1,696,359</b>	<b>1,910,759</b>	<b>2,284,406</b>	<b>2,284,406</b>	<b>2,284,406</b>
<b>Capital Outlay</b>						
Software	-	-	-	560,000	560,000	560,000
Vehicles	820,223	-	2,157,569	1,891,655	1,891,655	1,891,655
<b>Total</b>	<b>820,223</b>	<b>-</b>	<b>2,157,569</b>	<b>2,451,655</b>	<b>2,451,655</b>	<b>2,451,655</b>
<b>Total Department</b>	<b>\$ 5,398,082</b>	<b>\$ 4,947,569</b>	<b>\$ 7,595,094</b>	<b>\$ 8,882,921</b>	<b>\$ 8,882,921</b>	<b>\$ 8,882,921</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Payroll taxes	\$ 5,552,582	\$ 5,040,712	\$ 5,006,000	\$ 5,151,000	\$ 5,151,000	\$ 5,151,000
Intergovernmental grants	988,447	238,885	2,549,740	4,217,893	4,217,893	4,217,893
Other revenues	206,490	285,506	240,050	254,150	254,150	254,150
<b>Total</b>	<b>\$ 6,747,519</b>	<b>\$ 5,565,103</b>	<b>\$ 7,795,790</b>	<b>\$ 9,623,043</b>	<b>\$ 9,623,043</b>	<b>\$ 9,623,043</b>

**Budget Highlights**

***Personnel Services***

- FY 2019-20 involves the addition of four bus operators and one supervisor related to HB2017 service improvements.

***Materials and Services***

- Supplies include \$196,250 budget for two-way radio replacements
- Prof and tech services include \$96,000 in van pool contract services

***Capital Outlay***

- One electric bus
- Five CNG cutaway buses
- One van
- One CNG trolley
- Two CNG compressors

## Anticipated Grants for 2019-20

### *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 \$17,446 plus \$3,489 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 \$181,039 plus \$20,721 in local match (10.27%) will support SMART Options program staffing, including the addition of a full-time, limited duration TDM Technician to implement bicycle safety and education programs.
- **Integration Grant:** Federal funds of \$32,000 plus \$6,400 in local match (20%) will be used for implementation support of the TMP.
- **Federal Formula Grants (Non-Capital):** Federal grant funding is anticipated in the amount of \$1,154,959 plus \$288,740 (20%) in local match for preventative maintenance, technology, and radios.
- **Federal Formula Grants (Buses / Vehicles):** Federal funding of \$497,971 plus \$124,493 in local match (20%) for two cutaways, two vans, one trolley, and a staff vehicle.

### *Capital Improvement Project (Building CIP Fund) Grants:*

- **Federal Formula Grants (5307):** Federal funding is anticipated in the amounts of \$113,080 plus \$28,270 in local match for SMART parking lot expansion and bus shelters.

Performance Measurements

Fixed Route

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$14.31	\$15.16	\$13.63	\$15.36
	Cost per service hour	\$106.49	\$113.16	\$114.30	\$116.50
	Cost per mile	\$1.20	\$1.42	\$1.35	\$1.31
	Passenger trips per service hour	9	9.1	9.8	8.3
	Passenger trips per mile	0.49	0.53	0.57	0.55
Increase ridership within the community	Number of passenger trips	278,707	269,167	302,241	316,240
	Annual total hours	31,009	29,589	30,717	37,907
	Annual total miles	570,130	511,775	530,895	574,375
	Total operating cost	\$3,989,012	\$4,080,425	\$4,120,000	\$4,856,000

Dial-a-Ride Service

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$39.94	\$48.03	\$54.18	\$45.41
	Cost per service hour	\$81.52	\$115.96	\$113.00	\$119.00
	Cost per mile	\$2.24	\$1.42	\$1.81	\$1.88
	Passenger trips per service hour	2.5	3	2.9	3.2
	Passenger trips per mile	0.32	0.26	0.24	0.32
Increase ridership within the community	Number of passenger trips	27,548	21,743	19,932	26,550
	Annual total hours	11,119	7,200	6,819	8,190
	Annual total miles	86,609	85,238	82,544	83,475
	Total operating cost	\$1,100,167	\$1,044,308	\$1,080,000	\$1,205,600

**Performance Measurements Outcome**

Moving into the 2019-20 fiscal year, 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 will allow SMART to add hours of service to current routes effective July 1, 2019. In any event, SMART expects to continue to see consistent single digit increases in ridership year-over-year. SMART is also developing a Service Performance Standards Guidebook in FY20 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, is being reviewed by a citizen Steering Committee to find system efficiencies and increase the amount of passengers per trip. Lastly, SMART is utilizing planning and 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, repairs and maintains vehicles and equipment, manages outside vendor support and manages 2-way radio acquisition and maintenance for all City departments. Beginning in 2019, Fleet is now 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 314 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 the early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals and policy objectives for the biennium of 2017-2019. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

**Key Performance Areas**

***Well Maintained Infrastructure***

- Provide safe and clean vehicles and equipment

***Safe, Healthy, and aesthetically pleasing 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.

***Fiscal Discipline***

- Monitor and adjust vehicle allocations to ensure efficient utilization of assets
- Extend vehicle service life through quality maintenance
- Maximize return on investments through effective vehicle purchase and disposal procedures

**Council Goals**

***Create a parks and recreation system, in conjunction with partners, that includes high-capacity use, multi-use facilities, and revenue generating capabilities***

- Supply and maintain equipment in support of parks maintenance activities

***Promote and make available numerous options for convenient sustainable choices***

- Continue exploration and implementation of fuel saving strategies, including the implementation of alternative fuel vehicles
- Provide support to the SMART transit system, in the form of vehicle maintenance and availability

**Full Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Fleet Services Manager	1.00	1.00	1.00	1.00
Lead Mechanic/Supervisor	0.00	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	0.00	1.00	1.00
Fleet Hostler	1.60	1.60	1.00	1.00
	<b>6.60</b>	<b>7.60</b>	<b>8.00</b>	<b>8.00</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Personnel Services</b>						
Salaries and wages	\$ 341,077	\$ 355,620	\$ 463,511	\$ 474,640	\$ 474,640	\$ 474,640
Employee benefits	189,728	208,005	286,855	306,990	306,990	306,990
<b>Total</b>	<b>530,805</b>	<b>563,625</b>	<b>750,366</b>	<b>781,630</b>	<b>781,630</b>	<b>781,630</b>
<b>Materials and Services</b>						
Supplies	187,288	232,189	215,355	245,800	245,800	245,800
Fuel	213,069	255,358	260,000	290,000	290,000	290,000
Utility services	73,938	64,073	84,927	88,506	88,506	88,506
Repairs & maintenance	30,962	31,539	38,320	35,450	35,450	35,450
Insurance	2,086	2,125	3,078	3,140	3,140	3,140
Employee development	3,088	2,634	11,625	11,625	11,625	11,625
<b>Total</b>	<b>510,431</b>	<b>587,918</b>	<b>613,305</b>	<b>674,521</b>	<b>674,521</b>	<b>674,521</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	-	56,000	-	-
Vehicles	437,183	151,975	188,000	93,000	93,000	93,000
<b>Total</b>	<b>437,183</b>	<b>151,975</b>	<b>188,000</b>	<b>149,000</b>	<b>93,000</b>	<b>93,000</b>
<b>Total Department</b>	<b>\$ 1,478,419</b>	<b>\$ 1,303,518</b>	<b>\$ 1,551,671</b>	<b>\$ 1,605,151</b>	<b>\$ 1,549,151</b>	<b>\$ 1,549,151</b>

<b>Resources Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Fleet charges	\$ 1,258,370	\$ 1,263,295	\$ 1,343,601	\$ 1,373,975	\$ 1,373,975	\$ 1,373,975
Assigned contingencies	437,183	151,975	188,000	93,000	93,000	93,000
<b>Total</b>	<b>\$ 1,695,553</b>	<b>\$ 1,415,270</b>	<b>\$ 1,531,601</b>	<b>\$ 1,466,975</b>	<b>\$ 1,466,975</b>	<b>\$ 1,466,975</b>

**Budget Highlights**

**Materials and Services**

- Supplies are increasing about 14%, roughly \$30,000, to ensure adequate resources are available to maintain a growing fleet.
- Fuel cost projections indicate a likely upward trend in the coming year. The fuel budget has been increased 12% to absorb the anticipated increase.
- In the Utility Services category, two-way radio service charges are increasing, driving the increase in the category. These costs are likely to change mid year, as the County system transitions from analog to digital.

**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. Vehicles slated for replacement are as follows:
  - › One utility truck in Public Works, at an estimated cost of \$67,000
  - › One Parks Maintenance truck, at an estimated cost of \$26,000
  - › One wide area mower in the Parks Dept., at an estimated cost of \$56,000

## Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
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%
Preventative maintenance	Percent completed on time	90%	87%	91%	91%
Track number of road calls	Number of road calls per year	50	54	52	50

### 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.



WES Platform Public Art





# 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 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.

**Key Performance Areas**

***Safe, Healthy & Aesthetically Pleasing Community***

- Uphold and enforce the laws of the state and city through professional law enforcement
- 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
- 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
- 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
- Build relationships with the business community

**Contracted Employees: Full-time equivalents**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Chief	1.00	1.00	1.00	1.00
Sergeant	3.00	3.00	3.00	3.00
Detective	1.00	1.00	1.00	1.50
Traffic Officer	1.00	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
	<b>19.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.50</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>Materials and Services</b>						
Supplies	\$ 9,051	\$ 21,537	\$ 8,665	\$ 9,636	\$ 9,636	\$ 9,636
Prof and tech services	4,104,680	3,893,483	4,947,012	5,243,990	5,243,990	5,243,990
Utility services	15,436	16,646	20,987	20,414	20,414	20,414
Fleet services	7,010	6,930	6,930	7,069	7,069	7,069
Repairs & maintenance	8,493	8,587	5,960	1,000	1,000	1,000
Insurance	1,326	1,304	1,465	1,480	1,480	1,480
Employee development	249	754	4,121	8,000	8,000	8,000
<b>Total Department</b>	<b>\$ 4,146,245</b>	<b>\$ 3,949,241</b>	<b>\$ 4,995,140</b>	<b>\$ 5,291,589</b>	<b>\$ 5,291,589</b>	<b>\$ 5,291,589</b>
<b>Resources Summary</b>						
	Actual 2016-17	Actual 2017-18	Adopted 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
General Fund revenues	\$ 4,146,245	\$ 3,949,241	\$ 4,995,140	\$ 5,291,589	5,291,589	5,291,589
<b>Total</b>	<b>\$ 4,146,245</b>	<b>\$ 3,949,241</b>	<b>\$ 4,995,140</b>	<b>\$ 5,291,589</b>	<b>\$ 5,291,589</b>	<b>\$ 5,291,589</b>

**Budget Highlights**

***Materials and Services***

- The budget for Law Enforcement is increasing to account for inflationary adjustments. A .50 FTE increase is for an additional Detective due to an increased workload. Several categories within the Materials and Services line items were adjusted to reflect actual historical expenditures.

# Public Safety

# law enforcement

## Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate 2019</b>	<b>Forecast 2020</b>
Maintain a staffing level that allows for approximately 600 calls per Officer per year	Population served	24,315	25,044	25,250	26,007
	Calls for service	8,053	8,571	9,170	9,811
	Average number of calls for service per day	22	24	25	27
	Calls per Deputy	671	659	705	754
	Officers per thousand population	0.66	0.67	0.65	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 - Bicycle Patrol



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 early 2017, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals and policy objectives for the biennium of 2017-2019. Below are those Key Performance Areas as they apply to this Program Area.

**Key Performance Areas**

***Safe, Healthy & Aesthetically Pleasing Community***

- Promote public safety through public education, adjudication and compliance programs
- Ensure customer compliance with judicial orders including the payment of fines and fees when levied and completion of compliance programs when offered

***Fiscal Discipline***

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

***Welcoming, Engaged and Satisfied Residents***

- Maintain a dynamic and useful webpage for information, court payments, and customer convenience
- Resolve cases in an expeditious, impartial and consistent manner

**Full-Time Equivalent Positions**

Position	Budget 2016-17	Budget 2017-18	Budget 2018-19	Budget 2019-20
Court Clerk	1.50	1.50	1.50	1.50
Interpreter	0.00	0.00	0.00	0.00
Room Monitor	0.05	0.05	0.05	0.05
Municipal Court Judge	0.10	0.10	0.10	0.10
	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>	<b>1.65</b>

<b>Operating Summary</b>	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Personnel Services						
Salaries and wages	\$ 96,480	\$ 109,567	\$ 111,040	\$ 114,800	\$ 114,800	\$ 114,800
Employee benefits	53,620	69,281	70,770	75,040	75,040	75,040
<b>Total</b>	<b>150,100</b>	<b>178,848</b>	<b>181,810</b>	<b>189,840</b>	<b>189,840</b>	<b>189,840</b>
Materials and Services						
Supplies	2,573	1,984	5,442	5,575	5,575	5,575
Prof and tech services	19,576	10,054	23,175	23,475	23,475	23,475
Utility services	874	1,689	1,236	1,349	1,349	1,349
Employee development	1,312	1,867	4,181	4,225	4,225	4,225
Fees, dues, advertising	844	842	1,021	1,020	1,020	1,020
Meetings expenses	1,593	1,895	2,398	2,450	2,450	2,450
Misc services & supplies	3,983	4,424	6,223	5,601	5,601	5,601
<b>Total</b>	<b>30,755</b>	<b>22,755</b>	<b>43,676</b>	<b>43,695</b>	<b>43,695</b>	<b>43,695</b>
<b>Total Department</b>	<b>\$ 180,855</b>	<b>\$ 201,603</b>	<b>\$ 225,486</b>	<b>\$ 233,535</b>	<b>\$ 233,535</b>	<b>\$ 233,535</b>
<b>Resources Summary</b>						
	Actual 2016-17	Actual 2017-18	Adopted 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Fines	\$ 237,008	\$ 292,406	\$ 315,000	\$ 320,000	\$ 315,000	\$ 315,000
<b>Total</b>	<b>\$ 237,008</b>	<b>\$ 292,406</b>	<b>\$ 315,000</b>	<b>\$ 320,000</b>	<b>\$ 315,000</b>	<b>\$ 315,000</b>

**Budget Highlights**

***Personnel Services***

- No changes to personnel services, other than annual cost of living changes, merit increases, and benefit plan adjustments.

***Materials and Services***

- Utility service expense increasing from the addition of a dedicated phone line for credit card transaction processing.

**Performance Measurements**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2016-17</b>	<b>Actual 2017-18</b>	<b>Estimate 2018-19</b>	<b>Forecast 2019-20</b>
Efficiency	Total violations	2,251	2,958	2,830	2,900
	Violations per Court Clerk (FTE)	1,501	1,972	1,887	1,933

**Performance Measurements Outcome**

Estimated and forecasted violations per court clerk reflect 1.5 FTE Court Clerks.

# Capital Projects

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The City budgets its major construction activities in one of nine capital improvement project categories. Projects are generally large dollar (\$5,000 minimum), nonrecurring and have a useful life of many years. 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 2019-20 are presented below.

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<i>Fiber Connectivity, ERP Replacement, Citywide Phone System Replacement</i>	
Parks.....	232
<i>French Prairie Bridge, I-5 Undercrossing Trail, Memorial Park Master Plan Improvements, Boeckman Trail</i>	
<i>and Trailhead, Play Structure Replacements, System Development Charges, Reimbursements and Credits</i>	
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# Capital Projects

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

For FY2019-20, the adopted CIP Budget will only provide the funding necessary for first year of the five year plan. The 5-Year CIP presented below does not constitute a commitment to fund a particular project past FY2019-20, but rather signifies the intention to begin the process of creating a funding plan to meet the estimated construction costs during the ensuing years. As the City prepares for continued growth, funding for the 5 Year CIP will need to be balanced each year with the operational needs of the City and available funding.

## Summary Five Year CIP Forecast FY2019-20 thru FY2023-24

	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24
<b>Construction Projects</b>					
Water	\$ 6,098,108	\$ 15,882,739	\$ 12,621,472	\$ 6,825,477	\$ 1,254,415
Sewer	8,117,245	3,982,541	4,187,148	6,905,314	4,104,800
Streets	15,719,119	18,414,711	13,946,253	11,836,937	7,448,228
Stormwater	3,560,853	652,925	1,896,353	1,695,403	1,722,141
Facilities	2,586,128	117,781	60,312	15,796,838	63,985
Parks	1,366,575	7,879,825	21,735,250	18,330,250	-
<b>Master Plan and Studies</b>					
Water	5,000	-	146,068	-	-
Sewer	280,875	-	84,217	-	-
Planning	392,000	468,650	530,000	257,240	212,800
Streets	28,375	-	-	-	-
Stormwater	46,050	-	-	-	-
Parks	72,025	-	-	-	-
<b>System Development Reimbursements/Credits</b>					
Streets	454,000	-	-	-	-
Parks	2,581,474	-	-	-	-
<b>Livability Improvements</b>					
Streetscape	728,287	136,200	134,734	-	142,940
<b>Annual Maintenance Projects</b>					
Water	1,004,716	1,055,733	887,448	648,085	667,221
Sewer	179,523	188,043	196,749	205,642	211,811
Streets	1,542,800	1,494,262	1,496,692	1,661,291	1,827,403
Streetscape	119,603	62,561	64,438	66,371	68,362
Stormwater	76,000	78,000	80,000	82,000	84,000
Facilities	808,658	353,313	447,280	273,624	728,712
<b>Miscellaneous Projects</b>					
Water	271,905	279,747	294,172	314,785	342,200
Sewer	80,453	82,906	87,218	93,662	102,610
Streets	254,659	156,577	156,831	227,016	134,908
Streetscape	11,691	12,042	12,403	12,775	13,158
Stormwater	67,876	67,010	69,045	71,007	72,996
Facilities	103,500	45,000	45,000	45,000	45,000
Information Technology	1,150,000	616,600	282,180	605,545	295,102
Parks	473,450	374,360	385,281	396,213	407,156
Total 5-Year CIP Forecast	\$ 48,180,950	\$ 52,401,526	\$ 59,846,545	\$ 66,350,475	\$ 19,949,949
<b>Funding Sources</b>					
General Fund	3,663,336	1,557,640	1,360,713	3,522,743	1,452,361
Operating Funds	13,580,413	11,672,826	12,413,359	9,290,702	8,761,591
System Development Funds	19,082,241	19,658,925	32,618,648	33,253,757	4,790,398
Intergovernmental Revenues	1,646,878	5,315,151	3,235,103	210,376	235,145
Urban Renewal	9,423,673	13,377,690	9,898,189	9,001,125	4,480,000
Grants	282,408	317,235	318,412	11,069,586	228,204
Contributions	502,000	502,060	2,122	2,185	2,251
Total Funding Sources	\$ 48,180,950	\$ 52,401,526	\$ 59,846,545	\$ 66,350,475	\$ 19,949,949

## FY2019-20 Summary of Appropriations

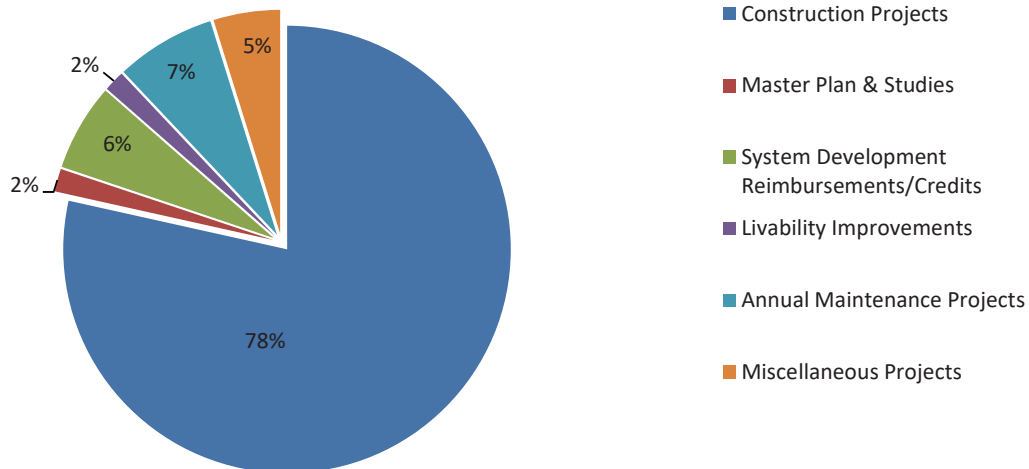
	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Systems	Parks	Total
Capital Project Expense	\$ 6,566,093	\$ 8,076,623	\$ 287,000	\$ 17,025,226	\$ 766,117	\$ 3,293,477	\$ 3,441,297	\$ 1,150,000	\$ 4,076,823	\$ 44,682,656
Project Management Fees	584,004	298,791	105,000	833,297	66,650	342,030	46,103	-	291,232	2,567,107
General Fund Overhead Fees	229,632	282,682	-	140,429	26,814	115,272	10,886	-	125,469	931,184
	<u>\$ 7,379,730</u>	<u>\$ 8,658,096</u>	<u>\$ 392,000</u>	<u>\$ 17,998,952</u>	<u>\$ 859,581</u>	<u>\$ 3,750,779</u>	<u>\$ 3,498,286</u>	<u>\$ 1,150,000</u>	<u>\$ 4,493,524</u>	<u>\$ 48,180,950</u>

## FY2019-20 Summary of Resources

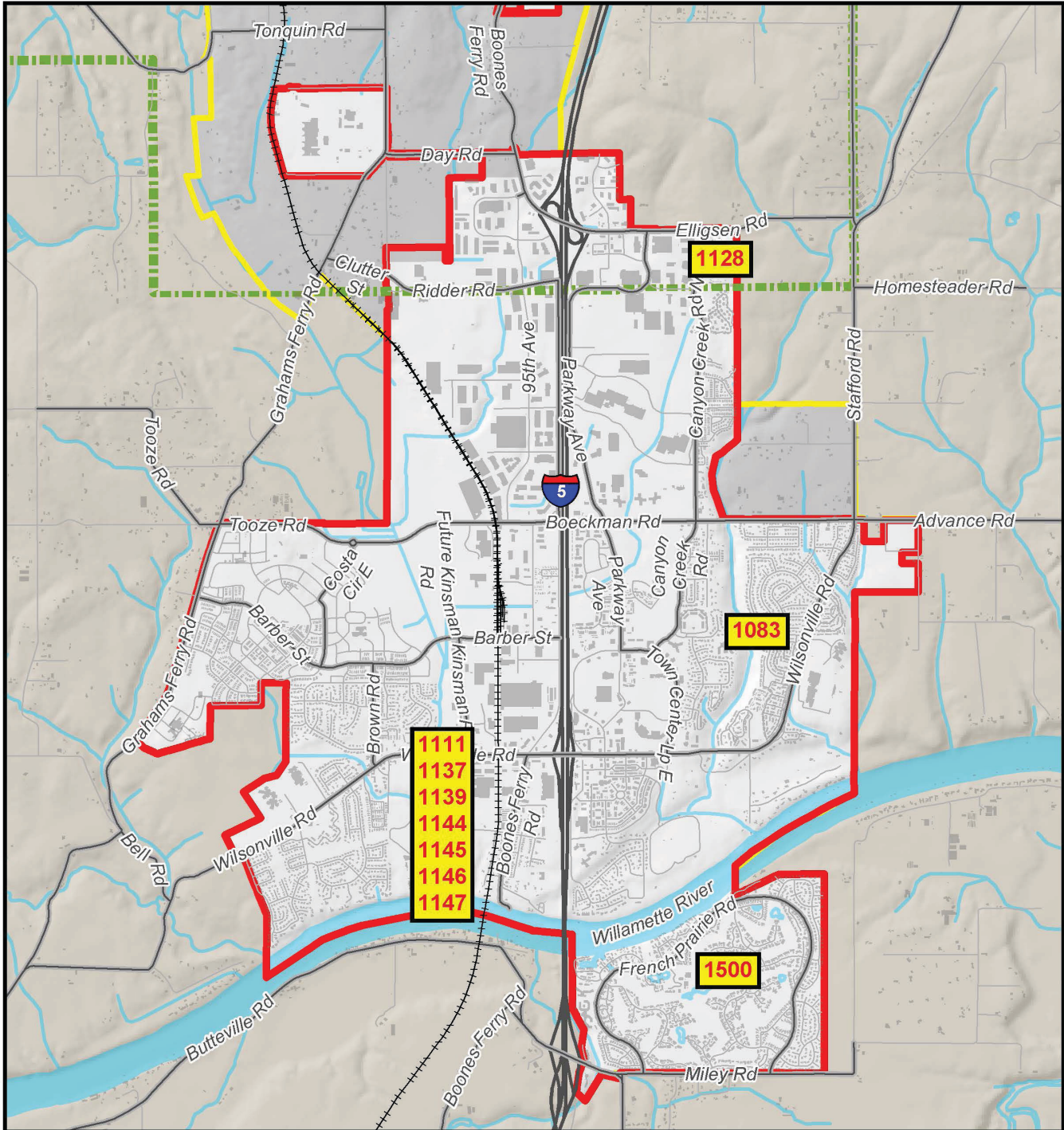
	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Systems	Parks	Total
Operating Funds	\$ 3,026,694	\$ 3,008,786	\$ -	\$ 267,104	\$ 427,140	\$ 2,685,672	\$ 1,590,500	\$ 100,000	\$ -	\$ 11,105,896
SDCs										
Improvement	2,706,159	5,649,310	-	5,697,374	2,338	1,065,107	-	-	3,796,589	18,916,878
Other Local Governments	1,646,877	-	-	-	-	-	-	-	-	1,646,877
Contributions	-	-	-	500,000	-	-	-	-	2,000	502,000
Grants	-	-	-	-	-	-	282,406	-	-	282,406
Street Lights	-	-	-	-	430,103	-	-	-	-	430,103
Road Maintenance	-	-	-	1,797,040	-	-	-	-	-	1,797,040
Loan Proceeds	-	-	-	-	-	-	-	-	-	-
Transit	-	-	-	-	-	-	70,602	-	-	70,602
Building Fund	-	-	-	-	-	-	127,139	225,000	-	352,139
Building CIP Fund Reserves	-	-	-	-	-	-	-	-	-	-
General Fund-Coffee Creek Reserves	-	-	-	328,762	-	-	-	-	-	328,762
General Fund	-	-	392,000	-	-	-	1,427,639	825,000	679,935	3,324,574
Subtotal	<u>7,379,730</u>	<u>8,658,096</u>	<u>392,000</u>	<u>8,590,280</u>	<u>859,581</u>	<u>3,750,779</u>	<u>3,498,286</u>	<u>1,150,000</u>	<u>4,478,524</u>	<u>38,757,277</u>
Urban Renewal	-	-	-	9,408,673	-	-	-	-	15,000	9,423,673
Total City Resources	<u>\$ 7,379,730</u>	<u>\$ 8,658,096</u>	<u>\$ 392,000</u>	<u>\$ 17,998,952</u>	<u>\$ 859,581</u>	<u>\$ 3,750,779</u>	<u>\$ 3,498,286</u>	<u>\$ 1,150,000</u>	<u>\$ 4,493,524</u>	<u>\$ 48,180,950</u>
Funding sources administered by the Oregon Department of Transportation on behalf of the City										
Federal Transportation Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 219,000	\$ 219,000
Total Available Funding Sources	<u>\$ 7,379,730</u>	<u>\$ 8,658,096</u>	<u>\$ 392,000</u>	<u>\$ 17,998,952</u>	<u>\$ 859,581</u>	<u>\$ 3,750,779</u>	<u>\$ 3,498,286</u>	<u>\$ 1,150,000</u>	<u>\$ 4,712,524</u>	<u>\$ 48,399,950</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 Plans & Studies, System Development Reimbursements/Credits, Livability Improvements, Annual Maintenance Projects and Miscellaneous Projects.

## Projects by Type



# Water Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<ul style="list-style-type: none"> <li> City Limits</li> <li> County Boundary</li> <li> UGB</li> </ul>	 <p>4/19/2017</p>  <p>0 Miles 0.5</p>
<p><b>Wilsonville Boundaries</b></p>		

## 2019-20 Funding Sources

Proj.	Project Name	Water Operating	Water SDC	WWSP	City of Sherwood	Total Resources
<b>Construction Projects</b>						
1111	Water Treatment Plant Surge Tank	\$ -	\$ 151,333	\$ -	\$ 75,667	\$ 227,000
1114	Water System Telemetry	338,400	-	-	-	338,400
1137	WTP Life Safety and Seismic Upgrades	114,314	-	-	57,071	171,385
1139	5th St / Kinsman Extension Water Line	-	1,434,780	-	-	1,434,780
1144	WTP 20 MGD Expansion	535,534	911,856	-	722,610	2,170,000
1145	WTP Seismic Upgrades	200,617	-	-	100,158	300,775
1146	WTP Operations - Repair and Replace	731,305	139,297	-	434,648	1,305,250
1147	WTP Raw Water Intake Design	143,010	28,091	-	84,274	255,375
1500	Water Ops Allocation to Charbonneau	51,529	-	-	-	51,529
<b>Master Plan and Studies</b>						
1123	Water Rate and SDC Study	2,500	2,500	-	-	5,000
<b>Annual Maintenance Projects</b>						
1048	Annual - Water Distribution System Miscellaneous Improvements	50,893	-	-	-	50,893
1083	Annual - Well Facility Rehab and Upgrade	397,250	-	-	-	397,250
1120	Annual - Meter Replacements	53,303	-	-	-	53,303
1121	Annual - Pipe/Valve/Hydrant Replacement	213,210	-	-	-	213,210
1128	Annual - Well Upgrades and Maintenance (Downhole)	113,500	-	-	-	113,500
<b>Miscellaneous Projects</b>						
1117	Annual - Fire Flow Data Collection For System Capacity & Growth	5,175	-	-	-	5,175
1126	Segment 3B Waterline Mitigation Site	8,250	6,750	-	-	15,000
1127	WWSP Coordination	-	-	172,450	-	172,450
1129	Annual - GIS and Water Model Updates	5,755	-	-	-	5,755
1990	CD Department Support for Miscellaneous Projects	20,000	-	-	-	20,000
1993	Water CIP's - Final Closeout from Prior Years	1,430	1,070	-	-	2,500
1995	Early Planning - Future Water Projects	4,690	3,510	-	-	8,200
1998	5-Year & Annual Water CIP Budget Development	2,860	2,140	-	-	5,000
1999	Project Design & Development	33,170	24,830	-	-	58,000
		<u>\$ 3,026,694</u>	<u>\$ 2,706,159</u>	<u>\$ 172,450</u>	<u>\$ 1,474,427</u>	<u>\$ 7,379,730</u>

# Water Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### #1111 – Water Treatment Plant Surge Tank

This project constructs a 1500 gallon to 2500 gallon hydro-pneumatic surge tank to protect the finished water pumps and transmission line from damage due to unexpected pressure surges.

Priority: Medium

Justification: City Growth

Status: Continued from FY2011-12

FY2019-20 Funding Source: Water SDC/City of Sherwood

Estimated Date of Completion: FY2019-20

Operations Impact: To be maintained by Veolia

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 1,496,165	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 1,696,165
Project Management Fees	112,219	20,000	-	-	-	-	132,219
General Fund Overhead Fees	58,436	7,000	-	-	-	-	65,436
	<u>\$ 1,666,820</u>	<u>\$ 227,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,893,820</u>

### #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. Replace SCADA computer at PW; upgrade software. New SCADA computer at WRWTP. Integrate chlorine monitoring for Charbonneau station. Costs are early level estimates. Upgrading telemetry based on Telemetry Master Plan at all PRVs, wells, and reservoirs. First year includes equipment replacement, following years are connection and infrastructure costs. Completion of project is expected to result in an annual operating budget savings.

Priority: High

Justification: Aging infrastructure

Status: Continued from FY2011-12

FY2019-20 Funding Source: Water Operating

Estimated Date of Completion: FY2021-22

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

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 188,620	\$ 298,150	\$ 206,000	\$ 127,200	\$ -	\$ -	\$ 819,970
Project Management Fees	35,139	29,815	20,600	12,720	-	-	98,274
General Fund Overhead Fees	6,581	10,435	7,210	4,452	-	-	28,678
	<u>\$ 230,340</u>	<u>\$ 338,400</u>	<u>\$ 233,810</u>	<u>\$ 144,372</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 946,922</u>

### #1137 – WTP Life Safety and Seismic Upgrades

This project funds life safety improvements to the internal components of the Willamette River Water Treatment Plant, as identified in the 2018 Master Plan Update.

Priority: High

Justification: Aging Infrastructure

Status: Continued from FY2017-18

FY2019-20 Funding Source: Water SDC/City of Sherwood

Estimated Date of Completion: FY2021-22

Operations Impact: To be determined at completion of planning phase

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 94,641	\$ 151,000	\$ 396,550	\$ 230,163	\$ -	\$ -	\$ 872,354
Project Management Fees	263	15,100	39,655	23,016	-	-	78,034
General Fund Overhead Fees	3,312	5,285	13,879	8,056	-	-	30,532
	<u>\$ 98,216</u>	<u>\$ 171,385</u>	<u>\$ 450,084</u>	<u>\$ 261,235</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 980,920</u>

## #1139 – 5th Street / Kinsman Extension Water Line

12" Water main extension between Kinsman Road, Arrowhead Creek and Boones Ferry Road as part of the 5th to Kinsman roadway extension project.

*Priority: High*

*Justification: City Growth*

*Status: Continued from FY2017-18*

*FY2019-20 Funding Source: Water SDC*

*Estimated Date of Completion: FY2020-21*

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

<i>Project Costs:</i>	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 231,700	\$ 1,328,500	\$ 134,272	\$ -	\$ -	\$ -	\$ 1,694,472
Project Management Fees	6,303	59,782	13,427	-	-	-	79,512
General Fund Overhead Fees	8,110	46,498	4,700	-	-	-	59,308
	<u>\$ 246,113</u>	<u>\$ 1,434,780</u>	<u>\$ 152,399</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,833,292</u>

## #1144 – Water Treatment Plant Expansion to 20 MGD

The water treatment plant will be expanded from a 16 MGD to 20 MGD design capacity. Site electrical equipment will be replaced and renovated.

*Priority: High*

*Justification: City Growth*

*Status: Continued from FY2019-20*

*FY2019-20 Funding Source: Water Operations/Water SDC/City of Sherwood*

*Estimated Date of Completion: FY2021-22*

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

<i>Project Costs:</i>	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 2,000,000	\$ 9,483,260	\$ 5,547,709	\$ -	\$ -	\$ 17,030,969
Project Management Fees	-	100,000	948,326	554,771	-	-	1,603,097
General Fund Overhead Fees	-	70,000	331,914	194,170	-	-	596,084
	<u>\$ -</u>	<u>\$ 2,170,000</u>	<u>\$ 10,763,500</u>	<u>\$ 6,296,650</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 19,230,150</u>

## #1145 – Water Treatment Plant Seismic Retrofits

This project funds seismic improvements to the internal components of the Willamette River Water Treatment Plant, as identified in the 2018 Master Plan Update.

*Priority: High*

*Justification: City Growth*

*Status: New Project*

*FY2019-20 Funding Source: Water Operations/Water SDC/City of Sherwood*

*Estimated Date of Completion: FY2021-22*

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

<i>Project Costs:</i>	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 265,000	\$ 3,023,050	\$ 1,755,466	\$ -	\$ -	\$ 5,043,516
Project Management Fees	-	26,500	302,305	175,547	-	-	504,352
General Fund Overhead Fees	-	9,275	105,807	61,441	-	-	176,523
	<u>\$ -</u>	<u>\$ 300,775</u>	<u>\$ 3,431,162</u>	<u>\$ 1,992,454</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,724,391</u>

# Water Projects

## #1146 – Water Treatment Plant Operations – Repairs and Replace

This project funds repair and replacement improvements to the internal components of the Willamette River Water Treatment Plant, as identified in the 2017 Master Plan Update.

*Priority: High*

*Justification: Aging Infrastructure and City Growth*

*Status: New Project*

*FY2019-20 Funding Source: Water Operations/Water SDC/City of Sherwood*

*Estimated Date of Completion: FY2023-24*

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

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 1,150,000	\$ 690,100	\$ 399,302	\$ 13,626	\$ 14,001	\$ 2,267,029
Project Management Fees	-	115,000	69,010	39,930	1,363	1,400	226,703
General Fund Overhead Fees	-	40,250	24,154	13,976	477	490	79,346
	<u>\$ -</u>	<u>\$ 1,305,250</u>	<u>\$ 783,264</u>	<u>\$ 453,208</u>	<u>\$ 15,465</u>	<u>\$ 15,891</u>	<u>\$ 2,573,078</u>

## #1147 – Water Treatment Plant Raw Water Intake

This project funds water treatment plant opportunity improvements as part of the raw water intake construction by the Willamette Water Supply Program.

*Priority: High*

*Justification: City Growth*

*Status: New Project*

*FY2019-20 Funding Source: Water Operations/Water SDC/City of Sherwood*

*Estimated Date of Completion: FY2019-20*

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

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 225,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000
Project Management Fees	-	22,500	-	-	-	-	22,500
General Fund Overhead Fees	-	7,875	-	-	-	-	7,875
	<u>\$ -</u>	<u>\$ 255,375</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 255,375</u>

## #1500 – Water Ops Allocation to Charbonneau

This project provides planning, design, and construction of water rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #2500, #4500, and #7500 for French Prairie Drive Phase II.

*Priority: High*

*Justification: Aging Infrastructure*

*Status: Continued from FY2015-16*

*FY2019-20 Funding Source: Water Operating*

*Estimated Date of Phase 1 Completion: FY2023-24*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 154,982	\$ 45,400	\$ 120,696	\$ 81,251	\$ 261,216	\$ 999,612	\$ 1,663,157
Project Management Fees	29,615	4,540	12,070	8,125	26,122	99,961	180,433
General Fund Overhead Fees	5,420	1,589	4,224	2,844	9,143	34,986	58,206
	<u>\$ 190,017</u>	<u>\$ 51,529</u>	<u>\$ 136,990</u>	<u>\$ 92,220</u>	<u>\$ 296,480</u>	<u>\$ 1,134,560</u>	<u>\$ 1,901,796</u>

**PROJECT SUMMARIES: MASTER PLAN AND STUDIES**

**#1123 – Water Rate Study and SDC Update**

This project evaluates and updates the water utility rates and SDC rate structure.

Priority: High

Justification: City Growth

Status: Continued from FY2019-20

FY2019-20 Funding Source: Water Operating/Water SDC

Estimated Date of Completion: FY2019-20

Operations Impact: Improvements to decrease maintenance costs

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 50,044	\$ 4,405	\$ -	\$ -	\$ -	\$ -	\$ 54,449
Project Management Fees	7,004	441	-	-	-	-	7,445
General Fund Overhead Fees	1,752	154	-	-	-	-	1,906
	<u>\$ 58,800</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 63,800</u>

**PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS**

**#1048 Annual – Water Distribution System Miscellaneous Improvements**

This annual budget item provides funds to proactively replace deteriorating waterlines throughout the city as deficiencies are identified.

Priority: Medium

Justification: Aging infrastructure

Status: Annual

FY2019-20 Funding Sources: Water Operating

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 49,172	\$ 52,124	\$ 54,763	\$ 58,435	\$ 60,187	Annual
Project Management Fees		-	-	-	-	-	
General Fund Overhead Fees		1,721	1,824	1,917	2,045	2,107	
		<u>\$ -</u>	<u>\$ 50,893</u>	<u>\$ 53,948</u>	<u>\$ 56,680</u>	<u>\$ 60,480</u>	<u>\$ 62,294</u>
							<u>\$ -</u>

**#1083 Annual – 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.) so that the wells remain operationally connected to the distribution system and can be brought on-line quickly, if needed. This a companion project with Project 1128. This fiscal year will include construction of improvements to Gesellschaft and design of improvements to Elligsen.

Priority: Medium

Justification: Aging infrastructure/public safety

Status: Annual

FY2019-20 Funding Source: Water Operating

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 350,000	\$ 103,000	\$ 106,000	\$ 109,000	\$ 112,000	Annual
Project Management Fees		35,000	10,300	10,600	10,900	11,200	
General Fund Overhead Fees		12,250	3,605	3,710	3,815	3,920	
		<u>\$ -</u>	<u>\$ 397,250</u>	<u>\$ 116,905</u>	<u>\$ 120,310</u>	<u>\$ 123,715</u>	<u>\$ 127,120</u>
							<u>\$ -</u>



# Water Projects

## #1120 Annual – Meter Replacements

The City has active meter testing and leak detection programs. The City’s 2012 Water Master Plan recommended increased meter testing and meter replacement to identify and eliminate sources of water loss. This annual program provides for testing, calibration and replacement of residential and commercial meters, as needed.

Priority: High

Justification: Aging infrastructure

Status: Annual

FY2019-20 Funding Source: Water Operating

Estimated Date of Completion: Annual

Operations Impact: Maintenance costs estimated at \$20,500 per year

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 51,500	\$ 54,590	\$ 57,770	\$ 61,040	\$ 62,871	Annual
Project Management Fees		-	-	-	-	-	
General Fund Overhead Fees		1,803	1,911	2,022	2,136	2,201	
	\$ -	\$ 53,303	\$ 56,501	\$ 59,792	\$ 63,176	\$ 65,072	\$ -

## #1121 Annual – Pipeline, Valve & Hydrant Replacement

The City’s 2012 Water Master Plan identifies a number of urgent facility and pipeline 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

Status: Annual

FY2019-20 Funding Source: Water Operating

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 206,000	\$ 212,000	\$ 218,000	\$ 224,000	\$ 230,720	Annual
Project Management Fees		-	-	-	-	-	
General Fund Overhead Fees		7,210	7,420	7,630	7,840	8,075	
	\$ -	\$ 213,210	\$ 219,420	\$ 225,630	\$ 231,840	\$ 238,795	\$ -

## #1128 Annual – 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 project is a companion project with Project 1083.

Priority: Medium

Justification: Aging infrastructure and public safety

Status: Annual

FY2019-20 Funding Source: Water Operating

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 100,000	\$ 135,000	\$ 139,050	\$ 143,221	\$ 147,518	Annual
Project Management Fees		10,000	13,500	13,905	14,322	14,752	
General Fund Overhead Fees		3,500	4,725	4,867	5,013	5,163	
	\$ -	\$ 113,500	\$ 153,225	\$ 157,822	\$ 162,556	\$ 167,433	\$ -

**PROJECT SUMMARIES: MISCELLANEOUS PROJECTS**

**#1117 Annual – Fire Flow Data Collection for System Capacity & Growth**

The project conducts annual hydrant flow tests in different zones throughout the City to ensure adequate water supply for fire flow to the City’s industrial and commercial businesses.

*Priority: Medium*

*Justification: Public Safety*

*Status: Annual*

*FY2019-20 Funding Source: Water Operating*

*Estimated Date of Completion: Annual*

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

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 5,175	\$ 5,650	\$ 5,979	\$ 6,318	\$ 6,507	Annual
Project Management Fees		-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	
		<u>\$ 5,175</u>	<u>\$ 5,650</u>	<u>\$ 5,979</u>	<u>\$ 6,318</u>	<u>\$ 6,507</u>	<u>\$ -</u>

**#1126 – Segment 3B Waterline Mitigation Monitoring**

The wetland mitigation site constructed during the Segment 3B water line project (Water Project 1055) requires five years of maintenance and monitoring. This project budgets for the five years of expenditures on an annual basis until completion in 2019-20.

*Priority: High*

*Justification: Regulatory requirement*

*Status: Continued from FY2013-14*

*FY2019-20 Funding Source: Water Operating/Water SDC*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 11,000	\$ 13,216	\$ -	\$ -	\$ -	\$ -	\$ 24,216
Project Management Fees	500	1,321	-	-	-	-	1,821
General Fund Overhead Fees	385	463	-	-	-	-	848
	<u>\$ 11,885</u>	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 26,885</u>

**#1127 – WWSP Coordination**

This project provides for city oversight of ongoing design and construction of Willamette Water Supply Program facilities in and through Wilsonville. Per Intergovernmental Agreements - direct costs such as Owners Rep services are reimbursable by WWSP to Wilsonville.

*Priority: High*

*Justification: Regional Growth*

*Status: Continued from FY2013-14*

*FY2019-20 Funding Source: Water Operating/Water SDC*

*Estimated Date of Completion: FY2023-24*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 50,000	\$ 70,000	\$ 74,999	\$ 85,296	\$ 101,668	\$ 125,462	\$ 507,424
Project Management Fees	100,000	100,000	100,000	100,000	100,000	100,000	600,000
General Fund Overhead Fees	1,750	2,450	2,625	2,985	3,558	4,391	17,760
	<u>\$ 151,750</u>	<u>\$ 172,450</u>	<u>\$ 177,624</u>	<u>\$ 188,281</u>	<u>\$ 205,226</u>	<u>\$ 229,853</u>	<u>\$ 1,125,184</u>

# Water Projects

## #1129 Annual – 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

Status: Annual

FY2019-20 Funding Source: Water SDC

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 2,575	\$ 5,219	\$ 5,367	\$ 5,515	\$ 5,679	Annual
Project Management Fees		3,090	522	537	551	568	
General Fund Overhead Fees		90	183	188	193	199	
		<u>\$ -</u>	<u>\$ 5,755</u>	<u>\$ 5,923</u>	<u>\$ 6,091</u>	<u>\$ 6,259</u>	<u>\$ -</u>

## #1990 – Annual –Community Development Support for Misc. Water Projects

This project funds as-needed Engineering / Community Development staff support for Water Operations repair or replacement projects such as 1048, 1120, and 1121 that are generally performed or contracted for directly by the Public Works Department. Prior to Fiscal Year 15/16, Engineering/CD support for Water Operations was programmed into individual Water Operations CIPs.

Priority: High

Justification: Aging Infrastructure

Status: Annual

FY2019-20 Funding Source: Water Operating

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		20,000	21,000	22,000	23,000	24,000	
General Fund Overhead Fees		-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 21,000</u>	<u>\$ 22,000</u>	<u>\$ 23,000</u>	<u>\$ -</u>

## #1993 – Annual – Water CIP's Final Closeout

This project funds small project close-out expenditures for projects fundamentally completed during the previous fiscal year, but which require a limited amount of staff time to complete the paperwork.

