

# City of Wilsonville, Oregon

Adopted Budget FY 2023-24



*Cover Photo Taken by Amanda Harmon, winner of the Let's Talk, Wilsonville! 2023 Best of Wilsonville photo contest.*

# City of Wilsonville, Oregon

FY 2023-24

## Quick Facts and Locator Page

	City			More information beginning on page
	Operating	SDC & Capital Projects	Urban Renewal Agency	
<b>Where The Money Comes From:</b>				
Property taxes	\$ 11,009,000	\$ -	\$ 2,989,000	<b>54, 286</b>
Other governments	6,889,673	5,627,687	-	<b>57</b>
Charges for services	27,940,304	-	-	<b>57</b>
Debt issuance	-	-	500,000	<b>304</b>
System development charges	-	7,530,000	-	<b>67</b>
All other revenues	16,659,452	629,177	474,050	<b>53</b>
Beginning fund balance	86,399,122	39,052,752	19,526,709	<b>23, 306</b>
<b>Total Resources</b>	<b>\$ 148,897,551</b>	<b>\$ 52,839,616</b>	<b>\$ 23,489,759</b>	
<b>Where The Money Goes:</b>				
Personnel services	\$ 24,977,542	\$ -	\$ -	<b>73</b>
Materials and services	28,373,905	152,770	1,411,764	<b>73</b>
Capital outlay	3,718,309	-	-	<b>73</b>
Capital projects	-	75,176,610	9,983,000	<b>171, 292, 298, 304</b>
Debt service	5,581,284	452,000	5,484,025	<b>271, 289, 297, 302</b>
Ending fund balance	51,810,497	13,162,430	6,585,970	<b>23, 278, 306</b>
<b>Total Requirements</b>	<b>\$ 114,461,537</b>	<b>\$ 88,943,810</b>	<b>\$ 23,464,759</b>	
Net transfers in (out) of funds	\$ 34,436,014	\$ (36,104,194)	\$ 25,000	
<b>Other Facts:</b>				
Staffing (full time equivalent)	193.35			<b>71</b>
Debt outstanding (est June 2023)	\$ 44,093,930		\$ 7,273,217	<b>271, 289, 297, 302</b>
Permanent Tax rate (per \$1,000)	\$ 2.5206			<b>54, 287</b>
<b>Definitions and Explanations:</b>				
Accounting Funds				<b>22</b>
City Boards and Commissions				<b>A</b>
Financial Management Policies				<b>B</b>
Five-Year Financial Forecast				<b>C</b>
Chart of Accounts				<b>D</b>
Compensation Plans				<b>E</b>
Acronyms & Glossary				<b>F</b>



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Wilsonville  
Oregon**

For the Fiscal Year Beginning

**July 01, 2022**

*Christopher P. Morrill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Wilsonville, Oregon for its annual budget for the fiscal year beginning July 1, 2022. 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 2023-24

## **Budget Committee**

Katie Hamm

Shawn O'Neil

Alicia Moulton

Samuel Scull

Synthea Russell

## **Term Expires**

Dec. 2023

Dec. 2023

Dec. 2024

Dec. 2024

Dec. 2025

Julie Fitzgerald, Mayor

Dec. 2024

Kristin Akervall, Council President

Dec. 2024

Dr. Joann Linville, Councilor

Dec. 2024

Caroline Berry, Councilor

Dec. 2026

Katie Dunwell, Councilor

Dec. 2026

## **City Manager**

Bryan Cosgrove

## **Finance Director**

Keith Katko

## **Assistant Finance Director**

Katherine Smith

## **City of Wilsonville**

29799 SW Town Center Loop East

Wilsonville, Oregon 97070

503-682-1011

[www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)

# City of Wilsonville

FY 2023-24

## Table of Contents

<b>Budget Message .....</b>	<b>ix</b>
<b>Reader's Guide .....</b>	<b>1</b>
City Overview .....	1
Profile .....	2
Organization Chart .....	3
Mission Statement & Values.....	4
Council Goals.....	5
City History Timeline .....	6
About Wilsonville - City Statistics .....	8
Trends and Analysis .....	11
Budget Process .....	14
Budget Assumptions.....	18
<b>Fund Summaries.....</b>	<b>21</b>
Fund Descriptions.....	22
Summary of Resources and Requirements.....	23
Budget Summary - All City Funds Combined .....	24
Summary of System Development Charges (SDC).....	26
Summary of Funds.....	27
General Fund .....	28
Community Development Fund .....	29
Building Inspection Fund .....	30
Transit Fund .....	31
Road Operating Fund .....	32
Road Maintenance Fund .....	33
Water Operating Fund .....	34
Sewer Operating Fund .....	35
Street Lighting Fund .....	36
Stormwater Operating Fund .....	37
Fleet Services Fund.....	38
Water Capital Projects Fund .....	39
Sewer Capital Projects Fund .....	40
Street Capital Projects Fund .....	41
Stormwater Capital Projects Fund .....	42
Facilities Capital Projects Fund .....	43
Parks Capital Projects Fund .....	44

Water Development Charges Fund .....	45
Sewer Development Charges Fund .....	46
Streets Development Charges Fund .....	47
Washington County Transportation Development Tax Fund .....	48
Frog Pond Infrastructure Fund .....	49
Stormwater Development Charges Fund .....	50
Parks Development Charges Fund .....	51
<b>Fund Revenues .....</b>	<b>53</b>
Summary of Program Revenues .....	53
Property Tax Summary .....	54
Assumption for General Fund Revenues .....	57
Summary of Program Fund Revenues .....	58
Building Inspection Fund .....	60
Community Development Fund .....	61
Transit Fund .....	62
Road Operating Fund .....	63
Road Maintenance Regulatory Fund .....	63
Water Operating Fund .....	64
Sewer Operating Fund .....	64
Street Lighting Operating Fund .....	65
Stormwater Operating Fund .....	65
Fleet Service Fund .....	66
Assumption for System Development Charges .....	67
<b>Program Expenditures .....</b>	<b>69</b>
Program Budget Organization .....	69
Summary of Workforce Trends .....	70
Ratio of FTE to Population .....	70
Comparison of Personnel Changes .....	71
Expenditure Summaries .....	73
Policy & Administration .....	74
Administration .....	74
Finance .....	78
Information Technology/GIS .....	82
Legal .....	86
Human Resources/Risk Management .....	90
Community Development .....	94
Administration .....	94
Engineering .....	98
Building Inspections .....	102
Planning .....	106

Public Works.....	110
Administration.....	110
Facilities.....	114
Roads.....	118
Street Lighting.....	122
Water Distribution.....	124
Water Treatment Plant.....	128
Wastewater Treatment Plant.....	132
Wastewater Collection/Industrial Pretreatment.....	136
Stormwater Maintenance.....	140
Parks and Recreation.....	144
General/Community Services.....	144
Parks Maintenance.....	148
Library Services.....	152
Transportation.....	156
SMART Transit.....	156
Fleet Services.....	160
Public Safety.....	164
Law/Code Enforcement.....	164
Municipal Court.....	168
<b>Capital Projects.....</b>	<b>171</b>
Impact of Capital Projects on Operating Costs.....	173
Summary of Appropriations/Resources.....	174
Summary by Program.....	174
Water.....	176
Sewer.....	190
Planning.....	202
Streets.....	208
Streetscape/Bikeway.....	222
Stormwater.....	228
Facilities and Transit.....	238
Information Technology.....	250
Parks.....	256
<b>Debt and Other.....</b>	<b>271</b>
Debt Service Overview.....	271
Long-Term Debt & Limitations.....	272
Overlapping Debt.....	273
Debt to Real Market Value.....	273
Debt per Capita.....	274
Future Debt Plans.....	274



Revenue Supported .....	275
Assigned Balances - Designations/Definitions.....	278
Ending Fund Balances.....	280
<b>Urban Renewal.....</b>	<b>281</b>
Budget Committee and Key Officials .....	282
Budget Message .....	283
Map of Districts .....	284
Quick Facts .....	285
Urban Renewal Agency Overview .....	286
Year 2000 Plan.....	288
Debt Service Fund .....	289
Capital Projects Fund.....	292
Program Income Fund.....	294
West Side Plan.....	295
Debt Service Fund .....	297
Capital Projects Fund.....	298
Program Income Fund.....	300
Coffee Creek Plan .....	301
Debt Service Fund .....	302
Capital Projects Fund.....	304
Wilsonville Investment Now (WIN) Plan.....	305
Program Income Fund.....	305
Summary of Urban Renewal Funds and Outstanding Debt.....	306
Budget Summary: All Urban Renewal Funds Combined History .....	307
<b>Appendix.....</b>	<b>309</b>
City Boards And Commissions.....	311
Financial Management Policies .....	317
Five-Year Financial Forecast.....	331
Chart of Accounts .....	361
Compensation Plan .....	367
Acronyms & Glossary .....	371
Resolutions.....	379
Public Notices/Legal Forms .....	395



Graham Oaks sunset hike. Photo Credit: Jay Slupesky.





May 6, 2023

Dear Budget Committee Members,

Anthony G. Oettenger once said, *“Time flies like an arrow; fruit flies like a banana”*. It is time once again to reflect on the past year, ponder our present state, and plan for the future. Or at least as best we can in the context of a rapidly changing world. Even with the certainty of uncertainty, this budget provides a steady path forward with a deliberate focus on promoting, enhancing, and improving upon the livability of this exceptional community.

And exceptionalism is certainly the standard here. The unique interplay of history, people, place, potential, and opportunity are the driving forces of this remarkable City. The citizens, residents, business leaders, employers, and volunteers, have created a distinct culture here underpinned by an ethos of tolerance, support of diversity, and strong valuation of community. A spirit of altruism, exceptionalism and volunteerism prevails from honored Wilsonville First Citizens, the academic and athletic achievement demonstrated in our K-12 schools, Community Sharing contributors, scout leaders, city council, city boards, commissions and task force members, Chamber of Commerce associates, library friends, friends of trees, arts, culture and heritage advocates, river keepers, Rotarians, Japanese Sister City (Kitakata) relationship tenders, and on and on. This is an engaged community that embraces change, confronts challenges, and actively shapes its own little 7.42 square mile universe.

If there is one consistent theme that has survived the arc of time since Wilsonville was first incorporated on October 10, 1968 it is this: a laser focus on livability. The original comprehensive plan for Wilsonville hangs on the south wall of my office. It serves as a daily visual reminder of how much thought and detail the original town founders of Wilsonville put into laying out a city where livability was the primary objective. This could not have been an easy task for the individuals involved in the planning process as Wilsonville – then and now – was bifurcated by an Interstate Highway. The original comprehensive plan served as the foundation for the city we have today. It was forward-thinking in terms of protecting natural resources, allowing for different housing types, protecting residential areas from commercial and industrial encroachment, and locating commercial and industrial areas close to the freeway for ease of access to I-5. Today’s residents and business owners benefit greatly from the visionary work that went into the city’s original comprehensive plan.

Maintaining a high level of livability requires a continuity of vision, investment in infrastructure, engaged citizenry, and a willingness to fight the good fight when necessary to “keep the flames from the temple”. The history of Wilsonville includes many instances of “fighting the good fight” to protect the livability of this community.

Today, we take for granted the high quality drinking water provided by the Willamette River Treatment Plant. However, when the idea for switching from city wells to building a treatment plant on the Willamette River was first proposed the idea was not, shall we say, “warmly embraced”. Building the plant required a certain level of risk, vision, persistence, heavy public engagement, and major investment. The same can be said of the current location of the Coffee Creek Correctional Facility. The original plan was to locate the correctional facility on the old Dammasch State Hospital site, which today we call Villebois. While state leaders held all the cards and could have built Coffee Creek Correctional facility on the present-day Villebois site, Wilsonville leaders and community members did not back down and the Governor eventually agreed

to move the prison to its current location. There are other examples as well, but the primary point is that vision and principle go hand in glove. This city is fortunate to have deep reserves of both.

Wilsonville's contemporary context of livability consists of encapsulating *safety, security, inclusivity, and opportunity (culturally, economically, and recreationally)*. These elements all combine to create the distinct value of what makes Wilsonville special and poised to take on any challenges that lay ahead. Their continued advancement by City staff at the direction of past and present City Councils, positions this City on a path for a sustainable future. The Council has expressed all of this most concisely through the City's official mission statement: *"To protect and enhance Wilsonville's livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage."*

Challenges to that mission consist of an array environmental, economic, and social concerns. However, the City continues to work towards ensuring a sustainable future for the residents of Wilsonville on every front. Environmentally, City policies prioritize climate resiliency, preparation, urban forestry promotion, City natural ecosystem protection, energy efficiency (such as by way of LED street lighting and the use of transit system electric buses), renewable energy expansion (such as by way of increase area vehicle electric charging stations). Additionally, the City purchases 100% Clean Wind energy for its electric accounts. Economically, while the budgetary process is a yearly endeavor, balancing resources with demands is an ongoing exercise. City financial forecasts look out five years for operational funds and 20 years out for infrastructure funds such as roads, water, sewer, and stormwater. Current challenges include meeting livability demands for additional parks and park amenities for a growing populace, financing facility upgrades for aging buildings, and underwriting underlying infrastructure needs for development expansion (industrial, residential, and commercial). Funding growth in the City for residential development in Frog Pond East and South areas, industrial development Basalt Creek, and redevelopment of the Town Center all require resources for planning and implementation. The long-term benefits of funding such development creates immense dividends by way of increases in tax revenues, economies of scale advantages, creation of employment and housing opportunities for citizens.

Societal challenges endure by way of a myriad demographic, technological, cultural, political and economic factors. Inflationary pressures, increasing interest rates for public projects, shrinking workforce, aging population, outpacing technology, digital divides, A.I., housing costs, responding to those the unhoused, daycare paucity, affordable healthcare, mental health access, are large scale livability influencers. Each variable poses a potential threat to the city's ability to maintain the status quo. City policies reflected in this budget continue to promote a variety of actions. A vibrant senior social service program and a partnership with Wilsonville Community Sharing and with Clackamas County provides for a breadth of social service needs. The City has a full time behavioral health staff person as part of its policing strategy. Additionally, the City prioritizes social connectivity in principal on a variety of fronts. One front in terms of supporting broadband access, free WiFi in the parks, and 5G technology infrastructure, ensure a connected future. In a non-digitized sense, past and current investments support connection through transportation accessibility, pedestrian infrastructure, and a walkable community. The City remains proactive and open to innovative ideas, and feedback to formulate ongoing strategic efforts to respond to today's challenges.

This budget is a numerical expression of the values set forth by Council and a conveyance towards the promotion, improvement, and enhancement of the livability of this community. It provides the means to meet Council goals and objectives reflective of the aspirations, needs, desire of Wilsonville residents, businesses and visitors alike. In this context, I am pleased to present the City of Wilsonville's annual budget for Fiscal Year 2023-24.

**BUDGET STRATEGY, PRIORITIES, & PERFORMANCE**

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

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

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

**BUDGET SUMMARY**

The City’s FY 2023-24 proposed consolidated budget totals \$276.4 million, all funds combined, including reserves and contingencies. Of the total proposed budget, \$267.3 million is appropriated. Spending occurs from appropriated amounts for operating, capital projects (CIPs), debt service, inter-fund transfers and inter-fund loans. Contingencies and set-asides for future use total \$65.9 million. Unappropriated funds, total \$9.1 million, remain in each fund’s fund balance and are set aside for working capital, debt reserves and future needs according to the City’s Comprehensive Financial Management Policies.

*Quick Look Budget Summary (in millions)*

Budgetary Category	FY 22-23 Budget	FY 23-24 Proposed	% Change
Operating Budget:			
Personnel Services	\$23.5	\$25.0	6.4 %
Materials & Services	\$29.0	\$28.5	(1.7)%
Capital Outlay	\$3.3	\$3.7	12.1%
<b>Total Operating Budget</b>	<b>\$55.8</b>	<b>\$57.2</b>	<b>2.4%</b>
Capital Projects (CIP)	\$89.8	\$74.3	(17.3)%
Debt Service	\$5.3	\$6.0	13.2%
Interfund/agency transfers	\$93.5	\$73.0	(21.9)%
Contingency	\$65.6	\$56.8	(13.4)%
Financial Policy Set Aside (unappropriated)	\$8.4	\$9.1	8.3%
<b>Total Proposed Budget</b>	<b>\$318.4</b>	<b>\$276.4</b>	<b>(13.2)%</b>

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**

*“A budget is more than just a series of numbers on a page; it’s an embodiment of our values.”  
(Barack Obama)*

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 \$57.2 million.

- *Personnel Services (PS)* – PS expense is budgeted at \$25.0 million; up 6.4% from prior year with an increase of 3.66 full time equivalent (FTE) positions. An FTE is defined by working 2,080 hours in a year. FTE changes include additions as follows:

Fund	Department	Position	FTE
General Fund	Admin	High School Summer Intern	.075
	Admin	Communications Coordinator	1.00
	Finance	Accounting Technician	0.20
	Legal	Legal Assistant	0.10
	Facilities	Maintenance Technician	1.00
	Parks & Recreation	Parks Worker	1.00
	Parks & Recreation	Supported Parks Teammate	0.38
	Library	Increase staffing hours	0.90
Transit Fund	Transit	Transit Program Coordinator	(1.00)
<b>TOTAL</b>			<b>3.66</b>

Health insurance premiums are budgeted at a 10% year over year increase. In the past, this has been a conservative measure and anticipate again that this will come in under budget. The current tight labor market across Oregon and much of the United States is impacting all industries putting increase pressure finding eligible applicants and ultimately on wage rates. This may be a persistent issue as well into the next fiscal year.

- *Materials & Services (M&S)* – M&S expense is budgeted at \$28.5 million across 26 program areas; down 2.4% over prior year. A complete *program-by-program* analysis of variances by expense type, with corresponding explanation of significant variances, is contained in the Program Expenditures section of this budget book. An aggregation by M&S expense type is displayed in the chart below.

Contracted service make up the largest portion of Materials & Services and includes contracted out Law Enforcement, Water Treatment Plant operations, and Wastewater Treatment Plant operations.

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

Materials & Services (MS) Detail	FY 21-22 Budget	FY 22-23 Proposed	% Change
Contract services	\$14.2	\$15.5	9.2%
Repairs & maintenance	\$3.1	\$3.5	12.9%
Utilities	\$2.9	\$3.1	6.9%
Supplies	\$2.7	\$2.9	7.4%
Other M&S – bank fees, franchise fees	\$4.5	\$1.8	(60.0)%
Community programs, special projects	\$0.8	\$0.9	12.5%
Rents, leases, insurance	\$0.6	\$0.6	-%
Employee development	\$0.2	\$0.2	-%
<b>Total Materials &amp; Services (MS)</b>	<b>\$29.0</b>	<b>\$28.5</b>	<b>(1.7)%</b>

- *Capital Outlay (CO)* – CO expense is budgeted at \$3.7 million, up 12.1% from last year. Capital outlay is one-time, large equipment or vehicle type expenditures.
  - Transit operations is the largest driver of capital outlay with bus purchase expenses fluctuating year over year and often come with long lead times from order until delivery. Expense is recognized upon delivery. Total amount budgeted in the Transit Fund for capital outlay is \$2.1 million for buses with funding from federal capital grant funds.
  - General Fund related outlay includes one Facilities and two Parks Maintenance vehicle proposed outlays for \$179,000. Also includes \$75,000 in proposed PEG funded capital equipment items and \$20,000 for replacement of the library drive-up book drop.
  - Road Operations is proposing to add an asphalt hot box truck which can aid the City in road maintenance. The total cost is \$300,000 from the Road Operating Fund.
  - Water Treatment Plant is proposing equipment replacement outlay of \$655,000.
  - Wastewater Treatment Plant is proposing equipment replacement outlay of \$125,509.
  - Fleet is proposing \$249,000 is scheduled vehicle replacement and \$54,800 in other equipment (sand spreader, compressor trail) outlay out of the fleet reserve.

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

**CAPITAL IMPROVEMENT PROJECT BUDGET**

*“It is not the strongest of the species that survive, not the most intelligent, but the one most responsive to change.” (Charles Darwin)*

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

Categorically, the CIP represents the largest expenditure in the City’s Budget at \$74.3 million excluding any internal overhead project management (OPM) costs. The list of CIP projects budgeted for embraces those included in the most recent long-range capital improvement forecast, master plans, development agreements, and direction from City Council on current demands. This ensures that the City’s capital improvement program includes the embodiment of citizen and Council recommendations as well as the officially stated direction contained within the City’s Comprehensive Plan.

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

The City has several large capital projects budgeted and several additionally through its Urban Renewal Agency component unit. The largest capital project in the City’s CIP budget is \$16.1 million Boeckman Dip Bridge (CIP #4212), with \$9.5M picked up the City’s Year 2000 Urban Renewal Plan. This is the remaining balance of funds available in the UR Plan which will then close upon liquidation. The second largest CIP in the City is the \$12.9 million remaining for the water treatment plant expansion (CIP #1144). This projected if funded one third by the City of Sherwood. The Public Works Complex (CIP #8113) project is on track with remaining budget to completion of \$6.4M. Capital projects (*in millions*) broken out by fund with significant projects of each are noted in the chart below:

CIP Fund	Request	Most significant projects ( <i>as per cost, in millions</i> )
Water CIP	\$22.5	Water Treatment Plan Expansion to 20 MGD (\$12.9M); West Side Level B Reservoir Improvement (\$7.5M)
Sewer CIP	\$9.3	Boeckman Creek Interceptor (\$5.5M); Charbonneau Lift Station Rehabilitation (\$2.3M)
Roads CIP:		
Streets	\$22.6	Boeckman Dip Bridge (\$6.8M City portion); I-5 Pedestrian Bridge (\$5.0); Boeckman Rd Improvement (\$4.0M)
Streetscape	\$0.5	LED Street Light Conversion (\$0.5M)
Planning	\$0.4	Town Center Plan Implementation (\$0.2M); Climate Action Plan (\$0.075M)
Stormwater CIP	\$5.1	Boeckman Creek (\$2.0M); Charbonneau Improvements (\$2.3M)
Facilities CIP:		
Facilities/Transit	\$8.9	Public Works Complex (\$6.4M); KIVA Demolition (\$0.7M)
Information Technology	\$1.4	Fiber Connectivity Project (\$0.79M); Security Access System (\$300,000); Parks Wifi (\$0.2M)
Parks CIP	\$3.6	Boones Ferry Park (\$0.92M); Frog Pond Park (\$0.61M); Boeckman Regional Trail (\$0.42M)
<b>TOTAL</b>	<b>\$74.3</b>	



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. Additional detail on Capital projects are detailed in the Capital Projects section of this budget book.

## **DEBT SERVICE**

*"If you owe your bank a hundred pounds, you have a problem. But if you owe a million, it has."* (John Maynard Keynes)

The City only issues debt to pay for long-term capital improvements. The City has three outstanding long-term, tax exempt, bonded debt issuances at 07/01/23:

- Series 2021: \$19.7 million outstanding obligation related to the 2011 expansion of the City's wastewater treatment plant. This bond was refinanced in FY 2020-21 at a rate of 1.43%. Debt payments are funded through the Sewer Operating Fund and will be fully paid off in FY 2030-31, with approximately \$2.6 million annual payments.
- Series 2022A: \$6.8 million outstanding obligation related to the 2022 expansion of the City's water treatment plant from 15MDG to 20MGD. This bond has a rate of 2.47% with a term of 20 years with prepayment option and debt payments funded through the Water System Development Fund.
- Series 2022B: \$15.5 million outstanding obligation related to the 2022 construction of the Public Works Complex. This bond has a rate of 2.24% with a term of 15 years with prepayment option and debt payments funded through an allocation proportion to Water, Sewer, Roads, and Stormwater Operating Funds.

The City's separate Urban Renewal component units also carry approximately \$7.3 million in debt obligations used to fund capital infrastructure within those districts and paid for by the corresponding tax increment revenue generated within those districts

## **FUND SUMMARIES:**

*"Parks, trails, and rivers / Nature's beauty all around / Wilsonville thrives."* (Haiku as produced from artificial intelligence technology ChatGPT)

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

**General Fund**

The General Fund accounts for resources devoted to services most commonly associated with local government, including Law Enforcement, Parks and Recreation, Library, Municipal Court, Policy & Administration, Public Works Administration, and Facilities. The details for these program areas can be found in the Program Expense section of this budget document. The FY 2023-24 Budget for the General Fund, including reserves and contingencies, is \$43.6 million, a decrease of \$2.0 million over the FY 2022-23 Budget of \$45.6 million.

The decrease is the result of overnight lending in the prior year to the City’s Urban Renewal District. The overnight loans are budgeted for as both an outflow requirement in the General Fund and a corresponding inflow of resources in accordance with Oregon budget law. Under state law for urban renewal (ORS 457.435 and 457.440), tax increment collections in the urban renewal districts may only be spent to pay principal and interest on indebtedness. The City issues the overnight loans from the General Fund to release collections for urban renewal funded capital projects. The loans are paid back the next day. This strategic financing endeavor allows the City to save on the expenses associated with outside bonding.

The General Fund budget also includes \$7.0 million transferred out to other funds for specified purposes as outlined in the chart below.

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

Transfer out to:	Budget	Project funding including:
CD Fund	\$0.7	CD Fund subsidy for long range planning efforts
Streets CIP/Planning	\$0.7	Basalt Creek, Frog Pond, Town Center, climate action plan, Climate Friendly Equitable Community transportation (CFEC) analysis update
Facilities CIP	\$3.4	Fiber connectivity project, Annual City facility repairs, HVAC replacements, annual furniture replacement, annual copier replacement program, annual network upgrades, security access system, parking lot repairs, KIVA demolition, transit oriented development, library patio fencing, Community Service Block Master Plan, Charbonneau Well House improvements, PW/Police facilities modifications, Community center siding, City Hall flooring phase II, Parks WiFi
Parks CIP	\$2.2	Memorial Park Master Plan implementation, Boeckman Creek Trail slope stabilization, annual play structure replacement, urban forestry management plan, Boones Ferry Park Master Plan implementation, annual interpretive panel repairs, Merryfield Trail updated, Parks and Greenspace ADA, Urban Forest resilience, Natural areas management plan, public works standards update, parks infrastructure fee study
<b>TOTAL Transfers Out</b>	<b>\$7.0</b>	

The General Fund’s budgeted ending fund balance for FY 2023-24 is \$10.3 million, with \$3.6 million unappropriated in accordance with City financial policies. Additionally, \$3.8 million is designated for strategic one-time future uses, including \$2.0 million as a sustainability reserve and \$2.3 million is restricted from a \$1.9 million State of Oregon grant from the transit oriented development project and \$415,000 in unused PEG Fee (public, educational, governmental access channel) revenues.

Incidentally, General Fund budgeted property tax revenues are budgeted 19% over the FY 2022-23 budget based on a 5% assessment growth assumption, as well as, an additional inflow amounts from the closure of the Year 2000 Urban Renewal Plan and a winding down reduction in the West Side Urban Renewal Plan. The Year 2000 Plan closure releases \$3.7 million in tax increment back to affected overlapping taxing districts, with the City of Wilsonville’s appropriated share roughly 20% or \$740,000. The West Side Plan’s tax increment collection has been capped at \$5 million for a number of years. For FY 2023-34, the Plan is

winding down with its outstanding debt nearly paid off the plan's increment will be reduced to roughly \$1.6 million, releasing \$3.4 million in tax increment back to affected overlapping taxing districts, with the City of Wilsonville's appropriated share roughly 20% or \$680,000.

### **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 2023-24 Adopted Budget for the CD Fund, including reserves and contingencies, is \$6.0 million. Resources for this fund are generated from Transfers-In from other funds, as well as from engineering (plan check) and planning permits. Transfers-in are the revenue generated from the overhead (work performed by CD Staff) charged on various CIP projects.

The Community Development Fund is set up to operate where on-going revenues are sufficient to cover on-going expenditures. However, for the FY 2023-24 budget, this fund is anticipating a deficit of approximately \$508,945. The fund's resources are driven by staff's charging of time to specific projects with a variety of funding sources (for example water, sewer, stormwater system development fees) who intern reimburse the CD Fund by way of transfer-in revenue. Because of unfilled engineering positions, certain projects are delayed and thus reimbursement revenue is deferred. Additional pressure on the CD fund is from the reduction in administrative and project fee revenue allocated to the CD Fund for the managerial oversight and related project management in the Urban Renewal Agency. Administrative fee revenue has been eliminated from the Year 2000 District and reduced from the Westside District in preparation for their closing and for fund preservation for the remaining projects in both districts. For FY 2023-24, the General Fund is budgeted to contribute \$750,000 as a contribution for long range planning efforts in this fund. The fund's ending fund balance is predicted to end FY 2023-24 at approximately \$946,430.

### **Building Inspection Fund**

The Building Inspection Fund is dedicated to the administration and enforcement of building codes. It is funded entirely through permits and charges for services on local development. Operating revenues are projected and budgeted down 13% over prior year budget, while operating expenses remain flat. The FY 2023-24 budget for the Building Inspection Fund, including reserves and contingencies, is \$4.3 million.

The drop in operating revenues is reflective of the cyclical peaks and troughs of development receipts, with permits often pulled in advance and revenue subject to timing differences with expense, as inspections typically trail. The fund is doing well and development remains stable though abated from days of Villebois build out for. The fund balance is predicted to end FY 2023-24 at approximately \$2.6 million, which is well above the financial policy target of \$266,500. The remaining \$2.3 million is set aside in the fund's contingency and provides a cushion to weather permit receipt timing.

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

The two similar sounding funds with two different purposes and funding sources. The Road Operating fund accounts for the City's allocation of the state's gas tax and is used for the repair and maintenance associated with streets. The state gas tax rate is \$0.38 cents per gallon, of which a portion is allocated back to cities and counties, based on their population size, for the explicit and sole use as outlined in the state's Constitution, "...*exclusively for the construction, reconstruction, improvement, repair, maintenance, operation, and use of public highways, roads, streets, and roadside rest areas in this state*" (OR Constitution, Article IX, Section 3a). The biggest operational threats to the City's Road Operating Fund are from people driving less and/or driving more fuel-efficient vehicles. For now however, the revenue trend remains strong and gas tax revenue is projected to increase 9% over prior year budget in part due to the City's population growth. The Road Operating Fund is predicted to end FY 2023-24 with a \$1.7 million fund balance, down

\$1.7 million, due to an increase transfers-out to the Roads CIP fund for CIP related funding, particularly for a one-time \$1.0 contribution for the Boeckman Bridge project.

The Road Maintenance Fund was established with a special fee on commercial and residential dwelling to be used for major road repairs and reconstruction on existing roadways. The fund has budgeted a \$3.2 million transfer to the Roads CIP fund for street maintenance projects detailed in the CIP section of the budget, and anticipates an ending FY 2023-24 fund balance of \$3.1 million.

### **Transit Fund**

The Transit Fund accounts for the activities of Wilsonville's transit system: South Metro Area Regional Transit (SMART). SMART's operations are mainly funded by a 0.5% employer tax on payroll. The FY 2023-24 Proposed Budget for SMART, including reserves and contingencies, is \$26.5 million.

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

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

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

The budgeted Transit Fund balance at the end of FY 2023-24 is \$15.1 million, well above the financial policy minimum of \$1.7 million.

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

The Water Operating, Sewer Operating, Stormwater Operating, and Street Lighting Funds are Enterprise type funds. Enterprise funds are self-supporting funds that sell goods or service to the general public for a fee. These four funds combined are anticipated to recognize \$22.8 million in charges for service revenue in FY 2023-24, including approximately \$1.6 million in water sales to the City of Sherwood. The City serves approximately 7,000 utility customers and processes around 85,000 payments a year.

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

- Water CIP transfer-outs total \$9.9 million and includes: \$4.3 million for the Water Treatment Plant expansion from 15 MGD to 20 MGD capacity (CIP #1144), which is also financed through an additional \$4.3 million from the Water SDC Fund and \$4.3 million contribution from the City of Sherwood. You may recall the City took out bonded debt of \$7 million in FY 2021-22 in order to preserve existing the existing Water SDC Fund balance for other capital needs. Also includes \$3.9 million for the West Side Level B Reservoir project (CIP 1149).
- Sewer CIP transfer-outs total \$9.1 million and includes: \$2.5 million for Charbonneau Lift Station rehabilitation (CIP #2106), \$1.3 million for other Charbonneau specific rehabilitation projects (CIP #2500), and \$4.7 million for the Boeckman Creek Interceptor project (CIP #2107).
- Stormwater CIP transfer-outs total \$5.4 million and includes: \$2.5 million for Charbonneau specific rehabilitation projects (CIP #7500) and \$2.3 million for Boeckman Creek Flow Mitigation (CIP #7068).
- Street Lighting transfer-outs includes: \$0.5 million for the LED street light conversion project (CIP #4722).

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

## **Conclusion**

*“Our very survival depends on our ability to stay awake, to adjust to new ideas, to remain vigilant and to face the challenge of change.” – Martin Luther King Jr.*

This City, as an organization, works very hard and takes great pride in its operational efficiency and mastery of the mechanics involved in a diverse set of municipal operations. From street sweeping, roadway construction, risk management, water treatment, water delivery, wastewater collections, wastewater treatment, stormwater management, natural resource protection, building inspections, economic development, emergency operations, street lighting, law enforcement, code enforcement, library, transit, planning, parks maintenance, and parks and recreation operations, etc., the City more often than not shines bright. As the sole community provider of these services, this is rightly so a community expectation.

As an additional community expectation, this organization embraces continuous improvement, change, adaptation, and growth. In every type of operation there is always room for improvement and the one constant city government shares with every other type of organization is the need to adapt to a changing environment without losing the essence of what makes us unique. By way of a well-defined City mission, ongoing community engagement, and City Council goals, staff is able to stay laser focused on effective service delivery, planning, and preparation in everything that comes our way.

We are excited about the road ahead. Sustainability, with an eye on both the present and the future, has long been a City of Wilsonville ethic. I’m proud to submit another balanced budgeted in support of continuing this tradition. The FY 2023-24 Proposed 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.

## **Acknowledgements**

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

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

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

Sincerely,

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

Bryan Cosgrove  
Budget Officer and City Manager



The City of Wilsonville is located in the State of Oregon, in the beautiful Pacific Northwest region of the United States of America. With a population of 27,414, it is a small but rapidly growing community with vibrant residential areas, thriving businesses, and a clear vision for its future.

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

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

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

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

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

# Profile

## PROFILE OF THE GOVERNMENT

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

## PROFILE OF THE BUDGET:

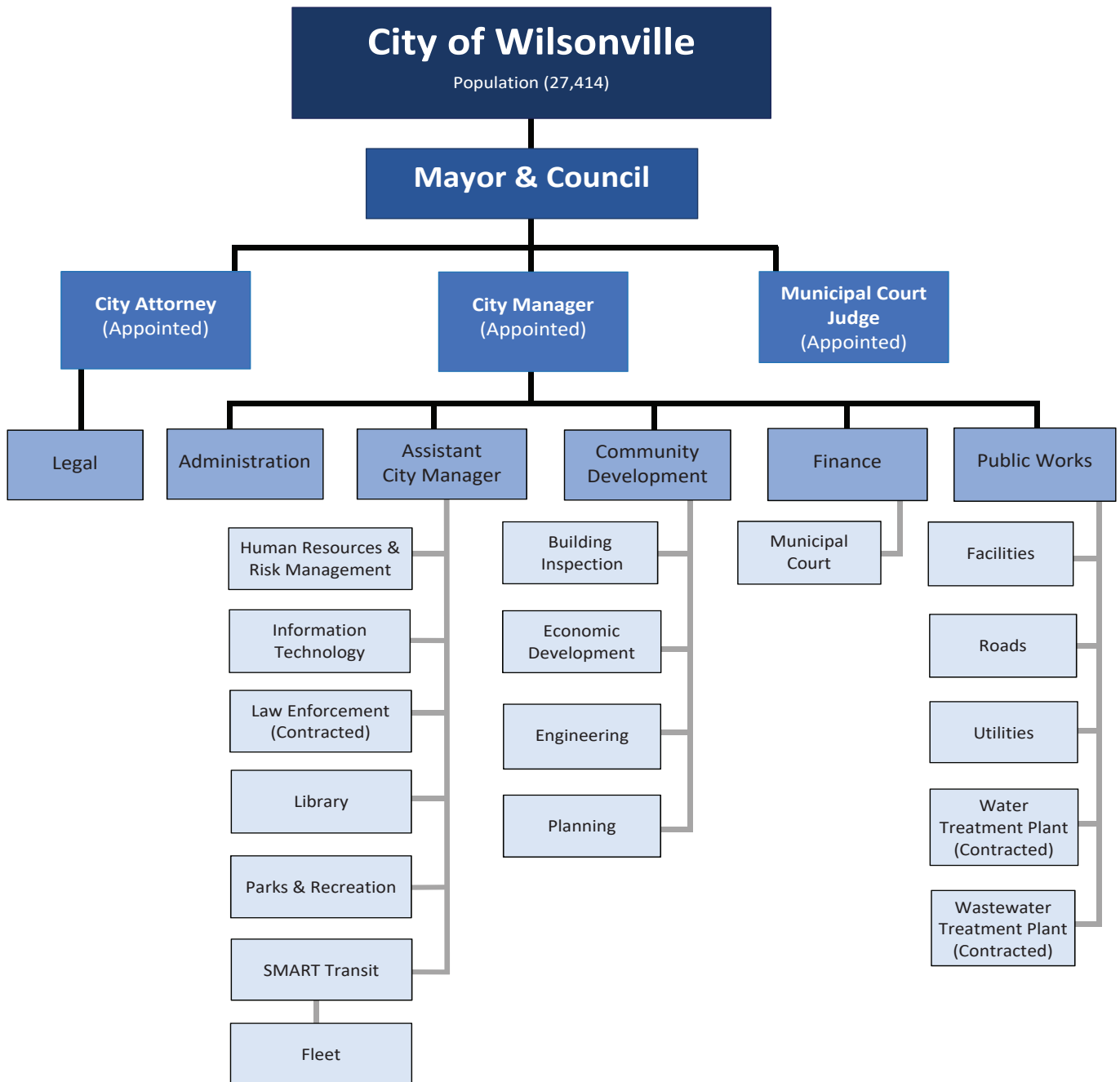
The City prepares its annual budget in accordance with Oregon budget law, the policies and priorities set forth in the City's Comprehensive Plan, City Council Goals, the needs of the community, and federal and state laws. The budget provides the financial framework for implementing and focusing on these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

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

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

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





**Boards & Commissions**

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

# Mission Statement & Values

## Mission Statement

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

## Values

### Diversity, Equity + Inclusion (DEI)

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

### Sustainable

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

### Economic Opportunity

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

### Environment

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

### Safety

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



The City Council and Executive Team worked together to identify goals and strategies for 2021-2023 that will build on the work and success of previous years, while also addressing new challenges and shifting community needs. The City will begin work on these goals in addition to maintaining high-quality core City services and completing prior goals and work plans that are still in progress.

## ***Goal 1: Increase mobility for all in Wilsonville***

- Advocate at the federal, state and regional level to complete the Boone Bridge replacement.
- Pursue a legislative strategy to support aligning the SMART service boundaries with the City limits.
- Work with ODOT to incorporate the French Prairie bridge crossing into the Boone Bridge project.
- Leverage existing City funds to attract outside funding for the I-5 bike and pedestrian bridge.
- Implement existing transportation plans and advance planning efforts to improve our local transportation network.

## ***Goal 2: Support local business recovery post-pandemic***

- Develop programs for business support using ARPA funds.
- Convene the Chamber of Commerce and Small Business Development Center (SBDC) to assess local business needs and available resources.

## ***Goal 3: Expand home ownership for lower income levels and first-time home buyers***

- Continue implementation of the City's Equitable Strategic Housing Plan (ESHP) and explore funding options including Construction Excise Tax (CET), Vertical Housing Development Zone (VHDZ), etc.
- Explore examples of other programs to support home ownership for low-income residents and first-time home buyers as part of the Frog Pond East and South Master Plan.
- Develop a concept plan, zoning strategy, public outreach, identify partners, pursue grant funding, and draft development agreement for a transit-oriented development (TOD) project at WES Transit Center site.

## ***Goal 4: Attract high quality industry and economic opportunity to Wilsonville***

- Leverage the Coffee Creek Urban Renewal District with the goal of attracting new industry that pays family-wage jobs in two years.
- Advance the existing strategy for recruitment and expansion of the City's industrial areas.
- Develop a land aggregation strategy and conduct outreach with property owners to explore longterm plans in Basalt and Coffee Creek.
- Identify and convene key stakeholders for workforce development to understand challenges, gaps and opportunities to support local high-paying jobs for the Wilsonville community.
- Conduct outreach to help us prioritize infrastructure investments in the industrial area to expedite private investment.

## ***Goal 5: Align infrastructure plans with sustainable financing sources***

- Conduct a financial analysis to explore costs and revenue options to fund the City's major infrastructure projects that are currently without identifiable funding.
- Update the urban renewal strategic plan.
- Establish the Arts and Culture Board and fund a feasibility study for performing arts facility.

## ***Goal 6: Engage the community to support emergency preparedness and resiliency***

- Work with emergency response providers to identify gaps and enhance Wilsonville's emergency preparedness planning for all types of emergencies/ disasters.
- Connect the community (residents and businesses) with emergency response resources and educational materials to improve individuals' response planning.

## ***Goal 7: Protect Wilsonville's environment and increase access to sustainable lifestyle choices***

- Update the City's Comprehensive Plan to include a section on the environmental impacts of the Aurora State Airport.
- Participate in the Aurora State Airport planning discussions to represent Wilsonville's environmental interests.
- Develop a Wilsonville climate action strategy in alignment with Clackamas County's planning efforts.
- Explore options to expand access to urban gardening and other sustainable lifestyle choices.
- Continue implementation of Wilsonville's existing environmental programs and practices.

# City History Timeline

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

# City History Timeline

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



Construction begins on new Public Works complex. Photo credit: Emerick Construction.

# About Wilsonville

## City Statistics - Services

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

### LEGEND

*mg = million gallons*

*mgd = million gallons per day*

# About Wilsonville

## City Statistics - Services

Description	Base Year 2020	Year 2022	% Change	Source
<b>Public Transportation:</b>				
<b>City operated:</b>				
Fixed routes (daily)	9	8	-11%	City Transit
Demand based trips (annually)	12,698	9,443	-26%	City Transit
Number of riders (annually)	240,357	157,502	-34%	City Transit
Miles driven (annually)	719,313	643,128	-11%	City Transit
<b>Inter-City Connections:</b>				
City of Canby - local trips (daily)	12	12	0%	City Transit
City of Salem - local trips (daily)	10	10	0%	City Transit
Tualatin P&R - daily round trips	35	30	-14%	City Transit
<b>Streets:</b>				
Centerline miles	85	86	1%	Public Works
Signal lighted intersections	23	24	4%	Public Works
Freeway interchanges	3	3	0%	Public Works
Bridges	4	5	25%	Public Works
Street trees	24,289	24,043	-1%	Public Works
Signs	4,942	5,227	6%	Public Works
<b>Public Schools:</b>				
Elementary schools	3	3	0%	School District
Middle schools	2	2	0%	School District
Charter schools	1	1	0%	School District
High schools	1	1	0%	School District
<b>Building Permits:</b>				
Commercial, units	214	274	28%	Building Dept.
Commercial, value	\$32 million	\$137 million	328%	Building Dept.
Residential, units	113	109	-4%	Building Dept.
Residential, value	\$22 million	\$20 million	-9%	Building Dept.

		2021-22	
Employer	Type of Business	Number of Employees	Percentage
			of total City employment*
Siemens Mentor Graphics Corporation	CAD software systems	1,153	7.6%
Coca Cola Bottling Company	Bottling & distribution center	637	4.2%
Collins Aerospace	Aerospace technology	586	3.8%
Sysco Food Services of Portland Inc.	Warehouse & distribution center	438	2.9%
Columbia Distributing	Warehouse & distribution center	400	2.6%
Flir Surveillance Inc.	Image equipment manufacturer	335	2.2%
Costco Wholesale	Wholesale retail	332	2.2%
DW Fritz Automation	Advanced manufacturing solutions	266	1.7%
TE Connectivity	Consumer electronics company	265	1.7%
Fred Meyer	Grocer	257	1.7%
		<b>4,669</b>	<b>30.7%</b>

\*total employment for 2021-22 was 15,224

# About Wilsonville

## City Statistics - Demographics

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

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

<b>Incorporated</b>	1968	<b>From US Census:</b>	<b>2010</b>	<b>2020</b>
<b>Area in square miles</b>	7.8	Population	19,509	26,664
<b>Government</b>	Council/Mgr	<b>Adult education level:</b>		
<b>Registered voters 2020</b>	16,837	High school or higher	89%	96%
<b>Voted in November 2020</b>	87%	Bachelor's degree or higher	38%	45%
		<b>Race:</b>		
<b>Population: July 2022 (PSU est.)</b>	27,414	White	79%	80%
		Hispanic	12%	13%
<b>Median home cost:</b>		Asian	4%	4%
2000 census	\$227,900	Black or African Amer.	2%	2%
2015 (zillow.com)	\$445,200	Other	3%	1%
2016 (zillow.com)	\$402,000	<b>Age and Gender:</b>		
2017 (zillow.com)	\$416,800	0 to 19 years	24%	22%
2018 (zillow.com)	\$418,600	20 to 44 years	39%	39%
2019 (zillow.com)	\$447,805	45 to 64 years	24%	24%
2020 (zillow.com)	\$475,870	65 years and over	13%	15%
2021 (zillow.com)	\$501,270	Median age (years)	36	37
2022 (zillow.com)	\$638,861	Male	9,084	11,201
<b>Assessed values (November 2020):</b>		Female	10,425	13,212
Real Property	92%	<b>Income - Households:</b>		
Personal Property	6%	Less than \$25,000	20%	6%
Public Utility	2%	\$25,000 to \$49,999	26%	6%
Manufactured Structure	0%	\$50,000 to \$74,999	17%	11%
Real Property	\$3,848 million	\$75,000 to \$99,999	15%	6%
Personal Property	\$243 million	\$100,000 or more	22%	71%
Public Utility	\$74 million	<b>Households:</b>		
Manufactured Structure	\$3 million	Total Households	8,405	9,685
<b>Local businesses:</b>		with individuals <18 yrs	28%	28%
Licenses issued (2022)	1,102	with individuals >60 yrs	25%	36%
Employees (est.)	17,311	Average household size	2.31	2.37
Annual payroll (est.)	\$1.2 billion			

Sources: U.S. Census Bureau, Census 2000, 2010, 2020 / Portland State University Population Research Center  
Clackamas County & Washington County Elections, official results

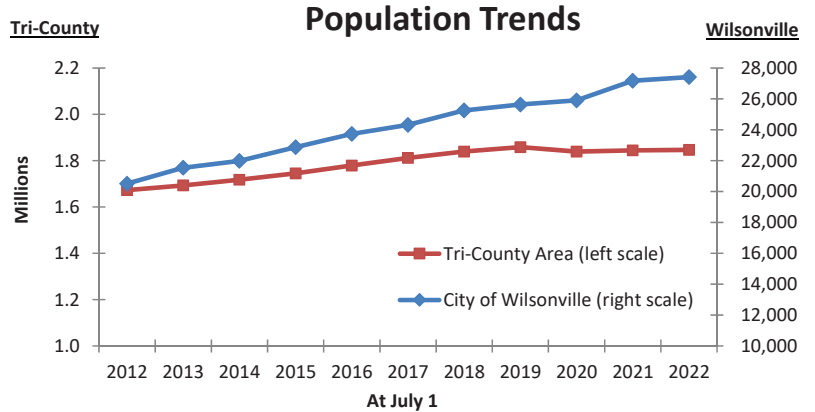


Population

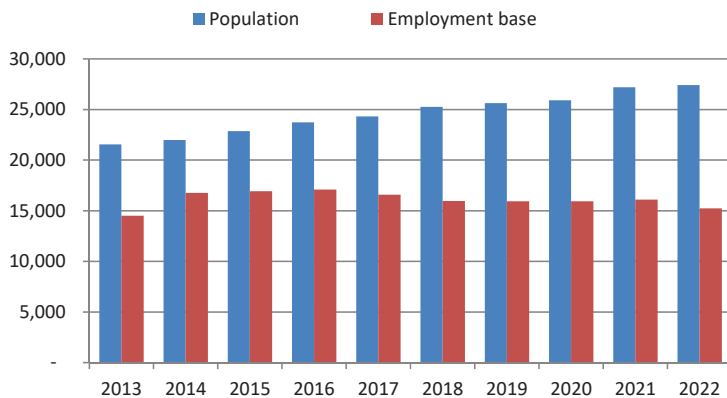
**POPULATION TRENDS, CITY VS TRI-COUNTY AREA (CLACKAMAS, MULTNOMAH, WASHINGTON)**

Over the past ten years, city growth has averaged approximately 3% per year, In 2021 the city had accelerated growth of 5% and it slowed to less than 1% in 2022. As the graph indicates, the City is growing at a faster pace than the Portland metropolitan area which has grown approximately 1% per year over the last ten years.

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



**Population and Local Work Force**



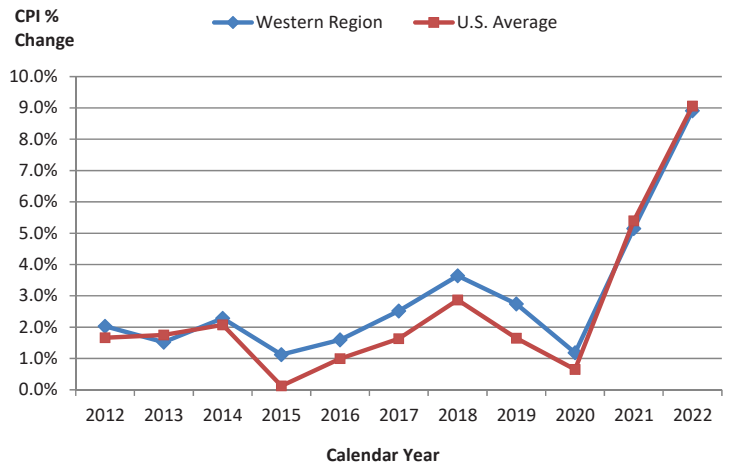
**WILSONVILLE POPULATION AND LOCAL EMPLOYMENT**

The graph to the left demonstrates the constant growth in population while employment rates remained relatively flat from 2018-2021. There was a decline 5.5% in employment in 2022. Both population and employment have an impact on the local economy.

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

The chart to the right compares the percent change in the Portland/Salem Area Consumer Price Index to the national average. Both indices represent all urban items on a calendar year basis. Prices dropped between 2014 and 2015. Between 2015 and 2018 there was a steady increase in prices. The price levels in Portland were greater than the prices nation-wide. There was a sharp decline between 2018 and 2020. Supply chain shortages during the pandemic have caused prices to skyrocket from 2020 to 2022. The Western Region is in line with the National average.

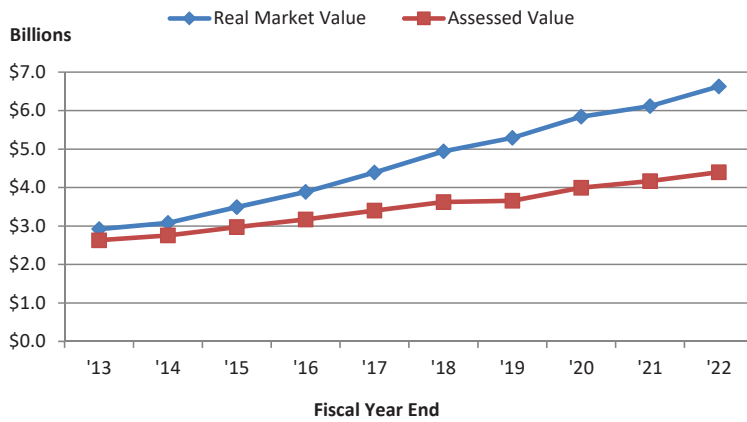
**Annual Percent Change in CPI-U Index**



# Trends and Analysis

## Property Taxes

### Property Values



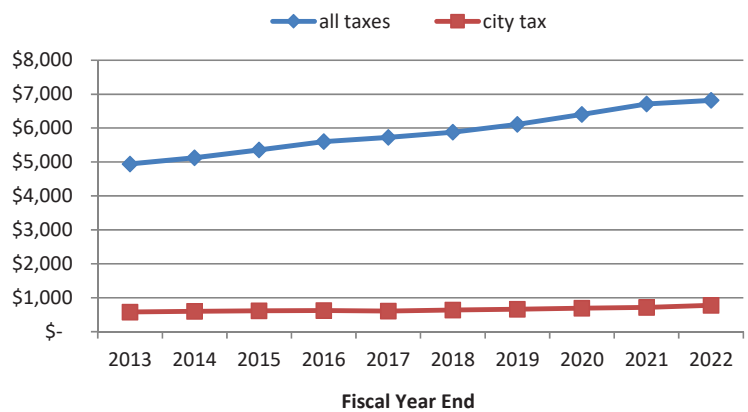
### PROPERTY TAX VALUES – REAL MARKET VS ASSESSED

Real market value reflects the estimate by Clackamas County if the property were to be sold. Assessed value is a measure of the taxable value of real, personal and utility property in the City. In 1997, voters passed Measure 50 which separated real market value and assessed value, and limited the growth of assessed value to 3% per year, plus improvements. Property taxes are levied on the lower of either the assessed value or market value. During the Great Recession, real market values fell significantly, but in aggregate not below assessed values. For FY 2021-22 assessed values are approximately 66.4% of M5 real market value.

### TAX BILL GROWTH COMPARISONS

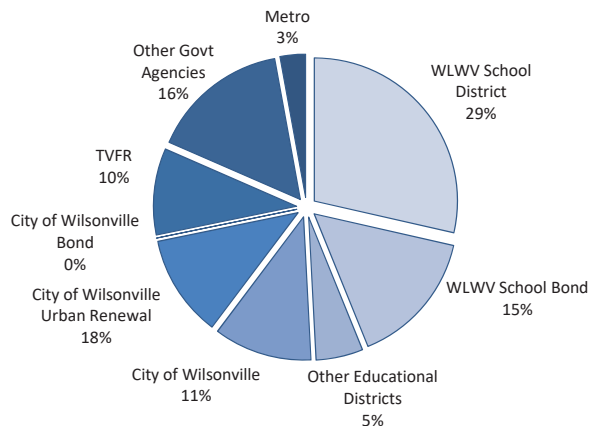
The graph at right is representative of a typical home in Wilsonville. The city share of total taxes in 2022 is just over 11%. Other taxing entities include schools, county, fire district, and voter approved bonds. The total increase in taxes is due in part to the 3% growth allowed by law and for voter 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.

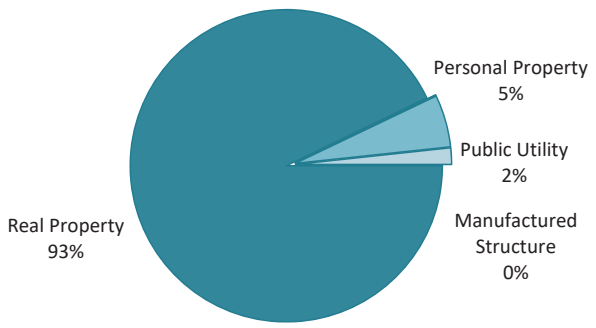
### Property Taxes by Jurisdiction FY 2022-23



Property Type Tax Burden

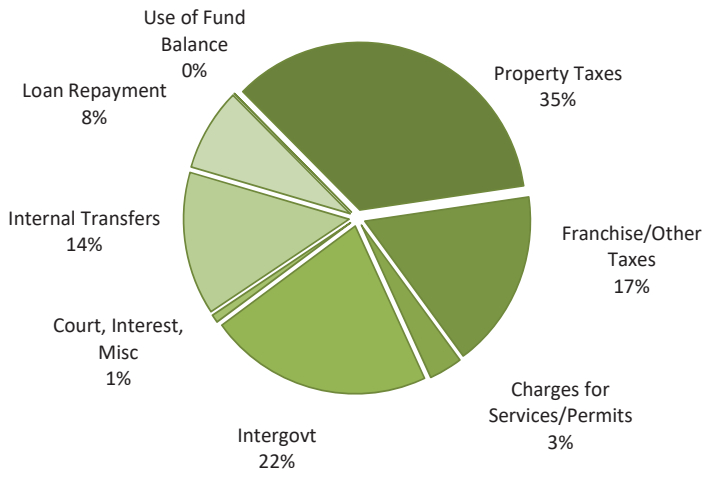
The majority of our taxes come from real property.

City Taxes 2022 - by Property Type



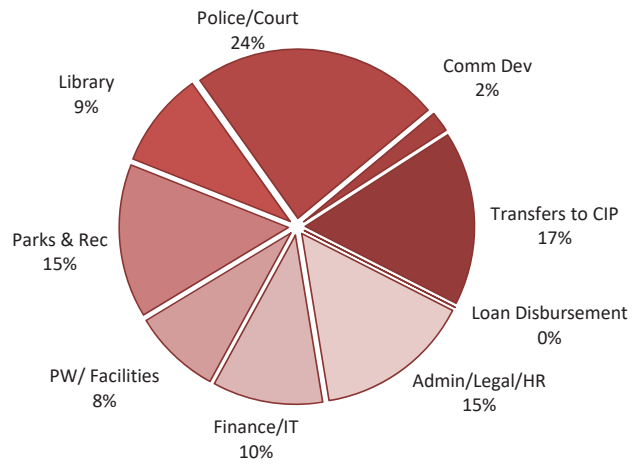
Property taxes are recorded in the City’s General Fund, where they combine with other revenues to fund important city services. Property taxes made up approximately 35% of total General Fund resources in FY 2021-22.

General Fund Sources - FY 2021-22



This chart represents the percent of money allocated from the General Fund to different areas in FY 2021-22.

General Fund Uses - FY 2021-22



# Budget Process

## City Budget Calendar

### ***October 2022 through January 2023***

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

### ***January 2023***

- Departments determine needs for the coming year
- Requests for new or expanded programs submitted
- Revenue and debt service estimates compiled
- Mid-Year Financial Review for FY 2022-23 presented to Budget Committee

### ***February 2023***

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

### ***March 2023***

- Internal meetings regarding departmental budget requests

### ***April 2023***

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

### ***May 2023***

- 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 2023***

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

## Budgeting in the State of Oregon

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

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

Oregon local budget law has four major purposes:

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

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

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

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

## Budgeting in the City of Wilsonville

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

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

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

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

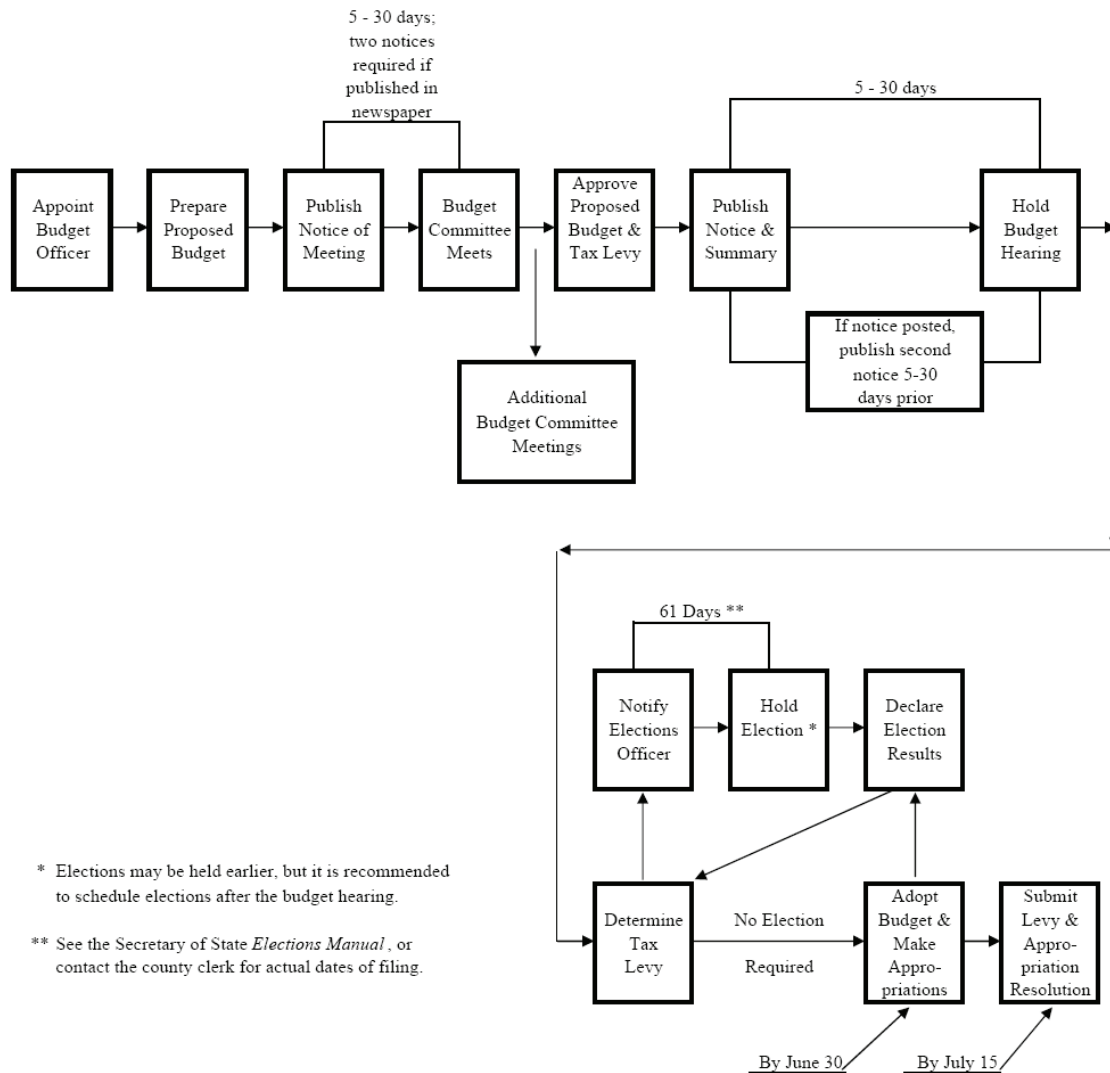
Proprietary funds use a similar modified accrual basis except that revenues are budgeted when earned and compensated absences are accrued as an expense. Budget reporting in proprietary fund annual audited statements use the modified accrual basis.

# Budget Process

## BUDGET AMENDMENTS

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

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



### Budget Document Columns

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

## 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 2023-24 budget:

### **CITY COUNCIL MEMBERS**

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

### **CITIZEN MEMBERS**

Katie Hamm  
Alicia Moulton  
Shawn O'Neil  
Samuel Scull  
Synthea Russell

# Budget Process

## Budget Assumptions for FY 2023-24

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

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

### **WAGES:**

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

### **BENEFITS:**

- Health insurance premiums are budgeted to increase 10% on January 1, 2024.
  - Non-represented: Employees pay 10% of premium.
  - WilMEA: Employees pay 10% of premium cost.
  - SEIU: Employees pay 10% of premium cost.
- Public Employees Retirement (PERS) rates are set every two years. FY 2023-24 is the first year of the biennium cycle for the PERS rates, from July 1, 2023 through June 30, 2025. Effective July 1, 2023 the employer share for Tier 1 & 2 employees will be 22.12% and for OPSRP employees (Oregon Public Service Retirement Plan) 18.29%, plus 6% employee pick up. Employees hired on or after August 29, 2003 are part of OPSRP, unless membership was previously established by PERS.
- Non-represented 401(a) contribution is set at 3%.

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

- The current and prior budget include inflationary increases of 1%. Materials and Services that are proposed to change up or down by 5% or more are explained in the Program Expenditure section of this document.
- Utility expense budgeted based on usage trends, system expansions, and anticipated rate increases. The increase to utility budgets averaged a 7% increase.
- Proposed additions or service changes included in the Budget are explained in the Budget Highlights for each program, in the Program Expenditures section of this budget book.

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

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

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

- The Urban Renewal Agency engaged in short-term, “overnight” debt from the City’s General Fund in FY 2022-23. It will be used meet cash flow needs of capital improvements.



## Budget Assumptions for FY 2023-24

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

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

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

- Property tax revenues for the General Fund are estimated to increase approximately 19% over the amount budgeted in FY 2022-23. This increase is based on the legally allowed 3% growth in assessed value, upon which property taxes are based, as well as new construction added to the tax roll. This increase also takes into account the closure of the Year 2000 plan Urban Renewal District, as well as a reduction of the incremental value of the Westside plan Urban Renewal District.
- Building permits are based on developer construction plans as communicated to staff.
- Water rates increase 3% May 1, 2023; This is the last increase established by Resolution 2788.
- Sewer rates last increased January 1, 2014 with no additional increases budgeted.
- Stormwater rates last increased January 1, 2021 with no additional increases budgeted. The current monthly rate is \$11.90 per equivalent residential unit (ERU).
- Road maintenance fees are based on a per-trip basis, with customers falling into various trip categories, indexed to the trips generated by an ERU. One residential unit, for example, generates approximately 10 trips a day per month, and carries a monthly charge of \$10.80, so a single family home pays \$10.80 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly. The fee is subject to change November 1 of each year.
- Transit tax is based on estimated wage base.
- Investment revenue is allocated on available pooled cash balances throughout the year.

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

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

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

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



Kestrel Falcon showing of his tail feathers at Graham Oaks.  
Photo Credit: David Abrahamson.



## Fund Summaries

---

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

# Fund Descriptions

State law requires all funds to be budgeted.

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

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

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

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

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

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

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

**Debt Service:** This fund accounts for City’s non-enterprise debt

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

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

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

# Summary of Resources and Requirements

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

## BUDGET SUMMARY - ALL CITY FUNDS COMBINED

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Property taxes	\$ 8,402,017	\$ 8,870,362	\$ 9,268,000	\$ 11,009,000	\$ 11,009,000	\$ 11,009,000
Other taxes	7,592,796	8,939,071	8,011,500	8,640,600	8,640,600	8,640,600
Licenses, franchise fees & permits	6,218,121	7,580,042	5,977,989	5,985,102	5,985,102	5,985,102
Intergovernmental	8,889,296	14,719,933	21,870,065	12,517,360	12,517,360	12,517,360
Charges for services	26,015,599	26,347,166	27,798,306	27,940,304	27,940,304	27,940,304
System development charges	8,183,131	4,642,548	8,993,354	7,530,000	7,530,000	7,530,000
Fines and forfeitures	196,008	271,135	235,000	255,000	255,000	255,000
Investment revenue	1,400,150	(1,666,397)	549,560	1,955,400	1,955,400	1,955,400
Other revenues	589,514	797,620	389,277	452,527	452,527	452,527
Revenue subtotal	67,486,632	70,501,478	83,093,051	76,285,293	76,285,293	76,285,293
Interfund/agency activity						
Interfund transfers in	30,671,927	27,141,037	89,487,243	70,980,997	72,070,997	72,070,997
Interagency transfers in	-	-	919,094	25,000	25,000	25,000
Interfund loan/repayments	1,198,352	16,726,624	4,515,100	3,643,180	3,643,180	3,643,180
Interfund/agency subtotal	31,870,279	43,867,660	94,921,437	74,649,177	75,739,177	75,739,177
Loan proceeds	23,839,544	23,525,480	-	-	-	-
Beginning fund balance	110,426,878	113,601,163	140,405,478	125,451,874	125,451,874	125,451,874
<b>TOTAL RESOURCES</b>	<b>\$ 233,623,333</b>	<b>\$ 251,495,781</b>	<b>\$ 318,419,966</b>	<b>\$ 276,386,344</b>	<b>\$ 277,476,344</b>	<b>\$ 277,476,344</b>
<b>REQUIREMENTS</b>						
Personnel services	\$ 18,467,134	\$ 18,286,635	\$ 23,503,134	\$ 24,977,542	\$ 24,977,542	\$ 24,977,542
Materials and services	20,059,628	21,371,957	29,017,704	28,526,675	28,526,675	28,526,675
Capital outlay	697,864	1,634,333	3,339,427	3,718,309	3,718,309	3,718,309
Capital projects	22,176,167	14,589,395	89,790,979	74,266,610	75,176,610	75,176,610
Debt service	27,449,450	3,158,101	5,312,250	6,033,284	6,033,284	6,033,284
Expenditures subtotal	88,850,243	59,040,420	150,963,494	137,522,420	138,432,420	138,432,420
Interfund/agency activity						
Interfund transfers out	30,671,927	27,141,037	89,487,243	70,980,997	72,070,997	72,070,997
Interfund/Interagency loans	500,000	16,211,524	4,000,000	2,000,000	2,000,000	2,000,000
Interfund/agency subtotal	31,171,927	43,352,561	93,487,243	72,980,997	74,070,997	74,070,997
Ending fund balance						
Nonspendable	248,228	416,383	-	-	-	-
Restricted	33,923,607	40,361,764	18,597,566	15,503,430	15,503,430	15,503,430
Committed	10,746,358	5,927,500	8,362,800	9,053,200	9,053,200	9,053,200
Assigned	32,001,870	60,592,377	46,421,826	40,908,798	39,968,798	39,968,798
Unassigned	36,681,100	41,804,776	587,037	417,499	447,499	447,499
Ending fund balance subtotal	113,601,163	149,102,800	73,969,229	65,882,927	64,972,927	64,972,927
<b>TOTAL REQUIREMENTS</b>	<b>\$ 233,623,333</b>	<b>\$ 251,495,781</b>	<b>\$ 318,419,966</b>	<b>\$ 276,386,344</b>	<b>\$ 277,476,344</b>	<b>\$ 277,476,344</b>

# Fund Summaries

## SUMMARY OF CITY FUNDS

	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance
<b>RESOURCES</b>						
Property taxes	\$ 11,009,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	400,000	-	-	6,000,000	2,240,600	-
Licenses, franchise fees & permits	3,923,800	852,302	1,204,000	-	-	-
Intergovernmental	2,715,173	-	-	4,174,500	-	-
Charges for services	419,164	707,900	-	40,000	-	2,249,000
System development charges	-	-	-	-	-	-
Fines and forfeitures	250,000	-	-	5,000	-	-
Investment revenue	304,600	44,400	71,700	425,100	52,200	87,100
Other revenues	175,450	16,000	-	16,000	-	-
Revenue Subtotal	19,197,187	1,620,602	1,275,700	10,660,600	2,292,800	2,336,100
Interfund/agency activity						
Interfund transfers in	4,822,641	3,027,023	-	-	-	-
Interfund loan/repayments	1,015,100	-	-	-	-	-
Interfund/agency subtotal	5,837,741	3,027,023	-	-	-	-
Beginning fund balance	18,658,339	1,455,375	2,997,841	15,836,033	3,409,661	4,041,832
<b>TOTAL RESOURCES</b>	<b>\$ 43,693,267</b>	<b>\$ 6,103,000</b>	<b>\$ 4,273,541</b>	<b>\$ 26,496,633</b>	<b>\$ 5,702,461</b>	<b>\$ 6,377,932</b>
<b>REQUIREMENTS</b>						
Personnel services	\$ 12,185,032	\$ 3,685,060	\$ 1,076,940	\$ 5,058,100	\$ 524,370	\$ -
Materials and services	12,345,271	803,584	198,774	3,239,530	616,212	-
Capital outlay	274,000	-	-	2,060,000	300,000	-
Capital projects	-	-	-	-	-	-
Debt service	1,134,284	-	-	-	358,000	-
Expenditures subtotal	25,938,587	4,488,644	1,275,714	10,357,630	1,798,582	-
Interfund transfers out	7,023,981	607,926	346,058	1,043,990	2,161,694	4,235,000
Interfund/Interagency loans	500,000	-	-	-	-	-
Ending fund balance						
Restricted	2,341,000	-	-	-	-	-
Committed	3,642,200	897,700	266,500	1,650,000	228,500	-
Assigned	3,800,000	108,730	2,385,269	13,445,013	1,513,685	2,142,932
Unassigned	447,499	-	-	-	-	-
Ending fund balance subtotal	10,230,699	1,006,430	2,651,769	15,095,013	1,742,185	2,142,932
<b>TOTAL REQUIREMENTS</b>	<b>\$ 43,693,267</b>	<b>\$ 6,103,000</b>	<b>\$ 4,273,541</b>	<b>\$ 26,496,633</b>	<b>\$ 5,702,461</b>	<b>\$ 6,377,932</b>

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

Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	Capital Projects	System Development	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,009,000
-	-	-	-	-	-	-	8,640,600
-	-	-	-	-	5,000	-	5,985,102
-	-	-	-	-	5,627,687	-	12,517,360
10,104,780	8,477,900	540,540	3,678,840	1,722,180	-	-	27,940,304
-	-	-	-	-	-	7,530,000	7,530,000
-	-	-	-	-	-	-	255,000
324,500	114,900	17,000	55,100	8,200	156,000	294,600	1,955,400
40,000	31,500	-	-	-	173,577	-	452,527
10,469,280	8,624,300	557,540	3,733,940	1,730,380	5,962,264	7,824,600	76,285,293
-	600,000	-	-	-	63,621,333	-	72,070,997
1,128,080	-	-	-	-	1,500,000	-	3,643,180
1,128,080	600,000	-	-	-	65,146,333	-	75,739,177
18,279,708	13,303,499	939,354	6,367,969	1,109,511	10,881,830	28,170,922	125,451,874
\$ 29,877,068	\$ 22,527,799	\$ 1,496,894	\$ 10,101,909	\$ 2,839,891	\$ 81,990,427	\$ 35,995,522	\$ 277,476,344
\$ 687,800	\$ 449,960	\$ -	\$ 324,810	\$ 985,470	\$ -	\$ -	\$ 24,977,542
5,050,863	4,121,454	366,450	830,350	801,417	-	152,770	28,526,675
655,000	125,509	-	-	303,800	-	-	3,718,309
-	-	-	-	-	75,176,610	-	75,176,610
371,000	2,880,000	-	838,000	-	-	452,000	6,033,284
6,764,663	7,576,923	366,450	1,993,160	2,090,687	75,176,610	604,770	138,432,420
11,003,045	9,857,299	522,500	6,224,965	2,400	3,248,178	25,793,961	72,070,997
-	1,500,000	-	-	-	-	-	2,000,000
-	-	-	-	-	3,565,639	9,596,791	15,503,430
1,148,000	915,000	73,300	232,000	-	-	-	9,053,200
10,961,360	2,678,577	534,644	1,651,784	746,804	-	-	39,968,798
-	-	-	-	-	-	-	447,499
12,109,360	3,593,577	607,944	1,883,784	746,804	3,565,639	9,596,791	64,972,927
\$ 29,877,068	\$ 22,527,799	\$ 1,496,894	\$ 10,101,909	\$ 2,839,891	\$ 81,990,427	\$ 35,995,522	\$ 277,476,344

# Fund Summaries

## SUMMARY OF SYSTEM DEVELOPMENT CHARGES (SDC) FUNDS

	Water SDC	Sewer SDC	Street SDC	Washington County TDT	Frog Pond Infrastructure	Stormwater SDC	Parks SDC	Grand Total
<b>RESOURCES</b>								
System development charges	\$ 1,515,000	\$ 725,000	\$ 1,800,000	\$ 250,000	\$ 2,000,000	\$ 690,000	\$ 550,000	\$ 7,530,000
Investment revenue	50,000	9,900	40,000	44,700	28,300	109,700	12,000	294,600
Revenue subtotal	1,565,000	734,900	1,840,000	294,700	2,028,300	799,700	562,000	7,824,600
Beginning fund balance	9,616,939	996,343	9,252,656	1,624,580	2,015,874	3,568,132	1,096,398	28,170,922
<b>TOTAL RESOURCES</b>	<b>\$ 11,181,939</b>	<b>\$ 1,731,243</b>	<b>\$ 11,092,656</b>	<b>\$ 1,919,280</b>	<b>\$ 4,044,174</b>	<b>\$ 4,367,832</b>	<b>\$ 1,658,398</b>	<b>\$ 35,995,522</b>
<b>REQUIREMENTS</b>								
Materials and services	\$ 26,980	\$ 22,930	\$ 43,130	\$ -	\$ 36,180	\$ 5,980	\$ 17,570	\$ 152,770
Debt service	452,000	-	-	-	-	-	-	452,000
Expenditure subtotal	478,980	22,930	43,130	-	36,180	5,980	17,570	604,770
Interfund transfers	8,803,824	1,605,323	10,712,968	-	3,199,297	360,603	1,111,946	25,793,961
Ending fund balance								
Restricted	1,899,135	102,990	336,558	1,919,280	808,697	4,001,249	528,882	9,596,791
<b>TOTAL REQUIREMENTS</b>	<b>\$ 11,181,939</b>	<b>\$ 1,731,243</b>	<b>\$ 11,092,656</b>	<b>\$ 1,919,280</b>	<b>\$ 4,044,174</b>	<b>\$ 4,367,832</b>	<b>\$ 1,658,398</b>	<b>\$ 35,995,522</b>

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



## Summary of Funds

---

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

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

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

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

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

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

# Fund Summaries

## GENERAL FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Property taxes	\$ 8,402,017	\$ 8,870,362	\$ 9,268,000	\$ 11,009,000	\$ 11,009,000	\$ 11,009,000
Hotel/motel taxes	367,506	540,789	360,000	400,000	400,000	400,000
Franchise fees	3,499,537	3,788,853	3,615,000	3,681,000	3,681,000	3,681,000
Licenses and permits	188,723	173,654	202,850	242,800	242,800	242,800
Intergovernmental	2,861,043	5,495,233	6,794,599	2,715,173	2,715,173	2,715,173
Municipal court fines	173,997	155,046	230,000	250,000	250,000	250,000
Investment revenue	212,012	(268,973)	87,000	304,600	304,600	304,600
Charges for services	490,058	653,517	433,484	419,164	419,164	419,164
Miscellaneous revenue	217,235	304,676	137,400	175,450	175,450	175,450
Revenue subtotal	16,412,129	19,713,157	21,128,333	19,197,187	19,197,187	19,197,187
Transfers from other funds						
Building Inspection Fund	213,460	215,136	225,696	243,926	243,926	243,926
Community Development Fund	543,360	547,536	562,996	607,926	607,926	607,926
Transit Fund	594,370	585,228	616,156	678,646	678,646	678,646
Road Operating Fund	228,300	232,896	241,316	253,516	253,516	253,516
Fleet Services Fund	2,400	2,400	2,400	2,400	2,400	2,400
Water Operating Fund	703,720	707,496	743,392	788,936	788,936	788,936
Sewer Operating Fund	533,820	524,592	550,092	577,536	577,536	577,536
Stormwater Operating Fund	243,820	236,196	244,592	259,236	259,236	259,236
Water Capital Projects Fund	76,459	147,418	373,477	707,118	707,118	707,118
Sewer Capital Projects Fund	186,558	68,510	180,074	227,939	227,939	227,939
Streets Capital Projects Fund	68,025	148,054	240,746	251,777	281,777	281,777
Stormwater Capital Projects Fund	40,961	32,435	51,781	124,971	124,971	124,971
Facilities Capital Projects Fund	52,455	-	32,229	7,464	7,464	7,464
Parks Capital Projects Fund	118,436	32,249	59,964	61,250	61,250	61,250
Transfers subtotal	3,606,145	3,480,145	4,124,911	4,792,641	4,822,641	4,822,641
Interfund/agency loan proceeds	-	1,500,000	-	-	-	-
Interfund/agency loan repayments	1,015,100	16,726,624	4,515,100	1,015,100	1,015,100	1,015,100
Beginning fund balance	18,075,126	16,105,475	15,860,222	18,658,339	18,658,339	18,658,339
TOTAL RESOURCES	\$ 39,108,500	\$ 57,525,401	\$ 45,628,566	\$ 43,663,267	\$ 43,693,267	\$ 43,693,267
<b>REQUIREMENTS</b>						
Expenditures						
Personnel services	\$ 8,824,883	\$ 8,836,621	\$ 11,108,674	\$ 12,185,032	\$ 12,185,032	\$ 12,185,032
Materials and services	8,288,508	8,915,868	11,045,218	12,345,271	12,345,271	12,345,271
Capital outlay	38,985	-	214,000	274,000	274,000	274,000
Debt service	-	-	408,250	1,134,284	1,134,284	1,134,284
Expenditures subtotal	17,152,377	17,752,489	22,776,142	25,938,587	25,938,587	25,938,587
Transfers to other funds						
Community Development Fund	1,445,000	424,992	450,000	750,000	750,000	750,000
Streets Capital Projects Fund	235,025	396,503	1,087,712	693,000	693,000	693,000
Facilities Capital Projects Fund	995,192	2,830,553	3,764,249	3,395,877	3,395,877	3,395,877
Parks Capital Projects Fund	175,431	387,639	2,813,426	2,185,104	2,185,104	2,185,104
Transfers subtotal	2,850,648	4,039,686	8,115,387	7,023,981	7,023,981	7,023,981
Interfund/Interagency loans						
Stormwater Operating Fund	2,500,000	-	-	-	-	-
Urban Renewal Agency	500,000	16,211,524	4,000,000	500,000	500,000	500,000
Interfund/agency Loan subtotal	3,000,000	16,211,524	4,000,000	500,000	500,000	500,000
Ending fund balance						
Nonspendable	340,602	248,228	-	-	-	-
Restricted	193,109	317,447	300,000	2,341,000	2,341,000	2,341,000
Committed (unappropriated)	2,868,800	2,947,900	3,300,000	3,642,200	3,642,200	3,642,200
Assigned (designated)	7,581,700	5,580,000	6,550,000	3,800,000	3,800,000	3,800,000
Unassigned	5,121,264	10,428,126	587,037	417,499	447,499	447,499
Ending fund balance subtotal	16,105,475	19,521,701	10,737,037	10,200,699	10,230,699	10,230,699
TOTAL REQUIREMENTS	\$ 39,108,500	\$ 57,525,401	\$ 45,628,566	\$ 43,663,267	\$ 43,693,267	\$ 43,693,267

## COMMUNITY DEVELOPMENT FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Licenses and permits						
Engineering	\$ 765,771	\$ 745,758	\$ 344,000	\$ 469,000	\$ 469,000	\$ 469,000
C.D. Administration	-	-	-	1,000	1,000	1,000
Planning	364,589	520,967	371,389	382,302	382,302	382,302
Licenses and permits subtotal	1,130,360	1,266,725	715,389	852,302	852,302	852,302
Intergovernmental	145,740	77,460	339,500	-	-	-
Charges for services						
Urban renewal	622,362	621,612	865,869	667,900	667,900	667,900
Other	34,856	88,300	43,500	40,000	40,000	40,000
Charges for services subtotal	657,218	709,911	909,369	707,900	707,900	707,900
Investment revenue	40,796	(29,403)	13,500	44,400	44,400	44,400
Miscellaneous revenue	1,928	79,677	-	16,000	16,000	16,000
Revenue subtotal	1,976,042	2,104,370	1,977,758	1,620,602	1,620,602	1,620,602
Transfers from other funds						
General Fund	1,445,000	424,992	450,000	750,000	750,000	750,000
Building Inspection Fund	91,861	90,456	94,519	102,132	102,132	102,132
Stormwater Operating Fund	276,606	275,640	310,188	337,232	337,232	337,232
Water Capital Projects Fund	230,164	157,705	401,751	352,900	352,900	352,900
Sewer Capital Projects Fund	245,121	226,103	302,474	300,165	300,165	300,165
Streets Capital Projects Fund	514,760	422,556	812,177	679,914	739,914	739,914
Stormwater Capital Projects Fund	170,461	197,691	241,827	208,230	208,230	208,230
Facilities Capital Projects Fund	411	2,265	74,062	56,000	56,000	56,000
Parks Capital Projects Fund	86,479	19,639	66,505	180,450	180,450	180,450
Transfers subtotal	3,060,863	1,817,048	2,753,503	2,967,023	3,027,023	3,027,023
Beginning fund balance	1,530,932	2,631,806	2,602,618	1,455,375	1,455,375	1,455,375
<b>TOTAL RESOURCES</b>	<b>\$ 6,567,837</b>	<b>\$ 6,553,224</b>	<b>\$ 7,333,879</b>	<b>\$ 6,043,000</b>	<b>\$ 6,103,000</b>	<b>\$ 6,103,000</b>
<b>REQUIREMENTS</b>						
Expenditures						
Personnel services	\$ 2,884,647	\$ 2,723,986	\$ 3,578,090	\$ 3,685,060	\$ 3,685,060	\$ 3,685,060
Materials and services	467,141	772,635	815,548	803,584	803,584	803,584
Expenditures subtotal	3,351,788	3,496,621	4,393,638	4,488,644	4,488,644	4,488,644
Transfers to other funds						
General Fund	543,360	547,536	562,996	607,926	607,926	607,926
Building Inspection Fund	40,883	41,544	46,532	-	-	-
Parks Capital Projects Fund	-	-	195,840	-	-	-
Facilities Capital Projects Fund	-	7,542	-	-	-	-
Transfers subtotal	584,243	596,622	805,368	607,926	607,926	607,926
Ending fund balance						
Committed (unappropriated)	776,150	774,100	846,000	897,700	897,700	897,700
Assigned (contingency)	1,855,656	1,685,882	1,288,873	48,730	108,730	108,730
Ending fund balance subtotal	2,631,806	2,459,982	2,134,873	946,430	1,006,430	1,006,430
<b>TOTAL REQUIREMENTS</b>	<b>\$ 6,567,837</b>	<b>\$ 6,553,225</b>	<b>\$ 7,333,879</b>	<b>\$ 6,043,000</b>	<b>\$ 6,103,000</b>	<b>\$ 6,103,000</b>

# Fund Summaries

## BUILDING INSPECTION FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Licenses and permits	\$ 1,399,500	\$ 2,342,560	\$ 1,442,750	\$ 1,204,000	\$ 1,204,000	\$ 1,204,000
Charges for services	9,600	10,140	8,190	-	-	-
Investment revenue	40,429	(36,951)	14,000	71,700	71,700	71,700
Revenue subtotal	1,449,529	2,317,293	1,464,940	1,275,700	1,275,700	1,275,700
Transfers from other funds						
Community Development Fund	40,883	41,544	46,532	-	-	-
Beginning fund balance	2,372,811	2,277,862	2,796,807	2,997,841	2,997,841	2,997,841
<b>TOTAL RESOURCES</b>	<b>\$ 3,863,223</b>	<b>\$ 4,636,698</b>	<b>\$ 4,308,279</b>	<b>\$ 4,273,541</b>	<b>\$ 4,273,541</b>	<b>\$ 4,273,541</b>
<b>REQUIREMENTS</b>						
Expenditures						
Personnel services	\$ 1,020,443	\$ 916,327	\$ 1,107,250	\$ 1,076,940	\$ 1,076,940	\$ 1,076,940
Materials and services	159,598	214,773	228,181	198,774	198,774	198,774
Expenditures subtotal	1,180,041	1,131,100	1,335,431	1,275,714	1,275,714	1,275,714
Transfers to other funds						
Community Development Fund	91,861	90,456	94,519	102,132	102,132	102,132
General Fund	213,460	215,136	225,696	243,926	243,926	243,926
Facilities Capital Projects Fund	100,000	52,331	71,000	-	-	-
Transfers subtotal	405,321	357,923	391,215	346,058	346,058	346,058
Ending fund balance						
Committed (unappropriated)	249,200	254,800	263,000	266,500	266,500	266,500
Assigned (designated)	100,000	-	-	-	-	-
Assigned (contingency)	1,928,662	2,892,875	2,318,633	2,385,269	2,385,269	2,385,269
Ending fund balance subtotal	2,277,862	3,147,675	2,581,633	2,651,769	2,651,769	2,651,769
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,863,224</b>	<b>\$ 4,636,698</b>	<b>\$ 4,308,279</b>	<b>\$ 4,273,541</b>	<b>\$ 4,273,541</b>	<b>\$ 4,273,541</b>

## TRANSIT FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Transit tax	\$ 5,298,039	\$ 6,253,924	\$ 5,600,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000
Intergovernmental	2,096,035	6,541,109	4,604,416	4,174,500	4,174,500	4,174,500
Charges for services	-	52,522	29,000	40,000	40,000	40,000
Investment revenue	63,819	(97,272)	58,000	425,100	425,100	425,100
Fines and forfeitures	22,011	116,089	5,000	5,000	5,000	5,000
Miscellaneous revenue	16,525	17,813	16,800	16,000	16,000	16,000
Revenue subtotal	7,496,429	12,884,184	10,313,216	10,660,600	10,660,600	10,660,600
Beginning fund balance	6,564,957	7,620,636	8,265,147	15,836,033	15,836,033	15,836,033
<b>TOTAL RESOURCES</b>	<b>\$ 14,061,386</b>	<b>\$ 20,504,820</b>	<b>\$ 18,578,363</b>	<b>\$ 26,496,633</b>	<b>\$ 26,496,633</b>	<b>\$ 26,496,633</b>
<b>REQUIREMENTS</b>						
Expenditures						
Personnel services	\$ 3,670,355	\$ 3,787,758	\$ 4,897,540	\$ 5,058,100	\$ 5,058,100	\$ 5,058,100
Materials and services	1,868,276	2,313,823	5,533,317	3,239,530	3,239,530	3,239,530
Capital outlay	299,770	1,481,204	1,276,000	2,060,000	2,060,000	2,060,000
Expenditures subtotal	5,838,401	7,582,784	11,706,857	10,357,630	10,357,630	10,357,630
Transfers to other funds						
General Fund	594,370	585,228	616,156	678,646	678,646	678,646
Facilities Capital Projects Fund	7,979	291	1,141,409	365,344	365,344	365,344
Transfers subtotal	602,349	585,519	1,757,565	1,043,990	1,043,990	1,043,990
Ending fund balance						
Committed (unappropriated)	1,187,250	1,286,058	1,503,000	1,650,000	1,650,000	1,650,000
Assigned (designated)	2,929,204	3,161,259	1,418,042	2,293,000	2,293,000	2,293,000
Assigned (contingency)	3,504,182	7,889,201	2,192,899	11,152,013	11,152,013	11,152,013
Ending fund balance subtotal	7,620,636	12,336,518	5,113,941	15,095,013	15,095,013	15,095,013
<b>TOTAL REQUIREMENTS</b>	<b>\$ 14,061,386</b>	<b>\$ 20,504,821</b>	<b>\$ 18,578,363</b>	<b>\$ 26,496,633</b>	<b>\$ 26,496,633</b>	<b>\$ 26,496,633</b>

# Fund Summaries

## ROAD OPERATING FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Gasoline tax	\$ 1,927,251	\$ 2,144,358	\$ 2,051,500	\$ 2,240,600	\$ 2,240,600	\$ 2,240,600
Investment revenue	25,003	(95,243)	18,700	52,200	52,200	52,200
Miscellaneous revenue	2,760	6,142	-	-	-	-
Revenue subtotal	1,955,014	2,055,257	2,070,200	2,292,800	2,292,800	2,292,800
Loan proceeds	-	4,515,380	-	-	-	-
Beginning fund balance	2,382,124	2,768,210	7,727,089	3,409,661	3,409,661	3,409,661
<b>TOTAL RESOURCES</b>	<b>\$ 4,337,138</b>	<b>\$ 9,338,847</b>	<b>\$ 9,797,289</b>	<b>\$ 5,702,461</b>	<b>\$ 5,702,461</b>	<b>\$ 5,702,461</b>
<b>REQUIREMENTS</b>						
Expenditures						
Personnel services	\$ 334,243	\$ 281,481	\$ 440,310	\$ 524,370	\$ 524,370	\$ 524,370
Materials and services	326,032	405,825	529,672	616,212	616,212	616,212
Capital outlay	9,950	-	105,000	300,000	300,000	300,000
Debt service	81,446	8,934	359,000	358,000	358,000	358,000
Expenditures subtotal	751,670	696,240	1,433,982	1,798,582	1,798,582	1,798,582
Transfers to other funds						
General Fund	228,300	232,896	241,316	253,516	253,516	253,516
Streets Capital Projects Fund	177,740	281,619	1,694,746	1,634,178	1,634,178	1,634,178
Facilities Capital Projects Fund	411,217	48,527	4,342,903	274,000	274,000	274,000
Transfers/Interfund subtotal	817,258	563,042	6,278,965	2,161,694	2,161,694	2,161,694
Ending fund balance						
Committed (unappropriated)	300,000	183,500	191,500	228,500	228,500	228,500
Assigned (designated)	-	75,000	225,000	250,000	250,000	250,000
Assigned (contingency)	2,468,210	7,821,065	1,667,842	1,263,685	1,263,685	1,263,685
Ending fund balance subtotal	2,768,210	8,079,565	2,084,342	1,742,185	1,742,185	1,742,185
<b>TOTAL REQUIREMENTS</b>	<b>\$ 4,337,138</b>	<b>\$ 9,338,847</b>	<b>\$ 9,797,289</b>	<b>\$ 5,702,461</b>	<b>\$ 5,702,461</b>	<b>\$ 5,702,461</b>

**ROAD MAINTENANCE FUND**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Usage charge	\$ 2,150,526	\$ 2,318,112	\$ 2,192,850	\$ 2,249,000	\$ 2,249,000	\$ 2,249,000
Investment revenue	43,853	(21,529)	19,760	87,100	87,100	87,100
Revenue subtotal	2,194,379	2,296,584	2,212,610	2,336,100	2,336,100	2,336,100
Beginning fund balance	3,868,028	3,493,336	2,413,841	4,041,832	4,041,832	4,041,832
<b>TOTAL RESOURCES</b>	<b>\$ 6,062,407</b>	<b>\$ 5,789,920</b>	<b>\$ 4,626,451</b>	<b>\$ 6,377,932</b>	<b>\$ 6,377,932</b>	<b>\$ 6,377,932</b>
<b>REQUIREMENTS</b>						
Transfers to other funds						
Streets Capital Projects Fund	\$ 2,569,071	\$ 2,922,760	\$ 1,203,613	\$ 3,235,000	\$ 4,235,000	\$ 4,235,000
Ending fund balance						
Committed (unappropriated)	500,000	-	-	-	-	-
Assigned (contingency)	2,993,336	2,867,160	3,422,838	3,142,932	2,142,932	2,142,932
Ending fund balance subtotal	3,493,336	2,867,160	3,422,838	3,142,932	2,142,932	2,142,932
<b>TOTAL REQUIREMENTS</b>	<b>\$ 6,062,407</b>	<b>\$ 5,789,920</b>	<b>\$ 4,626,451</b>	<b>\$ 6,377,932</b>	<b>\$ 6,377,932</b>	<b>\$ 6,377,932</b>

