

City of Wilsonville, Oregon

Proposed Budget FY 2025-26



*Cover Photo Taken by David Abrahamson, category winner of the
Let's Talk, Wilsonville! 2025 Best of Wilsonville photo contest.*

City of Wilsonville, Oregon

FY 2025-26

Quick Facts and Locator Page

	City			
	Operating	SDC & Capital Projects	Urban Renewal Agency	More information beginning on page
<u>Where The Money Comes From:</u>				
Property taxes	\$ 12,619,000	\$ -	\$ 1,892,100	54, 266
Other governments	6,526,485	3,963,533	-	57
Charges for services	28,264,472	-	-	57
Debt issuance	10,500,000	-	500,000	274
System development charges	-	8,090,000	-	67
All other revenues	18,220,068	915,577	267,000	53, 277
Beginning fund balance	70,557,063	18,580,001	6,770,691	23, 277
Total Resources	<u>\$ 146,687,088</u>	<u>\$ 31,549,111</u>	<u>\$ 9,429,791</u>	
<u>Where The Money Goes:</u>				
Personnel services	\$ 28,614,230	\$ -	\$ -	73
Materials and services	31,422,706	102,390	1,785,104	73, 268
Capital outlay	2,743,400	-	-	73
Capital projects	-	38,441,087	3,481,000	171, 270, 276
Debt service	3,476,060	922,940	780,000	251, 274
Ending fund balance	59,408,744	13,255,642	3,232,687	23, 258, 277
Total Requirements	<u>\$ 125,665,140</u>	<u>\$ 52,722,059</u>	<u>\$ 9,278,791</u>	
Net transfers in (out) of funds	\$ 21,021,948	\$ (21,172,948)	\$ 151,000	
<u>Other Facts:</u>				
Staffing (full time equivalent)	202.35			70
Debt outstanding (est June 2025)	\$ 44,230,720		\$ 2,802,907	251, 274
Permanent Tax rate (per \$1,000)	\$ 2.5206			54, 267
<u>Definitions and Explanations:</u>				
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Wilsonville
Oregon**

For the Fiscal Year Beginning

July 01, 2024

Christopher P. Morill

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the **City of Wilsonville, Oregon**, for its annual budget for the fiscal year beginning **July 1, 2024**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial guide, as an operations guide, and as a communications 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 2025-26

Budget Committee

Tyler Beach

Larisa Manuel Beyer

Christopher Moore

Synthea Russell

Tabi Traughber

Term Expires

Dec. 2026

Dec. 2027

Dec. 2027

Dec. 2025

Dec. 2026

Shawn O’Neil, Mayor

Dec. 2028

Caroline Berry, Council President

Dec. 2026

Katie Dunwell, Councilor

Dec. 2026

Adam Cunningham, Councilor

Dec. 2028

Anne Shevlin, Councilor

Dec. 2028

City Manager

Bryan Cosgrove

Finance Director

Keith Katko

Assistant Finance Director

Katherine Smith

City of Wilsonville

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City of Wilsonville

FY 2025-26

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Best of Wilsonville photo contest winner.
Photo Credit: Ramshi Hamza Ambalathuveetil Pandarathil





May 7, 2025

Dear Budget Committee Members,

It is my privilege to present the proposed budget for the City of Wilsonville for the Fiscal Year 2025-26. This budget reflects our collective commitment to fiscal responsibility, community livability, and a sustainable future. As we navigate the challenges of change, growth, and economic uncertainty this budget is designed to foster long-term prosperity while maintaining the values that make Wilsonville a great place to live, work, and thrive.

Wilsonville stands as a shining example of a city deeply committed to enhancing the quality of life for its residents. With a long-held vision focused on creating vibrant parks and green spaces, promoting housing variety and affordability, and providing options for all modes of travel including, quality public transit, bike and pedestrian connectivity, Wilsonville thrives while maintaining a strong emphasis on public safety, inclusivity, and overall livability. The city prioritizes key elements that contribute to a high quality of life, including accessible public amenities, recreational opportunities, and a focus on neighborhood well-being.

The City of Wilsonville has embraced environmental responsibility by implementing policies that prioritize climate resilience, urban forestry, energy efficiency, and the expansion of renewable energy, contributing to a sustainable future and ensuring the city remains a healthy, green place to live for generations to come. In parallel, Wilsonville invests in societal needs through senior services, behavioral health initiatives, and social connectivity, fostering a strong sense of community. This year's budget includes funding for a contracted peer support specialist, made possible by the National Opioid Settlement, to provide vital peer-to-peer addiction and mental health services to the community.

The City and its budget encompass a broad spectrum of public services, including vital systems like water treatment and delivery, law enforcement, and wastewater collection— essential services which the community depends upon. Beyond these essential services and functions, programs and services provided by parks and recreation, the meals program provided by senior services, and the public library, along with cultural events, public art, and initiatives that foster unity and pride, all add to the well-being of the community. Investments in infrastructure, public spaces, and livability services not only support the present but reflect our shared vision for a future where Wilsonville remains a sustainable, welcoming place for all, with a thriving economic and employment base to support city programs and services for the long-term.

Given the range of services provided, analyzing the budget at a macro level can be complex. To manage this, the City uses fund accounting, overseeing 24 separate funds—11 Operating and 13 Capital. Operating funds support day-to-day operations, with the General Fund being the primary source for core services. These funds can be tax-supported or funded through fees, charges, or grants. Capital funds, used for large infrastructure capital improvement projects (CIPs), are primarily financed through system development charges (SDCs), grants, and transfers from operating funds. This structure ensures effective resource allocation for both ongoing operations and long-term capital projects.

The General Fund is unique amongst all funds, as it serves as the primary source of funding for the City's core operations, including public safety, parks, libraries, and general services. In contrast to specialized funds—such as those for water, sewer, stormwater, transit, roads, and building inspections—which rely on dedicated revenue sources, the General Fund is more flexible. It supports a broad spectrum of essential services that have a direct impact on the daily lives of residents. The sustainability of the General Fund is critical to ensuring the City's financial stability and its ability to respond to evolving community needs.

This letter is structured to make the budget more accessible and understandable by presenting it from multiple financial perspectives. It begins with a high-level summary of the combined City Budget, followed by a breakdown into key categoric components: Operating, Capital Improvement, and Debt Service. Finally, the budget is detailed at the fund level, offering a clearer view of how resources are allocated. This approach ensures transparency and helps stakeholders better understand both the overall financial picture and specific areas of investment.

The fund-level analysis will examine the challenges faced by each of the major operating funds, including the General Fund, which is facing some revenue constraints important to note. Several universal challenges impact all funds, largely driven by the larger geopolitical landscape, which can be characterized by a degree of uncertainty and volatility. Key concerns include supply chain disruptions, inflation, and the potential for stagflation. These factors have significant implications for the City's contracted services, energy costs, and the supplies and material expenses across various funds. Additionally, the City continues to navigate challenges related to pension and healthcare costs, which have an ongoing impact on the budget.

I look forward to working with all of you as we move forward with this budget, which reflects our shared commitment to ensuring Wilsonville remains a vibrant, prosperous, and sustainable community for generations to come.

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 serves 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 biennially by resolution. Existing 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. As new goals are approved through Council resolutions, action plans are revised and updated accordingly. For instance, following the City Council's recent goal-setting session, once these goals are formalized and approved by resolution, corresponding action plans will be developed.

BUDGET SUMMARY

The City's FY 2025-26 proposed consolidated budget totals \$228.9 million, all funds combined, including reserves and contingencies. Of the total proposed budget, \$218.1 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 \$61.9 million. Unappropriated funds, total \$10.8 million, remain in each fund's fund balance and are set aside for working capital, debt reserves and future needs according to the City's Comprehensive Financial Management Policies.

Quick Look Budget Summary (in millions)

Budgetary Category	FY 24-25 Budget	FY 25-26 Proposed	% Change
Operating Budget:			
Personnel Services	\$27.3	\$28.6	5.0 %
Materials & Services	\$30.5	\$31.5	3.3%
Capital Outlay	\$4.7	\$2.7	(41.4%)
Total Operating Budget	\$62.5	\$62.9	1.0%
Capital Projects (CIP)	\$78.4	\$38.4	(51.0%)
Debt Service	\$4.9	\$4.9	-%
Interfund/agency transfers	\$85.0	\$50.1	(41.6%)
Contingency / Reserve	\$48.5	\$61.9	28.0%
Financial Policy Set Aside (unappropriated)	\$9.8	\$10.8	10.4%
Total Proposed Budget	\$289.0	\$228.9	(20.8%)

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

The Operating Budget represents the day-to-day operations of the City. It funds daily operations, including personnel services, materials and services, and capital outlay.

As noted in the chart above, the City's total operating expense budget across all funds is \$62.9 million, broken down as follows:

- *Personnel Services (PS)* – Personnel services include salaries, wages, and benefits, with the total budgeted expense for PS set at \$28.6 million—an increase of 5.0% from the prior year. This budget also accounts for the addition of 5.34 full-time equivalent (FTE) positions, with an FTE defined as working 2,080 hours annually. The changes in FTE positions are as follows:

Fund	Department	Position	FTE
General Fund	Library	Intern	(0.16)
Building Inspection	Building Inspection	Inspector/Examiner	1.00
Community Development	Planning	Planner	(0.50)
Transit Fund	Transit	Drivers / Clackamas Town Center	3.00
	Transit	Safe Routes to School Coordinator/TDM	1.00
	Transit	Customer Service Representatives	2.00
TOTAL			5.34

In the budgeting process, when positions become vacant due to retirements or resignations, each role is reassessed in relation to the overall financial health of the originating fund and the opportunity cost of either filling the position or leaving it vacant. This is exemplified by the leveraging of attrition in the Community Development fund, which includes a mid-year retirement and a 0.50 FTE reduction. The decision to budget for an additional building inspector is driven by demand in the housing construction market. However, the actual hiring decision will be carefully reassessed as economic conditions evolve. Transit positions, funded through grants or other intergovernmental sources, support an expansion of service including the Clackamas Town Center route.

- *Materials & Services (M&S)* – M&S expense is budgeted at \$31.5 million across 26 program areas; up 3.3% over prior year. A complete *program-by-program* analysis of variances by expense type, with corresponding explanation of significant variances, is contained in the Program Expenditures section of this budget book. An aggregation by M&S expense type is displayed in the chart below with the following additional context:
 - Professional and technical services: Constitutes the largest portion of Materials & Services, covering contracted services for Law Enforcement, Water Treatment Plant operations, Wastewater Treatment Plant operations, and Street Sweeping. The 7.1% increase is primarily driven by higher contracted service costs for Law Enforcement (\$7.2 million) and Wastewater Treatment (\$3.3 million). This category also includes about \$1.0 million in annual computer service contracts, such as the City's Enterprise Resource Planning (ERP) system (Tyler Tech), a Software-as-a-service (SaaS) platform which supports various municipal functions.
 - Utilities: A large year over year cost driver for the City. Managing utility costs—through energy efficiency, conservation measures, or strategic investments in renewable resources—help mitigate the impact of rising utility prices.

- Supplies: Significantly reduced by 22.8% in the aggregate due to the \$550K biannual replacement of granular activated carbon (GAC) in the water treatment filtration process at the water treatment plant, which occurred in FY 24-25.
- Community Programs: Includes contracted services for a peer support specialist covered by the National Opioid Settlement received by the City.
- Insurance: A major year-over-year cost driver for the City. Risk management helps minimize costly incidents by identifying and addressing potential risks, ultimately reducing overall expenses

Quick Look Materials & Services Budget Detail (in millions)

Materials & Services (MS) Detail	FY 24-25 Budget	FY 25-26 Proposed	% Change
Professional and technical services	\$16.0	\$17.1	7.1%
Repairs & maintenance	\$3.8	\$3.9	3.5%
Utilities	\$3.3	\$3.6	8.4%
Supplies	\$3.6	\$2.8	(22.8)%
Other M&S – bank fees, franchise fees	\$1.7	\$1.7	-%
Community programs, special projects	\$1.2	\$1.3	9.4%
Insurance, rents, and leases	\$0.7	\$0.9	22.1%
Employee development	\$0.3	\$0.3	4.6%
Total Materials & Services (MS)	\$30.5	\$31.5	3.3%

- **Capital Outlay (CO)** – CO expense is budgeted at \$2.7 million. Capital outlay is one-time, large equipment or vehicle type expenditures. The key feature is that it benefits the City for more than one year.
 - Transit Fund: Transit operations is the largest driver of capital outlay with bus purchases fluctuating year over year and often come with long lead times from order until delivery. Expense is recognized upon delivery. Total amount budgeted in the Transit Fund for capital outlay is \$1.2 million for buses and related equipment with funding from federal capital grant funds and state transportation infrastructure funding (STIF).
 - General Fund: The capital outlay of \$135,000 includes \$115,000 for the replacement of cameras in the Council Chamber, funded through PEG fees reserved in the General Fund. Additionally, it includes \$20,000 for the replacement of RFID equipment in the library
 - Road/Water/Sewer/Stormwater Operating Funds: Capital outlay of \$179,400 split evenly amongst the funds for a articulating wheel loader for routine use and emergency response capabilities.
 - Water Operating Fund: Capital outlay of \$669,000 for a collection of upgrades at the WTP including: washwater pumps (\$289,000), fire alarm system (\$45,000), filters (\$66,000), power monitoring equipment (\$129,000), OHSA upgrades (\$86,000), and exterior steel door replacement (\$54,000).

- Sewer Operating Fund: Capital outlay of \$70,000 is to replace the existing server room rack with an enclosed race to protect the SCADA core electronics from dust and dirt.
- Fleet is proposing \$472,000 in scheduled vehicle replacement and other end of lifecycle equipment with funding from out of the fleet reserve. Also, a budgeted amount of \$60,000 for the replacement of a vehicle lift.

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

CAPITAL IMPROVEMENT PROJECT BUDGET

The Capital Improvement Project (CIP) budget funds permanent structural change or restorations to aspects of a property that will enhance or prolog its useful life.

As Wilsonville grows, projects like road improvements, new parks, and utility expansions are being carried out, with high-cost, long-lasting impacts. The CIP budget also includes Master Plans & Studies, System Development Reimbursements/Credits, and annual maintenance, with Master Plans guiding future infrastructure planning.

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 largest capital project in the City's CIP budget is \$8.5 million for the Boeckman Creek Sewer Interceptor Project (CIP #2107). 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	\$3.3	West Side Level B Reservoir Improvement (\$1.1); WTP Pump Stations Upgrades (\$0.5)
Sewer CIP	\$13.0	Boeckman Creek Interceptor (\$8.6); WWTP Aeration Basin Expansion (\$2.5)
Roads CIP:		
Streets	\$10.2	I-5 Pedestrian Bridge (\$6.0); Road Maintenance Projects (\$2.1), Stafford Road Improvements (\$1.6)
Streetscape	\$0.8	LED Street Light Conversion (\$0.6), Pedestrian enhancements (\$0.2)
Planning	\$0.5	Comprehensive Plan update (\$0.4)
Stormwater CIP	\$3.5	Boeckman Creek Flow Mitigation (\$1.7); Miley Road Stormwater Improvements (\$1.4)
Facilities CIP:		
Facilities/Transit	\$3.9	SMART Yard Expansion (\$1.4), Police Building seismic rehabilitation (\$1.5)
Information Technology	\$0.4	Security Access System (\$0.4); Fiber Connectivity Project (\$0.3M)
Parks CIP	\$2.8	Memorial Park grant funded playground replacement (\$1.1M), Memorial Park ballfield safety improvement (\$0.7).
TOTAL	\$38.4	

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

the General Fund), System Development Funds (Water, Sewer, Roads, or Parks), intergovernmental revenue (grants or intergovernmental agreements), or using Urban Renewal Funds. Additional detail on Capital projects are detailed in the Capital Projects section of this budget book.

DEBT SERVICE

The Debt Service budget refers to the costs associated with repaying borrowed funds. These expenses include the principal and interest payments to service a debt.

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 07/01/25:

- Series 2021: \$15.0 million outstanding obligation related to the 2011 expansion of the City's wastewater treatment plant. This bond was refinanced in FY 2020-21 at a rate of 1.43%. Debt payments are funded through the Sewer Operating Fund and will be fully paid off in FY 2030-31, with approximately \$2.6 million in debt annual payments.
- Series 2022A: \$6.2 million outstanding obligation related to the 2022 expansion of the City's water treatment plant from 15MDG to 20MGD. This bond has a rate of 2.47%. Debt payments are funded through the Water SDC Fund and will be fully paid off in FY 2041-42, with approximately \$450k in annual debt payments.
- Series 2022B: \$13.6 million outstanding obligation related to the 2022 construction of the Public Works Complex. This bond as a rate of 2.24% with a term of 15 years with prepayment option and debt payments funded through an allocation proportion to Water, Sewer, Roads, and Stormwater Operating Funds.

Additionally, the City has been approved for a revolving loan of up to \$29 million from the State of Oregon's Department of Environmental Quality (DEQ) through the Clean Water State Revolving Fund (CWSRF) to finance wastewater system capital improvements. The City plans to access approximately \$10.5 million of these funds in FY 2025-26 for the Boeckman Creek Interceptor Project (CIP 2107) and the WWTP Aeration Basin Expansion (CIP 2113). To cover the required payback, City sewer system development fees (SDCs) will be adjusted to include debt servicing. The Sewer SDC nexus ensures that growth and benefiting developments contribute their fair share to infrastructure costs through SDC collections.

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

FUND SUMMARIES:

Fund accounting tracks and manages separate funds based on their specific purposes or restriction, ensuring accountability and transparency.

The City has 24 Funds each budgeted separately (11 Operating and 13 Capital). Operating funds are used for *day-to-day* operations of the City and often include transfers to capital funds to fund capital projects

(CIPs). The City’s primary operating fund is its General Fund. Operating funds can be tax-supported or funded through fees, charges, or grants. Capital funds are funded typically through system development charges (SDCs), grants, and transfers-in from operating funds. The budgets of each fund can be found in the budget document in the Fund Summaries tab. The largest operating funds are also discussed below.

General Fund

The General Fund accounts for resources devoted to services most commonly associated with local government, including Law Enforcement, Parks and Recreation, Library, Municipal Court, Policy & Administration, Public Works Administration, and Facilities. The details for these program areas can be found in the Program Expense section of this budget document. The operating budget for the General Fund, including personnel, materials & supplies, and capital outlay, is \$28.7 million, an increase of 5.4% over prior year budget

This budget request includes \$3.5 million in budget transfers out for Capital Improvement Projects and for a Community Development Fund contribution, as outlined in the chart below:

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

Transfer out to:	Budget	Project funding including:
CD Fund	\$1.2	CD Fund contribution for long range planning and development
Streets CIP/Planning	\$0.4	Basalt Creek planning, Town Center plan implementation, Climate Action plan.
Facilities CIP	\$1.1	Community Center siding repairs, HVAC repairs, HVAC replacements, security access system, fiber connectivity project, and annual computer network upgrades.
Parks CIP	\$0.9	Memorial Park ballfield safety improvements (field netting), urban forest climate resilience, Boeckman Creek Trail slope stabilization, and annual play structure and ADA improvements.
TOTAL Transfers Out	\$3.5	

The General Fund’s budgeted ending fund balance for FY 2025-26 is \$9.6 million, with \$4.3 million unappropriated in accordance with City financial policies. Additionally, \$2.8 million is designated for strategic one-time future uses, including \$2.0 million as a sustainability reserve. Approximately \$435,000 in PEG Fee revenue also restricted for applicable public, educational, governmental (PEG) broadcasting.

Property tax is the primary revenue source for the General Fund, budgeted at \$12.6 million, and is generated from the City’s \$2.5206 per \$1,000 of assessed value, permanent tax rate, established under Measure 50 in 1998. Assessment growth is capped at a 3% annual increase, with the exception of new development. While new development provides the City with increased property tax revenue, the benefits are limited due to Measures 5 and 50. When calculating the property tax allocation for new development, the state determines the real market value (RMV) based on construction and land costs, then applies a change property ratio to establish the assessed value. For FY 2024-25, the property change ratios were 53.4% for residential, 48.7% for multi-family, and 60.2% for commercial/industrial mixed, which are used to determine a property’s maximum assessed value (MAV).

Without new revenue sources, and with the exception of the one-time revenue spike from a TVWD ground lease payoff in FY 2026-27— forecasted expenses will outpace revenues, gradually eroding the General Fund fund balance over time. This trend is primarily driven by escalating parks operational and maintenance

needs, rising police contracts, as well as General Fund capital improvement projects (CIP) in Parks and in Facilities. Addressing this will require a focus on revenue growth, new sources of revenue, maximizing efficiencies, and possibly adjusting service levels to reduce costs.

With the General Fund, the City soon faces a key decision: maintain its current property tax rate, augment it with a local option levy to fund public safety, implement a parks utility fee, explore other alternative revenue sources, or seek cost efficiencies and service reductions, or a combination of all the above. The City must carefully balance the need to sustain high-quality services with the challenges posed by these competing priorities. With aging infrastructure and increasing parks maintenance and operational costs, the City is already exceeding the service levels planned under the 1998 Permanent Rate. Simply put, the City today is vastly different from what it was 27 years ago.

Community Development Fund

The Community Development (CD) Fund supports services dedicated to envisioning, planning, and building this community. This fund encompasses Planning, Engineering, Economic Development, and Urban Renewal Administration programs. These services play a key role in shaping the factors that influence whether people choose to move to or stay in the city.

Community Development services are essential to the city's success as they guide orderly growth, manage infrastructure, and ensure sustainable development. By creating zoning regulations and long-term plans, they promote economic vitality, environmental sustainability, and social equity. Additionally, these services enhance safety, public health, and quality of life by fostering resilient, walkable, and accessible communities. In essence, CD services shape the city's future by balancing development with the needs of residents, businesses, and the environment, ensuring a well-organized, thriving urban space. In short, if you love living in Wilsonville, you can thank the Community Development department, and city planners in particular.

The FY 2025-26 budget for the CD Fund, including reserves and contingencies, is \$8.3 million. Resources for this fund are generated through Transfers-In from other funds, development permits, and charges for service to the City's Urban Renewal Agency. Transfers-In from capital improvement project (CIP) funds represent revenue from project management fees (PMF) charged on various CIP projects. PMF for urban renewal projects are charges recorded as charges for services.

The FY 2025-26 is shaping up to be another financially challenging year for the CD Fund. Development fees are a pivotal revenue source for this fund, and this presents a significant wildcard factor. A single large, unanticipated development could lead to a substantial increase in revenue (a "feast")—or, conversely, a lack of such developments could result in a significant shortfall (a "famine"). With no specific developments currently anticipated, Community Development is focusing on cost savings through attrition, while carefully considering opportunity costs in its strategic approach. The CD Director position will remain unfilled for at least the first half of the year. Additionally, a retiring planning position will be removed in the second half, resulting in a reduction of the fund's FTE count by 0.50.

The fund's ending fund balance is predicted to end FY 2025-26 at approximately \$2.2 million, with \$0.06 million reserved in contingency for potential PMF delays.

Building Inspection Fund

The Building Inspection Fund supports the administration and enforcement of building codes. It is fully funded through permits and service charges related to local development. Permit revenue is projected to remain consistent with the current year's budget, reflecting a conservative estimate of upcoming development, primarily centered around the Frog Pond development area. The FY 2024-25 budget for the Building Inspection Fund, including reserves and contingencies, totals \$5.0 million.

Permit revenue is cyclical, with fluctuations in development receipts. Permits are often pulled in advance, and revenue can be subject to timing differences with expenses, as inspections typically follow. The fund balance is projected to reach approximately \$3.2 million by the end of FY 2025-26, significantly exceeding the financial policy target of \$278,400. The remaining \$2.9 million is reserved in the fund's contingency, providing a buffer to manage the timing discrepancies in permit receipts.

Road Operating and Road Maintenance Funds

The two similarly named funds have distinct purposes and funding sources. The Road Operating Fund accounts for the City's share of the state's gas tax, which is dedicated to the repair and maintenance of streets. The state gas tax rate is \$0.40 per gallon, with a portion allocated back to cities and counties based on population size. These funds are strictly designated for use as outlined in the Oregon Constitution: "...exclusively for the construction, reconstruction, improvement, repair, maintenance, operation, and use of public highways, roads, streets, and roadside rest areas in this state"

The primary operational risks to the City's Road Operating Fund stem from reduced driving or the increasing adoption of fuel-efficient vehicles. However, for now, revenue trends remain stable, with gas tax revenue projected at \$2.2 million, partly due to the City's population growth. The Road Operating Fund is expected to end FY 2025-26 with a fund balance of \$682,465.

The Road Maintenance Fund was established with a special fee on commercial and residential properties to fund major road repairs and reconstruction on existing roadways. The fund has budgeted a \$2.4 million transfer to the Roads CIP Fund for street maintenance projects outlined in the CIP section of the budget. It is expected to end FY 2025-26 with a fund balance of \$4.7 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 2025-26 Proposed Budget for SMART, including reserves and contingencies, is \$27.3 million.

SMART has benefited from a stable local economy, receiving funding through the employer-based payroll tax, which is directly tied to employment in the City. The presence of large national and international employers in the district, who have consistently maintained stable employment levels, has contributed to this reliable funding source. Additionally, SMART has seen an increase in federal funding over the years, through grants, as public transit is recognized as a critical component of the nation's infrastructure. SMART is a direct recipient of funding from the Federal Transit Administration (FTA), with federal grants awarded through a competitive process or via federal earmarks

SMART is also a beneficiary of allocated funding from the Statewide Transportation Improvement Fund (STIF), which established a statewide payroll tax under the *Keep Oregon Moving Bill* signed into state law in

2017. Over the next two year biennium, SMART expects to receive \$2.5 million in additional funding to increase service locally, modernize fleet inventory, or add additional interconnectivity service to area communities. Both the federal grant funding and the STIF funding is included as part of budgeted intergovernmental revenue.

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

The Transit budget includes \$1.7M capital improvement project for bus yard expansion and related infrastructure improvement. The budgeted Transit Fund balance at the end of FY 2025-26 is \$14.6 million, well above the financial policy minimum of \$1.8 million.

Water, Sewer, Stormwater, and Street Lighting Operating Funds

The Water Operating, Sewer Operating, Stormwater Operating, and Street Lighting Funds are classified as Enterprise Funds. These funds are self-supporting, generating revenue by providing goods or services to the general public for a fee. Combined, the four funds are expected to recognize \$23.9 million in charges for service revenue in FY 2025-26, which includes approximately \$1.6 million in water sales to the City of Sherwood. The City serves about 7,200 utility customers and processes approximately 86,400 payments annually.

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 as noted below:

- Water: CIP transfer-outs total \$1.2 million including \$0.3 million for reservoir security (CIP #1153); \$0.2 million for Water pump station upgrades (CIP #1159), \$0.1 million for SCADA upgrades (CIP #1160).
- Sewer: CIP transfer-outs total \$12.6 million and includes: \$8.6 for the Boeckman Creek Interceptor project (CIP #2107); and \$2.6 million for the Waste Water Treatment Plant aeration basin expansion project (CIP #2113).
- Stormwater: CIP transfer-outs total \$3.5 million including \$1.4 million for Boeckman Creek Flow Mitigation (CIP #7068) and \$1.6 million for Miley Road Stormwater improvements (CIP #7071)
- Street Lighting transfer-outs includes: \$0.6 million for the LED street light conversion project (CIP #4722).

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

Conclusion

"In three words I can sum up everything I've learned about life: It goes on." —Robert Frost

In conclusion, there is no conclusion, only an ongoing pursuit of consistency in a world that constantly shifts. The City, as an organization, diligently navigates this uncertainty, striving for operational efficiency while mastering the complex machinery of municipal life. From street sweeping to water treatment, from roadway construction to parks maintenance, the City continues to deliver essential services, not as an end, but as part of the endless process of enhancing the community's livability. In its role as the sole provider of these services, the City aligns itself with the expectations of its residents, but more profoundly, it reflects a deeper commitment to sustaining a high quality of life amidst the perpetual flux of existence.

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

As I transition into retirement, I reflect on the incredible journey we've shared and the remarkable strides our City has made. It fills me with immense pride to see the organization continue to thrive, even as I take a step back. While my retirement is a personal milestone, it also serves as a reminder that the work we've done here is part of a much larger, ongoing narrative. The City's growth and success will undoubtedly persist, fueled by a dedicated team that will continue to build on the foundation we've established together.

In the time I have remaining, one of my primary goals is to clearly communicate the critical need for additional General Fund revenue sources. I understand that securing these resources is essential to sustaining and expanding the City's ability to meet its growing demands and aspirations. Another key focus is advancing the vision for the City's Town Center, a project that holds immense potential for shaping the future of our community. It is my hope that, through open and thoughtful dialogue, we can underscore the importance of a balanced, sustainable approach to ensure the City's long-term success and prosperity.

Furthermore, I am eager to continue collaborating with my team to develop and implement innovative and effective strategies aimed at improving operational efficiency across the City and within the General Fund specifically. By focusing on maximizing resources, streamlining processes, and identifying cost-saving opportunities, we can ensure the long-term financial health of the City while maintaining our commitment to high-quality services for the community. It is a challenge I take on with great enthusiasm, as I know the groundwork we lay now will pave the way for even greater achievements in the future.

It is with a deep sense of responsibility that I present yet another balanced budget, reaffirming our commitment to this timeless tradition. The FY 2025-26 Proposed Budget serves not as a final destination, but as a blueprint—an ongoing process—for realizing and prioritizing the goals, objectives, and key performance areas set by the City Council for the year ahead.

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.

A big thank you to 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—and if you’ll indulge me just a few more lines—I want to express my deepest gratitude to every employee of this incredible city. From the front desk clerks who deliver outstanding customer service each and every day, to the maintenance workers who diligently care for our city’s assets; from the brave men and women of the police department who provide exemplary service around the clock, to the bus drivers who offer vital transportation to those who depend on it; from the creative, energetic staff at the library—Wilsonville’s Living Room—to the planners and engineers who have shaped the remarkable housing and employment areas our city has developed since its inception; and to my entire management team, who have helped ensure that we’re all rowing in the same direction—thank you.

This marks my 30th and final municipal budget, and I can say without reservation that the last 14 years as Wilsonville’s city manager have been the most rewarding of my career. That is due in large part to the extraordinary people I’ve had the great good fortune to work with and for. A special thank you to the City Council who placed their trust in me back in June 2011 and to every elected official who followed.

In the end, it’s not the journey or the destination that matters—it’s the company.

I’d like to close with a with an oath that was recited by the citizens of Athens, Greece more than 2,000 years ago. It is a timeless reminder of civic responsibility, and a copy has adorned my office since I started in local government back in 1995. *“We will never bring disgrace on this our City by an act of dishonesty or cowardice. We will fight for the ideals and Sacred Things of the City both alone and with many. We will revere and obey the City’s laws, and will do our best to incite a like reverence and respect in those above us who are prone to annul them or set them at naught. We will strive unceasingly to quicken the public’s sense of civic duty. Thus, in all these ways, we will transmit this City not only, not less, but greater and more beautiful than it was transmitted to us.”*

With Sincere Gratitude,

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

Bryan Cosgrove
Budget Officer and City Manager



City Manager Bryan Cosgrove (left) and Assistant City Manager Jeanna Troha (right) presenting the 25 year service awards to Keith Katko, Andy Stone, and Becky White.



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 27,048, it is a small but rapidly growing community with vibrant residential areas, thriving businesses, and a clear vision for its future.

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

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

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

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

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

Profile

PROFILE OF THE GOVERNMENT

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

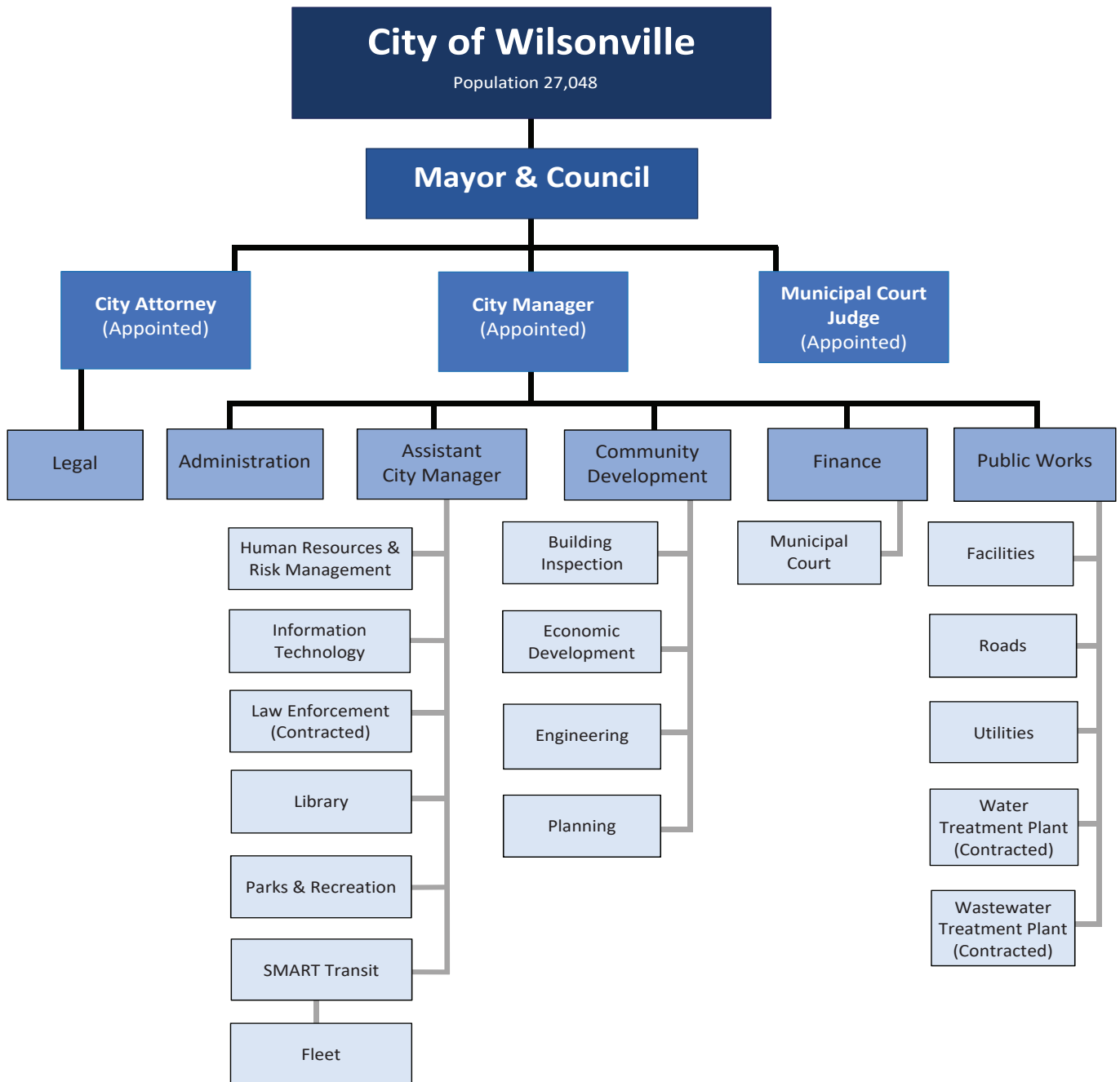
PROFILE OF THE BUDGET

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

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

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

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



Boards & Commissions

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

Mission Statement & Values

Mission Statement

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

Values

Diversity, Equity + Inclusion (DEI)

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

Sustainable

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

Economic Opportunity

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

Environment

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

Safety

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



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

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

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

Goal 2: Protect and preserve Wilsonville's environment

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

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

- Economic opportunity for all
- Increase investment in industrial areas

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

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

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

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

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

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

City History Timeline

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

City History Timeline

2012	<ul style="list-style-type: none"> Oregon Institute of Technology opens its Wilsonville campus. 	2018	<ul style="list-style-type: none"> Meridian Creek Middle School opens. 	2021	<ul style="list-style-type: none"> Julie Fitzgerald elected Mayor. Bus on Shoulder pilot project launches. 12,000 sq. foot nature play area opens in Memorial Park.
2014	<ul style="list-style-type: none"> Lowrie Primary School K-5 opens. 	2019	<ul style="list-style-type: none"> Council approves a \$1,054,000 library remodeling project. 	2022	<ul style="list-style-type: none"> Construction begins on a new Public Works complex.
2015	<ul style="list-style-type: none"> The City's Wastewater Treatment Plant is upgraded and expanded. 	2020	<ul style="list-style-type: none"> City starts using zero emission battery electric bus. NW Natural Street of Dreams event was held in Frog Pond development with 6 homes valued at over \$4 million. 	2023	<ul style="list-style-type: none"> The City adopted Resolution 3058 to regulate camping for survival on public property.
2016	<ul style="list-style-type: none"> Substantial work begins on the Basalt Creek Concept Plan and Frog Pond Area Plan. Population: 22,700 		<ul style="list-style-type: none"> State of emergency declared in response to COVID-19. Oregon wildfires burned over 1,000,000 acres of land. Population: 26,664 	2024	<ul style="list-style-type: none"> To ensure safe travel, the Boeckman Bridge Corridor project begins. Groundbreaking event for mixed-use affordable housing development at the Wilsonville Transit Center. Shawn O'Neil elected Mayor.
2017	<ul style="list-style-type: none"> TVWD and the City of Hillsboro partner to extend Willamette River water into Washington County. In order to relieve congestion, the City begins expansion of main connector streets, including Boones Ferry to Brown Road and Kinsman Road. 				



Groundbreaking event for mixed-use affordable housing development at the Wilsonville Transit Center.

About Wilsonville

City Statistics - Services

Description	Base Year 2020	Year 2024	% Change	Source
Culture and recreation:				
Libraries	1	1	0%	City Library
Parks/open space acreage	253	253	0%	Parks Department
Parks	16	19	19%	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	18	6%	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	0	-100%	Business license
Amusement centers (private)	1	1	0%	Business license
Restaurants (private)	71	70	-1%	Business license
City utilities:				
Water:				
Production capacity	15 mgd	15 mgd	0%	Public Works
Peak capacity demand	10.9 mgd	11.15 mgd	2%	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	7,295	7%	Utility Billing
Wastewater:				
Treatment design capacity	4 mgd	4 mgd	0%	Public Works
Average daily treatment	2.1 mgd	2.515 mgd	20%	Public Works
Miles of sewer pipeline	88	89	1%	Public Works
Biosolids, tons/day	2.3	1.0	-56%	Public Works
Lift Stations	9	9	0%	Public Works
Stormwater:				
Average rainfall, inches	43	43	0%	www.bestplaces.net
Miles of storm sewers	81	90	11%	Public Works
Stormwater catch basins	2,325	3,345	44%	Public Works
Manholes	2,336	2,745	18%	Public Works
Detention Ponds	10	10	0%	Public Works
Street lights:				
Number of lights	3,645	3,198	-12%	Public Works
Number of streetlight poles	2,717	3,000	10%	Public Works
Public Safety:				
Police calls - public initiated	6,574	6,037	-8%	Clackamas Co Sheriff
Number of sworn officers	19	20	5%	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 2024	% Change	Source
Public Transportation:				
City operated:				
Fixed routes (daily)	9	8	-11%	City Transit
Demand based trips (annually)	12,698	12,704	0%	City Transit
Number of riders (annually)	240,357	197,607	-18%	City Transit
Miles driven (annually)	719,313	570,874	-21%	City Transit
Inter-City Connections:				
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
Streets:				
Centerline miles	85	88	4%	Public Works
Signal lighted intersections	23	24	4%	Public Works
Freeway interchanges	3	3	0%	Public Works
Bridges	4	5	25%	Public Works
Street trees	24,289	29,494	21%	Public Works
Signs	4,942	5,576	13%	Public Works
Public Schools:				
Elementary schools	3	3	0%	School District
Middle schools	2	2	0%	School District
Charter schools	1	0	-100%	School District
High schools	1	1	0%	School District
Building Permits:				
Commercial, units	214	225	5%	Building Dept.
Commercial, value	\$32 million	\$59 million	84%	Building Dept.
Residential, units	113	209	85%	Building Dept.
Residential, value	\$22 million	\$36 million	64%	Building Dept.

		2023-24	
		Number of Employees	Percentage of total City employment*
Employer	Type of Business		
Siemens Mentor Graphics Corporation	CAD software systems	1,014	5.9%
Coca Cola Bottling Company	Bottling & distribution center	613	3.6%
Collins Aerospace	Aerospace technology	527	3.1%
Sysco Food Services of Portland Inc.	Warehouse & distribution center	499	2.9%
Columbia Distributing	Warehouse & distribution center	400	2.3%
Costco Wholesale	Wholesale retail	329	1.9%
TE Connectivity	Consumer electronics company	299	1.7%
Twist Bioscience Corporation	Synthetic biology company	282	1.6%
Fred Meyer	Grocer	247	1.4%
Energy Storage Systems Inc.	Energy storage technology	247	1.4%
		4,457	26.1%

* Total city employment for 2023-24 was 17,102

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.

Incorporated	1968	From US Census:	2010	2020
Area in square miles	7.8	Population	19,509	26,664
Government	Council/Mgr	Adult education level:		
Registered voters 2024	17,522	High school or higher	89%	96%
Voted in November 2024	79%	Bachelor's degree or higher	38%	45%
		Race:		
Population: July 2024 (PSU est.)	27,048	White	79%	80%
		Hispanic	12%	13%
Median home cost:		Asian	4%	4%
2000 census	\$227,900	Black or African Amer.	2%	2%
2019 (zillow.com)	\$447,805	Other	3%	1%
2020 (zillow.com)	\$475,870	Age and Gender:		
2021 (zillow.com)	\$501,270	0 to 19 years	24%	22%
2022 (zillow.com)	\$638,861	20 to 44 years	39%	39%
2023 (zillow.com)	\$626,757	45 to 64 years	24%	24%
2024 (zillow.com)	\$638,504	65 years and over	13%	15%
		Median age (years)	36	37
Assessed values (November 2024):		Male	9,084	11,201
Real Property	92%	Female	10,425	13,212
Personal Property	6%	Income - Households:		
Public Utility	2%	Less than \$25,000	20%	6%
Manufactured Structure	0%	\$25,000 to \$49,999	26%	6%
		\$50,000 to \$74,999	17%	11%
Real Property	\$4,429 million	\$75,000 to \$99,999	15%	6%
Personal Property	\$272 million	\$100,000 or more	22%	71%
Public Utility	\$96 million	Households:		
Manufactured Structure	\$3 million	Total Households	8,405	9,685
Local businesses:		with individuals <18 yrs	28%	28%
Licenses issued (2024)	1,133	with individuals >60 yrs	25%	36%
Employees (est.)	17,102	Average household size	2.31	2.37
Annual payroll (est.)	\$991 million			

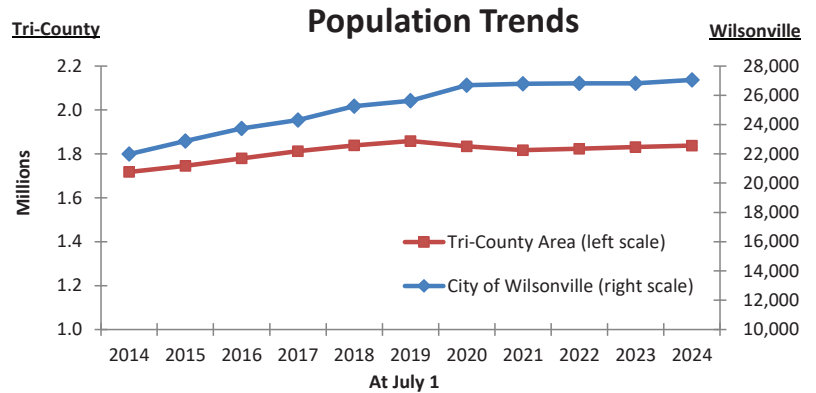
Sources: U.S. Census Bureau, Census 2010, 2020 / Portland State University Population Research Center
Clackamas County & Washington County Elections, official results

Population

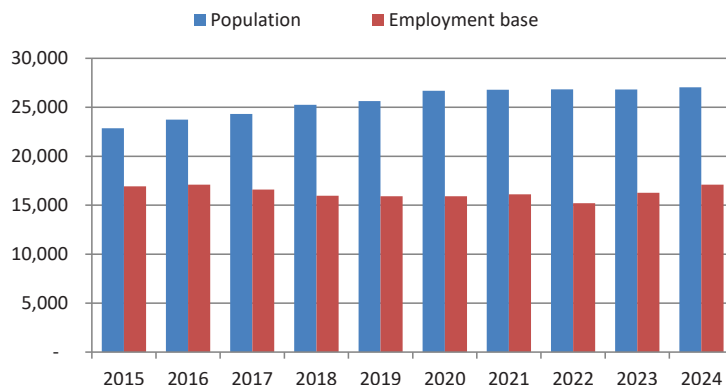
POPULATION TRENDS, CITY VS TRI-COUNTY AREA (CLACKAMAS, MULTNOMAH, WASHINGTON)

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

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



Population and Local Work Force



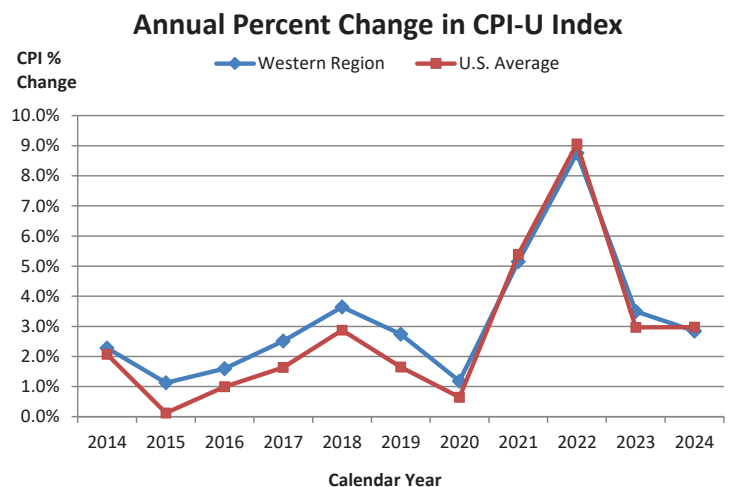
WILSONVILLE POPULATION AND LOCAL EMPLOYMENT

Population has slowly continued to increase over time while the Employment Base has remained relatively the same.

The trend to live in a suburban area seems to be holding its appeal even if residents commute to other locations for employment. The recent increase in the employment base shows the City is recovering from the Pandemic dip.

CONSUMER PRICE INDEX CPI: WESTERN REGION VS NATIONAL AVERAGE

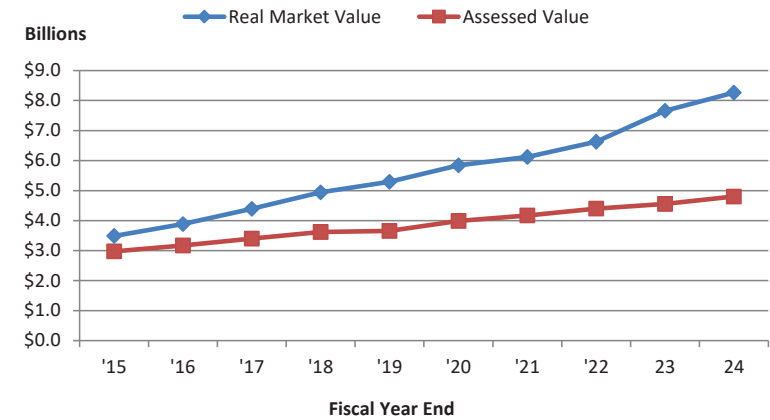
The Western Region consist of Alaska, Washington, Oregon, Idaho, Nevada, California, Arizona, Hawaii, and Guam. Both indices represent all urban items on a calendar year basis. The price levels in the Western Region were greater than the prices nation-wide from 2014 - 2020. Supply chain shortages during the pandemic caused prices to skyrocket from 2020 to 2022. In 2023, there was a sharp decline in prices. This last year the national average stayed the same while the Western Region continued to see a decline.



Trends and Analysis

Property Taxes

Property Values



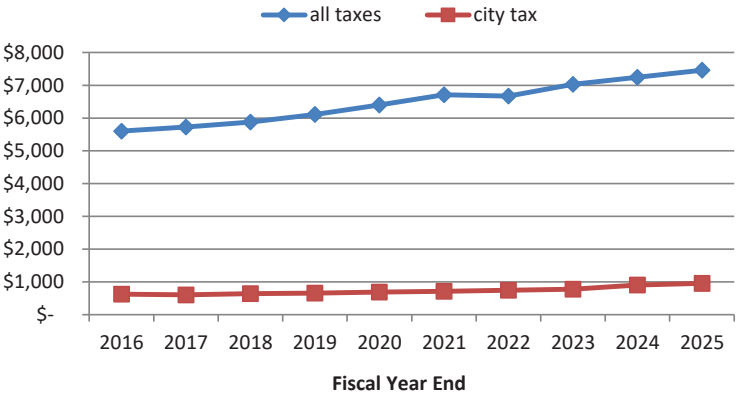
PROPERTY TAX VALUES – REAL MARKET VS ASSESSED

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

TAX BILL GROWTH COMPARISONS

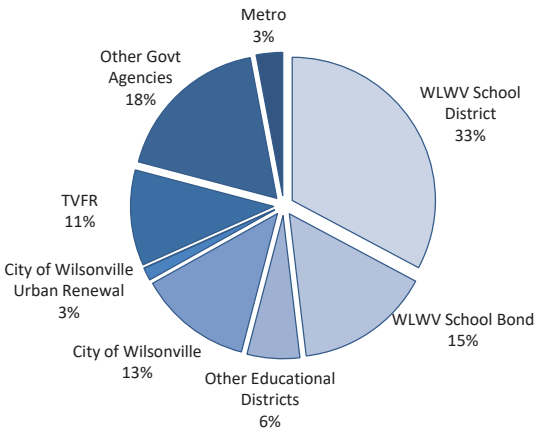
The graph at right is representative of a typical home in Wilsonville. The city share of total taxes in 2025 is almost 13%. Other taxing entities include schools, county, fire district, Metro, and voter approved bonds. The total increase in taxes is due in part to the 3% growth allowed by law and for voter approved levies and bonds. Currently there are local option levies and bonds for West Linn/Wilsonville School District, TVF&R, and Metro. The West Linn/Wilsonville School has the highest bond assessment at \$2.9305 per \$1,000 of assessed value.

Tax Bill History, City Portion and Total Taxes



The chart shows the breakout of the approximate share of property taxes that are paid to each overlapping jurisdiction. The City's tax rate is fixed at \$2.4539 per \$1,000 of assessed value. Assessed value is allowed to increase by 3% per year plus the assessed value of new construction.

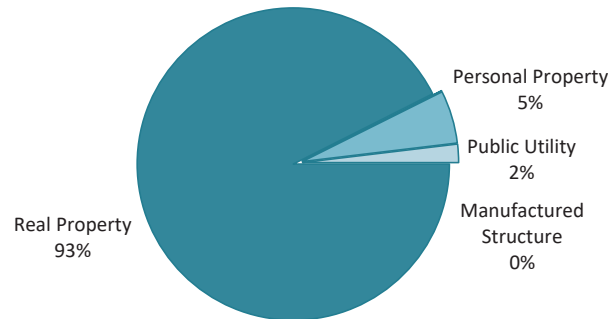
Property Taxes by Jurisdiction
FY 2024-25



Property Type Tax Burden

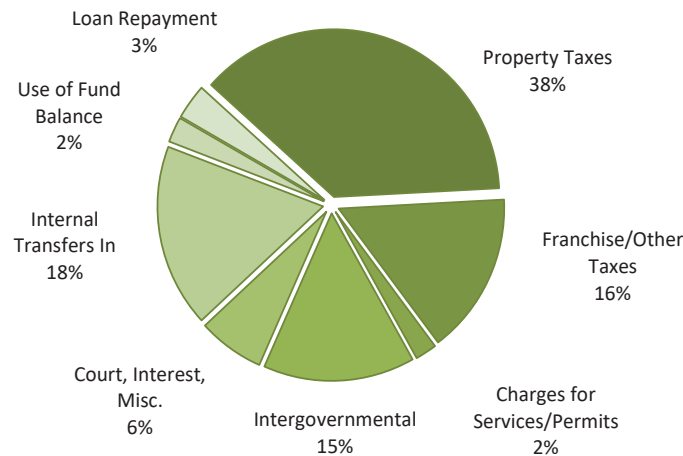
The majority of our taxes come from real property.

City Taxes 2024 - by Property Type



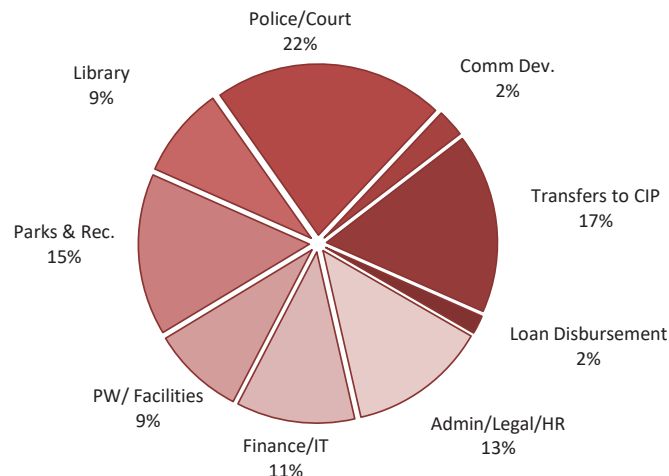
Property taxes are recorded in the City's General Fund, where they combine with other revenues to fund important city services. Property taxes made up approximately one third of total General Fund resources in FY 2023-24.

General Fund Sources - FY 2023-24



This chart represents the percent of money allocated from the General Fund to different areas in FY 2023-24.

General Fund Uses - FY 2023-24



Budget Process

City Budget Calendar

October 2024 through January 2025

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

January 2025

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

February 2025

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

March 2025

- Internal meetings regarding departmental budget requests

April 2025

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

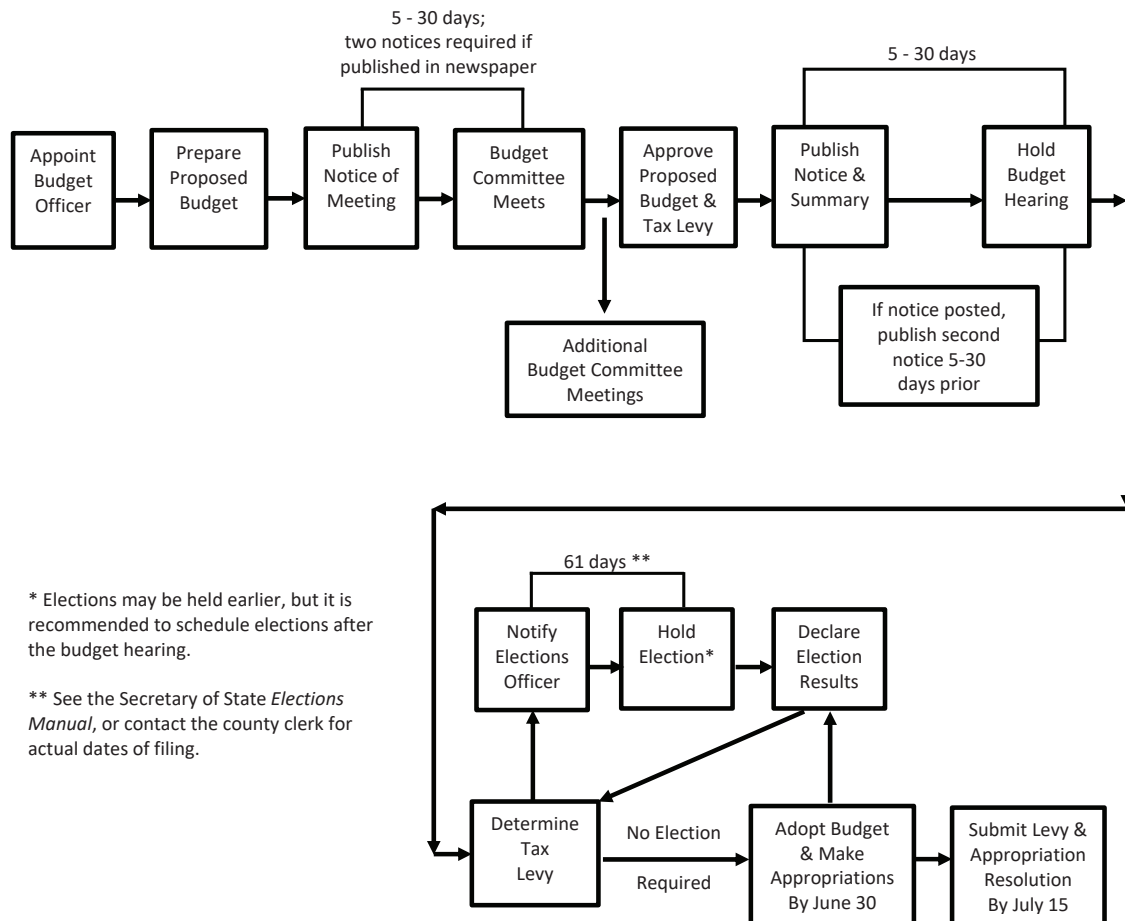
May 2025

- 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 2025

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

Budget Process as Prescribed by Statute (ORS 294)



Budgeting in the State of Oregon

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

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

Oregon local budget law has four major purposes:

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

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

Budget Process

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

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

Budgeting in the City of Wilsonville

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

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

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

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

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

Budgeting Amendments

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

Budget Document Columns

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

Budget Committee

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

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

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

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

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

The Budget Committee members for review and approval of the budget:

CITY COUNCIL MEMBERS

Shawn O’Neil, Mayor
Caroline Berry , Council President
Katie Dunwell, Councilor
Adam Cunningham, Councilor
Anne Shevlin, Councilor

CITIZEN MEMBERS

Tyler Beach
Larisa Manuel Beyer
Christopher Moore
Synthea Russell
Tabi Traugher

Budget Process

Budget Assumptions for FY 2025-26

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. Salary schedules are located in the appendix, section E.

BENEFITS:

- Health insurance premiums are budgeted to increase 10% on January 1, 2026.
 - 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 2025-26 is the second year of the biennium cycle for the PERS rates, from July 1, 2025 through June 30, 2027. Effective July 1, 2025 the employer share for Tier 1 & 2 employees will be 24.65% and for OPSRP employees (Oregon Public Service Retirement Plan) 21.62%, plus 6% employee pick up. Employees hired on or after August 29, 2003 are part of OPSRP, unless membership was previously established by PERS.
- Non-represented 401(a) contribution is set at 3%.

Material and Services:

- The budget includes inflationary increases of 1% over the prior year. Materials and Services that are proposed to change up or down by 10% 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 8.4% increase.
- Proposed additions or service changes included in the Budget are explained in the Budget Highlights for each program, in the Program Expenditures section of this budget book.

Capital Outlay:

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

Debt Service:

- The Urban Renewal Agency will engage in short-term, “overnight” debt from the City’s General Fund in FY 2025-26. It will be used meet cash flow needs of capital improvements.

Budget Assumptions for FY 2025-26

Indirect Cost Allocations:

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

Primary Revenue Sources:

- Property tax revenues for the General Fund are estimated to increase approximately 5% over the amount budgeted in FY 2025-26. This increase is based on the legally allowed 3% growth in assessed value, upon which property taxes are based, as well as new construction added to the tax roll. This increase also takes into account the closure of the Year 2000 plan Urban Renewal District, as well as a reduction of the incremental value of the Westside plan Urban Renewal District.
- Building permits are based on developer construction plans as communicated to staff.
- Water rates last increased May 1, 2023 with no additional increases budgeted.
- Sewer rates last increased January 1, 2014 with no additional increases budgeted.
- Stormwater rates last increased January 1, 2021 with no additional increases budgeted. The current monthly rate is \$11.90 per equivalent residential unit (ERU).
- Road maintenance fees are based on a per-trip basis, with customers falling into various trip categories, indexed to the trips generated by an ERU. One residential unit, for example, generates approximately 10 trips a day per month. As of 11/1/2024 the monthly cost is \$11.24 per ERU. 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 Financial Policy minimum for the General Fund is 15% of operating costs.
- The Financial Policy 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.



2024 Harvest Festival event at the Stein-Boozier Barn.



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. This fund is currently inactive.

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

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

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

Summary of Resources and Requirements

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

BUDGET SUMMARY - ALL CITY FUNDS COMBINED

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Property taxes	\$ 9,471,859	\$ 11,210,479	\$ 12,017,000	\$ 12,619,000	5%
Other taxes	8,968,748	8,782,166	8,999,000	9,101,000	1%
Licenses, franchise fees & permits	7,136,835	7,018,378	5,617,267	5,859,918	4%
Intergovernmental	17,654,626	13,752,726	11,864,986	10,490,018	-12%
Charges for services	25,632,017	28,273,096	27,376,618	28,264,472	3%
System development charges	9,285,532	9,524,754	5,475,000	8,090,000	48%
Fines and forfeitures	202,343	171,644	195,000	185,000	-5%
Investment revenue	4,128,894	7,341,483	4,116,000	3,535,000	-14%
Other revenues	861,998	922,690	481,147	454,727	-5%
Revenue subtotal	83,342,851	86,997,416	76,142,018	78,599,135	3%
Interfund/agency activity					
Interfund transfers in	43,717,176	41,573,796	73,230,273	49,570,661	-32%
Interagency transfers in	919,094	25,000	-	151,000	-
Interfund/agency loan proceeds	-	-	11,250,000	-	-100%
Interfund loan/repayments	4,895,270	2,144,731	1,015,100	969,940	-4%
Interfund/agency subtotal	49,531,539	43,743,527	85,495,373	50,691,601	-41%
Loan proceeds	-	-	-	10,500,000	-
Beginning fund balance	149,102,800	143,831,668	127,352,531	89,137,064	-30%
TOTAL RESOURCES	\$ 281,977,191	\$ 274,572,611	\$ 288,989,922	\$ 228,927,800	-21%
REQUIREMENTS					
Personnel services	\$ 20,452,217	\$ 22,303,251	\$ 27,260,230	\$ 28,614,230	5%
Materials and services	22,689,371	24,352,296	30,517,538	31,525,096	3%
Capital outlay	1,052,224	1,887,436	4,678,328	2,743,400	-41%
Capital projects	40,962,956	39,597,892	78,415,560	38,441,087	-51%
Debt service	5,271,580	6,021,677	4,914,000	4,868,940	-1%
Expenditures subtotal	90,428,347	94,162,553	145,785,656	106,192,753	-27%
Interfund/agency activity					
Interfund transfers out	43,717,176	41,573,796	73,230,273	49,570,661	-32%
Interfund/Interagency loans	4,000,000	500,000	11,750,000	500,000	-96%
Interfund/agency subtotal	47,717,176	42,073,796	84,980,273	50,070,661	-41%
Ending fund balance					
Nonspendable	105,663	100,447	-	-	-
Restricted	24,476,115	30,207,878	12,166,465	13,674,442	12%
Committed	6,103,500	6,684,900	9,768,100	10,785,104	10%
Assigned	55,126,005	42,605,994	36,220,786	46,066,246	27%
Unassigned	58,020,385	58,737,042	68,642	2,138,594	3016%
Ending fund balance subtotal	143,831,668	138,336,261	58,223,993	72,664,386	25%
TOTAL REQUIREMENTS	\$ 281,977,191	\$ 274,572,611	\$ 288,989,922	\$ 228,927,800	-21%

Fund Summaries

SUMMARY OF CITY FUNDS

	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance
RESOURCES						
Property taxes	\$ 12,619,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	620,000	-	-	6,300,000	2,181,000	-
Licenses, franchise fees & permits	4,461,200	446,718	952,000	-	-	-
Intergovernmental	3,254,985	514,500	-	2,757,000	-	-
Charges for services	384,102	439,002	-	20,000	-	2,661,000
System development charges	-	-	-	-	-	-
Fines and forfeitures	180,000	-	-	5,000	-	-
Investment revenue	531,000	93,000	157,000	698,000	26,000	172,000
Other revenues	175,650	18,000	-	16,000	-	-
Revenue Subtotal	22,225,937	1,511,220	1,109,000	9,796,000	2,207,000	2,833,000
Interfund/agency activity						
Interfund transfers in	6,165,827	4,113,049	-	-	40,000	-
Interagency transfers in	-	151,000	-	-	-	-
Interfund loan/repayments	500,000	-	-	-	469,940	-
Interfund/agency subtotal	6,665,827	4,264,049	-	-	509,940	-
Loan proceeds	-	-	-	-	-	-
Beginning fund balance	13,501,194	2,566,468	3,913,235	17,458,746	753,584	4,302,471
TOTAL RESOURCES	\$ 42,392,958	\$ 8,341,737	\$ 5,022,235	\$ 27,254,746	\$ 3,470,524	\$ 7,135,471
REQUIREMENTS						
Personnel services	\$ 14,095,430	\$ 3,995,690	\$ 1,148,520	\$ 5,871,460	\$ 608,120	\$ -
Materials and services	14,492,012	1,016,820	243,155	2,914,658	754,894	-
Capital outlay	135,000	-	-	1,158,000	44,850	-
Capital projects	-	-	-	-	-	-
Debt service	-	-	-	-	360,000	-
Expenditures subtotal	28,722,442	5,012,510	1,391,675	9,944,118	1,767,864	-
Interfund transfers out	3,549,122	1,085,714	422,808	2,691,600	1,020,195	2,392,000
Interfund/Interagency loans	500,000	-	-	-	-	-
Ending fund balance						
Restricted	418,800	-	-	-	-	-
Committed	4,289,000	1,002,600	278,400	1,757,300	272,700	-
Assigned	2,775,000	1,240,913	2,929,352	12,861,728	409,765	4,743,471
Unassigned	2,138,594	-	-	-	-	-
Ending fund balance subtotal	9,621,394	2,243,513	3,207,752	14,619,028	682,465	4,743,471
TOTAL REQUIREMENTS	\$ 42,392,958	\$ 8,341,737	\$ 5,022,235	\$ 27,254,746	\$ 3,470,524	\$ 7,135,471

Fund Summaries

SUMMARY OF CITY FUNDS - (CONTINUED)

Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	Capital Projects	System Development	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,619,000
-	-	-	-	-	-	-	9,101,000
-	-	-	-	-	-	-	5,859,918
-	-	-	-	-	3,963,533	-	10,490,018
10,864,000	7,833,000	549,000	3,581,000	1,933,368	-	-	28,264,472
-	-	-	-	-	-	8,090,000	8,090,000
-	-	-	-	-	-	-	185,000
412,000	380,000	34,000	242,000	48,000	-	742,000	3,535,000
40,000	31,500	-	-	-	173,577	-	454,727
11,316,000	8,244,500	583,000	3,823,000	1,981,368	4,137,110	8,832,000	78,599,135
-	600,000	-	-	-	38,651,785	-	49,570,661
-	-	-	-	-	-	-	151,000
-	-	-	-	-	-	-	969,940
-	600,000	-	-	-	38,651,785	-	50,691,601
-	10,500,000	-	-	-	-	-	10,500,000
10,515,889	9,501,164	791,605	6,044,954	1,207,753	-	18,580,001	89,137,064
\$ 21,831,889	\$ 28,845,664	\$ 1,374,605	\$ 9,867,954	\$ 3,189,121	\$ 42,788,895	\$ 27,412,001	\$ 228,927,800
\$ 753,650	\$ 505,250	\$ -	\$ 480,980	\$ 1,155,130	\$ -	\$ -	\$ 28,614,230
5,285,211	4,659,232	367,290	848,994	840,440	-	102,390	31,525,096
713,850	114,850	-	44,850	532,000	-	-	2,743,400
-	-	-	-	-	38,441,087	-	38,441,087
375,000	2,886,000	-	325,000	-	469,940	453,000	4,868,940
7,127,711	8,165,332	367,290	1,699,824	2,527,570	38,911,027	555,390	106,192,753
2,322,263	13,513,137	702,850	4,392,135	-	3,877,868	13,600,969	49,570,661
-	-	-	-	-	-	-	500,000
-	-	-	-	-	-	13,255,642	13,674,442
1,782,714	1,062,890	73,500	266,000	-	-	-	10,785,104
10,599,201	6,104,305	230,965	3,509,995	661,551	-	-	46,066,246
-	-	-	-	-	-	-	2,138,594
12,381,915	7,167,195	304,465	3,775,995	661,551	-	13,255,642	72,664,386
\$ 21,831,889	\$ 28,845,664	\$ 1,374,605	\$ 9,867,954	\$ 3,189,121	\$ 42,788,895	\$ 27,412,001	\$ 228,927,800

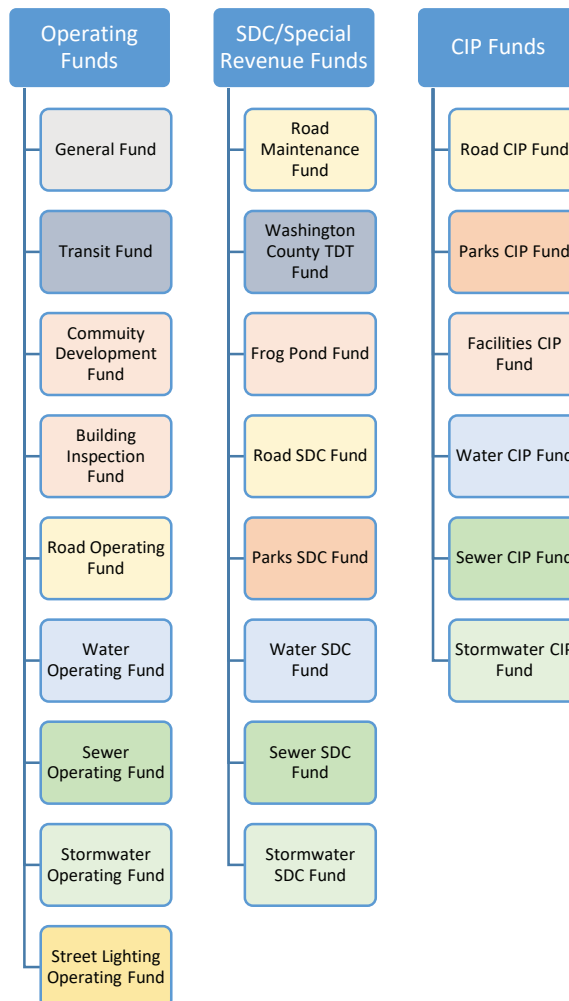
Fund Summaries

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
RESOURCES								
System development charges	\$ 1,000,000	\$ 1,000,000	\$ 2,100,000	\$ -	\$ 2,500,000	\$ 170,000	\$ 1,320,000	\$ 8,090,000
Investment revenue	65,000	30,000	287,000	112,000	27,000	144,000	77,000	742,000
Revenue subtotal	1,065,000	1,030,000	2,387,000	112,000	2,527,000	314,000	1,397,000	8,832,000
Beginning fund balance	1,631,280	760,502	7,183,596	2,807,654	662,681	3,611,563	1,922,725	18,580,001
TOTAL RESOURCES	\$ 2,696,280	\$ 1,790,502	\$ 9,570,596	\$ 2,919,654	\$ 3,189,681	\$ 3,925,563	\$ 3,319,725	\$ 27,412,001
REQUIREMENTS								
Materials and services	\$ 14,570	\$ 12,380	\$ 40,760	\$ -	\$ 19,540	\$ 5,650	\$ 9,490	\$ 102,390
Debt service	453,000	-	-	-	-	-	-	453,000
Expenditure subtotal	467,570	12,380	40,760	-	19,540	5,650	9,490	555,390
Interfund transfers	1,691,894	1,733,967	7,511,825	-	1,234,346	539,880	889,057	13,600,969
Ending fund balance								
Restricted	536,816	44,155	2,018,011	2,919,654	1,935,795	3,380,033	2,421,178	13,255,642
TOTAL REQUIREMENTS	\$ 2,696,280	\$ 1,790,502	\$ 9,570,596	\$ 2,919,654	\$ 3,189,681	\$ 3,925,563	\$ 3,319,725	\$ 27,412,001

Ending fund balance varies with timing of receipts and CIP funding, and is reserved for future expenditures.