Priority: High

Justification: Aging Infrastructure

Status: Annual

FY2019-20 Funding Source: Water Operating/Water SDC

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		2,500	2,600	2,700	2,800	2,900	
General Fund Overhead Fees		-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ 2,600</u>	<u>\$ 2,700</u>	<u>\$ 2,900</u>	<u>\$ -</u>

## #1995 – Annual – 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*

*Status: Annual*

*FY2019-20 Funding Source: Water Operating/Water SDC*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		8,200	8,400	8,700	8,900	9,200	
General Fund Overhead Fees		-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 8,200</u>	<u>\$ 8,400</u>	<u>\$ 8,700</u>	<u>\$ 8,900</u>	<u>\$ 9,200</u>	<u>\$ -</u>

## #1998 – Annual – 5-Year and Annual Water CIP Budget Development

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*

*Status: Annual*

*FY2019-20 Funding Source: Water Operating/Water SDC*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	5,200	5,400	5,600	5,800	
General Fund Overhead Fees		-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 5,200</u>	<u>\$ 5,400</u>	<u>\$ 5,600</u>	<u>\$ 5,800</u>	<u>\$ -</u>

## #1999 – Annual – Project Design & Development

This annual project is used to fund the design and development of unplanned or emergency projects that arise throughout the year 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*

*Status: Annual*

*FY2019-20 Funding Source: Water Operating/Water SDC*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 51,000	\$ 51,982	\$ 53,744	\$ 55,507	\$ 56,388	Annual
Project Management Fees		5,215	5,198	5,374	5,551	5,639	
General Fund Overhead Fees		1,785	1,819	1,881	1,943	1,974	
	<u>\$ -</u>	<u>\$ 58,000</u>	<u>\$ 59,000</u>	<u>\$ 61,000</u>	<u>\$ 63,000</u>	<u>\$ 64,000</u>	<u>\$ -</u>

# Water Projects

## Five Year Water CIP Forecast FY2019-20 thru FY2023-24

Project Name	Funding Source	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24
<b>Construction Projects</b>						
WTP Surge Tank	Water SDC/Sherwood	\$ 227,000	\$ -	\$ -	\$ -	\$ -
Water System Telemetry	Water Ops	338,400	233,810	144,372	-	-
WTP Life Safety Repairs	Water SDC/Sherwood	171,385	450,084	261,235	-	-
5th Street / Kinsman Extension Water Line	Water SDC	1,434,780	152,399	-	-	-
Nike Well Irrigation Conversion	Water Ops	-	-	400,000	-	-
WTP 20 MGD Expansion	Water Ops/ SDC/Sherwood	2,170,000	10,763,500	6,296,650	-	-
WTP Operations Repair and Replacement	Water Ops/ SDC/Sherwood	1,305,250	3,431,162	1,992,454	15,465	15,891
WTP Seismic Retrofits	Water Ops/Sherwood	300,775	783,264	453,208	-	-
WTP Raw Water Intake Design	Water Ops/ SDC/Sherwood	255,375	-	-	-	-
Water Ops Allocation to Charbonneau	Water Ops	51,529	136,990	92,220	296,480	1,134,560
16" Willamette River Crossing to Charbonneau District	Water Ops	-	381,615	1,372,170	-	-
West Side Level B Reservoir and Off-Site Improvements	Water SDC	-	-	1,620,740	6,127,435	-
Automated Valve at Tooze/Westfall	Water SDC	-	-	15,370	63,458	-
Elligsen West Tank - Add Altitude Valve	Water SDC	-	-	8,242	33,889	-
Elligsen Reservoir Fall Protection System Replacement	Water Ops	-	-	20,000	100,000	-
Priority 1B Water Distribution Improvements	Water Ops	-	-	206,046	188,750	103,964
<b>Master Plan and Studies</b>						
Water Rate Study and SDC Update	Water Ops/Water SDC	5,000	-	-	-	-
Water Management and Conservation Plan	Water Ops/Water SDC	-	-	146,068	-	-
<b>Annual Maintenance Projects</b>						
Water Distribution System Misc. Imp.	Water Ops	50,893	53,948	56,680	60,480	62,294
Well Facility Rehab and Upgrade	Water Ops	397,250	116,905	120,310	123,715	127,120
Meter replacements	Water Ops	53,303	56,501	59,792	63,176	65,072
Pipe/Valve/Hydrant Replacement	Water Ops	213,210	219,420	225,630	231,840	238,795
Well Upgrades and Maintenance (Down Hole)	Water Ops	113,500	153,225	157,822	162,556	167,433
<b>Miscellaneous Projects</b>						
Fire Flow Data Collection for System Capacity & Growth	Water Ops	5,175	5,650	5,979	6,318	6,507
Segment 3B Water Line Mitigation Site	Water SDC	15,000	-	-	-	-
WWSP Coordination formerly Willamette River Water Supply	Water Ops/Water SDC	172,450	177,624	188,281	205,226	229,853
Annual - GIS and Water Model Updates	Water Ops	5,755	5,923	6,091	6,259	6,446
Annual - CD Department Support for Miscellaneous Projects	Water Ops	20,000	21,000	22,000	23,000	24,000
Annual - Water CIP's Final Closeout	Water Ops/Water SDC	2,500	2,600	2,700	2,800	2,900
Annual - Early Planning - Future Water Projects	Water Ops/Water SDC	8,200	8,400	8,700	8,900	9,200
Annual - 5 Year and Annual Budget Development	Water Ops/Water SDC	5,000	5,200	5,400	5,600	5,800
Annual - Project Design and Development	Water Ops/Water SDC	58,000	59,000	61,000	63,000	64,000
						-
		\$ 7,379,730	\$ 17,218,218	\$ 13,949,160	\$ 7,788,346	\$ 2,263,835
<b>Funding Sources</b>						
Water Operations		\$ 3,026,329	\$ 6,828,412	\$ 6,161,662	\$ 1,317,157	\$ 1,991,929
Water SDC		2,706,523	5,074,657	4,552,395	6,260,813	36,762
WWSP		172,450	177,624	188,281	205,226	229,853
Sherwood Contributions		1,474,428	5,137,527	3,046,822	5,150	5,292
Total Funding Sources		\$ 7,379,730	\$ 17,218,220	\$ 13,949,160	\$ 7,788,346	\$ 2,263,836

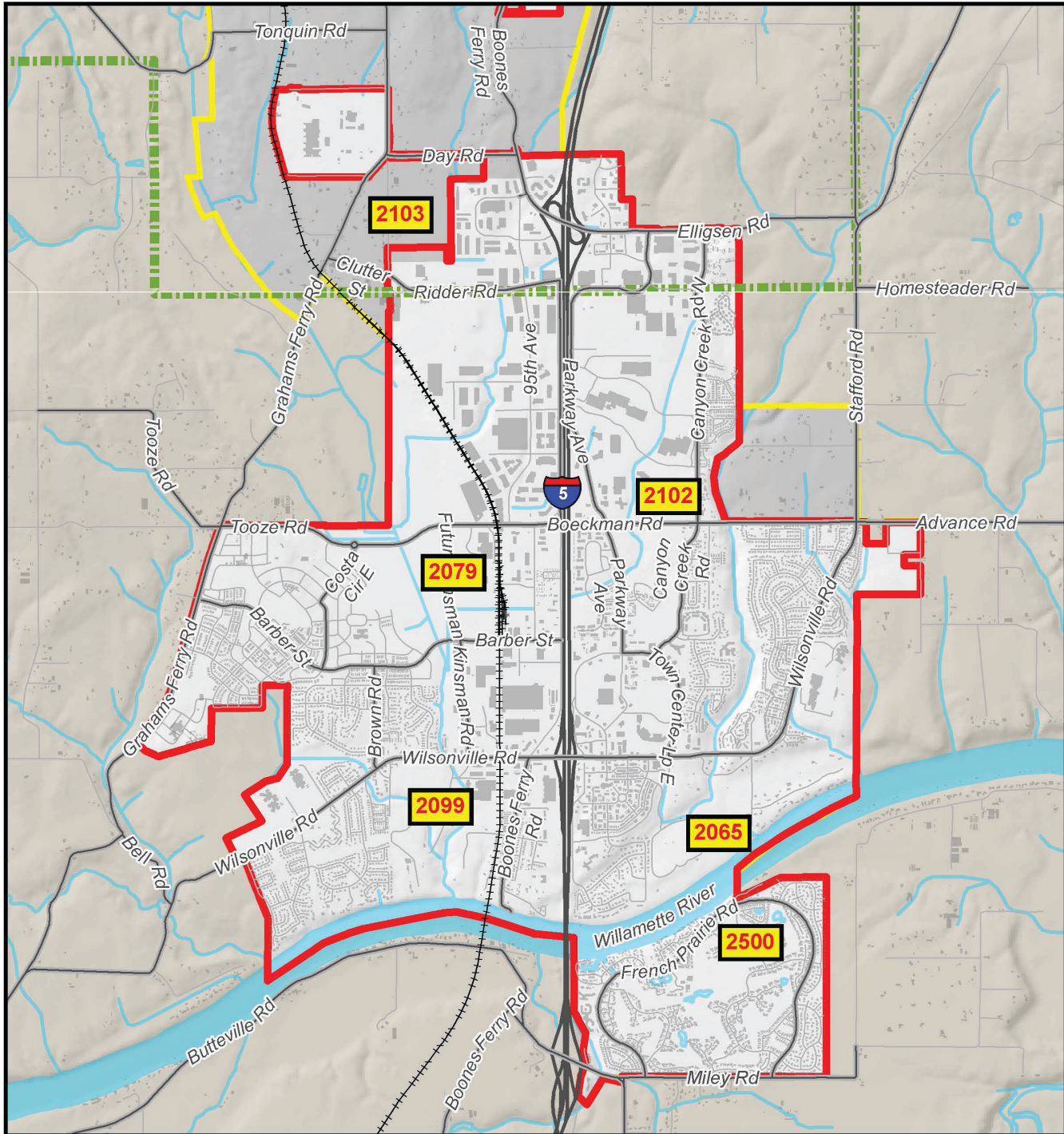
Available Water System Development Charges will not be adequate for total funding of projects as scheduled








Graham Oaks Nature Park



# Sewer Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<ul style="list-style-type: none"> <li> City Limits</li> <li> County Boundary</li> <li> UGB</li> </ul>	 <p>4/19/2017</p>  <p>0 Miles 0.5</p>
<p><b>Wilsonville Boundaries</b></p>		

## 2019-20 Funding Sources

Proj.	Project Name	Sewer Operating	Sewer SDC	Total Resources
<b>Construction Projects</b>				
2065	Memorial Park Pump Station Relocation	\$ 2,409,896	\$ 2,945,429	\$ 5,355,325
2079	Coffee Creek Interceptor - Kinsman Rd	2,000	3,000	5,000
2099	5th Street / Kinsman Extension Sewer Trunk	-	1,296,000	1,296,000
2102	Boeckman Rd Sanitary Improvements - Frog Pond	-	141,875	141,875
2103	Garden Acres Sewer Extension	-	1,016,000	1,016,000
2500	Sewer Ops Allocation to Charbonneau	303,045	-	303,045
<b>Master Plan and Studies</b>				
2066	Sewer System Rate Study and SDC Update	15,438	15,437	30,875
2104	Wastewater Treatment Plant Master Plan	70,350	179,650	250,000
<b>Annual Maintenance Projects</b>				
2060	Miscellaneous Small Sewer Projects	72,918	-	72,918
2097	Collection System Rehab Projects (non Charbonneau)	106,605	-	106,605
<b>Miscellaneous Projects</b>				
2990	CD Department Support for Miscellaneous Projects	8,200	-	8,200
2993	Sewer CIPs Closeout from Prior Years	422	1,078	1,500
2995	Early Planning - Future Sewer Projects	1,576	4,024	5,600
2998	5 Year and Annual Sewer CIP Budget Dev. (All CD OH)	1,886	4,814	6,700
2999	Project Design and Development	16,450	42,003	58,453
		<u>\$ 3,008,786</u>	<u>\$ 5,649,310</u>	<u>\$ 8,658,096</u>



# Sewer Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### #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*

*Status: Continued from FY2008-09*

*FY2019-20 Funding Sources: Sewer Operating/Sewer SDC*

*Estimated Date of Completion: FY 2020-21*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 596,957	\$ 5,077,609	\$ 1,123,925	\$ -	\$ -	\$ -	\$ 6,798,491
Project Management Fees	124,695	100,000	112,393	-	-	-	337,088
General Fund Overhead Fees	22,298	177,716	39,337	-	-	-	239,352
	<u>\$ 743,950</u>	<u>\$ 5,355,325</u>	<u>\$ 1,275,655</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,374,930</u>

### #2079 – Coffee Creek Interceptor – Kinsman Road

Phase 1 constructs an upsized sewer main along a new alignment under the Kinsman Road Extension project from Barber Street to Boeckman Road (project #4004) and will provide additional capacity for future growth.

*Priority: High*

*Justification: Aging Infrastructure and City Growth*

*Status: Continued from FY2010-11*

*FY2019-20 Funding Sources: Sewer Operating/Sewer SDC*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 1,111,319	\$ 4,405	\$ -	\$ -	\$ -	\$ -	\$ 1,115,724
Project Management Fees	35,055	441	-	-	-	-	35,496
General Fund Overhead Fees	9,137	154	-	-	-	-	9,291
	<u>\$ 1,155,511</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,160,511</u>

### #2099 – 5th Street / Kinsman Extension Sewer Trunk

Construct a 15" Sanitary sewer main extension between the Wood School Interceptor and Boones Ferry Road as part of the 5th to Kinsman roadway extension project (CIP #4196).

*Priority: High*

*Justification: City Growth*

*Status: Continued from FY2016-17*

*FY2019-20 Funding Sources: Sewer Operating/Sewer SDC*

*Estimated Date of Completion: FY2020-21*

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

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 275,875	\$ 1,200,000	\$ 151,914	\$ -	\$ -	\$ -	\$ 1,627,789
Project Management Fees	14,066	54,000	15,191	-	-	-	83,257
Engineering Administration	9,656	42,000	5,317	-	-	-	56,973
	<u>\$ 299,597</u>	<u>\$ 1,296,000</u>	<u>\$ 172,422</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,768,019</u>

# Sewer Projects

## #2102 – Boeckman Road Sanitary 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. Two separate development applications for subdivisions in Frog Pond require the City to proceed with design plans. This project is the sanitary sewer component. Note: Timing of sewer construction is dependent on collection of the Frog Pond supplemental fee.

Priority: Medium

Justification: City Growth

Status: Continued from FY2017-18

FY2019-20 Funding Sources: Sewer SDC

Estimated Date of Completion: FY2020-21

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

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 261,944	\$ 125,000	\$ 497,985	\$ -	\$ -	\$ -	\$ 884,929
Project Management Fees	13,335	12,500	49,799	-	-	-	75,634
General Fund Overhead Fees	9,168	4,375	17,429	-	-	-	30,972
	<u>\$ 284,447</u>	<u>\$ 141,875</u>	<u>\$ 565,213</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 991,535</u>

## #2103 – Garden Acres Sewer Extension

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

Priority: Medium

Justification: City Growth

Status: New Project

FY2019-20 Funding Sources: Coffee Creek URA/Coffee Creek Reserve

Estimated Date of Completion: FY2019-20

Operations Impact: To be determined at completion of planning phase

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 952,657	\$ -	\$ -	\$ -	\$ -	\$ 952,657
Project Management Fees	-	30,000	-	-	-	-	30,000
General Fund Overhead Fees	-	33,343	-	-	-	-	33,343
	<u>\$ -</u>	<u>\$ 1,016,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,016,000</u>

## #2500 – Sewer Operations Allocation to Charbonneau

This project provides planning, design, and construction of sewer rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #1500, #4500, and #7500 for French Prairie Drive Phase II.

Priority: High

Justification: Aging infrastructure

Status: Continued from FY2015-16

FY2019-20 Funding Sources: Sewer Operating

Estimated Date of Completion: FY2023-24

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 435,245	\$ 267,000	\$ 217,797	\$ 784,493	\$ 185,348	\$ 532,863	\$ 2,422,747
Project Management Fees	53,072	26,700	21,780	78,449	18,535	53,286	251,822
General Fund Overhead Fees	15,233	9,345	7,623	27,457	6,487	18,650	84,796
	<u>\$ 503,550</u>	<u>\$ 303,045</u>	<u>\$ 247,200</u>	<u>\$ 890,400</u>	<u>\$ 210,370</u>	<u>\$ 604,800</u>	<u>\$ 2,759,365</u>

# Sewer Projects

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### #2066 – Sewer System Rate Study and SDC Update

This project evaluates and updates the sewer utility rates and SDC rate structure, including rate analysis to the 2015 Collection System Master Plan.

*Priority: High*

*Justification: City Growth*

*Status: Periodic Rate Review*

*FY2019-20 Funding Sources: Sewer Operating/Sewer SDC*

*Estimated Date of Completion: FY 2021-22*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 25,000	\$ 25,000	\$ -	\$ 48,519	\$ -	\$ -	\$ 98,519
Project Management Fees	5,000	5,000	-	34,000	-	-	44,000
General Fund Overhead Fees	875	875	-	1,698	-	-	3,448
	<u>\$ 30,875</u>	<u>\$ 30,875</u>	<u>\$ -</u>	<u>\$ 84,217</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 145,967</u>

### #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*

*Status: Periodic Rate Review*

*FY2019-20 Funding Sources: Sewer Operating/Sewer SDC*

*Estimated Date of Completion: FY 2019-20*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Project Management Fees	-	43,000	-	-	-	-	43,000
General Fund Overhead Fees	-	7,000	-	-	-	-	7,000
	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### #2060 – Annual - 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*

*Status: Annual*

*FY2019-20 Funding Sources: Sewer Operating*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 70,452	\$ 72,504	\$ 74,556	\$ 76,608	\$ 78,906	Annual
Project Management Fees		-	-	-	-	-	
General Fund Overhead Fees		2,466	2,538	2,609	2,681	2,762	
	<u>\$ -</u>	<u>\$ 72,918</u>	<u>\$ 75,042</u>	<u>\$ 77,165</u>	<u>\$ 79,289</u>	<u>\$ 81,668</u>	<u>\$ -</u>

## #2097 – Annual - Collection System Rehab Projects (Other than Charbonneau)

As the City’s collection system ages it will need work to remain an efficient and dependable system. This project provides an annual budget for planning, design and construction of priority rehabilitation projects.

*Priority: High*

*Justification: Aging Infrastructure*

*Status: Annual*

*FY2019-20 Funding Sources: Sewer Operating/Sewer SDC*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	<u>Expenses thru FY19</u>	<u>Budget 2019-20</u>	<u>Forecast 2020-21</u>	<u>Forecast 2021-22</u>	<u>Forecast 2022-23</u>	<u>Forecast 2023-24</u>	<u>Project Total</u>
Design & Construction	Annual	\$ 103,000	\$ 109,180	\$ 115,540	\$ 122,080	\$ 125,742	Annual
Project Management Fees		-	-	-	-	-	
General Fund Overhead Fees		3,605	3,821	4,044	4,273	4,401	
	<u>\$ -</u>	<u>\$ 106,605</u>	<u>\$ 113,001</u>	<u>\$ 119,584</u>	<u>\$ 126,353</u>	<u>\$ 130,143</u>	<u>\$ -</u>

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### #2990 – Annual - CD Dept Support for Misc. Sewer Operations

This project funds as-needed Engineering / Community Development staff support for miscellaneous Sewer Operations repair or replacement projects (such as CIP #2097) 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*

*Status: Annual*

*FY2019-20 Funding Sources: Sewer Operating*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<u>Expenses thru FY19</u>	<u>Budget 2019-20</u>	<u>Forecast 2020-21</u>	<u>Forecast 2021-22</u>	<u>Forecast 2022-23</u>	<u>Forecast 2023-24</u>	<u>Project Total</u>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		8,200	8,400	8,700	8,900	9,100	
General Fund Overhead Fees		-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 8,200</u>	<u>\$ 8,400</u>	<u>\$ 8,700</u>	<u>\$ 8,900</u>	<u>\$ 9,100</u>	<u>\$ -</u>

### #2993 – Annual - Sewer CIPs Final Closeout

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*

*Status: Annual*

*FY2019-20 Funding Sources: Sewer Operating/Sewer SDC*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<u>Expenses thru FY19</u>	<u>Budget 2019-20</u>	<u>Forecast 2020-21</u>	<u>Forecast 2021-22</u>	<u>Forecast 2022-23</u>	<u>Forecast 2023-24</u>	<u>Project Total</u>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	1,600	1,600	1,700	1,700	
General Fund Overhead Fees		-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 1,500</u>	<u>\$ 1,600</u>	<u>\$ 1,600</u>	<u>\$ 1,700</u>	<u>\$ 1,700</u>	<u>\$ -</u>

# Sewer Projects

## #2995 – Annual – 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

Status: Annual

FY2019-20 Funding Sources: Sewer Operating/Sewer SDC

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,600	5,800	6,000	6,200	6,300	
General Fund Overhead Fees		-	-	-	-	-	
		<u>\$ 5,600</u>	<u>\$ 5,800</u>	<u>\$ 6,000</u>	<u>\$ 6,200</u>	<u>\$ 6,300</u>	<u>\$ -</u>

## #2998 – Annual – 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

FY2019-20 Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		6,700	6,900	7,100	7,300	7,500	
General Fund Overhead Fees		-	-	-	-	-	
		<u>\$ 6,700</u>	<u>\$ 6,900</u>	<u>\$ 7,100</u>	<u>\$ 7,300</u>	<u>\$ 7,500</u>	<u>\$ -</u>

## #2999 – Annual – 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

Status: Annual

FY2019-20 Funding Sources: Sewer Operating/Sewer SDC

Estimated Date of Completion: Annual

Operations Impact: Not applicable

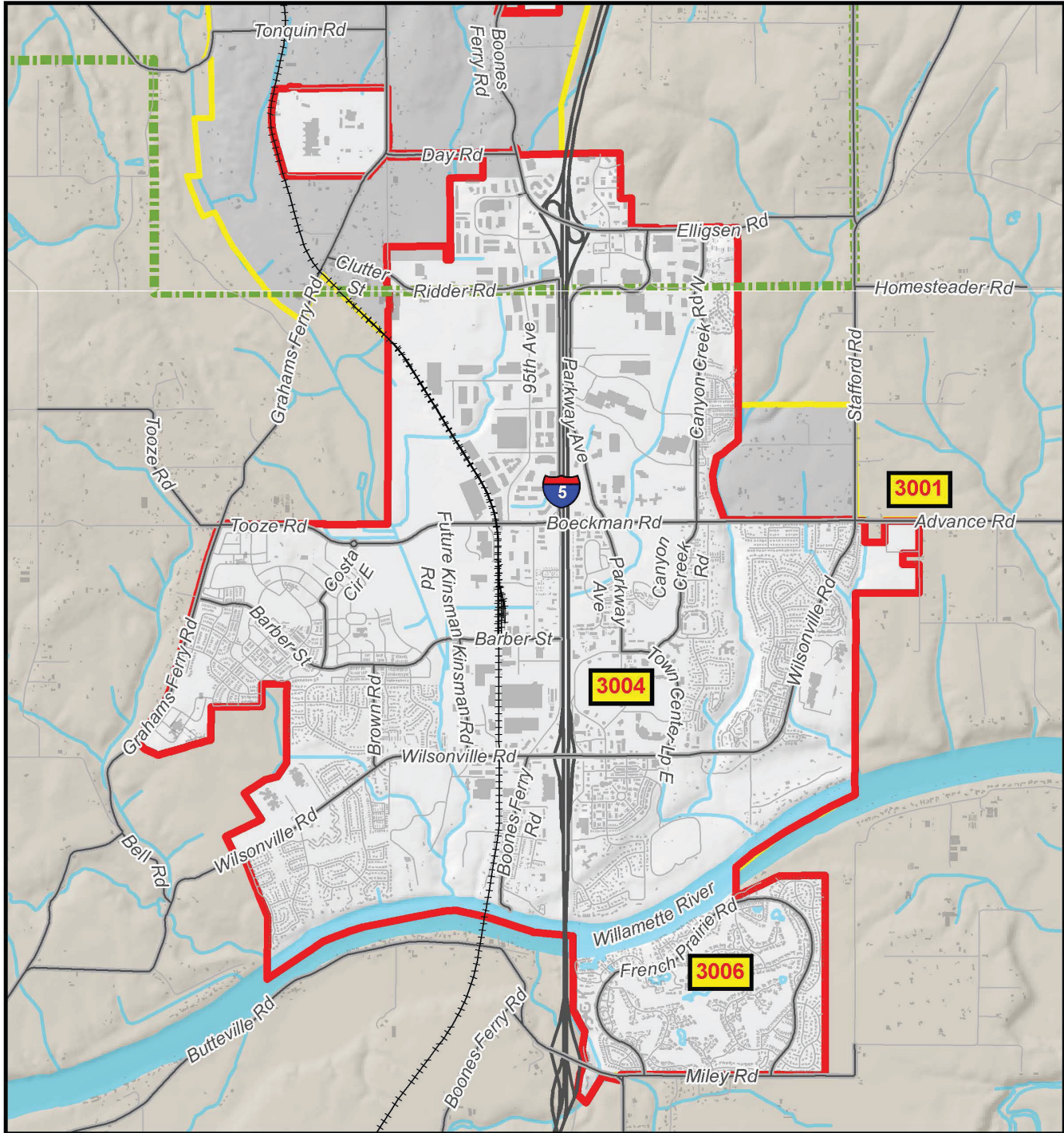
Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 51,500	\$ 53,045	\$ 56,227	\$ 61,288	\$ 68,643	Annual
Project Management Fees		5,150	5,304	5,623	6,129	6,864	
General Fund Overhead Fees		1,803	1,857	1,968	2,145	2,403	
		<u>\$ 58,453</u>	<u>\$ 60,206</u>	<u>\$ 63,818</u>	<u>\$ 69,562</u>	<u>\$ 77,910</u>	<u>\$ -</u>






## Five Year Sewer CIP Forecast FY2019-20 thru FY2023-24

Project Name	Funding Source	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24
<b>Construction Projects</b>						
Memorial Park Pump Station Relocation and Upsize	Sewer Ops/Sewer SDC	\$ 5,355,325	\$ 1,275,655	\$ -	\$ -	\$ -
Coffee Creek Interceptor - Kinsman Rd - Phase 1	Sewer Ops/Sewer SDC	5,000	-	-	-	-
5th Street / Kinsman Extension Sewer Trunk	Sewer SDC	1,296,000	172,422	-	-	-
Boeckman Road Sanitary Improvements - Frog Pond	Sewer SDC's / Frog Pond Dev.	141,875	565,213	-	-	-
Garden Acres Sewer Extension	Sewer SDC's	1,016,000	-	-	-	-
Wastewater Treatment Plant Master Plan-Implementation	Sewer SDC's	-	-	-	-	3,500,000
Sewer Operations Allocation to Charbonneau	Sewer Ops	303,045	247,200	890,400	210,370	604,800
Boeckman Creek Interceptor Phase 1	Sewer SDC's / Frog Pond Dev.	-	817,975	1,999,240	2,055,822	-
Corral Creek & Rivergreen Pump Station Rehabilitation	Sewer Ops	-	617,825	-	-	-
Boberg Diversion Structure	Sewer Ops	-	185,879	-	-	-
Town Center Pump Station Replacement	Sewer Ops	-	100,374	363,050	-	-
Coffee Creek Interceptor Railroad Undercrossing	Sewer Ops/Sewer SDC	-	-	146,996	579,471	-
Coffee Creek Day Road Sewer Extension	Coffee Creek Urban Renewal	-	-	455,800	2,572,400	-
Coffee Creek Interceptor Phase II	Sewer Ops/Sewer SDC	-	-	331,663	1,487,251	-
<b>Master Plan and Studies</b>						
Sewer System Rate Study Update	Sewer Ops/Sewer SDC	30,875	-	84,217	-	-
Wastewater Treatment Plant Master Plan	Sewer SDC's/Ops	250,000	-	-	-	-
<b>Annual Maintenance Projects</b>						
Miscellaneous Small Sewer Projects	Sewer Ops	72,918	75,042	77,165	79,289	81,668
Collection System Rehab Projects (non-Charbonneau)	Sewer Ops	106,605	113,001	119,584	126,353	130,143
<b>Miscellaneous Projects</b>						
CD Dept Support for Miscellaneous Sewer Operations	Sewer Ops	8,200	8,400	8,700	8,900	9,100
Sewer CIPs Closeout from Prior Years	Sewer Ops/Sewer SDC	1,500	1,600	1,600	1,700	1,700
Early Planning - Future Sewer Projects	Sewer Ops/Sewer SDC	5,600	5,800	6,000	6,200	6,400
5 Year and Annual Sewer CIP Budget Development	Sewer Ops/Sewer SDC	6,700	6,900	7,100	7,300	7,500
Project Design and Development	Sewer Ops/Sewer SDC	58,453	60,206	63,818	69,562	77,910
		<b>\$ 8,658,096</b>	<b>\$ 4,253,490</b>	<b>\$ 4,555,333</b>	<b>\$ 7,204,618</b>	<b>\$ 4,419,220</b>
<b>Funding Sources</b>						
Sewer Ops		\$ 3,008,786	\$ 1,942,713	\$ 1,690,615	\$ 1,172,098	\$ 2,077,005
Sewer SDC		5,649,310	1,231,397	809,526	1,815,462	2,342,215
Coffee Creek Urban Renewal		-	-	455,800	2,572,400	-
Frog Pond Development Fee		-	1,079,380	1,599,392	1,644,657	-
Total Funding Sources		<b>\$ 8,658,096</b>	<b>\$ 4,253,490</b>	<b>\$ 4,555,333</b>	<b>\$ 7,204,618</b>	<b>\$ 4,419,220</b>

*Available Coffee Creek URA funding for future projects dependent upon growth within the District*

# Planning Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>		
<p><b>Wilsonville Boundaries</b></p>	<ul style="list-style-type: none"> <li> City Limits</li> <li> County Boundary</li> <li> UGB</li> </ul>	<p>4/19/2017</p>  <p>0 Miles 0.5</p>

2019-20 Funding Sources

Proj.	Project Name	General Fund	Total Resources
<b>Master Plan and Studies</b>			
3001	Frog Pond Master Planning (East/South)	\$ 35,000	\$ 35,000
3003	Citywide Signage/Wayfinding Construction	167,000	167,000
3004	Town Center Concept Planning	150,000	150,000
3006	Charbonneau Tree Study	40,000	40,000
		<u>\$ 392,000</u>	<u>\$ 392,000</u>

**PROJECT SUMMARIES: MASTER PLAN AND STUDIES**

**#3001 – Frog Pond East & South Master Planning**

Conduct master planning for the recent UGB expansion area for Frog Pond East and South in order to establish the implementation framework for realizing the neighborhood vision set forth in the Frog Pond Area Plan, and adopt implementing ordinances within the four-year timeframe set by Metro’s conditions in the UGB expansion ordinance. The \$200,000 funding source is a CET grant that planning will apply for from Metro.

*Priority: High*

*Justification: Future growth*

*Status: Continued from FY2013-14*

*FY2019-20 Funding Sources: General Fund*

*Estimated Date of Completion: FY2022-23*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 454,064	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 454,064
Project Management Fees	363,768	35,000	118,450	180,200	11,990	-	709,408
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ 817,832</u>	<u>\$ 35,000</u>	<u>\$ 118,450</u>	<u>\$ 180,200</u>	<u>\$ 11,990</u>	<u>\$ -</u>	<u>\$ 1,163,472</u>

**#3003 – Citywide Signage/Wayfinding**

Implement projects in Phase One of the Citywide Signage & Wayfinding Plan. Phase One projects include Kiosks, I-5 Gateway Signs, Wilsonville Road, Boones Ferry Road, and Parkway Ave, from Elligsen Road to Town Center Loop. Planning will coordinate with other departments and divisions as needed, including Engineering and Public Works.

*Priority: High*

*Justification: Council Goal*

*Status: Continued from FY2015-16*

*FY2019-20 Funding Sources: General Fund*

*Estimated Date of Completion: FY2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 79,435	\$ 147,000	\$ 103,600	\$ 107,200	\$ 100,800	\$ 104,400	\$ 642,435
Project Management Fees	101,175	20,000	20,000	20,000	30,000	30,000	221,175
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ 180,610</u>	<u>\$ 167,000</u>	<u>\$ 123,600</u>	<u>\$ 127,200</u>	<u>\$ 130,800</u>	<u>\$ 134,400</u>	<u>\$ 863,610</u>



# Planning Projects

## #3004 – Town Center Plan

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. Currently the budget identified general fund as the source for funding. However, the project team will be working to seek additional funds, including grant funds, to pay for some of action items identified above for the project.

Priority: Medium

Justification: Future Growth

Status: Continued from FY2015-16

FY2019-20 Funding Sources: General Fund

Estimated Date of Completion: FY2023-24

Operations Impact: Not applicable

	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
<b>Project Costs:</b>							
Design & Construction	\$ 404,479	\$ 115,000	\$ 155,550	\$ 118,700	\$ 89,450	\$ 53,400	\$ 936,579
Project Management Fees	431,038	35,000	35,000	35,000	25,000	25,000	586,038
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ 835,517</u>	<u>\$ 150,000</u>	<u>\$ 190,550</u>	<u>\$ 153,700</u>	<u>\$ 114,450</u>	<u>\$ 78,400</u>	<u>\$ 1,522,617</u>

## #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.

Priority: High

Justification: Council Goal

Status: New Project

FY2019-20: Funding Sources: General Fund

Estimated Date of Completion: FY2019-20

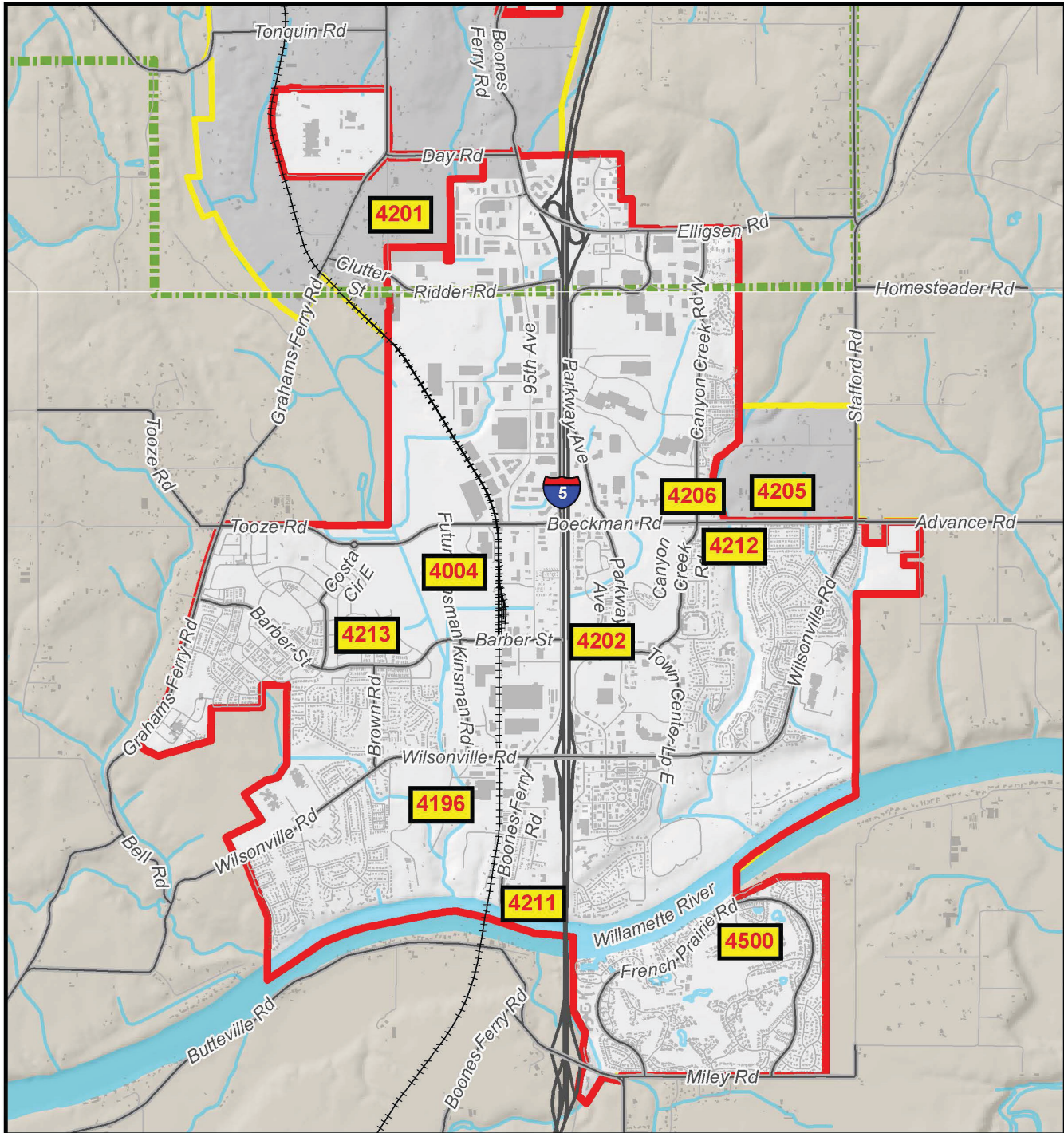
Operations Impact: Not applicable






	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
<b>Project Costs:</b>							
Design & Construction	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Project Management Fees	-	15,000	-	-	-	-	15,000
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>

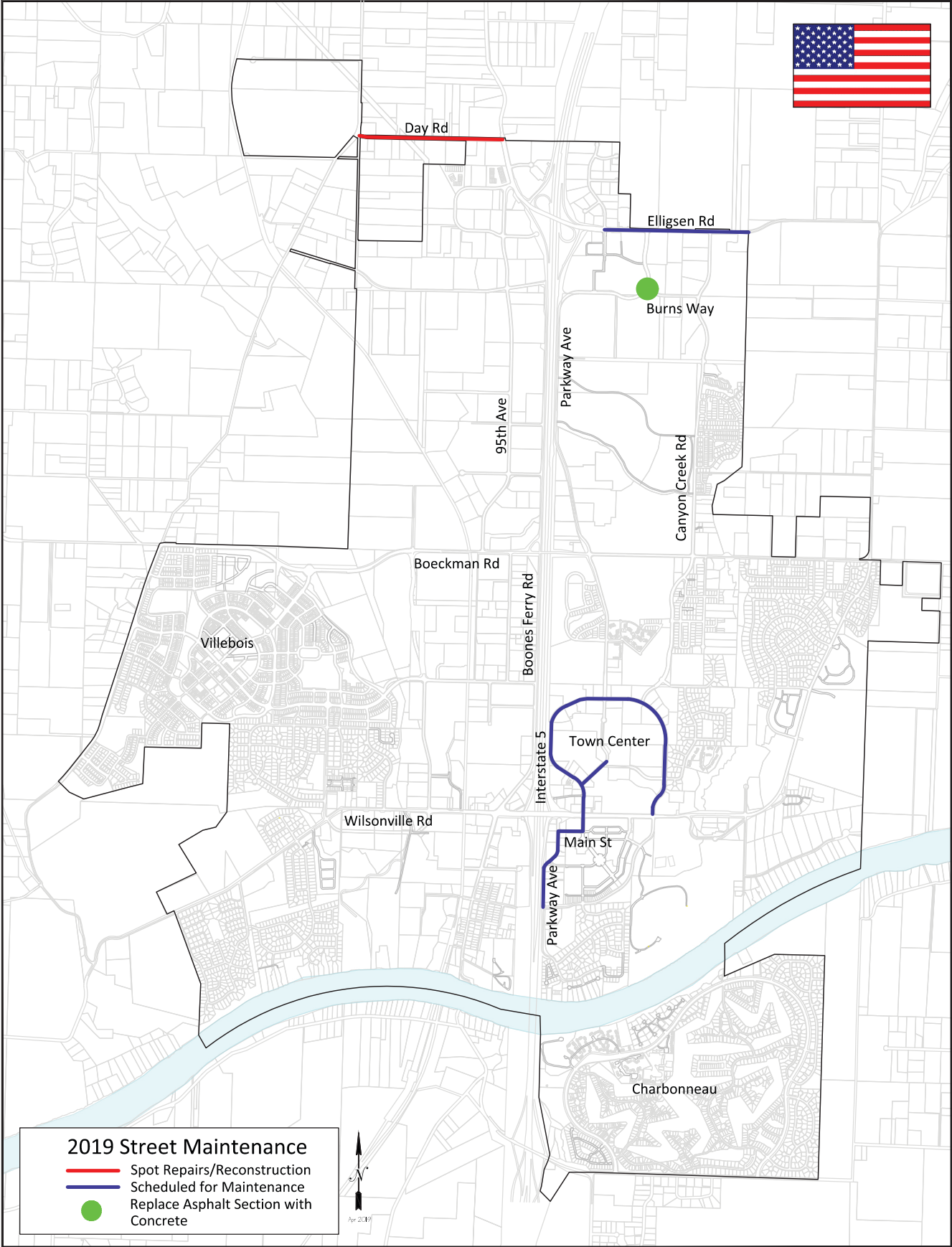
Five Year Planning CIP Forecast  
FY2019-20 thru FY2023-24

Project Name	Funding Source	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24
<b>Master Plan and Studies</b>						
Basalt Creek Planning	General Fund	\$ -	\$ 36,050	\$ 68,900	\$ -	\$ -
Frog Pond Master Planning	General Fund/Grant	35,000	118,450	180,200	11,990	-
Citywide Signage and Way-finding Construction	General Fund	167,000	123,600	127,200	130,800	134,400
Town Center Plan Implementation	General Fund	150,000	190,550	153,700	114,450	78,400
Charbonneau Tree Study	General Fund	40,000	-	-	-	-
		<u>\$ 392,000</u>	<u>\$ 468,650</u>	<u>\$ 530,000</u>	<u>\$ 257,240</u>	<u>\$ 212,800</u>
<b>Funding Sources</b>						
General Fund		\$ 392,000	\$ 388,650	\$ 410,000	\$ 257,240	\$ 212,800
Grant		-	80,000	120,000	-	-
	Total Funding Sources	<u>\$ 392,000</u>	<u>\$ 468,650</u>	<u>\$ 530,000</u>	<u>\$ 257,240</u>	<u>\$ 212,800</u>

# Streets Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>		
<p><b>Wilsonville Boundaries</b></p>	<ul style="list-style-type: none"> <li> City Limits</li> <li> County Boundary</li> <li> UGB</li> </ul>	<p>4/19/2017</p> 



**2019 Street Maintenance**

- Spot Repairs/Reconstruction
- Scheduled for Maintenance
- Replace Asphalt Section with Concrete

Apr 2019

# Streets Projects

## 2019-20 Funding Sources

Proj.	Project Name	Road Maint Fee	Road Operating	Street SDC	Contri- butions	Coffee Creek Reserve	Coffee Creek URA	Year 2000 Urban Renewal	Total Resources
<b>Construction Projects</b>									
4004	Kinsman Rd Extension-Barber to Boeckman	\$ -	\$ -	\$ 5,675	\$ -	\$ -	\$ -	\$ -	\$ 5,675
4196	5th Street / Kinsman Extension	-	-	-	-	-	-	6,628,435	6,628,435
4201	Garden Acres Road - Ridder to Day	-	-	-	500,000	328,762	1,845,238	-	2,674,000
4202	I-5 Pedestrian Bridge	-	-	4,000,000	-	-	-	-	4,000,000
4205	Boeckman Rd Street Improvements - Frog Pond	-	-	398,559	-	-	-	-	398,559
4206	Canyon Creek/Boeckman Traffic Signal	-	-	80,850	-	-	-	-	80,850
4211	French Prairie Bridge	-	-	588,000	-	-	-	-	588,000
4212	Boeckman Dip Bridge	-	-	-	-	-	-	935,000	935,000
4500	Road Maintenance Allocation to Charbonneau	408,600	-	-	-	-	-	-	408,600
<b>System Development Reimbursements/Credits</b>									
4208	Universal Health - Day Rd SDC Reimbursement	-	-	454,000	-	-	-	-	454,000
<b>Annual Maintenance Projects</b>									
4014	Street Maintenance	1,388,440	-	-	-	-	-	-	1,388,440
4118	Signal Improvements	-	154,360	-	-	-	-	-	154,360
<b>Miscellaneous Projects</b>									
4183	ADA Compliance	-	5,150	-	-	-	-	-	5,150
4192	Transportation Performance Monitoring	-	-	28,375	-	-	-	-	28,375
4194	5 Year Monitoring: Barber Rd	-	-	18,000	-	-	-	-	18,000
4210	5 Year Monitoring: Kinsman Extension	-	-	20,000	-	-	-	-	20,000
4213	Lowrie Primary School-Zone Flasher Replacement	-	96,475	-	-	-	-	-	96,475
4993	Annual - Closeout From Prior Years	-	385	7,315	-	-	-	-	7,700
4995	Annual - Early Planning-Future Street Projects	-	1,580	14,220	-	-	-	-	15,800
4998	Annual - 5-Year and Annual Budget Planning	-	970	8,730	-	-	-	-	9,700
4999	Annual - Project Design & Construction	-	8,184	73,650	-	-	-	-	81,834
		<u>\$ 1,797,040</u>	<u>\$ 267,104</u>	<u>\$ 5,697,374</u>	<u>\$ 500,000</u>	<u>\$ 328,762</u>	<u>\$ 1,845,238</u>	<u>\$ 7,563,435</u>	<u>\$ 17,998,952</u>

**PROJECT SUMMARIES: CONSTRUCTION PROJECTS**

**#4004 – Kinsman Road Extension – Barber to Boeckman**

This project funds continuation/completion of construction of the extension of Kinsman Road from Barber Street to Boeckman Road in order to improve the roadway grid system west of I-5, and provide a west side truck route. This project has been funded by a combination of Street SDCs and Federal Funds. The Federal Funds have been administered through Oregon Department of Transportation on behalf of the City.

*Priority: High*

*Justification: Currently under contract and City growth*

*Status: Continued from FY2007-08*

*FY2019-20 Funding Sources: Street SDC/Federal Funds*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Maintenance costs estimated to be \$39,000 annually*

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 2,565,887	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 2,570,887
Project Management Fees	460,756	500	-	-	-	-	461,256
General Fund Overhead Fees	141,867	175	-	-	-	-	142,042
	<u>\$ 3,168,510</u>	<u>\$ 5,675</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,174,185</u>
Federal Funds/ODOT Managed	2,800,000	-	-	-	-	-	2,800,000
	<u>\$ 5,968,510</u>	<u>\$ 5,675</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,974,185</u>

**#4196 – 5th Street / Kinsman Road Extension**

Street extension and improvements between Kinsman Road, Arrowhead Creek and Boones Ferry Road.

*Priority: High*

*Justification: City growth and Council Goal*

*Status: Continued from FY2015-16*

*FY2019-20 Funding Sources: Year 2000 Urban Renewal*

*Estimated Date of Completion: FY2020-21*

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

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 4,016,657	\$ 6,343,000	\$ 3,100,000	\$ -	\$ -	\$ -	\$ 13,459,657
Project Management Fees	77,500	285,435	348,440	-	-	-	711,375
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ 4,094,157</u>	<u>\$ 6,628,435</u>	<u>\$ 3,448,440</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 14,171,032</u>

**#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, the primary 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.

*Priority: Medium*

*Justification: City growth*

*Status: New Project*

*FY2019-20 Funding Sources: Coffee Creek URA/Coffee Creek Reserve*

*Estimated Date of Completion: FY2020-21*

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

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 293,546	\$ 2,574,000	\$ 2,681,500	\$ -	\$ -	\$ -	\$ 5,549,046
Project Management Fees	54,017	100,000	100,000	-	-	-	254,017
General Fund Overhead Fees	10,274	-	-	-	-	-	10,274
	<u>\$ 357,837</u>	<u>\$ 2,674,000</u>	<u>\$ 2,781,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,813,337</u>

# Streets Projects

## #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. Design and property acquisition will occur this fiscal year, with the remainder accumulating the needed funds to meet future construction needs.

Priority: Medium

Justification: City growth

Status: Continued from FY2017-18

FY2019-20 Funding Sources: Street SDC

Estimated Date of Completion: To be determined

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

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 25,233	\$ 3,858,000	\$ 1,787,440	\$ 1,500,000	\$ 1,600,000	\$ 1,650,000	\$ 10,420,673
Project Management Fees	26,442	100,000	100,000	-	-	-	226,442
General Fund Overhead Fees	883	42,000	62,560	-	-	-	105,443
	<u>\$ 52,558</u>	<u>\$ 4,000,000</u>	<u>\$ 1,950,000</u>	<u>\$ 1,500,000</u>	<u>\$ 1,600,000</u>	<u>\$ 1,650,000</u>	<u>\$ 10,752,558</u>

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

## #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. Two separate development applications for subdivisions in Frog Pond require the City to proceed with design plans. This project also has a sanitary sewer and stormwater component. Note: Timing of construction is dependent on collection of the Frog Pond supplemental fee.

Priority: High

Justification: City growth

Status: Continued from FY2017-18

FY2019-20 Funding Sources: Street SDC

Estimated Date of Completion: FY2020-21

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

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 60,000	\$ 351,153	\$ 1,473,083	\$ 1,515,988	\$ -	\$ -	\$ 3,400,223
Project Management Fees	40,000	35,115	147,308	151,599	-	-	374,022
General Fund Overhead Fees	2,100	12,290	51,558	53,060	-	-	119,008
	<u>\$ 102,100</u>	<u>\$ 398,558</u>	<u>\$ 1,671,949</u>	<u>\$ 1,720,646</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,893,254</u>

## #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 E with Existing + Stage II + Projected traffic volumes.

Priority: High

Justification: City growth

Status: Continued from FY2017-18

FY2019-20 Funding Sources: Street SDC

Estimated Date of Completion: FY2020-21

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

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 70,000	\$ 255,781	\$ -	\$ -	\$ -	\$ 325,781
Project Management Fees	-	8,400	25,578	-	-	-	33,978
General Fund Overhead Fees	-	2,450	8,952	-	-	-	11,402
	<u>\$ -</u>	<u>\$ 80,850</u>	<u>\$ 290,311</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 371,161</u>

## #4211 – French Prairie Bridge

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

*Priority: Low*

*Justification: City growth*

*Status: Continued from FY2018-19*

*FY2019-20 Funding Sources: Street SDC*

*Estimated Date of Completion: To be determined*

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

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 588,000	\$ 300,000	\$ 500,000	\$ 550,000	\$ 600,000	\$ 2,538,000
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 588,000</u>	<u>\$ 300,000</u>	<u>\$ 500,000</u>	<u>\$ 550,000</u>	<u>\$ 600,000</u>	<u>\$ 2,538,000</u>

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

## #4212 – Boeckman Dip Bridge

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.

*Priority: High*

*Justification: City growth*

*Status: New Project*

*FY2019-20 Funding Sources: Year 2000 URA*

*Estimated Date of Completion: To be determined*

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

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 850,000	\$ 6,231,500	\$ 6,176,909	\$ -	\$ -	\$ 13,258,409
Project Management Fees	-	85,000	623,150	617,691	-	-	1,325,841
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 935,000</u>	<u>\$ 6,854,650</u>	<u>\$ 6,794,600</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 14,584,250</u>

## #4500 – Street Maintenance Allocation to Charbonneau

This project provides planning, design, and construction of street rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #1500, #2500, and #7500 for French Prairie Drive.

*Priority: High*

*Justification: Aging Infrastructure*

*Status: Continued from FY2017-18*

*FY2019-20 Funding Sources: Road Maintenance*

*Estimated Date of Completion: FY2022-23*

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

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 360,000	\$ 286,134	\$ 690,060	\$ 469,790	\$ 632,800	\$ 2,438,784
Project Management Fees	-	36,000	28,613	69,006	46,979	63,280	243,878
General Fund Overhead Fees	-	12,600	10,015	24,152	16,443	22,148	85,357
	<u>\$ -</u>	<u>\$ 408,600</u>	<u>\$ 324,762</u>	<u>\$ 783,218</u>	<u>\$ 533,212</u>	<u>\$ 718,228</u>	<u>\$ 2,768,020</u>



# Streets Projects

## PROJECT SUMMARIES: SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS

### #4208 – Universal Health - Day Rd SDC Reimbursement/Credit

Add a second eastbound lane to Day Road on developer's property fronting Day Road. Project is budgeted in the current 2018/19 FY, however no construction will occur this year. Project is included here to rollover funding to FY 2019/20.