# Fund Summaries

## WATER OPERATING FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Usage charge	\$ 7,846,706	\$ 7,692,030	\$ 8,125,350	\$ 8,280,780	\$ 8,280,780	\$ 8,280,780
Sherwood usage	1,433,789	1,149,425	1,650,000	1,600,000	1,600,000	1,600,000
Connection fees	48,667	19,156	47,250	48,000	48,000	48,000
Turn-off charge	670	2,773	-	4,000	4,000	4,000
User fee - fire charge	168,049	171,732	170,000	172,000	172,000	172,000
Investment revenue	263,624	(284,288)	108,000	324,500	324,500	324,500
Miscellaneous revenue	38,513	61,626	30,000	40,000	40,000	40,000
Revenue subtotal	9,800,017	8,812,452	10,130,600	10,469,280	10,469,280	10,469,280
Interfund loan repayments						
General Fund	-	-	-	1,128,080	1,128,080	1,128,080
Road Operating Fund	81,446	-	-	-	-	-
Stormwater Operating Fund	101,807	-	-	-	-	-
Interfund loan repayments subtotal	183,253	-	-	1,128,080	1,128,080	1,128,080
Loan proceeds	-	4,696,650	-	-	-	-
Beginning fund balance	17,799,900	21,260,244	25,382,024	18,279,708	18,279,708	18,279,708
<b>TOTAL RESOURCES</b>	<b>\$ 27,783,170</b>	<b>\$ 34,769,346</b>	<b>\$ 35,512,624</b>	<b>\$ 29,877,068</b>	<b>\$ 29,877,068</b>	<b>\$ 29,877,068</b>
<b>REQUIREMENTS</b>						
Expenditures						
Personnel services	\$ 481,222	\$ 428,805	\$ 667,000	\$ 687,800	\$ 687,800	\$ 687,800
Materials and services	3,913,041	3,732,957	4,906,612	5,050,863	5,050,863	5,050,863
Capital outlay	189,169	110,222	1,071,225	655,000	655,000	655,000
Debt service	-	9,292	372,000	371,000	371,000	371,000
Expenditures subtotal	4,583,432	4,281,276	7,016,837	6,764,663	6,764,663	6,764,663
Transfers to other funds						
General Fund	703,720	2,207,496	743,392	788,936	788,936	788,936
Water Capital Projects Fund	858,889	1,283,259	9,925,767	9,929,109	9,929,109	9,929,109
Facilities Capital Projects Fund	376,885	2,111,324	4,602,248	285,000	285,000	285,000
Transfers subtotal	1,939,495	5,602,079	15,271,407	11,003,045	11,003,045	11,003,045
Ending fund balance						
Committed (unappropriated)	1,014,600	1,083,000	1,111,000	1,148,000	1,148,000	1,148,000
Assigned (designated)	1,000,000	1,100,000	1,200,000	1,300,000	1,300,000	1,300,000
Assigned (contingency)	19,245,644	22,702,991	10,913,380	9,661,360	9,661,360	9,661,360
Ending fund balance subtotal	21,260,244	24,885,991	13,224,380	12,109,360	12,109,360	12,109,360
<b>TOTAL REQUIREMENTS</b>	<b>\$ 27,783,170</b>	<b>\$ 34,769,346</b>	<b>\$ 35,512,624</b>	<b>\$ 29,877,068</b>	<b>\$ 29,877,068</b>	<b>\$ 29,877,068</b>



## SEWER OPERATING FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Usage charge	\$ 7,464,704	\$ 7,680,737	\$ 7,974,450	\$ 8,127,900	\$ 8,127,900	\$ 8,127,900
High strength surcharge	403,433	325,635	460,000	350,000	350,000	350,000
Investment revenue	266,106	(204,750)	84,700	114,900	114,900	114,900
Miscellaneous revenue	103,569	84,800	31,500	31,500	31,500	31,500
Revenue subtotal	8,237,812	7,886,422	8,550,650	8,624,300	8,624,300	8,624,300
Transfers from other funds						
Sewer Development Fund (SDC)	600,000	600,000	600,000	600,000	600,000	600,000
Loan proceeds	23,839,544	3,197,020	-	-	-	-
Beginning fund balance	17,998,597	16,987,780	18,228,548	13,303,499	13,303,499	13,303,499
TOTAL RESOURCES	\$ 50,675,952	\$ 28,671,222	\$ 27,379,198	\$ 22,527,799	\$ 22,527,799	\$ 22,527,799
<b>REQUIREMENTS</b>						
Expenditures						
Personnel services	\$ 298,623	\$ 334,335	\$ 440,600	\$ 449,960	\$ 449,960	\$ 449,960
Materials and services	3,421,080	3,395,886	3,803,134	4,121,454	4,121,454	4,121,454
Capital outlay	88,034	-	439,402	125,509	125,509	125,509
Debt Service	26,751,098	2,570,465	2,881,000	2,880,000	2,880,000	2,880,000
Expenditures subtotal	30,558,834	6,300,686	7,564,136	7,576,923	7,576,923	7,576,923
Transfers to other funds						
General Fund	533,820	524,592	550,092	577,536	577,536	577,536
Sewer Capital Projects Fund	2,218,632	1,001,248	5,563,789	9,085,763	9,085,763	9,085,763
Facilities Capital Projects Fund	376,885	2,111,324	3,159,900	194,000	194,000	194,000
Transfers subtotal	3,129,338	3,637,165	9,273,781	9,857,299	9,857,299	9,857,299
Interfund loans						
Streets Capital Projects Fund	-	-	-	1,500,000	1,500,000	1,500,000
Interfund loans subtotal	-	-	-	1,500,000	1,500,000	1,500,000
Ending fund balance						
Committed (unappropriated)	790,700	882,000	847,000	915,000	915,000	915,000
Assigned (designated)	5,340,000	5,345,000	5,345,000	278,577	278,577	278,577
Assigned (contingency)	10,857,080	12,506,371	4,349,281	2,400,000	2,400,000	2,400,000
Ending fund balance subtotal	16,987,780	18,733,371	10,541,281	3,593,577	3,593,577	3,593,577
TOTAL REQUIREMENTS	\$ 50,675,952	\$ 28,671,222	\$ 27,379,198	\$ 22,527,799	\$ 22,527,799	\$ 22,527,799

# Fund Summaries

## STREET LIGHTING FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Usage charge	\$ 542,050	\$ 556,411	\$ 547,965	\$ 540,540	\$ 540,540	\$ 540,540
Intergovernmental	-	65,812	-	-	-	-
Investment revenue	17,134	(15,699)	1,900	17,000	17,000	17,000
Revenue subtotal	559,184	606,525	549,865	557,540	557,540	557,540
Beginning fund balance	1,577,649	1,254,785	1,015,780	939,354	939,354	939,354
<b>TOTAL RESOURCES</b>	<b>\$ 2,136,833</b>	<b>\$ 1,861,309</b>	<b>\$ 1,565,645</b>	<b>\$ 1,496,894</b>	<b>\$ 1,496,894</b>	<b>\$ 1,496,894</b>
<b>REQUIREMENTS</b>						
Expenditures						
Materials and services	\$ 330,299	\$ 279,623	\$ 401,500	\$ 366,450	\$ 366,450	\$ 366,450
Transfers to other funds						
Streets Capital Projects Fund	551,749	90,451	1,045,000	522,500	522,500	522,500
Ending fund balance						
Committed (unappropriated)	76,300	76,850	80,300	73,300	73,300	73,300
Assigned (contingency)	1,178,485	1,414,385	38,845	534,644	534,644	534,644
Ending fund balance subtotal	1,254,785	1,491,235	119,145	607,944	607,944	607,944
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,136,833</b>	<b>\$ 1,861,309</b>	<b>\$ 1,565,645</b>	<b>\$ 1,496,894</b>	<b>\$ 1,496,894</b>	<b>\$ 1,496,894</b>

## STORMWATER OPERATING FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Usage charge	\$ 3,388,013	\$ 3,515,955	\$ 3,609,538	\$ 3,678,840	\$ 3,678,840	\$ 3,678,840
Investment revenue	43,016	(107,487)	25,900	55,100	55,100	55,100
Miscellaneous revenue	387	913	-	-	-	-
Revenue subtotal	3,431,416	3,409,381	3,635,438	3,733,940	3,733,940	3,733,940
Interfund loans						
General Fund	2,500,000	-	-	-	-	-
Loan proceeds	-	4,070,430	-	-	-	-
Beginning fund balance	2,670,531	5,032,048	9,330,914	6,367,969	6,367,969	6,367,969
TOTAL RESOURCES	\$ 8,601,947	\$ 12,511,859	\$ 12,966,352	\$ 10,101,909	\$ 10,101,909	\$ 10,101,909
<b>REQUIREMENTS</b>						
Expenditures						
Personnel services	\$ 222,821	\$ 221,806	\$ 292,810	\$ 324,810	\$ 324,810	\$ 324,810
Materials and services	577,693	599,579	818,292	830,350	830,350	830,350
Capital outlay	48,280	-	107,000	-	-	-
Debt service	616,907	523,154	839,000	838,000	838,000	838,000
Expenditures subtotal	1,465,700	1,344,539	2,057,102	1,993,160	1,993,160	1,993,160
Transfers to other funds						
General Fund	243,820	236,196	244,592	259,236	259,236	259,236
Community Development Fund	276,606	275,640	310,188	337,232	337,232	337,232
Stormwater Capital Projects Fund	1,355,283	1,012,198	1,536,426	5,381,497	5,381,497	5,381,497
Facilities Capital Projects Fund	228,490	63,750	3,956,949	247,000	247,000	247,000
Transfers subtotal	2,104,199	1,587,784	6,048,155	6,224,965	6,224,965	6,224,965
Ending fund balance						
Committed (unappropriated)	211,100	234,000	221,000	232,000	232,000	232,000
Assigned (contingency)	4,820,948	9,345,537	4,640,095	1,651,784	1,651,784	1,651,784
Ending fund balance subtotal	5,032,048	9,579,537	4,861,095	1,883,784	1,883,784	1,883,784
TOTAL REQUIREMENTS	\$ 8,601,947	\$ 12,511,860	\$ 12,966,352	\$ 10,101,909	\$ 10,101,909	\$ 10,101,909

# Fund Summaries

## FLEET SERVICES FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Charges for services						
General Fund	\$ 134,163	\$ 156,354	\$ 171,368	\$ 177,432	\$ 177,432	\$ 177,432
Building Inspection Fund	14,984	16,959	17,196	18,024	18,024	18,024
Community Development Fund	22,889	25,005	25,788	27,024	27,024	27,024
Transit Fund	1,160,966	1,191,321	1,322,792	1,388,940	1,388,940	1,388,940
Road Operating Fund	33,114	41,109	43,716	47,892	47,892	47,892
Water Operating Fund	24,873	30,282	31,008	32,484	32,484	32,484
Sewer Operating Fund	12,849	17,331	18,084	18,948	18,948	18,948
Stormwater Operating Fund	8,278	10,749	10,908	11,436	11,436	11,436
Charges for service subtotal	1,412,116	1,489,110	1,640,860	1,722,180	1,722,180	1,722,180
Investment revenue	14,796	(13,967)	6,800	8,200	8,200	8,200
Miscellaneous revenue	11,094	16,758	-	-	-	-
Revenue subtotal	1,438,006	1,491,900	1,647,660	1,730,380	1,730,380	1,730,380
Beginning fund balance	1,073,294	1,129,719	1,092,838	1,109,511	1,109,511	1,109,511
<b>TOTAL RESOURCES</b>	<b>\$ 2,511,300</b>	<b>\$ 2,621,620</b>	<b>\$ 2,740,498</b>	<b>\$ 2,839,891</b>	<b>\$ 2,839,891</b>	<b>\$ 2,839,891</b>
<b>REQUIREMENTS</b>						
Expenditures						
Personnel services	\$ 729,897	\$ 755,516	\$ 970,860	\$ 985,470	\$ 985,470	\$ 985,470
Materials and services	625,607	684,001	789,340	801,417	801,417	801,417
Capital outlay	23,676	42,908	126,800	303,800	303,800	303,800
Expenditures subtotal	1,379,181	1,482,424	1,887,000	2,090,687	2,090,687	2,090,687
Transfers to other funds						
General Fund	2,400	2,400	2,400	2,400	2,400	2,400
Ending fund balance						
Committed (unappropriated)	72,000	-	-	-	-	-
Assigned (designated)	743,057	865,588	844,383	720,383	720,383	720,383
Assigned (contingency)	314,662	271,207	6,715	26,421	26,421	26,421
Ending fund balance subtotal	1,129,719	1,136,795	851,098	746,804	746,804	746,804
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,511,300</b>	<b>\$ 2,621,619</b>	<b>\$ 2,740,498</b>	<b>\$ 2,839,891</b>	<b>\$ 2,839,891</b>	<b>\$ 2,839,891</b>

## WATER CAPITAL PROJECTS FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Intergovernmental	\$ 845,836	\$ 1,845,221	\$ 9,227,620	\$ 4,899,610	\$ 4,899,610	\$ 4,899,610
Investment revenue	10,861	(16,598)	4,300	40,000	40,000	40,000
Lease revenue	173,577	173,577	173,577	173,577	173,577	173,577
Revenue subtotal	1,030,274	2,002,200	9,405,497	5,113,187	5,113,187	5,113,187
Transfers from other funds						
Water Operating Fund	858,889	1,283,259	9,925,767	9,929,109	9,929,109	9,929,109
Water Development Fund (SDC)	1,445,251	1,397,166	12,182,558	8,803,824	8,803,824	8,803,824
Transfers subtotal	2,304,141	2,680,425	22,108,325	18,732,933	18,732,933	18,732,933
Beginning fund balance	769,898	976,569	982,000	1,333,218	1,333,218	1,333,218
<b>TOTAL RESOURCES</b>	<b>\$ 4,104,313</b>	<b>\$ 5,659,194</b>	<b>\$ 32,495,822</b>	<b>\$ 25,179,338</b>	<b>\$ 25,179,338</b>	<b>\$ 25,179,338</b>
<b>REQUIREMENTS</b>						
Expenditures						
Capital Projects	\$ 2,821,120	\$ 4,215,655	\$ 30,235,907	22,513,541	22,513,541	22,513,541
Transfers to other funds						
General Fund	76,459	147,418	373,477	707,118	707,118	707,118
Community Development Fund	230,164	157,705	401,751	352,900	352,900	352,900
Streets Capital Projects Fund	-	-	1,000,000	-	-	-
Transfers subtotal	306,624	305,123	1,775,228	1,060,018	1,060,018	1,060,018
Ending fund balance						
Restricted	976,569	1,138,416	484,687	1,605,779	1,605,779	1,605,779
<b>TOTAL REQUIREMENTS</b>	<b>\$ 4,104,313</b>	<b>\$ 5,659,194</b>	<b>\$ 32,495,822</b>	<b>\$ 25,179,338</b>	<b>\$ 25,179,338</b>	<b>\$ 25,179,338</b>

# Fund Summaries

## SEWER CAPITAL PROJECTS FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Investment revenue	\$ (869)	\$ (2,405)	\$ 300	\$ 1,500	\$ 1,500	\$ 1,500
Transfers from other funds						
Sewer Operating Fund	2,218,632	1,001,248	5,563,789	9,085,763	9,085,763	9,085,763
Sewer Development Fund (SDC)	3,691,964	1,250,779	1,137,739	1,005,323	1,005,323	1,005,323
Frog Pond West Fund	-	-	776,238	-	-	-
Transfers subtotal	5,910,596	2,252,027	7,477,766	10,091,086	10,091,086	10,091,086
Beginning fund balance	15,048	57,926	59,500	56,323	56,323	56,323
<b>TOTAL RESOURCES</b>	<b>\$ 5,924,774</b>	<b>\$ 2,307,548</b>	<b>\$ 7,537,566</b>	<b>\$ 10,148,909</b>	<b>\$ 10,148,909</b>	<b>\$ 10,148,909</b>
<b>REQUIREMENTS</b>						
Expenditures						
Capital Projects	\$ 5,435,170	\$ 1,957,612	\$ 6,768,908	\$ 9,303,662	\$ 9,303,662	\$ 9,303,662
Transfers to other funds						
General Fund	186,558	68,510	180,074	227,939	227,939	227,939
Community Development Fund	245,121	226,103	302,474	300,165	300,165	300,165
Transfers subtotal	431,679	294,612	482,548	528,104	528,104	528,104
Ending fund balance						
Restricted	57,926	55,323	286,110	317,143	317,143	317,143
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,924,774</b>	<b>\$ 2,307,548</b>	<b>\$ 7,537,566</b>	<b>\$ 10,148,909</b>	<b>\$ 10,148,909</b>	<b>\$ 10,148,909</b>

## STREET CAPITAL PROJECTS FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Intergovernmental	\$ 2,447,676	\$ 107,000	\$ 362,430	\$ 79,577	\$ 79,577	\$ 79,577
Vehicle license fee	492,967	521,522	541,500	448,500	448,500	448,500
Investment revenue	5,637	(24,145)	8,100	60,000	60,000	60,000
Miscellaneous revenue	-	50,000	-	-	-	-
Revenue subtotal	2,946,279	654,377	912,030	588,077	588,077	588,077
Transfers from other funds						
General Fund	235,025	396,503	1,087,712	693,000	693,000	693,000
Road Operating Fund	177,740	281,619	1,694,746	1,634,178	1,634,178	1,634,178
Road Maintenance Fund	2,569,071	2,922,760	1,203,613	3,235,000	4,235,000	4,235,000
Frog Pond West Fund	-	-	4,219,036	2,517,947	2,517,947	2,517,947
Water Capital Projects Fund	-	-	1,000,000	-	-	-
Streetlight Fund	551,749	90,451	1,045,000	522,500	522,500	522,500
Streets Development Fund (SDC)	1,407,928	1,197,358	12,790,020	10,712,968	10,712,968	10,712,968
Transfers subtotal	4,941,513	4,888,692	23,040,127	19,315,593	20,315,593	20,315,593
Interagency transfers						
URA Year 2000 Program Income	-	-	919,094	25,000	25,000	25,000
Interfund loan proceeds						
Sewer Operating Fund	-	-	-	1,500,000	1,500,000	1,500,000
Beginning fund balance	1,041,863	1,614,137	2,101,406	3,525,766	3,525,766	3,525,766
TOTAL RESOURCES	\$ 8,929,655	\$ 7,157,206	\$ 26,972,657	\$ 24,954,436	\$ 25,954,436	\$ 25,954,436
<b>REQUIREMENTS</b>						
Expenditures						
Capital Projects	\$ 6,732,733	\$ 4,574,024	\$ 25,304,715	\$ 23,518,011	\$ 24,428,011	\$ 24,428,011
Transfers to other funds						
General Fund	127,025	148,054	240,746	251,777	281,777	281,777
Community Development Fund	455,760	422,556	812,177	679,914	739,914	739,914
Transfers subtotal	582,785	570,610	1,052,923	931,691	1,021,691	1,021,691
Ending fund balance						
Restricted	1,614,137	2,012,572	615,019	504,734	504,734	504,734
TOTAL REQUIREMENTS	\$ 8,929,655	\$ 7,157,206	\$ 26,972,657	\$ 24,954,436	\$ 25,954,436	\$ 25,954,436

# Fund Summaries

## STORMWATER CAPITAL PROJECTS FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Investment revenue	\$ 5,157	\$ 1,418	\$ 700	\$ 300	\$ 300	\$ 300
Transfers from other funds						
Stormwater Operating Fund	1,355,283	1,012,198	1,536,426	5,381,497	5,381,497	5,381,497
Stormwater Development Fund (SDC)	103,148	145,265	541,017	360,603	360,603	360,603
Transfers subtotal	1,458,430	1,157,462	2,077,443	5,742,100	5,742,100	5,742,100
Beginning fund balance	56,074	134,232	136,800	9,731	9,731	9,731
<b>TOTAL RESOURCES</b>	<b>\$ 1,519,662</b>	<b>\$ 1,293,112</b>	<b>\$ 2,214,943</b>	<b>\$ 5,752,131</b>	<b>\$ 5,752,131</b>	<b>\$ 5,752,131</b>
<b>REQUIREMENTS</b>						
Expenditures						
Capital Projects	\$ 1,174,008	\$ 927,619	\$ 1,748,185	\$ 5,100,839	\$ 5,100,839	\$ 5,100,839
Transfers to other funds						
General Fund	40,961	32,435	51,781	124,971	124,971	124,971
Community Development Fund	170,461	197,691	241,827	208,230	208,230	208,230
Transfers subtotal	211,423	230,126	293,608	333,201	333,201	333,201
Ending fund balance						
Restricted	134,232	135,368	173,150	318,091	318,091	318,091
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,519,662</b>	<b>\$ 1,293,112</b>	<b>\$ 2,214,943</b>	<b>\$ 5,752,131</b>	<b>\$ 5,752,131</b>	<b>\$ 5,752,131</b>



## FACILITIES CAPITAL PROJECTS FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Intergovernmental	\$ -	\$ 66,576	\$ -	\$ 200,000	\$ 200,000	\$ 200,000
Investment revenue	(408)	(49,810)	1,100	45,000	45,000	45,000
Miscellaneous revenue	23,927	95	-	-	-	-
Revenue subtotal	23,519	16,860	1,100	245,000	245,000	245,000
Transfers from other funds						
General Fund	995,192	2,830,553	3,764,249	3,395,877	3,395,877	3,395,877
Community Development Fund	-	7,542	-	-	-	-
Transit Fund	7,979	291	1,141,409	365,344	365,344	365,344
Building Inspection Fund	100,000	52,331	71,000	-	-	-
Road Operating Fund	411,217	48,527	4,342,903	274,000	274,000	274,000
Water Operating Fund	376,885	2,111,324	4,602,248	285,000	285,000	285,000
Sewer Operating Fund	376,885	2,111,324	3,159,900	194,000	194,000	194,000
Stormwater Operating Fund	228,490	63,750	3,956,949	247,000	247,000	247,000
Transfers subtotal	2,496,648	7,225,642	21,038,658	4,761,221	4,761,221	4,761,221
Beginning fund balance	218,745	220,801	6,921,557	5,621,398	5,621,398	5,621,398
TOTAL RESOURCES	\$ 2,738,912	\$ 7,463,304	\$ 27,961,315	\$ 10,627,619	\$ 10,627,619	\$ 10,627,619
<b>REQUIREMENTS</b>						
Expenditures						
Capital Projects	\$ 2,465,245	\$ 1,863,037	\$ 19,482,485	\$ 10,270,557	\$ 10,270,557	\$ 10,270,557
Transfers to other funds						
General Fund	52,455	-	32,229	7,464	7,464	7,464
Community Development Fund	411	2,265	74,062	56,000	56,000	56,000
Transfers subtotal	52,866	2,265	106,291	63,464	63,464	63,464
Ending fund balance						
Restricted	220,801	5,598,002	8,372,539	293,598	293,598	293,598
TOTAL REQUIREMENTS	\$ 2,738,912	\$ 7,463,304	\$ 27,961,315	\$ 10,627,619	\$ 10,627,619	\$ 10,627,619

# Fund Summaries

## PARKS CAPITAL PROJECTS FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Tree mitigation revenue	\$ -	\$ 8,250	\$ 2,000	\$ 5,000	\$ 5,000	\$ 5,000
Investment revenue	11,261	(3,274)	1,700	9,200	9,200	9,200
Revenue subtotal	11,261	4,976	3,700	14,200	14,200	14,200
Transfers from other funds						
General Fund	175,431	387,639	2,813,426	2,185,104	2,185,104	2,185,104
Frog Pond West Fund	-	-	327,000	681,350	681,350	681,350
Community Development Fund	-	-	195,840	-	-	-
Parks Development Fund (SDC)	3,577,276	715,698	2,883,712	1,111,946	1,111,946	1,111,946
Transfers subtotal	3,752,707	1,103,337	6,219,978	3,978,400	3,978,400	3,978,400
Beginning fund balance	322,546	333,707	339,337	335,394	335,394	335,394
<b>TOTAL RESOURCES</b>	<b>\$ 4,086,514</b>	<b>\$ 1,442,019</b>	<b>\$ 6,563,015</b>	<b>\$ 4,327,994</b>	<b>\$ 4,327,994</b>	<b>\$ 4,327,994</b>
<b>REQUIREMENTS</b>						
Expenditures						
Capital Projects	\$ 3,547,892	\$ 1,051,448	\$ 6,250,779	\$ 3,560,000	\$ 3,560,000	\$ 3,560,000
Transfers to other funds						
General Fund	118,436	32,249	59,964	61,250	61,250	61,250
Community Development Fund	86,479	19,639	66,505	180,450	180,450	180,450
Transfers subtotal	204,915	51,889	126,469	241,700	241,700	241,700
Ending fund balance						
Restricted	333,707	338,682	185,767	526,294	526,294	526,294
<b>TOTAL REQUIREMENTS</b>	<b>\$ 4,086,514</b>	<b>\$ 1,442,019</b>	<b>\$ 6,563,015</b>	<b>\$ 4,327,994</b>	<b>\$ 4,327,994</b>	<b>\$ 4,327,994</b>

**WATER DEVELOPMENT CHARGES FUND**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
System development charges	\$ 2,131,872	\$ 747,209	\$ 1,429,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000
Investment revenue	75,534	(167,097)	21,700	50,000	50,000	50,000
Revenue subtotal	2,207,406	580,112	1,450,700	1,565,000	1,565,000	1,565,000
Loan proceeds	-	7,046,000	-	-	-	-
Beginning fund balance	7,036,913	7,781,324	13,816,544	9,616,939	9,616,939	9,616,939
<b>TOTAL RESOURCES</b>	<b>\$ 9,244,319</b>	<b>\$ 15,407,435</b>	<b>\$ 15,267,244</b>	<b>\$ 11,181,939</b>	<b>\$ 11,181,939</b>	<b>\$ 11,181,939</b>
<b>REQUIREMENTS</b>						
Expenditures						
Materials and services	\$ 17,744	\$ 12,276	\$ 25,940	\$ 26,980	\$ 26,980	\$ 26,980
Debt service	-	46,257	453,000	452,000	452,000	452,000
Expenditures subtotal	17,744	58,532	478,940	478,980	478,980	478,980
Transfers to other funds						
Water Capital Projects Fund	1,445,251	1,397,166	12,182,558	8,803,824	8,803,824	8,803,824
Ending fund balance						
Restricted	7,781,324	13,951,737	2,605,746	1,899,135	1,899,135	1,899,135
<b>TOTAL REQUIREMENTS</b>	<b>\$ 9,244,319</b>	<b>\$ 15,407,435</b>	<b>\$ 15,267,244</b>	<b>\$ 11,181,939</b>	<b>\$ 11,181,939</b>	<b>\$ 11,181,939</b>

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

# Fund Summaries

## SEWER DEVELOPMENT CHARGES FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
System development charges	\$ 725,355	\$ 711,678	\$ 290,000	\$ 725,000	\$ 725,000	\$ 725,000
Investment revenue	78,108	(14,455)	3,700	9,900	9,900	9,900
Revenue subtotal	803,462	697,223	293,700	734,900	734,900	734,900
Beginning fund balance	6,440,673	2,937,498	1,722,845	996,343	996,343	996,343
<b>TOTAL RESOURCES</b>	<b>\$ 7,244,136</b>	<b>\$ 3,634,720</b>	<b>\$ 2,016,545</b>	<b>\$ 1,731,243</b>	<b>\$ 1,731,243</b>	<b>\$ 1,731,243</b>
<b>REQUIREMENTS</b>						
Expenditures						
Materials and services	\$ 14,674	\$ 10,435	\$ 22,050	\$ 22,930	\$ 22,930	\$ 22,930
Transfers to other funds						
Sewer Operating Fund	600,000	600,000	600,000	600,000	600,000	600,000
Sewer Capital Projects Fund	3,691,964	1,250,779	1,137,739	1,005,323	1,005,323	1,005,323
Transfers subtotal	4,291,964	1,850,779	1,737,739	1,605,323	1,605,323	1,605,323
Ending fund balance						
Restricted	2,937,498	1,773,506	256,756	102,990	102,990	102,990
<b>TOTAL REQUIREMENTS</b>	<b>\$ 7,244,136</b>	<b>\$ 3,634,720</b>	<b>\$ 2,016,545</b>	<b>\$ 1,731,243</b>	<b>\$ 1,731,243</b>	<b>\$ 1,731,243</b>

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

**STREETS DEVELOPMENT CHARGES FUND**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
System development charges	\$ 2,445,151	\$ 1,501,860	\$ 3,960,000	\$ 1,800,000	\$ 1,800,000	\$ 1,800,000
Investment revenue	87,589	(99,014)	40,300	40,000	40,000	40,000
Revenue subtotal	<u>2,532,740</u>	<u>1,402,846</u>	<u>4,000,300</u>	<u>1,840,000</u>	<u>1,840,000</u>	<u>1,840,000</u>
Beginning fund balance	8,493,000	9,589,932	9,472,258	9,252,656	9,252,656	9,252,656
TOTAL RESOURCES	<u>\$ 11,025,740</u>	<u>\$ 10,992,778</u>	<u>\$ 13,472,558</u>	<u>\$ 11,092,656</u>	<u>\$ 11,092,656</u>	<u>\$ 11,092,656</u>
<b>REQUIREMENTS</b>						
Expenditures						
Materials and services	\$ 27,880	\$ 19,625	\$ 41,470	\$ 43,130	\$ 43,130	\$ 43,130
Transfers to other funds						
Washington County Fund (TDT)	-	394,715	-	-	-	-
Streets Capital Projects Fund	1,407,928	1,197,358	12,790,020	10,712,968	10,712,968	10,712,968
Transfers subtotal	<u>1,407,928</u>	<u>1,592,073</u>	<u>12,790,020</u>	<u>10,712,968</u>	<u>10,712,968</u>	<u>10,712,968</u>
Ending fund balance						
Restricted	9,589,932	9,381,080	641,068	336,558	336,558	336,558
TOTAL REQUIREMENTS	<u>\$ 11,025,740</u>	<u>\$ 10,992,778</u>	<u>\$ 13,472,558</u>	<u>\$ 11,092,656</u>	<u>\$ 11,092,656</u>	<u>\$ 11,092,656</u>

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

# Fund Summaries

## WASHINGTON COUNTY TRANSPORTATION DEVELOPMENT TAX FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Transportation development tax	\$ -	\$ 161,129	\$ -	\$ 250,000	\$ 250,000	\$ 250,000
Investment revenue	3,468	(10,648)	1,800	44,700	44,700	44,700
Revenue subtotal	3,468	150,481	1,800	294,700	294,700	294,700
Transfers from other funds						
Streets Development Fund (SDC)	-	394,715	-	-	-	-
Beginning fund balance	350,616	354,085	355,815	1,624,580	1,624,580	1,624,580
<b>TOTAL RESOURCES</b>	<b>\$ 354,085</b>	<b>\$ 899,280</b>	<b>\$ 357,615</b>	<b>\$ 1,919,280</b>	<b>\$ 1,919,280</b>	<b>\$ 1,919,280</b>
<b>REQUIREMENTS</b>						
Restricted	\$ 354,085	\$ 899,280	\$ 357,615	\$ 1,919,280	\$ 1,919,280	\$ 1,919,280
<b>TOTAL REQUIREMENTS</b>	<b>\$ 354,085</b>	<b>\$ 899,280</b>	<b>\$ 357,615</b>	<b>\$ 1,919,280</b>	<b>\$ 1,919,280</b>	<b>\$ 1,919,280</b>

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

**FROG POND INFRASTRUCTURE FUND**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Infrastructure development fee	\$ 1,771,269	\$ 975,519	\$ 1,951,354	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Investment revenue	11,609	(36,638)	1,100	28,300	28,300	28,300
Revenue subtotal	1,782,878	938,881	1,952,454	2,028,300	2,028,300	2,028,300
Beginning fund balance	476,375	2,250,970	3,422,990	2,015,874	2,015,874	2,015,874
<b>TOTAL RESOURCES</b>	<b>\$ 2,259,253</b>	<b>\$ 3,189,851</b>	<b>\$ 5,375,444</b>	<b>\$ 4,044,174</b>	<b>\$ 4,044,174</b>	<b>\$ 4,044,174</b>
<b>REQUIREMENTS</b>						
Expenditures						
Materials and services	\$ 8,283	\$ 3,937	\$ 34,790	\$ 36,180	\$ 36,180	\$ 36,180
Transfers to other funds						
Streets Capital Projects Fund	-	-	4,219,036	2,517,947	2,517,947	2,517,947
Parks Capital Projects Fund	-	-	327,000	681,350	681,350	681,350
Sewer Capital Projects Fund	-	-	776,238	-	-	-
Transfers subtotal	-	-	5,322,274	3,199,297	3,199,297	3,199,297
Ending fund balance						
Restricted	2,250,970	3,185,914	18,380	808,697	808,697	808,697
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,259,253</b>	<b>\$ 3,189,851</b>	<b>\$ 5,375,444</b>	<b>\$ 4,044,174</b>	<b>\$ 4,044,174</b>	<b>\$ 4,044,174</b>

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

# Fund Summaries

## STORMWATER DEVELOPMENT CHARGES FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
System development charges	\$ 449,813	\$ 240,014	\$ 990,000	\$ 690,000	\$ 690,000	\$ 690,000
Investment revenue	30,880	(33,739)	14,300	109,700	109,700	109,700
Revenue subtotal	480,693	206,274	1,004,300	799,700	799,700	799,700
Beginning fund balance	2,719,695	3,093,114	3,150,222	3,568,132	3,568,132	3,568,132
<b>TOTAL RESOURCES</b>	<b>\$ 3,200,389</b>	<b>\$ 3,299,388</b>	<b>\$ 4,154,522</b>	<b>\$ 4,367,832</b>	<b>\$ 4,367,832</b>	<b>\$ 4,367,832</b>
<b>REQUIREMENTS</b>						
Expenditures						
Materials and services	\$ 4,127	\$ 2,721	\$ 5,750	\$ 5,980	\$ 5,980	\$ 5,980
Transfers to other funds						
Stormwater Capital Projects Fund	103,148	145,265	541,017	360,603	360,603	360,603
Ending fund balance						
Restricted	3,093,114	3,151,402	3,607,755	4,001,249	4,001,249	4,001,249
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,200,389</b>	<b>\$ 3,299,388</b>	<b>\$ 4,154,522</b>	<b>\$ 4,367,832</b>	<b>\$ 4,367,832</b>	<b>\$ 4,367,832</b>

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



**PARKS DEVELOPMENT CHARGES FUND**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
System development charges	\$ 659,672	\$ 305,140	\$ 373,000	\$ 550,000	\$ 550,000	\$ 550,000
Investment revenue	50,733	(34,430)	12,200	12,000	12,000	12,000
Revenue subtotal	710,406	270,710	385,200	562,000	562,000	562,000
Beginning fund balance	6,571,482	3,694,968	3,208,376	1,096,398	1,096,398	1,096,398
<b>TOTAL RESOURCES</b>	<b>\$ 7,281,887</b>	<b>\$ 3,965,678</b>	<b>\$ 3,593,576</b>	<b>\$ 1,658,398</b>	<b>\$ 1,658,398</b>	<b>\$ 1,658,398</b>
<b>REQUIREMENTS</b>						
Expenditures						
Materials and services	\$ 9,643	\$ 7,993	\$ 16,890	\$ 17,570	\$ 17,570	\$ 17,570
Transfers to other funds						
Parks Capital Projects Fund	3,577,276	715,698	2,883,712	1,111,946	1,111,946	1,111,946
Ending fund balance						
Restricted	3,694,968	3,241,987	692,974	528,882	528,882	528,882
<b>TOTAL REQUIREMENTS</b>	<b>\$ 7,281,887</b>	<b>\$ 3,965,678</b>	<b>\$ 3,593,576</b>	<b>\$ 1,658,398</b>	<b>\$ 1,658,398</b>	<b>\$ 1,658,398</b>

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



Wilsonville youth softball. Photo credit: Amy Evens.



# Summary of Program Revenues

## SUMMARY OF PROGRAM REVENUES

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>General Fund</b>	\$ 16,412,131	\$ 19,713,157	\$ 21,128,333	\$ 19,197,187	\$ 19,197,187	\$ 19,197,187
<b>Special Revenue Funds</b>						
Community Development	1,976,042	2,104,370	1,977,758	1,620,602	1,620,602	1,620,602
Building	1,449,529	2,317,293	1,464,940	1,275,700	1,275,700	1,275,700
Transit	7,496,429	12,884,184	10,313,216	10,660,600	10,660,600	10,660,600
Road Operating	1,955,014	2,055,257	2,070,200	2,292,800	2,292,800	2,292,800
Road Maintenance	2,194,379	2,296,584	2,212,610	2,336,100	2,336,100	2,336,100
Total Special Revenue Funds	15,071,394	21,657,688	18,038,724	18,185,802	18,185,802	18,185,802
<b>Enterprise Funds</b>						
Water Operating	9,799,985	8,812,452	10,130,600	10,469,280	10,469,280	10,469,280
Sewer Operating	8,237,812	7,833,222	8,550,650	8,624,300	8,624,300	8,624,300
Street Lighting Operating	559,184	606,525	549,865	557,540	557,540	557,540
Stormwater Operating	3,431,416	3,409,381	3,635,438	3,733,940	3,733,940	3,733,940
Total Enterprise Funds	22,028,396	20,661,580	22,866,553	23,385,060	23,385,060	23,385,060
<b>Internal Service Fund</b>						
Fleet Services	1,438,006	1,491,900	1,647,660	1,730,380	1,730,380	1,730,380
<b>Grand Total</b>	<b>\$ 54,949,927</b>	<b>\$ 63,524,326</b>	<b>\$ 63,681,270</b>	<b>\$ 62,498,429</b>	<b>\$ 62,498,429</b>	<b>\$ 62,498,429</b>

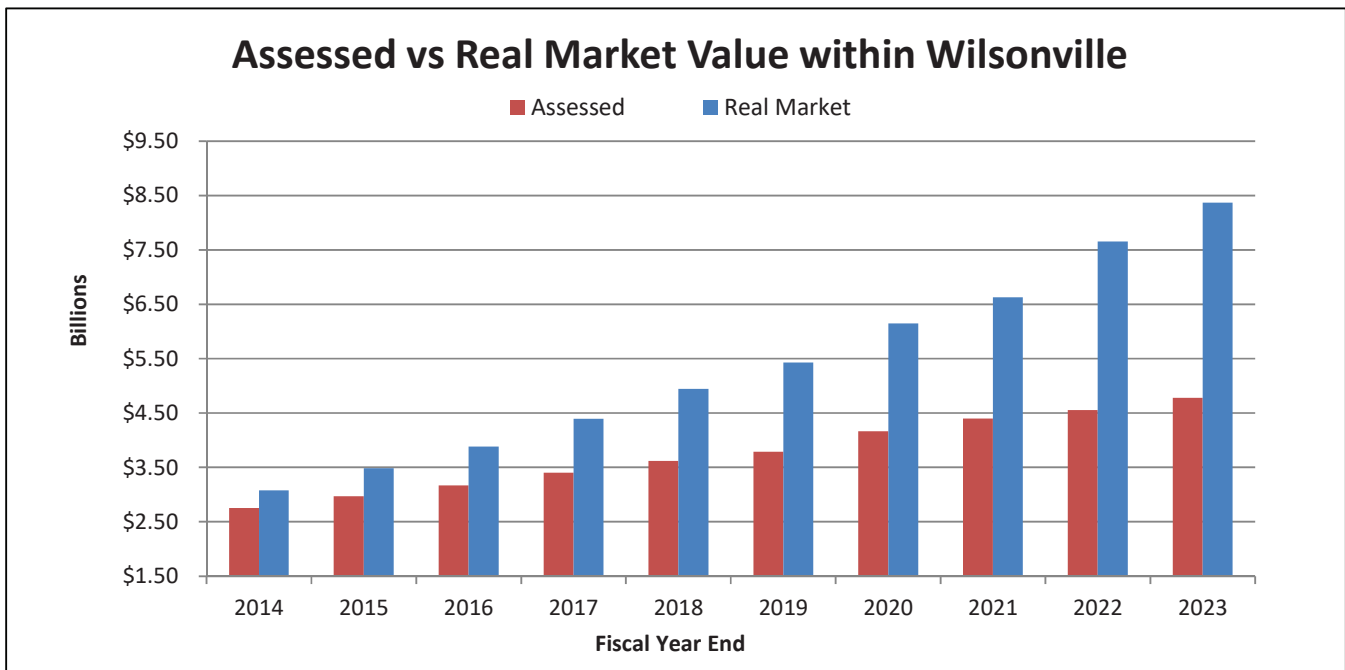
# Property Tax Summary

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 2020-21	Actual 2021-22	Actual 2022-23	Estimated 2023-24	% Change
--	-------------------	-------------------	-------------------	----------------------	----------

### Real Market Measure 5 (M5) Value <sup>1</sup>

Within Clackamas County	\$ 5,547,143,297	\$ 6,052,545,643	\$ 7,001,150,825	7,667,682,000	10%
Within Washington County	600,425,065	576,195,460	657,873,511	699,624,000	6%
	<u>\$ 6,147,568,362</u>	<u>\$ 6,628,741,103</u>	<u>\$ 7,659,024,336</u>	<u>\$ 8,367,306,000</u>	<u>9%</u>

### Assessed Values

Within Clackamas County	\$ 3,805,484,854	\$ 4,032,065,970	\$ 4,166,774,082	\$ 4,375,112,786	5%
Within Washington County	361,664,004	365,979,508	389,653,623	409,136,304	5%
Total Assessed Values	<u>4,167,148,858</u>	<u>4,398,045,478</u>	<u>4,556,427,705</u>	<u>4,784,249,090</u>	<u>5%</u>
Less urban renewal - Coffee Creek	(26,474,754)	(25,039,372)	(38,178,142)	(40,087,000)	5%
Less urban renewal - Year 2000	(322,000,000)	(322,000,000)	(283,067,867)	-	0%
Less urban renewal - West Side	(401,210,000)	(401,210,000)	(401,210,000)	(130,000,000)	-68%
	<u>(749,684,754)</u>	<u>(748,249,372)</u>	<u>(722,456,009)</u>	<u>(170,087,000)</u>	
	<u>\$ 3,417,464,104</u>	<u>\$ 3,649,796,106</u>	<u>\$ 3,833,971,696</u>	<u>\$ 4,614,162,090</u>	<u>20%</u>

### Tax Rate per \$1,000 of Assessed Value

General taxes	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	0%
---------------	-----------	-----------	-----------	-----------	----

### Tax Rate Levy <sup>2</sup>

General taxes	\$ 8,614,060	\$ 9,199,676	\$ 9,663,909	\$ 11,630,457	20%
---------------	--------------	--------------	--------------	---------------	-----

### Property Tax Revenue (net of discounts)

General taxes (current)	\$ 8,290,337	\$ 8,772,320	\$ 9,180,714	\$ 11,009,000	20%
-------------------------	--------------	--------------	--------------	---------------	-----

Tax Revenue Collection Rate	96%	95%	95%	95%
-----------------------------	-----	-----	-----	-----

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

<sup>2</sup> Taxes are based on the lower of real market M5 value or maximum assessed value (MAV), which is known as assessed value (AV). Measure 50 limits future growth on maximum assessed value to 3% annually, unless it exceeds real market value. Exceptions to the 3% are for items such as new construction, remodeling, new subdivisions, and rezoning which may increase assessed value and taxes more than 3%



Ring of fire. Photo Credit: Jose Martinez Labrada



# General Fund Revenues

## Assumptions for General Fund Revenues

- Property Taxes: 19% increase when compared to the prior year’s budget, representing annual increases to assessed valuation and new residential and commercial properties added to the tax rolls
- Franchise Fees and Privilege Taxes: Based on trend analysis, a 2% increase
- Intergovernmental Shared Revenues: Based on trend analysis, population and State of Oregon notifications
- Intergovernmental Shared Revenues/Library: Based on Clackamas County Projections
- Charges for Service/Urban Renewal: Based on historic and projected demand

The General Fund is used to account for all revenues and expenditures that are not required to be recorded in another fund. Principal revenues include property taxes, franchise fees, and intergovernmental shared revenues. Total revenues, excluding interfund transfers, equate to \$19,197,187. This represents a 3% decrease from the prior fiscal year’s budget, of which the American Rescue Plan Act (ARPA) federal grant revenues received in prior years makes up a large portion of this decrease.

Property taxes comprise 57.3% 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 2023-24 budget assumes a 7% growth in assessed value, when compared to the prior fiscal year, as new construction including new homes in the Frog Pond area that will be added to the tax rolls. Taxes for FY 2023-24 will be billed in late October 2023 and can be paid in thirds throughout the year or with a discount by paying in full. Budgeted taxes are less than levied amounts due to estimated uncollectibles, delinquencies and discounts.

Franchise fees and privilege taxes are also large revenue sources, which are expected to comprise 19.2% of externally sourced revenues next fiscal year. These fees are charged to various utility companies for use of public rights-of-way based upon a percentage of net sales within city limits. Franchise fees for FY 2023-24 are expected to increase 2%.

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

Electric	Portland General Electric	5.00%
Natural Gas	Northwest Natural Gas	5.00%
Telecommunications	Verizon Centurytel Electric Lightwave Other service providers	7.00%
Garbage	Republic Services	5.00%
Cable TV	Comcast Verizon	5.00%
Water, Sewer & Stormwater	City of Wilsonville	4.00%

Intergovernmental revenues originate from state and county shared revenues, as well as any grants received from governmental entities. The state shared revenues include alcoholic beverage tax, cigarette tax, and state shared revenue. These state shared revenues total \$915,000 or 4.8% of the fund’s total. The revenues are allocated by various formulas but utilize a per capita rate. Increases for FY 2023-24 reflect the State of Oregon’s overall projections.

Another component of intergovernmental revenue is the City’s allocation of the Clackamas County Library District Levy. For FY 2023-24 this allocation is anticipated to be \$1,509,125 which is 7.9% of the fund’s total. Allocations are based on a combination of service area population and assessed value, provided by the Library District.

Certain programs provide services for which fees can be charged. Principle among the charges are fees from the Urban Renewal Agency. Being as the Agency does not have staff, City administration charges for providing these services. For FY 2023-24 the fees are approximately 0.7% of the General Fund’s total revenue.

# General Fund Revenues

## SUMMARY OF PROGRAM REVENUES

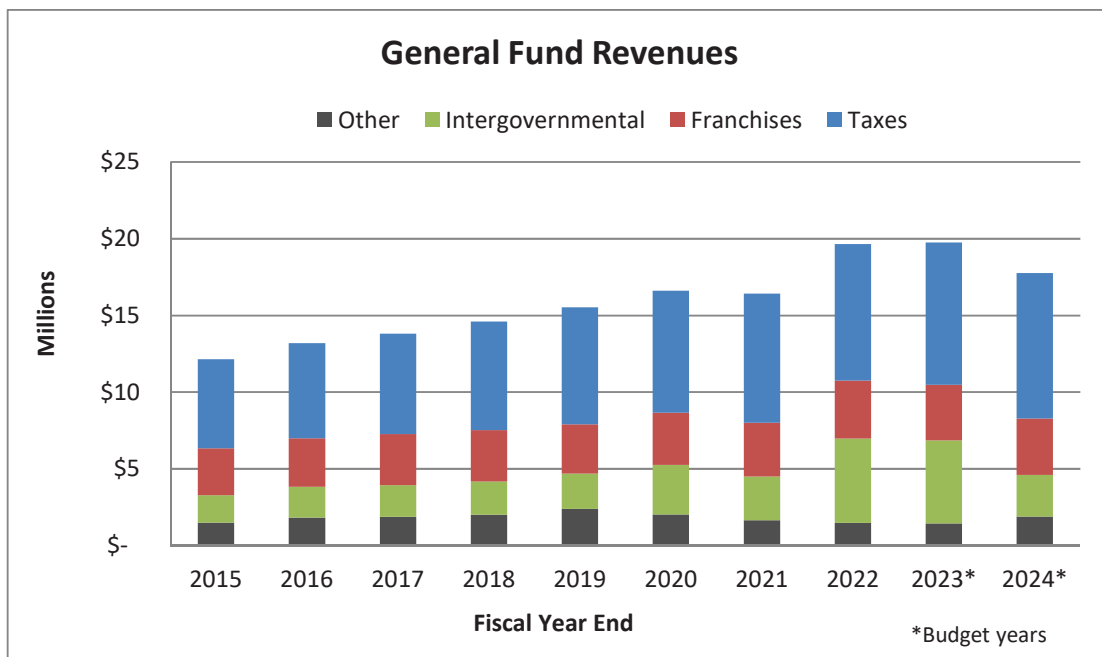
	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Property taxes</b>						
Current year property taxes	\$ 8,290,337	\$ 8,772,320	\$ 9,123,000	\$ 10,898,000	\$ 10,898,000	\$ 10,898,000
Prior year property taxes	111,680	98,042	145,000	111,000	111,000	111,000
Total property taxes	8,402,017	8,870,362	9,268,000	11,009,000	11,009,000	11,009,000
<b>Hotel/Motel taxes</b>						
	367,506	540,789	360,000	400,000	400,000	400,000
<b>Franchise fees/privilege tax</b>						
Portland General Electric	1,041,717	1,144,960	1,082,000	1,100,000	1,100,000	1,100,000
NW Natural Gas	328,770	387,577	325,000	350,000	350,000	350,000
United Disposal	423,873	473,773	360,000	400,000	400,000	400,000
Comcast Cable	318,237	317,700	350,000	320,000	320,000	320,000
Sewer utilities	302,572	307,762	320,000	310,000	310,000	310,000
Water utilities	296,340	315,965	310,000	315,000	315,000	315,000
Stormwater	129,968	135,093	140,000	145,000	145,000	145,000
Charbonneau Water Company	11,704	11,534	16,000	16,000	16,000	16,000
Other franchise fees	88,935	115,461	157,000	135,000	135,000	135,000
Privilege tax	557,421	579,027	555,000	590,000	590,000	590,000
Total franchise fees/privilege tax	3,499,537	3,788,853	3,615,000	3,681,000	3,681,000	3,681,000
<b>Licenses &amp; permits</b>						
Professional and occupation	185,813	170,454	200,000	240,000	240,000	240,000
Alcoholic beverages	2,000	2,500	2,000	2,000	2,000	2,000
Other licenses & permits	910	700	850	800	800	800
Total licenses & permits	188,723	173,654	202,850	242,800	242,800	242,800
<b>Intergovernmental</b>						
Alcoholic beverages tax	588,775	503,926	500,000	480,000	480,000	480,000
Cigarette tax	22,957	21,672	25,000	25,000	25,000	25,000
State shared revenue	400,652	392,647	380,000	410,000	410,000	410,000
County shared revenue - Library	1,465,703	1,538,451	1,465,170	1,509,125	1,509,125	1,509,125
Clack. Co. - Title III	121,928	123,928	95,000	110,000	110,000	110,000
State grants - Library	4,367	5,266	4,500	5,048	5,048	5,048
Federal grants	170,530	2,767,330	2,767,329	-	-	-
Other local governments	86,130	142,015	1,557,600	176,000	176,000	176,000
Total intergovernmental	2,861,043	5,495,233	6,794,599	2,715,173	2,715,173	2,715,173
<b>Municipal court fines</b>						
	173,997	155,046	230,000	250,000	250,000	250,000
<b>Investment revenue</b>						
	212,012	(268,973)	87,000	304,600	304,600	304,600



# General Fund Revenues

## SUMMARY OF PROGRAM REVENUES (CONTINUED)

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Charges for services</b>						
Services provided to Urban Renewal	\$ 330,360	\$ 354,912	\$ 139,534	\$ 128,964	\$ 128,964	\$ 128,964
Class registrations	42,673	95,053	80,000	72,000	72,000	72,000
Parks reservations/Facility rental	37,773	74,956	110,000	125,000	125,000	125,000
Sports camp/Youth special services	30,368	67,393	35,500	37,000	37,000	37,000
New book sales	165	319	100	300	300	300
Library fees	135	14,725	18,000	6,400	6,400	6,400
Photocopying	88	3,996	4,000	5,000	5,000	5,000
Non-resident fees - library	190	1,545	1,500	1,500	1,500	1,500
Lost/damaged books	956	2,966	3,500	3,500	3,500	3,500
Library room rental	-	200	3,000	3,000	3,000	3,000
Lien search fees	37,170	31,332	31,500	30,000	30,000	30,000
Other charges for services	10,180	6,120	6,850	6,500	6,500	6,500
<b>Total charges for services</b>	<b>490,058</b>	<b>653,517</b>	<b>433,484</b>	<b>419,164</b>	<b>419,164</b>	<b>419,164</b>
<b>Miscellaneous revenue</b>						
Gifts	16,185	49,788	48,700	66,650	66,650	66,650
Home delivered meals	580	11,314	8,000	8,000	8,000	8,000
Cable receipts	60,253	54,027	60,000	50,000	50,000	50,000
Other miscellaneous revenue	140,217	189,547	20,700	50,800	50,800	50,800
<b>Total miscellaneous revenue</b>	<b>217,235</b>	<b>304,676</b>	<b>137,400</b>	<b>175,450</b>	<b>175,450</b>	<b>175,450</b>
<b>Total Revenues</b>	<b>\$ 16,412,131</b>	<b>\$ 19,713,157</b>	<b>\$ 21,128,333</b>	<b>\$ 19,197,187</b>	<b>\$ 19,197,187</b>	<b>\$ 19,197,187</b>



# Summary of Fund Revenues

## Building Inspection Fund

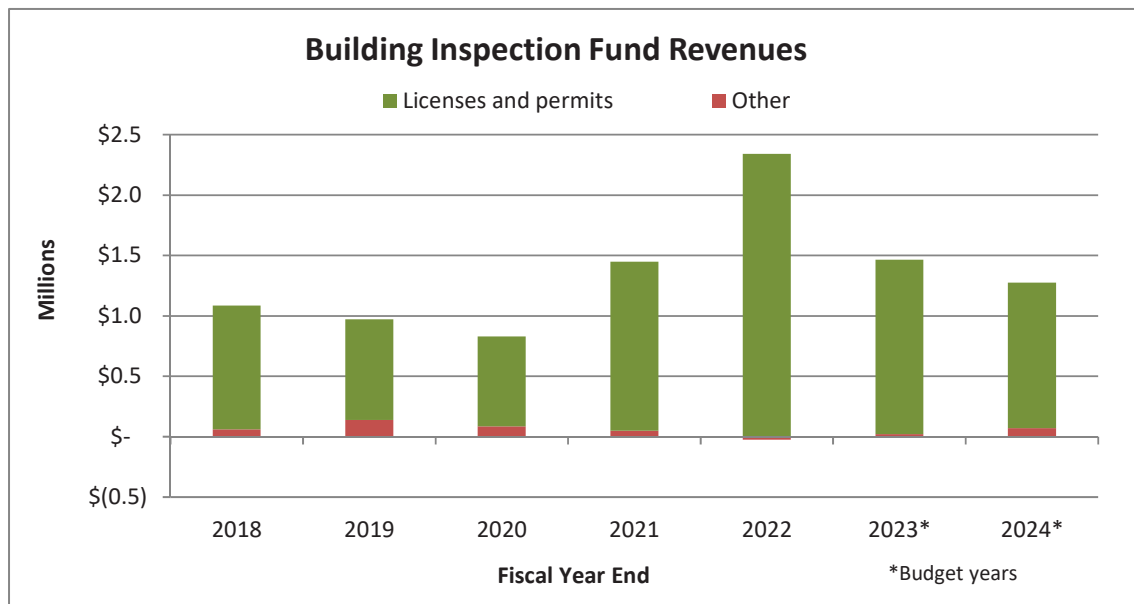
### Assumptions for Building Inspection Fund Revenues

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

Each fiscal year, the Building Inspector projects the permit revenue based on known and anticipated building projects that will be requesting building permits during the next fiscal year. Overall, Licenses and Permits are expected to decrease 17% over the prior fiscal year.

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

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Revenues:						
Licenses and permits	\$ 1,399,500	\$ 2,342,560	\$ 1,442,750	\$ 1,204,000	\$ 1,204,000	\$ 1,204,000
Charges for services	9,600	10,140	8,190	-	-	-
Investment revenue	40,429	(36,951)	14,000	71,700	71,700	71,700
Miscellaneous revenue	-	1,543	-	-	-	-
<b>Total Revenues</b>	<b>\$ 1,449,529</b>	<b>\$ 2,317,293</b>	<b>\$ 1,464,940</b>	<b>\$ 1,275,700</b>	<b>\$ 1,275,700</b>	<b>\$ 1,275,700</b>



# Summary of Fund Revenues

## Community Development Fund

### Assumptions for Community Development Fund Revenues

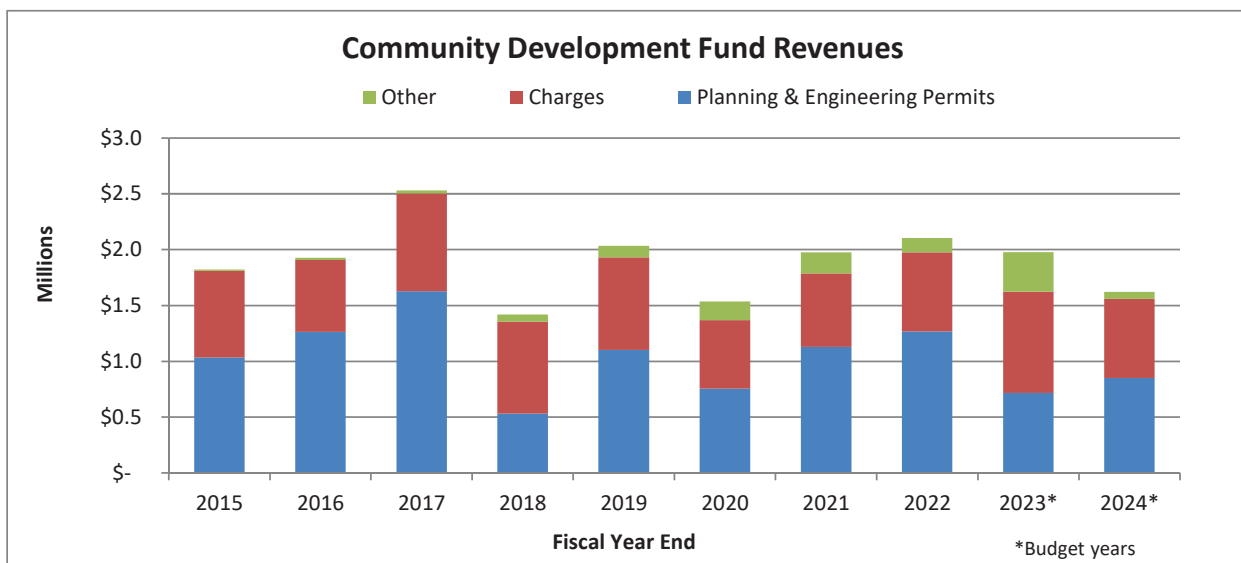
- Inspection and Permit Fees: Based on projections of scheduled and anticipated development. Based on projections, permit fees are expected to increase by 19% when compared to the prior fiscal year.
- Charges for Services: Based on estimated overhead projections on Urban Renewal related projects and administration fees. Charges for Services are expected to decrease by 22% as compared the prior fiscal year.
- Intergovernmental Revenues Accounts for grants anticipated for projects that the CD Fund will undertake this fiscal year. There are no anticipated revenues in this category next fiscal year.

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

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

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

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Revenues:</b>						
Licenses and permits	\$ 1,130,360	\$ 1,266,725	\$ 715,389	\$ 852,302	\$ 852,302	\$ 852,302
Intergovernmental	145,740	77,460	339,500	-	-	-
Charges for services	657,218	709,911	909,369	707,900	707,900	707,900
Investment revenue	40,796	(29,403)	13,500	44,400	44,400	44,400
Miscellaneous revenue	1,928	79,677	-	16,000	16,000	16,000
<b>Total Revenues</b>	<b>\$ 1,976,042</b>	<b>\$ 2,104,370</b>	<b>\$ 1,977,758</b>	<b>\$ 1,620,602</b>	<b>\$ 1,620,602</b>	<b>\$ 1,620,602</b>



# Summary of Fund Revenues

## Transit Fund

### Assumptions for Transit Fund Revenues

- Transit Tax: Based on estimated wage base
- Intergovernmental revenues: Based on grants awarded to SMART
- Out-of town fares charged to customers have been eliminated during to the pandemic

The City’s public transportation program is funded by a payroll tax paid by Wilsonville businesses and is based on total payroll or self-employment income. The tax rate of 0.5 percent (.005) of gross wages has been in effect since October 2008. The payroll tax is due quarterly and covers employment within City limits. Transit taxes are estimated at approximately \$6.0 million in FY 2023-24. 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	South Clackamas Transit					
	SMART	TriMet	Canby	Sandy	District	Lane Transit
2022	0.5000%	0.7937%	0.6000%	0.6000%	0.5000%	0.7700%
2023	0.5000%	0.8037%	0.6000%	0.6000%	0.5000%	0.7800%
2024	0.5000%	0.8137%	0.6000%	0.6000%	0.5000%	0.7900%

#### Notes:

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

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

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

Transit had stopped collecting fares from its passengers since the beginning of the COVID-19 pandemic. As restrictions ease, fare revenue began collection again during the FY 2022-23 budget. There has not been any significant budgetary impact or reduction in services due to the temporary pause of fare collections.

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Revenues:						
Transit tax	\$ 5,298,039	\$ 6,253,924	\$ 5,600,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000
Intergovernmental	2,096,035	6,541,109	4,604,416	4,174,500	4,174,500	4,174,500
Charges for services	-	52,522	29,000	40,000	40,000	40,000
Investment revenue	63,819	(97,272)	58,000	425,100	425,100	425,100
Fines and forfeitures	22,011	116,089	5,000	5,000	5,000	5,000
Miscellaneous revenue	16,525	17,813	16,800	16,000	16,000	16,000
<b>Total Revenues</b>	<b>\$ 7,496,429</b>	<b>\$ 12,884,184</b>	<b>\$ 10,313,216</b>	<b>\$ 10,660,600</b>	<b>\$ 10,660,600</b>	<b>\$ 10,660,600</b>

# Summary of Fund Revenues

## Road Operating Fund

### Assumptions for Road Operating Fund Revenues

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

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

In 2017, the Legislature approved a comprehensive transportation funding package (HB 2017) that increased the gas tax by four cents per gallon, from 30 cents to 34 cents, beginning January 1, 2018. In the years 2020, 2022 and 2024 the tax is scheduled to increase an additional two cents. Current budget reflects anticipated increase.

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

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Revenues:						
Gasoline tax	\$ 1,927,251	\$ 2,144,358	\$ 2,051,500	\$ 2,240,600	\$ 2,240,600	\$ 2,240,600
Investment revenue	25,003	(95,243)	18,700	52,200	52,200	52,200
Miscellaneous revenue	2,760	6,142	-	-	-	-
<b>Total Revenues</b>	<b>\$ 1,955,014</b>	<b>\$ 2,055,257</b>	<b>\$ 2,070,200</b>	<b>\$ 2,292,800</b>	<b>\$ 2,292,800</b>	<b>\$ 2,292,800</b>

## Road Maintenance Regulatory Fund

### Assumptions for Road Maintenance Regulatory Fund Revenues

- User Charge: Based on historical trends

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

Effective in 2017, the Road Maintenance Fees were restructured and are now based on a per-trip basis, with customers falling into various trip categories, indexed to the trips generated by an Equivalent Residential Unit (ERU). One household in a single family detached home – also known as a residential unit, for example, generates approximately 10 trips a day per month, and carries a monthly charge of \$9.08 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly. For FY 2023-24, the Road Maintenance Fee should generate \$2.2 million in revenues.

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Revenues:						
Usage charge	\$ 2,150,526	\$ 2,318,112	\$ 2,192,850	\$ 2,249,000	\$ 2,249,000	\$ 2,249,000
Investment revenue	43,853	(21,529)	19,760	87,100	87,100	87,100
<b>Total Revenues</b>	<b>\$ 2,194,379</b>	<b>\$ 2,296,584</b>	<b>\$ 2,212,610</b>	<b>\$ 2,336,100</b>	<b>\$ 2,336,100</b>	<b>\$ 2,336,100</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 February 2020, City Council approved a new rate structure that included an additional 3 year rate path with a consistent 3% rate increase each year. The new rate schedule also included a simplified tiered structure for residential customers.

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Revenues:						
Usage charge	\$ 7,846,674	\$ 7,692,030	\$ 8,125,350	\$ 8,280,780	\$ 8,280,780	\$ 8,280,780
Sherwood usage	1,433,789	1,149,425	1,650,000	1,600,000	1,600,000	1,600,000
Connection fees	48,667	19,156	47,250	48,000	48,000	48,000
Turn-off charge	670	2,773	-	4,000	4,000	4,000
User fee - fire charge	168,049	171,732	170,000	172,000	172,000	172,000
Investment revenue	263,624	(284,288)	108,000	324,500	324,500	324,500
Miscellaneous revenue	38,513	61,626	30,000	40,000	40,000	40,000
<b>Total Revenues</b>	<b>\$ 9,799,985</b>	<b>\$ 8,812,452</b>	<b>\$ 10,130,600</b>	<b>\$ 10,469,280</b>	<b>\$ 10,469,280</b>	<b>\$ 10,469,280</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 88 miles of gravity sewer lines, 2,549 manholes, and 9 pumping lift stations. The treatment facility is designed to handle an average dry weather sewage flow of 4.0 million gallons of sewage per day and 4.72 million gallons per day during wet weather. Residential customers are billed based on water consumption between November and March. Commercial and industrial customers are based on actual water consumption each month exclusive of irrigation meters. Forecasted revenue is based on historic consumption trends and adjusted for rate increases.

The last rate increase for sewer fees went into effect in January 2017. A system rate study update is underway, with a sewer collection system master plan scheduled for FY 2025-26.

In addition to consumption service charges, certain industrial customers are monitored for the release of inordinate amounts of pollutants to the sewer lines and are assessed additional charges within the surcharge program. Revenue estimates for these high-strength surcharges are based on historic trends adjusted by rate changes. Surcharge rates are increased by the same rate increases noted above. In FY 2023-24, the high strength program is expected to generate \$350,000 in revenues.

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Revenues:						
Usage charge	\$ 7,464,704	\$ 7,680,737	\$ 7,974,450	\$ 8,127,900	\$ 8,127,900	\$ 8,127,900
High strength surcharge	403,433	325,635	460,000	350,000	350,000	350,000
Investment revenue	266,106	(204,750)	84,700	114,900	114,900	114,900
Miscellaneous revenue	103,569	31,600	31,500	31,500	31,500	31,500
<b>Total Revenues</b>	<b>\$ 8,237,812</b>	<b>\$ 7,833,222</b>	<b>\$ 8,550,650</b>	<b>\$ 8,624,300</b>	<b>\$ 8,624,300</b>	<b>\$ 8,624,300</b>

# Summary of Fund Revenues

## Street Lighting Operating Fund

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

- User Charges and Surcharges: Based on historical consumption trends

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

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Revenues:						
Usage charge	\$ 542,050	\$ 556,411	\$ 547,965	\$ 540,540	\$ 540,540	\$ 540,540
Intergovernmental	-	65,812	-	-	-	-
Investment revenue	17,134	(15,699)	1,900	17,000	17,000	17,000
<b>Total Revenues</b>	<b>\$ 559,184</b>	<b>\$ 606,525</b>	<b>\$ 549,865</b>	<b>\$ 557,540</b>	<b>\$ 557,540</b>	<b>\$ 557,540</b>

## Stormwater Operating Fund

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

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

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

The Stormwater Fund has been under financial pressure in recent years due primarily to several large unanticipated repair projects over the last couple of years. Construction has also begun on an extensive repair project that is needed in the Charbonneau area as defined in the 20-year Stormwater Capital Improvement Plan. To fund the projects identified, Council approved a series of rate increases that began on April 1, 2015. The last approved rate increase went into effect January 1, 2021. With no further increases scheduled, the user charges have increased 2% for anticipated City growth.

#### Stormwater Rates:

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

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Revenues:						
Usage charge	\$ 3,388,013	\$ 3,515,955	\$ 3,609,538	\$ 3,678,840	\$ 3,678,840	\$ 3,678,840
Investment revenue	43,016	(107,487)	25,900	55,100	55,100	55,100
Miscellaneous revenue	387	913	-	-	-	-
<b>Total Revenues</b>	<b>\$ 3,431,416</b>	<b>\$ 3,409,381</b>	<b>\$ 3,635,438</b>	<b>\$ 3,733,940</b>	<b>\$ 3,733,940</b>	<b>\$ 3,733,940</b>

# Summary of Fund Revenues

## Fleet Service Fund

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

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

The Fleet Service Fund generates its revenues by charging fees to service and maintain all vehicles and equipment for City programs. Maintenance charges to each department are based on an average of the prior three years' work orders, and are set to recover operating costs estimated for FY 2023-24. In addition to fuel and maintenance costs, all departments, except Transit, pay towards a vehicle replacement reserve. Replacement reserves assume a 10-year lifespan for most vehicles. Transit has its own bus replacement reserve. The amount to be allocated to the various funds for fleet operations is based on the budgeted expenses for Fleet Services. Approximately 80% of the revenues collected by the Fleet Service Fund are from the Transit Fund.

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Revenues:						
Charges for services						
General Fund	\$ 134,163	\$ 156,354	\$ 171,368	\$ 177,432	\$ 177,432	\$ 177,432
Building Inspection Fund	14,984	16,959	17,196	18,024	18,024	18,024
Community Development Fund	22,889	25,005	25,788	27,024	27,024	27,024
Transit Fund	1,160,966	1,191,321	1,322,792	1,388,940	1,388,940	1,388,940
Road Operating Fund	33,114	41,109	43,716	47,892	47,892	47,892
Water Operating Fund	24,873	30,282	31,008	32,484	32,484	32,484
Sewer Operating Fund	12,849	17,331	18,084	18,948	18,948	18,948
Stormwater Operating Fund	8,278	10,749	10,908	11,436	11,436	11,436
Total charges for services	1,412,116	1,489,110	1,640,860	1,722,180	1,722,180	1,722,180
Investment revenue	14,796	(13,967)	6,800	8,200	8,200	8,200
Miscellaneous revenue	11,094	16,758	-	-	-	-
Total Revenues	\$ 1,438,006	\$ 1,491,900	\$ 1,647,660	\$ 1,730,380	\$ 1,730,380	\$ 1,730,380



# Summary of Fund Revenues

## Assumptions for System Development Charges Revenues

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

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

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Water Development Charges Fund</b>						
System Development Charges	\$ 2,131,872	\$ 747,209	\$ 1,429,000	\$ 1,515,000	\$ 1,515,000	\$ 1,515,000
Investment revenue	75,534	(167,097)	21,700	50,000	50,000	50,000
Total Revenues	2,207,406	580,112	1,450,700	1,565,000	1,565,000	1,565,000
<b>Sewer Development Charges Fund</b>						
System Development Charges	725,355	711,678	290,000	725,000	725,000	725,000
Investment revenue	78,108	(14,455)	3,700	9,900	9,900	9,900
Total Revenues	803,462	697,223	293,700	734,900	734,900	734,900
<b>Streets Development Charges Fund</b>						
System Development Charges	2,445,151	1,501,860	3,960,000	1,800,000	1,800,000	1,800,000
Investment revenue	87,589	(99,014)	40,300	40,000	40,000	40,000
Total Revenues	2,532,740	1,402,846	4,000,300	1,840,000	1,840,000	1,840,000
<b>Washington County TDT Fund</b>						
Transportation Development Tax	-	161,129	-	250,000	250,000	250,000
Investment revenue	3,468	(10,648)	1,800	44,700	44,700	44,700
Total Revenues	3,468	150,481	1,800	294,700	294,700	294,700
<b>Frog Pond West Fund</b>						
Infrastructure Development Fee	1,771,269	975,519	1,951,354	2,000,000	2,000,000	2,000,000
Investment revenue	11,609	(36,638)	1,100	28,300	28,300	28,300
Total Revenues	1,782,878	938,881	1,952,454	2,028,300	2,028,300	2,028,300
<b>Stormwater Development Charges Fund</b>						
System Development Charges	449,813	240,014	990,000	690,000	690,000	690,000
Investment revenue	30,880	(33,739)	14,300	109,700	109,700	109,700
Total Revenues	480,693	206,274	1,004,300	799,700	799,700	799,700
<b>Parks Development Charges Fund</b>						
System Development Charges	659,672	305,140	373,000	550,000	550,000	550,000
Investment revenue	50,733	(34,430)	12,200	12,000	12,000	12,000
Total Revenues	710,406	270,710	385,200	562,000	562,000	562,000
Total SDC Fund Revenues	\$ 8,521,053	\$ 4,246,527	\$ 9,088,454	\$ 7,824,600	\$ 7,824,600	\$ 7,824,600



Looking onto the Willamette River. Photo Credit: Cherie Burton.



# Program Budget Organization

---

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

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

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

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

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

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

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

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

# Summary of Workforce Trends

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

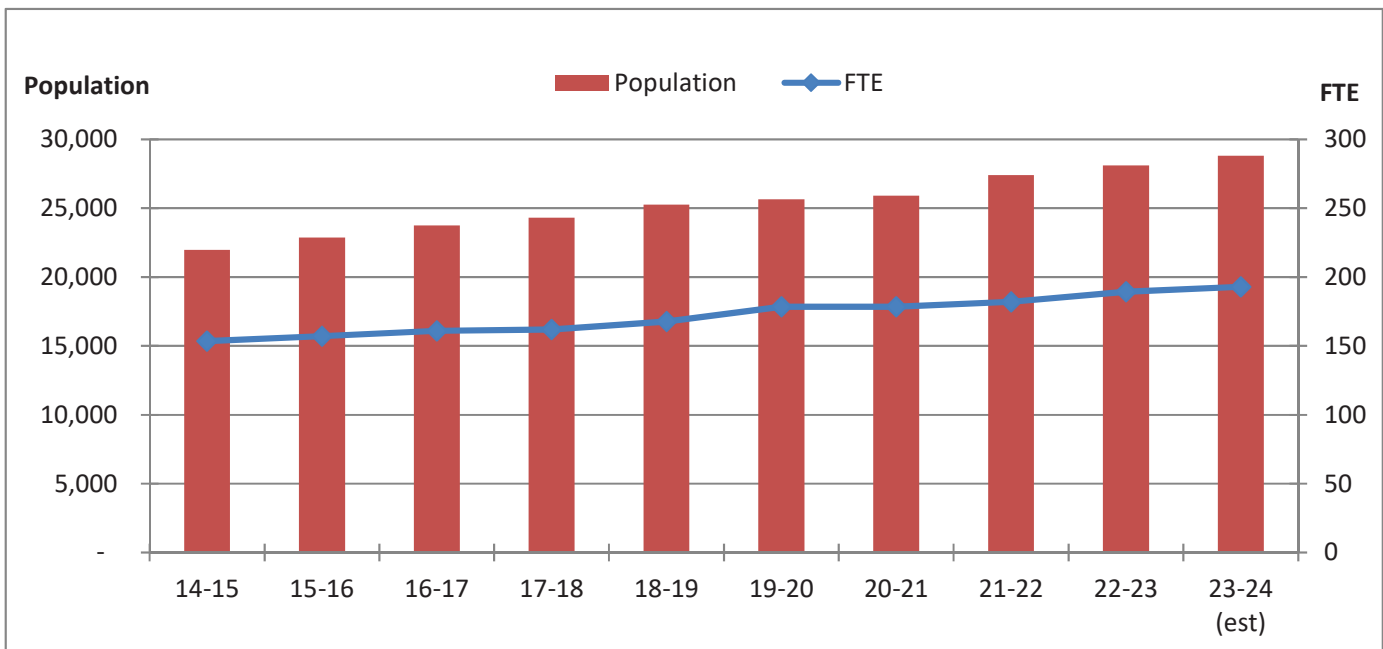
Staffing levels for FY 2023-24 are increasing from 189.69 full-time equivalents (FTEs) to 193.35. The City contracts with the Clackamas County Sheriff's Department to provide police services for the community. The Willamette River Water Treatment Plant is operated and maintained under contract with Veolia North America. The Wastewater Treatment Plant and lift stations are operated and maintained by Jacobs under contract with the City.

The City has two bargaining units, the Wilsonville Municipal Employee Association and SEIU Local 503 (OPEU Transit), which represent roughly 75% of all City positions.

As the chart below illustrates, the City's work force has been relatively stable over the past ten years. On a per capita basis, the work force has declined. In FY 2014-15, the City employed approximately two-thirds (0.70) full-time equivalent for every 100 people, and in FY 2023-24, the City will also employ about two-thirds (0.68) of a full-time equivalent for every 100 people. The City has been able to accomplish this by investing in equipment and technological tools to help staff remain productive and efficient as the City grows.

The figures below do not include personnel for contracted services.

### Ratio of FTE to Population



# Summary of Workforce Trends

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

<b>Department</b>	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
<b>Administration</b>				
Administration	6.50	6.50	5.50	6.58
Finance	9.50	9.50	10.50	10.70
Information Technology/GIS	5.50	5.50	6.50	6.50
Legal	3.70	3.70	3.70	3.80
Human Resources/Risk Management	3.60	3.60	4.35	4.35
	<b>28.80</b>	<b>28.80</b>	<b>30.55</b>	<b>31.93</b>
<b>Community Development</b>				
Administration	2.00	2.00	2.00	2.00
Engineering	13.50	13.50	13.50	13.50
Planning	7.60	7.60	7.60	7.60
Building Inspections	8.80	8.80	7.80	7.80
	<b>31.90</b>	<b>31.90</b>	<b>30.90</b>	<b>30.90</b>
<b>Public Works</b>				
Administration	4.50	4.50	4.50	4.50
Facilities	8.75	9.75	10.75	11.75
Roads	3.85	4.60	4.60	4.60
Water Distribution	5.53	5.53	5.53	5.53
Wastewater Collection/Industrial Pretreatment	3.63	3.63	3.63	3.63
Stormwater Maintenance	2.74	2.74	2.74	2.74
	<b>29.00</b>	<b>30.75</b>	<b>31.75</b>	<b>32.75</b>
<b>Transportation</b>				
SMART Transit	43.13	44.13	46.38	45.38
Fleet	8.00	8.00	9.00	9.00
	<b>51.13</b>	<b>52.13</b>	<b>55.38</b>	<b>54.38</b>
<b>Parks &amp; Recreation</b>				
General/Community Services	9.20	9.20	9.45	9.45
Parks Maintenance	10.25	11.25	12.25	13.63
	<b>19.45</b>	<b>20.45</b>	<b>21.70</b>	<b>23.08</b>
<b>Library</b>	<b>16.36</b>	<b>16.36</b>	<b>16.76</b>	<b>17.66</b>
	<b>16.36</b>	<b>16.36</b>	<b>16.76</b>	<b>17.66</b>
<b>Public Safety</b>				
Law/Code Enforcement	0.00	0.00	1.00	1.00
Municipal Court	1.65	1.65	1.65	1.65
	<b>1.65</b>	<b>1.65</b>	<b>2.65</b>	<b>2.65</b>
<b>Total FTE's</b>	<b>178.29</b>	<b>182.04</b>	<b>189.69</b>	<b>193.35</b>



Photo Credit: Anthony Calcagno.



# Expenditure Summaries

## By Program

*Excluding Interfund Services and Transfers*

Program	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Policy and Administration:</b>						
Administration	\$ 1,597,683	\$ 1,725,444	\$ 1,974,107	\$ 2,226,115	\$ 2,226,115	\$ 2,226,115
Finance	1,444,382	1,388,411	1,836,781	2,026,300	2,026,300	2,026,300
Information Technology/GIS	1,050,964	963,083	1,510,015	1,785,245	1,785,245	1,785,245
Legal	589,686	683,113	764,512	782,122	782,122	782,122
HR/Risk Management	777,015	842,729	1,120,240	1,179,950	1,179,950	1,179,950
<i>Policy and Administration</i>	<b>5,459,731</b>	<b>5,602,780</b>	<b>7,205,655</b>	<b>7,999,732</b>	<b>7,999,732</b>	<b>7,999,732</b>
<b>Community Development:</b>						
CD Administration	453,246	518,869	633,692	656,240	656,240	656,240
Engineering	1,783,259	1,860,678	2,409,506	2,477,824	2,477,824	2,477,824
Building Inspection	1,180,041	1,131,100	1,335,431	1,275,714	1,275,714	1,275,714
Planning	1,115,282	1,117,074	1,350,440	1,354,580	1,354,580	1,354,580
<i>Community Development</i>	<b>4,531,829</b>	<b>4,627,721</b>	<b>5,729,069</b>	<b>5,764,358</b>	<b>5,764,358</b>	<b>5,764,358</b>
<b>Public Works:</b>						
PW Administration	716,661	699,919	965,392	988,470	988,470	988,470
Facilities	1,024,149	1,128,211	1,741,291	1,984,287	1,984,287	1,984,287
Road Operations	670,225	687,306	1,074,982	1,440,582	1,440,582	1,440,582
Street Lighting	330,299	279,623	401,500	366,450	366,450	366,450
Water Distribution	1,271,179	1,308,465	1,653,333	1,687,774	1,687,774	1,687,774
Water Treatment Plant	3,312,253	2,963,519	4,991,504	4,705,889	4,705,889	4,705,889
Wastewater Trtmt Plant	2,870,795	2,798,366	3,252,832	3,332,276	3,332,276	3,332,276
Wastewater Collection	936,942	931,856	1,430,304	1,364,647	1,364,647	1,364,647
Stormwater Maintenance	848,794	821,386	1,218,102	1,155,160	1,155,160	1,155,160
<i>Public Works</i>	<b>11,981,296</b>	<b>11,618,650</b>	<b>16,729,240</b>	<b>17,025,535</b>	<b>17,025,535</b>	<b>17,025,535</b>
<b>Parks &amp; Recreation:</b>						
Parks & Recreation	1,265,962	1,411,227	1,808,521	2,020,258	2,020,258	2,020,258
Parks Maintenance	1,497,779	1,786,315	2,216,389	2,656,990	2,656,990	2,656,990
<i>Parks &amp; Recreation</i>	<b>2,763,741</b>	<b>3,197,542</b>	<b>4,024,910</b>	<b>4,677,248</b>	<b>4,677,248</b>	<b>4,677,248</b>
Library	2,027,405	1,995,351	2,350,130	2,493,968	2,493,968	2,493,968
<b>Transportation:</b>						
Transit	5,838,401	7,397,684	11,706,857	10,357,630	10,357,630	10,357,630
Fleet	1,379,181	1,482,424	1,887,000	2,090,687	2,090,687	2,090,687
<i>Transportation</i>	<b>7,217,582</b>	<b>8,880,108</b>	<b>13,593,857</b>	<b>12,448,317</b>	<b>12,448,317</b>	<b>12,448,317</b>
<b>Public Safety:</b>						
Law/Code Enforcement	5,060,394	5,034,586	5,980,194	6,557,308	6,557,308	6,557,308
Municipal Court	182,649	149,453	247,210	256,060	256,060	256,060
<i>Public Safety</i>	<b>5,243,043</b>	<b>5,184,039</b>	<b>6,227,404</b>	<b>6,813,368</b>	<b>6,813,368</b>	<b>6,813,368</b>
<b>Total Operating Budget</b>	<b>\$ 39,224,626</b>	<b>\$ 41,106,191</b>	<b>\$ 55,860,265</b>	<b>\$ 57,222,526</b>	<b>\$ 57,222,526</b>	<b>\$ 57,222,526</b>

## By Major Cost Category

*Excluding Interfund Services, Transfers, and Capital Projects*

Category	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Personnel Services	\$ 18,467,134	\$ 18,284,901	\$ 23,503,134	\$ 24,977,542	\$ 24,977,542	\$ 24,977,542
Materials and Services	20,059,628	21,186,957	29,017,704	28,526,675	28,526,675	28,526,675
Capital Outlay	697,864	1,634,333	3,339,427	3,718,309	3,718,309	3,718,309
<b>Total Operating Budget</b>	<b>\$ 39,224,626</b>	<b>\$ 41,106,191</b>	<b>\$ 55,860,265</b>	<b>\$ 57,222,526</b>	<b>\$ 57,222,526</b>	<b>\$ 57,222,526</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, Records Technician, Communications, and Public and Government Affairs. The City Manager is appointed by City Council and is the Chief Administrative Officer for the City, and has the responsibility to manage, direct and coordinate the municipal services and business affairs, as well as translating the City Council’s goals into budgetary priorities. The City Manager serves as the City’s Budget Official and as the Executive Director of the Urban Renewal Agency.

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-2023. Below are those City Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Increase mobility for all in Wilsonville***

- Advocated at the state and regional level to complete the Boone Bridge replacement

***Support local business recovery post-pandemic***

- Evaluate programs for business support with possible American Rescue Plan Act (ARPA) funds
- Convene local stakeholders to assess local business needs and available resources

***Align infrastructure plans with sustainable financing sources***

- Establish the Arts, Culture and Heritage Commission
- Conduct a financial analysis to explore costs and revenue options to fund the City’s major infrastructure projects that lack an identifiable funding source

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
City Manager	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00	1.00
Public Affairs Director	1.00	1.00	1.00	1.00
Communications & Marketing Manager	1.00	1.00	1.00	1.00
Communications Coordinator	0.00	0.00	0.00	1.00
Code Compliance Officer*	1.00	1.00	0.00	0.00
Records Technician	0.50	0.50	0.50	0.50
Intern	0.00	0.00	0.00	0.08
	<b>6.50</b>	<b>6.50</b>	<b>5.50</b>	<b>6.58</b>

\* Moved to Code Enforcement



<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 618,267	\$ 688,725	\$ 738,120	\$ 880,550	\$ 880,550	\$ 880,550
Employee benefits	372,127	393,448	421,770	512,350	512,350	512,350
<b>Total</b>	<b>990,394</b>	<b>1,082,173</b>	<b>1,159,890</b>	<b>1,392,900</b>	<b>1,392,900</b>	<b>1,392,900</b>
<b>Materials and Services</b>						
Supplies	34,525	45,327	50,805	47,325	47,325	47,325
Prof and tech services	251,106	257,657	297,973	295,723	295,723	295,723
Utility services	4,600	3,968	6,570	5,520	5,520	5,520
Insurance	477	516	600	600	600	600
Community service programs	207,149	202,859	304,563	304,527	304,527	304,527
Fleet services	3,736	4,023	-	-	-	-
Employee development	13,388	9,989	32,084	43,000	43,000	43,000
Fees, dues, advertising	43,282	61,831	60,112	74,500	74,500	74,500
Meetings & Council	49,026	57,101	61,510	62,020	62,020	62,020
<b>Total</b>	<b>607,289</b>	<b>643,271</b>	<b>814,217</b>	<b>833,215</b>	<b>833,215</b>	<b>833,215</b>
<b>Total Department</b>	<b>\$ 1,597,683</b>	<b>\$ 1,725,444</b>	<b>\$ 1,974,107</b>	<b>\$ 2,226,115</b>	<b>\$ 2,226,115</b>	<b>\$ 2,226,115</b>
<b>Resources Summary</b>						
	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Interfund charges	\$ 416,938	\$ 425,524	\$ 432,915	\$ 433,675	\$ 433,675	\$ 433,675
Urban renewal charges	91,000	97,936	51,324	49,956	49,956	49,956
General Fund	1,089,745	1,201,984	1,489,868	1,742,484	1,742,484	1,742,484
<b>Total</b>	<b>\$ 1,597,683</b>	<b>\$ 1,725,444</b>	<b>\$ 1,974,107</b>	<b>\$ 2,226,115</b>	<b>\$ 2,226,115</b>	<b>\$ 2,226,115</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- An additional 1.00 FTE Communications Coordinator was added to oversee day-to-day social media, provide Spanish language communications and content scheduling, design, among other duties.
- An additional 0.08 Intern was added to support various administrative tasks.

**Materials and Services**

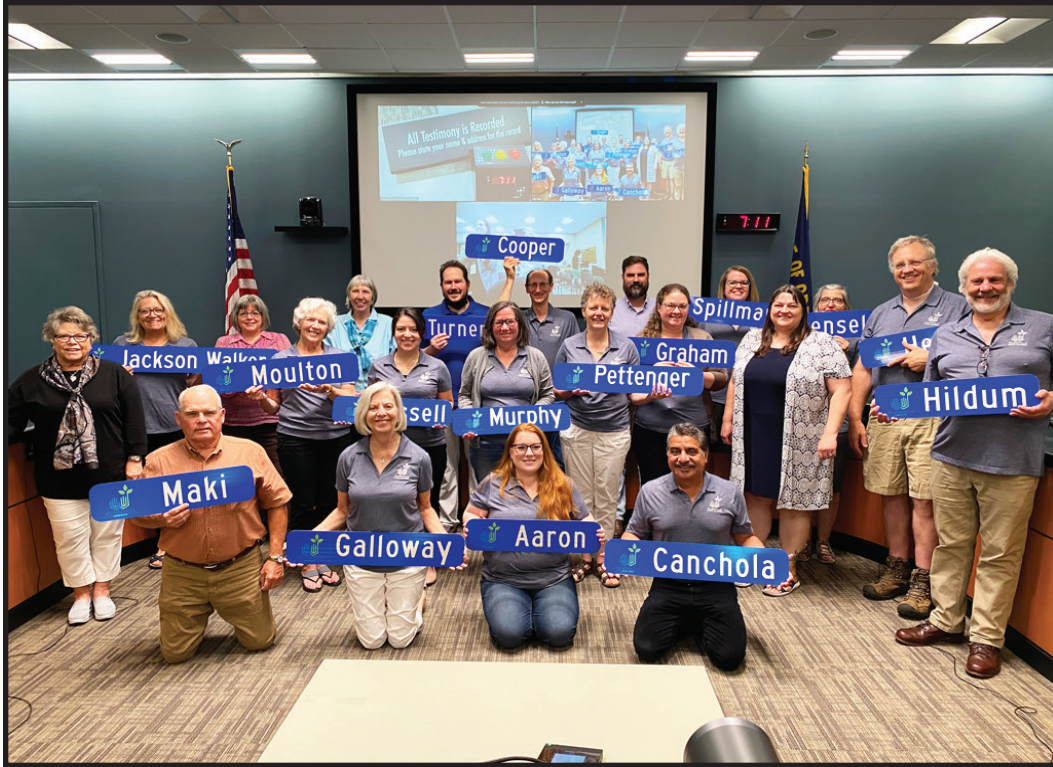
- Employee development was increased to support additional staff and two new elected officials.
- Fees, dues, and advertising increased to better reflect actual expenses.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
	Number of public records request	131	178	167	178	170
Adhere to public records law and respond to public records request	Number of Wilsonville businesses/ residents making the public records request	31	47	24	34	30
	Percent of public records request that were from Wilsonville businesses/ residents	24%	26%	14%	19%	18%
	Newsletter frequency (number of issues a year)	11	11	11	11	11
	Social media followers (aggregate # from City Facebook, Twitter, Instagram, YouTube)	5517	6340	6500	6,750	7,000
	Twitter impressions	91,768	165,000	122,000	140,000	150,000
Provide timely and accessible information to all citizens using a variety of tools	Average number of Facebook posts per year	248	315	250	275	300
	Website visits	897,922	924,860	972,000	1,061,000	1,000,000
	Let's Talk, Wilsonville! Subscribers	380	740	850	950	1025
	Let's Talk, Wilsonville! page views	3,900	7,200	6,800	8,000	9,000

**PERFORMANCE MEASUREMENTS OUTCOME**

In FY 2022-23, the City has pushed less health-and-safety-related content, as the COVID–19 pandemic has evolved into an endemic. Year-to-year traffic numbers are greatly influenced by public emergencies; aside from the broken water pump, no 2022-23 events have required pushing extra content. In the 2022 Citizen Survey, the Boones Ferry Messenger continued to be the main resource for community information. Because of the FY 2021-23 Council Goals, the City increased the number of regular emergency preparedness communications. The City has seen a steady increase over time in the use of social media, “Let’s Talk Wilsonville!” (subscriptions and views), and website visits.



Civics Academy graduation July 2022.



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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Increased mobility for all in Wilsonville***

- Leverage the existing City funds to attract outside funding

***Attract high quality industry and economic opportunity to Wilsonville***

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

***Align infrastructure plans with sustainable financing sources***

- 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
- Conduct a financial analysis to explore options to fund the City’s major infrastructure projects that are currently without identifiable funding sources
- Send out monthly budget reports and project accounting reports

***Engage the community to support emergency preparedness and resiliency***

- Increase awareness of programs in person and through messages on the utility billing invoice

***Protect Wilsonville’s environment and increase access to sustainable lifestyle choices***

- 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

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Finance Operations Manager	1.00	1.00	0.00	0.00
Finance Operations Supervisor	0.00	0.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	0.60
Accounting Specialist	3.00	3.00	3.00	3.00
Accounting Technician	1.50	1.50	2.50	3.10
	9.50	9.50	10.50	10.70

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 737,886	\$ 700,346	\$ 822,750	\$ 936,920	\$ 936,920	\$ 936,920
Employee benefits	383,004	386,537	478,190	525,300	525,300	525,300
<b>Total</b>	<b>1,120,890</b>	<b>1,086,883</b>	<b>1,300,940</b>	<b>1,462,220</b>	<b>1,462,220</b>	<b>1,462,220</b>
<b>Materials and Services</b>						
Supplies	31,229	24,987	40,425	42,400	42,400	42,400
Prof and tech services	123,796	139,278	203,100	219,700	219,700	219,700
Utility services	44,750	42,256	69,540	71,940	71,940	71,940
Fleet services	3,448	4,023	4,296	4,500	4,500	4,500
Repairs & maintenance	-	-	1,850	1,850	1,850	1,850
Rents and leases	2,349	2,097	4,000	4,200	4,200	4,200
Insurance	4,234	4,456	5,320	5,610	5,610	5,610
Employee development	1,694	9,319	18,300	22,800	22,800	22,800
Fees, dues, advertising	5,797	4,360	10,500	11,000	11,000	11,000
Meeting expenses	550	722	2,000	2,000	2,000	2,000
Misc. services & supplies	105,646	70,031	176,510	178,080	178,080	178,080
<b>Total</b>	<b>323,493</b>	<b>301,528</b>	<b>535,841</b>	<b>564,080</b>	<b>564,080</b>	<b>564,080</b>
<b>Total Department</b>	<b>\$ 1,444,382</b>	<b>\$ 1,388,411</b>	<b>\$ 1,836,781</b>	<b>\$ 2,026,300</b>	<b>\$ 2,026,300</b>	<b>\$ 2,026,300</b>
<b>Resources Summary</b>						
	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Interfund charges	\$ 664,588	\$ 595,414	\$ 652,875	\$ 770,280	\$ 770,280	\$ 770,280
Urban renewal charges	128,000	138,628	42,042	34,548	34,548	34,548
General Fund	651,794	654,369	1,141,864	1,221,472	1,221,472	1,221,472
<b>Total</b>	<b>\$ 1,444,382</b>	<b>\$ 1,388,411</b>	<b>\$ 1,836,781</b>	<b>\$ 2,026,300</b>	<b>\$ 2,026,300</b>	<b>\$ 2,026,300</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes reflect adjustment to staffing configuration and as well for cost of living and benefit plan changes.
- In FY 2022-23, the downstairs City Hall front counter position was moved to Finance, increasing the Accounting Technician FTE by 1.0 FTE.
- In FY 2023-24 total FTE increase 0.20, to improve staff cross trained functionality.

