

City of Wilsonville, Oregon

FY 2014-15

Quick Facts and Locator Page

	City			More information on these pages
	Operating	SDC & Capital Projects	Urban Renewal Agency	
Where The Money Comes From:				
Property taxes	\$ 5,986,000	\$ -	\$ 7,800,100	72, 253-256
Other governments	4,821,921	1,528,271	-	75-85, 177
Charges for services	19,383,430	-	-	75-85
Bond sales	-	-	9,000,000	240
System Development Charges	-	8,415,169	-	85
All other revenues	10,663,928	135,975	193,550	75-84, 257
Carryover/beginning balance	39,194,977	14,523,553	12,449,312	35-37, 257-258
Total Resources	\$ 80,050,256	\$ 24,602,968	\$ 29,442,962	
Where The Money Goes:				
Personnel services	\$ 14,850,240	\$ -	\$ -	93-173
Materials and services	18,392,902	18,900	1,522,234	93-173
Capital - equipment	2,057,611	-	-	93-173
Capital - projects	-	10,125,699	8,275,726	175-235, 263, 272
Debt service	5,843,400	-	8,567,223	237-243, 261, 268
Ending fund balance	36,403,925	16,960,547	11,077,779	246, 257
Total Requirements	\$ 77,548,078	\$ 27,105,146	\$ 29,442,962	
Net transfers in (out) of funds	\$ 2,502,178	\$ (2,502,178)	\$ -	
Other Facts:				
Staffing (full time equivalent)	153.4			89
Debt outstanding (est June 2014)	\$ 49,205,000		\$ 34,900,000	238, 262, 269
Assessed value (FYE 2014)	\$ 2,207,074,032		\$ 599,982,228	72, 255
Tax rate (per \$1000)				
General operations	\$ 2.5206			72
Bonded debt (estimate)	\$ 0.1560			72
Bond rating - General obligation	Aa2	Moody's		
Bond rating - Limited Tax GO	AA+	Standard & Poor's		
Bond rating - Revenue debt	Aa3	Moody's		
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
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**City of Wilsonville
Oregon**

For the Fiscal Year Beginning

July 1, 2013

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, 2013. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

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

City of Wilsonville, Oregon

FY 2014-15

Budget Committee	Term Expires
Lonnie Gieber	Dec. 2014
Tony Holt	Dec. 2016
Glenn Ohl	Dec. 2015
Alan Steiger	Dec. 2014
Wendy Veliz	Dec. 2015
Tim Knapp, Mayor	Dec. 2016
Scott Starr, Council President	Dec. 2014
Julie Fitzgerald, Councilor	Dec. 2016
Richard Goddard, Councilor	Dec. 2014
Susie Stevens, Councilor	Dec. 2016

City Manager
Bryan Cosgrove

Finance Director
vacant

Assistant Finance Director
Cathy Rodocker

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Wilsonville, Oregon 97070
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City of Wilsonville

2014-15 Adopted Budget

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May 1, 2014

Dear Budget Committee Members,

I am pleased to present the City of Wilsonville's annual budget for Fiscal Year 2014-15.

This budget provides the financial framework for implementing and focusing on the goals, objectives, and performance areas established by the City Council for the coming year, as well as, in the context of our City's five year plan. A complete listing of Council Goals is included in the Reader's Guide section of this budget document and the City's Five Year Plan is included in the appendix. With economic challenges, choices, and opportunities a constant, this budget sets priorities with limited resources, provides the best value for each tax dollar, and manages city resources by achieving results in the most efficient manner. Reflective of the overarching vision set forth in the Council Goals, this budget provides resources to maintain high quality core services to residents and businesses while focusing on fiscal responsibility, priorities, and results.

- **Fiscal Responsibility** - The City continues on a solid financial path by observing the guiding principles of vision, planning, community partnerships, and financial stewardship. 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 opinions of the City's Annual Financial Report by outside certified public accountants, maintains high bond ratings by rating agencies such as Moody's and Standard & Poor's, and is recognized by the Government Finance Officers Association for high standards in government accounting, financial reporting, and budgeting.

The City's financial stability is also a direct result of the continued focus on enhancing long-term fiscal strength and sustainability. This financial stability and growth continues to be attainable through quality economic development initiatives, strategic planning, and a continuity of vision, that builds upon the investments made over the last several decades.

The City Council recently adopted an Economic Development Strategy that provides the framework and vision for future economic growth in the City. The plan was developed and vetted by an ad hoc Economic Development Strategy Task Force comprised of individuals from the business community, residents, City boards, Wilsonville Chamber of Commerce, West-Linn Wilsonville School District, Oregon Institute of Technology, Clackamas Community College, and the Tualatin Valley Fire District. Out of that initial work, other task forces were formed to develop a strategic plan for urban renewal and tourism development. These proactive, strategic actions, along with continued financial stewardship, will position the City for future growth and development.

- **Priorities** - At the beginning of the budgetary process, department managers prepare their respective budgets with two primary goals in mind: achieving the desired level of service expected by Council, residents and the business community, and; moving the community forward by accomplishing the goals established by Council. The Council receives input to help shape these goals through a variety of mechanisms, including: city sponsored neighborhood barbecues, social media outlets, community surveys, ad hoc task forces, and Council meetings, as well as direct citizen to elected official contacts.

- **Results** - Before taking a look ahead to FY 2014-15, it's worth reflecting on the accomplishments from the prior fiscal year.
 - Wastewater Treatment Plant completion - The \$43.8 million upgrade and expansion of the plant achieved substantial completion in December 2013. The upgrade provides a 60 percent increase in treatment capacity, state-of-the-art odor control and improved discharge water quality, and produces only non-toxic bio solids suitable for agricultural use. Aside from the obvious benefits of modernizing the plant, this project also provides additional capacity for future commercial, industrial and residential growth; critical infrastructure is a key component to any successful economic development strategy.
 - Boeckman Road reopening - Reconstruction of the bridge approaches were completed in November 2013 and the road was reopened after a 16-month closure. In addition, the roundabout was reconstructed to allow passage of over-sized farm equipment. Reopening the road provides east-west connectivity across Wilsonville, improves emergency response times, and reduces congestion on Wilsonville Road.
 - Canyon Creek Road extension planning - Design is progressing on this project, located between Boeckman Road and Town Center Loop East. This long standing community transportation priority will provide south-north connectivity across Wilsonville.
 - Basalt Creek area planning - Design and joint concept planning with the City of Tualatin continues for the Basalt Creek area, thereby laying the groundwork to bring jobs and future quality industrial development to Wilsonville and the region.
 - Barber Street Extension planning - Environmental permits were received by the City from federal and state agencies, final design is underway, and right-of-way acquisitions were authorized by Council. Staff is now preparing to move forward with construction. When completed, this project will provide the long-awaited "missing link" from Brown Road in the Villebois neighborhood to Kinsman Road and the SMART Transit Center/WES Commuter Rail Station.
 - Water Treatment Plant/Sherwood pipeline completion – This collaborative water transmission line project between the City of Wilsonville and the City of Sherwood entails an over five-mile long pipeline from the Willamette River Water Treatment Plant in Wilsonville to Sherwood. The project completes a five-year effort to provide a long-term water source to the Sherwood community and to enhance water distribution and fire-flow capacity for both current needs and future growth in Wilsonville.
 - Building Permits - The City of Wilsonville experienced a record-high level of single-family home construction in calendar year 2013, both in terms of the quantity of home permits issued and the value of new residential construction. A total of 180 single-family dwelling permits with a valuation of \$42.8 million were issued by the City in 2013, representing a doubling of the average amount per year over the past 10 years. Calendar Year 2013 was the largest year-over-year increase in new home construction values since prior to the Great Recession when 146 permits were issued with a valuation of \$36.1 million in 2006.
 - Senior services - Over the past year, the City served approximately 6,700 meals at the Community Center and also delivered an additional 7,080 meals to local homebound seniors in the community. In addition to bringing nutritious meals, the deliveries also serve as a quick safety check for homebound seniors and individuals with disabilities.
 - Wilsonville Library - Reached highest percentage of children participating in 2013 reading program. The Oregon State Library reports that the City of Wilsonville Public Library led the state in the number of children participating in the 2013 Summer Reading Program for libraries of its size. A total of 2,265 kids and teens signed-up for the Summer Reading Program, representing 49 percent of all children in the greater Wilsonville area and the highest percentage for libraries serving between 1,000 and 100,000 children in Oregon.
 - SMART Transit - Embarked on a federally grant funded integration project to study ways to provide better service at lower cost. SMART is assessing possible ways of integrating fixed-route services for commuter and door-to-door services for the elderly and individuals with a disability in the Wilsonville to Portland I-5 corridor. The City is studying ways to increase efficiencies in this area.

Budget Message

BUDGET DETAILS

The FY 2014-15 proposed budget for all funds is \$122,496,664 compared to the 2013-14 budget of \$132,648,150. The City's appropriated budget is \$114,722,582. The unappropriated difference includes ending fund balance amounts committed in accordance with the City's Comprehensive Management Policies. A copy of these policies is included in the appendix of the budget document. The City's operating budget is \$35,696,423 which is the appropriated budget net interfund transfers, capital improvement projects, debt, and contingencies. The annual operating budget is the primary means by which most of the acquisition, spending, and service delivery activities of the City are controlled.

Additional, specific budget details can be found as you venture further into this budget document. The highest level of analysis 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. In accordance with state budget law, the City adopts program level budget (e.g. finance, engineering, senior services, etc.). Specific details on fund revenues, program operating expenditures, capital projects, and debt are detailed in separately tabbed sections of the budget document.

CITY RESOURCES

As mentioned above, a specific detailed analysis of all city revenue streams is displayed in the Fund Revenue tabbed section of this document. A few high level comments are:

Tax Revenues – Property

Property taxes comprise 39 percent of General Fund resources. This revenue helps to pay for law enforcement, library, parks & recreation, parks maintenance, building maintenance and a small portion of administrative services. New single-family construction, as noted above, will positively impact property tax revenues in 2014-15.

Tax Revenues – Transit

The City's transit system, SMART, is funded by local payroll taxes and grants. Payroll taxes are slowly increasing from new job growth and higher wages. Transit payroll taxes are anticipated to generate \$4.4 million during the next fiscal year, which is a 4% increase over the 2013-14 adopted budget. Payroll tax generated is a useful metric for gauging local economic health and growth. The City monitors transit fund receipts carefully to gauge sudden downturns in employment.

Utilities – Sewer

A three-year incremental rate increase was approved during 2011-12 with the final rate increase effective January 1st, 2014. Those increases were established to pay for debt service payments related to the recent sewer plant upgrades and for ongoing maintenance and operating costs of the sewer system. There are no rate increases scheduled for the 2014-15 budget year. A utility rate study is in progress to ensure this service maintains long-term sustainability.

Utilities - Water

A new fee structure was established in the current fiscal year with a three-year series of moderate, inflation level incremental rate increases. The FY 2014-15 Budget includes a 2.25 percent rate increase effective January 1st, 2015. The partnership with the City of Sherwood has had a positive revenue impact on the Water Fund. The City of Sherwood's share of water is forecasted at \$1.0 million in the 2014-15 proposed budget. The recently adopted master plan identified increased maintenance efforts in certain areas, which appears to be attainable with the current funding.

CITY EXPENDITURES

Personnel Services

Wages and benefits are budgeted at \$15,012,010, an increase of \$221,115 or 1.4 percent from the 2013-14 budget. The full-time equivalent employee (FTE) count will increase slightly in 2014-15, up .53 for a city-wide total of 153.43 employees across all departments. This count consists of a number of part time and less than half time positions. Less than half-time positions include seasonal parks maintenance workers. Less than half-time positions receive no benefits. The .53 increase reflects small increases in Administration and Transportation staffing, offset in part by a small decrease in Community Development.

Budget Message

Like all employers, the City must account for the issue of rising healthcare costs when forecasting for future employee costs. The City has moved over the years to increasing the shared financial responsibility by employees for the health insurance benefit, as well as moving to less costly plans through our provider, City County Insurance Services. By January 1, 2015, all employees will contribute a minimum of 10 percent of premium cost.

All City employees are covered by the Oregon Public Employees Retirement System (PERS). The estimated cost of PERS for 2014-15 is \$1.7 million or 11.3 percent of the compensation package. This is down \$325,000 from prior year, as legislation passed (HB822) by the Legislature and signed by the Governor, went into effect after our FY 13-14 budget which lowered the City's PERS contribution rates. Over the past 15 years the City's rate has ranged from a low of 12.95 percent to a high of 22.64 percent. The current rates of 18.24 percent for Tier 1 & 2 Plan employees and 16.56 percent for employees covered under the Oregon Public Service Retirement Plan (OPSRP) are effective through June 30, 2015. Employees hired on or after August 29, 2003 are part of OPSRP, unless membership was previously established in PERS.

As mentioned previously, PERS contribution rates are set through the end of next budget year. In the future, the City's rates will fluctuate based on a host of factors such as market performance, legislation, litigation and changes in actuarial methodology. According to a February 2014 published PERS report, "PERS: By the Numbers", as of December 31, 2013 PERS was estimated to be 96 percent funded with an unfunded actuarial liability (UAL) estimated to be \$2.2 billion. An interesting aside: 40 percent of an employer's total contribution rate is associated for members who are no longer working in PERS covered employment (retirees and in-actives). PERS contribution rates are obviously something the City cannot control, but must be mindful of and plan for.

Materials and Services

Materials and Services are budgeted at \$18,626,802, a \$1,412,001 or 8 percent increase over the 2013-14 adopted budget. This increase is the consolidation of increases across all programs. 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. Two programs, the Wastewater Treatment Plant and the Water Treatment Plant are responsible for \$706,801, or 50 percent of the increase. A quick, high level description of these and some of the other major drivers of the increase are noted below.

- Sewer Operating Fund / Wastewater Treatment Plant – With a \$547,895 increase over prior year budget, this program is the largest contributor to the increase. The increase is for contracted operation service and utilities. Per the contract with CH2M Hill, the operating charge was increased upon completion of the plant upgrade. The revised fee reflects the new level of service associated with operating and maintaining the improved plant.
- Water Operating Fund / Water Treatment Plant – is the second largest single program part of the increase at \$158,906. The City contracts the operation of the plant with Veolia Water. The increase is related to the necessary periodic replacement of the Granular Activated Carbon (GAC) filters at the plant.
- General Fund / Law Enforcement - The City contracts the operation of law enforcement services with Clackamas County Sheriff's Office. The contract is set to increase by 2 percent, or \$79,023.
- General Fund / Parks Maintenance - Includes \$49,469 in additional materials and service budget for repairs and upgrade for the Sofia Park water feature, a memorial park entry gate modification, and a fleet replacement reserve component for additional new capital equipment purchased. The capital purchases are detailed below under the capital outlay section of this letter.
- General Fund / Administration - Includes \$50,000 for marketing/branding services, which was recommended as part of the Tourism Development Strategy and will help inform a proposed Wayfinding Study. The budget also includes \$50,000 for a retail leakage study. The retail leakage study is a planning tool that analyzes the retail needs of local residents, uncovers unmet demand and opportunities, measures the strengths and weaknesses of the local retail sector and measures the difference between actual and potential retail sales.

Budget Message

Capital Outlay – Equipment

Capital Outlay for equipment is budgeted at \$2,057,611, a \$976,661 or 90 percent increase over the 2013-14 adopted budget. A complete listing of capital outlay by program is detailed on each of the respective applicable program pages in the Program Expenditures section of this budget book. A few of the major purchases are also noted below.

- Transit Fund - Approximately 74 percent of the total City capital outlay budget, or \$1,523,506, is related to grant funded capital purchases for buses and equipment. The largest of those are the purchase of two large diesel electric hybrid buses and two small compressed natural gas (CNG) powered buses, with 83 percent of the funding for these coming from a 2012 federal clean fuels grant.
- General Fund / Parks Maintenance – Includes \$163,000 for efficiency and modernization upgrades including a tractor, top dresser, turf sprayer, aerator, and other park specific equipment that will allow the parks maintenance division to provide an enhanced and more efficient level of service for all athletic and recreational field users.
- Fleet Fund - Includes \$114,000 for vehicles that have reached the end of their scheduled replacement cycle, which in general is at least ten years, but varies based on the type of the equipment and the condition of the equipment at the end of its replacement schedule. The Fleet Fund is an internal service fund which charges out its expenses to other programs. The fleet service charge out to the programs includes a component for future vehicle replacement which creates the reserve in which these replacement vehicles are purchased.

CAPITAL IMPROVEMENT PROJECTS

Capital improvement projects (CIP) are budgeted at \$11,516,322 including \$1,390,623 in overhead. The total City CIP budget is down \$12,507,773 from last year with the completion of major capital projects including the Wastewater Treatment Plant. It is worth noting that, while the City's portion of CIP expenditures has been reduced, the City's two Urban Renewal districts will see an increase from \$2,564,338 million as adopted in FY2013-14 to \$8,464,620 million budgeted in FY 2014-15. The detail of all budgeted capital improvement projects are displayed in the tabbed Capital Projects section of this budget book.

DEBT SERVICE

The 2014-15 proposed budget does not anticipate issuing any new debt.

The City has one outstanding general obligation bond. The bond was issued to construct the library expansion. By the end of 2014-15 the amount of bonds outstanding will be \$355,000. The bonds are repaid via a special levy, for which the rate is approximately \$.15 per \$1,000 of assessed valuation. Taxes on a typical home with an assessed value of \$250,000 equates to \$40 annually.

The City has several water and sewer backed bonds. Although full faith and credit has been pledged on two of these bonds the intent is to repay the debt solely from utility operating revenues. The proposed budget continues to meet all bond covenant requirements.

City debt which has been rated by investment rating agencies with balances as of June 30, 2013, as follows:

- General obligation bonds, \$1,015,000, rated Aa2 by Moody's
- Full Faith and Credit – Sewer (Oregon Local Governments), \$1,820,000, rated A2 by Moody's
- Full Faith and Credit – Sewer (City of Wilsonville), \$38,340,000, rated Aa3 by Moody's and AA+ by Standard & Poor's
- Water revenue bonds, \$6,680,000, rated Aa3 (insured) by Moody's

Several other debt issues have been privately placed and were not submitted for rating. The City continues to enjoy superior debt ratings due to solid financial planning and adequate reserve set asides. For more information on City and Urban Renewal debt refer to the appropriate sections of the budget document.

FUND LEVEL ANALYSIS

The City has 23 Funds each budgeted separately. The budgets of each fund can be found in the budget document in the Fund Summaries Tab.

The City's primary operating fund is its General Fund. Two years ago the Council directed a number of budget reductions in the General Fund. Those reductions in combination with controlled growth in costs and property taxes from new developments create a more favorable outlook for the General Fund. The recurring revenues and expenditures (excluding any one time significant capital outlay purchases or capital improvements projects) are expected to be at breakeven or better, over the next five years. However, this assumes no increase in service levels, which may not be practical in the area of parks maintenance if the City continues to grow and expand recreational offerings. This issue is covered in more depth in the 5-Year Forecast.

While all funds are monitored closely throughout the year to maintain financial accountability, two operating funds staff will monitor particularly closely in the year ahead include the Community Development Fund and the Stormwater Operating Fund. Some of the issues facing these funds are discussed below.

Community Development Fund:

For the 2014-15 budget, staff has separated out Building Inspection activity from Community Development activity into two distinct funds. The activity related to each had been tracked separately but combined previously into one consolidated fund, the Community Development Fund. The Building Inspection Fund accounts solely for the revenues and expenditures associated with enforcement and implementation of laws regulating the use, occupancy, location, and maintenance of buildings. The Community Development Fund is dedicated solely to civil engineering, planning, urban renewal management, stormwater management, and natural resources.

The Community Development Fund's three main resources include permit revenue (for engineering and planning), charges for services and project management fees of the CIP program. Permit revenues in this Fund are generated and collected prior to the work being performed, whereas building inspection permits are remitted during construction phase. This fund is cyclical in nature and has a normal tendency to add to reserves one year and then use reserves the next year to meet its operating expenses. Budget 2014-15, however, will mark two consecutive years of the fund materially using its reserves to meet operating expenses. Staff will be conducting a thorough review and analysis of processes, procedures, fees and overall expenditures during the next year to develop a financial plan that will help the fund meet its ongoing operating needs.

Stormwater Operating Fund:

For the past several years, the Stormwater Operating Fund has allocated a substantial portion of the annual operating revenues and fund balance reserves towards two major repair projects: Rivergreen and Morey's Landing. The projects are now complete and the fund was able to pay for the projects without outside funding sources. However, the fund balance is now near zero and for 2014-15 will not meet the ending fund balance goals the City has set for enterprise funds. While the minimal operational needs of the program will be met, staff will be presenting Council options to restore the fund balance reserves later this fiscal year.

ADDITIONAL ECONOMIC CONSIDERATIONS

Urban Renewal - Year 2000 Plan

The Urban Renewal Task Force has made the recommendation that the Year 2000 Urban Renewal Plan be closed down as soon as possible, while limiting compression impacts to the school district. The Task Force did not recommend a specific date for closing the district, but was supportive of repaying debt early and retiring the district as soon as possible while coordinating with the West Linn - Wilsonville School District to limit any abrupt compression impacts to the school district's local option levy. Closure of the Year 2000 Plan district would return approximately \$750,000 to the City's General Fund, while a phase-out over a period of four or five years would result in a gradual increase in General Fund revenue. For example, initiating a phase-out of the district with a 10 percent under-levy would result in approximately \$75,000 in additional general fund revenue, with revenue increasing over time as the percentage of under-levy increases to 100% upon district closure.

Budget Message

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.

In closing, I would like to thank the Finance team members including Cathy Rodocker, Keith Katko, Vania Heberlein, and Kourtnei Kersey for their efforts in putting this budget document together. And, lastly, thank you 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.

Sincerely,

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

Bryan Cosgrove

Budget Officer and City Manager

Budget Committee Changes from Proposed to Approved Budget

The annual budget for FY 2014-15 was approved by the Budget Committee with a \$375,000 reduction to personnel services and materials and services and a \$375,000 increase to contingencies.

City Council Changes from Approved to Adopted Budget

The annual budget for FY 2014-15 was adopted by City Council with the following changes.

Object Classification	Proposed	Approved	Difference
Personnel Services	\$15,012,010	\$14,850,240	(\$161,770)
Materials and Services	18,626,802	18,411,802	(215,000)
Capital Outlay	12,183,310	12,183,310	-
Debt Service	5,843,400	5,843,400	-
Interfund Transfers	17,843,440	17,843,440	-
Contingencies	45,213,620	45,590,390	376,770
Unappropriated Ending Balance	7,774,082	7,774,082	-
	<u>\$122,496,664</u>	<u>\$122,496,664</u>	<u>\$ -</u>

Department	Proposed	Approved	Difference
Administration	\$ 1,443,647	\$ 1,432,967	\$ (10,680)
Finance	1,584,505	1,549,955	(34,550)
Information Systems	637,743	634,763	(2,980)
GIS	231,029	229,549	(1,480)
Legal	508,970	500,750	(8,220)
Human Resources & Risk Management	612,182	608,652	(3,530)
Community Development - Administration	741,455	734,295	(7,160)
Community Development - Engineering	1,284,329	1,251,979	(32,350)
Community Development - Building Inspections	757,857	737,067	(20,790)
Community Development - Planning	977,450	961,410	(16,040)
Community Development - Natural Res./Stormwater Mgmt	316,209	313,429	(2,780)
Public Works - Administration	450,143	447,183	(2,960)
Public Works - Facilities	858,253	854,593	(3,660)
Public Works - Road Operating	813,485	808,495	(4,990)
Public Works - Street Lighting	307,620	277,620	(30,000)
Public Works - Water Distribution	1,261,771	1,205,571	(56,200)
Public Works - Water Treatment Plant	2,939,953	2,939,953	-
Public Works - Industrial Pretreatment	122,329	119,659	(2,670)
Public Works - Wastewater Treatment	2,413,660	2,413,660	-
Public Works - Wastewater Collection	730,284	677,384	(52,900)
Public Works - Stormwater Maintenance	544,451	532,511	(11,940)
Parks and Recreation - General Services	638,709	635,699	(3,010)
Parks and Recreation - Senior Services	491,003	488,823	(2,180)
Parks and Recreation - Parks Maintenance	1,332,875	1,309,165	(23,710)
Library	1,695,477	1,686,597	(8,880)
Transit	6,436,735	6,413,315	(23,420)
Fleet	1,395,679	1,389,149	(6,530)
Law Enforcement	3,968,859	3,968,859	-
Municipal Court	199,761	196,601	(3,160)
Non-Departmental / Non-Program	86,800,241	87,177,011	376,770
Total Requirements	<u>\$122,496,664</u>	<u>\$122,496,664</u>	<u>\$ -</u>





A rapidly growing community with vibrant residential and business communities

Wilsonville is located on the southern edge of the Portland metropolitan area. 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.

Wilsonville is home to a number of high-tech businesses and is perfectly situated for warehouse and distribution centers. To the south of Wilsonville are farmlands and vineyards. Forested land is to the east and west of the city.

Located 20 miles south of Portland, Oregon, the City of Wilsonville was formally incorporated in 1969. At the time, the population was about 1,000 and the City was basically a market town for the surrounding farms.

Shortly after incorporation, things started changing fast. First some land developers announced plans to turn a large farm on the Willamette River into a planned residential community that would eventually be home to more than 3,000 people. That community, known as Charbonneau, began developing in 1970 and was incorporated into the City in 1971. By 1980, the population had grown to about 3,000 and the City employed only a few people. In fact, beyond water and sewer, the City provided limited services.

That changed over the course of the 1990's. The end of the timber recession brought a housing boom to Wilsonville that

swelled the population to more than 7,000 by 1990 and nearly 20,000 by 2010. City services expanded to include police, mass transit, parks & recreation, street maintenance, senior services and a library.

The City's direct proximity to I-5 and planned infrastructure has led some of Oregon's largest and most influential corporate citizens to locate in Wilsonville, including: Xerox; Mentor Graphics; Sysco, FLIR Systems; and Rockwell Collins. A large number of industrial parks with quick freeway access have resulted in the city-wide growth of manufacturing, warehousing and distribution facilities.

As a result of our favorable business climate, the City's employment base has risen to over 14,400 with an estimated 9 out of 10 employees commuting to Wilsonville from throughout the greater Portland metro. It is anticipated that the economic up-turn and increased housing starts will entice commuters to call Wilsonville home because of its scenic beauty, community offerings, great jobs and excellent schools.



City History Timeline

1968 Wilsonville incorporates on October 17, 1968.	1987 Voters approve a bond measure to pay for a new library and park improvements.	2002 Wilsonville's water treatment plant becomes operational. Expanded library opens.
1969 Wilsonville citizens vote to adopt the City's first charter. Population approximately 1,000.	1988 Recession ends, bringing a boom in housing and population. New library opens. SMART is formed, the City's own transit system.	2003 The opening of Argyle Square greatly expands Wilsonville's retail sector with Costco and Target as the anchor stores.
1970 Developers announce plans for a major residential subdivision known as "Charbonneau."	1991 Arlene Loble hired as City Manager. Town Center Shopping Center opens. 1990 Census population: 7,705	2004 Property acquired for future multi-modal transportation center. This land will become the southern terminus of the proposed commuter rail.
1971 Charbonneau is annexed into Wilsonville. At build-out, it will have 1,700 housing units and 3,500 residents. City Council adopts a "General Plan" for growth.	1992 Incredible Universe opens, pushing traffic to levels projected for the year 2010. Voters approve creation of an urban renewal district and a bond measure for a new high school.	2005 Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.
1972 Marge Heintz, City Recorder, is hired as Wilsonville's first full-time employee. Oregon enacts SB 100, a sweeping reform of land-use law.	1993 Serial levy failure forces \$1 million budget cut, reorganization of departments.	2006 Murase Plaza opens with water feature and new park with rolling hills, unique play structures and restrooms. New City Hall opened.
1973 Tektronix selects Wilsonville as its corporate HQ. The city will eventually be home to more than 700 businesses, including some of Oregon's largest companies.	1994 In an effort to get a handle on growth, City Council adopts a precedent-setting growth management ordinance.	2008 Tim Knapp elected Mayor. Local voters approved the creation of a county library district.
1979 Construction begins on Inza R. Wood Middle School. City signs first contract with Clackamas County Sheriff's Office for police services.	1995 Wilsonville High School opens. Growth management ordinance overturned by Land Use Board of Appeals.	2009 WES Commuter Rail begins operations.
1980 Wilsonville adopts it's first Comprehensive Plan. Population: 2,920	1996 Charlotte Lehan elected Mayor. City implements development limits in the form of a public facilities strategy as officials try to get a handle on traffic.	2011 Fred Meyer's 210,000 square foot shopping center opens.
1982 Voters approve Wilsonville's first tax base: \$300,000. Wilsonville's first library opens.	1998 City Council imposes moratorium on new development approvals until new, long-term water supply is identified.	2012 Oregon Institute of Technology opens its Wilsonville campus in a previously vacant office building.
1984 Voters approve a tax base amendment to incorporate a serial levy for senior services into the base.	2000 Construction begins on a new prison and water treatment facility on the Willamette River. Voters approve \$4M library expansion bond.	2014 Wastewater Treatment Plant upgrade and expansion is completed.

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 2000 U.S. Census.

		<u>From US Census:</u>	<u>2000</u>	<u>2010</u>
Incorporated	1968	Population	13,991	19,509
Area in square miles	7.4	Adult education level:		
Government	Council/Mgr	High school or higher	93%	89%
Registered voters	9,841	Bachelor's degree or higher	38%	38%
Voted in November 2012	86%	Race:		
Population (July 2013)	21,550	White	87%	79%
Median home cost:		Hispanic	7%	12%
2000 census	\$227,900	Asian	2%	4%
2010 (zillow.com)	\$282,400	Black or African Amer.	1%	2%
2014 (zillow.com)	\$336,200	Other	3%	3%
Assessed values (November 2013):		Age and Gender:		
Residential	47%	0 to 19 years	27%	24%
Multi-family	12%	20 to 44 years	39%	39%
Commercial	16%	45 to 64 years	20%	24%
Industrial	25%	65 years and over	14%	13%
		Median age (years)	35	36
Residential	\$1,288 mil.	Male	6,796	9,084
Multi-family	\$306 mil.	Female	7,195	10,425
Commercial	\$452 mil.	Income - Households:		
Industrial	\$698 mil.	Less than \$25,000	18%	20%
Local businesses:		\$25,000 to \$49,999	29%	26%
Licenses issued (12/2013)	1,065	\$50,000 to \$74,999	20%	17%
Employees (est.)	14,518	\$75,000 to \$99,999	15%	15%
Annual payroll (est.)	\$798 mil.	\$100,000 or more	18%	22%
		Households:		
		Total Households	5,937	7,859
		with individuals <18 yrs	32%	30%
		with individuals >64 yrs	23%	24%
		Average household size	2.34	2.28

About Wilsonville

City Statistics - Services

Description	Base Year 2010	Year 2013	% Change	Source
Culture and recreation:				
Libraries	1	1	0%	City Library
Parks/open space acreage	201	215	7%	Parks Department
Parks	11	12	9%	Parks Department
Picnic shelters	9	10	11%	Parks Department
Water features	3	4	33%	Parks Department
Soccer fields	3	3	0%	Parks Department
Baseball fields	5	5	0%	Parks Department
Tennis courts	2	2	0%	Parks Department
Playgrounds	9	10	11%	Parks Department
Docks (city property)	1	1	0%	Parks Department
Community centers	1	1	0%	Community Services
Golf Courses (private)	1	1	0%	Business license
Movie screens (private)	9	9	0%	Business license
Amusement centers (private)	1	1	0%	Business license
Restaurants (private)	54	65	20%	Business license
City utilities:				
Water:				
Production capacity	10 mgd	10 mgd	0%	Public Works
Peak capacity demand	6 mgd	9 mgd	50%	Public Works
Storage capacity	10.2 mg	10.2 mg	0%	Public Works
Number of reservoirs	4	4	0%	Public Works
Miles of water pipeline	83	90	8%	Public Works
Customers	4,731	5,158	9%	Utility Billing
Wastewater:				
Treatment design capacity	2.25 mgd	2.35 mgd	4%	Public Works
Average daily treatment	2.0 mgd	2.1 mgd	5%	Public Works
Miles of sewer pipeline	72	73	1%	Public Works
Biosolids, tons/day	1.0	1.2	20%	Public Works
Lift Stations	8	8	0%	Public Works
Stormwater:				
Average rainfall, inches	42	37	-12%	www.homefacts.com
Miles of storm sewers	65	70	8%	Public Works
Stormwater catch basins	1,823	1,862	2%	Public Works
Manholes	1,723	1,727	0%	Public Works
Detention Ponds	10	10	0%	Public Works
Street lights:				
Number of lights	2,206	2,379	8%	Public Works
Number os streetlight poles	2,050	2,214	8%	Public Works
Public Safety:				
Police calls	5,803	5,937	2%	Clackamas Co Sheriff
Citations issued	3,470	2,346	-32%	Municipal Court
Number of sworn officers	17	17	0%	Clackamas Co Sheriff
Fire stations	2	2	0%	Fire District

City Statistics - Services

Description	Base Year 2010	Year 2013	% Change	Source
Public Transportation:				
City operated:				
Fixed routes	7	9	29%	City Transit
Demand based trips	17,703	18,166	3%	City Transit
Number of riders	306,721	359,996	17%	City Transit
Miles driven	667,161	651,751	-2%	City Transit
Other transit systems:				
City of Canby - local trips	8	0	-100%	City Transit
City of Salem - local trips	8	8	0%	City Transit
TriMet - local trips (bus)	35	36	3%	City Transit
TriMet - rail stations	1	1	0%	City Transit
TriMet - rail passengers	304,800	478,766	57%	City Transit
Streets:				
Lane miles of paved	65	70	8%	Public Works
Signal lighted intersections	24	27	13%	Public Works
Freeway interchanges	3	3	0%	Public Works
Bridges (excluding interstate)	4	4	0%	Public Works
Foot bridges	1	1	0%	Public Works
Street trees	8,000	7,775	-3%	Public Works
Signs	N/A	4,300	N/A	Public Works
Public Schools:				
Elementary schools	2	3	50%	School District
Middle schools	1	1	0%	School District
Charter schools	1	1	0%	School District
High schools	1	1	0%	School District
Building Permits:				
Commercial, units	212	281	33%	Building Dept.
Commercial, value	\$19 mil	\$66 mil	347%	Building Dept.
Residential, units	40	465	1063%	Building Dept.
Residential, value	\$7 mil	\$61 mil	871%	Building Dept.

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

The Budget Process

The City Budget Calendar

October 2013 through January 2014

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

January 2014

- Departments complete budget requests and narratives
- Requests for new or expanded programs submitted
- Revenue and debt service estimates compiled

February 2014

- Internal meetings on departmental budget requests
- Balance operating and capital improvement needs for operating funds
- Computation of indirect costs and interfund transfers

March 2014

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

April 2014

- 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
- Post notice of Budget Committee public hearings on City website

May 2014

- City Manager presents budget message at opening meeting of Budget Committee, public testimony received
- Budget Committee continuation meetings, committee deliberates, discusses changes and approves the budget and specifies tax levies
- Budget is updated to reflect committee changes, if any
- Advertise notice of state shared revenues
- Advertise budget adoption public hearing
- Publish legal forms summarizing approved budget

June 2014

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

Budgeting in the State of Oregon

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

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

Oregon local budget law has four major purposes:

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

The basic budget process starts with proposed budget amounts for revenues and expenditures. A balanced budget must be presented. The budget officer presents a budget message along with the proposed amounts to a citizen budget committee. The committee consists of the elected officials and an equal number of electors of the city. After the budget committee has reviewed and made adjustments, if any, they approve the budget. The approved budget is forwarded to the City Council for adoption. Council may make further changes, within certain constraints, and then adopts the budget. Adoption must occur no later than June 30.

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 yearend all outstanding encumbrances lapse. Unexpended budget appropriations lapse at the fiscal yearend.

The City Manager serves as the Budget Officer (ORS 294.331) and has the responsibility to prepare the budget document, present the budget message to the Budget Committee and to maintain budgetary control at the approved appropriation level. Ongoing review and monitoring of revenues and expenditures is performed by the Finance Department and the appropriate operating departments.

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 general obligation bonds are budgeted in the fiscal year of payment. Compensated absences are not budgeted in governmental funds. For GAAP based reporting, major variances from budget including capitalization of assets, depreciation and debt issuance are reported as an increase in liabilities and principal payments is shown as a reduction in liabilities.

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

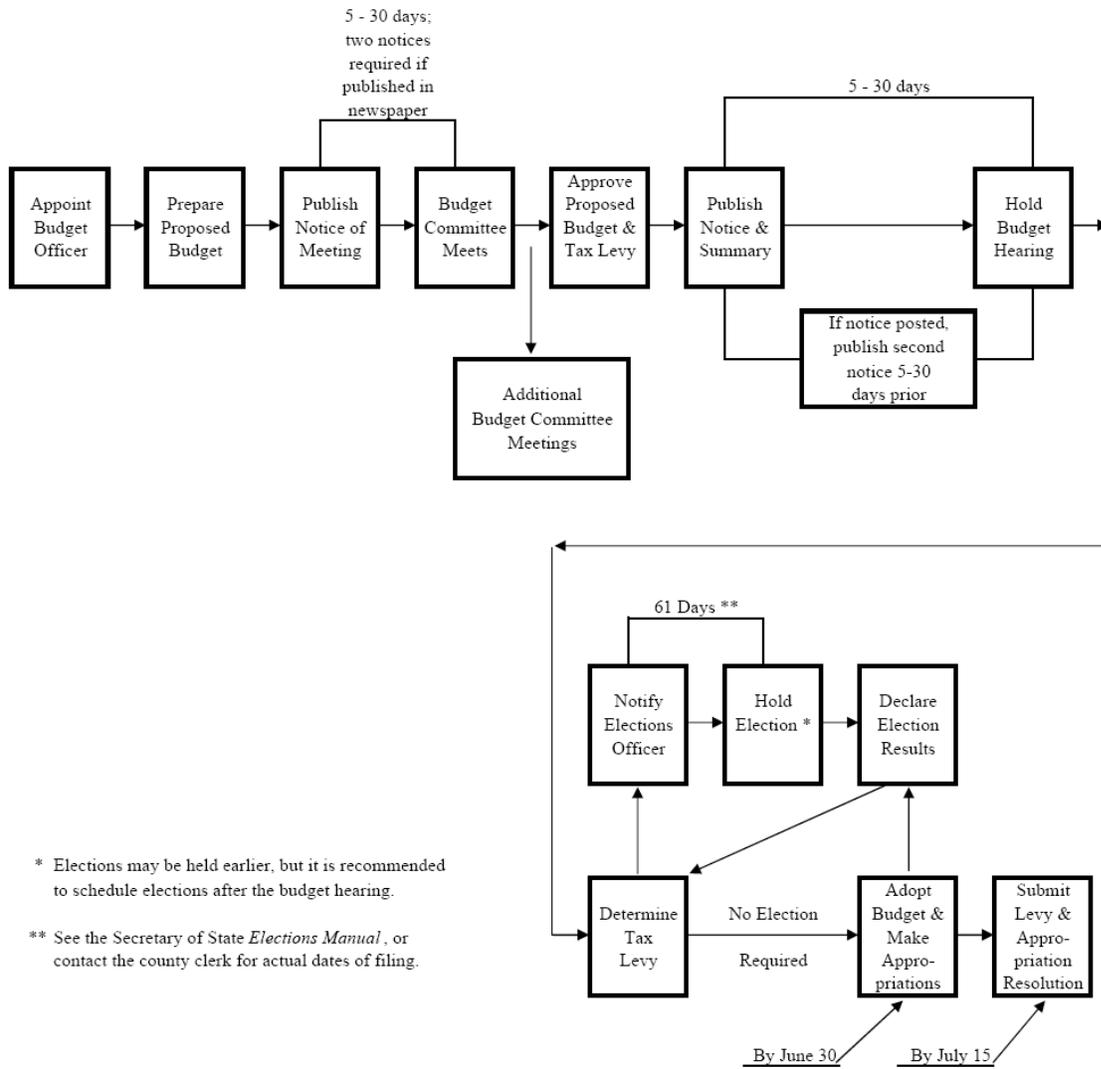
Budget Amendments

The adopted budget may be amended by budget transfers (ORS 294.450) or supplemental (ORS 294.480 to 294.283). Generally, transfers consist of moving appropriations within a fund from one major appropriation category to another. Supplemental

The Budget Process

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 notification of the Washington County TSCC. All adjustments to the budget are made via resolutions. Amendments after the adoption do not require approval by the Budget Committee.

Budget Process as Prescribed by Statute (ORS 294)



Budget Document Columns

In accordance with Oregon local budget laws, five columns of data are provided. For the proposed document: two prior years of actual, current fiscal year budget as amended by transfers and supplemental adjustments, current year estimated actual and amounts proposed for the new year. The adopted document is similar except columns for approved and adopted are added.

The Budget Committee

Oregon budgeting law requires the formation of a Budget Committee to review and approve the budget as proposed by the Budget Officer (ORS 294.336). 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.

Oregon law also specifies 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). A majority of Wilsonville lies within Clackamas County which has a population less than 500,000.

The powers and duties of the Budget Committee are:

- Receive the proposed budget
- Receive public testimony
- Discuss and deliberate on the budget
- Request from officers or employees information the Committee requires for the revision of the proposed budget
- Specify the ad valorem property tax amount or rate
- Approve the proposed budget with changes as voted on by the Committee

The Budget Committee members for review and approval of the FY 2014-15 budget:

City Council Members

Tim Knapp, Mayor
Scott Starr, Council President
Julie Fitzgerald, Councilor
Richard Goddard, Councilor
Susie Stevens, Councilor

Citizen Members

Lonnie Gieber
Tony Holt
Glenn Ohl
Alan Steiger
Wendy Veliz

The Budget Process

Budget Assumptions for FY 2014-15

The following assumptions were used in development of the proposed budget.

Personnel Services:

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

Wages:

- Non-represented: No FY 2013-14 or FY 2014-15 cost of living (COLA) increase. The salary table is under review. Merit increases are available up to 4% on employees' anniversary date if eligible and within range.
- WilMEA: As per labor agreement, 1.75% COLA on July 1, 2013, 2.5% COLA on July 1, 2014 with step increases based on salary schedule and eligibility.
- SEIU: As per labor agreement, 1.5% COLA on July 1, 2013, 2.5% on COLA on July 1, 2014, 0.5% COLA on July 1, 2015 with step increases based on salary schedule and eligibility.

Benefits:

- Health insurance premiums are budgeted at an 8% increase.
- Non-represented: Employees pay 10% of premium costs, effective January 1, 2014.
- WilMEA: Employees pay 10% of premium costs effective January 1, 2014.
- SEIU: Employees pay 10% of premium cost effective January 1, 2015.
- Public Employees Retirement (PERS) employer share is budgeted at 12.24% for Tier 1 & 2 employees, 10.56% for Oregon Public Service Retirement Plan (OPSRP) employees, plus a 6% employee pick up. Employees hired on or after August 29, 2003 are part of OPSRP, unless membership was previously established in PERS.
- Non-represented 401a contribution is set at 3%.

Material and Services:

- Inflationary increases of 1% are anticipated except as noted below.
- Increases may result from contractual terms or notifications by suppliers of goods and services.
- Utility expenses are budgeted based on usage trends, additional properties, and anticipated rate increases from 3% to 6%.
- Significant variances from the current year budget for each program are listed in Program Expenditures beginning on page 87.

Capital Outlay:

- By definition capital outlay includes assets with a life longer than one year and with an initial cost of at least \$5,000.

The Budget Process

- Budget amounts are based on purchase cost estimates and include all ancillary cost to put the asset into operation.

Debt Service:

- No new City debt issuance is planned.
- Existing debt payments are based on amortization schedules.

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 while Information Systems is based on the number of computers and related equipment used by a department.
- Allocations are net of direct costs, dedicated program revenues, and amounts determined to be core to the General Fund.
- Allocations are presented visually in the Program Budget Matrix displayed in the Fund Summaries section of the budget document beginning on page 40.

Primary Revenue Sources:

- Property assessed values increase by an aggregate 4.0%. This includes the legally allowed 3% increase plus anticipated increases in assessed values due to new construction added to the tax rolls. The City tax rate remains unchanged at \$2.5206 per \$1,000 of assessed valuation.
- The tax rate for general obligation debt is estimated at \$.1560.
- The tax rate remains flat at \$2.5206 per \$1,000 of assessed valuation.
- Building permits are based on developer construction plans as communicated to staff.
- A water rate increase of 2.25% is effective January 1, 2015, with rate structure adjustment.
- Sewer rates last increased January 1, 2014 with no additional increases budgeted.
- A stormwater rate increase of 2.9% is effective July 2014.
- Transit tax wage base growth is projected at a 4% increase.
- Investment income on available cash balances increases .50%.

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. Annual additions tend to be consistent year to year. Use of Assigned Balances is based on need.
- Contingencies for the General Fund is 15% of operating costs.
- Contingencies for other operating funds is 20% of operating costs, or in the case of the Stormwater Operating Fund, available ending fund balance.

Balanced Budget:

A balanced budget is a basic constraint intended to ensure that the City does not spend beyond its resources. The budget for FY 2014-15 strives to have recurring operating expenditures no greater than recurring operating revenues. Non-recurring and one-time expenditures are typically funded from resources carried over from the prior year.

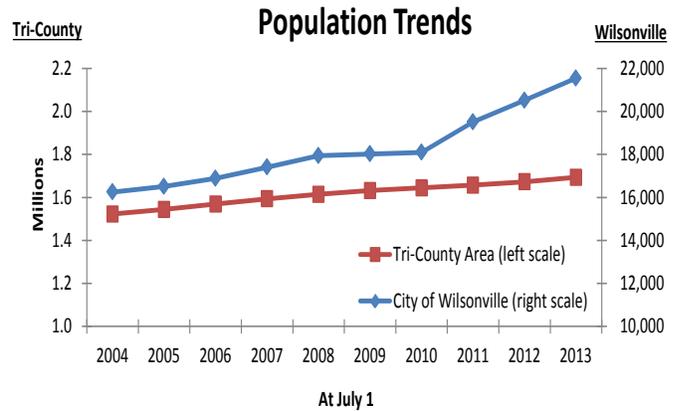
Trends and Analysis

Population

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

Over the past ten years city growth has averaged over 3% per year, with accelerated growth in the last 3 years as the Villebois planned community develops. As the graph indicates, the City is growing at a faster pace than the metropolitan area. The increase in 2011 represents Census results from 2010.

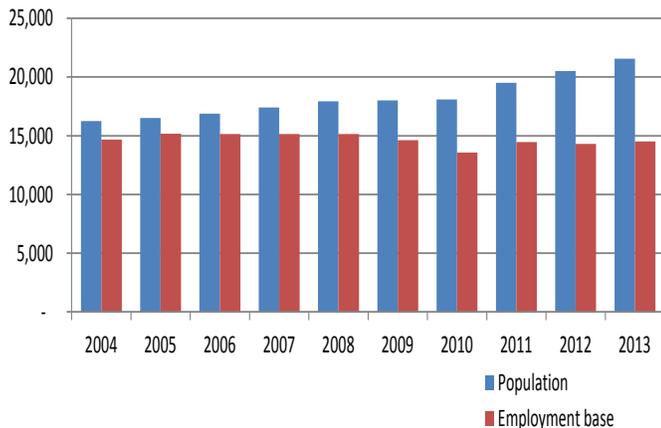
The Tri-County area (Clackamas, Multnomah and Washington Counties) is the major metropolitan area for the state. Within the metropolitan area is an area known as the Urban Growth Boundary. New housing and commercial development is to occur within this planned area. Wilsonville is at the south edge of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



Wilsonville Population and Local Employment

The graph demonstrates the constant growth in population. Employment dropped slightly during the recession but current signs indicate employment levels are increasing. Both population and employment have an impact on the local economy.

Population and Local Work Force

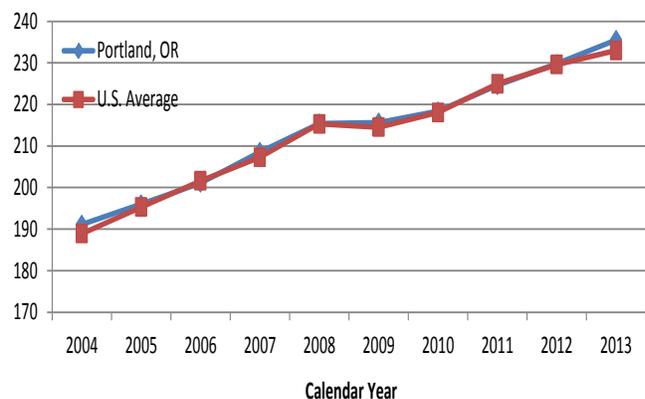


Consumer Price Index

Consumer Price Index, Portland/Salem vs National Average

The accompanying chart compares the Portland Metro Area Consumer Price Index to the national average. Both indices represent all urban items on a calendar year basis. For the last eight years, the Portland area has maintained the national average.

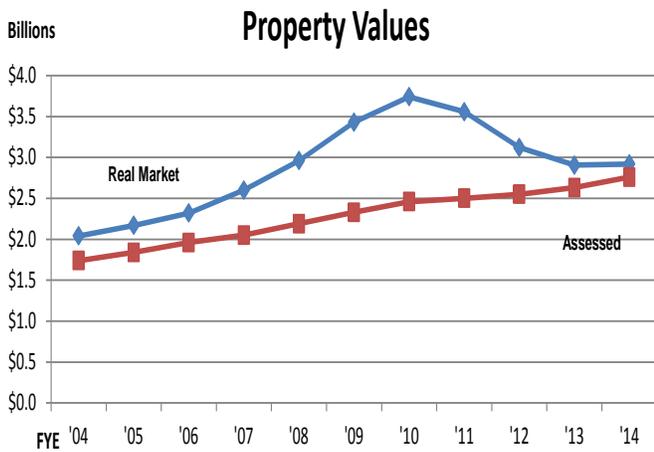
Portland Oregon and US CPI-U Index



Trends and Analysis

Property Taxes

Property Tax Values – Real Market vs Assessed

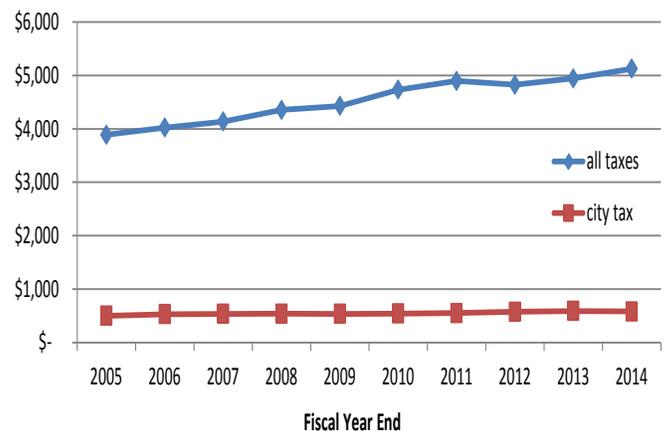


Real market value reflects the estimated value if the property were to be sold. Assessed value is a measure of the taxable value of real, personal and utility property in the City. Assessed values mirrored real market values through 1997 when voters approved a roll-back in assessed values and a limitation on future assessed value increases. During the Great Recession, real market values have fallen significantly, but in aggregate not below assessed values. For Fiscal Year 2014 assessed values are approximately 90% of real market.

Tax Bill Growth Comparisons

The graph at right is representative of a typical home in Wilsonville. The city share of total taxes is relatively small and constant. Other taxing entities, with larger tax rates, include schools, county, fire district, and voter approved bonds. The total increase in taxes is due in part to the 3% growth allowed by law and for voter approved levies and bonds, e.g. fire district and Metro open spaces bonds. The upward shift in total taxes in 2010 is due to voter approved tax rates for the Library and 4-H Districts and a new Vector Control local option levy.

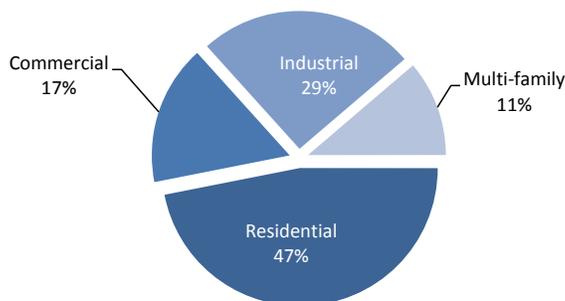
Tax Bill History, City Portion and Total Taxes



Property Type Tax Burden

Reflective of a vibrant business community the graph shows that 53% of our taxes come from businesses. The ratios by property class have remained fairly consistent over the past ten years.

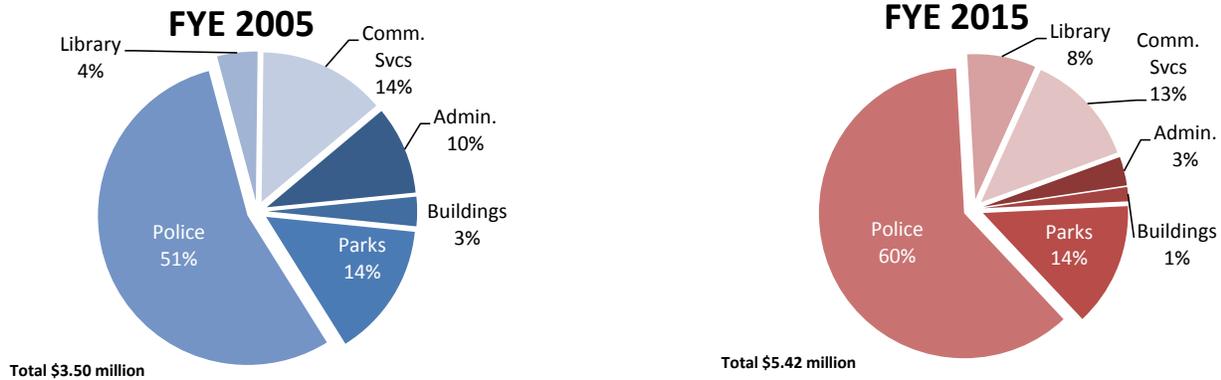
City Taxes 2014 - by Property Class



Trends and Analysis

Programs Funded by City Taxes

Where The Tax Dollars Go

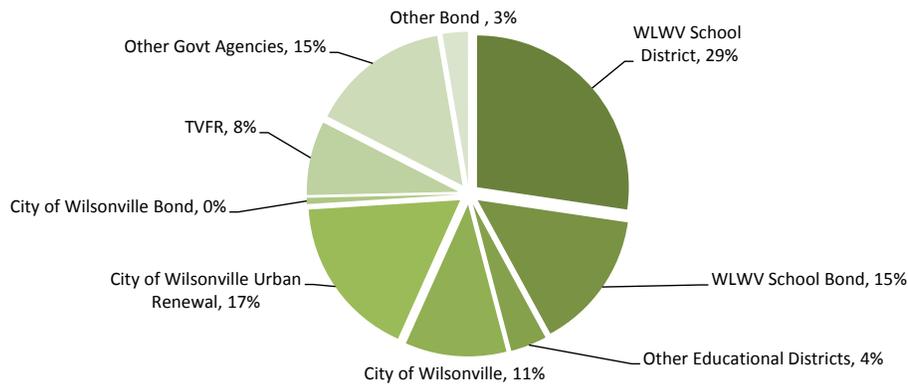


Over the past ten years the allocation of property taxes toward City programs has only changed slightly. Administration and Building Maintenance were reduced in 2009 to provide additional taxes to the Police and Library departments.

The Law Enforcement Program receives the largest share of taxes. Nevertheless, the cost of this program exceeds the allocation and an additional \$400,000 (or 10% of the program budget) of unrestricted general fund resources is needed to cover the difference.

The tax rate is fixed at \$2.5206 per \$1000 of assessed value. Assessed value is allowed to increase by 3% per year plus the assessed value of new construction.

Property Taxes by Jurisdiction FY 2013-14



Key Performance Areas and Council Goals 2013-15

Quality Education

Fiscal Discipline

Environmental Stewardship

Clear Vision and Community Design

- *Develop a plan to improve bike and pedestrian connectivity throughout the community and integrate the plan in the City's Capital Improvement Plan*

Thoughtful Land Use

- *Complete a formal concept plan for Advance Road and Frog Pond Residential Areas*

Well Maintained Infrastructure

Community Amenities and Recreation

- *Complete a feasibility study for a community recreation/aquatic center in Wilsonville*
- *Complete a plan for successful integration of our existing living, working and playing areas in existing planned development through TSP adoption, the launching of concept planning and CIP by the Third Quarter of 2013*

Welcoming, Engaged and Satisfied Residents

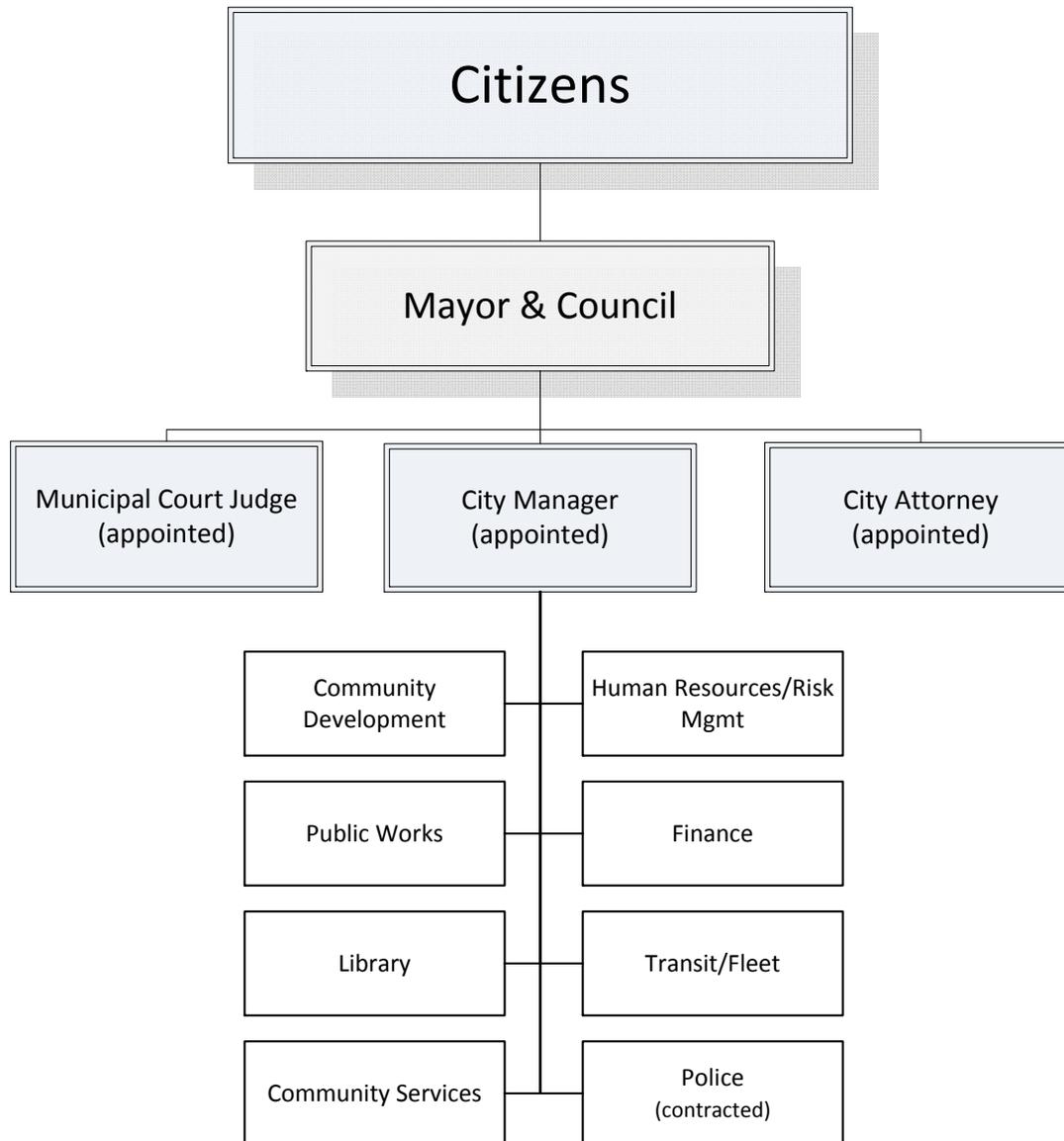
Multi-Modal Transportation Network

Safe, Healthy and Aesthetically Pleasing Community

Economic Development

- *Develop and begin to implement a strategy to increase occupancy by filling vacant store fronts*
- *Develop a funding and annexation strategy for implementing Coffee Creek Industrial Area in 18 months*
- *Complete and adopt Basalt Creek Industrial Area Concept Plan in the next 18 to 24 months*
- *Develop a strategic branding plan, including complete visual identity plan and logo, to promote the City's livability and economic opportunities by April 2014*

Organizational Chart



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. The General Fund accounts for resources devoted to support the services associated with local government. General Fund programs include Community Services, Building and Parks Maintenance, Administration, Library, Law Enforcement, Municipal Court, Finance 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, building inspections, planning, urban renewal management, stormwater management and natural resources
- **Building Inspections** – Dedicated to the administration and enforcement of building codes
- **Transit Operating** – Provides a mass transit system serving Wilsonville with links north to the Portland metropolitan area transit system, Tri-Met, and south to Salem
- **Road Operating** – Dedicated to signal lights, striping, curbs, gutters, potholes and minor repairs
- **Road Maintenance Regulatory** – Dedicated to pay for major street repairs and reconstruction

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

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

Internal Service Fund. Internal Service Funds account for activity that provides goods or services to other funds, departments or agencies of the primary government on a cost reimbursement basis.

- **Fleet Services** – Services and maintains all vehicles and equipment for City programs

Debt Service. The City's non-enterprise debt is accounted for in these funds.

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

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

- **Improvement Funds** – Water, Sewer, Streets, Parks, Stormwater, Building
- **SDC Funds** – Water, Sewer, Streets, 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 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Property taxes	\$ 5,413,937	\$ 5,486,502	\$ 5,771,500	\$ 5,986,000	\$ 5,986,000	\$ 5,986,000
Other taxes	4,257,459	4,233,254	4,575,900	4,774,000	4,774,000	4,774,000
Licenses, franchise fees & permits	4,403,438	4,999,535	4,993,418	5,062,781	5,062,781	5,062,781
Other governments	4,675,011	10,468,215	6,067,802	6,350,192	6,350,192	6,350,192
Charges for services	15,840,176	17,722,073	18,625,960	19,383,430	19,383,430	19,383,430
System development fees	3,985,748	5,656,959	8,396,308	8,415,169	8,415,169	8,415,169
Interest earnings	519,348	374,630	385,300	453,325	453,325	453,325
Miscellaneous	2,219,115	1,079,778	565,116	509,797	509,797	509,797
Bond proceeds	40,293,922	-	-	-	-	-
Interfund transfers	12,176,963	13,768,111	21,958,639	17,843,440	17,843,440	17,843,440
Beginning fund balance	51,527,389	77,952,674	61,308,207	53,718,530	53,718,530	53,718,530
Total Resources	145,312,506	141,741,731	132,648,150	122,496,664	122,496,664	122,496,664
REQUIREMENTS						
Personnel services	12,897,788	12,881,338	14,790,895	15,012,010	14,850,240	14,850,240
Materials & services	14,280,389	15,037,598	17,214,801	18,626,802	18,411,802	18,411,802
Capital outlay	19,290,978	29,613,721	24,629,652	12,183,310	12,183,310	12,183,310
Debt service	8,713,714	4,846,821	5,833,500	5,843,400	5,843,400	5,843,400
Interfund transfers	12,176,963	13,768,111	21,958,639	17,843,440	17,843,440	17,843,440
Ending fund balance:						
Nonspendable	154,591	179,474	-	-	-	-
Restricted	26,587,299	6,013,056	2,739,663	172,036	172,036	172,036
Committed	1,545,000	5,350,000	7,359,000	7,716,233	7,716,233	7,716,233
Assigned	44,425,666	48,797,848	35,362,312	42,259,130	42,534,900	42,534,900
Unassigned	5,240,118	5,253,764	2,759,688	2,840,303	2,941,303	2,941,303
Total Requirements	145,312,506	141,741,731	132,648,150	122,496,664	122,496,664	122,496,664

Fund Summaries

Summary of City Funds - Fiscal Year 2014-15

	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance
RESOURCES						
Property taxes	\$ 5,625,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	250,000	-	-	4,524,000	-	-
Licenses, franchise fees & permits	3,092,900	685,100	1,283,531	-	-	-
Intergovernmental	1,679,879	25,000	-	1,958,542	1,158,500	-
Charges for services	523,100	663,550	-	218,000	-	680,000
System development fees	-	-	-	-	-	-
Interest earnings	109,000	17,000	15,000	26,200	8,600	5,300
Miscellaneous	464,000	250	-	13,000	-	-
Revenue Subtotal	<u>11,743,879</u>	<u>1,390,900</u>	<u>1,298,531</u>	<u>6,739,742</u>	<u>1,167,100</u>	<u>685,300</u>
Interfund transfers	2,659,849	1,614,619	2,632,420	-	-	-
Beginning fund balance	14,044,140	4,531,509	-	2,186,674	921,608	693,823
Total Resources	<u>\$ 28,447,868</u>	<u>\$ 7,537,028</u>	<u>\$ 3,930,951</u>	<u>\$ 8,926,416</u>	<u>\$ 2,088,708</u>	<u>\$ 1,379,123</u>
REQUIREMENTS						
Personnel services	\$ 6,643,460	\$ 2,602,900	\$ 651,630	\$ 2,985,140	\$ 330,680	\$ -
Materials & services	7,381,051	460,684	101,187	1,936,834	456,330	-
Capital outlay	269,905	20,200	-	1,523,506	-	-
Debt service	-	-	-	-	-	-
Expenditures Subtotal	<u>14,294,416</u>	<u>3,083,784</u>	<u>752,817</u>	<u>6,445,480</u>	<u>787,010</u>	<u>-</u>
Interfund transfers	674,850	3,022,690	196,681	497,635	446,404	690,000
Ending balances:						
Restricted	114,187	-	-	-	-	-
Committed	4,119,000	625,000	155,000	990,000	159,000	-
Assigned	6,304,112	805,554	2,826,453	993,301	696,294	689,123
Unassigned	2,941,303	-	-	-	-	-
Total Requirements	<u>\$ 28,447,868</u>	<u>\$ 7,537,028</u>	<u>\$ 3,930,951</u>	<u>\$ 8,926,416</u>	<u>\$ 2,088,708</u>	<u>\$ 1,379,123</u>

Fund Summaries

Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	G.O. Debt Service	Capital Projects	System Development	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 361,000	\$ -	\$ -	\$ 5,986,000
-	-	-	-	-	-	-	-	4,774,000
-	-	-	-	-	-	1,250	-	5,062,781
-	-	-	-	-	-	1,528,271	-	6,350,192
6,891,000	7,300,000	410,000	1,410,000	1,287,780	-	-	-	19,383,430
-	-	-	-	-	-	-	8,415,169	8,415,169
38,700	77,700	7,000	4,300	9,300	750	27,925	106,550	453,325
5,000	27,297	-	-	-	-	250	-	509,797
6,934,700	7,404,997	417,000	1,414,300	1,297,080	361,750	1,557,696	8,521,719	50,934,694
350,000	600,000	-	-	-	-	9,986,552	-	17,843,440
5,516,998	9,434,076	659,340	8,983	1,128,327	69,499	429,440	14,094,113	53,718,530
\$ 12,801,698	\$ 17,439,073	\$ 1,076,340	\$ 1,423,283	\$ 2,425,407	\$ 431,249	\$ 11,973,688	\$ 22,615,832	\$ 122,496,664
\$ 512,800	\$ 300,190	\$ -	\$ 265,880	\$ 557,560	\$ -	\$ -	\$ -	\$ 14,850,240
3,590,619	2,993,033	277,620	477,255	718,289	-	-	18,900	18,411,802
130,000	-	-	-	114,000	-	10,125,699	-	12,183,310
1,880,000	3,590,000	-	-	-	373,400	-	-	5,843,400
6,113,419	6,883,223	277,620	743,135	1,389,849	373,400	10,125,699	18,900	51,288,752
1,266,887	2,875,984	57,720	627,815	2,400	-	1,390,623	6,093,751	17,843,440
-	-	-	-	-	57,849	-	-	172,036
832,000	670,000	62,000	39,233	65,000	-	-	-	7,716,233
4,589,392	7,009,866	679,000	13,100	968,158	-	457,366	16,503,181	42,534,900
-	-	-	-	-	-	-	-	2,941,303
\$ 12,801,698	\$ 17,439,073	\$ 1,076,340	\$ 1,423,283	\$ 2,425,407	\$ 431,249	\$ 11,973,688	\$ 22,615,832	\$ 122,496,664

Fund Summaries

Summary of System Development Charges (SDC) Funds - Fiscal Year 2014-15

	Water SDC	Sewer SDC	Street SDC	Stormwater SDC	Parks SDC	Grand Total
RESOURCES						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	-	-	-	-	-	-
Licenses, franchise fees & permits	-	-	-	-	-	-
Other governments	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-
System development fees	2,300,972	1,952,750	2,646,569	406,904	1,107,974	8,415,169
Interest earnings	11,900	39,050	21,500	6,300	27,800	106,550
Miscellaneous	-	-	-	-	-	-
Revenue Subtotal	<u>2,312,872</u>	<u>1,991,800</u>	<u>2,668,069</u>	<u>413,204</u>	<u>1,135,774</u>	<u>8,521,719</u>
Interfund transfers	-	-	-	-	-	-
Beginning fund balance	807,647	5,360,988	3,011,008	1,065,773	3,848,697	14,094,113
Total Resources	<u>\$ 3,120,519</u>	<u>\$ 7,352,788</u>	<u>\$ 5,679,077</u>	<u>\$ 1,478,977</u>	<u>\$ 4,984,471</u>	<u>\$ 22,615,832</u>
REQUIREMENTS						
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & services	4,700	4,800	4,800	1,400	3,200	18,900
Capital outlay	-	-	-	-	-	-
Debt service	-	-	-	-	-	-
Expenditures Subtotal	<u>4,700</u>	<u>4,800</u>	<u>4,800</u>	<u>1,400</u>	<u>3,200</u>	<u>18,900</u>
Interfund transfers	835,925	1,682,269	1,937,960	55,000	1,582,597	6,093,751
Ending balances:						
Restricted	-	-	-	-	-	-
Committed	-	-	-	-	-	-
Assigned	2,279,894	5,665,719	3,736,317	1,422,577	3,398,674	16,503,181
Unassigned	-	-	-	-	-	-
Total Requirements	<u>\$ 3,120,519</u>	<u>\$ 7,352,788</u>	<u>\$ 5,679,077</u>	<u>\$ 1,478,977</u>	<u>\$ 4,984,471</u>	<u>\$ 22,615,832</u>

Program Budget Matrix

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

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

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

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

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

The City's *working budget* is \$ 96,879,142 from a *total appropriations budget* of \$ 114,722,582 The difference of \$ 17,843,440 is a result of interfund service charges and transfers. The working budget number of \$ 96,879,142 represents the real cost of running the City of Wilsonville. The Program Expenditures section of this report focuses on the working budget and not the total budget.

Budget Matrix

BUDGET UNITS	OPERATING FUNDS						
	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance	Water Operating
Policy and Administration							
Administration	\$ 1,187,341	\$ 39,833	\$ 7,967	\$ 39,833	\$ 7,967	\$ -	\$ 63,733
Finance	324,274	77,014	49,389	208,886	40,328	-	343,019
Information Systems	363,167	89,752	16,829	39,267	5,610	-	33,657
GIS	59,149	21,000	6,300	14,700	21,000	-	35,800
Legal	390,663	25,944	3,706	11,119	3,706	-	29,650
Human Resources/Risk Mgmt	326,403	84,042	20,027	129,915	14,804	-	17,932
Total	2,650,996	337,584	104,217	443,719	93,415	-	523,792
Community Development							
Administration	-	264,694	62,000	-	-	-	-
Engineering	-	436,651	-	-	-	-	-
Building Inspections	-	-	734,817	-	-	-	-
Planning	-	961,410	-	-	-	-	-
Natural Rsrc/Strmwtr Mgmt	-	42,410	26,800	-	-	-	-
Total	-	1,705,165	823,617	-	-	-	-
Public Works							
Administration	140,877	-	-	3,480	76,796	-	86,614
Facilities	689,392	40,536	16,214	43,596	-	-	24,321
Roads	-	-	-	21,805	786,690	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	1,205,571
Water Treatment Plant	-	-	-	-	-	-	2,939,953
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
Total	830,269	40,536	16,214	68,881	863,486	-	4,256,459
Parks & Recreation							
General Services	635,699	-	-	-	-	-	-
Senior Programs	488,823	-	-	-	-	-	-
Parks Maintenance	1,232,720	-	-	-	50,963	-	-
Total	2,357,242	-	-	-	50,963	-	-
Library	1,686,597	-	-	-	-	-	-
Transportation							
Transit	-	-	-	6,413,315	-	-	-
Fleet Service	-	-	-	-	-	-	-
Total	-	-	-	6,413,315	-	-	-
Public Safety							
Law Enforcement	3,968,859	-	-	-	-	-	-
Municipal Court	196,601	-	-	-	-	-	-
Total	4,165,460	-	-	-	-	-	-
Total Operating Budget	11,690,564	2,083,285	944,048	6,925,915	1,007,864	-	4,780,251
Non-Operating Units							
Capital Improvements	368,100	-	-	10,800	112,500	690,000	620,920
Debt Service	-	-	-	-	-	-	1,530,000
Contingencies	9,359,602	805,554	2,826,453	993,301	696,294	689,123	4,589,392
Total Non-Operating Budget	9,727,702	805,554	2,826,453	1,004,101	808,794	1,379,123	6,740,312
Total Working Budget	21,418,266	2,888,839	3,770,501	7,930,016	1,816,658	1,379,123	11,520,563
Adjustments:							
Interfund Service & Transfers	2,910,602	4,023,189	5,450	6,400	113,050	-	449,135
Total Appropriations	24,328,868	6,912,028	3,775,951	7,936,416	1,929,708	1,379,123	11,969,698
Unappropriated Ending Balance	4,119,000	625,000	155,000	990,000	159,000	-	832,000
Total Uses	\$ 28,447,868	\$ 7,537,028	\$ 3,930,951	\$ 8,926,416	\$ 2,088,708	\$ 1,379,123	\$ 12,801,698
Revenues and Transfers In	\$ 14,403,728	\$ 3,005,519	\$ 3,930,951	\$ 6,739,742	\$ 1,167,100	\$ 685,300	\$ 7,284,700
Estimated 14/15 Beginning Bal	14,044,140	4,531,509	-	2,186,674	921,608	693,823	5,516,998
Total Estimated Resources	\$ 28,447,868	\$ 7,537,028	\$ 3,930,951	\$ 8,926,416	\$ 2,088,708	\$ 1,379,123	\$ 12,801,698

Budget Matrix (Continued)

OPERATING FUNDS (Continued)				G.O. DEBT SERVICE FUND	CIP & SDC FUNDS	TOTAL ALL FUND	PAGE REFERENCE #
Sewer Operating	Street Lighting	Stormwater Operating	Fleet Svcs				
\$ 39,833	\$ -	\$ 7,967	\$ -	\$ -	\$ 38,493	\$ 1,432,967	94
322,038	-	119,063	-	-	65,945	1,549,955	96
28,048	-	5,610	-	-	52,824	634,763	100
35,800	-	35,800	-	-	-	229,549	104
18,531	-	3,706	-	-	13,725	500,750	106
7,717	-	7,113	700	-	-	608,652	108
451,967	-	179,258	700	-	170,987	4,956,636	
-	-	-	-	-	407,601	734,295	112
-	-	-	-	-	815,328	1,251,979	114
-	-	-	-	-	2,250	737,067	116
-	-	-	-	-	-	961,410	120
-	-	244,219	-	-	-	313,429	124
-	-	244,219	-	-	1,225,179	3,998,180	
87,078	-	38,978	-	-	13,360	447,183	128
24,321	-	16,214	-	-	-	854,593	130
-	-	-	-	-	-	808,495	132
-	277,620	-	-	-	-	277,620	134
-	-	-	-	-	-	1,205,571	136
-	-	-	-	-	-	2,939,953	138
119,659	-	-	-	-	-	119,659	140
2,413,660	-	-	-	-	-	2,413,660	142
677,384	-	-	-	-	-	677,384	144
-	-	532,511	-	-	-	532,511	146
3,322,102	277,620	587,703	-	-	13,360	10,276,629	
-	-	-	-	-	-	635,699	148
-	-	-	-	-	-	488,823	152
25,482	-	-	-	-	-	1,309,165	156
25,482	-	-	-	-	-	2,433,687	
-	-	-	-	-	-	1,686,597	158
-	-	-	-	-	-	6,413,315	162
-	-	-	1,389,149	-	-	1,389,149	166
-	-	-	1,389,149	-	-	7,802,464	
-	-	-	-	-	-	3,968,859	170
-	-	-	-	-	-	196,601	172
-	-	-	-	-	-	4,165,460	
3,799,551	277,620	1,011,180	1,389,849	-	1,409,526	35,319,653	<u>Operating</u>
2,121,050	52,000	317,000	-	-	5,833,329	10,125,699	
2,990,000	-	-	-	373,400	950,000	5,843,400	
7,009,866	679,000	13,100	968,158	-	16,960,547	45,590,390	
12,120,916	731,000	330,100	968,158	373,400	23,743,876	61,559,489	
15,920,467	1,008,620	1,341,280	2,358,007	373,400	25,153,402	96,879,142	<u>Working</u>
848,606	5,720	42,770	2,400	-	9,436,118	17,843,440	
16,769,073	1,014,340	1,384,050	2,360,407	373,400	34,589,520	114,722,582	<u>Approp.</u>
670,000	62,000	39,233	65,000	57,849	-	7,774,082	
\$ 17,439,073	\$ 1,076,340	\$ 1,423,283	\$ 2,425,407	\$ 431,249	\$ 34,589,520	\$ 122,496,664	<u>Total Uses</u>
\$ 8,004,997	\$ 417,000	\$ 1,414,300	\$ 1,297,080	\$ 361,750	\$ 20,065,967	\$ 68,778,134	
9,434,076	659,340	8,983	1,128,327	69,499	14,523,553	53,718,530	
\$ 17,439,073	\$ 1,076,340	\$ 1,423,283	\$ 2,425,407	\$ 431,249	\$ 34,589,520	\$ 122,496,664	

Detail of Capital Project Funds

BUDGET UNITS	CAPITAL PROJECT FUNDS - IMPROVEMENTS						TOTAL
	Water	Sewer	Streets	Stormwater	Building Improvements	Parks	IMPVMNTS FUNDS
Policy and Administration							
Administration	\$ 5,005	\$ 13,001	\$ 11,740	\$ 1,591	\$ -	\$ 7,156	\$ 38,493
Finance	6,116	15,889	14,349	1,945	-	8,746	47,045
Information Systems	6,868	17,841	16,111	2,184	-	9,820	52,824
GIS	-	-	-	-	-	-	-
Legal	1,784	4,636	4,186	567	-	2,552	13,725
Human Resources/Risk Mgmt	-	-	-	-	-	-	-
Total	19,773	51,367	46,386	6,287	-	28,274	152,087
Community Development							
Administration	49,093	98,705	156,341	15,925	9,499	78,038	407,601
Engineering	98,202	197,441	312,729	31,855	19,001	156,100	815,328
Building Inspections	-	-	-	-	2,250	-	2,250
Planning	-	-	-	-	-	-	-
Stormwater Management	-	-	-	-	-	-	-
Total	147,295	296,146	469,070	47,780	30,750	234,138	1,225,179
Public Works							
Administration	1,737	4,513	4,075	553	-	2,482	13,360
Building Maintenance	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
Total	1,737	4,513	4,075	553	-	2,482	13,360
Parks & Recreation							
General Services	-	-	-	-	-	-	-
Senior Programs	-	-	-	-	-	-	-
Parks Maintenance	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Library							
Total	-	-	-	-	-	-	-
Transportation							
Transit	-	-	-	-	-	-	-
Fleet Service	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Public Safety							
Law Enforcement	-	-	-	-	-	-	-
Municipal Court	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Total Operating Budget	168,805	352,026	519,531	54,620	30,750	264,894	1,390,626
Non-Operating Units							
Capital Improvements	70,939	-	149,500	-	983,200	289,340	1,492,979
Debt Service	-	-	-	-	-	-	-
Contingencies/Designations	24,639	4,436	177,956	10,389	184,411	55,535	457,366
Total Non-Operating Budget	95,578	4,436	327,456	10,389	1,167,611	344,875	1,950,345
Total Working Budget	264,383	356,462	846,987	65,009	1,198,361	609,769	3,340,971
Adjustments:							
Interfund Service & Transfers	1,004,561	3,056,398	2,642,999	342,000	233,300	1,353,459	8,632,717
Total Appropriations	1,268,944	3,412,860	3,489,986	407,009	1,431,661	1,963,228	11,973,688
Unappropriated Ending Balance							
Total Uses	\$ 1,268,944	\$ 3,412,860	\$ 3,489,986	\$ 407,009	\$ 1,431,661	\$ 1,963,228	\$ 11,973,688
Revenues and Transfers In	\$ 1,264,705	\$ 3,411,425	\$ 3,314,730	\$ 396,695	\$ 1,248,600	\$ 1,908,093	11,544,248
Estimated 14/15 Beginning Bal	4,239	1,435	175,256	10,314	183,061	55,135	429,440
Total Estimated Resources	\$ 1,268,944	\$ 3,412,860	\$ 3,489,986	\$ 407,009	\$ 1,431,661	\$ 1,963,228	\$ 11,973,688



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 on page 34.