Priority: High

Justification: City growth

Status: New Project

FY2019-20 Funding Sources: Street SDC

Estimated Date of Completion: FY2019-20

Operations Impact: Not Applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Project Management Fees	-	40,000	-	-	-	-	40,000
General Fund Overhead Fees	-	14,000	-	-	-	-	14,000
	<u>\$ -</u>	<u>\$ 454,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 454,000</u>

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### #4014 – Street Maintenance

Annual street maintenance projects include surface repair and resurfacing of streets. The projects for FY2019-2020 will include full depth reconstruction of sections of Day Road and crack/slurry sealing or overlaying of Town Center Loop, Park Place, Main Street, Parkway Avenue, and Elligsen Road (scope of work dependent on further investigation of subsurface conditions).

Priority: High

Justification: Aging infrastructure

Status: Annual

FY2019-20 Funding Sources: Road Maintenance Fees

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 1,264,193	\$ 1,212,822	\$ 1,210,696	\$ 1,365,254	\$ 1,521,275	Annual
Project Management Fees		80,000	80,000	80,000	80,000	80,000	
General Fund Overhead Fees		44,247	42,449	42,374	47,784	53,245	
	<u>\$ -</u>	<u>\$ 1,388,440</u>	<u>\$ 1,335,271</u>	<u>\$ 1,333,070</u>	<u>\$ 1,493,038</u>	<u>\$ 1,654,520</u>	<u>\$ -</u>

### #4118 – Signal Improvements

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

Priority: Medium

Justification: City growth

Status: Annual

FY2019-20 Funding Sources: Road Operating Fund

Estimated Date of Completion: Annual

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

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 136,000	\$ 140,080	\$ 144,160	\$ 148,240	\$ 152,320	Annual
Project Management Fees		13,600	14,008	14,416	14,824	15,232	
General Fund Overhead Fees		4,760	4,903	5,046	5,188	5,331	
	<u>\$ -</u>	<u>\$ 154,360</u>	<u>\$ 158,991</u>	<u>\$ 163,622</u>	<u>\$ 168,252</u>	<u>\$ 172,883</u>	<u>\$ -</u>

**PROJECT SUMMARIES: MISCELLANEOUS PROJECTS**

**#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 14/15.

*Priority: High*

*Justification: Regulatory requirement*

*Status: Annual*

*FY2019-20 Funding Sources: Road Operating*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,150	5,300	5,450	6,104	6,440	
General Fund Overhead Fees		-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 5,150</u>	<u>\$ 5,300</u>	<u>\$ 5,450</u>	<u>\$ 6,104</u>	<u>\$ 6,440</u>	<u>\$ -</u>

**#4192 – Transportation Performance Modeling**

Update to Transportation Performance Model report completed in January 2016.

*Priority: High*

*Justification: Regulatory Requirement*

*Status: Reoccurring Project*

*FY2019-20 Funding Sources: Street SDC*

*Estimated Date of Completion: Recurring Project, Every three years*

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

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 76,063	\$ 25,000	\$ -	\$ -	\$ 67,144	\$ -	\$ 168,207
Project Management Fees	29,605	2,500	-	-	6,714	-	38,819
General Fund Overhead Fees	2,662	875	-	-	2,350	-	5,887
	<u>\$ 108,330</u>	<u>\$ 28,375</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 76,208</u>	<u>\$ -</u>	<u>\$ 212,913</u>

**#4194 – Barber Street Wetland Mitigation Site**

The wetland mitigation site constructed during the Barber Street Extension project (Streets Project 4194) requires five years of maintenance and monitoring. This project budgets for the five years of expenditures on an annual basis until completion in 2022.

*Priority: High*

*Justification: Regulatory requirement*

*Status: Continued from FY2015-16*

*FY2019-20 Funding Sources: Street SDC*

*Estimated Date of Completion: FY2022-23*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 70,200	\$ 15,859	\$ 16,335	\$ 13,075	\$ 6,722	\$ -	\$ 122,191
Project Management Fees	6,566	1,586	1,633	1,307	672	-	11,765
General Fund Overhead Fees	1,577	555	572	458	235	-	3,397
	<u>\$ 78,343</u>	<u>\$ 18,000</u>	<u>\$ 18,540</u>	<u>\$ 14,840</u>	<u>\$ 7,630</u>	<u>\$ -</u>	<u>\$ 137,353</u>

# Streets Projects

## #4210 – Kinsman Street Wetland Mitigation Site

The wetland mitigation site constructed during the Kinsman Street Extension project (Streets Project 4004) requires five years of maintenance and monitoring. This project budgets for the five years of expenditures on an annual basis until completion in 2023.

Priority: High

Justification: Regulatory requirement

Status: New Project

FY2019-20 Funding Sources: Street SDC

Estimated Date of Completion: FY2022-23

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 15,642	\$ 17,621	\$ 12,705	\$ 13,075	\$ 10,564	\$ -	\$ 69,607
Project Management Fees	500	1,762	1,270	1,307	1,056	-	5,896
General Fund Overhead Fees	547	617	445	458	370	-	2,436
	<u>\$ 16,689</u>	<u>\$ 20,000</u>	<u>\$ 14,420</u>	<u>\$ 14,840</u>	<u>\$ 11,990</u>	<u>\$ -</u>	<u>\$ 77,939</u>

## #4213 – Lowrie Primary School-Zone Flashers

Of the 20 school-zone flashers in the City, the 8 located near the Lowrie School campus are the only ones maintained by the City and have proven to be unreliable and require frequent maintenance. Clackamas County is willing to maintain the flashers (as they do for the other 12) once they have been brought up to County standards. This project would create a concurrent CIP to upgrade the 8 flashers to be consistent across the city.

Priority: Medium

Justification: City growth

Status: New Project

FY2019-20 Funding Sources: Street SDC

Estimated Date of Completion: To be determined

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

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 85,000	\$ -	\$ -	\$ -	\$ -	\$ 85,000
Project Management Fees	-	8,500	-	-	-	-	8,500
General Fund Overhead Fees	-	2,975	-	-	-	-	2,975
	<u>\$ -</u>	<u>\$ 96,475</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 96,475</u>

## #4993 – Annual - Street CIPs Final Closeout

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

Status: Annual

FY2019-20 Funding Sources: Road Operating Fund/Street SDC

Estimated Date of Completion: Annual

Operations Impact: Not Applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		7,700	7,900	8,100	8,400	8,600	
General Fund Overhead Fees		-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 7,700</u>	<u>\$ 7,900</u>	<u>\$ 8,100</u>	<u>\$ 8,400</u>	<u>\$ 8,600</u>	<u>\$ -</u>

## #4995 – Annual – 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 and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts, such as Urban/Rural reserves, the Regional Transportation Plan, and issues that will impact future demands and requirements on City street, bike, and pedestrian infrastructure and services.

*Priority: Medium*

*Justification: City growth*

*Status: Annual*

*FY2019-20 Funding Sources: Road Operating Fund/Street SDC*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 10,300	\$ 14,273	\$ 14,714	\$ 15,066	\$ 15,507	Annual
Project Management Fees		5,139	1,427	1,471	1,507	1,551	
General Fund Overhead Fees		361	500	515	527	543	
	<b>\$ -</b>	<b>\$ 15,800</b>	<b>\$ 16,200</b>	<b>\$ 16,700</b>	<b>\$ 17,100</b>	<b>\$ 17,600</b>	<b>\$ -</b>

## #4998 – Annual – 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*

*Status: Annual*

*FY2019-20 Funding Sources: Road Operating Fund/Street SDC*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		9,700	10,000	10,300	10,600	10,900	
General Fund Overhead Fees		-	-	-	-	-	
	<b>\$ -</b>	<b>\$ 9,700</b>	<b>\$ 10,000</b>	<b>\$ 10,300</b>	<b>\$ 10,600</b>	<b>\$ 10,900</b>	<b>\$ -</b>

## #4999 – Annual – Project Design & Development

This annual project is used to fund design and development of unplanned or emergency projects that arise throughout the year until a new budget line item can be created through the supplemental budget process. As these funds are used, they are recoded to appropriate project account numbers.

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Status: Annual*

*FY2019-20 Funding Sources: Road Operating Fund/Street SDC*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 72,100	\$ 74,200	\$ 76,300	\$ 78,400	\$ 80,500	Annual
Project Management Fees		7,210	7,420	7,630	7,840	8,050	
General Fund Overhead Fees		2,524	2,597	2,671	2,744	2,818	
	<b>\$ -</b>	<b>\$ 81,834</b>	<b>\$ 84,217</b>	<b>\$ 86,601</b>	<b>\$ 88,984</b>	<b>\$ 91,368</b>	<b>\$ -</b>

# Streets Projects

## Five Year Streets CIP Forecast FY2019-20 thru FY2023-24

Project Name	Funding Source	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24
<b>Construction Projects</b>						
Kinsman Rd Extension - Barber to Boeckman	Street SDC	\$ 5,675	\$ -	\$ -	\$ -	\$ -
5th Street / Kinsman Extension Phase 1	Year 2000	6,628,435	3,448,440	-	-	-
Garden Acres Road - Ridder to Day	CCUR/WWSP Contribution	2,674,000	2,781,500	-	-	-
I5 Pedestrian Bridge	Street SDC*	4,000,000	1,950,000	1,500,000	1,600,000	1,650,000
Boeckman Road Street Improvements - Frog Pond	Street SDC, Frog Pond Dev.	398,559	1,671,949	1,720,646	-	-
Canyon Creek/Boeckman Signal	Street SDC	80,850	290,311	-	-	-
French Prairie Bridge	Street SDC	588,000	300,000	500,000	550,000	600,000
Boeckman Dip Bridge	Year 2000	935,000	6,854,650	6,794,600	-	-
Street Maintenance Allocation to Charbonneau	Road Maintenance	408,600	324,762	783,218	533,212	718,228
Garden Acres/Day Road Intersection	Coffee Creek Urban Renewal	-	-	636,000	4,360,000	4,480,000
Parkway Avenue Improvements	Street SDC	-	-	-	2,725,000	-
Brown Road Improvements	West Side Urban Renewal	-	793,100	2,011,789	2,068,725	-
<b>System Development Reimbursements/Credits</b>						
Universal Health-Day Rd SDC Reimbursement/Credit	Street SDC	454,000	-	-	-	-
<b>Annual Maintenance Projects</b>						
Street Maintenance (OH included)	Road Maintenance	1,388,440	1,335,271	1,333,070	1,493,038	1,654,520
Signal Improvements	Street SDC/Road Operating	154,360	158,991	163,622	168,252	172,883
<b>Miscellaneous Projects</b>						
ADA Compliance	Road Operating	5,150	5,300	5,450	6,104	6,440
Transportation Performance Modeling	Street SDC	28,375	-	-	76,208	-
5 Year Monitoring: Barber Rd	Street SDC	18,000	18,540	14,840	7,630	-
5-Year Monitoring Kinsman Extension	Street SDC	20,000	14,420	14,840	11,990	-
Lowrie Primary School-Zone Flasher Replacement	Road Operating	96,475	-	-	-	-
Closeout From Prior Years	Street SDC/Road Operating	7,700	7,900	8,100	8,400	8,600
Early Planning-Future Street Projects	Street SDC/Road Operating	15,800	16,200	16,700	17,100	17,600
5-Year and Annual Budget Planning	Street SDC/Road Operating	9,700	10,000	10,300	10,600	10,900
Project Design/Development	Street SDC/Road Operating	81,834	84,217	86,601	88,984	91,368
*Additional Federal Funding is anticipated for completion of project						
		\$ 17,998,952	\$ 20,065,550	\$ 15,599,775	\$ 13,725,244	\$ 9,410,539
<b>Funding Sources</b>						
Road Operating		\$ 267,103	\$ 175,728	\$ 180,837	\$ 186,445	\$ 191,740
Street SDC		5,697,374	2,755,100	3,860,262	5,083,824	2,366,051
Road Maintenance		1,797,040	1,660,033	2,116,288	2,026,250	2,372,748
Coffe Creek Area Designated Reserve		328,762	-	-	-	-
Contribution		500,000	500,000	-	-	-
Frog Pond Development Fee		-	1,597,000	-	-	-
Year 2000		7,563,435	10,303,090	6,794,600	-	-
Westside Urban Renewal		-	793,100	2,011,789	2,068,725	-
Coffe Creek Urban Renewal		1,845,238	2,281,500	636,000	4,360,000	4,480,000
Total Funding Sources		\$ 17,998,952	\$ 20,065,550	\$ 15,599,775	\$ 13,725,244	\$ 9,410,539

Available Coffee Creek URA funding for future projects dependent upon growth within the District



Canyon Creek Road Extension



# Streetscape/Bikeway Projects

## 2019-20 Funding Sources

Proj.	Project Name	Road Operating	Streetlight Fund	Street SDC	Total Resources
<b>Livability Improvements</b>					
4717	Pedestrian Enhancements	\$ 127,000	\$ -	\$ -	\$ 127,000
4722	LED Street Light Conversion	-	310,500	-	310,500
4725	Crosswalk Flasher Replacement	290,787	-	-	290,787
<b>Annual Maintenance Projects</b>					
4696	Annual - Streetlight Infill	-	119,603	-	119,603
<b>Miscellaneous Projects</b>					
4799	Streetscape Project Design	9,353	-	2,338	11,691
		<u>\$ 427,140</u>	<u>\$ 430,103</u>	<u>\$ 2,338</u>	<u>\$ 859,581</u>

## PROJECT SUMMARIES: LIVABILITY IMPROVEMENTS

### #4717 – Annual - 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 needed pedestrian crossing enhancements.

*Priority: High*

*Justification: Council Goal*

*Status: Annual*

*FY2019-20 Funding Sources: Road Operating Fund*

*Estimated Date of Completion: Annual*

*Operational Impact: To be determined at completion of planning phase*

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 103,382	\$ -	\$ 110,854	\$ -	\$ 118,783	Annual
Project Management Fees		20,000	-	20,000	-	20,000	
General Fund Overhead Fees		3,618	-	3,880	-	4,157	
		<u>\$ -</u>	<u>\$ 127,000</u>	<u>\$ -</u>	<u>\$ 134,734</u>	<u>\$ -</u>	<u>\$ 142,940</u>

### #4722 – LED Street Light Conversion

The City has 2,535 street lights that are either high pressure sodium (HPS) or mercury vapor (MV) and are encased in one of nine different styles of luminaire. This project begins implementation/conversion of the current high energy use lighting to low energy LED lighting.

*Priority: Medium*

*Justification: Environmental Stewardship and Cost Savings*

*Status: Continued from FY2016-17*

*FY2019-20 Funding Sources: Streetlight Fund*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Improvements to help decrease maintenance costs*

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 133,739	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 433,739
Project Management Fees	3,563	-	-	-	-	-	3,563
General Fund Overhead Fees	4,681	10,500	-	-	-	-	15,181
	<u>\$ 141,983</u>	<u>\$ 310,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 452,483</u>

# Streetscape/Bikeway Projects

## #4725 – Crosswalk Flasher Replacement

This project replaces the existing crosswalk in-ground flashing systems with rapid flashing beacons that are mounted on a pole out of the road bed.

Priority: Medium

Justification: Safety

Status: Continued from FY2017-18

FY2019-20 Funding Sources: Road Operating

Estimated Date of Completion: FY2020-21

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 256,200	\$ 120,000	\$ -	\$ -	\$ -	\$ 376,200
Project Management Fees	-	25,620	12,000	-	-	-	37,620
General Fund Overhead Fees	-	8,967	4,200	-	-	-	13,167
	<u>\$ -</u>	<u>\$ 290,787</u>	<u>\$ 136,200</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 426,987</u>

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### #4696 – Annual Streetlight Infill

This is an annual project for installation of new streetlights in areas in the City where there are gaps or where there is existing lighting infrastructure that needs to be updated. Planned projects for this fiscal year include street light additions on 95th Avenue, south of Ridder and on Parkway Center Drive, north of Burns Way.

Priority: Medium

Justification: Infrastructure Improvement

Status: Annual

FY2019-20 Funding Sources: Streetlight Fund

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 96,235	\$ 55,120	\$ 56,774	\$ 58,477	\$ 60,231	Annual
Project Management Fees		20,000	5,512	5,677	5,848	6,023	
General Fund Overhead Fees		3,368	1,929	1,987	2,047	2,108	
	<u>\$ -</u>	<u>\$ 119,603</u>	<u>\$ 62,561</u>	<u>\$ 64,438</u>	<u>\$ 66,371</u>	<u>\$ 68,362</u>	<u>\$ -</u>

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### #4799 – Annual – Project Design & Development

This annual project is used to fund design and development of unplanned or emergency projects that arise throughout the year until a new budget line item can be created through the supplemental budget process. As these funds are used, they are recoded to appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

Status: Annual

FY2019-20 Funding Sources: Road Operating Fund/Street SDC

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 10,300	\$ 10,610	\$ 10,928	\$ 11,256	\$ 11,593	Annual
Project Management Fees		1,030	1,061	1,093	1,126	1,159	
General Fund Overhead Fees		361	371	382	394	406	
	<u>\$ -</u>	<u>\$ 11,691</u>	<u>\$ 12,042</u>	<u>\$ 12,403</u>	<u>\$ 12,775</u>	<u>\$ 13,158</u>	<u>\$ -</u>



# Streetscape/Bikeway Projects

## Five Year Streetscape/Bikeway CIP Forecast FY2019-20 thru FY2023-24

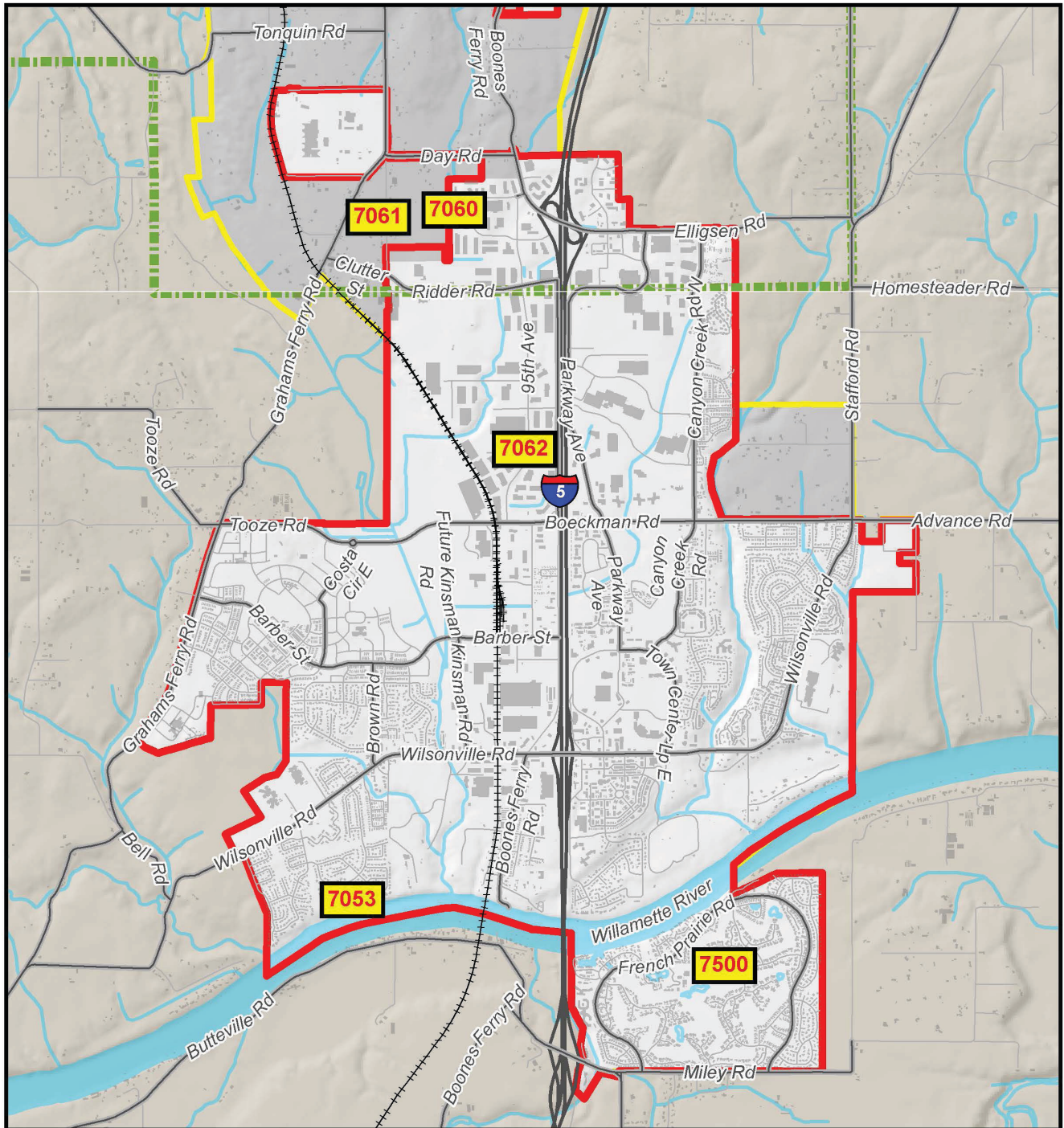
Project Name	Funding Source	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24
<b>Livability Projects</b>						
Pedestrian Enhancements	Road Operating	\$ 127,000	\$ -	\$ 134,734	\$ -	\$ 142,940
LED Street Light Conversion	Streetlight fund	310,500	-	-	-	-
Crosswalk Flasher Replacement	Road Operating	290,787	136,200	-	-	-
<b>Annual Maintenance Projects</b>						
Streetlight Infill	Streetlight Fund	119,603	62,561	64,438	66,371	68,362
<b>Miscellaneous Projects</b>						
Streetscape Project Design	Street SDC/Road Operating	11,691	12,042	12,403	12,775	13,158
		<u>\$ 859,581</u>	<u>\$ 210,803</u>	<u>\$ 211,575</u>	<u>\$ 79,146</u>	<u>\$ 224,460</u>
<b>Funding Sources</b>						
Road Operating		\$ 427,140	\$ 145,833	\$ 144,656	\$ 10,220	\$ 153,467
Street SDC		2,338	2,408	2,481	2,555	2,632
Streetlight Fund		430,103	62,561	64,438	66,371	68,362
Total Funding Sources		<u>\$ 859,581</u>	<u>\$ 210,803</u>	<u>\$ 211,575</u>	<u>\$ 79,146</u>	<u>\$ 224,460</u>








Wilsonville Rd/Kolbe Ln Crossing Improvements



# Stormwater Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>		
<p><b>Wilsonville Boundaries</b></p>	<ul style="list-style-type: none"> <li> City Limits</li> <li> County Boundary</li> <li> UGB</li> </ul>	<p>4/19/2017</p>  <p>0 Miles 0.5</p>

2019-20 Funding Sources

Proj.	Project Name	Stormwater Operating	Stormwater SDC	Total Resources
<b>Construction Projects</b>				
7053	Willamette River Outfalls	\$ 665,237	\$ 221,746	\$ 886,983
7060	Coffee Creek & Commerce Circle Stormwater Facility	38,120	152,480	190,600
7061	Garden Acres Road Storm System	-	647,000	647,000
7062	95th Avenue Storm Pipe Repairs	40,700	-	40,700
7500	Storm Ops Allocation to Charbonneau	1,795,570	-	1,795,570
<b>Master Plan and Studies</b>				
7059	Stormwater Rate and SDC Study	18,025	18,025	36,050
7063	Stormwater Outfall Plan	10,000	-	10,000
<b>Annual Maintenance Projects</b>				
7048	City Wide Storm Sewer Replacements (non Charbonneau)	76,000	-	76,000
<b>Miscellaneous Projects</b>				
7051	Morey's / Rivergreen Channel Monitoring	3,051	-	3,051
7990	CD Dept Support for Miscellaneous Projects	6,100	-	6,100
7993	Stormwater CIP's Closeout from Prior Years	4,140	460	4,600
7995	Early Planning - Future Stormwater Projects	15,450	5,150	20,600
7998	5-Year & Annual Stormwater CIP Budget Development	3,348	1,803	5,150
7999	Project Design & Development	9,931	18,444	28,375
		<u>\$ 2,685,672</u>	<u>\$ 1,065,107</u>	<u>\$ 3,750,779</u>

**PROJECT SUMMARIES: CONSTRUCTION PROJECTS**

**#7053 – Willamette River Outfalls**

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

*Priority: High*

*Justification: Erosion Control*

*Status: Continued from FY2015-16*

*FY2019-20 Funding Sources: Stormwater Operating/Stormwater SDC*

*Estimated Date of Completion: FY2019-20 (Construction)*

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

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 956,168	\$ 795,500	\$ 1,731	\$ 1,833	\$ 1,936	\$ 2,168	\$ 1,759,336
Project Management Fees	104,140	63,640	173	183	194	217	168,547
General Fund Overhead Fees	33,467	27,843	61	64	68	76	61,578
	<u>\$ 1,093,775</u>	<u>\$ 886,983</u>	<u>\$ 1,965</u>	<u>\$ 2,080</u>	<u>\$ 2,197</u>	<u>\$ 2,461</u>	<u>\$ 1,989,461</u>

# Stormwater Projects

## #7060 – Coffee Creek Industrial Area Regional Stormwater Facility

This project includes construction of a semi-regional stormwater facility and widening of the existing stormwater channel west of the Commerce Circle Industrial Area. The intent of the stormwater facility and channel widening is to eliminate seasonal flooding in the current industrial area and allowing for future development in the Coffee Creek Industrial Area and Basalt Creek Concept Area. Both the semi-regional stormwater facility and the channel widening were identified in the 2012 Stormwater Master Plan.

Priority: High

Justification: City Growth

Status: New Project

FY2019-20 Funding Sources: Stormwater Operating/Stormwater SDC

Estimated Date of Completion: FY2019-20

Operations Impact: To be determined at completion of planning phase

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 220,200	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ 380,200
Project Management Fees	22,020	25,000	-	-	-	-	47,020
General Fund Overhead Fees	7,707	5,600	-	-	-	-	13,307
	<u>\$ 249,927</u>	<u>\$ 190,600</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 440,527</u>

## #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 Garden Acres roadway between Ridder Road and Day Roads and development of adjacent lands within the Coffee Creek Industrial Area. This project funds construction of the stormwater pipeline along Peters Road, 1100 feet south of Ridder Road.

Priority: High

Justification: Erosion Control

Status: Continued from FY2015-16

FY2019-20 Funding Sources: Stormwater SDC

Estimated Date of Completion: FY2019-20

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

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 120,000	\$ 605,797	\$ -	\$ -	\$ -	\$ -	\$ 725,797
Project Management Fees	10,000	20,000	-	-	-	-	30,000
General Fund Overhead Fees	4,200	21,203	-	-	-	-	25,403
	<u>\$ 134,200</u>	<u>\$ 647,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 781,200</u>

## #7062 – 95th Avenue Storm Pipe Repairs

This project replaces collapsed and crushed portions of the existing storm pipe along 95th Avenue. Design plans to be created this fiscal year with construction to be coordinated with the Willamette Water Supply Program construction of PLM1.3 - 66" waterline on 95th Avenue.

Priority: High

Justification: Aging Infrastructure

Status: New Project

FY2019-20 Funding Sources: Stormwater Operations

Estimated Date of Completion: FY2019-20

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 20,000	\$ -	\$ 170,452	\$ -	\$ -	\$ 190,452
Project Management Fees	-	20,000	-	20,000	-	-	40,000
General Fund Overhead Fees	-	700	-	5,966	-	-	6,666
	<u>\$ -</u>	<u>\$ 40,700</u>	<u>\$ -</u>	<u>\$ 196,418</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 237,118</u>

# Stormwater Projects

## #7500 – Stormwater Operations Allocation to Charbonneau

This project provides planning, design, and construction of storm rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #1500, #2500, and #4500 for French Prairie Drive Phase II.

*Priority: High*

*Justification: Aging Infrastructure*

*Status: Continued from FY2015-16*

*FY2019-20 Funding Sources: Stormwater Operating*

*Estimated Date of Completion: FY2023-24 (Phase I)*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 3,382,202	\$ 1,582,000	\$ 573,533	\$ 1,428,899	\$ 1,189,877	\$ 1,074,608	\$ 9,231,118
Project Management Fees	325,759	158,200	57,353	142,890	118,988	107,461	910,651
General Fund Overhead Fees	118,377	55,370	20,074	50,011	41,646	37,611	323,089
	<u>\$ 3,826,338</u>	<u>\$ 1,795,570</u>	<u>\$ 650,960</u>	<u>\$ 1,621,800</u>	<u>\$ 1,350,510</u>	<u>\$ 1,219,680</u>	<u>\$ 10,464,858</u>

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### #7059 – Stormwater Rate and SDC Study

This project evaluates and updates the Stormwater SDC rate structure. Funds budgets for this fiscal year will include the rate analysis related to the recent adjustments made to the Stormwater Master Plan.

*Priority: High*

*Justification: City growth*

*Status: New Project*

*FY2019-20 Funding Sources: Stormwater SDC*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Project Management Fees	-	5,000	-	-	-	-	5,000
General Fund Overhead Fees	-	1,050	-	-	-	-	1,050
	<u>\$ -</u>	<u>\$ 36,050</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 36,050</u>

### #7063 – Stormwater Outfall Plan

This project includes preparation of a plan documenting the condition and prioritizing needed improvements of the City's stormwater outfall pipes. This work is in response to the increased frequency of emergency repairs due to slope failures associated with stormwater outfall pipes.

*Priority: High*

*Justification: Erosion Control*

*Status: New Project*

*FY2019-20 Funding Sources: Stormwater Operations*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Management Fees	-	10,000	-	-	-	-	10,000
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>

# Stormwater Projects

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### #7048 – Annual – City Wide Storm Sewer Replacements (not 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: Unanticipated and emergency projects

Status: Annual

FY2019-20 Funding Sources: Road Operating Fund/Street SDC

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 73,430	\$ 75,362	\$ 77,295	\$ 79,227	\$ 81,159	Annual
Project Management Fees		-	-	-	-	-	
General Fund Overhead Fees		2,570	2,638	2,705	2,773	2,841	
	\$ -	\$ 76,000	\$ 78,000	\$ 80,000	\$ 82,000	\$ 84,000	\$ -

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### #7051 – Morey’s / Rivergreen Channel Monitoring

The engineered stormwater channels constructed during the Morey’s Landing and Rivergreen stormwater repair projects requires two years of monitoring. This project budgets for these monitoring expenditures on an annual basis.

Priority: High

Justification: Regulatory requirement

Status: Continued from FY2015-16

FY2019-20 Funding Sources: Stormwater Operating

Estimated Date of Completion: FY2019-20

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 12,849	\$ 1,750	\$ -	\$ -	\$ -	\$ -	\$ 14,599
Project Management Fees	1,550	1,240	-	-	-	-	2,790
General Fund Overhead Fees	450	61	-	-	-	-	511
	\$ 14,849	\$ 3,051	\$ -	\$ -	\$ -	\$ -	\$ 17,900

### #7990 – Annual – CD Department Support for Miscellaneous Projects

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

Priority: High

Justification: Aging Infrastructure

Status: Annual

FY2019-20 Funding Source: Stormwater Operating

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		6,100	6,300	6,500	6,700	6,900	
General Fund Overhead Fees		-	-	-	-	-	
	\$ -	\$ 6,100	\$ 6,300	\$ 6,500	\$ 6,700	\$ 6,900	\$ -

# Stormwater Projects

## #7993 – Annual – 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*

*Status: Annual*

*FY2019-20 Funding Sources: Stormwater Operating/Stormwater SDC*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		4,600	4,700	4,900	5,000	5,100	
General Fund Overhead Fees		-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 4,600</u>	<u>\$ 4,700</u>	<u>\$ 4,900</u>	<u>\$ 5,000</u>	<u>\$ 5,100</u>	<u>\$ -</u>

## #7995 – Annual – Early Planning – Future Stormwater Projects

This project is for staff efforts on future CIP projects which are at very early stages of project development and study and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts, such as Urban/Rural reserves, the Regional Transportation Plan, new regulatory requirements and issues that will impact future demands and requirements on the stormwater infrastructure and services.

*Priority: Medium*

*Justification: City growth*

*Status: Annual*

*FY2019-20 Funding Sources: Stormwater Operating/Stormwater SDC*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		20,600	21,200	21,800	22,400	23,000	
General Fund Overhead Fees		-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 20,600</u>	<u>\$ 21,200</u>	<u>\$ 21,800</u>	<u>\$ 22,400</u>	<u>\$ 23,000</u>	<u>\$ -</u>

## #7998 – Annual – 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*

*Status: Annual*

*FY2019-20 Funding Sources: Stormwater Operating/Stormwater SDC*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,150	5,300	5,450	5,600	5,750	
General Fund Overhead Fees		-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 5,150</u>	<u>\$ 5,300</u>	<u>\$ 5,450</u>	<u>\$ 5,600</u>	<u>\$ 5,750</u>	<u>\$ -</u>



# Stormwater Projects

## #7999 – Annual – Project Design & Development

This annual project is used to fund design and development of unplanned or emergency projects that arise throughout the year until a new budget line item can be created through the supplemental budget process. As these funds are used, they are recoded to appropriate project account numbers.

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Status: Annual*

*FY2019-20 Funding Sources: Stormwater Operating/Stormwater SDC*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 25,000	\$ 26,000	\$ 26,780	\$ 27,583	\$ 28,411	Annual
Project Management Fees		2,500	2,600	2,678	2,758	2,841	
General Fund Overhead Fees		875	910	937	965	994	
	\$ -	\$ 28,375	\$ 29,510	\$ 30,395	\$ 31,307	\$ 32,246	\$ -

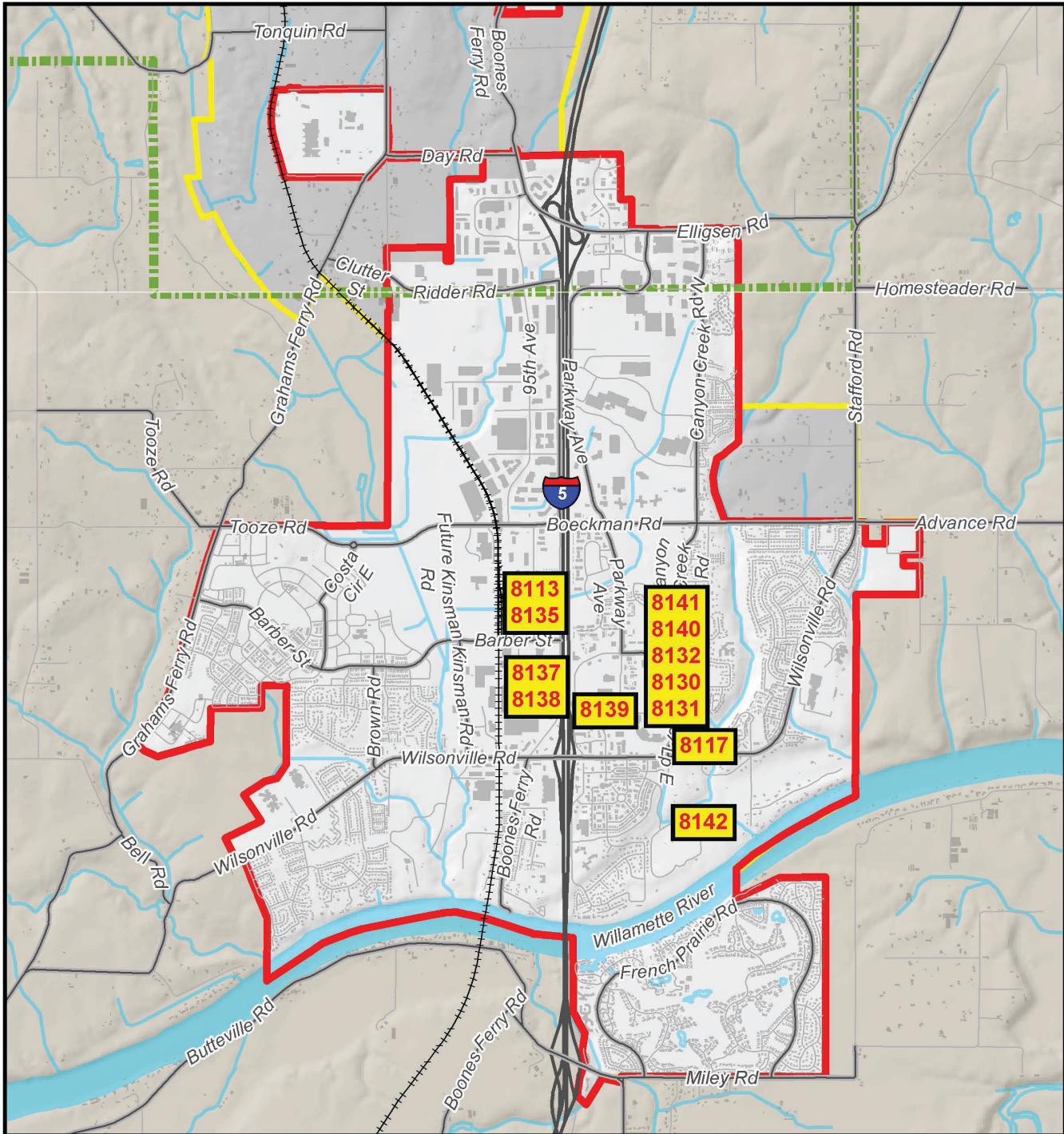
# Stormwater Projects





## Five Year Stormwater CIP Forecast FY2019-20 thru FY2023-24

Project Name	Funding Source	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24
<b>Construction Projects</b>						
Willamette River Outfalls	Stormwater Ops/SDC	\$ 886,983	\$ 1,965	\$ 2,080	\$ 2,197	\$ 2,461
Coffee Creek Industrial Area Regional Stormwater Facility	Stormwater Ops/SDC	190,600	-	-	-	-
Garden Acres Storm System	Stormwater SDC	647,000	-	-	-	-
95th Avenue Storm Pipe Repairs	Stormwater Ops	40,700	-	196,418	-	-
Storm Operations Allocation to Charbonneau	Stormwater Ops	1,795,570	650,960	1,621,800	1,350,510	1,219,680
Gesselschaft Water Well Channel Restorations	Stormwater Ops/SDC	-	-	-	219,744	-
Canyon Creek Estates Pipe Removal	Stormwater Ops	-	-	76,055	122,952	-
Rose Lane Culvert Replacement	Stormwater Ops	-	-	-	-	500,000
<b>Master Plans and Studies</b>						
Stormwater Rate and SDC Study	Stormwater Ops/SDC	36,050	-	-	-	-
Stormwater Outfall Plan	Stormwater Ops	10,000	-	-	-	-
<b>Annual Maintenance Projects</b>						
City Wide Storm Sewer Pipe Replacements (non-Charbonneau)	Stormwater Ops	76,000	78,000	80,000	82,000	84,000
<b>Miscellaneous Projects</b>						
Morey's/Rivergreen Channel's Monitoring	Stormwater Ops	3,051	-	-	-	-
CD Department Support for Miscellaneous Projects	Stormwater Ops	6,100	6,300	6,500	6,700	6,900
Stormwater CIP Closeout from Prior Years	Stormwater Ops/SDC	4,600	4,700	4,900	5,000	5,100
Early Planning - Future Storm Projects	Stormwater Ops/SDC	20,600	21,200	21,800	22,400	23,000
5 Yr and Annual Storm CIP Budget Development	Stormwater Ops/SDC	5,150	5,300	5,450	5,600	5,750
Project Design and Development	Stormwater Ops/SDC	28,375	29,510	30,395	31,307	32,246
		<u>\$ 3,750,779</u>	<u>\$ 797,935</u>	<u>\$ 2,045,398</u>	<u>\$ 1,848,410</u>	<u>\$ 1,879,138</u>
<b>Funding Sources</b>						
Stormwater Operations		\$ 2,685,672	\$ 770,637	\$ 1,998,260	\$ 1,744,765	\$ 1,849,290
Stormwater SDCs		1,065,107	27,298	47,138	103,646	29,848
Total Funding Sources		<u>\$ 3,750,779</u>	<u>\$ 797,935</u>	<u>\$ 2,045,398</u>	<u>\$ 1,848,411</u>	<u>\$ 1,879,138</u>

*Available Stormwater Operations revenues will not be adequate for total funding of projects as scheduled*

# Facilities and Transit Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>		
<p><b>Wilsonville Boundaries</b></p>	<ul style="list-style-type: none"> <li> City Limits</li> <li> County Boundary</li> <li> UGB</li> </ul>	<p>4/19/2017</p> <p>0 Miles 0.5</p>

# Facilities and Transit Projects

## 2019-20 Funding Sources

Proj.	Project Name	General Fund	Building Fund	Grants	Transit	Stormwater Ops	Water Ops	Sewer Ops	Road Operating	Total Resources
<b>Construction Projects</b>										
8104	Transit Shelters & ADA Improvements	\$ -	\$ -	\$ 45,480	\$ 11,370	\$ -	\$ -	\$ -	\$ -	\$ 56,850
8113	Public Works Facility	337,500	-	-	-	225,000	412,500	300,000	225,000	1,500,000
8117	Public Works/Police Building Seismic Upgrades	107,000	-	-	-	80,250	133,750	133,750	80,250	535,000
8130	Building Dept Work Area Remodel	9,172	9,172	-	-	-	-	-	-	18,344
8131	Executive Conference Room	33,284	33,284	-	-	-	-	-	-	66,568
8132	City Hall Downstairs Front Counter Remodel	84,683	84,683	-	-	-	-	-	-	169,366
8135	Smart Parking Lot Improvements	-	-	84,926	21,232	-	-	-	-	106,158
8137	CNG Refueling Stations	-	-	148,000	37,000	-	-	-	-	185,000
8138	Transit Dispatch Office Remodel	-	-	4,000	1,000	-	-	-	-	5,000
8142	Stein-Boozier Barn Construction	50,000	-	-	-	-	-	-	-	50,000
<b>Annual Maintenance Projects</b>										
8106	City Facility Repairs	52,500	-	-	-	-	-	-	-	52,500
8111	HVAC Replacements	650,000	-	-	-	-	-	-	-	650,000
8125	Furniture Replacements	30,000	-	-	-	-	-	-	-	30,000
<b>Miscellaneous Projects</b>										
8139	Parks & Rec Clerestory Replacement	30,000	-	-	-	-	-	-	-	30,000
8140	City Hall Parking Lot LED Retrofit	8,500	-	-	-	-	-	-	-	8,500
8141	Davit Arm Install-City Hall	20,000	-	-	-	-	-	-	-	20,000
8990	CD Support for Miscellaneous Projects	15,000	-	-	-	-	-	-	-	15,000
		<u>\$ 1,427,639</u>	<u>\$ 127,139</u>	<u>\$ 282,406</u>	<u>\$ 70,602</u>	<u>\$ 305,250</u>	<u>\$ 546,250</u>	<u>\$ 433,750</u>	<u>\$ 305,250</u>	<u>\$ 3,498,286</u>

# Facilities and Transit Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### #8104 – Transit shelters and ADA Improvements

This grant-funded project will provide new transit shelters where there currently aren't any and also remedy ADA deficiencies at transit stops throughout the city.

Priority: Medium

Justification: Aging infrastructure

Status: Continued from FY2014-15

FY2019-20 Funding Sources: Transit/Grant

Estimated Date of Completion: FY2023-24

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

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 231,129	\$ 50,088	\$ 51,591	\$ 53,138	\$ 54,733	\$ 56,374	\$ 497,054
Project Management Fees	16,789	5,009	5,159	5,314	5,473	5,637	43,382
General Fund Overhead Fees	3,500	1,753	1,806	1,860	1,916	1,973	12,807
	<u>\$ 251,418</u>	<u>\$ 56,850</u>	<u>\$ 58,556</u>	<u>\$ 60,312</u>	<u>\$ 62,122</u>	<u>\$ 63,985</u>	<u>\$ 553,243</u>

### #8113 – Public Works Facility

Prepare a site Master Plan for the consolidation of various Public Works functions such as administrative offices, equipment and storage yard and warehouse functions into a new Public Works complex on a 7 acre parcel on Boberg Road. Currently, all the various Public Works functions are housed remotely from each other resulting in inefficient operations. Additionally the existing warehouse and yard facilities are deficient in size and do not accommodate all of the department needs.

Priority: High

Justification: Aging Infrastructure

Status: Continued from FY2016-17

FY2019-20 Funding Sources: Multiple Sources

Estimated Date of Completion: FY2019-20, Design phase

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

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 1,979,633	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ 3,479,633
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	62,287	-	-	-	-	-	62,287
	<u>\$ 2,041,920</u>	<u>\$ 1,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,541,920</u>

### #8117 – Public Works/Police Bldg. Seismic Upgrades

The Public Works/Police Building housing the Police and Public Works staff which are the City's first response forces. It needs seismic improvements to provide for immediate Occupancy performance per ASCE 41-13. The Building's Facilities Condition Index = 0.30 (poor) and has a moderate collapse potential. The Facility also serves as an Emergency Field Operations Center for Public Works and as a back-up Emergency Operations Center for the City.

Priority: High

Justification: Public Safety

Status: Continued from FY2016-17

FY2019-20 Funding Sources: Grant/Various Funding Sources

Estimated Date of Completion: FY2019-20

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 152,355	\$ 535,000	\$ -	\$ -	\$ -	\$ -	\$ 687,355
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ 152,355</u>	<u>\$ 535,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 687,355</u>

# Facilities and Transit Projects

## #8130 – Building Dept Work Area Remodel

This project remodels staff offices and the file storage and retrieval system in the building department to provide more efficient space utilization. The file storage system will be moved into the windowless office area currently used as office space for building inspectors. Concurrently, the area vacated by the file system will be converted to office space.

*Priority: Medium*

*Justification: Infrastructure Renewal*

*Status: New Project*

*FY2019-20 Funding Sources: Building Fund*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Ongoing maintenance expected to remain the same*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 22,000	\$ 18,344	\$ -	\$ -	\$ -	\$ -	\$ 40,344
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ 22,000</u>	<u>\$ 18,344</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,344</u>

## #8131 – Executive Conference Room

This project remodels and converts the City Hall first floor Corral Creek and Mill Creek conference rooms into a larger, up-scale conference room with enhanced video and computer technology. The primary purpose of the new conference room is to provide first floor meeting space outside of staff areas to host high level business development meetings and will also provide additional secure space for court activities.

*Priority: Medium*

*Justification: Infrastructure Renewal*

*Status: New Project*

*FY2019-20 Funding Sources: General Fund/Building Fund*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Ongoing maintenance expected to remain the same*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 66,568	\$ -	\$ -	\$ -	\$ -	\$ 66,568
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 66,568</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 66,568</u>

## #8132 – Front Counter Remodel

This project remodels the City Hall first floor front counter area to add security features, remove non-load bearing columns that restrict receptionist view of the entry doors, provide additional counter space, and create desk area for front counter.

*Priority: Medium*

*Justification: Infrastructure Renewal*

*Status: New Project*

*FY2019-20 Funding Sources: General Fund/Building Fund*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Ongoing maintenance expected to remain the same*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 33,500	\$ 169,366	\$ -	\$ -	\$ -	\$ -	\$ 202,866
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ 33,500</u>	<u>\$ 169,366</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 202,866</u>

# Facilities and Transit Projects

## #8135 – Smart Parking Lot Improvements

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

Priority: Medium

Justification: Aging Infrastructure

Status: New Project

FY2019-20 Funding Sources: Transit/Grant

Estimated Date of Completion: FY2019-20

Operations Impact: Improvement to help decrease maintenance costs

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 50,000	\$ 93,531	\$ -	\$ -	\$ -	\$ -	\$ 143,531
Project Management Fees	5,000	9,353	-	-	-	-	14,353
General Fund Overhead Fees	-	3,274	-	-	-	-	3,274
	<u>\$ 55,000</u>	<u>\$ 106,158</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 161,158</u>

## #8137 – CNG Refueling Stations

This project expands SMART's CNG refueling station. As SMART replaces older vehicles with alternative fuel buses, the infrastructure must keep pace. Expansion of the existing CNG refueling station is necessary for the capacity to fuel the eight additional CNG buses arriving in the next two years.

Priority: High

Justification: Energy Efficiencies

Status: New Project

FY2019-20 Funding Sources: Transit/Grant

Estimated Date of Completion: FY2019-20

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 162,996	\$ -	\$ -	\$ -	\$ -	\$ 162,996
Project Management Fees	-	16,300	-	-	-	-	16,300
General Fund Overhead Fees	-	5,705	-	-	-	-	5,705
	<u>\$ -</u>	<u>\$ 185,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 185,000</u>

## #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

Status: New Project

FY2019-20 Funding Sources: Transit/Grant

Estimated Date of Completion: FY2019-20

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 4,405	\$ -	\$ -	\$ -	\$ -	\$ 4,405
Project Management Fees	-	441	-	-	-	-	441
General Fund Overhead Fees	-	154	-	-	-	-	154
	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>

# Facilities and Transit Projects

## #8142 – Stein-Boozier Barn Construction

This project funds the construction at the Stein Boozier Barn as recommended by the structural assessment completed in FY 2017/18.