CHART OF FUNDS



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 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Property taxes	\$ 9,471,859	\$ 11,210,479	\$ 12,017,000	\$ 12,619,000	5%
Hotel/motel taxes	610,766	627,988	550,000	620,000	13%
Franchise fees	3,999,955	4,033,074	3,828,000	4,289,500	12%
Licenses and permits	196,600	146,467	176,700	171,700	-3%
Intergovernmental	7,597,882	4,421,598	3,299,090	3,254,985	-1%
Municipal court fines	195,061	164,038	190,000	180,000	-5%
Investment revenue	747,217	1,271,795	620,000	531,000	-14%
Charges for services	482,135	489,285	439,822	384,102	-13%
Miscellaneous revenue	306,116	491,965	204,070	175,650	-14%
Revenue subtotal	23,607,591	22,856,690	21,324,682	22,225,937	4%
Transfers from other funds					
Building Inspection Fund	225,684	243,924	260,400	289,200	11%
Community Development Fund	562,992	607,932	636,000	674,400	6%
Transit Fund	616,152	678,648	820,800	951,600	16%
Road Operating Fund	241,308	451,021	288,000	326,400	13%
Fleet Services Fund	2,400	2,400	-	-	-
Water Operating Fund	743,388	993,485	837,900	1,077,600	29%
Sewer Operating Fund	550,092	723,779	637,200	892,800	40%
Streetlight Fund	-	-	-	27,600	-
Stormwater Operating Fund	244,584	439,435	288,000	414,000	44%
Water Capital Projects Fund	215,947	602,873	606,390	337,077	-44%
Sewer Capital Projects Fund	102,978	121,958	123,283	631,800	412%
Streets Capital Projects Fund	109,867	297,580	417,804	252,200	-40%
Stormwater Capital Projects Fund	17,123	52,072	58,245	176,250	203%
Facilities Capital Projects Fund	-	12,262	71,737	71,000	-1%
Parks Capital Projects Fund	69,057	57,527	22,420	43,900	96%
Transfers subtotal	3,701,571	5,284,895	5,068,179	6,165,827	22%
Interfund/agency loan repayments	4,515,100	1,015,100	1,015,100	500,000	-51%
Beginning fund balance	19,521,701	23,018,698	18,958,248	13,501,194	-29%
TOTAL RESOURCES	\$ 51,345,963	\$ 52,175,383	\$ 46,366,209	\$ 42,392,958	-9%
REQUIREMENTS					
Expenditures					
Personnel services	\$ 10,193,730	\$ 11,570,562	\$ 13,336,720	\$ 14,095,430	6%
Materials and services	9,761,516	10,845,613	13,571,749	14,492,012	7%
Capital outlay	221,132	213,207	272,828	135,000	-51%
Debt service	380,170	1,129,631	-	-	-
Expenditures subtotal	20,556,548	23,759,014	27,181,297	28,722,442	6%
Transfers to other funds					
Community Development Fund	450,000	750,000	1,650,000	1,150,000	-30%
Streets Capital Projects Fund	637,263	603,626	666,648	372,500	-44%
Facilities Capital Projects Fund	2,207,488	1,420,643	5,367,391	1,095,500	-80%
Parks Capital Projects Fund	475,967	2,862,511	4,222,731	931,122	-78%
Transfers subtotal	3,770,718	5,636,780	11,906,770	3,549,122	-70%
Interfund/Interagency loans					
Urban Renewal Agency	4,000,000	500,000	500,000	500,000	0%
Ending fund balance					
Nonspendable	105,663	100,447	-	-	-
Restricted	418,789	537,661	383,800	418,800	9%
Committed (unappropriated)	3,300,000	3,642,200	4,025,700	4,289,000	7%
Assigned (designated)	6,550,000	3,800,000	2,300,000	2,775,000	21%
Unassigned	12,644,246	14,199,281	68,642	2,138,594	3016%
Ending fund balance subtotal	23,018,698	22,279,589	6,778,142	9,621,394	42%
TOTAL REQUIREMENTS	\$ 51,345,963	\$ 52,175,383	\$ 46,366,209	\$ 42,392,958	-9%

COMMUNITY DEVELOPMENT FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Licenses and permits					
Engineering	\$ 760,383	\$ 682,323	\$ 365,000	\$ 110,000	-70%
C.D. Administration	1,000	1,000	1,000	-	-100%
Planning	389,495	397,239	302,567	336,718	11%
Licenses and permits subtotal	1,150,878	1,080,562	668,567	446,718	-33%
Intergovernmental	103,500	-	265,000	514,500	94%
Charges for services					
Urban renewal	477,208	473,174	347,006	399,002	15%
Other	85,905	88,090	80,000	40,000	-50%
Charges for services subtotal	563,113	561,264	427,006	439,002	3%
Investment revenue	57,085	116,195	70,000	93,000	33%
Miscellaneous revenue	212,473	26,898	16,000	18,000	13%
Revenue subtotal	2,087,049	1,784,918	1,446,573	1,511,220	4%
Transfers from other funds					
General Fund	450,000	750,000	1,650,000	1,150,000	-30%
Building Inspection Fund	94,512	102,132	108,000	133,608	24%
Stormwater Operating Fund	310,188	337,236	349,200	463,800	33%
Water Capital Projects Fund	293,922	485,277	497,503	490,403	-1%
Sewer Capital Projects Fund	377,054	360,286	167,900	503,703	200%
Streets Capital Projects Fund	477,873	709,673	804,261	814,385	1%
Stormwater Capital Projects Fund	70,641	91,334	241,375	353,450	46%
Facilities Capital Projects Fund	5,765	38,262	79,248	60,200	-24%
Parks Capital Projects Fund	29,504	101,154	151,413	143,500	-5%
Transfers subtotal	2,109,459	2,975,353	4,048,900	4,113,049	2%
Interagency transfers					
URA Westside Program Income	-	-	-	151,000	-
Beginning fund balance	2,459,982	2,075,991	1,790,716	2,566,468	43%
TOTAL RESOURCES	\$ 6,656,489	\$ 6,836,263	\$ 7,286,189	\$ 8,341,737	14%
REQUIREMENTS					
Expenditures					
Personnel services	\$ 3,179,099	\$ 3,412,372	\$ 3,976,150	\$ 3,995,690	0%
Materials and services	596,043	542,577	755,100	1,016,820	35%
Expenditures subtotal	3,775,142	3,954,949	4,731,250	5,012,510	6%
Transfers to other funds					
General Fund	562,992	607,932	636,000	674,400	6%
Building Inspection Fund	46,524	-	-	-	-
Parks Capital Projects Fund	195,840	-	-	-	-
Streets Capital Projects Fund	-	-	196,186	411,314	110%
Facilities Capital Projects Fund	-	-	28,000	-	-100%
Transfers subtotal	805,356	607,932	860,186	1,085,714	26%
Ending fund balance					
Committed (unappropriated)	846,000	897,700	946,300	1,002,600	6%
Assigned (designated)	-	-	-	600,000	-
Assigned (contingency)	1,229,991	1,375,682	748,453	640,913	-14%
Ending fund balance subtotal	2,075,991	2,273,382	1,694,753	2,243,513	32%
TOTAL REQUIREMENTS	\$ 6,656,489	\$ 6,836,263	\$ 7,286,189	\$ 8,341,737	14%

Fund Summaries

BUILDING INSPECTION FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Licenses and permits	\$ 1,778,302	\$ 1,721,775	\$ 939,000	\$ 952,000	1%
Charges for services	8,190	-	-	-	-
Investment revenue	97,982	195,581	140,000	157,000	12%
Revenue subtotal	1,884,474	1,917,356	1,079,000	1,109,000	3%
Transfers from other funds					
Community Development Fund	46,524	-	-	-	-
Beginning fund balance	3,147,675	3,669,499	3,529,978	3,913,235	11%
TOTAL RESOURCES	\$ 5,078,674	\$ 5,586,855	\$ 4,608,978	\$ 5,022,235	9%
REQUIREMENTS					
Expenditures					
Personnel services	\$ 896,651	\$ 907,518	\$ 1,027,800	\$ 1,148,520	12%
Materials and services	163,159	155,194	201,036	243,155	21%
Capital outlay	9,999	-	-	-	-
Expenditures subtotal	1,069,808	1,062,713	1,228,836	1,391,675	13%
Transfers to other funds					
Community Development Fund	94,512	102,132	108,000	133,608	24%
General Fund	225,684	243,924	260,400	289,200	11%
Facilities Capital Projects Fund	19,169	-	-	-	-
Transfers subtotal	339,365	346,056	368,400	422,808	15%
Ending fund balance					
Committed (unappropriated)	263,000	266,500	245,800	278,400	13%
Assigned (contingency)	3,406,500	3,911,586	2,765,942	2,929,352	6%
Ending fund balance subtotal	3,669,500	4,178,086	3,011,742	3,207,752	7%
TOTAL REQUIREMENTS	\$ 5,078,674	\$ 5,586,855	\$ 4,608,978	\$ 5,022,235	9%

TRANSIT FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Transit tax	\$ 6,204,048	\$ 5,989,921	\$ 6,200,000	\$ 6,300,000	2%
Intergovernmental	5,569,147	4,697,196	3,683,000	2,757,000	-25%
Charges for services	61,701	15,876	20,000	20,000	0%
Investment revenue	382,058	879,171	640,000	698,000	9%
Fines and forfeitures	7,281	7,606	5,000	5,000	0%
Miscellaneous revenue	18,651	19,568	16,000	16,000	0%
Revenue subtotal	12,242,887	11,609,338	10,564,000	9,796,000	-7%
Beginning fund balance	12,336,518	17,714,367	18,128,610	17,458,746	-4%
TOTAL RESOURCES	\$ 24,579,405	\$ 29,323,704	\$ 28,692,610	\$ 27,254,746	-5%
REQUIREMENTS					
Expenditures					
Personnel services	\$ 3,846,224	\$ 3,801,537	\$ 5,611,270	\$ 5,871,460	5%
Materials and services	2,379,372	2,730,009	2,909,951	2,914,658	0%
Capital outlay	23,290	921,805	2,030,000	1,158,000	-43%
Expenditures subtotal	6,248,886	7,453,351	10,551,221	9,944,118	-6%
Transfers to other funds					
General Fund	616,152	678,648	820,800	951,600	16%
Facilities Capital Projects Fund	-	55,026	4,223,280	1,740,000	-59%
Transfers subtotal	616,152	733,674	5,044,080	2,691,600	-47%
Ending fund balance					
Committed (unappropriated)	1,847,650	1,650,000	1,704,300	1,757,300	3%
Assigned (designated)	1,503,000	2,293,000	3,600,000	4,850,000	35%
Assigned (contingency)	14,363,717	17,193,679	7,793,009	8,011,728	3%
Ending fund balance subtotal	17,714,367	21,136,679	13,097,309	14,619,028	12%
TOTAL REQUIREMENTS	\$ 24,579,405	\$ 29,323,704	\$ 28,692,610	\$ 27,254,746	-5%

Fund Summaries

ROAD OPERATING FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Gasoline tax	\$ 2,153,935	\$ 2,164,256	\$ 2,249,000	\$ 2,181,000	-3%
Investment revenue	165,453	152,107	91,500	26,000	-72%
Miscellaneous revenue	1,458	14,904	-	-	-
Revenue subtotal	2,320,846	2,331,268	2,340,500	2,207,000	-6%
Transfers from other funds					
Streetlight Fund	-	-	-	40,000	-
Interfund loan repayments					
Road Capital Projects Fund	-	-	-	469,940	-
Beginning fund balance	8,079,565	4,286,624	2,835,718	753,584	-73%
TOTAL RESOURCES	\$ 10,400,410	\$ 6,617,893	\$ 5,176,218	\$ 3,470,524	-33%
REQUIREMENTS					
Expenditures					
Personnel services	\$ 338,539	\$ 412,995	\$ 590,870	\$ 608,120	3%
Materials and services	582,583	686,374	760,312	754,894	-1%
Capital outlay	101,507	-	342,000	44,850	-87%
Debt service	356,447	356,530	360,000	360,000	0%
Expenditures subtotal	1,379,076	1,455,900	2,053,182	1,767,864	-14%
Transfers to other funds					
General Fund	241,308	451,021	288,000	326,400	13%
Streets Capital Projects Fund	576,200	1,179,471	1,290,693	693,795	-46%
Facilities Capital Projects Fund	3,917,203	787,200	-	-	-
Transfers/Interfund subtotal	4,734,711	2,417,692	1,578,693	1,020,195	-35%
Interfund/Interagency loans					
Streets Capital Projects Fund	-	-	1,250,000	-	-100%
Ending fund balance					
Committed (unappropriated)	191,500	228,500	246,500	272,700	11%
Assigned (designated)	250,000	250,000	47,843	100,000	109%
Assigned (contingency)	3,845,123	2,265,801	-	309,765	-
Ending fund balance subtotal	4,286,623	2,744,301	294,343	682,465	132%
TOTAL REQUIREMENTS	\$ 10,400,410	\$ 6,617,893	\$ 5,176,218	\$ 3,470,524	-33%

ROAD MAINTENANCE FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Usage charge	\$ 2,365,267	\$ 2,703,028	\$ 2,585,000	\$ 2,661,000	3%
Investment revenue	100,762	181,814	89,000	172,000	93%
Revenue subtotal	2,466,029	2,884,843	2,674,000	2,833,000	6%
Beginning fund balance	2,867,160	4,311,728	4,113,453	4,302,471	5%
TOTAL RESOURCES	\$ 5,333,188	\$ 7,196,570	\$ 6,787,453	\$ 7,135,471	5%
REQUIREMENTS					
Expenditures					
Transfers to other funds					
Streets Capital Projects Fund	\$ 1,021,460	\$ 2,769,700	\$ 2,842,830	\$ 2,392,000	-16%
Ending fund balance					
Assigned (contingency)	4,311,728	4,426,870	3,944,623	4,743,471	20%
TOTAL REQUIREMENTS	\$ 5,333,188	\$ 7,196,570	\$ 6,787,453	\$ 7,135,471	5%

Fund Summaries

WATER OPERATING FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Usage charge	\$ 7,911,886	\$ 9,035,494	\$ 8,702,020	\$ 9,264,000	6%
Sherwood usage	1,383,033	1,495,316	1,500,000	1,550,000	3%
Connection fees	42,915	16,397	50,880	40,000	-21%
Turn-off charge	10,570	13,300	11,000	10,000	-9%
Investment revenue	653,809	1,225,285	800,000	412,000	-49%
Miscellaneous revenue	71,189	65,478	40,000	40,000	0%
Revenue subtotal	10,073,403	11,851,269	11,103,900	11,316,000	2%
Interfund loan repayments					
General Fund	380,170	1,129,631	-	-	-
Beginning fund balance	24,885,991	22,286,672	21,475,092	10,515,889	-51%
TOTAL RESOURCES	\$ 35,339,562	\$ 35,267,572	\$ 32,578,992	\$ 21,831,889	-33%
REQUIREMENTS					
Expenditures					
Personnel services	\$ 502,101	\$ 483,150	\$ 716,720	\$ 753,650	5%
Materials and services	4,090,473	4,188,044	5,935,766	5,285,211	-11%
Capital outlay	238,098	437,770	1,518,500	713,850	-53%
Debt service	370,751	370,539	375,000	375,000	0%
Expenditures subtotal	5,201,423	5,479,503	8,545,986	7,127,711	-17%
Transfers to other funds					
General Fund	743,388	993,485	837,900	1,077,600	29%
Water Capital Projects Fund	4,510,674	4,558,812	9,873,314	1,244,663	-87%
Facilities Capital Projects Fund	2,597,407	815,290	-	-	-
Transfers subtotal	7,851,470	6,367,587	10,711,214	2,322,263	-78%
Interfund/interagency loans					
Streets Capital Projects Fund	-	-	10,000,000	-	-100%
Ending fund balance					
Committed (unappropriated)	1,148,000	1,148,000	1,330,500	1,782,714	34%
Assigned (designated)	1,200,000	1,300,000	1,400,000	1,500,000	7%
Assigned (contingency)	19,938,670	20,972,482	591,292	9,099,201	1439%
Ending fund balance subtotal	22,286,670	23,420,482	3,321,792	12,381,915	273%
TOTAL REQUIREMENTS	\$ 35,339,562	\$ 35,267,572	\$ 32,578,992	\$ 21,831,889	-33%

SEWER OPERATING FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Usage charge	\$ 7,033,922	\$ 7,748,815	\$ 7,550,000	\$ 7,649,000	1%
High strength surcharge	373,032	350,000	237,000	184,000	-22%
Investment revenue	470,167	749,894	420,000	380,000	-10%
Miscellaneous revenue	45,023	44,396	31,500	31,500	0%
Revenue subtotal	7,922,145	8,893,105	8,238,500	8,244,500	0%
Transfers from other funds					
Sewer Development Fund (SDC)	600,000	600,000	-	600,000	-
Loan proceeds	-	-	-	10,500,000	-
Beginning fund balance	18,733,371	14,141,583	11,602,859	9,501,164	-18%
TOTAL RESOURCES	\$ 27,255,517	\$ 23,634,689	\$ 19,841,359	\$ 28,845,664	45%
REQUIREMENTS					
Expenditures					
Personnel services	\$ 422,141	\$ 412,404	\$ 481,890	\$ 505,250	5%
Materials and services	3,636,893	3,584,647	4,239,192	4,659,232	10%
Capital outlay	221,910	125,509	230,000	114,850	-50%
Debt Service	2,877,055	2,877,779	2,880,000	2,886,000	0%
Expenditures subtotal	7,157,998	7,000,339	7,831,082	8,165,332	4%
Transfers to other funds					
General Fund	550,092	723,779	637,200	892,800	40%
Sewer Capital Projects Fund	2,609,401	3,157,349	3,379,332	12,620,337	273%
Facilities Capital Projects Fund	2,796,441	582,908	-	-	-
Transfers subtotal	5,955,934	4,464,036	4,016,532	13,513,137	236%
Ending fund balance					
Committed (unappropriated)	915,000	915,000	940,200	1,062,890	13%
Assigned (designated)	2,400,000	278,577	2,500,000	2,500,000	0%
Assigned (contingency)	10,826,584	10,976,736	4,553,545	3,604,305	-21%
Ending fund balance subtotal	14,141,584	12,170,313	7,993,745	7,167,195	-10%
TOTAL REQUIREMENTS	\$ 27,255,517	\$ 23,634,689	\$ 19,841,359	\$ 28,845,664	45%

Fund Summaries

STREET LIGHTING FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Usage charge	\$ 516,266	\$ 565,714	\$ 544,500	\$ 549,000	1%
Intergovernmental	16,680	-	-	-	-
Investment revenue	29,316	65,373	30,000	34,000	13%
Revenue subtotal	562,261	631,086	574,500	583,000	1%
Beginning fund balance	1,491,235	1,119,566	1,355,295	791,605	-42%
TOTAL RESOURCES	\$ 2,053,497	\$ 1,750,653	\$ 1,929,795	\$ 1,374,605	-29%
REQUIREMENTS					
Expenditures					
Materials and services	\$ 245,384	\$ 303,306	\$ 331,310	\$ 367,290	11%
Transfers to other funds					
General Fund	-	-	-	27,600	-
Road Operating Fund	-	-	-	40,000	-
Streets Capital Projects Fund	688,546	61,931	1,220,939	635,250	-48%
Transfers subtotal	688,546	61,931	1,220,939	702,850	-42%
Ending fund balance					
Committed (unappropriated)	73,300	73,300	66,300	73,500	11%
Assigned (contingency)	1,046,267	1,312,115	311,246	230,965	-26%
Ending fund balance subtotal	1,119,567	1,385,415	377,546	304,465	-19%
TOTAL REQUIREMENTS	\$ 2,053,497	\$ 1,750,653	\$ 1,929,795	\$ 1,374,605	-29%

STORMWATER OPERATING FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Usage charge	\$ 3,239,154	\$ 3,556,428	\$ 3,527,500	\$ 3,581,000	2%
Investment revenue	212,508	316,927	230,000	242,000	5%
Revenue subtotal	3,451,662	3,873,355	3,757,500	3,823,000	2%
Beginning fund balance	9,579,537	6,687,136	6,112,443	6,044,954	-1%
TOTAL RESOURCES	\$ 13,031,197	\$ 10,560,490	\$ 9,869,943	\$ 9,867,954	0%
REQUIREMENTS					
Expenditures					
Personnel services	\$ 266,886	\$ 371,153	\$ 459,780	\$ 480,980	5%
Materials and services	586,417	615,022	852,592	848,994	0%
Capital outlay	113,606	-	28,000	44,850	60%
Debt service	836,421	836,496	842,000	325,000	-61%
Expenditures subtotal	1,803,330	1,822,671	2,182,372	1,699,824	-22%
Transfers to other funds					
General Fund	244,584	439,435	288,000	414,000	44%
Community Development Fund	310,188	337,236	349,200	463,800	33%
Stormwater Capital Projects Fund	443,423	863,790	2,007,919	3,514,335	75%
Facilities Capital Projects Fund	3,542,537	718,251	-	-	-
Transfers subtotal	4,540,732	2,358,712	2,645,119	4,392,135	66%
Ending fund balance					
Committed (unappropriated)	232,000	232,000	262,500	266,000	1%
Assigned (contingency)	6,455,135	6,147,108	4,779,952	3,509,995	-27%
Ending fund balance subtotal	6,687,135	6,379,108	5,042,452	3,775,995	-25%
TOTAL REQUIREMENTS	\$ 13,031,197	\$ 10,560,490	\$ 9,869,943	\$ 9,867,954	0%

Fund Summaries

FLEET SERVICES FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Charges for services					
General Fund	\$ 169,356	\$ 177,432	\$ 185,988	\$ 201,768	8%
Building Inspection Fund	17,196	18,024	18,636	20,280	9%
Community Development Fund	25,788	27,024	27,960	30,420	9%
Transit Fund	1,322,784	1,388,940	1,435,774	1,559,268	9%
Road Operating Fund	45,708	47,892	49,092	51,504	5%
Water Operating Fund	31,008	32,484	32,976	35,892	9%
Sewer Operating Fund	18,084	18,948	19,812	21,552	9%
Stormwater Operating Fund	10,908	11,436	11,652	12,684	9%
Charges for service subtotal	1,640,832	1,722,180	1,781,890	1,933,368	9%
Investment revenue	35,478	65,530	27,000	48,000	78%
Miscellaneous revenue	33,510	13,072	-	-	-
Revenue subtotal	1,709,820	1,800,782	1,808,890	1,981,368	10%
Beginning fund balance	1,136,795	1,300,568	1,215,061	1,207,753	-1%
TOTAL RESOURCES	\$ 2,846,615	\$ 3,101,351	\$ 3,023,951	\$ 3,189,121	5%
REQUIREMENTS					
Expenditures					
Personnel services	\$ 806,846	\$ 931,558	\$ 1,059,030	\$ 1,155,130	9%
Materials and services	614,118	650,254	823,040	840,440	2%
Capital outlay	122,683	189,146	257,000	532,000	107%
Expenditures subtotal	1,543,647	1,770,958	2,139,070	2,527,570	18%
Transfers to other funds					
General Fund	2,400	2,400	-	-	-
Ending fund balance					
Assigned (designated)	844,383	720,383	850,000	625,000	-26%
Assigned (contingency)	456,186	607,610	34,881	36,551	5%
Ending fund balance subtotal	1,300,569	1,327,993	884,881	661,551	-25%
TOTAL REQUIREMENTS	\$ 2,846,615	\$ 3,101,351	\$ 3,023,951	\$ 3,189,121	5%

WATER CAPITAL PROJECTS FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Intergovernmental	\$ 3,476,876	\$ 4,129,503	\$ 3,087,896	\$ 751,089	-76%
Investment revenue	25,610	54,945	24,000	-	-100%
Lease revenue	173,577	173,577	173,577	173,577	0%
Revenue subtotal	3,676,063	4,358,025	3,285,473	924,666	-72%
Transfers from other funds					
Frog Pond West Fund	-	-	84,400	285,988	239%
Water Operating Fund	4,510,674	4,558,812	9,873,314	1,244,663	-87%
Water Development Fund (SDC)	5,802,110	4,263,920	9,262,103	1,691,894	-82%
Transfers subtotal	10,312,785	8,822,732	19,219,817	3,222,545	-83%
Beginning fund balance	1,138,416	667,313	464,946	-	-100%
TOTAL RESOURCES	\$ 15,127,263	\$ 13,848,070	\$ 22,970,236	\$ 4,147,211	-82%
REQUIREMENTS					
Expenditures					
Capital Projects	\$ 12,950,081	\$ 12,281,295	\$ 21,106,064	\$ 3,319,731	-84%
Transfers to other funds					
General Fund	215,947	602,873	606,390	337,077	-44%
Community Development Fund	293,922	485,277	497,503	490,403	-1%
Streets Capital Projects Fund	1,000,000	-	-	-	-
Transfers subtotal	1,509,869	1,088,150	1,103,893	827,480	-25%
Ending fund balance					
Restricted	667,313	478,625	760,279	-	-100%
TOTAL REQUIREMENTS	\$ 15,127,263	\$ 13,848,070	\$ 22,970,236	\$ 4,147,211	-82%

Fund Summaries

SEWER CAPITAL PROJECTS FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Investment revenue	\$ 2,997	\$ 7,238	\$ 4,500	\$ -	-100%
Transfers from other funds					
Sewer Operating Fund	2,609,401	3,157,349	3,379,332	12,620,337	273%
Sewer Development Fund (SDC)	674,019	315,113	1,917,994	1,133,967	-41%
Frog Pond West Fund	138,828	446,175	1,067,448	367,080	-66%
Transfers subtotal	3,422,248	3,918,637	6,364,774	14,121,384	122%
Beginning fund balance	55,323	58,321	75,821	-	-100%
TOTAL RESOURCES	\$ 3,480,569	\$ 3,984,196	\$ 6,445,095	\$ 14,121,384	119%
REQUIREMENTS					
Expenditures					
Capital Projects	\$ 2,942,216	\$ 3,484,500	\$ 5,854,901	\$ 12,985,881	122%
Transfers to other funds					
General Fund	102,978	121,958	123,283	631,800	412%
Community Development Fund	377,054	360,286	167,900	503,703	200%
Transfers subtotal	480,032	482,243	291,183	1,135,503	290%
Ending fund balance					
Restricted	58,321	17,452	299,011	-	-100%
TOTAL REQUIREMENTS	\$ 3,480,569	\$ 3,984,196	\$ 6,445,095	\$ 14,121,384	119%

STREET CAPITAL PROJECTS FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Intergovernmental	\$ 180,000	\$ -	\$ -	\$ -	-
Vehicle license fee	492,800	504,429	430,000	469,940	9%
Investment revenue	56,472	122,228	35,500	-	-100%
Miscellaneous revenue	-	70,000	-	-	-
Revenue subtotal	729,273	696,657	465,500	469,940	1%
Transfers from other funds					
General Fund	637,263	603,626	666,648	372,500	-44%
Community Development Fund	-	-	196,186	411,314	110%
Road Operating Fund	576,200	1,179,471	1,290,693	693,795	-46%
Road Maintenance Fund	1,021,460	2,769,700	2,842,830	2,392,000	-16%
Frog Pond West Fund	441,683	2,079,840	928,955	581,278	-37%
Water Capital Projects Fund	1,000,000	-	-	-	-
Streetlight Fund	688,546	61,931	1,220,939	635,250	-48%
Streets Development Fund (SDC)	921,125	3,997,690	10,893,557	7,511,825	-31%
Transfers subtotal	5,286,277	10,692,258	18,039,808	12,597,962	-30%
Interagency transfers					
URA Year 2000 Program Income	919,094	25,000	-	-	-
Interfund loan proceeds					
Water Operating Fund	-	-	10,000,000	-	-100%
Road Operating Fund	-	-	1,250,000	-	-100%
Interfund loan proceeds subtotal	-	-	11,250,000	-	-100%
Beginning fund balance	2,012,572	1,513,185	2,692,102	-	-100%
TOTAL RESOURCES	\$ 8,947,215	\$ 12,927,100	\$ 32,447,410	\$ 13,067,902	-60%

REQUIREMENTS

Expenditures

Capital Projects	\$ 6,846,291	\$ 9,147,662	\$ 31,215,008	\$ 11,531,377	-63%
Debt Service	-	-	-	469,940	-
Expenditures subtotal	6,846,291	9,147,662	31,215,008	12,001,317	-62%
Transfers to other funds					
General Fund	109,867	297,580	417,804	252,200	-40%
Community Development Fund	477,873	709,673	804,261	814,385	1%
Transfers subtotal	587,740	1,007,253	1,222,065	1,066,585	-13%
Ending fund balance					
Restricted	1,513,185	2,772,185	10,337	-	-100%
TOTAL REQUIREMENTS	\$ 8,947,215	\$ 12,927,100	\$ 32,447,410	\$ 13,067,902	-60%

Fund Summaries

STORMWATER CAPITAL PROJECTS FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Investment revenue	\$ 2,866	\$ 6,500	\$ 3,500	\$ -	-100%
Transfers from other funds					
Stormwater Operating Fund	443,423	863,790	2,007,919	3,514,335	75%
Stormwater Development Fund (SDC)	133,555	759,132	922,104	539,880	-41%
Transfers subtotal	576,978	1,622,921	2,930,023	4,054,215	38%
Beginning fund balance	135,368	138,234	157,184	-	-100%
TOTAL RESOURCES	\$ 715,212	\$ 1,767,655	\$ 3,090,707	\$ 4,054,215	31%
REQUIREMENTS					
Expenditures					
Capital Projects	\$ 489,215	\$ 1,487,771	\$ 2,526,993	\$ 3,524,515	39%
Transfers to other funds					
General Fund	17,123	52,072	58,245	176,250	203%
Community Development Fund	70,641	91,334	241,375	353,450	46%
Transfers subtotal	87,764	143,406	299,620	529,700	77%
Ending fund balance					
Restricted	138,234	136,478	264,094	-	-100%
TOTAL REQUIREMENTS	\$ 715,212	\$ 1,767,655	\$ 3,090,707	\$ 4,054,215	31%

FACILITIES CAPITAL PROJECTS FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Intergovernmental	\$ 217,741	\$ -	\$ -	\$ 1,534,000	-
Investment revenue	141,367	123,903	120,500	-	-100%
Miscellaneous revenue	-	2,832	-	-	-
Revenue subtotal	359,108	126,735	120,500	1,534,000	1173%
Transfers from other funds					
General Fund	2,207,488	1,420,643	5,367,391	1,095,500	-80%
Community Development Fund	-	-	28,000	-	-100%
Transit Fund	-	55,026	4,223,280	1,740,000	-59%
Building Inspection Fund	19,169	-	-	-	-
Road Operating Fund	3,917,203	787,200	-	-	-
Water Operating Fund	2,597,407	815,290	-	-	-
Sewer Operating Fund	2,796,441	582,908	-	-	-
Stormwater Operating Fund	3,542,537	718,251	-	-	-
Transfers subtotal	15,080,246	4,379,318	9,618,671	2,835,500	-71%
Beginning fund balance	5,598,002	5,798,033	281,499	-	-100%
TOTAL RESOURCES	\$ 21,037,356	\$ 10,304,086	\$ 10,020,670	\$ 4,369,500	-56%
REQUIREMENTS					
Expenditures					
Capital Projects	\$ 15,233,558	\$ 10,025,100	\$ 9,432,196	\$ 4,238,300	-55%
Transfers to other funds					
General Fund	-	12,262	71,737	71,000	-1%
Community Development Fund	5,765	38,262	79,248	60,200	-24%
Transfers subtotal	5,765	50,523	150,985	131,200	-13%
Ending fund balance					
Restricted	5,798,033	228,463	437,489	-	-100%
TOTAL REQUIREMENTS	\$ 21,037,356	\$ 10,304,086	\$ 10,020,670	\$ 4,369,500	-56%

Fund Summaries

PARKS CAPITAL PROJECTS FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Tree mitigation revenue	\$ 11,100	\$ 36,500	\$ 5,000	\$ -	-100%
Intergovernmental	-	-	1,100,000	1,208,504	10%
Investment revenue	12,258	14,524	10,000	-	-100%
Revenue subtotal	23,358	51,024	1,115,000	1,208,504	8%
Transfers from other funds					
General Fund	475,967	2,862,511	4,222,731	931,122	-78%
Frog Pond West Fund	68,410	219,582	2,368,923	-	-100%
Community Development Fund	195,840	-	-	-	-
Parks Development Fund (SDC)	1,840,871	195,587	1,348,447	889,057	-34%
Transfers subtotal	2,581,088	3,277,680	7,940,101	1,820,179	-77%
Beginning fund balance	338,682	342,972	62,750	-	-100%
TOTAL RESOURCES	\$ 2,943,127	\$ 3,671,676	\$ 9,117,851	\$ 3,028,683	-67%
REQUIREMENTS					
Expenditures					
Capital Projects	\$ 2,501,594	\$ 3,171,564	\$ 8,280,398	\$ 2,841,283	-66%
Transfers to other funds					
General Fund	69,057	57,527	22,420	43,900	96%
Community Development Fund	29,504	101,154	151,413	143,500	-5%
Transfers subtotal	98,561	158,681	173,833	187,400	8%
Ending fund balance					
Restricted	342,972	341,431	663,620	-	-100%
TOTAL REQUIREMENTS	\$ 2,943,127	\$ 3,671,676	\$ 9,117,851	\$ 3,028,683	-67%

WATER DEVELOPMENT CHARGES FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
System development charges	\$ 2,936,753	\$ 1,802,590	\$ 1,000,000	\$ 1,000,000	0%
Investment revenue	329,679	504,833	238,000	65,000	-73%
Revenue subtotal	3,266,433	2,307,423	1,238,000	1,065,000	-14%
Beginning fund balance	13,951,737	10,953,898	8,526,432	1,631,280	-81%
TOTAL RESOURCES	\$ 17,218,169	\$ 13,261,322	\$ 9,764,432	\$ 2,696,280	-72%
REQUIREMENTS					
Expenditures					
Materials and services	\$ 11,424	\$ 9,859	\$ 24,280	\$ 14,570	-40%
Debt service	450,736	450,702	457,000	453,000	-1%
Expenditures subtotal	462,161	460,560	481,280	467,570	-3%
Transfers to other funds					
Water Capital Projects Fund	5,802,110	4,263,920	9,262,103	1,691,894	-82%
Ending fund balance					
Restricted	10,953,898	8,536,841	21,049	536,816	2450%
TOTAL REQUIREMENTS	\$ 17,218,169	\$ 13,261,322	\$ 9,764,432	\$ 2,696,280	-72%

Ending fund balance varies with timing of receipts and CIP funding, and is reserved for future expenditures.

Fund Summaries

SEWER DEVELOPMENT CHARGES FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
System development charges	\$ 892,339	\$ 806,643	\$ 550,000	\$ 1,000,000	82%
Investment revenue	36,383	61,832	31,500	30,000	-5%
Revenue subtotal	928,721	868,476	581,500	1,030,000	77%
Beginning fund balance	1,773,506	1,424,665	1,371,739	760,502	-45%
TOTAL RESOURCES	\$ 2,702,228	\$ 2,293,140	\$ 1,953,239	\$ 1,790,502	-8%
REQUIREMENTS					
Expenditures					
Materials and services	\$ 3,544	\$ 4,301	\$ 20,640	\$ 12,380	-40%
Transfers to other funds					
Sewer Operating Fund	600,000	600,000	-	600,000	-
Sewer Capital Projects Fund	674,019	315,113	1,917,994	1,133,967	-41%
Transfers subtotal	1,274,019	915,113	1,917,994	1,733,967	-10%
Ending fund balance					
Restricted	1,424,665	1,373,726	14,605	44,155	202%
TOTAL REQUIREMENTS	\$ 2,702,228	\$ 2,293,140	\$ 1,953,239	\$ 1,790,502	-8%

Ending fund balance varies with timing of receipts and CIP funding, and is reserved for future expenditures.

STREETS DEVELOPMENT CHARGES FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
System development charges	\$ 2,246,297	\$ 2,782,453	\$ 900,000	\$ 2,100,000	133%
Investment revenue	274,378	604,142	242,500	287,000	18%
Revenue subtotal	2,520,675	3,386,594	1,142,500	2,387,000	109%
Beginning fund balance	9,381,080	10,971,891	10,336,129	7,183,596	-31%
TOTAL RESOURCES	\$ 11,901,755	\$ 14,358,485	\$ 11,478,629	\$ 9,570,596	-17%
REQUIREMENTS					
Expenditures					
Materials and services	\$ 8,738	\$ 16,561	\$ 38,820	\$ 40,760	5%
Transfers to other funds					
Streets Capital Projects Fund	921,125	3,997,690	10,893,557	7,511,825	-31%
Ending fund balance					
Restricted	10,971,891	10,344,234	546,252	2,018,011	269%
TOTAL REQUIREMENTS	\$ 11,901,755	\$ 14,358,485	\$ 11,478,629	\$ 9,570,596	-17%

Ending fund balance varies with timing of receipts and CIP funding, and is reserved for future expenditures.

Fund Summaries

WASHINGTON COUNTY TRANSPORTATION DEVELOPMENT TAX FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Transportation development tax	\$ 715,006	\$ 335,821	\$ -	\$ -	-
Investment revenue	40,932	84,315	34,000	112,000	229%
Revenue subtotal	755,938	420,136	34,000	112,000	229%
Beginning fund balance	899,280	1,655,218	2,187,718	2,807,654	28%
TOTAL RESOURCES	\$ 1,655,218	\$ 2,075,354	\$ 2,221,718	\$ 2,919,654	31%
REQUIREMENTS					
Restricted	\$ 1,655,218	\$ 2,075,354	\$ 2,221,718	\$ 2,919,654	31%
TOTAL REQUIREMENTS	\$ 1,655,218	\$ 2,075,354	\$ 2,221,718	\$ 2,919,654	31%

Ending fund balance varies with timing of receipts and CIP funding, and is reserved for future expenditures.

FROG POND INFRASTRUCTURE FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Infrastructure development fee	\$ 1,392,898	\$ 2,752,047	\$ 2,000,000	\$ 2,500,000	25%
Investment revenue	92,565	244,610	93,500	27,000	-71%
Revenue subtotal	1,485,463	2,996,657	2,093,500	2,527,000	21%
Beginning fund balance	3,185,914	4,017,038	4,288,101	662,681	-85%
TOTAL RESOURCES	\$ 4,671,377	\$ 7,013,695	\$ 6,381,601	\$ 3,189,681	-50%
REQUIREMENTS					
Expenditures					
Materials and services	\$ 5,418	\$ 14,504	\$ 32,560	\$ 19,540	-40%
Transfers to other funds					
Streets Capital Projects Fund	441,683	2,079,840	928,955	581,278	-37%
Parks Capital Projects Fund	68,410	219,582	2,368,923	-	-100%
Water Capital Projects Fund	-	-	84,400	285,988	239%
Sewer Capital Projects Fund	138,828	446,175	1,067,448	367,080	-66%
Transfers subtotal	648,920	2,745,597	4,449,726	1,234,346	-72%
Ending fund balance					
Restricted	4,017,038	4,253,595	1,899,315	1,935,795	2%
TOTAL REQUIREMENTS	\$ 4,671,377	\$ 7,013,695	\$ 6,381,601	\$ 3,189,681	-50%

Ending fund balance varies with timing of receipts and CIP funding, and is reserved for future expenditures.

Fund Summaries

STORMWATER DEVELOPMENT CHARGES FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
System development charges	\$ 621,956	\$ 448,591	\$ 200,000	\$ 170,000	-15%
Investment revenue	94,148	180,806	77,500	144,000	86%
Revenue subtotal	716,104	629,397	277,500	314,000	13%
Beginning fund balance	3,151,402	3,731,531	3,335,044	3,611,563	8%
TOTAL RESOURCES	\$ 3,867,506	\$ 4,360,928	\$ 3,612,544	\$ 3,925,563	9%
REQUIREMENTS					
Expenditures					
Materials and services	\$ 2,419	\$ 2,650	\$ 5,380	\$ 5,650	5%
Transfers to other funds					
Stormwater Capital Projects Fund	133,555	759,132	922,104	539,880	-41%
Ending fund balance					
Restricted	3,731,531	3,599,147	2,685,060	3,380,033	26%
TOTAL REQUIREMENTS	\$ 3,867,506	\$ 4,360,928	\$ 3,612,544	\$ 3,925,563	9%

Ending fund balance varies with timing of receipts and CIP funding, and is reserved for future expenditures.

PARKS DEVELOPMENT CHARGES FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
System development charges	\$ 480,283	\$ 596,610	\$ 825,000	\$ 1,320,000	60%
Investment revenue	67,404	111,936	43,500	77,000	77%
Revenue subtotal	547,687	708,546	868,500	1,397,000	61%
Beginning fund balance	3,241,987	1,946,935	2,455,593	1,922,725	-22%
TOTAL RESOURCES	\$ 3,789,674	\$ 2,655,481	\$ 3,324,093	\$ 3,319,725	0%
REQUIREMENTS					
Expenditures					
Materials and services	\$ 1,868	\$ 3,382	\$ 15,810	\$ 9,490	-40%
Transfers to other funds					
Parks Capital Projects Fund	1,840,871	195,587	1,348,447	889,057	-34%
Ending fund balance					
Restricted	1,946,935	2,456,511	1,959,836	2,421,178	24%
TOTAL REQUIREMENTS	\$ 3,789,674	\$ 2,655,481	\$ 3,324,093	\$ 3,319,725	0%

Ending fund balance varies with timing of receipts and CIP funding, and is reserved for future expenditures.



SMART bus dropping off passengers at a bus stop.



Summary of Program Revenues

SUMMARY OF PROGRAM REVENUES

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
General Fund	\$ 23,607,591	\$ 22,856,690	\$ 21,324,682	\$ 22,225,937	4%
Special Revenue Funds					
Community Development	2,087,049	1,784,918	1,446,573	1,511,220	4%
Building	1,884,474	1,917,356	1,079,000	1,109,000	3%
Transit	12,242,887	11,609,338	10,564,000	9,796,000	-7%
Road Operating	2,320,846	2,331,268	2,340,500	2,207,000	-6%
Road Maintenance	2,466,029	2,884,843	2,674,000	2,833,000	6%
Total Special Revenue Funds	21,001,284	20,527,723	18,104,073	17,456,220	-4%
Enterprise Funds					
Water Operating	10,073,403	11,851,269	11,103,900	11,316,000	2%
Sewer Operating	7,922,145	8,893,105	8,238,500	8,244,500	0%
Street Lighting Operating	562,261	631,086	574,500	583,000	1%
Stormwater Operating	3,451,662	3,873,355	3,757,500	3,823,000	2%
Total Enterprise Funds	22,009,471	25,248,815	23,674,400	23,966,500	1%
Internal Service Fund					
Fleet Services	1,709,820	1,800,782	1,808,890	1,981,368	10%
Grand Total	\$ 68,328,166	\$ 70,434,010	\$ 64,912,045	\$ 65,630,025	1%

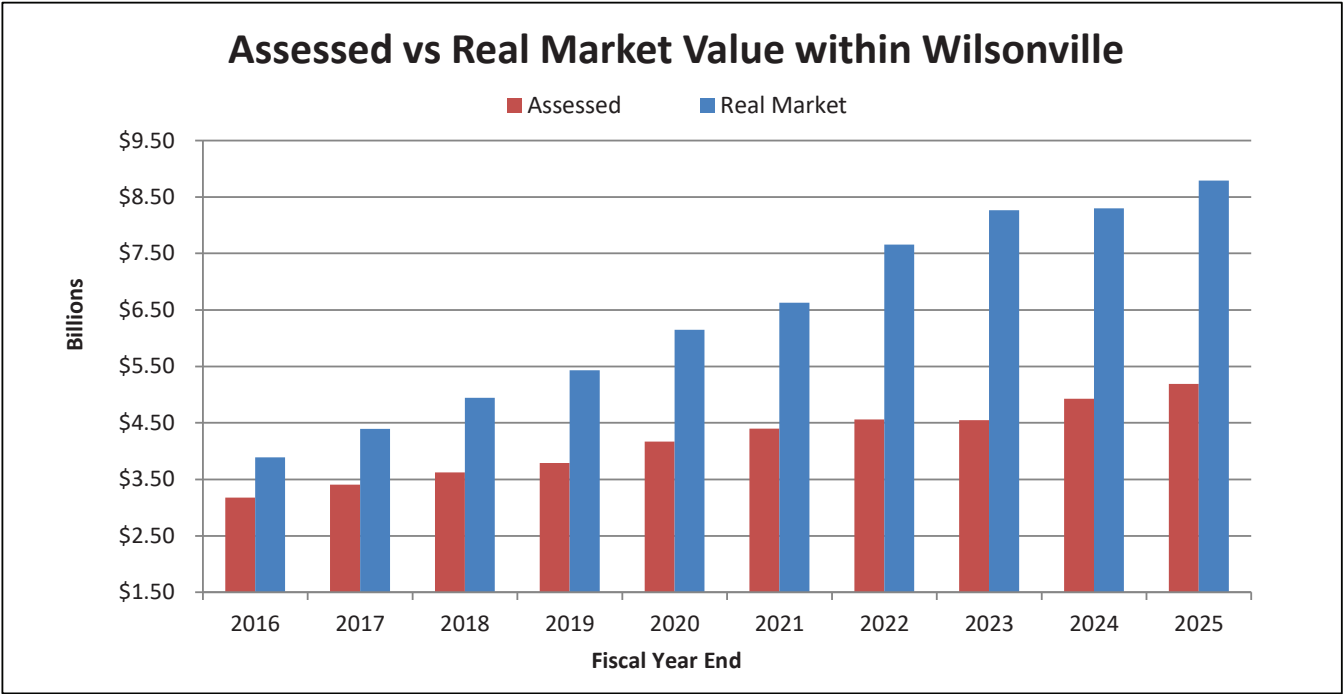
Property Tax Summary

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 does not currently 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

Oregon Revised Statutes (ORS) establish the basis for assessment. All real property within this state and all tangible personal property situated within this state, except as otherwise provided by law, shall be subject to assessment and taxation in equal and ratable proportion (ORS 307.030). Based on property values assessed by county assessors as of January 1, taxes are levied and become a lien on property effective July 1. Tax payments are due on November 15 of the same calendar year.

The assessor is required to calculate a maximum assessed value (MAV) for each property in the county in addition to maintaining real market value (RMV). 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%. Taxes are based on the lower of real market M5 value or maximum assessed value (MAV).

New properties are added to the tax assessment using a Changed Property Ratio (CPR), which is determined by county assessors. The CPR is calculated by dividing the average assessed value for houses across the entire county by the average real market value (RMV). For instance, in Clackamas County during FY 2024-25, the CPR for residential property was 0.534.

The City of Wilsonville is located within two counties, Clackamas and Washington. The chart below depicts Real Market Values, Assessed Values, and Property Tax revenue by County for the current year and as estimated for next year.

Property Values and Taxes			
	Actual 2024-25	Estimated 2025-26	% Change
M5 Real Market Values (RMV) ¹			
Within Clackamas County	\$ 7,591,762,704	\$ 8,047,268,466	6.0%
Within Washington County	704,607,096	746,883,522	6.0%
Total RMV	<u>\$ 8,296,369,800</u>	<u>\$ 8,794,151,988</u>	<u>6.0%</u>
Maximum Assessed Values (MAV)			
Within Clackamas County	\$ 4,505,431,950	\$ 4,741,967,127	5.2%
Within Washington County	424,459,909	446,744,054	5.2%
Total Maximum Assessed Value (MAV)	<u>\$ 4,929,891,859</u>	<u>\$ 5,188,711,181</u>	<u>5.2%</u>
RMV to MAV ratios			
Within Clackamas County	59.3%	58.9%	
Within Washington County	60.2%	59.8%	
Combined RMV to MAV ratio	59.4%	59.0%	
Permanent tax rate (per \$1,000 of AV)	\$ 2.5206	\$ 2.5206	
Property Tax Revenue (net of discounts/defaults)			
Clackamas County	\$ 10,857,000	\$ 11,400,000	5.0%
Washington County	1,036,000	1,088,000	5.0%
Total	<u>\$ 11,893,000</u>	<u>\$ 12,488,000</u>	<u>5.0%</u>

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

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



Pride mural painted on the Parks & Recreation Administration building by artist Ren Kyles.



General Fund Revenues

Assumptions for General Fund Revenues

- Property Taxes: 5% 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 12% 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 \$22.2 million. This represents a 4% increase from the prior fiscal year's budget.

Property taxes comprise 56.8% 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 2025-26 budget assumes a 6% 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 2025-26 will be billed in late October 2025 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 19.3% 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 2025-26 are expected to increase 12%.

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

Electric	Portland General Electric	5.00%
Natural Gas	Northwest Natural Gas	5.00%
Telecommunications	Frontier	7.00%
	AT&T	
	Comcast IP	
	Other service providers	
Garbage	Republic Services	5.00%
Cable TV	Comcast	5.00%
	Ziply Fiber	
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 \$888,000 or 4.0% of the fund's total. The revenues are allocated by various formulas but utilize a per capita rate. Increases for FY 2025-26 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 2025-26 this allocation is anticipated to be \$1,751,000 which is 7.9% of the fund's total revenue. Allocations are based on a combination of service area population and assessed value, provided by the Library District.

Certain programs provide services for which fees can be charged. Principle among the charges are fees from the Urban Renewal Agency. Being as the Agency does not have staff, City administration charges for providing these services. For FY 2025-26 the fees are approximately 0.3% of the General Fund's total revenue.

General Fund Revenues

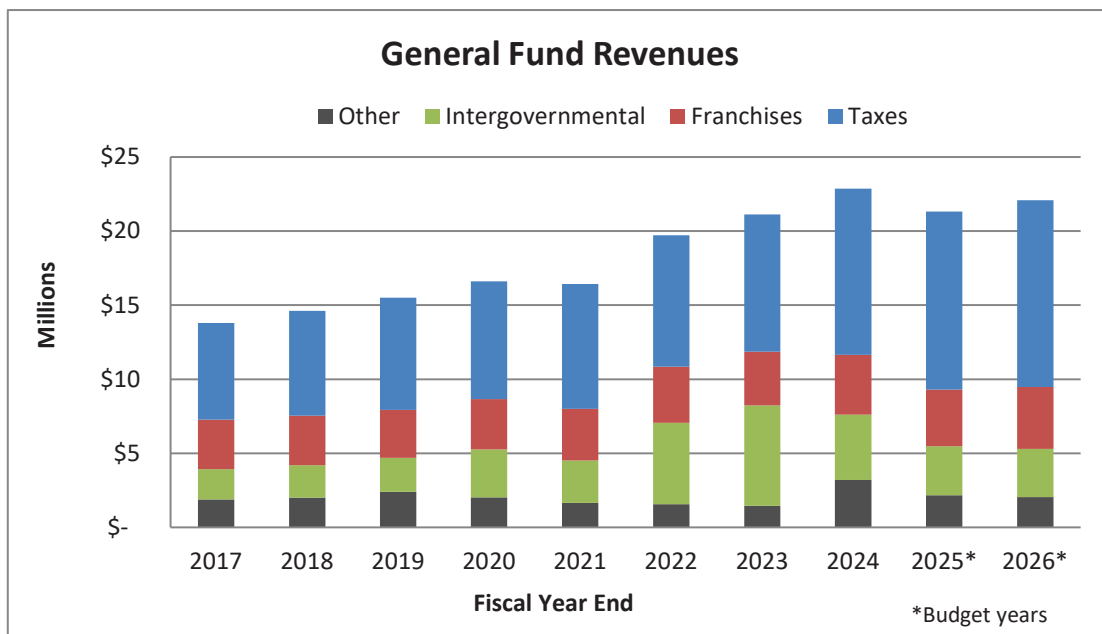
SUMMARY OF PROGRAM REVENUES

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Property taxes					
Current year property taxes	\$ 9,318,883	\$ 11,080,436	\$ 11,893,000	\$ 12,488,000	5%
Prior year property taxes	152,976	130,043	124,000	131,000	6%
Total property taxes	9,471,859	11,210,479	12,017,000	12,619,000	5%
Hotel/Motel taxes	610,766	627,988	550,000	620,000	13%
Franchise fees/privilege tax					
Portland General Electric	1,181,810	1,308,321	1,200,000	1,550,000	29%
NW Natural Gas	514,201	496,430	400,000	500,000	25%
United Disposal	423,440	392,446	420,000	408,000	-3%
Comcast Cable	312,930	284,898	310,000	300,000	-3%
Sewer utilities	336,089	311,293	325,000	325,000	0%
Water utilities	368,906	345,447	350,000	358,000	2%
Stormwater	147,276	137,253	140,000	143,000	2%
Charbonneau Water Company	13,590	13,165	12,000	13,000	8%
Other franchise fees	89,024	75,936	71,000	51,500	-27%
Privilege tax	612,689	667,886	600,000	641,000	7%
Total franchise fees/privilege tax	3,999,955	4,033,074	3,828,000	4,289,500	12%
Licenses & permits					
Professional and occupation	193,535	143,562	175,000	169,000	-3%
Alcoholic beverages	2,400	2,200	1,000	2,000	100%
Other licenses & permits	665	705	700	700	0%
Total licenses & permits	196,600	146,467	176,700	171,700	-3%
Intergovernmental					
Alcoholic beverages tax	547,705	493,831	450,000	470,000	4%
Cigarette tax	20,061	18,042	20,000	18,000	-10%
State shared revenue	411,189	397,512	400,000	400,000	0%
County shared revenue - Library	1,548,770	1,788,896	1,700,000	1,751,000	3%
Clack. Co. - Title III	112,136	105,926	110,000	100,000	-9%
Federal grants	2,767,330	-	-	-	-
State grants	1,936,048	5,010	129,992	5,171	-96%
Other local governments	254,645	1,612,382	489,098	510,814	4%
Total intergovernmental	7,597,882	4,421,598	3,299,090	3,254,985	-1%
Municipal court fines	195,061	164,038	190,000	180,000	-5%
Investment revenue	747,217	1,271,795	620,000	531,000	-14%

General Fund Revenues

SUMMARY OF PROGRAM REVENUES (CONTINUED)

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Charges for services					
Services provided to Urban Renewal	\$ 139,500	\$ 128,964	\$ 116,406	\$ 67,002	-42%
Class registrations	82,676	114,838	83,516	84,000	1%
Parks reservations/Facility rental	147,101	136,507	140,000	140,000	0%
Sports camp/Youth special services	58,103	59,560	52,000	57,000	10%
New book sales	151	111	200	100	-50%
Library fees	16,182	11,613	6,000	5,000	-17%
Photocopying	5,637	5,707	5,000	5,000	0%
Non-resident fees - library	1,568	1,425	1,500	1,700	13%
Lost/damaged books	2,045	2,048	2,200	1,800	-18%
Library room rental	5,430	4,900	3,000	2,500	-17%
Lien search fees	19,152	17,472	30,000	20,000	-33%
Other charges for services	4,590	6,140	-	-	-
Total charges for services	482,135	489,285	439,822	384,102	-13%
Miscellaneous revenue					
Gifts	70,738	79,942	102,270	114,800	12%
Home delivered meals	14,404	11,938	6,000	8,000	33%
Cable receipts	48,787	40,996	45,000	30,000	-33%
Other miscellaneous revenue	172,187	359,090	50,800	22,850	-55%
Total miscellaneous revenue	306,116	491,965	204,070	175,650	-14%
Total Revenues	\$ 23,607,591	\$ 22,856,690	\$ 21,324,682	\$ 22,225,937	4%



Summary of Fund Revenues

Building Inspection Fund

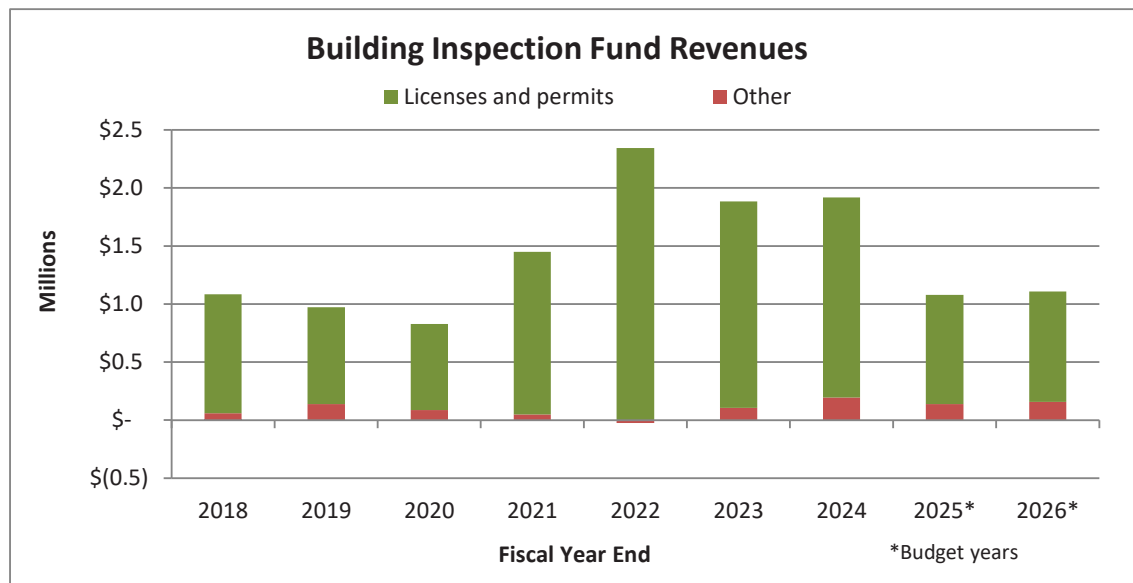
Assumptions for Building Inspection Fund Revenues

- 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 increase 1% over the prior fiscal year.

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

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Revenues:					
Licenses and permits	\$ 1,778,302	\$ 1,721,775	\$ 939,000	\$ 952,000	1%
Charges for services	8,190	-	-	-	-
Investment revenue	97,982	195,581	140,000	157,000	12%
Total Revenues	\$ 1,884,474	\$ 1,917,356	\$ 1,079,000	\$ 1,109,000	3%



Summary of Fund Revenues

Community Development Fund

Assumptions for Community Development Fund Revenues

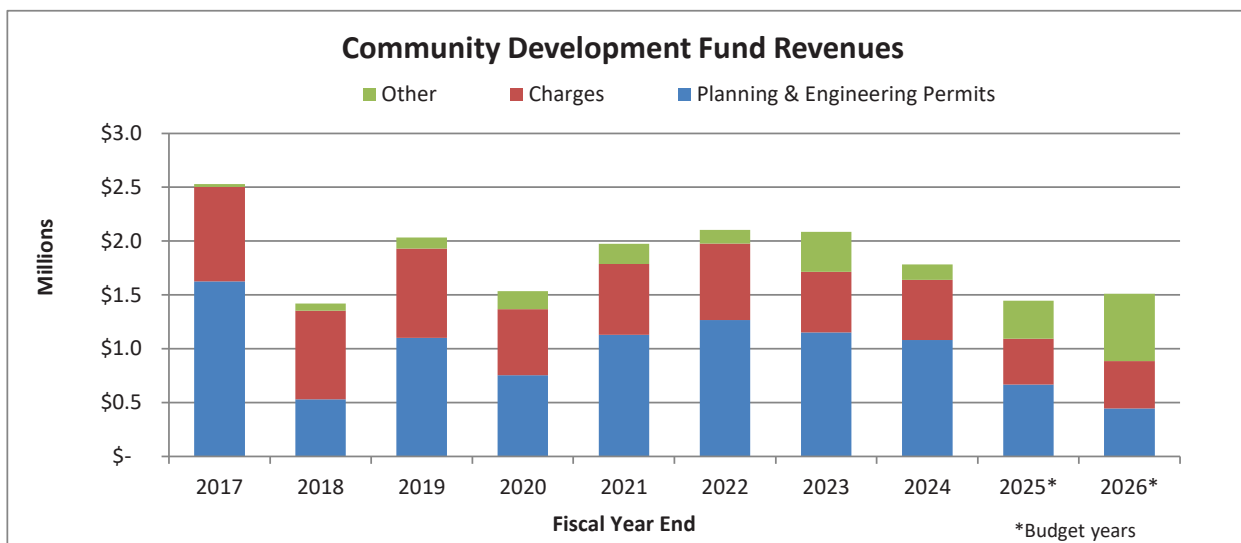
- License and Permit Fees: Based on projections of scheduled and anticipated development. Based on projections, permit fees are expected to decrease by 33% when compared to the prior fiscal year.
- Intergovernmental: Based on grants anticipated for projects that the CD Fund will undertake this fiscal year. Anticipated revenues include funds from the Oregon Department of Land Conservation and Development (DLCD), Oregon Metro, and Business Oregon.
- Charges for Services: Based on estimated overhead projections on Urban Renewal related projects and administration fees. Charges for Services are expected to increase by 3% as compared the prior fiscal year.

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

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

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

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Revenues:					
Licenses and permits	\$ 1,150,878	\$ 1,080,562	\$ 668,567	\$ 446,718	-33%
Intergovernmental	103,500	-	265,000	514,500	94%
Charges for services	563,113	561,264	427,006	439,002	3%
Investment revenue	57,085	116,195	70,000	93,000	33%
Miscellaneous revenue	212,473	26,898	16,000	18,000	13%
Total Revenues	\$ 2,087,049	\$ 1,784,918	\$ 1,446,573	\$ 1,511,220	4%



Summary of Fund Revenues

Transit Fund

Assumptions for Transit Fund Revenues

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

The City's public transportation program is funded by a payroll tax paid by Wilsonville businesses and is based on total payroll or self-employment income. The tax rate of 0.5 percent (.005) of gross wages has been in effect since October 2008. The payroll tax is due quarterly and covers employment within City limits. Transit taxes are estimated at approximately \$6.3 million in FY 2025-26. 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 District					
	SMART	TriMet	Canby	Sandy	Lane Transit	
2023	0.5000%	0.8037%	0.6000%	0.6000%	0.5000%	0.7800%
2024	0.5000%	0.8137%	0.6000%	0.6000%	0.5000%	0.7900%
2025	0.5000%	0.8237%	0.6000%	0.6000%	0.5000%	0.8000%

Notes:

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

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

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

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

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Revenues:					
Transit tax	\$ 6,204,048	\$ 5,989,921	\$ 6,200,000	\$ 6,300,000	2%
Intergovernmental	5,569,147	4,697,196	3,683,000	2,757,000	-25%
Charges for services	61,701	15,876	20,000	20,000	0%
Investment revenue	382,058	879,171	640,000	698,000	9%
Fines and forfeitures	7,281	7,606	5,000	5,000	0%
Miscellaneous revenue	18,651	19,568	16,000	16,000	0%
Total Revenues	\$ 12,242,887	\$ 11,609,338	\$ 10,564,000	\$ 9,796,000	-7%

Summary of Fund Revenues

Road Operating Fund

Assumptions for Road Operating Fund Revenues

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

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

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

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

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Revenues:					
Gasoline tax	\$ 2,153,935	\$ 2,164,256	\$ 2,249,000	\$ 2,181,000	-3%
Investment revenue	165,453	152,107	91,500	26,000	-72%
Miscellaneous revenue	1,458	14,904	-	-	-
Total Revenues	<u>\$ 2,320,846</u>	<u>\$ 2,331,268</u>	<u>\$ 2,340,500</u>	<u>\$ 2,207,000</u>	<u>-6%</u>

Road Maintenance Regulatory Fund

Assumptions for Road Maintenance Regulatory Fund Revenues

- Usage Charge: Based on historical trends

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

Effective in 2017, the Road Maintenance Fees were restructured and are now based on a per-trip basis, with customers falling into various trip categories, indexed to the trips generated by an Equivalent Residential Unit (ERU). One household in a single family detached home – also known as a residential unit, for example, generates approximately 10 trips a day per month, and carries a monthly charge of \$10.90 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly. For FY 2025-26, the Road Maintenance Fee should generate \$2.7 million in revenues.

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Revenues:					
Usage charge	\$ 2,365,267	\$ 2,703,028	\$ 2,585,000	\$ 2,661,000	3%
Investment revenue	100,762	181,814	89,000	172,000	93%
Total Revenues	<u>\$ 2,466,029</u>	<u>\$ 2,884,843</u>	<u>\$ 2,674,000</u>	<u>\$ 2,833,000</u>	<u>6%</u>

Summary of Fund Revenues

Water Operating Fund

Assumptions for Water Operating Fund Revenues

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

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

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

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Revenues:					
Usage charge	\$ 7,911,886	\$ 9,035,494	\$ 8,702,020	\$ 9,264,000	6%
Sherwood usage	1,383,033	1,495,316	1,500,000	1,550,000	3%
Connection fees	42,915	16,397	50,880	40,000	-21%
Turn-off charge	10,570	13,300	11,000	10,000	-9%
Investment revenue	653,809	1,225,285	800,000	412,000	-49%
Miscellaneous revenue	71,189	65,478	40,000	40,000	0%
Total Revenues	<u>\$ 10,073,403</u>	<u>\$ 11,851,269</u>	<u>\$ 11,103,900</u>	<u>\$ 11,316,000</u>	<u>2%</u>

Sewer Operating Fund

Assumptions for Sewer Operating Fund Revenues

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

The Sewer Operating Fund revenues are dedicated to the collection and treatment of municipal wastewater. The collection system includes 89 miles of gravity sewer lines, 2,745 manholes, and 9 pumping lift stations. The treatment facility is designed to handle an average dry weather sewage flow of 4.0 million gallons of sewage per day and 4.72 million gallons per day during wet weather. Residential customers are billed based on water consumption between November and March. Commercial and industrial customers are based on actual water consumption each month exclusive of irrigation meters. Forecasted revenue is based on historic consumption trends and adjusted for rate increases.

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

In addition to consumption service charges, certain industrial customers are monitored for the release of inordinate amounts of pollutants to the sewer lines and are assessed additional charges within the surcharge program. Revenue estimates for these high-strength surcharges are based on historic trends adjusted by rate changes. Surcharge rates are increased by the same rate increases noted above. In FY 2025-26, the high strength program is expected to generate \$184,000 in revenues.

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Revenues:					
Usage charge	\$ 7,033,922	\$ 7,748,815	\$ 7,550,000	\$ 7,649,000	1%
High strength surcharge	373,032	350,000	237,000	184,000	-22%
Investment revenue	470,167	749,894	420,000	380,000	-10%
Miscellaneous revenue	45,023	44,396	31,500	31,500	0%
Total Revenues	<u>\$ 7,922,145</u>	<u>\$ 8,893,105</u>	<u>\$ 8,238,500</u>	<u>\$ 8,244,500</u>	<u>0%</u>

Summary of Fund Revenues

Street Lighting Operating Fund

Assumptions for Street Lighting Operating Fund Revenues

- Usage 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 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Revenues:					
Usage charge	\$ 516,266	\$ 565,714	\$ 544,500	\$ 549,000	1%
Intergovernmental	16,680	-	-	-	-
Investment revenue	29,316	65,373	30,000	34,000	13%
Total Revenues	<u>\$ 562,261</u>	<u>\$ 631,086</u>	<u>\$ 574,500</u>	<u>\$ 583,000</u>	<u>1%</u>

Stormwater Operating Fund

Assumptions for Stormwater Operating Fund Revenues

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

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

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

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Revenues:					
Usage charge	\$ 3,239,154	\$ 3,556,428	\$ 3,527,500	\$ 3,581,000	2%
Investment revenue	212,508	316,927	230,000	242,000	5%
Total Revenues	<u>\$ 3,451,662</u>	<u>\$ 3,873,355</u>	<u>\$ 3,757,500</u>	<u>\$ 3,823,000</u>	<u>2%</u>

Summary of Fund Revenues

Fleet Service Fund

Assumptions for Fleet Service Fund Revenues

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

The Fleet Service Fund generates its revenues by charging fees to service and maintain all vehicles and equipment for City programs. Maintenance charges to each department are based on an average of the prior three years' work orders, and are set to recover operating costs estimated each fiscal year. In addition to fuel and maintenance costs, all departments, except Transit, pay towards a vehicle replacement reserve. Replacement reserves assume a 10-year lifespan for most vehicles. Transit has its own bus replacement reserve. The amount to be allocated to the various funds for fleet operations is based on the budgeted expenses for Fleet Services. Approximately 78.7% of the revenues collected by the Fleet Service Fund are from the Transit Fund.