Resources include all revenues, transfers and beginning fund balances.

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

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

- **Expenditures** include employee wages and benefits, supplies and services purchased by the City, capital expenditures, and payment of principal and interest on debt.
- **Transfers** are transactions between funds and represent payment for services provided by one fund to another.
- **Ending Fund Balance***

Nonspendable: Balances that will never convert to cash (including inventories and prepaid items) or must remain intact pursuant to legal or contractual requirements (such as a permanent endowment).

Restricted: Legally restricted balances such as by bond covenant, contract or statute.

Committed: Balances which are controlled by Council action. Primarily reflects City Fiscal Management Policy to establish an unappropriated ending balance equal to 15% operating costs, a \$2 million sustainability reserve 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 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Property taxes	\$ 5,071,834	\$ 5,149,113	\$ 5,428,500	\$ 5,625,000	\$ 5,625,000	\$ 5,625,000
Hotel/Motel taxes	208,890	242,369	225,900	250,000	250,002	250,003
Franchise fees	2,648,667	2,920,666	2,821,665	2,931,600	2,931,598	2,931,597
Licenses & permits	127,587	127,817	132,700	161,300	161,300	161,300
Intergovernmental	1,510,696	1,603,944	1,649,153	1,679,879	1,679,879	1,679,879
Charges for services	454,440	458,629	544,700	523,100	523,100	523,100
Municipal court fines	404,950	351,077	385,000	310,000	310,000	310,000
Investment income	125,265	81,839	105,000	109,000	109,000	109,000
Miscellaneous revenue	169,823	184,887	139,900	154,000	154,000	154,000
Revenue Subtotal	<u>10,722,152</u>	<u>11,120,341</u>	<u>11,432,518</u>	<u>11,743,879</u>	<u>11,743,879</u>	<u>11,743,879</u>
Transfers from other funds:						
Building Inspection Fund	88,450	82,385	91,050	107,881	107,881	107,881
Community Development Fund	83,145	271,483	399,050	392,520	392,520	392,520
Transit Fund	454,991	466,145	484,850	486,835	486,835	486,835
Road Operating Fund	96,280	165,902	201,550	224,054	224,054	224,054
Fleet Services Fund	2,040	2,040	2,100	2,400	2,400	2,400
Water Operating Fund	377,796	390,679	467,500	558,832	558,832	558,832
Sewer Operating Fund	402,954	135,200	411,500	518,328	518,328	518,328
Stormwater Fund	155,296	42,040	179,100	203,555	203,555	203,555
Water Capital Fund	31,938	71,754	82,415	21,510	21,510	21,510
Sewer Capital Fund	203,997	287,482	134,360	55,878	55,878	55,878
Streets Capital Fund	115,703	112,840	66,528	50,460	50,460	50,460
Building Capital Fund	63,329	25,817	650	-	-	-
Park Capital Fund	5,825	23,827	32,271	30,756	30,756	30,756
Transfers/Interfund Subtotal	<u>2,094,373</u>	<u>2,192,041</u>	<u>2,573,211</u>	<u>2,659,849</u>	<u>2,659,849</u>	<u>2,659,849</u>
Beginning fund balance	<u>13,494,587</u>	<u>14,005,099</u>	<u>13,830,234</u>	<u>14,044,140</u>	<u>14,044,140</u>	<u>14,044,140</u>
TOTAL RESOURCES	<u>\$ 26,311,112</u>	<u>\$ 27,317,481</u>	<u>\$ 27,835,963</u>	<u>\$ 28,447,868</u>	<u>\$ 28,447,868</u>	<u>\$ 28,447,868</u>
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 5,668,993	\$ 5,680,447	\$ 6,568,875	\$ 6,710,460	\$ 6,643,460	\$ 6,643,460
Materials & services	6,167,958	6,275,815	7,013,219	7,415,051	7,381,051	7,381,051
Capital outlay	104,337	132,134	109,450	269,905	269,905	269,905
Expenditures Subtotal	<u>11,941,288</u>	<u>12,088,396</u>	<u>13,691,544</u>	<u>14,395,416</u>	<u>14,294,416</u>	<u>14,294,416</u>
Transfers to other funds:						
Community Development Fund	200,000	200,000	229,000	236,000	236,000	236,000
Water Capital Projects Fund	85,678	-	-	-	-	-
Streets Capital Projects Fund	-	13,155	-	160,000	160,000	160,000
Building Capital Projects Fund	53,708	207,418	485,000	253,250	253,250	253,250
Park Capital Projects Fund	25,339	16,600	552,636	25,600	25,600	25,600
Transfers/Interfund Subtotal	<u>364,725</u>	<u>437,173</u>	<u>1,266,636</u>	<u>674,850</u>	<u>674,850</u>	<u>674,850</u>
Ending fund balance						
Nonspendable	154,591	179,474	-	-	-	-
Restricted	220,623	255,602	235,623	114,187	114,187	114,187
Committed (sustainability reserve)	-	-	2,000,000	2,000,000	2,000,000	2,000,000
Committed (contingency)	660,000	3,000,000	2,034,000	2,119,000	2,119,000	2,119,000
Assigned (designated)	7,729,767	6,103,072	5,848,472	6,304,112	6,304,112	6,304,112
Unassigned	5,240,118	5,253,764	2,759,688	2,840,303	2,941,303	2,941,303
Ending balance Subtotal	<u>14,005,099</u>	<u>14,791,912</u>	<u>12,877,783</u>	<u>13,377,602</u>	<u>13,478,602</u>	<u>13,478,602</u>
TOTAL REQUIREMENTS	<u>\$ 26,311,112</u>	<u>\$ 27,317,481</u>	<u>\$ 27,835,963</u>	<u>\$ 28,447,868</u>	<u>\$ 28,447,868</u>	<u>\$ 28,447,868</u>

Adopted budget FY2014-15, reflects use of fund balance for one time capital outlay and improvement expenditures.

Fund Summaries

Community Development Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Permits						
Building	\$ 1,022,161	\$ 1,193,986	\$ 1,463,345	\$ -	\$ -	\$ -
Engineering	186,344	361,048	303,000	403,000	403,000	403,000
Planning	418,349	395,728	270,208	282,100	282,100	282,100
Permit subtotal	1,626,854	1,950,762	2,036,553	685,100	685,100	685,100
Intergovernmental	141,812	-	25,000	25,000	25,000	25,000
Charges for services						
Urban renewal	807,000	586,923	720,650	632,050	632,050	632,050
Traffic engineering	58,880	16,400	30,000	30,300	30,300	30,300
Other	10,900	16,408	6,500	1,200	1,200	1,200
Charges for services Subtotal	876,780	619,731	757,150	663,550	663,550	663,550
Investment income	24,222	22,276	20,000	17,000	17,000	17,000
Miscellaneous Revenue	1,119	4,828	-	250	250	250
Revenue Subtotal	2,670,787	2,597,597	2,838,703	1,390,900	1,390,900	1,390,900
Transfers from other funds:						
General Fund	200,000	200,000	229,000	236,000	236,000	236,000
Building Fund	-	-	-	88,800	88,800	88,800
Stormwater Operating Fund	68,499	55,315	66,000	66,890	66,890	66,890
Water Capital Fund	362,314	171,166	472,075	147,295	147,295	147,295
Sewer Capital Fund	303,931	307,913	731,800	296,146	296,146	296,146
Streets Capital Fund	440,754	591,817	452,238	469,070	469,070	469,070
Building Capital Fund	79,898	58,046	9,050	28,500	28,500	28,500
Park Capital Fund	93,375	94,243	213,357	234,138	234,138	234,138
Transfers Subtotal	1,680,081	1,606,127	2,290,578	1,614,619	1,614,619	1,614,619
Beginning fund balance	2,966,192	3,786,070	4,023,056	4,531,509	4,531,509	4,531,509
TOTAL RESOURCES	\$ 7,317,060	\$ 7,989,794	\$ 9,152,337	\$ 7,537,028	\$ 7,537,028	\$ 7,537,028
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 2,921,114	\$ 2,925,281	\$ 3,300,600	\$ 2,633,070	\$ 2,602,900	\$ 2,602,900
Materials & services	436,231	442,056	613,510	487,684	460,684	460,684
Capital outlay	2,050	5,000	20,000	20,200	20,200	20,200
Expenditures Subtotal	3,359,395	3,372,337	3,934,110	3,140,954	3,083,784	3,083,784
Transfers to other funds:						
General Fund	171,595	353,868	490,100	392,520	392,520	392,520
Building Inspection Fund	-	-	-	2,630,170	2,630,170	2,630,170
Transfers Subtotal	171,595	353,868	490,100	3,022,690	3,022,690	3,022,690
Ending fund balance						
Restricted	1,523,508	1,675,872	2,416,321	-	-	-
Committed (contingency)	170,000	575,000	783,000	625,000	625,000	625,000
Assigned (contingency)	2,092,562	2,012,717	1,528,806	748,384	805,554	805,554
Ending balance Subtotal	3,786,070	4,263,589	4,728,127	1,373,384	1,430,554	1,430,554
TOTAL REQUIREMENTS	\$ 7,317,060	\$ 7,989,794	\$ 9,152,337	\$ 7,537,028	\$ 7,537,028	\$ 7,537,028

Adopted budget FY2014-15, reflects a transfer out to establish a separately presented Building Inspection Fund.

Beginning FY2014-15, the Building Inspections program is budgeted in the new Building Inspection Fund.

Fund Summaries

Building Inspection Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Permits	\$ -	\$ -	\$ -	\$ 1,283,531	\$ 1,283,531	\$ 1,283,531
Investment income	-	-	-	15,000	15,000	15,000
Revenue subtotal	-	-	-	1,298,531	1,298,531	1,298,531
Transfers from other funds:						
Community Development Fund	-	-	-	2,630,170	2,630,170	2,630,170
Building Capital Fund	-	-	-	2,250	2,250	2,250
Transfers subtotal	-	-	-	2,632,420	2,632,420	2,632,420
TOTAL RESOURCES	\$ -	\$ -	\$ -	\$ 3,930,951	\$ 3,930,951	\$ 3,930,951
REQUIREMENTS						
Expenditures:						
Personnel services	\$ -	\$ -	\$ -	\$ 666,420	\$ 651,630	\$ 651,630
Materials & services	-	-	-	107,187	101,187	101,187
Expenditures Subtotal	-	-	-	773,607	752,817	752,817
Transfers to other funds:						
Community Development	-	-	-	88,800	88,800	88,800
General Fund	-	-	-	107,881	107,881	107,881
Transfers Subtotal	-	-	-	196,681	196,681	196,681
Ending fund balance						
Committed (contingency)	-	-	-	155,000	155,000	155,000
Assigned (designated)	-	-	-	500,000	500,000	500,000
Assigned (contingency)	-	-	-	2,305,663	2,326,453	2,326,453
Ending balance Subtotal	-	-	-	2,960,663	2,981,453	2,981,453
TOTAL REQUIREMENTS	\$ -	\$ -	\$ -	\$ 3,930,951	\$ 3,930,951	\$ 3,930,951

A new Fund for FY2014-15. Building Inspection program was previously included within the Community Development Fund.

Fund Summaries

Transit Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Transit tax	\$ 4,048,569	\$ 3,990,885	\$ 4,350,000	\$ 4,524,000	\$ 4,524,000	\$ 4,524,000
Intergovernmental	749,354	2,974,577	1,354,109	1,958,542	1,958,542	1,958,542
Charges for services	179,633	223,931	199,000	218,000	218,000	218,000
Investment income	14,533	10,511	22,500	26,200	26,200	26,200
Sale of building	479,780	-	-	-	-	-
Miscellaneous	64,861	40,077	12,000	13,000	13,000	13,000
Revenue Subtotal	5,536,730	7,239,981	5,937,609	6,739,742	6,739,742	6,739,742
Transfers from other funds:						
Water Capital Fund	5,516	-	-	-	-	-
Beginning fund balance	1,763,609	2,160,867	2,342,690	2,186,674	2,186,674	2,186,674
TOTAL RESOURCES	\$ 7,305,855	\$ 9,400,848	\$ 8,280,299	\$ 8,926,416	\$ 8,926,416	\$ 8,926,416
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 2,516,542	\$ 2,615,774	\$ 2,968,660	\$ 3,008,560	\$ 2,985,140	\$ 2,985,140
Materials & services	1,652,730	1,725,315	1,835,860	1,936,834	1,936,834	1,936,834
Capital outlay	361,330	436,185	757,000	1,523,506	1,523,506	1,523,506
Expenditures Subtotal	4,530,602	4,777,274	5,561,520	6,468,900	6,445,480	6,445,480
General Fund	454,991	472,323	484,850	486,835	486,835	486,835
Building Capital Fund	153,379	1,655,515	42,200	10,800	10,800	10,800
Road Operating Fund	6,016	-	-	-	-	-
Transfers Subtotal	614,386	2,127,838	527,050	497,635	497,635	497,635
Ending fund balance						
Committed (contingency)	230,000	200,000	961,000	990,000	990,000	990,000
Assigned (designated)	1,930,867	893,084	1,053,084	951,082	951,082	951,082
Assigned (contingency)	-	1,402,652	177,645	18,799	42,219	42,219
Ending balance Subtotal	2,160,867	2,495,736	2,191,729	1,959,881	1,983,301	1,983,301
TOTAL REQUIREMENTS	\$ 7,305,855	\$ 9,400,848	\$ 8,280,299	\$ 8,926,416	\$ 8,926,416	\$ 8,926,416

Adopted budget FY2014-15, reflects use of designated fund balance for grant funded capital bus purchases.

Fund Summaries

911 State Shared Revenue Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Intergovernmental	\$ 95,551	\$ 23,720	\$ -	\$ -	\$ -	\$ -
Interest income	(109)	35	-	-	-	-
Beginning fund balance	-	5,442	-	-	-	-
TOTAL RESOURCES	\$ 95,442	\$ 29,197	\$ -	\$ -	\$ -	\$ -
REQUIREMENTS						
Expenditures:						
Materials & services	90,000	29,197	-	-	-	-
Ending fund balance						
Assigned (contingency)	5,442	-	-	-	-	-
TOTAL REQUIREMENTS	\$ 95,442	\$ 29,197	\$ -	\$ -	\$ -	\$ -

This fund was closed in FY2012-13. It continues to be shown here for legal compliance.

Fund Summaries

Road Operating Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Gasoline tax	\$ 1,071,900	\$ 1,106,527	\$ 1,127,500	\$ 1,158,500	\$ 1,158,500	\$ 1,158,500
Investment income	3,984	5,663	5,000	8,600	8,600	8,600
Miscellaneous	428	7,721	-	-	-	-
Revenue Subtotal	<u>1,076,312</u>	<u>1,119,911</u>	<u>1,132,500</u>	<u>1,167,100</u>	<u>1,167,100</u>	<u>1,167,100</u>
Transfers from other funds:						
Transit Fund	6,016	6,178	-	-	-	-
Beginning fund balance	654,792	967,345	926,901	921,608	921,608	921,608
TOTAL RESOURCES	<u><u>\$ 1,737,120</u></u>	<u><u>\$ 2,093,434</u></u>	<u><u>\$ 2,059,401</u></u>	<u><u>\$ 2,088,708</u></u>	<u><u>\$ 2,088,708</u></u>	<u><u>\$ 2,088,708</u></u>
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 289,992	\$ 295,976	\$ 334,610	\$ 335,670	\$ 330,680	\$ 330,680
Materials & services	306,703	377,194	441,966	456,330	456,330	456,330
Capital outlay	-	4,650	20,000	-	-	-
Expenditures Subtotal	<u>596,695</u>	<u>677,820</u>	<u>796,576</u>	<u>792,000</u>	<u>787,010</u>	<u>787,010</u>
Transfers to other funds:						
General Fund	96,280	165,902	201,550	224,054	224,053	224,052
Streets Capital Projects Fund	76,800	91,000	392,110	222,350	222,351	222,352
Transfers Subtotal	<u>173,080</u>	<u>256,902</u>	<u>593,660</u>	<u>446,404</u>	<u>446,404</u>	<u>446,404</u>
Ending fund balance						
Committed (contingency)	30,000	40,000	155,000	159,000	159,000	159,000
Assigned (contingency)	937,345	1,118,712	514,165	691,304	696,294	696,294
Ending balance Subtotal	<u>967,345</u>	<u>1,158,712</u>	<u>669,165</u>	<u>850,304</u>	<u>855,294</u>	<u>855,294</u>
TOTAL REQUIREMENTS	<u><u>\$ 1,737,120</u></u>	<u><u>\$ 2,093,434</u></u>	<u><u>\$ 2,059,401</u></u>	<u><u>\$ 2,088,708</u></u>	<u><u>\$ 2,088,708</u></u>	<u><u>\$ 2,088,708</u></u>

Ending fund balance varies year to year due largely to timing of capital improvement projects.

Fund Summaries

Road Maintenance Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Usage charge	\$ 630,702	\$ 641,322	\$ 659,000	\$ 680,000	\$ 680,000	\$ 680,000
Investment income	925	2,482	1,500	5,300	5,300	5,300
Other	-	62,880	-	-	-	-
Revenue Subtotal	631,627	706,684	660,500	685,300	685,300	685,300
Transfers from other funds:						
Beginning fund balance	232,585	463,118	454,595	693,823	693,823	693,823
TOTAL RESOURCES	\$ 864,212	\$ 1,169,802	\$ 1,115,095	\$ 1,379,123	\$ 1,379,123	\$ 1,379,123
REQUIREMENTS						
Expenditures:						
Materials & services	\$ -	\$ -	\$ 500	\$ -	\$ -	\$ -
Transfers to other funds:						
Streets Capital Projects Fund	401,094	459,629	670,000	690,000	690,000	690,000
Ending fund balance						
Assigned (contingency)	463,118	710,173	444,595	689,123	689,123	689,123
Ending balance Subtotal	463,118	710,173	444,595	689,123	689,123	689,123
TOTAL REQUIREMENTS	\$ 864,212	\$ 1,169,802	\$ 1,115,095	\$ 1,379,123	\$ 1,379,123	\$ 1,379,123

Fund Summaries

Water Operating Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Usage charge	\$ 5,029,766	\$ 5,711,375	\$ 5,577,000	\$ 5,702,000	\$ 5,702,000	\$ 5,702,000
Sherwood usage	367,884	938,886	1,080,000	990,000	990,000	990,000
Connection fees	47,657	55,922	49,000	60,000	60,000	60,000
Turn-off charge	9,899	8,454	9,000	9,000	9,000	9,000
User fee - fire charge	109,760	118,035	115,000	130,000	130,000	130,000
Investment income	31,582	22,593	32,700	38,700	38,700	38,700
Miscellaneous	12,552	16,418	5,000	5,000	5,000	5,000
Revenue Subtotal	<u>5,609,100</u>	<u>6,871,683</u>	<u>6,867,700</u>	<u>6,934,700</u>	<u>6,934,700</u>	<u>6,934,700</u>
Transfers from other funds:						
Water SDC Fund	350,000	350,000	350,000	350,000	350,000	350,000
Transfers Subtotal	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>
Beginning fund balance	2,735,374	3,547,429	4,213,888	5,516,998	5,516,998	5,516,998
TOTAL RESOURCES	<u>\$ 8,694,474</u>	<u>\$ 10,769,112</u>	<u>\$ 11,431,588</u>	<u>\$ 12,801,698</u>	<u>\$ 12,801,698</u>	<u>\$ 12,801,698</u>
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 474,332	\$ 449,403	\$ 509,270	\$ 519,000	\$ 512,800	\$ 512,800
Materials & services	2,248,965	2,779,485	3,454,175	3,640,619	3,590,619	3,590,619
Capital outlay	-	39,857	54,000	130,000	130,000	130,000
Debt service	1,878,534	1,885,915	1,879,000	1,880,000	1,880,000	1,880,000
Expenditures Subtotal	<u>4,601,831</u>	<u>5,154,660</u>	<u>5,896,445</u>	<u>6,169,619</u>	<u>6,113,419</u>	<u>6,113,419</u>
Transfers to other funds:						
General Fund	377,798	424,679	467,500	558,832	558,831	558,830
Water Capital Fund	167,416	23,601	731,920	708,055	708,056	708,057
Transfers Subtotal	<u>545,214</u>	<u>448,280</u>	<u>1,199,420</u>	<u>1,266,887</u>	<u>1,266,887</u>	<u>1,266,887</u>
Ending fund balance						
Committed (contingency)	160,000	650,000	742,000	832,000	832,000	832,000
Assigned (designated)	863,148	908,148	1,837,373	2,138,148	2,138,148	2,138,148
Assigned (contingency)	2,524,281	3,608,024	1,756,350	2,395,044	2,451,244	2,451,244
Ending balance Subtotal	<u>3,547,429</u>	<u>5,166,172</u>	<u>4,335,723</u>	<u>5,365,192</u>	<u>5,421,392</u>	<u>5,421,392</u>
TOTAL REQUIREMENTS	<u>\$ 8,694,474</u>	<u>\$ 10,769,112</u>	<u>\$ 11,431,588</u>	<u>\$ 12,801,698</u>	<u>\$ 12,801,698</u>	<u>\$ 12,801,698</u>

The ending fund balance growth is due in part from sharing treatment costs with the City of Sherwood.

Fund Summaries

Sewer Operating Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Usage charge	\$ 5,262,079	\$ 5,929,394	\$ 6,342,000	\$ 6,900,000	\$ 6,900,000	\$ 6,900,000
High strength surcharge	297,360	295,513	360,000	400,000	400,000	400,000
Investment income	61,070	44,738	52,500	77,700	77,700	77,700
Bond sale proceeds	5,000,000	-	-	-	-	-
Miscellaneous	17,666	20,803	18,216	27,297	27,297	27,297
Revenue Subtotal	10,638,175	6,290,448	6,772,716	7,404,997	7,404,997	7,404,997
Transfers from other funds:						
Fleet Fund	-	185,973	-	-	-	-
Sewer Development Fund (SDC)	300,000	600,000	600,000	600,000	600,000	600,000
Transfers Subtotal	300,000	785,973	600,000	600,000	600,000	600,000
Beginning fund balance	7,497,445	8,975,690	9,989,417	9,434,076	9,434,076	9,434,076
TOTAL RESOURCES	\$ 18,435,620	\$ 16,052,111	\$ 17,362,133	\$ 17,439,073	\$ 17,439,073	\$ 17,439,073
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 335,544	\$ 242,962	\$ 306,250	\$ 305,760	\$ 300,190	\$ 300,190
Materials & services	2,158,746	2,196,024	2,448,691	3,043,033	2,993,033	2,993,033
Debt Service	6,464,245	2,588,246	3,586,000	3,590,000	3,590,000	3,590,000
Expenditures Subtotal	8,958,535	5,027,232	6,340,941	6,938,793	6,883,223	6,883,223
Transfers to other funds:						
General Fund	402,954	324,435	411,500	518,328	518,327	518,326
Sewer Capital Fund	98,441	330,457	4,216,080	2,357,656	2,357,657	2,357,658
Transfers Subtotal	501,395	654,892	4,627,580	2,875,984	2,875,984	2,875,984
Ending fund balance						
Committed (contingency)	130,000	480,000	413,000	670,000	670,000	670,000
Assigned (designated)	1,150,000	1,675,000	2,100,000	2,625,000	2,625,000	2,625,000
Assigned (contingency)	7,695,690	8,214,987	3,880,612	4,329,296	4,384,866	4,384,866
Ending balance Subtotal	8,975,690	10,369,987	6,393,612	7,624,296	7,679,866	7,679,866
TOTAL REQUIREMENTS	\$ 18,435,620	\$ 16,052,111	\$ 17,362,133	\$ 17,439,073	\$ 17,439,073	\$ 17,439,073

Ending fund balance decline reflects wastewater treatment plant expansion expenses and related debt service.

Fund Summaries

Street Lighting Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Transfers from other funds:						
Usage charge	\$ 381,615	\$ 388,128	\$ 397,000	\$ 410,000	\$ 410,000	\$ 410,000
Investment income	3,914	4,738	5,000	7,000	7,000	7,000
Miscellaneous	150		-			
Revenue Subtotal	<u>385,679</u>	<u>392,866</u>	<u>402,000</u>	<u>417,000</u>	<u>417,000</u>	<u>417,000</u>
Beginning fund balance	681,490	810,471	877,109	659,340	659,340	659,340
TOTAL RESOURCES	<u><u>\$ 1,067,169</u></u>	<u><u>\$ 1,203,337</u></u>	<u><u>\$ 1,279,109</u></u>	<u><u>\$ 1,076,340</u></u>	<u><u>\$ 1,076,340</u></u>	<u><u>\$ 1,076,340</u></u>
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 252,436	\$ 262,965	\$ 304,574	\$ 307,620	\$ 277,620	\$ 277,620
Transfers to other funds:						
Streets Capital Projects Fund	4,262	5,014	389,840	57,720	57,720	57,720
Ending fund balance						
Committed (contingency)	10,000	145,000	61,000	62,000	62,000	62,000
Assigned (contingency)	800,471	790,358	523,695	649,000	679,000	679,000
Ending balance Subtotal	<u>810,471</u>	<u>935,358</u>	<u>584,695</u>	<u>711,000</u>	<u>741,000</u>	<u>741,000</u>
TOTAL REQUIREMENTS	<u><u>\$ 1,067,169</u></u>	<u><u>\$ 1,203,337</u></u>	<u><u>\$ 1,279,109</u></u>	<u><u>\$ 1,076,340</u></u>	<u><u>\$ 1,076,340</u></u>	<u><u>\$ 1,076,340</u></u>

Fund Summaries

Stormwater Operating Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Stormwater utility charge	\$ 972,101	\$ 1,164,818	\$ 1,334,000	\$ 1,410,000	\$ 1,410,000	\$ 1,410,000
Investment income	3,158	3,634	3,500	4,300	4,300	4,300
Miscellaneous	110	2,062	-			
Revenue Subtotal	975,369	1,170,514	1,337,500	1,414,300	1,414,300	1,414,300
Beginning fund balance	734,640	616,557	805,991	8,983	8,983	8,983
TOTAL RESOURCES	\$ 1,710,009	\$ 1,787,071	\$ 2,143,491	\$ 1,423,283	\$ 1,423,283	\$ 1,423,283
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 218,073	\$ 217,768	\$ 255,440	\$ 268,980	\$ 265,880	\$ 265,880
Materials & services	329,831	340,041	398,665	487,255	477,255	477,255
Expenditures Subtotal	547,904	557,809	654,105	756,235	743,135	743,135
Transfers to other funds:						
General Fund	155,296	143,423	179,100	203,110	203,110	203,110
Community Development Fund	68,499	55,315	66,000	66,890	66,890	66,890
Stormwater Capital Fund	321,753	452,825	1,095,286	357,815	357,815	357,815
Transfers Subtotal	545,548	651,563	1,340,386	627,815	627,815	627,815
Ending fund balance						
Committed (contingency)	40,000	145,000	149,000	39,233	39,233	39,233
Assigned (contingency)	576,557	432,699	-	-	13,100	13,100
Ending balance Subtotal	616,557	577,699	149,000	39,233	52,333	52,333
TOTAL REQUIREMENTS	\$ 1,710,009	\$ 1,787,071	\$ 2,143,491	\$ 1,423,283	\$ 1,423,283	\$ 1,423,283

Ending fund balance decline reflects increased capital project expense demands.

Fund Summaries

Fleet Services Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Charges for services:						
General Fund	\$ 110,910	\$ 105,711	\$ 105,980	\$ 130,110	\$ 130,110	\$ 130,110
Community Development	35,990	18,810	22,330	19,750	19,750	19,750
Building Fund	-	10,875	9,870	8,880	8,880	8,880
Transit Fund	954,310	927,125	966,530	1,035,370	1,035,370	1,035,370
Road Operating Fund	32,550	37,274	36,530	37,400	37,400	37,400
Water Operating Fund	38,690	35,717	36,850	36,370	36,370	36,370
Sewer Operating Fund	30,350	15,851	11,240	5,180	5,180	5,180
Stormwater Operating Fund	17,700	16,572	13,780	14,720	14,720	14,720
Charges for service subtotal	1,220,500	1,167,935	1,203,110	1,287,780	1,287,780	1,287,780
Investment income	25,965	6,750	5,000	9,300	9,300	9,300
Miscellaneous	81,186	13,075	-	-	-	-
Revenue Subtotal	1,327,651	1,187,760	1,208,110	1,297,080	1,297,080	1,297,080
Beginning fund balance	3,197,848	2,009,663	1,188,288	1,128,327	1,128,327	1,128,327
TOTAL RESOURCES	\$ 4,525,499	\$ 3,197,423	\$ 2,396,398	\$ 2,425,407	\$ 2,425,407	\$ 2,425,407
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 473,198	\$ 453,727	\$ 547,190	\$ 564,090	\$ 557,560	\$ 557,560
Materials & services	624,987	601,955	677,041	718,289	718,289	718,289
Capital outlay	149,477	75,725	120,500	114,000	114,000	114,000
Expenditures Subtotal	1,247,662	1,131,407	1,344,731	1,396,379	1,389,849	1,389,849
Transfers to other funds:						
General Fund	2,040	2,040	2,100	2,400	2,400	2,400
Sewer Operating Fund	-	185,973	-	-	-	-
Building Capital Fund	1,266,134	633,866	-	-	-	-
Transfers Subtotal	1,268,174	821,879	2,100	2,400	2,400	2,400
Ending fund balance						
Committed (contingency)	115,000	115,000	61,000	65,000	65,000	65,000
Assigned (designated)	1,069,340	955,919	911,670	894,249	894,249	894,249
Assigned (contingency)	825,323	173,218	76,897	67,379	73,909	73,909
Ending balance Subtotal	2,009,663	1,244,137	1,049,567	1,026,628	1,033,158	1,033,158
TOTAL REQUIREMENTS	\$ 4,525,499	\$ 3,197,423	\$ 2,396,398	\$ 2,425,407	\$ 2,425,407	\$ 2,425,407

Ending balance declined in 2012-13 as carryover balances were used to construct a new facility, purchase replacement vehicles and refund excess reserves to the Sewer Fund.

Fund Summaries

General Obligation Debt Service Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Property taxes - current year	\$ 330,904	\$ 327,072	\$ 330,000	\$ 350,000	\$ 350,000	\$ 350,000
Property taxes - prior year	11,199	10,317	13,000	11,000	11,000	11,000
Investment income	1,901	1,771	2,500	750	750	750
Revenue Subtotal	344,004	339,160	345,500	361,750	361,750	361,750
Beginning fund balance	159,580	132,649	110,719	69,499	69,499	69,499
TOTAL RESOURCES	\$ 503,584	\$ 471,809	\$ 456,219	\$ 431,249	\$ 431,249	\$ 431,249
REQUIREMENTS						
Debt service						
Principal	\$ 295,000	\$ 310,000	\$ 320,000	\$ 340,000	\$ 340,000	\$ 340,000
Interest	75,935	62,660	48,500	33,400	33,400	33,400
Expenditures Subtotal	370,935	372,660	368,500	373,400	373,400	373,400
Ending fund balance						
Restricted	132,649	99,149	87,719	57,849	57,849	57,849
TOTAL REQUIREMENTS	\$ 503,584	\$ 471,809	\$ 456,219	\$ 431,249	\$ 431,249	\$ 431,249

Ending fund balance to decrease slightly each year until bonds are fully retired in 2016.

Fund Summaries

Water Capital Projects Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Intergovernmental	\$ 266,757	\$ 2,579,566	\$ 1,474,200	\$ 81,825	\$ 81,825	\$ 81,825
Investment income	2,613	1,904	1,500	20,400	20,400	20,400
Other	-	78,292	-	-	-	-
Revenue Subtotal	269,370	2,659,762	1,475,700	102,225	102,225	102,225
Transfers from other funds:						
General Fund	85,678	-	-	-	-	-
Water Operating Fund	167,416	23,600	731,920	708,055	708,055	708,055
Water Development Fund (SDC)	946,211	1,178,377	2,469,120	454,425	454,425	454,425
Transfers Subtotal	1,199,305	1,201,977	3,201,040	1,162,480	1,162,480	1,162,480
Beginning fund balance	196,125	153,880	154,759	4,239	4,239	4,239
TOTAL RESOURCES	\$ 1,664,800	\$ 4,015,619	\$ 4,831,499	\$ 1,268,944	\$ 1,268,944	\$ 1,268,944
REQUIREMENTS						
Expenditures:						
Capital Projects	1,111,152	1,082,926	4,120,750	1,075,500	1,075,500	1,075,500
Transfers to other funds:						
General Fund	31,938	37,754	82,415	21,510	21,510	21,510
Community Development Fund	362,314	171,166	472,075	147,295	147,295	147,295
Transit Fund	5,516	-	-	-	-	-
Transfers Subtotal	399,768	208,920	554,490	168,805	168,805	168,805
Ending fund balance						
Assigned (contingency)	153,880	2,723,773	156,259	24,639	24,639	24,639
TOTAL REQUIREMENTS	\$ 1,664,800	\$ 4,015,619	\$ 4,831,499	\$ 1,268,944	\$ 1,268,944	\$ 1,268,944

Fund Summaries

Sewer Capital Projects Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Intergovernmental	\$ 141,059	\$ -	\$ -	\$ -	\$ -	\$ -
Investment income	103,062	92,081	65,000	3,000	3,000	3,000
Bond sale proceeds	35,293,922	-	-	-	-	-
Revenue Subtotal	<u>35,538,043</u>	<u>92,081</u>	<u>65,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Transfers from other funds:						
Sewer Operating Fund	98,441	330,457	4,216,080	2,357,656	2,357,656	2,357,656
Sewer Development Fund (SDC)	587,355	123,660	1,568,080	1,050,769	1,050,769	1,050,769
Transfers Subtotal	<u>685,796</u>	<u>454,117</u>	<u>5,784,160</u>	<u>3,408,425</u>	<u>3,408,425</u>	<u>3,408,425</u>
Beginning fund balance	954,731	24,962,235	9,848,593	1,435	1,435	1,435
TOTAL RESOURCES	<u>\$ 37,178,570</u>	<u>\$ 25,508,433</u>	<u>\$ 15,697,753</u>	<u>\$ 3,412,860</u>	<u>\$ 3,412,860</u>	<u>\$ 3,412,860</u>
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 11,708,407	\$ 18,860,838	\$ 12,418,000	\$ 3,056,400	\$ 3,056,400	\$ 3,056,400
Transfer to other funds:						
General Fund	203,997	98,247	134,360	55,878	55,878	55,878
Community Development Fund	303,931	307,913	731,800	296,146	296,146	296,146
Transfers Subtotal	<u>507,928</u>	<u>406,160</u>	<u>866,160</u>	<u>352,024</u>	<u>352,024</u>	<u>352,024</u>
Ending fund balance						
Restricted - bond proceeds	24,710,519	3,982,433	-	-	-	-
Assigned (contingency)	251,716	2,259,002	2,413,593	4,436	4,436	4,436
Ending balance subtotal	<u>24,962,235</u>	<u>6,241,435</u>	<u>2,413,593</u>	<u>4,436</u>	<u>4,436</u>	<u>4,436</u>
TOTAL REQUIREMENTS	<u>\$ 37,178,570</u>	<u>\$ 25,508,433</u>	<u>\$ 15,697,753</u>	<u>\$ 3,412,860</u>	<u>\$ 3,412,860</u>	<u>\$ 3,412,860</u>

Ending fund balance will vary as debt proceeds are used for capital expansion.

Fund Summaries

Streets Capital Projects Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Intergovernmental	\$ 144,779	\$ -	\$ 50,000	\$ 149,500	\$ 149,500	\$ 149,500
Investment income	6,351	6,795	3,500	2,700	2,700	2,700
Miscellaneous	981,390	30,165	-	-	-	-
Revenue Subtotal	1,132,520	36,960	53,500	152,200	152,200	152,200
Transfers from other funds:						
General Fund	-	13,155	-	160,000	160,000	160,000
Road Operating	76,800	91,000	392,110	222,350	222,350	222,350
Road Maintenance	401,094	459,629	670,000	690,000	690,000	690,000
Street Lighting	4,262	5,014	389,840	57,720	57,720	57,720
Water Development (SDC)	-	-	13,500	31,500	31,500	31,500
Sewer Development (SDC)	-	-	13,500	31,500	31,500	31,500
Streets Development (SDC)	3,129,956	3,095,791	1,817,030	1,937,960	1,937,960	1,937,960
Stormwater Development (SDC)	-	-	6,750	15,750	15,750	15,750
Parks Development (SDC)	-	-	6,750	15,750	15,750	15,750
Transfers Subtotal	3,612,112	3,664,589	3,309,480	3,162,530	3,162,530	3,162,530
Beginning fund balance	208,355	978,780	483,933	175,256	175,256	175,256
TOTAL RESOURCES	\$ 4,952,987	\$ 4,680,329	\$ 3,846,913	\$ 3,489,986	\$ 3,489,986	\$ 3,489,986
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 3,417,750	\$ 3,618,609	\$ 3,157,114	\$ 2,792,500	\$ 2,792,500	\$ 2,792,500
Transfers to other funds:						
General Fund	115,703	112,840	66,528	50,460	50,460	50,460
Community Development Fund	440,754	591,817	452,238	469,070	469,070	469,070
Transfers Subtotal	556,457	704,657	518,766	519,530	519,530	519,530
Ending fund balance						
Assigned (contingency)	978,780	357,063	171,033	177,956	177,956	177,956
TOTAL REQUIREMENTS	\$ 4,952,987	\$ 4,680,329	\$ 3,846,913	\$ 3,489,986	\$ 3,489,986	\$ 3,489,986

Fund Summaries

Stormwater Capital Projects Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Investment income	\$ (19)	\$ 6	\$ 50	\$ 75	\$ 75	\$ 75
Transfers from other funds:						
Stormwater Fund	321,753	452,826	1,095,286	357,370	357,370	357,370
Stormwater Development (SDC)	183,024	60,773	141,226	39,250	39,250	39,250
Transfers Subtotal	504,777	513,599	1,236,512	396,620	396,620	396,620
Beginning fund balance	10,276	10,258	10,305	10,314	10,314	10,314
TOTAL RESOURCES	\$ 515,034	\$ 523,863	\$ 1,246,867	\$ 407,009	\$ 407,009	\$ 407,009
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 360,837	\$ 372,908	\$ 1,099,168	\$ 342,000	\$ 342,000	\$ 342,000
Transfers to other funds:						
General Fund	12,629	13,064	20,287	6,840	6,840	6,840
Community Development Fund	131,310	127,627	117,058	47,780	47,780	47,780
Transfers Subtotal	143,939	140,691	137,345	54,620	54,620	54,620
Ending fund balance						
Assigned (contingency)	10,258	10,264	10,354	10,389	10,389	10,389
TOTAL REQUIREMENTS	\$ 515,034	\$ 523,863	\$ 1,246,867	\$ 407,009	\$ 407,009	\$ 407,009

Fund Summaries

Building Capital Projects Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Intergovernmental	\$ 553,103	\$ 1,451,717	\$ 100,000	\$ 983,200	\$ 983,200	\$ 983,200
Investment income	693	832	50	1,350	1,350	1,350
Other	100	5,842	-	-	-	-
Revenue Subtotal	553,896	1,458,391	100,050	984,550	984,550	984,550
Transfers from other funds:						
General Fund	53,708	207,418	485,000	253,250	253,250	253,250
Transit Fund	153,378	1,655,515	42,200	10,800	10,800	10,800
Fleet Service Fund	1,266,134	633,866	-	-	-	-
Transfers Subtotal	1,473,220	2,496,799	527,200	264,050	264,050	264,050
Beginning fund balance	179,436	180,129	180,179	183,061	183,061	183,061
TOTAL RESOURCES	\$ 2,206,552	\$ 4,135,319	\$ 807,429	\$ 1,431,661	\$ 1,431,661	\$ 1,431,661
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 1,883,196	\$ 3,870,495	\$ 617,500	\$ 1,216,500	\$ 1,216,500	\$ 1,216,500
Transfers to other funds:						
General Fund	63,329	25,817	650	-	-	-
Building Fund	-	-	-	2,250	2,250	2,250
Community Development Fund	79,898	58,046	9,050	28,500	28,500	28,500
Transfers Subtotal	143,227	83,863	9,700	30,750	30,750	30,750
Ending fund balance	180,129	180,961	180,229	184,411	184,411	184,411
Assigned (contingency)	180,129	180,961	180,229	184,411	184,411	184,411
TOTAL REQUIREMENTS	\$ 2,206,552	\$ 4,135,319	\$ 807,429	\$ 1,431,661	\$ 1,431,661	\$ 1,431,661

Fund Summaries

Parks Capital Projects Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
Intergovernmental	\$ -	\$ 728,158	\$ 287,840	\$ 313,746	\$ 313,746	\$ 313,746
Tree Mitigation	330	290	2,500	1,250	1,250	1,250
Investment income	439	48	500	400	400	400
Miscellaneous	5,000	-	5,000	250	250	250
Revenue Subtotal	5,769	728,496	295,840	315,646	315,646	315,646
Transfers from other funds:						
General Fund	25,339	16,600	552,636	25,600	25,600	25,600
Parks Development Fund (SDC)	240,428	480,111	1,533,822	1,566,847	1,566,847	1,566,847
Transfers Subtotal	265,767	496,711	2,086,458	1,592,447	1,592,447	1,592,447
Beginning fund balance	82,328	62,222	62,372	55,135	55,135	55,135
TOTAL RESOURCES	\$ 353,864	\$ 1,287,429	\$ 2,444,670	\$ 1,963,228	\$ 1,963,228	\$ 1,963,228
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 192,442	\$ 1,114,394	\$ 2,136,170	\$ 1,642,799	\$ 1,642,799	\$ 1,642,799
Transfers to other funds:						
General Fund	5,825	23,827	32,271	30,756	30,756	30,756
Community Development Fund	93,375	94,243	213,357	234,138	234,138	234,138
Transfers Subtotal	99,200	118,070	245,628	264,894	264,894	264,894
Ending fund balance						
Assigned (contingency)	62,222	54,965	62,872	55,535	55,535	55,535
TOTAL REQUIREMENTS	\$ 353,864	\$ 1,287,429	\$ 2,444,670	\$ 1,963,228	\$ 1,963,228	\$ 1,963,228

Fund Summaries

Water Development Charges Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
System development charges	\$ 522,352	\$ 1,513,567	\$ 1,405,631	\$ 2,300,972	\$ 2,300,972	\$ 2,300,972
Investment income	20,373	6,605	5,000	11,900	11,900	11,900
Miscellaneous	-	8,000	-	-	-	-
Revenue Subtotal	<u>542,725</u>	<u>1,528,172</u>	<u>1,410,631</u>	<u>2,312,872</u>	<u>2,312,872</u>	<u>2,312,872</u>
Beginning fund balance	<u>2,343,467</u>	<u>1,587,516</u>	<u>1,530,674</u>	<u>807,647</u>	<u>807,647</u>	<u>807,647</u>
TOTAL RESOURCES	<u>\$ 2,886,192</u>	<u>\$ 3,115,688</u>	<u>\$ 2,941,305</u>	<u>\$ 3,120,519</u>	<u>\$ 3,120,519</u>	<u>\$ 3,120,519</u>
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 2,465	\$ 1,095	\$ 6,600	\$ 6,700	\$ 4,700	\$ 4,700
Transfers to other funds:						
Water Operating Fund	350,000	350,000	350,000	350,000	350,000	350,000
Water Capital Projects Fund	946,211	1,178,377	2,469,120	454,425	454,425	454,425
Streets Capital Projects Fund	-	-	13,500	31,500	31,500	31,500
Transfers Subtotal	<u>1,296,211</u>	<u>1,528,377</u>	<u>2,832,620</u>	<u>835,925</u>	<u>835,925</u>	<u>835,925</u>
Ending fund balance						
Assigned (contingency)	<u>1,587,516</u>	<u>1,586,216</u>	<u>102,085</u>	<u>2,277,894</u>	<u>2,279,894</u>	<u>2,279,894</u>
TOTAL REQUIREMENTS	<u>\$ 2,886,192</u>	<u>\$ 3,115,688</u>	<u>\$ 2,941,305</u>	<u>\$ 3,120,519</u>	<u>\$ 3,120,519</u>	<u>\$ 3,120,519</u>

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

Fund Summaries

Sewer Development Charges Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
System development charges	\$ 1,228,089	\$ 1,154,646	\$ 2,095,690	\$ 1,952,750	\$ 1,952,750	\$ 1,952,750
Investment income	36,197	23,660	20,000	39,050	39,050	39,050
Revenue Subtotal	1,264,286	1,178,306	2,115,690	1,991,800	1,991,800	1,991,800
Beginning fund balance	4,381,015	4,753,469	4,733,550	5,360,988	5,360,988	5,360,988
TOTAL RESOURCES	\$ 5,645,301	\$ 5,931,775	\$ 6,849,240	\$ 7,352,788	\$ 7,352,788	\$ 7,352,788
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 4,477	\$ 2,337	\$ 6,700	\$ 6,800	\$ 4,800	\$ 4,800
Transfers to other funds:						
Sewer Operating Fund (debt)	300,000	600,000	600,000	600,000	600,000	600,000
Sewer Capital Projects Fund	587,355	123,660	1,568,080	1,050,769	1,050,769	1,050,769
Streets Capital Projects Fund	-	-	13,500	31,500	31,500	31,500
Transfers Subtotal	887,355	723,660	2,181,580	1,682,269	1,682,269	1,682,269
Ending fund balance						
Assigned (contingency)	4,753,469	5,205,778	4,660,960	5,663,719	5,665,719	5,665,719
TOTAL REQUIREMENTS	\$ 5,645,301	\$ 5,931,775	\$ 6,849,240	\$ 7,352,788	\$ 7,352,788	\$ 7,352,788

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

Fund Summaries

Streets Development Charges Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
System development charges	\$ 1,164,839	\$ 1,969,515	\$ 2,876,992	\$ 2,646,569	\$ 2,646,569	\$ 2,646,569
Traffic impact fees	-	16,875	-	-	-	-
Investment income	23,426	11,519	15,000	21,500	21,500	21,500
Miscellaneous	-	245,655	-	-	-	-
Revenue Subtotal	<u>1,188,265</u>	<u>2,243,564</u>	<u>2,891,992</u>	<u>2,668,069</u>	<u>2,668,069</u>	<u>2,668,069</u>
Beginning fund balance	5,669,356	3,725,185	1,804,523	3,011,008	3,011,008	3,011,008
TOTAL RESOURCES	<u><u>\$ 6,857,621</u></u>	<u><u>\$ 5,968,749</u></u>	<u><u>\$ 4,696,515</u></u>	<u><u>\$ 5,679,077</u></u>	<u><u>\$ 5,679,077</u></u>	<u><u>\$ 5,679,077</u></u>
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 2,480	\$ 2,145	\$ 6,700	\$ 6,800	\$ 4,800	\$ 4,800
Transfers to other funds:						
Streets Capital Projects Fund	<u>3,129,956</u>	<u>3,095,791</u>	<u>1,817,030</u>	<u>1,937,960</u>	<u>1,937,960</u>	<u>1,937,960</u>
Ending fund balance						
Assigned (contingency)	<u>3,725,185</u>	<u>2,870,813</u>	<u>2,872,785</u>	<u>3,734,317</u>	<u>3,736,317</u>	<u>3,736,317</u>
TOTAL REQUIREMENTS	<u><u>\$ 6,857,621</u></u>	<u><u>\$ 5,968,749</u></u>	<u><u>\$ 4,696,515</u></u>	<u><u>\$ 5,679,077</u></u>	<u><u>\$ 5,679,077</u></u>	<u><u>\$ 5,679,077</u></u>

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

Fund Summaries

Stormwater Development Charges Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
System development charges	\$ 201,291	\$ 115,432	\$ 637,793	\$ 406,904	\$ 406,904	\$ 406,904
Investment income	5,672	4,635	4,500	6,300	6,300	6,300
Revenue Subtotal	206,963	120,067	642,293	413,204	413,204	413,204
Beginning fund balance	761,075	784,560	825,688	1,065,773	1,065,773	1,065,773
TOTAL RESOURCES	\$ 968,038	\$ 904,627	\$ 1,467,981	\$ 1,478,977	\$ 1,478,977	\$ 1,478,977
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 454	\$ 308	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400
Transfers to other funds:						
Streets Capital Projects Fund	-	-	6,750	15,750	15,750	15,750
Stormwater Cap Proj Fund	183,024	60,773	141,226	39,250	39,250	39,250
Transfers Subtotal	183,024	60,773	147,976	55,000	55,000	55,000
Ending fund balance						
Assigned (contingency)	784,560	843,546	1,318,605	1,422,577	1,422,577	1,422,577
TOTAL REQUIREMENTS	\$ 968,038	\$ 904,627	\$ 1,467,981	\$ 1,478,977	\$ 1,478,977	\$ 1,478,977

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

Parks Development Charges Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES						
Revenues:						
System development charges	\$ 869,177	\$ 886,924	\$ 1,380,202	\$ 1,107,974	\$ 1,107,974	\$ 1,107,974
Investment income	24,131	19,521	15,000	27,800	27,800	27,800
Other	-	7,996	-	-	-	-
Revenue Subtotal	893,308	914,441	1,395,202	1,135,774	1,135,774	1,135,774
Beginning fund balance	2,623,085	3,274,040	2,910,743	3,848,697	3,848,697	3,848,697
TOTAL RESOURCES	\$ 3,516,393	\$ 4,188,481	\$ 4,305,945	\$ 4,984,471	\$ 4,984,471	\$ 4,984,471
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 1,925	\$ 1,666	\$ 5,200	\$ 5,200	\$ 3,200	\$ 3,200
Transfers to other funds:						
Streets Capital Fund	-	-	6,750	15,750	15,750	15,750
Parks Capital Fund	240,428	480,111	1,533,822	1,566,847	1,566,847	1,566,847
Transfers Subtotal	240,428	480,111	1,540,572	1,582,597	1,582,597	1,582,597
Ending fund balance						
Assigned (contingency)	3,274,040	3,706,704	2,760,173	3,396,674	3,398,674	3,398,674
TOTAL REQUIREMENTS	\$ 3,516,393	\$ 4,188,481	\$ 4,305,945	\$ 4,984,471	\$ 4,984,471	\$ 4,984,471

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



Summary of Program Revenues

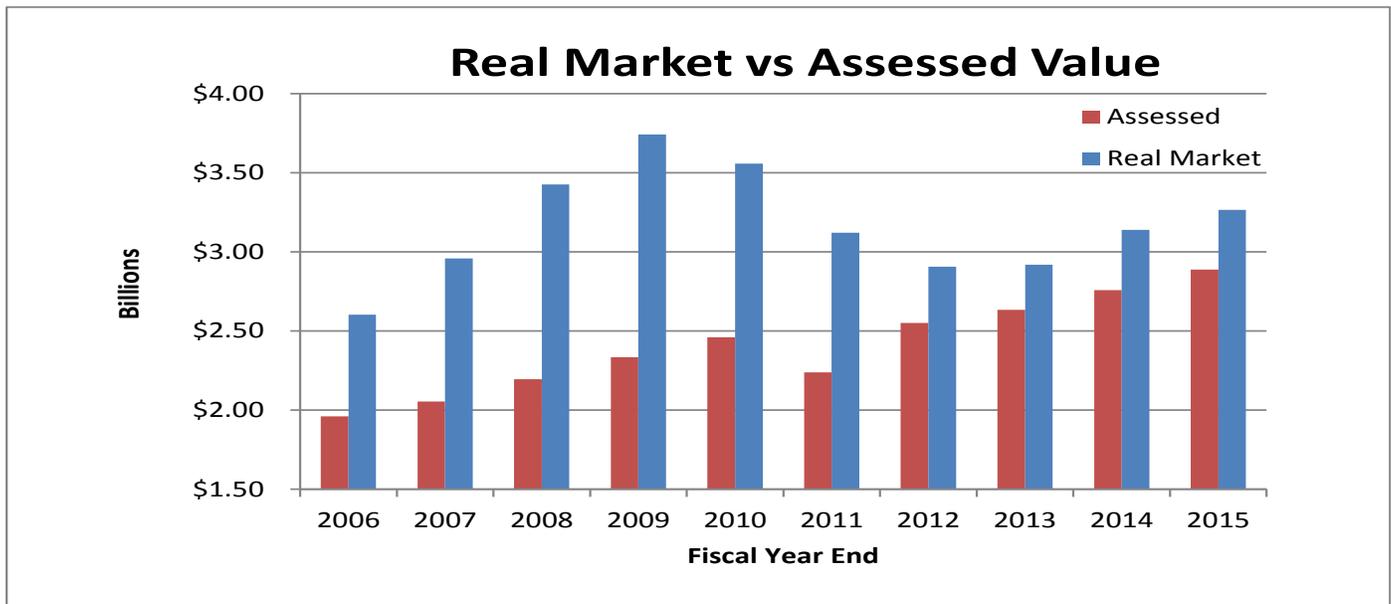
Summary of Program Revenues						
	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
General Fund	\$ 10,722,152	\$ 11,120,341	\$ 11,432,518	\$ 11,743,879	\$ 11,743,879	\$ 11,743,879
Special Revenue Funds						
Community Development	2,670,787	2,597,597	2,838,703	1,390,900	1,390,900	1,390,900
Building	-	-	-	1,298,531	1,298,531	1,298,531
Transit	5,536,730	7,239,981	5,937,609	6,739,742	6,739,742	6,739,742
9-1-1 Shared Revenue	95,551	29,197	-	-	-	-
Road Operating	1,076,312	1,119,911	1,132,500	1,167,100	1,167,100	1,167,100
Road Maintenance	631,627	729,024	660,500	685,300	685,300	685,300
TOTAL Spec Rev Funds	10,011,007	11,715,710	10,569,312	11,281,573	9,890,673	9,890,673
Enterprise Funds						
Water Operating	5,609,100	6,871,683	6,867,700	6,934,700	6,934,700	6,934,700
Sewer Operating	10,638,175	6,290,448	6,772,716	7,404,997	7,404,997	7,404,997
Street Lighting Operating	385,680	392,866	402,000	417,000	417,000	417,000
Stormwater Operating	975,369	1,170,514	1,337,500	1,414,300	1,414,300	1,414,300
TOTAL Enterprise Funds	17,608,324	14,725,511	15,379,916	16,170,997	16,170,997	16,170,997
Internal Service Fund						
Fleet Services	1,327,651	1,187,760	1,208,110	1,297,080	1,297,080	1,297,080
GRAND TOTAL	\$ 39,669,134	\$ 38,749,322	\$ 38,589,856	\$ 40,493,529	\$ 39,102,629	\$ 39,102,629

Property Tax Summary

The City's permanent tax rate is \$2.5206 per \$1,000 of assessed valuation without any outstanding local initiatives. 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 Community Services. A debt service levy is collected for outstanding general obligations bonds. The effective debt service tax rate for FY 2013-14 was \$0.1540.

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. Tax rates are now fixed and not subject to change. Voters may approve local initiatives about the fixed rate with a majority approval at a general election in an even numbered year or at any other election in which at least 50% of registered voters cast a ballot. Despite the downturn in property values in recent years, Measure 50's rolled back assessed values remain lower than the real market value, resulting in a stable revenue stream for the City.

The State of Oregon has a constitutional limit of property taxes for governmental operations. Under the limitations, the tax revenue is separated for public schools and local governments other than public schools. The limitation specifies a maximum rate for all local government operations of \$10.00 per \$1,000 of real market value while schools are similarly limited to a \$5.00 maximum rate. Local government taxes in the City currently do not exceed the \$10.00 rate limit; however, this limitation may affect the availability of future tax revenues for the City.



Property Tax Summary

Property Values and Taxes

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Estimated Real Market Value						
Within Clackamas County	\$ 2,554,399,137	\$ 2,558,638,855	\$ 2,702,479,551	\$ 2,896,801,048	\$ 2,896,801,048	\$ 2,896,801,048
Within Washington County	350,922,214	359,094,895	369,149,552	369,149,552	369,149,552	369,149,552
Total Estimated Real Market Value	<u>\$ 2,905,321,351</u>	<u>\$ 2,917,733,750</u>	<u>\$ 3,071,629,103</u>	<u>\$ 3,265,950,600</u>	<u>\$ 3,265,950,600</u>	<u>\$ 3,265,950,600</u>

Assessed Values

Assessed Values	\$ 2,237,845,661	\$ 2,550,754,301	\$ 2,632,847,863	\$ 2,757,989,248	\$ 2,757,989,248	\$ 2,757,989,248
Change in Value	312,908,640	82,093,562	148,757,651	129,247,578	129,247,578	129,247,578
Total Assessed Values	2,550,754,301	2,632,847,863	2,781,605,514	2,887,236,826	2,887,236,826	2,887,236,826
Less urban renewal excess	(467,300,405)	(521,861,206)	(548,903,979)	(576,668,461)	(576,668,461)	(576,668,461)
Net available for general and bonded debt	<u>\$ 2,083,453,896</u>	<u>\$ 2,110,986,657</u>	<u>\$ 2,232,701,535</u>	<u>\$ 2,310,568,365</u>	<u>\$ 2,310,568,365</u>	<u>\$ 2,310,568,365</u>

Tax Rate per \$1,000 of Assessed Value

General taxes	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206
Bonded debt	0.1679	0.1631	0.1583	0.1560	0.1560	0.1560
Total	<u>\$ 2.6885</u>	<u>\$ 2.6837</u>	<u>\$ 2.6789</u>	<u>\$ 2.6766</u>	<u>\$ 2.6766</u>	<u>\$ 2.6766</u>

Taxes Levied

General taxes	\$ 5,260,230	\$ 5,321,000	\$ 5,628,000	\$ 5,823,000	\$ 5,823,000	\$ 5,823,000
Bonded debt	350,000	340,000	340,000	360,000	360,000	360,000
Total taxes levied	<u>\$ 5,610,230</u>	<u>\$ 5,661,000</u>	<u>\$ 5,968,000</u>	<u>\$ 6,183,000</u>	<u>\$ 6,183,000</u>	<u>\$ 6,183,000</u>

Taxes Paid (net of discounts, delinquencies)

General taxes	\$ 4,939,800	\$ 4,998,507	\$ 5,278,000	\$ 5,473,000	\$ 5,473,000	\$ 5,473,000
Bonded debt	342,104	327,072	330,000	350,000	350,000	350,000
Total taxes paid	<u>\$ 5,281,904</u>	<u>\$ 5,325,579</u>	<u>\$ 5,608,000</u>	<u>\$ 5,823,000</u>	<u>\$ 5,823,000</u>	<u>\$ 5,823,000</u>
% paid vs levied	94%	94%	94%	94%	94%	94%

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



Assumptions for General Fund Revenues

- 4.0% representing annual increase and new residential and commercial properties added to the tax rolls
- Franchise Fees and Privilege Taxes: Based on trend analysis
- Intergovernmental Shared Revenues: Based on trend analysis and adjusted due to higher population
- Intergovernmental Shared Revenues/Library: Based on Clackamas County Projections
- Charges for Service/Urban Renewal: Based on historic and projected demand

The General Fund is used to account for all revenues and expenditures that are not required to be recorded in another fund. Principal revenues include property taxes, franchise fees, and intergovernmental shared revenues. Total revenues, excluding interfund transfers, total \$11,743,879. This equates to a 3% increase from last fiscal year's budget.

Property taxes comprise 48% of the total revenues 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 2014-15 budget assumes a 4.0% growth in assessed value as new construction including new homes in the Villebois area and multi-family units at Brenchley Estates will be added to the tax rolls. Taxes for FY 2014-15 will be billed in late October 2014 and can be paid in thirds throughout the year or with a discount by paying in full. Budgeted taxes are less than levied amounts due to estimated uncollectibles, delinquencies and discounts.

Franchise fees and privilege taxes are the second largest revenue source and comprise 25% of total revenues. 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. After several years of a downward trend, current estimates indicate a increase in overall receipts as compared to the anticipated budget. Based on this analysis, the FY 2014-15 Budget reflects a 4.0% increase over last fiscal year. The current percentages by utility category are:

Electric	Portland General Electric	5.00%
Natural Gas	Northwest Natural Gas	5.00%
Telecommunications	Verizon Centurytel Electric Lightwave Other service providers	7.00%
Garbage	United Disposal	3.00%
Cable TV	Comcast Verizon	5.00%
Water, Sewer & Stormwater	City of Wilsonville	4.00%

Intergovernmental revenues originate from state and county shared revenues. The state shared revenues include alcoholic beverage, cigarette and state shared revenue. The state shared revenues total \$552,000 or 5.0%, of the fund's total. The revenues are allocated by various formulas, but utilize a per capita rate. Increases for FY2014-15 reflect the continued growth in population since the 2010 census.

Another component of intergovernmental revenue is the City's allocation of a Clackamas County Library District Levy. For FY 2014-15 this allocation is anticipated to be \$964,000. Allocations are based on a combination of service area population and assessed value.

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 2014-15 the fees are approximately 2.0% of the General Fund's total revenue.

General Fund Revenues

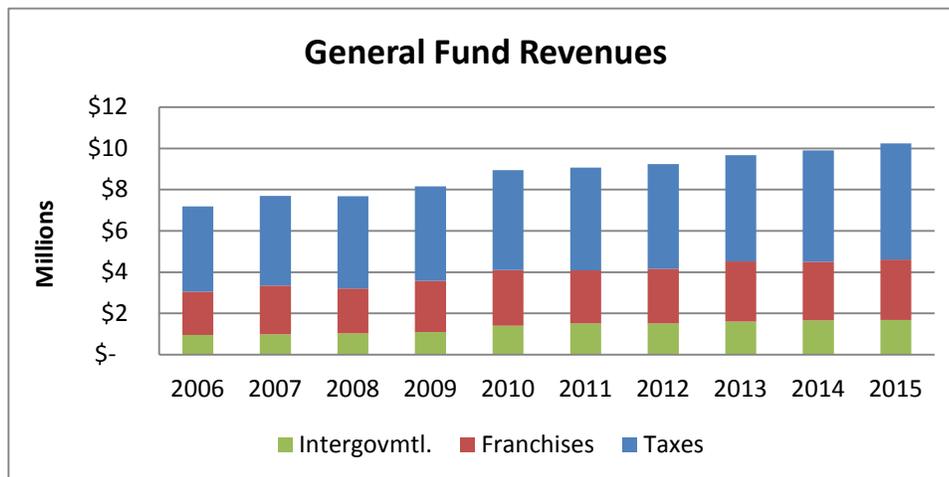
Summary of Program Revenues

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Taxes						
Current property taxes	\$ 4,929,975	\$ 4,998,508	\$ 5,278,000	\$ 5,473,000	\$ 5,473,000	\$ 5,473,000
Prior year property taxes	141,859	150,605	150,500	152,000	152,000	152,000
Total property taxes	5,071,834	5,149,113	5,428,500	5,625,000	5,625,000	5,625,000
Hotel/Motel tax	208,890	242,369	225,900	250,000	250,000	250,000
Franchise and privilege fees						
Portland General Electric	905,400	900,340	956,000	950,000	950,000	950,000
NW Natural Gas	310,909	492,791	308,100	316,000	316,000	316,000
Verizon/Frontier	-	-	89,900	99,600	99,600	99,600
United Disposal	133,149	136,231	138,700	143,000	143,000	143,000
Comcast Cable	239,996	268,923	272,000	288,000	288,000	288,000
Sewer utilities	210,300	237,162	253,600	292,000	292,000	292,000
Water utilities	194,792	219,756	208,300	225,000	225,000	225,000
Stormwater	37,089	44,393	38,100	56,000	56,000	56,000
Charbonneau Water Company	7,556	10,042	8,000	11,000	11,000	11,000
Telecomm - Privilege tax	609,476	611,028	548,965	551,000	551,000	551,000
Total franchise and privilege fees	2,648,667	2,920,666	2,821,665	2,931,600	2,931,600	2,931,600
Licenses & permits						
Professional and occupation	126,207	126,987	131,300	160,000	160,000	160,000
Alcoholic beverages	1,180	770	1,200	1,200	1,200	1,200
Other	200	60	200	100	100	100
Total licenses & permits	127,587	127,817	132,700	161,300	161,300	161,300
Intergovernmental/Other agencies						
Alcoholic beverages tax	249,620	268,346	264,900	293,000	293,000	293,000
Cigarette tax	28,586	28,437	28,000	27,000	27,000	27,000
State shared revenue	205,131	218,098	225,000	232,000	232,000	232,000
County shared revenue - Library	840,058	918,620	930,966	963,779	963,779	963,779
Clack. Co. - Title III	64,707	45,990	60,000	50,000	50,000	50,000
Federal grants	40,807	42,041	24,000	17,300	17,300	17,300
State grants - Parks	3,300	3,075	3,300	3,300	3,300	3,300
State grants - Library	2,789	3,069	3,000	3,500	3,500	3,500
Other local governments	75,698	76,268	109,987	90,000	90,000	90,000
Total intergov./Other agencies	1,510,696	1,603,944	1,649,153	1,679,879	1,679,879	1,679,879
Municipal court fines	404,950	351,077	385,000	310,000	310,000	310,000
Investment income	125,265	81,839	105,000	109,000	109,000	109,000

General Fund Revenues

Summary of Program Revenues (continued)

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Charges for services						
Services provided to Urban Renewal	\$ 218,200	\$ 230,200	\$ 315,500	\$ 289,600	\$ 289,600	\$ 289,600
Class registrations	79,485	84,291	80,800	77,000	77,000	77,000
Parks reservations/Facility rental	46,404	34,874	44,600	49,000	49,000	49,000
Sports camp/Youth special services	29,346	19,694	28,700	29,800	29,800	29,800
New book sales	1,737	1,892	2,000	2,000	2,000	2,000
Library fees	36,073	35,224	32,000	34,000	34,000	34,000
Photocopying	5,141	6,814	6,000	6,000	6,000	6,000
Non-resident fees - library	4,539	5,666	4,500	4,500	4,500	4,500
Lost/damaged books	3,278	3,453	3,200	3,200	3,200	3,200
Library room rental	11,610	6,840	6,600	6,600	6,600	6,600
Lien search fees	17,960	29,320	20,600	21,200	21,200	21,200
Other charges	667	361	200	200	200	200
Total charges for services	454,440	458,629	544,700	523,100	523,100	523,100
Miscellaneous revenue						
Gifts	37,438	36,970	47,500	43,200	43,200	43,200
Meals on Wheels	5,647	5,643	7,400	7,400	7,400	7,400
Senior lunch revenue	12,085	11,846	10,000	13,500	13,500	13,500
Cable receipts	66,600	68,037	65,000	68,400	68,400	68,400
Other	48,053	62,391	10,000	21,500	21,500	21,500
Total miscellaneous revenue	169,823	184,887	139,900	154,000	154,000	154,000
TOTAL REVENUES	\$ 10,722,152	\$ 11,120,341	\$ 11,432,518	\$ 11,743,879	\$ 11,743,879	\$ 11,743,879



Summary of Special Revenue Funds

Community Development Fund

Assumptions for Community Development Fund Revenues

- Inspection and Permit Fees: Based on projections of scheduled and anticipated development
- Charges for Service/Urban Renewal: Based on estimated overhead projections on Urban Renewal related projects and administration fees

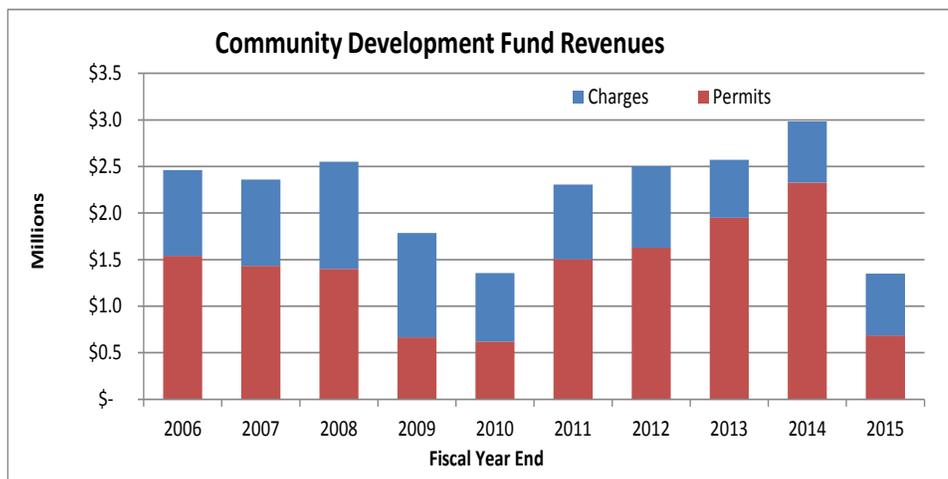
The Community Development Fund was established in FY2003-04 and prior to this fiscal year, encompassed Community Development Administration, Building, Planning, Engineering, Stormwater Management/Natural Resources and Urban Renewal Administration. This fiscal year, the Community Development Fund will no longer include the Building Fund. Prior to FY2003-04 these functions were all included within the General Fund.

One of the primary revenue sources are the engineering and planning permits. Estimated revenues are based on department projections of scheduled and anticipated development to occur in the City. No change in permit fee rates is anticipated for this fiscal year.

The other primary revenue source for the Community Development Fund is charges for services from to the Urban Renewal Agency. The charges are for the services provided by the department to carry out the goals of the Agency. For FY2014-15, 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 earned on cash balances, miscellaneous charges and grants the Planning Division receives to assist with accomplishing their objectives.

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Permits	\$ 1,626,854	\$ 1,950,762	\$ 2,036,553	\$ 685,100	\$ 685,100	\$ 685,100
Intergovernmental	141,812	-	25,000	25,000	25,000	25,000
Charges for services	876,780	619,731	757,150	663,550	663,550	663,550
Investment income	24,222	22,276	20,000	17,000	17,000	17,000
Miscellaneous revenues	1,119	4,828	-	250	250	250
Total Revenues	\$ 2,670,787	\$ 2,597,597	\$ 2,838,703	\$ 1,390,900	\$ 1,390,900	\$ 1,390,900



Summary of Special Revenue Funds

Building Inspection Fund

Assumptions for Building Inspection Revenues

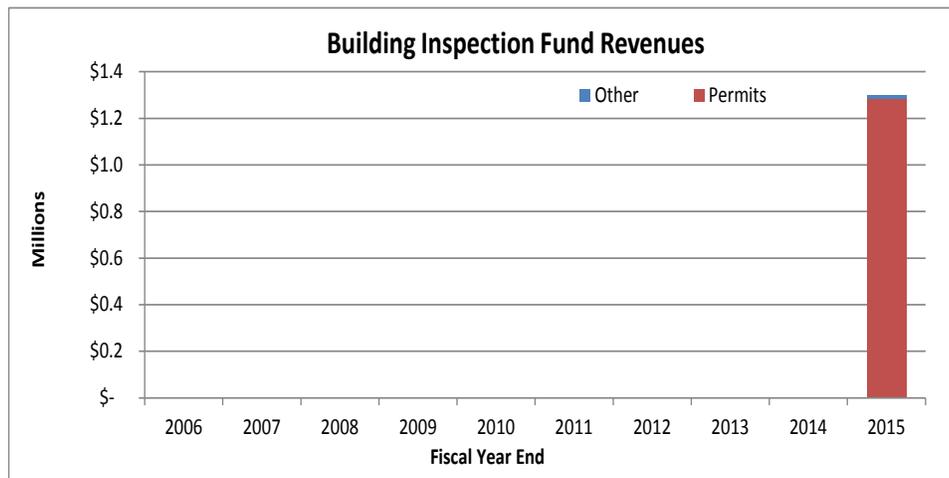
- Inspection and Permit Fees: Based on projections of scheduled and anticipated development

Prior to FY2014-15, the Building Fund was combined with the Community Development Fund. However, as revenues earned by the inspection and permit fees for the Building Fund are restricted by state statute, the fund is now being reported separately.

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. For FY2014-15, the Building Department is anticipating over 200 single family homes to be permitted in the Villebois area as well as over 140 multi-family units.