Priority: Medium

Justification: Aging infrastructure

Status: New Projects

Estimated Date of Completion: FY2019-20

FY2019-20 Funding Sources: General Fund

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### #8106 – Annual – City Facility Repairs (Facility Master Plan Implementation)

In accordance to Facility Master Plan and building assessment. Continuing project.

Priority: Medium

Justification: Aging infrastructure and public safety

Status: Annual

FY2019-20 Funding Sources: General Fund

Estimated Date of Completion: Annual

Operations Impact: Ongoing maintenance costs to remain the same

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 52,500	\$ 55,650	\$ 57,225	\$ 58,800	\$ 60,564	Annual
Project Management Fees		-	-	-	-	-	-
General Fund Overhead Fees		-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 52,500</u>	<u>\$ 55,650</u>	<u>\$ 57,225</u>	<u>\$ 58,800</u>	<u>\$ 60,564</u>	<u>\$ -</u>

### #8111 – HVAC Replacements

Swap out several units that are 20 years old or more. Currently there is a severe zoning issue, needs re-design/re-ducting. Potentially add economizer to improve energy efficiency. Conversion from electric to gas. Addition of controls and energy analytical software. Continuing project but repurposed to fit the dire needs of the Community Center.

Priority: Medium

Justification: Aging infrastructure

Status: Annual

FY2019-20 Funding Sources: General Fund

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 650,000	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	-	-	-	-	-
General Fund Overhead Fees		-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 650,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



# Facilities and Transit Projects

## #8125 – Annual Furniture Replacement

Several requests come up every year to replace furniture in common areas throughout the City buildings. Currently, there is not a dedicated fund to supplement these costs.

*Priority: Medium*

*Justification: Aging infrastructure*

*Status: Annual*

*FY2019-20 Funding Sources: General Fund*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	Annual
Project Management Fees		-	-	-	-	-	-
General Fund Overhead Fees		-	-	-	-	-	-
		<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ -</u>

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### #8139 – Park & Rec Clerestory Replacement

The southern and western exposures of the existing clerestory have been problematic for years. During wind driven rain storms the structure will leak in various different areas. Many attempts have been made to stop this from occurring, but all have failed. This project would include the demolition of the existing clerestory from the roofing down to the structural roofing beams.

*Priority: Medium*

*Justification: Aging infrastructure*

*Status: New Project*

*FY2019-20 Funding Sources: General Fund*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Ongoing maintenance expected to remain the same*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>

### #8140 – City Hall Parking Lot LED Retrofit

Cobra-head parking lot lights need to be retrofitted with LED lamps to provide a brighter, larger spread of light. Heads will also be equipped with a special harness that will facilitate the addition of security cameras. Reduced KWH to the point that this will be a one-year payback.

*Priority: Medium*

*Justification: Aging infrastructure*

*Status: New Project*

*FY2019-20 Funding Sources: General Fund*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 8,500	\$ -	\$ -	\$ -	\$ -	\$ 8,500
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 8,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,500</u>

# Facilities and Transit Projects

## #8141 – Davit Arm City Hall Roof

The objective of this project is to repair failing areas of the existing roof on top of City Hall. In conjunction with these repairs, two new penetrations to also occur: one for the installation of a crane (davit arm), and the other for a frost proof hydrant.

*Priority: Medium*

*Justification: Safetu*

*Status: New Project*

*FY2019-20 Funding Sources: General Fund*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>

## #8990 – Annual CD Dept Support for Miscellaneous Building Projects

This project funds as-needed Engineering / Community Development staff support for Building Projects such as 8098, 8106, and 8110 that are generally performed or contracted for directly by the Public Works Department. Prior to Fiscal Year 15/16, Engineering/CD support for Building Projects was programmed into individual Transit/Building CIPs.

*Priority: High*

*Justification: Fiscal planning for CIPs*

*FY2019-20 Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		15,000	15,000	15,000	15,000	15,000	
General Fund Overhead Fees		-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>	<u>\$ -</u>

# Facilities and Transit Projects

## Five Year Facilities and Transit CIP Forecast FY2019-20 thru FY2023-24

Project Name	Funding Source	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24
<b>Construction Projects</b>						
Transit Shelters & ADA Improvements	Transit/Grant	\$ 56,850	\$ 58,556	\$ 60,312	\$ 62,122	\$ 63,985
Public Works Facility	Various	1,500,000	-	-	-	-
Public Works/Police Building Seismic Upgrades	Various	535,000	-	-	-	-
Building Dept Work Area Remodel	Building Fund	18,344	-	-	-	-
Executive Conference Room	Building Fund	66,568	-	-	-	-
City Hall Downstairs Front Counter Remodel	Building/GF	169,365	-	-	-	-
SMART Parking Lot Repair	Transit/Grant	106,158	-	-	-	-
CNG Refueling Stations	Transit/Grant	185,000	-	-	-	-
Transit Dispatch Office Renovation	Transit/Grant	5,000	-	-	-	-
Stein-Boozier Barn Construction	General Fund	50,000	-	-	-	-
Smart Electric Bus Charging Station Phase 1	Transit/Grant	-	59,225	-	-	-
Police Building Renovation	General Fund	-	-	-	2,174,681	-
Smart Transit Center Mixed-Use Facility	Transit/Grant	-	-	-	7,324,800	-
Fleet Facility Construction Phase II	Transit/Grant	-	-	-	6,235,236	-
<b>Annual Maintenance Projects</b>						
City Facility Repairs	General Fund	52,500	55,650	57,225	58,800	60,564
HVAC Replacements	General Fund	650,000	-	-	-	-
Tauchman House Deck Replacement	General Fund	-	103,000	-	-	-
CNG Compressor Replacement	Transit/Grant	-	178,763	187,701	214,824	221,268
City Hall Exterior Brick Reseal	General Fund	-	15,900	-	-	-
Phase II Carpet Remodel	General Fund	-	-	190,800	-	-
Library Parking Lot Repair	General Fund	-	-	11,554	-	-
Public Works/Police Building Parking Lot Repair	General Fund	-	-	-	-	156,800
Community Center Siding Replacement/Paint	General Fund	-	-	-	-	168,000
Community Center Parking Lot Repair	General Fund	-	-	-	-	122,080
<b>Miscellaneous Projects</b>						
Annual Furniture Replacement	General Fund	30,000	30,000	30,000	30,000	30,000
Park & Rec Clerestory Replacement	General Fund	30,000	-	-	-	-
City Hall P-Lot LED Retrofit	General Fund	8,500	-	-	-	-
Davit Arm CH Roof	General Fund	20,000	-	-	-	-
CD Support for Miscellaneous Projects	General Fund	15,000	15,000	15,000	15,000	15,000
		<u>\$ 3,498,286</u>	<u>\$ 516,094</u>	<u>\$ 552,592</u>	<u>\$ 16,115,462</u>	<u>\$ 837,698</u>
<b>Funding Sources</b>						
General Fund		\$ 1,377,639	\$ 219,550	\$ 304,579	\$ 2,278,481	\$ 552,444
Building Fund		127,139	-	-	-	-
Transit		70,602	59,309	49,603	2,767,396	57,051
Transit Grant		282,407	237,235	198,411	11,069,585	228,203
Water Operating		546,250	-	-	-	-
Sewer Operating		433,750	-	-	-	-
Stormwater Operating Loan		305,250	-	-	-	-
Road Operating Loan		355,250	-	-	-	-
Total Funding Sources		<u>\$ 3,498,286</u>	<u>\$ 516,094</u>	<u>\$ 552,592</u>	<u>\$ 16,115,462</u>	<u>\$ 837,698</u>

*Transit/Grant funded projects require grant commitment prior to construction*



New Parking at Memorial Park Dog Park



# Information Systems Projects

## 2019-20 Funding Sources

Proj.	Project Name	General Fund	Building Fund	Water Operations	Sewer Operations	Stormwater Operations	Total Resources
<b>Miscellaneous Projects</b>							
8093	Fiber Connectivity Project	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
8122	Copier Replacement Plan	30,000	-	-	-	-	30,000
8126	ERP Replacement	225,000	225,000	40,000	40,000	20,000	550,000
8127	Annual Network Upgrades	45,000	-	-	-	-	45,000
8128	Citywide Phone System Replacement	175,000	-	-	-	-	175,000
8129	Security Access System	150,000	-	-	-	-	150,000
		<u>\$ 825,000</u>	<u>\$ 225,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 20,000</u>	<u>\$ 1,150,000</u>

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### #8093 – Fiber Connectivity Project

City growth and changes of technology are driving the need to extend fiber connections to the City’s many facilities to provide reliable and secure IT connections. This project continues efforts begun in FY 13/14 to map existing fiber conduit and service, 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 intertie 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*

*Status: Annual*

*Estimated Date of Completion: Annual*

*FY2019-20 Funding Sources: General Fund*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 200,000	\$ 206,000	\$ 212,180	\$ 218,545	\$ 225,102	Annual
Project Management Fees		-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ 206,000</u>	<u>\$ 212,180</u>	<u>\$ 218,545</u>	<u>\$ -</u>

# Information Systems Projects

## #8122 – Copier Replacement plan

This project provides annual funding for replacement of office copiers throughout the City as the copiers reach the end of their lifecycle. In the 2019-20 Fiscal Year the Finance and Community Development Administration copiers will be replaced. In 2020-21: Transit and Administration, and 2021-22: Public Works and Engineering copiers.

*Priority: High*

*Justification: Equipment Life Cycle*

*Status: Annual*

*Estimated Date of Completion: Annual*

*FY2019-20 Funding Sources: General Fund*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 30,000	\$ 30,000	\$ 25,000	\$ 15,000	\$ 25,000	Annual
Project Management Fees		-	-	-	-	-	-
General Fund Overhead Fees		-	-	-	-	-	-
		<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 25,000</u>	<u>\$ 15,000</u>	<u>\$ 25,000</u>	<u>\$ -</u>

## #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. This large project 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*

*Status: Continued from FY 2017-18*

*Estimated Date of Completion: Implementation to be completed by FY2020-21*

*FY2019-20 Funding Sources: Various Funds*

*Operations Impact: To be determined during the negotiation of contract*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 549,200	\$ 550,000	\$ 163,500	\$ -	\$ -	\$ -	\$ 1,262,700
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ 549,200</u>	<u>\$ 550,000</u>	<u>\$ 163,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,262,700</u>

## #8127 – Annual Network Upgrades

This project provides annual funding for the annual network upgrades required throughout the City.

*Priority: High*

*Justification: Equipment Life Cycle*

*Status: Annual*

*Estimated Date of Completion: Annual*

*FY2019-20 Funding Sources: General Fund*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	Annual
Project Management Fees		-	-	-	-	-	-
General Fund Overhead Fees		-	-	-	-	-	-
		<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ -</u>

# Information Systems Projects

## #8128 – Citywide Phone System Replacement

This project will replace the City’s current phone system, Cisco Voice over IP (VoIP) system originally installed in the 2004. The software portion of the system has been maintained over the years but the physical phones are starting to show wear and tear and becoming increasingly difficult to replace. In addition, advancements in phone system technology have occurred over the last 15 years that will benefit staff.

*Priority: High*

*Justification: Equipment Life Cycle*

*Status: New Project*

*Estimated Date of Completion: FY2019-20*

*FY2019-20 Funding Sources: General Fund*

*Operations Impact: Maintenance costs estimated to be \$25,000 annually*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 25,000	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ 25,000</u>	<u>\$ 175,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>

## #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 needed for City Facility security.

*Priority: High*

*Justification: High*

*Status: New Project*

*Estimated Date of Completion: FY2020-21*

*FY2019-20 Funding Sources: General Fund*

*Operations Impact: To be determined during the negotiation of contract*

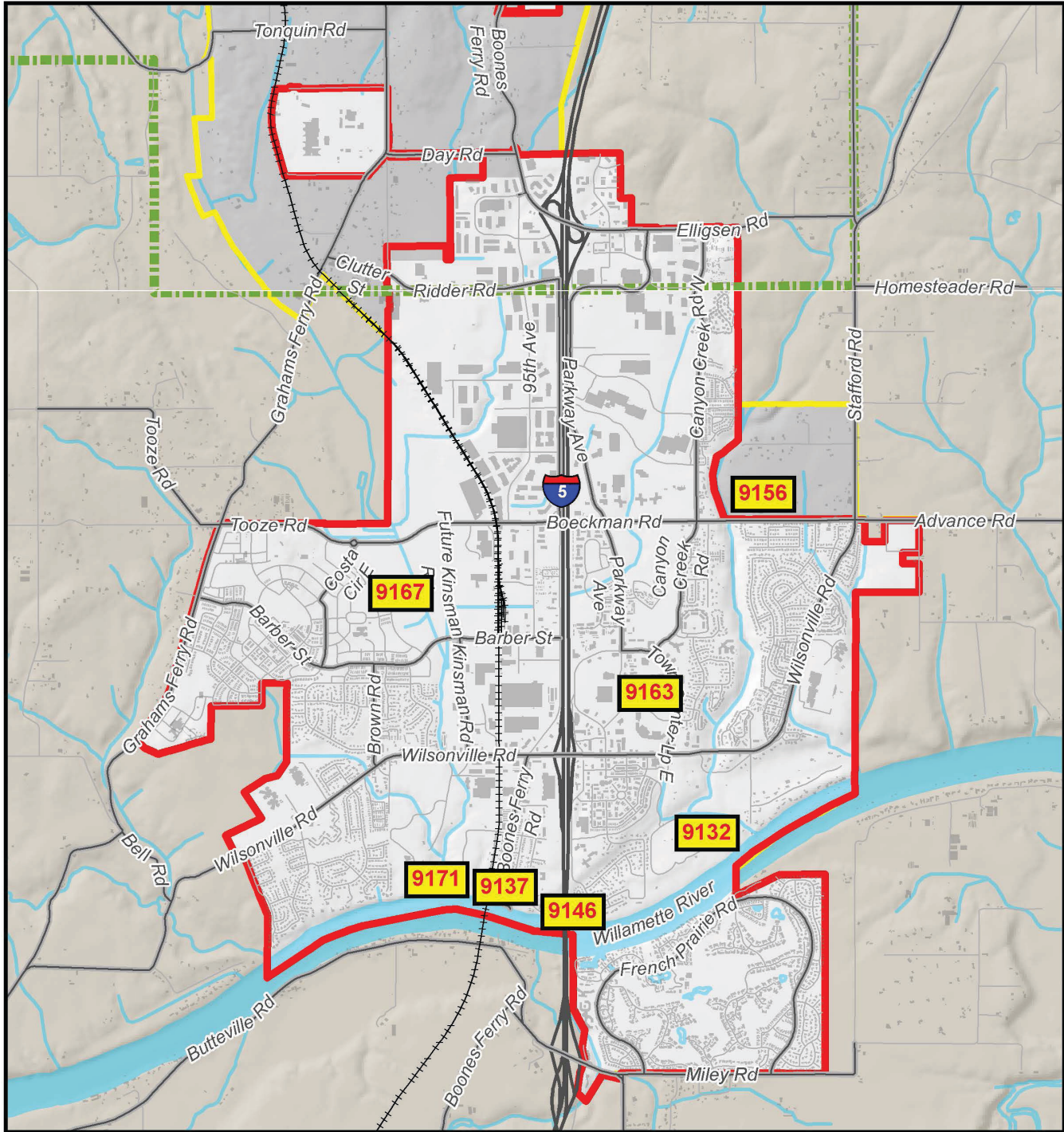
<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 150,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 250,000
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>






Five Year Information Services CIP Forecast  
 FY2019-20 thru FY2023-24

Project Name	Funding Source	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24
<b>Miscellaneous Projects</b>						
Fiber Connectivity Project	General Fund	\$ 200,000	\$ 206,000	\$ 212,180	\$ 218,545	\$ 225,102
Copier Replacement Plan	GF/CD/Transit	30,000	30,000	25,000	15,000	25,000
ERP Replacement	Various	550,000	163,500	-	-	-
Annual Network Upgrades	General Fund	45,000	45,000	45,000	45,000	45,000
Citywide Phone System Replacement	General Fund	175,000	-	-	-	-
Security Access System	General Fund	150,000	100,000	-	-	-
Fuel Management Software	Fleet	-	20,600	-	-	-
Enterprise Event, Facility, Volunteer System	General Fund	-	51,500	-	-	-
Client Virtualization	General Fund	-	-	-	272,500	-
Business Intelligence Tool	General Fund	-	-	-	54,500	-
		<u>\$ 1,150,000</u>	<u>\$ 616,600</u>	<u>\$ 282,180</u>	<u>\$ 605,545</u>	<u>\$ 295,102</u>
<b>Funding Sources</b>						
General Fund		\$ 1,050,000	\$ 589,000	\$ 275,180	\$ 605,545	\$ 295,102
Water Ops		40,000	-	-	-	-
Sewer Ops		40,000	-	-	-	-
Stormwater		20,000	-	-	-	-
Fleet		-	20,600	-	-	-
Transit		-	7,000	-	-	-
CD		-	-	7,000	-	-
	Total Funding Sources	<u>\$ 1,150,000</u>	<u>\$ 616,600</u>	<u>\$ 282,180</u>	<u>\$ 605,545</u>	<u>\$ 295,102</u>



# Parks Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>		
<p><b>Wilsonville Boundaries</b></p>	<ul style="list-style-type: none"> <li> City Limits</li> <li> County Boundary</li> <li> UGB</li> </ul>	<p>4/19/2017</p>  <p>0 Miles 0.5</p>

## 2019-20 Funding Sources

Proj.	Project Name	Parks SDC	Contributions	Year 2000 Urban Renewal	General Fund	Total Resources	Federal Funds
<b>Construction Projects</b>							
9132	Memorial Park Master Plan Implementation	\$ 456,750	\$ -	\$ -	\$ -	\$ 456,750	\$ -
9137	French Prairie Bridge	75,875	-	-	-	75,875	219,000
9146	I-5 Undercrossing Trail	306,450	-	-	-	306,450	-
9163	Town Center Park Stage Cover	234,000	-	15,000	165,000	414,000	-
9170	ADA Transition Plan Implementation	-	-	-	110,000	110,000	-
9171	Boones Ferry Park Master Plan Implementation	113,500	-	-	-	113,500	-
<b>Master Plan and Studies</b>							
9161	Parks SDC Study	17,025	-	-	-	17,025	-
9165	Urban Forest Management Plan	-	-	-	55,000	55,000	-
<b>System Development Reimbursements/Credits</b>							
9156	Boeckman Trail and Trailhead-Frog Pond	295,554	-	-	-	295,554	-
9167	Villebois Park Imp - SAP E (RP7/RP8/NHP6)	2,285,920	-	-	-	2,285,920	-
<b>Miscellaneous Projects</b>							
9087	Tree Mitigation-Other than White Oak	-	2,000	-	-	2,000	-
9088	Tree Mitigation-White Oak	-	-	-	10,000	10,000	-
9148	Boeckman Trail Slope Stabilization	-	-	-	33,000	33,000	-
9152	Play Structure Replacement	-	-	-	300,000	300,000	-
9990	CD Support for Miscellaneous Projects	3,350	-	-	3,350	6,700	-
9993	Parks CIP closeout from Prior Years	3,090	-	-	2,060	5,150	-
9995	Early Planning - Future Parks Projects	3,075	-	-	1,025	4,100	-
9998	5 Year and Annual Parks CIP Budget Development	2,000	-	-	500	2,500	-
		<u>\$ 3,796,589</u>	<u>\$ 2,000</u>	<u>\$ 15,000</u>	<u>\$ 679,935</u>	<u>\$ 4,493,524</u>	<u>\$ 219,000</u>

# Parks Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### #9132 – Memorial Park Master Plan Implementation

This project funds a wide variety of physical improvements to Memorial Park, as identified in the Memorial Park Master Plan. For example, East Parking Lot improvements and Bicycle pump track.

Priority: High

Justification: City Growth

FY2019-20 Funding Sources: Parks SDC

Status: Continued from FY2012-13

Estimated Date of Completion: FY2021-22

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 966,397	\$ 402,423	\$ 7,494,807	\$ 4,289,855	\$ -	\$ -	\$ 13,153,482
Project Management Fees	93,839	40,242	100,000	100,000	-	-	334,081
General Fund Overhead Fees	33,092	14,085	262,318	150,145	-	-	459,640
	<u>\$ 1,093,328</u>	<u>\$ 456,750</u>	<u>\$ 7,857,125</u>	<u>\$ 4,540,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,947,203</u>

### #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

FY2019-20 Funding Sources: Parks SDC/Federal Funds

Status: Carryover from FY2013-14

Estimated Date of Completion: Project development to be completed FY2019-20

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

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 119,881	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 144,881
Project Management Fees	342,230	50,000	-	-	-	-	392,230
General Fund Overhead Fees	3,365	875	-	-	-	-	4,240
	<u>\$ 465,476</u>	<u>\$ 75,875</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 541,351</u>
Federal Funds/ODOT Managed	-	219,000	-	-	-	-	219,000
	<u>\$ 465,476</u>	<u>\$ 294,875</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 760,351</u>

### #9146 – I-5 Undercrossing Trail, Phase 2

This project will extend the recently reconstructed and widened pedestrian and bicycle trail between the Kalyca Terrace subdivision and passing under the I-5 Boone Bridge into Boones Ferry Park per the recently completed Park Master Plan.

Priority: High

Justification: Aging infrastructure

FY2019-20 Funding Sources: Parks SDC

Status: Carryover from FY2014-15

Estimated Date of Completion: FY2019-20

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

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ 474,433	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 744,433
Project Management Fees	97,464	27,000	-	-	-	-	124,464
General Fund Overhead Fees	16,604	9,450	-	-	-	-	26,054
	<u>\$ 588,501</u>	<u>\$ 306,450</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 894,951</u>

## #9163 – Town Center Park Stage Cover

The project will provide the funding for the cost of a stage cover for Town Center Park which will also double as another shelter that the public will be able to reserve.

*Priority: High*

*Justification: City Growth*

*FY2019-20 Funding Sources: Various*

*Status: Continued from FY2018-19*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Minimal Impact is anticipated*

<i>Project Costs:</i>	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Project Management Fees	-	-	-	-	-	-	-
General Fund Overhead Fees	-	14,000	-	-	-	-	14,000
	<u>\$ -</u>	<u>\$ 414,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 414,000</u>

## #9170 – ADA Transition Plan Implementation

This project provides funding to complete projects identified in the 2014 ADA Assessment Report. FY 19/20 projects will be focused on trail and park walkways.

*Priority: High*

*Justification: Aging Infrastructure*

*FY2019-20 Funding Sources: General Fund*

*Status: New project*

*Estimated Date of Completion: FY2023-24*

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

<i>Project Costs:</i>	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Project Management Fees	-	10,000	10,000	10,000	10,000	10,000	50,000
General Fund Overhead Fees	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 110,000</u>	<u>\$ 110,000</u>	<u>\$ 110,000</u>	<u>\$ 110,000</u>	<u>\$ 110,000</u>	<u>\$ 550,000</u>

## #9171 – Boones Ferry Park Master Plan Implementation

Begin implementation of the Boones Ferry Park Master Plan. First phase of implementation will include hydrology and geotechnical studies in preparation for dock and trail construction.

*Priority: Medium*

*Justification: City Growth*

*FY2019-20 Funding Sources: Parks SDC*

*Status: New project*

*Estimated Date of Completion: To be determined*

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

<i>Project Costs:</i>	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	\$ -	\$ 100,000	\$ -	\$ 16,256,039	\$ -	\$ -	\$ 16,356,039
Project Management Fees	-	10,000	-	200,000	-	-	210,000
General Fund Overhead Fees	-	3,500	-	568,961	-	-	572,461
	<u>\$ -</u>	<u>\$ 113,500</u>	<u>\$ -</u>	<u>\$ 17,025,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,138,500</u>

# Parks Projects

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### #9161 – Parks SDC Rate Study

This project evaluates and updates the Parks SDC rate structure based on the recently complete Parks Master Plan.

*Priority: High*

*Justification: City growth*

*FY2019-20 Funding Sources: Parks SDC*

*Status: Continued from FY2018-19*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 35,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Project Management Fees	-	1,500	-	-	-	-	1,500
General Fund Overhead Fees	1,225	525	-	-	-	-	1,750
	<u>\$ 36,225</u>	<u>\$ 17,025</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 53,250</u>

### #9165 – Urban Forest Management Plan

This 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*

*FY2019-20 Funding Sources: General Fund*

*Status: Continued from FY2018-19*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 15,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Project Management Fees	1,000	5,000	-	-	-	-	6,000
General Fund Overhead Fees	525	-	-	-	-	-	525
	<u>\$ 16,525</u>	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 71,525</u>

## PROJECT SUMMARIES: SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS

### #9156 – Boeckman Trail and Trailhead

Construction of a ±1,150 foot section of the Boeckman Creek Trail and Trailheads in association with private development of the Morgan Farm Phase 1 and Phase 2 development, Frog Pond West neighborhood.

*Priority: Medium*

*Justification: City Growth*

*FY2019-20 Funding Sources: Parks SDC*

*Status: Continued from FY2017-18*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Minimal Impact is anticipated*

<i>Project Costs:</i>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	\$ 200,000	\$ 260,400	\$ -	\$ -	\$ -	\$ -	\$ 460,400
Project Management Fees	17,050	26,040	-	-	-	-	43,090
General Fund Overhead Fees	7,000	9,114	-	-	-	-	16,114
	<u>\$ 224,050</u>	<u>\$ 295,554</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 519,604</u>

**#9167 – Villebois Parks –SAP E (RP7/RP8,NHP6) SDC Reimbursement**

The project is to provide the funding for Parks SDC Reimbursement for the Villebois Park SAP E. This project includes the Regional Park No. 7, Regional Park No. 8 and the Neighborhood Park No. 6.

Priority: Medium

Justification: City growth

FY2019-20 Funding Sources: Parks SDC

Status: Continued from FY2018-19

Estimated Date of Completion: FY2019-20

Operations Impact: To be determined at completion of planning phase

	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
<b>Project Costs:</b>							
Design & Construction	\$ 815,000	\$ 2,112,000	\$ -	\$ -	\$ -	\$ -	\$ 2,927,000
Project Management Fees	20,000	100,000	-	-	-	-	120,000
General Fund Overhead Fees	28,525	73,920	-	-	-	-	102,445
	<u>\$ 863,525</u>	<u>\$ 2,285,920</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,149,445</u>

**PROJECT SUMMARIES: MISCELLANEOUS PROJECTS**

**#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

FY2019-20 Funding Sources: Contributions

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
<b>Project Costs:</b>							
Design & Construction	Annual	\$ 2,000	\$ 2,060	\$ 2,122	\$ 2,185	\$ 2,251	Annual
Project Management Fees		-	-	-	-	-	-
General Fund Overhead Fees		-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 2,000</u>	<u>\$ 2,060</u>	<u>\$ 2,122</u>	<u>\$ 2,185</u>	<u>\$ 2,251</u>	<u>\$ -</u>

**#9088 – Tree Mitigation – White Oak**

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

Priority: High

Justification: City growth

FY2019-20 Funding Sources: Contributions

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
<b>Project Costs:</b>							
Design & Construction	Annual	\$ 10,000	\$ 10,300	\$ 10,609	\$ 10,927	\$ 11,255	Annual
Project Management Fees		-	-	-	-	-	-
General Fund Overhead Fees		-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,300</u>	<u>\$ 10,609</u>	<u>\$ 10,927</u>	<u>\$ 11,255</u>	<u>\$ -</u>

# Parks Projects

## #9148 – Boeckman Trail Slope Stabilization / Repair

A section of this trail has slid/sunk due to a slope failure. A geotechnical analysis is being performed in FY 14/15. This project will construct the repairs to the failed section.

Priority: High

Justification: Safety

FY2019-20 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	Annual
Project Management Fees		3,000	3,000	3,000	3,000	3,000	
General Fund Overhead Fees		-	-	-	-	-	
		<u>\$ 33,000</u>	<u>\$ 33,000</u>	<u>\$ 33,000</u>	<u>\$ 33,000</u>	<u>\$ 33,000</u>	<u>\$ -</u>

## #9152 – Annual - Play Structure Replacements

This project provides an annual budget to replace old and potential unsafe playground equipment in City Parks.

Priority: High

Justification: Safety

FY2019-20 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ 300,000	\$ 200,000	\$ 210,000	\$ 220,000	\$ 230,000	Annual
Project Management Fees		-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	
		<u>\$ 300,000</u>	<u>\$ 200,000</u>	<u>\$ 210,000</u>	<u>\$ 220,000</u>	<u>\$ 230,000</u>	<u>\$ -</u>

## #9990 – Annual – CD Dept Support for Miscellaneous Parks Projects

This project funds as-needed Engineering / Community Development staff support for Parks projects such as 9103, 9148, and 9149 that are generally performed or contracted for directly by the Parks Department. Prior to Fiscal Year 15/16, Engineering/CD support for Parks projects was programmed into individual CIPs.

Priority: High

Justification: Aging infrastructure

FY2019-20 Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		6,700	6,900	7,100	7,300	7,500	
General Fund Overhead Fees		-	-	-	-	-	
		<u>\$ 6,700</u>	<u>\$ 6,900</u>	<u>\$ 7,100</u>	<u>\$ 7,300</u>	<u>\$ 7,500</u>	<u>\$ -</u>

**#9993 – Annual – Park CIPs Final Closeout**

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*

*FY2019-20 Funding Sources: Parks SDC/General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,150	5,300	5,450	5,600	5,750	
General Fund Overhead Fees		-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 5,150</u>	<u>\$ 5,300</u>	<u>\$ 5,450</u>	<u>\$ 5,600</u>	<u>\$ -</u>

**#9995 – Annual – 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 and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts and issues that will impact future demands and requirements on the City’s park infrastructure and services. Further, the project also includes management of citizen concerns and questions relating to park issues.

*Priority: Medium*

*Justification: City growth*

*FY2019-20 Funding Sources: Parks SDC/General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		4,100	4,200	4,300	4,400	4,600	
General Fund Overhead Fees		-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 4,100</u>	<u>\$ 4,200</u>	<u>\$ 4,300</u>	<u>\$ 4,400</u>	<u>\$ -</u>

**#9998 – Annual – 5 Year and Annual Parks CIP Budget Development**

Priority/Justification: High / Fiscal Planning for CIPs. 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*

*FY2019-20 Funding Sources: Parks SDC/General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY19</b>	<b>Budget 2019-20</b>	<b>Forecast 2020-21</b>	<b>Forecast 2021-22</b>	<b>Forecast 2022-23</b>	<b>Forecast 2023-24</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		2,500	2,600	2,700	2,800	2,800	
General Fund Overhead Fees		-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ 2,600</u>	<u>\$ 2,700</u>	<u>\$ 2,800</u>	<u>\$ -</u>



# Parks Projects

## Five Year Parks CIP Forecast FY2019-20 thru FY2023-24

Project Name	Funding Source	FY2019-20	FY2020-21	FY2021-22	FY2022-23	FY2023-24
<b>Construction Projects</b>						
Memorial Park Master Plan Implementation	Parks SDC	\$ 456,750	\$ 7,857,125	\$ 4,540,000	\$ -	\$ -
French Prairie Bridge	Parks SDC	75,875	-	-	-	-
I-5 Undercrossing Trail	Parks SDC	306,450	-	-	-	-
Town Center Park Stage Cover	Parks SDC/Year 2000 URA	414,000	-	-	-	-
	General Fund					
ADA Transiiton Plan Implementation	General Fund	110,000	110,000	110,000	110,000	110,000
Boones Ferry Park Master Plan Implementation	Parks SDC	113,500	-	17,025,000	-	-
Frog Pond Community Park	Parks SDC	-	-	-	18,160,000	-
Boeckman Creek Trail - Phase 1	Parks SDC	-	22,700	170,250	170,250	-
<b>Master Plan and Studies</b>						
Parks SDC Rate Study	Parks SDC	17,025	-	-	-	-
Urban Forest Management Plan	General Fund	55,000	-	-	-	-
<b>System Development Reimbursements/Credits</b>						
Boeckman Trail and Trailhead-Frog Pond SDC Reimbursement	Parks SDC	295,554	-	-	-	-
Villebois Parks - SAP E(RP7/RP8/NHP6) SDC Reimbursement	Parks SDC	2,285,920	-	-	-	-
<b>Miscellaneous Projects</b>						
Tree Mitigation-Other than White Oak	Contributions	2,000	2,060	2,122	2,185	2,251
Tree Mitigation-White Oak	Contributions	10,000	10,300	10,609	10,927	11,255
Boeckman Trail Slope Stabilization	General Fund	33,000	33,000	33,000	33,000	33,000
Annual - Play Structure Replacement	General Fund	300,000	200,000	210,000	220,000	230,000
CD Support for Miscellaneous Projects	Parks SDC/General Fund	6,700	6,900	7,100	7,300	7,500
Parks CIP closeout from Prior Years	Parks SDC/General Fund	5,150	5,300	5,450	5,600	5,750
Early Planning - Future Parks Projects	Parks SDC/General Fund	4,100	4,200	4,300	4,400	4,600
5 Year and Annual Parks CIP Budget Development	Parks SDC/General Fund	2,500	2,600	2,700	2,800	2,800
		<u>\$ 4,493,524</u>	<u>\$ 8,254,185</u>	<u>\$ 22,120,531</u>	<u>\$ 18,726,463</u>	<u>\$ 407,156</u>
<b>Funding Sources</b>						
Parks System Development Charges		\$ 3,961,589	\$ 7,891,685	\$ 21,747,455	\$ 18,342,800	\$ 12,890
General Fund		514,935	360,440	370,954	381,477	392,015
Contributions		2,000	2,060	2,122	2,185	2,251
Year 2000 Urban Renewal Fund		15,000	-	-	-	-
Total Funding Sources		<u>\$ 4,493,524</u>	<u>\$ 8,254,185</u>	<u>\$ 22,120,531</u>	<u>\$ 18,726,462</u>	<u>\$ 407,156</u>

Available Park System Development Charges will not be adequate for total funding of projects as scheduled



Memorial Park Basketball Court and Skate Park



# 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 2019/20	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	Total 5-Yr Cumulative Increase to Operating Expenses
<b>Water</b>						
Water Telemetry, Distribution System	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500
Meter Replacements	20,500	20,500	20,500	20,500	20,500	102,500
Fire Flow Data Collection for System Capacity & Growth	650	650	650	650	650	3,250
<b>Streets</b>						
Boeckman Road Sanitary Improvements	3,000	3,000	3,000	3,000	3,000	15,000
Tooze Rd - 110th to Grahams Ferry Rd	15,000	15,000	15,000	15,000	15,000	75,000
Signal Improvements	3,000	3,000	3,000	3,000	3,000	15,000
<b>Stormwater</b>						
Garden Acres Road Storm System	4,000	4,000	4,000	4,000	4,000	20,000
<b>Information Systems</b>						
Citywide Phone System Replacements	25,000	25,000	25,000	25,000	25,000	125,000
<b>Villebois Parks</b>						
	20,700	40,500	40,500	40,500	40,500	182,700
	<u>\$ 94,350</u>	<u>\$ 114,150</u>	<u>\$ 114,150</u>	<u>\$ 114,150</u>	<u>\$ 114,150</u>	<u>\$ 550,950</u>

## Debt and Other

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### 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. 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 and 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](http://www.emma.msrb.org).

# Long-term Debt & Limitations

## Long-Term Debt Estimated as of June 30, 2019

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
<b>Self Supporting Full Faith &amp; Credit Debt:</b>				
Water Refunding, Series 2007	3.85%	\$ 7,875,000	12/1/2020	\$ 1,475,000
Sewer Treatment Plant, Series 2011	2.00%-4.00%	38,940,000	6/1/2031	28,055,000
<b>Revenue Bonds:</b>				
Water Revenue Refunding, Series 2016	1.98%	4,059,000	6/1/2020	1,047,000
				<u>\$ 30,577,000</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, 2019

Real Market Value		<u>\$ 5,432,284,409</u>
Debt capacity at 3%		162,968,532
Less outstanding debt	<u>\$ -</u>	
Net debt subject to 3% limit		-
Marginal capacity		<u>\$ 162,968,532</u>

# Overlapping Debt

## Overlapping Debt as of June 30, 2019

Jurisdiction	Governmental Debt Outstanding	Percent Overlapping	Applicable to Government <sup>1</sup>
Direct:			
City of Wilsonville / Urban Renewal	\$ 30,913,708	100.00%	\$ 30,913,708
<b>Total Direct</b>	<b>30,913,708</b>		<b>30,913,708</b>
Overlapping:			
Clackamas County	138,185,000	6.24%	8,625,231
Clackamas County ESD	22,100,000	6.83%	1,508,878
Clackamas County School District No. 3J	220,711,862	36.60%	80,788,928
Clackamas County School District No. 86	57,353,536	13.26%	7,603,645
Clackamas County Community College	123,948,913	8.48%	10,514,834
Metro	223,905,000	1.64%	3,669,355
Northwest Regional ESD	3,928,490	0.26%	10,230
Port of Portland	60,339,399	1.51%	913,599
Portland Community College	543,076,466	0.21%	1,116,565
Washington County	245,420,761	0.52%	1,275,206
Tualatin Valley Fire & Rescue	42,705,000	5.74%	2,451,011
Washington County School District No. 88J	334,320,749	6.43%	21,484,120
<b>Total Overlapping</b>	<b>\$ 2,015,995,176</b>		<b>\$ 139,961,602</b>

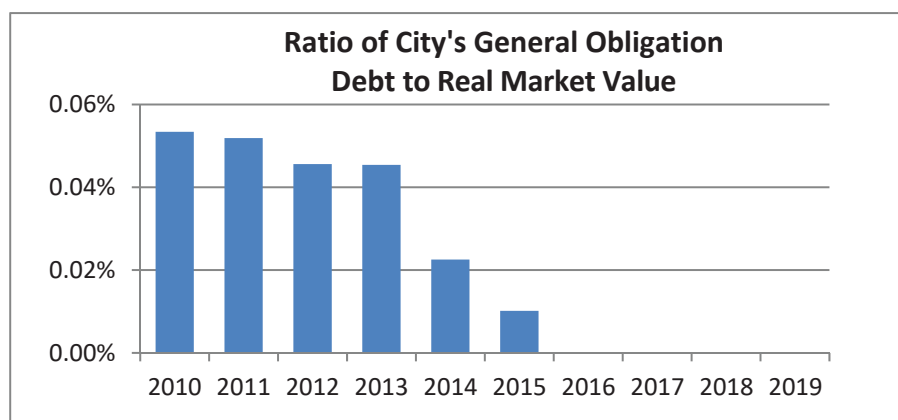
Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the city. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

<sup>1</sup>The percentage applicable to government is determined on the assessed value of the overlapping districts. The numerator is the City's assessed value and the denominator is the assessed value of the overlapping district.

Source: Debt Management Division, Oregon State Treasury

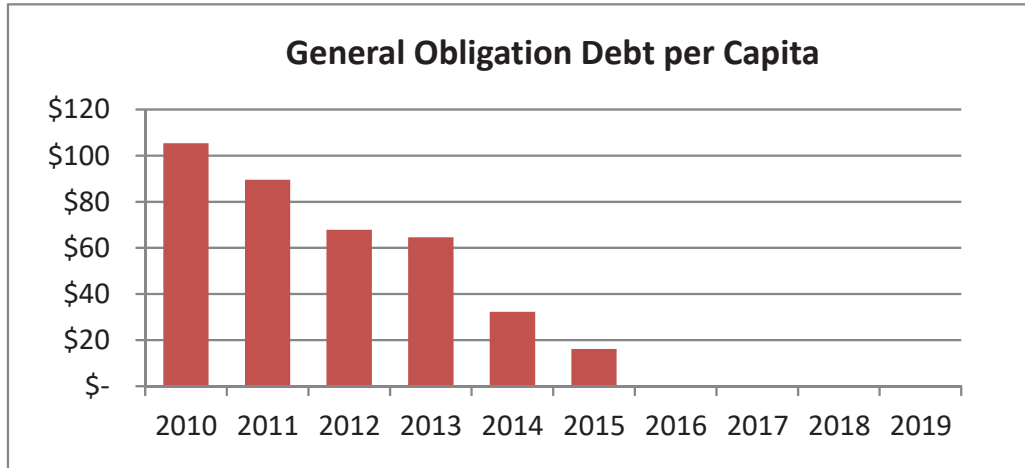
## Debt to Real Market Value

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 2019-20.

### Debt Service Activity All City Funds, Fiscal Year 2019-20

<u>Fund/Bond or Debt Issue</u>	<u>Principal Balance 6/30/2019</u>	<u>New Debt Issuance</u>	<u>Scheduled Principal</u>	<u>Scheduled Interest</u>	<u>Principal Balance 6/30/2020</u>
<b>Water Operating Fund</b>					
Water Refunding Note, Series 2007	\$ 1,475,000	\$ -	\$ 725,000	\$ 42,831	\$ 750,000
Water Refunding Bond, Series 2016	1,047,000	-	1,047,000	20,731	-
Total Water Operating Fund	<u>2,522,000</u>	<u>-</u>	<u>1,772,000</u>	<u>63,562</u>	<u>750,000</u>
<b>Sewer Operating Fund</b>					
Full Faith & Credit Bonds, Series 2011	28,055,000	-	1,925,000	1,018,263	26,130,000
Total Sewer Operating Fund	<u>28,055,000</u>	<u>-</u>	<u>1,925,000</u>	<u>1,018,263</u>	<u>26,130,000</u>
<b>TOTAL ALL FUNDS</b>	<u>\$ 30,577,000</u>	<u>\$ -</u>	<u>\$ 3,697,000</u>	<u>\$ 1,081,825</u>	<u>\$ 26,880,000</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 (OECDD), 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 are the water revenues received within the Water Operating Fund. In addition, the City has pledged its full faith and credit.

FY	Principal	Interest	Total
2019-20	\$ 725,000	\$ 42,831	\$ 767,831
2020-21	750,000	14,438	764,438
Total	\$ 1,475,000	\$ 57,269	\$ 1,532,269

Issue Title:		Water Refunding Bond, Series 2016	
Issue Date:	April 16, 2016	Amount:	\$4,059,000
Average interest rate:	1.98%	Insurance:	none
Bond rating:	Bank placement	First principal due:	June 1, 2017
CUSIPs:	none	Last principal due:	June 1, 2020

### Purpose of issuance:

The City refunded a 2006 Bond in April of 2016 with Columbia State Bank because of a favorable interest rate environment, dropping the interest rate from 4% to 1.98%, saving approximately \$150,000 for the Water Fund. The 2006 Bond was the result of refunding the outstanding balance of an original \$15 million bond issued in 2000. That borrowing had an interest rate of 5.3%. By refunding the debt the City will save \$655,000 (cash basis) over the remaining life of the bonds.

The original \$15 million bonds were part of a \$25 million funding for the construction of a water treatment plant. Construction began in July 2000 with the plant 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 the City owning rights to 10 million gallons.

### Security:

The security for this debt is water revenues received within the Water Operating Fund. The City has pledged to keep net revenues, inclusive of system development charges (SDCs), of at least 125% of annual debt service. Net revenues exclusive of SDCs must be at least 110% of annual debt service. The City is in compliance with all debt covenants for the bonds.

FY	Principal	Interest	Total
2019-20	\$ 1,047,000	\$ 20,731	\$ 1,067,731
Total	\$ 1,047,000	\$ 20,731	\$ 1,067,731



# Revenue Supported

# Sewer Fund Debt

<b>Issue Title:</b>	<b>Full Faith and Credit Obligations, Series 2011</b>		
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.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2019-20	\$ 1,925,000	\$ 1,018,263	\$ 2,943,263
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
2024-2029	12,185,000	2,523,113	14,708,113
2029-2031	5,550,000	335,200	5,885,200
<b>Total</b>	<b>\$ 28,055,000</b>	<b>\$ 7,251,876</b>	<b>\$ 35,306,876</b>



Outfall Replacement



# 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 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.

**Records management systems:** Acquisition of related software.

**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.

**Phone system replacement:** The City's phone system is aging and will be replaced in FY2019-20.

**Park Improvements; structures and 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.

**Coffee Creek Area planning:** Resource with funds originating from prison infrastructure cost savings, to be applied to community planning and City infrastructure in the Coffee Creek area.

**Sustainability Reserve:** Reserves available for unanticipated circumstances and necessary to maintain critical operations.

## *Building Inspection Fund*

**Software:** Reserve for permit software replacement.

## *Transit Fund*

**Bus and Capital needs:** Reserve for future capital needs, including the purchase of rolling stock.

## *Water Operating Fund*

**Plant Equipment:** Replacement of plant equipment required by the Operating Agreement.

**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:** Reserve for the 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 Fund*

**Vehicle replacement:** Accumulated funds for vehicle replacement typically on a 10-year cycle.

## Assigned Balances - Designated Purpose

	July 1, 2019 Balance	Increases	Decreases	June 30, 2020 Balance
<b>General Fund</b>				
<b>Computers, office equipment, software, fiber:</b>				
Financial systems software	\$ 500,000	\$ 250,000	(550,000)	\$ 200,000
Operating systems, servers	200,000	-	-	200,000
Other business software systems	200,000	-	-	200,000
City web sites/wireless improvements	200,000	-	-	200,000
Records management systems	56,700	-	-	56,700
Conduit, fiber, communications	250,000	-	-	250,000
Office equipment replacement	300,000	-	-	300,000
Phone system upgrade	300,000	-	(300,000)	-
<b>Facilities and park infrastructure:</b>				
Park Improvements; structures & amenities	150,000	150,000	-	300,000
Parking Lot Improvements	200,000	200,000	-	400,000
Building repairs/remodeling	1,000,000	250,000	-	1,250,000
Future expansion, relocation	1,500,000	500,000	-	2,000,000
<b>Emergency management</b>				
Equipment and major supplies	225,000	-	-	225,000
<b>Future program costs:</b>				
Coffee Creek Area planning	263,762	65,000	(328,762)	-
Sustainability reserve	2,000,000	-	-	2,000,000
	<u>\$ 7,345,462</u>	<u>\$ 1,415,000</u>	<u>\$ (1,178,762)</u>	<u>\$ 7,581,700</u>
<b>Building Fund</b>				
Software	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 100,000</u>
<b>Transit Fund</b>				
Bus, building, capital needs	<u>\$ 965,262</u>	<u>\$ 150,000</u>	<u>\$ (126,493)</u>	<u>\$ 988,769</u>
<b>Water Operating Fund</b>				
Plant repair and replacement reserve	\$ 800,000	\$ 100,000	\$ -	\$ 900,000
Maximum annual debt service <sup>1</sup>	1,883,000	-	-	1,883,000
	<u>\$ 2,683,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 2,783,000</u>
<b>Sewer Operating Fund</b>				
Plant major repair and replacement	\$ 2,400,000	\$ -	\$ -	\$ 2,400,000
Maximum annual debt service <sup>1</sup>	2,940,000	-	-	2,940,000
	<u>\$ 5,340,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,340,000</u>
<b>Streest SDC Fund</b>				
I-5 Pedestrian Bridge	\$ -	\$ 1,500,000	\$ -	\$ 1,500,000
French Prairie Bridge	-	223,000	-	223,000
	<u>\$ -</u>	<u>\$ 1,723,000</u>	<u>\$ -</u>	<u>\$ 1,723,000</u>
<b>Fleet Fund</b>				
Vehicle replacement	<u>\$ 618,387</u>	<u>\$ 151,139</u>	<u>\$ (149,000)</u>	<u>\$ 620,526</u>

<sup>1</sup> Not a bond requirement

# 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 nonliquid (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>	Unappropriated	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

## 2019-20 Proposed Budget

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## Urban Renewal Agency Quick Facts

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	<u>Year 2000 Plan</u>	<u>Westside District</u>	<u>Coffee Creek</u>
	May, 1992	November, 2003	October, 2016
District Formation Date			
Frozen tax base	\$ 45,326,441	\$ 18,017,272	\$ 99,003,704
Incremental assessed value	454,446,244	658,915,488	27,230,855
Total district assessed value as of FY 2018-19	499,772,685	676,932,760	126,234,559
FY 2018-19 Taxes Available	6,135,024	8,565,901	255,803
FY 2018-19 Taxes Levied	4,000,000	5,000,000	255,803
Maximum debt limit	107,196,524	49,400,000	67,000,000
Debt issued or authorized	84,385,000	43,000,000	-
Remaining debt limit	22,811,524	6,400,000	67,000,000
Amount of debt principal outstanding, June 30, 2020	4,785,000	21,530,112	3,800,000
Authorized but not issued	-	-	-

Urban Renewal Budget Committee  
City of Wilsonville  
FY 2019-20

Urban Renewal Budget Committee

William Amadon                      Daphnee Legarza  
    Paul Bunn                          Arthur Park  
    Andrew Karr

Urban Renewal Agency Board

Tim Knapp, Chair

Kristin Akervall                      Charlotte Lehan  
    Ben West                          Susie Stevens

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  
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May 2, 2019

Members of the Budget Committee,

I am pleased to present the Proposed Budget for Fiscal Year 2019-20, for the Urban Renewal Agency. The Urban Renewal Agency is made up of six distinct areas: The Year 2000 Plan, the Westside Plan, the Coffee Creek Plan, and three single property areas referred to as Tax Increment Finance Zones. The Year 2000 Plan District and Westside Plan District have been quite successful. When the Year 2000 Plan District was formed, its frozen assessed value was \$44 million. In tax year 2018-19, the total assessed valuation of the area is estimated to be nearly \$500 million, an increase of over 10 times the original amount. When the Westside Plan District was formed, its frozen base was \$16.5 million. In tax year 2018-19, the total assessed valuation of the area is estimated to be \$677 million, nearly 37 times the frozen amount. The new Coffee Creek Plan area has a frozen value of approximately \$99 million, and has a total assessed valuation of \$126 million. The three Tax Increment Finance Zones were formed in 2014, to incentivize private sector investment on those specific properties.