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Revenues:					
Charges for services					
General Fund	\$ 169,356	\$ 177,432	\$ 185,988	\$ 201,768	8%
Building Inspection Fund	17,196	18,024	18,636	20,280	9%
Community Development Fund	25,788	27,024	27,960	30,420	9%
Transit Fund	1,322,784	1,388,940	1,435,774	1,559,268	9%
Road Operating Fund	45,708	47,892	49,092	51,504	5%
Water Operating Fund	31,008	32,484	32,976	35,892	9%
Sewer Operating Fund	18,084	18,948	19,812	21,552	9%
Stormwater Operating Fund	10,908	11,436	11,652	12,684	9%
Total charges for services	1,640,832	1,722,180	1,781,890	1,933,368	9%
Investment revenue	35,478	65,530	27,000	48,000	78%
Miscellaneous revenue	33,510	13,072	-	-	-
Total Revenues	\$ 1,709,820	\$ 1,800,782	\$ 1,808,890	\$ 1,981,368	10%

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 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Water Development Charges Fund					
System Development Charges	\$ 2,936,753	\$ 1,802,590	\$ 1,000,000	\$ 1,000,000	0%
Investment revenue	329,679	504,833	238,000	65,000	-73%
Total Revenues	3,266,433	2,307,423	1,238,000	1,065,000	-14%
Sewer Development Charges Fund					
System Development Charges	892,339	806,643	550,000	1,000,000	82%
Investment revenue	36,383	61,832	31,500	30,000	-5%
Total Revenues	928,721	868,476	581,500	1,030,000	77%
Streets Development Charges Fund					
System Development Charges	2,246,297	2,782,453	900,000	2,100,000	133%
Investment revenue	274,378	604,142	242,500	287,000	18%
Total Revenues	2,520,675	3,386,594	1,142,500	2,387,000	109%
Washington County TDT Fund					
Transportation Development Tax	715,006	335,821	-	-	-
Investment revenue	40,932	84,315	34,000	112,000	229%
Total Revenues	755,938	420,136	34,000	112,000	229%
Frog Pond West Fund					
Infrastructure Development Fee	1,392,898	2,752,047	2,000,000	2,500,000	25%
Investment revenue	92,565	244,610	93,500	27,000	-71%
Total Revenues	1,485,463	2,996,657	2,093,500	2,527,000	21%
Stormwater Development Charges Fund					
System Development Charges	621,956	448,591	200,000	170,000	-15%
Investment revenue	94,148	180,806	77,500	144,000	86%
Total Revenues	716,104	629,397	277,500	314,000	13%
Parks Development Charges Fund					
System Development Charges	480,283	596,610	825,000	1,320,000	60%
Investment revenue	67,404	111,936	43,500	77,000	77%
Total Revenues	547,687	708,546	868,500	1,397,000	61%
Total SDC Fund Revenues	\$ 10,221,021	\$ 11,317,228	\$ 6,235,500	\$ 8,832,000	42%



Youth librarian Jo looks on as two young patrons work through a library science activity



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.

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

Capital Projects consists of large dollar expenditures for buildings, infrastructure and parks. See 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.

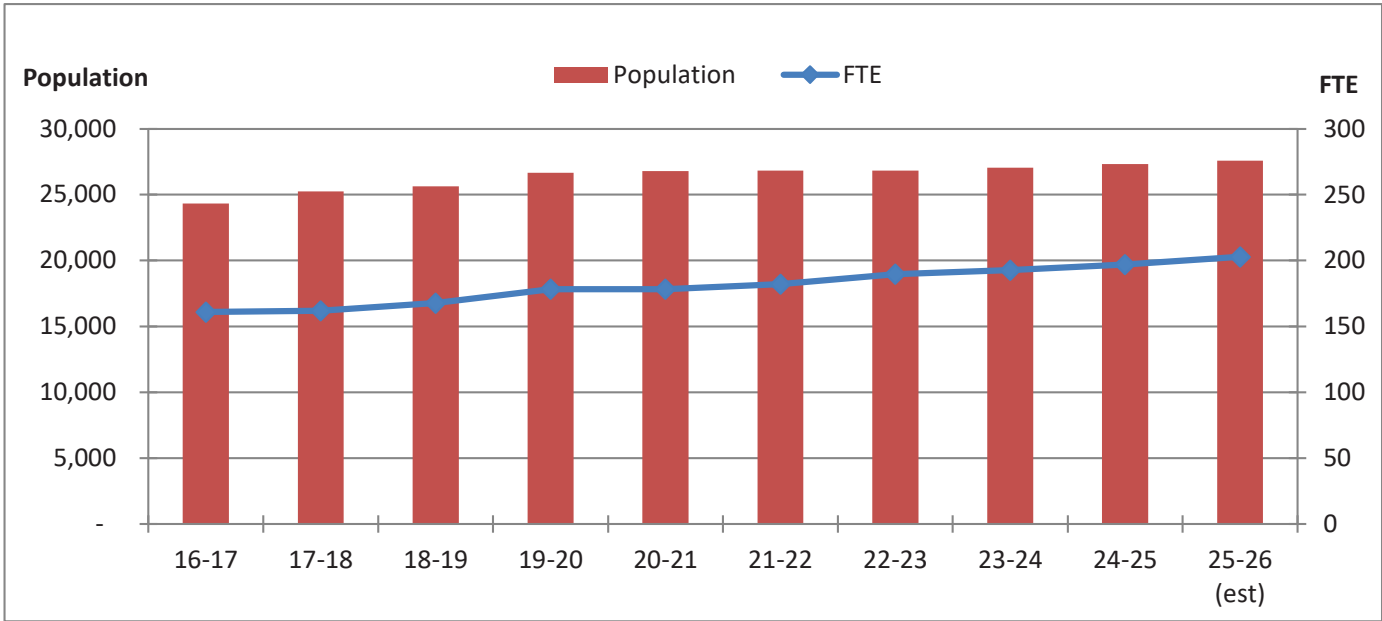
Staffing levels for FY 2025-26 are increasing from 197.01 full-time equivalents (FTEs) to 202.35. The City contracts with the Clackamas County Sheriff’s Department to provide police services for the community. The Willamette River Water Treatment Plant is operated and maintained under contract with Veolia 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 73% of all City positions.

As the chart below illustrates, the City’s work force has been relatively stable over the past ten years. On a per capita basis, the work force has declined. In FY 2016-17, the City employed approximately two-thirds (0.66) full-time equivalent for every 100 people, and in FY 2025-26, the City will also employ about one-fourth (0.73) of a full-time equivalent for every 100 people. The City has been able to accomplish this by investing in equipment and technological tools to help staff remain productive and efficient as the City grows.

The figures below do not include personnel for contracted services.

Ratio of FTE to Population



Summary of Workforce Trends

Comparison of Personnel Changes

Full Time Equivalent (FTE) Positions

Department	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Administration				
Administration	5.50	6.58	6.58	6.58
Finance	10.50	10.70	10.80	10.80
Information Technology/GIS	6.50	6.50	6.50	6.50
Legal	3.70	4.20	4.20	4.20
Human Resources/Risk Management	4.35	4.35	4.35	4.35
	30.55	32.33	32.43	32.43
Community Development				
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	7.10
Building Inspections	7.80	7.80	6.80	7.80
	30.90	30.90	29.90	30.40
Public Works				
Administration	4.50	4.50	4.50	4.50
Facilities	10.75	11.75	12.75	12.75
Roads	4.60	4.20	4.80	4.80
Water Distribution	5.53	5.53	5.53	5.53
Wastewater Collection/Industrial Pretreatment	3.63	3.63	3.63	3.63
Stormwater Maintenance	2.74	3.14	3.54	3.54
	31.75	32.75	34.75	34.75
Transportation				
SMART Transit	46.38	45.38	46.38	51.38
Fleet	9.00	9.00	9.00	9.00
	55.38	54.38	55.38	60.38
Parks & Recreation				
General/Community Services	9.45	9.45	9.45	9.45
Parks Maintenance	12.25	13.63	14.13	14.13
	21.70	23.08	23.58	23.58
Library	16.76	17.66	18.32	18.16
	16.76	17.66	18.32	18.16
Public Safety				
Law/Code Enforcement	1.00	1.00	1.00	1.00
Municipal Court	1.65	1.65	1.65	1.65
	2.65	2.65	2.65	2.65
Total FTE's	189.69	193.75	197.01	202.35



Skate Jam and mural ribbon cutting event.



Expenditure Summaries

By Program

Excluding Interfund Services and Transfers

Program	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Policy and Administration:					
Administration	\$ 1,645,548	\$ 1,948,145	\$ 2,564,212	\$ 2,713,191	6%
Finance	1,586,517	1,774,213	2,271,568	2,350,026	3%
Information Technology/GIS	1,135,673	1,496,900	1,839,162	2,021,215	10%
Legal	575,190	725,433	843,350	894,710	6%
HR/Risk Management	927,733	1,096,249	1,228,920	1,390,650	13%
<i>Policy and Administration</i>	<u>5,870,660</u>	<u>7,040,940</u>	<u>8,747,212</u>	<u>9,369,792</u>	<u>7%</u>
Community Development:					
CD Administration	537,026	610,223	717,944	547,690	-24%
Engineering	2,090,905	2,163,240	2,631,206	2,872,890	9%
Building Inspection	1,069,808	1,062,713	1,228,836	1,391,675	13%
Planning	1,147,212	1,181,486	1,382,100	1,591,930	15%
<i>Community Development</i>	<u>4,844,951</u>	<u>5,017,661</u>	<u>5,960,086</u>	<u>6,404,185</u>	<u>7%</u>
Public Works:					
PW Administration	804,952	822,275	1,117,514	1,178,310	5%
Facilities	1,594,227	1,687,397	2,254,335	2,315,294	3%
Road Operations	1,022,629	1,099,369	1,693,182	1,407,864	-17%
Street Lighting	245,384	303,306	331,310	367,290	11%
Water Distribution	1,547,873	1,480,861	1,833,696	1,914,912	4%
Water Treatment Plant	3,282,799	3,628,104	6,337,290	4,837,799	-24%
Wastewater Trtmt Plant	3,011,062	3,035,879	3,640,000	3,937,430	8%
Wastewater Collection	1,269,881	1,086,681	1,311,082	1,341,902	2%
Stormwater Maintenance	966,909	986,175	1,340,372	1,374,824	3%
<i>Public Works</i>	<u>13,745,717</u>	<u>14,130,046</u>	<u>19,858,781</u>	<u>18,675,625</u>	<u>-6%</u>
Parks & Recreation:					
Parks & Recreation	1,723,761	1,891,907	2,313,429	2,245,194	-3%
Parks Maintenance	2,099,426	2,502,895	2,915,379	2,964,012	2%
<i>Parks & Recreation</i>	<u>3,823,188</u>	<u>4,394,803</u>	<u>5,228,808</u>	<u>5,209,206</u>	<u>0%</u>
Library	<u>2,209,205</u>	<u>2,476,017</u>	<u>2,823,416</u>	<u>3,047,236</u>	<u>8%</u>
Transportation:					
Transit	6,248,886	7,453,351	10,551,221	9,944,118	-6%
Fleet	1,543,647	1,770,958	2,139,070	2,527,570	18%
<i>Transportation</i>	<u>7,792,533</u>	<u>9,224,309</u>	<u>12,690,291</u>	<u>12,471,688</u>	<u>-2%</u>
Public Safety:					
Law/Code Enforcement	5,709,945	6,052,874	6,914,522	7,450,424	8%
Municipal Court	197,613	206,334	232,980	254,570	9%
<i>Public Safety</i>	<u>5,907,558</u>	<u>6,259,209</u>	<u>7,147,502</u>	<u>7,704,994</u>	<u>8%</u>
Total Operating Budget	<u>\$ 44,193,812</u>	<u>\$ 48,542,984</u>	<u>\$ 62,456,096</u>	<u>\$ 62,882,726</u>	<u>1%</u>

By Major Cost Category

Excluding Interfund Services, Transfers, and Capital Projects

Category	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	% Change
Personnel Services	\$ 20,452,217	\$ 22,303,251	\$ 27,260,230	\$ 28,614,230	5%
Materials and Services	22,689,371	24,352,296	30,517,538	31,525,096	3%
Capital Outlay	1,052,224	1,887,436	4,678,328	2,743,400	-41%
Total Operating Budget	<u>\$ 44,193,812</u>	<u>\$ 48,542,984</u>	<u>\$ 62,456,096</u>	<u>\$ 62,882,726</u>	<u>1%</u>

City Administration provides support, leadership, and oversight over City operations. The Administration budget provides resources for the City Council, City Manager, Assistant to the City Manager, City Recorder, Administrative Assistant, Communications team, and Public and Government Affairs. The City Manager is appointed by City Council and is the Chief Administrative Officer for the City. The City Manager has the responsibility to manage, direct and coordinate municipal services and business affairs, enforce all city ordinances as well as translating the City Council’s goals into budgetary priorities. The City Manager serves as the City’s Budget Officer and as the Executive Director of the Urban Renewal Agency.

The Administration Department staff performs a wide variety of functions and duties, including community outreach and engagement, and special projects in support of the City Council. The Department is responsible for coordinating and developing clear and informative content to keep the community informed via a variety of communication tools including the Boones Ferry Messenger, various social media platforms, press releases, and other community outreach efforts.

This department is responsible for city records and elections in addition to advancing City Council legislative initiatives. The department also provides direct staff support to the Wilsonville Civics Academy, Wilsonville-Metro Community Enhancement Committee, Diversity, Equity and Inclusion Committee, and Tourism Promotion Committee.

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

DEPARTMENT GOALS

Improve the City’s emergency preparedness and public safety

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

Enhance communications and engagement to build a more connected community

- The City has increased and enhanced social media content and started providing regular video content to increase communications with the community

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
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	1.00	1.00	1.00
Records Technician	0.50	0.50	0.50	0.50
Intern	0.00	0.08	0.08	0.08
	5.50	6.58	6.58	6.58

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 685,540	\$ 813,773	\$ 908,960	\$ 914,480	1%
Employee benefits	406,862	452,708	547,840	575,060	5%
Total	1,092,403	1,266,481	1,456,800	1,489,540	2%
Materials and Services					
Supplies	42,336	53,085	51,200	48,600	-5%
Prof and tech services	256,676	301,421	310,623	309,500	0%
Utility services	4,938	6,161	5,740	6,240	9%
Insurance	600	657	800	800	0%
Community service programs	101,076	153,589	557,549	677,011	21%
Employee development	26,659	39,149	43,000	43,000	0%
Fees, dues, advertising	65,235	73,089	74,500	74,500	0%
Meetings & Council	55,626	54,512	64,000	64,000	0%
Total	553,145	681,663	1,107,412	1,223,651	10%
Total Department	\$ 1,645,548	\$ 1,948,145	\$ 2,564,212	\$ 2,713,191	6%

Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Interfund charges	\$ 432,915	\$ 433,675	\$ 529,828	\$ 682,252	29%
Urban renewal charges	51,324	49,956	41,544	16,752	-60%
General Fund	1,161,309	1,464,514	1,992,840	2,014,187	1%
Total	\$ 1,645,548	\$ 1,948,145	\$ 2,564,212	\$ 2,713,191	6%

BUDGET HIGHLIGHTS

Materials and Services

- Community service programs includes contracted services for a peer support specialist covered by the National Opioid Settlement received by the City. Community Service Programs also contains the Homeless initiative budget, Metro Enhancement Grant, and Special Projects.

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
Adhere to public records law and respond to public records request	Number of public records request	167	187	198	200	225
	Number of Wilsonville businesses/ residents making the public records request	24	44	43	43	40
	Percent of public records request that were from Wilsonville businesses/ residents	14%	24%	22%	22%	18%
Provide timely and accessible information to all citizens using a variety of tools	Newsletter frequency (number of issues a year)	11	12	11	11	11
	Social media followers (aggregate # from City Facebook, Twitter, Instagram, YouTube)	6500	6,750	7,250	7,700	8,000
	Twitter impressions*	122,000	140,000	150,000	N/A	N/A
	Average number of Facebook posts per year	250	275	300	350	285
	Website visits	972,000	1,000,000	1,105,730	1,200,000	1,300,000
	Let's Talk, Wilsonville! Subscribers	850	1450	1695	1895	2000
	Let's Talk, Wilsonville! page views	6,800	13,500	8,610	8,920	9,300

* Twitter no longer provides impression data as of 2024

PERFORMANCE MEASUREMENTS OUTCOME

In FY 2024-25, year-to-year website traffic numbers continued to be influenced by city projects including the Boeckman Dip Bridge and trail project and other city events. In 2024, the Boones Ferry Messenger continued to be the main resource for community information.

Because of the FY 2023- 2025 Council Goals, the City continued regular emergency preparedness communications and added additional communications staff. The City has increased the content shared on social media and has seen a steady increase over time in the use of social media, "Let's Talk Wilsonville!" (subscriptions and views), and website visits.

The number of public records requests continues to grow slightly each year with over 75% of the requests coming from outside of the City of Wilsonville.



Oregon Chinese Coalition performing at the Wilsonville Diversity, Equity and Inclusion Committee's first Lunar New Years Event on January 11, 2025, celebrating the year of the snake.



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

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

DEPARTMENT GOALS

Improve the City's emergency preparedness and public safety

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

Protect and preserve Wilsonville's environment

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

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

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

Increase housing opportunities for all and reach functional zero homelessness

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

Enhance communications and engagement to build a more connected community

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

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Finance Operations Supervisor	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00
Accountant	1.00	0.60	0.60	0.60
Accounting Specialist	3.00	3.00	4.00	4.00
Accounting Technician	2.50	3.10	2.20	2.20
	10.50	10.70	10.80	10.80

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 807,002	\$ 904,228	\$ 1,010,140	\$ 1,055,790	5%
Employee benefits	457,454	524,090	598,040	658,620	10%
Total	1,264,457	1,428,318	1,608,180	1,714,410	7%
Materials and Services					
Supplies	34,630	29,912	46,900	47,900	2%
Prof and tech services	143,032	153,876	315,700	320,400	1%
Utility services	65,458	67,380	83,850	81,840	-2%
Fleet services	4,296	4,500	4,668	5,076	9%
Rents and leases	2,127	2,097	4,400	4,000	-9%
Insurance	5,320	5,235	7,300	8,600	18%
Employee development	12,188	9,204	25,000	26,000	4%
Fees, dues, advertising	8,132	5,514	11,500	11,500	0%
Misc. services & supplies	46,876	68,178	164,070	130,300	-21%
Total	322,060	345,896	663,388	635,616	-4%
Total Department	\$ 1,586,517	\$ 1,774,213	\$ 2,271,568	\$ 2,350,026	3%

Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Interfund charges	\$ 652,875	\$ 770,280	\$ 845,977	\$ 979,495	16%
Urban renewal charges	42,036	34,548	45,342	33,498	-26%
General Fund	891,606	969,385	1,380,249	1,337,033	-3%
Total	\$ 1,586,517	\$ 1,774,213	\$ 2,271,568	\$ 2,350,026	3%

BUDGET HIGHLIGHTS

Personnel Services

- Employee benefits reflects an increase in medical insurance and Oregon PERS retirement contribution rates.

Materials and Services

- Insurance reflects an increase in cost for liability coverages.
- Misc. services & supplies reflects a decrease in bank charges (credit card processing fees), closer in alignment with actuals.

PERFORMANCE MEASUREMENTS

<i>Measure</i>	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
<i>Goal: Protect and preserve the City's environment</i>					
Increased enrollment in electronic billing versus printed invoice (Utility Billing)	44%	53%	62%	70%	75%
Increased enrollment in electronic payments to vendors (Accounts Payable)	54%	60%	60%	60%	65%
Increased enrollment in electronic payments to employees (Payroll)	98%	99%	100%	100%	100%
<i>Goal: Attract high quality industry and support economic opportunity for all in the City</i>					
Government Finance Officers Association (GFOA) Budget Award	Yes	Yes	Yes	Yes	Yes
GFOA Annual Comprehensive Financial Report Award	Yes	Yes	Yes	Yes	Yes
Independent Certified Public Accountant audit "clean opinion" of Annual Comprehensive Financial Report	Yes	Yes	Yes	Yes	Yes
Actual cost to deliver financial services	\$ 1,388,411	\$ 1,586,517	\$ 1,774,213	\$ 2,130,644	\$ 2,350,026
Costs to deliver financial services as percentage of total City operating budget	1.9%	1.8%	2.0%	1.8%	2.3%
Percentage of City's operating funds meeting or exceeding reserve levels set by policy	100%	100%	100%	100%	100%
General obligation bond rating	Aa2	Aa2	Aa2	Aa2	Aa2

PERFORMANCE MEASUREMENTS OUTCOME

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

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



Finance enjoying a summer staff event.



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

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

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

DEPARTMENT GOALS

Act as a Support Role for Departments working towards Council Goals

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

Provide the tools necessary for Departments to achieve Council Goals

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

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Information Systems Director	1.00	1.00	1.00	1.00
Information Systems Project Manager	1.00	1.00	1.00	1.00
Senior Information Systems Analyst	1.00	0.00	0.00	0.00
Information Systems Analyst	0.00	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00	1.00
Information System Assistant I	1.00	1.00	1.00	1.00
GIS Manager	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	6.50	6.50	6.50	6.50

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 462,263	\$ 628,831	\$ 689,850	\$ 707,460	3%
Employee benefits	278,193	376,731	416,570	450,610	8%
Total	740,455	1,005,561	1,106,420	1,158,070	5%
Materials and Services					
Supplies	93,214	164,273	217,749	258,600	19%
Prof and tech services	259,172	259,762	375,050	424,250	13%
Utility services	32,776	30,945	41,090	43,770	7%
Repairs & maintenance	2,779	5,998	7,500	10,000	33%
Employee development	5,695	5,348	8,600	8,600	0%
Fees, dues, advertising	1,581	1,391	2,925	2,925	0%
Total	395,217	467,717	652,914	748,145	15%
Capital Outlay					
Software	-	-	17,200	-	-100%
Machinery & equipment	-	23,622	62,628	115,000	84%
Total	-	23,622	79,828	115,000	44%
Total Department	\$ 1,135,673	\$ 1,496,900	\$ 1,839,162	\$ 2,021,215	10%

Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Interfund charges	\$ 640,576	\$ 727,238	\$ 856,191	\$ 764,995	-11%
Urban renewal charges	6,888	8,808	-	-	-
General Fund	488,209	760,854	982,971	1,256,220	28%
Total	\$ 1,135,673	\$ 1,496,900	\$ 1,839,162	\$ 2,021,215	10%

BUDGET HIGHLIGHTS

Materials and Services

- Supplies reflects an increase for two projects that will improve cell coverage in the Library and at City Hall. These systems are carrier agnostic and will help solve an issue raised in the annual IT survey.
- Prof and tech services reflects an increase for software previously approved to inventory and map the City's fiber infrastructure. In partnership with the City of Sherwood, the City is able to save on capital outlay and ongoing annual maintenance fees.
- Repairs & maintenance reflects an increase in closer alignment with the rising cost of equipment replacement.

Capital Outlay

- Machinery & equipment includes upgrades to cameras and control equipment in the Council Chambers, which are approaching end of life.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
Identify and track workload indicators	Users supported	192	198	222	225	221
	Personal computers supported (staff & public use)	229	232	223	218	218
	Copier/Printer/Fax Machines supported	45	36	36	35	34
	Mobile Devices supported	143	149	157	155	155
	Servers supported	60	73	72	70	66
	Number of helpdesk tickets (annually)	1,310	1,370	1,573	1,689	1,750
	Number of inbound phone calls (annually)	93,000	90,000	85,706	81,000	80,000
	Number of inbound email (annually)	1,203,000	1,800,000	1,461,192	1,500,000	1,600,000
	Percentage of email rejected by spam filter	53%	59%	59%	60%	62%
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. Overall customer satisfaction for the department continues to be excellent.

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

The number of users supported has shown an increase due to the change in how that measure is calculated. Previously, it correlated to filled positions and now it represents the number of Microsoft accounts supported. The number of personal computers supported is decreasing as the extra need for laptops to support teleworking capabilities has diminished. The number of copier/printer/fax machines is decreasing due to more and more business processes becoming digital. While the number of inbound email has remained significant over the past few years, a majority is rejected by the spam filter.

The total number of helpdesk requests show an increase each year, both as IT staff continue to improve in tracking each request and this metric has remained relatively consistent with the number of users supported.

The number of servers supported will continue to decrease as we move more storage and services to the cloud.



IT and Finance staff working together on software conversion project.



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

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

DEPARTMENT GOALS

Improving the City’s emergency preparedness and public safety

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

Protect and preserve Wilsonville’s environment

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

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

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

Increase housing opportunities for all and reach functional zero homelessness

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

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

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

Enhance communications and engagement to build a more connected community

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

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
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	2.00	2.00	2.00
Intern	0.20	0.20	0.20	0.20
	3.70	4.20	4.20	4.20

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 361,929	\$ 456,144	\$ 498,010	\$ 532,550	7%
Employee benefits	166,743	230,634	264,030	298,190	13%
Total	528,672	686,778	762,040	830,740	9%
Materials and Services					
Supplies	20,441	13,111	31,400	15,600	-50%
Prof and tech services	19,028	14,780	29,200	33,000	13%
Utility services	23	28	410	370	-10%
Employee development	5,176	9,918	16,800	11,000	-35%
Fees, dues, advertising	1,850	818	3,500	4,000	14%
Total	46,518	38,654	81,310	63,970	-21%
Total Department	\$ 575,190	\$ 725,433	\$ 843,350	\$ 894,710	6%
Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Interfund charges	\$ 149,830	\$ 147,136	\$ 159,879	\$ 269,116	68%
Urban renewal charges	39,252	35,652	29,520	16,752	-43%
General Fund	386,108	542,645	653,951	608,842	-7%
Total	\$ 575,190	\$ 725,433	\$ 843,350	\$ 894,710	6%

BUDGET HIGHLIGHTS

Personnel Services

- Employee benefits reflects an increase in medical insurance and Oregon PERS retirement contribution rates.

Materials and Services

- Overall, Materials and Services reflects a decrease, closer in alignment with actuals.

PERFORMANCE MEASUREMENTS***FY 2024-25 Goal Achievements***

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

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

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

Other Highlights from FY 2024-25

- Processed 206 contract and agreement requests for calendar year 2024, nearly identical to contract documents processed during the prior calendar year.
- Processed 112 private development real property documents (easements, deeds, dedications, development agreements, etc.) for calendar year 2024.
- Includes the acquisition of real property for the Boeckman Creek Trailhead Park adjacent to the Frog Pond West neighborhood.
- 100% success rate in prosecuting municipal court matters.
- The Legal Department specifically focused on record management during FY2024-25, including conversion of digital records and reducing network file storage by identifying duplicative records and drafts.
- Led implementation of new local camping code regulations.
- Successfully defended the City in proceedings before the Land Use Board of Appeals and Oregon Court of Appeals.

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



Legal team - Stephanie, Noelle, Tamara, and Amanda.



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

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

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

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

DEPARTMENT GOALS

Improving the City’s emergency preparedness and public safety

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

Protect and preserve the City’s environment

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

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

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

Increase housing opportunities for all and reach functional zero homelessness

- Provide training for employees to interact with unhoused individuals compassionately

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

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

Enhance communications and engagement to build a more connected community

- Maintain a digital platform for staff to access policies, forms, benefit information, and the employee handbook
- Provide a newsletter to share information about city programs, services, events, birthdays, and an employee spotlight to help keep everyone connected
- Provide cultural competency training, language access services, and interpreter services to ensure inclusive communication practices

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
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	0.75	0.75	0.75	0.75
Intern	0.50	0.50	0.50	0.50
Intern (High School)	0.10	0.10	0.10	0.10
	4.35	4.35	4.35	4.35

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 410,961	\$ 429,384	\$ 481,000	\$ 499,220	4%
Employee benefits	184,645	201,613	226,820	254,240	12%
Total	\$ 595,606	630,997	707,820	753,460	6%
Materials and Services					
Supplies	1,138	2,496	3,200	2,200	-31%
Prof and tech services	46,621	83,330	83,500	74,500	-11%
Utility services	1,602	1,638	2,200	2,290	4%
Insurance	228,245	316,676	330,000	396,000	20%
Employee development	34,199	34,374	65,500	125,500	92%
Fees, dues, advertising	2,082	2,972	3,000	3,000	0%
Flex plan admin	2,572	2,800	3,700	3,700	0%
Recognition expenses	15,669	20,966	30,000	30,000	0%
Total	332,127	465,252	521,100	637,190	22%
Total Department	\$ 927,733	\$ 1,096,249	\$ 1,228,920	\$ 1,390,650	13%

Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Interfund charges	\$ 384,627	\$ 405,112	\$ 442,951	\$ 378,250	-15%
General Fund revenues	543,106	691,137	785,969	1,012,400	29%
Total	\$ 927,733	\$ 1,096,249	\$ 1,228,920	\$ 1,390,650	13%

BUDGET HIGHLIGHTS

Personnel Services

- Employee benefits reflects an increase in medical insurance and Oregon PERS retirement contribution rates.

Materials and Services

- Prof and tech services reflects a decrease for a contract labor attorney utilized only during collective bargaining agreement negotiations of which are currently in effect through June 2027.
- Insurance reflects an increase in cost for liability coverages.
- Employee development reflects an increase for the cost of engaging an executive recruitment firm to assist with the upcoming City Manager recruitment.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
	FTEs (based on paid hours of non-contracted employees)	160.3	174.9	176.2	187.2	185.0
	Employee turnover per year (percent of workforce)	28	15.5	21	16	18
Recruit, hire and retain the most qualified people to staff the City's service delivery needs	Recruitments	57	44	34	36	40
	Applications processed	765	701	933	1,400	1,500
	Interviews held	188	177	175	150	200
	New Hires	53	53	51	40	50
	Wellness Program Participation	133	167	170	175	175
Minimize work-related accidents and maintain an excellent safety record	Workers' compensation claims	5	5	3	4	3
	Total paid losses	\$90,504	\$6,742	\$17,865	\$60,000	\$10,000
	Experience Modification Rate (EMR) Is used to calculate worker's compensation premiums	0.79	0.65	0.76	0.75	0.72

PERFORMANCE MEASUREMENTS OUTCOME

The City's recruitment strategy is focused on attracting top talent for open positions, and hiring managers are committed to cultivating a work environment that supports long-term employee retention. Although turnover has stabilized, we expect a slight increase due to upcoming retirements. The employee wellness program, offering a blend of on-site activities and off-site opportunities, has experienced a significant rise in participation, enhancing overall employee engagement and satisfaction.



Bird's-eye view of a great day! Celebrating fun and teamwork at our Annual Summer Picnic.



The Community Development Department includes Administration, Engineering, Planning and Building Divisions. Community Development Administration provides leadership for the Department and includes a variety of economic development services, current development and construction coordination, and ‘big picture’ planning for future growth and infrastructure needs. Further, Administration is responsible for coordination between divisions, collaborating regionally, and planning in areas such as land use, transportation, natural resources, and economic development. It also oversees the City’s urban renewal plans and projects, including the Coffee Creek urban renewal district and the Wilsonville Investment Now (WIN) economic development incentive program.

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

DEPARTMENT GOALS

Protect and preserve Wilsonville’s Environment

- Support the Planning Division, Natural Resources staff, and external partners
- Continue on the leading edge of knowledge and science regarding the management of the Emerald Ash and Mediterranean Oak Borer infestation

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

- Advance implementation of the Town Center Plan
- Promote and facilitate local business retention and expansion through regular and timely business visitations, providing connections to partners, resources, technical assistance, and other City Departments
- Bring recommendations to City Council regarding the Coffee Creek Urban Renewal District and how tax increment revenues can be leveraged in order to attract new investment and family-wage jobs
- Coordinate with Government Affairs staff in support of state legislation and funding to support industrial land readiness
- Promote the WIN program with regional partners, brokers, site selectors, and in response to select Requests For Information (RFI) received through business development partners such as Business Oregon, Greater Portland Inc, and industry associations
- Engage the Childcare Provider Consortium, organized in 2023, in order to inform:
 - Support of state legislation and funding requests to support families seeking childcare services, as well as child care service providers
 - Use of Community Development Block Grant (CDBG) funding (if awarded) in support of child care service providers in Wilsonville

Enhance Communications and Engagement to build a more connected community

- Continue the monthly Local Business Newsletter, distributed to City of Wilsonville business license holders
- Continue the quarterly Development Update Newsletter, distributed to brokers, developers, and site selectors in order to raise awareness regarding the City’s coordinated long-range planning, industrial land readiness, and economic development projects and accomplishments

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
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

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 267,965	\$ 283,879	\$ 303,180	\$ 182,350	-40%
Employee benefits	157,848	163,395	175,210	118,740	-32%
Total	425,813	447,274	478,390	301,090	-37%
Materials and Services					
Supplies	23,555	19,596	48,900	44,900	-8%
Prof and tech services	27,774	58,884	93,710	99,130	6%
Utility services	41,534	52,699	64,220	67,730	5%
Fleet services	8,592	9,000	9,324	10,140	9%
Insurance	4,850	5,301	6,400	8,000	25%
Community service programs	-	8,987	5,000	5,000	0%
Employee development	1,153	4,143	6,000	5,700	-5%
Fees, dues, advertising	3,754	4,302	6,000	6,000	0%
Total	111,213	162,949	239,554	246,600	3%
Total Department	\$ 537,026	\$ 610,223	\$ 717,944	\$ 547,690	-24%

Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Urban renewal charges	\$ 100,758	\$ 181,462	\$ 197,406	\$ 160,802	-19%
CD Fund	436,268	428,762	520,538	386,888	-26%
Total	\$ 537,026	\$ 610,223	\$ 717,944	\$ 547,690	-24%

BUDGET HIGHLIGHTS

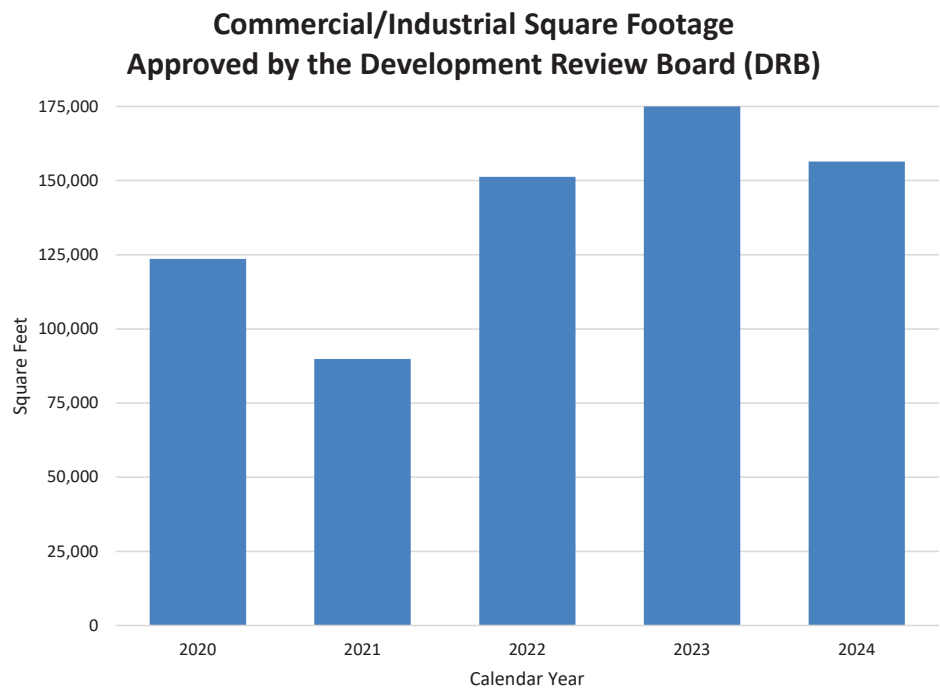
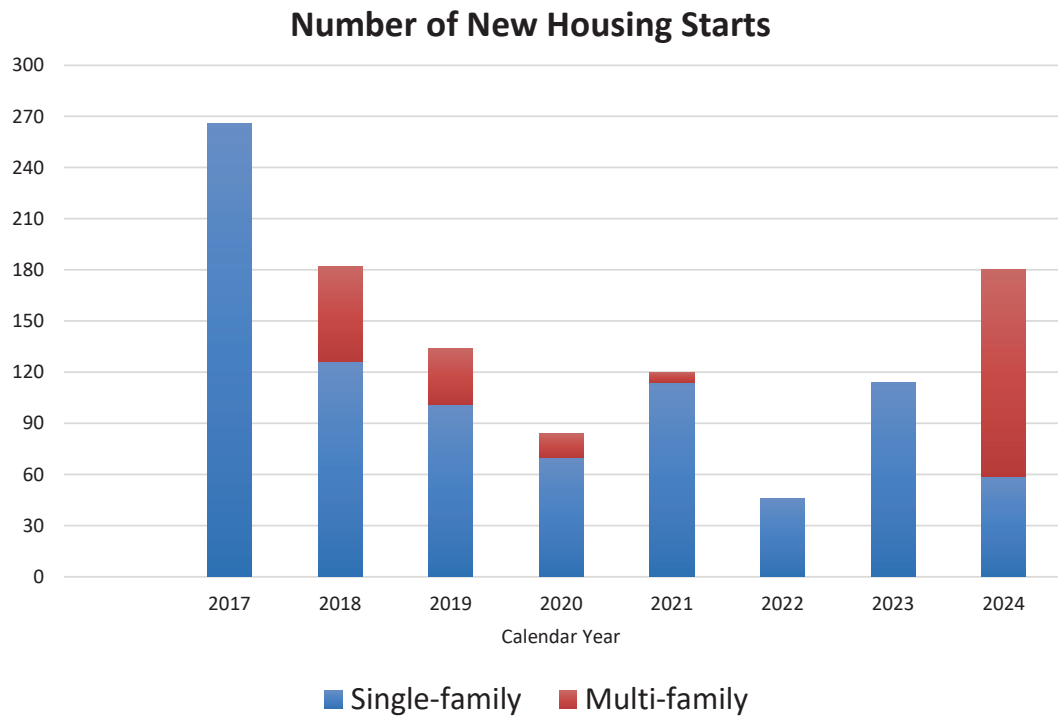
Personnel Services

- With the retirement of the Community Development Director in April 2025, and City Manager at the end of the year, the Community Development Director position has only been funded for 6 months this upcoming fiscal year, as it is anticipated that this position will not be re-filled until a new City Manager has been selected.

Materials and Services

- Overall, Materials and Services reflects a status quo budget.

PERFORMANCE MEASUREMENTS



PERFORMANCE MEASUREMENTS OUTCOME

Much of the department's measurable productivity is a function of, and directly related to, macroeconomic conditions and market trends. Therefore, there are important qualitative considerations in addition to the quantitative. Department staff perform many critical activities, which are difficult to quantify. A few examples include:

- daily customer service to residents, developers, and builders;
- coordination related to infrastructure, land use and housing, preparation and implementation of code amendments and updates;
- master planning to comport with state and regional mandates;
- designing, constructing and inspecting capital improvement projects for storm, sewer, water, parks and transportation

All of these efforts are part of a robust and complete Community Development program, without which the Wilsonville community and the tax revenues that support public services stagnate. Such activities and services are difficult to assess quantitatively, and in some cases they span the course of several (or many) years.

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

Single-family housing starts are down from 2023 (114 to 59). There was one multi-family project that began construction in 2024, the Vuela, a 121-unit affordable housing project being constructed by Palindrome at SMART Central. Regarding single-family home construction, Frog Pond West is where all the activity is occurring. There are a couple of new residential projects in plan review and/or in the early phases of being constructed that will result in a steady amount of homes being built in the community in 2025. Interest in Town Center and adjacent properties could result in additional multi-family applications coming forward in 2025. The three mixed-use buildings in the Villebois Village Center and the Shari's redevelopment are approved for construction, however construction timing will be based on construction costs, interest rates and availability of financing, all of which are challenging at this time. Changes in Administration in Washington DC are also predicted to have impacts on the construction industry, particularly if tariffs are implemented.

The industrial market has been very strong for the past several years, but has recently cooled to a small degree. Industrial development activity in the Greater Portland region is driven largely by land availability and readiness—two areas of focus for the department. CD Admin is supporting the Planning Division in 2025 on a long-range planning project, Wilsonville Industrial Land Readiness, which focuses on the preparation of the Basalt Creek Industrial Area, as well as the City's industrial lands more generally. Approved industrial projects that advanced to construction in 2024 include a new corporate and manufacturing headquarters for Precision Countertops; and a significant expansion for Delta Logistics in Coffee Creek.

Commercial development is again driven by site availability. Although the office market is quite depressed, City County Insurance Services (CIS), a quasi-public entity, is constructing a new office building on Wilsonville Road. Lamborghini submitted applications for land-use approval at their site on Parkway Avenue, north of Elligsen Road, in the winter of 2024. Those applications, in addition to building permits, have been approved and now the project is moving forward to construction in 2025.

Frog Pond West Primary School has been paused by the West Linn-Wilsonville School District due to difficulties with the general contractor. Occupancy of the new facility is postponed to 2026. The adjacent neighborhood park will begin construction early in 2025.

General development activity is steady and looks to be that way for the next year, resulting in continued investment in the Wilsonville community.



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

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

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

DEPARTMENT GOALS

Improve the City’s emergency preparedness and public safety

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

Protect and preserve Wilsonville’s environment

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

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

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

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
City Engineer	1.00	1.00	1.00	1.00
Engineering Manager	2.00	2.00	2.00	2.00
Senior Civil Engineer	1.00	1.00	1.00	1.00
Civil Engineer	2.00	2.00	2.00	2.00
Associate Engineer	1.00	1.00	1.00	1.00
Engineering Inspector	2.00	2.00	2.00	2.00
Engineering Technician	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
Environmental Specialist	0.00	1.00	1.00	1.00
Stormwater Management Coordinator	1.00	0.00	0.00	0.00
Intern	0.50	0.50	0.50	0.50
	13.50	13.50	13.50	13.50

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 1,099,522	\$ 1,197,368	\$ 1,477,110	\$ 1,514,920	3%
Employee benefits	646,414	665,769	835,410	965,280	16%
Total	1,745,935	1,863,137	2,312,520	2,480,200	7%
Materials and Services					
Supplies	13,499	16,202	21,900	21,900	0%
Prof and tech services	272,046	224,277	218,400	290,000	33%
Utility services	5,115	5,525	6,550	6,810	4%
Fleet services	17,196	18,024	18,636	20,280	9%
Repairs & maintenance	7,134	12,224	15,500	15,500	0%
Insurance	3,600	3,903	4,700	5,200	11%
Community service programs	3,796	2,656	5,000	5,000	0%
Employee development	17,526	13,341	21,500	21,500	0%
Fees, dues, advertising	5,057	3,951	6,500	6,500	0%
Total	344,969	300,102	318,686	392,690	23%
Total Department	\$ 2,090,905	\$ 2,163,240	\$ 2,631,206	\$ 2,872,890	9%

Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Urban renewal charges	\$ 253,948	\$ 247,296	\$ 136,400	\$ 231,600	70%
CD Fund	1,836,957	1,915,944	2,494,806	2,641,290	6%
Total	\$ 2,090,905	\$ 2,163,240	\$ 2,631,206	\$ 2,872,890	9%

BUDGET HIGHLIGHTS

Personnel Services

- Employee benefits reflects an increase in medical insurance and Oregon PERS retirement contribution rates.

Materials and Services

- Prof and tech services is increasing for professional consulting services related to a Department of Environmental Quality (DEQ) required 5-year update to the City's National Pollutant Discharge Elimination System (NPDES) Permit.
- Insurance reflects an increase in cost for liability coverages.

Resources Summary

- The Community Development Overhead varies annually based on Urban Renewal Capital Improvement Program (CIP) projects that advance through design and construction. The increase in Urban Renewal Charges is related to continuation of design and construction work with Brown Road Improvements and start of design work for the Day Road Sewer Extension project.

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:

Permit Type	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
Public Works	4	5	9	7	3
Public Utility	66	90	159	140	150
Right-of-Way	19	20	15	15	15
Erosion Control*	6	90	92	85	100

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



Stormwater planter at Oregon Department of Administrative Services North Valley Complex

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.

Infrastructure Type	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
Water Pipe					
New (feet)	1,244	13,860	9,777	3,666	6,235
Repair & Replace (feet)	-	-	-	1,531	1,457
Wastewater Pipe					
New (feet)	765	11,488	5,944	2,298	3,551
Repair & Replace (feet)	-	-	239	325	172
Storm Drainage Pipe					
New (feet)	2,332	12,883	7,863	2,900	4,099
Repair & Replace (feet)	180	-	-	228	1,146
Stormwater Management Facilities - New					
Capital Construction (No.)	-	20	-	-	17
Private Development (No.)	31	52	79	14	36
Roadway - New **					
Capital Construction (Lane Feet)	-	6,453	-	-	700
Private Development (Lane Feet)	-	17,508	13,428	2,742	2,657
Street Rehabilitation					
Capital Construction (Lane Feet)	50,268***	13,496	9,210	217,008***	197,762***
Private Development (Lane Feet)	525	-	-	1,326	1,228
ADA Curb Ramps					
Capital Construction - New (No.)	0	11	-	1	35
Capital Construction - Repair & Replace (No.)	0	27	20	1	14
Private Development - New (No.)	4	101	77	13	18
Bike Facilities					
New (Lane Feet)	-	6,250	1,333	-	6,605
Enhanced (Lane Feet)****	362	8,036	5,694	-	-
Notable Projects to be Completed in 2024-25 Not Represented in the Table Above					
Public Works Standards Update					
Charbonneau Lift Station Rehabilitation					

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

*** Street Rehabilitation consisted of crack seal or slurry seal treatment only.

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

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

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

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

DEPARTMENT GOALS

Improve the City’s emergency preparedness and public safety

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

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Building Official	1.00	1.00	1.00	1.00
Inspector/Examiner	4.00	4.00	3.00	4.00
On-Call Inspector	0.60	0.60	0.60	0.60
Permit Technician	2.00	2.00	2.00	2.00
Intern	0.20	0.20	0.20	0.20
	7.80	7.80	6.80	7.80

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 583,008	\$ 584,840	\$ 677,350	\$ 737,270	9%
Employee benefits	313,643	322,678	350,450	411,250	17%
Total	896,651	907,518	1,027,800	1,148,520	12%
Materials and Services					
Supplies	25,156	16,940	23,800	17,500	-26%
Prof and tech services	87,366	91,383	111,050	157,850	42%
Utility services	2,986	2,727	3,750	3,900	4%
Fleet services	17,196	18,024	18,636	20,280	9%
Insurance	2,300	2,627	3,200	4,000	25%
Employee development	19,518	16,921	18,150	25,375	40%
Fees, dues, advertising	1,817	1,389	1,950	1,950	0%
Misc. services & supplies	6,821	5,184	20,500	12,300	-40%
Total	163,159	155,194	201,036	243,155	21%
Total Department	\$ 1,059,809	\$ 1,062,713	\$ 1,228,836	\$ 1,391,675	13%
Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Urban renewal charges	\$ 8,190	\$ -	\$ -	\$ -	-
Building Inspection Fund	1,051,619	1,062,713	1,228,836	1,391,675	13%
Total	\$ 1,059,809	\$ 1,062,713	\$ 1,228,836	\$ 1,391,675	13%

BUDGET HIGHLIGHTS

Personnel Services

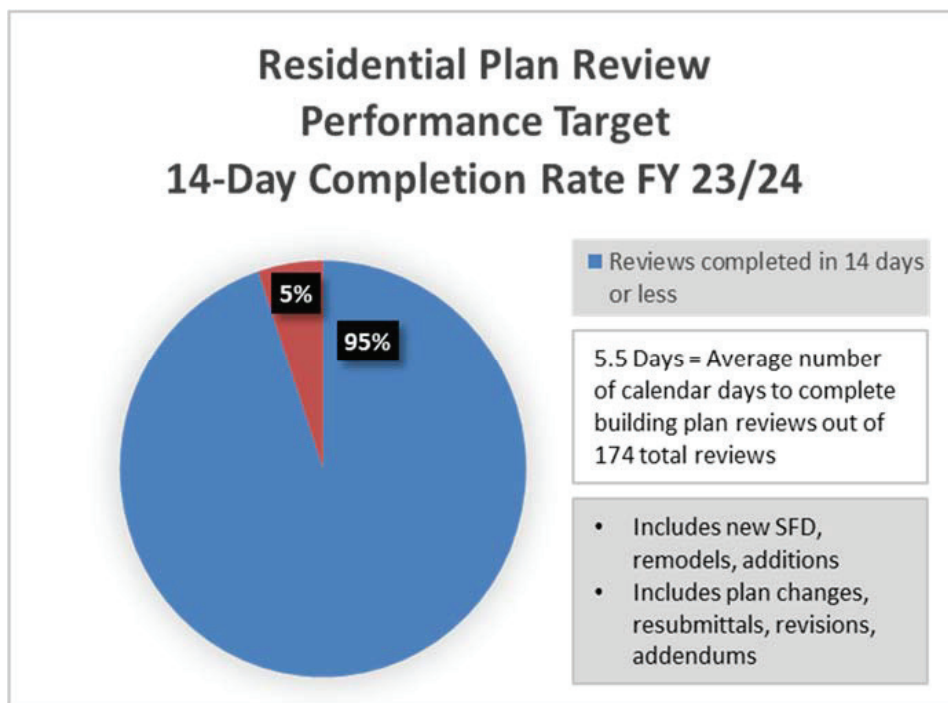
- Employee benefits reflects an increase in medical insurance and Oregon PERS retirement contribution rates.

Materials and Services

- Supplies reflects a decrease, closer in alignment with actuals.
- Prof and tech services includes a one-time add package for permit record scanning.
- Insurance reflects an increase in cost for liability coverages.
- Employee development reflects an increase in costs to maintain technical and professional certifications.
- Misc. services and supplies reflects a decrease in bank charges (credit card processing fees), closer in alignment with actuals.

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
In a timely manner, meet the needs of citizens and the development community in the land use review process	Average number of business days to complete review for residential development permits	n/a	5.8	5.5	6	6
	Total number of residential reviews (new, remodels, additions, re-reviews)	n/a	314	174	175	175
	Number of residential reviews that hit 14-day performance target	n/a	288	165	158	158
	Percentage of residential reviews meeting 14-Day performance target	n/a	91.7%	94.8%	90%	90%



PERFORMANCE MEASUREMENTS OUTCOME

Residential Development permits: Average calendar days to complete review

- Measure definition: This measure tracks the average number of days it takes to complete a building plan review for residential construction as derived from the total number of plan reviews completed. It also provides a measure of success in achieving the 14-day residential plan review performance target.
- Evaluation of results: While the building division has traditionally tracked projects individually, this is a new measure introduced in 2024 that is intended to track the overall performance of residential reviews. In the perfect world 100% of all residential plan reviews would be completed within 14 days or less. However, the plan review process is complex and is subject to a wide range of dynamics that influence the overall success. Some of these influences include staffing shortages, complexity of projects, completeness of submittals, timing of fee increases, code changes, homeowner submittals vs design professional submittals, other department review timelines, and others. With all the varying factors the target success rate should be 90%, and the division should be hitting the performance target with an average overall turnaround of roughly 14 days.
- Current year performance and trends: The building division currently performs better than these targets with a 5.6-day average turnaround time and meets the 14-day target 94% of the time. These trends are expected to continue as residential development in general has slowed and is expected to remain slow in the coming FY.



Aerial view of the new Frog Pond primary school.



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

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

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

DEPARTMENT GOALS

Protect and preserve Wilsonville’s environment

- Support and manage natural resource and tree preservation policies through coordination and permit review
- Provide support to the Climate Action Plan
- Participate on the interdisciplinary team’s efforts in response to the Mediterranean Oak Borer and related treatment and preservation actions to sustain the City’s Oregon White Oaks

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

- Development reviews in the Coffee Creek Urban Renewal District and other industrial areas in the City
- Adopt a new Economic Opportunity Analysis (EOA) and Economic Development Strategy for the City
- Establish zoning and infrastructure funding solutions for the Basalt Creek Planning Area
- Update the City’s Comprehensive Plan consistent with EOA and Economic Development Strategy

Increase housing opportunities for all and reach functional zero homelessness

- Adopt and implement the City’s Housing Production Strategy
- Continue to plan for a variety of housing options to support future residential growth
- Facilitate construction and final certificate of occupancy for the Vuela project
- Update the City’s Comprehensive Plan consistent with the projected future housing need and the Housing Production Strategy

Enhance communications and engagement to build a more connected community

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

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Planning Director	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Planners	4.00	4.00	4.00	3.50
Administrative Assistant	1.60	1.60	1.60	1.60
	7.60	7.60	7.60	7.10

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 673,913	\$ 728,362	\$ 775,440	\$ 771,050	-1%
Employee benefits	333,437	373,598	409,800	443,350	8%
Total	1,007,351	1,101,961	1,185,240	1,214,400	2%
Materials and Services					
Supplies	967	9,258	9,400	9,900	5%
Prof and tech services	125,712	56,745	166,900	347,000	108%
Utility services	1,379	1,426	1,710	1,780	4%
Employee development	1,672	3,598	8,350	8,650	4%
Fees, dues, advertising	10,131	8,498	10,500	10,200	-3%
Total	139,861	79,525	196,860	377,530	92%
Total Department	\$ 1,147,212	\$ 1,181,486	\$ 1,382,100	\$ 1,591,930	15%
Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Urban renewal charges	\$ 122,502	\$ 44,416	\$ 13,200	\$ 6,600	-50%
CD Fund	1,024,710	1,137,070	1,368,900	1,585,330	16%
Total	\$ 1,147,212	\$ 1,181,486	\$ 1,382,100	\$ 1,591,930	15%

BUDGET HIGHLIGHTS

Personnel Services

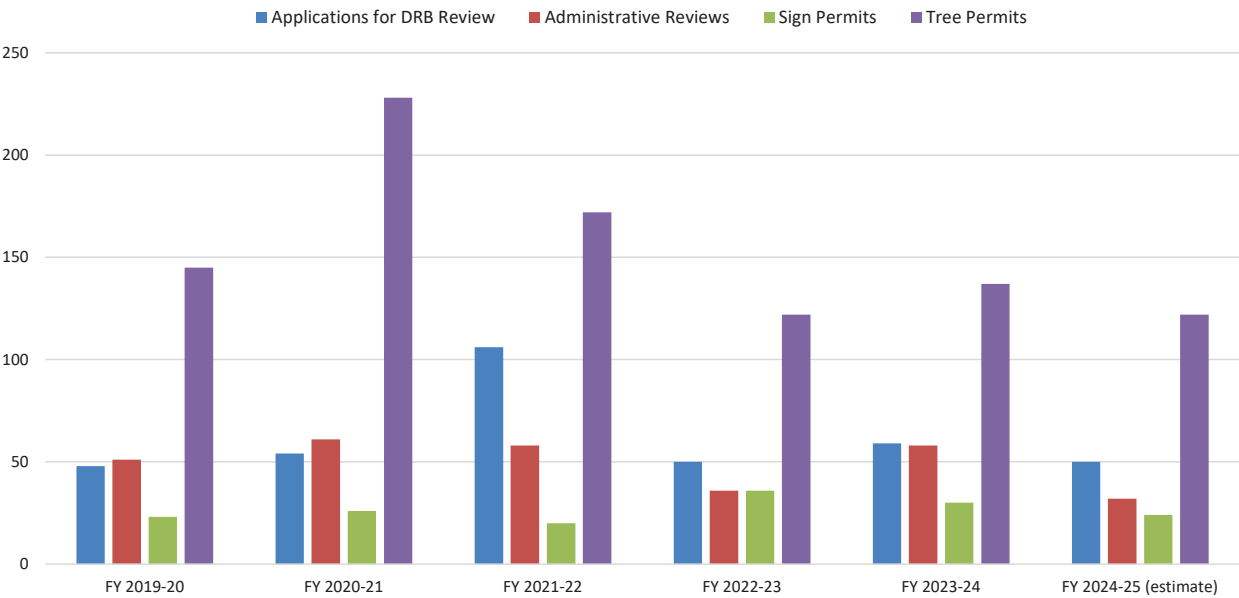
- With the mid-year retirement of a Planner, Personnel Services reflects a reduction in 0.5 FTE as that position is not anticipated to be refilled this fiscal year.

Materials and Services

- Prof and tech services includes contracted services for Wilsonville Industrial Land Readiness project, covered by grant funds.

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.*



Located at the Wilsonville Transit Center, Vuela (Spanish for “flying”) is helping Oregonians soar to new heights with 121 affordable housing units and convenient access to regional transit and social services. The project will serve households making between 30% and 80% Area Median Income, with a focus on family-sized units, provide a permanent home for Wilsonville Community Sharing, and create a SMART Welcome Center for transit information.

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 2024-2025 work program.

- Adoption of Development Code and infrastructure funding plan to support development in Frog Pond East and South.
- Facilitated the ground-breaking and construction progress for Vuela, an affordable housing project at SMART Transit Center site.
- Continued work on the Housing Our Future project and compliance with new State housing law.
- Approved development plans for 28 residential lots and reviewed house plans for over 85 permitted homes, consistent with the City's adopted plans and policies (Calendar Year 2024).
- Review of commercial and industrial development applications, including a Lamborghini dealership, parking area at OrePac, PGE substation, and SMART yard expansion.
- Approved the Frog Pond Neighborhood Park in Frog Pond West.
- Finished nearly 200 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 1,000 community members about important planning projects and actively engage around 200 in surveys and other online engagement activities.
- Led a process to comply with State rules related to parking regulations, including updating related Development Code standards.
- Participated in statewide housing policymaking including OHNA rulemaking, the Governor's Housing Production Advisory Council, and housing related legislation during the 2025 session.
- Moved forward planning for industrial development in the Basalt Creek Industrial Area by reviewing the buildable land in the area, studying the potential economic and redevelopment opportunity in the area, reviewing natural areas, and drafting zoning standards for the area.
- Conducted a citywide economic inventory and strategy to inform updates to Development Code, Comprehensive Plan, and other City policies.

In the last five years, the Planning Division has successfully obtained a total of \$1,031,700 in grant funds from Metro and the State, particularly the Department of Land Conservation and Development (DLCD) and Business Oregon, to fund long-range planning projects and outreach. This increase in revenue has been substantial and enabled staff to further important objectives of the City Council.

- 2020: \$43,000: Equitable Housing Strategic Plan (Metro)
- 2021: \$196,265: Frog Pond East and South (Metro), Middle Housing in Wilsonville Project (DLCD/Metro), Latinx Outreach (Metro)
- FY 2022-2023: \$329,935: Frog Pond East and South (Metro/DLCD), Latinx Outreach (Metro)
- FY 2023-2024: \$131,500: Frog Pond East and South (DLCD), Housing Our Future Phase 1 (DLCD)
- FY 2024-2025: \$331,000: Frog Pond East and South (Metro), Basalt Creek Industrial Readiness (Business Oregon/Metro), Citywide Industrial Land Readiness (Metro), Housing Our Future (DLCD), Parking Reform (DLCD)

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

- FY 2025-2026: \$510,000: Citywide Industrial Land Readiness (Metro), Housing Our Future (DLCD), Parking Reform (DLCD),
- FY 2026-2028: \$TBD: Comprehensive Plan Update (Metro) , Citywide Transportation System Plan Update / CFEC Compliance (Metro/DLCD/ODOT)

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

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

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

DEPARTMENT GOALS

Improve the City’s emergency preparedness and public safety

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

Protect and preserve Wilsonville’s Environment

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

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

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

	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Public Works Director	1.00	1.00	1.00	1.00
Public Works Operations Manager	1.00	1.00	1.00	1.00
Asset Management Analyst	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	4.50	4.50	4.50	4.50

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 455,635	\$ 442,581	\$ 509,570	\$ 526,270	3%
Employee benefits	212,147	206,330	255,650	280,190	10%
Total	667,782	648,910	765,220	806,460	5%
Materials and Services					
Supplies	64,611	41,216	94,500	91,600	-3%
Prof and tech services	30,711	50,595	139,400	130,100	-7%
Utility services	19,140	50,644	91,370	110,160	21%
Fleet services	8,592	9,000	9,324	10,140	9%
Insurance	2,650	13,521	4,600	16,450	258%
Employee development	10,459	7,792	11,200	12,000	7%
Fees, dues, advertising	1,007	597	1,900	1,400	-26%
Total	137,170	173,364	352,294	371,850	6%
Total Department	\$ 804,952	\$ 822,275	\$ 1,117,514	\$ 1,178,310	5%
Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
General Fund	\$ 804,952	\$ 822,275	\$ 1,117,514	\$ 1,178,310	5%
Total	\$ 804,952	\$ 822,275	\$ 1,117,514	\$ 1,178,310	5%

BUDGET HIGHLIGHTS

Personnel Services

- Employee benefits reflects an increase in medical insurance and Oregon PERS retirement contribution rates.

Materials and Services

- Utility services and Insurance reflect increases attributable to the new Public Works Complex, and rise in rates.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
<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	After Action Reports for Ice Storm, Wildfires and COVID-19	Wilsonville Community Preparedness Campaign	Natural Hazard Mitigation Plan	Emergency Operations Plan Update	Emergency Operations Plan Update
Participate in the Oregon Shakeout event each October	Event held	Oct. 21	Oct. 20	Oct. 19	Oct. 17	Oct. 16
Have the City respond to at least one "real" or potential emergency each year	Live disaster event	COVID-19	Inclement weather	Mediterranean Oak Bore	Inclement weather	TBD

PERFORMANCE MEASUREMENTS OUTCOME

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



Unofficial mascot Rough-N-Ready welcomes guests to the 3rd annual Emergency Preparedness Fair.



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

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

DEPARTMENT GOALS

Improve the City’s emergency preparedness and public safety

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

Protect and preserve Wilsonville’s environment

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

Full Time Equivalent Positions				
Position	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Facilities Supervisor	1.00	1.00	1.00	1.00
Facilities Maintenance Technician	2.00	2.00	2.00	2.00
Facilities Maintenance Specialist	3.00	3.00	3.00	3.00
Facilities Maintenance Worker	0.00	1.00	1.00	1.00
Lead Janitor	0.00	1.00	1.00	1.00
Janitor	4.00	3.00	4.00	4.00
Seasonal Maintenance Specialist	0.75	0.75	0.75	0.75
	10.75	11.75	12.75	12.75

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 638,839	\$ 649,554	\$ 882,940	\$ 916,040	4%
Employee benefits	392,428	392,038	571,450	626,270	10%
Total	1,031,266	1,041,592	1,454,390	1,542,310	6%
Materials and Services					
Supplies	116,441	121,733	100,060	108,360	8%
Prof and tech services	75,216	73,596	150,926	149,900	-1%
Utility services	15,409	12,363	15,220	18,260	20%
Fleet services	43,596	45,672	46,572	50,700	9%
Repairs & maintenance	207,057	312,276	415,347	415,264	0%
Rents and leases	116	3,101	4,200	4,200	0%
Insurance	4,200	4,598	5,520	6,200	12%
Employee development	10,877	18,214	18,450	18,450	0%
Fees, dues, advertising	823	745	1,650	1,650	0%
Total	473,735	592,300	757,945	772,984	2%
Capital Outlay					
Building	37,166	-	-	-	-
Machinery & equipment	6,354	-	-	-	-
Vehicles	45,706	53,505	42,000	-	-100%
Total	89,226	53,505	42,000	-	-100%
Total Department	\$ 1,594,227	\$ 1,687,397	\$ 2,254,335	\$ 2,315,294	3%

Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
General Fund	\$ 1,594,227	\$ 1,687,397	\$ 2,254,335	\$ 2,315,294	3%
Total	\$ 1,594,227	\$ 1,687,397	\$ 2,254,335	\$ 2,315,294	3%

BUDGET HIGHLIGHTS

Personnel Services

- Employee benefits reflects an increase in medical insurance and Oregon PERS retirement contribution rates.

Materials and Services

- Utility services reflects an increase, closer in alignment with actuals.
- Insurance reflects an increase in cost for liability coverages.

Capital Outlay

- No anticipated capital outlay is needed this year.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
<i>Goal: Comply with State and Federal requirements for Life and Safety Inspections</i>						
Perform monthly inspections of all fire extinguishers, AED's and exit signs for all City facilities	Percentage completion of task orders	100%	100%	100%	100%	100%
<i>Goal: Provide clean and sanitized buildings for the Public and City employees</i>						
Complete daily janitorial tasks to nine of the City's primary facilities	Percentage completion of 27 task orders	60%	84%	87%	95%	98%
<i>Goal: Complete all scheduled maintenance tasks on City assets to maintain functionality and level of service</i>						
Complete Facilities Maintenance Scheduled Maintenance	Percentage completion of all scheduled maintenance task orders	N/A	N/A	55%	50%	50%
<i>Goal: Complete all scheduled grounds maintenance tasks on City property to maintain level of service</i>						
Complete Facilities Grounds Scheduled Maintenance	Percentage completion of all scheduled maintenance task orders	N/A	N/A	N/A	87%	90%

PERFORMANCE MEASUREMENTS OUTCOME

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



Facilities staff updating the Murase Plaza water feature.



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

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

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

DEPARTMENT GOALS

Improve the City’s emergency preparedness and public safety

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

Protect and preserve Wilsonville’s environment

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

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

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

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Roads Supervisor	0.60	0.60	0.60	0.60
Roads Maintenance Lead	1.00	0.60	0.60	0.60
Roads Maintenance Specialist	2.00	1.00	1.60	1.60
Roads Maintenance Worker	0.00	1.00	1.00	1.00
Seasonal Maintenance Specialist	1.00	1.00	1.00	1.00
	4.60	4.20	4.80	4.80

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 205,930	\$ 256,063	\$ 363,140	\$ 364,560	0%
Employee benefits	132,609	156,932	227,730	243,560	7%
Total	338,539	412,995	590,870	608,120	3%
Materials and Services					
Supplies	17,981	34,111	23,350	25,350	9%
Prof and tech services	37,057	50,011	42,500	42,500	0%
Utility services	149,783	181,910	156,120	218,890	40%
Fleet services	45,708	47,892	49,092	51,504	5%
Repairs & maintenance	316,845	359,874	472,000	398,000	-16%
Rents and leases	3,790	3,460	4,000	4,000	0%
Insurance	4,390	4,870	5,900	7,300	24%
Employee development	6,442	4,048	6,350	6,350	0%
Fees, dues, advertising	589	199	1,000	1,000	0%
Total	582,583	686,374	760,312	754,894	-1%
Capital Outlay					
Machinery & equipment	101,507	-	300,000	44,850	-85%
Vehicles	-	-	42,000	-	-100%
Total	101,507	-	342,000	44,850	-87%
Total Department	\$ 1,022,629	\$ 1,099,369	\$ 1,693,182	\$ 1,407,864	-17%
Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Road Operating Fund	\$ 1,022,629	\$ 1,099,369	\$ 1,693,182	\$ 1,407,864	-17%
Total	\$ 1,022,629	\$ 1,099,369	\$ 1,693,182	\$ 1,407,864	-17%

BUDGET HIGHLIGHTS

Materials and Services

- Utility services and Repairs & maintenance reflects an increase closer in alignment with actuals.
- Insurance reflects an increase in cost for liability coverages.

Capital Outlay

- Machinery & equipment includes an articulating wheel loader. Cost is split across multiple operating funds.

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
Goal: Conduct programmed preventative maintenance to City roadway and associate assets						
Repair/replace 200 street signs	% complete	102%	57%	78%	76%	85%
Repair/Replace 50 Pavement Markings	% complete	No Data	4%	70%	42%	75%
Conduct 2000 roadway maintenance tasks	% complete	36%	65%	56%	85%	75%

PERFORMANCE MEASUREMENTS OUTCOME

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

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

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

ANNUAL MAINTENANCE TASKS

Strategy	Measure	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
Tree Maintenance Task	each	75	52	112	80	80
Street Signs Task	each	219	2,027	5,564	2,000	200
Road Maintenance Task	each	252	1,297	1,128	1,200	1,200
All Task	each	711	3,432	8,479	3,000	3,000
Street Striping	lineal feet	32,760	71,605	No Contract Striping	28,000	28,000



Roads staff refreshing thermal plastic pavement markings.



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 streetlights around the City from High-Pressure Sodium (HPS) or Mercury Vapor (MV) streetlights to Light Emitting Diode (LED). To date the City has completed the first three phase of the conversion project with a total of 4,116 lights converted over to LED. The final phase will begin in the summer of 2025 converting the remaining 762 non LED streetlights within the City.

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

DEPARTMENT GOALS

Improve the City's emergency preparedness and public safety

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

Protect and preserve Wilsonville's environment

- Use of energy efficient LED lights, as appropriate



LED streetlight conversion project - light installation.

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Materials and Services					
Utility services	\$ 227,461	\$ 240,219	\$ 316,310	\$ 335,290	6%
Repairs & maintenance	17,924	63,087	15,000	32,000	113%
Total Department	<u>\$ 245,384</u>	<u>\$ 303,306</u>	<u>\$ 331,310</u>	<u>\$ 367,290</u>	<u>11%</u>
Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Street Lighting Fund	\$ 245,384	\$ 303,306	\$ 331,310	\$ 367,290	11%
Total	<u>\$ 245,384</u>	<u>\$ 303,306</u>	<u>\$ 331,310</u>	<u>\$ 367,290</u>	<u>11%</u>

BUDGET HIGHLIGHTS

Personnel Services

- 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.

Materials and Services

- Repairs & maintenance reflects an increase in the rising costs of repair, and number of lights needing replacement or significant repair.