**Materials and Services**

- Employee development for the Finance Department has been increased to pre-pandemic levels, in response to: training of new employees, new software implementations, and the necessity to support these investments.

**PERFORMANCE MEASUREMENTS**

<i>Measure</i>	<b>Actual 2019-20*</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimated 2022-23</b>	<b>Forecast 2023-24</b>
<b>Goal: Stewardship of the Environment and Natural Resources</b>					
Increase electronic billing vs printed billing	37.1%	37.5%	44%	55%	60%
Increase electronic payments (Check Free)	67.8%	67.8%	68%	73%	78%
<b>Goal: Effective Governance and Regional Influence</b>					
Government Finance Officers Association (GFOA) Budget Award	Yes	Yes	Yes	Yes	Yes
GFOA Annual Comprehensive Financial Report Award	Yes	Yes	Yes	Yes	Yes
Independent Certified Public Accountant audit "clean opinion" of Annual Comprehensive Financial Report	Yes	Yes	Yes	Yes	Yes
Actual cost to deliver financial services financial services	\$ 1,450,177	\$ 1,362,030	\$ 1,331,424	\$ 1,533,950	\$ 1,873,530
Costs to deliver financial services as percentage of total City operating budget	3.1%	3.3%	2.3%	2.8%	3.4%
<b>Goal: Expand and Maintain High Quality Infrastructure</b>					
Percentage of City's operating funds meeting or exceeding reserve levels set by policy	100%	100%	100%	100%	100%
General obligation bond rating	Aa2	Aa2	Aa2	Aa2	Aa2

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

**PERFORMANCE MEASUREMENTS OUTCOME**

The measurement indicators notated above reveal performance objectives are being met by the department. The goal to encourage paperless options has seen an increase in the number of paperless billing customers and electronic payments, most notably with the coinciding implementation of our new ERP system. We continue to promote paperless payment options for all incoming and outgoing payments. This includes: accounts payable, payroll, utility billing, business licenses, and transit tax.

With the implementation of our Utility Billing system (in Fall 2022), the new Customer Portal also encourages enrollment in both of these features - paperless billing and electronic payments.

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, and is recognized by the Government Finance Officers Association for high standards in government accounting, financial reporting, and budgeting.



Finance staff assisting utility billing customer at newly remodeled front desk area.



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

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area. As technology continues to evolve in every facet of the Municipal landscape, the IT department recognizes its role to provide support and the tools necessary for all City departments to be effective in achieving these goals and all future initiatives.

**DEPARTMENT GOALS**

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

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

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

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

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Information Systems Director	1.00	1.00	1.00	1.00
Information Systems Project Manager	0.00	0.00	1.00	1.00
Senior Information Systems Analyst	1.00	1.00	1.00	0.00
Information Systems Analyst	0.00	0.00	0.00	1.00
Network Administrator	1.00	1.00	1.00	1.00
Information System Assistant I	1.00	1.00	1.00	1.00
GIS Manager	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	5.50	5.50	6.50	6.50



<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 457,952	\$ 401,073	\$ 651,480	\$ 655,090	\$ 655,090	\$ 655,090
Employee benefits	271,296	235,067	376,200	385,140	385,140	385,140
<b>Total</b>	<b>729,247</b>	<b>636,140</b>	<b>1,027,680</b>	<b>1,040,230</b>	<b>1,040,230</b>	<b>1,040,230</b>
<b>Materials and Services</b>						
Supplies	75,691	104,450	135,250	215,250	215,250	215,250
Prof and tech services	177,128	191,388	293,000	394,250	394,250	394,250
Utility services	31,985	24,406	35,710	42,140	42,140	42,140
Repairs & maintenance	7,394	3,766	7,500	7,500	7,500	7,500
Employee development	(48)	1,359	7,600	7,600	7,600	7,600
Fees, dues, advertising	1,755	1,574	2,925	2,925	2,925	2,925
Meeting expenses	75	-	350	350	350	350
<b>Total</b>	<b>293,979</b>	<b>326,943</b>	<b>482,335</b>	<b>670,015</b>	<b>670,015</b>	<b>670,015</b>
<b>Capital Outlay</b>						
Machinery & equipment	27,737	-	-	75,000	75,000	75,000
<b>Total Department</b>	<b>\$ 1,050,964</b>	<b>\$ 963,083</b>	<b>\$ 1,510,015</b>	<b>\$ 1,785,245</b>	<b>\$ 1,785,245</b>	<b>\$ 1,785,245</b>
<b>Resources Summary</b>						
	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Interfund charges	\$ 624,854	\$ 647,411	\$ 640,576	\$ 727,238	\$ 727,238	\$ 727,238
Urban renewal charges	8,560	11,016	6,898	8,808	8,808	8,808
General Fund	417,550	304,656	862,541	1,049,199	1,049,199	1,049,199
<b>Total</b>	<b>\$ 1,050,964</b>	<b>\$ 963,083</b>	<b>\$ 1,510,015</b>	<b>\$ 1,785,245</b>	<b>\$ 1,785,245</b>	<b>\$ 1,785,245</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

**Materials and Services**

- In FY 2023-24, IT plans to implement phase 2 of the migration to the Microsoft 365 platform. This includes licensing and professional service costs.
- An enhancement to the City’s Cyber Security posture will be added in the next fiscal year.
- Perform a security and technology audit of the City’s GIS systems.
- IT will lead an upgrade to technology in the Library Oak and Rose meeting rooms to help facilitate, among other things, virtual meetings.

**Capital Outlay**

- Upgrade technology in the City Hall Council Chambers to enhance meeting capabilities.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
	Users supported	198	193	192	194	194
	Personal computers supported (staff & public use)	199	204	229	232	234
	Copier/Printer/Fax Machines supported	46	45	45	45	37
	Mobile Devices supported	143	143	143	143	145
Identify and track workload indicators	Servers supported	50	54	60	73	78
	Number of helpdesk tickets	1,194	1,162	1,310	1,614	1,750
	Number of inbound phone calls	61,623	92,000	93,000	93,000	93,000
	Number of inbound email	1,435,823	1,582,000	1,203,000	1,100,000	1,000,000
	Percentage of email rejected by spam filter	64%	51%	53%	53%	53%
Effectiveness indicator	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

**PERFORMANCE MEASUREMENTS OUTCOME**

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

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

The number of personal computers supported increased in FY 2020-21 due to the COVID-19 pandemic response and the need for laptops to provide teleworking capabilities. That number has increased slightly to provide computers for additional positions. The increase in servers is related to the recent ERP software implementation. The number of copier/printer/fax machines has decreased due to lack of use and age.

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



IT Assistant Brody Lemons setting up laptops for a training.



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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Act as a Support Role for Departments working towards 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
- Provide timely, efficient, and effective review and advice to the City Council and City Manager
- Provide legal representation in administrative hearings and litigation matters that is professional, efficient, and effective
- Provide documents that achieve the intended legal and business purpose using clear and concise language
- Provide timely, efficient, and effective review and advice to any applicable task force, board, or commission

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00
Legal Assistant	1.50	1.50	1.50	1.60
Intern	0.20	0.20	0.20	0.20
	<b>3.70</b>	<b>3.70</b>	<b>3.70</b>	<b>3.80</b>

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 406,974	\$ 428,375	\$ 462,032	\$ 455,252	\$ 455,252	\$ 455,252
Employee benefits	165,065	190,067	226,520	246,720	246,720	246,720
<b>Total</b>	<b>572,039</b>	<b>618,441</b>	<b>688,552</b>	<b>701,972</b>	<b>701,972</b>	<b>701,972</b>
<b>Materials and Services</b>						
Supplies	9,109	35,612	35,000	35,400	35,400	35,400
Prof and tech services	252	17,555	25,500	26,500	26,500	26,500
Utility services	577	393	960	450	450	450
Employee development	6,432	7,793	10,800	13,800	13,800	13,800
Fees, dues, advertising	1,217	2,859	3,500	3,500	3,500	3,500
Meeting expenses	60	459	200	500	500	500
<b>Total</b>	<b>17,647</b>	<b>64,671</b>	<b>75,960</b>	<b>80,150</b>	<b>80,150</b>	<b>80,150</b>
<b>Total Department</b>	<b>\$ 589,686</b>	<b>\$ 683,113</b>	<b>\$ 764,512</b>	<b>\$ 782,122</b>	<b>\$ 782,122</b>	<b>\$ 782,122</b>
<b>Resources Summary</b>						
	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Interfund charges	\$ 139,153	\$ 133,506	\$ 149,830	\$ 147,136	\$ 147,136	\$ 147,136
Urban renewal charges	99,600	104,140	39,270	35,652	35,652	35,652
General Fund	350,933	445,467	575,412	599,334	599,334	599,334
<b>Total</b>	<b>\$ 589,686</b>	<b>\$ 683,113</b>	<b>\$ 764,512</b>	<b>\$ 782,122</b>	<b>\$ 782,122</b>	<b>\$ 782,122</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- An additional 0.10 FTE was added to increase the Legal Assistant from 20 to 24 hours per week.

**Materials and Services**

- Slight increase to align with pre-COVID actual expenses.

**PERFORMANCE MEASUREMENTS**

In the last fiscal year, the Legal Department adjusted its performance measurements to SMART goals (Specific, Measurable, Achievable, Relevant, and Time-bound). The Legal Department, both as a team and individually, developed goals to achieve in FY 2022-23. Below is a summary of its FY 2022-23 SMART goal achievements and other highlights from FY 2022-23.

**FY 2022-23 Goal Achievements**

- Prohibited Camping Project: Planned completion of code updates to the City's prohibited camping regulations for timely compliance with HB 3115 (2021) and HB 3124 (2021).
- Public Contracting Project: Efficiencies for public contracting – developed new web-based fillable forms for staff to request contracts and created short-form templates for cooperative procurement contracts. Kicked off review and potential update to City's public contracting code.
- Record Management: Implemented a new electronic record filing system and processed for retention municipal court and bankruptcy files.

**Other Highlights from FY 2022-23**

- Developed a Flag Policy and updated City Code – fulfilling a strategic action item of the DEI Strategic Plan.
- Collaborating with other City departments and developer to move forward the transit-oriented development project near the TriMet WES Station.
- Finalized first master license agreement with a small wireless facility provider.
- Negotiated lease agreement with Wilsonville Community Sharing for WCS to utilize part of the Art Tech Building.
- Processed 178 contract requests, as well as 92 private development real property documents (easements, deeds, dedications, etc.), during the 2022 calendar year.
- Negotiated and finalized several development agreements with private development.
- Recommended the inter-departmental Facilities Projects Team to review and track City facilities projects.

In addition, the Legal department's workload is driven by the requests from internal departments. The number of contracts prepared has seen a steady increase each year. The Legal department also prosecutes Municipal Court traffic violations and has seen a consistent percentage of them favorable to the City over the years.



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



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

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

The Human Resources Department oversees the City’s benefit programs. The City strives to provide high quality, cost effective benefits to all employees. The City is a member of City County Insurance Services which provides a variety of healthcare coverage to public employers.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Support departments working towards council goals*

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

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Assistant City Manager	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Assistant	0.00	0.00	0.75	0.75
Intern	0.50	0.50	0.50	0.50
Intern (High School)	0.10	0.10	0.10	0.10
	<b>3.60</b>	<b>3.60</b>	<b>4.35</b>	<b>4.35</b>



<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 326,547	\$ 315,304	\$ 435,270	\$ 448,660	\$ 448,660	\$ 448,660
Employee benefits	165,038	136,893	234,310	208,660	208,660	208,660
<b>Total</b>	<b>\$ 491,585</b>	<b>452,197</b>	<b>669,580</b>	<b>657,320</b>	<b>657,320</b>	<b>657,320</b>
<b>Materials and Services</b>						
Supplies	923	418	2,710	2,710	2,710	2,710
Prof and tech services	61,592	94,858	67,380	120,000	120,000	120,000
Utility services	1,990	1,665	2,770	2,120	2,120	2,120
Insurance	184,182	233,027	275,000	295,000	295,000	295,000
Employee development	26,026	45,792	65,600	65,600	65,600	65,600
Fees, dues, advertising	2,546	868	3,000	3,000	3,000	3,000
Flex plan admin	3,098	2,564	3,700	3,700	3,700	3,700
Recognition expenses	4,991	11,312	30,000	30,000	30,000	30,000
Meeting expenses	82	28	500	500	500	500
<b>Total</b>	<b>285,430</b>	<b>390,532</b>	<b>450,660</b>	<b>522,630</b>	<b>522,630</b>	<b>522,630</b>
<b>Total Department</b>	<b>\$ 777,015</b>	<b>\$ 842,729</b>	<b>\$ 1,120,240</b>	<b>\$ 1,179,950</b>	<b>\$ 1,179,950</b>	<b>\$ 1,179,950</b>
<b>Resources Summary</b>						
	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Interfund charges	\$ 361,475	\$ 363,377	\$ 384,627	\$ 405,112	\$ 405,112	\$ 405,112
General Fund revenues	415,540	479,352	735,613	774,838	774,838	774,838
<b>Total</b>	<b>\$ 777,015</b>	<b>\$ 842,729</b>	<b>\$ 1,120,240</b>	<b>\$ 1,179,950</b>	<b>\$ 1,179,950</b>	<b>\$ 1,179,950</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

**Materials and Services**

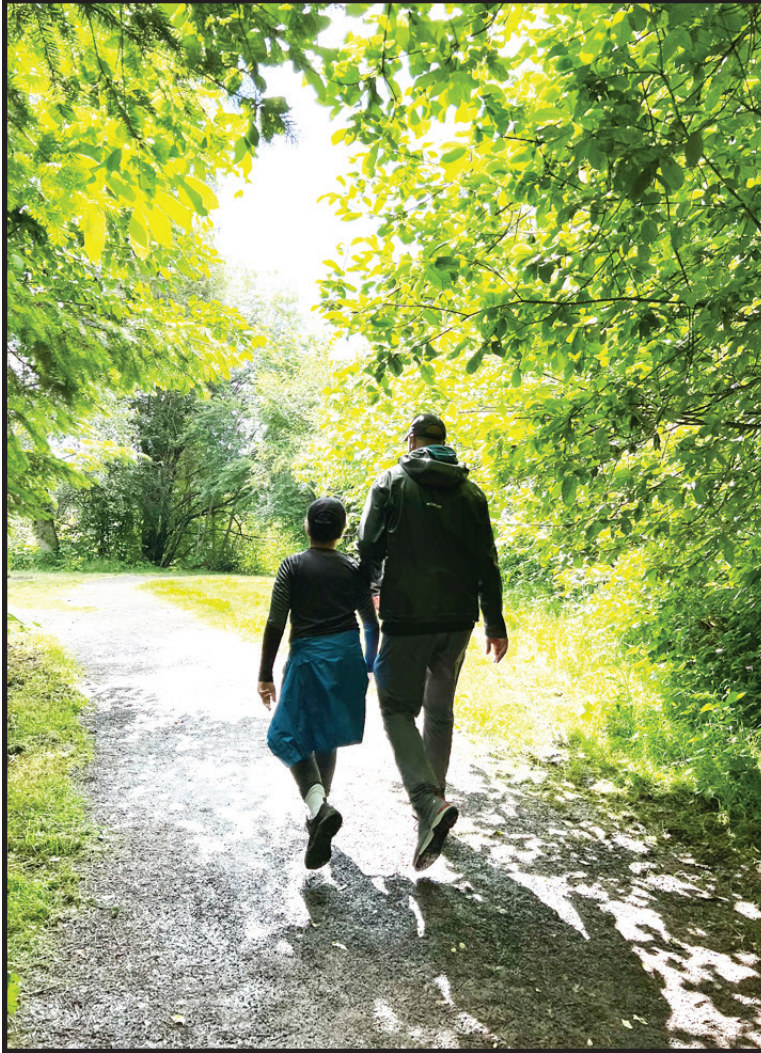
- Changes to Professional and Technical Services reflect an increase in cost for the City’s applicant tracking, performance management, and onboarding software. In addition, the City will begin bargaining with both represented groups in early 2024. Both collective bargaining agreements expire June 30, 2024. The City utilizes outside legal counsel to assist with the negotiation process.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
	FTEs (based on paid hours of non-contracted employees)	165.6	169.9	160.3	168.0	170.0
	Employee turnover per year (percent of workforce)	21.1	16.2	28	20	20
Recruit, hire and retain the most qualified people to staff the City's service delivery needs	Recruitments	40	47	57	45	40
	Applications processed	884	882	765	700	800
	Interviews held	179	227	188	180	200
	New Hires	49	34	53	45	40
	Wellness Program Participation	177	91	133	135	140
Minimize work-related accidents and maintain an excellent safety record	Workers' compensation claims	9	7	5	5	5
	Total paid losses	\$42,516	\$6,985	\$90,504	\$5,000	\$5,000
	Experience Modification Rate (EMR) Is used to calculate worker's compensation premiums	0.88	0.85	0.79	0.65	0.70

**PERFORMANCE MEASUREMENTS OUTCOME**

Like many other organizations, Wilsonville is competing in a tight labor market. Positions are harder to fill in recent years due to the labor market shortage. Hiring managers searching for new team members have reopened recruitments and conducted additional interviews, ensuring they find the best candidate. Human Resources anticipates organizing on-site wellness activities this fiscal year, and has seen an increased participation in employee interest in wellness programs and activities outside of the workplace.



2023 Best of Wilsonville Photo Contest submission.  
Photo Credit: Cherie Burton.



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, economic development, and managing the City’s Urban Renewal plans and projects.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Increase mobility for all in Wilsonville*

- Complete construction of the 5th Street to Kinsman Road project (status: ongoing)
- Promote and facilitate local business retention and expansion (status: ongoing)
- Leverage City funds to attract outside funding for the I-5 Bike and Pedestrian Bridge (status: ongoing)
- Plan, fund, design and begin construction on the Boeckman Road Corridor Project

### *Attract high quality industry and economic opportunity to Wilsonville*

- Continue to promote the Coffee Creek area for high-quality industrial development
- Promote and facilitate local business retention and expansion
- Leverage the Coffee Creek Urban Renewal District with the goal of attracting new industry that pays family-wage jobs (status: ongoing)

### *Support local business recovery post-pandemic*

- Provide quality, responsive customer service to all customers (status: ongoing)
- Continue to work with Twist Bioscience to implement the first Wilsonville Investment Now (WIN) zone (status: ongoing)
- Successfully implement and go live with EnerGov permit software (status: project complete)

### *Align infrastructure plans with sustainable financing sources*

- Update the urban renewal strategic plan (status: project complete)
- Continue to coordinate with the Willamette Water Supply Program (status: ongoing)
- Advance the Town Center infrastructure analysis project (status: project complete)

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Community Development Director	1.00	1.00	1.00	1.00
Economic Development Manager	1.00	1.00	1.00	1.00
	2.00	2.00	2.00	2.00

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 222,703	\$ 200,336	\$ 267,400	\$ 284,640	\$ 284,640	\$ 284,640
Employee benefits	108,123	118,548	154,950	162,510	162,510	162,510
<b>Total</b>	<b>330,826</b>	<b>318,884</b>	<b>422,350</b>	<b>447,150</b>	<b>447,150</b>	<b>447,150</b>
<b>Materials and Services</b>						
Supplies	19,347	21,803	49,400	47,900	47,900	47,900
Prof and tech services	43,103	121,211	72,020	71,000	71,000	71,000
Utility services	39,422	36,194	55,320	55,680	55,680	55,680
Fleet services	7,888	8,046	8,592	9,000	9,000	9,000
Repairs & maintenance	-	-	160	160	160	160
Rents and leases	-	-	1,500	1,500	1,500	1,500
Insurance	4,251	4,619	4,850	4,850	4,850	4,850
Community service programs	2,500	-	5,000	5,000	5,000	5,000
Employee development	153	1,717	6,500	6,000	6,000	6,000
Meeting expenses	-	1,063	2,000	2,000	2,000	2,000
Fees, dues, advertising	5,755	5,332	6,000	6,000	6,000	6,000
<b>Total</b>	<b>122,420</b>	<b>199,985</b>	<b>211,342</b>	<b>209,090</b>	<b>209,090</b>	<b>209,090</b>
<b>Total Department</b>	<b>\$ 453,246</b>	<b>\$ 518,869</b>	<b>\$ 633,692</b>	<b>\$ 656,240</b>	<b>\$ 656,240</b>	<b>\$ 656,240</b>
<b>Resources Summary</b>						
Urban renewal charges	\$ 262,730	\$ 225,864	\$ 107,086	\$ 87,300	\$ 87,300	\$ 87,300
CD Fund	190,516	293,005	526,606	568,940	568,940	568,940
<b>Total</b>	<b>\$ 453,246</b>	<b>\$ 518,869</b>	<b>\$ 633,692</b>	<b>\$ 656,240</b>	<b>\$ 656,240</b>	<b>\$ 656,240</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

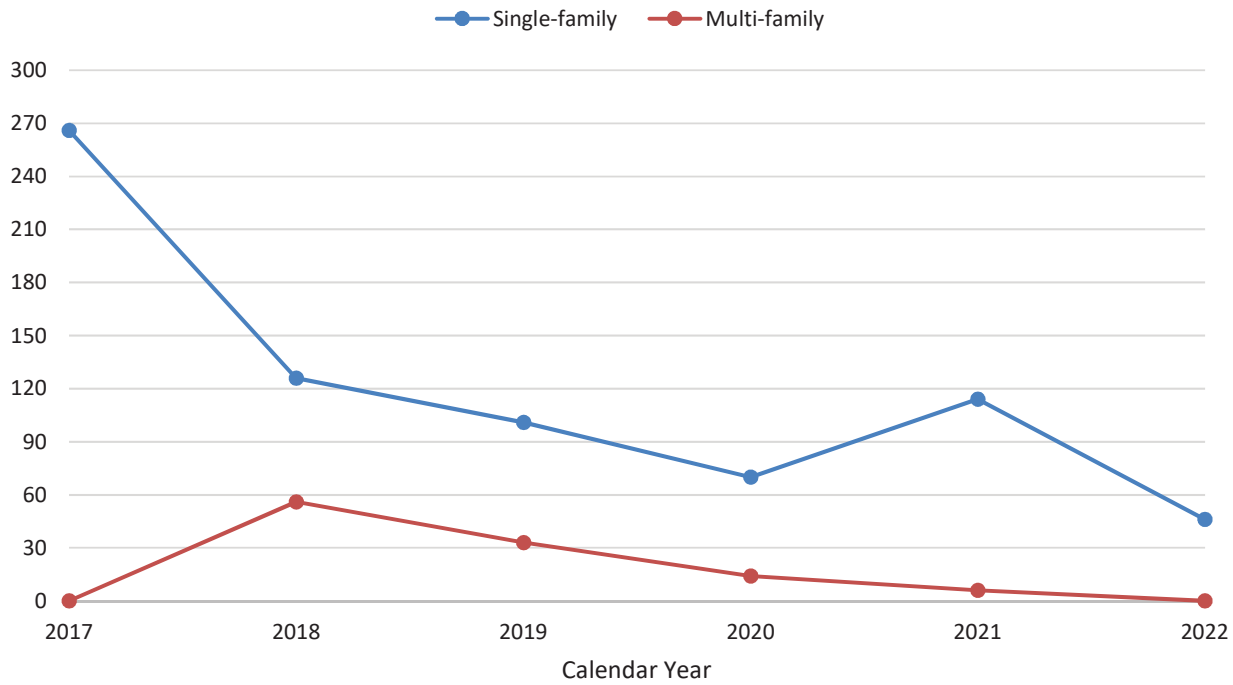
- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

**Materials and Services**

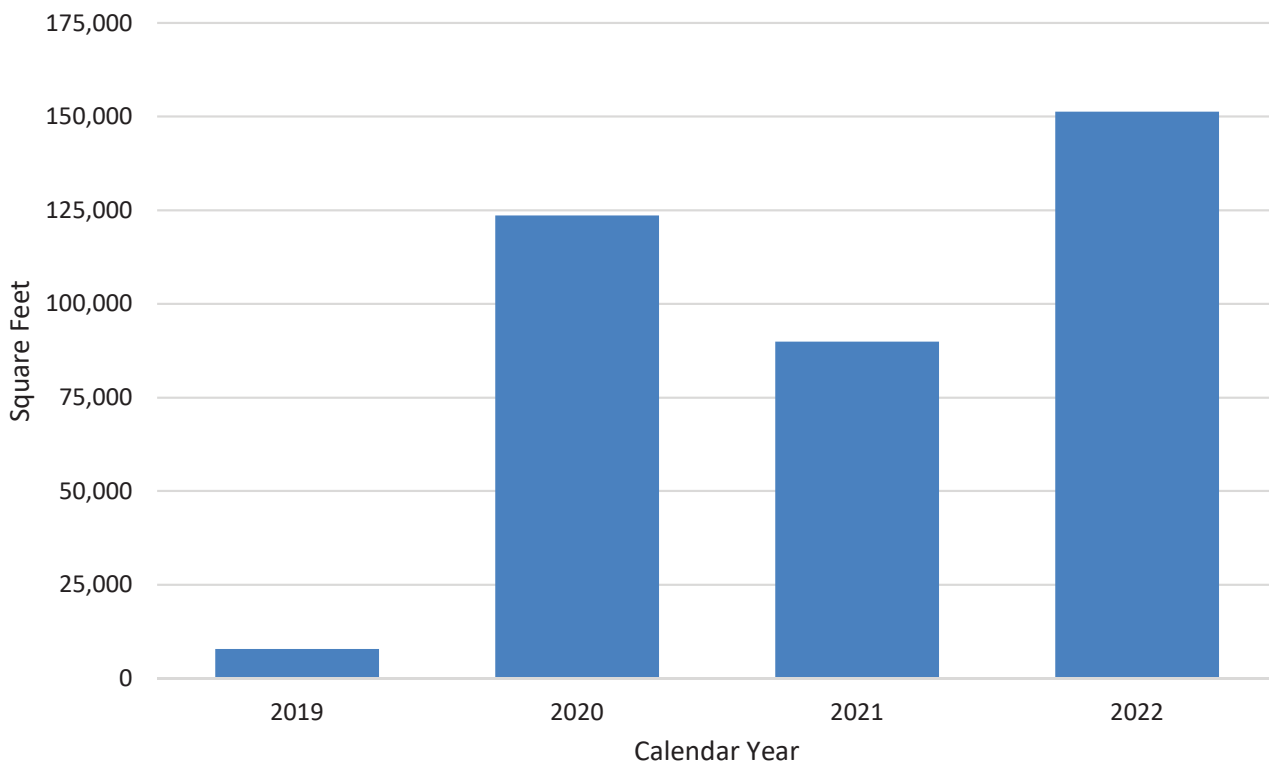
- No significant changes are anticipated regarding materials and services.

PERFORMANCE MEASUREMENTS

Number of New Housing Starts



Commercial/Industrial Square Footage  
Approved by the Development Review Board (DRB)



**PERFORMANCE MEASUREMENTS OUTCOME**

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

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

While housing starts are generally down from 2021 (114 to 46) and there were no multi-family units constructed in 2022, there are a number of new residential projects in plan review and/or in the early phases of being constructed that will result in more homes being built in the community in 2023. Multiple subdivisions in Frog Pond West have been recently approved for construction and are in plan review gearing up for spring 2023 construction. The last single-family home permits in Villebois will be issued at Clermont. The three mixed-use buildings in the Villebois Village Center are in for plan review, however construction timing will be based on interest rate trends and availability of bank loans both of which are challenging at this time.

The industrial market is very strong with one new building being constructed in Coffee Creek and four other land-use applications pending DRB review, two of which are also in Coffee Creek. General development activity is steady and looks to be that way for the next year. Given the pending land-use applications and recent requests for pre-application meetings, the next 12 months will be steady resulting in continued investment in the Wilsonville community.



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

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Increase Mobility for all in Wilsonville*

- Ready the I-5 Bike and Pedestrian Bridge for construction by completing advance (90%) design
- Complete the second phase of the I-5 Undercrossing Trail
- Improve accessibility through upgraded curb ramps and pedestrian signals to Americans with Disability Act standards as part of the Street Maintenance Program
- Begin construction of the 5th Street/Kinsman Road Extension project
- Begin design of the Boeckman Creek Interceptor and Trail project

### *Attract High Quality Industry and Economic Opportunity in Wilsonville*

- Complete construction of the Garden Acres Road project, extending utilities and road infrastructure into Coffee Creek and Basalt Creek Industrial Areas
- Begin design of Boeckman Road Corridor Project
- Continue implementation of high quality, thoughtful, transportation infrastructure for all modes, ages, and abilities

### *Align Infrastructure Plan with Sustainable Financing Sources*

- Update the Wastewater Treatment Plant Master Plan
- Establish financing plan for the Boeckman Dip Bridge
- Provide engineering support for Town Center Financing Plan
- Provide engineering support for Frog Pond East & South Infrastructure Financing Plan

### *Protect Wilsonville’s Environment and Increase Access to Sustainable Lifestyle Choices*

- Complete and adopt the City’s first Urban Forestry Master Plan
- Monitor erosion control on construction sites regularly for compliance with State and Federal permits and requirements
- Continue the partnership with Friends of Trees to restore natural areas of the community
- Update the Stormwater Master Plan

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
City Engineer	1.00	1.00	1.00	1.00
Engineering Manager	2.00	2.00	2.00	2.00
Senior Civil Engineer	0.00	0.00	1.00	1.00
Civil Engineer	2.00	2.00	1.00	1.00
Associate Engineer	1.00	1.00	1.00	1.00
Engineering Inspector III	1.00	1.00	1.00	1.00
Engineering Inspector II	1.00	1.00	1.00	1.00
Engineering Inspector I	1.00	1.00	1.00	1.00
Engineering Technician I	1.00	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00	1.00
Natural Resources Manager	1.00	1.00	1.00	1.00
Stormwater Management Coordinator	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	<b>13.50</b>	<b>13.50</b>	<b>13.50</b>	<b>13.50</b>



<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Personnel Services						
Salaries and wages	\$ 1,062,137	\$ 954,694	\$ 1,358,230	\$ 1,400,520	\$ 1,400,520	\$ 1,400,520
Employee benefits	572,682	537,554	739,000	760,000	760,000	760,000
<b>Total</b>	<b>1,634,819</b>	<b>1,492,248</b>	<b>2,097,230</b>	<b>2,160,520</b>	<b>2,160,520</b>	<b>2,160,520</b>
Materials and Services						
Supplies	4,248	9,638	19,500	20,900	20,900	20,900
Prof and tech services	104,941	297,375	214,700	217,500	217,500	217,500
Utility services	7,149	5,333	8,580	7,280	7,280	7,280
Fleet services	15,000	16,959	17,196	18,024	18,024	18,024
Repairs & maintenance	9,230	14,351	16,000	15,500	15,500	15,500
Rents and leases	-	-	1,000	1,000	1,000	1,000
Insurance	2,740	2,967	3,600	3,600	3,600	3,600
Community service programs	1,512	3,694	4,700	5,000	5,000	5,000
Employee development	785	12,179	18,000	21,500	21,500	21,500
Meeting expenses	-	699	1,000	1,000	1,000	1,000
Fees, dues, advertising	2,835	5,235	8,000	6,000	6,000	6,000
<b>Total</b>	<b>148,440</b>	<b>368,430</b>	<b>312,276</b>	<b>317,304</b>	<b>317,304</b>	<b>317,304</b>
<b>Total Department</b>	<b>\$ 1,783,259</b>	<b>\$ 1,860,678</b>	<b>\$ 2,409,506</b>	<b>\$ 2,477,824</b>	<b>\$ 2,477,824</b>	<b>\$ 2,477,824</b>
<b>Resources Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Urban renewal charges	\$ 292,552	\$ 334,680	\$ 610,906	\$ 406,400	\$ 406,400	\$ 406,400
CD Fund	1,490,708	1,525,998	1,798,600	2,071,424	2,071,424	2,071,424
<b>Total</b>	<b>\$ 1,783,259</b>	<b>\$ 1,860,678</b>	<b>\$ 2,409,506</b>	<b>\$ 2,477,824</b>	<b>\$ 2,477,824</b>	<b>\$ 2,477,824</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

**Materials and Services**

- No significant changes are anticipated regarding Materials and Services.

**PERFORMANCE MEASUREMENTS OUTCOME**

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

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

<b>Permit Type</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
Public Works	13	16	4	5	6
Public Utility	78	99	66	90	90
Right-of-Way	29	34	19	20	20
Erosion Control*	14	17	6	90	65

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

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

<b>Infrastructure Type</b>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
<b>Water Pipe</b>					
New (feet)	2,860	3,232	1,244	15,253	6,255
Repair & Replace (feet)	-	1,123	-	-	2,450
<b>Wastewater Pipe</b>					
New (feet)	4,090	3,126	765	10,501	7,061
Repair & Replace (feet)	-	2,435	-	-	4,720
<b>Storm Drainage Pipe</b>					
New (feet)	8,798	5,738	2,332	13,259	7,965
Repair & Replace (feet)	0	5,595	115	-	2,160
<b>Stormwater Management Facilities - New</b>					
Capital Construction (No.)	25	-	-	20	5
Private Development (No.)	51	22	31	91	46
<b>Roadway - New **</b>					
Capital Construction (Lane Feet)	5,260	-	-	6,453	-
Private Development (Lane Feet)	3,192	3,641	-	21,155	11,387
<b>Street Rehabilitation</b>					
Capital Construction (Lane Feet)	14,469	24,644	50,268***	13,496	16,280
Private Development (Lane Feet)	-	335	525	-	-
<b>ADA Curb Ramps</b>					
Capital Construction - New (No.)	4	-	-	11	-
Capital Construction - Repair & Replace (No.)	29	29	-	27	20
Private Development - New (No.)	22	40	4	110	66

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

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

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



Kinsman Road bridge construction over Coffee Creek.



# Community Development

# building inspections

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Engage the community to support emergency preparedness and resiliency*

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

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Building Official	1.00	1.00	1.00	1.00
Lead Inspector/Examiner	1.00	1.00	0.00	0.00
Inspector/Examiner III	2.00	2.00	1.00	3.00
Inspector/Examiner II	0.00	0.00	2.00	0.00
Inspector/Examiner I	1.00	1.00	1.00	1.00
On-Call Inspector	0.60	0.60	0.60	0.60
Permit Technician II	1.00	1.00	1.00	1.00
Permit Technician I	2.00	2.00	1.00	1.00
Intern	0.20	0.20	0.20	0.20
	8.80	8.80	7.80	7.80

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 661,293	\$ 584,740	\$ 721,060	\$ 710,710	\$ 710,710	\$ 710,710
Employee benefits	359,150	331,587	386,190	366,230	366,230	366,230
<b>Total</b>	<b>1,020,443</b>	<b>916,327</b>	<b>1,107,250</b>	<b>1,076,940</b>	<b>1,076,940</b>	<b>1,076,940</b>
<b>Materials and Services</b>						
Supplies	2,997	15,524	25,750	23,400	23,400	23,400
Prof and tech services	69,377	108,823	91,400	85,880	85,880	85,880
Utility services	3,301	3,008	5,070	4,170	4,170	4,170
Fleet services	14,984	16,959	17,196	18,024	18,024	18,024
Insurance	1,843	1,996	2,300	2,300	2,300	2,300
Employee development	7,157	13,462	17,265	18,050	18,050	18,050
Fees, dues, advertising	1,392	2,405	1,950	1,950	1,950	1,950
Misc. services & supplies	58,547	52,596	67,250	45,000	45,000	45,000
<b>Total</b>	<b>159,598</b>	<b>214,773</b>	<b>228,181</b>	<b>198,774</b>	<b>198,774</b>	<b>198,774</b>
<b>Total Department</b>	<b>\$ 1,180,041</b>	<b>\$ 1,131,100</b>	<b>\$ 1,335,431</b>	<b>\$ 1,275,714</b>	<b>\$ 1,275,714</b>	<b>\$ 1,275,714</b>
<b>Resources Summary</b>						
Urban renewal charges	\$ 9,600	\$ 10,140	\$ 8,190	\$ -	\$ -	\$ -
Building Inspection Fund	1,170,441	1,120,960	1,327,241	1,275,714	1,275,714	1,275,714
<b>Total</b>	<b>\$ 1,180,041</b>	<b>\$ 1,131,100</b>	<b>\$ 1,335,431</b>	<b>\$ 1,275,714</b>	<b>\$ 1,275,714</b>	<b>\$ 1,275,714</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes reflect adjustment to staffing configuration and as well for cost of living and benefit plan changes.

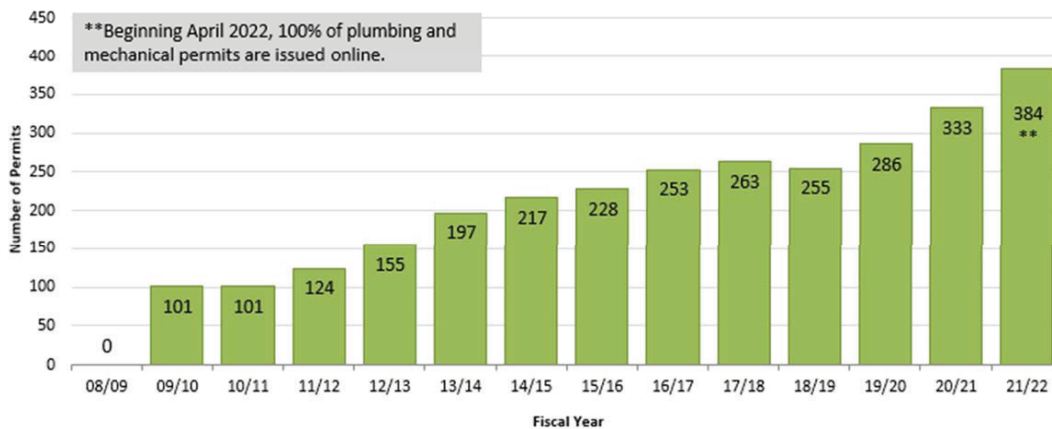
**Materials and Services**

- Supplies decreased slightly with the use of digital code books through an online subscription service.
- Prof and tech services decreased due to less reliance on third-party contract services for plan review.
- Misc. service & supplies decreased with a reduction in bank fees for online credit card payments due to lower permit activity that is expected to continue, particularly in residential construction.

**PERFORMANCE MEASUREMENTS**

Strategy	Measure	Actual 2019-20	Actual 2020-21	Actual 2021-22	Estimate 2022-23	Forecast 2023-24
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	43%	37%	87%	100%	100%
	Total number of contractor trips saved to City Hall	286	333	639	600	600
	Plumbing ePermits	51	50	185	200	200
	Plumbing Permits	305	341	212	200	200
	Percentage of Plumbing ePermits	17%	15%	87%	100%	100%
	Mechanical ePermits	235	283	374	400	400
	Mechanical Permits	363	556	427	400	400
	Percentage of Mechanical ePermits	65%	51%	88%	100%	100%
	Total ePermits	286	333	559	600	600
	Total Trades Permits	668	897	639	600	600

**Annual Number of Plumbing and Mechanical Permits Issued Online (Contractor Trips Saved to City Hall)**



**PERFORMANCE MEASUREMENTS OUTCOME**

**Percentage of permits issued online**

- Measure definition: This measure tracks how many trades permits are issued online through the state e-permit system as compared with the total number trades permits issued.
- Evaluation of results: With the implementation of the City’s online permit system in April 2022, 100% of permits are now issued online. Prior to this, staff worked to transition customers and we saw approximately 75% issued online prior to go-live. Occasionally customers visit the office and apply for permits at the front counter. In these rare instances staff create an online account with the customer and walk them through the online permit process wherein permits are issued. These are tabulated as online 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 100%. However, the number of trades permits has declined by 11% to 322 YTD, as compared to the same period last year. This is reflective of a slowdown on the residential housing side which typically have numerous trades permits with each home that is issued. When housing slows, so does the number of trades permits. Commercial work was very robust at record levels in 2021 and early 2022. However, even though still at robust levels, activity has seen a sharp decline since mid-calendar year 2022 in terms of numbers of permits. With a difficult lending environment, lingering supply chain issues, labor shortages, and other economic factors that contribute to a cooling development climate we anticipate a permit activity level that is also significantly cooled from the recent record pace, at least until these negative pressures taper.



Aerial view of Villebois Clermont looking West, adjacent to Tooze Road.



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 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Increase Mobility for all in Wilsonville*

- Implement the Town Center Master Plan
- Implement the Wayfinding Program

### *Support local business recover post-pandemic*

- Expedite COVID-19 related temporary use permits

### *Expand home ownership for lower income levels and first-time home buyers*

- Implementation of the City’s Equitable Strategic Housing Plan (ESHP) and explore funding options
- Explore programs to support home ownership for low-income and first-time home buyers
- Develop a plan and pursue grant funding and a development agreement for a housing project at the transit center

### *Support high quality industry and economic opportunity in Wilsonville*

- Development reviews in the Coffee Creek Urban Renewal District

### *Align infrastructure plan with sustainable financing sources*

- Complete an infrastructure-funding plan for Town Center
- Support the update of the urban renewal strategic plan as it relates to Town Center

### *Protect Wilsonville’s environment and increase access to sustainable lifestyle choices*

- Update the City’s Comprehensive Plan to include a section on the environmental impacts of the Aurora State Airport
- Support the adoption of the City’s first Urban Forest Management Plan

### Full Time Equivalent Positions

Position	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Planning Director	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00
Assistant Planner	1.00	1.00	1.00	1.00
Administrative Assistant II	0.60	0.60	0.60	0.60
Administrative Assistant III	1.00	1.00	1.00	1.00
	7.60	7.60	7.60	7.60



<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 628,735	\$ 620,324	\$ 709,880	\$ 725,150	\$ 725,150	\$ 725,150
Employee benefits	290,266	292,529	348,630	352,240	352,240	352,240
<b>Total</b>	<b>919,002</b>	<b>912,853</b>	<b>1,058,510</b>	<b>1,077,390</b>	<b>1,077,390</b>	<b>1,077,390</b>
<b>Materials and Services</b>						
Supplies	221	4,376	10,250	8,000	8,000	8,000
Prof and tech services	179,271	184,148	259,200	247,200	247,200	247,200
Utility services	1,935	1,460	2,630	1,640	1,640	1,640
Employee development	2,310	4,364	8,250	8,350	8,350	8,350
Fees, dues, advertising	12,543	9,872	10,100	10,500	10,500	10,500
Meeting expenses	-	-	1,500	1,500	1,500	1,500
<b>Total</b>	<b>196,281</b>	<b>204,220</b>	<b>291,930</b>	<b>277,190</b>	<b>277,190</b>	<b>277,190</b>
<b>Total Department</b>	<b>\$ 1,115,282</b>	<b>\$ 1,117,074</b>	<b>\$ 1,350,440</b>	<b>\$ 1,354,580</b>	<b>\$ 1,354,580</b>	<b>\$ 1,354,580</b>
<b>Resources Summary</b>						
	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Urban renewal charges	\$ 67,080	\$ 61,068	\$ 147,877	\$ 99,200	\$ 99,200	\$ 99,200
CD Fund	1,048,202	1,056,006	1,202,563	1,255,380	1,255,380	1,255,380
<b>Total</b>	<b>\$ 1,115,282</b>	<b>\$ 1,117,074</b>	<b>\$ 1,350,440</b>	<b>\$ 1,354,580</b>	<b>\$ 1,354,580</b>	<b>\$ 1,354,580</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

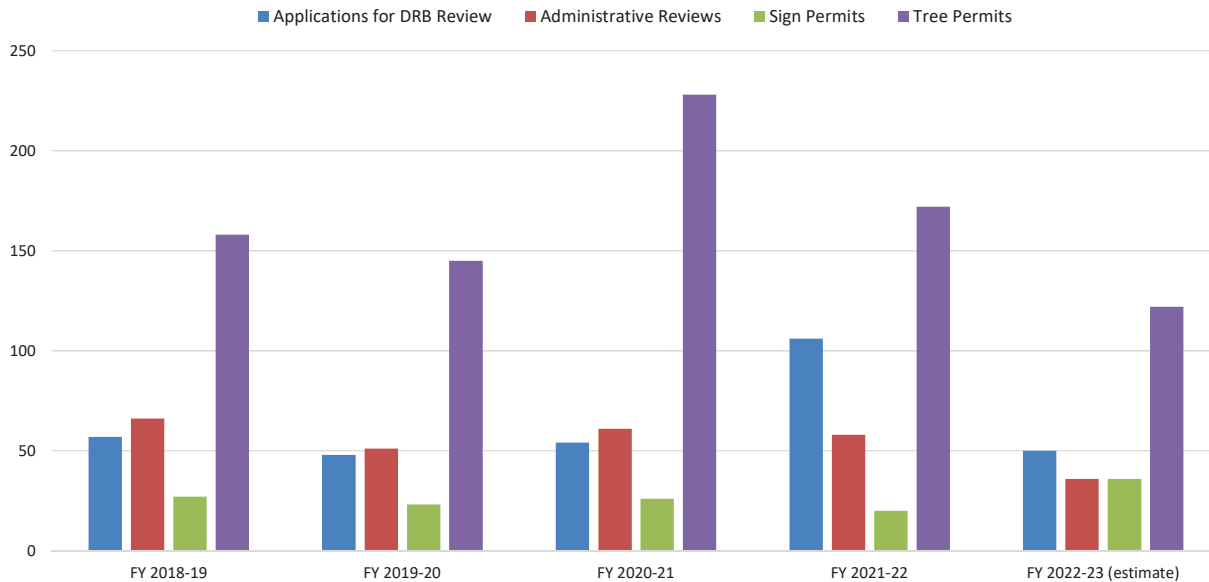
- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

**Materials and Services**

- No significant changes are anticipated regarding Materials and Services.

PERFORMANCE MEASUREMENTS

Number of Planning Development Applications per Fiscal Year by Type



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

PERFORMANCE MEASUREMENTS OUTCOME

The Planning Division’s work program focuses on engaging the community on important discussions, ensuring development complies with City plans and policies, and overall ensuring the long-term health and success of the community. The Planning Division collaborates with other divisions and departments to guide the built environment and preserve and enhance the natural environment to maintain the quality of life for all residents and promote a robust economy. The list below includes examples of significant outcomes from the Planning Division’s 2022 work program.

- Continued implementation of the City’s Equitable Strategic Housing Plan (ESHP) including:
  - Adoption of Frog Pond East and South Master Plan along with implementing Development Code and infrastructure funding plan.
  - Selection of a development partner for an affordable housing project at SMART Transit Center site.
  - Adopted Vertical Housing Development Zones in Villebois and Town Center.
- Began work on the 2023 Housing Needs Analysis.
- Approved development plans for 156 residential lots and reviewed house plans for over 46 permitted homes, consistent with the City’s adopted plans and policies.
- Engaged developers and property owners about the potential of middle housing under new regulations adopted in 2021, including processing the City’s first middle housing land divisions to enable additional housing in the Frog Pond West neighborhood.
- Review of three development applications in the Coffee Creek Industrial Area including approval of an over 148,000 square foot industrial building.
- Adopted an infrastructure-funding plan for Town Center and recommendation for an urban renewal plan to implement the framework projects and the community’s vision.
- Adopted an amendment to the City’s Comprehensive Plan to include a section on the impacts of the Aurora State Airport and its potential growth.
- Finished over 190 administrative actions including minor changes to existing development, sign permits, approving building permits, and tree permits to ensure compliance with approved plans, designs, and policies
- Used Let’s Talk, Wilsonville! to inform over 600 community members about important planning projects and actively engage over 200 in surveys and other online engagement activities. .
- Led the effort to adopt the Wilsonville Framework for Inclusive Engagement and otherwise sought to improve outreach to historically marginalized communities and supported the work of the DEI Committee.
- Participated in the State of Oregon’s Department of Land Conservation and Development’s Housing Needs Work Group.
- Began implementing local practices to reflect the new State Rules for Climate-Friendly and Equitable Communities and establishing a work program for necessary policy amendments.



Frog Pond planning public engagement event.



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

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Increase mobility for all in Wilsonville***

- Coordinate with other City Departments on prioritization and implementation of capital improvement projects

***Attract high qualities industries and economic opportunity to Wilsonville***

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

***Engage the community to support emergency preparedness and resiliency***

- Organize City’s internal emergency management supplies
- Provide emergency management training and exercises for staff
- Work with emergency response providers to identify gaps and enhance Wilsonville’s emergency preparedness planning for all types of emergencies/disasters
- Ground Truth City’s Hazard Mitigation Plan (Ice Storms, Wildfires, Debris Management)
- Update City’s Emergency Operations Plan
- Coordinate presentations to Council from other emergency agencies on their preparedness and response plans
- Connect the community (residents and businesses) with emergency response resources and educational materials to improve individuals’ response planning
- Publish emergency preparedness messages in the Boones Ferry Messenger
- Develop incentive plans to encourage community members to prepare for disasters
- Update City’s Emergency Preparedness website
- Organize an Emergency Preparedness Fair for community members
- Develop Council narrated educational videos on emergency preparedness

***Protect Wilsonville’s environment and increase access to sustainable lifestyle choices***

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

	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Public Works Director	1.00	1.00	1.00	1.00
Public Works Operations Manager	1.00	1.00	1.00	1.00
Asset Management Analyst	1.00	1.00	1.00	1.00
Program Coordinator	0.00	1.00	1.00	1.00
Administrative Assistant I	1.00	0.00	0.00	0.00
Intern	0.50	0.50	0.50	0.50
	4.50	4.50	4.50	4.50

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 383,499	\$ 415,120	\$ 454,350	\$ 481,200	\$ 481,200	\$ 481,200
Employee benefits	179,961	201,373	226,490	225,870	225,870	225,870
<b>Total</b>	<b>563,459</b>	<b>616,493</b>	<b>680,840</b>	<b>707,070</b>	<b>707,070</b>	<b>707,070</b>
<b>Materials and Services</b>						
Supplies	99,484	9,524	101,550	98,250	98,250	98,250
Prof and tech services	23,246	36,087	135,200	129,200	129,200	129,200
Utility services	19,750	19,415	27,010	28,770	28,770	28,770
Fleet services	6,746	8,166	8,592	9,000	9,000	9,000
Insurance	2,104	2,288	2,650	2,730	2,730	2,730
Employee development	739	5,442	6,250	10,250	10,250	10,250
Fees, dues, advertising	550	1,022	1,900	1,900	1,900	1,900
Meeting expenses	583	1,481	1,400	1,300	1,300	1,300
<b>Total</b>	<b>153,201</b>	<b>83,426</b>	<b>284,552</b>	<b>281,400</b>	<b>281,400</b>	<b>281,400</b>
<b>Total Department</b>	<b>\$ 716,661</b>	<b>\$ 699,919</b>	<b>\$ 965,392</b>	<b>\$ 988,470</b>	<b>\$ 988,470</b>	<b>\$ 988,470</b>
<b>Resources Summary</b>						
General Fund	\$ 716,661	\$ 699,919	\$ 965,392	\$ 988,470	\$ 988,470	\$ 988,470
<b>Total</b>	<b>\$ 716,661</b>	<b>\$ 699,919</b>	<b>\$ 965,392</b>	<b>\$ 988,470</b>	<b>\$ 988,470</b>	<b>\$ 988,470</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

**Materials and Services**

- Employee development is budgeted to support the effective implementation of the asset management software, GIS mapping and pursuit of new technology to improve efficiency.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
<i>Goal: Prepare City staff to address various types of emergencies</i>						
Participate in at least one emergency management plan or training each year	Exercise held	COOP Plan update, Emergency Messaging System	Real world responses to various events	Regional After Action Reports for Ice Storm, Wildfires and COVID-19	Wilsonville Community Preparedness Campaign	Natural Hazard Mitigation Plan
Participate in the Oregon Shakeout event each October	Event held	Oct. 17	Oct. 15	Oct. 21	Oct. 20	Oct. 19
Have the City respond to at least one "real" or potential emergency each year	Live disaster event	Villebois Fire COVID-19	COVID-19 Wild fires Ice storm	COVID-19	Inclement weather	TBD

**PERFORMANCE MEASUREMENTS OUTCOME**

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



Explaining essential contents of a “To Go” bag at the 2022 Community Emergency Preparedness Fair.



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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Increase Mobility for all in Wilsonville***

- Perform scheduled maintenance of City buildings and grounds
- Make prompt repairs
- Comply with State and Federal requirements for Life and Safety Inspections
- Perform regular safety compliance inspections of buildings and grounds

***Align infrastructure plans with sustainable financing sources***

- Utilize Asset Management Program for the condition assessment of assets and generation of work orders
- Convert all building plans into CAD and implement Asset Management Facilities Module

***Protect Wilsonville’s environment and increase access to sustainable lifestyle choices***

- Reduce, monitor, and report on the use of toxins by the City by implement the Integrated Pest Management Plan
- Use green products and chemicals where applicable
- Implement energy savings projects and programs
- Expand on the existing battery/light bulb/ballast recycling program
- Support Bulky Waste Day and Hazardous Waste Collection Day

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Facilities Supervisor	1.00	1.00	1.00	1.00
Facilities Maintenance Technician	2.00	2.00	2.00	2.00
Facilities Maintenance Specialist	2.00	2.00	3.00	3.00
Facilities Maintenance Worker	0.00	0.00	0.00	1.00
Janitor	3.00	4.00	4.00	4.00
Seasonal Maintenance Specialist	0.75	0.75	0.75	0.75
	<b>8.75</b>	<b>9.75</b>	<b>10.75</b>	<b>11.75</b>



<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Personnel Services						
Salaries and wages	\$ 452,774	\$ 460,113	\$ 660,380	\$ 750,740	\$ 750,740	\$ 750,740
Employee benefits	272,190	278,361	412,350	476,280	476,280	476,280
<b>Total</b>	<b>724,964</b>	<b>738,475</b>	<b>1,072,730</b>	<b>1,227,020</b>	<b>1,227,020</b>	<b>1,227,020</b>
Materials and Services						
Supplies	90,943	85,010	85,015	88,355	88,355	88,355
Prof and tech services	34,297	34,986	117,621	168,646	168,646	168,646
Utility services	11,600	14,446	26,717	18,870	18,870	18,870
Fleet services	34,136	39,867	43,598	45,672	45,672	45,672
Repairs & maintenance	114,586	196,949	325,965	341,274	341,274	341,274
Rents and leases	1,407	1,632	4,200	4,200	4,200	4,200
Insurance	3,293	3,567	4,200	4,200	4,200	4,200
Employee development	1,594	11,782	13,090	14,900	14,900	14,900
Fees, dues, advertising	1,511	1,330	1,630	1,650	1,650	1,650
Meeting expenses	124	167	525	500	500	500
<b>Total</b>	<b>293,491</b>	<b>389,737</b>	<b>622,561</b>	<b>688,267</b>	<b>688,267</b>	<b>688,267</b>
Capital Outlay						
Machinery & equipment	5,694	-	-	-	-	-
Vehicles	-	-	46,000	69,000	69,000	69,000
<b>Total</b>	<b>5,694</b>	<b>-</b>	<b>46,000</b>	<b>69,000</b>	<b>69,000</b>	<b>69,000</b>
<b>Total Department</b>	<b>\$ 1,024,149</b>	<b>\$ 1,128,211</b>	<b>\$ 1,741,291</b>	<b>\$ 1,984,287</b>	<b>\$ 1,984,287</b>	<b>\$ 1,984,287</b>

<b>Resources Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Urban renewal charges	\$ 3,200	\$ 3,192	\$ -	\$ -	\$ -	\$ -
General Fund	1,020,949	1,125,019	1,741,291	1,984,287	1,984,287	1,984,287
<b>Total</b>	<b>\$ 1,024,149</b>	<b>\$ 1,128,211</b>	<b>\$ 1,741,291</b>	<b>\$ 1,984,287</b>	<b>\$ 1,984,287</b>	<b>\$ 1,984,287</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- An additional 1.00 FTE Facilities Maintenance Technician was added to support additional meeting setups and serve as a rotating backup for other staff.

**Materials and Services**

- Professional and technical services increased for costs associated with the compliance of revised prohibited camping ordinances as mandated by House Bills 3115 and 3124.
- Utility services costs decreased due to the internal reallocation of garbage collection cost to landscape maintenance. The majority of the waste materials are associated with landscaping materials and are better accounted for in that line item.
- Employee development costs increased due to increased training expenses for new staff members and the addition of 1.0 FTE.

**Capital Outlay**

- The cost reflects the addition of one new utility truck for the new FTE.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
<b><i>Goal: Comply with State and Federal requirements for Life and Safety Inspections</i></b>					<b><i>YTD</i></b>	
Perform monthly inspections of all fire extinguishers, AED's and exit signs for all City facilities	Percentage completion of task orders	99%	100%	100%	100%	100%
<hr/>						
<b><i>Goal: Provide clean and sanitized buildings for the Public and City employees</i></b>						
Complete daily janitorial tasks to nine of the City's primary facilities	Percentage completion of 27 task orders	79%	69%	60%	78%	90%

**PERFORMANCE MEASUREMENTS OUTCOME**

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



Facilities staff power washing a roof.



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 city-owned street trees, landscaped medians, and roadway landscapes; providing support to community groups which volunteer their services to the Adopt-A-Road Program; plowing, sanding and deicing streets during inclement weather; graffiti removal; oversight of repair to traffic signaling devices; providing litter control and vegetation control along roadways; installation and maintenance of street signs, traffic signs, and pavement markings; and providing oversight of street sweeping contractor.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Increase mobility for all in Wilsonville***

- 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

***Attract high quality industries and economic opportunity to Wilsonville***

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

***Protect Wilsonville’s environment and increase access to sustainable lifestyle choices***

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

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Roads Supervisor	0.60	0.60	0.60	0.60
Roads Maintenance Lead	0.00	0.00	1.00	1.00
Roads Maintenance Specialist	3.00	3.00	2.00	1.00
Roads Maintenance Worker	0.00	0.00	0.00	1.00
Seasonal Maintenance Specialist	0.25	1.00	1.00	1.00
	3.85	4.60	4.60	4.60

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 216,197	\$ 180,331	\$ 270,920	\$ 322,200	\$ 322,200	\$ 322,200
Employee benefits	118,046	101,150	169,390	202,170	202,170	202,170
<b>Total</b>	<b>334,243</b>	<b>281,481</b>	<b>440,310</b>	<b>524,370</b>	<b>524,370</b>	<b>524,370</b>
<b>Materials and Services</b>						
Supplies	17,475	13,617	17,355	19,300	19,300	19,300
Prof and tech services	24,203	36,575	42,000	42,000	42,000	42,000
Utility services	119,624	113,391	147,340	163,680	163,680	163,680
Fleet services	33,114	46,073	45,716	47,892	47,892	47,892
Repairs & maintenance	122,624	185,474	263,071	329,000	329,000	329,000
Rents and leases	1,568	2,050	4,000	4,000	4,000	4,000
Insurance	3,409	3,701	4,390	4,390	4,390	4,390
Employee development	3,297	4,188	4,700	4,700	4,700	4,700
Fees, dues, advertising	684	538	1,000	1,000	1,000	1,000
Meeting expenses	34	219	100	250	250	250
<b>Total</b>	<b>326,032</b>	<b>405,825</b>	<b>529,672</b>	<b>616,212</b>	<b>616,212</b>	<b>616,212</b>
<b>Capital Outlay</b>						
Machinery & equipment	9,950	-	105,000	300,000	300,000	300,000
<b>Total Department</b>	<b>\$ 670,225</b>	<b>\$ 687,306</b>	<b>\$ 1,074,982</b>	<b>\$ 1,440,582</b>	<b>\$ 1,440,582</b>	<b>\$ 1,440,582</b>
<b>Resources Summary</b>						
Road Operating Fund	\$ 670,225	\$ 687,306	\$ 1,074,982	\$ 1,440,582	\$ 1,440,582	\$ 1,440,582
<b>Total</b>	<b>\$ 670,225</b>	<b>\$ 687,306</b>	<b>\$ 1,074,982</b>	<b>\$ 1,440,582</b>	<b>\$ 1,440,582</b>	<b>\$ 1,440,582</b>

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

### *Materials and Services*

- Utility services were increased to reflect project increases in water and electrical utility cost.
- Repair & maintenance costs increased to reflect the additional cost of contracted landscape maintenance.
- Supplies and Meeting expenses were increased through internal reallocation to more accurately reflect actual expenses.

### *Capital Outlay*

- Increased to reflect the purchase of a new asphalt pavement maintenance truck.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
<b>Goal: Conduct programmed preventative maintenance to City roadway and associate assets</b>						
	Repair/replace 200 street signs	% complete	95%	91%	100%	100%
	Conduct 2000 roadway maintenance tasks	% complete	85%	129%	36%	75%
	Service/maintain 200 street trees	% complete	100%	87%	68%	100%

**PERFORMANCE MEASUREMENTS OUTCOME**

The City's multi-modal transportation system consists of 183 lane miles of roadway, 43 miles of bike lanes, and six miles of city-maintained sidewalks. These systems and their adjoining landscaping and stormwater collection systems account for over 27 acres of maintenance needs that require significant investment in time and funds to ensure they are operating optimally. Properly operating and maintaining Wilsonville's transportation system ensures a safe, healthy, and aesthetically pleasing community while protecting the City's investment in critical transportation infrastructure. A well-maintained system helps to make certain the Council's goals of a Safe, Livable, and Engaged Community as well as Maintaining High-Quality Infrastructure.

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

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

**ANNUAL MAINTENANCE TASKS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
Tree Maintenance Task	each	200	174	135	200	200
Street Signs Task	each	190	182	199	200	200
Road Maintenance Task	each	1,700	2,574	710	1,500	2,000
Street Striping	lineal feet	21,543	23,390	32,760	60,000	60,000



Roads staff using bagged cold asphalt patch to repair potholes.



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

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Increase mobility for all in Wilsonville*

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

### *Protect Wilsonville's environment and increase access to sustainable lifestyle choices*

- Use of energy efficient LED lights, as appropriate

## Full Time Equivalent Positions

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



# street lighting

# Public Works

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Materials and Services						
Utility services	\$ 328,279	\$ 267,554	\$ 390,500	\$ 351,450	\$ 351,450	\$ 351,450
Repairs & maintenance	2,021	12,069	11,000	15,000	15,000	15,000
<b>Total Department</b>	<b>\$ 330,299</b>	<b>\$ 279,623</b>	<b>\$ 401,500</b>	<b>\$ 366,450</b>	<b>\$ 366,450</b>	<b>\$ 366,450</b>
<b>Resources Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Street Lighting Fund	\$ 330,299	\$ 279,623	\$ 401,500	\$ 366,450	\$ 366,450	\$ 366,450
<b>Total</b>	<b>\$ 330,299</b>	<b>\$ 279,623</b>	<b>\$ 401,500</b>	<b>\$ 366,450</b>	<b>\$ 366,450</b>	<b>\$ 366,450</b>

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

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Attract high quality industries and economic opportunity to Wilsonville***

- Provide efficient operation and maintenance of the water distribution system

***Engage the community to support emergency preparedness and resiliency***

- Maintain 8 groundwater wells and chlorination systems to provide an emergency potable water supply
- Respond 24 hours a day, 7 days a week to water line breaks, damaged hydrants, broken meters and service line leaks
- Provide adequate storage and water pressure for fire protection through operation and maintenance of distribution system

***Protect Wilsonville’s environment and increase access to sustainable lifestyle choices***

- Monitor disinfectant residuals and water quality for optimum safety and aesthetics
- Ensure compliance with state and federal regulations through water quality sampling and operations and maintenance (O&M) best practice
- Protect public health by preventing potential cross connections through an active Backflow Prevention Program

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Utilities Supervisor	0.70	0.70	0.70	0.70
Lead Maintenance Specialist	0.00	0.00	1.00	1.00
Water Distribution Technician	4.00	4.00	3.00	3.00
Utility Maintenance Specialist	0.33	0.33	0.33	0.33
Intern	0.50	0.50	0.50	0.50
	5.53	5.53	5.53	5.53

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 294,269	\$ 248,436	\$ 408,750	\$ 424,890	\$ 424,890	\$ 424,890
Employee benefits	186,953	180,369	258,250	262,910	262,910	262,910
<b>Total</b>	<b>481,222</b>	<b>428,805</b>	<b>667,000</b>	<b>687,800</b>	<b>687,800</b>	<b>687,800</b>
<b>Materials and Services</b>						
Supplies	101,119	107,273	148,435	150,040	150,040	150,040
Prof and tech services	111,126	107,285	133,000	128,500	128,500	128,500
Utility services	67,928	62,478	67,330	82,310	82,310	82,310
Fleet services	24,873	30,282	31,008	32,484	32,484	32,484
Repairs & maintenance	30,587	52,093	70,600	70,600	70,600	70,600
Insurance	14,376	15,626	18,300	18,300	18,300	18,300
Community service programs	-	-	300	300	300	300
Employee development	2,130	5,985	6,300	6,800	6,800	6,800
Fees, dues, advertising	12,887	25,827	39,000	35,000	35,000	35,000
Meeting expenses	34	86	200	200	200	200
Franchise fees	296,340	315,965	310,000	310,000	310,000	310,000
Misc. services & supplies	128,556	156,759	161,860	165,440	165,440	165,440
<b>Total</b>	<b>789,957</b>	<b>879,660</b>	<b>986,333</b>	<b>999,974</b>	<b>999,974</b>	<b>999,974</b>
<b>Total Department</b>	<b>\$ 1,271,179</b>	<b>\$ 1,308,465</b>	<b>\$ 1,653,333</b>	<b>\$ 1,687,774</b>	<b>\$ 1,687,774</b>	<b>\$ 1,687,774</b>
<b>Resources Summary</b>						
	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Water Operating Fund	\$ 1,271,179	\$ 1,308,465	\$ 1,653,333	\$ 1,687,774	\$ 1,687,774	\$ 1,687,774
<b>Total</b>	<b>\$ 1,271,179</b>	<b>\$ 1,308,465</b>	<b>\$ 1,653,333</b>	<b>\$ 1,687,774</b>	<b>\$ 1,687,774</b>	<b>\$ 1,687,774</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

**Materials and Services**

- Utility services increased to reflect the projected increase in electrical cost for the water system pump stations and wells.
- Fees, dues, and advertising decreased to better reflect actual expenses.

**PERFORMANCE MEASUREMENTS**

Strategy	Measure	Actual 2019-20	Actual 2020-21	Actual 2021-22	Estimate 2022-23	Forecast 2023-24
<b>Goal: To protect public health by providing safe drinking water through a well-maintained water distribution system.</b>						
Achieve 90% compliance rate for all permitted backflow protection devices	Percent completion	88%	87%	83%	90%	95%
Inspect 20% of all fire hydrants	Percent completion	20%	19%	20%	30%	30%
Replace 250 residential water meters annually	Percent completion	54%	100%	35%	100%	100%
Exercise 30% of all water valves annually	Percent completion	10%	32%	36%	30%	30%

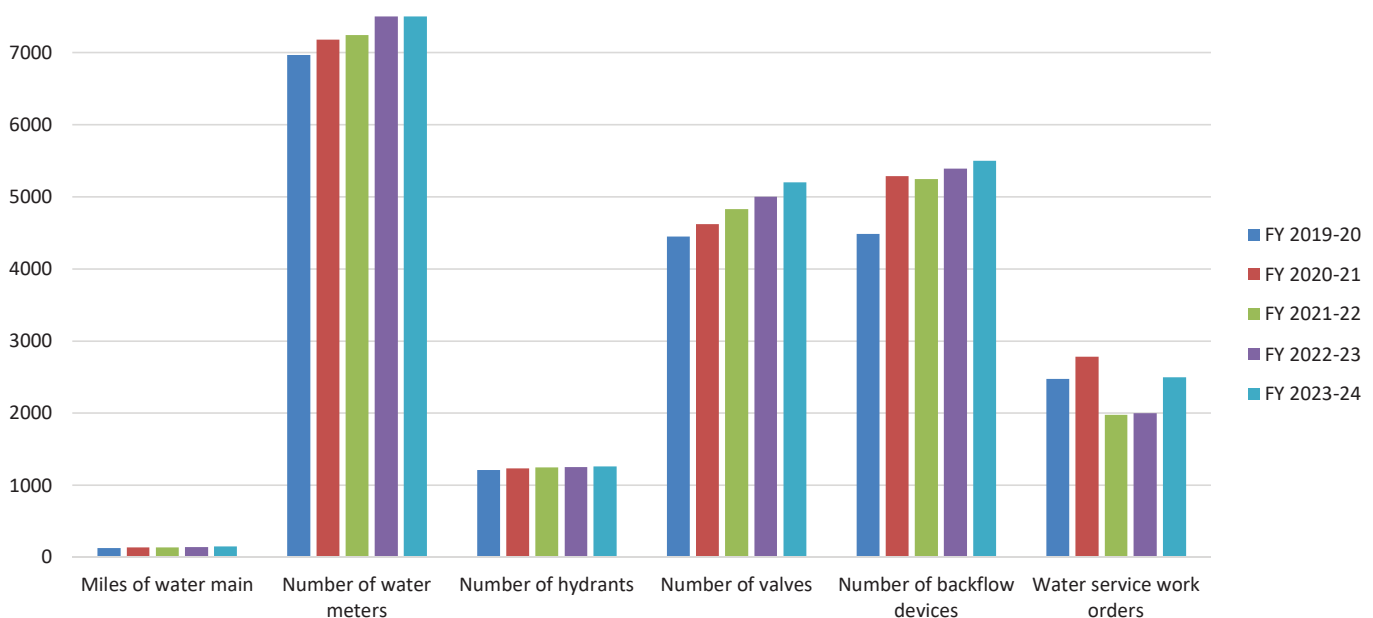
**PERFORMANCE MEASUREMENTS OUTCOME**

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

Water Distribution Infrastructure





Water Distribution Technician Chad Whiting exercises a mainline water valve.



# Public Works

# water treatment plant

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Attract high quality industries and economic opportunity to Wilsonville*

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

### *Protect Wilsonville’s environment and increase access to sustainable lifestyle choices*

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

### Contracted Employees: Full Time Equivalent Positions

Position	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
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 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Materials and Services						
Supplies	\$ 471,779	\$ 257,565	\$ 818,135	\$ 838,185	\$ 838,185	\$ 838,185
Prof and tech services	1,864,140	1,807,057	2,050,410	2,142,967	2,142,967	2,142,967
Utility services	507,185	509,135	698,350	699,198	699,198	699,198
Repairs & maintenance	249,497	246,768	312,342	327,960	327,960	327,960
Insurance	27,413	29,819	34,800	35,844	35,844	35,844
Fees, dues, advertising	3,070	2,953	6,242	6,735	6,735	6,735
<b>Total</b>	<b>3,123,084</b>	<b>2,853,297</b>	<b>3,920,279</b>	<b>4,050,889</b>	<b>4,050,889</b>	<b>4,050,889</b>
Capital Outlay						
Machinery & equipment	189,169	110,222	1,071,225	655,000	655,000	655,000
<b>Total Department</b>	<b>\$ 3,312,253</b>	<b>\$ 2,963,519</b>	<b>\$ 4,991,504</b>	<b>\$ 4,705,889</b>	<b>\$ 4,705,889</b>	<b>\$ 4,705,889</b>
<b>Resources Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Water Operating Fund	\$ 3,312,253	\$ 2,963,519	\$ 4,991,504	\$ 4,705,889	\$ 4,705,889	\$ 4,705,889
<b>Total</b>	<b>\$ 3,312,253</b>	<b>\$ 2,963,519</b>	<b>\$ 4,991,504</b>	<b>\$ 4,705,889</b>	<b>\$ 4,705,889</b>	<b>\$ 4,705,889</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

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

**Materials and Services**

- Supplies increased due to higher cost of chemicals needed to process drinking water.
- Professional and tech services includes costs for the City’s partnership in the Willamette Intake Facility Commission.

**Capital Outlay**

- Based on asset assessment using the criteria of criticality and condition, funding is needed to repair or replace various assets to ensure continuous and efficient operation of the water plant. For this fiscal year, funding is requested for: upgrading anionic polymer system for sludge conditioning; rebuilding washwater pumps; adding climb-proof fencing at washwater wall; replacement of membrane roofing; and painting of exterior doors and equipment.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
<i>Goal: Assure drinking water provided by the Willamette River Water Treatment Plant is safe, reliable and meets or exceeds drinking water standards.</i>						
Contract with Veolia Water Company to conduct microbial, chemical and physical monitoring daily, perform preventative maintenance, provide employees with training and tools, implement asset management plans for major equipment maintenance or replacement, submit monthly Water Quality Data Reports, and publish annual Drinking Water Report (aka Consumer Confidence Report)	Months of compliance with Oregon Administrative Rules for Public Water Systems and the 'finished water quality' contract provisions	12	12	12	12	12

**PERFORMANCE MEASUREMENTS OUTCOME**

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





Staff inspecting the condition of water pump.



# Public Works

# wastewater treatment plant

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

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

Wastewater pipelines are completely separate from the storm water pipelines.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Attract high quality industries and economic opportunity to Wilsonville*

- Provide efficient operation and maintenance of the Wastewater Treatment Plant

### *Protect Wilsonville’s environment and increase access to sustainable lifestyle choices*

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

### Contracted Employees: Full Time Equivalent Positions

Position	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
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 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Materials and Services						
Prof and tech services	\$ 2,518,005	\$ 2,410,029	\$ 2,580,000	\$ 2,839,657	\$ 2,839,657	\$ 2,839,657
Utility services	329,692	363,211	410,130	459,350	459,350	459,350
Insurance	23,098	25,125	32,300	33,269	33,269	33,269
Total	2,870,795	2,798,366	3,022,430	3,332,276	3,332,276	3,332,276
Capital Outlay						
Machinery & equipment	-	-	230,402	-	-	-
Total Department	\$ 2,870,795	\$ 2,798,366	\$ 3,252,832	\$ 3,332,276	\$ 3,332,276	\$ 3,332,276
<b>Resources Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Sewer Operating Fund	\$ 2,870,795	\$ 2,798,366	\$ 3,252,832	\$ 3,332,276	\$ 3,332,276	\$ 3,332,276
Total	\$ 2,870,795	\$ 2,798,366	\$ 3,252,832	\$ 3,332,276	\$ 3,332,276	\$ 3,332,276

## BUDGET HIGHLIGHTS

### *Personnel Services*

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

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	Actual 2019-20	Actual 2020-21	Actual 2021-22	Estimate 2022-23	Forecast 2023-24
<b>Goal: Protect the water quality of the Willamette River and the public health of the community by removing pollutants from wastewater.</b>						
Contract with Jacobs Company to perform preventive maintenance; provide employees with training and tools; implement asset management plans for major equipment maintenance or replacement; perform required sampling and testing; submit monthly Discharge Monitoring Report and annual Inflow and Infiltration and Bio-Solids Management Reports.	Months of compliance with the National Pollutant Discharge Elimination System (NPDES) effluent permit limits	10	9	8	11	12

**PERFORMANCE MEASUREMENTS OUTCOME**

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



Jacobs staff rebuilding biosolid dryer valve.



## Public Works

## wastewater collection/industrial pretreatment

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

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

The Pretreatment Program regulates eight industries in Wilsonville with discharge permits and administers best management practices and agreements with minor industrial users, restaurants, and other companies as appropriate.

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

### DEPARTMENT GOALS

#### ***Attract high quality industries and economic opportunity to Wilsonville***

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

#### ***Engage the community to support emergency preparedness and resiliency***

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

#### ***Protect Wilsonville’s environment and increase access to sustainable lifestyle choices***

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

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Utilities Supervisor	0.30	0.30	0.30	0.30
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00
Utility Maintenance Specialist	2.33	2.33	2.33	2.33
	3.63	3.63	3.63	3.63

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 185,018	\$ 214,772	\$ 267,510	\$ 283,740	\$ 283,740	\$ 283,740
Employee benefits	113,605	119,563	173,090	166,220	166,220	166,220
<b>Total</b>	<b>298,623</b>	<b>334,335</b>	<b>440,600</b>	<b>449,960</b>	<b>449,960</b>	<b>449,960</b>
<b>Materials and Services</b>						
Supplies	26,875	20,338	26,570	29,950	29,950	29,950
Prof and tech services	52,790	53,772	143,900	139,600	139,600	139,600
Utility services	15,212	15,914	20,420	20,710	20,710	20,710
Fleet services	12,849	17,331	18,084	18,948	18,948	18,948
Repairs & maintenance	8,984	20,607	82,700	82,500	82,500	82,500
Insurance	1,909	2,072	2,480	2,480	2,480	2,480
Employee development	2,203	4,597	5,900	6,900	6,900	6,900
Fees, dues, advertising	1,799	1,494	2,200	2,500	2,500	2,500
Franchise fees	302,572	307,762	320,000	320,000	320,000	320,000
Meeting expenses	-	-	150	150	150	150
Misc. services & supplies	125,091	153,634	158,300	165,440	165,440	165,440
<b>Total</b>	<b>550,285</b>	<b>597,521</b>	<b>780,704</b>	<b>789,178</b>	<b>789,178</b>	<b>789,178</b>
<b>Capital Outlay</b>						
Machinery & equipment	88,034	-	209,000	125,509	125,509	125,509
<b>Total Department</b>	<b>\$ 936,942</b>	<b>\$ 931,856</b>	<b>\$ 1,430,304</b>	<b>\$ 1,364,647</b>	<b>\$ 1,364,647</b>	<b>\$ 1,364,647</b>
<b>Resources Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Sewer Operating Fund	\$ 936,942	\$ 931,856	\$ 1,430,304	\$ 1,364,647	\$ 1,364,647	\$ 1,364,647
<b>Total</b>	<b>\$ 936,942</b>	<b>\$ 931,856</b>	<b>\$ 1,430,304</b>	<b>\$ 1,364,647</b>	<b>\$ 1,364,647</b>	<b>\$ 1,364,647</b>

## BUDGET HIGHLIGHTS

### *Personnel Services*

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

### *Materials and Services*

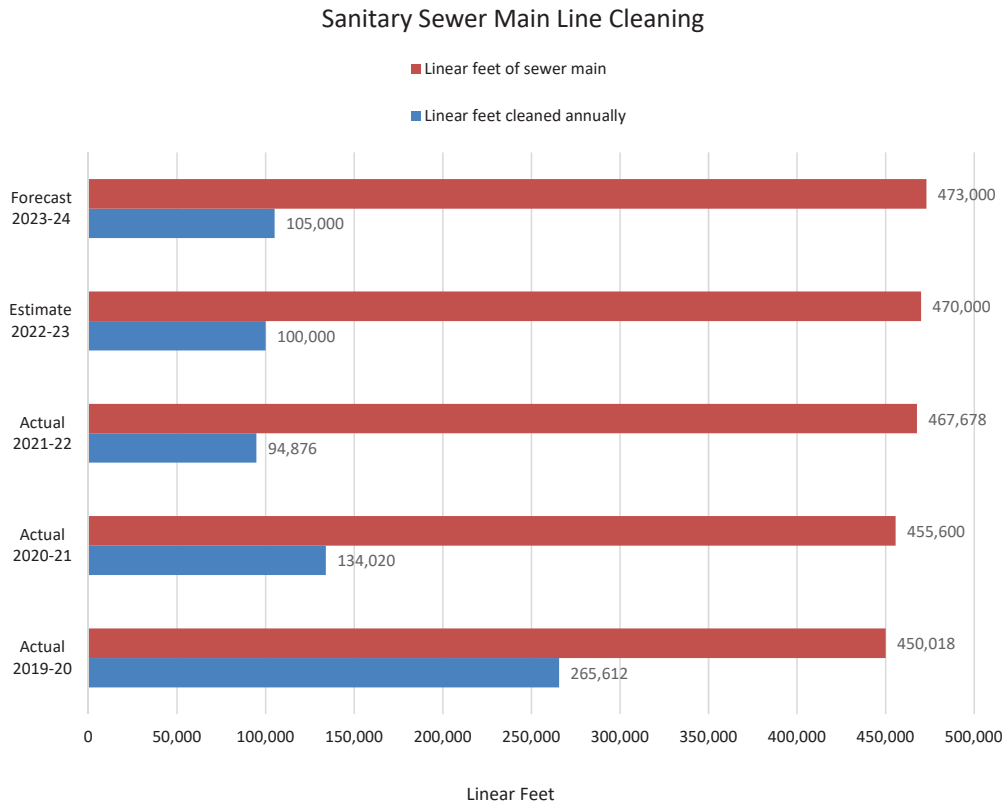
- Overall budget increase was limited to 1% with internal reallocations conducted to better reflect actual expenses.

### *Capital Outlay*

- Cost reflects the addition of a new full-size sprinter van to increase the operational efficiency of the existing Closed Circuit Television (CCTV) inspection program.

**PERFORMANCE MEASUREMENTS - WASTEWATER COLLECTION**

Strategy	Measure	Actual 2019-20	Actual 2020-21	Actual 2021-22	Estimate 2022-23	Forecast 2023-24
<i>Goal: To protect the water quality of the Willamette River and the public health of the community.</i>						
	Linear feet cleaned annually	265,612	134,020	94,876	100,000	105,000
Scheduled cleaning of 20% of wastewater lines and manholes in service throughout the city	Linear feet of sewer main	450,018	455,600	467,678	470,000	473,000
	Number of manholes	2,185	2,200	2,306	2,400	2,450
	Percent of lines cleaned	59.0%	29.0%	20.3%	21.3%	22.2%



**PERFORMANCE MEASUREMENTS OUTCOME**

The City maintains approximately 88 miles of public sewer main along with 2,306 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 publicly maintained sewer lines each year. Implied in overall program execution, the Utilities Division will continue performing all of its other wastewater collection duties as required. Other duties include: maintaining the flushing program for flat sections of the system, tree root removal and treatment, cleaning and repairing manholes and channels, landscaping to maintain off-street manhole access and manhole locations, responding to odor complaints, investigating service lateral concerns and managing the underground video inspection program. Properly operating and maintaining the City’s wastewater collection system is important to ensure a safe, healthy and aesthetically pleasing community while protecting the environment.



**PERFORMANCE MEASUREMENTS - PRETREATMENT**

<i>Strategy</i>	<i>Measure</i>	Actual 2019-20	Actual 2020-21	Actual 2021-22	Estimate 2022-23	Forecast 2023-24
<i>Goal: Protect the environment and the wastewater treatment process through the management of contaminants.</i>						
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	4	5	5	5	5
Issue and enforce Discharge Permits to companies requiring specific discharge limits and/or reporting requirements	Permits in effect	8	8	8	9	9
	Number of minor violations	0	0	0	6	0
	Number of major violations	1	0	0	0	0

**PERFORMANCE MEASUREMENTS OUTCOME**

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

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 bio-retention cells. The excess runoff from these facilities and other impervious surfaces flows into the stormwater conveyance system and ultimately to the Willamette River.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Increase mobility for all in Wilsonville***

- Ensure safety for vehicle travel, bicycles and pedestrians by removing debris through the street sweeping program

***Attract high quality industry and economic opportunity to Wilsonville***

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

***Engage the community to support emergency preparedness and resiliency***

- Respond 24 hour a day, 7 days a week to overflows with the potential to create hazards or property damage

***Protect Wilsonville’s environment and increase access to sustainable lifestyle choices***

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

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Stormwater Supervisor	0.40	0.40	0.40	0.40
Utility Maintenance Specialist	2.34	2.34	2.34	1.34
Utility Maintenance Worker	0.00	0.00	0.00	1.00
	<b>2.74</b>	<b>2.74</b>	<b>2.74</b>	<b>2.74</b>

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 146,344	\$ 142,227	\$ 183,450	\$ 200,020	\$ 200,020	\$ 200,020
Employee benefits	76,477	79,580	109,360	124,790	124,790	124,790
<b>Total</b>	<b>222,821</b>	<b>221,806</b>	<b>292,810</b>	<b>324,810</b>	<b>324,810</b>	<b>324,810</b>
<b>Materials and Services</b>						
Supplies	18,382	9,243	21,100	18,800	18,800	18,800
Prof and tech services	20,368	24,568	63,000	58,300	58,300	58,300
Utility services	4,323	2,540	5,410	4,480	4,480	4,480
Fleet services	8,278	13,879	10,908	11,436	11,436	11,436
Repairs & maintenance	331,309	333,619	487,104	502,104	502,104	502,104
Rents and leases	907	-	6,000	6,000	6,000	6,000
Insurance	1,280	1,386	1,650	1,650	1,650	1,650
Employee development	1,172	2,334	3,200	4,500	4,500	4,500
Fees, dues, advertising	154	1,070	1,000	1,000	1,000	1,000
Franchise fees	129,968	135,093	140,000	140,000	140,000	140,000
Misc. services & supplies	61,552	75,847	78,920	82,080	82,080	82,080
<b>Total</b>	<b>577,693</b>	<b>599,579</b>	<b>818,292</b>	<b>830,350</b>	<b>830,350</b>	<b>830,350</b>
<b>Capital Outlay</b>						
Machinery & equipment	48,280	-	107,000	-	-	-
<b>Total Department</b>	<b>\$ 848,794</b>	<b>\$ 821,386</b>	<b>\$ 1,218,102</b>	<b>\$ 1,155,160</b>	<b>\$ 1,155,160</b>	<b>\$ 1,155,160</b>
<b>Resources Summary</b>						
Stormwater Operating Fund	\$ 848,794	\$ 821,386	\$ 1,218,102	\$ 1,155,160	\$ 1,155,160	\$ 1,155,160
<b>Total</b>	<b>\$ 848,794</b>	<b>\$ 821,386</b>	<b>\$ 1,218,102</b>	<b>\$ 1,155,160</b>	<b>\$ 1,155,160</b>	<b>\$ 1,155,160</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

**Materials and Services**

- Materials and services cost have been adjusted to better reflect actual expenses.
- Employee development increased to reflect the additional cost for hiring and training new employees.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
<i>Goal: Protect the City's natural resources through environmental responsible maintenance program</i>						
	Priority catch basins cleaned - goal is 638	265	261	791	450	450
Scheduled cleaning of target number of public catch basins and water quality manholes around the City	25% of remaining catch basins cleaned - goal is 500	39	244	969	300	300
	Water quality manholes cleaned - goal is 150	51	17	44	75	75
	Cubic yards of debris removed from storm system	71.82	186	267	100	100
Prevent materials for entering the Stormwater System through an effective Street Sweeping program	Tons of material collected annually through street sweeping (tons)	191	525	646	558	550

**PERFORMANCE MEASUREMENTS OUTCOME**

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

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

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



Stormwater staff cleaning a manhole.



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

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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Increase mobility for all in Wilsonville***

- Continue to implement Parks ADA Transition Plan
- Continue to enhance trail connectivity locally within parks, as well as connections to the Tonquin Ice Age Trail
- Pursue programming opportunities for persons with special needs, including fully accessible playgrounds
- Increase public river interaction as part of Willamette River Water Treatment Plant/Arrowhead Park upgrades

***Support local business recovery post-pandemic***

- Continue to provide affordable sponsorship opportunities at city events
- Continue to provide advertisement space in seasonal Activity guides for local businesses
- Highlight local businesses through programs and events
- Seek to promote the creative community through Arts and Culture programing

***Align infrastructure plans with sustainable financing sources***

- Conduct a financial analysis to fund the City’s major park infrastructure projects and research alternative funding sources for implementation of Comprehensive Master Plan, Memorial Park Master Plan, Boones Ferry Park Master Plan and Frog Pond Community Park
- Focus efforts to update aging park infrastructure and landscape
- Work with Korean War Memorial Foundation of Oregon for completion of Korean War Interpretive Center
- Foster development of the Arts, Culture, and Heritage Commission and develop timeline for feasibility study of a cultural arts facility
- Complete development of Villebois Regional Park System

***Engage the community to support emergency preparedness and resiliency***

- Continue to provide emergency preparedness educational opportunities

***Protect Wilsonville’s environment and increase access to sustainable lifestyle choices***

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

**Full Time Equivalent Positions**

Position	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Parks & Recreation Director	1.00	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00
Recreation Coordinator II	0.00	0.00	1.00	1.00
Recreation Coordinator	1.00	1.00	0.00	0.00
Information & Referral Specialist	0.50	0.50	0.50	0.50
Fitness Specialist	1.00	1.00	1.00	1.00
Nutrition Coordinator I	0.50	0.50	0.50	0.50
Nutrition Coordinator II	0.80	0.80	0.80	0.80
Nutrition Assistant (On Call)	0.16	0.16	0.16	0.16
Program Coordinator	0.00	1.00	2.00	2.00
Administrative Assistant II	3.00	2.00	1.00	1.00
Building Monitor	0.19	0.19	0.19	0.19
Recreation Intern	0.05	0.05	0.30	0.30
	<b>9.20</b>	<b>9.20</b>	<b>9.45</b>	<b>9.45</b>

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 625,105	\$ 565,386	\$ 711,890	\$ 743,050	\$ 743,050	\$ 743,050
Employee benefits	306,916	292,258	385,953	416,660	416,660	416,660
<b>Total</b>	<b>932,021</b>	<b>857,643</b>	<b>1,097,843</b>	<b>1,159,710</b>	<b>1,159,710</b>	<b>1,159,710</b>
<b>Materials and Services</b>						
Supplies	113,581	118,773	113,784	139,440	139,440	139,440
Prof and tech services	20,153	33,956	45,009	35,100	35,100	35,100
Utility services	50,876	52,717	84,830	88,390	88,390	88,390
Insurance	6,315	6,867	8,400	8,400	8,400	8,400
Repairs & maintenance	300	930	1,500	1,500	1,500	1,500
Fleet Services	3,449	3,477	3,564	3,744	3,744	3,744
Community service programs	116,239	296,268	412,027	539,000	539,000	539,000
Employee development	4,251	7,233	9,704	11,704	11,704	11,704
Fees, dues, advertising	7,879	12,083	13,750	14,250	14,250	14,250
Meeting expenses	133	343	300	500	500	500
Misc. services & supplies	10,766	20,937	17,810	18,520	18,520	18,520
<b>Total</b>	<b>333,941</b>	<b>553,584</b>	<b>710,678</b>	<b>860,548</b>	<b>860,548</b>	<b>860,548</b>
<b>Total Department</b>	<b>\$ 1,265,962</b>	<b>\$ 1,411,227</b>	<b>\$ 1,808,521</b>	<b>\$ 2,020,258</b>	<b>\$ 2,020,258</b>	<b>\$ 2,020,258</b>
<b>Resources Summary</b>						
	Actual 2020-21	Actual 2021-22	Adopted 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Charges for services	\$ 110,814	\$ 237,402	\$ 225,500	\$ 234,000	\$ 234,000	\$ 234,000
Grants and donations	128,084	143,165	1,501,200	132,000	132,000	132,000
General Fund revenues	1,027,064	1,030,660	81,821	1,654,258	1,654,258	1,654,258
<b>Total</b>	<b>\$ 1,265,962</b>	<b>\$ 1,411,227</b>	<b>\$ 1,808,521</b>	<b>\$ 2,020,258</b>	<b>\$ 2,020,258</b>	<b>\$ 2,020,258</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- Decreased 1.00 FTE Administrative Assistant II.

**Materials and Services**

- Increase in meals served coupled with rising food and supply costs.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
<i>Goal: Support the needs of our community by providing recreational, cultural and social opportunities.</i>						<i>July 1, 2023- June 30, 2023</i>
						<i>July 1, 2023- June 30, 2024</i>
Promote a connected and active community by providing special events	City sponsored events	15	9	13	15	16
	Event attendance	8,185	3,000	4,000	7,000	8,500
Provide social opportunities through the Community Center meal program	Congregate meals	6,125	0	1,072	5,800	6,400
	Home-delivered meals	13,625	22,000	23,143	19,100	19,500
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	106	12	174	180	185
	Stein Boozier Barn rentals	38	6	30	35	40

**PERFORMANCE MEASUREMENTS OUTCOME**

Community event participation continues to increase with a growing desire for more large events throughout the year. Annual in-person events such as the Community Egg Hunt, Tree Lighting, and Harvest Festival were able to make their return in FY 2022-23 with record attendance. New events are being added for FY 2023-24 such as Sounds of Japan and a Black History Month film screening, among others. It is also expected that an Arts & Culture component will be added to events in FY 2023-24. A continued increase in community events is expected.

The COVID-19 pandemic eliminated the ability to meet in person for congregate meals, however an increased need in home-delivered meals was realized in order to serve the community. In-person congregating dining saw a strong rebound in FY 2022-23, and should reach, or exceed, pre-pandemic levels in FY 2023-24. The demand for home delivered meals peaked during the pandemic and remained at an all-time high in FY 2022-23, even as in person dining resumed. The upward trend is expected to continue at a slower pace in FY 2023-24, and the demand will likely gradually grow as the Wilsonville population grows and those within the community age.

Park Facility rentals slowly returned to normal as the community eased out of the pandemic and large gatherings were once again permitted. Rental numbers increased in FY 2022-23, with a full recovery expected in FY 2023-24.





Tennis camp at Memorial Park.