The Year 2000 Plan District, located primarily on the east side of town, continues two projects into FY 2019-20: 1) continue construction of the 5th St to Kinsman road project and 2) the design phase of the Boeckman Dip Bridge project. The budget includes an overnight loan from the General Fund in the amount of \$9 million to insure adequate funding for the planned expenses.

The West Side District continues to see the construction of a large volume of single family homes in the Villebois neighborhood. There are no projects budgeted for in the proposed budget. The last capital project, the Brown Road 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.

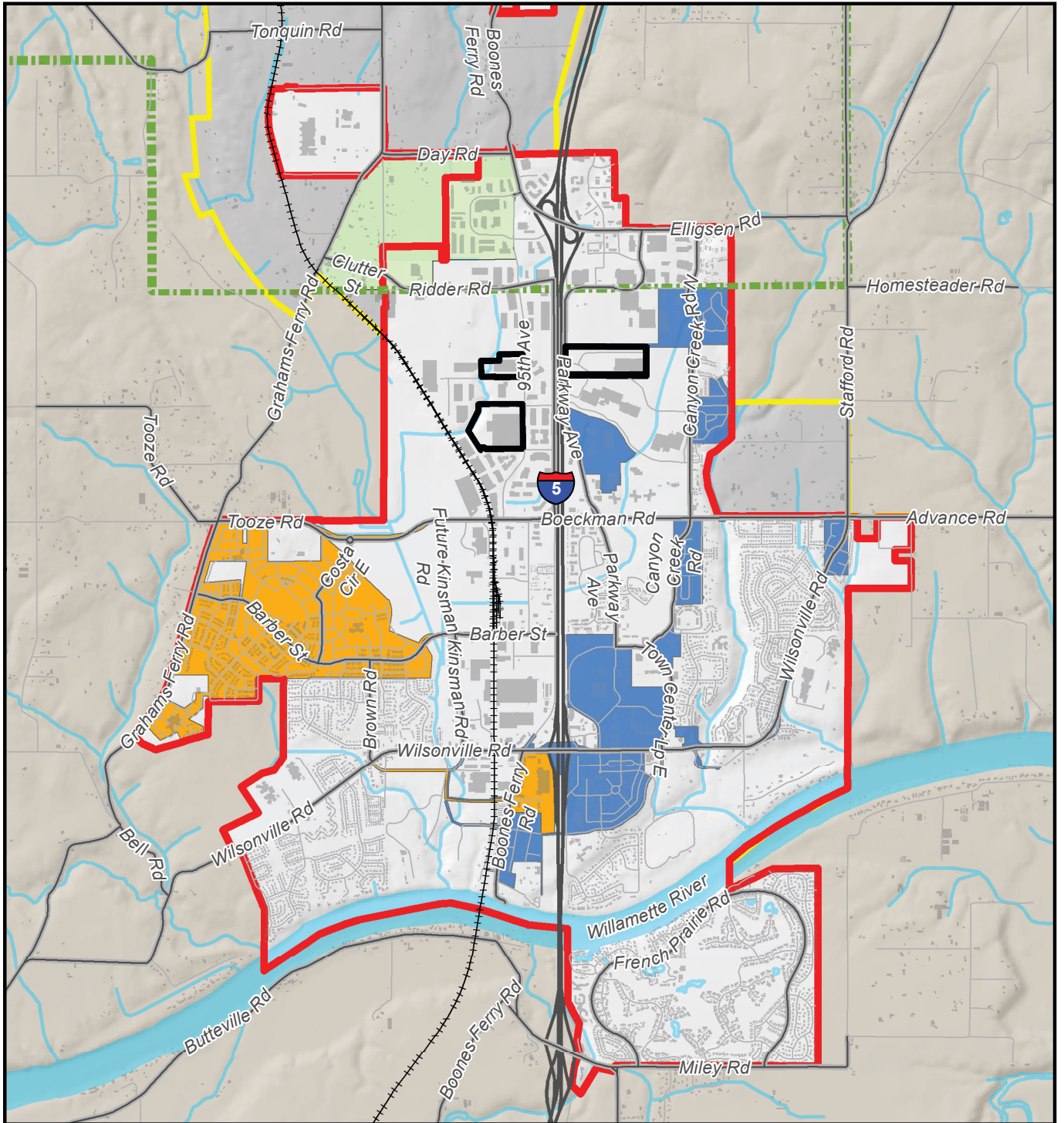
The Coffee Creek District issued \$3.8 million in debt last fiscal year to prepare for the construction of Garden Acres Road. This project is a key infrastructure improvement identified in the Coffee Creek Urban Renewal Plan to support development within the Coffee Creek District.



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. As the number of anticipated projects for the 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,

Bryan Cosgrove  
City Manager

# Urban Renewal District Map



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #d9ead3; border: 1px solid #000; margin-right: 5px;"></span> Coffee Creek URA</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #4f81bd; border: 1px solid #000; margin-right: 5px;"></span> Year 2000 URA</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: #f4b084; border: 1px solid #000; margin-right: 5px;"></span> West Side URA</li> <li><span style="display: inline-block; border: 2px solid black; width: 15px; height: 15px; margin-right: 5px;"></span> TIF Taxlots</li> <li><span style="display: inline-block; border-bottom: 1px dashed green; width: 20px; margin-right: 5px;"></span> County Boundary</li> <li><span style="display: inline-block; border: 2px solid yellow; width: 15px; height: 15px; margin-right: 5px;"></span> UGB</li> <li><span style="display: inline-block; border-bottom: 2px solid red; width: 20px; margin-right: 5px;"></span> City Limits</li> <li><span style="display: inline-block; border-bottom: 2px dashed green; width: 20px; margin-right: 5px;"></span> County Boundary</li> </ul>	<div style="text-align: center;">  <p><b>WILSONVILLE</b> OREGON</p> </div> <p style="text-align: center;">4/20/2017</p> <div style="text-align: center;">  <p>0 Miles 0.5</p> </div>
<p><b>Urban Renewal Areas &amp; Tax Increment Finance Zones</b></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 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.

Wilsonville currently has six urban renewal areas – the Year 2000 Plan, the Westside Plan, the recently formed Coffee Creek Plan, and three single-property urban renewal areas referred to as Tax Increment Finance Zones. The three Tax Increment Finance Zones were established in 2014 as an incentive for private sector investment in specific properties. Last year the Urban Renewal Board extended the Tax Increment Finance Zones through June 2019 to allow for reevaluation of the program

In November of 2015, an advisory vote to form the Coffee Creek Urban Renewal Area was passed, and the urban renewal plan was adopted by the City Council in October of 2016. The City received the first tax increment in the fall of 2017, and expects capital projects to begin construction during FY2019-20.

## 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.

## 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
6/30/15	\$ 44,087,806	\$ 352,067,012	\$ 396,154,818	\$ 16,526,288	\$ 247,915,216	\$ 264,441,504	\$ -	\$ -	\$ -
6/30/16	44,087,806	366,670,242	410,758,048	16,526,288	294,612,185	311,138,473	-	-	-
6/30/17	44,087,806	394,163,546	438,251,352	16,526,288	436,556,255	453,082,543	-	-	-
6/30/18	45,326,441	416,539,697	461,866,138	18,017,272	513,706,170	531,723,442	83,801,230	16,342,380	100,143,610
6/30/19	45,326,441	435,224,218	480,550,659	18,017,272	597,376,146	615,393,418	83,801,230	21,480,834	105,282,064
6/30/20 est	45,326,441	454,446,244	499,772,685	18,017,272	658,915,488	676,932,760	99,003,704	27,230,855	126,234,559

Source: Clackamas County Assessment and Taxation for historic information; City of Wilsonville for budget year estimate

In both the Year 2000 District and the West Side District, the City is limited to the amount of property tax generated from the incremental assessed value.

Beginning 7/1/2010, the City began "under-levying" in the Year 2000 District to limit tax collection to \$4 million.

Beginning 7/1/2018 the City limits its tax collection to \$5 million in the West Side District, 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.

### Released Acreage

Prior to 2010, the Agency would periodically remove parcels from the district thus allowing taxes to be received by the overlapping jurisdictions rather than being directed to the Agency. Effective 2010, a change in statutes allows the Agency to simply certify to less than the maximum available with the difference being released to other taxing entities.

As the Agency prepared to form the Coffee Creek Urban Renewal District, acreage has been removed from both the Year 2000 Plan District and the Westside 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 allows Coffee Creek to form. These removals have minimal effect on the two districts.

The following table summarizes acreage removal.

### Released Acreage

Year 2000 Plan District				
Fiscal Year Ended	Acreage Removed	Key Properties	Assessed Value When Reduced	Estimated Assessed Value for FY 2016
6/30/05	61.8	Mentor Graphics	\$30 million	\$56 million
6/30/06	27.5	Sysco Foods	\$15.7 million	\$20 million
6/30/09	17.7	Residential	\$10.2 million	\$11 million
6/30/2016	121	Public & Mentor Graphics	\$11.3 million	\$11.3 million

Source: Clackamas County Assessment and Taxation for historic information

Westside District				
Fiscal Year Ended	Acreage Removed	Key Properties	Assessed Value When Reduced	Estimated Assessed Value for FY 2016
6/30/16	44.95	Various	\$9.7 million	\$9.7 million

# Urban Renewal Agency Overview

## 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 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 Westside District adopted a substantial amendment in February of 2016, the tax increment the Westside 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.

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 Westside District is limited to \$5 million beginning in FY 17-18 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
6/30/15	\$ 4,240,000	\$ 4,240,000	\$ -	\$ 4,328,795	\$ -	\$ -
6/30/16	4,240,000	4,240,000	-	5,735,670	-	-
6/30/17	4,240,000	3,965,829	5,735,670	5,614,794	-	-
6/30/18	4,240,000	4,000,000	5,037,258	5,000,000	62,787	53,000
6/30/19	4,240,000	4,000,000	5,037,881	5,000,000	255,803	282,500
6/30/20 est	4,240,000	4,000,000	5,138,639	5,000,000	291,000	291,000

Source: City of Wilsonville financial records and Clackamas County Assessment and Taxation reports.

## Urban Renewal Tax Rates

Beginning in fiscal year ending 2003, 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 jurisdiction’s tax rates based upon the Urban Renewal District’s incremental assessed value and the taxing jurisdiction’s overall assessed value, and mathematically derives a tax rate to be applied to each parcel for Urban Renewal.

One example of one 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	0.4377	0.5582
Clackamas ESD	0.2918	0.3687
W Linn SD	3.7067	4.8684
W Linn LOL	1.5000	1.5000
<b>Total, Education</b>	<b>5.9362</b>	<b>7.2953</b>
City Wilsonville	2.0255	2.5206
Clack co city	1.8997	2.4042
Co 4-H	0.0394	0.0500
Co. Library	0.3124	0.3974
Co PS LOL	0.2480	0.2480
Co Soil Conserv	0.0394	0.0500
FD64 TVFR	1.2245	1.5252
FD64 TVFR LOL	0.4500	0.4500
Port PDX	0.0561	0.0701
Srv2 Metro	0.0771	0.0966
Srv2 Metro LOL	0.0960	0.0960
Urb Ren Co	0.0107	-
UR Wilsonv	2.8199	-
Vector Control	0.0052	0.0065
Vector Con LOL	0.0250	0.0250
<b>Total, General Govt</b>	<b>9.3289</b>	<b>7.9396</b>
Clack Comm Coll Bond	0.1102	0.1861
Clack Comm Coll Bond 2015	0.0457	
County Emergency Radio Bond	0.0982	0.0982
TVFR Bond	0.1087	0.1087
W Linn Bnd 2015	2.8208	2.8208
Metro Bond 2006	0.2801	0.2801
<b>Total, Bonds</b>	<b>3.4637</b>	<b>3.4939</b>
<b>Grand Total, Tax Rate</b>	<b>18.7288</b>	<b>18.7288</b>

# Urban Renewal Agency Overview

## TIF Zone Urban Renewal District Sites

On March 12, 2013, the citizens of Wilsonville voted in favor of creating up to six single-property Urban Renewal Districts to incentivize capital investment and job creation by manufacturers. These Urban Renewal Districts, which are referred to as Tax Increment Financing Zones (TIF Zones) may provide incentives to qualifying companies by rebating up to 75% of the property tax increment in each TIF Zone. This rebate will only occur for businesses that meet the TIF Zone program’s qualifying criteria. Unless a business applies for the program and meets the TIF Zone’s criteria, tax increment revenue for the TIF Zone will be under-levied and will continue to flow to all of the affected taxing districts. Once a TIF Zone is activated by a qualifying business, then the Agency will begin to collect tax increment revenue for that TIF Zone, of which 75% will be rebated to the qualifying business. Approximately 1% of the increment will be collected by the Wilsonville Urban Renewal Agency for administrative costs, and the remaining increment (approximately 24%) will be under-levied and shared by the overlapping taxing districts. By 2014, three of the TIF Zones had been leased or purchased by businesses who would not benefit from the TIF Zone program within the program’s time frame. Consequently, the City Council eliminated these three TIF Zones in the fall of 2014, leaving the three remaining TIF Zones.

### TIF Zone Urban Renewal District Sites



**1** 26755 SW 95<sup>th</sup> Ave URD



**2** 27255 SW 95th Ave URD



**3** 26440 SW Parkway Ave URD

# 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 local school district for public related improvements, construction of City Hall, land acquisition for an affordable senior housing project, and construction of Canyon Creek Road. FY2019-20 budget includes nearly \$7 million for the 5th Street to Kinsman project, formerly referred to as Old Town Escape.

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 of 2017 and found in favor of extending the District to fund the project. Final concurrence of the necessary taxing jurisdictions was made in May of 2018. The current maximum indebtedness now includes the funds necessary to construct the Boeckman Dip Bridge project and the design phase is budgeted for in the FY2019-20 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 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Assessed Valuation in District	\$ 438,251,352	\$ 461,866,138	\$ 480,550,659	\$ 499,772,685	\$ 499,772,685	\$ 499,772,685
Frozen Tax Base	(44,087,806)	(45,326,441)	(45,326,441)	(45,326,441)	(45,326,441)	(45,326,441)
<b>Incremental Value</b>	394,163,546	416,539,697	435,224,218	454,446,244	454,446,244	454,446,244
<b>Incremental Value Certified<sup>1</sup></b>	303,000,000	303,000,000	322,000,000	322,000,000	322,000,000	322,000,000
Change in Incremental Value	13,071,610	22,376,151	18,684,521	19,222,026	19,222,026	19,222,026
Percent change in						
Incremental Value	3.4%	5.7%	4.5%	4.4%	4.4%	4.4%
<b>Property Tax</b>						
Division of Taxes <sup>2</sup> :						
Before discounts	4,240,000	4,240,000	4,240,000	4,240,000	4,240,000	4,240,000
Estimate after discounts <sup>3</sup>	\$ 3,960,987	\$ 3,756,707	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000

<sup>1</sup> Beginning FY 2010-11 the Agency has certified to an assessed valuation estimated to yield a maximum of \$4 million tax receipts.

<sup>2</sup> Fixed to yield necessary tax increment revenue to service outstanding debt.

<sup>3</sup> 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
2. Compliance with all debt covenants
3. 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.

Date	Issue Amount	Key Projects
<b><u>Maximum Indebtedness</u></b>		
Adopted June 1998*	\$ 53,851,923	
Increased September 2007	38,835,500	
Increased May 2018	14,509,101	
Total Maximum Indebtedness	107,196,524	
<b><u>Debt Issued</u></b>		
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 (aka Old Town Escape); and Town Center Concept Planning
June 2018	3,000,000	5th Street Extension (aka Old Town Escape);
Total debt issued through June 2019	84,385,000	
<b>Balance Available, July 1, 2019 (Maximum Indebtedness less Total Debt Issued)</b>		
	\$ 22,811,524	

*Issue amount excludes refinancing activity*

\*Maximum Indebtedness was established in 1998 as a result of Measures 5,50 and 47.



**Debt Service Fund**

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES:</b>						
Tax increment revenues						
Current year	\$ 3,960,987	\$ 3,756,707	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Prior year	94,854	68,309	75,000	75,000	75,000	75,000
Total	4,055,841	3,825,016	4,075,000	4,075,000	4,075,000	4,075,000
Miscellaneous:						
Investment income	55,599	104,508	188,000	135,405	135,405	135,405
Beginning fund balance	5,478,203	8,996,567	9,416,801	10,366,877	10,366,877	10,366,877
<b>TOTAL RESOURCES</b>	<b>\$ 9,589,643</b>	<b>\$ 12,926,091</b>	<b>\$ 13,679,801</b>	<b>\$ 14,577,282</b>	<b>\$ 14,577,282</b>	<b>\$ 14,577,282</b>
<b>REQUIREMENTS:</b>						
Debt service						
Principal	\$ 330,000	\$ 345,000	\$ 5,000,000	\$ 380,000	\$ 380,000	\$ 380,000
Short term debt	-	3,000,000	-	9,000,000	9,000,000	9,000,000
Interest	263,076	249,214	900,000	900,000	900,000	900,000
Subtotal, Debt Service	593,076	3,594,214	5,900,000	10,280,000	10,280,000	10,280,000
Transfer Out	-	-	88,000	-	-	-
Total Expenditures	593,076	3,594,214	5,988,000	10,280,000	10,280,000	10,280,000
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)	6,496,567	6,831,877	5,191,801	1,797,282	1,797,282	1,797,282
<b>TOTAL REQUIREMENTS</b>	<b>\$ 9,589,643</b>	<b>\$ 12,926,091</b>	<b>\$ 13,679,801</b>	<b>\$ 14,577,282</b>	<b>\$ 14,577,282</b>	<b>\$ 14,577,282</b>

**Budget Highlights 2019-20**

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 has debt obligations that extend 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 15<sup>th</sup> year.

Year 2000 Plan Debt			
2010 Issue - Bank of America			
FY	Principal	Interest	Total
2019-20	\$ 370,000	\$ 219,088	\$ 589,088
2020-21	390,000	203,363	593,363
2021-22	405,000	186,788	591,788
2022-23	420,000	169,576	589,576
2023-24	440,000	151,726	591,726
2024-25	3,130,000	133,025	3,263,025
	<u>\$ 5,155,000</u>	<u>\$ 1,063,566</u>	<u>\$ 6,218,566</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. Fund the construction of the remaining projects indicated in the Year 2000 Plan: 5th Street to Kinsman Extension, the Boeckman Dip Bridge, and the installation of the Town Center Park Stage Cover.

**Urban Renewal – Year 2000 Plan Capital Projects Fund**

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES:</b>						
Investment income	\$ 29,090	\$ 21,690	\$ 67,100	\$ 55,165	\$ 55,165	\$ 55,165
Transfers	-	-	88,000	-	-	-
Debt proceeds	-	3,000,000	-	9,000,000	9,000,000	9,000,000
Beginning fund balance	2,828,903	180,885	3,354,767	112,257	112,257	112,257
<b>TOTAL RESOURCES</b>	<b>\$ 2,857,993</b>	<b>\$ 3,202,575</b>	<b>\$ 3,509,867</b>	<b>\$ 9,167,422</b>	<b>\$ 9,167,422</b>	<b>\$ 9,167,422</b>
<b>REQUIREMENTS:</b>						
<b>Materials &amp; Services</b>						
Prof and technical services	\$ 551,223	\$ 650,679	\$ 622,395	\$ 794,215	\$ 794,215	\$ 794,215
Utility services	1,033	1,166	1,244	1,256	1,256	1,256
Emp dev, train, travel	1,941	1,043	1,000	1,010	1,010	1,010
Fees, dues, advertising	1,049	1,463	2,040	2,050	2,050	2,050
Misc. supplies & services	-	95	95	-	-	-
<b>Total Materials &amp; Services</b>	<b>555,246</b>	<b>654,446</b>	<b>626,774</b>	<b>798,531</b>	<b>798,531</b>	<b>798,531</b>
<b>Capital Projects</b>						
#3004 Town Center Concept Planning	114,986	366	-	-	-	-
#4184 Canyon Creek Rd So Boeckman to Vlahos	16,000	-	-	-	-	-
#4196 5th Street Extension (aka Old Town Escape)	362,876	988,101	2,475,000	6,343,000	6,343,000	6,343,000
#4212 Boeckman Dip Bridge	-	-	-	850,000	850,000	850,000
#9164-Town Center Stage Cover	-	-	25,000	15,000	15,000	15,000
<b>Total Capital Projects</b>	<b>493,862</b>	<b>988,467</b>	<b>2,500,000</b>	<b>7,208,000</b>	<b>7,208,000</b>	<b>7,208,000</b>
<b>Expenditure Subtotal</b>	<b>1,049,108</b>	<b>1,642,913</b>	<b>3,126,774</b>	<b>8,006,531</b>	<b>8,006,531</b>	<b>8,006,531</b>
<b>Ending fund balance</b>						
Assigned (contingency)	1,808,885	1,559,662	383,093	1,160,891	1,160,891	1,160,891
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,857,993</b>	<b>\$ 3,202,575</b>	<b>\$ 3,509,867</b>	<b>\$ 9,167,422</b>	<b>\$ 9,167,422</b>	<b>\$ 9,167,422</b>

**Budget Highlights 2019-20**

Construction work for the 5th Street Extension continues from last fiscal year as well as the design phase of the Boeckman Dip Project is also schedule to begin during the fiscal year. The stage at Town Center Park will receive a cover, protecting performances from the elements.

**History of Year 2000 Plan Urban Renewal Projects**

Project #	Years Prior	Estimate 2018-19	Adopted 2019-20
<b>Road Projects:</b>			
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)	1,546,657	2,547,500	6,628,435
Boeckman Dip Bridge	-	-	935,000
Other Street Construction Projects	5,464,376	-	-
Boeckman Bike/Ped Improvements	408,075	-	-
Streetscape, Signals, Crossings	936,838	-	-
<b>Planning Projects:</b>			
Town Center Concept Planning	431,517	145,404	-
<b>Public Facilities:</b>			
Miscellaneous Improvements and Planning	1,077,067	-	-
8060 City Hall Development	9,821,263	-	-
Senior Housing Project	1,319,995	-	-
Sewer Plant Upgrade	2,000,000	-	-
<b>Park Land Acquisition and Development:</b>			
Boozier/Frog Pond Property Acquisition	1,517,263	-	-
8061 Kaiser Land Acquisition/Street Improvements	1,832,958	-	-
8074 Wesleyan Church Property Acquisition	4,211,763	-	-
9036 Town Center Park Phase 2	2,150,474	-	-
Town Center Stage Cover	-	-	15,000
9037 Civic Center Park (Murase Plaza)	6,634,855	-	-
Murase Playground Retrofit	258,239	-	-
Murase Mound Regrade	169,249	-	-
<b>Local Schools - Public Areas:</b>			
Wilsonville High School	2,156,577	-	-
9090 High School Public Facility	1,134,704	-	-
9099 High School Girl's Field Improvements	350,000	-	-
I-5 Art Amenities	844,064	-	-
<b>Total</b>	<b>\$ 71,663,495</b>	<b>\$ 2,692,904</b>	<b>\$ 7,578,435</b>

*Project Management Fees Included*

Project Title	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
5th Street Ext/Old Town Streets	\$ 4,094,157	\$ 6,628,435	\$ 3,448,440	\$ -	\$ -	\$ -	\$ 14,171,032
Boeckman Dip Bridge	77,500	935,000	6,854,650	6,794,600	-	-	14,661,750
Park Improvements	-	15,000	-	-	-	-	15,000
<b>Total Year 2000 5-Year Plan</b>	<b>\$ 4,171,657</b>	<b>\$ 7,578,435</b>	<b>\$ 10,303,090</b>	<b>\$ 6,794,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,676,125</b>

**Statement of Purpose**

Beginning in 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.

**Program Income Fund**

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES:</b>						
Investment income	\$ 15,181	\$ 27,821	\$ 40,000	\$ 10,000	\$ 10,000	\$ 10,000
Other revenue	126,898	151,300	127,000	135,000	135,000	135,000
Beginning fund balance	1,889,835	2,025,376	2,093,576	666,554	666,554	666,554
<b>TOTAL RESOURCES</b>	<b>\$ 2,031,914</b>	<b>\$ 2,204,497</b>	<b>\$ 2,260,576</b>	<b>\$ 811,554</b>	<b>\$ 811,554</b>	<b>\$ 811,554</b>
<b>REQUIREMENTS:</b>						
Materials & Services						
Repairs and maintenance	\$ 6,538	\$ 8,980	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Capital Outlay						
Improvements	-	67,214	80,000	-	-	-
Expenditure Subtotal	6,538	76,194	130,000	50,000	50,000	50,000
Ending fund balance:						
Assigned (contingency)	2,025,376	2,128,303	2,130,576	761,554	761,554	761,554
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,031,914</b>	<b>\$ 2,204,497</b>	<b>\$ 2,260,576</b>	<b>\$ 811,554</b>	<b>\$ 811,554</b>	<b>\$ 811,554</b>

**Budget Highlights 2019-20**

Repairs and maintenance are planned for the properties owned by the Year 2000 Plan during FY2019-20. The ending fund balance is intended to be used to partner in Town Center redevelopment projects.

# Urban Renewal - West Side Plan

## West Side

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 new 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 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Assessed Valuation in District	\$ 453,082,543	\$ 531,723,442	\$ 615,393,418	\$ 676,932,760	\$ 676,932,760	\$ 676,932,760
Frozen Tax Base	(16,526,288)	(18,017,272)	(18,017,272)	(18,017,272)	(18,017,272)	(18,017,272)
<b>Incremental Value</b>	436,556,255	513,706,170	597,376,146	658,915,488	658,915,488	658,915,488
<b>Incremental Value Certified<sup>1</sup></b>	-	-	401,210,000	401,210,000	401,210,000	401,210,000
Change in Incremental Value	76,909,821	77,149,915	83,669,976	61,539,342	61,539,342	61,539,342
Percent change in						
Incremental Value	21.4%	17.7%	36.8%	10.3%	10.3%	10.3%
<b>Property Tax</b>						
Division of Taxes <sup>2</sup> :						
Before discounts	5,735,670	5,037,258	5,037,881	5,138,639	5,138,639	5,138,639
Estimate after discounts <sup>3</sup>	\$ 5,614,794	\$ 4,975,579	\$ 4,850,000	\$ 4,900,000	\$ 4,900,000	\$ 4,900,000

<sup>1</sup> 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.

<sup>2</sup> Fixed to yield necessary tax increment of \$5 million due to revenue share provisions.

<sup>3</sup> 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
2. Compliance with all debt covenants
3. 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
<b><u>Maximum Indebtedness</u></b>		
Adopted November 2003	\$ 40,000,000	
Increased, February 2016	<u>9,400,000</u>	
	49,400,000	
<b><u>Debt Issued</u></b>		
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	<u>3,000,000</u>	Tooze Road
Total debt issued through June 2019	43,000,000	
<b>Balance Available, July 1, 2019</b> (Maximum Indebtedness less Total Debt Issued)	<u><u>\$ 6,400,000</u></u>	

**Debt Service Fund**

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES:</b>						
Tax increment revenues						
Current year	\$ 5,614,794	\$ 4,975,579	\$ 5,000,000	\$ 4,900,000	\$ 4,900,000	\$ 4,900,000
Prior year	90,314	85,919	80,000	80,000	80,000	80,000
Total	5,705,108	5,061,499	5,080,000	4,980,000	4,980,000	4,980,000
Miscellaneous:						
Investment income	123,754	118,038	95,790	165,000	165,000	165,000
Beginning fund balance	6,552,417	9,518,007	11,860,856	11,213,232	11,213,232	11,213,232
<b>TOTAL RESOURCES</b>	<b>\$ 12,381,279</b>	<b>\$ 14,697,544</b>	<b>\$ 17,036,646</b>	<b>\$ 16,358,232</b>	<b>\$ 16,358,232</b>	<b>\$ 16,358,232</b>
<b>REQUIREMENTS:</b>						
Debt service						
Principal	\$ 1,768,994	\$ 1,834,776	\$ 1,901,018	\$ 1,925,000	\$ 1,925,000	\$ 1,925,000
Interest	1,094,277	1,027,375	962,914	975,000	975,000	975,000
Short term debt	-	-	3,000,000	-	-	-
Total	2,863,271	2,862,151	5,863,932	2,900,000	2,900,000	2,900,000
Ending fund balance						
Restricted (Unapprop)	2,800,000	2,800,000	2,900,000	2,900,000	2,900,000	2,900,000
Assigned (Contingency)	6,718,008	9,035,393	8,272,714	10,558,232	10,558,232	10,558,232
<b>TOTAL REQUIREMENTS</b>	<b>\$ 12,381,279</b>	<b>\$ 14,697,544</b>	<b>\$ 17,036,646</b>	<b>\$ 16,358,232</b>	<b>\$ 16,358,232</b>	<b>\$ 16,358,232</b>

**Budget Highlights 2019-20**

To fund district capital projects, the Agency intends to enter into short term debt - an overnight loan with the City's General Fund, in the amount of \$9 million.



**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. The 2015B issue was split off as taxable debt, because the park amenity it funds is held privately by a homeowner’s association, although the park amenity does have a public easement.

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
July, 2015	Columbia	\$ 750,000	3.65%	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 also 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:

Issuance	Maximum Annual Debt Service
February, 2009	\$785,473
June, 2011	\$383,020
June, 2012	\$557,650
June, 2013	\$497,300
July, 2015A	\$484,342
July, 2015B	\$164,401
<b>TOTAL RESERVE</b>	<b>\$2,872,186</b>

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.

FY	Principal	Interest	Total
2019-20	\$ 500,000	\$ 281,995	\$ 781,995
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	\$ 6,005,000	\$ 1,066,853	\$ 7,071,853

FY	Principal	Interest	Total
2019-20	\$ 225,000	\$ 153,340	\$ 378,340
2020-21	235,000	143,440	378,440
2021-22	245,000	133,100	378,100
2022-23	260,000	122,320	382,320
2023-24	270,000	110,880	380,880
2024-26	2,250,000	185,680	2,435,680
Total	\$ 3,485,000	\$ 848,760	\$ 4,333,760

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.

FY	Principal	Interest	Total
2019-20	\$ 360,000	\$ 190,410	\$ 550,410
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
2024-27	3,840,000	337,590	4,177,590
Total	\$ 5,770,000	\$ 1,166,385	\$ 6,936,385

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%. 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
2019-20	\$ 305,000	\$ 189,000	\$ 494,000
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
2024-28	3,760,000	448,175	4,208,175
<b>Total</b>	<b>\$ 5,400,000</b>	<b>\$ 1,282,400</b>	<b>\$ 6,682,400</b>

West Side Plan Debt  
2015A Issue Columbia State Bank

FY	Principal	Interest	Total
2019-20	\$ 416,920	\$ 67,422	\$ 484,342
2020-21	428,331	56,012	484,342
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	476,372	7,970	484,342
<b>Total</b>	<b>\$ 2,677,032</b>	<b>\$ 229,022</b>	<b>\$ 2,906,054</b>

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.

On July 22, 2015, the Agency issued \$750,000 through a note held by Columbia State Bank with an interest rate of 3.65%. Debt service is amortized over 5 years. Security of this debt is the annual tax increment revenue and debt service cash reserves. The interest on this debt is taxable, because it is funding park amenities owned by the local homeowner’s association, though a public easement exists to ensure public access.

West Side Plan Debt  
2015B Issue Columbia State Bank

FY	Principal	Interest	Total
2019-20	\$ 160,658	\$ 3,743	\$ 164,401
<b>Total</b>	<b>\$ 160,658</b>	<b>\$ 3,743</b>	<b>\$ 164,401</b>

**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. Begin Brown Road Construction project in FY20-2021

**History of West Side Urban Renewal Projects**

	Years	Estimate	Adopted
	Prior	2018-19	2019-20
<b>Road Projects:</b>			
Boeckman Road Extension	\$ 13,061,069	\$ -	\$ -
Boeckman Road Geotech	390,970	-	-
Barber Street	8,308,134	-	-
Tooze Road (Funded by Program Income)	2,726,165	2,150,000	-
Tooze Road (Funded by UR West Side)	5,291	750,000	-
<b>Park Projects:</b>			
Villebois Park Promenade	151	-	-
Villebois Park Piccadilly	203,900	-	-
Villebois Park Piazza	734,075	-	-
Villebois Park Montague	756,494	-	-
Villebois Park Edelweiss	243,040	-	-
<b>Local Schools:</b>			
School Site Acquisition, #1	4,152,235	-	-
School Site Acquisition, #2	3,437,972	-	-
	-	-	-
<b>Total</b>	<b>\$ 34,019,496</b>	<b>\$ 2,900,000</b>	<b>\$ -</b>

*Project Management Fees Included*

Project Title	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Project Total
Brown Road Construction	\$ -	\$ -	\$ 793,100	\$ 2,011,789	\$ 2,068,725	\$ -	\$ 4,873,614
Total Westside URA 5-Year Plan	\$ -	\$ -	\$ 793,100	\$ 2,011,789	\$ 2,068,725	\$ -	\$ 4,873,614

**Urban Renewal – West Side Plan Capital Projects Fund**

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES:</b>						
Investment income	\$ 15,122	\$ 13,968	\$ 13,000	\$ 25,000	\$ 25,000	\$ 25,000
Debt proceeds	-	-	3,000,000	-	-	-
Beginning fund balance	2,745,462	1,610,922	652,538	2,026,408	2,026,408	2,026,408
<b>TOTAL RESOURCES</b>	<b>\$ 2,760,584</b>	<b>\$ 1,624,890</b>	<b>\$ 3,665,538</b>	<b>\$ 2,051,408</b>	<b>\$ 2,051,408</b>	<b>\$ 2,051,408</b>
<b>REQUIREMENTS:</b>						
Materials & Services						
Prof and technical services	\$ 382,076	\$ 407,356	\$ 379,090	\$ 274,690	\$ 274,690	\$ 274,690
Repairs and maintenance	-	95	-	-	-	-
Emp dev, train, travel	1,490	1,075	2,550	2,576	2,576	2,576
Fees, dues, advertising	1,049	363	900	404	404	404
Water system development charges	500,000	500,000	500,000	700,000	700,000	700,000
<b>Total Materials &amp; Services</b>	<b>884,615</b>	<b>908,889</b>	<b>882,540</b>	<b>977,670</b>	<b>977,670</b>	<b>977,670</b>
Capital Projects						
#4116 Barber Street Extension	16,716	66,904	-	-	-	-
#4146 Tooze Rd Improvements	5,291	-	750,000	-	-	-
#9154 Villebois Park Imp - Edelwiess Park	243,040	-	-	-	-	-
<b>Total Capital Projects</b>	<b>265,047</b>	<b>66,904</b>	<b>750,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditure Subtotal</b>	<b>1,149,662</b>	<b>975,792</b>	<b>1,632,540</b>	<b>977,670</b>	<b>977,670</b>	<b>977,670</b>
Ending fund balance:						
Assigned (contingency)	1,610,922	649,098	2,032,998	1,073,738	1,073,738	1,073,738
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,760,584</b>	<b>\$ 1,624,890</b>	<b>\$ 3,665,538</b>	<b>\$ 2,051,408</b>	<b>\$ 2,051,408</b>	<b>\$ 2,051,408</b>

**Budget Highlights 2019-20**

In FY 2019-20, the West Side Urban Renewal District will not have any capital projects under construction. However, in FY2020-21, the construction of the last capital project approved for the district will begin, the Brown Road Construction project.

**Statement of Purpose**

Beginning in 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.

**Program Income Fund**

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES:</b>						
Investment income	\$ 40,227	\$ 35,025	\$ 52,530	\$ 80	\$ 80	\$ 80
Beginning fund balance	4,948,129	4,811,491	3,755,370	5,351	5,351	5,351
<b>TOTAL RESOURCES</b>	<b>\$ 4,988,356</b>	<b>\$ 4,846,516</b>	<b>\$ 3,807,900</b>	<b>\$ 5,431</b>	<b>\$ 5,431</b>	<b>\$ 5,431</b>
<b>REQUIREMENTS:</b>						
Materials & Services						
Prof and technical services	\$ 56,500	\$ 87,298	\$ 250,000	\$ -	\$ -	\$ -
Capital Outlay						
Improvements	120,365	2,638,867	3,550,000	-	-	-
Expenditure Subtotal	176,865	2,726,165	3,800,000	-	-	-
Ending fund balance:						
Assigned (contingency)	4,811,491	2,120,351	7,900	5,431	5,431	5,431
<b>TOTAL REQUIREMENTS</b>	<b>\$ 4,988,356</b>	<b>\$ 4,846,516</b>	<b>\$ 3,807,900</b>	<b>\$ 5,431</b>	<b>\$ 5,431</b>	<b>\$ 5,431</b>

**Budget Highlights 2019-20**

As intended, the program income fund has been used to construct the Tooze Road project.

# 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 2019-20)

### Coffee Creek Assessed Values and Taxes

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
Assessed Valuation in District	\$ -	\$ 100,144,060	\$ 105,282,064	\$ 126,234,559	\$ 126,234,559	\$ 126,234,559
Frozen Tax Base	-	(83,801,230)	(83,801,230)	(99,003,704)	(99,003,704)	(99,003,704)
<b>Incremental Value</b>	-	16,342,830	21,480,834	27,230,855	27,230,855	27,230,855
Change in Incremental Value	-	16,342,830	5,138,004	5,750,021	5,750,021	5,750,021
Percent change in						
Incremental Value	-	-	31.4%	26.8%	26.8%	26.8%
<b>Property Tax</b>						
Division of Taxes:						
Before discounts <sup>1</sup>	-	54,638	54,145	306,316	306,316	306,316
Estimate after discounts	\$ -	\$ 205,896	\$ 231,075	\$ 291,000	\$ 291,000	\$ 291,000

<sup>1</sup> 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. Monitor private development that would result in future tax increment revenue generation
2. Work with State for possible funding options to help initiate projects that will incentivize private development

**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
<b><u>Maximum Indebtedness</u></b>		
Adopted October 2016	\$ 67,000,000	
<b><u>Debt Issued</u></b>		
April 2019	3,800,000	Garden Acres Road
Total debt issued through June 2019	3,800,000	
<b>Balance Available, July 1, 2018</b> (Maximum Indebtedness less Total Debt Issued)	<u>\$ 63,200,000</u>	

**Debt Service Fund**

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES:</b>						
Tax increment revenues						
Current year	\$ -	\$ 205,896	\$ 255,803	\$ 291,000	\$ 291,000	\$ 291,000
Prior year	-	1,587	-	-	-	-
Total	-	207,483	255,803	291,000	291,000	291,000
Miscellaneous:						
Investment income	-	121	4,024	265	265	265
Beginning fund balance	-	-	201,224	490,369	490,369	490,369
<b>TOTAL RESOURCES</b>	<u>\$ -</u>	<u>\$ 207,604</u>	<u>\$ 461,051</u>	<u>\$ 781,634</u>	<u>\$ 781,634</u>	<u>\$ 781,634</u>
<b>REQUIREMENTS:</b>						
Debt service						
Principal	\$ -	\$ -	\$ -	\$ 280,000	\$ 280,000	\$ 280,000
Interest	-	-	-	140,000	140,000	140,000
Total	-	-	-	420,000	420,000	420,000
Ending fund balance						
Assigned (Contingency)	-	-	461,051	361,634	361,634	361,634
Ending fund balance	-	207,604	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<u>\$ -</u>	<u>\$ 207,604</u>	<u>\$ 461,051</u>	<u>\$ 781,634</u>	<u>\$ 781,634</u>	<u>\$ 781,634</u>



**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**

- Construct new Garden Acres Road, with bike lanes, sidewalks and landscaping

**Urban Renewal – Coffee Creek Capital Projects Fund**

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES:</b>						
Investment income	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 25,000
Bond Proceeds	-	-	3,800,000	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>3,800,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
Beginning fund balance	-	-	-	3,788,000	3,788,000	3,788,000
<b>TOTAL RESOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,800,000</b>	<b>\$ 3,813,000</b>	<b>\$ 3,813,000</b>	<b>\$ 3,813,000</b>
<b>REQUIREMENTS:</b>						
Prof and technical services	\$ -	\$ -	\$ 21,000	\$ 224,040	\$ 224,040	\$ 224,040
Capital projects						
Garden Acres Rd	-	-	-	1,745,238	1,745,238	1,745,238
<b>TOTAL REQUIREMENTS</b>	<b>-</b>	<b>-</b>	<b>21,000</b>	<b>1,969,278</b>	<b>1,969,278</b>	<b>1,969,278</b>
Ending fund balance:						
Assigned (contingency)	-	-	3,779,000	1,843,722	1,843,722	1,843,722
<b>TOTAL REQUIREMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,800,000</b>	<b>\$ 3,813,000</b>	<b>\$ 3,813,000</b>	<b>\$ 3,813,000</b>

**Budget Highlights 2019-20**

The fund will begin the construction of the Garden Acres Rd project-an important project to enhance accessibility to the Coffee Creek Industrial area. FY2019-20 also recognizes the expenses related to managing the district.

The table below displays the capital improvement projects anticipated over the next five years.

**Coffee Creek Urban Renewal 5 Year Capital Projects Plan**

Project Title	Expenses thru FY19	Budget 2019-20	Forecast 2020-21	Forecast 2021-22*	Forecast 2022-23*	Forecast 2023-24*	Project Total
Garden Acres Rd	\$ -	\$ 1,845,238	\$ 2,281,500	\$ -	\$ -	\$ -	\$ 4,126,738
Garden Acres/Day Rd Improvements*	-	-	-	636,000	4,360,000	4,480,000	9,476,000
<b>Total Coffee Crk Urban Renewal 5-Year Plan</b>	<b>\$ -</b>	<b>\$ 1,845,238</b>	<b>\$ 2,281,500</b>	<b>\$ 636,000</b>	<b>\$ 4,360,000</b>	<b>\$ 4,480,000</b>	<b>\$ 13,602,738</b>

\*Construction timeframe dependent on District growth

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:

1. Construct regional detention pond with an outfall to Basalt Creek
2. Construct new SW Java Road; three lane road section with bike lanes, sidewalks and landscaping
3. Complete Coffee Creek Industrial area sewer extensions
4. Continue various roadway upgrades on Day Road, Boones Ferry and Grahams Ferry Road

# Urban Renewal Summary

## Summary of Urban Renewal by Fund Proposed 2019-20

	Year 2000 Plan			West Side			Coffee Creek		Grand Total
	Debt	Capital Projects	Program Income	Debt	Capital Projects	Program Income	Debt	Capital Projects	
<b>RESOURCES:</b>									
Tax increment	\$ 4,075,000	\$ -	\$ -	\$ 4,980,000	\$ -	\$ -	\$ 291,000	\$ -	\$ 9,346,000
Investment income	135,405	55,165	10,000	165,000	25,000	80	265	25,000	415,915
Other revenue	-	-	135,000	-	-	-	-	-	135,000
Bonds/loan proceeds	-	9,000,000	-	-	-	-	-	-	9,000,000
Beginning fund balance	10,366,877	112,257	666,554	11,213,232	2,026,408	5,351	490,369	3,788,000	28,669,048
<b>Total resources</b>	<b>\$ 14,577,282</b>	<b>\$ 9,167,422</b>	<b>\$ 811,554</b>	<b>\$ 16,358,232</b>	<b>\$ 2,051,408</b>	<b>\$ 5,431</b>	<b>\$ 781,634</b>	<b>\$ 3,813,000</b>	<b>\$ 47,565,963</b>
<b>REQUIREMENTS:</b>									
Materials & services	\$ -	\$ 798,531	\$ 50,000	\$ -	\$ 977,670	\$ -	\$ -	\$ 224,040	\$ 2,050,241
Capital outlay	-	7,208,000	-	-	-	-	-	1,745,238	8,953,238
Debt service	10,280,000	-	-	2,900,000	-	-	420,000	-	13,600,000
Ending fund balance:									
Restricted (Unapprop)	2,500,000	-	-	2,900,000	-	-	-	-	5,400,000
Assigned (Contingency)	1,797,282	1,160,891	761,554	10,558,232	1,073,738	5,431	361,634	1,843,722	17,562,484
<b>Total requirements</b>	<b>\$ 14,577,282</b>	<b>\$ 9,167,422</b>	<b>\$ 811,554</b>	<b>\$ 16,358,232</b>	<b>\$ 2,051,408</b>	<b>\$ 5,431</b>	<b>\$ 781,634</b>	<b>\$ 3,813,000</b>	<b>\$ 47,565,963</b>

## Summary of Debt Outstanding by District

	Original Issue	Year 2000 Plan July 1 2019 Balance	West Side July 1 2019 Balance	Coffee Creek July 1 2019 Balance	Total Outstanding
Series 2009 Note Payable	\$ 10,000,000	\$ -	\$ 6,005,000	\$ -	\$ 6,005,000
Series 2010 Note Payable	8,000,000	5,155,000	-	-	5,155,000
Series 2011 Note Payable	5,000,000	-	3,485,000	-	3,485,000
Series 2012 Note Payable	8,000,000	-	5,770,000	-	5,770,000
Series 2013 Note Payable	7,000,000	-	5,400,000	-	5,400,000
Series 2015A Note Payable	4,250,000	-	2,677,032	-	2,677,032
Series 2015B Note Payable	750,000	-	160,658	-	160,658
Series 2019 Note Payable	3,800,000	-	-	3,800,000	3,800,000
<b>Total outstanding debt</b>	<b>\$ 46,800,000</b>	<b>\$ 5,155,000</b>	<b>\$ 23,497,690</b>	<b>\$ 3,800,000</b>	<b>\$ 32,452,690</b>

# 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 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Approved 2019-20	Adopted 2019-20
<b>RESOURCES:</b>						
Tax increment	\$ 9,760,949	\$ 9,093,997	\$ 9,410,803	\$ 9,346,000	\$ 9,346,000	\$ 9,346,000
Investment income	278,973	321,171	460,444	415,915	415,915	415,915
Other revenue	126,898	151,300	127,000	135,000	135,000	135,000
Transfers in	-	-	88,000	-	-	-
Debt proceeds	-	3,000,000	3,000,000	9,000,000	9,000,000	9,000,000
Beginning fund balance	24,306,311	27,143,248	31,335,132	28,669,048	28,669,048	28,669,048
<b>Total resources</b>	<b>\$ 34,473,131</b>	<b>\$ 39,709,716</b>	<b>\$ 44,421,379</b>	<b>\$ 47,565,963</b>	<b>\$ 47,565,963</b>	<b>\$ 47,565,963</b>
<b>REQUIREMENTS:</b>						
Materials & services	\$ 1,502,899	\$ 1,726,827	\$ 1,824,314	\$ 2,050,241	\$ 2,050,241	\$ 2,050,241
Capital outlay	879,274	3,694,238	5,050,000	8,953,238	8,953,238	8,953,238
Debt service	3,456,347	6,456,365	11,763,932	13,600,000	13,600,000	13,600,000
Transfers out	-	-	88,000	-	-	-
Ending fund balance:						
Restricted (bond covenants)	9,079,000	5,300,000	5,400,000	5,400,000	5,400,000	5,400,000
Restricted (future debt svc)	13,214,575	15,867,270	13,464,515	12,355,514	12,355,514	12,355,514
Assigned (contingency)	6,341,036	6,665,017	6,830,618	5,206,970	5,206,970	5,206,970
<b>Total appropriations</b>	<b>\$ 34,473,131</b>	<b>\$ 39,709,716</b>	<b>\$ 44,421,379</b>	<b>\$ 47,565,963</b>	<b>\$ 47,565,963</b>	<b>\$ 47,565,963</b>



Murase Park Play Structure



# Appendix

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WES Platform Public Art



RESOLUTION NO. 2750

**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 2019-20.**

WHEREAS, in accordance with ORS 294.426 the Wilsonville Budget Committee met on May 16, 2019 and May 28, 2019 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2019-20; and

WHEREAS, the Budget Committee deliberated on the proposed budget on May 16, 2019 and on May 28, 2019; and

WHEREAS, the Budget Committee approved the proposed budget on May 28, 2019; 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 22, 2019 a summary of the budget, as required by ORS 294.438, was duly published in 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 3, 2019 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, 2019.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Council adopts the budget for FY 2019-20 in the total amount of \$212,573,216.
2. Of the total adopted budget of \$212,573,216, the City appropriates \$205,163,816 for the fiscal year beginning July 1, 2019 as shown in Attachment A – Schedule of Appropriations. The difference of \$7,409,400 is not appropriated and is not available for expenditure during the year.
3. The City of Wilsonville City Council hereby imposes the taxes provided for in the Adopted Budget at the rate of \$2.5206 per \$1,000 of assessed value for general operations; and that these taxes are hereby imposed and categorized for the tax year 2019-20 upon the assessed value of all taxable property in the City.