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

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

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

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

DEPARTMENT GOALS

Improve the City’s emergency preparedness and public safety

- Provide efficient operation and maintenance of the water distribution system

Protect and preserve Wilsonville’s environment

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

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

- Provide efficient operation and maintenance of the water distribution system

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Utilities Supervisor	0.70	0.70	0.70	0.70
Lead Maintenance Specialist	1.00	1.00	0.00	0.00
Water Distribution Technician	3.00	3.00	4.00	4.00
Utility Maintenance Specialist	0.33	0.33	0.33	0.33
Intern	0.50	0.50	0.50	0.50
	5.53	5.53	5.53	5.53

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 306,547	\$ 301,170	\$ 451,850	\$ 468,620	4%
Employee benefits	195,554	181,980	264,870	285,030	8%
Total	502,101	483,150	716,720	753,650	5%
Materials and Services					
Supplies	179,962	171,830	150,840	145,640	-3%
Prof and tech services	92,796	159,430	168,000	167,600	0%
Utility services	83,742	88,319	95,950	103,030	7%
Fleet services	31,008	32,484	32,976	35,892	9%
Repairs & maintenance	74,864	30,154	70,600	68,600	-3%
Insurance	18,300	20,210	24,400	28,250	16%
Employee development	5,903	2,525	7,000	6,000	-14%
Fees, dues, advertising	28,324	20,475	34,000	34,000	0%
Franchise fees	368,906	345,447	310,000	345,000	11%
Misc. services & supplies	161,966	126,837	173,710	182,400	5%
Total	1,045,772	997,710	1,067,476	1,116,412	5%
Capital Outlay					
Machinery & equipment	-	-	49,500	44,850	-9%
Total Department	\$ 1,547,873	\$ 1,480,861	\$ 1,833,696	\$ 1,914,912	4%
Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Water Operating Fund	\$ 1,547,873	\$ 1,480,861	\$ 1,833,696	\$ 1,914,912	4%
Total	\$ 1,547,873	\$ 1,480,861	\$ 1,833,696	\$ 1,914,912	4%

BUDGET HIGHLIGHTS

Materials and Services

- Overall, Material and Services reflects a status quo budget.

Capital Outlay

- Machinery & equipment includes an articulating wheel loader. Cost is split across multiple operating funds.

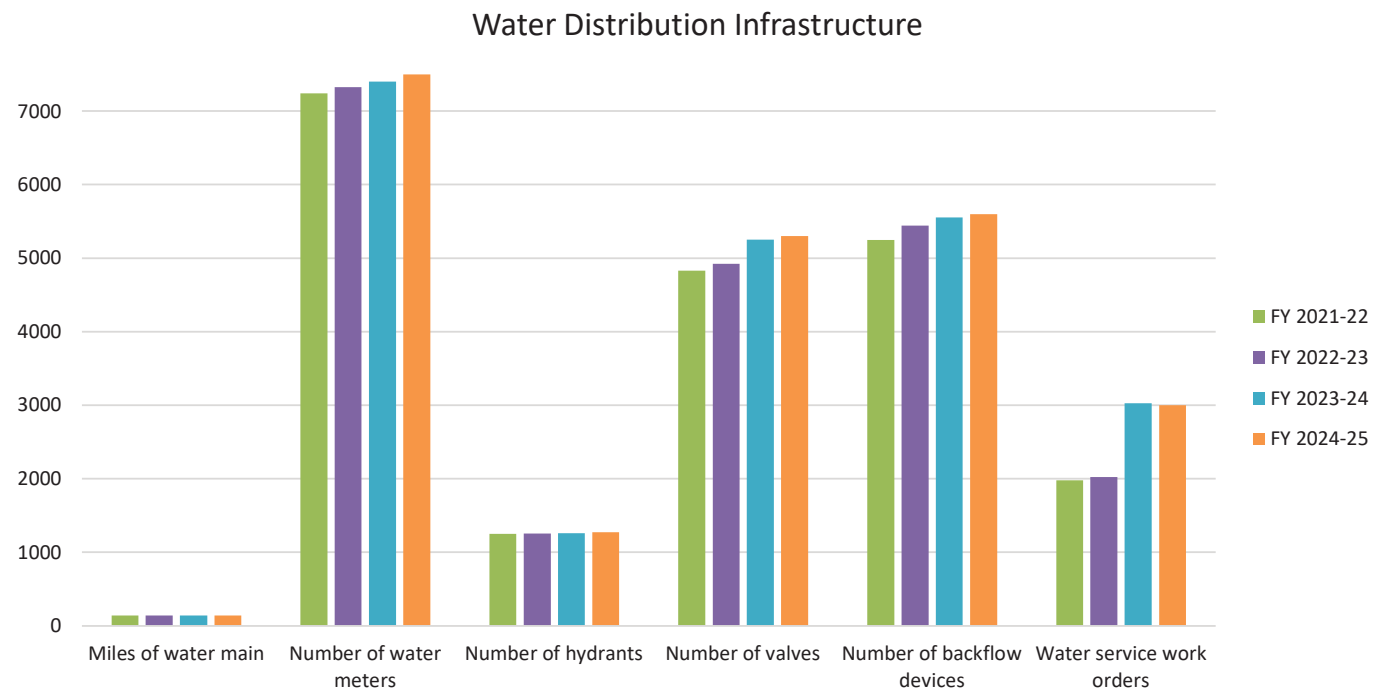
PERFORMANCE MEASUREMENTS							
Strategy	Measure	Actual 2020-21	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimated 2024-25	Forecast 2025-26
Goal: To protect public health by providing safe drinking water through a well-maintained water distribution system.							
Achieve 90% compliance rate for all permitted backflow protection devices (2024)	Percent Compliance	87%	83%	94%	92%	95%	95%
Fire Hydrant Inspections (Goal 30%) <small>(FY 21&22 goal was 20%)</small>	Percent of all hydrants inspected	19%	20%	33%	26%	35%	35%
Replace 250 residential water meters annually	Percent of Goal	100%	35%	103%	86%	85%	85%
Exercise Water Valves (Goal 30%)	% of all valves exercised	32%	36%	34%	5%	30%	30%

PERFORMANCE MEASUREMENTS OUTCOME

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

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

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





Utilities Technicians use teamwork for heavy lifting jobs to replace fire hydrants.



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 13.3 million gallons per day of water can be delivered to City of Wilsonville customers.

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

DEPARTMENT GOALS

Protect and preserve Wilsonville’s environment

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

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

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

Contracted Employees: Full Time Equivalent Positions

Position	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Plant Manager	1.00	1.00	1.00	1.00
Assistant Plant Manager	1.00	1.00	1.00	1.00
Maintenance Lead	1.00	1.00	1.00	1.00
Automation/Process Control Tech	1.00	1.00	1.00	1.00
Water Treatment Tech	5.00	5.00	5.00	5.00
Administrative Assistant	0.50	0.50	0.50	0.50
	9.50	9.50	9.50	9.50

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Materials and Services					
Supplies	\$ 362,843	\$ 333,616	\$ 1,395,681	\$ 517,320	-63%
Prof and tech services	1,859,444	1,931,638	2,255,116	2,353,321	4%
Utility services	522,073	596,030	796,420	859,680	8%
Repairs & maintenance	262,116	279,277	360,756	369,054	2%
Insurance	34,800	44,140	53,245	62,150	17%
Fees, dues, advertising	3,426	5,633	7,072	7,274	3%
Total	3,044,701	3,190,334	4,868,290	4,168,799	-14%
Capital Outlay					
Machinery & equipment	238,098	437,770	1,469,000	669,000	-54%
Total Department	\$ 3,282,799	\$ 3,628,104	\$ 6,337,290	\$ 4,837,799	-24%
Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Water Operating Fund	\$ 3,282,799	\$ 3,628,104	\$ 6,337,290	\$ 4,837,799	-24%
Total	\$ 3,282,799	\$ 3,628,104	\$ 6,337,290	\$ 4,837,799	-24%

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 reflects a decrease as it's anticipated the Granular Activation Carbon filters will not need to be replaced this fiscal year.
- Insurance reflects an increase in cost for liability coverages.

Capital Outlay

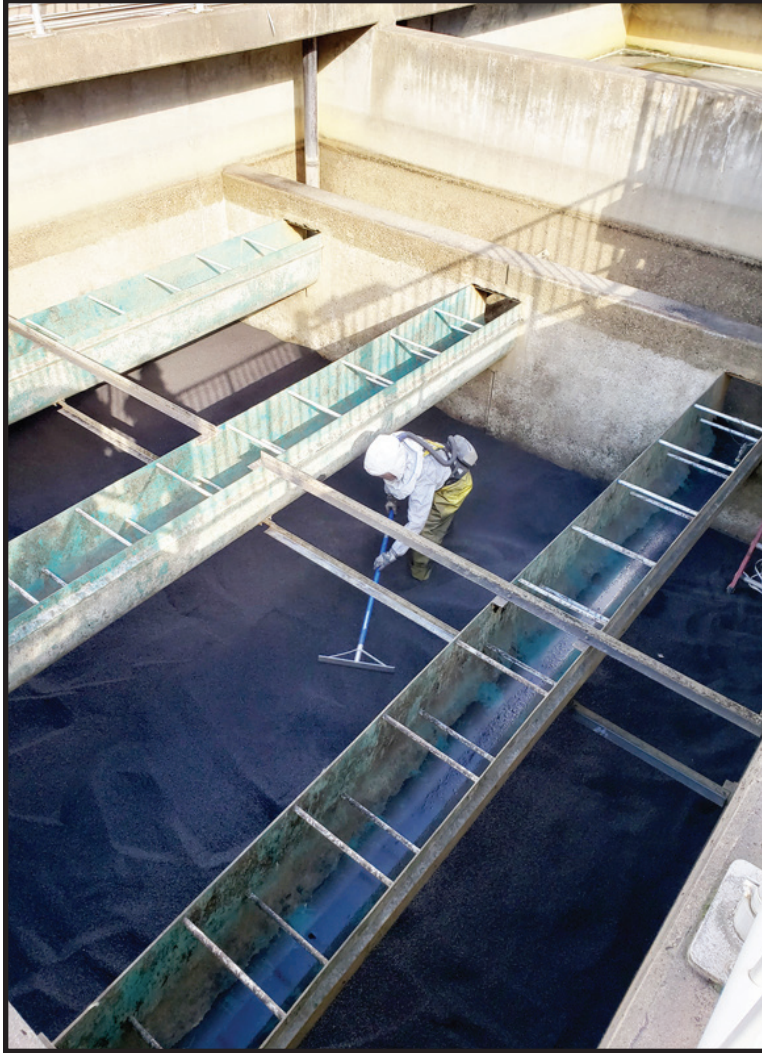
- Machinery & equipment includes replacement of washwater pumps; fire alarm system upgrade; development of a filter performance study; power monitoring upgrade, implementation of OSHA required safety upgrades; and replacement of key exterior doors.

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
<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.



Raking out the new filter media at the Water Treatment Plant.



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

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

Wastewater pipelines are completely separate from the storm water pipelines.

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

DEPARTMENT GOALS

Protect and preserve Wilsonville’s environment

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

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

- Provide efficient operation and maintenance of the Wastewater Treatment Plant

Contracted Employees: Full Time Equivalent Positions				
Position	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Wastewater Manager	1.00	1.00	1.00	1.00
Wastewater Lead Operator	1.00	1.00	1.00	1.00
Wastewater Operator	4.00	4.00	4.00	4.00
Lab Technician	1.00	1.00	1.00	1.00
Intern	1.00	1.00	1.00	1.00
	8.00	8.00	8.00	8.00

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Materials and Services					
Prof and tech services	\$ 2,613,811	\$ 2,630,300	\$ 2,920,000	\$ 3,328,680	14%
Utility services	364,951	368,348	450,000	486,000	8%
Insurance	32,300	37,230	40,000	52,750	32%
Total	3,011,062	3,035,879	3,410,000	3,867,430	13%
Capital Outlay					
Machinery & equipment	-	-	230,000	70,000	-70%
Total Department	\$ 3,011,062	\$ 3,035,879	\$ 3,640,000	\$ 3,937,430	8%

Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Sewer Operating Fund	\$ 3,011,062	\$ 3,035,879	\$ 3,640,000	\$ 3,937,430	8%
Total	\$ 3,011,062	\$ 3,035,879	\$ 3,640,000	\$ 3,937,430	8%

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.

Materials and Services

- Prof and tech services includes legal and technical services related to design, build, operate contract extension and tri-annual asset inspection.
- Insurance reflects an increase in cost for liability coverages.

Capital Outlay

- Machinery & equipment includes the installation of an enclosed server room rack to protect SCADA core electronics from dust and dirt.

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
Goal: Protect the water quality of the Willamette River and the public health of the community by removing pollutants from wastewater.						
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	8	11	11	12	12

PERFORMANCE MEASUREMENTS OUTCOME

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



Wilsonville High School students tour the Wastewater Treatment Plant.



Public Works

wastewater collection/industrial pretreatment

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

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

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

The Pretreatment Program regulates nine industries in Wilsonville with discharge permits and administers 13 best management practices agreements with minor industries along with oversight of numerous Fats, Oils and Grease (FOG) reports with minor industrial users, from restaurants, and other companies as appropriate.

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

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

DEPARTMENT GOALS

Improve the City’s emergency preparedness and public safety

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

Protect and preserve Wilsonville’s environment

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

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

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

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Utilities Supervisor	0.30	0.30	0.30	0.30
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00
Utility Maintenance Technician	0.00	1.00	1.00	1.00
Utility Maintenance Specialist	2.33	1.33	1.33	1.33
	3.63	3.63	3.63	3.63

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 261,897	\$ 256,349	\$ 298,810	\$ 307,060	3%
Employee benefits	160,243	156,055	183,080	198,190	8%
Total	422,141	412,404	481,890	505,250	5%
Materials and Services					
Supplies	25,437	27,354	31,100	27,450	-12%
Prof and tech services	86,998	62,140	193,400	202,000	4%
Utility services	14,899	16,525	20,280	21,260	5%
Fleet services	18,084	18,948	19,812	21,552	9%
Repairs & maintenance	10,033	13,106	82,500	82,250	0%
Insurance	2,480	2,721	3,300	4,300	30%
Employee development	5,436	2,526	6,900	7,500	9%
Fees, dues, advertising	2,627	623	3,000	3,150	5%
Franchise fees	336,089	311,293	320,000	320,000	0%
Misc. services & supplies	123,748	93,532	148,900	102,340	-31%
Total	625,831	548,768	829,192	791,802	-5%
Capital Outlay					
Machinery & equipment	221,910	125,509	-	44,850	-
Total Department	\$ 1,269,881	\$ 1,086,681	\$ 1,311,082	\$ 1,341,902	2%
Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Sewer Operating Fund	\$ 1,269,881	\$ 1,086,681	\$ 1,311,082	\$ 1,341,902	2%
Total	\$ 1,269,881	\$ 1,086,681	\$ 1,311,082	\$ 1,341,902	2%

BUDGET HIGHLIGHTS

Materials and Services

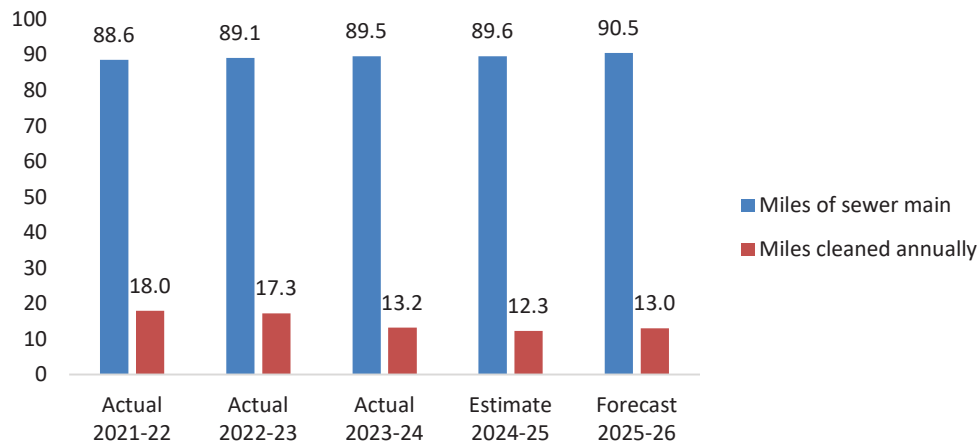
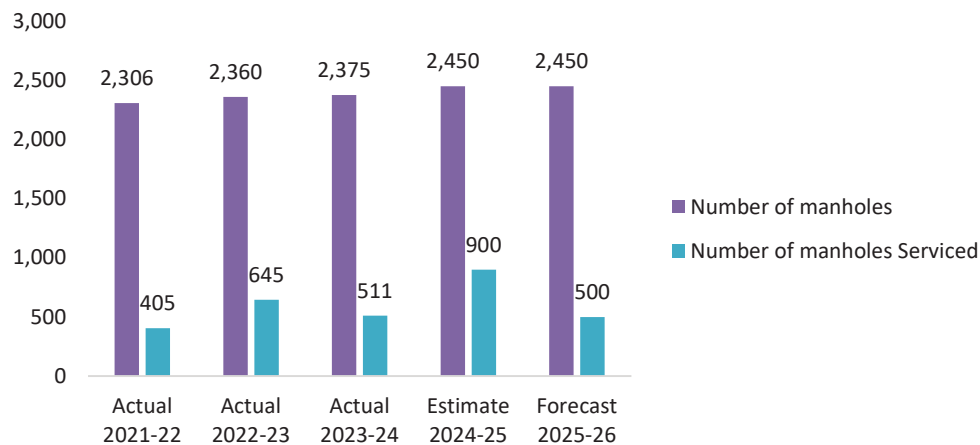
- Overall, Materials and services reflects a status quo budget.
- Prof and tech services includes contract services for a consultant to create informational and educational literature for the Pretreatment Program.

Capital Outlay

- Machinery & equipment includes an articulating wheel loader. Cost is split across multiple operating funds.

PERFORMANCE MEASUREMENTS - WASTEWATER COLLECTION

Strategy	Measure	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
<i>Goal: To protect the water quality of the Willamette River and the public health of the community.</i>						
Scheduled cleaning of 20% of wastewater lines and manholes in service throughout the city	Miles of sewer main	88.6	89.1	89.5	89.6	90.5
	Miles cleaned annually	18.0	17.3	13.2	12.3	13.0
	Percent of lines cleaned	20%	19%	15%	14%	14%
	Number of manholes	2,306	2,360	2,375	2,450	2,450
	Number of manholes Serviced	405	645	511	900	500
	Percent of manholes serviced	18%	27%	22%	37%	20%

Annual Sewer Line Cleaning**Annual Manhole Servicing****PERFORMANCE MEASUREMENTS OUTCOME**

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

PERFORMANCE MEASUREMENTS - PRETREATMENT

<i>Strategy</i>	<i>Measure</i>	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
<i>Goal: Protect the environment and the wastewater treatment process through the management of contaminants.</i>						
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	5	5	5	5	5
Issue and enforce Discharge Permits to companies requiring specific discharge limits and/or reporting requirements	Permits in effect	8	9	9	9	9
	Number of minor violations	0	6	1	3	0
	Number of major violations	0	0	0	0	0
Issue and enforce Best Management Practices Agreements (BMP) to companies requiring specific discharge limits and/or reporting requirements	BMP in effect	8	10	12	13	13
	Number of minor violations	0	6	3	7	0
	Number of major violations	0	0	0	0	0
Enforce Fats, Oils, And Grease Program to Food Establishments requiring routine maintenance of grease device equipment	Food Establishments	90	92	89	89	90
	Number of violations	0	3	0	0	0
Inspect 50% per year of Food Establishment grease control devices.	% Inspected	30%	70%	20%	20%	30%

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

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

The City’s Stormwater Maintenance Program seeks to maintain a high level of service that includes, identification and cleanup of dumping sites, mitigation of drainage problems and other issues associated with storm events, inspection and maintenance of 4 surface water detention facilities, 183 water quality structures, 90 miles of stormwater conveyance system, 3.5 miles of low impact development swales, 2 miles of pervious sidewalk, and over 3300 public catch basins, inspection and maintenance of hundred inlets and outfalls, along with, collecting litter, leaves and other surface debris, locating public stormwater facilities, and responding to hazardous/non-hazardous spills.

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

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

DEPARTMENT GOALS

Improve the City’s emergency preparedness and public safety

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

Protect and preserve Wilsonville’s environment

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

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

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

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Stormwater Supervisor	0.40	0.40	0.40	0.40
Lead Maintenance Specialist	0.00	0.40	0.40	0.40
Utility Maintenance Specialist	2.34	1.34	1.74	1.74
Utility Maintenance Worker	0.00	1.00	1.00	1.00
	2.74	3.14	3.54	3.54

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 164,150	\$ 233,726	\$ 282,600	\$ 287,390	2%
Employee benefits	102,736	137,427	177,180	193,590	9%
Total	266,886	371,153	459,780	480,980	5%
Materials and Services					
Supplies	24,766	23,596	26,350	26,350	0%
Prof and tech services	28,846	14,857	58,100	53,800	-7%
Utility services	2,570	3,464	4,480	4,640	4%
Fleet services	10,908	11,436	11,652	12,684	9%
Repairs & maintenance	309,568	371,744	522,000	536,000	3%
Rents and leases	80	2,869	6,000	5,000	-17%
Insurance	1,650	1,964	2,400	3,100	29%
Employee development	6,076	5,709	6,740	8,100	20%
Fees, dues, advertising	1,050	1,080	1,000	1,000	0%
Franchise fees	147,276	137,253	140,000	140,000	0%
Misc. services & supplies	53,628	41,049	73,870	58,320	-21%
Total	586,417	615,022	852,592	848,994	0%
Capital Outlay					
Machinery & equipment	113,606	-	-	44,850	-
Vehicles	-	-	28,000	-	-100%
Total	113,606	-	28,000	44,850	60%
Total Department	\$ 966,909	\$ 986,175	\$ 1,340,372	\$ 1,374,824	3%
Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Stormwater Operating Fund	\$ 966,909	\$ 986,175	\$ 1,340,372	\$ 1,374,824	3%
Total	\$ 966,909	\$ 986,175	\$ 1,340,372	\$ 1,374,824	3%

BUDGET HIGHLIGHTS

Materials and Services

- Overall, Materials and services reflects a status quo budget, closer in alignment with actuals.

Capital Outlay

- Machinery & equipment includes an articulating wheel loader. Cost is split across multiple operating funds.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
<i>Goal: Protect the City's natural resources through environmental responsible maintenance program</i>						
	Priority catch basins cleaned - goal is 638	791	262	652	790	900
	25% of remaining catch basins cleaned - goal is 500	969	736	*Replaced with number of catch basins inspected goal		
Scheduled cleaning of target number of public catch basins and water quality manholes around the City	Water quality manholes cleaned - goal is 150	44	111	113	140	150
	Cubic yards of debris removed from storm system	267	267	250	250	250
	*Number of catch basins inspected	No Data	3169	3267	3000	3000

PERFORMANCE MEASUREMENTS OUTCOME

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

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



Stormwater staff performing storm system cleaning and CCTV inspection.



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, special events, and the public art program. Additionally, it manages the use and rentals of City park facilities and sport fields, as well as operating the community garden and Community Center. The Community Center serves as a hub for daily activities, facilitates the senior meal program, provides social services, and is home to a fitness studio, multipurpose rooms, and a computer lab. General services manages the development and improvement of park and recreation facilities while also facilitating the Community Opportunity Grant and the Community Cultural Events and Programs Grant.

General services provide staff support to several board and commissions including the Parks and Recreation Advisory Board, Kitakata Sister City Advisory Board, The Arts, Culture, and Heritage Commission, the Korean War Memorial Foundation of Oregon, and Wilsonville Community Seniors Inc.

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

DEPARTMENT GOALS

Protect and preserve Wilsonville’s environment

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

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

- Continue to provide affordable sponsorship opportunities at city events and provide advertising space in seasonal activity guides for local businesses
- Highlight local businesses through programs and events
- Continue to implement recommendations identified in the 2020 Arts, Culture, and Heritage Strategy to promote a vibrant cultural scene
- Provide gallery space at City Hall for local artists to exhibit their work and opportunities for local artisans through vendor opportunities at events

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

- Complete design and construction of Frog Pond West Neighborhood Park
- Continue to implement projects identified in the 2018 Parks Master Plan, the 2018 Boones Ferry Park Master Plan, and the 2015 Memorial Park Master Plan. FY 2024-25 projects included a feasibility study for ADA access to the river and a non-motorized boat launch at Boones Ferry Park, new public art, and the completion of the Oregon Korean War Memorial Interpretive Center
- Continue to expand programming opportunities at the ‘Park Tech’ building in the lower-level classrooms. (First utilized in Summer 2024)

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Parks & Recreation Director	1.00	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00
Recreation Coordinator II	1.00	1.00	1.00	1.00
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	2.00	2.00	2.00	2.00
Administrative Assistant II	1.00	1.00	1.00	1.00
Building Monitor	0.19	0.19	0.19	0.19
Recreation Intern	0.30	0.30	0.30	0.30
	9.45	9.45	9.45	9.45

* Additionally, Parks and Recreation currently has 47 volunteers

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 676,551	\$ 740,773	\$ 801,510	\$ 820,560	2%
Employee benefits	348,466	402,952	462,890	509,150	10%
Total	1,025,018	1,143,725	1,264,400	1,329,710	5%
Materials and Services					
Supplies	135,410	152,090	141,921	157,940	11%
Prof and tech services	47,410	33,180	168,800	41,800	-75%
Utility services	68,188	75,787	95,930	96,860	1%
Insurance	8,400	9,832	11,900	14,100	18%
Repairs & maintenance	35	1,166	1,500	1,500	0%
Fleet Services	3,564	3,744	3,828	4,164	9%
Community service programs	397,991	441,481	555,000	549,000	-1%
Employee development	7,937	4,976	11,700	11,700	0%
Fees, dues, advertising	8,918	4,591	14,000	14,000	0%
Misc. services & supplies	20,891	21,336	19,450	24,420	26%
Total	698,743	748,182	1,024,029	915,484	-11%
Capital Outlay					
Machinery & equipment	-	-	25,000	-	-100%
Total Department	\$ 1,723,761	\$ 1,891,907	\$ 2,313,429	\$ 2,245,194	-3%

Resources Summary	Actual 2022-23	Actual 2023-24	Adopted 2024-25	Proposed 2025-26	% Change
Charges for services	\$ 287,880	\$ 310,905	\$ 275,516	\$ 281,000	2%
Grants and donations	143,203	1,526,642	257,000	125,000	-51%
General Fund revenues	1,292,678	54,360	1,780,913	1,839,194	3%
Total	\$ 1,723,761	\$ 1,891,907	\$ 2,313,429	\$ 2,245,194	-3%

BUDGET HIGHLIGHTS

Personnel Services

- Employee benefits reflects an increase in medical insurance and Oregon PERS retirement contribution rates.

Materials and Services

- Supplies reflects an increase in costs related to the Community Center's home delivered meal and in-person lunch programs. In addition to increased costs, the number of community members who benefit from the program also continues to grow.
- Prof and tech services are returning to their baseline for FY 2025-26, upon completion of several one time grant funded projects last year.
- Insurance reflects an increase in cost for liability coverages.
- Misc. services & supplies reflects an increase in bank charges (credit card processing fees), closer in alignment with actuals.

Capital Outlay

- No capital purchases are expected in FY 2025-26

Grants and Donations

- FY 2024-25 included one time grant awards to fund the Feasibility Study of ADA access and a non-motorized boat dock at Boones Ferry Park and for the purchase of new Community Center kitchen appliances.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
<i>Goal: Support the needs of our community by providing recreational, cultural and social opportunities.</i>						
Promote a connected and active community by providing special events	City sponsored events	13	15	16	16	15
	Event attendance	4,000	7,000	8,500	10,000	10,000
Provide social opportunities through the Community Center meal program	Congregate meals	1,072	5,800	7,516	7,600	7,700
	Home-delivered meals	23,143	19,100	19,583	20,000	20,500
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	174	180	270	275	280
	Stein Boozier Barn rentals	30	35	35	40	45

PERFORMANCE MEASUREMENTS OUTCOME

Community event participation continues to increase with a growing desire for additional large events throughout the year. Annual in-person events such as the Community Egg Hunt, Tree Lighting, Harvest Festival, Fourth of July Laser Light Show and Party in the Park continued to grow in FY 2024-25. While no new large events are planned for FY 2025-26 due to staff capacity, attendance at current special events is forecasted to grow due to added event components.

In-person congregate dining has leveled off after rebounding from the pandemic with the potential for a slight increase as Wilsonville's population grows. The demand for home delivered meals peaked during the pandemic and remained high, even as in person dining resumed. The upward trend has leveled off although demand will gradually increase as the Wilsonville population grows and those within the community age.

Park Facility rentals continue to increase post pandemic. Several tabling events at the Stein-Boozier Barn, changes in fee/deposit structure, increased promotion, and social media presence for rentals, fueled this growth. Improvements to the barn, including lighting, landscape and upgrading amenities, also contributed to this growth. Rental numbers increased in FY 2024-25, with a continued growth trajectory expected in FY 2025-26.



Volunteers for W.E.R.K. Day.



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

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

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

DEPARTMENT GOALS

Protect and preserve Wilsonville’s environment

- Implement climate friendly management and construction practices for parks, trails and greenspaces
- Complete Natural Areas Management Plan to help maintain high quality urban forest health, maintain Bee City, and Tree City USA designation through increased awareness and habitat creation
- Organize annual park clean-up aimed at improving trails and removing invasive species
- Explore and implement options to proactively manage invasive pests in our urban forest

Attract high quality industry and economic opportunity for all in Wilsonville

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

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

- Design and/or construct inclusive playgrounds at all regional parks
- Continue to implement inclusive play elements at all neighborhood parks
- Prioritize projects focused on equitable accessibility in parks, trails and green spaces
- Support work on a feasibility study for river access of non-motorized watercraft

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Lead Maintenance Specialist	2.00	2.00	2.00	2.00
Parks Maintenance Specialist	6.00	5.00	5.00	5.00
Parks Maintenance Worker	0.00	2.38	2.38	2.38
Janitorial	2.00	2.00	2.00	2.00
Seasonal Maintenance Specialist	1.25	1.25	1.75	1.75
	12.25	13.63	14.13	14.13

* Additionally, Park Maintenance currently has 145 volunteers

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 744,365	\$ 908,786	\$ 1,052,640	\$ 1,095,360	4%
Employee benefits	414,536	483,636	600,650	631,160	5%
Total	1,158,900	1,392,422	1,653,290	1,726,520	4%
Materials and Services					
Supplies	50,076	72,274	76,638	80,438	5%
Prof and tech services	41,540	73,642	47,500	77,500	63%
Utility services	338,675	378,783	489,990	514,200	5%
Fleet services	99,984	104,748	107,124	116,604	9%
Repairs & maintenance	237,851	293,328	357,537	381,500	7%
Rents and leases	9,040	10,088	14,000	14,000	0%
Insurance	15,800	21,577	26,100	32,050	23%
Employee development	15,099	18,652	16,000	20,000	25%
Fees, dues, advertising	555	1,303	1,200	1,200	0%
Total	808,620	974,393	1,136,089	1,237,492	9%
Capital Outlay					
Machinery & equipment	63,314	-	126,000	-	-100%
Vehicles	68,592	136,080	-	-	-
Total	131,906	136,080	126,000	-	-100%
Total Department	\$ 2,099,426	\$ 2,502,895	\$ 2,915,379	\$ 2,964,012	2%

Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
General Fund revenues	\$ 2,099,426	\$ 2,502,895	\$ 2,915,379	\$ 2,964,012	2%
Total	\$ 2,099,426	\$ 2,502,895	\$ 2,915,379	\$ 2,964,012	2%

BUDGET HIGHLIGHTS

Materials and Services

- Prof and tech services includes additional landscape areas adjacent to the new section of Ice Age Tonquin trail along 5th and Kinsman.
- Insurance reflects an increase in cost for liability coverages.
- Employee development reflects an increase in costs to maintain technical and professional certifications.

Capital Outlay

- No major equipment needs for this year.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
<i>Goal: Enhance the Wilsonville community by providing safe, clean, and well maintained parks and green spaces</i>						
Provide well maintained parks and a high level of customer service	Parks maintenance requests received	55	67	75	117	140
	Percentage of parks maintenance requests completed	100%	100%	100%	100%	100%
	Number of total park and green space acres maintained	253	275	292	295	295
	Number of restrooms maintained	15	19	20	20	20
	Number of playgrounds maintained	14	17	19	20	20

PERFORMANCE MEASUREMENTS OUTCOME

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

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

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

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



Park Maintenance staff installing music equipment at Murase Plaza.



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

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

DEPARTMENT GOALS

Improve the City's emergency preparedness and public safety

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

Protect and preserve Wilsonville's environment

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

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

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

Increase housing opportunities for all and reach functional zero homelessness

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

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

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

Enhance communications and engagement to build a more connected community

- Increase the library's marketing strategies and online presence through social media, particularly targeting underserved populations
- Streamline and standardize library communications and utilize partnerships for cross-promotion
- Increase responsiveness in communications

Full Time Equivalent Positions

Position	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
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	1.00	1.00	1.00	1.00
Program Coordinator	0.90	0.90	0.90	0.90
Program Librarian	1.00	1.00	1.65	1.65
Reference Librarian	1.83	1.97	1.83	1.83
Library Supervisor	0.00	1.00	1.00	1.00
Support Services Coordinator	2.25	1.50	1.50	1.50
Administrative Assistant I	0.50	0.50	0.50	0.50
Library Clerk I	3.78	4.39	4.38	4.38
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.40	0.30	0.46	0.30
	16.76	17.66	18.32	18.16

* Additionally, the library currently has over 100 volunteers

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 1,138,498	\$ 1,296,014	\$ 1,388,220	\$ 1,447,640	4%
Employee benefits	652,148	731,956	838,740	939,940	12%
Total	1,790,645	2,027,970	2,226,960	2,387,580	7%
Materials and Services					
Supplies	267,377	266,862	328,345	339,875	4%
Prof and tech services	7,331	8,629	14,100	40,600	188%
Utility services	76,212	92,948	123,170	122,960	0%
Repairs & maintenance	4,148	4,272	6,200	6,400	3%
Insurance	15,100	18,777	22,700	26,400	16%
Community service programs	33,000	39,468	75,483	76,171	1%
Employee development	12,692	13,916	21,028	22,200	6%
Fees, dues, advertising	1,113	1,655	3,000	2,500	-17%
Misc. services & supplies	1,588	1,520	2,430	2,550	5%
Total	418,560	448,047	596,456	639,656	7%
Capital Outlay					
Machinery & equipment	-	-	-	20,000	-
Total Department	\$ 2,209,205	\$ 2,476,017	\$ 2,823,416	\$ 3,047,236	8%

Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
County shared taxes	\$ 1,558,818	\$ 1,793,906	\$ 1,704,992	\$ 1,756,171	3%
Charges for services	31,013	25,825	17,900	16,100	-10%
Grants and donations	54,999	60,762	87,070	98,650	13%
General Fund revenues	564,376	595,524	1,013,454	1,176,315	16%
Total	\$ 2,209,205	\$ 2,476,017	\$ 2,823,416	\$ 3,047,236	8%

BUDGET HIGHLIGHTS

Personnel Services

- Employee benefits reflects an increase in medical insurance and Oregon PERS retirement contribution rates.

Materials and Services

- Prof and tech services includes contract services for sketch work and cost estimates for the children's patio.

Capital Outlay

- Machinery and equipment includes library district-wide replacements of self-check machines and catalog computers.

Resources

- Overall, Resources include an increase in contributions from the Friends and Foundation to support outreach and programs, an increase in general fund support, though county shared tax revenue.

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
Goal: Encourage and Foster a Love of Learning						
Provide access to a wide range of materials in a variety of formats	Circulation of Physical Materials	297,128	317,511	340,000	325,000	330,000
	Circulation of Digital Materials	53,987	61,468	75,650	85,323	85,500
	Items Loaned to Other LINCC Libraries	123,173	127,307	129,273	123,777	121,000
	Items Borrowed from Other LINCC Libraries	95,945	90,748	89,766	83,190	85,000
Goal: Enhance Library Services						
Provide high quality programming	Number of children's programs	82	181	221	250	250
	Attendance at children's programs	6,309	10,289	10,500	16,500	16,600
	Number of young adult programs	49	65	61	65	65
	Attendance at young adult programs	1,438	833	723	780	800
	Number of adult programs	105	142	155	160	162
	Attendance at adult programs	1,563	1,771	1,481	1,520	1,750
Goal: Extend Access to Library Services						
Provide library services both inside the building and out in the community	Number of Outreach Events Attended	53	103	135	195	195
	Library Visits	115,572	159,792	167,274	170,000	170,500
Goal: Maximize Community Resources						
Work with volunteers and community partners to expand reach and scope of library services	Number of Active Library Volunteers	44	94	85	95	100
	Total Volunteer Hours	6,998	7,429	7,378	7,800	7,900
	Number of Active Partnerships	Not Yet Tracked	Not Yet Tracked	58	60	62
	Number of Partnership Events/Programs	Not Yet Tracked	Not Yet Tracked	138	158	160

PERFORMANCE MEASUREMENTS OUTCOME

FY 2024-25 has been a year of continuing strategic plan implementation. The strategic plan, adopted in FY 2021-22, outlines priorities for the library to focus on through 2026. These goals are: enhance services and resources, raise awareness and promotion of the library, extend access to library services, improve physical space, maximize community resources, and engage with city initiatives including the DEI committee and the ACHC. With increases in library visits, programs offered, and outreach events, the library started evaluating and identifying the resources needed to tackle the remaining strategic plan goals. Staff have focused on building and strengthening partnerships, with an emphasis on schools and community engagement. With many tenured employees, this fiscal year saw two retirements of long-term staff, which led to hiring new staff to fill those positions. In addition, the library also added a new part-time programming librarian in youth services.

FY 2025-26 will be the final year in the library's strategic plan. The library will be working on finishing up the remaining initiatives identified in the plan for which the library has sufficient resources. Reviewing and updating the library's marketing plan, evaluating teen services, and collections work will be the priority for strategic initiatives. Initial planning will also begin to create a successor strategic plan. Due to retirements, the library has several new staff members and team-building, training, and succession planning will be another focus for this fiscal year. We will continue to foster relationships with current partners and look for potential new partners. We will continue to work closely with schools and West Linn Public Library, which shares our school district.



Young patrons chart a course for Ozobot robots at a library science program.



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

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

DEPARTMENT GOALS

Protect and preserve Wilsonville's environment

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

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

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

Enhance communications and engagement to build a more connected community

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

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
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	32.95	32.95	33.95	36.95
Program Coordinator	2.00	1.00	1.00	1.00
Grants and Programs Manager	1.00	1.00	1.00	1.00
Transit Management Analyst	1.00	1.00	1.00	1.00
Mobility Technician (TDM)	1.00	1.00	1.00	0.00
Safe Routes to School Coordinator (TDM)	0.00	0.00	0.00	1.00
Customer Service Representatives	0.00	0.00	0.00	2.00
Intern	0.43	0.43	0.43	0.43
	46.38	45.38	46.38	51.38

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 2,466,012	\$ 2,478,736	\$ 3,495,200	\$ 3,730,620	7%
Employee benefits	1,380,212	1,322,801	2,116,070	2,140,840	1%
Total	3,846,224	3,801,537	5,611,270	5,871,460	5%
Materials and Services					
Supplies	45,411	116,871	72,200	97,950	36%
Prof and tech services	301,173	299,010	463,675	264,800	-43%
Utility services	169,781	281,414	309,450	324,540	5%
Repairs & maintenance	13,880	-	5,000	1,500	-70%
Fleet services	1,329,065	1,455,087	1,485,776	1,609,268	8%
Rents and leases	1,386	-	2,500	500	-80%
Insurance	87,091	104,830	126,600	160,500	27%
Commuter rail service	397,970	453,561	406,000	420,000	3%
Community service programs	2,645	2,891	3,500	3,500	0%
Employee development	19,901	10,434	21,500	21,500	0%
Fees, dues, advertising	11,069	5,815	13,750	10,600	-23%
Total	2,379,372	2,729,913	2,909,951	2,914,658	0%
Capital Outlay					
Building	-	341,693	-	-	-
Machinery & equipment	23,290	221,662	400,000	488,000	22%
Vehicles	-	358,449	1,630,000	670,000	-59%
Total	23,290	921,805	2,030,000	1,158,000	-43%
Total Department	\$ 6,248,886	\$ 7,453,255	\$ 10,551,221	\$ 9,944,118	-6%
Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Payroll taxes	\$ 6,204,048	\$ 5,989,921	\$ 6,200,000	\$ 6,300,000	2%
Intergovernmental	5,569,147	4,697,196	3,683,000	2,757,000	-25%
Other revenues	62,078	16,841	36,000	25,000	-31%
Total	\$ 11,835,273	\$ 10,703,958	\$ 9,919,000	\$ 9,082,000	-8%

BUDGET HIGHLIGHTS

Personnel Services

- Personnel Services reflects the addition of 5.0 FTE.
- Statewide Transportation Improvement Fund will be used to support salary and benefits for two new regional customer service representatives.
- Personnel Services also includes added personnel, in support of the expansion of services including the Clackamas Town Center route.

Materials and Services

- Insurance reflects an increase in cost for liability coverages.

Capital Outlay

- Machinery and equipment includes the Regional Customer Service Center furnishings and technology.
- One electric vehicle is expected to arrive this fiscal year.

ANTICIPATED INTERGOVERNMENTAL REVENUE FOR FY 2025-26

Operation & Capital Outlay (Transit Fund) Grants:

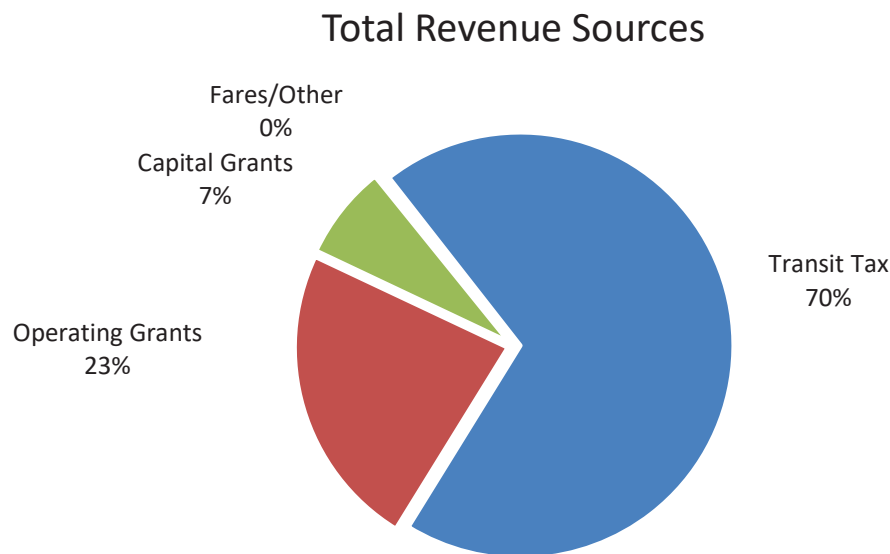
Clackamas County Agreement: Anticipated funding in the amount of \$70,000 for service in Villebois.

Commute Options and Safe Routes to School Program Grants: Federal funds of \$160,000 plus \$18,312 in local match (10.27%) will support the SMART Options and Safe Routes to School programs.

Federal Formula Grants: Federal grant funding is anticipated in the amount of \$727,000 plus \$177,250 (20% for most grants) in local match for scheduling software, travel training, vanpool program, preventive maintenance and three vehicles.

State Formula Grants: Statewide Transportation Improvement Funding (STIF) is anticipated in the amount of \$1,800,000 for replacement bus stop amenities a bus and a van, and operational funding for service to Clackamas Town Center, Tualatin, out of town medical (Dial-A-Ride) trips, and a consultant to site a transit hub on the east side of town.

State Competitive Grants: In addition to formula funds, Competitive Statewide Transportation Improvement Funding is anticipated in the amount of \$320,000 plus \$80,000 (20%) in local match for an electric battery back-up unit. This unit was budgeted last year but anticipated to arrive this year.



PERFORMANCE MEASUREMENTS - FIXED ROUTE

<i>Strategy</i>	<i>Measure</i>	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$28.75	\$26.74	\$26.32	\$25.27	\$25.90
	Cost per service hour	\$130.38	\$135.05	\$141.38	\$140.70	\$144.21
	Cost per mile	\$7.46	\$7.67	\$8.65	\$8.60	\$8.72
	Passenger trips per service hour	4.5	5.0	6.7	5.6	5.6
	Passenger trips per mile	0.26	0.29	0.34	0.35	0.34
Increase ridership within the community	Number of passenger trips	147,449	163,858	189,525	199,001	200,090
	Annual total hours	32,516	32,450	33,874	34,382	35,762
	Annual total miles	568,000	571,000	553,623	561,927	584,486
	Total operating cost	\$4,239,390	\$4,382,291	\$4,789,321	\$4,909,054	\$5,056,325

PERFORMANCE MEASUREMENTS - DIAL-A-RIDE

<i>Strategy</i>	<i>Measure</i>	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$116.26	\$127.46	\$84.08	\$84.49	\$82.48
	Cost per service hour	\$120.55	\$155.32	\$199.80	\$199.81	\$199.84
	Cost per mile	\$15.69	\$26.43	\$17.66	\$17.32	\$17.00
	Passenger trips per service hour	1.1	1.2	2.3	2.4	2.4
	Passenger trips per mile	0.14	0.20	0.21	0.20	0.21
Increase ridership within the community	Number of passenger trips	9,322	10,166	12,704	13,021	13,672
	Annual total hours	8,990	8,343	5,346	5,506	5,643
	Annual total miles	69,050	49,025	60,468	63,491	66,306
	Total operating cost	\$1,083,776	\$1,295,783	\$1,068,164	\$1,100,208	\$1,127,713

PERFORMANCE MEASUREMENTS OUTCOME

Looking towards FY 2025-26, SMART expects to see an overall increase in ridership as compared to the previous year. According to the American Public Transportation Association, public transit ridership nationally has rebounded to approximately 79 percent of pre-pandemic levels. According to some experts, transit ridership is recovering at a much faster rate than office attendance. Non-office jobs such as work in restaurants and bars, have rebounded tremendously since March of 2020. SMART's Dial-a-Ride programs experienced a year-over-year increase of approximately 25 percent, whereas fixed route ridership increased by some 15 percent year-over-year. We are encouraged by these ridership trends. With the I-205 bus-on-shoulder service scheduled to begin operating in summer 2026, we expect ridership will continue its positive climb.

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 403 items including the SMART fleet of buses and vans, trucks and specialty equipment used by Public Works and Parks & Recreation, such as tractors and mowers, the general motor pool used by City staff, as well as emergency generators and trailers.

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

DEPARTMENT GOALS

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

Improve the City's emergency preparedness and public safety

- Provides support to Public Works and Parks crews through maintenance and repair of emergency response equipment
- Provides support for emergency preparedness operations. This includes procurement and seasonal maintenance of emergency response equipment, and direct support for Public Works and Parks crews during inclement weather events and natural disasters

Protect and preserve Wilsonville's environment

- Supports SMART's goal of transitioning to a 100% alternative fuel bus fleet through infrastructure projects and vehicle purchases. To date, Fleet has purchased a total of 21 alternatively fueled buses for SMART. The SMART fleet of buses now consists of 60% alternative fuel vehicles
- Use renewable diesel. Ceased the purchase of petroleum based diesel in 2023

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
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	3.00	3.00	3.00	3.00
	9.00	9.00	9.00	9.00

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 515,048	\$ 597,991	\$ 663,600	\$ 703,760	6%
Employee benefits	291,798	333,568	395,430	451,370	14%
Total	806,846	931,558	1,059,030	1,155,130	9%
Materials and Services					
Supplies	243,834	255,337	279,200	282,200	1%
Prof and tech services	13,784	16,651	14,500	18,500	28%
Fuel	262,063	278,688	380,000	380,000	0%
Utility services	74,457	88,864	101,340	115,740	14%
Repairs & maintenance	10,983	6,034	35,000	30,000	-14%
Insurance	3,800	3,787	5,000	6,000	20%
Employee development	5,198	894	8,000	8,000	0%
Total	614,118	650,254	823,040	840,440	2%
Capital Outlay					
Machinery & equipment	21,110	46,165	-	60,000	-
Vehicles	101,573	142,981	257,000	472,000	84%
Total	122,683	189,146	257,000	532,000	107%
Total Department	\$ 1,543,647	\$ 1,770,958	\$ 2,139,070	\$ 2,527,570	18%

Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Fleet charges	\$ 1,640,832	\$ 1,722,180	\$ 1,781,890	\$ 1,933,368	9%
Assigned contingencies	122,683	189,146	257,000	532,000	107%
Total	\$ 1,763,515	\$ 1,911,326	\$ 2,038,890	\$ 2,465,368	21%

BUDGET HIGHLIGHTS

Personnel Services

- Employee benefits reflects an increase in medical insurance and Oregon PERS retirement contribution rates.

Materials and Services

- Overall, Material and Services reflects a status quo budget.

Capital Outlay

- Capital Outlay reflects vehicle and equipment purchases funded through the Fleet Replacement Fund. For this fiscal year, planned replacements include a backhoe, two trucks, one excavator, and one mower. These are replacements for existing items which have reached or surpassed their useful life.

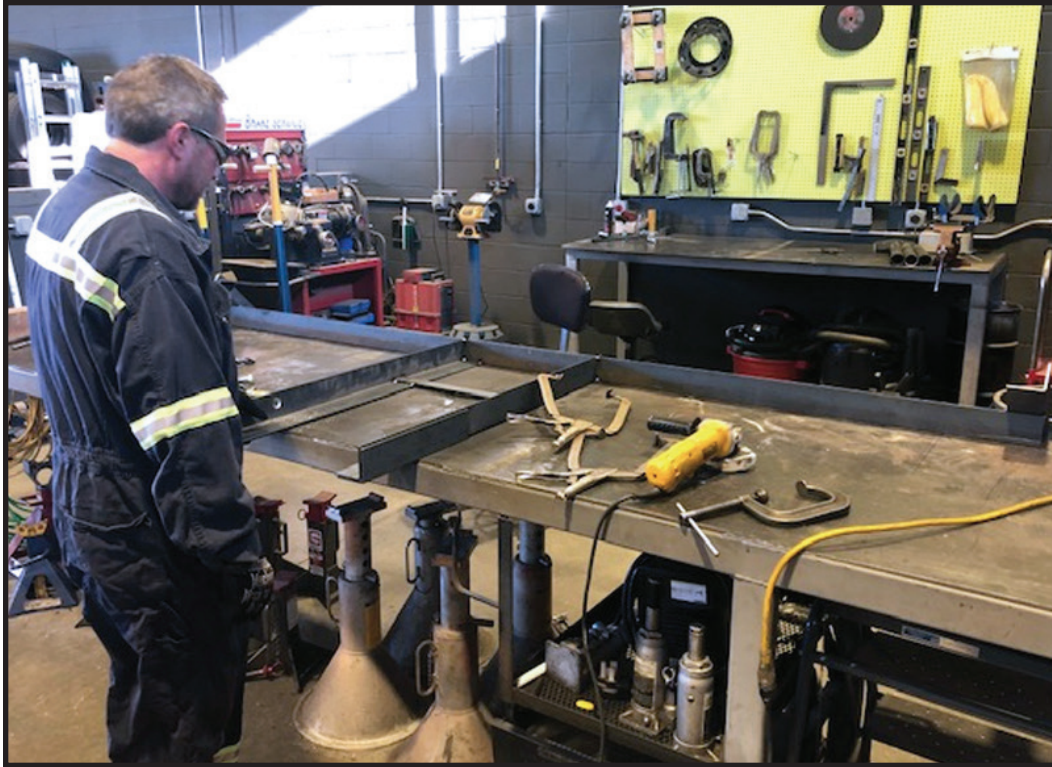
PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
Track labor productivity in terms of time spent directly on maintenance activities, goal is 70%	Percent of FTE applied to "wrench turning" activities	72%	77%	74%	76%	77%
Preventative maintenance	Percent completed on time	82%	85%	88%	93%	93%

PERFORMANCE MEASUREMENTS OUTCOME

Performance indicators include labor productivity, and preventative maintenance on time percentage. Fleet staff continue to meet or exceed these goals. Preventative Maintenance on-time percentage has steadily improved over the past two years, at times being nearly 100%.

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



Equipment mechanic at the welding bench.



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

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

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

DEPARTMENT GOALS

Improving the City’s emergency preparedness and public safety

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

Protect and preserve the City’s environment

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

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

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

Increase housing opportunities for all and reach functional zero homelessness

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

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

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

Enhance communications and engagement to build a more connected community

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

Position	Full Time Equivalent Positions			
	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Contracted Employees:				
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	1.00	1.00	1.00	1.00
School Resource Officer (SRO)	1.00	1.00	1.00	1.00
Community Services Officer (CSO)	1.00	1.00	1.00	1.00
Patrol Officers	12.00	12.00	12.00	12.00
Non-Contracted Employees:				
Code Compliance Officer	1.00	1.00	1.00	1.00
	24.00	24.00	24.00	24.00

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 78,391	\$ 85,960	\$ 89,130	\$ 93,700	5%
Employee benefits	44,098	30,681	40,820	47,050	15%
Total	122,489	116,641	129,950	140,750	8%
Materials and Services					
Supplies	13,773	9,436	14,300	8,650	-40%
Prof and tech services					
Police protection	5,539,519	5,887,401	6,699,550	7,215,100	8%
Utility services	14,287	17,844	35,750	44,140	23%
Fleet services	9,324	9,768	14,472	15,084	4%
Repairs & maintenance	-	1,500	-	-	-
Insurance	2,070	2,447	3,000	8,200	173%
Community service programs	2,508	1,500	10,000	10,000	0%
Employee development	5,976	6,337	7,500	8,500	13%
Total	\$ 5,587,456	\$ 5,936,234	\$ 6,784,572	\$ 7,309,674	8%
Total Department	\$ 5,709,945	\$ 6,052,874	\$ 6,914,522	\$ 7,450,424	8%
Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
General Fund revenues	\$ 5,709,945	\$ 6,052,874	\$ 6,914,522	\$ 7,450,424	8%
Total	\$ 5,709,945	\$ 6,052,874	\$ 6,914,522	\$ 7,450,424	8%

BUDGET HIGHLIGHTS

Personnel Services

- Employee benefits reflects an increase in medical insurance and Oregon PERS retirement contribution rates.

Materials and Services

- Police protection includes contracted law enforcement, provided by Clackamas County Sheriff's office.
- Utilities reflects an increase, closer in alignment with actuals, for the Police Department, which was previously a shared space with Public Works.
- Insurance reflects an increase in cost for liability coverages.

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2021-22	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
Maintain a staffing level that allows for approximately 600 calls per Officer per year	Population served	26,793	26,828	26,822	27,048	27,048
	Calls for service	10,317	11,591	12,100	12,600	14,312
	Average number of calls for service per day	28	33	33	37	39
	Calls per Deputy	859	705	705	900	954
	Officers per thousand population	0.63	0.66	0.61	0.64	0.64

PERFORMANCE MEASUREMENTS OUTCOME

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



Chief Wurpes at Shop with a Cop event.



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

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

DEPARTMENT GOALS

Improve the City’s emergency preparedness and public safety

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

Protect and preserve Wilsonville’s environment

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

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

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

Increase housing opportunities for all and reach functional zero homelessness

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

Enhance communications and engagement to build a more connected community

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

Full Time Equivalent Positions				
Position	Budget 2022-23	Budget 2023-24	Budget 2024-25	Budget 2025-26
Accounting Specialist	1.00	1.00	1.00	1.00
Accounting Technician	0.50	0.60	0.60	0.60
Building Monitor	0.05	0.00	0.00	0.00
Municipal Court Judge	0.10	0.05	0.05	0.05
	1.65	1.65	1.65	1.65

Operating Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Personnel Services					
Salaries and wages	\$ 103,839	\$ 118,711	\$ 125,840	\$ 131,150	4%
Employee benefits	72,197	62,455	75,410	84,730	12%
Total	176,037	181,166	201,250	215,880	7%
Materials and Services					
Supplies	293	1,183	3,850	3,750	-3%
Prof and tech services	11,371	17,025	14,550	22,550	55%
Utility services	878	879	1,300	1,300	0%
Employee development	3,113	1,328	4,250	3,000	-29%
Fees, dues, advertising	1,069	1,557	1,500	1,500	0%
Misc. services & supplies	4,853	3,197	6,280	6,590	5%
Total	21,577	25,169	31,730	38,690	22%
Total Department	\$ 197,613	\$ 206,334	\$ 232,980	\$ 254,570	9%
Resources Summary	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
Fines and forfeitures	\$ 195,061	\$ 164,038	\$ 190,000	\$ 180,000	-5%
Total	\$ 195,061	\$ 164,038	\$ 190,000	\$ 180,000	-5%

BUDGET HIGHLIGHTS

Personnel Services

- Employee benefits reflects an increase in medical insurance and Oregon PERS retirement contribution rates.

Materials and Services

- Prof and tech services is increasing with the City's conversion of its Enterprise Resource Planning (ERP) software system to a Software as a Service (SaaS) model.
- Employee development reflects a decrease, closer in alignment with actuals.

PERFORMANCE MEASUREMENTS

<i>Measure</i>	Actual 2021-2022	Actual 2022-23	Actual 2023-24	Estimate 2024-25	Forecast 2025-26
<i>Goal: Improve the City's emergency preparedness and public safety</i>					
Active members of Oregon Association of Court Administrators (OACA)	yes	yes	yes	yes	yes
Active member of Oregon Municipal Judge's Association	yes	yes	yes	yes	yes
Attendance at Oregon Association of Court Administrators (OACA) conference	yes	yes	yes	yes	yes
Maintain membership with Oregon Municipal Judge's Association (OMJA)	yes	yes	yes	yes	yes
Diversion course availability	yes	yes	yes	yes	yes
<i>Goal: Increase housing opportunities for all and reach functional zero homelessness</i>					
Payment plan arrangements available for customers	yes	yes	yes	yes	yes
<i>Goal: Enhance communications and engagement to build a more connected community</i>					
Spanish interpreter services available at arraignments*	100%	100%			
*Beginning in FY23-24, transitioned to use of Language Line, to ensure multilingual interpretation services are available for arraignments			100%	100%	100%
Interpreter services available at trials (when needed)	100%	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS OUTCOME

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

Capital Projects

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

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Capital Projects

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

For FY 2025-26, 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 2025-26, 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 2025-26 through 2029-30

	2025-26	2026-27	2027-28	2028-29	2029-30
Construction Projects					
Water	\$ 2,720,550	\$ 4,016,750	\$ 5,774,000	\$ 2,070,000	\$ -
Sewer	14,147,500	24,814,750	814,000	3,121,000	-
Streets	10,977,403	4,883,250	4,595,750	6,729,500	6,887,000
Stormwater	3,846,000	7,180,713	11,711,303	12,375,150	7,469,400
Facilities	3,730,500	240,000	172,500	-	-
Parks	2,773,183	999,350	4,484,400	-	-
Master Plans and Studies					
Water	244,250	104,000	-	-	-
Sewer	467,500	-	106,100	-	-
Planning	768,814	1,270,000	800,000	720,000	220,000
Stormwater	10,000	115,000	-	-	-
Facilities	12,000	290,000	-	-	-
Parks	30,000	-	-	-	-
Livability Improvements					
Streetscape	911,250	787,750	524,975	753,250	479,725
Annual Maintenance Projects					
Water	210,000	725,200	590,650	1,092,050	698,520
Sewer	105,000	2,229,050	372,605	724,160	414,810
Streets	2,642,700	2,383,420	2,462,040	2,938,500	2,946,255
Stormwater	89,250	1,646,915	906,315	1,978,115	1,063,865
Facilities	219,800	90,784	91,798	92,841	93,917
Miscellaneous Projects					
Water	798,834	139,715	142,557	145,483	148,501
Sewer	131,384	133,065	135,707	138,428	141,231
Streets	260,840	157,356	161,326	268,266	169,629
Streetscape	12,955	13,185	13,580	13,987	14,407
Stormwater	108,965	110,060	111,666	113,321	103,526
Facilities	25,200	25,356	25,517	25,682	25,853
Information Technology	382,000	467,000	333,000	342,000	352,000
Parks	225,500	676,055	711,627	737,215	762,822
Total 5-Year CIP Forecast	\$ 45,851,378	\$ 53,498,724	\$ 35,041,416	\$ 34,378,951	\$ 21,991,460
Funding Sources					
Operating Funds	\$ 21,831,380	\$ 23,920,631	\$ 14,388,527	\$ 22,788,320	\$ 10,602,465
Intergovernmental Revenues	751,089	879,120	-	-	-
Urban Renewal	3,706,000	2,712,302	2,788,250	5,229,500	5,387,000
Grants/Contributions	4,162,818	889,911	2,959,704	-	-
System Development Funds	13,000,969	22,468,611	12,746,180	4,419,222	4,591,636
General Fund	2,399,122	2,628,149	2,158,754	1,941,907	1,410,359
Total Funding Sources	\$ 45,851,378	\$ 53,498,724	\$ 35,041,416	\$ 34,378,951	\$ 21,991,460

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 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	Total 5-Yr Cumulative Increase to Operating Expenses
Water						
Water Telemetry, Distribution System	\$ 2,900	\$ 3,000	\$ 3,100	\$ 3,200	\$ 3,300	\$ 15,500
Fire Flow Data Collection for System Capacity & Growth	650	650	650	650	650	3,250
Annual - GIS and Water Model Updates	500	500	500	500	500	2,500
Sewer						
Boeckman Road Sanitary Improvements	3,400	3,500	3,600	3,750	3,900	18,150
Streets						
Boeckman Road Improvements	57,350	59,350	61,450	63,600	65,850	307,600
I-5 Pedestrian Bridge	2,500	2,600	2,700	2,800	2,900	13,500
Canyon Creek/Boeckman Roundabout	17,200	17,800	18,400	19,050	19,700	92,150
Pedestrian Enhancements	3,000	3,100	3,200	3,300	3,400	16,000
Signal Improvements	3,000	3,100	3,200	3,300	3,400	16,000
Stormwater						
Gesellschaft Water Well Channel Restoration	4,500	4,650	4,800	4,950	5,100	24,000
Boeckman Creek Flow Mitigation	5,800	6,000	6,200	6,400	6,600	31,000
Parks						
Various Parks Projects	15,000	15,500	16,050	16,600	17,200	80,350
	<u>\$ 115,800</u>	<u>\$ 119,750</u>	<u>\$ 123,850</u>	<u>\$ 128,100</u>	<u>\$ 132,500</u>	<u>\$ 620,000</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	\$ 3,319,731	\$ 13,628,481	\$ 473,814	\$ 13,183,785	\$ 849,778	\$ 3,524,515	\$ 3,856,300	\$ 382,000	\$ 2,841,283	\$ 42,059,687
Project Management Fees	490,403	603,703	295,000	486,758	32,627	353,450	60,200	-	143,500	2,465,641
General Fund Overhead Fees	163,500	619,200	-	210,400	41,800	176,250	71,000	-	43,900	1,326,050
	<u>\$ 3,973,634</u>	<u>\$ 14,851,384</u>	<u>\$ 768,814</u>	<u>\$ 13,880,943</u>	<u>\$ 924,205</u>	<u>\$ 4,054,215</u>	<u>\$ 3,987,500</u>	<u>\$ 382,000</u>	<u>\$ 3,028,683</u>	<u>\$ 45,851,378</u>

Summary of Resources

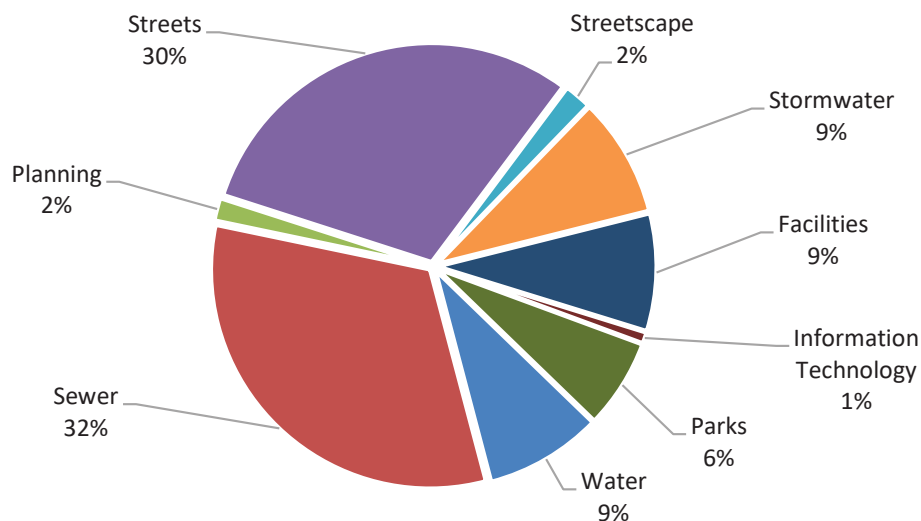
	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Technology	Parks	Total
Operating Funds	\$ 1,244,663	\$ 12,620,337	\$ -	\$ 2,814,430	\$ 906,615	\$ 3,514,335	\$ 731,000	\$ -	\$ -	\$ 21,831,380
Intergovernmental Revenues	751,089	-	-	-	-	-	-	-	-	751,089
Urban Renewal	-	730,000	-	2,976,000	-	-	-	-	-	3,706,000
Grants/Contributions	-	-	411,314	-	-	-	2,534,000	9,000	1,208,504	4,162,818
System Development Funds	1,977,882	1,501,047	-	8,090,513	2,590	539,880	-	-	889,057	13,000,969
General Fund	-	-	357,500	-	15,000	-	722,500	373,000	931,122	2,399,122
	<u>\$ 3,973,634</u>	<u>\$ 14,851,384</u>	<u>\$ 768,814</u>	<u>\$ 13,880,943</u>	<u>\$ 924,205</u>	<u>\$ 4,054,215</u>	<u>\$ 3,987,500</u>	<u>\$ 382,000</u>	<u>\$ 3,028,683</u>	<u>\$ 45,851,378</u>

Summary by Program

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Technology	Parks	Total
Construction Projects	\$ 2,720,550	\$ 14,147,500	\$ -	\$ 10,977,403	\$ -	\$ 3,846,000	\$ 3,730,500	\$ -	\$ 2,773,183	\$ 38,195,136
Master Plans and Studies	244,250	467,500	768,814	-	-	10,000	12,000	-	30,000	1,532,564
Livability Improvements	-	-	-	-	911,250	-	-	-	-	911,250
Annual Maintenance Projects	210,000	105,000	-	2,642,700	-	89,250	219,800	-	-	3,266,750
Miscellaneous Projects	798,834	131,384	-	260,840	12,955	108,965	25,200	382,000	225,500	1,945,678
	<u>\$ 3,973,634</u>	<u>\$ 14,851,384</u>	<u>\$ 768,814</u>	<u>\$ 13,880,943</u>	<u>\$ 924,205</u>	<u>\$ 4,054,215</u>	<u>\$ 3,987,500</u>	<u>\$ 382,000</u>	<u>\$ 3,028,683</u>	<u>\$ 45,851,378</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

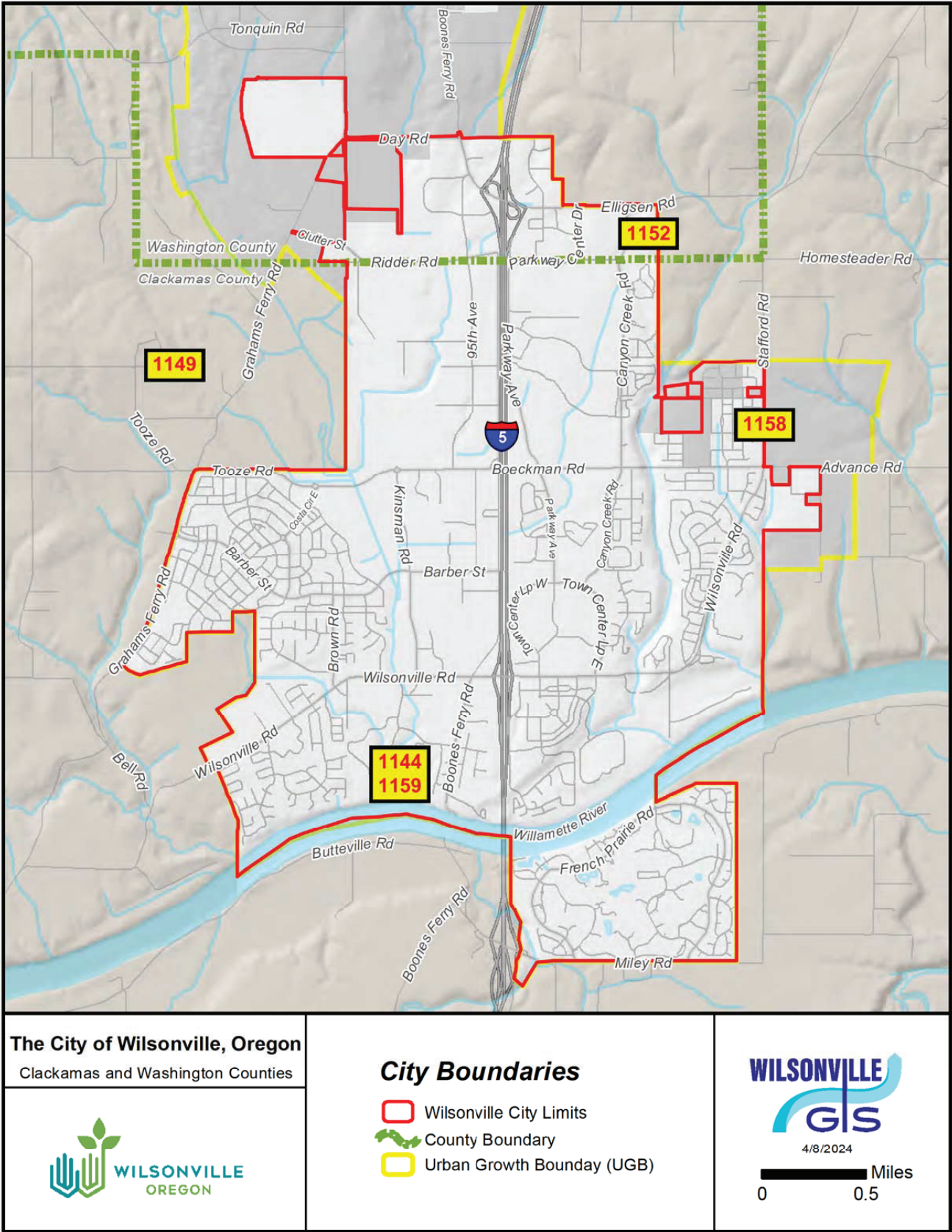




Aerial view of the concrete bridge deck pour for the Boeckman Creek bridge as part of the Boeckman Road Corridor Project (CIP #4196).