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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Increase Mobility for all in Wilsonville***

- Strive to incorporate fully accessible playgrounds, play structures and play components
- Work to implement Parks ADA Transition Plan
- Continue to enhance trail connectivity and accessibility locally within all parks, as well as connections to the Tonquin Ice Age Trail
- Assist in the development and connectivity related to the I-5 pedestrian bridge project

***Align infrastructure plans with sustainable financing options***

- Explore opportunities for future sustainable funding sources for park development and improvements
- Prioritize projects that align with community needs and grant opportunities
- Work to develop a strategic plan to update aging park amenities

***Attract high quality industry and economic opportunities to Wilsonville***

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

***Protect Wilsonville’s environment and increase access to sustainable lifestyle choices***

- Increase access to community gardening through potential expansion, new construction or collaboration
- Develop and implement innovative and creative maintenance and construction practices for parks, trails and greenspaces
- Research strategies to develop native tree planting plan to help establish high quality urban forest health, maintain Bee City, and Tree City USA designation through increased awareness and habitat creation
- Organize annual park clean-up aimed at improving trails and removing invasive species

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Lead Maintenance Specialist	1.00	1.00	2.00	2.00
Parks Maintenance Specialist	6.00	6.00	6.00	5.00
Parks Maintenance Worker	0.00	0.00	0.00	2.38
Janitorial	0.00	2.00	2.00	2.00
Seasonal Maintenance Specialist	2.25	1.25	1.25	1.25
	<b>10.25</b>	<b>11.25</b>	<b>12.25</b>	<b>13.63</b>

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 556,961	\$ 629,504	\$ 767,234	\$ 933,050	\$ 933,050	\$ 933,050
Employee benefits	291,078	361,645	436,785	568,290	568,290	568,290
<b>Total</b>	<b>848,039</b>	<b>991,149</b>	<b>1,204,019</b>	<b>1,501,340</b>	<b>1,501,340</b>	<b>1,501,340</b>
<b>Materials and Services</b>						
Supplies	53,260	50,505	49,154	80,638	80,638	80,638
Prof and tech services	42,392	47,801	43,456	46,000	46,000	46,000
Utility services	278,392	317,080	364,787	461,580	461,580	461,580
Fleet services	77,903	91,992	99,994	104,748	104,748	104,748
Repairs & maintenance	166,005	249,061	248,277	307,184	307,184	307,184
Rents and leases	7,668	10,615	11,095	12,500	12,500	12,500
Insurance	12,431	13,504	15,800	15,800	15,800	15,800
Employee development	5,717	13,398	10,475	15,500	15,500	15,500
Meeting expenses	41	384	319	500	500	500
Fees, dues, advertising	375	826	1,013	1,200	1,200	1,200
<b>Total</b>	<b>644,185</b>	<b>795,166</b>	<b>844,370</b>	<b>1,045,650</b>	<b>1,045,650</b>	<b>1,045,650</b>
<b>Capital Outlay</b>						
Machinery & equipment	5,554	-	70,000	-	-	-
Vehicles	-	-	98,000	110,000	110,000	110,000
<b>Total</b>	<b>5,554</b>	<b>-</b>	<b>168,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>
<b>Total Department</b>	<b>\$ 1,497,779</b>	<b>\$ 1,786,315</b>	<b>\$ 2,216,389</b>	<b>\$ 2,656,990</b>	<b>\$ 2,656,990</b>	<b>\$ 2,656,990</b>
<b>Resources Summary</b>						
	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
General Fund revenues	\$ 1,497,779	\$ 1,786,315	\$ 2,216,389	\$ 2,656,990	\$ 2,656,990	\$ 2,656,990
<b>Total</b>	<b>\$ 1,497,779</b>	<b>\$ 1,786,315</b>	<b>\$ 2,216,389</b>	<b>\$ 2,656,990</b>	<b>\$ 2,656,990</b>	<b>\$ 2,656,990</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- An additional 1.38 FTE Parks Maintenance Specialist was added to support further expansion of parks and acres for maintenance.

**Materials and Services**

- Cost increase reflects the growth and expansion of park amenities and the cost associated with maintaining the current service levels during and beyond expansion.
- Employee development increased to support additional parks positions along with an increased licensing and certification need for staff.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
<i>Goal: Enhance the Wilsonville community by providing safe, clean, and well maintained parks and green spaces</i>						
	Parks maintenance requests received	N/A	N/A	55	43	50
	Percentage of parks maintenance requests completed	N/A	N/A	100%	100%	100%
Provide well maintained parks and a high level of customer service	Number of total park and green space acres maintained	235	240	253	275	309
	Number of restrooms maintained	14	15	15	19	22
	Number of playgrounds maintained	12	13	14	17	19

**PERFORMANCE MEASUREMENTS OUTCOME**

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

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

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

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



Regional Park 7 & 8 construction in Villebois.



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 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### ***Support local business recovery post-pandemic***

- Advance the library as a community and resource hub
- Develop small business resources including programs, technology access, and relevant materials

### ***Attract high-quality industry and economic opportunity to Wilsonville***

- Provide a wide range of interesting and well attended programs for adults, teens, and children
- Review collections to ensure that the Library provides desired material in appropriate format
- Provide comprehensive promotion of the library services for the community
- Engage the staff team to encourage quality customer services and service innovation

### ***Engage the community to support emergency preparedness and resiliency***

- Establish the library as a resource for emergency preparedness information
- Work with other city departments and other local partners to facilitate emergency preparedness programming

### ***Protect Wilsonville's environment and increase access to sustainable lifestyle choices***

- Promote sustainability through library practices
- Provide information, programming, and opportunities for sustainability
- Expand and promote residents' connection to online tools

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Library Services Manager	1.00	1.00	1.00	1.00
Adult Services Librarian	1.00	1.00	1.00	1.00
Youth Services Librarian	1.00	1.00	1.00	1.00
Outreach Librarian	0.60	0.60	1.00	1.00
Program Coordinator	0.90	0.90	0.90	0.90
Program Librarian	1.13	1.00	1.00	1.00
Reference Librarian	1.71	1.83	1.83	1.98
Library Supervisor	0.00	0.00	0.00	1.00
Support Services Coordinator	1.94	2.25	2.25	1.50
Administrative Assitant I	0.50	0.50	0.50	0.50
Library Clerk II	0.86	0.00	0.00	0.00
Library Clerk I	3.22	3.78	3.78	4.38
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.40	0.40	0.40	0.30
	<b>16.36</b>	<b>16.36</b>	<b>16.76</b>	<b>17.66</b>
Volunteers	6.00	6.00	6.00	4.00

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 1,072,603	\$ 1,046,023	\$ 1,193,315	\$ 1,256,210	\$ 1,256,210	\$ 1,256,210
Employee benefits	618,375	582,967	709,415	728,300	728,300	728,300
<b>Total</b>	<b>1,690,978</b>	<b>1,628,990</b>	<b>1,902,730</b>	<b>1,984,510</b>	<b>1,984,510</b>	<b>1,984,510</b>
<b>Materials and Services</b>						
Supplies	215,577	210,494	265,100	270,600	270,600	270,600
Prof and tech services	13,906	28,381	10,800	10,200	10,200	10,200
Utility services	67,096	69,846	83,930	112,900	112,900	112,900
Repairs & maintenance	4,740	3,856	5,000	5,000	5,000	5,000
Insurance	11,981	13,034	15,100	15,900	15,900	15,900
Community service programs	17,842	31,155	47,200	52,698	52,698	52,698
Employee development	2,081	6,614	14,700	16,850	16,850	16,850
Fees, dues, advertising	2,082	1,403	3,000	3,000	3,000	3,000
Misc. services & supplies	1,124	1,578	2,570	2,310	2,310	2,310
<b>Total</b>	<b>336,427</b>	<b>366,361</b>	<b>447,400</b>	<b>489,458</b>	<b>489,458</b>	<b>489,458</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	-	20,000	20,000	20,000
<b>Total Department</b>	<b>\$ 2,027,405</b>	<b>\$ 1,995,351</b>	<b>\$ 2,350,130</b>	<b>\$ 2,493,968</b>	<b>\$ 2,493,968</b>	<b>\$ 2,493,968</b>
<b>Resources Summary</b>						
	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
County shared taxes	\$ 1,470,070	\$ 1,543,717	\$ 1,469,670	\$ 1,514,173	\$ 1,514,173	\$ 1,514,173
Charges for services	1,535	23,751	30,450	20,200	20,200	20,200
Grants and donations	15,689	42,847	40,400	53,450	53,450	53,450
General Fund revenues	540,112	385,036	809,610	906,145	906,145	906,145
<b>Total</b>	<b>\$ 2,027,405</b>	<b>\$ 1,995,351</b>	<b>\$ 2,350,130</b>	<b>\$ 2,493,968</b>	<b>\$ 2,493,968</b>	<b>\$ 2,493,968</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- An additional 0.90 FTE was added to support the library’s staffing plan. Changes include adding a Library Supervisor, decreasing a Support Services Coordinator, and adding a part time clerk.

**Materials and Services**

- Increase in utility services costs.
- Slight increase in employee development to support additional FTE.

**Resources**

- Increase in Friends and Foundation support as the library is now at pre-pandemic programming levels.
- Decrease in charges for services due to county-wide initiative to reduce fines to \$0.10 per item per day.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
<b>Goal: Encourage and Foster a Love of Learning</b>				
Provide access to a wide range of materials in a variety of formats	Circulation of Physical Materials	310,341	363,636	365,000
	Circulation of Digital Materials	53,553	58,890	59,000
	Items Loaned to Other LINCC Libraries	123,433	120,284	121,000
	Items Borrowed from Other LINCC Libraries	95,747	91,334	92,000
	Local Items Added To Collection	25,157	25,100	25,500
<b>Goal: Enhance Library Services</b>				
Provide high quality programming	Number of children's programs	82	190	190
	Attendance at children's programs	6,309	10,000	10,500
	Number of young adult programs	49	60	60
	Attendance at young adult programs	1,438	1,592	1,600
	Number of adult programs	67	120	120
	Attendance at adult programs	544	1,284	1,300
<b>Goal: Extend Access to Library Services</b>				
Provide library services both inside the building and out in the community	Number of Outreach Events Attended	53	55	65
	Library Visits	115,572	148,090	150,000
<b>Goal: Maximize Community Resources</b>				
Work with volunteers and community partners to expand reach and scope of library services	Number of Active Library Volunteers	80	85	85
	Total Volunteer Hours	5,822	7,048	7,050
	Number of Active Partnerships	Not Yet Tracked	Not Yet Tracked	35
	Number of Partnership Events/Programs	Not Yet Tracked	Not Yet Tracked	25

**PERFORMANCE MEASUREMENTS OUTCOME**

FY 2022-23 has been focused on pandemic recovery as we welcomed a full slate of programming back to the library. Program attendance, library visits, and circulation have been steadily climbing and the library has re-solidified its place as a vibrant community hub. Our forecast for FY 2023-24 continues to see increases, but also begins to level out from the steeper increases FY 2022-23 saw over FY 2020-21 and FY 2021-22 as the library nears pre-pandemic service levels. Through several retirements, the library also underwent staffing changes, including a whole new leadership team, in FY 2021-22.

FY 2023-24 will also see the library focusing on strategic plan implementation. The strategic plan, adopted in FY 2021-22, outlines priorities for the library to focus on through 2026. These goals are: enhance services and resources, raise awareness and promotion of the library, extend access to library services, improve physical space, maximize community resources, and engage with city initiatives including the DEI committee and the ACHC. In application, this means the library will be furthering existing partnerships, building new partnerships and collaborations, purchasing materials in a variety of formats, and creating fun and educational programming for all ages. In addition, the library will have a full-time outreach librarian to bring the library and its services out into the community.





Various spaces inside the Wilsonville Public Library.



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

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Increase mobility for all in Wilsonville*

- Replace bus shelter signage and other rider amenities
- Plan for a regional customer service center in the transit-oriented development (TOD) site at Wilsonville Transit Center
- Offer renewed programming for travel training in Wilsonville
- Plan for new service between Wilsonville and Clackamas Town Center

### *Support local business recovery post-pandemic*

- Work closely with employers to develop transportation options at worksites
- Facilitate and support the integration of vanpool programs for employer worksites
- Engage Wilsonville employers on transit service improvements and changes

### *Attract high quality industry and economic opportunity to Wilsonville*

- Provide bi-lingual transit information in public spaces, on social media, at events and on websites
- Promote fare-free service
- Promote neighborhood shopper shuttles

### *Protect Wilsonville’s environment and increase access to sustainable lifestyle choices*

- Continue the renewed SMART Options program through walks at lunch and bike projects and events
- Continue the transition to an alternatively fueled bus fleet with back-up bus charging and electric bus route modeling
- Transition to renewable natural gas (RNG) fueling and expand electric bus charging capability

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Transit Director	1.00	1.00	1.00	1.00
Transit Operations Manager	1.00	1.00	1.00	1.00
Dispatchers	2.00	2.00	2.00	2.00
Transit Supervisors	4.00	4.00	4.00	4.00
Transit Drivers	30.70	30.70	32.95	32.95
Program Coordinator	1.00	1.00	1.00	1.00
Grants and Program Manager	1.00	1.00	1.00	1.00
Transit Management Analyst	1.00	1.00	1.00	1.00
Transit Program Coordinator	0.00	1.00	1.00	0.00
Mobility Technician (TDM)	1.00	1.00	1.00	1.00
Intern	0.43	0.43	0.43	0.43
	<b>43.13</b>	<b>44.13</b>	<b>46.38</b>	<b>45.38</b>

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Personnel Services						
Salaries and wages	\$ 2,325,087	\$ 2,400,423	\$ 3,059,100	\$ 3,169,660	\$ 3,169,660	\$ 3,169,660
Employee benefits	1,345,268	1,387,235	1,838,440	1,888,440	1,888,440	1,888,440
<b>Total</b>	<b>3,670,355</b>	<b>3,787,658</b>	<b>4,897,540</b>	<b>5,058,100</b>	<b>5,058,100</b>	<b>5,058,100</b>
Materials and Services						
Supplies	17,849	78,197	51,325	76,950	76,950	76,950
Prof and tech services	114,728	178,594	632,800	910,600	910,600	910,600
Utility services	101,852	126,030	248,630	270,030	270,030	270,030
Repairs & maintenance	10,912	76,868	6,000	6,000	6,000	6,000
Fleet services	1,185,365	1,201,744	1,338,792	1,443,940	1,443,940	1,443,940
Rents and leases	1,638	-	2,500	2,500	2,500	2,500
Insurance	65,453	70,893	81,570	99,000	99,000	99,000
Commuter rail service	362,547	373,299	378,000	385,560	385,560	385,560
Community service programs	-	-	2,500	2,500	2,500	2,500
Employee development	2,598	12,277	28,750	20,250	20,250	20,250
Fees, dues, advertising	5,218	10,584	23,450	20,700	20,700	20,700
Meeting expenses	116	336	1,000	1,500	1,500	1,500
Misc. services & supplies	-	-	2,738,000	-	-	-
<b>Total</b>	<b>1,868,276</b>	<b>2,128,823</b>	<b>5,533,317</b>	<b>3,239,530</b>	<b>3,239,530</b>	<b>3,239,530</b>
Capital Outlay						
Building	-	-	-	350,000	350,000	350,000
Machinery & equipment	-	124,617	-	1,030,000	1,030,000	1,030,000
Software	-	562,790	-	-	-	-
Vehicles	299,770	793,797	1,276,000	680,000	680,000	680,000
<b>Total</b>	<b>299,770</b>	<b>1,481,204</b>	<b>1,276,000</b>	<b>2,060,000</b>	<b>2,060,000</b>	<b>2,060,000</b>
<b>Total Department</b>	<b>\$ 5,838,401</b>	<b>\$ 7,397,684</b>	<b>\$ 11,706,857</b>	<b>\$ 10,357,630</b>	<b>\$ 10,357,630</b>	<b>\$ 10,357,630</b>
<b>Resources Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Payroll taxes	\$ 5,298,039	\$ 6,253,924	\$ 5,600,000	\$ 6,000,000	\$ 6,000,000	\$ 6,000,000
Intergovernmental	2,096,035	6,541,109	4,604,416	4,174,500	4,174,500	4,174,500
Other revenues	16,525	52,522	45,800	486,100	486,100	486,100
<b>Total</b>	<b>\$ 7,410,599</b>	<b>\$ 12,847,555</b>	<b>\$ 10,250,216</b>	<b>\$ 10,660,600</b>	<b>\$ 10,660,600</b>	<b>\$ 10,660,600</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.
- Decreased 1.00 FTE Transit Program Coordinator.

**Materials and Services**

- Engineering design of SMART Facility Expansion.
- Electric bus route modeling.
- Owner’s representative for Transit Oriented Development project.

**Capital Outlay**

- Mobile battery backup charging unit for electric buses.
- Replacement and expansion buses.

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

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

**Clackamas County Agreement:** Anticipated funding in the amount of \$71,000 for service in Villebois.

**Transportation Options Program Grant:** Federal funds of \$100,000 plus \$10,270 in local match (10.27%) will support the SMART Options program.

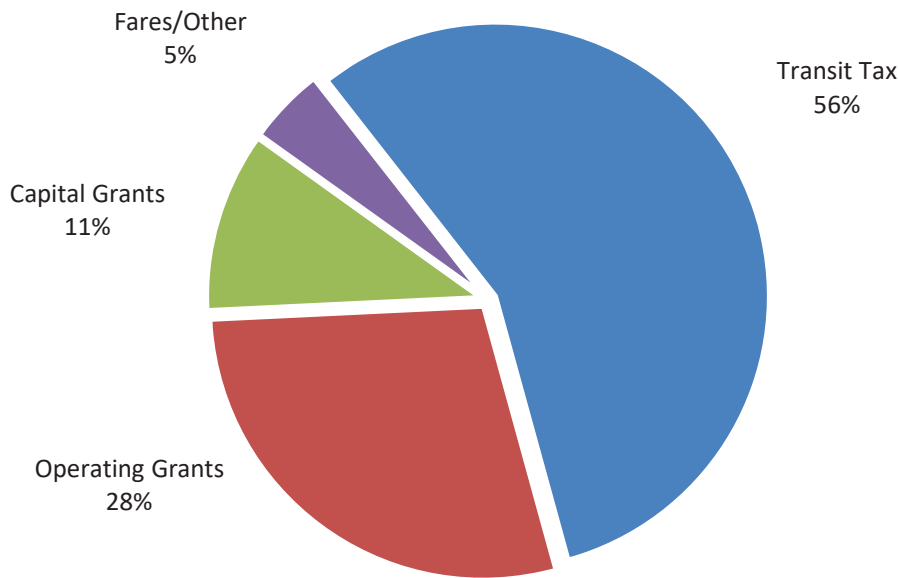
**Federal Formula Grants (Non-Capital):** Federal grant funding is anticipated in the amount of \$230,000 plus \$56,500 (20% for most grants) in local match for scheduling software, travel training, and engineering services.

**Federal Formula Grant (Capital):** Federal grant funding is anticipated in the amount of \$512,000 plus \$128,000 (20%) in local match for three new buses.

**State Formula Grants:** Statewide Transportation Improvement Funding (STIF) is anticipated in the amount of \$2,000,000 plus \$500,000 (20%) in local match for replacement bus stop signage, a bus, an electric bus charging station, and operational funding for service to Clackamas Town Center, Tualatin, out of town medical (Dial-A-Ride) trips, and matching funds for other grants.

**State Discretionary Grants:** In addition to formula funds, Discretionary Statewide Transportation Improvement Funding is anticipated in the amount of \$480,000 plus \$120,000 (20%) in local match for route modeling and an electric battery back-up unit. We also anticipate DEQ Diesel Emission Mitigation funding in the amount of \$412,500 plus \$137,500 (25%) in local match for an electric trolley.

**Total Revenue Sources**



**PERFORMANCE MEASUREMENTS - FIXED ROUTE**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$19.18	\$44.69	\$28.75	\$26.74	\$29.42
	Cost per service hour	\$134.30	\$149.57	\$130.38	\$135.05	\$148.55
	Cost per mile	\$1.42	\$1.49	\$1.76	\$1.35	\$1.49
	Passenger trips per service hour	7.6	3.3	4.5	5.0	5.6
	Passenger trips per mile	0.4	0.18	0.26	0.29	0.32
Increase ridership within the community	Number of passenger trips	228,986	103,329	147,449	163,858	204,823
	Annual total hours	30,152	30,873	32,516	32,450	35,695
	Annual total miles	574,004	585,791	568,000	571,000	628,100
	Total operating cost	\$4,392,058	\$4,617,546	\$4,239,390	\$4,382,291	\$4,820,520

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$108.46	\$171.55	\$116.26	\$127.46	\$112.16
	Cost per service hour	\$136.01	\$151.22	\$120.55	\$155.32	\$170.85
	Cost per mile	\$4.03	\$4.28	\$2.75	\$2.90	\$3.19
	Passenger trips per service hour	1.3	0.9	1.1	0.9	1.0
	Passenger trips per mile	0.17	0.13	0.14	0.16	0.17
Increase ridership within the community	Number of passenger trips	12,687	6,767	9,322	10,166	12,708
	Annual total hours	10,117	7,677	8,990	8,343	9,177
	Annual total miles	74,339	51,140	69,050	49,025	53,927
	Total operating cost	\$1,376,048	\$1,160,887	\$1,083,776	\$1,295,783	\$1,425,361

**PERFORMANCE MEASUREMENTS OUTCOME**

Moving into FY 2023-24, SMART anticipates the gradual increase in ridership will continue as compared to the previous year. According to the American Public Transportation Association, ridership across the nation saw a decrease of 66% when the COVID-19 pandemic started. SMART was slightly below that average with a decrease of 64% in ridership over the same time period, and saw gradual increases in ridership in the last year to 45% of pre-COVID-19 pandemic ridership. SMART conducted an extensive public outreach campaign as part of a Transit Master Plan update to allow staff to plan for a post-pandemic future that is adaptive to the dynamic travel patterns of customers. SMART’s Dial-a-Ride programs have seen similar statistical declines through the pandemic era. New technology acquired by SMART will help gain efficiencies in scheduling and dispatching, making programs even more accessible to customers.

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

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

Fleet personnel are responsible for the repair and ongoing maintenance of 363 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 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

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

***Increase mobility for all in Wilsonville***

- Provide maintenance to keep buses operational and other equipment for maintaining City assets

***Support local business recovery post-pandemic***

- Continue to buy parts and tools locally when it is fiscally responsible

***Attract high quality industry and economic opportunity to Wilsonville***

- Maintain support to other divisions so they can effectively achieve their goals

***Align infrastructure plans with sustainable financing sources***

- Extend vehicle service life through quality maintenance

***Protect Wilsonville’s environment and increase access to sustainable lifestyle choices***

- Continue work toward an alternative fuel fleet

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Fleet Manager	1.00	1.00	1.00	1.00
Shop Foreman	1.00	1.00	1.00	1.00
Equipment Mechanic II	2.00	2.00	2.00	2.00
Equipment Mechanic I	2.00	2.00	2.00	2.00
Service Worker	2.00	2.00	3.00	3.00
	<b>8.00</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 480,709	\$ 483,491	\$ 589,830	\$ 622,470	\$ 622,470	\$ 622,470
Employee benefits	249,188	272,025	381,030	363,000	363,000	363,000
<b>Total</b>	<b>729,897</b>	<b>755,516</b>	<b>970,860</b>	<b>985,470</b>	<b>985,470</b>	<b>985,470</b>
<b>Materials and Services</b>						
Supplies	254,881	234,271	266,050	271,100	271,100	271,100
Prof and tech services	8,739	13,327	9,500	14,500	14,500	14,500
Fuel	214,472	338,559	380,000	380,000	380,000	380,000
Utility services	60,895	74,186	88,790	88,517	88,517	88,517
Repairs & maintenance	82,727	17,837	34,700	35,000	35,000	35,000
Insurance	2,917	3,171	3,800	4,300	4,300	4,300
Employee development	977	2,650	6,500	8,000	8,000	8,000
<b>Total</b>	<b>625,607</b>	<b>684,001</b>	<b>789,340</b>	<b>801,417</b>	<b>801,417</b>	<b>801,417</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	-	54,800	54,800	54,800
Vehicles	23,676	42,908	126,800	249,000	249,000	249,000
<b>Total</b>	<b>23,676</b>	<b>42,908</b>	<b>126,800</b>	<b>303,800</b>	<b>303,800</b>	<b>303,800</b>
<b>Total Department</b>	<b>\$ 1,379,181</b>	<b>\$ 1,482,424</b>	<b>\$ 1,887,000</b>	<b>\$ 2,090,687</b>	<b>\$ 2,090,687</b>	<b>\$ 2,090,687</b>
<b>Resources Summary</b>						
Fleet charges	\$ 1,412,116	\$ 1,489,110	\$ 1,640,860	\$ 1,722,180	\$ 1,722,180	\$ 1,722,180
Assigned contingencies	23,676	42,908	126,800	303,800	303,800	303,800
<b>Total</b>	<b>\$ 1,435,791</b>	<b>\$ 1,532,018</b>	<b>\$ 1,767,660</b>	<b>\$ 2,025,980</b>	<b>\$ 2,025,980</b>	<b>\$ 2,025,980</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

**Materials and Services**

- Increase in cost for purchased services, including software licensing, laundry service, and 2 way radio airtime charges.

**Capital Outlay**

- Increase in capital outlay includes scheduled replacement of several vehicles and pieces of equipment (funded through the fleet replacement fund), as well as new EV chargers for City Hall.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
Track labor productivity in terms of time spent directly on maintenance activities, goal is 70%	Percent of FTE applied to "wrench turning" activities	76%	76%	72%	77%	77%
Preventative maintenance	Percent completed on time	82%	83%	82%	85%	85%

**PERFORMANCE MEASUREMENTS OUTCOME**

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

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





Fleet mechanic inspecting an engine.



# Public Safety

# law/code enforcement

The Clackamas County Sheriff’s Office (CCSO) provides law enforcement services to the City of Wilsonville on a contract basis. The department operates 24 hours a day, 365 days a year. A CCSO Captain serves as the City’s Chief of Police while three Sergeants provide additional supervisory presence in the community. The department in Wilsonville also includes 2 Traffic Enforcement Officers, 12 Patrol Officers, a Community Service Officer, a School Resource Officer and 2 Detectives. The City added a Behavioral Health Clinician in 2022 to support law enforcement as well as other City operations. Additional 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, and bomb squad.

The code enforcement program includes 1 code compliance officer that reports to the Assistant City Manager. The program is focused on creating and maintaining livability within the community. The code enforcement program is internally resourced, and not connected to CCSO services.

In 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

## DEPARTMENT GOALS

### *Align infrastructure plans with sustainable financing sources*

- Conduct a facility and space needs analysis for a police building, including funding options

### *Provide support to departments implementing council goals*

- Proactive enforcement of city code to gain voluntary compliance
- Address livability concerns through building relationships with the community

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
<b>Contracted Employees:</b>				
Chief	1.00	1.00	1.00	1.00
Sergeant	3.00	3.00	3.00	3.00
Detective	2.00	2.00	2.00	2.00
Traffic Officer	2.00	2.00	2.00	2.00
Behavioral Health Clinician	0.00	0.00	1.00	1.00
School Resource Officer (SRO)	1.00	1.00	1.00	1.00
Community Services Officer (CSO)	1.00	1.00	1.00	1.00
Patrol Officers	11.00	12.00	12.00	12.00
<b>Non-Contracted Employees:</b>				
Code Compliance Officer*	0.00	0.00	1.00	1.00
	<b>21.00</b>	<b>22.00</b>	<b>24.00</b>	<b>24.00</b>

\*Moved from Administration

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ -	\$ -	\$ 68,760	\$ 84,050	\$ 84,050	\$ 84,050
Employee benefits	-	-	32,900	55,250	55,250	55,250
<b>Total</b>	<b>-</b>	<b>-</b>	<b>101,660</b>	<b>139,300</b>	<b>139,300</b>	<b>139,300</b>
<b>Materials and Services</b>						
Supplies	9,031	6,534	11,400	11,300	11,300	11,300
<b>Prof and tech services</b>						
Police protection	5,024,760	4,992,915	5,619,600	6,216,700	6,216,700	6,216,700
Other prof/tech services	2,919	6,482	192,300	129,700	129,700	129,700
Utility services	15,120	13,750	20,840	22,590	22,590	22,590
Fleet services	4,746	4,926	9,324	9,768	9,768	9,768
Repairs & maintenance	201	1,855	3,500	3,500	3,500	3,500
Insurance	1,650	1,792	2,070	1,950	1,950	1,950
Community service programs	-	-	10,000	10,000	10,000	10,000
Employee development	1,967	6,331	9,500	12,500	12,500	12,500
<b>Total</b>	<b>\$ 5,060,394</b>	<b>\$ 5,034,586</b>	<b>\$ 5,878,534</b>	<b>\$ 6,418,008</b>	<b>\$ 6,418,008</b>	<b>\$ 6,418,008</b>
<b>Total Department</b>	<b>\$ 5,060,394</b>	<b>\$ 5,034,586</b>	<b>\$ 5,980,194</b>	<b>\$ 6,557,308</b>	<b>\$ 6,557,308</b>	<b>\$ 6,418,008</b>
<b>Resources Summary</b>						
General Fund revenues	\$ 5,060,394	\$ 5,034,586	\$ 5,980,194	\$ 6,557,308	\$ 6,557,308	\$ 6,418,008
<b>Total</b>	<b>\$ 5,060,394</b>	<b>\$ 5,034,586</b>	<b>\$ 5,980,194</b>	<b>\$ 6,557,308</b>	<b>\$ 6,557,308</b>	<b>\$ 6,418,008</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

**Materials and Services**

- Police contract increase reflects the costs associated with the Behavioral Health Clinician added in 2023.
- Employee development was increased to include additional training for the police department employees as well as the Behavioral Health Clinician.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2020</b>	<b>Actual 2020-21</b>	<b>Actual 2021-22</b>	<b>Estimate 2022-23</b>	<b>Forecast 2023-24</b>
	Population served	25,915	25,915	27,186	27,566	28,000
	Calls for service	6,710	8,602	10,317	11,000	11,100
Maintain a staffing level that allows for approximately 600 calls per Officer per year	Average number of calls for service per day	18	24	28	33	33
	Calls per Deputy	610	812	859	705	705
	Officers per thousand population	0.66	0.66	0.63	0.66	0.61

**PERFORMANCE MEASUREMENTS OUTCOME**

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



Wilsonville Police School Resource Office car with Wilsonville High School Wild Cat design.



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 2021, the City Council developed specific Council goals and strategies for the biennium of 2021-23. Below are those Council goals and strategies as they apply to this Program Area.

**DEPARTMENT GOALS**

***Increase Mobility for All in Wilsonville***

- The court offers diversion programs for certain types of cases for both adults and youth, and are currently being offered online only by Legacy Emanuel’s Trauma Nurses Talk Tough and by UTurn 180
- The court offers individuals with suspensions for violations the opportunity to reach out for Judge’s approval of a payment plan in order to release their hold on their license. Upon completed requirements, driving privileges may be reinstated while the payment plan is continuing to be paid upon
- The court utilizes the Language Line Services at all court arraignments. This allows all citizens the ability to have an interpreter in real time, rather than having to wait to schedule a special court arraignment date. The exception is when ASL interpreters are required, or when it is a trial.

***Protect Wilsonville’s environment and increase access to sustainable lifestyle choices***

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

***Engage the community to support emergency preparedness and resiliency***

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

Position	Full Time Equivalent Positions			
	Budget 2020-21	Budget 2021-22	Budget 2022-23	Budget 2023-24
Accounting Specialist	1.50	1.00	1.00	1.00
Accounting Technician	0.00	0.50	0.50	0.50
Building Monitor	0.05	0.05	0.05	0.05
Municipal Court Judge	0.10	0.10	0.10	0.10
	1.65	1.65	1.65	1.65

<b>Operating Summary</b>	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>Personnel Services</b>						
Salaries and wages	\$ 95,788	\$ 75,858	\$ 123,870	\$ 135,870	\$ 135,870	\$ 135,870
Employee benefits	65,480	50,546	78,340	75,570	75,570	75,570
<b>Total</b>	<b>161,267</b>	<b>126,403</b>	<b>202,210</b>	<b>211,440</b>	<b>211,440</b>	<b>211,440</b>
<b>Materials and Services</b>						
Supplies	639	886	3,750	3,600	3,600	3,600
Prof and tech services	13,409	13,632	26,000	26,150	26,150	26,150
Utility services	1,239	1,124	1,600	1,440	1,440	1,440
Employee development	249	896	3,250	4,450	4,450	4,450
Fees, dues, advertising	1,187	992	1,400	1,500	1,500	1,500
Meeting expenses	-	-	2,500	500	500	500
Misc. services & supplies	4,659	5,521	6,500	6,980	6,980	6,980
<b>Total</b>	<b>21,382</b>	<b>23,050</b>	<b>45,000</b>	<b>44,620</b>	<b>44,620</b>	<b>44,620</b>
<b>Total Department</b>	<b>\$ 182,649</b>	<b>\$ 149,453</b>	<b>\$ 247,210</b>	<b>\$ 256,060</b>	<b>\$ 256,060</b>	<b>\$ 256,060</b>
<b>Resources Summary</b>						
	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
Fines and forfeitures	\$ 173,997	\$ 155,046	\$ 230,000	\$ 250,000	\$ 250,000	\$ 250,000
<b>Total</b>	<b>\$ 173,997</b>	<b>\$ 155,046</b>	<b>\$ 230,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- Changes include adjusting salaries and benefits for cost of living and benefit plan changes.

**Materials and Services**

- Employee development is primarily focused on returning to OACA Conference trainings that were previously on pause due to the COVID-19 Pandemic. Increase in staff contributes to the annual dues with OACA and other training materials.
- Utilizing the Language Line Services for court arraignments to better serve more citizens needs.

**PERFORMANCE MEASUREMENTS**

<i>Measure</i>	<b>Actual 2019-20</b>	<b>Actual 2020-2021</b>	<b>Actual 2021-2022</b>	<b>Estimate 2022-2023</b>	<b>Forecast 2023-2024</b>
<b><i>Goal: Organizational Excellence and Continuous Improvement</i></b>					
Court staff attendance at OACA	yes	yes-online	yes- online	yes	yes
Court staff attendance at OMJA Conference	yes	no	no	no	yes
Diversion Course availability for adults and youth	yes	yes	yes	yes	yes
<b><i>Goal: Stewardship of the Environment</i></b>					
Laserfiche digital repository to manage citation files	yes	yes	yes	yes	yes
Number of citations closed by Violations Bureau	678	422	815	1200	1200
<b><i>Goal: Effective Governance and Regional Influence</i></b>					
Active members of OACA	yes	yes	yes	yes	yes
Active member of Oregon Municipal Judge's Association (Judge)	yes	yes	yes	yes	yes
<b><i>Goal: Thoughtful, Inclusive Built Environment</i></b>					
Spanish interpreter services available at arraignments	100%	100%	100%	100%	100%
Interpreter services available at trials (when needed)	100%	100%	100%	100%	100%
Payment plan arrangements available for customers	yes	yes	yes	yes	yes

**PERFORMANCE MEASUREMENTS OUTCOME**

Municipal Court processes all the violations and sends a letter to each defendant with their options. Defendants can come in person, call, or email to follow up on the citation. The Municipal Court recently implemented a 2:00pm arraignment start time (previously held at 5:00pm). This allows the court to operate similarly to other courts and their time structures. Trials begin at 4:00pm with any attorney trials that are scheduled to be held at 3:30pm. Staff continue to be active members of Oregon Association for Court Administration. Conferences for OACA are held each spring and fall. Our goal is to have at least one court clerk in attendance.



## Capital Projects

---

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

Capital Project Explanation .....	172
Impact of Capital Projects on Operating Costs .....	173
Summary of Appropriations, Resources, and by Program.....	174
Water.....	176
Sewer.....	190
Planning.....	202
Streets .....	208
Streetscape/Bikeway .....	222
Stormwater.....	228
Facilities and Transit .....	238
Information Technology .....	250
Parks.....	256

# Capital Projects

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

For FY 2023-24, the adopted CIP Budget will only provide the funding necessary for first year of the five year plan. The 5-Year CIP presented below does not constitute a commitment to fund a particular project past FY 2023-24, but rather signifies the intention to begin the process of creating a funding plan to meet the estimated construction costs during the ensuing years. As the City prepares for continued growth, funding for the 5 Year CIP will need to be balanced each year with the operational needs of the City and available funding.

## Five Year CIP Forecast Summary Fiscal years 2023-24 through 2027-28

	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Construction Projects</b>					
Water	\$ 22,231,000	\$ 362,000	\$ 443,000	\$ 1,591,000	\$ 1,850,000
Sewer	8,434,736	4,127,955	4,134,445	5,852,495	1,163,943
Streets	29,994,327	4,805,000	5,123,000	6,850,000	7,090,000
Stormwater	2,935,240	364,000	1,973,000	189,110	-
Facilities	8,535,744	70,000	35,000	-	-
Parks	1,667,800	1,312,000	-	-	-
<b>Master Plans and Studies</b>					
Water	452,250	97,625	-	30,700	-
Sewer	117,450	-	462,250	-	-
Planning	555,000	210,000	70,000	45,000	45,000
Streets	20,000	-	-	-	-
Stormwater	119,520	-	-	-	-
Facilities	300,000	-	-	-	-
Parks	1,659,700	661,000	2,270,000	1,475,500	-
<b>Livability Improvements</b>					
Streetscape	1,092,800	915,110	278,000	270,000	262,000
<b>Annual Maintenance Projects</b>					
Water	328,218	561,000	1,028,000	719,000	1,199,000
Sewer	1,443,500	352,500	679,500	478,500	832,500
Streets	4,469,000	3,041,000	3,114,230	3,055,677	3,233,347
Stormwater	2,620,800	847,800	1,844,800	1,306,800	2,567,800
Facilities	147,977	154,042	158,691	163,330	166,460
<b>Miscellaneous Projects</b>					
Water	621,075	304,167	107,575	110,803	114,127
Sewer	95,400	98,262	101,210	104,246	107,374
Streets	158,275	228,430	138,342	242,368	146,621
Streetscape	12,300	12,669	13,049	13,441	13,844
Stormwater	66,540	65,611	67,579	69,607	71,695
Facilities	10,500	10,815	11,139	11,474	11,818
Information Technology	1,367,000	638,500	287,000	604,000	268,000
Parks	680,900	528,457	406,451	554,685	572,965
<b>Total 5-Year CIP Forecast</b>	<b>\$ 90,137,052</b>	<b>\$ 19,767,943</b>	<b>\$ 22,746,262</b>	<b>\$ 23,737,735</b>	<b>\$ 19,716,493</b>
<b>Funding Sources</b>					
Operating Funds	\$ 36,678,023	\$ 6,716,368	\$ 10,584,158	\$ 9,914,107	\$ 10,647,767
Intergovernmental Revenues	4,899,610	199,725	-	-	-
Urban Renewal	10,378,000	2,905,000	4,054,000	7,950,000	4,890,000
Grants/Contributions	563,477	-	-	-	-
System Development Funds	24,943,961	7,250,074	4,831,606	2,871,956	2,498,418
General Fund	6,273,981	2,096,776	2,676,498	2,501,672	1,080,308
Loan Proceeds	6,400,000	-	-	-	-
<b>Total Funding Sources</b>	<b>\$ 90,137,052</b>	<b>\$ 19,167,943</b>	<b>\$ 22,146,262</b>	<b>\$ 23,237,735</b>	<b>\$ 19,116,493</b>

## Impact of Capital Projects on Operating Costs

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

	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total 5-Yr Cumulative Increase to Operating Expenses
<b>Water</b>						
Water Telemetry, Distribution System	\$ 2,700	\$ 2,800	\$ 2,900	\$ 3,000	\$ 3,100	\$ 14,500
Fire Flow Data Collection for System Capacity & Growth	650	650	650	650	650	3,250
Annual - GIS and Water Model Updates	500	500	500	500	500	2,500
<b>Sewer</b>						
5th Street/Kinsman Extension Sewer Trunk	300	300	300	300	300	1,500
Boeckman Road Sanitary Improvements	3,200	3,300	3,400	3,500	3,600	17,000
<b>Streets</b>						
5th Street/Kinsman Road Extension	32,150	33,300	34,450	35,650	36,900	172,450
Boeckman Road Improvements	53,550	55,400	57,350	59,350	61,450	287,100
I-5 Pedestrian Bridge	2,100	2,150	2,250	2,350	2,450	11,300
Canyon Creek/Boeckman Traffic Signal	16,050	16,600	17,200	17,800	18,400	86,050
Pedestrian Enhancements	3,200	3,300	3,400	3,500	3,600	17,000
Signal Improvements	3,200	3,300	3,400	3,500	3,600	17,000
<b>Stormwater</b>						
Garden Acres Road Stormwater System	4,300	4,450	4,600	4,750	4,900	23,000
Willamette River Outfalls	5,400	5,600	5,800	6,000	6,200	29,000
<b>Parks</b>						
Various Villebois Projects	44,700	57,800	59,800	84,400	87,350	334,050
	<u>\$ 172,000</u>	<u>\$ 189,450</u>	<u>\$ 196,000</u>	<u>\$ 225,250</u>	<u>\$ 233,000</u>	<u>\$ 1,015,700</u>

\*This table does not incorporate potential maintenance savings following project completions.

# Capital Projects

## Summary of Appropriations

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Technology	Parks	Total
Capital Project Expense	\$ 22,513,541	\$ 9,303,662	\$ 380,000	\$ 33,406,294	\$ 1,019,717	\$ 5,100,839	\$ 8,903,557	\$ 1,367,000	\$ 3,560,000	\$ 85,554,610
Project Management Fees	588,170	461,795	175,000	876,841	54,173	462,730	80,000	-	360,900	3,059,609
General Fund Overhead Fees	530,832	325,629	-	358,467	31,210	178,531	10,664	-	87,500	1,522,833
	<u>\$ 23,632,543</u>	<u>\$ 10,091,086</u>	<u>\$ 555,000</u>	<u>\$ 34,641,602</u>	<u>\$ 1,105,100</u>	<u>\$ 5,742,100</u>	<u>\$ 8,994,221</u>	<u>\$ 1,367,000</u>	<u>\$ 4,008,400</u>	<u>\$ 90,137,052</u>

## Summary of Resources

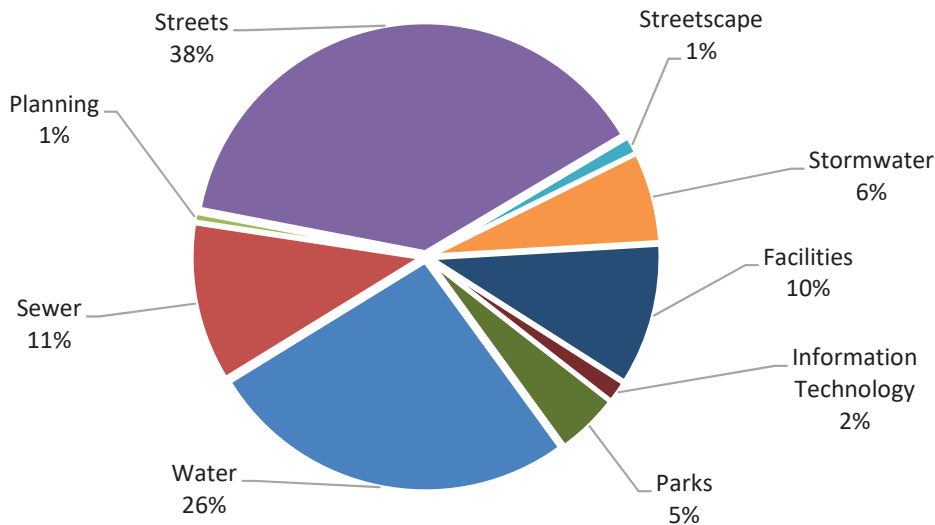
	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Technology	Parks	Total
Operating Funds	\$ 9,929,109	\$ 9,085,763	\$ -	\$ 11,285,147	\$ 885,063	\$ 5,381,497	\$ 111,444	\$ -	\$ -	\$ 36,678,023
Intergovernmental Revenues	4,899,610	-	-	-	-	-	-	-	-	4,899,610
Urban Renewal	-	-	-	10,378,000	-	-	-	-	-	10,378,000
Grants/Contributions	-	-	-	-	79,577	-	253,900	200,000	30,000	563,477
System Development Funds	8,803,824	1,005,323	-	12,978,455	2,460	360,603	-	-	1,793,296	24,943,961
General Fund	-	-	555,000	-	138,000	-	2,228,877	1,167,000	2,185,104	6,273,981
Loan Proceeds	-	-	-	-	-	-	6,400,000	-	-	6,400,000
	<u>\$ 23,632,543</u>	<u>\$ 10,091,086</u>	<u>\$ 555,000</u>	<u>\$ 34,641,602</u>	<u>\$ 1,105,100</u>	<u>\$ 5,742,100</u>	<u>\$ 8,994,221</u>	<u>\$ 1,367,000</u>	<u>\$ 4,008,400</u>	<u>\$ 90,137,052</u>

## Summary by Program

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Technology	Parks	Total
Construction Projects	\$ 22,231,000	\$ 8,434,736	\$ -	\$ 29,994,327	\$ -	\$ 2,935,240	\$ 8,535,744	\$ -	\$ 1,667,800	\$ 73,798,847
Master Plans and Studies	452,250	117,450	555,000	20,000	-	119,520	300,000	-	1,659,700	3,223,920
Livability Improvements	-	-	-	-	1,092,800	-	-	-	-	1,092,800
Annual Maintenance Projects	328,218	1,443,500	-	4,469,000	-	2,620,800	147,977	-	-	9,009,495
Miscellaneous Projects	621,075	95,400	-	158,275	12,300	66,540	10,500	1,367,000	680,900	3,011,990
	<u>\$ 23,632,543</u>	<u>\$ 10,091,086</u>	<u>\$ 555,000</u>	<u>\$ 34,641,602</u>	<u>\$ 1,105,100</u>	<u>\$ 5,742,100</u>	<u>\$ 8,994,221</u>	<u>\$ 1,367,000</u>	<u>\$ 4,008,400</u>	<u>\$ 90,137,052</u>

The City of Wilsonville’s Capital Improvement Plan is budgeted to meet the demands of a growing community while planning for future development and maintaining existing infrastructure. In addition to the typical construction related projects, the budget also has projects broken down into the following categories: Master Plan & Studies, System Development Reimbursements, Livability Improvements, Annual Maintenance Projects, and Miscellaneous Projects.

## Summary by Program

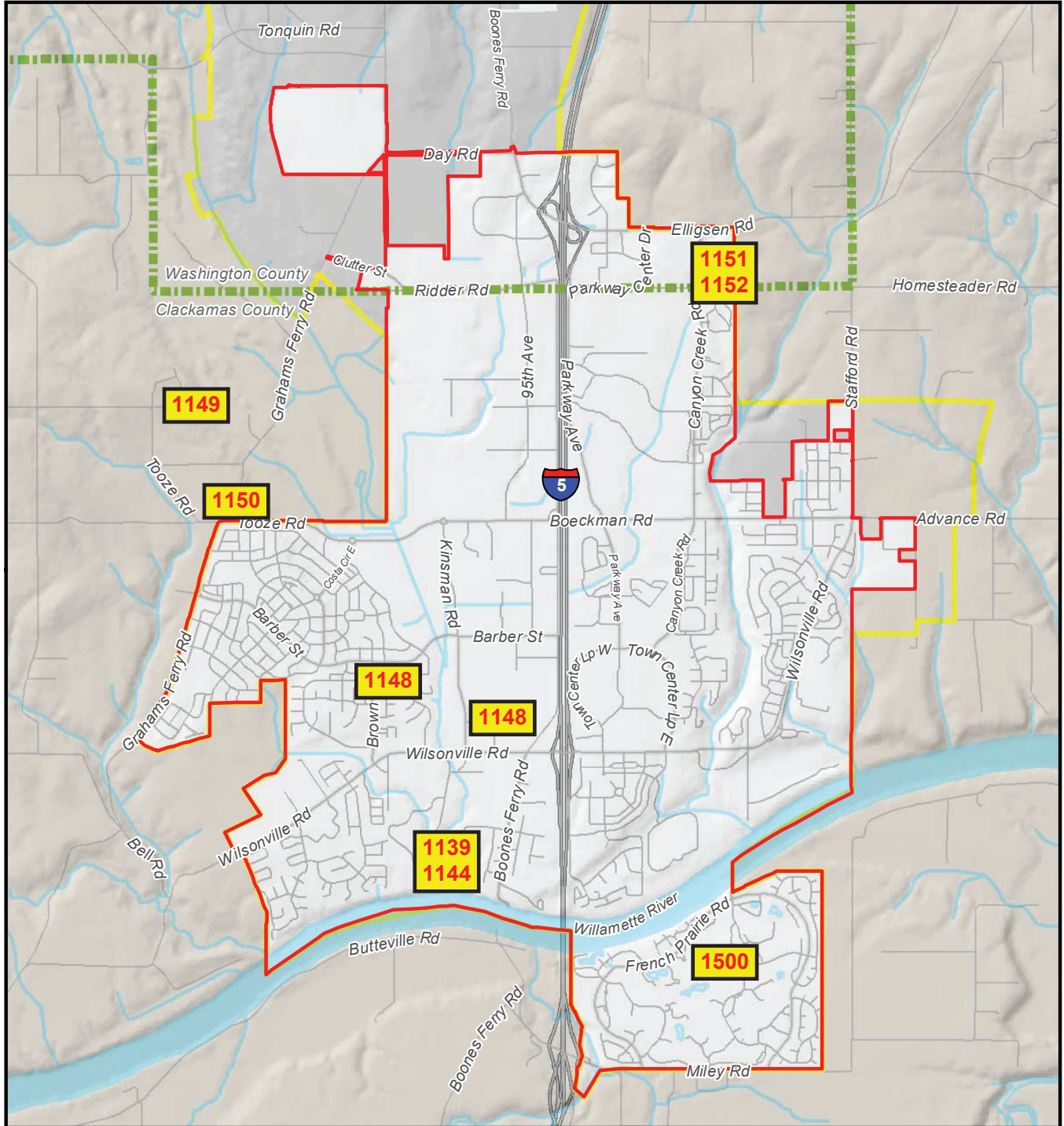




Wall construction begins on the electrical switchgear building at the Water Treatment Plant expansion (CIP #1144).



# Water Projects

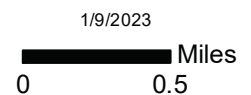


**The City of Wilsonville, Oregon**  
Clackamas and Washington Counties



## City Boundaries

- Wilsonville City Limits
- County Boundary
- Urban Growth Boundary (UGB)



## 2023-24 Funding Sources

CIP #	Project Name	Water Operating	Water SDC	WWSP	City of Sherwood	Total Resources
<b>Construction Projects</b>						
1139	5th Street/Kinsman Extension Water Line	\$ -	\$ 5,000	\$ -	\$ -	\$ 5,000
1144	Water Treatment Plant 20 MGD Expansion	4,281,512	4,502,878	-	4,385,610	13,170,000
1148	Priority 1B Water Distribution Improvements	669,000	-	-	-	669,000
1149	West Side Level B Reservoir and Off-Site Improvements	3,935,000	3,935,000	-	-	7,870,000
1150	Automated Valve at Tooze/Westfall	-	89,000	-	-	89,000
1151	Elligsen West Tank - Add High Altitude Valve	-	48,000	-	-	48,000
1152	Elligsen Reservoir Fall Protection System Replacement	136,000	-	-	-	136,000
1153	Reservoir Security Improvements (AWIA)	244,000	-	-	-	244,000
<b>Master Plan and Studies</b>						
1110	Public Works Standards Update	20,000	-	-	-	20,000
1154	Water Distribution System Master Plan	247,204	185,046	-	-	432,250
<b>Annual Maintenance Projects</b>						
1048	Water Distribution System Miscellaneous Improvements	103,500	-	-	-	103,500
1121	Pipe/Valve/Hydrant Replacement	103,500	-	-	-	103,500
1500	Water Operations Allocation to Charbonneau	121,218	-	-	-	121,218
<b>Miscellaneous Projects</b>						
1117	Annual - Fire Flow Data Collection For System Capacity & Growth	6,000	-	-	-	6,000
1126	Segment 3B Waterline Mitigation Site	3,121	2,554	-	-	5,675
1127	Willamette Water Supply Program (WWSP) Coordination	-	-	514,000	-	514,000
1990	Community Development Support for Misc. Projects	10,500	-	-	-	10,500
1993	Annual - Final CIP Closeout from Prior Years	1,658	1,242	-	-	2,900
1995	Annual - Early Planning for Future CIP Projects	6,005	4,495	-	-	10,500
1998	Annual - 5-Year and Annual Budget Planning	4,575	3,425	-	-	8,000
1999	Annual - Project Design & Development	36,316	27,184	-	-	63,500
		<u>\$ 9,929,109</u>	<u>\$ 8,803,824</u>	<u>\$ 514,000</u>	<u>\$ 4,385,610</u>	<u>\$ 23,632,543</u>

# Water Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### CIP #1139: 5TH STREET/KINSMAN EXTENSION WATER LINE

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

*Priority: High*

*Justification: City Growth*

*Funding Source: Water SDC*

*Status: Continued from FY 2017-18*

*Estimated Date of Completion: FY 2023-24*

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

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 827,053	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		50,000	5,000	-	-	-	-	
General Fund Overhead Fees		28,947	-	-	-	-	-	
	<u>\$ 1,387,440</u>	<u>\$ 906,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,298,440</u>

### CIP #1144: WATER TREATMENT PLANT 20 MGD EXPANSION

This project will expand the Willamette River Water Treatment Plant from 15 MGD to 20 MGD design capacity. Site electrical equipment will be replaced and renovated. Life safety, seismic retrofit, and asset repair and replacement improvements will be included.

*Priority: High*

*Justification: City Growth*

*Funding Source: Water Operating/Water SDC/City of Sherwood*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2023-24*

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

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 13,400,000	\$ 12,857,140	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		75,000	120,000	-	-	-	-	
General Fund Overhead Fees		201,000	192,860	-	-	-	-	
	<u>\$ 5,339,378</u>	<u>\$ 13,676,000</u>	<u>\$ 13,170,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 32,185,378</u>



## CIP #1148: PRIORITY 1B WATER DISTRIBUTION IMPROVEMENTS

This project constructs water distribution piping improvements to correct fire flow deficiencies identified in the Water Distribution System Master Plan. FY 2023-24 includes an 8-inch upgrade and loop on Metolius, and 8-inch loop at Boberg Street.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Water Operating*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 350,000	\$ 589,427	\$ 215,450	\$ -	\$ -	\$ -	
Project Management Fees		20,000	58,943	19,000	-	-	-	
General Fund Overhead Fees		12,250	20,630	7,550	-	-	-	
	<b>\$ 48,204</b>	<b>\$ 382,250</b>	<b>\$ 669,000</b>	<b>\$ 242,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,341,454</b>



Conduit being installed for the Water Treatment Plant expansion (CIP #1144).

# Water Projects

## **CIP #1149: WEST SIDE LEVEL B RESERVOIR AND OFF-SITE IMPROVEMENTS**

This project constructs a 3.0 million gallon storage reservoir in pressure zone B near the intersection of Tooze and Baker Road.

*Priority: High*

*Justification: City Growth*

*Funding Source: Water SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

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

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 315,000	\$ 7,487,923	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		45,000	120,000	-	-	-	-	
General Fund Overhead Fees		11,025	262,077	-	-	-	-	
	<b>\$ 181,053</b>	<b>\$ 371,025</b>	<b>\$ 7,870,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,422,078</b>



The existing site prior to construction of the West Side Level B Reservoir (CIP #1149).

## **CIP #1150: AUTOMATED VALVE AT TOOZE/WESTFALL**

This projects modifies the existing Tooze Road vault at Westfall Road and installs a automated valve necessary for operation of the West Side Level B Storage Tank.

*Priority: High*

*Justification: City Growth*

*Funding Source: Water SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

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

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 78,414	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	7,842	-	-	-	-	
General Fund Overhead Fees		-	2,744	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 89,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 89,000</u>

## **CIP #1151: ELLIGSEN WEST TANK - ADD HIGH ALTITUDE VALVE**

This project installs an altitude valve at the existing West Elligsen Storage Tank, preventing tank overflow during filling operations of the planned West Side Level B Storage Tank.

*Priority: High*

*Justification: City Growth*

*Funding Source: Water SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

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

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 42,291	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	4,229	-	-	-	-	
General Fund Overhead Fees		-	1,480	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 48,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 48,000</u>

## **CIP #1152: ELLIGSEN RESEVOIR FALL PROTECTION SYSTEM REPLACEMENT**

This project replaces the Elligsen Reservoir fall protection system in accordance with the 2012 Water System Master Plan safety recommendations. This work to be coordinated with the Elligsen Reservoir Altitude Valve and West Side Level B Reservoir projects.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Source: Water Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

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

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 119,824	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	11,983	-	-	-	-	
General Fund Overhead Fees		-	4,193	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 136,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 136,000</u>

# Water Projects

## **CIP #1153: RESERVOIR SECURITY IMPROVEMENTS (AWIA)**

Based upon the findings of the Risk & Resilience Assessment which was conducted as a part of the federally mandated America Water Infrastructure Act (AWIA), recommendations were made to improve the physical security at the Elligsen, C-Level, and Charbonneau reservoir sites. Improvements include: upgrading perimeter fencing and signage; reinforce doors and locks, install access control, motion detectors and cameras; update policies and procedures; install locks on reservoir vaults; secure on-site equipment, strengthen main and alternative gate entrances, anti climb ladder shroud, replace vent, installation of removable bollards.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Source: Water Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2024-25*

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

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 214,978	\$ 106,850	\$ -	\$ -	\$ -	
Project Management Fees		-	21,498	9,400	-	-	-	
General Fund Overhead Fees		-	7,524	3,750	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 244,000</u>	<u>\$ 120,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 364,000</u>

## **PROJECT SUMMARIES: MASTER PLAN & STUDIES**

### **CIP #1110: PUBLIC WORKS STANDARDS UPDATE**

This project updates the Wilsonville Public Work Design and Construction Standards & Detail Drawings. The public works standards provide technical engineering design and construction requirements for public infrastructure within the City of Wilsonville, including water, wastewater, storm drainage, transportation, street lighting, and fiber optic systems, in the interest of health, safety and welfare of Wilsonville residents. Last updated in 2014, the Wilsonville Public Works Standards are due for an update to reflect current laws, regulations, design guidance, technological advance, seismic resiliency, best practices, etc. This is a companion project with CIP #2110, #4110, #7110, & #9110.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Water Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not Applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	20,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>

## **CIP #1154: WATER DISTRIBUTION SYSTEM MASTER PLAN**

The City's last Water System Master Plan was completed in 2012. The City has grown significantly since this time and has also undertaken upsized improvements to provide water to the City of Sherwood. An update to the Water Distribution System Master Plan will examine changes in population, density, and growth patterns, as well as evaluate future capital improvements..

*Priority: High*

*Justification: City Growth*

*Funding Sources: Water Operating/Water SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not Applicable*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	70,000	-	-	-	-	
General Fund Overhead Fees		-	12,250	-	-	-	-	
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 432,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 432,250</b>

## **PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS**

### **CIP #1048: WATER DISTRIBUTION SYSTEM MISCELLANEOUS IMPROVEMENTS**

Annual budget item provides funds to construct minor improvements to the existing water treatment and distribution system that are not captured by larger stand-alone CIP projects. This project provides flexibility to address aging infrastructure maintenance and repair needs.

*Priority: Medium*

*Justification: Aging infrastructure*

*Funding Sources: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 30,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		1,050	3,500	3,500	3,500	3,500	3,500	
		<b>\$ 31,050</b>	<b>\$ 103,500</b>	<b>\$ 103,500</b>	<b>\$ 103,500</b>	<b>\$ 103,500</b>	<b>\$ 103,500</b>	

# Water Projects

## CIP #1121: PIPE/VALVE/HYDRANT REPLACEMENT

The City's 2012 Water Master Plan identifies a number of urgent facility and pipeline replacement and improvement projects needed to increase fire flows, improve hydrant coverage, address hydraulic restrictions, and correct deficiencies of the physical condition of the aging system components.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to decrease maintenance costs*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 10,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		350	3,500	3,500	3,500	3,500	3,500	
		<u>\$ 10,350</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	

## CIP #1500: WATER OPERATIONS ALLOCATION TO CHARBONNEAU

This project provides planning, design, and construction of water rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #2500, #4500, and #7500. FY 2023-24 includes Village Greens Circle & Edgewater Lane (final design & construction).

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Water Operating*

*Status: Continued from FY 2015-16*

*Estimated Date of Phase 1 Completion: FY 2027-28*

*Operations Impact: Improvements to decrease maintenance costs*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>	
Design & Construction		\$ 6,500	\$ 106,800	\$ 315,200	\$ 731,000	\$ 455,900	\$ 883,300		
Project Management Fees		1,000	10,680	27,750	64,400	40,150	77,800		
General Fund Overhead Fees		228	3,738	11,050	25,600	15,950	30,900		
		<u>\$ 540,364</u>	<u>\$ 7,728</u>	<u>\$ 121,218</u>	<u>\$ 354,000</u>	<u>\$ 821,000</u>	<u>\$ 512,000</u>	<u>\$ 992,000</u>	<u>\$ 3,348,310</u>

**PROJECT SUMMARIES: MISCELLANEOUS PROJECTS**

**CIP #1117: ANNUAL - FIRE FLOW DATA COLLECTION FOR SYSTEM CAPACITY & GROWTH**

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

*Priority: Medium*

*Justification: Public Safety*

*Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

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

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 5,600	\$ 5,797	\$ 5,980	\$ 6,165	\$ 6,356	\$ 6,503	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		196	203	200	200	200	250	
		<u>\$ 5,796</u>	<u>\$ 6,000</u>	<u>\$ 6,180</u>	<u>\$ 6,365</u>	<u>\$ 6,556</u>	<u>\$ 6,753</u>	

**CIP #1126: SEGMENT 3B WATERLINE MITIGATION SITE**

The wetland mitigation site constructed during the Segment 3B water line project (CIP #1055) required five years of maintenance and monitoring. This project budgets for eight years of expenditures, due to an additional three-years added to reach the required plant densities on an annual basis until completion.

*Priority: High*

*Justification: Regulatory Requirement*

*Funding Source: Water Operating/Water SDC*

*Status: Continued from FY 2013-14*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 6,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		600	500	-	-	-	-	
General Fund Overhead Fees		210	175	-	-	-	-	
		<u>\$ 6,810</u>	<u>\$ 5,675</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

# Water Projects

## **CIP #1127: WILLAMETTE WATER SUPPLY PROGRAM (WWSP) COORDINATION**

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

*Priority: High*

*Justification: Regional Growth*

*Funding Source: WWSP*

*Status: Continued from FY 2013-14*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 200,000	\$ 400,000	\$ 155,428	\$ -	\$ -	\$ -	
Project Management Fees		75,000	100,000	38,857	-	-	-	
General Fund Overhead Fees		7,000	14,000	5,440	-	-	-	
	<u>\$ 725,519</u>	<u>\$ 282,000</u>	<u>\$ 514,000</u>	<u>\$ 199,725</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,721,244</u>

## **CIP #1990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS**

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

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		6,000	10,500	10,815	11,139	11,474	11,818	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 6,000</u>	<u>\$ 10,500</u>	<u>\$ 10,815</u>	<u>\$ 11,139</u>	<u>\$ 11,474</u>	<u>\$ 11,818</u>	



## **CIP #1993: ANNUAL - FINAL CIP CLOSEOUT FROM PRIOR YEARS**

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

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	2,900	2,987	3,077	3,169	3,264	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 2,900</u>	<u>\$ 2,987</u>	<u>\$ 3,077</u>	<u>\$ 3,169</u>	<u>\$ 3,264</u>	

## **CIP #1995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS**

This project is for staff efforts on future CIP projects which are in the very early stages of project development and study and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts, such as Urban/Rural reserves, and issues that will impact future demands and requirements for city infrastructure and services.

*Priority: Medium*

*Justification: City Growth*

*Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		2,000	10,500	10,815	11,139	11,474	11,818	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 2,500</u>	<u>\$ 10,500</u>	<u>\$ 10,815</u>	<u>\$ 11,139</u>	<u>\$ 11,474</u>	<u>\$ 11,818</u>	

# Water Projects

## CIP #1998: ANNUAL - 5-YEAR AND ANNUAL BUDGET PLANNING

This project funds staff time expenditures for developing and managing the annual capital project budget and the 5-year capital improvement program, which includes prioritizing projects from the City’s master plans.

*Priority: High*

*Justification: Fiscal planning for CIPs*

*Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		7,500	8,000	8,240	8,487	8,742	9,004	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 7,500</u>	<u>\$ 8,000</u>	<u>\$ 8,240</u>	<u>\$ 8,487</u>	<u>\$ 8,742</u>	<u>\$ 9,004</u>	

## CIP #1999: ANNUAL - PROJECT DESIGN & DEVELOPMENT

This annual project is used to fund the design and development of unplanned or emergency projects that arise throughout the year. As these funds are used, they are recorded to appropriate project account numbers.

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

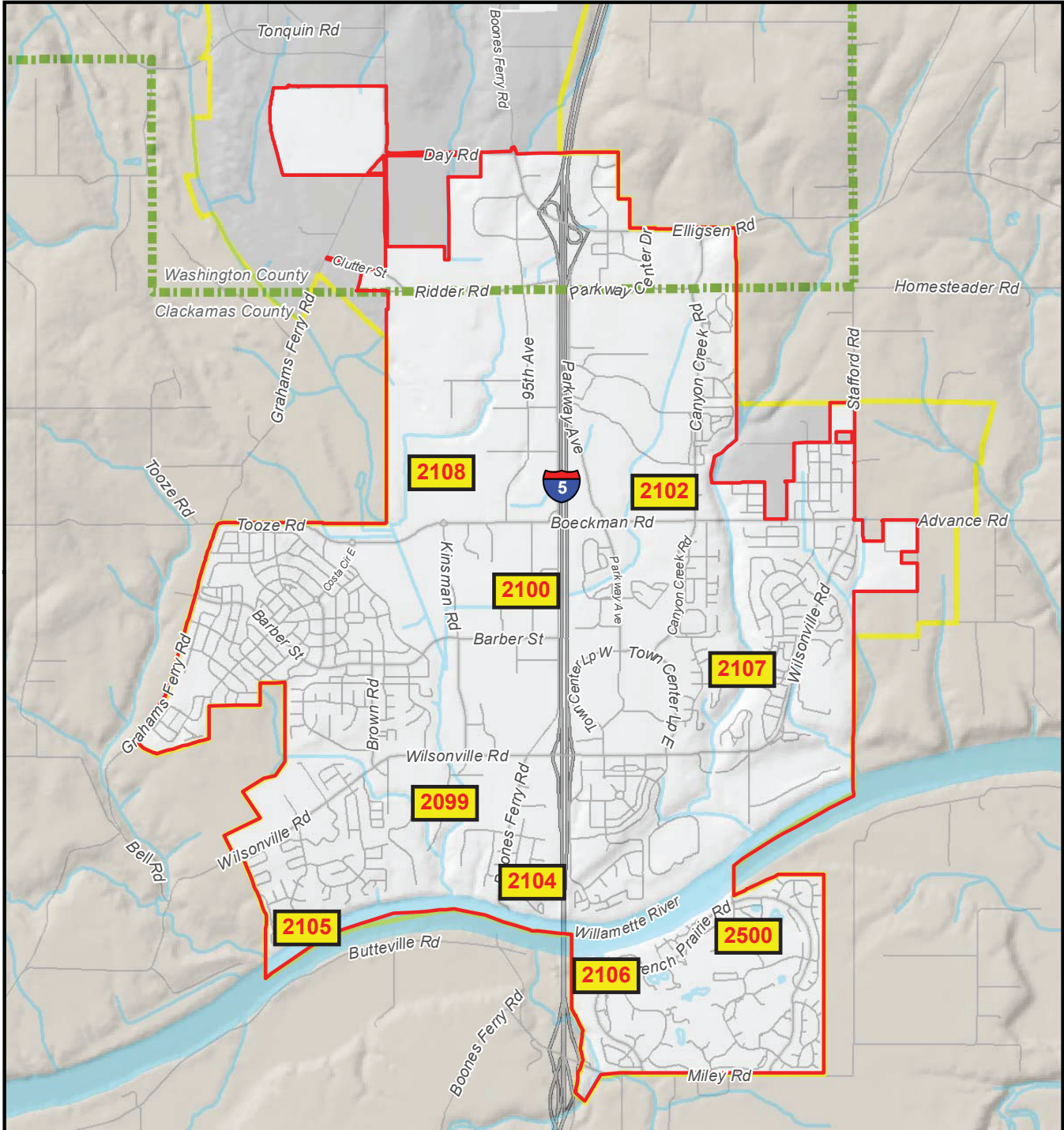
<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 55,947	\$ 58,205	\$ 59,967	\$ 61,788	\$ 63,636	Annual
Project Management Fees		-	5,595	5,150	5,300	5,450	5,607	
General Fund Overhead Fees		-	1,958	2,050	2,100	2,150	2,227	
		<u>\$ -</u>	<u>\$ 63,500</u>	<u>\$ 65,405</u>	<u>\$ 67,367</u>	<u>\$ 69,388</u>	<u>\$ 71,470</u>	




# Water Projects

## Five Year Water CIP Forecast Fiscal years 2023-24 through 2027-28

Project Name	Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Construction Projects</b>						
5th Street/Kinsman Extension Water Line	Water SDC	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Water Treatment Plant 20 MGD Expansion	33.30% Sherwood, 32.51% Ops, 34.19% SDC	13,170,000	-	-	-	-
Priority 1B Water Distribution Improvements	Water Ops	669,000	242,000	-	-	-
West Side Level B Reservoir and Off-Site Improvements	Water SDC	7,870,000	-	-	-	-
Automated Valve at Tooze/Westfall	Water SDC	89,000	-	-	-	-
Elligsen Reservoir Fall Protection	Water Ops	136,000	-	-	-	-
Elligsen West Tank - Add High Altitude Valve	Water SDC	48,000	-	-	-	-
Reservoir Security Improvements (AWIA)	Water Ops	244,000	120,000	-	-	-
16" Willamette River Crossing to Charbonneau	Water Ops	-	-	443,000	1,591,000	-
Elligsen Reservoirs Painting	Water Ops	-	-	-	-	1,850,000
<b>Master Plan and Studies</b>						
Public Works Standards Update	Water Ops	20,000	-	-	-	-
Water Management and Conservation Plan	42.81% SDC and 57.19% Water Ops	-	-	-	30,700	-
Water Distribution System Master Plan	42.81% SDC and 57.19% Water Ops	432,250	-	-	-	-
Water Rate & SDC Study	50% SDC and 50% Water Ops	-	97,625	-	-	-
<b>Annual Maintenance Projects</b>						
Water Distribution System Miscellaneous Improvements	Water Ops	103,500	103,500	103,500	103,500	103,500
Pipe/Valve/Hydrant Replacement	Water Ops	103,500	103,500	103,500	103,500	103,500
Water Operations Allocation to Charbonneau	Water Ops	121,218	354,000	821,000	512,000	992,000
<b>Miscellaneous Projects</b>						
Annual - Fire Flow Data Collection For System Capacity & Growth	Water Ops	6,000	6,180	6,365	6,556	6,753
Segment 3B Waterline Mitigation Site	55% Water Ops and 45% Water SDC	5,675	-	-	-	-
Willamette Water Supply Program (WWSP) Coordination	WWSP	514,000	199,725	-	-	-
Community Development Support for Misc. Projects	Water Ops	10,500	10,815	11,139	11,474	11,818
Annual - Final CIP Closeout from Prior Years	42.81% SDC and 57.19% Water Ops	2,900	2,987	3,077	3,169	3,264
Annual - Early Planning for Future CIP Projects	42.81% SDC and 57.19% Water Ops	10,500	10,815	11,139	11,474	11,818
Annual - 5-Year and Annual Budget Planning	42.81% SDC and 57.19% Water Ops	8,000	8,240	8,487	8,742	9,004
Annual - Project Design & Development	42.81% SDC and 57.19% Water Ops	63,500	65,405	67,367	69,388	71,470
		<u>\$ 23,632,543</u>	<u>\$ 1,324,792</u>	<u>\$ 1,578,575</u>	<u>\$ 2,451,503</u>	<u>\$ 3,163,127</u>
<b>Funding Sources</b>						
Water Operations		\$ 9,929,109	\$ 1,045,838	\$ 1,540,016	\$ 2,398,644	\$ 3,122,220
Water SDC		8,803,824	79,229	38,559	52,859	40,907
Willamette Water Supply Program (WWSP)		514,000	199,725	-	-	-
City of Sherwood		4,385,610	-	-	-	-
Total Funding Sources		<u>\$ 23,632,543</u>	<u>\$ 1,324,792</u>	<u>\$ 1,578,575</u>	<u>\$ 2,451,503</u>	<u>\$ 3,163,127</u>

# Sewer Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<p><b>City Boundaries</b></p> <ul style="list-style-type: none"> <li><span style="border: 1px solid red; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Wilsonville City Limits</li> <li><span style="border-top: 1px dashed green; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> County Boundary</li> <li><span style="border: 1px solid yellow; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Urban Growth Boundary (UGB)</li> </ul>	 <p>1/9/2023</p>
	<p>0 <span style="display: inline-block; width: 50px; border-bottom: 1px solid black;"></span> 0.5 Miles</p>	

## 2023-24 Funding Sources

CIP #	Project Name	Sewer Operating	Sewer SDC	Total Resources
<b>Construction Projects</b>				
2099	5th Street/Kinsman Extension Sewer Trunk	\$ -	\$ 5,000	\$ 5,000
2100	Boberg Division Structure	5,000	-	5,000
2102	Boeckman Road Sanitary Improvements	-	5,000	5,000
2105	Corral Creek & Rivergreen Pump Station Rehabilitation	105,555	-	105,555
2106	Charbonneau Lift Station Rehabilitation	2,476,695	-	2,476,695
2107	Boeckman Creek Interceptor	4,949,740	882,746	5,832,486
2108	Coffee Creek Interceptor Phase II	3,250	1,750	5,000
<b>Master Plan and Studies</b>				
2066	Sewer System Rate Study and SDC Update	46,225	46,225	92,450
2104	Wastewater Treatment Plant Master Plan	1,407	3,593	5,000
2110	Public Works Standards Update	20,000	-	20,000
<b>Annual Maintenance Projects</b>				
2060	Miscellaneous Small Sewer Projects	103,500	-	103,500
2500	Sewer Operations Allocation to Charbonneau	1,340,000	-	1,340,000
<b>Miscellaneous Projects</b>				
2990	Community Development Support for Misc. Projects	10,500	-	10,500
2993	Annual - Final CIP Closeout from Prior Years	816	2,084	2,900
2995	Annual - Early Planning for Future CIP Projects	2,955	7,545	10,500
2998	Annual - 5-Year and Annual Budget Planning	2,251	5,749	8,000
2999	Annual - Project Design & Development	17,869	45,631	63,500
		<u>\$ 9,085,763</u>	<u>\$ 1,005,323</u>	<u>\$ 10,091,086</u>

# Sewer Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### CIP #2099: 5TH STREET/KINSMAN EXTENSION SEWER TRUNK

In conjunction with the construction of the 5th to Kinsman Extension (CIP #4196), this project will complete waster collection pipeline from Boones Ferry Road to the Wood School Interceptor, providing increased wastewater capacity and additional service to properties within the Arrowhead Creek Planning Area.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer SDC*

*Status: Continued from FY 2016-17*

*Estimated Date of Completion: FY 2023-24*

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

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 677,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		100,000	5,000	-	-	-	-	
Engineering Administration		23,695	-	-	-	-	-	
	<u>\$ 2,122,110</u>	<u>\$ 800,695</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,927,805</u>

### CIP #2100: BOBERG DIVISION STRUCTURE

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

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: To be determined*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		16,500	5,000	-	-	-	-	
General Fund Overhead Fees		3,500	-	-	-	-	-	
	<u>\$ 81,622</u>	<u>\$ 120,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 206,622</u>

## **CIP #2102: BOECKMAN ROAD SANITARY IMPROVEMENTS**

This project will extend a sewer collection pipeline along Boeckman Road between Boeckman Creek and Stafford Road to serve the Frog Pond area in conjunction with the Boeckman Road Corridor Project (CIP #4205, #4206, and #4212).

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Frog Pond Infrastructure Fee*

*Status: Continued from FY 2017-18*

*Estimated Date of Completion: FY 2023-24*

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

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 1,199,773	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		20,000	5,000	-	-	-	-	
General Fund Overhead Fees		41,992	-	-	-	-	-	
	<u>\$ 281,961</u>	<u>\$ 1,261,765</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,548,726</u>

## **CIP #2105: CORRAL CREEK & RIVERGREEN PUMP STATION REHABILITATION**

This project rehabilitates the aging Corral Creek and Rivergreen wastewater pump stations, including replacement and upgrading of telemetry, electrical, and pump systems.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Sources: Sewer Operating*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Improvements to help decrease maintenance cost*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 1,530,000	\$ 93,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		56,000	9,300	-	-	-	-	
General Fund Overhead Fees		53,550	3,255	-	-	-	-	
	<u>\$ 220,201</u>	<u>\$ 1,639,550</u>	<u>\$ 105,555</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,965,306</u>

# Sewer Projects

## **CIP #2106: CHARBONNEAU LIFT STATION REHABILITATION**

This project rehabilitates the aging Charbonneau wastewater lift station, including replacement and upgrading of telemetry, electrical, and pump systems.

*Priority: High*

*Justification: Aging Infrastructure/Public Safety*

*Funding Sources: Sewer Operating*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 182,000	\$ 2,277,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		37,000	120,000	-	-	-	-	
General Fund Overhead Fees		6,370	79,695	-	-	-	-	
	<u>\$ 189,771</u>	<u>\$ 225,370</u>	<u>\$ 2,476,695</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,891,836</u>

## **CIP #2107: BOECKMAN CREEK INTERCEPTOR**

This project will upsize the existing Boeckman Creek Interceptor sewer collection pipeline to serve the Frog Pond area.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2024-25*

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

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 600,000	\$ 5,490,324	\$ 3,178,955	\$ -	\$ -	\$ -	
Project Management Fees		50,000	150,000	81,750	-	-	-	
General Fund Overhead Fees		21,000	192,162	111,250	-	-	-	
	<u>\$ 197</u>	<u>\$ 671,000</u>	<u>\$ 5,832,486</u>	<u>\$ 3,371,955</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,875,638</u>



## CIP #2108: COFFEE CREEK INTERCEPTOR PHASE II

This project upsizes the existing Coffee Creek wastewater interceptor pipeline from the P&W Railroad crossing to Boeckman Road and will provide additional capacity for growth in the Coffee Creek and Basalt Creek industrial areas. FY 2022-23 includes a wastewater capacity analysis to determine how much development in Coffee Creek can occur before additional wastewater pipeline capacity is needed.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2025-26*

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

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 30,000	\$ -	\$ 98,250	\$ 302,700	\$ -	\$ -	
Project Management Fees		10,000	5,000	98,300	302,700	-	-	
General Fund Overhead Fees		1,050	-	3,450	10,600	-	-	
	\$ -	\$ 41,050	\$ 5,000	\$ 200,000	\$ 616,000	\$ -	\$ -	\$ 862,050



Existing sewer manhole and unimproved access path around Boeckman Creek (CIP #2017).

# Sewer Projects

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### CIP #2066: SEWER SYSTEM RATE STUDY AND SDC UPDATE

This project evaluates and updates the sewer utility rates and SDC rate structure, including rate analysis related to the 2015 Collection System Master Plan and 2022 Wastewater Treatment Plant Master Plan.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		5,000	20,000	-	-	-	-	
General Fund Overhead Fees		-	2,450	-	-	-	-	
	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 92,450</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 97,450</u>

### CIP #2104: WASTEWATER TREATMENT PLANT MASTER PLAN

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

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Continued from FY 2019-20*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 101,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		40,000	5,000	-	-	-	-	
General Fund Overhead Fees		3,535	-	-	-	-	-	
	<u>\$ 474,834</u>	<u>\$ 144,535</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 624,369</u>

## **CIP #2110: PUBLIC WORKS STANDARDS UPDATE**

This project updates the Wilsonville Public Work Design and Construction Standards & Detail Drawings. The public works standards provide technical engineering design and construction requirements for public infrastructure within the City of Wilsonville, including water, wastewater, storm drainage, transportation, street lighting, and fiber optic systems, in the interest of health, safety and welfare of Wilsonville residents. Last updated in 2014, the Wilsonville Public Works Standards are due for an update to reflect current laws, regulations, design guidance, technological advance, seismic resiliency, best practices, etc. This is a companion project with CIP #1110, #4110, #7110, & #9110.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	20,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>

## **PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS**

### **CIP #2060: MISCELLANEOUS SMALL SEWER PROJECTS**

This annual budget project provides funds for small replacement and repair projects that arise throughout the year and are not covered by another CIP project.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: Sewer Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 10,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		350	3,500	3,500	3,500	3,500	3,500	
		<u>\$ 10,350</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	

# Sewer Projects

## **CIP #2500: SEWER OPERATIONS ALLOCATION TO CHARBONNEAU**

This project provides planning, design, and construction of water rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #2500, #4500, and #7500. FY 2023-24 includes Village Greens Circle & Edgewater Lane (final design & construction).

*Priority: High*

*Justification: Aging infrastructure*

*Funding Sources: Sewer Operating*

*Status: Continued from FY 2015-16*

*Estimated Date of Phase 1 Completion: FY 2026-27*

*Operations Impact: Improvements to decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 75,000	\$ 1,217,391	\$ 227,450	\$ 526,200	\$ 342,550	\$ 665,950	
Project Management Fees		10,000	80,000	13,600	31,400	20,450	39,750	
General Fund Overhead Fees		2,625	42,609	7,950	18,400	12,000	23,300	
	<u>\$ 1,127,799</u>	<u>\$ 87,625</u>	<u>\$ 1,340,000</u>	<u>\$ 249,000</u>	<u>\$ 576,000</u>	<u>\$ 375,000</u>	<u>\$ 729,000</u>	<u>\$ 4,484,424</u>

## **PROJECT SUMMARIES: MISCELLANEOUS PROJECTS**

### **CIP #2990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS**

This project funds as-needed Engineering/Community Development staff support for miscellaneous Sewer Operations repair or replacement projects that are generally performed or contracted for directly by the Public Works Department and do not include budgeted staff overhead.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Sewer Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	10,500	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,000</u>	<u>\$ 10,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

## **CIP #2993: ANNUAL - FINAL CIP CLOSEOUT FROM PRIOR YEARS**

This project funds small project close-out expenditures for projects fundamentally completed during the previous fiscal year, and not budgeted during the current fiscal year, but which require a limited amount of staff time to complete the project closeout paperwork.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	2,900	2,987	3,077	3,169	3,264	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 2,900</u>	<u>\$ 2,987</u>	<u>\$ 3,077</u>	<u>\$ 3,169</u>	<u>\$ 3,264</u>	

## **CIP #2995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS**

This project is for staff efforts on future CIP projects which are at very early stages of project development and study, and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts, such as Urban/Rural reserves, and issues that will impact future demands and requirements on City infrastructure and services, specifically sewer system capacity planning.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		2,000	10,500	10,815	11,139	11,474	11,818	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 2,000</u>	<u>\$ 10,500</u>	<u>\$ 10,815</u>	<u>\$ 11,139</u>	<u>\$ 11,474</u>	<u>\$ 11,818</u>	

# Sewer Projects

## CIP #2998: ANNUAL - 5-YEAR AND ANNUAL BUDGET PLANNING

This line item budgets for staff time expenditures for developing and managing the annual sewer capital project budget and the 5 year sewer capital improvement program, and includes prioritizing projects from the City's master plans.

*Priority: High*

*Justification: Fiscal planning for CIPs*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		7,500	8,000	8,240	8,487	8,742	9,004	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 7,500</u>	<u>\$ 8,000</u>	<u>\$ 8,240</u>	<u>\$ 8,487</u>	<u>\$ 8,742</u>	<u>\$ 9,004</u>	

## CIP #2999: ANNUAL - PROJECT DESIGN & DEVELOPMENT

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

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 55,947	\$ 58,236	\$ 59,983	\$ 61,782	\$ 63,636	Annual
Project Management Fees		-	5,595	5,131	5,285	5,444	5,607	
General Fund Overhead Fees		-	1,958	2,038	2,099	2,162	2,227	
		<u>\$ -</u>	<u>\$ 63,500</u>	<u>\$ 65,405</u>	<u>\$ 67,367</u>	<u>\$ 69,388</u>	<u>\$ 71,470</u>	

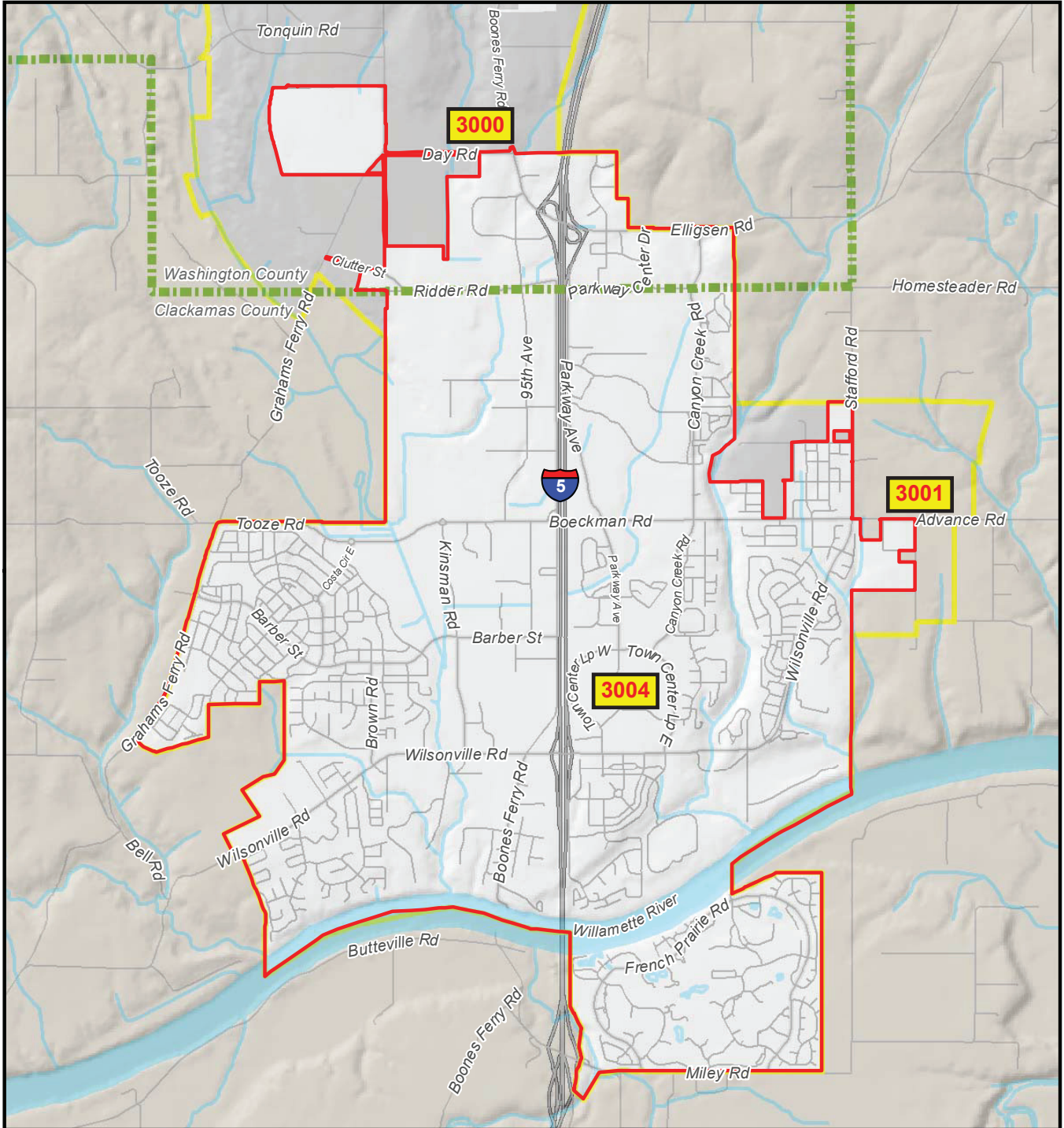
# Sewer Projects



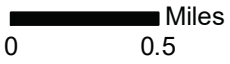
## Five Year Sewer CIP Forecast Fiscal years 2023-24 through 2027-28

Project Name	Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Construction Projects</b>						
5th Street / Kinsman Extension Sewer Trunk	Sewer SDC	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Boberg Division Structure	Sewer Ops	5,000	-	-	-	-
Boeckman Road Sanitary Improvements - Frog Pond	Sewer SDC/Frog Pond Dev.	5,000	-	-	-	-
Corral Creek & Rivergreen Lift Station Rehabilitation	Sewer Ops	105,555	-	-	-	-
Charbonneau Lift Station Rehabilitation	Sewer Ops	2,476,695	-	-	-	-
Boeckman Creek Interceptor	Sewer Ops/Sewer SDC	5,832,486	3,371,955	-	-	-
Coffee Creek Interceptor Phase II	Sewer Ops/Sewer SDC	5,000	200,000	616,000	-	-
Town Center Pump Station Replacement	Sewer Ops	-	-	-	130,525	854,088
Coffee Creek Interceptor Railroad Undercrossing	Sewer Ops/Sewer SDC	-	190,000	598,000	-	-
Coffee Creek - Day Road Sewer Extension	Coffee Creek Urban Renewal	-	-	881,000	3,200,000	-
WWTP Backup Ultra Violet Disinfection System Replacement	Sewer Ops	-	366,000	1,464,000	-	-
Willamette Way West Sewer Rehabilitation	Sewer Ops	-	-	291,695	876,220	-
WWTP Clarifier Mechanisms Replacement	Sewer Ops	-	-	283,750	1,645,750	-
Day Dream Sewer Rehabilitation Phase I	Sewer Ops	-	-	-	-	309,855
<b>Master Plan and Studies</b>						
Sewer System Rate Study and SDC Update	Sewer Ops/Sewer SDC	92,450	-	-	-	-
Wastewater Treatment Plant Master Plan	Sewer Ops/Sewer SDC	5,000	-	-	-	-
Public Works Standards Update	Sewer Ops	20,000	-	-	-	-
Wastewater Collection System Master Plan	Sewer Ops/Sewer SDC	-	-	462,250	-	-
<b>Annual Maintenance Projects</b>						
Miscellaneous Small Sewer Projects	Sewer Ops	103,500	103,500	103,500	103,500	103,500
Sewer Operations Allocation to Charbonneau	Sewer Ops	1,340,000	249,000	576,000	375,000	729,000
<b>Miscellaneous Projects</b>						
Community Development Support for Misc. Projects	Sewer Ops	10,500	10,815	11,139	11,474	11,818
Annual - Final CIP Closeout from Prior Years	Sewer Ops/Sewer SDC	2,900	2,987	3,077	3,169	3,264
Annual - Early Planning for Future CIP Projects	Sewer Ops/Sewer SDC	10,500	10,815	11,139	11,474	11,818
Annual - 5-Year and Annual Budget Planning	Sewer Ops/Sewer SDC	8,000	8,240	8,487	8,742	9,004
Annual - Project Design & Development	Sewer Ops/Sewer SDC	63,500	65,405	67,367	69,388	71,470
		<u>\$ 10,091,086</u>	<u>\$ 4,578,717</u>	<u>\$ 5,377,405</u>	<u>\$ 6,435,241</u>	<u>\$ 2,103,817</u>
<b>Funding Sources</b>						
Sewer Operations		\$ 9,085,763	\$ 1,326,058	\$ 3,495,207	\$ 3,168,575	\$ 2,035,150
Sewer SDC		1,005,323	3,252,659	1,001,198	66,666	68,667
Coffee Creek Urban Renewal*		-	-	881,000	3,200,000	-
Total Funding Sources		<u>\$ 10,091,086</u>	<u>\$ 4,578,717</u>	<u>\$ 5,377,405</u>	<u>\$ 6,435,241</u>	<u>\$ 2,103,817</u>

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

# Planning Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<p><b>City Boundaries</b></p> <ul style="list-style-type: none"> <li><span style="border: 1px solid red; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Wilsonville City Limits</li> <li><span style="border-top: 1px dashed green; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> County Boundary</li> <li><span style="border: 1px solid yellow; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Urban Growth Boundary (UGB)</li> </ul>	 <p>1/9/2023</p>
		



2023-24 Funding Sources

---

CIP #	Project Name	General Fund	Total Resources
<b>Master Plan and Studies</b>			
3000	Basalt Creek Planning	\$ 85,000	\$ 85,000
3001	Frog Pond Master Planning (East/South)	20,000	20,000
3004	Town Center Concept Plan Implementation	270,000	270,000
3007	Climate Action Plan	105,000	105,000
3008	CFEC Transportation Analysis Update	75,000	75,000
		<u>\$ 555,000</u>	<u>\$ 555,000</u>

# Planning Projects

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### CIP #3000: BASALT CREEK PLANNING

Evaluate the City’s Planned Development Industrial zoning designation to determine its suitability for implementing the Craft Industrial and High-tech Employment District land use categories, consider application of a form-based code for development in this area, and determine if additional infrastructure analysis and planning is needed to position the Basalt Creek planning area to be development ready.

*Priority: High*

*Justification: Future growth and economic development*

*Funding Sources: General Fund*

*Status: Continued from FY 2013-14*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 30,000	\$ 45,000	\$ 51,000	\$ -	\$ -	\$ -	
Project Management Fees		20,000	40,000	24,000	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 510,877</u>	<u>\$ 50,000</u>	<u>\$ 85,000</u>	<u>\$ 75,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 720,877</u>

### CIP #3001: FROG POND MASTER PLANNING (EAST/SOUTH)

Adopt Master Plan, Comprehensive Plan, and Zoning for Frog Pond East and South added to the Urban Growth Boundary in 2018.

*Priority: High*

*Justification: Future growth*

*Funding Sources: General Fund/Grants*

*Status: Continued from FY 2013-14*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 273,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		180,000	10,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 1,055,220</u>	<u>\$ 453,000</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,528,220</u>

**CIP #3004: TOWN CENTER CONCEPT PLAN IMPLEMENTATION**

Continue to implement priority recommendations from the Town Center Plan including: detailed assessment of urban renewal as a funding tool, building public-private partnerships for development in Town Center including in-depth study of development opportunities (site-specific building concepts and pro-forma development), completing a parking management plan, developing programming and marketing programs, and place making events and projects. Several of these initiatives will be completed in partnership with the Economic Development Manager.

*Priority: Medium*

*Justification: Future Growth*

*Funding Sources: General Fund*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: FY 2027-28*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 75,000	\$ 200,000	\$ 107,200	\$ 55,600	\$ 35,750	\$ 35,750	
Project Management Fees		40,000	70,000	27,800	14,400	9,250	9,250	
General Fund Overhead Fees		-	-	-	-	-	-	
	<b>\$ 1,106,929</b>	<b>\$ 115,000</b>	<b>\$ 270,000</b>	<b>\$ 135,000</b>	<b>\$ 70,000</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>	<b>\$ 1,786,929</b>



Rendering of Frog Pond East and South (CIP #3100).

# Planning Projects

## CIP #3007: CLIMATE ACTION PLAN

During FY 2021-22, the City Council adopted a goal of developing a climate action strategy in alignment with Clackamas County’s planning efforts. The City’s plan will incorporate an inventory and implementation measures specific to Wilsonville, as well as plan elements from Clackamas County’s Climate Action Plan.