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

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Permits	\$ -	\$ -	\$ -	\$ 1,283,531	\$ 1,283,531	\$ 1,283,531
Investment income	-	-	-	15,000	15,000	15,000
Total Revenues	\$ -	\$ -	\$ -	\$ 1,298,531	\$ 1,298,531	\$ 1,298,531



Summary of Special Revenue Funds

Transit Fund

Assumptions for Transit Fund Revenues

- Transit Tax: Based on estimated wage base (4% growth)
- Intergovernmental Revenues: Based on grants awarded to SMART and expected to be expended in 2014-15
- Charges for services: Increased ridership on routes to Salem and Portland

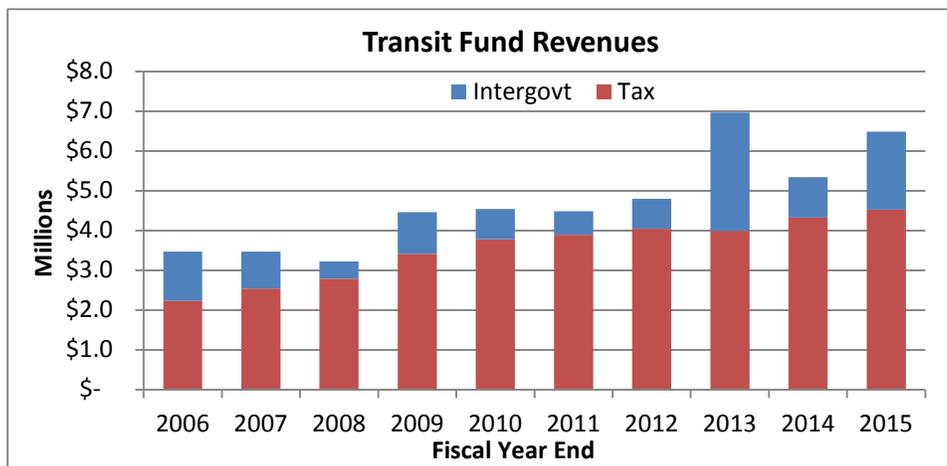
The City's public transportation program is funded by a payroll tax paid by Wilsonville businesses and is based on total payroll or self-employment income. The tax rate increased from .33 percent (.0033) to .5 percent (.005) of gross wages in October 2008. The increase was made after completion of a transit master plan and was in response to increased costs associated with TriMet's WES Commuter Rail which began servicing Wilsonville in February 2009. While WES is run by TriMet, the City contributes \$300,000 towards its annual operating costs. In response to the commuter rail, the City added a new bus line and modified all existing routes to coordinate service with the arrival and departure of trains. The City receives no revenues from commuter rail customers.

The payroll tax is due quarterly and covers employment within City limits. Payroll taxes continue to increase as the local economy grows with new businesses relocating to the City. Transit taxes are estimated to exceed \$4.5 million in FY2014-15.

Intergovernmental grants pay for special transportation programs, bus operations and bus purchases. The amount of grants received varies from year to year based upon grant awards. A detailed recap of grants for FY 2014-15 can be found under the Transit program on page 162.

An anticipated increase in ridership, primarily with the routes to and from Salem and Portland, are reflected in the 10% estimated increase in fare revenues captured in the charges for services line item. Fares are collected for all bus routes outside of the City limits.

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Transit tax	\$ 4,048,569	\$ 3,990,885	\$ 4,350,000	\$ 4,524,000	\$ 4,524,000	\$ 4,524,000
Intergovernmental	749,354	2,974,577	1,354,109	1,958,542	1,958,542	1,958,542
Charges for svcs	179,633	223,931	199,000	218,000	218,000	218,000
Investment income	14,533	10,511	22,500	26,200	26,200	26,200
Miscellaneous	64,871	40,077	12,000	13,000	13,000	13,000
Building sale	479,770	-	-	-	-	-
Total Revenues	\$ 5,536,730	\$ 7,239,981	\$ 5,937,609	\$ 6,739,742	\$ 6,739,742	\$ 6,739,742



Summary of Special Revenue Funds

Road Operating Fund

Assumptions for Road Operating Fund Revenues

- Gas Tax: Based on State projections

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.

The 2009 Oregon Legislative Session approved HB 2001 which increased fees and gas taxes. The higher fees and taxes have been phased in over 2011 and 2012. A key component of the bill is a 6 cent increase to the gas tax (from 24 cents to 30 cents per gallon). The FY2014-15 budget reflects a 3% increase in gas tax revenues.

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Gas tax	\$ 1,071,900	\$ 1,106,527	\$ 1,127,500	\$ 1,158,500	\$ 1,158,500	\$ 1,158,500
Investment income	3,984	5,663	5,000	8,600	8,600	8,600
Miscellaneous	428	7,721	-	-	-	-
Total Revenues	\$ 1,076,312	\$ 1,119,911	\$ 1,132,500	\$ 1,167,100	\$ 1,167,100	\$ 1,167,100

Road Maintenance Regulatory Fund

Assumptions for Road Maintenance Regulatory Fund Revenues

- User Charge: Based on historical trends

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

Effective January 2002 the fees were reduced 10%. Residential customers are charged a monthly fee of \$4.03 per household, while commercial and industrial customer's fees are based on a formula that considers traffic impact, square footage and the amount of truck traffic generated. Commercial and industrial rates range from \$10.46 to \$285.88 per month. Forecasted revenues are based on historic trends.

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Usage charge	\$ 630,702	\$ 641,322	\$ 659,000	\$ 680,000	\$ 680,000	\$ 680,000
Investment income	925	24,822	1,500	5,300	5,300	5,300
Other	-	62,880	-	-	-	-
Total Revenues	\$ 631,627	\$ 729,024	\$ 660,500	\$ 685,300	\$ 685,300	\$ 685,300

Summary of Enterprise Fund Revenues

Water Operating Fund

Assumptions for Water Operating Fund Revenues

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

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

In January 2014, Council approved a revenue neutral rate adjustment that aligned the rates per customer class based on the most current cost of services analysis. The Council also approved a three-year series of 2.25% increases that will go into effect January 1, 2015.

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Usage charge	\$ 5,002,464	\$ 5,719,829	\$ 5,586,000	\$ 5,711,000	\$ 5,711,000	\$ 5,711,000
Usage-Sherwood	363,936	938,886	1,080,000	990,000	990,000	990,000
Connection fees	47,657	55,922	49,000	60,000	60,000	60,000
User fee- fire charge	109,760	118,035	115,000	130,000	130,000	130,000
Investment income	31,584	22,593	32,700	38,700	38,700	38,700
Miscellaneous	53,699	16,418	5,000	5,000	5,000	5,000
Total Revenues	\$ 5,609,100	\$ 6,871,683	\$ 6,867,700	\$ 6,934,700	\$ 6,934,700	\$ 6,934,700

Sewer Operating Fund

Assumptions for Sewer Operating Fund Revenues

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

The Sewer Operating Fund revenues are dedicated to the collection and treatment of municipal wastewater. The collection system includes 72 miles of gravity sewer lines, 384 manholes, and 8 pumping lift stations. The treatment facility is designed to handle 2.7 million gallons of sewage per day during dry weather and 3.8 million gallons per day during wet weather. Residential customers are billed based on water consumption between November and March. Commercial and industrial customers are based on actual water consumption each month exclusive of irrigation meters. Forecasted revenue is based on historic consumption trends and adjusted for rate increases.

In December 2012, the City issued \$39M in debt for the rehabilitation of the existing Waste Water Treatment Plant. In preparation for the anticipated increase in operating expenses due to the repayment of the debt, past and current councils have approved a series of rate hikes since November 2005. The last series of approved rate increases will go into effect January 1, 2014 at 10%. An update to the sewer rates is currently underway and the results will be presented to Council in the near future.

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

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Usage charge	\$ 5,262,079	\$ 5,929,394	\$ 6,342,000	\$ 6,900,000	\$ 6,900,000	\$ 6,900,000
High strength surcharge	297,360	295,513	360,000	400,000	400,000	400,000
Investment income	61,070	44,738	52,500	77,700	77,700	77,700
Bond Sale	5,000,000	-	-	-	-	-
Miscellaneous	17,666	20,803	18,216	27,297	27,297	27,297
Total Revenues	\$ 10,638,175	\$ 6,290,448	\$ 6,772,716	\$ 7,404,997	\$ 7,404,997	\$ 7,404,997

Summary of Enterprise Fund Revenues

Street Lighting Fund

Assumptions for Street Lighting Fund Revenues

- User Charges and Surcharges: Based on historical consumption trends

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

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Usage charge	\$ 381,615	\$ 388,128	\$ 397,000	\$ 410,000	\$ 410,000	\$ 410,000
Investment income	3,915	4,738	5,000	7,000	7,000	7,000
Miscellaneous	150	-	-	-	-	-
Total Revenues	<u>\$ 385,680</u>	<u>\$ 392,866</u>	<u>\$ 402,000</u>	<u>\$ 417,000</u>	<u>\$ 417,000</u>	<u>\$ 417,000</u>

Stormwater Fund

Assumptions for Stormwater Fund Revenues

- User Charges: Based on historical consumption trends

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

The program first implemented a monthly user charge in August 1994. A master plan approved by Council in March 2012 included a series of rate increases in both user rates and system development charges. The residential rate as of 7/1/14 will be \$5.25, an increase of 3% over last fiscal year.

Revenue projections are based on historic trends.

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-145	Approved 2014-15	Adopted 2014-15
Stormwater charges	\$ 972,101	\$ 1,164,818	\$ 1,334,000	\$ 1,410,000	\$ 1,410,000	\$ 1,410,000
Investment income	3,158	3,634	3,500	4,300	4,300	4,300
Miscellaneous	110	2,062	-	-	-	-
Total Revenues	<u>\$ 975,369</u>	<u>\$ 1,170,514</u>	<u>\$ 1,337,500</u>	<u>\$ 1,414,300</u>	<u>\$ 1,414,300</u>	<u>\$ 1,414,300</u>

Summary of Enterprise Fund Revenues

Fleet Service Fund

Assumptions for Fleet Service Fund Revenues

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

The Fleet Service Fund generates its revenues by charging fees to service and maintain all vehicles and equipment for other City programs. Maintenance charges to each department are based on an average of the prior three years work orders and are set to recover current operating year costs. 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 out for fleet operations is based on the budgeted expenses for the department.

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Charges for services						
General Fund	\$ 110,910	\$ 105,711	\$ 105,980	\$ 130,110	\$ 130,110	\$ 130,110
Building Fund	-	10,875	9,870	8,880	8,880	8,880
CD Fund	35,990	18,810	22,330	19,750	19,750	19,750
Road Op Fund	32,550	37,274	36,530	37,400	37,400	37,400
Transit Fund	954,310	927,125	966,530	1,035,370	1,035,370	1,035,370
Water Op Fund	38,690	35,717	36,850	36,370	36,370	36,370
Sewer Op Fund	30,350	15,851	11,240	5,180	5,180	5,180
Stormwater Fund	17,700	16,572	13,780	14,720	14,720	14,720
Charges subtotal	1,220,500	1,167,935	1,203,110	1,287,780	\$ 1,287,780	\$ 1,287,780
Investment income	25,966	6,750	5,000	9,300	9,300	9,300
Sale of Property	74,363	-	-	-	-	-
Miscellaneous	6,822	13,075	-	-	-	-
Total Revenues	\$ 1,327,651	\$ 1,187,760	\$ 1,208,110	\$ 1,297,080	\$ 1,297,080	\$ 1,297,080

Summary of System Development Charges

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 demands on the City's infrastructure caused by new construction. The City of Wilsonville currently collects five different types of systems development charges: sewer, water, streets, stormwater, and parks. Collected revenues are earmarked for improvements needed within the City that are specifically attributable to the growing demands on these types of infrastructure. All systems development charges collected by the City are segregated into special funds and are only transferred to the Capital Projects Fund when specific improvement project costs have been incurred.

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Water Development Charges Fund						
System Development Charges	\$ 522,352	\$ 1,513,567	\$ 1,405,631	\$ 2,300,972	\$ 2,300,972	\$ 2,300,972
Investment income	20,373	6,605	5,000	11,900	11,900	11,900
Other	-	8,000	-	-	-	-
Total Revenues	542,725	1,528,172	1,410,631	2,312,872	2,312,872	2,312,872
Sewer Development Charges Fund						
System Development Charges	1,228,089	1,154,646	2,095,690	1,952,750	1,952,750	1,952,750
Investment income	36,197	23,660	20,000	39,050	39,050	39,050
Total Revenues	1,264,286	1,178,306	2,115,690	1,991,800	1,991,800	1,991,800
Streets Development Charges Fund						
System Development Charges	1,164,839	1,959,515	2,876,992	2,646,569	2,646,569	2,646,569
Traffic impact fees	-	16,875	-	-	-	-
Investment income	23,426	11,519	15,000	21,500	21,500	21,500
Other	-	245,655	-	-	-	-
Total Revenues	1,188,265	2,233,564	2,891,992	2,668,069	2,668,069	2,668,069
Stormwater Development Charges Fund						
System Development Charges	201,291	115,432	637,793	406,904	406,904	406,904
Investment income	5,672	4,635	4,500	6,300	6,300	6,300
Total Revenues	206,963	120,067	642,293	413,204	413,204	413,204
Parks Development Charges Fund						
System Development Charges	869,177	886,924	1,380,202	1,107,974	1,107,974	1,107,974
Investment and other income	24,131	19,521	15,000	27,800	27,800	27,800
Other	-	7,966	-	-	-	-
Total Revenues	893,308	914,411	1,395,202	1,135,774	1,135,774	1,135,774
Total SDC Funds	\$ 4,095,547	\$ 5,974,520	\$ 8,455,808	\$ 8,521,719	\$ 8,521,719	\$ 8,521,719



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.

Sources of funding for each operating program are summarized in the Budget Summary on page 35.

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

Policy & Administration	Page	Water Distribution	136
Administration	94	Water Treatment Plant	138
Finance	96	Industrial Pretreatment	140
Information Systems	100	Wastewater Treatment Plant	142
Geographic Information Systems	104	Wastewater Collection	144
Legal	106	Stormwater Maintenance	146
Human Resources/Risk Management	108	Parks & Recreation	
Community Development		General Services	148
Administration	112	Senior Programs	152
Engineering	114	Parks Maintenance	156
Building Inspections	116	Library Services	
Planning	120	Library	158
Natural Resources/Stormwater Mgmt	124	Transportation	
Public Works		Transit	162
Administration	128	Fleet	166
Facilities	130	Public Safety	
Roads	132	Law Enforcement	170
Street Lighting	134	Municipal Court	172

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. The detail for capital projects is provided in a separate section of the budget document beginning on page 175.

Debt Service includes appropriations for interest and principal on all types of debt and starts on page 237.

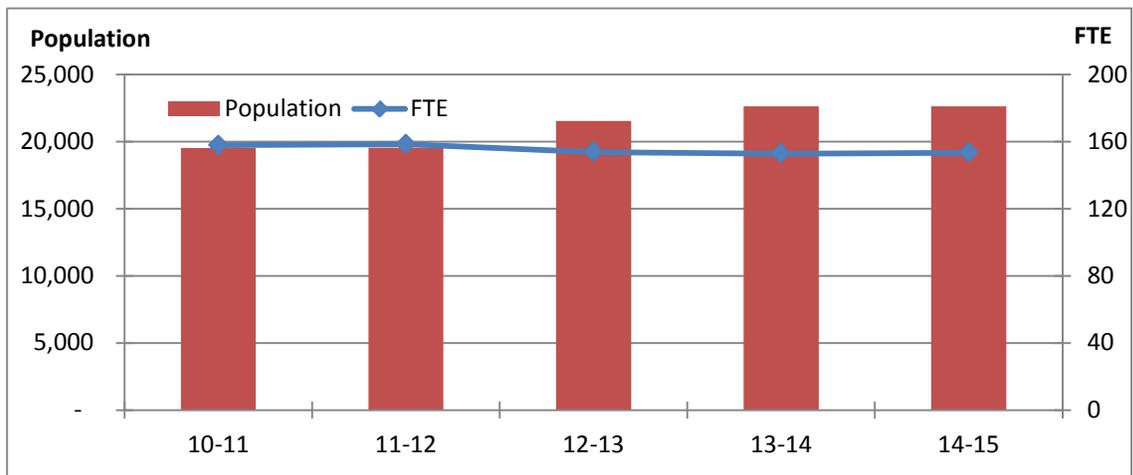
Contingencies include an allowance for contingencies and set-asides for equipment replacement in various funds and is found on page 244.

Summary of Employment 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 2014-15 remain relatively unchanged at 153 full-time equivalents (FTEs). The City contracts with the Clackamas County Sheriff's Department to provide police services for the community. The Willamette River Water Treatment Plant is operated under contract with Veolia Water North America. The Wastewater Treatment Plant and lift stations are operated and maintained by CH2M HILL under contract with the City.

The City has two bargaining units, the Wilsonville Municipal Employee Association and SEIU Local 503 (OPEU Transit), which represent roughly 75% of all City positions. Both current union contracts will expire June 30, 2015.



Summary of Employment Trends

Comparison of Personnel Changes

Full Time Equivalent (FTE) Positions

Department	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Administration				
Administration	6.00	4.50	4.50	5.00
Finance	8.90	9.15	8.90	9.40
Information Systems	3.00	3.00	3.00	3.00
Geographic Information Systems	1.50	1.50	1.50	1.50
Legal	3.00	3.00	3.00	3.00
Human Resources/Risk Management	2.85	2.85	2.85	2.85
	25.25	24.00	23.75	24.75
Community Development				
Administration	6.50	5.50	4.50	4.50
Engineering	10.00	9.00	9.00	9.00
Building Inspections	5.10	5.10	5.60	5.60
Planning	7.00	8.00	8.00	7.60
Natural Resources/Stormwater Management	3.00	3.00	2.00	2.00
	31.60	30.60	29.10	28.70
Public Works				
Administration	5.50	4.50	3.50	3.50
Facilities	4.25	4.25	5.50	5.50
Roads	3.75	3.75	4.05	4.05
Water Distribution and Sales	4.58	5.33	4.88	4.88
Wastewater Collection*	8.16	1.83	2.13	2.13
Industrial Pretreatment	1.00	1.00	1.00	1.00
Stormwater Maintenance	1.84	1.84	1.94	1.94
	29.08	22.50	23.00	23.00
Transportation				
SMART Transit	36.19	36.44	35.74	36.07
Fleet	7.00	6.50	6.50	6.60
	43.19	42.94	42.24	42.67
Parks & Recreation				
General Services	8.00	8.10	4.05	4.05
Senior Programs	0.00	0.00	4.05	4.05
Parks Maintenance	7.00	7.25	8.25	8.25
	15.00	15.35	16.35	16.35
Library	16.26	16.46	16.46	16.46
Public Safety				
Municipal Court	2.00	2.00	2.00	1.50
	2.00	2.00	2.00	1.50
Total FTE's	162.38	153.85	152.90	153.43

* Wastewater treatment plant operations were contracted out FY 2012.

Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2014

Range	Position	Monthly		Hourly	
		Low Rate	High Rate	Low Rate	High Rate
6	Library Aide	\$1,893	\$2,412	\$10.92	\$13.92
13	Nutrition Program Assistant	\$2,249	\$2,867	\$12.98	\$16.54
17	Library Clerk I	\$2,484	\$3,165	\$14.33	\$18.26
20	Library Clerk II <i>Sewer Vactor Operator I</i>	\$2,673	\$3,408	\$15.42	\$19.66
22	<i>CD Permit Clerk/Receptionist</i> Library Volunteer Coordinator	\$2,809	\$3,581	\$16.21	\$20.66
24	Library Clerk III Nutrition Coordinator I	\$2,952	\$3,763	\$17.03	\$21.71
25	Utility Worker	\$3,025	\$3,856	\$17.45	\$22.25
26	Administrative Assistant I	\$3,100	\$3,952	\$17.88	\$22.80
27	Nutrition Coordinator II	\$3,176	\$4,051	\$18.32	\$23.37
30	Accounting Technician Administrative Assistant II	\$3,421	\$4,362	\$19.74	\$25.17
31	Senior Utility Worker	\$3,509	\$4,471	\$20.24	\$25.79
32	Administrative Assistant III Fitness Specialist Information & Referral Specialist Municipal Court Clerk Utility Billing Specialist	\$3,595	\$4,585	\$20.74	\$26.45
34	Assistant Planner <i>Environmental Education Specialist</i> GIS and Mapping Technician Permit Technician Program Coordinator Project Coordinator Recreation Coordinator Reference Librarian Sewer Vactor Operator II	\$3,777	\$4,815	\$21.79	\$27.78
36	Water Distribution Technician	\$3,969	\$5,058	\$22.90	\$29.18
37	<i>Accountant</i> Public Works Analyst Real Property Specialist	\$4,067	\$5,187	\$23.46	\$29.93
38	IS Assistant II Public Works Analyst <i>Public Works Operations Chief</i> Stormwater Management Coordinator	\$4,170	\$5,315	\$24.06	\$30.66
39	<i>Building Inspector I</i> Industrial Pretreatment Coordinator	\$4,273	\$5,448	\$24.65	\$31.43
40	Adult Services Librarian Senior Accountant Senior Engineering Technician Youth Services Librarian	\$4,379	\$5,586	\$25.26	\$32.23
42	Associate Planner Building/Plumbing Inspector II Engineering Associate <i>Information Systems Analyst</i>	\$4,601	\$5,867	\$26.54	\$33.85
46	Network Administrator Plans Examiner	\$5,079	\$6,477	\$29.30	\$37.37
(italics indicate an unfilled position)					

SEIU Local 503 (OPEU Transit) Compensation Plan Effective July 1, 2014

Position	Monthly		Hourly	
	Low Rate	High Rate	Low Rate	High Rate
Fleet Hostler	\$2,666	\$3,400	\$15.38	\$19.62
Equipment Mechanic I Transit Driver	\$3,018	\$3,846	\$17.41	\$22.19
Transit Dispatcher	\$3,250	\$4,143	\$18.75	\$23.90
Equipment Mechanic II	\$3,676	\$4,687	\$21.21	\$27.04

City of Wilsonville Unrepresented Compensation Plan Effective July 1, 2014

Range	Position	Monthly		Annual	
		Low	High	Low	High
A	Administrative Assistant (Conf.)	\$3,518	\$4,749	\$42,216	\$56,992
B	Human Resources Assistant Accounting Specialist (Conf.)	\$3,694	\$4,987	\$44,327	\$59,841
C	Legal Assistant	\$3,879	\$5,236	\$46,543	\$62,833
D		\$4,073	\$5,498	\$48,870	\$65,975
E		\$4,276	\$5,773	\$51,314	\$69,274
F	City Recorder	\$4,490	\$6,061	\$53,880	\$72,737
G	Community Relations Coordinator Library Operations Manager Roads Supervisor Transit Supervisor Transit Options Program Manager	\$4,714	\$6,365	\$56,573	\$76,374
H	Facilities Supervisor Fleet Manager Parks Supervisor Program Manager Utilities Supervisor	\$4,950	\$6,683	\$59,402	\$80,193
I	Civil Engineer GIS Manager Natural Resources Manager	\$5,198	\$7,017	\$62,372	\$84,203
J		\$5,458	\$7,368	\$65,491	\$88,413
K	Finance Operations Manager Human Resources Manager Long Range Planning Manager	\$5,730	\$7,736	\$68,765	\$92,833
L	Transit Operations Manager	\$6,017	\$8,123	\$72,204	\$97,475
M	Current Planning Manager Economic Development Manager Engineering Manager Public Affairs Director	\$6,318	\$8,529	\$75,814	\$102,349
N	Assistant Finance Director Building Official Information Systems Manager	\$6,634	\$8,956	\$79,605	\$107,466
O	Assistant City Attorney Planning Director	\$6,965	\$9,403	\$83,585	\$112,839
P	Library Director Parks & Recreation Director Transit Director	\$7,314	\$9,873	\$87,764	\$118,481
Q	Public Works Director	\$7,497	\$10,120	\$89,958	\$121,443
R	Community Development Director Finance Director	\$7,684	\$10,373	\$92,207	\$124,480
S	Assistant City Manager	\$7,876	\$10,633	\$94,512	\$127,592
	Municipal Court Judges	\$90 - \$94 per hour			
	City Attorney, contract pay package*	\$10,925		\$131,102	
	City Manager, contract pay package*	\$9,167-\$11,667		\$110,000-\$140,000	

*City Manager and City Attorney pay package reviewed annually by Council



Expenditure Summaries

By Program

Excluding Interfund Service and Transfers

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Policy and Administration	\$ 4,111,570	\$ 4,120,642	\$ 4,750,944	\$ 5,018,076	\$ 4,956,636	\$ 4,956,636
Community Development	3,468,188	3,506,135	4,095,929	4,077,300	3,998,180	3,998,180
Public Works	7,489,763	8,030,307	9,437,403	10,441,949	10,276,629	10,276,629
Parks & Recreation	1,774,631	1,752,039	2,181,580	2,462,587	2,433,687	2,433,687
Library	1,432,558	1,479,526	1,633,430	1,695,477	1,686,597	1,686,597
Transportation	5,759,657	5,872,734	6,874,489	7,832,414	7,802,464	7,802,464
Public Safety	3,759,009	3,851,165	4,112,871	4,168,620	4,165,460	4,165,460
Total Operating Budget	<u>\$ 27,795,376</u>	<u>\$ 28,612,548</u>	<u>\$ 33,086,646</u>	<u>\$ 35,696,423</u>	<u>\$ 35,319,653</u>	<u>\$ 35,319,653</u>

By Major Cost Category

Excluding Interfund Services, Transfers and Capital Projects

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services	\$ 12,897,793	\$ 12,881,358	\$ 14,790,895	\$ 15,012,010	\$ 14,850,240	\$ 14,850,240
Materials and Services	14,280,388	15,037,639	17,214,801	18,626,802	18,411,802	18,411,802
Capital Outlay	617,195	693,551	1,080,950	2,057,611	2,057,611	2,057,611
Total Appropriations	<u>\$ 27,795,376</u>	<u>\$ 28,612,548</u>	<u>\$ 33,086,646</u>	<u>\$ 35,696,423</u>	<u>\$ 35,319,653</u>	<u>\$ 35,319,653</u>

Policy & Administration

administration

The City Manager is appointed by City Council and is the chief administrative officer of the City. It is the City’s Manager’s responsibility to manage, direct and coordinate the municipal services and business affairs of the City. The Manager is responsible for translating the City Council’s goals into budgetary priorities. The City Manger also prepares and presents the annual budget to the City Council for its review and adoption.

The Public Affairs Division provides the information link between the citizenry, the business community and the elected and appointed officials of the City, as well as taking on special projects assigned by the City Manager. The City Recorder serves as secretary for the City Council and is responsible for records management and elections.

Program Objectives

Financial Discipline

- Continue to seek efficiencies in city operations to maintain existing service levels
- Ensure long term financial policies continue to meet best practices and serve as the underpinning for the City’s 5-Year Forecast

Well Maintained Infrastructure

- Continue efforts to find sustainable funding solutions for infrastructure needs
- Keep infrastructure master plans up to date

Welcoming, Engaged and Satisfied Residents

- Support a work environment that promotes customer service
- Encourage citizen involvement and respond to citizens’ concerns in a timely and professional manner
- Provide opportunities for the public to interact with Council and staff

Economic Development

- Facilitate City Council and Community decision making concerning the future growth and development of Wilsonville and funding infrastructure improvements
- Work on public policy issues that impact the City at regional, state, and federal levels
- Develop a unique, identifiable trademark for the City of Wilsonville
- Continue to implement the City’s Economic Development Strategic Plan

Other Program Objectives

- Continued implementation of a city-wide communications strategy
- Use the city newsletter and new media to keep the public informed
- Further refinement and implementation of adopted Council Goals

Position	Full Time Equivalent Positions			
	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
City Manager	1.00	1.00	1.00	1.00
Executive Secretary	1.00	0.50	0.50	1.00
City Recorder	1.00	1.00	1.00	1.00
Public Affairs Director	1.00	1.00	1.00	1.00
Community Relations Coordinator	1.00	1.00	1.00	1.00
Management Analyst	1.00	0.00	0.00	0.00
	6.00	4.50	4.50	5.00

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 431,674	\$ 403,360	\$ 443,450	\$ 464,900	\$ 464,670	\$ 464,670
Employee benefits	228,812	235,166	272,395	275,030	269,580	269,580
Total	660,486	638,526	715,845	739,930	734,250	734,250
Materials and Services						
Supplies	47,265	70,744	56,480	66,469	66,469	66,469
Prof and tech services	177,353	152,153	149,370	201,092	201,092	201,092
Utility services	3,978	4,396	3,900	4,580	4,580	4,580
Comm svcs programs	162,790	144,925	191,655	246,743	241,743	241,743
Employee development	42,675	39,269	46,710	48,877	48,877	48,877
Fees, dues, advertising	34,766	26,093	30,565	30,871	30,871	30,871
Meetings & Council	42,306	44,273	54,540	55,085	55,085	55,085
Total	511,133	481,853	533,220	653,717	648,717	648,717
Capital Outlay						
Machinery & equipment	34,574	15,230	50,000	50,000	50,000	50,000
Total Department	\$ 1,206,193	\$ 1,135,609	\$ 1,299,065	\$ 1,443,647	\$ 1,432,967	\$ 1,432,967

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Interfund charges	326,824	202,345	271,502	245,626	245,626	245,626
Urban renewal charges	105,000	110,000	140,000	135,700	135,700	135,700
General Fund revenues	774,369	823,264	887,563	1,062,321	1,051,641	1,051,641
Total	\$ 1,206,193	\$ 1,135,609	\$ 1,299,065	\$ 1,443,647	\$ 1,432,967	\$ 1,432,967

Explanation of Variances

Supplies consists of postage including the Boones Ferry Messenger mailings, copier maintenance, and video related equipment funded through the PEG communication reserve. The increase reflects cost of mailings, with an additional \$7,500 budgeted for postage.

The Professional and Technical Services budget includes amounts for microfilming, legislative assistance, transcription, printing, and branding development services. Also included are amounts for the archival management software maintenance contract, print expenses for the Boones Ferry Messenger. The increase reflects a budgeted \$50,000 estimate for branding/marketing efforts.

The Community Services Programs budget includes amounts for tourism development, community service grants, a retail leakage study, and other special projects. The increase reflects a budgeted \$50,000 estimate for a retail leakage study.

Meetings & Council includes cable telecasting expenses for Council work sessions and meetings.

Capital Outlay reflects charges for video related equipment funded through the PEG communication reserve.

The Finance Department efficiently operates the City’s financial information systems to provide timely, useful and accurate financial information to internal management, City Council, Budget Committee and external users. Finance provides treasury services with the goals of minimizing borrowing costs and maximizing the return on investments. Finance provides high quality service and support to all customers of the department.

Primary functions include accounting, budgeting, cash management, debt service, payroll, accounts payable, accounts receivables (utilities, business licenses, transit taxes, local improvement districts, hotel/motel taxes) and financial reporting.

Program Objectives

Welcoming, Engaged and Satisfied Residents

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

Fiscal Discipline

- Develop and propose a capital replacement funding strategy for the City’s general government capital assets
- Work with Community Development on a stormwater rate study and SDC methodology update
- Analyze administrative fees and recommend changes where necessary to cover related costs

Other Program Objectives

- Prepare the FY 2014-15 Comprehensive Annual Financial Report (CAFR) in a format that qualifies for submittal to the Government Finance Officer’s Association (GFOA) Certificate of Achievement in Financial Reporting Program
- Prepare the FY 2015-16 Adopted Budget document in a format that qualifies for submittal to the GFOA Distinguished Budget Award Program
- Administer the utility relief program to help low-income customers with delinquent utility bills

Position	Full Time Equivalent Positions			
	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Financial Operations Manager	1.00	1.00	1.00	1.00
Special Projects Manager	0.00	0.25	0.00	0.00
Administrative Assistant III	0.90	0.90	0.90	0.90
Senior Accountant	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00
Utility Billing Specialist	1.00	1.00	1.00	1.50
	8.90	9.15	8.90	9.40

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 609,700	\$ 590,837	\$ 638,100	\$ 683,580	\$ 680,200	\$ 680,200
Employee benefits	284,218	282,822	343,620	353,810	333,640	333,640
Total	893,918	873,659	981,720	1,037,390	1,013,840	1,013,840
Materials and Services						
Supplies	60,780	53,483	68,510	70,200	70,200	70,200
Prof and tech services	146,998	174,633	196,140	208,255	208,255	208,255
Utility services	35,232	36,691	43,890	45,065	45,065	45,065
Fleet services	1,330	1,134	3,220	4,240	4,240	4,240
Repairs & maintenance	18,653	23,640	26,260	26,680	26,680	26,680
Rents & leases	405	1,188	600	1,200	1,200	1,200
Insurance	1,917	3,362	4,520	4,725	4,725	4,725
Comm svcs programs	-	-	6,595	-	-	-
Employee development	8,311	8,990	16,130	15,600	12,600	12,600
Fees, dues, advertising	7,141	6,234	9,390	9,480	9,480	9,480
Meeting expenses	277	162	515	520	520	520
Misc. services & supplies	74,131	114,045	147,950	150,150	142,150	142,150
Total	355,175	423,562	523,720	536,115	525,115	525,115
Capital Outlay						
Machinery & equipment	-	-	-	11,000	11,000	11,000
Total Department	\$ 1,249,093	\$ 1,297,221	\$ 1,505,440	\$ 1,584,505	\$ 1,549,955	\$ 1,549,955

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Charges for services	\$ 26,000	\$ 29,320	\$ 28,300	\$ 28,100	\$ 28,100	\$ 28,100
Interfund charges	782,068	851,267	1,010,807	1,233,681	1,233,681	1,233,681
Urban renewal charges	48,000	57,000	60,000	57,600	57,600	57,600
General Fund revenues	393,025	359,634	406,333	265,124	230,574	230,574
Total	\$ 1,249,093	\$ 1,297,221	\$ 1,505,440	\$ 1,584,505	\$ 1,549,955	\$ 1,549,955

Explanation of Variances

Personnel Services increase is due to a reclassification of a .5 FTE Court Clerk position to a .5 FTE Utility Billing Specialist position to reallocate workload based on need.

Capital Outlay budget of \$11,000 is for a copy machine replacement.

Performance Measurements

<i>Goal</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Deliver efficient, effective financial services	General obligation bond rating	Aa2	Aa2	Aa2	Aa2	Aa2
	Actual cost to deliver financial services	\$ 1,183,174	\$ 1,249,093	\$ 1,297,221	\$ 1,384,151	\$ 1,584,505
	Costs to deliver financial services as percentage of total City operating budget	4%	4%	4%	4%	4%
Current fiscal year savings from refinanced or early payment on debt:	<i>Water supported</i>	\$ 86,371	\$ 85,209	\$ 81,988	\$ 89,430	\$ 91,462
	<i>Sewer supported</i>	\$ 53,890	\$ 54,386	\$ 54,101	\$ 58,735	\$ 58,124
	<i>Local Impr. District</i>	\$ 20,791	\$ 8,035	\$ -	\$ -	\$ -
Provide relevant, effective and timely information to users to facilitate decision making processes	Revenue forecasts on major revenues - percentage variance to budget	-3.6%	-1.4%	1.0%	0.7%	0.0%

Performance Measurements Outcome

Financial Integrity	A strong bond rating by Moody’s provides outside evidence of the strong financial health of the organization.
Efficiency and effectiveness	Maintaining a constant cost percent to deliver financial services through new demands and special analysis indicates that efficiencies are realized.
Relevant and timely	Revenue forecasts are within acceptable ranges and imply accuracy of projections.



The Information Systems Department manages the City’s information and communications technologies including the City’s network, phone system, computers, servers, websites, and applications. In addition, IS provides training and special project assistance to departments and oversees the City’s Geographic Information Systems program.

FY 2014-15, IS Department accomplishments include:

- Completed project to redesign and convert existing City web sites to a new hosted platform, including the addition of two new sites, for a total of 5 main City web sites. The conversion provided enhanced content management tools, improved site functionality and speed, and a lower total cost over a 5-year contract term.
- Continued to work with Public Works on the multi-year implementation of a comprehensive asset management system. For FY 2013-14, IS aided in the conversion of the current application to an enhanced version that provides support for mobile device access and helped with the implementation of a work order module for increased efficiency and better tracking.
- Completed design build of Phase 1 of the Wilsonville Public Communication Network (Wilsonville Fiber Project)
- Provided support to city departments for a wide variety of special projects

Program Objectives

- Utilize current and emerging technologies to reduce costs, create efficiencies, and enhance services
- Maintain operation and inventory of hardware, software, and network systems
- Develop and test business continuity and disaster recovery plans for City information systems
- Continue to enhance City websites and provide convenient and cost effective access to information and services online
- Guide the GIS Program in creating operating efficiencies through the implementation of mapping technologies

Position	Full Time Equivalent Positions			
	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Information Systems Manager	1.00	1.00	1.00	1.00
Information System Assistant II	1.00	1.00	1.00	1.00
Systems Analyst	1.00	0.00	0.00	0.00
Network Administrator	0.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00

information systems

Policy & Administration

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 229,385	\$ 235,697	\$ 247,020	\$ 255,850	\$ 254,580	\$ 254,580
Employee benefits	106,988	112,463	130,260	123,450	121,740	121,740
Total	336,373	348,160	377,280	379,300	376,320	376,320
Materials and Services						
Supplies	59,284	74,851	78,705	79,493	79,493	79,493
Prof and tech services	88,812	59,801	90,898	106,808	106,808	106,808
Utility services	8,417	8,665	11,800	12,008	12,008	12,008
Repairs & maintenance	6,242	6,783	7,010	7,080	7,080	7,080
Employee development	5,526	3,587	6,525	6,591	6,591	6,591
Fees, dues, advertising	329	258	350	354	354	354
Meeting expenses	142	117	202	204	204	204
Total	168,752	154,062	195,490	212,538	212,538	212,538
Capital Outlay						
Machinery & equipment	59,912	59,389	45,450	45,905	45,905	45,905
Total Department	\$ 565,037	\$ 561,611	\$ 618,220	\$ 637,743	\$ 634,763	\$ 634,763

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Interfund charges	\$ 145,021	\$ 232,260	\$ 271,900	\$ 271,596	\$ 271,596	\$ 271,596
General Fund revenues	420,016	329,351	346,320	366,147	363,167	363,167
Total	\$ 565,037	\$ 561,611	\$ 618,220	\$ 637,743	\$ 634,763	\$ 634,763

Explanation of Variances

For FY 2014-15, the IS Department budget is primarily status quo with the exception of a \$15,000 increase in Professional and Technical Services for technical assistance with several planned network projects.

Policy & Administration

information systems

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Identify and track workload indicators	Users supported	139	138	134	132	131
	Personal computers supported	214	209	209	205	207
	Physical servers supported	29	20	23	17	14
	Virtual servers supported	5	18	13	16	21
	Other equipment supported	76	73	113	127	138
	Applications supported	77	72	72	73	73
Effectively maintain and support City systems	Network up-time	99.8%	99.8%	99.5%	99.7%	99.8%
	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

Performance Measurements Outcome

For FY 2014-15, the number of users has decreased slightly due to unfilled positions coupled with fluctuations in intern positions. The number of supported devices is up significantly with increasing smartphone, tablet and other mobile device use. IS continues to receive excellent ratings in the annual survey and hopes to be able to keep this rating high despite the increasing support needs.

Network uptime has fluctuated with less reliable leased line access at some facilities. The Fiber Project Phase 1 completion should significantly stabilize these network issues.



Policy & Administration

geographic information systems

The GIS Department creates, maintains and administers the City's Enterprise GIS system. GIS works with the GIS Steering Committee (GISSC) to identify projects and priorities across the enterprise and provide tools and analysis to City staff. GIS's main goal is to provide excellent professional mapping services to internal and external customers.

In FY 2013-14 the GIS Department:

- Completed more than 150 mapping projects requested by City staff
- Provided maps and analysis for major planning efforts including:
 - Frog Pond and Advance Road planning grant application
 - Coffee Creek Industrial Area planning project
 - Basalt Creek planning area
 - Vacant Lands/Buildable Land Inventory project
 - Multiple grant applications
- Managed the 2013 GIS Intern Program (5th year of the program) directed at reconciling the CAD and GIS database for City infrastructure in preparation for use in the City asset management system
- Continued support for the implementation and the GIS integration of Cartegraph (asset management)
- Maintained enterprise GIS hardware, software, and internal and external mapping websites
- Continued to coordinate with regional partners in cost saving data sharing, coordination, acquisition and project planning

Program Objectives

Welcoming, Engaged and Satisfied Residents

- Identify opportunities to utilize GIS to improve City services

Other Program Objectives

- Develop and maintain GIS access tools for City Staff and the community
- Maintain GIS hardware and software systems
- Develop and maintain GIS data layers
- Provide GIS education and training

Position	Full Time Equivalent Positions			
	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
GIS Manager	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	1.50	1.50	1.50	1.50

geographic information systems

Policy & Administration

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 105,943	\$ 98,702	\$ 110,880	\$ 111,130	\$ 110,660	\$ 110,660
Employee benefits	46,503	48,195	54,380	52,120	51,110	51,110
Total	152,446	146,897	165,260	163,250	161,770	161,770
Materials and Services						
Supplies	6,205	4,897	7,898	7,977	7,977	7,977
Prof and tech services	33,750	28,487	51,349	51,863	51,863	51,863
Utility services	253	621	500	503	503	503
Employee development	3,375	2,172	5,202	5,253	5,253	5,253
Fees, dues, advertising	620	1,789	1,858	1,877	1,877	1,877
Meeting expenses	126	-	303	306	306	306
Total	44,329	37,966	67,110	67,779	67,779	67,779
Total Department	\$ 196,775	\$ 184,863	\$ 232,370	\$ 231,029	\$ 229,549	\$ 229,549

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Interfund charges	\$ 171,360	\$ 161,600	\$ 163,200	\$ 170,400	\$ 170,400	\$ 170,400
Urban renewal charges	9,200	9,200	9,400	10,600	10,600	10,600
General Fund revenues	16,215	14,063	59,770	50,029	48,549	48,549
Total	\$ 196,775	\$ 184,863	\$ 232,370	\$ 231,029	\$ 229,549	\$ 229,549

Explanation of Variances

The GIS budget is status quo.

Performance Measures

Strategy	Measure	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Workload indicators	% of survey respondents that use GIS for job duties	83%	71%	80%	75%	75%
	% of survey respondents that use online mapping tools	60%	65%	75%	75%	75%
Effectiveness indicator	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

Performance Measures Outcome

Similar to past years, responses to the annual GIS Survey indicated an overall average rating of “excellent”. There is a continued desire by City staff for additional training in ArcGIS Desktop, MapOptix and WilsonvilleMaps.com. GIS will continue to provide additional training and additional outreach to increase the awareness of the availability of the GIS tools and capability.

Policy & Administration

legal

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 Assistant City Attorney attends meetings of the City Council, Urban Renewal Agency, Development Review Board and Planning Commission, and works closely with the City Manager and all department managers. Under the supervision of the City Attorney, the Department provides legal advice to the City Council, City boards and commissions, reviews legal documents, drafts ordinances and resolutions, directs litigation including that of the City Prosecutor, negotiates and drafts contracts and development agreements and assists in risk management.

The City Attorney supervises the Assistant City Attorney and the Legal Secretary.

Program Objectives

Other Program Objectives

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

Full Time Equivalent Positions

Position	Budget 2011-12	Budget 2012-13	Adopted 2013-14	Proposed 2014-15
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00

legal

Policy & Administration

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 278,519	\$ 294,093	\$ 316,670	\$ 319,260	\$ 317,760	\$ 317,760
Employee benefits	118,083	120,865	149,100	139,540	136,820	136,820
Total	396,602	414,958	465,770	458,800	454,580	454,580
Materials and Services						
Supplies	9,660	8,170	9,340	9,434	9,434	9,434
Prof and tech services	4,257	6,984	15,700	25,857	21,857	21,857
Utility services	849	627	610	920	920	920
Employee development	8,647	6,629	10,300	10,404	10,404	10,404
Fees, dues, advertising	2,061	2,574	3,420	3,454	3,454	3,454
Meeting expenses	-	104	100	101	101	101
Total	25,474	25,088	39,470	50,170	46,170	46,170
Total Department	\$ 422,076	\$ 440,046	\$ 505,240	\$ 508,970	\$ 500,750	\$ 500,750

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Interfund charges	\$ 118,577	\$ 122,730	\$ 138,302	\$ 110,087	110,087	110,087
Urban renewal charges	53,000	51,000	103,000	82,600	82,600	82,600
General Fund revenues	250,499	266,316	263,938	316,283	308,063	308,063
Total	\$ 422,076	\$ 440,046	\$ 505,240	\$ 508,970	\$ 500,750	\$ 500,750

Explanation of Variances

Professional and Technical Services will increase \$10,000 for temporary legal clerical help which will assist with the department's increasing backlog and ongoing demands.

Policy & Administration

human resources/risk management

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

The Human Resources Department includes the Assistant City Manager, a Human Resources Manager and a Human Resources Assistant. The Assistant City Manager serves as the Human Resources Director and Risk Manager, and provides management oversight to four other operating divisions: Parks and Recreation, Library, Police (contract) and the risk management program. Meanwhile, the Human Resources Manager oversees the day-to-day functions of the department.

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

Program Objectives

Other Program Objectives

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

Full Time Equivalent Positions

Position	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Assistant City Manager	1.00	1.00	1.00	1.00
HR Manager	1.00	1.00	1.00	1.00
HR Assistant	0.75	0.75	0.75	0.75
Intern (High School)	0.10	0.10	0.10	0.10
	2.85	2.85	2.85	2.85

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 229,873	\$ 223,217	\$ 251,200	\$ 254,530	\$ 252,230	\$ 252,230
Employee benefits	96,541	91,458	119,950	121,540	120,310	120,310
Total	326,414	314,675	371,150	376,070	372,540	372,540
Materials and Services						
Supplies	1,644	2,253	3,000	3,031	3,031	3,031
Prof and tech services	37,465	43,198	28,015	35,520	35,520	35,520
Utility services	1,441	1,848	2,495	2,533	2,533	2,533
Insurance	54,168	84,438	116,080	122,450	122,450	122,450
Employee development	35,602	33,626	46,783	47,281	47,281	47,281
Fees, dues, advertising	1,567	1,969	2,000	4,000	4,000	4,000
Flex plan admin	3,338	3,876	4,300	4,343	4,343	4,343
Recognition expenses	10,304	14,818	15,786	15,944	15,944	15,944
Meeting expenses	453	591	1,000	1,010	1,010	1,010
Total	145,982	186,617	219,459	236,112	236,112	236,112
Total Department	\$ 472,396	\$ 501,292	\$ 590,609	\$ 612,182	\$ 608,652	\$ 608,652

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Interfund charges	\$ 178,515	\$ 221,540	\$ 260,400	\$ 282,249	\$ 282,249	\$ 282,249
General Fund revenues	293,881	279,752	330,209	329,933	326,403	326,403
Total	\$ 472,396	\$ 501,292	\$ 590,609	\$ 612,182	\$ 608,652	\$ 608,652

Explanation of Variances

Professional and Technical Services has increased to reflect the cost of negotiating two collective bargaining agreements expiring in 2015.

The Fees, Dues, and Advertising increase reflects additional association fees.

The Insurance increase reflects an expected rise in the general liability premiums for the City.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Recruit, hire and retain the most qualified people to staff the City's service delivery needs	FTEs (not including Clackamas County Sheriff's Office, Water Treatment Plant or Wastewater Treatment Plant)	161.9	162.4	153.9	152.9	153.4
	Full-time(FT) recruitments	8	13	12	10	8
	Applications processed	-	1,211	740	950	750
	Percentage of FTEs that pass probationary period	99%	100%	100%	100%	100%
Minimize work-related accidents and maintain an excellent safety record	Number of workers' compensation claims	9	7	12	3	2
	Number of time loss days due to workers compensation injuries	3	23	108	30	-
	Total paid losses	\$2,853	\$20,024	\$31,299	\$10,000	\$3,000
	Experience modification history	0.83	0.93	1.00	0.96	0.87

Performance Measurements Outcome

The City has implemented safety incentive programs for safety sensitive positions. These programs were developed at a minimal cost without any increase to the budget in an effort to promote a safe work environment and reduce worker's compensation costs.



Community Development

administration

Community Development Administration provides leadership for current development and construction in the City of Wilsonville and for planning future growth and infrastructure needs. The Community Development Department includes the Building, Engineering, Planning, Natural Resources/Stormwater Management, and Economic Development Divisions. Their program objectives are identified in those budgets. Administration is tasked with regional coordination and planning for land use, transportation, and water systems; economic development and managing the City’s Urban Renewal plans and projects; financing and implementing the City’s five-year Capital Improvement Program; compliance with the City’s NPDES MS4 (stormwater) permit and protection of the City’s natural resources; and real estate acquisitions and property management.

Program Objectives

Fiscal Discipline

- Update the Transportation System Development Charges to reflect the 2013 TSP CIP
- Update the Stormwater Utility Fee to assure sustainable operations and maintenance of the storm drainage system
- Update the wastewater treatment component of the Wastewater System Development Charge

Thoughtful Land Use

- Develop concept plans for Frog Pond and Advance Road residential areas

Well Maintained Infrastructure

- Complete the Wastewater Collection System Master Plan
- Complete the 2014 Annual Street Maintenance Program
- Participate in the Willamette River Water Supply Plan
- Strategize programming for the Charbonneau Consolidated Improvement Plan

Community Amenities and Recreation

- Plan for successful integration of our existing living, working and playing areas as we complete our concept planning and implement our CIP

Multi-Modal Transportation Network

- Implement the 3-Year Bicycle and Pedestrian Connectivity Action Plan.
- Complete an intergovernmental agreement with ODOT, select a consultant, and complete the environmental study and preliminary design for the French Prairie Bicycle and Pedestrian Emergency Bridge project

Economic Development

- Develop a funding and annexation strategy for implementing the Coffee Creek Industrial area plan
- Develop a concept plan for the Basalt Creek Industrial Area in partnership with Tualatin
- Continue to match businesses interested in Wilsonville with appropriate sites and available buildings

Full Time Equivalent Positions

Position	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Community Development Director	1.00	1.00	1.00	1.00
Assistant Community Development Director	1.00	0.00	0.00	0.00
Real Property Specialist	1.00	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	0.00	0.00
Administrative Assistant I	1.50	1.50	1.50	1.50
Economic Development Manager	1.00	1.00	1.00	1.00
	6.50	5.50	4.50	4.50

administration

Community Development

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 471,742	\$ 345,133	\$ 359,820	\$ 364,690	\$ 360,120	\$ 360,120
Employee benefits	197,728	156,284	177,780	170,850	168,260	168,260
Total	669,470	501,417	537,600	535,540	528,380	528,380
Materials and Services						
Supplies	43,085	52,088	53,640	46,521	46,521	46,521
Prof and tech services	69,417	71,046	49,520	49,138	49,138	49,138
Utility services	33,880	36,068	43,110	43,657	43,657	43,657
Fleet services	2,950	2,901	2,800	2,740	2,740	2,740
Repairs & maintenance	21,423	24,625	25,230	25,480	25,480	25,480
Rents & leases	-	563	-	-	-	-
Insurance	1,991	3,518	4,690	4,690	4,690	4,690
Employee development	4,022	9,002	9,850	9,949	9,949	9,949
Meeting expenses	2,573	1,460	3,300	2,500	2,500	2,500
Fees, dues, advertising	-	700	1,030	1,040	1,040	1,040
Total	179,341	201,971	193,170	185,715	185,715	185,715
Capital Outlay						
Software	2,050	-	20,000	20,200	20,200	20,200
Total Department	\$ 850,861	\$ 703,388	\$ 750,770	\$ 741,455	\$ 734,295	\$ 734,295

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Interfund charges	\$ 380,561	\$ 324,129	\$ 382,770	\$ 297,250	\$ 297,250	\$ 297,250
Urban renewal charges	458,000	367,170	368,000	412,750	412,750	412,750
Intergovernmental Revenues	100,000	-	-	-	-	-
CD Fund reserves	-	12,089	-	31,455	24,295	24,295
Total	\$ 938,561	\$ 703,388	\$ 750,770	\$ 741,455	\$ 734,295	\$ 734,295

Explanation of Variances

The Community Development Administration budget is status quo with reductions where prudent.

Staff plans to review fees and charges related to all community development programs to seek a balance between program costs and revenues.

Community Development

engineering

The Engineering Division provides professional level project design services, project management, construction inspection and related services for publicly funded capital improvement projects and privately financed residential, commercial and industrial development within the City. Engineering also provides technical direction for infrastructure master planning, design, cost estimating, operations and maintenance. Additional responsibilities include traffic management, maintaining accurate infrastructure 'as-built' records, mapping, street addressing and development/revision of Public Works construction standards.

Program Objectives

Clear Vision and Community Design, Thoughtful Land Use, Well Maintained Infrastructure, Multi-Modal Transportation Network, Safe Healthy & Aesthetically Pleasing Community & Economic Development

- Review land use applications and provide conditions of approval for infrastructure requirements and compliance with Wilsonville Development Code and design standards
- Complete construction plan review and inspections for infrastructure and right-of-way improvements constructed through private development to ensure compliance with approved permits, plans, and Public Works construction standards
- Complete a revision to the City-wide Public Works Standards
- Complete the Wastewater Collection System Master Plan and provide support for a collection System Rate Study and System Development Charge update
- Complete the design and construction of Canyon Creek Road from Boeckman Road to Vlahos Drive
- Complete the design and permitting for the Kinsman Road Extension between Barber and Boeckman
- Complete design and land acquisition, and begin construction of the Barber Street Bridge and road connection between Kinsman Road and Villebois Village
- Complete Advance design for the Tooze Road improvements between 110th and Grahams Ferry Road
- Provide assistance on Parks projects and the Library Improvements Project
- Provide support for the Frog Pond/Advance Road and Basalt Creek concept planning processes
- Complete analysis and prioritization for Charbonneau District Infrastructure Improvements
- Provide support for the Coffee Creek Development Readiness Initiative
- Provide support for implementation of the Bike/Ped Connectivity 3-year Action Plan
- Continue to provide support to the Public Works for miscellaneous infrastructure rehabilitation and replacement projects
- Provide support to the regional Willamette Water Supply System (WWSS) Initiative
- Maintain and enhance utility infrastructure mapping and integration with GIS/Cartograph databases

Full Time Equivalent Positions

Position	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
City Engineer	1.00	1.00	0.00	0.00
Deputy City Engineer	2.00	2.00	2.00	2.00
Civil Engineer	1.00	1.00	2.00	2.00
Senior Engineering Technician	3.00	2.00	2.00	2.00
Engineering Associate	1.00	1.00	1.00	1.00
GIS and Mapping Technician	1.00	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00	1.00
	10.00	9.00	9.00	9.00

engineering

Community Development

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 640,251	\$ 639,239	\$ 701,590	\$ 715,640	\$ 707,830	\$ 707,830
Employee benefits	295,067	305,990	396,240	376,820	369,280	369,280
Total	935,318	945,229	1,097,830	1,092,460	1,077,110	1,077,110
Materials and Services						
Supplies	19,561	22,964	20,300	20,503	20,503	20,503
Prof and tech services	77,884	59,212	108,505	109,590	102,590	102,590
Utility services	4,805	4,357	7,180	7,292	7,292	7,292
Fleet services	18,220	14,285	17,820	15,250	15,250	15,250
Repairs & maintenance	2,105	2,620	2,545	2,571	2,571	2,571
Rents & leases	-	-	11,474	11,589	1,589	1,589
Insurance	1,156	2,592	2,700	2,700	2,700	2,700
Employee development	18,008	9,049	15,600	12,000	12,000	12,000
Meeting expenses	1,098	7	624	630	630	630
Fees, dues, advertising	3,886	6,112	5,828	9,744	9,744	9,744
Total	146,723	121,198	192,576	191,869	174,869	174,869
Total Department	\$ 1,082,041	\$ 1,066,427	\$ 1,290,406	\$ 1,284,329	\$ 1,251,979	\$ 1,251,979

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Permits	\$ 186,345	\$ 361,048	\$ 303,000	\$ 403,000	\$ 403,000	\$ 403,000
Charges for services	58,880	26,500	31,500	31,500	31,500	31,500
Interfund charges	673,422	915,115	871,846	815,328	815,328	815,328
Urban renewal charges	163,394	133,000	130,000	125,300	125,300	125,300
Total	\$ 1,082,041	\$ 1,435,663	\$ 1,336,346	\$ 1,375,128	\$ 1,375,128	\$ 1,375,128

Explanation of Variances

Personnel Services now reflects full staffing for the Engineering Division. The vacant Civil Engineer position was filled in August 2013.

Fleet Services includes a reserve component for future vehicle replacement and a fleet operating component in support of Engineering vehicles. This operating component is based on a three-year rolling average of department work orders.

The Engineering Department has scaled back Employee Development costs in order to balance out an expected increase in Fees, Dues, and Advertising resulting from higher easement recording fees and title insurance costs.

Community Development

building inspections

The Building Inspections Division is responsible for reviewing plans, issuing permits and inspecting building construction to ensure compliance with the State of Oregon Specialty Codes and Fire Life Safety Codes. The specialty codes include Building, Residential, Fire, Plumbing and Mechanical 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 and support staff.

Program Objectives

Fiscal Discipline

- Aid in the management and supervision of assigned capital improvement projects as directed by the Community Development Director

Welcoming, Engaged and Satisfied Residents

- Respond to public concerns within 48 hours from date received and coordinate with Assistant Planner/Code Enforcement in the Planning Division

Safe Healthy & Aesthetically Pleasing Community

- Recognize and meet the adopted department operating plan and program standards mandated through the State Building Codes Division

Economic Development

- Review all single-family dwelling plans within 15 days of a completed application
- Review all commercial project plans within three weeks of a completed application
- Accomplish all requested building inspections within 24 hours from the date of request
- Support Community Development work teams as assigned

Full Time Equivalent Positions

Position	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Building Official	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00	1.00
Building Inspector II	2.00	2.00	2.00	2.00
On-Call Inspector	0.10	0.10	0.60	0.60
	5.10	5.10	5.60	5.60

building inspections

Community Development

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 346,933	\$ 380,945	\$ 422,340	\$ 444,770	\$ 438,230	\$ 438,230
Employee benefits	154,751	186,974	215,560	221,650	213,400	213,400
Total	501,684	567,919	637,900	666,420	651,630	651,630
Materials and Services						
Supplies	8,290	6,454	11,000	11,110	11,110	11,110
Prof and tech services	6,743	12,304	64,830	52,042	46,042	46,042
Utility services	2,772	3,647	3,907	6,740	6,740	6,740
Fleet services	13,050	10,875	9,870	8,880	8,880	8,880
Insurance	761	1,241	1,290	1,290	1,290	1,290
Employee development	2,321	6,147	8,787	8,875	8,875	8,875
Fees, dues, advertising	2,152	1,715	2,475	2,500	2,500	2,500
Total	36,089	42,383	102,159	91,437	85,437	85,437
Capital Outlay						
Computer & IS equipment	-	5,000	-	-	-	-
Total	-	5,000	-	-	-	-
Total Department	\$ 537,773	\$ 615,302	\$ 740,059	\$ 757,857	\$ 737,067	\$ 737,067

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Permits	\$ 1,022,161	\$ 1,562,054	\$ 1,463,345	\$ 1,283,531	\$ 1,283,531	\$ 1,283,531
Total	\$ 1,022,161	\$ 1,562,054	\$ 1,463,345	\$ 1,283,531	\$ 1,283,531	\$ 1,283,531

Explanation of Variances

Excess revenues will be placed in the Building Inspection Contingency Fund for future year funding needs.

The anticipated number of additional residential housing units is expected to be higher than the annual 10-year average of 90 single family dwellings. The resulting increase in required inspections and plan reviews will be performed by on-call inspection and plan review staff which will continue to meet the additional workload.

Utility Services increase is for additional mobile devices provided to field inspection staff resulting in greater employee efficiencies.

Performance Measurements

<i>Goal</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Perform requested inspections by the end of the next work day while maintaining or improving operating efficiency	Number of online inspection requests per year	n/a	n/a	n/a	2,500	4,250

Performance Measurements Outcome

A new service was added to the city’s website which allows customers to enter inspection request online. Building Inspectors also enter inspection results online which allows for customers to gain access to the inspection results and comments at any time.

The Building Division will implement an over-the-counter plan review and permit policy and program which will boost customer service for tenant improvement permits.



Community Development

planning

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. Planning is responsible for the City’s land use policies and regulations, including the Comprehensive Plan, various Master Plans, and the Development Code. Program responsibilities are divided between current planning, long-range planning, capital project support, and code enforcement.

Current Planning staff works closely with customers seeking to develop commercial, industrial and residential projects. Staff also helps interested and affected stakeholders understand and comment on proposals. Current planning duties include all aspects of development coordination, site plan review, construction oversight, inspection services and land-use code enforcement.

Long-range Planning staff works with citizens as well as local, regional, and state agencies to prepare master plans for future development of the community. The staff facilitates legislative amendments to the Comprehensive Plan and Development Code to achieve compliance with regional and state law and coordinates with Metro on regional issues such as Urban Growth Boundary (UGB) expansions and Regional Transportation Plan (RTP) updates.

Program Objectives

Clear Vision and Community Design

- In collaboration with citizens, property owners and stakeholders, plan the Frog Pond/Advance Road areas to be the next generation of great neighborhoods

Thoughtful Land Use

- Adopt Statewide Planning Goal 10 Housing Needs Analysis and associated code amendments
- With private development partners, continue to implement the Villebois Master Plan
- With Tualatin, develop a Concept Plan for the Basalt Creek area to create opportunities for business, jobs, and housing

Community Amenities and Recreation

- Support the Parks and Recreation Department to complete the community recreation/aquatics center feasibility study
- Develop the next Regional Park and section of the Ice Age Tonquin Trail in the Villebois neighborhood

Multi-Modal Transportation Network

- Assist with planning and execution of Capital Improvement Projects that fill in critical gaps in the non-motorized transportation network and develop materials to promote the network
- Support the Community Development Department in launching the French Prairie Bicycle and Pedestrian Emergency Bridge project

Economic Development

- Create a Form Based Code for the Coffee Creek Industrial Area.
- Continue to provide high quality customer service by matching businesses interested in Wilsonville with appropriate sites and available buildings.

Full Time Equivalent Positions

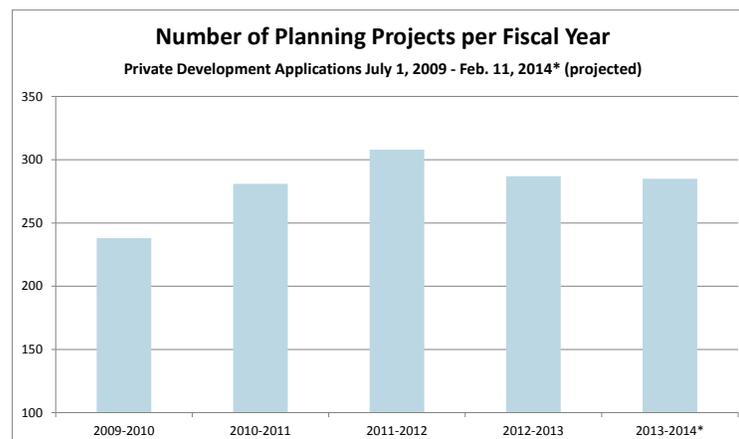
Position	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Planning Director	1.00	1.00	1.00	1.00
Manager of Long-Range Planning	0.00	1.00	1.00	1.00
Manager of Current Planning	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00
Assistant Planner	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	0.60
Administrative Assistant III	1.00	1.00	1.00	1.00
	7.00	8.00	8.00	7.60

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 418,241	\$ 519,843	\$ 569,630	\$ 567,310	\$ 564,510	\$ 564,510
Employee benefits	208,721	267,953	323,940	301,980	298,740	298,740
Total	626,962	787,796	893,570	869,290	863,250	863,250
Materials and Services						
Supplies	3,742	3,124	13,725	13,725	13,725	13,725
Prof and tech services	40,807	43,746	71,680	71,680	61,680	61,680
Utility services	1,178	1,573	2,100	2,100	2,100	2,100
Fleet services	1,770	1,624	1,710	1,760	1,760	1,760
Insurance	173	389	410	420	420	420
Employee development	7,665	7,490	9,350	9,350	9,350	9,350
Fees, dues, advertising	6,557	7,566	8,300	8,300	8,300	8,300
Meeting expenses	198	514	825	825	825	825
Total	62,090	66,026	108,100	108,160	98,160	98,160
Total Department	\$ 689,052	\$ 853,822	\$ 1,001,670	\$ 977,450	\$ 961,410	\$ 961,410

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Permits	\$ 418,349	\$ 339,884	\$ 270,208	\$ 282,100	\$ 282,100	\$ 282,100
Villebois Master Plan Fee	115,000	10,000	39,000	40,000	40,000	40,000
Intergovernmental	-	-	25,000	25,000	25,000	25,000
Interfund charges	100,703	207,457	190,000	172,351	172,351	172,351
Urban renewal charges	55,000	46,000	47,000	47,000	47,000	47,000
General Fund revenues	-	200,000	200,000	236,000	236,000	236,000
CD Fund reserves	-	50,481	230,462	174,999	158,959	158,959
Total	\$ 689,052	\$ 853,822	\$ 1,001,670	\$ 977,450	\$ 961,410	\$ 961,410

Explanation of Variances

The Planning budget is status quo. The Personnel Services budget reflects reduction of a full time budgeted position to part-time.



Performance Measurements

Goal: Meet the needs of citizens and the development community in the land use review process

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Provide efficient, responsive, quality, customer service for all development applications	DRB Review Board files	45	61	75	65	50
	Administrative Review files	82	66	60	55	70
	Sign Review files	47	57	49	25	30
	Tree Review files	107	124	103	140	110

Performance Measurements Outcome

Record single-family permit issuance and valuation in 2013 will likely be surpassed in 2014 as numerous large subdivisions develop throughout the City. The Villebois market remains strong, being driven by multiple homebuilders offering a variety of housing products at a range of price points. Major projects include Polygon’s Tonquin Woods 3 and 4, Lennar’s Retherford Meadows, and the continuation of Legend at Villebois. Outside of Villebois, Renaissance Homes Boat Club will provide upper end homes on the Willamette River and Jory Trail single-family homes are nearing completion.

Last year, the City achieved great success in job creation and value added tenant improvements as numerous existing large buildings received new tenants. Stream Global, World of Speed, Pacific Natural Foods, and Southern Wine and Spirits all came to Wilsonville, bringing significant jobs while utilizing existing industrial warehouse space. As existing buildings have filled up with new tenants, interest in speculative industrial development is on the rise, which bodes well for the Coffee Creek and Basalt Creek areas. It is anticipated that there will be new industrial development in 2014. Commercial activity was good, vacancies are low and new projects are on the horizon. Major commercial projects included the opening of Carl’s Jr. and Tonkin’s Grand Turismo. Upcoming construction projects include Café Yumm at Argyle Square.



Community Development natural resources/stormwater management

The Natural Resources Program maintains a healthy environment by ensuring long-term care of local natural resources such as streams, wetlands and natural areas. The Stormwater Management Program manages both the quantity and quality of stormwater runoff and provides adequate drainage and protection of local streams and aquatic systems pursuant to federal and state requirements. The City's stormwater program is funded by fees charged on residential and commercial utility bills.

The Natural Resources and Stormwater programs include:

- Planning and project management
- Policy and code development

Partnerships with local and regional organizations

- Environmental education and outreach

Program Objectives

Environmental Stewardship

- Effectively plan for the protection and maintenance of the City's stormwater system
- Review stormwater management activities and make refinements as needed to support the recommendations of the Stormwater Master Plan and the requirements of the National Pollutant Discharge Elimination System (NPDES) Stormwater Management Plan
- In cooperation with staff in the Public Works Department, coordinate field activities to assure that new development is constructed and maintained in a way that meets the requirements of the Clean Water Act and related regulations
- Provide ongoing baseline monitoring to detect significant changes of the water quality associated with local nonpoint source discharges
- Develop effective strategies for managing and sustaining healthy and flourishing natural resources
- Educate and engage the public about protecting and conserving natural resources through participation in restoration projects, interpretive programs, and other events
- Protect, enhance and restore native habitat through the control of invasive species and the reestablishment of native plant communities
- Foster and maintain partnerships with local and regional organizations to achieve effective management and cost efficiencies

Well Maintained Infrastructure

- Revise and update the City's stormwater requirements
- Provide technical support for the Kinsman Road extension, Barber Street extension and Canyon Creek Road extension projects

Position	Full Time Equivalent Positions			
	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Natural Resources Program Manager	1.00	1.00	1.00	1.00
Stormwater Management Coordinator	1.00	1.00	1.00	1.00
Environmental Education Specialist	1.00	1.00	0.00	0.00
	3.00	3.00	2.00	2.00

natural resources/stormwater management Community Development

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 188,234	\$ 140,422	\$ 147,230	\$ 152,160	\$ 150,670	\$ 150,670
Employee benefits	90,395	74,817	87,000	83,410	82,120	82,120
Total	278,629	215,239	234,230	235,570	232,790	232,790
Materials and Services						
Supplies	1,091	436	2,929	2,958	2,958	2,958
Prof and tech services	11,059	30,360	50,505	50,500	50,500	50,500
Utility services	1,003	940	1,427	1,464	1,464	1,464
Fleet services	2,880	2,767	2,580	2,640	2,640	2,640
Repairs & maintenance	11,870	13,050	14,913	16,577	16,577	16,577
Insurance	163	361	380	380	380	380
Comm svcs programs	1,672	3,115	4,545	4,590	4,590	4,590
Employee development	94	-	1,010	1,020	1,020	1,020
Fees, dues, advertising	-	928	505	510	510	510
Total	29,832	51,957	78,794	80,639	80,639	80,639
Total Department	\$ 308,461	\$ 267,196	\$ 313,024	\$ 316,209	\$ 313,429	\$ 313,429

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Interfund charges	\$ 90,000	\$ 88,613	\$ 66,000	\$ 93,690	93,690	93,690
Urban renewal charges	18,000	17,000	9,000	7,000	7,000	7,000
Stormwater Fund	120,493	144,006	188,919	178,489	178,489	178,489
CD Fund	79,968	17,577	49,105	37,030	34,250	34,250
Total	\$ 308,461	\$ 267,196	\$ 313,024	\$ 316,209	\$ 313,429	\$ 313,429

Explanation of Variances

The increase in Repairs and Maintenance is the result of restoring funding for field screenings (\$1,500) that was eliminated from the FY 2013-14 budget.

Performance Measurements

Goal: Improve the ecological functions of local native habitats through planning and management

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Enhance and restore native plant communities within local parks and natural areas	Total acres planted	4	4	4	4	4

Goal: Assure surface waters within the City support a healthy environment, healthy people and healthy fish

<i>Strategy</i>	<i>Measure</i>					
Monitor and inspect erosion control measures from pre-application to project completion for all construction sites within the City	Written record of each construction site which notes any deficiencies and follow-up regarding erosion control requirements	98	173	235	200	200

Performance Measurements Outcome

The City’s Natural Resource and Stormwater program are operating successfully in accordance with established regulations and performance measures.



Public Works

administration

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

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

Program Objectives

Environmental Stewardship

- Provide management oversight to Veolia Water North American for the operation and maintenance of the Willamette Water Treatment Plant
- Incorporate sustainable practices into maintenance and operations processes
- Provide management oversight to CH2M HILL for the operations and maintenance of the Wastewater Treatment Plant and lift stations

Well Maintained Infrastructure

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

Safe Healthy & Aesthetically Pleasing Community

- Organize City emergency management supplies, training and exercises
- Ensure City’s emergency preparedness

Welcoming, Engaged and Satisfied Residents

- Support various community events, celebrations and festivals

Other Program Objectives

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

Full Time Equivalent Positions

Position	Budget 2011-12	Budget 2012-13	Budget * 2013-14	Adopted 2014-15
Public Works Director	1.00	1.00	1.00	1.00
Operations Manager	1.00	1.00	0.00	0.00
Utility Manager	1.00	1.00	0.00	0.00
Public Works Analyst	1.00	0.00	1.00	1.00
Administrative Assistant I	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	5.50	4.50	3.50	3.50

* Reallocation of staff to Parks Maintenance, Water, Wastewater, Facilities and Stormwater Funds

administration

Public Works

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 262,376	\$ 253,090	\$ 240,770	\$ 250,410	\$ 249,170	\$ 249,170
Employee benefits	125,868	119,329	126,750	120,470	118,750	118,750
Total	388,244	372,419	367,520	370,880	367,920	367,920
Materials and Services						
Supplies	17,661	30,601	24,325	24,568	24,568	24,568
Prof and tech services	11,504	2,875	4,646	4,693	4,693	4,693
Utility services	18,466	19,134	20,555	21,063	21,063	21,063
Fleet services	7,180	5,322	4,910	6,730	6,730	6,730
Repairs & maintenance	6,810	7,654	8,770	8,860	8,860	8,860
Insurance	1,114	2,137	2,230	2,360	2,360	2,360
Employee development	3,500	6,491	6,171	6,233	6,233	6,233
Fees, dues, advertising	2,130	2,399	2,929	2,958	2,958	2,958
Meeting expenses	1,122	2,107	1,780	1,798	1,798	1,798
Total	69,487	78,720	76,316	79,263	79,263	79,263
Total Department	\$ 457,731	\$ 451,139	\$ 443,836	\$ 450,143	\$ 447,183	\$ 447,183

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Interfund charges	\$ 252,668	\$ 249,249	\$ 273,972	\$ 306,306	\$ 306,306	\$ 306,306
General Fund revenues	205,063	201,890	169,864	143,837	140,877	140,877
Total	\$ 457,731	\$ 451,139	\$ 443,836	\$ 450,143	\$ 447,183	\$ 447,183

Explanation of Variances

Fleet Services includes a reserve component for future vehicle replacement and a fleet operating component in support of Public Works' vehicles and equipment.

Public Works

facilities

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

Improvements completed during the 2013-14 budget year include:

- Replacement of the Memorial Park Forest Shelter’s roof
- Installation of new metal siding and roofing on the 3-bay pole maintenance building
- Installation of 40 parking bumpers at the Fleet shop
- Construction of an elevated loading dock to the second floor of the Memorial Park maintenance barn
- Installation of new curbing and landscaping at the Community Center
- Completion of keyless entry systems at the Library, Community Center and Public Works/Police buildings
- Placement of a fall arrest system on the roof tops of the Public Works/Police Building and City Hall
- Slurry seal and restriping of the City Hall parking lot and the remaining 50% of the Library parking lot
- Cleaning and restoration of the cedar siding on the Charbonneau Historic Water Tower

The anticipated special projects for FY 2014-15 include:

- Development of a 5 and 10 year operation and maintenance plan for Facilities
- Replacement of parking lot at the Gesellschaft Well
- Continuation of inventory of facilities for asset management
- Slurry seal and restripe the Public Works/Police parking lot
- Replacement of old HVAC systems at the Community Center
- Installation of a centralized building controls system

Program Objectives

Environmental Stewardship

- Use green products and chemicals where applicable
- Expand on the existing battery/light bulb/ballast recycling program

Well Maintained Infrastructure

- Make prompt repairs
- Perform scheduled maintenance of City buildings and grounds

Safe Healthy & Aesthetically Pleasing Community

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

Full Time Equivalent Positions

Position	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Public Works Supervisor	0.50	0.50	1.00	1.00
Senior Utility Worker	2.50	2.50	3.00	3.00
Utility Worker	0.50	0.50	0.00	0.00
Seasonal Utility Worker	0.75	0.75	1.50	1.50
	4.25	4.25	5.50	5.50

facilities

Public Works

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 173,501	\$ 199,135	\$ 257,400	\$ 271,190	\$ 269,530	\$ 269,530
Employee benefits	89,147	115,056	164,320	160,120	158,120	158,120
Total	262,648	314,191	421,720	431,310	427,650	427,650
Materials and Services						
Supplies	32,851	36,982	53,153	55,105	55,105	55,105
Prof and tech services	16,285	16,170	48,650	49,832	49,832	49,832
Utility services	6,615	12,044	14,847	15,141	15,141	15,141
Fleet services	44,005	42,831	33,810	35,930	35,930	35,930
Repairs & maintenance	260,878	223,544	242,870	258,359	258,359	258,359
Rents & leases	1,608	-	3,000	3,030	3,030	3,030
Insurance	822	1,833	1,925	1,980	1,980	1,980
Employee development	3,655	4,986	5,440	5,495	5,495	5,495
Meeting expenses	-	-	500	505	505	505
Fees, dues, advertising	55	536	1,550	1,566	1,566	1,566
Total	366,774	338,926	405,745	426,943	426,943	426,943
Total Department	\$ 629,422	\$ 653,117	\$ 827,465	\$ 858,253	\$ 854,593	\$ 854,593
Resources Summary						
	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Interfund charges	\$ 84,777	\$ 100,700	\$ 126,400	\$ 162,101	162,101	162,101
Urban renewal charges	3,000	3,000	3,100	3,100	3,100	3,100
General Fund revenues	541,645	549,417	697,965	693,052	689,392	689,392
Total	\$ 629,422	\$ 653,117	\$ 827,465	\$ 858,253	\$ 854,593	\$ 854,593

Explanation of Variances

Repairs and Maintenance will increase \$9,600 to accommodate the addition of the recently acquired Parks and Recreation Building. The increase includes only the maintenance of the additional 4,330 square footage. Since the building is located in Town Center Park, the landscaping around the building will be maintained by the Parks Maintenance Division.

Public Works

roads

The Roads Section provides resourceful maintenance services to City streets, sidewalks, pathways, ADA ramps, signs and signals. Maintenance is performed by City staff in coordination with contractors. The City’s transportation system is fundamental in supporting the quality of life enjoyed by residents, businesses and visitors.

