



# City of Wilsonville, Oregon

Adopted Budget FY 2017-18



# City of Wilsonville, Oregon

FY 2017-18

## Quick Facts and Locator Page

	City			More information on these pages
	Operating	SDC & Capital Projects	Urban Renewal Agency	
<u>Where The Money Comes From:</u>				
Property taxes	\$ 6,972,890	\$ -	\$ 9,208,000	60, 264-265
Other governments	4,302,506	1,740,298	-	63-73, 169
Charges for services	23,071,084	-	-	63-73
Debt issuance	-	-	3,000,000	273, 277
System Development Charges	-	12,900,766	-	73
All other revenues	12,090,323	227,050	338,165	63-72, 286
Beginning fund balance	51,666,141	30,389,419	28,460,121	23-25, 286-287
<b>Total Resources</b>	<b>\$ 98,102,944</b>	<b>\$ 45,257,533</b>	<b>\$ 41,006,286</b>	
<u>Where The Money Goes:</u>				
Personnel services	\$ 16,933,971	\$ -	\$ -	79-166
Materials and services	20,818,911	38,918	1,632,224	79-166
Capital - equipment	1,451,711	-	-	79-166
Capital - projects	-	20,905,350	3,658,000	167-246, 271, 279, 284
Debt service	5,439,550	-	11,497,012	247, 252, 267, 274, 283
Ending fund balance	49,171,795	28,600,271	24,219,050	23, 256
<b>Total Requirements</b>	<b>\$ 93,815,938</b>	<b>\$ 49,544,539</b>	<b>\$ 41,006,286</b>	
Net transfers in (out) of funds	\$ 4,287,006	\$ (4,287,006)	\$ -	
<u>Other Facts:</u>				
Staffing (full time equivalent)	162.02			77
Debt outstanding (est June 2017)	\$ -		\$ 33,094,000	248, 267, 274
Assessed value (FYE 2016)	\$ 3,403,002,022		\$ 1,084,073,987	60-61, 264
Permanent Tax rate (per \$1000)	\$ 2.5206			60-61
Bond rating - Revenue debt	Aa2	Moody's		
<u>Definitions and Explanations:</u>				
Accounting funds				22
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

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**City of Wilsonville**

**Oregon**

For the Fiscal Year Beginning

**July 1, 2016**

A handwritten signature in black ink, appearing to read 'Jeffrey P. Snow'.

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, 2016. 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 2017-18

## Budget Committee

## Term Expires

Paul Bunn	Dec. 2018
Andrew Karr	Dec. 2018
Arthur Park	Dec. 2017
Sam Scull	Dec. 2019
Alan Steiger	Dec. 2017
Tim Knapp, Mayor	Dec. 2020
Scott Starr, Council President	Dec. 2018
Kristin Akervall, Councilor	Dec. 2020
Charlotte Lehan, Councilor	Dec. 2018
Susie Stevens, Councilor	Dec. 2020

City Manager  
Bryan Cosgrove

Finance Director  
Susan Cole

Assistant Finance Director  
Cathy Rodocker

City of Wilsonville  
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# City of Wilsonville

## 2017-18 Adopted Budget

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*Murase Park*







May 5, 2017

Dear Budget Committee Members,

I am pleased to present the City of Wilsonville's annual budget for Fiscal Year 2017-18.

The City of Wilsonville is in a strong financial position and continues to grow and expand its infrastructure. We have expanded our transportation network, new parks have come into City ownership, and water lines and sewer lines have been extended to serve new residential areas. We have embraced the use of new technology across all departments to gain efficiencies and to maintain existing levels of service.

The City continues to plan for the future, by engaging citizens and coordinating with neighboring cities on planning for the Basalt Creek and Frog Pond areas, and embarking on the implementation of a new urban renewal district in the Coffee Creek area after receiving an affirmative advisory vote from Wilsonville residents in November of 2015, and adopting the Urban Renewal Plan in October of 2016.

Additionally, the City maintains an ambitious capital program and will continue working on key transportation projects, including extending Kinsman Road, improving Tooze Road to bring it up to urban standards, and beginning design and right-of-way acquisition for the East-West Connector in Old Town, formerly known as the "Old Town Escape" and now known as the 5<sup>th</sup> Street/Kinsman Extension project. Community amenities such as the Library and Parks will benefit from improvements, repairs and expansion, as the Library prepares to invest a \$1 million grant from the Library District of Clackamas County to make building improvements; the Parks Department begins preliminary implementation of amenities outlined in the Memorial Park Master Plan; and the Community Development Department continues design on the French Prairie Bridge, which is mostly funded through \$1.2 million grant from Metro. The utilities are investing in rehabilitation and major maintenance in the Charbonneau neighborhood, as identified in the 2015 Consolidated Charbonneau Improvement Plan. The Water utility plans to upgrade wells and replace meters, valves and hydrants. The Sewer utility continues to repair and replace outfalls to the Willamette River, and continues efforts on the Coffee Creek interceptor project.

Traffic continues to be a concern. As the region grows, congestion on Interstate 5, which bisects the City, continues to worsen. Complaints regarding red-light running, cut through traffic, and intersection blocking are on the rise. Additionally, parking in some neighborhoods is becoming more challenging. These conditions lead to the proposal of an additional Traffic Officer for the coming budget year, with the goal of calming complaints and encouraging better driver behavior.

City growth means increased workload, especially for permitting and inspecting new homes and developments. Proposed for FY 2017-18 are a new full-time Building Inspector and an increase of a half-time support person to a full-time permit technician, both in the Building Department. These additions will ensure that the Department keeps up with the volume of work. Additionally, the City Manager's office proposes to add a Code Enforcement Officer at the half-way point in the fiscal year, as a dedicated and specialized position that will be responsible for protecting community health, welfare, and quality of life, while at the same time preserving individual property rights by enforcing provisions of the

Wilsonville City Code applying to housing, property maintenance, structures, land use, signage, parking and business registration. In the transportation arena, the City's Fleet Department proposes to add a Lead Mechanic Position, whose time will be mostly dedicated to maintaining the City's transit fleet.

The Portland metropolitan region, and Wilsonville specifically, has seen a rapid rise in home prices over the last year, raising concerns regarding affordable housing. Proposed for FY 2017-18 is a study on the affordability of housing options within the City, funded with help from a Metro grant.

In 2016, the City adopted a new logo. Signage across the City will be updated in FY 2017-18 with this new logo, along with City vehicles.

This next budget year will also mark the first stages of replacing the City's core business software applications, including the City's general ledger, payroll, utility billing, accounts payable and permitting functions, to name a few. This major technological upgrade is expected to cost just over \$1 million, spread over the next two fiscal years. This project is anticipated to increase staff efficiency by offering better mobile options for field staff, as well as enhance cyber security and business function continuity.

Beyond these immediate needs, the City Council reconfirmed its Key Performance Areas while at the same time adopting new Council Goals at their biennial retreat held in February of 2017. These can be found on the following pages in the Reader's Guide. Each Program Area has included how these Key Performance Areas and Council Goals link to their operations in the coming year, and can be found in the Program Expenditures section of this document.

The City's FY 2017-18 Proposed Budget totals \$174.1 million, all funds combined, including reserves and contingencies. Spending occurs from appropriated amounts for personnel, materials and services, capital outlay, debt service and interfund transfers, which total \$96.3 million. Contingencies and set-asides for future use total \$71.3 million, and unappropriated funds, which total \$6.5 million, remain in each fund's fund balance and are set aside for working capital, debt reserves and future needs according to the City's Comprehensive Financial Management Policies.

For the upcoming year, the proposed budget includes an increase to the City's full-time equivalent positions by 3.95 as discussed above, to better meet demands and better serve the community. Salaries and wages are budgeted at their June 30, 2017 levels and do not include adjustments as labor negotiations were underway at the time the budget was developed. A supplemental budget adjustment will occur in the summer or fall of 2017 in order to implement any changes as specified in the various labor contracts, and will come from each of the relevant fund's contingency set-aside.

The contribution rate for the Public Employees Retirement System (PERS) adjusts in FY 2017-18, the start of a new biennium for PERS. On average, the contribution rates have increased approximately four percentage points over the FY 2016-17 rates. The City does anticipate additional increases to the PERS contribution rates in the next two bienniums, and have included these estimated increases in the 5-year forecast.

The budget is organized into operating and capital funds, and is further categorized into Program Areas, the latter being the organizational component where city services are recorded.

Overviews of revenues, specific budget details for departments, capital project lists, outstanding debt and the City's financial policies can be found within this budget document. The budget document contains tabbed sections for easy reference. The highest level of information can be found in the Fund



Summaries section of this document, where fund resources and requirements are aggregated by object classification (e.g. personnel services, materials and services, capital outlay) and offer easy comparison from year to year. More detailed information can be found in the Program Expenditure section of this document, which contains details on the proposed budgets for program areas within each department.

The following discussion focuses on three City funds that have been of the most interest in recent years; the first being the General Fund because it accounts for highly visible City services and the City's property taxes, and the next two – Community Development and Transit – because their financial positions are closely monitored year to year to ensure their financial sustainability.

### **General Fund**

The proposed expenditures from General Fund for FY 2017-18 are balanced to the available resources.

The General Fund accounts for resources devoted to services most commonly associated with local government, including Police, Parks and Recreation, Library, Municipal Court, Administration and Public Works Administration and Facilities. The FY 2017-18 Proposed Budget for the General Fund, including reserves and contingencies, is \$34.8 million, an increase of \$4.3 million over the FY 2016-17 Adopted Budget of \$30.5 million. The majority of this increase is due to setting aside \$2 million more for a potential inter-agency loan from the General Fund to the Urban Renewal Agency for capital improvements - \$3 million in FY 2017-18 as opposed to \$1 million in FY 2016-17. Additionally, the General Fund's reserves, in the form of contingency and unappropriated fund balance, are increasing about \$1.7 million. General Fund funding for capital improvements is decreasing about \$140,000 from the FY 2016-17. The operating portion of the General Fund is increasing about \$680,000 when compared to FY 2016-17, from \$16.3 million to \$17 million proposed for FY 2017-18. Details of the operating portion can be found in the Program Expenditures section, while details regarding capital improvements can be found in the Capital Projects section.

External revenues to the General Fund, not including transfers from other funds, are increasing by about \$1 million in FY 2017-18 when compared to FY 2016-17. Property taxes, which make up nearly 50% of external revenues, are estimated to increase approximately \$465,000, or 7.2%, in FY 2017-18 when compared to the amount budgeted in FY 2016-17. This increase reflects the steady 3% increase in assessed valuation allowed under the State constitution, as well as additions to assessed value due to new construction. The City is expecting a relatively large increase in revenue generated from the Hotel/Motel tax, due to on-line services being subject to the tax, and a growth in overnight stays. Intergovernmental revenue is increasing approximately \$210,000 in FY 2017-18 when compared to the amount budgeted in FY 2016-17, due to increases from Clackamas County for the City's Library, and increases in State Shared Revenue. Charges for services are increasing about \$46,000 when compared to FY 2016-17, reflecting increased program fees and facility rentals from Parks and Recreation, and increased charges to Urban Renewal for project management. The City anticipates Municipal Court Fines increasing about \$76,000, or 36%, as a result of adding an additional Traffic Officer mentioned earlier.

Internal revenues are transfers to the General Fund from other funds for services provided and management and oversight. For example, the Finance Department, housed in the General Fund, provides utility billing for Water and Sewer, so these utilities transfer funding from their respective funds to the General Fund for this service. Additionally, the functions of Human Resources, Accounting, Payroll, the City Manager and City Council reside in the General Fund, and so other funds transfer in resources to cover their portion of these activities. Transfers from other funds to the General Fund are

decreasing about 10%, or \$317,000, when compared to the budget FY 2016-17. This is due to fluctuations in the capital program and various staffing changes in Finance, Legal and Information Services.

The General Fund's fund balance will potentially be utilized to loan to the Urban Renewal Agency for capital improvements for the 5<sup>th</sup> Street/Kinsman Road extension project in the Year 2000 Plan District, if necessary, depending upon how the project progresses over the year. This loan would be "overnight" and paid back from the tax increment of the Year 2000 Plan District. Additionally, the General Fund's fund balance is being utilized to fund one-time capital improvements and technological upgrades. Fund balance can be viewed as a savings account, where funds are set aside for specific purposes, and also as a contingency to allow flexibility for future opportunities or unforeseen circumstances. The use of fund balance is treated as a one-time occurrence, and is not seen as an on-going source of funding. For FY 2017-18, approximately \$1.6 million in General Fund fund balance is proposed to be used to fund one-time items. Many of these items have been planned for, and funding has been specifically set aside in prior years. These items include: Replacing the City's core financial software system, completing the fiber ring to City buildings, building remodeling and repairs, and planning in the Coffee Creek area. More detail and descriptions of capital projects can be found in the Capital Projects section of the budget document, while designated purposes of the General Fund's fund balance can be found on page 254, in the Debt & Other section of the budget document. The General Fund's estimated ending fund balance for FY 2017-18 is approximately \$12.8 million.

Once all the uses and designations have been accounted for, the General Fund is anticipated to have an unassigned ending fund balance of approximately \$2.9 million at the end of FY 2017-18.

### **Community Development Fund**

The Community Development (CD) Fund accounts for services devoted to envisioning, planning and building our community. Housed within this fund are CD Administration, Planning, Engineering, and Urban Renewal Administration. The FY 2017-18 Proposed Budget for the CD Fund, including reserves and contingencies, is \$6.2 million.

The Community Development Fund has been set up to operate as a business-type fund, where on-going revenues are enough to cover on-going expenditures. However, on a budgetary basis, this fund has shown deficits, although each year the picture improves. For the FY 2014-15 Budget, the budget deficit was projected at approximately \$471,000; since that time, the projected budget deficit has decreased, and now for this budget of 2017-18, the projected budget deficit is approximately \$19,250. One major factor bringing this projected deficit down has been the Council approval of changes to the Planning and Land Use fees. In FY 2015-16, the City Council increased those fees to catch up with inflation, and in early 2017, the Council adopted a new fee structure altogether, with the aim of increasing the cost recovery of those fees from 45% cost recovery to on average 84% cost recovery. This fee restructure was completed after an extensive financial review was completed by a consultant company, the FCS Group.

Additionally, the Community Development Department has been mindful of their expenditures and has held costs down, while at the same time successfully pursuing grants to fund important planning projects such as master planning the areas of Frog Pond and the Town Center, as well as attaining a Metro Enhancement Grant to become a Bee City, USA. The Department has had minimal budget proposals over the last several years, and for FY 2017-18, is proposing \$6,000 for additional economic marketing of Wilsonville and a one-time \$10,000 for new survey equipment.



On an actual basis, the Fund has not experienced deficits. This is mainly due to staff vacancies and increased volume of permits due to the economic recovery. However, these factors can mask long-term financial challenges and so this fund will continue to be monitored closely each year.

For FY 2017-18, the volume of permit activity is expected to decline as the neighborhood of Villebois becomes more built out. This decline is seen in the projected revenue figures for permitting, which are declining about \$376,000, or 34%, when compared to FY 2016-17. This is anticipated to be a momentary pause as other areas of the City – such as Frog Pond and Coffee Creek – gear up for planning and development in the out-years.

The CD Fund is projected to have an ending fund balance at the end of FY 2017-18 of \$2.25 million, well above the financial policy target of \$674,600. This target is set to equal 20% of operations. The remaining \$1.57 million is set aside in the fund's contingency, and provides a cushion to weather the permit volume variances.

### **Transit Fund**

The Transit Fund accounts for the activities of Wilsonville's transit system – South Metro Area Regional Transit (SMART). SMART's operations are mainly funded by a 0.5% tax on payroll. The FY 2017-18 Proposed Budget for SMART, including reserves and contingencies, is \$8.38 million.

The Transit Fund continues to be competitive in the receipt of grants from both federal and state sources. These grants are a great benefit to the agency and the public. Grant funding has enabled SMART to provide both in-town and out-of-town Dial-A-Ride services, to work with employers and residents to reduce single occupancy vehicle trips, and to purchase buses. The grants do require a local funding match, and specialized expertise to administer them.

During FY 2016-17, SMART worked extensively to finalize the update the Transit Master Plan. This Plan will shape the direction of the agency for years to come. The months-long process included several outreach events to the community in the form of open houses and on-line surveys. The needs of both residents and employers were taken into account as the agency evaluated its various routes and services. Overall, the community is very supportive of SMART.

SMART's next challenge will be implementing the Transit Master Plan after the City Council formally approves it, which is expected in June of 2017. Not only will implementation need to strike a balance between user needs such as out-of-town commuters versus in-city local rides, but also implementation will need to be financially sustainable. While this budget is balanced, meaning there are adequate resources to cover requirements, projections show that the Transit Fund's fund balance will need to be utilized to cover on-going expenses, which is not sustainable. The Transit Fund is expected to end FY 2017-18 with a fund balance of \$2.1 million, which is approximately \$1 million over the financial policy target, but projections show that this will be drawn down in the future to cover the current levels of service.

The implications of these projections signal that over the next two fiscal years, of FY 2017-18 and FY 2018-19, the City will need to determine a mix of service provision and revenue generation that will enable SMART to be financially sustainable in the long run.

For FY 2017-18, SMART is proposing to eliminate a vacant half-time administrative assistant position, and capital purchases are according to the agency's vehicle replacement schedule and are approximately 80% grant funded.

### **Capital Improvement Program**

As Wilsonville continues to grow and expand, roads are being extended and improved, new parks come into the system, and the Water, Sewer, and Stormwater utilities add additional pipelines and customers. The City is continuing to plan for growth areas, including Frog Pond, Basalt Creek, and Coffee Creek. The Frog Pond Master Plan is on-target to be adopted by the City Council in June of 2017, opening the way for infrastructure planning and potential developments. Regarding the Basalt Creek area, the City continues to work with the City of Tualatin on determining a jurisdictional boundary between the two cities, as well as planning for future land uses, and \$80,000 in General Fund is allocated for that purpose. The Town Center planning efforts will continue into FY 2017-18, funded from grants and the Year 2000 Urban Renewal District. These planning efforts mean future infrastructure projects in the City's capital program.

Planning for the Coffee Creek area is in full swing with the formal formation of the City's newest urban renewal district in that area, and \$100,000 in General Fund is allocated for those efforts. Additionally within Coffee Creek, the City is allocating about \$800,000 in Transportation System Development Charges (TSDCs) for preliminary design and planning for Garden Acres Road. An upsized sewer line along the new Kinsman Road alignment, that will also serve the Coffee Creek area, will continue into FY 2017-18, funded mainly from Sewer System Development Charges.

Proposed in FY 2017-18 is an ambitious \$11 million in funding for both new streets and improvements to current streets to better connect the community. Funding is from numerous sources, including the Urban Renewal Agency, Street System Development Charges, and state gas tax.

Approximately \$2.56 million is allocated to improve Tooze Road and bring it up to urban standards, funded from both the West Side Urban Renewal District and TSDCs. The Kinsman Road extension from SW Barber Street to Boeckman Road is underway and is expected to be completed in FY 2017-18, utilizing \$1.57 of TSDCs. Further to the south, Kinsman Road is planned to be extended to join with SW 5<sup>th</sup> Avenue in Old Town, and \$1.1 million in Year 2000 Urban Renewal District funding has been allocated for that project. Advance Road improvements are underway to serve the City's newest middle school, and approximately \$1.5 million is allocated from TSDCs to finalize this project in FY 2017-18. To help alleviate traffic congestion near the Interstate 5 interchange, approximately \$760,000 in TSDCs and gas tax are proposed to add a stacking lane on the south-bound on-ramp from Wilsonville Road, and to improve SW Boones-Ferry Road to aid traffic flow. Lastly, just over \$1 million is proposed from the City's Road Maintenance Fund to maintain the City's streets in good condition. Other Street projects can be found in the Capital Projects section of the budget document.

City parks are part of what make Wilsonville an attractive place to live and work. Proposed for FY 2017-18 is approximately \$4.7 million in Parks projects, \$2.1 million of which is allocated to completing park amenities in the Villebois neighborhood. Additionally, approximately \$760,000 is allocated to the first stages of implementing the Memorial Park Master Plan, including expansions to parking lots, the off-leash dog areas and the skate park. Should the Frog Pond annex and become ready for capital improvements, approximately \$650,000 is allocated for segments of the Boeckman Creek Trail that is expected to traverse the area. To fund the replacement of aging play structures, approximately \$300,000 in General Fund has been set aside. In partnership with the new road extending Kinsman to

SW 5<sup>th</sup> Avenue in Old Town, \$227,000 from Parks System Development Charges are allocated for a segment of the Ice Age Tonquin Trail that is planned to run alongside the new road.

At the same time, aging infrastructure must be maintained to ensure public health and safety needs continue to be met. The Charbonneau area is one of the City's first neighborhoods, and its infrastructure is in need of major maintenance and repair. Proposed for 2017-18 is approximately \$1.25 million in capital improvements, to rehabilitate aging stormwater lines and sewer lines.

### **Conclusion**

The FY 2017-18 Proposed Budget provides the framework for implementing and focusing on the goals, objectives, and performance areas established by the City Council for the coming year, as well as remaining fiscally sustainable. This budget addresses challenges presented by a growing community and aging infrastructure, while managing resources in the most efficient manner. Reflective of the overarching vision set forth in the Council Goals, this budget provides resources to maintain high-quality core services to residents and businesses while focusing on fiscal responsibility, priorities, and results.

### **Acknowledgements**

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

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

In closing, I would like to thank the Finance team members including Susan Cole, Cathy Rodocker, Keith Katko, Katie Macadam and Jennifer Ortiz for their assistance in preparing this budget document, and to my entire management team for working together in a collaborative manner to present a balanced budget that achieves City Council goals and continues to provide high levels of service to our residents, businesses and visitors alike. Lastly, I want to acknowledge the efforts of every employee in this organization for the outstanding services being provided by every department in this great city, and for their individual and collective commitment to customer service.

Sincerely,



Bryan Cosgrove  
Budget Officer and City Manager



## Budget Committee Changes from Proposed to Approved Budget

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The Budget Committee amended the Proposed Budget in the following way:

- One full-time equivalent position was added to the Parks Maintenance Budget;
- The Personnel Services expense category for Parks Maintenance was increased by \$75,000
- The Materials and Services expense category for Parks Maintenance was decreased by \$30,000
- The General Fund Unassigned Contingency was decreased by \$45,000

## City Council Changes from Approved to Adopted Budget

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The City Council adopted the annual budget for FY 2017-18 as approved  
by the Budget Committee



The City of Wilsonville is located in the State of Oregon, in the beautiful Pacific Northwest region of the United States of America. With population of 23,740, it is a small but rapidly growing community with vibrant residential and business communities and a clear vision for its future.

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

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

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

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

Wilsonville is home to a number of high-tech businesses and is perfectly situated for warehouse and distribution centers as the southern gateway into the Portland metropolitan area along the Interstate 5 (I-5) corridor. Several large companies have made Wilsonville their corporate headquarters. Among the larger are Mentor Graphics and Flir Systems, Inc. Three other large companies, SYSCO, Coca-Cola Bottling Co. of the Northwest, and Rite-Aid, have selected Wilsonville for regional warehouse, bottling, and distribution centers, respectively. The City, however, is not dependent upon any one company for economic vitality. Currently, an estimated 20,000 people are employed at locations throughout the City. Please see the statistics on the following pages for the City's top 10 employers as of the last audited fiscal year.



### **PROFILE OF THE GOVERNMENT:**

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

### **PROFILE OF THE BUDGET:**

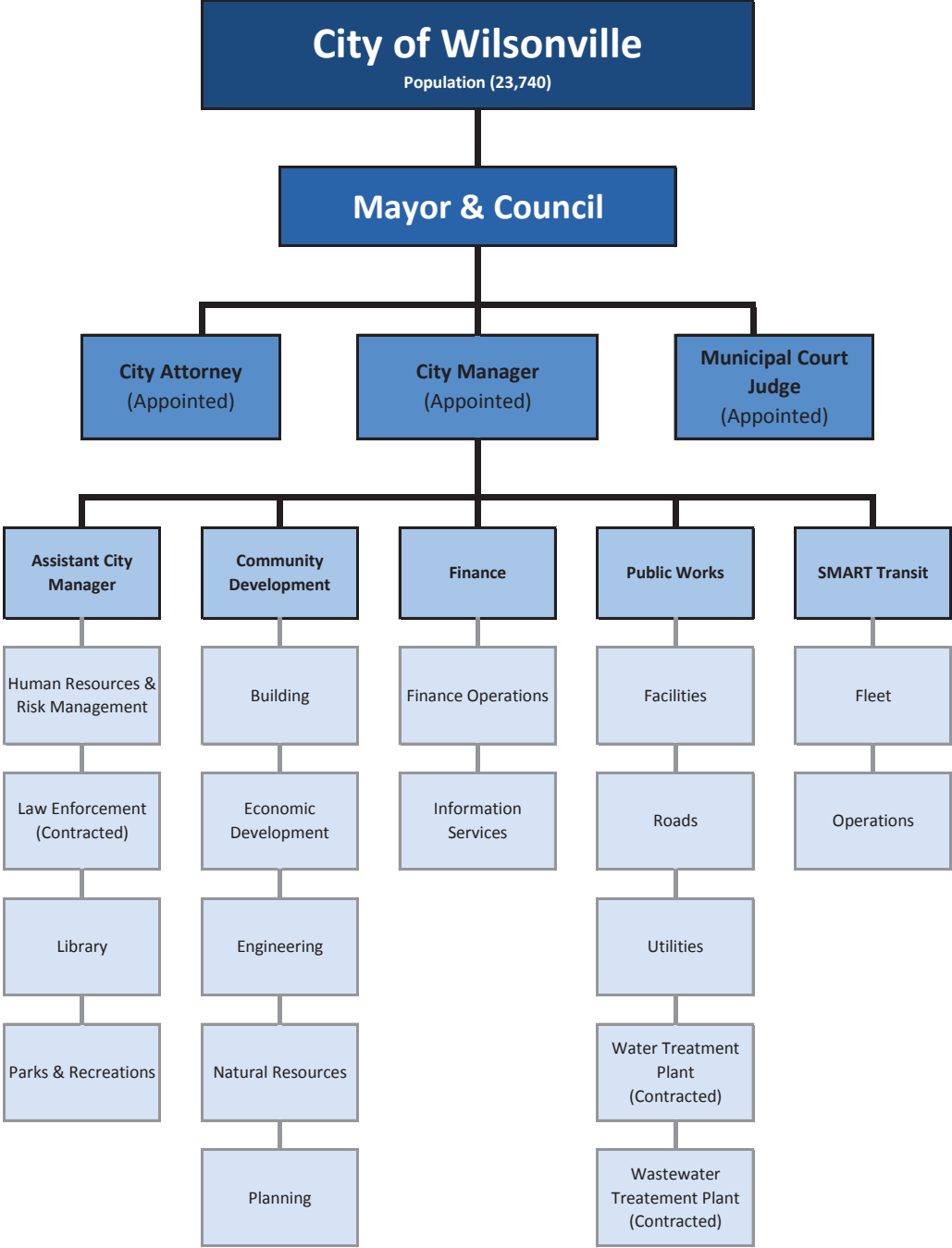
The City prepares its annual budget in accordance with the policies and priorities set forth in the City's Comprehensive Plan, City Council Goals, the needs of the community, and federal and state laws. The budget provides the financial framework for implementing and focusing on these goals, objectives,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

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

The City of Wilsonville's 2017-18 budget document is divided into eight major sections outlined below:

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

# Organizational Chart





## City of Wilsonville Mission Statement

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

## City of Wilsonville Key Performance Areas

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

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

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

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

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

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

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

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

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

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

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

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

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

## Council Goals 2017-19

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

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

# City History Timeline

<b>1968</b>	<ul style="list-style-type: none"> <li>Wilsonville incorporates on October 17, 1968.</li> </ul>	<b>1983</b>	<ul style="list-style-type: none"> <li>The current city hall building opens at Wilsonville Road and Town Center Loop.</li> </ul>	<b>1995</b>	<ul style="list-style-type: none"> <li>Wilsonville High School opens.</li> </ul>
<b>1969</b>	<ul style="list-style-type: none"> <li>Wilsonville citizens vote to adopt the City's first charter.</li> </ul>	<b>1984</b>	<ul style="list-style-type: none"> <li>Voters approve a tax base amendment to incorporate a serial levy for senior services into the base.</li> </ul>	<b>1996</b>	<ul style="list-style-type: none"> <li>Growth management ordinance overturned by Land Use Board of Appeals.</li> </ul>
<b>1970</b>	<ul style="list-style-type: none"> <li>Developers announce plans for a major residential subdivision known as ""Charbonneau.</li> <li>Population approximately 1,000.</li> </ul>	<b>1986</b>	<ul style="list-style-type: none"> <li>Pete Wall is hired as Wilsonville's first city manager.</li> </ul>	<b>1998</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>1971</b>	<ul style="list-style-type: none"> <li>Charbonneau is annexed into Wilsonville. At build-out, it will have 1,700 housing units and 3,500 residents.</li> <li>City Council adopts a "General Plan" for growth.</li> </ul>	<b>1987</b>	<ul style="list-style-type: none"> <li>Voters approve a bond measure to pay for a new library and park improvements.</li> </ul>	<b>1999</b>	<ul style="list-style-type: none"> <li>The State of Oregon sites its new women's prison complex in northwest Wilsonville. City voters approve the Willamette River as Wilsonville's new long-term water source.</li> </ul>
<b>1972</b>	<ul style="list-style-type: none"> <li>Marge Heintz, City Recorder, is hired as Wilsonville's first full-time employee. Oregon enacts SB 100, a sweeping reform of land-use law.</li> </ul>	<b>1988</b>	<ul style="list-style-type: none"> <li>Recession ends, bringing an unprecedented boom in housing and population.</li> <li>Wilsonville becomes Oregon's fastest-growing city.</li> <li>New library opens.</li> </ul>	<b>2000</b>	<ul style="list-style-type: none"> <li>Construction begins on women's prison and on water treatment facility on the Willamette River. Voters approve \$4M library expansion bond Population: 13,615</li> </ul>
<b>1973</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>	<b>1990</b>	<ul style="list-style-type: none"> <li>Census population: 7,705</li> <li>Arlene Loble hired as City Manager.</li> <li>Town Center Shopping Center opens.</li> </ul>	<b>2001</b>	<ul style="list-style-type: none"> <li>Construction underway on library expansion.</li> <li>Women's prison facility completed and begins accepting inmates.</li> </ul>
<b>1975</b>	<ul style="list-style-type: none"> <li>"City Hall" moves to a trailer on Parkway Avenue.</li> </ul>	<b>1991</b>	<ul style="list-style-type: none"> <li>Incredible Universe opens, pushing traffic to levels projected for the year 2010.</li> </ul>	<b>2002</b>	<ul style="list-style-type: none"> <li>Wilsonville's water treatment plant becomes operational.</li> <li>Expanded library opens.</li> </ul>
<b>1979</b>	<ul style="list-style-type: none"> <li>Construction begins on Inza R. Wood Middle School.</li> <li>City signs first contract with Clackamas County Sheriff's Office for police services.</li> </ul>	<b>1992</b>	<ul style="list-style-type: none"> <li>Serial levy failure forces \$1 million budget cut, reorganization of departments.</li> <li>Voters approve creation of an urban renewal district and a bond measure for a new high school.</li> </ul>	<b>2003</b>	<ul style="list-style-type: none"> <li>The opening of Argyle Square greatly expands Wilsonville's retail sector with Costco and Target as the anchor stores.</li> <li>The newly constructed SMART Operations Center and Fleet facility opened in January.</li> </ul>
<b>1980</b>	<ul style="list-style-type: none"> <li>Wilsonville adopts its first Comprehensive Plan.</li> </ul>	<b>1993</b>	<ul style="list-style-type: none"> <li>In an effort to get a handle on growth, City Council adopts a precedent-setting growth management ordinance.</li> <li>Wilsonville Area Rapid Transit becomes SMART (South Metro Area Regional Transit)</li> </ul>		
<b>1982</b>	<ul style="list-style-type: none"> <li>Population: 2,920</li> <li>Voters approve Wilsonville's first tax base: \$300,000.</li> <li>Wilsonville's first library opens.</li> </ul>	<b>1994</b>			

# City History Timeline

<p><b>2004</b></p>	<ul style="list-style-type: none"> <li>Property acquired for future multi-modal transportation center. This land will become the southern terminus of the proposed commuter rail, Trimet's WES Train.</li> </ul>	<p><b>2010</b></p> <ul style="list-style-type: none"> <li>Fred Meyer/Old Town Square development broke ground in the Spring. Completion scheduled for 2011.</li> <li>Population: 19,525 (PSU Center for Population Research)</li> </ul>	<p><b>2016</b></p> <ul style="list-style-type: none"> <li>360 new homes built within the city.</li> <li>TVWD and the City of Hillsboro partner to extend Willamette River water into Washington County.</li> </ul>
<p><b>2005</b></p>	<ul style="list-style-type: none"> <li>Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.</li> <li>Population: 16,510 (PSU Center for Population Research)</li> </ul>	<p><b>2011</b></p> <ul style="list-style-type: none"> <li>Fred Meyer's 210,000 square foot shopping center opens.</li> </ul> <p><b>2012</b></p> <ul style="list-style-type: none"> <li>Oregon Institute of Technology opens its Wilsonville campus in a previously vacant office building.</li> <li>Lowrie Primary School K-5 opens for the 2012/2013</li> </ul>	<p><b>2017</b></p> <ul style="list-style-type: none"> <li>5<sup>th</sup> Street/Kinsman Road extension began near Fred Meyer, formerly known as "The Old Town Escape".</li> <li>Wilsonville begins expansion of connector streets to relieve City congestion by (1) unanimously approving the Boones Ferry to Brown Road alignment; and, (2) beginning work on the Kinsman Road extension from Boeckman to Barber Roads.</li> </ul>
<p><b>2006</b></p>	<ul style="list-style-type: none"> <li>Murase Plaza opens with water feature and new park with rolling hills, unique play structures and restrooms.</li> </ul>	<p><b>2014</b></p> <ul style="list-style-type: none"> <li>Wastewater Treatment Plant upgraded and expansion is completed.</li> </ul>	<ul style="list-style-type: none"> <li>Meridian Middle School broke ground. Completion scheduled before the start of the 17/18 school year.</li> </ul>
<p><b>2007</b></p>	<ul style="list-style-type: none"> <li>New City Hall opened.</li> <li>Public Works and Police Department relocated to the remodeled old City Hall building.</li> </ul>	<p><b>2015</b></p> <ul style="list-style-type: none"> <li>Substantial work is underway on the Basalt Creek Concept Plan and Frog Pond Area Plan.</li> <li>The 2000 voter approved \$4 million library expansion bond was paid in full in December 2015.</li> <li>Advisory vote to form the Coffee Creek Urban Renewal Area passes and work is underway to draft the plan and form the district.</li> </ul>	<ul style="list-style-type: none"> <li>Population: 23,740 (PSU Center for Population Research)</li> </ul>
<p><b>2008</b></p>	<ul style="list-style-type: none"> <li>Tim Knapp elected Mayor.</li> <li>Local voters approved the creation of a county library district.</li> </ul>		
<p><b>2009</b></p>	<ul style="list-style-type: none"> <li>WES Commuter Rail begins Operations.</li> </ul>		



*Korean War Memorial*



# About Wilsonville

## City Statistics - Services

Description	Base Year 2010	Year 2016	% Change	Source
<b>Culture and recreation:</b>				
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	67	24%	Business license
<b>City utilities:</b>				
<b>Water:</b>				
Production capacity	10 mgd	15 mgd	50%	Public Works
Peak capacity demand	6 mgd	12 mgd	100%	Public Works
Storage capacity	10.2 mg	10 mg	-2%	Public Works
Number of reservoirs	4	4	0%	Public Works
Miles of water pipeline	83	118	42%	Public Works
Customers	4,731	6,136	30%	Utility Billing
<b>Wastewater:</b>				
Treatment design capacity	2.25 mgd	4 mgd	78%	Public Works
Average daily treatment	2.0 mgd	2.1 mgd	5%	Public Works
Miles of sewer pipeline	72	83	15%	Public Works
Biosolids, tons/day	1.0	1.2	20%	Public Works
Lift Stations	8	9	13%	Public Works
<b>Stormwater:</b>				
Average rainfall, inches	42	34.4	-18%	<a href="http://www.countrystudies.us">www.countrystudies.us</a>
Miles of storm sewers	65	73	12%	Public Works
Stormwater catch basins	1,823	2,200	21%	Public Works
Manholes	1,723	2,043	19%	Public Works
Detention Ponds	10	10	0%	Public Works
<b>Street lights:</b>				
Number of lights	2,206	2,740	24%	Public Works
Number of streetlight poles	2,050	2,383	16%	Public Works
<b>Public Safety:</b>				
Police calls	5,803	7,369	27%	Clackamas Co Sheriff
Citations issued	3,470	1,685	-51%	Municipal Court
Number of sworn officers	17	19	12%	Clackamas Co Sheriff
Fire stations	2	2	0%	Fire District

## About Wilsonville

### City Statistics - Services

Description	Base Year 2010	Year 2016	% Change	Source
<b>Public Transportation:</b>				
<b>City operated:</b>				
Fixed routes (daily)	7	9	29%	City Transit
Demand based trips (annually)	17,703	30,500	72%	City Transit
Number of riders (annually)	306,721	287,176	-6%	City Transit
Miles driven (annually)	667,161	598,164	-10%	City Transit
<b>Other transit systems:</b>				
City of Canby - local trips (daily)	8	8	0%	City Transit
City of Salem - local trips (daily)	8	8	0%	City Transit
TriMet - local bus trips (daily)	35	35	0%	City Transit
TriMet - rail stations	1	1	0%	City Transit
TriMet - rail passengers (annually)	304,800	351,520	15%	City Transit
<b>Streets:</b>				
Lane miles of paved	65	78	20%	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	5,000	N/A	Public Works
<b>Public Schools:</b>				
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
<b>Building Permits:</b>				
Commercial, units	212	276	30%	Building Dept.
Commercial, value	\$19 mil	\$67 mil	253%	Building Dept.
Residential, units	40	317	693%	Building Dept.
Residential, value	\$7 mil	\$77 mil	1000%	Building Dept.

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

### Principal Employers

Employer	Type of Business	2016-17	
		Number of Employees	Percentage of total City employment*
Mentor Graphics Corporation	CAD software systems	997	5.8%
Stream International Inc.	Customer and technical support	798	4.7%
Xerox Corporation	Copiers and printers	706	4.1%
Sysco Portland Inc.	Warehouse & distribution center	557	3.3%
Rockwell Collins	Aerospace technology	488	2.9%
Precision Interconnect	Medical & Technical Equipment	329	1.9%
Costco	Wholesale retail	305	1.8%
Southern Wine & Spirits	Beverage distribution	300	1.8%
Coca Cola Bottling Company	Beverage distribution	272	1.6%
Flir Systems Inc.	Thermal imaging/infrared equipment	249	1.5%
		<b>5,001</b>	<b>29.3%</b>

# About Wilsonville

## City Statistics - Demographics

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

Except as noted, the statistics below are from the 2010 U.S. Census.

		<u>From US Census:</u>	<u>2000</u>	<u>2010</u>
<b>Incorporated</b>	1968	Population	13,991	19,509
<b>Area in square miles</b>	7.4	<b>Adult education level:</b>		
<b>Government</b>	Council/Mgr	High school or higher	93%	89%
<b>Registered voters 2016</b>	13,634	Bachelor's degree or higher	38%	38%
<b>Voted in November 2016</b>	83%	<b>Race:</b>		
<b>Population (July 2016)</b>	23,740	White	87%	79%
<b>Median home cost:</b>		Hispanic	7%	12%
2000 census	\$227,900	Asian	2%	4%
2014 (zillow.com)	\$336,200	Black or African Amer.	1%	2%
2015 (zillow.com)	\$369,900	Other	3%	3%
2016 (zillow.com)	\$402,000	<b>Age and Gender:</b>		
2017 (zillow.com)	\$416,800	0 to 19 years	27%	24%
<b>Assessed values (November 2016):</b>		20 to 44 years	39%	39%
Residential	48%	45 to 64 years	20%	24%
Multi-family	12%	65 years and over	14%	13%
Commercial	15%	Median age (years)	35	36
Industrial	25%	Male	6,796	9,084
		Female	7,195	10,425
Residential	\$1,639 mil.	<b>Income - Households:</b>		
Multi-family	\$420 mil.	Less than \$25,000	18%	20%
Commercial	\$504 mil.	\$25,000 to \$49,999	29%	26%
Industrial	\$840 mil.	\$50,000 to \$74,999	20%	17%
<b>Local businesses:</b>		\$75,000 to \$99,999	15%	15%
Licenses issued (12/2016)	1,023	\$100,000 or more	18%	22%
Employees (est.)	16,531	<b>Households:</b>		
Annual payroll (est.)	\$930 mil.	Total Households	5,937	8,405
		with individuals <18 yrs	32%	28%
		with individuals >64 yrs	23%	25%
		Average household size	2.34	2.31

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

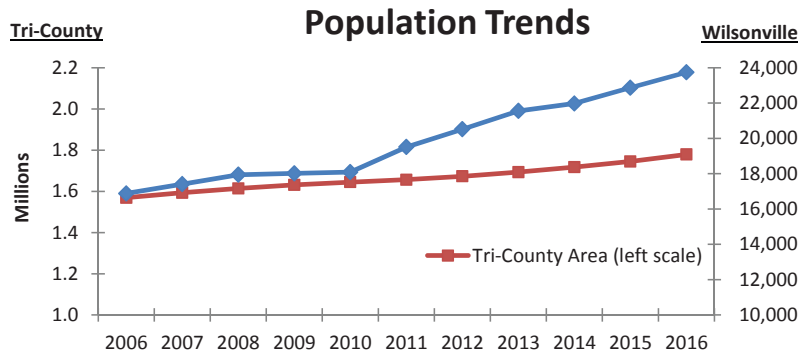
# Trends and Analysis

## Population

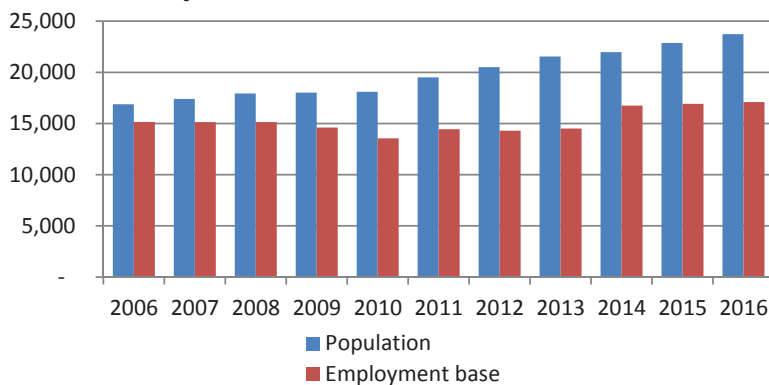
### Population Trends, City vs Tri-County area (Clackamas, Multnomah, Washington)

Over the past ten years, city growth has averaged approximately 3.5% per year, with accelerated growth between 2011-13 as the Villebois planned community developed. As the graph indicates, the City is growing at a faster pace than the Portland metropolitan area which has grown approximately 1.3% per year over the last ten years.

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



### Population and Local Work Force



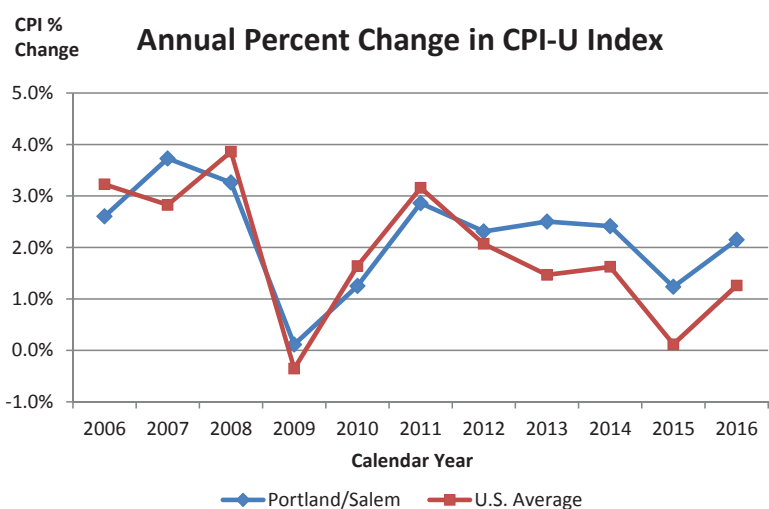
### Wilsonville Population and Local Employment

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

## Consumer Price Index

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

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

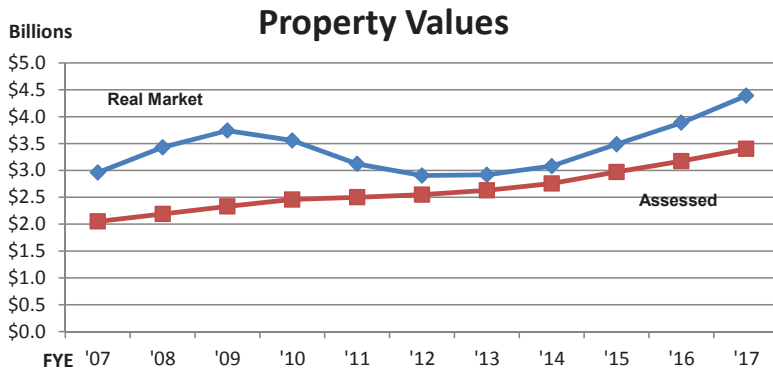




# Trends and Analysis

## Property Taxes

### Property Tax Values – Real Market vs Assessed

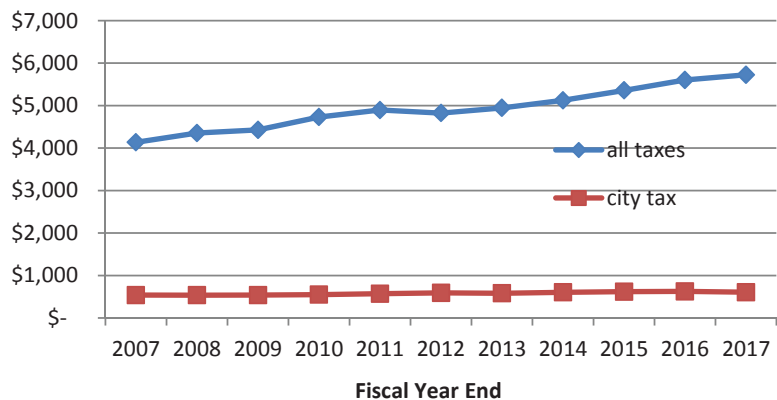


Real market value reflects the estimate by Clackamas County if the property were to be sold. Assessed value is a measure of the taxable value of real, personal and utility property in the City. In 1997, voters passed Measure 50 which separated real market value and assessed value, and limited the growth of assessed value to 3% per year, plus improvements. Property taxes are levied on the lower of either the assessed value or market value. During the Great Recession, real market values fell significantly, but in aggregate not below assessed values. For Fiscal Year 2017 assessed values are approximately 77.5% of real market value.

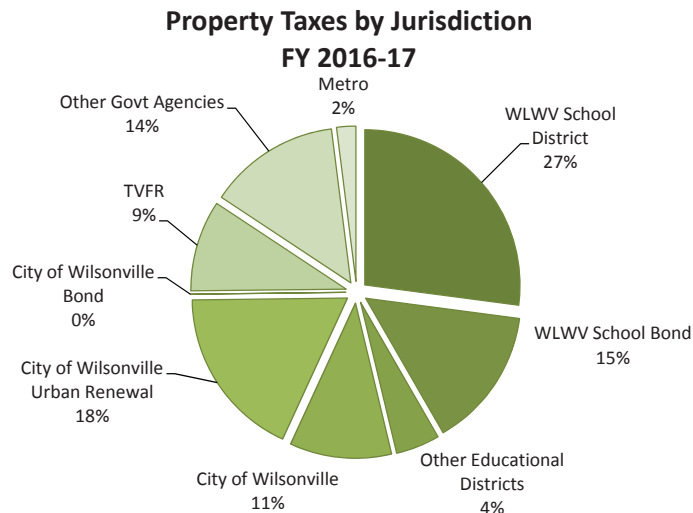
### Tax Bill Growth Comparisons

The graph at right is representative of a typical home in Wilsonville. The city share of total taxes in 2017 is just under 11%. Other taxing entities include schools, county, fire district, and voter approved bonds. The total increase in taxes is due in part to the 3% growth allowed by law and for voter approved levies and bonds, for example, voters approved an increase to Tualatin Valley Fire & Rescue's local option levy, from \$0.25 to \$0.45 per thousand of assessed value (AV), as well as a new bond measure for Clackamas Community College at \$0.19 per thousand of AV, and a new construction bond for the West Linn/Wilsonville School District, at \$0.87 per thousand of AV.

### Tax Bill History, City Portion and Total Taxes



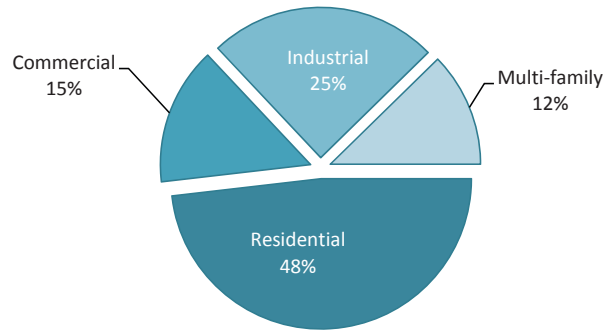
The chart shows the breakout of the approximate share of property taxes that are paid to each overlapping jurisdiction. The City's tax rate is fixed at \$2.5206 per \$1000 of assessed value. Assessed value is allowed to increase by 3% per year plus the assessed value of new construction.



## Property Type Tax Burden

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

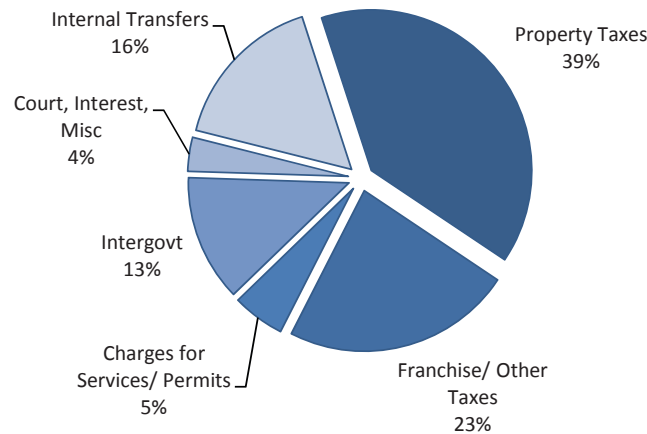
### City Taxes 2017 - by Property Class



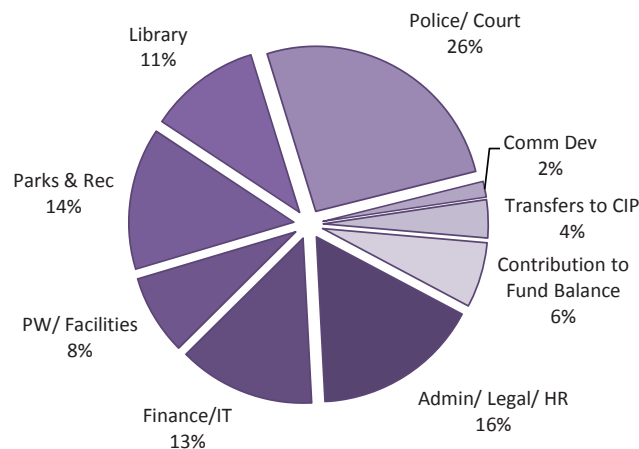
Property taxes are recorded in the City’s General Fund, where they combine with other revenues to fund important city services. Property taxes made up approximately 40% of total General Fund resources in Fiscal Year 2015-16.

The charts below display the percent share of resources that make up of the General Fund, and how those resources are used in Fiscal Year 2015-16.

### General Fund Sources, FY 2015-16



### General Fund Uses, FY 2015-16



# The Budget Process

## The City Budget Calendar

### ***October 2016 through January 2017***

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

### ***January 2017***

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

### ***February 2017***

- Budget 101 presented to Budget Committee
- Review and analysis of departmental budget requests
- Computation of indirect costs and interfund transfers

### ***March 2017***

- Mid-Year Financial Review for FY 2016-17 presented to Budget Committee
- Internal meetings regarding departmental budget requests

### ***April 2017***

- City Manager proposed budget determined
- Final adjustments to balance each fund
- Preparation of Proposed Budget document
- Post notice of Budget Committee public hearings on City website

### ***May 2017***

- Proposed Budget printed and delivered to Budget Committee members
- Advertise notice of Budget Committee public hearings, one time between 5 and 30 days prior to meeting
- City Manager presents budget message at opening meeting of Budget Committee, public testimony received
- Advertise notice of state shared revenues
- Advertise budget adoption public hearing
- Publish legal forms summarizing approved budget

### ***June 2017***

- Budget Committee continuation meetings, committee deliberates, discusses changes and approves the budget and specifies tax levies
- Council receives public input on budget approved by Budget Committee
- Council discusses and proposes changes, if any
- Council adopts budget, makes appropriations and declares tax levies

## Budgeting in the State of Oregon

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

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

Oregon local budget law has four major purposes:

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

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

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

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

## Budgeting in the City of Wilsonville

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

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

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

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

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

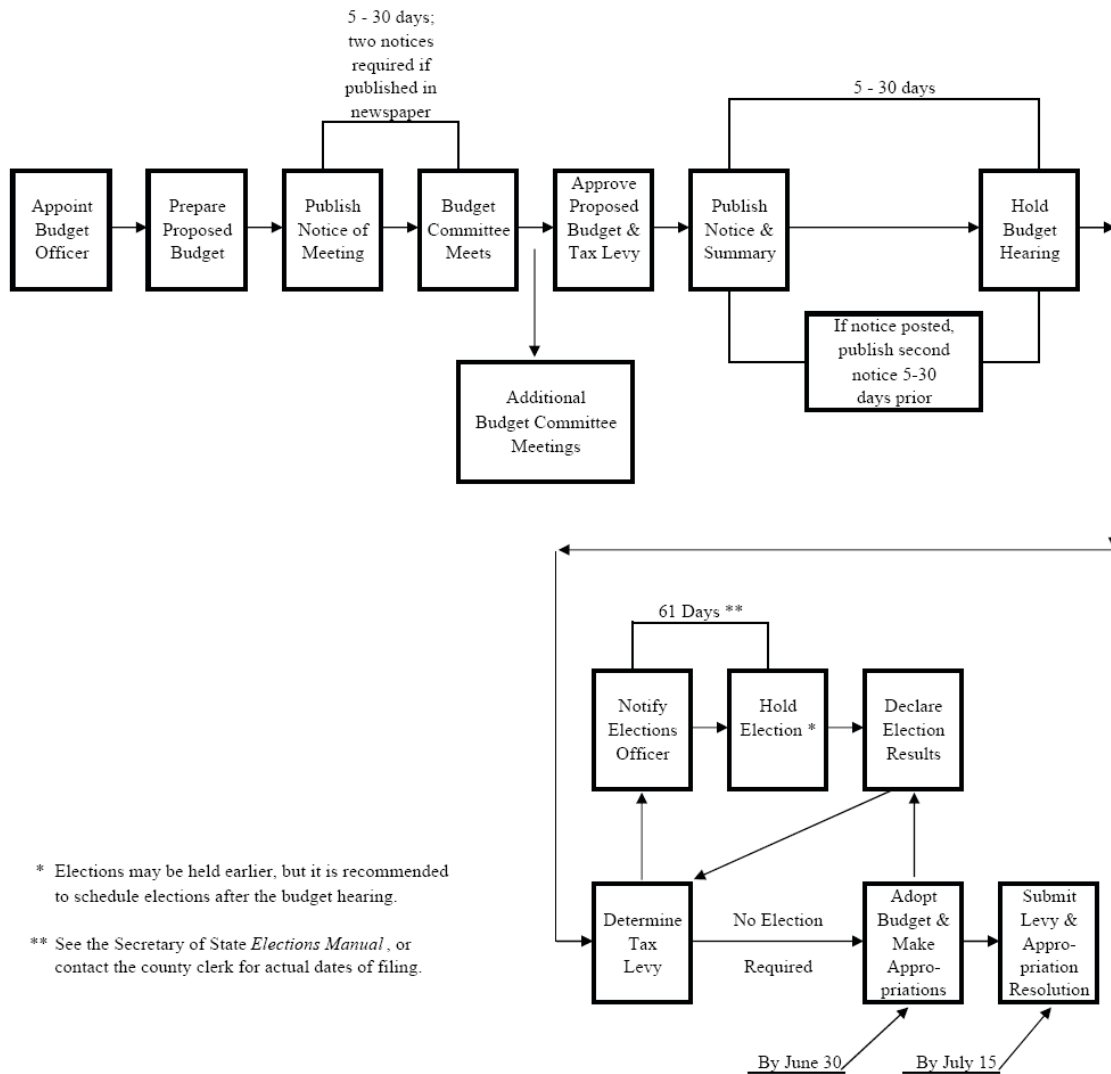


# The Budget Process

## Budget Amendments

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

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



## Budget Document Columns

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

## The Budget Committee

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

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

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

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

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

The Budget Committee members for review and approval of the FY 2017-18 budget:

City Council Members

Tim Knapp, Mayor

Scott Starr, Council President

Kristin Akervall, Councilor

Charlotte Lehan, Councilor

Susie Stevens, Councilor

Citizen Members

Paul Bunn

Sam Scull

Andrew Karr

Arthur Park

Alan Steiger

# The Budget Process

## Budget Assumptions for FY 2017-18

The following assumptions were used in the development of the FY 2017-18 Proposed Budget.

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

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

#### Wages:

- Labor negotiations were underway as the FY 2017-18 Proposed Budget was developed. Therefore, wages and salaries for all employees remain at the FY 2016-17 levels.

#### Benefits:

- Health insurance premiums are budgeted to increase in January of 2018.
- Non-represented: Employees pay 10% of premium cost effective since 01/01/14
- WilMEA: Employees pay 10% of premium cost effective since 01/01/14
- SEIU: Employees pay 10% of premium cost effective 01/01/15
- Public Employees Retirement (PERS) rates are set every two years. FY 2017-18 marks the beginning of a new biennium cycle for the PERS rates, from July 1, 2017 through June 30, 2019. Employer share for Tier 1 & 2 employees will be 20.73% and for OPSRP employees (Oregon Pension Service Retirement Plan) 13.46%, plus 6% employee pick up. Employees hired on or after August 29, 2003 are part of OPSRP, unless membership was previously established by PERS.
- Non-represented 401a contribution is set at 3%.

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

- The Proposed Budget includes inflationary increases of 1% when compared to the FY 2016-17 Budget. Materials and Services that are proposed to change up or down by 5% or more are explained in the Program Expenditure section of this document.
- Utility expense budgeted based on usage trends, system expansions, and anticipated rate increases. The increase to utility budgets range from 3% to 6%.
- Proposed additions or service changes included in the Budget are explained in the Budget Highlights for each program, in the Program Expenditures section of this budget book.

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

- By definition, capital outlay are assets with a life longer than one year and initial cost of at least \$5,000.
- Budget amounts are based on purchase cost and estimates to put the asset into operation.

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

- The Urban Renewal Agency did not issue debt in FY 2016-17 and may engage in short-term or “overnight” lending from the General Fund to meet cash flow needs of capital improvements.
- Existing debt payments based on amortization schedules as detailed.
- In order to purchase land for a new Public Works facility, both the Stormwater Fund and the Road Operating Fund entered into a five-year inter-fund loan in FY 2016-17 with the Water Fund to pay their share of the land.

# The Budget Process

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

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

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

- Property tax revenues for the General Fund are estimated to increase approximately 7% over the amount budgeted in FY 2016-17. This increase is based on the legally allowed 3% growth in assessed value, upon which property taxes are based, as well as new construction added to the tax roll.
- Building permits are based on developer construction plans as communicated to staff.
- Water rates last increased by 2.25% effective 01/01/17, with no additional increases budgeted.
- Sewer rates last increased 01/01/14 with no additional increases budgeted.
- Stormwater rate will increase from \$9.30, per month, per equivalent dwelling unit (EDU), to \$9.95 monthly per EDU effective January, 2018.
- The Road Maintenance Fee was restructured and is based on a per-trip basis, with customers falling into various trip categories, indexed to the trips generated by an Equivalent Residential Unit (ERU). One residential unit, for example, generates approximately 10 trips a day per month, and carries a monthly charge of \$5.23, so a single family home pays \$5.23 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly
- Transit tax wage base assumed growth of 3.5%.
- Investment income on available cash balances at 1%.

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

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

## ***Balanced Budget:***

A balanced budget is a basic constraint intended to ensure that the City does not spend beyond its resources, and is required by the Oregon Revised Statutes. The FY 2017-18 Proposed Budget balances recurring operating expenditures to recurring operating revenues. Non-recurring and one-time expenditures are funded from anticipated one-time resources, or resources carried over from the prior year.



*Wilsonville City Hall Building*





## Fund Summaries

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

# Fund Descriptions

State law requires all funds to be budgeted.

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

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

- **Community Development** – Dedicated to civil engineering, planning, urban renewal management, stormwater management and natural resources
- **Building Inspections** – Dedicated to the administration and enforcement of building codes
- **Transit Operating** – Provides a mass transit system serving Wilsonville with links north to 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** – Dedicated to pay for major street repairs and reconstruction

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

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

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

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

**Debt Service.** The City's non-enterprise debt is accounted for in 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 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Property taxes	\$ 6,199,968	\$ 6,472,389	\$ 6,507,420	\$ 6,972,890	\$ 6,972,890	\$ 6,972,890
Other taxes	6,123,250	6,448,470	4,985,310	5,291,700	5,291,700	5,291,700
Licenses, franchise fees & permits	5,630,225	6,316,742	5,906,883	5,281,403	5,281,403	5,281,403
Other governments	3,841,929	3,244,971	5,406,560	6,042,804	6,042,804	6,042,804
Charges for services	21,042,012	22,384,527	21,938,800	23,071,084	23,071,084	23,071,084
System development fees	7,187,356	7,968,624	10,908,305	12,900,766	12,900,766	12,900,766
Interest earnings	300,480	603,166	361,750	628,250	628,250	628,250
Miscellaneous	739,964	477,680	488,550	526,450	526,450	526,450
Revenue subtotal	51,065,184	53,916,569	56,503,578	60,715,347	60,715,347	60,715,347
Interfund transfers	17,044,623	13,151,078	30,576,464	30,775,815	30,775,815	30,775,815
Interfund loan repayments	-	4,465,020	589,520	589,570	589,570	589,570
Beginning fund balance	61,772,625	68,602,983	71,778,964	82,055,560	82,055,560	82,055,560
Total Resources	\$ 129,882,432	\$ 140,135,650	\$ 159,448,526	\$ 174,136,292	\$ 174,136,292	\$ 174,136,292
<b>REQUIREMENTS</b>						
Personnel services	\$ 13,974,828	\$ 14,589,971	\$ 16,539,504	\$ 16,858,971	16,933,971	16,933,971
Materials & services	16,618,150	17,044,568	19,731,284	20,887,829	20,857,829	20,857,829
Capital outlay	7,810,887	4,798,816	24,253,233	22,357,061	22,357,061	22,357,061
Debt service	5,830,961	10,271,061	5,407,983	5,439,550	5,439,550	5,439,550
Expenditures subtotal	44,234,826	46,704,416	65,932,004	65,543,411	65,588,411	65,588,411
Interfund transfers	17,044,623	13,151,078	30,576,464	30,775,815	30,775,815	30,775,815
Ending fund balance:						
Nonspendable	90,266	568,959	-	-	-	-
Restricted	268,532	182,000	125,000	125,000	125,000	125,000
Committed	7,716,233	5,684,300	6,232,400	6,507,200	6,507,200	6,507,200
Assigned	57,940,256	68,666,212	54,868,167	68,194,702	68,194,702	68,194,702
Unassigned	2,587,696	5,178,685	1,714,491	2,990,164	2,945,164	2,945,164
Ending fund balance	68,602,983	80,280,156	62,940,058	77,817,066	77,772,066	77,772,066
Total Requirements	\$ 129,882,432	\$ 140,135,650	\$ 159,448,526	\$ 174,136,292	\$ 174,136,292	\$ 174,136,292

# Fund Summaries

## SUMMARY OF CITY FUNDS - FISCAL YEAR 2017-18

	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance
<b>RESOURCES</b>						
Property taxes	\$ 6,972,890	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	400,000	-	-	4,891,700	-	-
Licenses, franchise fees & permits	3,281,743	724,000	1,273,660	-	-	-
Intergovernmental	2,136,596	-	-	733,832	1,432,078	-
Charges for services	685,400	660,400	9,200	213,580	-	868,182
System development fees	-	-	-	-	-	-
Interest earnings	115,000	20,000	35,000	15,000	10,000	12,000
Miscellaneous	450,650	500	-	14,000	2,000	-
Revenue Subtotal	14,042,279	1,404,900	1,317,860	5,868,112	1,444,078	880,182
Interfund transfers	5,938,612	2,519,152	40,777	-	-	-
Interfund loan repayments	406,020	-	-	-	-	-
Beginning fund balance	14,403,061	2,264,507	3,862,791	2,509,750	1,264,695	1,575,424
Total Resources	\$ 34,789,972	\$ 6,188,559	\$ 5,221,428	\$ 8,377,862	\$ 2,708,773	\$ 2,455,606
<b>REQUIREMENTS</b>						
Personnel services	\$ 7,556,394	\$ 2,746,120	\$ 996,660	\$ 3,335,422	\$ 379,810	\$ -
Materials & services	9,269,669	626,385	142,083	1,886,929	489,121	-
Capital outlay	194,520	10,000	175,000	501,811	10,160	-
Debt service	-	-	-	-	81,550	-
Expenditures Subtotal	17,020,583	3,382,505	1,313,743	5,724,162	960,641	-
Interfund transfers	4,889,863	560,797	429,740	549,560	801,610	1,115,000
Ending balances:						
Restricted	125,000	-	-	-	-	-
Committed	2,523,900	674,600	227,800	1,044,500	173,800	-
Assigned	7,240,462	1,570,657	3,250,145	1,059,640	772,722	1,340,606
Unassigned	2,990,164	-	-	-	-	-
Total Requirements	\$ 34,789,972	\$ 6,188,559	\$ 5,221,428	\$ 8,377,862	\$ 2,708,773	\$ 2,455,606

# Fund Summaries

## SUMMARY OF CITY FUNDS - FISCAL YEAR 2017-18 (CONTINUED)

Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	Capital Projects	System Development	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,972,890
-	-	-	-	-	-	-	5,291,700
-	-	-	-	-	2,000	-	5,281,403
-	-	-	-	-	1,740,298	-	6,042,804
8,236,000	7,933,000	487,500	2,667,192	1,310,630	-	-	23,071,084
-	-	-	-	-	-	12,900,766	12,900,766
80,000	84,000	10,000	12,000	10,700	25,550	199,000	628,250
31,500	27,300	-	-	-	500	-	526,450
8,347,500	8,044,300	497,500	2,679,192	1,321,330	1,768,348	13,099,766	60,715,347
350,000	600,000	-	-	-	21,327,274	-	30,775,815
183,550	-	-	-	-	-	-	589,570
10,210,358	12,250,543	726,989	1,507,196	1,090,827	1,667,972	28,721,447	82,055,560
\$ 19,091,408	\$ 20,894,843	\$ 1,224,489	\$ 4,186,388	\$ 2,412,157	\$ 24,763,594	\$ 41,821,213	\$ 174,136,292
\$ 554,840	\$ 364,850	\$ -	\$ 246,260	\$ 678,615	\$ -	\$ -	\$ 16,933,971
3,831,905	3,227,001	356,090	437,284	582,444	-	38,918	20,857,829
406,220	2,000	-	-	152,000	20,905,350	-	22,357,061
1,870,000	2,980,000	-	508,000	-	-	-	5,439,550
6,662,965	6,573,851	356,090	1,191,544	1,413,059	20,905,350	38,918	65,588,411
1,294,648	2,270,100	107,750	1,714,079	2,400	2,212,151	14,828,117	30,775,815
-	-	-	-	-	-	-	125,000
873,000	718,400	71,300	136,800	63,100	-	-	6,507,200
10,260,795	11,332,492	689,349	1,143,965	933,598	1,646,093	26,954,178	68,194,702
-	-	-	-	-	-	-	2,945,164
\$ 19,091,408	\$ 20,894,843	\$ 1,224,489	\$ 4,186,388	\$ 2,412,157	\$ 24,763,594	\$ 41,821,213	\$ 174,136,292



# Fund Summaries

## SUMMARY OF SYSTEM DEVELOPMENT CHARGES (SDC) FUNDS - FISCAL YEAR 2017-18

	Water SDC	Sewer SDC	Street SDC	Washington County TDT	Stormwater SDC	Parks SDC	Grand Total
<b>RESOURCES</b>							
System development fees	\$ 2,890,907	\$ 2,152,412	\$ 4,210,374	\$ 1,051,290	\$ 853,419	\$ 1,742,364	\$ 12,900,766
Interest earnings	40,000	50,000	40,000	4,000	25,000	40,000	199,000
Revenue Subtotal	2,930,907	2,202,412	4,250,374	1,055,290	878,419	1,782,364	13,099,766
Interfund transfers	-	-	-	-	-	-	-
Beginning fund balance	5,111,805	8,443,566	5,762,013	454,613	2,403,382	6,546,068	28,721,447
Total Resources	\$ 8,042,712	\$ 10,645,978	\$ 10,012,387	\$ 1,509,903	\$ 3,281,801	\$ 8,328,432	\$ 41,821,213
<b>REQUIREMENTS</b>							
Materials & services	\$ 9,793	\$ 6,325	\$ 16,220	\$ -	\$ 2,652	\$ 3,928	\$ 38,918
Expenditures Subtotal	9,793	6,325	16,220	-	2,652	3,928	38,918
Interfund transfers	1,258,224	2,945,464	6,055,319	-	198,272	4,370,838	14,828,117
Ending balances:							
Assigned	6,774,695	7,694,189	3,940,848	1,509,903	3,080,877	3,953,666	26,954,178
Total Requirements	\$ 8,042,712	\$ 10,645,978	\$ 10,012,387	\$ 1,509,903	\$ 3,281,801	\$ 8,328,432	\$ 41,821,213

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

## Program Budget Matrix

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

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

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

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

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

The City's *working budget* is \$ 136,853,277 from a *total appropriations budget* of \$ 167,629,092. The difference of \$ 30,775,815 is a result of interfund service charges and transfers. The working budget amount of \$ 136,853,277 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						Water Operating
	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance	
<b>Policy and Administration</b>							
Administration	\$ 1,297,284	\$ 55,452	\$ 11,092	\$ 55,455	\$ 11,089	\$ -	\$ 66,535
Finance	598,604	54,944	25,279	150,553	20,876	-	170,304
Information & GIS Systems	719,215	163,607	103,757	82,081	37,592	-	79,185
Legal	415,721	25,674	3,668	11,004	3,668	-	22,003
Human Resources/Risk Mgmt	417,035	120,211	28,887	131,103	20,293	-	24,976
<b>Total</b>	<b>3,447,859</b>	<b>419,889</b>	<b>172,683</b>	<b>430,195</b>	<b>93,518</b>	<b>-</b>	<b>363,003</b>
<b>Community Development</b>							
Administration	-	64,539	82,420	-	-	-	-
Engineering	-	328,975	-	-	-	-	-
Building Inspections	-	40,777	1,272,966	-	-	-	-
Planning	-	763,539	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>1,197,830</b>	<b>1,355,386</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Works</b>							
Administration	100,372	-	-	-	93,904	-	117,380
Facilities	724,578	85,731	21,437	72,965	6,368	-	57,624
Roads	-	-	-	-	879,091	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	1,436,547
Water Treatment Plant	-	-	-	-	-	-	3,356,418
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
<b>Total</b>	<b>824,950</b>	<b>85,731</b>	<b>21,437</b>	<b>72,965</b>	<b>979,363</b>	<b>-</b>	<b>4,967,969</b>
<b>Parks &amp; Recreation</b>							
Parks & Recreation	1,548,228	-	-	-	-	-	-
Parks Maintenance	1,264,967	-	-	-	-	-	21,523
<b>Total</b>	<b>2,813,195</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,523</b>
<b>Library</b>	<b>1,938,586</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transportation</b>							
Transit	-	-	-	5,724,162	-	-	-
Fleet Service	-	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,724,162</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Safety</b>							
Law Enforcement	4,949,105	-	-	-	-	-	-
Municipal Court	209,274	-	-	-	-	-	-
<b>Total</b>	<b>5,158,379</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Budget</b>	<b>14,182,969</b>	<b>1,703,450</b>	<b>1,549,506</b>	<b>6,227,322</b>	<b>1,072,881</b>	<b>-</b>	<b>5,352,495</b>
<b>Non-Operating Units</b>							
Capital Improvements	1,431,713	-	150,000	40,000	539,000	1,000,000	622,144
Debt Service	-	-	-	-	81,550	-	1,520,000
Contingencies	10,310,626	1,570,657	3,250,145	1,059,640	772,722	1,340,606	10,260,795
<b>Total Non-Operating Budget</b>	<b>11,742,339</b>	<b>1,570,657</b>	<b>3,400,145</b>	<b>1,099,640</b>	<b>1,393,272</b>	<b>2,340,606</b>	<b>12,402,939</b>
<b>Total Working Budget</b>	<b>25,925,308</b>	<b>3,274,107</b>	<b>4,949,651</b>	<b>7,326,962</b>	<b>2,466,153</b>	<b>2,340,606</b>	<b>17,755,434</b>
<b>Adjustments:</b>							
Interfund Service & Transfers	6,340,764	2,239,852	43,977	6,400	68,820	115,000	462,974
Total Appropriations	32,266,072	5,513,959	4,993,628	7,333,362	2,534,973	2,455,606	18,218,408
<b>Unappropriated Ending Balance</b>	<b>2,523,900</b>	<b>674,600</b>	<b>227,800</b>	<b>1,044,500</b>	<b>173,800</b>	<b>-</b>	<b>873,000</b>
<b>Total Uses</b>	<b>\$ 34,789,972</b>	<b>\$ 6,188,559</b>	<b>\$ 5,221,428</b>	<b>\$ 8,377,862</b>	<b>\$ 2,708,773</b>	<b>\$ 2,455,606</b>	<b>\$ 19,091,408</b>
Revenues and Transfers In	\$ 20,386,911	\$ 3,924,052	\$ 1,358,637	\$ 5,868,112	\$ 1,444,078	\$ 880,182	\$ 8,881,050
Estimated 17/18 Beginning Balance	14,403,061	2,264,507	3,862,791	2,509,750	1,264,695	1,575,424	10,210,358
<b>Total Estimated Resources</b>	<b>\$ 34,789,972</b>	<b>\$ 6,188,559</b>	<b>\$ 5,221,428</b>	<b>\$ 8,377,862</b>	<b>\$ 2,708,773</b>	<b>\$ 2,455,606</b>	<b>\$ 19,091,408</b>