Water Projects



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Funding Sources

CIP #	Project Name	Water Operating	Water SDC	Frog Pond Fee	WWSP	City of Sherwood	Total Resources
Construction Projects							
1144	WRWTP 20 MGD Expansion	\$ 59,818	\$ 62,909	\$ -	\$ -	\$ 61,273	\$ 184,000
1149	West Side Level B Reservoir	-	1,219,000	-	-	-	1,219,000
1152	Elligsen Reservoir Fall Protection System Replacement	110,250	-	-	-	-	110,250
1153	Reservoir Security Improvements (AWIA)	300,300	-	-	-	-	300,300
1158	Stafford Road Water Extension	-	69,012	285,988	-	-	355,000
1159	WRWTP Finish Water Pump Station Upgrades	179,455	188,729	-	-	183,816	552,000
Master Plan and Studies							
1154	Water Distribution System Master Plan	139,687	104,563	-	-	-	244,250
Annual Maintenance Projects							
1048	Annual - Water Distribution System Miscellaneous Improvements	105,000	-	-	-	-	105,000
1121	Annual - Pipeline/Valve/Hydrant Replacement	105,000	-	-	-	-	105,000
Miscellaneous Projects							
1117	Annual - Fire Flow Data Collection	6,450	-	-	-	-	6,450
1127	WWSP Coordination	-	-	-	506,000	-	506,000
1160	Water System SCADA Upgrade	105,000	-	-	-	-	105,000
1161	AWIA Certification Update	50,000	-	-	-	-	50,000
1990	Annual - CD Department Support for Miscellaneous Projects	20,000	-	-	-	-	20,000
1993	Annual - Water CIP Final Closeout	14,300	10,700	-	-	-	25,000
1995	Annual - Early Planning - Future Water Projects	5,719	4,281	-	-	-	10,000
1998	Annual - 5 Year and Annual Budget Development	4,861	3,639	-	-	-	8,500
1999	Annual - Project Design and Development	38,823	29,061	-	-	-	67,884
		<u>\$ 1,244,663</u>	<u>\$ 1,691,894</u>	<u>\$ 285,988</u>	<u>\$ 506,000</u>	<u>\$ 245,089</u>	<u>\$ 3,973,634</u>

Water Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #1144: WATER TREATMENT PLANT 20 MGD EXPANSION

This project will expand the Willamette River Water Treatment Plant (WRWTP) 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 2025-26

Operations Impact: To be determined at completion of planning phase

<i>Project Costs:</i>	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 2,400,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		100,000	16,000	-	-	-	-	
General Fund Overhead Fees		36,000	8,000	-	-	-	-	
	<u>\$ 28,482,661</u>	<u>\$ 2,536,000</u>	<u>\$ 184,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 31,202,661</u>

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

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

Priority: High

Justification: City Growth

Funding Source: Water SDC

Status: Continued from FY 2022-23

Estimated Date of Completion: FY 2025-26

Operations Impact: To be determined at completion of planning phase

<i>Project Costs:</i>	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 11,340,000	\$ 1,060,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		120,000	106,000	-	-	-	-	
General Fund Overhead Fees		396,900	53,000	-	-	-	-	
	<u>\$ 1,289,284</u>	<u>\$ 11,856,900</u>	<u>\$ 1,219,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 14,365,184</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 is to be coordinated with the Elligsen Reservoir Altitude Valve and West Side Reservoir projects.

Priority: High

Justification: Aging Infrastructure/Public Safety

Funding Source: Water Operating

Status: Continued from FY 2024-25

Estimated Date of Completion: FY 2025-26

Operations Impact: To be determined at completion of planning phase

<i>Project Costs:</i>	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 13,000	\$ 105,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		455	5,250	-	-	-	-	
	<u>\$ -</u>	<u>\$ 13,455</u>	<u>\$ 110,250</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 123,705</u>

CIP #1153: RESERVOIR SECURITY IMPROVEMENTS (AWIA)

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

Priority: High

Justification: Aging Infrastructure/Public Safety

Funding Source: Water Operating

Status: Continued from FY 2024-25

Estimated Date of Completion: FY 2025-26

Operations Impact: To be determined at completion of planning phase

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 64,000	\$ 286,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		2,240	14,300	-	-	-	-	
	<u>\$ -</u>	<u>\$ 66,240</u>	<u>\$ 300,300</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 366,540</u>



Construction of the West Side Level B Reservoir on Tooze Road (CIP #1149).

Water Projects

CIP #1158: STAFFORD ROAD WATER EXTENSION

In conjunction with the Stafford Road Improvements (CIP #4219) and Stafford Road Sewer Extension (CIP #2111), this project will extend water service along Stafford Road between Boeckman Road and Frog Pond Lane to serve Frog Pond East development areas.

Priority: High

Justification: City Growth

Funding Sources: Water SDC/Frog Pond Fee

Status: Continued from FY 2024-25

Estimated Date of Completion: FY 2026-27

Operations Impact: To be determined

<i>Project Costs:</i>	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 94,203	\$ 328,550	\$ 283,000	\$ -	\$ -	\$ -	
Project Management Fees		7,500	10,000	10,000	-	-	-	
General Fund Overhead Fees		3,297	16,450	14,250	-	-	-	
	<u>\$ -</u>	<u>\$ 105,000</u>	<u>\$ 355,000</u>	<u>\$ 307,250</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 767,250</u>

CIP #1159: WRWTP FINISH WATER PUMP STATION UPGRADES

This project will add seismic resilience, roof, and HVAC improvements to the finish water pump station (FWPS) at the Willamette River Water Treatment Plant (WRWTP), as well as seismic improvements to the washwater equalization (WWEQ) basin and ozone and chemical system pipe supports. The FWPS roof and HVAC improvements are needed to protect sensitive electrical and controls equipment.

Priority: High

Justification: Aging Infrastructure

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

Status: New Project

Estimated Date of Completion: FY 2026-27

Operations Impact: To be determined

<i>Project Costs:</i>	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ -	\$ 480,000	\$ 2,400,000	\$ -	\$ -	\$ -	
Project Management Fees		-	48,000	120,000	-	-	-	
General Fund Overhead Fees		-	24,000	120,000	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 552,000</u>	<u>\$ 2,640,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,192,000</u>

PROJECT SUMMARIES: MASTER PLAN & STUDIES

CIP #1154: WATER DISTRIBUTION SYSTEM MASTER PLAN

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

Priority: High

Justification: City Growth

Funding Sources: Water Operating/Water SDC

Status: Continued from FY 2023-24

Estimated Date of Completion: FY 2025-26

Operations Impact: Not Applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 200,000	\$ 185,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		100,000	50,000	-	-	-	-	
General Fund Overhead Fees		7,000	9,250	-	-	-	-	
	<u>\$ 1,379</u>	<u>\$ 307,000</u>	<u>\$ 244,250</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 552,629</u>

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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ 85,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		2,975	5,000	5,000	5,000	5,000	5,000	
		<u>\$ 87,975</u>	<u>\$ 105,000</u>	<u>\$ 105,000</u>	<u>\$ 105,000</u>	<u>\$ 105,000</u>	<u>\$ 105,000</u>	

Water Projects

CIP #1121: ANNUAL - 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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ 85,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		2,975	5,000	5,000	5,000	5,000	5,000	
		<u>\$ 87,975</u>	<u>\$ 105,000</u>	<u>\$ 105,000</u>	<u>\$ 105,000</u>	<u>\$ 105,000</u>	<u>\$ 105,000</u>	

CIP #1500: WATER OPERATIONS ALLOCATION TO CHARBONNEAU

This project provides planning, design, and construction of water rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #2500, #4500, and #7500. This project is on hold until FY 2026-27.

Priority: High

Justification: Aging Infrastructure

Funding Source: Water Operating

Status: Annual

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

Operations Impact: Improvements to decrease maintenance costs

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ 490,650	\$ 362,500	\$ 840,050	\$ 465,270	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	24,550	18,150	42,000	23,250	
		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 515,200</u>	<u>\$ 380,650</u>	<u>\$ 882,050</u>	<u>\$ 488,520</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

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ 5,971	\$ 6,150	\$ 6,350	\$ 6,550	\$ 6,705	\$ 6,920	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		209	300	300	300	350	350	
		<u>\$ 6,180</u>	<u>\$ 6,450</u>	<u>\$ 6,650</u>	<u>\$ 6,850</u>	<u>\$ 7,055</u>	<u>\$ 7,270</u>	

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 2025-26

Operations Impact: Not applicable

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 330,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		200,000	191,000	-	-	-	-	
General Fund Overhead Fees		11,550	15,000	-	-	-	-	
	<u>\$ 1,284,730</u>	<u>\$ 541,550</u>	<u>\$ 506,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,332,280</u>

Water Projects

CIP #1160: WATER SYSTEM SCADA UPGRADE

Public Works recently completed an assessment of the existing Supervisory Control And Data Acquisition (SCADA) system that oversees the City of Wilsonville's water distribution sites. The current sites are comprised of reservoirs, PRVs, Flow Meters and Pump Stations. Within these sites, there are various ages of SCADA control system components and control panels. The last major upgrade to many of the sites occurring in 2007. Replacement parts of many of the SCADA components are becoming scarce and industry standards have changed. This project updates key components and programming within the City's eight primary SCADA locations. This project will increase the overall security and reliability of the system as well as assure its functionality with current components available on the market.

Priority: High

Justification: Aging Infrastructure

Funding Source: Water Operations

Status: New Project

Estimated Date of Completion: FY 2025-26

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	5,000	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 105,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 105,000</u>

CIP #1161: AWIA CERTIFICATION UPGRADE

America's Water Infrastructure Act (AWIA) required the City to prepare certify a risk and resilience assessment (RRA) and an emergency response plan (ERP) to the EPA. The initial documents were submitted in 2021 and the next five-year re-certification deadlines are RRA - June 30, 2026 and ERP - December 31, 2026.

Priority: High

Justification: Regulatory Requirement

Funding Source: Water Operating

Status: New Project

Estimated Date of Completion: FY 2025-26

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>

CIP #1990: ANNUAL - 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

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,500	20,000	20,000	20,000	20,000	20,000	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,500</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</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

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	25,000	25,000	25,000	25,000	25,000	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	

Water Projects

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

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,500	10,000	10,300	10,609	10,927	11,255	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,500</u>	<u>\$ 10,000</u>	<u>\$ 10,300</u>	<u>\$ 10,609</u>	<u>\$ 10,927</u>	<u>\$ 11,255</u>	

CIP #1998: ANNUAL - 5-YEAR AND ANNUAL BUDGET DEVELOPMENT

This project funds staff time expenditures for developing and managing the annual capital project budget and the 5-year capital improvement program, which includes prioritizing projects from the City's master plans.

Priority: High

Justification: Fiscal planning for CIPs

Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		8,200	8,500	8,755	9,018	9,288	9,567	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 8,200</u>	<u>\$ 8,500</u>	<u>\$ 8,755</u>	<u>\$ 9,018</u>	<u>\$ 9,288</u>	<u>\$ 9,567</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

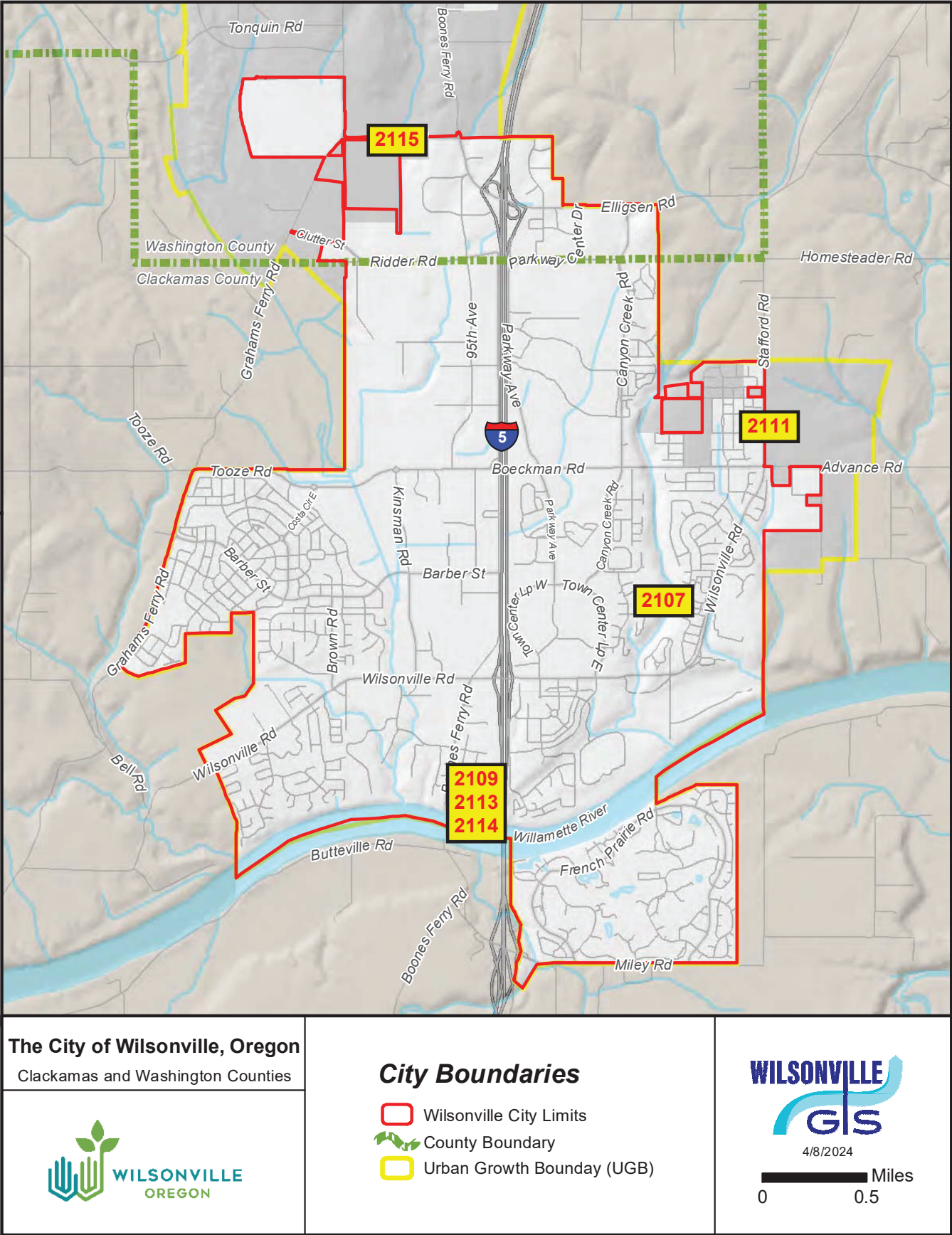
Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ 30,000	\$ 59,031	\$ 60,660	\$ 62,480	\$ 64,413	\$ 66,326	Annual
Project Management Fees		-	5,903	5,300	5,450	5,600	5,767	
General Fund Overhead Fees		1,050	2,950	3,050	3,150	3,200	3,316	
		<u>\$ 31,050</u>	<u>\$ 67,884</u>	<u>\$ 69,010</u>	<u>\$ 71,080</u>	<u>\$ 73,213</u>	<u>\$ 75,409</u>	

Water Projects

Five Year Water CIP Forecast Fiscal years 2025-26 through 2029-30

Project Name	Funding Source	2025-26	2026-27	2027-28	2028-29	2029-30
Construction Projects						
WRWTP 20 MGD Expansion	Water Ops/Water SDC/Sherwood	\$ 184,000	\$ -	\$ -	\$ -	\$ -
West Side Level B Reservoir	Water SDC	1,219,000	-	-	-	-
Elligsen Reservoir Fall Protection System Replacement	Water Ops	110,250	-	-	-	-
Reservoir Security Improvements (AWIA)	Water Ops	300,300	-	-	-	-
Basalt Creek Parkway Waterline	Water SDC	-	1,069,500	-	-	-
Stafford Road Water Extension	Water SDC/Frog Pond Fee	355,000	307,250	-	-	-
WRWTP Finish Water Pump Station Upgrades	Water Ops/Water SDC/Sherwood	552,000	2,640,000	-	-	-
Frog Pond West Water Loop	Water SDC	-	-	2,025,000	-	-
Elligsen Reservoirs Painting	Water Ops	-	-	3,749,000	-	-
C Level Reservoir Painting	Water Ops	-	-	-	2,070,000	-
Master Plan and Studies						
Water Distribution System Master Plan	Water Ops/Water SDC	244,250	-	-	-	-
Water Rate & SDC Study	Water Ops/Water SDC	-	104,000	-	-	-
Annual Maintenance Projects						
Annual - Water Distribution System Miscellaneous Improvements	Water Ops	105,000	105,000	105,000	105,000	105,000
Annual - Pipeline/Valve/Hydrant Replacement	Water Ops	105,000	105,000	105,000	105,000	105,000
Charbonneau Consolidated Plan - Water Improvements	Water Ops	-	515,200	380,650	882,050	488,520
Micellaneous Projects						
Annual - Fire Flow Data Collection	Water Ops	6,450	6,650	6,850	7,055	7,270
WWSP Coordination	Willamette Water Supply Program	506,000	-	-	-	-
Water System SCADA Upgrade	Water Ops	105,000	-	-	-	-
AWIA Certification Update	Water Ops	50,000	-	-	-	-
Annual - CD Department Support for Miscellaneous Projects	Water Ops	20,000	20,000	20,000	20,000	20,000
Annual - Water CIP Final Closeout	Water Ops/Water SDC	25,000	25,000	25,000	25,000	25,000
Annual - Early Planning - Future Water Projects	Water Ops/Water SDC	10,000	10,300	10,609	10,927	11,255
Annual - 5 Year and Annual Budget Development	Water Ops/Water SDC	8,500	8,755	9,018	9,288	9,567
Annual - Project Design and Development	Water Ops/Water SDC	67,884	69,010	71,080	73,213	75,409
		<u>\$ 3,973,634</u>	<u>\$ 4,985,665</u>	<u>\$ 6,507,207</u>	<u>\$ 3,307,533</u>	<u>\$ 847,021</u>
Funding Sources						
Water Operations		\$ 1,244,663	\$ 1,734,253	\$ 4,432,673	\$ 3,256,834	\$ 795,122
Water SDC		1,691,894	2,124,771	2,074,534	50,699	51,899
Frog Pond Fee		285,988	247,521	-	-	-
Willamette Water Supply Program (WWSP)		506,000	-	-	-	-
City of Sherwood		245,089	879,120	-	-	-
Total Funding Sources		<u>\$ 3,973,634</u>	<u>\$ 4,985,665</u>	<u>\$ 6,507,207</u>	<u>\$ 3,307,533</u>	<u>\$ 847,021</u>

Sewer Projects



Funding Sources

CIP #	Project Name	Sewer Operating	Sewer SDC	Frog Pond Fund	Coffee Creek URA Fund	Total Resources
Construction Projects						
2107	Boeckman Creek Interceptor	\$ 8,614,617	\$ 562,133	\$ -	\$ -	\$ 9,176,750
2109	WWTP UV Disinfection Replacement	289,800	-	-	-	289,800
2111	Stafford Road Sewer Extension	-	38,620	367,080	-	405,700
2113	WWTP Aeration Basin Expansion	2,628,277	117,323	-	-	2,745,600
2114	WWTP Clarifier Mechanism Replacement	449,650	-	-	-	449,650
2115	Coffee Creek - Day Road Sewer Extension	350,000	-	-	730,000	1,080,000
Master Plan and Studies						
2112	Wastewater Collection System Master Plan	131,554	335,946	-	-	467,500
Annual Maintenance Projects						
2060	Annual - Sewer Collection System Miscellaneous Improvements	105,000	-	-	-	105,000
Miscellaneous Projects						
2990	Annual - CD Department Support for Miscellaneous Projects	20,000	-	-	-	20,000
2993	Annual - Sewer CIP Final Closeout	7,033	17,967	-	-	25,000
2995	Annual - Early Planning - Future Sewer Projects	2,814	7,186	-	-	10,000
2998	Annual - 5 Year and Annual Budget Development	2,392	6,108	-	-	8,500
2999	Annual - Project Design and Development	19,200	48,684	-	-	67,884
		<u>\$ 12,620,337</u>	<u>\$ 1,133,967</u>	<u>\$ 367,080</u>	<u>\$ 730,000</u>	<u>\$ 14,851,384</u>

Sewer Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #2107: BOECKMAN CREEK INTERCEPTOR

In conjunction with the Boeckman Creek Regional Trail South project (CIP #9155), this project will upsize the existing Boeckman Creek Interceptor sanitary sewer line to serve both Frog Pond East and South development areas and must be replaced and upsized prior to development of this area.

Priority: High

Justification: City Growth

Funding Sources: Sewer Operating/Sewer SDCs

Status: Continued from FY 2022-23

Estimated Date of Completion: FY 2026-27

Operations Impact: To be determined at completion of planning phase

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 1,800,000	\$ 8,635,000	\$ 7,900,200	\$ -	\$ -	\$ -	
Project Management Fees		90,000	110,000	110,000	-	-	-	
General Fund Overhead Fees		63,000	431,750	415,800	-	-	-	
	<u>\$ 1,165,666</u>	<u>\$ 1,953,000</u>	<u>\$ 9,176,750</u>	<u>\$ 8,426,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,721,416</u>

CIP #2109: WWTP UV DISINFECTION REPLACEMENT

This project will replace the outdated backup UV disinfection system at the Wastewater Treatment Plant (WWTP). The new system will enhance disinfection reliability, ensure compliance with regulatory standards, and provide critical redundancy during peak flows or primary system maintenance.

Priority: High

Justification: Aging Infrastructure/Public Safety

Funding Sources: Sewer Operating

Status: Continued from FY 2023-24

Estimated Date of Completion: FY 2026-27

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 225,000	\$ 252,000	\$ 2,806,950	\$ -	\$ -	\$ -	
Project Management Fees		35,000	25,200	120,000	-	-	-	
Engineering Administration		7,875	12,600	133,050	-	-	-	
	<u>\$ 72,397</u>	<u>\$ 267,875</u>	<u>\$ 289,800</u>	<u>\$ 3,060,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,690,072</u>

CIP #2111: STAFFORD ROAD SEWER EXTENSION

In conjunction with the Stafford Road Improvements (CIP #4219) and Stafford Road Waterline Extension (CIP #1158), this project will extend sewer service along Stafford Road between Boeckman Road and Frog Pond Lane to serve Frog Pond East development areas.

Priority: High

Justification: City Growth

Funding Sources: Sewer SDCs/Frog Pond Fee

Status: Continued from FY 2024-25

Estimated Date of Completion: FY 2026-27

Operations Impact: To be determined at completion of planning phase

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 95,169	\$ 376,850	\$ 407,550	\$ -	\$ -	\$ -	
Project Management Fees		7,500	10,000	10,050	-	-	-	
General Fund Overhead Fees		3,331	18,850	20,400	-	-	-	
	<u>\$ -</u>	<u>\$ 106,000</u>	<u>\$ 405,700</u>	<u>\$ 438,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 949,700</u>

CIP #2113: WWTP AERATION BASIN EXPANSION

This project constructs a fourth aeration basin and a seventh blower to expand secondary treatment capacity at the Wastewater Treatment Plant. The project includes supporting seismic improvements and geotechnical foundation mitigation as identified in the 2023 Wastewater Treatment Plant Master Plan.

Priority: High

Justification: City Growth

Funding Sources: Sewer SDCs/Sewer Operating

Status: New Project

Estimated Date of Completion: FY 2026-27

Operations Impact: To be determined at completion of planning phase

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ -	\$ 2,472,000	\$ 7,896,210	\$ -	\$ -	\$ -	
Project Management Fees		-	150,000	150,000	-	-	-	
General Fund Overhead Fees		-	123,600	415,590	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,745,600</u>	<u>\$ 8,461,800</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,207,400</u>

Sewer Projects

CIP #2114: WWTP CLARIFIER MECHANISM REPLACEMENT

This project will replace the outdated clarifier mechanism system at the Wastewater Treatment Plant (WWTP). Upgrading the system will improve treatment efficiency, reduce maintenance needs, and ensure reliable operation to meet current and future demand.

Priority: High

Justification: Aging Infrastructure/Public Safety

Funding Sources: Sewer Operating

Status: New Project

Estimated Date of Completion: FY 2026-27

Operations Impact: Improvements to help decrease maintenance costs

<i>Project Costs:</i>	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ -	\$ 391,000	\$ 1,173,000	\$ -	\$ -	\$ -	
Project Management Fees		-	39,100	117,300	-	-	-	
General Fund Overhead Fees		-	19,550	58,650	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 449,650</u>	<u>\$ 1,348,950</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,798,600</u>

CIP #2115: COFFEE CREEK - DAY ROAD SEWER EXTENSION

This project extends a sewer main on Day Road from Garden Acres Road to Boones Ferry Road and will provide additional capacity to support industrial development within Coffee Creek and Basalt Creek industrial areas.

Priority: High

Justification: City Growth

Funding Sources: Sewer Operating/Coffee Creek URA

Status: New Project

Estimated Date of Completion: FY 2026-27

Operations Impact: To be determined at completion of planning phase

<i>Project Costs:</i>	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ -	\$ 980,000	\$ 2,796,100	\$ -	\$ -	\$ -	
Project Management Fees		-	100,000	150,000	-	-	-	
General Fund Overhead Fees		-	-	133,900	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,080,000</u>	<u>\$ 3,080,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,160,000</u>

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

CIP #2112: WASTEWATER COLLECTION SYSTEM MASTER PLAN

This project will update the Wastewater Collection System Master Plan, last revised in 2015. The updated plan will evaluate system capacity, identify infrastructure needs, and guide future investments to support growth and regulatory compliance.

Priority: High

Justification: City Growth

Funding Sources: Sewer Operating/Sewer SDC

Status: New Project

Estimated Date of Completion: FY 2025-26

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	100,000	-	-	-	-	
General Fund Overhead Fees		-	17,500	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 467,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 467,500</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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		3,500	5,000	5,000	5,000	5,000	5,000	
		<u>\$ 103,500</u>	<u>\$ 105,000</u>	<u>\$ 105,000</u>	<u>\$ 105,000</u>	<u>\$ 105,000</u>	<u>\$ 105,000</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. This project is on hold until FY 2026-27.

Priority: High

Justification: Aging infrastructure

Funding Sources: Sewer Operating

Status: Annual

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

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ 2,022,900	\$ 254,855	\$ 589,660	\$ 295,060	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	101,150	12,750	29,500	14,750	
		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,124,050</u>	<u>\$ 267,605</u>	<u>\$ 619,160</u>	<u>\$ 309,810</u>	

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #2990: ANNUAL - 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

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,500	20,000	20,000	20,000	20,000	20,000	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,500</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	25,000	25,000	25,000	25,000	25,000	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,500	10,000	10,300	10,609	10,927	11,255	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,500</u>	<u>\$ 10,000</u>	<u>\$ 10,300</u>	<u>\$ 10,609</u>	<u>\$ 10,927</u>	<u>\$ 11,255</u>	

Sewer Projects

CIP #2998: ANNUAL - 5-YEAR AND ANNUAL BUDGET DEVELOPMENT

This line item budgets for staff time expenditures for developing and managing the annual sewer capital project budget and the 5 year sewer capital improvement program, and includes prioritizing projects from the City's master plans.

Priority: High

Justification: Fiscal planning for CIPs

Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		8,200	8,500	8,755	9,018	9,288	9,567	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 8,200</u>	<u>\$ 8,500</u>	<u>\$ 8,755</u>	<u>\$ 9,018</u>	<u>\$ 9,288</u>	<u>\$ 9,567</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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ 30,000	\$ 59,031	\$ 60,697	\$ 62,518	\$ 64,394	\$ 66,325	Annual
Project Management Fees		-	5,903	5,278	5,436	5,599	5,767	
General Fund Overhead Fees		1,050	2,950	3,035	3,126	3,220	3,316	
		<u>\$ 31,050</u>	<u>\$ 67,884</u>	<u>\$ 69,010</u>	<u>\$ 71,080</u>	<u>\$ 73,213</u>	<u>\$ 75,409</u>	

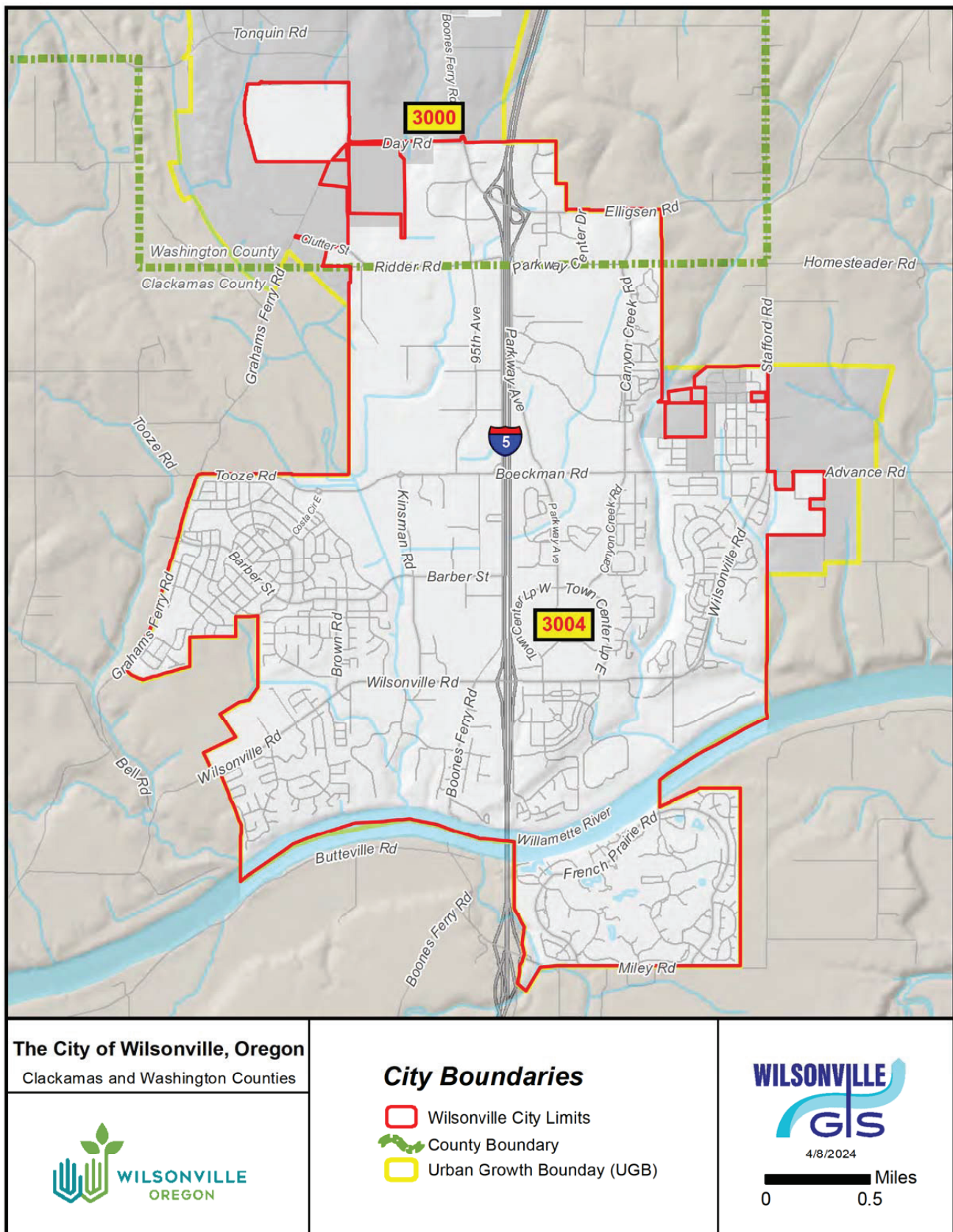
Sewer Projects

Five Year Sewer CIP Forecast Fiscal years 2025-26 through 2029-30

Project Name	Funding Source	2025-26	2026-27	2027-28	2028-29	2029-30
Construction Projects						
Boeckman Creek Interceptor	Sewer Ops/Sewer SDC	\$ 9,176,750	\$ 8,426,000	\$ -	\$ -	\$ -
WWTP UV Disinfection Replacement	Sewer Ops	289,800	3,060,000	-	-	-
Stafford Road Sewer Extension	Sewer SDC/Frog Pond Fee	405,700	438,000	-	-	-
WWTP Aeration Basin Expansion	Sewer Ops/Sewer SDC	2,745,600	8,461,800	-	-	-
WWTP Clarifier Mechanism Replacement	Sewer Ops	449,650	1,348,950	-	-	-
Coffee Creek - Day Road Sewer Extension	Coffee Creek Urban Renewal	1,080,000	3,080,000	-	-	-
Coffee Creek Interceptor Railroad Undercrossing	Sewer Ops/Sewer SDC	-	-	200,000	665,000	-
Coffee Creek Interceptor Phase II	Sewer Ops/Sewer SDC	-	-	614,000	2,456,000	-
Master Plan and Studies						
Sewer Rate and SDC Study Update	Sewer Ops/Sewer SDC	-	-	106,100	-	-
Wastewater Collection System Master Plan	Sewer Ops/Sewer SDC	467,500	-	-	-	-
Annual Maintenance Projects						
Annual - Sewer Collection System Miscellaneous Improvements	Sewer Ops	105,000	105,000	105,000	105,000	105,000
Charbonneau Consolidated Plan - Sewer Improvements	Sewer Ops	-	2,124,050	267,605	619,160	309,810
Miscellaneous Projects						
Annual - CD Department Support for Miscellaneous Projects	Sewer Ops	20,000	20,000	20,000	20,000	20,000
Annual - Sewer CIP Final Closeout	Sewer Ops/Sewer SDC	25,000	25,000	25,000	25,000	25,000
Annual - Early Planning - Future Sewer Projects	Sewer Ops/Sewer SDC	10,000	10,300	10,609	10,927	11,255
Annual - 5 Year and Annual Budget Development	Sewer Ops/Sewer SDC	8,500	8,755	9,018	9,288	9,567
Annual - Project Design and Development	Sewer Ops/Sewer SDC	67,884	69,010	71,080	73,213	75,409
		<u>\$ 14,851,384</u>	<u>\$ 27,176,865</u>	<u>\$ 1,428,412</u>	<u>\$ 3,983,588</u>	<u>\$ 556,041</u>
Funding Sources						
Sewer Ops		\$ 12,620,337	\$ 12,048,071	\$ 763,115	\$ 1,869,836	\$ 468,924
Sewer SDC		1,133,967	11,652,492	665,297	2,113,752	87,117
Frog Pond Fee		367,080	3,080,000	-	-	-
Coffee Creek Urban Renewal*		730,000	396,302	-	-	-
Total Funding Sources		<u>\$ 14,851,384</u>	<u>\$ 27,176,865</u>	<u>\$ 1,428,412</u>	<u>\$ 3,983,588</u>	<u>\$ 556,041</u>

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

Planning Projects



Funding Sources

CIP #	Project Name	General Fund	Grants/Contributions	Total Resources
Master Plan and Studies				
3000	Basalt Creek Planning	\$ 80,000	\$ 73,814	\$ 153,814
3004	Town Center Plan Implementation	70,000	-	70,000
3007	Climate Action Plan	10,000	-	10,000
3009	Comprehensive Plan Update	197,500	337,500	535,000
		<u>\$ 357,500</u>	<u>\$ 411,314</u>	<u>\$ 768,814</u>

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/Grants/Contributions

Status: Continued from FY 2013-14

Estimated Date of Completion: FY 2025-26

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 149,000	\$ 73,814	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		160,000	80,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 632,018</u>	<u>\$ 309,000</u>	<u>\$ 153,814</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,094,832</u>

Planning Projects

CIP #3004: TOWN CENTER CONCEPT PLAN IMPLEMENTATION

Continue to implement priority recommendations from the Town Center Plan including: adoption of urban renewal as a funding tool, building public-private partnerships for development in Town Center including in-depth study of development opportunities (site-specific building concepts and pro-forma development), conducting an initial assessment of parking management strategies, developing programming and marketing programs, and placemaking events and projects. Several of these initiatives will be completed in partnership with the Economic Development Manager.

Priority: Medium

Justification: Future Growth

Funding Sources: General Fund

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2029-30

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 150,000	\$ 40,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	
Project Management Fees		50,000	30,000	15,000	15,000	15,000	15,000	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 1,290,647</u>	<u>\$ 200,000</u>	<u>\$ 70,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 1,760,647</u>

CIP #3007: CLIMATE ACTION PLAN

During FY 2021-22, the City Council adopted a goal of developing a climate action strategy in alignment with Clackamas County's planning efforts. The City's plan will incorporate an inventory and implementation measures specific to Wilsonville, as well as plan elements from Clackamas County's Climate Action Plan.

Priority: Medium

Justification: Council Goal

Funding Sources: General Fund

Status: Continued from FY 2022-23

Estimated Date of Completion: FY 2025-26

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		30,000	10,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 105,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 115,000</u>

CIP #3009: COMPREHENSIVE PLAN UPDATE

This project will update the City's Comprehensive Plan to modernize and make this keystone document of the City's land use, and related policies more accessible to the community and useful to policy makers. The last update of this type was in 2001. The update will include substantial public engagement and lay the foundation for thoughtful growth and change in Wilsonville for decades to come and cohesively integrate various planning efforts over the last couple decades. This will be a multi-year project planned to last from Q4 2025 to Q2 2027. The total amount spent will be contingent on a successful grant award. The CIP expenses reflect an assumed successful grant application. However, if grant funds are not rewarded in part or in full, the project will be scaled accordingly or the project delayed.

Priority: Medium

Justification: Council Goal

Funding Sources: General Fund/Grants/Contributions

Status: New Project

Estimated Date of Completion: FY 2027-28

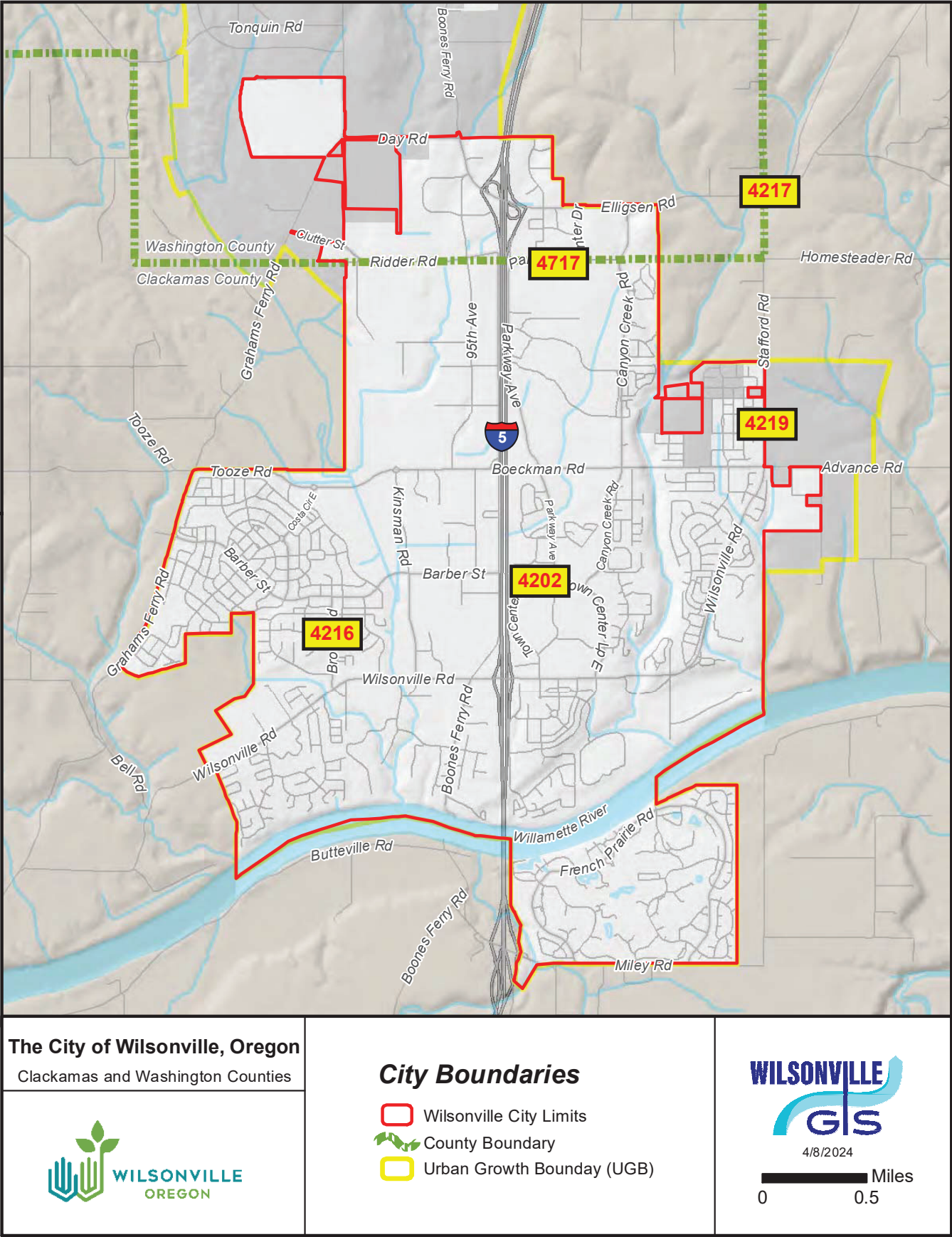
Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 360,000	\$ 504,850	\$ 52,750	\$ -	\$ -	
Project Management Fees		-	175,000	165,150	17,250	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 535,000</u>	<u>\$ 670,000</u>	<u>\$ 70,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,275,000</u>

Five Year Planning CIP Forecast Fiscal years 2025-26 through 2029-30

Project Name	Funding Source	2025-26	2026-27	2027-28	2028-29	2029-30
Master Plan and Studies						
Basalt Creek Planning	General Fund/Grants	\$ 153,814	\$ -	\$ -	\$ -	\$ -
Town Center Plan Implementation	General Fund	70,000	50,000	50,000	50,000	50,000
Climate Action Plan	General Fund	10,000	-	-	-	-
Comprehensive Plan Update	General Fund/Grants	535,000	670,000	70,000	-	-
Transportation System Plan Update	General Fund	-	550,000	340,000	20,000	-
Urban Reserve Concept Planning	General Fund	-	-	340,000	650,000	170,000
		<u>\$ 768,814</u>	<u>\$ 1,270,000</u>	<u>\$ 800,000</u>	<u>\$ 720,000</u>	<u>\$ 220,000</u>
Funding Sources						
General Fund		\$ 357,500	\$ 857,500	\$ 800,000	\$ 720,000	\$ 220,000
Grants/Contributions		411,314	412,500	-	-	-
Total Funding Sources		<u>\$ 768,814</u>	<u>\$ 1,270,000</u>	<u>\$ 800,000</u>	<u>\$ 720,000</u>	<u>\$ 220,000</u>

Streets Projects



Funding Sources

CIP #	Project Name	Road Maint Fee	Road Operating	Road SDC	Frog Pond Fund	Road CIP	Westside URA	Total Resources
Construction Projects								
4202	I-5 Pedestrian Bridge	\$ -	\$ -	\$ 6,010,000	\$ -	\$ -	\$ -	\$ 6,010,000
4216	Brown Road Improvements	-	-	-	-	-	2,976,000	2,976,000
4217	Stafford - 65th Elligsen Roundabout	-	-	10,000	-	-	-	10,000
4219	Stafford Road Improvements	-	-	1,242,625	581,278	-	-	1,823,903
4220	Canyon Creek Road Electrical Shield Repair	-	157,500	-	-	-	-	157,500
Annual Maintenance Projects								
4014	Street Maintenance	2,392,000	-	-	-	-	-	2,392,000
4118	Signal Improvements	-	250,700	-	-	-	-	250,700
Miscellaneous Projects								
4192	Transportation Performance Monitoring	-	-	94,550	-	-	-	94,550
4194	5 Year Monitoring: Barber Road	-	-	11,500	-	-	-	11,500
4993	Annual - Street CIP Final Closeout	-	1,250	23,750	-	-	-	25,000
4995	Annual - Early Planning - Future Street Projects	-	2,200	19,800	-	-	-	22,000
4998	Annual - 5 Year & Annual Budget Development	-	1,050	9,450	-	-	-	10,500
4999	Annual - Project Design and Development	-	9,730	87,560	-	-	-	97,290
		<u>\$ 2,392,000</u>	<u>\$ 422,430</u>	<u>\$ 7,509,235</u>	<u>\$ 581,278</u>	<u>\$ -</u>	<u>\$ 2,976,000</u>	<u>\$ 13,880,943</u>

Streets Projects

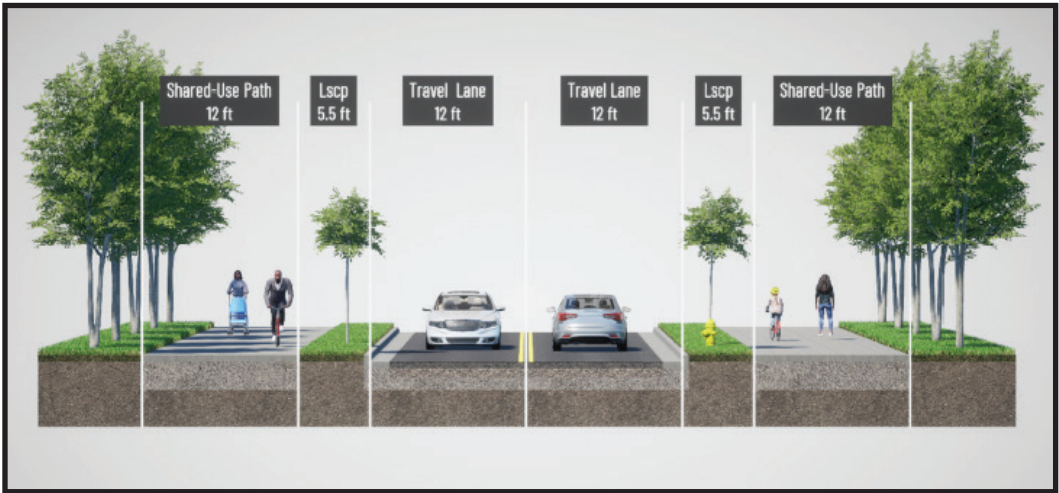
PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #4202: I-5 PEDESTRIAN BRIDGE

This project will construct a pedestrian and bicycle bridge over Interstate 5, from Town Center Loop West to Boones Ferry/ Barber Street. Design work is complete and the project is ready for construction. Identified funding is for construction grant match.

Priority: Medium
Justification: City Growth
Funding Sources: Road SDC
Status: Continued from FY 2017-18
Estimated Date of Completion: FY 2029-30
Operations Impact: Maintenance costs estimated to be \$2,500 annually

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 550,000	\$ 6,000,000	\$ 380,350	\$ 950,850	\$ 1,426,350	\$ 1,426,350	
Project Management Fees		15,000	10,000	650	1,600	2,350	2,350	
General Fund Overhead Fees		19,250	-	19,000	47,550	71,300	71,300	
	\$ 3,100,219	\$ 584,250	\$ 6,010,000	\$ 400,000	\$ 1,000,000	\$ 1,500,000	\$ 1,500,000	\$ 14,094,469



Proposed Brown Road improvements (CIP #4216).

CIP #4216: BROWN ROAD IMPROVEMENTS

This project upgrades SW Brown Road between SW Wilsonville Road and SW Evergreen Drive to meet current urban cross-section standards. Urban upgrades improve connectivity by adding bike lanes, sidewalks, and turn lanes that accommodate access to adjacent neighborhoods.

Priority: High

Justification: City Growth

Funding Sources: Westside URA

Status: Continued from FY 2022-23

Estimated Date of Completion: FY 2026-27

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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 800,000	\$ 2,976,000	\$ 2,205,700	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	110,300	-	-	-	
	<u>\$ 23,034</u>	<u>\$ 800,000</u>	<u>\$ 2,976,000</u>	<u>\$ 2,316,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 6,115,034</u>

CIP #4217: STAFFORD-65TH-ELIGSEN ROUNDABOUT

This project upgrades the intersections of SW Stafford Road, SW 65th Avenue, and SW Elligsen Road with construction of a roundabout to add vehicular capacity, improve level of service, and increase safety. This is a Clackamas County led project with the City of Wilsonville participating as a partner in the design, construction, and funding of the project per an Intergovernmental Agreement.

Priority: High

Justification: City Growth

Funding Sources: Road SDC

Status: New project

Estimated Date of Completion: FY 2027-28

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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ -	\$ 259,200	\$ 740,800	\$ -	\$ -	
Project Management Fees		5,000	10,000	10,350	29,650	-	-	
General Fund Overhead Fees		-	-	12,950	37,050	-	-	
	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 10,000</u>	<u>\$ 282,500</u>	<u>\$ 807,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,105,000</u>

Streets Projects

CIP #4219: STAFFORD ROAD IMPROVEMENTS

In conjunction with the Stafford Road Sewer Extension (CIP #1158) and Stafford Road Sewer Extension (CIP #2111), this project will widen the west side of Stafford Road between Brisband Street and Frog Pond Lane and construct a roundabout at the Stafford Road/Brisband Street intersection. The roundabout is necessary to meet transportation level of service standards and concurrency requirements for continued development within Frog Pond West and East.

Priority: High

Justification: City Growth

Funding Sources: Road SDCs/Frog Pond Fee

Status: Continued from FY 2024-25

Estimated Date of Completion: FY 2026-27

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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 917,874	\$ 1,594,203	\$ 1,652,140	\$ -	\$ -	\$ -	
Project Management Fees		50,000	150,000	150,000	-	-	-	
General Fund Overhead Fees		32,126	79,700	82,610	-	-	-	
	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 1,823,903</u>	<u>\$ 1,884,750</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,708,653</u>

CIP #4220: CANYON CREEK ROAD ELECTRICAL SHIELD REPAIR

In 2012, the City constructed an electrical shield on Canyon Creek beneath the BPA 500 kV transmission lines. The intent of the shield was to dissipate static electricity beneath the transmission corridor. In the spring of 2024, an overloaded truck struck the cables of the E Shield and damaged the overall system. This project will replace the seventeen galvanized steel cables that serve to ground the ambient electrical energy.

Priority: High

Justification: Infrastructure Improvement

Funding Sources: Road Operating

Status: New project

Estimated Date of Completion: FY 2025-26

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	7,500	-	-	-	-	
		<u>\$ -</u>	<u>\$ 157,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #4014: STREET MAINTENANCE

The annual street maintenance program includes street surface rehabilitation projects necessary to maintain a safe and reliable street network. The projects for FY 2025-26 include crack seal in the Morey’s Landing, Fox Chase, and Wilsonville Meadows neighborhoods, slurry seal in the Villebois neighborhood, and street maintenance paving on Boones Ferry Road (Ridder Road - Boeckman Road) and Parkway Avenue near Town Center Loop.

Priority: High
Justification: Aging infrastructure
Funding Sources: Road Maintenance Fees
Status: Annual
Estimated Date of Completion: Annual
Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses	YE Estimates	Budget	Forecast	Forecast	Forecast	Forecast	Project
	thru FY24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	
Design & Construction	Annual	\$ 2,649,275	\$ 2,080,000	\$ 1,365,500	\$ 1,593,050	\$ 1,558,650	\$ 1,906,600	Annual
Project Management Fees		100,000	208,000	118,750	138,550	135,550	165,800	
General Fund Overhead Fees		92,725	104,000	68,250	79,650	77,950	95,350	
		\$ 2,842,000	\$ 2,392,000	\$ 1,552,500	\$ 1,811,250	\$ 1,772,150	\$ 2,167,750	



5th Street and Ice Age Tonquin Trail completed as part of 5th Street/Kinsman Road Extension Project (CIP #4196 & #9155).

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.

Priority: Medium

Justification: City growth/Aging Infrastructure/Regulatory Requirement

Funding Sources: Road Operating

Status: Annual

Estimated Date of Completion: Annual

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

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ 150,000	\$ 218,000	\$ 227,120	\$ 233,950	\$ 240,950	\$ 248,165	Annual
Project Management Fees		-	21,800	19,750	20,350	20,950	21,600	
General Fund Overhead Fees		5,250	10,900	11,350	11,700	12,050	12,400	
		<u>\$ 155,250</u>	<u>\$ 250,700</u>	<u>\$ 258,220</u>	<u>\$ 266,000</u>	<u>\$ 273,950</u>	<u>\$ 282,165</u>	

CIP #4500: ROAD MAINTENANCE ALLOCATION TO CHARBONNEAU

This project provides an annual budget for planning, design and construction of needed street rehabilitation projects within the Charbonneau District consistent with the Charbonneau Consolidated Improvement Plan approved by Council. This is a companion project with CIP# 1500, #2500, and #7500. This project is on hold until FY 2026-27.

Priority: High

Justification: Aging Infrastructure

Funding Sources: Road Maintenance Fee

Status: Annual

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

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ 545,450	\$ 366,490	\$ 849,900	\$ 472,690	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	27,250	18,300	42,500	23,650	
		<u>\$ -</u>	<u>\$ -</u>	<u>\$ 572,700</u>	<u>\$ 384,790</u>	<u>\$ 892,400</u>	<u>\$ 496,340</u>	

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS**CIP #4192: TRANSPORTATION PERFORMANCE MONITORING**

This project is for the 2026 update of the Wilsonville Transportation Performance Monitoring Report.

Priority: High

Justification: Regulatory Requirement

Funding Sources: Road SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not Applicable

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ -	\$ 71,000	\$ -	\$ -	\$ 81,500	\$ -	Annual
Project Management Fees		-	20,000	-	-	17,250	-	
General Fund Overhead Fees		-	3,550	-	-	4,100	-	
		<u>\$ -</u>	<u>\$ 94,550</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 102,850</u>	<u>\$ -</u>	

CIP #4194: 5-YEAR MONITORING: BARBER ROAD

The wetland mitigation site constructed during the Barber Street Extension project requires five years of maintenance and monitoring. The mitigation site requires maintenance and monitoring for an additional year. Depending on the approval of the mitigation site, it may be necessary to extend the maintenance and monitoring period.

Priority: High

Justification: Regulatory Requirement

Funding Sources: Road SDC

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2025-26

Operations Impact: Not applicable

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ 7,501	\$ 10,000	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	1,000	-	-	-	-	
General Fund Overhead Fees		263	500	-	-	-	-	
		<u>\$ 7,764</u>	<u>\$ 11,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

CIP #4993: ANNUAL - FINAL CIP CLOSEOUT FROM PRIOR YEARS

This project funds small project close-out expenditures for projects that are fundamentally complete and not budgeted, but which require limited amounts of staff time and attention the year after completion.

Priority: High

Justification: City Growth

Funding Sources: Road Operating/Road SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not Applicable

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	25,000	25,000	25,000	25,000	25,000	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	

Streets Projects

CIP #4995: ANNUAL - EARLY PLANNING FOR FUTURE CIP PROJECTS

This project is for staff efforts on future CIP projects which are at very early stages of project development and study and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts, such as Urban/Rural reserves, the Regional Transportation Plan, and issues that will impact future demands and requirements on City streets, bike, and pedestrian infrastructure and services.

Priority: Medium

Justification: City Growth

Funding Sources: Road Operating/Road SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		11,000	22,000	22,660	23,340	24,040	24,761	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 11,000</u>	<u>\$ 22,000</u>	<u>\$ 22,660</u>	<u>\$ 23,340</u>	<u>\$ 24,040</u>	<u>\$ 24,761</u>	

CIP #4998: ANNUAL - 5-YEAR AND ANNUAL BUDGET PLANNING

Staff time expenditures for developing and master planning the annual capital project budget and the 5 year capital improvement program.

Priority: High

Justification: Fiscal planning for CIPs

Funding Sources: Road Operating/Road SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		10,200	10,500	10,815	11,139	11,474	11,818	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 10,200</u>	<u>\$ 10,500</u>	<u>\$ 10,815</u>	<u>\$ 11,139</u>	<u>\$ 11,474</u>	<u>\$ 11,818</u>	

CIP #4999: ANNUAL - PROJECT DESIGN & DEVELOPMENT

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

Priority: High

Justification: Unanticipated and emergency projects

Funding Sources: Road Operating/Road SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

	thru FY24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	Total
Project Costs:								
Design & Construction	Annual	\$ 40,000	\$ 84,582	\$ 86,981	\$ 89,547	\$ 92,302	\$ 95,049	Annual
Project Management Fees		-	8,458	7,550	7,800	8,000	8,250	
General Fund Overhead Fees		1,400	4,250	4,350	4,500	4,600	4,750	
		<u>\$ 41,400</u>	<u>\$ 97,290</u>	<u>\$ 98,881</u>	<u>\$ 101,847</u>	<u>\$ 104,902</u>	<u>\$ 108,049</u>	

Streets Projects

Five Year Streets CIP Forecast Fiscal years 2025-26 through 2029-30

Project Name	Funding Source	2025-26	2026-27	2027-28	2028-29	2029-30
Construction Projects						
I-5 Pedestrian Bridge*	Road SDC	\$ 6,010,000	\$ 400,000	\$ 1,000,000	\$ 1,500,000	\$ 1,500,000
Brown Road Improvements	Westside Urban Renewal	2,976,000	2,316,000	-	-	-
Stafford - 65th Elligsen Roundabout	Road SDC	10,000	282,500	807,500	-	-
Stafford Road Improvements	Road SDC/Frog Pond Fee	1,823,903	1,884,750	-	-	-
Canyon Creek Road Electrical Shield Repair	Road Ops	157,500	-	-	-	-
Garden Acres/Day Road Intersection	Coffee Creek Urban Renewal	-	-	2,788,250	5,229,500	5,387,000
Annual Maintenance Projects						
Street Maintenance	Road Maintenance	2,392,000	1,552,500	1,811,250	1,772,150	2,167,750
Signal Improvements	Road Ops	250,700	258,220	266,000	273,950	282,165
Charbonneau Consolidated Plan - Road Maintenance	Road Maintenance	-	572,700	384,790	892,400	496,340
Miscellaneous Projects						
Transportation Performance Monitoring	Road SDC	94,550	-	-	102,850	-
5 Year Monitoring: Barber Road	Road SDC	11,500	-	-	-	-
Annual - Street CIP Final Closeout	Road Ops/Road SDC	25,000	25,000	25,000	25,000	25,000
Annual - Early Planning - Future Street Projects	Road Ops/Road SDC	22,000	22,660	23,340	24,040	24,761
Annual - 5 Year & Annual Budget Development	Road Ops/Road SDC	10,500	10,815	11,139	11,474	11,818
Annual - Project Design and Development	Road Ops/Road SDC	97,290	98,881	101,847	104,902	108,049
<i>*Additional Federal Funding is anticipated for completion of project 4202</i>		<u>\$ 13,880,943</u>	<u>\$ 7,424,026</u>	<u>\$ 7,219,116</u>	<u>\$ 9,936,266</u>	<u>\$ 10,002,884</u>
Funding Sources						
Road Maintenance Fee		\$ 2,392,000	\$ 2,125,200	\$ 2,196,040	\$ 2,664,550	\$ 2,664,090
Road Operations		422,430	272,706	280,883	289,242	297,878
Road SDC		7,509,235	2,109,450	1,953,943	1,752,974	1,653,916
Frog Pond Fund		581,278	600,670	-	-	-
Westside Urban Renewal		2,976,000	2,316,000	-	-	-
Coffee Creek Urban Renewal*		-	-	2,788,250	5,229,500	5,387,000
Total Funding Sources		<u>\$ 13,880,943</u>	<u>\$ 7,424,026</u>	<u>\$ 7,219,116</u>	<u>\$ 9,936,266</u>	<u>\$ 10,002,884</u>

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

Streetscape/Bikeway Projects



Engelman Park wayfinding signage (CIP #4729).

Funding Sources

CIP #	Project Name	Road Operating	Streetlight Fund	Road SDC	General Fund	Total Resources
Livability Projects						
4717	Pedestrian Enhancements	\$ 261,000	\$ -	\$ -	\$ -	\$ 261,000
4722	LED Streetlight Conversion	-	635,250	-	-	635,250
Annual Maintenance Projects						
4729	Citywide Signage & Wayfinding	-	-	-	15,000	15,000
Miscellaneous Projects						
4799	Annual - Project Design & Development	10,365	-	2,590	-	12,955
		<u>\$ 271,365</u>	<u>\$ 635,250</u>	<u>\$ 2,590</u>	<u>\$ 15,000</u>	<u>\$ 924,205</u>

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 2025). The projects for FY 2025-26 include design of high visibility crosswalk and signage improvements at three locations along Parkway Avenue, including Ash Meadows Ln, Ash Meadows Rd., & Thunderbird Dr. and ADA enhancements on Morningside Avenue midblock crosswalk.

Priority: High

Justification: Council Goal

Funding Sources: Road Operating

Status: Continued from FY 2017-18

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

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

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 400,000	\$ 220,000	\$ 641,650	\$ 183,500	\$ 612,050	\$ 246,800	
Project Management Fees		44,000	30,000	73,750	21,100	70,350	28,350	
General Fund Overhead Fees		14,000	11,000	32,100	9,150	30,600	12,350	
	<u>\$ -</u>	<u>\$ 458,000</u>	<u>\$ 261,000</u>	<u>\$ 747,500</u>	<u>\$ 213,750</u>	<u>\$ 713,000</u>	<u>\$ 287,500</u>	<u>\$ 2,680,750</u>

Streetscape/Bikeway Projects

CIP #4722: LED STREETLIGHT CONVERSION

The final phase of this project will complete the conversion of the City's streetlight system to energy-efficient LED fixtures, reducing energy consumption and minimizing future 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 2025-26

Operations Impact: Improvements to help decrease maintenance costs

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 800,000	\$ 605,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		28,000	30,250	-	-	-	-	
	<u>\$ 1,555,947</u>	<u>\$ 828,000</u>	<u>\$ 635,250</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,019,197</u>

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #4729 CITYWIDE SIGNAGE & WAYFINDING

Implement projects in the Citywide Signage & Wayfinding Plan. The planned FY 2025-26 work continues implementation of park identification signs, directional signs, and monuments.

Priority: High

Justification: Annual Maintenance

Funding Sources: General Fund

Status: Continued from FY 2021-22

Estimated Date of Completion: Annual

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 75,000	\$ 13,500	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	
Project Management Fees		2,500	1,500	3,500	3,500	3,500	-	
General Fund Overhead Fees		-	-	1,750	1,750	1,750	-	
	<u>\$ 253,252</u>	<u>\$ 77,500</u>	<u>\$ 15,000</u>	<u>\$ 40,250</u>	<u>\$ 40,250</u>	<u>\$ 40,250</u>	<u>\$ -</u>	<u>\$ 466,502</u>

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #4799: ANNUAL - STREETSCAPE PROJECT DESIGN

This annual project is used to fund design and development of unplanned or emergency projects that arise throughout the year. As these funds are used, they are recorded to appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

Funding Sources: Road Operating/Road SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

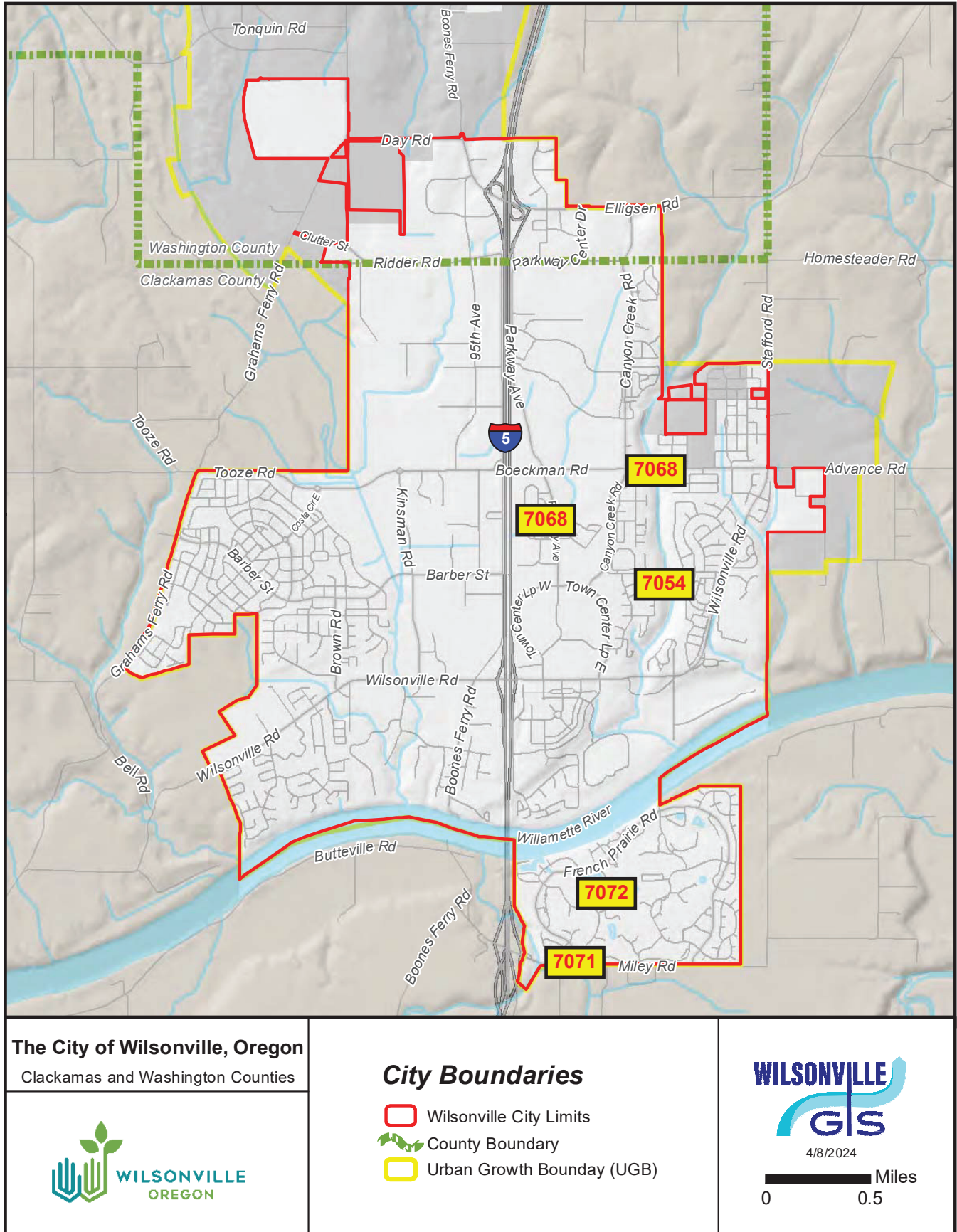
Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ -	\$ 11,278	\$ 11,585	\$ 11,930	\$ 12,337	\$ 12,657	Annual
Project Management Fees		6,000	1,127	1,000	1,050	1,050	1,100	
General Fund Overhead Fees		-	550	600	600	600	650	
		<u>\$ 6,000</u>	<u>\$ 12,955</u>	<u>\$ 13,185</u>	<u>\$ 13,580</u>	<u>\$ 13,987</u>	<u>\$ 14,407</u>	

Five Year Streetscape CIP Forecast

Fiscal years 2025-26 through 2029-30

Project Name	Funding Source	2025-26	2026-27	2027-28	2028-29	2029-30
Livability Projects						
Pedestrian Enhancements	Road Ops	\$ 261,000	\$ 747,500	\$ 213,750	\$ 713,000	\$ 287,500
LED Streetlight Conversion	Streetlight Fund	635,250	-	-	-	-
Crosswalk Flasher Replacement	Road Ops	-	-	270,975	-	192,225
Annual Maintenance Projects						
Citywide Signage & Wayfinding	General Fund	15,000	40,250	40,250	40,250	-
Miscellaneous Projects						
Annual - Project Design & Development	Road Ops/Road SDC	12,955	13,185	13,580	13,987	14,407
		<u>\$ 924,205</u>	<u>\$ 800,935</u>	<u>\$ 538,555</u>	<u>\$ 767,237</u>	<u>\$ 494,132</u>
Funding Sources						
Road Operations		\$ 271,365	\$ 758,048	\$ 495,589	\$ 724,190	\$ 491,250
Streetlight Fund		635,250	-	-	-	-
Road SDC		2,590	2,637	2,716	2,797	2,882
General Fund		15,000	40,250	40,250	40,250	-
Total Funding Sources		<u>\$ 924,205</u>	<u>\$ 800,935</u>	<u>\$ 538,555</u>	<u>\$ 767,237</u>	<u>\$ 494,132</u>

Stormwater Projects



Funding Sources

CIP #	Project Name	Stormwater Operating	Stormwater SDC	Total Resources
Construction Projects				
7054	Gesellschaft Water Well Channel Restoration	\$ 194,250	\$ -	\$ 194,250
7068	Boeckman Creek Flow Mitigation	1,368,672	509,828	1,878,500
7071	Miley Road Stormwater Improvements	1,580,500	-	1,580,500
7072	Charbonneau Storm Improvements Phase IIa	192,750	-	192,750
Master Plan and Studies				
7073	Porous Pavement Pilot Study	10,000	-	10,000
Annual Maintenance Projects				
7048	Annual - Stormwater Miscellaneous Improvements	89,250	-	89,250
Miscellaneous Projects				
7069	5 Year Monitoring: 5th Street/Kinsman Road Extension	11,500	-	11,500
7990	Annual - CD Department Support for Miscellaneous Projects	20,000	-	20,000
7993	Annual - Stormwater CIP Final Closeout	22,500	2,500	25,000
7995	Annual - Early Planning - Future Stormwater Projects	7,500	2,500	10,000
7998	Annual - 5 Year and Annual Budget Development	5,525	2,975	8,500
7999	Annual - Project Design and Development	11,888	22,077	33,965
		<u>\$ 3,514,335</u>	<u>\$ 539,880</u>	<u>\$ 4,054,215</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. This project will be constructed with the Boeckman Interceptor and Trail project (CIP #2107 and #9150).