The Roads program is involved in various efforts associated with public rights-of-way, such as:

- Enforcement of City sign codes within City right-of-way
- Maintenance of guardrails, bikeways and pedestrian pathways
- Maintenance of street trees, landscaped medians and roadway landscapes
- Providing support to community groups which volunteer their services to the Adopt-A-Road Program
- Installation of handicapped accessible ramps at intersections
- Sanding streets during inclement weather
- Graffiti removal
- Oversee the repair of traffic signaling devices
- Provide litter control and vegetation control for roadways
- Installation and maintenance of street and traffic signs
- Installation and maintenance of pavement markings
- Provide oversight of street sweeping contractor

Program Objectives

Well Maintained Infrastructure

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

Safe Healthy & Aesthetically Pleasing Community

- Promote safety through the maintenance of road surfaces and signage via a systematic approach that quickly corrects damaged signs, roadway and pathway surfaces and includes maintaining clear markings on roadways and crosswalks
- Manage the Adopt-a-Road Program to keep the community attractive and free of litter

Position	Full Time Equivalent Positions			
	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Public Works Supervisor	0.75	0.75	0.80	0.80
Senior Utility Worker	1.50	1.50	1.50	1.50
Utility Worker	1.00	1.00	1.00	1.00
Seasonal Utility Worker	0.50	0.50	0.75	0.75
	3.75	3.75	4.05	4.05

roads

Public Works

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 183,051	\$ 185,937	\$ 202,940	\$ 208,530	\$ 206,490	\$ 206,490
Employee benefits	106,941	110,041	131,670	127,140	124,190	124,190
Total	289,992	295,978	334,610	335,670	330,680	330,680
Materials and Services						
Supplies	15,176	13,613	16,407	16,664	16,664	16,664
Prof and tech services	18,572	20,293	25,703	26,031	26,031	26,031
Utility services	77,476	120,476	121,762	133,906	133,906	133,906
Fleet services	32,550	37,274	36,530	37,400	37,400	37,400
Repairs & maintenance	165,346	202,229	253,374	252,659	252,659	252,659
Rents & leases	-	-	1,061	1,072	1,072	1,072
Insurance	804	1,827	1,900	2,570	2,570	2,570
Employee development	7,488	4,750	6,750	6,817	6,817	6,817
Meeting expenses	-	-	80	80	80	80
Fees, dues, advertising	625	307	610	616	616	616
Total	318,037	400,769	464,177	477,815	477,815	477,815
Capital Outlay						
Machinery & equipment	-	4,650	20,000	-	-	-
Total Department	\$ 608,029	\$ 701,397	\$ 818,787	\$ 813,485	\$ 808,495	\$ 808,495
Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Intergovt'l - Gas tax	\$ 1,071,900	\$ 1,106,527	\$ 1,127,500	\$ 1,158,500	\$ 1,158,500	\$ 1,158,500
Total	\$ 1,071,900	\$ 1,106,527	\$ 1,127,500	\$ 1,158,500	\$ 1,158,500	\$ 1,158,500

Explanation of Variances

The increase to Utilities reflects the addition of rights-of-way that will be maintained by the Roads Section for the irrigation at the I-5 Interchange and Wilsonville Road.

The Insurance increase is due to higher Roads property and equipment insurance premiums.

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.

Program Objectives

Well Maintained Infrastructure

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

Safe Healthy & Aesthetically Pleasing Community

- Provide adequate lighting of roadways and sidewalks
- Identify replacement and "infill" streetlight (safety) projects

Full Time Equivalent Positions

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

street lighting

Public Works

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Materials and Services						
Utility services	\$ 246,871	\$ 260,590	\$ 285,000	\$ 287,850	\$ 272,850	\$ 272,850
Repairs & maintenance	5,565	2,375	19,574	19,770	4,770	4,770
Total Department	\$ 252,436	\$ 262,965	\$ 304,574	\$ 307,620	\$ 277,620	\$ 277,620

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Charges for services	\$ 381,615	\$ 388,128	\$ 397,000	\$ 410,000	\$ 410,000	\$ 410,000
Total	\$ 381,615	\$ 388,128	\$ 397,000	\$ 410,000	\$ 410,000	\$ 410,000

Explanation of Variances

The Street Lighting budget remains unchanged.

Revenues in excess of operating costs are used to pay for capital improvements.

Public Works

water distribution

The Water Distribution Section distributes clean, safe drinking water in sufficient volume and pressure to meet demand for residential, commercial, recreational, industrial and fire-fighting purposes. Although the Willamette River Water Treatment Plant is the City’s source of water, the City’s wells are kept in working order as a backup supply for emergencies.

The City’s Water Distribution System Includes:

- 2 booster pump stations
- 4 reservoirs – totaling eight million gallons of stored water
- Roughly 104 miles of water mains ranging in size from 6” to 63”
- 1,074 fire hydrants
- Over 3,000 water valves
- Over 5,100 water meters ranging in size from ¾” to 10”
- 8 groundwater wells

Program Objectives

Well Maintained Infrastructure

- Provide effective operation and maintenance of the water storage and distribution systems
- Regular maintenance of wells to keep water clean for auxiliary water supply

Safe Healthy & Aesthetically Pleasing Community

- Continue a comprehensive and thorough backflow prevention program to ensure safe drinking water
- Maintain system water pressure and storage for fire protection
- Conduct routine sampling to support water quality goals and regulatory compliance

Position	Full Time Equivalent Positions			
	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Public Works Supervisor	1.00	1.00	0.55	0.55
Water Distribution Tech	3.00	4.00	4.00	4.00
Utility Locator	0.33	0.33	0.33	0.33
Seasonal Utility Worker	0.25	0.00	0.00	0.00
	4.58	5.33	4.88	4.88

water distribution

Public Works

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 309,772	\$ 288,643	\$ 320,480	\$ 331,320	\$ 328,070	\$ 328,070
Employee benefits	164,561	160,759	188,790	187,680	184,730	184,730
Total	474,333	449,402	509,270	519,000	512,800	512,800
Materials and Services						
Supplies	75,412	107,390	104,698	105,745	105,745	105,745
Prof and tech services	33,359	39,567	75,005	75,755	75,755	75,755
Utility services	60,342	59,457	70,227	72,231	72,231	72,231
Fleet services	38,690	35,717	36,850	37,219	37,219	37,219
Repairs & maintenance	106,512	66,747	188,795	190,680	140,680	140,680
Rents & leases	525	-	2,020	2,040	2,040	2,040
Insurance	4,856	8,815	10,090	9,980	9,980	9,980
Community programs	1,297	27	1,000	1,000	1,000	1,000
Employee development	6,365	5,189	6,494	6,559	6,559	6,559
Franchise fee	194,792	219,756	202,600	225,000	225,000	225,000
Fees, dues, advertising	13,987	13,915	16,000	16,160	16,160	16,160
Meeting expenses	20	37	200	402	402	402
Total	536,157	556,617	713,979	742,771	692,771	692,771
Total Department	\$ 1,010,490	\$ 1,006,019	\$ 1,223,249	\$ 1,261,771	\$ 1,205,571	\$ 1,205,571

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2013-14	Adopted 2013-14
Charges for services	\$ 1,010,490	\$ 1,006,019	\$ 1,223,249	\$ 1,261,771	\$ 1,205,571	\$ 1,205,571
Total	\$ 1,010,490	\$ 1,006,019	\$ 1,223,249	\$ 1,261,771	\$ 1,205,571	\$ 1,205,571

Revenues in excess of treatment and operating costs are used to pay administrative charges, debt service, capital improvements, and to fund an equipment and materials replacement reserve.

Explanation of Variances

The Water Distribution budget remains unchanged.

Public Works

water treatment plant

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

Program Objectives

Well Maintained Infrastructure

- Perform scheduled maintenance of the treatment plant

Safe Healthy & Aesthetically Pleasing Community

- Ensure adequate, safe, high-quality water

Other Program Objectives

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

Full Time Equivalent Positions

Personnel at the Water Treatment Plant are employed by Veolia Water North America, but are managed under contract by the City of Wilsonville.

Performance Measurements

Goal: Assure that at all times water supplied by the Willamette Water Treatment Plant is of higher quality than required by drinking water standards.

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Enforce contract provisions to obtain “finished water quality” that is stricter than required by federal and state drinking water standards	Percentage attainment of "finished water quality" standards	Exceeded	Exceeded	Exceeded	Exceeded	Exceeded

Performance Measurements Outcome

The water treatment plant continues to produce exceptionally high quality water far surpassing federal and state drinking water standards. The plant has operated reliably every day since it came online April 29, 2002.

water treatment plant

Public Works

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Materials and Services						
Supplies	\$ 181,100	\$ 155,422	\$ 474,225	\$ 554,426	\$ 554,426	\$ 554,426
Prof and tech services	1,007,846	1,429,104	1,534,027	1,553,520	1,553,520	1,553,520
Utility services	358,243	397,345	466,455	513,195	513,195	513,195
Repairs & maintenance	108,583	150,485	152,400	161,500	161,500	161,500
Insurance	10,486	17,998	18,720	22,040	22,040	22,040
Meeting expenses	36	-	-	-	-	-
Fees, dues, advertising	4,136	3,218	5,220	5,272	5,272	5,272
Total	1,670,430	2,153,572	2,651,047	2,809,953	2,809,953	2,809,953
Capital Outlay						
Machinery & equipment	-	39,858	54,000	130,000	130,000	130,000
Total Department	\$ 1,670,430	\$ 2,193,430	\$ 2,705,047	\$ 2,939,953	\$ 2,939,953	\$ 2,939,953
Resources Summary						
	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Charges for services	\$ 1,670,430	\$ 1,259,018	\$ 1,625,047	\$ 1,949,953	\$ 1,949,953	\$ 1,949,953
Sherwood sales	-	934,412	1,080,000	990,000	990,000	990,000
Total	\$ 1,670,430	\$ 2,193,430	\$ 2,705,047	\$ 2,939,953	\$ 2,939,953	\$ 2,939,953

Explanation of Variances

The increase in Capital Outlay is for three capital purchases. The first involves the cleaning and replacement of the Ozone Generator Dielectrics which are a key component in the process of ozone production. Ozone is used as a disinfection which kills pathogenic organisms and breaks down taste and odor compounds. The second purchase will upgrade two of the Programmable Logic Controls (PLC). PLCs are the “brains” of the treatment plant and serve as a bridge between the operator and the equipment. Due to the age of the units and lack of manufacturer’s support services for this equipment, all PLCs will be upgraded over the next five years. The final allocation will replace the raw water service motor on the 2P3 pump. The pump needs replacement due to weld fatigue causing failure of the pump.

Increase in the Supplies line item is for the replacement of the Granular Activated Carbon (GAC) in filters 3 & 4. The GAC charcoal filters are six-feet thick and further remove turbidity and pathogens; remove organic chemicals; and remove taste/odor compounds to assure consistently high quality of the treated water. Filters 3 & 4 were replaced in Spring 2011 and may need replacement Spring 2015. Before replacement there will be a reassessment of the need.

Public Works

industrial pretreatment

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

The City’s Industrial Pretreatment Program includes:

- Regulating seven industries in Wilsonville with discharge permits
- Administering best management agreements with dentist offices, restaurants and other companies, as appropriate, to aid in the prevention of harmful pollutants being released into the wastewater system
- Minimizing contaminants at their source through the Fats, Oil and Grease (FOG) program to prevent sanitary sewer overflows (SSOs) associated with excessive amounts of FOG
- Involvement in regional efforts of the Preferred Pumper Program related to FOG
- Engaging in various modes of public outreach
- Implementing a Drug Take Back Program

Program Objectives

Environmental Stewardship

- Effectively and efficiently implement all of the required elements of the Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) approved Industrial Pretreatment Program
- Perform site inspections and assist commercial and industrial customers in identifying pollution prevention opportunities
- Coordinate with other state, regional and local agency programs regarding environmental protection

Other Program Objectives

- Engage in educational activities about pretreatment/FOG/pollution prevention at schools, conferences and businesses

Position	Full Time Equivalent Positions			
	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.00

industrial pretreatment

Public Works

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 63,846	\$ 63,079	\$ 67,340	\$ 68,510	\$ 67,840	\$ 67,840
Employee benefits	25,215	25,267	30,630	30,330	28,330	28,330
Total	89,061	88,346	97,970	98,840	96,170	96,170
Materials and Services						
Supplies	2,778	1,625	1,936	1,629	1,629	1,629
Prof and tech services	4,947	4,356	12,830	12,958	12,958	12,958
Utility services	704	732	833	836	836	836
Fleet services	2,750	2,507	2,550	2,890	2,890	2,890
Repairs & maintenance	68	16	263	266	266	266
Insurance	178	403	420	420	420	420
Employee development	1,772	2,022	2,363	2,387	2,387	2,387
Fees, dues, advertising	1,203	707	1,464	1,899	1,899	1,899
Meeting expenses	114	58	202	204	204	204
Total	14,514	12,426	22,861	23,489	23,489	23,489
Total Department	\$ 103,575	\$ 100,772	\$ 120,831	\$ 122,329	\$ 119,659	\$ 119,659

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Charges for services	\$ 103,575	\$ 100,772	\$ 120,831	\$ 122,329	\$ 122,329	\$ 122,329
Total	\$ 103,575	\$ 100,772	\$ 120,831	\$ 122,329	\$ 122,329	\$ 122,329

Explanation of Variances

The fees, dues and advertising line item was increased slightly for membership in Western States FOG Alliance which is an organization that provides training, support and information related to the Industrial Pretreatment Program.

Performance Measurements

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

Strategy	Measure	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	21	11	14	11	11
	Permits in effect	7	7	7	7	7
Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements	Number of minor violations	7	5	3	3	3
	Number of major violations	0	0	0	0	0

Performance Measurements Outcome

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

Public Works

wastewater treatment plant

The Wastewater Treatment Plant protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater. The Wastewater Treatment Plant and lift stations are operated and maintained by CH2M HILL under contract with the City.

The City's Wastewater Program encompasses:

- A wastewater treatment plant that is designed to treat on average 4 million gallons per day in dry weather
- 8 wastewater lift pump stations
- Processing bio-solids into Class A product that is beneficially reused in an environmentally sound method
- Testing plant influent, effluent, sludge and bio-solids samples

Wastewater pipelines are completely separate from the stormwater pipelines. There are no combined sanitary sewer overflows.

Program Objectives

Environmental Stewardship

- Comply with all National Pollutant Discharge Elimination System (NPDES) conditions and permit limits as set forth and regulated by the Department of Environmental Quality (DEQ)
- Implement a practical bio-solids reuse program

Well Maintained Infrastructure

- Perform scheduled maintenance of the treatment plant and lift stations

Safe Healthy & Aesthetically Pleasing Community

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

Full Time Equivalent Positions

Personnel at the Wastewater Treatment Plant are employed by CH2M HILL and managed under contract by the City of Wilsonville.

wastewater treatment plant

Public Works

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Materials and Services						
Prof and tech serv	\$ 1,085,467	\$ 1,429,820	\$ 1,487,785	\$ 2,014,000	\$ 2,014,000	\$ 2,014,000
Utility services	246,290	326,895	346,500	368,990	368,990	368,990
Insurance	-	9,539	9,980	10,670	10,670	10,670
Fees, dues, advertising	458	-	21,500	20,000	20,000	20,000
Total Department	\$ 1,332,215	\$ 1,766,254	\$ 1,865,765	\$ 2,413,660	\$ 2,413,660	\$ 2,413,660

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Charges for services	\$ 1,332,215	\$ 1,766,254	\$ 1,865,765	\$ 2,413,660	\$ 2,413,660	\$ 2,413,660
Total	\$ 1,332,215	\$ 1,766,254	\$ 1,865,765	\$ 2,413,660	\$ 2,413,660	\$ 2,413,660

Revenues in excess of operating costs are used to pay administrative charges, debt service, and capital improvements.

Explanation of Variances

Per the contract with CH2M Hill, the operating charge (service fee) was adjusted on the acceptance date of the Wastewater Treatment Plant Improvement Project. The revised service fee reflects the new level of service associated with operating and maintaining the improved Wastewater Treatment Plant and lift stations.

Public Works

wastewater collection

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. Wastewater pipelines are kept clean, maintained, and are completely separate from the stormwater pipelines. There are no combined sanitary sewer overflows (SSOs).

The City's Wastewater Collections Program encompasses:

- Over 76 miles of wastewater collection pipes
- Vactor (combination vacuum truck) operations for cleaning the wastewater system
- Root cutting program to clear lines and prevent sewage back-ups
- Prevention of ground water from entering the sanitary system
- Video program to identify problem areas so that maintenance and repairs can be properly prioritized
- Flo-Dar program to monitor flows and identify potential areas of infiltration

Program Objectives

Environmental Stewardship

- Comply with all National Pollutant Discharge Elimination (NPDES) Conditions and permit limits as set forth and regulated by the Department of Environmental Quality (DEQ)
- Inspect and clean sanitary collection system

Well Maintained Infrastructure

- Inspect and rehabilitate manholes as required

Position	Full Time Equivalent Positions			
	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Public Works Supervisor	0.00	0.00	0.30	0.30
Wastewater Lead Operator	1.00	0.00	0.00	0.00
Wastewater Operators II	2.00	0.00	0.00	0.00
Wastewater Operators I	1.00	0.00	0.00	0.00
Lab Technician	1.00	0.00	0.00	0.00
Vactor Operator	1.50	1.50	1.50	1.50
Truck Driver	1.00	0.00	0.00	0.00
Utility Locator	0.33	0.33	0.33	0.33
Maintenance Technician	0.33	0.00	0.00	0.00
	8.16	1.83	2.13	2.13

wastewater collection

Public Works

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 166,570	\$ 100,246	\$ 128,540	\$ 131,930	\$ 130,640	\$ 130,640
Employee benefits	79,914	54,371	79,740	74,990	73,380	73,380
Total	246,484	154,617	208,280	206,920	204,020	204,020
Materials and Services						
Supplies	43,675	20,437	17,680	17,857	17,857	17,857
Prof and tech services	83,286	19,575	30,555	30,272	30,272	30,272
Utility services	83,361	8,535	9,967	10,509	10,509	10,509
Fleet services	27,600	13,344	8,690	2,290	2,290	2,290
Repairs & maintenance	309,166	49,386	158,820	160,750	110,750	110,750
Rents & leases	-		2,000	2,020	2,020	2,020
Insurance	7,167	703	750	750	750	750
Employee development	3,310	2,209	5,556	5,612	5,612	5,612
Franchise fees	210,300	237,162	242,000	292,000	292,000	292,000
Meeting expenses	178	-	202	204	204	204
Fees, dues, advertising	57	883	505	1,100	1,100	1,100
Total	768,100	352,234	476,725	523,364	473,364	473,364
Total Department	\$ 1,014,584	\$ 506,851	\$ 685,005	\$ 730,284	\$ 677,384	\$ 677,384

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Charges for services	\$ 986,115	\$ 506,851	\$ 666,789	\$ 702,987	\$ 702,987	\$ 702,987
Other revenues	28,469	-	18,216	27,297	27,297	27,297
Total	\$ 1,014,584	\$ 506,851	\$ 685,005	\$ 730,284	\$ 730,284	\$ 730,284

Revenues in excess of operating costs are used to pay administrative charges, debt service, and capital improvements.

Explanation of Variances

Fleet Services decrease represents a reduction of vehicles and equipment in this department since contracting out plant operations.

The Franchise Fees increase mirrors expected percentage growth and usage of net sales in the City, including the effects of a sewer rate increase which came into effect January 1, 2014.

Performance Measurements

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

Strategy	Measure	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Scheduled maintenance of wastewater lines in accordance with the vactor truck service plan	Linear feet of wastewater lines cleaned annually	69,000	80,860	60,000	70,000	70,000

Performance Measurements Outcome

As of January 2014 there were 405,597 linear feet of sanitary sewer pipe that is maintained by the City. Regular cleaning of these pipe is required to prevent blockage and back-ups thereby reducing liability. In addition, cleaning the pipe system helps preserve this asset.

Public Works

stormwater maintenance

The Stormwater Maintenance Program ensures the safe and efficient operation of the stormwater conveyance system. This system is comprised of a network of detention ponds, catch basins and ditches which flow into various natural drainage systems.

The Stormwater Maintenance program entails various efforts such as:

- Maintenance of stormwater outfalls and drainage swales
- Cleaning and repair of catch basins, manholes and culvert pipes
- Vactor (combination vacuum truck) operations for the Stormwater Program
- Leaf control
- Maintenance of retention and detention ponds
- Response and clean-up of hazardous spills
- Scheduled sweeping of streets and City facility parking lots
- Managing the stormwater video program

Program Objectives

Environmental Stewardship

- Coordinate field activities with Community Development/Natural Resources staff to ensure the requirements of the Endangered Species Act and related regulations are met
- Reduce pollutants and debris from entering the storm water system through street and parking lot sweeping

Safe Healthy & Aesthetically Pleasing Community

- Maintenance of storm water systems resulting in minimizing flooding, protecting City infrastructure, assuring public safety and controlling erosion into the storm system

Position	Full Time Equivalent Positions			
	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Public Works Supervisor	0.25	0.25	0.35	0.35
Vactor Operator	0.50	0.50	0.50	0.50
Senior Utility Worker	0.50	0.50	0.50	0.50
Utility Locator	0.34	0.34	0.34	0.34
Seasonal Utility Worker	0.25	0.25	0.25	0.25
	1.84	1.84	1.94	1.94

stormwater maintenance

Public Works

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 81,543	\$ 78,820	\$ 98,030	\$ 108,800	\$ 107,740	\$ 107,740
Employee benefits	45,582	46,637	56,880	60,390	59,510	59,510
Total	127,125	125,457	154,910	169,190	167,250	167,250
Materials and Services						
Supplies	9,042	11,759	14,420	14,565	14,565	14,565
Prof and tech serv	63,511	49,327	59,125	59,716	59,716	59,716
Utility services	417	654	2,180	2,202	2,202	2,202
Fleet services	14,820	13,805	11,200	12,080	12,080	12,080
Repairs & maintenance	155,045	140,980	156,334	224,057	214,057	214,057
Rents & leases	-	1,148	1,230	1,242	1,242	1,242
Comm svcs programs	-	102	2,000	1,820	1,820	1,820
Employee development	3,802	738	3,145	3,177	3,177	3,177
Franchise fees	37,089	44,393	38,100	56,000	56,000	56,000
Fees, dues, advertising	-	-	200	402	402	402
Total	283,726	262,906	287,934	375,261	365,261	365,261
Total Department	\$ 410,851	\$ 388,363	\$ 442,844	\$ 544,451	\$ 532,511	\$ 532,511

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Charges for services	\$ 410,851	\$ 388,363	\$ 442,844	\$ 544,451	\$ 532,511	\$ 532,511
Total	\$ 410,851	\$ 388,363	\$ 442,844	\$ 544,451	\$ 532,511	\$ 532,511

Explanation of Variances

Due to budget constraints, the FY 2013-14 Operating budget was reduced to provide funds for a couple of critical stormwater capital projects. As a result, it now appears that the FY 2014-15 Repairs and Maintenance line item is significantly increasing when comparing it to the adjusted budget. Repairs and Maintenance is also increasing this fiscal year due to the addition of roadways and stormwater facilities.

Franchise Fees increase mirrors expected percentage growth and usage of net sales in the City.

Performance Measurements

Goal: Assure surface waters within the City support a healthy environment, healthy people, and healthy fish.

Strategy	Measure	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Percentage of catch basins cleaned annually on an 'as needed' basis	Number of catch basins cleaned	911	823	516	700	700
	Percentage of catch basins cleaned	50%	45%	25%	34%	34%

Performance Measurements Outcome

As of January 4, 2014 there are 2,050 stormwater catch basins in the City. The schedule for cleaning is determined by contamination sources. With regular maintenance of stormwater pipes and catch basins, there is minimal backup or overflow from the conveyance system.

Parks and Recreation

general services

The Parks and Recreation Department is divided into three functional areas: General Services, Community Center, and Parks Maintenance. General Services consists of department administration, park facilities and adult and youth recreation programs. General services is also responsible for management of community service grants, development and implementation of recreation and parks master plans, long-range planning and staff support to the Parks and Recreation Board.

Program Objectives

Clear Vision and Community Design

- Develop a plan to improve bike and pedestrian connectivity throughout the community and integrate the plan in the City's Capital Improvement Plan

Thoughtful Land Use

- Development of Advance Road park site will add sport fields as part of new 10 acre park. The City Park and adjoining WLWV school site will present opportunities for increased partnership with the school district for joint use of facilities

Community Amenities and Recreation

- Complete a feasibility study for a community recreational/aquatic center in Wilsonville
- Complete a Master Plan for Memorial Park
- Support and assist in the design and fundraising efforts for the new skate park
- Determine feasibility of non-traditional recreational amenities (mountain bike skills course, pump track, disc golf, etc.)
- Pursue programming opportunities for persons with special needs
- Establish a plan for an ongoing needs assessment of recreational programs and facilities needs of the community
- Support innovative, community-wide recreational and cultural programming including special events, both City produced and those provided by local service organizations

Fiscal Discipline

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

Welcoming, Engaged and Satisfied Residents

- Provide quality customer service for both internal and external customers while encouraging paperless class registration
- Provide streamlined registration and reservation procedures when feasible

Position	Full Time Equivalent Positions			
	Budget 2011-12	Budget 2012-13	Budget* 2013-14	Adopted 2014-15
Parks & Recreation Director	1.00	1.00	1.00	1.00
Senior Programs Manager*	1.00	1.00	0.00	0.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Information & Referral Specialist*	0.50	0.50	0.00	0.00
Fitness Specialist*	0.80	0.90	0.00	0.00
Nutrition Coordinator I*	0.50	0.50	0.00	0.00
Nutrition Coordinator II*	0.80	0.80	0.00	0.00
Nutrition Assistant (On Call)*	0.16	0.16	0.00	0.00
Administrative Assistant I	1.00	1.00	1.00	0.00
Administrative Assistant II	1.00	1.00	1.00	2.00
Building Monitor*	0.19	0.19	0.00	0.00
Intern	0.05	0.05	0.05	0.05
	8.00	8.10	4.05	4.05

* 4.05 FTEs moved to the new Senior Programs Department in 2013-14.

general services

Parks and Recreation

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 411,399	\$ 352,375	\$ 260,540	\$ 269,990	\$ 269,150	\$ 269,150
Employee benefits	189,549	152,615	150,530	143,990	141,820	141,820
Total	600,948	504,990	411,070	413,980	410,970	410,970
Materials and Services						
Supplies	79,365	91,929	32,000	44,734	44,734	44,734
Prof and tech services	15,183	18,452	13,750	13,787	13,787	13,787
Utility services	31,283	30,252	1,155	19,620	19,620	19,620
Insurance	1,114	1,913	-	500	500	500
Repairs & maintenance	31,372	16,953	-	4,430	4,430	4,430
Rents & leases	1,361	220	-	-	-	-
Comm svcs programs	90,353	98,370	109,270	109,864	109,864	109,864
Employee development	24,983	15,429	6,752	6,820	6,820	6,820
Recognition expenses	1,670	1,822	2,315	2,338	2,338	2,338
Fees, dues, advertising	3,461	2,153	9,735	14,833	14,833	14,833
Meeting expenses	66	90	300	603	603	603
Misc. services & supplies	7,333	8,192	5,150	7,200	7,200	7,200
Total	287,544	285,775	180,427	224,729	224,729	224,729
Capital Outlay						
Machinery & equipment	-	12,245	-	-	-	-
Total Department	\$ 888,492	\$ 803,010	\$ 591,497	\$ 638,709	\$ 635,699	\$ 635,699

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Charges for services	\$ 130,183	\$ 94,424	\$ 54,800	\$ 97,800	97,800	97,800
Grants and donations	18,237	23,857	15,000	9,800	9,800	9,800
General Fund revenues	740,072	684,729	521,697	531,109	528,099	528,099
Total	\$ 888,492	\$ 803,010	\$ 591,497	\$ 638,709	\$ 635,699	\$ 635,699

Explanation of Variances

In prior years, Recreation services and Senior Programs were folded into a single department called Community Services. Beginning in FY 2013-14, the Community Services Department was consolidated with Parks Maintenance to create the Parks and Recreation Department. For budget purposes, the Parks and Recreation Department is divided into general services, parks maintenance and senior programs.

Historical actual amounts in the chart above reflect the previously combined Community Services Program (combining General Services and Senior Programs). Senior Programs is now presented separately. Although now separate, the budget increase of these two programs combined is approximately 4%.

The Community Services Director position has been eliminated and a new Parks and Recreation Director position has assumed the duties of managing the Parks and Recreation Department. The second Administrative Assistant position has been left vacant for a good portion of FY 2013-14. As a result, expenditures for Professional and Technical Services saw a considerable increase as staffing needs have been met through use of a temp service.

Utility increases include estimated costs associated with the new Town Center Park building.

Supplies has increased \$12,000 for the installation of public amenities at the Stein Boozier Barn. This facility currently lacks features that are common among other rentable City facilities including tables, chairs, and adequate lighting. These upgrades are anticipated to quickly recover their initial purchase.

Performance Measurements

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

Strategy	Measure	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Provide innovative opportunities for affordable, quality recreation for youth, ages 0-18	Activities/classes	81	75	73	73	80
Increase participation in recreation programs, classes, and activities targeting youth ages 0-18	Participants	2,385	2,126	1,886	1,900	2,050
	Financial assistance requests granted	35	35	14	10	12

Performance Measurements Outcome

Parks and Recreation staff continues to look for new an innovative program offerings to better serve the Wilsonville Community.

Promotion of service opportunities with city and local nonprofit organizations to encourage citizen engagement for desired community enhancements will continue.

Programming through the Community Center continues to keep pace with physical changes to the Center and access to park facilities, shelters, amphitheaters and the barn. New partnerships and contracted instructors will keep the public active and draw new participants.

The availability of activities/programs for individuals with special needs will be increased. During Summer 2014, a day camp will be offered for youth with special needs. Additionally, a fully accessible structure is being considered as a replacement for the Murase Plaza playground.

The potential for online facility reservations will be explored for future implementation within the current Active Network service system.



Parks and Recreation

senior programs

The Community Center Provides: recreational activities, social opportunities, special events and health and fitness programs for citizens of all ages. The Center serves as a hub for a variety of programs which feature: a senior meal program, fitness classes and drop in activities, health clinics and lunchtime lectures, a fitness studio, multipurpose rooms and a computer lab. The Center offers information and referral, and individualized assessments for specific services such as home delivered meals. Center Staff works in collaboration with the Wilsonville Community Seniors, Inc., a non-profit board that serves in an advisory capacity to the City Council as well as providing support to the Parks and Recreation Board.

Program Objectives

Quality Education

- Provide a variety of education and recreational classes and activities under the guidance of qualified, experienced instructors
- Fulfill the terms of a contract with Clackamas County to provide a range of evidenced based programming including Healthy Bones and Balance, Tai Chi and Stretch, Strength and Stamina

Welcoming, Engaged and Satisfied Residents

- Facilitate the use of a large number of volunteers throughout the City for various programs

Safe, Healthy and Aesthetically Pleasing Community

- Actively partner with Wilsonville’s Healthy Eating Active Living (HEAL) Coalition to improve citizens’ access to healthy living opportunities
- Support a fruit and vegetable tasting program in Wilsonville schools
- Foster physical activity for citizens of all ages activities by offering events such as the City’s first 5k Run and Kid’s Dash in December

Full Time Equivalent Positions

Position	Budget 2011-12	Budget 2012-13	Budget * 2013-14	Adopted 2014-15
Senior Programs Manager	0.00	0.00	1.00	1.00
Information & Referral Specialist	0.00	0.00	0.50	0.50
Fitness Specialist	0.00	0.00	0.90	0.90
Nutrition Coordinator I	0.00	0.00	0.50	0.50
Nutrition Coordinator II	0.00	0.00	0.80	0.80
Nutrition Assistant (On Call)	0.00	0.00	0.16	0.16
Building Monitor	0.00	0.00	0.19	0.19
	0.00	0.00	4.05	4.05

* 4.05 FTEs moved from Parks & Recreation General Service Department in 2013-14.

senior programs

Parks and Recreation

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ -	\$ -	\$ 210,210	\$ 223,870	\$ 222,760	\$ 222,760
Employee benefits	-	-	101,670	108,410	107,340	107,340
Total	-	-	311,880	332,280	330,100	330,100
Materials and Services						
Supplies	-	-	73,215	53,269	53,269	53,269
Prof and tech services	-	-	7,625	7,701	7,701	7,701
Utility services	-	-	38,435	37,538	37,538	37,538
Insurance	-	-	1,990	2,180	2,180	2,180
Repairs & maintenance	-	-	28,290	26,731	26,731	26,731
Rents & leases	-	-	4,840	4,888	4,888	4,888
Comm svcs programs	-	-	20,505	20,710	20,710	20,710
Employee development	-	-	5,570	5,706	5,706	5,706
Total	-	-	180,470	158,723	158,723	158,723
Total Department	\$ -	\$ -	\$ 492,350	\$ 491,003	\$ 488,823	\$ 488,823
Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Charges for services	\$ -	\$ -	\$ 63,200	\$ 58,000	58,000	58,000
Grants and donations	-	-	92,900	80,900	80,900	80,900
General Fund revenues	-	-	336,250	352,103	349,923	349,923
Total	\$ -	\$ -	\$ 492,350	\$ 491,003	\$ 488,823	\$ 488,823

Explanation of Variances

In prior years, Recreation General Services and Senior Programs were folded into a single department called Community Services.

The current year budget for General Services and Senior Programs reflects efforts to more precisely identify the associated costs with each division. Collectively, the total budget increase of these programs combined is approximately 4%.

Performance Measurements

Goal: Support the needs of adults ages 55+ by providing recreational, cultural and social opportunities.

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
	Activities/classes offered	439	445	450	374	400
Provide innovative opportunities for affordable, quality events and activities for adults	Participants	9,812	10,853	10,900	11,948	12,000
	Congregate meals	6,193	6,208	6,500	6,700	6,700
	Home-delivered meals	6,185	6,362	6,500	7,081	7,100

Performance Measurements Outcome

The Community Center underwent a major renovation from September through December of 2013. During that time frame, the senior nutrition program and adult 55+ classes and activities were relocated to Clackamas Community College Training Center in Wilsonville. Some classes and activities, the lunchtime lecture series, and senior special events were put on hold during that time because the kitchen along with the Center’s two large multipurpose rooms and storage areas were under construction. The actual number of classes and activities reflects the scheduling challenges that impacted programming during the renovation. Class participation numbers have increased during since then demonstrating an increased demand for active adult classes, which further presents a challenge between increasing class numbers and limited facility space.



Parks & Recreation

parks maintenance

Parks Maintenance provides professional maintenance services to Wilsonville’s Park System. Facilities receiving these services include: all City parks (Memorial, Murase, Boones Ferry, Riverfox, Park at Merryfield, Tranquil, Engelman, Town Center, Courtside, Canyon Creek, Arrowhead Creek and Sofia), as well as, pedestrian and bicycle trails within the park system. Additionally, limited maintenance or oversight of City owned, but home owner association maintained parks (Willowcreek, Hathaway, Landover, Palermo and Picadilly).

Program Objectives

Fiscal Discipline

- Reduce contracted park maintenance expenses and increase efficiencies by purchasing new equipment which will allow work to be completed in-house, resulting in long-term cost savings

Environmental Stewardship

- Organize a large annual park clean-up aimed at improving trails, removing invasive species and other related maintenance projects
- Partner with Natural Resources and community based non-profits such as Friends of Trees to perform a variety of park maintenance and improvement projects throughout the year

Safe, Healthy and Aesthetically Pleasing Community

- Compliance with the City’s Tobacco Free Parks Ordinance through the installation of 80 “Tobacco Free” signs in City parks

Full Time Equivalent Positions

Position	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Parks Supervisor	0.50	0.50	1.00	1.00
Senior Utility Worker	2.50	2.50	2.00	2.00
Utility Worker	1.50	1.50	2.00	2.00
Seasonal Utility Worker	2.50	2.75	3.25	3.25
	7.00	7.25	8.25	8.25

parks maintenance

Parks & Recreation

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 270,043	\$ 313,098	\$ 358,890	\$ 371,190	\$ 369,370	\$ 369,370
Employee benefits	127,250	150,721	195,100	187,270	185,380	185,380
Total	397,293	463,819	553,990	558,460	554,750	554,750
Materials and Services						
Supplies	59,740	43,830	32,816	34,145	34,145	34,145
Prof and tech services	38,396	41,239	39,120	39,511	39,511	39,511
Utility services	127,907	140,673	203,372	208,791	188,791	188,791
Fleet services	44,005	42,831	50,720	84,360	84,360	84,360
Repairs & maintenance	196,174	175,010	186,231	217,218	217,218	217,218
Rents & leases	9,481	6,492	8,959	9,049	9,049	9,049
Insurance	3,458	6,357	6,950	8,680	8,680	8,680
Employee development	8,956	3,878	7,325	8,398	8,398	8,398
Meeting expenses	-	19	300	303	303	303
Fees, dues, advertising	729	207	950	960	960	960
Total	488,846	460,536	536,743	611,415	591,415	591,415
Capital Outlay						
Machinery & equip	-	24,674	7,000	163,000	163,000	163,000
Total Department	\$ 886,139	\$ 949,029	\$ 1,097,733	\$ 1,332,875	\$ 1,309,165	\$ 1,309,165

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Approved 2014-15
Charges for services	\$ 37,137	\$ 32,580	\$ 36,100	\$ -	-	-
Interfund charges	50,388	50,350	91,700	76,445	76,445	76,445
Assigned contingencies	-	24,674	7,000	163,000	163,000	163,000
General Fund revenues	798,614	841,425	962,933	1,093,430	1,069,720	1,069,720
Total	\$ 886,139	\$ 949,029	\$ 1,097,733	\$ 1,332,875	\$ 1,309,165	\$ 1,309,165

Explanation of Variances

Beginning in FY 2013-14, the Community Services Department was consolidated with Parks Maintenance to create the Parks and Recreation Department. For budget purposes, the Parks and Recreation Department is divided into general services, parks maintenance and senior programs. Previously, Parks Maintenance fell under the supervision of the Public Works Division.

Personnel Services remains unchanged despite additional acreage being added to the park system as part of the development in Villebois.

Utility Services includes estimated costs associated with the Department’s move into the Town Center Park Building.

Fleet Services is allocated based on fleet size and have a replacement reserve component built in. The increase reflects a more precise distinction between vehicles and equipment associated with Parks Maintenance Department versus the Facilities Maintenance Section.

In an effort to maintain a high level of service, the addition of equipment budgeted through Capital Outlay or in Repairs and Maintenance is included in this year’s budget. These long-life purchases will have minimal impacts in the following 10-year cycle and will reduce the dependence on contracted services and City labor. These increases consist of the following: a top dresser to apply sand and turf; an upgrade to the Sofia Park water feature; core processor and turf aerator; slice seeder to efficiently reseed and maintain the safety of sports fields; large tractor to operate old and newly requested implements; ride-on fertilizer spreader; turf sprayer for weed control; and modifications to the existing gate entrance to Memorial Park in order to reduce vandalism.

Library Services

library

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

Program Objectives

Quality Education

- Reach out to all families in the community about the value of reading to their children starting at birth
- Encourage daily reading by children
- Select and promote a quality collection of materials for all residents

Welcoming Engaged and Satisfied Residents

- Comprehensively promote library services to the community
- Remodel the library building to improve its appearance and services
- Expand and promote residents' connection to online tools.

Community Amenities and Recreation

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

Fiscal Discipline

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

Position	Full Time Equivalent Positions			
	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Library Director	1.00	1.00	1.00	1.00
Library Operations 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
Program Coordinator	0.80	0.90	0.90	0.90
Reference Librarian	1.84	1.84	1.84	1.84
Aide/Volunteer Coordinator	0.60	0.60	0.60	0.60
Library Clerk III	2.18	2.18	2.18	2.18
Library Clerk II	2.95	3.05	2.80	2.80
Library Clerk I	2.13	2.13	3.64	3.64
Library Aide	1.36	1.36	0.00	0.00
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.30	0.30	0.40	0.40
	16.26	16.46	16.46	16.46
Volunteers	6.00	6.00	6.00	6.00

library

Library Services

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 747,640	\$ 776,760	\$ 812,950	\$ 848,700	\$ 844,510	\$ 844,510
Employee benefits	357,829	369,568	437,540	439,650	434,960	434,960
Total	1,105,469	1,146,328	1,250,490	1,288,350	1,279,470	1,279,470
Materials and Services						
Supplies	191,595	200,185	220,850	244,491	244,491	244,491
Prof and tech services	3,836	3,761	4,160	2,400	2,400	2,400
Utility services	47,506	49,184	59,325	56,749	56,749	56,749
Repairs & maintenance	39,078	48,407	54,550	55,635	55,635	55,635
Insurance	4,757	8,165	8,410	9,280	9,280	9,280
Comm svcs programs	25,761	19,447	29,000	31,525	31,525	31,525
Employee development	1,899	1,409	2,780	2,808	2,808	2,808
Fees, dues, advertising	1,504	1,488	1,450	1,800	1,800	1,800
Misc serv & supplies	1,302	1,152	2,415	2,439	2,439	2,439
Total	317,238	333,198	382,940	407,127	407,127	407,127
Capital Outlay						
Computer equipment	9,851	-	-	-	-	-
Total Department	\$ 1,432,558	\$ 1,479,526	\$ 1,633,430	\$ 1,695,477	\$ 1,686,597	\$ 1,686,597

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
County shared taxes	\$ 840,058	\$ 918,620	\$ 930,966	\$ 963,779	\$ 963,779	\$ 963,779
Charges for services	62,378	59,891	54,300	56,300	56,300	56,300
Grants and donations	27,745	44,790	47,000	48,700	48,700	48,700
General Fund revenues	502,377	456,225	601,164	626,698	617,818	617,818
Total	\$ 1,432,558	\$ 1,479,526	\$ 1,633,430	\$ 1,695,477	\$ 1,686,597	\$ 1,686,597

Explanation of Variances

Supplies will increase \$23,000 for the purchase of physical books and other materials, as well as e-books and other online materials in FY 2015. For several years, the collection budget for physical items has been shaved so that the Library could begin to experiment with online collections. E-book checkouts were up nearly 20% in Fiscal year 2013, and are up 60% this year. Physical item circulation, meanwhile, is down, corresponding to the 6% fewer physical items that were purchased. This additional funding is to supplement e-book collections in order to continue to feed this new format, and to replace funds that have been taken from physical books, music and movies. Physical item circulation still represents 93% of the Library's checkouts and will continue to be purchased as long as demand exists.

Outside of this addition, Materials and Services remains flat. Large percentage changes within some budget line items are actually the result of immaterial adjustments within the overall budget.

Library Services

library

Performance Measurements

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

Strategy	Measure	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Maintain Oregon Library Association "excellent" standard of at least 4 physical items per capita	Items in the collection at year-end	130,212	129,429	128,903	130,000	132,000
	Service area population, December estimate	21,911	19,900	22,821	23,500	23,500
	Items per capita	5.94	6.50	5.65	5.53	5.62
Annually weed approximately 5% of materials in the collection	Items deleted	8,443	7,390	9,571	9,000	9,000
Add at least 10,000 items to collection	Items added	13,287	13,691	13,543	13,000	13,000
Increase collection turnover to at least 6.0	Average number of times each item is used	5.25	5.44	5.34	5.04	4.92

Goal: Provide friendly and effective help to library users and expedite their access to needed materials.

Strategy	Measure					
Increase reference volume by 5%	Reference questions answered	17,411	15,988	17,662	18,000	18,000
	Percentage change	-1%	-8%	10%	2%	0%

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

Strategy	Measure					
Provide high quality programming	Number of children's programs	353	359	390	390	390
	Attendance at children's programs	19,876	27,355	24,946	25,000	25,000
	Number of adult programs	106	103	80	120	130
	Attendance at adult programs	2,101	2,005	1,830	2,100	2,300

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

Strategy	Measure					
Increase circulation by at least 5% over prior year	Annual print and A/V circulation	507,074	518,290	515,595	490,000	490,000
	Annual e-book and other downloadable circulation	7,916	9,489	11,263	14,000	15,500
	Total Circulation	514,990	527,779	526,858	504,000	505,500
	Percentage change in circulation from previous year	1%	2%	0%	-4%	0%
Achieve average annual per capita circulation of 23 or higher	Per capita circulation	23.50	26.52	23.09	21.45	21.51

Performance Measurements, Continued

		Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Maintain a high level of loans to other libraries	Annual interlibrary loans	176,738	185,663	173,331	165,000	160,000
Goal: Provide high quality resource collections while maximizing benefits per dollar spent.						
Strategy	Measure					
Maximize efficiency of Library staff	Total loans (print circulation plus interlibrary loans) per FTE	42,315	43,294	42,369	40,283	39,975
Maintain ratio of operating expenditures to total loans which reflects efficiency in operations	Total expenditures divided by total loans	\$1.92	\$2.00	\$2.14	\$2.49	\$2.61
Increase volunteer hours worked to at least 6 FTE	Number of hours worked	12,443	12,929	11,540	12,000	12,500
	FTE	6.0	6.2	5.5	5.8	6.0

Performance Measurements Outcome

What the 2012-13 statistics show, broadly, is an accelerating separation in usage growth between physical items and e-items by the Wilsonville community. Year-over-year checkouts of physical materials were flat, in contrast to the community’s use of e-materials, which increased by nearly 20%. However, since the absolute number of physical materials circulated is more than 10 times the number of e-materials, overall circulation will continue to drift down unless the Library can stimulate physical item use.

In terms of programming, while the overall number of juvenile programs rose by 20, attendance was lower. Adult programming attendance was also lower, but with higher average attendance. In both cases, the fluctuations represent to outcomes of evolution and experimentation.

Nonetheless, overall use of the Wilsonville Library is much more robust than other Oregon libraries of its size.

Transportation

SMART transit

SMART provides convenient, safe and reliable transportation services in a fiscally responsible manner to meet the needs of Wilsonville residents, employees and visitors of all ages, ethnicities and income levels. Fleet provides efficient and effective services to all City departments in the maintenance and repair of vehicles and equipment.

The Department’s primary functions include overall administration for transit operations, grant management, commuter and community programs, and fleet services for all City-owned vehicles and equipment. Transit Operations includes demand-response, fixed-route bus service, dispatch center services and a comprehensive training program for transit operators. The SMART Options Program carries out commuter and community based initiatives to increase the use of transit, walking, bicycling and ridesharing to support local and regional transportation system management policies.

Program Objectives

Multi-Modal Transportation Network

- Transit Master Plan (a subset of the Transportation Systems Plan)
- Support regional policies for transportation system management

Welcoming, Engaged and Satisfied Residents

- Exceed customers’ expectations and ensure continuous improvement
- Provide high quality customer service for commuters, residents and the business community

Economic Development

- Plan to provide services to industrial, employment and future development lands (including Coffee Creek, Frog Pond, Advance and Basalt Creek areas)
- Work as part of the City’s economic development team to retain and expand existing businesses and recruit new businesses to Wilsonville

Community Amenities and Recreation

- Provide user-friendly outreach and education on transit and active transportation modes of travel

Safe Healthy & Aesthetically Pleasing Community

- Increase the public’s knowledge of safety for pedestrians and cyclists

Fiscal Discipline

- Continue to actively pursue, secure and administer grant funding to help cover the costs of capital projects and operations

Full Time Equivalent Positions

Position	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Transit Director	1.00	1.00	1.00	1.00
Operation Manager	1.00	1.00	1.00	1.00
Dispatchers	2.00	2.00	2.00	2.00
Field Supervisors	2.00	2.00	2.00	3.00
Trainer	1.00	1.00	1.00	0.00
Drivers	25.69	26.44	26.44	26.77
Program Coordinator	1.00	1.00	1.00	1.00
Transportation Options Program Manager	1.00	1.00	1.00	1.00
Bike & Ped Coordinator	1.00	1.00	0.00	0.00
Intern	0.50	0.00	0.30	0.30
	36.19	36.44	35.74	36.07

SMART transit

Transportation

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 1,672,028	\$ 1,726,035	\$ 1,878,310	\$ 1,931,740	\$ 1,922,260	\$ 1,922,260
Employee benefits	844,515	889,742	1,090,350	1,076,820	1,062,880	1,062,880
Total	2,516,543	2,615,777	2,968,660	3,008,560	2,985,140	2,985,140
Materials and Services						
Supplies	27,725	32,336	49,965	50,465	50,465	50,465
Prof and tech services	194,523	264,835	221,550	216,565	216,565	216,565
Utility services	32,094	42,279	45,805	67,674	67,674	67,674
Repairs & maintenance	33,372	27,669	36,790	35,588	35,588	35,588
Fleet services	966,205	938,115	981,530	1,050,520	1,050,520	1,050,520
Rents & leases	7,508	9,500	515	2,164	2,164	2,164
Insurance	12,877	29,403	32,470	33,930	33,930	33,930
Commuter rail service	300,000	300,000	300,000	312,000	312,000	312,000
Comm svcs programs	22,120	11,524	77,530	76,515	76,515	76,515
Employee development	7,360	9,077	20,870	21,080	21,080	21,080
Fees, dues, advertising	28,020	24,410	34,700	35,047	35,047	35,047
Meeting expenses	2,616	763	3,090	3,121	3,121	3,121
Total	1,634,420	1,689,911	1,804,815	1,904,669	1,904,669	1,904,669
Capital Outlay						
Machinery & equipment	12,000	3,250	30,000	100,000	100,000	100,000
Vehicles	349,331	432,935	727,000	1,423,506	1,423,506	1,423,506
Total	361,331	436,185	757,000	1,523,506	1,523,506	1,523,506
Total Department	\$ 4,512,294	\$ 4,741,873	\$ 5,530,475	\$ 6,436,735	\$ 6,413,315	\$ 6,413,315

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Payroll taxes	\$ 4,048,569	\$ 3,990,885	\$ 4,350,000	\$ 4,524,000	\$ 4,524,000	\$ 4,524,000
Charges for services	179,633	223,931	199,000	218,000	218,000	218,000
Intergovernmental grants	749,354	2,974,577	1,354,109	1,958,542	1,958,542	1,958,542
Other revenues	64,871	21,311	12,000	13,000	13,000	13,000
Total	\$ 5,042,427	\$ 7,210,704	\$ 5,915,109	\$ 6,713,542	\$ 6,713,542	\$ 6,713,542

Explanation of Variances

The Professional and Technical Services budget includes printing, a computer maintenance contract, a transit master plan update and costs associated with the Transit Integration Project. The Transit Integration Project is a two year grant funded project, expiring December 2014. The grant is further explained on the following page and details anticipated grants for FY 2014-15.

The Utilities budget reflects the new building costs with more accuracy and also includes the utilities associated with the driver breakroom located at the Wilsonville SMART Central/WES Station.

Community Service programs also includes costs associated with the Transit Integration Project.

Capital Outlay includes the grant funded purchase of two large buses, four small buses, and technology upgrades to improve system performance.

Transportation

SMART transit

Anticipated Grants for 2014-15

SMART has already received approval for a number of grants that will bring revenue into the FY 2014-15 budget. However, these grants require matching funds that must come from SMART and often require consultant assistance, particularly for grant administration.

Elderly & Disabled (E&D) Transportation Program Grant: Grant funding in the amount of \$103,000 in State Transportation Formula (STF) funds and \$24,000 in State Special Transportation Operating (STO) funds is anticipated to offset the cost of the out-of-town Dial-a-Ride service.

Dial-a-Ride Operations Clackamas County Agreement: An agreement with Clackamas County is anticipated to provide \$56,000 in funding for the Dial-a-Ride demand response service.

OIT Agreement: Final two months (\$5,000) of a pilot program contract that began in September 2013 to provide evening service to the Oregon Institute of Technology.

Transportation Demand Management (STP-U) Grant: Grant funding in the amount of \$82,470 including match will support the SMART Options Program which is designed to work with Wilsonville employers and residents to reduce drive alone commute trips and improve air quality.

Transit Integration Project Grant: Grant funding in the amount of \$193,798 including match will be used to assess the opportunities and cost efficiencies of redesigning transit to integrate fixed route commuter and door-to-door elderly and disabled (E&D) services within the Wilsonville to Portland corridor.

Section #5307 Grant: Grant funding in the amount of \$437,500 including match is anticipated to be used for a master plan update (\$50,000), preventative maintenance (\$287,500) and technology upgrades to improve system performance (\$100,000).

State Capital Grant: Grant funding in the amount of \$148,506 including match will be used to purchase two small buses.

Capital Grant – Clean Fuels: Grant funding in the amount of \$1,275,000 including match will be used to purchase two large diesel-electric hybrid buses and two small CNG-powered buses.

Anticipated Grant Funding for 2014-15

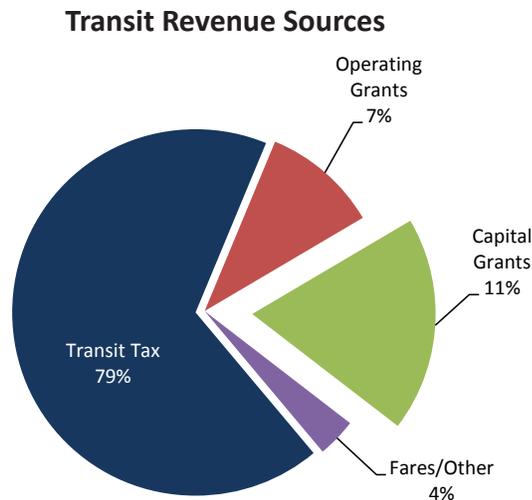
Intergovernmental Agreement /Grant	Funding Source			Funding Use	
	Grant Funding	Transit Tax	Capital Reserve	Operations	Capital
State Grant - Elderly & Disabled Service	\$ 103,000	\$ -	\$ -	\$ 103,000	\$ -
State Grant - Special Transportation Operating	24,000	-	-	24,000	-
OIT Agreement (Final Quarterly Payment)	5,000	-	-	5,000	-
Dial-a-Ride Operations - Clackamas County	56,000	-	-	56,000	-
TDM - STP-U Grant	74,000	8,470	-	82,470	-
Integration Grant	155,038	38,760	-	193,798	-
Section #5307 - Master Plan, Maintenance	350,000	67,500	20,000	337,500	100,000
Capital Grant - ODOT 29300 (2 buses)	133,254	-	15,252	-	148,506
Capital Grant - Clean Fuels - Capital (2 buses)	1,058,250	-	216,750	-	1,275,000
	\$ 1,958,542	\$ 114,730	\$ 252,002	\$ 801,768	\$ 1,523,506

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$9.20	\$8.92	\$10.91	\$10.22	\$10.07
	Cost per service hour	\$70.78	\$74.39	\$85.37	\$86.40	\$89.28
	Cost per mile	\$4.71	\$4.92	\$5.92	\$5.72	\$5.94
	Passenger trips per service hour	7.7	8.3	7.8	8.5	8.9
	Passenger trips per mile	0.51	0.55	0.54	0.56	0.59
Increase ridership within the community	Number of passenger trips	344,723	370,526	351,374	376,827	388,132
	Service hours	44,828	44,407	44,908	44,561	43,772
	Annual miles driven	674,054	671,903	647,786	673,288	657,687
	On-time performance	99%	99%	99%	99%	99%

Performance Measurements Outcome

We expect ridership to rebound from the 4% loss experienced during FY 2012-13. This loss was due in part to the fare increase implemented in October 2012, along with the lower gasoline prices. Even with this ridership loss, revenue is expected to exceed budgeted projections by 10% for FY 2013-14. An expected modest ridership increase in FY 2014-15 will raise Service revenue by 1.5%.



Transportation

fleet

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 Services manages the vehicle and equipment maintenance and replacement funds, coordinates and executes all fleet acquisitions and sales, repairs and maintains equipment, manages outside vendor support and manages 2-way radio acquisition and maintenance for all City departments.

Fleet personnel are responsible for the repair and ongoing maintenance of 224 items including:

- 34 Transit vehicles
- 7 passenger vehicles
- 29 pickup trucks
- 4 heavy trucks
- 7 emergency generators
- 131 pieces of equipment ranging from small grounds maintenance tools to heavy equipment and tractors
- 12 trailers

Program Objectives

Well Maintained Infrastructure

- Provide safe and clean vehicles and equipment

Fiscal Discipline

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

Environmental Stewardship

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

Position	Full Time Equivalent Positions			
	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Fleet Services Manager	1.00	1.00	1.00	1.00
Mechanic II	2.00	2.00	2.00	2.00
Mechanic I	2.00	2.00	2.00	2.00
Fleet Hostler	2.00	1.50	1.50	1.60
	7.00	6.50	6.50	6.60

fleet

Transportation

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 303,881	\$ 286,162	\$ 331,040	\$ 343,050	\$ 340,180	\$ 340,180
Employee benefits	169,317	167,567	216,150	221,040	217,380	217,380
Total	473,198	453,729	547,190	564,090	557,560	557,560
Materials and Services						
Supplies	164,550	162,670	182,793	185,380	185,380	185,380
Fuel	363,144	330,227	367,015	392,120	392,120	392,120
Utility services	64,580	83,295	76,508	85,100	85,100	85,100
Repairs & maintenance	26,295	21,914	31,613	36,338	36,338	36,338
Insurance	640	1,296	2,850	2,950	2,950	2,950
Employee development	5,479	2,005	15,545	15,701	15,701	15,701
Total	624,688	601,407	676,324	717,589	717,589	717,589
Capital Outlay						
Vehicles	149,477	75,725	120,500	114,000	114,000	114,000
Total Department	\$ 1,247,363	\$ 1,130,861	\$ 1,344,014	\$ 1,395,679	\$ 1,389,149	\$ 1,389,149
Resources Summary						
	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Fleet charges	\$ 1,220,500	\$ 1,167,935	\$ 1,203,110	\$ 1,287,780	\$ 1,287,780	\$ 1,287,780
Assigned contingencies	149,477	75,725	120,500	114,000	114,000	114,000
Total	\$ 1,369,977	\$ 1,243,660	\$ 1,323,610	\$ 1,401,780	\$ 1,401,780	\$ 1,401,780

Revenues in excess of operating costs are used to fund a vehicle replacement fund and contribute towards capital improvement projects.

Explanation of Variances

The Fuel budget is increased for additional usage and to cover possible price increases. Although several fuel saving strategies have been implemented, fuel usage has increased over the past year. This can be attributed to growth and city-wide activity, including an expansion of two additional SMART routes.

The Utilities budget reflects new building costs with more accuracy and also covers the costs associated with the City's mobile unit's airtime.

Repairs and Maintenance budget shows an increase to account for facility general maintenance.

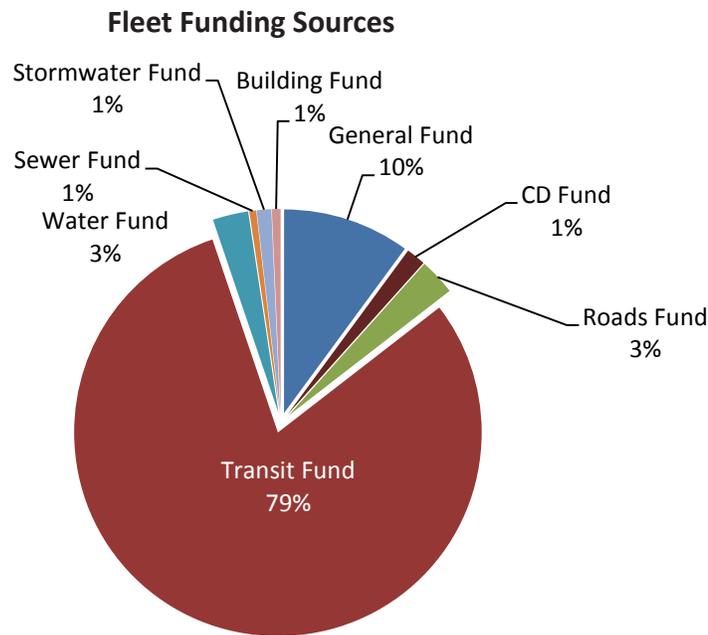
Capital expenditures increased for vehicle replacements totalling \$114,000. A total of four vehicles have been targeted for replacement based on condition, pending repair needs and departmental need. By replacing these four assets in the coming year, repair costs and downtime can be avoided. These are planned replacements that are fully funded through the City's Fleet Replacement Fund.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Track labor productivity in terms of time spent directly on maintenance activities, goal is a minimum of 70% of non-supervisory time	Percent of FTE applied to "wrench turning" labor activities	74%	73%	71%	73%	73%
Preventative maintenance	Percent completed on time	81%	86%	87%	89%	89%
Track number of road calls	Number of road calls per year	52	52	53	50	50

Performance Measurements Outcome

Performance indicators include number of breakdowns (road calls), labor productivity and preventative maintenance on-time percentage. Fleet staff continue to meet or exceed the goals set for these measurements. Meeting these goals is of high importance, as data must be reported to both the Federal Transit Administration (maintenance on-time percentage) and National Transit Database (number of road calls).





Public Safety

law enforcement

The Clackamas County Sheriff’s Office (CCSO) provides law enforcement services to the City of Wilsonville on a contract basis. The department operates 24 hours a day, 365 days a year. A Lieutenant serves as the City’s Chief of Police while two Sergeants provide additional supervisory presence in the community. The department in Wilsonville also includes a Traffic Enforcement Officer, 11 Patrol Officers, a Community Service Officer, a School Resource Officer and a Detective. Services that are available to Wilsonville include dispatch, a special investigations unit, the dive/rescue team, detective division, traffic teams, SWAT team and the hazardous material and bomb squad.

Program Objectives

Safe, Healthy & Aesthetically Pleasing Community

- Uphold and enforce the laws of the state and city through professional law enforcement
- Deploy traffic enforcement assets to target high accident and neighborhood locations for directed traffic enforcement efforts to further reduce injury collisions
- Assign deputies to specific neighborhoods, apartment complexes and homeowners’ associations
- Expand and enhance the use of crime analysis data to better understand crime trends in the community and inform citizens of activity in their neighborhoods
- Develop an empirically based staffing plan and funding alternatives to make sure the department’s presence in Wilsonville keeps pace with population and crime activity growth in the community
- Effectively review and investigate crimes against persons and property

Full Time Equivalent Positions

Law enforcement personnel are employed by the Clackamas County Sheriffs’ Department and managed under contract by the City of Wilsonville.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Maintain a staffing level that allows for approximately 600 calls per Officer per year	Population served	19,525	19,565	20,515	21,550	22,500
	Calls for service	5,539	5,709	5,937	6,229	6,535
	Average number of calls for service per day	15	16	16	17	18
	Calls per Deputy	462	476	495	520	545
	Reports taken	2,316	2,300	2,516	2,640	2,770
	Officers per thousand population	0.92	0.92	0.88	0.84	0.80
Reduce the number of traffic accidents in the community through greater compliance tools	Total number of reported auto accidents	130	141	175	192	211
Gain compliance to traffic laws and increase public safety through traffic enforcement, promote safety and livability by education through enforcement.	Traffic stops	5,575	5,338	4,516	3,820	3,231
	Traffic citations	4,001	3,820	3,332	2,906	2,535

law enforcement

Public Safety

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Materials and Services						
Supplies	\$ 5,371	\$ 2,820	\$ 5,000	\$ 6,030	\$ 6,030	\$ 6,030
Prof and tech services	3,541,654	3,619,717	3,840,931	3,919,954	3,919,954	3,919,954
Utility services	14,533	15,538	18,135	18,575	18,575	18,575
Fleet services	14,390	13,593	13,320	12,010	12,010	12,010
Repairs & maintenance	7,055	7,654	8,770	8,860	8,860	8,860
Insurance	706	1,218	1,300	1,430	1,430	1,430
Employee development	-	108	500	2,000	2,000	2,000
Total Department	\$ 3,583,709	\$ 3,660,648	\$ 3,887,956	\$ 3,968,859	\$ 3,968,859	\$ 3,968,859
Capital Outlay						
Machinery & equipment	-	20,595	7,000	-	-	-
Total Department	\$ 3,583,709	\$ 3,681,243	\$ 3,894,956	\$ 3,968,859	\$ 3,968,859	\$ 3,968,859

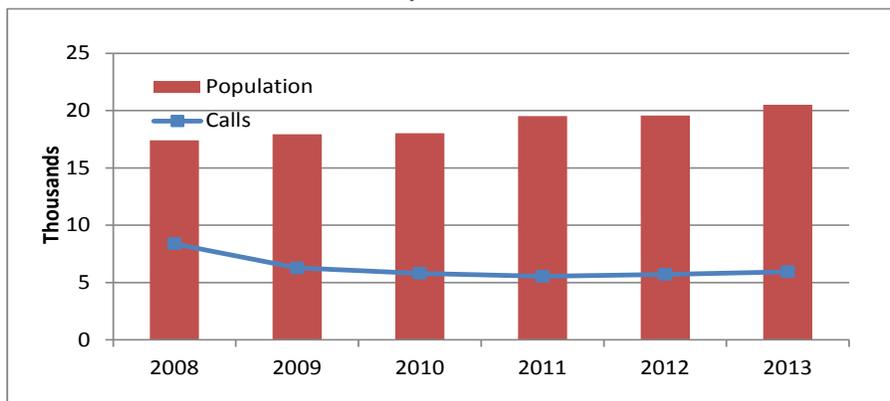
Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Intergovernmental	\$ 171,249	\$ 76,268	\$ 84,987	\$ 90,000	90,000	90,000
General Fund revenues	3,412,460	3,604,975	3,809,969	3,878,859	3,878,859	3,878,859
Total	\$ 3,583,709	\$ 3,681,243	\$ 3,894,956	\$ 3,968,859	\$ 3,968,859	\$ 3,968,859

Explanation of Variances

The Law Enforcement operations budget remains status quo.

The Employee Development increase allows the City greater discretion for specific training opportunities.

Ratio of Population to Service Calls



Performance Measurements Outcome

The Wilsonville Police Department is able to work proactively by maintaining a visible presence in the community. During FY 2012-13, The Wilsonville Police started a new mountain bike patrol program. The City has invested in the purchase and equipping of two mountain bikes. These bikes, ridden by uniformed Wilsonville Police Officers, are used to patrol community events, public gatherings and City parks. Patrolling on bicycles places officers in close contact with the public and increases our visible presence while nurturing a community policing atmosphere.

Traffic safety continues to be a priority of the Wilsonville Police. The recent purchase of a moving radar unit for the traffic enforcement patrol car has increased efficiency for the effective enforcement of speed related offenses.

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.

Program Objectives

Safe, Healthy & Aesthetically Pleasing Community

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

Fiscal Discipline

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

Welcoming, Engaged and Satisfied Residents

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

Full-Time Equivalent Positions

Position	Budget 2011-12	Budget 2012-13	Budget 2013-14	Adopted 2014-15
Court Clerk	1.80	1.80	1.80	1.30
Interpreter	0.05	0.05	0.05	0.05
Room Monitor	0.05	0.05	0.05	0.05
Municipal Court Judge	0.10	0.10	0.10	0.10
	2.00	2.00	2.00	1.50

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2010-11	Actual 2011-12	Actual 2012-13	Estimate 2013-14	Forecast 2014-15
Efficiency	Total violations	4,533	3,573	3,072	2,000	2,000
	Violations per Court Clerk (FTE)	2,518	1,985	1,707	1,111	1,538

Performance Measurements Outcome

Total violations are correlated by the number of citations issue by Law Enforcement. A dedicated Traffic Enforcement Officer was added to the Wilsonville Police Department in FY 2010-11. Estimated and forecasted violations, noted above, reflect a baseline level from that fiscal year forward.

Operating Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Personnel Services						
Salaries and wages	\$ 112,644	\$ 106,839	\$ 128,920	\$ 103,910	\$ 103,400	\$ 103,400
Employee benefits	35,509	34,991	46,260	56,550	55,900	55,900
Total	148,153	141,830	175,180	160,460	159,300	159,300
Materials and Services						
Supplies	2,719	3,102	5,210	5,241	5,241	5,241
Prof and tech services	15,441	15,475	23,865	20,260	18,260	18,260
Utility services	817	891	980	1,010	1,010	1,010
Employee development	1,754	1,858	4,080	4,100	4,100	4,100
Fees, dues, advertising	195	195	415	420	420	420
Meetings expenses	1,793	1,840	2,325	2,350	2,350	2,350
Misc services & supplies	4,428	4,731	5,860	5,920	5,920	5,920
Total	27,147	28,092	42,735	39,301	37,301	37,301
Total Department	\$ 175,300	\$ 169,922	\$ 217,915	\$ 199,761	\$ 196,601	\$ 196,601

Resources Summary	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Fines	\$ 404,950	\$ 351,077	\$ 385,000	\$ 310,000	\$ 310,000	\$ 310,000
Total	\$ 404,950	\$ 351,077	\$ 385,000	\$ 310,000	\$ 310,000	\$ 310,000

Explanation of Variances

Personnel Services reflects the movement of a .50 FTE to the Finance Department.

Professional and Technical Services reflect cost savings related to printing and the Court’s computer software maintenance contract.

Revenues in excess of operating costs are used to cover relevant overhead costs related to operation of the court (i.e. space rental, utilities, and supplies) that are absorbed by the General Fund.

Additional Financial Detail - Citation Anatomy

State laws classify most violations offenses as Class A, B, C, or D violations (with “A” being the most serious). Fines within each classification are enhanced for infractions which contribute to an accident or for those which occur in special zones (such as designated school zones, safety corridors, or highway work areas). Current fines (as of January 2012) for regular infractions and those occurring in special zones are detailed in the chart below.

	Class A ¹		Class B ²		Class C ³		Class D ⁴	
	Basic	Special Zone	Basic	Special Zone	Basic	Special Zone	Basic	Special Zone
	Presumptive fine (listed on citation)	\$ 435.00	\$ 870.00	\$ 260.00	\$ 520.00	\$ 160.00	\$ 320.00	\$ 110.00
Less potential good driver discount ⁵	(87.00)	(174.00)	(52.00)	(104.00)	(31.00)	(64.00)	(22.00)	(44.00)
Total fine paid by customer	348.00	696.00	208.00	416.00	129.00	256.00	88.00	176.00
Less amounts due to State of Oregon:								
State assessment	(60.00)	(60.00)	(60.00)	(60.00)	(60.00)	(60.00)	(60.00)	(60.00)
Total retained by City of Wilsonville	\$ 288.00	\$ 636.00	\$ 148.00	\$ 356.00	\$ 69.00	\$ 196.00	\$ 28.00	\$ 116.00

¹ Class A: Includes driving while suspended, speeding over 30 mph excess but under 100 mph, where legal speed is 65 mph

² Class B: Includes driving uninsured, unclassified violations, tinted windows, speeding 21 to 30 mph excess

³ Class C: Includes most equipment violations, speeding 11 to 20 mph excess, and using a cell phone without handsfree device

⁴ Class D: Includes fail to use safety belt, speeding 1 to 10 mph excess

⁵ Good driver 20% discount - available for qualifying offense and only for defendants with no convictions in prior 3 years.



Capital Projects

The City budgets its major construction activities in one of nine capital improvement project categories. Projects are generally large dollar (\$5,000 minimum), nonrecurring and have a useful life of many years. Master Plans are included as capital projects because they identify the projects to be budgeted in later years. The funds and key projects budgeted for FY 2014-15 are presented below.

Water Capital Projects

Telemetry System Upgrade, Well Facility Rehab, Water Plant Clearwell Improvement and Upgrades

Sewer Capital Projects

Wastewater Treatment Plant Upgrade, Memorial Park Pump Station Relocation and Boeckman Creek Sewer Line Replacement & Frog Pond Expansion

Planning Projects

Master planning for long-range goals, including Basalt Creek, Frog Pond and Coffee Creek

Streets Capital Projects

Canyon Creek Rd South from Boeckman to Town Center Lp, Barber Street from Kinsman to Coffee Lake Drive and Kinsman Road Extension from Barber to Boeckman

Streetscape/Bikeway Capital Projects

Streetlight infill and streetscape items

Stormwater Capital Projects

Gesselschaft Water Well Channel Restoration, Park Place Stormwater Improvements, Repairs and Maintenance

Transit Capital Projects

Transit Shelters and ADA Improvements

Building Capital Projects

Library Improvements, Fiber Connectivity Project and Public Facility Master Planning

Parks Capital Projects

French Prairie Bridge, Memorial Park Improvements and Murase Park Re-grade and Playground Retrofit

Capital Projects

Impact of Capital Projects on Operating Costs

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

	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/15	FY 2018/19	Total 5-Yr Cumulative Increase to Operating Expenses
Water						
Water Distribution System	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000
Kinsman Transmission Line	3,000	3,000	3,000	3,000	3,000	15,000
Sewer						
Sewer Repair along Boeckman Creek	-	-	5,000	5,000	5,000	15,000
Install Permanent Flow Monitoring System	-	500	500	500	500	2,000
Memorial Park Pump Station Relocation	-	10,000	10,000	10,000	10,000	40,000
UD1 Upsizing (Kinsman Alignment)	-	-	-	5,000	5,000	10,000
Town Center Pump Station Improvements	-	5,000	5,000	5,000	5,000	20,000
Streets						
Kinsman Rd Extension - Barber to Boeckman	-	-	39,000	39,000	39,000	117,000
Tooze Rd - 110th to Grahams Ferry Rd	-	20,000	20,000	20,000	20,000	80,000
Protective Permissive Signal Heads	-	3,000	3,000	3,000	3,000	12,000
Barber St Extension - Kinsman To Coffee Lake	-	20,000	20,000	20,000	20,000	80,000
Realign Boeckman Creek/Reconnect Channel	5,000	5,000	5,000	5,000	5,000	25,000
Stormwater						
Improvements to Grahams Ferry	6,500	6,500	6,500	6,500	6,500	32,500
Miscellaneous projects	1,600	1,600	1,600	1,600	1,600	8,000
Building						
SMART/Fleet Facility	5,500	5,500	5,500	5,500	5,500	27,500
Three Bay Expansion	2,000	2,000	2,000	2,000	2,000	10,000
Parks						
Memorial Park Improvements, Parking Lot	5,000	5,000	5,000	5,000	5,000	25,000
Villebois Parks	<u>10,350</u>	<u>20,700</u>	<u>20,700</u>	<u>40,500</u>	<u>40,500</u>	<u>132,750</u>
	<u>\$ 41,950</u>	<u>\$ 110,800</u>	<u>\$ 154,800</u>	<u>\$ 179,600</u>	<u>\$ 179,600</u>	<u>\$ 666,750</u>

Summary of Appropriations

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Design/Construct	\$1,075,500	\$3,056,400	\$219,500	\$8,981,800	\$237,000	\$342,000	\$54,000	\$1,162,500	\$3,272,725	\$18,401,425
Engineering/Admin	168,805	352,024	192,500	471,460	25,570	54,620	-	30,750	283,788	1,579,518
	<u>\$1,244,305</u>	<u>\$3,408,424</u>	<u>\$412,000</u>	<u>\$9,453,260</u>	<u>\$262,570</u>	<u>\$396,620</u>	<u>\$54,000</u>	<u>\$1,193,250</u>	<u>\$3,556,513</u>	<u>\$19,980,943</u>

Summary of Resources

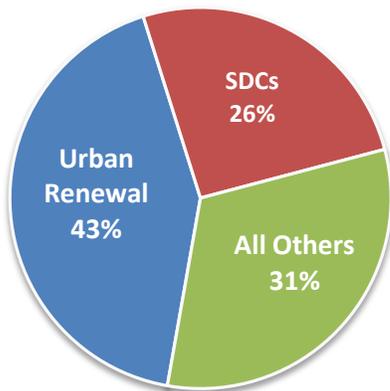
	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Operating Funds	\$ 708,055	\$ 2,357,656	\$ -	\$ 97,475	\$ 124,875	\$ 357,370	\$ 10,800	\$ -	\$ -	\$ 3,656,231
SDCs										
Improvement	454,425	1,050,769	157,500	1,849,985	24,975	39,250	-	-	1,566,848	5,143,752
Sherwood Reimbursement	81,825	-	-	-	-	-	-	-	-	81,825
Metro Open Space	-	-	-	-	-	-	-	-	313,746	313,746
Contributions	-	-	-	-	-	-	43,200	940,000	1,500	984,700
Grants	-	-	149,500	-	-	-	-	-	-	149,500
Street Lights	-	-	-	-	57,720	-	-	-	-	57,720
Road Maintenance	-	-	-	690,000	-	-	-	-	-	690,000
General Fund Reserves	-	-	105,000	-	55,000	-	-	253,250	25,600	438,850
Subtotal	<u>1,244,305</u>	<u>3,408,424</u>	<u>412,000</u>	<u>2,637,460</u>	<u>262,570</u>	<u>396,620</u>	<u>54,000</u>	<u>1,193,250</u>	<u>1,907,694</u>	<u>11,516,323</u>
Urban Renewal	-	-	-	6,815,800	-	-	-	-	1,648,820	8,464,620
Total City Resources	<u>1,244,305</u>	<u>3,408,424</u>	<u>412,000</u>	<u>9,453,260</u>	<u>262,570</u>	<u>396,620</u>	<u>54,000</u>	<u>1,193,250</u>	<u>3,556,513</u>	<u>19,980,943</u>

Funding sources administered by the Oregon Department of Transportation on behalf of the City

Federal Transportation Funds	-	-	-	3,862,548	-	-	-	-	1,200,000	5,062,548
Total Available Funding Sources	<u>\$ 1,244,305</u>	<u>\$ 3,408,424</u>	<u>\$ 412,000</u>	<u>\$ 13,315,808</u>	<u>\$ 262,570</u>	<u>\$ 396,620</u>	<u>\$ 54,000</u>	<u>\$ 1,193,250</u>	<u>\$ 4,756,513</u>	<u>\$ 25,043,491</u>

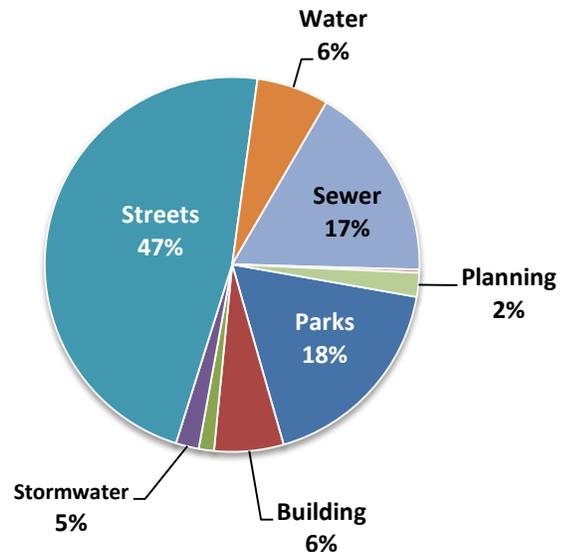
Funding Source

Major funding sources for capital projects identified in FY 2014-15 include urban renewal, systems development charges, and bond notes, respectively.