## Budget Matrix (Continued)

OPERATING FUNDS (Continued)				CIP & SDC FUNDS	TOTAL ALL FUND	PAGE
Sewer Operating	Street Lighting	Stormwater Operating	Fleet Svcs			REFERENCE #
\$ 66,548	\$ -	\$ 11,092	\$ -	\$ 26,074	\$ 1,600,620	80
168,137	-	86,824	-	195,357	1,470,879	82
62,089	-	44,984	-	-	1,292,510	86
22,007	-	3,669	-	52,147	559,560	90
10,929	-	10,149	-	-	763,583	92
<b>329,709</b>	<b>-</b>	<b>156,717</b>	<b>-</b>	<b>273,578</b>	<b>5,687,152</b>	
-	-	289,043	-	497,696	933,698	96
-	-	-	-	1,161,293	1,490,268	100
-	-	-	-	-	1,313,743	102
-	-	-	-	195,000	958,539	106
-	-	289,043	-	1,853,989	4,696,248	
117,403	-	46,966	-	26,076	502,100	110
10,616	-	4,247	-	-	983,566	112
-	-	-	-	-	879,091	114
-	356,090	-	-	-	356,090	116
-	-	-	-	-	1,436,547	118
-	-	-	-	-	3,356,418	122
128,149	-	-	-	-	128,149	126
2,575,313	-	-	-	-	2,575,313	130
890,389	-	-	-	-	890,389	134
-	-	683,544	-	-	683,544	138
<b>3,721,870</b>	<b>356,090</b>	<b>734,757</b>	<b>-</b>	<b>26,076</b>	<b>11,791,207</b>	
-	-	-	-	-	1,548,228	142
-	-	-	-	-	1,286,490	146
-	-	-	-	-	2,834,718	
-	-	-	-	-	1,938,586	148
-	-	-	-	-	5,724,162	152
-	-	-	1,413,059	-	1,413,059	156
-	-	-	1,413,059	-	7,137,221	
-	-	-	-	-	4,949,105	160
-	-	-	-	-	209,274	164
-	-	-	-	-	5,158,379	
<b>4,051,579</b>	<b>356,090</b>	<b>1,180,517</b>	<b>1,413,059</b>	<b>2,153,643</b>	<b>39,243,511</b>	<u>Operating</u>
1,570,492	100,000	1,027,625	-	14,424,376	20,905,350	
2,380,000	-	508,000	-	950,000	5,439,550	
11,332,492	689,349	1,143,965	933,598	28,600,271	71,264,866	
<b>15,282,984</b>	<b>789,349</b>	<b>2,679,590</b>	<b>933,598</b>	<b>43,974,647</b>	<b>97,609,766</b>	
<b>19,334,563</b>	<b>1,145,439</b>	<b>3,860,107</b>	<b>2,346,657</b>	<b>46,128,290</b>	<b>136,853,277</b>	<u>Working</u>
841,880	7,750	189,481	2,400	20,456,517	30,775,815	
20,176,443	1,153,189	4,049,588	2,349,057	66,584,807	167,629,092	<u>Approp.</u>
718,400	71,300	136,800	63,100	-	6,507,200	
<b>\$ 20,894,843</b>	<b>\$ 1,224,489</b>	<b>\$ 4,186,388</b>	<b>\$ 2,412,157</b>	<b>\$ 66,584,807</b>	<b>\$ 174,136,292</b>	<u>Total Uses</u>
\$ 8,644,300	\$ 497,500	\$ 2,679,192	\$ 1,321,330	\$ 36,195,388	\$ 92,080,732	
12,250,543	726,989	1,507,196	1,090,827	30,389,419	82,055,560	
<b>\$ 20,894,843</b>	<b>\$ 1,224,489</b>	<b>\$ 4,186,388</b>	<b>\$ 2,412,157</b>	<b>\$ 66,584,807</b>	<b>\$ 174,136,292</b>	

# Detail of Capital Project Funds

CAPITAL PROJECT FUNDS - IMPROVEMENTS							TOTAL
Water	Sewer	Streets	Stormwater	Building Improvements	Parks		IMPVMENTS FUNDS
\$ 2,375	\$ 5,409	\$ 10,367	\$ 2,235	\$ -	\$ 5,688	\$	26,074
14,248	32,453	62,201	13,410	-	34,127		156,439
-	-	-	-	-	-		-
4,749	10,818	20,734	4,470	-	11,376		52,147
-	-	-	-	-	-		-
21,372	48,680	93,302	20,115	-	51,191		234,660
52,258	99,296	155,880	49,483	9,180	131,599		497,696
121,935	231,692	363,721	115,460	21,420	307,065		1,161,293
-	-	-	-	-	-		-
-	-	195,000	-	-	-		195,000
174,193	330,988	714,601	164,943	30,600	438,664		1,853,989
2,375	5,410	10,368	2,236	-	5,687		26,076
-	-	-	-	-	-		-
-	-	-	-	-	-		-
-	-	-	-	-	-		-
-	-	-	-	-	-		-
-	-	-	-	-	-		-
-	-	-	-	-	-		-
-	-	-	-	-	-		-
2,375	5,410	10,368	2,236	-	5,687		26,076
-	-	-	-	-	-		-
-	-	-	-	-	-		-
-	-	-	-	-	-		-
-	-	-	-	-	-		-
-	-	-	-	-	-		-
-	-	-	-	-	-		-
-	-	-	-	-	-		-
-	-	-	-	-	-		-
197,940	385,078	818,271	187,294	30,600	495,542		2,114,725
255,923	-	245,000	300,000	1,336,805	2,500		2,140,228
-	-	-	-	-	-		-
75,829	88,465	1,110,466	46,093	189,175	136,065		1,646,093
331,752	88,465	1,355,466	346,093	1,525,980	138,565		3,786,321
529,692	473,543	2,173,737	533,387	1,556,580	634,107		5,901,046
1,333,259	3,619,883	7,281,681	1,237,438	1,225,270	4,165,017		18,862,548
1,862,951	4,093,426	9,455,418	1,770,825	2,781,850	4,799,124		24,763,594
-	-	-	-	-	-		-
<b>\$ 1,862,951</b>	<b>\$ 4,093,426</b>	<b>\$ 9,455,418</b>	<b>\$ 1,770,825</b>	<b>\$ 2,781,850</b>	<b>\$ 4,799,124</b>	<b>\$</b>	<b>\$ 24,763,594</b>
\$ 1,819,649	\$ 4,077,768	\$ 8,440,439	\$ 1,422,978	\$ 2,594,675	\$ 4,740,113		23,095,622
43,302	15,658	1,014,979	347,847	187,175	59,011		1,667,972
<b>\$ 1,862,951</b>	<b>\$ 4,093,426</b>	<b>\$ 9,455,418</b>	<b>\$ 1,770,825</b>	<b>\$ 2,781,850</b>	<b>\$ 4,799,124</b>	<b>\$</b>	<b>\$ 24,763,594</b>



## Detail of Capital Project Funds

CAPITAL PROJECT FUNDS - SDCs							TOTAL	COMBINED CIP & SDC FUNDS
Water	Sewer	Streets	WaCo TDT	Stormwater	Parks	SDC FUNDS		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,074	
9,793	6,325	16,220	-	2,652	3,928	38,918	195,357	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	52,147	
-	-	-	-	-	-	-	-	
<b>9,793</b>	<b>6,325</b>	<b>16,220</b>	<b>-</b>	<b>2,652</b>	<b>3,928</b>	<b>38,918</b>	<b>273,578</b>	
-	-	-	-	-	-	-	497,696	
-	-	-	-	-	-	-	1,161,293	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	195,000	
-	-	-	-	-	-	-	1,853,989	
-	-	-	-	-	-	-	26,076	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	
<b>9,793</b>	<b>6,325</b>	<b>16,220</b>	<b>-</b>	<b>2,652</b>	<b>3,928</b>	<b>38,918</b>	<b>2,153,643</b>	
779,382	2,129,058	5,401,008	-	168,059	3,806,641	12,284,148	\$ 14,424,376	
350,000	600,000	-	-	-	-	950,000	950,000	
6,774,695	7,694,189	3,940,848	1,509,903	3,080,877	3,953,666	26,954,178	28,600,271	
<b>7,904,077</b>	<b>10,423,247</b>	<b>9,341,856</b>	<b>1,509,903</b>	<b>3,248,936</b>	<b>7,760,307</b>	<b>40,188,326</b>	<b>43,974,647</b>	
<b>7,913,870</b>	<b>10,429,572</b>	<b>9,358,076</b>	<b>1,509,903</b>	<b>3,251,588</b>	<b>7,764,235</b>	<b>40,227,244</b>	<b>46,128,290</b>	
128,842	216,406	654,311	-	30,213	564,197	1,593,969	20,456,517	
8,042,712	10,645,978	10,012,387	1,509,903	3,281,801	8,328,432	41,821,213	66,584,807	
-	-	-	-	-	-	-	-	
<b>\$ 8,042,712</b>	<b>\$ 10,645,978</b>	<b>\$ 10,012,387</b>	<b>\$ 1,509,903</b>	<b>\$ 3,281,801</b>	<b>\$ 8,328,432</b>	<b>\$ 41,821,213</b>	<b>\$ 66,584,807</b>	
\$ 2,930,907	\$ 2,202,412	\$ 4,250,374	\$ 1,055,290	\$ 878,419	\$ 1,782,364	\$ 13,099,766	\$ 36,195,388	
5,111,805	8,443,566	5,762,013	454,613	2,403,382	6,546,068	28,721,447	30,389,419	
<b>\$ 8,042,712</b>	<b>\$ 10,645,978</b>	<b>\$ 10,012,387</b>	<b>\$ 1,509,903</b>	<b>\$ 3,281,801</b>	<b>\$ 8,328,432</b>	<b>\$ 41,821,213</b>	<b>\$ 66,584,807</b>	



*Water Treatment Plant*



## Summary of Funds

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The following pages offer a fund-by-fund analysis of resources and requirements. Fund descriptions and categorizations by fund type are found on page 22.

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

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

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

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

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

# Fund Summaries

## GENERAL FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Property taxes	\$ 5,806,729	\$ 6,189,679	\$ 6,507,420	\$ 6,972,890	\$ 6,972,890	\$ 6,972,890
Hotel/Motel taxes	258,374	469,972	262,500	400,000	400,000	400,000
Franchise fees	3,062,588	3,161,069	3,027,650	3,107,233	3,107,233	3,107,233
Licenses & permits	191,985	167,124	172,100	174,510	174,510	174,510
Intergovernmental	1,779,443	2,001,507	1,926,760	2,136,596	2,136,596	2,136,596
Charges for services	547,972	661,915	639,500	685,400	685,400	685,400
Municipal court fines	244,535	187,448	210,000	286,000	286,000	286,000
Investment income	77,751	133,836	75,000	115,000	115,000	115,000
Miscellaneous revenue	188,351	216,377	183,050	164,650	164,650	164,650
Revenue Subtotal	<u>12,157,728</u>	<u>13,188,927</u>	<u>13,003,980</u>	<u>14,042,279</u>	<u>14,042,279</u>	<u>14,042,279</u>
Transfers from other funds:						
Building Inspection Fund	99,594	106,883	134,552	197,320	197,320	197,320
Community Development Fund	373,758	449,523	525,479	520,020	520,020	520,020
Transit Fund	468,326	175,120	536,375	509,560	509,560	509,560
Road Operating Fund	215,425	500,348	203,953	196,990	196,990	196,990
Fleet Services Fund	2,400	2,400	2,400	2,400	2,400	2,400
Water Operating Fund	493,371	526,015	602,636	571,530	571,530	571,530
Sewer Operating Fund	464,416	446,612	504,173	469,730	469,730	469,730
Stormwater Fund	199,793	199,797	234,095	210,330	210,330	210,330
Water Capital Fund	13,713	10,628	41,492	23,746	23,746	23,746
Sewer Capital Fund	17,161	9,577	127,874	54,089	54,089	54,089
Streets Capital Fund	56,926	64,754	206,314	103,668	103,668	103,668
Stormwater Capital Fund	8,618	19,558	38,403	22,350	22,350	22,350
Building Capital Fund	-	-	39,900	-	-	-
Park Capital Fund	26,757	14,101	57,747	56,879	56,879	56,879
Urban Renewal Agency	3,000,000	2,000,000	1,000,000	3,000,000	3,000,000	3,000,000
Transfers Subtotal	<u>5,440,258</u>	<u>4,525,316</u>	<u>4,255,393</u>	<u>5,938,612</u>	<u>5,938,612</u>	<u>5,938,612</u>
Interfund loan repayments	-	406,020	406,020	406,020	406,020	406,020
Beginning fund balance	<u>14,922,245</u>	<u>15,281,538</u>	<u>12,829,219</u>	<u>14,403,061</u>	<u>14,403,061</u>	<u>14,403,061</u>
<b>TOTAL RESOURCES</b>	<b>\$ 32,520,231</b>	<b>\$ 33,401,801</b>	<b>\$ 30,494,612</b>	<b>\$ 34,789,972</b>	<b>\$ 34,789,972</b>	<b>\$ 34,789,972</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 6,220,179	\$ 6,581,325	\$ 7,382,657	\$ 7,556,394	\$ 7,631,394	\$ 7,631,394
Materials & services	6,649,436	6,995,167	8,581,954	9,269,669	9,239,669	9,239,669
Capital outlay	243,218	302,235	375,473	194,520	194,520	194,520
Expenditures Subtotal	<u>13,112,833</u>	<u>13,878,727</u>	<u>16,340,084</u>	<u>17,020,583</u>	<u>17,065,583</u>	<u>17,065,583</u>
Transfers to other funds:						
Community Development Fund	236,000	243,000	267,000	293,700	293,700	293,700
Streets Capital Projects Fund	116,846	317,531	629,375	300,750	300,750	300,750
Building Capital Projects Fund	431,895	217,538	894,400	929,338	929,338	929,338
Park Capital Projects Fund	341,119	52,099	212,500	366,075	366,075	366,075
Interfund/Interagency loans:						
Stormwater Capital Projects Fund	-	2,000,000	-	-	-	-
Urban Renewal Agency	3,000,000	2,000,000	1,000,000	3,000,000	3,000,000	3,000,000
Transfers/Interfund Subtotal	<u>4,125,860</u>	<u>4,830,168</u>	<u>3,003,275</u>	<u>4,889,863</u>	<u>4,889,863</u>	<u>4,889,863</u>
Ending fund balance						
Nonspendable	90,266	568,959	-	-	-	-
Restricted	180,464	182,000	125,000	125,000	125,000	125,000
Committed (unappropriated)	4,119,000	2,206,000	2,371,400	2,523,900	2,523,900	2,523,900
Assigned (designated)	8,304,112	6,557,262	6,940,362	7,240,462	7,240,462	7,240,462
Unassigned	2,587,696	5,178,685	1,714,491	2,990,164	2,945,164	2,945,164
Ending balance Subtotal	<u>15,281,538</u>	<u>14,692,906</u>	<u>11,151,253</u>	<u>12,879,526</u>	<u>12,834,526</u>	<u>12,834,526</u>
<b>TOTAL REQUIREMENTS</b>	<b>\$ 32,520,231</b>	<b>\$ 33,401,801</b>	<b>\$ 30,494,612</b>	<b>\$ 34,789,972</b>	<b>\$ 34,789,972</b>	<b>\$ 34,789,972</b>

Proposed Budget FY 17-18 reflects use of fund balance for one time capital outlay and improvement expenditures.

# Fund Summaries

## COMMUNITY DEVELOPMENT FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Permits						
Engineering	\$ 698,400	\$ 854,770	\$ 763,670	\$ 435,000	435,000	435,000
Planning	336,523	406,893	336,528	289,000	289,000	289,000
Permit subtotal	1,034,923	1,261,663	1,100,198	724,000	724,000	724,000
Intergovernmental	1,000	-	-	-	-	-
Charges for services						
Urban renewal	701,108	570,435	615,900	617,300	617,300	617,300
Traffic engineering	41,688	49,102	43,100	43,100	43,100	43,100
Other	31,339	25,696	35,500	-	-	-
Charges for services Subtotal	774,135	645,233	694,500	660,400	660,400	660,400
Investment income	11,455	20,015	12,000	20,000	20,000	20,000
Miscellaneous Revenue	1,112	253	500	500	500	500
Revenue Subtotal	1,822,625	1,927,164	1,807,198	1,404,900	1,404,900	1,404,900
Transfers from other funds:						
General Fund	236,000	243,000	267,000	293,700	293,700	293,700
Building Fund	79,372	81,616	92,911	82,420	82,420	82,420
Stormwater Operating Fund	58,640	60,569	70,286	289,043	289,043	289,043
Water Capital Fund	142,970	114,779	210,045	174,193	174,193	174,193
Sewer Capital Fund	124,103	58,057	354,316	330,988	330,988	330,988
Streets Capital Fund	537,947	773,484	678,110	714,601	714,601	714,601
Stormwater Capital Fund	74,778	155,392	182,163	164,943	164,943	164,943
Building Capital Fund	18,331	12,334	52,500	30,600	30,600	30,600
Park Capital Fund	170,547	63,626	230,050	438,664	438,664	438,664
Transfers Subtotal	1,442,688	1,562,857	2,137,381	2,519,152	2,519,152	2,519,152
Beginning fund balance	4,974,922	2,579,978	2,431,905	2,264,507	2,264,507	2,264,507
<b>TOTAL RESOURCES</b>	<b>\$ 8,240,235</b>	<b>\$ 6,069,999</b>	<b>\$ 6,376,484</b>	<b>\$ 6,188,559</b>	<b>\$ 6,188,559</b>	<b>\$ 6,188,559</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 2,488,909	\$ 2,444,590	\$ 2,753,592	\$ 2,746,120	\$ 2,746,120	\$ 2,746,120
Materials & services	313,820	447,736	542,707	626,385	626,385	626,385
Capital outlay	19,600	-	5,000	10,000	10,000	10,000
Expenditures Subtotal	2,822,329	2,892,326	3,301,299	3,382,505	3,382,505	3,382,505
Transfers to other funds:						
General Fund	373,758	449,523	525,479	520,020	520,020	520,020
Building Inspection Fund	2,464,170	-	-	40,777	40,777	40,777
Transfers Subtotal	2,837,928	449,523	525,479	560,797	560,797	560,797
Ending fund balance						
Committed (unappropriated)	625,000	625,000	652,700	674,600	674,600	674,600
Assigned (contingency)	1,954,978	2,103,150	1,897,006	1,570,657	1,570,657	1,570,657
Ending balance Subtotal	2,579,978	2,728,150	2,549,706	2,245,257	2,245,257	2,245,257
<b>TOTAL REQUIREMENTS</b>	<b>\$ 8,240,235</b>	<b>\$ 6,069,999</b>	<b>\$ 6,376,484</b>	<b>\$ 6,188,559</b>	<b>\$ 6,188,559</b>	<b>\$ 6,188,559</b>

Beginning FY 14-15, the Building Inspections program is accounted for in a new Building Inspection Fund.



# Fund Summaries

## BUILDING INSPECTION FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Permits	\$ 1,340,604	\$ 1,538,088	\$ 1,604,935	\$ 1,273,660	\$ 1,273,660	\$ 1,273,660
Investment income	9,356	27,445	15,000	35,000	35,000	35,000
Charges for Services- UR	-	-	-	9,200	9,200	9,200
Revenue subtotal	1,349,960	1,565,533	1,619,935	1,317,860	1,317,860	1,317,860
Transfers from other funds:						
Community Development Fund	2,464,170	-	-	40,777	40,777	40,777
Beginning fund balance	-	2,925,295	2,975,282	3,862,791	3,862,791	3,862,791
<b>TOTAL RESOURCES</b>	<b>\$ 3,814,130</b>	<b>\$ 4,490,828</b>	<b>\$ 4,595,217</b>	<b>\$ 5,221,428</b>	<b>\$ 5,221,428</b>	<b>\$ 5,221,428</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 609,063	\$ 686,956	\$ 683,400	\$ 996,660	\$ 996,660	\$ 996,660
Materials & services	88,326	93,323	133,301	142,083	142,083	142,083
Capital outlay	12,480	-	5,000	175,000	175,000	175,000
Expenditures Subtotal	709,869	780,279	821,701	1,313,743	1,313,743	1,313,743
Transfers to other funds:						
Community Development	79,372	84,449	92,911	82,420	82,420	82,420
General Fund	99,594	104,050	134,552	197,320	197,320	197,320
Building CIP Fund	-	-	-	150,000	150,000	150,000
Transfers Subtotal	178,966	188,499	227,463	429,740	429,740	429,740
Ending fund balance						
Committed (unappropriated)	155,000	152,000	163,400	227,800	227,800	227,800
Assigned (designated)	500,000	500,000	500,000	350,000	350,000	350,000
Assigned (contingency)	2,270,295	2,870,050	2,882,653	2,900,145	2,900,145	2,900,145
Ending balance Subtotal	2,925,295	3,522,050	3,546,053	3,477,945	3,477,945	3,477,945
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,814,130</b>	<b>\$ 4,490,828</b>	<b>\$ 4,595,217</b>	<b>\$ 5,221,428</b>	<b>\$ 5,221,428</b>	<b>\$ 5,221,428</b>

# Fund Summaries

## TRANSIT FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Transit tax	\$ 4,597,118	\$ 4,638,597	\$ 4,722,810	\$ 4,891,700	\$ 4,891,700	\$ 4,891,700
Intergovernmental	1,628,942	918,358	1,185,875	733,832	\$ 733,832	\$ 733,832
Charges for services	248,995	190,235	214,080	213,580	\$ 213,580	\$ 213,580
Investment income	21,521	23,390	15,000	15,000	\$ 15,000	\$ 15,000
Miscellaneous	26,261	16,282	14,000	14,000	\$ 14,000	\$ 14,000
Revenue Subtotal	6,522,837	5,786,862	6,151,765	5,868,112	5,868,112	5,868,112
Beginning fund balance	2,471,858	2,585,074	2,564,441	2,509,750	2,509,750	2,509,750
<b>TOTAL RESOURCES</b>	<b>\$ 8,994,695</b>	<b>\$ 8,371,936</b>	<b>\$ 8,716,206</b>	<b>\$ 8,377,862</b>	<b>\$ 8,377,862</b>	<b>\$ 8,377,862</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 2,829,047	\$ 2,952,481	\$ 3,307,170	\$ 3,335,422	\$ 3,335,422	\$ 3,335,422
Materials & services	1,736,677	1,744,271	1,923,652	1,886,929	\$ 1,886,929	\$ 1,886,929
Capital outlay	1,354,869	419,995	1,020,195	501,811	\$ 501,811	\$ 501,811
Expenditures Subtotal	5,920,593	5,116,747	6,251,017	5,724,162	5,724,162	5,724,162
Transfers to other funds:						
General Fund	483,026	500,347	536,375	509,560	509,560	509,560
Building Capital Fund	6,002	-	67,000	40,000	40,000	40,000
Transfers Subtotal	489,028	500,347	603,375	549,560	549,560	549,560
Ending fund balance						
Committed (unappropriated)	990,000	986,000	1,046,200	1,044,500	1,044,500	1,044,500
Assigned (designated)	951,082	833,015	756,788	836,425	836,425	836,425
Assigned (contingency)	643,992	935,827	58,826	223,215	223,215	223,215
Ending balance Subtotal	2,585,074	2,754,842	1,861,814	2,104,140	2,104,140	2,104,140
<b>TOTAL REQUIREMENTS</b>	<b>\$ 8,994,695</b>	<b>\$ 8,371,936</b>	<b>\$ 8,716,206</b>	<b>\$ 8,377,862</b>	<b>\$ 8,377,862</b>	<b>\$ 8,377,862</b>

Proposed Budget FY2017-18, reflects use of assigned fund balance for local match of grant funded capital outlay.

# Fund Summaries

## ROAD OPERATING FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Gasoline tax	\$ 1,267,758	\$ 1,339,901	\$ 1,328,925	\$ 1,432,078	\$ 1,432,078	\$ 1,432,078
Investment income	6,364	7,681	6,000	10,000	10,000	10,000
Miscellaneous	5,523	664	1,500	2,000	2,000	2,000
Revenue Subtotal	1,279,645	1,348,246	1,336,425	1,444,078	1,444,078	1,444,078
Beginning fund balance	1,218,483	1,324,439	963,206	1,264,695	1,264,695	1,264,695
<b>TOTAL RESOURCES</b>	<b>\$ 2,498,128</b>	<b>\$ 2,672,685</b>	<b>\$ 2,299,631</b>	<b>\$ 2,708,773</b>	<b>\$ 2,708,773</b>	<b>\$ 2,708,773</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 311,725	\$ 324,271	\$ 392,967	\$ 379,810	\$ 379,810	\$ 379,810
Materials & services	422,992	385,628	467,799	489,121	489,121	489,121
Capital outlay	-	1,753	14,910	10,160	10,160	10,160
Debt service	-	-	81,500	81,550	81,550	81,550
Expenditures Subtotal	734,717	711,652	957,176	960,641	960,641	960,641
Transfers to other funds:						
General Fund	200,725	175,119	203,953	196,990	196,990	196,990
Streets Capital Projects Fund	238,247	562,790	405,580	604,620	604,620	604,620
Building Capital Projects Fund	-	-	34,500	-	-	-
Transfers/Interfund Subtotal	438,972	737,909	644,033	801,610	801,610	801,610
Ending fund balance						
Committed (unappropriated)	159,000	161,000	172,200	173,800	173,800	173,800
Assigned (contingency)	1,165,439	1,062,124	526,222	772,722	772,722	772,722
Ending balance Subtotal	1,324,439	1,223,124	698,422	946,522	946,522	946,522
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,498,128</b>	<b>\$ 2,672,685</b>	<b>\$ 2,299,631</b>	<b>\$ 2,708,773</b>	<b>\$ 2,708,773</b>	<b>\$ 2,708,773</b>

# Fund Summaries

## ROAD MAINTENANCE FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 682,371	\$ 699,448	\$ 710,000	\$ 868,182	\$ 868,182	\$ 868,182
Investment income	2,564	6,107	2,000	12,000	12,000	12,000
Revenue Subtotal	684,935	705,555	712,000	880,182	880,182	880,182
Beginning fund balance	756,283	735,972	928,600	1,575,424	1,575,424	1,575,424
<b>TOTAL RESOURCES</b>	<b>\$ 1,441,218</b>	<b>\$ 1,441,527</b>	<b>\$ 1,640,600</b>	<b>\$ 2,455,606</b>	<b>\$ 2,455,606</b>	<b>\$ 2,455,606</b>
<b>REQUIREMENTS</b>						
Transfers to other funds:						
Streets Capital Projects Fund	\$ 705,246	\$ 213,103	\$ 950,000	\$ 1,115,000	1,115,000	1,115,000
Ending fund balance						
Assigned (contingency)	735,972	1,228,424	690,600	1,340,606	1,340,606	1,340,606
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,441,218</b>	<b>\$ 1,441,527</b>	<b>\$ 1,640,600</b>	<b>\$ 2,455,606</b>	<b>\$ 2,455,606</b>	<b>\$ 2,455,606</b>

# Fund Summaries

## WATER OPERATING FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 6,417,806	\$ 7,020,755	\$ 6,378,582	\$ 6,991,000	\$ 6,991,000	\$ 6,991,000
Sherwood usage	1,044,311	1,094,122	990,000	990,000	990,000	990,000
Connection fees	132,799	114,128	80,000	109,000	109,000	109,000
Turn-off charge	14,190	12,435	12,000	11,000	11,000	11,000
User fee - fire charge	134,013	138,724	135,000	135,000	135,000	135,000
Investment income	27,929	74,930	45,000	80,000	80,000	80,000
Miscellaneous	30,005	57,740	24,000	31,500	31,500	31,500
Bond sale proceeds	-	4,059,000	-	-	-	-
Revenue Subtotal	7,801,053	12,571,834	7,664,582	8,347,500	8,347,500	8,347,500
Transfers from other funds:						
Water SDC Fund	350,000	350,000	350,000	350,000	350,000	350,000
Interfund loan repayments:						
Road Operating Fund	-	-	81,500	81,550	81,550	81,550
Stormwater Operating Fund	-	-	102,000	102,000	102,000	102,000
Interfund Loan Rpymts Subtotal	-	-	183,500	183,550	183,550	183,550
Beginning fund balance	6,262,753	7,814,062	9,319,698	10,210,358	10,210,358	10,210,358
<b>TOTAL RESOURCES</b>	<b>\$ 14,413,806</b>	<b>\$ 20,735,896</b>	<b>\$ 17,517,780</b>	<b>\$ 19,091,408</b>	<b>\$ 19,091,408</b>	<b>\$ 19,091,408</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 484,685	\$ 493,779	\$ 612,973	\$ 554,840	\$ 554,840	\$ 554,840
Materials & services	3,269,882	3,096,298	3,415,055	3,831,905	3,831,905	3,831,905
Capital outlay	82,377	278,070	360,973	406,220	406,220	406,220
Debt service	1,874,280	5,910,481	1,878,000	1,870,000	1,870,000	1,870,000
Expenditures Subtotal	5,711,224	9,778,628	6,267,001	6,662,965	6,662,965	6,662,965
Transfers to other funds:						
General Fund	493,370	526,016	602,636	571,530	571,530	571,530
Water Capital Fund	395,149	172,610	1,203,417	654,852	654,852	654,852
Building Capital Fund	-	-	542,750	68,266	68,266	68,266
Interfund loans:						
Streets Capital Projects Fund	-	-	400,000	-	-	-
Stormwater Capital Projects Fund	-	-	500,000	-	-	-
Transfers/Interfund Subtotal	888,519	698,626	3,248,803	1,294,648	1,294,648	1,294,648
Ending fund balance						
Committed (unappropriated)	832,000	761,000	797,100	873,000	873,000	873,000
Assigned (designated)	2,138,148	2,733,000	2,833,000	2,583,000	2,583,000	2,583,000
Assigned (contingency)	4,843,915	6,764,642	4,371,876	7,677,795	7,677,795	7,677,795
Ending balance Subtotal	7,814,063	10,258,642	8,001,976	11,133,795	11,133,795	11,133,795
<b>TOTAL REQUIREMENTS</b>	<b>\$ 14,413,806</b>	<b>\$ 20,735,896</b>	<b>\$ 17,517,780</b>	<b>\$ 19,091,408</b>	<b>\$ 19,091,408</b>	<b>\$ 19,091,408</b>

# Fund Summaries

## SEWER OPERATING FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 7,212,604	\$ 7,427,307	\$ 7,427,000	\$ 7,458,000	\$ 7,458,000	\$ 7,458,000
High strength surcharge	539,710	419,570	355,250	475,000	475,000	475,000
Investment income	22,308	117,052	58,050	84,000	84,000	84,000
Miscellaneous	62,290	62,618	25,000	27,300	27,300	27,300
Revenue Subtotal	7,836,912	8,026,547	7,865,300	8,044,300	8,044,300	8,044,300
Transfers from other funds:						
Sewer Development Fund (SDC)	600,000	600,000	600,000	600,000	600,000	600,000
Beginning fund balance	10,124,387	10,425,174	10,260,270	12,250,543	12,250,543	12,250,543
<b>TOTAL RESOURCES</b>	<b>\$ 18,561,299</b>	<b>\$ 19,051,721</b>	<b>\$ 18,725,570</b>	<b>\$ 20,894,843</b>	<b>\$ 20,894,843</b>	<b>\$ 20,894,843</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 263,203	\$ 301,174	\$ 356,800	\$ 364,850	\$ 364,850	\$ 364,850
Materials & services	2,874,061	2,882,166	3,172,085	3,227,001	3,227,001	3,227,001
Capital outlay	-	365	1,773	2,000	2,000	2,000
Debt Service	3,583,321	3,582,520	2,940,463	2,980,000	2,980,000	2,980,000
Expenditures Subtotal	6,720,585	6,766,225	6,471,121	6,573,851	6,573,851	6,573,851
Transfers to other funds:						
General Fund	464,416	446,611	504,173	469,730	469,730	469,730
Streets Capital Fund	156,085	-	-	-	-	-
Sewer Capital Fund	795,039	203,501	3,235,295	1,732,104	1,732,104	1,732,104
Building Capital Fund	-	-	542,750	68,266	68,266	68,266
Transfers Subtotal	1,415,540	650,112	4,282,218	2,270,100	2,270,100	2,270,100
Ending fund balance						
Committed (unappropriated)	670,000	513,000	702,300	718,400	718,400	718,400
Assigned (designated)	2,625,000	5,340,000	5,340,000	5,340,000	5,340,000	5,340,000
Assigned (contingency)	7,130,174	5,782,384	1,929,931	5,992,492	5,992,492	5,992,492
Ending balance Subtotal	10,425,174	11,635,384	7,972,231	12,050,892	12,050,892	12,050,892
<b>TOTAL REQUIREMENTS</b>	<b>\$ 18,561,299</b>	<b>\$ 19,051,721</b>	<b>\$ 18,725,570</b>	<b>\$ 20,894,843</b>	<b>\$ 20,894,843</b>	<b>\$ 20,894,843</b>



# Fund Summaries

## STREET LIGHTING FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 447,388	\$ 476,299	\$ 460,000	\$ 487,500	\$ 487,500	\$ 487,500
Investment income	4,548	6,785	-	10,000	10,000	10,000
Revenue Subtotal	451,936	483,084	460,000	497,500	497,500	497,500
Beginning fund balance	897,025	959,726	825,968	726,989	726,989	726,989
<b>TOTAL RESOURCES</b>	<b>\$ 1,348,961</b>	<b>\$ 1,442,810</b>	<b>\$ 1,285,968</b>	<b>\$ 1,224,489</b>	<b>\$ 1,224,489</b>	<b>\$ 1,224,489</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 302,315	\$ 283,520	\$ 351,721	\$ 356,090	\$ 356,090	\$ 356,090
Transfers to other funds:						
Streets Capital Projects Fund	86,920	101,703	595,470	107,750	107,750	107,750
Ending fund balance						
Committed (unappropriated)	62,000	56,000	70,400	71,300	71,300	71,300
Assigned (contingency)	897,726	1,001,587	268,377	689,349	689,349	689,349
Ending balance Subtotal	959,726	1,057,587	338,777	760,649	760,649	760,649
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,348,961</b>	<b>\$ 1,442,810</b>	<b>\$ 1,285,968</b>	<b>\$ 1,224,489</b>	<b>\$ 1,224,489</b>	<b>\$ 1,224,489</b>

# Fund Summaries

## STORMWATER OPERATING FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Stormwater utility charge	\$ 1,557,938	\$ 2,186,329	\$ 2,374,518	\$ 2,667,192	\$ 2,667,192	\$ 2,667,192
Investment income	1,283	4,708	5,000	12,000	12,000	12,000
Revenue Subtotal	1,559,221	2,191,037	2,379,518	2,679,192	2,679,192	2,679,192
Beginning fund balance	120,838	489,896	703,591	1,507,196	1,507,196	1,507,196
<b>TOTAL RESOURCES</b>	<b>\$ 1,680,059</b>	<b>\$ 2,680,933</b>	<b>\$ 3,083,109</b>	<b>\$ 4,186,388</b>	<b>\$ 4,186,388</b>	<b>\$ 4,186,388</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 253,382	\$ 269,775	\$ 464,335	\$ 246,260	\$ 246,260	\$ 246,260
Materials & services	369,569	400,552	528,173	437,284	437,284	437,284
Capital outlay	-	-	9,000	-	-	-
Debt service	-	406,020	508,020	508,000	508,000	508,000
Expenditures Subtotal	622,951	1,076,347	1,509,528	1,191,544	1,191,544	1,191,544
Transfers to other funds:						
General Fund	199,793	199,798	234,095	210,330	210,330	210,330
Community Development Fund	58,640	60,568	70,286	289,043	289,043	289,043
Stormwater Capital Fund	308,779	77,471	746,230	1,214,706	1,214,706	1,214,706
Building Capital Fund	-	-	27,500	-	-	-
Transfers Subtotal	567,212	337,837	1,078,111	1,714,079	1,714,079	1,714,079
Ending fund balance						
Committed (unappropriated)	39,233	170,000	198,600	136,800	136,800	136,800
Assigned (contingency)	450,663	1,096,749	296,870	1,143,965	1,143,965	1,143,965
Ending balance Subtotal	489,896	1,266,749	495,470	1,280,765	1,280,765	1,280,765
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,680,059</b>	<b>\$ 2,680,933</b>	<b>\$ 3,083,109</b>	<b>\$ 4,186,388</b>	<b>\$ 4,186,388</b>	<b>\$ 4,186,388</b>

# Fund Summaries

## FLEET SERVICES FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Charges for services:						
General Fund	\$ 130,110	\$ 142,750	\$ 140,690	\$ 142,340	\$ 142,340	\$ 142,340
Community Development	19,750	23,590	21,390	21,790	21,790	21,790
Building Fund	8,880	10,790	9,180	9,830	9,830	9,830
Transit Fund	1,035,370	1,014,680	984,660	1,019,780	1,019,780	1,019,780
Road Operating Fund	37,400	44,810	44,040	44,620	44,620	44,620
Water Operating Fund	36,370	42,830	42,060	44,270	44,270	44,270
Sewer Operating Fund	5,180	4,782	8,280	18,360	18,360	18,360
Stormwater Operating Fund	14,720	13,795	8,070	9,640	9,640	9,640
Charges for service subtotal	<u>1,287,780</u>	<u>1,298,027</u>	<u>1,258,370</u>	<u>1,310,630</u>	<u>1,310,630</u>	<u>1,310,630</u>
Investment income	7,497	10,889	5,000	10,700	10,700	10,700
Miscellaneous	31,579	61,195	-	-	-	-
Revenue Subtotal	<u>1,326,856</u>	<u>1,370,111</u>	<u>1,263,370</u>	<u>1,321,330</u>	<u>1,321,330</u>	<u>1,321,330</u>
Beginning fund balance	1,134,804	1,284,447	1,458,032	1,090,827	1,090,827	1,090,827
<b>TOTAL RESOURCES</b>	<u><u>\$ 2,461,660</u></u>	<u><u>\$ 2,654,558</u></u>	<u><u>\$ 2,721,402</u></u>	<u><u>\$ 2,412,157</u></u>	<u><u>\$ 2,412,157</u></u>	<u><u>\$ 2,412,157</u></u>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 514,635	\$ 535,617	\$ 585,610	\$ 678,615	\$ 678,615	\$ 678,615
Materials & services	552,250	549,305	576,305	582,444	582,444	582,444
Capital outlay	107,928	87,934	482,000	152,000	152,000	152,000
Expenditures Subtotal	<u>1,174,813</u>	<u>1,172,856</u>	<u>1,643,915</u>	<u>1,413,059</u>	<u>1,413,059</u>	<u>1,413,059</u>
Transfers to other funds:						
General Fund	2,400	2,400	2,400	2,400	2,400	2,400
Ending fund balance						
Committed (unappropriated)	65,000	54,300	58,100	63,100	63,100	63,100
Assigned (designated)	894,249	923,046	499,820	626,926	626,926	626,926
Assigned (contingency)	325,198	501,956	517,167	306,672	306,672	306,672
Ending balance Subtotal	<u>1,284,447</u>	<u>1,479,302</u>	<u>1,075,087</u>	<u>996,698</u>	<u>996,698</u>	<u>996,698</u>
<b>TOTAL REQUIREMENTS</b>	<u><u>\$ 2,461,660</u></u>	<u><u>\$ 2,654,558</u></u>	<u><u>\$ 2,721,402</u></u>	<u><u>\$ 2,412,157</u></u>	<u><u>\$ 2,412,157</u></u>	<u><u>\$ 2,412,157</u></u>

# Fund Summaries

## GENERAL OBLIGATION DEBT SERVICE FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Property taxes - current year	\$ 387,084	\$ 277,767	\$ -	\$ -	\$ -	\$ -
Property taxes - prior year	6,155	4,943	-	-	-	-
Investment income	1,590	1,262	-	-	-	-
Revenue Subtotal	394,829	283,972	-	-	-	-
Beginning fund balance	66,599	88,068	-	-	-	-
<b>TOTAL RESOURCES</b>	<b>\$ 461,428</b>	<b>\$ 372,040</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>REQUIREMENTS</b>						
Debt service						
Principal	\$ 340,000	\$ 355,000	\$ -	\$ -	\$ -	\$ -
Interest	33,360	17,040	-	-	-	-
Debt service total	373,360	372,040	-	-	-	-
Ending fund balance						
Restricted	88,068	-	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 461,428</b>	<b>\$ 372,040</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

Outstanding bond was fully retired in 2016.

# Fund Summaries

## WATER CAPITAL PROJECTS FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 30,163	\$ 119,560	\$ -	\$ 255,923	\$ 255,923	\$ 255,923
Investment income	146	204	-	650	650	650
Revenue Subtotal	30,309	119,764	-	256,573	256,573	256,573
Transfers from other funds:						
Water Operating Fund	395,149	172,610	1,203,417	654,852	654,852	654,852
Water Development Fund (SDC)	123,178	138,022	881,792	908,224	908,224	908,224
Transfers Subtotal	518,327	310,632	2,085,209	1,563,076	1,563,076	1,563,076
Beginning fund balance	42,551	42,697	42,697	43,302	43,302	43,302
<b>TOTAL RESOURCES</b>	<b>\$ 591,187</b>	<b>\$ 473,093</b>	<b>\$ 2,127,906</b>	<b>\$ 1,862,951</b>	<b>\$ 1,862,951</b>	<b>\$ 1,862,951</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 391,807	\$ 304,784	\$ 1,844,650	\$ 1,589,183	1,589,183	1,589,183
Transfers to other funds:						
General Fund	13,713	10,628	41,492	23,746	23,746	23,746
Community Development Fund	142,970	114,779	175,995	174,193	174,193	174,193
Transfers Subtotal	156,683	125,407	217,487	197,939	197,939	197,939
Ending fund balance						
Assigned (contingency)	42,697	42,902	65,769	75,829	75,829	75,829
<b>TOTAL REQUIREMENTS</b>	<b>\$ 591,187</b>	<b>\$ 473,093</b>	<b>\$ 2,127,906</b>	<b>\$ 1,862,951</b>	<b>\$ 1,862,951</b>	<b>\$ 1,862,951</b>

# Fund Summaries

## SEWER CAPITAL PROJECTS FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 1,291	\$ 75	\$ -	\$ 200	\$ 200	\$ 200
Transfers from other funds:						
Sewer Operating Fund	795,039	203,501	3,235,295	1,732,104	1,732,104	1,732,104
Sewer Development Fund (SDC)	191,295	143,301	3,040,527	2,345,464	2,345,464	2,345,464
Transfers Subtotal	986,334	346,802	6,275,822	4,077,568	4,077,568	4,077,568
Beginning fund balance	14,192	15,483	15,484	15,658	15,658	15,658
<b>TOTAL RESOURCES</b>	<b>\$ 1,001,817</b>	<b>\$ 362,360</b>	<b>\$ 6,291,306</b>	<b>\$ 4,093,426</b>	<b>\$ 4,093,426</b>	<b>\$ 4,093,426</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 845,070	\$ 279,168	\$ 5,721,262	\$ 3,619,884	\$ 3,619,884	\$ 3,619,884
Transfer to other funds:						
General Fund	17,161	9,577	127,874	54,089	54,089	54,089
Community Development Fund	124,103	58,057	354,316	330,988	330,988	330,988
Transfers Subtotal	141,264	67,634	482,190	385,077	385,077	385,077
Ending fund balance						
Assigned (contingency)	15,483	15,558	87,854	88,465	88,465	88,465
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,001,817</b>	<b>\$ 362,360</b>	<b>\$ 6,291,306</b>	<b>\$ 4,093,426</b>	<b>\$ 4,093,426</b>	<b>\$ 4,093,426</b>



# Fund Summaries

## STREETS CAPITAL PROJECTS FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 88,733	\$ 205,546	\$ 115,000	\$ 245,000	\$ 245,000	\$ 245,000
Investment income	5,441	5,789	2,500	12,000	12,000	12,000
Miscellaneous	-	1,853	240,000	-	-	-
Revenue Subtotal	94,174	213,188	357,500	257,000	257,000	257,000
Transfers from other funds:						
General Fund	116,846	317,531	629,375	300,750	300,750	300,750
Road Operating Fund	238,247	562,790	405,580	604,620	604,620	604,620
Road Maintenance Fund	705,246	213,103	950,000	1,115,000	1,115,000	1,115,000
Sewer Operating Fund	156,085	-	-	-	-	-
Street Lighting Fund	86,920	101,703	595,470	107,750	107,750	107,750
Water Development (SDC)	42,635	-	-	-	-	-
Sewer Development (SDC)	139,515	-	-	-	-	-
Streets Development (SDC)	1,466,420	1,330,872	4,233,414	6,055,319	6,055,319	6,055,319
Stormwater Development (SDC)	21,318	-	-	-	-	-
Parks Development (SDC)	150,491	-	-	-	-	-
Interfund loans:						
Water Operating Fund	-	-	400,000	-	-	-
Transfers/Interfund Subtotal	3,123,723	2,525,999	7,213,839	8,183,439	8,183,439	8,183,439
Beginning fund balance	960,051	965,492	985,572	1,014,979	1,014,979	1,014,979
<b>TOTAL RESOURCES</b>	<b>\$ 4,177,948</b>	<b>\$ 3,704,679</b>	<b>\$ 8,556,911</b>	<b>\$ 9,455,418</b>	<b>\$ 9,455,418</b>	<b>\$ 9,455,418</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 2,617,583	\$ 1,895,159	\$ 6,163,367	\$ 7,471,008	\$ 7,471,008	\$ 7,471,008
Transfers to other funds:						
General Fund	56,926	64,755	206,314	103,668	103,668	103,668
Community Development Fund	537,947	773,484	682,800	714,601	714,601	714,601
Building Capital Projects Fund	-	-	400,000	55,675	55,675	55,675
Transfers Subtotal	594,873	838,239	1,289,114	873,944	873,944	873,944
Ending fund balance						
Assigned (contingency)	965,492	971,281	1,104,430	1,110,466	1,110,466	1,110,466
<b>TOTAL REQUIREMENTS</b>	<b>\$ 4,177,948</b>	<b>\$ 3,704,679</b>	<b>\$ 8,556,911</b>	<b>\$ 9,455,418</b>	<b>\$ 9,455,418</b>	<b>\$ 9,455,418</b>

# Fund Summaries

## STORMWATER CAPITAL PROJECTS FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 17	\$ 6,710	\$ 2,000	\$ 10,000	\$ 10,000	\$ 10,000
Transfers from other funds:						
Stormwater Fund	308,779	77,471	746,230	1,214,706	1,214,706	1,214,706
Stormwater Development (SDC)	20,815	91,727	193,743	198,272	198,272	198,272
Interfund loans:						
General Fund	-	2,000,000	-	-	-	-
Water Operating Fund	-	-	500,000	-	-	-
Transfers/Interfund Subtotal	329,594	2,169,198	1,439,973	1,412,978	1,412,978	1,412,978
Beginning fund balance	10,359	10,376	1,151,089	347,847	347,847	347,847
<b>TOTAL RESOURCES</b>	<b>\$ 339,970</b>	<b>\$ 2,186,284</b>	<b>\$ 2,593,062</b>	<b>\$ 1,770,825</b>	<b>\$ 1,770,825</b>	<b>\$ 1,770,825</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 246,198	\$ 558,782	\$ 2,039,955	\$ 1,495,684	\$ 1,495,684	\$ 1,495,684
Transfers to other funds:						
General Fund	8,618	19,558	38,403	22,350	22,350	22,350
Community Development Fund	74,778	155,392	182,163	164,943	164,943	164,943
Building Capital Projects Fund	-	-	300,000	41,755	41,755	41,755
Transfers Subtotal	83,396	174,950	520,566	229,048	229,048	229,048
Ending fund balance						
Assigned (contingency)	10,376	1,452,552	32,541	46,093	46,093	46,093
<b>TOTAL REQUIREMENTS</b>	<b>\$ 339,970</b>	<b>\$ 2,186,284</b>	<b>\$ 2,593,062</b>	<b>\$ 1,770,825</b>	<b>\$ 1,770,825</b>	<b>\$ 1,770,825</b>

# Fund Summaries

## FACILITIES AND INFORMATION SYSTEMS CAPITAL PROJECTS FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 33,648	\$ -	\$ 850,000	\$ 1,239,375	\$ 1,239,375	\$ 1,239,375
Investment income	1,078	1,388	1,000	2,000	2,000	2,000
Revenue Subtotal	34,726	1,388	851,000	1,241,375	1,241,375	1,241,375
Transfers from other funds:						
General Fund	431,895	217,538	894,400	929,338	929,338	929,338
Transit Fund	6,002	-	67,000	40,000	40,000	40,000
Building Inspection Fund	-	-	-	150,000	150,000	150,000
Road Operating Fund	-	-	34,500	-	-	-
Water Operating Fund	-	-	542,750	68,266	68,266	68,266
Sewer Operating Fund	-	-	542,750	68,266	68,266	68,266
Stormwater Operating Fund	-	-	27,500	-	-	-
Streets Capital Projects Fund	-	-	400,000	55,675	55,675	55,675
Stormwater Capital Projects Fund	-	-	300,000	41,755	41,755	41,755
Transfers Subtotal	437,897	217,538	2,808,900	1,353,300	1,353,300	1,353,300
Beginning fund balance	182,810	183,888	184,888	187,175	187,175	187,175
<b>TOTAL RESOURCES</b>	<b>\$ 655,433</b>	<b>\$ 402,814</b>	<b>\$ 3,844,788</b>	<b>\$ 2,781,850</b>	<b>\$ 2,781,850</b>	<b>\$ 2,781,850</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 453,214	\$ 205,204	\$ 3,539,900	\$ 2,562,075	\$ 2,562,075	\$ 2,562,075
Transfers to other funds:						
General Fund	-	-	39,900	-	-	-
Community Development Fund	18,331	12,334	52,500	30,600	30,600	30,600
Transfers Subtotal	18,331	12,334	92,400	30,600	30,600	30,600
Ending fund balance						
Assigned (contingency)	183,888	185,276	212,488	189,175	189,175	189,175
<b>TOTAL REQUIREMENTS</b>	<b>\$ 655,433</b>	<b>\$ 402,814</b>	<b>\$ 3,844,788</b>	<b>\$ 2,781,850</b>	<b>\$ 2,781,850</b>	<b>\$ 2,781,850</b>

# Fund Summaries

## PARKS CAPITAL PROJECTS FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 280,000	\$ -	\$ -	\$ -	\$ -	\$ -
Tree Mitigation	49	1,350	2,000	2,000	2,000	2,000
Investment income	-	8	-	700	700	700
Miscellaneous	-	-	500	500	500	500
Revenue Subtotal	280,049	1,358	2,500	3,200	3,200	3,200
Transfers from other funds:						
General Fund	341,119	52,100	212,500	366,075	366,075	366,075
Parks Development Fund (SDC)	1,010,513	490,639	2,797,447	4,370,838	4,370,838	4,370,838
Transfers Subtotal	1,351,632	542,739	3,009,947	4,736,913	4,736,913	4,736,913
Beginning fund balance	59,574	57,408	231,288	59,011	59,011	59,011
<b>TOTAL RESOURCES</b>	<b>\$ 1,691,255</b>	<b>\$ 601,505</b>	<b>\$ 3,243,735</b>	<b>\$ 4,799,124</b>	<b>\$ 4,799,124</b>	<b>\$ 4,799,124</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 1,436,543	\$ 465,367	\$ 2,669,775	\$ 4,167,516	\$ 4,167,516	\$ 4,167,516
Transfers to other funds:						
General Fund	26,757	14,101	57,747	56,879	56,879	56,879
Community Development Fund	170,547	63,626	259,410	438,664	438,664	438,664
Transfers Subtotal	197,304	77,727	317,157	495,543	495,543	495,543
Ending fund balance						
Assigned (contingency)	57,408	58,411	256,803	136,065	136,065	136,065
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,691,255</b>	<b>\$ 601,505</b>	<b>\$ 3,243,735</b>	<b>\$ 4,799,124</b>	<b>\$ 4,799,124</b>	<b>\$ 4,799,124</b>

# Fund Summaries

## WATER DEVELOPMENT CHARGES FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 1,461,645	\$ 1,504,082	\$ 2,199,448	\$ 2,890,907	\$ 2,890,907	\$ 2,890,907
Investment income	8,257	17,030	15,000	40,000	40,000	40,000
Revenue Subtotal	1,469,902	1,521,112	2,214,448	2,930,907	2,930,907	2,930,907
Beginning fund balance	1,309,093	2,256,787	3,856,216	5,111,805	5,111,805	5,111,805
<b>TOTAL RESOURCES</b>	<b>\$ 2,778,995</b>	<b>\$ 3,777,899</b>	<b>\$ 6,070,664</b>	<b>\$ 8,042,712</b>	<b>\$ 8,042,712</b>	<b>\$ 8,042,712</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 6,395	\$ 6,697	\$ 9,696	\$ 9,793	\$ 9,793	\$ 9,793
Transfers to other funds:						
Water Operating Fund	350,000	350,000	350,000	350,000	350,000	350,000
Water Capital Projects Fund	123,178	138,022	881,792	908,224	908,224	908,224
Streets Capital Projects Fund	42,635	-	-	-	-	-
Transfers Subtotal	515,813	488,022	1,231,792	1,258,224	1,258,224	1,258,224
Ending fund balance						
Assigned (contingency)	2,256,787	3,283,180	4,829,176	6,774,695	6,774,695	6,774,695
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,778,995</b>	<b>\$ 3,777,899</b>	<b>\$ 6,070,664</b>	<b>\$ 8,042,712</b>	<b>\$ 8,042,712</b>	<b>\$ 8,042,712</b>

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

# Fund Summaries

## SEWER DEVELOPMENT CHARGES FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 1,785,553	\$ 1,519,276	\$ 1,893,414	\$ 2,152,412	\$ 2,152,412	\$ 2,152,412
Investment income	31,295	52,574	40,000	50,000	50,000	50,000
Revenue Subtotal	1,816,848	1,571,850	1,933,414	2,202,412	2,202,412	2,202,412
Beginning fund balance	6,618,988	7,497,963	7,771,833	8,443,566	8,443,566	8,443,566
<b>TOTAL RESOURCES</b>	<b>\$ 8,435,836</b>	<b>\$ 9,069,813</b>	<b>\$ 9,705,247</b>	<b>\$ 10,645,978</b>	<b>\$ 10,645,978</b>	<b>\$ 10,645,978</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 7,063	\$ 5,318	\$ 6,262	\$ 6,325	\$ 6,325	\$ 6,325
Transfers to other funds:						
Sewer Operating Fund (debt)	600,000	600,000	600,000	600,000	600,000	600,000
Sewer Capital Projects Fund	191,296	143,301	3,040,527	2,345,464	2,345,464	2,345,464
Streets Capital Projects Fund	139,515	-	-	-	-	-
Transfers Subtotal	930,811	743,301	3,640,527	2,945,464	2,945,464	2,945,464
Ending fund balance						
Assigned (contingency)	7,497,962	8,321,194	6,058,458	7,694,189	7,694,189	7,694,189
<b>TOTAL REQUIREMENTS</b>	<b>\$ 8,435,836</b>	<b>\$ 9,069,813</b>	<b>\$ 9,705,247</b>	<b>\$ 10,645,978</b>	<b>\$ 10,645,978</b>	<b>\$ 10,645,978</b>

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



# Fund Summaries

## STREETS DEVELOPMENT CHARGES FUND

	Actual 2014-15	Actual 2015-16	Budget 2015-16	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 2,242,668	\$ 2,578,879	\$ 4,185,810	\$ 4,210,374	\$ 4,210,374	\$ 4,210,374
Traffic impact fees	43,702	-	-	-	-	-
Investment income	25,938	40,136	30,000	40,000	40,000	40,000
Miscellaneous	150,308	60,698	-	-	-	-
Revenue Subtotal	<u>2,462,616</u>	<u>2,679,713</u>	<u>4,215,810</u>	<u>4,250,374</u>	<u>4,250,374</u>	<u>4,250,374</u>
Beginning fund balance	4,480,239	5,461,081	6,224,252	5,762,013	5,762,013	5,762,013
<b>TOTAL RESOURCES</b>	<u>\$ 6,942,855</u>	<u>\$ 8,140,794</u>	<u>\$ 10,440,062</u>	<u>\$ 10,012,387</u>	<u>\$ 10,012,387</u>	<u>\$ 10,012,387</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 15,354	\$ 147,445	\$ 16,059	\$ 16,220	\$ 16,220	\$ 16,220
Transfers to other funds:						
Washington County TDT Fund	-	-	400,000	-	-	-
Streets Capital Projects Fund	1,466,420	1,330,872	4,233,414	6,055,319	6,055,319	6,055,319
Transfers Subtotal	<u>1,466,420</u>	<u>1,330,872</u>	<u>4,633,414</u>	<u>6,055,319</u>	<u>6,055,319</u>	<u>6,055,319</u>
Ending fund balance						
Assigned (contingency)	5,461,081	6,662,477	5,790,589	3,940,848	3,940,848	3,940,848
<b>TOTAL REQUIREMENTS</b>	<u>\$ 6,942,855</u>	<u>\$ 8,140,794</u>	<u>\$ 10,440,062</u>	<u>\$ 10,012,387</u>	<u>\$ 10,012,387</u>	<u>\$ 10,012,387</u>

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

# Fund Summaries

## WASHINGTON COUNTY TRANSPORTATION DEVELOPMENT TAX FUND

	Actual	Actual	Budget	Proposed	Approved	Adopted
	2013-14	2015-16	2016-17	2017-18	2017-18	2017-18
<b>RESOURCES</b>						
Revenues:						
Transportation Development Tax	\$ -	\$ -	\$ -	\$ 1,051,290	\$ 1,051,290	\$ 1,051,290
Investment income	-	-	-	4,000	4,000	4,000
Revenue Subtotal	-	-	-	1,055,290	1,055,290	1,055,290
Transfers from other funds:						
Roads SDC Fund	-	-	400,000	-	-	-
Beginning fund balance	-	-	-	454,613	454,613	454,613
<b>TOTAL RESOURCES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 1,509,903</b>	<b>\$ 1,509,903</b>	<b>\$ 1,509,903</b>
<b>REQUIREMENTS</b>						
Ending fund balance						
Assigned (contingency)	-	-	400,000	1,509,903	1,509,903	1,509,903
<b>TOTAL REQUIREMENTS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>	<b>\$ 1,509,903</b>	<b>\$ 1,509,903</b>	<b>\$ 1,509,903</b>

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

# Fund Summaries

## STORMWATER DEVELOPMENT CHARGES FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 387,192	\$ 562,168	\$ 746,923	\$ 853,419	\$ 853,419	\$ 853,419
Investment income	6,549	11,825	7,200	25,000	25,000	25,000
Revenue Subtotal	393,741	573,993	754,123	878,419	878,419	878,419
Beginning fund balance	1,124,868	1,473,812	1,922,703	2,403,382	2,403,382	2,403,382
<b>TOTAL RESOURCES</b>	<b>\$ 1,518,609</b>	<b>\$ 2,047,805</b>	<b>\$ 2,676,826</b>	<b>\$ 3,281,801</b>	<b>\$ 3,281,801</b>	<b>\$ 3,281,801</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 2,665	\$ 1,707	\$ 2,626	\$ 2,652	\$ 2,652	\$ 2,652
Transfers to other funds:						
Streets Capital Projects Fund	21,318	-	-	-	-	-
Stormwater Cap Proj Fund	20,814	91,726	193,743	198,272	198,272	198,272
Transfers Subtotal	42,132	91,726	193,743	198,272	198,272	198,272
Ending fund balance						
Assigned (contingency)	1,473,812	1,954,372	2,480,457	3,080,877	3,080,877	3,080,877
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,518,609</b>	<b>\$ 2,047,805</b>	<b>\$ 2,676,826</b>	<b>\$ 3,281,801</b>	<b>\$ 3,281,801</b>	<b>\$ 3,281,801</b>

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

# Fund Summaries

## PARKS DEVELOPMENT CHARGES FUND

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 1,266,596	\$ 1,804,219	\$ 1,882,710	\$ 1,742,364	\$ 1,742,364	\$ 1,742,364
Investment income	26,378	33,327	26,000	40,000	40,000	40,000
Revenue Subtotal	1,292,974	1,837,546	1,908,710	1,782,364	1,782,364	1,782,364
Beginning fund balance	4,019,703	4,144,327	4,132,730	6,546,068	6,546,068	6,546,068
<b>TOTAL RESOURCES</b>	<b>\$ 5,312,677</b>	<b>\$ 5,981,873</b>	<b>\$ 6,041,440</b>	<b>\$ 8,328,432</b>	<b>\$ 8,328,432</b>	<b>\$ 8,328,432</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 7,346	\$ 5,441	\$ 3,889	\$ 3,928	\$ 3,928	\$ 3,928
Transfers to other funds:						
Streets Capital Fund	150,491	-	-	-	-	-
Parks Capital Fund	1,010,513	490,639	2,797,447	4,370,838	4,370,838	4,370,838
Transfers Subtotal	1,161,004	490,639	2,797,447	4,370,838	4,370,838	4,370,838
Ending fund balance						
Assigned (contingency)	4,144,327	5,485,793	3,240,104	3,953,666	3,953,666	3,953,666
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,312,677</b>	<b>\$ 5,981,873</b>	<b>\$ 6,041,440</b>	<b>\$ 8,328,432</b>	<b>\$ 8,328,432</b>	<b>\$ 8,328,432</b>

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



*Orchard Along Wilsonville Road*



# Summary of Program Revenues

## Summary of Program Revenues

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2016-17	Adopted 2016-17
<b>General Fund</b>	\$ 12,157,728	\$ 13,188,927	\$ 13,003,980	\$ 14,042,279	\$ 14,042,279	\$ 14,042,279
<b>Special Revenue Funds</b>						
Community Development	1,822,625	1,927,164	1,807,198	1,404,900	1,404,900	1,404,900
Building	1,349,960	1,565,533	1,619,935	1,317,860	1,317,860	1,317,860
Transit	6,522,837	5,786,862	6,151,765	5,868,112	5,868,112	5,868,112
Road Operating	1,279,645	1,348,246	1,336,425	1,444,078	1,444,078	1,444,078
Road Maintenance	684,935	705,555	712,000	880,182	880,182	880,182
<b>TOTAL Spec Rev Funds</b>	<b>11,660,002</b>	<b>11,333,360</b>	<b>11,627,323</b>	<b>10,915,132</b>	<b>10,915,132</b>	<b>10,915,132</b>
<b>Enterprise Funds</b>						
Water Operating	7,801,053	8,512,834	7,664,582	8,347,500	8,347,500	8,347,500
Sewer Operating	7,836,912	8,026,547	7,865,300	8,044,300	8,044,300	8,044,300
Street Lighting Operating	451,936	483,084	460,000	497,500	497,500	497,500
Stormwater Operating	1,559,221	2,191,037	2,379,518	2,679,192	2,679,192	2,679,192
<b>TOTAL Enterprise Funds</b>	<b>17,649,122</b>	<b>19,213,502</b>	<b>18,369,400</b>	<b>19,568,492</b>	<b>19,568,492</b>	<b>19,568,492</b>
<b>Internal Service Fund</b>						
Fleet Services	1,326,856	1,370,111	1,263,370	1,321,330	1,321,330	1,321,330
<b>GRAND TOTAL</b>	<b>\$ 42,793,708</b>	<b>\$ 45,105,900</b>	<b>\$ 44,264,073</b>	<b>\$ 45,847,233</b>	<b>\$ 45,847,233</b>	<b>\$ 45,847,233</b>



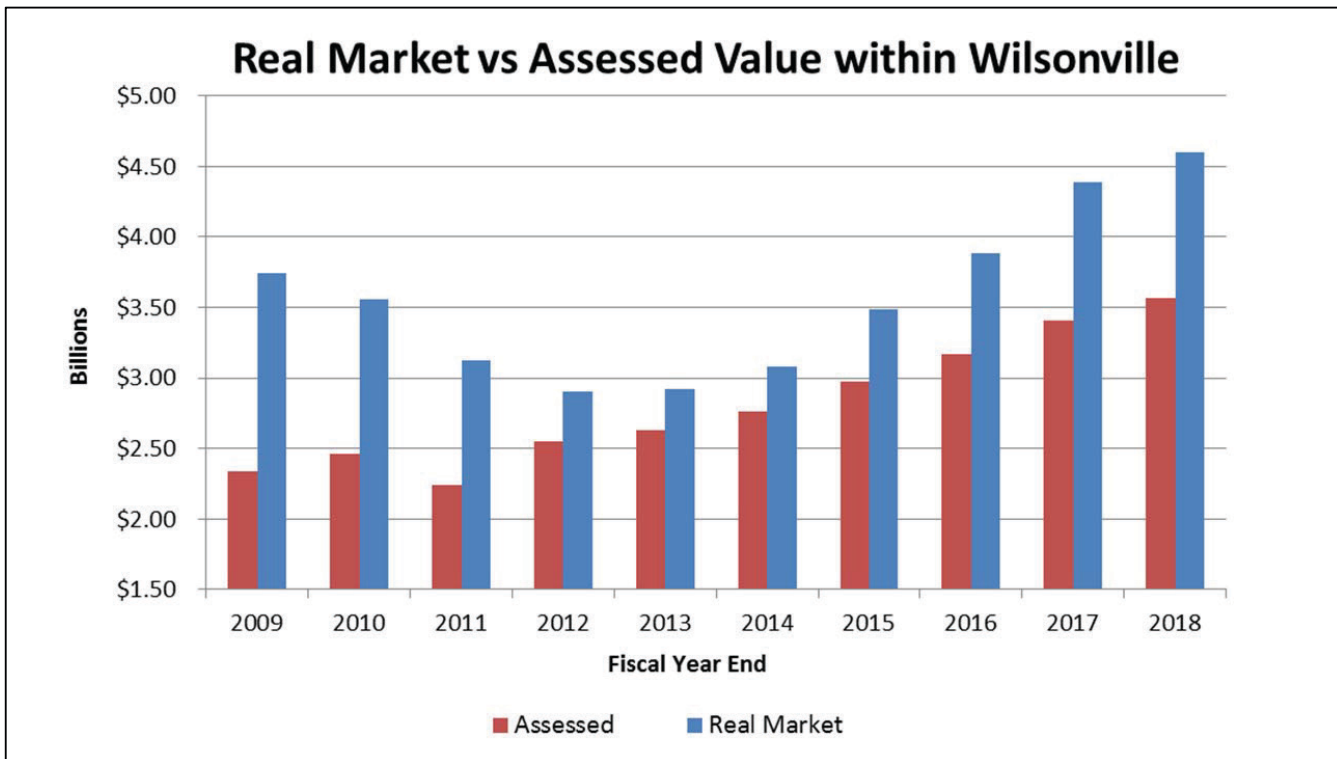
# Property Tax Summary

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

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

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

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



# Property Tax Summary

## Property Values and Taxes

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2016-17	Adopted 2016-17
<b>Estimated Real Market Value</b>						
Within Clackamas County	\$ 3,096,683,827	\$ 3,475,325,348	\$ 3,967,804,210	\$ 4,166,122,176	\$ 4,166,122,176	\$ 4,166,122,176
Within Washington County	391,191,110	411,589,209	424,854,827	438,466,321	438,466,321	438,466,321
Total Estimated Real Market Value	\$ 3,487,874,937	\$ 3,886,914,557	\$ 4,392,659,037	\$ 4,604,588,497	\$ 4,604,588,497	\$ 4,604,588,497

## Assessed Values

Within Clackamas County	\$ 2,694,571,895	\$ 2,881,983,635	\$ 3,104,752,955	\$ 3,259,990,603	\$ 3,259,990,603	\$ 3,259,990,603
Within Washington County	277,825,621	290,790,949	298,259,067	307,803,357	307,803,357	307,803,357
Total Assessed Values	2,972,397,516	3,172,774,584	3,403,012,022	3,567,793,960	3,567,793,960	3,567,793,960
Less urban renewal excess	(599,176,337)	(664,205,632)	(741,200,995)	(704,205,632)	(704,205,632)	(704,205,632)
Net available for general and bonded debt	\$ 2,373,221,179	\$ 2,508,568,952	\$ 2,661,811,027	\$ 2,863,588,328	\$ 2,863,588,328	\$ 2,863,588,328

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

							\$	-
General taxes	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	
Bonded debt	0.1516	0.1327	-	-	-	-	-	
Total	\$ 2.6722	\$ 2.6533	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	

## Taxes Levied

							\$	-
General taxes	\$ 5,982,243	\$ 6,323,339	\$ 6,738,374	\$ 7,218,258	\$ 7,218,258	\$ 7,218,258	\$ 7,218,258	
Bonded debt	360,000	326,772	-	-	-	-	-	
Total taxes levied	\$ 6,342,243	\$ 6,650,111	\$ 6,738,374	\$ 7,218,258	\$ 7,218,258	\$ 7,218,258	\$ 7,218,258	

## Taxes Paid (net of discounts, delinquencies)

							\$	-
General taxes	\$ 5,710,789	\$ 6,088,572	\$ 6,417,834	\$ 6,874,890	\$ 6,874,890	\$ 6,874,890	\$ 6,874,890	
Bonded debt	387,085	282,710	-	-	-	-	-	
Total taxes paid	\$ 6,097,873	\$ 6,371,282	\$ 6,417,834	\$ 6,874,890	\$ 6,874,890	\$ 6,874,890	\$ 6,874,890	
% paid vs levied	96%	96%	95%	95%	95%	95%	95%	

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



*Hot Air Balloon Above Wilsonville*



# General Fund Revenues

## Assumptions for General Fund Revenues

- Property Taxes: 7.2% increase when compared to the FY 2016-17 Adopted Budget, 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 State of Oregon notifications
- Intergovernmental Shared Revenues/Library: Based on Clackamas County Projections
- Charges for Service/Urban Renewal: Based on historic and projected demand

The General Fund is used to account for all revenues and expenditures that are not required to be recorded in another fund. Principal revenues include property taxes, franchise fees, and intergovernmental shared revenues. Total revenues, excluding interfund transfers, total \$14,042,279. This equates to a 8% increase from the FY 2016-17 budget.

Property taxes comprise 50% of revenues, excluding interfund transfers, and are generated from a permanent tax rate of \$2.5206 per \$1,000 of assessed values. The County Assessor determines the assessed value of the property, collects the taxes and remits payment to the City. The FY 2017-18 budget assumes a 8.0% growth in assessed value, when compared to the FY 16-17 Adopted Budget, as new construction – including new homes in the Villebois area – are added to the tax rolls. Taxes for FY 2017-18 will be billed in late October 2017, and can be paid in thirds throughout the year, or with a discount by paying in full. Budgeted taxes are less than levied amounts due to estimated uncollectibles, delinquencies and discounts.

Franchise fees and privilege taxes are the second largest revenue source and comprise 22% of revenues excluding interfund transfers. These fees are charged to various utility companies for use of public rights-of-way based upon a percentage of net sales within city limits. This revenue source has hovered around \$3 million each year for the last three years, and is expected to remain at this level next year.

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

Electric	Portland General Electric	5.00%
Natural Gas	Northwest Natural Gas	5.00%
Telecommunications	Verizon Centurytel Electric Lightwave Other service providers	7.00%
Garbage	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, as well as grants from other governmental units. The state shared revenues include alcoholic beverage tax, cigarette tax, and state shared revenue. These state shared revenues total \$652,000 or 4.6%, of the fund's total. The revenues are allocated by various formulas, but utilize a per capita rate. Increases for FY2017-18 reflect the State of Oregon's overall projections.

Another component of intergovernmental revenue is the City's allocation of a Clackamas County Library District Levy. For FY 2017-18 this allocation is anticipated to be \$1,211,625, a 9% increase over what was budgeted for FY 16-17. 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 2017-18 the fees are approximately 2.8% of the General Fund's total revenue.