General Government Limit

General Fund

\$2.5206 / \$1,000



# Resolutions

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 Committed category includes amounts for which Council has approved by resolution. Only a subsequent council resolution may change the amount or intended use. Within the budget document such amounts are titled Committed (unappropriated). The Committed (unappropriated) is also referred to as the unappropriated ending fund balance and serves as a carryover from one fiscal year to the next.
  - c. GASB Assigned category includes amounts which are designated but for which a resolution has not been adopted. Authority is hereby granted to the City Council, City Manager and the Finance Director for the purpose of setting aside resources for specific future needs, such as equipment and building replacements and prudent financial reserves. Within the budget document such amounts are titled Assigned (designated) and Assigned (contingency). Assigned (designated) purpose is identified on page 263 of the Proposed Budget document. Assigned (contingency) is the portion of appropriations available for use during a fiscal year if approved through Council Resolution.
  - 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 3<sup>rd</sup> day of June, 2019 and filed with the City Recorder this date.

  
TIM KNAPP, MAYOR

ATTEST:

  
Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor West	Yes

Attachment:

- A. Schedule of Appropriations

# Resolutions

<b>Attachment A – Schedule of Appropriations</b>
--

General Fund		
Administration	\$	1,876,424
Finance		1,570,308
Information Services		1,279,490
Legal		686,388
Human Resources and Risk Management		880,052
Public Works Administration		727,304
Building Maintenance		1,282,743
Parks Maintenance		1,704,980
Parks and Recreation		1,684,820
Library		2,199,281
Law Enforcement		5,291,589
Municipal court		233,535
Transfers to Other Funds		13,003,336
Contingency		10,109,050
<b>Total Fund Appropriations</b>		<b>\$42,529,300</b>
Community Development Fund		
CD Administration	\$	614,444
Engineering		2,163,584
Planning		1,125,329
Transfers to Other Funds		577,223
Contingency		1,810,715
<b>Total Fund Appropriations</b>		<b>\$6,291,295</b>
Building Fund		
Building	\$	1,230,033
Transfers to Other Funds		650,393
Contingency		1,770,672
<b>Total Fund Appropriations</b>		<b>\$3,651,098</b>

<b>Attachment A – Schedule of Appropriations</b>
--

Transit Fund		
Transit	\$ 8,882,921	
Transfers to Other Funds	637,912	
Contingency	2,680,324	
<b>Total Fund Appropriations</b>		<b>\$12,201,157</b>
Road Operating Fund		
Road Operating	\$ 898,835	
Debt Service	82,000	
Transfers to Other Funds	1,279,014	
Contingency	1,049,416	
<b>Total Fund Appropriations</b>		<b>\$3,309,265</b>
Road Maintenance Regulatory Fund		
Transfers to Other Funds	\$ 1,797,040	
Contingency	2,284,414	
<b>Total Fund Appropriations</b>		<b>\$4,081,454</b>
Water Operating Fund		
Water Distributions and Sales	\$ 1,566,273	
Water Treatment	3,777,349	
Debt Service	1,870,000	
Transfers to Other Funds	4,321,744	
Contingency	13,368,689	
<b>Total Fund Appropriations</b>		<b>\$24,904,055</b>
Sewer Operating Fund		
Sewer Collection	\$ 988,863	
Sewer Treatment	2,783,170	
Sewer Pretreatment	139,391	
Debt Service	3,000,000	
Transfers to Other Funds	4,022,036	
Contingency	12,652,084	
<b>Total Fund Appropriations</b>		<b>\$23,585,544</b>

# Resolutions

<b>Attachment A – Schedule of Appropriations</b>
--

<b>Street Lighting Operating Fund</b>		
Street Lighting	\$ 373,843	
Transfers to Other Funds	430,103	
Contingency	<u>1,028,217</u>	
<b>Total Fund Appropriations</b>		<b>\$1,832,163</b>
<b>Stormwater Fund</b>		
Stormwater Maintenance	802,339	
Debt Service	508,000	
Transfers to Other Funds	3,553,189	
Contingency	<u>262,925</u>	
<b>Total Fund Appropriations</b>		<b>\$5,126,453</b>
<b>Fleet Service Fund</b>		
Fleet	\$ 1,605,151	
Transfers to Other Funds	2,400	
Contingency	<u>929,828</u>	
<b>Total Fund Appropriations</b>		<b>\$2,537,379</b>
<b>Water Capital Projects Fund</b>		
Water Capital Projects	\$ 6,566,093	
Transfers to Other Funds	721,783	
Contingency	<u>854,388</u>	
<b>Total Fund Appropriations</b>		<b>\$8,142,264</b>
<b>Sewer Capital Projects Fund</b>		
Sewer Capital Projects	\$ 8,076,623	
Transfers to Other Funds	468,400	
Contingency	<u>128,621</u>	
<b>Total Fund Appropriations</b>		<b>\$8,673,644</b>

<b>Attachment A – Schedule of Appropriations</b>
--

**Streets Capital Projects Fund**

Streets Capital Projects	\$ 9,140,105	
Transfers to Other Funds	634,858	
Contingency	1,134,510	
<b>Total Fund Appropriations</b>	<b>\$10,909,473</b>	

**Stormwater Capital Projects Fund**

Stormwater Capital Projects	\$ 3,293,477	
Transfers to Other Funds	411,193	
Contingency	276,732	
<b>Total Fund Appropriations</b>	<b>\$3,981,402</b>	

**Facilities and Information Systems Capital Projects Fund**

Building Capital Projects	\$ 4,591,297	
Transfers to Other Funds	52,635	
Contingency	21,989	
<b>Total Fund Appropriations</b>	<b>\$4,665,921</b>	

**Parks Capital Projects Fund**

Parks Capital Projects	\$ 4,061,823	
Transfers to Other Funds	366,513	
Contingency	250,193	
<b>Total Fund Appropriations</b>	<b>\$4,678,529</b>	

**Water Development Charges**

Materials & Services	\$ 5,935	
Transfers to Other Funds	2,706,159	
Contingency	3,852,473	
<b>Total Fund Appropriations</b>	<b>\$6,564,567</b>	

**Sewer Development Charges**

Materials & Services	\$ 5,749	
Transfers to Other Funds	6,249,310	
Contingency	2,526,851	
<b>Total Fund Appropriations</b>	<b>\$8,781,910</b>	

# Resolutions

<b>Attachment A – Schedule of Appropriations</b>
--

<b>Streets Development Charges</b>		
Materials & Services	\$ 9,829	
Transfers to Other Funds	5,699,712	
Contingency	<u>2,046,698</u>	
<b>Total Fund Appropriations</b>		<b>\$7,756,239</b>
<b>Washington County TDT</b>		
Materials & Services	\$ -	
Transfers to Other Funds	-	
Contingency	<u>346,460</u>	
<b>Total Fund Appropriations</b>		<b>\$346,460</b>
<b>Frog Pond West Fund</b>		
Materials & Services	\$ -	
Transfers to Other Funds	-	
Contingency	<u>1,371,293</u>	
<b>Total Fund Appropriations</b>		<b>\$1,371,293</b>
<b>Stormwater Development Charges</b>		
Materials & Services	\$ 1,607	
Transfers to Other Funds	1,065,107	
Contingency	<u>2,441,078</u>	
<b>Total Fund Appropriations</b>		<b>\$3,507,792</b>
<b>Parks Development Charges</b>		
Materials & Services	\$ 4,046	
Transfers to Other Funds	3,796,589	
Contingency	<u>1,934,524</u>	
<b>Total Fund Appropriations</b>		<b>\$5,735,159</b>
<b>Total City Appropriations - All Funds</b>		<b><u><u>\$205,163,816</u></u></b>

**THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE**

**URA RESOLUTION NO. 298**

**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 2019-20.**

WHEREAS, in accordance with ORS 294.426 the Wilsonville Urban Renewal Agency (“Agency”) Budget Committee met on May 28, 2019 to receive public testimony, hear the budget message, and listen to presentations pertaining to the proposed budget for Fiscal Year 2019-20; and

WHEREAS, the Budget Committee deliberated on the proposed budget, and on May 28, 2019, 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 \$5,138,639 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 Coffee Creek Plan District has recently formed and the governing board declares its intent to collect the full amount of the division of tax for the Coffee Creek 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 22, 2019 a summary of the budget, as required by ORS 294.438, was duly published in the Wilsonville Spokesman, a newspaper of general circulation in the City of Wilsonville (“City”); and



# Resolutions

WHEREAS, in accordance with ORS 294.456, the Agency duly held a public hearing on June 3, 2019 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, 2019.

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 2019-20 in the total amount of \$47,565,963.
2. Of the total adopted budget of \$47,565,963, the Agency appropriates \$42,165,963, for the fiscal year beginning July 1, 2019 as shown in Attachment A – Schedule of Appropriations. The difference of \$5,400,000 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 2019-20:
  - a. To set the incremental assessed value in the West Side Plan District to \$401,210,000, which will generate approximately \$5,138,639 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 3<sup>rd</sup> day of June 2019 and filed with the City Recorder this date.

  
Tim Knapp, Board Chair

ATTEST:

  
Kimberly Veliz, City Recorder

SUMMARY of Votes:

Board Chair Knapp	Yes
Board Member Akervall	Yes
Board Member Stevens	Yes
Board Member Lehan	Yes
Board Member West	Yes

Attachment:

- A. Schedule of Appropriations

# Resolutions

<b>Attachment A – Schedule of Appropriations</b>
--

<b>Year 2000 Plan Area - Debt Service Fund</b>		
Debt Service	10,280,000	
Contingency	1,797,282	
<b>Total Fund Appropriations</b>		<b>\$ 12,077,282</b>

<b>Year 2000 Plan Area - Capital Projects Fund</b>		
Materials and Services	798,531	
Capital Outlay	7,208,000	
Contingency	1,160,891	
<b>Total Fund Appropriations</b>		<b>\$ 9,167,422</b>

<b>Year 2000 Plan Area - Program Income Fund</b>		
Materials and Services	50,000	
Contingency	761,554	
<b>Total Fund Appropriations</b>		<b>\$ 811,554</b>

<b>West Side - Debt Service Fund</b>		
Debt Service	2,900,000	
Contingency	10,558,232	
<b>Total Fund Appropriations</b>		<b>\$ 13,458,232</b>

<b>West Side - Capital Projects Fund</b>		
Materials and Services	977,670	
Contingency	1,073,738	
<b>Total Fund Appropriations</b>		<b>\$ 2,051,408</b>

<b>West Side - Program Income Fund</b>		
Materials and Services	-	
Capital Outlay	-	
Contingency	5,431	
<b>Total Fund Appropriations</b>		<b>\$ 5,431</b>

<b>Coffee Creek Plan - Debt Service Fund</b>		
Debt Service	420,000	
Contingency	361,634	
<b>Total Fund Appropriations</b>		<b>\$ 781,634</b>

<b>Coffee Creek Plan - Capital Projects Fund</b>		
Materials and Services	224,040	
Capital Outlay	1,745,238	
Contingency	1,843,722	
<b>Total Fund Appropriations</b>		<b>\$ 3,813,000</b>
		<b>\$ 42,165,963</b>

**RESOLUTION NO. 2751**

**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

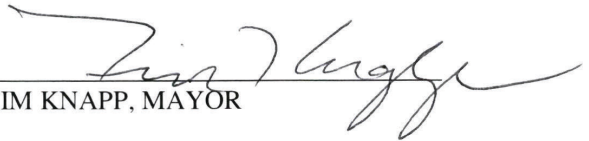
WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

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

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 3<sup>rd</sup> day of June, 2019 and filed with the Wilsonville City Recorder this date.

  
TIM KNAPP, MAYOR

ATTEST:

  
Kimberly Veliz, City Recorder

## SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor West	Yes

**RESOLUTION NO. 2752**

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES.**

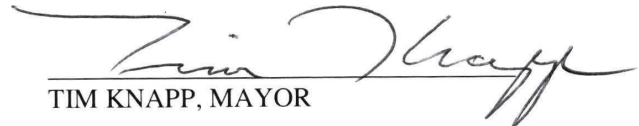
WHEREAS, the Budget Committee has reviewed and approved the proposed use of State Shared Revenues; and

WHEREAS, a public hearing has been held before the Budget Committee on May 16, 2019 to discuss possible uses of the funds and before the City Council on June 3, 2019 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 2019-20.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 3<sup>rd</sup> day of June, 2019 and filed with the Wilsonville City Recorder this same date.

  
TIM KNAPP, MAYOR

ATTEST:

  
Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Knapp	Yes
Council President Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes
Councilor West	Yes



Railroad Bridge Over the Willamette River





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 Committee Meeting  
Concerning City Mid-Year Financial Review**

**Ad#: 95383**

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):  
**03/06/2019**

*Charlotte Allsop*  
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 03/06/2019.

*[Signature]*  
NOTARY PUBLIC FOR OREGON

Acct #: 108863  
**Attn: Margie Trader**  
WILSONVILLE, CITY OF  
29799 SW TOWN CENTER LOOP E  
WILSONVILLE, OR 97070

**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, 2018 to June 30, 2019, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Wednesday, the 13th of March 2019. 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.  
Publish March 6, 2019. WS95383







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  
Notice of Budget Committee Meetings  
And Public Hearings Concerning State  
Shared Revenue**

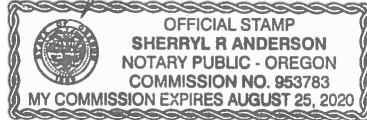
**Ad#: 107297**

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):  
**05/08/2019**

  
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
05/08/2019.

  
NOTARY PUBLIC FOR OREGON



Acct #: 108863  
**Attn: Margie Trader**  
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, 2019 to June 30, 2020, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Thursday, the 16th of May 2019. Subsequent meetings, if necessary, are scheduled for Tuesday the 28th of May 2019 and Wednesday the 29th of May 2019. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 8th of May 2019 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, [www.ci.wilsonville.or.us](http://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 2019-20.

These are public meetings where deliberation of the Budget Committee will take place. Any person may appear at the meeting(s) and provide written and oral comments discussing the proposed programs for fiscal year 2019-20 with the Budget Committee.

Bryan Cosgrove  
Budget Officer  
City of Wilsonville  
Publish May 8, 2019.

WS107297



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  
Urban Renewal Agency  
Notice of Budget Committee Meetings**

**Ad#: 107299**

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):  
**05/08/2019**

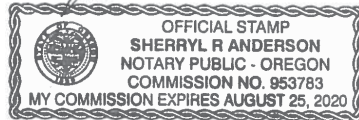
*Charlotte Allsop*

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
05/08/2019.

*Sherryl R Anderson*

NOTARY PUBLIC FOR OREGON



Acct #: 108863  
**Attn: Margie Trader**  
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, 2019 to June 30, 2020, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Thursday, the 16th of May, 2019. Subsequent meetings, if necessary, are scheduled for Tuesday the 28th of May 2019 and Wednesday the 29th of May 2019. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 8th of May 2019 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us.

These are public meetings where deliberation of the Budget Committee will take place. Any person may appear at the meeting(s) and provide written and oral comments discussing the proposed programs for fiscal year 2019-20 with the Budget Committee.

Bryan Cosgrove  
Executive Director  
Urban Renewal Agency  
City of Wilsonville  
Publish May 8, 2019.

WS107299



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 PO Box 22109 Portland, OR 97269-2169  
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**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

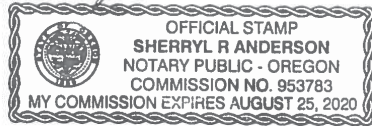
**City of Wilsonville**  
**Public Notice: SMART Programs for Federal Transit Administration Funding Proposed for FY 2020 (July 1 2019 to June 30 2020)**  
**Ad#: 107300**

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):  
**05/08/2019**

  
 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 05/08/2019.

  
 NOTARY PUBLIC FOR OREGON



Acct #: 108863  
**Attn: Margie Trader**  
 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 for FY 2020 (July 1 2019 to June 30 2020)**

SMART is offering three opportunities to submit or present comments at a Public Hearing on the proposed Program of Projects (POP) described in this notice. The Public Hearing is an opportunity to submit comments in person rather than via the email to hendrix@ridesmart.com. 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 16, 2019 6:00 PM – Budget Committee  
 May 28, 2019 6:00 PM – Budget Committee  
 June 3, 2019 7:00 PM – City Council

A SMART staff member will be present at the Hearings listed above and the Hearings will be recorded. A translator is available upon request. *Un traductor está disponible a petición.* If no requests for public comment are received before or at the June 3 2019 hearing, the proposed POP shown below will become the final POP along with the City budget for the year.

*Projects listed below show the anticipated maximum amount to be expended. 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

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

### FY19-20

- [Mid Year Financial Review Meeting March 13, 2019](#)

### FY18-19

- [First Budget Committee Meeting May 30, 2018](#)
- [Second Budget Committee Meeting June 6, 2018](#)
- [02-15-18 PERS 101](#)
- [03-08-18 Mid-Year Financial Review](#)

## PROPOSED BUDGET 2019-2020

The City's **Proposed Budget** for the coming fiscal year is available to view. The City's Budget Committee will be meeting at 6:00 pm on May 16, 2019 and May 28, 2019 to discuss the City's budget. Public comment will be taken.

The City's **Five Year Financial Forecast** begins with the FY 2018-19 Proposed Budget, and displays each operating fund's financial position over the subsequent five fiscal years. The goal of the forecast is to identify financial trends for the coming years.

## ADOPTED BUDGET 2018-2019

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.







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  
 Legal Notice:  
 Urban Renewal Agency Public Budget  
 Meeting on June 3, 2019: Fiscal Year Be-  
 ginning July 1, 2019: Form UR-1.  
 Ad#: 110466**

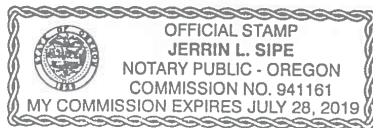
A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):  
**05/22/2019**

*Charlotte Allsop*  
 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this  
 05/22/2019.

*Jerrin L. Sipe*  
 NOTARY PUBLIC FOR OREGON

Acct #: 108863  
**Attn:**  
 WILSONVILLE, CITY OF  
 29799 SW TOWN CENTER LOOP E  
 WILSONVILLE, OR 97070



**FORM UR-1 NOTICE OF BUDGET HEARING**

A public meeting of the City of Wilsonville Urban Renewal Agency will be held on June 3, 2019 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, 2019 as approved by the Urban Renewal Agency. A copy of the budget may be inspected or obtained at the City Hall, 29799 SW Town Center Loop E, Wilsonville, OR 97070, during regular business hours of 9:00 a.m. and 5:00 p.m. 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 Froedcker Telephone: 503-682-1011 Email: mdc@ci.wilsonville.or.us

FINANCIAL SUMMARY - RESOURCES			
	Actual Amount	Adopted Budget	Approved Budget
<b>TOTAL OF ALL FUNDS</b>		This Year 2018-19	Next Year 2019-20
Beginning Fund Balances/Reserves/Working Capital	2017.18	31,335,132	28,660,048
Revenue from Bonds and Other Debt	27,143,248	3,000,000	9,000,000
Interfund Transfers	3,000,000	0	0
All Other Resources Except Division of Tax & Special Levy	472,472	537,444	550,915
Revenue from Division of Tax	9,051,987	9,410,863	9,348,000
<b>Total Resources</b>	<b>\$39,709,717</b>	<b>\$44,421,279</b>	<b>\$47,856,963</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
	Actual Amount	Adopted Budget	Approved Budget
<b>TOTAL OF ALL FUNDS</b>		This Year 2018-19	Next Year 2019-20
Materials and Services	1,724,874	1,659,316	2,050,241
Capital Outlay	3,084,238	6,050,000	8,653,238
Debt Service	6,454,365	11,763,832	15,025,800
Interfund Transfers	0	88,000	0
Contingencies	6,865,017	0	5,208,070
Unappropriated Ending Balance and Reserved for Future Expenditure	21,187,270	18,964,115	17,795,514
<b>Total Requirements</b>	<b>\$39,709,717</b>	<b>\$44,421,279</b>	<b>\$47,856,963</b>

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program	Amount	FTE	FTE
Year 2000 Plan	18,333,163	0	18,450,244
Year 2000 Plan	21,188,950	0	24,510,884
Water Side	207,604	0	4,261,061
Community	0	0	48,221,379
<b>Total Requirements &amp; FTE</b>	<b>\$39,709,717</b>	<b>0</b>	<b>\$48,221,379</b>

The Year 2000 Plan has three projects budgeted in 2019-20, including 5th Street Extension to Kinsman (Oak Town Escarp), Beaman Dip Bridge, and Town Center Stage Cover. Collee Creek has one project for Garden Acres Plu. and the West Side District has none in 2019-20.

STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING	
	Amount
Year 2000 Plan	24,558,250
Water Side	18,415,071
Community	4,554,034
<b>Total</b>	<b>\$47,856,963</b>

STATEMENT OF INDEBTEDNESS	
	Estimated Debt Outstanding on July 1
General Obligation Bonds	\$0
Other Bonds	\$0
Other Borrowings	\$0
<b>Total</b>	<b>\$32,452,080</b>

Estimated Debt Anticipated, But Not Incurred on July 1:  
 \$0  
 \$0  
 \$0

Published May 22, 2019

# Public Notices/Legal Forms

## Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

**FORM LB-50  
2019-20**

To assessor(s) of Clackamas and Washington County

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

District Name

on the tax roll of Clackamas and Washington County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

<u>29799 SW Town Center Lp E</u> <small>Mailing Address of District</small>	<u>Wilsonville</u> <small>City</small>	<u>Oregon</u> <small>State</small>	<u>97070</u> <small>ZIP code</small>	<u>June 4, 2019</u> <small>Date</small>
<u>Cathy Rodocker</u> <small>Contact Person</small>	<u>Finance Director</u> <small>Title</small>	<u>503-570-1524</u> <small>Daytime Telephone</small>	<u>rodocker@ci.wilsonville.or.us</u> <small>Contact Person E-Mail</small>	

**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		<b>Excluded from Measure 5 Limits</b> Dollar Amount of Bond Levy
2. Local option operating tax . . . . .	2			
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 <b>prior</b> to October 6, 2001 . . . . .	5a.			
5b. Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .	5b.			
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .	5c.			<b>0</b>

**PART II: RATE LIMIT CERTIFICATION**

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	<b>2.5206</b>
7. Election date when your <b>new district</b> received voter approval for your permanent rate limit . . . . .	7	n/a
8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated district</b> . . . . .	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	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1. n/a		
2.		

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 authority for putting these assessments on the roll is ORS \_\_\_\_\_ (Must be completed if you have an entry in Part IV)

FORM UR-50

NOTICE TO ASSESSOR

2019-20

• 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 2018-19 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 June 4, 2019  
(Contact Person) (Telephone Number) (Date Submitted)

29799 SW Town Center Lp E, Wilsonville, OR 97070  
(Agency's Mailing Address)

rodocker@ci.wilsonville.or.us  
(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). For definition of Option One plans, see ORS 457.435(2)(a)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	Special Levy Amount**
	\$ Or	Yes ___	\$
	\$ Or	Yes ___	\$
	\$ Or	Yes ___	\$
	\$ Or	Yes ___	\$

Part 2: Option Three Plans (Standard Rate). For definition of Option Three plans, see ORS 457.435(2)(c)

Plan Area Name	Increment Value to Use***	100% from Division of Tax***	Special Levy Amount****
	\$ Or		
	\$ Or		
	\$ Or		

Part 3: Other Standard Rate Plans. For definition of standard rate plans, see ORS 457.445(2)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
	\$ Or	Yes ___	
	\$ Or	Yes ___	
	\$ Or	Yes ___	
	\$ Or	Yes ___	

Part 4: Other Reduced Rate Plans. For definition of reduced rate plans, see ORS 457.445(1)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
Year 2000 Plan District	\$322,000,000	Yes ___	
West Side Plan District	\$401,210,000	Yes ___	
Coffee Creek Plan District	\$ Or	Yes <u>X</u>	
	\$ Or	Yes ___	
	\$ Or	Yes ___	

Notice to Assessor of Permanent Increase in Frozen Value. Effective 2015-2016, permanently increase frozen value to:

Plan Area Name	New frozen value \$
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.





Scenery along Wilsonville Road



# City of Wilsonville, Oregon

Five Year Forecast  
FY2019-20 to FY2023-24



# Five-Year Forecast

## Overview

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This Five-Year Financial Forecast is meant to complement the FY 2019-20 Proposed Budget. The goal of the Forecast is to assess the City's financial ability over the next five years to continue to effectively provide services to the residents based upon service levels proposed in the annual budget, accounting for projected population growth and based upon the goals set by Council, as well as other factors such as estimated labor costs and forecasted economic pressures, such as inflation. The forecast serves as a tool to identify financial trends, potential shortfalls, and arising issues so the City can proactively address them.

While this forecast is anchored by the Fiscal Year (FY) 2019-20 Proposed Budget, it is itself not a budget. The forecast provides an overview of the City's fiscal health based on various assumptions over the next five years and provides the City Council, Budget Committee, management and the citizens of Wilsonville with a financial outlook beyond the annual budget cycle. The five-year forecast is intended to serve as a planning tool to bring a longer-term perspective to the annual budget process. Responsible financial stewardship is imperative to provide for the current and future needs of the community. Forecasting is a useful method to help make informed financial decisions that will ensure the City's future vitality and economic stability.

The Government Finance Officers Association (GFOA) recognizes the importance of combining the forecasting of revenues and expenditures into a single financial forecast. The GFOA also recommends that a government should have a financial planning process that assesses long-term financial implications of current and proposed policies, programs, and assumptions in order to develop appropriate strategies to achieve its goals.

### Forecast Methodology

Economic forecasting is not an exact science. Rather, it is dependent upon the best professional judgment of the forecaster. To enhance the accuracy of projections, the City identifies factors that contribute to changes in revenues and expenditures, such as service demands by the public, the pace of development, inflation, personnel costs, and projected future events that will affect operations. A goal of forecasting is to neither be overly optimistic nor pessimistic when displaying revenues and expenditures.

While a forecast is designed to model the future, unforeseen circumstances and events do arise that affect the accuracy of the forecast. Examples of unpredictable items include such things as future interest rates, the price of gasoline, and technological changes that could impact staffing configuration and/or the business community.

This forecast begins with the FY 2019-20 Proposed Budget. Revenues, expenditures, debt service, capital obligations and reserves are then extrapolated for the subsequent five years. The five-year forecast is then grounded by Council intent and levels of service, and demonstrates the financial positions of the City's operating funds after incorporating proposals that are included in the Proposed Budget.

This forecast focuses on the City's nine operating funds. Many of the operating funds support designated capital programs, generally treated as "one-time" expenditures from the operating funds and paid for with accumulated reserves or financed with debt payments from the operating funds. The City's Capital Improvement Program (CIP) is accounted for through various capital funds which receive transfers from the operating funds, debt proceeds, and resources from System Development Charges. The utility operating funds of Water, Sewer and Stormwater have a margin built into their respective utility rates to cover on-going capital investments through the use of debt financing, where rates are set to cover not only on-going operations but also debt service requirements. The City's capital funds and detailed CIP is not part of this forecast document, but can be found within the FY 2019-20 Proposed Budget document. The CIP section of the budget also includes the five-year forecast that is included in the appropriate operating funds in this document.

# Common Assumptions

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## Population Growth

Each July, the Portland State University Population Research Center releases population estimates for each jurisdiction in Oregon. As of July, 2018, Wilsonville's population is estimated at 25,250, an increase of 3.8% over the reported population of July, 2017. Wilsonville's population continues to grow each year and is anticipated to continue this growth pattern in the near future. This forecast assumes that the population will grow at an average annual rate of 3% over the next five years. The growth rate is based on the Villebois neighborhood building out in its entirety over the next year or two, and then the Frog Pond neighborhood coming into the City and building out.

## Revenues

In general, this forecast reviews the revenue sources to each fund individually. However, one common assumption for revenue is interest earnings. Interest rates and the resulting interest earnings have increased recently from an average of about one percent to the current average of about two percent. This forecast assumes that the interest rate remains at the two percent level.

## Expenditures

The business of city government is labor intensive; therefore projecting labor costs is a key component of this forecast. Key elements of this category include wages, retirement, and health insurance. This forecast assumes the City continues its current wage and benefit package. The forecast predicts staffing salaries and wages will grow, in general, at an annual average rate of 3%. This is based on labor contracts, merit and step increases for staff, as well as some level of attrition as positions turn over. This growth assumption is for the staffing levels proposed in the FY 2019-20 budget, and if additional personnel are forecasted, those estimations build on this base amount. The total of benefits and payroll taxes, such as PERS and medical insurance, are assumed to increase at an average annual rate of approximately 8%.

One cost driver included in the FY 2019-20 Proposed Budget and built in over the subsequent five year period is the City's contribution to the Oregon Public Employee's Retirement System (PERS). The Oregon Supreme Court rolled back reforms that the Oregon Legislature had made to no longer adjust retiree benefits for cost-of-living increases. Additionally, the PERS portfolio has not earned investment returns as originally hoped. These two factors combine to mean anticipated contribution rate increases for PERS over the forecast period. PERS sets rates every two years; July 1, 2019 marked the beginning of a PERS biennium. The subsequent five years of the forecast period cover two additional PERS bienniums, beginning July 1, 2021, and July 1, 2023. PERS has indicated to members that contribution rates are likely to go up in the future, thus this forecast builds in contribution rate increases accordingly. On average, the PERS contribution rate is approximately 21% of aggregated wages and salaries, growing to an average of approximately 33% of wages and salaries at the end of the forecast period.

Annual inflation for materials and services is assumed to be approximately 1% per year. Increases in utilities and contracts for services, including operating contracts for Police, Water, and Sewer, are assumed to increase between 3% and 6% per year.

## Funds Presented

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- General Fund**
- Community Development Fund**
- Building Fund**
- Transit Fund**
- Water Operating Fund**
- Sewer Operating Fund**
- Stormwater Fund**
- Street Lighting Fund**
- Road Operating Fund**

# General Fund

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## Fund Description

The General Fund houses the City's property taxes and the major services the public associates with local government – police, parks and recreation, long-term planning, the library, and general management of the City Manager and the City Council. The General Fund also accounts for the revenue from the Hotel/Motel tax, franchise fees, intergovernmental revenue, court fines, and charges for services.

The General Fund revenues are largely driven by property taxes, which in turn are based on assessed values and new construction. A property's assessed value includes real property, and personal property and equipment. Under the State constitution, the assessed value for real property is limited to 3% growth. The residential sector is assessed using real property, while the commercial and industrial sectors may also include personal property and equipment.

The assessed value differs from a property's real market value. The real market value is an estimation of the price at which the property could most likely be sold. Taxes are levied at the lower of the assessed value or real market value. Therefore, property tax revenue is influenced by cycles in the housing market – especially on the downward side. As real market values fall below the assessed value, property tax revenue declines, because the taxes levied are based on the lower real market value. However, the upside is limited, because as real market values increase, property tax revenues are constrained by the State constitution's limit on assessed value growth of 3%. New construction is one aspect that can significantly increase property tax revenue above the assessed value limitations.

The General Fund expenditures are driven by the community's demand for service. The General Fund provides funding for the public provision of law enforcement, parks and recreation, the library, long-term planning, finance, information technology, and overall city management and oversight. As the City grows, the need for additional services grows, and the City Council considers adding personnel and associated expenditures to meet the demand for service.

Additionally, maintaining current service levels also causes the level of expenditures in the General Fund to increase. Over time, cost pressures such as inflationary increases to supplies, fuel, utilities, etc., cause General Fund expenditures to increase. Cost-of-living adjustments, merit increases, and benefit increases cause the cost of labor to increase over time.

The City engages in continual financial review and oversight to ensure that services provided are adequately funded. This five-year forecast provides a brief snapshot into the future to judge overall trends.

## General Fund Revenues and Expenditures

### Revenues

#### ***Property Taxes***

Property tax revenue comprises approximately one-third of General Fund external resources, and affects just about every resident and business in the City. Therefore, property tax revenue receives the bulk of the discussion in this forecast.

Property taxes are based on assessed value. As mentioned above, the State constitution limits a property's assessed value growth to 3%. As new construction is placed on the tax rolls, property tax revenue to the City increases. Also, the assessed value of the commercial and industrial sectors may grow at more than 3% depending upon the value of personal property and equipment.

Risks to the property tax revenue include a declining housing market and the devaluing of a commercial or industrial site, due to a business closure, restructure or state re-valuation. As was seen in the Great Recession, housing real market values can fall. If the real market value of a property falls below its assessed value, the taxes levied on the property fall, because the tax is levied on the lower of the two values. In the commercial and industrial sectors, if a business that has great value in personal property and equipment closes or restructures such that this personal property and equipment is no longer assessed, property tax revenue would decline.

## Five-Year Forecast

The permanent tax rate for the City of Wilsonville is \$2.5206 per thousand of assessed value (AV). This permanent rate cannot change. The City may choose to levy less than that amount, but it cannot levy more than that amount. If the City feels it needs additional property tax revenue to fund operations, the City has the option to ask voters to pass a local option levy. The City may place on the ballot any amount to be levied. However, local option levies are limited to five years, and if the City wishes for the property tax revenue generated to be continued beyond the five years, it must again ask voters to pass another five-year local option levy.

The City of Wilsonville makes use of the funding mechanism of tax increment financing to spur economic development, known as urban renewal. Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency to pay for public infrastructure to encourage private development.

The City's General Fund receives its share of property tax revenue generated by the frozen assessed value within the Urban Renewal Area. While the General Fund foregoes property tax revenue growth generated from within the boundary during the life of the urban renewal area, the community receives the benefit of infrastructure improvements constructed by the Urban Renewal Agency, economic growth, and higher property tax gain in the future when the urban renewal area closes. The theory is that the Urban Renewal Agency's investment in public infrastructure tips the balance and encourages private development that otherwise may not occur, or may occur far in the future, and therefore higher assessed value is generated than otherwise may have been the case. The General Fund foregoes the property tax revenue generated above the frozen base, for a time interval, in order to realize property tax revenue gain in the future.

Wilsonville's Urban Renewal Agency currently has six urban renewal districts – the Year 2000 Plan district, the Westside Plan district, the recently formed Coffee Creek district, and three single-property urban renewal districts referred to as Tax Increment Finance Zones. When the Year 2000 Plan district was formed, its frozen assessed value base was \$44 million. The total assessed valuation of the area in tax year 2018-19 is estimated to be \$485 million (per Clackamas County), an increase of more than ten times the original amount. When the Westside Plan district was formed, its frozen assessed value base was \$16.5 million, and its total assessed valuation is estimated to be \$622 million (per Clackamas County) in tax year 2018-19, an increase almost 38 times the original amount. The new Coffee Creek Plan area has a frozen value of approximately \$119 million and received its first increment in the fall of 2017. The three Tax Increment Finance Zones were established in 2014 to incentive private sector investment in specific properties.

In FY 2019-20 and over the subsequent five fiscal years, the Year 2000 Plan and the West Side Plan districts have AV which will revert back to the City and the other over-lapping districts. The Year 2000 district area under-levies, holding its tax increment to approximately \$4 million each year, because that is all the district needs to service its debt. Therefore, property taxes that would otherwise be generated by the incremental AV above that amount reverts back to the City and other taxing districts. For the Westside district, a different dynamic has capped its tax increment revenue: The district went through a *Substantial Amendment* process in early 2016 to increase its maximum indebtedness, and the Oregon Revised Statutes fix the increment that is collected the year after the year of the *Substantial Amendment* to 12.5% of the district's original maximum indebtedness. The district's original maximum indebtedness is \$40 million; 12.5% of that amount is \$5 million. FY 2017-18 marked the first year this limitation takes effect. Therefore, the West Side district is limited to collect \$5 million each year, and tax revenue that is generated by the incremental AV above that amount reverts back to the City and the other overlapping jurisdictions. Because new construction is still underway in that district increasing the incremental AV, the City and other taxing jurisdictions will see a slight gain in property tax revenue, because the tax increment to the Westside district is capped at \$5 million.

The Year 2000 district underwent a *Substantial Amendment* in the final quarter of FY 2017-18, to increase the maximum indebtedness by \$14.5 million in order to fund a bridge over Boeckman Creek, where the current road severely dips down. The Year 2000 district is therefore assumed to continue collecting property tax increment until June 30, 2023. Once the Year 2000 district ceases to collect the property tax increment, the General Fund will gain an estimated \$650,000.

This five-year forecast uses an algorithm to estimate property tax revenue in the future. Since the ultimate base of property tax revenue is AV, the City's AV is projected over time. This includes estimates for new construction, as well as the effects of the urban renewal districts. The forecast is then adjusted downward to account for discounts and collection delinquency.

# Five-Year Forecast

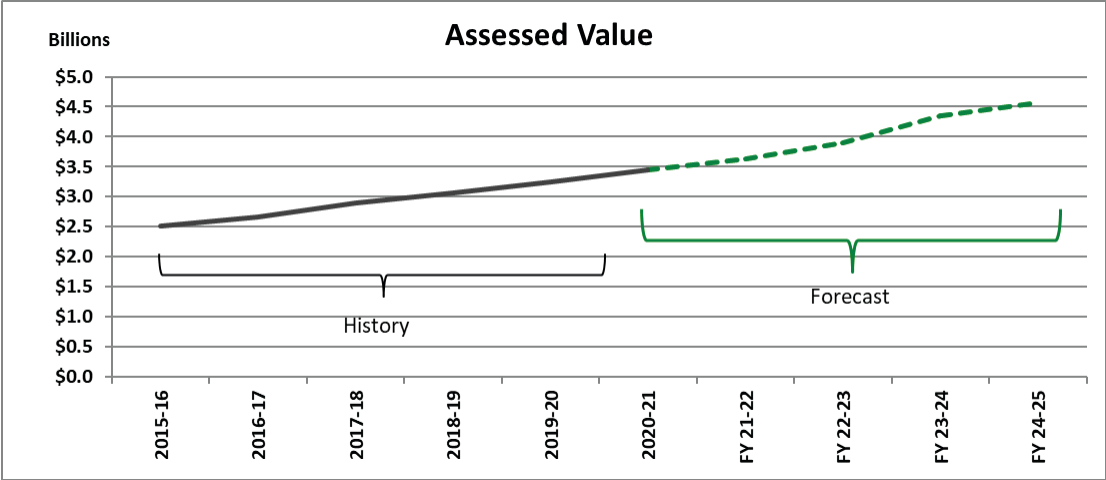
Note that the City of Wilsonville is located both in Clackamas County and Washington County. The tax assessor in each county makes various adjustments to the calculated taxes to account for urban renewal amendments, rounding the numbers, etc.

The 5-year forecast of the property tax revenue to the General Fund considers the variables of assessed value growth, probable changes to urban renewal and the collection rate. The forecast does not attempt to perform an economic model of the future assessed value, but instead uses a more straightforward judgment forecast.

The estimate for AV growth for property taxes to the General Fund, accounting for the impacts of the urban renewal districts, for the FY 2019-20 Proposed Budget is approximately \$3.2 billion, 5% above the AV for FY 2018-19. The forecast for AV over the next three years assumes an annual growth rate, on average, of approximately 6%. This growth in AV is relatively robust, and accounts for the continued build out of the Villebois neighborhood, the assumed development in Frog Pond West, and the impacts of revenue limitations on the Year 2000 and West Side urban renewal districts. In the fourth year, AV is projected to grow at around 13%, and in the fifth year, it is to grow about 6%. FY2023-24 reflects the Year 2000 district winding down and then ceasing to collect tax increment. The next significant increase to the property tax revenue will be the closure of the West Side District, which is currently scheduled after the five year forecast period.

Graph 1 below displays the five year history of AV, the AV used to build the FY 2019-20 Proposed Budget, and the five-year forecast, for both Clackamas and Washington Counties combined.

**Graph 1**

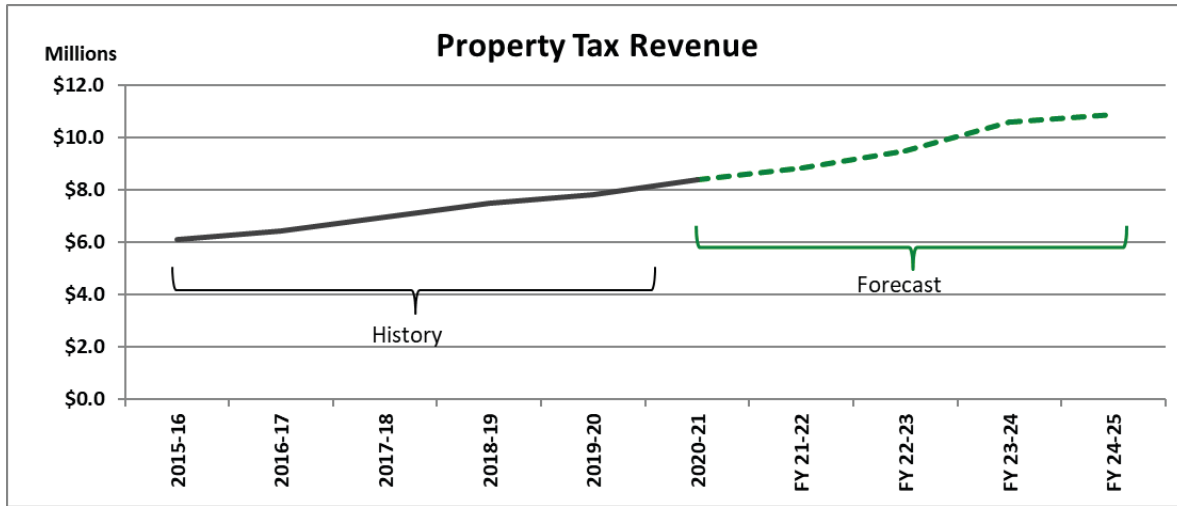




# Five-Year Forecast

The next graph displays the property tax revenue five-year history, the property taxes proposed in the FY 2019-20 budget, and the five-year property tax forecast.

Graph 2



### Hotel/Motel Taxes

The City assesses a Transient Lodging Tax of 5% of the occupancy rents at hotels, motels and vacation rentals, recorded in the budget as the Hotel/Motel Tax. The City began imposing this tax in 1975. With the economic recovery in recent years and the advent of on-line companies, the receipts for this tax have increased a dramatic 50% over the last five years, from \$273,000 in FY 2013-14 to a projected \$415,000 in the FY 2019-20 Proposed Budget. Because a majority of this jump was due to the compliance of on-line companies paying the tax, such a dramatic growth in receipts is not expected to repeat in the future. The 5-year forecast builds off of a base of \$415,000 and assumes growth of 1.25% per year. The City sets aside approximately one-half of these receipts to be used for tourism promotion.

### Right of Way Charges

Another revenue to the General Fund is Rights of Way Charges, also know as Franchise Fees. These charges are assessments on utility companies' gross receipts for using the City's right-of-way. Rates vary by type of utility with telecommunications at 7.0%; electric, natural gas and cable television at 5.0%; water, sewer and stormwater at 4.0%; and garbage at 3%. The City Council recently increased the franchise fees for garbage hauling, from 3% to 5%.

These charges are trending upwards as the City grows and companies add accounts. Going forward, the forecast assumes a 2.5% annual growth rate. This forecast reflects the growing City, and anticipated rate increases for natural gas, electricity and stormwater.

### Transfers In

The General Fund receives transfers in from other funds for services provided to those other funds. The General Fund houses administrative type functions, such as utility billing, accounting, budgeting, human resources, information services, and overall City management of the City Manager and City Council. Other funds, such as Water, Sewer, Roads, Community Development, and the Capital Improvement Program pay for these services via the category of Transfers In.

The methodology used is a combination of overhead allocation and direct charges. Overhead allocation for operating functions is based on an estimated percent of time spent, and direct charges are determined by specific, dedicated efforts.

### Other Revenues

Other revenues to the General Fund include intergovernmental revenues, charges for services, municipal court fines, interest earnings, licenses & permits, and other miscellaneous revenues. Intergovernmental revenue includes state shared revenues (cigarette taxes, liquor taxes, and other revenues) and the City's share of the Clackamas County Library District Levy. Charges for services represent charges for park rentals, recreational programming and the like. Municipal court fines are generated

# Five-Year Forecast

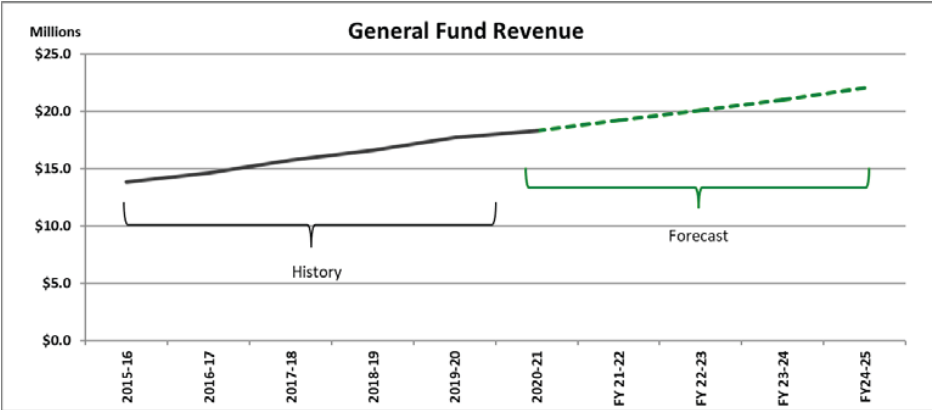
from the adjudication of traffic violations. Interest earnings are earned on cash invested. Licenses and permits are for liquor licenses, business licenses and solicitor permits. These sources combined are expected to grow at a 2% annual average rate.

## General Fund Total Revenue

The various components discussed above comprise the revenues to the General Fund. When taken together, the historical growth over the last five years of the overall General Fund revenues has averaged 5.5%. The forecasted revenue path going forward is projected to grow more conservatively at 4.9% average annual rate, accounting for the risk of uncertainty.

The next graph displays the overall General fund revenue for the last five years, those proposed in the FY 2019-20 budget, and the five-year forecast.

Graph 3



## Expenditures

The General Fund accounts for the expenditures of Parks & Recreation, the Library, the Municipal Court, Police and the City’s Policy and Administration. The General Fund also supports functions in Community Development and Public Works.

The services the General Fund provides to the community are very labor intensive, making up 48% of the General Fund’s operating budget in the FY 2019-20 Proposed Budget. As mentioned earlier in the “Common Assumptions” at the beginning of this document, wages are forecasted to grow at 3%, to account for step increases, promotions, cost-of-living adjustments and merit increase, as well as employee turnover. Benefits and other costs, such as workers compensation, are assumed to increase approximately 4% to 9%. The public employees’ retirement system contribution is included in the forecast, and as mentioned earlier, the contribution rates are expected to increase in the PERS bienniums covered by this forecast period. These growth assumptions are anchored in the FY 2019-20 Proposed Budget, and extends out the staffing levels as proposed over the subsequent five years, with additions in the future noted below.

## Operations

### Parks & Recreation

Parks & Recreation maintains the City’s park system, which includes sports fields, sport courts, picnic shelters, trails, and open spaces, and also provides diverse programming for all ages and abilities. The park system has grown by 14% over the last ten years, from 188 acres in FY 2007-08 to 215 acres in 2016-17, and is expected to continue to add acreage and facilities as growth continues. Additionally, school enrollment has grown by 17% over the same period, indicating a growing youth population. Over the next several years, the Parks Maintenance program will begin maintaining a number of parks located in the Villebois area.

Parks & Recreation continually strives to provide services to match the community’s demand for recreational services, and actively involves the community in park and recreation related planning efforts. Parks & Recreation are in the beginning stages of completing a system-wide review of Park System Development fees, which is a primary source of funding for future parks projects.

# Five-Year Forecast

In FY19-20, the Parks and Recreation increased their work force by 1-Parks Maintenance Specialist and 1-Seasonal Worker to assist with the additional maintenance requirements for newly added parks to the system. As more parks are added, there will be a need to add one additional Park Maintenance Specialist in FY 2023-24, to keep up with the growing system. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available. Overall park maintenance expenditures are forecasted to increase as acreage is added to the system, especially the water expense line for irrigating additional parks, and also including the addition of equipment and tools.

Capital equipment and infrastructure for Parks & Recreation is also funded from the General Fund. Over the next five years, additional park maintenance equipment, such as additional mowers and work trucks, will be requested through the annual budget cycle, as well as play structure replacements and other hard-scape amenities.

## The Library

The Library is a community focal point that provides a full range of professional services to both City residents and non-City residents. The Library encourages daily reading by children, strives to reach out to all communities, and promotes connection to on-line tools. The Library is projected to receive 33.5% of its funding from the City's General Fund, and 60.5% of its funding from the Clackamas County Library District in FY 2019-20. The rest of the funding for the Library is made up of donations, grants, and late fees.