Project Type

With the completion of the Wastewater Treatment Plant upgrades and Segment 3b water line, the largest portion of the 2014-15 capital improvement budget shifts to the Barber Street and Canyon Creek Road Projects. Other projects include waterline and sewerline replacements, along with street, park and stormwater improvements.



2014-15 Funding Sources

Proj.	Project Name	Water Operating	Water SDC	City of Sherwood Contribution	Total Resources
1048	Annual - Water Distribution System Miscellaneous Improvements	\$ 49,950	\$ -	\$ -	\$ 49,950
1055	Kinsman Transmission Main Phase 3b (Barber to Boeckman)	-	6,450	4,650	11,100
1071	Villebois Water System SDC Reimbursement	-	11,100	-	11,100
1083	Annual - Well Facility Rehab and Upgrades, Including Standby Power	62,715	-	-	62,715
1111	WTP Clearwell Contact Time Improvement & Surge Tanks	22,000	44,000	33,900	99,900
1114	Water Telemetry: Distribution System	109,500	-	-	109,500
1117	Fire Flow Data Collection for System Capacity & Growth	5,550	-	-	5,550
1120	Annual - Meter Replacements	55,500	-	-	55,500
1121	Annual - Pipeline, Valve & Hydrant Replacement	225,330	-	-	225,330
1122	Water Treatment Plant Master Plan Update	6,750	38,825	38,825	84,400
1126	Segment 3B Waterline Mitigation Site	-	6,650	4,450	11,100
1127	Willamette River Water Supply	15,000	15,000	-	30,000
1128	Annual - Well Hole and Facility Upgrades/Maintenance (6 Wells)	111,000	-	-	111,000
1129	Annual - GIS and Water Model Updates - 3rd Party Support	6,660	-	-	6,660
1130	B&C Reservoir Improvements	33,300	-	-	33,300
1131	Tooze Rd 18" Waterline (110th to Grahams Ferry Rd)	-	55,500	-	55,500
1132	Villebois Dr. N. 12" Waterline Upgrade Villebois to Tooze SDC Reimb	-	192,600	-	192,600
1993	Water CIP's - Final Closeout from Prior Years	4,800	5,200	-	10,000
1994	Water Private Development SDC Improvements	-	11,100	-	11,100
1995	Early Planning - Future Water Projects	-	8,000	-	8,000
1998	5-Year & Annual Water CIP Budget Development	-	5,000	-	5,000
1999	Project Design & Development	-	55,000	-	55,000
		<u>\$ 708,055</u>	<u>\$ 454,425</u>	<u>\$ 81,825</u>	<u>\$1,244,305</u>

Project Summaries

Project #1048: Annual – Water Distribution System Miscellaneous Improvements

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

Priority: Medium

Justification: Aging infrastructure

FY2014-15 Funding Sources: Water SDC and Sherwood reimbursement

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	Annual	\$ 90,023	\$ 45,000	Annual	Annual
Engineering Administration	-	12,198	4,950	-	-
	<u>\$ -</u>	<u>\$ 102,221</u>	<u>\$ 49,950</u>	<u>\$ -</u>	<u>\$ -</u>

Water Projects

Project #1055: Kinsman Transmission Main Phase 3b (Barber to Boeckman)

This is a multi-year project to construct a water pipeline extension from Barber Street to Boeckman Road in the general area of the future Kinsman Road alignment (Street Project 4004) in order to support City growth and provide water service to the City of Sherwood. Construction was completed in FY2013-14 using a combination of City funds and City of Sherwood contributions. The current year budget can only be used for post-construction expenses.

Priority: High

Justification: Agreement to provide water service to the City of Sherwood/currently under contract

FY2014-15 Funding Sources: Water SDC and Sherwood reimbursement

Status: Continued from FY2003-04

Estimated Date of Completion: FY2013-14

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 346,435	\$ 3,147,564	\$ 10,000	\$ -	\$ 3,503,999
Engineering Administration	152,845	228,744	1,100	-	382,689
	<u>\$ 499,280</u>	<u>\$ 3,376,308</u>	<u>\$ 11,100</u>	<u>\$ -</u>	<u>\$ 3,886,688</u>

Project #1071: Villebois Water System SDC Reimbursement

Developers are reimbursed from System Development Charges for constructing public facilities in excess of those needed to serve the development. Villebois SDC reimbursements will be ongoing and vary year to year until the development is complete.

Priority: High

Justification: Villebois Development Agreement and SDC regulations

FY2014-15 Funding Source: Water SDC and City of Sherwood

Status: Continued from FY2009-10

Estimated Date of Completion: Full build-out of Villebois

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 663,493	\$ 66,000	\$ 10,000	\$ 47,000	\$ 786,493
Engineering Administration	33,326	7,920	1,100	5,640	47,986
	<u>\$ 696,819</u>	<u>\$ 73,920</u>	<u>\$ 11,100</u>	<u>\$ 52,640</u>	<u>\$ 834,479</u>

Project #1083: Annual - Well Facility Rehab and Upgrades, (including Standby Power)

The City owns and maintains eight potable groundwater wells that once supplied all of the City's drinking water. The City's 2012 Water Master Plan determined that six of these wells should be maintained as backup supply for emergency situations. This project will address upgrades and repairs needed to correct deficiencies in the surface facilities and/or buildings so that the wells remain operational and available as a backup supply source. This project is a companion project with Project 1128.

Priority: Medium

Justification: Aging infrastructure/public safety

FY2014-15 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	Annual	\$ 58,000	\$ 56,500	Annual	\$ 114,500
Engineering Administration	-	8,680	6,215	-	14,895
	<u>\$ -</u>	<u>\$ 66,680</u>	<u>\$ 62,715</u>	<u>\$ -</u>	<u>\$ 129,395</u>

Project #1111: WTP Clearwell Contact Time Improvement & Surge Tanks

This project, which adds surge protection for the distribution system and increases production through the Treatment Plant clearwell, will be necessary to provide water service to the City of Sherwood. Work in FY 2014-15 is a carry-over from last fiscal year and will include a tracer study, regulatory submittals, and a space needs analysis.

Priority: High

Justification: Agreement to provide water service to the City of Sherwood

FY2014-15 Funding Source: Water Operating, Water SDC and City of Sherwood

Status: Continued from FY2013-14

Estimated Date of Completion: FY2014-15

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 20,000	\$ 90,000	\$ -	\$ 110,000
Engineering Administration	-	3,349	9,900	-	13,249
	<u>\$ -</u>	<u>\$ 23,349</u>	<u>\$ 99,900</u>	<u>\$ -</u>	<u>\$ 123,249</u>

Project #1114: Water Telemetry, Distribution System

The phone-based telemetry system is old and should be replaced with a radio-based SCADA system to allow for remote monitoring of the distribution system.

Priority: High

Justification: Aging infrastructure

FY2014-15 Funding Source: Water Operating

Status: Continued from FY2011-12

Estimated Date of Completion: FY2014-15

Operations Impact: Maintenance costs estimated at \$2,000 per year

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 200,000
Engineering Administration	4,109	12,000	9,500	-	25,609
	<u>\$ 4,109</u>	<u>\$ 112,000</u>	<u>\$ 109,500</u>	<u>\$ -</u>	<u>\$ 225,609</u>

Water Projects

Project #1117: Fire Flow Data Collection for System Capacity & Growth

The project will monitor fire flows 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

FY2014-15 Funding Source: Water Operating

Status: Continued from FY2011-12

Estimated Date of Completion: FY2014-15

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 7,425	\$ 5,250	\$ 5,000	\$ -	\$ 17,675
Engineering Administration	2,510	348	550	-	3,408
	<u>\$ 9,935</u>	<u>\$ 5,598</u>	<u>\$ 5,550</u>	<u>\$ -</u>	<u>\$ 21,083</u>

Project #1120: Annual – Meter Replacements

The City has an active meter testing and leak detection programs. This is an annual program to perform meter testing and meter replacement to ensure accurate billing data and eliminate sources of water loss.

Priority: High

Justification: Aging infrastructure

FY2014-15 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual \$	50,000	\$ 50,000	Annual	\$ 100,000
Engineering Administration	-	6,000	5,500	-	11,500
	<u>\$ -</u>	<u>\$ 56,000</u>	<u>\$ 55,500</u>	<u>\$ -</u>	<u>\$ 111,500</u>

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

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

Priority: High

Justification: Aging infrastructure and public safety

FY2014-15 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual \$	203,000	\$ 203,000	Annual	\$ 406,000
Engineering Administration	-	24,360	22,330	-	46,690
	<u>\$ -</u>	<u>\$ 227,360</u>	<u>\$ 225,330</u>	<u>\$ -</u>	<u>\$ 452,690</u>

Project #1122: Water Treatment Plant Master Plan Update

Construction of the Willamette River Water Treatment Plant (WRWTP) was completed in 2002. Most of the existing treatment plant is currently rated for 12-15 mgd with portions capable of handling 70+ mgd. While minor upgrades to the plant (Water Project 1111) will allow treatment at a production rate of 15 mgd, a major plant expansion will be needed sometime after 2020 to meet projected system demands. This Water Treatment Plant Master Plan Update will define what additional plant upgrades will be necessary to increase the plant's capacity beyond 15 mgd.

Priority: High

Justification: City growth

FY2014-15 Funding Source: Water Operating, Water SDC and City of Sherwood

Status: Continued from FY2013-14

Estimated Date of Completion: FY2014-15

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 50,000	\$ 70,000	\$ -	\$ 120,000
Engineering Administration	-	12,000	14,400	-	26,400
	<u>\$ -</u>	<u>\$ 62,000</u>	<u>\$ 84,400</u>	<u>\$ -</u>	<u>\$ 146,400</u>

Project #1126: Segment 3b Waterline Mitigation Site

The wetland mitigation site constructed during the Segment 3b water line project (Water Project 1055) requires five years of maintenance and monitoring. This project budgets for the five years of expenditures on an annual basis until completion in FY 2018-19.

Priority: High

Justification: Regulatory requirement

FY2014-15 Funding Source: Water SDC and City of Sherwood

Status: New project

Estimated Date of Completion: FY2018-19

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 2,000	\$ 10,000	\$ 49,020	\$ 61,020
Engineering Administration	-	280	1,100	6,863	8,243
	<u>\$ -</u>	<u>\$ 2,280</u>	<u>\$ 11,100</u>	<u>\$ 55,883</u>	<u>\$ 69,263</u>

Project #1127: Willamette River Water Supply

This project is being used to accrue expenses for Community Development staff support to the Willamette River Water Supply Initiative, a multi-year, multi-jurisdictional effort to expand Wilsonville's Willamette River Water Treatment Plant and install transmission pipelines through Wilsonville to serve long-term regional needs.

Priority: High

Justification: City growth

FY2014-15 Funding Source: Water Operating and Water SDC

Status: New project

Estimated Date of Completion: FY2014-15

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering Administration	-	-	30,000	-	30,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ 30,000</u>

Water Projects

Project #1128: Annual – Well Hole and Facility Upgrades/Maintenance

The City owns and maintains eight potable groundwater wells that once supplied all of the City’s drinking water. The City’s 2012 Water Master Plan determined that six of these wells should be maintained as backup supply for emergency situations. This project will annually address well column and casing inspection, water chemistry analysis, redevelopment of well capacity, and “down-hole” upgrades and repairs needed to correct deficiencies so that the wells remain operational and available as a dependable backup supply source. This project is a companion project with Project 1083.

Priority: High

Justification: Aging infrastructure and public safety

FY2014-15 Funding Source: Water Operating and Water SDC

Status: New project

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 100,000	Annual	\$ 100,000
Engineering Administration	-	-	11,000	-	11,000
	\$ -	\$ -	\$ 111,000	\$ -	\$ 111,000

Project #1129: Annual – GIS and Water Model Updates – 3rd Party Support

This project will perform periodic updates to the City-wide water distribution hydraulic model after construction of new pipelines and new developments. The model is used to document and confirm adequate fire flows and pressures are maintained throughout the system as new water users come on-line.

Priority: High

Justification: Aging infrastructure and public safety

FY2014-15 Funding Source: Water Operating

Status: New project

Estimated Date of Completion: FY2015-16

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 6,000	Annual	\$ 6,000
Engineering Administration	-	-	660	-	660
	\$ -	\$ -	\$ 6,660	\$ -	\$ 6,660

Project #1130: B&C Reservoir Improvements

This project will construct safety and security improvements at the Elligsen (Level B) and Level C Reservoirs, and perform long life maintenance and repair tasks such as base sealant and painting that are necessary to maintain the integrity of the steel tank structures.

Priority: High

Justification: Regulatory requirement

FY2014-15 Funding Source: Water Operating

Status: New project

Estimated Date of Completion: FY2015-16

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 30,000	\$ 33,600	\$ 63,600
Engineering Administration	-	-	3,300	4,704	8,004
	\$ -	\$ -	\$ 33,300	\$ 38,304	\$ 71,604

Project #1131: Tooze Rd 18" Waterline (110th to Grahams Ferry Road)

This project will construct an 18" waterline under Tooze Road coinciding with the reconstruction of Tooze Road and the development of Villebois North. The project will connect to existing waterlines at Grahams Ferry Road and at Villebois Drive North (Project 1132), completing a looped distribution system serving the entire Villebois development.

Priority: High

Justification: City growth

FY2014-15 Funding Source: Water SDC

Status: New project

Estimated Date of Completion: FY2015-16

Operations Impact: Maintenance costs estimated at \$2,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 513,000	\$ 563,000
Engineering Administration	-	-	5,500	71,820	77,320
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 55,500</u>	<u>\$ 584,820</u>	<u>\$ 640,320</u>

Project #1132: Villebois Drive N. 12" Waterline upgrade – Villebois to Tooze Road SDC Reimbursement

Developers are reimbursed from System Development Charges for constructing public facilities in excess of those needed to serve the development. This project will reimburse developers oversizing the waterline to be constructed in Villebois Drive N. to 12" and extending this line to Tooze Road / 110th Avenue to connect to an existing water line.

Priority: High

Justification: Regulatory requirement

FY2014-15 Funding Source: Water SDC

Status: New project

Estimated Date of Completion: FY2014-15

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 180,000	\$ -	\$ 180,000
Engineering Administration	-	-	12,600	-	12,600
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 192,600</u>	<u>\$ -</u>	<u>\$ 192,600</u>

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

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

Priority: High

Justification: City growth

FY2014-15 Funding Source: Water Operating and Water SDC

Status: New project

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	10,000	10,000	-	-
	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>

Water Projects

Project #1994: Water Private Development SDC Reimbursement

Throughout the year small development projects often arise that are eligible for SDC reimbursements. This project is to provide a budgetary source to allow payment of small SDC reimbursements. Developments that will have SDC reimbursements in excess of \$10,000 are budgeted separately as individual projects.

Priority: High

Justification: City growth

FY2014-15 Funding Source: Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ 32,243	\$ 10,000	Annual	Annual
Engineering Administration	-	1,979	1,100	-	-
	\$ -	\$ 34,222	\$ 11,100	\$ -	\$ -

Project #1995: Early Planning – Future Water Projects

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

Priority: Medium

Justification: City growth

FY2014-15 Funding Source: Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	8,324	8,000	-	-
	\$ -	\$ 8,324	\$ 8,000	\$ -	\$ -

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

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

Priority: High

Justification: Fiscal planning for CIP's

FY2014-15 Funding Source: Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	4,952	5,000	-	-
	<u>\$ -</u>	<u>\$ 4,952</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #1999: Project Design & Development

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

Priority: High

Justification: Unanticipated and emergency projects

FY2014-15 Funding Source: Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	Annual	\$ 20,000	\$ 50,000	Annual	Annual
Engineering Administration	-	2,400	5,000	-	-
	<u>\$ -</u>	<u>\$ 22,400</u>	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ -</u>

Sewer Projects

2014-15 Funding Sources

Proj.	Project Name	Sewer Operating	Sewer SDC	Total Resources
2045	Boeckman Creek Sewer Line Replacement & Frog Pond Expansion	\$ 541,125	\$ 291,375	\$ 832,500
2060	Miscellaneous Small Sewer Projects	75,924	-	75,924
2065	Memorial Park Pump Station Relocation	498,557	268,454	767,010
2079	UDI Upsizing (Kinsman Alignment to Coffee Creek Industrial Area)	-	169,830	169,830
2082	Wastewater Treatment Plant Upgrade	376,750	-	376,750
2084	Town Center Pump Station Improvements	126,540	-	126,540
2085	I-5 Sewer Line Crossing at Memorial Drive Study	112,000	-	112,000
2086	Charbonneau Collection System Rehabilitation Study	7,000	-	7,000
2088	Wastewater Collection System Master Plan Update	26,880	25,760	52,640
2095	Wastewater Treatment Plant Outfall Repair/Replacement	333,000	-	333,000
2096	Villebois Tonquin Meadows SDC Reimbursement	-	158,050	158,050
2097	Collection System Rehabilitation Project	253,080	-	253,080
2993	Sewer CIP's Closeout from Prior Years	6,800	3,200	10,000
2994	Sewer Private Development SDC Reimbursement	-	11,100	11,100
2995	Early Planning - Future Sewer Projects	-	8,000	8,000
2998	5-Year & Annual Sewer CIP Budget Development	-	5,000	5,000
2999	Project Design & Development	-	110,000	110,000
		<u>\$ 2,357,656</u>	<u>\$ 1,050,769</u>	<u>\$ 3,408,424</u>

Project Summaries

Project #2045: Boeckman Creek Sewer Line Replacement & Frog Pond Expansion

The High School Interceptor line running along Boeckman Creek has both capacity and maintenance access issues. Large sections of this line will need to be replaced in order to provide capacity for future development in Frog Pond and school facilities on Advance Road. Funds budgeted for FY2014-15 from the Sewer Fund and Sewer SDCs are a carry-over from FY2013-14 and will allow staff to complete design and analysis for resolving these issues and prepare construction documents so that sewer line construction can occur in conjunction with development needs. This project will also re-establish a vehicle maintenance access to the High School Interceptor manholes adjacent to Boeckman Creek. High project costs are due to the size of the sewer line, the depth of the line and amount excavation that will be required, and environmental permitting issues as the project is located in a fish passage and natural resource area.

Priority: Medium

Justification: City growth

FY2014-15 Funding Sources: Sewer Operating and Sewer SDC

Status: Continued from FY2009-10

Estimated Date of Completion: FY 2016-17

Operations Impact: Maintenance costs estimated to be \$5,000 annually

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ 105,048	\$ 50,000	\$ 750,000	\$ 4,916,298	\$ 5,821,346
Engineering Administration	45,438	8,704	82,500	589,956	726,598
	<u>\$ 150,486</u>	<u>\$ 58,704</u>	<u>\$ 832,500</u>	<u>\$ 5,506,254</u>	<u>\$ 6,547,944</u>

Sewer Projects

Project #2060: Miscellaneous Small Sewer Projects

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

Priority: Medium

Justification: Aging infrastructure

FY2014-15 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ 60,000	\$ 68,400	Annual	Annual
Engineering Administration	-	7,200	7,524	-	-
	\$ -	\$ 67,200	\$ 75,924	\$ -	\$ -

Project #2065: Memorial Park Pump Station Relocation

This project is a carry-over from FY2013-14. This project will relocate the Memorial Park Pump Station out of the flood plain and provide back-up electrical power and improvement of the wet well to handle current and future pumping capacity requirements. Funds for FY2014-15 will allow for completion of design and engineering, and initial construction. Total construction costs are estimated at approximately \$3 million.

Priority: High

Justification: City growth and regulatory requirements

FY2014-15 Funding Sources: Sewer Operating and Sewer SDC

Status: Continued from FY2008-09

Estimated Date of Completion: FY 2015-16

Operations Impact: Annual maintenance costs estimated to be \$10,000

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 106,381	\$ -	\$ 691,000	\$ 2,200,000	\$ 2,997,381
Engineering Administration	59,857	4,613	76,010	264,000	404,480
	\$ 166,238	\$ 4,613	\$ 767,010	\$ 2,464,000	\$ 3,401,861

Sewer Projects

Project #2079: UD1 Upsizing (Kinsman Alignment to Coffee Creek Industrial Area)

This project consists of installing a new sewer main parallel to the United Disposal Interceptor, or upsizing the existing interceptor, depending on the results of analyses currently underway. The project is being planned for installation during construction of the Kinsman Road Extension Project from Barber Street to Boeckman Road (Project #4004) and will provide additional capacity for future growth. Current funds are for alternative analysis and preliminary engineering with construction expected to cost approximately \$3.3 million between the years 2015-2017. Final design and permitting will occur at a later date as work moves forward on the extension of Kinsman Road north from Barber Street.

Priority: High

Justification: Currently under contract

FY2014-15 Funding Sources: Sewer SDC

Status: Continued from FY2010-11

Estimated Date of Completion: FY2016-17

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

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ 6,647	\$ 10,000	\$ 153,000	\$ 3,150,000	\$ 3,319,647
Engineering Administration	2,773	1,200	16,830	378,000	398,803
	<u>\$ 9,420</u>	<u>\$ 11,200</u>	<u>\$ 169,830</u>	<u>\$ 3,528,000</u>	<u>\$ 3,718,450</u>

Project #2082: Wastewater Treatment Plant Upgrade

The upgrade to the Wastewater Treatment Plant achieved substantial completion and acceptance in January 2014 under a Design-Build-Operate (DBO) Agreement executed with CH2MHill in 2011. Plant capacity was increased from 2.5 to 4.0 mgd. The project is scheduled for Final Completion in June 2014, but final bills may extend into FY2014-15. The FY2014-15 budget will only be used to cover these invoices and perform project closeout.

Priority: High

Justification: City growth, regulatory requirements

FY2014-15 Funding Sources: Sewer Operating

Status: Continued from FY2008-09

Estimated Date of Completion: FY2013-14

Operations Impact: Maintenance included in annual contract with CH2M Hill

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$33,279,953	\$ 7,373,053	\$ 350,000	\$ -	\$41,003,006
Engineering Administration	1,187,218	176,947	26,750	-	1,390,915
	<u>\$34,467,171</u>	<u>\$ 7,550,000</u>	<u>\$ 376,750</u>	<u>\$ -</u>	<u>\$42,393,921</u>

Sewer Projects

Project #2084: Town Center Pump Station Improvements

This project will construct the improvements needed to restore full functionality to this pump station.

Priority: High

Justification: Aging infrastructure

FY2014-15 Funding Sources: Sewer Operating

Status: Continued from FY2010-11

Estimated Date of Completion: FY2014-15

Operations Impact: Maintenance costs estimated to be \$5,000 annually

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ 11,300	\$ 35,000	\$ 114,000	\$ -	\$ 160,300
Engineering Administration	1,626	4,200	12,540	-	18,366
	<u>\$ 12,926</u>	<u>\$ 39,200</u>	<u>\$ 126,540</u>	<u>\$ -</u>	<u>\$ 178,666</u>

Project #2085: I-5 Sewer Line Crossing at Memorial Drive Study

Corrosion and other deficiencies have been recently identified in the sewer line crossing under I-5 at Memorial Drive. This project will fund an analysis of the line to determine appropriate improvements and prepare construction cost estimates.

Priority: High

Justification: Aging infrastructure

FY2014-15 Funding Sources: Sewer Operating

Status: Continued from FY2010-11

Estimated Date of Completion: FY2014-15

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ 16,618	\$ -	\$ 100,000	\$ -	\$ 116,618
Engineering Administration	14,808	-	12,000	-	26,808
	<u>\$ 31,426</u>	<u>\$ -</u>	<u>\$ 112,000</u>	<u>\$ -</u>	<u>\$ 143,426</u>

Project #2086: Charbonneau Collection System Rehabilitation Study

This project will continue the effort to review the existing network of sewer pipes in Charbonneau to identify and prioritize repair and rehab needs.

Priority: High

Justification: Aging infrastructure

FY2014-15 Funding Sources: Sewer Operating

Status: Continued from FY2013-14

Estimated Date of Completion: FY2014-15

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering Administration	-	14,977	7,000	-	21,977
	<u>\$ -</u>	<u>\$ 14,977</u>	<u>\$ 7,000</u>	<u>\$ -</u>	<u>\$ 21,977</u>

Project #2088: Wastewater Collection System Master Plan Update

This update to the Wastewater Collection System Master Plan will identify the scope of work and costs associated with rehabilitating and repairing the wastewater collection system. The Wastewater Collection System Master Plan Update reviews the existing network of sewer pipes, force mains and pump stations to identify repair and rehabilitation needs in the collection system, as well as identify and prioritize future wastewater projects within the 20+ year horizon.

Priority: High

Justification: Aging infrastructure

FY2014-15 Funding Sources: Sewer Operating and Sewer SDC

Status: Continued from FY2010-11

Estimated Date of Completion: FY2014-15

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ 22,855	\$ 95,363	\$ 47,000	\$ -	\$ 165,218
Engineering Administration	47,999	17,621	5,640	-	71,260
	<u>\$ 70,854</u>	<u>\$ 112,984</u>	<u>\$ 52,640</u>	<u>\$ -</u>	<u>\$ 236,478</u>

Project #2095: Wastewater Treatment Plant Outfall Repair/Replacement

The outfall from the WWTP is damaged and needs repair/replacement the summer of FY2014-15 to meet discharge compliance requirements.

Priority: High

Justification: Aging infrastructure and regulatory requirements

FY2014-15 Funding Sources: Sewer Operating

Status: New project

Estimated Date of Completion: FY2014-15

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000
Engineering Administration	-	-	33,000	-	33,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 333,000</u>	<u>\$ -</u>	<u>\$ 333,000</u>

Project #2096: Villebois Tonquin Meadows SDC Reimbursement

Developers are reimbursed from System Development Charges for constructing public facilities in excess of those needed to serve the development. This project will reimburse developers oversizing sewer lines to be constructed in Villebois as part of the Tonquin Meadows subdivision.

Priority: High

Justification: Aging infrastructure

FY2014-15 Funding Sources: Sewer SDC

Status: New project

Estimated Date of Completion: FY2014-15

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 145,000	\$ -	\$ -
Engineering Administration	-	-	13,050	-	20,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 158,050</u>	<u>\$ -</u>	<u>\$ 20,000</u>

Sewer Projects

Project #2097: Collection System Rehabilitation Projects

As the City's collection system ages it will need work to remain an efficient and dependable system. This project will combine the planning, designing and construction needed for various rehabilitation projects. Projects such as the Ridder Road South Sewer Line Replacement as well as the 95th and Hillman Court project, which were included in previous years' budgets as separate line items, are examples of projects of a similar type and scale which are now being aggregated under this project. This project is likely to be continued over the several years to perform similar work in the most efficient and economic manner.

Priority: High

Justification: Aging infrastructure

FY2014-15 Funding Sources: Sewer Operating

Status: New project

Estimated Date of Completion: FY2016-17

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 228,000	\$ 519,840	\$ 747,840
Engineering Administration	-	-	25,080	62,381	87,461
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 253,080</u>	<u>\$ 582,221</u>	<u>\$ 835,301</u>

Project #2993 Sewer CIP's 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

FY2014-15 Funding Sources: Sewer Operating and Sewer SDC

Status: New project

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	Annual \$ -	- \$	- \$	Annual	Annual
Engineering Administration	-	10,000	10,000	-	-
	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #2994: Sewer Private Development SDC Reimbursement

Throughout the year small development projects often arise that are eligible for SDC reimbursements. This project provides a budgetary source to allow payment of small SDC reimbursements. Developments that will have SDC reimbursements in excess of \$10,000 are budgeted separately as individual projects.

Priority: Medium

Justification: City growth

FY2014-15 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	Annual \$	10,154 \$	10,000 \$	Annual	Annual
Engineering Administration	-	865	1,100	-	-
	<u>\$ -</u>	<u>\$ 11,019</u>	<u>\$ 11,100</u>	<u>\$ -</u>	<u>\$ -</u>

Sewer Projects

Project #2995: Early Planning – Future Sewer Projects

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

Priority: Medium

Justification: City growth

FY2014-15 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	10,794	8,000	-	-
	<u>\$ -</u>	<u>\$ 10,794</u>	<u>\$ 8,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #2998: 5-Year & Annual Sewer CIP Budget Development

Project allows for 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

FY2014-15 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	4,061	5,000	-	-
	<u>\$ -</u>	<u>\$ 4,061</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #2999: Project Design & Development

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

Priority: High

Justification: Unanticipated and emergency projects

FY2014-15 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ 70,000	\$ 100,000	Annual	Annual
Engineering Administration	-	8,400	10,000	-	-
	<u>\$ -</u>	<u>\$ 78,400</u>	<u>\$ 110,000</u>	<u>\$ -</u>	<u>\$ -</u>

FY 2014-15 Funding Sources

Proj.	Project Name	Water	Sewer	Street	Stormwater	Parks	General	Grants	Total
		SDC	SDC	SDC	SDC	SDC	Fund		Resources
3000	Basalt Creek Planning	\$ 19,200	\$ 19,200	\$ 38,400	\$ 9,600	\$ 9,600	\$ -	\$ -	\$ 96,000
3001	Frog Pond Master Planning	12,300	12,300	24,600	6,150	6,150	-	149,500	211,000
3002	Coffee Creek Area Planning	-	-	-	-	-	105,000	-	105,000
		<u>\$ 31,500</u>	<u>\$ 31,500</u>	<u>\$ 63,000</u>	<u>\$ 15,750</u>	<u>\$ 15,750</u>	<u>\$ 105,000</u>	<u>\$ 149,500</u>	<u>\$ 412,000</u>

Project Summaries

Project #3000: Basalt Creek Planning

This project will develop a concept plan for future development of the Basalt Creek area between Wilsonville and Tualatin. Wilsonville staff is collaborating closely with Tualatin staff, who will be managing the project. The Concept Plan will address a variety of factors including future city limits; land uses including industrial, residential, parks, trails, and green ways; transportation network and system of connections for automobiles and pedestrians; provision of urban services such as water, sanitary sewer, and stormwater.

Priority: High

Justification: Future growth and economic development

Status: New

Estimated Date of Completion: FY2015-16

FY2014-15: Funding Sources: Various SDC Funds

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering Administration	-	78,550	96,000	21,000	195,550
	<u>\$ -</u>	<u>\$ 78,550</u>	<u>\$ 96,000</u>	<u>\$ 21,000</u>	<u>\$ 195,550</u>

Project #3001: Frog Pond Master Planning

This project will plan for development of the Frog Pond and Advance Road areas east of Wilsonville. The first phase is to develop a Concept Plan for the whole 500 acre area, defining the mix of land uses; transportation and public facilities location; and the financial feasibility. This step is required by Metro and to set the stage for more detailed planning of Frog Pond, and is also needed before the Advance Road Urban Reserve area may be considered to be added to the regional Urban Growth Boundary. The second phase will be to create a Master Plan for the 180-acre Frog Pond area.

Priority: High

Justification: Future growth and regional requirement

Status: New

Estimated Date of Completion: FY2015-16

FY2014-15: Funding Sources: Various SDC Funds and Grant

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 149,500	\$ 30,000	\$ 179,500
Engineering Administration	-	129,500	61,500	92,000	283,000
	<u>\$ -</u>	<u>\$ 129,500</u>	<u>\$ 211,000</u>	<u>\$ 122,000</u>	<u>\$ 462,500</u>

Planning Projects

Project #3002: Coffee Creek Area Planning

This project will plan for annexation and infrastructure phasing for the Coffee Creek Industrial Area.

Priority: High

Justification: Future growth

Status: New

Estimated Date of Completion: FY2015-16

FY2014-15: Funding Sources: General Fund

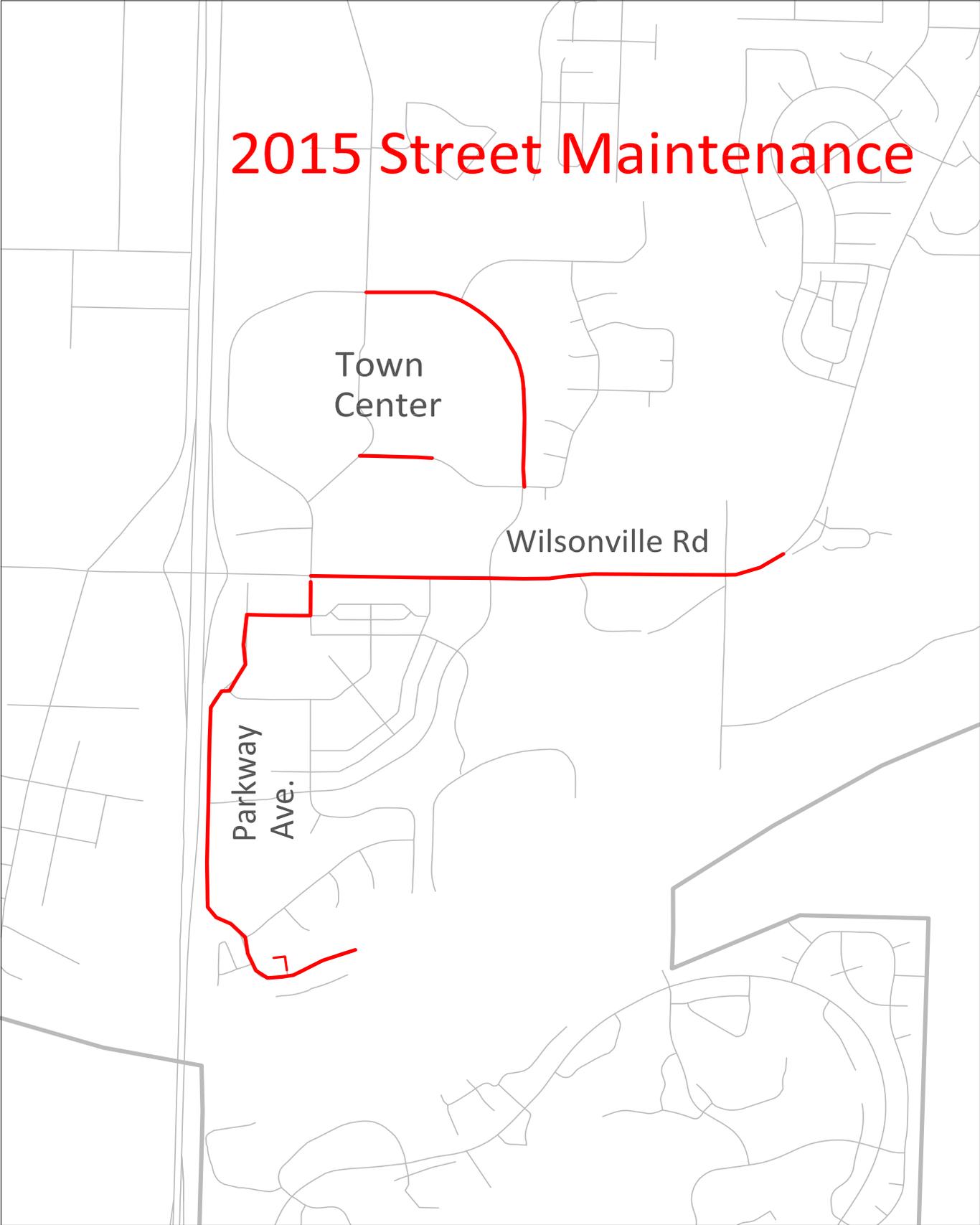
Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000
Engineering Administration	-	5,000	35,000	120,000	160,000
	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 105,000</u>	<u>\$ 120,000</u>	<u>\$ 230,000</u>



2014-15 Street Maintenance Focus Areas

2015 Street Maintenance



Streets Projects

2014-15 Funding Sources

Proj.	Project Name	Road Maint	Road Operating	Street SDC	East Side Urb Renewal	West Side Urb Renewal	Total Resources	Federal Funding*
4004	Kinsman Road Extension - Barber to Boeckman	\$ -	\$ -	\$ 704,850	\$ -	\$ -	\$ 704,850	\$ 552,000
4014	Street Maintenance Projects	690,000	96,600	-	-	-	786,600	-
4116	Barber Street - Kinsman to Coffee Lake Dr.	-	-	-	-	2,230,800	2,230,800	2,710,548
4118	Protective Permissive Signal Heads	-	-	222,000	-	-	222,000	-
4138	5-Year Monitoring of Boeckman Road Mitigation	-	-	11,100	-	-	11,100	-
4146	Tooze Rd. Imp.- 110 th to Grahams Ferry Rd. (Local Match)	-	-	51,900	-	-	51,900	600,000
4149	Day Rd Wetland Mitigation	-	-	5,550	-	-	5,550	-
4184	Canyon Creek Rd South from Boeckman to Town Center Lp	-	-	-	4,585,000	-	4,585,000	-
4186	Villebois Dr North Ext (SAP N. to Boeckman Rd) SDC Reimb	-	-	428,000	-	-	428,000	-
4188	LEC SDC Reimbursement	-	-	107,000	-	-	107,000	-
4189	Street SDC Update	-	-	80,250	-	-	80,250	-
4190	SI-01 & 02 Clutter/Grahams Ferry Intersection/RR Crossing	-	-	73,260	-	-	73,260	-
4993	Streets CIP's Final Closeout from Prior Years	-	875	11,625	-	-	12,500	-
4994	Streets Private Development SDC Reimbursement	-	-	10,950	-	-	10,950	-
4995	Early Planning - Future Street Projects	-	-	20,000	-	-	20,000	-
4998	5-Year & Annual Street CIP Budget Development	-	-	12,500	-	-	12,500	-
4999	Project Design & Construction	-	-	111,000	-	-	111,000	-
		<u>\$ 690,000</u>	<u>\$ 97,475</u>	<u>\$ 1,849,985</u>	<u>\$ 4,585,000</u>	<u>\$ 2,230,800</u>	<u>\$ 9,453,260</u>	<u>\$ 3,862,548</u>

*Federal funding resources administered by the Oregon Department of Transportation on behalf of the City

Project #4004: Kinsman Rd Extension – Barber to Boeckman

This project will design, acquire right of way, and construct the extension of Kinsman Road from Barber Street to Boeckman Road in order to improve the roadway grid system west of I-5, thereby reducing local north-south traffic using I-5 and providing additional access to the SMART Central and the WES station. The City has been awarded \$3.6 million in federal and STIP funding which is being budgeted, in part, for preliminary and final engineering. In FY2009-10 the City entered into a contract through ODOT for preliminary design and environmental documentation and is budgeting a portion of the federal funds in FY2014-15 for continued design and permitting as well as a required local match component from Street SDC. Future year property acquisition and construction costs are estimated in the amount of \$4.6M with further federal funding, street SDC, and STIP funding as proposed funding sources. Sewer line construction in the Kinsman road alignment is budgeted separately as projects #2079.

Priority: High

Justification: Currently under contract and City growth

FY2014-15 Funding Sources: Street SDC

Status: Continued from FY2007-08

Estimated Date of Completion: FY2015-16

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 93,392	\$ 156,149	\$ 635,000	\$ 1,313,000	\$ 2,197,541
Engineering Administration	156,138	25,819	69,850	518,000	769,807
	<u>\$ 249,530</u>	<u>\$ 181,968</u>	<u>\$ 704,850</u>	<u>\$ 1,831,000</u>	<u>\$ 2,967,348</u>
Federal Funds/ODOT Managed	-	271,000	552,000	2,807,000	3,630,000
	<u>\$ 249,530</u>	<u>\$ 452,968</u>	<u>\$ 1,256,850</u>	<u>\$ 4,638,000</u>	<u>\$ 6,597,348</u>

Project #4014: Street Maintenance

Annual street maintenance projects include surface repair and resurfacing of streets that are on a planned six year rotation schedule. The projects for FY 14/15 will be City wide and will include a 2" grind and overlay of Wilsonville Road from the Boeckman bridge to Town Center Loop West and micro-seal of Town Center Loop East, with other miscellaneous crack seal.

Priority: High

Justification: Aging infrastructure

Status: Annual

Estimated Date of Completion: Annual

FY2014-15 Funding Sources: Road Maintenance Fees and Road Operating

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ 680,000	\$ 690,000	Annual	Annual
Engineering Administration	-	80,400	96,600	-	-
	\$ -	\$ 760,400	\$ 786,600	\$ -	\$ -

Project #4116: Barber St Extension – Kinsman to Coffee Lake Dr

This project will design, acquire right-of-way and construct the extension of Barber Street from Kinsman Road to Coffee Lake Drive at the southeast corner of the Villebois development. This street will be a minor collector cross-section connecting Villebois with commercial districts, SMART Central and the WES Station. This project has received approximately \$3.8 million in federal funding of which a portion was spent for preliminary engineering and environmental documentation pursuant to a contract for such services entered into in FY2009-10 through ODOT. Federal funding was also used on a contract for final design and permitting that was completed in May 2014. Both federal and SDC funds are budgeted to fund construction in FY2014-15, with construction extending into FY15-16. Total project costs are currently estimated at approximately \$7.6 million.

Priority: High

Justification: Currently under contract and City growth

Status: Continued from FY2007-08

Estimated Date of Completion: FY2015-16

FY2014-15 Funding Sources: West Side Urban Renewal

Operations Impact: Maintenance costs estimated to be \$20,000 annually

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 149,685	\$ 135,434	\$ 2,145,800	\$ 901,652	\$ 3,332,571
Engineering Administration	176,804	92,506	85,000	116,035	470,345
	326,489	227,940	2,230,800	1,017,687	3,802,916
Federal Funds/ODOT Managed	581,007	533,783	2,710,548	-	3,825,338
	\$ 907,496	\$ 761,723	\$ 4,941,348	\$ 1,017,687	\$ 7,628,254

Streets Projects

Project #4118: Protective Permissive Signal Heads

This project allows for installation of protected permissive signal heads at appropriate locations to improve system capacity.

Priority: Medium

Justification: City growth

Status: Continued from FY2011-12

Estimated Date of Completion: FY2015-16

FY2014-15 Funding Sources: Street SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 114,010	\$ 98,459	\$ 200,000	\$ 114,000	\$ -
Engineering Administration	69,762	12,265	22,000	13,680	-
	<u>\$ 183,772</u>	<u>\$ 110,724</u>	<u>\$ 222,000</u>	<u>\$ 127,680</u>	<u>\$ -</u>

Project 4138: 5-Year Monitoring of Boeckman Rd Mitigation

The construction of wetland mitigation was required by regulatory agencies as a part of the Boeckman Road Extension Project. This mitigation must be monitored for a five-year period to meet state and federal mandated permit conditions for managing wetland mitigation for the Boeckman Road Project. This project was originally budgeted through FY2013-14, however it has been extended two additional years to insure the program is a success.

Priority: High

Justification: Currently under contract and regulatory requirement

FY2014-15 Funding Sources: Street SDC

Status: Continued from FY2008-09

Estimated Date of Completion: FY2015-16

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 179,084	\$ 51,669	\$ 10,000	\$ 10,000	\$ 250,753
Engineering Administration	44,308	3,753	1,100	1,200	50,361
	<u>\$ 223,392</u>	<u>\$ 55,422</u>	<u>\$ 11,100</u>	<u>\$ 11,200</u>	<u>\$ 301,114</u>

Project #4146: Tooze Rd – 110th to Grahams Ferry Rd

This is the second phase of the Boeckman Road Extension and will improve Tooze Road from the end of the first phase of the Boeckman Project which is slightly west of 110th to the intersection with Graham’s Ferry Road. This project will include construction of bike lanes and sidewalks, new turn lanes and a signal at Graham’s Ferry Road. The project is necessary to accommodate future residential development in the area, improve freight mobility between Wilsonville and communities to the west, and to fulfill the terms of an Intergovernmental Agreement with ODOT for the first part of the Boeckman Road Extension. Future year costs for construction are estimated at \$5.9 M with timing of construction dependent on the availability of various funding resources. Companion water and sewer projects are budgeted separately in the City’s 5-Year CIP.

Priority: High

Justification: Villebois Development Agreement and City growth

FY2014-15 Funding Sources: Street SDC and federal funding

Status: Continued from FY2008-09

Estimated Date of Completion: FY2017-18

Operations Impact: Maintenance costs estimated at \$20,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 291,500	\$ 45,000	\$ 5,425,000	\$ 5,761,500
Engineering Administration	12,306	44,247	6,900	550,900	614,353
	\$ 12,306	\$ 335,747	\$ 51,900	\$ 5,975,900	\$ 6,375,853
Federal Funds/ODOT Managed	-	200,000	600,000	-	800,000
	\$ 12,306	\$ 535,747	\$ 651,900	\$ 5,975,900	\$ 7,175,853

Project #4149: Day Rd Wetland Mitigation

This wetland mitigation monitoring effort is a regulatory requirement for a Division of State Lands (DSL) permit relating to roadway improvements previously constructed on Day Road.

Priority: High

Justification: Regulatory requirement

FY2014-15 Funding Sources: Street SDC

Status: Continued from FY2009-10

Estimated Date of Completion: FY2015-16

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 9,559	\$ 5,000	\$ 5,000	\$ 5,000	\$ 24,559
Engineering Administration	1,497	600	550	600	3,247
	\$ 11,056	\$ 5,600	\$ 5,550	\$ 5,600	\$ 27,806

Streets Projects

Project #4184: Canyon Creek Road from Boeckman to Town Center Loop East

This project includes the design and construction of s+Street improvements on Canyon Creek Road from the south end of the existing half-street improvements, adjacent to Renaissance at Canyon Creek, southward to intersect with Vlahos Drive, approximately 800'. Vlahos Drive will be reconfigured to a T-intersection with Canyon Creek Road. Project also includes installation of a traffic signal at Town Center Loop East and Canyon Creek Road (the current Vlahos Dr. intersection).

Priority: High

Justification: City growth

Status: Continued from FY2013-14

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: East Side Urban Renewal District

Operations Impact: Maintenance costs estimated at \$9,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 665,250	\$ 4,500,000	\$ -	\$ 5,165,250
Engineering Administration	-	71,915	85,000	-	156,915
	<u>\$ -</u>	<u>\$ 737,165</u>	<u>\$ 4,585,000</u>	<u>\$ -</u>	<u>\$ 5,322,165</u>

Project #4186: Villebois Dr North Ext (SAP N. to Boeckman Rd) SDC Reimbursement

Development in the Villebois Master Plan area east of 110th is moving forward with new home construction. Developers will be constructing road improvements to connect Villebois Drive north to the roundabout at Boeckman Road. The project is currently scheduled for the design phase to be completed in FY2013-14 and the construction phase completed in FY2014-15. Street SDC reimbursements will be issued to fund additional capacity as the existing road is improved per the Villebois Master Plan.

Priority: High

Justification: Villebois Development Agreement and city growth

Status: Continued from FY2013-14

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 50,000	\$ 400,000	\$ -	\$ 450,000
Engineering Administration	-	6,000	28,000	-	34,000
	<u>\$ -</u>	<u>\$ 56,000</u>	<u>\$ 428,000</u>	<u>\$ -</u>	<u>\$ 484,000</u>

Project #4188: LEC SDC Reimbursement

This project will fund SDC credits for additional road capacity built per the development agreement for the former Living Enrichment Center (LEC) area.

Priority: High

Justification: Development agreement and city growth

Status: New project

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: Street SDC

Operations Impact: Not Applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Engineering Administration	-	-	7,000	-	7,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 107,000</u>	<u>\$ -</u>	<u>\$ 107,000</u>

Project #4189: Street SDC Update

This project evaluates and updates the street SDC structure to accommodate growth and updates to the City's Transportation System Plan.

Priority: High

Justification: City growth

Status: New project

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: Street SDC

Operations Impact: Not Applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
Engineering Administration	-	-	5,250	-	5,250
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 80,250</u>	<u>\$ -</u>	<u>\$ 80,250</u>

Project #4190: SI-01 & 02 Clutter/Grahams Ferry Intersection/RR Crossing

The Coffee Creek Master Plan calls for improvements of the railroad crossing at Graham's Ferry Road and Clutter Road to allow for freight traffic. Funding in FY2014-15 will allow the City to begin preliminary design work to formulate a future cost estimate and position the project for grant funding.

Priority: Medium

Justification: City growth

Status: New project

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: Street SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 66,000	\$ -	\$ 66,000
Engineering Administration	-	-	7,260	-	7,260
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 73,260</u>	<u>\$ -</u>	<u>\$ 73,260</u>

Project #4993: Streets CIP's Final Closeout from Prior Years

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

Priority: High

Justification: City growth

Status: New Project

Estimated Date of Completion: Annual

FY2014-15 Funding Sources: Road Operations Fund and Street SDC

Operations Impact: Not Applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	10,000	12,500	-	-
	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 12,500</u>	<u>\$ -</u>	<u>\$ -</u>

Streets Projects

Project #4994: Streets Private Development SDC Reimbursement

Throughout the year small development projects often arise that are eligible for SDC reimbursements. This project provides a budgetary source to allow payment of small SDC reimbursements. Developments that will have SDC reimbursements in excess of \$10,000 are budgeted separately as individual projects.

Priority: High

Justification: City growth

Status: Ongoing

Estimated Date of Completion: Annual

FY2014-15 Funding Sources: Street SDC

Operations Impact: Not Applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	Annual	\$ 10,000	\$ 10,000	Annual	Annual
Engineering Administration	-	1,320	950	-	-
	\$ -	\$ 11,320	\$ 10,950	\$ -	\$ -

Project #4995: Early Planning – Future Street Projects

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

Priority: Medium

Justification: City growth

Status: Ongoing

Estimated Date of Completion: Annual

FY2014-15 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	49,634	20,000	-	-
	\$ -	\$ 49,634	\$ 20,000	\$ -	\$ -

Project #4998: 5-Year & Annual Street CIP Budget Development

This project is for staff time expenditures spent on developing and master planning the annual capital project budget and the 5-year capital improvement program.

Priority: High

Justification: Fiscal planning for CIPs

Status: Ongoing

Estimated Date of Completion: Annual

FY2014-15 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	9,889	12,500	-	-
	\$ -	\$ 9,889	\$ 12,500	\$ -	\$ -

Project #4999: Project Design & Construction

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

Priority: High

Justification: Unanticipated and emergency projects

Status: Ongoing

Estimated Date of Completion: Annual

FY2014-15 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	Annual	\$ 100,000	\$ 100,000	Annual	Annual
Engineering Administration	-	12,000	11,000	-	-
	\$ -	\$ 112,000	\$ 111,000	\$ -	\$ -

Streetscape/Bikeway Projects

FY 2014-15 Funding Sources

Proj.	Project Name	Streetlight Fund	Road Ops	Street SDC's	General Fund	Total Resources
4696	Streetlight Infill	\$ 57,720	\$ -	\$ -	\$ -	\$ 57,720
4713	Bike Signage	-	13,875	13,875	-	27,750
4717	Annual Pedestrian Enhancements	-	111,000	-	-	111,000
4718	Citywide Signage and Wayfinding Plan	-	-	-	55,000	55,000
4799	Project Design & Development	-	-	11,100	-	11,100
		<u>\$ 57,720</u>	<u>\$ 124,875</u>	<u>\$24,975</u>	<u>\$55,000</u>	<u>\$ 262,570</u>

Project Summaries

Project #4696: Streetlight Infill

This project funds the installation of new streetlights where there are currently infrastructure gaps or where there is existing lighting infrastructure that needs to be updated.

Priority: Medium

Justification: Infrastructure improvements

FY2014-15 Funding Sources: Streetlight Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Additional streetlights to repair and maintain

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ 324,991	\$ 52,000	Annual	Annual
Engineering Administration		58,453	5,720	-	-
	<u>\$ -</u>	<u>\$ 383,444</u>	<u>\$ 57,720</u>	<u>\$ -</u>	<u>\$ -</u>

Project #4713: Bike Signage

This project will implement the bike signage component of the Bicycle and Pedestrian Connectivity Action Plan.

Priority: High

Justification: Council Goal

FY2014-15 Funding Sources: Road Operating Fund and Street SDC's

Status: New Project

Estimated Date of Completion: FY2015-16

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ 50,000
Engineering Administration	-	-	2,750	2,750	5,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 27,750</u>	<u>\$ 27,750</u>	<u>\$ 55,500</u>

Streetscape/Bikeway Projects

Project #4717: Annual Pedestrian Enhancements

This project will implement the pedestrian improvement component of the Bicycle and Pedestrian Connectivity Action Plan.

Priority: High

Justification: Council Goal

FY2014-15 Funding Sources: Road Operating Fund

Status: New Project

Estimated Date of Completion: FY2015-16

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 30,000	\$ 100,000	\$ 100,000	\$ 230,000
Engineering Administration		3,600	11,000	11,000	25,600
	<u>\$ -</u>	<u>\$ 33,600</u>	<u>\$ 111,000</u>	<u>\$ 111,000</u>	<u>\$ 255,600</u>

Project #4718: Citywide Signage and Wayfinding Plan

This project will include staff and consultant efforts to engage the community in development of a city-wide signage and wayfinding plan for motor vehicles, bicyclists and pedestrians.

Priority: High

Justification: Council Goal

FY2014-15 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: FY2014-15

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration		-	5,000	-	5,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ 55,000</u>

Project #4799: 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

FY2014-15 Funding Sources: Street SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	Annual	\$ 10,000	\$ 10,000	Annual	Annual
Engineering Administration	-	1,200	1,100	-	-
	<u>\$ -</u>	<u>\$ 11,200</u>	<u>\$ 11,100</u>	<u>\$ -</u>	<u>\$ -</u>



Stormwater Projects

FY 2014-15 Funding Sources

Proj.	Project Name	Stormwater Operating	Stormwater SDC	Total Resources
7012	Rivergreen Drainage	\$ 16,650	\$ -	\$ 16,650
7030	Rivergreen Wetland Mitigation Monitoring	2,775	-	2,775
7048	Priority One Repairs and Replacements	55,500	-	55,500
7049	Purchase infoSWMM Model	19,980	-	19,980
7051	Moreys Landing Wetland Mitigation Monitoring	1,665	-	1,665
7052	Park Place Stormwater Improvements	56,000	-	56,000
7053	Willamette Way West Outfall	33,300	-	33,300
7054	Gesselschaft Water Well Channel Restoration	166,500	-	166,500
7993	Stormwater CIP's Closeout from Prior Years	5,000	-	5,000
7995	Early Planning - Future Stormwater Projects	-	6,500	6,500
7998	5-Year & Annual Stormwater CIP Budget Development	-	5,000	5,000
7999	Project Design & Development	-	27,750	27,750
		<u>\$ 357,370</u>	<u>\$ 39,250</u>	<u>\$ 396,620</u>

Project Summaries

Project #7012: Rivergreen Drainage

This project is to repair stormwater management facilities damaged by river conditions and stormwater runoff and will also prevent further eroding of the Willamette River stream bank at the Willamette Way West outlet of the Rivergreen Subdivision.

Priority: High

Justification: Regulatory requirements

FY2014-15 Funding Sources: Stormwater Operating

Status: Continued from FY2004-05

Estimated Date of Completion: FY2014-15

Operations Impact: Maintenance costs estimated at \$800 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 795,247	\$ 274,923	\$ 15,000	\$ -	\$ 1,085,170
Engineering Administration	238,421	27,951	1,650	-	268,022
	<u>\$ 1,033,668</u>	<u>\$ 302,874</u>	<u>\$ 16,650</u>	<u>\$ -</u>	<u>\$ 1,353,192</u>

Project #7030: Rivergreen Wetland Mitigation Monitoring

The wetland mitigation site constructed during the Rivergreen Drainage Project requires five years of monitoring. This project budgets for the five years of expenditures on an annual basis and was originally scheduled to end in FY2013-14. Construction, however, impacted the existing mitigation site and the required monitoring has been extended through FY2016-17.

Priority: High

Justification: Currently under contract and a regulatory requirement

FY2014-15 Funding Sources: Stormwater Operating

Status: Continued from FY2009-10

Estimated Date of Completion: FY2016-17

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 12,235	\$ 3,800	\$ 2,500	\$ 10,000	\$ 28,535
Engineering Administration	3,857	599	275	1,200	5,931
	<u>\$ 16,092</u>	<u>\$ 4,399</u>	<u>\$ 2,775</u>	<u>\$ 11,200</u>	<u>\$ 34,466</u>

Stormwater Projects

Project #7048: Priority One Repairs and Replacements

As a part of routine maintenance, stormwater lines throughout the City are undergoing TV'ing to establish current conditions and identify needed repairs. Lines in the worst condition are given a rating of 5, while those that are in the best condition are given a rating of 1. This project will repair or replace those lines identified as either 4s or 5s and which are Priority One projects.

Priority: High

Justification: Aging Infrastructure

Status: Annual

Estimated Date of Completion: Annual

FY2014-15 Funding Sources: Stormwater Operating

Operations Impact: Improvement to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 50,000	Annual	Annual
Engineering Administration	-	-	5,500	-	-
	\$ -	\$ -	\$ 55,500	\$ -	\$ -

Project #7049: Purchase InfoSWMM Model

Purchase of the InfoSWMM modeling software was recommended in the Stormwater Master Plan and is critical in implementing the Master Plan and complying with regulatory requirements.

Priority: High

Justification: Regulatory requirement

Status: Continued from FY2013-14

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: Stormwater Operating

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
Engineering Administration	-	-	1,980	-	1,980
	\$ -	\$ -	\$ 19,980	\$ -	\$ 19,980

Project #7051: Morey's Landing Wetland Mitigation Monitoring

The wetland mitigation site constructed during the Morey's Landing Stormwater Repairs project requires two years of monitoring. This project budgets 5 years of monitoring expenditures on an annual basis until completion of the monitoring period in FY 2015-16.

Priority: High

Justification: Regulatory requirement

Status: New project

Estimated Date of Completion: FY2018-2019

FY2014-15 Funding Sources: Stormwater Operating

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 18,000	\$ 1,500	\$ 6,000	\$ 25,500
Engineering Administration	-	2,160	165	720	3,045
	\$ -	\$ 20,160	\$ 1,665	\$ 6,720	\$ 28,545

Stormwater Projects

Project #7052: Park Place Stormwater Improvements

This project will correct undersized infrastructure by installing approximately 160 feet of storm pipe, manholes, and catch basins along Park Place near Courtside Drive. This will eliminate the existing storm system restriction and reduce the localized flooding that occurs at this location during heavy rainfall events.

Priority: High

Justification: Aging Infrastructure

Status: New project

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: Stormwater Operating

Operations Impact: Improvement to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration	-	-	6,000	-	6,000
	\$ -	\$ -	\$ 56,000	\$ -	\$ 56,000

Project #7053: Willamette Way West Outfall

This project will repair the stormwater outfall at the end of Willamette Way West in the Rivergreen subdivision and will also prevent further eroding of the Willamette River bank.

Priority: High

Justification: Erosion Control

Status: New project

Estimated Date of Completion: FY2015-2016

FY2014-15 Funding Sources: Stormwater Operating

Operations Impact: Maintenance costs estimated at \$800 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 30,000	\$ 200,000	\$ 230,000
Engineering Administration	-	-	3,300	24,000	27,300
	\$ -	\$ -	\$ 33,300	\$ 224,000	\$ 257,300

Project #7054: Gesselschaft Water Well Channel Restoration

This project will repair the stormwater outfall and channel down slope of the water well and will also prevent further eroding of the Boeckman Creek riparian area.

Priority: High

Justification: Erosion Control

Status: New project

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: Stormwater Operating

Operations Impact: Improvement to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Engineering Administration	-	-	16,500	-	16,500
	\$ -	\$ -	\$ 166,500	\$ -	\$ 166,500

Stormwater Projects

Project #7993: Stormwater CIP's 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: Medium

Justification: City growth

FY2014-15 Funding Sources: Stormwater Operating

Status: New Project

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ -	\$ -	\$ -
Engineering Administration	-	-	5,000	-	5,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 5,000</u>

Project #7995: Early Planning – Future Stormwater Projects

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

Priority: Medium

Justification: City growth

FY2014-15 Funding Sources: Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	4,804	6,500	-	-
	<u>\$ -</u>	<u>\$ 4,804</u>	<u>\$ 6,500</u>	<u>\$ -</u>	<u>\$ -</u>

Stormwater Projects

Project #7998: 5-Year & Annual Stormwater CIP Budget Development

Project provides funding for staff time spent on developing and master planning the annual capital project budget and the 5-year capital improvement program.

Priority: High

Justification: Fiscal planning for CIPs

FY2014-15 Funding Sources: Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	3,243	5,000	-	-
	\$ -	\$ 3,243	\$ 5,000	\$ -	\$ -

Project #7999: Project Design & Development

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

Priority: High

Justification: Unanticipated and emergency projects

FY2014-15 Funding Sources: Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ 49,000	\$ 25,000	Annual	Annual
Engineering Administration	-	5,880	2,750	-	-
	\$ -	\$ 54,880	\$ 27,750	\$ -	\$ -

FY 2014-15 Funding Sources

Proj.	Project Name	Transit Fund	Grants	Total Resources
8104	Transit Shelters and ADA Improvements	\$10,800	\$ 43,200	\$ 54,000
		<u>\$ 10,800</u>	<u>\$ 43,200</u>	<u>\$ 54,000</u>

The Transit Capital Improvement Projects are funded through the Building Capital Improvement Projects Fund.

Project Summaries

Project #8104: Transit Shelters and ADA Improvements

This grant-funded project will provide new transit shelters where there currently aren't any and also identify and remedy ADA deficiencies at transit stops throughout the city.

Priority: High

Justification: Regulatory requirements

Status: New Project

Estimated Date of Completion: FY2014-15

FY2014-15: Funding Sources: Grant and Transit Fund (grant match)

Operations Impact: To be determined at completion

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 54,000	\$ -	\$ 54,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 54,000</u>	<u>\$ -</u>	<u>\$ 54,000</u>

FY 2014-15 Funding Sources

Proj.	Project Name	General Fund	Clackamas County	Total Resources
8093	Fiber Connectivity Project	\$ 42,000	\$ -	\$ 42,000
8094	City Wide Public Facility Master Planning	63,000	-	63,000
8098	Library Improvements	23,500	940,000	963,500
8099	Centralized Building Control System	60,000	-	60,000
8101	Parks & Rec Tenant Improvements	10,500	-	10,500
8102	City Hall Lobby Renovation	19,250	-	19,250
8103	Tauchman House Deck and Porch Replacement	35,000	-	35,000
		<u>\$ 253,250</u>	<u>\$ 940,000</u>	<u>\$ 1,193,250</u>

Project Summaries

Project #8093: Fiber Connectivity Project

City growth and changing technology drive the need to extend fiber connections to the City's many facilities in order to provide reliable and secure IT connections. This project will map existing fiber conduit and service, identify where there are gaps in service, and prioritize infill. Existing conduit will be used where possible and new conduit will be installed in conjunction with the City's upcoming road, water and sewer projects. In some areas, infill conduit will be installed independently of another capital project. This project will also partner with other agencies and service providers to lease and/or share existing conduit to minimize costs. Over time the City will achieve operational cost savings by having its own fiber infrastructure instead of leasing communication lines. At build out, this fiber project will intertie with Clackamas County and the West Linn-Wilsonville School District and provide shared benefits to all parties participating in this project.

Priority: High

Justification: City growth

Status: Continued from FY2013-14

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: General Fund Reserves

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 248,500	\$ 40,000	\$ -	\$ 288,500
Engineering Administration	-	-	2,000	-	2,000
	<u>\$ -</u>	<u>\$ 248,500</u>	<u>\$ 42,000</u>	<u>\$ -</u>	<u>\$ 290,500</u>

Building Projects

Project #8094: City Wide Public Facility Master Planning

The City's Facilities Master Plan was developed in 1996. The City has grown significantly since that time and has acquired properties and facilities not included in the 1996 plan. This Facilities Master Plan update will inventory the City's existing facilities, examine future space requirements and resources, and develop a strategic plan for future facilities and property disposition, including a site needs analysis for Public Works and site selection criteria for a future Public Works facility.

Priority: High

Justification: Program growth

Status: Continued from FY2013-14

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: General Fund Reserves

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

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 20,000	\$ 60,000	\$ -	\$ 80,000
Engineering Administration	-	-	3,000	-	3,000
	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 63,000</u>	<u>\$ -</u>	<u>\$ 83,000</u>

Project #8098 Library Improvements

The City is receiving \$1,000,000 in capital funding from countywide library revenue to construct capital improvements to the City's Library. This funding will be available in January 2014. The currently budgeted funds will allow for strategic planning and concept design efforts. The balance of the funds will be budgeted in FY 2014-15 for construction.

Priority: High

Justification: Aging infrastructure and city growth

Status: Continued from FY2013-14

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: Other local governments

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

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 60,000	\$ 940,000	\$ -	\$ 1,000,000
Engineering Administration	-	-	23,500	-	23,500
	<u>\$ -</u>	<u>\$ 60,000</u>	<u>\$ 963,500</u>	<u>\$ -</u>	<u>\$ 1,023,500</u>

Project #8099: Centralized Building Control System

This project will be Phase I of all future HVAC replacements throughout the City. This phase includes the design and installation of a building control system that will allow future HVAC systems to interface and communicate through a centralized location. This system will maximize energy savings and improve operational efficiencies.

Priority: High

Justification: Aging infrastructure and efficiency improvements

Status: Continued from FY2013-14

Estimated Date of Completion: FY2015-16

FY2014-15 Funding Sources: General Fund Reserves

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 50,000	\$ 60,000	\$ 50,000	\$ 160,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ 60,000</u>	<u>\$ 50,000</u>	<u>\$ 160,000</u>

Building Projects

Project #8101: Park & Rec Tenant Improvements

The Parks and Recreation Department is scheduled to move into the former Chamber and Visitor's Center building in 2014. Years of deferred maintenance require a number of tenant improvements as a precursor to this move.

Priority: High

Justification: Aging infrastructure

Status: New project

Estimated Date of Completion: FY2015-16

FY2014-15 Funding Sources: General Fund Reserves

Operations Impact: Maintenance costs estimated at \$11,000 per year annually

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 362,000	\$ 10,000	\$ -	\$ 372,000
Engineering Administration	-	-	500	-	500
	<u>\$ -</u>	<u>\$ 362,000</u>	<u>\$ 10,500</u>	<u>\$ -</u>	<u>\$ 372,500</u>

Project #8102: City Hall Lobby Renovation

This project will modify the City Hall lobby to improve visibility. When customers enter the lobby columns block their view of the front counter and staff. This redesign will also allow for more operations to be located at the first floor counter so that customers will be able to pay a utility bill, buy transit passes, etc., without having to go upstairs.

Priority: Medium

Justification: Operational Efficiency and customer service

Status: New project

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: General Fund Reserves

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 17,500	\$ -	\$ 17,500
Engineering Administration	-	-	1,750	-	1,750
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 19,250</u>	<u>\$ -</u>	<u>\$ 19,250</u>

Project #8103: Tauchman House Deck and Porch Repair

This project replaces the existing deck and porch at the Tauchman House at Boones Ferry Park that have deteriorated and require repair.

Priority: High

Justification: Aging infrastructure

Status: New project

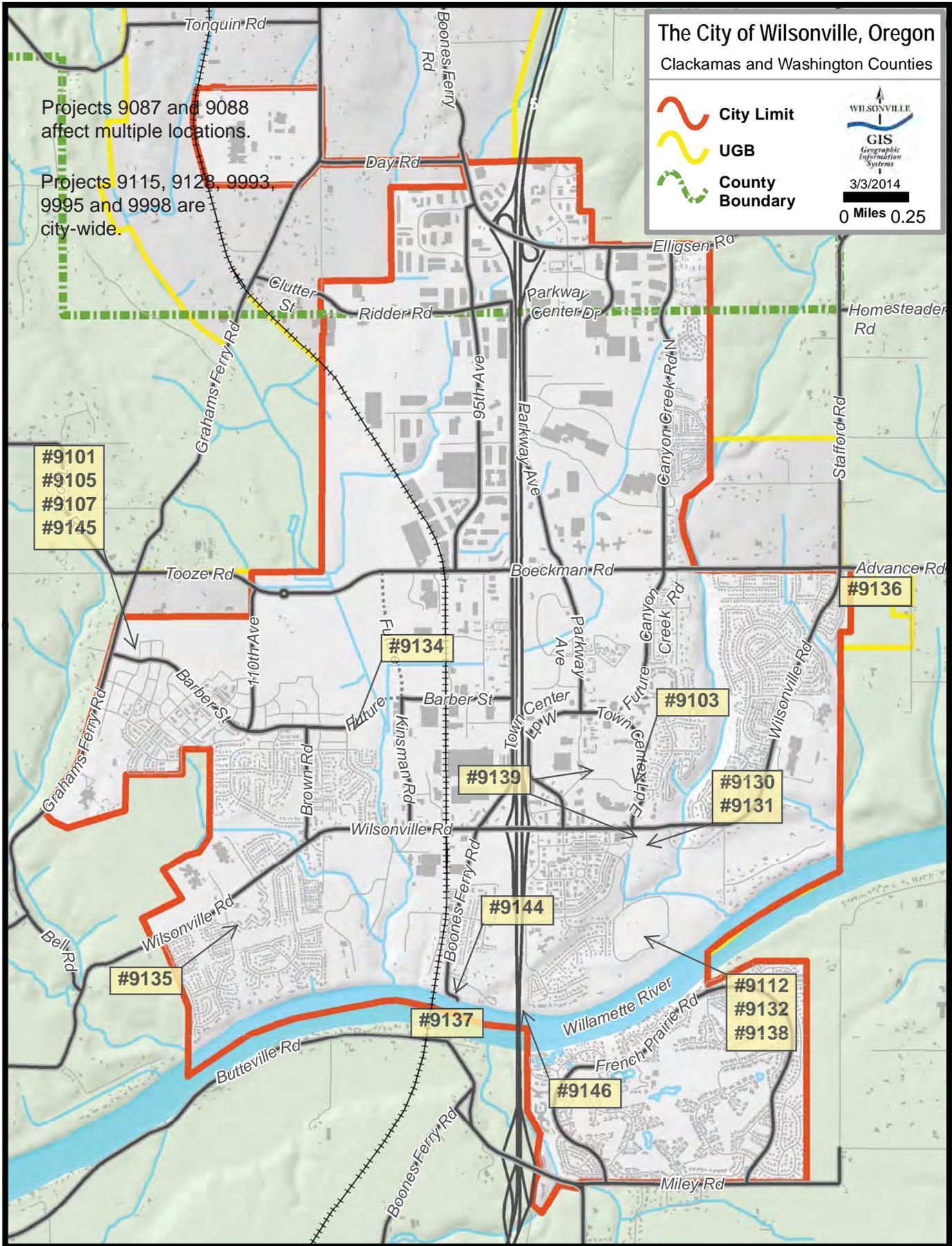
Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: General Fund Reserves

Operations Impact: There will be no change to the existing cost of maintenance

Project Costs:	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ -</u>	<u>\$ 35,000</u>

Parks Projects



FY 2014-15 Funding Sources

Proj.	Project Name	Parks SDC	Contri- butions	General Fund	East Side Urban Renewal	West Side Urban Renewal	Grants	Total Resources	Federal Funding*
9087	Tree Mitigation - Other than White Oak	\$ -	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ 1,250	\$ -
9088	Tree Mitigation - White Oak	-	250	-	-	-	-	250	-
9101	Villebois Park Improvements - Palermo Park SDC Reimbursement	259,515	-	-	-	-	-	259,515	-
9103	Skate Park Site Concept Design	24,420	-	-	-	-	-	24,420	-
9105	Villebois Park Improvements - Promenade Park SDC Reimbursement	149,850	-	-	-	-	-	149,850	-
9107	Villebois Park Improvements - Piccadilly Park SDC Reimbursement	237,216	-	-	-	228,819	-	466,035	-
9112	Memorial Park Improvements (Trails, Ball Fields & Signage)	-	-	-	-	-	313,746	313,746	-
9115	City Parks and Trails - ADA Title II Facilities, Signage and Maps	25,530	-	-	-	-	-	25,530	-
9128	Recreation and Aquatic Center Study Update	16,650	-	-	-	-	-	16,650	-
9130	Murase Playground Retrofit	-	-	-	210,000	-	-	210,000	-
9131	Murase Mound Re-grade	-	-	-	210,000	-	-	210,000	-
9132	Memorial Park - Bleachers ADA upgrade	-	-	15,600	-	-	-	15,600	-
9134	Villebois Parks - SAP East Parks RP 7&8	132,000	-	-	-	-	-	132,000	-
9135	Ice Age Tonquin Trail Extension - Willamette Way East	114,256	-	-	-	-	-	114,256	-
9136	Advance Road Sports Fields	60,800	-	-	-	-	-	60,800	-
9137	French Prairie Bridge	148,000	-	-	-	-	-	148,000	1,200,000
9138	Memorial Park Master Plan Update	55,500	-	-	-	-	-	55,500	-
9139	Water Features (Town Center & Murase) Equipment Upgrades	-	-	10,000	-	-	-	10,000	-
9144	Boones Ferry Park Master Plan	27,750	-	-	-	-	-	27,750	-
9145	Villebois Park Improvements - Montague Park SDC Reimb & UR Contr	181,360	-	-	-	1,000,000	-	1,181,360	-
9146	I-5 Undercrossing Trail	111,000	-	-	-	-	-	111,000	-
9993	Annual - Parks CIP's Closeout from Prior Years	10,000	-	-	-	-	-	10,000	-
9995	Early Planning - Future Parks	8,000	-	-	-	-	-	8,000	-
9998	5-Year & Annual Parks CIP Budget Development	5,000	-	-	-	-	-	5,000	-
		<u>\$1,566,848</u>	<u>\$ 1,500</u>	<u>\$25,600</u>	<u>\$ 420,000</u>	<u>\$ 1,228,819</u>	<u>\$313,746</u>	<u>\$3,556,513</u>	<u>\$1,200,000</u>

Project Summaries

Project #9087: Tree Mitigation – Other than White Oak

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

Priority: High

Justification: City growth

FY2014-15 Funding Sources: Contributions

Status: Continued from FY1998-99

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ 1,200	\$ 1,250	Annual	\$ 2,450
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 1,200</u>	<u>\$ 1,250</u>	<u>\$ -</u>	<u>\$ 2,450</u>

Project #9088: Tree Mitigation – White Oak

This project is similar to Project #9087, but is intended specifically for pruning, planting, preservation and enhancement of White Oaks.

Priority: High

Justification: City growth

FY2014-15 Funding Sources: Contributions

Status: Continued from FY1998-99

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ 1,100	\$ 250	Annual	\$ 1,350
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 1,100</u>	<u>\$ 250</u>	<u>\$ -</u>	<u>\$ 1,350</u>

Parks Projects

Project #9101: Villebois Park Improvements: Palmero Park SDC Reimbursement

Payment to developer for construction of public facilities in excess of those needed to serve the development.

Priority: High

Justification: Villebois development agreement and city growth

Status: Continued from FY2007-08

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: Parks SDC

Operations Impact: Park to be maintained by Homeowners Association at completion of project

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 102,421	\$ -	\$ 237,000	\$ -	\$ 339,421
Engineering Administration	80,989	-	22,515	-	103,504
	<u>\$ 183,410</u>	<u>\$ -</u>	<u>\$ 259,515</u>	<u>\$ -</u>	<u>\$ 442,925</u>

Project #9103: Skate Park Site Concept Design

This project is for the planning and schematic design of a new skate facility to be located on city-owned property on Courtyard across from City Hall and adjacent to Town Center Park. These efforts will provide information necessary to pursue fundraising efforts and potential grant funding for final design and construction of a new skate facility.

Priority: High

Justification: City growth

Status: Continued from FY2007-08

Estimated Date of Completion: Planning phase completed in 2014-15

FY2014-15 Funding Sources: Parks SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 8,000	\$ 22,000	\$ -	\$ 30,000
Engineering Administration	23,705	960	2,420	-	27,085
	<u>\$ 23,705</u>	<u>\$ 8,960</u>	<u>\$ 24,420</u>	<u>\$ -</u>	<u>\$ 57,085</u>

Project #9105: Villebois Park Improvements – Promenade Park SDC Reimbursement

Payment to developer for construction of public facilities in excess of those needed to serve the development.

Priority: High

Justification: Villebois development agreement and city growth

Status: Continued from FY2007-08

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: Parks SDC

Operations Impact: Park to be maintained by Homeowners Association at completion of project

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 101,665	\$ -	\$ 135,000	\$ -	\$ 236,665
Engineering Administration	19,995	-	14,850	-	34,845
	<u>\$ 121,660</u>	<u>\$ -</u>	<u>\$ 149,850</u>	<u>\$ -</u>	<u>\$ 271,510</u>

Project #9107: Villebois Park Improvements – Piccadilly Park SDC Reimbursement

Payment to developer for construction of public facilities in excess of those needed to serve the development and urban renewal contribution per development agreement.