# General Fund Revenues

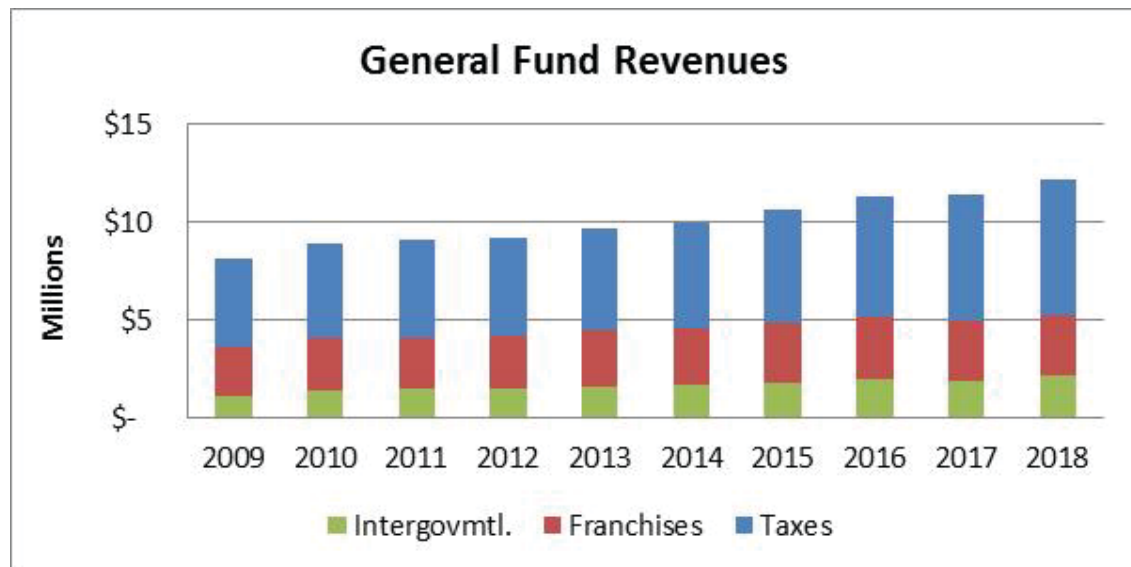
## Summary of Program Revenues

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Taxes</b>						
Current property taxes	\$ 5,710,789	\$ 6,088,572	\$ 6,409,420	\$ 6,874,890	\$ 6,874,890	\$ 6,874,890
Prior year property taxes	95,940	101,107	98,000	98,000	98,000	98,000
Total property taxes	5,806,729	6,189,679	6,507,420	6,972,890	6,972,890	6,972,890
<b>Hotel/Motel tax</b>	258,374	469,972	262,500	400,000	400,000	400,000
<b>Franchise and privilege fees</b>						
Portland General Electric	1,003,595	1,021,398	1,000,000	1,050,625	1,050,625	1,050,625
NW Natural Gas	293,459	296,612	316,000	316,000	316,000	316,000
United Disposal	146,034	160,421	143,000	143,000	143,000	143,000
Comcast Cable	303,406	384,891	288,000	300,000	300,000	300,000
Sewer utilities	296,357	301,780	299,000	298,320	298,320	298,320
Water utilities	249,697	272,028	247,500	278,000	278,000	278,000
Stormwater	59,921	84,088	91,000	106,688	106,688	106,688
Charbonneau Water Company	9,737	19,088	11,000	15,000	15,000	15,000
Telecomm - Privilege tax	700,381	620,763	632,150	599,600	599,600	599,600
Total franchise and privilege fees	3,062,587	3,161,069	3,027,650	3,107,233	3,107,233	3,107,233
<b>Licenses &amp; permits</b>						
Professional and occupation	187,655	164,624	170,000	172,510	172,510	172,510
Alcoholic beverages	4,150	2,400	2,000	2,000	2,000	2,000
Other	180	100	100	-	-	-
Total licenses & permits	191,985	167,124	172,100	174,510	174,510	174,510
<b>Intergovernmental/Other agencies</b>						
Alcoholic beverages tax	264,832	349,368	310,460	341,455	341,455	341,455
Cigarette tax	53,479	29,549	28,000	28,000	28,000	28,000
State shared revenue	245,663	312,478	242,400	282,516	282,516	282,516
County shared revenue - Library	1,042,356	1,076,327	1,109,450	1,211,625	1,211,625	1,211,625
Clack. Co. - Title III	59,610	52,374	61,250	38,000	38,000	38,000
Federal grants	9,720	-	2,000	500	500	500
State grants - Parks	3,183	4,037	3,300	3,100	3,100	3,100
State grants - Library	-	3,776	3,900	3,900	3,900	3,900
Other local governments	100,600	173,598	166,000	227,500	227,500	227,500
Total intergov./Other agencies	1,779,443	2,001,507	1,926,760	2,136,596	2,136,596	2,136,596
<b>Municipal court fines</b>	244,535	187,448	210,000	286,000	286,000	286,000
<b>Investment income</b>	77,751	133,836	75,000	115,000	115,000	115,000

# General Fund Revenues

## Summary of Program Revenues (continued)

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Charges for services</b>						
Services provided to Urban Renewal	289,600	\$ 311,020	\$ 337,600	\$ 388,100	\$ 388,100	\$ 388,100
Class registrations	98,326	117,031	104,000	85,000	85,000	85,000
Parks reservations/Facility rental	46,219	109,041	95,000	107,000	107,000	107,000
Sports camp/Youth special services	19,226	31,149	28,000	30,000	30,000	30,000
New book sales	1,152	1,787	1,000	1,000	1,000	1,000
Library fees	30,828	29,670	31,000	31,000	31,000	31,000
Photocopying	6,987	7,539	6,400	7,000	7,000	7,000
Non-resident fees - library	2,755	2,626	2,600	1,800	1,800	1,800
Lost/damaged books	3,170	2,809	3,000	3,500	3,500	3,500
Library room rental	6,793	7,407	6,000	6,000	6,000	6,000
Lien search fees	35,920	33,920	20,000	20,000	20,000	20,000
Other charges	6,996	7,916	4,900	5,000	5,000	5,000
<b>Total charges for services</b>	<b>547,972</b>	<b>661,915</b>	<b>639,500</b>	<b>685,400</b>	<b>685,400</b>	<b>685,400</b>
<b>Miscellaneous revenue</b>						
Gifts	14,171	61,634	60,300	59,050	59,050	59,050
Meals on Wheels	8,066	7,863	9,000	4,000	4,000	4,000
Senior lunch revenue	17,332	14,324	15,000	15,000	15,000	15,000
Cable receipts	68,299	70,563	68,400	68,000	68,000	68,000
Other	80,484	61,993	30,350	18,600	18,600	18,600
<b>Total miscellaneous revenue</b>	<b>188,352</b>	<b>216,377</b>	<b>183,050</b>	<b>164,650</b>	<b>164,650</b>	<b>164,650</b>
<b>TOTAL REVENUES</b>	<b>\$ 12,157,728</b>	<b>\$ 13,188,927</b>	<b>\$ 13,003,980</b>	<b>\$ 14,042,279</b>	<b>\$ 14,042,279</b>	<b>\$ 14,042,279</b>



# Summary of Fund Revenues

## Building Inspection Fund

### Assumptions for Building Inspection Revenues

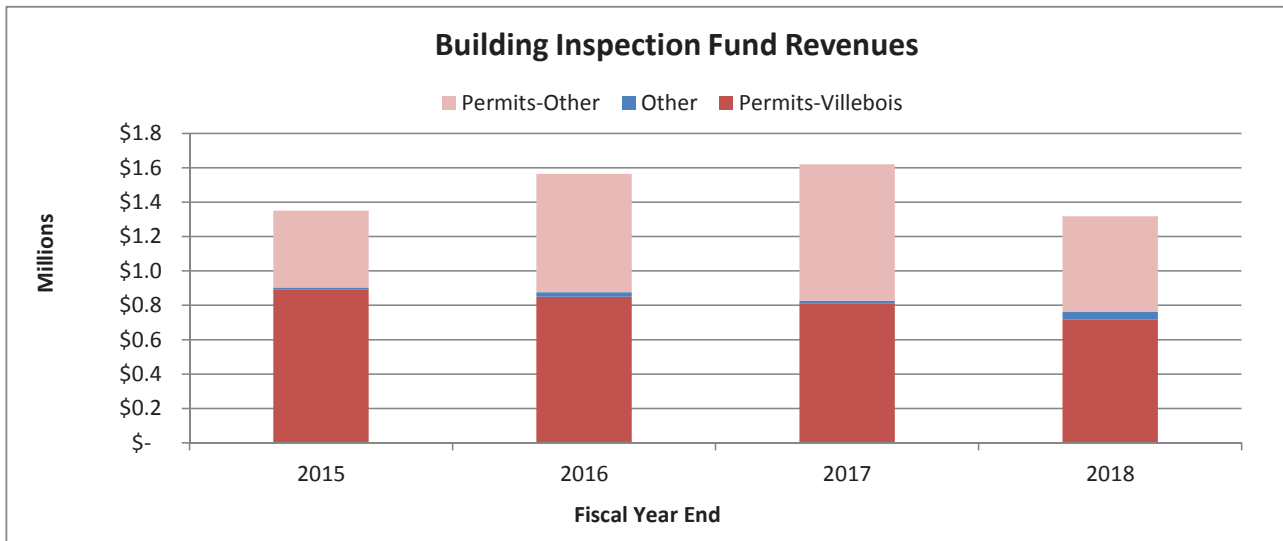
- Inspection and Permit Fees: Based on projections of scheduled and anticipated development

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

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.

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

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Revenues:						
Permits	\$ 1,340,604	\$ 1,538,088	\$ 1,604,935	\$ 1,273,660	\$ 1,273,660	\$ 1,273,660
Charges for services	-	-	-	9,200	\$ 9,200	\$ 9,200
Investment income	9,356	27,445	15,000	35,000	35,000	35,000
<b>Total Revenues</b>	<b>\$ 1,349,960</b>	<b>\$ 1,565,533</b>	<b>\$ 1,619,935</b>	<b>\$ 1,317,860</b>	<b>\$ 1,317,860</b>	<b>\$ 1,317,860</b>





# Summary of Fund Revenues

## Community Development Fund

### Assumptions for Community Development Fund Revenues

- Inspection and Permit Fees: In early 2017, Planning and Land Use Fees were restructured to better capture the costs involved in issuing permits. Permit revenue estimates are based on this restructure, as well as the volume of permits anticipated for FY 2017-18, which are expected to be lower than FY 2016-17.
- Charges for Service/Urban Renewal: Based on estimated overhead projections on Urban Renewal related projects and administration fees

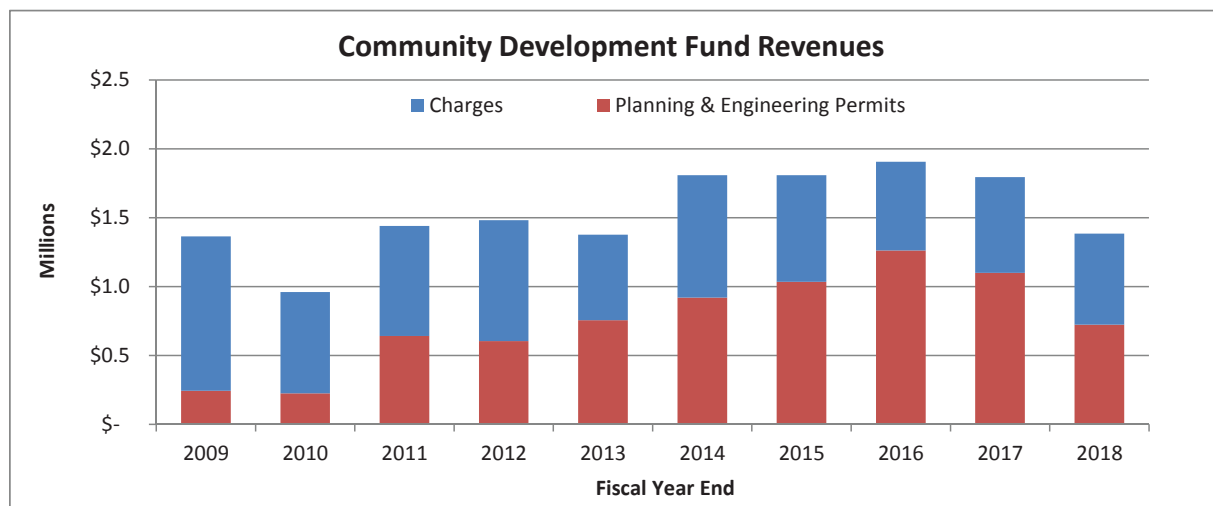
The Community Development Fund was established in FY2003-04 and prior to FY2014-15, encompassed Community Development Administration, Building, Planning, Engineering, Stormwater Management/Natural Resources and Urban Renewal Administration. Beginning in FY2014-15, the Community Development Fund no longer includes 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. In the Spring of 2017, the City Council voted to restructure the Planning Fees. This restructure is included in the estimates, however, it is anticipated the permit volume will drop off in FY 2017-18 as compared to prior years.

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 FY2017-18, 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 investment income on cash balances and miscellaneous revenues.

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Revenues:						
Permits	\$ 1,034,923	\$ 1,261,663	\$ 1,100,198	\$ 724,000	\$ 724,000	\$ 724,000
Intergovernmental	1,000	-	-	-	-	-
Charges for services	774,135	645,233	694,500	660,400	660,400	660,400
Investment income	11,455	20,015	12,000	20,000	20,000	20,000
Miscellaneous revenues	1,112	253	500	500	500	500
<b>Total Revenues</b>	<b>\$ 1,822,625</b>	<b>\$ 1,927,164</b>	<b>\$ 1,807,198</b>	<b>\$ 1,404,900</b>	<b>\$ 1,404,900</b>	<b>\$ 1,404,900</b>



# Summary of Fund Revenues

## Transit Fund

### Assumptions for Transit Fund Revenues

- Transit Tax: Based on estimated wage base (3% growth)
- Intergovernmental Revenues: Based on grants awarded to SMART and expected to be expended in 2017-18
- Charges for services: Estimates for fares collected for out-of-town routes

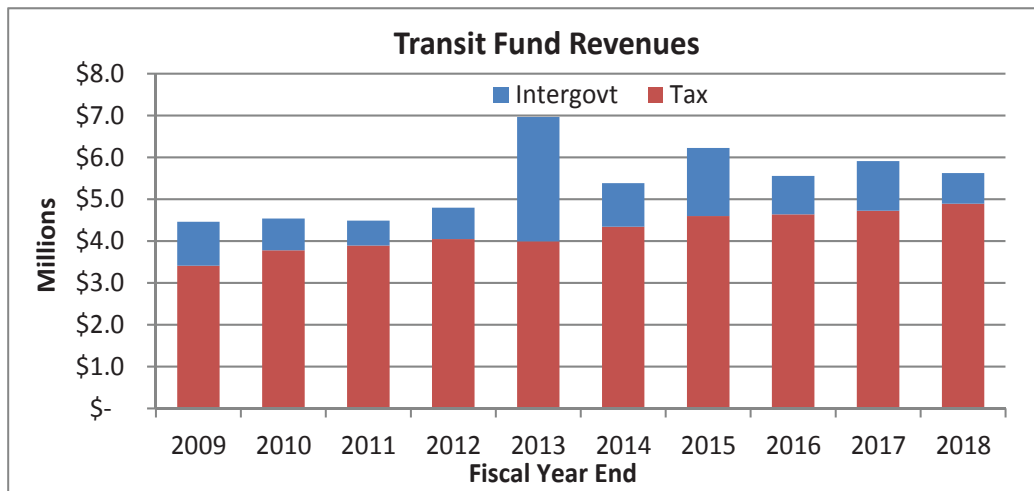
The City’s public transportation program is funded by a payroll tax paid by Wilsonville businesses and is based on total payroll or self-employment income. The tax rate increased from .33 percent (.0033) to .5 percent (.005) of gross wages in October 2008. The increase was made after completion of a 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 \$325,000 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 are projected to increase, as the local economy grows with new businesses relocating to the City. Transit taxes are estimated at approximately \$4.9 million in FY2017-18.

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 2017-18 can be found under the Transit program, in the Program Expenditures section of this document.

For FY 2017-18, transit fares are budgeted as Charges for Services and are not projected to increase. Fares are collected for all bus routes outside of the City limits.

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Transit tax	\$ 4,597,118	\$ 4,638,598	\$ 4,722,810	\$ 4,891,700	\$ 4,891,700	\$ 4,891,700
Intergovernmental	1,628,942	918,358	1,185,875	733,832	733,832	733,832
Charges for svcs	248,995	190,235	214,080	213,580	213,580	213,580
Investment income	21,521	23,390	15,000	15,000	15,000	15,000
Miscellaneous	26,261	16,281	14,000	14,000	14,000	14,000
<b>Total Revenues</b>	<b>\$ 6,522,837</b>	<b>\$ 5,786,862</b>	<b>\$ 6,151,765</b>	<b>\$ 5,868,112</b>	<b>\$ 5,868,112</b>	<b>\$ 5,868,112</b>



## Summary of Fund Revenues

### Road Operating Fund

#### *Assumptions for Road Operating Fund Revenues*

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

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

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 was a 6 cent increase to the gas tax (from 24 cents to 30 cents per gallon). The FY 2017-18 budget reflects an 8% increase in gas tax revenues, based on the assumption that there will be an increase in gas consumption in the coming fiscal year.

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Gas tax	\$ 1,267,758	\$ 1,339,901	\$ 1,328,925	\$ 1,432,078	\$ 1,432,078	\$ 1,432,078
Investment income	6,364	7,681	6,000	10,000	10,000	10,000
Miscellaneous	5,523	664	1,500	2,000	2,000	2,000
<b>Total Revenues</b>	<b>\$ 1,279,645</b>	<b>\$ 1,348,246</b>	<b>\$ 1,336,425</b>	<b>\$ 1,444,078</b>	<b>\$ 1,444,078</b>	<b>\$ 1,444,078</b>

### Road Maintenance Regulatory Fund

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

- User Charge: Based on historical trends

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

Effective April 2017, the Road Maintenance Fee has been restructured and are based on a per-trip basis, with customers falling into various trip categories, indexed to the trips generated by an Equivalent Residential Unit (ERU). One household in a single family detached home – also known as a residential unit, for example, generates approximately 10 trips a day per month, and carries a monthly charge of \$5.23, so a single family home pays \$5.23 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly. This restructured fee is expected to generate approximately 22% more revenue and enable the City to keep up on road maintenance.

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Usage charge	\$ 682,371	\$ 699,448	\$ 710,000	\$ 868,182	\$ 868,182	\$ 868,182
Investment income	2,564	6,107	2,000	12,000	12,000	12,000
<b>Total Revenues</b>	<b>\$ 684,935</b>	<b>\$ 705,555</b>	<b>\$ 712,000</b>	<b>\$ 880,182</b>	<b>\$ 880,182</b>	<b>\$ 880,182</b>

# Summary of Fund Revenues

## Water Operating Fund

### *Assumptions for Water Operating Fund Revenues*

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

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

In January 2014, Council approved a revenue neutral rate adjustment that aligned the rates per customer class based on the most current cost of services analysis. The Council also approved a three-year series of 2.25% rate increases. The last of the approved increases went into effect January 1, 2017.

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Usage charge	\$ 6,417,806	\$ 7,033,059	\$ 6,390,582	\$ 7,002,000	\$ 7,002,000	\$ 7,002,000
Usage-Sherwood	1,044,311	1,094,122	990,000	990,000	990,000	990,000
Connection fees	132,799	114,128	80,000	109,000	109,000	109,000
User fee- fire charge	134,013	138,724	135,000	135,000	135,000	135,000
Investment income	27,929	74,930	45,000	80,000	80,000	80,000
Miscellaneous	44,195	57,871	24,000	31,500	31,500	31,500
<b>Total Revenues</b>	<b>\$ 7,801,053</b>	<b>\$ 8,512,834</b>	<b>\$ 7,664,582</b>	<b>\$ 8,347,500</b>	<b>\$ 8,347,500</b>	<b>\$ 8,347,500</b>

## Sewer Operating Fund

### *Assumptions for Sewer Operating Fund Revenues*

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

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

In December 2012, the City issued \$39 million in debt for the rehabilitation of the existing Waste Water Treatment Plant. In preparation for the anticipated increase in operating expenses due to the repayment of the debt, past and current councils approved a series of rate hikes since November 2005. The last in a series of approved rate increases went into effect January 1, 2014 at 10%. An updated rate study will be completed during FY 2017-18, and the results will be presented to the City Council.

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 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Usage charge	\$ 7,212,604	\$ 7,427,307	\$ 7,427,000	\$ 7,458,000	\$ 7,458,000	\$ 7,458,000
High strength surcharge	539,710	419,570	355,250	475,000	475,000	475,000
Investment income	22,308	117,052	58,050	84,000	84,000	84,000
Miscellaneous	62,290	62,619	25,000	27,300	27,300	27,300
<b>Total Revenues</b>	<b>\$ 7,836,912</b>	<b>\$ 8,026,547</b>	<b>\$ 7,865,300</b>	<b>\$ 8,044,300</b>	<b>\$ 8,044,300</b>	<b>\$ 8,044,300</b>

## Summary of Fund Revenues

### Street Lighting Operating Fund

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

- User Charges and Surcharges: Based on historical consumption trends

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

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Usage charge	\$ 447,388	\$ 476,299	\$ 460,000	\$ 487,500	\$ 487,500	\$ 487,500
Investment income	4,548	6,786	-	10,000	10,000	10,000
<b>Total Revenues</b>	<b>\$ 451,936</b>	<b>\$ 483,084</b>	<b>\$ 460,000</b>	<b>\$ 497,500</b>	<b>\$ 497,500</b>	<b>\$ 497,500</b>

### Stormwater Operating Fund

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

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

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

The Stormwater Fund has been under financial pressure over recent years due primarily to the completion of two emergency maintenance related projects. Staff has also recently completed a 20-year Stormwater Capital Improvement Plan that identified extensive repair work in the Charbonneau area. To fund the projects identified, Council approved a series of rate increases that began on April 1, 2015. The FY2017-18 budget includes an increase to a monthly rate of \$9.95/EDU in January 2018.

Revenue projections are based on historic trends, adjusted for rate increases.

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Stormwater charges	\$ 1,557,938	\$ 2,186,329	\$ 2,374,518	\$ 2,667,192	\$ 2,667,192	\$ 2,667,192
Investment income	1,283	4,708	5,000	12,000	12,000	12,000
<b>Total Revenues</b>	<b>\$ 1,559,221</b>	<b>\$ 2,191,037</b>	<b>\$ 2,379,518</b>	<b>\$ 2,679,192</b>	<b>\$ 2,679,192</b>	<b>\$ 2,679,192</b>

# Summary of Fund Revenues

## Fleet Service Fund

### *Assumptions for Fleet Service Fund Revenues*

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

The Fleet Service Fund generates its revenues by charging fees to service and maintain all vehicles and equipment for City programs. Maintenance charges to each department are based on an average of the prior three years' work orders, and are set to recover operating costs estimated for FY 2017-18. In addition to fuel and maintenance costs, all departments, except Transit, pay towards a vehicle replacement reserve. Replacement reserves assume a 10-year lifespan for most vehicles. Transit has its own bus replacement reserve. The amount to be allocated to the various funds for fleet operations is based on the budgeted expenses for Fleet Services.

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Charges for services</b>						
General Fund	\$ 130,110	\$ 142,750	\$ 140,690	\$ 142,340	\$ 142,340	\$ 142,340
CD Fund	19,750	23,590	21,390	21,790	21,790	21,790
Building Fund	8,880	10,790	9,180	9,830	9,830	9,830
Transit Fund	1,035,370	1,014,680	984,660	1,019,780	1,019,780	1,019,780
Road Op Fund	37,400	44,810	44,040	44,620	44,620	44,620
Water Op Fund	36,370	42,830	42,060	44,270	44,270	44,270
Sewer Op Fund	5,180	4,782	8,280	18,360	18,360	18,360
Stormwater Fund	14,720	13,795	8,070	9,640	9,640	9,640
Charges subtotal	<u>1,287,780</u>	<u>1,298,027</u>	<u>\$ 1,258,370</u>	<u>1,310,630</u>	<u>\$ 1,310,630</u>	<u>\$ 1,310,630</u>
Investment income	7,497	10,889	5,000	10,700	10,700	10,700
Miscellaneous	31,579	61,195	-	-	-	-
<b>Total Revenues</b>	<u><u>\$ 1,326,856</u></u>	<u><u>\$ 1,370,111</u></u>	<u><u>\$ 1,263,370</u></u>	<u><u>\$ 1,321,330</u></u>	<u><u>\$ 1,321,330</u></u>	<u><u>\$ 1,321,330</u></u>

# Summary of Fund Revenues

## Assumptions for System Development Charges Revenues

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

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

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Water Development Charges Fund</b>						
System Development Charges	\$ 1,461,645	\$ 1,504,082	\$ 2,199,448	\$ 2,890,907	\$ 2,890,907	\$ 2,890,907
Investment income	8,257	17,030	15,000	40,000	40,000	40,000
Total Revenues	1,469,902	1,521,112	2,214,448	2,930,907	2,930,907	2,930,907
<b>Sewer Development Charges Fund</b>						
System Development Charges	1,785,553	1,519,276	1,893,414	2,152,412	2,152,412	2,152,412
Investment income	31,295	52,574	40,000	50,000	50,000	50,000
Total Revenues	1,816,848	1,571,850	1,933,414	2,202,412	2,202,412	2,202,412
<b>Streets Development Charges Fund</b>						
System Development Charges	2,242,668	2,578,879	4,185,810	4,210,374	4,210,374	4,210,374
Traffic impact fees	43,702	-	-	-	-	-
Investment income	25,938	40,136	30,000	40,000	40,000	40,000
Other	150,308	60,698	-	-	-	-
Total Revenues	2,462,616	2,679,713	4,215,810	4,250,374	4,250,374	4,250,374
<b>Washington County TDT Fund</b>						
System Development Charges	-	-	-	1,051,290	1,051,290	1,051,290
Investment income	-	-	-	4,000	-	-
Transfer from Streets SDC Fund	-	-	400,000	-	-	-
Total Revenues	-	-	400,000	1,055,290	1,051,290	1,051,290
<b>Stormwater Development Charges Fund</b>						
System Development Charges	387,192	562,168	746,923	853,419	853,419	853,419
Investment income	6,549	11,825	7,200	25,000	25,000	25,000
Total Revenues	393,741	573,993	754,123	878,419	878,419	878,419
<b>Parks Development Charges Fund</b>						
System Development Charges	1,266,596	1,804,219	1,882,710	1,742,364	1,742,364	1,742,364
Investment and other income	26,378	33,328	26,000	40,000	40,000	40,000
Total Revenues	1,292,974	1,837,547	1,908,710	1,782,364	1,782,364	1,782,364
<b>Total SDC Funds</b>	<b>\$ 7,436,081</b>	<b>\$ 8,184,215</b>	<b>\$ 11,026,505</b>	<b>\$ 12,044,476</b>	<b>\$ 12,044,476</b>	<b>\$ 12,044,476</b>





*Graham Oaks Nature Park*



# Program Budget Organization

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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 79.

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

Policy & Administration.....	80
Administration.....	80
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Information Systems.....	86
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In addition to these operating programs, three other categories comprise the balance of the City's budget: **Capital Projects** consists of large dollar expenditures for buildings, infrastructure and parks. The detail for capital projects is provided in a separate section of the budget document beginning on page 167.

**Debt Service** includes appropriations for interest and principal on all types of debt and starts on page 247.

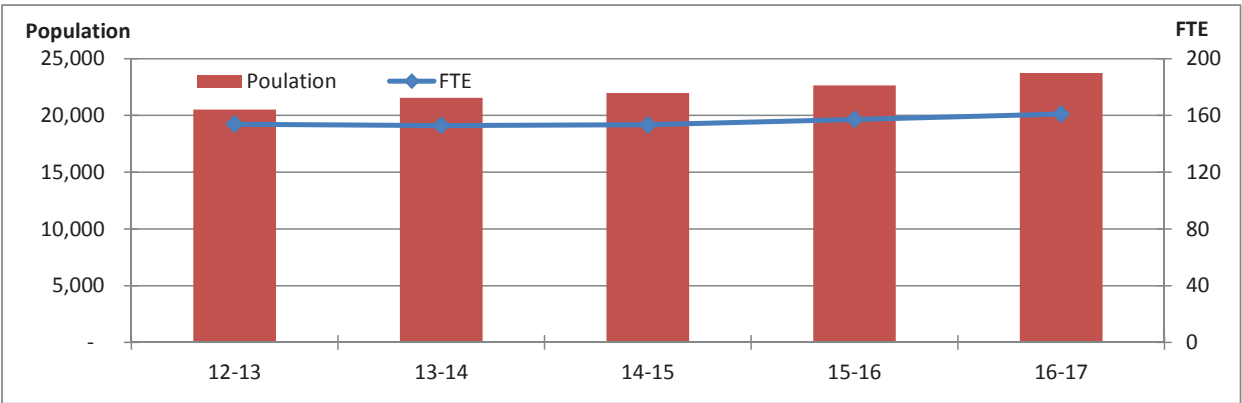
**Contingencies** include allowances and set-asides for future projects, repairs and equipment replacements in various funds and is found on page 254.

# Summary of Workforce Trends

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

Staffing levels for FY17-18 are increasing by .01 to 161.02 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, 2017.



# Summary of Workforce Trends

## Comparison of Personnel Changes

### Full Time Equivalent (FTE) Positions

<b>Department</b>	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
<b>Administration</b>				
Administration	5.00	5.00	5.00	6.00
Finance	9.40	9.20	9.31	9.31
Information Systems/Geographic Information	4.50	4.50	5.50	5.50
Legal	3.00	3.00	3.70	3.70
Human Resources/Risk Management	2.85	3.35	3.35	3.60
	<b>24.75</b>	<b>25.05</b>	<b>26.86</b>	<b>28.11</b>
<b>Community Development</b>				
Administration	4.50	4.50	3.50	4.00
Engineering	9.00	9.50	9.50	10.50
Building Inspections	5.60	5.60	5.60	8.80
Planning	7.60	7.60	7.60	7.60
Natural Resources/Stormwater Management	2.00	3.00	3.00	0.00
	<b>28.70</b>	<b>30.20</b>	<b>29.20</b>	<b>30.90</b>
<b>Public Works</b>				
Administration	3.50	3.50	3.50	3.50
Facilities	5.50	5.75	5.75	5.00
Roads	4.05	4.05	4.05	3.80
Water Distribution and Sales	4.88	5.38	5.67	5.38
Wastewater Collection	2.13	2.13	2.63	2.63
Industrial Pretreatment	1.00	1.00	1.00	1.00
Stormwater Maintenance	1.94	1.94	2.69	2.69
	<b>23.00</b>	<b>23.75</b>	<b>25.29</b>	<b>24.00</b>
<b>Transportation</b>				
SMART Transit	36.07	37.00	37.50	37.00
Fleet	6.60	6.60	6.60	7.60
	<b>42.67</b>	<b>43.60</b>	<b>44.10</b>	<b>44.60</b>
<b>Parks &amp; Recreation</b>				
General Services	8.10	8.20	9.20	9.20
Parks Maintenance	8.25	8.25	8.25	7.00
	<b>16.35</b>	<b>16.45</b>	<b>17.45</b>	<b>16.20</b>
<b>Library</b>	16.46	16.46	16.46	16.56
	<b>16.46</b>	<b>16.46</b>	<b>16.46</b>	<b>16.56</b>
<b>Public Safety</b>				
Municipal Court	1.50	1.70	1.65	1.65
	<b>1.50</b>	<b>1.70</b>	<b>1.65</b>	<b>1.65</b>
<b>Total FTE's</b>	<b>153.43</b>	<b>157.21</b>	<b>161.01</b>	<b>162.02</b>





*Memorial Park Trail*



# Expenditure Summaries

## By Program

*Excluding Interfund Service and Transfers*

Program	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Policy and Administration:</b>						
Administration	\$ 1,210,344	\$ 1,472,429	\$ 1,371,425	\$ 1,600,620	\$ 1,600,620	\$ 1,600,620
Finance	1,438,989	1,235,042	1,426,603	1,470,879	1,470,879	1,470,879
Information Systems	609,998	681,124	1,117,190	1,292,510	1,292,510	1,292,510
Geographic Info Systems	195,313	215,788	231,124	-	-	-
Legal	472,358	488,563	553,236	559,560	559,560	559,560
HR / Risk Management	604,731	615,022	694,129	763,583	763,583	763,583
<i>Policy and Administration</i>	<b>\$ 4,531,733</b>	<b>\$ 4,707,968</b>	<b>\$ 5,393,707</b>	<b>\$ 5,687,152</b>	<b>\$ 5,687,152</b>	<b>\$ 5,687,152</b>
<b>Community Development:</b>						
C.D. Administration	655,668	615,003	771,542	933,698	933,698	933,698
Engineering	1,170,098	1,223,216	1,348,000	1,490,268	1,490,268	1,490,268
Building Inspection	685,237	780,279	821,701	1,313,743	1,313,743	1,313,743
Planning	863,279	915,240	1,040,074	958,539	958,539	958,539
Natural Res/Strmwtr Mgmt	310,433	351,445	485,542	-	-	-
<i>Community Development</i>	<b>\$ 3,684,715</b>	<b>\$ 3,885,183</b>	<b>\$ 4,466,859</b>	<b>\$ 4,696,248</b>	<b>\$ 4,696,248</b>	<b>\$ 4,696,248</b>
<b>Public Works:</b>						
P.W. Administration	400,272	426,075	475,277	502,100	502,100	502,100
Facilities	822,399	804,339	1,024,031	983,566	983,566	983,566
Road Operations	753,207	711,652	875,676	879,091	879,091	879,091
Street Lighting	302,315	283,521	351,721	356,090	356,090	356,090
Water Distribution	1,179,731	1,256,518	1,447,126	1,436,547	1,436,547	1,436,547
Water Treatment Plant	2,567,620	2,611,629	2,941,875	3,356,418	3,356,418	3,356,418
Wastewater Collection	570,227	773,918	851,219	890,389	890,389	890,389
Industrial Pretreatment	105,567	101,992	126,332	128,149	128,149	128,149
Wastewater Trtmt Plant	2,372,912	2,307,796	2,553,107	2,575,313	2,575,313	2,575,313
Stormwater Maintenance	414,234	457,749	657,649	683,544	683,544	683,544
<i>Public Works</i>	<b>\$ 9,488,484</b>	<b>\$ 9,735,189</b>	<b>\$ 11,304,013</b>	<b>\$ 11,791,207</b>	<b>\$ 11,791,207</b>	<b>\$ 11,791,207</b>
<b>Parks &amp; Recreation:</b>						
Parks & Recreation	1,049,182	1,114,461	1,617,522	1,548,228	1,548,228	1,548,228
Parks Maintenance	1,194,879	1,068,303	1,349,073	1,241,490	1,286,490	1,286,490
<i>Parks &amp; Recreation</i>	<b>\$ 2,244,061</b>	<b>\$ 2,182,764</b>	<b>\$ 2,966,595</b>	<b>\$ 2,789,718</b>	<b>\$ 2,834,718</b>	<b>\$ 2,834,718</b>
Library	\$ 1,595,216	\$ 1,719,814	\$ 1,868,412	\$ 1,938,586	\$ 1,938,586	\$ 1,938,586
<b>Transportation:</b>						
Transit	5,894,388	5,116,747	6,251,017	5,724,162	5,724,162	5,724,162
Fleet	1,174,120	1,172,857	1,643,915	1,413,059	1,413,059	1,413,059
<i>Transportation</i>	<b>\$ 7,068,508</b>	<b>\$ 6,289,604</b>	<b>\$ 7,894,932</b>	<b>\$ 7,137,221</b>	<b>\$ 7,137,221</b>	<b>\$ 7,137,221</b>
<b>Public Safety:</b>						
Law Enforcement	3,644,645	3,899,289	4,443,964	4,949,105	4,949,105	4,949,105
Municipal Court	156,092	165,573	206,630	209,274	209,274	209,274
<i>Public Safety</i>	<b>\$ 3,800,737</b>	<b>\$ 4,064,862</b>	<b>\$ 4,650,594</b>	<b>\$ 5,158,379</b>	<b>\$ 5,158,379</b>	<b>\$ 5,158,379</b>
<b>Total Operating Budget</b>	<b>\$ 32,413,454</b>	<b>\$ 32,585,384</b>	<b>\$ 38,545,112</b>	<b>\$ 39,198,511</b>	<b>\$ 39,243,511</b>	<b>\$ 39,243,511</b>

## By Major Cost Category

*Excluding Interfund Services, Transfers and Capital Projects*

Category	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Personnel Services	\$ 13,974,828	\$ 14,589,971	\$ 16,539,504	\$ 16,858,971	\$ 16,933,971	\$ 16,933,971
Materials and Services	16,618,150	16,905,061	19,731,284	20,887,829	\$ 20,857,829	\$ 20,857,829
Capital Outlay	1,820,476	1,090,352	2,274,324	1,451,711	\$ 1,451,711	\$ 1,451,711
<b>Total Operating Budget</b>	<b>\$ 32,413,454</b>	<b>\$ 32,585,384</b>	<b>\$ 38,545,112</b>	<b>\$ 39,198,511</b>	<b>\$ 39,243,511</b>	<b>\$ 39,243,511</b>

# Policy & Administration

# administration

City Administration provides governance, leadership and oversight to City operations, housing expenses related to the City Council, City Manager, City Recorder, Community Relations and Public Affairs. The City Manager is appointed by City Council and is the chief administrative officer of the City. It is the City Manager’s responsibility to manage, direct and coordinate the municipal services and business affairs of the City. The City Manager is responsible for translating the City Council’s goals into budgetary priorities. The City Manager serves as the City’s Budget Official, ensuring the preparation of the annual budget and its presentation to Budget Committee for approval and to the City Council for 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.

**Key Performance Areas**

***Financial Discipline***

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

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

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

***Economic Development***

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

**Council Goals**

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

- Promote and facilitate community events such as Shred Day and Bulky Waste Day
- Continue City partnership with Republic Services
- Update the solid waste franchise agreement and consider curbside composting options

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

- Hold educational town hall / summit meeting(s) regarding traffic challenges, affordable housing, building elevation, and density policy trade-offs
- Conduct a housing affordability study and begin policy development, including addressing housing mix

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

- Explore the establishment of an Arts and Culture Commission, based on the results of the Arts and Culture Commission Study, and develop a strategy to reinstitute the sculpture program
- Install interpretive signage for Beauty and the Bridge and on Murase architectural features; inventory all public art with interpretive recognition

**Promote farm and forest land protection**

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

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
City Manager	1.00	1.00	1.00	1.00
Executive Secretary	1.00	0.00	0.00	0.00
Community Outreach Specialist	0.00	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00	1.00
Public Affairs Director	1.00	1.00	1.00	1.00
Community Relations Coordinator	1.00	1.00	1.00	1.00
Code Enforcement Officer	0.00	0.00	0.00	1.00
	5.00	5.00	5.00	6.00



# administration

# Policy & Administration

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	458,959	473,408	\$ 486,710	\$ 518,445	\$ 518,445	\$ 518,445
Employee benefits	260,623	287,186	304,320	349,820	349,820	349,820
<b>Total</b>	<b>719,582</b>	<b>760,594</b>	<b>791,030</b>	<b>868,265</b>	<b>868,265</b>	<b>868,265</b>
<b>Materials and Services</b>						
Supplies	61,466	48,897	55,642	56,198	56,198	56,198
Prof and tech services	202,727	156,847	194,978	311,828	311,828	311,828
Utility services	4,392	7,579	8,850	8,940	8,940	8,940
Comm svcs programs	111,089	133,356	154,840	215,316	215,316	215,316
Employee development	37,570	44,583	49,879	50,378	50,378	50,378
Fees, dues, advertising	31,707	33,030	31,512	31,828	31,828	31,828
Meetings & Council	41,811	42,638	57,294	57,867	57,867	57,867
<b>Total</b>	<b>490,762</b>	<b>466,930</b>	<b>552,995</b>	<b>732,355</b>	<b>732,355</b>	<b>732,355</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	244,905	27,400	-	-	-
<b>Total Department</b>	<b>\$ 1,210,344</b>	<b>\$ 1,472,429</b>	<b>\$ 1,371,425</b>	<b>\$ 1,600,620</b>	<b>\$ 1,600,620</b>	<b>\$ 1,600,620</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Intefund charges	\$ 215,300	\$ 271,556	\$ 289,155	\$ 303,337	\$ 303,337	\$ 303,337
Urban renewal charges	135,700	146,200	157,600	161,600	161,600	161,600
General Fund	859,344	1,054,673	924,670	1,135,683	1,135,683	1,135,683
<b>Total</b>	<b>\$ 1,210,344</b>	<b>\$ 1,472,429</b>	<b>\$ 1,371,425</b>	<b>\$ 1,600,620</b>	<b>\$ 1,600,620</b>	<b>\$ 1,600,620</b>

## **Budget Highlights**

### **Personnel Services**

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salary and Wage scale are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 07/01/17
- The Office of the City Manager proposes the addition of a Code Enforcement Officer as a dedicated and specialized position that will be responsible for protecting community health, welfare, and quality of life, while preserving individual property rights by enforcing provisions of the Wilsonville City Code applying to housing, structures, property maintenance, land use, signage, parking and business registration in a responsible, courteous and impartial manner

### **Materials and Services**

- Proposed increase in professional and technical services for the production of four City Videos for public outreach
- Proposed increase in professional and technical services for the implementation of the City's branding initiative
- Proposed increase in professional and technical services for continued Laserfiche implementation and services
- The City was awarded a Metro Housing Grant, and is proposing to hire a consultant to study affordable housing options that would be presented to the Equitable Housing Taskforce
- Community Service Program increases due to the reorganization of the Metro Enhancement Grant from the Parks and Recreation budget to Administration

### **Capital Outlay**

- One time budget for capital outlay purchases in the prior year were removed

# Policy & Administration

# finance

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.

**KEY PERFORMANCE AREAS**

***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***

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

***Other Program Objectives***

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

**Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
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
Administrative Assistant III	0.90	0.90	0.00	0.00
Administrative Assistant I	0.00	0.00	0.81	0.00
Accountant	1.00	1.00	1.00	1.00
Accounting Specialist	2.50	2.50	2.50	2.50
Accounting Technician	2.00	1.80	2.00	2.81
	<b>9.40</b>	<b>9.20</b>	<b>9.31</b>	<b>9.31</b>

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 621,723	\$ 624,051	\$ 672,750	\$ 677,020	\$ 677,020	\$ 677,020
Employee benefits	288,532	295,680	359,840	401,740	401,740	401,740
<b>Total</b>	<b>910,255</b>	<b>919,731</b>	<b>1,032,590</b>	<b>1,078,760</b>	<b>1,078,760</b>	<b>1,078,760</b>
<b>Materials and Services</b>						
Supplies	56,649	29,668	41,779	39,222	39,222	39,222
Prof and tech services	171,048	134,195	179,284	181,526	181,526	181,526
Utility services	42,623	38,049	48,056	48,740	48,740	48,740
Fleet services	4,240	4,260	4,160	4,210	4,210	4,210
Repairs & maintenance	25,696	27,217	27,577	27,854	27,854	27,854
Rents & leases	1,279	1,310	1,273	6,286	6,286	6,286
Insurance	3,701	4,028	4,240	3,840	3,840	3,840
Employee development	15,870	21,445	13,029	13,159	13,159	13,159
Fees, dues, advertising	6,494	8,905	9,696	9,793	9,793	9,793
Meeting expenses	1,803	762	530	535	535	535
Misc. services & supplies	191,275	45,472	64,389	56,954	56,954	56,954
<b>Total</b>	<b>520,678</b>	<b>315,311</b>	<b>394,013</b>	<b>392,119</b>	<b>392,119</b>	<b>392,119</b>
<b>Capital Outlay</b>						
Machinery & equipment	8,056	-	-	-	-	-
<b>Total Department</b>	<b>\$ 1,438,989</b>	<b>\$ 1,235,042</b>	<b>\$ 1,426,603</b>	<b>\$ 1,470,879</b>	<b>\$ 1,470,879</b>	<b>\$ 1,470,879</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Interfund charges	\$ 1,219,900	\$ 999,099	\$ 1,116,280	\$ 872,279	\$ 872,279	\$ 872,279
Urban renewal charges	57,600	63,600	77,500	122,800	122,800	122,800
General Fund	161,489	172,343	232,823	475,800	475,800	475,800
<b>Total</b>	<b>\$ 1,438,989</b>	<b>\$ 1,235,042</b>	<b>\$ 1,426,603</b>	<b>\$ 1,470,879</b>	<b>\$ 1,470,879</b>	<b>\$ 1,470,879</b>

**BUDGET HIGHLIGHTS**

**Personnel Services**

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 07/01/17.

**Materials and Services**

- Proposed increase in rents and leases due to planned replacement of the Finance Department postage machine. The City intends to lease the machine as a more cost effective alternative to purchasing.
- Insurance is projected to increase between 3.8% and 7.3% as per notification of insurance carrier. Insurance is billed in aggregate and allocated to departments based on insured items used or occupied by departments and thus actual percentage changes in insurance line items will vary.
- Reduction in supplies from the removal of prior year budget for signage for the finance front desk
- Miscellaneous service & supplies budget reduced for a one time purchase of furniture in prior year.

**Performance Measurements**

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

<b>Measure</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
Actual cost to deliver financial services financial services	\$ 1,103,630	\$ 1,438,989	\$ 1,235,042	\$ 1,330,085	\$ 1,470,879
Costs to deliver financial services as percentage of total City operating budget	3.4%	4.1%	3.5%	3.5%	3.7%

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

<b>Measure</b>					
Government Finance Officers Association (GFOA) Budget Award	Yes	Yes	Yes	Yes	Yes
GFOA Comprehensive Annual Financial Report (CAFR) Award	Yes	Yes	Yes	Yes	Yes
Independent Certified Public Accountant audit "clean opinion" of CAFR	Yes	Yes	Yes	Yes	Yes

**Goal: Maintain the City's financial health**

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

**Performance Measurements Outcome**

The measurement indicators noted above reveal performance objectives are being met by the department. Maintaining a constant cost percent to deliver financial services through new demands and special analysis indicates that efficiencies are being realized. Under the direction of the City Council and Budget Committee, the City has long placed emphasis on strong financial management. Every year, the City receives unqualified (clean) opinions of the City's Annual Financial Report by outside certified public accountants, maintains high bond ratings by rating agencies such as Moody's and Standard & Poor's, and is recognized by the Government Finance Officers Association for high standards in government accounting, financial reporting, and budgeting.



*Charbonneau Water Feature*



# Policy & Administration

# information systems

The Information Systems Division (IS) 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 Enterprise Geographic Information Systems (GIS). The IS/GIS department utilizes an Information Technology Strategic plan that is updated each year to ensure the City’s infrastructure and applications are positioned to meet future demands in an efficient way. The primary goal of the IS/GIS department is to provide excellent technology services to both City staff and the public. GIS works with City staff across the organization to identify projects and priorities and provide tools and analysis. Shown separately in years past, the functional area of GIS has been folded into the Information Systems budget to present as one unit.

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

**Key Performance Areas**

***Fiscal Discipline***

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

***Well Maintained Infrastructure***

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

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

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

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

- Continue to grow and enhance the city’s fiber infrastructure, connecting anchor institutions, providing services, and opening pathways for improved access to competitive broadband options in Wilsonville

**Council Goals**

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

- Complete the Fiber Business Plan and present to Council in FY 17/18.
- Assist City Departments with implementation of a new Enterprise Resource Planning system
- Refresh and update the City’s webpage

**Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Information Systems Manager	1.00	1.00	1.00	1.00
Information System Assistant I	0.00	0.00	1.00	1.00
Information System Assistant II	1.00	0.00	0.00	0.00
Systems Analyst	0.00	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00	1.00
GIS Manager	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	<b>4.50</b>	<b>4.50</b>	<b>5.50</b>	<b>5.50</b>



<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 249,981	\$ 262,899	\$ 323,900	\$ 421,080	\$ 421,080	\$ 421,080
Employee benefits	118,092	136,183	167,575	251,370	251,370	251,370
<b>Total</b>	<b>\$ 368,073</b>	<b>\$ 399,082</b>	<b>\$ 491,475</b>	<b>\$ 672,450</b>	<b>\$ 672,450</b>	<b>\$ 672,450</b>
<b>Materials and Services</b>						
Supplies	77,427	72,823	117,104	233,893	233,893	233,893
Prof and tech services	92,927	142,135	262,846	250,959	250,959	250,959
Utility services	10,166	13,009	14,873	15,546	15,546	15,546
Repairs & maintenance	6,725	5,912	7,223	7,295	7,295	7,295
Employee development	5,424	6,641	6,724	8,990	8,990	8,990
Fees, dues, advertising	876	655	909	2,852	2,852	2,852
Meeting expenses	28	168	208	525	525	525
<b>Total</b>	<b>\$ 193,573</b>	<b>\$ 241,343</b>	<b>\$ 409,887</b>	<b>\$ 520,060</b>	<b>\$ 520,060</b>	<b>\$ 520,060</b>
<b>Capital Outlay</b>						
Machinery & equipment	48,352	40,699	215,828	100,000	100,000	100,000
<b>Total Department</b>	<b>\$ 609,998</b>	<b>\$ 681,124</b>	<b>\$ 1,117,190</b>	<b>\$ 1,292,510</b>	<b>\$ 1,292,510</b>	<b>\$ 1,292,510</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Interfund charges	\$ 262,600	\$ 296,026	\$ 370,047	\$ 573,286	\$ 573,286	\$ 573,286
Urban renewal charges	-	-	-	11,500	11,500	11,500
General Fund	347,398	385,098	747,143	707,724	707,724	707,724
<b>Total</b>	<b>\$ 609,998</b>	<b>\$ 681,124</b>	<b>\$ 1,117,190</b>	<b>\$ 1,292,510</b>	<b>\$ 1,292,510</b>	<b>\$ 1,292,510</b>

**Budget Highlights**

**Personnel Services**

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes
- Large variances in the personnel category are due to the merging of the IS and GIS programs. Historically, IS has overseen GIS and the increasingly close integration of the two entities has led to the combination of the programs budgets

**Materials and Services**

- Proposed upgrade WilsonvilleMaps.com site to improve functionality and user friendliness
- In accordance with the needs identified in the IT Strategic Plan the City has proposed to implement an email archiving and E discovery solution that will aid in processing public records requests efficiently
- Proposed implementation of a Network Auditing Software will enable departments to better collaborate and share network data while maintaining data security and providing strict auditing of all data changes. The need for this network upgrade was identified in the IT Strategic Plan
- As part of the IT Strategic Plan the City identified the need for a disaster recovery plan pertaining to data. The addition of the Cloud backup program to secure data outside of the local region will add safety to the City’s data in the event of a regional disaster
- Proposed upgrade for the City’s antivirus software in order to protect the City’s data from modern threat such as ransomware that the current platform is not as capable of detecting and safeguarding against
- Software maintenance contracts, budgeted in the professional and technical services line item, typically have a three year service period. Several one-time maintenance contracts from the prior year were removed from the budget and other software maintenance contracts were renewed in the current budget
- Other smaller line items will show large increases because of the consolidation of departments but are fairly small dollar value in general. These include the Employee Development, Fees, and Meeting expenses line items.

(continued on the next page)



# Policy & Administration

# information systems

## Budget Highlights, (continued)

### Capital Outlay

- Significant decrease due to several large one time purchases that were completed in FY 16/17
- \$100,000 budget related to PEG Network Maintenance, including production lighting upgrades

### Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
Identify and track workload indicators	Users supported	132	136	136	141	141
	Personal computers supported (staff & public use)	205	207	215	215	216
	Physical servers supported	17	14	16	19	17
	Virtual servers supported	16	21	23	27	30
	Other equipment supported	127	108	108	149	151
	Applications supported	73	72	67	69	69
	% of survey respondents that use GIS for job duties	75%	65%	66%	66%	75%
	% of survey respondents that use online mapping tools	75%	n/a*	66%	75%	75%
Effectiveness indicator	Network up-time	99.5%	99.7%	99.7%	99.4%	99.8%
	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

### Performance Measurements Outcome

Every year, the IS/GIS Division conducts an IT survey. In prior years separate surveys were performed for both IS and GIS but this year were combined. The overall customer satisfaction for the department continues to be excellent and we hope to keep this high rating during several major projects that are planned for the next fiscal year.

The slight fluctuations in users and computers supported are partially explained by a change in how we record those numbers. We made these changes to help provide a more accurate number moving forward. The number of servers supported continues to grow as the City continues to adopt new technology and adheres to best practices.

The number of supported devices is up significantly with the increase of smartphones and tablets. Several departments have leveraged the mobile capability of existing software to become more productive in the field.

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

Finally, network uptime calculations continue to be extremely conservative, accounting for server “reboots” and other incidental activity taking place during normal working hours. The estimate for FY16-17 is slightly lower than usual because of an unexpected switch failure in February. We have advanced plans to replace similar switches in FY17-18 to make sure we do not encounter this issue again.

The Geographic Information Systems division has been re-organized into Information Systems.  
Please see preceding pages for narrative.

Geographic Information Systems Prior Years Detail

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Personnel Services						
Salaries and wages	\$ 92,499	\$ 92,498	\$ 108,660	\$ -	\$ -	\$ -
Employee benefits	47,434	52,621	56,500	-	-	-
<b>Total</b>	<b>139,933</b>	<b>145,119</b>	<b>165,160</b>	<b>-</b>	<b>-</b>	<b>-</b>
Materials and Services						
Supplies	1,639	13,729	8,136	-	-	-
Prof and tech services	50,471	50,181	52,906	-	-	-
Utility services	178	181	519	-	-	-
Employee development	2,542	4,495	2,176	-	-	-
Fees, dues, advertising	550	2,079	1,915	-	-	-
Meeting expenses	-	4	312	-	-	-
<b>Total</b>	<b>55,380</b>	<b>70,669</b>	<b>65,964</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 195,313</b>	<b>\$ 215,788</b>	<b>\$ 231,124</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Interfund charges	\$ 147,200	\$ 174,000	\$ 175,280	\$ -	\$ -	\$ -
Urban renewal charges	9,400	11,020	11,100	-	-	-
General Fund	38,713	30,768	44,744	-	-	-
<b>Total</b>	<b>\$ 195,313</b>	<b>\$ 215,788</b>	<b>\$ 231,124</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

The City Attorney is appointed by, and reports directly to, the City Council. The Legal Department provides general counsel to the City and the Urban Renewal Agency. The City Attorney 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.

**Key Performance Areas**

**Other Program Objectives**

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

**Council Goals**

- **Revise the Development Code to streamline and modernize it**  
Provide timely, efficient, and effective review and advice to Community Development, Engineering, and Planning departments to ensure clarity and consistency in any Development Code revisions
- **Promote stronger connectivity and access to the Willamette River**  
Provide legal counsel on effective transportation and land use plans to achieve better access to the Willamette River
- **Pursue a balanced housing mix with a variety of choices to meet the needs of current and future residents of varying financial levels**  
Aid with housing policy development and provide timely, efficient, and effective review and advice on affordable housing policy
- **Build fully interconnected and effective transportation modes enabling all kinds of movement among neighborhoods, commercial/employment areas, schools, parks, library, and government**  
Draft contracts and perform related legal procedures, such as eminent domain process and litigation, required for numerous road projects and long range planning projects; provide legal advice to respective departments concerning the same
- **Enhance tourism, recreation, resiliency, redundancy, economic development, and connectivity**  
Work with staff on legal aspects related to funding, websites, and bylaws for tourism committee
- **Promote and make available numerous options for convenient sustainable choices**  
Work with Natural Resources on bee city program and contracts; assist staff with environmental compliance and reporting
- **Promote farm and forest protection**  
Ongoing work on legislative bills to prevent loss of critical farm land and habitat areas

**Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
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	1.50
Property Specialist	0.00	0.00	0.50	0.00
Intern	0.00	0.00	0.20	0.20
	<b>3.00</b>	<b>3.00</b>	<b>3.70</b>	<b>3.70</b>

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 316,498	\$ 330,586	\$ 350,810	\$ 346,220	\$ 346,220	\$ 346,220
Employee benefits	130,302	133,312	154,070	164,500	164,500	164,500
<b>Total</b>	<b>446,800</b>	<b>463,898</b>	<b>504,880</b>	<b>510,720</b>	<b>510,720</b>	<b>510,720</b>
<b>Materials and Services</b>						
Supplies	8,698	8,976	10,848	11,882	11,882	11,882
Prof and tech services	5,307	2,215	22,332	19,630	19,630	19,630
Utility services	834	848	936	945	945	945
Employee development	8,800	9,902	10,614	12,720	12,720	12,720
Fees, dues, advertising	1,919	2,724	3,523	3,559	3,559	3,559
Meeting expenses	-	-	103	104	104	104
<b>Total</b>	<b>25,558</b>	<b>24,665</b>	<b>48,356</b>	<b>48,840</b>	<b>48,840</b>	<b>48,840</b>
<b>Total Department</b>	<b>\$ 472,358</b>	<b>\$ 488,563</b>	<b>\$ 553,236</b>	<b>\$ 559,560</b>	<b>\$ 559,560</b>	<b>\$ 559,560</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Interfund charges	\$ 110,087	\$ 148,112	\$ 170,775	\$ 143,838	\$ 143,838	\$ 143,838
Urban renewal charges	82,600	82,600	87,000	88,200	\$ 88,200	\$ 88,200
General Fund	279,671	257,851	295,461	327,522	327,522	327,522
<b>Total</b>	<b>\$ 472,358</b>	<b>\$ 488,563</b>	<b>\$ 553,236</b>	<b>\$ 559,560</b>	<b>\$ 559,560</b>	<b>\$ 559,560</b>

**Budget Highlights**

**Personnel Services**

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes
- Convert prior year funding for Property Specialist and Outside Legal Counsel to fund the addition of a part-time legal secretary. This change results in a reduction in professional and technical services line item that is effectively absorbed in the Personnel Services category

**Materials and Services**

- Proposed increase in employee development to provide additional training and conference opportunities to the recently hired Assistant City Attorney
- Proposed increase in supplies to provide necessary materials for additional staff

## Policy & Administration

## human resources/risk management

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

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

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

The Human Resources Department oversees the City's benefit programs. The City strives to provide high quality, cost effective benefits to all employees. The City is a member of City County Insurance Services which provides health and dental insurance to public employers.

### Key Performance Areas

- Recruit, hire and maintain the most qualified 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 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
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	1.00
Intern	0.00	0.50	0.50	0.50
Intern (High School)	0.10	0.10	0.10	0.10
	<b>2.85</b>	<b>3.35</b>	<b>3.35</b>	<b>3.60</b>

## human resources/risk management

## Policy & Administration

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 248,277	\$ 282,453	\$ 284,200	\$ 302,450	\$ 302,450	\$ 302,450
Employee benefits	102,707	121,122	125,550	151,850	151,850	151,850
<b>Total</b>	<b>350,984</b>	<b>403,575</b>	<b>409,750</b>	<b>454,300</b>	<b>454,300</b>	<b>454,300</b>
<b>Materials and Services</b>						
Supplies	1,257	2,058	3,093	3,124	3,124	3,124
Prof and tech services	65,124	19,349	46,085	67,046	67,046	67,046
Utility services	1,955	2,046	2,581	2,607	2,607	2,607
Rents & leases	2,192	1,180	-	-	-	-
Insurance	119,915	129,836	145,000	161,030	161,030	161,030
Employee development	40,908	31,789	60,910	48,499	48,499	48,499
Fees, dues, advertising	1,852	3,617	4,080	4,121	4,121	4,121
Flex plan admin	3,494	3,391	4,430	4,474	4,474	4,474
Recognition expenses	15,945	17,787	17,170	17,342	17,342	17,342
Meeting expenses	1,105	394	1,030	1,040	1,040	1,040
<b>Total</b>	<b>253,747</b>	<b>211,447</b>	<b>284,379</b>	<b>309,283</b>	<b>309,283</b>	<b>309,283</b>
<b>Total Department</b>	<b>\$ 604,731</b>	<b>\$ 615,022</b>	<b>\$ 694,129</b>	<b>\$ 763,583</b>	<b>\$ 763,583</b>	<b>\$ 763,583</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Interfund charges	\$ 282,249	\$ 286,729	\$ 305,391	\$ 346,550	\$ 346,550	\$ 346,550
General Fund revenues	322,482	328,293	388,738	417,033	417,033	417,033
<b>Total</b>	<b>\$ 604,731</b>	<b>\$ 615,022</b>	<b>\$ 694,129</b>	<b>\$ 763,583</b>	<b>\$ 763,583</b>	<b>\$ 763,583</b>

### **Budget Highlights**

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

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes
- Increased benefits and wages are due to moving the HR Assistant position from part-time to a full-time position

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

- \$13,000 was reallocated from employee development to professional and technical services to cover software costs for NEOGOV, an HR software used for recruitment and employee performance evaluations
- Professional and technical services increased \$25,000 to comply with ERISA fiduciary requirements in relation to 401 and 457 plans offered to employees
- One time labor negotiation fees of \$20,000 removed from professional and technical services budget
- Insurance is projected to increase between 3.8% and 7.3% as per notification of insurance carrier. Insurance is billed in aggregate and allocated to departments based on insured items used or occupied by departments and thus actual percentage changes in insurance line items will vary

# Policy & Administration

# human resources/risk management

## Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
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)	152.9	153.9	155.3	155.0	161.0
	Employee turnover per year (percent of workforce)	7.2	6.5	11	8	7
	Recruitments	22	24	41	45	30
	Applications processed	1,266	728	1,375	1,400	1,000
	1 <sup>st</sup> interviews held	135	215	176	400	285
Minimize work-related accidents and maintain an excellent safety record	Workers' compensation claims	5	6	12	6	5
	Total paid losses	\$42,026	\$16,218	\$46,943	\$15,000	\$13,000
	Experience modification history	0.96	0.68	0.78	0.78	0.81

## 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.





*Barber Boulevard Walking Path*



# 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 Administration, Engineering, Building, and Planning Divisions. Beginning in FY 2017-18, Natural Resources/Stormwater Management is housed within the Administration Division. Administration is tasked with regional coordination and planning for land use, transportation, natural resources and water systems; economic development; managing the City’s Urban Renewal plans and projects.

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

## **Key Performance Areas**

### ***Fiscal Discipline***

- Track resources and costs associated with Community Development Department duties
- Evaluate the wastewater collection and treatment needs and update system development charges

### ***Environmental Stewardship***

- Implement the NPDES MS4 permit requirements and stormwater management plan
- Educate and engage the public about protecting and conserving natural resources through restoration projects, interpretive programs, and other events

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

- Ensure new development is constructed and existing sites are maintained to meet Clean Water Act regulations

### ***Multiple-Modal Transportation Network***

- Complete project milestones set out in 2017-18 CIP budgets

### ***Economic Development***

- Implement Coffee Creek Urban Renewal Plan

### ***Regional Awareness and Influence***

- Participate in regional transportation planning and funding coordination
- Seek support and funding for a South Metro I-5 Corridor Study and widening the Boone Bridge

## **Council Goals**

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

- Complete the French Prairie Bridge feasibility study

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

- Complete design and obtain environmental permits for 5th Street/Kinsman Road Extensions
- Seek funding for the I-5 Pedestrian and Bicycle Bridge construction
- Install Intertwine signage along existing sections of the Ice Age Tonquin Trail

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

- Develop and implement a street tree replacement program
- Become a Bee City USA

### **Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Community Development Director	1.00	1.00	1.00	1.00
Natural Resources Program Manager	0.00	0.00	0.00	1.00
Economic Development Manager	1.00	1.00	1.00	1.00
Stormwater Management Coordinator	0.00	0.00	0.00	1.00
Real Property Specialist	1.00	1.00	0.00	0.00
Administrative Assistant I	1.50	1.50	1.50	0.00
	<b>4.50</b>	<b>4.50</b>	<b>3.50</b>	<b>4.00</b>

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 354,560	\$ 294,550	\$ 371,600	\$ 372,310	372,310	\$ 372,310
Employee benefits	157,873	138,774	183,860	216,260	216,260	216,260
<b>Total</b>	<b>512,433</b>	<b>433,324</b>	<b>555,460</b>	<b>588,570</b>	<b>588,570</b>	<b>588,570</b>
<b>Materials and Services</b>						
Supplies	36,096	43,964	48,308	51,783	51,783	51,783
Prof and tech services	7,488	55,940	74,281	166,333	166,333	166,333
Utility services	41,307	37,214	46,481	48,914	48,914	48,914
Fleet services	2,740	2,990	2,920	5,090	5,090	5,090
Repairs & maintenance	24,129	26,121	26,062	42,614	42,614	42,614
Rents & leases	2,252	1,689	2,172	2,194	2,194	2,194
Insurance	3,759	4,031	4,250	4,170	4,170	4,170
Community service programs	-	-	-	10,730	10,730	10,730
Employee development	3,809	7,417	7,997	9,127	9,127	9,127
Meeting expenses	1,695	2,055	2,550	2,576	2,576	2,576
Fees, dues, advertising	360	258	1,061	1,597	1,597	1,597
<b>Total</b>	<b>123,635</b>	<b>181,679</b>	<b>216,082</b>	<b>345,128</b>	<b>345,128</b>	<b>345,128</b>
<b>Capital Outlay</b>						
Office Equip/Furn	19,600	-	-	-	-	-
<b>Total Department</b>	<b>\$ 655,668</b>	<b>\$ 615,003</b>	<b>\$ 771,542</b>	<b>\$ 933,698</b>	<b>\$ 933,698</b>	<b>\$ 933,698</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Urban renewal charges	\$ 241,070	\$ 295,382	\$ 418,500	\$ 425,000	\$ 425,000	\$ 425,000
CD Fund	414,598	319,621	353,042	508,698	508,698	508,698
<b>Total</b>	<b>\$ 655,668</b>	<b>\$ 615,003</b>	<b>\$ 771,542</b>	<b>\$ 933,698</b>	<b>\$ 933,698</b>	<b>\$ 933,698</b>

**Budget Highlights**

**Personnel Services**

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes
- Benefits reflect PERS rate increases effective 07/01/17, as well as cost increases to the various medical/dental plans
- Staffing has been reorganized within the Department. The Natural Resource/Stormwater Management Division has been folded into this Administration Division. Additionally, the Administrative Assistants have been moved to the Building Inspection Division

**Materials & Services**

- The increases to Materials and Services mostly reflect folding the division of Natural Resource/Stormwater Management in the Administration Division, including work on the NPDES permit (National Pollution Discharge Elimination System), protecting streams, wetlands and natural areas, monitoring erosion and so forth
- With funding provided by the Metro Enhancement Grant, Wilsonville will strive to become a Bee City
- In the Community Service Program expense category, approximately \$6,000 is added to the Economic Development Program to enhance the marketing of Wilsonville





*Annual WERK Day*



The Natural Resources/Stormwater Management division has been re-organized into Community Development Administration. Please see preceding pages for narrative.

Natural Resources/Stormwater Management Prior Years Detail

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Personnel Services						
Salaries and wages	\$ 149,488	\$ 151,116	\$ 232,240	\$ -	\$ -	\$ -
Employee benefits	79,496	88,691	136,560	-	-	-
<b>Total</b>	<b>228,984</b>	<b>239,807</b>	<b>368,800</b>	<b>-</b>	<b>-</b>	<b>-</b>
Materials and Services						
Supplies	942	1,892	2,963	-	-	-
Prof and tech services	55,750	84,016	86,355	-	-	-
Utility services	915	1,272	1,861	-	-	-
Fleet services	2,640	2,390	2,110	-	-	-
Repairs & maintenance	15,573	15,610	16,910	-	-	-
Insurance	276	290	300	-	-	-
Comm svcs programs	4,590	4,751	4,683	-	-	-
Employee development	391	830	1,040	-	-	-
Fees, dues, advertising	372	587	520	-	-	-
<b>Total</b>	<b>81,449</b>	<b>111,638</b>	<b>116,742</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 310,433</b>	<b>\$ 351,445</b>	<b>\$ 485,542</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Urban renewal charges	7,000	-	-	-	-	-
Stormwater Fund	177,137	212,578	343,859	-	-	-
CD Fund	126,296	138,867	141,683	-	-	-
<b>Total</b>	<b>\$ 310,433</b>	<b>\$ 351,445</b>	<b>\$ 485,542</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Community Development

# engineering

The Engineering Division provides professional level project design services, capital project management, design review, 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.

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

## **Key Performance Areas**

### ***Fiscal Discipline***

- Continue to identify ways to make internal contracting, permitting, plan review, and project management processes more efficient
- Monitor capital projects to ensure they remain within budget and on schedule

### ***Thoughtful Land Use***

- Perform land use application reviews and prepare conditions of approval to ensure proposed developments are consistent with current and planned infrastructure

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

- Complete Master Plans and other infrastructure studies and analyses that allow the City to plan for and proactively maintain existing infrastructure in a safe and reliable condition
- Monitor Pavement Condition Index to ensure City roads are kept up to standard

### ***Multi-Modal Transportation Network***

- Continuously evaluate gaps and potential improvements to the City-wide pedestrian, bicycle, and transit services network to ensure it is safe, easy to navigate, and connects the City’s neighborhoods to each other and to its commercial areas, employment centers and public and recreational facilities

## **Council Goals**

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

- Develop type, size, and location and make progress on design for the French Prairie Bicycle/Pedestrian/Emergency Bridge
- Within the next two to three years, conduct a study of the Arrowhead Creek Area considering river access options, transportation, and land use issues

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

- Complete design and obtain environmental permits for 5th Street/Kinsman Road Extensions
- Complete design work and seek funding for the I-5 pedestrian and bicycle bridge

### **Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Engineering Manager	2.00	2.00	2.00	2.00
Civil Engineer	2.00	2.00	2.00	3.00
Engineering Inspector III	1.00	1.00	1.00	1.00
Engineering Inspector II	2.00	2.00	2.00	2.00
Engineering Technician I	1.00	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00	1.00
Intern	0.00	0.50	0.50	0.50
	<b>9.00</b>	<b>9.50</b>	<b>9.50</b>	<b>10.50</b>

# engineering

# Community Development

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 695,573	\$ 689,597	\$ 745,792	\$ 821,650	\$ 821,650	\$ 821,650
Employee benefits	356,209	352,680	402,650	476,840	476,840	476,840
<b>Total</b>	<b>1,051,782</b>	<b>1,042,277</b>	<b>1,148,442</b>	<b>1,298,490</b>	<b>1,298,490</b>	<b>1,298,490</b>
<b>Materials and Services</b>						
Supplies	12,632	19,690	20,849	21,057	21,057	21,057
Prof and tech services	66,373	114,349	121,116	107,327	107,327	107,327
Utility services	7,554	7,797	7,428	7,503	7,503	7,503
Fleet services	15,250	19,040	16,950	17,270	17,270	17,270
Repairs & maintenance	-	1,000	2,500	2,525	2,525	2,525
Rents & leases	-	563	1,208	1,220	1,220	1,220
Insurance	2,320	2,441	2,570	2,720	2,720	2,720
Employee development	7,021	9,678	12,000	12,120	12,120	12,120
Meeting expenses	522	547	642	648	648	648
Fees, dues, advertising	6,644	5,834	9,295	9,388	9,388	9,388
<b>Total</b>	<b>118,316</b>	<b>180,939</b>	<b>194,558</b>	<b>181,778</b>	<b>181,778</b>	<b>181,778</b>
<b>Capital Outlay</b>						
Office Equip & Furniture	-	-	5,000	10,000	10,000	10,000
<b>Total Department</b>	<b>\$ 1,170,098</b>	<b>\$ 1,223,216</b>	<b>\$ 1,348,000</b>	<b>\$ 1,490,268</b>	<b>\$ 1,490,268</b>	<b>\$ 1,490,268</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Urban renewal charges	\$ 322,183	\$ 149,265	\$ 158,200	\$ 94,900	\$ 94,900	\$ 94,900
CD Fund	847,915	1,073,951	1,189,800	1,395,368	1,395,368	1,395,368
<b>Total</b>	<b>\$ 1,170,098</b>	<b>\$ 1,223,216</b>	<b>\$ 1,348,000</b>	<b>\$ 1,490,268</b>	<b>1,490,268</b>	<b>1,490,268</b>

## **Budget Highlights**

### ***Personnel Services***

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes
- Benefits reflect PERS rate increases effective 07/01/17, as well as cost increases to the various medical/dental plans
- Staffing has been reorganized within the Department. The Natural Resource/Stormwater Management Division has been eliminated, with most staffing and accounts folded into the Administration Division; however, the Engineering position has moved to the Engineering Division, accounting for the 10% increase seen in the Salary and Wage line

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

- In the category of Professional and technical services, the budget has decreased reflecting the completion of the project to integrate the GIS and auto-CAD systems
- Insurance rates for property and liability are increasing and so the budget is increasing by 6%

### ***Capital Outlay***

- In FY 2017-18, Engineering plans to purchase new survey equipment to replace existing equipment that has become functionally obsolete. Survey equipment is used routinely by engineering personnel to confirm and map elevations and locations of various infrastructure



# 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, Permit Technicians and support staff. All Building Division staff are certified in their respective disciplines by the International Code Council (ICC) and State of Oregon.