*Priority: Medium*

*Justification: Council Goal*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	30,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 105,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 105,000</u>

## CIP #3008: CFEC TRANSPORTATION ANALYSIS UPDATE

Work with Metro, State, and City’s traffic consultant DKS to discuss and update how the City analyzes transportation impacts of both long-range planning projects and proposed new development. Updates will need to reflect Climate Friendly and Equitable Communities (CFEC) rulemaking stemming from former-Governor Brown’s executive order related to climate change. The City will pursue State funding if made available during 2023 legislative session.

*Priority: Medium*

*Justification: Future Growth*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

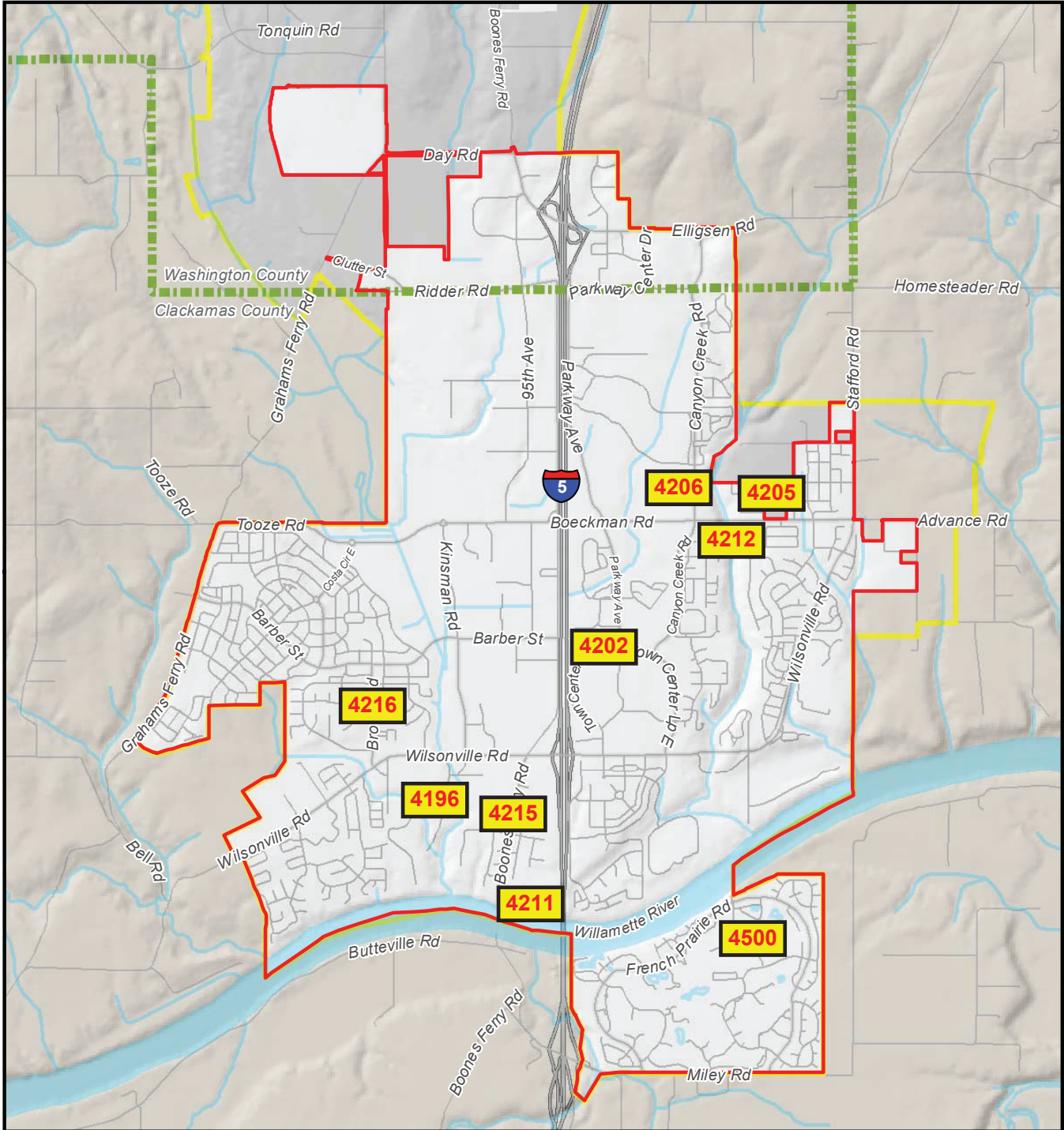
*Operations Impact: Not applicable*




<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	25,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 75,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 75,000</u>

Five Year Planning CIP Forecast  
Fiscal years 2023-24 through 2027-28

Project Name	Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Master Plan and Studies</b>						
Basalt Creek Planning	General Fund	\$ 85,000	\$ 75,000	\$ -	\$ -	\$ -
Frog Pond Master Planning (East/South)	General Fund	20,000	-	-	-	-
Town Center Concept Plan Implementation	General Fund	270,000	135,000	70,000	45,000	45,000
Climate Action Plan	General Fund	105,000	-	-	-	-
CFEC Transportation Analysis Update	General Fund	75,000	-	-	-	-
		<u>\$ 555,000</u>	<u>\$ 210,000</u>	<u>\$ 70,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>
<b>Funding Sources</b>						
General Fund		\$ 555,000	\$ 210,000	\$ 70,000	\$ 45,000	\$ 45,000
	Total Funding Sources	<u>\$ 555,000</u>	<u>\$ 210,000</u>	<u>\$ 70,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>

# Streets Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<p><b>City Boundaries</b></p> <ul style="list-style-type: none"> <li><span style="border: 1px solid red; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Wilsonville City Limits</li> <li><span style="border-top: 1px dashed green; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> County Boundary</li> <li><span style="border: 1px solid yellow; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Urban Growth Boundary (UGB)</li> </ul>	 <p>1/9/2023</p>
		

2023-24 Funding Sources

CIP #	Project Name	Road Maint Fee	Road Operating	Road SDC	Frog Pond Fund	Road CIP	Westside URA	Year 2000 URA	Total Resources
<b>Construction Projects</b>									
4196	5th Street/Kinsman Road Extension	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000
4202	I-5 Pedestrian Bridge	-	-	5,000,000	-	-	-	-	5,000,000
4205	Boeckman Road Street Improvements	-	-	2,114,848	2,267,947	-	-	-	4,382,795
4206	Canyon Creek/Boeckman Roundabout	-	-	2,450,000	-	-	-	-	2,450,000
4211	French Prairie Bridge	-	-	1,000,000	-	-	-	-	1,000,000
4212	Boeckman Dip Bridge	-	-	-	-	6,783,532	-	9,523,000	16,306,532
4216	Brown Road Improvements	-	-	-	-	-	850,000	-	850,000
<b>Master Plan and Studies</b>									
4110	Public Works Standards Update	-	20,000	-	-	-	-	-	20,000
<b>Annual Maintenance Projects</b>									
4014	Street Maintenance	2,950,000	-	-	-	-	-	-	2,950,000
4118	Signal Improvements	-	234,000	-	-	-	-	-	234,000
4215	Boones Ferry Road Maintenance	5,000	-	-	-	-	-	-	5,000
4500	Road Maintenance Allocation to Charbonneau	1,280,000	-	-	-	-	-	-	1,280,000
<b>Miscellaneous Projects</b>									
4192	Transportation Performance Modeling	-	-	5,175	-	-	-	-	5,175
4194	5-Year Monitoring: Barber Road	-	-	11,350	-	-	-	-	11,350
4210	5-Year Monitoring: Kinsman Road Extension	-	-	11,350	-	-	-	-	11,350
4993	Annual - Final CIP Closeout from Prior Years	-	425	8,075	-	-	-	-	8,500
4995	Annual - Early Planning for Future CIP Projects	-	2,100	18,900	-	-	-	-	21,000
4998	Annual - 5-Year and Annual Budget Planning	-	990	8,910	-	-	-	-	9,900
4999	Annual - Project Design & Development	-	9,100	81,900	-	-	-	-	91,000
		<u>\$ 4,235,000</u>	<u>\$ 266,615</u>	<u>\$ 10,710,508</u>	<u>\$ 2,267,947</u>	<u>\$ 6,783,532</u>	<u>\$ 850,000</u>	<u>\$ 9,528,000</u>	<u>\$ 34,641,602</u>

# Streets Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### **CIP #4196: 5TH STREET/KINSMAN ROAD EXTENSION**

This project will construct a roadway connection from the Boones Ferry Road/5th Street intersection westward and northward to the Kinsman Road/Wilsonville Road intersection. This project is a companion project to 5th St/Kinsman Extension Water Line (CIP #1139), 5th St/Kinsman Extension Sewer Line (CIP #2099), Boones Ferry Road Street Maintenance (CIP #4215), and Ice Age Tonquin Trail (CIP #9155).

*Priority: High*

*Justification: City Growth*

*Funding Sources: Year 2000 Urban Renewal*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: FY 2023-24*

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

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 5,503,167	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		72,000	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 7,085,549</u>	<u>\$ 5,575,167</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,665,716</u>



Work was staged to keep the existing roadway open for businesses while the new roadway was under construction (CIP #4196).



## **CIP #4202: I-5 PEDESTRIAN BRIDGE**

This project will construct a pedestrian and bicycle bridge over Interstate 5, from Town Center Loop West to Boones Ferry/ Barber Street. Property acquisition will occur this fiscal year, with the remainder accumulating the needed funds to meet future construction needs.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Road SDC*

*Status: Continued from FY 2017-18*

*Estimated Date of Completion: FY 2027-28*

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

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 150,000	\$ 4,950,000	\$ 1,626,800	\$ 1,674,650	\$ 1,818,150	\$ 1,913,850	
Project Management Fees		20,000	50,000	16,250	16,750	18,200	19,150	
General Fund Overhead Fees		5,250	-	56,950	58,600	63,650	67,000	
	<u>\$ 2,985,037</u>	<u>\$ 175,250</u>	<u>\$ 5,000,000</u>	<u>\$ 1,700,000</u>	<u>\$ 1,750,000</u>	<u>\$ 1,900,000</u>	<u>\$ 2,000,000</u>	<u>\$ 15,510,287</u>

## **CIP #4205: BOECKMAN ROAD STREET IMPROVEMENTS**

As part of the Frog Pond West Neighborhood Master Plan the City agreed to take on the design and reconstruction of Boeckman Road from Advance/Wilsonville Rd. to the proposed bridge over Boeckman Creek. This project is to be completed in conjunction with the Boeckman Road Corridor Project (CIP #2012, #4206, and #4212).

*Priority: High*

*Justification: City growth*

*Funding Sources: Road SDC/Frog Pond Infrastructure Fee*

*Status: Continued from FY 2018-19*

*Estimated Date of Completion: FY 2023-24*

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

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 1,710,000	\$ 4,041,347	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		75,000	200,000	-	-	-	-	
General Fund Overhead Fees		59,850	141,448	-	-	-	-	
	<u>\$ 72,395</u>	<u>\$ 1,844,850</u>	<u>\$ 4,382,795</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,300,040</u>

# Streets Projects

## **CIP #4206: CANYON CREEK/BOECKMAN ROUNDABOUT**

The existing Canyon Creek/Boeckman Intersection 4-way stop is at Level of Service (LOS) rating of E and this project will construct a roundabout at this intersection to add vehicular capacity and improved LOS rating to within City operating standards. This project is to be completed in conjunction with the Boeckman Road Corridor Project (CIP# 2012, #4205, and #4212).

*Priority: High*

*Justification: City growth*

*Funding Sources: Road SDC*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2023-24*

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

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 390,000	\$ 2,173,913	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		10,000	200,000	-	-	-	-	
General Fund Overhead Fees		13,650	76,087	-	-	-	-	
	<u>\$ 15,505</u>	<u>\$ 413,650</u>	<u>\$ 2,450,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,879,155</u>

## **CIP #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*

*Funding Sources: Road SDC*

*Status: New Project*

*Estimated Date of Completion: To be determined*

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

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 1,000,000	\$ 193,250	\$ 193,250	\$ 193,250	\$ 193,250	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	6,750	6,750	6,750	6,750	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 1,800,000</u>

## CIP #4212: BOECKMAN DIP BRIDGE

This project enhances safety of Boeckman Road by removal of vertical curve deficiency and by adding urban roadway cross-section amenities, including bike lanes and sidewalks by constructing a bridge across Boeckman Creek. Culvert removal, stream restoration, wildlife crossing enhancements, and regional trail extension is included as part of the project. This project is to be completed in conjunction with the Boeckman Road Corridor Project (CIP# 2012, #4205, and #4212).

*Priority: High*

*Justification: City growth/Public Safety*

*Funding Sources: Year 2000 Urban Renewal/Frog Pond Infrastructure Fee/Road CIP*

*Status: Continued from FY 2018-19*

*Estimated Date of Completion: FY 2023-24*

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

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 4,150,000	\$ 16,306,532	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		150,000	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 692,994</u>	<u>\$ 4,300,000</u>	<u>\$ 16,306,532</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 21,299,526</u>



Geotechnical boring in the Boeckman “dip” where bridge piles will be installed (CIP #4212).

# Streets Projects

## CIP #4216: BROWN ROAD IMPROVEMENTS

This project upgrades SW Brown Road between SW Wilsonville Road and SW Evergreen Drive to meet current urban cross-section standards. Urban upgrades improve connectivity by adding bike lanes, sidewalks, and turn lanes that accommodate access to adjacent neighborhoods.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Westside URA*

*Status: New Project*

*Estimated Date of Completion: FY 2025-26*

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

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 850,000	\$ 2,806,750	\$ 2,400,950	\$ -	\$ -	
Project Management Fees		20,000	-	-	-	-	-	
General Fund Overhead Fees		-	-	98,250	84,050	-	-	
	\$ 279	\$ 20,000	\$ 850,000	\$ 2,905,000	\$ 2,485,000	\$ -	\$ -	\$ 6,260,279

## PROJECT SUMMARIES: MASTER PLANS AND STUDIES

### CIP #4110: PUBLIC WORKS STANDARDS UPDATE

This project updates the Wilsonville Public Work Design and Construction Standards & Detail Drawings. The public works standards provide technical engineering design and construction requirements for public infrastructure within the City of Wilsonville, including water, wastewater, storm drainage, transportation, street lighting, and fiber optic systems, in the interest of health, safety and welfare of Wilsonville residents. Last updated in 2014, the Wilsonville Public Works Standards are due for an update to reflect current laws, regulations, design guidance, technological advance, seismic resiliency, best practices, etc. This is a companion project with CIP# 1110, #2110, #7110, & #9110.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Road Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	20,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

**PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS**

**CIP #4014: STREET MAINTENANCE**

Annual street maintenance projects include surface repair and resurfacing of streets. The projects for FY 2023-24 include curb ramp & pedestrian crossing updates and street maintenance paving on Boones Ferry Road (Wilsonville - Bailey), Bailey Street, and Boberg Road.

*Priority: High*  
*Justification: Aging infrastructure*  
*Funding Sources: Road Maintenance Fees*  
*Status: Annual*  
*Estimated Date of Completion: Annual*  
*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 650,000	\$ 2,628,062	\$ 1,654,100	\$ 1,289,500	\$ 1,532,000	\$ 978,850	Annual
Project Management Fees		80,000	231,806	130,000	101,350	120,400	76,900	
General Fund Overhead Fees		22,750	90,132	57,900	45,150	53,600	34,250	
		<u>\$ 752,750</u>	<u>\$ 2,950,000</u>	<u>\$ 1,842,000</u>	<u>\$ 1,436,000</u>	<u>\$ 1,706,000</u>	<u>\$ 1,090,000</u>	



2022 Street Maintenance Curb Ramp Improvements (CIP #4014).  
 Photo Credit: AKS Engineering & Forestry.

# Streets Projects

## CIP #4118: SIGNAL IMPROVEMENTS

This project will install protective/permissive signal heads at appropriate locations to improve system capacity; perform upgrades, rehabilitation or replacement of aging traffic signal equipment, push buttons, and controllers; and provide fiber optic signal connectivity allowing enhanced operational control by Clackamas County. This is an annual project with installations occurring city-wide. The projects for FY 2023-24 will include necessary pedestrian signal and push-button improvements on Boones Ferry Road (Wilsonville - Bailey) as part of street maintenance paving.

*Priority: Medium*

*Justification: City growth/Aging Infrastructure/Regulatory Requirement*

*Funding Sources: Road Operating Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

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

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 150,000	\$ 206,167	\$ 214,600	\$ 221,030	\$ 227,677	\$ 234,497	Annual
Project Management Fees		5,000	20,617	18,900	19,450	20,050	20,650	
General Fund Overhead Fees		5,250	7,216	7,500	7,750	7,950	8,200	
		<u>\$ 160,250</u>	<u>\$ 234,000</u>	<u>\$ 241,000</u>	<u>\$ 248,230</u>	<u>\$ 255,677</u>	<u>\$ 263,347</u>	

## CIP #4215: BOONES FERRY ROAD MAINTENANCE

This project includes work to improve the roadway driving surface on Boones Ferry Road between Bailey Street and 5th Street as part of the 5th to Kinsman roadway extension project.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Road Maintenance Fees*

*Status: Annual*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 171,500	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	5,000	-	-	-	-	
General Fund Overhead Fees		6,003	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 182,503</u>

## **CIP #4500: ROAD MAINTENANCE ALLOCATION TO CHARBONNEAU**

This project provides an annual budget for planning, design and construction of needed street rehabilitation projects within the Charbonneau District consistent with the Charbonneau Consolidated Improvement Plan approved by Council. This is a companion project with CIP# 1500, #2500, and #7500. FY 2023-24 includes Village Greens Circle & Edgewater Lane (final design & construction).

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Road Maintenance Fee*

*Status: Continued from FY 2015-16*

*Estimated Date of Phase 1 Completion: FY 2026-27*

*Operations Impact: Improvements to decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 55,000	\$ 1,140,097	\$ 321,600	\$ 745,650	\$ 533,600	\$ 1,149,900	Annual
Project Management Fees		10,000	100,000	25,150	58,250	41,700	89,850	
General Fund Overhead Fees		1,925	39,903	11,250	26,100	18,700	40,250	
		<u>\$ 66,925</u>	<u>\$ 1,280,000</u>	<u>\$ 358,000</u>	<u>\$ 830,000</u>	<u>\$ 594,000</u>	<u>\$ 1,280,000</u>	

## **PROJECT SUMMARIES: MISCELLANEOUS PROJECTS**

### **CIP #4192: TRANSPORTATION PERFORMANCE MODELING**

Biennial Update to the Wilsonville Transportation Performance Model report.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Road SDC*

*Status: Biennial*

*Estimated Date of Completion: Biennial*

*Operations Impact: None*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 60,000	\$ 5,000	\$ 90,900	\$ -	\$ 96,530	\$ -	Annual
Project Management Fees		20,000	-	-	-	-	-	
General Fund Overhead Fees		2,100	175	3,200	-	3,400	-	
		<u>\$ 82,100</u>	<u>\$ 5,175</u>	<u>\$ 94,100</u>	<u>\$ -</u>	<u>\$ 99,930</u>	<u>\$ -</u>	

# Streets Projects

## **CIP #4194: 5-YEAR MONITORING: BARBER ROAD**

The wetland mitigation site constructed during the Barber Street Extension project (CIP #4194) requires five years of maintenance and monitoring. This project budgets for the five years of expenditures on an annual basis until completion in FY 2023-24.

*Priority: High*

*Justification: Regulatory Requirement*

*Funding Sources: Road SDC*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		500	1,000	-	-	-	-	
General Fund Overhead Fees		350	350	-	-	-	-	
		<u>\$ 10,850</u>	<u>\$ 11,350</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

## **CIP #4210: 5-YEAR MONITORING: KINSMAN ROAD EXTENSION**

The wetland mitigation site constructed during the original Kinsman Road Extension project (CIP #4210) requires five years of maintenance and monitoring. This project budgets for the five years of expenditures on an annual basis until completion in FY 2023-24.

*Priority: High*

*Justification: Regulatory Requirement*

*Funding Sources: Road SDC*

*Status: Annual*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 12,000	\$ 10,000	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		2,900	1,000	-	-	-	-	
General Fund Overhead Fees		420	350	-	-	-	-	
		<u>\$ 15,320</u>	<u>\$ 11,350</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	



## **CIP #4993: ANNUAL - FINAL CIP CLOSEOUT FROM PRIOR YEARS**

This project funds small project close-out expenditures for projects that are fundamentally complete and not budgeted, but which require limited amounts of staff time and attention the year after completion.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Road Operating Fund/Road SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not Applicable*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	8,500	8,800	9,100	9,400	9,700	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 8,500</u>	<u>\$ 8,800</u>	<u>\$ 9,100</u>	<u>\$ 9,400</u>	<u>\$ 9,700</u>	

## **CIP #4995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS**

This project is for staff efforts on future CIP projects which are at very early stages of project development and study and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts, such as Urban/Rural reserves, the Regional Transportation Plan, and issues that will impact future demands and requirements on City streets, bike, and pedestrian infrastructure and services.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: Road Operating Fund/Road SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	21,000	21,600	22,200	22,800	23,400	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,000</u>	<u>\$ 21,000</u>	<u>\$ 21,600</u>	<u>\$ 22,200</u>	<u>\$ 22,800</u>	<u>\$ 23,400</u>	

# Streets Projects

## **CIP #4998: ANNUAL - 5-YEAR AND ANNUAL BUDGET PLANNING**

Staff time expenditures for developing and master planning the annual capital project budget and the 5 year capital improvement program.

*Priority: High*

*Justification: Fiscal planning for CIPs*

*Funding Sources: Road Operating Fund/Road SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		9,000	9,900	10,200	10,500	10,800	11,100	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 9,000</u>	<u>\$ 9,900</u>	<u>\$ 10,200</u>	<u>\$ 10,500</u>	<u>\$ 10,800</u>	<u>\$ 11,100</u>	

## **CIP #4999: ANNUAL - PROJECT DESIGN & DEVELOPMENT**

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

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Sources: Road Operating Fund/Road SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>thru FY22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>	<b>Total</b>
Design & Construction	Annual	\$ 40,000	\$ 80,176	\$ 83,480	\$ 85,992	\$ 88,538	\$ 91,171	Annual
Project Management Fees		10,000	8,018	7,350	7,550	7,800	8,050	
General Fund Overhead Fees		1,400	2,806	2,900	3,000	3,100	3,200	
		<u>\$ 51,400</u>	<u>\$ 91,000</u>	<u>\$ 93,730</u>	<u>\$ 96,542</u>	<u>\$ 99,438</u>	<u>\$ 102,421</u>	

# Streets Projects

## Five Year Streets CIP Forecast Fiscal years 2023-24 through 2027-28

Project Name	Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Construction Projects</b>						
5th Street/Kinsman Extension Phase 1	Year 2000	\$ 5,000	\$ -	\$ -	\$ -	\$ -
I5 Pedestrian Bridge	Street SDC*	5,000,000	1,700,000	1,750,000	1,900,000	2,000,000
Boeckman Road Street Improvements - Frog Pond	Street SDC/Frog Pond Dev.	4,382,795	-	-	-	-
Canyon Creek/Boeckman Roundabout	Street SDC	2,450,000	-	-	-	-
French Prairie Bridge	Street SDC	1,000,000	200,000	200,000	200,000	200,000
Boeckman Dip Bridge	Year 2000	16,306,532	-	-	-	-
Brown Road Improvements	West Side Urban Renewal	850,000	2,905,000	2,485,000	-	-
Garden Acres/Day Road Intersection	Coffee Creek Urban Renewal	-	-	688,000	4,750,000	4,890,000
<b>Master Plan and Studies</b>						
Public Works Standards Update	Road Operating	20,000	-	-	-	-
<b>Annual Maintenance Projects</b>						
Street Maintenance	Road Maintenance	2,950,000	2,442,000	2,036,000	2,206,000	1,690,000
Signal Improvements	Street SDC/Road Operating	234,000	241,000	248,230	255,677	263,347
Boones Ferry Road Maintenance	Road Maintenance	5,000	-	-	-	-
Street Maintenance Allocation to Charbonneau	Road Maintenance	1,280,000	358,000	830,000	594,000	1,280,000
<b>Miscellaneous Projects</b>						
Transportation Performance Modeling	Street SDC	5,175	94,100	-	99,930	-
5-Year Monitoring: Barber Road	Street SDC	11,350	-	-	-	-
5-Year Monitoring: Kinsman Road Extension	Street SDC	11,350	-	-	-	-
Annual - Final CIP Closeout from Prior Years	Street SDC/Road Operating	8,500	8,800	9,100	9,400	9,700
Annual - Early Planning for Future CIP Projects	Street SDC/Road Operating	21,000	21,600	22,200	22,800	23,400
Annual - 5-Year and Annual Budget Planning	Street SDC/Road Operating	9,900	10,200	10,500	10,800	11,100
Annual - Project Design & Development	Street SDC/Road Operating	91,000	93,730	96,542	99,438	102,421
<i>*Additional Federal Funding is anticipated for completion of project 4202</i>		<u>\$ 34,641,602</u>	<u>\$ 8,074,430</u>	<u>\$ 8,375,572</u>	<u>\$ 10,148,045</u>	<u>\$ 10,469,968</u>
<b>Funding Sources</b>						
Road Maintenance Fee		\$ 4,235,000	\$ 2,200,000	\$ 2,266,000	\$ 2,300,000	\$ 2,370,000
Road Operations		266,615	253,993	261,609	269,451	277,524
Road SDC		10,710,508	2,115,437	2,074,963	2,328,594	2,332,444
Frog Pond Fund		2,267,947	-	-	-	-
Roads CIP		6,783,532	-	-	-	-
Westside Urban Renewal		850,000	2,905,000	2,485,000	-	-
Year 2000 Urban Renewal		9,528,000	-	-	-	-
Coffee Creek Urban Renewal*		-	-	688,000	4,750,000	4,890,000
Total Funding Sources		<u>\$ 34,641,602</u>	<u>\$ 7,474,430</u>	<u>\$ 7,775,572</u>	<u>\$ 9,648,045</u>	<u>\$ 9,869,968</u>

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

## Streetscape/Bikeway Projects



Converting from High Pressure Sodium to Light Emitting Diodes (LED) streetlights (CIP #4722).

# Streetscape/Bikeway Projects

## 2023-24 Funding Sources

CIP #	Project Name	Road Operating	Streetlight Fund	Road SDC	General Fund	Grants & Contributions	Total Resources
<b>Livability Improvements</b>							
4717	Pedestrian Enhancements	\$ 148,423	\$ -	\$ -	\$ -	\$ 79,577	\$ 228,000
4722	LED Streetlight Conversion	-	522,500	-	-	-	522,500
4725	Crosswalk Flasher Replacement	204,300	-	-	-	-	204,300
<b>Annual Maintenance Projects</b>							
4729	Citywide Signage & Wayfinding	-	-	-	138,000	-	138,000
<b>Miscellaneous Projects</b>							
4799	Streetscape Project Design	9,840	-	2,460	-	-	12,300
		<u>\$ 362,563</u>	<u>\$ 522,500</u>	<u>\$ 2,460</u>	<u>\$ 138,000</u>	<u>\$ 79,577</u>	<u>\$ 1,105,100</u>

# Streetscape/Bikeway Projects

## PROJECT SUMMARIES: LIVABILITY IMPROVEMENTS

### CIP #4717: PEDESTRIAN ENHANCEMENTS

This project will construct and implement various pedestrian crossing enhancements identified in the recently completed Wilsonville Pedestrian Crossing Assessment (Kittelson & Associates, January 2022) as well as a new pedestrian crosswalk at Courtside Park on Wimbledon Circle South in coordination with Parks and Recreation. The projects for FY 2023-24 include 95th Avenue & Freeman Drive (Site 3) and Parkway Center Drive & Burns Way (Site 8).

*Priority: High*

*Justification: Council Goal*

*Funding Sources: Road Operating Fund*

*Status: Continued from FY 2017-18*

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

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

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 150,000	\$ 200,882	\$ 219,050	\$ 211,950	\$ 204,800	\$ 197,700	
Project Management Fees		30,000	20,088	19,300	18,650	18,050	17,400	
General Fund Overhead Fees		5,250	7,030	7,650	7,400	7,150	6,900	
	<u>\$ 139,648</u>	<u>\$ 185,250</u>	<u>\$ 228,000</u>	<u>\$ 246,000</u>	<u>\$ 238,000</u>	<u>\$ 230,000</u>	<u>\$ 222,000</u>	<u>\$ 1,488,898</u>

### CIP #4722: LED STREETLIGHT CONVERSION

The City has over 3,800 high-pressure sodium or mercury vapor streetlights that are encased in one of nine different luminaire styles. Phase 1 of this project converted 932 cobrahead street light on arterial to LED lights. Phase 2 will cover the remainder of the streetlights around the city which are mostly a decorative style of light. Lights are being converted for energy savings and minimizing repair and replacement needs.

*Priority: Medium*

*Justification: Environmental Stewardship and Cost Savings*

*Funding Sources: Streetlight Fund*

*Status: Continued from FY 2016-17*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 800,000	\$ 500,000	\$ 400,150	\$ -	\$ -	\$ -	
Project Management Fees		-	5,000	3,850	-	-	-	
General Fund Overhead Fees		28,000	17,500	14,000	-	-	-	
	<u>\$ 805,470</u>	<u>\$ 828,000</u>	<u>\$ 522,500</u>	<u>\$ 418,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,573,970</u>

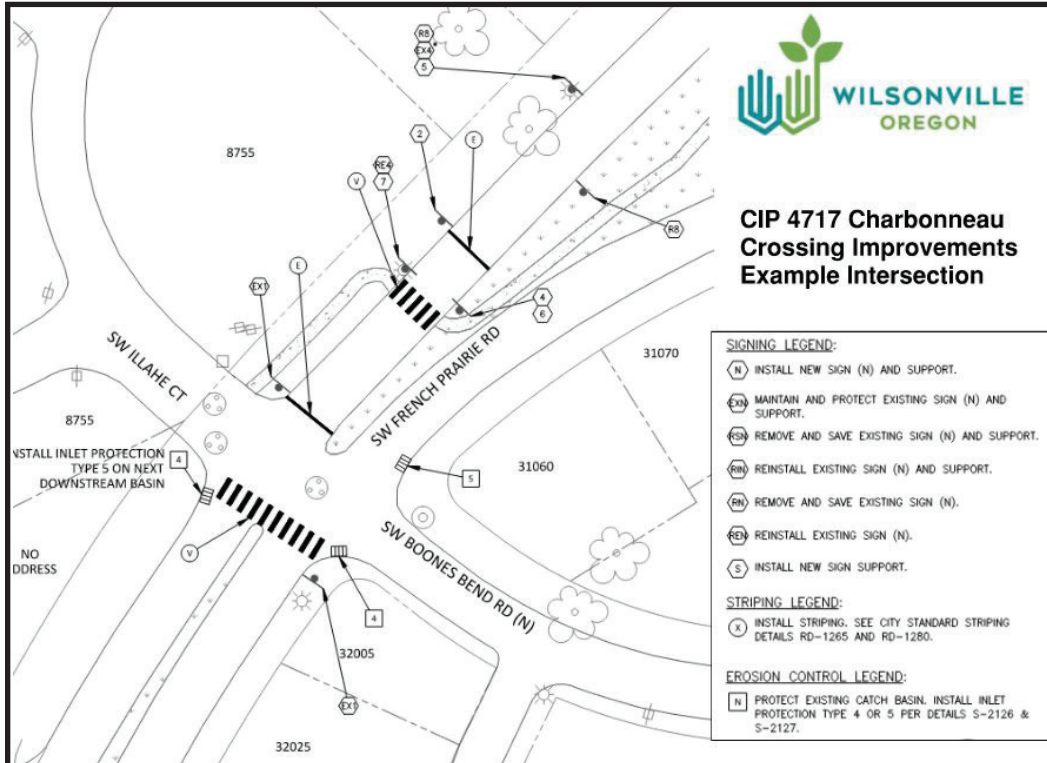


Diagram of Charbonneau Crossing improvements (CIP #4717).

# Streetscape/Bikeway Projects

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### CIP #4729 CITYWIDE SIGNAGE & WAYFINDING

Implement projects in the Citywide Signage & Wayfinding Plan. Phase One projects include 2 park kiosks and I-5 Gateway Signs. Phase 1 is complete. Phase 2 includes new signs for the Library, City Hall, and numerous regional and neighborhood parks. Phase 3 will be a continuation of implementation of entry monuments and park identification signs.

*Priority: High*

*Justification: Annual Maintenance*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 24,600	\$ 128,000	\$ 36,150	\$ 36,150	\$ 36,150	\$ 36,150	
Project Management Fees		6,000	10,000	2,600	2,600	2,600	2,600	
General Fund Overhead Fees		-	-	1,250	1,250	1,250	1,250	
	<u>\$ 119,755</u>	<u>\$ 30,600</u>	<u>\$ 138,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 448,355</u>

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### CIP #4799: STREETSCAPE PROJECT DESIGN

This annual project is used to fund design and development of unplanned or emergency projects that arise throughout the year. As these funds are used, they are recorded to appropriate project account numbers.

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Sources: Road Operating Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction	Annual	\$ -	\$ 10,835	\$ 11,269	\$ 11,649	\$ 11,991	\$ 12,294	Annual
Project Management Fees		-	1,085	1,000	1,000	1,050	1,100	
General Fund Overhead Fees		-	380	400	400	400	450	
		<u>\$ -</u>	<u>\$ 12,300</u>	<u>\$ 12,669</u>	<u>\$ 13,049</u>	<u>\$ 13,441</u>	<u>\$ 13,844</u>	

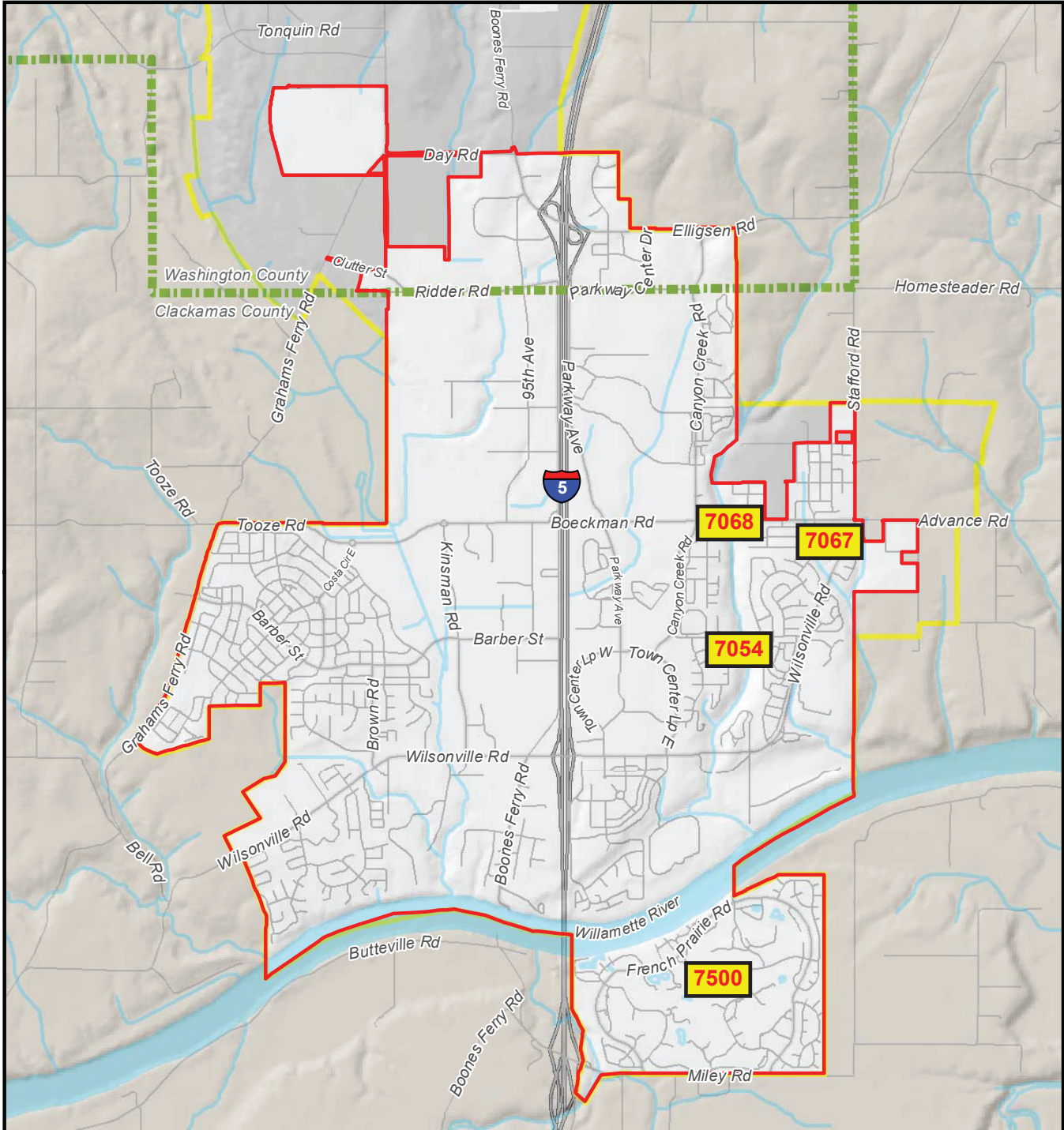




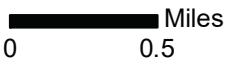
# Streetscape/Bikeway Projects

## Five Year Streetscape CIP Forecast Fiscal years 2023-24 through 2027-28

Project Name	Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Livability Projects</b>						
Pedestrian Enhancements	Road Operating	\$ 228,000	\$ 246,000	\$ 238,000	\$ 230,000	\$ 222,000
LED Streetlight Conversion	Streetlight Fund	522,500	418,000	-	-	-
Crosswalk Flasher Replacement	Road Operating	204,300	211,110	-	-	-
Citywide Signage & Wayfinding	General	138,000	40,000	40,000	40,000	40,000
<b>Miscellaneous Projects</b>						
Streetscape Project Design	Street SDC/Road Operating	12,300	12,669	13,049	13,441	13,844
		<u>\$ 1,105,100</u>	<u>\$ 927,779</u>	<u>\$ 291,049</u>	<u>\$ 283,441</u>	<u>\$ 275,844</u>
<b>Funding Sources</b>						
Road Operations		\$ 362,563	\$ 467,245	\$ 248,439	\$ 240,752	\$ 233,075
Street SDC		2,460	2,534	2,610	2,689	2,769
Streetlight Fund		522,500	418,000	-	-	-
General Fund		138,000	40,000	40,000	40,000	40,000
Grants/Contributions		79,577	-	-	-	-
	Total Funding Sources	<u>\$ 1,105,100</u>	<u>\$ 927,779</u>	<u>\$ 291,049</u>	<u>\$ 283,441</u>	<u>\$ 275,844</u>

# Stormwater Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<p><b>City Boundaries</b></p> <ul style="list-style-type: none"> <li><span style="border: 1px solid red; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Wilsonville City Limits</li> <li><span style="border-bottom: 1px dashed green; display: inline-block; width: 15px; margin-right: 5px;"></span> County Boundary</li> <li><span style="border: 1px solid yellow; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Urban Growth Boundary (UGB)</li> </ul>	 <p>1/9/2023</p>
		

## 2023-24 Funding Sources

---

CIP #	Project Name	Stormwater Operating	Stormwater SDC	Total Resources
<b>Construction Projects</b>				
7054	Gesellschaft Water Well Channel Restoration	\$ 234,580	\$ 58,645	\$ 293,225
7067	Meridian Creek Culvert Replacement	146,202	225,813	372,015
7068	Boeckman Creek Flow Mitigation	2,270,000	-	2,270,000
<b>Master Plan and Studies</b>				
7059	Stormwater Rate and SDC Study	47,260	47,260	94,520
7064	Stormwater Master Plan Update	2,500	2,500	5,000
7110	Public Works Standards Update	20,000	-	20,000
<b>Annual Maintenance Projects</b>				
7048	Citywide Stormwater Line Replacements (Not Charbonneau)	90,800	-	90,800
7500	Stormwater Operations Allocation to Charbonneau	2,530,000	-	2,530,000
<b>Miscellaneous Projects</b>				
7051	Morey's/Rivergreen Channel Monitoring	2,840	-	2,840
7990	Community Development Support for Misc. Projects	10,500	-	10,500
7993	Annual - Final CIP Closeout from Prior Years	2,610	290	2,900
7995	Annual - Early Planning for Future CIP Projects	7,875	2,625	10,500
7998	Annual - 5-Year and Annual Budget Planning	5,200	2,800	8,000
7999	Annual - Project Design & Development	11,130	20,670	31,800
		<u>\$ 5,381,497</u>	<u>\$ 360,603</u>	<u>\$ 5,742,100</u>

# Stormwater Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### **CIP #7054: GESELLSCHAFT WATER WELL CHANNEL RESTORATION**

Severe erosion is occurring in the drainage channel downstream of Gesellschaft well house due to weekly discharges from the drinking water well and excess stormwater runoff from the surrounding residential development. The proposed plan is to bypass the channel entirely by piping to the bottom of the slope and restoring the eroded channel with native trees and shrubs. Furthermore, project initiation is dependent on the Boeckman Road Corridor project (CIP #4212) downstream mitigation requirements to be determined as part of the environmental permitting with the Boeckman Dip Bridge.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Stormwater Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 235,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	50,000	-	-	-	-	
General Fund Overhead Fees		-	8,225	-	-	-	-	
	<u>\$ 10,076</u>	<u>\$ -</u>	<u>\$ 293,225</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 303,301</u>



Active channel erosion undermined previous streambank stabilization measures (CIP #7054).

## CIP #7067: MERIDIAN CREEK CULVERT REPLACEMENT

The project provides additional storm drainage capacity by upsizing the existing culverts crossing Boeckman Road at Meridian Creek necessary to support Frog Pond Development.

*Priority: High*

*Justification: Aging Infrastructure/City Growth*

*Funding Sources: Stormwater Operating/Storm SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 86,000	\$ 327,766	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		10,000	32,777	-	-	-	-	
General Fund Overhead Fees		3,010	11,472	-	-	-	-	
	\$ 282	\$ 99,010	\$ 372,015	\$ -	\$ -	\$ -	\$ -	\$ 471,307

## CIP #7068: BOECKMAN CREEK FLOW MITIGATION

This project mitigates increase flows and hydromodification to Boeckman Creek associated with the required flow control structure removal as part of the Boeckman Road Corridor Project.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Stormwater Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction	Annual	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	200,000	-	-	-	-	
General Fund Overhead Fees		-	70,000	-	-	-	-	
		\$ -	\$ 2,270,000	\$ -	\$ -	\$ -	\$ -	

# Stormwater Projects

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### CIP #7059: STORMWATER RATE AND SDC STUDY

This project evaluates and updates the storm utility rates and SDC rate structure, including rate analysis related to the 2021 Stormwater Master Plan.

*Priority: High*

*Justification: City growth*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 72,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		5,000	20,000	-	-	-	-	
General Fund Overhead Fees		-	2,520	-	-	-	-	
	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 94,520</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 99,520</u>

### CIP #7064: STORMWATER MASTER PLAN UPDATE

Stormwater Master Plan last update was in 2012. There have been changes in land use and new stormwater management requirements that need to be addressed and therefore update to the Stormwater Master Plan is needed.

*Priority: High*

*Justification: City growth*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 215,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		19,000	5,000	-	-	-	-	
General Fund Overhead Fees		7,525	-	-	-	-	-	
	<u>\$ 288,159</u>	<u>\$ 241,525</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 534,684</u>

## **CIP #7110: PUBLIC WORKS STANDARDS UPDATE**

This project updates the Wilsonville Public Work Design and Construction Standards & Detail Drawings. The public works standards provide technical engineering design and construction requirements for public infrastructure within the City of Wilsonville, including water, wastewater, storm drainage, transportation, street lighting, and fiber optic systems, in the interest of health, safety and welfare of Wilsonville residents. Last updated in 2014, the Wilsonville Public Works Standards are due for an update to reflect current laws, regulations, design guidance, technological advance, seismic resiliency, best practices, etc. This is a companion project with CIP #1110, #2110, #4110, & #9110.

*Priority: High*

*Justification: City growth*

*Funding Sources: Stormwater Operating*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	20,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

## **PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS**

### **CIP #7048: CITYWIDE STORMWATER LINE REPLACEMENTS (NOT CHARBONNEAU)**

As part of routine maintenance, stormwater lines throughout the city undergo video inspection to establish pipe condition and identify priority repairs. This project funds repair or replacement of lines designated as Priority 1 projects, except for Charbonneau District stormwater projects, which are covered and budgeted separately under CIP #7500.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Stormwater Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvement to help decrease maintenance*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 20,000	\$ 87,730	\$ 87,750	\$ 87,750	\$ 87,750	\$ 87,750	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		700	3,070	3,050	3,050	3,050	3,050	
		<u>\$ 20,700</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	

# Stormwater Projects

## **CIP #7500: STORMWATER OPERATIONS ALLOCATION TO CHARBONNEAU**

This project provides planning, design, and construction of water rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #2500, #4500, and #7500. FY 2023-24 includes Village Greens Circle & Edgewater Lane (final design & construction).

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Stormwater Operating*

*Status: Continued from FY 2015-16*

*Estimated Date of Phase 1 Completion: FY 2027-28*

*Operations Impact: Improvements to decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 120,000	\$ 2,347,826	\$ 704,500	\$ 1,632,350	\$ 1,131,650	\$ 2,305,200	
Project Management Fees		30,000	100,000	27,850	64,500	44,750	91,100	
General Fund Overhead Fees		4,200	82,174	24,650	57,150	39,600	80,700	
	<u>\$ 6,338,042</u>	<u>\$ 154,200</u>	<u>\$ 2,530,000</u>	<u>\$ 757,000</u>	<u>\$ 1,754,000</u>	<u>\$ 1,216,000</u>	<u>\$ 2,477,000</u>	<u>\$ 15,226,242</u>

## **PROJECT SUMMARIES: MISCELLANEOUS PROJECTS**

### **CIP #7051: MOREY'S/RIVERGREEN CHANNEL MONITORING**

The engineered stormwater channels constructed during the Morey's Landing and Rivergreen stormwater repair projects requires five years of monitoring to be completed in FY 2023-24.

*Priority: High*

*Justification: Regulatory requirement*

*Funding Sources: Stormwater Operating*

*Status: Continued from FY 2015-16*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction	Annual	\$ 4,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	250	-	-	-	-	
General Fund Overhead Fees		158	90	-	-	-	-	
		<u>\$ 4,658</u>	<u>\$ 2,840</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	



## **CIP #7990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS**

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

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Source: Stormwater Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	10,500	10,815	11,139	11,474	11,818	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,000</u>	<u>\$ 10,500</u>	<u>\$ 10,815</u>	<u>\$ 11,139</u>	<u>\$ 11,474</u>	<u>\$ 11,818</u>	

## **CIP #7993: ANNUAL - FINAL CIP CLOSEOUT FROM PRIOR YEARS**

This project funds small project close-out expenditures for projects that are fundamentally complete and not budgeted, but which require limited amounts of staff time and attention the year after completion.

*Priority: High*

*Justification: City growth*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	2,900	2,987	3,077	3,169	3,264	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 2,900</u>	<u>\$ 2,987</u>	<u>\$ 3,077</u>	<u>\$ 3,169</u>	<u>\$ 3,264</u>	

# Stormwater Projects

## CIP #7995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS

This project is for staff efforts on future CIP projects which are in very early stages of project development and have not yet been created as a new CIP project. This project also covers staff time spent on regional planning efforts, such as Urban/Rural reserves, the Regional Transportation Plan, new regulatory requirements, and issues that will impact future demands and requirements for stormwater infrastructure and services.

*Priority: Medium*

*Justification: City growth*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		10,000	10,500	10,815	11,139	11,474	11,818	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 10,000</u>	<u>\$ 10,500</u>	<u>\$ 10,815</u>	<u>\$ 11,139</u>	<u>\$ 11,474</u>	<u>\$ 11,818</u>	

## CIP #7998: ANNUAL - 5-YEAR AND ANNUAL BUDGET PLANNING

This project funds staff time expenditures for developing and planning the annual capital project budget and the 5-year capital improvement program.

*Priority: High*

*Justification: Fiscal planning for CIPs*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		7,500	8,000	8,240	8,487	8,742	9,004	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 7,500</u>	<u>\$ 8,000</u>	<u>\$ 8,240</u>	<u>\$ 8,487</u>	<u>\$ 8,742</u>	<u>\$ 9,004</u>	

## CIP #7999: ANNUAL - PROJECT DESIGN & DEVELOPMENT

This project is used to fund design and development of unplanned or emergency projects that arise throughout the year. As these funds are used, they are recorded to the appropriate project account numbers.

*Priority: High*

*Justification: Unanticipated and emergency projects*

*Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

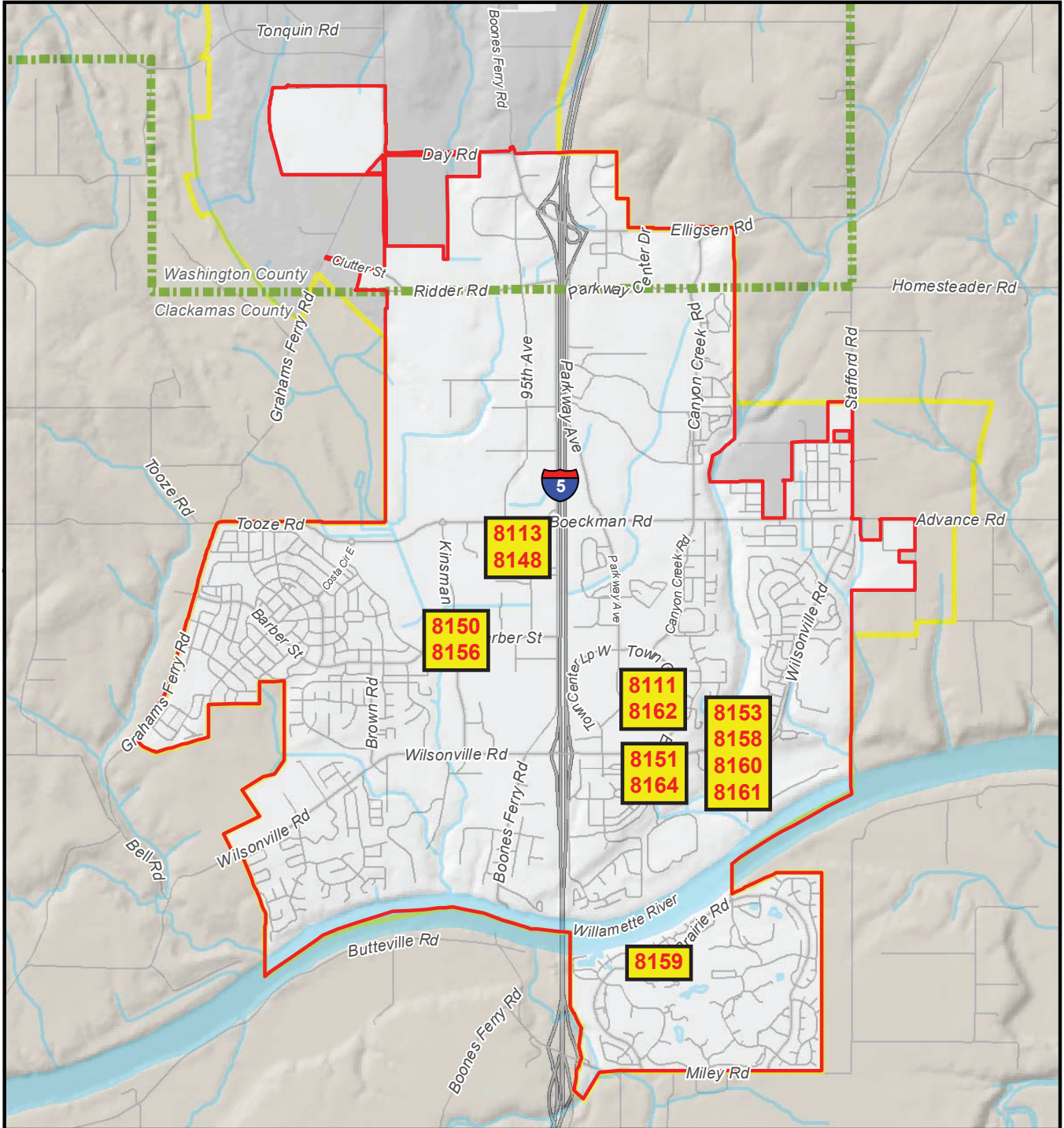
<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 28,017	\$ 29,163	\$ 30,038	\$ 30,939	\$ 31,867	Annual
Project Management Fees		-	2,803	2,571	2,648	2,727	2,809	
General Fund Overhead Fees		-	980	1,021	1,051	1,083	1,115	
		<u>\$ -</u>	<u>\$ 31,800</u>	<u>\$ 32,754</u>	<u>\$ 33,737</u>	<u>\$ 34,749</u>	<u>\$ 35,791</u>	




# Stormwater Projects

## Five Year Stormwater CIP Forecast Fiscal years 2023-24 through 2027-28

Project Name	Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Construction Projects</b>						
Gesellschaft Water Well Channel Restorations	Stormwater Ops/SDC	\$ 293,225	\$ -	\$ -	\$ -	\$ -
Meridian Creek Culvert Replacement	Stormwater Ops/SDC	372,015	-	-	-	-
Boeckman Creek Flow Mitigation	Stormwater Ops	2,270,000	-	-	-	-
Coffee Creek Storm System	Stormwater Ops	-	364,000	1,458,000	-	-
Rose Lane Culvert Replacement	Stormwater Ops	-	-	515,000	-	-
Willamette Way East Bubbler Repair	Stormwater Ops	-	-	-	189,110	-
<b>Master Plans and Studies</b>						
Stormwater Rate and SDC Study	Stormwater Ops/SDC	94,520	-	-	-	-
Stormwater Master Plan Update	Stormwater Ops/SDC	5,000	-	-	-	-
Public Works Standards Update	Stormwater Ops	20,000	-	-	-	-
<b>Annual Maintenance Projects</b>						
Citywide Stormwater Line Replacements (Not Charbonneau)	Stormwater Ops	90,800	90,800	90,800	90,800	90,800
Stormwater Operations Allocation to Charbonneau	Stormwater Ops	2,530,000	757,000	1,754,000	1,216,000	2,477,000
<b>Miscellaneous Projects</b>						
Morey's/Rivergreen Channel Monitoring	Stormwater Ops	2,840	-	-	-	-
Community Development Support for Misc. Projects	Stormwater Ops	10,500	10,815	11,139	11,474	11,818
Annual - Final CIP Closeout from Prior Years	Stormwater Ops/SDC	2,900	2,987	3,077	3,169	3,264
Annual - Early Planning for Future CIP Projects	Stormwater Ops/SDC	10,500	10,815	11,139	11,474	11,818
Annual - 5-Year and Annual Budget Planning	Stormwater Ops/SDC	8,000	8,240	8,487	8,742	9,004
Annual - Project Design & Development	Stormwater Ops/SDC	31,800	32,754	33,737	34,749	35,791
		<u>\$ 5,742,100</u>	<u>\$ 1,277,411</u>	<u>\$ 3,885,379</u>	<u>\$ 1,565,517</u>	<u>\$ 2,639,495</u>
<b>Funding Sources</b>						
Stormwater Operations		\$ 5,381,497	\$ 977,234	\$ 2,763,887	\$ 1,536,685	\$ 2,609,798
Stormwater SDC		360,603	300,177	1,121,492	28,832	29,697
Total Funding Sources		<u>\$ 5,742,100</u>	<u>\$ 1,277,411</u>	<u>\$ 3,885,379</u>	<u>\$ 1,565,517</u>	<u>\$ 2,639,495</u>

# Facilities and Transit Projects



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<p><b>City Boundaries</b></p> <ul style="list-style-type: none"> <li><span style="border: 1px solid red; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Wilsonville City Limits</li> <li><span style="border-top: 1px dashed green; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> County Boundary</li> <li><span style="border: 1px solid yellow; display: inline-block; width: 15px; height: 10px; margin-right: 5px;"></span> Urban Growth Boundary (UGB)</li> </ul>	 <p>1/9/2023</p>
	<p>0 <span style="margin-left: 100px;">0.5</span> Miles</p>	

# Facilities and Transit Projects

## 2023-24 Funding Sources

CIP #	Project Name	General Fund	Grants	Transit	Loan Proceeds	Total Resources
<b>Construction Projects</b>						
8113	Public Works Facility	\$ -	\$ -	\$ -	\$ 6,400,000	\$ 6,400,000
8148	SMART Yard Expansion	-	206,013	49,856	-	255,869
8150	Transit Center Enhancements	-	47,887	11,588	-	59,475
8151	Facility Parking Lot Repairs	64,000	-	-	-	64,000
8153	Art Tech Campus Light Renovation	700,000	-	-	-	700,000
8156	Transit Oriented Development	-	-	50,000	-	50,000
8159	Charbonneau Well House Improvements	325,000	-	-	-	325,000
8160	PW/Police Facilities Modifications	300,000	-	-	-	300,000
8161	Community Center Siding Repair	136,900	-	-	-	136,900
8162	City Hall Flooring Phase II	214,500	-	-	-	214,500
8164	Library Patio Fencing	30,000	-	-	-	30,000
<b>Master Plan and Studies</b>						
8158	Community Center Block Master Plan	300,000	-	-	-	300,000
<b>Annual Maintenance Projects</b>						
8106	City Facility Repairs	52,500	-	-	-	52,500
8111	HVAC Replacements	63,650	-	-	-	63,650
8125	Annual Furniture Replacement	31,827	-	-	-	31,827
<b>Miscellaneous Projects</b>						
8990	Community Development Support for Misc. Projects	10,500	-	-	-	10,500
		<u>\$ 2,228,877</u>	<u>\$ 253,900</u>	<u>\$ 111,444</u>	<u>\$ 6,400,000</u>	<u>\$ 8,994,221</u>

# Facilities and Transit Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### CIP #8113: PUBLIC WORKS FACILITY

Construction of a work-yard, warehouse functions and administrative building together into a new consolidated Public Works complex. Currently, all three functions are housed remotely from each other resulting in inefficient operations. Additionally, the existing facilities are deficient in size and do not accommodate all of the department needs. City Council identified this as a priority project in the FY 2019-20 City Council Goals.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Multiple Sources*

*Status: Continued from FY 2016-17*

*Estimated Date of Completion: FY 2023-24*

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

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 15,850,000	\$ 6,400,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 1,923,812</u>	<u>\$ 15,850,000</u>	<u>\$ 6,400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 24,173,812</u>



Public Works Complex: Building A with tilt-up concrete walls (CIP #8113).  
Photo Credit: Gregg Kerber.

# Facilities and Transit Projects

## CIP #8148: SMART YARD EXPANSION

Yard expansion/infrastructure improvements along with design & engineering for expansion of fleet parking, undergrounding utilities, and reconfiguring security gate.

*Priority: Medium*

*Justification: Public Safety*

*Funding Sources: Transit/Grant*

*Status: New project*

*Estimated Date of Completion: FY 2023-24*

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

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 247,216	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	8,653	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 255,869</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 255,869</u>

## CIP #8150: TRANSIT CENTER ENHANCEMENTS

Design for the Wilsonville Transit Center space to focus on covered waiting areas for customers, secure weather protected bike locker area for customers, and other infrastructure improvements.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: Transit/Grant*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

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

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 57,464	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	2,011	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 59,475</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 59,475</u>

# Facilities and Transit Projects

## CIP #8151: FACILITY PARKING LOT REPAIRS

This annual project is for repairing the City’s facility parking lots. For FY 2023-24, the Library will receive a slurry seal and striping.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2025-26*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 70,000	\$ 64,000	\$ 67,633	\$ 33,816	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	2,367	1,184	-	-	
	<u>\$ 111,856</u>	<u>\$ 70,000</u>	<u>\$ 64,000</u>	<u>\$ 70,000</u>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 350,856</u>

## CIP #8153: ART TECH CAMPUS LIGHT RENOVATION

The City has resumed operation and occupation of the Art Tech Campus that was previously operated by the West Linn - Wilsonville School District. The City needs to conduct some interior tenant improvements including painting, wall repair, flooring and minor ADA compliance improvements. This project will allow the Parks and Recreation Department to assume occupancy of the space for temporary programming until a long term programming analysis can be completed.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 150,000	\$ 700,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 53,154</u>	<u>\$ 150,000</u>	<u>\$ 700,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 903,154</u>



# Facilities and Transit Projects

## CIP #8156: TRANSIT ORIENTED DEVELOPMENT

Build first floor of Transit Oriented Development (TOD) project at Wilsonville Transit Center, including SMART customer service center and other wraparound service space. This is part of the larger \$33 million TOD affordable housing building project and is intended to cover aspects of the projects not covered by affordable housing funding sources.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		40,000	50,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 90,000</u>

## CIP #8159: CHARBONNEAU WELL HOUSE IMPROVEMENTS

The Charbonneau Water Well House is a community feature located within the French Prairie Road medium. The feature previously served as the pump housing for the homestead that occupied what is now the Charbonneau community. The feature is in need of new wood shingle siding and some minor structural improvements to assure its long term maintenance.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 325,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 325,000</u>

# Facilities and Transit Projects

## **CIP #8160: PW/POLICE FACILITIES MODIFICATIONS**

This project is to retrofit the existing building for the police department, after public works moves into the PW Complex upon completion of CIP #8113.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: To be determined*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 325,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 325,000</u>

## **CIP #8161: COMMUNITY CENTER SIDING REPAIR**

Replace rotting siding and repaint. Current siding is over 20 years old.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 325,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 325,000</u>

# Facilities and Transit Projects

## CIP #8162: CITY HALL FLOORING PHASE II

The front carpet of City Hall was replaced in 2017, while the back section had been pushed out for several years and is now in need of replacement.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 195,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	19,500	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 214,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 214,500</u>

## CIP #8164: LIBRARY PATIO FENCING

The project would be to construct a breezeway at the existing staff entrance of the Public Library. The frequently used staff entrance is allowing the outside air to over power the existing Hvac system for the area. This is causing uncomfortable conditions at the staff's work areas and an increased work load for the Hvac system

*Priority: Medium*

*Justification: Improvement*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Improvements to help decrease maintenance costs*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>

# Facilities and Transit Projects

## PROJECT SUMMARIES: MASTER PLANS AND STUDIES

### CIP #8158: COMMUNITY CENTER BLOCK MASTER PLAN

The northeast corner of Wilsonville Road and Town Center Loop East is currently occupied by the Parks and Recreation, Police, and Public Works Departments. The relocation of Public Works and the assumption by the City of the Art Tech Campus warrant a more holistic review of the block to determine how to best meet the needs of the Police and Parks & Recreation departments. The project will consist of needs assessment, gap analysis, and potential programming alternatives for the Police and Parks & Recreation Departments along with a conceptual design and cost estimates.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Ongoing maintenance costs to remain the same*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	\$ -	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### CIP #8106: CITY FACILITY REPAIRS

This project provides an annual budget used for unforeseen repair/replace of Facility projects outside of the anticipated maintenance budget.

*Priority: Medium*

*Justification: Aging Infrastructure/Public Safety*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Ongoing maintenance costs to remain the same*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 52,500	\$ 52,500	\$ 53,816	\$ 55,459	\$ 57,005	\$ 57,005	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	1,884	1,941	1,995	1,995	
		\$ 52,500	\$ 52,500	\$ 55,700	\$ 57,400	\$ 59,000	\$ 59,000	

# Facilities and Transit Projects

## CIP #8111: HVAC REPLACEMENTS

This project will replace aging and inefficient heating, ventilating, air conditioning (HVAC) units in various City buildings. FY 2023-24 includes Parks & Recreation administrative building units.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 60,000	\$ 63,650	\$ 63,343	\$ 65,243	\$ 67,200	\$ 69,216	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	2,217	2,283	2,352	2,423	
		<u>\$ 60,000</u>	<u>\$ 63,650</u>	<u>\$ 65,560</u>	<u>\$ 67,526</u>	<u>\$ 69,552</u>	<u>\$ 71,638</u>	

## CIP #8125: ANNUAL FURNITURE REPLACEMENT

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

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Ongoing maintenance expected to remain the same*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 30,900	\$ 31,827	\$ 31,673	\$ 32,623	\$ 33,602	\$ 34,610	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	1,109	1,142	1,176	1,211	
		<u>\$ 30,900</u>	<u>\$ 31,827</u>	<u>\$ 32,782</u>	<u>\$ 33,765</u>	<u>\$ 34,778</u>	<u>\$ 35,822</u>	

# Facilities and Transit Projects

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### **CIP #8990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS**

This project funds as-needed Engineering/Community Development staff support for Facility and Transit.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not Applicable*

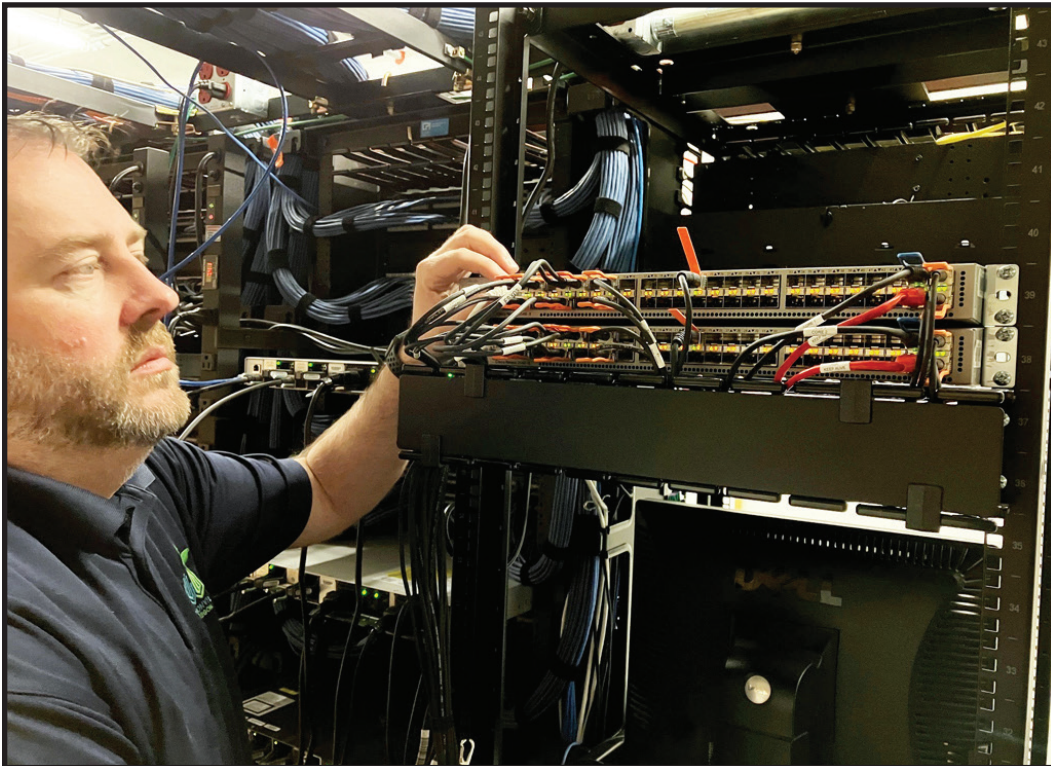
<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	10,500	10,815	11,139	11,474	11,818	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 10,500</u>	<u>\$ 10,815</u>	<u>\$ 11,139</u>	<u>\$ 11,474</u>	<u>\$ 11,818</u>	

# Facilities and Transit Projects

## Five Year Facilities CIP Forecast Fiscal years 2023-24 through 2027-28

Project Name	Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Construction Projects</b>						
Public Works Facility	Loan Proceeds	\$ 6,400,000	\$ -	\$ -	\$ -	\$ -
SMART Yard Expansion	Transit & Grants	255,869	-	-	-	-
Transit Center Enhancements	Transit & Grants	59,475	-	-	-	-
Facility Parking Lot Repairs	General	64,000	70,000	35,000	-	-
Art Tech Campus Light Renovation	General Fund	700,000	-	-	-	-
Transit Oriented Development	General	50,000	-	-	-	-
Charbonneau Well House Improvements	General	325,000	-	-	-	-
PW/Police Facilities Modifications	General Fund	300,000	-	-	-	-
Community Center Siding Repair	General Fund	136,900	-	-	-	-
City Hall Flooring Phase II	General Fund	214,500	-	-	-	-
Library Patio Fencing	General Fund	30,000	-	-	-	-
<b>Master Plan and Studies</b>						
Community Center Block Master Plan	General	300,000	-	-	-	-
<b>Annual Maintenance Projects</b>						
City Facility Repairs	General	52,500	55,700	57,400	59,000	59,000
HVAC Replacements	General	63,650	65,560	67,526	69,552	71,638
Annual Furniture Replacement	General	31,827	32,782	33,765	34,778	35,822
<b>Miscellaneous Projects</b>						
CD Support for Miscellaneous Projects	General	10,500	10,815	11,139	11,474	11,818
		<u>\$ 8,994,221</u>	<u>\$ 234,857</u>	<u>\$ 204,831</u>	<u>\$ 174,804</u>	<u>\$ 178,278</u>
<b>Funding Sources</b>						
General Fund		\$ 2,228,877	\$ 234,857	\$ 204,831	\$ 174,804	\$ 178,278
Grants		253,900	-	-	-	-
Transit Fund		111,444	-	-	-	-
Loan Proceeds		6,400,000	-	-	-	-
Total Funding Sources		<u>\$ 8,994,221</u>	<u>\$ 234,857</u>	<u>\$ 204,831</u>	<u>\$ 174,804</u>	<u>\$ 178,278</u>

# Information Technology Projects



Server room equipment as part of the annual network upgrades (CIP #8127).



# Information Technology Projects

## 2023-24 Funding Sources

---

CIP #	Project Name	General Fund	Grants & Contributions	Total Resources
<b>Miscellaneous Projects</b>				
8093	Fiber Connectivity Project	\$ 790,000	\$ -	\$ 790,000
8122	Copier Replacement Plan	27,000	-	27,000
8127	Annual Network Upgrades	50,000	-	50,000
8129	Security Access System	300,000	-	300,000
8163	Parks WiFi	-	200,000	200,000
		<u>\$ 1,167,000</u>	<u>\$ 200,000</u>	<u>\$ 1,367,000</u>

# Information Technology Projects

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### CIP #8093: FIBER CONNECTIVITY PROJECT

City growth and changes of technology are driving the need to extend fiber connections to the City’s many facilities to provide reliable and secure IT connections. This is a reoccurring project addressing Fiber Projects throughout the City. Generally it is used to pull or connect fiber through conduit already placed in other City projects. It can also be used for projects partnering with other vendors doing work in the City that would offer mutual benefit.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction	Annual	\$ 110,000	\$ 790,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 110,000</u>	<u>\$ 790,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	

### CIP #8122: COPIER REPLACEMENT PLAN

This project provides annual funding for replacement of office copiers throughout the City. This year, replacements include two copiers at the Library and one for police.

*Priority: High*

*Justification: Equipment Life Cycle*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction	Annual	\$ 15,400	\$ 27,000	\$ 37,000	\$ 37,000	\$ 27,000	\$ 18,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 15,400</u>	<u>\$ 27,000</u>	<u>\$ 37,000</u>	<u>\$ 37,000</u>	<u>\$ 27,000</u>	<u>\$ 18,000</u>	

## CIP #8127: ANNUAL NETWORK UPGRADES

This project provides annual funding for the annual network upgrades required throughout the City.

*Priority: High*

*Justification: Equipment Life Cycle*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 45,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 45,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	



Office copier as part of the annual copier replacement plan (CIP #8122).

# Information Technology Projects

## CIP #8129: SECURITY ACCESS SYSTEM

This project is to update the physical access via keys to City Facilities and update the card access and camera systems to match the new products at the Public Works facility. The current card access system is nearing end of life and the security camera system is made up of multiple aging systems making administration difficult. The management infrastructure for the new card access and camera systems will be installed as part of the construction of the Public Works facility. The plan is to update facilities each year until everything is on the same system.

*Priority: High*

*Justification: Public Safety*

*Funding Sources: General Fund*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2024-25*

*Operations Impact: To be determined*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 180,000	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 32,248</u>	<u>\$ 180,000</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 812,248</u>

## CIP #8163: PARKS WIFI

This is part of a larger American Rescue Plan Act (ARPA) project run in conjunction with the City of Sherwood that will provide WiFi access in Town Center and Murase parks. Areas, coordinated with the Parks and Rec department, will have access to free WiFi during the day. The project will cover the equipment required to provide this service and is paid for by the ARPA funds.

*Priority: Medium*

*Justification: City Growth*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: To be determined*

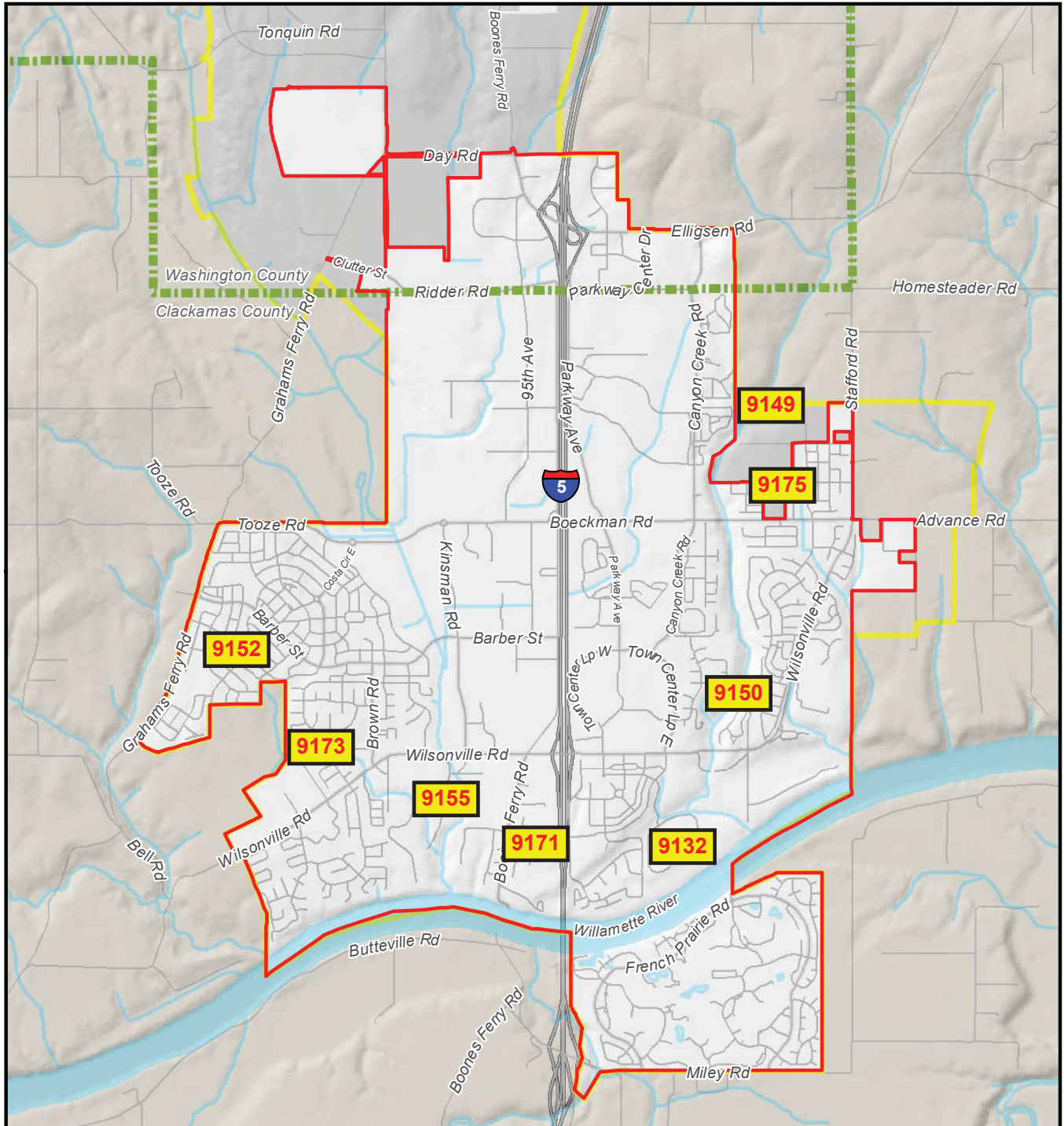
<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 200,000</u>

# Information Technology Projects

## Five Year Information Technology CIP Forecast Fiscal years 2023-24 through 2027-28

Project Name	Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Miscellaneous Projects</b>						
Fiber Connectivity Project	General	\$ 790,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 200,000
Copier Replacement Plan	General, Community Development, Transit	27,000	37,000	37,000	27,000	18,000
Annual Network Upgrades	General	50,000	50,000	50,000	50,000	50,000
Security Access System	General	300,000	300,000	-	-	-
Parks WiFi	General Fund	200,000	-	-	-	-
Enterprise Event, Facility, Volunteer System	General	-	51,500	-	-	-
Client Virtualization	General	-	-	-	272,500	-
Business Intelligence Tool	General	-	-	-	54,500	-
		<u>\$ 1,367,000</u>	<u>\$ 638,500</u>	<u>\$ 287,000</u>	<u>\$ 604,000</u>	<u>\$ 268,000</u>
<b>Funding Sources</b>						
General Fund		\$ 1,167,000	\$ 610,500	\$ 278,000	\$ 604,000	\$ 268,000
Community Development Fund		-	28,000	-	9,000	-
Transit Fund		-	-	9,000	-	-
Grants & Contributions		200,000	-	-	-	-
	Total Funding Sources	<u>\$ 1,367,000</u>	<u>\$ 638,500</u>	<u>\$ 287,000</u>	<u>\$ 613,000</u>	<u>\$ 268,000</u>

# Parks Projects

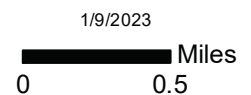


**The City of Wilsonville, Oregon**  
Clackamas and Washington Counties



## City Boundaries

- Wilsonville City Limits
- County Boundary
- Urban Growth Boundary (UGB)



## 2023-24 Funding Sources

CIP #	Project Name	Parks SDC	Frog Pond Fund	Revenue Specific	General Fund	Total Resources
<b>Construction Projects</b>						
9149	Boeckman Creek Regional Trail - Phase 2 (Frog Pond)	\$ 444,700	\$ -	\$ -	\$ -	\$ 444,700
9150	Boeckman Creek Regional Trail South	283,750	-	-	-	283,750
9155	Ice Age Tonquin Trail	5,000	-	-	-	5,000
9173	Merryfield Trail Update	-	-	-	253,000	253,000
9175	Frog Pond West Neighborhood Park	-	681,350	-	-	681,350
<b>Master Plan and Studies</b>						
9110	Public Works Standards Update	-	-	-	20,000	20,000
9132	Memorial Park Master Plan Implementation	85,125	-	-	255,375	340,500
9161	Parks SDC Study	5,000	-	-	-	5,000
9165	Urban Forest Management Plan	-	-	-	80,000	80,000
9171	Boones Ferry Park Master Plan Implementation	267,106	-	-	777,094	1,044,200
9180	Parks Infrastructure Fee Study	-	-	-	70,000	70,000
9181	Natural Areas Management Plan	-	-	-	100,000	100,000
<b>Miscellaneous Projects</b>						
9087	Tree Mitigation - Other than White Oak	-	-	5,000	-	5,000
9088	Tree Mitigation - White Oak	-	-	25,000	-	25,000
9148	Boeckman Trail Slope Stabilization	-	-	-	20,000	20,000
9152	Play Structure Replacement	-	-	-	215,000	215,000
9172	Interpretive Sign Replacement	-	-	-	20,000	20,000
9174	Parks and Green Spaces ADA Implementation	-	-	-	264,000	264,000
9179	Urban Forest Climate Resilience	-	-	-	100,000	100,000
9990	Community Development Support for Misc. Projects	5,250	-	-	5,250	10,500
9993	Annual - Final CIP Closeout from Prior Years	1,740	-	-	1,160	2,900
9995	Annual - Early Planning for Future CIP Projects	7,875	-	-	2,625	10,500
9998	Annual - 5-Year and Annual Budget Planning	6,400	-	-	1,600	8,000
		<u>\$ 1,111,946</u>	<u>\$ 681,350</u>	<u>\$ 30,000</u>	<u>\$ 2,185,104</u>	<u>\$ 4,008,400</u>

# Parks Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### **CIP #9149: BOECKMAN CREEK REGIONAL TRAIL - PHASE 2 (FROG POND)**

The Frog Pond West Master Plan includes the Boeckman Creek Regional Trail and a trailhead park as SDC eligible projects. West Hills Development is proposing two subdivisions (Frog Pond Overlook and Frog Pond Terrace) that include portions of the regional trail and a trailhead park. The developer will be conditioned to construct eligible public improvements identified in a master plan.

*Priority: High*

*Justification: City Growth*

*Funding Sources: Parks SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

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

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 200,000	\$ 420,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		10,000	10,000	-	-	-	-	
General Fund Overhead Fees		7,000	14,700	-	-	-	-	
	<u>\$ -</u>	<u>\$ 217,000</u>	<u>\$ 444,700</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 661,700</u>

### **CIP #9150: BOECKMAN CREEK REGIONAL TRAIL SOUTH**

This project provides regional trail improvements to the Boeckman Creek Trail between the Memorial Park Pump Station and Wilsonville High School connection. This project is to be coordinated with the Boeckman Creek Interceptor Phase 1 project (CIP #2107).

*Priority: High*

*Justification: City Growth*

*Funding Sources: Parks SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2024-25*

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

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 250,000	\$ 202,118	\$ -	\$ -	\$ -	
Project Management Fees		-	25,000	17,808	-	-	-	
General Fund Overhead Fees		-	8,750	7,074	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 283,750</u>	<u>\$ 227,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 510,750</u>



**CIP #9155: ICE AGE TONQUIN TRAIL**

This project provides a 1900 foot extension of the Tonquin Trail between Arrowhead Creek and Boones Ferry Road as part of the 5th Street/Kinsman Road Extension project (CIP #4196).

Priority: High

Justification: City Growth

Funding Sources: Parks SDC

Status: Carryover from FY 2021-22

Estimated Date of Completion: FY 2023-24

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

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 338,164	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	5,000	-	-	-	-	
General Fund Overhead Fees		11,836	-	-	-	-	-	
	<u>\$ 394,316</u>	<u>\$ 350,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 749,316</u>

**CIP #9173: MERRYFIELD TRAIL UPDATE**

This project will improve and update trail connectivity in the Park at Merryfield. The current trail has ADA slope issues and is moving into a state of continual needed maintenance. The .16 mile asphalt trail built prior to the year 2000, will be widened and striped to improve safety. ADA improvements will be made to ensure the trail and connected playground are accessible to all community members. The Park at Merryfield trail system has been identified as a key connection for students attending both Boones Ferry Primary School and Inza R. Wood Middle School. Both schools serve the Villebois and Camelot neighborhoods. The Park at Merryfield trail is a key off street connection for those neighborhoods to the schools.

Priority: High

Justification: Aging Infrastructure

Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY2023-24

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

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 170,000	\$ 230,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	23,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 170,000</u>	<u>\$ 253,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 423,000</u>

# Parks Projects

## CIP #9175: FROG POND WEST NEIGHBORHOOD PARK

This project is to advance design and obtain entitlements for the Frog Pond West Neighborhood Park, which is a new neighborhood on the east side of the community with approximately 570 homes at buildout. The project will build upon the recently completed public outreach with design development drawings, land use review, construction documents and permitting.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund*

*Status: Carryover from FY 2022-23*

*Estimated Date of Completion: FY 2024-25*

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

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 200,000	\$ 610,000	\$ 978,903	\$ -	\$ -	\$ -	Annual
Project Management Fees		10,000	50,000	71,836	-	-	-	
General Fund Overhead Fees		7,000	21,350	34,262	-	-	-	
		<u>\$ 217,000</u>	<u>\$ 681,350</u>	<u>\$ 1,085,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### CIP #9110: PUBLIC WORKS STANDARDS UPDATE

This project updates the Wilsonville Public Work Design and Construction Standards & Detail Drawings. The public works standards provide technical engineering design and construction requirements for public infrastructure within the City of Wilsonville, including water, wastewater, storm drainage, transportation, street lighting, and fiber optic systems, in the interest of health, safety and welfare of Wilsonville residents. Last updated in 2014, the Wilsonville Public Works Standards are due for an update to reflect current laws, regulations, design guidance, technological advance, seismic resiliency, best practices, etc. This is a companion project with CIP #1110, 2110, 4110, & 7110.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	20,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>

**CIP #9132: MEMORIAL PARK MASTER PLAN IMPLEMENTATION**

Memorial Park athletic fields 1, 2 and 3 are without safety netting for spectators. The trees in close proximity to the spectator spaces, which provided some protection, were severely damaged and removed as a result of ice storm. Installation of safety netting is needed to help ensure spectator and community safety.

Tennis, pickle ball, and basketball courts are all key recreational amenities in Memorial Park for the community. The surfacing on these courts is in need of complete restoration. Without a resurfacing the courts will continue to degrade and may fall into disrepair and/or need further work in the future.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund*

*Status: Carryover from FY 2014-15*

*Estimated Date of Completion: FY 2026-27*

*Operations Impact: Maintenance costs estimated at \$7,000 per year*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ 250,000	\$ 300,000	\$ 294,549	\$ 1,043,097	\$ 834,478	\$ -	
Project Management Fees		-	30,000	25,951	91,903	73,522	-	
General Fund Overhead Fees		-	10,500	-	-	-	-	
	<b>\$ 2,011,596</b>	<b>\$ 250,000</b>	<b>\$ 340,500</b>	<b>\$ 320,500</b>	<b>\$ 1,135,000</b>	<b>\$ 908,000</b>	<b>\$ -</b>	<b>\$ 4,965,596</b>



Improvement of the gathering space in front of the Stein-Boozier Barn at Murase Plaza as part of the Memorial Park Master Plan. Project was completed in-house for considerable savings (CIP #9132).

# Parks Projects

## CIP #9161: PARKS SDC STUDY

A Parks SDC Methodology update will be key to the long term success and planning for the Parks team. Last studied in 2006 the SDC Methodology should be updated to align with the 2018 Parks and Recreation Comprehensive Master Plan, 2015 Memorial Park Master Plan, 2018 Boones Ferry Master Plan as well as future park, trail and greenspace development plans in Wilsonville.

*Priority: High*

*Justification: Future Planning*

*Funding Sources: Parks SDC*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	5,000	-	-	-	-	
General Fund Overhead Fees		1,750	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 51,750</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 56,750</u>

## CIP #9165: URBAN FOREST MANAGEMENT PLAN

In 2021, the Urban Forest Management Plan (UFMP) was approved by the City Council. The UFMP includes a variety of actions that implement the goals of the plan. In FY 2023-24, actions will include the development of master tree planting plans for Town Center and Charbonneau.

*Priority: High*

*Justification: Future Planning*

*Funding Sources: General Fund*

*Status: Continued from FY 2021-22*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		7,500	20,000	-	-	-	-	
General Fund Overhead Fees		2,100	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 69,600</u>	<u>\$ 80,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 149,600</u>

## CIP #9171: BOONES FERRY PARK MASTER PLAN IMPLEMENTATION

Conduct an archaeological inventory in Boones Ferry Park to help inform implementation of planned park improvements identified in the Parks Master Plan. Replace the outdated 25 year old Boones Ferry Park playground, improving safety in accordance with Boones Ferry Master Plan. Improve trail connectivity within the north portion of Boones Ferry Park and the Old Town Neighborhood in accordance with the Boones Ferry Master Plan.

*Priority: High*

*Justification: City Growth/Aging Infrastructure*

*Funding Sources: General Fund & Parks SDCs*

*Status: Continued from FY 2018-19*

*Estimated Date of Completion: FY 2026-27*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ 250,000	\$ 920,000	\$ 312,929	\$ 1,043,097	\$ 521,549	\$ -	
Project Management Fees		-	92,000	27,571	91,903	45,951	-	
General Fund Overhead Fees		-	32,200	-	-	-	-	
	<u>\$ 99,518</u>	<u>\$ 250,000</u>	<u>\$ 1,044,200</u>	<u>\$ 340,500</u>	<u>\$ 1,135,000</u>	<u>\$ 567,500</u>	<u>\$ -</u>	<u>\$ 3,436,718</u>

## CIP #9180: PARKS INFRASTRUCTURE FEE STUDY

Wilsonville is a growing community. With that growth comes increased demand on Parks & Recreation infrastructure. This project is to look at options for funding opportunities for ongoing park maintenance requirements as well as park infrastructure updates.

*Priority: High*

*Justification: Future Planning*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction		\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,000</u>

# Parks Projects

## **CIP #9181: NATURAL AREAS MANAGEMENT PLAN**

The Natural Areas Management Plan will provide a framework for planning and prioritizing restoration activities of natural areas managed by the City. The plan will be focused on developing habitat and area-specific management objectives and strategies.

*Priority: Medium*

*Justification: Future Planning*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY 2023-24*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction		\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	25,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>

## **PROJECT SUMMARIES: MISCELLANEOUS PROJECTS**

### **CIP #9087: TREE MITIGATION – OTHER THAN WHITE OAK**

This project was established as part of the WC 4.600 Tree Preservation and Protection section of the City Code. Funds are used to reimburse tree permit applicants mitigation, tree planting events, Arbor Day celebrations, and for general tree work community-wide.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund/Contributions*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 10,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>	

## CIP #9088: TREE MITIGATION – WHITE OAK

This project is similar to CIP #9087, but is intended specifically for pruning, planting, preservation, and enhancement of White Oaks.

*Priority: High*

*Justification: City Growth*

*Funding Sources: General Fund/Contributions*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 8,588	\$ 25,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 8,588</u>	<u>\$ 25,000</u>	<u>\$ 17,000</u>	<u>\$ 17,000</u>	<u>\$ 17,000</u>	<u>\$ 17,000</u>	

## CIP #9148: BOECKMAN TRAIL SLOPE STABILIZATION

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

*Priority: High*

*Justification: Public Safety*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 23,470	\$ 20,000	\$ 20,600	\$ 21,218	\$ 21,855	\$ 22,510	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 23,470</u>	<u>\$ 20,000</u>	<u>\$ 20,600</u>	<u>\$ 21,218</u>	<u>\$ 21,855</u>	<u>\$ 22,510</u>	

# Parks Projects

## CIP #9152: PLAY STRUCTURE REPLACEMENT

The inclusivity and accessibility of the playgrounds in Wilsonville is a key focus for the Parks team. The replacement and accessibility improvements of the climber at the Murase Plaza playground is a critical step in bringing true universal play and inclusivity to the playground in Murase Plaza. The current climbing net structure was installed in 2005 and then moved in 2015. It is the only remaining component from the original playground. The component will soon need repairs that will be time consuming and costly. This project would improve components to the area around the climber and leave the remaining 75% of the playground in its current state. The climber will be replaced by a new climber that allows for meaningful play for community members of all mental, emotional and physical means. The new climber and ground play components will be greatly improved by utilizing a unitary surface instead of engineered wood fiber for surfacing. A unitary surface allows for true and meaningful accessibility for those in mobility devices.

*Priority: High*

*Justification: Public Safety*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 143,341	\$ 215,000	\$ 220,000	\$ 90,000	\$ 230,000	\$ 240,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 143,341</u>	<u>\$ 215,000</u>	<u>\$ 220,000</u>	<u>\$ 90,000</u>	<u>\$ 230,000</u>	<u>\$ 240,000</u>	



Parks team repairing the slide at Murase Plaza to ensure a safe and well maintained playground for the community (CIP #9152).



**CIP #9172: INTERPRETIVE SIGN REPLACEMENT**

The needed upkeep and subsequent replacement of historical and informative panels in Wilsonville is being accomplished with this CIP. This CIP was implemented in FY 2021-22 and resulted in 5 historical signs at the Stein Boozier barn to be updated. With 78 historical and informative panels in the city, a rotational replacement schedule of approximately 5 signs per year has been implemented with the first 5 years currently under contract. An approximate 15 year schedule will ensure that signs do not fall into disrepair.

*Priority: Medium*

*Justification: Aging Infrastructure*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	

**CIP #9174: PARKS AND GREEN SPACES ADA IMPLEMENTATION**

The parks ADA transition plan which was completed in 2014 is a continued focus for equitable improvements in the parks system. This reoccurring CIP would help the team continue to make progress on the estimated \$2.8 million worth of needed ADA park improvements. Year one of the ADA Implementation CIP would focus on work to be done at Hathaway Park. ADA trail improvements, installation of accessible picnic tables and benches as well as an accessible drinking fountain will increase accessability in Hathaway park all in our community.

*Priority: Medium*

*Justification: Aging Infrastructure/Regulatory Requirements*

*Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<i>Project Costs:</i>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 180,000	\$ 240,000	\$ 97,699	\$ 100,630	\$ 103,650	\$ 106,581	Annual
Project Management Fees		-	24,000	8,882	9,148	9,423	9,689	
General Fund Overhead Fees		-	-	3,419	3,522	3,628	3,730	
		<u>\$ 180,000</u>	<u>\$ 264,000</u>	<u>\$ 110,000</u>	<u>\$ 113,300</u>	<u>\$ 116,700</u>	<u>\$ 120,000</u>	

# Parks Projects

## **CIP #9179: URBAN FOREST CLIMATE RESILIENCE**

This CIP will help to maintain and upkeep the cities urban forest. With warming summer, less rain, invasive species and disease and pest concerns, the need to proactively manage our urban forest has never been more critical. This CIP will be a full city resource for managing not only Emerald Ash Borer but other urban forest concerns as well.

*Priority: Medium*

*Justification: Aging Infrastructure/Regulatory Requirements*

*Funding Sources: General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 45,000	\$ 100,000	\$ 103,000	\$ 106,090	\$ 109,273	\$ 112,551	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 45,000</u>	<u>\$ 100,000</u>	<u>\$ 103,000</u>	<u>\$ 106,090</u>	<u>\$ 109,273</u>	<u>\$ 112,551</u>	

## **CIP #9990: COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS**

This project funds as-needed Engineering/Community Development staff support for Parks projects that are generally performed or contracted for directly by the Parks Department.