Priority: High

Justification: Villebois development agreement and city growth

Status: Continued from FY2007-08

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: Parks SDC and West Side Urban Renewal District

Operations Impact: Park to be maintained by Homeowners Association at completion of project

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 419,852	\$ -	\$ 419,852
Engineering Administration	24,491	-	46,183	-	70,674
	<u>\$ 24,491</u>	<u>\$ -</u>	<u>\$ 466,035</u>	<u>\$ -</u>	<u>\$ 490,526</u>

Project #9112: Memorial Park Improvements (Trails, Ball Fields & Signage)

This project is the implementation of projects to be identified in Project #9138 – Memorial Park Master Plan Update. Funds budgeted in FY 2014/15 are grant funds through the Metro Local Share program and will focus on new trails including the River Trail and overlooks, the Kolbe Homestead Trail, and improvements to general circulation trails and connections, including portions of the Central Loop Trail which are identified in the Memorial Park Trails Plan. SDC funds will be expended in future years to implement the updated Memorial Park Master Plan.

Priority: High

Justification: City growth and aging infrastructure

Status: Continued from FY2009-10

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: Grants

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ 146,991	\$ 294,800	\$ 287,840	\$ -	\$ 729,631
Engineering Administration	9,970	-	25,906	-	35,876
	<u>\$ 156,961</u>	<u>\$ 294,800</u>	<u>\$ 313,746</u>	<u>\$ -</u>	<u>\$ 765,507</u>

Project #9115: City Parks and Trails-ADA Title II Facilities, Signage and Maps

The Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) established accessibility guidelines for outdoor picnic facilities, recreation access routes, trails and viewing areas. This project provides for the construction and installation of approved and uniform trailhead signage providing information on the length of the trail, surface type, typical minimum width and maximum running slope and cross slope for the trails in City owned parks and natural areas.

Priority: High

Justification: Regulatory requirements

Status: Continued from FY2012-13

Estimated Date of Completion: FY2014-15

FY2014-15 Funding Sources: Park SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 30,000	\$ 23,000	\$ -	\$ 53,000
Engineering Administration	3,425	3,600	2,530	-	9,555
	<u>\$ 3,425</u>	<u>\$ 33,600</u>	<u>\$ 25,530</u>	<u>\$ -</u>	<u>\$ 62,555</u>

Parks Projects

Project #9128: Recreation and Aquatic Center Study Update

The City's 2012 Community Survey indicated that there is strong interest in the community for a recreation and aquatic facility. This project will update the City's past feasibility analysis to establish siting options, cost estimates, funding options and operational feasibility.

Priority: High

Justification: City growth

FY2014-15 Funding Sources: Parks SDC

Status: Continued from FY2012-13

Estimated Date of Completion: FY2014-15

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 75,000	\$ 15,000	\$ -	\$ 90,000
Engineering Administration	-	9,073	1,650	-	10,723
	<u>\$ -</u>	<u>\$ 84,073</u>	<u>\$ 16,650</u>	<u>\$ -</u>	<u>\$ 100,723</u>

Project #9130: Murase Playground Retrofit

The play area at Murase Plaza has become a safety concern and a maintenance issue. The project will replace the existing equipment with manufactured structures that will be designed and installed to comply with American Society for Testing and Materials safety guidelines that all public playgrounds are subject to maintain. Approximately half of the play area will be dedicated to be totally inclusive and comply with the American with Disabilities Act.

Priority: High

Justification: Maintenance and safety

FY2014-15 Funding Sources: East Side Urban Renewal District

Status: Continued from 2012-13

Estimated Date of Completion: 2013-14

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 31,000	\$ 210,000	\$ -	\$ 241,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 31,000</u>	<u>\$ 210,000</u>	<u>\$ -</u>	<u>\$ 241,000</u>

Project #9131: Murase Mound Re-grade

The central mound at Murase Park near the water feature has side grades that are difficult to mow and maintain. Fill material used for the mound included debris such as rocks and stumps that are becoming exposed and causing mowing and maintenance issues. This project will re-grade and replant the mound to improve the grades and remove debris.

Priority: Medium

Justification: Maintenance and operational efficiency

FY2014-15 Funding Sources: East Side Urban Renewal District

Status: Continued from FY2012-13

Estimated Date of Completion: FY2014-15

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 5,000	\$ 210,000	\$ -	\$ 215,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 210,000</u>	<u>\$ -</u>	<u>\$ 215,000</u>

Project #9132: Memorial Park – Bleachers ADA Upgrade

The existing bleachers at Memorial Park have reached an age and condition where they have developed maintenance issues and are not in compliance with current ADA requirements. This project will replace the existing bleachers with new, low maintenance bleachers that are ADA compliant.

Priority: High

Justification: Regulatory requirement and aging infrastructure

FY2014-15 Funding Sources: General Fund

Status: Continued from FY2012-13

Estimated Date of Completion: FY2014-15

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 5,000	\$ 15,600	\$ -	\$ 20,600
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 15,600</u>	<u>\$ -</u>	<u>\$ 20,600</u>

Project #9134: Villebois Parks – SAP East Park RP 7 & 8

Project provides for payment to developers for construction of public facilities in excess of those needed to serve the development. The City's financial obligation is tied to development agreements and parks will be designed in accordance with the budget and obligations set forth in these agreements with input from Public Works regarding future maintenance requirements.

Priority: High

Justification: City growth and development agreements

FY2014-15 Funding Sources: Parks SDC

Status: Continued from FY2012-13

Estimated Date of Completion: FY2014-15

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Engineering Administration	11,515	50,108	32,000	-	93,623
	<u>\$ 11,515</u>	<u>\$ 50,108</u>	<u>\$ 132,000</u>	<u>\$ -</u>	<u>\$ 193,623</u>

Project #9135: Ice Age Tonquin Trail Extension – Willamette Way East

The City's Bike/Ped Master Plan locates a segment of the Ice Age Tonquin Trail in this area and identifies it as an important connection for the City's trail network. This project fills in a gap in the Ice Age Tonquin Trail system along Willamette Way East from the north intersection with Chantilly to the Morey's Landing Playfield path. The pathway will improve safety for students, and other pedestrians and casual cyclists from the neighborhoods south of Wilsonville Road to Graham Oaks Park, Wood Middle School and Boones Ferry Primary.

Priority: Medium

Justification: City growth

FY2014-15 Funding Sources: Parks SDC

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: After completion, maintenance costs estimated at \$1,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 8,500	\$ 102,933	\$ -	\$ 111,433
Engineering Administration	-	12,170	11,323	-	23,493
	<u>\$ -</u>	<u>\$ 20,670</u>	<u>\$ 114,256</u>	<u>\$ -</u>	<u>\$ 134,926</u>

Parks Projects

Project #9136: Advance Road Sports Fields

Per the terms of a land exchange agreement with the West Linn/Wilsonville School District, the City will receive ten acres for future sports fields in exchange for the approximately ten-acre Lowrie Primary School property. This project is to pay for City expenses in assisting the District in bringing this property into the Urban Growth Boundary, annexing and partitioning the property, and concept planning the future sports fields. This City maintained Community Park will be a 10-acre complex containing two soccer fields, two ball fields and a concession/restroom building. The fields will be lighted, traditional turf fields. The concession stands will be maintained by the City and programmed for use by outside organizations.

Priority: High

Justification: City growth

FY2014-15 Funding Sources: Parks SDC

Status: Continued from FY2013-14

Estimated Date of Completion: FY2014-15

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

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000
Engineering Administration	-	-	20,800	-	20,800
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,800</u>	<u>\$ -</u>	<u>\$ 60,800</u>

Project #9137: French Prairie Bridge

The City has been awarded \$1.2 million in MTIP grant funding through Metro for project development and preliminary engineering efforts to construct a bike, ped, and emergency vehicle access bridge across the Willamette. Staff began developing the project prospectus and Intergovernmental Agreement in FY 13/14. Funds budgeted in 14/15 under the Streets category represent that transportation grant from MTIP, which will be used for preliminary engineering beginning in FY 2014-15. The City's local match requirement for this phase of the project is budgeted under the Parks section of the budget.

Priority: High

Justification: City growth

FY2014-15 Funding Sources: Parks SDC and Grants

Status: Carryover from FY2013-14

Estimated Date of Completion: Project development to be completed 2014-15

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

Project Costs:	Prior Years Actual	Estimated 2013-14	Budget 2014-15	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Engineering Administration	-	33,600	48,000	-	81,600
	<u>\$ -</u>	<u>\$ 33,600</u>	<u>\$ 148,000</u>	<u>\$ -</u>	<u>\$ 181,600</u>
MTIP Grant-Metro	-	-	1,200,000	-	1,200,000
	<u>\$ -</u>	<u>\$ 33,600</u>	<u>\$ 1,348,000</u>	<u>\$ -</u>	<u>\$ 1,381,600</u>

Project #9138: Memorial Park Master Plan Update

This project is a partner project with #9112, which will implement the projects to be identified in the Memorial Park Master Plan Update. This update will result in a strategic plan to implement needed repairs and improvements to maximize park operations. It is expected that this update will identify improvements including ball field improvements (including grading, drainage, lighting, irrigation, concessions, an additional soccer field, new paved parking areas, trail improvements, and map and signage improvements). The project will also implement trail and design recommendations from the Memorial Park Trails Plan, including trailhead amenities, themed and loop trails, directional and interpretive signage, and related park improvements including a map/information kiosk area with a bus turn out and trail connection. It will augment and integrate with Metro Local Share projects in Memorial Park which will construct new trails including the River Trail and overlooks, the Kolbe Homestead Trail, and improvements to general circulation trails and connections, including portions of the Central Loop Trail.

Priority: High

Justification: City growth and aging infrastructure

FY2014-15 Funding Sources: Parks SDC

Status: Carryover from FY2013-14

Estimated Date of Completion: FY2014-15

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 30,000	\$ 50,000	\$ -	\$ 80,000
Engineering Administration	-	3,600	5,500	-	9,100
	<u>\$ -</u>	<u>\$ 33,600</u>	<u>\$ 55,500</u>	<u>\$ -</u>	<u>\$ 89,100</u>

Project #9139: Water Features (Town Center & Murase) Equipment Upgrades

This project is carry-over from FY 2013-14 to maintain and upgrade water feature components at the Town Center & Murase water features. It includes the cost of new equipment, labor for removal and installation of the equipment, and replacement of components. This project is necessary for the safety of the water feature's operators and helps ensure reliable operation of the features.

Priority: High

Justification: Aging infrastructure

FY2014-15 Funding Sources: General Fund

Status: Continued from FY2013-14

Estimated Date of Completion: FY2014-15

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 20,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ 20,000</u>

Parks Projects

Project #9144: Boones Ferry Park Master Plan

This is a partner project to Project #9137 and consists of master planning Boones Ferry Park, particularly the undeveloped area of the park, in conjunction with design of the French Prairie Bridge.

Priority: High

Justification: City growth

FY2014-15 Funding Sources: Parks SDC

Status: New project

Estimated Date of Completion: FY2014-15

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
Engineering Administration	-	-	2,750	-	2,750
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 27,750</u>	<u>\$ -</u>	<u>\$ 27,750</u>

Project #9145: Villebois Park Improvements – Montague Park SDC Reimbursement & UR Contribution

The majority of funding for these projects will be spent on material and labor for a roofing contractor to install new metal roofing over the Forest Shelter. The existing roof has been damaged repeatedly allowing water to penetrate the substructure and cause some areas of dry rot. Facility crews will do all rot repair and wood replacement in-house to hold down cost and will ensure all structural members are solid and of sound quality before covering with a new roof.

Priority: High

Justification: City growth and development agreement

FY2014-15 Funding Sources: Parks SDC and Westside Urban Renewal Fund

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Ongoing maintenance to remain the same

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 1,168,000	\$ -	\$ 1,168,000
Engineering Administration	-	-	13,360	-	13,360
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,181,360</u>	<u>\$ -</u>	<u>\$ 1,181,360</u>

Project #9146: I-5 Undercrossing Trail

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

Priority: High

Justification: Aging infrastructure

FY2014-15 Funding Sources: Parks SDC

Status: New project

Estimated Date of Completion: FY2014-15

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Engineering Administration	-	-	11,000	-	11,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 111,000</u>	<u>\$ -</u>	<u>\$ 111,000</u>

Project #9993: Annual – Parks CIP’s 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

FY2014-15 Funding Sources: Parks SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	-	10,000	-	-
	\$ -	\$ -	\$ 10,000	\$ -	\$ -

Project #9995: Early Planning – Future Parks Projects

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

FY2014-15 Funding Sources: Parks SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	14,169	8,000	-	-
	\$ -	\$ 14,169	\$ 8,000	\$ -	\$ -

Project #9998: 5-Year & Annual Parks CIP Budget Development

Project allocates for 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

FY2014-15 Funding Sources: Parks SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2013-14	2014-15	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	6,215	5,000	-	-
	\$ -	\$ 6,215	\$ 5,000	\$ -	\$ -



Debt and Other

Debt Service Overview

The City issues debt to pay for long-term capital improvements. The number of years the debt is outstanding is less than the useful life of the capital investment. As set by policy, debt shall not be used for operating purposes.

Debt service appropriations provide for the payment of principal and interest on bonds and notes. The City has issued general obligation bonds, revenue bonds and full faith and credit obligations.

General obligation bonds that are secured by property taxes must be approved by the voters. Full faith and credit obligations are backed by the City's General Fund; however, they may be repaid from other resources such as sewer charges.

Revenue bonds are used to finance enterprise-related capital and are repaid from related utility charges.

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

The City fulfills its obligation for continuing disclosure requirements under the Securities and Exchange Commission Rule 15c2-12 by filing its audited financial reports and other required disclosures with the Municipal Securities Rulemaking Board Electronic Municipal Market Access (EMMA) database service which is available at www.emma.msrb.org.

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Long-term Debt & Limitations

Long-Term Debt Estimated as of June 30, 2014

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
Voter Approved General Obligation Bonds:				
Library, Series 2001	4.00%-4.80%	\$ 4,000,000	1/1/2016	\$ 695,000
Self Supporting Full Faith & Credit Debt:				
Water Refunding, Series 2007	3.85%	7,875,000	12/1/2020	4,710,000
Sewer Refunding, Series 2006	4.00%-4.25%	5,295,000	12/1/2015	1,240,000
Sewer Treatment Plant, Series 2011	2.00%-4.00%	38,940,000	6/1/2031	36,730,000
Revenue Bonds:				
Water Revenue Refunding, Series 2006	3.375%-4.00%	9,325,000	6/1/2020	5,830,000
				<u>\$ 49,205,000</u>

Legal Debt Limits

Under Oregon statutes, the City is limited in the amount of outstanding general obligation bonded debt to three percent of real market value. The statutory limit specifically excludes full faith and credit obligations, 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, 2014

Real Market Value		<u>\$ 3,139,204,291</u>
Debt capacity at 3%		94,176,129
Less outstanding debt	\$ (695,000)	
Cash on hand ¹	<u>57,849</u>	
Net debt subject to 3% limit		(637,151)
Marginal capacity		<u>\$ 93,538,978</u>

¹ Estimated cash in general obligation fund at June 30, 2014

Overlapping Debt As of June 30, 2013

Jurisdiction	General Obligation Bonded Debt Outstanding	Percentage Applicable to Government	Amount Applicable to Government ¹
Direct:			
City of Wilsonville	\$ 1,015,000	100.0000%	\$ 1,015,000
Total Direct	1,015,000		1,015,000
Overlapping:			
Clackamas County	108,260,000	5.6537%	6,120,696
Clackamas County ESD	2,093,395	6.2455%	130,743
Clackamas County School District No. 3J	198,367,238	31.9213%	63,321,401
Clackamas County School District No. 86	82,430,881	14.1305%	11,647,896
Metro	248,275,000	1.5807%	3,924,483
Portland Community College	176,450,000	0.2423%	427,538
Washington County	26,765,000	0.5815%	155,638
Tualatin Valley Fire & Rescue	45,050,000	5.3623%	2,415,716
Washington County School District No. 88J	115,473,374	7.6430%	8,825,630
Total Overlapping	1,030,529,888		99,107,139
Total Debt	\$ 1,031,544,888		\$ 100,122,139

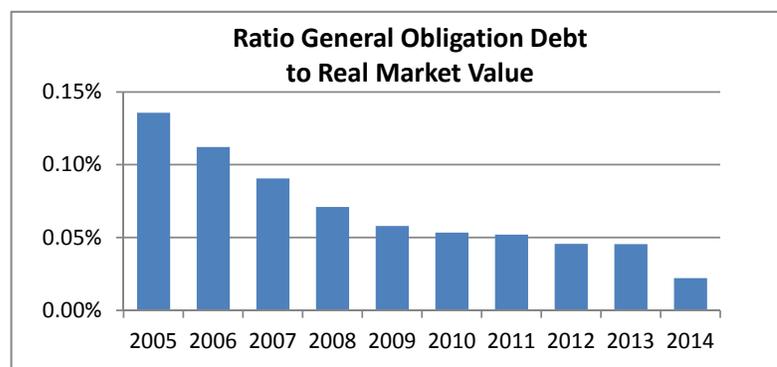
The percentage applicable to government is determined on the assessed value of the overlapping districts. The numerator is the City's assessed value and the denominator is the assessed value of the overlapping district.

¹ Net Direct Debt includes all tax-supported bonds. Bancroft Act general obligation improvement bonds and self-supporting bonds are excluded. Neither certificates of participation nor revenue bonds are included in direct debt.

Source: Municipal Debt Advisory Commission, Oregon State Treasury

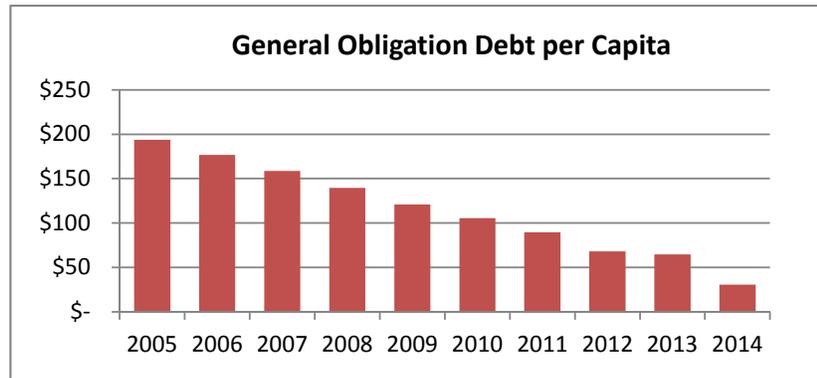
Debt to Real Market Value

The ratio of general obligation bonds to real market value is an indicator of the overall tax burden long-term debt imposes on property values. For the City, the ratio for the fiscal year ending 2014 is 0.022%. As the following graph illustrates, the trend has been decreasing and is the combined result of new development, increases in existing values and annual debt service payments which reduce amounts outstanding.



Debt Per Capita

The amount of debt per capita indicates the tax burden on the residents of the City. As the graph below illustrates, the trend has been declining and is due to a growing community coupled with annual debt service payments that reduce the amount outstanding. For Wilsonville, the figure for fiscal year ending 2014 is \$31.



Future Debt Plans

The City does not plan to issue debt in FY 2014-15. Future debt plans related to the City's Urban Renewal Agency is shown beginning on page 259.

**Debt Service Activity
All City Funds, Fiscal Year 2014-15**

Fund/Bond or Debt Issue	Principal Balance 6/30/2014	New Debt Issuance	Scheduled Principal	Scheduled Interest	Principal Balance 6/30/2015
Water Operating Fund					
Water Refunding Note, Series 2007	\$ 4,710,000	\$ -	\$ 600,000	\$ 169,785	\$ 4,110,000
Water Refunding Bond, Series 2006	5,830,000	-	880,000	229,170	4,950,000
Total Water Operating Fund	10,540,000	-	1,480,000	398,955	9,060,000
Sewer Operating Fund					
Full Faith & Credit Bonds, Series 2006	1,240,000	-	605,000	39,844	635,000
Full Faith & Credit Bonds, Series 2011	36,730,000	-	1,645,000	1,298,363	35,085,000
Total Sewer Operating Fund	37,970,000	-	2,250,000	1,338,207	35,720,000
Debt Service Fund					
General Obligation Bonds, Series 2001	695,000	-	340,000	33,360	355,000
TOTAL ALL FUNDS	\$ 49,205,000	\$ -	\$ 4,070,000	\$ 1,770,522	\$ 45,135,000

General Obligation Debt

Issue Title:	General Obligation Library Bonds		
Issue Date:	July 1, 2001	Amount:	\$4,000,000
Average interest rate:	4.5%	Insurance:	FGIC
Bond rating:	Aaa, Moody's	First principal due:	January 1, 2012
CUSIPs:	972478EZO-FP1	Last principal due:	January 1, 2016

Purpose of issuance:

On November 7, 2000 Wilsonville voters authorized the issuance of \$4 million in general obligation bonds to pay for the expansion of the public library. With an 82.8% voter turnout the measure was approved by nearly a two to one ratio (3,864 Yes votes, 2,037 No votes).

Construction began in July 2001 and was substantially complete by May 2002. With the expansion, the library space quadrupled, several meeting and study rooms were added, an outdoor area was improved and numerous computers with Internet access were made available to the public. The final project cost came in at approximately \$4.3 million, was completed within budget and finished on time.

Security:

The primary security for this debt is the City's full faith and credit as provided by a voter approved tax rate. At issuance, the City purchased insurance coverage from Financial Guaranty Insurance Company. FGIC is now National Public Finance Guarantee and the coverage will remain in effect.

Annual debt service:

A special property tax rate provides the resources to repay the annual debt service. Recently the tax rate has been around 15 cents per \$1000 of assessed valuation. On a typical home assessed at \$280,000 (\$305,000 market value) the tax equates to \$42 per year.

FY	Principal	Interest	Total
2014-15	\$ 340,000	\$ 33,360	\$ 373,360
2015-16	355,000	17,040	372,040
Total	\$ 695,000	\$ 50,400	\$ 745,400

Full Faith and Credit Obligations

Revenue Supported

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

Purpose of issuance:

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

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

Security:

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

FY	Principal	Interest	Total
2014-15	\$ 600,000	\$ 169,785	\$ 769,785
2015-16	620,000	146,300	766,300
2016-17	650,000	121,853	771,853
2017-18	670,000	96,443	766,443
2018-19	695,000	70,166	765,166
2019-21	1,475,000	57,269	1,532,269
Total	\$ 4,710,000	\$ 661,815	\$ 5,371,815

Issue Title:		Oregon Local Governments Full Faith and Credit Obligations, Series 2006	
Issue Date:	April 30, 2006	Amount:	\$5,295,000
Average interest rate:	4.14%	Insurance:	MBIA
Bond rating:	A2 underlying by Moody's	First principal due:	December 1, 2006
CUSIPs:	68608DEF7-FA7	Last principal due:	December 1, 2015

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$8.67 million note provided by the Oregon Economic Development Department (OECD), a state agency. That borrowing had an interest rate of 5.18%. By refunding the debt the City will save \$550,000 (cash basis) over the remaining life of the bonds. The refunding series was done in conjunction with the City of Boardman and Metro. Each of these participants was refunding debt obtained from OECD.

The original \$8.67 million note was for improvements and expansions to the wastewater treatment plant. Construction began in 1997 and was substantially completed in 1998. The plant has a process capacity of 2.7 million gallons per day in dry weather and 3.8 million gallons per day in wet weather.

Security:

The primary security for this debt is wastewater revenues received within the Wastewater Operating Fund. In addition, the City has pledged its full faith and credit. Upon issuance the bonds enjoyed credit enhancement insurance provided by MBIA.

FY	Principal	Interest	Total
2014-15	\$ 605,000	\$ 39,844	\$ 644,844
2015-16	635,000	13,494	648,494
Total	\$ 1,240,000	\$ 53,338	\$ 1,293,338

Revenue Supported

Full Faith and Credit Obligations

Issue Title:		Full Faith and Credit Obligations, Series 2011	
Issue Date:	November 17, 2011	Amount:	\$38,940,000
Average interest rate:	3.43%	Insurance:	none
Bond rating:	S&P: AA+, Moody's: Aa3	First principal due:	June 1, 2013
CUSIPs:	972478FQ9-GH8	Last principal due:	June 1, 2031

Purpose of issuance:

The proceeds repaid a \$5 million interim borrowing and funded construction of improvements and expansion to the city's wastewater treatment plant. Construction began in 2012. The expansion will increase 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
2014-15	\$ 1,645,000	\$ 1,298,363	\$ 2,943,363
2015-16	1,675,000	1,265,463	2,940,463
2016-17	1,725,000	1,215,213	2,940,213
2017-18	1,780,000	1,163,463	2,943,463
2018-19	1,850,000	1,092,263	2,942,263
2019-2024	10,320,000	4,393,565	14,713,565
2024-2029	12,185,000	2,523,113	14,708,113
2029-2031	5,550,000	335,200	5,885,200
Total	\$ 36,730,000	\$ 13,286,643	\$ 50,016,643

Issue Title:		Water Refunding Bond, Series 2006	
Issue Date:	March 22, 2006	Amount:	\$9,325,000
Average interest rate:	4.0%	Insurance:	FSA
Bond rating:	Aaa, Moodys with insurance	First principal due:	June 1, 2007
CUSIPs:	972480BS5-CF2	Last principal due:	June 1, 2020

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$15 million bond issued in 2000. That borrowing had an interest rate of 5.3%. By refunding the debt the City will save \$655,000 (cash basis) over the remaining life of the bonds.

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

Security:

The primary security for this debt is water revenues received within the Water Operating Fund. The City has pledged to keep net revenues, inclusive of system development charges (SDCs), of at least 125% of annual debt service. Net revenues exclusive of SDCs must be at least 110% of annual debt service. The City is in compliance with all debt covenants for the bonds.

FY	Principal	Interest	Total
2014-15	\$ 880,000	\$ 229,170	\$ 1,109,170
2015-16	915,000	196,170	1,111,170
2016-17	950,000	161,400	1,111,400
2017-18	990,000	123,400	1,113,400
2018-19	1,025,000	83,800	1,108,800
2019-20	1,070,000	42,800	1,112,800
Total	\$ 5,830,000	\$ 836,740	\$ 6,666,740

Assigned Balances - Designated Purpose

	July 1, 2014 Balance	Increases	Decreases	June 30, 2015 Balance
General Fund				
Computers, software, fiber:				
Information systems, software	\$ 307,950	\$ 75,000	-	\$ 382,950
Records management systems	200,000	50,000	-	250,000
Conduit, fiber, communications	250,000	50,000	-	300,000
Facilities and park infrastructure:				
Parks structures, equipment	125,400	50,000	(163,000)	12,400
Building repairs/remodeling	300,000	75,000	-	375,000
Future expansion, relocation	955,000	45,000	-	1,000,000
Emergency management				
Equipment and major supplies	201,360	23,640	-	225,000
Future program costs:				
Coffee Creek Area planning	2,058,762	-	-	2,058,762
Interfund loans - infrastructure needs	1,700,000	-	-	1,700,000
	<u>\$ 6,098,472</u>	<u>\$ 368,640</u>	<u>\$ (163,000)</u>	<u>\$ 6,304,112</u>
Building Inspection Fund				
Software	\$ -	\$ 500,000	\$ -	\$ 500,000
Transit Fund				
Bus, building, capital needs	\$ 1,053,084	\$ 150,000	\$ (252,002)	\$ 951,082
Water Operating Fund				
Water Treatment Plant	\$ 483,148	\$ 170,000	\$ (340,000)	\$ 313,148
Plant Equipment	415,000	100,000	(130,000)	385,000
Maximum annual debt service ¹	939,225	500,775	-	1,440,000
	<u>\$ 1,837,373</u>	<u>\$ 770,775</u>	<u>\$ (470,000)</u>	<u>\$ 2,138,148</u>
Sewer Operating Fund				
Plant major repair and replacement	\$ 300,000	\$ 25,000	\$ -	\$ 325,000
Maximum annual debt service ¹	1,800,000	500,000	-	2,300,000
	<u>\$ 2,100,000</u>	<u>\$ 525,000</u>	<u>\$ -</u>	<u>\$ 2,625,000</u>
Fleet Fund				
Vehicle replacement	\$ 911,670	\$ 96,579	\$ (114,000)	\$ 894,249

¹ Not a bond requirement

Assigned Balances - Designations/Definitions

General Fund

Information systems: Hardware and software upgrades or replacement

Records management systems: Future acquisition of related software

Conduit, fiber, communications: Installation of fiber conduit for connectivity

Parks structures and equipment: Multi-year plan to replace wood chips with rubberized mats, upgrade or replace children's play structures and to maintain or improve structures and parking lots at parks, mowers and other motorized maintenance equipment

Building repairs/remodeling: Major remodeling of city buildings and relocation

Future expansion, relocation: Future expansion and relocation costs

Emergency management: Equipment and major supplies related to disaster preparedness and response

Coffee Creek Area planning: Likely a future community planning resource with funds originating from prison infrastructure cost savings

Interfund loans – infrastructure needs: Resources available for interfund loans and capital renewal and replacement projects

Building Inspection Fund

Software: Build cash reserve to pay for future upgrade or replacement of permitting software and hardware

Transit Fund

Commuter Rail, Bus and Capital needs: Reserve for future capital needs

Water Operating Fund

Water Treatment Plant: Provides resources for the replacement of granulated activated charcoal

Plant Equipment: Replacement of plant equipment required by the Operating Agreement

Maximum annual debt service: This is not a bond covenant requirement as outstanding bonds have surety insurance for this purpose, but the goal is the build-up of a cash reserve of \$1.88 million to lessen borrowing needs should bonds be issued in subsequent years.

Sewer Operating Fund

Plant major repair and replacement: Replacement of plant equipment

Maximum annual debt service: This is not a bond covenant requirement as outstanding bonds have a full faith and credit pledge of the City, but the goal is the build-up of a cash reserve of \$2.94 million to provide protection to the General Fund's full faith and credit.

Fleet Fund

Vehicle replacement: Accumulated special charges for vehicle replacement typically on a 10-year cycle

Ending Fund Balances

The Governmental Accounting Standards Board (GASB) has defined ending balances as falling into two groupings with five categories.

Restricted Fund Balances

Nonspendable – Represents both assets that are nonliquid (e.g. inventory, prepayments, foreclosed properties to be sold) and liquid, legal constraints prevent their use (e.g. principal of an endowment, revolving loan funds)

Restricted – Constraints on assets by an external entity (e.g. covenants in bond contracts, restricted grant proceeds, restrictions created by local resolutions or ordinances or charter limitations)

Unrestricted Fund Balances

Committed – Constraints created by the governing body on the uses of its own resources

These are enacted via resolution or ordinance, are in place as of the end of the fiscal period and remain binding until formally rescinded or changed. The fundamental difference between Restricted and Committed is that under Committed the government can unilaterally remove constraints it has imposed upon itself.

Assigned – Designation (earmark) of resources for a particular purpose by either the governing body or staff, such as the City Manager or Finance Director

Earmarking of resources is not legally binding and can be changed without formal action.

Unassigned – Excess of total fund balance over nonspendable, restricted, committed and assigned components

Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated/assigned to the purposes of that fund.

The following tables present the components of ending balance.

Restricted Fund Balances

Category	Component	Restricted by
<i>Nonspendable</i>	None	
<i>Restricted</i>	Bond covenants	Bond contract
	Taxes for Debt Service	State statute

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

2014-15 Adopted Budget

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Urban Renewal Agency Quick Facts

	<u>Year 2000 Plan</u>	<u>West Side</u>
District formation date	May 1992	November 2003
Original size (acreage)	868	395
Current size (acreage)	570	456

The following as of November 2013:

Frozen tax base	\$44,087,806	\$16,526,288
Construction assessed value (increment)	\$352,067,012	\$247,915,216
Total district assessed value	\$396,154,818	\$264,441,504
FY 2013-14 taxes available	\$4,961,997	\$3,491,520
FY 2013-14 taxes levied	\$4,240,000	\$3,491,520

The following is projected as of June 30, 2015:

Maximum debt limit	\$92,687,423	\$40,000,000
Debt issued or authorized	\$79,885,000	\$40,000,000
Remaining debt limit	\$11,802,423	\$0
Amount of debt principal outstanding, July 1, 2014	\$8,040,000	\$26,860,000
Authorized but not issued	\$0	\$0

Urban Renewal Budget Committee
City of Wilsonville
FY 2014-15

Urban Renewal Budget Committee

Alan Steiger, Chair

Wendy Veliz	Lonnie Gieber
Tony Holt	Glenn Ohl

Urban Renewal Agency Board

Tim Knapp, Chair

Julie Fitzgerald	Richard Goddard
Scott Starr	Susie Stevens

Executive Director

Bryan Cosgrove
City Manager

Economic Development Manager

Kristin Retherford

Finance Director

vacant

Urban Renewal Agency
City of Wilsonville

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Wilsonville, Oregon 97070
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May 1, 2014

Members of the Budget Committee,

The City's two urban renewal districts provide a funding source to address infrastructure and public amenities for our growing community. The Year 2000 Plan, commonly referred to as the East Side District, primarily lies on the east side of town while the West Side District is located on the west side of town.

The Year 2000 Plan district has two primary projects budgeted in 2014-15, the Canyon Creek Road Extension and work in Murase Plaza. An urban renewal strategic plan has been developed to identify the remaining Year 2000 Plan projects that are recommended for completion before district closure. A total of \$5.5 million of short-term debt is expected to be issued to pay for district activities. After issuance, the district will have \$11.8 million remaining under the maximum debt limit. The City will be working with the school district to implement a closure strategy for this district that will minimize the impact of compression on the West Linn-Wilsonville School District Local Option Levy. Looking toward the future, the Year 2000 Plan district now has a recommended strategy that addresses identification and timing of projects to be completed before closure.

The West Side District is benefiting from the construction of a large volume of single family homes. Projects budgeted in 2014-15 include the construction of Barber Street from Kinsman Road to Coffee Lake Drive, and the design and construction of Montague Park in Villebois. The budget assumes the issuance of \$8 million of long-term debt within 2013-14 and 2014-15, which reaches the District's maximum indebtedness of \$40 million. The West Side District also has a strategy for increasing the maximum indebtedness as needed to complete outstanding projects.

Respectfully submitted,

Bryan Cosgrove
City Manager

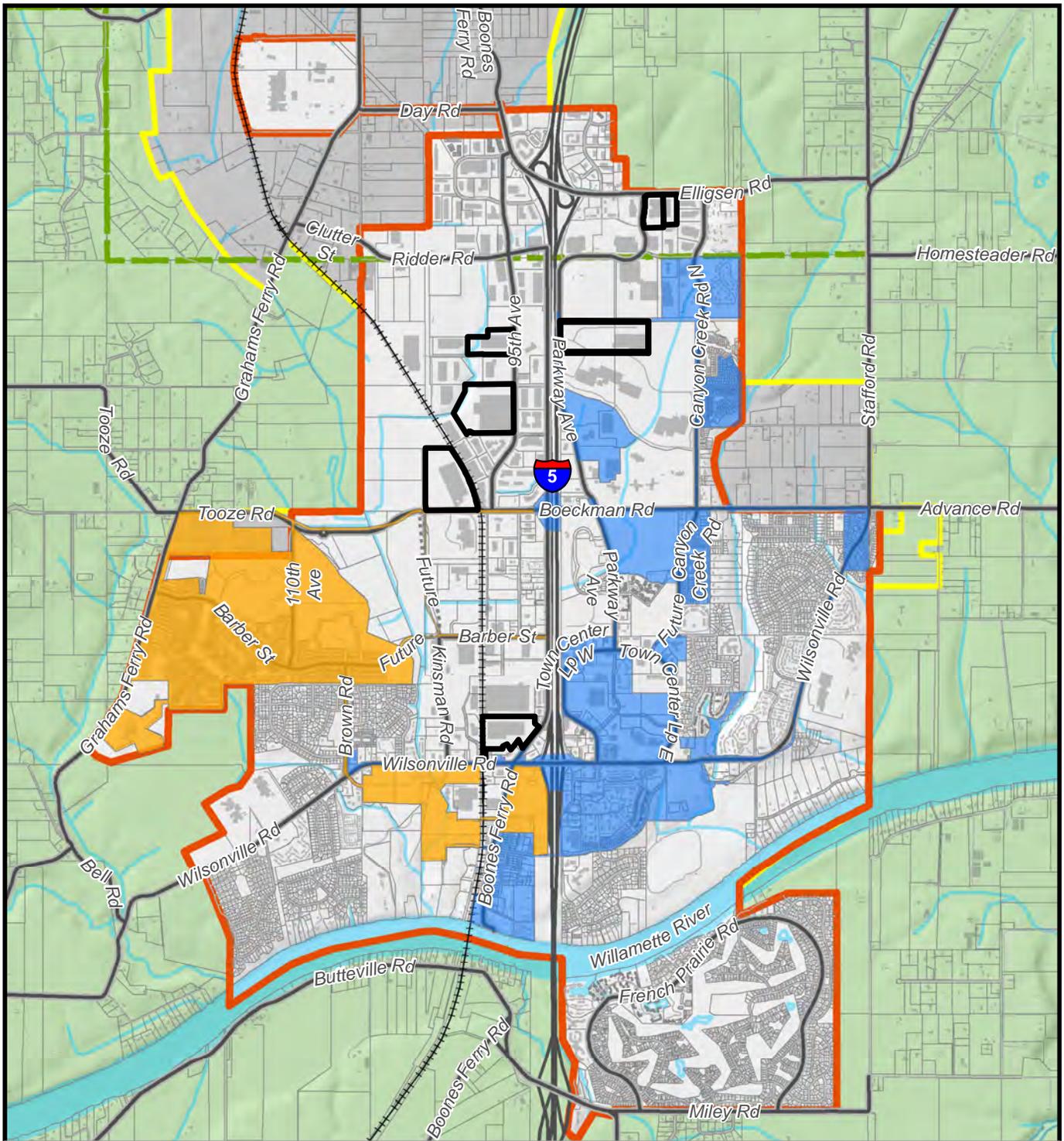
Budget Committee Changes from Proposed to Approved Budget

The annual budget for FY 2014-15 was approved by the Budget Committee without any changes.

Board Changes from Approved to Adopted Budget

The annual budget for FY 2014-15 was adopted by the Board without any changes.

Urban Renewal District Map



The City of Wilsonville, Oregon
Clackamas and Washington Counties

Urban Renewal Areas & Tax Increment Financing Taxlots

- TIF Taxlots
- URA - East Side
- URA - West Side
- County Boundary
- City Limits
- UGB



3/10/2014

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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. Public funds are needed 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

The process begins when the governing body identifies an area where property values are not rising as rapidly as the rest of the community and desires to change that. The simplified steps for forming a district and carrying out the activities follow:

1. Create a plan. Essentially, draw a line around contiguous parcels that demark the new urban renewal area. Identify desired public improvements like roadways, parks and amenities for the district. Have the county assessor calculate the current assessed value, aka the frozen base. Formally adopt the plan.
2. Sell urban renewal bonds. Sell bonds to finance the public improvements identified in the plan. The improvements should encourage private investment in the area.
3. Repay the sold bonds. As new development occurs, property values will rise and bring an increase in tax revenues which is used to pay off the urban renewal bonds.

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. The URA has two Urban Renewal Districts and each have their own plan, the Year 2000 Plan and the West Side District.

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 professional service 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 boundaries 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, general governments, general obligation bonds 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 for funding projects results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from district property. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

A five-year history of assessed value in the City's two Urban Renewal districts is shown on the following page, along with an estimate for the upcoming budget year.

Urban Renewal Agency Overview

Assessed Value Information

Fiscal Year Ended	Year 2000 Plan District			West Side District		
	Frozen Base	Incremental Value	Total Assessed Value	Incremental Value	Total Assessed Value	
6/30/10	\$ 44,087,806	\$ 329,522,297	\$ 373,610,103	\$ 150,077,115	\$ 166,603,403	
6/30/11	44,087,806	343,860,950	387,948,756	157,672,574	174,198,862	
6/30/12	44,087,806	352,690,448	396,778,254	167,300,405	183,826,693	
6/30/13	44,087,806	343,639,773	387,727,579	218,861,206	235,387,494	
6/30/14	44,087,806	352,067,012	396,154,818	247,915,216	264,441,504	
6/30/15 est	44,087,806	363,952,657	408,040,463	273,668,461	290,194,749	

Source: Clackamas County Assessment and Taxation for historic information; City of Wilsonville for budget year estimate
Beginning 7/1/2010 the City certifies taxes on only the first \$300 million within the Year 2000 Plan District.

Assessed value within the Year 2000 Plan occasionally declines between fiscal years. Historically, the Agency removed taxable parcels from the district to release taxes but 2009 legislation provided an additional option. As of January 2010, the Agency is able to limit the amount of tax increment revenues received by certifying to less than the maximum available. This has the effect of releasing taxes back to the overlapping jurisdictions. The table below shows the impact on the frozen base, incremental value and tax revenue released to overlapping jurisdictions. As the Agency develops a closure schedule for the Year 2000 District, the amount of tax revenue underlevied will likely be increased and less revenue collected to allow a gradual phase out of the district.

Released Assessed Values - Year 2000 Plan

The Year 2000 Plan district has been successful in that assessed values have climbed to a level that produces more tax increment than is necessary for the district. Prior to 2011 the Agency would periodically remove parcels from the district thus allowing taxes to be received by the overlapping jurisdictions rather than being directed to the Agency. After 2010 a change in statutes allowed the Agency to simply certify to less than the maximum available with the difference being released to other taxing entities. The following tables summarize past parcel removal.

Year 2000 Plan District			
Fiscal Year Ended	Acreage Removed	Key Properties	Assessed Value When Reduced
6/30/05	61.8	Mentor Graphics	\$30 million
6/30/06	27.5	Sysco Foods	\$15.7 million
6/30/07			
6/30/08			
6/30/09	17.7	Residential	\$10.2 million
6/30/10	29	Fred Meyer area	\$8.2 million

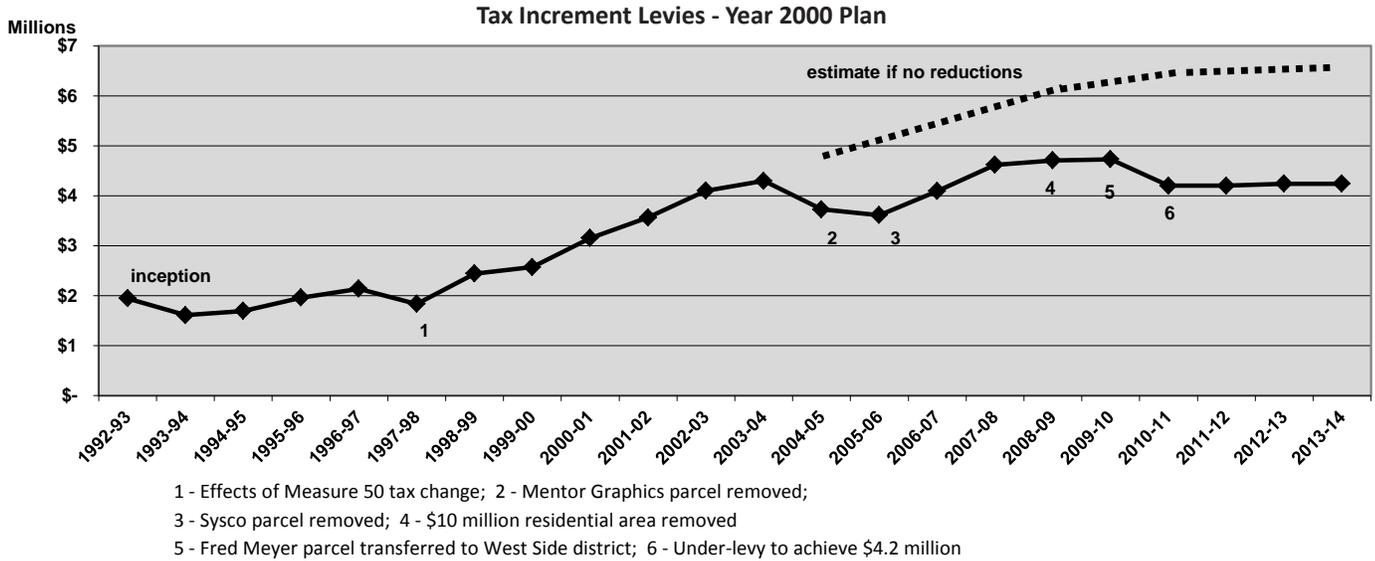
Source: Clackamas County Assessment and Taxation for historic information

Beginning in fiscal year 2011-12 the Agency began certifying to less than the maximum tax increment available. Through a combination of permanent removal of taxable properties and certifying to a lesser amount a substantial sum of taxes have been redirected to overlapping jurisdictions. The following table recaps the estimated impact for FY 2014-15 and the cumulative effect.

	Taxes for FYE 2015	Cumulative Since 2005
City of Wilsonville	\$ 439,000	\$ 3,351,000
Clackamas County	\$ 419,000	\$ 3,196,000
West Linn Wilsonville School District	\$ 849,000	\$ 6,474,000
Tualatin Valley Fire District	\$ 266,000	\$ 2,027,000
All other entities	\$ 641,000	\$ 3,877,000
Total	\$ 2,614,000	\$ 18,925,000

Urban Renewal Agency Overview

The following table presents the proceeding information in a graphic representation.



Assessed Values and Taxes Collected

The amount of tax increment revenue a district collects is determined under Measure 50. All urban renewal districts may collect the “division of tax” portion of property taxes. The City’s Year 2000 Plan was eligible to collect a separate special levy but the City Council and URA Board elected to forego levying the special levy beginning in 2003-04. As a result a substantial plan amendment approved in September 2007, the Year 2000 Plan can no longer assess a special levy.

The West Side District is not eligible to levy and collect a City-wide special levy. The amount of tax increment this District may collect is affected by the increase in assessed valuation on properties in the District above the frozen base valuation and the tax rate of the overlapping taxing districts.

A five-year history of property tax revenues in the two urban renewal districts is included in the table below. As noted previously, tax revenue in the Year 2000 Plan periodically declines as Council and the URA Board remove parcels from the district.

Fiscal Year Ended	Year 2000 Plan District		West Side District	
	Division of Tax Levied	Net Taxes Collected	Division of Tax Levied	Net Taxes Collected
6/30/10	\$ 4,730,172	\$ 4,409,307	\$ 2,153,374	\$ 2,005,932
6/30/11	4,200,000	4,013,915	2,254,448	2,119,324
6/30/12	4,200,000	3,981,272	2,395,408	2,198,896
6/30/13	4,240,000	4,058,533	3,106,624	2,925,072
6/30/14	4,240,000	4,000,000	3,491,517	3,282,000
6/30/15 est	4,240,000	4,000,000	3,836,000	3,600,100

Source: City of Wilsonville financial records and Clackamas County Assessment and Taxation reports
 Agency will certify to \$4.2 million in Year 2000 Plan beginning FY 2010-11

Urban Renewal Agency Overview

Urban Renewal Tax Rates

Beginning in fiscal year ending 2003, urban renewal tax rates began appearing as line items on tax bills. Listing urban renewal as a taxing entity was in response to an Oregon Supreme Court decision pertaining to the treatment of tax increment for Measure 5 tax rate caps. However, urban renewal entities do not have tax rates. The rate listed on the annual tax statement is created from the cumulative decrease from the overlapping jurisdictions. The decrease is the result of the “division of taxes” mentioned earlier.

A five-year history of the effective urban renewal tax rates is shown in the table below. The table also provides estimates for the fiscal year 2015 tax rates.

Urban Renewal Effective Tax Rate per \$1000 of Assessed Value

Fiscal Year Ended	Tax Rate
6/30/10	\$3.2079
6/30/11	\$2.9629
6/30/12	\$2.9794
6/30/13	\$2.7746
6/30/14	\$2.7919
6/30/15 est	\$2.7710

Source: *Clackamas County Assessment and Taxation for
history City of Wilsonville for budget year estimate*

Urban Renewal Overview

Summary of Urban Renewal by Fund Adopted 2014-15

	Year 2000 Plan			West Side		Grand Total
	Debt	Projects	Income	Debt	Capital Projects	
RESOURCES:						
Tax increment	\$ 4,120,000	\$ -	\$ -	\$ 3,680,100	\$ -	\$ 7,800,100
Investment income	35,900	17,300	21,000	23,550	3,100	100,850
Other revenue	-	-	92,700	-	-	92,700
Bonds	-	3,000,000	-	-	6,000,000	9,000,000
Beginning fund balance	3,362,364	3,280,084	1,598,105	2,897,847	1,310,912	12,449,312
Total resources	\$ 7,518,264	\$ 6,297,384	\$ 1,711,805	\$ 6,601,497	\$ 7,314,012	\$ 29,442,962
REQUIREMENTS:						
Materials & services	\$ -	\$ 520,825	\$ 40,300	\$ -	\$ 961,109	\$ 1,522,234
Capital outlay	-	4,920,000	-	-	3,355,726	8,275,726
Debt service	4,876,700	-	-	3,690,523	-	8,567,223
Ending fund balance:						
Restricted (bond covenants)	1,603,205	-	-	2,600,000	-	4,203,205
Restricted (future debt service)	1,038,359	-	-	310,974	-	1,349,333
Assigned (contingency)	-	856,559	1,671,505	-	2,997,177	5,525,241
Total requirements	\$ 7,518,264	\$ 6,297,384	\$ 1,711,805	\$ 6,601,497	\$ 7,314,012	\$ 29,442,962

Summary of Debt Outstanding by District

	Original Issue	Year 2000 Plan	West Side	Grand Total
		July 1 2013 Balance	July 1 2013 Balance	
Series 2003 Note Payable	\$ 10,000,000	\$ -	\$ -	\$ -
Series 2005 Note Payable	10,000,000	1,230,000	-	1,230,000
Series 2009 Note Payable	10,000,000	-	8,180,000	8,180,000
Series 2010 Note Payable	8,000,000	6,810,000	-	6,810,000
Series 2011 Note Payable	5,000,000	-	4,490,000	4,490,000
Series 2012 Note Payable	8,000,000	-	7,415,000	7,415,000
Series 2013 Note Payable	7,000,000	-	6,760,000	6,760,000
Total outstanding debt	\$ 58,000,000	\$ 8,040,000	\$ 26,845,000	\$ 34,885,000

Urban Renewal Agency Overview

The table below combines five 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 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES:						
Tax increment	\$ 6,367,911	\$ 7,181,529	\$ 7,425,600	\$ 7,800,100	\$ 7,800,100	\$ 7,800,100
Investment income	135,476	106,460	111,500	100,850	100,850	100,850
Intergovernmental	304,960	24,234	-	-	-	-
Other revenue	98,160	183,614	90,000	92,700	92,700	92,700
Bonds	8,000,000	12,500,000	8,000,000	9,000,000	9,000,000	9,000,000
Transfer In	400,000	-	-	-	-	-
Beginning fund balance	20,865,584	19,442,436	14,651,796	12,449,312	12,449,312	12,449,312
Total resources	\$ 36,172,091	\$ 39,438,273	\$ 30,278,896	\$ 29,442,962	\$ 29,442,962	\$ 29,442,962
REQUIREMENTS:						
Materials & services	\$ 1,065,619	\$ 2,976,747	\$ 1,854,239	\$ 1,522,234	\$ 1,522,234	\$ 1,522,234
Capital outlay	2,748,457	4,324,134	2,802,216	8,275,726	8,275,726	8,275,726
Debt service	12,515,579	17,437,570	5,932,200	8,567,223	8,567,223	8,567,223
Transfers out	400,000	-	-	-	-	-
Ending fund balance:						
Restricted (bond covenants)	4,300,000	4,327,190	5,303,025	4,203,205	4,203,205	4,203,205
Restricted (future debt svc)	8,046,740	4,840,521	5,234,806	1,349,333	1,349,333	1,349,333
Assigned (contingency)	7,095,696	5,532,111	9,152,410	5,525,241	5,525,241	5,525,241
Total appropriations	\$ 36,172,091	\$ 39,438,273	\$ 30,278,896	\$ 29,442,962	\$ 29,442,962	\$ 29,442,962

Urban Renewal - Year 2000 Plan

Year 2000 Plan

The Year 2000 Plan district was the first urban renewal district in the City. The plan was adopted on August 29, 1990. Since its inception, it has completed over \$58 million in public improvements. Chief among these have been improvements to Wilsonville Road, widening Wilsonville Road at the I-5 Interchange, construction of a new road for the Day Dream Ranch Subdivision, acquisition and development of park lands, cooperative funding with the local school district for public related improvements, construction of City Hall and land acquisition for an affordable senior housing project.

In August 2007, the Council and URA Board approved extending the maximum indebtedness of the district to \$92,687,423 in order to complete several more projects. Key projects identified are land acquisition and construction assistance for affordable senior housing, improvements to the Wilsonville Road Interchange and enhancements to the existing roadways, and new road construction on Canyon Creek Road and within the Old Town area. Canyon Creek Road construction will occur in 2014.

Three funds are used to account for the activities of the Year 2000 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

Year 2000 Plan Assessed Values and Taxes

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Assessed Valuation in District ²	\$ 396,778,254	\$ 387,727,579	\$ 399,359,406	\$ 408,039,463	\$ 408,039,463	\$ 408,039,463
Frozen Tax Base	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)
Incremental Value	352,690,448	343,639,773	355,271,600	363,951,657	363,951,657	363,951,657
Incremental Value Certified	300,000,000	303,000,000	303,000,000	303,000,000	303,000,000	303,000,000
Change in Incremental Value	8,829,498	(9,050,675)	11,631,827	8,680,057	8,680,057	8,680,057
Percent change in Incremental Value	2.6%	-2.6%	3.4%	2.4%	2.4%	2.4%
Property Tax						
Division of Taxes ¹ :						
Before discounts	\$ 4,200,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000
Estimate after discounts	\$ 3,981,272	\$ 4,058,533	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000

Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

¹ Beginning FY 2010-11 the Agency will certify to a maximum of \$4.240 million tax receipts.

² FY 2012-13 Assessments decreased due to the removal of a building and a significant reduction in assessed valuation for a few buildings.

The special levy has not been assessed since 2002-03. As a result of a substantial plan amendment in 2007, the special levy cannot be assessed in the future.

Statement of Purpose

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

Program Objectives

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

Year 2000 Plan History of Debt Issuance and Maximum Indebtedness

The district has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project and related administration costs. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

Date	Issue Amount	Key Projects
<u>Maximum Indebtedness</u>		
Adopted April 1998	\$ 53,851,923	
Increased September 2007	<u>38,835,500</u>	
Total Maximum Indebtedness	<u>92,687,423</u>	
<u>Debt Issued</u>		
June 1994	8,760,000	Park land, Memorial Dr, High School IGA
December 1996	3,075,000	Wilsonville Rd and Interchange
June 1998	3,000,000	Wilsonville Rd and Interchange
June 2000	6,000,000	Wilsonville Rd and Town Center Park
August 2001	3,000,000	Wilsonville Rd - various portions
June 2002	5,000,000	Wilsonville Rd - various portions
June 2003	3,000,000	Wilsonville Rd - various portions
December 2003	10,000,000	Wilsonville Rd, High School improvements
September 2005	4,850,000	Town Center Park, Murase Park
September 2005	10,000,000	City Hall construction
October 2007	4,200,000	Wesleyan Church property acquisition
June 2009	3,000,000	Wilsonville Rd Interchange improvements
September 2010	8,000,000	Wilsonville Rd Interchange improvements
April 2013	<u>3,500,000</u>	Sewer Plant Upgrade, Canyon Creek So Road
Total debt issued through March 2014	75,385,000	
Anticipated June 2014	2,500,000	Canyon Crk So to Town Center Loop East
Anticipated October 2014	<u>3,000,000</u>	Canyon Crk So to Town Center Loop East
Balance Available, July 1, 2015 (Maximum Indebtedness less Total Debt Issued)	<u>\$ 11,802,423</u>	

Issue amount excludes refinancing activity

Debt Service Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES:						
Tax increment revenues						
Current year	\$ 3,981,272	\$ 4,058,533	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Prior year	125,825	130,386	125,000	120,000	120,000	120,000
Total	4,107,097	4,188,919	4,125,000	4,120,000	4,120,000	4,120,000
Miscellaneous:						
Investment income	49,500	45,639	50,000	35,900	35,900	35,900
Beginning fund balance	6,041,658	7,125,844	4,778,634	3,362,364	3,362,364	3,362,364
TOTAL RESOURCES	\$ 10,198,255	\$ 11,360,402	\$ 8,953,634	\$ 7,518,264	\$ 7,518,264	\$ 7,518,264
REQUIREMENTS:						
Debt service						
Principal	\$ 2,441,000	\$ 2,543,000	\$ 2,647,000	\$ 1,535,000	\$ 1,535,000	\$ 1,535,000
Short term debt	-	3,500,000	-	3,000,000	3,000,000	3,000,000
Interest	631,411	531,538	428,000	341,700	341,700	341,700
Total	3,072,411	6,574,538	3,075,000	4,876,700	4,876,700	4,876,700
Ending fund balance:						
Restricted (bond covenants)	2,800,000	2,603,025	2,603,025	1,603,205	1,603,205	1,603,205
Restricted (future debt svc)	4,325,844	2,182,839	3,275,609	1,038,359	1,038,359	1,038,359
TOTAL REQUIREMENTS	\$ 10,198,255	\$ 11,360,402	\$ 8,953,634	\$ 7,518,264	\$ 7,518,264	\$ 7,518,264

Statement of Funding 2014-15

From 2005 to 2009, the Agency Board has directed staff to periodically remove assessed value from the district such that property taxes generate approximately \$4 million per year.

In 2009 State legislation passed HB 3056 which allows urban renewal agencies to certify to less than 100% of available taxes. As a result, the Agency will no longer need to remove tax parcels from the District. As of January 2010, the Agency began achieving the same result of limiting the collection of property tax increment by certifying to a specific increment collection amount to the County Assessor’s Office.

Two small short-term issuances are planned, one in June 2014 and the other early in FY 2014-15. Proceeds will be used to pay for budgeted capital project and district activities. Sufficient resources exist in the debt service fund to repay these anticipated debt issuances.

Debt Outstanding

The Agency has pledged through bond covenants to not make reductions in the amount of increment collected such that tax increment revenue falls below 125% of the maximum annual debt service. The Agency has been in compliance with this covenant.

On September 28, 2005, the Agency issued \$10,000,000 through a note held by the Bank of the West. The interest rate is 4.25%. The debt will be retired serially over 10 years with a final payment on June 1, 2015. Annual tax increment revenue, a \$1 million cash reserve and debt service fund cash balances, are pledged as security to this debt. The Agency also pledged to collect taxes of 125% of the average principal and interest while bonds are outstanding.

Year 2000 Plan Debt 2010 Issue - Bank of America			
FY	Principal	Interest	Total
2014-15	\$ 305,000	\$ 289,425	\$ 594,425
2015-16	315,000	276,463	591,463
2016-17	330,000	263,075	593,075
2017-18	345,000	249,050	594,050
2018-19	360,000	234,388	594,388
2019-2024	2,025,000	930,541	2,955,541
2024-2025	3,130,000	133,025	3,263,025
	<u>\$ 6,810,000</u>	<u>\$ 2,375,967</u>	<u>\$ 9,185,967</u>

Year 2000 Plan Debt 2005 Issue - Bank of the West			
FY	Principal	Interest	Total
2014-15	\$ 1,230,000	\$ 52,275	\$ 1,282,275
Total	<u>\$ 1,230,000</u>	<u>\$ 52,275</u>	<u>\$ 1,282,275</u>

On September 21, 2010, the Agency issued \$8,000,000 through a note held by the Bank of America. The interest rate is 4.25%. Principal is amortized over 20 years with a balloon payment of \$3,130,000 in year 15 (2025). Security includes a cash reserve of \$800,000 and a pledge of annual tax increment revenues. The Agency also pledged to collect taxes of at least 125% of the annual principal and interest, except in the 15th year.

Statement of Purpose

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. As a result, this development will improve and stabilize property values and protect the area’s residential livability and environmental values.

Program Objectives

1. Construct an extension of Canyon Creek Road from Boeckman Road south to Town Center Loop
2. Construct playground and grading improvements at Murase Plaza
3. Construct Old Town Street and Streetscape Improvements
4. Develop a schedule for closing the district

Urban Renewal – Year 2000 Plan Capital Projects Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES:						
Investment income	\$ 31,358	\$ 14,395	\$ 15,000	\$ 17,300	\$ 17,300	\$ 17,300
Other Revenue	-	61,737	-	-	-	-
Debt proceeds	-	3,500,000	-	3,000,000	3,000,000	3,000,000
Beginning fund balance	7,122,595	3,920,464	2,294,516	3,280,084	3,280,084	3,280,084
TOTAL RESOURCES	\$ 7,153,953	\$ 7,496,596	\$ 2,309,516	\$ 6,297,384	\$ 6,297,384	\$ 6,297,384
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 504,140	\$ 527,559	\$ 527,863	\$ 514,733	\$ 514,733	\$ 514,733
Utility services	827	912	990	1,040	1,040	1,040
Repairs and maintenance	-	1,004	30,000	-	-	-
Emp dev, train, travel	2,516	3,212	2,343	2,366	2,366	2,366
Fees, dues, advertising	415	2,319	1,909	1,928	1,928	1,928
Misc. supplies & services (SDC related)	3,191	1,000,417	750	758	758	758
Total Materials & Services	511,089	1,535,423	563,855	520,825	520,825	520,825
Capital Projects						
#2082 Sewer Plant Upgrade	-	2,000,000	-	-	-	-
#4002 WV Interchange Turn Lanes	2,067,389	1,227,427	264,000	-	-	-
#4152 I-5 Interchange Art Amenities	616,068	43,406	-	-	-	-
#4181 Canyon Creek Road South EV Protection	-	49,565	-	-	-	-
#4184 Canyon Creek Rd So Boeckman to Vlahos	-	-	700,000	4,500,000	4,500,000	4,500,000
#4187 Old Town Half Street Imp-Bailey to 5th	-	-	75,000	-	-	-
#4702 Boeckman Valley Bike/Ped Improvement	38,943	331,855	-	-	-	-
#9130 Murase Playground Retrofit	-	-	-	210,000	210,000	210,000
#9131 Murase Mound Re-grade	-	-	-	210,000	210,000	210,000
Total Capital Projects	2,722,400	3,652,253	1,039,000	4,920,000	4,920,000	4,920,000
Expenditure Subtotal	3,233,489	5,187,676	1,602,855	5,440,825	5,440,825	5,440,825
Ending fund balance:						
Assigned (contingency)	3,920,464	2,308,920	706,661	856,559	856,559	856,559
TOTAL REQUIREMENTS	\$ 7,153,953	\$ 7,496,596	\$ 2,309,516	\$ 6,297,384	\$ 6,297,384	\$ 6,297,384

History of Year 2000 Plan Urban Renewal Projects

	Years Prior	Estimate 2013-14	Adopted 2014-15
Road Projects:			
Wilsonville Road Related	\$ 24,661,098	\$ 275,639	\$ -
Boones Ferry Road	732,272	-	-
Memorial Drive Construction	1,204,743	-	-
Canyon Creek - Boeckman to Town Ctr Lp	337,304	761,217	-
Other Street Construction Projects	1,552,173	-	4,500,000
Boeckman Bike/Ped Improvements	370,798	-	-
Streetscape, Signals, Crossings	881,995	-	-
Public Facilities:			
Miscellaneous Improvements and Planning	1,077,067	-	-
City Hall Development	9,821,263	-	-
Senior Housing Project	1,319,995	-	-
Sewer Plant Upgrade	2,000,000	-	-
Park Land Acquisition and Development:			
Boozier Property Acquisition	1,517,263	-	-
Kaiser Land Acquisition/Street Improvements	1,832,958	-	-
Wesleyan Church Property Acquisition	4,211,763	-	-
Town Center Park Phase 2	2,150,474	-	-
Civic Center Park (Murase Plaza)	6,634,855	-	420,000
Local Schools - Public Areas:			
Wilsonville High School	2,156,577	-	-
High School Public Facility	1,134,704	-	-
High School Girl's Field Improvements	350,000	-	-
I-5 Art Amenities	844,064	-	-
Total	\$ 64,791,366	\$ 1,036,856	\$ 4,920,000

Statement of Purpose

Beginning in 2001-02 the Urban Renewal Agency began recording program income in a new fund called the Program Income Fund. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of prior activity and can include items such as reimbursements, loan repayments, rental income and land sales. The predominant source of program income has been reimbursements from the Street System Development Charges Fund and a sale and rental of property.

Program Objectives

Program income can be used for any urban renewal eligible purpose.

Program Income Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES:						
Investment income	\$ 20,813	\$ 13,867	\$ 15,000	\$ 21,000	\$ 21,000	\$ 21,000
Other Revenue	98,160	121,877	90,000	92,700	92,700	92,700
Beginning fund balance	3,070,691	2,674,664	2,789,914	1,598,105	1,598,105	1,598,105
TOTAL RESOURCES	\$ 3,189,664	\$ 2,810,408	\$ 2,894,914	\$ 1,711,805	\$ 1,711,805	\$ 1,711,805
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 115,000	\$ 2,123	\$ 93,250	\$ -	\$ -	\$ -
Repairs and maintenance	-	-	-	40,300	40,300	40,300
Capital Projects						
#4177 Boeckman Rd Bridge Repairs	-	-	1,139,500	-	-	-
Expenditure Subtotal	115,000	2,123	1,232,750	40,300	40,300	40,300
Transfers to other funds						
Transfers Out - West Side Capital	400,000	-	-	-	-	-
Ending fund balance:						
Assigned (contingency)	2,674,664	2,808,285	1,662,164	1,671,505	1,671,505	1,671,505
TOTAL REQUIREMENTS	\$ 3,189,664	\$ 2,810,408	\$ 2,894,914	\$ 1,711,805	\$ 1,711,805	\$ 1,711,805

Statement of Funding 2014-15

Repairs and maintenance are to the Wesleyan Church property structures purchased several years ago.

Urban Renewal - West Side Plan

West Side

This district was adopted on November 3, 2003. Initial activity was focused on meeting infrastructure needs of the Villebois development. Projects have included acquisition of land for a future park and school site, and to acquire land and construct a new 1.2 mile roadway. Additional new road construction is planned in the coming years.

Two funds are used to account for the activities of the West Side district consisting of:

1. **Debt Service Fund** – records costs of repayment of debt
2. **Capital Projects Fund** – records infrastructure costs and professional management

West Side Assessed Value and Taxes

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
Assessed Valuation in District	\$ 183,826,693	\$ 235,387,494	\$ 262,430,267	\$ 290,194,749	\$ 290,194,749	\$ 290,194,749
Frozen Tax Base	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)
Incremental Value	167,300,405	218,861,206	245,903,979	273,668,461	273,668,461	273,668,461
Change in Incremental Value	9,627,831	51,560,801	27,042,773	27,764,482	27,764,482	27,764,482
Percent change in						
Incremental Value	6.1%	30.8%	12.4%	11.3%	11.3%	11.3%
Property Tax						
Division of Taxes:						
Before discounts ¹	2,395,408	3,108,223	3,440,400	3,836,120	3,836,120	3,836,120
Estimate after discounts	\$ 2,198,896	\$ 2,921,730	\$ 3,233,100	\$ 3,600,100	\$ 3,600,100	\$ 3,600,100

¹ Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

Statement of Purpose

1. Monitor private development that would result in future tax increment revenue generation

Program Objectives

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

West Side History of Debt Issuance and Maximum Indebtedness

The district has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project costs and related administration. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below. The Agency will need to increase maximum indebtedness for the West Side district in 2015 in order to complete planned projects.

Date	Issue Amount	Key Projects
<u>Maximum Indebtedness</u>		
Adopted October 2003	\$ 40,000,000	
<u>Debt Issued</u>		
June 2005	15,000,000	Boeckman Rd Extension, School property
September 2005	10,000,000	Boeckman Rd, Barber St
June 2008	5,000,000	Boeckman Rd, Barber St, park improvements
April 2013	2,000,000	Villebois parks and fire sprinklers
Total debt issued through March 2014	32,000,000	
Anticipated June 2014	2,000,000	Barber Street extension, Villebois parks
Anticipated FY 2014-15	6,000,000	Barber Street extension, Villebois parks
Balance Available, July 1, 2015 (Maximum Indebtedness less Total Debt Issued)	\$ -	

Debt Service Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES:						
Tax increment revenues						
Current year	\$ 2,198,896	\$ 2,925,072	\$ 3,233,100	\$ 3,600,100	\$ 3,600,100	\$ 3,600,100
Prior year	61,918	67,538	67,500	80,000	80,000	80,000
Total	2,260,814	2,992,610	3,300,600	3,680,100	3,680,100	3,680,100
Miscellaneous:						
Investment income	32,683	31,373	30,000	23,550	23,550	23,550
Refunding bond proceeds	8,000,000	7,000,000	-	-	-	-
Total	8,032,683	7,031,373	30,000	23,550	23,550	23,550
Beginning fund balance	4,370,567	5,220,896	4,185,797	2,897,847	2,897,847	2,897,847
TOTAL RESOURCES	\$ 14,664,064	\$ 15,244,879	\$ 7,516,397	\$ 6,601,497	\$ 6,601,497	\$ 6,601,497
REQUIREMENTS:						
Debt service						
Principal	\$ 505,000	\$ 820,000	\$ 1,385,000	\$ 1,415,000	\$ 1,415,000	\$ 1,415,000
Interest	938,168	1,043,032	1,472,200	1,275,523	1,275,523	1,275,523
Short term debt	8,000,000	9,000,000	-	1,000,000	1,000,000	1,000,000
Total	9,443,168	10,863,032	2,857,200	3,690,523	3,690,523	3,690,523
Ending fund balance						
Restricted (bond covenants)	1,500,000	1,724,165	2,700,000	2,600,000	2,600,000	2,600,000
Restricted (future debt svc)	3,720,896	2,657,682	1,959,197	310,974	310,974	310,974
TOTAL REQUIREMENTS	\$ 14,664,064	\$ 15,244,879	\$ 7,516,397	\$ 6,601,497	\$ 6,601,497	\$ 6,601,497

Statement of Funding 2014-15

To fund district capital projects the Agency anticipates issuing \$2 million in FY 2013-14 and another \$6 million in FY 2014-15. After the \$6 million issue no more debt can be issued until steps are taken to increase the maximum debt limit.

debt service

Urban Renewal - West Side Plan

Short-term Debt

To fund district activities, \$2 million of short-term debt is expected to be issued in FY 2013-14. The budget includes another \$1 million of short-term debt to be issued during FY 2014-15.

Long-term Debt

On February 26, 2009, the Agency issued \$10 million through a note held by Bank of America with an interest rate of 4.90%. Debt service is amortized over 20 years with a balloon payment of principal in year 15. The balloon payment is due December 1, 2023 in the amount of \$3,855,000. Security of this debt is a \$1 million cash reserve, annual tax increment revenue and debt service fund cash reserves. The Agency also pledged to collect taxes of 125% of the average principal and interest, exclusive of the balloon payment year, prior to any other bond issuance. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

West Side Plan Debt 2009 Issue - Bank of America			
FY	Principal	Interest	Total
2014-15	\$ 395,000	\$ 391,143	\$ 786,143
2015-16	415,000	371,298	786,298
2016-17	435,000	350,473	785,473
2017-18	455,000	328,668	783,668
2018-19	475,000	305,883	780,883
2019-2024	6,005,000	1,066,853	7,071,853
Total	\$ 8,180,000	\$ 2,814,318	\$ 10,994,318

West Side Plan Debt 2011 Issue - Bank of America			
FY	Principal	Interest	Total
2014-15	\$ 185,000	\$ 197,560	\$ 382,560
2015-16	190,000	189,420	379,420
2016-17	200,000	181,060	381,060
2017-18	210,000	172,260	382,260
2018-19	220,000	163,020	383,020
2019-2024	1,235,000	663,080	1,898,080
2024-2026	2,250,000	185,680	2,435,680
Total	\$ 4,490,000	\$ 1,752,080	\$ 6,242,080

On June 10, 2011, the Agency issued \$5 million through a note held by Bank of America with an interest rate of 4.4%. Debt service is amortized over 20 years with a balloon payment of principal in year 15. The balloon payment is due June 1, 2026 in the amount of \$1,970,000. Security of this debt is a \$500,000 cash reserve, annual tax increment revenue and debt service cash reserves. The Agency also pledged to collect taxes of 125% of the average principal and interest, exclusive of the balloon payment year, prior to any other bond issuance. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

The Agency converted \$8 million June 2012 retired an equivalent amount of existing short-term credit facility debt. The amortization is shown below.

West Side Plan Debt 2012 Issue Bank of America			
FY	Principal	Interest	Total
2014-15	\$ 305,000	\$ 244,695	\$ 549,695
2015-16	320,000	234,630	554,630
2016-17	330,000	224,070	554,070
2017-18	340,000	213,180	553,180
2018-19	350,000	201,960	551,960
2019-2024	1,930,000	828,795	2,758,795
2024-2027	3,840,000	337,590	4,177,590
Total	\$ 7,415,000	\$ 2,284,920	\$ 9,699,920

The Agency anticipates issuing \$7 million before May 2013 which would be used to retire an equivalent amount of existing short-term credit facility debt. The potential amortization is shown below.

West Side Plan Debt			
2013 Issue (Estimated) Bank of America			
FY	Principal	Interest	Total
2014-15	\$ 255,000	\$ 237,125	\$ 492,125
2015-16	265,000	228,200	493,200
2016-17	275,000	218,925	493,925
2017-18	285,000	209,300	494,300
2018-19	295,000	199,325	494,325
2019-2024	1,640,000	834,225	2,474,225
2024-2028	3,760,000	448,175	4,208,175
Total	\$ 6,775,000	\$ 2,375,275	\$ 9,150,275

The Agency budget for FY 2014-15 includes \$5 million in amortizing debt. First year combined principal and interest is \$375,000.

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. Monitor stormwater and natural habitat area around and under the Boeckman Bridge
2. Provide funding per the terms of Development Agreements
3. Construct the extension of Barber Street in FY 2014-15
4. Increase maximum indebtedness and complete plan projects as recommended in the City’s Urban Renewal Strategy

History of West Side Urban Renewal Projects

	Years Prior	Estimate 2013-14	Adopted 2014-15
Road Projects:			
Boeckman Road Extension	\$ 13,043,919	\$ -	\$ -
Boeckman Road Geotech	390,970		
Barber Street	6,153,057	-	2,145,800
Park Projects:			
Villebois Park Piccadilly	-	-	209,926
Villebois Park Piazza	671,881	-	-
Villebois Park Montague	-	-	1,000,000
Local Schools:			
School Site Acquisition, #1	4,152,235	-	-
School Site Acquisition, #2	3,437,972	-	-
Total	\$ 27,850,034	\$ -	\$ 3,355,726

Urban Renewal – West Side Plan Capital Projects Fund

	Actual 2011-12	Actual 2012-13	Budget 2013-14	Proposed 2014-15	Approved 2014-15	Adopted 2014-15
RESOURCES:						
Intergovernmental	\$ 304,960	\$ 24,234	\$ -	\$ -	\$ -	\$ -
Investment income	1,122	1,186	1,500	3,100	3,100	3,100
Debt proceeds	-	2,000,000	8,000,000	6,000,000	6,000,000	6,000,000
Transfers In - UR Program Income	400,000	-	-	-	-	-
Beginning fund balance	260,073	500,568	602,935	1,310,912	1,310,912	1,310,912
TOTAL RESOURCES	\$ 966,155	\$ 2,525,988	\$ 8,604,435	\$ 7,314,012	\$ 7,314,012	\$ 7,314,012
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 437,983	\$ 346,873	\$ 507,882	\$ 508,060	\$ 508,060	\$ 508,060
Utility services	245	259	500	-	-	-
Repairs and maintenance	-	2,585	20,000	-	-	-
Emp dev, train, travel	892	-	2,343	2,366	2,366	2,366
Fees, dues, advertising	410	2,620	2,409	2,433	2,433	2,433
Water system development charges	-	1,086,864	664,000	448,250	448,250	448,250
Total Materials & Services	439,530	1,439,201	1,197,134	961,109	961,109	961,109
Capital Projects						
#4116 Barber Street Extension	-	-	-	2,145,800	2,145,800	2,145,800
#4148 Boeckman Rd Geotech	25,990	-	-	-	-	-
#8088 School Site Acq #2	67	-	-	-	-	-
#9107 Villebois Park Piccadilly	-	-	-	209,926	209,926	209,926
#9129 Villebois Park Piazza	-	671,881	623,716	-	-	-
#9145 Villebois Park Imp - Montague	-	-	-	1,000,000	1,000,000	1,000,000
Total Capital Projects	26,057	671,881	623,716	3,355,726	3,355,726	3,355,726
Expenditure Subtotal	465,587	2,111,082	1,820,850	4,316,835	4,316,835	4,316,835
Ending fund balance:						
Assigned (contingency)	500,568	414,906	6,783,585	2,997,177	2,997,177	2,997,177
TOTAL REQUIREMENTS	\$ 966,155	\$ 2,525,988	\$ 8,604,435	\$ 7,314,012	\$ 7,314,012	\$ 7,314,012

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 page 32.

The City Council depends on appointed boards and commissions for advice and input and, in the case of the Development Review Board, to render judgments in land-use applications. Below is a brief rundown of the City's boards and commissions.