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

**Key Performance Areas**

***Fiscal Discipline***

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

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

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

**Council Goals**

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

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

***Enable and promote healthy living***

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

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

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

**Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Building Official	1.00	1.00	1.00	1.00
Permit Technician II	1.00	1.00	1.00	1.00
Permit Technician I	0.00	0.00	0.00	2.00
Plans Examiner	1.00	1.00	1.00	1.00
Building Inspector II	2.00	2.00	2.00	3.00
On-Call Inspector	0.60	0.60	0.60	0.60
Intern	0.00	0.00	0.00	0.20
	<b>5.60</b>	<b>5.60</b>	<b>5.60</b>	<b>8.80</b>

# building inspections

# Community Development

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 416,029	\$ 463,357	\$ 446,170	\$ 624,840	\$ 624,840	\$ 624,840
Employee benefits	193,035	223,600	237,230	371,820	371,820	371,820
<b>Total</b>	<b>609,064</b>	<b>686,957</b>	<b>683,400</b>	<b>996,660</b>	<b>996,660</b>	<b>996,660</b>
<b>Materials and Services</b>						
Supplies	7,958	7,914	10,779	15,185	15,185	15,185
Prof and tech services	36,042	41,771	75,301	78,195	78,195	78,195
Utility services	5,004	4,095	6,871	7,353	7,353	7,353
Fleet services	8,880	10,790	9,180	9,830	9,830	9,830
Insurance	1,053	1,107	1,170	1,240	1,240	1,240
Employee development	3,896	4,028	8,000	8,080	8,080	8,080
Fees, dues, advertising	860	255	2,000	2,000	2,000	2,000
Misc. service & supplies	-	23,362	20,000	20,200	20,200	20,200
<b>Total</b>	<b>63,693</b>	<b>93,322</b>	<b>133,301</b>	<b>142,083</b>	<b>142,083</b>	<b>142,083</b>
<b>Capital Outlay</b>						
Vehicles	-	-	-	25,000	25,000	25,000
Computer & IS equipment	12,480	-	5,000	150,000	150,000	150,000
<b>Total</b>	<b>12,480</b>	<b>-</b>	<b>5,000</b>	<b>175,000</b>	<b>175,000</b>	<b>175,000</b>
<b>Total Department</b>	<b>\$ 685,237</b>	<b>\$ 780,279</b>	<b>\$ 821,701</b>	<b>\$ 1,313,743</b>	<b>\$ 1,313,743</b>	<b>\$ 1,313,743</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Urban renewal charges	\$ -	\$ -	\$ -	\$ 9,200	\$ 9,200	\$ 9,200
Building Inspection Fund	685,237	780,279	821,701	1,304,543	1,304,543	1,304,543
<b>Total</b>	<b>\$ 685,237</b>	<b>\$ 780,279</b>	<b>\$ 821,701</b>	<b>\$ 1,313,743</b>	<b>\$ 1,313,743</b>	<b>\$ 1,313,743</b>

## Budget Highlights

### Personnel Services

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 07/01/17
- Staffing has been reorganized within the Department. The Administrative Assistants previously in the Administration Division have been moved to the Building Inspection Division. These positions are also re-classified as Permit Technician I, and one that was formally part-time is increasing to full-time
- A new full-time building inspector is proposed in order to keep up with work load of a growing community
- A summer intern is proposed in order to encourage professional development within the field
- The implementation of a progressive salary structure is proposed, to alignment with state certifications to promote employee growth and retention, while providing more streamlined customer services through multi-certified individuals

### Materials & Services

- Supplies budget reflects increase for a department outreach project to include scanning/archiving large paper plans and returning paper plans in a community welcome package to new homeowners
- Utility budget reflects increase in mobile technology costs
- Fleet budget reflects alignment of historical work order history and updated annual reserve requirements

### Capital Outlay

- Vehicle purchase amount is related to the proposed new building inspector position
- For the Computer & IS equipment category, \$150,000 is proposed to begin the replacement of the Building Permit System. One-third of estimated cost is reflected with the balance held in contingency for the subsequent fiscal year of 2018-19. In the event the implementation is sooner, a budget adjustment can be done to accelerate funding

## Performance Measurements

Council Goal/Value	Performance Measure						
In a timely manner, meet the needs of citizens and the development community in the land use review process.	Percentage of trades permits issued online (plumbing and mechanical) as a percentage of total trades permits issued.	Actual 13 14	Actual 14 15	Actual 15 16	YTD 16 17	Estimate 16-17	Forecast 17-18
	Total Combined %	34%	35%	37%	40%	40%	45%
	Number of contractor trips saved to City Hall	196	213	227	164	205	220
	Plumbing ePermits	35	50	32	26		
	Plumbing Permits	272	282	371	153		
	Percentage of Plumbing ePermits	13%	18%	9%	17%		
	Mechanical ePermits	161	163	195	138		
	Mechanical Permits	308	328	243	252		
	Percentage of Mechanical ePermits	52%	50%	80%	55%		
	Total ePermits	196	213	227	164	205	220
	Total Trades Permits	580	610	614	405		

## Performance Measurements Outcome

### Percentage of permits issued online

- Measure definition:** This is a measure that tracks how many trades permits are issued online as compared with the total number trades permits issued. Due to current software limitations, this measure applies only to mechanical and plumbing permits.
- Evaluation of results:** Results continue to exceed expectations with an average of 37% issued online for FY 2015-16. Contractors are increasing their overall usage rate of online services vs. a visit to City Hall to obtain permits. The time savings associated with trips saved to City Hall by licensed contractors, just to obtain basic permits, is much appreciated saving them time and money.
- Current year performance and trends:** Current performance is at 40% which is on target for FY 16-17. A growing trend is anticipated following a couple more years of tracking this performance measure. Additional outreach could also see this measure increase, particularly as technology investments are made and mobile technology continues to improve.



*Villebois Construction Site*



# 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. The Planning Division is responsible for the City’s land use policies and regulations, including the Comprehensive Plan, Master Plans, and the Development Code.

Current Planning staff works closely with customers seeking to develop commercial, industrial and residential projects. Current Planning duties include all aspects of development coordination, site plan review, construction oversight, inspection services and land-use code enforcement. Long-Range Planning staff works with citizens as well as local, regional, and state agencies to prepare plans for future development of the community. The staff facilitates legislative amendments to the Comprehensive Plan and Development Code to achieve 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.

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

## **Key Performance Areas**

### ***Fiscal Discipline***

- Restructured fee schedule for Land Use Development and Planning Review Fees in 2017, to increase cost recovery of services provided an average of 45% cost recover to 84% cost recovery

### ***Clear Vision and Community Design***

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

### ***Thoughtful Land Use***

- Adopt a concept plan for the Basalt Creek area to create opportunities for businesses and jobs

### ***Multi-modal Transportation Network***

- Create and adopt a city-wide signage and wayfinding program

## **Council Goals**

### ***Revise the Development Code to streamline and modernize it***

- Complete form-based code work currently underway

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

- Within the next two to three years, conduct a study of the Arrowhead Creek Area considering river access options, transportation, and land use issues

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

- Evaluate the results of the housing affordability study and begin policy development, including addressing housing mix

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

- Complete the Town Center Master Plan, including an International Square

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

- Develop a wayfinding program

## **Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Planning Director	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00
Assistant Planner	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	0.60	0.60	0.60
Administrative Assistant III	1.00	1.00	1.00	1.00
	<b>8.00</b>	<b>7.60</b>	<b>7.60</b>	<b>7.60</b>

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 536,599	\$ 561,584	\$ 595,690	\$ 560,880	\$ 560,880	\$ 560,880
Employee benefits	255,278	269,324	312,930	298,180	298,180	298,180
<b>Total</b>	<b>791,877</b>	<b>830,908</b>	<b>908,620</b>	<b>859,060</b>	<b>859,060</b>	<b>859,060</b>
<b>Materials and Services</b>						
Supplies	5,558	6,750	13,430	13,564	13,564	13,564
Prof and tech services	44,382	55,743	95,297	62,920	62,920	62,920
Utility services	1,741	1,905	2,116	2,137	2,137	2,137
Fleet services	1,760	1,560	1,520	1,560	1,560	1,560
Insurance	333	350	370	390	390	390
Employee development	9,513	6,300	9,443	9,538	9,538	9,538
Fees, dues, advertising	7,342	11,241	8,445	8,529	8,529	8,529
Meeting expenses	773	483	833	841	841	841
<b>Total</b>	<b>71,402</b>	<b>84,332</b>	<b>131,454</b>	<b>99,479</b>	<b>99,479</b>	<b>99,479</b>
<b>Total Department</b>	<b>\$ 863,279</b>	<b>\$ 915,240</b>	<b>\$ 1,040,074</b>	<b>\$ 958,539</b>	<b>\$ 958,539</b>	<b>\$ 958,539</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Urban renewal charges	47,000	38,300	39,200	41,900	41,900	41,900
CD Fund	816,279	876,940	1,000,874	916,639	916,639	916,639
<b>Total</b>	<b>\$ 863,279</b>	<b>\$ 915,240</b>	<b>\$ 1,040,074</b>	<b>\$ 958,539</b>	<b>\$ 958,539</b>	<b>\$ 958,539</b>

**Budget Highlights**

**Personnel Services**

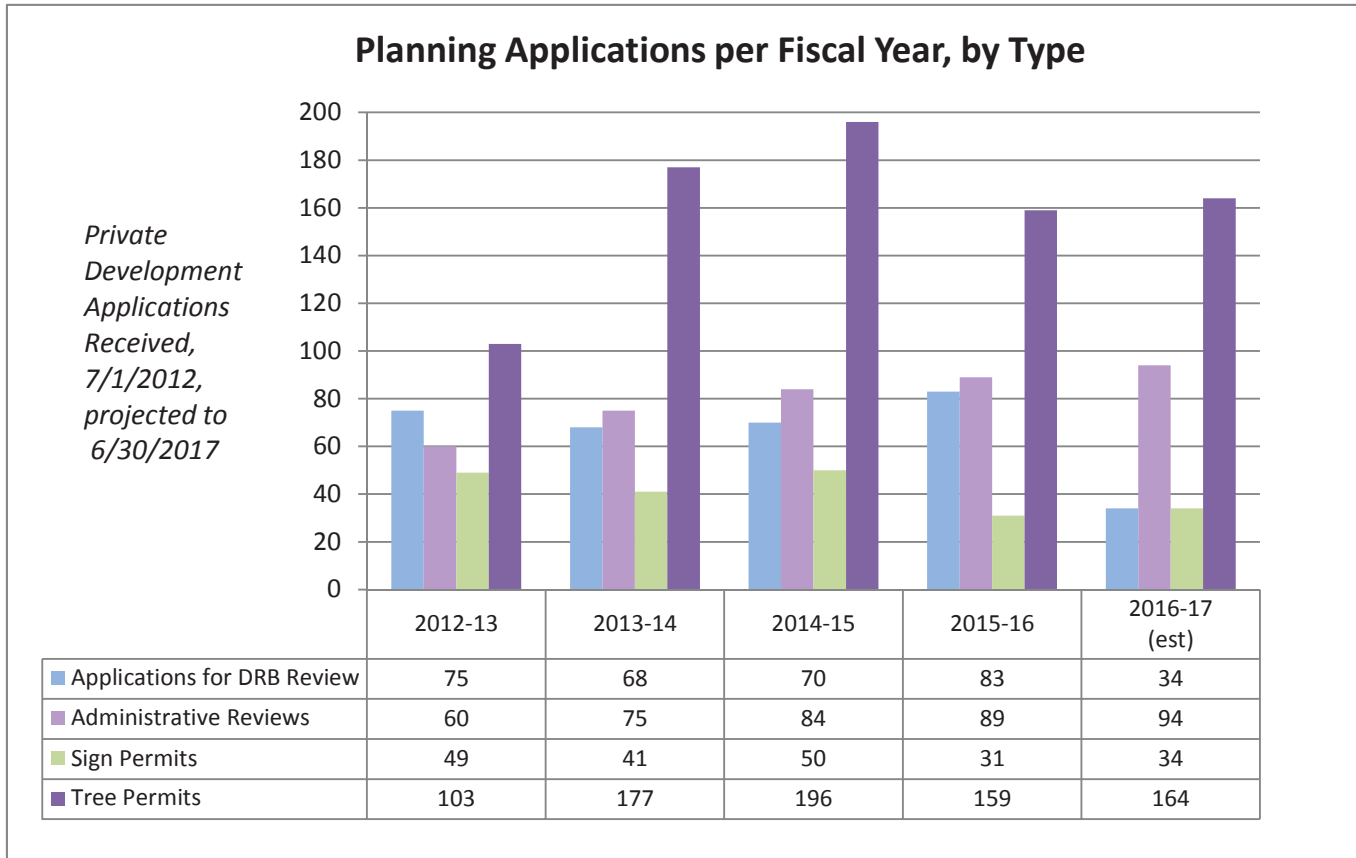
- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes
- The decreases in the Personnel Services category reflect staff turnover, with entry-level staff coming on-board

**Materials and Services**

- Professional and Technical Services are decreasing 34%, or about \$32,400, when compared to the FY 2016-17 budget, reflecting the removal of budget for work on the form-based code, which is planned to be wrapped up early in the fiscal year of 2017-18



Performance Measurements



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

**Performance Measurements Outcome**

In 2016, the City of Wilsonville experienced a record-setting year of \$143.7 million for the value of all new private and public-sector construction activity. The City issued a total of 593 building permits for a greater value of construction than in any prior year since the City’s incorporation in 1969, representing nearly double the average valuation of the past 10 years of \$78.6 million — and \$29.8 million or 38% greater than the prior year 2015.

**A break-out of building-permit values shows:**

**New Residential Construction —\$76.3 million:** Home-builders applied for a record-setting 317 building permits in 2016 for new single-family dwellings—mostly in Villebois—with a total valuation of \$76.3 million. The 2016 new single-family home building value was just under the prior year’s record valuation of \$78.9 million in 2015, and 230% greater than the average of \$33.5 million over the past 10 years. No new multi-family dwelling permits were issued in 2016.

**New Commercial/ Industrial Construction — \$39.7 million:** Ten separate building permits were issued for major non-residential projects, including the new Meridian Creek Middle School at \$24 million, Wilsonville Subaru auto-dealership at \$8.2 million, Wilsonville Storage at \$4.1 million and Wilsonville High School performing arts center at \$2 Million. The 2016 value of new commercial and industrial building was the second highest of the past decade, and more than double the 10-year average of \$19.2 million.

**Commercial, Industrial and Multi-Family Complexes Renovations — \$27.7 million:** The City issued a total of 266 permits for alterations and tenant improvements to existing commercial, industrial and multi-family buildings, representing the second highest valuation of the past decade and 1.7-times the 10-year average of \$16.3 million. Business growth appears strong, with numerous buildings being remodeled for new businesses opening, including Orange Theory, Black Bear Diner, Conexus and others.





*Villebois Walking Path*



# Public Works

# administration

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

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

**Key Performance Areas**

***Environmental Stewardship***

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

***Well Maintained Infrastructure***

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

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

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

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

- Support various community events, celebrations and festivals

***Other Program Objectives***

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

**Council Goals**

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

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

**Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Public Works Director	1.00	1.00	1.00	1.00
Operations Manager	1.00	0.00	0.00	0.00
Utility Manager	1.00	0.00	0.00	0.00
Public Works Analyst	0.00	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	<b>4.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>

# administration

# Public Works

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 226,016	\$ 230,140	\$ 257,070	\$ 258,910	\$ 258,910	\$ 258,910
Employee benefits	111,345	122,190	133,730	146,290	146,290	146,290
<b>Total</b>	<b>337,361</b>	<b>352,330</b>	<b>390,800</b>	<b>405,200</b>	<b>405,200</b>	<b>405,200</b>
<b>Materials and Services</b>						
Supplies	16,335	11,699	21,498	21,713	21,713	21,713
Prof and tech services	5,000	10,920	10,154	10,256	10,256	10,256
Utility services	19,937	18,126	23,326	23,499	23,499	23,499
Fleet services	6,740	9,150	8,950	8,790	8,790	8,790
Repairs & maintenance	8,350	8,554	9,200	9,290	9,290	9,290
Insurance	1,759	1,881	1,990	1,900	1,900	1,900
Employee development	2,356	2,916	6,064	6,065	6,065	6,065
Fees, dues, advertising	1,414	1,519	1,852	1,930	1,930	1,930
Meeting expenses	1,020	1,285	1,443	1,457	1,457	1,457
<b>Total</b>	<b>62,911</b>	<b>66,050</b>	<b>84,477</b>	<b>84,900</b>	<b>84,900</b>	<b>84,900</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	-	12,000	12,000	12,000
Office Equipment	-	7,695	-	-	-	-
<b>Total</b>	<b>-</b>	<b>7,695</b>	<b>-</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>Total Department</b>	<b>\$ 400,272</b>	<b>\$ 426,075</b>	<b>\$ 475,277</b>	<b>\$ 502,100</b>	<b>\$ 502,100</b>	<b>\$ 502,100</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
General Fund	400,272	426,075	475,277	502,100	502,100	502,100
<b>Total</b>	<b>\$ 400,272</b>	<b>\$ 426,075</b>	<b>\$ 475,277</b>	<b>\$ 502,100</b>	<b>\$ 502,100</b>	<b>\$ 502,100</b>

## **Budget Highlights**

### ***Personnel Services***

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 7/1/17

### ***Capital Outlay***

- During the City's last emergency exercise it became apparent there is a lack of ability to fuel equipment in the field including building generators. Additional machinery and equipment funds are being requested to purchase a 500 gallon diesel fuel transport trailer which can be used for emergency events

# Public Works

# facilities

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

Improvements completed during the 2016-17 budget year included: Integration of the SMART/Fleet HVAC system and the Murase interactive water feature into the centralized building controls system; replacement of the City Hall carpet throughout all common areas, digitizing and hyperlinking the Smart/Fleet and Smart Break room documents and building information; Library re-piping of the original restrooms; and the removal, re-saw and reinstallation of the Stein Barn floor to address safety concerns.

Anticipated special projects for FY 2017-18 include: Roof replacement of the Kiva and Art Tech school buildings, Integration of the Public Works/Police building and Town Center Park Water Feature into the Centralized Building Controls System and HVAC replacement at the public Library.

**Key Performance Areas**

***Environmental Stewardship***

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

***Well Maintained Infrastructure***

- Make prompt repairs
- Perform scheduled maintenance of City buildings and grounds
- Utilize Asset Management Program for the condition assessment of assets and generation of work orders

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

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

**Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Public Works Supervisor	1.00	1.00	1.00	1.00
Facilities Maintenance Technician	3.00	2.00	2.00	2.00
Facilities Maintenance Specialist	0.00	2.00	2.00	2.00
Seasonal Utility Worker	1.50	0.75	0.75	0.00
	<b>5.50</b>	<b>5.75</b>	<b>5.75</b>	<b>5.00</b>

# facilities

# Public Works

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 261,170	\$ 266,173	\$ 327,790	\$ 297,220	\$ 297,220	\$ 297,220
Employee benefits	134,783	143,374	190,380	195,030	195,030	195,030
<b>Total</b>	<b>395,953</b>	<b>409,547</b>	<b>518,170</b>	<b>492,250</b>	<b>492,250</b>	<b>492,250</b>
<b>Materials and Services</b>						
Supplies	54,707	55,206	58,992	59,028	59,028	59,028
Prof and tech services	52,885	55,887	49,937	79,250	79,250	79,250
Utility services	12,143	10,871	18,086	18,202	18,202	18,202
Fleet services	35,390	34,640	34,290	35,710	35,710	35,710
Repairs & maintenance	259,934	221,330	256,761	259,329	259,329	259,329
Rents & leases	1,150	567	3,091	3,122	3,122	3,122
Insurance	2,082	2,503	2,650	2,780	2,780	2,780
Employee development	7,198	5,566	5,606	7,401	7,401	7,401
Fees, dues, advertising	942	447	1,598	1,614	1,614	1,614
Meeting expenses	15	9	515	520	520	520
<b>Total</b>	<b>426,446</b>	<b>387,026</b>	<b>431,526</b>	<b>466,956</b>	<b>466,956</b>	<b>466,956</b>
<b>Capital Outlay</b>						
Building	-	-	-	3,000	3,000	3,000
Equipment	-	-	30,600	21,360	21,360	21,360
Vehicles	-	7,766	43,735	-	-	-
<b>Total</b>	<b>-</b>	<b>7,766</b>	<b>74,335</b>	<b>24,360</b>	<b>24,360</b>	<b>24,360</b>
<b>Total Department</b>	<b>\$ 822,399</b>	<b>\$ 804,339</b>	<b>\$ 1,024,031</b>	<b>\$ 983,566</b>	<b>\$ 983,566</b>	<b>\$ 983,566</b>
<b>Resources Summary</b>						
Urban renewal charges	3,100	3,200	3,200	3,200	3,200	3,200
General Fund	819,299	801,139	1,020,831	980,366	980,366	980,366
<b>Total</b>	<b>\$ 822,399</b>	<b>\$ 804,339</b>	<b>\$ 1,024,031</b>	<b>\$ 983,566</b>	<b>\$ 983,566</b>	<b>\$ 983,566</b>

## **Budget Highlights**

### ***Personnel Services***

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 7/1/17.
- To facilitate the hiring of temporary employees, the City will be using an employment agency for Facilities program. This change results in a reduction in personnel services and an increase to Material and Services line item Professional and Technical Services.

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

- Increase in Employee Development reflects required training for employees and equipment safety inspections.

### ***Capital Outlay***

- Increase in Building Capital Outlay reflects the Facilities portion of the purchase of additional storage containers for the Three Bay maintenance facility.
- Equipment purchases for FY2017-18 include additional accessories for the swap loader truck including a rock box and leaf/chip hauling beds and the Facilities portion of the purchase of sidewalk snow and ice removal equipment.

# 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; oversight of repair to traffic signaling devices; providing litter control and vegetation control along roadways; installation and maintenance of street signs, traffic signs and pavement markings; and providing oversight of street sweeping contractor.

**Key Performance Areas**

***Well Maintained Infrastructure***

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

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

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

**Council Goals**

***Promote a healthy urban forest***

- Develop and implement a street tree replacement program

**Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Public Works Supervisor	0.80	0.80	0.80	0.80
Roads Maintenance Specialist	1.50	2.50	3.00	3.00
Utility Worker	1.00	0.00	0.00	0.00
Seasonal Utility Worker	0.75	0.75	0.25	0.00
	<b>4.05</b>	<b>4.05</b>	<b>4.05</b>	<b>3.80</b>



# roads

# Public Works

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 199,214	\$ 210,364	\$ 245,420	\$ 227,320	\$ 227,320	\$ 227,320
Employee benefits	112,512	113,907	147,547	152,490	\$ 152,490	\$ 152,490
<b>Total</b>	<b>311,726</b>	<b>324,271</b>	<b>392,967</b>	<b>379,810</b>	<b>379,810</b>	<b>379,810</b>
<b>Materials and Services</b>						
Supplies	13,350	10,804	17,599	17,646	17,646	17,646
Prof and tech services	29,233	21,949	26,352	36,743	36,743	36,743
Utility services	109,567	107,518	107,934	112,447	112,447	112,447
Fleet services	37,400	44,810	44,040	44,620	44,620	44,620
Repairs & maintenance	243,975	189,078	259,737	262,334	262,334	262,334
Rents & leases	-	467	1,094	1,105	1,105	1,105
Insurance	2,404	2,622	2,780	2,880	2,880	2,880
Employee development	4,933	7,395	7,553	7,629	7,629	7,629
Fees, dues, advertising	580	892	628	634	634	634
Meeting expenses	39	93	82	83	83	83
<b>Total</b>	<b>441,481</b>	<b>385,628</b>	<b>467,799</b>	<b>486,121</b>	<b>486,121</b>	<b>486,121</b>
<b>Capital Outlay</b>						
Building	-	-	-	3,000	3,000	3,000
Machinery & equipment	-	-	9,000	10,160	10,160	10,160
Vehicles	-	1,753	5,910	-	-	-
<b>Total</b>	<b>-</b>	<b>1,753</b>	<b>14,910</b>	<b>13,160</b>	<b>13,160</b>	<b>13,160</b>
<b>Total Department</b>	<b>\$ 753,207</b>	<b>\$ 711,652</b>	<b>\$ 875,676</b>	<b>\$ 879,091</b>	<b>\$ 879,091</b>	<b>\$ 879,091</b>
<b>Resources Summary</b>						
	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Intergovt'l - Gas tax	\$ 1,167,488	\$ 1,339,901	\$ 1,328,925	\$ 1,432,078	\$ 1,432,078	\$ 1,432,078
<b>Total</b>	<b>\$ 1,167,488</b>	<b>\$ 1,339,901</b>	<b>\$ 1,328,925</b>	<b>\$ 1,432,078</b>	<b>\$ 1,432,078</b>	<b>\$ 1,432,078</b>

## **Budget Highlights**

### ***Personnel Services***

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 7/1/17
- To facilitate the hiring of temporary employees, the City will be using an employment agency for the Roads program. This change results in a reduction in personnel services and an increase to Material and Services line item: Professional and Technical Services

### ***Capital Outlay***

- Increase in Building Capital Outlay reflects the Roads portion of the purchase of additional storage containers for the Three Bay maintenance facility
- Equipment purchases for FY2017-18 include the Roads portion of the purchase of side walk snow and ice removal equipment



## Public Works

## street lighting

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

Based on the recommendations from an alternative analysis, a transition plan for the conversion of High Pressure Sodium (HPS) and Mercury Vapor (MV) street lights to Light Emitting Diodes (LED) will start implementation this fiscal year. Please see the Capital Improvement Program for Streetscapes for more information.

### **Key Performance Areas**

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

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

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

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

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

- Provide adequate lighting of roadways and sidewalks

### **Full Time Equivalent Positions**

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

# street lighting

# Public Works

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Materials and Services						
Utility services	\$ 299,284	\$ 272,931	\$ 340,355	\$ 344,610	\$ 344,610	\$ 344,610
Repairs & maintenance	3,031	10,590	11,366	11,480	11,480	11,480
<b>Total Department</b>	<b>\$ 302,315</b>	<b>\$ 283,521</b>	<b>\$ 351,721</b>	<b>\$ 356,090</b>	<b>\$ 356,090</b>	<b>\$ 356,090</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Charges for services	\$ 447,358	\$ 476,299	\$ 460,000	\$ 487,500	\$ 487,500	\$ 487,500
<b>Total</b>	<b>\$ 447,358</b>	<b>\$ 476,299</b>	<b>\$ 460,000</b>	<b>\$ 487,500</b>	<b>\$ 487,500</b>	<b>\$ 487,500</b>

**Budget Highlights**

The Street Lighting Program anticipates only a slight 1% increase in the overall operating budget.

# Public Works

# water distribution

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

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

### Key Performance Areas

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

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

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

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

### Council Goals

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

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

### **Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Public Works Supervisor	0.55	0.55	0.55	0.55
Water Distribution Technician	4.00	4.00	4.00	4.00
Utility Maintenance Specialist	0.33	0.33	0.33	0.33
Attorney	0.00	0.00	0.29	0.00
Intern	0.00	0.50	0.50	0.50
	<b>4.88</b>	<b>5.38</b>	<b>5.67</b>	<b>5.38</b>

# water distribution

# Public Works

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 320,142	\$ 320,216	\$ 402,593	\$ 349,210	\$ 349,210	\$ 349,210
Employee benefits	164,545	173,563	210,380	205,630	205,630	205,630
<b>Total</b>	<b>484,687</b>	<b>493,779</b>	<b>612,973</b>	<b>554,840</b>	<b>554,840</b>	<b>554,840</b>
<b>Materials and Services</b>						
Supplies	138,438	157,600	151,085	152,594	152,594	152,594
Prof and tech services	69,588	112,806	110,317	112,316	112,316	112,316
Utility services	68,439	51,266	77,131	77,338	77,338	77,338
Fleet services	36,370	42,830	42,060	44,270	44,270	44,270
Repairs & maintenance	97,448	48,294	97,470	98,445	98,445	98,445
Insurance	10,086	11,314	11,900	12,290	12,290	12,290
Community programs	-	41	404	408	408	408
Employee development	5,276	7,149	5,455	5,510	5,510	5,510
Fees, dues, advertising	15,755	3,036	2,497	2,522	2,522	2,522
Meeting expenses	40	136	202	204	204	204
Franchise fee	249,698	272,028	290,500	300,000	300,000	300,000
Miscellaneous Services	3,911	55,874	43,359	65,650	65,650	65,650
<b>Total</b>	<b>695,049</b>	<b>762,374</b>	<b>832,380</b>	<b>871,547</b>	<b>871,547</b>	<b>871,547</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	-	10,160	10,160	10,160
Vehicles	-	365	1,773	-	-	-
<b>Total Department</b>	<b>\$ 1,179,736</b>	<b>\$ 1,256,518</b>	<b>\$ 1,447,126</b>	<b>\$ 1,436,547</b>	<b>\$ 1,436,547</b>	<b>\$ 1,436,547</b>
<b>Resources Summary</b>						
	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Charges for services	\$ 1,179,736	\$ 1,256,518	\$ 1,447,126	\$ 1,436,547	\$ 1,436,547	\$ 1,436,547
<b>Total</b>	<b>\$ 1,179,736</b>	<b>\$ 1,256,518</b>	<b>\$ 1,447,126</b>	<b>\$ 1,436,547</b>	<b>\$ 1,436,547</b>	<b>\$ 1,436,547</b>

## **Budget Highlights**

### **Personnel Services**

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 7/1/17
- Decrease in salaries and wages attributable to completion of work by the Special Projects Attorney

### **Material and Services**

- Fleet Services expense reflects a rolling three year average of the repairs incurred by the program and contributions to the replacement reserve for existing vehicles
- Miscellaneous Services increase due to anticipated increase in bank charges

### **Capital Outlay**

- Equipment purchases for FY2017-18 include the Water Distribution portion of the purchase of utility easement equipment

**Performance Measurements**

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
Annual maintenance programs	Percent completion of annual maintenance program benchmarks	86%	89%	90%	92%	90%

**Performance Measurements Outcome**

The water distribution program demonstrates the City’s ability to provide ample and safe drinking water to its customers. A well-maintained water distribution system is an integral part of business and residential development. Properly operating and maintaining Wilsonville’s water distribution system ensures a safe, healthy and aesthetically pleasing community while protecting the City’s investment in critical water supply infrastructure.

The performance measurements shown above for annual maintenance programs reflect one aspect of the multi-faceted workload managed by the Water Distribution Program. Annual maintenance programs such as valve actuation, hydrant maintenance, meter replacements and flushing main lines are all designed to meet or exceed best industry practices and industry standards. Many of the benchmarks the program works from have been developed from specific recommendations found in the 2012 Water System Master Plan and the 2013 Water Management and Conservation Plan. Regular maintenance and upkeep beyond these programs is implied as part of overall Water Distribution Program performance.

In addition, the Utility Division administers the Backflow Prevention Program which fulfills regulatory requirements aimed at preventing cross contamination between private plumbing and the City’s public water system. The Backflow Program tracks annual testing and regulatory compliance for residential and commercial backflow assemblies.

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

<b>Infrastructure Tracking</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>
Miles of water main	106	108	110	118	122
Number of water meters	5,090	5,464	5,865	6,030	6,210
Number of hydrants	1,023	1,074	1,107	1,129	1,160
Number of valves	2,972	3,101	3,334	4,064	4,186
Number of backflow devices	3,930	3,987	4,397	4,677	4,970
Water service work orders	3,540	3,773	4,350	5,774	5,947

In addition to annual maintenance programs, the Water Distribution Program maintains a very high level of customer service while addressing internal operations and maintenance directives. A large portion of the work done by the water crew is performing various tasks for the Utility Billing Department, as evidenced by completion of an estimated 5,744 work orders for FY 16-17.



*Willamette River*



# 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.

**Key Performance Areas**

***Regional Awareness and Influence***

- Engage in discussions with members of the Willamette Water Supply Program

***Well Maintained Infrastructure***

- Perform scheduled maintenance of the treatment plant

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

- Ensure adequate, safe, high-quality water

***Fiscal Discipline***

- Provide efficient operation of the Willamette River Water Treatment Plant

***Other Program Objectives***

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

**Contracted Employees: Full-time equivalents**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Plant Manager	1.00	1.00	1.00	1.00
Assistant Plant Manager	1.00	1.00	1.00	1.00
Maintenance Lead	1.00	1.00	1.00	1.00
Automation/Process Control Tech	1.00	1.00	1.00	1.00
Water Treatment Tech	5.00	5.00	5.00	5.00
Administrative Assistant	0.50	0.50	0.50	0.50
	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>	<b>9.50</b>



# water treatment plant

# Public Works

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Materials and Services</b>						
Supplies	\$ 410,375	\$ 169,324	\$ 208,573	\$ 510,659	\$ 510,659	\$ 510,659
Prof and tech services	1,479,265	1,507,170	1,645,065	1,714,290	1,714,290	1,714,290
Utility services	436,525	405,381	523,866	529,104	529,104	529,104
Repairs & maintenance	141,595	225,203	175,100	176,851	176,851	176,851
Insurance	14,262	23,654	24,850	24,180	24,180	24,180
Fees, dues, advertising	3,221	3,193	5,221	5,274	5,274	5,274
<b>Total</b>	<b>2,485,243</b>	<b>2,333,925</b>	<b>2,582,675</b>	<b>2,960,358</b>	<b>2,960,358</b>	<b>2,960,358</b>
<b>Capital Outlay</b>						
Machinery & equipment	82,377	277,704	359,200	396,060	396,060	396,060
<b>Total Department</b>	<b>\$ 2,567,620</b>	<b>\$ 2,611,629</b>	<b>\$ 2,941,875</b>	<b>\$ 3,356,418</b>	<b>\$ 3,356,418</b>	<b>\$ 3,356,418</b>
<b>Resources Summary</b>						
	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Charges for services	\$ 5,519,072	\$ 6,029,524	\$ 5,115,456	\$ 5,809,453	\$ 5,809,453	\$ 5,809,453
Sherwood sales	1,044,311	1,094,122	990,000	990,000	990,000	990,000
<b>Total</b>	<b>\$ 6,563,383</b>	<b>\$ 7,123,646</b>	<b>\$ 6,105,456</b>	<b>\$ 6,799,453</b>	<b>\$ 6,799,453</b>	<b>\$ 6,799,453</b>

## **Budget Highlights**

### ***Personnel Services***

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

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

- The increase in supplies is due to the biennial granular activated carbon replacement at the treatment facility.
- Two of the four Granular Activated Carbon (GAC) Filters in service at the Water Treatment Plant are due for replacement. Based on the findings in the annual GAC Evaluation Report, Filter #1 & #2 should be replaced in FY 17/18 thereby requiring increased funding for supplies

### ***Capital Outlay***

- Based on asset assessment using the criteria of criticality and condition, additional funding is being requested in order to rehabilitate, repair or replace various pieces of equipment and machinery which will ensure continuous and efficient operation of the Water Treatment Plant

# Public Works

# water treatment plant

## Performance Measurements

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
Contract with Veolia Water Company to conduct microbial, chemical and physical monitoring daily; perform preventive maintenance; provide employees with training and tools; implement asset management plans for major equipment maintenance or replacement; submit monthly Water Quality Data Reports; and publish annual Drinking Water Report (aka Consumer Confidence Report).	Compliance with Oregon Administrative Rules for Public Water Systems and the 'finished water quality' contract provisions	100%	100%	100%	100%	100%



*Water Treatment Plant*



## Public Works

## industrial pretreatment

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

The Pretreatment Program regulates eight industries in Wilsonville with discharge permits and administers best management practices and agreements with dentist offices, restaurants, and other companies, as appropriate. Education and outreach is a key element of the program.

### **Key Performance Areas**

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

- Effectively and efficiently implement all of the required elements of the Department of Environmental Quality (DEQ) and Environmental Protection Agency (EPA) approved Industrial Pretreatment Program
- Perform site inspections and assist commercial and industrial customers in identifying pollution prevention opportunities and strategies
- Implement a Drug Take Back Program
- 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
- 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
- Protection of human health and safety of workers in the collection system
- Involvement in the Western States Alliance efforts of the Preferred Pumper Program related to FOG

### **Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.00

## industrial pretreatment

## Public Works

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 66,176	\$ 56,794	\$ 70,230	\$ 70,230	\$ 70,230	\$ 70,230
Employee benefits	25,845	29,877	31,810	34,950	34,950	34,950
<b>Total</b>	<b>92,021</b>	<b>86,671</b>	<b>102,040</b>	<b>105,180</b>	<b>105,180</b>	<b>105,180</b>
<b>Materials and Services</b>						
Supplies	607	1,463	1,661	1,398	1,398	1,398
Prof and tech services	5,861	7,426	13,218	13,350	13,350	13,350
Utility services	1,133	1,244	882	891	891	891
Fleet services	2,890	2,880	2,820	2,820	2,820	2,820
Repairs & maintenance	-	-	272	400	400	400
Insurance	343	360	380	400	400	400
Employee development	1,890	1,041	2,435	2,460	2,460	2,460
Fees, dues, advertising	725	804	2,416	1,040	1,040	1,040
Meeting expenses	97	103	208	210	210	210
<b>Total</b>	<b>13,546</b>	<b>15,321</b>	<b>24,292</b>	<b>22,969</b>	<b>22,969</b>	<b>22,969</b>
<b>Total Department</b>	<b>\$ 105,567</b>	<b>\$ 101,992</b>	<b>\$ 126,332</b>	<b>\$ 128,149</b>	<b>\$ 128,149</b>	<b>\$ 128,149</b>
<b>Resources Summary</b>						
	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Charges for services	\$ 105,567	\$ 101,992	\$ 126,332	\$ 128,149	\$ 128,149	\$ 128,149
<b>Total</b>	<b>\$ 105,567</b>	<b>\$ 101,992</b>	<b>\$ 126,332</b>	<b>\$ 128,149</b>	<b>\$ 128,149</b>	<b>\$ 128,149</b>

### **Budget Highlights**

#### **Personnel Services**

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 7/1/17

#### **Materials and Services**

- Reduction in supplies to reflect prior years actual usage
- Increase in repairs & maintenance due to aging equipment
- Reduction in Fees, dues and advertising reflects the change in number of memberships by the program

# Public Works

# industrial pretreatment

## Performance Measurements

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

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	18	22	16	10	10
	Permits in effect	7	8	8	8	9
	Number of minor violations	3	4	8	4	4
Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements	Number of major violations	0	0	0	0	0

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### Performance Measurements Outcome

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





*Charbonneau Walking Path*





# 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; nine wastewater lift stations; processing bio-solids into Class A product that is beneficially reused in an environmentally sound method; and testing plant influent, effluent, sludge and bio-solids.

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

**Key Performance Areas**

***Environmental Stewardship***

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

***Well Maintained Infrastructure***

- Perform scheduled maintenance of the treatment plant and lift stations

***Fiscal Discipline***

- Provide efficient operation of the Wastewater Treatment Plant

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

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

**Contracted Employees: Full-time equivalents**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Wastewater Manager	1.00	1.00	1.00	1.00
Wastewater Lead Operator	0.00	0.00	1.00	1.00
Wastewater Operator	5.00	5.00	4.00	4.00
Lab Technician	1.50	1.50	1.00	1.00
Intern	0.50	0.50	1.00	1.00
	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

# wastewater treatment plant

# Public Works

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Materials and Services</b>						
Prof and tech serv	\$ 2,018,638	\$ 2,006,889	\$ 2,163,637	\$ 2,185,273	\$ 2,185,273	\$ 2,185,273
Utility services	337,111	282,471	370,100	370,100	370,100	370,100
Insurance	17,163	18,436	19,370	19,940	19,940	19,940
Fees, dues, advertising	-	-	-	-	-	-
<b>Total</b>	<b>2,372,912</b>	<b>2,307,796</b>	<b>2,553,107</b>	<b>2,575,313</b>	<b>2,575,313</b>	<b>2,575,313</b>
<b>Total Department</b>	<b>\$ 2,372,912</b>	<b>\$ 2,307,796</b>	<b>\$ 2,553,107</b>	<b>\$ 2,575,313</b>	<b>\$ 2,575,313</b>	<b>\$ 2,575,313</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Charges for services	\$ 6,590,742	\$ 6,623,134	\$ 6,787,199	\$ 6,914,462	\$ 6,914,462	\$ 6,914,462
<b>Total</b>	<b>\$ 6,590,742</b>	<b>\$ 6,623,134</b>	<b>\$ 6,787,199</b>	<b>\$ 6,914,462</b>	<b>\$ 6,914,462</b>	<b>\$ 6,914,462</b>

### Budget Highlights

- Because the Wastewater Treatment Plant is operated under contract, the budget does not contain a Personnel Services category. The employees who operate the plant are employed by CH2M HILL.
- The Wastewater Treatment Plant anticipates only a slight 1% increase in the overall budget.

Performance Measurements

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

<i>Strategy</i>	<i>Measure</i>	Actual 2013-14	Actual 2014-15	Actual 2015-16	Estimate 2016-17	Forecast 2017-18
Contract with Ch2m Company to perform preventive maintenance; provide employees with training and tools; implement asset management plans for major equipment maintenance or replacement; perform required sampling and testing; submit monthly Discharge Monitoring Report.	Compliance with the National Pollution Discharge Elimination System (NPDES) effluent permit limits for the Wastewater Treatment Plant.	100%	100%	100%	100%	100%



*Graham Oaks Nature Park Trail*



# 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. The wastewater collection system is completely separate from the stormwater system and transports sanitary waste streams from properties within the City limits to the Wastewater Treatment Plant on Tauchman Road.

**Key Performance Areas**

***Environmental Stewardship***

- Achieve regulatory compliance through proactive maintenance, inspection and record keeping consistent with National Pollutant Discharge Elimination System (NPDES) elements and permit limits set by the Oregon Department of Environmental Quality (DEQ)

***Well Maintained Infrastructure***

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

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

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

**Council Goals**

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

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

**Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Public Works Supervisor	0.30	0.30	0.30	0.30
Vactor Operator	1.50	1.50	2.00	1.00
Utility Maintenance Specialist	0.33	0.33	0.33	1.33
	<b>2.13</b>	<b>2.13</b>	<b>2.63</b>	<b>2.63</b>

# wastewater collection

# Public Works

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 108,524	\$ 140,787	\$ 165,046	\$ 151,160	\$ 151,160	\$ 151,160
Employee benefits	62,658	73,715	89,714	108,510	108,510	108,510
<b>Total</b>	<b>171,182</b>	<b>214,502</b>	<b>254,760</b>	<b>259,670</b>	<b>259,670</b>	<b>259,670</b>
<b>Materials and Services</b>						
Supplies	10,215	24,115	30,773	30,982	30,982	30,982
Prof and tech services	4,832	128,938	123,140	125,267	125,267	125,267
Utility services	13,092	9,799	12,048	12,169	12,169	12,169
Fleet services	2,290	1,902	5,460	15,540	15,540	15,540
Repairs & maintenance	69,883	37,548	59,327	59,025	59,025	59,025
Insurance	582	609	640	670	670	670
Employee development	661	2,903	3,237	3,830	3,830	3,830
Fees, dues, advertising	1,133	-	202	636	636	636
Franchise fees	296,357	301,780	316,500	320,000	320,000	320,000
Miscellaneous Services	-	51,457	43,359	60,600	60,600	60,600
<b>Total</b>	<b>399,045</b>	<b>559,051</b>	<b>594,686</b>	<b>628,719</b>	<b>628,719</b>	<b>628,719</b>
<b>Capital Outlay</b>						
Building	-	-	-	2,000	2,000	2,000
Vehicles	-	365	1,773	-	-	-
<b>Total</b>	<b>-</b>	<b>365</b>	<b>1,773</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>
<b>Total Department</b>	<b>\$ 570,227</b>	<b>\$ 773,918</b>	<b>\$ 851,219</b>	<b>\$ 890,389</b>	<b>\$ 890,389</b>	<b>\$ 890,389</b>
<b>Resources Summary</b>						
Charges for services	\$ 570,227	\$ 773,918	\$ 851,219	\$ 890,389	\$ 890,389	\$ 890,389
<b>Total</b>	<b>\$ 570,227</b>	<b>\$ 773,918</b>	<b>\$ 851,219</b>	<b>\$ 890,389</b>	<b>\$ 890,389</b>	<b>\$ 890,389</b>

## **Budget Highlights**

### ***Personnel Services***

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 7/1/17.
- The Salaries and Wages category is decreasing slightly to reflect staff turnover, and new entry-level staff coming on board. At the same time, benefits are increasing due to a different mix of benefit plan selections by employees.

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

- Fleet Services expense reflects a rolling three year average of the repairs incurred by the program and contributions to the replacement reserve for existing vehicles.
- Insurance is projected to increase between 3.68% and 7.3% per notification of insurance carrier.
- Employee development increase due to required DEQ training for certification in sewer collections.
- Fees, dues and advertising increase due to recent increases in renewal fees for several required certifications.
- Franchise fees increase based on anticipated increase in revenues.
- Miscellaneous Services increase due to anticipated credit card collection fees.

### ***Capital Outlay***

- Increase in Building Capital Outlay reflects the Wastewater portion of the purchase of additional storage containers for the Three Bay maintenance facility.

**Performance Measurements**

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
	LF cleaned annually	70,000	70,000	64,000	72,000	80,000
Clean 20% of public mains annually	LF of sewer main	401,280	427,680	433,000	438,240	448,800
	Percent of lines cleaned	17.4%	16.4%	14.8%	16.4%	17.8%

**Performance Measurements Outcome**

Regular cleaning of sewer mains and manholes is required to prevent blockage and backups. Along with ensuring trouble free operation and reducing risk, cleaning the conveyance system helps preserve the pipe asset itself. The Utilities Division seeks to clean 20% of publically maintained sewer lines each year. Implied in overall program execution, the Utilities Division will continue performing all of its other wastewater collection duties as required. Other duties include: maintaining flushing program for flat sections of the system; tree root removal and treatment; cleaning and repairing manholes and channels; landscaping to maintain off street manhole access and manhole locations; responding to odor complaints; investigating service lateral concerns; managing the underground video inspection program.

Performance measures for FY 2017-18 are forecast to increase 1.4% even though the collection system is expected to grow by approximately 10,560 LF and include 84 new manholes. Improved performance measures are forecast because of less downtime and improved efficiencies associated with the City’s purchase of a new sewer cleaning truck.

Properly operating and maintaining the City’s wastewater collection system is important to ensure a safe, healthy and aesthetically pleasing community while protecting the environment.





*Public Works/Police Building*



# Public Works

# stormwater maintenance

The Stormwater Maintenance Program protects roads, property and the environment through proactive maintenance of the stormwater conveyance system. Whenever possible, stormwater from roadways and other impervious surfaces is treated onsite in ponds, swales and bioretention cells. The excess runoff from these facilities and other impervious surfaces flows into the stormwater conveyance system and ultimately to the Willamette River.

**Key Performance Areas**

***Environmental Stewardship***

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

***Well Maintained Infrastructure***

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

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

- Ensure safety for vehicle travel, bicycles and pedestrians by removing debris through the street sweeping program
- Avoid localized flooding and property damage by maintaining treatment and detention facilities, catch basins and stormwater main lines
- Respond 24 hour a day, 7 days a week to overflows with the potential to create hazards or property damage
- Reduce the accumulation of pollutants and debris in the environment which could potentially harm wildlife and degrade water quality through proper operation and maintenance

**Council Goals**

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

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

**Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Public Works Supervisor	0.35	0.35	0.35	0.35
Vactor Operator	0.50	0.50	0.00	0.00
Utility Maintenance Specialist	0.84	0.84	2.34	2.34
Seasonal Utility Worker	0.25	0.25	0.00	0.00
	<b>1.94</b>	<b>1.94</b>	<b>2.69</b>	<b>2.69</b>

# stormwater maintenance

# Public Works

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 105,521	\$ 110,415	\$ 154,220	\$ 142,670	\$ 142,670	\$ 142,670
Employee benefits	51,696	57,635	82,385	103,590	\$ 103,590	\$ 103,590
<b>Total</b>	<b>157,217</b>	<b>168,050</b>	<b>236,605</b>	<b>246,260</b>	<b>246,260</b>	<b>246,260</b>
<b>Materials and Services</b>						
Supplies	5,430	11,085	13,528	14,442	14,442	14,442
Prof and tech serv	23,920	20,312	42,370	43,689	43,689	43,689
Utility services	1,602	2,061	3,155	5,828	5,828	5,828
Fleet services	12,080	11,405	5,960	7,510	7,510	7,510
Repairs & maintenance	153,495	133,095	230,453	233,100	233,100	233,100
Rents & leases	-	1,242	-	-	-	-
Comm svcs programs	-	-	500	202	202	202
Employee development	-	508	2,997	3,027	3,027	3,027
Fees, dues, advertising	569	175	406	906	906	906
Franchise fees	59,921	84,088	91,000	106,688	106,688	106,688
Miscellaneous Services	-	25,728	21,675	21,892	21,892	21,892
<b>Total</b>	<b>257,017</b>	<b>289,699</b>	<b>412,044</b>	<b>437,284</b>	<b>437,284</b>	<b>437,284</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	9,000	-	-	-
<b>Total Department</b>	<b>\$ 414,234</b>	<b>\$ 457,749</b>	<b>\$ 657,649</b>	<b>\$ 683,544</b>	<b>\$ 683,544</b>	<b>\$ 683,544</b>
<b>Resources Summary</b>						
	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Charges for services	\$ 1,557,938	\$ 2,186,329	\$ 2,374,518	\$ 2,667,192	\$ 2,667,192	\$ 2,667,192
<b>Total</b>	<b>\$ 1,557,938</b>	<b>\$ 2,186,329</b>	<b>\$ 2,374,518</b>	<b>\$ 2,667,192</b>	<b>\$ 2,667,192</b>	<b>\$ 2,667,192</b>

## **Budget Highlights**

### **Personnel Services**

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 7/1/17
- The Salaries and Wages category is decreasing slightly to reflect staff turnover, and new entry-level staff coming on board. At the same time, benefits are increasing due to a different mix of benefit plan selections by employees

### **Materials and Services**

- Supplies increase due to increased laundry services
- Utility services increase due to purchase of mobile technology and data plans
- Fleet Services expense reflects a rolling three year average of the repairs incurred by the program and contributions to the replacement reserve for existing vehicles
- Community Service Programs are lower due to a voluntary reduction in special events expenses
- Fees, dues and advertising increase due to fees and required license renewals for employees
- Franchise fees increase based on anticipated increase in revenues

**Performance Measurements**

*Goal: Maintain catch basin capacity to ensure performance and prevent pollutants from entering the environment.*

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
	Number of catch basins cleaned	515	565	600	750	875
Clean 33% of public catch basins annually	Total number of catch basins	2,064	2,260	2,300	2,415	2,925
	Percentage of catch basins cleaned	25%	27%	27%	31%	30%

**Performance Measurements Outcome**

The operations and maintenance goals of the Stormwater Maintenance Program are multifaceted and involve a variety of tasks and resources. At a minimum, the Utilities Division seeks to clean 33% of publically maintained catch basins each year. Properly operating and maintaining the City's stormwater system ensures a safe, healthy and aesthetically pleasing community while protecting the Wilsonville's superb natural resources.

The Utilities Division maintains approximately 73 miles of pipelines, 2,415 standard catch basins, 2,043 manholes, 440 inlets, 190 outlets and various other stormwater treatment facilities such as filtered catch basins and water quality manholes. The City also manages a street sweeping contract to remove surface debris from roadways and parking lots. Street sweeping removes contaminants, preserves the retention capacity of catch basins and improves overall system performance. Street sweeping also prevents flooding due to clogged catch basins, improves drivability while preventing vehicle accidents and preserves the aesthetic quality of our community's public streets.

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





*Wilsonville City Hall*



# Parks and Recreation

# general services

The Parks and Recreation Department re-organized in FY 2015-16 from three functional units to two functional units: General Services and Parks Maintenance. The functional area of Senior Programs has been folded in to General Services.

General Services oversees and organizes a wide variety of programs and community events, manages the use and rentals of the City's park facilities, the Community Center, sport fields and community gardens. The Community Center serves as a hub for a variety of programs which feature: classes and drop-in activities, a senior meal program, social services, health clinics and lunchtime lectures, a fitness studio, multipurpose rooms and a computer lab. General services is also responsible for management of community service grants, special event production, the planning and development of current and future park and recreational facilities and staff support to the Parks and Recreation Board and Senior Advisory Board.

**Key Performance Areas**

**Clear Vision and Community Design**

- Complete a City-wide Parks and Recreation Master Plan including Boones Ferry Park Master 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 West Linn - Wilsonville school site will present opportunities for increased partnership with the school district for joint use of facilities

**Community Amenities and Recreation**

- Develop strategy for implementation of Memorial Park Master Plan
- Roll out conceptual design of skate park and aid in fundraising efforts
- Support innovative, recreational and cultural programming and events, including those sponsored by local groups.
- Pursue programming opportunities for persons with special needs, including fully accessible playground at Murase Plaza
- Continue to implement Parks ADA Assessment

**Fiscal Discipline**

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

**Welcoming, Engaged and Satisfied Residents**

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

**Council Goals**

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

- Implementation of Memorial Park Master Plan and future development of Boones Ferry Park and associated land.

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

- Complete the Parks and Recreation Master Plan and, subsequently, master planning for Boones Ferry Park.
- Advance Road Sports Field design and development
- Continued development of Villebois Regional Park System

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

- Explore the establishment of an Arts and Culture Commission, based on the results of the Arts and Culture Commission Study, and develop a strategy to reinstitute the sculpture program.
- Install interpretive signage for Beauty and the Bridge and on Murase architectural features; inventory all public art with interpretive recognition.

**Promote a healthy urban forest**

- Assist with development and implement a street tree replacement program.
- Become a bee city through increased awareness and habitat creation.

**Enable and promote healthy living**

- Continue to improve access and opportunities to promote healthy living

**Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Parks & Recreation Director	1.00	1.00	1.00	1.00
Program Manager	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Information & Referral Specialist	0.50	0.50	1.00	1.00
Fitness Specialist	0.90	1.00	1.00	1.00
Nutrition Coordinator I	0.50	0.50	0.50	0.50
Nutrition Coordinator II	0.80	0.80	0.80	0.80
Nutrition Assistant (On Call)	0.16	0.16	0.16	0.16
Administrative Assistant I	1.00	0.00	0.00	0.00
Administrative Assistant II	1.00	2.00	2.50	2.50
Building Monitor	0.19	0.19	0.19	0.19
Intern	0.05	0.05	0.05	0.05
	<b>8.10</b>	<b>8.20</b>	<b>9.20</b>	<b>9.20</b>

## general services

## Parks and Recreation

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 251,166	\$ 495,698	\$ 570,290	\$ 564,070	\$ 564,070	\$ 564,070
Employee benefits	116,086	229,813	281,100	298,130	298,130	298,130
<b>Total</b>	<b>367,252</b>	<b>725,511</b>	<b>851,390</b>	<b>862,200</b>	<b>862,200</b>	<b>862,200</b>
<b>Materials and Services</b>						
Supplies	41,424	100,808	85,469	92,562	92,562	92,562
Prof and tech services	15,810	36,536	21,368	18,830	18,830	18,830
Utility services	12,788	47,888	57,718	60,492	60,492	60,492
Insurance	1,004	3,418	3,600	4,460	4,460	4,460
Repairs & maintenance	7,498	26,166	31,484	31,946	31,946	31,946
Rents & leases	-	376	4,986	-	-	-
Comm svcs programs	97,714	138,151	507,911	388,707	388,707	388,707
Employee development	9,154	9,312	14,345	14,488	14,488	14,488
Fees, dues, advertising	7,312	7,657	10,942	11,051	11,051	11,051
Meeting expenses	145	170	309	312	312	312
Misc. services & supplies	11,807	18,468	18,000	18,180	18,180	18,180
<b>Total</b>	<b>204,656</b>	<b>388,950</b>	<b>756,132</b>	<b>641,028</b>	<b>641,028</b>	<b>641,028</b>
<b>Capital Outlay</b>						
Machinery & equipment	6,215	-	10,000	45,000	45,000	45,000
<b>Total Department</b>	<b>\$ 578,123</b>	<b>\$ 1,114,461</b>	<b>\$ 1,617,522</b>	<b>\$ 1,548,228</b>	<b>\$ 1,548,228</b>	<b>\$ 1,548,228</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2017-18	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Charges for services	\$ 101,726	\$ 261,742	\$ 230,400	\$ 225,500	\$ 225,500	\$ 225,500
Grants and donations	26,643	183,305	179,500	67,250	67,250	67,250
General Fund revenues	449,754	669,414	1,207,622	1,255,478	1,255,478	1,255,478
<b>Total</b>	<b>\$ 578,123</b>	<b>\$ 1,114,461</b>	<b>\$ 1,617,522</b>	<b>\$ 1,548,228</b>	<b>\$ 1,548,228</b>	<b>\$ 1,548,228</b>

### **Budget Highlights**

#### **Personnel Services**

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.
- There are slight decreases due to staff turnover.

#### **Materials and Services**

- Proposed reduction in the community service program line item is to adjust tourism budget to approximate half of projected Hotel/Motel Tax (Transient Lodging Tax) revenue
- Insurance is projected to increase between 3.8% and 7.3% as per notification of insurance carrier. Insurance is billed in aggregate and allocated to departments based on insured items used or occupied by departments and thus actual percentage changes in insurance line items will vary.
- Removed budget for rents and leases as historically the budgets went unused or have been absorbed into other categories
- Reduction in professional and technical services is due to reorganization of Active Net (computer maintenance) fees that have been over time recorded in miscellaneous service and supplies line item
- Community Center floor mat rentals for fitness classes and other programming are increasing to accommodate a larger number of participants. Reductions in other line items absorb the related increase for a net reduction of 15% in materials and services overall

#### **Capital Outlay**

- Proposed Audio Visual upgrades will improve sound quality for Community Center programming including senior lunch participants, fitness classes as well as will increase programming possibilities and rental revenue.



## Performance Measurements

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
Create a Parks and Recreation system that offers a mix of active and passive recreation opportunities	Parks and Recreation planning projects	5	11	9	11	11
Promote a connected and active community by providing special events	City sponsored events	11	11	11	10	12
	Event attendance	4,134	5,507	6,663	6,437	7,070
Provide social opportunities through the Community Center meal program	Congregate meals	7,942	7,998	5,537	5,260	6,000
	Home-delivered meals	4,403	4,512	6,175	6,957	8,000
Offer a variety of rental options that allow both residents and non-residents an opportunity to enjoy Wilsonville's park system	Total park facility rentals	128	126	149	189	220
	Stein Boozier Barn rentals	10	14	33	58	70

## Performance Measurements Outcome

Park planning projects have increased dramatically in the past year and will show continued growth into next year including the following projects: Boones Ferry Master Planning process, City-wide Master Plan and Department-focused Strategic Plan processes.

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

The nutrition program at the Community Center has seen consistent development over recent years. A focused effort by kitchen staff to provide great tasting healthy meals, the addition of lunch time lectures, and increased Community Center programming has all contributed to the growth in citizens served.

Rental totals are showing an upward trend as facility improvements and additional available facilities have been added to the rental inventory. The potential for online facility reservations will be explored for future implementation.

Parks and Recreation staff continue to look for new and innovative program offerings. Program attendance numbers have remained consistent over the last 3 years. Programming through the Community Center continues to keep pace with physical changes to the Community Center. New partnerships and independent contract instructors will keep the public active and draw new participants.

The Senior Programs division has been re-organized into General Services. Please see preceding pages for narrative.

Senior Programs Prior Years Detail

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2015-16	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Personnel Services						
Salaries and wages	\$ 222,460	\$ -	\$ -	\$ -		
Employee benefits	100,114	-	-	-		
<b>Total</b>	<b>322,574</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Materials and Services						
Supplies	48,420	-	-	-		
Prof and tech services	3,759	-	-	-		
Utility services	36,349	-	-	-		
Insurance	2,178	-	-	-		
Repairs & maintenance	18,667	-	-	-		
Rents & leases	1,235	-	-	-		
Comm svcs programs	32,919	-	-	-		
Employee development	4,958	-	-	-		
<b>Total</b>	<b>148,485</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 471,059</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2015-16	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Charges for services	\$ 60,726	\$ -	-	\$ -		
Grants and donations	86,349	-	-	-		
General Fund revenues	323,984	-	-	-		
<b>Total</b>	<b>\$ 471,059</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

# Parks & Recreation

# parks maintenance

Parks Maintenance provides professional management and maintenance services to Wilsonville’s Park System. Services are provided to all City parks and facilities, pedestrian and bicycle trails and special event venues. Additionally, limited maintenance or oversight of City owned, home owner association maintained, parks.

**Key Performance Areas**

***Fiscal Discipline***

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

***Environmental Stewardship***

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

***Well Maintained Infrastructure***

- Continued focus on safe and improved park paths including all existing and new hard and soft trails
- Increase user safety of Murase Plaza water feature and Play structure

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

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

**Council Goals**

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

- Implementation of Memorial Park Master Plan and future development of Boones Ferry Park and associated land.

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

- Complete the Parks and Recreation Master Plan and, subsequently, master planning for Boones Ferry Park.
- Advance Road Sports Field design and development
- Continued development of Villebois Regional Park System

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

- Explore the establishment of an Arts and Culture Commission, based on the results of the Arts and Culture Commission Study, and develop a strategy to reinstitute the sculpture program.
- Install interpretive signage for Beauty and the Bridge and on Murase architectural features; inventory all public art with interpretive recognition.

***Promote a healthy urban forest***

- Assist with development and implement a street tree replacement program.
- Become a bee city through increased awareness and habitat creation.

***Enable and promote healthy living***

- Continue to improve access and opportunities to promote healthy living

**Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Lead Maintenance Specialist	0.00	0.00	1.00	1.00
Parks Maintenance Specialist	2.00	4.00	4.00	5.00
Utility Worker	2.00	0.00	0.00	0.00
Seasonal Utility Worker	3.25	3.25	2.25	0.00
	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>	<b>7.00</b>

parks maintenance

Parks & Recreation

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 348,236	\$ 351,050	\$ 413,200	\$ 338,740	\$ 387,490	\$ 387,490
Employee benefits	160,132	173,678	224,522	227,460	253,710	253,710
<b>Total</b>	<b>508,368</b>	<b>524,728</b>	<b>637,722</b>	<b>566,200</b>	<b>641,200</b>	<b>641,200</b>
<b>Materials and Services</b>						
Supplies	31,680	29,862	36,107	36,468	36,468	36,468
Prof and tech services	33,984	36,381	40,305	70,708	40,708	40,708
Utility services	204,317	199,045	241,552	246,353	246,353	246,353
Fleet services	71,730	87,698	86,280	86,700	86,700	86,700
Repairs & maintenance	147,550	160,834	228,466	190,695	190,695	190,695
Rents & leases	8,496	11,510	10,605	10,711	10,711	10,711
Insurance	8,694	9,752	10,270	10,540	10,540	10,540
Employee development	6,582	6,572	8,567	8,653	8,653	8,653
Meeting expenses	-	-	309	312	312	312
Fees, dues, advertising	579	750	980	990	990	990
<b>Total</b>	<b>513,612</b>	<b>542,404</b>	<b>663,441</b>	<b>662,130</b>	<b>632,130</b>	<b>632,130</b>
<b>Capital Outlay</b>						
Building	-	-	-	3,000	3,000	3,000
Machinery & equip	147,899	-	9,000	10,160	10,160	10,160
Vehicles	25,000	1,171	38,910	-	-	-
<b>Total</b>	<b>172,899</b>	<b>1,171</b>	<b>47,910</b>	<b>13,160</b>	<b>13,160</b>	<b>13,160</b>
<b>Total Department</b>	<b>\$ 1,194,879</b>	<b>\$ 1,068,303</b>	<b>\$ 1,349,073</b>	<b>\$ 1,241,490</b>	<b>\$ 1,286,490</b>	<b>\$ 1,286,490</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Approved 2017-18
General Fund revenues	1,194,879	1,068,303	1,349,073	1,241,490	1,286,490	1,286,490
<b>Total</b>	<b>\$ 1,194,879</b>	<b>\$ 1,068,303</b>	<b>\$ 1,349,073</b>	<b>\$ 1,241,490</b>	<b>\$ 1,286,490</b>	<b>\$ 1,286,490</b>

**Budget Highlights**

**Personnel Services**

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.
- Proposed policy change to utilize temp agencies to contract out seasonal labor. This results in a reduction in personnel services category and a correlating increase in professional and technical services for an overall cost savings to the City.

**Materials and Services**

- Reduction in repairs and maintenance is due to the removal of one time irrigation controllers from the prior year

**Capital Outlay**

- Proposed acquisition of a multi-purpose utility tractor to efficiently maintain various surface types including snow removal, rough-cutting, and turf.
- The City currently utilizes a 2-Bay storage unit to house sensitive materials and chemicals. The current structure has deteriorated due to mold infestation and age and is in need of replacement. The proposed 3-Bay structure will sufficiently house all necessary materials currently stored in 2-Bay.

# Library Services

# library

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

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

## **Key Performance Areas**

### ***Quality Education***

- Reach out to all families in the community about the value of reading to their children starting at birth and encourage daily reading by children
- Review collections to ensure that the Library provides desired material in appropriate format

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

- Comprehensively promote library services to the community
- 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

## **Council Goals**

### ***Organize Library archives; capture history as it happens and before it changes, including coordinating photography***

- Help reorganize the Wilsonville Historical Society and provide administrative support
- Help the Historical Society form near term goals, including organizing library archives and capturing history

## **Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Library Services Manager	0.00	1.00	0.00	1.00
Adult Services Librarian	1.00	1.00	1.00	1.00
Youth Services Librarian	1.00	0.55	1.00	0.58
Outreach Librarian	0.00	0.50	0.50	0.60
Program Coordinator	0.90	1.00	1.00	1.00
Program Librarian	0.00	1.23	1.16	1.16
Reference Librarian	1.84	2.03	2.56	2.03
Aide/Volunteer Coordinator	0.60	0.00	0.00	0.00
Support Services Coordinator	0.00	1.77	1.86	1.86
Library Clerk III	2.18	0.90	0.00	0.00
Administrative Assitant I	0.00	0.00	0.50	0.47
Library Clerk II	2.80	0.90	0.96	0.96
Library Clerk I	3.64	3.08	3.42	3.40
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.40	0.40	0.40	0.40
	<b>16.46</b>	<b>16.46</b>	<b>16.46</b>	<b>16.56</b>
Volunteers	6.00	6.00	6.00	6.00

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 820,953	\$ 885,754	\$ 927,310	\$ 938,251	\$ 938,251	\$ 938,251
Employee benefits	400,473	446,645	490,140	533,268	533,268	533,268
<b>Total</b>	<b>1,221,426</b>	<b>1,332,399</b>	<b>1,417,450</b>	<b>1,471,519</b>	<b>1,471,519</b>	<b>1,471,519</b>
<b>Materials and Services</b>						
Supplies	206,331	231,719	249,684	249,504	249,504	249,504
Prof and tech services	4,830	2,923	4,866	6,714	6,714	6,714
Utility services	58,048	54,194	69,337	78,993	78,993	78,993
Repairs & maintenance	52,469	53,912	57,390	61,960	61,960	61,960
Insurance	9,270	9,957	10,460	10,490	10,490	10,490
Comm svcs programs	27,380	25,547	41,100	41,100	41,100	41,100
Employee development	3,081	5,255	13,625	13,761	13,761	13,761
Fees, dues, advertising	1,389	1,964	2,000	2,020	2,020	2,020
Misc serv & supplies	3,297	1,944	2,500	2,525	2,525	2,525
<b>Total</b>	<b>366,095</b>	<b>387,415</b>	<b>450,962</b>	<b>467,067</b>	<b>467,067</b>	<b>467,067</b>
<b>Capital Outlay</b>						
Machinery & Equipment	7,695	-	-	-	-	-
<b>Total Department</b>	<b>\$ 1,595,216</b>	<b>\$ 1,719,814</b>	<b>\$ 1,868,412</b>	<b>\$ 1,938,586</b>	<b>\$ 1,938,586</b>	<b>\$ 1,938,586</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
County shared taxes	\$ 1,042,356	\$ 1,076,327	\$ 1,109,450	\$ 1,211,625	\$ 1,211,625	\$ 1,211,625
Charges for services	52,371	51,838	51,500	51,800	51,800	51,800
Grants and donations	10,131	54,191	62,500	56,800	56,800	56,800
General Fund revenues	490,358	537,458	644,962	618,361	618,361	618,361
<b>Total</b>	<b>\$ 1,595,216</b>	<b>\$ 1,719,814</b>	<b>\$ 1,868,412</b>	<b>\$ 1,938,586</b>	<b>\$ 1,938,586</b>	<b>\$ 1,938,586</b>

**Budget Highlights**

**Personnel Services**

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 07/01/17
- Wages and benefits reflect an increase in hours for the Outreach Librarian, about 4 hours per week, revenue-backed through donations from the Wilsonville Public Library Foundation

**Materials and Services**

- Prof and tech services budget is up 38% to include the addition of staff scheduling software services
- Utility services budget is up 14% to reflect increase in the road maintenance fee
- Repairs and maintenance budget is up 8% to reflect Radio Frequency Identification technology yearly maintenance fees in the amount of \$4,000



# Library Services

library

## Performance Measurements

**Goal: Provide high-demand and important material in a variety of formats, and supplement local resources**

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014- 15</b>	<b>Actual 2015- 16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
Maintain Oregon Library Association "excellent" standard of at least 4 physical items per capita	Items in the collection at year-end	128,903	130,315	130,259	130,876	122,000	125,000
	Service area population, December estimate	22,821	24,602	25,071	26,011	27,000	28,000
	Items per capita	5.65	5.30	5.20	5.03	4.52	4.46
Annually weed approximately 5% of materials in the collection	Items deleted	9,571	10,885	12,340	11,628	11,628	10,000
Add at least 10,000 items to collection	Items added	13,543	12,820	13,798	14,279	12,000	10,000
Increase collection turnover to at least 6.0	Average number of times each item is used	5.34	5.06	5.07	5.13	5.34	5.38

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

<b>Strategy</b>	<b>Measure</b>						
Increase reference volume by 5%	Reference questions answered	15,988	17,662	19,319	20,391	21,000	21,000
	Percentage change	-8%	10%	9%	6%	3%	0%

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

<b>Strategy</b>	<b>Measure</b>						
Provide high quality programming	Number of children's and YA programs	390	397	392	383	380	380
	Attendance at children's programs	24,964	25,197	29,393	26,950	27,000	27,000
	Number of Young Adult programs	42	44	42	41	41	41
	Attendance at Young Adult Programs	1,120	1,405	1,200	1,924	1,900	1,900
	Number of adult programs	80	82	128	121	120	120
	Attendance at adult programs	1,830	3,022	2,572	3,170	3,000	3,000

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

<b>Strategy</b>	<b>Measure</b>						
Increase circulation by at least 5% over prior year	Annual print and A/V circulation	504,332	490,163	460,211	476,578	450,000	470,000
	Annual e-book and other downloadable circulation	11,263	17,175	21,793	24,346	26,000	28,000
	Total Circulation	515,595	507,338	482,004	500,924	476,000	498,000
	Percentage change in circulation from previous year	2%	-2%	-5%	4%	-5%	5%

**Performance Measurements, Continued**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2012-13</b>	<b>Actual 2013-14</b>	<b>Actual 2014- 15</b>	<b>Actual 2015- 16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
Achieve average annual per capita circulation of 23 or higher	Per capita circulation	22.59	20.62	19.23	19.26	17.63	17.79
Maintain a high level of loans to other libraries	Annual interlibrary loans	185,663	168,407	178,413	170,364	175,000	175,000
<b>Goal: Provide high quality resource collections while maximizing benefits per dollar spent.</b>							
<i>Strategy</i>	<i>Measure</i>						
Maximize efficiency of Library staff	Total loans (print circulation plus interlibrary loans) per FTE	43,294	42,369	40,616	41,285	40,037	40,640
Maintain ratio of operating expenditures to total loans which reflects efficiency in operations	Total expenditures divided by total loans	\$2.14	\$2.33	\$2.42	\$2.56	\$2.85	\$2.88
Increase volunteer hours worked to at least 6 FTE	Number of hours worked FTE	11,540 5.5	11,987 5.8	12,725 6.1	12,750 6.1	12,500 6.0	12,500 6.0

**Performance Measurements Outcome**

Over the last year, the Library has been reducing collection sizes throughout the building in anticipation of its RFID project and because the collections needed it. This will continue for the next several months as the Library works to re-orient collections to changing patterns of use. Circulation continues to be unsteady, with this year’s drop partially as a result of the collection work. Fiscal year 2017-18 should see a rebuilding of collections, and hopefully of circulation. Programming is steady, if not growing rapidly. The Library is actively working to improve program offerings and attendance, particularly for adults, so improvements should be coming. Even though circulation and programming growth is flat, overall totals are nonetheless well above statewide averages.

# Transportation

# SMART transit

South Metro Area Regional Transit (SMART) provides convenient, safe and reliable transportation services in a fiscally responsible manner to meet the needs of Wilsonville residents, employees and visitors of all ages, ethnicities and income levels. SMART's Fleet Division (in the following section of the Budget) provides efficient and effective services to all City departments in the maintenance and repair of all City-owned vehicles and equipment.

The Department's primary functions include overall administration for transit operations, grant management, commuter and community programs, and fleet services. Transit Operations includes fixed-route bus service, demand-response, 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 and reduce traffic congestion.