Priority: High

Justification: Aging Infrastructure

Funding Sources: Stormwater Operating

Status: Continued from FY 2022-23

Estimated Date of Completion: FY 2026-27

Operations Impact: Maintenance costs estimated to be \$4,500 annually

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 106,000	\$ 185,000	\$ 10,000	\$ -	\$ -	\$ -	
Project Management Fees		10,000	-	-	-	-	-	
General Fund Overhead Fees		3,710	9,250	500	-	-	-	
	<u>\$ 12,834</u>	<u>\$ 119,710</u>	<u>\$ 194,250</u>	<u>\$ 10,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 337,294</u>



Existing weir system on the Siemens property that will be modified to improve drainage to the Ash Meadows area. (CIP #7068).

CIP #7068: BOECKMAN CREEK FLOW MITIGATION

This project restores the Boeckman Creek stream channel as part of the Boeckman Road Corridor Project and constructs the Ash Meadows Flow Mitigation project to mitigate increased flows and hydromodification impacts associated with the required flow control structure removal as part of the Boeckman Creek Bridge construction.

Priority: High

Justification: Aging Infrastructure

Funding Sources: Stormwater Operating

Status: Continued from FY 2023-24

Estimated Date of Completion: FY 2026-27

Operations Impact: Maintenance costs estimated to be \$5,800 annually

<i>Project Costs:</i>	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 1,200,000	\$ 1,650,000	\$ 2,054,900	\$ -	\$ -	\$ -	
Project Management Fees		150,000	146,000	185,000	-	-	-	
General Fund Overhead Fees		42,000	82,500	101,800	-	-	-	
	<u>\$ 244,916</u>	<u>\$ 1,392,000</u>	<u>\$ 1,878,500</u>	<u>\$ 2,341,700</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,857,116</u>

CIP #7071: MILEY ROAD STORMWATER IMPROVEMENTS

This project provides design and construction for stormwater rehabilitation of the existing storm pipeline and outfall on Miley Road between Airport Road and French Prairie Road (East Entrance). This existing pipeline is in very poor condition, partially located beneath a brick wall, and is vulnerable to collapse. The existing outfall is in poor condition and causing scouring in the adjacent wetlands, undercutting the outfall pipe, and is vulnerable to collapse. The FY 2025-26 work includes design of the entire Miley Road Stormwater Improvements project.

FY27: Construction Miley Road Stormwater Improvements Phase 1 - Outfall pipe replacement

FY29: Construction Miley Road Stormwater Improvements Phase 2 - Pipeline replacement

Priority: High

Justification: Aging Infrastructure

Funding Sources: Stormwater Operating

Status: New Project

Estimated Date of Completion: FY 2028-29

Operations Impact: To be determined

<i>Project Costs:</i>	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ -	\$ 1,410,000	\$ 859,000	\$ -	\$ 9,310,650	\$ -	
Project Management Fees		-	100,000	85,900	-	200,000	-	
General Fund Overhead Fees		-	70,500	42,950	-	432,300	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,580,500</u>	<u>\$ 987,850</u>	<u>\$ -</u>	<u>\$ 9,942,950</u>	<u>\$ -</u>	<u>\$ 12,511,300</u>

Stormwater Projects

CIP #7072: CHARBONNEAU STORM IMPROVEMENTS PHASE IIA

This project provides design and construction for replacement of a portion of the stormwater pipeline as part of the Charbonneau Consolidated Improvement Plan, Project #37 Charbonneau Storm Improvements Phase II. Replacement of the 815-foot long section of 12-inch storm pipe has become a priority project as a result of recent inspection by the Public Works Department that identified significant deterioration and vulnerability to collapse. The pipeline is adjacent to residential and commercial buildings that could be susceptible to damage should the pipeline or a portion of the pipeline collapse or become plugged.

Priority: High

Justification: Aging Infrastructure

Funding Sources: Stormwater Operating

Status: New Project

Estimated Date of Completion: FY 2026-27

Operations Impact: To be determined

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 155,000	\$ 772,000	\$ -	\$ -	\$ -	
Project Management Fees		-	30,000	100,000	-	-	-	
General Fund Overhead Fees		-	7,750	39,650	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 192,750</u>	<u>\$ 911,650</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,104,400</u>

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

CIP #7073: POROUS PAVEMENT PILOT STUDY

Implement a porous pavement overlay and associated water quality monitoring to inform more widespread applications for improved water quality from roadway stormwater runoff.

Priority: High

Justification: Public Safety

Funding Sources: Stormwater Operating

Status: New Project

Estimated Date of Completion: FY 2026-27

Operations Impact: To be determined

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	
Project Management Fees		-	10,000	10,000	-	-	-	
General Fund Overhead Fees		-	-	5,000	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 115,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 125,000</u>

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #7048: ANNUAL - 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

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ 83,000	\$ 85,000	\$ 87,715	\$ 87,715	\$ 87,715	\$ 87,715	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		2,905	4,250	4,400	4,400	4,400	4,400	
		<u>\$ 85,905</u>	<u>\$ 89,250</u>	<u>\$ 92,115</u>	<u>\$ 92,115</u>	<u>\$ 92,115</u>	<u>\$ 92,115</u>	

CIP #7500: STORMWATER OPERATIONS ALLOCATION TO CHARBONNEAU

This project provides planning, design, and construction of water rehabilitation projects consistent with the Charbonneau Consolidated Improvement Plan approved by Council in 2014. This is a companion project with CIP #2500, #4500, and #7500. This project is on hold until FY 2026-27.

Priority: High

Justification: Aging Infrastructure

Funding Sources: Stormwater Operating

Status: Annual

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

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ 2,500	\$ -	\$ 1,352,000	\$ 708,000	\$ 1,640,000	\$ 845,000	Annual
Project Management Fees		23,500	-	135,200	70,800	164,000	84,500	
General Fund Overhead Fees		88	-	67,600	35,400	82,000	42,250	
		<u>\$ 26,088</u>	<u>\$ -</u>	<u>\$ 1,554,800</u>	<u>\$ 814,200</u>	<u>\$ 1,886,000</u>	<u>\$ 971,750</u>	

Stormwater Projects

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #7069: 5-YEAR MONITORING: 5TH STREET/KINSMAN ROAD EXTENSION

The two Coffee Creek stream restoration sites constructed during the 5th Street/Kinsman Road Extension (CIP #4196) as a result of bridge construction on 5th Street and on Kinsman Road requires five years of maintenance and monitoring.

Priority: High

Justification: Regulatory requirement

Funding Sources: Stormwater Operating

Status: New project

Estimated Date of Completion: FY 2028-29

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ -	Annual
Project Management Fees		1,000	1,000	1,000	1,000	1,000	-	
General Fund Overhead Fees		350	500	500	500	500	-	
		<u>\$ 11,350</u>	<u>\$ 11,500</u>	<u>\$ 11,500</u>	<u>\$ 11,500</u>	<u>\$ 11,500</u>	<u>\$ -</u>	

CIP #7990: ANNUAL - 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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,500	20,000	20,000	20,000	20,000	20,000	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,500</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</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

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	25,000	25,000	25,000	25,000	25,000	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	

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

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,500	10,000	10,300	10,609	10,927	11,255	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,500</u>	<u>\$ 10,000</u>	<u>\$ 10,300</u>	<u>\$ 10,609</u>	<u>\$ 10,927</u>	<u>\$ 11,255</u>	

Stormwater Projects

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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		8,200	8,500	8,755	9,018	9,288	9,567	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 8,200</u>	<u>\$ 8,500</u>	<u>\$ 8,755</u>	<u>\$ 9,018</u>	<u>\$ 9,288</u>	<u>\$ 9,567</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

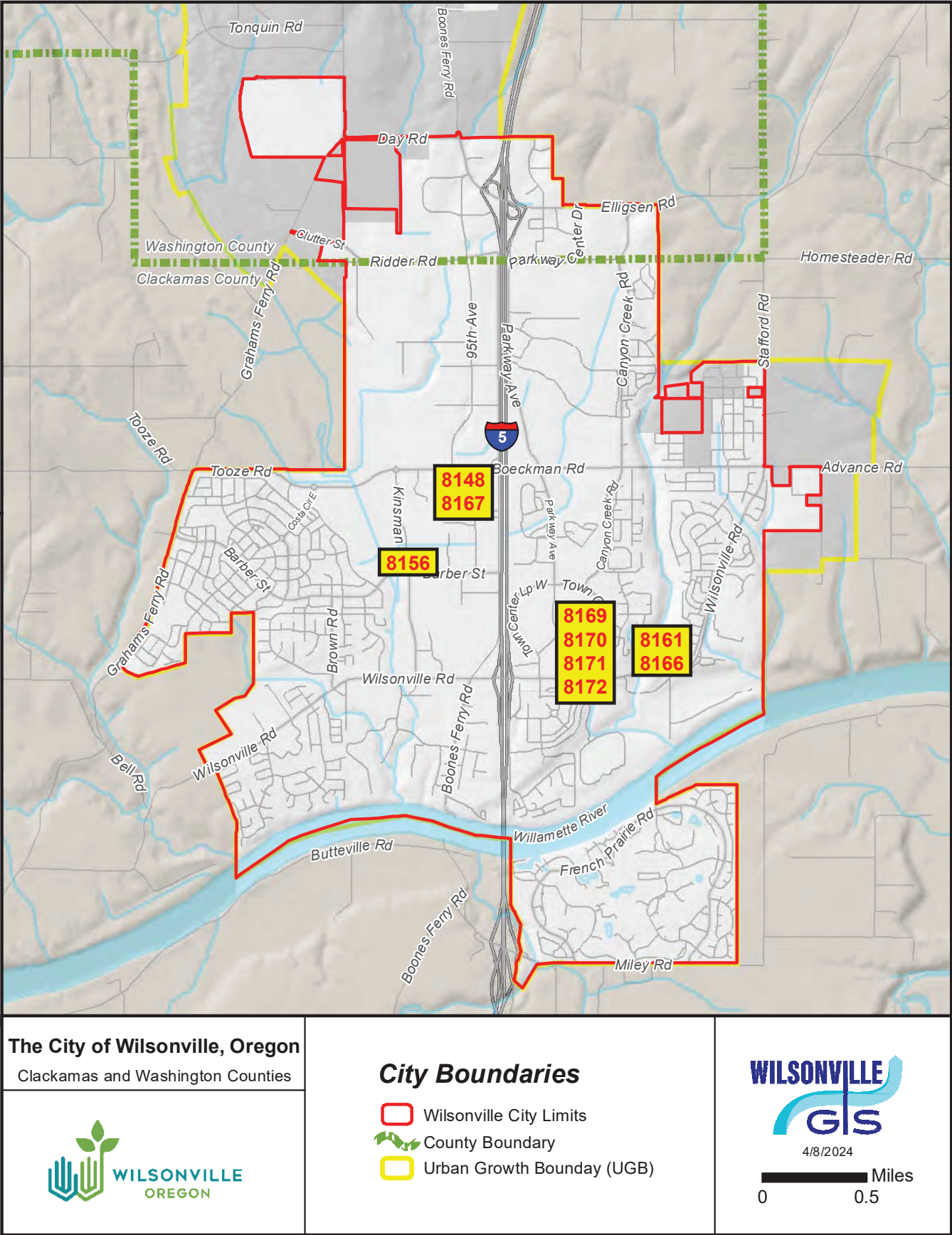
	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ 16,000	\$ 29,515	\$ 30,004	\$ 30,904	\$ 31,831	\$ 32,786	Annual
Project Management Fees		-	2,950	3,000	3,090	3,183	3,279	
General Fund Overhead Fees		560	1,500	1,500	1,545	1,592	1,639	
		<u>\$ 16,560</u>	<u>\$ 33,965</u>	<u>\$ 34,505</u>	<u>\$ 35,540</u>	<u>\$ 36,606</u>	<u>\$ 37,704</u>	

Stormwater Projects

Five Year Stormwater CIP Forecast Fiscal years 2025-26 through 2029-30

Project Name	Funding Source	2025-26	2026-27	2027-28	2028-29	2029-30
Construction Projects						
Gesellschaft Water Well Channel Restoration	Storm Ops	\$ 194,250	\$ 10,500	\$ -	\$ -	\$ -
Boeckman Creek Flow Mitigation	Storm Ops/Storm SDC	1,878,500	2,341,700	-	-	-
Miley Road Stormwater Improvements	Storm Ops	1,580,500	987,850	-	9,942,950	-
Charbonneau Storm Improvements Phase IIa	Storm Ops	192,750	911,650	-	-	-
Rose Lane Culvert Replacement	Storm Ops/Storm SDC	-	97,713	113,203	-	-
Boeckman Creek Stabilization at Colvin Lane	Storm Ops/Storm SDC	-	115,000	276,000	-	-
Library Pond Retrofit	Storm Ops/Storm SDC	-	-	365,000	1,705,450	-
60th Avenue Stormwater Pipeline	Storm Ops/Storm SDC	-	725,650	3,563,550	-	-
Garden Acres Pond Retrofit	Storm Ops/Storm SDC	-	-	-	726,750	3,564,000
Day Road Stormwater Improvements	Storm Ops/Storm SDC	-	1,990,650	7,393,550	-	3,905,400
Master Plans and Studies						
Porous Pavement Pilot Study	Storm Ops	10,000	115,000	-	-	-
Annual Maintenance Projects						
Annual - Stormwater Miscellaneous Improvements	Storm Ops	89,250	92,115	92,115	92,115	92,115
Charbonneau Consolidated Plan - Stormwater Improvements	Storm Ops	-	1,554,800	814,200	1,886,000	971,750
Miscellaneous Projects						
5 Year Monitoring: 5th Street/Kinsman Road Extension	Storm Ops	11,500	11,500	11,500	11,500	-
Annual - CD Department Support for Miscellaneous Projects	Storm Ops	20,000	20,000	20,000	20,000	20,000
Annual - Stormwater CIP Final Closeout	Storm Ops/Storm SDC	25,000	25,000	25,000	25,000	25,000
Annual - Early Planning - Future Stormwater Projects	Storm Ops/Storm SDC	10,000	10,300	10,609	10,927	11,255
Annual - 5 Year and Annual Budget Development	Storm Ops/Storm SDC	8,500	8,755	9,018	9,288	9,567
Annual - Project Design and Development	Storm Ops/Storm SDC	33,965	34,505	35,540	36,606	37,704
		<u>\$ 4,054,215</u>	<u>\$ 9,052,688</u>	<u>\$ 12,729,284</u>	<u>\$ 14,466,586</u>	<u>\$ 8,636,791</u>
Funding Sources						
Stormwater Operations		\$ 3,514,335	\$ 6,873,353	\$ 6,220,227	\$ 13,983,668	\$ 5,857,201
Stormwater SDC		539,880	2,179,335	6,509,057	482,918	2,779,590
Total Funding Sources		<u>\$ 4,054,215</u>	<u>\$ 9,052,688</u>	<u>\$ 12,729,284</u>	<u>\$ 14,466,586</u>	<u>\$ 8,636,791</u>

Facilities and Transit Projects



Facilities and Transit Projects

Funding Sources

CIP #	Project Name	General Fund	Grants	Transit	Total Resources
Construction Projects					
8148	SMART Yard Expansion	\$ -	\$ 1,000,000	\$ 491,000	\$ 1,491,000
8156	Transit Oriented Development	-	-	40,000	40,000
8161	Community Center Siding Repair	200,000	-	-	200,000
8166	Police Building Seismic Rehabilitation	-	1,534,000	-	1,534,000
8167	Facility LED Lighting Conversion	-	-	200,000	200,000
8169	HVAC - City Hall 3 Units	130,000	-	-	130,000
8170	HVAC - City Hall 75 TON Unit	15,000	-	-	15,000
8171	HVAC - Community Center	70,500	-	-	70,500
8172	HVAC - City Hall Server Room	50,000	-	-	50,000
Master Plan and Studies					
8168	Strategic Energy Management Project Fund	12,000	-	-	12,000
Annual Maintenance Projects					
8106	Annual - City Facility Repairs	57,000	-	-	57,000
8111	Annual - HVAC Repairs	130,000	-	-	130,000
8125	Annual - Furniture Replacement	32,800	-	-	32,800
Miscellaneous Projects					
8990	Annual - CD Department Support for Miscellaneous Projects	20,000	-	-	20,000
8998	Annual - 5 Year and Annual Budget Development	5,200	-	-	5,200
		<u>\$ 722,500</u>	<u>\$ 2,534,000</u>	<u>\$ 731,000</u>	<u>\$ 3,987,500</u>

Facilities and Transit Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #8148: SMART YARD EXPANSION

Yard expansion and infrastructure improvements, including design and construction of expanded fleet parking, installation of an automated bus wash with security/card access, utility upgrades, and reconfiguration of the security gate.

Priority: Medium

Justification: Public Safety

Funding Sources: Grants/Transit

Status: Continued from FY 2023-24

Estimated Date of Completion: FY 2025-26

Operations Impact: To be determined at completion of planning phase

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 2,500,000	\$ 1,420,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		87,500	71,000	-	-	-	-	
	<u>\$ 353,652</u>	<u>\$ 2,587,500</u>	<u>\$ 1,491,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,432,152</u>

CIP #8156: TRANSIT ORIENTED DEVELOPMENT

City project management of Transit Oriented Development (TOD) project construction at Wilsonville Transit Center, including review of documents related to permitting, legal agreements, and coordination as needed between the City, development team, and other project partners. This may include outside technical assistance as needed.

Priority: Medium

Justification: Aging Infrastructure

Funding Sources: Transit

Status: Continued from FY 2023-24

Estimated Date of Completion: FY 2025-26

Operations Impact: To be determined

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 3,502,405	\$ 5,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		40,000	35,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 37,934</u>	<u>\$ 3,542,405</u>	<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,620,339</u>

CIP #8161: COMMUNITY CENTER SIDING REPAIR

This project will replace deteriorating siding that is over 20 years old and repaint the exterior to preserve the building's integrity and appearance.

Priority: Medium

Justification: Aging Infrastructure

Funding Sources: General Fund

Status: Continued from FY 2024-25

Estimated Date of Completion: FY 2025-26

Operations Impact: Improvements to help decrease maintenance costs

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 350,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 350,000</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 550,000</u>



Transit Oriented Development (TOD) project construction at Wilsonville Transit Center (CIP #8156).

Facilities and Transit Projects

CIP #8166: POLICE BUILDING SEISMIC REHABILITATION

The current Police Building, where the City's primary emergency responders are based, requires seismic upgrades to ensure optimal performance in accordance with ASCE 41-17 standards. Structural improvements will include connection to mitigation cross grain bending at the ledgers, connections for drag members between each other and to the lateral force resisting elements, pier strengthening and increased foundation elements to mitigate uplift. Non-structural improvements include the addition of anchorage, bracing , shut off valves, flexible coupling for pipers, partitions, mechanical equipment and drop ceiling as required.

Priority: Medium

Justification: Aging Infrastructure

Funding Sources: Grants

Status: Continued from FY 2024-25

Estimated Date of Completion: FY 2025-26

Operations Impact: To be determined

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 60,000	\$ 1,534,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 60,000</u>	<u>\$ 1,534,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,594,000</u>

CIP #8167: FACILITY LED LIGHTING CONVERSION

This project takes advantage of Energy Trust Incentives and phases out all incandescent light bulbs within City facilities. City Hall, Public Library, and the Community Center received the LED conversions in FY 2024-25. The SMART/Fleet facilities are planned for conversion in FY 2025-26.

Priority: Medium

Justification: Improvement

Funding Sources: Transit

Status: Continued from FY 2024-25

Estimated Date of Completion: FY 2025-26

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 225,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 225,000</u>	<u>\$ 200,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 425,000</u>

Facilities and Transit Projects

CIP #8169: HVAC - CITY HALL 3 UNITS

City Hall is equipped with three roof top units (RTU's) all of which are nearing 20 years of service. The American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) life expectancy for these units is 15 years. Additionally two of the three units have required significant service calls in order to keep them operational. Given the age of the equipment and the need for a large crane to pick and set the units, it would be most cost effective to replace all three units at the same time.

Priority: Medium

Justification: Aging Infrastructure

Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY 2025-26

Operations Impact: To be determined

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 130,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 130,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 130,000</u>

CIP #8170: HVAC - CITY HALL 75 TON UNIT

The current HVAC system for both floors of City Hall is supplied by a single 75 ton Roof Top Unit (RTU). This unit is approaching 20 years of age and will need to be replaced by FY 2030-31. When this unit goes down for repair, it effects the entire building. In addition, the original ductwork configuration is inadequate for the distribution of air to many of the building spaces. The planned work for FY 2025-26 includes hiring a mechanical engineer to redesign the current system to supply three different zones by three separate RTU's.

Priority: Medium

Justification: Aging Infrastructure

Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY 2025-26

Operations Impact: Improvements to help decrease maintenance costs

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 15,000</u>

CIP #8171: HVAC - COMMUNITY CENTER

There three 5 ton HVAC units that supply heating and air conditioning to the classrooms, work out room, and sunroom of the Community Center. These units are 26 years old and one of the three units needs replacement soon. Due to the age, location, and similar installation requirements, it would be most cost efficient and less disruptive to replace all three at the same time.

Priority: Medium

Justification: Aging Infrastructure

Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY 2025-26

Operations Impact: To be determined

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 70,500	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,500</u>

Facilities and Transit Projects

CIP #8172: HVAC - CITY HALL SERVER ROOM

The existing air conditioning unit for the City Hall server room is approaching 20 years and the enclosure is rusting out. This unit is critical to keep the server room and its equipment from over heating. In addition to replacing the existing unit, this project would include the installation of a back-up mini split system and some additional exhaust ducting for the plotter in the adjoining room.

Priority: Medium

Justification: Aging Infrastructure

Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY 2025-26

Operations Impact: Improvements to help decrease maintenance costs

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>

PROJECT SUMMARIES: MASTER PLANS AND STUDIES

CIP #8168: STRATEGIC ENERGY MANAGEMENT PROJECT FUND

These funds would be utilized to complete some of the energy savings projects identified by the City's Strategic Energy Management (SEM) team. Projects such as window treatments, added insulation, controls, etc. that would receive energy savings incentives in return.

Priority: Medium

Justification: Energy Savings

Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY 2025-26

Operations Impact: Improvements to help decrease energy costs

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 12,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,000</u>

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #8106: ANNUAL - CITY FACILITY REPAIRS

This project provides an annual budget used for unforeseen repair/replace of Facilities 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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ 55,000	\$ 57,000	\$ 57,000	\$ 57,000	\$ 57,000	\$ 57,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 55,000</u>	<u>\$ 57,000</u>	<u>\$ 57,000</u>	<u>\$ 57,000</u>	<u>\$ 57,000</u>	<u>\$ 57,000</u>	

CIP #8111: ANNUAL - HVAC REPLACEMENTS

This project will replace aging and inefficient heating, ventilating, air conditioning (HVAC) units in various City buildings.

Priority: Medium

Justification: Aging Infrastructure

Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ 63,500	\$ 130,000	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 63,500</u>	<u>\$ 130,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ 32,600	\$ 32,800	\$ 33,784	\$ 34,798	\$ 35,841	\$ 36,917	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 32,600</u>	<u>\$ 32,800</u>	<u>\$ 33,784</u>	<u>\$ 34,798</u>	<u>\$ 35,841</u>	<u>\$ 36,917</u>	

Facilities and Transit Projects

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #8990: ANNUAL - COMMUNITY DEVELOPMENT SUPPORT FOR MISC. PROJECTS

This project funds as-needed Engineering/Community Development staff support for Facilities and Transit.

Priority: High

Justification: Aging Infrastructure

Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not Applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,500	20,000	20,000	20,000	20,000	20,000	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,500</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	

CIP #8998: ANNUAL - 5-YEAR AND ANNUAL BUDGET PLANNING

This project funds as-needed Engineering/Community Development staff support for Facilities and Transit.

Priority: High

Justification: Aging Infrastructure

Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not Applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	5,200	5,356	5,517	5,682	5,853	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,000</u>	<u>\$ 5,200</u>	<u>\$ 5,356</u>	<u>\$ 5,517</u>	<u>\$ 5,682</u>	<u>\$ 5,853</u>	

Facilities and Transit Projects

Five Year Facilities CIP Forecast

Fiscal years 2025-26 through 2029-30

Project Name	Funding Source	2025-26	2026-27	2027-28	2028-29	2029-30
Construction Projects						
SMART Yard Expansion	Transit Fund	\$ 1,491,000	\$ -	\$ -	\$ -	\$ -
Transit Oriented Development	General Fund	40,000	-	-	-	-
Community Center Siding Repair	General Fund	200,000	-	-	-	-
Police Building Seismic Rehabilitation	Grants	1,534,000	-	-	-	-
Facility LED Lighting Conversion	General Fund	200,000	-	-	-	-
HVAC - City Hall 3 Units	General Fund	130,000	-	-	-	-
HVAC - City Hall 75 TON Unit	General Fund	15,000	-	-	-	-
HVAC - Community Center	General Fund	70,500	-	-	-	-
HVAC - City Hall Server Room	General Fund	50,000	-	-	-	-
Library Teen Room Expansion	General Fund	-	79,000	-	-	-
Library Children's Patio	General Fund/Contributor	-	161,000	172,500	-	-
Master Plan and Studies						
Strategic Energy Management Project Fund	General Fund	12,000	-	-	-	-
Library Facility Master Plan	General Fund	-	140,000	-	-	-
Asset Management Strategic Plan	General Fund/Utility Ops	-	150,000	-	-	-
Annual Maintenance Projects						
Annual - City Facility Repairs	General Fund	57,000	57,000	57,000	57,000	57,000
Annual - HVAC Repairs	General Fund	130,000	-	-	-	-
Annual - Furniture Replacement	General Fund	32,800	33,784	34,798	35,841	36,917
Miscellaneous Projects						
Annual - CD Department Support for Miscellaneous Projects	General Fund	20,000	20,000	20,000	20,000	20,000
Annual - 5 Year and Annual Budget Development	General Fund	5,200	5,356	5,517	5,682	5,853
		<u>\$ 3,987,500</u>	<u>\$ 646,140</u>	<u>\$ 289,814</u>	<u>\$ 118,524</u>	<u>\$ 119,769</u>
Funding Sources						
General Fund		\$ 722,500	\$ 546,140	\$ 289,814	\$ 118,524	\$ 119,769
Grants		2,534,000	-	-	-	-
Transit Fund		731,000	-	-	-	-
Utility Ops		-	100,000	-	-	-
Total Funding Sources		<u>\$ 3,987,500</u>	<u>\$ 646,140</u>	<u>\$ 289,814</u>	<u>\$ 118,524</u>	<u>\$ 119,769</u>

Information Technology Projects



City fiber conduit in the utility trench along Boeckman road (CIP #8093).

Funding Sources

CIP #	Project Name	General Fund	Transit	Total Resources
Miscellaneous Projects				
8093	Fiber Connectivity Project	\$ 20,000	\$ -	\$ 20,000
8122	Annual - Copier Replacement Program	28,000	9,000	37,000
8127	Annual - Network Upgrades	50,000	-	50,000
8129	Security Access System	275,000	-	275,000
		<u>\$ 373,000</u>	<u>\$ 9,000</u>	<u>\$ 382,000</u>

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

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ 700,000	\$ 20,000	\$ 265,000	\$ 265,000	\$ 265,000	\$ 265,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 700,000</u>	<u>\$ 20,000</u>	<u>\$ 265,000</u>	<u>\$ 265,000</u>	<u>\$ 265,000</u>	<u>\$ 265,000</u>	

Information Technology Projects

CIP #8122: ANNUAL - COPIER REPLACEMENT PROGRAM

This project provides annual funding for replacement of office copiers throughout the City. For FY 2025-26, replacements include copiers at City Hall and Transit.

Priority: High

Justification: Equipment Life Cycle

Funding Sources: General Fund/Transit Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ 37,000	\$ 37,000	\$ 27,000	\$ 18,000	\$ 27,000	\$ 37,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 37,000</u>	<u>\$ 37,000</u>	<u>\$ 27,000</u>	<u>\$ 18,000</u>	<u>\$ 27,000</u>	<u>\$ 37,000</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

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	

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 2026-27

Operations Impact: To be determined

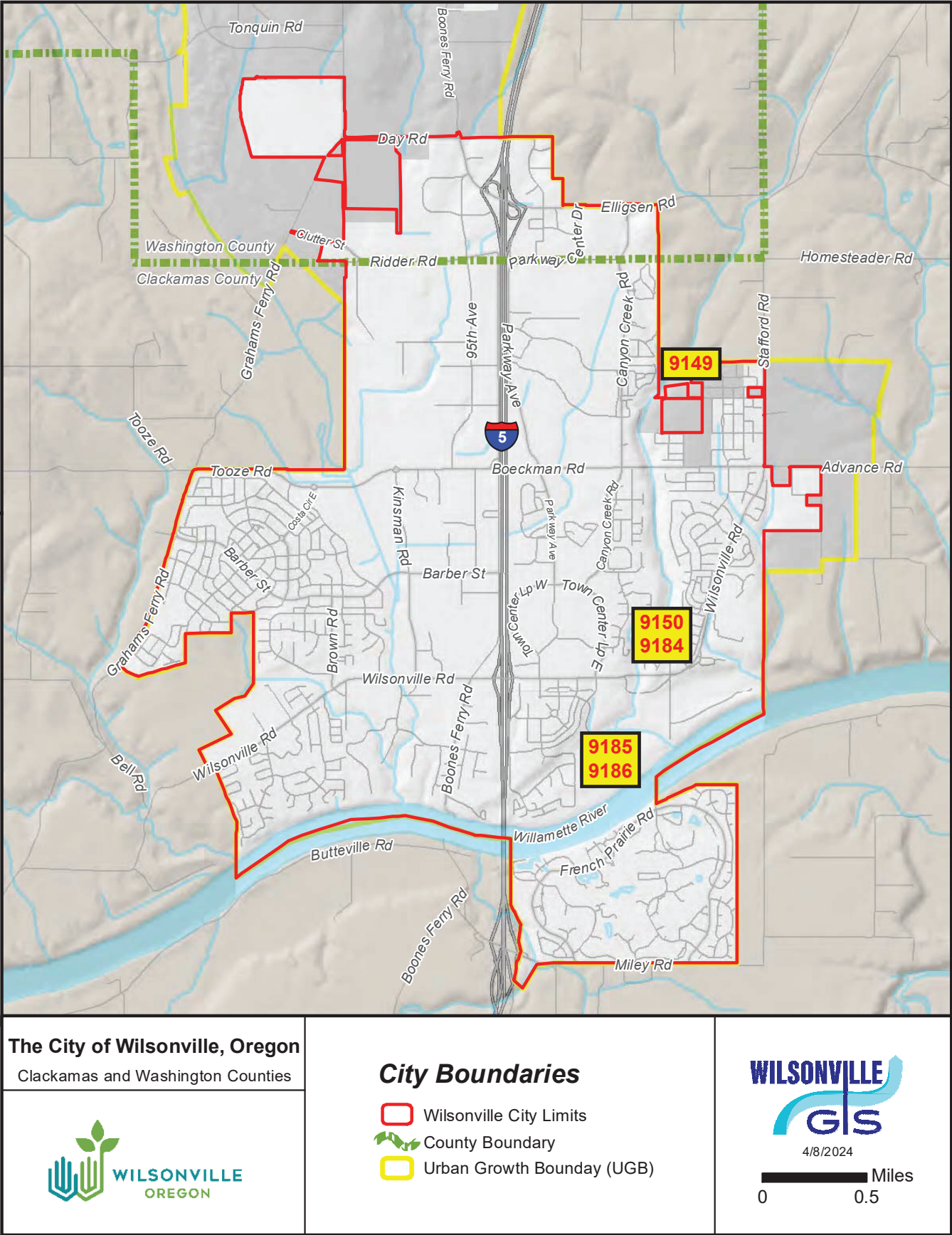
Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 568,000	\$ 275,000	\$ 125,000	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 521,875</u>	<u>\$ 568,000</u>	<u>\$ 275,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,489,875</u>

Information Technology Projects

Five Year Information Technology CIP Forecast Fiscal years 2025-26 through 2029-30

Project Name	Funding Source	2025-26	2026-27	2027-28	2028-29	2029-30
Miscellaneous Projects						
Fiber Connectivity Project	General Fund	\$ 20,000	\$ 265,000	\$ 265,000	\$ 265,000	\$ 265,000
Annual - Copier Replacement Program	General Fund/Program Specific	37,000	27,000	18,000	27,000	37,000
Annual - Network Upgrades	General Fund	50,000	50,000	50,000	50,000	50,000
Security Access System	General Fund	275,000	125,000	-	-	-
		<u>\$ 382,000</u>	<u>\$ 467,000</u>	<u>\$ 333,000</u>	<u>\$ 342,000</u>	<u>\$ 352,000</u>
Funding Sources						
General Fund		\$ 373,000	\$ 458,000	\$ 333,000	\$ 342,000	\$ 324,000
Tranist Fund		9,000	-	-	-	-
Community Development Fund		-	9,000	-	-	28,000
	Total Funding Sources	<u>\$ 382,000</u>	<u>\$ 467,000</u>	<u>\$ 333,000</u>	<u>\$ 342,000</u>	<u>\$ 352,000</u>

Parks Projects



Funding Sources

CIP #	Project Name	Parks SDC	General Fund	Grants & Contributions	Total Resources
Construction Projects					
9149	Boeckman Creek Regional Trail - Phase 2 (Frog Pond)	\$ 420,000	\$ -	\$ -	\$ 420,000
9150	Boeckman Creek Regional Trail South	210,000	-	-	210,000
9184	Boeckman Creek Trail Boardwalk	55,896	-	108,504	164,400
9185	Memorial Park Ballfield Safety Improvements	-	691,283	-	691,283
9186	Memorial Park Playground Replacement	-	-	1,100,000	1,100,000
9187	Boeckman Creek Trail – Frog Pond Infill	187,500	-	-	187,500
Master Plan and Studies					
9180	Parks Infrastructure Fee Study	-	30,000	-	30,000
Miscellaneous Projects					
9087	Annual - Tree Mitigation	-	22,000	-	22,000
9148	Boeckman Creek Trail Slope Stabilization	-	15,000	-	15,000
9152	Annual - Play Structure Replacement	-	15,000	-	15,000
9172	Annual - Interpretative Panel Repairs	-	10,000	-	10,000
9174	Annual - Parks & Green Spaces ADA Improvements	-	10,000	-	10,000
9179	Annual - Urban Forest Climate Resilience	-	90,000	-	90,000
9990	Annual - CD Department Support for Miscellaneous Projects	4,932	15,068	-	20,000
9993	Annual - Parks CIP Closeout	6,167	18,833	-	25,000
9995	Annual - Early Planning - Future Prks Projects	2,466	7,534	-	10,000
9998	Annual - 5 Year and Annual Budget Development	2,096	6,404	-	8,500
		<u>\$ 889,057</u>	<u>\$ 931,122</u>	<u>\$ 1,208,504</u>	<u>\$ 3,028,683</u>

Parks Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #9149: BOECKMAN CREEK REGIONAL TRAIL - PHASE 2 (FROG POND)

The Frog Pond West Master Plan includes the Boeckman Creek Regional Trail and a trailhead park as SDC eligible projects. Per a development agreement with Venture Properties, the City is contributing funding for portions of the regional trail and a trailhead park as part of the Frog Pond Terrace subdivision.

Priority: High

Justification: City Growth

Funding Sources: Parks SDC

Status: Continued from FY 2022-23

Estimated Date of Completion: FY 2025-26

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

<i>Project Costs:</i>	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction		\$ 172,192	\$ 400,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	20,000	-	-	-	-	
	<u>\$ -</u>	<u>\$ 172,192</u>	<u>\$ 420,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 592,192</u>



Construction of the Frog Pond Terrace Subdivision and extension of the Boeckman Creek Regional Trail (CIP #9149).

CIP #9150: BOECKMAN CREEK REGIONAL TRAIL SOUTH

This project provides regional trail improvements to the Boeckman Creek Trail between the Memorial Park Pump Station and Boeckman Road connection. This project is to be coordinated with the Boeckman Creek Interceptor project (CIP #2107).

Priority: High

Justification: City Growth

Funding Sources: Parks SDC

Status: Continued from FY 2022-23

Estimated Date of Completion: FY 2026-27

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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 100,000	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	
Project Management Fees		10,000	-	-	-	-	-	
General Fund Overhead Fees		3,500	10,000	10,000	-	-	-	
	<u>\$ -</u>	<u>\$ 113,500</u>	<u>\$ 210,000</u>	<u>\$ 210,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 533,500</u>

CIP #9184: BOECKMAN CREEK TRAIL BOARDWALK

This project extends the Boeckman Creek Regional Trail from the south ending point to be constructed with the Boeckman Creek Interceptor and Trail project (CIP #2107 & #9150) to Memorial Park with construction of a pedestrian and bikeway boardwalk. The City has applied for a Oregon Community Paths grant to help fund this project and would only move forward upon award of the grant funds.

Priority: High

Justification: City Growth

Funding Sources: Parks SDC/Grants & Contributions

Status: New Project

Estimated Date of Completion: FY 2027-28

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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 128,000	\$ 629,000	\$ 3,899,478	\$ -	\$ -	
Project Management Fees		-	30,000	62,900	150,000	-	-	
General Fund Overhead Fees		-	6,400	31,450	194,974	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 164,400</u>	<u>\$ 723,350</u>	<u>\$ 4,484,400</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,372,150</u>

CIP #9185: MEMORIAL PARK BALLFIELD SAFETY IMPROVEMENTS

This project makes needed safety improvements to Memorial Park ballfields 1, 2 and 3, including installation of 15-foot tall backstops, 35-foot high safety netting and new dugouts.

Priority: High

Justification: Public Safety

Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY 2025-26

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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 691,283	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 691,283</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 691,283</u>

Parks Projects

CIP #9186: MEMORIAL PARK PLAYGROUND REPLACEMENT

This project replaces the lower Memorial Park primary playground, near the tennis courts, and the swing bay, near the volleyball courts, with new and upgraded playground equipment. This project is funded entirely by grants issued through the Land and Water Conservation Fund and the Local Government Grant Program.

Priority: Medium

Justification: Aging Infrastructure

Funding Sources: Grants & Contributions

Status: New Project

Estimated Date of Completion: FY 2025-26

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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,100,000</u>

CIP #9187: BOECKMAN CREEK TRAIL – FROG POND INFILL

This project would infill a 180-foot gap in the Boeckman Creek Regional Trail, connecting trail sections constructed as part of the Frog Pond Overlook and Frog Pond Vista subdivisions.

Priority: Medium

Justification: Public Safety

Funding Sources: Parks SDCs

Status: New Project

Estimated Date of Completion: FY 2025-26

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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	30,000	-	-	-	-	
General Fund Overhead Fees		-	7,500	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 187,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 187,500</u>

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

CIP #9180: PARKS INFRASTRUCTURE FEE STUDY

This project assesses options for funding opportunities for ongoing park maintenance requirements, as well as park infrastructure updates.

Priority: High

Justification: City Growth/Aging Infrastructure

Funding Sources: General Fund

Status: Continued from FY 2023-24

Estimated Date of Completion: FY 2025-26

Operations Impact: To be determined

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction		\$ 20,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ 22,081</u>	<u>\$ 20,000</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 72,081</u>

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #9087: ANNUAL - TREE MITIGATION

This project was established as part of the WC 4.600 Tree Preservation and Protection section of the City Code. Funds are used to reimburse tree permit applicants mitigation, tree planting events, Arbor Day celebrations, and for general tree work community-wide.

Priority: High

Justification: City Growth

Funding Sources: General Fund/Contributions

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ 10,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 10,000</u>	<u>\$ 22,000</u>	<u>\$ 22,000</u>	<u>\$ 22,000</u>	<u>\$ 22,000</u>	<u>\$ 22,000</u>	

CIP #9148: BOECKMAN TRAIL SLOPE STABILIZATION

The continued maintenance and repair of the slope along the Boeckman Creek Trail is a critical item for the continued success of the trail. While the slope does not pose an immediate risk currently, the increase in significant rainfall events paired with a high level of community use have resulted in many areas along the trail that will need continued management. This work is critical to support continued use of the trail by community members.

Priority: Medium

Justification: Public Safety

Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Design & Construction	Annual	\$ 57,443	\$ 15,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 57,443</u>	<u>\$ 15,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	

Parks Projects

CIP #9152: ANNUAL - PLAY STRUCTURE REPLACEMENT

This is an annual budget item that provides funds to make minor improvements and replace equipment for existing playground structures.

Priority: High

Justification: Public Safety

Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ 58,029	\$ 15,000	\$ 125,000	\$ 150,000	\$ 175,000	\$ 200,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 58,029</u>	<u>\$ 15,000</u>	<u>\$ 125,000</u>	<u>\$ 150,000</u>	<u>\$ 175,000</u>	<u>\$ 200,000</u>	

CIP #9172: ANNUAL - INTERPRETIVE SIGN REPLACEMENT

The needed upkeep and subsequent replacement of historical and informative panels in Wilsonville is being accomplished with this CIP. This CIP was implemented in FY 2021-22 and resulted in 5 historical signs at the Stein Boozier barn to be updated. With nearly 80 historical and informative panels in the city, a rotational replacement schedule of approximately 5 signs per year has been implemented with the first 5 years currently under contract. An approximate 15 year schedule will ensure that signs do not fall into disrepair.

Priority: Medium

Justification: Aging Infrastructure

Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ 25,000	\$ 10,000	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 25,000</u>	<u>\$ 10,000</u>	<u>\$ 20,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	

CIP #9174: ANNUAL - PARKS AND GREEN SPACES ADA IMPLEMENTATION

This is an annual budget item that provides funds to construct ADA improvements within Wilsonville parks and greenspaces as identified in the 2015 ADA Transition Plan.

Priority: Medium

Justification: Aging Infrastructure/Regulatory Requirements

Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ 300,000	\$ 10,000	\$ 190,476	\$ 190,476	\$ 190,476	\$ 190,476	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	9,524	9,524	9,524	9,524	
		<u>\$ 300,000</u>	<u>\$ 10,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 200,000</u>	



Updating picnic tables as part of the ADA park improvements (CIP #9174).

Parks Projects

CIP #9179: ANNUAL - 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 and Mediterranean Oak 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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ 210,000	\$ 70,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 180,000	Annual
Project Management Fees		10,000	20,000	40,000	40,000	40,000	40,000	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 220,000</u>	<u>\$ 90,000</u>	<u>\$ 220,000</u>	<u>\$ 220,000</u>	<u>\$ 220,000</u>	<u>\$ 220,000</u>	

CIP #9990: ANNUAL - 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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		10,800	20,000	20,000	20,000	20,000	20,000	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 10,800</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>	<u>\$ 20,000</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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,500	25,000	25,000	25,000	25,000	25,000	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 1,500</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,500	10,000	10,300	10,609	10,927	11,255	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 5,500</u>	<u>\$ 10,000</u>	<u>\$ 10,300</u>	<u>\$ 10,609</u>	<u>\$ 10,927</u>	<u>\$ 11,255</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

	Expenses thru FY24	YE Estimates 2024-25	Budget 2025-26	Forecast 2026-27	Forecast 2027-28	Forecast 2028-29	Forecast 2029-30	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		8,200	8,500	8,755	9,018	9,288	9,567	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 8,200</u>	<u>\$ 8,500</u>	<u>\$ 8,755</u>	<u>\$ 9,018</u>	<u>\$ 9,288</u>	<u>\$ 9,567</u>	

Parks Projects

Five Year Parks CIP Forecast Fiscal years 2025-26 through 2029-30

Project Name	Funding Source	2025-26	2026-27	2027-28	2028-29	2029-30
Construction Projects						
Boeckman Creek Regional Trail - Phase 2 (Frog Pond)	Parks SDC	\$ 420,000	\$ -	\$ -	\$ -	\$ -
Boeckman Creek Regional Trail South	Parks SDC	210,000	210,000	-	-	-
Urban Forest Management Plan	General Fund	-	66,000	-	-	-
Boeckman Creek Trail Boardwalk	Parks SDC/Grants	164,400	723,350	4,484,400	-	-
Memorial Park Ballfield Safety Improvements	General Fund	691,283	-	-	-	-
Memorial Park Playground Replacement	Grants	1,100,000	-	-	-	-
Boeckman Creek Trail – Frog Pond Infill	Parks SDC	187,500	-	-	-	-
Master Plan and Studies						
Parks Infrastructure Fee Study	General Fund	30,000	-	-	-	-
Miscellaneous Projects						
Annual - Tree Mitigation	General Fund/Contributions	22,000	22,000	22,000	22,000	22,000
Boeckman Creek Trail Slope Stabilization	General Fund	15,000	25,000	25,000	25,000	25,000
Annual - Play Structure Replacement	General Fund	15,000	125,000	150,000	175,000	200,000
Annual - Interpretative Panel Repairs	General Fund	10,000	20,000	30,000	30,000	30,000
Annual - Parks & Green Spaces ADA Improvements	General Fund	10,000	200,000	200,000	200,000	200,000
Annual - Urban Forest Climate Resilience	General Fund	90,000	220,000	220,000	220,000	220,000
Annual - CD Department Support for Miscellaneous Projects	General Fund/Parks SDC	20,000	20,000	20,000	20,000	20,000
Annual - Parks CIP Closeout	General Fund/Parks SDC	25,000	25,000	25,000	25,000	25,000
Annual - Early Planning - Future Prks Projects	General Fund/Parks SDC	10,000	10,300	10,609	10,927	11,255
Annual - 5 Year and Annual Budget Development	General Fund/Parks SDC	8,500	8,755	9,018	9,288	9,567
		<u>\$ 3,028,683</u>	<u>\$ 1,675,405</u>	<u>\$ 5,196,027</u>	<u>\$ 737,215</u>	<u>\$ 762,822</u>
Funding Sources						
Parks SDC		\$ 889,057	\$ 471,735	\$ 1,540,633	\$ 16,082	\$ 16,232
General Fund		931,122	726,259	695,690	721,133	746,590
Grants & Contributions		1,208,504	477,411	2,959,704	-	-
Total Funding Sources		<u>\$ 3,028,683</u>	<u>\$ 1,675,405</u>	<u>\$ 5,196,027</u>	<u>\$ 737,215</u>	<u>\$ 762,822</u>

Debt and Other

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.

Long-term Debt & Limitations

LONG-TERM DEBT ESTIMATED AS OF JUNE 30, 2025

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
Full Faith & Credit Obligations				
Series 2021 (Tax-Exempt) / Wastewater Treatment Plant	1.43%	\$ 24,280,000	06/01/2031	\$ 14,978,600
Series 2022A (Tax-Exempt) / Water Treatment Plant	2.47%	7,046,000	02/01/2042	6,195,300
Series 2022B (Tax-Exempt) / PW Complex	2.24%	16,479,480	02/01/2037	13,556,820
Other Financing:				
Interfund Loan - Water Operating to Roads CIP	5.00%	10,000,000	07/01/2026	8,250,000
Interfund Loan - Road Operating to Roads CIP	5.00%	1,250,000	01/01/2028	1,250,000
				<u>\$ 44,230,720</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, 2025

Real Market Value	<u>\$ 8,296,369,800</u>
Debt capacity at 3%	248,891,094
Less outstanding debt	<u>\$ -</u>
Net debt subject to 3% limit	-
Marginal capacity	<u>\$ 248,891,094</u>

Overlapping Debt

OVERLAPPING DEBT AS OF JUNE 30, 2024

Jurisdiction	Debt Outstanding	Applicable to Government¹	Applicable to Government
Direct:			
City of Wilsonville	\$ 3,165,599	100.00%	\$ 3,165,599
Overlapping:			
Clackamas Community College	131,296,792	8.77%	11,520,112
Clackamas County	100,575,000	6.42%	6,458,926
Clackamas County ESD	26,603,764	6.93%	1,843,215
Clackamas County School District No. 3J	463,502,321	38.41%	178,053,953
Clackamas County School District No. 86	94,805,000	11.80%	11,191,351
Clackamas Soil & Water Conservation	5,035,000	6.42%	323,348
Metro	774,190,443	1.89%	14,651,554
Northwest Regional ESD	13,268,338	0.23%	30,690
Port of Portland	32,210,000	1.72%	554,882
Portland Community College	652,810,000	0.21%	1,378,082
Tualatin Valley Fire & Rescue	53,760,000	5.84%	3,142,164
Washington County	134,636,465	0.48%	647,871
Washington County School District No. 88J	280,920,421	5.66%	15,909,366
Wilsonville Urban Renewal Agency	2,985,913	100.00%	2,985,835
Total Overlapping	2,766,599,457	8.99%	248,691,349
Total Debt	\$ 2,769,765,056	9.09%	\$ 251,856,948

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.

Future Debt Service

Future Debt Plans

The City has been approved for a revolving loan of up to \$29 million from the State of Oregon's Department of Environmental Quality (DEQ) through the Clean Water State Revolving Fund (CWSRF) to finance wastewater system capital improvements. The City plans to access approximately \$10.5 million of these funds in FY 2025-26 for the Boeckman Creek Interceptor Project (CIP #2107) and the WWTP Aeration Basin Expansion (CIP #2113). To cover the required payback, City sewer system development fees (SDCs) will be adjusted to include debt servicing. The Sewer SDC nexus ensures that growth and benefiting developments contribute their fair share to infrastructure costs through SDC collections.

DEBT SERVICE ACTIVITY ALL CITY FUNDS, FISCAL YEAR 2025-26

Fund/Bond or Debt Issue	Principal Balance 7/01/2025	Scheduled Principal	Scheduled Interest	Principal Balance 6/30/2026
Full Faith & Credit (Tax-Exempt):				
Series 2021 - Wastewater Treatment Plant Sewer Operating Fund	\$ 14,978,600	\$ 2,408,100	\$ 214,194	\$ 12,570,500
Series 2022A - Water Treatment Plant Water SDC Fund	6,195,300	297,700	153,024	5,897,600
Series 2022B - Public Works Complex Road Operating Fund	3,714,571	273,240	83,207	3,441,331
Water Operating Fund	3,863,697	284,210	86,548	3,579,487
Sewer Operating Fund	2,630,022	193,460	58,913	2,436,562
Stormwater Operating Fund	3,348,530	246,310	75,007	3,102,220
Subtotal Series 2022B - PW Complex	13,556,820	997,220	303,675	12,559,600
Interfund Loans:				
Water Operating Fund to Roads CIP Fund	8,250,000	-	-	8,250,000
Road Operating Fund to Roads CIP Fund	1,250,000	396,511	62,500	853,489
Subtotal Interfund Loans	9,500,000	396,511	62,500	9,103,489
TOTAL ALL DEBT	\$ 44,230,720	\$ 4,099,531	\$ 733,393	\$ 40,131,189

Debt Schedule

Issue Title: Full Faith and Credit Obligations, Series 2021			
Issue Date:	March 10, 2021	Amount:	\$24,280,200
Average interest rate:	1.43%	Insurance:	None
Bond rating:	Not applicable	First principal due:	June 1, 2022
CUSIPs:	Not applicable	Last principal due:	June 1, 2031

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$38.9 million debt issuance. The original borrowing had an average interest rate of 3.43%. By refunding the debt, the City will save approximately \$2,957,500 (present value cash basis) over the remaining life of the bonds.

The original \$38.9 million bonds proceeds repaid a \$5 million interim borrowing and funded construction of improvements and expansion to the City's wastewater treatment plant. Construction began in 2012. The expansion increased capacity from 2.8 mgd to 4.0 mgd in dry weather.

Security:

The City covenants its general non-restricted revenues and other funds which may be available for paying the debt. The obligation is not secured by a pledge of or lien on the wastewater revenues, but the City expects to make payments from sewer user revenues.

FY	Principal	Interest	Total
2025-26	\$ 2,408,100	\$ 214,194	\$ 2,622,294
2026-27	2,443,200	179,758	2,622,958
2027-28	2,478,100	144,820	2,622,920
2028-29	2,513,000	109,384	2,622,384
2029-30	2,549,300	73,448	2,622,748
2030-31	2,586,900	36,993	2,623,893
Total	<u>\$ 14,978,600</u>	<u>\$ 758,596</u>	<u>\$ 15,737,196</u>

Debt Schedule

Issue Title: Full Faith and Credit Obligation, Series 2022A (Tax-Exempt)			
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.

FY	Principal	Interest	Total
2025-26	\$ 297,700	\$ 153,024	\$ 450,724
2026-27	305,000	145,671	450,671
2027-28	312,600	138,137	450,737
2028-29	320,300	130,416	450,716
2029-30	328,200	122,505	450,705
2029-31	336,300	114,398	450,698
2031-36	1,810,300	443,209	2,253,509
2036-41	2,045,100	208,322	2,253,422
2041-42	439,800	10,863	450,663
Total	\$ 6,195,300	\$ 1,466,545	\$ 7,661,845

Issue Title: Full Faith and Credit Obligation, Series 2022B (Tax-Exempt)			
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.

FY	Principal	Interest	Total
2025-26	\$ 997,220	\$ 303,673	\$ 1,300,893
2026-27	1,019,560	281,335	1,300,895
2027-28	1,042,400	258,497	1,300,897
2028-29	1,065,750	235,147	1,300,897
2029-30	1,089,630	211,274	1,300,904
2030-31	1,114,030	186,866	1,300,896
2031-36	5,955,840	548,651	1,300,892
2036-37	1,272,390	28,502	1,300,889
Total	\$ 13,556,820	\$ 2,053,945	\$ 10,407,163

Assigned Balances - Designations/Definitions

The City assigns balances to ensure adequate funding in the future for major equipment replacements, major software upgrades, necessary repairs and rehabilitations, and other significant programs or projects.

GENERAL FUND

- Financial systems software: The City's core financial software for accounting, payroll, purchasing, permitting, land management, utility billing, etc.
- Operating systems, servers: Hardware and software upgrades or replacement
- Other business software systems: Software upgrades or replacements related to non-financial and permitting functions, such as event and volunteer management, asset management, etc.
- City websites, wireless improvements: Periodically the City upgrades its web sites and wi-fi systems
- Conduit, fiber, communications: Installation of fiber conduit for connectivity
- Office equipment replacement: Replacing and upgrading various office equipment, such as copiers, printers, and remote devices
- Park improvements, structures, amenities: Rehabilitating or replacing various park amenities, such as play structures, buildings, shelters and trails
- Parking lot improvements: Repair and expansion of various parking lots owned by the City
- Building repairs, remodeling: Major repairs, rehabilitation or remodeling of City buildings
- Future expansion, relocation: Future expansion and relocation costs
- Emergency management: Equipment and major supplies related to disaster preparedness and response
- Future program costs: Sustainability reserve for unanticipated circumstances and necessary to maintain critical operations
- Potential CIP overhead delays: Expected delays in project management fees for CIPs

COMMUNITY DEVELOPMENT FUND

- Potential CIP overhead delays: Expected delays in project management fees for CIPs

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

SEWER OPERATING FUND

- Plant major repair and replacement: Replacement of plant equipment, amount required by contract with operator

FLEET SERVICES FUND

- Vehicle replacement: Accumulated special charges for vehicle replacement typically on a 10-year cycle

Assigned Balances - Designated Purpose

	June 30, 2025 Balance	Increases	Decreases*	June 30, 2026 Balance
General Fund				
Computers, office equipment, software, fiber				
Software, systems, & servers	50,000	-	-	50,000
Office equipment replacement	25,000	25,000	(25,000)	25,000
Facilities and park infrastructure				
Park improvements, structures, amenities	50,000	-	-	50,000
Parking lot improvements	25,000	25,000	-	50,000
Building repairs, remodeling	50,000	50,000	-	100,000
Emergency management				
Equipment and major supplies	100,000	-	-	100,000
Future program costs				
Sustainability reserve	2,000,000	-	-	2,000,000
Potential CIP overhead delays	-	400,000	-	400,000
	<u>\$ 2,300,000</u>	<u>\$ 500,000</u>	<u>\$ (25,000)</u>	<u>\$ 2,775,000</u>
Community Development Fund				
Potential CIP overhead delays	<u>\$ -</u>	<u>\$ 600,000</u>	<u>\$ -</u>	<u>\$ 600,000</u>
Transit Fund				
STIF reserve	\$ 2,600,000	\$ 3,000,000	\$ (1,750,000)	3,850,000
Bus, building, capital needs	1,000,000	-	-	1,000,000
	<u>\$ 3,600,000</u>	<u>\$ 3,000,000</u>	<u>\$ (1,750,000)</u>	<u>\$ 4,850,000</u>
Water Operating Fund				
Plant major repair and replacement	<u>\$ 1,400,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 1,500,000</u>
Sewer Operating Fund				
Plant major repair and replacement	<u>\$ 2,500,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,500,000</u>
Road Operating Fund				
Emergency road repairs	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ (150,000)</u>	<u>\$ 100,000</u>
Fleet Services Fund				
Vehicle replacement	<u>\$ 850,000</u>	<u>\$ 307,000</u>	<u>\$ (532,000)</u>	<u>\$ 625,000</u>

Ending Fund Balances

The Governmental Accounting Standards Board (GASB) has defined ending balances as falling into two groupings with five categories. Beginning in FY 2010-11, the City aligned its year-end budgeted fund balance to reflect these new categories.

RESTRICTED FUND BALANCES

- **Nonspendable** – Represents both assets that are non-liquid (e.g. inventory, prepayments, foreclosed properties to be sold) and liquid, legal constraints prevent their use (e.g. principal of an endowment, revolving loan funds)
- **Restricted** – Constraints on assets by an external entity (e.g. covenants in bond contracts, restricted grant proceeds, restrictions created by local resolutions or ordinances or charter limitations)

UNRESTRICTED FUND BALANCES

- **Committed** – Constraints created by the governing body on the uses of its own resources
- These are enacted via resolution or ordinance, are in place as of the end of the fiscal period and remain binding until formally rescinded or changed. The fundamental difference between Restricted and Committed is that under Committed the government can unilaterally remove constraints it has imposed upon itself.
- **Assigned** – Designation (earmark) of resources for a particular purpose by either the governing body or staff, such as the City Manager or Finance Director

Earmarking of resources is not legally binding and can be changed without formal action.

- **Unassigned** – Excess of total fund balance over nonspendable, restricted, committed and assigned components

Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated/assigned to the purposes of that fund.

The following tables present the components of ending balance.

Restricted Fund Balances

Category	Component	Restricted by
<i>Nonspendable</i>	None	
<i>Restricted</i>	Bond covenants	Bond contract
	Taxes for Debt Service	State statute
	Building Inspection net revenues	State statute

Unrestricted Fund Balances

Category	Component	Restricted by
<i>Committed</i>	Sustainability Reserve	Formal Resolution
<i>Assigned</i>	Contingency Reserve	Council directed
	Designated assignments (see Assigned Balances schedule)	Staff designations
	Debt Service Reserves	Staff designations
	Unassigned Contingency - non-General Fund	GASB definition
<i>Unassigned</i>	Unassigned Contingency - General Fund	GASB definition

Urban Renewal Agency

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Urban Renewal Budget Committee

City of Wilsonville

FY 2025-26

Urban Renewal Budget Committee

Tyler Beach Larisa Manuel Byers
Christopher Moore Synthea Russell
Tabi Traughber

Urban Renewal Agency Board

Shawn O'Neil, Chair
Caroline Berry Katie Dunwell
Adam Cunningham Anne Shevlin

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.wilsonvilleoregon.gov



May 7, 2025

Members of the Budget Committee,

The Urban Renewal Agency (URA) of the City of Wilsonville is a separate municipal corporation, governed by the members of the City of Wilsonville City Council. This structure, authorized under ORS Chapter 457, allows agencies to develop and implement urban renewal plans, acquire property, enter contracts, and issue bonds—particularly through Tax Increment Financing (TIF). Being separate ensures clear financial accounting and enables the agency to borrow against future tax revenues without affecting the city's general fund. It also allows the agency to focus exclusively on revitalizing blighted or underdeveloped areas, stimulating private investment, and improving infrastructure and housing without being entangled in broader municipal operations.

Tax Increment Financing (TIF) is the primary tool the Urban Renewal Agency uses to finance redevelopment, economic development, and infrastructure projects within designated areas. It works by capturing the future increase in property tax revenues resulting from improvements in the area and allocating those funds to cover project costs. The Agency currently has one active plan—the Coffee Creek Plan—and one development program, Wilsonville Investment Now (WIN), which offers site-specific urban renewal tax rebates for qualifying developments located outside the City's existing urban renewal areas. Additionally, while the Westside Plan is no longer actively collecting tax increment, one final project under that plan remains to be completed.

The Westside Plan, launched in 2003, supported the development of the master-planned community of Villebois in west Wilsonville through strategic investments in public infrastructure. In the upcoming budget, the final phase of the plan—the last capital project, the Brown Road Project—is scheduled for funding. As no additional tax increment is needed in the next budget year, the plan is expected to close upon the completion of Brown Road.

The Coffee Creek Plan was formed in 2016 with a maximum indebtedness of \$67 million to develop a new employment area in north Wilsonville. In fiscal year 2018-19, the Coffee Creek District issued \$3.8 million in debt to prepare for the construction of Garden Acres Rd. This project is a key infrastructure improvement identified in the Coffee Creek Urban Renewal Plan to support development within the Coffee Creek District. The Day Road Sewer Extension (CIP #2115) is the sole project budgeted for fiscal year 2025-26.

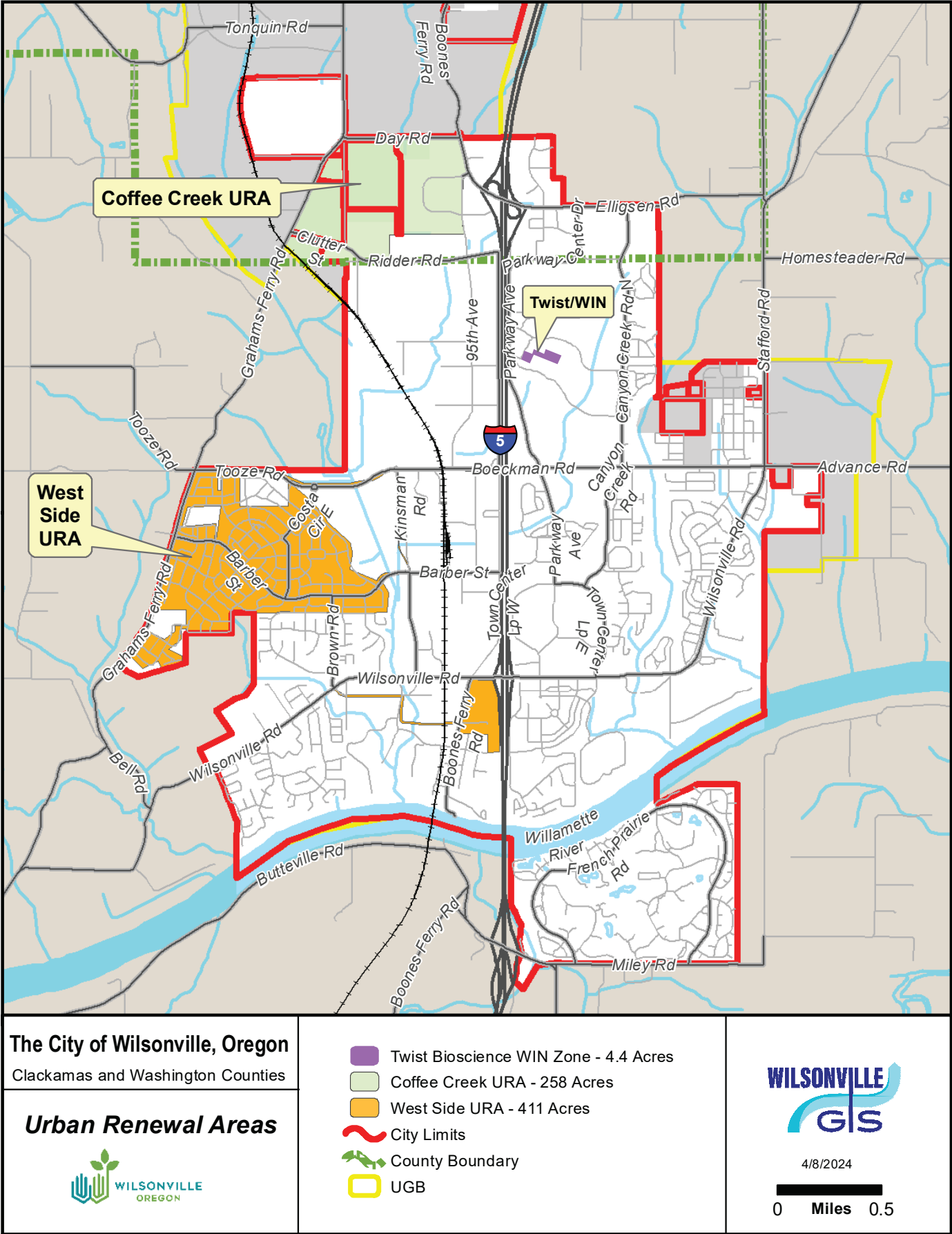
On October 19, 2020, the Wilsonville City Council adopted administrative rules for the Wilsonville Investment Now (WIN) Program, a local economic development program that seeks to incentivize businesses to operate in Wilsonville by providing site-specific urban renewal tax rebates for qualifying development projects outside of the City's existing urban renewal areas. The City awarded the first WINZ Zone in February 2021 to Twist Bioscience Corp. The firm has expanded into a 190,000 square-foot facility in Parkway Woods, and estimates investing up to \$70 million in the structure and generating 200 new jobs with the goal of ultimately expanding to 400. The budget for 2025-26 includes their third rebate.

Urban renewal has been an effective tool for economic development in Wilsonville, and we look forward to continued success of each District. I am pleased to present the Proposed Budget for Fiscal Year 2025-26 for the Urban Renewal Agency.

Respectfully submitted,

Bryan Cosgrove
City Manager

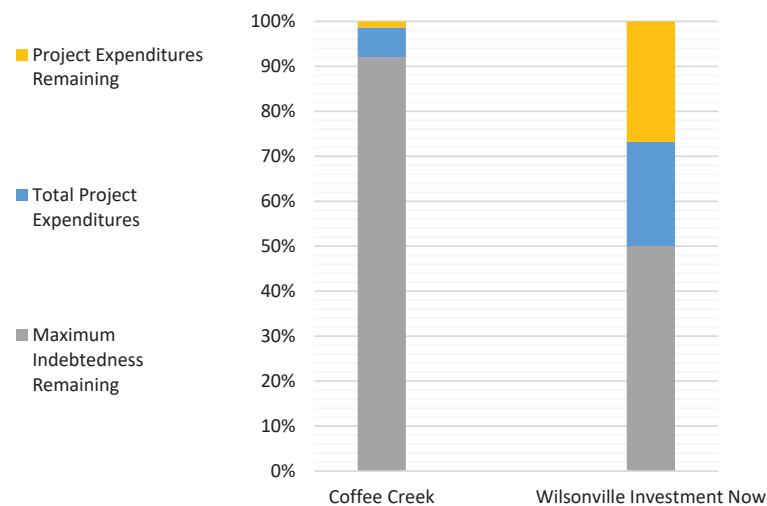
Urban Renewal District Map



Urban Renewal Agency Quick Facts

	Coffee Creek	Wilsonville Investment Now
District formation date	October 2016	October 2020
Sunset date	TBD	June 2030
Current size (acreage)	258	4.4
Maximum indebtedness	\$ 67,000,000	\$ 10,000,000
Cumulative debt issuances/rebates as of July 1, 2025	(4,800,000)	(1,997,616)
Budgeted debt issuances/rebates for FY 2025-26	(500,000)	(1,174,100)
Maximum indebtedness remaining at June 30, 2026	<u>\$ 61,700,000</u>	<u>\$ 6,828,284</u>
Debt outstanding at July 1, 2025	\$ 2,802,907	\$ -
Budgeted debt issuances for FY 2025-26	500,000	-
Budgeted principal payments for FY 2025-26	(690,000)	-
Debt outstanding at June 30, 2026	<u>\$ 2,612,907</u>	<u>\$ -</u>
Cumulative project expenditures and budgeted appropriations as of June 30, 2026	\$ 4,378,522	\$ 3,171,716
Percentage of maximum indebtedness expended and appropriated as of June 30, 2026	7%	32%

Maximum Indebtedness / Project Expenditures



Urban Renewal Agency - Overview

MISSION STATEMENT

The purpose of urban renewal is to stimulate economic development through private investment in a specific area of the community. Tax increment financing, ORS Chapter 457, is used in areas where private development has stagnated or is not feasible without public sector investment and partnership. Public investment through urban renewal is one way to change those conditions. The types of urban renewal activities undertaken generally include land assembly, development of infrastructure and public amenities such as streets, utility lines, lighting, public open spaces and parks.

HOW URBAN RENEWAL WORKS

Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency. The Urban Renewal Agency uses the funds pay debt service on debt that is taken out to finance the public projects that encourage private development. During the process of forming urban renewal areas, the desired projects, which may include public improvements like roadways, parks, and other amenities, are identified in an urban renewal plan. Urban renewal financing in the form of debt is obtained from a bank, the bond market, or at times an “overnight” loan from the City’s General Fund, to fund the projects, and the desired improvements are completed. Private development in the area then becomes more feasible. As the taxable property values rise with increased development, tax revenues increase, and that increase is used to pay off the urban renewal debt.