City Council

The City Council consists of a mayor and four councilors who are elected to serve for overlapping four-year terms. All are elected at-large and the offices are nonpartisan. The only requirements for serving on the Council are that you are a registered voter and have lived in Wilsonville for at least 12 months.

The Mayor presides over Council meetings and frequently represents the City in a ceremonial capacity. The Mayor also makes recommendations to the Council for appointments to City boards and commissions.

The City Council is responsible for identifying needs and problems in the community and establishing community goals and objectives to meet those needs. Council adopts City laws and changes them as needed, approves contracts, agreements and purchases in excess of \$100,000. Council members are also members of the Budget Committee and participate in annual fiscal planning, budgeting, deciding how city revenues should be raised, how much will be spent and for what purposes.

The City Council also acts as the Urban Renewal Agency for the City of Wilsonville by setting a budget, and levying taxes for the City's urban renewal program.

City Council members are:

Tim Knapp, Mayor	Scott Starr, Council President
Julie Fitzgerald, Councilor	Richard Goddard, Councilor
Susie Stevens, Councilor	

Planning Commission

The Wilsonville Planning Commission meets AT 6 PM on the second Wednesday of each month at 29799 SW Town Center Loop E. The Commission consists of a chair, vice-chair, and five other members, all of whom serve a regular term of four years. It is the responsibility of the Commission to make recommendations to the City Council on all legislative land-use matters as well as policy considerations relating to planning and development within the City. This could include plans for the regulation of future growth and development in Wilsonville, plans for the promotion of the industrial, commercial and economic needs of the community and the study of measures that might promote the public health, safety and welfare of the City.

Planning Commission members are:

Ben Altman, Chair	Eric Postma, Vice Chair
Gerald Greenfeld	Marta McGuire
Peter Hurley	Al Levit
Phyllis Millan	Susie Stevens, Council Liaison

Development Review Board

The Development Review Board meets at 6:30 PM on the second and fourth Monday of every month at 29799 SW Town Center Loop E.

The DRB consists of two five-member panels, each of which is empowered to review and take action on land-use applications. The DRB renders decisions regarding land subdivision and major partitions, planned development, site level review of specific development proposals, design review applications, zoning variances, conditional use permits and quasi-judicial amendments to Comprehensive Plan designations or zoning. To a large degree, the decisions of the DRB (which are binding but can be appealed to the City Council) determine how the City will look.

Development Review Board members are:

Panel A

Mary Fierros Bower, Chair

Lenka Keith, Vice Chair

Simon Springall

Kenneth Ruud

Kristin Akervall

Julie Fitzgerald, Council Liaison

Panel B

Andrew Karr, Chair

Cheryl Dorman, Vice Chair

Dianne Knight

Aaron Woods

Jhuma Chaudhuri

Julie Fitzgerald, Council Liaison

Parks & Recreation Advisory Board

The Wilsonville Parks and Recreation Advisory Board meets at 6:30 PM on the second Tuesday of each month at 29799 S.W. Town Center Loop E.

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:

Eric Bohard, Chair

Kenneth Rice

Elaine Marie Swyt

Katharine Johnson

Parker Johnstone, Vice Chair

Mary Closson

Steve Benson

Scott Starr, Council Liaison

Library Board

The Wilsonville Library Board meets on the fourth Wednesday of each month at 7:00 PM at 8200 S.W. Wilsonville Road across from Wilsonville City Hall.

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:

Hilly Alexander, Chair	Kalah Horner, Youth Representative
Reginald Gaines, Vice Chair	Alan Steiger
Megan Ann Chuinard	Julie Fitzgerald, Council Liaison
Richard Goddard, Council Liaison	

Budget Committee

The Wilsonville Budget Committee is made up of ten individuals including all five members of the City Council and an equal number of appointed members from the community. The appointed members must be registered to vote in the City. All members of the Budget Committee share the same degree of authority and responsibility. Appointed members serve for a maximum of two full three-year terms.

The committee's primary duties and functions are to review and if necessary revise the proposed annual budget after hearing public testimony. The ultimate goal of the Budget Committee is to approve a budget for the City. Although this could happen at the first budget meeting, it usually takes several meetings to reach this point. In addition, the City Council cannot forward a tax measure to the voters without the concurrence of the Budget Committee.

The Budget Committee meets regularly as needed during the spring when the budget is reviewed and approved and as needed during other times of the year.

Budget Committee members are:

Tim Knapp, Mayor	Wendy Veliz
Julie Fitzgerald	Alan Steiger
Richard Goddard	Lonnie Gieber
Susie Stevens	Glenn Ohl
Scott Starr	Tony Holt



Five-Year Financial Forecast 2014 through 2019

Presented to the Budget Committee November 21, 2013

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Five-Year Financial Forecast
2014 through 2019

Executive Summary

The goal of the Five-Year Financial Forecast is to assess the City's ability over the next five years to continue to effectively provide current service levels based on projected growth, meet goals set by Council, preserve the City's long-term fiscal health and to ensure financial reserve levels specified in the financial policies are maintained. The forecast serves as a tool to identify financial trends, potential shortfalls, and arising issues so the City can proactively address them.

It is important to stress that this forecast is not a budget. The forecast provides an overview of the City's fiscal health based on various assumptions over the next five years and provide the City Council, Budget Committee, management and the citizens of Wilsonville with a "heads up" on the financial outlook beyond the annual budget cycle. The five-year forecast is intended to serve as a planning tool to bring a long-term perspective to the budget process. Responsible financial stewardship is imperative to provide for the current and future needs of the community. Forecasting is one of the most powerful tools the City has available to help make informed financial decisions that will ensure the City's future vitality and economic stability.

The Government Finance Officers Association (GFOA) recognized the importance of combining the forecasting of revenues and expenditures into a single financial forecast. The GFOA also recommends that a government should have a financial planning process that assesses long-term financial implications of current and proposed policies, programs, and assumptions in order to develop appropriate strategies to achieve its goals.

Forecast Methodology

Economic forecasting is not an exact science. Rather, it is dependent upon the best professional judgment of the forecaster. To enhance the accuracy of projections, the City identifies factors that contribute to changes in revenues and expenditures, such as development, inflation, personnel costs, expected levels of service, interest rates and known future events that will affect operations. A goal of forecasting is to neither overstate revenues nor understate expenditures.

Despite the best efforts to forecast, the future reality always tends to set its own course. Some big items are beyond the scope of the financial model and control by Council and staff. Examples of events that could significantly affect the financial future are Congresses ability to deal with the Fiscal Cliff, military action in the Middle East, terrorist attacks on the homeland and even more local events such as a major earthquake. Any of these could negatively affect the assumptions and the model results.

The base year which drives the future calculations is 2013-14, the current fiscal year. The budget is revised for known changes as well as estimated cost savings and other adjustments. The goal of starting with a revised forecast is to not compound variances that might exist today. It is important to note that the budget has not been revised for the current year, and this is only the estimate of the results.

Forecasting of capital improvements funded from operating resources is based on available resources. When possible, operations are funded first and remaining resources are allocated to fund capital improvements. This can mean that improvements are delayed until enough funds accumulate. Improvements which are too expensive to be paid from net resources are assumed to be funded via bonded debt. Grants and developer contributions for capital improvements are included when there is a reasonable assurance of receipt.

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Background

The local economy in Wilsonville, like our neighboring communities and similar to many of those across the nation, continues to improve with each passing month, however, the rate of improvement remains slow compared with historical periods of economic recovery. The local, regional, and statewide economies are largely subject to the same economic forces challenging the nation at large. The U.S. economy, though improving, continues to struggle with job creation, housing market instability, and larger detrimental global economic forces. In June 2013, the unemployment rate for the area, as part of the larger Portland-Vancouver-Hillsboro, OR-WA Metropolitan Statistical area, was 7.6 percent, in-line with 7.6 percent nationally. While the unemployment rate is likely to decrease, the Oregon State Office of Economic Analysis is predicting only slow but steady growth throughout 2014.

The City is home to approximately 20,500 residents, and continues to experience growth in population. Over the past ten years Wilsonville's population growth rate has generally been greater than the State of Oregon's growth rate. The City's population has increased nearly 30 percent in that time frame.

The City's 2013-14 budget is \$129,493,876, including ending fund balances of \$49,916,134 and inter-fund transfers of \$18,913,765. The City has an operating budget of \$32,900,291 and a capital improvements budget of \$21,930,186. As reflected in the relatively large capital project's budget, the City is growing and is dedicated to investing in its infrastructure. The operating budget is allocated across six City program areas: Public Works, Transportation, Policy and Administration, Community Development, Public Safety, and Community Services. It places a priority on existing programs to insure that the City is able to maintain high quality, timely, and efficient products, processes, and services.

Overview

The combination of controlling costs and a slight increase in property taxes from new developments has created a favorable outlook for the General Fund. The net operations from recurring revenues and expenditures are expected to be positive over the next five years, assuming there are not increases in service levels for programs or operations. However, net operations do not include expenditures from capital projects such as major maintenance for playground structures, parking lot improvements, roof repairs or HVAC replacements. A number of these capital expenditures are planned for and reserves are set aside in the fund balance. Nevertheless, it's important to note that even though the reserves are set aside and reported as a component in the fund balance, the total fund balance is reduced when the capital project expenditure occurs.

Parks maintenance is one area where demands are increasing due to the addition of new parks. Maintaining the new regional parks in Villebois could potentially increase the costs. In addition, maintenance of other community-wide facilities is expected to increase in the coming years. Investments in park maintenance equipment are included in this forecast, which will create efficiencies in servicing and maintaining the parks and postpone the need for additional staffing.

Law enforcement is another area where staffing levels may need to increase in the future. The number of officers has remained constant at 18 since 2004-05. As the city grows in both population and number of businesses the need for another officer will likely arise. Population is not the sole determinate; consideration is also based on call volume (demand for service). In today's costs, one patrol officer costs about \$160,000 and includes supervision, training, vehicle, equipment, etc.

Although the General Fund is stable, this forecast does not provide for all large one-time capital items such as building and park maintenance, and it does not aggressively increase reserves to fully cover those items. Fortunately, the fund enjoys a healthy unrestricted balance which is available for such uses, but a better long range

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strategy is to provide for future needs by producing revenues slightly higher than costs and creating and annually funding a capital renewal and replacement fund. This would be similar to how the City maintains a reserve for vehicles as part of the Fleet Replacement Fund.

In the prior year forecast, several alternatives for the General Fund were presented in a separate report. In summary, the report proposes that closing the Year 2000 Plan district (aka East Side) would release about \$800,000 per year, by the fifth year, in taxes to the General Fund. In addition, two other new revenue sources were outlined: adjustment to current right of way rates and a new parks maintenance fee.

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Major Assumptions

Operating Revenues

The City received about \$37 million in operating revenues last fiscal year. Over 75 percent of that total is accounted for in eight revenue types with key assumptions provided below.

Revenue	Actual FY 2013	as %
Property Taxes	\$ 5,149,000	18%
Payroll taxes	3,991,000	14%
Right of way charges	2,921,000	10%
Water fees	6,820,000	23%
Sewer fees	6,225,000	21%
Stormwater fees	1,165,000	4%
Gas taxes	1,011,000	3%
CD permits	1,951,000	7%
Total major revenues	\$ 29,233,000	

The remaining \$7.5 million in operating revenues includes interest income, court fines, library and park fees, grants, county and state shared revenues.

Property Taxes – General Fund

Taxes are based on assessed value which is determined by the County Assessor. Generally, assessed values grow by 3 percent per year as allowed by the State Constitution plus new construction. There is no correlation between real market value and assessed value. The City’s tax rate remains stable at \$2.5206 per \$1000 of assessed value. Real market value is not anticipated to decline below assessed value. New construction is anticipated in many areas of the community over the five year period including many developments outside of an urban renewal area. New housing is estimated at 153 single family homes, 252 apartment units and a few commercial/industrial developments. The following table summarizes the property tax assumptions.

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	FYE 2019
New housing units	21	38	34	30	30
New apartment units	120	12			120
Estimated AV growth all new construction	\$42 million	\$23 million	\$21 million	\$23 million	\$32 million
Estimated AV growth with 3% Measure 50 allowance	\$63 million	\$66 million	\$69 million	\$71 million	\$74 million

(Major Assumptions continued on next page)

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Payroll Taxes – Transit Fund

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 percent) of wages. The wage growth rate is estimated to increase between 3.0 percent and 5.5 percent. Historically wages have grown an average of 5.0 percent per year over the past 10-years. Wages from new jobs also contribute to the payroll tax estimate. The following table summarizes the payroll tax assumptions.

	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
New jobs created	70	80	90	100	100
Wage base increase	4.0%	4.5%	4.5%	5.0%	5.0%

Right of Way Charges – General Fund

These fees 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 percent; electric, natural gas and cable television at 5.0 percent; water, sewer and stormwater at 4.0 percent; and garbage at 3 percent. Usually, this resource grows between 3.0 percent and 11.0 percent per year with the forecast assuming a 3 percent growth.

Utility User Charges – multiple funds

Rates for utilities are based on demand and cost estimates. The historic water consumption pattern has been declining. Increases tend to be associated with new customers. Sewer usage parallels water consumption. Stormwater is calculated on impervious surface area and therefore more stable. The table below presents forecasted assumptions. Previously approved council rates for sewer and stormwater are shown.

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	FYE 2019
Consumption change	0%	1%	1%	1%	1%
Water rates	2.25%	2.25%	2.25%	2.25%	2.25%
Sewer rates	5%	1%	1%	1%	1%
Stormwater rates	3%	1%	3%	3%	3%

Gas Taxes – Road Operating Fund

Passed in 2009, HB 2001 increased state gas taxes from 24 cents to 30 cents in January 2011. Distributions to the City are largely influenced by population. Offsetting any increase is an expectation that historic declines in the tax will continue. This forecast assumes a 2 percent average annual increase.

Road Maintenance Charges – Road Maintenance Fund

This resource is dependent on the number of residential and business customers. Forecast assumes a 2 percent annual increase.

Building, Planning and Engineering Permits – Building and CD Funds

Permit revenues are based on identification of specific developments with assumptions based on which fiscal year the development is likely to begin. The estimates for permits are summarized in the following table.

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	FYE 2019
Building related	\$905,000	\$925,000	\$945,000	\$960,000	\$985,000
Engineering related	\$155,000	\$160,000	\$165,000	\$165,000	\$170,000
Planning related	\$485,000	\$500,000	\$510,000	\$520,000	\$530,000

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Other Resources

Transfers In – Operating Funds

This category relates to the services one fund, e.g. the General Fund, charges another fund for services provided. Transfers into the General and Community Development Funds for overhead are estimated on 2 percent and 12 percent, respectively, on City funded capital projects. For large projects, such as the wastewater treatment plant, an estimate of the staff time is made in lieu of a percentage of the project cost.

Operating Expenditures

Personnel Services

Personnel services compose 45 percent of total operating expenditures. Key components of this category are wages, retirement and health insurance. The model assumes continuation of current wage and benefit practices and reflects the union contracts. In the past three years, total personnel services have increased about 5 percent per year. The table presents the assumptions used in the forecast. Represented employees cost of living reflects current contract. PERS reflects the recently announced rate increase.

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	FYE 2019
Represented cost of living	2.5%	2.0%	2.0%	2.5%	2.5%
Represented merit, if eligible	4%	4%	4%	4%	4%
Represented, % at top of range	30%	40%	60%	60%	60%
Non-represented cost of living	2.5%	2.0%	2.0%	2.5%	2.5%
Non-represented merit	0-4%	0-4%	0-4%	0-4%	0-4%
PERS, as a percent of wages	17.6%	17.6%	20.2%	20.2%	20.2%
Insurance, % premium increase	10%	10%	10%	10%	10%

Materials and Services

The table below presents the annual inflation assumptions. Certain costs which are not affected by inflation are excluded from these estimates: CH2M Hill sewer contract assumes the contracted amount with 3.5 percent annual increases and the Clackamas County Sheriff Office contract assumes 5 percent per year increases.

	FYE 2015	FYE 2016	FYE 2017	FYE 2018	FYE 2019
Annual inflation	3.0%	3.0%	3.0%	3.0%	3.0%

Debt Service

No new debt is anticipated in the forecast period.

Transfers Out

This is the counter-part to Transfers In category. Transfers out from operating funds are primarily for administrative services provided by departments within the General Fund. Transfers out from capital project funds are a combination of engineering services and project administration provided by departments within the Community Development Fund and General Fund.

Fund Presentations

General Fund

Community Development Fund

Building Fund

Transit Fund

Water Operating Fund

Sewer Operating Fund

Stormwater Fund

Street Lighting Fund

Road Operating Fund

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General Fund

Key Variances from Status Quo

None

Key Assumptions

No change in staffing levels
No change in program or operation service levels
No increase in the number of Patrol Officers

Economics, Revenues and Expenditures

Resources continue to improve, however, the rate of improvement remains slow compared with historical periods of economic recovery. Interest earnings have been the hardest hit during the recession, dropping from \$500,000 per year to \$100,000. Investment returns are expected to begin to rise by 2015 and provide some relief to the Fund. The forecast assumes rates will rise slowly and by the fifth year return to at least \$450,000. Property taxes are beginning to rise after three years of less than average increases. The growth in 2012-13 was \$77,000 and 2013-14 is expected to be \$230,000 compared to the average of \$170,000 for the year's preceding the economic downturn.

Property taxes are the primary resource for this fund and compose 44.0 percent of annual resources. Increase in collections is expected to be slightly greater than 4.0 percent per year comprised of the 3 percent allowed under Measure 50 plus new construction. New construction includes Active Adult at the Grove, Branchley South, Renaissance Boat Club, renovations of commercial buildings and other housing developments.

Right of way fees are the second most significant resource and compose 22.0 percent of annual resources. These are charges on utilities that use the City's right-of-way. The charges are based on the gross revenues of a given utility's sales in Wilsonville. As development increases and businesses expand, this revenue is expected to increase as well. The forecast assumes a modest 3.0 percent annual growth in this resource.

Intergovernmental revenues are the third largest category and compose 12.0 percent of the total. Major components of this category are state shared revenues (cigarette taxes, liquor taxes, and other revenues) and the City's share of the Clackamas County Library District Levy. Revenue growth in this category ranges from 0.0 percent to 3.0 percent with the City's share based on formulas in which population is a key factor.

Inflationary impacts are expected to increase service delivery costs by about 4.5 percent per year. Most of that increase is associated with personal services - merit increases, cost of living adjustments and the cost of related benefits (PERS and health insurance). General inflation is assumed to be 3.0 percent per year.

There is a potential increase in costs for parks maintenance, both within Villebois and citywide, that is currently being analyzed. City parks within Villebois include Sofia, Palermo and the Greenway. Citywide maintenance identified in this forecast is general on-going maintenance costs and replacement of some playground equipment. Reserves set aside for parks are currently only sufficient to cover about half of the renewal or replacement of playground equipment.

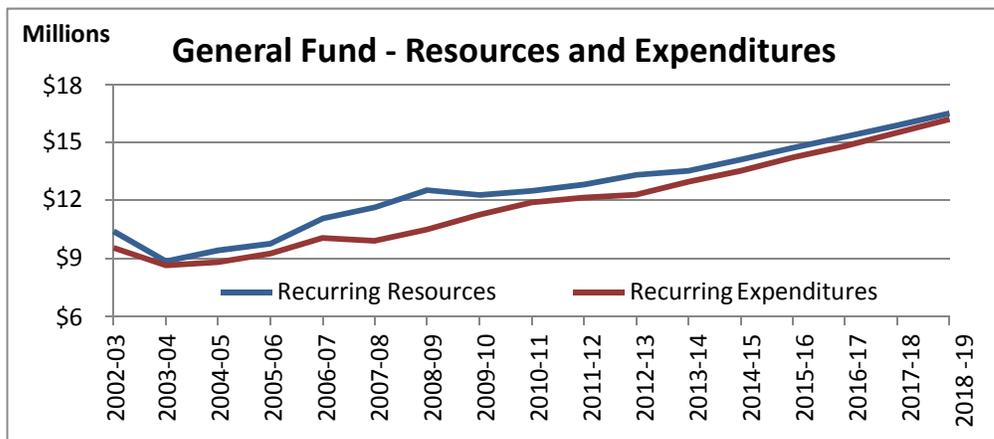
In addition, the City has maintained the current staffing level of 18 police officer positions since 2005-06, except for a brief period when the Detective position was removed. It is reasonable to expect that this level will need to

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increase at some point. The full cost of an additional officer is approximately \$130,000 per year including wages, benefits, vehicle, equipment, supervision and administration provided by Clackamas County. The model does not include a change in the current level of service.

The graph below shows a history of recurring resources and expenditures, which are forecasted to increase at a consistent rate during this period. Over the next five years resources are forecasted to be slightly higher than expenditures for a positive net income.



The forecast includes some \$1.3 million for capital improvements over the next five years. These projects include HVAC replacements at the Library and Community Center, Boones Ferry Park play structure replacement and several other park improvements. However, since these costs would not be paid from recurring resources they are not included in the above graph.

Ending Fund Balance

The General Fund is in a healthy financial position with \$14.8 million in cash carryover. About \$10.5 million has been designated as reserved or restricted for future use such as capital improvements, software and electronics replacement and operating reserves. The remaining \$4.3 million is unrestricted. In conjunction with an update to the financial management policies staff will propose a structure for restricted versus unrestricted balances.

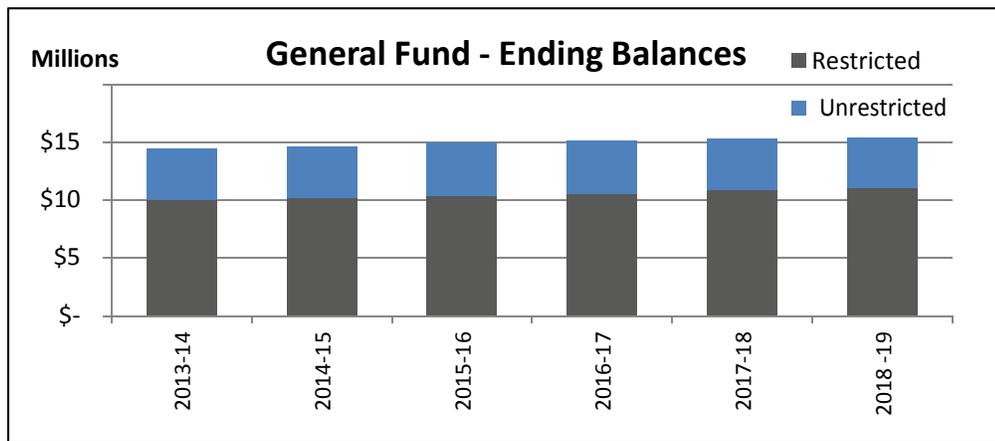
The unrestricted balance is available for capital projects, addition of programs or services, building reserves for capital renewal or replacement or funding operating shortfalls. Actual restricted balances include the 15 percent operating contingency, \$2 million economic sustainability reserve, and a reserve for capital renewal and replacement projects.

(General Fund continued on next page)

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The following graph focuses on just the ending balance and separates restricted portion from unrestricted.



General Fund Forecast Summary

The following tables are summary values for the General Fund forecast. This scenario assumes a status quo for service levels and best estimate of future revenue and expenditure changes.

General Fund 2014 through 2018 - Best Estimate							
	FYE2013 Actual	FYE2014 Forecast	FYE2015	FYE2016	FYE2017	FYE2018	FYE2019
Resources:							
Property Taxes	5,149,113	5,379,317	5,660,266	5,905,097	6,150,121	6,409,167	6,691,688
Licenses, franchise	3,290,851	3,256,868	3,353,271	3,452,539	3,554,759	3,660,018	3,768,407
Intergovernmental	685,324	699,994	721,001	734,961	746,624	758,365	777,373
County library	918,620	930,966	958,895	987,662	1,017,292	1,047,810	1,079,245
Fees	458,629	470,104	481,877	493,956	506,351	519,069	532,119
Interest	81,839	74,242	112,099	224,167	300,849	378,512	457,154
Other	535,963	550,712	553,087	560,739	568,492	574,628	582,056
Total revenues	11,120,339	11,362,203	11,840,495	12,359,121	12,844,488	13,347,569	13,888,042
Service transfers in	2,192,041	2,193,837	2,298,812	2,385,629	2,479,293	2,563,205	2,651,836
Total Resources	13,312,380	13,556,040	14,139,308	14,744,751	15,323,782	15,910,774	16,539,877
Expenditures :							
Policy & admin	3,934,648	4,182,468	4,347,534	4,582,403	4,753,382	4,991,823	5,186,219
Law enforcement	3,821,964	4,000,456	4,190,774	4,399,859	4,616,164	4,843,772	5,084,166
Public Works	2,049,256	2,192,097	2,278,376	2,388,629	2,481,659	2,579,824	2,695,190
Community Services	803,004	843,176	885,639	933,474	970,897	1,011,056	1,060,929
Library	1,479,522	1,534,638	1,607,224	1,695,378	1,765,706	1,840,815	1,931,312
Operating transfers out	200,000	206,000	212,180	218,545	225,102	231,855	238,810
Total operating exps	12,288,394	12,958,835	13,521,726	14,218,289	14,812,910	15,499,144	16,196,626
Net operating	1,023,986	597,205	617,582	526,462	510,871	411,630	343,251
Capital projects	(237,173)	(925,100)	(365,000)	(211,500)	(265,000)	(225,000)	(225,000)
Transfers in (out)	-	-	-	-	-	-	-
Annual surplus (shortfall)	786,813	(327,895)	252,582	314,962	245,871	186,630	118,251

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Potential Impacts and Issues

Potential future costs for park maintenance, police staffing levels or other changes in service levels could increase costs in this fund. To be prepared for such need, the 2012 forecast presentation included a separate document titled "General Fund Resource Alternatives", and the alternatives are presented below.

Funding Alternatives

Closure of Year 2000 Plan District: The district, commonly referred to as the Eastside, could be closed a few years from now. That would have the effect of redirecting city taxes from the urban renewal district to the General Fund. Although several years away at the soonest, the full closure of this district would increase the property tax revenues in the General Fund by as much as \$800,000 more than is currently being received.

Parks Maintenance Fee: Medford and West Linn charge a parks fee. More detail about the fee is provided in the separate report prepared in 2012. If there is interest in considering a fee in Wilsonville staff can conduct a study.

Right of Way Rate Increase: Right of way rates are charged to utility companies that use the City's rights-of-way. Certain of the City's rates are less than nearby communities. For example, Beaverton, Portland, Canby and Sherwood charge a 5 percent rate for garbage service while Wilsonville charges 3 percent. Water and sewer franchise rate in Beaverton, Portland, Tualatin, Canby and Sherwood is 5 percent while Wilsonville is 4 percent. Increasing the rate to the same level would generate about \$200,000 more per year.

Local Option Levy: This option is presented for reference purposes. Although a viable tool in the toolbox, it has proven to be difficult to adopt in Oregon. Its greatest limitation is that it expires after five years; however, it can be reauthorized by another public vote. The last time a similar levy was passed in Wilsonville was in 1996 and 1997. The combined rate of \$1.62 was dedicated to law enforcement, street and parks maintenance, and gang prevention (DARE). A ten cent rate today would generate about \$270,000 per year and on a home assessed at \$270,000 (approximate \$300,000 market value) the cost would be \$27 per year. This assumes no reduction from tax compression.

Community Development Fund

Variations from Status Quo Assumptions

None

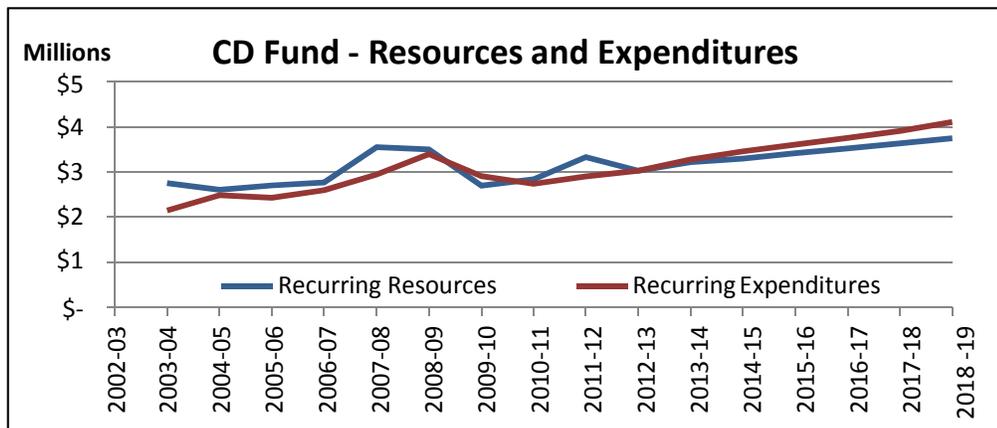
Key Assumptions

The recent increase in new development is expected to continue over the forecast period
General Fund contributes \$200,000 per year towards long-range planning

Economics, Revenues and Expenditures

After several years of slower growth in new single family housing units, the outlook for the next five years is more robust. Villebois developers are actively building new residences and plans call for over 300 units in the coming five years. Other areas of the community are expected to see new development as well. Estimates for new growth are based on plans submitted by developers or through early discussions with developers on future activity. Regional economic conditions will determine whether the construction moves forward at the pace anticipated.

New construction provides fees for Planning and Engineering. The average permit revenue is forecasted at \$750,000 per year. In addition to permits, the Community Development Fund charges overhead to capital project funds based on the staff hours worked on each project.



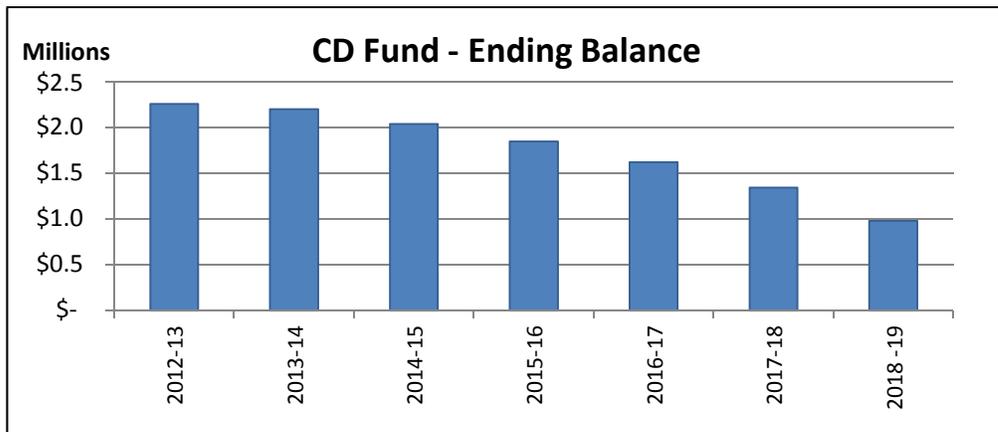
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Ending Fund Balance

The Community Development Fund balance is a combination of an initial infusion from the General Fund when it was separated from the General Fund and from annual net operations. The forecast shows this fund balance declining over time. This negative trend is being analyzed to determine if adjustments are needed to balance the fund, or if this trend is a result of conservative estimating. Historically this fund has managed to be stable through seeking new revenues and reducing costs even through the great recession.



Potential Impacts

Less growth: Although current trends indicate a period of growth, an environment of less development would have an adverse impact on this fund. If new development were half the anticipated level, the average annual reduction in permit revenues would approximate \$325,000, or about 10 percent of the total resources.

Non-billable Services: A particular challenge to balancing revenues and expenses in this fund are the multitude of services provided for which no charge can be assessed. Examples include: working with the county and state on development south of Charbonneau, Interstate 5 connector discussions, planning for Basalt Creek area, participating with Metro, Washington and Clackamas Counties on transportation planning and urban growth issues, and responding to potential developers and businesses that don't result in construction permits. Increases in the number or intensity of such demands could pose challenges in balancing this fund and/or a need to identify a new revenue source that would pay for these important services.

The last review and revision to planning permit fees was in 2007. While Planning is not a profit center, the fees should be set sufficient to cover the actual costs of providing services for current development.

Building Fund

Variations from Status Quo Assumptions

None

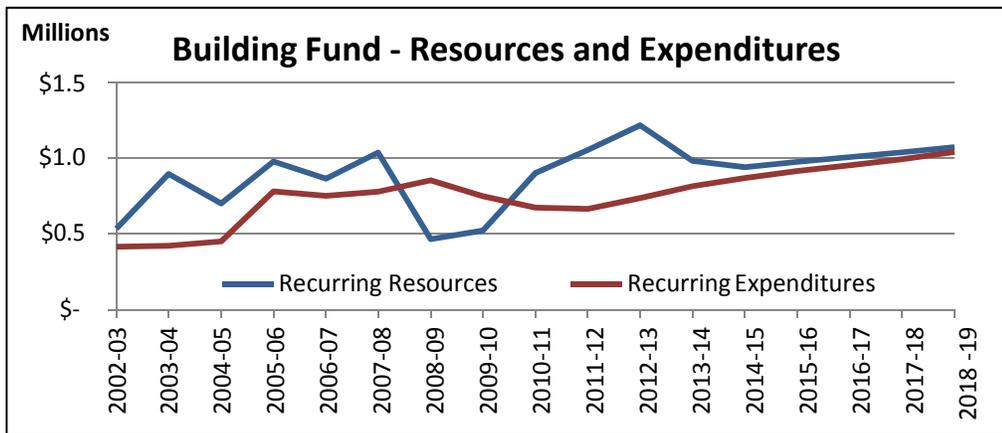
Key Assumptions

Staffing levels reduced in 2009 remain unfilled

Economics, Revenues and Expenditures

After several years of slower growth in new single family housing units, the outlook for the next five years is more robust. Villebois developers are actively building new residences and plans call for over 658 additional units in the coming years. Other areas of the community are expected to see new development as well. Estimates for new growth are based on plans submitted by developers or through early discussions with developers on future activity. Regional economic conditions will determine whether the construction moves forward at the pace anticipated.

The major resource for this fund is building permit revenue. The aforementioned construction level is significantly greater than the trends during the recession. The Building Inspection program has conservatively estimated the future permit fee revenue estimates based on known projects. The nature of permit revenue is that the fees are collected prior to the work being done and therefore a surplus in one year may be followed by a shortfall the next.



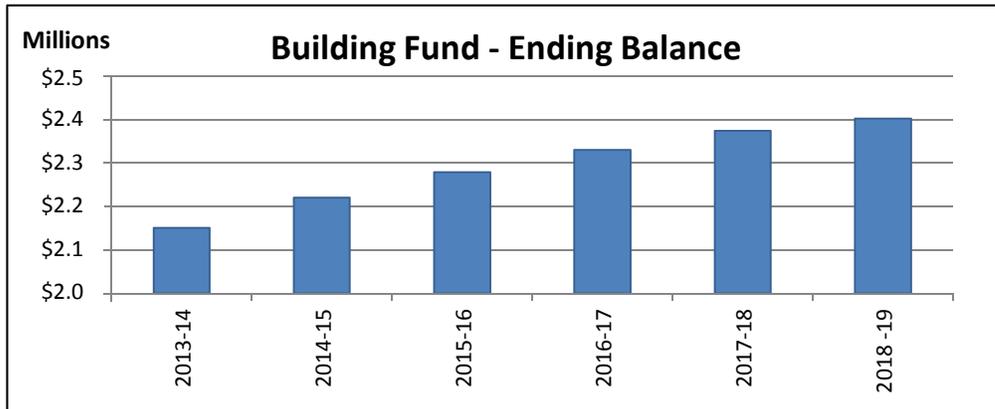
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Ending Fund Balance

The Building Fund has maintained a fairly stable ending balance during the recessionary period. This was accomplished by managing costs to revenues. The graph shows that revenues are forecasted to be sufficient to cover operating expenditures over the next few years.



Potential Impacts

Less growth: Although current trends indicate growth, an environment of less development would have an adverse impact on this fund. If new development were half the anticipated level, the average annual reduction in permit revenues would approximate \$450,000, or about 50 percent of the total resources.

Delays in developers submitting plans or starting construction will affect the bottom line. The City will closely monitor the actual revenues against the forecast and will take corrective action if necessary. This fund is projected to have sufficient resources to carry the program through the next five years.

A return to a "normal" level of development may necessitate an increase in staffing or use of contracted services.

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Transit Fund

Key Variances from Status Quo

Bus replacement capital outlay varies from year to year. Average is \$730,000 per year with 80 percent funding from grants.

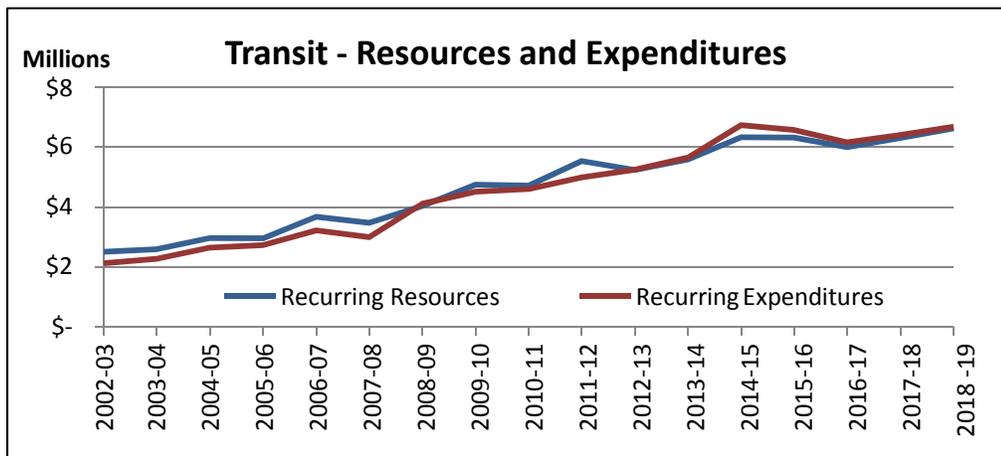
Key Assumptions

- Service levels and staffing remain constant
- Payments to TriMet for rail operations continue and increase annually via inflation assumption
- No future BETC receipts are forecast.

Economics, Revenues and Expenditures

With the downturn in the economy, hundreds of jobs within the City were lost and payroll tax revenues declined. While many of these jobs are lost forever, new businesses have announced their decision to locate in Wilsonville. Revenues are rebounding slightly in the current year and are forecasted to continue at a slow pace. Because of the uncertainty of the current economy, it is challenging to accurately project payroll tax revenues. The forecast assumes a conservative annual increase of 100 to 120 new jobs per year, which equates to approximately \$26,500 in new taxes annually. Wage increases for existing employment is the larger driver and assumptions of 3 percent to 5 percent translate into annual increases between \$150,000 and \$250,000.

About 80 percent of Transit’s services are paid by the local payroll based tax. The remaining 20 percent comes from state and federal grants and fares. Grants for buses are not assured. The jagged shape of the graph below reflects the varying capital grant receipts and expenditures.



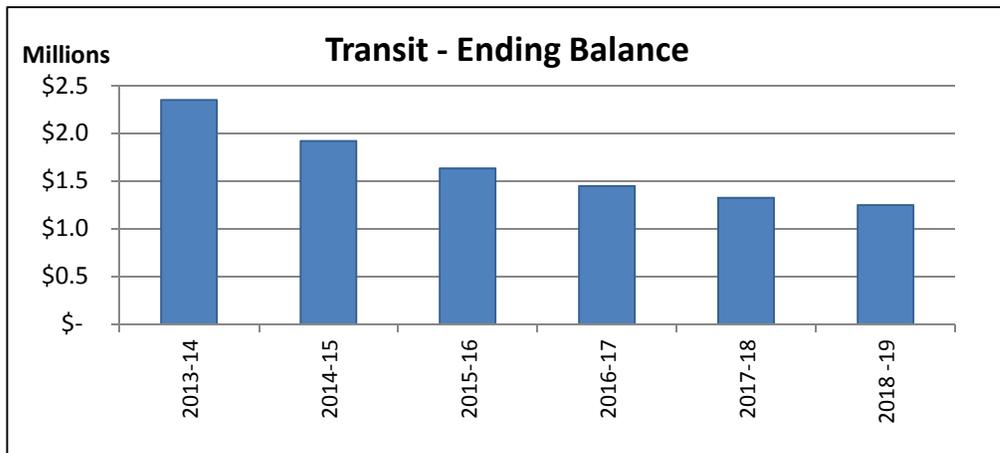
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2014 through 2019

Ending Fund Balance

Over many years this fund accumulated money for rainy day use and infrequent large items such as bus replacements and building needs, but the slow economic recovery and lower than anticipated payroll tax revenues are forecasted to continue to impact this fund as shown in the graph below. As the economy improves we will continue to keep an eye on the stability of this fund by reducing capital purchases if necessary to ensure future fund stability.



Potential Impacts

In the current fiscal year, SMART has incrementally added service to accommodate new employers. New routes include service to the Beaverton Transit Center during hours when TriMet's Westside Express (WES) regular commuter train is not operating, as well as increased service to Tualatin Park and Ride. Additionally, in the current year SMART reached an agreement with the Oregon Institute of Technology (OIT) to conduct a pilot project offering late-night bus service to downtown Portland for students at the OIT Wilsonville campus.

The Transit Master Plan was adopted in 2008 just before the economic downturn. Except for changes related to WES, all program enhancements have been put on hold. The enhancements include extending the Portland during commuter hours, new routes to service Daydream, Villebois and Charbonneau areas, a stop at Woodburn for the Salem route, and frequency increases in certain routes.

SMART has made major investments in new buses over the last couple of years, replacing the oldest and most worn-out vehicles of the fleet. The forecast includes the replacement of 9 more large and three smaller buses over the next five years. The cost is approximately \$85,000 for the small buses and up to \$570,000 for the larger buses. Historically, federal grants have provided at least 80 percent toward the cost of buses, leaving local money to cover the remaining 20 percent. As other grants become available, the program will place orders for additional buses. The ending fund balance is used to cover the cash match for these large items.

With recent changes by the state legislature, no future BETC receipts are anticipated. To date SMART has received about \$3.4 million in Business Energy Tax Credits (BETC) from the State. These credits were converted into cash and the proceeds are unrestricted. SMART used a portion on the BETC receipt on the new operations building, bus replacement, new signage and bus wraps.

Water Operating Fund

Variations from Status Quo Assumptions

- Nominal annual rate increases of 2.25 percent beginning in 2014-15
- Increase maintenance costs per master plan

Key Assumptions

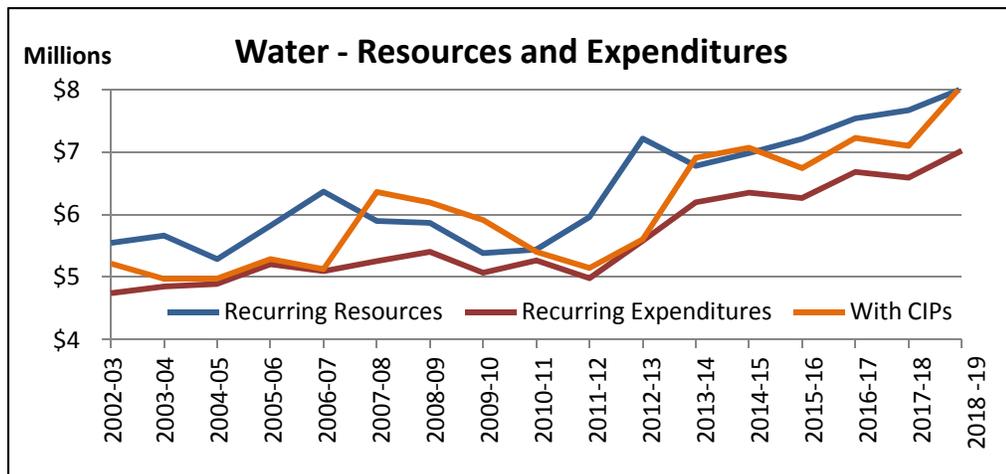
- No significant variations in weather that would change consumption patterns
- No new major industrial water users nor loss or decline of current industrial users

Economics, Revenues and Expenditures

The Water Fund is in a generally strong financial position. Revenues and treatment costs are driven by consumption which was declining until 2011 when the City of Sherwood began purchasing water. The sale of water to Sherwood has had a positive effect on water cost per unit. Sherwood’s share in 2012-13 was \$934,000, which was the first full year of purchasing water from the City of Wilsonville.

An increase in the number of users via new home construction will have a positive impact; however, the forecast anticipates that will be partially offset by existing users converting to more water efficient devices. This trend is felt nationwide and is attributed to low flow shower heads, efficient washing machines and toilets, and irrigation timers. The forecast assumes an annual rate increase of 2.25 percent beginning next fiscal year, which will be the first increase since 2009.

The graph below shows the recurring revenues and expenditures, both historically and forecasted. Two lines are shown for expenditures, one without capital project costs and the other with. Capital improvements can vary widely from year to year and a separate line is presented to assist the reader with understanding the fluctuations of the fund. Recurring expenditures includes debt service costs.



(Water Operating Fund continued on next page)

Five-Year Financial Forecast

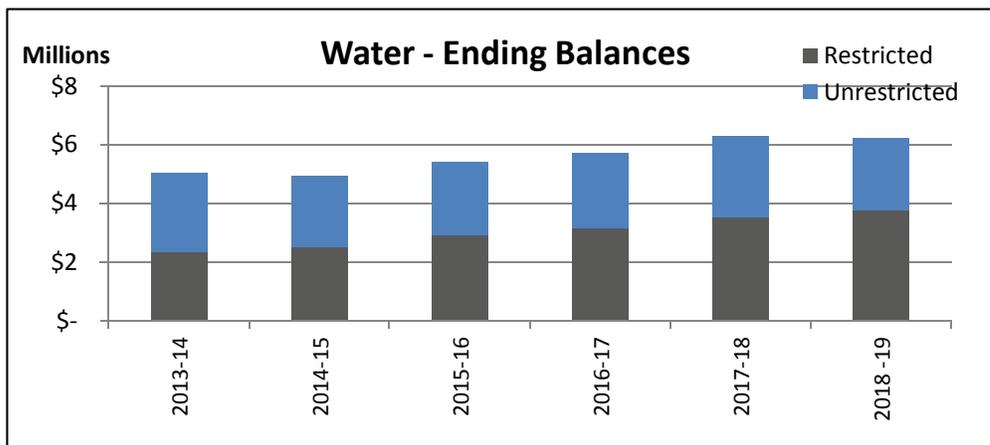
2014 through 2019

Ending Fund Balance

The Water Fund has a fund balance consisting of both restricted and unrestricted components. The restricted portion includes cash reserves for major repairs and replacement of treatment plant equipment, cash reserves for debt service coverage and an operating contingency of 20% of annual operating costs. These reserves help create a stable financial condition for the fund.

The reserve for debt service coverage is not a bond covenant requirement but is established as a good financial measure. It serves as an added benefit to both bond holders and the General Fund (which is a pledge behind approximately \$5 million of water bonds). Further, in the event the City should pursue water revenue bonds in the future such a balance will aid in the credit review of the fund. The goal is to build the reserve at \$100,000 per year until \$2 million is attained, which will take nearly 16 years.

The unrestricted ending balance declines due to planned capital projects that are funded on a pay-as-you-go basis.



Capital Projects – From Operating Revenues

A variety of projects totaling approximately \$3.3 million are anticipated to be funded from operating resources over the next five years. These projects are primarily repairs and replacement and are not eligible for payment from system development charges.

Potential Impacts

Sherwood: As the water usage increases due to growth within the cities of Wilsonville and Sherwood, the operations of the plant will need to expand and storage capacity will become a more important issue.

Sewer Operating Fund

Variations from Status Quo Assumptions

Rate increase of 10 percent in January 2014. (Previously approved by Council Resolution)

Key Assumptions

No new major industrial water users nor loss or decline of current industrial users

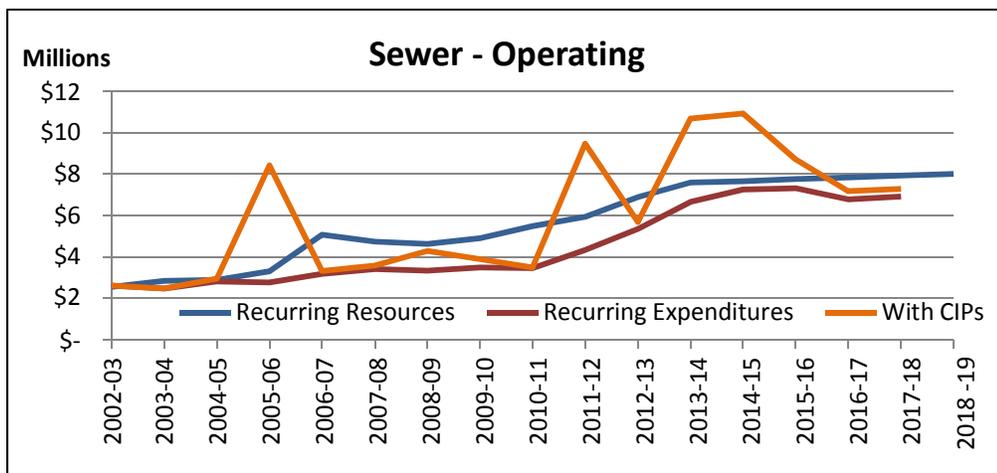
Economics, Revenues and Expenditures

Revenues and treatment costs are driven by water consumption. With consumption trending downward in the City of Wilsonville, pressure on balancing revenues with costs has been a challenge. During 2011-12 Council took action to stabilize the fund via a series of rate increases which addressed the downward trend as well as providing sufficient resources for operating the new treatment plant and the related debt. The first two rate increases were implemented January 2012 and 2013. The remaining increase is reflected in the model.

The city videotapes the sewer collection lines to assess their condition. Besides the aging condition of the lines the building requirements in the 1970's were less stringent than today. The videotaping project has helped to identify the extent of future repairs. The cost of these repairs and replacement is included in the capital project estimates.

The graph below shows the recurring revenues and expenditures, both historically and forecast. Two lines are shown for expenditures, one without capital project costs and the other with. Capital improvements can vary widely from year to year and a separate line is presented to assist the reader with understanding the fluctuations of the fund. Recurring expenditures includes debt service costs.

The increase in Recurring expenditures from 2011-12 to 2013-14 is due to debt service on nearly \$39 million in new debt which adds \$3 million in annual costs. Costs are expected to decline about \$650,000 in 2016-17 when older debt is fully retired. The jagged line shows Recurring Expenditures plus capital improvements.



(Sewer Operating Fund continued on next page)

Five-Year Financial Forecast

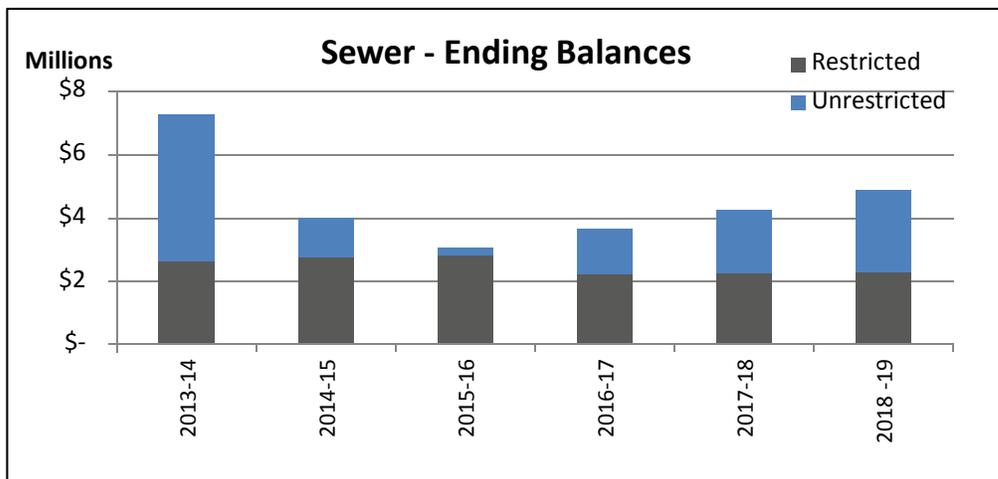
2014 through 2019

Ending Fund Balance

The Sewer Fund has a fund balance consisting of both restricted and unrestricted components. The restricted portion includes cash reserves for treatment plant equipment major repair and replacement, recurring contingency and ending fund balance amounts and building a cash reserve for debt service coverage. These reserves help create a stable financial condition for the fund.

The reserve for debt service coverage is not a bond covenant requirement but is established as a good financial measure. It serves as an added benefit to both bond holders and the General Fund (which is a pledge behind the \$39 million of sewer bonds). Further, in the event the City should pursue sewer revenue bonds in the future such a balance will aid in the credit review of the fund. The goal is to build the reserve at \$500,000 per year to \$3 million by 2017-18.

Unrestricted ending balance accumulates for future capital projects on a pay-as-you-go basis. As you can see in the graph below the unrestricted balance begins to drop in 2014-15 due to the Memorial Park lift station and the Boeckman Creek sewer line replacement, which have a combined cost to this operating fund of \$6.1 million over the next three years. The unrestricted balance then begins to rebound in 2016-17 to accumulate resources for future capital maintenance projects.



Five-Year Financial Forecast
2014 through 2019

Stormwater Fund

Variations from Status Quo Assumptions

Rate increase of 3 percent in July 2014, 2015 and 2016. (Previously approved by Council Resolution)

Key Assumptions

Budgeted interfund borrowing from the General Fund was not needed in 2012-13 due to a \$.6 million ending from balance.

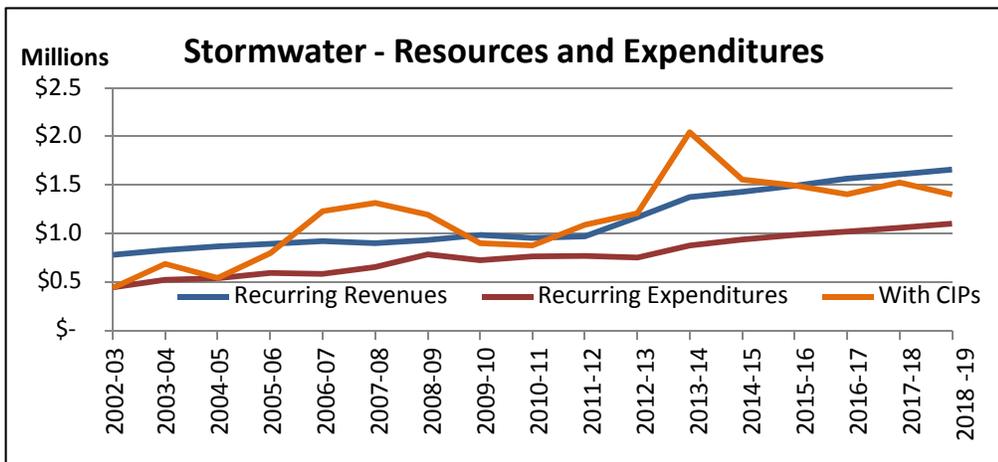
The rate study is being updating to determine the actions needed to stabilize this fund.

Economics, Revenues and Expenditures

A recent master plan documented multiple system improvements that are needed as well as increased maintenance of existing infrastructure. A rate study accompanied the plan that prioritized improvements for funding and identified how much user rates would need to increase to implement the plan. A series of annual increases were approved by resolution and are included in the model.

Revenues are predictable as they are a fixed monthly amount based on impervious service area. The model factors in some growth due to new construction, about 2 percent of revenues per year.

The graph below shows the recurring revenues and expenditures, both historically and forecast. Two lines are shown for expenditures, one without capital project costs and the other with. Capital improvements can vary widely from year to year and a separate line is presented to assist the reader with understanding the fluctuations of the fund.



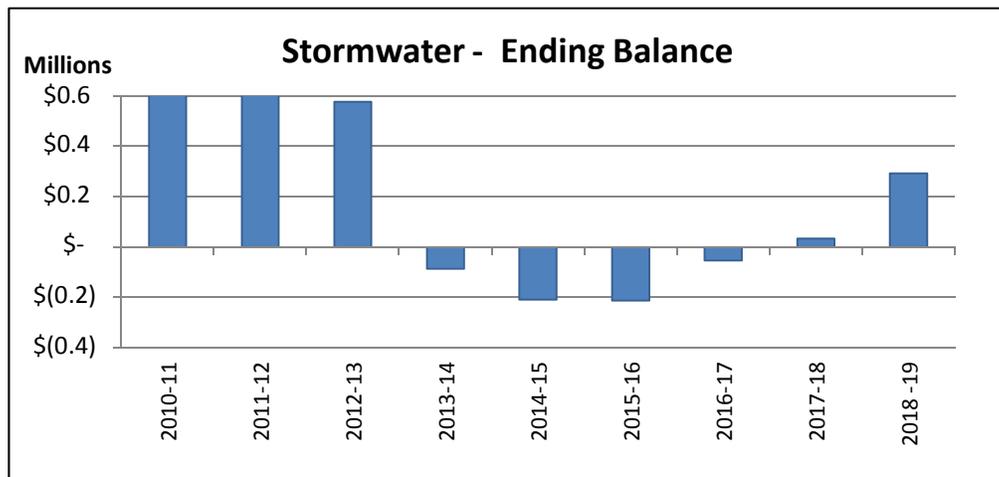
(Stormwater Operating Fund continued on next page)

Five-Year Financial Forecast

2014 through 2019

Ending Fund Balance

The ending fund balance, forecasted to be negative in 2013-14 through 2017-18, reflects the impact of large capital projects such as the Morey's Landing stormwater repairs and the Rivergreen drainage projects. As explained below, this forecast includes only a small portion of potential capital projects. The city is in the process of videoing the stormwater conveyance pipes to assess their condition and identify the extent of future repairs throughout the system. The most recent rate study is being updated to determine the rate adjustment that is needed to be made to stabilize this fund. As a short term solution, this fund may need a loan from the General, which is not included in this forecast.



Capital Projects – Funded from Operating Revenues

During the forecast period approximately \$3.1 million of system repairs and improvements are anticipated. These projects represent the improvements for which stormwater system development charges cannot fund.

Potential Impacts

Aging Infrastructure: The city is in the process of videoing the stormwater conveyance pipes to assess their condition. We know from prior inventory data that the pipes in Charbonneau are not in good condition and will need major rehabilitation in future years. Portions of the stormwater system north of the river exhibit similar age-related deficiencies, particularly at culvert locations. Besides the age of the pipe material, the building requirements in the 1970's were less stringent than today. The video information will help to identify the extent of future repairs throughout the system. The costs have been determined for some of the pipe rehabilitation needs and they are significant. The forecast includes a small portion of these potential costs.

Street Lighting Fund

Variations from Status Quo Assumptions

None

Key Assumptions

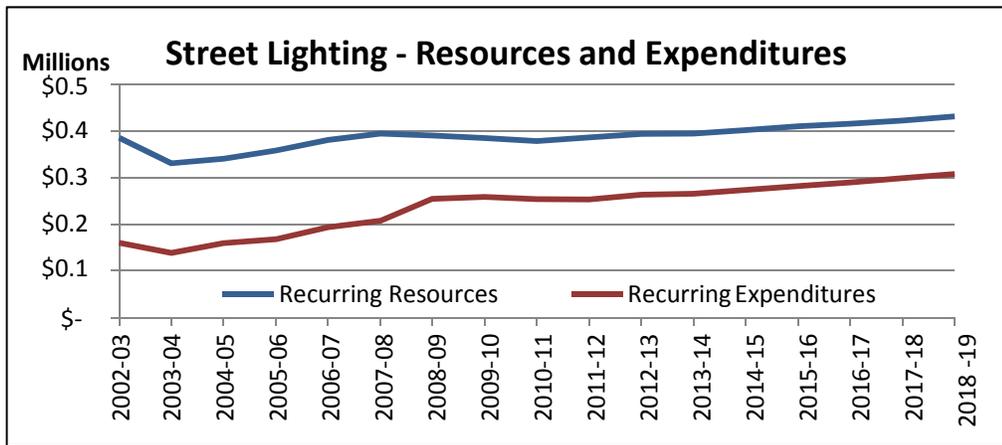
No change in PGE rate tariff that would affect what services are currently included

Economics, Revenues and Expenditures

The Street Lighting Fund’s primary resource comes from user fees billed on the monthly utility statements. Residential, multi-family, commercial, industrial and non-profits all pay towards the street lighting system.

Revenues are readily predictable as rates are fixed monthly amounts. The model assumes growth from new single family homes and new apartment complexes. No rate increase is anticipated.

Expenditures are predominately for monthly utility charges. The charges are assumed to increase by the material and services inflation factor. Other costs include nominal amounts for replacement of worn out components. The gap between resources and expenditures is available for funding system expansion and building a replacement reserve. Capital projects for in-fill, about \$60,000 per year, are not included in the graph below.

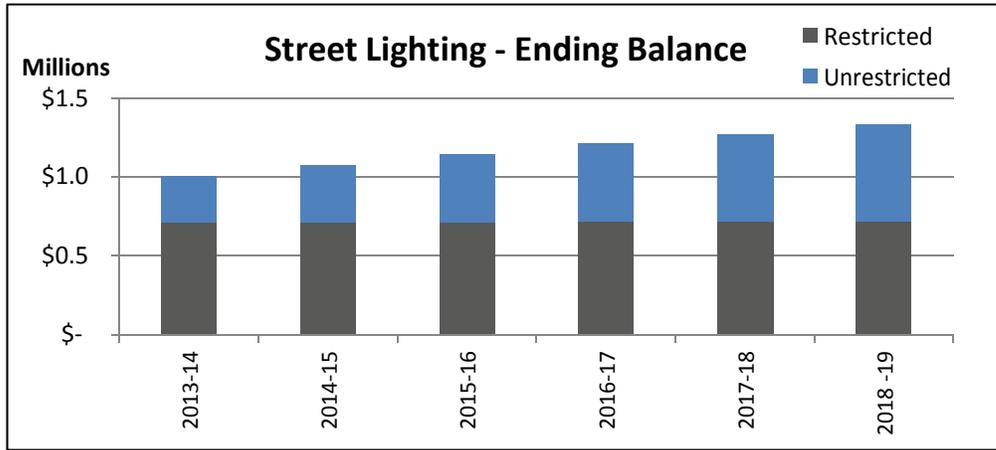


(Street Lighting Fund continues on next page)

Five-Year Financial Forecast
2014 through 2019

Ending Fund Balance

The restricted portion is a cash reserve to fund future replacement as poles and fixtures reach their end-of-life. Most of the short lived wooden poles have already been replaced. The majority of the poles in use today are aluminum, fiberglass or metal. The unrestricted portion can be used for in-fill where gaps in the system occur.



Capital Projects – Funded From Operating Revenues

A small level, \$60,000/year, of replacement is projected. Infill projects if identified would be significantly more expensive.

Potential Impacts

None identified.

Road Operating (Gas Tax) Fund

Variations from Status Quo Assumptions

Additions to staffing and materials related to new street additions throughout the City

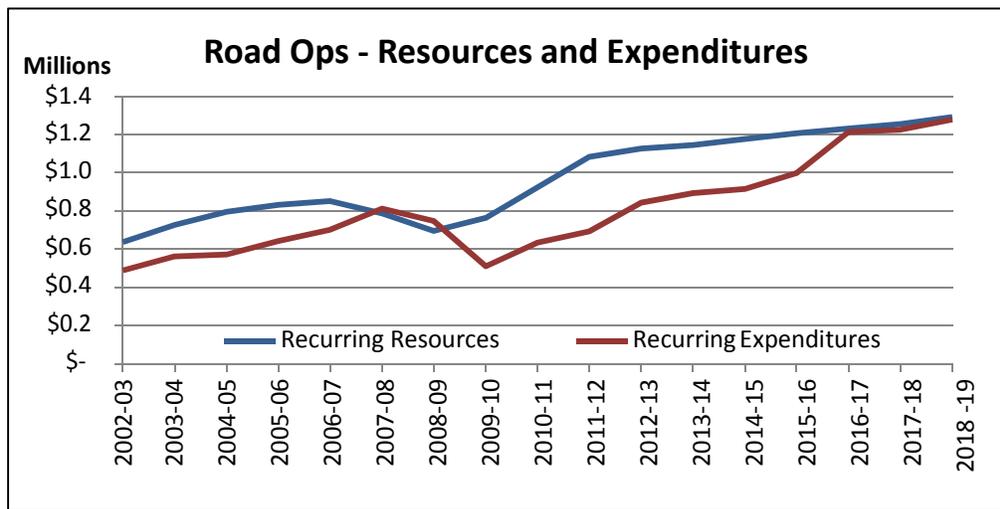
Key Assumptions

Fuel consumption pattern is similar to recent past trends

Economics, Revenues and Expenditures

Gas taxes distributed by the State are the primary resource for this fund. Washington County gas tax adds about \$8,000 per year to the fund revenues. State taxes peaked in 2006-07, and began declining about 5.0 percent per year until 2011 when taxes and fees were increased. Cities share of this revenue is largely based on population numbers and the model assumes the new residential additions will result in a higher share, thus a slight increase in allocated taxes.

As the City adds more roads, maintenance costs will grow. Recent street additions include the Villebois area, Boeckman Road extension and improvements to Boones Ferry Road. Maintenance costs are forecasted to increase an average of \$80,000 per year. The model includes the cost of these service level increases and the following graph shows that sufficient resources should be available to cover the anticipated costs.

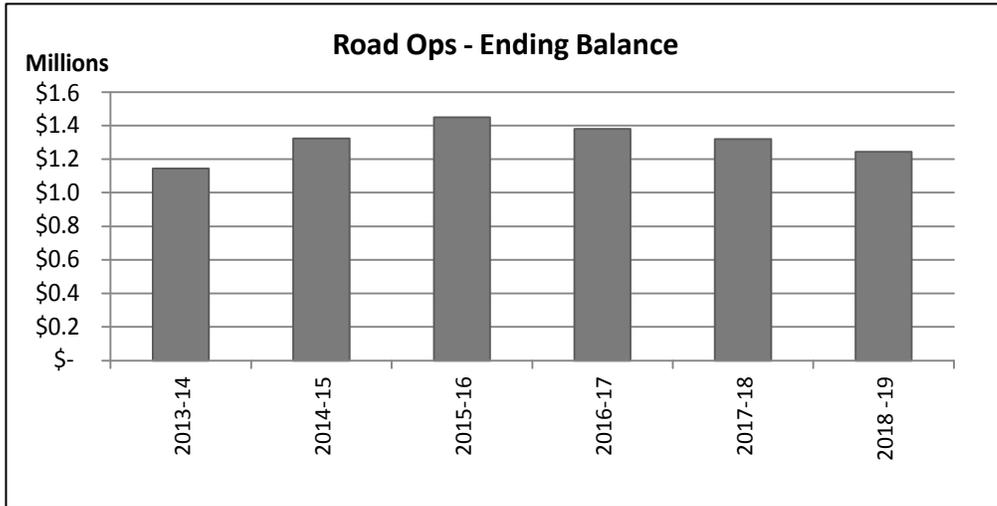


(Road Operating Fund continued on next page)

Five-Year Financial Forecast
2014 through 2019

Ending Fund Balance

Prior to the recent gas tax increase this fund was at risk of incurring annual deficits. The growth of the ending balance levels off in later years as service level increases described above are implemented.



Capital Project Impacts – From Operating Revenues

No major capital projects are assumed. However, this fund pays the engineering costs associated with projects in the Road Maintenance Fund since the Road Maintenance Fund’s resources are restricted and do not permit engineering costs.

Potential Impacts

None identified.

City of Wilsonville
Comprehensive 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

- A. To guide the City Council and management policy decisions that have significant fiscal impact.
- B. To employ balanced revenue policies that provides adequate funding for services and service levels.
- C. To maintain appropriate financial capacity for present and future needs.
- D. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- G. To ensure the legal use of financial resources through an effective system of internal controls.
- H. To promote cooperation and coordination with other governments and the private sector in financing and delivery of services.

Scope

The following policies shall apply to both the City and its component unit, the Urban Renewal Agency of Wilsonville.

I. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

Maintain accounting practices in accordance with state and federal law and regulations, and financial reporting that conform to Generally Accepted Accounting Principles. Provide for, prepare and present regular reports that analyze and evaluate the City's financial performance and economic condition.

A. Accounting Practices and Principles

The City will maintain accounting practices in accordance with state and federal law and regulations, and annual financial reporting that conforms to Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. The City's monthly and quarterly interim financial reports will be reported on the budgetary basis. At year-end, the general ledger and financials will be converted to GAAP, and the Comprehensive Annual Financial Reports and continuing disclosure statements will meet these standards.

B. Financial and Management Reporting

1. Monthly Financial Reports will be provided to management containing department revenues and expenditures actual to date with comparison to the budget. These reports will be distributed within ten working days of the end of each month. Monthly status reports on capital projects will be provided to project managers and the City Manager within fifteen working days of the end of each month.
2. Quarterly summary financial reports will be provided to management, city council and budget committee members within 30 days of the end of the quarter. The quarterly report will contain revenues and expenditures in summary form for each operating fund with explanations of significant financial variations to budget. The report will contain summary information on larger capital projects and a statement of cash and investments including end of quarter market value.

3. Annually, a comprehensive annual financial report subjected to independent audit will be prepared in a format that conforms to the standards of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The report shall be shared with the City Manager, City Council, Budget Committee and the Secretary of State. In accordance with state law the report shall be distributed no later than December 31st of the following fiscal year.

C. Annual Audit

1. Comprehensive Annual Financial Report

Pursuant to state law, the City shall have an annual financial and compliance audit, and prepare financial statements based on the audited financial information. The audit shall be performed by certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. The annual financial report, including the auditor's opinion and specific reports as required by Oregon state regulations, shall be filed no later than six (6) months following the end of the fiscal year. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The Director of Finance shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.

2. Audit Committee

Formation of an Audit Committee promotes issues related to fiscal accountability, enhances interaction with the external auditor and promotes transparency of financial transactions. City Council may create an Audit Committee. The Mayor may appoint or confirm the audit committee, consisting of the Mayor, one City Councilor, one budget committee member and two citizens with an accounting or business background. The primary purpose of the audit committee would be to assist the City Council and the City Manager in fulfilling oversight responsibilities for financial reporting, audit processes, and effective internal control systems. The City would maintain an Audit committee charter which outlines the duties and responsibilities of the audit committee.

3. Annual Financial Disclosure

As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City will provide certain annual financial information to the Municipal Securities Rulemaking Board (MSRB). This will include any periodic materials event notices as required by the MSRB or SEC.

D. Signature of Checks

Pursuant to the City Charter, all checks shall have two signatures, signed by the Finance Director and either the City Manager or another designated person in the Finance Department. Signatures shall be affixed on all City checks via facsimile signatures, either with a signature plate used with a check signing machine or with a secure laser check printing system.

E. Compliance with Council Policies

The Financial Management Policies will be reviewed annually and updated, revised or refined as deemed necessary. Occasionally exceptions to the policies adopted by City Council may be appropriate and required. Exceptions will be identified, documented, and explained to City Council and/or the City Manager.

II. BUDGETING - OPERATIONS

A. Budget Committee

In accordance with ORS 294.414 the City Budget Committee shall consist of the five elected members of Council and an equal number of appointed citizens. Among the responsibilities of the Budget Committee shall be the review of the annual proposed budget and financial forecasts.

B. Proposed Budget Document

In accordance with ORS 294.426 the City Manager shall file a Proposed Budget document and budget message with the City Budget Committee approximately two weeks prior to the first scheduled Budget Committee meeting..

C. Use of Non-Recurring Revenues

Non-recurring revenue sources, such as a one-time revenue or carryover of prior year unrestricted/unassigned balance should only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. The City shall avoid using non-recurring revenues for recurring program expenditures.

D. Budget Preparation

1. Department Directors have primary responsibility for formulating program proposals. New or expanded services should support City Council goals, City Manager priority direction and department goals. Departments are charged with implementing them once the budget is adopted.
2. All competing requests for City resources will be weighted within the formal annual budget process.
3. Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.
4. Annually, the City will seek to obtain the Government Finance Officers Association Distinguished Budget Presentation Award. The Budget Document will be presented in a way that clearly communicates the budget to the public and provides financial goals.

E. Full Cost Recovery and Overhead

Program budgets should be prepared in a manner to reflect the full cost of providing services. General support program (e.g. Administration, Legal, Finance, etc.) costs shall be allocated to the benefiting programs and funds via a method that is both fair and reasonable.

F. Budget Management

The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by the City Council, including the transfer of budgeted line-items within a program. The City Manager may further delegate levels of authority for the daily operations of the budget. Expenditures/expenses are legally established at the program level within each fund. Expenditures/ expenses should not exceed the adopted budget, plus supplemental changes approved by the City Council.

G. Amended Budget

In accordance with ORS 294.471-473 the City Council may approve changes to the adopted budget via Resolution.

H. Monitoring

Actual revenues and expenditures/expenses shall be monitored by the respective program manager each month. Financial reports shall be prepared within ten working days of the end of each month by the Finance Department and distributed to the responsible manager and City Manager. The Finance Director shall periodically review the reports and report significant variances to the City Manager. The goal of the monitoring shall be to identify potential budget and actual variances and to take corrective action soon as possible.

I. Operating Deficits

The City shall take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures are expected to exceed its anticipated revenues. Corrective actions may include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you go capital improvements
- Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze non-represented employee merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay
- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level (see Fund Balance and Reserves Policy).

III. BUDGETING – CAPITAL OUTLAY

A. Definition

Capital Outlay – Operating

Operating programs need certain furniture, equipment, vehicles, software, etc. to carry out the intended services. By definition such items costing \$5,000 or more, per item, shall be budgeted and accounted as capital outlay and shall be tracked in the City's fixed assets records. Significant repair or maintenance that extends the useful life of existing assets shall be included here provided the dollar threshold is met. The \$5,000 limit shall apply to individual items unless a group of items are intended to function together as a unified system (e.g. street lighting system).

Capital Outlay – Projects (also known as Capital Projects)

This category includes infrastructure projects meeting the capitalization threshold and development of master plans and design and engineering/architectural work leading to construction or repair of capital assets. Generally the total capitalization threshold shall be not less than \$50,000. Budgets and capitalization records shall include applicable project management and administrative overhead costs.

B. Preparation

As part of the annual proposed budget the City shall include a list of capital projects that are necessary to preserve existing infrastructure or to expand to meet growth demands of the community. The list of projects shall embrace those included in the most recent long range capital improvement forecast, master plans, development agreements and direction from City Council on current demands. This ensures that the City's capital improvement program includes the embodiment of the citizens and Council recommendations and the officially stated direction contained within the Comprehensive Plan.

Separate estimates for each project shall be prepared. Additionally, future annual operating and maintenance cost impacts shall be estimated.

C. Financing

For each project one or more resource shall be identified to pay for such costs. Prior to construction award all identified resources shall be readily available for expenditure.

Pay-As-You-Go – The city will strive to pay cash for capital improvement within the financial affordability of each fund versus issuance of debt. This necessitates advanced planning and setting aside resources for future use. This type of funding saves interest and debt issuance costs and in many cases reduces utility rate impacts on citizens and business of the City.

Grant revenues shall be sought for capital construction when determined to be advantageous to the City.

Certain assets may best be funded via debt. Refer to Debt Management Policy for discussion on when debt may be considered for projects.

D. Monitoring

Each capital project shall have a project manager associated with it. The project manager shall monitor the progress and assure the project is completed according to standards, on a timely basis and within budgeted levels. Monthly financial reports detailing budget-to-actual for each project shall be provided to the project manager, Community Development Director and City Manager. City Council will receive an update on the larger (\$100,000 minimum expended to date) projects on a quarterly basis.

E. Infrastructure Evaluation and Replacement/Rehabilitation

Water, wastewater, drainage, street lighting, streets and sidewalks, municipal facilities and parks infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well-being of the City. As a result, the City's CIP should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain existing levels of service and accommodate growth.

1. High priority should be given to replacing/rehabilitating capital improvements prior to the time that assets have deteriorated to the point where they are hazardous, require high maintenance costs, negatively affect property values, or no longer serve their intended purpose.

The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is

most cost-effective, which would include life-cycle costing, and provides the best value to the City.

IV. LONG-RANGE FINANCIAL PLAN

The goal of the Long-Range Plan is to provide the Budget Committee, City Manager and department heads with long-term goals and objectives for the City as well as the strategies needed to achieve these goals and objectives. City staff will use these goals and objectives to guide them in the development of the City's annual budget.

A. Operating

1. The City shall develop and maintain a financial forecast for each operating fund. The first year shall be the current year's adopted budget and the ensuing five years shall be forecasted. The forecast and report shall be prepared within six months following adoption of the budget. The most recent forecast shall be included in the proposed and adopted budget documents. The results of the forecast shall be presented to the Budget Committee.
2. Forecasts of urban renewal funds shall be prepared annually and completed in January/February following receipt of the most current property tax information. The urban renewal forecast shall be shared with the Budget Committee.
3. The City operating forecast should enable current service levels provided to be sustained over the forecast period. The forecast shall determine if revenues need to be increased and/or expenditures/expenses reduced in order to maintain operations on a Current Funding Basis.
4. Major financial decisions should be made in the context of the Long-Range Plan.