### **Council Goals**

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

- Work closely with employers to develop transportation options at worksites
- Continue to update and provide informational materials in public spaces, at community events, and online
- Continue to utilize the trolley at community events and for crosstown service

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

- Facilitate and support the integration of vanpool programs for employer worksites
- Maintain free in-town service

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

- Continue Shopper Shuttle from Villebois to Town Center
- Initiate pilot shuttle from Charbonneau to Town Center
- Research possible employer lunch shuttle service from worksites to Town Center

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

- Implement Transit Master Plan recommendations
- Research the feasibility of providing neighborhood circular service

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

- Expand SMART Options program through weekly walks at lunch and bike projects

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

- Develop ETA SPOT system for live arrival times, route planning and system alerts
- Implement departure/arrival time electronic boards at SMART Central and heavily-used bus stops
- Continue involvement in feasibility studies for electronic fare system and one call/one click planning system

### **Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Transit Director	1.00	1.00	1.00	1.00
Operation Manager	1.00	1.00	1.00	1.00
Dispatchers	2.00	2.00	2.00	2.00
Transit Supervisors	3.00	3.00	3.00	3.00
Drivers	26.77	26.70	26.70	26.70
Program Coordinator	1.00	1.00	1.00	1.00
Transportation Options Program Manager	1.00	1.00	1.00	0.00
Grants and Program Manager	0.00	1.00	1.00	1.00
Management Analyst	0.00	0.00	0.00	1.00
Administrative Assistant II	0.00	0.00	0.50	0.00
Intern	0.30	0.30	0.30	0.30
	<b>36.07</b>	<b>37.00</b>	<b>37.50</b>	<b>37.00</b>

# SMART transit

# Transportation

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 1,865,459	\$ 1,937,373	\$ 2,101,650	\$ 2,055,261	\$ 2,055,261	\$ 2,055,261
Employee benefits	963,591	1,015,108	1,205,520	1,280,161	1,280,161	1,280,161
<b>Total</b>	<b>2,829,050</b>	<b>2,952,481</b>	<b>3,307,170</b>	<b>3,335,422</b>	<b>3,335,422</b>	<b>3,335,422</b>
<b>Materials and Services</b>						
Supplies	53,134	30,766	77,029	65,127	65,127	65,127
Prof and tech services	146,966	161,346	268,630	192,645	192,645	192,645
Utility services	61,009	82,440	91,674	97,590	97,590	97,590
Repairs & maintenance	23,735	36,775	51,545	52,065	52,065	52,065
Fleet services	1,035,370	1,014,680	984,660	1,019,780	1,019,780	1,019,780
Rents & leases	1,644	1,644	2,207	2,229	2,229	2,229
Insurance	40,539	56,669	59,520	62,150	62,150	62,150
Commuter rail service	311,205	318,098	324,157	330,500	330,500	330,500
Comm svcs programs	1,879	1,173	1,545	1,561	1,561	1,561
Employee development	12,201	13,630	26,942	27,211	27,211	27,211
Fees, dues, advertising	20,009	23,020	32,559	32,855	32,855	32,855
Meeting expenses	2,777	4,030	3,184	3,216	3,216	3,216
<b>Total</b>	<b>1,710,468</b>	<b>1,744,271</b>	<b>1,923,652</b>	<b>1,886,929</b>	<b>1,886,929</b>	<b>1,886,929</b>
<b>Capital Outlay</b>						
Machinery & equipment	10,026	168,338	100,000	-	-	-
Vehicles	1,344,844	251,657	920,195	501,811	501,811	501,811
<b>Total</b>	<b>1,354,870</b>	<b>419,995</b>	<b>1,020,195</b>	<b>501,811</b>	<b>501,811</b>	<b>501,811</b>
<b>Total Department</b>	<b>\$ 5,894,388</b>	<b>\$ 5,116,747</b>	<b>\$ 6,251,017</b>	<b>\$ 5,724,162</b>	<b>\$ 5,724,162</b>	<b>\$ 5,724,162</b>
<b>Resources Summary</b>						
	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Payroll taxes	\$ 4,597,118	\$ 4,638,597	\$ 4,722,810	\$ 4,891,700	\$ 4,891,700	\$ 4,891,700
Charges for services	248,995	190,235	214,080	213,580	213,580	213,580
Intergovernmental grants	1,628,942	918,358	1,185,875	733,832	733,832	733,832
Other revenues	47,782	39,671	29,000	29,000	29,000	29,000
<b>Total</b>	<b>\$ 6,522,837</b>	<b>\$ 5,786,861</b>	<b>\$ 6,151,765</b>	<b>\$ 5,868,112</b>	<b>\$ 5,868,112</b>	<b>\$ 5,868,112</b>

## **Budget Highlights**

### **Personnel Services**

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 07/01/17
- Reflects a department reorganization and elimination of a .50 FTE administrative assistant position

(continued on the next page)

# Transportation

# SMART transit

## Budget Highlights, (continued)

### Materials and Services

- Supplies budget reduction related to specific grant funding reprogrammed.
- Professional and technical services budget reduction reflecting completion of transit master plan and completion of labor contract negotiations.
- Utility expense reflect road maintenance increase particular to SMART Central Park and Ride.

### Capital Outlay

- Reflects the purchase of 2 grant funded bus replacements.

### Anticipated Grants for 2017-18

SMART has already received approval for a number of grants that will bring revenue into the FY 2017-18 budget. The largest portion of these funds will be used to purchase buses that are already on order, and will be delivered in 2017-18. This will include one smaller cutaway bus and one 35-foot bus.

**Elderly & Disabled (E&D) Transportation Program Grant:** Grant funding in the amount of \$107,000 in State Transportation Formula (STF) funds is anticipated to help 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.

**Transportation Demand Management (TDM):** Grant funding in the amount of \$71,784 plus \$8,216 in local 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.

**Travel Training Program Grant:** Grant funding in the amount of \$10,000 plus \$5,000 in local match will support a program to teach older adults and people with disabilities to travel independently and safely on public transportation.

**Federal Transit Formula Grants:** Grant funding in the amount of \$37,600 plus \$9,400 in local match to continue upgrades to SMART's on-vehicle technology enhancing operational performance and improve data for planning and scheduling purposes.

**Capital Grants:** \$401,448 plus \$100,363 in local match to purchase one 35-foot buses and one cutaway buses. An additional \$50,000 plus local match of \$20,000 is anticipated to upgrade passenger amenities and facilities at bus stops including bus shelters, benches, signage and improved ADA access to bus stops.

### Anticipated Grant Funding for 2017-18

	Funding Source			Funding Use	
	Grant Funding	Transit Tax	Reserve	Operations	Capital
Intergovernmental Agreement /Grant					
State Grant - Elderly & Disabled Service	\$ 107,000	\$ -	\$ -	\$ 107,000	\$ -
Dial-a-Ride Operations - Clackamas County	56,000	-	-	56,000	-
Travel Training Program	10,000	5,000	-	15,000	-
Transportation Demand Management (TDM)	71,784	8,216	-	80,000	-
Technology enhancements	37,600	9,400	-	62,500	-
Capital Grant - Bus	401,448	-	100,363	-	501,811
Capital Grant - Shelters & ADA Upgrades (CIP)	50,000	-	20,000	-	70,000
	<b>\$ 733,832</b>	<b>\$ 22,616</b>	<b>\$ 120,363</b>	<b>\$ 320,500</b>	<b>\$ 571,811</b>

**Performance Measurements**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$13.70	\$13.16	\$14.69	\$16.22	\$14.75
	Cost per service hour	\$111.08	\$110.66	\$113.88	\$117.10	\$110.00
	Cost per mile	\$7.93	\$7.86	\$8.17	\$8.48	\$8.00
	Passenger trips per service hour	8.1	8.4	7.8	7.2	7.5
	Passenger trips per mile	0.58	0.6	0.56	0.52	0.55
Increase ridership within the community	Number of passenger trips	351,374	374,408	343,793	313,178	325,000
	Service hours	43,331	44,534	44,335	44,423	43,500
	Annual miles driven	607,195	626,966	614,807	619,304	615,000
	On-time performance	92%	91%	92%	91%	88%

**Performance Measurements Outcome**

Assessing performance moving into the 2017-18 fiscal year, SMART estimates an increase of ridership and fares as compared to the previous year. Through the revision of the Transit Master Plan (TMP), many route inefficiencies have been identified and changes are planned to further accommodate customer’s needs. SMART also continues to increase efficiencies for its’ Dial-a-Ride programs, which increases the capacity for ridership. SMART could see an increase in fare revenues for a number of reasons. The State Employee Bus Pass Program was recently passed which offers free passes to state employees, many of whom ride or could ride SMART’s route 1X. With the TMP changes, SMART expects to see an increase in ridership to Canby as the route will be revised into an express route and connections to Oregon City become more reliable. Serving the Tigard transit center is expected to increase ridership as more options become available for travel to downtown Portland along with connections to Beaverton.

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

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

Fleet personnel are responsible for the repair and ongoing maintenance of 256 items including the SMART fleet of buses and vans, trucks and specialty equipment used by Public Works and Parks & Recreation, such as tractors and mowers, the general motor pool used by City staff, as well as emergency generators and trailers.

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

**Key Performance Areas**

***Well Maintained Infrastructure***

- Provide safe and clean vehicles and equipment

***Fiscal Discipline***

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

**Council Goals**

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

- Supply and maintain equipment in support of parks maintenance activities

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

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

**Full Time Equivalent Positions**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Fleet Services Manager	1.00	1.00	1.00	1.00
Lead Mechanic	0.00	0.00	0.00	1.00
Mechanic II	2.00	2.00	2.00	2.00
Mechanic I	2.00	2.00	2.00	2.00
Fleet Hostler	1.50	1.60	1.60	1.60
	<b>6.50</b>	<b>6.60</b>	<b>6.60</b>	<b>7.60</b>



<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Personnel Services						
Salaries and wages	\$ 327,180	\$ 345,595	\$ 357,610	\$ 426,630	\$ 426,630	\$ 426,630
Employee benefits	187,456	190,022	228,000	251,985	251,985	251,985
<b>Total</b>	<b>514,636</b>	<b>535,617</b>	<b>585,610</b>	<b>678,615</b>	<b>678,615</b>	<b>678,615</b>
Materials and Services						
Supplies	160,070	213,550	203,746	205,783	205,783	205,783
Fuel	284,684	194,522	237,363	239,737	239,737	239,737
Utility services	66,578	73,006	75,216	76,407	76,407	76,407
Repairs & maintenance	34,782	60,921	40,903	41,310	41,310	41,310
Insurance	2,715	2,907	3,060	3,030	3,030	3,030
Employee development	2,727	4,400	16,017	16,177	16,177	16,177
<b>Total</b>	<b>551,556</b>	<b>549,306</b>	<b>576,305</b>	<b>582,444</b>	<b>582,444</b>	<b>582,444</b>
Capital Outlay						
Machinery & equipment	73,541	-	-	-	-	-
Vehicles	34,387	87,934	482,000	152,000	152,000	152,000
<b>Total</b>	<b>107,928</b>	<b>87,934</b>	<b>482,000</b>	<b>152,000</b>	<b>152,000</b>	<b>152,000</b>
<b>Total Department</b>	<b>\$ 1,174,120</b>	<b>\$ 1,172,857</b>	<b>\$ 1,643,915</b>	<b>\$ 1,413,059</b>	<b>\$ 1,413,059</b>	<b>\$ 1,413,059</b>

<b>Resources Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Fleet charges	\$ 1,287,780	\$ 1,298,027	\$ 1,258,370	\$ 1,310,630	\$ 1,310,630	\$ 1,310,630
Assigned contingencies	107,928	87,934	482,000	152,000	152,000	152,000
<b>Total</b>	<b>\$ 1,395,708</b>	<b>\$ 1,385,961</b>	<b>\$ 1,740,370</b>	<b>\$ 1,462,630</b>	<b>\$ 1,462,630</b>	<b>\$ 1,462,630</b>

**Budget Highlights**

**Personnel Services**

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 07/01/17
- Staffing increase of 1 FTE, in the form of a Lead Mechanic position. This addition is necessary due to increased number of equipment and vehicles city wide (specifically Parks maintenance equipment), as well as additional requirements placed upon us by the FTA relating to Transit asset management

**Capital Outlay**

- Vehicle replacement costs are reduced from the FY 16-17 budget (down 68%), representing a return to a more typical level of vehicle replacement need

## Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
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	72%	71%	69%	70%	72%
Preventative maintenance	Percent completed on time	87%	89%	88%	91%	90%
Track number of road calls	Number of road calls per year	54	47	51	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).



*Aerial View of Wilsonville*



# Public Safety

# law enforcement

The Clackamas County Sheriff’s Office (CCSO) provides law enforcement services to the City of Wilsonville on a contract basis. The department operates 24 hours a day, 365 days a year. A Lieutenant serves as the City’s Chief of Police while three Sergeants provide additional supervisory presence in the community. The department in Wilsonville also includes 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, K9 Team, SWAT/HNT team, Behavioral Health Unit (BHU), and bomb squad.

**Key Performance Areas**

**Safe, Healthy & Aesthetically Pleasing Community**

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

**Contracted Employees: Full-time equivalents**

Position	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Chief	1.00	1.00	1.00	1.00
Sergeant	2.00	3.00	3.00	3.00
Detective	1.00	1.00	1.00	1.00
Traffic Officer	1.00	1.00	1.00	2.00
School Resource Officer (SRO)	1.00	1.00	1.00	1.00
Community Services Officer (CSO)	1.00	1.00	1.00	1.00
Patrol Officers	11.00	11.00	11.00	11.00
	<b>18.00</b>	<b>19.00</b>	<b>19.00</b>	<b>20.00</b>

## law enforcement

## Public Safety

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Materials and Services</b>						
Supplies	\$ 6,158	\$ 6,339	\$ 7,468	\$ 8,578	\$ 8,578	\$ 8,578
Prof and tech services	3,598,272	3,858,930	4,394,091	4,898,032	4,898,032	4,898,032
Utility services	18,187	16,141	20,595	20,745	20,745	20,745
Fleet services	12,010	7,160	7,010	6,930	6,930	6,930
Repairs & maintenance	8,350	9,107	9,200	9,290	9,290	9,290
Insurance	1,377	1,479	1,560	1,450	1,450	1,450
Employee development	291	133	4,040	4,080	4,080	4,080
<b>Total Department</b>	<b>\$ 3,644,645</b>	<b>\$ 3,899,289</b>	<b>\$ 4,443,964</b>	<b>\$ 4,949,105</b>	<b>\$ 4,949,105</b>	<b>\$ 4,949,105</b>
<b>Resources Summary</b>						
	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
General Fund revenues	3,644,645	3,899,289	4,443,964	4,949,105	4,949,105	4,949,105
<b>Total</b>	<b>\$ 3,644,645</b>	<b>\$ 3,899,289</b>	<b>\$ 4,443,964</b>	<b>\$ 4,949,105</b>	<b>\$ 4,949,105</b>	<b>\$ 4,949,105</b>

### **Budget Highlights**

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

- Proposed for 2017-18 is the addition of a Traffic Officer position. With the growth of the community and the region, traffic issues have increased, including increased congestion, intersection blocking, increased cut-through traffic, speeding complaints and neighborhood parking complaints. The addition of this officer is expected to mitigate these complaints and encourage compliance with traffic laws throughout the community. This increase is included in the professional and technical services category
- The professional and technical services category also includes an increase to the current law enforcement contract with Clackamas County, of approximately 6% over the amount in FY 2016-17. This increase reflects the cost increases experienced by the County, including cost-of-living adjustments and the increased PERS contribution rate
- Increase in supplies reflects replacement of furniture for the police department offices
- Insurance is projected to increase between 3.8% and 7.3% as per notification of insurance carrier. Insurance is billed in aggregate and allocated to departments based on insured items used or occupied by departments and thus actual percentage changes in insurance line items will vary

# Public Safety

# law enforcement

## Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2014</b>	<b>Actual 2015</b>	<b>Actual 2016</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
Maintain a staffing level that allows for approximately 600 calls per Officer per year	Population served	21,550	22,870	23,740	24,233	25,164
	Calls for service	6,558	6,689	7,369	7,800	8,106
	Average number of calls for service per day	18	18	20	21	22
	Calls per Deputy	547	557	614	640	676
	Officers per thousand population	0.84	0.79	0.76	0.74	0.72
Reduce the number of traffic accidents in the community through greater compliance tools	Total number of reported auto accidents	145	154	147	140	130
Gain compliance to traffic laws and increase public safety through traffic enforcement, promote safety and livability by education through enforcement.	Traffic stops	3,888	3,587	3,488	3,800	4,292
	Traffic citations	2,506	1,669	1,685	2,000	2,213

\*chart is based on calendar year statistics

### Performance Measurements Outcome

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





*Wilsonville Police Department Bike Patrol*





# Public Safety

# municipal court

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

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

### **Key Performance Areas**

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

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

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

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

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

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

Position	Full-Time Equivalent Positions			
	Budget 2014-15	Budget 2015-16	Budget 2016-17	Budget 2017-18
Court Clerk	1.80	1.50	1.50	1.50
Interpreter	0.05	0.05	0.00	0.00
Room Monitor	0.05	0.05	0.05	0.05
Municipal Court Judge	0.10	0.10	0.10	0.10
	<b>2.00</b>	<b>1.70</b>	<b>1.65</b>	<b>1.65</b>

# municipal court

# Public Safety

<b>Operating Summary</b>	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>Personnel Services</b>						
Salaries and wages	\$ 87,637	\$ 94,022	\$ 114,600	\$ 106,270	\$ 106,270	\$ 106,270
Employee benefits	44,002	50,796	57,640	68,260	68,260	68,260
<b>Total</b>	<b>131,639</b>	<b>144,818</b>	<b>172,240</b>	<b>174,530</b>	<b>174,530</b>	<b>174,530</b>
<b>Materials and Services</b>						
Supplies	4,021	1,995	5,335	5,388	5,388	5,388
Prof and tech services	11,891	11,051	14,950	14,530	14,530	14,530
Utility services	983	1,102	1,130	1,141	1,141	1,141
Employee development	959	1,381	4,100	4,140	4,140	4,140
Fees, dues, advertising	145	370	425	1,010	1,010	1,010
Meetings expenses	1,373	1,363	2,350	2,374	2,374	2,374
Misc services & supplies	5,081	3,493	6,100	6,161	6,161	6,161
<b>Total</b>	<b>24,453</b>	<b>20,755</b>	<b>34,390</b>	<b>34,744</b>	<b>34,744</b>	<b>34,744</b>
<b>Total Department</b>	<b>\$ 156,092</b>	<b>\$ 165,573</b>	<b>\$ 206,630</b>	<b>\$ 209,274</b>	<b>\$ 209,274</b>	<b>\$ 209,274</b>
<b>Resources Summary</b>						
	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Fines	\$ 248,462	\$ 187,448	\$ 210,000	\$ 286,000	\$ 286,000	\$ 286,000
<b>Total</b>	<b>\$ 248,462</b>	<b>\$ 187,448</b>	<b>\$ 210,000</b>	<b>\$ 286,000</b>	<b>\$ 286,000</b>	<b>\$ 286,000</b>

## **Budget Highlights**

### ***Personnel Services***

- At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Benefits reflect PERS rate increases effective 07/01/17

### ***Materials & Services***

- Fees, dues, advertising expense is increasing to accommodate Oregon State Bar dues for the City judge

**Performance Measurements**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2013-14</b>	<b>Actual 2014-15</b>	<b>Actual 2015-16</b>	<b>Estimate 2016-17</b>	<b>Forecast 2017-18</b>
Efficiency	Total violations	2,020	2,224	1,811	2,050	2,100
	Violations per Court Clerk (FTE)	1,122	1,711	1,207	1,367	1,400

**Performance Measurements Outcome**

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

**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 2015) for regular infractions and those occurring in special zones are detailed in the chart below.

**Citations**

	Class A <sup>1</sup>		Class B <sup>2</sup>		Class C <sup>3</sup>		Class D <sup>4</sup>	
	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 <sup>5</sup>	(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	(61.00)	(61.00)	(61.00)	(61.00)	(61.00)	(61.00)	(61.00)	(61.00)
Total retained by City of Wilsonville	\$ 287.00	\$ 635.00	\$ 147.00	\$ 355.00	\$ 68.00	\$ 195.00	\$ 27.00	\$ 115.00

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

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

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

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

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

# Capital Projects

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The City budgets its major construction activities in one of nine capital improvement project categories. Projects are generally large dollar (\$5,000 minimum), nonrecurring and have a useful life of many years. Master Plans are included as capital projects because they identify the projects to be budgeted in later years. The funds and key projects budgeted for FY 2017-18 are presented below.

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# 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 2017/18	FY 2018/19	FY 2019/20	FY 2020/21	FY 2021/22	Total 5-Yr Cumulative Increase to Operating Expenses
<b>Water</b>						
Water Telemetry, Distribution System	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 8,000
Tooze Rd Waterline	2,000	2,000	2,000	2,000	2,000	8,000
<b>Streets</b>						
Kinsman Rd Extension - Barber to Boeckman	39,000	39,000	39,000	39,000	39,000	156,000
Tooze Rd - 110th to Grahams Ferry Rd	-	15,000	15,000	15,000	15,000	30,000
Signal Improvements	3,000	3,000	3,000	3,000	3,000	12,000
<b>Villebois Parks</b>						
	20,700	40,500	40,500	40,500	40,500	92,250
<b>Facilities</b>						
Willamette River Conference Room Furniture Replacement	-	4,100	40,500	40,500	40,500	92,250
	<u>\$ 66,700</u>	<u>\$ 105,600</u>	<u>\$ 142,000</u>	<u>\$ 142,000</u>	<u>\$ 142,000</u>	<u>\$ 398,500</u>

## Summary of Appropriations

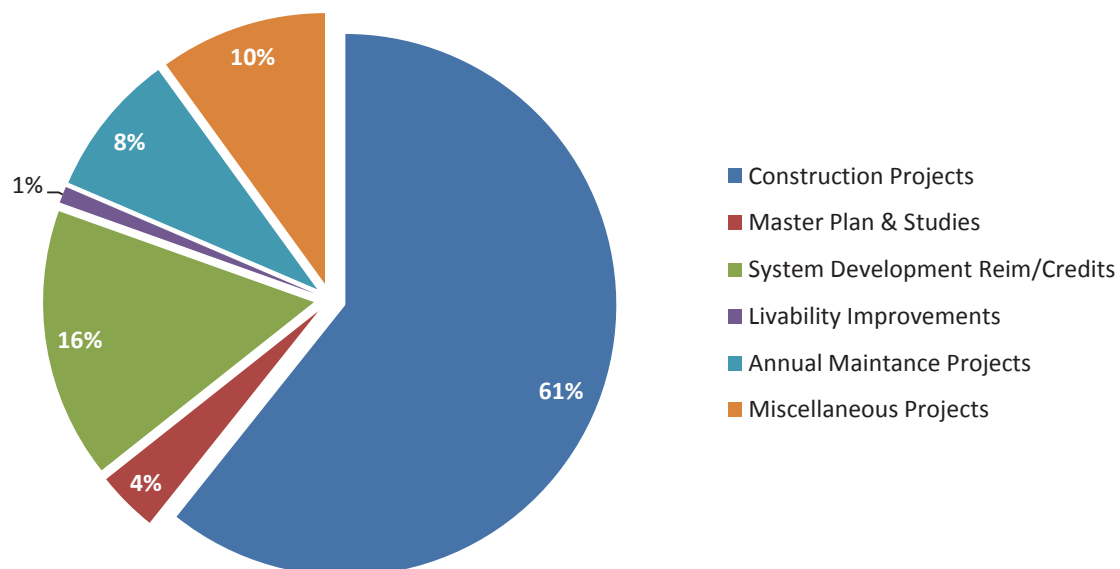
	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Systems	Parks	Total
Capital Project Expense	\$1,589,183	\$3,619,884	\$433,000	\$10,118,008	\$328,000	\$1,495,684	\$2,052,075	\$580,000	\$4,167,516	\$24,383,350
Engineering/Administration Fees	229,816	457,684	195,000	904,681	37,750	217,294	20,600	10,000	571,896	2,644,722
	<u>\$1,818,999</u>	<u>\$4,077,568</u>	<u>\$628,000</u>	<u>\$11,022,689</u>	<u>\$365,750</u>	<u>\$1,712,978</u>	<u>\$2,072,675</u>	<u>\$590,000</u>	<u>\$4,739,412</u>	<u>\$27,028,073</u>

## Summary of Resources

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Systems	Parks	Total
Operating Funds	\$ 654,852	\$ 1,732,104	\$ -	\$ 442,240	\$ 162,380	\$ 1,214,706	\$ 136,532	\$ 150,000	\$ -	\$ 4,492,814
SDCs										
Improvement	908,224	2,345,464	-	5,965,449	89,870	198,272	-	-	4,370,838	13,878,118
Other Local Governments	255,923	-	-	-	-	-	1,000,000	-	-	1,255,923
Contributions	-	-	-	-	-	-	-	-	2,500	2,500
Grants	-	-	245,000	-	-	-	239,375	-	-	484,375
Street Lights	-	-	-	-	107,750	-	-	-	-	107,750
Road Maintenance	-	-	-	1,115,000	-	-	-	-	-	1,115,000
Loan Proceeds	-	-	-	-	-	300,000	97,430	-	-	397,430
Transit	-	-	-	-	-	-	20,000	20,000	-	40,000
General Fund	-	-	295,000	-	5,750	-	509,338	420,000	366,075	1,596,163
Subtotal	<u>1,818,999</u>	<u>4,077,568</u>	<u>540,000</u>	<u>7,522,689</u>	<u>365,750</u>	<u>1,712,978</u>	<u>2,002,675</u>	<u>590,000</u>	<u>4,739,413</u>	<u>23,370,073</u>
Urban Renewal	-	-	88,000	3,500,000	-	-	70,000	-	-	3,658,000
Total City Resources	<u>1,818,999</u>	<u>4,077,568</u>	<u>628,000</u>	<u>11,022,689</u>	<u>365,750</u>	<u>1,712,978</u>	<u>2,072,675</u>	<u>590,000</u>	<u>4,739,413</u>	<u>27,028,073</u>
Funding sources administered by the Oregon Department of Transportation on behalf of the City										
Federal Transportation Funds	-	-	-	1,800,000	-	-	-	-	-	1,800,000
Total Available Funding Sources	<u>\$ 1,818,999</u>	<u>\$ 4,077,568</u>	<u>\$ 628,000</u>	<u>\$ 12,822,689</u>	<u>\$ 365,750</u>	<u>\$ 1,712,978</u>	<u>\$ 2,072,675</u>	<u>\$ 590,000</u>	<u>\$ 4,739,413</u>	<u>\$ 28,828,073</u>

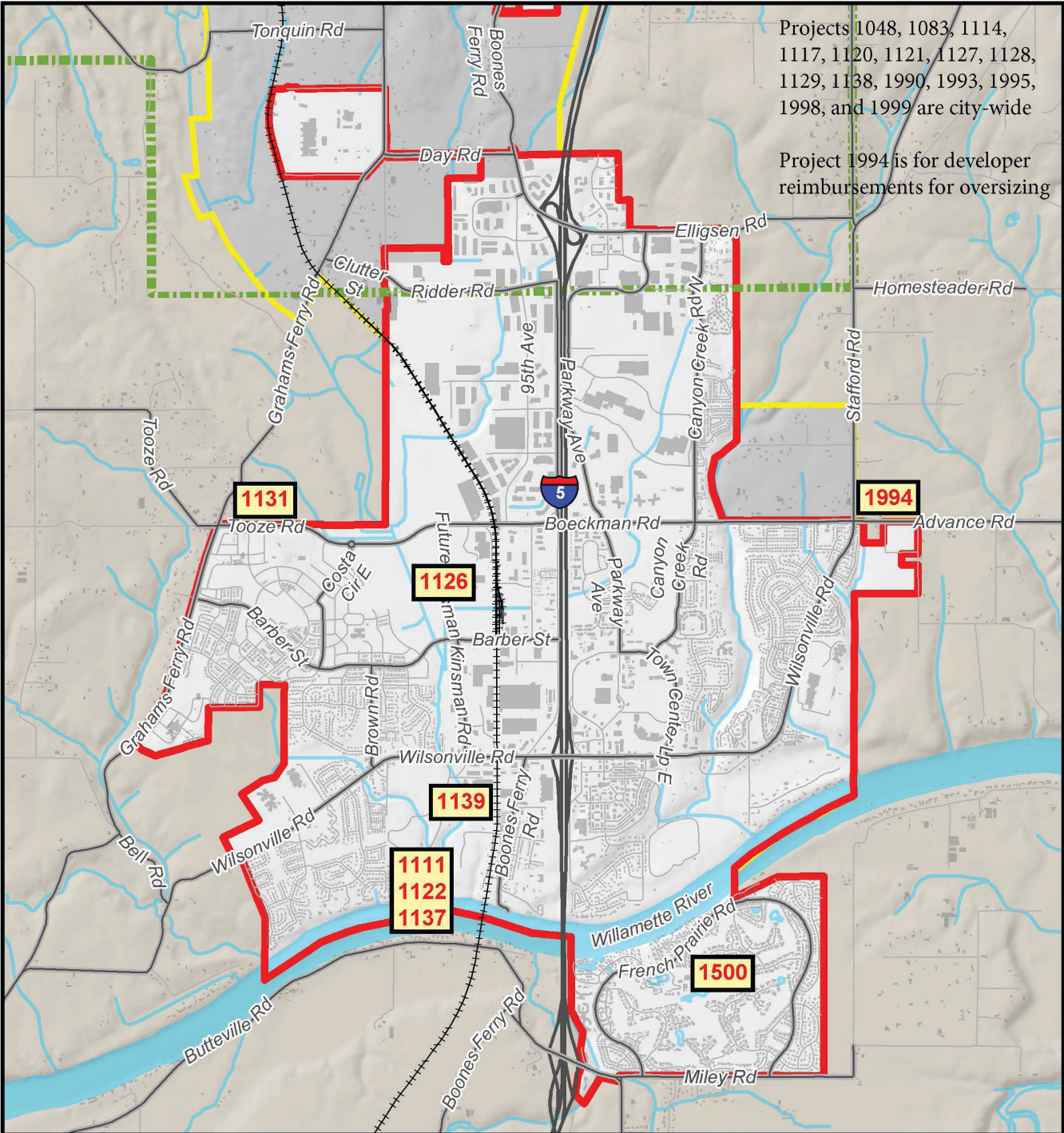
The City of Wilsonville’s Capital Improvement Plan is budgeted to meet the demands of a growing community while planning for future development and maintaining existing infrastructure. In addition to the typical construction related projects, the budget also has projects broken down into the following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

## Projects by Type





# Water Projects



Projects 1048, 1083, 1114, 1117, 1120, 1121, 1127, 1128, 1129, 1138, 1990, 1993, 1995, 1998, and 1999 are city-wide  
 Project 1994 is for developer reimbursements for oversized

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



# Water Projects

## 2017-18 Funding Sources

Proj. Project Name	Water Operating	Water SDC	City of Sherwood	Total Resources
<b>Construction Projects</b>				
1111 Water Treatment Plant Surge Tank	\$ -	\$ 217,108	\$ 108,392	\$ 325,500
1114 Water System Telemetry	56,750	-	-	56,750
1131 Tooze Rd 18" Waterline	-	217,000	-	217,000
1137 WTP Life Safety and Seismic Upgrades	-	160,800	80,388	241,188
1139 5th St / Kinsman Extension Water Line	-	79,450	-	79,450
1500 Water Ops Allocation to Charbonneau	11,350	-	-	11,350
<b>Master Plan and Studies</b>				
1122 Water Treatment Plant Master Plan Update	20,146	114,161	67,143	201,450
1138 Distribution System Master Plan and WMCP Update	15,350	15,350	-	30,700
<b>System Development Reimbursements/Credits</b>				
1994 Water SDC Reimbursements/Credits	-	47,026	-	47,026
<b>Annual Maintenance Projects</b>				
1048 Water Distribution Systems Misc Improvements	46,575	-	-	46,575
1083 Well Facility rehab and upgrade	12,443	-	-	12,443
1120 Meter Replacements	51,750	-	-	51,750
1121 Pipeline, Valve & Hydrant Replacement	207,000	-	-	207,000
1128 Well Upgrades and Maintenance (Down Hole)	149,820	-	-	149,820
<b>Miscellaneous Projects</b>				
1117 Fire Flow Data Collection for System Capacity & Growth	5,175	-	-	5,175
1126 Segment 3B Waterline Mitigation Site	6,399	5,235	-	11,634
1127 Willamette River Water Supply Coordination	12,675	12,675	-	25,350
1129 GIS and Water Model Updates	3,794	3,794	-	7,588
1990 CD Department Support for Miscellaneous Projects	20,000	-	-	20,000
1993 Water CIP's - Final Closeout from Prior Years	1,250	1,250	-	2,500
1995 Early Planning - Future Water Projects	2,500	2,500	-	5,000
1998 5-Year & Annual Water CIP Budget Development	3,500	3,500	-	7,000
1999 Project Design & Development	28,375	28,375	-	56,750
	<u>\$ 654,852</u>	<u>\$ 908,224</u>	<u>\$ 255,923</u>	<u>\$1,818,999</u>

# Water Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### Project #1111: Water Treatment Plant Surge Tank

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

Priority: Medium

Justification: City Growth

FY2017-18 Funding Source: Water SDC/City of Sherwood

Status: Continued from FY2011/12

Estimated Date of Completion: FY2017-18

Operations Impact: To be maintained by Veolia

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ -	\$ 30,000	\$ 300,000	\$ -	\$ 330,000
Engineering Administration	30,146	12,050	25,500	-	67,696
	<u>\$ 30,146</u>	<u>\$ 42,050</u>	<u>\$ 325,500</u>	<u>\$ -</u>	<u>\$ 397,696</u>

### Project #1114: Water System Telemetry

This project continues the process of replacing an aging phone-based telemetry/communication system that connects the City's key water facilities (tanks, turnouts, wells, etc.) to Public Works and Water Treatment operators, with a radio-based SCADA system to allow for remote monitoring of the water distribution system.

Priority: High

Justification: Aging infrastructure

FY2017-18 Funding Source: Water Operating

Status: Continued from FY2011-12

Estimated Date of Completion: FY2017-18

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ 21,193	\$ 30,000	\$ 50,000	\$ -	\$ 101,193
Engineering Administration	4,090	5,550	6,750	-	16,390
	<u>\$ 25,283</u>	<u>\$ 35,550</u>	<u>\$ 56,750</u>	<u>\$ -</u>	<u>\$ 117,583</u>

### Project #1131: Tooze Rd Waterline

In conjunction with the improvements to Tooze Road (CIP #4146), this project will complete a planned 18" water line from Graham's Ferry Road to (old) 110<sup>th</sup> Ave, providing increased fire flow capacity and system redundancy to the rapidly growing Villebois neighborhoods.

Priority: High

Justification: City growth

FY2017-18 Funding Source: Water SDC

Status: Continued from FY2014/15

Estimated Date of Completion: FY2017-18

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ -	\$ 50,000	\$ 200,000	\$ -	\$ 250,000
Engineering Administration	-	3,750	17,000	-	20,750
	<u>\$ -</u>	<u>\$ 53,750</u>	<u>\$ 217,000</u>	<u>\$ -</u>	<u>\$ 270,750</u>

# Water Projects

## Project #1137 – Water Treatment Plant Life Safety and Seismic Upgrades

This project funds safety, structural, and/or seismic improvements to the internal components of Willamette River Water Treatment Plant, as identified in the 2017 Master Plan Update (see project #1122).

*Priority: High*

*Justification: Aging Infrastructure*

*FY2017-18 Funding Source: Water SDC/City of Sherwood*

*Status: New Project*

*Estimated Date of Completion: FY2019-20*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 212,500	\$ 1,107,500	\$ 1,320,000
Engineering Administration	-	-	28,688	149,500	178,188
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 241,188</u>	<u>\$ 1,257,000</u>	<u>\$ 1,498,188</u>

## Project #1139 – 5<sup>TH</sup> St / Kinsman Extension Water Line

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

*Priority: High*

*Justification: City Growth*

*FY2017-18 Funding Source: Water SDC*

*Status: New Project*

*Estimated Date of Completion: FY2018-19*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 70,000	\$ 20,000	\$ 90,000
Engineering Administration	-	-	9,450	2,700	12,150
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 79,450</u>	<u>\$ 22,700</u>	<u>\$ 102,150</u>

## Project #1500: Water Ops Allocation to Charbonneau

This project provides funding to implement water system improvements in the Charbonneau District identified in the 2015 Consolidated Charbonneau Improvement Plan. This is a companion project to Sewer and Stormwater Allocation projects, CIP#2500 and CIP#7500.

*Priority: High*

*Justification: Aging Infrastructure*

*FY2017-18 Funding Source: Water Operating*

*Status: New Project*

*Estimated Date of Phase 1 Completion: FY2019-20*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 126	\$ 172,000	\$ 10,000	\$ 168,282	\$ 350,408
Engineering Administration	-	26,020	1,350	22,718	50,088
	<u>\$ 126</u>	<u>\$ 198,020</u>	<u>\$ 11,350</u>	<u>\$ 191,000</u>	<u>\$ 400,496</u>

# Water Projects

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### Project #1122: Water Treatment Plant Master Plan Update

This project continues long range master planning for the Willamette River Water Treatment Plant by completing evaluations and analyses of the existing building and treatment processes, including evaluation of near term expansion needs and structural and seismic resiliency.

Priority: High

Justification: City growth

FY2017-18 Funding Source: Water Operating/Water SDC/City of Sherwood

Status: Continued from FY2013-14

Estimated Date of Completion: FY2017-18

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 113,698	\$ 30,000	\$ 170,000	\$ -	\$ 313,698
Engineering Administration	41,984	23,050	31,450	-	96,484
	<u>\$ 155,682</u>	<u>\$ 53,050</u>	<u>\$ 201,450</u>	<u>\$ -</u>	<u>\$ 410,182</u>

### Project #1138: Distribution System Master Plan and WMCP Updates

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: Aging Infrastructure/Public Safety

FY2017-18 Funding Source: Water Operating/Water SDC

Status: New Project

Estimated Date of Completion: FY2018-19

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 20,000	\$ 100,000	\$ 120,000
Engineering Administration	-	-	10,700	30,000	40,700
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,700</u>	<u>\$ 130,000</u>	<u>\$ 160,700</u>

## PROJECT SUMMARIES: SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS

### Project #1994: Water SDC Reimbursements/Credits

Beginning in FY2016, all SDC reimbursements/credits are being accrued under this project number. Previously, SDC reimbursements in excess of \$10,000 were budgeted separately as individual projects. A chart at the end of this section details anticipated reimbursements.

Priority: High

Justification: City growth

FY2017-18 Funding Source: Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 41,433	Annual	Annual
Engineering Administration	-	-	5,593	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 47,026</u>	<u>\$ -</u>	<u>\$ -</u>

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### Project #1048: Water Distribution System Miscellaneous Improvements

This annual budget item provides funds to construct minor improvements to the existing water treatment and distribution system that are not captured by larger stand-alone CIP projects or included in the Pipeline, Valve and Hydrant Replacement project, CIP#1121.

*Priority: Medium*

*Justification: Aging infrastructure*

*FY2017-18 Funding Sources: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 30,000	\$ 45,000	Annual	Annual
Engineering Administration	-	1,050	1,575	-	-
	<b>\$ -</b>	<b>\$ 31,050</b>	<b>\$ 46,575</b>	<b>\$ -</b>	<b>\$ -</b>

### Project #1083: Well Facility Rehab and Upgrades

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

*Priority: Medium*

*Justification: Aging infrastructure/public safety*

*FY2017-18 Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 227,000	\$ 10,500	Annual	Annual
Engineering Administration	-	17,345	1,943	-	-
	<b>\$ -</b>	<b>\$ 244,345</b>	<b>\$ 12,443</b>	<b>\$ -</b>	<b>\$ -</b>

### Project #1120: Meter Replacements

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

*Priority: High*

*Justification: Aging infrastructure*

*FY2017-18 Funding Source: Water Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 50,000	\$ 50,000	Annual	Annual
Engineering Administration	-	1,750	1,750	-	-
	<b>\$ -</b>	<b>\$ 51,750</b>	<b>\$ 51,750</b>	<b>\$ -</b>	<b>\$ -</b>

# Water Projects

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

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

Priority: High

Justification: Aging infrastructure and public safety

FY2017-18 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	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ 100,000	\$ 200,000	Annual	Annual
Engineering Administration	-	3,500	7,000	-	-
	\$ -	\$ 103,500	\$ 207,000	\$ -	\$ -

## Project #1128: Well Upgrades and Maintenance (Down Hole)

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

Priority: Medium

Justification: Aging infrastructure and public safety

FY2017-18 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	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 132,000	Annual	Annual
Engineering Administration	-	-	17,820	-	-
	\$ -	\$ -	\$ 149,820	\$ -	\$ -

## PROJECT SUMMARIES: MISCELLANOUS PROJECTS

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

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

Priority: Medium

Justification: Public Safety

FY2017-18 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: No applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ 2,000	\$ 5,000	Annual	Annual
Engineering Administration	-	70	175	-	-
	\$ -	\$ 2,070	\$ 5,175	\$ -	\$ -

# Water Projects

## Project #1126: Segment 3B Waterline Mitigation Site

The wetland mitigation site constructed during the Segment 3B water line project, CIP #1055, requires five years of maintenance and monitoring after construction was completed. This project budgets the expenditures on an annual basis until completion in FY2019-20.

Priority: High

Justification: Regulatory requirement

FY2017-18 Funding Source: Water Operating/Water SDC

Status: Continued from FY2013-14

Estimated Date of Completion: FY2019-20

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ 17,739	\$ 10,250	\$ 10,250	\$ 20,500	\$ 58,739
Engineering Administration	6,803	1,384	1,384	2,768	12,339
	<u>\$ 24,542</u>	<u>\$ 11,634</u>	<u>\$ 11,634</u>	<u>\$ 23,268</u>	<u>\$ 71,078</u>

## Project #1127: Willamette River Water Supply Coordination

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

Priority: High

Justification: Regional growth

FY2017-18 Funding Source: Water Operating/Water SDC

Status: Continued from FY2013-14

Estimated Date of Completion: FY2020-21

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ 96,774	\$ 12,000	\$ 10,000	\$ 15,000	\$ 133,774
Engineering Administration	65,874	17,420	15,350	45,840	144,484
	<u>\$ 162,648</u>	<u>\$ 29,420</u>	<u>\$ 25,350</u>	<u>\$ 60,840</u>	<u>\$ 278,258</u>

## Project #1129: GIS and Water Model Updates

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

Priority: High

Justification: City growth

FY2017-18 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ 2,500	\$ 2,500	Annual	Annual
Engineering Administration	-	4,678	5,088	-	-
	<u>\$ -</u>	<u>\$ 7,178</u>	<u>\$ 7,588</u>	<u>\$ -</u>	<u>\$ -</u>



# Water Projects

## Project #1990: Community Development Department Support for Miscellaneous Water Projects

This project funds as-needed Engineering / Community Development staff support for Water Operations repair or replacement projects such as CIP #1048, #1120, and #1121 that are generally performed by or contracted through the Public Works Department. Prior to FY2016-17, Engineering/CD support for Water Operations was programmed into individual Water Operations CIPs.

Priority: High

Justification: Aging Infrastructure

FY2017-18 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	15,000	20,000	-	-
	\$ -	\$ 15,000	\$ 20,000	\$ -	\$ -

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

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

Priority: High

Justification: Aging Infrastructure

FY2017-18 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	1,250	2,500	-	-
	\$ -	\$ 1,250	\$ 2,500	\$ -	\$ -

## Project #1995: Early Planning – Future Water Projects

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

Priority: Medium

Justification: City growth

FY2017-18 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	1,000	5,000	-	-
	\$ -	\$ 1,000	\$ 5,000	\$ -	\$ -

# Water Projects

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

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

*Priority: High*

*Justification: Fiscal planning for CIP's*

*FY2017-18 Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	7,000	7,000	-	-
	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ -</b>	<b>\$ -</b>

## 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. As these funds are used, they are recoded to appropriate project account numbers.

*Priority: High*

*Justification: Unanticipated and emergency projects*

*FY2017-18 Funding Source: Water Operating/Water SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 50,000	Annual	Annual
Engineering Administration	-	-	6,750	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,750</b>	<b>\$ -</b>	<b>\$ -</b>

# Water Projects

## Five Year Water CIP Forecast FY2017-18 thru FY2021-22

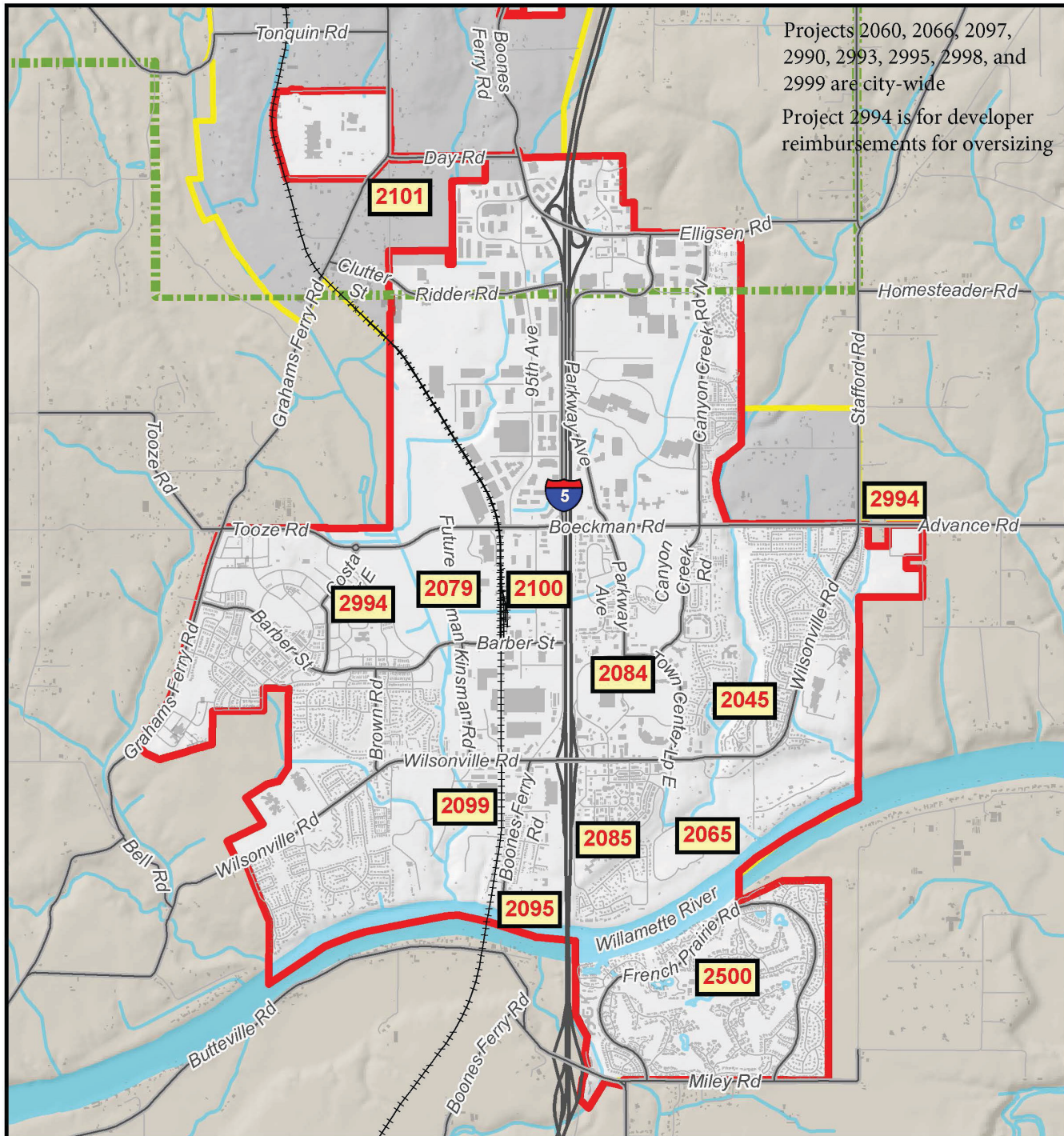
Project Name	Funding Source	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
<b>Construction Projects</b>						
Water Treatment Plant Surge Tank	Water SDC and City of Sherwood	\$ 325,500	\$ -	\$ -	\$ -	\$ -
Water System Telemetry	Water Operations	56,750	-	-	-	-
Tooze Rd 18" Waterline (110th to Grahams Ferry)	Water SDC	217,000	-	-	-	-
WTP Life Safety and Seismic Upgrade	Water SDC and City of Sherwood	241,188	635,000	622,000	-	-
5th Street / Kinsman Extension Water Line	Water SDC	79,450	22,700	-	-	-
Water Ops Allocation to Charbonneau	Water Operations	11,350	-	191,000	-	-
WTP Generator Upgrade	Water Operations, SDC, Sherwood	-	-	-	2,007,700	-
WTP Capacity Increase to 22.5MGD (3rd Treatment Train)	Water SDC and City of Sherwood	-	-	-	-	4,500,000
West Side Level B Reservoir and Off-Site Improvements	Water SDC	-	-	3,178,000	3,291,500	-
16" Willamette River Crossing to Charbonneau District	Water Operations	-	-	-	190,162	1,341,838
Coffee Creek UR Water Line	Water SDC	-	-	-	-	550,000
<b>Master Plan and Studies</b>						
Water Treatment Plant Master Plan Update	Water Operations, SDC, Sherwood	201,450	-	-	-	-
Distribution System Master Plan and WMCP Update	Water Operations/Water SDC	30,700	130,000	-	-	-
Water Rate Study and SDC Update	Water Operations/Water SDC	-	-	39,725	-	-
<b>System Development Reimbursements/Credits</b>						
Water SDC Reimbursements/Credits	Water SDC	47,026	181,600	295,100	295,100	295,100
<b>Annual Maintenance Projects</b>						
Water Distribution System Misc. Improvements	Water Operations	46,575	47,972	49,411	50,894	52,000
Well facility rehabilitation and upgrade	Water Operations	12,443	54,480	54,480	54,480	54,480
Meter replacements	Water Operations	51,750	51,750	51,750	51,750	51,750
Pipe/Valve/Hydrant Replacement	Water Operations	207,000	207,000	207,000	207,000	207,000
Well Upgrades and Maintenance (Down Hole)	Water Operations	149,820	54,480	54,480	54,480	54,480
<b>Miscellaneous Projects</b>						
Fire Flow Data Collection for System Capacity & Growth	Water Operations	5,175	5,175	5,175	5,175	5,175
Segment 3B Water Line Mitigation Site	Water Operations/Water SDC	11,634	11,634	11,634	-	-
Willamette River Water Supply Coordination	Water Operations/Water SDC	25,350	20,280	20,280	20,280	-
GIS and Water Model Updates	Water Operations/Water SDC	7,588	5,335	5,335	5,335	5,335
CD Department Support for Miscellaneous Projects	Water Operations	20,000	20,000	20,000	20,000	20,000
Water CIP's Final Closeout	Water Operations/Water SDC	2,500	2,500	2,500	2,500	2,500
Early Planning - Future Water Projects	Water Operations/Water SDC	5,000	8,000	8,000	8,000	8,000
5 Year and Annual Budget Development	Water Operations/Water SDC	7,000	5,000	5,000	5,000	5,000
Project Design and Development	Water Operations/Water SDC	56,750	51,750	51,750	51,750	51,750
Total 5 Year Projections		<u>\$1,818,999</u>	<u>\$1,514,656</u>	<u>\$4,872,620</u>	<u>\$6,321,106</u>	<u>\$7,204,408</u>
<b>Funding Sources</b>						
Water Operations		654,852	558,688	705,990	814,220	1,823,016
Water SDC		908,224	744,301	3,959,297	4,837,653	3,881,393
City of Sherwood		255,923	211,667	207,333	669,233	1,500,000
Total Funding Sources		<u>\$1,818,999</u>	<u>\$1,514,656</u>	<u>\$4,872,620</u>	<u>\$6,321,106</u>	<u>\$7,204,408</u>

## Water Projects






### Five Year Detailed Forecast: Water SDC Reimbursements/Credits FY2017-18 thru FY2021-22

<b>Project Name</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>	<b>FY2020-21</b>	<b>FY2021-22</b>
Advance Road Water Line Improvements	\$ 35,676	\$ -	\$ -	\$ -	\$ -
Frog Pond Water Line Improvements	-	170,250	227,000	227,000	227,000
Basalt Creek Water Line Improvements	-	-	56,750	56,750	56,750
Annual - Non - Specific Water SDC Reimbursements	11,350	11,350	11,350	11,350	11,350
Total 5 Year Projections: Water SDC Reimbursements/Credits	<u>\$ 47,026</u>	<u>\$ 181,600</u>	<u>\$ 295,100</u>	<u>\$ 295,100</u>	<u>\$ 295,100</u>

# Sewer Projects



Projects 2060, 2066, 2097, 2990, 2993, 2995, 2998, and 2999 are city-wide  
 Project 2994 is for developer reimbursements for oversizing

<p><b>The City of Wilsonville, Oregon</b>                  Clackamas and Washington Counties</p>	<p>  City Limits   County Boundary   UGB                 </p>	<p>                    4/19/2017   </p>
<p><b>Wilsonville Boundaries</b></p>		



# Sewer Projects

## 2017-18 Funding Sources

Proj.	Project Name	Sewer Operating	Sewer SDC	Total Resources
<b>Construction Projects</b>				
2045	Boeckman Creek Sewer Line Replacement	\$ 2,270	\$ 9,080	\$ 11,350
2065	Memorial Park Pump Station Relocation	85,125	482,375	567,500
2079	Coffee Creek Interceptor - Kinsman Rd	737,750	1,106,625	1,844,375
2085	Memorial Drive Splitter	77,625	-	77,625
2095	WWTP Outfall Repair / Replacement	213,323	282,777	496,100
2099	5th Street / Kinsman Extension Sewer Trunk	45,968	137,902	183,870
2100	Boberg Diversion Structure	170,250		170,250
2101	Coffee Creek UR Sewer		71,505	71,505
2500	Sewer Ops Allocation to Charbonneau	49,940	-	49,940
<b>Master Plan and Studies</b>				
2066	Sewer System Rate Study Update	27,240	27,240	54,480
<b>System Development Reimbursements/Credits</b>				
2994	Sewer SDC Reimbursements/Credits	-	184,873	184,873
<b>Annual Maintenance Projects</b>				
2060	Miscellaneous Small Sewer Projects	72,450	-	72,450
2084	Pump Station Improvements	113,500	-	113,500
2097	Collection System Rehab Projects (non Charbonneau)	103,500	-	103,500
<b>Miscellaneous Projects</b>				
2990	CD Department Support for Miscellaneous Projects	8,000	-	8,000
2993	Sewer CIPs Closeout from Prior Years	975	525	1,500
2995	Early Planning - Future Sewer Projects	2,750	2,750	5,500
2998	5 Year and Annual Sewer CIP Budget Dev. (All CD OH)	1,575	2,925	4,500
2999	Project Design and Development	19,863	36,887	56,750
		<u>\$ 1,732,104</u>	<u>\$ 2,345,464</u>	<u>\$ 4,077,568</u>

# Sewer Projects

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### Project #2045: Boeckman Creek Sewer Line Replacement

The High School Interceptor line running along Boeckman Creek has both capacity and maintenance access issues. The 2015 Wastewater Collection System Master Plan predicts 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 FY 17/18 are minimal and cover minor costs for coordinating planning efforts in advance of new developments.

Priority: Medium

Justification: City growth

FY2017-18 Funding Sources: Sewer Operating/Sewer SDC

Status: Continued from FY2009-10

Estimated Date of Completion: FY 2020-21

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ 105,048	\$ -	\$ 10,000	\$ 3,752,115	\$ 3,867,163
Engineering Administration	47,229	-	1,350	506,535	555,114
	<u>\$ 152,277</u>	<u>\$ -</u>	<u>\$ 11,350</u>	<u>\$ 4,258,650</u>	<u>\$ 4,422,277</u>

### Project #2065: Memorial Park Pump Station Relocation

This project will relocate the Memorial Park Pump Station out of the flood plain and provide back-up electrical power and improvement of the wet well to handle current and future pumping capacity requirements. Funds for FY2017-18 are for design and engineering, with construction planned for FY2017-18. Total construction costs are estimated at approximately \$4.7 million.

Priority: High

Justification: City growth and regulatory requirements

FY2017-18 Funding Sources: Sewer Operating/Sewer SDC

Status: Continued from FY2008-09

Estimated Date of Completion: FY 2019-20

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ 108,155	\$ 50,000	\$ 500,000	\$ 4,019,824	\$ 4,677,979
Engineering Administration	71,753	6,750	67,500	542,676	688,679
	<u>\$ 179,908</u>	<u>\$ 56,750</u>	<u>\$ 567,500</u>	<u>\$ 4,562,500</u>	<u>\$ 5,366,658</u>

### Project #2079: Coffee Creek Interceptor – Kinsman Rd

Phase 1 constructs an upsized sewer main along a new alignment under the Kinsman Road Extension project from Barber Street to Boeckman Road (project #4004) and will provide additional capacity for future growth. Construction is in progress and will be completed in FY 17/18.

Priority: High

Justification: Aging Infrastructure and City Growth

FY2017-18 Funding Sources: Sewer Operating/Sewer SDC

Status: Continued from FY2010-11

Estimated Date of Completion: FY2017-18

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ 49,551	\$ 100,000	\$ 1,625,000	\$ 1,321,586	\$ 3,096,137
Engineering Administration	25,631	15,500	219,375	178,414	438,920
	<u>\$ 75,182</u>	<u>\$ 115,500</u>	<u>\$ 1,844,375</u>	<u>\$ 1,500,000</u>	<u>\$ 3,535,057</u>



## Sewer Projects

### Project #2085: Memorial Drive Splitter

Most of the sewage flows for the east half of the city enter a large manhole in Memorial Drive where the flow is split between two parallel sewer lines under I-5. This splitter manhole needs rehabilitation/replacement to maintain equalized flow, and avoid potential overflows and septic conditions.

*Priority: High*

*Justification: Aging infrastructure*

*FY2017-18 Funding Sources: Sewer Operating*

*Status: Continued from FY2010-11*

*Estimated Date of Completion: FY2017-18*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 26,599	\$ -	\$ 75,000	\$ -	\$ 101,599
Engineering Administration	17,302	-	2,625	-	19,927
	<u>\$ 43,901</u>	<u>\$ -</u>	<u>\$ 77,625</u>	<u>\$ -</u>	<u>\$ 121,526</u>

### Project #2095: Wastewater Treatment Plant Outfall Repair/Replacement

Temporary repairs to the damaged WWTP outfall were completed in October 2014. The State Department of Environmental Quality (DEQ) issued a letter in 2015 requiring a new, upsized outfall to meet new discharge compliance requirements. Design will be completed in the current FY, with construction scheduled to begin FY2017/18.

*Priority: High*

*Justification: Aging infrastructure and regulatory requirements*

*FY2017-18 Funding Sources: Sewer Operating/Sewer SDC*

*Status: Continued from FY2015-16*

*Estimated Date of Completion: FY2019-20*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 383,226	\$ 370,000	\$ 460,000	\$ 657,269	\$ 1,870,495
Engineering Administration	41,087	42,950	36,100	88,731	208,868
	<u>\$ 424,313</u>	<u>\$ 412,950</u>	<u>\$ 496,100</u>	<u>\$ 746,000</u>	<u>\$ 2,079,363</u>

### Project #2099: 5<sup>th</sup> Street/Kinsman Extension Sewer Trunk

This project will construct sewer collection pipelines underneath, and in conjunction with the 5<sup>th</sup> Street to Kinsman Extension project (CIP #4196)

*Priority: High*

*Justification: City Growth*

*FY2017-18 Funding Sources: Sewer Operating/Sewer SDC*

*Status: New Project*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 162,000	\$ 855,551	\$ 1,017,551
Engineering Administration	-	-	21,870	115,499	137,369
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 183,870</u>	<u>\$ 971,050</u>	<u>\$ 1,154,920</u>

# Sewer Projects

## Project #2100: Boberg Diversion Structure

This project re-designs and replaces an historic sewage diversion structure in Boberg Road that is in poor repair and requires frequent maintenance.

*Priority: High*

*Justification: Aging infrastructure*

*FY2017-18 Funding Sources: Sewer Operating*

*Status: New Project*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Engineering Administration	-	-	20,250	-	20,250
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 170,250</u>	<u>\$ -</u>	<u>\$ 170,250</u>

## Project #2101: Coffee Creek Sewer Facilities

This project provides funding for preliminary design of sanitary sewer facilities required for future development within the recently created Coffee Creek Urban Renewal area. Future costs will be funded through the Coffee Creek Urban Renewal District.

*Priority: Medium*

*Justification: City Growth*

*FY2017-18 Funding Sources: Sewer SDC*

*Status: New Project*

*Estimated Date of Completion: FY2021-22*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 63,000	\$ 2,643,172	\$ 2,706,172
Engineering Administration	-	-	8,505	356,828	365,333
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 71,505</u>	<u>\$ 3,000,000</u>	<u>\$ 3,071,505</u>

## Project #2500 Sewer Operations Allocation to Charbonneau

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

*Priority: High*

*Justification: Aging infrastructure*

*FY2017-18 Funding Sources: Sewer Operating*

*Status: Continued from FY2015-16*

*Estimated Date of Completion: FY2020-21*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 73,960	\$ 460,000	\$ 44,000	\$ 948,018	\$ 1,525,978
Engineering Administration	13,278	41,600	5,940	127,982	188,800
	<u>\$ 87,238</u>	<u>\$ 501,600</u>	<u>\$ 49,940</u>	<u>\$ 1,076,000</u>	<u>\$ 1,714,778</u>

## PROJECT SUMMARIES: MASTER PLAN AND STUDIES

### Project #2066: Sewer System Rate Study Update

This project evaluates and updates the sewer utility rates and SDC rate structure. Funds budgeted for the fiscal year will be for additional rate analysis related to the 2015 Collection System Master Plan.

*Priority: High*

*Justification: City Growth*

*FY2017-18 Funding Sources: Sewer Operating/Sewer SDC*

*Status: Periodic Rate Review*

*Estimated Date of Completion: FY 2017-18*

*Operations Impact: No impact*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 37,565	\$ 12,000	\$ 48,000	\$ -	\$ 97,565
Engineering Administration	5,197	1,620	6,480	-	13,297
	<u>\$ 42,762</u>	<u>\$ 13,620</u>	<u>\$ 54,480</u>	<u>\$ -</u>	<u>\$ 110,862</u>

## PROJECT SUMMARIES: SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS

### Project #2994: Sewer SDC Reimbursements/Credits

SDC reimbursements/credits occur when developers build a City expansion project that goes beyond the needs of their immediate development. In previous fiscal years, SDC reimbursements in excess of \$10,000 were budgeted separately as individual projects. A chart at the end of this section details anticipated reimbursements.

*Priority: High*

*Justification: City growth*

*FY2017-18 Funding Sources: Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 40,135	\$ 162,884	Annual	Annual
Engineering Administration	-	2,405	21,989	-	-
	<u>\$ -</u>	<u>\$ 42,540</u>	<u>\$ 184,873</u>	<u>\$ -</u>	<u>\$ -</u>

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### Project #2060: Miscellaneous Small Sewer Projects

This annual budget item provides funds for small replacement and repair projects that arise throughout the year that are not captured by larger stand-alone CIP projects or the Annual Collection System Rehab Project, #CIP 2097.

*Priority: Medium*

*Justification: Aging infrastructure*

*FY2017-18 Funding Sources: Sewer Operating*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 30,000	\$ 70,000	Annual	Annual
Engineering Administration	-	1,050	2,450	-	-
	<u>\$ -</u>	<u>\$ 31,050</u>	<u>\$ 72,450</u>	<u>\$ -</u>	<u>\$ -</u>

# Sewer Projects

## Project #2084: Pump Station Improvements

The 2015 Wastewater Collection System Master Plan identified a number of lift stations that are undersized for future needs, or are reaching the end of their useful life. FY 17/18 efforts will focus on rehabilitation and upgrade of the Town Center pump station in conjunction with the Town Center Concept Plan (CIP #3004).

Priority: High

Justification: Aging infrastructure

FY2017-18 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 100,000	Annual	Annual
Engineering Administration	-	-	13,500	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 113,500</u>	<u>\$ -</u>	<u>\$ -</u>

## 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 provides an annual budget for planning, design and construction of needed rehabilitation projects. Repair and maintenance projects included in previous years' budgets as separate line items are now being aggregated under this project.

Priority: High

Justification: Aging infrastructure

FY2017-18 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 60,000	\$ 100,000	Annual	Annual
Engineering Administration	-	2,100	3,500	-	-
	<u>\$ -</u>	<u>\$ 62,100</u>	<u>\$ 103,500</u>	<u>\$ -</u>	<u>\$ -</u>

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### Project #2990 CD Department Support for Miscellaneous Sewer Operations

This project funds as-needed Engineering / Community Development staff support for Sewer Operations repair or replacement projects such as CIP#2060 and CIP#2097 that are generally performed or contracted for directly by the Public Works Department and do not have identified budgets for engineering/CD staff support.

Priority: High

Justification: Aging Infrastructure

FY2017-18 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	8,000	8,000	-	-
	<u>\$ -</u>	<u>\$ 8,000</u>	<u>\$ 8,000</u>	<u>\$ -</u>	<u>\$ -</u>

# Sewer Projects

## Project #2993 Sewer Closeouts from Prior Years

This project will fund the small close-out expenditures for projects fundamentally completed during the previous fiscal year, and not budgeted during the current fiscal year, but which require a limited amount of staff time to complete the project closeout paperwork.

*Priority: High*

*Justification: City Growth*

*FY2017-18 Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	1,500	1,500	-	-
	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ -

## Project #2995: Early Planning – Future Sewer Projects

This project is for staff efforts on future CIP projects which are in very early stages of project development and have not yet been created as a new CIP. 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*

*FY2017-18 Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	5,500	5,500	-	-
	\$ -	\$ 5,500	\$ 5,500	\$ -	\$ -

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

This project covers 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*

*FY2017-18 Funding Sources: Sewer Operating/Sewer SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	4,500	4,500	-	-
	\$ -	\$ 4,500	\$ 4,500	\$ -	\$ -

# Sewer Projects

**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. As these funds are used, they are recoded to appropriate project account numbers.

Priority: High  
 Justification: Unanticipated and emergency projects  
 FY2017-18 Funding Sources: Sewer Operating/Sewer SDC  
 Status: Annual  
 Estimated Date of Completion: Annual  
 Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ 50,000	Annual	Annual
Engineering Administration	-	-	6,750	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 56,750</b>	<b>\$ -</b>	<b>\$ -</b>

# Sewer Projects

## Five Year Sewer CIP Forecast FY2017-18 thru FY2021-22

Project Name	Funding Source	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
<b>Construction Projects</b>						
Boeckman Creek Sewer Line Replacement	Sewer Operations/Sewer SDC	11,350	\$ 258,650	\$ 2,000,000	\$ 2,000,000	\$ -
Memorial Park Pump Station Relocation	Sewer Operations/Sewer SDC	567,500	3,500,000	1,062,500	-	-
Coffee Creek Interceptor - Kinsman Rd	Sewer Operations/Sewer SDC	1,844,375	-	100,000	1,400,000	-
Memorial Drive Splitter	Sewer Operations	77,625	-	-	-	-
Wastewater Treatment Plant Outfall Repair / Replacement	Sewer Operations/Sewer SDC	496,100	-	746,000	-	-
5th Street / Kinsman Extension Sewer Trunk	Sewer Operations/Sewer SDC	183,870	485,550	485,500	-	-
Boberg Diversion Structure	Sewer Operations	170,250	-	-	-	-
Coffee Creek Sewer Facilities	Sewer SDC/Future Urban Renewal	71,505	200,000	1,000,000	100,000	1,700,000
Sewer Operations Allocation to Charbonneau	Sewer Operations	49,940	491,000	342,000	243,000	-
Coffee Creek Interceptor Railroad Undercrossing	Sewer SDC/Future Urban Renewal	-	-	55,000	544,800	-
<b>Master Plan and Studies</b>						
Sewer System Rate Study Update	Sewer Operations/Sewer SDC	54,480	-	-	-	-
<b>System Development Reimbursements/Credits</b>						
Sewer SDC Reimbursements/Credits	Sewer SDC	184,873	181,600	238,350	576,580	805,850
<b>Annual Maintenance Projects</b>						
Miscellaneous Small Sewer Projects	Sewer Operations	72,450	70,794	70,794	70,794	70,794
Pump Station Improvements	Sewer Operations	113,500	262,000	250,000	250,000	250,000
Collection System Rehab Projects (non-Charbonneau)	Sewer Operations	103,500	103,500	103,500	103,500	103,500
<b>Miscellaneous Projects</b>						
CD Dept Support for Miscellaneous Sewer Operations	Sewer Operations	8,000	8,000	8,000	8,000	8,000
Sewer CIPs Closeout from Prior Years	Sewer Operations/Sewer SDC	1,500	1,500	1,500	1,500	1,500
Early Planning - Future Sewer Projects (All CD OH)	Sewer Operations/Sewer SDC	5,500	5,500	5,500	5,500	5,500
5 Year and Annual Sewer CIP Budget Dev. (All CD OH)	Sewer Operations/Sewer SDC	4,500	6,500	6,500	6,500	6,500
Project Design and Development (1/3-2/3 split w/Ops)	Sewer Operations/Sewer SDC	56,750	113,500	113,500	113,500	113,500
Total 5 Year Projections		\$ 4,077,568	\$ 5,688,094	\$ 6,588,644	\$ 5,423,674	\$ 3,065,144
<b>Funding Sources</b>						
Sewer Operations		1,732,104	1,679,137	1,883,549	1,898,939	478,019
Sewer SDC		2,345,464	4,008,958	4,705,095	3,524,735	2,587,125
Total Funding Sources		\$ 4,077,568	\$ 5,688,094	\$ 6,588,644	\$ 5,423,674	\$ 3,065,144



# Sewer Projects

## Five Year Detailed Forecast: Sewer SDC Reimbursements/Credits FY2017-18 thru FY2021-22

Project Name	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
Villebois - Tonquin Woods 6	\$ 11,666	\$ -	\$ -	\$ -	\$ -
Villebois Grande Pointe Lift Station	33,888	-	-	-	-
Advance Road Sewer Line Improvements	127,970	-	-	-	-
Frog Pond Sewer Line Improvements	-	170,250	113,500	113,500	113,500
Coffee Creek Sewer Line Improvements	-	-	-	338,230	567,500
Basalt Creek Sewer Line Improvements	-	-	113,500	113,500	113,500
Annual - Non - Specific Sewer SDC Reimburements	11,350	11,350	11,350	11,350	11,350
<b>Total 5 Year Projections: Sewer SDC Reimbursements/Credits</b>	<b>\$ 184,873</b>	<b>\$ 181,600</b>	<b>\$ 238,350</b>	<b>\$ 576,580</b>	<b>\$ 805,850</b>

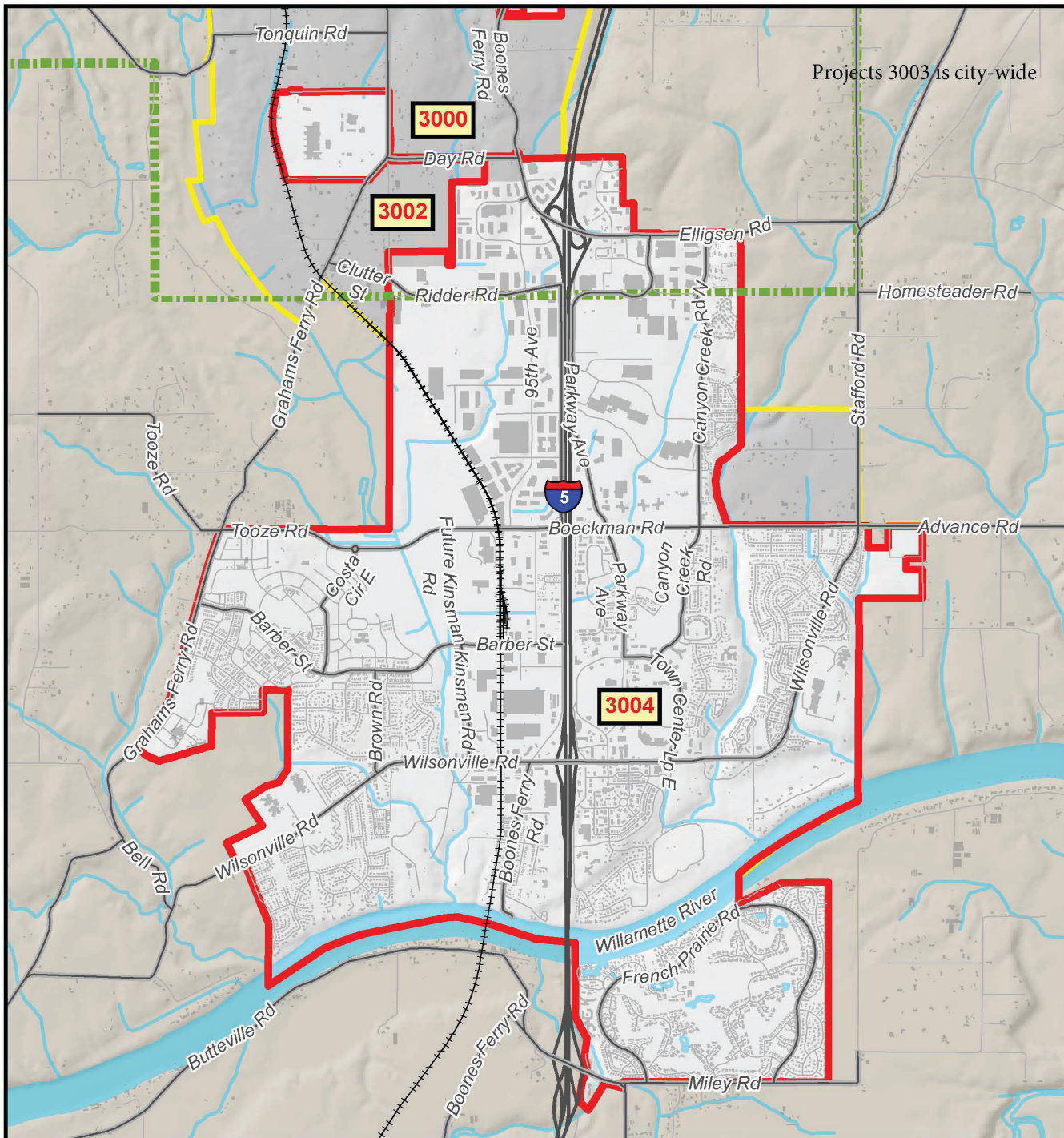


*Park Shelter*






# Planning Projects



The City of Wilsonville, Oregon  
Clackamas and Washington Counties

## Wilsonville Boundaries

-  City Limits
-  County Boundary
-  UGB



4/19/2017



## 2017-18 Funding Sources

Proj.	Project Name	General Fund	Grants	Eastside Urban Renewal	Total Resources
<b>Master Plan and Studies</b>					
3000	Basalt Creek Planning	\$ 80,000	\$ -	\$ -	\$ 80,000
3002	Coffee Creek Area Planning	100,000	-	-	100,000
3003	Citywide Signage and Way-finding Plan	115,000	-	-	115,000
3004	Town Center Concept Planning	-	245,000	88,000	333,000
		<u>\$ 295,000</u>	<u>\$ 245,000</u>	<u>\$ 88,000</u>	<u>\$ 628,000</u>

### PROJECT SUMMARIES: MASTER PLANS & STUDIES

#### Project #3000: Basalt Creek Planning

This project provides for Community Development staff support to the Basalt Creek Concept Planning effort being led by the City of Tualatin. Wilsonville staff are collaborating closely with Tualatin staff who will continue to manage 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: Continued from FY2013-14*

*Estimated Date of Completion: FY2017-18*

*FY2017-18: Funding Sources: General Fund*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 13,850	\$ 7,500	\$ 40,000	\$ -	\$ 61,350
Engineering Administration	295,011	115,000	40,000	-	450,011
	<u>\$ 308,861</u>	<u>\$ 122,500</u>	<u>\$ 80,000</u>	<u>\$ -</u>	<u>\$ 511,361</u>

#### Project #3002: Coffee Creek Area Planning

This project will undertake an urban renewal feasibility study for the Coffee Creek Industrial Area and plan for annexation and infrastructure phasing.