*Priority: High*

*Justification: Aging Infrastructure*

*Funding Sources: Parks SDC/General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Expenses thru FY22</b>	<b>YE Estimates 2022-23</b>	<b>Budget 2023-24</b>	<b>Forecast 2024-25</b>	<b>Forecast 2025-26</b>	<b>Forecast 2026-27</b>	<b>Forecast 2027-28</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		10,600	10,500	10,815	11,139	11,474	11,818	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 10,600</u>	<u>\$ 10,500</u>	<u>\$ 10,815</u>	<u>\$ 11,139</u>	<u>\$ 11,474</u>	<u>\$ 11,818</u>	

**CIP #9993: ANNUAL - FINAL CIP CLOSEOUT FROM PRIOR YEARS**

This project funds small project close-out expenditures for projects that are fundamentally complete and not budgeted, but which require limited amounts of staff time and attention the year after completion.

Priority: High

Justification: City Growth

Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		2,800	2,900	2,987	3,077	3,169	3,264	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 2,800</u>	<u>\$ 2,900</u>	<u>\$ 2,987</u>	<u>\$ 3,077</u>	<u>\$ 3,169</u>	<u>\$ 3,264</u>	

**CIP #9995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS**

This project is for staff efforts on future CIP projects which are at very early stages of project development and study and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts and issues that will impact future demands and requirements on the City’s park infrastructure and services. Further, the project also includes management of citizen concerns and questions relating to park issues.

Priority: Medium

Justification: City Growth

Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		4,400	10,500	10,815	11,139	11,474	11,818	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 4,400</u>	<u>\$ 10,500</u>	<u>\$ 10,815</u>	<u>\$ 11,139</u>	<u>\$ 11,474</u>	<u>\$ 11,818</u>	

**CIP #9998: ANNUAL - 5-YEAR AND ANNUAL BUDGET PLANNING**

Staff time expenditures for developing and master planning the annual capital project budget and the 5 year capital improvement program.

Priority: High

Justification: Fiscal Planning for CIPs

Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY22	YE Estimates 2022-23	Budget 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27	Forecast 2027-28	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		2,800	8,000	8,240	8,487	8,742	9,004	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 2,800</u>	<u>\$ 8,000</u>	<u>\$ 8,240</u>	<u>\$ 8,487</u>	<u>\$ 8,742</u>	<u>\$ 9,004</u>	

# Parks Projects

## Five Year Parks CIP Forecast Fiscal years 2023-24 through 2027-28

Project Name	Funding Source	2023-24	2024-25	2025-26	2026-27	2027-28
<b>Construction Projects</b>						
Boeckman Creek Regional Trail - Phase 2 (Frog Pond)	Parks SDC	\$ 444,700	\$ -	\$ -	\$ -	\$ -
Boeckman Creek Regional Trail South	Parks SDC	283,750	227,000	-	-	-
Ice Age Tonquin Trail	Parks SDC	5,000	-	-	-	-
Merryfield Trail Update	General Fund	253,000	-	-	-	-
Frog Pond West Neighborhood Park	Frog Pond Fund	681,350	1,085,000	-	-	-
<b>Master Plan and Studies</b>						
Public Works Standards Update	General Fund	20,000	-	-	-	-
Memorial Park Master Plan Implementation	General Fund	340,500	320,500	1,135,000	908,000	-
Parks SDC Rate Study	Parks SDC	5,000	-	-	-	-
Urban Forest Management Plan Implementation	General Fund	80,000	-	-	-	-
Boones Ferry Park Master Plan Implementation	Parks SDC	1,044,200	340,500	1,135,000	567,500	-
Parks Infrastructure Fee Study	General Fund	70,000	-	-	-	-
Natural Areas Management Plan	General Fund	100,000	-	-	-	-
<b>Miscellaneous Projects</b>						
Tree Mitigation - Other than White Oak	General Fund	5,000	5,000	5,000	5,000	5,000
Tree Mitigation - White Oak	General Fund	25,000	17,000	17,000	17,000	17,000
Boeckman Trail Slope Stabilization	General Fund	20,000	20,600	21,218	21,855	22,510
Play Structure Replacement	General Fund	215,000	220,000	90,000	230,000	240,000
Interpretive Sign Replacement	General Fund	20,000	20,000	20,000	20,000	20,000
Parks and Green Spaces ADA Implementation	General Fund	264,000	110,000	113,300	116,700	120,000
Urban Forest Climate Resilience	General Fund	100,000	103,000	106,090	109,273	112,551
Community Development Support for Misc. Projects	Parks SDC/General Fund	10,500	10,815	11,139	11,474	11,818
Annual - Final CIP Closeout from Prior Years	Parks SDC/General Fund	2,900	2,987	3,077	3,169	3,264
Annual - Early Planning for Future CIP Projects	Parks SDC/General Fund	10,500	10,815	11,139	11,474	11,818
Annual - 5-Year and Annual Budget Planning	Parks SDC/General Fund	8,000	8,240	8,487	8,742	9,004
		<u>\$ 4,008,400</u>	<u>\$ 2,501,457</u>	<u>\$ 2,676,451</u>	<u>\$ 2,030,185</u>	<u>\$ 572,965</u>
<b>Funding Sources</b>						
Parks SDC		\$ 1,111,946	\$ 415,038	\$ 592,784	\$ 392,316	\$ 23,934
General Fund		2,185,104	1,001,419	2,083,667	1,637,869	549,031
Revenue Specific		30,000	-	-	-	-
Frog Pond Fund		681,350	1,085,000	-	-	-
Total Funding Sources		<u>\$ 4,008,400</u>	<u>\$ 2,501,457</u>	<u>\$ 2,676,451</u>	<u>\$ 2,030,185</u>	<u>\$ 572,965</u>

## Debt and Other

---

### Debt Service Overview

The City issues debt to pay for long-term capital improvements. The number of years the debt is outstanding is less than the useful life of the capital investment. Debt policies are located in section IX of the Financial Management Policies in the appendix. As set by policy, debt shall not be used for operating purposes.

Debt service appropriations provide for the payment of principal and interest on bonds and notes. In the past, the City has issued general obligation bonds, revenue bonds, as well as full faith and credit obligations.

General obligation bonds that are secured by property taxes must be approved by the voters. Full faith and credit obligations are backed by the City's General Fund; however, they may be repaid from other resources such as sewer charges.

Revenue bonds are secured by a specified revenue source other than described above, and are typically used to finance capital improvements related to the City's utilities and repaid from related utility charges.

The City fulfills its obligation for continuing disclosure requirements under the Securities and Exchange Commission Rule 15c2-12 by filing its audited financial reports and other required disclosures with the Municipal Securities Rulemaking Board Electronic Municipal Market Access (EMMA) database service, which is available at [www.emma.msrb.org](http://www.emma.msrb.org).

# Long-term Debt & Limitations

## LONG-TERM DEBT ESTIMATED AS OF JUNE 30, 2023

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
<b>Full Faith &amp; Credit Obligations</b>				
Series 2021 (Tax-Exempt) / Wastewater Treatment Plant	1.43%	\$ 24,280,000	06/01/2031	\$ 19,695,400
Series 2022A (Tax-Exempt) / Water Treatment Plant	2.47%	7,046,000	02/01/2042	6,769,300
Series 2022B (Tax-Exempt) / PW Complex	2.24%	16,479,480	02/01/2037	15,486,200
<b>Other Financing:</b>				
Interfund Loan - General Fund to Stormwater Operating	1.00%	2,500,000	01/15/2025	1,014,950
Interfund Loan - Water Operating to General Fund	0.55%	1,500,000	03/01/2026	1,128,080
				<u>\$ 44,093,930</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, 2022

Real Market Value		<u>\$ 7,659,024,336</u>
Debt capacity at 3%		229,770,730
Less outstanding debt	<u>\$ -</u>	
Net debt subject to 3% limit		-
Marginal capacity		<u>\$ 229,770,730</u>

## OVERLAPPING DEBT AS OF JUNE 30, 2022

Jurisdiction	Debt Outstanding	Applicable to Government <sup>1</sup>	Applicable to Government
Direct:			
City of Wilsonville	\$ 2,105,797	100.00%	\$ 2,105,797
Overlapping:			
Clackamas Community College	152,578,536	8.59%	13,103,597
Clackamas County	115,525,000	6.33%	7,317,816
Clackamas County ESD	21,902,000	6.91%	1,513,713
Clackamas County School District No. 3J	447,097,462	38.55%	172,368,143
Clackamas County School District No. 86	107,527,434	11.88%	12,775,765
Clackamas Soil & Water Conservation	5,785,000	6.33%	366,445
Metro	897,955,000	1.73%	15,498,703
Northwest Regional ESD	1,400,557	0.27%	3,725
Port of Portland	45,725,000	1.59%	725,610
Portland Community College	550,500,000	0.21%	1,178,070
Tualatin Valley Fire & Rescue	67,035,000	5.71%	3,825,285
Washington County	181,686,051	0.53%	961,483
Washington County School District No. 88J	303,472,722	6.49%	19,686,579
Total Overlapping	2,898,189,762	8.60%	249,324,934
Total Debt	\$ 2,900,295,559	8.67%	\$ 251,430,731

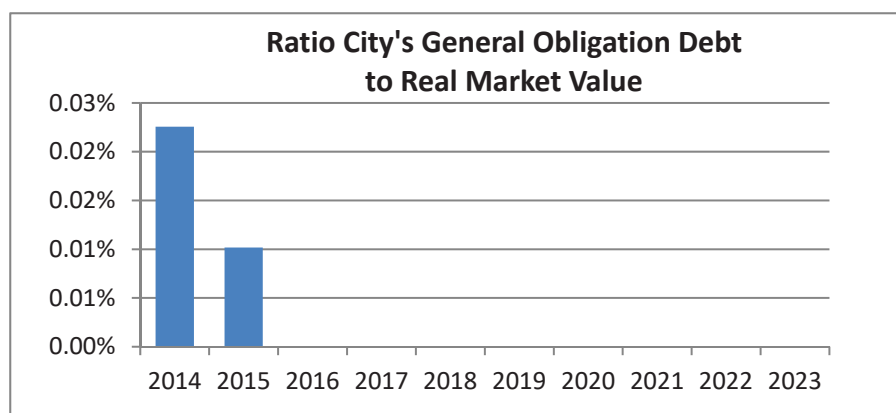
Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the city. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

<sup>1</sup> The percentage applicable to government is determined on the assessed value of the overlapping districts. The numerator is the City's assessed value and the denominator is the assessed value of the overlapping district.

Source: Oregon State Treasury, Debt Management Division

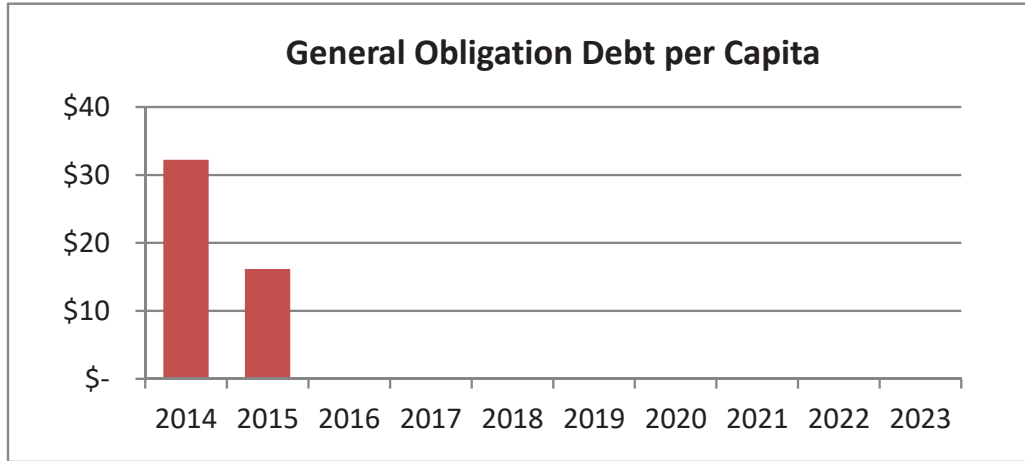
## Debt to Real Market Value

The ratio of general obligation bonds to real market value is an indicator of the overall tax burden long-term debt imposes on property values. The City paid off its one General Obligation Bond in January of 2016, therefore for the City, the ratio since the end of the 2016 fiscal year is 0.00%. The trend seen in the graph below shows the ratio decreasing as the result of new development, increases in market values and decreases in annual debt service payments as debt neared retirement.



# Debt Per Capita

The amount of City debt per capita for general obligation bonds indicates the tax burden on the residents of the City. As the graph below illustrates, the trend has been declining and is due to a growing community coupled with decreases in annual debt service payments as debt neared retirement. The General Obligation Bond was paid off in January 2016, and resulted in a per capita amount of zero at fiscal year end.



## Future Debt Plans

The City does not plan to issue debt during FY 2023-24.

## DEBT SERVICE ACTIVITY ALL CITY FUNDS, FISCAL YEAR 2022-23

Fund/Bond or Debt Issue	Principal Balance 7/01/2023	Scheduled Principal	Scheduled Interest	Principal Balance 6/30/2024
<b>Full Faith &amp; Credit (Tax-Exempt):</b>				
Series 2021 - Wastewater Treatment Plant				
Sewer Operating Fund	\$ 19,695,400	\$ 2,343,700	\$ 281,644	\$ 17,351,700
Series 2022A - Water Treatment Plant				
Water SDC Fund	6,769,300	283,500	167,202	6,485,800
Series 2022B - Public Works Complex				
Road Operating Fund	4,243,220	261,399	95,048	3,981,821
Water Operating Fund	4,413,570	271,893	98,864	4,141,677
Sewer Operating Fund	3,004,320	185,078	67,297	2,819,242
Stormwater Operating Fund	3,825,090	235,640	85,682	3,589,450
Subtotal Series 2022B - PW Complex	15,486,200	954,010	346,891	14,532,190
<b>Interfund Loans:</b>				
General Fund to Stormwater	1,014,950	504,950	10,149	510,000
Water Operations to General Fund	1,128,080	1,128,080	6,204	-
Subtotal Interfund Loans	2,143,030	1,633,030	16,353	510,000
<b>TOTAL ALL DEBT</b>	\$ 44,093,930	\$ 5,214,240	\$ 812,090	\$ 38,879,690



<b>Issue Title:</b>	<b>Full Faith and Credit Obligations, Series 2021</b>		
Issue Date:	March 10, 2021	Amount:	\$24,280,200
Average interest rate:	1.43%	Insurance:	None
Bond rating:	Not applicable	First principal due:	June 1, 2022
CUSIPs:	Not applicable	Last principal due:	June 1, 2031

**Purpose of issuance:**

The City refunded and defeased the outstanding balance of an original \$38.9 million debt issuance. The original borrowing had an average interest rate of 3.43%. By refunding the debt, the City will save approximately \$2,957,500 (present value cash basis) over the remaining life of the bonds.

The original \$38.9 million bonds proceeds repaid a \$5 million interim borrowing and funded construction of improvements and expansion to the City’s wastewater treatment plant. Construction began in 2012. The expansion increased capacity from 2.8 mgd to 4.0 mgd in dry weather.

**Security:**

The City covenants its general non-restricted revenues and other funds which may be available for paying the debt. The obligation is not secured by a pledge of or lien on the wastewater revenues, but the City expects to make payments from sewer user revenues.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2023-24	\$ 2,343,700	\$ 281,644	\$ 2,625,344
2024-25	2,373,100	248,129	2,621,229
2025-26	2,408,100	214,194	2,622,294
2026-27	2,443,200	179,758	2,622,958
2027-28	2,478,100	144,820	2,622,920
2028-29	2,513,000	109,384	2,622,384
2029-31	5,136,200	110,440	5,246,640
<b>Total</b>	<b>\$ 19,695,400</b>	<b>\$ 1,288,370</b>	<b>\$ 20,983,770</b>

# Debt Service    Debt Schedule

<b>Issue Title: Full Faith and Credit Obligation, Series 2022A (Tax-Exempt)</b>			
Issue Date:	February 1, 2022	Amount:	\$7,046,000
Average interest rate:	2.47%	Insurance:	None
Bond rating:	Not applicable	First Principal Due:	2/1/2023
CUSIPs:	Not applicable	Last Principal Due:	2/1/2042

## Purpose of issuance:

To finance expansion of the City’s Water Treatment Plant. The financing arrangement will allow the City to maintain resources in its Water related funds for other water related capital project needs, as determined by a 20-Year Capital Finance study completed in 2019. The WTP expansion project has a total budget of \$25.3 million. Wilsonville will pay 66.7% and the City Sherwood will pay 33.3% of the total final project costs.

## Security:

The Series A Agreement will be a full faith and credit obligation of the City, and the City will pledge the City’s full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay the amounts due under the Series A Agreement. The City is not authorized to levy additional taxes to pay the amounts due under the Series A Agreement. The City expects to make payments on the Series A Agreement using revenues of its Water System Development Fund. However, such revenues are not specifically pledged as security.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2023-24	\$ 283,500	\$ 167,202	\$ 450,702
2024-25	290,500	160,199	450,699
2025-26	297,700	153,024	450,724
2026-27	305,000	145,671	450,671
2027-28	312,600	138,137	450,737
2028-29	320,300	130,416	450,716
2029-34	1,724,100	529,432	2,253,532
2034-39	1,947,700	305,727	2,253,427
2039-42	1,287,900	64,138	1,352,038
<b>Total</b>	<b>\$ 6,769,300</b>	<b>\$ 1,793,946</b>	<b>\$ 8,563,246</b>

<b>Issue Title: Full Faith and Credit Obligation, Series 2022B (Tax-Exempt)</b>			
Issue Date:	April 1, 2022	Amount:	\$16,479,480
Average interest rate:	2.24%	Insurance:	None
Bond rating:	Not applicable	First Principal Due:	2/1/2023
CUSIPs:	Not applicable	Last Principal Due:	2/1/2037

**Purpose of issuance:**

To finance to construction of a Public Works Complex. The PW Complex will address the current and future needs of the Public Works Department; improve efficiency through consolidation, organization, and layout; provide adequate shop space, office space, meeting rooms, breakrooms, locker and shower areas, vehicles, equipment and materials storage, disposal areas and parking; and incorporate sustainability and green energy technology. The new facility will meet seismic design category IV ensuring operations during and immediate after a seismic event.

**Security:**

The Series B Agreement will be a full faith and credit obligation of the City, and the City will pledge the City’s full faith and credit and taxing power within the limitations of Sections 11 and 11b of Article XI of the Oregon Constitution to pay the amounts due under the Series B Agreement. The City is not authorized to levy additional taxes to pay the amounts due under the Series B Agreement. The City expects to make payments on the Series B Agreement using revenues from Road Operations, Water Operations, Sewer Operations, and Stormwater Operations.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2023-24	\$ 954,010	\$ 346,891	\$ 1,300,901
2024-25	975,370	325,521	1,300,891
2025-26	997,220	303,673	1,300,893
2026-27	1,019,560	281,335	1,300,895
2027-28	1,042,400	258,497	1,300,897
2028-29	1,065,750	235,147	1,300,897
2029-34	5,697,710	806,766	6,504,478
2034-37	3,734,180	168,527	5,203,602
<b>Total</b>	<b>\$ 15,486,200</b>	<b>\$ 2,726,357</b>	<b>\$ 19,513,454</b>

# Assigned Balances - Designations/Definitions

The City assigns balances to ensure adequate funding in the future for major equipment replacements, major software upgrades, necessary repairs and rehabilitations, and other significant programs or projects.

## GENERAL FUND

- Financial systems software: The City's core financial software for accounting, payroll, purchasing, permitting, land management, utility billing, etc., will need to be replaced in the near future.
- Operating systems, servers: Hardware and software upgrades or replacement.
- Other business software systems: Software upgrades or replacements related to non-financial and permitting functions, such as event and volunteer management, asset management, etc.
- City websites, wireless improvements: Periodically the City upgrades its web sites and wi-fi systems.
- Conduit, fiber, communications: Installation of fiber conduit for connectivity.
- Office equipment replacement: Replacing and upgrading various office equipment, such as copiers, printers, and remote devices.
- Park improvements, structures, amenities: Rehabilitating or replacing various park amenities, such as play structures, buildings, shelters and trails.
- Parking lot improvements: Various parking lots owned by the City are in need of repair and possible expansion, including the parking lot associated with the Library, Community Center and the Police/Public Works building.
- Building repairs, remodeling: Major repairs, rehabilitation or remodeling of City buildings.
- Future expansion, relocation: Future expansion and relocation costs.
- Emergency management: Equipment and major supplies related to disaster preparedness and response.
- Future program costs: Sustainability reserve for unanticipated circumstances and necessary to maintain critical operations.

## BUILDING INSPECTION FUND

- Software: Reserve for permit software replacement.

## TRANSIT FUND

- Bus, building, capital needs: Reserve for future capital needs, including the purchase of rolling stock.

## WATER OPERATING FUND

- Plant major repair and replacement: Replacement of plant equipment, amount required by contract with operator.
- Maximum annual debt service: Six months of annual debt service on outstanding bonds, but is not a bond covenant requirement as outstanding bonds have surety insurance for this purpose.

## SEWER OPERATING FUND

- Plant major repair and replacement: Replacement of plant equipment, amount required by contract with operator.
- Maximum annual debt service: Six months of annual debt service on outstanding bonds, but is not a bond covenant requirement as outstanding bonds have a full faith and credit pledge of the City.

## FLEET SERVICES FUND

- Vehicle replacement: Accumulated special charges for vehicle replacement typically on a 10-year cycle.

## Assigned Balances - Designated Purpose

	June 30, 2023 Balance	Increases	Decreases*	June 30, 2024 Balance
<b>General Fund</b>				
<b>Computers, office equipment, software, fiber</b>				
Operating systems, servers	200,000	-	-	200,000
Business software systems	225,000	-	(25,000)	200,000
City websites, wireless improvements	250,000	-	(50,000)	200,000
Conduit, fiber, communications	250,000	-	(50,000)	200,000
Office equipment replacement	250,000	-	(50,000)	200,000
<b>Facilities and park infrastructure</b>				
Park improvements, structures, amenities	375,000	-	(175,000)	200,000
Parking lot improvements	650,000	-	(450,000)	200,000
Building repairs, remodeling	1,350,000	-	(1,150,000)	200,000
Future expansion, relocation	750,000	-	(750,000)	-
<b>Emergency management</b>				
Equipment and major supplies	250,000	-	(50,000)	200,000
<b>Future program costs</b>				
Sustainability reserve	2,000,000	-	-	2,000,000
	<u>\$ 6,550,000</u>	<u>\$ -</u>	<u>\$ (2,750,000)</u>	<u>\$ 3,800,000</u>
<b>Transit Fund</b>				
STIF reserve	\$ 418,042	\$ 874,958	\$ -	1,293,000
Bus, building, capital needs	1,000,000	-	-	1,000,000
	<u>\$ 1,418,042</u>	<u>\$ 874,958</u>	<u>\$ -</u>	<u>\$ 2,293,000</u>
<b>Water Operating Fund</b>				
Plant major repair and replacement	\$ 1,200,000	\$ 100,000	\$ -	\$ 1,300,000
	<u>\$ 1,200,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 1,300,000</u>
<b>Sewer Operating Fund</b>				
Plant major repair and replacement	\$ 2,400,000	\$ -	\$ -	\$ 2,400,000
	<u>\$ 2,400,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,400,000</u>
<b>Road Operating Fund</b>				
Emergency road repairs	\$ 225,000	\$ 25,000	\$ -	\$ 250,000
	<u>\$ 225,000</u>	<u>\$ 25,000</u>	<u>\$ -</u>	<u>\$ 250,000</u>
<b>Fleet Services Fund</b>				
Vehicle replacement	\$ 844,383	\$ 125,000	\$ (249,000)	\$ 720,383
	<u>\$ 844,383</u>	<u>\$ 125,000</u>	<u>\$ (249,000)</u>	<u>\$ 720,383</u>

\*Decreases reflect funds used on projects (financial systems software, park improvements & building remodeling) and overall assigned balance reductions.

# Ending Fund Balances

The Governmental Accounting Standards Board (GASB) has defined ending balances as falling into two groupings with five categories. Beginning in FY 2010-11, the City aligned its year-end budgeted fund balance to reflect these new categories.

## RESTRICTED FUND BALANCES

- **Nonspendable** – Represents both assets that are non-liquid (e.g. inventory, prepayments, foreclosed properties to be sold) and liquid, legal constraints prevent their use (e.g. principal of an endowment, revolving loan funds)
- **Restricted** – Constraints on assets by an external entity (e.g. covenants in bond contracts, restricted grant proceeds, restrictions created by local resolutions or ordinances or charter limitations)

## UNRESTRICTED FUND BALANCES

- **Committed** – Constraints created by the governing body on the uses of its own resources
- These are enacted via resolution or ordinance, are in place as of the end of the fiscal period and remain binding until formally rescinded or changed. The fundamental difference between Restricted and Committed is that under Committed the government can unilaterally remove constraints it has imposed upon itself.
- **Assigned** – Designation (earmark) of resources for a particular purpose by either the governing body or staff, such as the City Manager or Finance Director
  - Earmarking of resources is not legally binding and can be changed without formal action.
- **Unassigned** – Excess of total fund balance over nonspendable, restricted, committed and assigned components
  - Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated/assigned to the purposes of that fund.

The following tables present the components of ending balance.

### Restricted Fund Balances

Category	Component	Restricted by
<i>Nonspendable</i>	None	
<i>Restricted</i>	Bond covenants	Bond contract
	Taxes for Debt Service	State statute
	Building Inspection net revenues	State statute

### Unrestricted Fund Balances

Category	Component	Restricted by
<i>Committed</i>	Sustainability Reserve	Formal Resolution
<i>Assigned</i>	Contingency Reserve	Council directed
	Designated assignments (see Assigned Balances schedule)	Staff designations
	Debt Service Reserves	Staff designations
	Unassigned Contingency - non-General Fund	GASB definition
<i>Unassigned</i>	Unassigned Contingency - General Fund	GASB definition

# Urban Renewal Agency

## Table of Contents

Budget Committee and Key Officials .....	282
Budget Message .....	283
Map of Districts .....	284
Quick Facts .....	285
Urban Renewal Agency Overview .....	286
Year 2000 Plan .....	288
Debt Service Fund .....	289
Capital Projects Fund .....	292
Program Income Fund.....	294
West Side Plan .....	295
Debt Service Fund .....	297
Capital Projects Fund .....	298
Program Income Fund.....	300
Coffee Creek Plan .....	301
Debt Service Fund .....	302
Capital Projects Fund .....	304
Wilsonville Investment Now (WIN) Plan.....	305
Program Income Fund.....	305
Summary of Urban Renewal Funds and Outstanding Debt.....	306
Budget Summary: All Urban Renewal Funds Combined History .....	307

# Urban Renewal Budget Committee

City of Wilsonville

FY 2023-24

## Urban Renewal Budget Committee

Katie Hamm

Shawn O'Neil

Sam Scull

Alicia Moulton

Synthea Russell

## Urban Renewal Agency Board

Julie Fitzgerald, Chair

Kristin Akervall

Caroline Berry

Dr. Joann Linville

Katie Dunwell

### **Executive Director**

Bryan Cosgrove  
City Manager

### **Economic Development Manager**

Matt Lorenzen

### **Finance Director**

Keith Katko

### **Urban Renewal Agency**

City of Wilsonville  
29799 SW Town Center Loop East  
Wilsonville, Oregon 97070  
503.682.1011  
[www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)





May 6, 2023

Members of the Budget Committee,

It is my pleasure to present the Proposed Budget for Fiscal Year 2022-23 for the Urban Renewal Agency. The Urban Renewal Agency of the City of Wilsonville is a separate municipal entity responsible for governing the City's three urban renewal areas and an economic development program, namely Wilsonville Investment Now (WIN). The three areas include the Year 2000, West Side, and Coffee Creek plan areas, while the WIN program offers tax rebates for qualifying development projects outside of the City's existing urban renewal areas.

The Year 2000 Plan District has seen immense growth since its formation in 1992, with a total assessed valuation of \$562 million in tax year 2022-23, an increase of over 13 times the original amount. As the plan nears its closure, the final capital project to be completed in FY 2023-24 is the Boeckman Dip Bridge. With the principal and interest on the maximum indebtedness of the plan paid in full, the tax increment revenues will terminate effective July 1, 2023, and any remaining amounts to increment collected in excess of amounts needed to pay off the outstanding debt will be remitted back to the county assessor's office.

The Westside Plan District, formed in 2003, has also shown remarkable growth, with a total assessed valuation estimated to be approximately \$797 million in tax year 2023-24, just over 48 times the original frozen amount. The Brown Road project is the last capital project remaining in the plan and the last remaining debt service payments are budgeted for FY 2023-24. Accordingly, the total tax increment levy will be reduced from \$5.0 million to approximately \$1.7 million for the fiscal year, with no additional tax increment funds needed thereafter.

The Coffee Creek Plan District, formed in 2016 with a frozen tax base of approximately \$99 million, has an estimated total assessed valuation of approximately \$150 million in tax year 2023-24. The district issued \$3.8 million in debt in FY 2018-19 for the construction of Garden Acres Road, a key infrastructure improvement to support development within the Coffee Creek District. No capital improvement projects are budgeted for FY 2023-24.

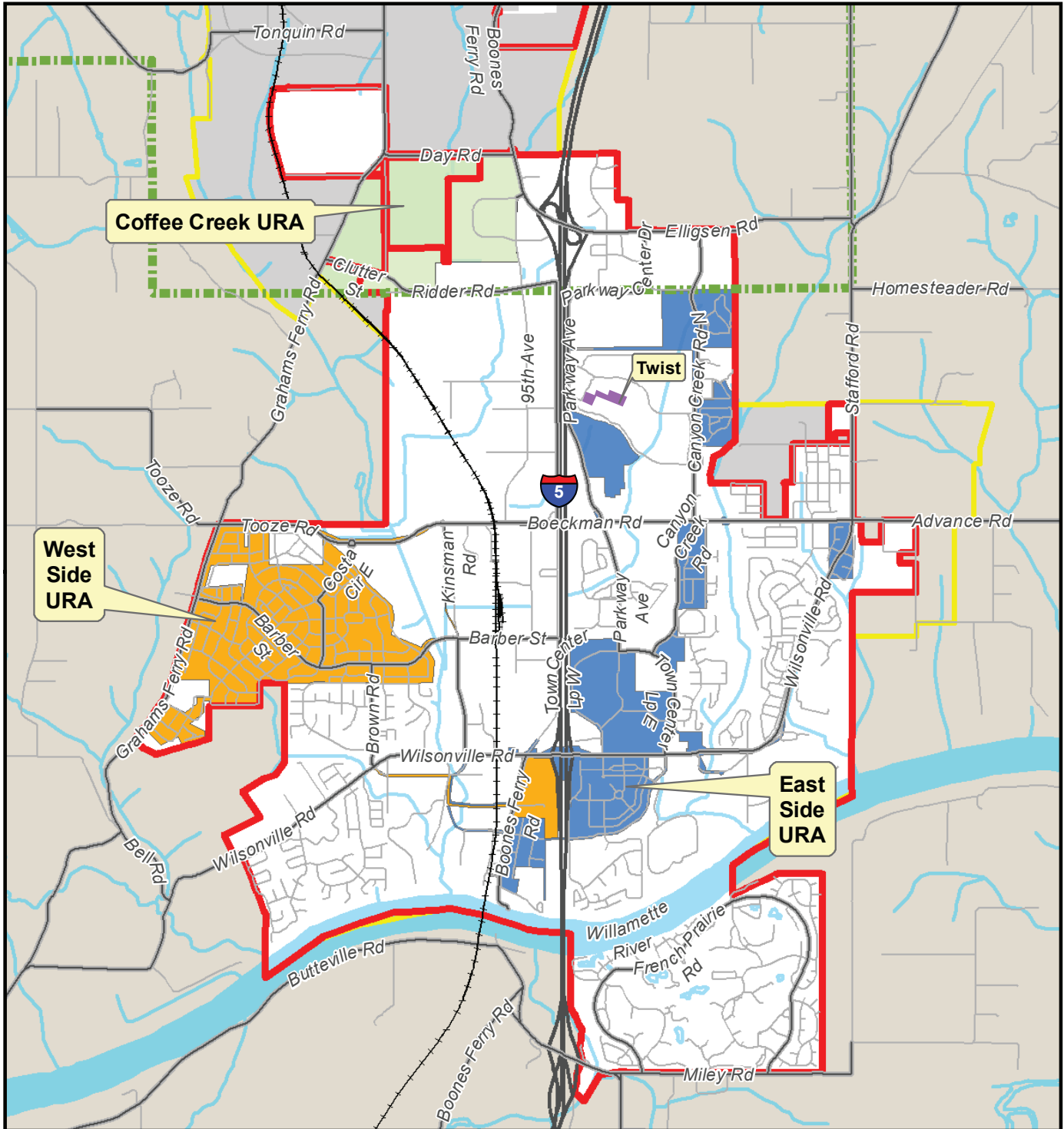
In 2020, the Wilsonville City Council adopted administrative rules for the Wilsonville Investment Now (WIN) Program. WIN is a local economic development program that seeks to incentivize businesses to operate in Wilsonville by providing site-specific urban renewal tax rebates for qualifying development projects outside of the City's existing urban renewal areas. The Agency received its first WIN application by Twist Bioscience Corp in February 2021. The firm is investing up to \$70 million in a 190,000 square-foot facility in Parkway Woods, generating an estimated 200 new jobs with the goal of expanding to 400. The budget for FY 2023-24 includes the first rebate.



Urban renewal has been a successful tool for economic development in Wilsonville, and we look forward to continued success in each District.

Respectfully submitted,

Bryan Cosgrove  
City Manager

# Urban Renewal District Map

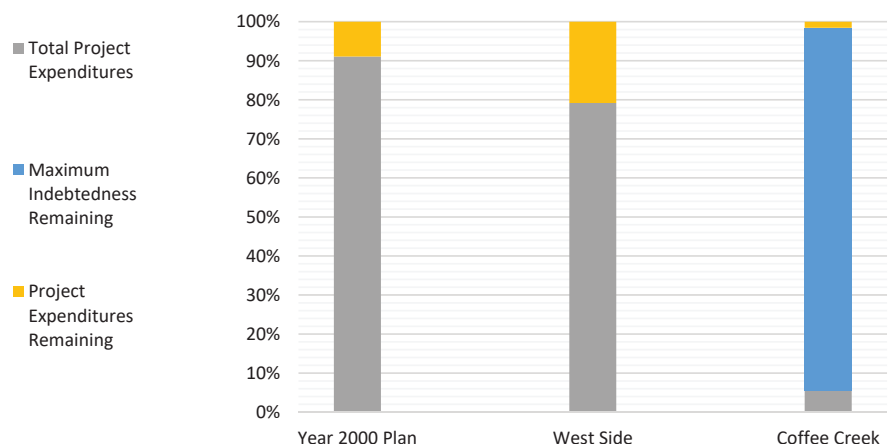


<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: purple; border: 1px solid black; margin-right: 5px;"></span> Proposed Twist Bioscience WIN Zone - 4.4 Acres</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: lightgreen; border: 1px solid black; margin-right: 5px;"></span> Coffee Creek URA - 258 Acres</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: lightblue; border: 1px solid black; margin-right: 5px;"></span> Year 2000 URA - 449 Acres</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: orange; border: 1px solid black; margin-right: 5px;"></span> West Side URA - 411 Acres</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; width: 15px; height: 15px; border-bottom: 2px dashed green; margin-right: 5px;"></span> County Boundary</li> <li><span style="display: inline-block; width: 15px; height: 15px; border: 2px solid yellow; margin-right: 5px;"></span> UGB</li> </ul>	 <p>2/18/2022</p> <p>0 Miles 0.5</p>
<p><b>Urban Renewal Areas</b></p> 		

## Urban Renewal Agency Quick Facts

	<u>Year 2000 Plan</u>	<u>West Side</u>	<u>Coffee Creek</u>
District formation date	May 1992	November 2003	October 2016
Current size (acreage)	454	415	258
Maximum indebtedness	\$ 107,196,524	\$ 49,400,000	\$ 67,000,000
Cumulative debt issuances as of July 1, 2023	(107,196,524)	(49,400,000)	(4,300,000)
Budgeted debt issuances for FY 2023-24	-	-	(500,000)
Maximum indebtedness remaining at June 30, 2024	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 62,200,000</u></u>
Debt outstanding at July 1, 2023	\$ -	\$ 4,110,000	\$ 3,163,217
Budgeted debt issuances for FY 2023-24	-	-	500,000
Budgeted principal payments for FY 2023-24	-	(4,110,000)	(680,000)
Debt outstanding at June 30, 2024	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 2,983,217</u></u>
Cumulative project expenditures and budgeted appropriations as of June 30, 2024	\$ 97,627,997	\$ 39,111,205	\$ 3,748,522
Percentage of maximum indebtedness expended and appropriated as of June 30, 2024	91%	79%	6%

**Maximum Indebtedness / Project Expenditures**



# Urban Renewal Agency - Overview

## MISSION STATEMENT

The purpose of urban renewal is to stimulate economic development through private investment in a specific area of the community. Tax increment financing, ORS Chapter 457, is used in areas where private development has stagnated or is not feasible without public sector investment and partnership. Public investment through urban renewal is one way to change those conditions. The types of urban renewal activities undertaken generally include land assembly, development of infrastructure and public amenities such as streets, utility lines, lighting, public open spaces and parks.

## HOW URBAN RENEWAL WORKS

Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency. The Urban Renewal Agency uses the funds pay debt service on debt that is taken out to finance the public projects that encourage private development. During the process of forming urban renewal areas, the desired projects, which may include public improvements like roadways, parks, and other amenities, are identified in an urban renewal plan. Urban renewal financing in the form of debt is obtained from a bank, the bond market, or at times an “overnight” loan from the City’s General Fund, to fund the projects, and the desired improvements are completed. Private development in the area then becomes more feasible. As the taxable property values rise with increased development, tax revenues increase, and that increase is used to pay off the urban renewal debt.

## GOVERNANCE

The City of Wilsonville Urban Renewal Agency (URA) was established in 1990 as a separate corporate body as authorized by state statutes. The City Council fulfills the role as the URA Board responsible for governing the City’s three urban renewal areas. The three areas include the Year 2000 Plan, West Side Plan, and Coffee Creek Plan areas.

## URA DISTRICT MANAGEMENT

The City’s Community Development Department manages URA activities with support provided by the Policy and Administration departments such as Finance, Legal and Administration. Policy and Administration departments are budgeted within the City’s General Fund while the Community Development department is budgeted within the Community Development Fund. The operating budgets of each URA district reimburse these two City funds for the services provided. As a result, these expenses are shown once as operating expenses in the City’s departments and again as expenses in the URA budget to reimburse the City’s funds.

## ASSESSED VALUE INFORMATION

When an urban renewal district is first created, the assessed value within the district’s boundary is established as the “frozen base”. If urban renewal efforts are successful, the value of the district will grow above the frozen base amount. That increase is called the “incremental” or “excess” value. Overlapping jurisdictions like schools, Tualatin Valley Fire & Rescue, Metro, and other general governments continue to receive property tax revenue on the frozen base while the urban renewal agency receives property tax revenue related to the incremental value. This is called the “division of tax” method of raising revenue in an urban renewal district. The “division of tax” method results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from property tax revenue within the district. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

## TAXES COLLECTED

- The Year 2000 District Plan division of taxes is limited to \$4.0 million per Urban Renewal Board Commitment.
- The West Side District Plan division of taxes is subject to revenue sharing with the overlapping jurisdictions, as outlined in Oregon Revised Statutes (ORS 457). Meaning that this District is limited to collect 12.5% of its original maximum indebtedness of \$40 million, which equates to \$5.0 million in property tax collections.
- The Coffee Creek District Plan collects the full amount of tax increment available by the “division of taxes” calculated by the County Assessor.

# Urban Renewal Agency - Overview

## PROPERTY TAX LIMITATION AND TAX INCREMENT

In November 1990, Oregon voters passed a property tax limitation measure (Measure 5) that established a \$10 limit per thousand of real market value for property tax collection for local governments. It is important to note that the \$10 limit is based on real market value rather than assessed value of a property. The impact of this measure on urban renewal is that repayment of urban renewal debt (past, present, or future) must now come within the \$10 limit for local governments.

In a 2002 Oregon Supreme Court ruling, the limitations of Measure 5 were clarified so that urban renewal tax dollars related to the division of taxes from education are to be included in the general government category when determining the \$10 limit. Similarly, Measure 5 established a \$5 limit per thousand of real market value for education. The effect of this ruling accelerates the likelihood of the general government category taxes hitting the \$10 ceiling but decreases the likelihood of the education category reaching the \$5 ceiling.

## URBAN RENEWAL TAX RATES

Urban renewal entities do not have independent, permanent tax rates.

The dollar amount listed a property owner's annual tax statement is created from the cumulative decrease from the overlapping jurisdictions. The decrease is the result of the "division of taxes" mentioned earlier.

Each taxing jurisdiction has a total tax rate that is applied to a parcel's assessed value to determine the amount of property taxes owed by that parcel. The County Assessor lowers these other taxing jurisdiction's tax rates based upon the Urban Renewal District's incremental assessed value and the taxing jurisdiction's overall assessed value, and mathematically derives a tax code rate to be applied to each parcel for Urban Renewal.

One example of one Wilsonville area tax code (Clackamas County Tax Code: 003-027), displayed to the right, illustrates how the overlapping taxing jurisdictions tax rates are lowered, allowing for a derived tax rate for urban renewal to be applied.

Tax rates are applied per \$1,000 of Assessed Value.

The "District Rate" shows the authorized tax rates prior to applying urban renewal. The "Tax Code Rate" is what a taxpayer would see when reviewing the rates as applied to their property.

District	District Rate	Tax Code Rate
Clack comm coll	0.5582	0.4619
Clackamas ESD	0.3687	0.3074
WLWV School Dist	4.8684	3.9631
WIWV SD Local Opt	1.5000	1.5000
<b>Total, Education</b>	<b>7.2953</b>	<b>6.2324</b>
City Wilsonville	2.5206	2.1211
County Clackamas	2.4042	2.0083
Co 4-H	0.0500	0.0416
Co. Library	0.3974	0.3298
Co PS Local Opt	0.3680	0.3680
Co Soil Conserv	0.0500	0.0416
FD64 TVFR	1.5252	1.2806
FD64 TVFR Local Opt	0.4500	0.4500
Port PDX	0.0701	0.0586
Srv2 Metro	0.0966	0.0805
Srv2 Metro Local Opt	0.0960	0.0960
Urban Renewal County	-	0.0126
Urban Renewal Wilsonville	-	2.2033
Vector Control	0.0065	0.0055
Vector Con Local Opt	0.0250	0.0250
<b>Total, General Govt</b>	<b>8.0596</b>	<b>9.1225</b>
Clack Comm Coll Bond	0.2460	0.2460
County Emergency Radio Bond	0.0887	0.0887
TVFR Bond	0.1375	0.1375
W Linn Bnd 2015	2.9277	2.9277
Metro Bond 2006	0.3735	0.3735
<b>Total, Bonds</b>	<b>3.7734</b>	<b>3.7734</b>
<b>Grand Total, Tax Rate</b>	<b>19.1283</b>	<b>19.1283</b>

# URA - 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.

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.

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 2020-21	Actual 2021-22	Budget 2022-23	Estimated* 2023-24	% Change
Assessed Valuation in District	\$ 528,425,253	\$ 550,468,882	\$ 572,487,637	\$ -	-100%
Frozen Tax Base	(45,326,441)	(45,326,441)	(45,326,441)	-	-100%
Incremental Value	483,098,812	505,142,441	527,161,196	-	-100%
<b>Incremental Value Certified</b>	322,000,000	322,000,000	283,067,867	-	
<b>Property Tax Collected (net of discounts)</b>					
Division of Taxes	\$ 3,982,092	\$ 3,955,428	\$ 3,482,880	\$ -	-100%

\*Assessment and tax increment collection terminate 07/01/23

**STATEMENT OF PURPOSE**

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

**PROGRAM OBJECTIVES**

1. Timely payment of principal and interest on outstanding debt and maintenance of compliance with all debt covenants
2. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

**YEAR 2000 PLAN HISTORY OF DEBT ISSUANCE AND MAXIMUM INDEBTEDNESS**

The district has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project and related administration costs. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

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	<u>107,196,524</u>	
<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; Town Center Planning
June 2018	3,000,000	5th Street Extension
July 2019	9,000,000	5th Street Extension; Boeckman Dip Bridge
July 2021	9,811,524	5th Street Extension; Boeckman Dip Bridge
July 2021	4,000,000	5th Street Extension; Boeckman Dip Bridge
Total debt issued through June 2023	<u>107,196,524</u>	
<b>Balance Available, July 1, 2023 (Maximum Indebtedness less Total Debt Issued)</b>		
	<u>\$ -</u>	

*Issue amount excludes refinancing activity*

\*Maximum Indebtedness was established in 1998 as a result of Measures 5, 47, and 50.

**URBAN RENEWAL - YEAR 2000 DEBT SERVICE FUND**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Tax increment revenues						
Current year	\$ 3,982,092	\$ 3,955,428	\$ 3,482,880	\$ -	\$ -	\$ -
Prior year	59,083	49,129	62,000	-	-	-
Tax increment subtotal	4,041,175	4,004,556	3,544,880	-	-	-
Investment revenue	103,523	(58,939)	999	-	-	-
Beginning fund balance	7,792,834	11,344,170	4,998,646	-	-	-
<b>TOTAL RESOURCES</b>	<b>\$ 11,937,532</b>	<b>\$ 15,289,787</b>	<b>\$ 8,544,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>REQUIREMENTS</b>						
Expenditures						
Debt service						
Principal	\$ 390,000	\$ 405,000	\$ 3,990,000	\$ -	\$ -	\$ -
Interest	203,363	186,949	304,525	-	-	-
Short-term debt	-	9,811,524	4,000,000	-	-	-
Debt service subtotal	593,363	10,403,473	8,294,525	-	-	-
Ending fund balance						
Restricted (debt service)	11,344,170	4,886,314	250,000	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 11,937,532</b>	<b>\$ 15,289,787</b>	<b>\$ 8,544,525</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**BUDGET HIGHLIGHTS**

In 2007, the Urban Renewal Agency Board passed a resolution expressing its intent to limit tax increment collections to approximately \$4 million. From 2007 to 2010, the District achieved this by removing parcels from the District. Beginning in 2010, the Agency began “underlevying” - certifying to a lower incremental assessed valuation than available, in order to cap the total amount of property tax received at approximately \$4 million.

The District is currently operating with the goal of closing the District in FY 2023-24, and has paid off all debt outstanding.

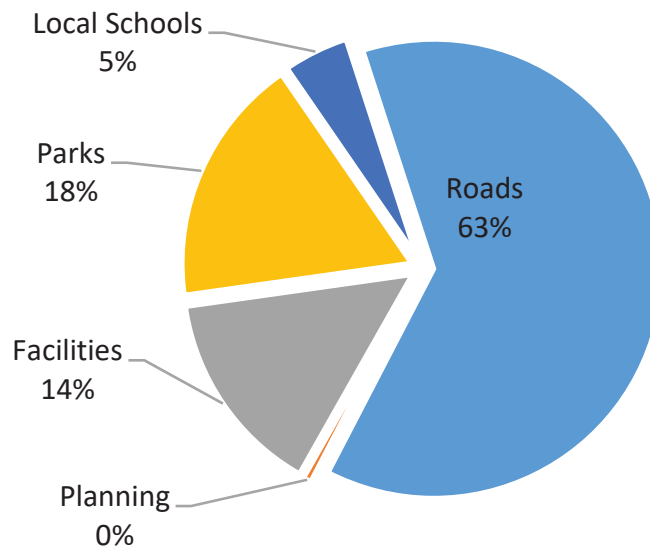


**DEBT OUTSTANDING**

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.

---

Year 2000 - Project History by Type



**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. Finish construction of the Boeckman Dip Bridge.

**URBAN RENEWAL – YEAR 2000 CAPITAL PROJECTS FUND**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Investment revenue	\$ 121,143	\$ (157,266)	\$ 88,570	\$ 262,000	\$ 262,000	\$ 262,000
Loan proceeds	-	9,811,524	4,000,000	-	-	-
Beginning fund balance	11,285,527	8,848,958	14,582,683	9,273,900	9,273,900	9,273,900
<b>TOTAL RESOURCES</b>	<b>\$ 11,406,670</b>	<b>\$ 18,503,216</b>	<b>\$ 18,671,253</b>	<b>\$ 9,535,900</b>	<b>\$ 9,535,900</b>	<b>\$ 9,535,900</b>
<b>REQUIREMENTS</b>						
Expenditures						
Materials and services						
Prof and tech services	\$ 628,578	\$ 531,173	\$ 467,000	\$ 262,000	\$ 262,000	\$ 262,000
Utility services	1,135	1,125	-	900	900	900
Fees, dues, advertising	659	274	-	-	-	-
Materials and services subtotal	630,372	532,573	467,000	262,900	262,900	262,900
Capital projects						
#4196 5th Street Extension	1,845,411	3,206,516	4,975,167	-	-	-
#4212 Boeckman Dip Bridge	81,929	271,923	12,923,391	9,273,000	9,273,000	9,273,000
Capital projects subtotal	1,927,340	3,478,439	17,898,558	9,273,000	9,273,000	9,273,000
Ending fund balance						
Restricted (capital projects)	8,848,958	14,492,204	305,695	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 11,406,670</b>	<b>\$ 18,503,216</b>	<b>\$ 18,671,253</b>	<b>\$ 9,535,900</b>	<b>\$ 9,535,900</b>	<b>\$ 9,535,900</b>

**BUDGET HIGHLIGHTS**

Construction work for the Boeckman Dip Bridge project continues from the prior fiscal year.

**HISTORY OF YEAR 2000 URBAN RENEWAL PROJECTS**

	Years Prior	Estimate 2022-23	Budget 2023-24
<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 (Old Town Escape)	7,085,549	5,575,167	-
Boeckman Dip Bridge*	692,994	4,300,000	9,273,000
Other Street Construction Projects	5,464,376	-	-
Boeckman Bike/Ped Improvements	408,075	-	-
Streetscape, Signals, Crossings	936,838	-	-
<b>Total Road Projects</b>	<b>\$ 41,985,392</b>	<b>\$ 9,875,167</b>	<b>\$ 9,273,000</b>
<b>Planning Projects</b>			
Town Center Concept Planning	\$ 568,490	\$ -	\$ -
<b>Facilities Projects</b>			
Miscellaneous Improvements and Planning	\$ 1,077,067	\$ -	\$ -
City Hall Development	9,821,263	-	-
Senior Housing Project	1,319,995	-	-
Sewer Plant Upgrade	2,000,000	-	-
<b>Total Facilities Projects</b>	<b>\$ 14,218,325</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Park Projects</b>			
Boozier/Frog Pond Property Acquisition	\$ 1,517,263	\$ -	\$ -
Kaiser Land Acquisition/Street Improvements	1,832,958	-	-
Wesleyan Church Property Acquisition	4,211,763	-	-
Town Center Park Phase 2	2,150,474	-	-
Civic Center Park (Murase Plaza)	6,634,855	-	-
Murase Playground Retrofit	258,239	-	-
Villebois Parks N. Greenway	204,437	-	-
Villebois Park Edelweiss	243,040	-	-
Murase Mound Regrade	169,249	-	-
<b>Total Park Projects</b>	<b>\$ 17,222,278</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Local Schools</b>			
Wilsonville High School	\$ 2,156,577	\$ -	\$ -
High School Public Facility	1,134,704	-	-
High School Girl's Field Improvements	350,000	-	-
I-5 Art Amenities	844,064	-	-
<b>Total Local Schools</b>	<b>\$ 4,485,345</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ 78,479,830</b>	<b>\$ 9,875,167</b>	<b>\$ 9,273,000</b>

\*Active CIP

**STATEMENT OF PURPOSE**

Beginning in FY 2001-02 the Urban Renewal Agency began recording program income in a new fund called the Program Income Fund. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of activity within the District that generates a receivable, such as reimbursements, rental income and land sales. The predominant source of program income has been rental of property and a sale of property owned by the District.

**PROGRAM OBJECTIVES**

Program income can be used for any urban renewal eligible purpose. These funds are typically used for improvements to properties owned by the Agency, capital projects within the district boundary, and property acquisition

**URBAN RENEWAL - YEAR 2000 PROGRAM INCOME FUND**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Investment revenue	\$ 9,115	\$ (9,711)	\$ 8,200	\$ 800	\$ 800	\$ 800
Miscellaneous revenue	155,053	35,890	-	-	-	-
Revenue subtotal	164,167	26,179	8,200	800	800	800
Beginning fund balance	859,606	965,229	915,894	29,200	29,200	29,200
<b>TOTAL RESOURCES</b>	<b>\$ 1,023,773</b>	<b>\$ 991,408</b>	<b>\$ 924,094</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
<b>REQUIREMENTS</b>						
Expenditures						
Materials and services						
Repairs & maintenance	\$ 8,380	\$ 46,691	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Utility services	-	12,016	-	-	-	-
Misc. services & supplies	50,164	10,097	-	-	-	-
Expenditure subtotal	58,544	68,804	5,000	5,000	5,000	5,000
Interagency transfer out	-	-	919,094	25,000	25,000	25,000
Ending fund balance						
Assigned (contingency)	965,229	922,603	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,023,773</b>	<b>\$ 991,408</b>	<b>\$ 924,094</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>

**BUDGET HIGHLIGHTS**

Repairs and maintenance are planned for the properties owned by the Year 2000 Plan.

**WEST SIDE PLAN**

This district was adopted on November 3, 2003. Initial activity was focused on meeting infrastructure needs of the Villebois development. Projects have included acquisition of land for a future park and school site, and to acquire land and construct a new 1.2 mile roadway. The City’s Urban Renewal Strategic Plan was adopted in 2014, and a substantial amendment to the West Side Plan occurred in February 2016 to increase maximum indebtedness to allow for the completion of Plan projects.

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
3. Program Income Fund – records miscellaneous receipts and infrastructure costs

**WEST SIDE ASSESSED VALUE AND TAXES**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Estimated 2023-24	% Change
Assessed Valuation in District	\$ 715,116,225	\$ 747,487,913	\$ 777,387,430	\$ 808,482,900	4%
Frozen Tax Base	(18,017,272)	(18,017,272)	(18,017,272)	(18,017,272)	0%
Incremental Value	697,098,953	729,470,641	759,370,158	790,465,628	13%
<b>Incremental Value Certified</b>	401,210,000	401,210,000	401,210,000	122,100,000	-70%
<b>Property Tax Collected (net of discounts)</b>					
Division of Taxes <sup>1</sup>	\$ 4,953,053	\$ 4,929,342	\$ 5,000,000	\$ 1,600,000	-68%

<sup>1</sup> FY 2023-24 fixed to yield \$1.6 million necessary tax to payoff remaining debt.

**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, Tooze Road
January 2019	3,000,000	Tooze Road
July 2021	<u>6,400,000</u>	Brown Road
Total debt issued through June 2023	49,400,000	
<b>Balance Available, July 1, 2023 (Maximum Indebtedness less Total Debt Issued)</b>	<u><u>\$ -</u></u>	

**URBAN RENEWAL - WEST SIDE DEBT SERVICE FUND**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Tax increment revenues						
Current year	\$ 4,953,053	\$ 4,929,342	\$ 5,000,000	\$ 1,600,000	\$ 1,600,000	\$ 1,600,000
Prior year	74,118	60,902	84,500	72,200	72,200	72,200
Tax increment subtotal	5,027,171	4,990,244	5,084,500	1,672,200	1,672,200	1,672,200
Investment revenue	173,109	(6,608)	36,000	20,630	20,630	20,630
Beginning fund balance	14,023,826	16,532,586	3,718,575	3,480,979	3,480,979	3,480,979
<b>TOTAL RESOURCES</b>	<b>\$ 19,224,106</b>	<b>\$ 21,516,222</b>	<b>\$ 8,839,075</b>	<b>\$ 5,173,809</b>	<b>\$ 5,173,809</b>	<b>\$ 5,173,809</b>
<b>REQUIREMENTS</b>						
Expenditures						
Debt service						
Principal	\$ 1,878,355	\$ 10,552,403	\$ 5,329,075	\$ 4,110,000	\$ 4,110,000	\$ 4,110,000
Interest	813,165	964,907	710,000	592,025	592,025	592,025
Short-term debt	-	6,400,000	-	-	-	-
Debt service subtotal	2,691,520	17,917,310	6,039,075	4,702,025	4,702,025	4,702,025
Ending fund balance						
Restricted (debt service)	16,532,586	3,598,912	2,800,000	471,784	471,784	471,784
<b>TOTAL REQUIREMENTS</b>	<b>\$ 19,224,106</b>	<b>\$ 21,516,222</b>	<b>\$ 8,839,075</b>	<b>\$ 5,173,809</b>	<b>\$ 5,173,809</b>	<b>\$ 5,173,809</b>

**BUDGET HIGHLIGHTS**

The district will continue to reduce its outstanding debt load. The total debt service budget of \$4.7 million includes regularly scheduled debt principal and interest payments in the amount of \$.5M, as well as additional amounts for potential prepayments including associated fees and pentaltys.

**DEBT OUTSTANDING**

West Side Plan Debt 2013 Issue Bank of America			
FY	Principal	Interest	Total
2023-24	\$ 350,000	\$ 143,850	\$ 493,850
2024-25	365,000	131,600	496,600
2025-26	375,000	118,825	493,825
2026-27	390,000	105,700	495,700
2027-28	2,630,000	92,050	2,722,050
<b>Total</b>	<b>\$ 4,110,000</b>	<b>\$ 592,025</b>	<b>\$ 4,702,025</b>

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.

**STATEMENT OF PURPOSE**

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. This development will improve and stabilize property values and protect the area’s residential livability and environmental values.

**PROGRAM OBJECTIVES**

1. The remaining project for this district is the Brown Road construction project

**HISTORY OF WEST SIDE URBAN RENEWAL PROJECTS**

	Years Prior	Estimate 2022-23	Budget 2023-24
<b>Road Projects</b>			
Boeckman Road Extension	\$ 13,043,919	\$ -	\$ -
Boeckman Road Geotech	390,970	-	-
Barber Street	8,308,134	-	-
I-5 Pedestrian Bridge	1,512,000	175,250	-
Brown Road*	279	20,000	710,000
Tooze Road	5,625,951	-	-
<b>Total Road Projects</b>	<b>\$ 28,881,253</b>	<b>\$ 195,250</b>	<b>\$ 710,000</b>
<b>Park Projects</b>			
Villebois Park Promenade	\$ 151	\$ -	\$ -
Villebois Park Piccadilly	203,900	-	-
Villebois Park Piazza	734,075	-	-
Villebois Park Montague	756,494	-	-
<b>Total Park Projects</b>	<b>\$ 1,694,620</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Facilities Projects</b>			
Art Tech Siding Replacement	\$ 79,749	\$ -	\$ -
<b>Local Schools</b>			
School Site Acquisition, #1	\$ 4,152,235	\$ -	\$ -
School Site Acquisition, #2	3,437,972	-	-
<b>Total Local Schools</b>	<b>\$ 7,590,207</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>	<b>\$ 38,205,955</b>	<b>\$ 195,250</b>	<b>\$ 710,000</b>

\*Active CIP



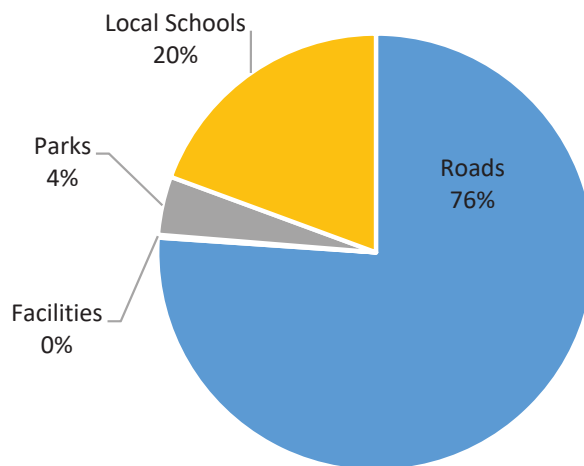
**URBAN RENEWAL – WEST SIDE CAPITAL PROJECTS FUND**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Investment revenue	\$ 6,051	\$ (69,290)	\$ 44,502	\$ 165,000	\$ 165,000	\$ 165,000
Loan proceeds	-	6,400,000	-	-	-	-
Beginning fund balance	1,121,454	273,381	6,357,379	6,184,656	6,184,656	6,184,656
<b>TOTAL RESOURCES</b>	<b>\$ 1,127,505</b>	<b>\$ 6,604,091</b>	<b>\$ 6,401,881</b>	<b>\$ 6,349,656</b>	<b>\$ 6,349,656</b>	<b>\$ 6,349,656</b>
<b>REQUIREMENTS</b>						
Expenditures						
Materials and services						
Prof and tech services	\$ 290,070	\$ 309,431	\$ 277,836	\$ 254,864	\$ 254,864	\$ 254,864
Fees, dues, advertising	659	274	500	500	500	500
Employee development	-	-	2,000	2,000	2,000	2,000
Water system development charges	563,395	-	-	-	-	-
Materials and services subtotal	854,124	309,705	280,336	257,364	257,364	257,364
Capital projects						
#4216 Brown Road	-	-	710,000	710,000	710,000	710,000
Capital projects subtotal	-	-	710,000	710,000	710,000	710,000
Ending fund balance						
Restricted (capital projects)	273,381	6,294,386	5,411,545	5,382,292	5,382,292	5,382,292
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,127,505</b>	<b>\$ 6,604,091</b>	<b>\$ 6,401,881</b>	<b>\$ 6,349,656</b>	<b>\$ 6,349,656</b>	<b>\$ 6,349,656</b>

**BUDGET HIGHLIGHTS**

Brown Road capital project continues and is the last remaining project for the district.

West Side - Project History by Type



**STATEMENT OF PURPOSE**

Beginning in FY 2015-16 the Urban Renewal Agency began recording program income for the West Side Plan District in a new fund called the Program Income Fund, to account for the sale of property. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of prior activity and can include items such as reimbursements, rental income and land sales.

**PROGRAM OBJECTIVES**

Program income can be used for any urban renewal eligible purpose. These funds are typically used for improvements to properties owned by the Agency, capital projects within the district boundary, and property acquisition. The ending fund balance is intended to be used to improve Tooze Road.

**URBAN RENEWAL - WEST SIDE PROGRAM INCOME FUND**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Investment revenue	\$ 1,578	\$ (1,641)	\$ 750	\$ 3,715	\$ 3,715	\$ 3,715
Beginning fund balance	175,150	136,728	137,478	136,087	136,087	136,087
<b>TOTAL RESOURCES</b>	<b>\$ 176,728</b>	<b>\$ 135,087</b>	<b>\$ 138,228</b>	<b>\$ 139,802</b>	<b>\$ 139,802</b>	<b>\$ 139,802</b>
<b>REQUIREMENTS</b>						
Expenditures						
Materials and services						
Misc. services & supplies	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -
Ending fund balance						
Assigned (contingency)	136,728	135,087	138,228	139,802	139,802	139,802
<b>TOTAL REQUIREMENTS</b>	<b>\$ 176,728</b>	<b>\$ 135,087</b>	<b>\$ 138,228</b>	<b>\$ 139,802</b>	<b>\$ 139,802</b>	<b>\$ 139,802</b>

**BUDGET HIGHLIGHTS**

As intended, the program income fund has been used to construct the Tooze Road project.

## COFFEE CREEK PLAN

The Coffee Creek Plan was adopted on October 17, 2016. The Coffee Creek Urban Renewal area seeks to develop a new employment area in north Wilsonville that will attract general industrial, warehouse, flex, and research and development related business. The Coffee Creek Urban Renewal area is composed of approximately 258 total acres. The Plan expects to utilize tax increment financing for 25 years with a maximum indebtedness of \$67,000,000.

Key projects identified for improvement are infrastructure enhancements to existing roadways, utility development, and property acquisition and disposition.

Three funds may eventually be used to account for the activities of the Coffee Creek Plan district including:

1. Debt Service Fund – records costs of repayment of debt
2. Capital Projects Fund – records infrastructure costs and professional management
3. Program Income Fund – records miscellaneous receipts and infrastructure costs (not currently active)

## COFFEE CREEK ASSESSED VALUES AND TAXES

		Actual 2020-21		Actual 2021-22		Budget 2022-23		Estimated 2023-24	%
									Change
Assessed Valuation in District	\$	128,964,801	\$	128,275,421	\$	135,971,946	\$	149,802,083	10%
Frozen Tax Base		(99,003,704)		(99,003,704)		(99,003,704)		(99,003,704)	0%
<b>Incremental Value</b>		<u>29,961,097</u>		<u>29,271,717</u>		<u>36,968,242</u>		<u>50,798,379</u>	<u>37%</u>
<b>Property Tax Collected (net of discounts)</b>									
Division of Taxes	\$	321,149	\$	319,756	\$	381,700	\$	563,300	48%

**STATEMENT OF PURPOSE**

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

**PROGRAM OBJECTIVES**

1. Monitor private development that would result in future tax increment revenue generation

**COFFEE CREEK HISTORY OF DEBT ISSUANCE AND MAXIMUM INDEBTEDNESS**

In October of 2016, the Plan was adopted establishing maximum indebtedness at \$67,000,000. Proceeds from the issuance of debt are used to pay capital project costs and related administration.

<u>Date</u>	<u>Issue Amount</u>	<u>Key Projects</u>
<b><u>Maximum Indebtedness</u></b>		
Adopted October 2016	\$ 67,000,000	
<b><u>Debt Issued</u></b>		
April 2019	3,800,000	Garden Acres Road
July 2020	500,000	Garden Acres Road
Total debt issued through June 2023	<u>4,300,000</u>	
<b>Balance Available, July 1, 2023 (Maximum Indebtedness less Total Debt Issued)</b>	<u><u>\$ 62,700,000</u></u>	

**DEBT OUTSTANDING**

On April 4, 2019, the Agency issued \$3.8 million through a note held by Columbia State Bank with an interest rate of 3.19%. Debt service is amortized over 10 years. Security of this debt is the annual tax increment revenue and debt service fund.

Coffee Creek Plan Debt 2019 Issue - Columbia Bank			
<u>FY</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2023-24	\$ 177,304	\$ 99,504	\$ 276,808
2024-25	183,005	93,802	276,807
2025-26	188,890	87,918	276,808
2026-27	194,963	81,845	276,808
2027-28	201,232	75,576	276,808
2028-29	2,217,823	69,105	2,286,928
	<u>\$ 3,163,217</u>	<u>\$ 507,750</u>	<u>\$ 3,670,967</u>

**URBAN RENEWAL - COFFEE CREEK DEBT SERVICE FUND**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Tax increment revenues						
Current year	\$ 321,149	\$ 319,756	\$ 381,700	\$ 563,300	\$ 563,300	\$ 563,300
Prior year	3,394	3,799	3,500	3,500	3,500	3,500
Tax increment subtotal	324,543	323,555	385,200	566,800	566,800	566,800
Investment revenue	2,293	(1,035)	1,000	8,510	8,510	8,510
Beginning fund balance	480,161	28,576	98,936	309,352	309,352	309,352
<b>TOTAL RESOURCES</b>	<b>\$ 806,997</b>	<b>\$ 351,096</b>	<b>\$ 485,136</b>	<b>\$ 884,662</b>	<b>\$ 884,662</b>	<b>\$ 884,662</b>
<b>REQUIREMENTS</b>						
Expenditures						
Debt service						
Principal	\$ 161,244	\$ 166,429	\$ 172,000	\$ 180,000	\$ 180,000	\$ 180,000
Interest	117,176	111,915	107,500	102,000	102,000	102,000
Short-term debt	500,000	-	-	500,000	500,000	500,000
Debt service subtotal	778,421	278,345	279,500	782,000	782,000	782,000
Ending fund balance						
Restricted (debt service)	28,576	72,751.89	205,636	102,662	102,662	102,662
<b>TOTAL REQUIREMENTS</b>	<b>\$ 806,997</b>	<b>\$ 351,096</b>	<b>\$ 485,136</b>	<b>\$ 884,662</b>	<b>\$ 884,662</b>	<b>\$ 884,662</b>

**BUDGET HIGHLIGHTS**

The fund continues the debt service payments for the funding of the Garden Acres Rd Project.

**STATEMENT OF PURPOSE**

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. This development will improve public infrastructure including transportation and utility improvements to generate industrial private development.

**PROGRAM OBJECTIVES**

1. Over the course of time as development happens in the Coffee Creek Plan area, the tax increment will grow and will enable financing of the following capital projects:
  - Construct regional detention pond with an outfall to Basalt Creek
  - Construct new SW Java Road; three lane road section with bike lanes, sidewalks, and landscaping
  - Complete Coffee Creek Industrial area sewer extensions
  - Continue various roadway upgrades on Day Road, Boones Ferry, and Grahams Ferry Road

**URBAN RENEWAL – COFFEE CREEK CAPITAL PROJECTS FUND**

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Investment revenue	\$ 17,552	\$ (2,432)	\$ 1,500	\$ 3,095	\$ 3,095	\$ 3,095
Loan proceeds	500,000	-	-	500,000	500,000	500,000
Beginning fund balance	2,484,872	442,502	191,642	112,535	112,535	112,535
<b>TOTAL RESOURCES</b>	<b>\$ 3,002,424</b>	<b>\$ 440,070</b>	<b>\$ 193,142</b>	<b>\$ 615,630</b>	<b>\$ 615,630</b>	<b>\$ 615,630</b>
<b>REQUIREMENTS</b>						
Expenditures						
Materials and services						
Prof and tech services	\$ 41,179	\$ 158,360	\$ 149,290	\$ 136,500	\$ 136,500	\$ 136,500
Capital projects						
#4201 Garden Acres Road	2,518,744	21,269	-	-	-	-
Capital projects subtotal	2,518,744	21,269	-	-	-	-
Ending fund balance						
Restricted (capital projects)	442,501	260,441	43,852	479,130	479,130	479,130
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,002,424</b>	<b>\$ 440,070</b>	<b>\$ 193,142</b>	<b>\$ 615,630</b>	<b>\$ 615,630</b>	<b>\$ 615,630</b>

**BUDGET HIGHLIGHTS**

The Coffee Creek Urban Renewal District does not currently have any capital projects under construction.

# URA - Wilsonville Investment Now (WIN) Plan      program income fund

## STATEMENT OF PURPOSE

Beginning in FY 2020-21 the Urban Renewal Agency adopted the framework and administrative rules for the Wilsonville Investment Now (WIN) program. WIN is a local incentive program that provides tax rebates for qualifying development projects outside of the City's existing urban renewal areas. The program aims to attract high-value investments in the Wilsonville community and offers flexible evaluation criteria and multiple tiers of benefits, making it attractive to a wide range of businesses. The tax rebate is made possible by designating the project property as an individual urban renewal district. This step, allowed by the State of Oregon's legislative framework, would freeze the current property tax revenues on the site and allow the City to rebate additional value of the property generated by the new investment back to the applicant. The proposed maximum indebtedness, the limit on the amount of funds that may be spent on administration, projects, and programs in the Twist Bioscience WIN Zone is \$10M. The plan contains 4.4 acres and is estimated to last seven years, resulting in seven years of tax increment collections.

## PROGRAM OBJECTIVES

Twist expects to invest \$70M in capital investment, including tenant improvements and equipment, and to create 200 new jobs in Wilsonville within the first year of operation.

### URBAN RENEWAL - WILSONVILLE INVESTMENT NOW PROGRAM INCOME FUND

	Actual 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Revenues						
Tax increment revenues						
Current year	\$ -	\$ -	\$ -	\$ 750,000	\$ 750,000	\$ 750,000
Investment revenue	-	-	-	10,300	10,300	10,300
<b>TOTAL RESOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 760,300</b>	<b>\$ 760,300</b>	<b>\$ 760,300</b>
<b>REQUIREMENTS</b>						
Expenditures						
Materials and services						
Prof and tech services	\$ -	\$ -	\$ -	\$ 75,000	\$ 75,000	\$ 75,000
Program expenditures	-	-	-	675,000	675,000	675,000
Expenditures subtotal	-	-	-	750,000	750,000	750,000
Ending fund balance						
Assigned (contingency)	-	-	-	10,300	10,300	10,300
<b>TOTAL REQUIREMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 760,300</b>	<b>\$ 760,300</b>	<b>\$ 760,300</b>

## BUDGET HIGHLIGHTS

As intended, the Agency will collect tax increment revenues, and distribute a tax rebate to Twist less a 10% administrative fee.

# Urban Renewal Summary

## SUMMARY OF URBAN RENEWAL BY FUND

	Year 2000			West Side			Coffee Creek		WIN	URA
	Debt Service	Capital Projects	Program Income	Debt Service	Capital Projects	Program Income	Debt Service	Capital Projects	Program Income	Grand Total
<b>RESOURCES</b>										
Tax increment	\$ -	\$ -	\$ -	\$ 1,672,200	\$ -	\$ -	\$ 566,800	\$ -	\$ 750,000	\$ 2,989,000
Investment revenue	-	262,000	800	20,630	165,000	3,715	8,510	3,095	10,300	474,050
Loan proceeds	-	-	-	-	-	-	-	500,000	-	500,000
Beginning fund balance	-	9,273,900	29,200	3,480,979	6,184,656	136,087	309,352	112,535	-	19,526,709
<b>TOTAL RESOURCES</b>	<b>\$ -</b>	<b>\$ 9,535,900</b>	<b>\$ 30,000</b>	<b>\$ 5,173,809</b>	<b>\$ 6,349,656</b>	<b>\$ 139,802</b>	<b>\$ 884,662</b>	<b>\$ 615,630</b>	<b>\$ 760,300</b>	<b>\$ 23,489,759</b>
<b>REQUIREMENTS</b>										
Materials and services	\$ -	\$ 262,900	\$ 5,000	\$ -	\$ 257,364	\$ -	\$ -	\$ 136,500	\$ 750,000	\$ 1,411,764
Capital projects	-	9,273,000	-	-	710,000	-	-	-	-	9,983,000
Debt service	-	-	-	4,702,025	-	-	782,000	-	-	5,484,025
Interagency transfer out	-	-	25,000	-	-	-	-	-	-	25,000
Ending fund balance										
Restricted (debt service)	-	-	-	471,784	-	-	102,662	-	-	574,446
Restricted (capital projects)	-	-	-	-	5,382,292	-	-	479,130	-	5,861,422
Assigned (contingency)	-	-	-	-	-	139,802	-	-	10,300	150,102
<b>TOTAL REQUIREMENTS</b>	<b>\$ -</b>	<b>\$ 9,535,900</b>	<b>\$ 30,000</b>	<b>\$ 5,173,809</b>	<b>\$ 6,349,656</b>	<b>\$ 139,802</b>	<b>\$ 884,662</b>	<b>\$ 615,630</b>	<b>\$ 760,300</b>	<b>\$ 23,489,759</b>

## SUMMARY OF DEBT OUTSTANDING BY DISTRICT

	Original Issuance	West Side	Coffee Creek	Total URA
		July 1, 2023 Balance	July 1, 2023 Balance	July 1, 2023 Balance
<b>ISSUANCE</b>				
Series 2013 Note Payable	\$ 7,000,000	\$ 4,110,000	\$ -	\$ 4,110,000
Series 2019 Note Payable	3,800,000	-	3,163,217	3,163,217
<b>Total Outstanding Debt</b>	<b>\$ 10,800,000</b>	<b>\$ 4,110,000</b>	<b>\$ 3,163,217</b>	<b>\$ 7,273,217</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 2020-21	Actual 2021-22	Budget 2022-23	Proposed 2023-24	Approved 2023-24	Adopted 2023-24
<b>RESOURCES</b>						
Tax increment	\$ 9,392,889	\$ 9,318,355	\$ 9,014,580	\$ 2,989,000	\$ 2,989,000	\$ 2,989,000
Investment revenue	434,363	(306,923)	181,521	474,050	474,050	474,050
Other revenue	155,053	35,890	-	-	-	-
Loan proceeds	500,000	16,211,524	4,000,000	500,000	500,000	500,000
Beginning fund balance	38,223,431	38,572,131	31,001,233	19,526,709	19,526,709	19,526,709
<b>TOTAL RESOURCES</b>	<b>\$ 48,705,735</b>	<b>\$ 63,830,977</b>	<b>\$ 44,197,334</b>	<b>\$ 23,489,759</b>	<b>\$ 23,489,759</b>	<b>\$ 23,489,759</b>
<b>REQUIREMENTS</b>						
Materials and services	\$ 1,624,218	\$ 1,069,442	\$ 901,626	\$ 1,411,764	\$ 1,411,764	\$ 1,411,764
Capital projects	4,446,084	3,499,707	18,608,558	9,983,000	9,983,000	9,983,000
Debt service	4,063,303	28,599,127	14,613,100	5,484,025	5,484,025	5,484,025
Interagency transfer out	-	-	919,094	25,000	25,000	25,000
Ending fund balance						
Restricted (debt service)	27,905,332	8,557,978	3,255,636	574,446	574,446	574,446
Restricted (capital projects)	9,564,841	21,047,031	5,761,092	5,861,422	5,861,422	5,861,422
Assigned (contingency)	1,101,957	1,057,690	138,228	150,102	150,102	150,102
<b>TOTAL REQUIREMENTS</b>	<b>\$ 48,705,735</b>	<b>\$ 63,830,976</b>	<b>\$ 44,197,334</b>	<b>\$ 23,489,759</b>	<b>\$ 23,489,759</b>	<b>\$ 23,489,759</b>



Autumn sunset over the fields. Photo Credit: Cherie Burton.



## Appendix

---

City Boards and Commissions .....	A
Financial Management Policies .....	B
Five-Year Financial Forecast.....	C
Chart of Accounts .....	D
Compensation Plans.....	E
Acronyms & Glossary .....	F
Resolutions .....	G
Public Notices/Legal Forms .....	H



Walt Morey park Super Hero. Photo Credit: JoAnn Jones.



# Boards and Commissions

Like most cities in Oregon, Wilsonville operates on a council/manager form of government. City Council sets policy and provides direction to an appointed City Manager that directs staff and carries out the day-to-day administration of the City, see the organizational chart on the third page of the Reader's Guide.

The City Council depends on appointed boards and commissions for advice and input and, in the case of the Development Review Board, to render judgments in land-use applications. Below are brief descriptions of the boards and commissions.

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

---

## ARTS, CULTURE, AND HERITAGE COMMISSION

The City's Arts, Culture and Heritage Commission is to advise the City Council on matters relating to arts, culture and heritage, oversee implementation of recommendations outlined in the Arts Culture & Heritage Strategy, and supervise the Community Tourism Matching Grant Program.

### ACHC members are:

- David Altman
- Angela Sims
- Joan Carlson
- Elaine Swyt
- Jason Jones
- Steven Traugh
- Benjamin Mefford
- Deborah Zundel
- Susan Schenk

### Meeting Information:

- Third Wednesday of each month
- 5:00pm
- Located at Wilsonville Public Library

---

## BUDGET COMMITTEE

The Budget Committee consists of the five city councilors and five citizens at large. The citizens are appointed by the governing body and serve three-year terms.

The committee meets as necessary during the year and at a minimum must meet each spring to review the budget proposed by the city manager. The meetings are open to the public and input from the public is received at the meetings.

Budget Committee members can question city staff on financial, programs, and operational matters. The members can suggest and vote on amendments to the proposed budget. Once the Budget Committee votes on the budget and passes it out of committee, it becomes known as the Approved Budget.

The approved budget is referred to the City Council, where a public hearing is held before adoption. Council can adopt the budget as approved or vote on changes prior to adoption.

### Budget Committee members are:

- Julie Fitzgerald, Mayor
- Kristin Akervall
- Dr. Joann Linville
- Caroline Berry
- Katie Dunwell
- Katie Hamm
- Alicia Moulton
- Shawn O'Neil
- Samuel Scull
- Synthea Russell

### Meeting Information:

- Spring of each year
- 6:00pm
- Located at Wilsonville City Hall Council Chambers

# Boards and Commissions

## CITY COUNCIL

The City Council consists of a mayor and four councilors who are elected to serve for overlapping four-year terms. All are elected at-large and the offices are nonpartisan. The only requirements for serving on the Council are that you are a registered voter and have lived in Wilsonville for at least 12 months.

The Mayor presides over Council meetings and frequently represents the City in a ceremonial capacity. The Mayor also makes recommendations to the Council for appointments to City boards and commissions.

The City Council is responsible for identifying needs and problems in the community and establishing community goals and objectives to meet those needs. Council adopts City laws and changes them as needed, approves contracts, agreements and purchases in excess of \$100,000. Council members are also members of the Budget Committee and participate in annual fiscal planning, budgeting, deciding how city revenues should be raised, how much will be spent and for what purposes.

The City Council also acts as the Urban Renewal Agency for the City of Wilsonville by setting a budget, and levying taxes for the City's urban renewal program.

### City Council members are:

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

### Meeting Information:

- First and third Monday of each month
- Work Session 5:00pm
- Council Meeting 7:00pm
- Located at Wilsonville City Hall Council Chambers

---

## DIVERSITY, EQUITY, AND INCLUSION COMMITTEE

The Diversity, Equity and Inclusion Committee generally meets to identify and address systemic barriers to inclusion that exist within the City's practices, processes, regulations, events and other initiatives.

Thirteen Committee members serve as a direct liaison between the community and City Hall, amplifying the voices and addressing the needs of people traditionally under-represented or excluded in government.

### DEI members are:

- Imran Haider
- Jay Edwards
- Karla Brashear
- Luis Gonzalez
- Fay Gyapong-Porter
- Tracy Hester
- Diane Imel
- Santiago Landazuri
- George Luo
- Joni McNeil
- Aasha Patel
- Erika Pham
- Sudeep Taksali

### Meeting Information:

- Second Tuesday of each month
- 6:00pm
- Located at Wilsonville City Hall Council Chambers

## DEVELOPMENT REVIEW BOARD

The DRB consists of two five-member panels, each of which is empowered to review and take action on land-use applications. The DRB renders decisions regarding land divisions, planned development, site level review of specific development proposals, design review applications, street naming and vacations, zoning variances, conditional use permits, and quasi-judicial amendments to the Comprehensive Plan designations or zoning. To a large degree, the decisions of the DRB determine how the city will look. Decisions of the DRB are usually binding, but may be appealed to the City Council.

### DRB members are:

#### Panel A

- Jean Svadlenka
- Yara Alatawy
- Jordan Herron
- Clark Hildum

#### Panel B

- John Andrews
- Rachelle Barrett
- Justin Brown
- Megan Chuinard
- Alice Galloway Neely

### Meeting Information:

- Second and fourth Monday of each month
- 6:30pm
- Located at Wilsonville City Hall Council Chambers

---

## KITAKATA SISTER CITY ADVISORY BOARD

The board must consist of 5 members and no more than nine. Participants typically serve three-year terms. Board members serve as program ambassadors, advocating for and supporting program activities, maintaining strong relationships with delegates from Kitakata and promoting a positive image of the program locally and abroad. The Board participates in the cross-cultural exchange of ideas and information, also plans itineraries and identifies host families for visiting delegations, recommends annual program budgets and performs community outreach to support the program.

Wilsonville has enjoyed a sister-city relationship with Kitakata since October 1988 “to deepen the understanding and friendship between the two cities through programs in such fields as education, culture and economy.” The cities participate in a student exchange; local high school and middle school students from Kitakata stay with families here in Wilsonville, and students from Wilsonville stay with host families and participate in local activities in Kitakata. These exchanges have nurtured and increased understanding of different cultures, while creating wonderful memories and new friendships. The program was long sustained through the dedication of the Wilsonville Sister City Association, a volunteer group that organized, raised funds and documented cultural exchanges prior to the establishment of this City board.

### Kitakata Sister City Advisory Board members are:

- Aaron Reyna
- Ashleigh Sumerlin
- Sruthy Menon
- Samuel Scarpone
- Seiji Shiratori
- Adrienne Phillips
- Tracy Sailors
- Jenelle Reid
- Susan Raxter
- Lois Reimer
- Bev Schalk

### Meeting Information:

- Meet quarterly
- 6:00pm
- Located at Wilsonville Parks and Recreation Administrative offices

# Boards and Commissions

## LIBRARY BOARD

The Board supports and assists the Library Director in all Library planning and advises the City of budgetary and policy considerations relating to the Library's operation and development. Board members help prepare and present the annual Library budget request and strive to keep the City Council and Wilsonville community informed of Library activities and developments.

### Library Board members are:

- Rich Dougall
- Yasmin Ismail
- Megan Chuinard
- Richard Spence
- Natalie McNow
- Miriam Pinoli

### Meeting Information:

- Fourth Wednesday of each month
- 6:30pm
- Located at Wilsonville Public Library

---

## PARKS & RECREATION ADVISORY BOARD

The Board consists of up to seven members and is required to have at least five of its members living within Wilsonville city limits. Up to two members of the Board are allowed to be nonresidents at any one time. Term length is four years, with no member holding office for more than two consecutive terms.

The purpose of the Parks and Recreation Board is to take the initiative in planning for present and future park and recreational needs of the people in Wilsonville and to act as a channel of communication between the public and city government. The Board also advises the City Council on any referred policy matters that pertain to the provision of park and recreational services to the community.

Members of the Parks and Recreation Board recommend policy and serve as a sounding board for the department administrator and staff to test their plans and ideas. They are also responsible for considering various means of bringing the City's present recreation and park areas and facilities up to and maintaining an acceptable standard.

### Parks & Recreation Advisory Board members are:

- Daniel Christensen
- James Barnes
- Amanda Aird
- Keith Gary
- Jennifer Link Raschko
- Steve Werts
- Amanda Harmon

### Meeting Information:

- Second Thursday of each month, January, April, May, and October
- 4:00pm
- Located at Wilsonville Parks and Recreation Administrative offices



## PLANNING COMMISSION

The Commission consists of a chair, vice-chair, and five other members, all of whom serve a regular term of four years. It is the responsibility of the Commission to make recommendations to the City Council on all legislative land-use matters as well as policy considerations relating to planning and development within the City. This could include plans for the regulation of future growth and development in Wilsonville, plans for the promotion of the industrial, commercial and economic needs of the community and the study of measures that might promote the public health, safety and welfare of the City.

### Planning Commission members are:

- Olive Gallagher
- Ronald Heberlein
- Jennifer Willard
- Nicole Hendrix
- Andrew Karr
- Kamran Mesbah
- Kathryn Neil
- Jennifer Willard

### Meeting Information:

- Second Wednesday of each month
- 6:00pm
- Located at Wilsonville City Hall Council Chambers

---

## 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:

- Rohit Sharma
- Brandon Roben
- Elaine Owen
- Jennifer Gage
- Lin Anderson

### Meeting Information:

- Fourth Wednesday of each month
- 6:30pm
- Located at Wilsonville Public Library

# Boards and Commissions

## **WILSONVILLE - METRO COMMUNITY ENHANCEMENT COMMITTEE**

The Wilsonville - Metro Community Enhancement Committee consists of 7 members: 4 citizen/community members, 2 City Council members, and 1 Metro Councilor. They oversee the local implementation of the Wilsonville-Metro Community Enhancement Program. The program is funded by a per-ton fee charged by Metro regional government on solid-waste transfer stations located in communities throughout the greater Portland region. The Committee in essence reviews “community enhancement” projects or programs nominated by the public and members of City boards and commissions that are first assessed by City staff, and decides which projects or programs, if any, to advance with the Community Enhancement Program funds.

### **Wilsonville - Metro Community Enhancement Committee members are:**

- Amy Day
- Julie Fitzgerald, Mayor
- Natasha Hancock
- Joann Linville, Councilor
- Jordan Herron
- Craig Dirksen, Metro Councilor, District 3
- Sageera Oravil Abdulla Koya

### **Meeting Information:**

- As needed
- 6:30pm
- To be determined

# Financial Management Policies

---

## **PURPOSE**

The Comprehensive Financial Management Policies are the tools used to ensure that the City is financially able to meet its current and future service needs. The individual policies contained herein set a basis for both the financial planning, reporting and internal financial management of the City.

Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet immediate and long-term needs. These policies safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

## **OBJECTIVES**

- To guide the City Council and management policy decisions that have significant fiscal impact.
- To employ balanced revenue policies that provides adequate funding for services and service levels.
- To maintain appropriate financial capacity for present and future needs.
- To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- To promote sound financial management by providing accurate and timely information on the City's financial condition.
- To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- To ensure the legal use of financial resources through an effective system of internal controls.
- To promote cooperation and coordination with other governments and the private sector in financing and delivery of services.

## **SCOPE**

The following policies shall apply to both the City and its component unit, the Urban Renewal Agency of Wilsonville.

# Financial Management Policies

## I. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

Maintain accounting practices in accordance with state and federal law, regulations, and financial reporting that conform to Generally Accepted Accounting Principles (GAAP). Provide for, prepare and present regular reports that analyze and evaluate the City's financial performance and economic condition.

### A. Accounting Practices and Principles

The City will maintain accounting practices in accordance with state and federal law, regulations, and annual financial reporting that conforms to (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. The City's monthly and quarterly interim financial reports will be reported on the budgetary basis. At year-end, the general ledger and financials will be converted to GAAP. The Annual Comprehensive Financial Reports and continuing disclosure statements will also meet these standards.

### B. Financial and Management Reporting

1. Monthly financial reports will be provided to management containing department revenues and expenditures actual to date with comparison to the budget. These reports will be distributed within ten working days of the end of each month. Monthly status reports on capital projects will be provided to project managers and the City Manager within fifteen working days of the end of each month.
2. Quarterly summary financial reports will be provided to management, City Council and Budget Committee Members within 30 days of the end of the quarter. The quarterly report will contain revenues and expenditures in summary form for each operating fund with explanations of significant financial variations to budget. The report will contain summary information on larger capital projects and a statement of cash and investments including end of quarter market value.
3. Annually the annual comprehensive financial report, subjected to independent audit, will be prepared in a format that conforms to the standards of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The report shall be shared with the City Manager, City Council, Budget Committee and the Secretary of State. In accordance with state law the report shall be distributed no later than December 31st of the following fiscal year.

### C. Annual Audit

1. Annual Comprehensive Financial Report

It will be prepared pursuant to state law. The City shall have an annual financial and compliance audit and prepare financial statements based on the audited financial information. The audit shall be performed by certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. The annual financial report, including the auditor's opinion and specific reports as required by Oregon state regulations, shall be filed no later than six (6) months following the end of the fiscal year. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The Finance Director shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.

2. Audit Committee

Can be formed by City Council to promote issues related to fiscal accountability, enhances interaction with the external auditor and promotes transparency of financial transactions. City Council may create an Audit Committee. The Mayor may appoint or confirm the Audit Committee, consisting of the Mayor, one City Councilor, one Budget Committee Member and two citizens with an accounting or business background. The primary purpose of the Audit Committee would be to assist the City Council and the City Manager in fulfilling oversight responsibilities for financial reporting, audit processes, and effective internal control systems. The City would maintain an Audit Committee charter which outlines the duties and responsibilities of the Audit Committee.

3. Annual Financial Disclosure

As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City will provide certain annual financial information to the Municipal Securities Rulemaking Board (MSRB). This will include any periodic materials event notices as required by the MSRB or SEC.

### D. Signature of Checks

Pursuant to the City Charter, all checks shall have two signatures. Checks will be signed by the Finance Director and either the City Manager or another designated person in the Finance Department. Signatures shall be affixed on all City checks via facsimile signatures, either with a signature plate used with a check signing machine or with a secure laser check printing system.

# Financial Management Policies

## **E. Compliance with Council Policies**

The Financial Management Policies will be reviewed annually and updated, revised or refined as deemed necessary.

Occasionally exceptions to the policies adopted by City Council may be appropriate and required. Exceptions will be identified, documented, and explained to City Council and/or the City Manager.

## **II. BUDGETING - OPERATIONS**

### **A. Budget Committee**

In accordance with ORS 294.414 the City Budget Committee shall consist of the five elected members of Council and an equal number of appointed citizens. Among the responsibilities of the Budget Committee shall be the review of the annual proposed budget and financial forecasts.

### **B. Proposed Budget Document**

In accordance with ORS 294.426 the City Manager shall file a Proposed Budget document and budget message with the City Budget Committee approximately two weeks prior to the first scheduled Budget Committee meeting.

### **C. Use of Non-Recurring Revenues**

Non-recurring revenue sources, such as a one-time revenue or carryover of prior year unrestricted/unassigned balance should only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. The City shall avoid using non-recurring revenues for recurring program expenditures.

### **D. Budget Preparation**

1. Department directors have primary responsibility for formulating program proposals. New or expanded services should support City Council goals, City Manager priority direction and department goals. Departments are charged with implementing them once the budget is adopted.
2. All competing requests for City resources will be weighted within the formal annual budget process.
3. Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.
4. Annually, the City will seek to obtain the Government Finance Officers Association Distinguished Budget Presentation Award. The budget document will be presented in a way that clearly communicates the budget to the public and provides financial goals.

### **E. Full Cost Recovery and Overhead**

Program budgets should be prepared in a manner to reflect the full cost of providing services. General support program (e.g. Administration, Legal, Finance, etc.) costs shall be allocated to the beneficiating programs and funds via a method that is both fair and reasonable.

### **F. Budget Management**

The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by the City Council, including the transfer of budgeted line-items within a program. The City Manager may further delegate levels of authority for the daily operations of the budget. Expenditures/expenses are legally established at the program level within each fund. Expenditures/expenses should not exceed the adopted budget, plus supplemental changes approved by the City Council.

### **G. Amended Budget**

In accordance with ORS 294.471-473 the City Council may approve changes to the adopted budget via resolution.

### **H. Monitoring**

Actual revenues and expenditures/expenses shall be monitored by the respective program manager each month. Financial reports shall be prepared within ten working days of the end of each month by the Finance Department and distributed to the responsible manager and City Manager. The Finance Director shall periodically review the reports and report significant variances to the City Manager. The goal of the monitoring shall be to identify potential budget and actual variances and to take corrective action soon as possible.

### **I. Operating Deficits**

# Financial Management Policies

The City shall take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures are expected to exceed its anticipated revenues. Corrective actions may include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you go capital improvements
- Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze non-represented employee merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay
- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level (see Fund Balance and Reserves Policy in section VIII).

## III. BUDGETING – CAPITAL OUTLAY

### A. Definition

Capital Outlay – Operating

Operating programs need certain furniture, equipment, vehicles, software, etc. to carry out the intended services. By definition such items costing \$10,000 or more, per item, shall be budgeted and accounted as capital outlay and shall be tracked in the City's fixed assets records. Significant repair or maintenance that extends the useful life of existing assets shall be included here provided the dollar threshold is met. The \$10,000 limit shall apply to individual items unless a group of items are intended to function together as a unified system (e.g. street lighting system).