It is anticipated that a position will be added in FY2022-23. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available.

## Law Enforcement

The City contracts with Clackamas County for law enforcement (police) services. Even though the personnel are technically employed by the Clackamas County Sheriff's Office, the City's police force is seamlessly integrated into the City's work force, wearing Wilsonville police uniforms, driving City branded police vehicles, and managed by a Police Chief. Police services include patrol, traffic enforcement, a community service officer, a school resource officer and a detective. There are many other services available through the Clackamas County Sheriff's Office, such as a special investigation unit, a dive/rescue team, additional detectives, a SWAT team, and a bomb squad.

The Police Department embraces a community policing philosophy, maintaining a visible presence in the community. The Department has an active bike patrol program and works closely with the schools, neighborhoods, apartment communities, local businesses and homeowner associations.

In FY2019-20, the budget includes the cost for a personnel level up to 20 full-time equivalents. The forecast does include one additional officer in FY2020-21. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available.

## Municipal Court

The Municipal Court adjudicates traffic violations and City code violations. It receives revenue from court fines paid by defendants.

Over the five-year forecast period, there are no changes anticipated to the Municipal Court.

## Public Works – Administration and Facilities

The Administration and Facilities divisions of Public Works are part of the General Fund, but also receive financial support from other City funds such as water, sewer, stormwater, roads and transit. The Department of Public Works has many different divisions, including the operations for Sewer, Water, Roads, Stormwater, which are funded through non-General Fund resources and are discussed in the respective fund sections of this report.

Public Works Administration and Facilities provide management and overall administrative support to the other Public Works functions, and maintains City buildings and grounds.

Public Works Administration added an Operations Manager and three additional janitorial positions in FY 2018-19. In prior years, the janitorial work had been outsourced but the decision was made to begin using City staff in March 2019. Over the next five years, Public Works Administration and Facilities will need to keep up with a growing city and expanding duties, as well as various

tools and equipment for grounds and building maintenance in the coming years. It is anticipated that a position will be added in FY2020-21 and in FY2022-23, one for each program. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available.

## **Policy and Administration**

Policy and Administration houses the Administration, Finance, Information Services, Legal, and Human Resources. Administration accounts for the office of the City Manager, including the City Recorder, Community Relations and Public Affairs. Finance manages the accounting and budgeting for the City, while Information Services manages the City's computers, network, phone system, websites, various applications, and the Geographic Information Systems. The City's in-house legal team provides general counsel to the City Council and the Urban Renewal Agency, drafts contracts and ordinances, and engages in negotiations with other governments and parties on behalf of the City. Human Resources provides centralized support for all City employees, in addition to managing the City's risk exposure and insurance programs.

Over the five-year forecast period, Information Systems will be renewing various agreements for the City's firewalls and network maintenance. These contracts typically are paid every three to five years. Additionally, Policy and Administration will be requesting one-time funding for software and equipment purchases. The City's core business financial software will need to be replaced, as the current system is no longer receiving enhancements and is not mobile-friendly. This system is for the City's accounting, payroll, permitting and utility billing functions and is expected to begin implementation during FY2019-20. Various high-volume and high-quality printers will need to be replaced. Also, the City's phone system is aging and is proposed to be replaced in FY 2019-20.

The forecast includes a staff increase for each program throughout the five year forecast to support the increasing workloads. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available.

## **Operating Transfers Out**

The General Fund provides financial support to other City departments in the form of transfers. The Community Development Fund receives a General Fund operating transfer for tasks and functions performed that are not directly related to permit fees or billable to other work items, such as code compliance and long-term planning.

## **Capital Improvements**

The General Fund pays for the various capital improvement needs for the operational departments listed above, as well as improvements for the various City-owned structures, if they are not exclusively used by an enterprise function.

Capital improvements are generally included in the City's five-year capital improvement program (CIP), which can be found in the FY 2019-20 Proposed Budget document. Projects tracked in the CIP and funded by the General Fund are those that acquire, improve and repair City assets and buildings that are not used specifically by functions funded by utility rates and charges.

CIP projects funded by the General Fund in this five-year forecast include replacing the City's core business financial software, continuing fiber connectivity, building repairs and renovations, parking lot improvements, HVAC replacements, playground equipment replacement, and improvements to City Hall. In FY 2019-20, pre-construction and planning work for Garden Acres road in the Coffee Creek area is funded through a General Fund reserve established by infrastructure project savings when the Coffee Creek Correctional Facility was constructed. The General Fund CIP is estimated to be \$1 million each year for the next five years.

The CIP section of the budget document also includes multi-year projects that are not capital infrastructure. Master plan studies are an example. Additionally, Planning Projects are included in the CIP. These projects tend to span multiple years, and the CIP is used to track these projects over time.

## **General Fund Forecast**

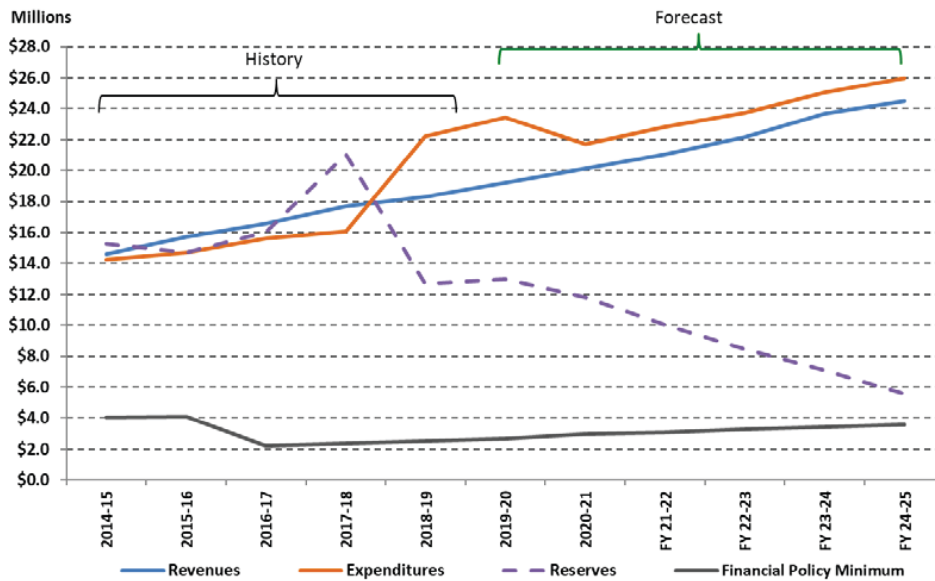
The forecast for the City's General Fund revenues and expenditures over the next five years, based upon the levels of service proposed in the FY 2019-20 Budget and future additions as noted above, shows that the fund will have a continual decrease in the fund balance through FY2024-25. This forecast reveals that increasing levels of service will be difficult in the coming years without drawing down fund balance, and will need to be considered carefully with each budget cycle. It is important to note that the Year 2000 Urban Renewal District is scheduled to close in FY2022/23 which would generate additional property tax revenue

# Five-Year Forecast

that will help close the revenue to expense gap in the future. The closure of the West Side Urban Renewal District will provide additional property tax revenues beyond the five-year period in this report.

Graph 4 below compares the revenue sources discussed above to the expenditure items, and also to the reserve (also referred to as fund balance) contained in the General Fund. The reserve in the General Fund is an eligible funding source, within limits set by policy, particularly for one-time items such as capital outlay and capital projects. Funds have been set aside over the years in the reserve for many of the items mentioned above, such as the business financial software replacement, fiber connectivity and building repairs. Policy limits on the use of the General Fund reserve include maintaining a minimum that is approximately equal to 15% of operations, indicated in the graph below. In FY 2013-14, the City Council added a \$2 million sustainability reserve.

**Graph 4**



For a more detailed view of the five-year forecast, Table 3 displays the General Fund major revenue categories, department expenditures, and transfers. Tables 1 and 2 also displays the net General Fund, first showing the operating net which generally accounts for on-going revenues and on-going expenditures, including the transfer to the Community Development Fund, and then the net after including for the transfer to the CIP.

Graph 4 displays that the expenditure line is above the revenue line, thereby drawing down the fund balance. This draw down is due to dynamics discussed below, as well as the forecasted \$1 million contribution each year to the capital improvement program (CIP).

The financial indicator to monitor is the operating net figure in Table 1. This forecast shows, on a budgetary basis, this net figure dipping below zero indicating that the on-going services provided by the General Fund will require the usage of fund balance until the West Side Urban Renewal district ceases collecting tax increment, at which time the tax increment reverts back to the overlapping taxing districts. As discussed earlier in this report, pressures on the General Fund include funding the PERS contribution rate and providing the service levels needed for the growing City. It is important to note that actual revenues and expenditures vary from budgeted figures. Typically, revenues come in slightly higher than budgeted, and departments typically underspend appropriated budgets because the Oregon Budget Law does not allow budgeted appropriations to be exceeded. Additionally, should the trend in this forecast be realized, this five-year forecast demonstrates that the City has adequate reserves to bridge the shortfall.

TABLE 1 #110 - General Fund Forecast

REQUIREMENTS

Expenditures:

Department	\$	1,313,762	\$	1,269,436	\$	1,564,669	\$	1,876,424	\$	1,932,717	\$	2,029,353	\$	2,090,233	\$	2,294,745	\$	2,363,587	
Administration								1,876,424											
Finance	1,227,933		1,297,627		1,549,991		1,570,308		1,617,417		1,698,288		1,749,237		1,836,699		1,991,800		
Information Systems & GIS	998,259		977,188		1,230,185		1,279,490		1,417,875		1,488,768		1,533,431		1,610,103		1,658,406		
Legal	429,023		545,292		601,038		686,388		706,980		742,329		764,598		802,828		826,913		
Human Resources	647,581		698,191		817,774		880,052		906,454		951,776		1,065,330		1,118,596		1,252,154		
Law Enforcement	4,146,245		3,949,241		4,998,790		5,291,589		5,630,337		5,911,854		6,089,209		6,393,670		6,585,480		
Court	180,855		201,603		225,486		233,535		240,541		252,568		260,145		273,152		281,347		
Public Works Admin	453,441		468,697		631,517		727,304		749,123		786,579		910,177		955,685		984,356		
Facilities	877,829		936,263		1,024,469		1,282,743		1,321,225		1,512,287		1,557,655		1,635,538		1,684,604		
Parks and Recreation	2,315,996		2,705,725		3,094,805		3,389,800		3,491,494		3,666,069		3,776,051		4,064,853		4,186,799		
Library	1,823,557		1,877,688		2,046,851		2,199,281		2,265,259		2,378,522		2,524,878		2,651,122		2,730,656		
Expenditures Subtotal	14,414,481		14,926,952		17,785,575		19,416,914		20,279,421		21,418,392		22,320,944		23,636,991		24,546,101		
Transfers to other funds:																			
Community Development Fund	267,000		293,700		418,070		400,000		410,000		418,200		426,564		435,095		443,797		
To Capital Improvement Program (CIP)	934,720		867,809		3,994,101		3,603,336		1,000,000		1,000,000		1,000,000		1,000,000		1,000,000		
Transfers Subtotal	1,201,720		1,161,509		4,412,171		4,003,336		1,410,000		1,418,200		1,426,564		1,435,095		1,443,797		
<b>Expenditures Total</b>	<b>\$ 15,616,201</b>		<b>\$ 16,088,461</b>		<b>\$ 22,197,746</b>		<b>\$ 23,420,250</b>		<b>\$ 21,689,421</b>		<b>\$ 22,836,592</b>		<b>\$ 23,747,508</b>		<b>\$ 25,072,087</b>		<b>\$ 25,989,898</b>		
Operating net	1,883,834		2,463,344		123,060		(587,120)		(534,771)		(792,857)		(589,295)		(389,495)		(485,987)		
Net after transfer to CIP	949,114		1,595,535		(3,871,041)		(4,190,456)		(1,534,771)		(1,792,857)		(1,589,295)		(1,389,495)		(1,485,987)		
Interfund/Interagency loans:																			
Urban Renewal Agency					3,000,000		9,000,000		3,000,000		3,000,000		3,000,000		3,000,000		3,000,000		
Stormwater Capital Projects Fund					-		-												
Interfund Loans Subtotal					3,000,000		9,000,000		3,000,000		3,000,000		3,000,000		3,000,000		3,000,000		
<b>Ending fund balance</b>	<b>\$ 16,048,040</b>		<b>\$ 21,049,595</b>		<b>\$ 12,685,875</b>		<b>\$ 12,977,850</b>		<b>\$ 11,849,099</b>		<b>\$ 10,056,241</b>		<b>\$ 8,466,946</b>		<b>\$ 7,077,452</b>		<b>\$ 5,591,465</b>		
Financial Policy Minimum	2,371,400		2,371,400		2,669,000		2,972,500		3,103,400		3,275,500		3,412,100		3,610,800		3,748,500		

## Community Development Fund

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### Fund Description

The Community Development Fund (CD Fund) houses the City's functions of planning and permitting land use, planning future growth, reviewing and inspecting plans for private development infrastructure, planning, engineering and managing the construction of public capital infrastructure projects, managing the City's natural resources and stormwater run-off, and managing the City's economic development plan and urban renewal agencies.

### Community Development Fund Revenues and Expenditures

#### Revenues

Revenues received by this fund include Engineering and Planning permit fees, charges for services, and transfers from other City funds. The charges for services are largely comprised of engineering and construction management services provided to the City's urban renewal agency. The utility capital funds transfer in revenue in exchange for engineering, design and management services on City infrastructure projects.

The revenue drivers for this fund include the pace of development and associated applications for permits, as well as the demand for engineering services for capital infrastructure.

#### *Engineering and Planning Fees*

Engineering and planning fees are charged to recover the cost of architectural review, design review, land use review, landscaping plan review, subdivision plan review, and infrastructure project review and inspection. These revenues are tied to the land development business cycle and capital infrastructure build-out.

These fees are very difficult to predict and are dependent upon the volume of permits. The volume of permits, and therefore the revenue derived from them, can be very sensitive to the business and development cycles; as builders are more optimistic, volume can increase drastically in a short period of time. Likewise, when the economy cycles down, volume and the corresponding revenues drop off quickly. In FY 2014-15 and FY 2015-16, revenue from these fees made up about one-third of the fund's revenue. These years saw record breaking development in the City. Going forward, activity is not projected to be as robust as the Villebois neighborhood reaches build out, and so revenue derived from these fees is predicted to drop over the forecast period to an average of about 20% of the fund's overall revenue.

The City Council voted to restructure the Planning and Land Use Fees in the spring of 2017, to better recover costs. Analysis showed that prior to the restructure, these fees were only recovering approximately 45% of the cost of planning and land use review. The restructure was designed to recover an average of 84% of the costs, the rest of the costs subsidized by a General Fund transfer. Planning and land use activities and their associated fees will be closely monitored to evaluate if the fees are overall hitting the target of 84% cost recovery. Current estimates are that fees are recovering approximately 60% of costs. The overall revenue from Planning and Land Use Fees are dependent upon volume, which is expected to decline in the short-term as the Villebois neighborhood reaches build out, and before other areas such as Frog Pond see accelerated development activity.

#### *Charges for Services*

The CD Fund receives revenue from the Urban Renewal Agency in the form of charges for services. Staff within the Department support the Urban Renewal Agency by planning, designing and managing capital infrastructure projects within the Urban Renewal Area boundaries, as well as providing administrative and oversight support to the agency. The City's two established districts, the Year 2000 Plan district and the West Side Plan district, are in a stable period where staff support is relatively steady. The City does have a new Urban Renewal district – the Coffee Creek Plan district. FY2019-20 Budget does include administration support to the CD Fund and will continue to increase as the Year 2000 Plan begins to reduce its support as the district nears the anticipated closure in FY2022-23.

## ***Transfers In***

Engineering provides support to other City departments through planning and managing capital infrastructure projects. For these services provided, the other funds transfer funds to the CD Fund. In addition, engineering and pre-design for the expansion of capital projects are funded by the System Development Charges (SDC) funds, which are accounted for in the CD Fund through this category. Support to the CIP is projected to be relatively constant over the forecast period.

The CD Fund also receives a transfer from the Building Division. The CD Fund houses the central administration and oversight for the Building Division, as well as provides support to the various reviews and inspections performed by the Division, and this transfer reflects the allocated share to that Division. The Stormwater Fund transfers in funds to pay for stormwater management and natural resource administration.

## ***General Fund Support***

Staff within the Department provide customer service, perform long-range planning, and work on general administrative and oversight tasks that are not directly related to fees, charges, or transfers in. Therefore, the General Fund provides support to the Community Development Fund for these tasks. Additionally, the City added project management fees for the Community Enhancement Grant projects in FY 2019-20. Other examples of tasks supported by the General Fund include customer service when the public asks general questions about land use or permitting, coordinating open houses, and coordinating with regional partners.

## **Expenditures**

### ***Operations***

Expenditures from this fund are for the purposes of community development administration, engineering, planning, economic development, natural resources and stormwater management. These functions are provided by City staff and consultants. Important tasks include ensuring the City's compliance with the National Pollutant Discharge Elimination System (NPDES) permit for stormwater run-off, coordinating with regional partners, managing urban renewal plans and projects, conceptually planning future growth areas such as Frog Pond, keeping various infrastructure master plans up to date, and managing the construction of City capital improvements.

The expenditure drivers for this fund include the cost of labor and materials, changes to the regulations contained in the NPDES permit, and the timing and size of future growth areas that need conceptual planning.

The City is currently engaged in the Frog Pond and Town Center concept plans. These efforts are funded in the FY2019-20 by the General Fund.

Although the projects change over time, the Department does not foresee the need for changes to staffing levels over the next five years.

## **Community Development Fund Forecast**

The five-year forecast for the CD Fund shows that on a budgetary basis, the fund continues to struggle with expenditures outpacing revenues. The City engaged consulting services that recommended changes to Planning and Land Use fees to cover more costs, as well as changes to how support to the capital program is budgeted. In the spring of 2017, the City Council voted to restructure Planning and Land Use Fees that became effective May 1, 2017. As noted above, the fees have been structured to recover on average 84% of costs, rather than 45% costs as existed prior to the restructure. However, the revenue yielded from this restructure is greatly dependent upon volume, which is expected to decline for a year or two as the Villebois neighborhood wraps up and the Frog Pond and Coffee Creek areas ramp up with more demand for planning permits in the latter period of the forecast. Cost recovery from fees is currently estimated at 60%.

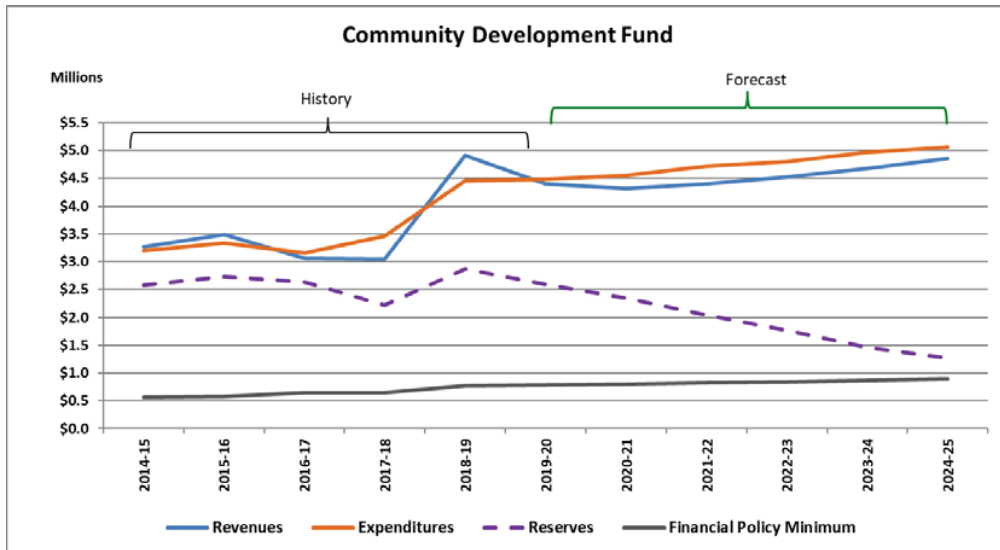
On the expenditure side, the department has experienced a number of vacancies which has meant savings in prior years. Going forward, it is intended to fill these vacancies, and the City has a practice of budgeting at full employment – meaning that as positions become vacant, the actual expenditure is less than budgeted. Staff attrition is likely to occur in the future which would offset any deficit. Another dynamic impacting the forecast is the PERS contribution rates. The contribution rate reset July 1, 2019 and is built into the FY 2019-20 Proposed Budget. It is expected to reset again at each of the next PERS bienniums, on July 1, 2021 and again on July 1, 2023. Estimated increases for the PERS contribution rate is built into the forecast.



# Five-Year Forecast

The graph below of the CD Fund reveals indicates a continual use of fund balance through FY 2024-25, however, it does stay above the Financial Policy Minimum, which is set at 20% of operations. This fund will be monitored closely in each of the coming budget cycles, and actions taken as necessary, to ensure that the ending fund balance remains at or above the Financial Policy Minimum.

**Graph 5**



For a more detailed view of the five-year forecast, Table 2 displays the CD Fund major revenue categories, department expenditures, and transfers. Table 3 also displays the net CD Fund, showing the operating net which generally accounts for on-going revenues and on-going expenditures. A negative net figure implies the use of fund balance, and a positive net figure implies contributions to fund balance.

TABLE 2 #235 - Community Development Fund Forecast

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25
Beginning fund balance	2,728,150	2,635,926	2,412,180	2,673,807	\$ 2,591,415	\$ 2,349,166	\$ 2,037,659	\$ 1,764,736	\$ 1,468,689
<b>RESOURCES</b>									
Revenues:									
Permits									
Engineering	\$ 443,262	\$ 205,969	\$ 207,000	\$ 270,800	\$ 311,420	\$ 373,704	\$ 448,445	\$ 538,134	\$ 645,761
Planning	353,685	326,172	401,980	284,945	299,192	329,111	362,023	398,225	438,047
Permit subtotal	796,947	532,141	608,980	555,745	610,612	702,815	810,467	936,359	1,083,808
Intergovernmental	-	22,183	62,500	-	-	-	-	-	-
Charges for services									
Urban renewal	640,530	748,912	631,300	797,335	805,308	813,361	821,495	829,710	838,007
Traffic engineering	78,660	56,695	43,969	40,000	42,000	42,000	42,000	42,000	42,000
Other	104,461	18,336	299,463	67,000	20,000	20,200	20,402	20,606	20,812
Charges for services Subtotal	823,651	823,943	974,732	904,335	867,308	875,561	883,897	892,316	900,819
Miscellaneous Revenue									
Investment income	22,692	38,658	39,140	55,165	51,828	46,983	40,753	35,295	29,374
Miscellaneous Revenue Subtotal	22,976	41,330	39,340	55,565	52,328	47,483	41,253	35,795	29,874
Operating Revenue Subtotal	1,643,574	1,419,597	1,685,552	1,515,645	1,530,249	1,625,860	1,735,618	1,864,469	2,014,501
Transfers from other funds:									
General Fund	267,000	293,700	418,070	400,000	410,000	418,200	426,564	435,095	443,797
Building Fund	77,214	82,420	84,195	87,604	91,984	96,583	101,413	106,483	111,807
Stormwater Operating Fund	62,533	289,043	285,623	298,267	313,180	328,839	345,281	362,545	380,673
Capital project overhead	1,017,344	965,773	2,437,279	2,096,672	1,967,426	1,934,865	1,915,459	1,906,821	1,907,024
Transfers Subtotal	1,424,091	1,630,936	3,225,167	2,882,543	2,782,590	2,778,488	2,788,717	2,810,945	2,843,302
<b>Revenue Total</b>	<b>\$ 3,067,665</b>	<b>\$ 3,050,533</b>	<b>\$ 4,910,719</b>	<b>\$ 4,398,188</b>	<b>\$ 4,312,839</b>	<b>\$ 4,404,348</b>	<b>\$ 4,524,335</b>	<b>\$ 4,675,415</b>	<b>\$ 4,857,803</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 2,277,931	\$ 2,433,787	\$ 3,177,336	\$ 3,273,480	\$ 3,355,317	\$ 3,523,083	\$ 3,611,160	\$ 3,791,718	\$ 3,886,511
Materials & services	359,615	462,736	703,913	629,877	616,776	603,947	591,385	579,084	567,039
Capital outlay	3,848	7,158	28,000	-	-	-	-	-	-
Expenditures Subtotal	2,641,394	2,903,681	3,909,249	3,903,357	3,972,093	4,127,029	4,202,544	4,370,802	4,453,550
Transfers to other funds:									
General Fund	518,495	560,797	514,700	539,050	544,441	549,885	555,384	560,938	566,547
Building Inspection Fund	-	-	36,472	38,173	38,555	38,940	39,330	39,723	40,120
Transfers Subtotal	518,495	560,797	551,172	577,223	582,995	588,825	594,713	600,661	606,667
<b>Expenditures Total</b>	<b>\$ 3,159,889</b>	<b>\$ 3,464,478</b>	<b>\$ 4,460,421</b>	<b>\$ 4,480,580</b>	<b>\$ 4,555,088</b>	<b>\$ 4,715,855</b>	<b>\$ 4,797,258</b>	<b>\$ 4,971,462</b>	<b>\$ 5,060,217</b>
NET	(92,224)	(413,945)	450,298	(82,392)	(242,249)	(311,507)	(272,923)	(296,048)	(202,414)
<b>Ending fund balance</b>	<b>\$ 2,635,926</b>	<b>\$ 2,221,981</b>	<b>\$ 2,862,478</b>	<b>\$ 2,591,415</b>	<b>\$ 2,349,166</b>	<b>\$ 2,037,659</b>	<b>\$ 1,764,736</b>	<b>\$ 1,468,689</b>	<b>\$ 1,266,274</b>
Financial Policy Minimum	652,700	652,700	778,200	780,700	794,419	825,406	840,509	874,160	890,710

## Building Fund

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### Fund Description

The Building Fund houses the City's functions of building permits and building construction inspections. The Building Division is part of the overall Community Development Department, and ensures buildings and construction are compliant with State law and City code. The Building Fund is a dedicated fund to support building code permitting, inspection, and compliance activities as required by state law.

### **Building Fund Revenues and Expenditures**

#### Revenues

Revenue drivers for this fund include the volume of building permits, building plans and the volume of requested inspections.

#### *Building Permit Fees*

Building Permit Fees cover building plan review and construction activities. These revenues are tied to the building and development business cycle. The building permit fees were last increased in 2006.

These fees are difficult to predict and heavily dependent upon the volume of activity. The City has seen record development recently; however, with the build-out of the Villebois neighborhood, the pace is expected to slow down before ticking back up once Frog Pond gets underway, expected in the latter half of FY 2018-19 and continuing throughout the forecast period. Also, Coffee Creek is expected to begin developing in the latter part of the forecast period.

#### Expenditures

Expenditure drivers for this fund include the cost of labor and materials.

#### *Operations*

The Building Fund accounts the City's functions of permitting and inspecting buildings.

In order to increase staff efficiency and to present a more open feeling for those visiting City Hall, the division will be remodeling space for staff, as well as participating in a front counter remodel. Additionally, the Division will begin to replace its permitting software along the same timelines as the City replaces its core business financial software. This one-time expense would be funded from the fund's reserve.

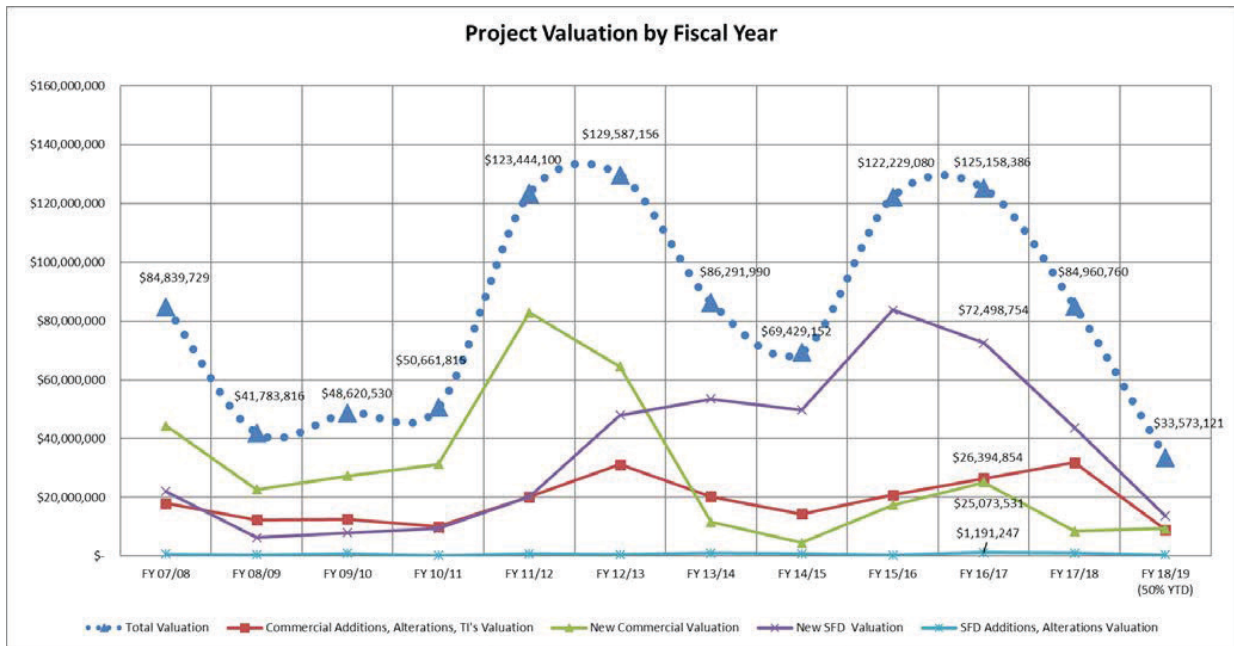
### Building Fund Forecast

The five-year forecast for the Building Fund shows a negative fund balance in FY2022-23. It should be noted that steps will be taken to prevent a negative fund balance during the budget cycle.

The forecast is based on a conservative estimate of future permit revenues as it is difficult to estimate future project valuations. Graph 6 on the following page presents the building activity over nine years and demonstrates the volatility in project valuation over a nine year period beginning FY08/09.

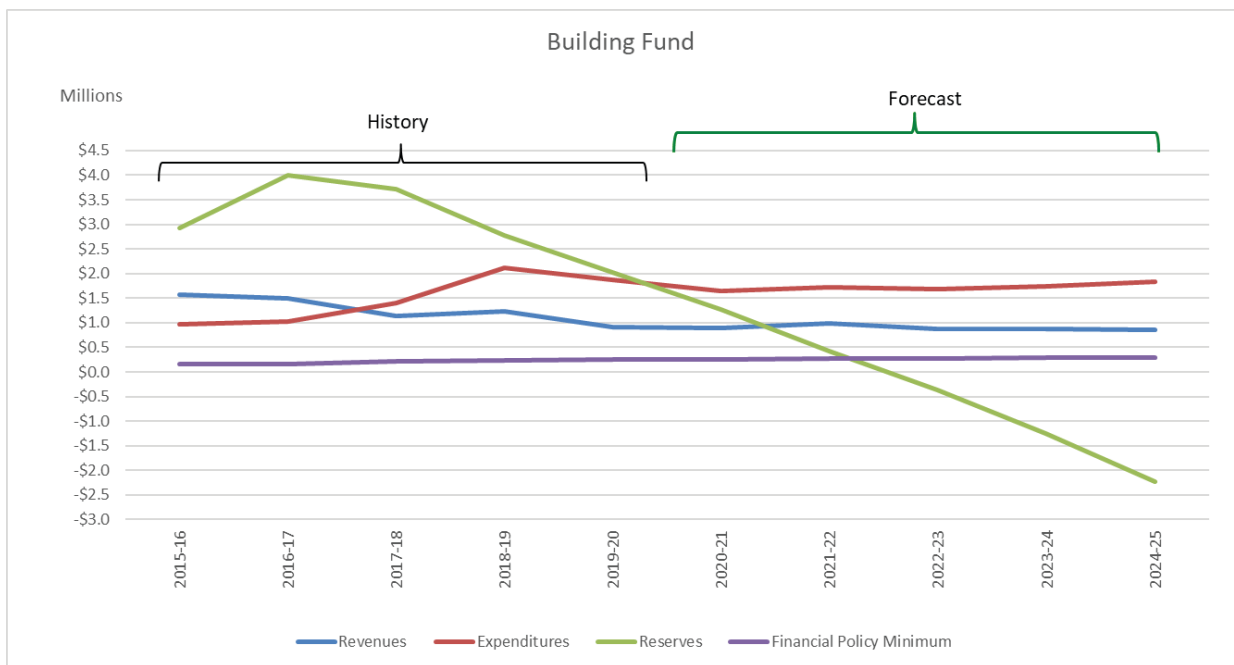
For a more detailed view of the five-year forecast, Table 4 displays the Building Fund major revenue categories, department expenditures, and transfers. Table 4 also displays the net Building Fund, showing the operating net which generally accounts for on-going revenues and on-going expenditures. As noted, with the forecasted revenues and expenditures, the fund will have a negative fund balance in FY2022-23 and corrected measures will be required.

Graph 6



For a more detailed view of the five-year forecast, Table 3 displays the Building Fund major revenue categories, department expenditures, and transfers. Table 4 also displays the net Building Fund, showing the operating net which generally accounts for on-going revenues and on-going expenditures. As noted, with the forecasted revenues and expenditures, the fund will have a negative fund balance in FY2022-23 and corrected measures will be required. Graph 6, below, depicts the information from the table in a graph format.

Graph 7



# Five-Year Forecast

**TABLE 3 #230- Building Fund Forecast**

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25
Beginning fund balance	\$ 3,522,050	\$ 3,991,204	\$ 3,659,009	\$ 2,977,815	\$ 2,016,772	\$ 1,264,797	\$ 430,727	\$ (373,393)	\$ (1,253,380)
<b>RESOURCES</b>									
Revenues:									
Permits	\$ 1,477,251	\$ 1,024,071	\$ 1,135,000	\$ 802,000	\$ 810,020	\$ 848,120	\$ 826,301	\$ 834,564	\$ 842,910
Investment income	17,309	53,062	56,650	70,210	49,986	25,296	8,615	(7,468)	(25,068)
Charges for Services- UR	-	9,200	8,600	9,000	-	-	-	-	-
Operating Revenue Subtotal	1,494,560	1,086,333	1,200,250	881,210	860,006	843,416	834,916	827,097	817,842
Transfers from other funds:									
Community Development Fund	-	47,518	37,701	38,173	38,936	39,715	40,509	41,320	42,146
Transfers subtotal	-	47,518	37,701	38,173	38,936	39,715	40,509	41,320	42,146
<b>Revenue Total</b>	<b>\$ 1,494,560</b>	<b>\$ 1,133,851</b>	<b>\$ 1,237,951</b>	<b>\$ 919,383</b>	<b>\$ 898,942</b>	<b>\$ 883,131</b>	<b>\$ 875,425</b>	<b>\$ 868,416</b>	<b>\$ 859,989</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 693,270	\$ 930,819	\$ 1,030,960	\$ 1,056,480	\$ 1,088,174	\$ 1,142,583	\$ 1,176,861	\$ 1,235,704	\$ 1,309,846
Materials & services	118,386	151,602	186,691	173,553	177,024	180,565	184,176	187,859	191,617
Capital outlay	3,848	22,747	-	-	2,000	2,000	2,000	2,000	2,000
Expenditures Subtotal	815,504	1,105,168	1,217,651	1,230,033	1,267,198	1,325,148	1,363,036	1,425,563	1,503,462
Transfers to other funds:									
Community Development	77,214	82,420	84,195	87,604	89,356	91,143	92,966	94,825	96,722
General Fund	132,688	197,320	211,800	210,650	214,863	219,160	223,543	228,014	232,575
Building CIP Fund	-	22,464	604,665	352,139	79,500	81,750	-	-	-
Transfers Subtotal	209,902	302,204	900,660	650,393	383,719	392,053	316,510	322,840	329,297
<b>Expenditures Total</b>	<b>\$ 1,025,406</b>	<b>\$ 1,407,372</b>	<b>\$ 2,118,311</b>	<b>\$ 1,880,426</b>	<b>\$ 1,650,918</b>	<b>\$ 1,717,201</b>	<b>\$ 1,679,546</b>	<b>\$ 1,748,403</b>	<b>\$ 1,832,759</b>
NET	469,154	(273,521)	(880,360)	(961,043)	(751,975)	(834,070)	(804,121)	(879,986)	(972,770)
<b>Ending fund balance</b>	<b>\$ 3,991,204</b>	<b>\$ 3,717,683</b>	<b>\$ 2,778,649</b>	<b>\$ 2,016,772</b>	<b>\$ 1,264,797</b>	<b>\$ 430,727</b>	<b>\$ (373,393)</b>	<b>\$ (1,253,380)</b>	<b>\$ (2,226,150)</b>
Financial Policy Minimum	162,400	216,500	243,600	246,100	253,100	264,700	272,300	284,800	300,300

# Transit Fund

## Fund Description

The Transit Fund accounts for the City’s transit system – South Metro Area Regional Transit, or SMART. SMART provides fixed route bus service throughout the City of Wilsonville, and connecting service to Salem, Portland, Canby, and Tualatin. SMART also provides an extensive demand-response system (Dial-a-Ride) with priority to ADA-qualified riders, transporting elderly and disabled riders to out-of-town medical appointments.

In addition to fixed-route service, SMART provides business, residents, and visitors of Wilsonville with the resources to participate in various transportation options such as vanpooling, carpooling, bicycling, walking, and telework through the SMART Options Program.

SMART works cooperatively with state and regional partners, including Oregon Department of Transportation (ODOT), TriMet, Cherriots, Canby Area Transit (CAT), Multnomah, Clackamas and Washington Counties, and Portland Metro, in order to ensure equitable access, coordinated transit services and enhance regional mobility of transit programs and projects.

## Transit Fund Revenues and Expenditures

### Revenues

SMART has three primary sources of continuous revenue, a local payroll tax, intergovernmental revenue, and charges for services. The predominant source of ongoing funding is the local payroll tax levied on businesses performing work in Wilsonville assessed on gross payroll and/or self-employment earnings. The local payroll tax represents 53% of the total funding in the Proposed Budget 2019-20. The second largest source is intergovernmental revenue which represents 44% of total funding in the Proposed Budget 2019-20. Intergovernmental revenue includes State and Federal grants and contracts, as well as funding from the Statewide Transportation Improvement Fund (STIF). Finally, charges for service, including fares collected on out-of-town routes and transit pass sale revenue contribute about 2% towards SMART’s local funding.

### Payroll Taxes

The City imposes a payroll tax on local businesses in order to fund the public transit system. The rate is one-half of one percent (0.5%) of wages. This tax rate is determined by the City Council.

An important variable for the payroll tax is the local wage base. Since FY 2008-09, the total wage base has increased annually, on average, 4.3%. For the FY 2019-20 Proposed Budget, as well as, for the five year forecast, the wage base growth, however, is budgeted more conservatively at 2%. Wage base growth depends on the dynamic interplay between the local economy, the composition and type of jobs in the area, and inflationary wage increases. The 2% conservative five year forecast wage base growth rate balances each of these considerations.

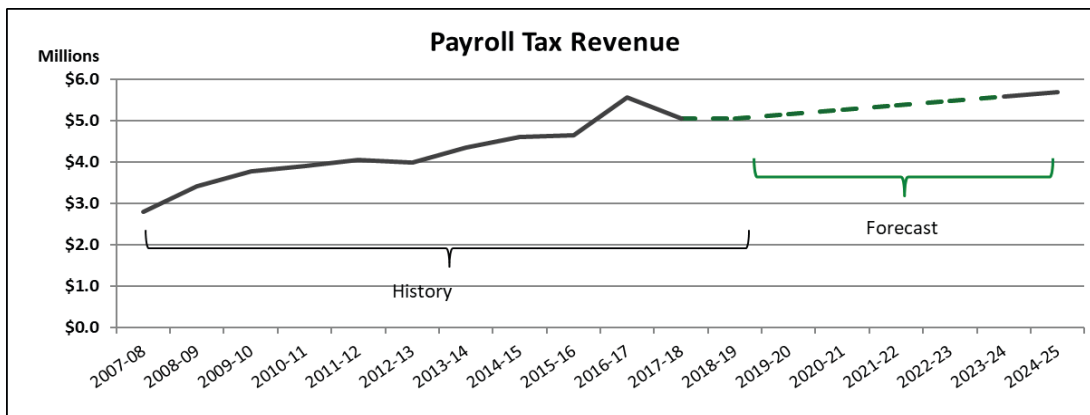
Graph 8



# Five-Year Forecast

The revenue from the payroll tax assessed on the wage base is shown below. One note is that in FY 2007-08, the payroll tax rate was 0.33% of payroll, and in October of 2008, the City Council changed it to the current 0.5% of payroll. Aside from this change in rate, the overall trends for payroll tax revenue follow the same trends as the wage base, with forecasted growth predicted in FY 2019-20 and for the next five years of 2.0%.

**Graph 9**



## Intergovernmental Revenue

In 2017, the State Legislature passed HB2017, *Keep Oregon Moving*, which included a payroll tax of 0.1% (one-tenth of one percent) on employees, beginning on July of 2018. The centerpiece of *Keep Oregon Moving* is the creation of the Statewide Transportation Improvement Fund (STIF). This fund provides a new dedicated source of funding to expand public transportation. The funds from this tax are distributed by the Oregon Department of Transportation in the form of a formula allocation and competitive grants as specified in the legislation to qualified entities, such as SMART.

The formula component is distributed to qualified entities based on taxes paid within their geographic area. For the Proposed FY 2019-20 Budget, SMART anticipates receiving \$1,000,000 in formula funds. For FY 2020-21 this amount is anticipated to increase to \$1,183,000. Beyond that and for the purposes of five year planning the increase thereafter has been estimated at a 2% growth rate. SMART is also eligible for competitive based grant awards from this funding source. SMART has been awarded \$847,000 in competitive STIF funding for FY 2019-20. Competitive award amounts thereafter for the five year forecast have been estimated at \$300,000 annually.

SMART also continues to be the beneficiary of federal and state grants for funding various programs and for purchasing rolling stock. Transit typically receives a grant match for rolling stock of approximately 80% of the cost. Over the last 5 years, operating grants awarded to the Department have varied from a low of approximately \$250,000 to a high of \$380,000. Just over a third is from the Federal Government, the rest from the State and Clackamas County. It is hard to know going forward whether the Federal Government will continue to award grants for operating programs. Going forward in this forecast, it is assumed that operating grants received by the Department will be from Federal, State and Clackamas County sources. The forecast also assumes that the Department will continue to receive capital grants equal to 80% of the planned equipment replacement.

## Fares

SMART provides free service within the Wilsonville City limits. Trips to destinations outside of Wilsonville have fares between \$1.50 and \$3.00. The WES train charges a fare according to the TriMet fare schedule. Fares make up a small percent of the overall revenue stream to the Transit Fund, ranging from 2% to 4% of total revenue over the last five year period.

The fare-paying ridership is largely thought to vary with gas prices and the price of the fare. As gas prices decrease, ridership is expected to decrease. Also, if the transit fare increases, ridership is expected to drop. These two dynamics play off of each other, as many riders weigh the relative cost of bus fares to gas prices. It is hard to know what direction gas prices and ridership, and therefore fares, will take in the future. This forecast is conservative, assuming that fare revenue will remain relatively flat.

## Expenditures

Expenditures of the Transit Fund include wages and benefits for the transit drivers, transit administration, and the repair, maintenance and purchase of the rolling stock. Major drivers of the Transit Fund expenditures include the cost of labor, cost of fuel, and the matching requirement for grant funded capital purchases.

## *Operations*

SMART operates nearly every day of the year, with the exception of Sundays and major holidays. With the passage of HB2017 and this new revenue stream with corresponding service increase expectations, SMART is proposing an additional 4 drivers and 1 supervisor position for the Proposed FY 2019-20 Budget. Beyond that SMART does not foresee adding additional personnel during the five-year period of this forecast. This forecast does assume that PERS contribution rates will increase at the beginning of each PERS biennial cycle. The Proposed Budget for FY 2019-20 include a PERS increase, so the next increase will be July 1, 2021, followed by the next biennium beginning July 1, 2023.

## *Capital Improvements*

The purchase of SMART's rolling stock is considered a capital improvement. Over the next five years, the Department anticipates replacing three Dial-a-Ride vans, three electric buses, a number of the smaller buses, as well as compressed natural gas (CNG) vehicles. These replacements will be spread-out over the next five years, and it is anticipated that the Department will receive 80% funding from grants.

## Transit Fund Forecast

The Transit Fund Forecast Summary indicates that if the discussed assumptions hold true, then the Transit Fund remains in a viable financial position. On average over time, revenues are keeping up with expenditures, thanks to the State transportation package passed in 2017 (HB2017), referred to as allocated to qualified entities as STIF Funds. The Transit Fund balance (also referred to as reserve) is projected to remain above financial policy targets. The reserve in the Transit Fund is an eligible funding source, particularly for one-time items such purchasing buses, as long as it remains above the minimum level, indicated by the financial policy minimum.

It is important to note that this forecast provides perspective for planning for the future. During each annual budget cycle, resources and priorities are reassessed, and modifications are made to maintain a balanced Transit Fund.

For a more detailed view of the five-year forecast, Table 4 displays the Transit Fund's major revenue categories, department expenditures, and transfers. Table 6 also displays the net figure, which is total revenues less total expenditures. However, this figure includes both grant revenue and vehicle purchases. To determine the operating net figure, adjustments were made to measure on-going revenues against on-going expenses. A negative number implies that fund balance is being used to fund operations, which is not sustainable over the long term, because the fund balance will be drawn down to an unacceptable level. A positive number implies that contributions are being made to fund balance.



# Five-Year Forecast

**TABLE 4 #260 - Transit Fund Forecast**

	Proposed 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25
Beginning fund balance	3,864,414	\$ 3,966,624	\$ 3,997,913	\$ 4,000,305	\$ 4,025,075	\$ 4,073,162
<b>RESOURCES</b>						
Revenues:						
Transit tax	\$ 5,151,000	\$ 5,254,020	\$ 5,359,100	\$ 5,466,282	\$ 5,575,608	\$ 5,687,120
Intergovernmental:						
STIF Formula	1,000,000	1,183,000	1,206,660	1,230,790	1,255,410	1,280,520
STIF (competitive)	847,000	300,000	300,000	300,000	300,000	300,000
Grants (#5307, TDM, Other)	2,370,893	600,000	606,000	612,060	618,181	624,362
Intergovernmental Total	4,217,893	2,083,000	2,112,660	2,142,850	2,173,591	2,204,882
Charges for services	185,000	187,775	190,592	193,450	196,352	199,298
Investment income	55,150	79,332	79,958	80,006	80,501	81,463
Miscellaneous	14,000	15,000	15,000	15,000	15,000	15,000
<b>Revenue Total</b>	<b>\$ 9,623,043</b>	<b>\$ 7,619,127</b>	<b>\$ 7,757,310</b>	<b>\$ 7,897,589</b>	<b>\$ 8,041,052</b>	<b>\$ 8,187,763</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 4,146,860	\$ 4,177,961	\$ 4,303,300	\$ 4,389,366	\$ 4,477,154	\$ 4,611,468
Materials & services	2,284,406	2,094,828	2,115,776	2,126,355	2,136,987	2,158,357
Capital outlay	2,451,655	675,000	679,500	684,045	688,635	693,272
Expenditures Subtotal	8,882,921	6,947,789	7,098,577	7,199,766	7,302,776	7,463,097
Transfers to other funds:						
General Fund	567,310	581,493	596,030	610,931	626,204	641,859
Building Capital Fund	70,602	58,556	60,312	62,122	63,985	64,625
Transfers Subtotal	637,912	640,049	656,342	673,053	690,189	706,484
<b>Expenditures Total</b>	<b>\$ 9,520,833</b>	<b>\$ 7,587,838</b>	<b>\$ 7,754,919</b>	<b>\$ 7,872,819</b>	<b>\$ 7,992,965</b>	<b>\$ 8,169,581</b>
NET (Revenues less Expenditures)	102,210	31,289	2,392	24,770	48,087	18,182
<b>Ending fund balance</b>	<b>\$ 3,966,624</b>	<b>\$ 3,997,913</b>	<b>\$ 4,000,305</b>	<b>\$ 4,025,075</b>	<b>\$ 4,073,162</b>	<b>\$ 4,091,344</b>
Financial Policy Minimum	1,286,300	1,254,600	1,283,900	1,303,200	1,322,900	1,354,000

# Water Operating Fund

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## Fund Description

The Water Fund accounts for the City's drinking water utility. The City owns and operates a water treatment plant on the Willamette River and provides water service to residents and businesses within City limits. The City bills for water usage on a monthly basis. The City contracts with Veolia Water North America to operate the water treatment plant.

The Water Operating Fund periodically transfers funds to the Water Capital Fund. The Water Capital Fund accounts for the Capital Improvement Program (CIP) of the water utility.

## Water Fund Revenues and Expenditures

### Revenues

The major drivers of revenue to the water fund include water consumption, the number of customers, the water rates set by the City Council, and the weather as it influences water consumption. Hot, dry weather, for example, tends to drive up usage (excluding drought conditions when usage is curtailed).