*Priority: High*

*Justification: Future growth*

*Status: Continued from FY2013-14*

*Estimated Date of Completion: FY2020-21*

*FY2017-18: Funding Sources: General Fund*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 115,749	\$ 73,000	\$ 65,000	\$ -	\$ 253,749
Engineering Administration	58,359	29,000	35,000	9,000	131,359
	<u>\$ 174,108</u>	<u>\$ 102,000</u>	<u>\$ 100,000</u>	<u>\$ 9,000</u>	<u>\$ 385,108</u>

# Planning Projects

## Project #3003: Citywide Signage and Way-finding Plan

This project will include staff and consultant efforts to engage the community in the development and implementation of a city-wide signage and way-finding plan for motor vehicles, bicyclists and pedestrians.

Priority: High

Justification: Council Goal

Status: Continued from FY2015-16

Estimated Date of Completion: FY2017-18

FY2017-18: Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
Engineering Administration	4,193	5,500	40,000	-	49,693
	<u>\$ 4,193</u>	<u>\$ 5,500</u>	<u>\$ 115,000</u>	<u>\$ -</u>	<u>\$ 124,693</u>

## Project #3004: Town Center Concept Planning

This project will perform concept planning activities (consultants and staff time) for future commercial business development within the central Town Center core area.

Priority: Medium

Justification: Future Growth

Status: Continued from FY2015-16

Estimated Date of Completion: FY2020-21

FY2017-18: Funding Sources: Grant/Eastside Urban Renewal

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ -	\$ 167,000	\$ 253,000	\$ 10,000	\$ 430,000
Engineering Administration	26,510	77,000	80,000	20,000	203,510
	<u>\$ 26,510</u>	<u>\$ 244,000</u>	<u>\$ 333,000</u>	<u>\$ 30,000</u>	<u>\$ 633,510</u>

# Planning Projects

## Five Year Planning CIP Forecast FY2017-18 thru FY2021-22

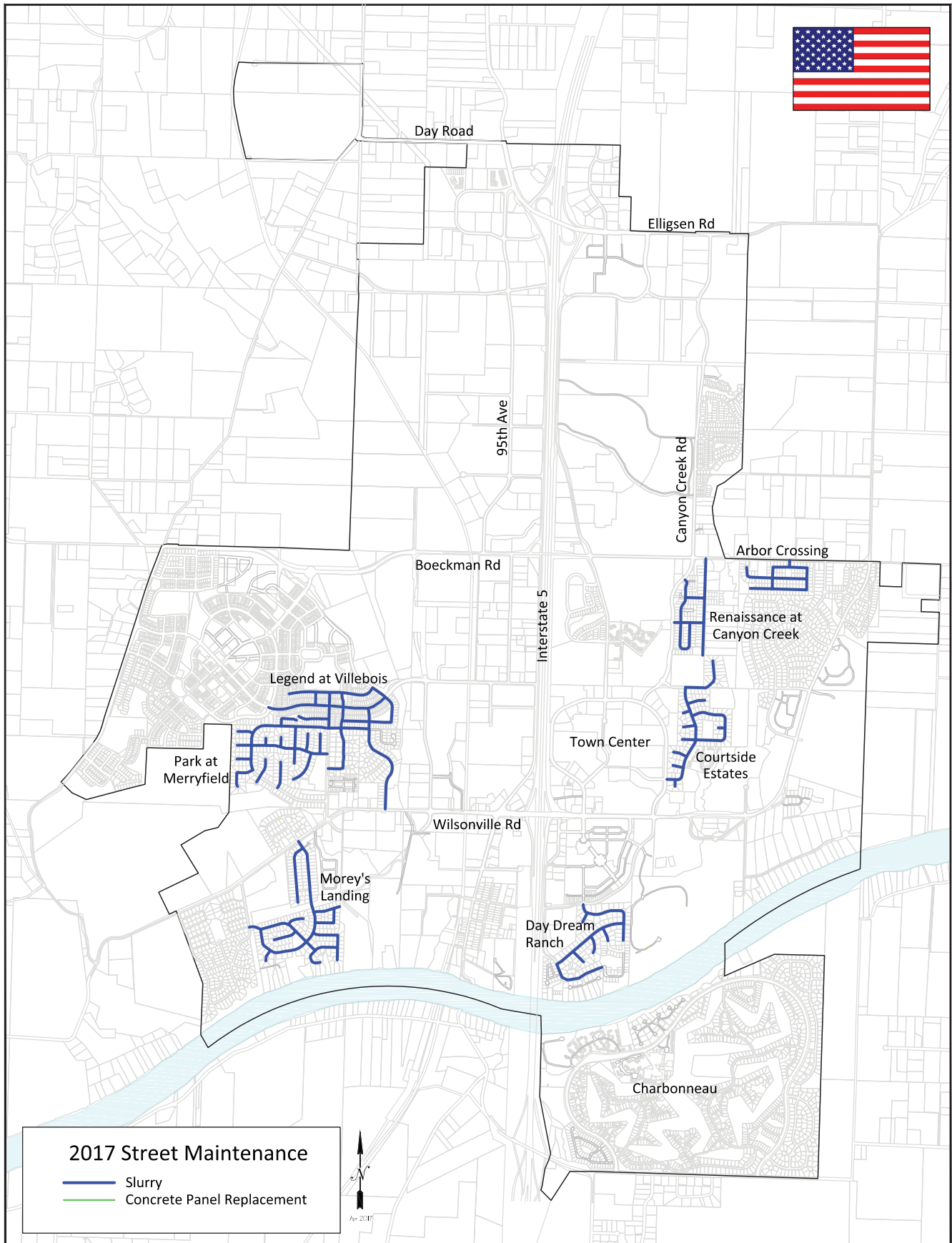
Project Name	Funding Source	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
<b>Master Plan and Studies</b>						
Basalt Creek Planning	General Fund	\$ 80,000	\$ -	\$ -	\$ -	\$ -
Coffee Creek Planning Area	General Fund	100,000	3,000	3,000	3,000	-
Citywide Signage and Way-finding Plan	General Fund	115,000	-	-	-	-
Town Center Concept Planning	Grant/Eastside Urban Renewal	333,000	20,000	5,000	5,000	-
Future Comprehensive Plan Amendments	General Fund	-	-	250,000	-	-
Total 5 Year Projections		\$ 628,000	\$ 23,000	\$ 258,000	\$ 8,000	\$ -
<b>Funding Sources</b>						
General Fund		295,000	3,000	253,000	3,000	-
Grant		245,000	-	-	-	-
Eastside Urban Renewal		88,000	20,000	5,000	5,000	-
Total Funding Sources		\$ 628,000	\$ 23,000	\$ 258,000	\$ 8,000	\$ -







# Streets Projects



# Streets Projects

## 2017-18 Funding Sources

Proj.	Project Name	Road Maint	Road Operating	Street SDC	East Side URA	West Side Program Income	Total Resources	Federal Funding*
<b>Construction Projects</b>								
4004	Kinsman Rd Extension-Barber to Boeckman	\$ -	\$ -	\$ 1,573,250	\$ -	\$ -	\$ 1,573,250	\$1,800,000
4146	Tooze Road - 110th to Grahams Ferry	-	-	162,500	-	2,400,000	2,562,500	-
4190	S1-01 & P2 Clutter/Grahams Ferry/RR Proj Development	-	-	22,700	-	-	22,700	-
4196	5th Street / Kinsman Extension	-	-	-	1,100,000	-	1,100,000	-
4201	Garden Acres Road - Ridder to Day	-	-	817,000	-	-	817,000	-
4202	I-5 Pedestrian Bridge	-	-	624,250	-	-	624,250	-
<b>System Development Reimbursements/Credits</b>								
4994	Streets Private Development SDC Reimbursements	-	-	1,894,324	-	-	1,894,324	-
<b>Annual Maintenance Projects</b>								
4014	Street Maintenance	1,115,000	-	-	-	-	1,115,000	-
4118	Signal Improvements	-	46,470	108,430	-	-	154,900	-
<b>Miscellaneous Projects</b>								
4002	I-5 & Wilsonville Rd Interchange	-	-	258,750	-	-	258,750	-
4183	ADA Compliance	-	5,000	-	-	-	5,000	-
4194	5 Year Monitoring: Barber Rd	-	-	21,565	-	-	21,565	-
4199	Exit 283 Congestion Improvements	-	379,750	379,750	-	-	759,500	-
4993	Closeout From Prior Years	-	375	7,125	-	-	7,500	-
4995	Early Planning-Future Street Projects	-	1,750	15,750	-	-	17,500	-
4998	5-Year and Annual Budget Planning	-	950	8,550	-	-	9,500	-
4999	Project Design & Construction	-	7,945	71,505	-	-	79,450	-
		<u>\$ 1,115,000</u>	<u>\$ 442,240</u>	<u>\$ 5,965,449</u>	<u>\$ 1,100,000</u>	<u>\$ 2,400,000</u>	<u>\$ 11,022,689</u>	<u>\$1,800,000</u>

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

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### 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, providing additional access to the SMART Central and the WES stations, and provide a west side truck route. The project is funded by a combination of Street SDC's and Federal Funds. The Federal Funds resources are administered through Oregon Department of Transportation on behalf of the City. The project is projected to be completed during the fiscal year.

Priority: High

Justification: Currently under contract and City growth

FY2017-18 Funding Sources: Street SDC/Federal Funds

Status: Continued from FY2007-08

Estimated Date of Completion: FY2017-18

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ 787,208	\$ 1,800,000	\$ 1,450,000	\$ -	\$ 4,037,208
Engineering Administration	383,249	108,000	123,250	-	614,499
	<u>\$ 1,170,457</u>	<u>\$ 1,908,000</u>	<u>\$ 1,573,250</u>	<u>\$ -</u>	<u>\$ 4,651,707</u>
Federal Funds/ODOT Managed	-	1,000,000	1,800,000	-	2,800,000
	<u>\$ 1,170,457</u>	<u>\$ 2,908,000</u>	<u>\$ 3,373,250</u>	<u>\$ -</u>	<u>\$ 7,451,707</u>

# Streets Projects

## Project #4146: Tooze Rd – 110<sup>th</sup> 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 Street 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. This project accommodates future residential development in the area, improves freight mobility between Wilsonville and communities to the west, and fulfills the terms of an Intergovernmental Agreement entered into with ODOT for the first part of the Boeckman Road Extension.

*Priority: High*

*Justification: Villebois Development Agreement and City growth*

*FY2017-18 Funding Sources: West Side Program Income/Street SDC*

*Status: Continued from FY2008-09*

*Estimated Date of Completion: FY2018-19*

*Operations Impact: Maintenance costs estimated at \$15,000 per year*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 98,886	\$ 600,000	\$ 2,500,000	\$ 1,145,374	\$ 4,344,260
Engineering Administration	182,435	64,745	62,500	154,626	464,306
	<u>\$ 281,321</u>	<u>\$ 664,745</u>	<u>\$ 2,562,500</u>	<u>\$ 1,300,000</u>	<u>\$ 4,808,566</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. This project provides funding for preliminary design work and project development, and a revised cost estimate to position the project for future grant funding.

*Priority: Medium*

*Justification: City growth*

*Status: Continued from FY2015-16*

*Estimated Date of Completion: FY2021-22*

*FY2017-18 Funding Sources: Street SDC*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 20,000	\$ 4,445,000	\$ 4,465,000
Engineering Administration	87	350	2,700	600,400	603,537
	<u>\$ 87</u>	<u>\$ 350</u>	<u>\$ 22,700</u>	<u>\$ 5,045,400</u>	<u>\$ 5,068,537</u>

## Project #4196: 5<sup>th</sup> Street/Kinsman Rd Extension

This project will construct a roadway connection from either the Boones Ferry Road/5<sup>th</sup> Street intersection or the Boones Ferry Road/Bailey intersection westward to the Kinsman Road/Wilsonville Road intersection. Current year activities will include planning, conceptual level engineering studies, public outreach, and associated staff time.

*Priority: High*

*Justification: City growth and Council Goal*

*Status: Continued from FY2015-16*

*Estimated Date of Completion: FY2019-20*

*FY2017-18 Funding Sources: Eastside Urban Renewal*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 31,296	\$ 465,000	\$ 1,000,000	\$ 5,365,000	\$ 6,861,296
Engineering Administration	18,901	68,000	100,000	535,000	721,901
	<u>\$ 50,197</u>	<u>\$ 533,000</u>	<u>\$ 1,100,000</u>	<u>\$ 5,900,000</u>	<u>\$ 7,583,197</u>

# Streets Projects

## Project #4201: Garden Acres Road – Ridder to Day

Garden Acres Road has been identified as the primary Collector Street through the Coffee Creek Industrial Area and is a key project needed to promote development in the recently created Coffee Creek Urban Renewal area. FY 17/18 funding continues preliminary engineering efforts concurrent with ongoing efforts to develop a funding strategy for the project.

Priority: Medium

Justification: City growth

Status: New Project

Estimated Date of Completion: FY2021-22

FY2017-18 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	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 750,000	\$ 11,000,000	\$ 11,750,000
Engineering Administration	-	-	67,000	1,487,000	1,554,000
	\$ -	\$ -	\$ 817,000	\$ 12,487,000	\$ 13,304,000

## Project #4202: I-5 Pedestrian Bridge

This project will construct a pedestrian and bicycle bridge over Interstate 5, from Town Center Loop West to Boones Ferry/Barber Street. Future costs will be supplemented with a \$1,550,000 grant received from the M-TIP RFFA program. (Metro Transportation Improvement Program Regional Flexible Funds Allocation) Grant funds will be available October 2018. Street SDC funding in FY 17/18 will begin the advance concept designs ahead of preliminary engineering.

Priority: Medium

Justification: City growth

Status: New Project

Estimated Date of Completion: FY2021-22

FY2017-18 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	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 550,000	\$ 2,550,000	\$ 3,100,000
Engineering Administration	-	-	74,250	350,000	424,250
	\$ -	\$ -	\$ 624,250	\$ 2,900,000	\$ 3,524,250

## PROJECT SUMMARIES: SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS

### Project #4994-Streets SDC Reimbursements/Credits

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. A chart at the end of this section details anticipated reimbursements.

Priority: High

Justification: City growth

Status: Annual

Estimated Date of Completion: Annual

FY2017-18 Funding Sources: Street SDC

Operations Impact: Not Applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ 302,366	\$ 1,669,008	Annual	Annual
Engineering Administration	-	24,583	225,316	-	-
	\$ -	\$ 326,949	\$ 1,894,324	\$ -	\$ -

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### 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 17/18 will include slurry seal in various neighborhoods, and other pavement treatment projects on collectors and arterials.

*Priority: High*

*Justification: Aging infrastructure*

*Status: Annual*

*Estimated Date of Completion: Annual*

*FY2017-18 Funding Sources: Road Maintenance Fees*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 400,000	\$ 1,000,000	Annual	Annual
Engineering Administration	-	74,000	115,000	-	-
	<b>\$ -</b>	<b>\$ 474,000</b>	<b>\$ 1,115,000</b>	<b>\$ -</b>	<b>\$ -</b>

### Project #4118: Signal Improvements

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

*Priority: Medium*

*Justification: City growth*

*Status: Annual*

*Estimated Date of Completion: Annual*

*FY2017-18 Funding Sources: Road Operating Fund/Street SDC*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 40,000	\$ 140,000	Annual	Annual
Engineering Administration	-	11,400	14,900	-	-
	<b>\$ -</b>	<b>\$ 51,400</b>	<b>\$ 154,900</b>	<b>\$ -</b>	<b>\$ -</b>

# Streets Projects

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### Project #4002: I-5 & Wilsonville Rd Interchange

This project funds the City portion of cost overruns on the ODOT administered Wilsonville Road Interchange project completed in 2014 and is based on a negotiated agreement with ODOT.

Priority: High

Justification: City growth

FY2017-18 Funding Sources: Street SDC

Status: Project completed in 2014

Estimated Date of Completion: FY2017-18

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ 5,677,691	\$ -	\$ 250,000	\$ -	\$ 5,927,691
Engineering Administration	426,051	-	8,750	-	434,801
	<u>\$ 6,103,742</u>	<u>\$ -</u>	<u>\$ 258,750</u>	<u>\$ -</u>	<u>\$ 6,362,492</u>

### Project #4183-ADA Compliance

This project provides a nominal annual budget to address ADA deficiencies as identified in the ADA Transition Plan completed in FY2014/15.

Priority: High

Justification: Regulatory requirement

FY2017-18 Funding Sources: Road Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	3,500	5,000	-	-
	<u>\$ -</u>	<u>\$ 3,500</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>

### Project #4194: 5-Year Monitoring of Barber Rd Mitigation

The construction of wetland mitigation was required by regulatory agencies as a part of the Barber Street extension project. This project requires five years of maintenance and monitoring. This project budgets for the five years of expenditures on an annual basis until completion in FY2019-20.

Priority: High

Justification: Regulatory requirement

FY2017-18 Funding Sources: Street SDC

Status: Continued from FY2015-16

Estimated Date of Completion: FY2019-20

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ -	\$ 4,900	\$ 19,000	\$ 20,000	\$ 43,900
Engineering Administration	1,577	1,372	2,565	2,700	8,214
	<u>\$ 1,577</u>	<u>\$ 6,272</u>	<u>\$ 21,565</u>	<u>\$ 22,700</u>	<u>\$ 52,114</u>



# Streets Projects

## Project #4199: Exit 283 Congestion Improvements

This project implements various modification and widening projects in the vicinity of the Wilsonville Road entrance/exit to Interstate 5 and includes projects both on and off ODOT Right-of-Way. Taken together, the projects are designed to minimize traffic congestion on Boones Ferry Road and Wilsonville Road to the extent possible.

Priority: High

Justification: City growth and Council Goal

FY2017-18 Funding Sources: Road Operating/Street SDC

Status: Continued from FY16-17

Estimated Date of Completion: FY2018-19

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ -	\$ 171,682	\$ 700,000	\$ 87,500	\$ 959,182
Engineering Administration	-	21,009	59,500	12,500	93,009
	<u>\$ -</u>	<u>\$ 192,691</u>	<u>\$ 759,500</u>	<u>\$ 100,000</u>	<u>\$ 1,052,191</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. The project will also include the expenses related to additional projects noted in the Transportation System Plan.

Priority: High

Justification: City growth

Status: Annual

Estimated Date of Completion: Annual

FY2017-18 Funding Sources: Road Operating Fund/Street SDC

Operations Impact: Not Applicable

Project Costs:	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual \$ -	\$ -	\$ -	Annual	Annual
Engineering Administration	-	3,200	7,500	-	-
	<u>\$ -</u>	<u>\$ 3,200</u>	<u>\$ 7,500</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #4995: Early Planning – Future Street Projects

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

Priority: Medium

Justification: City growth

Status: Annual

Estimated Date of Completion: Annual

FY2017-18 Funding Sources: Road Operating Fund/Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual \$ -	\$ -	\$ -	Annual	Annual
Engineering Administration	-	17,500	17,500	-	-
	<u>\$ -</u>	<u>\$ 17,500</u>	<u>\$ 17,500</u>	<u>\$ -</u>	<u>\$ -</u>

# Streets Projects

## 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: Annual

Estimated Date of Completion: Annual

FY2017-18 Funding Sources: Road Operating Fund/Street SDC

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	9,500	9,500	-	-
	<u>\$ -</u>	<u>\$ 9,500</u>	<u>\$ 9,500</u>	<u>\$ -</u>	<u>\$ -</u>

## 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. As these funds are used, they are recoded to appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

Status: Annual

Estimated Date of Completion: Annual

FY2017-18 Funding Sources: Road Operating Fund/Street SDC

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 70,000	Annual	Annual
Engineering Administration	-	-	9,450	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 79,450</u>	<u>\$ -</u>	<u>\$ -</u>

# Streets Projects

## Five Year Streets CIP Forecast FY2017-18 thru FY2021-22

Project Title	Funding Source	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
<b>Construction Projects</b>						
Kinsman Rd Extension - Barber to Boeckman	Street SDC	\$ 1,573,250	\$ -	\$ -	\$ -	\$ -
Tooze Rd - 110th to Grahams Ferry Rd	Street SDC/Westside	2,562,500	1,300,000	-	-	-
S1-01 & P2 Clutter/Grahams Ferry/RR	Street SDC	22,700	22,700	22,700	500,000	4,500,000
5th Street / Kinsman Extension	East Side Urban Renewal	1,100,000	3,200,000	2,700,000	-	-
Garden Acres Road - Ridder to Day	Street SDC and Future Urban Renewal	817,000	1,000,000	3,112,000	3,112,000	5,263,000
I-5 Pedestrian Bridge	Street SDC and Future M-TIP Grant	624,250	1,250,000	550,000	550,000	550,000
Boeckman Rd Improvements-Parkway to Boberg	Developer Contribution	-	-	266,725	-	-
Brown Rd Improvements	West Side Urban Renewal	-	-	163,905	2,000,000	2,088,995
Day Rd Improvements	Street SDC /DevContribution/UR	-	-	561,825	2,270,000	-
Old Town Streets	East Side Urban Renewal	-	-	622,767	622,767	622,767
Boeckman Rd/Frog Pond Bridge UU-01	Street SDC	-	-	-	56,750	1,220,000
<b>System Development Reimbursements/Credits</b>						
Annual - Streets SDC Reimbursements/Credits	Street SDC	1,894,324	2,043,000	590,200	1,929,500	1,362,000
<b>Annual Maintenance Projects</b>						
Street Maintenance	Road Maintenance	1,115,000	1,570,000	1,348,000	1,223,000	1,223,000
Signal Improvements	Street SDC/Road Operating	154,900	136,200	136,200	136,200	136,200
<b>Miscellaneous Projects</b>						
I5 & Wilsonville Rd Interchange	Street SDC	258,750	-	-	-	-
ADA Compliance	Road Operating	5,000	5,000	5,000	5,000	5,000
5 Year Monitoring: Barber Rd	Street SDC	21,565	11,350	11,350	-	-
Exit 283 Congestion Improvements	Street SDC/Road Operating	759,500	100,000	-	-	-
Canyon Creek/Boeckman Signal	Street SDC	-	300,000	-	-	-
Kinsman/Wilsonville Rd Truck Turning Improvements	Road Maintenance/Road Ops/Street SDC	-	-	-	126,175	-
Annual - Closeout From Prior Years	Street SDC/Road Operating	7,500	7,500	7,500	7,500	7,500
Annual - Early Planning-Future Street Projects	Street SDC/Road Operating	17,500	17,500	17,500	17,500	17,500
Annual - 5-Year and Annual Budget Planning	Street SDC/Road Operating	9,500	9,500	9,500	9,500	9,500
Annual - Project Design/Development	Street SDC/Road Operating	79,450	79,450	79,450	79,450	79,450
	Total 5 Year Projections	<u>11,022,689</u>	<u>11,052,200</u>	<u>10,204,622</u>	<u>12,645,342</u>	<u>17,084,912</u>
<b>Funding Sources</b>						
Streets SDC		5,867,099	4,969,945	4,652,693	7,070,045	13,092,895
Road Maintenance		1,115,000	1,570,000	1,348,000	1,264,638	1,223,000
Road Operating		480,590	112,255	57,255	98,893	57,255
Streets TDT		-	-	280,913	1,135,000	-
Westside Program Income		2,460,000	1,200,000	-	-	-
Eastside Urban Renewal		1,100,000	3,200,000	3,322,767	622,767	622,767
Westside Urban Renewal		-	-	163,905	2,000,000	2,088,995
Contributions		-	-	379,090	454,000	-
	Total Funding Sources	<u>11,022,689</u>	<u>11,052,200</u>	<u>10,204,622</u>	<u>12,645,342</u>	<u>17,084,912</u>

# Streets Projects

## Five Year Detailed Forecast: Streets SDC Reimbursements/Credits FY2017-18 thru FY2021-22

Project Name	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
Villebois Grande Pointe, Grahams Ferry Rd	\$ 118,396	\$ -	\$ -	\$ -	\$ -
Villebois Tonquin Woods 7, Grahams Ferry	87,045	-	-	-	-
Costa Circle Bike Lanes	28,375	-	-	-	-
Advance Road Street Improvements	1,660,507	-	-	-	-
Day Road Street Improvements	-	454,000	-	-	-
Frog Pond/Stafford Street Improvements	-	113,500	113,500	113,500	113,500
Boeckman Rd UU-02 South	-	1,475,500	227,000	-	-
Boeckman Rd UU-02 North	-	-	136,200	-	-
Basalt Creek Street Improvements	-	-	113,500	113,500	113,500
Parkway Woods (Xerox)	-	-	-	1,702,500	-
Coffee Creek Industrial Area Street Improvements	-	-	-	-	1,135,000
<b>Total 5 Year Projections: Streets SDC Reimbursements/Credits</b>	<b>\$ 1,894,324</b>	<b>\$ 2,043,000</b>	<b>\$ 590,200</b>	<b>\$ 1,929,500</b>	<b>\$ 1,362,000</b>

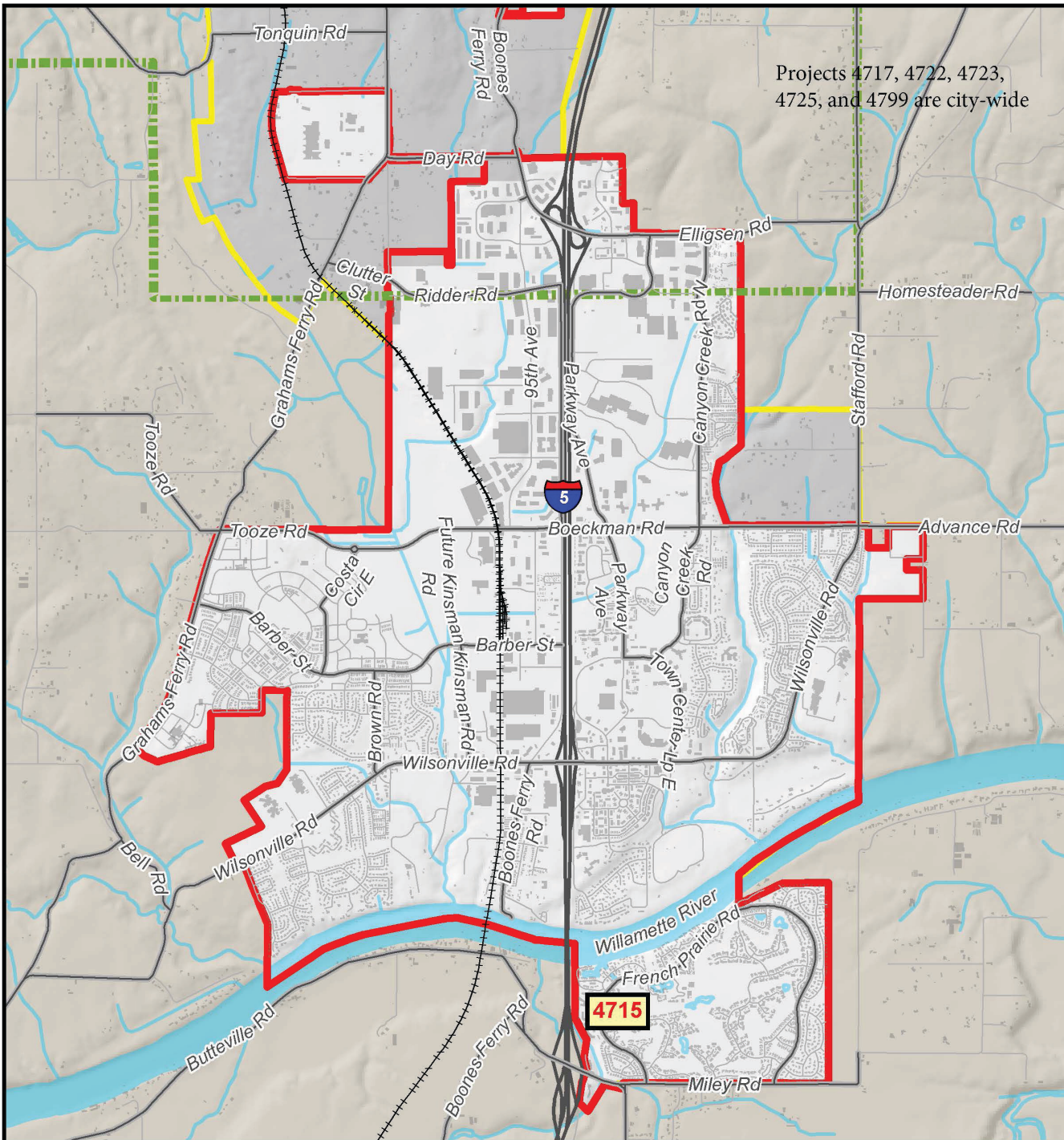


*Wilsonville Public Library*







# Streetscape/Bikeway Projects



The City of Wilsonville, Oregon  
Clackamas and Washington Counties

## Wilsonville Boundaries

-  City Limits
-  County Boundary
-  UGB



4/19/2017





# Streetscape/Bikeway Projects

## 2017-18 Funding Sources

Proj.	Project Name	Streetlight Fund	Road Ops	Street SDC	General Fund	Total Resources
<b>Livability Improvements</b>						
4715	Charbonneau Walking Path Repair	\$ -	\$ 5,750	\$ -	\$ 5,750	\$ 11,500
4717	Pedestrian Enhancements	-	102,150	-	-	102,150
4722	LED Street Light Conversion	107,750	-	-	-	107,750
4725	Crosswalk Flasher Replacement	-	45,400	-	-	45,400
<b>Annual Maintenance Projects</b>						
4723	Annual - Sidewalk Infill	-	-	87,600	-	87,600
<b>Miscellaneous Projects</b>						
4799	Streetscape Project Design	-	9,080	2,270	-	11,350
		<u>\$ 107,750</u>	<u>\$ 162,380</u>	<u>\$ 89,870</u>	<u>\$ 5,750</u>	<u>\$ 365,750</u>

## PROJECT SUMMARIES-LIVABILITY PROJECTS

### Project #4715: Charbonneau Walking Path Repair

The Charbonneau walking path is an aging asphalt path that parallels French Prairie Drive. Numerous sections are cracked and buckled and other sections do not comply with ADA slope criteria. This project provides funding for repairs, as identified in the Charbonneau Consolidated Improvements Plan.

*Priority: High*

*Justification: Aging Infrastructure and Safety*

*FY2017-18 Funding Sources: Road Operating Fund/ General Fund*

*Status: Continued from FY2016-17*

*Estimated Date of Completion: FY2017-18*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 111,405	\$ 8,000	\$ -	\$ 119,405
Engineering Administration	-	22,499	3,500	-	25,999
	<u>\$ -</u>	<u>\$ 133,904</u>	<u>\$ 11,500</u>	<u>\$ -</u>	<u>\$ 145,404</u>

# Streetscape/Bikeway Projects

## Project #4717: Pedestrian Enhancements

This project will continue implementation of the pedestrian improvement component of the Bicycle and Pedestrian Connectivity Action Plan completed in 2013.

Priority: High

Justification: Council Goal

FY2017-18 Funding Sources: Road Operating Fund

Status: Annual

Estimated Date of Completion: Annual

Operational Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 90,000	Annual	Annual
Engineering Administration	-	-	12,150	-	-
	\$ -	\$ -	\$ 102,150	\$ -	\$ -

## Project #4722: LED Street Light Conversion

The City currently has 2,535 street lights with either high pressure sodium (HPS) or a mercury vapor (MV) lamps and are encased within one of nine different styles of luminaires. To support environmental stewardship and a more cost effective infrastructure through energy savings and reduced maintenance, the street lights will be converted to LED lights over the next few years. The budget for FY2017-18 will fund several pilot programs located throughout the City.

Priority: Medium

Justification: Environmental Stewardship and Cost Savings

FY2017-18 Funding Sources: Street Light Fund

Status: Continued from FY2016-17

Estimated Date of Completion: FY2018-19

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ -	\$ 50,000	\$ 100,000	\$ 296,375	\$ 446,375
Engineering Administration	-	2,250	7,750	40,000	50,000
	\$ -	\$ 52,250	\$ 107,750	\$ 336,375	\$ 496,375

## Project #4725: Crosswalk Flasher Replacement

This project will evaluate pedestrian crosswalk flashers and upgrade flashers as needed with newer equipment.

Priority: Medium

Justification: Safety

FY2017-18 Funding Sources: Road 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	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 40,000	Annual	Annual
Engineering Administration	-	-	5,400	-	-
	\$ -	\$ -	\$ 45,400	\$ -	\$ -

# Streetscape/Bikeway Projects

## PROJECT SUMMARIES-ANNUAL MAINTENANCE PROJECTS

### Project #4723: Sidewalk Infill Project

This project funds annual sidewalk infill projects identified in the Transportation System Plan, specifically projects BW-07, BW-P1, BW-P2, plus a 500' sidewalk infill project on the west side of Boones Ferry Road from Commerce Circle north to Day Road.

*Priority: Medium*

*Justification: City growth*

*FY2017-18 Funding Sources: Street SDCs*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 80,000	Annual	Annual
Engineering Administration	-	-	7,600	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 87,600</u>	<u>\$ -</u>	<u>\$ -</u>

## PROJECT SUMMARIES-MISCELLANEOUS PROJECTS

### 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. As these funds are used, they are recoded to appropriate project account numbers.

*Priority: High*

*Justification: Unanticipated and emergency projects*

*FY2017-18 Funding Sources: Road Operating Fund/Street SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 10,000	Annual	Annual
Engineering Administration	-	-	1,350	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,350</u>	<u>\$ -</u>	<u>\$ -</u>

# Streetscape/Bikeway Projects

## Five Year Streetscape/Bikeway CIP Forecast FY2017-18 thru FY2021-22

Project Title	Funding Source	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
<b>Livability Improvements</b>						
Charbonneau Walking Path Repair	Road Operating / General Fund	\$ 11,500	\$ -	\$ -	\$ -	\$ -
Pedestrian Enhancements	Road Operating	102,150	-	123,500	-	123,500
LED Street Light Conversion	Streetlight fund	107,750	336,375	-	-	-
Crosswalk Flasher Replacement	Road Operating	45,400	25,538	25,538	25,538	25,538
Boeckman Creek Primary SRTS	Street SDCs	-	65,000	-	-	-
Charbonneau Path Replacement	Street SDC/Road Operating	-	160,000	400,000	1,600,000	-
<b>Annual Maintenance Projects</b>						
Annual - Sidewalk Infill	Street SDCs	87,600	87,600	87,600	87,600	87,600
Annual - Streetlight Infill	Streetlight Fund	-	59,020	59,020	59,020	59,020
<b>Miscellaneous Projects</b>						
Streetscape Project Design	Street SDC/Road Operating	11,350	11,350	11,350	11,350	11,350
Total 5 Year Projections		<u>365,750</u>	<u>744,883</u>	<u>707,008</u>	<u>1,783,508</u>	<u>307,008</u>
<b>Funding Sources</b>						
Streetlight Fund		107,750	395,395	59,020	59,020	59,020
Road Operating		156,630	114,618	358,118	834,618	158,118
Streets SDC's		95,620	234,870	289,870	889,870	89,870
General Fund		5,750	-	-	-	-
Total Funding Sources		<u>\$ 365,750</u>	<u>\$ 744,883</u>	<u>\$ 707,008</u>	<u>\$ 1,783,508</u>	<u>\$ 307,008</u>

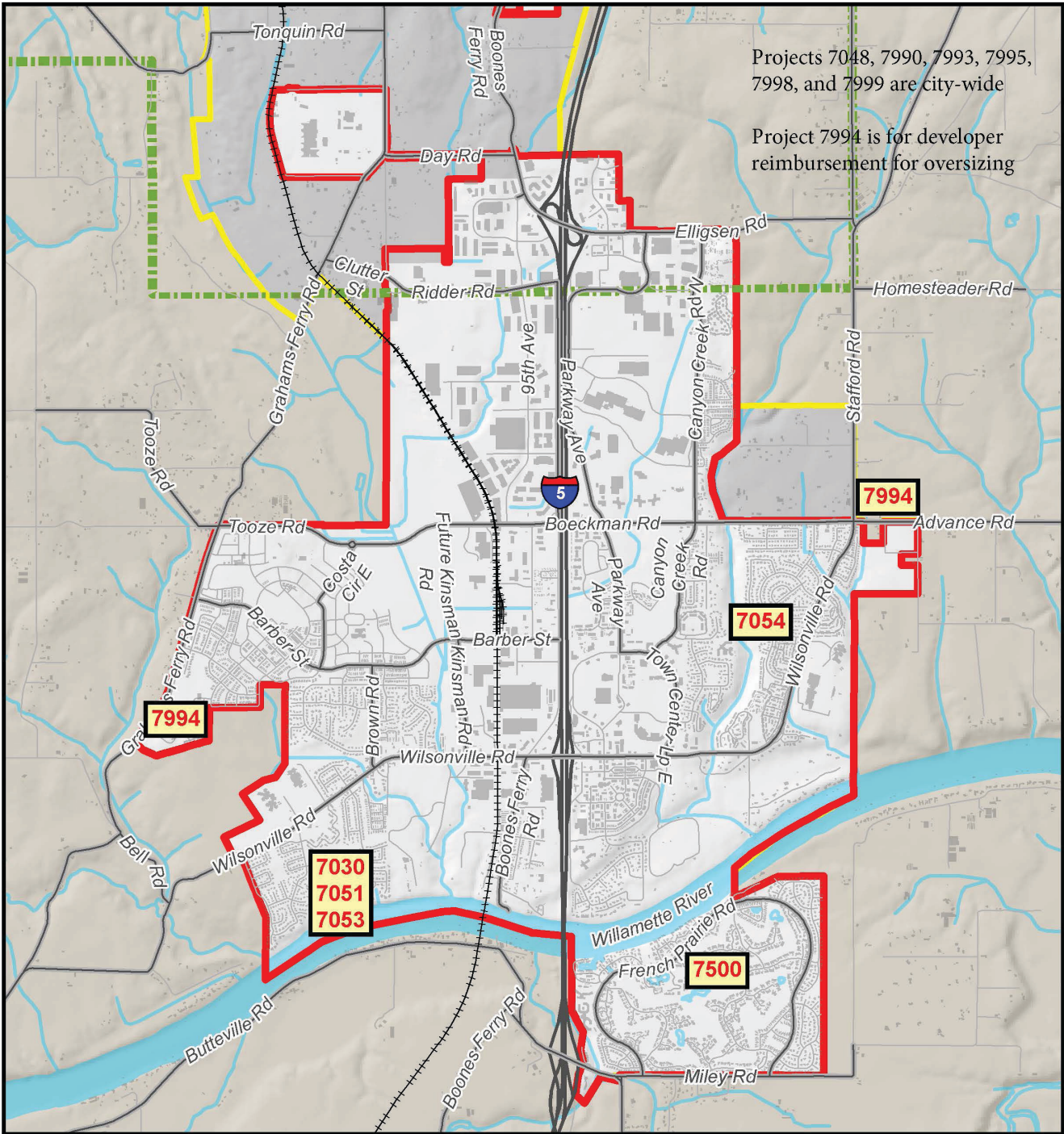


*City of Wilsonville Trolley*










# Stormwater Projects



Projects 7048, 7990, 7993, 7995, 7998, and 7999 are city-wide  
 Project 7994 is for developer reimbursement for oversizing

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



# Stormwater Projects

## 2017-18 Funding Sources

Proj.	Project Name	Stormwater Operating	Stormwater SDC	Loan Proceeds	Total Resources
<b>Construction Projects</b>					
7053	Willamette River Outfalls	\$ 122,155	\$ 40,718	\$ -	\$ 162,873
7054	Gesselschaft Water Well Channel Restoration	22,960	5,740	-	28,700
7500	Storm Ops Allocation to Charbonneau	953,200	-	300,000	1,253,200
<b>System Development Reimbursements/Credits</b>					
7994	Stormwater SDC Reimbursements/Credits	-	127,045	-	127,045
<b>Annual Maintenance Projects</b>					
7048	City Wide Storm Sewer Replacements (non Charbonneau)	73,744	-	-	73,744
<b>Miscellaneous Projects</b>					
7030	Rivergreen Wetland Mitigation Monitoring	2,838	-	-	2,838
7051	Morey's / Rivergreen Channel Monitoring	1,703	-	-	1,703
7990	CD Dept Support for Miscellaneous Projects	10,000	-	-	10,000
7993	Stormwater CIP's Closeout from Prior Years	900	100	-	1,000
7995	Early Planning - Future Stormwater Projects	15,000	5,000	-	20,000
7998	5-Year & Annual Stormwater CIP Budget Development	2,275	1,225	-	3,500
7999	Project Design & Development	9,931	18,444	-	28,375
		<u>\$ 1,214,706</u>	<u>\$ 198,272</u>	<u>\$ 300,000</u>	<u>\$1,712,978</u>

## PROJECT SUMMARIES: CONSTRUCTION PROJECTS

### Project #7053: Willamette River Outfalls

This project will repair and expand three stormwater outfalls that discharge to the Willamette River, and will prevent further erosion of the riverbank. The outfalls are located in the Rivergreen and Morey's Landing subdivisions.

*Priority: High*

*Justification: Erosion Control*

*Status: Continued from FY2015-16*

*Estimated Date of Completion: FY2019-20*

*FY2017-18 Funding Sources: Stormwater Operating/Stormwater SDC*

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ 315,212	\$ 255,000	\$ 143,500	\$ 545,316	\$ 1,259,028
Engineering Administration	69,379	19,925	19,373	73,618	182,295
	<u>\$ 384,591</u>	<u>\$ 274,925</u>	<u>\$ 162,873</u>	<u>\$ 618,934</u>	<u>\$ 1,441,323</u>

# Stormwater Projects

## 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: Continued from FY2015-16

Estimated Date of Completion: FY2018-19

FY2017-18 Funding Sources: Stormwater Operating/Stormwater SDCs

Operations Impact: Improvement to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ 7,247	\$ -	\$ 20,000	\$ 158,590	\$ 185,837
Engineering Administration	2,829	-	8,700	21,410	32,939
	<u>\$ 10,076</u>	<u>\$ -</u>	<u>\$ 28,700</u>	<u>\$ 180,000</u>	<u>\$ 218,776</u>

## Project #7500: Stormwater Ops Allocation to Charbonneau

This project provides an annual budget for planning, design and construction of needed stormwater rehabilitation projects within the Charbonneau District consistent with the 2014 Charbonneau Consolidated Improvement Plan. The last of the proceeds from an interfund loan from the General Fund issued in June 2015 to the Stormwater Operating Fund will be used to partially fund this project in FY2017-18.

Priority: High

Justification: Aging Infrastructure

Status: Continued from FY2015-16

Estimated Date of Completion: FY2021-22 (Phase I)

FY2017-18 Funding Sources: Stormwater Operating/Loan Proceeds

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ 308,257	\$ 1,380,000	\$ 1,120,000	\$ 3,438,767	\$ 6,247,024
Engineering Administration	81,084	118,300	133,200	464,233	796,817
	<u>\$ 389,341</u>	<u>\$ 1,498,300</u>	<u>\$ 1,253,200</u>	<u>\$ 3,903,000</u>	<u>\$ 7,043,841</u>

## PROJECT SUMMARIES: SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS

### Project #7994: Stormwater SDC Reimbursements/Credits

Beginning FY 2015-16, all stormwater SDC reimbursements/credits are being accrued under this project number. In previous fiscal years, SDC reimbursements in excess of \$10,000 were budgeted separately as individual projects. Future reimbursements include the Coffee Creek area.

Priority: High

Justification: City growth

FY2017-18 Funding Sources: Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 111,934	Annual	Annual
Engineering Administration	-	-	15,111	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 127,045</u>	<u>\$ -</u>	<u>\$ -</u>

# Stormwater Projects

## PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

### Project #7048: City Wide Storm Sewer Pipe Replacements (Not Charbonneau)

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

*Priority: High*

*Justification: Aging Infrastructure*

*Status: Annual*

*Estimated Date of Completion: Annual*

*FY2017-18 Funding Sources: Stormwater Operating*

*Operations Impact: Improvement to help decrease maintenance*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 99,370	\$ 71,250	Annual	Annual
Engineering Administration	-	13,478	2,494	-	-
	<b>\$ -</b>	<b>\$ 112,848</b>	<b>\$ 73,744</b>	<b>\$ -</b>	<b>\$ -</b>

## PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

### Project #7030: Rivergreen Wetland Mitigation Monitoring

The wetland mitigation site constructed during the Rivergreen Drainage project required five years of maintenance and monitoring. Additional construction to the Rivergreen Drainage project extended the monitoring period. The monitoring period will be completed in June 2018.

*Priority: High*

*Justification: Currently under contract and a regulatory requirement*

*FY2015-16 Funding Sources: Stormwater Operating*

*Status: Continued from FY2009-10*

*Estimated Date of Completion: FY2017-18*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 21,521	\$ 2,500	\$ 2,500	\$ -	\$ 26,521
Engineering Administration	6,834	338	338	-	7,510
	<b>\$ 28,355</b>	<b>\$ 2,838</b>	<b>\$ 2,838</b>	<b>\$ -</b>	<b>\$ 34,031</b>

### Project #7051: Morey's/Rivergreen Channel Monitoring

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

*Priority: High*

*Justification: Regulatory requirement*

*Status: Continued from FY2015-16*

*Estimated Date of Completion: FY2019-20*

*FY2017-18 Funding Sources: Stormwater Operating*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 6,200	\$ -	\$ 1,500	\$ 3,000	\$ 10,700
Engineering Administration	217	-	203	406	826
	<b>\$ 6,417</b>	<b>\$ -</b>	<b>\$ 1,703</b>	<b>\$ 3,406</b>	<b>\$ 11,526</b>

# Stormwater Projects

## Project #7990: Community Development Department Support for Miscellaneous Stormwater Projects

This project funds as-needed Engineering/Community Development staff supports for Stormwater Operations repair or replacement projects. Prior to FY2015-16, Engineering/CD support for Stormwater Operations was programmed into individual Stormwater Operations CIPs.

Priority: High

Justification: Aging Infrastructure

FY2017-18 Funding Source: Stormwater Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	35,000	10,000	-	-
	\$ -	\$ 35,000	\$ 10,000	\$ -	\$ -

## 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: High

Justification: City growth

FY2017-18 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	1,000	1,000	-	-
	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ -

## Project #7995: Early Planning – Future Stormwater Projects

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

Priority: Medium

Justification: City growth

FY2017-18 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2016-17	2017-18	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	15,000	20,000	-	-
	\$ -	\$ 15,000	\$ 20,000	\$ -	\$ -

# Stormwater Projects

## Project #7998: 5-Year & Annual Stormwater CIP Budget Development

This project funds staff time expenditures for developing and planning the annual capital project budget and the 5-year capital improvement program.

*Priority: High*

*Justification: Fiscal planning for CIPs*

*FY2017-18 Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	-	3,500	-	-
	\$ -	\$ -	\$ 3,500	\$ -	\$ -

## Project #7999: Project Design & Development

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

*Priority: High*

*Justification: Unanticipated and emergency projects*

*FY2017-18 Funding Sources: Stormwater Operating/Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 25,000	Annual	Annual
Engineering Administration	-	-	3,375	-	-
	\$ -	\$ -	\$ 28,375	\$ -	\$ -

# Stormwater Projects

## Five Year Stormwater CIP Forecast FY2017-18 thru FY2021-22

Project Title	Funding Source	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
<b>Construction Projects</b>						
Willamette River Outfalls	Stormwater Operating/Stormwater SDC	162,873	377,796	241,138	-	-
Gesellschaft Water Well Channel Restoration	Stormwater Operating/Stormwater SDC	28,700	180,000	-	-	-
Storm Operations Allocation to Charbonneau	Stormwater Operating/Loan Proceeds	1,253,200	1,366,000	1,319,000	900,000	318,000
95th Ave storm pipe repairs (Coordinate with WWSP Pipe)	Stormwater Operating	-	-	200,000	-	-
Commerce Circle Channel Project (CLC-3)	Stormwater Operating/Stormwater SDC	-	-	-	-	561,598
<b>System Development Reimbursements/Credits</b>						
Annual - Stormwater SDC Reimbursements/Credits	Stormwater SDC	127,045	733,758	272,400	960,758	442,650
<b>Master Plans and Studies</b>						
Stormwater Rate and SDC Study	Stormwater Operating/Stormwater SDC	-	-	56,750	-	-
<b>Annual Maintenance Projects</b>						
City Wide Storm Sewer Pipe Replacements (non-Charbonneau)	Stormwater Operating	\$ 73,744	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000
<b>Miscellaneous Projects</b>						
Rivergreen Wetland Mitigation Monitoring	Stormwater Operating	\$ 2,838	\$ -	\$ -	\$ -	\$ -
Morey's/Rivergreen Channel's Monitoring	Stormwater Operating	1,703	1,703	1,703	-	-
Annual - CD Department Support for Misc Projects	Stormwater Operating	10,000	6,000	6,000	6,000	6,000
Annual - Stormwater CIP Closeout from Prior Years	Stormwater Operating/Stormwater SDC	1,000	4,500	4,500	4,500	4,500
Annual - Early Planning - Future Storm Projects	Stormwater Operating/Stormwater SDC	20,000	20,000	20,000	20,000	20,000
Annual - 5 Yr and Annual Storm CIP Budget Development	Stormwater Operating/Stormwater SDC	3,500	5,000	5,000	5,000	5,000
Annual - Project Design and Development	Stormwater Operating/Stormwater SDC	28,375	28,375	28,375	28,375	28,375
Total 5 Year Projections		<u>\$ 1,712,978</u>	<u>\$ 2,833,132</u>	<u>\$ 2,264,866</u>	<u>\$ 2,034,633</u>	<u>\$ 1,496,123</u>
<b>Funding Sources</b>						
Stormwater Operating	Stormwater Operating	1,214,706	1,670,081	1,614,363	1,048,231	887,430
Stormwater SDC	Stormwater SDC	198,272	889,850	386,703	986,401	608,693
Loan Proceeds	Loan Proceeds	300,000	273,200	263,800	-	-
Total Funding Sources		<u>\$ 1,712,978</u>	<u>\$ 2,833,132</u>	<u>\$ 2,264,866</u>	<u>\$ 2,034,633</u>	<u>\$ 1,496,123</u>

## Five Year Detailed Forecast: Stormwater SDC Reimbursements/Credits FY2017-18 thru FY2021-22

Project Name	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
Villebois Grande Pointe, Grahams Ferry Rd	\$ 29,323	\$ -	\$ -	\$ -	\$ -
Elligsen Industrial Stormwater Improvements	-	-	-	170,250	-
Parkway Woods (Xerox)	-	-	170,250	-	-
Frog Pond Stormwater Improvements	-	45,400	45,400	45,400	45,400
Advance Road Stormwater Improvements	97,722	-	-	-	-
Coffee Creek Industrial Area Stormwater Improvements	-	-	-	-	340,500
Coffee Creek Industrial Area-Garden Acres South	-	688,358	-	-	-
Coffee Creek Industrial Area-Garden Acres North	-	-	-	688,358	-
Basalt Creek Stormwater Improvements	-	-	56,750	56,750	56,750
Total 5 Year Projections: Stormwater SDC Reimbursements/Credits	<u>\$ 127,045</u>	<u>\$ 733,758</u>	<u>\$ 272,400</u>	<u>\$ 960,758</u>	<u>\$ 442,650</u>

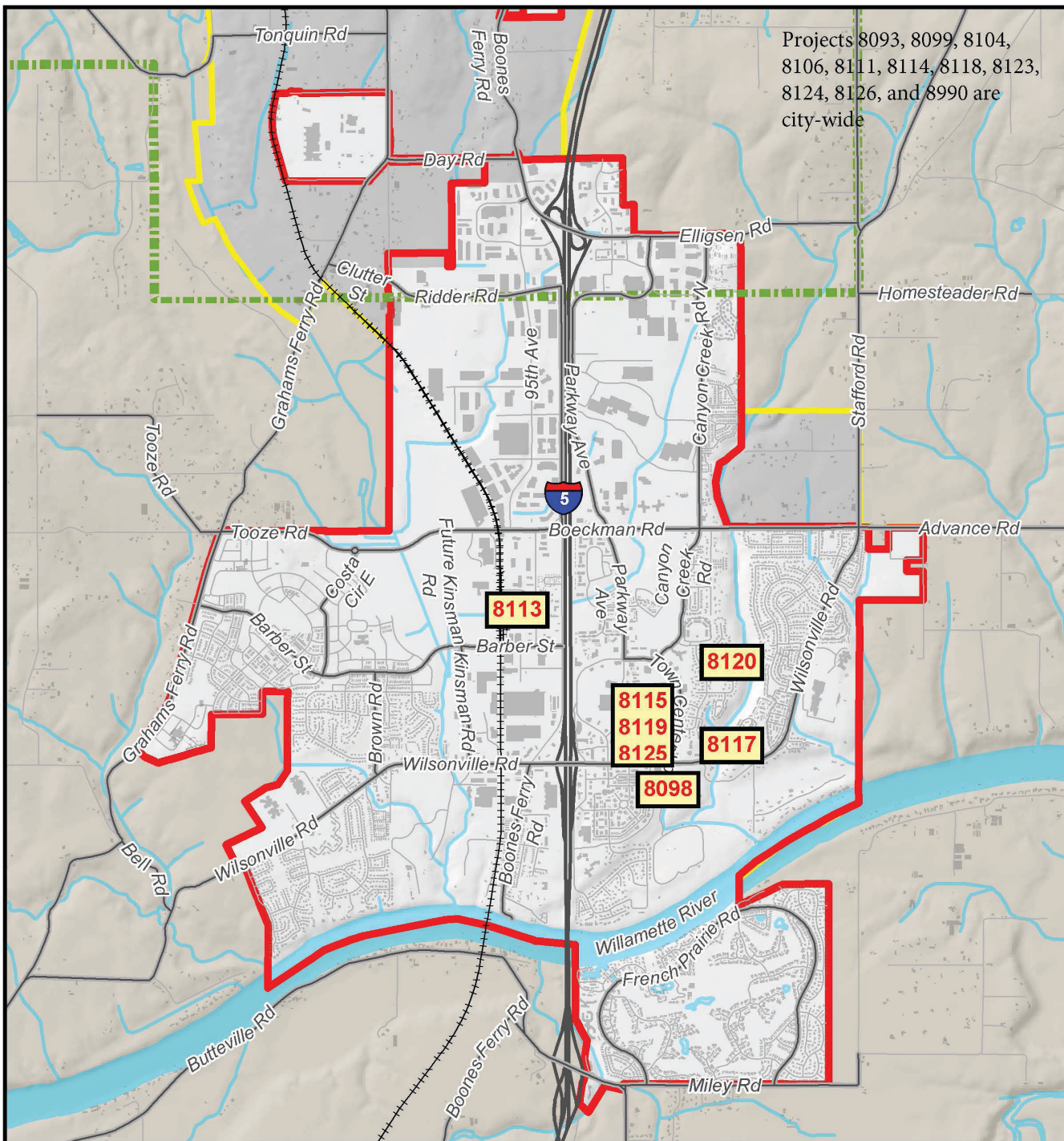




*Rose Garden at Town Center Park*



# Facilities and Transit Projects



The City of Wilsonville, Oregon  
Clackamas and Washington Counties

## Wilsonville Boundaries

-  City Limits
-  County Boundary
-  UGB



4/19/2017

0 Miles 0.5



# Facilities and Transit Projects

## 2017-18 Funding Sources

Proj.	Project Name	General Fund	Grants	Transit	Eastside URA Program Income	Water Ops	Sewer Ops	Loan Proceeds	Total Resources
<b>Construction Projects</b>									
8098	Library Improvements	\$ 30,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,030,000
8104	Transit Shelters & ADA Improvements	-	80,000	20,000	-	-	-	-	100,000
8113	Public Works Facility	15,000	-	-	-	25,000	25,000	35,000	100,000
8117	Public Works/Police Building Seismic Upgrades	132,813	159,375	-	-	38,516	38,516	55,780	425,000
<b>Annual Maintenance Projects</b>									
8106	City Facility Repairs	52,500	-	-	-	-	-	-	52,500
8111	HVAC Replacements	78,000	-	-	-	-	-	-	78,000
<b>Miscellaneous Projects</b>									
8099	Centralized Building Control System	21,850	-	-	-	4,750	4,750	6,650	38,000
8114	City Wide ReKey	17,000	-	-	-	-	-	-	17,000
8115	City Hall Turf Drainage and Re-sod	29,175	-	-	-	-	-	-	29,175
8118	Monument Sign Replacements	50,000	-	-	-	-	-	-	50,000
8119	Human Resource Offices Improvements	30,000	-	-	-	-	-	-	30,000
8120	Art Tech School Roof Replacement	-	-	-	70,000	-	-	-	70,000
8125	Willamette River Conference Room Furniture Rplc	45,000	-	-	-	-	-	-	45,000
8990	CD Support for Miscellaneous Projects	8,000	-	-	-	-	-	-	8,000
		<u>\$ 509,338</u>	<u>\$ 1,239,375</u>	<u>\$ 20,000</u>	<u>\$ 70,000</u>	<u>\$ 68,266</u>	<u>\$ 68,266</u>	<u>\$ 97,430</u>	<u>\$ 2,072,675</u>

## PROJECT SUMMARIES-CONSTRUCTION PROJECTS

### Project #8098 Library Improvements

The City was awarded a \$1 million grant from the Clackamas County library district to construct improvements to the City's library. The primary use of the money is targeted on refreshing the look and feel of the library, resolving handicap accessibility issues with the restrooms, and re-programming the central core space to make the layout more efficient and usable. Concept planning and design are under contract. Final design and construction are scheduled for FY 17/18.

*Priority: High*

*Justification: Aging infrastructure and city growth*

*Status: Continued from FY2013-14*

*Estimated Date of Completion: FY2017-18*

*FY2017-18 Funding Sources: Grant/General Fund*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 15,274	\$ 162,090	\$ 1,017,400	\$ -	\$ 1,194,764
Engineering Administration	2,548	6,000	12,600	-	21,148
	<u>\$ 17,822</u>	<u>\$ 168,090</u>	<u>\$ 1,030,000</u>	<u>\$ -</u>	<u>\$ 1,215,912</u>

# Facilities and Transit Projects

## Project #8104: Transit Shelters and ADA Improvements

This grant-funded project will provide new transit shelters where there currently aren't any and also remedy ADA deficiencies at transit stops throughout the city.

Priority: Medium

Justification: Aging infrastructure

Status: Continued from FY2014-15

Estimated Date of Completion: FY2021-22

FY2017-18 Funding Sources: Grant/Transit

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

<b>Project Costs:</b>	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 32,444	\$ -	\$ 100,000	\$ 200,000	\$ 332,444
Engineering Administration	7,206	-	-	-	7,206
	<u>\$ 39,650</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 200,000</u>	<u>\$ 339,650</u>

## Project #8113: Public Works Facility

Property Acquisition was completed in 2016. In FY 17-18, this project will kick-off the initial planning phase including the layout, concept planning and space planning efforts prior to design efforts in future years.

Priority: High

Justification: Aging Infrastructure

Status: Continued from FY2016-17

Estimated Date of Completion: FY2021-22

FY2017-18 Funding Sources: Multiple Sources

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 1,779,236	\$ 100,000	\$13,792,271	\$15,671,507
Engineering Administration	-	62,273	-	482,729	545,002
	<u>\$ -</u>	<u>\$ 1,841,509</u>	<u>\$ 100,000</u>	<u>\$14,275,000</u>	<u>\$16,216,509</u>

## Project #8117: Public Works/Police Building Seismic Upgrades

This project will perform seismic rehabilitation work to upgrade the facility to Building Risk Category IV - Immediate Occupancy Performance Level. A portion of the repair work will be funded with grant proceeds and the balance of the project will be funded by the General Fund, Road Operating Fund, Water Operating Fund, Sewer Operating Fund and the Stormwater Operating Fund.

Priority: High

Justification: Public Safety

Status: Continued from FY2016-17

FY2017-18 Funding Sources: Grant/Various Funding Sources

Estimated Date of Completion: FY2017-18

Operations Impact: Ongoing maintenance expected to remain the same

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 30,600	\$ 425,000	\$ -	\$ 455,600
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 30,600</u>	<u>\$ 425,000</u>	<u>\$ -</u>	<u>\$ 455,600</u>

# Facilities and Transit Projects

## PROJECT SUMMARIES-ANNUAL MAINTENANCE PROJECTS

### Project #8106: City Facilities Repairs (Facility Master Plan Implementation)

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

*Priority: Medium*

*Justification: Aging infrastructure and public safety*

*Status: Annual*

*Estimated Date of Completion: Annual*

*FY2017-18 Funding Sources: General Fund*

*Operations Impact: Ongoing maintenance costs to remain the same*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 58,250	\$ 52,500	Annual	Annual
Engineering Administration	-	-	-	-	-
	<b>\$ -</b>	<b>\$ 58,250</b>	<b>\$ 52,500</b>	<b>\$ -</b>	<b>\$ -</b>

### Project #8111: HVAC Replacements

This project will replace aging and inefficient heating, ventilating, air conditioning (HVAC) units in various City buildings.

*Priority: Medium*

*Justification: Aging infrastructure*

*Status: Annual*

*Estimated Date of Completion: Annual*

*FY2017-18 Funding Sources: General Fund*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 55,000	\$ 78,000	Annual	\$ 133,000
Engineering Administration	-	-	-	-	-
	<b>\$ -</b>	<b>\$ 55,000</b>	<b>\$ 78,000</b>	<b>\$ -</b>	<b>\$ 133,000</b>

## PROJECT SUMMARIES-MISCELLANEOUS PROJECTS

### Project #8099: Centralized Building Control System

This project will install Supervisory Control and Data Acquisition (SCADA) equipment at various City buildings to allow future facility HVAC systems to interface and communicate through a centralized location.

*Priority: High*

*Justification: Aging infrastructure and efficiency improvements*

*Status: Continued from FY2013-14*

*Estimated Date of Completion: FY2017-18*

*FY2017-18 Funding Sources: Various Funding Sources*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 80,719	\$ 34,000	\$ 38,000	\$ -	\$ 152,719
Engineering Administration	-	-	-	-	-
	<b>\$ 80,719</b>	<b>\$ 34,000</b>	<b>\$ 38,000</b>	<b>\$ -</b>	<b>\$ 152,719</b>

# Facilities and Transit Projects

## Project #8114: City Wide Re-Key

The city is long overdue for a key system upgrade. The existing system has been in place for many years, coupled with employee change over and lost key rings, there is now a need to phase-in rekeying of the various City buildings. This project will rebuild the key tree and increase security.

*Priority: Medium*

*Justification: Security*

*FY2017-18 Funding Source: General Fund*

*Status: Continued from FY2016-17*

*Estimated Date of Completion: FY2018-19*

*Operations Impact: Ongoing maintenance expected to remain the same*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 17,000	\$ 17,000	\$ 40,088	\$ 74,088
Engineering Administration	-	-	-	5,412	5,412
	<u>\$ -</u>	<u>\$ 17,000</u>	<u>\$ 17,000</u>	<u>\$ 45,500</u>	<u>\$ 79,500</u>

## Project #8115: City Hall Turf Drainage and Re-Sod

City hall turf areas were placed over a hard pan that was created by compaction during original construction. Percolation is minimal, creating either too wet or too dry conditions. To correct this issue, a drainage system will be installed and the soil heavily amended, re-grading and re-seeded.

*Priority: Medium*

*Justification: Maintenance*

*FY2017-18 Funding Sources: General Fund*

*Status: Continued from FY2016-17*

*Estimated Date of Completion: FY2017-18*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 35,000	\$ 29,175	\$ -	\$ 64,175
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ 29,175</u>	<u>\$ -</u>	<u>\$ 64,175</u>

## Project #8118: Monument Sign Replacements

This project provides a budget for replacement of monument signs at City buildings and parks to reflect the recently adopted logo.

*Priority: Medium*

*Justification: Obsolescence*

*FY2017-18 Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY2017-18*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 50,000</u>



## Facilities and Transit Projects

### Project #8119: Human Resource Office Improvements

The Facilities Master Plan identifies the need to improve the level of soundproofing in the HR Offices in order to ensure conversations stay confidential and protect employee privacy. The project would require sheet rock removal, sound barrier installation, new sheet rock and paint, and ceiling insulation.

*Priority: Medium*

*Justification: Privacy*

*FY2017-18 Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY2017-18*

*Operations Impact: Ongoing maintenance expected to remain the same*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ 30,000</u>

### Project #8120: Art Tech Roof Replacement

This project funds a full roof replacement for the Art Tech Building.

*Priority: Medium*

*Justification: Aging Infrastructure*

*FY2017-18 Funding Sources: Eastside Urban Renewal*

*Status: New Project*

*Estimated Date of Completion: FY2017-18*

*Operations Impact: Maintenance to be provided by West Linn/Wilsonville School District*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 70,000	\$ -	\$ 70,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,000</u>	<u>\$ -</u>	<u>\$ 70,000</u>

### Project #8125: Willamette River Conference Room Furniture Replacement

This project, which will continue through FY2018-19, will replace the tables and chairs in the Willamette River Conferences rooms. The existing furniture will be distributed throughout the City or will be used as parts to repair existing equipment.

*Priority: Medium*

*Justification: Maintenance*

*FY2017-18 Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY2018-19*

*Operations Impact: Maintenance costs estimated at \$4,100 per year*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 45,000	\$ 20,000	\$ 65,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,000</u>	<u>\$ 20,000</u>	<u>\$ 65,000</u>

# Facilities and Transit Projects

## Project #8990: Annual – CD Department Support for Miscellaneous Projects

This project funds as-needed Engineering / Community Development staff support for miscellaneous Facilities Project as required. Prior to Fiscal Year 15/16, Engineering/CD support for Building Projects was programmed into individual Transit/Building CIPs.

Priority: High  
 Justification: Fiscal planning for CIPs  
 FY2017-18 Funding Sources: General Fund  
 Status: Annual  
 Estimated Date of Completion: Annual  
 Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	4,200	8,000	-	-
	<u>\$ -</u>	<u>\$ 4,200</u>	<u>\$ 8,000</u>	<u>\$ -</u>	<u>\$ -</u>

# Facilities and Transit Projects

## Five Year Facilities CIP Forecast FY2017-18 thru FY2021-22

Project Title	Funding Source	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
<b>Construction Projects</b>						
Library Improvements	General Fund/Grant	\$ 1,030,000	\$ -	\$ -	\$ -	\$ -
Transit Shelters & ADA Improvements	Transit/Grant	100,000	50,000	50,000	50,000	50,000
Public Works Facility	Various	100,000	-	-	7,137,500	7,137,500
Public Works/Police Building Seismic Upgrades	Grant/Various	425,000	-	-	-	-
Police Building Renovation	General Fund	-	-	-	-	1,671,000
Library Comprehensive HVAC Replacement	General Fund	-	-	-	-	1,065,500
<b>Annual Maintenance Projects</b>						
City Facility Repairs	General Fund	52,500	52,500	52,500	52,500	52,500
HVAC Replacements	General Fund	78,000	50,000	50,000	50,000	50,000
<b>Miscellaneous Projects</b>						
Centralized Building Control System	General Fund	38,000	-	-	-	-
City Wide ReKey	Various	17,000	45,500	-	-	-
City Hall Turf Drainage and Re-sod	General Fund	29,175	-	-	-	-
Monument Sign Replacements	General Fund	50,000	-	-	-	-
Human Resource Offices Improvements	General Fund	30,000	-	-	-	-
Art Tech School Roof Replacement	Eastside Urban Renewal	70,000	-	-	-	-
Willamette River Conference Room Furniture Rplc	General Fund	45,000	20,000	-	-	-
CD Support for Miscellaneous Projects	General Fund	8,000	8,000	8,000	8,000	8,000
Art Tech School Side Replacement/Paint	Eastside Urban Renewal	-	80,000	-	-	-
Community Center Siding Replacement/Paint	General Fund	-	150,000	-	-	-
Public Works/Police Building Window Replacements	General Fund	-	120,000	-	-	-
SMART Breakroom Siding Repair	Transit	-	6,500	-	-	-
SMART Parking Lot Repair	Transit	-	3,000	-	-	-
Water Sites Lighting Fixture Retro Fit	Water Operations	-	10,000	-	-	-
City Hall Exterior Brick Reseal	General Fund	-	-	-	15,000	-
Public Works/Police Building Parking Lot Repair	General Fund	-	-	-	-	126,000
Library Parking Lot Repair	General Fund	-	-	-	-	10,000
Community Center Parking Lot Repair	General Fund	-	-	-	-	100,000
Community Center HVAC Replacement	General Fund	-	-	-	-	950,000
Total 5 Year Projections		\$ 2,072,675	\$ 595,500	\$ 160,500	\$ 7,313,000	\$ 11,220,500
<b>Funding Sources</b>						
General Fund		509,338	438,500	110,500	1,196,125	5,103,625
Grants		1,239,375	40,000	40,000	40,000	40,000
Transit		20,000	27,000	10,000	10,000	10,000
Eastside URA Project Income		70,000	80,000	-	-	-
Water Operations		68,266	10,000	-	1,784,375	1,784,375
Sewer Operations		68,266	-	-	1,784,375	1,784,375
Loan Proceeds		97,430	-	-	2,498,125	2,498,125
Total Funding Sources		\$ 2,072,675	\$ 595,500	\$ 160,500	\$ 7,313,000	\$ 11,220,500

# Information Systems Projects

## 2017-18 Funding Sources

Proj.	Project Name	General Fund	Transit	Building Fund	Total Resources
<b>Miscellaneous Projects</b>					
8093	Fiber Connectivity Project	\$ 110,000	\$ -	\$ -	\$ 110,000
8122	Copier Replacement Plan	10,000	-	-	10,000
8123	Citywide Website Redesign	65,000	20,000	-	85,000
8124	Wilsonville Maps Website Upgrade/Replacement	35,000	-	-	35,000
8126	ERP Replacement	200,000	-	150,000	350,000
		<u>\$ 420,000</u>	<u>\$ 20,000</u>	<u>\$ 150,000</u>	<u>\$ 590,000</u>

### PROJECT SUMMARIES-MISCELLANEOUS PROJECTS

#### Project #8093: Fiber Connectivity Project

City growth and changes of technology are driving the need to extend fiber connections to the City's many facilities to provide reliable and secure IT connections. This project continues efforts begun in FY 13/14 to map existing fiber conduit and service lines, identify gaps in service, and prioritize infill. Existing conduit will be used where possible and new conduit will be installed in conjunction with the City's upcoming road, water and sewer projects. In some areas, infill conduit will be installed independently of another capital project. At build out, this fiber project will connect with Clackamas County and the West Linn-Wilsonville School District, and provide shared benefits to all the parties participating in this project.

*Priority: High*

*Justification: City growth*

*Status: Annual*

*Estimated Date of Completion: Annual*

*FY2017-18 Funding Sources: General Fund*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 20,000	\$ 100,000	Annual	Annual
Engineering Administration	-	4,000	10,000	-	-
	<u>\$ -</u>	<u>\$ 24,000</u>	<u>\$ 110,000</u>	<u>\$ -</u>	<u>\$ -</u>

# Information Systems Projects

## Project #8122: Copier Replacement Plan

This project provides annual funding for replacement of office copiers throughout the City. The Library staff copier will be replaced in FY17-18. The five year plan includes replacements throughout the City as the copiers reach the end of the equipment life cycle.

*Priority: High*

*Justification: Equipment Life Cycle*

*Status: Annual*

*Estimated Date of Completion: Annual*

*FY2017-18 Funding Sources: General Fund*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ 10,000	Annual	Annual
Engineering Administration	-	-	-	-	-
	\$ -	\$ -	\$ 10,000	\$ -	\$ -

## Project #8123: City Website Redesign

The City's websites are on schedule to be redesigned roughly every 5 years to make the sites easier and more efficient for the public to use and to take advantage of the current trends in municipal government sites. This project provides funding for this project.