GOVERNANCE

The City of Wilsonville Urban Renewal Agency (URA) was established in 1990 as a separate corporate body as authorized by state statutes. The City Council fulfills the role as the URA Board responsible for governing the City’s two urban renewal areas. The two areas include the West Side Plan and Coffee Creek Plan areas.

URA DISTRICT MANAGEMENT

The City’s Community Development Department manages URA activities with support provided by the Policy and Administration departments such as Finance, Legal and Administration. Policy and Administration departments are budgeted within the City’s General Fund while the Community Development department is budgeted within the Community Development Fund. The operating budgets of each URA district reimburse these two City funds for the services provided. As a result, these expenses are shown once as operating expenses in the City’s departments and again as expenses in the URA budget to reimburse the City’s funds.

ASSESSED VALUE INFORMATION

When an urban renewal district is first created, the assessed value within the district’s boundary is established as the “frozen base”. If urban renewal efforts are successful, the value of the district will grow above the frozen base amount. That increase is called the “incremental” or “excess” value. Overlapping jurisdictions like schools, Tualatin Valley Fire & Rescue, Metro, and other general governments continue to receive property tax revenue on the frozen base while the urban renewal agency receives property tax revenue related to the incremental value. This is called the “division of tax” method of raising revenue in an urban renewal district. The “division of tax” method results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from property tax revenue within the district. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

TAXES COLLECTED

- The West Side District Plan division of taxes is subject to revenue sharing with the overlapping jurisdictions, as outlined in Oregon Revised Statutes (ORS 457). Meaning that this District is limited to collect 12.5% of its original maximum indebtedness of \$40 million, which equates to \$5.0 million in property tax collections.
- The Coffee Creek District Plan collects the full amount of tax increment available by the “division of taxes” calculated by the County Assessor.

Urban Renewal Agency - Overview

PROPERTY TAX LIMITATION AND TAX INCREMENT

In November 1990, Oregon voters passed a property tax limitation measure (Measure 5) that established a \$10 limit per thousand of real market value for property tax collection for local governments. It is important to note that the \$10 limit is based on real market value rather than assessed value of a property. The impact of this measure on urban renewal is that repayment of urban renewal debt (past, present, or future) must now come within the \$10 limit for local governments.

In a 2002 Oregon Supreme Court ruling, the limitations of Measure 5 were clarified so that urban renewal tax dollars related to the division of taxes from education are to be included in the general government category when determining the \$10 limit. Similarly, Measure 5 established a \$5 limit per thousand of real market value for education. The effect of this ruling accelerates the likelihood of the general government category taxes hitting the \$10 ceiling but decreases the likelihood of the education category reaching the \$5 ceiling.

URBAN RENEWAL TAX RATES

Urban renewal entities do not have independent, permanent tax rates.

The dollar amount listed a property owner's annual tax statement is created from the cumulative decrease from the overlapping jurisdictions. The decrease is the result of the "division of taxes" mentioned earlier.

Each taxing jurisdiction has a total tax rate that is applied to a parcel's assessed value to determine the amount of property taxes owed by that parcel. The County Assessor lowers these other taxing jurisdiction's tax rates based upon the Urban Renewal District's incremental assessed value and the taxing jurisdiction's overall assessed value, and mathematically derives a tax code rate to be applied to each parcel for Urban Renewal.

One example of one Wilsonville area tax code (Clackamas County Tax Code: 003-027), displayed to the right, illustrates how the overlapping taxing jurisdictions tax rates are lowered, allowing for a derived tax rate for urban renewal to be applied.

Tax rates are applied per \$1,000 of Assessed Value.

The "District Rate" shows the authorized tax rates prior to applying urban renewal. The "Tax Code Rate" is what a taxpayer would see when reviewing the rates as applied to their property.

District	District Rate	Tax Code Rate
Clack comm coll	0.5582	0.5279
Clackamas ESD	0.3687	0.3500
WLWV School Dist	4.8684	4.6195
WIWV SD Local Opt	1.5000	1.5000
Total, Education	7.2953	6.9974
City Wilsonville	2.5206	2.3889
County Clackamas	2.4042	2.2940
Co 4-H	0.0500	0.0476
Co. Library	0.3974	0.3768
Co PS Local Opt	0.3680	0.3680
Co Soil Conserv	0.0500	0.0476
FD64 TVFR	1.5252	1.4426
FD64 TVFR Local Opt	0.4500	0.4500
Port PDX	0.0701	0.0660
Srv2 Metro	0.0966	0.0908
Srv2 Metro Local Opt	0.0960	0.0960
Urban Renewal County	-	0.0136
Urban Renewal Wilsonville	-	0.6443
Vector Control	0.0065	0.0063
Vector Con Local Opt	0.0250	0.0250
Total, General Government	8.0596	8.3575
Clack Comm Coll Bond	0.2484	0.2484
County Emergency Radio Bond	0.0885	0.0885
TVFR Bond	0.1337	0.1337
W Linn Bnd 2015	2.9472	2.9472
Metro Bond 2006	0.3820	0.3820
Total, Bonds	3.7998	3.7998
Grand Total, Tax Rate	19.1547	19.1547

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		Actual		Budget	Proposed	%		
	2022-23		2023-24		2024-25	2025-26	Change		
RESOURCES									
Revenues									
Tax increment revenues									
Current year	\$	-	\$	943,892	\$	1,056,000	\$	1,161,600	10%
Prior year		-		-		-		12,500	-
Tax increment subtotal		-		943,892		1,056,000		1,174,100	11%
Beginning fund balance		-		-		-		-	-
TOTAL RESOURCES	\$	-	\$	943,892	\$	1,056,000	\$	1,174,100	11%
REQUIREMENTS									
Expenditures									
Materials and services									
Prof and tech services	\$	-	\$	94,162	\$	105,600	\$	125,000	18%
Program expenditures		-		847,454		950,400		1,049,100	10%
Expenditures subtotal		-		941,616		1,056,000		1,174,100	11%
Ending fund balance									
Assigned (contingency)		-		2,277		-		-	-
TOTAL REQUIREMENTS	\$	-	\$	943,892	\$	1,056,000	\$	1,174,100	11%

BUDGET HIGHLIGHTS

As intended, the Agency will collect tax increment revenues, and distribute a tax rebate to Twist less a 10% administrative fee.

WEST SIDE PLAN

This district was adopted on November 3, 2003. Initial activity was focused on meeting infrastructure needs of the Villebois development. Projects have included acquisition of land for a future park and school site, and to acquire land and construct a new 1.2 mile roadway. The City's Urban Renewal Strategic Plan was adopted in 2014, and a substantial amendment to the West Side Plan occurred in February 2016 to increase maximum indebtedness to allow for the completion of Plan projects.

Two funds are used to account for the activities of the West Side district consisting of:

1. Capital Projects Fund – records infrastructure costs and professional management
2. Program Income Fund – records miscellaneous receipts and infrastructure costs

WEST SIDE ASSESSED VALUE AND TAXES

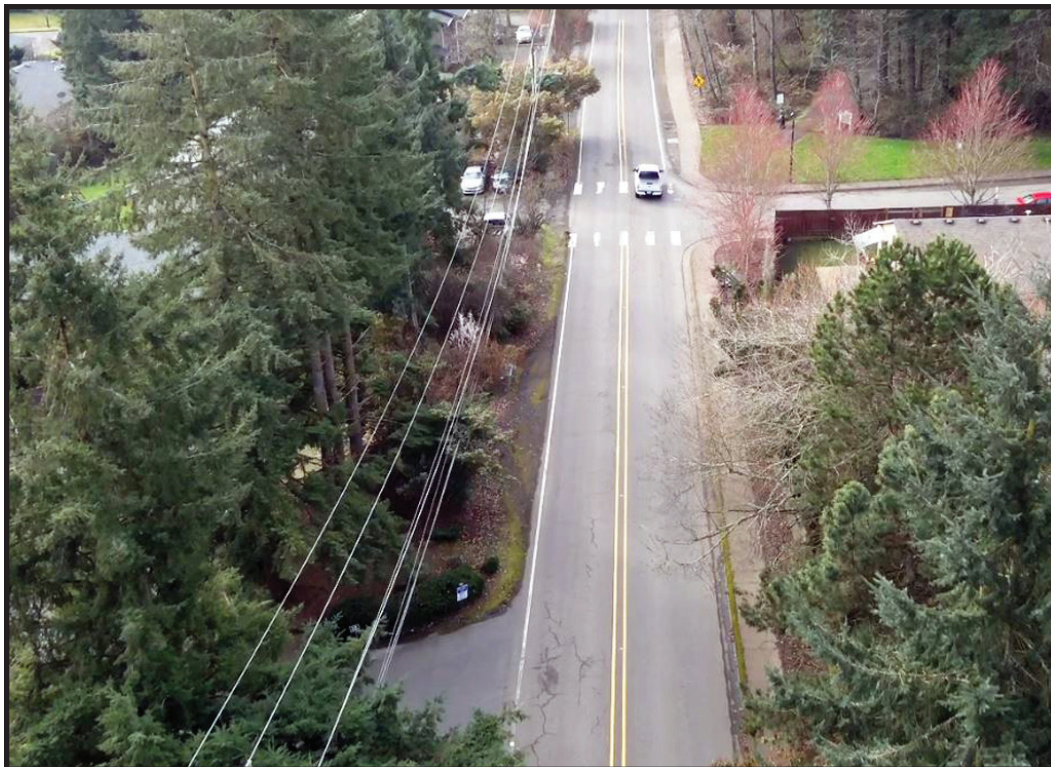
WESTSIDE

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Estimated 2025-26	% Change
Assessed Valuation in District	\$ 773,761,298	\$ 797,699,071	\$ -	\$ -	0%
Frozen Tax Base	(18,017,272)	(18,017,272)	-	-	0%
Incremental Value	755,744,026	779,681,799	-	-	-100%
Incremental Value Certified	401,210,000	122,100,000	-	-	0%

Property Tax Collected (net of discounts)

Division of Taxes ¹	\$ 4,970,873	\$ 534,438	\$ -	\$ -	0%
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¹ Assessment and tax increment collection terminate 07/01/24



Brown road looking south.

STATEMENT OF PURPOSE

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. This development will improve and stabilize property values and protect the area's residential livability and environmental values.

PROGRAM OBJECTIVES

1. The remaining project for this district is the Brown Road construction project

HISTORY OF WEST SIDE URBAN RENEWAL PROJECTS

	Years Prior	Estimate 2024-25	Budget 2025-26
Road Projects			
Boeckman Road Extension	\$ 13,043,919	\$ -	\$ -
Boeckman Road Geotech	390,970	-	-
Barber Street	8,308,134	-	-
I-5 Pedestrian Bridge	1,512,000	-	-
Brown Road*	23,034	925,000	2,851,000
Tooze Road	5,625,951	-	-
Total Road Projects	<u>\$ 28,904,008</u>	<u>\$ 925,000</u>	<u>\$ 2,851,000</u>
Park Projects			
Villebois Park Promenade	\$ 151	\$ -	\$ -
Villebois Park Piccadilly	203,900	-	-
Villebois Park Piazza	734,075	-	-
Villebois Park Montague	756,494	-	-
Total Park Projects	<u>\$ 1,694,620</u>	<u>\$ -</u>	<u>\$ -</u>
Facilities Projects			
Art Tech Siding Replacement	\$ 79,749	\$ -	\$ -
Local Schools			
School Site Acquisition, #1	\$ 4,152,235	\$ -	\$ -
School Site Acquisition, #2	3,437,972	-	-
Total Local Schools	<u>\$ 7,590,207</u>	<u>\$ -</u>	<u>\$ -</u>
Total	<u>\$ 38,228,710</u>	<u>\$ 925,000</u>	<u>\$ 2,851,000</u>

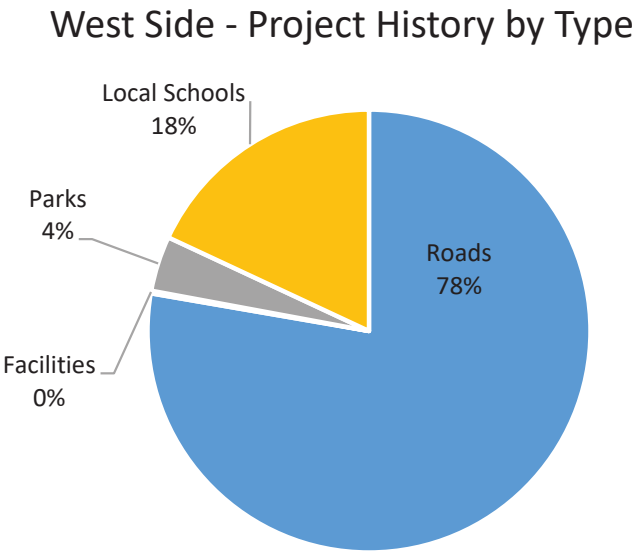
*Active CIP

URBAN RENEWAL – WEST SIDE CAPITAL PROJECTS FUND

	Actual	Actual	Budget	Proposed	%
	2022-23	2023-24	2024-25	2025-26	Change
RESOURCES					
Revenues					
Investment revenue	\$ 163,697	\$ 311,731	\$ 128,500	\$ 224,000	74%
Beginning fund balance	6,294,386	6,320,101	6,332,737	5,596,691	-12%
TOTAL RESOURCES	\$ 6,458,083	\$ 6,631,832	\$ 6,461,237	\$ 5,820,691	-10%
REQUIREMENTS					
Expenditures					
Materials and services					
Prof and tech services	\$ 137,356	\$ 133,271	\$ 223,808	\$ 375,000	68%
Capital projects					
#4216 Brown Road	-	162	2,227,681	2,851,000	28%
Ending fund balance					
Restricted (capital projects)	6,320,101	6,498,399	4,009,748	2,594,691	-35%
TOTAL REQUIREMENTS	\$ 6,458,083	\$ 6,631,832	\$ 6,461,237	\$ 5,820,691	-10%

BUDGET HIGHLIGHTS

Brown Road capital project continues and is the last remaining project for the district.



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	Actual	Budget	Proposed	%
	2022-23	2023-24	2024-25	2025-26	Change
RESOURCES					
Revenues					
Investment revenue	\$ 3,562	\$ 6,899	\$ 5,000	\$ -	-100%
Beginning fund balance	135,087	138,649	144,206	151,000	5%
TOTAL RESOURCES	\$ 138,649	\$ 145,548	\$ 149,206	\$ 151,000	1%
REQUIREMENTS					
Expenditures					
Interagency transfer out	\$ -	\$ -	\$ -	\$ 151,000	-
Ending fund balance					
Assigned (contingency)	\$ 138,649	\$ 145,548	\$ 149,206	\$ -	-100%
TOTAL REQUIREMENTS	\$ 138,649	\$ 145,548	\$ 149,206	\$ 151,000	1%

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

COFFEE CREEK

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Estimated 2025-26	% Change
Assessed Valuation in District	\$ 146,438,916	\$ 161,119,324	\$ 165,952,904	\$ 164,988,668	-1%
Frozen Tax Base	(99,003,704)	(99,003,704)	(99,003,704)	(99,003,704)	0%
Incremental Value	47,435,212	62,115,620	66,949,200	65,984,964	-1%

Property Tax Collected (net of discounts)

Division of Taxes	\$ 512,516	\$ 679,916	\$ 745,000	\$ 712,000	-4%
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STATEMENT OF PURPOSE

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

PROGRAM OBJECTIVES

- 1. Monitor private development that would result in future tax increment revenue generation

COFFEE CREEK HISTORY OF DEBT ISSUANCE AND MAXIMUM INDEBTEDNESS

In October of 2016, the Plan was adopted establishing maximum indebtedness at \$67,000,000. Proceeds from the issuance of debt are used to pay capital project costs and related administration.

COFFEE CREEK		
Date	Issue Amount	Key Projects
Maximum Indebtedness		
Adopted October 2016	\$ 67,000,000	
Debt Issued		
April 2019	3,800,000	Garden Acres Road
July 2020	500,000	Garden Acres Road
January 2024	500,000	Overhead and planning for future projects
Total debt issued through June 2025	4,800,000	
Balance Available, July 1, 2025 (Maximum Indebtedness less Total Debt Issued)		
	\$ 62,200,000	

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.

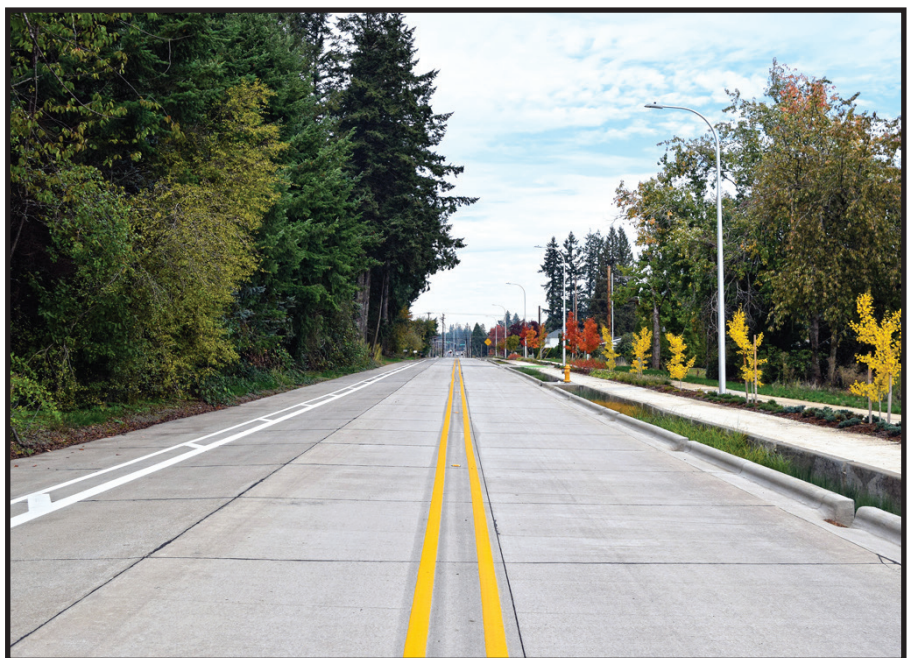
FY	Principal	Interest	Total
2025-26	\$ 188,890	\$ 87,918	\$ 276,808
2026-27	194,963	81,845	276,808
2027-28	201,232	75,576	276,808
2028-29	2,217,822	69,105	2,286,927
	\$ 2,802,907	\$ 314,444	\$ 3,117,351

URBAN RENEWAL - COFFEE CREEK DEBT SERVICE FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Tax increment revenues					
Current year	\$ 512,516	\$ 674,161	\$ 745,000	\$ 712,000	-4%
Prior year	3,810	5,756	3,000	6,000	100%
Tax increment subtotal	516,326	679,917	748,000	718,000	-4%
Investment revenue	8,776	22,987	6,000	29,000	383%
Beginning fund balance	72,752	319,583	224,983	652,000	190%
TOTAL RESOURCES	\$ 597,854	\$ 1,022,487	\$ 978,983	\$ 1,399,000	43%
REQUIREMENTS					
Expenditures					
Debt service					
Principal	\$ 171,781	\$ 177,304	\$ 185,000	\$ 190,000	3%
Interest	106,490	101,231	97,000	90,000	-7%
Short-term debt	-	500,000	500,000	500,000	0%
Debt service subtotal	278,270	778,535	782,000	780,000	0%
Ending fund balance					
Restricted (debt service)	319,583	243,952	196,983	619,000	214%
TOTAL REQUIREMENTS	\$ 597,854	\$ 1,022,487	\$ 978,983	\$ 1,399,000	43%

BUDGET HIGHLIGHTS

The fund continues the debt service payments for the funding of the Garden Acres Rd Project.



Garden Acres road.

STATEMENT OF PURPOSE

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. This development will improve public infrastructure including transportation and utility improvements to generate industrial private development.

PROGRAM OBJECTIVES

1. Over the course of time as development happens in the Coffee Creek Plan area, the tax increment will grow and will enable financing of the following capital projects:
 - Construct regional detention pond with an outfall to Basalt Creek
 - Construct new SW Java Road; three lane road section with bike lanes, sidewalks, and landscaping
 - Complete Coffee Creek Industrial area sewer extensions
 - Continue various roadway upgrades on Day Road, Boones Ferry, and Grahams Ferry Road

URBAN RENEWAL – COFFEE CREEK CAPITAL PROJECTS FUND

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Revenues					
Investment revenue	\$ 4,376	\$ 13,307	\$ 2,500	\$ 14,000	460%
Loan proceeds	-	500,000	500,000	500,000	0%
Beginning fund balance	260,441	115,943	484,443	371,000	-23%
TOTAL RESOURCES	\$ 264,817	\$ 629,250	\$ 986,943	\$ 885,000	-10%
REQUIREMENTS					
Expenditures					
Materials and services					
Prof and tech services	\$ 148,874	\$ 134,000	\$ 136,004	\$ 236,004	74%
Capital projects					
#2115 Day Road Sewer Extension	-	-	-	630,000	-
Ending fund balance					
Restricted (capital projects)	115,943	495,250	850,939	18,996	-98%
TOTAL REQUIREMENTS	\$ 264,817	\$ 629,250	\$ 986,943	\$ 885,000	-10%

BUDGET HIGHLIGHTS

The Coffee Creek Urban Renewal District plans to begin construction on the Day Road Sewer Extension in FY 2025-26.

Urban Renewal Summary

SUMMARY OF URBAN RENEWAL BY FUND

	WIN Program Income	West Side Capital Projects Program Income		Coffee Creek Debt Service Capital Projects		URA Grand Total
RESOURCES						
Tax increment	\$ 1,174,100	\$ -	\$ -	\$ 718,000	\$ -	\$ 1,892,100
Investment revenue	-	224,000	-	29,000	14,000	267,000
Loan proceeds	-	-	-	-	500,000	500,000
Beginning fund balance	-	5,596,691	151,000	652,000	371,000	6,770,691
TOTAL RESOURCES	\$ 1,174,100	\$ 5,820,691	\$ 151,000	\$ 1,399,000	\$ 885,000	\$ 9,429,791
REQUIREMENTS						
Materials and services	\$ 1,174,100	\$ 375,000	\$ -	\$ -	\$ 236,004	\$ 1,785,104
Capital projects	-	2,851,000	-	-	630,000	3,481,000
Debt service	-	-	-	780,000	-	780,000
Interagency transfer out	-	-	151,000	-	-	151,000
Ending fund balance	-	-	-	619,000	-	619,000
Restricted (debt service)	-	-	-	-	18,996	2,613,687
Restricted (capital projects)	-	2,594,691	-	-	-	-
TOTAL REQUIREMENTS	\$ 1,174,100	\$ 5,820,691	\$ 151,000	\$ 1,399,000	\$ 885,000	\$ 9,429,791

SUMMARY OF DEBT OUTSTANDING BY DISTRICT

	Original Issuance	Coffee Creek July 1, 2025 Balance	Total URA July 1, 2025 Balance
ISSUANCE			
Series 2019 Note Payable	\$ 3,800,000	\$ 2,802,907	\$ 2,802,907
Total Outstanding Debt	\$ 3,800,000	\$ 2,802,907	\$ 2,802,907

Urban Renewal Summary

The table below combines six funds used by the Urban Renewal Agency and is intended to aid the reader in understanding the overall financial activity of the Agency.

BUDGET SUMMARY - ALL URBAN RENEWAL FUNDS COMBINED

	Actual 2022-23	Actual 2023-24	Budget 2024-25	Proposed 2025-26	% Change
RESOURCES					
Tax increment	\$ 8,679,564	\$ 2,158,247	\$ 1,804,000	\$ 1,892,100	5%
Investment revenue	719,440	1,066,731	142,000	267,000	88%
Loan proceeds	4,000,000	500,000	500,000	500,000	0%
Beginning fund balance	30,662,700	24,689,286	8,640,489	6,770,691	-22%
TOTAL RESOURCES	<u>\$ 44,075,116</u>	<u>\$ 28,419,263</u>	<u>\$ 11,086,489</u>	<u>\$ 9,429,791</u>	<u>-15%</u>
REQUIREMENTS					
Materials and services	\$ 535,588	\$ 1,426,288	\$ 1,415,812	\$ 1,785,104	26%
Capital projects	4,406,781	13,162,376	3,681,801	3,481,000	-5%
Debt service	13,524,367	4,966,054	782,000	780,000	0%
Interagency transfer out	919,094	25,000	-	151,000	-
Ending fund balance					
Restricted (debt service)	3,863,311	243,952	196,983	619,000	214%
Restricted (capital projects)	20,666,588	8,447,769	4,860,687	2,613,687	-46%
Assigned (contingency)	159,386	147,824	149,206	-	-100%
TOTAL REQUIREMENTS	<u>\$ 44,075,116</u>	<u>\$ 28,419,263</u>	<u>\$ 11,086,489</u>	<u>\$ 9,429,791</u>	<u>-15%</u>

Appendix

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Best of Wilsonville photo contest submission. Photo Credit: Andrew Parry.



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
- Joan Carlson
- Nadine Elbitar
- Aaron Harris
- Jason Jones
- Benjamin Mefford
- Sageera Oravil Abdulla Koya
- Susan Schenk
- Deborah Zundel

Meeting Information:

- Third Wednesday of each month
- 5:00pm
- Located at City Hall

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:

- Shawn O'Neil, Mayor
- Caroline Berry
- Katie Dunwell
- Adam Cunningham
- Anne Shevlin
- Tyler Beach
- Larisa Manuel Byers
- Christopher Moore
- Synthea Russell
- Tabi Traugher

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:

- Shawn O'Neil, Mayor
- Caroline Berry, Council President
- Katie Dunwell, Councilor
- Adam Cunningham, Councilor
- Anne Shevlin, 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:

- Karla Brashear
- Erika Pham
- Justin Brown
- Elisabeth Garcia Davidson
- Arush Goswami
- Fay Gyapong-Porter
- Tracy Hester
- Fiona Huston
- Diane Imel
- Anthony Reyes
- Sarah Spoon
- Carolina Wilde
- Vacant

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

- Rob Candrian
- Alice Galloway Neely
- Jordan Herron
- Clark Hildum
- Janis Sanford

Panel B

- John Andrews
- Rachelle Barrett
- Megan Chuinard
- Dana Crocker
- Kamran Mesbah

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 consists 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:

- Michael Bohlen
- Matt Brown
- Joshua Dalglish
- Susan Raxter
- Jenelle Reid
- Lois Reimer
- Samuel Scarpone
- Bev Schalk
- Adrienne Scritsmier
- Seiji Shiratori
- Vacant
- Vacant

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:

- Natalie McKown
- Orel Smith
- Dick Spence
- Gay Walker
- Vacant

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:

- Amanda Aird
- Bill Bagnall
- Paul Diller
- Keith Gary
- Amanda Harmon
- Vacant
- Vacant

Meeting Information:

- Second Thursday of each month, January, April, May, and October
- 4:00pm
- Located at City Hall

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:

- Matt Constantine
- Ronald Heberlein
- Nicole Hendrix
- Andrew Karr
- Sam Scull
- Yana Semenova
- 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:

- Noelle Craddock
- Elizabeth Crawford
- Jared Firby
- Jennifer Gage
- Elaine Owen
- Sungmin Park
- Brandon Roben

Meeting Information:

- Four times per year
- 6:30pm
- Located at City Hall

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:

- Maripat Hensel
- Nik McGee
- Scot Siegel
- Devon Thorson
- Caroline Berry, Councilor
- Anne Shevlin, Councilor
- Gerritt Rosenthal, Metro Councilor

Meeting Information:

- As needed
- 6:30pm
- Located at City Hall

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.

E. Compliance with Council Policies

The Financial Management Policies will be reviewed annually and updated, revised or refined as deemed necessary.

Occasionally exceptions to the policies adopted by City Council may be appropriate and required. Exceptions will be identified, documented, and explained to City Council and/or the City Manager.

II. BUDGETING - OPERATIONS

A. Budget Committee

In accordance with ORS 294.414 the City Budget Committee shall consist of the five elected members of Council and an equal number of appointed citizens. Among the responsibilities of the Budget Committee shall be the review of the annual proposed budget and financial forecasts.

B. Proposed Budget Document

In accordance with ORS 294.426 the City Manager shall file a Proposed Budget document and budget message with the City Budget Committee approximately two weeks prior to the first scheduled Budget Committee meeting.

C. Use of Non-Recurring Revenues

Non-recurring revenue sources, such as a one-time revenue or carryover of prior year unrestricted/unassigned balance should only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. The City shall avoid using non-recurring revenues for recurring program expenditures.

D. Budget Preparation

1. Department directors have primary responsibility for formulating program proposals. New or expanded services should support City Council goals, City Manager priority direction and department goals. Departments are charged with implementing them once the budget is adopted.
2. All competing requests for City resources will be weighted within the formal annual budget process.
3. Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.
4. Annually, the City will seek to obtain the Government Finance Officers Association Distinguished Budget Presentation Award. The budget document will be presented in a way that clearly communicates the budget to the public and provides financial goals.

E. Full Cost Recovery and Overhead

Program budgets should be prepared in a manner to reflect the full cost of providing services. General support program (e.g. Administration, Legal, Finance, etc.) costs shall be allocated to the benefiting programs and funds via a method that is both fair and reasonable.

F. Budget Management

The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by the City Council, including the transfer of budgeted line-items within a program. The City Manager may further delegate levels of authority for the daily operations of the budget. Expenditures/expenses are legally established at the program level within each fund. Expenditures/expenses should not exceed the adopted budget, plus supplemental changes approved by the City Council.

G. Amended Budget

In accordance with ORS 294.471-473 the City Council may approve changes to the adopted budget via resolution.

H. Monitoring

Actual revenues and expenditures/expenses shall be monitored by the respective program manager each month. Financial reports shall be prepared within ten working days of the end of each month by the Finance Department and distributed to the responsible manager and City Manager. The Finance Director shall periodically review the reports and report significant variances to the City Manager. The goal of the monitoring shall be to identify potential budget and actual variances and to take corrective action soon as possible.

I. Operating Deficits

Financial Management Policies

The City shall take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures are expected to exceed its anticipated revenues. Corrective actions may include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you go capital improvements
- Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze non-represented employee merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay
- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level (see Fund Balance and Reserves Policy in section VIII).

III. BUDGETING – CAPITAL OUTLAY

A. Definition

Capital Outlay – Operating

Operating programs need certain furniture, equipment, vehicles, software, etc. to carry out the intended services. By definition such items costing \$10,000 or more, per item, shall be budgeted and accounted as capital outlay and shall be tracked in the City's fixed assets records. Significant repair or maintenance that extends the useful life of existing assets shall be included here provided the dollar threshold is met. The \$10,000 limit shall apply to individual items unless a group of items are intended to function together as a unified system (e.g. street lighting system).

Capital Outlay – Projects (also known as Capital Projects)

This category includes infrastructure projects meeting the capitalization threshold and development of master plans and design and engineering/architectural work leading to construction or repair of capital assets. Generally the total capitalization threshold shall be not less than \$50,000. Budgets and capitalization records shall include applicable project management and administrative overhead costs.

B. Preparation

As part of the annual proposed budget the City shall include a list of capital projects that are necessary to preserve existing infrastructure or to expand to meet growth demands of the community. The list of projects shall embrace those included in the most recent long range capital improvement forecast, master plans, development agreements, and direction from City Council on current demands. This ensures that the City's capital improvement program includes the embodiment of the citizens and Council recommendations and the officially stated direction contained within the Comprehensive Plan.

Separate estimates for each project shall be prepared. Additionally, future annual operating and maintenance cost impacts shall be estimated.

C. Financing

For each project one or more resource shall be identified to pay for such costs. Prior to construction award all identified resources shall be readily available for expenditure.

Pay-As-You-Go:

The City will strive to pay cash for capital improvement within the financial affordability of each fund versus issuance of debt. This necessitates advanced planning and setting aside resources for future use. This type of funding saves interest and debt issuance costs and in many cases reduces utility rate impacts on citizens and business of the City.

Grant revenues shall be sought for capital construction when determined to be advantageous to the City.

Financial Management Policies

Certain assets may best be funded via debt. Refer to Debt Management Policy in section IX for discussion on when debt may be considered for projects.

D. Monitoring

Each capital project shall have a project manager associated with it. The project manager shall monitor the progress and assure the project is completed according to standards, on time and within budget. Monthly financial reports detailing budget-to-actual for each project shall be provided to the project manager, Community Development Director and City Manager. City Council will receive an update on the larger (\$100,000 minimum expended to date) projects on a quarterly basis.

E. Infrastructure Evaluation and Replacement/Rehabilitation

Water, wastewater, drainage, street lighting, streets, sidewalks, municipal facilities, and parks infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well-being of the City. As a result, the City's capital improvement projects should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs and to maintain existing levels of service and accommodate growth.

1. Priority should be given to replacing/rehabilitating capital improvements prior to the time that assets have deteriorated to the point where they are hazardous, require high maintenance costs, negatively affect property values, or no longer serve their intended purpose.
2. The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is most cost-effective, which would include life-cycle costing and provides the best value to the City.

IV. LONG-RANGE FINANCIAL PLAN

The goal of the Long-Range Plan is to provide the Budget Committee, City Manager and department heads with long-term goals and objectives for the City as well as the strategies needed to achieve these goals and objectives. City staff will use these goals and objectives to guide them in the development of the City's annual budget.

A. Operating

1. The City shall develop and maintain a financial forecast for each operating fund. The first year shall be the current year's adopted budget and the ensuing five years shall be forecasted. The forecast and report shall be prepared within six months following adoption of the budget. The most recent forecast shall be included in the proposed and adopted budget documents. The results of the forecast shall be presented to the Budget Committee.
2. Forecasts of urban renewal funds shall be prepared annually and completed in January/February following receipt of the most current property tax information. The urban renewal forecast shall be shared with the Budget Committee.
3. The City operating forecast should enable current service levels provided to be sustained over the forecast period. The forecast shall determine if revenues need to be increased and/or expenditures/expenses reduced in order to maintain operations on a Current Funding Basis.
4. Major financial decisions should be made in the context of the Long-Range Plan.

B. Capital Outlay - Projects

1. The City shall annually prepare a five year forecast of capital projects. Projects should be based upon master plans, development agreements, input from applicable Commissions and Committees, and Council directed improvements. Included projects shall meet the definition of capital projects as defined previously.
2. The primary responsibility for development of the capital project forecast shall rest with the Community Development Director. The City Manager is charged with reviewing the proposed forecast and determining actions to balance needs with available resources.
3. Priority should be given to rehabilitating and replacing prior to the point when such action is critical. The decision on whether to repair or replace an existing capital asset will be based on which alternative is most cost-effective and provides the best value to the City.
4. The forecast shall coincide with the annual citywide budget process. The first year of the forecast shall be the fiscal year under budget.
5. Estimated costs shall include acquisition, design, construction, project management, equipment, furnishing, and administrative charges. All costs to complete the project shall be included. Multi-year projects shall clearly

Financial Management Policies

disclose both the components of costs as well as the total estimated cost over the life of the project.

6. Funding resource(s) shall be identified for each project. The forecast shall make every effort to balance needed improvements with resources available. Projects that exceed the projected available resources shall be identified and recommendations on alternative funding shall be incorporated in the forecast report.
7. The forecast shall be presented to the Budget Committee during the annual budget process.

V. CASH MANAGEMENT AND INVESTMENTS

A. Cash Flow Analysis and Projections:

1. The Finance Director will forecast the City's cash inflows and outflows that will allow the City to keep its debt service costs to a minimum and to maximize the yield on temporary investments.
2. Revenue and expenditure projections will be reviewed by the Finance Director on a monthly basis to determine the validity of assumptions, new information, and accuracy of seasonal or periodic fluctuations.
3. The City's cash flow shall be managed with the goal of maximizing the total return on investments.

B. Investments

Proposed revisions to the investment policy shall be submitted to the Oregon Short Term Fund Board for review and that Board's comments shall be shared with the City Council prior to adoption of investment policy by resolution.

1. Responsibility and Control: Management responsibility for the investment program shall rest with the City's Investment Officer who shall be the Finance Director or delegate. The Investment Officer shall adhere to ORS 294.145 (Prohibited Conduct for Custodial Officer) in managing the investment program for the City.
2. Eligible Investments: The Investment Officer will invest the City's surplus funds only in those investments authorized by ORS, 294.035 to 294.046 and 294.135 to 294.155, which includes the requirement that investments shall mature within 18 months of the acquisition date. The City will not invest in stocks nor shall it speculate or deal in futures or options.
3. Eligible Financial Institutions: The City will conduct business only with financial institutions such as banks' investment brokers, investment bankers, trustees, paying agents and registrants that are deemed credit worthy.
4. Objectives:
 - c. Safety: Safety of principal is the foremost objective of the City. Each investment transaction shall be undertaken in a manner which seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.
 - d. Liquidity: The City's Investment Officer shall match the investment portfolio with cash flow requirements. Due to the changing requirements of cash flow caused by factors not totally within the control of the City's Investment Officer, the ability to convert a security into cash must be considered.
 - e. Yield: Investments of the City shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles while taking into account constraints on investment instruments, cash flow characteristics of transactions, and safety of principal.
 - f. Reporting: The Investment Officer shall maintain detail records of each investment in a form that allows for periodic reporting. On a quarterly basis, the City's outstanding investments and fiscal year to date investment income will be presented to City Council by the Finance Director or Investment Officer.

VI. EXPENDITURES

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

A. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

B. Periodic Program/Services Reviews

The City Manager and staff shall undertake periodic reviews of City programs and services for both efficiency and

Financial Management Policies

effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

C. Purchasing

All City purchases of goods and services shall be made in accordance with the City's current purchasing manual and procedures.

VII. REVENUES

Design, maintain and administer a revenue system that will assure reliable, equitable, diversified, and sufficient revenue stream to support desired City services.

A. Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

B. User Fees – Non-Enterprise funds

1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City may recover the costs of those services through property taxes, privilege fees and other unrestricted resources.
2. At a minimum, the user fees will strive to cover direct costs. Preferably the fees will cover direct plus indirect costs.
3. User fees should be reviewed, at a minimum, every two to three years and adjusted to avoid sharp changes. If the Finance Department does not initiate the fee review it shall at least analyze the changes proposed from departments and comment upon them to the City Manager.
4. Factors in setting fees shall include but not be limited to; market and competitive pricing, effect of demand for services, and impact on users which may result in recovering something less than direct and indirect costs.
5. The City may set a different fee for residents versus non-residents.
6. User fees not regulated by state statute should be set via the City Manager. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of City assets. Fees regulated by statute shall be presented to City Council via resolution or ordinance.

C. User Fees - Enterprise Funds

1. Utility rates shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage requirements, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.
2. The City may set a different fee for residents versus non-residents.
3. The Five-Year Financial Plan (or separate rate model study) and proposed operating budget shall serve as the basis for rate change considerations.
4. When necessary, the Five-Year Financial Plan (or separate rate model study) will be built around small rate increases annually versus higher rate increases periodically.
5. Non-consumption based charges within Enterprise Funds may be set administratively by the City Manager. Such charges include insufficient funds, late payment penalties, charges for meters, service turn-on and turn-off, etc. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of City assets.

D. One-Time/Unpredictable Revenue Sources

One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures. Instead, such revenue sources will be used for one-time purchases such as increase in fund balance requirements, capital equipment purchase, capital improvements, etc.

E. Revenue Collection

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent rate payers and others overdue in payments to the City.

F. Write-Off of Uncollectible Receivables (excludes court fines)

Financial Management Policies

1. Receivables shall be considered for write-off as follows:
 - a. State statute authorizing the release of extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
 - b. Accounts outstanding for 3 years, identified as uncollectible, and all attempts to collect including use of a collection agency when appropriate have been taken.
2. Accounts shall be written-off annually near fiscal year-end. The Finance Director shall prepare a list of receivables determined to be uncollectible and include notation on collection efforts for each item. The list shall be submitted to the City Manager for review and approval. The City may report uncollected items to one or more credit reporting entities.
3. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.
4. Municipal court fines shall follow a process established by the Municipal Court Judge and reviewed by the City Attorney.

VIII. FUND BALANCE AND RESERVES

To maintain a high level of credit worthiness and to establish a financial position that can weather emergencies and economic fluctuations the City shall set aside cash reserves and contingencies within its fund balances. The Governmental Accounting Standards Board has created several categories of fund balance.

- Nonspendable – Nonliquid assets (e.g. inventory, prepayments) and liquid assets that have legal constraints preventing their use (e.g. principal of an endowment)
- Restricted – Assets which are constrained by an external entity (e.g. covenants in bond contracts)
- Committed – Constraints created by the governing body on itself at its highest level of decision making. For example, the governing board might like to commit a portion of the fund balance to a “stabilization reserve” to provide cushion against unknown economic shocks and revenue declines. Constraints are enacted via resolution and must be in place prior to the end of the fiscal year.
- Assigned – Similar to Committed except constraint is not legally binding, may be created by staff or the governing board, and can be created after the end of a fiscal period. This may be used to earmark a portion of the fund balance for an intended use. For example, it could be assigned to pay for a special project.
- Unassigned – Only the General Fund has an unassigned category. This represents any excess of total fund balance after the prior four categories are deducted.

The order in which categories are expended can affect future financial flexibility. Generally, more restricted resources shall be expended prior to less restricted resources. As restricted balances decline from their stated goal they shall be replenished from the Assigned or Unassigned category within five years of the initial decline. The Budget Committee or City Council can designate certain revenues to be used to rebuild reserves, such as non-recurring revenues, budget surpluses or specific revenues above a certain level.

Use of dedicated resources shall be clearly disclosed within the budget document. Such use shall coincide with the intended restrictions on the dedicated resource. Generally, such use shall be for infrequent and non-recurring costs.

A. General Fund

Restricted

Reserves shall be created for any legally mandated or restricted resource which is received in the General Fund and not wholly expended by the end of the fiscal year. An example includes Public, Education, Government Fees (PEG) received and restricted for cable television equipment.

Committed

The City may plan for and set aside cash reserves for a variety of significant infrequent outlays. Commitments may include but are not limited to building a reserve for economic sustainability, expansion and relocation costs, emergency management and response and future planning area costs. For each committed resource the City Council shall adopt a resolution specifying the purpose, dollar amount and duration for existence of the committed amount. Committed amounts can be extended via amending resolution.

The City shall maintain a contingency of 15% of operating expenditures (personnel services and material and services) to be used for unanticipated expenditures of a non-recurring nature to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

Financial Management Policies

The City shall plan for and set aside cash reserves for a variety of short-term and recurring purposes. These assignments can be created by the City Council, the City Manager or the Finance Director for purposes that create a sound financial operating environment. Assignments may include but are not limited to building cash reserves for one-time or limited duration purchases such as equipment replacement, building modification and major repairs, park structure replacements, capital improvements, major software/hardware replacement, loans to other funds, etc.

Unassigned

By definition this is the amount remaining after provision for the above noted items. Balance in this category may be used to replenish deficiencies in the prior categories and create a resource for unforeseen financial needs.

B. Special Revenue Funds

Restricted

Certain funds may have restricted balances such as building fees within the Community Development Fund that are restricted under Oregon law.

Committed

The City shall maintain a contingency of 20% of operating expenditures (personnel services and material and services) to be used for unanticipated expenditures of a non-recurring nature to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund

Unassigned

Any remaining resources not identified as restricted, committed, or assigned for specific purpose shall be categorized as unassigned.

C. Enterprise Operating Funds (Water, Sewer, Stormwater, Street Lighting)

Restricted

Any debt service reserve balance shall be categorized as restricted. Terms of such reserves are generally specified in the associated bond documents and covenants. It shall be the City's policy to fully comply with bond documents and covenants. Amounts specified in interagency agreements or contracted services (e.g. water and wastewater treatment plants) shall be included in the restricted category.

Committed

The City shall maintain a contingency of 20% of operating expenditures (personnel services and material and services) to be used for unanticipated expenditures of a non-recurring nature to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund. Provisions for rate stabilization, future capital improvements and major repairs and replacements not part of the restricted balance are typical components of assigned balances.

Unassigned

Any remaining resources not identified as restricted, committed, or assigned for specific purpose shall be categorized as unassigned.

D. Debt and Capital Project Funds

Balances in the General Obligation debt service fund are restricted by state statute and thus are always categorized as restricted. The balance should be nominal.

Balances in capital project funds (general government or enterprise) should be nominal and sufficient to cover any near-term liabilities of the fund. Larger balances may occur if the City receives cash for restricted purposes to be expended in future years. Examples include proceeds from debt issuance and receipts from developers in lieu of current construction of infrastructure.

Financial Management Policies

IX. DEBT MANAGEMENT

To establish policies for debt financing that will provide needed facilities, land, capital equipment, and infrastructure improvements while minimizing the impact of debt payments on current and future tax and rate payers. The City is given authority to borrow under various provisions in Oregon law and the City Charter. A debt, except certain lease/purchase agreements, must be authorized pursuant to a resolution of the City Council.

A. Use of Debt Financing

Debt financing may be considered when purchase or construction of assets cannot be prudently acquired from current revenues or accumulated committed fund balances. Debt types are limited by Oregon statutes and may include general obligation bonds, limited tax obligation bonds, local improvement district bonds, bond anticipation notes, certificates of participation, lease/purchase agreements, full faith and credit bonds and revenue backed bonds. Any combination of debt may be used to finance an asset. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt. Cash resources may include system development charges, developer fees, interagency agreements, grants and accumulation of resources within operating funds.

The Finance Director shall perform a cost benefit analysis with the goal of minimizing the cost of financing to the City prior to presenting debt recommendations to the City Council.

B. Debt Margins

The legal debt margin is 3% of the true cash-value limitation as set forth in ORS 287.004. It shall be the City's policy to not exceed a debt margin limit of 1.5%.

C. Debt Structures

The City may issue long term or short term debt. Long term debt life shall normally not exceed 20 years for general obligation bonds and 25 years for revenue bonds but in no case longer than the useful life of the asset. Shorter repayment terms shall be considered when financially prudent.

Balloon or term payments may be considered provided financial analysis indicates such terms may be met financially without further rate or tax increases to satisfy the future large payments and without refinancing the balloon amount. Sinking funds (a committed fund balance) shall be established as necessary to provide for timely retirement of debt.

The City shall strive to begin principal reduction within a year after issuance but in no event shall a repayment structure contain more than three years of interest-only payments. Interest only years shall not extend the maximum debt life as noted above.

Short-term or interim financing are exceptions to this policy. These debt instruments are issued in anticipation of future longterm debt and may be interest only and refinanced as is prudent and required for the construction of the asset. Nevertheless, the City shall issue debt based on a fixed rate and strive to minimize the use and life of such debt.

D. Improvement District and Assessment Contract

The policies guiding the City's improvement district and assessment contract financing program shall be guided by City Code 3.210 et seq.

1. Interest Rates on Improvement District Loans: The contract interest rate shall be equal to the effective interest rate paid on the bonds issued to finance related improvement plus an additional percentage markup to cover loan servicing costs. The markup shall be determined by the Finance Director and typically range between 75 and 150 basis points. The contract rate shall remain constant during the life of the bonds.
2. Interest Rates on Assessment Contracts: Assessment contracts are agreements between a property owner and the City and precede the sale of Improvement Assessment Bonds. The assessment contract rate shall be set at a level deemed reasonable and prudent by the Finance Director. Rates are to reflect the effective borrowing cost by the City plus administrative and contract servicing costs.

E. Debt Refunding

The City may consider advanced refunding outstanding debt (as defined for federal tax law purposes) when it is financially advantageous to do so and complies with all limitations set forth in ORS 287A, the state statutes pertaining to authority to issue debt. At a minimum (a) the new debt shall not be longer than the remaining life of the retiring debt, (b) the net present value savings of a refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to

Financial Management Policies

provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance. The City may issue current refunding bonds (as defined for federal tax purposes) when financially advantageous, legally permissible, and net present value saving equal or exceed \$100,000.

F. Interest Earnings on Debt Proceeds

Bond proceeds shall be promptly invested in accordance with the Investment Policy. Focus shall be on safety and maturity of investments to pay construction costs.

Use of investment interest on bond proceeds will be limited to funding changes to the bond financed project, as approved by City Council, or be applied to debt service payment on the bonds issued for such project.

G. Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated or private placement sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic factors may affect the bond issue or if the nature of the debt is unique and requires particular skills from the underwriters involved. Private placement (debt sold directly to a commercial bank) may be used when anticipated to result in cost savings or provide other advantages when compared to other methods of sale, or if it is determined that access to the public market is unavailable. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

H. Financial Advisor

The City shall employ an independent financial advisor registered with the Municipal Securities Rulemaking Board (MSRB) for all competitive and negotiated issuances. The advisor shall attempt to involve qualified and experienced firms, which consistently submit competitive bids on local government bond underwritings. For negotiated issuances the advisor shall review the offered amortization schedule, interest scale and TIC/NIC and provide guidance on the competitiveness compared to similar issues traded currently. The advisor may also be involved with preparation of bond prospectus, rating presentations, communication with legal counsel and other services necessary for the timely and prudent issuance of debt.

I. Bond Ratings

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings on publicly traded issues will be sought from one or more of the nationally recognized municipal bond rating agencies as recommended by the City's financial advisor.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

J. Covenant Compliance and Annual Disclosure

The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices. The Finance Director shall be responsible for maintaining the City's relationship with the rating agencies and investors. The Finance Director shall oversee the preparation of official statements, disclosure documents, annual filing under MSRB, and any special notices of certain "material events," in connection with its borrowings.

K. Debt Security

Debt may be secured by various funding sources including:

1. General Obligation Bonds: secured by property taxes
2. Revenue Bonds: secured by specified revenue(s)
3. Limited Tax General Obligation: secured by resources within the General Fund
4. Local Improvement District Bonds: secured by liens on affected property
5. Other types of debt approved by the City Council including bank line of credit and leases

L. Arbitrage Rebate Monitoring and Reporting

The Finance Department has a written procedure/policy pertaining to maintaining a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulation. The recordkeeping includes the tracking of project expenditures, interest earned on the bonds, calculating rebate payments and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the outstanding debt. Arbitrage rebate calculations will be performed periodically on all debt issues but no less

Financial Management Policies

frequent than required to satisfy IRS reporting requirements. Due to the specialized nature of the calculations, this function will typically be outsourced.

M. Lease/Purchase Agreements

The City may use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease/purchase agreements will be reviewed by the Finance Director who shall determine whether a lease/purchase is appropriate given the circumstances. Agreements under \$100,000 may be approved by the City Manager and larger amounts must be approved by the City Council. City purchasing policy rules are to be followed for the selection of the purchase.

X. GRANTS AND INTERGOVERNMENTAL REVENUES

The City will seek, apply for, and effectively administer federal, state and local grants which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants. However, grants shall not be pursued if the administrative and program burden is determined to exceed the benefit of outside resources.

A. Grant Policies

1. The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by Council and management.
2. Determination shall be made prior to application if the City has sufficient available resources for cash match requirements.
3. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.
4. The potential for incurring ongoing costs to include assumptions of support for grant-funded positions from local revenues will be considered prior to applying for a grant.

B. Grant Review Process

1. A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include, but not be limited to:
 - a. The grant being pursued and the use to which it would be placed.
 - b. The objectives or goals of the City which will be achieved through the use of the grant.
 - c. The local match required, if any, plus the source of the local match.
 - d. The increased cost to be locally funded upon termination of the grant.
2. All grant agreements will be reviewed by the appropriate City staff, including Finance, Legal, Human Resources, and the sponsoring department, to ensure compliance with state, federal, and City regulations.
3. The City Manager shall approve all grant submissions on behalf of the City and the City Council shall approve all grant acceptances over \$100,000 or any grant requiring the authorization of the elected body.

C. Budgeting for Grant Expenditures

Departments seeking or receiving grant proceeds shall be responsible for including the proper amount in the budget. Only known grant awards or pending requests with a high level of assurance of award shall be budgeted. Budget amendments may be processed for grants not included in the budget but awarded and received during the fiscal year.

D. Grant Termination and/or Reduced Grant Funding

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment. Exceptions may be made when it is not in the City's best interest to terminate a program of service.

XI. FINANCIAL CONSULTANTS

The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, utility rate studies and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform the services offered, references and methodology to name a few. In no case should price be allowed to serve as

the sole criterion for the selection.

A. Selection of Auditors

At least every five years, the City shall request proposals from qualified firms including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records and render an opinion on the financial statements of the City.

It is the City's preference to rotate auditor firms every eight years at the maximum, to ensure that the City's financial statements are reviewed and audited with an objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, and the firm's ability to perform a quality audit.

However, if through the proposal and review process, management (and the Audit Committee if formed) selects the current audit firm, then, it is the City's preference that the lead audit partner be rotated, as well as the lead reviewer, after a maximum of eight years.

B. Arbitrage

The City shall calculate positive/negative arbitrage on each bond issue periodically during the IRS reporting life cycle. While the City is responsible to ensure that the records are in order, the calculations made, reporting completed, and filings made, the actual arbitrage calculation and reporting may be contracted out to a qualified firm.

C. Bond Counsel

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas. The City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of a nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment, security for the bonds, and that the bonds are exempt from federal and state income taxes.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City and prior debt issuances there is no requirement for rotation.

D. Financial Advisory Services

The City may issue various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to:

- method of sale
- analysis of market conditions
- size and structure of the issue
- coordinating rating agency relations
- evaluation of and advice on the pricing of securities, assisting with closing and debt management
- calculation of debt service schedules
- advising on financial management

The City will contract with financial advisors providing a broad range of services and expertise working with governmental entities. Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City, the contract with the Financial Advisor is not required to be rotated.



Library Clerk helps a young patron with a craft at the library's Kindergarten Carnival.





City of Wilsonville, Oregon

Five-Year Forecast FY 2025-26 to FY 2029-30

Five-Year Forecast

Cover Photo Taken by Marcus Schwing, category contest winner from the 2025 Best of Wilsonville photo contest.

OVERVIEW

This Five-Year Financial Forecast complements the FY 2025-26 Budget by evaluating the City's financial capacity over the next five years. It examines the City's ability to sustainably deliver services, taking into account factors such as service levels, population growth, Council priorities, labor costs, and economic pressures like inflation. The forecast highlights trends, potential shortfalls, and emerging challenges, helping guide proactive measures and long-term planning to ensure responsible financial stewardship.

Although anchored by the FY 2025-26 Budget, this forecast is not a budget itself. Rather, it provides an overview of the City's fiscal health based on assumptions for the next five years. This allows City Council, the Budget Committee, management, and the public to understand the financial landscape beyond the annual budget cycle. It serves as a strategic tool, offering a longer-term perspective to the budget process, ensuring responsible financial stewardship to meet both current and future community needs.

COMMON ASSUMPTIONS

POPULATION GROWTH

Population growth can significantly impact a city's financial forecast in several ways. As the population increases, revenues from property taxes and utility fees are likely to rise due to a larger tax base. Growth also drives economic expansion, enhances economies of scale for utility services, improves public services, attracts investment, and enriches the city's cultural and social fabric, contributing to a higher quality of life for its residents. However, growth also leads to increased demand for services, which can put pressure on the city's budget. Additionally, a growing population often necessitates expanded infrastructure, such as roads, sewer lines, water treatment capacity, and public buildings, requiring capital expenditures and potential funding sources.

This forecast assumes an average annual population growth rate of 2% over the next five years, based on ongoing residential construction projects and in alignment with a 4-year rolling average.

REVENUES

Each operating fund has distinct revenue sources, so revenues are forecasted differently for each fund. Forecasts are based on historical data, trend analysis, population growth, and adjustments for one-time or nonrecurring revenues. They also factor in policy changes and rate adjustments. For example, water use, sewer, and stormwater fees are projected based on any approved future rate increases as well as averaged consumption trends.

EXPENDITURES

For the City, budgetary expense control is established at the total fund level and further broken down by department within each fund. However, for a broader financial perspective and the purpose of financial forecasting, expenses within each fund are categorized into the following classifications: personnel services (labor), materials and services, capital outlay, debt service, and interfund transfers (for capital improvement projects).

- **Personnel Services (PS):** The operations of city government are labor-intensive, making the projection of labor costs a critical part of the budget forecast. Key components in this category include wages, retirement, and health insurance. Wage tables for represented positions are negotiated every three years across the City, along with retirement and health insurance contributions. Currently, employees are responsible for 10% of their health insurance costs. The City participates in the Oregon Public Employees Retirement System (PERS) for all its employees, with rates set every two years. This forecast assumes that the City will maintain its current wage and benefit structure and that staffing levels will remain unchanged. However, as the City continues to grow, staffing levels may come under increasing pressure.
- **Materials & Services (MS):** Key cost drivers include inflation, rising utility costs, higher insurance premiums, contract adjustments, and supply chain disruptions. It is assumed that the annual inflation rate for materials and services will be approximately 3%. Contracted services for the City encompass law enforcement, water treatment plant operations, wastewater treatment plant operations, street sweeping, and meter reading.
- **Capital Outlay (CO):** Capital outlay is a one-time, large equipment or vehicle type expenditure. Most departments and/or funds have a random pattern of CO spending, with the exception of Transit in the case of regular and routine

Five-Year Forecast

yearly bus purchases as well as the Water Operations and Wastewater Operation Funds responsible for treatment plant equipment upgrades. Capital Outlay patterns and forecasted future expense are based on historical trending and an annual inflationary index.

- **Debt Service (DS):** The City only issues debt for capital infrastructure financing with debt service typically paid out of its Operating Funds. The City may issue external bonded debt or may issue loans from itself as one fund to another (inter-fund). Inter-fund capital loans are term-limited not to exceed 10 years.
- **Interfund Transfers:** Operating funds also include transfers out to other funds for specific purposes, such as payments for indirect services provided by the General Fund (e.g., Finance, Legal, HR, IT, and Administrative services) or for funding capital improvement infrastructure needs, which are accounted for in the City's CIP funds. For example, an operating fund like the Water Operating Fund may have a transfer-out expense for General Fund overhead services, as well as a transfer-out to the Water CIP Fund for infrastructure projects.

FUNDS PRESENTED

This forecast focuses on the City's nine core operating funds. These funds are essential to the City's long-term vision, managing resources used directly for ongoing operations or transferred to support capital projects in the Capital Improvement Project (CIP) funds.

- 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 serves as the primary source of funding for the City's core operations, including public safety, parks, library, and general services. It supports a broad spectrum of essential services that have a direct impact on the daily lives of residents. The sustainability of the General Fund is critical to ensuring the City's financial stability and its ability to respond to evolving community needs.

The General Fund revenues rely heavily on property taxes, which are based on assessed values and new construction. Property assessments include real property as well as personal property and equipment, with a 3% growth limit for real property set by the State constitution. As the city grows, new construction increases the tax base, generating additional revenue that supports essential services and infrastructure.

Expenditures in the General Fund are driven by the demand for services as the population expands. Growth requires the city to consider adding staff and resources to meet increased demand for services. Additionally, inflation and rising labor costs contribute to higher expenditures over time. Growth helps offset these pressures by expanding the tax base, ensuring the city can maintain service levels and effectively address community needs.

REVENUES

- **Property Taxes:** Property tax revenue typically makes up over half of the General Fund's external resources. Taxes are assessed, calculated, and collected by the County Assessor. Wilsonville spans Clackamas and Washington Counties, receiving tax distributions from both. Taxable property includes real property (land, buildings, machinery) and personal property used in business. Wilsonville's permanent tax rate is \$2.5206 per thousand of assessed value and cannot exceed this rate, though the City may propose a local option levy if additional revenue is needed. These levies last five years and require voter renewal. The property tax revenue forecast accounts for assessed growth, new construction, urban renewal, and collection rates. A 5% growth rate is projected, considering these factors and continued development potential.

- **Franchise (Right of Way) Fees:** These charges are assessments on utility companies' gross receipts for using the City's right-of-way. Rates vary by type of utility with telecommunications at 7.0%; electric, natural gas and cable television at 5.0%; water, wastewater and stormwater at 4.0%; and garbage at 5%. The majority of the fees collected are trending upwards as the City grows and companies add accounts. Going forward, the forecast assumes a 2.0% annual growth rate. This forecast reflects the growing City, and anticipated rate increases for natural gas, electricity and stormwater. **Intergovernmental:** Intergovernmental revenue includes state shared revenues (cigarette taxes, liquor taxes, and other revenues) and the City's share of the Clackamas County Library District Levy.
- **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, legal, and overall City management.
- **Other Revenues:** Other revenues for the General Fund include charges for services, municipal court fines, interest earnings, licenses and permits, and miscellaneous revenues. Charges for services include fees for park rentals, recreational programs, and similar activities. Municipal court fines are generated from the adjudication of traffic violations. Interest earnings are earned on invested cash. The Hotel/Motel (Transient Lodging) Tax is a 5% tax on occupancy rents at hotels, motels, and vacation rentals. The City allocates approximately half of these receipts for tourism promotion.

EXPENDITURES

The General Fund accounts for the expenditures of Parks & Recreation, Library, Law Enforcement, Municipal Court, and the City's Policy and Administration. The General Fund also supports functions in Community Development and Public Works.

- **Parks & Recreation** is responsible for managing Wilsonville's park system, which includes 19 public parks, sports fields, courts, picnic shelters, trails, and open spaces, covering nearly 300 acres. The department offers a wide range of programs for all ages and abilities and works closely with the community to plan and implement park improvements. During the last Parks Master Plan process, residents identified several projects they hope to see, including upgrades to Memorial Park fields and the development of the Advance Road Sports Complex. However, a more robust funding plan is needed to bring these larger projects to fruition.

As the city's park system grows, additional staff will be required to maintain the parks. Park maintenance costs are expected to rise, especially for water usage to irrigate new parks, along with the need for more equipment and tools. Capital equipment and infrastructure are funded by the General Fund, and over the next five years, the department plans to request funding for new park maintenance equipment, including mowers and work trucks, as well as play structure replacements and other amenities.
- **Library:** The Library is a community focal point that provides a full range of professional services to both City residents and non-residents. The Library encourages daily reading by children, strives to reach out to all communities, and promotes connection to on-line tools. The Library is projected to receive 39% of its funding from the City's General Fund, and 57% of its funding from the Clackamas County Library District in FY 2025-26. The rest of the funding for the Library is made up of donations, grants, and late fees.
- **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, behavioral health clinician, 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.
- **Municipal Court** adjudicates traffic violations and City code violations and receives revenue from court fines paid by defendants.
- **Public Works – Administration and Facilities:** The Administration and Facilities divisions of Public Works are part of the General Fund but also receive financial support from other City funds such as Water, Wastewater, Stormwater, Roads and Transit. The Public Works department has many different divisions, including the operations

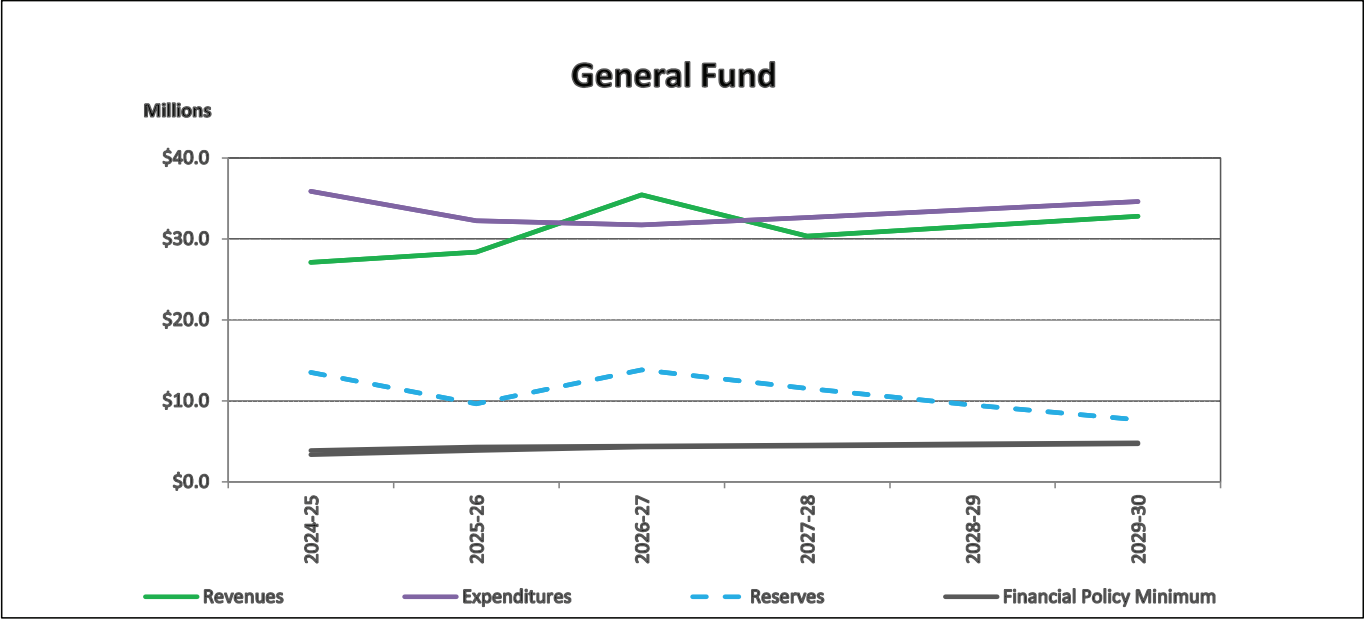
Five-Year Forecast

for Wastewater, Water, Roads, and Stormwater, which are funded through non-General Fund resources and are discussed in the respective fund sections of this report. Over the next five years, Public Works Administration and Facilities will need to add additional staff members to keep up with a growing city.

- **Policy and Administration houses:** Administration, Finance, Information Services, Legal, and Human Resources.
- **Operating Transfers Out:** The General Fund provides financial support to other City departments in the form of transfers. The Community Development Fund receives a General Fund operating transfer for tasks and functions performed that are not directly related to permit fees or billable to other work items, such as long-term planning.
- **Capital Improvements:** The General Fund pays for the various capital improvement needs for the operational departments listed above, as well as improvements for the various City-owned structures, if they are not exclusively used by an enterprise function. CIP projects funded by the General Fund are forecasted and capped out for Parks at \$250K. As noted earlier, a more robust funding plan will be needed in order for some of the larger Parks capital projects to come to fruition.

GENERAL FUND FORECAST

The five-year forecast for the City’s General Fund reveals a drawing down of reserves through FY 2029-30, while maintaining an ending fund balance well above the City’s financial policy minimum. It is important to note that actual revenues and expenditures vary from budgeted figures. Typically, revenues come in slightly higher than budgeted, and departments typically underspend appropriated budgets because the Oregon Budget Law does not allow budgeted appropriations to be exceeded. Should the trend in this forecast be realized, this five-year forecast demonstrates that the City has adequate reserves; although increasing levels of service may be difficult and considered carefully with each budget cycle.



Five-Year Forecast

GENERAL FUND (in millions)	Estimated FYE 25	5 - Year Forecast				
		FYE 26	FYE 27	FYE 28	FYE 29	FYE 30
BEGINNING FUND BALANCE	\$22.28	\$13.50	\$10.10	\$13.82	\$11.53	\$9.47
REVENUES:						
Property taxes	\$12.02	\$12.62	\$13.28	\$13.98	\$14.71	\$15.49
Hotel/Motel taxes	\$0.57	\$0.62	\$0.63	\$0.65	\$0.66	\$0.67
Franchise fees	\$3.86	\$4.29	\$4.42	\$4.55	\$4.69	\$4.83
Licenses & permits	\$0.17	\$0.17	\$0.17	\$0.18	\$0.18	\$0.18
Intergovernmental - State Shared, CIG, Alcohol	\$0.85	\$0.89	\$0.91	\$0.94	\$0.97	\$1.00
Intergovernmental - Clackamas Library Dist.	\$1.85	\$1.75	\$1.80	\$1.86	\$1.91	\$1.97
Intergovernmental - Nutrition Program	\$0.13	\$0.10	\$0.10	\$0.10	\$0.11	\$0.11
Intergovernmental - Metro CES/CIF	\$0.12	\$0.12	\$0.12	\$0.12	\$0.13	\$0.13
Intergovernmental - WLWV Res. Officer	\$0.10	\$0.12	\$0.12	\$0.12	\$0.12	\$0.12
Intergovernmental - ARPA, TOD Earmark, Other	\$0.38	\$0.28	\$0.03	\$0.03	\$0.03	\$0.03
Charges for services	\$0.42	\$0.38	\$0.40	\$0.41	\$0.42	\$0.43
Municipal court fines	\$0.17	\$0.18	\$0.18	\$0.19	\$0.19	\$0.20
Investment income	\$0.69	\$0.53	\$0.40	\$0.55	\$0.46	\$0.38
Lease proceeds - TVWD	\$0.17	\$0.17	\$6.45	-	-	-
Miscellaneous revenue	\$0.19	\$0.18	\$0.18	\$0.18	\$0.18	\$0.18
Transfers-In from other funds:						
Interfund loan repayment - Stormwater	\$0.52	-	-	-	-	-
Transfer-In OH - Operating Funds	\$3.77	\$4.65	\$4.89	\$5.13	\$5.39	\$5.66
Transfer-In OH - CIP Funds	\$1.11	\$1.34	\$1.37	\$1.39	\$1.42	\$1.45
TOTAL REVENUES	\$27.09	\$28.39	\$35.45	\$30.37	\$31.56	\$32.82
EXPENSES:						
Personnel Services	\$13.15	\$14.10	\$14.52	\$14.95	\$15.40	\$15.86
Material & Services - CCSO Contracted Service	\$6.30	\$7.20	\$7.42	\$7.64	\$7.87	\$8.11
Material & Services	\$6.45	\$7.29	\$7.51	\$7.73	\$7.96	\$8.20
Capital Outlay	\$0.27	\$0.14	\$0.02	\$0.02	\$0.02	\$0.02
Transfers to other funds:						
CD Fund - contribution	\$1.65	\$1.15	\$1.20	\$1.24	\$1.29	\$1.35
CIP - Parks	\$2.42	\$0.93	\$0.25	\$0.25	\$0.25	\$0.25
CIP - Planning	\$0.62	\$0.37	\$0.25	\$0.25	\$0.25	\$0.25
CIP - Facilities (IT)	\$1.29	\$0.37	\$0.08	\$0.08	\$0.08	\$0.08
CIP - Facilities	\$1.74	\$0.72	\$0.50	\$0.50	\$0.50	\$0.50
CIP - T.O.D. State Grant Funds (8156)	\$1.98	-	-	-	-	-
TOTAL EXPENDITURES	\$35.87	\$32.27	\$31.73	\$32.66	\$33.62	\$34.61
Net surplus (deficit)	(\$8.78)	(\$3.88)	\$3.72	(\$2.29)	(\$2.06)	(\$1.80)
ENDING FUND BALANCE	\$13.50	\$9.62	\$13.82	\$11.53	\$9.47	\$7.68
<i>Financial Policy Fund Balance Minimum</i>	\$3.88	\$4.29	\$4.42	\$4.55	\$4.69	\$4.83

Five-Year Forecast

COMMUNITY DEVELOPMENT FUND

FUND DESCRIPTION

The Community Development (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.