### *Charges*

The City charges water customers for the water they use as measured through each customer's water meter. The City has approximately 6,650 water customers. While individual residential usage has been trending slightly downwards over the year, the anticipated growth

The water rates are set periodically by the City Council. At the time of this report, the City had recently engaged a consultant to review the water utility's revenue requirements to determine if a rate increase is necessary in order to sustain the water utility. The results of this review are anticipated before the end of the current fiscal year and will be used included in next year's five-year forecast.

### *Water Sales*

The City can sell up to five million gallons per day of treated water to Sherwood. Sherwood water demand has increased in the last two years and now pays Wilsonville close to \$1.5 million per year for the water.

### *Other Revenues*

The Water Fund also receives interest earnings and will begin to have a transfer from the Water System Development Charges (SDCs) beginning in FY2021-22. The transfer from the Water SDCs is to partially cover the debt service obligation for debt anticipated in FY2020-21 to expand the existing plant capacity to 20MGD.

## Expenditures

Expenditures of the water utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the water. Maintaining, repairing, and replacing the capital infrastructure of the water utility also drive expenditures.

### *Operations*

Water operations include managing and maintaining the water treatment plant and the water distribution system. The water treatment plant is managed under contract by the firm Veolia North America. The water distribution system includes pipes, reservoirs, booster pumps, valves, fire hydrants and wells. Over the next five years, the utility anticipates needing a management analyst, an additional maintenance specialist and a lead technician, as the system grows and becomes more complex.

The water utility also intends on evaluating implementing automated meter reading technology. This would entail retrofitting water meters and supporting equipment in order to allow for this functionality. Additionally, new meters will need to be purchased as the City adds new water accounts.

# Five-Year Forecast

## **Capital Improvements**

The water utility is a very capital intensive operation, including assets such as the treatment plant, miles of pipes, reservoirs, and pumps. The 5 year CIP forecast includes projects from the Water Treatment Plant Master Plan that was adopted by City Council last fiscal year. Projects slated for near future includes the Water Treatment Plant Expansion, Operational Repairs and Replacements and the 5<sup>th</sup>/Kinsman water line construction.

The City is in the early stages of designing a new public works complex, to house personnel associated with maintaining the City's water, sewer, stormwater and roads system. Currently, public works staff share a building with the City's police force, and as the City has grown, staff in these two departments have out grown the building, necessitating that public works relocate. Additionally, public works needs more yard space for large equipment and materials storage. The FY2019-20 CIP budget only includes the cost of completing the design and developing the financing plan.

Over the next five years, the water utility anticipates the need of a lead technician that will be shared with the sewer fund. This position, 70% funded from water, is reflected in FY2020-21 and includes the share of a new vehicle. In FY2022-23, it is anticipated that an additional Water Distribution Technician will also be needed to meet increasing demands.

Beginning in FY2020-21, the Water Operating program will begin a 4-year implementation program of automatic metering infrastructure (AMI). This technology enables a two-way communication between the meter and the central system. In total, the installation of the meters is expected to be approximately \$1.1 million.

Maintenance and repair of the treatment plant, pipes, pumps, valves and the like are funded through the water rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both water rates and SDCs, depending upon whether the project expands capacity or not. The operating fund transfers funds to the CIP under the "Transfers to Other Funds" category. The detail of the 5 year forecast CIP can be found in the FY 2019-20 Proposed Budget document.

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by water rates. Currently, there are two outstanding bond series, one of which will be paid off in FY 2019-20 and the other in FY 2020-21. The forecast does include a \$12,000,000 bond sale in FY2021-22 for construction of various CIPs. The bond repayment will primarily come from the Water SDC Fund for the projects needed due to the growth of the customer and payback is estimated to begin in FY2022-23. This transfer in from the Water SDC fund is reported as a revenue source.

## **Water Fund Forecast**

The five-year forecast for the Water Fund shows that fund remains fiscally healthy, and able to maintain a healthy reserve (also referred to as fund balance) for this capital intensive utility. The ending fund balance is well above the financial policy minimum at the end of the forecast period. The financial policy minimum is set by reserving 20% of operations, maintaining a debt service reserve, and maintaining a contingency for the water treatment plant. The amount above this minimum will be used for major capital repair and replacements, for example, to replace aging critical processing equipment, to increase back-up power capability, to invest in seismic retrofitting, and improve the treatment process.

The five-year forecast predicts water revenue from charges will increase steadily over the period, reflecting the predicted growth of the City. As mentioned above, the City has engaged a consultant to review the financial needs of the water utility, and it is not yet known if a rate increase in the future will be necessary. This forecast assumes the current rate structure remains in effect over the period. The forecast does not account for weather patterns – hot, dry summers tend to mean more revenue as more water is used, while cooler, wetter summers mean less revenue.

Over the five-year period of this forecast, water operations anticipates increases in the PERS contribution rates, as well contractual increases to the contract with Veolia North America, according to the terms of the contract.

For a more detailed view of the five-year forecast, Table 5 displays the Water Fund's major revenue categories, expenditure expenditures, and transfers.

TABLE 5 #310 - Water Operating Fund Forecast

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25
Beginning fund balance	\$ 10,258,642	\$ 11,231,518	\$ 12,936,948	\$ 16,163,695	\$ 14,330,689	\$ 7,622,981	\$ 5,541,282	\$ 6,043,511	\$ 6,166,880
<b>RESOURCES</b>									
Revenues:									
Usage charge	\$ 6,967,411	\$ 7,758,555	\$ 7,124,355	\$ 7,511,000	\$ 7,586,110	\$ 7,661,971	\$ 7,738,591	\$ 7,815,977	\$ 7,894,136
Sherwood usage	1,037,345	1,260,500	1,000,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Connection fees	122,037	88,102	109,000	55,000	55,550	55,828	56,107	56,387	56,669
Turn-off charge	8,825	9,720	11,000	11,000	11,100	11,200	11,300	11,400	11,500
User fee - fire charge	152,602	161,274	140,000	140,000	140,700	141,404	142,111	142,821	143,535
Investment income	96,840	132,714	100,000	270,810	286,614	152,460	110,826	120,870	123,338
Miscellaneous	31,272	31,521	31,000	31,000	30,000	30,000	30,000	30,000	30,000
Bond sale proceeds	-	-	-	-	-	12,000,000	-	-	-
Operating Revenue Subtotal	8,416,332	9,442,386	8,515,355	9,518,810	9,610,074	21,552,862	9,588,934	9,677,455	9,759,179
Transfers from other funds:									
Water SDC Fund	350,000	350,000	350,000	-	-	-	640,000	640,000	640,000
Interfund loan repayments:									
Road Operating Fund	81,446	81,446	81,550	81,550	81,550	81,550	-	-	-
Stormwater Operating Fund	101,807	101,807	102,000	102,000	102,000	102,000	-	-	-
Interfund Loan Rpymts Subtotal	183,253	183,253	183,550	183,550	183,550	183,550	-	-	-
<b>Revenue Total</b>	<b>\$ 8,949,585</b>	<b>\$ 9,975,639</b>	<b>\$ 9,048,905</b>	<b>\$ 9,702,360</b>	<b>\$ 9,793,624</b>	<b>\$ 21,736,412</b>	<b>\$ 10,228,934</b>	<b>\$ 10,317,455</b>	<b>\$ 10,399,179</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 536,668	\$ 545,345	\$ 581,820	\$ 629,168	\$ 733,043	\$ 777,026	\$ 913,836	\$ 968,667	\$ 997,727
Materials & services	3,122,746	3,423,340	4,220,553	4,180,454	5,106,089	4,732,550	5,224,527	5,031,263	5,532,200
Capital outlay	288,472	669,403	690,644	534,000	719,000	635,000	719,000	635,000	635,000
Debt service	1,827,023	1,830,347	1,875,000	1,870,000	1,845,562	774,438	800,000	800,000	800,000
Expenditures Subtotal	5,774,909	6,468,435	7,368,017	7,213,622	8,403,694	6,919,014	7,657,363	7,434,929	7,964,927
Transfers to other funds:									
General Fund	555,268	571,530	746,310	708,800	722,976	737,436	752,184	767,228	782,572
Water Capital Fund	283,178	421,993	1,738,281	3,026,694	6,828,412	16,161,662	1,317,157	1,991,929	2,000,000
Building Capital Fund	463,354	3,684	163,162	586,250	546,250	-	-	-	-
Interfund loans:									
Streets Capital Projects Fund	400,000	-	-	-	-	-	-	-	-
Stormwater Capital Projects Fund	500,000	-	-	-	-	-	-	-	-
Transfers/interfund Subtotal	2,201,800	997,207	2,647,753	4,321,744	8,097,638	16,899,098	2,069,341	2,759,157	2,782,572
<b>Expenditures Total</b>	<b>\$ 7,976,709</b>	<b>\$ 7,465,642</b>	<b>\$ 10,015,770</b>	<b>\$ 11,535,366</b>	<b>\$ 16,501,332</b>	<b>\$ 23,818,111</b>	<b>\$ 9,726,704</b>	<b>\$ 10,194,086</b>	<b>\$ 10,747,500</b>
NET	972,876	2,509,997	(966,865)	(1,833,006)	(6,707,708)	(2,081,699)	502,229	123,369	(348,321)
<b>Ending fund balance</b>	<b>\$ 11,231,518</b>	<b>\$ 13,741,515</b>	<b>\$ 11,970,083</b>	<b>\$ 14,330,689</b>	<b>\$ 7,622,981</b>	<b>\$ 5,541,282</b>	<b>\$ 6,043,511</b>	<b>\$ 6,166,880</b>	<b>\$ 5,818,560</b>
Financial Policy Minimum	3,630,100	3,630,100	3,456,000	3,643,500	3,667,826	3,601,915	3,727,673	3,699,986	3,805,985

## Sewer Operating Fund

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### Fund Description

The Sewer Fund accounts for the City's wastewater treatment utility. The City owns and operates a wastewater treatment plant and maintains the associated collection pipes and lift stations. The City bills for the service monthly. The wastewater treatment plant protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater in compliance with the City's discharge permit. The City contracts with Jacobs (formerly CH2M HILL) to operate the plant.

The Sewer Fund also accounts for the City's industrial pretreatment program. Industries are monitored and regulated regarding what they discharge into the wastewater system, and certain industries must pre-treat their effluent. The program also provides education and outreach to minimize fats, oil and grease, as well as drugs, from entering the system.

The Sewer Operating Fund periodically transfers funds to the Sewer Capital Fund. The Sewer Capital Fund accounts for the Capital Improvement Program (CIP) of the sewer utility.

### **Sewer Fund Revenues and Expenditures**

#### Revenues

Revenue drivers for this fund include sewer rates charged, the size and type of industries, winter water consumption, and the City's population growth.

#### *Charges*

The City charges for use of the wastewater system each month. Currently, the City has about 6,650 sewer accounts.

In general, wastewater is not a metered service. Therefore, provision of wastewater service is generally based on water use, the theory being that most water that enters a customer's establishment goes into the wastewater system. The City uses this assumption for commercial customers. For residential customers, because water usage peaks in the summer, it is assumed to be used for irrigation, and does not enter the wastewater system. As such, the City uses a residential customer's winter water average (November through March of the preceding year) to set the units of usage for the wastewater system for the next year. If commercial customers experience peak summer water usage due to irrigation and want their sewer charges adjusted, they have the option to install an irrigation meter, and their sewer charges will be adjusted according to the water that diverts through the irrigation meter.

The sewer rates are set periodically by the City Council. At the time of this report, the City has engaged a consultant to review the sewer utility's revenue requirements to determine if a rate increase is necessary in order to sustain the sewer utility. The results of this review are anticipated before the end of the current fiscal year and will be used included in next year's five-year forecast.

As the City grows, more accounts will be added, leading to growth in the sewer operating revenue.

#### *Other Revenues*

The Sewer fund also receives interest earnings and a transfer from the Sewer System Development Charges (SDCs). The transfer from the Sewer SDCs is to partially cover the debt service obligation for debt incurred to expand the plant.

#### Expenditures

Expenditures of the sewer utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the wastewater. Maintaining, repairing, and replacing the capital infrastructure of the sewer utility also drive expenditures.

## **Operations**

Sewer operations include managing and maintaining the wastewater treatment plant, the sewer collection system of pipes, and lift stations. Over the next five years, the sewer utility anticipates the need of a lead technician that will be shared with the water fund. This position, 30% funded from sewer, is reflected in FY2020-21 and also includes the portion of cost associated with a new vehicle. An additional maintenance specialist is reflected in FY2021-22 and additional resources for contracting out inspection and cleaning services as the system grows is included in FY2022-23. The new maintenance specialist position will also require a vehicle. The cost of the vehicles are included in the capital outlay line item.

Additionally, operations include managing the Industrial Pretreatment Program, as well as ensuring the City is in compliance with the National Pollutant Discharge Elimination System (NPDES) conditions and permit limits. The City has recently undergone an evaluation of its treatment processes as part of renewing its NPDES permit. Potential new testing requirements could result in increases in costs, but because at this time they are not known, they are not built into this forecast. It is anticipated that any increased costs associated with the NPDES permit will be known for the next forecast cycle.

## **Capital Improvements**

The sewer utility is a very capital intensive operation, including assets such as the wastewater treatment plant, miles of pipes, and pumps. Maintenance and repair of these assets are funded through the sewer rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both sewer rates and SDCs, depending upon whether the project expands capacity.

The City is in the early stages of designing a new public works complex, to house personnel associated with maintaining the City's water, sewer, stormwater and roads system. Currently, public works staff share a building with the City's police force, and as the City has grown, staff in these two departments have out grown the building, necessitating that public works relocate. Additionally, public works needs more yard space for large equipment and materials storage. The FY2019-20 CIP budget only includes the cost of completing the design and developing the financing plan.

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by sewer rates. In 2011, debt was issued to fund improvements and expansions to the treatment plant, and is expected to be retired in FY2030-31. The FY2019-20 CIP budget includes the funding for the Wastewater Treatment Plant for needed expansion in the upcoming years.

## **Sewer Fund Forecast**

The five-year forecast for the Sewer Fund shows that the fund balance (also referred to as a reserve) is drawn down over time, but still remains above the financial policy minimum. The minimum consists of a set aside equal to 20% of operations, in addition to a capital reserve for the plant and a debt service reserve. The fund balance is drawn down to fund the capital program, including a possible public works facility.

The five-year forecast predicts sewer revenue from charges will increase steadily over the period, reflecting the predicted growth of the City. As mentioned above, the City has engaged a consultant to review the financial needs of the sewer utility, and it is not yet known if a rate increase in the future will be necessary. This forecast assumes the current rate structure remains in effect over the period.

Over the five-year period of this forecast, sewer operations anticipates increases in the PERS contribution rates, as well contractual increases to the contract with Jacobs (formerly CH2MHILL).

Over the next five years, examples of capital projects include repairing the outfall at the wastewater treatment plant, improving the Memorial Park and Town Center pump stations, pipe maintenance and rehab in the Charbonneau area, upsizing the Coffee Creek sewer trunk in coordination with the Kinsman Road extension project, and replacing various pipes and valves. The CIP detail is included in each year's annual budget and is considered by the Budget Committee and City Council.

The table on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the proposed budget for FY 2019-20 and five subsequent fiscal years. The table demonstrates that the Fund remains in a sound financial position throughout the forecast period.

# Five-Year Forecast

**TABLE 6 #320 - Sewer Operating Fund Forecast**

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25
Beginning fund balance	\$ 11,635,384	\$ 12,760,247	\$ 13,436,979	\$ 15,235,089	\$ 13,429,584	\$ 12,540,731	\$ 12,226,295	\$ 12,278,090	\$ 11,307,732
<b>RESOURCES</b>									
Revenues:									
Usage charge	\$ 7,614,099	\$ 7,659,209	\$ 7,546,145	\$ 7,789,145	7,905,982	8,024,572	8,144,940	8,267,115	8,391,121
High strength surcharge	499,524	432,760	450,000	450,000	456,750	463,601	470,555	477,614	484,778
Investment income	75,196	182,348	127,602	270,810	268,592	250,815	244,526	245,562	226,155
Miscellaneous	58,374	129,633	27,000	18,000	25,000	25,000	25,000	25,000	25,000
Operating Revenue Subtotal	8,247,193	8,403,950	8,150,747	8,527,955	8,656,324	8,763,988	8,885,022	9,015,290	9,127,054
Transfers from other funds:									
Sewer Development Fund (SDC)	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
<b>Revenue Total</b>	<b>\$ 8,847,193</b>	<b>\$ 9,003,950</b>	<b>\$ 8,750,747</b>	<b>\$ 9,127,955</b>	<b>\$ 9,256,324</b>	<b>\$ 9,363,988</b>	<b>\$ 9,485,022</b>	<b>\$ 9,615,290</b>	<b>\$ 9,727,054</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 302,302	\$ 300,601	\$ 383,530	\$ 402,546	449,622	561,600	578,448	613,155	631,549
Materials & services	2,938,304	3,025,042	3,391,874	3,484,878	3,661,822	3,844,913	4,087,159	4,291,517	4,506,092
Capital outlay	1,773	57,203	29,833	24,000	161,980	75,000	75,000	75,000	75,000
Debt Service	2,935,900	2,997,530	3,030,000	3,000,000	2,945,000	2,945,000	2,945,000	2,945,000	2,945,000
Expenditures Subtotal	6,178,279	6,320,376	6,835,237	6,911,424	7,218,424	7,426,513	7,685,606	7,924,671	8,157,642
Transfers to other funds:									
General Fund	457,750	469,730	527,410	539,500	550,290	561,296	572,522	583,972	595,652
Sewer Capital Fund	622,947	484,720	2,024,402	3,008,786	1,942,713	1,690,615	1,175,098	2,077,005	2,500,000
Building Capital Fund	463,354	3,683	163,162	473,750	433,750	-	-	-	-
Transfers Subtotal	1,544,051	958,133	2,714,974	4,022,036	2,926,753	2,251,911	1,747,620	2,660,977	3,095,652
<b>Expenditures Total</b>	<b>\$ 7,722,330</b>	<b>\$ 7,278,509</b>	<b>\$ 9,550,211</b>	<b>\$ 10,933,460</b>	<b>\$ 10,145,177</b>	<b>\$ 9,678,424</b>	<b>\$ 9,433,226</b>	<b>\$ 10,585,648</b>	<b>\$ 11,253,293</b>
NET	1,124,863	1,725,441	(799,464)	(1,805,505)	(888,853)	(314,436)	51,796	(970,358)	(1,526,239)
<b>Ending fund balance</b>	<b>\$ 12,760,247</b>	<b>\$ 14,485,688</b>	<b>\$ 12,637,515</b>	<b>\$ 13,429,584</b>	<b>\$ 12,540,731</b>	<b>\$ 12,226,295</b>	<b>\$ 12,278,090</b>	<b>\$ 11,307,732</b>	<b>\$ 9,781,493</b>
Financial Policy Minimum	6,042,300	6,042,300	6,058,400	6,095,300	6,162,300	6,221,400	6,273,200	6,321,000	6,367,600

# Stormwater Operating Fund

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## **Fund Description**

The Stormwater Operating Fund accounts for the City's stormwater management utility. This utility works to minimize and control erosion, prevent local flooding, and reduce pollutants and debris from entering local streams and the Willamette River. The utility must remain in compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) Stormwater Management Plan (Plan). The utility does this by conveying stormwater through a system of pipes, detention ponds, catch basins and ditches, which eventually flow into natural drainage systems. The utility also protects and enhances natural habitat, provides leaf control services, and ensures the sweeping of City streets and public parking lots.

The Stormwater Fund accounts for the monthly charges and the daily operations of the utility. Capital improvements are accounted for in the Stormwater Capital Fund, which is not part of this forecast. The Stormwater Operating Fund periodically transfers funds to the Stormwater Capital Fund.

## **Stormwater Fund Revenues and Expenditures**

### **Revenues**

The major drivers of revenue to the Stormwater Fund include the monthly charges, the number of customers, and the number of Equivalent Residential Unit (ERUs) within the City.

### **Charges**

The City bills for stormwater management on a monthly basis. Stormwater charges are based on impervious surface. Residential units are equalized into an ERU, using a standard of impervious area of 2,750 square feet. Commercial and industrial charges are calculated by applying this ERU factor to the impervious area at their site.

The City Council establishes the rates for stormwater, and were last approved beginning in April 2015 for a seven year period. The rate increases are necessary in order to pay for the capital program. A rate study is slated to be completed in FY2019-20 to insure that the rates approved will cover additional projects that have added to the capital improvement program since the last review.

Even as the City grows and adds households, many companies are doing more to reduce their impervious surface area, such as installing rain gardens or pervious surfaces. Growth in households is therefore offset by changes in how commercial and industrial customers manage their stormwater, leading to a projected growth rate of ERUs of about 1% annual average over the next five years.

### **Expenditures**

Expenditures of the stormwater utility are influenced by the cost of labor to run the system, the requirements of the NPDES Plan, and the cost to maintain, repair, and replace the capital infrastructure and natural systems of the utility.

### **Operations**

Stormwater operations include managing and maintaining the stormwater system of pipes, detention ponds, catch basins, ditches, and natural drainage systems.

The 5 year forecast includes an additional maintenance specialist that will be shared with Road Operations. The position and a share of a new vehicle is included beginning in the FY2020-21 time period. A one-time purchase of a single axle vacuum truck is also included in the capital outlay line item for FY2020-21.

### **Capital Improvements**

While the stormwater utility is not as capital intensive as water and sewer, it does have an extensive capital program. Major repairs, replacements and rehabilitation of the stormwater pipes, detention ponds, slopes and natural areas are funded out of the capital program. Maintenance and repair of these assets are funded through the stormwater rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital



# Five-Year Forecast

improvement program (CIP) is therefore funded by both stormwater rates and SDCs, depending upon whether the project expands capacity or not.

The City is in the early stages of designing a new public works complex, to house personnel associated with maintaining the City's water, sewer, stormwater and roads system. Currently, public works staff share a building with the City's police force, and as the City has grown, staff in these two departments have out grown the building, necessitating that public works relocate. Additionally, public works needs more yard space for large equipment and materials storage. The FY2019-20 CIP budget only includes the cost of completing the design and developing the financing plan.

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by stormwater rates. Capital needs have exceeded the cash available to fund the projects, and beginning in FY 2015-16, the Stormwater Capital Fund began borrowing from other City funds, the debt service of which is paid from the Stormwater Operating Fund. It is anticipated another loan million will be needed to pay a portion of the stormwater's share of the public works complex, however, that share has not yet been determined and is not reflected in the forecast.

## Stormwater Operating Fund Forecast

The five-year forecast for the Stormwater Operating Fund shows fund remaining in balance over the time period, with the planned rate increases to fund operations, planned capital improvements and debt service payments.

In FY2020-21, a maintenance specialist that will be shared with the Road Operating Fund is included in the ongoing personnel services line item. One time purchases of a vehicle for the employee and a new single axle vacuum truck is included in the capital outlay line item.

Table 8 displays the expenditures over the next five years, and reflects the additional maintenance work as the City continues to grow, as well as the anticipated increase in the PERS contribution rate. Over the five-year period of this forecast, the City continues its ambitious repair and rehabilitation program of the stormwater assets in the Charbonneau neighborhood. At the same time, the utility intends to continue the rehabilitation of various outfalls, and replace deteriorating stormwater pipes throughout the City. The fund is able to contribute on average \$1.67 million each year to its capital program, minimizing its need to enter into debt.

Table 7 on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the proposed budget for FY 2018-19 and five subsequent fiscal years. The table demonstrates that the Fund remains in a sound financial position throughout the forecast period.

TABLE 7 #370 - Stormwater Fund Forecast

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25
Beginning fund balance	\$ 1,266,749	\$ 2,131,424	\$ 1,815,691	\$ 2,061,803	\$ 423,425	\$ 975,319	\$ 737,943	\$ 727,562	\$ 616,633
<b>RESOURCES</b>									
Revenues:									
Stormwater utility charge	\$ 2,534,577	\$ 2,802,125	\$ 2,928,917	\$ 3,175,000	\$ 3,238,500	\$ 3,303,270	\$ 3,369,335	\$ 3,436,722	\$ 3,505,457
Miscellaneous income	-	6,585	-	-	-	-	-	-	-
Investment income	16,117	41,721	30,900	50,150	8,469	19,506	7,379	7,276	6,166
<b>Revenue Total</b>	<b>\$ 2,550,694</b>	<b>\$ 2,850,431</b>	<b>\$ 2,959,817</b>	<b>\$ 3,225,150</b>	<b>\$ 3,246,969</b>	<b>\$ 3,322,776</b>	<b>\$ 3,376,715</b>	<b>\$ 3,443,998</b>	<b>\$ 3,511,623</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 158,707	\$ 180,308	\$ 259,270	\$ 274,796	\$ 341,040	\$ 366,502	\$ 382,497	\$ 410,447	\$ 427,761
Materials & services	376,910	371,477	473,780	527,543	550,732	564,500	578,612	593,078	607,905
Capital outlay	47,330	16,472	161,964	-	250,000	50,000	50,000	50,000	50,000
Debt service	507,827	507,827	508,500	508,000	221,420	-	-	-	-
Expenditures Subtotal	1,090,774	1,076,084	1,403,514	1,310,339	1,363,191	981,002	1,011,110	1,053,525	1,085,665
Transfers to other funds:									
General Fund	211,246	210,330	236,610	244,000	252,540	261,379	270,527	279,996	288,395
Community Development Fund	62,533	289,043	285,623	298,267	308,706	319,511	330,694	342,268	352,536
Stormwater Capital Fund	319,589	1,071,407	1,627,186	2,685,672	770,637	1,998,260	1,774,765	1,879,138	1,500,000
Building Capital Fund	1,877	-	20,000	325,250	-	-	-	-	-
Transfers Subtotal	595,245	1,570,780	2,169,419	3,553,189	1,331,883	2,579,150	2,375,986	2,501,402	2,140,932
<b>Expenditures Total</b>	<b>\$ 1,686,019</b>	<b>\$ 2,646,864</b>	<b>\$ 3,572,933</b>	<b>\$ 4,863,528</b>	<b>\$ 2,695,075</b>	<b>\$ 3,560,152</b>	<b>\$ 3,387,096</b>	<b>\$ 3,554,927</b>	<b>\$ 3,226,597</b>
NET			(613,116)	(1,638,378)	551,894	(237,376)	(10,381)	(110,929)	285,026
<b>Ending Fund Balance</b>	<b>\$ 2,131,424</b>	<b>\$ 2,334,991</b>	<b>\$ 1,202,575</b>	<b>\$ 423,425</b>	<b>\$ 975,319</b>	<b>\$ 737,943</b>	<b>\$ 727,562</b>	<b>\$ 616,633</b>	<b>\$ 901,659</b>
Financial Policy Minimum	136,800	136,800	146,700	146,700	178,400	186,300	192,300	200,800	207,200

## Street Lighting Fund

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### Fund Description

The Street Lighting Fund accounts for the maintenance and operation of City's street lights. Portland General Electric (PGE) supplies the electricity and bills the City. The City covers this cost through a monthly fee charged on the utility bills. Residential, multi-family, commercial, industrial and non-profits all pay towards the street lighting system.

### **Street Lighting Fund Revenues and Expenditures**

#### Revenues

Revenue drivers for this fund include the monthly charges and number of customers. The customer base is expected to grow on average 2.25% per year.

#### *Charges*

As mentioned above, the City charges a monthly fee for street lighting. For residential customers, the fee ranges from approximately \$2.00 per month to over \$5.00 per month, depending upon the type of lighting fixture. Multifamily units are charged based upon the fixtures and the number of dwelling units, and commercial customers are charged based on the fixtures and the number of full-time equivalents employed.

No changes are anticipated over the next five years.

#### Expenditures

Expenditure drivers for this fund include the price of electricity from PGE, periodic maintenance and replacement of fixtures, and expansion of the system.

#### *Operations*

Street Lighting operations include maintaining the street light fixtures and paying PGE for the electricity. No changes are anticipated over the next five years, other than adding to the system as the City grows, and rate increases imposed by PGE.

#### *Capital Improvements*

The Street Lighting Fund is used to install street lighting where there are gaps, and replace worn poles and fixtures. The City is working to retrofit street lights with light-emitting diode (LED) fixtures during fiscal years 2018-20 through 2020-21, funded by the fund's reserves.

### Street Lighting Fund Forecast

The five-year forecast for the Street Light Fund shows a stable fund with the reserve being utilized to retrofit the City's street lights with LED fixtures. Table 8 on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the FY 2019-20 Proposed Budget and five subsequent fiscal years. The table demonstrates that the Street Lighting Fund remains strong financially throughout the forecast period.

**TABLE 8 #350 - Street Lighting Fund Forecast**

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25
Beginning fund balance	\$ 1,057,587	\$ 1,166,083	\$ 1,097,719	\$ 1,336,388	\$ 1,103,017	\$ 1,227,249	\$ 1,344,376	\$ 1,453,354	\$ 1,553,063
<b>RESOURCES</b>									
Revenues:									
Usage charge	\$ 498,652	\$ 519,886	\$ 518,250	\$ 545,500	\$ 559,138	\$ 573,116	\$ 587,444	\$ 602,130	\$ 617,183
Investment income	12,316	20,653	16,789	25,075	22,060	24,545	26,888	29,067	15,531
Operating Revenue Subtotal	510,968	540,539	535,039	570,575	581,198	597,661	614,331	631,197	632,714
<b>Revenue Total</b>	<b>\$ 510,968</b>	<b>\$ 540,539</b>	<b>\$ 535,039</b>	<b>\$ 570,575</b>	<b>\$ 581,198</b>	<b>\$ 597,661</b>	<b>\$ 614,331</b>	<b>\$ 631,197</b>	<b>\$ 632,714</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Materials & services	\$ 321,171	\$ 331,657	\$ 359,651	\$ 373,843	\$ 394,404	\$ 416,097	\$ 438,982	\$ 463,126	\$ 488,598
Expenditures Subtotal	321,171	331,657	359,651	373,843	394,404	416,097	438,982	463,126	488,598
Transfers to other funds:									
Streets Capital Projects Fund	81,301	148,067	442,270	430,103	62,561	64,438	66,371	68,362	70,413
Transfers Subtotal	81,301	148,067	442,270	430,103	62,561	64,438	66,371	68,362	70,413
<b>Expenditures Total</b>	<b>\$ 402,472</b>	<b>\$ 479,724</b>	<b>\$ 801,921</b>	<b>\$ 803,946</b>	<b>\$ 456,965</b>	<b>\$ 480,535</b>	<b>\$ 505,353</b>	<b>\$ 531,488</b>	<b>\$ 559,011</b>
NET	108,496	60,815	(266,882)	(233,371)	124,232	117,126	108,978	99,709	73,703
<b>Ending fund balance</b>	<b>\$ 1,166,083</b>	<b>\$ 1,226,898</b>	<b>\$ 830,837</b>	<b>\$ 1,103,017</b>	<b>\$ 1,227,249</b>	<b>\$ 1,344,376</b>	<b>\$ 1,453,354</b>	<b>\$ 1,553,063</b>	<b>\$ 1,626,766</b>
Financial Policy Minimum	70,400	70,400	72,000	74,800	78,900	83,300	87,800	92,700	97,800

# Road Operating (Gas Tax) Fund

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## Fund Description

The Road Operating Fund accounts for the gas tax received by the City, for the maintenance of and improvements to its rights of way, including landscape, markings, signs and signals. Gas tax is apportioned by the State based on receipts and population.

## Road Operating Fund Revenues and Expenditures

### Revenues

The major drivers of revenue for this fund are the amount of gas tax received by the State and Wilsonville's population.

#### *Gas Tax*

Oregon gas tax is set by State statute, currently at 34 cents per gallon. The State collects the gas tax, and apportions it to cities based on their respective populations. The State provides a per capita estimate to cities, based upon how much gas tax the State estimates it will receive and the various population estimates of the cities.

In 2017, the State Legislature approved a comprehensive transportation funding package (HB 2017) that increased the gas tax by four cents per gallon, from 30 cents to 34 cents, beginning January 1, 2018. In January of the years 2020, 2022 and 2024 the tax is scheduled to increase an additional two cents per gallon.

Over the five-year forecast period, gas tax revenue is forecasted to increase due to both the increases in the tax approved by the Legislature, and due to the City's population increasing. Gas tax revenues can be sensitive to the price of gas – as gas prices rise, people tend to drive less, driving down gas tax revenues. Similarly, gas tax revenue falls as vehicles become more fuel efficient. It is difficult to predict how gas prices and driving habits may change over time. This forecast attempts to strike a reasonable balance between the approved gas tax increases, and the price elasticity of demand that may dampen revenues.

### Expenditures

The major expenditure drivers for this fund include the cost of labor and materials and new streets as the City grows.

#### *Operations and Capital Improvements*

The Road Fund operations include street repair and improvements, maintenance of City crosswalks and pathways, installation and replacement of pavement markings, and maintenance of signs and signals. The Department also removes graffiti, maintains roadway landscaping, controls litter and vegetation along roadways, and sands streets during inclement weather.

The Department envisions adding a Lead Road/Stormwater Technician in FY2020-21. The cost of this position will be split between the Road Operating and the Stormwater Operating funds. Materials and services operational increases are also anticipated as the number of road miles expands as well as a truck for the new position. In FY 2016-17, the Fund began paying back an inter-fund loan from the Water Fund, which enabled the purchase of land for a future City public works building. The last payment installment is scheduled for FY2020-21.

The City is in the early stages of designing a new public works complex, to house personnel associated with maintaining the City's water, sewer, stormwater and roads system. Currently, public works staff share a building with the City's police force, and as the City has grown, staff in these two departments have out grown the building, necessitating that public works relocate. Additionally, public works needs more yard space for large equipment and materials storage. The FY2019-20 CIP budget only includes the cost of completing the design and developing the financing plan.

Other capital improvements over the next five years are projected to be signal improvements, the replacement of crosswalk flashers, pedestrian enhancements, and various equipment replacements.

### Road Operating Fund Forecast

The five-year forecast shows that the Fund remains in a strong position over the forecast period. Table 9 on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the proposed budget for FY 2019-20 and five subsequent fiscal years. This fund remains financially sound over the forecast period.

TABLE 9 #240 - Road Operating Fund Forecast

	Actual 2016-17	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25
Beginning fund balance	\$ 1,223,124	\$ 1,443,699	\$ 1,064,743	\$ 1,661,890	\$ 1,229,216	\$ 1,419,590	\$ 1,662,684	\$ 2,006,963	\$ 2,179,082
<b>RESOURCES</b>									
Revenues:									
Gasoline tax	\$ 1,406,961	\$ 1,562,485	\$ 1,642,800	\$ 1,800,100	1,818,101	1,854,463	1,873,008	1,910,468	1,929,572
Investment income	13,067	19,528	17,510	25,075	24,584	28,392	33,254	40,139	43,582
Miscellaneous	5,526	2,389	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Operating Revenue Subtotal	1,425,554	1,584,402	1,662,310	1,827,175	1,844,685	1,884,855	1,908,261	1,952,607	1,975,154
<b>Revenue Total</b>	<b>\$ 1,425,554</b>	<b>\$ 1,584,402</b>	<b>\$ 1,662,310</b>	<b>\$ 1,827,175</b>	<b>\$ 1,844,685</b>	<b>\$ 1,884,855</b>	<b>\$ 1,908,261</b>	<b>\$ 1,952,607</b>	<b>\$ 1,975,154</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 339,027	\$ 354,036	\$ 412,651	\$ 373,970	\$ 443,189	\$ 484,780	\$ 514,324	\$ 560,183	\$ 591,989
Materials & services	353,935	444,811	490,632	524,865	541,451	557,694	574,425	591,658	609,408
Capital outlay	14,556	68,144	51,500	-	32,000	35,000	35,000	35,000	35,000
Debt service	81,446	81,446	82,000	82,000	82,000	-	-	-	-
Expenditures Subtotal	788,964	948,437	1,036,783	980,835	1,098,640	1,077,475	1,123,749	1,186,841	1,236,397
Transfers to other funds:									
General Fund	190,235	196,990	223,180	229,520	234,110	238,793	243,568	248,440	253,409
Streets Capital Projects Fund	223,607	469,664	473,671	694,244	321,561	325,493	196,665	345,207	350,000
Building Capital Projects Fund	2,173	-	-	355,250	-	-	-	-	-
Transfers/Interfund Subtotal	416,015	666,654	696,851	1,279,014	555,671	564,286	440,233	593,647	603,409
<b>Expenditures Total</b>	<b>\$ 1,204,979</b>	<b>\$ 1,615,091</b>	<b>\$ 1,733,634</b>	<b>\$ 2,259,849</b>	<b>\$ 1,654,311</b>	<b>\$ 1,641,761</b>	<b>\$ 1,563,983</b>	<b>\$ 1,780,488</b>	<b>\$ 1,839,805</b>
NET	220,575	(30,689)	(71,324)	(432,674)	190,374	243,094	344,279	172,119	135,349
<b>Ending fund balance</b>	<b>\$ 1,443,699</b>	<b>\$ 1,413,010</b>	<b>\$ 993,419</b>	<b>\$ 1,229,216</b>	<b>\$ 1,419,590</b>	<b>\$ 1,662,684</b>	<b>\$ 2,006,963</b>	<b>\$ 2,179,082</b>	<b>\$ 2,314,431</b>
Financial Policy Minimum	172,200	173,800	180,657	179,767	196,928	208,495	217,750	230,368	240,279



Walkway at Murase Park



# 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	Susie Stevens, Councilor
Kristin Akervall, Council President	Ben West, Councilor
Charlotte Lehan, Councilor	

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## ***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	Daphnee Legarza
Susie Stevens	Andrew Karr
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**

Joann Linville  
Daniel McKay  
Angela Niggli  
Fred Ruby  
Jennifer Willard

### **Panel B**

Richard Martens  
Tracy Meyer  
Samy Nada  
Shawn O'Neil  
Ellie Schroeder

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## ***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  
Steve Benson  
Dahe Chen

Diana Cutaia  
Denise Downs  
Katharine Johnson, Vice Chair

## ***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	Reggie Gaines
Megan Chrisman, Chair	Yasmin Ismail
Rich Dougall	Miriam Pinoli

*Youth Representative:*

Halle Schwiebert

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## ***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	Phyllis Millan
Ronald Heberlein	Eric Postma
Peter Hurley	Simon Springall
Kamran Mesbah	

## **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	Lizabeth Price
Darren Harmon	David Stead
Al Levit	Brandon Roben
Dave Pearson	

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## **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
Olive Gallagher	Susie Stevens, Councilor
Amanda Johnson	Craig Dirksen, Metro Councilor, District 3
Jimmy Lee	

## 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

- A. To guide the City Council and management policy decisions that have significant fiscal impact.
- B. To employ balanced revenue policies that provides adequate funding for services and service levels.
- C. To maintain appropriate financial capacity for present and future needs.
- D. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. 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.
- G. To ensure the legal use of financial resources through an effective system of internal controls.
- H. 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 and regulations, and financial reporting that conform to Generally Accepted Accounting Principles. 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 and regulations, and annual financial reporting that conforms to Generally Accepted Accounting Principles (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, and the Comprehensive Annual Financial Reports and continuing disclosure statements will 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 31<sup>st</sup> of the following fiscal year.

C. Annual Audit

1. Comprehensive Annual Financial Report

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 Director of Finance shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.

2. Audit Committee

Formation of an Audit Committee promotes 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, 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).

### 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 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 a timely basis and within budgeted levels. 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 and 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 CIP 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. High 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.

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 earlier.
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. High 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 and furnishing and administrative charges. That is, 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. All fees should be included in the Master Fee Schedule.

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. All fees should be included in the Master Fee Schedule.

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 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. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

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 inter-agency 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. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

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, inter-agency 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 long-term debt and may be interest only and refinanced as is prudent and required for the construction of the asset. Nevertheless, the City shall strive to minimize the use and life of such debt.

Except for short-term or interim financing, the City will issue debt based on a fixed rate.

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, HR, 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 and 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; and advising on financial management. As financial advisors to governmental entities have developed the necessary expertise in a broad range of services, the City will use a consultant for these services.

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.





Tennis Courts at Memorial Park



## Supplies

- 43001 Office supplies: General consumable supplies and parts that are not otherwise listed below. Includes the cost of freight/delivery charges in this account.
- 43002 Postage: Mailing costs whether US postal system or private carrier or courier services. Does not include the rental of postal equipment here (see 44201).
- 43003 Small tools & equipment: Equipment, tools, furniture that are not consumable and costs less than \$5,000 per item; however, tools purchased by Fleet are recorded in 43103. Items of \$5,000 or more are considered capital outlay.
- 43004 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 IS program.
- 43005 In-house Copier/Printer Expense: Supplies, parts and monthly fees for all in-house copier and printers. Includes paper, toner, ink, etc.
- 43099 Other general supplies: Special supply items that don't fit the above categories are budgeted and accounted for here.
- 43101 Fuel: Fuel costs for all City vehicles.
- 43104 Tires: Tire costs for all City vehicles.
- 43105 Chemicals: Chemicals for water/sewer operations.
- 43106 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.
- 43107 Water Meters & Boxes: Purchase of meters and boxes.
- 43199 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.
- 43201 Books: For use by the Library with children's books to be recorded in 43202.
- 43202 Children's books: For use by the Library, see above.
- 43203 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.
- 43204 Audio / Visual Material: Compact disks, DVDs, video tapes. Typically used by the Library.
- 43205 Children's Audio/Visual
- 43206 Database Subscriptions
- 43207 E books

## Utility Services

- 43501 Natural Gas: NW Natural-natural gas bills
- 43502 Electricity: PGE electric bills
- 43510 Water: City water bills
- 43511 Sewer: City sewer bill.
- 43512 Streetlights: City streetlight bills

- 43513 Road Maintenance Charge: City road maintenance bills
- 43514 Stormwater charge: City stormwater bills
- 43520 Garbage Collection: Garbage collection and disposal costs
- 43530 Telephone: Land lines, central costs for switching stations, long distance charges
- 43531 Cellular Phones: Cost of phones and service time from private companies
- 43532 Mobile Units - Airtime: Cost of mobile unit acquisition and airtime costs
- 43533 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.

## Professional & Technical Services

- 44001 Financial Services: Bond advisors, financial consultants, independent auditors, etc.
- 44002 Outside attorneys: Legal representation from firms or individuals not part of the City's Legal Department. Includes bond counsel.
- 44003 Elections: Includes all costs associated with elections including public opinion surveys, fees paid to the County, publication and mailing of election information.
- 44004 Traffic Impact Consultant: Generally used by Engineering program.
- 44005 Labor Negotiations: All costs associated with the union contract such as professional services, printed material, meals and special costs.
- 44019 Other Professional Services
- 44020 Computer Hardware/Software Technical Services: Technical services provided for computer hardware and software. Includes customization costs for existing software programs.
- 44019 Other Professional Services: Services provided by other professional firms or individuals not fitting a category above.
- 44021 Lab work: Technical services provided by outside entities.
- 44022 Meter Reading Services: Water meter reading services provided by outside entities. Includes Eden annual or special support charges.
- 44023 Computer Maintenance Contracts
- 44024 Internet: Costs of accessing and maintaining an Internet presence. Include fees paid to providers and identifiable line or bandwidth costs.
- 44025 Police Protection: Services provided by Clackamas County Sheriff's Office. Includes the cost of bailiffs for municipal court which budgeted by that program.
- 44026 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.
- 44028 Temporary Employment Services: Part-time and temporary help acquired from an outside agency.
- 44070 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.

- 44089 Other Technical / Contractual Services: Services of a technical nature that do not fit one of the categories above. See Repairs and Maintenance categories below.
- 4409X The 4409X 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)

- 44101 Litter pickup
- 44105 Street sweeping maintenance
- 44110 Infrastructure repair/maintenance
- 44111 Charbonneau Tree Preservation Program
- 44112 Street Tree Infill Program
- 44113 Sidewalk Replacement/Infill Program
- 44126 Collection system maintenance
- 44131 Catch Basin maintenance
- 44132 Conveyance maintenance
- 44134 Field Screenings
- 44135 Interagency
- 44136 Unanticipated Maintenance
- 44140 Project Management Fees
- 44150 Janitorial services
- 44151 Building maintenance-major
- 44152 Building maintenance minor
- 44152 Building maintenance
- 44160 Athletic field maintenance
- 44161 Park maintenance
- 44162 Landscape Maintenance
- 44163 Irrigation Maintenance
- 44164 Turf Maintenance
- 44170 Equipment Repair Maintenance
- 44172 Traffic Signals
- 44180 Vehicle Repairs, Maintenance

- 44190 Fleet Services-Interfund Charges
- 44191 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.
- 44201 Tool & Equipment Rental: A broad category including vehicle rentals, tools, office equipment, etc.
- 44202 Transportation Services: Payments to outside providers such as taxis.
- 44205 Building Rental: Office space and storage space rent or lease.
- 44251 Insurance - Casualty: Insurance costs for casualty, employee personnel bonding, etc except vehicle insurance. Note that employee benefit costs are within 412XX.
- 44252 Vehicle Insurance: Insurance costs for City vehicles.

## Parks & Recreation Programs

- 44301 Tourism Development
- 44302 Special Events Expenses: These are unique costs associated with a program. Includes hazardous material program costs and industrial monitoring.
- 44303 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).
- 44304 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.
- 44306 Purchased Transportation Services: Taxi and limousine services.
- 44310 Special Projects: Traditionally used by City Manager's office for special studies that might arise during the new fiscal year.
- 44321 Instructors / Facilitators: Just like the title describes. Generally used by Community Services program.
- 44322 Sports Camp Expense: All costs associated with this Community Services program.
- 44323 Special Programs: Program expenses that do not fit in one of the categories above. (Historically used by the Library)
- 44324 Summer Programs - Library
- 44325 Adult Programs - Library
- 44326 Youth Programs - Library
- 44328 Outreach Programs - Library

## Employee Development

- 44401 Medical evaluation: Cost of testing and evaluation services as necessary.
- 44402 Recruitment expenses: Costs associated with recruiting to fill vacancies. Include advertisements, position brochures, travel, lodging and meal costs
- 44403 Education/Training/Travel: Costs to attend seminars, conferences, and other training opportunities. Include all costs associated with event: registration, travel, meals, lodging, etc.

- 44404 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.
- 44405 Safety and health: Use for safety, health and doctor costs. Can include specific training costs for safety and health purposes.
- 44420 Recognition expenses: Used by Human Resources.

## Fees, Dues, Advertising

- 44525 Legal advertising: Pubic notices and requests for proposals required to be printed in the newspaper.
- 44526 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.
- 44527 Recording fees: Used primarily by Legal and Community Development programs.
- 44528 Fees and dues: City or employee membership in organizations. Also includes special fees paid to regulatory agencies.

## Meeting Expenses

- 44605 Cable telecasting  
Costs to produce and broadcast city activities on Wilsonville public broadcasting channel.
- 44625 Meeting costs  
Meals provided by city.

## Franchise Fees

- 44710 Franchise Fees: Franchise fees paid by utility funds to the City.

## Miscellaneous Services and Supplies

- 44910 Bank Charges: Used by Finance program for bank service charges on checking account and credit card machines.
- 44975 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.
- 44991 Flex Plan Admin: Used by Human Resources program.

## Capital Outlay (Items costing a minimum of \$5,000 and useful life in excess of 1 year)

45010 Land

45020 Building

45030 Improvements

45040 Infrastructure: The above items are typically reserved for use by capital projects.

45050 Machinery & Equipment: All equipment and machinery that does not one of the categories below.

45060 Vehicles: Motorized and licensed vehicles. Includes buses and transit vans. Don't budget tractors, backhoes, etc. here, instead use 45050.

45070 Office equipment / furniture: Photocopiers and other large items that meet the definition of capital outlay and are located and used within an office setting.

45080 Computer & IS Equip: Used by Information Systems program.

45081 Software: Used by Information Systems program.

45090 Other equipment: Typically items used by Public Works.

## Debt Services

47001 Principal

47002 Principal Short Term

47011 Interest

## Transfers Out

49111 Transfers Out - Overhead

49112 Transfers Out - Direct Wage

49114 Transfers Out - PC Network

49115 Transfers Out - GIS

49118 Subsidy

49119 Interfund Loans

49120 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				



Memorial Park Play Structure



**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.

**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.

**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.

**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 Budget**

The City's budget for projects, major repairs, and improvements or additions to the City's fixed 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 fixed asset, or the revitalization of a fixed 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 of all types, 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 fixed asset or increase the capacity, efficiency, span of life, or economy of operating an existing fixed 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) typically have a unit cost of \$5,000 or more; and (3) be a betterment or improvement. Replacement of a capital item is classified as capital outlay under the same code as the original purchase. Replacement or repair parts are classified under materials and services.

**Capital Projects**

Major repairs, improvements or additions to the City's fixed 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.

**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, Community Development, 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.

**Fixed Asset**

Includes City infrastructure, equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$5,000.

**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**

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.

**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 fixed 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 uncollectable 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, where more than 50% of the registered voters vote in the affirmative.

**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 \$1000 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 \$1000 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 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.

**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.

**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.

**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.