*Priority: Medium*

*Justification: Council Goal*

*Status: New Project*

*Estimated Date of Completion: FY2017-18*

*FY2017-18 Funding Sources: General Fund/Transit*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 85,000	\$ -	\$ 85,000
Engineering Administration	-	-	-	-	-
	\$ -	\$ -	\$ 85,000	\$ -	\$ 85,000

## Project #8124: Wilsonville Maps Website Upgrade/Replacement

This project is for the implementation of an up-to-date website infrastructure that will assist in furthering the integration of the City's enterprise asset management, permitting and financial systems. In return the GIS system will continue to provide customer service enhancements to staff, customers, and citizens of the City of Wilsonville.

*Priority: Medium*

*Justification: Council Goal*

*Status: New Project*

*Estimated Date of Completion: FY2017-18*

*FY2017-18 Funding Sources: General Fund*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Engineering Administration	-	-	-	-	-
	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000

# Information Systems Projects

## Project #8126: ERP Replacement

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

*Priority: High*

*Justification: Equipment Life Cycle*

*Status: Annual*

*Estimated Date of Completion: Annual*

*FY2017-18 Funding Sources: General Fund/Building Fund*

*Operations Impact: To be determined during the negotiation of contract*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 350,000	\$ 1,100,000	\$ 1,450,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 350,000</u>	<u>\$ 1,100,000</u>	<u>\$ 1,450,000</u>

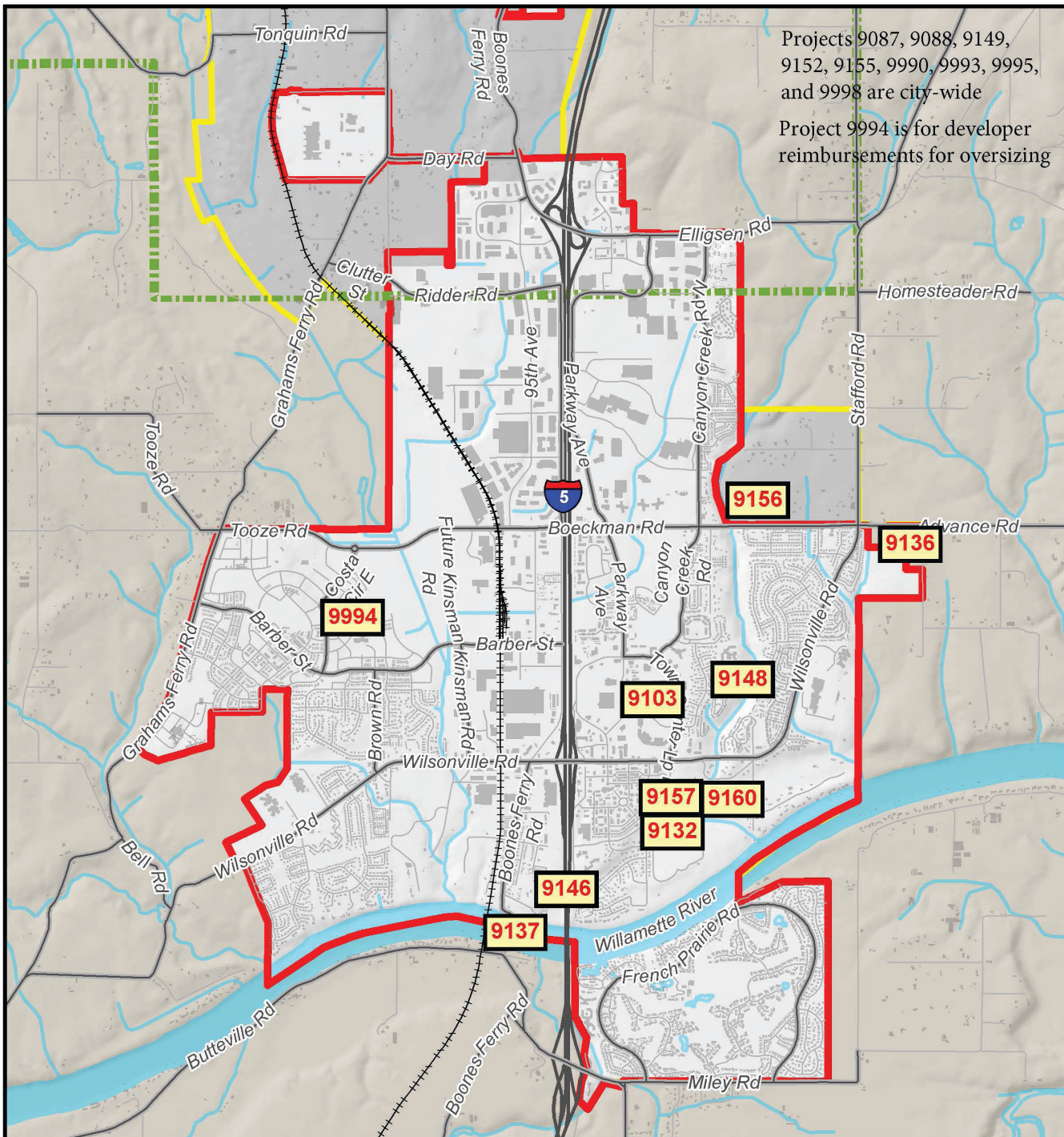


# Information Systems Projects






## Five Year Information Systems CIP Forecast FY2017-18 thru FY2021-22

Project Title	Funding Source	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
<b>Miscellaneous Projects</b>						
Fiber Connectivity Project	General Fund	\$ 110,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Copier Replacement Plan	Various	10,000	20,000	40,000	35,000	45,000
Citywide Website Redesign	General Fund/Transit	85,000	-	-	-	-
Wilsonville Maps Website Upgrade/Replacement	General Fund	35,000	-	-	-	-
ERP Replacement	Various	350,000	650,000	150,000	150,000	150,000
Citywide Phone System Replacement	General Fund	-	325,000	25,000	25,000	25,000
Fuel Management Software	Fleet	-	20,000	-	-	-
Security Access System	General Fund	-	100,000	-	-	-
SAN Refresh	General Fund	-	-	100,000	-	-
Enterprise Event, Facility, Volunteer Management System	General Fund	-	40,000	40,000	40,000	40,000
<b>Total 5 Year Projections</b>		<b>590,000</b>	<b>1,210,000</b>	<b>410,000</b>	<b>305,000</b>	<b>315,000</b>
General Fund		420,000	590,000	325,000	205,000	230,000
Transit		20,000	-	10,000	-	-
Building Fund		150,000	500,000	50,000	50,000	50,000
Water Operating		-	40,000	10,000	10,000	10,000
Sewer Operating		-	40,000	10,000	10,000	10,000
Stormwater Operating		-	20,000	5,000	5,000	5,000
Fleet		-	20,000	-	-	-
Community Development		-	-	-	25,000	10,000
<b>Total Funding Sources</b>		<b>\$ 590,000</b>	<b>\$ 1,210,000</b>	<b>\$ 410,000</b>	<b>\$ 305,000</b>	<b>\$ 315,000</b>

# Parks Projects



Projects 9087, 9088, 9149, 9152, 9155, 9990, 9993, 9995, and 9998 are city-wide  
 Project 9994 is for developer reimbursements for oversized

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

# Parks Projects

## 2017-18 Funding Sources

Proj.	Project Name	Parks SDC	Contributions	General Fund	Total Resources
<b>Construction Projects</b>					
9103	Skate Facilities	\$ 103,500	\$ -	\$ -	\$ 103,500
9132	Memorial Park Master Plan Implementation	759,500	-	-	759,500
9136	Advance Road Sports Fields	25,875	-	-	25,875
9137	French Prairie Bridge	193,150	-	-	193,150
9146	I-5 Undercrossing Trail	249,700	-	-	249,700
9155	Ice Age Tonquin Trail	227,000	-	-	227,000
9156	Boeckman Trail and Trailhead	646,950	-	-	646,950
<b>Master Plan and Studies</b>					
9149	City Wide Parks and Rec Comp Master Plan Update	51,750	-	-	51,750
9160	Stein-Boozer Barn Structural Assessment	-	-	15,000	15,000
<b>System Development Reimbursements/Credits</b>					
9994	Parks SDC Reimbursements	2,101,613	-	-	2,101,613
<b>Miscellaneous Projects</b>					
9087	Tree Mitigation-Other than White Oak	-	2,000	-	2,000
9088	Tree Mitigation-White Oak	-	500	-	500
9148	Boeckman Trail Slope Stabilization	-	-	30,000	30,000
9152	Play Structure Replacement	-	-	293,375	293,375
9157	Town Center Park Water Feature Automation	-	-	20,000	20,000
9990	CD Support for Miscellaneous Projects	5,000	-	5,000	10,000
9993	Parks CIP closeout from Prior Years	1,800	-	1,200	3,000
9995	Early Planning - Future Parks Projects	3,000	-	1,000	4,000
9998	5 Year and Annual Parks CIP Budget Development	2,000	-	500	2,500
		<u>\$ 4,370,838</u>	<u>\$ 2,500</u>	<u>\$ 366,075</u>	<u>\$ 4,739,413</u>

## PROJECT SUMMARIES-CONSTRUCTION PROJECTS

### Project #9103: Skate Facilities

This project is for the design and construction of a skate park in Memorial Park.

*Priority: High*

*Justification: City growth*

*Status: Continued from FY2007-08*

*Estimated Date of Completion: Design phase completed in 2017-18*

*FY2017-18 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	2016-17	2017-18	Year Costs	Total
Design & Construction	\$ 5,000	\$ -	\$ 100,000	\$ -	\$ 105,000
Engineering Administration	24,139	-	3,500	-	27,639
	<u>\$ 29,139</u>	<u>\$ -</u>	<u>\$ 103,500</u>	<u>\$ -</u>	<u>\$ 132,639</u>

# Parks Projects

## Project #9132: Memorial Park Master Plan Implementation

This project funds a wide variety of physical improvements to Memorial Park, as identified in the Memorial Park Master Plan. For example, East Parking Lot improvements and Bicycle pump track. Future costs are eligible for Park SDC funding.

*Priority: High*

*Justification: City Growth*

*FY2017-18 Funding Sources: Parks SDC*

*Status: Continued from FY2012-13*

*Estimated Date of Completion: FY2021-22*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 30,916	\$ 160,000	\$ 700,000	\$ 8,546,256	\$ 9,437,172
Engineering Administration	350	5,600	59,500	1,153,744	1,219,194
	<u>\$ 31,266</u>	<u>\$ 165,600</u>	<u>\$ 759,500</u>	<u>\$ 9,700,000</u>	<u>\$10,656,366</u>

## Project #9136: Advance Road Sports Fields

Per the terms of a land exchange agreement with the West Linn/Wilsonville School District, the City received ten acres for future sports fields from property owned by the District on Advance Road in exchange for the approximately ten-acre Lowrie Primary School property. This project is to pay for City expenses in assisting the District in annexing and partitioning the property, and concept planning the future sports fields. Future costs are eligible for Park SDC funding.

*Priority: High*

*Justification: City growth*

*FY2017-18 Funding Sources: Parks SDC*

*Status: Continued from FY2013-14*

*Estimated Date of Completion: Project development to be completed FY2017-18*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 6,950	\$ -	\$ 25,000	\$ 8,810,573	\$ 8,842,523
Engineering Administration	3,314	165	875	1,189,427	1,193,781
	<u>\$ 10,264</u>	<u>\$ 165</u>	<u>\$ 25,875</u>	<u>\$10,000,000</u>	<u>\$10,036,304</u>

# Parks Projects

## Project #9137: French Prairie Bridge

The City has been awarded \$1.2 million in Metropolitan Transportation Improvement Program (MTIP) grant funding through Metro for project development and preliminary engineering efforts to construct a bike, pedestrian, and emergency vehicle access bridge across the Willamette. An Intergovernmental Agreement was finalized in FY2014/15. The City's local match requirement for this phase of the project is funded with Parks SDC funds.

*Priority: High*

*Justification: City growth*

*FY2017-18 Funding Sources: Parks SDC*

*Status: Carryover from FY2013-14*

*Estimated Date of Completion: Project development to be completed FY2018-19*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 20,685	\$ 90,000	\$ 90,000	\$ 319,868	\$ 520,553
Engineering Administration	69,939	123,150	103,150	43,182	339,421
	<u>\$ 90,624</u>	<u>\$ 213,150</u>	<u>\$ 193,150</u>	<u>\$ 363,050</u>	<u>\$ 859,974</u>
MTIP Grant Funding	-	-	900,000	300,000	1,200,000
	<u>\$ 90,624</u>	<u>\$ 213,150</u>	<u>\$ 1,093,150</u>	<u>\$ 663,050</u>	<u>\$ 2,059,974</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*

*FY2017-18 Funding Sources: Parks SDC*

*Status: Carryover from FY2014-15*

*Estimated Date of Completion: FY2019-20*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 106,671	\$ 18,000	\$ 220,000	\$ 440,529	\$ 785,200
Engineering Administration	51,732	7,130	29,700	59,471	148,033
	<u>\$ 158,403</u>	<u>\$ 25,130</u>	<u>\$ 249,700</u>	<u>\$ 500,000</u>	<u>\$ 933,233</u>

## Project #9155: Ice Age Tonquin Trail

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

*Priority: Medium*

*Justification: City Growth*

*FY2017-18 Funding Sources: Parks SDCs*

*Status: Continued from FY2016-17*

*Estimated Date of Completion: FY2019-20*

*Operations Impact: Minimal Impact is anticipated*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 20,000	\$ 200,000	\$ 400,000	\$ 620,000
Engineering Administration	-	2,700	27,000	54,000	83,700
	<u>\$ -</u>	<u>\$ 22,700</u>	<u>\$ 227,000</u>	<u>\$ 454,000</u>	<u>\$ 703,700</u>



# Parks Projects

## PROJECT SUMMARIES-MASTER PLANS AND STUDIES

### Project #9149: City Wide Parks and Recreation Comprehensive Master Plan Update

This project will update the City-wide Parks Master Plan, addressing City Parks and Recreation service delivery not being addressed by the specific Memorial Park and Boones Ferry Park Master Plans. The project will also produce a Parks and Recreation Strategic Plan that will identify the mission, vision, and core services that will complement the City Wide Parks and Recreation Comprehensive Master Plan.

*Priority: Medium*

*Justification: City growth*

*FY2017-18 Funding Sources: Parks SDC*

*Status: Carryover from FY2016-17*

*Estimated Date of Completion: FY2017-18*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration	-	-	1,750	-	1,750
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 51,750</u>	<u>\$ -</u>	<u>\$ 51,750</u>

### Project #9160: Stein-Boozier Barn Structural Assessment

The Barn was refurbished approximately 10 years ago to keep its historical nature. At the time of reconstruction, there was some concern about how it would hold up over time and if the load rating for bad weather was sufficient for public use. This project will pay for a consultant to reassess the Barn and its weather load rating. This project does not include any type of improvements or modifications that may come out of the assessment.

*Priority: High*

*Justification: Safety*

*FY2017-18 Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY2017-18*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ 15,000</u>



**PROJECT SUMMARIES-SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS**

**Project #9156: Boeckman Trail and Trailhead**

This project funds the City portion of a planned linear park and trail along Boeckman Creek north of Boeckman Road and extending into the Frog Pond development. The park and trail is expected to be constructed by a Developer, with this CIP project providing cash through SDC Reimbursement to the Developer.

*Priority: Medium*

*Justification: City Growth*

*FY2017-18 Funding Sources: Parks SDCs*

*Status: New Project*

*Estimated Date of Completion: FY2018-19*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 570,000	\$ 1,192,070	\$ 1,762,070
Engineering Administration	-	-	76,950	160,930	237,880
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 646,950</u>	<u>\$ 1,353,000</u>	<u>\$ 1,999,950</u>

**Project #9994: Parks SDC Reimbursements/Credits**

Beginning this Fiscal Year, all SDC Reimbursements/Credits are being accrued under this project number, except for Montague Park (#9148) and Edelweiss Park (#9153) that are funded by the Westside Urban Renewal District. In previous fiscal years, SDC reimbursements in excess of \$10,000 were budgeted separately as individual projects. SDC reimbursements occur when developers build a City expansion project that goes beyond the needs of their immediate development.

*Priority: Medium*

*Justification: City growth*

*FY2017-18 Funding Sources: Parks SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 1,851,641	Annual	Annual
Engineering Administration	-	1,000	249,972	-	-
	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 2,101,613</u>	<u>\$ -</u>	<u>\$ -</u>

**PROJECT SUMMARIES-MISCELLANEOUS PROJECTS**

**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*

*FY2017-18 Funding Sources: Contributions*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 800	\$ 2,000	Annual	Annual
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 800</u>	<u>\$ 2,000</u>	<u>\$ -</u>	<u>\$ -</u>

# Parks Projects

## 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

FY2017-18 Funding Sources: Contributions

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 500	\$ 500	Annual	Annual
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #9148: Boeckman Trail Slope Stabilization

This project provides an annual budget to repair a section of the trail that has slid/sunk due to a slope failure.

Priority: High

Justification: Safety

FY2017-18 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 30,000	\$ 30,000	Annual	\$ 60,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ 60,000</u>

## Project #9152: Annual – Play Structure Replacement

This project provides an annual budget to replace old and worn playground equipment in City Parks.

Priority: High

Justification: Safety

FY2017-18 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 293,375	Annual	Annual
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 293,375</u>	<u>\$ -</u>	<u>\$ -</u>

# Parks Projects

## Project #9157: Town Center Park Water Feature Automation

This project replaces the original control system, which requires an underground (confined) entry to program, install, and re-boot, with an automated system that will allow programming, adjusting, and monitoring of the water features controls and equipment from the public works office.

*Priority: High*

*Justification: Aging infrastructure*

*FY2017-18 Funding Sources: General Fund*

*Status: New Project*

*Estimated Date of Completion: FY2017-18*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ 20,000</u>

## Project #9990: CD Support for Miscellaneous Projects

This project funds as-needed Engineering / Community Development staff support for Parks projects such as 9103, 9148, and 9149 that are generally performed or contracted for directly by the Parks Department. Prior to FY 2015-16, Engineering/CD support for Parks projects was programmed into individual CIPs.

*Priority: High*

*Justification: Aging infrastructure*

*FY2017-18 Funding Sources: Parks SDC/General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	17,000	10,000	-	-
	<u>\$ -</u>	<u>\$ 17,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>

## Project #9993: 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*

*FY2017-18 Funding Sources: Parks SDC/General Fund*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2016-17</b>	<b>2017-18</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	-	3,000	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ -</u>

# Parks Projects

## Project #9995: Early Planning – Future Parks

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

FY2017-18 Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	1,500	4,000	-	-
	\$ -	\$ 1,500	\$ 4,000	\$ -	\$ -

## Project #9998: 5-Year & Annual Parks CIP Budget Development

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

Priority: High

Justification: Fiscal planning for CIPs

FY2017-18 Funding Sources: Parks SDC/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2016-17</b>	<b>Budget 2017-18</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	2,000	2,500	-	-
	\$ -	\$ 2,000	\$ 2,500	\$ -	\$ -

# Parks Projects

## Five Year Parks CIP Forecast FY2017-18 thru FY2021-22

Project Title	Funding Source	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
<b>Construction Projects</b>						
Skate Facilities	Parks SDC	\$ 103,500	\$ -	\$ -	\$ -	\$ -
Memorial Park Master Plan Implementation	Parks SDC	759,500	-	-	-	-
Advance Road Sports Fields	Parks SDC	25,875	-	-	-	-
French Prairie Bridge	Parks SDC	193,150	363,050	-	-	-
I-5 Undercrossing Trail	Parks SDC	249,700	250,000	250,000	-	-
Ice Age Tonquin Trail	Parks SDC	227,000	227,000	227,000	-	-
Boones Ferry Master Plan Implementation	Parks SDC	-	-	100,000	100,000	100,000
Tauchman House Remodel	General Fund	-	-	150,000	2,606,000	-
<b>Master Plan and Studies</b>						
City Wide Parks and Rec Comp Master Plan Update	Parks SDC	51,750	-	-	-	-
Stein-Boozier Barn Structural Assessment	General Fund	15,000	-	-	-	-
Duckworth Property Master Plan	Parks SDC	-	100,000	-	-	-
Boones Ferry Master Plan	Parks SDC	-	100,000	-	-	-
<b>System Development Reimbursements/Credits</b>						
Parks SDC Reimbursements	Parks SDC	2,101,613	-	340,500	227,000	326,880
Boeckman Trail and Trailhead	Parks SDC	646,950	1,353,000	-	-	-
<b>Miscellaneous Projects</b>						
Tree Mitigation-Other than White Oak	Contribution	2,000	2,000	4,000	8,000	2,000
Tree Mitigation-White Oak	Contribution	500	500	1,000	2,000	500
Play Structure Replacement	General Fund	293,375	115,000	115,000	115,000	115,000
Boeckman Trail Slope Stabilization	General Fund	30,000	-	30,000	-	30,000
Town Center Park Water Feature Automation	General Fund	20,000	-	-	-	-
Stein-Boozier Barn Structural Repair	General Fund	-	50,000	-	-	-
Parks Improvements	Eastside Urban Renewal	-	-	25,000	-	-
CD Support for Miscellaneous Projects	Parks SDC/General Fund	10,000	6,500	6,500	6,500	6,500
Parks CIP closeout from Prior Years	Parks SDC/General Fund	3,000	5,000	5,000	5,000	5,000
Early Planning - Future Parks Projects	Parks SDC/General Fund	4,000	8,000	8,000	8,000	8,000
5 Year and Annual Parks CIP Budget Development	Parks SDC/General Fund	2,500	5,000	5,000	5,000	5,000
Total 5 Year Projections		\$ 4,739,413	\$ 2,585,050	\$ 1,267,000	\$ 3,082,500	\$ 598,880
<b>Funding Sources</b>						
Parks SDC		4,370,838	2,409,300	933,750	343,250	443,130
General Fund		366,075	173,250	303,250	2,729,250	153,250
Eastside Urban Renewal		-	-	25,000	-	-
Contribution		2,500	2,500	5,000	10,000	2,500
Total Funding Sources		\$ 4,739,413	\$ 2,585,050	\$ 1,267,000	\$ 3,082,500	\$ 598,880
<b>Future Projects Eligible for Park SDC Funding</b>						
Project Title	Funding Source	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
Memorial Park Master Plan Implementation	Parks SDC	-	1,700,000	3,500,000	3,500,000	1,000,000
Advance Road Sports Fields	Parks SDC	-	-	10,000,000	-	-
Total Eligible Park SDC		-	1,700,000	13,500,000	3,500,000	1,000,000

# Parks Projects

## Five Year Detailed Forecast: Parks SDC Reimbursements/Credits FY2017-18 thru FY2021-22

Project Title	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
Villebois Parks Improvements - RP-4 Edelweiss	\$ 580,644	\$ -	\$ -	\$ -	\$ -
Villebois Parks Improvements - RP-5	518,100	-	-	-	-
Villebois SAP E Parks (RP 7 & 8 & NH P 6)	1,002,868	-	-	-	-
Villebois Parks Improvements - RP-6	-	-	113,500	-	-
Basalt Creek Parks and Trails (SDC Credit or Dev. Reimb.)	-	-	227,000	227,000	-
Coffee Creek Parks and Trails (SDC Credit or Dev. Reimb.)	-	-	-	-	326,880
<b>Total 5 Year Projections: Parks SDC Reimbursements/Credits</b>	<b>\$ 2,101,613</b>	<b>\$ -</b>	<b>\$ 340,500</b>	<b>\$ 227,000</b>	<b>\$ 326,880</b>



## 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](http://www.emma.msrb.org).

# Long-term Debt & Limitations

## Long-Term Debt Estimated as of June 30, 2017

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
<b>Self Supporting Full Faith &amp; Credit Debt:</b>				
Water Refunding, Series 2007	3.85%	7,875,000	12/1/2020	2,840,000
Sewer Treatment Plant, Series 2011	2.00%-4.00%	38,940,000	6/1/2031	31,685,000
<b>Revenue Bonds:</b>				
Water Revenue Refunding, Series 2006	1.98%	4,059,000	6/1/2020	3,080,000
				<u>\$ 37,605,000</u>

## Legal Debt Limits

Under Oregon statutes, (ORS 287A) the City is limited in the amount of principal outstanding for general obligation bonded debt to three percent of real market value of the taxable properties within its boundaries. The statutory limit specifically excludes full faith and credit obligations, and bonds for water, sanitary and storm sewers.

The following schedule depicts the City's legal debt capacity and indicates the amount of marginal capacity available:

<b>Statutory Debt Limitation</b>	
<b>Estimated as of June 30, 2017</b>	
Real Market Value	<u>\$ 4,441,199,119</u>
Debt capacity at 3%	133,235,974
Less outstanding debt	\$ -
Net debt subject to 3% limit	<u>-</u>
Marginal capacity	<u>\$ 133,235,974</u>

# Overlapping Debt

## Overlapping General Obligation Debt as of June 30, 2016

Jurisdiction	General Obligation Bonded Debt Outstanding	Percent Overlapping	Amount Applicable to Government <sup>1</sup>
Direct:			
City of Wilsonville	\$ -	100.00%	\$ -
Total Direct	-		-
Overlapping:			
Clackamas County Community College	\$62,061,012	8.22%	\$5,102,408
Clackamas County	101,775,136	6.01%	6,119,332
Clackamas County ESD	22,960,637	6.60%	1,514,392
Clackamas County School District No.3J (W.Linn-Wilsonville)	241,545,453	34.54%	83,418,930
Clackamas County School District No. 86 (Canby)	66,658,030	13.40%	8,935,176
Metro	199,855,000	1.65%	3,293,211
Portland Community College	335,095,000	0.22%	725,816
Tualatin Valley Fire & Rescue	52,000,000	5.74%	2,985,268
Washington County	53,679,570	0.53%	282,838
Washington County School District No. 88J (Sherwood)	99,865,170	6.87%	6,857,641
Total Overlapping	1,235,495,008		119,235,012

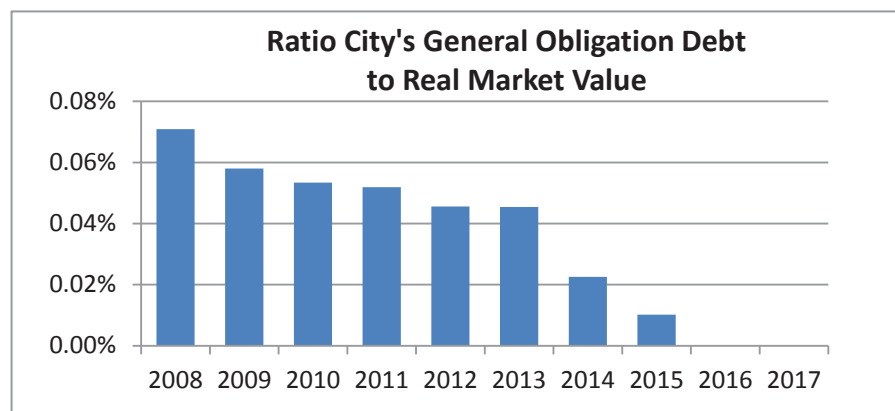
Overlapping debt is important because it measures the ability of the community's tax base to repay the debt obligations issued by all of the overlapping governmental jurisdictions.

<sup>1</sup> 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: Debt Management Division, Oregon State Treasury

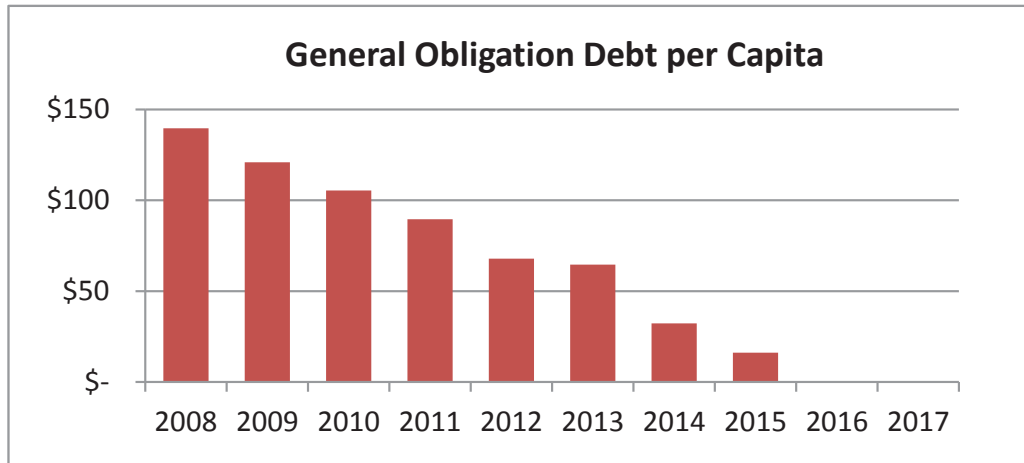
## Debt to Real Market Value

The ratio of general obligation bonds to real market value is an indicator of the overall tax burden long-term debt imposes on property values. The City paid off its one General Obligation Bond in January of 2016, therefore for the City, the ratio at the end of the 2016 fiscal year is 0.00%. The trend seen in the graph below shows the ratio decreasing as the result of new development, increases in market values and decreases in annual debt service payments as debt neared retirement.



## Debt Per Capita

The amount of City debt per capita for general obligation bonds indicates the tax burden on the residents of the City. As the graph below illustrates, the trend has been declining and is due to a growing community coupled with decreases in annual debt service payments as debt neared retirement. The General Obligation Bond was paid off in January 2016, and resulted in a per capita amount of zero at fiscal year end.



## Future Debt Plans

The City does not plan to issue debt in FY 2017-18.

### Debt Service Activity All City Funds, Fiscal Year 2017-18

<u>Fund/Bond or Debt Issue</u>	<u>Principal Balance 6/30/2017</u>	<u>New Debt Issuance</u>	<u>Scheduled Principal</u>	<u>Scheduled Interest</u>	<u>Principal Balance 6/30/2018</u>
<b>Water Operating Fund</b>					
Water Refunding Note, Series 2007	\$ 2,840,000	\$ -	\$ 670,000	\$ 96,443	\$ 2,170,000
Water Refunding Bond, Series 2006	3,080,000	-	1,007,000	60,984	2,073,000
Total Water Operating Fund	<u>5,920,000</u>	<u>-</u>	<u>1,677,000</u>	<u>157,427</u>	<u>4,243,000</u>
<b>Sewer Operating Fund</b>					
Full Faith & Credit Bonds, Series 2011	31,685,000	-	1,780,000	1,163,463	29,905,000
Total Sewer Operating Fund	<u>31,685,000</u>	<u>-</u>	<u>1,780,000</u>	<u>1,163,463</u>	<u>29,905,000</u>
<b>TOTAL ALL FUNDS</b>	<u>\$ 37,605,000</u>	<u>\$ -</u>	<u>\$ 3,457,000</u>	<u>\$ 1,320,890</u>	<u>\$ 34,148,000</u>

## Water Fund Debt

## Revenue Supported

<b>Issue Title:</b>	<b>Full Faith &amp; Credit, Water Refunding Note, Series 2007</b>		
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
2017-18	670,000	96,443	766,443
2018-19	695,000	70,166	765,166
2019-20	725,000	42,831	767,831
2020-21	750,000	14,438	764,438
Total	\$ 2,840,000	\$ 223,878	\$ 3,063,878

<b>Issue Title:</b>	<b>Water Refunding Bond, Series 2016</b>		
Issue Date:	April 16, 2016	Amount:	\$4,059,000
Average interest rate:	1.98%	Insurance:	none
Bond rating:	Bank placement	First principal due:	June 1, 2017
CUSIPs:	none	Last principal due:	June 1, 2020

### Purpose of issuance:

The City refunded a 2006 Bond in April of 2016 with Columbia State Bank because of a favorable interest rate environment, dropping the interest rate from 4% to 1.98%, saving approximately \$150,000 for the Water Fund. The 2006 Bond was the result of refunding the outstanding balance of an original \$15 million bond issued in 2000. That borrowing had an interest rate of 5.3%. By refunding the debt the City will save \$655,000 (cash basis) over the remaining life of the bonds.

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

### Security:

The security for this debt is water revenues received within the Water Operating Fund. The City has pledged to keep net revenues, inclusive of system development charges (SDCs), of at least 125% of annual debt service. Net revenues exclusive of SDCs must be at least 110% of annual debt service. The City is in compliance with all debt covenants for the bonds.

FY	Principal	Interest	Total
2017-18	1,007,000	60,984	1,067,984
2018-19	1,026,000	41,045	1,067,045
2019-20	1,047,000	20,731	1,067,731
Total	\$ 3,080,000	\$ 122,760	\$ 3,202,760

## Revenue Supported

## Sewer Fund Debt

<b>Issue Title: Full Faith and Credit Obligations, Series 2011</b>			
Issue Date:	November 17, 2011	Amount:	\$38,940,000
Average interest rate:	3.43%	Insurance:	none
Bond rating:	S&P: AA+, Moody's: Aa3	First principal due:	June 1, 2013
CUSIPs:	972478FQ9-GH8	Last principal due:	June 1, 2031

### Purpose of issuance:

The proceeds repaid a \$5 million interim borrowing and funded construction of improvements and expansion to the city's wastewater treatment plant. Construction began in 2012. The expansion increased capacity from 2.8 mgd to 4.0 mgd in dry weather.

### Security:

The city covenants its general non-restricted revenues and other funds which may be available for paying the debt. The obligation is not secured by a pledge of or lien on the wastewater revenues, but the City expects to make payments from sewer user revenues

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2017-18	1,780,000	1,163,463	2,943,463
2018-19	1,850,000	1,092,263	2,942,263
2019-20	1,925,000	1,018,263	2,943,263
2019-21	1,980,000	960,513	2,940,513
2021-22	2,060,000	881,313	2,941,313
2023-2026	8,980,000	2,790,539	11,770,539
2027-2031	13,110,000	1,601,250	14,711,250
Total	\$ 31,685,000	\$ 9,507,604	\$ 41,192,604





*Graham Oaks Nature Park*



## Assigned Balances - Designations/Definitions

The City assigns balances to ensure adequate funding in the future for major equipment replacements, major software upgrades, necessary repairs and rehabilitations, and other significant programs or projects.

### *General Fund*

**Financial systems software:** The City's core financial software for accounting, payroll, purchasing, permitting, land management, utility billing, etc., will need to be replaced in the near future.

**Operating systems, servers:** Hardware and software upgrades or replacement.

**City websites/ wireless improvements:** Periodically the City upgrades its web sites and wi-fi systems.

**Records management systems:** Acquisition of related software.

**Conduit, fiber, communications:** Installation of fiber conduit for connectivity.

**Phone system replacement:** The City's phone system is aging and soon needs to be replaced.

**Building repairs/remodeling:** Major repairs, rehabilitation or remodeling of city buildings.

**Future expansion, relocation:** Future expansion and relocation costs.

**Emergency management:** Equipment and major supplies related to disaster preparedness and response.

**Coffee Creek Area planning:** Resource with funds originating from prison infrastructure cost savings, to be applied to community planning in the Coffee Creek area.

**Sustainability Reserve:** Reserves available for unanticipated circumstances and necessary to maintain critical operations.

### *Building Inspection Fund*

**Software:** Reserve for permit software replacement.

### *Transit Fund*

**Bus and Capital needs:** Reserve for future capital needs, including the purchase of rolling stock.

### *Water Operating Fund*

**GAC replacement reserve:** Provides resources for the replacement of granulated activated charcoal.

**Plant Equipment:** Replacement of plant equipment required by the Operating Agreement.

**Maximum annual debt service:** Six months of annual debt service on outstanding bonds, but is not a bond covenant requirement as outstanding bonds have surety insurance for this purpose.

### *Sewer Operating Fund*

**Plant major repair and replacement:** Reserve for the replacement of plant equipment, amount required by contract with operator.

**Maximum annual debt service:** Six months of annual debt service on outstanding bonds, but is not a bond covenant requirement as outstanding bonds have a full faith and credit pledge of the City.

### *Fleet Fund*

**Vehicle replacement:** Accumulated special charges for vehicle replacement typically on a 10-year cycle.

## Assigned Balances - Designated Purpose

	July 1, 2017 Balance	Increases	Decreases	June 30, 2018 Balance
<b>General Fund</b>				
<b>Computers, software, fiber:</b>				
Financial systems software	\$ 1,000,000		(350,000)	\$ 650,000
Operating systems, servers	100,000	100,000		200,000
City web sites/wireless improvements	100,000	100,000		200,000
Records management systems	69,100	-	(12,400)	56,700
Conduit, fiber, communications	190,000	70,000	(110,000)	150,000
Phone system upgrade	200,000	100,000	-	300,000
<b>Facilities and park infrastructure:</b>				
Building repairs/remodeling	500,000	494,000	(244,000)	750,000
Future expansion, relocation	747,500	252,500	-	1,000,000
<b>Emergency management</b>				
Equipment and major supplies	225,000	-	-	225,000
<b>Future program costs:</b>				
Coffee Creek Area planning	1,808,762	-	(100,000)	1,708,762
Sustainability reserve	2,000,000	-	-	2,000,000
	<u>\$ 6,940,362</u>	<u>\$ 1,116,500</u>	<u>\$ (816,400)</u>	<u>\$ 7,240,462</u>
<b>Building Inspection Fund</b>				
Software	<u>\$ 500,000</u>	<u>\$ -</u>	<u>\$ (150,000)</u>	<u>\$ 350,000</u>
<b>Transit Fund</b>				
Bus, building, capital needs	<u>\$ 756,788</u>	<u>\$ 200,000</u>	<u>\$ (120,363)</u>	<u>\$ 836,425</u>
<b>Water Operating Fund</b>				
GAC replacement reserve	\$ 350,000	\$ -	\$ (350,000)	\$ -
Plant repair and replacement reserve	600,000	100,000	-	700,000
Maximum annual debt service <sup>1</sup>	1,883,000	-	-	1,883,000
	<u>\$ 2,833,000</u>	<u>\$ 100,000</u>	<u>\$ (350,000)</u>	<u>\$ 2,583,000</u>
<b>Sewer Operating Fund</b>				
Plant major repair and replacement	\$ 2,400,000	\$ -	\$ -	\$ 2,400,000
Maximum annual debt service <sup>1</sup>	2,940,000	-	-	2,940,000
	<u>\$ 5,340,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,340,000</u>
<b>Fleet Fund</b>				
Vehicle replacement	<u>\$ 499,820</u>	<u>\$ 279,106</u>	<u>\$ (152,000)</u>	<u>\$ 626,926</u>

<sup>1</sup> Not a bond requirement

# Ending Fund Balances

The Governmental Accounting Standards Board (GASB) has defined ending balances as falling into two groupings with five categories. Beginning in FY 2010-11, the City aligned its year-end budgeted fund balance to reflect these new categories.

## **Restricted Fund Balances**

*Nonspendable* –Represents both assets that are nonliquid (e.g. inventory, prepayments, foreclosed properties to be sold) and liquid, legal constraints prevent their use (e.g. principal of an endowment, revolving loan funds)

*Restricted* – Constraints on assets by an external entity (e.g. covenants in bond contracts, restricted grant proceeds, restrictions created by local resolutions or ordinances or charter limitations)

## **Unrestricted Fund Balances**

*Committed* – Constraints created by the governing body on the uses of its own resources

These are enacted via resolution or ordinance, are in place as of the end of the fiscal period and remain binding until formally rescinded or changed. The fundamental difference between Restricted and Committed is that under Committed the government can unilaterally remove constraints it has imposed upon itself.

*Assigned* – Designation (earmark) of resources for a particular purpose by either the governing body or staff, such as the City Manager or Finance Director

Earmarking of resources is not legally binding and can be changed without formal action.

*Unassigned* – Excess of total fund balance over nonspendable, restricted, committed and assigned components

Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated/assigned to the purposes of that fund.

The following tables present the components of ending balance.

### Restricted Fund Balances

Category	Component	Restricted by
<i>Nonspendable</i>	None	
<i>Restricted</i>	Bond covenants	Bond contract
	Taxes for Debt Service	State statute
	Building Inspection net revenues	State statute

### Unrestricted Fund Balances

Category	Component	Restricted by
<i>Committed</i>	Unappropriated	Formal Resolution
<i>Assigned</i>	Contingency Reserve	Council directed
	Designated assignments (see Assigned Balances schedule)	Staff designations
	Debt Service Reserves	Staff designations
	Unassigned Contingency - non-General Fund	GASB definition
<i>Unassigned</i>	Unassigned Contingency - General Fund	GASB definition

# Urban Renewal Agency

## 2017-18 Proposed Budget

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## Urban Renewal Agency Quick Facts

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	Year 2000 Plan	Westside District	Coffee Creek
Frozen tax base	44,087,806	16,526,288	84,613,785
Incremental assessed value	407,311,087	527,483,655	4,051,366
Total district assessed value	451,398,893	544,009,943	88,665,151
FY 2017-18 Taxes Available	5,498,700	6,857,288	53,000
FY 2017-18 Taxes Levied	4,000,000	5,000,000	53,000
Maximum debt limit	92,687,423	49,400,000	67,000,000
Debt issued or authorized	81,385,000	40,000,000	-
Remaining debt limit	11,302,423	9,400,000	67,000,000
Amount of debt principal outstanding, June 30, 2017	5,860,000	27,233,473	
Authorized but not issued	-	-	-



Urban Renewal Budget Committee  
City of Wilsonville  
FY 2017-18

Urban Renewal Budget Committee

Paul Bunn                      Andrew Karr  
Sam Scull                      Arthur Park  
Alan Steiger

Urban Renewal Agency Board

Tim Knapp, Chair

Kristin Akervall              Charlotte Lehan  
Scott Starr                      Susie Stevens

Executive Director

Bryan Cosgrove  
City Manager

Economic Development Manager

Jordan Vance

Finance Director

Susan Cole

Urban Renewal Agency  
City of Wilsonville  
29799 SW Town Center Loop East  
Wilsonville, Oregon 97070  
503.682.1011  
[www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)



May 5, 2017

Members of the Budget Committee,

I am pleased to present the Proposed Budget for Fiscal Year 2017-18, for the Urban Renewal Agency. The Urban Renewal Agency is made up of six distinct areas: The Year 2000 Plan, the Westside Plan, the new Coffee Creek Plan, and three single property areas referred to as Tax Increment Finance Zones. The Year 2000 Plan District and Westside Plan District have been quite successful. When the Year 2000 Plan District was formed, its frozen assessed value was \$44 million. In tax year 2016-17, the total assessed valuation of the area is estimated to be \$438.2 million, an increase of nearly 10 times the original amount. When the Westside Plan District was formed, its frozen base was \$16.5 million. In tax year 2016-17, the total assessed valuation of the area is estimated to be \$453 million, about 27 times the frozen amount. The new Coffee Creek Plan area has a frozen value of approximately \$84.6 million, and is expected to receive its first increment in the fall of 2017, estimated to be about \$53,000. The three Tax Increment Finance Zones were formed in 2014, to incentivize private sector investment on those specific properties.

The Year 2000 Plan District, located primarily on the east side of town, proposes two projects for FY 2017-18: 1) design, permitting and right-of-way acquisition for the new road of the 5th Street/Kinsman Road Extension (formerly known as the Old Town Escape), and 2) continuing the concept planning for the Town Center. While the District nears completion of its project list, the Urban Renewal Task Force is considering adding the Boeckman Dip Bridge project, with an estimated construction cost of approximately \$14 million. The City has been exploring funding options for this project that would serve the Frog Pond area and other areas east of Canyon Creek Road, and Urban Renewal funding at this point is the most feasible. The Year 2000 Plan currently has \$11.3 million remaining under the maximum debt limit, but adding the Boeckman Dip Bridge project would require a substantial amendment to increase the District's maximum indebtedness.

The West Side District, located on the west side of town, is benefiting from the construction of a large volume of single family homes in the Villebois neighborhood. The main project proposed for FY 2017-18 is improving Tooze Road, to bring it up to an urban standard. This project is mainly funded from the West Side District's Program Income Fund, from the proceeds of a property sale. The West Side District has issued \$40 million in debt, which brought it up to its original maximum indebtedness. However, a substantial amendment was passed in February 2016 that added another \$9.4 million to the District's maximum indebtedness.

The Coffee Creek District is in its beginning stages. It is expected to receive about \$53,000 in tax increment in the fall of 2017, generated from the constitutional 3% limit, which is not enough to pay debt service for a project. However, this area has generated a lot of interest and it is poised for industrial development. The District anticipates development in the next year, which will in turn generate more tax increment. The District anticipates partnering with others to fund the construction of Garden Acres Road beginning in Fiscal Year 2019-20, and financial projections show the District will have adequate tax increment by then to support a debt service payment for that project.

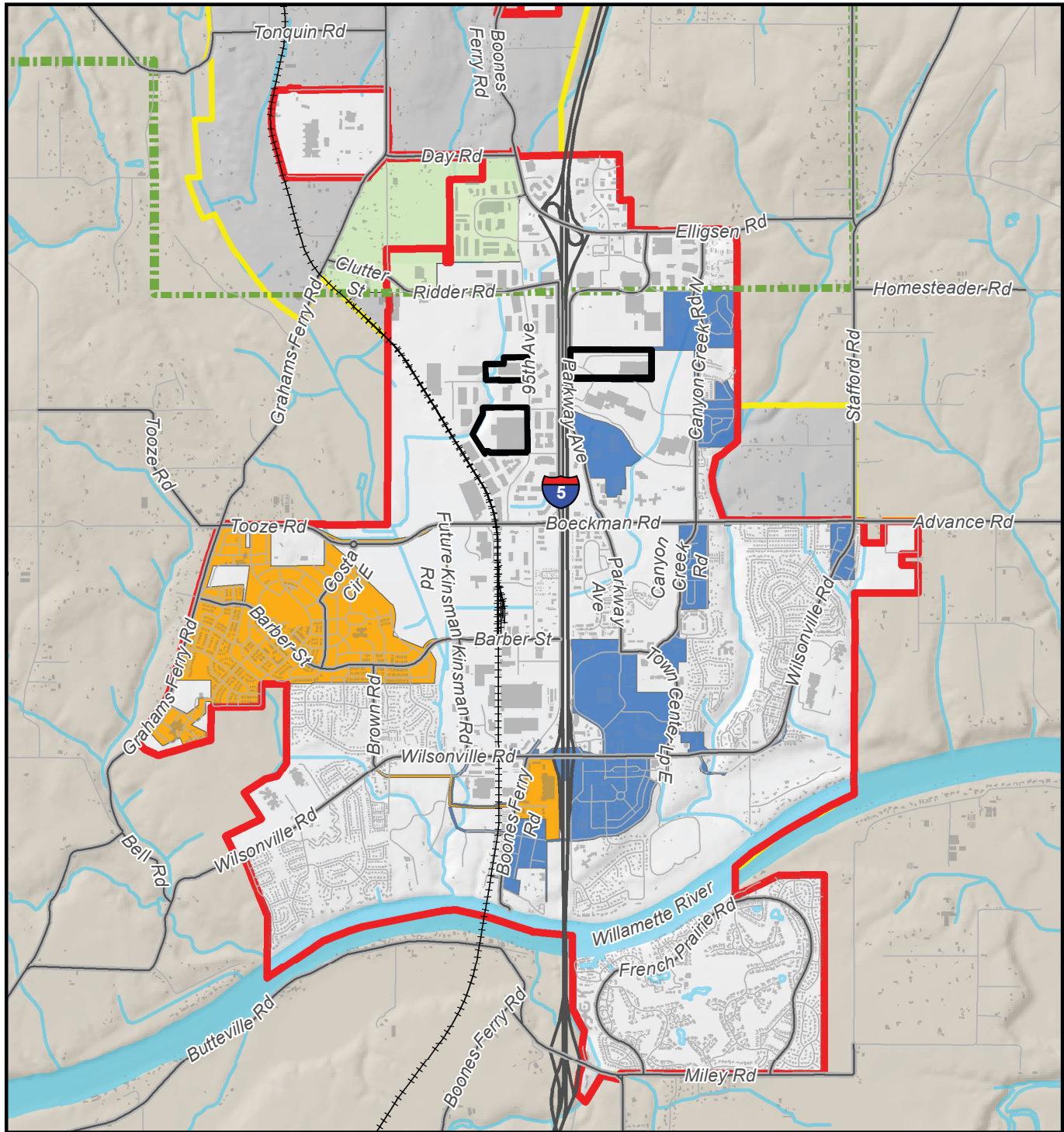
Both the Year 2000 and West Side Districts have had great success and have easily met their respective financial targets of specific debt reserve set-asides, according to their respective bond covenants. These Districts have been instrumental in enabling the City to build key infrastructure that has not only encouraged economic development, but has served the entire community with additional road connections and park amenities. We look forward to the opportunities for added employment and investment that the formation of the new Coffee Creek District will bring to our community.


Respectfully submitted,

A handwritten signature in black ink, appearing to read "Bryan Cosgrove", written in a cursive style.

Bryan Cosgrove  
City Manager

# Urban Renewal District Map



<p><b>The City of Wilsonville, Oregon</b> Clackamas and Washington Counties</p>	<ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #c8e6c9; border: 1px solid black; margin-right: 5px;"></span> Coffee Creek URA</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #bbdefb; border: 1px solid black; margin-right: 5px;"></span> Year 2000 URA</li> <li><span style="display: inline-block; width: 15px; height: 10px; background-color: #ffcdd2; border: 1px solid black; margin-right: 5px;"></span> West Side URA</li> <li><span style="display: inline-block; width: 15px; height: 10px; border: 2px solid black; margin-right: 5px;"></span> TIF Taxlots</li> <li><span style="display: inline-block; width: 15px; height: 10px; border: 2px solid yellow; margin-right: 5px;"></span> UGB</li> <li><span style="display: inline-block; width: 15px; border-bottom: 2px solid red; margin-right: 5px;"></span> City Limits</li> <li><span style="display: inline-block; width: 15px; border-bottom: 2px dashed green; margin-right: 5px;"></span> County Boundary</li> </ul>	 <p><b>WILSONVILLE</b> OREGON</p>
<p><b>Urban Renewal Areas &amp; Tax Increment Finance Zones</b></p>	<p>4/20/2017</p> <p>0 Miles 0.5</p>	

# Urban Renewal Agency Overview

## Mission Statement

The purpose of urban renewal is to stimulate economic development through private investment in a specific area of the community. Tax increment financing, ORS Chapter 457, is used in areas where private development has stagnated or is not feasible without public sector investment and partnership. Public investment through urban renewal is one way to change those conditions. The types of urban renewal activities undertaken generally include land assembly, development of infrastructure and public amenities such as streets, utility lines, lighting, public open spaces and parks.

## How Urban Renewal Works

Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency. The Urban Renewal Agency uses the funds pay debt service on debt that is taken out to finance the public projects that encourage private development. During the process of forming urban renewal areas, the desired projects, which may include public improvements like roadways, parks, and other amenities, are identified in an urban renewal plan. Urban renewal financing in the form of debt is obtained from a bank, the bond market, or at times an “overnight” loan from the City’s General Fund, to fund the projects, and the desired improvements are completed. Private development in the area then becomes more feasible. As the taxable property values rise with increased development, tax revenues increase, and that increase is used to pay off the urban renewal debt.

Wilsonville currently has six urban renewal areas – the Year 2000 Plan, the Westside Plan, the recently formed Coffee Creek Plan, and three single-property urban renewal areas referred to as Tax Increment Finance Zones. The three Tax Increment Finance Zones were established in 2014 as an incentive for private sector investment in specific properties.

In November of 2015, an advisory vote to form the Coffee Creek Urban Renewal Area was passed, and the urban renewal plan was adopted by the City Council in October of 2016. The City expects to receive the first tax increment in the fall of 2017, and for capital projects to begin sometime in the year 2019.

## Governance

The City of Wilsonville Urban Renewal Agency (URA) was established in 1990 as a separate corporate body as authorized by state statutes. The City Council fulfills the role as the URA Board.

## URA District Management

The City’s Community Development Department manages URA activities with support provided by the Policy and Administration departments such as Finance, Legal and Administration. Policy and Administration departments are budgeted within the City’s General Fund while the Community Development department is budgeted within the Community Development Fund. The operating budgets of each URA district reimburse these two City funds for the services provided. As a result, these expenses are shown once as operating expenses in the City’s departments and again as expenses in the URA budget to reimburse the City’s funds.

## Assessed Value Information

When an urban renewal district is first created, the assessed value within the district’s boundary is established as the “frozen base”. If urban renewal efforts are successful, the value of the district will grow above the frozen base amount. That increase is called the “incremental” or “excess” value. Overlapping jurisdictions like schools, Tualatin Valley Fire & Rescue, Metro, and other general governments continue to receive property tax revenue on the frozen base while the urban renewal agency receives property tax revenue related to the incremental value. This is called the “division of tax” method of raising revenue in an urban renewal district. The “division of tax” method results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from property tax revenue within the district. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

A five-year history of assessed value in the City’s three Urban Renewal districts is shown on the following page, along with an estimate for the upcoming budget year.

# Urban Renewal Agency Overview

## Assessed Value Information

Fiscal Year Ended	Year 2000 Plan District			West Side District			Coffee Creek District		
	Frozen Base	Incremental Value	Total Assessed Value	Frozen Base	Incremental Value	Total Assessed Value	Frozen Base	Incremental Value	Total Assessed Value
6/30/13	\$ 44,087,806	\$ 343,639,773	\$ 387,727,579	\$ 16,526,288	\$ 218,861,206	\$ 235,387,494	\$ -	\$ -	\$ -
6/30/14	44,087,806	352,067,012	396,154,818	16,526,288	247,915,216	264,441,504	-	-	-
6/30/15	44,087,806	366,670,242	410,758,048	16,526,288	294,612,185	311,138,473	-	-	-
6/30/16	44,087,806	381,091,936	425,179,742	16,526,288	359,646,434	376,172,722	-	-	-
6/30/17	44,087,806	394,163,546	438,251,352	16,526,288	436,997,159	453,523,447	-	-	-
6/30/18 est	44,087,806	407,311,087	451,398,893	16,526,288	527,483,655	544,009,943	84,613,785	4,051,366	88,665,151

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.  
Beginning 7/1/2018 the City certifies taxes on only the first \$400 million within the Westside Plan District.

Historically, assessed value within the Year 2000 Plan has occasionally declined between fiscal years. As the Year 2000 Plan District completes its planned project list, the necessary tax increment revenue needed by the District is the amount necessary to cover the current debt service obligation on its outstanding debt. The way to limit the tax increment received was to remove parcels from the District, thereby lowering the assessed value within it. However, 2009 legislation provided an additional option. As of January 2010, the Agency is able to limit the amount of tax increment revenues received by certifying to less than the maximum available. This has the effect of releasing taxes back to the overlapping jurisdictions without removing parcels. As the Agency nears closure of 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 Acreage

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 to service its outstanding debt. Prior to 2010, the Agency would periodically remove parcels from the district thus allowing taxes to be received by the overlapping jurisdictions rather than being directed to the Agency. After 2010, a change in statutes allows the Agency to simply certify to less than the maximum available with the difference being released to other taxing entities.

As the Agency prepares to form the Coffee Creek Urban Renewal District, acreage has been removed from both the Year 2000 Plan District and the Westside District, in order to free up acreage from the umbrella of urban renewal, allowing the Coffee Creek area to form. The amount of acreage of a city that is allowed within urban renewal is 25%, so removing parcels from these two existing districts allows Coffee Creek to form. These removals have minimal effect on the two districts.

The following table summarizes acreage removal.

Released Acreage				
Year 2000 Plan District				
Fiscal Year Ended	Acreage Removed	Key Properties	Assessed Value When Reduced	Estimated Assessed Value for FY 2016
6/30/05	61.8	Mentor Graphics	\$30 million	\$56 million
6/30/06	27.5	Sysco Foods	\$15.7 million	\$20 million
6/30/07				
6/30/08				
6/30/09	17.7	Residential	\$10.2 million	\$11 million
6/30/10	29	Fred Meyer area	\$8.2 million	\$9 million
6/30/2016	121	Public & Mentor Graphics	\$11.3 million	\$11.3 million

Source: Clackamas County Assessment and Taxation for historic information

Westside District				
Fiscal Year Ended	Acreage Removed	Key Properties	Assessed Value When Reduced	Estimated Assessed Value for FY 2016
6/30/16	44.95	Various	\$9.7 million	\$9.7 million



# Urban Renewal Agency Overview

## Assessed Values and Taxes Collected

The amount of tax increment revenue a district collects is determined under Measure 50. All urban renewal districts may collect the “division of tax” portion of property taxes. The City’s Year 2000 Plan was eligible to collect a separate special levy but the City Council and URA Board elected to forego levying the special levy beginning in 2003-04. As a result of a substantial plan amendment approved in September 2007, the Year 2000 Plan can no longer assess a special levy.

The West Side District is not eligible to levy and collect a City-wide special levy. The amount of tax increment this District may collect is affected by the increase in assessed valuation on properties in the District above the frozen base valuation and the tax rate of the overlapping taxing districts. Additionally, because the Westside District adopted a substantial amendment in February of 2016, the tax increment the Westside District may collect is subject to revenue sharing with the overlapping jurisdictions, meaning that this District is limited to collect 12.5% of its original maximum indebtedness of \$40 million, which equates to \$5 million in property tax collections.

A five-year history of property tax revenues in the three urban renewal districts is included in the table below. As noted previously, tax revenue in the Year 2000 Plan is now limited to \$4 million due to underlevying, and the Westside District is limited to \$5 million beginning in FY 17-18 due to revenue sharing provisions triggered by the substantial amendment. The Coffee Creek District is expected to receive its first increment in the fall of 2017.

Property Tax Levies and Collections

Fiscal Year Ended	Year 2000 Plan District		West Side District		Coffee Creek	
	Division of Tax Levied	Net Taxes Collected	Division of Tax Levied	Net Taxes Collected	Division of Tax Levied	Net Taxes Collected
6/30/13	4,240,000	4,058,533	3,106,624	2,925,072		
6/30/14	4,240,000	4,100,494	3,491,520	3,304,309		
6/30/15	4,240,000	4,240,160	4,328,795	4,112,488		
6/30/16	4,240,000	4,052,288	4,832,426	4,759,732		
6/30/17	4,240,000	4,000,000	5,129,714	4,975,823		
6/30/18 est	4,240,000	4,000,000	5,367,570	5,000,000	54,639	\$ 53,000

Source: City of Wilsonville financial records and Clackamas County Assessment and Taxation reports.

## Urban Renewal Tax Rates

Beginning in fiscal year ending 2003, property tax bills began displaying the incremental property tax diverted to the Urban Renewal Agency. Listing urban renewal as a taxing entity was in response to an Oregon Supreme Court decision pertaining to the treatment of tax increment for Measure 5 tax rate caps. However, urban renewal entities do not have independent, permanent tax rates. The dollar amount listed on the annual tax statement is created from the cumulative decrease from the overlapping jurisdictions. The decrease is the result of the “division of taxes” mentioned earlier.

Each taxing jurisdiction has a tax rate that is applied to a parcel’s assessed value to determine the amount of property taxes owed by that parcel. The County Assessor lowers these other taxing jurisdiction’s tax rates based upon the Urban Renewal District’s incremental assessed value and the taxing jurisdiction’s overall assessed value, and mathematically derives a tax rate to be applied to each parcel for Urban Renewal.

One example of one tax code, displayed to the right, illustrates how the overlapping taxing jurisdictions tax rates are lowered, allowing for a derived tax rate for urban renewal to be applied. Tax rates are applied per \$1,000 of Assessed Value. The “Tax Code Rate” is what a taxpayer would see when reviewing the rates as applied to their property. The “District Rate” shows the authorized tax rates prior to applying urban renewal.

District	Tax Code	
	Rate	District Tax Rate
Clack comm coll	0.4219	0.5582
ESD	0.2817	0.3687
W Linn SD	3.5388	4.8684
W Linn LOL	1.5000	1.5000
<b>Total, Education</b>	<b>5.7424</b>	<b>7.2953</b>
City Wilsonville	1.9717	2.5206
Clack co city	1.8296	2.4042
Co 4-H	0.0380	0.0500
Co. Library	0.3010	0.3974
Co PS LOL	0.2480	0.2480
Co Soil Conserv	0.0380	0.0500
FD64 TVFR	1.1931	1.5252
FD64 TVFR LOL	0.4500	0.4500
Port PDX	0.0546	0.0701
Srv2 Metro	0.0751	0.0966
Srv2 Metro LOL	0.0960	0.0960
Urb Ren Co	0.0092	
UR Wilsonv	3.3404	
Vector Control	0.0050	0.0065
Vector Con LOL	0.0250	0.0250
<b>Total, General Govt</b>	<b>9.6747</b>	<b>7.9396</b>
Clack Comm Coll Bond	0.1121	0.1497
Clack Comm Coll Bond 2015	0.0374	0.0358
TVFR Bond	0.1226	0.1226
W Linn SD Bond	0.3809	2.8600
W Linn Bnd 2015	2.3361	
Metro Bond	0.0120	0.2044
Metro Bond 2006	0.1892	
<b>Total, Bonds</b>	<b>3.1903</b>	<b>3.3725</b>
<b>Grand Total, Tax Rate</b>	<b>18.6074</b>	<b>18.6074</b>



# Urban Renewal Agency Overview

## TIF Zone Urban Renewal District Sites

On March 12, 2013, the citizens of Wilsonville voted in favor of creating up to six single-property Urban Renewal Districts to incentivize capital investment and job creation by manufacturers. These Urban Renewal Districts, which are referred to as Tax Increment Financing Zones (TIF Zones) may provide incentives to qualifying companies by rebating up to 75% of the property tax increment in each TIF Zone. This rebate will only occur for businesses that meet the TIF Zone program’s qualifying criteria. Unless a business applies for the program and meets the TIF Zone’s criteria, tax increment revenue for the TIF Zone will be under-levied and will continue to flow to all of the affected taxing districts. Once a TIF Zone is activated by a qualifying business, then the Agency will begin to collect tax increment revenue for that TIF Zone, of which 75% will be rebated to the qualifying business. Approximately 1% of the increment will be collected by the Wilsonville Urban Renewal Agency for administrative costs, and the remaining increment (approximately 24%) will be under-levied and shared by the overlapping taxing districts. By 2014, three of the TIF Zones had been leased or purchased by businesses who would not benefit from the TIF Zone program within the program’s time frame. Consequently, the City Council eliminated these three TIF Zones in the fall of 2014, leaving the three remaining TIF Zones.

### TIF Zone Urban Renewal District Sites



1 26755 SW 95<sup>th</sup> Ave URD



2 27255 SW 95th Ave URD



3 26440 SW Parkway Ave URD

# Urban Renewal - Year 2000 Plan

## Year 2000 Plan

The Year 2000 Plan district was the first urban renewal district in the City. The plan was adopted on August 29, 1990. Since its inception, it has completed over \$69 million in public improvements. Chief among these have been improvements to Wilsonville Road, widening Wilsonville Road at the I-5 Interchange, construction of a new road for the Day Dream Ranch Subdivision, acquisition and development of park lands, cooperative funding with the local school district for public related improvements, construction of City Hall, land acquisition for an affordable senior housing project, and construction of Canyon Creek Road.

In August 2007, the Council and URA Board approved extending the maximum indebtedness of the district to \$92,687,423 in order to complete several more projects. Key projects identified are land acquisition and construction assistance for affordable senior housing, improvements to the Wilsonville Road Interchange and enhancements to the existing roadways, and new road construction on Canyon Creek Road and within the Old Town area. The City's Urban Renewal Strategic Plan, adopted in 2014, calls for the closure of this district around the year 2020. However, the City is reconvening the Urban Renewal Task Force in April of 2017 to consider increasing the maximum indebtedness in order to fund an additional project – a bridge on Boeckman Road over a severe dip. Should the Urban Renewal Task Force decide to recommend adding this project and increasing the maximum indebtedness, the District could stay open three to four more years.

Three funds are used to account for the activities of the Year 2000 Plan district including:

1. **Debt Service Fund** – records the tax increment and costs of repayment of debt
2. **Capital Projects Fund** – records infrastructure costs and professional management
3. **Program Income Fund** – records miscellaneous receipts and infrastructure costs

### Year 2000 Plan Assessed Values and Taxes

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Assessed Valuation in District	\$ 410,758,048	\$ 425,179,742	\$ 438,251,352	\$ 451,398,893	\$ 451,398,893	\$ 451,398,893
Frozen Tax Base	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)
<b>Incremental Value</b>	366,670,242	381,091,936	394,163,546	407,311,087	407,311,087	407,311,087
<b>Incremental Value Certified<sup>1</sup></b>	303,000,000	303,000,000	303,000,000	303,000,000	303,000,000	303,000,000
Change in Incremental Value	14,603,230	14,421,694	13,071,610	13,147,541	13,147,541	13,147,541
Percent change in						
Incremental Value	4.1%	3.9%	3.4%	3.3%	3.3%	3.3%
<b>Property Tax</b>						
Division of Taxes <sup>2</sup> :						
Before discounts	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000
Estimate after discounts <sup>3</sup>	\$ 4,240,160	\$ 4,052,288	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000

<sup>1</sup> Beginning FY 2010-11 the Agency will certify to a maximum of \$4.240 million tax receipts.

<sup>2</sup> Fixed to yield necessary tax increment revenue to service outstanding debt.

<sup>3</sup> Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

**Statement of Purpose**

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

**Program Objectives**

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

**Year 2000 Plan History of Debt Issuance and Maximum Indebtedness**

The district has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project and related administration costs. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

Date	Issue Amount	Key Projects
<b><u>Maximum Indebtedness</u></b>		
Adopted April 1998	\$ 53,851,923	
Increased September 2007	<u>38,835,500</u>	
Total Maximum Indebtedness	<u>92,687,423</u>	
<b><u>Debt Issued</u></b>		
June 1994	8,760,000	Park land, Memorial Dr, High School IGA
December 1996	3,075,000	Wilsonville Rd and Interchange
June 1998	3,000,000	Wilsonville Rd and Interchange
June 2000	6,000,000	Wilsonville Rd and Town Center Park
August 2001	3,000,000	Wilsonville Rd - various portions
June 2002	5,000,000	Wilsonville Rd - various portions
June 2003	3,000,000	Wilsonville Rd - various portions
December 2003	10,000,000	Wilsonville Rd, High School improvements
September 2005	4,850,000	Town Center Park, Murase Park
September 2005	10,000,000	City Hall construction
October 2007	4,200,000	Wesleyan Church property acquisition
June 2009	3,000,000	Wilsonville Rd Interchange improvements
September 2010	8,000,000	Wilsonville Rd Interchange improvements
April 2013	3,500,000	Sewer Plant Upgrade, Canyon Creek So Road
June 2014	2,000,000	Canyon Creek So to Town Center Loop East
May 2015	2,000,000	Canyon Creek So to Town Center Loop East
April 2016	2,000,000	East-West Connector (aka Old Town Escape); and Town Center Concept Planning
Total debt issued through June 2017	<u>81,385,000</u>	
<b>Balance Available, July 1, 2017</b> (Maximum Indebtedness less Total Debt Issued)	<u>\$ 11,302,423</u>	

*Issue amount excludes refinancing activity*

<b>Debt Service Fund</b>						
	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES:</b>						
Tax increment revenues						
Current year	\$ 4,240,160	\$ 4,052,288	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Prior year	76,638	75,096	120,000	75,000	75,000	75,000
Total	<u>4,316,798</u>	<u>4,127,384</u>	<u>4,120,000</u>	<u>4,075,000</u>	<u>4,075,000</u>	<u>4,075,000</u>
Miscellaneous:						
Investment income	28,762	32,457	20,000	35,000	35,000	35,000
Refunding bond proceeds						-
Total						<u>-</u>
Beginning fund balance	3,441,045	3,909,906	5,530,943	9,009,397	9,009,397	9,009,397
<b>TOTAL RESOURCES</b>	<u>\$ 7,786,606</u>	<u>\$ 8,069,747</u>	<u>\$ 9,670,943</u>	<u>\$ 13,119,397</u>	<u>\$ 13,119,397</u>	<u>\$ 13,119,397</u>
<b>REQUIREMENTS:</b>						
Debt service						
Principal	\$ 1,535,000	\$ 315,000	\$ 4,830,000	\$ 4,740,000	\$ 4,740,000	\$ 4,740,000
Short term debt	2,000,000	2,000,000	-	3,000,000	3,000,000	3,000,000
Interest	341,700	276,545	763,075	890,247	890,247	890,247
Total	<u>3,876,700</u>	<u>2,591,545</u>	<u>5,593,075</u>	<u>8,630,247</u>	<u>8,630,247</u>	<u>8,630,247</u>
Ending fund balance:						
Restricted (Unapprop FB)	2,603,205	2,700,000	1,577,868	1,989,150	1,989,150	1,989,150
Assigned (Contingency)	1,306,701	2,778,202	2,500,000	2,500,000	2,500,000	2,500,000
Ending fund balance			-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<u>\$ 7,786,606</u>	<u>\$ 8,069,747</u>	<u>\$ 9,670,943</u>	<u>\$ 13,119,397</u>	<u>\$ 13,119,397</u>	<u>\$ 13,119,397</u>

**Statement of Funding 2017-18**

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 no longer removes tax parcels from the District. As of January 2010, the Agency began achieving the same result of limiting the collection of property tax increment of \$4 million by certifying to a specific assessed valuation amount to the County Assessor’s Office.

This District is slated to close in the near future, possibly in fiscal year 2020. In order to prepare for closure, the District must ensure that all debt obligations are restructured and/or paid off. Currently, the District has debt obligations that extend until fiscal year 2025. The last year of the debt obligation is a balloon payment of \$3,130,000. For the District to close in fiscal year 2020, debt beyond that year should be restructured and/or paid off, which may also involve interest pre-payment amounts. To accomplish debt restructure and/or pay-off in fiscal year 2017-18, the budget for debt principal and interest has been estimated accordingly.

**Debt Outstanding**

The Agency has pledged through bond covenants to not make reductions in the amount of increment collected such that tax increment revenue falls below 125% of the maximum annual debt service. The Agency has been in compliance with this covenant.

On September 21, 2010, the Agency issued \$8,000,000 through a note held by the Bank of America. The interest rate is 4.25%. Principal is amortized over 20 years with a balloon payment of \$3,130,000 in year 15 (2025). Security includes a cash reserve of \$800,000 and a pledge of annual tax increment revenues. The Agency also pledged to collect taxes of at least 125% of the annual principal and interest, except in the 15<sup>th</sup> year.

Year 2000 Plan Debt			
2010 Issue - Bank of America			
FY	Principal	Interest	Total
2017-18	345,000	249,050	594,050
2018-19	360,000	234,388	594,388
2019-20	370,000	219,088	589,088
2020-21	390,000	203,363	593,363
2021-22	405,000	186,788	591,788
2022-23	420,000	169,576	589,576
2023-24	440,000	151,726	591,726
2024-25	3,130,000	133,025	3,263,025
	<u>\$ 5,860,000</u>	<u>\$ 1,547,004</u>	<u>\$ 7,407,004</u>

**Statement of Purpose**

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. As a result, this development will improve and stabilize property values and protect the area’s residential livability and environmental values.