REVENUES

Revenues received by this fund include Engineering and Planning permit fees, charges for services, and transfers from other City funds. 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** 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.
- **General Fund Contribution and Planning CIP Funding:** The General Fund subsidizes the Planning Program for their efforts of long-term planning. For FY 2025-26, the contribution will be \$1,150,000. In addition, the General Fund also funds the Planning CIP projects.
- **Charges for Services:** The CD Fund receives revenue from the Urban Renewal Agency in the form of charges for services. Staff within the Department support the Urban Renewal Agency by planning, designing and managing capital infrastructure projects within the Urban Renewal Area boundaries, as well as providing administrative and oversight support to the agency.
- **Transfers In:** Engineering provides support to other City departments through planning and managing capital infrastructure projects. For the services provided, revenues are transferred into the CD Fund. In addition, engineering and pre-design for the expansion of capital projects are funded by the System Development Charges (SDC) funds, which are accounted for in the CD Fund through interfund transfers.

The CD Fund also receives a transfer from the Building Division for the services provided by the Community Development Director and CD staff, and a transfer from the Stormwater Fund for stormwater management and natural resource administration.

EXPENDITURES

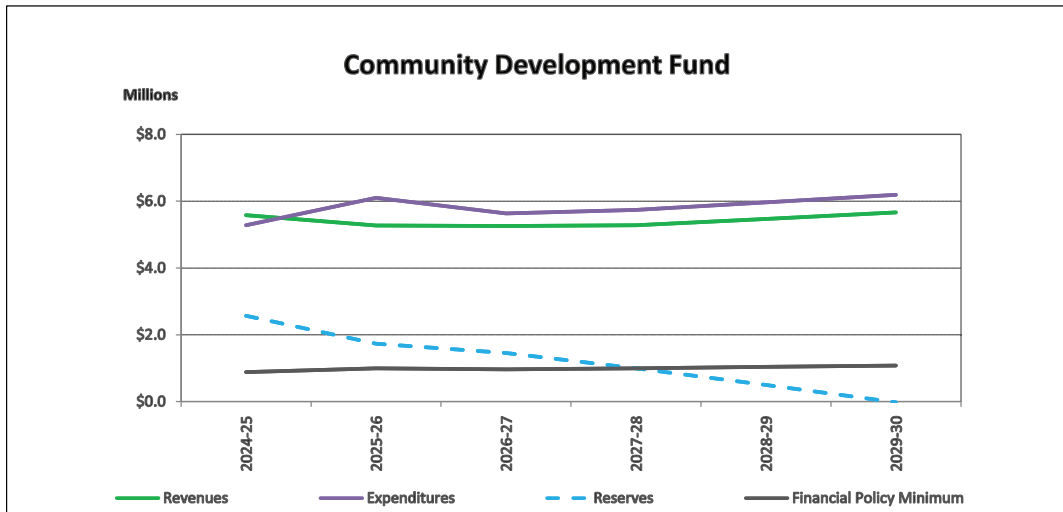
Expenditures from this fund are for the purposes of community development administration, engineering, planning, economic development, natural resources and stormwater management. These functions are provided by City staff and consultants. Important tasks include ensuring the City's compliance with the National Pollutant Discharge Elimination System (NPDES) permit for stormwater run-off, coordinating with regional partners, managing urban renewal plans and projects, conceptually planning future growth areas such as Frog Pond, Town Center, keeping various infrastructure master plans up to date, and managing the construction of City capital improvements.

The expenditure drivers for this fund include the cost of labor and materials, changes to regulations, state planning mandates, and the timing and size of future growth areas that need conceptual planning. The City is currently engaged in the planning of the Basalt Creek, Frog Pond and Town Center areas. These efforts are funded by the General Fund and grant funding.

COMMUNITY DEVELOPMENT FUND FORECAST

The five-year forecast for the CD Fund illustrates that on a budgetary basis, the fund continues to struggle with expenditures outpacing revenues. The current projections indicate the fund will be at or below financial reserve minimums by the end of FY 2027-28 if corrective actions are not taken. Immense development opportunity and potential remains within the City, though timing of corresponding development fees are somewhat uncertain. This fund will continue to be monitored closely, and actions taken as necessary, to ensure that the ending fund balance remains at or above the Financial Policy Minimum.

Five-Year Forecast



COMMUNITY DEVELOPMENT FUND (in millions)	Estimated FYE 25	5 - Year Forecast				
		FYE 26	FYE 27	FYE 28	FYE 29	FYE 30
BEGINNING FUND BALANCE	\$2.27	\$2.57	\$1.83	\$1.46	\$0.99	\$0.50
REVENUES:						
Licenses & permits - Engineering	\$0.59	\$0.11	\$0.50	\$0.50	\$0.50	\$0.50
Licenses & permits - Planning	\$0.29	\$0.34	\$0.38	\$0.38	\$0.38	\$0.38
Intergovernmental	\$0.25	\$0.51	\$0.10	-	-	-
Charges for services:						
Administrative - UR West	\$0.05	-				
Administrative - UR Coffee Creek	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07	\$0.07
Administrative - UR WIN	\$0.11	\$0.11	\$0.11	\$0.11	\$0.11	\$0.11
Project Management - UR Year 2000	-	-	-	-	-	-
Project Management - UR West Side	\$0.13	\$0.13	\$0.06	-	-	-
Project Management - UR Coffee Creek	-	\$0.10	\$0.13	\$0.15	\$0.18	\$0.20
Master Planner	-	-	-	-	-	-
Traffic Study	\$0.04	\$0.04	\$0.05	\$0.05	\$0.05	\$0.05
Convenience Fee / Other	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
Investment income	\$0.07	\$0.09	\$0.07	\$0.06	\$0.04	\$0.02
Transfers-In from other funds:						
General Fund (contribution)	\$1.65	\$1.15	\$1.20	\$1.24	\$1.29	\$1.35
Building Inspection (reimbursement)	\$0.11	\$0.13	\$0.14	\$0.15	\$0.15	\$0.16
Stormwater Operating (reimbursement)	\$0.35	\$0.46	\$0.48	\$0.50	\$0.53	\$0.55
CIP Fund (project mgmt fees)	\$1.87	\$2.01	\$1.96	\$2.06	\$2.16	\$2.27
TOTAL REVENUES	\$5.58	\$5.27	\$5.26	\$5.28	\$5.47	\$5.67
EXPENSES:						
Personnel Services	\$3.76	\$4.00	\$3.99	\$4.15	\$4.32	\$4.49
Material & Services	\$0.66	\$1.02	\$0.84	\$0.86	\$0.89	\$0.91
Transfers to other funds:						
General Fund (overhead)	\$0.64	\$0.67	\$0.70	\$0.73	\$0.76	\$0.79
CIP - Planning (grants)	\$0.22	\$0.41	\$0.10	-	-	-
TOTAL EXPENDITURES	\$5.28	\$6.10	\$5.63	\$5.74	\$5.96	\$6.19
Net surplus (deficit)	\$0.29	(\$0.83)	(\$0.37)	(\$0.46)	(\$0.49)	(\$0.52)
ENDING FUND BALANCE	\$2.57	\$1.74	\$1.46	\$0.99	\$0.50	(\$0.02)
Financial Policy Fund Balance Minimum	\$0.88	\$1.00	\$0.97	\$1.00	\$1.04	\$1.08

Five-Year Forecast

BUILDING INSPECTION FUND

FUND DESCRIPTION

The Building Inspection Fund supports the administration and enforcement of building codes, to ensure buildings and construction are compliant with State laws and City code. Local permit fees are required to be dedicated and used only for building inspection administration and enforcement, per Oregon Revised Statutes (ORS) and Oregon Administrative Rules (OAR).

REVENUES

Revenue for this fund is primarily driven by the volume of building permits. Building permit fees support both plan review and construction inspection activities and are adjusted annually in accordance with the CPI-U West Region Index. Additionally, the State of Oregon Building Codes Division requires advance notice for fee adjustments to ensure transparency and compliance.

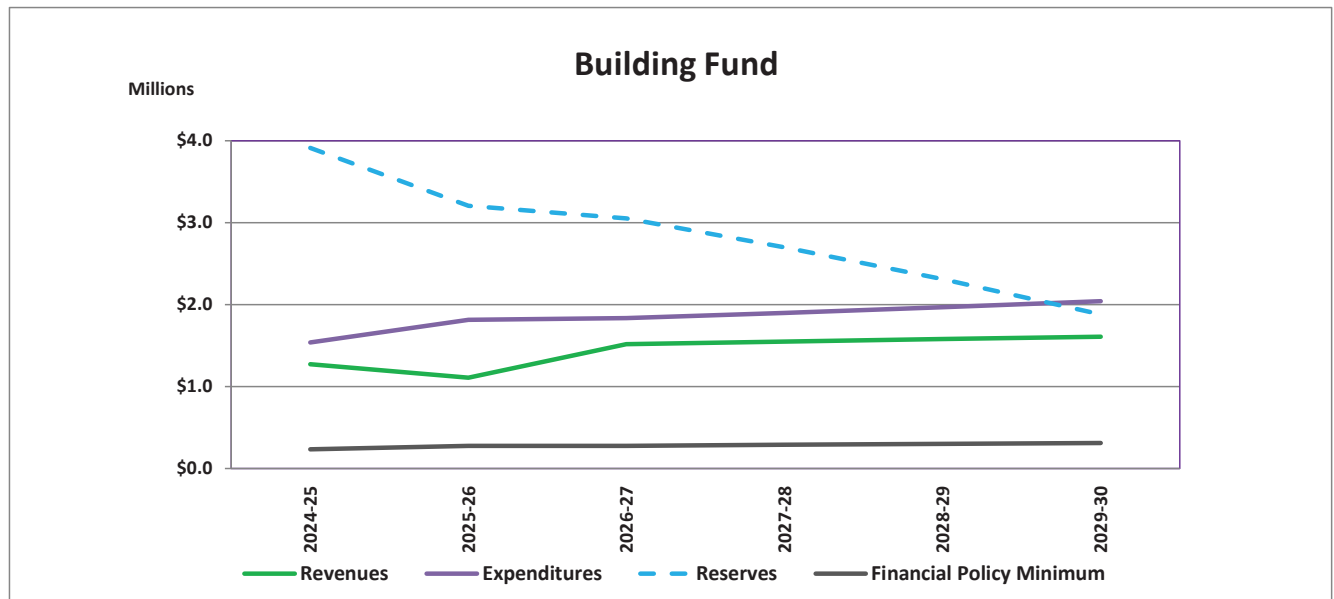
The forecast predicts continued increase in permit fees through FY 2029-30, in combination of annual increases and anticipated residential and construction activities.

EXPENDITURES

Expenditure drivers for this fund are primarily related to labor, and currently includes a vacant building inspector position, to be filled as the demand in the housing construction market increases.

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. Immense development opportunity and potential exists within the City, though timing of corresponding development as well as the timing of receipts in the permitting process, are somewhat uncertain. 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.



BUILDING INSPECTION FUND (in millions)	Estimated FYE 25	5 - Year Forecast				
		FYE 26	FYE 27	FYE 28	FYE 29	FYE 30
BEGINNING FUND BALANCE	\$4.18	\$3.91	\$3.37	\$3.05	\$2.70	\$2.31
REVENUES:						
Permits	\$1.14	\$0.95	\$1.40	\$1.44	\$1.49	\$1.53
Investment income	\$0.13	\$0.16	\$0.12	\$0.11	\$0.09	\$0.08
TOTAL REVENUES	\$1.27	\$1.11	\$1.52	\$1.55	\$1.58	\$1.61
EXPENSES:						
Personnel Services	\$0.96	\$1.15	\$1.19	\$1.24	\$1.29	\$1.34
Material & Services	\$0.21	\$0.24	\$0.20	\$0.21	\$0.22	\$0.22
Transfers to other funds:						
General Fund (overhead)	\$0.26	\$0.29	\$0.30	\$0.31	\$0.32	\$0.33
CD Fund (overhead)	\$0.11	\$0.13	\$0.14	\$0.14	\$0.15	\$0.15
TOTAL EXPENDITURES	\$1.54	\$1.81	\$1.83	\$1.90	\$1.97	\$2.04
Net surplus (deficit)	(\$0.26)	(\$0.71)	(\$0.32)	(\$0.35)	(\$0.39)	(\$0.43)
ENDING FUND BALANCE	\$3.91	\$3.21	\$3.05	\$2.70	\$2.31	\$1.88
<i>Financial Policy Fund Balance Minimum</i>	\$0.23	\$0.28	\$0.28	\$0.29	\$0.30	\$0.31

Five-Year Forecast

TRANSIT FUND

FUND DESCRIPTION

The Transit Fund accounts for the City's transit system – South Metro Area Regional Transit (SMART). SMART provides fixed route bus service throughout the City of Wilsonville, and connecting service to Salem, Canby, and Tualatin. SMART also provides an extensive demand-response system (Dial-a-Ride) with priority for ADA-qualified riders, transporting older adults and people with disabilities to out-of-town medical appointments. SMART also provides businesses, residents, and visitors of Wilsonville with the resources to participate in various transportation options such as vanpooling, carpooling, bicycling, walking, and teleworking 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.

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 65% of the total funding in the FY 2025-26 Proposed Budget. The second largest source is intergovernmental revenue which represents 29% of total funding in the FY 2025-26 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.
- **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 in July of 2018. The centerpiece of Keep Oregon Moving is the creation of STIF. This fund provided a new dedicated source of funding to expand public transportation. The funds from this tax are distributed by ODOT in a formula allocation and competitive grants as specified in the legislation to qualified entities, such as SMART. The STIF formula component is distributed to qualified entities based on taxes paid within their geographic area. For the Proposed FY 2025-26 Budget, SMART anticipates receiving \$1.8 million in formula funds. SMART is also eligible for competitive based grant awards from this funding source.

SMART also continues to be the beneficiary of federal and state grants for funding various programs and for purchasing rolling stock. Transit typically receives a grant match for rolling stock of approximately 80% of the cost. Over the last 5 years, grants awarded to the Department have varied from a low of approximately \$250,000 to a high of \$4,000,000. Going forward in this forecast, it is assumed that operating grants received by the Department will be from Federal, State and Clackamas County sources. The forecast also assumes that the Department will continue to receive capital grants equal to 80% of the planned equipment replacement.

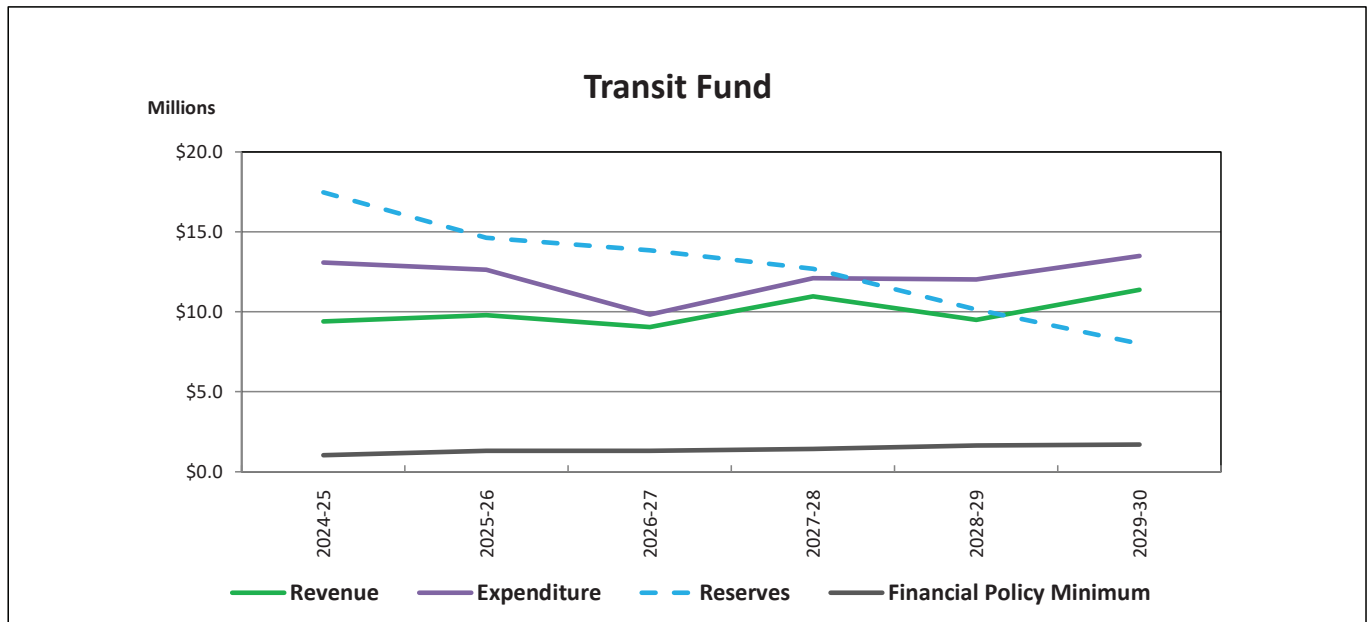
EXPENDITURES

Expenditures of the Transit Fund include wages and benefits for the transit drivers, transit administration, and the repair, maintenance and purchase of the rolling stock. Major drivers of the Transit Fund expenditures include the cost of labor, cost of fuel, and the matching requirement for grant funded capital purchases.

- **Operations:** SMART operates nearly every day of the year, with the exception of Sundays and major holidays. Consistent with the Transit Master Plan update of 2023, SMART plans to begin incremental increases in service, which will facilitate the need for additional personnel. Additional personnel are budgeted in FY 2025-26 for service from Wilsonville to Clackamas Town Center.
- **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, SMART's first electric smaller bus, and three 40-foot buses. All new bus purchases will be either battery electric or CNG (Compressed Natural Gas).

TRANSIT FUND FORECAST

The five-year forecast for the Transit Fund reveals a steady ending fund balance well above the City's financial policy minimum, thanks to the State transportation package passed in 2017 (HB2017), referred to as STIF Funds.



TRANSIT FUND (in millions)	Estimated FYE 25	5 - Year Forecast				
		FYE 26	FYE 27	FYE 28	FYE 29	FYE 30
BEGINNING FUND BALANCE	\$21.14	\$17.46	\$14.62	\$13.83	\$12.68	\$10.14
REVENUES:						
Transit Tax	\$6.00	\$6.30	\$6.49	\$6.68	\$6.88	\$7.09
Intergovernmental - grants (federal/state)	\$0.71	\$0.96	-	\$0.90	-	\$0.90
Intergovernmental - STIF formula	\$2.00	\$1.80	\$2.00	\$2.06	\$2.12	\$2.19
Intergovernmental - competitive	-	-	-	\$0.80		\$0.80
Charges for services	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
Investment income	\$0.61	\$0.70	\$0.51	\$0.48	\$0.44	\$0.36
Miscellaneous revenue	\$0.06	\$0.02	\$0.02	\$0.02	\$0.02	\$0.02
TOTAL REVENUES	\$9.40	\$9.80	\$9.04	\$10.97	\$9.49	\$11.37
EXPENSES:						
Personnel Services	\$4.38	\$5.87	\$5.80	\$6.43	\$7.69	\$8.00
Material & Services	\$2.53	\$2.91	\$3.03	\$3.15	\$3.28	\$3.41
Capital Outlay	\$1.33	\$1.16	-	\$1.00	-	\$1.00
Transfers to other funds:						
General Fund (overhead)	\$0.82	\$0.95	\$0.98	\$1.01	\$1.04	\$1.07
CIP - Facilities	\$4.01	\$1.74	-	\$0.50	-	-
CIP - Facilities (Bus Shelters)	-	-	\$0.02	\$0.02	\$0.02	\$0.02
TOTAL EXPENDITURES	\$13.08	\$12.64	\$9.83	\$12.12	\$12.03	\$13.50
Net surplus (deficit)	(\$3.68)	(\$2.84)	(\$0.79)	(\$1.15)	(\$2.54)	(\$2.13)
ENDING FUND BALANCE	\$17.46	\$14.62	\$13.83	\$12.68	\$10.14	\$8.02
<i>Financial Policy Fund Balance Minimum</i>	<i>\$1.04</i>	<i>\$1.32</i>	<i>\$1.32</i>	<i>\$1.44</i>	<i>\$1.65</i>	<i>\$1.71</i>

Five-Year Forecast

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.

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 7,500 water customers. While individual residential usage has been trending slightly downwards over the last several years, the continued addition of new accounts has led to an overall increase in water consumption.

A new residential water rate structure based on a two-tier consumption table, was put into effect May 1, 2020. An additional two year rate path was also adopted, increasing rates at an overall 3% thru May 1, 2023.

- **Water Sales:** The City can sell up to five million gallons per day of treated water to Sherwood. Sherwood water demand has increased in the last two years and now pays Wilsonville close to \$1.5 million per year for water.
- **Other Revenues:** The Water Fund also receives interest earnings and due to the large fund balance, this has been a reliable income source for the fund. However, with the current low interest rates and using of the fund balance for capital projects, the impact of investment revenue will not be as significant as in the past.

EXPENDITURES

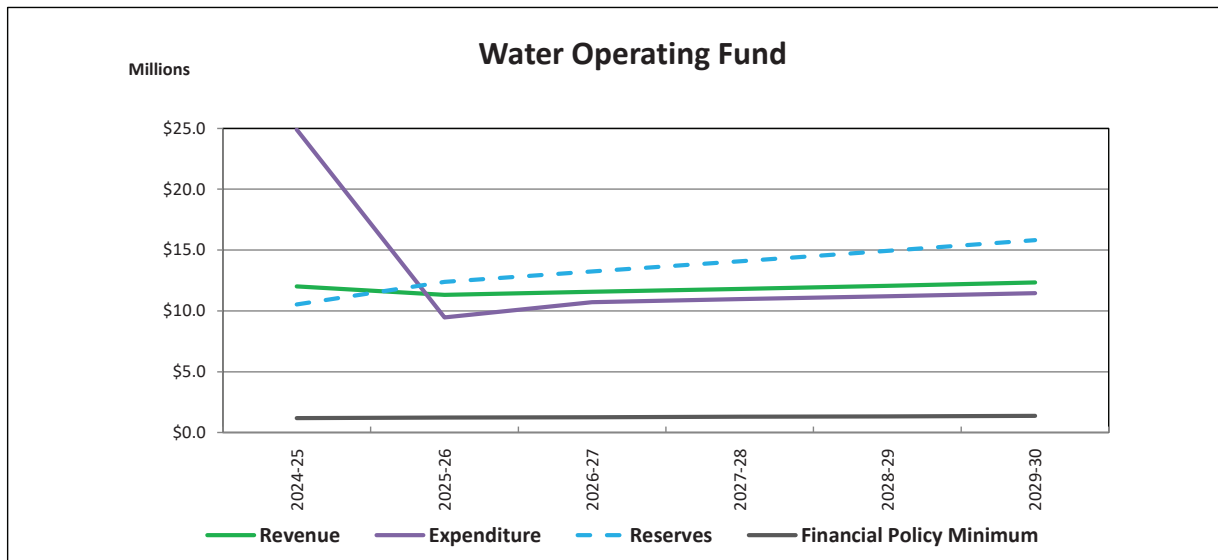
Expenditures of the water utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the water. Maintaining, repairing, and replacing the capital infrastructure of the water utility also drive expenditures.

- **Operations:** Water operations include managing and maintaining the water treatment plant and the water distribution system. The water treatment plant is managed under contract by Veolia Water North America. The water distribution system includes pipes, reservoirs, booster pumps, valves, fire hydrants and wells.
- **Capital Improvements:** The water utility is a very capital intensive operation, including assets such as the treatment plant, miles of pipes, reservoirs, and pumps. Maintenance and repair of the treatment plant, pipes, pumps, valves, etc., are funded through the water rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both water rates and SDCs, depending upon whether the project expands capacity or not. The operating fund transfers funds to the CIP under the "Transfers to Other Funds" category. The detail of the 5 year forecast CIP can be found in the FY 2025-26 Proposed Budget document.

WATER OPERATING FUND FORECAST

The five-year forecast for the Water Fund shows that the fund remains fiscally healthy, and well above the City's financial policy minimum, in support of this capital intensive utility. These reserves will be used for planned, ongoing, major capital repair and replacements, as applicable, for aging critical processing equipment.

Five-Year Forecast



WATER OPERATING FUND (in millions)	Estimated FYE 25	5 - Year Forecast				
		FYE 26	FYE 27	FYE 28	FYE 29	FYE 30
BEGINNING FUND BALANCE	\$23.42	\$10.52	\$12.38	\$13.22	\$14.08	\$14.94
REVENUES:						
Usage charge	\$9.68	\$9.27	\$9.46	\$9.65	\$9.84	\$10.04
Sherwood usage	\$1.50	\$1.55	\$1.58	\$1.61	\$1.64	\$1.68
Connection fees	\$0.02	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04
Investment income	\$0.76	\$0.41	\$0.43	\$0.46	\$0.49	\$0.52
Miscellaneous revenue	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04	\$0.04
TOTAL REVENUES	\$12.00	\$11.32	\$11.55	\$11.81	\$12.06	\$12.32
EXPENSES:						
Water Distribution:						
Personnel Services	\$0.66	\$0.75	\$0.78	\$0.82	\$0.85	\$0.88
Material & Services	\$1.02	\$1.12	\$1.15	\$1.20	\$1.24	\$1.29
Capital Outlay	\$0.05	\$0.04	-	-	-	-
Water Treatment Plant (contracted)						
Material & Services	\$4.24	\$4.17	\$4.29	\$4.42	\$4.56	\$4.69
Capital Outlay	\$1.47	\$0.67	\$0.50	\$0.50	\$0.50	\$0.50
Debt Service - PW Complex	\$0.38	\$0.38	\$0.38	\$0.38	\$0.38	\$0.38
Transfers to other funds:						
General Fund (overhead)	\$0.84	\$1.08	\$1.11	\$1.14	\$1.18	\$1.21
Interfund Loan - Roads CIP (Boeckman Rd)	\$8.25	-	-	-	-	-
CIP - Water CIP	\$8.00	\$1.24	\$2.50	\$2.50	\$2.50	\$2.50
TOTAL EXPENDITURES	\$24.90	\$9.45	\$10.71	\$10.95	\$11.20	\$11.46
Net surplus (deficit)	(\$12.90)	\$1.87	\$0.84	\$0.85	\$0.86	\$0.87
ENDING FUND BALANCE	\$10.52	\$12.38	\$13.22	\$14.08	\$14.94	\$15.81

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.

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 five-year forecast includes a conservative escalator for usage charges, based on our current rate structure; although the City is currently conducting an updated utility rate-setting study, for Council consideration.

- **Charges:** The City charges for use of the wastewater system each month, for about 7,500 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 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 capital infrastructure of the wastewater utility also drive expenditures.

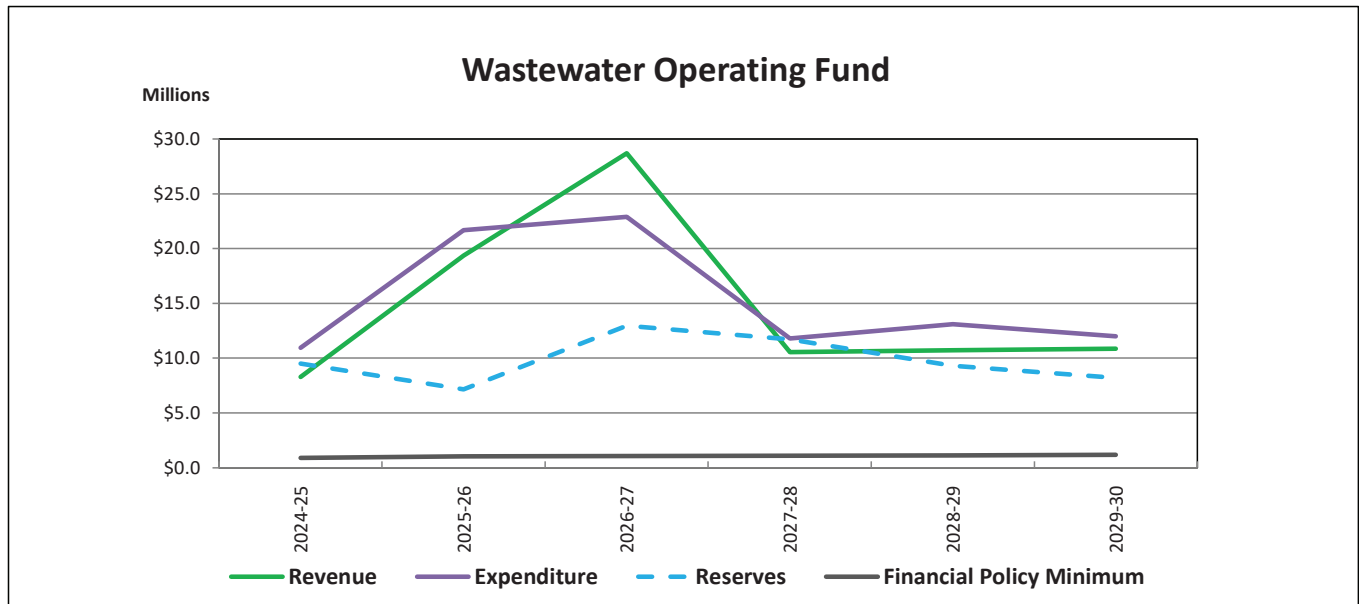
- **Operations:** Wastewater operations include managing and maintaining the wastewater treatment plant, the wastewater collection system of pipes, and lift stations. Additionally, operations include managing the Industrial Pretreatment Program, as well as ensuring the City is in compliance with the 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 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.

WASTEWATER OPERATING FUND FORECAST

The five-year forecast for the Wastewater Fund shows that the fund balance (also referred to as a reserve) is drawn down over time, but still remains above the financial policy minimum through FY 2027-28. Revenue and coinciding expenditures

Five-Year Forecast

reflect a spike in FY 2025-26 and FY 2026-27, as the City utilizes debt proceeds to fund two significant capital improvement projects, including Boeckman Creek Interceptor, and the Wastewater Treatment Plant Aeration Expansion. Further, an additional funding source will be needed, to fund those major capital improvement upgrades scheduled for FY 2030-31. source will be needed, most notably to fund those major capital improvement upgrades schedule for FY 2030-31.



SEWER OPERATING FUND (in millions)	Estimated FYE 25	5 - Year Forecast				
		FYE 26	FYE 27	FYE 28	FYE 29	FYE 30
BEGINNING FUND BALANCE	\$12.17	\$9.50	\$7.17	\$12.96	\$11.71	\$9.32
REVENUES:						
Usage charge	\$7.86	\$7.83	\$8.03	\$8.23	\$8.44	\$8.65
Investment income	\$0.40	\$0.38	\$0.29	\$0.45	\$0.41	\$0.33
Miscellaneous revenue	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03	\$0.03
Transfers-in - Sewer SDC Fund	-	\$0.60	\$1.85	\$1.85	\$1.85	\$1.85
Long Term Debt Proceeds	-	\$10.50	\$18.50	-	-	-
TOTAL REVENUES	\$8.29	\$19.34	\$28.70	\$10.56	\$10.73	\$10.85
EXPENSES:						
Personnel Services	\$0.42	\$0.51	\$0.53	\$0.55	\$0.57	\$0.59
Material & Services - WWTP Contract	\$2.92	\$3.33	\$3.43	\$3.53	\$3.64	\$3.75
Material & Services - All Other	\$1.16	\$1.33	\$1.37	\$1.41	\$1.45	\$1.50
Capital Outlay	\$0.23	\$0.11	\$0.11	\$0.11	\$0.11	\$0.11
Debt Service - WWTP 2011 Expansion	\$2.63	\$2.63	\$2.63	\$2.63	\$2.63	\$2.63
Debt Service - PW Complex	\$0.25	\$0.26	\$0.26	\$0.26	\$0.26	\$0.26
Debt Service - Boeckman Creek Interceptor	-	-	\$1.03	\$1.03	\$1.03	\$1.03
Debt Service - WWTP Aeration Expansion	-	-	\$0.58	\$0.58	\$0.58	\$0.58
Transfer to General Fund (overhead)	\$0.64	\$0.89	\$0.93	\$0.97	\$1.00	\$1.04
Transfer to Sewer CIP	\$2.71	\$12.62	\$12.05	\$0.75	\$1.85	\$0.50
TOTAL EXPENDITURES	\$10.96	\$21.68	\$22.91	\$11.81	\$13.12	\$11.98
Net surplus (deficit)	(\$2.67)	(\$2.33)	\$5.79	(\$1.24)	(\$2.39)	(\$1.13)
ENDING FUND BALANCE	\$9.50	\$7.17	\$12.96	\$11.71	\$9.32	\$8.19
<i>Financial Policy Fund Balance Minimum</i>	<i>\$0.90</i>	<i>\$1.03</i>	<i>\$1.06</i>	<i>\$1.10</i>	<i>\$1.13</i>	<i>\$1.17</i>

Five-Year Forecast

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.

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 five-year forecast includes a conservative escalator for usage charges based on our current rate structure, although the City is currently conducting an updated utility rate-setting study, for Council consideration.

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.

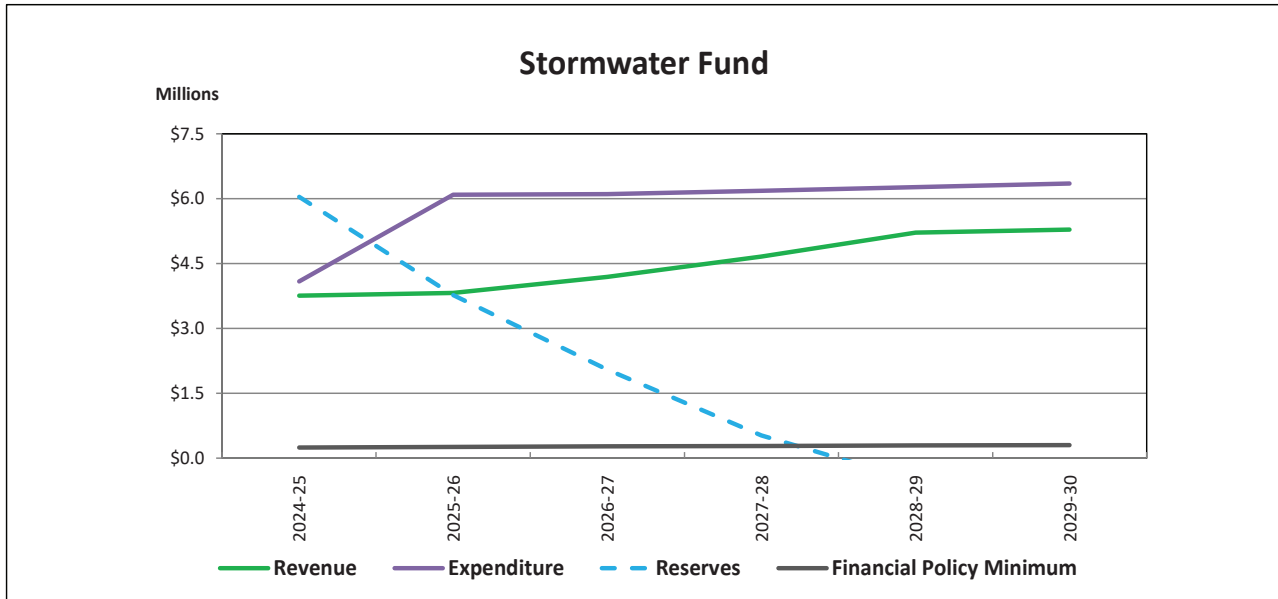
EXPENDITURES

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.
- **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.

STORMWATER OPERATING FUND FORECAST

The five-year forecast for the Stormwater Operating Fund illustrates that the Stormwater Fund will consistently be able to meet its operational and capital requirements throughout the forecast period, and remains in a sound financial position. Over the five-year period of this forecast, the City will continue its ambitious repair and rehabilitation program of the stormwater assets in the Charbonneau neighborhood. At the same time, the utility intends to continue the rehabilitation of various outfalls, and replace deteriorating stormwater pipes throughout the City. The fund is able to contribute on average \$2.0 million each year to its capital program through FY 2028-29 without the need to enter into debt.



STORMWATER OPERATION FUND (in millions)	Estimated FYE 25	5 - Year Forecast				
		FYE 26	FYE 27	FYE 28	FYE 29	FYE 30
BEGINNING FUND BALANCE	\$6.38	\$6.04	\$3.96	\$2.05	\$0.53	(\$0.52)
REVENUES:						
Usage charge	\$3.54	\$3.58	\$4.05	\$4.59	\$5.20	\$5.30
Investment income	\$0.22	\$0.24	\$0.14	\$0.07	\$0.02	(\$0.02)
TOTAL REVENUES	\$3.76	\$3.82	\$4.19	\$4.66	\$5.22	\$5.28
EXPENSES:						
Personnel Services	\$0.45	\$0.48	\$0.50	\$0.52	\$0.54	\$0.56
Material & Services	\$0.80	\$0.85	\$0.87	\$0.90	\$0.93	\$0.96
Capital Outlay	\$0.03	\$0.04	-	-	-	-
Debt Service - Interfund Loan (General Fund)	\$0.52	-	-	-	-	-
Debt Service - PW Complex (2022 Bond)	\$0.32	\$0.33	\$0.33	\$0.33	\$0.33	\$0.33
Transfers to other funds:						
General Fund (overhead)	\$0.29	\$0.41	\$0.43	\$0.45	\$0.47	\$0.48
Community Development	\$0.35	\$0.46	\$0.48	\$0.49	\$0.51	\$0.52
CIP - Stormwater	\$1.34	\$3.51	\$3.50	\$3.50	\$3.50	\$3.50
TOTAL EXPENDITURES	\$4.09	\$6.09	\$6.11	\$6.19	\$6.27	\$6.35
Net surplus (deficit)	(\$0.33)	(\$2.27)	(\$1.91)	(\$1.52)	(\$1.05)	(\$1.07)
ENDING FUND BALANCE	\$6.04	\$3.78	\$2.05	\$0.53	(\$0.52)	(\$1.59)
<i>Financial Policy Fund Balance Minimum</i>	\$0.25	\$0.27	\$0.27	\$0.28	\$0.29	\$0.30

Five-Year Forecast

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.

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

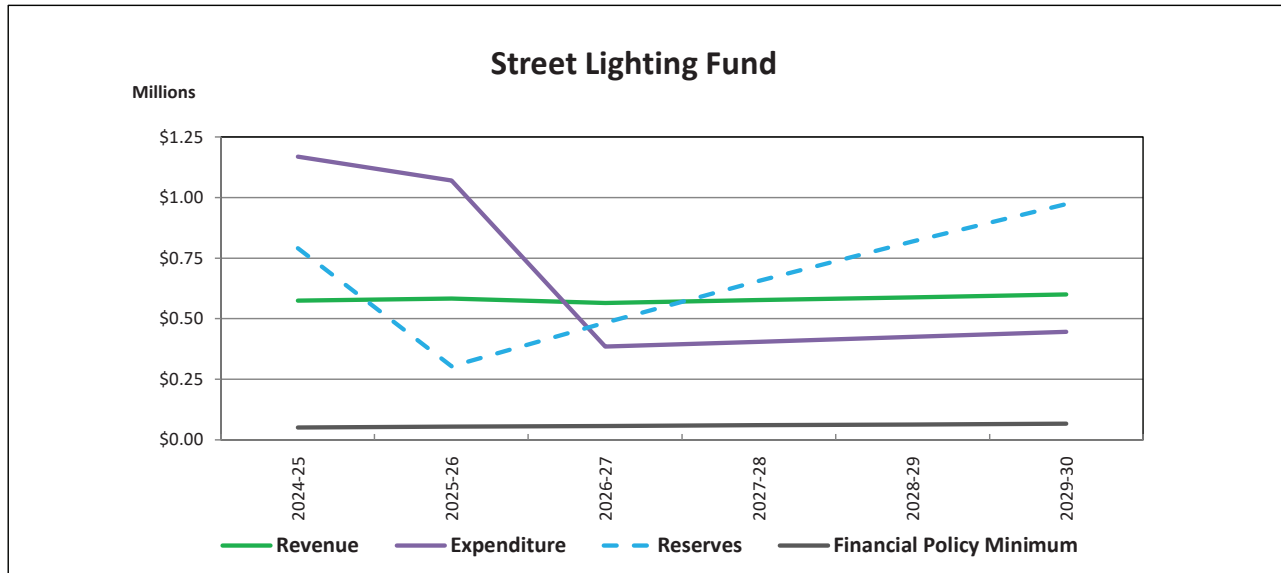
Expenditure drivers for this fund include the price of electricity from PGE, periodic maintenance and replacement of fixtures, and expansion of the system.

- **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 reveals a steady ending fund balance well above the City's financial policy minimum.

Five-Year Forecast



STREET LIGHTING FUND (in millions)	Estimated FYE 25	5 - Year Forecast				
		FYE 26	FYE 27	FYE 28	FYE 29	FYE 30
BEGINNING FUND BALANCE	\$1.39	\$0.79	\$0.30	\$0.48	\$0.66	\$0.82
REVENUES:						
Usage charge	\$0.55	\$0.55	\$0.55	\$0.56	\$0.57	\$0.57
Investment income	\$0.03	\$0.03	\$0.01	\$0.02	\$0.02	\$0.03
TOTAL REVENUES	\$0.58	\$0.58	\$0.57	\$0.58	\$0.59	\$0.60
EXPENSES:						
Material & Services	\$0.34	\$0.37	\$0.39	\$0.40	\$0.43	\$0.45
Transfers to other funds:						
General Fund (overhead)	-	\$0.03	-	-	-	-
Road Ops	-	\$0.04	-	-	-	-
CIP - Roads (LED)	\$0.83	\$0.64	-	-	-	-
TOTAL EXPENDITURES	\$1.17	\$1.07	\$0.39	\$0.40	\$0.43	\$0.45
Net surplus (deficit)	(\$0.59)	(\$0.49)	\$0.18	\$0.17	\$0.16	\$0.15
ENDING FUND BALANCE	\$0.79	\$0.30	\$0.48	\$0.66	\$0.82	\$0.97
<i>Financial Policy Fund Balance Minimum</i>	\$0.05	\$0.06	\$0.06	\$0.06	\$0.06	\$0.07

Five-Year Forecast

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.

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.

Over the five-year forecast period, gas tax revenue is forecasted to increase due to both the increases in the tax approved by the Legislature, and due to the City's population increasing. Gas tax revenues can be sensitive to the price of gas – as gas prices rise, people tend to drive less, driving down gas tax revenues. Similarly, gas tax revenue falls as vehicles become more fuel efficient. It is difficult to predict how gas prices and driving habits may change over time. This forecast attempts to strike a reasonable balance between the approved gas tax increases, and the price elasticity of demand that may dampen revenues.

EXPENDITURES

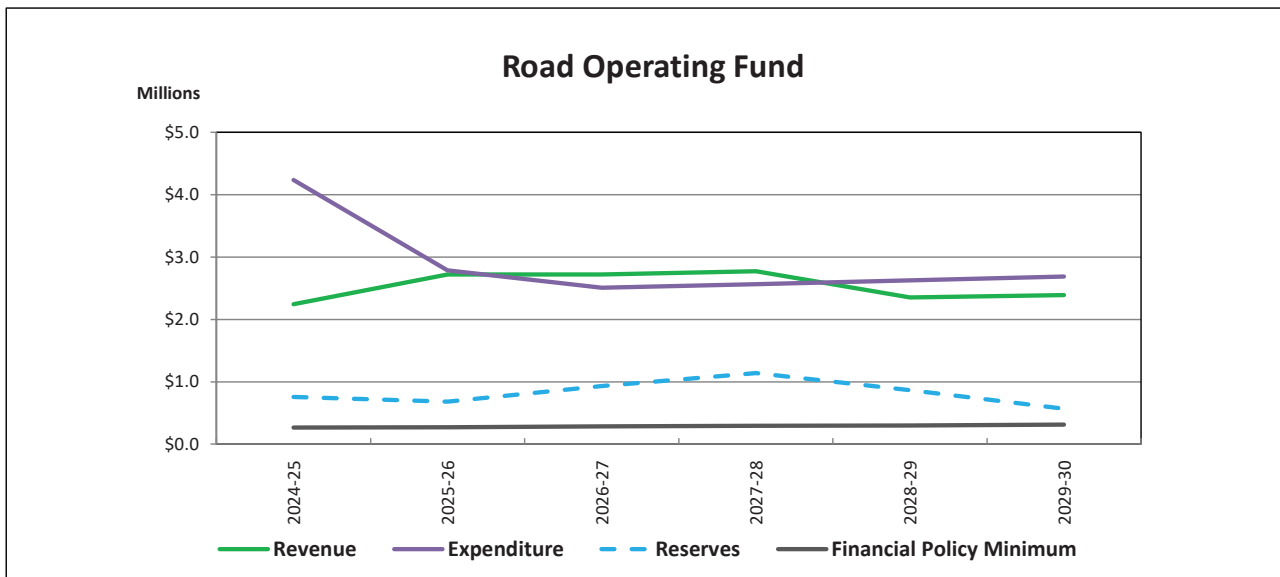
The major expenditure drivers for this fund include the cost of labor and materials and new streets as the City grows.

- **Operations and Capital Improvements:** The Road Fund operations include street repair and improvements, maintenance of City crosswalks and pathways, installation and replacement of pavement markings, and maintenance of signs and signals. The Department also removes graffiti, maintains roadway landscaping, controls litter and vegetation along roadways, and sands streets during inclement weather.

Capital improvements over the next five years are projected to be signal improvements, the replacement of crosswalk flashers, pedestrian enhancements, and various equipment replacements.

ROAD OPERATING FUND FORECAST

The five-year forecast for the Roads Operating Fund reveals a steady ending fund balance well above the City's financial policy minimum.



ROAD OPERATING FUND (in millions)	Estimated FYE 25	5 - Year Forecast				
		FYE 26	FYE 27	FYE 28	FYE 29	FYE 30
BEGINNING FUND BALANCE	\$2.74	\$0.75	\$0.72	\$0.93	\$1.14	\$0.87
REVENUES:						
Gasoline Tax	\$2.16	\$2.18	\$2.22	\$2.27	\$2.31	\$2.36
Investment income	\$0.09	\$0.03	\$0.03	\$0.03	\$0.04	\$0.03
Transfers In - Overhead - Street Lighting	-	\$0.04	-	-	-	-
Loan repayment	-	\$0.47	\$0.47	\$0.47	-	-
TOTAL REVENUES	\$2.24	\$2.72	\$2.72	\$2.77	\$2.35	\$2.39
EXPENSES:						
Personnel Services	\$0.58	\$0.61	\$0.63	\$0.66	\$0.68	\$0.71
Material & Services	\$0.75	\$0.75	\$0.78	\$0.80	\$0.82	\$0.85
Capital Outlay	\$0.34	\$0.04	-	-	-	-
Debt Service - PW Complex	\$0.36	\$0.36	\$0.36	\$0.36	\$0.36	\$0.36
Transfers to other funds:						
General Fund (overhead)	\$0.29	\$0.33	\$0.34	\$0.35	\$0.36	\$0.37
CIP - Road (Boeckman Creek Bridge)	\$1.25	-	-	-	-	-
CIP - Roads (Street Projects)	\$0.66	\$0.69	\$0.40	\$0.40	\$0.40	\$0.40
TOTAL EXPENSES	\$4.23	\$2.79	\$2.51	\$2.56	\$2.63	\$2.69
Net surplus (deficit)	(\$1.99)	(\$0.07)	\$0.21	\$0.21	(\$0.27)	(\$0.30)
ENDING FUND BALANCE	\$0.75	\$0.68	\$0.93	\$1.14	\$0.87	\$0.57
<i>Financial Policy Fund Balance Minimum</i>	\$0.27	\$0.27	\$0.28	\$0.29	\$0.30	\$0.31



Best of Wilsonville photo contest submission. Photo Credit: Sonja Spisak.



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

Chart of Accounts

- 435014 Stormwater Charge: City stormwater bills
- 435020 Garbage Collection: Garbage collection and disposal costs
- 435030 Telephone: Land lines, central costs for switching stations, long distance charges
- 435031 Cellular Phones: Cost of phones and service time from private companies
- 435032 Mobile Units - Airtime: Cost of mobile unit acquisition and airtime costs
- 435033 Pager Services: Cost of pager acquisition and periodic service costs for out-of-town applicants when appropriate. Can also include background checks as well as private sector recruiting firms.
- 435124 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.

440040 Laundry/Floormat Services: Cost of maintaining and cleaning floormats and uniform equipment.

440099 Other Technical/Contractual Services: Services of a technical nature that do not fit one of the categories above. See Repairs and Maintenance categories below.

440XXX The 440XXX series is used to budget and account for administrative and technical services provided by General Fund and Community Development Fund programs to other operating and capital project funds.

REPAIRS & MAINTENANCE (MAJORITY OF THESE USED ONLY BY PUBLIC WORKS)

441010 Infrastructure Maintenance

441011 Charbonneau Tree Preservation Program

441012 Street Tree Infill Program

441013 Sidewalk Replacement/Infill Program

441014 Collection System Maintenance

441015 Catch Basin Maintenance

441016 Conveyance Maintenance

441017 Field Screenings

441018 Project Management Fees: Internal costs from Community Development for time spend on URA CIP projects.

441020 Janitorial Services

441021 Building Maintenance

441022 Athletic Field Maintenance

441023 Park Maintenance

441024 Landscape Maintenance

441027 Dock Maintenance

441028 Equipment Maintenance

441029 Traffic Signal Maintenance

441030 Vehicle Maintenance

441610 Fleet Services - Interfund Charges

441611 Fleet - Major Repairs: Additional charges by Fleet to the affected program for unexpected maintenance items. Includes major overhauls, replacement of engines and non-normal operating costs that exceed \$6,000.

441911 Emergency Repairs: A broad category for emergency repairs.

442001 Tool & Equipment Rental: A broad category including vehicle rentals, tools, office equipment, etc.

442002 Building Rental: Office space and storage space rent or lease.

442051 Insurance - Casualty: Insurance costs for casualty, employee personnel bonding, etc except vehicle insurance. Note that employee benefit costs are within Personnel Services (412XXX).

442052 Insurance - Vehicle: Insurance costs for City vehicles.

Chart of Accounts

COMMUNITY SERVICE PROGRAMS

- 443001 Community Programs
- 443002 Tourism Development
- 443003 Special Events: These are unique costs associated with a program. Includes hazardous material program costs and industrial monitoring.
- 443005 Community Services Grants: Payments by the Community Services program to outside entities and special payments to programs that are included in the Administration program (e.g. Wilsonville Community Sharing).
- 443007 Metro Enhancement Grants
- 443008 Homeless Initiative
- 443009 Public Education Activities: All costs associated with providing educational materials and services to the public. Includes the cost of materials, literature, publications, special services, instructors and miscellaneous supplies.
- 443010 Opportunity Grants
- 443012 Purchased Transportation Services: Taxi and limousine services.
- 443013-6 Special Projects: Traditionally used by City Manager's office for special studies that might arise during the new fiscal year.
- 443017-9 Instructors/Facilitators: Generally used by Community Services program.
- 443020 Sports Camp: All costs associated with this Community Services program.
- 443021 Special Programs: Program expenses that do not fit in one of the categories above. (Historically used by the Library)
- 443022 Summer Programs - Library
- 443023 Adult Programs - Library
- 443024 Youth Programs - Library
- 443025 Outreach Programs
- 443083 Opioid Settlement Program: All costs funded from the National Opioid Settlement.

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.
- 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



Riders waiting at Wilsonville High School SMART bus stop.



Compensation Plans

Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2025

Range	Position	Hourly		Annual (Full-Time)	
		Low	High	Low	High
13	Nutrition Program Assistant	\$18.00	\$22.00	\$37,440.00	\$45,760.00
21	Library Clerk I	\$21.94	\$27.96	\$45,635.20	\$58,156.80
23	Janitor	\$23.07	\$29.41	\$47,985.60	\$61,172.80
24	Nutrition Coordinator I	\$23.63	\$30.12	\$36,504.00	\$46,529.60
26	Administrative Assistant I Records Technician	\$24.83	\$31.62	\$51,646.40	\$65,769.60
27	Nutrition Coordinator II	\$25.43	\$32.43	\$52,894.40	\$67,454.40
28	Support Services Coordinator	\$26.06	\$33.24	\$54,204.80	\$69,139.20
29	Parks Maintenance Worker Public Works Maintenance Worker	\$26.72	\$34.07	\$55,577.60	\$70,865.60
30	Accounting Technician Administrative Assistant II Lead Janitor Information Systems Assistant I Permit Technician I	\$27.37	\$34.89	\$56,929.60	\$72,571.20
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$28.78	\$36.71	\$59,862.40	\$76,356.80
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	\$30.21	\$38.53	\$62,836.80	\$80,142.40
35	Utilities Maintenance Technician	\$30.96	\$39.51	\$64,396.80	\$82,180.80
36	Arts & Culture Program Coordinator Assistant Planner Outreach Librarian Water Distribution Technician	\$31.78	\$40.49	\$66,102.40	\$84,219.20
37	Engineering Inspector I Engineering Technician II Facilities Maintenance Technician Recreation Coordinator II	\$32.55	\$41.51	\$67,704.00	\$86,340.80

Continued on Next Page

Compensation Plans

Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2025

Range	Position	Hourly		Annual	
		Low	High	Low	High
38	Asset Management Analyst Information Systems Assistant II	\$33.38	\$42.55	\$69,430.40	\$88,504.00
39	Accountant Building Inspector/Plans Examiner I Code Compliance Coordinator Environmental Specialist Industrial Pre-Treatment Coordinator	\$34.19	\$43.60	\$71,115.20	\$90,688.00
40	Adult Services Librarian Engineering Inspector II Parks Lead Maintenance Specialist Roads Lead Maintenance Specialist Utilities Lead Maintenance Technician Youth Services Librarian	\$35.06	\$44.72	\$72,924.80	\$93,017.60
41	Engineering Technician III	\$35.93	\$45.84	\$74,734.40	\$95,347.20
42	Associate Planner Information Systems Analyst	\$36.81	\$46.96	\$76,564.80	\$97,676.80
43	Building Inspector/Plans Examiner II	\$37.73	\$48.15	\$78,478.40	\$100,152.00
44	Engineering Inspector III Facilities Lead Maintenance Technician	\$38.69	\$49.33	\$80,475.20	\$102,606.40
46	Building Inspector/Plans Examiner III	\$40.67	\$51.84	\$84,593.60	\$107,827.20
47	Lead Building Inspector/Plans Examiner Network Administrator Senior Accountant Senior Information Systems Analyst Senior Planner	\$41.67	\$53.14	\$86,673.60	\$110,531.20
49	IT Project Manager	\$42.49	\$55.83	\$88,379.20	\$116,126.40

SEIU Local 503 (OPEU Transit) Compensation Plan

Effective July 1, 2025

Range	Position	Hourly		Annual (Full-Time)	
		Low	High	Low	High
120	Service Worker	\$23.77	\$30.06	\$49,441.60	\$62,524.80
125	Transit Driver	\$25.18	\$31.77	\$52,374.40	\$66,081.60
128	Dispatcher	\$27.01	\$34.14	\$56,180.80	\$71,011.20
128	Equipment Mechanic I	\$27.28	\$34.41	\$56,742.40	\$71,572.80
133	Equipment Mechanic II	\$31.56	\$39.88	\$65,644.80	\$82,950.40

Employees Under Contract

Effective July 1, 2025

Municipal Court Judge	\$125 per hour
City Attorney, contract pay package*	\$160,000 - \$190,000
City Manager, contract pay package*	\$190,000 - \$220,000
*City Manager and City Attorney pay package reviewed periodically by Council	

Compensation Plans

City of Wilsonville Unrepresented Compensation Plan

Effective July 1, 2025

Range	Position	Non-Exempt		Exempt	
		Low	High	Min	Max
b	<i>Human Resources Assistant</i>	\$30.20	\$40.76	\$62,794.45	\$84,787.06
c	<i>Accounting Specialist (Conf)</i> <i>Legal Assistant</i>	\$31.70	\$42.81	\$65,951.45	\$89,031.81
d	<i>Library Supervisor</i>	\$33.29	\$44.94	\$69,241.07	\$93,488.83
f	<i>Associate Engineer</i> <i>Finance Operations Supervisor</i> <i>Human Resources Analyst</i> <i>Shop Foreman</i> <i>Transit Management Analyst</i>	\$36.74	\$49.55	\$76,403.94	\$103,065.81
g	<i>City Recorder</i> <i>Transit Supervisor</i>	\$38.54	\$52.02	\$80,171.07	\$108,212.42
h	<i>Facilities Supervisor</i> <i>Parks Supervisor</i> <i>Roads & Stormwater Maintenance Supervisor</i> <i>Utilities Supervisor</i>	\$40.47	\$54.63	\$84,177.08	\$113,624.43
i	Assistant to the City Manager Civil Engineer Communications & Marketing Manager GIS Manager Grants & Program Manager Natural Resources Manager Program Manager			\$88,395.21	\$119,301.51
j	Fleet Manager Library Operations Manager Library Services Manager			\$92,798.91	\$125,270.67
k	Senior Civil Engineer			\$97,441.55	\$131,531.54
l	Human Resources Manager Planning Manager Transit Operations Manager			\$102,322.92	\$138,110.64
m	Economic Development Manager Engineering Manager Public Affairs Director			\$107,443.04	\$145,008.27
o	Assistant City Attorney Assistant Finance Director Building Official City Engineer Planning Director Public Works Operations Manager			\$118,452.66	\$159,891.12
p	Information Systems Director Library Director Parks & Recreation Director			\$124,368.67	\$167,876.36
q	Transit Director Public Works Director			\$127,499.02	\$172,067.99
r	Finance Director			\$130,682.51	\$176,392.24
s	Community Development Director			\$133,945.64	\$180,796.26
t	Assistant City Manager			\$137,294.28	\$185,316.17

italicized indicates non-exempt status



A young patron looks through a microscope at a library science program.



ACRONYM - DEFINITION

ACFR - Annual Comprehensive Financial Report
ACHC - Arts, Culture, and Heritage Commission
ADA - Americans with Disabilities Act
AED - Automated External Defibrillator
AICP - American Institute of Certified Planners
ARPA - American Rescue Plan Act
AWIA - America's Water Infrastructure Act
BHU - Behavioral Health Unit
BMP - Best Management Practices
CCTV - Closed Circuit Television
CCSO - Clackamas County Sheriff's Office
CDBG - Community Development Block Grant
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
EOA - Economic Opportunity Analysis
EPA - Environmental Protection Agency
ERP - Enterprise Resource Planning
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 - Million Gallons per Day
MS4 - Municipal Separate Storm and Sewer System
MV - Mercury Vapor

NIC - Net Interest Cost
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
RFI - Request For Information
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

Acronyms & Glossary

Established to account for the accumulation of resources and for the payment of general long-term debt principle and interest that are not services of the Enterprise funds. It does not include contractual obligations accounted for in the individual funds.

Defeasance

A provision in a contract that voids a bond or loan on a balance sheet when the borrower sets aside cash or bonds sufficient enough to service the debt.

Department

The combination of divisions of the City headed by a general manager with a specific and unique set of goals and objectives (i.e., Finance, Parks, Library, Public Works, Planning, etc).

Depreciation

Decrease in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Division

A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit's mission and objectives.

Employee Benefits

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pension, medical and life insurance plans.

Encumbrance

Amount of money committed and set aside, but not yet expended, for the purchases of specific goods or services.

Ending Fund Balance

The residual resources after expenditures and transfers out. Comprised of restricted, committed, assigned and unassigned balances.

Enterprise Funds

Established to account for operations, including debt service, that are financed and operated similarly to private businesses – where the intent is the service is self-sufficient, with all costs supported predominantly by user charges. The City maintains four Enterprise Funds to account for Water, Sewer, Stormwater and Street Lighting activities.

Estimated Actual

A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

Expenditures

Represents decreases in net financial resources through the disbursement of funds. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

Fees

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business

and nonbusiness license, fines, and user charges.

Fiscal Management

A government's directive with respect to revenues, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

Fiscal Year

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Wilsonville's fiscal year is July 1 through June 30.

Five-Year Financial Plan

An estimation of revenues and expenses required by the City to operate for the next five-year period.

Franchise Fee (Right-of-Way Fee)

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City streets and right-of-ways.

Full-Time Equivalent (FTE)

The equivalent of one full-time position working 12 months in a year. The employment level of the City is expressed in terms of full-time equivalents, or FTEs. Those on a part-time schedule are converted to a proportion of an FTE. Full time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

Fund

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Fund Balance

The difference between assets and liabilities of a fund.

General Fund

Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are police protection, building and grounds maintenance, parks and recreation, library, general administration of the City, and any other activity for which a special fund has not been created.

General Long-Term Debt

Represents any unmatured debt not considered to be a fund liability.

General Obligation Bonds (G.O. Bonds)

Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer's property taxing power and often require a public vote. They are usually issued to pay for general capital improvements such as parks and City facilities.

Governmental Fund

One of the three groups of funds for which financial statements are prepared, the others including Proprietary and Fiduciary. Activity not explicitly accounted for as Proprietary or Fiduciary activity are reported in the Governmental Fund type. Governmental Funds include special revenue funds, debt service funds, capital project funds, permanent funds, and the General Fund.

Grant

A contribution of funds for a specific purpose or function. Typically a grant has to be applied for and meet certain criteria.

Infrastructure

Public domain capital assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

Indirect Charges

Administrative costs that are incurred in support of an operating program. These charges are budgeted as interfund transfers.

Indirect Cost Allocation

A method by which indirect costs are apportioned to various direct functions. Typically indirect costs are those associated with administration.

Interfund Transfers

Amounts distributed from one fund to pay for services provided by another fund, appropriated separately in the Transfers category.

Intelligent Transportation System

Traffic control devices that has the ability to adjust depending on demand.

Intergovernmental Revenues

Levied by one government but shared on a predetermined basis with another government or class of governments. This category also includes federal and state grants.

Job Access/Reverse Commute (JARC)

Grant funds available to help with operating costs of equipment, facilities, and associated expenses related to providing access to jobs.

Levy

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectible payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

Line Item Budget

Amount budgeted per general ledger account. The overall budget appropriation is the sum of line item budgets within a department or program.

Local Budget Law

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions. See also Budget Law.

Local Improvement District

Consists of property owners desiring improvements to their property, who come together and voluntarily tax themselves to pay for an amenity. Bonds are issued to finance these improvements, which are repaid by assessments on their property. Local Improvement District debt is paid for by a compulsory levy (special assessment) made against benefitting properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Local Option Levy

Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for an operating local option levy is 5 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at either a primary (May) or general (November) election. For elections held at other times, a double majority is required.

Major Fund

Funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds. Any other fund may be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users. Funds that do not fall into these categories are considered non-major.

Materials and Services

Expendable items purchased for delivery and city services. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

Measure 5

A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. This law sets a maximum \$10 per \$1,000 of real market value tax rate on individual properties for the aggregate of all non-education taxing jurisdictions. The education maximum rate is limited to \$5 per \$1,000 of real market value.

Measure 50

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year FY 1995-96 and limits future annual increases to three percent, except for major improvements. This measure also established permanent taxing rates. Voters may approve local initiatives above the fixed rates provided a majority approves at either (i) a primary or general election; or (ii) at any other election in which at least 50 percent of registered voters cast a ballot.

Mission

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

Acronyms & Glossary

National Pollutant Discharge Elimination System (NPDES)

As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating sources that discharge pollutants into waters of the United States.

Non-Operating Budget

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

Nonspendable

Balances that will not convert to cash in the defined accounting period (including inventories and prepaid items) or must remain intact pursuant to legal or contractual requirements (such as a permanent endowment).

Objective

Something to be accomplished in specific, well-defined and measurable terms, and that is achievable within a specific time frame.

Operating Budget

The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

Operating Revenue

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

Ordinance

A formal legislative enactment by the governing body of a municipality having a force of law. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it is in full force and effect of the law within the boundaries of the municipality to which it applies.

Outstanding Debt

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

Performance Measure

Data collected to determine how effective or efficient a program is in achieving its objectives.

Permanent Fund

A fund established to report resources that are legally restricted so that only earnings, and not principal, may be used for purposes that support the program.

Permanent Tax Rate

Under Measure 50, each school district, education district, local government, and special district was assigned a permanent tax rate limit per \$1000 of assessed value equal to what tax rate was in place in fiscal year 1998. This permanent rate applies to property taxes for operations. The permanent tax rate for the City of Wilsonville is \$2.5206 per \$1,000 of assessed value.

Personnel Services

Includes the salaries and wages paid to employees plus the City's contribution for fringe benefits such as retirement, social security, health and workers' compensation insurance.

Privilege Tax

City of Wilsonville is authorized under ORS 221.450 and ORS 221.515 to impose privilege taxes on telecommunications carriers, utilities, and others for the use of city streets, alleys or highways for other than travel. This is to secure fair and reasonable compensation to the City and its residents for permitting use of the public right away.

Project Manager

The individual responsible for budgeting for a project and managing project to its completion.

Property Tax

Based according to assessed value of property and is used as the source of monies to pay for various operations of City government and to pay for general obligation debt.

Proposed Budget

The first phase of budget development specified in Oregon's Budget Law. Combines operating, non-operating, and resource estimates prepared by the City Manager and submitted to the Budget Committee for public input, review and approval.

Proprietary Fund

Proprietary Fund is one of the three groups of funds for which financial statements are prepared, along with the Governmental and Fiduciary Funds. Proprietary funds are employed to report on business-like activities, financed primarily by revenues generated by the activities themselves, such as water, sewer, stormwater, and street lighting utilities.

Rainy Day Fund

A designated contingency to provide resources for future operational needs in the event that an economic downturn continues for an extended period of time.

Real Market Value

A value assigned to a property by the local county assessor to approximate the value a property is worth in the market place. Disparities between real market value and assessed value are a result of voter approved tax initiative 50 passed in 1997.

Resolution

A special or temporary order of a legislative body requiring City Council action.

Resources

Total of revenues, interfund transfers in and beginning fund balance.

Restricted Fund Balance

Restrictions placed on fund balance by an external entity. This balance may only be spent if the criteria placed by the restrictions is met.

Retained Earnings

An equity account that reflects the accumulated earnings of an

enterprise or internal service fund.

Revenue

Funds received by the City from either tax or non-tax sources.

Revenue Bonds

Bonds payable from a specific, ongoing and predictable source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of a utility, the financed project, grants, excise or other specified non-property tax.

Sinking Fund

Fund established by a government agency or business for the purpose of reducing debt by repaying or purchasing outstanding loans and securities held against the entity, helping keep the borrower liquid so it can repay the bondholder.

South Metro Area Regional Transit (SMART)

Wilsonville's transit system.

Special Assessment

A compulsory levy made against certain properties to defray all or part of the cost of a capital improvement or service deemed to be benefit primarily those properties, see Local Improvement District.

Special Assessment Bond

A bond issue payable from the payments on special assessments imposed against properties that have been specially benefited by the construction of public improvements such as sidewalks, roads, or sewer systems.

Special Revenue Funds

Established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Statewide Transportation Improvement Fund STIF

This is a dedicated funding source for transportation per HB 2017. The Oregon "transit tax" is a state payroll tax equal to one-tenth of 1 percent. The Transit Tax is the sole revenue source for STIF.

Supplemental Budget

Appropriations established during a fiscal year to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

System Development Charges

Paid by developers and builders to fund expansion of infrastructure systems necessary due to increased usage. Such charges are collected for water, sewer, storm drains, streets and parks and are paid by developers and builders as part of the permit process.

Transportation Demand Management

A strategy aimed at encouraging a shift from single-occupant vehicle (SOV) trips to non-SOV modes, or shifting auto trips out of peak periods.

Taxes

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, such as water service.

Tax Levy

The total amount of property taxes needed to pay for General Fund operations and for principal and interest on bonds.

Tax Rate

The amount of tax levied for each \$1,000 of assessed valuation.

Tax Revenue

Total revenue yielded from various taxes levied by the local government.

Tax Roll

The official list of taxable property prepared by the County Assessor, showing the amount of taxes levied against each property for the tax year.

Transfers

The authorized exchange of cash or other resources between funds.

Transient Lodging Tax

City of Wilsonville collects a 5% Transient Lodging Tax per City Code 7.210. A portion of the funds go to the Community Tourism Matching Grant program.

Trust Funds

Established to administer resources received and held by the City as the trustee or agent for others. Uses of these funds facilitate the discharge of responsibility placed upon the City by virtue of law or other similar authority.

Unappropriated Ending Fund Balance

An account which records a portion of the ending fund balance which is segregated for future use and is not available for current appropriation or expenditure. Also referred to as committed fund balance.

Unassigned Fund Balance

Excess of total ending fund balance over restricted, committed and assigned components. Applies only to the General Fund and is also referred to as contingency.

User Fees

The fee charged for services to the party or parties who directly benefits. Also called Charges for Service.

Wilsonville Transit Tax Fund

Was established to finance the operating and administrative costs of the SMART (South Metro Area Regional Transit) by City Code 7.400. Wilsonville Transit Tax rate is 0.005 effective October 1, 2008.



Wilsonville Community Egg Hunt event at Memorial Park.