Capital Outlay – Projects (also known as Capital Projects)

This category includes infrastructure projects meeting the capitalization threshold and development of master plans and design and engineering/architectural work leading to construction or repair of capital assets. Generally the total capitalization threshold shall be not less than \$50,000. Budgets and capitalization records shall include applicable project management and administrative overhead costs.

### B. Preparation

As part of the annual proposed budget the City shall include a list of capital projects that are necessary to preserve existing infrastructure or to expand to meet growth demands of the community. The list of projects shall embrace those included in the most recent long range capital improvement forecast, master plans, development agreements, and direction from City Council on current demands. This ensures that the City's capital improvement program includes the embodiment of the citizens and Council recommendations and the officially stated direction contained within the Comprehensive Plan.

Separate estimates for each project shall be prepared. Additionally, future annual operating and maintenance cost impacts shall be estimated.

### C. Financing

For each project one or more resource shall be identified to pay for such costs. Prior to construction award all identified resources shall be readily available for expenditure.

Pay-As-You-Go:

The City will strive to pay cash for capital improvement within the financial affordability of each fund versus issuance of debt. This necessitates advanced planning and setting aside resources for future use. This type of funding saves interest and debt issuance costs and in many cases reduces utility rate impacts on citizens and business of the City.

Grant revenues shall be sought for capital construction when determined to be advantageous to the City.

# Financial Management Policies

Certain assets may best be funded via debt. Refer to Debt Management Policy in section IX for discussion on when debt may be considered for projects.

## **D. Monitoring**

Each capital project shall have a project manager associated with it. The project manager shall monitor the progress and assure the project is completed according to standards, on time and within budget. Monthly financial reports detailing budget-to-actual for each project shall be provided to the project manager, Community Development Director and City Manager. City Council will receive an update on the larger (\$100,000 minimum expended to date) projects on a quarterly basis.

## **E. Infrastructure Evaluation and Replacement/Rehabilitation**

Water, wastewater, drainage, street lighting, streets, sidewalks, municipal facilities, and parks infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well-being of the City. As a result, the City's capital improvement projects should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs and to maintain existing levels of service and accommodate growth.

1. Priority should be given to replacing/rehabilitating capital improvements prior to the time that assets have deteriorated to the point where they are hazardous, require high maintenance costs, negatively affect property values, or no longer serve their intended purpose.
2. The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is most cost-effective, which would include life-cycle costing and provides the best value to the City.

## **IV. LONG-RANGE FINANCIAL PLAN**

The goal of the Long-Range Plan is to provide the Budget Committee, City Manager and department heads with long-term goals and objectives for the City as well as the strategies needed to achieve these goals and objectives. City staff will use these goals and objectives to guide them in the development of the City's annual budget.

### **A. Operating**

1. The City shall develop and maintain a financial forecast for each operating fund. The first year shall be the current year's adopted budget and the ensuing five years shall be forecasted. The forecast and report shall be prepared within six months following adoption of the budget. The most recent forecast shall be included in the proposed and adopted budget documents. The results of the forecast shall be presented to the Budget Committee.
2. Forecasts of urban renewal funds shall be prepared annually and completed in January/February following receipt of the most current property tax information. The urban renewal forecast shall be shared with the Budget Committee.
3. The City operating forecast should enable current service levels provided to be sustained over the forecast period. The forecast shall determine if revenues need to be increased and/or expenditures/expenses reduced in order to maintain operations on a Current Funding Basis.
4. Major financial decisions should be made in the context of the Long-Range Plan.

### **B. Capital Outlay - Projects**

1. The City shall annually prepare a five year forecast of capital projects. Projects should be based upon master plans, development agreements, input from applicable Commissions and Committees, and Council directed improvements. Included projects shall meet the definition of capital projects as defined previously.
2. The primary responsibility for development of the capital project forecast shall rest with the Community Development Director. The City Manager is charged with reviewing the proposed forecast and determining actions to balance needs with available resources.
3. Priority should be given to rehabilitating and replacing prior to the point when such action is critical. The decision on whether to repair or replace an existing capital asset will be based on which alternative is most cost-effective and provides the best value to the City.
4. The forecast shall coincide with the annual citywide budget process. The first year of the forecast shall be the fiscal year under budget.
5. Estimated costs shall include acquisition, design, construction, project management, equipment, furnishing, and administrative charges. All costs to complete the project shall be included. Multi-year projects shall clearly

# Financial Management Policies

disclose both the components of costs as well as the total estimated cost over the life of the project.

6. Funding resource(s) shall be identified for each project. The forecast shall make every effort to balance needed improvements with resources available. Projects that exceed the projected available resources shall be identified and recommendations on alternative funding shall be incorporated in the forecast report.
7. The forecast shall be presented to the Budget Committee during the annual budget process.

## V. CASH MANAGEMENT AND INVESTMENTS

### A. Cash Flow Analysis and Projections:

1. The Finance Director will forecast the City's cash inflows and outflows that will allow the City to keep its debt service costs to a minimum and to maximize the yield on temporary investments.
2. Revenue and expenditure projections will be reviewed by the Finance Director on a monthly basis to determine the validity of assumptions, new information, and accuracy of seasonal or periodic fluctuations.
3. The City's cash flow shall be managed with the goal of maximizing the total return on investments.

### B. Investments

Proposed revisions to the investment policy shall be submitted to the Oregon Short Term Fund Board for review and that Board's comments shall be shared with the City Council prior to adoption of investment policy by resolution.

1. Responsibility and Control: Management responsibility for the investment program shall rest with the City's Investment Officer who shall be the Finance Director or delegate. The Investment Officer shall adhere to ORS 294.145 (Prohibited Conduct for Custodial Officer) in managing the investment program for the City.
2. Eligible Investments: The Investment Officer will invest the City's surplus funds only in those investments authorized by ORS, 294.035 to 294.046 and 294.135 to 294.155, which includes the requirement that investments shall mature within 18 months of the acquisition date. The City will not invest in stocks nor shall it speculate or deal in futures or options.
3. Eligible Financial Institutions: The City will conduct business only with financial institutions such as banks' investment brokers, investment bankers, trustees, paying agents and registrants that are deemed credit worthy.
4. Objectives:
  - c. Safety: Safety of principal is the foremost objective of the City. Each investment transaction shall be undertaken in a manner which seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.
  - d. Liquidity: The City's Investment Officer shall match the investment portfolio with cash flow requirements. Due to the changing requirements of cash flow caused by factors not totally within the control of the City's Investment Officer, the ability to convert a security into cash must be considered.
  - e. Yield: Investments of the City shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles while taking into account constraints on investment instruments, cash flow characteristics of transactions, and safety of principal.
  - f. Reporting: The Investment Officer shall maintain detail records of each investment in a form that allows for periodic reporting. On a quarterly basis, the City's outstanding investments and fiscal year to date investment income will be presented to City Council by the Finance Director or Investment Officer.

## VI. EXPENDITURES

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

### A. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

### B. Periodic Program/Services Reviews

The City Manager and staff shall undertake periodic reviews of City programs and services for both efficiency and



# Financial Management Policies

effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

## C. Purchasing

All City purchases of goods and services shall be made in accordance with the City's current purchasing manual and procedures.

## VII. REVENUES

Design, maintain and administer a revenue system that will assure reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

### A. Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

### B. User Fees – Non-Enterprise funds

1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City may recover the costs of those services through property taxes, privilege fees and other unrestricted resources.
2. At a minimum, the user fees will strive to cover direct costs. Preferably the fees will cover direct plus indirect costs.
3. User fees should be reviewed, at a minimum, every two to three years and adjusted to avoid sharp changes. If the Finance Department does not initiate the fee review it shall at least analyze the changes proposed from departments and comment upon them to the City Manager.
4. Factors in setting fees shall include but not be limited to; market and competitive pricing, effect of demand for services, and impact on users which may result in recovering something less than direct and indirect costs.
5. The City may set a different fee for residents versus non-residents.
6. User fees not regulated by state statute should be set via the City Manager. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of City assets. Fees regulated by statute shall be presented to City Council via resolution or ordinance.

### C. User Fees - Enterprise Funds

1. Utility rates shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage requirements, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.
2. The City may set a different fee for residents versus non-residents.
3. The Five-Year Financial Plan (or separate rate model study) and proposed operating budget shall serve as the basis for rate change considerations.
4. When necessary, the Five-Year Financial Plan (or separate rate model study) will be built around small rate increases annually versus higher rate increases periodically.
5. Non-consumption based charges within Enterprise Funds may be set administratively by the City Manager. Such charges include insufficient funds, late payment penalties, charges for meters, service turn-on and turn-off, etc. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of City assets.

### D. One-Time/Unpredictable Revenue Sources

One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures. Instead, such revenue sources will be used for one-time purchases such as increase in fund balance requirements, capital equipment purchase, capital improvements, etc.

### E. Revenue Collection

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent rate payers and others overdue in payments to the City.

### F. Write-Off of Uncollectible Receivables (excludes court fines)

# Financial Management Policies

1. Receivables shall be considered for write-off as follows:
  - a. State statute authorizing the release of extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
  - b. Accounts outstanding for 3 years, identified as uncollectible, and all attempts to collect including use of a collection agency when appropriate have been taken.
2. Accounts shall be written-off annually near fiscal year-end. The Finance Director shall prepare a list of receivables determined to be uncollectible and include notation on collection efforts for each item. The list shall be submitted to the City Manager for review and approval. The City may report uncollected items to one or more credit reporting entities.
3. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.
4. Municipal court fines shall follow a process established by the Municipal Court Judge and reviewed by the City Attorney.

## VIII. FUND BALANCE AND RESERVES

To maintain a high level of credit worthiness and to establish a financial position that can weather emergencies and economic fluctuations the City shall set aside cash reserves and contingencies within its fund balances. The Governmental Accounting Standards Board has created several categories of fund balance.

- Nonspendable – Nonliquid assets (e.g. inventory, prepayments) and liquid assets that have legal constraints preventing their use (e.g. principal of an endowment)
- Restricted – Assets which are constrained by an external entity (e.g. covenants in bond contracts)
- Committed – Constraints created by the governing body on itself at its highest level of decision making. For example, the governing board might like to commit a portion of the fund balance to a “stabilization reserve” to provide cushion against unknown economic shocks and revenue declines. Constraints are enacted via resolution and must be in place prior to the end of the fiscal year.
- Assigned – Similar to Committed except constraint is not legally binding, may be created by staff or the governing board, and can be created after the end of a fiscal period. This may be used to earmark a portion of the fund balance for an intended use. For example, it could be assigned to pay for a special project.
- Unassigned – Only the General Fund has an unassigned category. This represents any excess of total fund balance after the prior four categories are deducted.

The order in which categories are expended can affect future financial flexibility. Generally, more restricted resources shall be expended prior to less restricted resources. As restricted balances decline from their stated goal they shall be replenished from the Assigned or Unassigned category within five years of the initial decline. The Budget Committee or City Council can designate certain revenues to be used to rebuild reserves, such as non-recurring revenues, budget surpluses or specific revenues above a certain level.

Use of dedicated resources shall be clearly disclosed within the budget document. Such use shall coincide with the intended restrictions on the dedicated resource. Generally, such use shall be for infrequent and non-recurring costs.

### A. General Fund

#### *Restricted*

Reserves shall be created for any legally mandated or restricted resource which is received in the General Fund and not wholly expended by the end of the fiscal year. An example includes Public, Education, Government Fees (PEG) received and restricted for cable television equipment.

#### *Committed*

The City may plan for and set aside cash reserves for a variety of significant infrequent outlays. Commitments may include but are not limited to building a reserve for economic sustainability, expansion and relocation costs, emergency management and response and future planning area costs. For each committed resource the City Council shall adopt a resolution specifying the purpose, dollar amount and duration for existence of the committed amount. Committed amounts can be extended via amending resolution.

The City shall maintain a contingency of 15% of operating expenditures (personnel services and material and services) to be used for unanticipated expenditures of a non-recurring nature to meet unexpected increases in service delivery costs and for cash flow purposes.

#### *Assigned*

# Financial Management Policies

The City shall plan for and set aside cash reserves for a variety of short-term and recurring purposes. These assignments can be created by the City Council, the City Manager or the Finance Director for purposes that create a sound financial operating environment. Assignments may include but are not limited to building cash reserves for one-time or limited duration purchases such as equipment replacement, building modification and major repairs, park structure replacements, capital improvements, major software/hardware replacement, loans to other funds, etc.

## *Unassigned*

By definition this is the amount remaining after provision for the above noted items. Balance in this category may be used to replenish deficiencies in the prior categories and create a resource for unforeseen financial needs.

## **B. Special Revenue Funds**

### *Restricted*

Certain funds may have restricted balances such as building fees within the Community Development Fund that are restricted under Oregon law.

### *Committed*

The City shall maintain a contingency of 20% of operating expenditures (personnel services and material and services) to be used for unanticipated expenditures of a non-recurring nature to meet unexpected increases in service delivery costs and for cash flow purposes.

### *Assigned*

Assigned balances may be created as necessary under the same policy as for the General Fund

### *Unassigned*

Any remaining resources not identified as restricted, committed, or assigned for specific purpose shall be categorized as unassigned.

## **C. Enterprise Operating Funds (Water, Sewer, Stormwater, Street Lighting)**

### *Restricted*

Any debt service reserve balance shall be categorized as restricted. Terms of such reserves are generally specified in the associated bond documents and covenants. It shall be the City's policy to fully comply with bond documents and covenants. Amounts specified in interagency agreements or contracted services (e.g. water and wastewater treatment plants) shall be included in the restricted category.

### *Committed*

The City shall maintain a contingency of 20% of operating expenditures (personnel services and material and services) to be used for unanticipated expenditures of a non-recurring nature to meet unexpected increases in service delivery costs and for cash flow purposes.

### *Assigned*

Assigned balances may be created as necessary under the same policy as for the General Fund. Provisions for rate stabilization, future capital improvements and major repairs and replacements not part of the restricted balance are typical components of assigned balances.

### *Unassigned*

Any remaining resources not identified as restricted, committed, or assigned for specific purpose shall be categorized as unassigned.

## **D. Debt and Capital Project Funds**

Balances in the General Obligation debt service fund are restricted by state statute and thus are always categorized as restricted. The balance should be nominal.

Balances in capital project funds (general government or enterprise) should be nominal and sufficient to cover any near-term liabilities of the fund. Larger balances may occur if the City receives cash for restricted purposes to be expended in future years. Examples include proceeds from debt issuance and receipts from developers in lieu of current construction of infrastructure.

# Financial Management Policies

## IX. DEBT MANAGEMENT

To establish policies for debt financing that will provide needed facilities, land, capital equipment, and infrastructure improvements while minimizing the impact of debt payments on current and future tax and rate payers. The City is given authority to borrow under various provisions in Oregon law and the City Charter. A debt, except certain lease/purchase agreements, must be authorized pursuant to a resolution of the City Council.

### A. Use of Debt Financing

Debt financing may be considered when purchase or construction of assets cannot be prudently acquired from current revenues or accumulated committed fund balances. Debt types are limited by Oregon statutes and may include general obligation bonds, limited tax obligation bonds, local improvement district bonds, bond anticipation notes, certificates of participation, lease/purchase agreements, full faith and credit bonds and revenue backed bonds. Any combination of debt may be used to finance an asset. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt. Cash resources may include system development charges, developer fees, interagency agreements, grants and accumulation of resources within operating funds.

The Finance Director shall perform a cost benefit analysis with the goal of minimizing the cost of financing to the City prior to presenting debt recommendations to the City Council.

### B. Debt Margins

The legal debt margin is 3% of the true cash-value limitation as set forth in ORS 287.004. It shall be the City's policy to not exceed a debt margin limit of 1.5%.

### C. Debt Structures

The City may issue long term or short term debt. Long term debt life shall normally not exceed 20 years for general obligation bonds and 25 years for revenue bonds but in no case longer than the useful life of the asset. Shorter repayment terms shall be considered when financially prudent.

Balloon or term payments may be considered provided financial analysis indicates such terms may be met financially without further rate or tax increases to satisfy the future large payments and without refinancing the balloon amount. Sinking funds (a committed fund balance) shall be established as necessary to provide for timely retirement of debt.

The City shall strive to begin principal reduction within a year after issuance but in no event shall a repayment structure contain more than three years of interest-only payments. Interest only years shall not extend the maximum debt life as noted above.

Short-term or interim financing are exceptions to this policy. These debt instruments are issued in anticipation of future longterm debt and may be interest only and refinanced as is prudent and required for the construction of the asset. Nevertheless, the City shall issue debt based on a fixed rate and strive to minimize the use and life of such debt.

### D. Improvement District and Assessment Contract

The policies guiding the City's improvement district and assessment contract financing program shall be guided by City Code 3.210 et seq.

1. Interest Rates on Improvement District Loans: The contract interest rate shall be equal to the effective interest rate paid on the bonds issued to finance related improvement plus an additional percentage markup to cover loan servicing costs. The markup shall be determined by the Finance Director and typically range between 75 and 150 basis points. The contract rate shall remain constant during the life of the bonds.
2. Interest Rates on Assessment Contracts: Assessment contracts are agreements between a property owner and the City and precede the sale of Improvement Assessment Bonds. The assessment contract rate shall be set at a level deemed reasonable and prudent by the Finance Director. Rates are to reflect the effective borrowing cost by the City plus administrative and contract servicing costs.

### E. Debt Refunding

The City may consider advanced refunding outstanding debt (as defined for federal tax law purposes) when it is financially advantageous to do so and complies with all limitations set forth in ORS 287A, the state statutes pertaining to authority to issue debt. At a minimum (a) the new debt shall not be longer than the remaining life of the retiring debt, (b) the net present value savings of a refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to

# Financial Management Policies

provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance. The City may issue current refunding bonds (as defined for federal tax purposes) when financially advantageous, legally permissible, and net present value saving equal or exceed \$100,000.

## **F. Interest Earnings on Debt Proceeds**

Bond proceeds shall be promptly invested in accordance with the Investment Policy. Focus shall be on safety and maturity of investments to pay construction costs.

Use of investment interest on bond proceeds will be limited to funding changes to the bond financed project, as approved by City Council, or be applied to debt service payment on the bonds issued for such project.

## **G. Sale Process**

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated or private placement sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic factors may affect the bond issue or if the nature of the debt is unique and requires particular skills from the underwriters involved. Private placement (debt sold directly to a commercial bank) may be used when anticipated to result in cost savings or provide other advantages when compared to other methods of sale, or if it is determined that access to the public market is unavailable. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

## **H. Financial Advisor**

The City shall employ an independent financial advisor registered with the Municipal Securities Rulemaking Board (MSRB) for all competitive and negotiated issuances. The advisor shall attempt to involve qualified and experienced firms, which consistently submit competitive bids on local government bond underwritings. For negotiated issuances the advisor shall review the offered amortization schedule, interest scale and TIC/NIC and provide guidance on the competitiveness compared to similar issues traded currently. The advisor may also be involved with preparation of bond prospectus, rating presentations, communication with legal counsel and other services necessary for the timely and prudent issuance of debt.

## **I. Bond Ratings**

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings on 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

# Financial Management Policies

frequent than required to satisfy IRS reporting requirements. Due to the specialized nature of the calculations, this function will typically be outsourced.

## **M. Lease/Purchase Agreements**

The City may use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease/purchase agreements will be reviewed by the Finance Director who shall determine whether a lease/purchase is appropriate given the circumstances. Agreements under \$100,000 may be approved by the City Manager and larger amounts must be approved by the City Council. City purchasing policy rules are to be followed for the selection of the purchase.

## **X. GRANTS AND INTERGOVERNMENTAL REVENUES**

The City will seek, apply for, and effectively administer federal, state and local grants which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants. However, grants shall not be pursued if the administrative and program burden is determined to exceed the benefit of outside resources.

### **A. Grant Policies**

1. The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by Council and management.
2. Determination shall be made prior to application if the City has sufficient available resources for cash match requirements.
3. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.
4. The potential for incurring ongoing costs to include assumptions of support for grant-funded positions from local revenues will be considered prior to applying for a grant.

### **B. Grant Review Process**

1. A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include, but not be limited to:
  - a. The grant being pursued and the use to which it would be placed.
  - b. The objectives or goals of the City which will be achieved through the use of the grant.
  - c. The local match required, if any, plus the source of the local match.
  - d. The increased cost to be locally funded upon termination of the grant.
2. All grant agreements will be reviewed by the appropriate City staff, including Finance, Legal, Human Resources, and the sponsoring department, to ensure compliance with state, federal, and City regulations.
3. The City Manager shall approve all grant submissions on behalf of the City and the City Council shall approve all grant acceptances over \$100,000 or any grant requiring the authorization of the elected body.

### **C. Budgeting for Grant Expenditures**

Departments seeking or receiving grant proceeds shall be responsible for including the proper amount in the budget. Only known grant awards or pending requests with a high level of assurance of award shall be budgeted. Budget amendments may be processed for grants not included in the budget but awarded and received during the fiscal year.

### **D. Grant Termination and/or Reduced Grant Funding**

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment. Exceptions may be made when it is not in the City's best interest to terminate a program of service.

## **XI. FINANCIAL CONSULTANTS**

The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, utility rate studies and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform the services offered, references and methodology to name a few. In no case should price be allowed to serve as

the sole criterion for the selection.

## **A. Selection of Auditors**

At least every five years, the City shall request proposals from qualified firms including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records and render an opinion on the financial statements of the City.

It is the City's preference to rotate auditor firms every eight years at the maximum, to ensure that the City's financial statements are reviewed and audited with an objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, and the firm's ability to perform a quality audit.

However, if through the proposal and review process, management (and the Audit Committee if formed) selects the current audit firm, then, it is the City's preference that the lead audit partner be rotated, as well as the lead reviewer, after a maximum of eight years.

## **B. Arbitrage**

The City shall calculate positive/negative arbitrage on each bond issue periodically during the IRS reporting life cycle. While the City is responsible to ensure that the records are in order, the calculations made, reporting completed, and filings made, the actual arbitrage calculation and reporting may be contracted out to a qualified firm.

## **C. Bond Counsel**

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas. The City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of a nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment, security for the bonds, and that the bonds are exempt from federal and state income taxes.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City and prior debt issuances there is no requirement for rotation.

## **D. Financial Advisory Services**

The City may issue various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to:

- method of sale
- analysis of market conditions
- size and structure of the issue
- coordinating rating agency relations
- evaluation of and advice on the pricing of securities, assisting with closing and debt management
- calculation of debt service schedules
- advising on financial management

The City will contract with financial advisors providing a broad range of services and expertise working with governmental entities. Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City, the contract with the Financial Advisor is not required to be rotated.



Fall Leaves. Photo Credit: Sonja Spisak.







# City of Wilsonville, Oregon

Five-Year Forecast FY 2023-24 to FY 2028-29

# Five-Year Forecast

*Cover Photo Taken by Stephen Barker, submission from the 2023 Best of Wilsonville photo contest.*

## OVERVIEW

---

This Five-Year Financial Forecast is meant to compliment the FY 2023-24 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) 2023-24 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, emergency operations and technological changes that could impact staffing configuration and/or the business community.

This forecast begins with the FY 2023-24 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, Wastewater 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 2023-24 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

---

### POPULATION GROWTH

Each July, the Portland State University Population Research Center releases population estimates for each jurisdiction in Oregon. As of July, 2022, Wilsonville's population is estimated at 27,414, an increase of 0.8% over the reported population of July, 2021. Wilsonville's population continues to grow each year and is anticipated to continue this growth pattern in the near future. This forecast assumes that the population will grow at an average annual rate of 3% over the next five years. The growth rate is based on the continued residential construction projects slated for the next several years and is aligned with a 4 year rolling average.

# Five-Year Forecast

## REVENUES

In general, this forecast reviews the revenue sources to each fund individually. Each funding source is forecasted on a different basis. For example, water user fees are based on upon future rate increases approved by Council. Property taxes, on the other hand, are increased a minimum of 3% each year based on Oregon's Measure 50.

## EXPENDITURES

Expense classifications include personnel services (labor), material and services, capital outlay, debt service, and inter-fund transfers (for capital improvement projects).

- **Personnel Services (PS):** The business of city government is labor intensive therefore projecting labor costs is a key component of this forecast. Key elements of this category include wages, retirement, and health insurance. Wage tables are typically negotiated every three years for represented positions across the City, as are retirement and health insurance contributions. Currently employees pick up 10% of health insurance expense. The City participates in the Oregon Public Employees Retirement (PERS) system for all its employees. Rates are set every two years. FY 2023-24 is the first year of the biennium cycle for the PERS rates. This forecast assumes the City continues its current wage and benefit package. The FY 2023-24 budget includes an additional 3.66 fulltime equivalent (FTE). Any additional FTE expectations over the course of the five-year projection, in any fund, are noted and factored into the forecast. An FTE is the equivalent of 2,080 hours. Forecast expenses are based on historical averaging, negotiated contracts of represented employees, anticipated health insurance premiums, and factors for any expected future FTE additions
- **Materials & Services (MS):** The City typically has as large or larger (MS) budget due to extensive contracted services. Annual inflation for materials and services is assumed to be approximately 1% per year. Increases in utilities and contracts for services, including operating contracts for Police, Water, and Wastewater, are assumed to increase between 3% and 6% per year.
- **Capital Outlay (CO):** Capital outlay is one-time, large equipment or vehicle type expenditure. Most departments and/or funds have a random pattern of CO spending, with the exception of Transit in the case of regular and routine yearly bus purchases as well as the Water Operations and Wastewater Operation Funds responsible for treatment plant equipment upgrades. Capital Outlay patterns and forecasted future expense are based on historical trending and an annual inflationary index.
- **Debt Service (DS):** The City only issues debt for capital infrastructure financing with debt service typically paid out of its Operating Funds. Debt financing was incurred in FY 2021-22 to advance construction on two large capital improvement projects in the City; the \$25.3 million expansion of the City's water treatment plant and the \$22.5 million construction of a Public Works Complex. The water treatment plant expansion will increase capacity at the plant from 15 million gallons per day (MGD) to 20 million and is financed through a combination of water utility fees, water system development charge debt service, and contributions from the City of Sherwood. The Public Works complex is financed from combined Water, Wastewater, and General Fund reserve contributions made in FY 2021-22, as well as debt financing in the amount of \$16.5 million with allocated continuing debt service requirements from the Road, Water, Wastewater, and Stormwater Operating Funds. No additional debt is factored in the five-year forecast.
- **Interfund Transfers:** Operating fund also include transfers out to other fund to specific purposes such as for payment of indirect serviced provide by the General Fund (such as for Finance, Legal, HR, and Admin services) or for funding needs related to capital improvement infrastructure, accounted for in on the City's CIP funds.

## FUNDS PRESENTED

---

- General Fund
- Community Development Fund
- Building Fund
- Transit Fund
- Water Operating Fund
- Wastewater Operating Fund
- Stormwater Fund
- Street Lighting Fund
- Road Operating Fund

## GENERAL FUND

---

### 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, the library, and general management of the City Manager and the City Council. The General Fund also accounts for the revenue from the transient tax, franchise fees, intergovernmental revenue, court fines, and charges for services.

The General Fund revenues are largely driven by property taxes, which in turn are based on assessed values and new construction. A property's assessed value includes real property, and personal property and equipment. Under the State constitution, the assessed value for real property is limited to 3% growth. The residential sector is assessed using real property, while the commercial and industrial sectors may also include personal property and equipment.

The 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, human resources, finance, information technology, and overall city management and oversight. As the City grows, the need for additional services grows, and the City Council considers adding personnel and associated expenditures to meet the demand for service.

Additionally, maintaining current service levels also causes the level of expenditures in the General Fund to increase. Over time, cost pressures such as inflationary increases to supplies, fuel, utilities, etc., cause General Fund expenditures to increase. Cost-of-living adjustments, merit increases, and benefit increases cause the cost of labor to increase over time.

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. This forecast estimates growth at 5% which is a conservative factor with these variables at play and the potential of continued development residentially, commercial, and industrial.

## Five-Year Forecast

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.

The permanent tax rate for the City of Wilsonville is \$2.5206 per thousand of assessed value (AV). This permanent rate cannot change. The City may choose to levy less than that amount, but it cannot levy more than that amount. If the City feels it needs additional property tax revenue to fund operations, the City has the option to ask voters to pass a local option levy. The City may place on the ballot any amount to be levied. However, local option levies are limited to five years, and if the City wishes for the property tax revenue generated to be continued beyond the five years, it must again ask voters to pass another five-year local option levy.

The City of Wilsonville makes use of the funding mechanism of tax increment financing to spur economic development, known as urban renewal. Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency to pay for public infrastructure to encourage private development.

The City's General Fund receives its share of property tax revenue generated by the frozen assessed value within the Urban Renewal Area. While the General Fund foregoes property tax revenue growth generated from within the boundary during the life of the urban renewal area, the community receives the benefit of infrastructure improvements constructed by the Urban Renewal Agency, economic growth, and higher property tax gain in the future when the urban renewal area closes. The theory is that the Urban Renewal Agency's investment in public infrastructure tips the balance and encourages private development that otherwise may not occur, or may occur far in the future, and therefore higher assessed value is generated than otherwise may have been the case. The General Fund foregoes the property tax revenue generated above the frozen base, for a time interval, in order to realize property tax revenue gain in the future.

Wilsonville's Urban Renewal Agency (URA) has three districts: the Year 2000 Plan, the West Side Plan, and the Coffee Creek District, as well as an economic development program called the Wilsonville Investment Now (WIN). The URA is on a trajectory to close the Year 2000 and West Side Plans over the next two fiscal years. The Year 2000 Plan closure will release \$3.7 million in tax increment back to affected overlapping taxing districts in FY 2023-24, with the City of Wilsonville's appropriated share roughly 20% or \$740,000. The West Side Plan's tax increment collection has been capped at \$5 million for a number of years. For FY 2023-24, the West Side Plan is winding down, with its debt nearly paid off, the Plan's increment will be reduced to roughly \$1.6 million, releasing \$3.4 million in tax increment back to affected overlapping taxing districts, with the City of Wilsonville's appropriated share roughly 20% or \$680,000.

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.

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.

### *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. While in recent years, the Hotel/Motel Taxes were beginning to show signs of growth, the pandemic had a negative effect on revenues received during the pandemic. It is anticipated that revenues will return to pre-pandemic levels beginning in FY 2023-24. 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 known as Franchise Fees and Privilege Taxes. These charges are assessments on utility companies' gross receipts for using the City's right-of-way. Rates vary by type of utility with telecommunications at 7.0%; electric, natural gas and cable television at 5.0%; water, wastewater and stormwater at 4.0%; and garbage at 5%.

The majority of the fees collected are trending upwards as the City grows and companies add accounts. Going forward, the forecast assumes a 2.0% annual growth rate. This forecast reflects the growing City, and anticipated rate increases for natural gas, electricity and stormwater.

## Transfers In

The General Fund receives transfers in from other funds for services provided to those other funds. The General Fund houses administrative type functions, such as utility billing, accounting, budgeting, human resources, information services, and overall City management of the City Manager and City Council. Other funds, such as Water, Wastewater, Roads, Community Development, and the Capital Improvement Program pay for these services via the category of Transfers In.

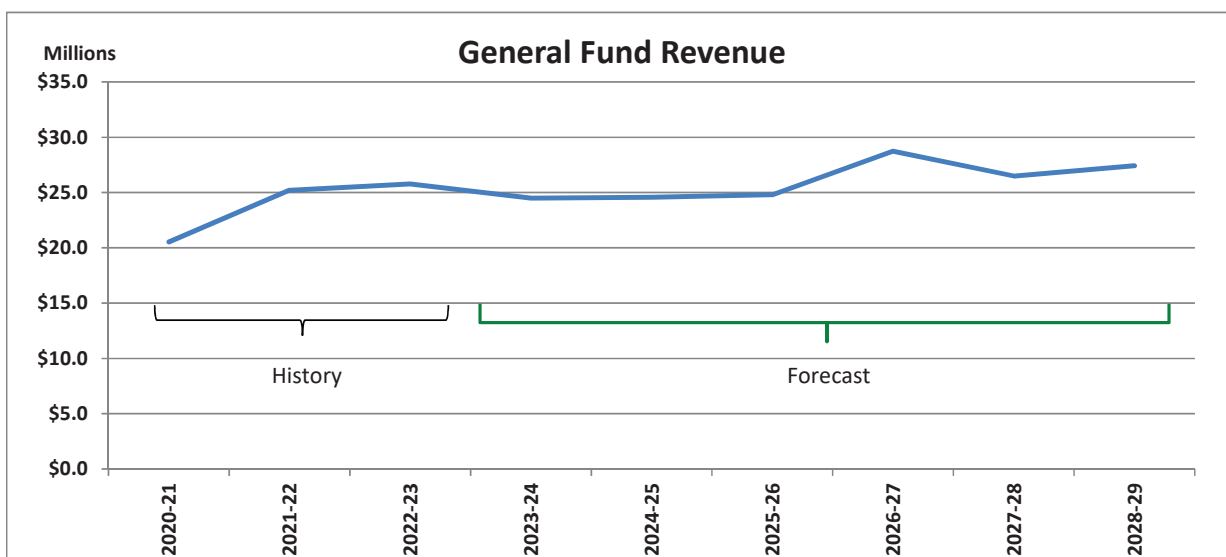
The methodology used is a combination of overhead allocation and direct charges. Overhead allocation for operating functions is based on an estimated percent of time spent, and direct charges are determined by specific, dedicated efforts.

## 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. In FY 2021-22 the City received \$2.7 million in federal American Rescue Plan Act (ARPA) funds. The ARPA provides flexible funds to governments to meet local needs for recovery from the pandemic. The City received \$5.4 million over a two year period with the remaining balance in FY 2022-23. For any historical trending of General Fund revenues in projecting revenues forward, these one-time ARPA funds have been excluded. Charges for services represent charges for park rentals, recreational programming and the like. Municipal court fines are generated from the adjudication of traffic violations. Interest earnings are earned on cash invested. Licenses and permits are for liquor licenses, business licenses and solicitor permits. These sources combined are expected to grow at a 3% annual average rate.

## GENERAL FUND TOTAL REVENUE

General Fund total revenue will see a ramp up in fiscal years 2023-24 and 2024-25 driven by the closure of two of the City's Urban Renewal Plans. Over these two fiscal years, their closure will result in a small surge of property tax revenue beyond the historical average of 4-5% a year. Thereafter, rates of growth should return to a normal range of around 4%. The forecasted revenue path going forward is projected to grow more conservatively at 4.0% average annual rate, accounting for the risk of uncertainty. The next graph displays the overall General fund revenue for the last two years of actuals, the current year, the FY 2023-24 Proposed Budget, and five subsequent fiscal years.



# Five-Year Forecast

## 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 47% of the General Fund's operating budget in the FY 2023-24 Proposed Budget. 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 2023-24 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 23% over the last ten years, from 230 acres in FY 2013-14 to 283 acres in 2023-24, and is expected to continue to add acreage and facilities as growth continues. The forecast anticipates continued growth in youth and adult programming. Over the next several years, the Parks Maintenance program will also begin to maintain a number of parks located in the Villebois area.

Parks & Recreation continually strives to provide services to match the community's demand for recreational services, and actively involves the community in park and recreation related planning efforts. During the 2018 Parks Master Plan process the community identified many projects they would like to see. Staff continues to implement these projects as funding allows, but a more robust funding plan is needed in order for some of the larger projects such as the Memorial Park field upgrades and the Advance Road Sports Complex to come to fruition.

As more parks are added, there will be a need to add one additional Park Maintenance Division 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 36.3% of its funding from the City's General Fund, and 60.7% of its funding from the Clackamas County Library District in FY 2023-24. The rest of the funding for the Library is made up of donations, grants, and late fees.

The forecast anticipates an additional position will be added in FY 2027-28. 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 behavioral health clinician, a school resource officer, and detectives. There are many other services available through the Clackamas County Sheriff's Office, such as a special investigation unit, a dive/rescue team, additional detectives, a SWAT team, and a bomb squad.

The Police Department embraces a community policing philosophy, maintaining a visible presence in the community. The Department has an active bike patrol program and works closely with the schools, neighborhoods, apartment communities, local businesses and homeowner associations.



In FY 2023-24, the budget includes the cost for a personnel level up to 23 full-time equivalents. The forecast does include one additional officer in FY 2026-27. 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, Wastewater, stormwater, roads and transit. The Department of Public Works has many different divisions, including the operations for Wastewater, Water, Roads, Stormwater, which are funded through non-General Fund resources and are discussed in the respective fund sections of this report.

Public Works Administration and Facilities provide management and overall administrative support to the other Public Works functions, and maintains City buildings and grounds.

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 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.

The forecast does not include a staff increase for these programs throughout the five year forecast although increasing workloads may make that necessary. 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 long-term planning.

## *Capital Improvements*

The General Fund pays for the various capital improvement needs for the operational departments listed above, as well as improvements for the various City-owned structures, if they are not exclusively used by an enterprise function. CIP projects funded by the General Fund are forecasted and capped out for Parks (\$500K), Planning (\$300K), and Facilities (\$200K). The 5-year CIP forecasts, however, indicates more funding will be needing from the general fund for CIP projects that are on the horizon. Each project will need to be evaluated in order to meet goals set by Council.

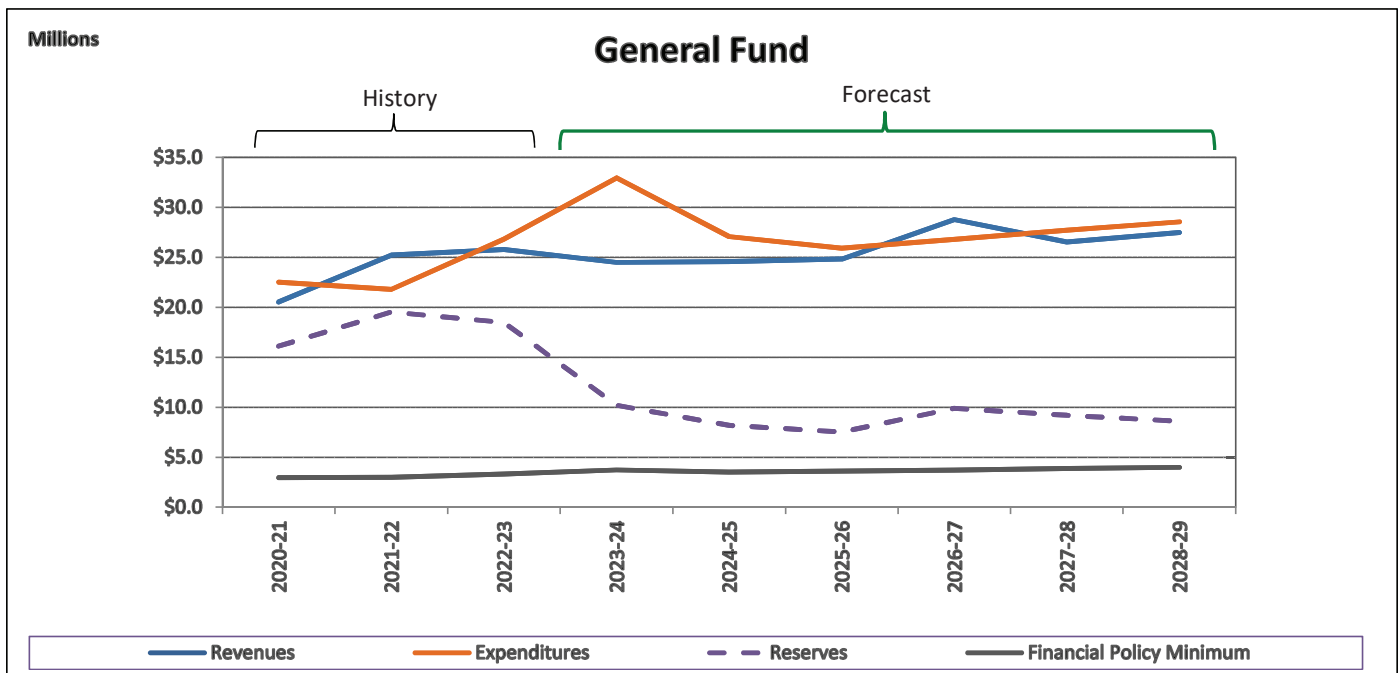
# Five-Year Forecast

## 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 2023-24 Budget and future additions as noted above, shows that the fund will have a continual decrease in the fund balance through FY 2028-29. 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 and the West Side Urban Renewal District are on a trajectory for closure over the next two fiscal years. At the time of the District closures, additional property tax revenue will be generated that will help close the revenue to expense gap.

The graph illustrated below illustrates total projected revenues and expenses. 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 addition to the operating reserve, in FY 2013-14 the City Council added an additional \$2 million sustainability reserve.

You may note that the expenditure line is above the revenue line, thereby drawing down the fund balance. This draw down is due to the forecasted one-time contributions each year to the capital improvement program (CIP), including a \$1.9 million anticipated outflow of grant fund previously received flowing out for Transit Oriented Development (TOD) project.



# Five-Year Forecast

The financial indicator to monitor is the operating net figure in Table on the below. This forecast shows, on a budgetary basis the close balancing between revenue and expense. Ongoing General Fund CIP funding increases expenditure outflows. With additional projects on the horizon driving the use of reserves. 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.

	Est Actual 2022-23	Proposed 2023-24	Forecast					Rate
			2024-25	2025-26	2026-27	2027-28	2028-29	
<b>BEGINNING FUND BALANCE</b>	\$ 19,521,701	\$ 18,658,339	\$ 10,710,730	\$ 8,608,520	\$ 7,897,030	\$ 10,383,860	\$ 9,651,630	
<b>REVENUES:</b>								
Property taxes	9,271,595	11,009,000	12,059,450	12,662,423	13,295,544	13,960,321	14,658,337	5.0%
Hotel/Motel taxes	425,726	400,000	408,000	416,160	424,480	432,970	441,630	2.0%
Franchise fees	3,474,265	3,681,000	3,754,620	3,829,710	3,906,300	3,984,430	4,064,120	2.0%
Licenses & permits	274,413	242,800	245,230	247,680	250,160	252,660	255,190	1.0%
Intergovernmental	7,076,507	2,715,173	2,769,480	2,824,870	2,881,370	2,939,000	2,997,780	2.0%
Charges for services	403,074	419,164	375,000	350,000	350,000	350,000	350,000	2.0%
Municipal court fines	200,000	250,000	255,000	260,100	267,900	275,940	284,220	3.0%
Investment income	185,600	304,600	280,500	225,500	206,800	272,000	252,800	2.75%
Miscellaneous revenue	257,010	175,450	178,960	184,330	189,860	195,560	201,430	3.0%
<b>Operating Revenue Subtotal</b>	<b>21,568,190</b>	<b>19,197,187</b>	<b>20,326,240</b>	<b>21,000,773</b>	<b>21,772,414</b>	<b>22,662,881</b>	<b>23,505,507</b>	
Interfund loan activity	515,100	515,100	515,099	-	-	-	-	
Lump sum lease proceeds net loan payoff	-	388,616	173,577	173,577	3,236,511	-	-	
Transfer-In Overhead - Operating Funds	3,186,600	3,412,122	2,888,330	2,974,980	3,064,230	3,156,160	3,250,840	3.0%
Transfer-In Overhead - CIP Funds	689,702	991,903	663,300	683,200	703,700	724,800	746,500	3.0%
<b>Revenue Subtotal</b>	<b>\$ 25,959,592</b>	<b>\$ 24,504,928</b>	<b>\$ 24,566,546</b>	<b>\$ 24,832,530</b>	<b>\$ 28,776,855</b>	<b>\$ 26,543,841</b>	<b>\$ 27,502,847</b>	
<b>EXPENSES:</b>								
Administration	\$ 1,719,493	\$ 2,226,115	\$ 2,128,250	\$ 2,192,100	\$ 2,257,860	\$ 2,325,600	\$ 2,395,370	3.0%
Finance	1,533,950	1,873,530	1,833,250	1,888,250	1,944,900	2,003,250	2,063,350	3.0%
Information Technologies & GIS	1,281,798	1,785,245	1,471,860	1,516,020	1,561,500	1,608,350	1,656,600	3.0%
Legal	675,131	782,122	765,310	788,270	811,920	836,280	861,370	3.0%
Human Resources	1,024,442	1,179,950	1,054,580	1,086,220	1,118,810	1,152,370	1,186,940	3.0%
Law Enforcement	5,964,517	6,406,258	6,021,210	6,201,850	6,387,910	6,739,550	6,941,740	3.0%
Court	211,141	256,060	250,550	258,070	265,810	273,780	281,990	3.0%
Code Enforcement	-	151,050	147,800	152,230	156,800	161,500	166,350	3.0%
Public Works Admin	931,581	988,470	967,220	996,240	1,026,130	1,056,910	1,088,620	3.0%
Facilities	1,598,021	1,984,287	1,821,620	1,876,270	1,932,560	1,990,540	2,050,260	3.0%
Parks/Recreation & Park Maintenance	3,932,364	4,677,248	4,476,690	4,610,990	4,849,320	4,994,800	5,144,640	3.0%
Library	2,176,825	2,493,968	2,440,350	2,513,560	2,588,970	2,666,640	2,746,640	3.0%
<b>Expenditures Subtotal</b>	<b>21,049,263</b>	<b>24,804,303</b>	<b>23,378,690</b>	<b>24,080,070</b>	<b>24,902,490</b>	<b>25,809,570</b>	<b>26,583,870</b>	
<b>Transfers to other funds:</b>								
CD Fund - contribution	450,000	750,000	800,000	840,000	882,000	926,100	972,410	5.0%
Interfund lending activity	408,249	1,134,284	-	-	-	-	-	
CIP - Parks	1,201,154	2,185,104	500,000	500,000	500,000	500,000	500,000	Est
CIP - Planning	898,600	693,000	300,000	300,000	300,000	300,000	300,000	Est
CIP - PW Complex	1,500,000	-	-	-	-	-	-	
CIP - TOD	-	-	1,900,000	-	-	-	-	
CIP - Facilities (Other)	1,315,688	3,395,877	200,000	200,000	200,000	200,000	200,000	Est
<b>Transfers Subtotal</b>	<b>5,773,691</b>	<b>8,158,265</b>	<b>3,700,000</b>	<b>1,840,000</b>	<b>1,882,000</b>	<b>1,926,100</b>	<b>1,972,410</b>	
<b>Expenditures Total</b>	<b>\$ 26,822,954</b>	<b>\$ 32,962,568</b>	<b>\$ 27,078,690</b>	<b>\$ 25,920,070</b>	<b>\$ 26,784,490</b>	<b>\$ 27,735,670</b>	<b>\$ 28,556,280</b>	
Operating net	4,910,329	(1,049,375)	387,856	(87,541)	2,992,365	(191,829)	(53,433)	
Net after transfer to CIP	(863,362)	(8,457,640)	(2,512,144)	(1,087,541)	1,992,365	(1,191,829)	(1,053,433)	
<b>ENDING FUND BALANCE</b>	<b>\$ 18,658,339</b>	<b>\$ 10,200,699</b>	<b>\$ 8,198,586</b>	<b>\$ 7,520,980</b>	<b>\$ 9,889,395</b>	<b>\$ 9,192,031</b>	<b>\$ 8,598,197</b>	
Financial Policy Minimum	3,300,000	3,720,600	3,506,800	3,612,000	3,735,400	3,871,400	3,987,600	

# Five-Year Forecast

## COMMUNITY DEVELOPMENT FUND

---

### FUND DESCRIPTION

The Community Development Fund (CD Fund) houses the City's functions of planning and permitting land use, planning future growth, reviewing and inspecting plans for private development infrastructure, planning, engineering and managing the construction of public capital infrastructure projects, managing the City's natural resources and stormwater run-off, and managing the City's economic development plan and urban renewal agencies.

### COMMUNITY DEVELOPMENT FUND REVENUES AND EXPENDITURES

It is important to note that CD Fund will continue to face financial challenges in the near future. Based on the 5-year forecast, the CD Fund will be operating precariously close to City Council mandated minimum ending fund balance levels. It will be imperative that the CD Fund be carefully reviewed, with an increase in permit fees if warranted, increase support from the General Fund and search for possible reductions in expenses in an effort to keep the fund operating.

### REVENUES

Revenues received by this fund include Engineering and Planning permit fees, charges for services, and transfers from other City funds. The charges for services are largely comprised of engineering and construction management services provided to the City's urban renewal agency. The utility capital funds transfer in revenue in exchange for engineering, design and management services on City infrastructure projects.

The revenue drivers for this fund include the pace of development and associated applications for permits, as well as the demand for engineering services for capital infrastructure.

#### *Engineering and Planning Fees*

Engineering and planning fees are charged to recover the cost of architectural review, design review, land use review, landscaping plan review, subdivision plan review, and infrastructure project review and inspection. These revenues are tied to the land development business cycle and capital infrastructure build-out. While it is hard to capture the immense development potential of the area, this forecast averages out fees in year one of the forecast and assumes a 5% year over year increase.

#### *General Fund Contribution and Planning CIP Funding*

The General Fund subsidizes the Planning Program for their efforts of long-term planning. For FY 2023-24, the contribution will be \$750,000. In addition, the General Fund also funds the Planning CIP projects. This year, the projects include Basalt Creek Planning, Frog Pond Master Plan and the Town Center Concept Planning.

#### *Charges for Services*

The CD Fund receives revenue from the Urban Renewal Agency in the form of charges for services. Staff within the Department support the Urban Renewal Agency by planning, designing and managing capital infrastructure projects within the Urban Renewal Area boundaries, as well as providing administrative and oversight support to the agency.

#### *Transfers In*

Engineering provides support to other City departments through planning and managing capital infrastructure projects. For the services provided, revenues are transferred into 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 interfund fund transfers. 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 for the services provided by the Community Development Director and CD staff. The CD Fund houses the central administration and oversight for the Building Division, as well as provides support to the various reviews and inspections performed by the Division, and this transfer reflects the allocated share to that Division. The Stormwater Fund transfers in funds to pay for stormwater management and natural resource administration.

**EXPENDITURES**

*Operations*

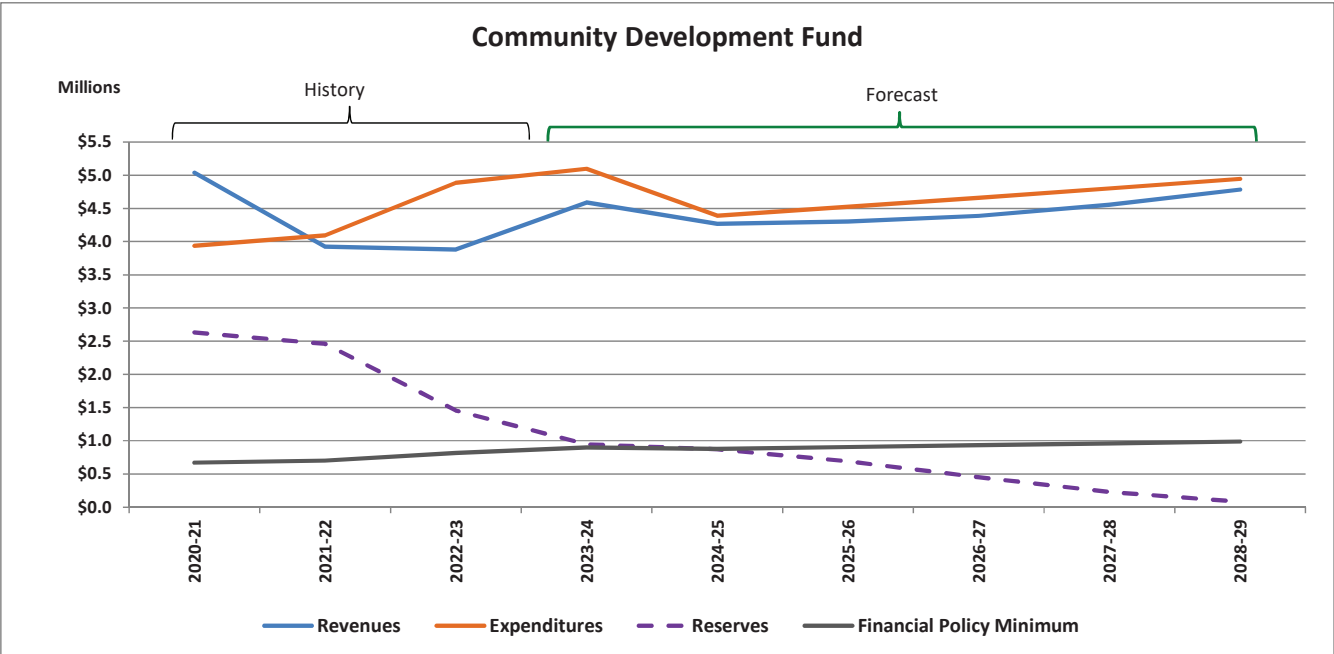
Expenditures from this fund are for the purposes of community development administration, engineering, planning, economic development, natural resources and stormwater management. These functions are provided by City staff and consultants. Important tasks include ensuring the City’s compliance with the National Pollutant Discharge Elimination System (NPDES) permit for stormwater run-off, coordinating with regional partners, managing urban renewal plans and projects, conceptually planning future growth areas such as Frog Pond, Town Center, keeping various infrastructure master plans up to date, and managing the construction of City capital improvements.

The expenditure drivers for this fund include the cost of labor and materials, changes to regulations, state planning mandates, and the timing and size of future growth areas that need conceptual planning. The City is currently engaged in the planning of the Basalt Creek, Frog Pond and Town Center areas. These efforts are funded by the General Fund and grant funding.

**COMMUNITY DEVELOPMENT FUND FORECAST**

The five-year forecast for the CD Fund shows that on a budgetary basis, the fund continues to struggle with expenditures outpacing revenues. The current projections indicate the fund will be at or below financial reserve minimums by the end of FY 2024-25 if corrective actions are not taken. Immense development opportunity and potential remains within the City, though timing uncertainty is also a constant and in particular to any corresponding development fee revenues recognized. An extensive review of all revenues sources and expenditures will take place throughout this year to ensure continue sustainability of the fund.

The graph below of the CD Fund indicates a continual use of fund balance through FY 2024-25, of which Financial Policy Minimum 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.



For a more detailed view of the five-year forecast, the table on the next page displays the CD Fund major revenue categories, department expenditures, and transfers. The table 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.

# Five-Year Forecast

## Community Development Fund Forecast:

	Est Actual 2022-23	Proposed 2023-24	Forecast					Rate
			2024-25	2025-26	2026-27	2027-28	2028-29	
<b>BEGINNING FUND BALANCE</b>	<b>\$ 2,459,982</b>	<b>\$ 1,455,375</b>	<b>\$ 993,750</b>	<b>\$ 913,570</b>	<b>\$ 725,740</b>	<b>\$ 475,010</b>	<b>\$ 241,280</b>	
<b>REVENUES:</b>								
Licenses and permits:								
Engineering	519,000	469,000	624,400	655,600	688,400	722,800	758,900	5.0%
Planning	245,177	383,302	378,500	397,400	417,300	438,200	460,100	5.0%
Permit subtotal	764,177	852,302	1,002,900	1,053,000	1,105,700	1,161,000	1,219,000	
Intergovernmental	-	-	75,000	75,000	75,000	75,000	75,000	n/a
Charges for services								
Administrative - UR Westside	64,452	45,900	45,900	-	-	-	-	
Administrative - UR Coffee Creek	64,200	66,000	66,000	66,000	66,000	66,000	66,000	n/a
Administrative - UR WIN	-	75,000	75,000	75,000	75,000	75,000	75,000	n/a
Project Mgmt - UR Year 2000	281,855	255,000	200,000	100,000	-	-	-	Est
Project Mgmt - UR Westside	20,000	140,000	100,000	75,000	50,000	-	-	Est
Project Mgmt - Coffee Creek	-	-	25,000	50,000	75,000	100,000	125,000	Est
Master Planner	125,000	86,000	-	-	-	-	-	
Other	74,000	-	30,000	30,000	30,000	30,000	30,000	Est
Charges for services Subtotal	629,507	667,900	541,900	396,000	296,000	271,000	296,000	
Investment income	50,000	44,400	27,330	25,120	19,960	13,060	6,640	2.75%
Miscellaneous Revenue	195,840	56,000	1,000	1,000	1,000	1,000	1,000	n/a
Operating Revenue Subtotal	1,639,524	1,620,602	1,648,130	1,550,120	1,497,660	1,521,060	1,597,640	
Transfers from other funds:								
General Fund (contribution)	450,000	750,000	800,000	840,000	882,000	926,100	972,410	5.0%
Building Inspection (overhead charge)	94,519	102,132	107,240	112,600	118,230	124,140	130,350	5.0%
Stormwater Operating (reimbursement)	310,188	337,232	354,090	371,790	390,380	409,900	430,400	5.0%
CIP Funds (project mgmt fees)	1,386,762	1,777,659	1,359,000	1,427,000	1,498,000	1,573,000	1,652,000	5.0%
Transfers Subtotal	2,241,469	2,967,023	2,620,330	2,751,390	2,888,610	3,033,140	3,185,160	
<b>Revenue Total</b>	<b>3,880,993</b>	<b>4,587,625</b>	<b>4,268,460</b>	<b>4,301,510</b>	<b>4,386,270</b>	<b>4,554,200</b>	<b>4,782,800</b>	
<b>EXPENSES:</b>								
CD Admin	562,742	656,240	642,130	661,390	681,230	701,670	722,720	3.0%
Engineering	2,268,870	2,477,824	2,424,550	2,497,290	2,572,210	2,649,380	2,728,860	3.0%
Planning	1,248,620	1,354,580	1,325,460	1,365,220	1,406,180	1,448,370	1,491,820	3.0%
Expenditures Subtotal	4,080,232	4,488,644	4,392,140	4,523,900	4,659,620	4,799,420	4,943,400	
Transfers to other funds:								
General Fund (overhead services)	562,996	607,926	-	-	-	-	-	
Building Inspection (overhead services)	46,532	-	-	-	-	-	-	
Capital Improvement Funds	195,840	-	-	-	-	-	-	
Transfers Subtotal	805,368	607,926	-	-	-	-	-	
<b>Expenditures Total</b>	<b>4,885,600</b>	<b>5,096,570</b>	<b>4,392,140</b>	<b>4,523,900</b>	<b>4,659,620</b>	<b>4,799,420</b>	<b>4,943,400</b>	
NET	(1,004,607)	(508,945)	(123,680)	(222,390)	(273,350)	(245,220)	(160,600)	
<b>ENDING FUND BALANCE</b>	<b>\$ 1,455,375</b>	<b>\$ 946,430</b>	<b>\$ 870,070</b>	<b>\$ 691,180</b>	<b>\$ 452,390</b>	<b>\$ 229,790</b>	<b>\$ 80,680</b>	
Financial Policy Minimum	816,100	897,800	878,430	904,780	931,920	959,880	988,680	

**BUILDING FUND**

**FUND DESCRIPTION**

The Building Fund houses the City’s functions of building permits and building construction inspections. The Building Division is part of the overall Community Development Department, and ensures buildings and construction are compliant with State law and City code. The Building Fund is a dedicated fund to support building code permitting, inspection, and compliance activities as required by state law.

**BUILDING FUND REVENUES AND EXPENDITURES**

**REVENUES**

Revenue drivers for this fund include the volume of building permits, building plans and the volume of requested inspections.

*Building Permit Fees*

Building Permit Fees cover building plan review and construction activities. These revenues are tied to the building and development business cycle. The building permit fees were recently increased for the first time since 2006.

The forecast predicts continued increase in permit fees through FY 2028-29. This is a combination of annual increases and anticipated residential and construction activities.

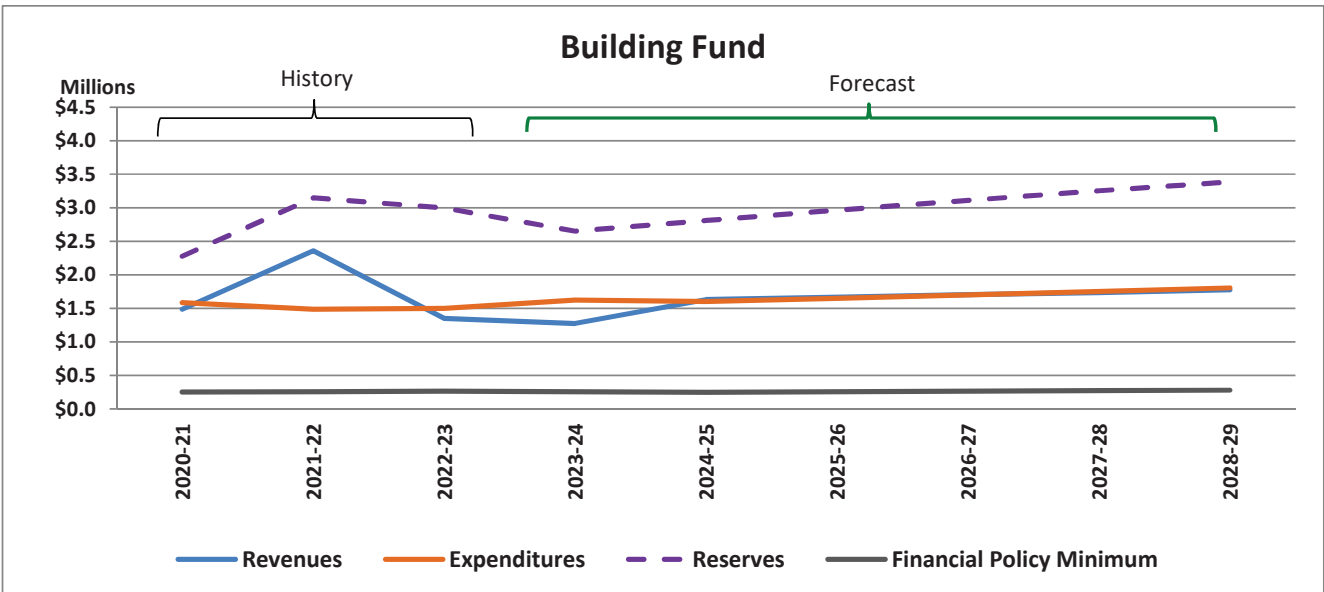
**EXPENDITURES**

Expenditure drivers for this fund are primarily related to labor.

**BUILDING FUND FORECAST**

The five-year forecast for the Building Fund reveals a steady ending fund balance well above the City’s financial policy minimum. Ending fund balances for this fund are subject to the cyclical nature of development as well as the timing of receipts in the permitting process.

For a more detailed view of the five-year forecast, the table on the next page displays the Building Funds major revenue categories, expenditures, and the funds ending fund balance in the current year, the proposed budget for FY 2023-24 and five subsequent fiscal years. The table illustrates that the Fund remains in a sound financial position through the forecast period.



# Five-Year Forecast

## Building Fund Forecast:

	Est Actual 2022-23	Proposed 2023-24	Forecast					Rate
			2024-25	2025-26	2026-27	2027-28	2028-29	
<b>Beginning fund balance</b>	\$ 3,147,675	\$ 2,997,840	\$ 2,784,360	\$ 2,950,950	\$ 3,112,480	\$ 3,268,250	\$ 3,416,290	
<b>REVENUES:</b>								
Permits	1,270,600	1,204,000	1,554,200	1,585,000	1,617,000	1,649,000	1,682,000	2.0%
Investment income	25,600	71,700	76,600	81,200	85,600	89,900	93,900	2.75%
Charges for Services- UR	8,190	-	-	-	-	-	-	
Operating Revenue Subtotal	1,304,390	1,275,700	1,630,800	1,666,200	1,702,600	1,738,900	1,775,900	
Transfers from other funds:								
Community Development Fund	46,532	-	-	-	-	-	-	
<b>Revenue Total</b>	<b>\$ 1,350,922</b>	<b>\$ 1,275,700</b>	<b>\$ 1,630,800</b>	<b>\$ 1,666,200</b>	<b>\$ 1,702,600</b>	<b>\$ 1,738,900</b>	<b>\$ 1,775,900</b>	
<b>EXPENSES:</b>								
Building Inspection (PS)	981,191	1,076,940	1,053,790	1,085,400	1,117,960	1,151,500	1,186,050	3.0%
Building Inspection (MS)	174,655	198,773	194,500	200,340	206,350	212,540	218,920	3.0%
Expenditures Subtotal	1,155,846	1,275,713	1,248,290	1,285,740	1,324,310	1,364,040	1,404,970	
Transfers to other funds:								
Community Development	94,519	102,132	105,200	108,360	111,610	114,960	118,410	3.0%
General Fund	225,696	243,926	251,240	258,780	266,540	274,540	282,780	3.0%
Facilities CIP Fund	24,696	-	-	-	-	-	-	
Transfers Subtotal	344,911	346,058	356,440	367,140	378,150	389,500	401,190	
<b>Expenditures Total</b>	<b>\$ 1,500,757</b>	<b>\$ 1,621,771</b>	<b>\$ 1,604,730</b>	<b>\$ 1,652,880</b>	<b>\$ 1,702,460</b>	<b>\$ 1,753,540</b>	<b>\$ 1,806,160</b>	
<b>NET</b>	(149,835)	(346,071)	26,070	13,320	140	(14,640)	(30,260)	
<b>ENDING FUND BALANCE</b>	<b>\$ 2,997,840</b>	<b>\$ 2,651,769</b>	<b>\$ 2,810,430</b>	<b>\$ 2,964,270</b>	<b>\$ 3,112,620</b>	<b>\$ 3,253,610</b>	<b>\$ 3,386,030</b>	
Financial Policy Minimum	263,000	255,140	249,660	257,150	264,860	272,810	280,990	

## 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 56% of the total funding in the FY 2023-24 Proposed Budget. The second largest source is intergovernmental revenue which represents 39% of total funding in the FY 2023-24 Proposed Budget. Intergovernmental revenue includes State and Federal grants and contracts, as well as funding from the Statewide Transportation Improvement Fund (STIF).



## *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 2023-24 Proposed Budget, as well as, for the five year forecast, the wage base growth, however, is budgeted more conservatively at 3%. Wage base growth depends on the dynamic interplay between the local economy, the composition and type of jobs in the area, and inflationary wage increases. The 2% conservative five year forecast wage base growth rate balances each of these considerations. The revenue from the payroll tax assessed on the wage base is shown below.

## *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 2023-24 Budget, SMART anticipates receiving \$2,000,000 in formula funds. SMART is also eligible for competitive based grant awards from this funding source. SMART has been awarded \$480,000 in competitive STIF funding for FY 2023-24.

SMART also continues to be the beneficiary of federal and state grants for funding various programs and for purchasing rolling stock. Transit typically receives a grant match for rolling stock of approximately 80% of the cost. Over the last 5 years, grants awarded to the Department have varied from a low of approximately \$250,000 to a high of \$4,000,000. Going forward in this forecast, it is assumed that operating grants received by the Department will be from Federal, State and Clackamas County sources. The forecast also assumes that the Department will continue to receive capital grants equal to 80% of the planned equipment replacement.

## **EXPENDITURES**

Expenditures of the Transit Fund include wages and benefits for the transit drivers, transit administration, and the repair, maintenance and purchase of the rolling stock. Major drivers of the Transit Fund expenditures include the cost of labor, cost of fuel, and the matching requirement for grant funded capital purchases.

## *Operations*

SMART operates nearly every day of the year, with the exception of Sundays and major holidays. With the passage of HB2017 and this new revenue stream with corresponding service increase expectations, SMART does not foresee adding additional personnel during the five-year period of this forecast.

## *Capital Improvements*

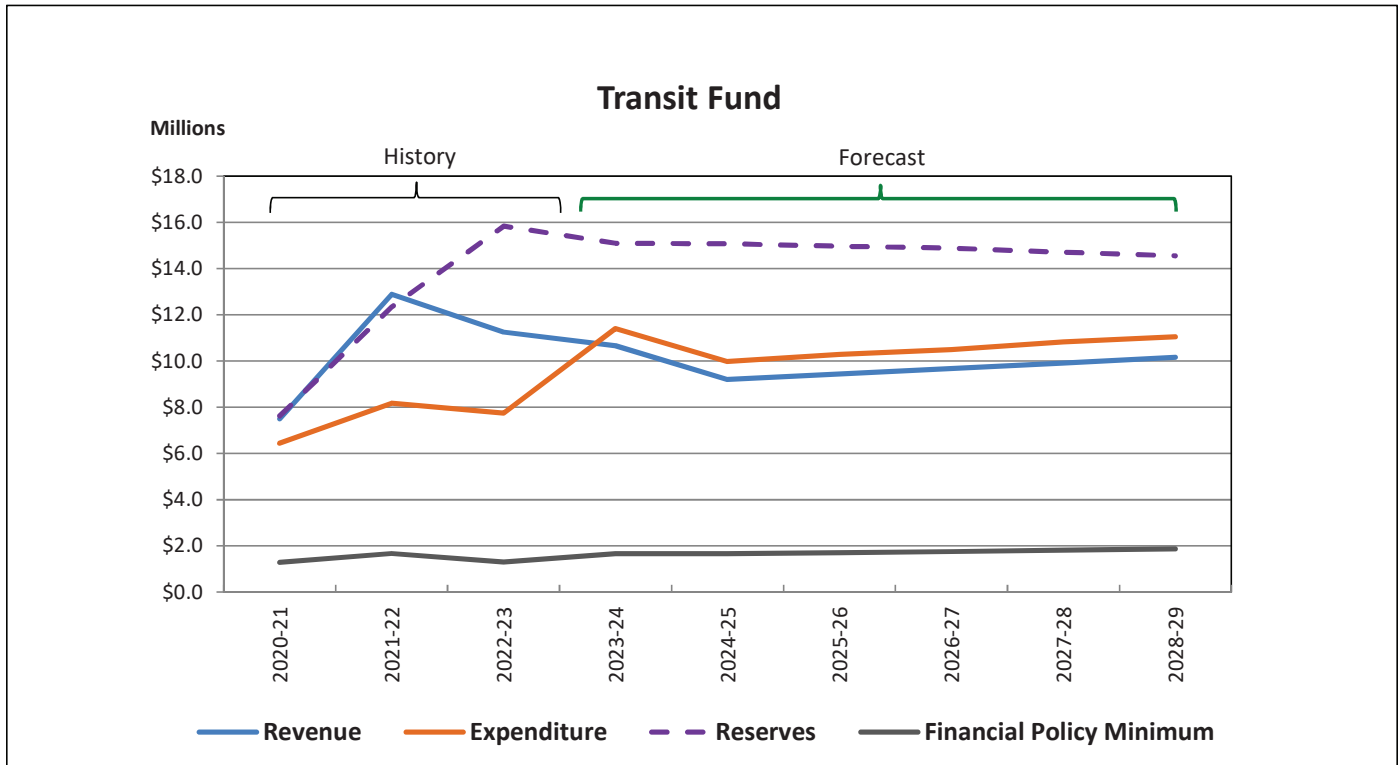
The purchase of SMART's rolling stock is considered either a capital improvement or a capital replacement depending on the situation. Over the next five years, the Department anticipates the purchase of several smaller buses, used for both Dial-a-Ride and fixed route, a new trolley, and two 40-foot buses used for service to Salem on the 1X route. All new bus purchases will be either battery electric or CNG (Compressed Natural Gas). These replacements will be spread-out over the next five years, and it is anticipated that the Department will receive 80% funding from grants.

## **TRANSIT FUND FORECAST**

The Transit Fund Forecast Summary indicates that the Transit Fund remains in a strong financial position. On average over time, revenues are keeping up with expenditures, thanks to the State transportation package passed in 2017 (HB2017), referred to as allocated to qualified entities as STIF Funds. The Transit Fund balance (also referred to as reserve) is projected to remain above financial policy targets. The reserve in the Transit Fund is an eligible funding source, particularly for one-time items such purchasing buses, as long as it remains above the minimum level, indicated by the financial policy minimum.

# Five-Year Forecast

## Transit Fund Forecast:



	Est Actual 2022-23	Proposed 2023-24	Forecast					Rate
			2024-25	2025-26	2026-27	2027-28	2028-29	
<b>BEGINNING FUND BALANCE</b>	\$ 12,336,518	\$ 15,836,033	\$ 15,849,760	\$ 15,823,320	\$ 15,712,190	\$ 15,624,980	\$ 15,445,350	
<b>REVENUES:</b>								
Transit tax	6,000,000	6,000,000	6,180,000	6,365,400	6,556,360	6,753,050	6,955,640	3.0%
Intergovernmental:								
Grants (#5307, TDM, Other)	2,756,564	1,694,500	800,000	800,000	800,000	800,000	800,000	
STIF Formula	1,500,000	2,000,000	1,639,000	1,688,000	1,739,000	1,791,000	1,845,000	3.0%
STIF (competitive)	854,104	480,000	100,000	100,000	100,000	100,000	100,000	
Intergovernmental Total	5,110,668	4,174,500	2,539,000	2,588,000	2,639,000	2,691,000	2,745,000	
Charges for services	31,000	45,000	25,000	25,000	25,000	25,000	25,000	
Investment income	93,700	425,100	435,870	435,140	432,090	429,690	424,750	2.75%
Miscellaneous	16,000	16,000	15,000	15,000	15,000	15,000	15,000	
<b>Revenue Total</b>	<b>\$ 11,251,368</b>	<b>\$ 10,660,600</b>	<b>\$ 9,194,870</b>	<b>\$ 9,428,540</b>	<b>\$ 9,667,450</b>	<b>\$ 9,913,740</b>	<b>\$ 10,165,390</b>	
<b>EXPENSES:</b>								
Transit (PS + MS)	\$ 6,499,756	\$ 8,297,630	\$ 8,290,160	\$ 8,538,860	\$ 8,795,030	\$ 9,058,880	\$ 9,330,650	3.0%
Capital outlay	379,236	2,060,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	
Expenditures Subtotal	6,878,992	10,357,630	9,290,160	9,538,860	9,795,030	10,058,880	10,330,650	
Transfers to other funds:								
General Fund	616,156	678,646	634,640	699,010	653,680	719,980	673,290	3.0%
Facilities Capital Fund	256,705	365,344	50,000	50,000	50,000	50,000	50,000	Est
Transfers Subtotal	872,861	1,043,990	684,640	749,010	703,680	769,980	723,290	
<b>Expenditures Total</b>	<b>\$ 7,751,853</b>	<b>\$ 11,401,620</b>	<b>\$ 9,974,800</b>	<b>\$ 10,287,870</b>	<b>\$ 10,498,710</b>	<b>\$ 10,828,860</b>	<b>\$ 11,053,940</b>	
NET (Revenues less Expenditures)	3,499,515	(741,020)	(779,930)	(859,330)	(831,260)	(915,120)	(888,550)	
<b>ENDING FUND BALANCE</b>	<b>\$ 15,836,033</b>	<b>\$ 15,095,013</b>	<b>\$ 15,069,830</b>	<b>\$ 14,963,990</b>	<b>\$ 14,880,930</b>	<b>\$ 14,709,860</b>	<b>\$ 14,556,800</b>	
Financial Policy Minimum	1,299,951	1,659,526	1,658,030	1,707,770	1,759,010	1,811,780	1,866,130	

## WATER OPERATING FUND

---

### FUND DESCRIPTION

The Water Fund accounts for the City's drinking water utility. The City owns and operates a water treatment plant on the Willamette River and provides water service to residents and businesses within City limits. The City bills for water usage on a monthly basis. The City contracts with Veolia Water North America to operate the water treatment plant.

The Water Operating Fund balances the needs of ongoing operational costs, transfers-out for capital improvement project cost, and debt servicing. The Water Capital Fund accounts for the Capital Improvement Program (CIP) of the water utility into which funding is provided either from the Water Operating Fund or the Water System Development (SDC) Fund.

### WATER FUND REVENUES AND EXPENDITURES

#### REVENUES

The major drivers of revenue to the water fund include water consumption, the number of customers, the water rates set by the City Council, and the weather as it influences water consumption. Hot, dry weather, for example, tends to drive up usage (excluding drought conditions when usage is curtailed).

##### *Charges*

The City charges water customers for the water they use as measured through each customer's water meter. The City has approximately 7,100 water customers. While individual residential usage has been trending slightly downwards over the last several years, the continued addition of new accounts has led to an overall increase in water consumption.

A new residential water rate structure based on a two tier consumption table, was put into effect May 1, 2020. An additional two year rate path was also adopted, increasing rates at an overall 3% thru May 1, 2023.

##### *Water Sales*

The City can sell up to five million gallons per day of treated water to Sherwood. Sherwood water demand has increased in the last two years and now pays Wilsonville close to \$1.5 million per year for the water.

##### *Other Revenues*

The Water Fund also receives interest earnings and due to the large fund balance, this has been a reliable income source for the fund. However, with the current low interest rates and using of the fund balance for capital projects, the impact of investment revenue will not be as significant as in the past.

#### EXPENDITURES

Expenditures of the water utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the water. Maintaining, repairing, and replacing the capital infrastructure of the water utility also drive expenditures.

##### *Operations*

Water operations include managing and maintaining the water treatment plant and the water distribution system. The water treatment plant is managed under contract by the firm Veolia North America. The water distribution system includes pipes, reservoirs, booster pumps, valves, fire hydrants and wells.

##### *Capital Improvements*

The water utility is a very capital intensive operation, including assets such as the treatment plant, miles of pipes, reservoirs, and pumps. This year's CIP includes the continuation of the Water Treatment Plant upgrade from a capacity of 15 MGD to 20 MGD. Overall, the cost estimate of this project is \$29.2 million with the Water Operations responsible for approximately 1/3 of the total cost. The other funding sources for the project will include the Water SDC Fund and the City of Sherwood.

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 2023-24 Proposed Budget document.

# Five-Year Forecast

## Debt

The fund assumes payoff of Public Works debt in FY 2026-27 upon receipt of ground lease proceeds.

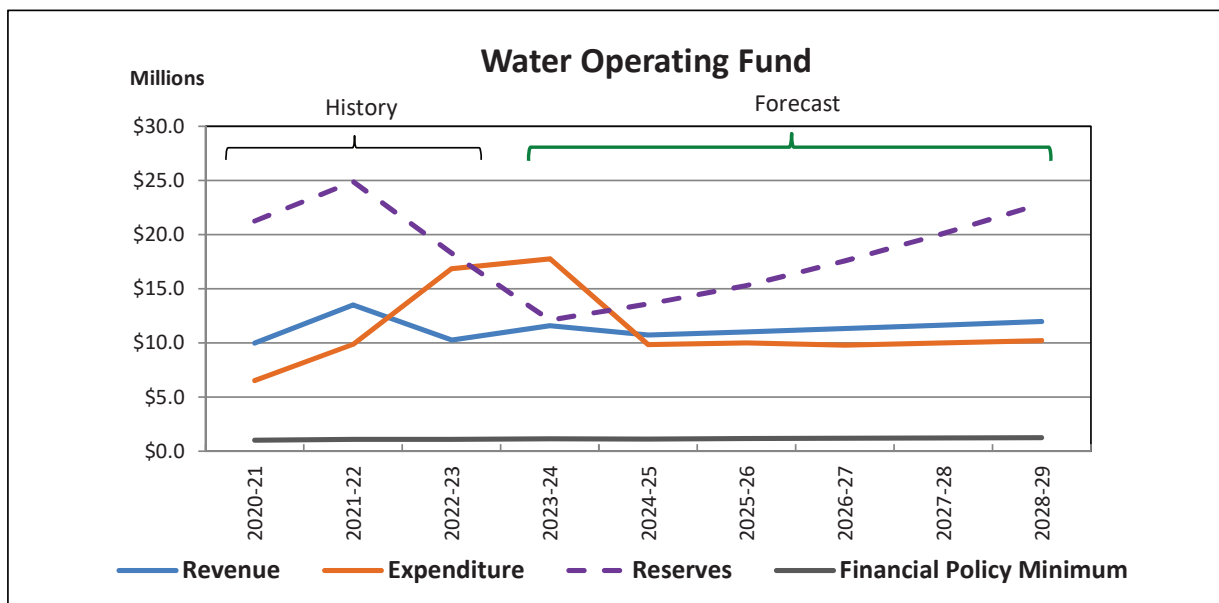
## WATER FUND FORECAST

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. 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 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, the table on the next page displays the Water Fund’s major revenue categories, expenditures, and the funds ending fund balance in the current year, the proposed budget for FY 2023-24 and five subsequent fiscal years. The table demonstrates that the Fund remains in a sound financial position throughout the forecast period.



# Five-Year Forecast

	Est Actual 2022-23	Proposed 2023-24	Forecast					Rate
			2024-25	2025-26	2026-27	2027-28	2028-29	
<b>BEGINNING FUND BALANCE</b>	\$ 24,885,991	\$ 18,279,708	\$ 12,714,830	\$ 14,273,520	\$ 16,068,080	\$ 18,455,770	\$ 21,093,050	
<b>REVENUES:</b>								
Usage charge	\$ 8,258,194	\$ 8,284,780	\$ 8,491,900	\$ 8,704,200	\$ 8,921,810	\$ 9,144,860	\$ 9,373,480	2.5%
Sherwood usage	1,400,000	1,600,000	1,632,000	1,664,640	1,697,930	1,731,890	1,766,530	2.0%
Connection fees		48,000	48,480	48,960	49,450	49,940	50,440	1.0%
User fee - fire charge		172,000	172,860	173,720	174,590	175,460	176,340	0.5%
Investment income	197,000	324,500	349,700	392,500	441,900	507,500	580,100	2.75%
Miscellaneous	399,883	40,000	30,000	30,001	30,002	30,003	30,004	
Operating Revenue Subtotal	10,255,077	10,469,280	10,724,940	11,014,021	11,315,682	11,639,653	11,976,894	
Transfers in from other funds:								
General Fund (interfund loan)	-	1,128,080	-	-	-	-	-	
<b>Revenue Total</b>	<b>\$ 10,255,077</b>	<b>\$ 11,597,360</b>	<b>\$ 10,724,940</b>	<b>\$ 11,014,021</b>	<b>\$ 11,315,682</b>	<b>\$ 11,639,653</b>	<b>\$ 11,976,894</b>	
<b>EXPENSES:</b>								
Water Distribution (operations)	\$ 1,464,786	\$ 1,687,774	\$ 1,651,490	\$ 1,701,030	\$ 1,752,060	\$ 1,804,620	\$ 1,858,760	3.0%
Water Distribution (capital)	-	-	-	-	-	-	-	
WTP (operations)	3,775,065	4,050,889	3,963,790	4,082,700	4,205,180	4,331,340	4,461,280	3.0%
WTP (capital)	1,018,000	655,000	500,000	500,000	500,000	500,000	500,000	
Debt service	372,000	371,000	372,000	372,000	-	-	-	Est
Expenditures Subtotal	6,629,851	6,764,663	6,487,280	6,655,730	6,457,240	6,635,960	6,820,040	
Transfers to other funds:								
General Fund (overhead services)	743,392	788,936	808,660	828,880	849,600	870,840	892,610	2.5%
Water Capital Fund (CIP)	4,941,304	9,929,109	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	
Facilities Capital Fund (CIP)	4,546,813	285,000	50,000	-	-	-	-	
Transfers/Interfund Subtotal	10,231,509	11,003,045	3,358,660	3,328,880	3,349,600	3,370,840	3,392,610	
<b>Expenditures Total</b>	<b>\$ 16,861,360</b>	<b>\$ 17,767,708</b>	<b>\$ 9,845,940</b>	<b>\$ 9,984,610</b>	<b>\$ 9,806,840</b>	<b>\$ 10,006,800</b>	<b>\$ 10,212,650</b>	
<b>NET</b>	<b>(6,606,283)</b>	<b>(6,170,348)</b>	<b>879,000</b>	<b>1,029,411</b>	<b>1,508,842</b>	<b>1,632,853</b>	<b>1,764,244</b>	
<b>ENDING FUND BALANCE</b>	<b>\$ 18,279,708</b>	<b>\$ 12,109,360</b>	<b>\$ 13,593,830</b>	<b>\$ 15,302,931</b>	<b>\$ 17,576,922</b>	<b>\$ 20,088,623</b>	<b>\$ 22,857,294</b>	
Financial Policy Minimum	1,083,000	1,147,730	1,123,060	1,156,750	1,191,450	1,227,190	1,264,010	

# Five-Year Forecast

## WASTEWATER OPERATING FUND

---

### FUND DESCRIPTION

The Wastewater Fund accounts for the City's wastewater treatment utility. The City owns and operates a wastewater treatment plant and maintains the associated collection pipes and lift stations. The City bills for the service monthly. The wastewater treatment plant protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater in compliance with the City's discharge permit. The City contracts with Jacobs (formerly CH2M HILL) to operate the plant.

The Wastewater Fund also accounts for the City's industrial pretreatment program. Industries are monitored and regulated regarding what they discharge into the wastewater system, and certain industries must pre-treat their effluent. The program also provides education and outreach to minimize fats, oil and grease, as well as drugs, from entering the system.

The Wastewater Operating Fund periodically transfers funds to the Wastewater Capital Fund. The Wastewater Capital Fund accounts for the Capital Improvement Program (CIP) of the Wastewater utility.

### WASTEWATER FUND REVENUES AND EXPENDITURES

#### REVENUES

Revenue drivers for this fund include wastewater rates charged, the size and type of industries, winter water consumption, and the City's population growth. The wastewater rates are scheduled to be reviewed during FY 2023-24.

##### *Charges*

The City charges for use of the wastewater system each month. Currently, the City has about 6,700 Wastewater accounts.

In general, wastewater is not a metered service. Therefore, provision of wastewater service is generally based on water use, the theory being that most water that enters a customer's establishment goes into the wastewater system. The City uses this assumption for commercial customers. For residential customers, because water usage peaks in the summer, it is assumed to be used for irrigation, and does not enter the wastewater system. As such, the City uses a residential customer's winter water average (November through March of the preceding year) to set the units of usage for the wastewater system for the next year. If commercial customers experience peak summer water usage due to irrigation and want their Wastewater charges adjusted, they have the option to install an irrigation meter, and their Wastewater charges will be adjusted according to the water that diverts through the irrigation meter.

As the City grows, more accounts will be added, leading to growth in the wastewater operating revenue.

##### *Other Revenues*

The Wastewater fund also receives interest earnings and a transfer from the Wastewater System Development Charges (SDCs). The transfer from the Wastewater SDCs is to partially cover the debt service obligation for debt incurred to expand the plant.

#### EXPENDITURES

Expenditures of the wastewater utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the wastewater. Maintaining, repairing, and replacing the capital infrastructure of the wastewater utility also drive expenditures. .

##### *Operations*

Wastewater operations include managing and maintaining the wastewater treatment plant, the wastewater collection system of pipes, and lift stations. Additionally, operations include managing the Industrial Pretreatment Program, as well as ensuring the City is in compliance with the National Pollutant Discharge Elimination System (NPDES) conditions and permit limits.

*Capital Improvements*

The wastewater utility is a very capital intensive operation, including assets such as the wastewater treatment plant, miles of pipes, and pumps. Maintenance and repair of these assets are funded through the wastewater rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both wastewater rates and SDCs, depending upon whether the project expands capacity.

The Wastewater Treatment Plant Master Plan includes a capital project list for the next 20 years, including major upgrades scheduled for FY 2030-31.

*Debt*

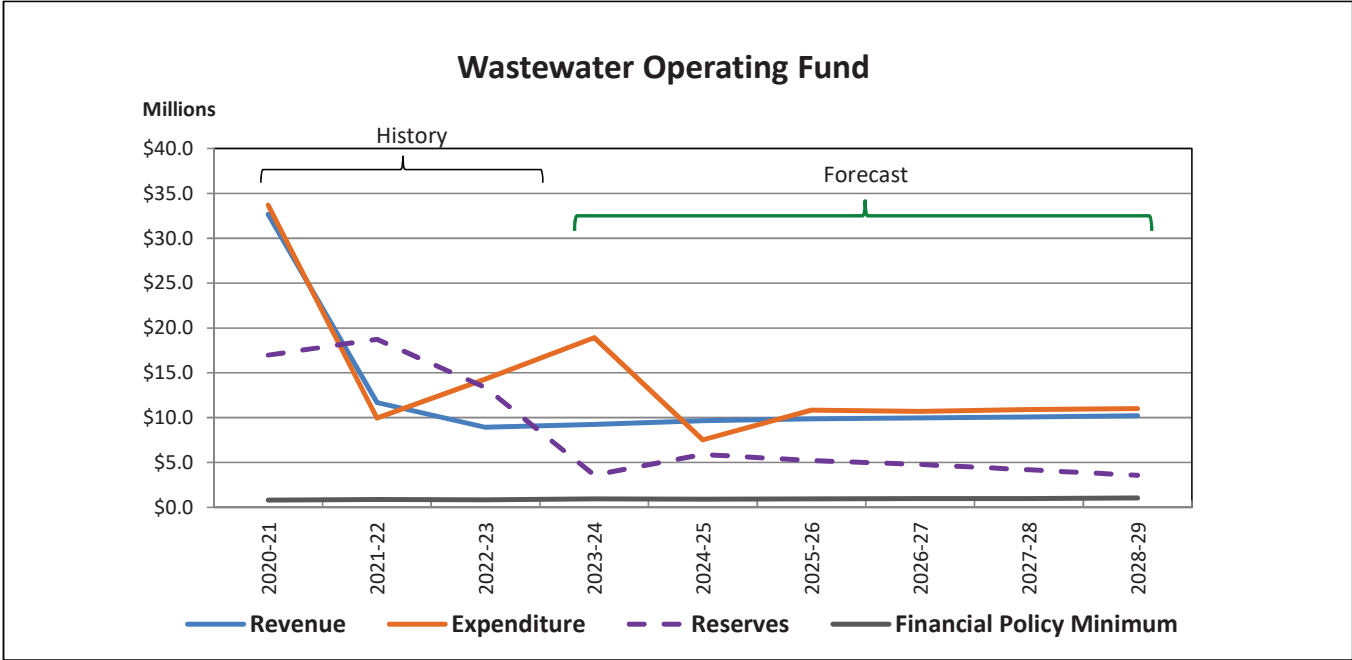
The fund assumes payoff of Public Works debt in FY 2026-27 upon receipt of ground lease proceeds.

**WASTEWATER FUND FORECAST**

The five-year forecast for the Wastewater Fund shows that the fund balance (also referred to as a reserve) is drawn down over time, but still remains above the financial policy minimum. 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.

The five-year forecast predicts wastewater revenue from charges will increase steadily over the period, reflecting the predicted growth of the City. Over the five-year period of this forecast, Wastewater operations anticipates increases in the labor rates, as well contractual increases to the contract with Jacobs.

The table on the next page displays revenues, expenditures, and the fund’s ending fund balance in the current year, the proposed budget for FY 2023-24 and five subsequent fiscal years. The table illustrates that the Fund remains in a sound financial position throughout the forecast period.



# Five-Year Forecast

## Wastewater Operating Fund Forecast:

	Est Actual 2022-23	Proposed 2023-24	Forecast					Rate
			2024-25	2025-26	2026-27	2027-28	2028-29	
<b>BEGINNING FUND BALANCE</b>	\$ 18,733,371	\$ 13,303,499	\$ 3,773,260	\$ 6,198,980	\$ 5,485,940	\$ 5,003,330	\$ 4,396,290	
Revenues:								
Usage charge	7,789,205	8,127,900	8,249,820	8,373,570	8,499,170	8,626,660	8,756,060	1.5%
High strength surcharge	320,000	350,000	355,250	360,580	365,990	371,480	377,050	1.5%
Investment income	147,400	114,900	103,800	170,500	150,900	137,600	120,900	2.75%
Miscellaneous	29,800	31,500	25,000	25,000	25,000	25,000	25,000	Est
Operating Revenue Subtotal	8,286,405	8,624,300	8,733,870	8,929,650	9,041,060	9,160,740	9,279,010	
Interfund Loan repayment (Rds CIP)	-	-	320,000.00	320,000.00	320,000.00	320,000.00	320,000.00	
Transfers from other funds:								
Sewer Development Fund (SDC)	600,000	600,000	600,000	600,000	600,000	600,000	600,000	
<b>Revenue Total</b>	<b>\$ 8,886,405</b>	<b>\$ 9,224,300</b>	<b>\$ 9,653,870</b>	<b>\$ 9,849,650</b>	<b>\$ 9,961,060</b>	<b>\$ 10,080,740</b>	<b>\$ 10,199,010</b>	
Expenditures:								
Wastewater Collections (operations)	\$ 1,093,880	\$ 1,364,647	1,335,310	1,375,370	1,416,630	1,459,130	1,502,900	3.0%
Wastewater Collections (capital)	221,900	-	-	50,000	-	50,000	-	Est
WWTP (operations)	2,869,510	3,332,276	3,260,630	3,358,450	3,459,200	3,562,980	3,669,870	3.0%
WWTP (capital)	230,402	-	50,000	50,000	50,000	50,000	50,000	Est
Debt Service - WWTP 2011 expansion	2,628,600	2,627,600	2,625,000	2,625,000	2,625,000	2,625,000	2,625,000	Est
Debt Service - PW Complex 2022 bond	252,400	252,400	252,400	252,400	-	-	-	Est
Expenditures Subtotal	7,296,692	7,576,923	7,523,340	7,711,220	7,550,830	7,747,110	7,847,770	
Transfers to other funds:								
General Fund	550,092	577,536	594,860	612,710	631,090	650,020	669,520	3.0%
Roads CIP (interfund loan - Boeckman)	-	1,500,000	-	-	-	-	-	
Sewer Capital Fund	3,365,028	9,085,763	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	Est
Facilities Fund	3,104,465	194,000	10,000	-	-	-	-	
Transfers Subtotal	7,019,585	11,357,299	-	3,112,710	3,131,090	3,150,020	3,169,520	
<b>Expenditures Total</b>	<b>\$ 14,316,277</b>	<b>\$ 18,934,222</b>	<b>\$ 7,523,340</b>	<b>\$ 10,823,930</b>	<b>\$ 10,681,920</b>	<b>\$ 10,897,130</b>	<b>\$ 11,017,290</b>	
<i>NET</i>	<i>(5,429,872)</i>	<i>(9,709,922)</i>	<i>2,130,530</i>	<i>(974,280)</i>	<i>(720,860)</i>	<i>(816,390)</i>	<i>(818,280)</i>	
<b>ENDING FUND BALANCE</b>	<b>\$ 13,303,499</b>	<b>\$ 3,593,577</b>	<b>\$ 5,903,790</b>	<b>\$ 5,224,700</b>	<b>\$ 4,765,080</b>	<b>\$ 4,186,940</b>	<b>\$ 3,578,010</b>	
Financial Policy Minimum	847,000	939,400	919,200	946,800	975,200	1,004,400	1,034,600	



## STORMWATER OPERATING FUND

---

### FUND DESCRIPTION

The Stormwater Operating Fund accounts for the City's stormwater management utility. This utility works to minimize and control erosion, prevent local flooding, and reduce pollutants and debris from entering local streams and the Willamette River. The utility must remain in compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) Stormwater Management Plan (Plan). The utility does this by conveying stormwater through a system of pipes, detention ponds, catch basins and ditches, which eventually flow into natural drainage systems. The utility also protects and enhances natural habitat, provides leaf control services, and ensures the sweeping of City streets and public parking lots.