B. Capital Outlay - Projects

1. The City shall annually prepare a five year forecast of capital projects. Projects should be based upon master plans, development agreements, input from applicable Commissions and Committees and Council directed improvements. Included projects shall meet the definition of capital projects as defined earlier.
2. The primary responsibility for development of the capital project forecast shall rest with the Community Development Director. The City Manager is charged with reviewing the proposed forecast and determining actions to balance needs with available resources.
3. High priority should be given to rehabilitating and replacing prior to the point when such action is critical. The decision on whether to repair or replace an existing capital asset will be based on which alternative is most cost-effective and provides the best value to the City.
4. The forecast shall coincide with the annual citywide budget process. The first year of the forecast shall be the fiscal year under budget.
5. Estimated costs shall include acquisition, design, construction, project management, equipment and furnishing and administrative charges. That is, all costs to complete the project shall be included. Multi-year projects shall clearly disclose both the components of costs as well as the total estimated cost over the life of the project.
6. Funding resource(s) shall be identified for each project. The forecast shall make every effort to balance needed improvements with resources available. Projects that exceed the projected available resources shall be identified and recommendations on alternative funding shall be incorporated in the forecast report.
7. The forecast shall be presented to the Budget Committee during the annual budget process.

V. CASH MANAGEMENT AND INVESTMENTS

A. Cash Flow Analysis and Projections:

1. The Finance Director will forecast the City's cash inflows and outflows that will allow the City to keep its debt service costs to a minimum and to maximize the yield on temporary investments.
2. Revenue and expenditure projections will be reviewed by the Finance Director on a monthly basis to determine the validity of assumptions, new information and accuracy of seasonal or periodic fluctuations.
3. The City's cash flow shall be managed with the goal of maximizing the total return on investments.

B. Investments

Proposed revisions to the investment policy shall be submitted to the Oregon Short Term Fund Board for review and that

Board's comments shall be shared with the City Council prior to adoption of investment policy by resolution.

1. **Responsibility and Control:**
Management responsibility for the investment program shall rest with the City's Investment Officer who shall be the Finance Director or delegate. The Investment Officer shall adhere to ORS 294.145 (Prohibited Conduct for Custodial Officer) in managing the investment program for the City.
2. **Eligible Investments:**
The Investment Officer will invest the City's surplus funds only in those investments authorized by ORS 294.035 to 294.046, and 294.135 to 294.155, which includes the requirement that investments shall mature within 18 months of the acquisition date. The City will not invest in stocks nor shall it speculate or deal in futures or options.
3. **Eligible Financial Institutions:**
The City will conduct business only with financial institutions such as banks investment brokers, investment bankers, trustees, paying agents and registrants that are deemed credit worthy.
4. **Objectives:**
 - a. **Safety:** Safety of principal is the foremost objective of the City. Each investment transaction shall be undertaken in a manner which seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.
 - b. **Liquidity:** The City's Investment Officer shall match the investment portfolio with cash flow requirements. Due to the changing requirements of cash flow caused by factors not totally within the control of the City's Investment Officer, the ability to convert a security into cash must be considered.
 - c. **Yield:** Investments of the City shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles while taking into account constraints on investment instruments, cash flow characteristics of transactions and safety of principal.
 - d. **Reporting:** The Investment Officer shall maintain detail records of each investment in a form that allows for periodic reporting. On a quarterly basis, the City's outstanding investments and fiscal year to date investment income will be presented to City Council by the Finance Director or Investment Officer.

VI. EXPENDITURES

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

A. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

B. Periodic Program/Services Reviews

The City Manager and staff shall undertake periodic reviews of City programs and services for both efficiency and effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

C. Purchasing

All City purchases of goods and services shall be made in accordance with the City's current purchasing manual and procedures.

VII. REVENUES

Design, maintain and administer a revenue system that will assure reliable, equitable, diversified and sufficient revenue stream to support desired City services.

A. Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

B. User Fees – Non-Enterprise funds

1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City may recover the costs of those services through property taxes, privilege fees and other unrestricted resources.
2. At a minimum, the user fees will strive to cover direct costs. Preferably the fees will cover direct plus indirect costs.
3. User fees should be reviewed, at a minimum, every two to three years and adjusted to avoid sharp changes. If the Finance Department does not initiate the fee review it shall at least analyze the changes proposed from departments and comment upon them to the City Manager.
4. Factors in setting fees shall include, but not be limited to: market and competitive pricing, effect of demand for services, and impact on users, which may result in recovering something less than direct and indirect costs.
5. The City may set a different fee for residents versus non-residents.
6. User fees not regulated by state statute should be set via the City Manager. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. Fees regulated by statute shall be presented to City Council via resolution or ordinance. All fees should be included in the Master Fee Schedule.

C. User Fees - Enterprise Funds

1. Utility rates shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage requirements, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.
2. The City may set a different fee for residents versus non-residents.
3. The Five-Year Financial Plan (or separate rate model study) and proposed operating budget shall serve as the basis for rate change considerations.
4. When necessary, the Five-Year Financial Plan (or separate rate model study) will be built around small rate increases annually versus higher rate increases periodically.
5. Non-consumption based charges within Enterprise Funds may be set administratively by the City Manager. Such charges include insufficient funds, late payment penalties, charges for meters, service turn-on and turn-off, etc. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. All fees should be included in the Master Fee Schedule.

D. One-Time/Unpredictable Revenue Sources

One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures. Instead, such revenue sources will be used for one-time purchases such as increase in fund balance requirements, capital equipment purchase, capital improvements, etc.

E. Revenue Collection

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent rate payers and others overdue in payments to the City.

F. Write-Off of Uncollectible Receivables (excludes court fines)

1. Receivables shall be considered for write-off as follows:
 - a. State statute authorizing the release of extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
 - b. Accounts outstanding for 3 years, identified as uncollectible, and all attempts to collect including use of a collection agency when appropriate have been taken.
2. Accounts shall be written-off annually near fiscal year-end. The Finance Director shall prepare a list of receivables determined to be uncollectible and include notation on collection efforts for each item. The list shall be submitted to the City Manager for review and approval. The City may report uncollected items to one or more credit reporting entities.
3. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.
4. Municipal court fines shall follow a process established by the municipal court judge and reviewed by the City Attorney.

VIII. FUND BALANCE AND RESERVES

To maintain a high level of credit worthiness and to establish a financial position that can weather emergencies and economic fluctuations the City shall set aside cash reserves and contingencies within its fund balances. The Governmental Accounting Standards Board has created several categories of fund balance.

- Nonspendable – Nonliquid assets (e.g. inventory, prepayments) and liquid assets that have legal constraints preventing their use (e.g. principal of an endowment)
- Restricted – Assets which are constrained by an external entity (e.g. covenants in bond contracts)
- Committed – Constraints created by the governing body on itself at its highest level of decision making. For example, the governing board might like to commit a portion of the fund balance to a “stabilization reserve” to provide cushion against unknown economic shocks and revenue declines. Constraints are enacted via resolution and must be in place prior to the end of the fiscal year.
- Assigned – Similar to Committed except constraint is not legally binding, may be created by staff or the governing board and can be created after the end of a fiscal period. This may be used to earmark a portion of the fund balance for an intended use. For example, it could be assigned to pay for a special project.
- Unassigned – Only the General Fund has an unassigned category. This represents any excess of total fund balance after the prior four categories are deducted.

The order in which categories are expended can affect future financial flexibility. Generally, more restricted resources shall be expended prior to less restricted resources. As restricted balances decline from their stated goal they shall be replenished from the Assigned or Unassigned category within five years of the initial decline. The Budget Committee or City Council can designate certain revenues to be used to rebuild reserves, such as non-recurring revenues, budget surpluses or specific revenues above a certain level.

Use of dedicated resources shall be clearly disclosed within the budget document. Such use shall coincide with the intended restrictions on the dedicated resource. Generally, such use shall be for infrequent and non-recurring costs.

A. General Fund

Restricted

Reserves shall be created for any legally mandated or restricted resource which is received in the General Fund and not wholly expended by the end of the fiscal year. An example includes Public, Education, Government Fees (PEG) received and restricted for cable television equipment.

Committed

The City may plan for and set aside cash reserves for a variety of significant infrequent outlays. Commitments may include but are not limited to building a reserve for economic sustainability, expansion and relocation costs, emergency management and response and future planning area costs. For each committed resource the City Council shall adopt a resolution specifying the purpose, dollar amount and duration for existence of the committed amount. Committed amounts can be extended via amending resolution.

The City shall maintain a contingency of 15% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

The City shall plan for and set aside cash reserves for a variety of short-term and recurring purposes. These assignments can be created by the City Council, the City Manager or the Finance Director for purposes that create a sound financial operating environment. Assignments may include but are not limited to building cash reserves for one-time or limited duration purchases such as equipment replacement, building modification and major repairs, park structure replacements, capital improvements, major software/hardware replacement, loans to other funds, etc.

Unassigned

By definition this is the amount remaining after provision for the above noted items. Balance in this category may be used to replenish deficiencies in the prior categories and create a resource for unforeseen financial needs.

B. Special Revenue Funds

Restricted

Certain funds may have restricted balances, such as building fees within the Community Development Fund that restricted under Oregon law.

Committed

The City shall maintain a contingency of 20% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

C. Enterprise Operating Funds (Water, Sewer, Stormwater, Street Lighting)

Restricted

Any debt service reserve balance shall be categorized as restricted. Terms of such reserves are generally specified in the associated bond documents and covenants. It shall be the City's policy to fully comply with bond documents and covenants. Amounts specified in inter-agency agreements or contracted services (e.g. water and wastewater treatment plants) shall be included in the restricted category.

Committed

The City shall maintain a contingency of 20% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund. Provisions for rate stabilization, future capital improvements and major repairs and replacements not part of the restricted balance are typical components of assigned balances. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

D. Debt and Capital Project Funds

Balances in the General Obligation debt service fund are restricted by state statute and thus are always categorized as restricted. The balance should be nominal.

Balances in capital project funds (general government or enterprise) should be nominal and sufficient to cover any near-term liabilities of the fund. Larger balances may occur if the City receives cash for restricted purposes to be expended in future years. Examples include proceeds from debt issuance and receipts from developers in lieu of current construction of infrastructure.

IX. DEBT MANAGEMENT

To establish policies for debt financing that will provide needed facilities, land, capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future tax and rate payers. The City is given authority to borrow under various provisions in Oregon law and the City Charter. A debt, except certain lease purchase agreements, must be authorized pursuant to a resolution of the City Council.

A. Use of Debt Financing

Debt financing may be considered when purchase or construction of assets cannot be prudently acquired from current revenues or accumulated committed fund balances. Debt types are limited by Oregon statutes and may include general obligation bonds, limited tax obligation bonds, local improvement district bonds, bond anticipation notes, certificates of participation, lease/purchase agreements, full faith and credit bonds and revenue backed bonds. Any combination of debt may be used to finance an asset. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt. Cash resources may include system development charges, developer fees, inter-agency agreements, grants and accumulation of

resources within operating funds.

The Finance Director shall perform a cost benefit analysis with the goal of minimizing the cost of financing to the City prior to presenting debt recommendations to the City Council.

B. Debt Margins

The legal debt margin is 3% of the true cash-value limitation as set forth in ORS 287.004. It shall be the City's policy to not exceed a debt margin limit of 1.5%.

C. Debt Structures

The City may issue long term or short term debt. Long term debt life shall normally not exceed 20 years for general obligation bonds and 25 years for revenue bonds, but in no case longer than the useful life of the asset. Shorter repayment terms shall be considered when financially prudent.

Balloon or term payments may be considered provided financial analysis indicates such terms may be met financially without further rate or tax increases to satisfy the future large payments and without refinancing the balloon amount. Sinking funds (a committed fund balance) shall be established as necessary to provide for timely retirement of debt.

The City shall strive to begin principal reduction within a year after issuance but in no event shall a repayment structure contain more than three years of interest-only payments. Interest only years shall not extend the maximum debt life as noted above.

Short-term or interim financing are exceptions to this policy. These debt instruments are issued in anticipation of future long-term debt and may be interest only and refinanced as is prudent and required for the construction of the asset. Nevertheless, the City shall strive to minimize the use and life of such debt.

Except for short-term or interim financing, the City will issue debt based on a fixed rate.

D. Improvement District and Assessment Contract

The policies guiding the City's improvement district and assessment contract financing program shall be guided by City Code 3.210 et seq.

1. Interest Rates on Improvement District Loans. The contract interest rate shall be equal to the effective interest rate paid on the bonds issued to finance related improvement plus an additional percentage markup to cover loan servicing costs. The markup shall be determined by the Finance Director and typically range between 75 and 150 basis points. The contract rate shall remain constant during the life of the bonds.
2. Interest Rates on Assessment Contracts. Assessment contracts are agreements between a property owner and the City and precede the sale of Improvement Assessment Bonds. The assessment contract rate shall be set at a level deemed reasonable and prudent by the Finance Director. Rates are to reflect the effective borrowing cost by the city plus administrative and contract servicing costs.

E. Debt Refunding

The City may consider advanced refunding outstanding debt (as defined for federal tax law purposes) when it is financially advantageous to do so and complies with all limitations set forth in ORS 287A, the state statutes pertaining to authority to issue debt. At a minimum (a) the new debt shall not be longer than the remaining life of the retiring debt, (b) the net present value savings of a refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance.

The City may issue current refunding bonds (as defined for federal tax purposes) when financially advantageous, legally permissible and net present value saving equal or exceed \$100,000.

F. Interest Earnings on Debt Proceeds

Bond proceeds shall be promptly invested in accordance with the Investment Policy. Focus shall be on safety and maturity of investments to pay construction costs.

Use of investment interest on bond proceeds will be limited to funding changes to the bond financed project, as approved by City Council, or be applied to debt service payment on the bonds issued for such project.

G. Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated or private placement sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic factors may affect the bond issue, or if the nature of the debt is unique and requires particular skills from the underwriters involved. Private placement (debt sold directly to a commercial bank) may be used when anticipated to result in cost savings or provide other advantages when compared to other methods of sale, or if it is determined that access to the public market is unavailable. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

H. Financial Advisor

The City shall employ an independent financial advisor registered with the Municipal Securities Rulemaking Board (MSRB) for all competitive and negotiated issuances. The advisor shall attempt to involve qualified and experienced firms, which consistently submit competitive bids on local government bond underwritings. For negotiated issuances the advisor shall review the offered amortization schedule, interest scale and TIC/NIC and provide guidance on the competitiveness compared to similar issues traded currently. The advisor may also be involved with preparation of bond prospectus, rating presentations, communication with legal counsel and other services necessary for the timely and prudent issuance of debt.

I. Bond Ratings

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings on publically traded issues will be sought from one or more of the nationally recognized municipal bond rating agencies, as recommended by the City's financial advisor.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

J. Covenant Compliance and Annual Disclosure

The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices. The Finance Director shall be responsible for maintaining the City's relationship with the rating agencies and investors. The Finance Director shall oversee the preparation of official statements, disclosure documents, annual filing under MSRB and any special notices of certain "material events," in connection with its borrowings.

K. Debt Security

Debt may be secured by various funding sources including:

1. General Obligation Bonds, secured by property taxes
2. Revenue Bonds, secured by specified revenue(s)
3. Limited Tax General Obligation, secured by resources within the General Fund
4. Local Improvement District Bonds, secured by liens on affected property
5. Other types of debt approved by the City Council including bank line of credit and leases.

L. Arbitrage Rebate Monitoring and Reporting

The Finance Department has a written procedure/policy pertaining to maintaining a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulation. The recordkeeping includes the tracking of project expenditures, interest earned on the bonds, calculating rebate payments and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the outstanding debt. Arbitrage rebate calculations will be performed periodically on all debt issues, but no less frequent than required to satisfy IRS reporting requirements. Due to the specialized nature of the calculations, this function will typically be outsourced.

M. Lease/Purchase Agreements

The City may use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease purchase agreements will be reviewed by the Finance Director who shall determine whether a lease purchase is appropriate given the circumstances. Agreements under \$100,000 may be approved by the City Manager and larger amounts must be approved by the City Council. City purchasing policy rules are to be followed for the selection of the purchase.

X. GRANTS AND INTERGOVERNMENTAL REVENUES

The City will seek, apply for, and effectively administer federal, state and local grants, which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants. However, grants shall not be pursued if the administrative and program burden is determined to exceed the benefit of outside resources.

A. Grant Policies

1. The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by Council and management.
2. Determination shall be made prior to application if the City has sufficient available resources for cash match requirements.
3. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.
4. The potential for incurring ongoing costs, to include assumptions of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

B. Grant Review Process

1. A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include, but not be limited to:
 - a. The grant being pursued and the use to which it would be placed.
 - b. The objectives or goals of the City which will be achieved through the use of the grant..
 - c. The local match required, if any, plus the source of the local match.
 - d. The increased cost to be locally funded upon termination of the grant.
2. All grant agreements will be reviewed by the appropriate City staff, including Finance, Legal, HR, and the sponsoring department, to ensure compliance with state, federal, and City regulations.
3. The City Manager shall approve all grant submissions on behalf of the City and the City Council shall approve all grant acceptances over \$100,000 or any grant requiring the authorization of the elected body.

C. Budgeting for Grant Expenditures

Departments seeking or receiving grant proceeds shall be responsible for including the proper amount in the budget. Only known grant awards or pending requests with a high level of assurance of award shall be budgeted. Budget amendments may be processed for grants not included in the budget but awarded and received during the fiscal year.

D. Grant Termination and/or Reduced Grant Funding

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available, and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment. Exceptions may be made when it is not in the City's best interest to terminate a program of service.

XI. FINANCIAL CONSULTANTS

The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, utility rate studies, and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform the services offered, references, and methodology to name a few. In no case should price be allowed to serve as the sole criterion for the selection.

A. Selection of Auditors

At least every five years, the City shall request proposals from qualified firms, including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records, and render an opinion on the financial statements of the City.

It is the City's preference to rotate auditor firms every eight years at the maximum, to ensure that the City's financial statements are reviewed and audited with an objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, and the firm's ability to perform a quality audit.

However, if through the proposal and review process, management (and the Audit Committee if formed) selects the current audit firm, then, it is the City's preference that the lead audit partner be rotated, as well as the lead reviewer, after a maximum of eight years.

B. Arbitrage

The City shall calculate positive/negative arbitrage on each bond issue periodically during the IRS reporting life cycle. While the City is responsible to ensure that the records are in order, the calculations made, reporting completed, and filings made, the actual arbitrage calculation and reporting may be contracted out to a qualified firm.

C. Bond Counsel

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas, the City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of a nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment and security for the bonds and that the bonds are exempt from federal and state income taxes.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City and prior debt issuances, there is no requirement for rotation.

D. Financial Advisory Services

The City may issue various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to: method of sale; analysis of market conditions; size and structure of the issue; coordinating rating agency relations; evaluation of and advice on the pricing of securities, assisting with closing and debt management; calculation of debt service schedules; and advising on financial management. As financial advisors to governmental entities have developed the necessary expertise in a broad range of services, the City will use a consultant for these services.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City, the contract with the Financial Advisor is not required to be rotated.

City of Wilsonville
Chart of Accounts

Supplies

- 43001 Office supplies: General consumable supplies and parts that are not otherwise listed below. Includes the cost of freight/delivery charges in this account.
- 43002 Postage: Mailing costs whether US postal system or private carrier or courier services. Does not include the rental of postal equipment here (see 44201).
- 43003 Small tools & equipment: Equipment, tools, furniture that are not consumable and costs less than \$5,000 per item; however, tools purchased by Fleet are recorded in 43103. Items of \$5,000 or more are considered capital outlay.
- 43004 Computer software: New software and upgrades that are unique to specific programs and costing less than \$5,000. Software common to all users (MS Office, WinZip, etc.) are budgeted by the IS program.
- 43005 In-house Copier/Printer Expense: Supplies, parts and monthly fees for all in-house copier and printers. Includes paper, toner, ink, etc.
- 43099 Other general supplies: Special supply items that don't fit the above categories are budgeted and accounted for here.
- 43101 Fuel: Fuel costs for all City vehicles.
- 43104 Tires: Tire costs for all City vehicles.
- 43105 Chemicals: Chemicals for water/sewer operations.
- 43106 Uniform & Protection: Apparel for use by City employees. Include shirts, jackets, pants, shoes, coveralls, etc. All uniform and safety items specified in the union contract are to be budgeted and accounted for here.
- 43107 Water Meters & Boxes: Purchase of meters and boxes.
- 43199 Other Program Supplies: If unique and consumable supplies are used by a program that do not fit one of the categories above, they should be budgeted and accounted for here.
- 43201 Books: For use by the Library with children's books to be recorded in 43202.
- 43202 Children's books: For use by the Library, see above.
- 43203 Publications & Periodicals: For use by all programs. Includes subscriptions, magazines, newspapers, newsletters, reference material, etc. Use this category for purchasing items produced by others. Use 44026 for costs of producing materials in-house.
- 43204 Audio / Visual Material: Compact disks, DVDs, video tapes. Typically used by the Library.

Professional & Technical Services

- 44001 Financial Services: Bond advisors, financial consultants, independent auditors, etc.
- 44002 Outside attorneys: Legal representation from firms or individuals not part of the City's Legal Department. Includes bond counsel.
- 44003 Elections: Includes all costs associated with elections including public opinion surveys, fees paid to the County, publication and mailing of election information.
- 44004 Traffic Impact Consultant: Generally used by Engineering program.
- 44005 Labor Negotiations: All costs associated with the union contract such as professional services, printed material, meals and special costs.
- 44020 Computer Hardware/Software Technical Services: Technical services provided for computer hardware and software. Includes customization costs for existing software programs.
- 44019 Other Professional Services: Services provided by other professional firms or individuals not fitting a category above.

- 44021 Lab work: Technical services provided by outside entities.
- 44022 Meter Reading Services: Water meter reading services provided by outside entities. Includes Eden annual or special support charges.
- 44023 Computer Repair, Services: Technical services provided to install, repair or service computer and voice systems.
- 44024 Internet: Costs of accessing and maintaining an Internet presence. Include fees paid to providers and identifiable line or bandwidth costs.
- 44025 Police Protection: Services provided by Clackamas County Sheriff's Office. Includes the cost of bailiffs for municipal court which budgeted by that program.
- 44026 Printing and Reproduction: Cost to produce publications and materials developed in-house or reproduced for City use. Typically includes photocopy services provided by outside entities, printing of brochures and publication of reports for public use and inspection.
- 44027 Electric repairs, services: As the title describes.
- 44028 Temporary Employment Services: Part-time and temporary help acquired from an outside agency.
- 44070 Code enforcement: Costs incurred by the City, whether by City staff or contracted out, in order to correct violations by private property owners who fail to comply with City code.
- 44089 Other Technical / Contractual Services: Services of a technical nature that do not fit one of the categories above. See Repairs and Maintenance categories below.
- 4409x The 4409X series is used to budget and account for administrative and technical services provided by General Fund and Community Development Fund programs to other operating and capital project funds.

Utility Services

- 43501 Natural Gas: NW Natural-natural gas bills
- 43502 Electricity: PGE electric bills
- 43510 Water: City water bills
- 43511 Sewer: City sewer bill.
- 43512 Streetlights: City streetlight bills
- 43513 Road Maintenance Charge: City road maintenance bills
- 43514 Stormwater charge: City stormwater bills
- 43520 Garbage Collection: Garbage collection and disposal costs
- 43530 Telephone: Land lines, central costs for switching stations, long distance charges
- 43531 Cellular Phones: Cost of phones and service time from private companies
- 43532 Mobile Units - Airtime: Cost of mobile unit acquisition and airtime costs
- 43533 Pager Services: Cost of pager acquisition and periodic service costs for out-of-town applicants when appropriate. Can also include background checks as well as private sector recruiting firms.

Repairs & Maintenance (the majority of these are only used by public works)

- 44101 Litter pickup

- 44102 Street light installation
- 44105 Street sweeping maintenance
- 44110 Infrastructure repair/maintenance
- 44121 Headworks maintenance
- 44122 Secondary maintenance
- 44123 Biosolids maintenance
- 44124 U.V. maintenance
- 44125 Liftstation maintenance
- 44126 Collection system maintenance
- 44127 Odor Control
- 44131 Catch Basin maintenance
- 44132 Conveyance maintenance
- 44133 Right of way maintenance
- 44134 Field Screenings
- 44150 Janitorial services
- 44151 Building maintenance-major
- 44152 Building maintenance minor
- 44152 Building maintenance
- 44160 Athletic field maintenance
- 44161 Park maintenance
- 44124 U.V. Maintenance
- 44125 Liftstation Maintenance
- 44126 Collection System Maintenance
- 44127 Odor Control
- 44131 Catch Basin Maintenance
- 44132 Conveyance Maintenance
- 44133 Right-of-Way Maintenance
- 44134 Field Screenings
- 44150 Janitorial Services
- 44151 Building Maintenance-Major
- 44152 Building Maintenance Minor
- 44152 Building Maintenance
- 44160 Athletic Field Maintenance
- 44161 Park Maintenance
- 44162 Landscape Maintenance
- 44163 Irrigation Maintenance
- 44164 Turf Maintenance

- 44170 Equipment Repair Maintenance
- 44172 Traffic Signals
- 44180 Vehicle Repairs, Maintenance
- 44190 Fleet Services-Interfund Charges
- 44191 Fleet-Major Repairs: Additional charges by Fleet to the affected program for unexpected maintenance items. Includes major overhauls, replacement of engines and non-normal operating costs that exceed \$6,000.
- 44201 Tool & Equipment Rental: A broad category including vehicle rentals, tools, office equipment, etc.
- 44202 Transportation Services: Payments to outside providers such as taxis.
- 44205 Building Rental: Office space and storage space rent or lease.
- 44250 City Council Insurance: Payments of health insurance to elected officials. Also includes any special insurance or bonding costs.
- 44251 Insurance - Casualty: Insurance costs for casualty, employee personnel bonding, etc except vehicle insurance. Note that employee benefit costs are within 412XX.
- 44252 Vehicle Insurance: Insurance costs for City vehicles.

Parks & Recreation Programs

- 44301 Tourism Development
- 44302 Special Events Expenses: These are unique costs associated with a program. Includes hazardous material program costs and industrial monitoring.
- 44303 Community Services Grants: Payments by the Community Services program to outside entities and special payments to programs that are included in the Administration program (e.g. Wilsonville Community Sharing).
- 44304 Public Education Activities: All costs associated with providing educational materials and services to the public. Includes the cost of materials, literature, publications, special services, instructors and miscellaneous supplies.
- 44306 Purchased Transportation Services: Taxi and limousine services.
- 44310 Special Projects: Traditionally used by City Manager's office for special studies that might arise during the new fiscal year.
- 44321 Instructors / Facilitators: Just like the title describes. Generally used by Community Services program.
- 44322 Sports Camp Expense: All costs associated with this Community Services program.
- 44323 Special Programs: Program expenses that do not fit in one of the categories above. Historically used by the Library.

Employee Development

- 44401 Medical evaluation: Cost of testing and evaluation services as necessary.
- 44402 Recruitment expenses: Costs associated with recruiting to fill vacancies. Include advertisements, position brochures, travel, lodging and meal costs
- 44403 Education/Training/Travel: Costs to attend seminars, conferences, and other training opportunities. Include all costs associated with event: registration, travel, meals, lodging, etc.
- 44404 Mileage & vehicle: Payments to employees for use of personal vehicles while performing city business. Reimbursement is at federally approved rate. Also includes vehicle allowances included in city manager and city attorney contracts.

- 44405 Safety and health: Use for safety, health and doctor costs. Can include specific training costs for safety and health purposes.
- 44420 Recognition expenses: Used by Human Resources.

Franchise Fees

- 44710 Franchise Fees: Franchise fees paid by utility funds to the City.

Fees, Dues, Advertising

- 44525 Legal advertising: Pubic notices and requests for proposals required to be printed in the newspaper.
- 44526 Advertising and publication: Use for advertising costs and public notices publications. Do not use for publication of material that will be distributed, use 44026 instead.
- 44527 Recording fees: Used primarily by Legal and Community Development programs.
- 44528 Fees and dues: City or employee membership in organizations. Also includes special fees paid to regulatory agencies.

Meeting Expenses

- 44605 Cable telecasting
Costs to produce and broadcast city activities on Wilsonville public broadcasting channel.
- 44625 Meeting costs
Meals provided by city.

Miscellaneous Services and Supplies

- 44910 Bank Charges: Used by Finance program for bank service charges on checking account and credit card machines.
- 44975 Miscellaneous Charges: Payments that do not fit any other category. Avoid using this account if the item is expected to be recurring in nature (even if only year to year). In such event ask Finance if it would be better to create a new account.
- 44991 Flex Plan Admin: Used by Human Resources program.

Capital Outlay (Items costing a minimum of \$5,000 and useful life in excess of 1 year)

- 45010 Land
- 45020 Building
- 45030 Improvements
- 45040 Infrastructure: The above items are typically reserved for use by capital projects.

- 45050 Machinery & Equipment: All equipment and machinery that does not one of the categories below.
- 45060 Vehicles: Motorized and licensed vehicles. Includes buses and transit vans. Don't budget tractors, backhoes, etc. here, instead use 45050.
- 45070 Office equipment / furniture: Photocopiers and other large items that meet the definition of capital outlay and are located and used within an office setting.
- 45080 Computer & IS Equip: Used by Information Systems program.
- 45081 Software: Used by Information Systems program.
- 45090 Other equipment: Typically items used by Public Works.

Debt Services

- 47001 Principal
- 47002 Principal Short Term
- 47011 Interest

Transfers Out

- 49111 Transfers to General Fund – Overhead
- 49112 Transfers Out - Direct Wage
- 49113 Transfers to General Fund – Equipment
- 49114 Transfers to General Fund Phone Systems
- 49115 Transfers to General Fund - PC Network
- 49119 Interfund Loans



Glossary

Actual

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents the actual costs results of operations. 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 approved by the City Council. Adopted budget becomes effective July 1st. Subsequent to adoption, Council may make changes throughout the year.

American Recovery and Reinvestment Act (ARRA)

On February 17th, 2009 President Obama signed the American Recovery and Reinvestment Act (ARRA) or Stimulus Package to restart the economy. The package contains extensive funding for science, engineering research and infrastructure, and more limited funding for education, social sciences and the arts.

Approved Budget

Approved, as used in the fund summaries, revenue summaries, etc., represents the proposed budget with changes made by the Budget Committee, if any.

Appropriations

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

Assessed Valuation

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

Assets

Resources having a monetary value and that are owned or held by an entity.

Assigned Fund Balance

Designation of resources by either the governing body or staff, such as City Manager or Finance Director. Earmarking of resources can occur after the end of the fiscal period, is not legally binding and can be changed without formal action. Exclusive of the General Fund, this amount is also referred to as contingency.

BETC

The Business Energy Tax Credit is a State of Oregon program which

allows a tax credit for those who invest in energy conservation, recycling, renewable energy resources, and less-polluting transportation fuels. As a public entity with no tax liability, the City passes any awarded BETC to a qualified pass-through partner in exchange for a lump-sum cash payment from that partner.

Balanced Budget

Recurring operating revenues and transfers-in equal or exceed recurring operating expenditures and transfers-out.

Beginning Balance

The beginning 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 means of financing 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. Sometimes it designates the financial plan presented for adoption and other times it designates the plan finally approved. It is usually necessary to specify whether the budget under consideration is preliminary and tentative, or whether the appropriating body has approved it.

Budget Calendar

The schedule of key dates, which a government follow in the preparation and adoption of the budget.

Budget Committee

A group comprised of the elected officials plus an equal number of concerned citizens for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget.

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 Message

Written explanation of the budget and the City's financial priorities for the next fiscal year; presented by the City Manager.

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 and bond principal in the enterprise funds is subject to appropriation.

Capital Budget

The City's budget for projects, major repairs, and improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks, and buildings).

Capital Expenditures

The City defines a capital expenditure as using the following three criteria: (1) relatively high monetary value (equal or greater than \$25,000), (2) long asset life (equal to or greater than 5 years useful life), and (3) results in the creation of a fixed asset, or the revitalization of a fixed asset.

Capital Improvement

A term defined in the ORS 310.410 (10) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

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

Includes the purchase of land, the purchase or construction of buildings, structures, and facilities of all types, plus machinery and equipment. It includes expenditures that result in the acquisition or addition of a fixed asset or increase the capacity, efficiency, span of life, or economy of operating as an existing fixed asset. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) typically have a unit cost of \$5,000 or more; and (3) be a betterment or improvement. Replacement of a capital item is classified as capital outlay under the same code as the original purchase. Replacement or repair parts are classified under materials and services.

Capital Projects

Major repairs, improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks, and buildings).

Cash Management

Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest

income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

Charges for Service

Includes a wide variety of fees charged for services provided to the public and other agencies.

Clean Water Act

The primary federal law in the United States regarding water pollution.

Committed Fund Balance

Assets that are constrained by actions of the governing body on how such resources will be used.

Comprehensive Annual Financial Report

The annual audited results of the City's financial position and activity.

Comprehensive Plan

An official statement of the goals, objectives and physical plan for the development of the city. 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. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency

A budgetary amount for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the City Council upon the approval of a resolution. The City separates contingencies into those that are designated for specific purposes and undesignated. (Also see Assigned and Unassigned Fund Balance)

Cost Center

An organizational budget/operating unit within each City division or department.

Debt Service

Interest and principal on outstanding bonds due and payable during the fiscal year.

Debt Service Fund

Established to account for the accumulation of resources and for the payment of general long-term debt principle and interest that are not services by the Enterprise funds. It does not include contractual obligations accounted for in the individual funds.

Department

The combination of divisions of the City headed by a general manager with a specific and unique set of goals and objectives (i.e., Police, Fire, Financial Services, Water Resources, etc).

Depreciation

Expiration 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.

Elderly and Disabled

Provides funding for transportation alternatives for seniors and persons with disabilities. Includes taxi and bus services for employment, medical, shopping, and other necessary trips.

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. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

Fees

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and nonbusiness license, fines, and user charges.

Fiscal Management

A government's directive with respect to revenues, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

Fiscal Year

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Wilsonville's fiscal year is July 1 through June 30.

Five-Year Financial Plan

An estimation of revenues and expenses required by the City to operate for the next five-year period.

Fixed Assets

Includes equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$5,000.

Franchise Fee (Right-of-Way Fee)

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City streets and right-of-ways.

Full-Time Equivalent

A calculation used to convert part-time hours to equivalent full-time positions. Full time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

Fund

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

General Fund

Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally

associated with local government. Included in these services are police protection, building and grounds maintenance, parks and recreation, library, general administration of the City, and any other activity for which a special fund has not been created.

General Long-term Debt

Represents any unmatured debt not considered to be a fund liability.

General Obligation Bonds (G.O. Bonds)

Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer’s property taxing power (secondary portion). They are usually issued to pay for general capital improvements such as parks and City facilities.

Grant

A contribution by one government unit to another. The contribution is usually made to aid in the support of a specified function (i.e., library, transit or capital projects).

Infrastructure

Public domain fixed assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

Indirect Charges

Administrative costs that are incurred in the General Fund or Community Development Fund that are in support of an operating program. These charges are budgeted as interfund transfers.

Indirect Cost Allocation

Funding transferred to the general fund and community development fund from other funds for specific administrative functions, which benefit those funds (i.e., City Manager, Finance Department, Human Resources, Legal, etc.).

Interfund Transfers

Appropriation category used in the City’s budget resolution which includes amounts distributed from one fund to pay for services provided by another fund. Transfers from the other funds appear as non-departmental expenditures called “Interfund Transfers”.

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.

Job Access/Reverse Commute (JARC)

Grant funds available to help with operating costs of equipment,

facilities, and associated expenses related to providing access to jobs.

Levy

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectable payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

Line Item Budget

The traditional form of budget, where proposed appropriations are based on individual objects of expense within a department or program.

Local Budget Law

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions.

Local Improvement District

Consists of property owners desiring improvements to their property. 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 certain 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 a local option levy is 10 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at a general election or an election with a 50% voter turnout.

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. The new law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. Schools’ maximum rate is limited to \$15 in FY 1991-92 with a phased in reduction to \$5.00 in FY 1995-96.

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. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rates provided a majority approves at either (i) a general election in an even numbered year; or (ii) at any other election in which at least 50 percent of registered voters cast a ballot.

Mission

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

National Pollutant Discharge Elimination System (NPDES)

As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating sources that discharge pollutants into waters of the United States.

Non-Operating Budget

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

Nonspendable

Balances that will never convert to cash (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. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it has the full force and effect of the law within the boundaries of the municipality to which it applies.

Outstanding Debt

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

Performance Measure

Data collected to determine how effective or efficient a program is in achieving its objectives.

Permanent Tax Rate

Under Measure 50, each school district, local government, and special district was assigned a permanent tax rate limit 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.

Property Tax

Based according to assessed value of property and is used as the source of monies to pay general obligation debt and to support the general fund.

Project Manager

The individual responsible for budgeting for a project and managing project to its completion.

Proposed Budget

Combined operating, non-operating, and resource estimates prepared by the City Manager and submitted to the public and the Budget Committee for review and approval.

Rainy Day Fund

City Council established this designated contingency to provide resources for future General Fund operational needs in the event that the economic downturn continues for an extended period of time.

Real Market Value

The estimated value of property if sold. Within Wilsonville, the average real market value exceeds the assessed value by 25%. This disparity is the 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

Nonspendable assets and constraints on assets by an external entity.

Retained Earnings

An equity account that reflects the accumulated earning 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 source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of the financed project, grants, excise or other specified non-property tax.

Sinking Fund

Fund established by a government agency or business for the purpose of reducing debt by repaying or purchasing outstanding loans and securities held against the entity, helping keep the borrower liquid so it can repay the bondholder.

South Metro Area Regional Transit (SMART)

Wilsonville's transit system.

Special Assessment

A compulsory levy made against certain properties to defray all or part of the cost of a capital improvement or service deemed to be benefit primarily those properties, see Local Improvement District.

Special Assessment Bond

A bond issue payable from the payments on special assessments imposed against properties that have been specially benefited by the construction of public improvements such as sidewalks, roads, or sewer systems.

Special Revenue Funds

Established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

Supplemental Budget

Appropriations established 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 reducing travel demand by influencing travel behavior in one of two ways: By reducing the need to travel; or encouraging travel by a mode other than a single occupant vehicle.

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

Includes property taxes, hotel and motel room tax.

Tax Roll

The official list showing the amount of taxes levied against each property.

Transfers

The authorized exchange of cash or other resources between funds.

Trust Funds

Established to administer resources received and held by the City as the trustee or agent for others. Uses of these funds facilitate the discharge of responsibility placed upon the City by virtue of law or other similar authority.

Unappropriated Ending Fund Balance

An account which records a portion of the ending fund balance which is segregated for future use and is not available for current appropriation or expenditure. Also referred to as committed fund balance.

Unassigned Fund Balance

Excess of total ending fund balance over restricted, committed and assigned components. Applies only to the General Fund and is also referred to as contingency.

User Fees

The fee charged for services to the party or parties who directly benefits. Also called Charges for Service.



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Budget Committee Meeting Notices



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Phone: 503-684-0360 Fax: 503-620-3433
E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the *Wilsonville Spokesman*, a newspaper of general circulation, published at Wilsonville, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

City of Wilsonville Notice of Budget Committee Meetings WS173

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

1

week in the following issue:

April 16, 2014

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this April 16, 2014.

Gene R. Muller

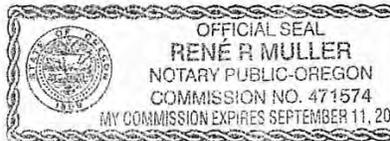
NOTARY PUBLIC FOR OREGON

My commission expires *Sept. 11, 2016*

Acct # 6821011

Attn: Kourtnei Kersey

City of Wilsonville
29799 SW Town Center Loop
Wilsonville, OR 97070



Size: 2 x 9"

Amount Due: \$155.70*

*Please remit to the address above.

Notice of Budget Committee Meetings And Public Hearings Concerning State Shared Revenue

The first public meeting of the Wilsonville Budget Committee, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2014 to June 30, 2015, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Thursday, the 1st of May 2014. Subsequent meetings, if necessary, are scheduled for Thursday the 8th of May 2014 and Tuesday the 13th of May 2014. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 21st of April 2014 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us. At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2014-15.

These are public meetings where deliberation of the Budget Committee will take place. Any person may appear at the meeting(s) and provide written and oral comments discussing the proposed programs for fiscal year 2014-15 with the Budget Committee.

Bryan Cosgrove
Budget Officer
City of Wilsonville

City of Wilsonville Urban Renewal Agency Notice of Budget Committee Meetings

The first public meeting of the Wilsonville Budget Committee of the City of Wilsonville Urban Renewal Agency, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2014 to June 30, 2015, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Thursday, the 1st of May 2014. Subsequent meetings, if necessary, are scheduled for Thursday the 8th of May 2014 and Tuesday the 13th of May 2014. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 21st of April 2014 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us.

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Bryan Cosgrove
Executive Director
Urban Renewal Agency
City of Wilsonville
Publish 04/16/2014.

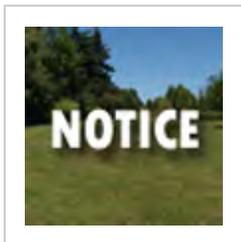
WS173



City of Wilsonville Public Hearing Notices

Posted on: April 21, 2014

Public Hearing Notice - Budget Committee Meeting



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And Public Hearings Concerning State Shared Revenue

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Bryan Cosgrove
Budget Officer
City of Wilsonville

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- [City of Wilsonville Public Works News](#)
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Budget Committee Meeting Notices

Wilsonville, OR - Official Website



City of Wilsonville Public Hearing Notices

Posted on: April 21, 2014

Public Hearing Notice - Urban Renewal Agency



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City of Wilsonville Urban Renewal Agency
Notice of Budget Committee Meetings

The first public meeting of the Wilsonville Budget Committee of the City of Wilsonville Urban Renewal Agency, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2014 to June 30, 2015, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Thursday, the 1st of May 2014. Subsequent meetings, if necessary, are scheduled for Thursday the 8th of May 2014 and Tuesday the 13th of May 2014. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 21st of April 2014 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us.

These are public meetings where deliberation of the Budget Committee will take place. Any person may appear at the meeting (s) and provide written and oral comments discussing the proposed programs for fiscal year 2014-15 with the Budget Committee.

Bryan Cosgrove
Executive Director
Urban Renewal Agency
City of Wilsonville

[Download proposed budget FY 14-15](#)
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- [City of Wilsonville Public Works News \(/CivicAlerts.aspx?CID=5\)](/CivicAlerts.aspx?CID=5)

Budget Summary



6605 SE Lake Road, Portland, OR 97222
 PO Box 22109, Portland, OR 97269-2109
 Phone: 503-684-0360 Fax: 503-620-3433
 E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the *Wilsonville Spokesman*, a newspaper of general circulation, published at Wilsonville, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

City of Wilsonville
Notice of Budget Hearing
WS177

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

1 week in the following issue:
 May 29, 2014

Charlotte Allsop

Charlotte Allsop (Accounting Manager)
 Subscribed and sworn to before me this
 May 29, 2014.

René R. Muller

NOTARY PUBLIC FOR OREGON
 My commission expires *Sept. 11, 2016*

Acct # 6821011
Attn: Kourtnei Kersey
 City of Wilsonville
 29799 SW Town Center Loop
 Wilsonville, OR 97070

Size: 3 x 8.5"
 Amount Due: \$220.57*
 *Please remit to the address above.



FORM LB-1 NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville City Council will be held on June 02, 2014 at 7:00 p.m. at the City of Wilsonville City Hall, 29799 SW Town Center Loop E, Wilsonville, OR 97070. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2014 as approved by the City of Wilsonville Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 29799 SW Town Center Loop E, Wilsonville, Oregon between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Cathy Rodocker Telephone: 503-682-1011 Email: rodocker@ci.wilsonville.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2012-13	Adopted Budget This Year 2013-14	Approved Budget Next Year 2014-15
Beginning Fund Balance/Net Working Capital	77,952,674	61,308,207	53,718,530
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	32,611,821	36,591,586	37,635,380
Federal, State and All Other Grants, Gifts, Allocations and Donations	10,468,215	6,067,802	6,350,192
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	13,768,111	21,658,639	17,843,440
All Other Resources Except Property Taxes	1,454,408	950,416	863,125
Property Taxes Estimated to be Received	5,485,502	5,771,500	5,686,000
Total Resources	\$141,741,731	\$132,648,150	\$122,496,664

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
	Actual Amount 2012-13	Adopted Budget This Year 2013-14	Approved Budget Next Year 2014-15
Personnel Services	12,881,338	14,730,895	14,850,240
Materials and Services	15,037,598	17,214,801	18,411,802
Capital Outlay	29,613,721	24,629,652	12,183,310
Debt Service	4,546,821	5,833,500	5,843,400
Interfund Transfers	13,768,111	21,558,639	17,843,440
Contingencies	0	40,773,944	45,590,390
Unappropriated Ending Balance and Reserved for Future Expenditure	65,594,142	7,448,718	7,774,082
Total Requirements	\$141,741,731	\$132,648,150	\$122,496,664

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM						
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount	FTE
Administration	1,135,609	4.50	1,229,085	4.50	1,432,967	5.00
Finance	1,297,221	9.15	1,505,440	8.90	1,549,955	9.40
Information Services	561,611	3.00	618,220	3.00	634,763	3.00
Geographic Information Services	184,863	1.50	232,370	1.50	229,549	1.50
Legal	440,046	3.00	505,240	3.00	500,750	3.00
Human Resources & Risk Management	501,292	2.85	590,609	2.85	608,652	2.85
Community Development - Administration	703,388	5.50	750,770	4.50	734,295	4.50
Community Development - Engineering	1,066,427	9.00	1,290,406	9.00	1,261,978	9.00
Community Development - Building Inspections	615,302	5.10	740,059	5.60	737,067	5.60
Community Development - Planning	853,822	8.00	1,061,670	8.00	961,410	7.60
Community Development - Natural Resources/Stormwater Management	287,196	3.00	313,024	2.00	313,429	2.00
Public Works - Administration	451,139	4.50	443,836	3.50	447,183	3.50
Public Works - Facilities	653,117	4.25	827,465	5.50	854,593	3.50
Public Works - Roads	701,397	3.75	818,787	4.05	808,495	4.05
Public Works - Street Lighting	262,965	0.00	304,574	0.00	277,620	0.00
Public Works - Water Distribution	1,006,019	5.33	1,223,249	4.88	1,205,571	4.88
Public Works - Water Treatment Plant	2,193,430	0.00	2,705,047	0.00	2,939,953	0.00
Public Works - Industrial Pretreatment	100,772	1.00	120,831	1.00	119,659	1.00
Public Works - Wastewater Treatment Plant	1,766,254	0.00	1,865,765	0.00	2,413,660	0.00
Public Works - Wastewater Collection	506,851	1.83	685,005	2.13	677,384	2.13
Public Works - Stormwater Maintenance	388,363	1.84	442,844	1.94	532,911	1.94
Parks and Recreation - General Services	803,010	8.10	591,497	4.05	635,699	4.05
Parks and Recreation - Senior Programs	0	0.00	492,350	4.05	488,823	4.05
Parks and Recreation - Parks Maintenance	949,029	7.25	1,097,733	8.25	1,309,165	8.25
Library	1,479,526	16.46	1,633,430	16.46	1,685,597	16.46
Transit	4,741,873	36.44	5,530,475	35.74	6,413,315	36.07
Fleet Service	1,130,861	6.50	1,344,014	6.50	1,389,149	6.60
Law Enforcement	3,681,243	0.00	3,894,956	0.00	3,968,859	0.00
Municipal Court	169,922	2.00	217,915	2.00	196,601	1.50
Non-Departmental / Non-Program	113,129,183	0	89,561,504	0	87,177,011	0
Total Requirements & FTE	\$141,741,731	153.85	\$132,648,150	152.90	\$122,496,664	153.43

STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING	
The total approved operating budget for 2014-15 is \$35,319,653 up \$2,233,007 from the 2013-14 Revised Budget. Personnel services, materials and services, and capital equipment budgets are up \$59,345; \$1,197,000, and \$976,661 respectively. Materials and services increases include contractual increases in the City's wastewater treatment plant operations, water treatment plant operations, and law enforcement program. The capital outlay budget consists of a capital equipment budget of \$2,057,611 and a capital improvement project (CIP) budget of \$10,125,699. The City's CIP budget is down significantly from prior year with the completion of the City's wastewater treatment plant upgrade in the current year. In 2014-15 the City does not anticipate issuing any new debt.	

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 2.5206 per \$1,000)	2.5206	2.5206	2.5206
Local Option Levy	0	0	0
Levy For General Obligation Bonds	340,000	340,000	386,000

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1,	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$665,000	\$0
Other Bonds	\$48,510,000	\$0
Other Borrowings	\$0	\$0
Total	\$49,205,000	\$0

Publish 05/21/2014.

WS177

Budget Summary

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville City Council will be held on June 02, 2014 at 7:00 p.m. at the City of Wilsonville City Hall, 29799 SW Town Center Loop E, Wilsonville, OR 97070. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2014 as approved by the City of Wilsonville Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 29799 SW Town Center Loop E., Wilsonville, Oregon between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Cathy Rodocker

Telephone: 503-682-1011

Email: rodocker@ci.wilsonville.or.us

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget
	2012-13	This Year 2013-14	Next Year 2014-15
Beginning Fund Balance/Net Working Capital	77,952,674	61,308,207	53,718,530
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	32,611,821	36,591,586	37,635,380
Federal, State and All Other Grants, Gifts, Allocations and Donations	10,468,215	6,067,802	6,350,192
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	13,768,111	21,958,639	17,843,440
All Other Resources Except Property Taxes	1,454,408	950,416	963,122
Property Taxes Estimated to be Received	5,486,502	5,771,500	5,986,000
Total Resources	\$141,741,731	\$132,648,150	\$122,496,664

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	12,881,338	14,790,895	14,850,240
Materials and Services	15,037,598	17,214,801	18,411,802
Capital Outlay	29,613,721	24,629,652	12,183,310
Debt Service	4,846,821	5,833,500	5,843,400
Interfund Transfers	13,768,111	21,958,639	17,843,440
Contingencies	0	40,773,944	45,590,390
Unappropriated Ending Balance and Reserved for Future Expenditure	65,594,142	7,446,719	7,774,082
Total Requirements	\$141,741,731	\$132,648,150	\$122,496,664

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM

Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount	FTE
Administration	1,135,609	4.50	1,299,065	4.50	1,432,967	5.00
Finance	1,297,221	9.15	1,505,440	8.90	1,549,955	9.40
Information Services	561,611	3.00	618,220	3.00	634,763	3.00
Geographic Information Services	184,863	1.50	232,370	1.50	229,549	1.50
Legal	440,046	3.00	505,240	3.00	500,750	3.00
Human Resources & Risk Management	501,292	2.85	590,609	2.85	608,652	2.85
Community Development - Administration	703,388	5.50	750,770	4.50	734,295	4.50
Community Development - Engineering	1,066,427	9.00	1,290,406	9.00	1,251,979	9.00
Community Development - Building Inspections	615,302	5.10	740,059	5.60	737,067	5.60
Community Development - Planning	853,822	8.00	1,001,670	8.00	961,410	7.60
Community Development - Natural Resources/Stormwater Management	267,196	3.00	313,024	2.00	313,429	2.00
Public Works - Administration	451,139	4.50	443,836	3.50	447,183	3.50
Public Works - Facilities	653,117	4.25	827,465	5.50	854,593	5.50
Public Works - Roads	701,397	3.75	818,787	4.05	808,495	4.05
Public Works - Street Lighting	262,965	0.00	304,574	0.00	277,620	0.00
Public Works - Water Distribution	1,006,019	5.33	1,223,249	4.88	1,205,571	4.88
Public Works - Water Treatment Plant	2,193,430	0.00	2,705,047	0.00	2,939,953	0.00
Public Works - Industrial Pretreatment	100,772	1.00	120,831	1.00	119,659	1.00
Public Works - Wastewater Treatment Plant	1,766,254	0.00	1,865,765	0.00	2,413,660	0.00
Public Works - Wastewater Collection	506,851	1.83	685,005	2.13	677,384	2.13
Public Works - Stormwater Maintenance	388,363	1.84	442,844	1.94	532,511	1.94
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Parks and Recreation - Senior Programs	0	0.00	492,350	4.05	488,823	4.05
Parks and Recreation - Parks Maintenance	949,029	7.25	1,097,733	8.25	1,309,165	8.25
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Fleet Service	1,130,861	6.50	1,344,014	6.50	1,389,149	6.60
Law Enforcement	3,681,243	0.00	3,894,956	0.00	3,968,859	0.00
Municipal Court	169,922	2.00	217,915	2.00	196,601	1.50
Non-Departmental / Non-Program	113,129,183	0	99,561,504	0	87,177,011	0
Total Requirements & FTE	\$141,741,731	153.85	\$132,648,150	152.90	\$122,496,664	153.43

Budget Summary

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The total approved operating budget for 2014-15 is \$35,319,653 up \$2,233,007 from the 2013-14 Revised Budget. Personnel services, materials and services, and capital equipment budgets are up \$59,345; \$1,197,000; and \$976,661 respectively. Materials and services increases include contractual increases in the City's wastewater treatment plant operations, water treatment plant operations, and law enforcement program. The capital outlay budget consists of a capital equipment budget of \$2,057,611 and a capital improvement project (CIP) budget of \$10,125,699. The City's CIP budget is down significantly from prior year with the completion of the City's wastewater treatment plant upgrade in the current year. In 2014-15 the City does not anticipate issuing any new debt.

PROPERTY TAX LEVIES

	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy (rate limit 2.5206 per \$1,000)	2.5206	2.5206	2.5206
Local Option Levy	0	0	0
Levy For General Obligation Bonds	340,000	340,000	360,000

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$695,000	\$0
Other Bonds	\$48,510,000	\$0
Other Borrowings	\$0	\$0
Total	\$49,205,000	\$0

Budget Summary



6605 SE Lake Road, Portland, OR 97222
 PO Box 22109, Portland, OR 97269-2109
 Phone: 503-684-0360 Fax: 503-620-3433
 E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the *Wilsonville Spokesman*, a newspaper of general circulation, published at Wilsonville, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

**City of Wilsonville - URA
 Notice of Budget Hearing
 WS178**

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

1 week in the following issue:
 May 29, 2014

Charlotte Allsop

Charlotte Allsop (Accounting Manager)
 Subscribed and sworn to before me this
 May 29, 2014.

Jane R. Muller
 NOTARY PUBLIC FOR OREGON
 My commission expires *Sept. 11, 2016*

Acct # 6821011
Attn: Kourtni Kersey
 City of Wilsonville
 29799 SW Town Center Loop
 Wilsonville, OR 97070

Size: 3 x 4.75"
 Amount Due: \$123.26*
 *Please remit to the address above.



FORM UR-1 NOTICE OF BUDGET HEARING

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Contact: *Cathy Rodocker* Telephone: 503-682-1011 Email: rodocker@ci.wilsonville.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2012-13	Adopted Budget This Year 2013-14	Approved Budget Next Year 2014-15
Beginning Fund Balance/Net Working Capital	19,442,436	14,651,736	12,448,312
Revenue from Bonds and Other Debt	12,000,000	8,000,000	0,000,000
Interfund Transfers	0	0	0
All Other Resources Except Division of Tax & Special Levy	314,205	201,500	193,553
Revenue from Division of Tax	7,181,529	7,425,600	7,800,100
Total Resources	\$39,438,273	\$30,278,896	\$29,442,962

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
	Amount	FTE	FTE
Materials and Services	2,976,747	1,854,239	1,527,234
Capital Outlay	4,324,134	2,802,216	8,276,726
Debt Service	17,437,570	5,933,200	8,567,223
Interfund Transfers	0	0	0
Contingencies	0	0	0
Unappropriated Ending Fund Balance	14,696,822	10,537,831	8,525,241
Total Requirements	\$39,438,273	\$30,278,896	\$29,442,962

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM					
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	FTE
Year 2000 Plan	21,667,406	0	14,188,064	0	15,527,453
West Side	17,770,867	0	16,120,832	0	13,915,509
Total Requirements & FTE	\$39,438,273	0	\$30,278,896	0	\$29,442,962

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The Year 2000 Plan has two primary projects budgeted in 2014-15, the Canyon Creek Road Extension and work in Mulvane Plaza. The West Side District is benefiting from the construction of a large volume of single family homes. West Side District projects budgeted include the construction of Barber Street from Kinsman Road to Coffee Lake Drive, and the design and construction of Monique Park in Villebois.

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$34,865,000	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
Total	\$34,865,000	\$0

Publish 05/21/2014. WS178

Budget Summary

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville Urban Renewal Agency will be held on June 2, 2014 at 7:00 p.m. at the City of Wilsonville City Hall, 29799 SW Town Center Loop E., Wilsonville, OR 97070. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2014 as approved by the Urban Renewal Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 29799 SW Town Center Loop E., Wilsonville, Oregon between the hours of 8:00 a. m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Cathy Rodocker

Telephone: 503-682-1011

Email: rodocker@ci.wilsonville.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget
	2012-13	This Year 2013-14	Next Year 2014-15
Beginning Fund Balance/Net Working Capital	19,442,436	14,651,796	12,449,312
Revenue from Bonds and Other Debt	12,500,000	8,000,000	9,000,000
Interfund Transfers	0	0	0
All Other Resources Except Division of Tax & Special Levy	314,308	201,500	193,550
Revenue from Division of Tax	7,181,529	7,425,600	7,800,100
Total Resources	\$39,438,273	\$30,278,896	\$29,442,962

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Materials and Services	2,976,747	1,854,239	1,522,234
Capital Outlay	4,324,134	2,802,216	8,275,726
Debt Service	17,437,570	5,932,200	8,567,223
Interfund Transfers	0	0	0
Contingencies	0	9,152,410	5,525,241
Unappropriated Ending Fund Balance	14,699,822	10,537,831	5,552,538
Total Requirements	\$39,438,273	\$30,278,896	\$29,442,962

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM						
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount	FTE
Year 2000 Plan	21,667,406	0	14,158,064	0	15,527,453	0
West Side	17,770,867	0	16,120,832	0	13,915,509	0
Total Requirements & FTE	\$39,438,273	0	\$30,278,896	0	\$29,442,962	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING
The Year 2000 Plan has two primary projects budgeted in 2014-15, the Canyon Creek Road Extension and work in Murase Plaza. The West Side District is benefiting from the construction of a large volume of single family homes. West Side District projects budgeted include the construction of Barber Street from Kinsman Road to Coffee Lake Drive, and the design and construction of Montague Park in Villebois.

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$34,885,000	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
Total	\$34,885,000	\$0

Resolutions

RESOLUTION NO. 2474

A RESOLUTION DECLARING THE CITY'S ELIGIBILITY TO RECEIVE STATE SHARED REVENUES.

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

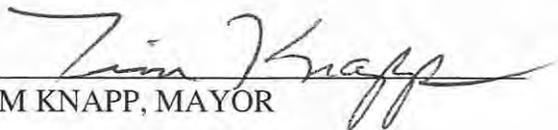
- (1) Police protection;
- (2) Fire protection;
- (3) Street construction, maintenance and lighting;
- (4) Sanitary sewer;
- (5) Storm sewers;
- (6) Planning, zoning and subdivision control;
- (7) One or more utility services; and

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.

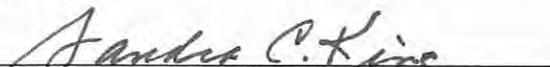
NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. That the Wilsonville City Council hereby declares that the City directly provides all of the municipal services enumerated above, save and except the provision of the City's fire protection which is through Tualatin Valley Fire & Rescue.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 2nd day of June, 2014 and filed with the Wilsonville City Recorder this date.


TIM KNAPP, MAYOR

ATTEST:


Sandra C. King, MMC, City Recorder

SUMMARY of Votes:

Mayor Knapp - Yes
Council President Starr - Yes
Councilor Fitzgerald - Yes
Councilor Goddard - Excused
Councilor Stevens - Yes

Resolutions

RESOLUTION NO. 2475

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.

WHEREAS, the Budget Committee has reviewed and approved the proposed use of State Shared Revenues; and

WHEREAS, a public hearing has been held before the Budget Committee on May 8, 2014 to discuss possible uses of the funds and before the City Council on June 2, 2014 to obtain public input as to the proposed uses of State Shared Revenues.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. Pursuant to ORS 221.770 the City of Wilsonville hereby elects to receive state revenues for the fiscal year 2014-15.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 2nd day of June, 2014 and filed with the Wilsonville City Recorder this same date.


TIM KNAPP, MAYOR

ATTEST:


Sandra C. King, MMC, City Recorder

SUMMARY of Votes:

Mayor Knapp - Yes

Council President Starr - Yes

Councilor Fitzgerald - Yes

Councilor Goddard - Excused

Councilor Stevens - Yes

RESOLUTION NO. 2476**A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE BUDGET, MAKING APPROPRIATIONS, DECLARING THE AD VALOREM TAX LEVY, AND CLASSIFYING THE LEVY AS PROVIDED BY ORS 310.060(2) FOR FISCAL YEAR 2014-15.**

WHEREAS, in accordance with ORS 294.426 the Wilsonville Budget Committee met on May 1, 2014 and May 8, 2014 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2014-15; and,

WHEREAS, the Budget Committee deliberated on the proposed budget and on May 8, 2014 and approved the budget with a \$375,000 reduction to personnel services and material and services with a corresponding \$375,000 increase to contingencies, and

WHEREAS, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such amounts were included in the approved budget, and

WHEREAS, on May 21, 2014 a summary of the budget, as required by ORS 294.438, was duly published in the Wilsonville Spokesman, a newspaper of general circulation in the City; and,

WHEREAS, in accordance with ORS 294.456 the Wilsonville City Council duly held a public hearing on June 2, 2014 where all interested persons were afforded an opportunity to appear and be heard with respect to the approved budget for the fiscal year beginning July 1, 2014.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Council adopts the budget for FY 2014-15 in the total amount of \$122,496,664.
2. Of the total adopted budget of \$122,496,664, the City appropriates \$114,722,582 for the fiscal year beginning July 1, 2014 as shown in Attachment A – Schedule of Appropriations. The difference of \$7,774,082 is not appropriated and is not available for expenditure during the year.
3. The City of Wilsonville City Council hereby imposes the taxes provided for in the Adopted Budget at the rate of \$2.5206 per \$1,000 of assessed value for general operations; and in the amount of \$360,000 for general obligation bonds; and that these taxes are hereby imposed and categorized for the tax year 2014-15 upon the assessed value of all taxable property in the City.

General Fund

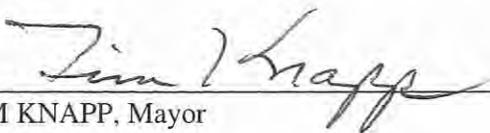
General Government Limit
\$2.5206 / \$1,000

Resolutions

General Obligation Debt Fund Excluded from Limit
\$360,000

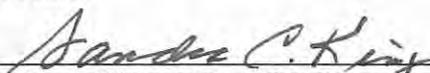
4. In compliance with the City's Financial Management Policies certain contingencies, reserves and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.
 - a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled Restricted.
 - b. GASB Committed category includes amounts for which Council has approved by resolution. Only a subsequent council resolution may change the amount or intended use. Within the budget document such amounts are titled Committed (sustainability reserve) and Committed (contingency). The Committed (contingency) is also referred to as the unappropriated ending fund balance as serves as a carryover from one fiscal year to the next.
 - c. GASB Assigned category includes amounts which are designated but for which a resolution has not been adopted. Authority is hereby granted to the City Council, City Manager and the Finance Director for the purpose of setting aside resources for specific future needs, such as equipment and building replacements and prudent financial reserves. Within the budget document such amounts are titled Assigned (designated) and Assigned (contingency). Assigned (designated) purpose is identified on page 242 of the Proposed Budget document. Assigned (contingency) is the portion of appropriations available for use during a fiscal year if approved through Council Resolution.
 - d. GASB Unassigned category is used exclusively in the General Fund and has the same meaning as Assigned (contingency) in paragraph (c) above.
 - e. City Council considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Council will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.
5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regularly scheduled meeting thereof this 2nd day of June, 2014 and filed with the City Recorder this date.



TIM KNAPP, Mayor

ATTEST:



Sandra C. King, MMC, City Recorder

SUMMARY of Votes:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Fitzgerald	Yes
Councilor Goddard	Excused
Councilor Stevens	Yes

Resolutions

Attachment A – Schedule of Appropriations

General Fund

Administration	\$	1,432,967	
Finance		1,307,150	
Information Services		634,763	
Geographical Information Services		229,549	
Legal		500,750	
Human Resources and Risk Management		604,777	
Public Works Administration		447,183	
Building Maintenance		851,533	
Parks Maintenance		1,309,165	
Parks and Recreation		635,699	
Senior Programs		488,823	
Library		1,686,597	
Law Enforcement		3,968,859	
Municipal court		196,601	
Transfers to Other Funds		674,850	
Contingency		9,359,602	
Total Fund Appropriations			\$24,328,868

Community Development Fund

CD Administration	\$	734,295	
Engineering		1,251,979	
Planning		961,410	
Natural Resources/Stormwater Management		136,100	
Transfers to Other Funds		3,022,690	
Contingency		805,554	
Total Fund Appropriations			\$6,912,028

Building Fund

Building	\$	737,067	
Finance		15,750	
Transfers to Other Funds		196,681	
Contingency		2,826,453	
Total Fund Appropriations			\$3,775,951

Attachment A – Schedule of Appropriations
--

<u>Transit Fund</u>		
Transit	\$	6,413,315
Finance		5,200
Human Resources		2,100
Building Maintenance		3,060
Road Operating		21,805
Transfers to Other Funds		497,635
Contingency		993,301
Total Fund Appropriations		\$7,936,416

<u>Road Operating Fund</u>		
Road Operating	\$	786,690
Human Resources		320
Transfers to Other Funds		446,404
Contingency		696,294
Total Fund Appropriations		\$1,929,708

<u>Road Maintenance Regulatory Fund</u>		
Transfers to Other Funds	\$	690,000
Contingency		689,123
Total Fund Appropriations		\$1,379,123

<u>Water Operating Fund</u>		
Water Distributions and Sales	\$	1,205,571
Water Treatment		2,939,953
Finance		87,415
Human Resources		480
Debt Service		1,880,000
Transfers to Other Funds		1,266,887
Contingency		4,589,392
Total Fund Appropriations		\$11,969,698

<u>Sewer Operating Fund</u>		
Sewer Collection	\$	677,384
Sewer Treatment		2,413,660
Sewer Pretreatment		119,659
Finance		82,420
Human Resources		100
Debt Service		3,590,000
Transfers to Other Funds		2,875,984
Contingency		7,009,866
Total Fund Appropriations		\$16,769,073

Resolutions

Attachment A – Schedule of Appropriations
--

<u>Street Lighting Operating Fund</u>		
Street Lighting	\$	277,620
Transfers to Other Funds		57,720
Contingency		679,000
Total Fund Appropriations		\$1,014,340

<u>Stormwater Fund</u>		
Natural Resources/Stormwater Management	\$	177,329
Stormwater Maintenance		532,511
Finance		33,120
Human Resources		175
Transfers to Other Funds		627,815
Contingency		13,100
Total Fund Appropriations		\$1,384,050

<u>Fleet Service Fund</u>		
Fleet	\$	1,389,149
Human Resources		700
Transfers to Other Funds		2,400
Contingency		968,158
Total Fund Appropriations		\$2,360,407

<u>Debt Service Fund</u>		
Debt Service	\$	373,400
Total Fund Appropriations		\$373,400

<u>Water Capital Projects Fund</u>		
Water Capital Projects	\$	1,075,500
Transfers to Other Funds		168,805
Contingency		24,639
Total Fund Appropriations		\$1,268,944

<u>Sewer Capital Projects Fund</u>		
Sewer Capital Projects	\$	3,056,400
Transfers to Other Funds		352,024
Contingency		4,436
Total Fund Appropriations		\$3,412,860

Attachment A – Schedule of Appropriations
--

Streets Capital Projects Fund

Streets Capital Projects	\$	2,792,500	
Transfers to Other Funds		519,530	
Contingency		177,956	
Total Fund Appropriations			\$3,489,986

Stormwater Capital Projects Fund

Stormwater Capital Projects	\$	342,000	
Transfers to Other Funds		54,620	
Contingency		10,389	
Total Fund Appropriations			\$407,009

Building Capital Projects Fund

Building Capital Projects	\$	1,216,500	
Transfers to Other Funds		30,750	
Contingency		184,411	
Total Fund Appropriations			\$1,431,661

Parks Capital Projects Fund

Parks Capital Projects	\$	1,642,799	
Transfers to Other Funds		264,894	
Contingency		55,535	
Total Fund Appropriations			\$1,963,228

Water Development Charges

Finance	\$	4,700	
Transfers to Other Funds		835,925	
Contingency		2,279,894	
Total Fund Appropriations			\$3,120,519

Sewer Development Charges

Finance	\$	4,800	
Transfers to Other Funds		1,682,269	
Contingency		5,665,719	
Total Fund Appropriations			\$7,352,788

Resolutions

Attachment A – Schedule of Appropriations
--

<u>Streets Development Charges</u>		
Finance	\$	4,800
Transfers to Other Funds		1,937,960
Contingency		<u>3,736,317</u>
Total Fund Appropriations		\$5,679,077
<u>Stormwater Development Charges</u>		
Finance	\$	1,400
Transfers to Other Funds		55,000
Contingency		<u>1,422,577</u>
Total Fund Appropriations		\$1,478,977
<u>Parks Development Charges</u>		
Finance	\$	3,200
Transfers to Other Funds		1,582,597
Contingency		<u>3,398,674</u>
Total Fund Appropriations		\$4,984,471
Total City Appropriations - All Funds		<u><u>\$114,722,582</u></u>

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE

URA RESOLUTION NO. 245

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE INTENT TO COLLECT TAX INCREMENT FOR FISCAL YEAR 2014-15.

WHEREAS, in accordance with ORS 294.426 the Wilsonville Urban Renewal Agency Budget Committee met on May 1, 2014 and May 8, 2014 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2014-15; and,

WHEREAS, the Budget Committee deliberated on the proposed budget, and on May 8, 2014 approved the budget with no amendments and approved the full amount of the division of tax for the West Side District and set the incremental assessed value for the Year 2000 Plan District to \$303,000,000; thus, limiting tax collections in that district to approximately \$4,200,000 in accordance with ORS 457.455(1); and,

WHEREAS, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such amounts were included in the approved budget; and,

WHEREAS, on May 21, 2013 a summary of the budget, as required by ORS 294.438, was duly published in the Wilsonville Spokesman, a newspaper of general circulation in the City; and,

WHEREAS, in accordance with ORS 294.456 the Wilsonville Urban Renewal Agency duly held a public hearing on June 2, 2014 where all interested persons were afforded an opportunity to appear and be heard with respect to the approved budget for Fiscal Year beginning July 1, 2014.

Resolutions

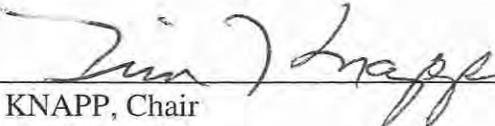
NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Wilsonville Urban Renewal Agency Board adopts the budget for FY 2014-15 in the total amount of \$29,442,962.
2. Of the total adopted budget of \$29,442,962 the Agency appropriates \$23,890,424 for the fiscal year beginning July 1, 2014 as shown in Attachment A – Schedule of Appropriations. The difference of \$5,552,538 is not appropriated and is not available for expenditure during the fiscal year.
3. The Wilsonville Urban Renewal Agency certifies to the Clackamas and Washington County Assessors the Agency’s intention as follows:
 - a. To collect 100% of the “Division of Taxes” portion from the West Side District.
 - b. To set the incremental assessed value in the Year 2000 Plan District to \$303,000,000, which will generate approximately \$4,200,000 in taxes.
4. In compliance with the City’s Financial Management Policies certain contingencies, reserves and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.
 - a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled Restricted.
 - b. GASB Assigned category includes amounts which are designated but for which a resolution has not been adopted. Authority is hereby granted to the Agency Board, Executive Director and the Finance Director for the purpose of setting aside resources for specific future needs. Within the budget document specific designations shall be titled Assigned (designated). All other balances other than Restricted or Assigned (designated) shall be budgeted as Assigned (contingency). The Assigned (contingency) is appropriated and available for use during the fiscal year if approved through Board resolution.
 - c. The Urban Renewal Agency Board considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to

occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Board will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.

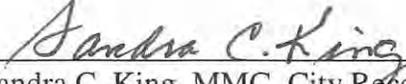
5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville Urban Renewal Agency at a regularly scheduled meeting thereof this 2nd day of June, 2014 and filed with the City Recorder this date.



TIM KNAPP, Chair

ATTEST:



Sandra C. King, MMC, City Recorder

SUMMARY of Votes:

Chair Tim Knapp	Yes
Board Member Starr	Yes
Board Member Fitzgerald	Yes
Board Member Goddard	Excused
Board Member Stevens	Yes

Resolutions

Attachment A – Schedule of Appropriations

<u>Year 2000 Plan Area -Debt Service Fund</u>		
Debt Service	4,876,700	
Total Fund Appropriations		\$4,876,700
<u>Year 2000 Plan Area - Capital Projects Fund</u>		
Material and Services	520,825	
Capital Outlay	4,920,000	
Contingency	856,559	
Total Fund Appropriations		\$6,297,384
<u>Year 2000 Plan Area - Program Income Fund</u>		
Material and Services	40,300	
Contingency	1,671,505	
Total Fund Appropriations		\$1,711,805
<u>West Side - Debt Service Fund</u>		
Debt Service	3,690,523	
Total Fund Appropriations		\$3,690,523
<u>West Side - Capital Projects Fund</u>		
Material and Services	961,109	
Capital Outlay	3,355,726	
Contingency	\$ 2,997,177	
Total Fund Appropriations		\$7,314,012
 Total Agency Appropriations		 \$23,890,424

Notices of Property Tax and Certification of Intent to Impose Taxes

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor(s) of Clackamas and Washington County

**FORM LB-50
2014-15**

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

Check here if this is an amended form.

The City of Wilsonville has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of Clackamas and Washington County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

<u>29799 SW Town Center Lp E</u>	<u>Wilsonville</u>	<u>OR</u>	<u>97070</u>	<u>July 1, 2014</u>
<small>Mailing Address of District</small>	<small>City</small>	<small>State</small>	<small>ZIP code</small>	<small>Date</small>
<u>Cathy Rodocker</u>	<u>Finance Director</u>	<u>503-570-1524</u>	<u>rodocker@ci.wilsonville.or.us</u>	
<small>Contact Person</small>	<small>Title</small>	<small>Daytime Telephone</small>	<small>Contact Person E-Mail</small>	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TOTAL PROPERTY TAX LEVY

		Subject to General Government Limits Rate -or- Dollar Amount	
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit)	\$2.5206 rate	
2.	Local option operating tax	\$0	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
3.	Local option capital project tax	\$0	
4.	Levy for pension and disability obligations	\$0	
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	\$360,000	
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	\$0	
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	\$360,000	

PART II: RATE LIMIT CERTIFICATION

6.	Permanent rate limit in dollars and cents per \$1,000	6	\$2.5206
7.	Election date when your new district received voter approval for your permanent rate limit	7	n/a
8.	Estimated permanent rate limit for newly merged/consolidated district	8	n/a

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
n/a				

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1 n/a		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

Notices of Property Tax and Certification of Intent to Impose Taxes

FORM UR-50

NOTICE TO ASSESSOR

2014-15

• Submit two (2) copies to county assessor by July 15.

Check here if this is an amended form.

Notification

City of Wilsonville Urban Renewal Agency authorizes its 2014-15 ad valorem tax increment amounts
(Agency Name)

by plan area for the tax roll of Clackamas and Washington Counties.
(County Name)

Cathy Rodocker 503-570-1524 July 1, 2014
(Contact Person) (Telephone Number) (Date Submitted)

29799 SW Town Center Lp E Wilsonville, OR 97070 rodocker@ci.wilsonville.or.us
(Agency's Mailing Address) (Contact Person's E-mail Address)

Part 1: Option One Plans (Reduced Rate). For definition of Option One plans, see ORS 457.435(2)(a)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	Special Levy Amount**
	\$ Or	Yes ____	\$
	\$ Or	Yes ____	\$
	\$ Or	Yes ____	\$
	\$ Or	Yes ____	\$

Part 2: Option Three Plans (Standard Rate). For definition of Option Three plans, see ORS 457.435(2)(c)

Plan Area Name	Increment Value to Use***	100% from Division of Tax***	Special Levy Amount****
	\$ Or		
	\$ Or		
	\$ Or		

Part 3: Other Standard Rate Plans. For definition of standard rate plans, see ORS 457.010(4)(b)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
	\$ Or	Yes ____	
	\$ Or	Yes ____	
	\$ Or	Yes ____	
	\$ Or	Yes ____	
	\$ Or	Yes ____	

Part 4: Other Reduced Rate Plans. For definition of reduced rate plans, see ORS 457.010(4)(a)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
Year 2000 Plan District	\$303,000,000	Yes ____	
West Side District	\$ Or	Yes X	
	\$ Or	Yes ____	
	\$ Or	Yes ____	
	\$ Or	Yes ____	

Notice to Assessor of Permanent Increase in Frozen Value. Effective 2013-2014, permanently increase frozen value to:

Plan Area Name	New frozen value \$
Plan Area Name	New frozen value \$