### STORMWATER FUND REVENUES AND EXPENDITURES

#### REVENUES

The major drivers of revenue to the Stormwater Fund include the monthly charges, the number of customers, and the number of Equivalent Residential Unit (ERUs) within the City.

##### *Charges*

The City bills for stormwater management on a monthly basis. Stormwater charges are based on impervious surface. Residential units are equalized into an ERU, using a standard of impervious area of 2,750 square feet. Commercial and industrial charges are calculated by applying this ERU factor to the impervious area at their site.

The City Council establishes the rates for stormwater, and were last approved beginning in April 2015 for a seven year period. The rate increases are necessary in order to pay for the capital program. The last increase went into effect as of January 1, 2021. A new rate study will be conducted during FY 2023-24.

Even as the City grows and adds households, many companies are doing more to reduce their impervious surface area, such as installing rain gardens or pervious surfaces. Growth in households is therefore offset by changes in how commercial and industrial customers manage their stormwater, leading to a projected growth rate of ERUs of about 1.5% annual average over the next five years.

#### EXPENDITURES

Expenditures of the stormwater utility are influenced by the cost of labor to run the system, the requirements of the NPDES Plan, and the cost to maintain, repair, and replace the capital infrastructure and natural systems of the utility

##### *Operations*

Stormwater operations include managing and maintaining the stormwater system of pipes, detention ponds, catch basins, ditches, and natural drainage systems.

A \$2.5M interfund loan from the General Fund was approved with the FY 2020-21 budget. The annual debt payments of \$515 thousand will continue through FY 2024-25. The loan has enabled the Stormwater Operating Fund to meet both its operational and Capital Improvement requirements. The fund assumes also a payoff of Public Works debt in FY 2026-27 upon receipt of ground lease proceeds.

##### *Capital Improvements*

While the stormwater utility is not as capital intensive as water and wastewater, it does have an extensive capital program. Major repairs, replacements and rehabilitation of the stormwater pipes, detention ponds, slopes and natural areas are funded out of the capital program. Maintenance and repair of these assets are funded through the stormwater rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both stormwater rates and SDCs, depending upon whether the project expands capacity or not. Major capital projects include the repairs required at Charbonneau and the upcoming Coffee Creek Storm System. The Charbonneau list of repairs is quite extensive and will require years to complete.

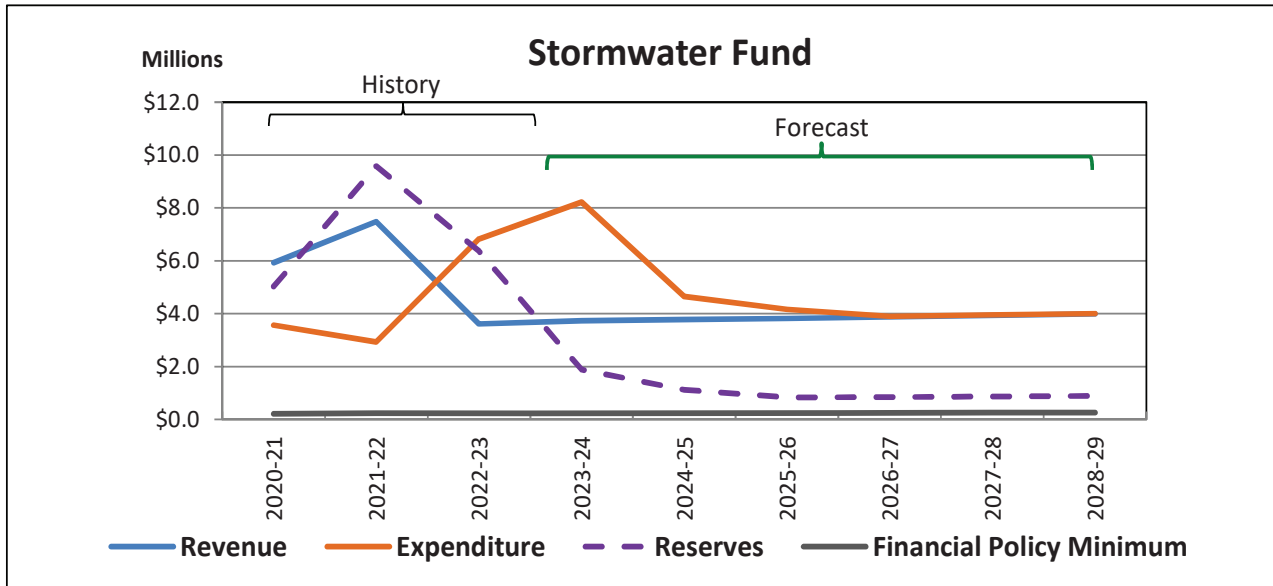
# Five-Year Forecast

## STORMWATER OPERATING FUND FORECAST

The five-year forecast for the Stormwater Operating Fund illustrates that the Stormwater Fund will consistently be able to meet its operational and capital requirements throughout the forecast period.

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 \$2.0 million each year to its capital program through FY 2028-29 without the need to enter into debt.

The table below displays revenues, expenditures, and the fund’s ending fund balance for the current year, the proposed budget for FY 2023-24 and five subsequent fiscal years. The table illustrates that the Fund remains in a sound financial position throughout the forecast period.



	Est Actual 2022-23	Proposed 2023-24	Forecast					Rate
			2024-25	2025-26	2026-27	2027-28	2028-29	
<b>BEGINNING FUND BALANCE</b>	\$ 9,579,537	\$ 6,367,969	\$ 1,977,970	\$ 1,177,260	\$ 874,570	\$ 890,900	\$ 911,550	
Revenues:								
Stormwater utility charge	3,540,184	3,678,840	3,734,020	3,790,030	3,846,880	3,904,580	3,963,150	1.5%
Investment income	73,400	55,100	54,400	32,400	24,100	24,500	25,100	2.75%
<b>Revenue Total</b>	<b>\$ 3,613,584</b>	<b>\$ 3,733,940</b>	<b>\$ 3,788,420</b>	<b>\$ 3,822,430</b>	<b>\$ 3,870,980</b>	<b>\$ 3,929,080</b>	<b>\$ 3,988,250</b>	
Expenditures:								
Stormwater Maintenance (operations)	\$ 1,027,752	\$ 1,155,160	\$ 1,154,120	\$ 1,188,740	\$ 1,224,400	\$ 1,261,130	\$ 1,298,960	3.0%
Stormwater Maintenance (capital outlay)	113,606	-	25,000	25,000	25,000	25,000	25,000	
Debt service (interfund loan)	515,100	515,100	515,100	-	-	-	-	
Debt Service - PW Complex 2022 bond	323,900	322,900	322,900	322,900	-	-	-	
Expenditures Subtotal	1,980,358	1,993,160	2,017,120	1,536,640	1,249,400	1,286,130	1,323,960	
Transfers to other funds:								
General Fund	244,592	259,236	265,720	272,360	279,170	286,150	293,300	2.5%
Community Development Fund	310,188	337,232	347,350	357,770	368,500	379,560	390,950	3.0%
Stormwater Capital Fund	360,456	5,381,497	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000	Est
Facilities Capital Fund	3,929,558	247,000	15,000	-	-	-	-	
Transfers Subtotal	4,844,794	6,224,965	2,628,070	2,630,130	2,647,670	2,665,710	2,684,250	
<b>Expenditures Total</b>	<b>\$ 6,825,152</b>	<b>\$ 8,218,125</b>	<b>\$ 4,645,190</b>	<b>\$ 4,166,770</b>	<b>\$ 3,897,070</b>	<b>\$ 3,951,840</b>	<b>\$ 4,008,210</b>	
<b>NET</b>	<b>(3,211,568)</b>	<b>(4,484,185)</b>	<b>(856,770)</b>	<b>(344,340)</b>	<b>(26,090)</b>	<b>(22,760)</b>	<b>(19,960)</b>	
<b>ENDING FUND BALANCE</b>	<b>\$ 6,367,969</b>	<b>\$ 1,883,784</b>	<b>\$ 1,121,200</b>	<b>\$ 832,920</b>	<b>\$ 848,480</b>	<b>\$ 868,140</b>	<b>\$ 891,590</b>	
Financial Policy Minimum	221,000	231,030	230,820	237,750	244,880	252,230	259,790	

**STREET LIGHTING FUND**

---

**FUND DESCRIPTION**

The Street Lighting Fund accounts for the maintenance and operation of City’s street lights. Portland General Electric (PGE) supplies the electricity and bills the City. The City covers this cost through a monthly fee charged on the utility bills. Residential, multi-family, commercial, industrial and non-profits all pay towards the street lighting system.

**STREET LIGHTING FUND REVENUES AND EXPENDITURES**

**REVENUES**

Revenue drivers for this fund include the monthly charges and number of customers. The customer base is expected to grow on average 2.25% per year.

*Charges*

As mentioned above, the City charges a monthly fee for street lighting. For residential customers, the fee ranges from approximately \$2.00 per month to over \$5.00 per month, depending upon the type of lighting fixture. Multifamily units are charged based upon the fixtures and the number of dwelling units, and commercial customers are charged based on the fixtures and the number of full-time equivalents employed.

No changes are anticipated over the next five years.

**EXPENDITURES**

Expenditure drivers for this fund include the price of electricity from PGE, periodic maintenance and replacement of fixtures, and expansion of the system.

*Operations*

Street Lighting operations include maintaining the street light fixtures and paying PGE for the electricity. As more of the streetlights are converted over to light-emitting diode (LED), it is anticipated that electricity expense will begin to decrease and/or stop increasing year over year.

*Capital Improvements*

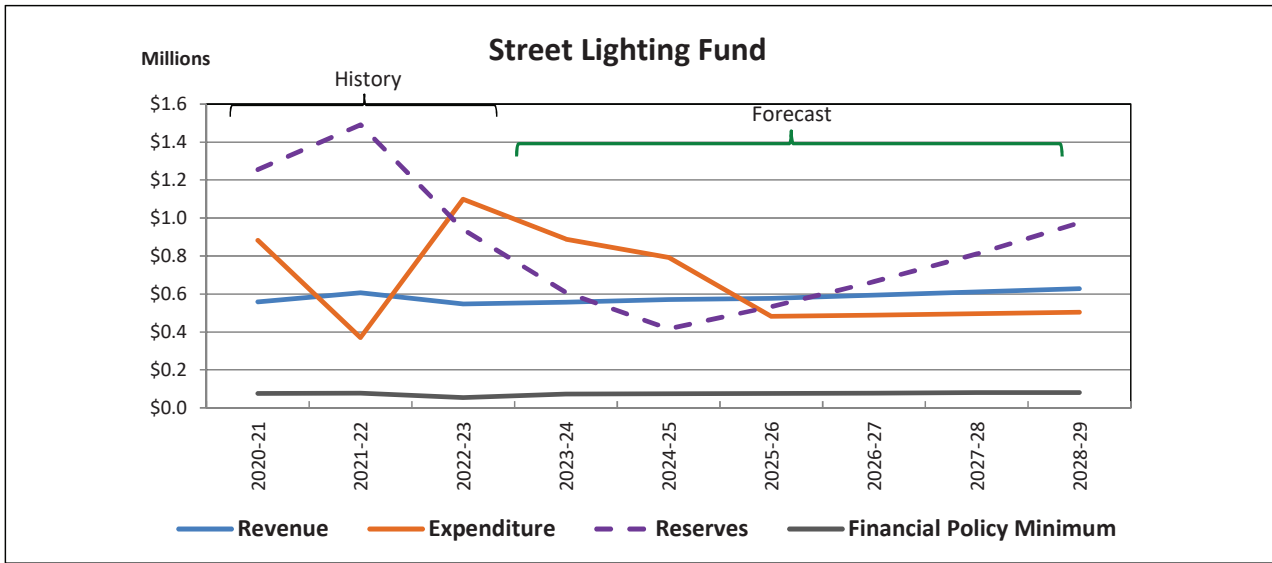
The Street Lighting Fund is used to install street lighting where there are gaps, and replace worn poles and fixtures. The City is working to retrofit street lights with LED fixtures and will continue this project through FY 2025-26. This project is funded by the fund’s reserves.

**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. The table on the next page displays revenues, expenditures, and the fund’s ending fund balance for the current year, the FY 2023-24 Proposed Budget and five subsequent fiscal years. The table illustrates that the Fund remains in a sound financial position throughout the forecast period.

# Five-Year Forecast

## Street Lighting Fund Forecast:



	Est Actual 2022-23	Proposed 2023-24	Forecast					Rate
			2024-25	2025-26	2026-27	2027-28	2028-29	
<b>Beginning fund balance</b>	\$ 1,491,235	\$ 939,354	\$ 638,340	\$ 437,700	\$ 560,260	\$ 697,860	\$ 851,810	
Revenues:								
Usage charge	\$ 537,019	\$ 540,540	\$ 552,700	\$ 565,140	\$ 577,860	\$ 590,860	\$ 604,150	2.25%
Intergovernmental	-	-	-	-	-	-	-	
Investment income	10,100	17,000	17,600	12,000	15,400	19,200	23,400	2.75%
<b>Revenue Total</b>	<b>\$ 547,119</b>	<b>\$ 557,540</b>	<b>\$ 570,300</b>	<b>\$ 577,140</b>	<b>\$ 593,260</b>	<b>\$ 610,060</b>	<b>\$ 627,550</b>	
Expenditures:								
Materials & services	\$ 271,000	\$ 366,450	\$ 373,780	\$ 381,260	\$ 388,890	\$ 396,670	\$ 404,600	2.0%
Transfers to other funds:								
Streets Capital Projects Fund	828,000	522,500	418,000	100,000	100,000	100,000	100,000	Est
<b>Expenditures Total</b>	<b>\$ 1,099,000</b>	<b>\$ 888,950</b>	<b>\$ 791,780</b>	<b>\$ 481,260</b>	<b>\$ 488,890</b>	<b>\$ 496,670</b>	<b>\$ 504,600</b>	
NET	(551,881)	(331,410)	(221,480)	95,880	104,370	113,390	122,950	
<b>ENDING FUND BALANCE</b>	<b>\$ 939,354</b>	<b>\$ 607,944</b>	<b>\$ 416,860</b>	<b>\$ 533,580</b>	<b>\$ 664,630</b>	<b>\$ 811,250</b>	<b>\$ 974,760</b>	
Financial Policy Minimum	54,200	73,300	74,800	76,300	77,800	79,400	81,000	

## ROAD OPERATING (GAS TAX) FUND

---

### FUND DESCRIPTION

The Road Operating Fund accounts for the gas tax received by the City, for the maintenance of and improvements to its rights of way, including landscape, markings, signs and signals. Gas tax is apportioned by the State based on receipts and population.

### ROAD OPERATING FUND REVENUES AND EXPENDITURES

#### REVENUES

The major drivers of revenue for this fund are the total gallons of gas used across the state and the City's population.

##### *Gas Tax*

Oregon gas tax is set by State statute, currently at 38 cents per gallon. The State collects the gas tax, and apportions it to cities based on their respective populations. The State provides a per capita estimate to cities, based upon how much gas tax the State estimates it will receive and the various population estimates of the cities.

In 2017, the State Legislature approved a comprehensive transportation 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.

Capital improvements over the next five years are projected to be signal improvements, the replacement of crosswalk flashers, pedestrian enhancements, and various equipment replacements.

##### *Debt*

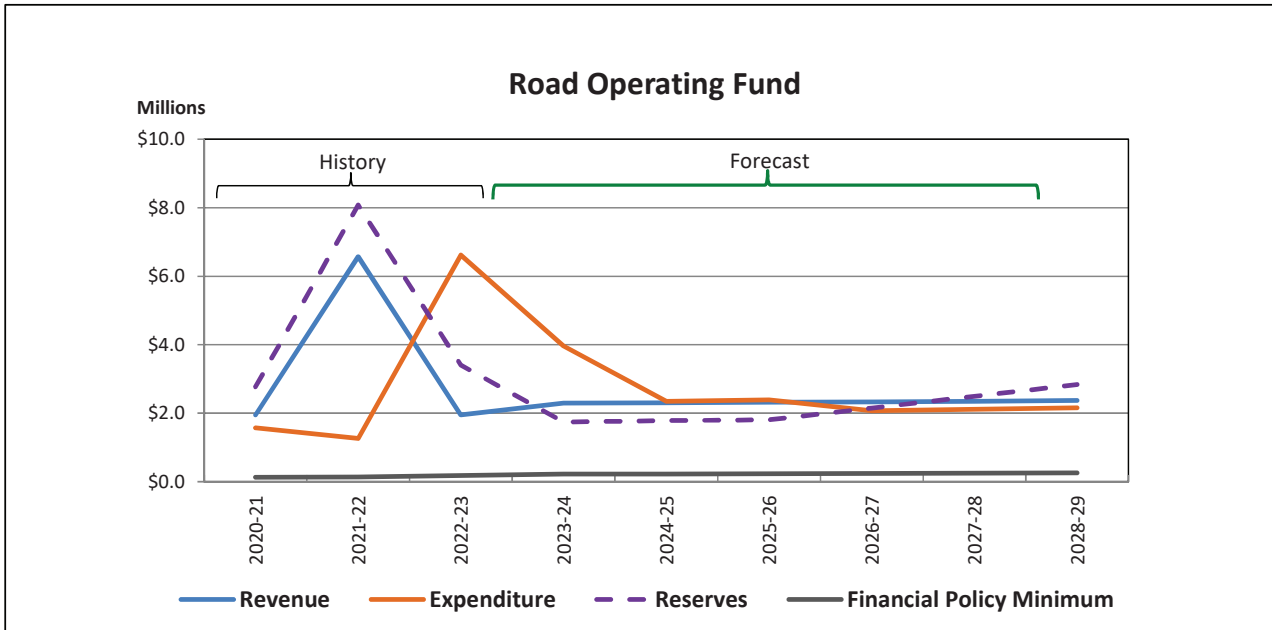
The fund assumes payoff of Public Works debt in FY 2026-27 upon receipt of ground lease proceeds.

### ROAD OPERATING FUND FORECAST

The five-year forecast shows that the Fund remains in a strong position over the forecast period. The table on the next page displays revenues, expenditures, and the fund's ending fund balance for the current year, the proposed budget for FY 2023-24 and five subsequent fiscal years. The table illustrates that the Fund remains in a sound financial position through the forecast period.

# Five-Year Forecast

## Road Operating Fund Forecast:



	Est Actual 2022-23	Proposed 2023-24	Forecast					Rate
			2024-25	2025-26	2026-27	2027-28	2028-29	
<b>BEGINNING FUND BALANCE</b>	\$ 8,079,565	\$ 3,409,661	\$ 1,829,290	\$ 1,873,250	\$ 1,892,230	\$ 2,257,910	\$ 2,619,530	
<b>REVENUES:</b>								
Gasoline tax	1,887,380	2,240,600	2,251,800	2,263,060	2,274,380	2,285,750	2,297,180	0.5%
Investment income	61,500	52,200	50,300	51,500	52,000	62,100	72,000	2.75%
Miscellaneous	-	-	-	2,000	2,000	2,000	2,000	
<b>Revenue Total</b>	<b>1,948,880</b>	<b>2,292,800</b>	<b>2,302,100</b>	<b>2,316,560</b>	<b>2,328,380</b>	<b>2,349,850</b>	<b>2,371,180</b>	
<b>EXPENSES:</b>								
Roads - operations	\$ 908,275	\$ 1,140,582	\$ 1,128,490	\$ 1,162,340	\$ 1,197,210	\$ 1,233,130	\$ 1,270,120	3.0%
Roads - capital outlay	105,000	300,000	100,000	100,000	100,000	100,000	100,000	Est
Roads - debt service	359,000	358,000	359,000	359,000	-	-	-	
Expenditures Subtotal	1,372,275	1,798,582	1,587,490	1,621,340	1,297,210	1,333,130	1,370,120	
Transfers to other funds:								
General Fund	241,316	253,516	259,850	266,350	273,010	279,840	286,840	2.5%
Streets CIP	662,290	634,178	500,000	500,000	500,000	500,000	500,000	Est
Streets CIP - Boeckman Bridge	-	1,000,000	-	-	-	-	-	
Facilities - CIP	4,342,903	274,000	-	-	-	-	-	
Transfers/Interfund Subtotal	5,246,509	2,161,694	759,850	766,350	773,010	779,840	786,840	
<b>Expenditures Total</b>	<b>\$ 6,618,784</b>	<b>\$ 3,960,276</b>	<b>\$ 2,347,340</b>	<b>\$ 2,387,690</b>	<b>\$ 2,070,220</b>	<b>\$ 2,112,970</b>	<b>\$ 2,156,960</b>	
<b>NET</b>	<b>(4,669,904)</b>	<b>(1,667,476)</b>	<b>(45,240)</b>	<b>(71,130)</b>	<b>258,160</b>	<b>236,880</b>	<b>214,220</b>	
<b>ENDING FUND BALANCE</b>	<b>\$ 3,409,661</b>	<b>\$ 1,742,185</b>	<b>\$ 1,784,050</b>	<b>\$ 1,802,120</b>	<b>\$ 2,150,390</b>	<b>\$ 2,494,790</b>	<b>\$ 2,833,750</b>	
Financial Policy Minimum	181,660	228,120	225,700	232,470	239,440	246,630	254,020	

## **SUPPLIES**

- 430001 Office Supplies: General consumable supplies and parts that are not otherwise listed below. Includes the cost of freight/delivery charges in this account.
- 430002 Postage: Mailing costs whether US postal system or private carrier or courier services. Does not include the rental of postal equipment here (see 442001).
- 430003 Small Tools & Equipment: Equipment, tools, furniture that are not consumable and costs less than \$10,000 per item. Items of \$10,000 or more are considered capital outlay.
- 430004 Computer Software: New software and upgrades that are unique to specific programs and costing less than \$10,000. Software common to all users (MS Office, WinZip, etc.) are budgeted by the IT program.
- 430005 In-house Copier/Printer Expense: Supplies, parts and monthly fees for all in-house copier and printers. Includes paper, toner, ink, etc.
- 430099 Other general supplies: Special supply items that don't fit the above categories are budgeted and accounted for here.
- 431001 Fuel: Fuel costs for all City vehicles.
- 431002 Tires: Tire costs for all City vehicles.
- 431003 Chemicals: Chemicals for water/sewer operations.
- 431004 Personal Protective Equipment: All uniform and safety items specified in the union contract are to be budgeted and accounted for here. Also includes apparel for use by City employees, including, jackets, pants, shoes, coveralls, etc.
- 431005 Water Meters & Boxes: Purchase of meters and boxes.
- 431099 Other Program Supplies: If unique and consumable supplies are used by a program that do not fit one of the categories above, they should be budgeted and accounted for here.
- 432001 Books: For use by the Library with children's books to be recorded in 432002.
- 432002 Youth Books: For use by the Library, see above.
- 432003 Publications & Periodicals: For use by all programs. Includes subscriptions, magazines, newspapers, newsletters, reference material, etc. Use this category for purchasing items produced by others. Use 440026 for costs of producing materials in-house.
- 432004 Audio/Visual Materials: Compact disks, DVDs, video tapes. Typically used by the Library.
- 432005 Audio/Visual - Youth
- 432006 Database Subscriptions
- 432007 E-book

## **UTILITY SERVICES**

- 435002 Electricity: PGE electric bills
- 435008 Natural Gas: NW Natural-natural gas bills
- 435010 Water: City water bills
- 435011 Sewer: City sewer bill
- 435012 Streetlights: City streetlight bills
- 435013 Road Maintenance Charge: City road maintenance bills
- 435014 Stormwater Charge: City stormwater bills

# Chart of Accounts

- 435020 Garbage Collection: Garbage collection and disposal costs
- 435030 Telephone: Land lines, central costs for switching stations, long distance charges
- 435031 Cellular Phones: Cost of phones and service time from private companies
- 435032 Mobile Units - Airtime: Cost of mobile unit acquisition and airtime costs
- 435033 Pager Services: Cost of pager acquisition and periodic service costs for out-of-town applicants when appropriate. Can also include background checks as well as private sector recruiting firms.
- 435124 Communications: Costs of accessing and maintaining an internet presence. Includes fees paid to providers and identifiable line or bandwidth costs.

## **PROFESSIONAL & TECHNICAL SERVICES**

- 440001 Financial Services: Bond advisors, financial consultants, independent auditors, etc.
- 440002 External Attorney Services: Legal representation from firms or individuals not part of the City's Legal Department. Includes bond counsel.
- 440003 Traffic Impact Consultant: Generally used by Engineering program.
- 440004 Labor Negotiations: All costs associated with the union contract such as professional services, printed material, meals and special costs.
- 440009 Other Professional Services: Services provided by other professional firms or individuals not fitting another category.
- 440020 Computer Technical Services: Technical services provided for computer hardware and software. Includes customization costs for existing software programs.
- 440021 Lab Work: Technical services provided by outside entities.
- 440022 Meter Reading Services: Water meter reading services provided by outside entities. Includes Eden annual or special support charges.
- 440023 Computer Maintenance Contracts
- 440025 Police Protection: Services provided by Clackamas County Sheriff's Office. Includes the cost of bailiffs for municipal court which budgeted by that program.
- 440026 Printing: Cost to produce physical publications usually from internally developed media. Typically includes photocopy services provided by outside entities, printing of brochures and publications of reports for public use and inspection.
- 440028 Temporary Employment Services: Part-time and temporary help acquired from an outside agency.
- 440029 Code Enforcement: Costs incurred by the City, whether by City staff or contracted out, in order to correct violations by private property owners who fail to comply with City code.
- 440030 Commuter Rail Service
- 440031 Communication/Marketing
- 440032 Litter Pickup
- 440033 Street Sweeping Maintenance
- 440034 Cable Telecasting: Costs to produce and broadcast city activities on Wilsonville public broadcasting channel.
- 440035 Flex Plan Admin: Used by Human Resources program.
- 440036 Medical Evaluations: Cost of testing and evaluation services as necessary.



# Chart of Accounts

440040 Laundry/Floormat Services: Cost of maintaining and cleaning floormats and uniform equipment.

440099 Other Technical/Contractual Services: Services of a technical nature that do not fit one of the categories above. See Repairs and Maintenance categories below.

440XXX The 440XXX series is used to budget and account for administrative and technical services provided by General Fund and Community Development Fund programs to other operating and capital project funds.

## **REPAIRS & MAINTENANCE (MAJORITY OF THESE USED ONLY BY PUBLIC WORKS)**

441010 Infrastructure Maintenance

441011 Charbonneau Tree Preservation Program

441012 Street Tree Infill Program

441013 Sidewalk Replacement/Infill Program

441014 Collection System Maintenance

441015 Catch Basin Maintenance

441016 Conveyance Maintenance

441017 Field Screenings

441018 Project Management Fees: Internal costs from Community Development for time spend on URA CIP projects.

441020 Janitorial Services

441021 Building Maintenance

441022 Athletic Field Maintenance

441023 Park Maintenance

441024 Landscape Maintenance

441027 Dock Maintenance

441028 Equipment Maintenance

441029 Traffic Signal Maintenance

441030 Vehicle Maintenance

441610 Fleet Services - Interfund Charges

441611 Fleet - Major Repairs: Additional charges by Fleet to the affected program for unexpected maintenance items. Includes major overhauls, replacement of engines and non-normal operating costs that exceed \$6,000.

441911 Emergency Repairs: A broad category for emergency repairs.

442001 Tool & Equipment Rental: A broad category including vehicle rentals, tools, office equipment, etc.

442002 Building Rental: Office space and storage space rent or lease.

442051 Insurance - Casualty: Insurance costs for casualty, employee personnel bonding, etc except vehicle insurance. Note that employee benefit costs are within Personnel Services (412XXX).

442052 Insurance - Vehicle: Insurance costs for City vehicles.

# Chart of Accounts

## **PARKS & RECREATION PROGRAMS**

- 443001 Community Programs
- 443002 Tourism Development
- 443003 Special Events: These are unique costs associated with a program. Includes hazardous material program costs and industrial monitoring.
- 443005 Community Services Grants: Payments by the Community Services program to outside entities and special payments to programs that are included in the Administration program (e.g. Wilsonville Community Sharing).
- 443007 Metro Enhancement Grants
- 443009 Public Education Activities: All costs associated with providing educational materials and services to the public. Includes the cost of materials, literature, publications, special services, instructors and miscellaneous supplies.
- 443010 Opportunity Grants
- 443012 Purchased Transportation Services: Taxi and limousine services.
- 443013-6 Special Projects: Traditionally used by City Manager's office for special studies that might arise during the new fiscal year.
- 443017-9 Instructors/Facilitators: Generally used by Community Services program.
- 443020 Sports Camp: All costs associated with this Community Services program.
- 443021 Special Programs: Program expenses that do not fit in one of the categories above. (Historically used by the Library)
- 443022 Summer Programs - Library
- 443023 Adult Programs - Library
- 443024 Youth Programs - Library
- 443025 Outreach Programs

## **EMPLOYEE DEVELOPMENT**

- 444002 Recruitment Expenses: Costs associated with recruiting to fill vacancies. Include advertisements, position brochures, travel, lodging and meal costs
- 444003 Education/Training/Travel: Costs to attend seminars, conferences, and other training opportunities. Include all costs associated with event: registration, travel, meals, lodging, etc.
- 444004 Mileage & Vehicle: Payments to employees for use of personal vehicles while performing city business. Reimbursement is at federally approved rate. Also includes vehicle allowances included in city manager and city attorney contracts.
- 444005 Safety and Health: Use for safety, health, and medical costs. Includes specific training costs for safety and health purposes.
- 444006 Recognition Expenses: Used by Human Resources.

## **FEES, DUES, ADVERTISING**

- 445001 Legal Advertising: Pubic notices and requests for proposals required to be printed in the newspaper.
- 445002 Advertising and Publication: Use for advertising costs and public notices publications. Do not use for publication of material that will be distributed, use 440026 instead.

# Chart of Accounts

445003 Recording Fees: Used primarily by Legal and Community Development programs.

445004 Fees and Dues: City or employee membership in organizations. Also includes special fees paid to regulatory agencies.

## **MEETING EXPENSES**

446006 Meeting Costs: Meetings costs, including meals, provided by the City.

## **FRANCHISE FEES**

447001 Franchise Fees: Franchise fees paid by utility funds to the City.

## **MISCELLANEOUS SERVICES AND SUPPLIES**

449001 Bank Charges: Used by Finance program for bank service charges on checking account and credit card machines.

449002 Miscellaneous Charges: Payments that do not fit any other category. This account should be avoided if at all possible, especially if the transaction is expected to be recurring in nature. In such event, Finance should be informed of new activities and will discern whether new accounts should be created.

## **CAPITAL OUTLAY**

450500 Building Improvements

450600 Land Improvements

450700 Machinery & Equipment: All equipment and machinery that does not one of the other categories.

450800 Vehicles: Motorized and licensed vehicles. Includes buses and transit vans.

450900 Software: Used by Information Systems program.

## **DEBT SERVICES**

470001 Principal

470002 Principal Short-Term

470011 Interest

470031 Debt Issuance Costs

## **TRANSFERS OUT**

491XXX Transfers Out - Overhead

494001 Subsidy

495XXX Transfers Out - CIP & Other



Happy trees. Photo Credit: Sonja Spisak.



# Compensation Plans

## Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2023

Range	Position	Hourly		Annual (Full-Time)	
		Low	High	Low	High
13	Nutrition Program Assistant	\$16.81	\$21.39	\$34,964.80	\$44,491.20
21	Library Clerk I	\$20.48	\$26.11	\$42,598.40	\$54,308.80
23	Janitor	\$21.54	\$27.45	\$44,803.20	\$57,096.00
24	Nutrition Coordinator I	\$22.06	\$28.12	\$36,504.00	\$46,529.60
26	Administrative Assistant I Records Technician	\$23.18	\$29.52	\$48,214.40	\$61,401.60
27	Nutrition Coordinator II	\$23.74	\$30.28	\$49,379.20	\$62,982.40
28	Support Services Coordinator	\$24.33	\$31.03	\$50,606.40	\$64,542.40
29	Parks Maintenance Worker Public Works Maintenance Worker	\$24.94	\$31.81	\$51,875.20	\$66,164.80
30	Accounting Technician Administrative Assistant II Information Systems Assistant I Permit Technician I	\$25.55	\$32.57	\$53,144.00	\$67,745.60
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$26.87	\$34.27	\$55,889.60	\$71,281.60
34	Engineering Technician I Facilities Maintenance Specialist Mobility Technician Parks Maintenance Specialist Permit Technician II Program Coordinator Program Librarian Recreation Coordinator Reference Librarian Roads Maintenance Specialist Utilities Maintenance Specialist	\$28.20	\$35.97	\$58,656.00	\$74,817.60
35	Utilities Maintenance Technician	\$28.90	\$36.88	\$60,112.00	\$76,710.40
36	Arts & Culture Program Coordinator Assistant Planner Outreach Librarian Water Distribution Technician	\$29.66	\$37.80	\$61,692.80	\$78,624.00
37	Engineering Inspector I Engineering Technician II Facilities Maintenance Technician Recreation Coordinator II	\$30.38	\$38.75	\$63,190.40	\$80,600.00

*Continued on Next Page*

# Compensation Plans

## Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2023

Range	Position	Hourly		Annual	
		Low	High	Low	High
38	Asset Management Analyst Information Systems Assistant II	\$31.16	\$39.72	\$64,812.80	\$82,617.60
39	Accountant Building Inspector/Plans Examiner I Code Compliance Coordinator Environmental Specialist Industrial Pre-Treatment Coordinator	\$31.91	\$40.70	\$66,372.80	\$84,656.00
40	Adult Services Librarian Engineering Inspector II Parks Lead Maintenance Specialist Roads Lead Maintenance Specialist Utilities Lead Maintenance Technician Youth Services Librarian	\$32.73	\$41.75	\$68,078.40	\$86,840.00
41	Engineering Technician III	\$33.54	\$42.79	\$69,763.20	\$89,003.20
42	Associate Planner Information Systems Analyst	\$34.37	\$43.87	\$71,489.60	\$91,249.60
43	Building Inspector/Plans Examiner II	\$35.22	\$44.95	\$73,257.60	\$93,496.00
44	Engineering Inspector III Facilities Lead Maintenance Technician	\$36.12	\$46.05	\$75,129.60	\$95,784.00
46	Building Inspector/Plans Examiner III	\$37.97	\$48.39	\$78,977.60	\$100,651.20
47	Lead Building Inspector/Plans Examiner Network Administrator Senior Accountant Senior Information Systems Analyst Senior Planner	\$38.90	\$49.61	\$80,912.00	\$103,188.80
49	IT Project Manager	\$40.86	\$52.12	\$84,988.80	\$108,409.60

## SEIU Local 503 (OPEU Transit) Compensation Plan

Effective July 1, 2023

Range	Position	Hourly		Annual (Full-Time)	
		Low	High	Low	High
120	Fleet Hostler	\$21.54	\$27.45	\$44,803.20	\$57,096.00
125	Transit Driver	\$22.62	\$28.80	\$47,049.60	\$59,904.00
128	Dispatcher	\$24.34	\$31.03	\$50,627.20	\$64,542.40
128	Equipment Mechanic I	\$24.34	\$31.03	\$50,627.20	\$64,542.40
133	Equipment Mechanic II	\$28.36	\$36.16	\$58,988.80	\$75,212.80

## Employees Under Contract

Effective July 1, 2023

Municipal Court Judge	\$125 per hour
City Attorney, contract pay package*	\$160,000 - \$170,000
City Manager, contract pay package*	\$190,000 - \$210,000
<i>*City Manager and City Attorney pay package reviewed periodically by Council</i>	

# Compensation Plans

## City of Wilsonville Unrepresented Compensation Plan

Effective July 1, 2023

Range	Position	Non-Exempt		Exempt (Full-Time)	
		Low	High	Min	Max
b	Human Resources Assistant	\$28.19	\$38.05	\$58,620.66	\$79,151.47
c	Accounting Specialist (Conf) Legal Assistant	\$29.60	\$39.96	\$61,567.82	\$83,114.09
d	Shop Foreman	\$31.08	\$41.95	\$64,638.79	\$87,274.86
f	Associate Engineer Finance Operations Supervisor Human Resources Analyst Transit Management Analyst	\$34.30	\$46.26	\$71,325.56	\$96,215.28
g	City Recorder Transit Supervisor	\$35.98	\$48.56	\$74,842.30	\$101,019.81
h	Facilities Supervisor Parks Supervisor Roads & Stormwater Maintenance Supervisor Utilities Supervisor	\$37.78	\$51.00	\$78,582.04	\$106,072.10
i	Assistant to the City Manager Civil Engineer Communications & Marketing Manager GIS Manager Grants & Program Manager Natural Resources Manager Program Manager	\$39.67	\$53.54	\$82,519.80	\$111,371.84
j	Fleet Manager Library Operations Manager Library Services Manager	\$41.65	\$56.22	\$86,630.80	\$116,944.24
k	Senior Civil Engineer	\$43.73	\$59.03	\$90,964.86	\$122,788.96
l	Human Resources Manager Planning Manager Transit Operations Manager	\$45.92	\$61.99	\$95,521.77	\$128,930.77
m	Economic Development Manager Engineering Manager Public Affairs Director	\$48.22	\$65.08	\$100,301.57	\$135,369.93
o	Assistant City Attorney Assistant Finance Director Building Official City Engineer Planning Director Public Works Operations Manager	\$53.16	\$71.76	\$110,579.40	\$149,263.56
p	Information Systems Director Library Director Parks & Recreation Director	\$55.82	\$75.35	\$116,102.19	\$156,718.04
q	Transit Director Public Works Director	\$57.22	\$77.23	\$119,024.48	\$160,631.06
r	Finance Director	\$58.65	\$79.17	\$121,996.37	\$164,667.88
s	Community Development Director	\$60.12	\$81.14	\$125,042.61	\$168,779.18
t	Assistant City Manager	\$61.62	\$83.17	\$128,168.67	\$172,998.66



Family reading together at the Wilsonville Public Library.





# Acronyms & Glossary

## ACRONYM - DEFINITION

ACFR - Annual Comprehensive Financial Report  
ACHC - Arts, Culture, and Heritage Commission  
ADA - Americans with Disabilities Act  
AED - Automated External Defibrillator  
AICP - American Institute of Certified Planners  
ARPA - American Rescue Plan Act  
AWIA - America's Water Infrastructure Act  
BHU - Behavioral Health Unit  
BMP - Best Management Practices  
CCTV - Closed Circuit Television  
CCSO - Clackamas County Sheriffs Office  
CET - Construction Excise Tax  
CFEC - Climate Friendly and Equitable Communities  
CIP - Capital Improvement Project  
CNG - Compressed Natural Gas  
DEI - Diversity, Equity, and Inclusion  
DEQ - Department of Environmental Quality  
DMV - Department of Motor Vehicles  
DRB - Development Review Board  
EMMA - Electronic Municipal Market Access  
EPA - Environmental Protection Agency  
ERP - Enterprise Resource Planning  
ESHP - Equitable Strategic Housing Plan  
ERU - Equivalent Residential Unit  
FOG - Fats, Oils, and Grease  
FTA - Federal Transit Administration  
FTE - Full-time Equivalent  
FY - Fiscal Year  
GAAP - Generally Accepted Accounting Principles  
GASB - Governmental Accounting Standards Board  
GFOA - Government Finance Officers Association  
HNT - Hostage Negotiation Team  
HPS - High Pressure Sodium  
HVAC - Heating, Ventilating, Air Conditioning  
I&I - Inflow and Infiltration  
ICC - International Code Council  
LEED - Leadership in Energy and Environmental Design  
LED - Light Emitting Diode  
LID - Land Improvement District

LOS - Level of Service  
MGD - Millions Gallons per Day  
MV - Mercury Vapor  
NPDES - National Pollutant Discharge Elimination System  
O&M - Operations and Maintenance  
OACA - Oregon Association of Court Administration  
ODOT - Oregon Department of Transportation  
OEDA - Oregon Economic Development Association  
OGFOA - Oregon Government Finance Officers Association  
OMJA - Oregon Municipal Judges Association  
OPSRP - Oregon Pension Service Retirement Plan  
ORS - Oregon Revised Statutes  
PERS - Public Employees Retirement System  
PGE - Portland General Electric  
PLC - Programmable Logic Controller  
RNG - Renewable Natural Gas  
RTP - Regional Transportation Plan  
SAIF - Savings Association Insurance Fund  
SAP - Specific Area Plan  
SBDC - Small Business Development Center  
SCADA - Supervisory Control And Data Acquisition  
SDC - System Development Charges  
SMART - South Metro Area Regional Transit  
SSO - Sanitary Sewer Overflows  
STIF - Statewide Transportation Improvement Fund  
SWAT - Special Weapons and Tactics  
TOD - Transit Oriented Development  
TPO - Thermoplastic Polyolefin  
TVWD - Tualatin Valley Water District  
UFMP - Urban Forest Management Plan  
UGB - Urban Growth Boundary  
URA - Urban Renewal Agency  
WES - Westside Express Service  
WIF - Water Intake Facility  
WIN - Wilsonville Investment Now  
WMCP - Water Management and Conservation Plan  
WRWTP - Willamette River Water Treatment Plant  
WWSP - Willamette Water Supply Program  
WWTP - Wastewater Treatment Plant  
VHDZ - Vertical Housing Development Zone

# Acronyms & Glossary

## **Accrual**

An accounting entry made to ensure revenues are reported on the income statement when they are earned and expenses are reported when the expense occurred, as matched with the related revenues, regardless of when cash is received or spent.

## **Actual**

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents funds expended in the fiscal year indicated. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

## **Ad Valorem Tax**

A tax based on the assessed value of a property.

## **Adopted Budget**

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget formally adopted by the City Council via a resolution. The Adopted Budget becomes effective July 1st each year. Subsequent to adoption, Council may make changes throughout the year.

## **Amortization**

The spreading payments over multiple periods. The term is used for two separate processes: amortization of loans and amortization of assets. In the latter case it refers to allocating the cost of an intangible asset over a period of time.

## **Annual Comprehensive Financial Report**

The annual audited results of the City's financial position and activity.

## **Approved Budget**

Represents the budget that has been approved with changes (if any) by the Budget Committee.

## **Appropriation**

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

## **Arbitrage**

The practice of taking advantage of a price difference between two or more markets.

## **Assessed Valuation**

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

## **Assets**

Resources having a monetary value and that are owned or held by an entity.

## **Assigned Fund Balance**

Designation of resources by either the governing body or staff, such as City Manager or Finance Director. Earmarking of resources can occur after the end of the fiscal period, is not legally binding and can be changed without formal action. Exclusive of the General Fund, this amount is also referred to as contingency.

## **Audit**

An objective examination and evaluation of the financial statements of an organization to make sure that the financial records are a fair and accurate representation of the transactions they claim to represent.

## **Balanced Budget**

Recurring operating revenues and transfers-in equal or exceed recurring operating expenditures and transfers-out.

## **Beginning Fund Balance**

The beginning fund balance is the residual resources brought forward from the previous financial year (ending balance).

## **Bond or Bond Issue**

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

## **Bond Funds**

Established to account for bond proceeds to be used only for approved bond projects.

## **Budget**

A budget is a plan of financial operation embodying an estimate of proposed expenditures and the resources to pay for them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. In practice, the term budget is used in two ways: 1) Sometimes it designates the financial plan presented for adoption or 2) It designates the plan finally approved. It is usually necessary to specify whether the budget under consideration is preliminary and tentative, or whether the governing body has approved it.

## **Budget Calendar**

The schedule of key dates, which a government follows in the preparation and adoption of the budget.

## **Budget Committee**

The Oregon Revised Statute (ORS) 294.414 outlines the establishment of the Budget Committee. The committee is comprised of the elected officials plus an equal number of electors within the jurisdiction for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget that is forwarded on to the City Council for adoption.

## **Budget Document**

A written report showing a government's comprehensive financial plan for a specified period, usually one year, that includes both the capital and the operating budgets.

## **Budget Law**

Refers to the Oregon Revised Statutes 294.305 to 294.565 that govern how local governments in Oregon prepare and report their budgets.

## **Budget Message**

Written explanation of the budget and the City's financial priorities for the next fiscal year.

## **Budgetary Basis**

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that neither depreciation nor amortization is budgeted for

proprietary funds.

### **Capital Asset**

Includes City infrastructure, equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$10,000.

### **Capital Budget**

The City's budget for projects, major repairs, and improvements or additions to the City's capital assets (water, sewer, planning, streets, streetscape, stormwater, facilities, information systems and parks).

### **Capital Expenditures**

The City defines a capital expenditure as using the following three criteria: (1) relatively high monetary value (equal or greater than \$10,000), (2) long asset life (equal to or greater than 1 year of useful life), and (3) results in the creation of a capital asset, or the revitalization of a capital asset.

### **Capital Improvement**

A term defined in the ORS 310.410 (1D) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

### **Capital Improvement Program**

The City's plan for capital infrastructure and long-range planning over a five-year time horizon. Projects and funding sources are estimated over the five-year time period and are updated annually.

### **Capital Improvement Project**

Any project having assets of significant value and having a useful life of five years or more. Capital projects include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and sewer systems and master planning.

### **Capital Outlay**

A method to classify expenditures made that includes the purchase of land, the purchase or construction of buildings, structures, and facilities, plus machinery and equipment. The Capital Outlay category is distinct from other expenditure categories such as personnel or materials and services. Whereas the materials and services category tends to represent recurring, consumable type items, Capital Outlay expenditures are non-recurrent and for items that have a life cycle of use. Capital Outlay includes expenditures that result in the acquisition or addition of a capital asset or increase the capacity, efficiency, span of life, or economy of operating as an existing capital asset. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) have a unit cost of \$10,000 or more; and (3) be a betterment or improvement. Replacement of a capital asset is classified as capital outlay under the same code as the original purchase. Repairs are classified under materials and services.

### **Capital Projects**

Major repairs, improvements or additions to the City's capital assets (water, sewer, planning, streets, streetscape, stormwater, facilities, information systems and parks).

### **Cash Management**

Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

### **Charges for Service**

Includes a wide variety of fees charged for services provided to the public and other agencies.

### **Clean Water Act**

The primary federal law in the United States regarding water pollution.

### **Committed Fund Balance**

Assets that are constrained by actions of the governing body on how such resources will be used.

### **Comprehensive Plan**

An official statement of the goals, objectives and physical plan for the development of the city. The plan contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

### **Consumer Price Index**

A statistical description of price levels provided by the U.S. Department of Labor, Bureau of Labor Statistics. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

### **Contingency**

A budgetary appropriation set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be transferred for a specific purpose by the City Council upon the approval of a resolution. The City separates contingencies into those that are designated for specific purposes and undesignated. (Also see Assigned and Unassigned Fund Balance)

### **Cost Center**

An organizational budget/operating unit within each City division or department.

### **Debt Service**

Interest and principal on outstanding bonds due and payable during the fiscal year.

### **Debt Service Fund**

Established to account for the accumulation of resources and for the payment of general long-term debt principle and interest that are not services of the Enterprise funds. It does not include contractual obligations accounted for in the individual funds.

### **Defeasance**

A provision in a contract that voids a bond or loan on a balance sheet when the borrower sets aside cash or bonds sufficient enough to service the debt.

### **Department**

The combination of divisions of the City headed by a general manager with a specific and unique set of goals

# Acronyms & Glossary

and objectives (i.e., Finance, Parks, Library, Public Works, Planning, etc).

## **Depreciation**

Decrease in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

## **Division**

A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit's mission and objectives.

## **Employee Benefits**

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pension, medical and life insurance plans.

## **Encumbrance**

Amount of money committed and set aside, but not yet expended, for the purchases of specific goods or services.

## **Ending Fund Balance**

The residual resources after expenditures and transfers out. Comprised of restricted, committed, assigned and unassigned balances.

## **Enterprise Funds**

Established to account for operations, including debt service, that are financed and operated similarly to private businesses – where the intent is the service is self-sufficient, with all costs supported predominantly by user charges. The City maintains four Enterprise Funds to account for Water, Sewer, Stormwater and Street Lighting activities.

## **Estimated Actual**

A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

## **Expenditures**

Represents decreases in net financial resources through the disbursement of funds. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

## **Fees**

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and nonbusiness license, fines, and user charges.

## **Fiscal Management**

A government's directive with respect to revenues, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

## **Fiscal Year**

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Wilsonville's fiscal year is July 1 through June 30.

## **Five-Year Financial Plan**

An estimation of revenues and expenses required by the City

to operate for the next five-year period.

## **Franchise Fee (Right-of-Way Fee)**

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City streets and right-of-ways.

## **Full-Time Equivalent (FTE)**

The equivalent of one full-time position working 12 months in a year. The employment level of the City is expressed in terms of full-time equivalents, or FTEs. Those on a part-time schedule are converted to a proportion of an FTE. Full time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

## **Fund**

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

## **Fund Balance**

The difference between assets and liabilities of a fund.

## **General Fund**

Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are police protection, building and grounds maintenance, parks and recreation, library, general administration of the City, and any other activity for which a special fund has not been created.

## **General Long-Term Debt**

Represents any unmatured debt not considered to be a fund liability.

## **General Obligation Bonds (G.O. Bonds)**

Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer's property taxing power and often require a public vote. They are usually issued to pay for general capital improvements such as parks and City facilities.

## **Governmental Fund**

One of the three groups of funds for which financial statements are prepared, the others including Proprietary and Fiduciary. Activity not explicitly accounted for as Proprietary or Fiduciary activity are reported in the Governmental Fund type. Governmental Funds include special revenue funds, debt service funds, capital project funds, permanent funds, and the General Fund.

## **Grant**

A contribution of funds for a specific purpose or function. Typically a grant has to be applied for and meet certain criteria.

## **Infrastructure**

Public domain capital assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

## ***Indirect Charges***

Administrative costs that are incurred in support of an operating program. These charges are budgeted as interfund transfers.

## ***Indirect Cost Allocation***

A method by which indirect costs are apportioned to various direct functions. Typically indirect costs are those associated with administration.

## ***Interfund Transfers***

Amounts distributed from one fund to pay for services provided by another fund, appropriated separately in the Transfers category.

## ***Intelligent Transportation System***

Traffic control devices that has the ability to adjust depending on demand.

## ***Intergovernmental Revenues***

Levied by one government but shared on a predetermined basis with another government or class of governments. This category also includes federal and state grants.

## ***Job Access/Reverse Commute (JARC)***

Grant funds available to help with operating costs of equipment, facilities, and associated expenses related to providing access to jobs.

## ***Levy***

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectible payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

## ***Line Item Budget***

Amount budgeted per general ledger account. The overall budget appropriation is the sum of line item budgets within a department or program.

## ***Local Budget Law***

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions. See also Budget Law.

## ***Local Improvement District***

Consists of property owners desiring improvements to their property, who come together and voluntarily tax themselves to pay for an amenity. Bonds are issued to finance these improvements, which are repaid by assessments on their property. Local Improvement District debt is paid for by a compulsory levy (special assessment) made against benefitting properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

## ***Local Option Levy***

Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for an operating local option levy is 5 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at either a

primary (May) or general (November) election. For elections held at other times, a double majority is required

## ***Major Fund***

Funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds. Any other fund may be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users. Funds that do not fall into these categories are considered non-major.

## ***Materials and Services***

Expendable items purchased for delivery and city services. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

## ***Measure 5***

A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. This law sets a maximum \$10 per \$1,000 of real market value tax rate on individual properties for the aggregate of all non-education taxing jurisdictions. The education maximum rate is limited to \$5 per \$1,000 of real market value.

## ***Measure 50***

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year FY 1995-96 and limits future annual increases to three percent, except for major improvements. This measure also established permanent taxing rates. Voters may approve local initiatives above the fixed rates provided a majority approves at either (i) a primary or general election; or (ii) at any other election in which at least 50 percent of registered voters cast a ballot.

## ***Mission***

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

## ***National Pollutant Discharge Elimination System (NPDES)***

As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating sources that discharge pollutants into waters of the United States.

## ***Non-Operating Budget***

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

## ***Nonspendable***

Balances that will not convert to cash in the defined accounting period (including inventories and prepaid items) or must remain intact pursuant to legal or contractual requirements (such as a permanent endowment).

## ***Objective***

Something to be accomplished in specific, well-defined and measurable terms, and that is achievable within a specific time frame.

# Acronyms & Glossary

## ***Operating Budget***

The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

## ***Operating Revenue***

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

## ***Ordinance***

A formal legislative enactment by the governing body of a municipality having a force of law. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it is in full force and effect of the law within the boundaries of the municipality to which it applies.

## ***Outstanding Debt***

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

## ***Performance Measure***

Data collected to determine how effective or efficient a program is in achieving its objectives.

## ***Permanent Fund***

A fund established to report resources that are legally restricted so that only earnings, and not principal, may be used for purposes that support the program.

## ***Permanent Tax Rate***

Under Measure 50, each school district, education district, local government, and special district was assigned a permanent tax rate limit per \$1000 of assessed value equal to what tax rate was in place in fiscal year 1998. This permanent rate applies to property taxes for operations. The permanent tax rate for the City of Wilsonville is \$2.5206 per \$1,000 of assessed value.

## ***Personnel Services***

Includes the salaries and wages paid to employees plus the City's contribution for fringe benefits such as retirement, social security, health and workers' compensation insurance.

## ***Privilege Tax***

City of Wilsonville is authorized under ORS 221.450 and ORS 221.515 to impose privilege taxes on telecommunications carriers, utilities, and others for the use of city streets, alleys or highways for other than travel. This is to secure fair and reasonable compensation to the City and its residents for permitting use of the public right away.

## ***Project Manager***

The individual responsible for budgeting for a project and managing project to its completion.

## ***Property Tax***

Based according to assessed value of property and is used as the source of monies to pay for various operations of City government and to pay for general obligation debt.

## ***Proposed Budget***

The first phase of budget development specified in Oregon's Budget Law. Combines operating, non-operating, and resource estimates prepared by the City Manager and submitted to the Budget Committee for public input, review and approval.

## ***Proprietary Fund***

Proprietary Fund is one of the three groups of funds for which financial statements are prepared, along with the Governmental and Fiduciary Funds. Proprietary funds are employed to report on business-like activities, financed primarily by revenues generated by the activities themselves, such as water, sewer, stormwater, and street lighting utilities.

## ***Rainy Day Fund***

A designated contingency to provide resources for future operational needs in the event that an economic downturn continues for an extended period of time.

## ***Real Market Value***

A value assigned to a property by the local county assessor to approximate the value a property is worth in the market place. Disparities between real market value and assessed value are a result of voter approved tax initiative 50 passed in 1997.

## ***Resolution***

A special or temporary order of a legislative body requiring City Council action.

## ***Resources***

Total of revenues, interfund transfers in and beginning fund balance.

## ***Restricted Fund Balance***

Restrictions placed on fund balance by an external entity. This balance may only be spent if the criteria placed by the restrictions is met.

## ***Retained Earnings***

An equity account that reflects the accumulated earnings of an enterprise or internal service fund.

## ***Revenue***

Funds received by the City from either tax or non-tax sources.

## ***Revenue Bonds***

Bonds payable from a specific, ongoing and predictable source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of a utility, the financed project, grants, excise or other specified non-property tax.

## ***Sinking Fund***

Fund established by a government agency or business for the purpose of reducing debt by repaying or purchasing outstanding loans and securities held against the entity, helping keep the borrower liquid so it can repay the bondholder.

## ***South Metro Area Regional Transit (SMART)***

Wilsonville's transit system.

## ***Special Assessment***

A compulsory levy made against certain properties to defray all or part of the cost of a capital improvement or service

deemed to benefit primarily those properties, see Local Improvement District.

### **Special Assessment Bond**

A bond issue payable from the payments on special assessments imposed against properties that have been specially benefited by the construction of public improvements such as sidewalks, roads, or sewer systems.

### **Special Revenue Funds**

Established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

### **Statewide Transportation Improvement Fund STIF**

This is a dedicated funding source for transportation per HB 2017. The Oregon "transit tax" is a state payroll tax equal to one-tenth of 1 percent. The Transit Tax is the sole revenue source for STIF.

### **Supplemental Budget**

Appropriations established during a fiscal year to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

### **System Development Charges**

Paid by developers and builders to fund expansion of infrastructure systems necessary due to increased usage. Such charges are collected for water, sewer, storm drains, streets and parks and are paid by developers and builders as part of the permit process.

### **Transportation Demand Management**

A strategy aimed at encouraging a shift from single-occupant vehicle (SOV) trips to non-SOV modes, or shifting auto trips out of peak periods.

### **Taxes**

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, such as water service.

### **Tax Levy**

The total amount of property taxes needed to pay for General Fund operations and for principal and interest on bonds.

### **Tax Rate**

The amount of tax levied for each \$1,000 of assessed valuation.

### **Tax Revenue**

Total revenue yielded from various taxes levied by the local government.

### **Tax Roll**

The official list of taxable property prepared by the County Assessor, showing the amount of taxes levied against each property for the tax year.

### **Transfers**

The authorized exchange of cash or other resources between funds.

### **Transient Lodging Tax**

City of Wilsonville collects a 5% Transient Lodging Tax per City Code 7.210. A portion of the funds go to the Community Tourism Matching Grant program.

### **Trust Funds**

Established to administer resources received and held by the City as the trustee or agent for others. Uses of these funds facilitate the discharge of responsibility placed upon the City by virtue of law or other similar authority.

### **Unappropriated Ending Fund Balance**

An account which records a portion of the ending fund balance which is segregated for future use and is not available for current appropriation or expenditure. Also referred to as committed fund balance.

### **Unassigned Fund Balance**

Excess of total ending fund balance over restricted, committed and assigned components. Applies only to the General Fund and is also referred to as contingency.

### **User Fees**

The fee charged for services to the party or parties who directly benefits. Also called Charges for Service.

### **Wilsonville Transit Tax Fund**

was established to finance the operating and administrative costs of the SMART (South Metro Area Regional Transit) by City Code 7.400. Wilsonville Transit Tax rate is 0.005 effective October 1, 2008.



My favorite place - Wilsonville Public Library.  
Photo Credit: Sageera Oravil Abdulla Koya.





## RESOLUTION NO. 3062

### **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:

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.

This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 5<sup>th</sup> day of June, 2023 and filed with the Wilsonville City Recorder this same date.

# Resolutions

DocuSigned by:  
*Kristin Akervall*  
3CFF015570AB425...

---

Kristin Akervall, Council President

ATTEST:

DocuSigned by:  
*Kimberly Veliz*  
E781DE10276B496...

---

Kimberly Veliz, City Recorder

## SUMMARY OF VOTES:

Mayor Fitzgerald	Excused
Council President Akervall	Yes
Councilor Linville	Yes
Councilor Berry	Yes
Councilor Dunwell	Yes

RESOLUTION NO. 3063

**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 17, 2023 to discuss possible uses of the funds and before the City Council on June 5, 2023 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 2023-24.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 5<sup>th</sup> day of June, 2023 and filed with the Wilsonville City Recorder this same date.

DocuSigned by:  
  
3CFE015570AB425...  
 \_\_\_\_\_  
 Kristin Akervall, Council President

ATTEST:

DocuSigned by:  
  
E781DE10276B498...  
 \_\_\_\_\_  
 Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald	Excused
Council President Akervall	Yes
Councilor Linville	Yes
Councilor Berry	Yes
Councilor Dunwell	Yes

# Resolutions

## RESOLUTION NO. 3064

**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 2023-24.**

WHEREAS, in accordance with ORS 294.426 the Wilsonville Budget Committee met on May 17, 2023 and May 18, 2023 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2023-24; and,

WHEREAS, the Budget Committee deliberated on the proposed budget on May 17, 2023 and on May 18, 2023; and

WHEREAS, the Budget Committee approved the proposed budget on May 18, 2023; and

WHEREAS, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such a amounts were included in the approved budget, and

WHEREAS, on May 23, 2023 and June 1, 2023 a summary of the budget, as required by ORS 294.438, was duly published in the Pamplin Media, formerly the Wilsonville Spokesman, a newspaper of general circulation in the City; and,

WHEREAS, in accordance with ORS 294.456 the Wilsonville City Council duly held a public hearing on June 5, 2023 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, 2023.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Council adopts the budget for FY 2023-24 in the total amount of \$277,476,344.
2. Of the total adopted budget of \$277,476,344, the City appropriates \$268,423,144 for the fiscal year beginning July 1, 2023 as shown in Exhibit A – Schedule of Appropriations. The difference of \$9,053,200 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 2023-24 upon the assessed value of all taxable property in the City.

	<u>General Government Limit</u>
General Fund	\$2.5206 / \$1,000

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 280 of the Proposed Budget document. Assigned (contingency) is the portion of appropriations available for use during a fiscal year if approved through Council Resolution.

# Resolutions

- 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 5<sup>th</sup> day of June, 2023 and filed with the City Recorder this date.

DocuSigned by:  
*Kristin Akervall*  
3CFE015570AB425...

---

Kristin Akervall, Council President

ATTEST:

DocuSigned by:  
*Kimberly Veliz*  
E784DE40276B498...

---

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald	Excused
Council President Akervall	Yes
Councilor Linville	Yes
Councilor Berry	Yes
Councilor Dunwell	Yes

ATTACHMENT:

- A. Schedule of Appropriations

<b>Exhibit A – Schedule of Appropriations</b>
---

**General Fund**

Administration	\$ 2,226,115	
Finance	1,873,530	
Information Technology/GIS	1,785,245	
Legal	782,122	
Human Resources and Risk Management	1,178,140	
Public Works Administration	988,470	
Facilities	1,984,287	
Parks Maintenance	2,656,990	
Parks & Recreation	2,020,258	
Library	2,493,968	
Law/Code Enforcement	6,559,118	
Municipal Court	256,060	
Debt Service	1,134,284	
Transfers to Other Funds	7,523,981	
Contingency	6,588,499	
<b>Total Fund Appropriations</b>	<b>40,051,067</b>	<b>\$ 40,051,067</b>

**Community Development Fund**

C.D. Administration	\$ 656,240	
Engineering	2,477,824	
Planning	1,354,580	
Transfers to Other Funds	607,926	
Contingency	108,730	
<b>Total Fund Appropriations</b>	<b>5,205,300</b>	<b>\$ 5,205,300</b>

**Building Inspection Fund**

Building Inspection	\$ 1,275,714	
Transfers to Other Funds	346,058	
Contingency	2,385,269	
<b>Total Fund Appropriations</b>	<b>4,007,041</b>	<b>\$ 4,007,041</b>

**Transit Operations Fund**

Transit	\$ 10,357,630	
Transfers to Other Funds	1,043,990	
Contingency	13,445,013	
<b>Total Fund Appropriations</b>	<b>24,846,633</b>	<b>\$ 24,846,633</b>

# Resolutions

## Exhibit A – Schedule of Appropriations

### Road Operating Fund

Road Operations	\$	1,440,582		
Debt Service		358,000		
Transfers to Other Funds		2,161,694		
Contingency		1,513,685		
<b>Total Fund Appropriations</b>			\$	<b>5,473,961</b>

### Road Maintenance Fund

Transfers to Other Funds	\$	4,235,000		
Contingency		2,142,932		
<b>Total Fund Appropriations</b>			\$	<b>6,377,932</b>

### Water Operating Fund

Water Distribution	\$	1,687,774		
Water Treatment Plant		4,705,889		
Debt Service		371,000		
Transfers to Other Funds		11,003,045		
Contingency		10,961,360		
<b>Total Fund Appropriations</b>			\$	<b>28,729,068</b>

### Sewer Operating Fund

Wastewater Collections	\$	1,364,647		
Wastewater Treatment Plant		3,332,276		
Debt Service		2,880,000		
Transfers to Other Funds		11,357,299		
Contingency		2,678,577		
<b>Total Fund Appropriations</b>			\$	<b>21,612,799</b>

### Street Lighting Operating Fund

Street Lighting	\$	366,450		
Transfers to Other Funds		522,500		
Contingency		534,644		
<b>Total Fund Appropriations</b>			\$	<b>1,423,594</b>

### Stormwater Fund

Stormwater Maintenance	\$	1,155,160		
Debt Service		838,000		
Transfers to Other Funds		6,224,965		
Contingency		1,651,784		
<b>Total Fund Appropriations</b>			\$	<b>9,869,909</b>



<b>Exhibit A – Schedule of Appropriations</b>
---

**Fleet Service Fund**

Fleet	\$ 2,090,687		
Transfers to Other Funds	2,400		
Contingency	746,804		
<b>Total Fund Appropriations</b>		<b>\$</b>	<b>2,839,891</b>

**Water Capital Projects Fund**

Capital Projects	\$ 22,513,541		
Transfers to Other Funds	1,060,018		
Contingency	1,605,779		
<b>Total Fund Appropriations</b>		<b>\$</b>	<b>25,179,338</b>

**Sewer Capital Projects Fund**

Capital Projects	\$ 9,303,662		
Transfers to Other Funds	528,104		
Contingency	317,143		
<b>Total Fund Appropriations</b>		<b>\$</b>	<b>10,148,909</b>

**Road Capital Projects Fund**

Capital Projects	\$ 24,428,011		
Transfers to Other Funds	1,021,691		
Contingency	504,734		
<b>Total Fund Appropriations</b>		<b>\$</b>	<b>25,954,436</b>

**Stormwater Capital Projects Fund**

Capital Projects	\$ 5,100,839		
Transfers to Other Funds	333,201		
Contingency	318,091		
<b>Total Fund Appropriations</b>		<b>\$</b>	<b>5,752,131</b>

**Facilities Capital Projects Fund**

Capital Projects	\$ 10,270,557		
Transfers to Other Funds	63,464		
Contingency	293,598		
<b>Total Fund Appropriations</b>		<b>\$</b>	<b>10,627,619</b>

**Parks Capital Projects Fund**

Capital Projects	\$ 3,560,000		
Transfers to Other Funds	241,700		
Contingency	526,294		
<b>Total Fund Appropriations</b>		<b>\$</b>	<b>4,327,994</b>

# Resolutions

## Exhibit A – Schedule of Appropriations

### Water Development Charges Fund

Materials & Services	\$	26,980	
Debt Service		452,000	
Transfers to Other Funds		8,803,824	
Contingency		1,899,135	
<b>Total Fund Appropriations</b>	<b>\$</b>		<b>11,181,939</b>

### Sewer Development Charges Fund

Materials & Services	\$	22,930	
Transfers to Other Funds		1,605,323	
Contingency		102,990	
<b>Total Fund Appropriations</b>	<b>\$</b>		<b>1,731,243</b>

### Road Development Charges Fund

Materials & Services	\$	43,130	
Transfers to Other Funds		10,712,968	
Contingency		336,558	
<b>Total Fund Appropriations</b>	<b>\$</b>		<b>11,092,656</b>

### Washington County TDT Fund

Contingency	\$	1,919,280	
<b>Total Fund Appropriations</b>	<b>\$</b>		<b>1,919,280</b>

### Frog Pond West Fund

Materials & Services	\$	36,180	
Transfers to Other Funds		3,199,297	
Contingency		808,697	
<b>Total Fund Appropriations</b>	<b>\$</b>		<b>4,044,174</b>

### Stormwater Development Charges Fund

Materials & Services	\$	5,980	
Transfers to Other Funds		360,603	
Contingency		4,001,249	
<b>Total Fund Appropriations</b>	<b>\$</b>		<b>4,367,832</b>

### Parks Development Charges Fund

Materials & Services	\$	17,570	
Transfers to Other Funds		1,111,946	
Contingency		528,882	
<b>Total Fund Appropriations</b>	<b>\$</b>		<b>1,658,398</b>

			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right;"><b>Total City Appropriations - All Funds</b></td> <td style="text-align: right;"><b>\$</b></td> <td style="text-align: right;"><b>268,423,144</b></td> </tr> </table>	<b>Total City Appropriations - All Funds</b>	<b>\$</b>	<b>268,423,144</b>
<b>Total City Appropriations - All Funds</b>	<b>\$</b>	<b>268,423,144</b>				

## THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE

### URA RESOLUTION NO. 343

#### **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 2023-24.**

WHEREAS, in accordance with ORS 294.426 the Wilsonville Urban Renewal Agency (“Agency”) Budget Committee met on May 18, 2023 to receive public testimony, hear the budget message, and listen to presentations pertaining to the proposed budget for Fiscal Year 2023-24; and

WHEREAS, the Budget Committee deliberated on the proposed budget, and on May 18, 2023, approved the budget with no amendments and set the incremental assessed value for the West Side Plan District to \$122,100,000, thus limiting tax imposed in that district to approximately \$1,600,000 in accordance with ORS 457.470(3)(c),

WHEREAS, the governing board of the Coffee Creek Plan District declares its intent to collect the full amount of the division of tax for the District; and

WHEREAS, the governing board of the WIN Twist Bioscience Plan declares its intent to collect the full amount of the division of tax for the District; and

WHEREAS, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such amounts were included in the approved budget; and

WHEREAS, on May 25, 2023 and June 1, 2023 a summary of the budget, as required by ORS 294.438, was duly published in Pamplin Media, formerly known as Wilsonville Spokesman, a newspaper of general circulation in the City of Wilsonville (“City”); and

# Resolutions

WHEREAS, in accordance with ORS 294.456, the Agency duly held a public hearing on June 5, 2023 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, 2023.

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 2023-24 in the total amount of \$23,489,759.
2. Of the total adopted budget of \$23,489,759, the Agency appropriates \$22,915,313, for the fiscal year beginning July 1, 2023, as shown in Attachment A – Schedule of Appropriations.
3. The Agency certifies to the Clackamas and Washington County Assessors the Agency’s intention as follows for Fiscal Year 2023-24:
  - a. To set the incremental assessed value in the West Side Plan District to \$122,100,000, which will generate approximately \$1,600,000 of taxes imposed.
  - b. To collect 100% of the “Division of Taxes” portion from the Coffee Creek Plan District.
  - c. To collect 100% of the “Division of Taxes” portion from the WIN Twist Bioscience Plan.
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.”

# Resolutions

- 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 Wilsonville Urban Renewal Agency at a regular meeting thereof this 5<sup>th</sup> day of June 2023, and filed with the Wilsonville City Recorder this date.

DocuSigned by:  
*Kristin Akervall*  
3CFF015570AB425...

KRISTIN AKERVALL, VICE CHAIR

ATTEST:

DocuSigned by:  
*Kimberly Veliz*  
E781DE10276B498...

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Chair Fitzgerald	Excused
Vice Chair Akervall	Yes
Member Linville	Yes
Member Berry	Yes
Member Dunwell	Yes

ATTACHMENT:

A. Schedule of Appropriations

<b>Attachment A - Schedule of Appropriations</b>
--

**Year 2000 Plan - Capital Projects Fund**

Materials & Services	\$ 262,900		
Capital Outlay	9,273,000		
Total Fund Appropriations		\$	<b>9,535,900</b>

**Year 2000 Plan - Program Income Fund**

Materials & Services	\$ 5,000		
Interagency Transfer Out	25,000		
Total Fund Appropriations		\$	<b>30,000</b>

**West Side Plan - Debt Service Fund**

Debt Service	\$ 4,702,025		
Total Fund Appropriations		\$	<b>4,702,025</b>

**West Side Plan - Capital Projects Fund**

Materials & Services	\$ 257,364		
Capital Outlay	710,000		
Contingency	5,382,292		
Total Fund Appropriations		\$	<b>6,349,656</b>

**West Side Plan - Program Income Fund**

Contingency	\$ 139,802		
Total Fund Appropriations		\$	<b>139,802</b>

**Coffee Creek Plan - Debt Service Fund**

Debt Service	\$ 782,000		
Total Fund Appropriations		\$	<b>782,000</b>

**Coffee Creek Plan - Capital Projects Fund**

Materials & Services	\$ 136,500		
Contingency	479,130		
Total Fund Appropriations		\$	<b>615,630</b>

**Wilsonville Investment Now Plan - Program Income Fund**

Materials & Services	\$ 750,000		
Contingency	10,300		
Total Fund Appropriations		\$	<b>760,300</b>

**Total URA Appropriations - All Funds**

\$ 22,915,313
---------------



Bee on a flower. Photo Credit: Tim Mann.








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](mailto:legals@commnewspapers.com)

**AFFIDAVIT OF PUBLICATION**

State of Oregon, County of Clackamas, ss I, J. Brian Monihan, being first duly sworn, depose and say that I am the President of the **Wilsonville Spokesman**, a newspaper of general circulation, published in Clackamas County, Oregon, as defined by ORS 193.010 and 193.020, that

**Owner: City of Wilsonville**  
**Description: City of Wilsonville Notice of Budget Committee Meetings And Public Hearings Concerning State Shared Revenue: 05/17/23 at 6pm**  
**Ad#: 286504**

A copy of which is hereto annexed, was published in the entire issue of said newspaper for 2 week(s) in the following issue(s):  
**05/04/2023, 05/11/2023**

  
\_\_\_\_\_  
J. Brian Monihan (President)

Subscribed and sworn to before me this  
05/11/2023.

  
\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON

Acct #: 108863  
**Attn: Kimberly Veliz**  
WILSONVILLE, CITY OF  
29799 SW TOWN CENTER LOOP E  
WILSONVILLE, OR 97070

**City of Wilsonville Notice of Budget Committee Meetings And Public Hearings Concerning State Shared Revenue**

The first public meeting of the Wilsonville Budget Committee, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2023 to June 30, 2024, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon. The meeting will take place on **Wednesday, the 17th of May 2023 at 6:00 pm**. Subsequent meetings, if necessary, are scheduled for Thursday the 18th of May 2023 and Tuesday the 23th of May 2023. All meetings begin at 6:00 pm and will also be held via Zoom web conferencing platform. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be obtained by contacting City Recorder Kimberly Veliz at [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us) or by phone at (503) 570-1506 beginning the 1st of May 2023. 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 2023-24.

These are public meetings where deliberation of the Budget Committee will take place. Any person may comment at the meeting(s) and provide written and oral comments discussing the proposed programs for fiscal year 2023-24 with the Budget Committee.

- Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070) and must be received by Tuesday, May 16, 2023 at 5:00 pm.
- Digital comments (email) may be submitted to [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us) by Tuesday, May 16, 2023 at 5:00 pm.
- Individuals may participate online through the Zoom web conferencing platform. To join the webinar visit: <https://us02web.zoom.us/j/89082691055>.
- Individuals may participate in the meeting via telephone dial: 1-312-626-6799 and enter Webinar ID # 890 8269 1055 when prompted. Please note that long distance charges may apply.
- Contact City Recorder Kimberly Veliz at [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us) or by phone at (503) 570-1506 by Tuesday, May 16, 2023 at 5:00 pm to register.

Bryan Cosgrove  
Budget Officer  
City of Wilsonville  
Publish May 4, 11, 2023

WS286504



# Public Notices/Legal Forms



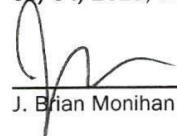
6605 SE Lake Road, Portland, OR 97222  
PO Box 22109 Portland, OR 97269-2169  
Phone: 503-684-0360 Fax: 503-620-3433  
E-mail: [legals@commnewsletters.com](mailto:legals@commnewsletters.com)

## AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, ss  
I, J. Brian Monihan, being first duly sworn,  
depose and say that I am the President of  
the **Wilsonville Spokesman**, a newspaper of  
general circulation, published in Clackamas  
County, Oregon, as defined by ORS 193.010  
and 193.020, that

**Owner: City of Wilsonville**  
**Description: City of Wilsonville Urban Re-  
newal Agency**  
**Notice of Budget Committee Meetings:**  
**05/17/23 at 6pm**  
**Ad#: 286505**

A copy of which is hereto annexed, was  
published in the entire issue of said  
newspaper for 2 week(s) in the  
following issue(s):  
**05/04/2023, 05/11/2023**

  
\_\_\_\_\_  
J. Brian Monihan (President)

Subscribed and sworn to before me this  
05/11/2023.

  
\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON

Acct #: 108863  
**Attn: Kimberly Veliz**  
WILSONVILLE, CITY OF  
29799 SW TOWN CENTER LOOP E  
WILSONVILLE, OR 97070

## City of Wilsonville Urban Renewal Agency Notice of Budget Committee Meetings

The first public meeting of the Wilsonville Budget Committee of the City of Wilsonville Urban Renewal Agency, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2023 to June 30, 2024, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon. The meeting will take place on **Wednesday, the 17th of May 2023 at 6:00 pm**. Subsequent meetings, if necessary, are scheduled for Thursday the 18th of May 2023 and Tuesday the 23th of May 2023. All meetings begin at 6:00 pm and will also be held via Zoom web conferencing platform. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be obtained by contacting City Recorder Kimberly Veliz at [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us) or by phone at (503) 570-1506 beginning the 1st of May 2023. 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 2023-24.

These are public meetings where deliberation of the Budget Committee will take place. Any person may comment at the meeting(s) and provide written and oral comments discussing the proposed programs for fiscal year 2023-24 with the Budget Committee.

- Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070) and must be received by Tuesday, May 16, 2023 at 5:00 pm.
- Digital comments (email) may be submitted to [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us) by Tuesday, May 16, 2023 at 5:00 pm.
- Individuals may participate online through the Zoom web conferencing platform. To join the webinar visit: <https://us02web.zoom.us/j/89082691055>.
- Individuals may participate in the meeting via telephone dial: 1-312-626-6799 and enter Webinar ID # 890 8269 1055 when prompted. Please note that long distance charges may apply.
- Contact City Recorder Kimberly Veliz at [cityrecorder@ci.wilsonville.or.us](mailto:cityrecorder@ci.wilsonville.or.us) or by phone at (503) 570-1506 by Tuesday, May 16, 2023 at 5:00 pm to register.

Bryan Cosgrove  
Executive Director  
Urban Renewal Agency  
City of Wilsonville  
Publish May 4, 11, 2023

WS286505



# Public Notices/Legal Forms



6605 SE Lake Road, Portland, OR 97206  
PO Box 22109 Portland, OR 97269-2  
Phone: 503-684-0360 Fax: 503-620-3  
E-mail: legals@commnewspapers.c

**AFFIDAVIT OF PUBLICATION**  
State of Oregon, County of Clackamas,  
I, J. Brian Monihan, being first duly  
depose and say that I am the President  
of the **Wilsonville Spokesman**, a newspaper  
of general circulation, published in Clackamas  
County, Oregon, as defined by ORS 183.010  
and 193.020, that

**Owner: City of Wilsonville**  
**Description: Notice of Budget Hearing**  
**6/5/2023 at 7pm**  
**Ad#: 289580**

A copy of which is hereto annexed, was  
published in the entire issue of said  
newspaper for 2 week(s) in the  
following issue(s):  
**05/25/2023, 06/01/2023**

  
J. Brian Monihan (President)

Subscribed and sworn to before me this  
06/01/2023.

  
NOTARY PUBLIC FOR OREGON

Acct #: 108863  
Attn: Klm Velz  
WILSONVILLE, CITY OF  
29799 SW TOWN CENTER LOOP E  
WILSONVILLE, OR 97070

## FORM LB-1

## NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville City Council will be held on June 5, 2023 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, 2023 as approved by the City of Wilsonville Budget Committee. A summary of the budget is presented below and can be viewed at <https://www.ci.wilsonville.or.us/finance/page/budget>. A copy of the budget may be inspected or obtained at City Hall, 29799 SW Town Center Loop E, Wilsonville, Oregon by appointment between the hours of 8:00 a.m. and 5:00 p.m. For appointment call 503-682-1011. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Keith Katko

Telephone: 503-570-1516

Email: [katko@ci.wilsonville.or.us](mailto:katko@ci.wilsonville.or.us)

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2021-22	Adopted Budget This Year 2022-23	Approved Budget Next Year 2023-24
Beginning Fund Balance/Net Working Capital	113,601,163	140,405,478	125,451,874
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	44,201,908	47,383,789	48,454,226
Federal, State and All Other Grants, Gifts, Allocations and Donations	17,180,544	24,213,342	15,077,687
Revenue from Bonds and Other Debt	23,525,480	0	0
Interfund Transfers / Internal Service Reimbursements	28,145,246	93,610,117	78,684,237
All Other Resources Except Property Taxes	14,987,556	3,539,240	799,320
Property Taxes Estimated to be Received	6,870,382	9,268,000	11,009,000
<b>Total Resources</b>	<b>\$261,492,256</b>	<b>\$318,419,966</b>	<b>\$277,476,344</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	Materials and Services	Capital Outlay	Debt Service
18,286,835	21,368,505	16,223,728	3,158,101
23,503,134	29,017,704	93,130,406	5,312,250
24,977,542	28,526,675	78,894,919	6,033,284
94,535,063	65,606,429	75,793,877	55,919,727
149,102,727	7,314,980	7,330,320	
<b>Total Requirements</b>	<b>\$261,492,256</b>	<b>\$318,419,966</b>	<b>\$277,476,344</b>

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM						
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount	FTE
Administration	1,721,992	6.50	1,974,107	5.50	2,226,115	6.58
Finance	1,388,411	9.50	1,836,781	10.50	2,026,300	10.70
Information Technology/GIS	993,083	5.50	1,510,015	6.50	1,785,245	8.50
Legal	683,113	3.70	764,512	3.70	782,122	3.80
Human Resources & Risk Management	842,729	3.80	1,120,240	4.35	1,179,950	4.35
Community Development - Administration	518,869	2.00	633,892	2.00	656,240	2.00
Community Development - Engineering	1,860,878	13.50	2,409,506	13.50	2,477,824	13.50
Community Development - Planning	1,117,074	7.60	1,350,440	7.60	1,354,580	7.60
Community Development - Building Inspection	1,131,100	8.80	1,335,431	7.80	1,275,714	7.80
Public Works - Administration	699,919	4.50	965,392	4.50	988,470	4.50
Public Works - Facilities	1,129,845	9.75	1,741,291	10.75	1,984,287	11.75
Public Works - Roads	687,306	4.60	1,074,982	4.60	1,440,582	4.60
Public Works - Street Lighting	279,623	0.00	401,500	0.00	368,450	0.00
Public Works - Water Distribution	1,308,465	5.53	1,653,333	5.53	1,687,774	5.53
Public Works - Water Treatment Plant	2,963,519	0.00	4,991,504	0.00	4,705,889	0.00
Public Works - Wastewater Collection	931,856	3.63	1,430,304	3.63	1,384,647	3.63
Public Works - Wastewater Treatment Plant	2,798,366	0.00	3,252,832	0.00	3,332,276	0.00
Public Works - Stormwater Maintenance	821,368	2.74	1,218,102	2.74	1,155,160	2.74
Transit	7,582,784	44.13	11,706,857	46.38	10,357,630	45.38
Fleet Service	1,482,424	8.00	1,887,000	9.00	2,090,687	9.00
Parks and Recreation - General Services	1,411,227	9.20	1,808,521	9.45	2,020,258	9.45
Parks and Recreation - Parks Maintenance	1,786,315	11.25	2,216,389	12.25	2,656,990	13.63
Library	1,995,351	16.36	2,350,130	16.26	2,493,988	17.66
Law/Code Enforcement	5,034,586	0.00	5,980,194	1.00	6,557,308	1.00
Municipal Court	149,453	1.65	247,210	1.65	256,060	1.65
Non-Departmental / Non-Program	61,100,056	0	262,559,701	0	220,253,818	0
<b>Total Requirements &amp; FTE</b>	<b>\$102,389,629</b>	<b>182.04</b>	<b>\$318,419,966</b>	<b>189.69</b>	<b>\$277,476,344</b>	<b>193.35</b>

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING	
The total proposed operating budget for 2023-24 consisting of personnel services, materials and services, and capital equipment purchases is \$57,222,526, up 2.4% from prior year. Personnel services include the addition of 3.85 FTE. Materials and services include contractual increases in the City's wastewater treatment plant operations, water treatment plant operations, and law enforcement program. Capital outlay includes both capital equipment acquisitions and capital improvement (infrastructure) projects. The City is proposing a capital improvement project (CIP) budget of \$75,176,810. In Fiscal Year 2023-24 the City does not anticipate issuing new debt.	

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 2.5206 per \$1,000)	2.5206	2.5206	2.5206
Local Option Levy	0	0	0
Levy For General Obligation Bonds	\$0	\$0	\$0

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1,	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$41,950,900	\$0
Other Borrowings	\$0	\$0
<b>Total</b>	<b>\$41,950,900</b>	<b>\$0</b>

Publish May 25, June 1, 2023

WS289580





6605 SE Lake Road, Portland, OR 97222  
 PO Box 22109 Portland, OR 97269-2169  
 Phone: 503-684-0360 Fax: 503-620-3433  
 E-mail: [legals@commnewsnewspapers.com](mailto:legals@commnewsnewspapers.com)

**AFFIDAVIT OF PUBLICATION**

State of Oregon, County of Clackamas, ss I, J. Brian Monihan, being first duly sworn, depose and say that I am the President of the **Wilsonville Spokesman**, a newspaper of general circulation, published in Clackamas County, Oregon, as defined by ORS 193.010 and 193.020, that

**Owner: City of Wilsonville**  
**Description: A public meeting of the City of Wilsonville Urban Renewal Agency will be held on 6/5/2023 at 7pm**  
**Ad#: 289598**

A copy of which is hereto annexed, was published in the entire issue of said newspaper for 2 week(s) in the following issue(s):  
**05/25/2023, 06/01/2023**

J. Brian Monihan (President)

Subscribed and sworn to before me this 06/01/2023.

NOTARY PUBLIC FOR OREGON

Acct #: 108863  
**Attn: Kim Vellz**  
 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 5, 2023 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, 2023 as approved by the Urban Renewal Agency. The budget for 2023 was prepared on a basis of accounting that is the same as used in the preceding year. For appointment call 503-682-1011. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used in the preceding year.  
 Contact: Keith Katto Telephone: 503-570-1516 Email: [katto@ci.wilsonville.or.us](mailto:katto@ci.wilsonville.or.us)

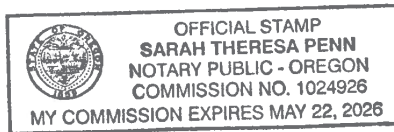
FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget
	2021-22	This Year 2022-23	Next Year 2023-24
Beginning Fund Balance/Net Working Capital	38,572,131	31,001,233	19,526,709
Federal, State and All Other Grants	35,890	0	0
Revenue from Bonds and Other Debt	16,211,524	4,000,000	500,000
Interfund Transfers	0	0	0
Other Resources Except Division of Tax & Special Levy	0	181,550	474,000
Reserve for Contingencies	6,318,355	9,014,560	2,985,000
Total Resources	\$83,830,977	\$44,197,334	\$23,488,789
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Materials and Services	1,069,442	901,828	1,411,784
Capital Outlay	3,499,707	18,600,588	9,983,000
Debt Service	28,599,127	14,613,100	5,484,025
Interagency Transfers	0	919,094	25,000
Contingencies	0	9,154,958	6,011,524
Unappropriated Ending Balance and Reserved for Future Expenditure	30,662,699.06	0	574,446
Total Requirements	\$63,830,977	\$44,197,334	\$23,488,789
FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM			
Name of Organizational Unit or Program	Amount	FTE	Amount
Year 2000 Plan	14,483,289	0	28,139,872
West Side Plan	18,227,016	0	15,379,194
Coffee Creek Plan	457,973	0	678,278
Wilsonville Investment Now Plan	0	0	0
Total Requirements & FTE	\$33,168,277	0	\$44,197,334

STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING			
The URA has two capital projects budgeted in 2023-24. The Year 2000 Plan capital project includes the Bachman Dip Bridge project. The Westside Plan includes the Brown Road project. The Wilsonville Investment Now Plan is newly created and includes a tax rebate distribution.	Estimated Debt Authorized, But Not Incurred on July 1		
General Obligation Bonds	\$7,421,717		\$0
Other Bonds	\$0		\$0
Other Borrowings	\$0		\$500,000
Total	\$7,421,717		\$500,000

STATEMENT OF INDEBTEDNESS			
LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1	
General Obligation Bonds	\$7,421,717	\$0	
Other Bonds	\$0	\$0	
Other Borrowings	\$0	\$500,000	
Total	\$7,421,717	\$500,000	

Publish May 25, June 1, 2023

WS289598



## Budget

The Finance Department, in conjunction with the city's [Budget Committee](#), prepares the budget for each fiscal year, beginning annually on July 1.

### BUDGET COMMITTEE MEETINGS

- [Budget Committee Information](#)
- [Meeting Agendas](#)
- View Past Budget Meetings: [May 18, 2022](#) | [May 19, 2022](#)
- Upcoming Meetings: [May 17, 2023](#) | [May 18, 2023](#) | [May 23, 2023](#)

### PROPOSED BUDGET 2023-2024

The city's [Proposed 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 hyperlinks to pages throughout the document. Page number references in the document lead to the corresponding budget page.

### ADOPTED BUDGET 2022-2023

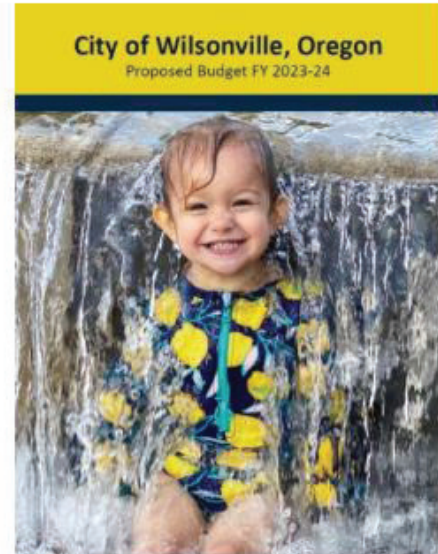
The city's [Adopted Budget](#) includes several features to assist readers in finding information in the Adobe PDF version including bookmarks on the left side of the screen, an available search bar at the top of the screen and page links throughout the document. Page number references in the document lead to the corresponding budget page. This year's budget also includes photos submitted from the [Let's Talk, Wilsonville! #BestofWilsonville Photo Contest](#).

### PREVIOUS BUDGETS

Previous years budgets can be [downloaded](#) from the website.

### DISTINGUISHED BUDGET PRESENTATION AWARD

Since 1998, the Finance Department has continuously received the annual Distinguished Budget Presentation award for their budget documents. To receive the award, the city must prepare a document that is easy to read, discloses financial policies, and clearly explains where the resources come from and how they will be used. The budget must conform to some 90 criteria to be eligible for an award.



#### Supporting Documents

 [Proposed Budget FY 2023-24](#) (33 MB)

# 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  
2023-2024**

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 on the tax roll of Clackamas and Washington County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>29799 SW Town Center Lp E</u>	<u>Wilsonville</u>	<u>Oregon</u>	<u>97070</u>	<u>6/9/2023</u>
Mailing Address of District	City	State	ZIP code	Date
<u>Keith Katko</u>	<u>Finance Director</u>	<u>503-570-1516</u>	<u>katko@ci.wilsonville.or.us</u>	
Contact Person	Title	Daytime Telephone	Contact Person E-Mail	

**CERTIFICATION** - You must check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

### PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits		
		Rate	-or- Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	\$2.5206 rate		<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	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
N/A			

\*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

\*\*The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

150-504-050 (Rev. 10-12-22)

(see the back for worksheet for lines 5a, 5b, and 5c)

File with your assessor no later than **JULY 15**, unless granted an extension in writing.

ED 50 119

**FORM OR-UR-50**

**NOTICE TO ASSESSOR**

**2023-2024**

• 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 2023-2024 ad valorem tax increment amounts  
(Agency Name)

by plan area for the tax roll of \_\_\_\_\_ Clackamas and Washington Counties  
(County Name)

\_\_\_\_\_ Keith Katko \_\_\_\_\_ 503-570-1516 \_\_\_\_\_ 06/9/2023  
(Contact Person) (Telephone Number) (Date Submitted)

\_\_\_\_\_ 29799 SW Town Center Loop E, Wilsonville, OR 97070 \_\_\_\_\_ [katko@ci.wilsonville.or.us](mailto:katko@ci.wilsonville.or.us)  
(Agency's Mailing Address) (Contact Person's E-mail Address)

Yes, the agency has filed an impairment certificate by May 1 with the assessor (ORS 457.445).

**Part 1: Option One Plans (Reduced Rate). [ORS 457.435(2)(a)]**

Plan Area Name	Increment Value to Use*		100% from Division of Tax	Special Levy Amount**
	\$ _____	OR	<input type="checkbox"/> Yes	\$ _____
	\$ _____	OR	<input type="checkbox"/> Yes	\$ _____

**Part 2: Option Three Plans (Standard Rate). [ORS 457.435(2)(c)]**

Plan Area Name	Increment Value to Use***		100% from Division of Tax***	Special Levy Amount****
	\$ _____	OR		\$ _____
	\$ _____	OR		\$ _____

**Part 3: Other Standard Rate Plans. [ORS 457.445(2)]**

Plan Area Name	Increment Value to Use*		100% from Division of Tax*	
	\$ _____	OR	<input type="checkbox"/> Yes	
	\$ _____	OR	<input type="checkbox"/> Yes	

**Part 4: Other Reduced Rate Plans. [ORS 457.445(1)]**

Plan Area Name	Increment Value to Use*		100% from Division of Tax*	
West Side Plan District	\$ 122,100,000	OR	<input type="checkbox"/> Yes	
Coffee Creek Plan District	\$ -	OR	<input checked="" type="checkbox"/> Yes	

**Part 5: Permanent Rate Plans. [chapter 580 (2019 Or Laws)]**

Plan Area Name	Increment Value to Use*		100% from Division of Tax*	
Twist Bioscience Plan Area	\$ _____	OR	<input checked="" type="checkbox"/> Yes	
	\$ _____	OR	<input type="checkbox"/> Yes	

**Notice to Assessor of Permanent Increase in Frozen Value.** Beginning tax year 2023-24, permanently increase frozen value to:

Plan Area Name	New frozen value \$

^ **All Plans except Option Three:** Enter amount of Increment Value to Use that is less than 100% Or check "Yes" to receive 100% of division of tax. Do NOT enter an amount of Increment Value to Use AND check "Yes".

\*\* If an **Option One plan** enters a Special Levy Amount, you MUST check "Yes" and NOT enter an amount of Increment to Use.

\*\*\* **Option Three plans** enter EITHER an amount of Increment Value to Use to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the Amount from Division of Tax stated in the ordinance, NOT both.

\*\*\*\* If an **Option Three plan** requests both an amount of Increment Value to Use that will raise less than the amount of division of tax stated in the 1998 ordinance and a Special Levy Amount cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Authority