**Program Objectives**

1. Construct Old Town Street and Streetscape Improvements
2. Construct the East-West Connector (aka Old Town Escape) Street Project
3. Town Center redevelopment concept planning

**Urban Renewal – Year 2000 Plan Capital Projects Fund**

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES:</b>						
Investment income	\$ 7,912	\$ 12,682	\$ 7,500	\$ 20,000	\$ 20,000	\$ 20,000
Intergovernmental Reimbursement (SDC)						
Other Revenue	-	72		-	-	-
Debt proceeds	2,000,000	2,000,000	-	3,000,000	3,000,000	3,000,000
Beginning fund balance	3,573,427	1,580,162	2,668,121	1,660,618	1,660,618	1,660,618
<b>TOTAL RESOURCES</b>	<b>\$ 5,581,339</b>	<b>\$ 3,592,916</b>	<b>\$ 2,675,621</b>	<b>\$ 4,680,618</b>	<b>\$ 4,680,618</b>	<b>\$ 4,680,618</b>
<b>REQUIREMENTS:</b>						
<b>Materials &amp; Services</b>						
Prof and technical services	\$ 574,525	\$ 436,195	\$ 518,150	\$ 620,260	\$ 620,260	\$ 620,260
Utility services	1,137	1,972	1,720	1,737	1,737	1,737
Repairs and maintenance	-			-	-	-
Rents and leases						
Emp dev, train, travel	2,033	1,783	2,400	2,424	2,424	2,424
Fees, dues, advertising	3,001	1,384	2,500	2,525	2,525	2,525
Misc. supplies & services	42	337	500	500	500	500
<b>Total Materials &amp; Services</b>	<b>580,738</b>	<b>441,671</b>	<b>525,270</b>	<b>627,446</b>	<b>627,446</b>	<b>627,446</b>
<b>Capital Projects</b>						
#2082 Sewer Plant Upgrade	-			-	-	-
#3004 Town Center Concept Planning	-	127	33,560	88,000	88,000	88,000
#4002 WV Interchange Turn Lanes	33,062			-	-	-
#4152 I-5 Interchange Art Amenities	-			-	-	-
#4181 Canyon Creek Road South EV Protection	882			-	-	-
#4184 Canyon Creek Rd So Boeckman to Vlahos	3,038,031	66,828	-	-	-	-
#4193 Frog Pond Purchase	94,500			-	-	-
#4196 East West Connector (aka Old Town Escape)		31,295	550,000	1,100,000	1,100,000	1,100,000
#4702 Boeckman Valley Bike/Ped Improvement	-			-	-	-
#4720 Wilsonville Rd Median Improvement		54,843				
#9130 Murase Playground Retrofit	253,963					
#9131 Murase Mound Re-grade	-	169,249				
<b>Total Capital Projects</b>	<b>3,420,438</b>	<b>322,342</b>	<b>583,560</b>	<b>1,188,000</b>	<b>1,188,000</b>	<b>1,188,000</b>
<b>Expenditure Subtotal</b>	<b>4,001,176</b>	<b>764,013</b>	<b>1,108,830</b>	<b>1,815,446</b>	<b>1,815,446</b>	<b>1,815,446</b>
<b>Ending fund balance:</b>						
Assigned (contingency)	1,580,163	2,828,903	1,566,791	2,865,172	2,865,172	2,865,172
Ending fund balance	-			-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,581,339</b>	<b>\$ 3,592,916</b>	<b>\$ 2,675,621</b>	<b>\$ 4,680,618</b>	<b>\$ 4,680,618</b>	<b>\$ 4,680,618</b>



# capital projects

# Urban Renewal - Year 2000 Plan

## History of Year 2000 Plan Urban Renewal Projects

	Years	Estimate	Adopted
	Prior	2016-17	2017-18
<b>Road Projects:</b>			
Wilsonville Road Related	\$ 24,875,112	\$ -	\$ -
Boones Ferry Road	732,272	-	-
Memorial Drive Construction	1,204,743	-	-
Canyon Creek - Boeckman to Town Ctr Lp	337,304	-	-
East-West Connector (Old Town Escape - Kinsman)	31,295	550,000	1,100,000
Other Street Construction Projects	5,392,126	-	-
Boeckman Bike/Ped Improvements	370,798	-	-
Streetscape, Signals, Crossings	936,838	-	-
<b>Planning Projects:</b>			
Town Center Concept Planning	127	33,560	88,000
<b>Public Facilities:</b>			
Miscellaneous Improvements and Planning	1,077,067	-	-
City Hall Development	9,821,263	-	-
Senior Housing Project	1,319,995	-	-
Sewer Plant Upgrade	2,000,000	-	-
<b>Park Land Acquisition and Development:</b>			
Boozier/Frog Pond Property Acquisition	1,517,263	-	-
Kaiser Land Acquisition/Street Improvements	1,832,958	-	-
Wesleyan Church Property Acquisition	4,211,763	-	-
Town Center Park Phase 2	2,150,474	-	-
Civic Center Park (Murase Plaza)	6,634,855	-	-
Murase Playground Retrofit	258,239	-	-
Murase Mound Regrade	169,249	-	-
<b>Local Schools - Public Areas:</b>			
Wilsonville High School	2,156,577	-	-
High School Public Facility	1,134,704	-	-
High School Girl's Field Improvements	350,000	-	-
I-5 Art Amenities	844,064	-	-
<b>Total</b>	<b>\$ 69,359,087</b>	<b>\$ 583,560</b>	<b>\$ 1,188,000</b>

Project Title	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2020-22
East West Connector	\$ 1,100,000	\$ 3,200,000	\$ 2,700,000	\$ -	\$ -
Old Town Streets	-	622,767	622,767	622,766	-
Town Center Concept Planning	88,000	20,000	5,000	5,000	-
Livability Projects	-	-	1,769,000	519,700	-
Park Improvements	-	25,000	-	-	-
<b>Total Year 2000 5-Year Plan</b>	<b>\$ 1,188,000</b>	<b>\$ 3,867,767</b>	<b>\$ 5,096,767</b>	<b>\$ 1,147,466</b>	<b>\$ -</b>

**Statement of Purpose**

Beginning in 2001-02 the Urban Renewal Agency began recording program income in a new fund called the Program Income Fund. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of prior activity and can include items such as reimbursements, rental income and land sales. The predominant source of program income has been rental of property, reimbursements from the Street System Development Charges Fund and a sale of property.

**Program Objectives**

Program income can be used for any urban renewal eligible purpose. These funds are typically used for improvements to properties owned by the Agency, capital projects within the district boundary, and property acquisition. The ending fund balance is intended to be used to partner in Town Center redevelopment projects.

Program Income Fund						
	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES:</b>						
Investment income	\$ 9,487	\$ 11,563	\$ 7,000	\$ 15,000	\$ 15,000	\$ 15,000
Reimbursement (SDC)					-	-
Other Revenue	378,994	94,564	94,400	94,400	94,400	94,400
Sale of property	20,200	-	-	-	-	-
Residual equity transfer	-	-	-	-	-	-
Beginning fund balance	1,663,709	1,791,245	1,872,645	1,992,235	1,992,235	1,992,235
<b>TOTAL RESOURCES</b>	<b>\$ 2,072,390</b>	<b>\$ 1,897,372</b>	<b>\$ 1,974,045</b>	<b>\$ 2,101,635</b>	<b>\$ 2,101,635</b>	<b>\$ 2,101,635</b>
<b>REQUIREMENTS:</b>						
Materials & Services						
Miscellaneous Charges	\$ -	\$ 251	\$ -	\$ -	\$ -	\$ -
Repairs and maintenance	6,144	7,286	50,000	50,500	50,500	50,500
Capital Outlay						
Property Acquisition	275,000	-	-	-	-	-
Improvements				70,000	70,000	70,000
<b>Expenditure Subtotal</b>	<b>281,144</b>	<b>7,537</b>	<b>50,000</b>	<b>120,500</b>	<b>120,500</b>	<b>120,500</b>
Transfers to other funds						
Transfers Out - West Side Capital	-	-	-	-	-	-
Ending fund balance:						
Assigned (contingency)	1,791,246	1,889,835	1,924,045	1,981,135	1,981,135	1,981,135
Ending fund balance	-	1	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,072,390</b>	<b>\$ 1,897,373</b>	<b>\$ 1,974,045</b>	<b>\$ 2,101,635</b>	<b>\$ 2,101,635</b>	<b>\$ 2,101,635</b>

**Statement of Funding 2017-18**

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. The City's Urban Renewal Strategic Plan was adopted in 2014, and a substantial amendment to the West Side Plan occurred in February 2016 to increase maximum indebtedness to allow for the completion of Plan projects. Additional new road construction is planned in the coming years.

Three funds are used to account for the activities of the West Side district consisting of:

1. **Debt Service Fund** – records costs of repayment of debt
2. **Capital Projects Fund** – records infrastructure costs and professional management
2. **Program Income Fund** – records miscellaneous receipts and infrastructure costs

### West Side Assessed Value and Taxes

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Assessed Valuation in District	\$ 311,138,473	\$ 376,172,722	\$ 453,523,447	\$ 544,009,943	\$ 544,009,943	\$ 544,009,943
Frozen Tax Base	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)
<b>Incremental Value</b>	294,612,185	359,646,434	436,997,159	527,483,655	527,483,655	527,483,655
<b>Incremental Value Certified<sup>1</sup></b>				401,205,632	401,205,632	401,205,632
Change in Incremental Value	46,696,969	65,034,249	77,350,725	90,486,496	90,486,496	90,486,496
Percent change in Incremental Value	18.8%	22.1%	21.5%	20.7%	20.7%	20.7%
<b>Property Tax</b>						
Division of Taxes <sup>2</sup> :						
Before discounts	4,328,795	4,832,426	5,129,714	5,367,570	5,367,570	5,367,570
Estimate after discounts <sup>3</sup>	\$ 4,112,488	\$ 4,759,732	\$ 4,975,823	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000

<sup>1</sup> Beginning FY 2017-18 the Agency will certify to this value to raise a maximum of \$5 million in tax receipts, due to revenue share provision in the ORS.

<sup>2</sup> Fixed to yield necessary tax increment of \$5 million due to revenue share provisions.

<sup>3</sup> Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

**Statement of Purpose**

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

**Program Objectives**

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

**West Side History of Debt Issuance and Maximum Indebtedness**

In February of 2016, a Substantial Amendment was passed that increased the maximum indebtedness of the district, adding an additional \$9.4 million, bringing the total to \$49.4 million. Proceeds from the issuance of debt are used to pay capital project costs and related administration. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

Date	Issue Amount	Key Projects
<b><u>Maximum Indebtedness</u></b>		
Adopted October 2003	\$ 40,000,000	
Increased, February 2016	<u>\$ 9,400,000</u>	
	\$ 49,400,000	
<b><u>Debt Issued</u></b>		
June 2005	15,000,000	Boeckman Rd Extension, School property
September 2005	10,000,000	Boeckman Rd, Barber St
June 2008	5,000,000	Boeckman Rd, Barber St, park improvements
April 2013	2,000,000	Villebois parks and fire sprinklers
June 2014	2,000,000	Barber Street extension, Villebois Parks
May 2015	1,000,000	Barber Street extension, Villebois parks
July 2015	5,000,000	Barber Street extension, Villebois parks, and Tooze Road
Total debt issued through June 2016	<u>40,000,000</u>	
<b>Balance Available, July 1, 2017</b> (Maximum Indebtedness less Total Debt Issued)	<u><u>\$ 9,400,000</u></u>	

## Debt Service Fund

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES:</b>						
Tax increment revenues						
Current year	\$ 4,112,488	\$ 4,759,732	\$ 4,975,823	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Prior year	55,654	64,741	80,000	80,000	80,000	80,000
Total	4,168,142	4,824,473	5,055,823	5,080,000	5,080,000	5,080,000
Miscellaneous:						
Investment income	22,486	47,790	23,000	115,000	115,000	115,000
Refunding bond proceeds	-	-	-	-	-	-
Total	22,486	47,790	23,000	115,000	115,000	115,000
Beginning fund balance	3,562,379	4,542,445	6,488,537	9,286,032	9,286,032	9,286,032
<b>TOTAL RESOURCES</b>	<b>\$ 7,753,007</b>	<b>\$ 9,414,708</b>	<b>\$ 11,567,360</b>	<b>\$ 14,481,032</b>	<b>\$ 14,481,032</b>	<b>\$ 14,481,032</b>
<b>REQUIREMENTS:</b>						
Debt service						
Principal	\$ 1,140,000	\$ 1,717,532	\$ 1,768,994	\$ 1,834,765	\$ 1,834,765	\$ 1,834,765
Interest	1,070,563	1,144,759	1,094,277	1,032,000	1,032,000	1,032,000
Short term debt	1,000,000	-	1,000,000	-	-	-
Total	3,210,563	2,862,291	3,863,271	2,866,765	2,866,765	2,866,765
Ending fund balance						
Restricted (Unapprop FB)	2,600,000	2,583,421	2,872,186	2,900,000	2,900,000	2,900,000
Assigned (Contingency)	1,942,444	3,968,996	4,831,903	8,714,267	8,714,267	8,714,267
Ending fund balance	-	-	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 7,753,007</b>	<b>\$ 9,414,708</b>	<b>\$ 11,567,360</b>	<b>\$ 14,481,032</b>	<b>\$ 14,481,032</b>	<b>\$ 14,481,032</b>

**Statement of Funding 2017-18**

To fund district capital projects the Agency issued \$5 million in debt in July of 2015, and anticipates \$1 million in short-term debt in FY 2016-17. No additional debt is anticipated in FY 2017-18.

**Long-term Debt**

The West Side Plan has four issues outstanding with Bank of America and one with Columbia State Bank. The issuances with Bank of America are amortized over 20 years, and each has a balloon payment due as indicated in the table below. The issuance with Columbia State Bank was divided into two – the 2015A issue and the 2015B issue. The 2015B issue was split off as taxable debt, because the park amenity it funds is held privately by a homeowner’s association, although the park amenity does have a public easement.

Date issued	Bank	Amount	Interest rate	Date of balloon payment	Amount of balloon payment
February, 2009	B of A	\$10,000,000	4.90%	1-Dec-23	\$3,855,000
June, 2011	B of A	\$5,000,000	4.40%	1-Jun-26	\$1,970,000
June, 2012	B of A	\$8,000,000	3.40%	1-Jun-27	\$2,975,000
June, 2013	B of A	\$7,000,000	3.50%	1-Jun-28	\$2,630,000
July, 2015	Columbia	\$4,250,000	2.63%	N/A	N/A
July, 2015	Columbia	\$ 750,000	3.65%	N/A	N/A

These bonds are paid solely from tax increment revenues, and are considered senior lien debt. At the time the Urban Renewal Agency issued these bonds, and also for additional bond issues that may happen in the future, the Agency pledges that either:

- a) The tax increment revenues for the preceding twelve months were greater than or equal to 125% of the average annual debt service, including any proposed bonds; or
- b) An independent expert certifies that the tax increment revenues will be greater than or equal to 135% of the average annual debt service for all outstanding bonds, including any proposed bonds, the year any new bonds are proposed, and for the subsequent five years.

Additionally, the West Side Plan is required to set aside a debt service cash reserve equal to the maximum annual debt service on all outstanding bonds, and is restricted to be used only in the event that the tax increment revenues are not sufficient to meet the debt service obligations in any given year.

The debt service cash reserve is displayed in the table below:

Issuance	Maximum Annual Debt Service
February, 2009	\$785,473
June, 2011	\$383,020
June, 2012	\$557,650
June, 2013	\$497,300
July, 2015A	\$484,342
July, 2015B	\$164,401
<b>TOTAL RESERVE</b>	<b>\$2,872,186</b>

From time to time, the West Side Plan will borrow from the City’s General Fund on an overnight basis. These borrowings are considered subordinate debt and do not factor into the requirements above.

The tables on the following page display the remaining principal and interest for each bond issue.



## debt service

## Urban Renewal - West Side Plan

### Debt Outstanding

On February 26, 2009, the Agency issued \$10 million through a note held by Bank of America with an interest rate of 4.90%. Debt service is amortized over 20 years with a balloon payment of principal in year 15. The balloon payment is due December 1, 2023 in the amount of \$3,855,000. Security of this debt is the annual tax increment revenue and debt service fund cash reserves. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

FY	Principal	Interest	Total
2017-18	455,000	328,668	783,668
2018-19	475,000	305,883	780,883
2019-20	500,000	281,995	781,995
2020-21	525,000	256,883	781,883
2021-22	550,000	230,545	780,545
2022-23	575,000	202,983	777,983
2023-24	3,855,000	94,447	3,949,447
Total	\$ 6,935,000	\$ 1,701,404	\$ 8,636,404

FY	Principal	Interest	Total
2017-18	210,000	172,260	382,260
2018-19	220,000	163,020	383,020
2019-20	225,000	153,340	378,340
2020-21	235,000	143,440	378,440
2021-22	245,000	133,100	378,100
2022-23	260,000	122,320	382,320
2023-2026	2,520,000	296,560	2,816,560
Total	\$ 3,915,000	\$ 1,184,040	\$ 5,099,040

On June 10, 2011, the Agency issued \$5 million through a note held by Bank of America with an interest rate of 4.4%. Debt service is amortized over 20 years with a balloon payment of principal in year 15. The balloon payment is due June 1, 2026 in the amount of \$1,970,000. Security of this debt is the annual tax increment revenue and debt service cash reserves. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

In June 2012, the Agency converted a short-term, interest only line of credit to long-term debt. The issue, in the amount of \$8,000,000, carries an interest rate of 3.40%. The final maturity will be June 2027. Debt Service is amortized over 25 years with a balloon payment due June 1, 2027 of \$2,975,000. Security of this debt is the annual tax increment revenue and debt service cash reserves. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

FY	Principal	Interest	Total
2017-18	340,000	213,180	553,180
2018-19	350,000	201,960	551,960
2019-20	360,000	190,410	550,410
2020-21	375,000	178,530	553,530
2021-22	385,000	166,155	551,155
2022-27	4,650,000	631,290	5,281,290
Total	\$ 6,460,000	\$ 1,581,525	\$ 8,041,525

# Urban Renewal - West Side Plan

# debt service

In June 2013, the Agency converted a short-term, interest only line of credit to long-term debt. The issue, in the amount of \$7,000,000, carries an interest rate of 3.50%. The final maturity will be June 2028. Debt Service is amortized over 25 years with a balloon payment due June 1, 2028 of \$2,630,000. Security of this Debt is annual tax increment revenue and debt service cash reserves. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

FY	Principal	Interest	Total
2017-18	285,000	209,300	494,300
2018-19	295,000	199,325	494,325
2019-20	305,000	189,000	494,000
2020-21	315,000	178,325	493,325
2021-22	330,000	167,300	497,300
2022-28	4,450,000	747,775	5,197,775
Total	\$ 5,980,000	\$ 1,691,025	\$ 7,671,025

FY	Principal	Interest	Total
2017-18	395,510	88,832	484,342
2018-19	406,163	78,180	484,342
2019-20	416,920	67,422	484,342
2020-21	428,331	56,012	484,342
2021-2025	1,831,781	105,588	1,937,369
Total	\$ 3,478,705	\$ 396,034	\$ 3,874,739

On July 22, 2015, the Agency issued \$4.25 million through a note held by Columbia State Bank with an interest rate of 2.63%. Debt service is amortized over 10 years. Security of this debt is the annual tax increment revenue and debt service fund.

On July 22, 2015, the Agency issued \$750,000 through a note held by Columbia State Bank with an interest rate of 3.65%. Debt service is amortized over 5 years. Security of this debt is the annual tax increment revenue and debt service cash reserves. The interest on this debt is taxable, because it is funding park amenities owned by the local homeowner's association, though a public easement exists to ensure public access.

FY	Principal	Interest	Total
2017-18	149,255	15,146	164,401
2018-19	154,856	9,546	164,401
2019-20	160,658	3,743	164,401
Total	\$ 464,768	\$ 28,435	\$ 493,204

**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
4. Continue capital improvements on Tooze Road

**History of West Side Urban Renewal Projects**

	Years Prior	Estimate 2016-17	Adopted 2017-18
<b>Road Projects:</b>			
Boeckman Road Extension	\$ 13,043,919	\$ -	\$ -
Boeckman Road Geotech	390,970	-	-
Barber Street	7,926,884	18,800	-
Tooze Road (Funded by Program Income)	-	-	2,400,000
<b>Park Projects:</b>			
Villebois Park Promenade	-	-	-
Villebois Park Piccadilly	203,695	-	-
Villebois Park Piazza	671,881	-	-
Villebois Park Montague	756,494	-	-
Villebois Park Edelweiss	-	223,267	-
<b>Local Schools:</b>			
School Site Acquisition, #1	4,152,235	-	-
School Site Acquisition, #2	3,437,972	-	-
	-	-	-
<b>Total</b>	<b>\$ 30,584,051</b>	<b>\$ 242,067</b>	<b>\$ 2,400,000</b>

<b>Project Title</b>	<b>FY2017-18</b>	<b>FY2018-19</b>	<b>FY2019-20</b>	<b>FY2020-21</b>	<b>FY2020-22</b>
Barber Street Extension	\$ -	\$ -	\$ -	\$ -	\$ -
Tooze Rd Improvements	2,400,000	1,200,000	-	-	-
Brown Rd Improvements	-	-	163,905	2,000,000	2,088,995
<b>Total Westside Urban Renewal 5-Year Plan</b>	<b>\$ 2,400,000</b>	<b>\$ 1,200,000</b>	<b>\$ 163,905</b>	<b>\$ 2,000,000</b>	<b>\$ 2,088,995</b>

**Urban Renewal – West Side Plan Capital Projects Fund**

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES:</b>						
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment income	\$ 3,732	\$ 21,562	\$ 12,000	\$ 13,500	\$ 13,500	\$ 13,500
Debt proceeds	1,000,000	5,000,000	1,000,000	-	-	-
Beginning fund balance	1,257,667	858,623	1,555,801	1,810,710	1,810,710	1,810,710
<b>TOTAL RESOURCES</b>	<b>\$ 2,261,400</b>	<b>\$ 5,880,185</b>	<b>\$ 2,567,801</b>	<b>\$ 1,824,210</b>	<b>\$ 1,824,210</b>	<b>\$ 1,824,210</b>
<b>REQUIREMENTS:</b>						
<b>Materials &amp; Services</b>						
Prof and technical services	\$ 413,230	\$ 464,029	\$ 444,520	\$ 449,203	\$ 449,203	\$ 449,203
Utility services	-	-	-	-	-	-
Repairs and maintenance	-	270	-	-	-	-
Emp dev, train, travel	2,444	380	2,500	2,525	2,525	2,525
Fees, dues, advertising	2,321	1,738	2,525	2,550	2,550	2,550
Water system development charges	419,041	500,031	500,000	500,000	500,000	500,000
<b>Total Materials &amp; Services</b>	<b>837,036</b>	<b>966,448</b>	<b>949,545</b>	<b>954,278</b>	<b>954,278</b>	<b>954,278</b>
<b>Capital Projects</b>						
#4116 Barber Street Extension	362,046	1,411,781	242,000	-	-	-
#4146 Tooze Rd Improvements	-	-	370,500	-	-	-
#9107 Villebois Park Piccadilly	203,695	-	-	-	-	-
#9129 Villebois Park Piazza	-	-	-	-	-	-
#9145 Villebois Park Imp - Montague	-	756,494	-	-	-	-
#9154 Villebois Park Imp - Edelwiess Park	-	-	-	-	-	-
<b>Total Capital Projects</b>	<b>565,742</b>	<b>2,168,275</b>	<b>612,500</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditure Subtotal</b>	<b>1,402,778</b>	<b>3,134,723</b>	<b>1,562,045</b>	<b>954,278</b>	<b>954,278</b>	<b>954,278</b>
<b>Ending fund balance:</b>						
Assigned (contingency)	858,622	2,745,462	1,005,756	869,932	869,932	869,932
Ending fund balance	-	-	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,261,400</b>	<b>\$ 5,880,185</b>	<b>\$ 2,567,801</b>	<b>\$ 1,824,210</b>	<b>\$ 1,824,210</b>	<b>\$ 1,824,210</b>

**Statement of Funding 2017-18**

In FY 2017-18, the West Side Urban Renewal District will continue improvements on SW Tooze Road. However, this road project is funded through the program income fund, so is not seen here.

**Statement of Purpose**

Beginning in 2015-16 the Urban Renewal Agency began recording program income for the West Side Plan District in a new fund called the Program Income Fund, to account for the sale of property. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of prior activity and can include items such as reimbursements, rental income and land sales.

**Program Objectives**

Program income can be used for any urban renewal eligible purpose. These funds are typically used for improvements to properties owned by the Agency, capital projects within the district boundary, and property acquisition. The ending fund balance is intended to be used to improve Tooze Road.

**Program Income Fund**

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES:</b>						
Investment income	\$ -		\$ 10,000	\$ 45,000	\$ 45,000	\$ 45,000
Sale of property	-	4,948,129	-	-		
Beginning fund balance	-		4,950,000	4,701,129	4,701,129	4,701,129
<b>TOTAL RESOURCES</b>	<b>\$ -</b>	<b>\$ 4,948,129</b>	<b>\$ 4,960,000</b>	<b>\$ 4,746,129</b>	<b>\$ 4,746,129</b>	<b>\$ 4,746,129</b>
<b>REQUIREMENTS:</b>						
Materials & Services						
Repairs and maintenance	\$ -		\$ -	\$ -	-	-
Capital Outlay					-	-
Property Acquisition	-		-	-	-	-
Improvements	-	-	484,000	2,400,000	2,400,000	2,400,000
<b>Expenditure Subtotal</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 484,000</b>	<b>\$ 2,400,000</b>	<b>\$ 2,400,000</b>	<b>\$ 2,400,000</b>
Transfers to other funds						
Transfers Out	-		-	-	-	-
Ending fund balance:						
Assigned (contingency)	-	4,948,129	4,476,000	2,346,129	2,346,129	2,346,129
Ending fund balance	-		-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ -</b>	<b>\$ 4,948,129</b>	<b>\$ 4,960,000</b>	<b>\$ 4,746,129</b>	<b>\$ 4,746,129</b>	<b>\$ 4,746,129</b>

**Statement of Funding 2017-18**

Program income is intended to be used to construct improvements to Tooze Road.

# Urban Renewal - Coffee Creek Plan

## Coffee Creek Plan

The Coffee Creek Plan was adopted on October 17, 2016. The Coffee Creek Urban Renewal area seeks to develop new employment area in north Wilsonville that will attract general industrial, warehouse, flex, and research and development related business. The Coffee Creek Urban Renewal area is composed of approximately 258 total acres. The Plan expects to utilize tax increment financing for 25 years with a maximum indebtedness of \$67,000,000.

Key projects identified for improvement are infrastructure enhancements to existing roadways, utility development, and property acquisition and disposition.

Three funds may eventually be used to account for the activities of the Coffee Creek Plan district including:

1. **Debt Service Fund** – records costs of repayment of debt
2. **Capital Projects Fund** – records infrastructure costs and professional management (not active for FY 2017-18)
3. **Program Income Fund** – records miscellaneous receipts and infrastructure costs (not active for FY 2017-18)

### Coffee Creek Assessed Values and Taxes

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
Assessed Valuation in District			\$ -	\$ 88,665,151	\$ 88,665,151	\$ 88,665,151
Frozen Tax Base			-	(84,613,785)	(84,613,785)	(84,613,785)
<b>Incremental Value</b>			-	4,051,366	4,051,366	4,051,366
Change in Incremental Value			-	4,051,366	4,051,366	4,051,366
Percent change in Incremental Value			0.0%	100.0%	100.0%	100.0%
<b>Property Tax</b>						
Division of Taxes:						
Special Levy			-	-	-	-
<b>Tax Increment Revenues</b>						
(before uncollectibles)			\$ -	\$ -	\$ -	\$ -
Before discounts <sup>1</sup>	-	-	-	54,639	54,639	54,639
Estimate after discounts	\$ -	\$ -	\$ -	\$ 53,000	\$ 53,000	\$ 53,000

<sup>1</sup> Discounts include reductions offered for early payment, adjustments, and uncollected taxes.



**Statement of Purpose**

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

**Program Objectives**

1. Monitor private development that would result in future tax increment revenue generation
2. Work with State for possible funding options to help initiate projects that will incentivize private development

**Coffee Creek History of Debt Issuance and Maximum Indebtedness**

In October of 2016, the Plan was adopted establishing maximum indebtedness at \$67,000,000. No debt is proposed to be issued in fiscal year 17-18. Proceeds from the issuance of debt are used to pay capital project costs and related administration.

Date	Issue Amount	Key Projects
<b>Maximum Indebtedness</b>		
Adopted October 2016	\$ 67,000,000	
<b>Balance Available, July 1, 2017</b> (Maximum Indebtedness less Total Debt Issued)		
	<u>\$ 67,000,000</u>	

**Debt Service Fund**

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES:</b>						
Tax increment revenues						
Current year	\$ -	\$ -	\$ -	\$ 53,000	\$ 53,000	\$ 53,000
Prior year	-	-	-	-	-	-
Total	-	-	-	53,000	53,000	53,000
Miscellaneous:						
Investment income	-	-	-	265	265	265
Total	-	-	-	265	265	265
Beginning fund balance	-	-	-	-	-	-
TOTAL RESOURCES	\$ -	\$ -	\$ -	\$ 53,265	\$ 53,265	\$ 53,265
<b>REQUIREMENTS:</b>						
Debt service						
Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest	-	-	-	-	-	-
Short term debt	-	-	-	-	-	-
Total	-	-	-	-	-	-
Ending fund balance						
Restricted (Unapprop FB)	-	-	-	-	-	-
Assigned (Contingency)	0	0	0	53,265	53,265	53,265
Ending fund balance	-	-	-	-	-	-
TOTAL REQUIREMENTS	\$ -	\$ -	\$ -	\$ 53,265	\$ 53,265	\$ 53,265

**Statement of Purpose**

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. This development will improve public infrastructure including transportation and utility improvements to generate industrial private development.

**Program Objectives**

- Construct new Garden Acres Road, with bike lanes, sidewalks and landscaping

The table below displays the capital improvement projects anticipated over the next five years.

Project Title	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2020-22
Garden Acres	\$ -	\$ -	\$ 2,466,000	\$ 2,466,000	\$ 2,466,000
Total Coffee Crk Urban Renewal 5-Year Plan	\$ -	\$ -	\$ 2,466,000	\$ 2,466,000	\$ 2,466,000

Over the course of time as development happens in the Coffee Creek Plan area, the tax increment will grow and will enable financing of the following capital projects:

1. Construct regional detention pond with an outfall to Basalt Creek
2. Construct new SW Java Road; three lane road section with bike lanes, sidewalks and landscaping
3. Complete Coffee Creek Industrial area sewer extensions
4. Continue various roadway upgrades on Day Road, Boones Ferry and Grahams Ferry Road



*Sofia Park - Villebois*



# Urban Renewal Summary

## Summary of Urban Renewal by Fund Proposed 2017-18

	Year 2000 Plan			West Side			Coffee Creek	Grand Total
	Debt	Capital Projects	Program Income	Debt	Capital Projects	Program Income	Debt	
<b>RESOURCES:</b>								
Tax increment	\$ 4,075,000	\$ -	\$ -	\$ 5,080,000	\$ -	\$ -	\$ 53,000	\$ 9,208,000
Investment income	35,000	20,000	15,000	115,000	13,500	45,000	265	243,765
Other revenue	-	-	94,400	-	-	-	-	94,400
Bonds/Loan Proceeds	-	3,000,000	-	-	-	-	-	3,000,000
Beginning fund balance	9,009,397	1,660,618	1,992,235	9,286,032	1,810,710	4,701,129	-	28,460,121
Total resources	\$ 13,119,397	\$ 4,680,618	\$ 2,101,635	\$ 14,481,032	\$ 1,824,210	\$ 4,746,129	\$ 53,265	\$ 41,006,286
<b>REQUIREMENTS:</b>								
Materials & services	\$ -	\$ 627,446	\$ 50,500	\$ -	\$ 954,278	\$ -	\$ -	\$ 1,632,224
Capital outlay	-	1,188,000	70,000	-	-	2,400,000	-	3,658,000
Debt service	8,630,247	-	-	2,866,765	-	-	-	11,497,012
Ending fund balance:								
Restricted (Unapprop FB)	1,989,150	-	-	2,900,000	-	-	-	4,889,150
Assigned (Contingency)	2,500,000	2,865,172	1,981,135	8,714,267	869,932	2,346,129	53,265	19,329,900
Total requirements	\$ 13,119,397	\$ 4,680,618	\$ 2,101,635	\$ 14,481,032	\$ 1,824,210	\$ 4,746,129	\$ 53,265	\$ 41,006,286

## Summary of Debt Outstanding by District

	Original Issue	Year 2000 Plan	West Side	Coffee Creek	Total Outstanding
		July 1 2017 Balance	July 1 2017 Balance	July 1 2017 Balance	
Series 2009 Note Payable	\$ 10,000,000	\$ -	\$ 6,935,000	\$ -	\$ 6,935,000
Series 2010 Note Payable	8,000,000	5,860,000	-	-	5,860,000
Series 2011 Note Payable	5,000,000	-	3,915,000	-	3,915,000
Series 2012 Note Payable	8,000,000	-	6,460,000	-	6,460,000
Series 2013 Note Payable	7,000,000	-	5,980,000	-	5,980,000
Series 2015A Note Payable	5,000,000	-	3,478,705	-	3,478,705
Series 2015B Note Payable	-	-	464,768	-	464,768
Total outstanding debt	\$ 43,000,000	\$ 5,860,000	\$ 27,233,473	\$ -	\$ 33,093,473

# Urban Renewal Summary

The table below combines seven funds used by the Urban Renewal Agency and is intended to aid the reader in understanding the overall financial activity of the Agency.

## Budget Summary - All Urban Renewal Funds Combined

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Approved 2017-18	Adopted 2017-18
<b>RESOURCES:</b>						
Tax increment	\$ 8,484,940	\$ 8,951,857	\$ 9,175,823	\$ 9,208,000	\$ 9,208,000	\$ 9,208,000
Investment income	72,380	126,054	79,500	243,765	243,765	243,765
Other revenue	378,994	94,636	94,400	94,400	94,400	94,400
Sale of Property	20,200	4,948,129	-	-	-	-
Debt Proceeds	3,000,000	7,000,000	1,000,000	3,000,000	3,000,000	3,000,000
Beginning fund balance	13,498,228	12,682,381	23,066,047	28,460,121	28,460,121	28,460,121
<b>Total resources</b>	<b>\$ 25,454,741</b>	<b>\$ 33,803,057</b>	<b>\$ 33,415,770</b>	<b>\$ 41,006,286</b>	<b>\$ 41,006,286</b>	<b>\$ 41,006,286</b>
<b>REQUIREMENTS:</b>						
Materials & services	\$ 1,698,918	\$ 1,415,656	\$ 1,524,815	\$ 1,702,224	\$ 1,702,224	\$ 1,702,224
Capital outlay	3,986,180	2,490,617	1,680,060	3,588,000	3,588,000	3,588,000
Debt service	7,087,263	5,453,836	9,456,346	11,497,012	11,497,012	11,497,012
Ending fund balance:						
Restricted (bond covenants)	5,203,205	5,283,421	4,161,289	4,889,150	4,889,150	4,889,150
Restricted (future debt svc)	3,249,145	6,747,198	7,331,903	11,214,267	11,214,267	11,214,267
Assigned (contingency)	4,230,031	12,412,329	8,972,592	8,115,633	8,115,633	8,115,633
<b>Total appropriations</b>	<b>\$ 25,454,742</b>	<b>\$ 33,803,057</b>	<b>\$ 33,127,005</b>	<b>\$ 41,006,286</b>	<b>\$ 41,006,286</b>	<b>\$ 41,006,286</b>





*Barber Street Bridge Extension*





# Appendix

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*Frog Pond Aerial View*



## RESOLUTION NO. 2641

### **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 2017-18.**

**WHEREAS**, in accordance with ORS 294.426 the Wilsonville Budget Committee met on May 18, 2017 and June 1, 2017 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2017-18; and,

**WHEREAS**, the Budget Committee deliberated on the proposed budget on May 18, 2017 and on June 1, 2017; and

**WHEREAS**, the Budget Committee approved the proposed budget on June 1, 2017; and

**WHEREAS**, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such a amounts were included in the approved budget, and

**WHEREAS**, on June 14, 2017 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 19, 2017 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, 2017.

**NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:**

1. The Council adopts the budget for FY 2017-18 in the total amount of \$174,136,292.
2. Of the total adopted budget of \$174,136,292, the City appropriates \$167,629,092 for the fiscal year beginning July 1, 2017 as shown in Attachment A – Schedule of

# Resolutions

Appropriations. The difference of \$6,507,200 is not appropriated and is not available for expenditure during the year.

3. The City of Wilsonville City Council hereby imposes the taxes provided for in the Adopted Budget at the rate of \$2.5206 per \$1,000 of assessed value for general operations; and that these taxes are hereby imposed and categorized for the tax year 2017-18 upon the assessed value of all taxable property in the City.

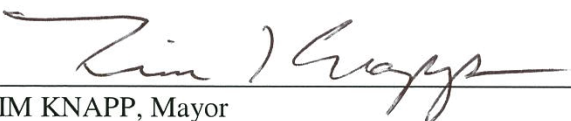
	<u>General Government Limit</u>
General Fund	\$2.5206 / \$1,000

4. In compliance with the City's Financial Management Policies certain contingencies, reserves and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.
  - a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled Restricted.
  - b. GASB Committed category includes amounts for which Council has approved by resolution. Only a subsequent council resolution may change the amount or intended use. Within the budget document such amounts are titled Committed (unappropriated). The Committed (unappropriated) is also referred to as the unappropriated ending fund balance and serves as a carryover from one fiscal year to the next.
  - c. GASB Assigned category includes amounts which are designated but for which a resolution has not been adopted. Authority is hereby granted to the City Council, City Manager and the Finance Director for the purpose of setting aside resources for specific future needs, such as equipment and building replacements and prudent financial reserves. Within the budget document such amounts are titled Assigned (designated) and Assigned (contingency). Assigned (designated) purpose is identified on page 255 of the Proposed Budget document. Assigned (contingency) is the portion of appropriations available for use during a fiscal year if approved through Council Resolution.

## Resolutions

- d. GASB Unassigned category is used exclusively in the General Fund and has the same meaning as Assigned (contingency) in paragraph (c) above.
  - e. City Council considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Council will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.
5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regularly scheduled meeting thereof this 19th day of June, 2017 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	Excused
Councilor Akervall	Yes
Councilor Lehan	Yes
Councilor Stevens	Yes

# Resolutions

## Attachment A – Schedule of Appropriations

General Fund		
Administration	\$	1,600,620
Finance		1,431,961
Information Services		1,292,510
Legal		559,560
Human Resources and Risk Management		763,583
Public Works Administration		502,100
Building Maintenance		983,566
Parks Maintenance		1,286,490
Parks and Recreation		1,548,228
Library		1,938,586
Law Enforcement		4,949,105
Municipal court		209,274
Transfers to Other Funds		4,889,863
Contingency		10,310,626
<b>Total Fund Appropriations</b>		<b>\$32,266,072</b>
Community Development Fund		
CD Administration	\$	933,698
Engineering		1,490,268
Planning		958,539
Transfers to Other Funds		560,797
Contingency		1,570,657
<b>Total Fund Appropriations</b>		<b>\$5,513,959</b>
Building Fund		
Building	\$	1,313,743
Transfers to Other Funds		429,740
Contingency		3,250,145
<b>Total Fund Appropriations</b>		<b>\$4,993,628</b>



<b>Attachment A – Schedule of Appropriations</b>
--------------------------------------------------

<b>Transit Fund</b>		
Transit	\$ 5,724,162	
Transfers to Other Funds	549,560	
Contingency	<u>1,059,640</u>	
<b>Total Fund Appropriations</b>		<b>\$7,333,362</b>
<b>Road Operating Fund</b>		
Road Operating	\$ 879,091	
Debt Service	81,550	
Transfers to Other Funds	801,610	
Contingency	<u>772,722</u>	
<b>Total Fund Appropriations</b>		<b>\$2,534,973</b>
<b>Road Maintenance Regulatory Fund</b>		
Transfers to Other Funds	\$ 1,115,000	
Contingency	<u>1,340,606</u>	
<b>Total Fund Appropriations</b>		<b>\$2,455,606</b>
<b>Water Operating Fund</b>		
Water Distributions and Sales	\$ 1,436,547	
Water Treatment	3,356,418	
Debt Service	1,870,000	
Transfers to Other Funds	1,294,648	
Contingency	<u>10,260,795</u>	
<b>Total Fund Appropriations</b>		<b>\$18,218,408</b>
<b>Sewer Operating Fund</b>		
Sewer Collection	\$ 890,389	
Sewer Treatment	2,575,313	
Sewer Pretreatment	128,149	
Debt Service	2,980,000	
Transfers to Other Funds	2,270,100	
Contingency	<u>11,332,492</u>	
<b>Total Fund Appropriations</b>		<b>\$20,176,443</b>

# Resolutions

<b>Attachment A – Schedule of Appropriations</b>
--------------------------------------------------

### Street Lighting Operating Fund

Street Lighting	\$	356,090	
Transfers to Other Funds		107,750	
Contingency		689,349	
<b>Total Fund Appropriations</b>			<b>\$1,153,189</b>

### Stormwater Fund

Stormwater Maintenance		683,544	
Debt Service		508,000	
Transfers to Other Funds		1,714,079	
Contingency		1,143,965	
<b>Total Fund Appropriations</b>			<b>\$4,049,588</b>

### Fleet Service Fund

Fleet	\$	1,413,059	
Transfers to Other Funds		2,400	
Contingency		933,598	
<b>Total Fund Appropriations</b>			<b>\$2,349,057</b>

### Water Capital Projects Fund

Water Capital Projects	\$	1,589,183	
Transfers to Other Funds		197,939	
Contingency		75,829	
<b>Total Fund Appropriations</b>			<b>\$1,862,951</b>

### Sewer Capital Projects Fund

Sewer Capital Projects	\$	3,619,884	
Transfers to Other Funds		385,077	
Contingency		88,465	
<b>Total Fund Appropriations</b>			<b>\$4,093,426</b>

<b>Attachment A – Schedule of Appropriations</b>
--------------------------------------------------

**Streets Capital Projects Fund**

Streets Capital Projects	\$ 7,471,008	
Transfers to Other Funds	873,944	
Contingency	1,110,466	
<b>Total Fund Appropriations</b>		<b>\$9,455,418</b>

**Stormwater Capital Projects Fund**

Stormwater Capital Projects	\$ 1,495,684	
Transfers to Other Funds	229,048	
Contingency	46,093	
<b>Total Fund Appropriations</b>		<b>\$1,770,825</b>

**Facilities and Information Systems Capital Projects Fund**

Building Capital Projects	\$ 2,562,075	
Transfers to Other Funds	30,600	
Contingency	189,175	
<b>Total Fund Appropriations</b>		<b>\$2,781,850</b>

**Parks Capital Projects Fund**

Parks Capital Projects	\$ 4,167,516	
Transfers to Other Funds	495,543	
Contingency	136,065	
<b>Total Fund Appropriations</b>		<b>\$4,799,124</b>

**Water Development Charges**

Materials & Services	\$ 9,793	
Transfers to Other Funds	1,258,224	
Contingency	6,774,695	
<b>Total Fund Appropriations</b>		<b>\$8,042,712</b>

**Sewer Development Charges**

Materials & Services	\$ 6,325	
Transfers to Other Funds	2,945,464	
Contingency	7,694,189	
<b>Total Fund Appropriations</b>		<b>\$10,645,978</b>

# Resolutions

<b>Attachment A – Schedule of Appropriations</b>
--------------------------------------------------

<b>Streets Development Charges</b>		
Materials & Services	\$ 16,220	
Transfers to Other Funds	6,055,319	
Contingency	3,940,848	
<b>Total Fund Appropriations</b>		<b>\$10,012,387</b>
<b>Washington County TDT</b>		
Materials & Services	\$ -	
Transfers to Other Funds	-	
Contingency	1,509,903	
<b>Total Fund Appropriations</b>		<b>\$1,509,903</b>
<b>Stormwater Development Charges</b>		
Materials & Services	\$ 2,652	
Transfers to Other Funds	198,272	
Contingency	3,080,877	
<b>Total Fund Appropriations</b>		<b>\$3,281,801</b>
<b>Parks Development Charges</b>		
Materials & Services	\$ 3,928	
Transfers to Other Funds	4,370,838	
Contingency	3,953,666	
<b>Total Fund Appropriations</b>		<b>\$8,328,432</b>
<b>Total City Appropriations - All Funds</b>		<b>\$167,629,092</b>

**THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE**

**URA RESOLUTION NO. 275**

**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 2017-18.**

**WHEREAS**, in accordance with ORS 294.426 the Wilsonville Urban Renewal Agency (“Agency”) Budget Committee met on June 1, 2017 to receive public testimony, hear the budget message, and listen to presentations pertaining to the proposed budget for Fiscal Year 2017-18; and

**WHEREAS**, the Budget Committee deliberated on the proposed budget, and on June 1, 2017, approved the budget with no amendments and set the incremental assessed value for the West Side Plan District to \$401,210,000, thus limiting tax imposed in that district to approximately \$5,370,000 in accordance with ORS 457.470(3)(c), and set the incremental assessed value for the Year 2000 Plan District to \$303,000,000, thus limiting tax imposed in that district to approximately \$4,200,000 in accordance with ORS 457.455(1); and

**WHEREAS**, the Coffee Creek Plan District has recently formed and the governing board declares its intent to collect the full amount of the division of tax for the Coffee Creek District; and

**WHEREAS**, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such amounts were included in the approved budget; and

**WHEREAS**, on June 14, 2017 a summary of the budget, as required by ORS 294.438, was duly published in the Wilsonville Spokesman, a newspaper of general circulation in the City of Wilsonville (“City”); and

# Resolutions

**WHEREAS**, in accordance with ORS 294.456, the Agency duly held a public hearing on June 19, 2017 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, 2017.

**NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:**

1. The Wilsonville Urban Renewal Agency Board (“Agency Board”) adopts the budget for FY 2017-18 in the total amount of \$41,006,286.
2. Of the total adopted budget of \$41,006,286, the Agency appropriates \$36,117,136, for the fiscal year beginning July 1, 2017 as shown in Attachment A – Schedule of Appropriations. The difference of \$4,889,150 is not appropriated and is not available for expenditure during the fiscal year.
3. The Agency certifies to the Clackamas and Washington County Assessors the Agency’s intention as follows for Fiscal Year 2017-18:
  - a. To set the incremental assessed value in the West Side Plan District to \$401,210,000, which will generate approximately \$5,370,000 of taxes imposed.
  - b. To set the incremental assessed value in the Year 2000 Plan District to \$303,000,000, which will generate approximately \$4,200,000 of taxes imposed.
  - c. To collect 100% of the “Division of Taxes” portion from the Coffee Creek Plan District.
4. In compliance with the City’s Financial Management Policies certain contingencies, reserves, and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.
  - a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled “Restricted.”
  - b. GASB Assigned category includes amounts that are designated, but for which a resolution has not been adopted. Authority is hereby granted to the Agency Board, the Executive Director, and the Finance Director for the purpose of setting aside

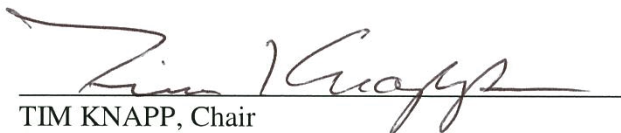


## Resolutions

resources for specific future needs. Within the budget document specific designations shall be titled "Assigned (designated)." All other balances other than Restricted or Assigned (designated) shall be budgeted as "Assigned (contingency)." The Assigned (contingency) is appropriated and available for use during the fiscal year if approved through Agency Board resolution.

- c. The Agency Board considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Agency Board will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.
5. This resolution is effective upon adoption.

ADOPTED by the Urban Renewal Agency of the City of Wilsonville at a regularly scheduled meeting thereof this 19th day of June 2017 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	Excused
Board Member Akervall	Yes
Board Member Stevens	Yes
Board Member Lehan	Yes

# Resolutions

<b>Attachment A – Schedule of Appropriations</b>
--------------------------------------------------

**Year 2000 Plan Area - Debt Service Fund**

Debt Service	8,630,247	
Contingency	2,500,000	
<b>Total Fund Appropriations</b>	<b>\$ 11,130,247</b>	

**Year 2000 Plan Area - Capital Projects Fund**

Materials and Services	627,446	
Capital Outlay	1,188,000	
Contingency	2,865,172	
<b>Total Fund Appropriations</b>	<b>\$ 4,680,618</b>	

**Year 2000 Plan Area - Program Income Fund**

Materials and Services	50,500	
Capital Outlay	70,000	
Contingency	1,981,135	
<b>Total Fund Appropriations</b>	<b>\$ 2,101,635</b>	

**West Side - Debt Service Fund**

Debt Service	2,866,765	
Contingency	8,714,267	
<b>Total Fund Appropriations</b>	<b>\$ 11,581,032</b>	

**West Side - Capital Projects Fund**

Materials and Services	954,278	
Contingency	869,932	
<b>Total Fund Appropriations</b>	<b>\$ 1,824,210</b>	

**West Side - Program Income Fund**

Materials and Services	-	
Capital Outlay	2,400,000	
Contingency	2,346,129	
<b>Total Fund Appropriations</b>	<b>\$ 4,746,129</b>	

**Coffee Creek - Debt Service Fund**

Contingency	53,265	
<b>Total Fund Appropriations</b>	<b>\$ 53,265</b>	

<b>Total Agency Appropriations</b>	<b>\$ 36,117,136</b>	
------------------------------------	----------------------	--

**RESOLUTION NO. 2639**

**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 provided through Tualatin Valley Fire & Rescue.
2. This resolution is effective upon adoption.

# Resolutions

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 19th day of June, 2017 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	Excused
Councilor Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes

**RESOLUTION NO. 2639**

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**PAGE 2 OF 2**

**RESOLUTION NO. 2640**

**A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED REVENUES.**

**WHEREAS**, the Budget Committee has reviewed and approved the proposed use of State Shared Revenues; and

**WHEREAS**, a public hearing has been held before the Budget Committee on May 18, 2017 to discuss possible uses of the funds and before the City Council on June 19, 2017 to obtain public input as to the proposed uses of State Shared Revenues.

**NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:**

1. Pursuant to ORS 221.770 the City of Wilsonville hereby elects to receive state shared revenues for the fiscal year 2017-18.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 19th day of June, 2017 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 Akervall	Yes
Councilor Stevens	Yes
Councilor Lehan	Yes

**RESOLUTION NO. 2640**

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**PAGE 1 OF 1**





*City of Wilsonville Trolley*







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 Committee Meeting –  
City Mid-Year Financial Review  
WS87423**

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

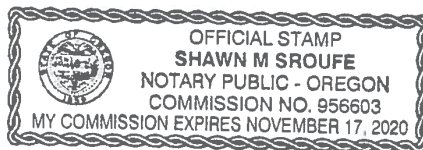
**1**  
week in the following issue:  
**March 8, 2017**

*Charlotte Allsop*  
\_\_\_\_\_  
Charlotte Allsop, (Accounting Manager)

Subscribed and sworn to before me this  
March 8, 2017.

*Shawn M Sroufe*  
\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON

Acct # 6821011  
**Attn: Margie Trader**  
City of Wilsonville  
29799 SW Town Center Lp  
Wilsonville, OR 97070



Size: 2 x 1.95"  
Amount Due: \$33.67\*  
\*Please remit to the address above.

**Notice of Budget Committee Meeting  
Concerning City Mid-Year Financial Review**  
  
A public meeting of the **Wilsonville Budget Committee**, Clackamas and Washington County, State of Oregon, to receive an overview of the City's mid-year financial review for the fiscal year July 1, 2016 to June 30, 2017, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on **Wednesday, the 15th of March 2017**. The meeting begins at 6:00 pm and will be held at the Wilsonville Council Chambers. Any questions or comments should be directed to Susan Cole, Finance Director, at 503-682-1011.  
Publish 03/08/2017. WS15887423

# Public Notices/Legal Forms



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PO Box 22109, Portland, OR 97269-2109  
Phone: 503-684-0360 Fax: 503-620-3433  
E-mail: [legals@commnewsletters.com](mailto:legals@commnewsletters.com)

## AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS  
I, 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 and**  
**Public Hearings Concerning State Shared**  
**Revenue**  
**WS95417**

a copy of which is hereto annexed, was  
published in the entire issues of said  
newspaper for

2

Successive and consecutive weeks in the  
following issues:

**May 3, 2017**

**May 10, 2017**

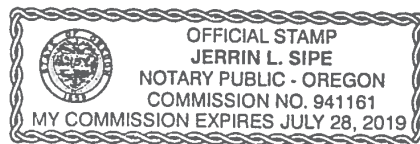
*Charlotte Allsop*

Charlotte Allsop, (Accounting Manager)

Subscribed and sworn to before me this  
May 10, 2017.

*Jerrin L. Sipe*  
\_\_\_\_\_  
NOTARY PUBLIC FOR OREGON

Acct # 6821011  
Attn: Margie Trader  
City of Wilsonville  
29799 SW Town Center Lp  
Wilsonville, OR 97070



Size: 2 x 4.45"  
Amount Due: \$151.23\*

\*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, 2017 to June 30, 2018, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Thursday, the 18th of May 2017. Subsequent meetings, if necessary, are scheduled for Thursday the 1st of June 2017 and Thursday the 8th of June 2017. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 8th of May 2017 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us). At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2017-18.

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 2017-18 with the Budget Committee.

Bryan Cosgrove  
Budget Officer  
City of Wilsonville  
Publish 05/03, 05/10/2017.

WS15895417



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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  
and Public Hearings Concerning State  
Revenue Sharing  
WS00016**

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

**1**  
week in the following issue:  
**May 31, 2017**

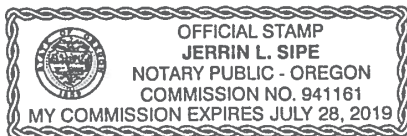
*Charlotte Allsop*  
Charlotte Allsop, (Accounting Manager)

Subscribed and sworn to before me this  
May 31, 2017.

*Jerrin L. Sipe*  
NOTARY PUBLIC FOR OREGON

Acct # **6821011**  
**Attn: Margie Trader**  
City of Wilsonville  
29799 SW Town Center Lp  
Wilsonville, OR 97070

Size: 2 x 4.59"  
Amount Due: **\$77.98\***  
\*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, 2017 to June 30, 2018, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Thursday, the 18th of May 2017. Subsequent meetings, if necessary, are scheduled for Thursday the 1st of June 2017 and Thursday the 8th of June 2017. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 8th of May 2017 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us). At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2017-18.

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 2017-18 with the Budget Committee.

Bryan Cosgrove  
Budget Officer  
City of Wilsonville  
Publish 05/31/2017.

WS15900016

# Public Notices/Legal Forms



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## AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS I, Charlotte Allsop, being the first duly sworn, depose and say that I am the Accounting Manager of the *Wilsonville Spokesman*, a newspaper of general circulation, published at Wilsonville, in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

### City of Wilsonville Urban Renewal District Notice of Budget Committee Meetings WS95419

a copy of which is hereto annexed, was published in the entire issues of said newspaper for  
2

Successive and consecutive weeks in the following issues:

May 3, 2017  
May 10, 2017

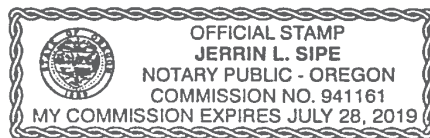
*Charlotte Allsop*

Charlotte Allsop, (Accounting Manager)

Subscribed and sworn to before me this  
May 10, 2017.

*Jerrin L. Sipe*  
NOTARY PUBLIC FOR OREGON

Acct # 6821011  
Attn: **Margie Trader**  
City of Wilsonville  
29799 SW Town Center Lp  
Wilsonville, OR 97070



Size: 2 x 4.45"

Amount Due: \$151.23\*

\*Please remit to the address above.

### 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, 2017 to June 30, 2018, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Thursday, the 18th of May 2017. Subsequent meetings, if necessary, are scheduled for Thursday the 1st of June 2017 and Thursday the 8th of June 2017. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 8th of May 2017 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, [www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us).

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 2017-18 with the Budget Committee.

Bryan Cosgrove  
Executive Director  
Urban Renewal Agency  
City of Wilsonville  
Publish 05/03, 05/10/2017.

WS15895419



The screenshot shows the City of Wilsonville Oregon website. At the top, there is a green header with the city logo and name. Navigation links include 'Your Government', 'City Services', 'Your Community', 'Doing Business', and 'How Do I...'. A search bar is located in the top right. The main content area features a 'News Flash' section with a title '[ARCHIVED] Budget Committee Meetings'. The notice text describes public hearings for the 2017-18 budget. A sidebar on the left offers 'Ask The City!' and 'Pay Online' options. A right sidebar contains search, tools, and category lists. Social media icons are at the bottom of the notice.

**WILSONVILLE OREGON**

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Your Government City Services Your Community Doing Business How Do I...

You Are Here: [Home](#) > News Flash

[News Flash Home](#)  
The original item was published from 5/8/2017 4:46:59 PM to 6/1/2017 9:00:05 PM.

City of Wilsonville Public Hearing Notices

Posted on: May 8, 2017

**[ARCHIVED] Budget Committee Meetings**

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, 2017 to June 30, 2018, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Thursday, the 18th of May 2017. Subsequent meetings, if necessary, are scheduled for Thursday the 1st of June 2017. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 8th of May, 2017 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/167/Budget](http://www.ci.wilsonville.or.us/167/Budget). 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 2017-18. 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 2017-18 with the Budget Committee.

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# Public Notices/Legal Forms



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 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  
 WS15901814

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

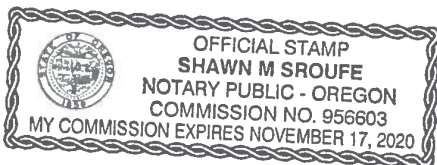
1 week in the following issue:  
**June 14, 2017**

*Charlotte Allsop*  
 Charlotte Allsop, (Accounting Manager)

Subscribed and sworn to before me this  
 June 14, 2017.

*[Signature]*

NOTARY PUBLIC FOR OREGON



Acct # 6821011  
 Attn: Margie Trader  
 City of Wilsonville  
 29799 SW Town Center Lp  
 Wilsonville, OR 97070  
 Size: 3 x 8"  
 Amount Due: \$204.00\*  
 \*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 18, 2017 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, 2017 as approved by the City of Wilsonville Budget Committee. A summary of the budget is presented below and can be viewed at <http://www.ci.wilsonville.or.us/187/Budget>. 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: Susan Cole Telephone: 503-682-1911 Email: [sc@ci.wilsonville.or.us](mailto:sc@ci.wilsonville.or.us)

FINANCIAL SUMMARY - RESOURCES			
	Actual Amount 2015-16	Adopted Budget The Year 2016-17	Approved Budget Next Year 2017-18
Beginning Fund Balance/Net Working Capital	89,802,883	71,778,964	82,056,580
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	43,118,383	41,728,258	48,544,963
Federal, State and All Other Grants, Gifts, Allocations and Donations	3,244,871	5,408,580	6,342,584
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	0	0	0
All Other Resources Except Property Taxes	13,151,678	30,576,484	30,775,815
Property Taxes Estimated to be Received	6,472,269	1,438,806	1,744,278
Property Taxes Estimated to be Received	6,472,269	6,507,430	6,872,890
<b>Total Resources</b>	<b>\$140,135,850</b>	<b>\$150,448,528</b>	<b>\$174,136,282</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
	Actual Amount 2015-16	Adopted Budget The Year 2016-17	Approved Budget Next Year 2017-18
Personal Services	14,589,871	16,530,504	18,833,871
Materials and Services	17,944,568	19,731,284	20,867,828
Capital Outlay	4,788,116	24,252,233	22,357,061
Debt Service	10,271,081	5,407,883	5,439,550
Interfund Transfers	13,151,678	30,576,484	30,775,815
Contingencies	0	56,707,658	71,284,369
Unappropriated Ending Balance and Reserved for Future Expenditure	80,280,150	6,232,400	6,507,200
<b>Total Requirements</b>	<b>\$140,135,850</b>	<b>\$150,448,528</b>	<b>\$174,136,282</b>

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM						
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount	FTE
Administration	1,472,429	5.00	1,371,425	5.00	1,600,820	8.00
Finance	1,225,542	9.20	1,426,803	9.31	1,470,879	9.31
Information Services & Geographic Information Services	681,124	3.00	1,117,880	4.00	1,292,510	8.50
Geographic Information Services	215,788	1.50	231,124	1.50	0	0.00
Legal	468,583	3.00	563,239	3.70	558,583	3.70
Human Resources & Risk Management	615,022	3.35	684,128	3.35	763,581	3.60
Community Development - Administration	615,003	4.50	771,542	3.50	833,608	4.00
Community Development - Engineering	1,223,248	8.50	1,348,009	8.50	1,490,298	10.50
Community Development - Building Inspections	788,278	5.60	821,701	5.00	1,313,743	8.80
Community Development - Planning	815,240	7.60	1,040,874	7.60	858,538	7.60
Community Development - Natural Resources/Stormwater Management	351,445	3.00	485,542	3.00	0	0.00
Public Works - Administration	428,075	3.50	475,277	3.50	502,100	3.50
Public Works - Roads	804,339	5.75	1,024,031	5.75	983,568	5.00
Public Works - Street Lighting	711,057	4.05	875,878	4.05	878,081	3.80
Public Works - Water Distribution	283,521	0.00	251,221	0.00	358,999	0.00
Public Works - Water Treatment Plant	1,266,518	5.38	1,447,128	5.67	1,438,547	5.38
Public Works - Wastewater Treatment Plant	2,811,829	0.00	2,841,875	0.00	3,358,410	0.00
Public Works - Wastewater Treatment Plant	101,882	1.00	128,332	1.00	128,149	1.00
Public Works - Wastewater Collection	2,307,798	0.00	2,653,107	0.00	2,575,313	0.00
Public Works - Stormwater Maintenance	773,818	2.13	881,218	2.83	890,389	2.63
Parks and Recreation - General Services	457,749	1.94	657,648	2.89	683,544	2.89
Parks and Recreation - Parks Maintenance	1,114,481	8.20	1,817,532	8.20	1,548,228	9.20
Library	1,088,303	8.25	1,348,573	8.25	1,298,492	7.80
Tenant	1,719,814	18.48	1,898,412	18.48	1,838,586	18.58
Fleet Service	5,116,747	37.00	8,251,017	37.50	5,724,182	37.00
Law Enforcement	1,172,857	8.60	1,843,915	8.80	1,413,059	7.80
Municipal Court	3,892,289	8.00	4,443,084	8.00	4,849,105	0.00
Non-Departmental / Non-Program	186,573	1.70	200,830	1.65	209,274	1.65
<b>Total Requirements &amp; FTE</b>	<b>\$140,135,850</b>	<b>167.21</b>	<b>\$150,448,528</b>	<b>161.01</b>	<b>\$174,136,282</b>	<b>182.62</b>

**STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING**  
 The total approved operating budget for 2017-18, consisting of personnel services, materials and services, and capital equipment purchases is \$16,243,511 up 1.8% (3028 3000) from the 2016-17 revised operating budget. Personnel services are up 2.4% (\$394,467) and include the addition of a new parks maintenance specialist, building inspector, and a waste treatment plant operator, and two enforcement program. The capital equipment budget is down 51.0% (\$1,850,247). Capital outlay consists of both capital equipment, with a budget of \$1,007,384 and a capital improvement program (CIP) with a budget of \$24,384,462. The City's CIP budget is up 17.2% (\$3,581,424) from prior year. In 2017-18 the City does not anticipate issuing any new debt.

PROPERTY TAX RATES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
Demolition Rate Levy (rate first 2.5208 per \$1,000)	2.5208		2.5208
Local Option Levy	0	2.5208	0
Levy For General Obligation Bonds	\$0	\$0	\$0

STATEMENT OF INDEBTEDNESS		
	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$37,605,000	\$0
Other Borrowings	\$0	\$0





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 Urban Renewal Agency  
 Notice of Budget Hearing  
 WS15901820**

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

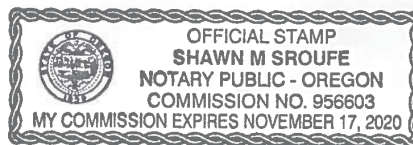
**1**  
 week in the following issue:  
**June 14, 2017**

*Charlotte Allsop*  
 Charlotte Allsop, (Accounting Manager)

Subscribed and sworn to before me this  
 June 14, 2017.

*Shawn M Sroufe*  
 NOTARY PUBLIC FOR OREGON

Acct # 6821011  
 Attn: Margie Trader  
 City of Wilsonville  
 29799 SW Town Center Lp  
 Wilsonville, OR 97070  
 Size: 3 x 4.25"  
 Amount Due: \$110.28\*  
 \*Please remit to the address above.



Publish 06/14/2017.

WS15901820

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville Urban Renewal Agency will be held on June 19, 2017 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, 2017 as approved by the Urban Renewal Budget Committee. A preliminary of the budget is presented below and can be viewed at <http://www.ci.wilsonville.or.us/167/Budget>. 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 9:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting data for the same as used the preceding year.

Contact: Susan Cole

Telephone: 503-642-1011

Email: [cole@s.ci.wilsonville.or.us](mailto:cole@s.ci.wilsonville.or.us)

TOTAL OF ALL FUNDS		FINANCIAL SUMMARY - RESOURCES	
	Actual Amount	Adopted Budget	Approved Budget
Beginning Fund Balance/Net Working Capital	12,882,281	23,068,048	28,480,121
Revenues from Bonds and Other Debt	7,000,000	7,000,000	3,000,000
All Other Resources Except Division of Tax & Special Levy	5,169,819	173,900	338,185
Revenue from Division of Tax	8,951,857	9,175,823	8,208,000
<b>Total Resources</b>	<b>\$33,803,057</b>	<b>\$33,415,771</b>	<b>\$41,008,288</b>

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION	
Materials and Services	1,415,655
Capital Outlay	2,480,618
Debt Service	5,453,836
Intergovernmental Transfers	0
Contributions	0
Unexpended Ending Fund Balance	24,442,948
<b>Total Requirements</b>	<b>\$33,803,057</b>

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM						
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount	FTE
Year 2000 Plan	13,500,035	0	14,300,609	0	18,901,650	0
West Side	20,243,022	0	18,095,182	0	21,051,371	0
Center Street	0	0	0	0	63,265	0
<b>Total Requirements/FTE</b>	<b>\$33,803,057</b>	<b>0</b>	<b>\$33,415,771</b>	<b>0</b>	<b>\$41,008,288</b>	<b>0</b>

**STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCINGS**  
 This Year 2000 Plan has two projects budgeted in 2017-18, including East West Connector project and Town Center concept planning. The West Side District has one, the Town Center project.

STATEMENT OF INDEBTEDNESS	
LONG TERM DEBT	Estimated Debt Outstanding on July 1
General Obligation Bonds	\$33,093,473
Other Bonds	\$0
Other Borrowings	\$0
<b>Total</b>	<b>\$33,093,473</b>

# Public Notices/Legal Forms

## Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor(s) of Clackamas and Washington County

### FORM LB-50 2017-2018

- 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 on the tax roll of Clackamas and Washington County. The property tax, fee, charge or assessment is categorized as stated by this form.

<u>29799 SW Town Center Lp E</u> Mailing Address of District	<u>Wilsonville</u> City	<u>Oregon</u> State	<u>97070</u> ZIP code	<u>July 1, 2017</u> Date
<u>Susan Cole</u> Contact Person	<u>Finance Director</u> Title	<u>503-570-1511</u> Daytime Telephone	<u>cole@ci.wilsonville.or.us</u> Contact Person E-Mail	

**CERTIFICATION** - You must check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

### PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits		
		Rate -or-	Dollar Amount	
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	1	\$2.5206 rate		
2. Local option operating tax . . . . .	2			<b>Excluded from Measure 5 Limits</b> Dollar Amount of Bond Levy
3. Local option capital project tax . . . . .	3			
4. City of Portland Levy for pension and disability obligations . . . . .	4			
5a. Levy for bonded indebtedness from bonds approved by voters <b>prior</b> to October 6, 2001 . . . . .	5a.			
5b. Levy for bonded indebtedness from bonds approved by voters <b>on or after</b> October 6, 2001 . . . . .	5b.			
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b) . . . . .	5c.		<b>0</b>	

### PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000 . . . . .	6	<b>2.5206</b>
7. Election date when your <b>new district</b> received voter approval for your permanent rate limit . . . . .	7	n/a
8. <b>Estimated</b> permanent rate limit for newly <b>merged/consolidated district</b> . . . . .	8	n/a

**PART III: SCHEDULE OF LOCAL OPTION TAXES** - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
n/a				

### Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1. n/a		
2.		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS \_\_\_\_\_ (Must be completed if you have an entry in Part IV)

FORM UR-50

NOTICE TO ASSESSOR

2017-2018

• 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 2017-18 ad valorem tax increment amounts  
(Agency Name)

by plan area for the tax roll of Clackamas and Washington Counties.  
(County Name)

Susan Cole 503-570-1511 July 6, 2017  
(Contact Person) (Telephone Number) (Date Submitted)

29799 SW Town Center Lp E, Wilsonville, OR 97070  
(Agency's Mailing Address)

cole@ci.wilsonville.or.us  
(Contact Person's E-mail Address)

Yes, the agency has filed an impairment certificate by May 1 with the assessor (ORS 457.445).

**Part 1: Option One Plans (Reduced Rate).** For definition of Option One plans, see ORS 457.435(2)(a)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	Special Levy Amount**
	\$ Or	Yes ___	\$
	\$ Or	Yes ___	\$
	\$ Or	Yes ___	\$
	\$ Or	Yes ___	\$

**Part 2: Option Three Plans (Standard Rate).** For definition of Option Three plans, see ORS 457.435(2)(c)

Plan Area Name	Increment Value to Use***	100% from Division of Tax***	Special Levy Amount****
	\$ Or		
	\$ Or		
	\$ Or		

**Part 3: Other Standard Rate Plans.** For definition of standard rate plans, see ORS 457.445(2)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
	\$ Or	Yes ___	
	\$ Or	Yes ___	
	\$ Or	Yes ___	
	\$ Or	Yes ___	

**Part 4: Other Reduced Rate Plans.** For definition of reduced rate plans, see ORS 457.445(1)

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
Year 2000 Plan District	\$303,000,000	Yes ___	
West Side Plan District	\$401,210,000	Yes ___	
Coffee Creek Plan District	\$ Or	Yes <u>X</u>	
	\$ Or	Yes ___	
	\$ Or	Yes ___	

**Notice to Assessor of Permanent Increase in Frozen Value.** Effective 2015-2016, permanently increase frozen value to:

Plan Area Name	New frozen value \$
Plan Area Name	New frozen value \$

\* **All Plans except Option Three:** Enter amount of Increment Value to Use that is less than 100% Or check "Yes" to receive 100% of division of tax. Do NOT enter an amount of Increment Value to Use AND check "Yes".

\*\* If an **Option One plan** enters a Special Levy Amount, you MUST check "Yes" and NOT enter an amount of Increment to Use.

\*\*\* **Option Three plans** enter EITHER an amount of Increment Value to Use to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the Amount from Division of Tax stated in the ordinance, NOT both.

\*\*\*\* If an **Option Three plan** requests both an amount of Increment Value to Use that will raise less than the amount of division of tax stated in the 1998 ordinance and a Special Levy Amount, the Special Levy Amount cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Authority.



Public Notices/Legal Forms



*Parks and Recreation Building*





## Budget Message

City Manager Introductory Comments

May 18, 2017



## Budget Message

City Manager Introductory Comments



## Budget Message

### Growing City means

- ❖ Increased traffic
  - An additional Traffic Officer proposed
  - Transportation infrastructure improvements
    - Surrounding I-5 Interchange & Wilsonville Road
    - 5<sup>th</sup> Street Extension (aka “Old Town Escape”)
- ❖ Increased workload
  - An additional Building Inspector proposed
  - Code Enforcement Officer proposed mid-way through year
- ❖ Continual planning; new areas, new projects
  - Frog Pond, Coffee Creek, Basalt Creek
  - French Prairie Bridge



## Budget Message

### Stewarding & expanding current assets and resources

- ❖ Library Renovations
  - \$1 million received from Clackamas County
  - Design underway
- ❖ Memorial Park
  - Expanding skate facilities and parking
- ❖ Charbonneau
  - Improvements to storm, sewer and water infrastructure
- ❖ Technology
  - Beginning stages of replacing core business software
  - Upgrades to web site





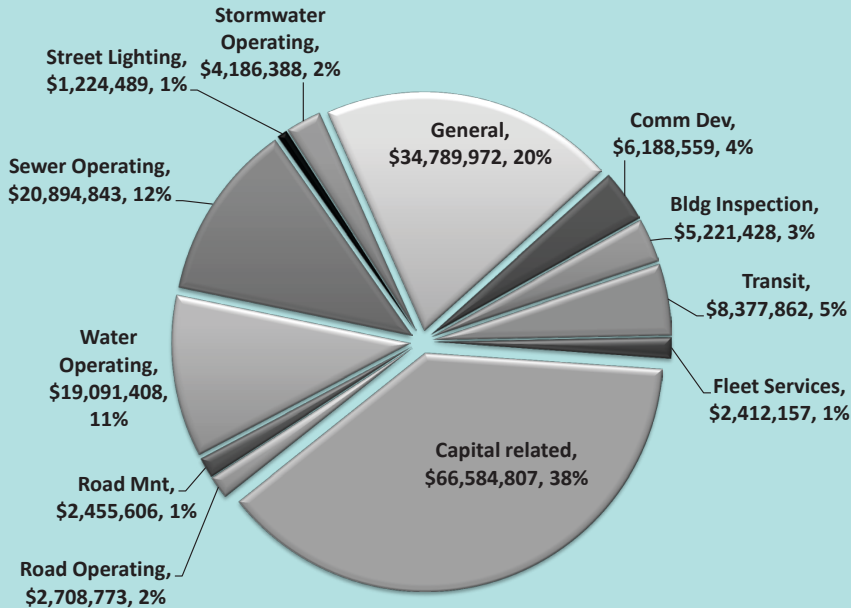
# Budget Overview

- City has 23 funds, 11 Operating and 13 Capital

Operating Funds	Capital-Related Funds
General	GO Debt Service
Community Dev	Water Capital
Bldg Inspection	Sewer Capital
Transit	Street Capital
Road Operating	Stormwater Capital
Road Mnt	Building Impr Capital
Water Operating	Parks Capital
Sewer Operating	Water SDC
Street Lighting	Sewer SDC
Stormwater Operating	Street SDC
Fleet Services	Wa Co TDT
	Stormwater SDC
	Parks SDC



## All Funds Combined –\$174.1M



# Budget Committee Presentations



## Positions

### FY 2017-18 Proposed Budget

#### Full-Time Equivalent Positions

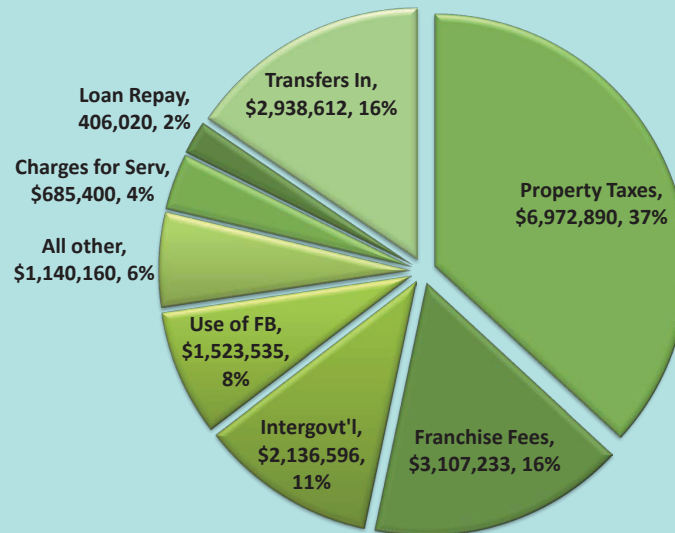
Administration	28.11
Community Development	30.90
Public Works	24.00
Transportation	44.60
Parks & Rec	15.20
Library	16.56
Municipal Court	1.65
<b>Total</b>	<b>161.02</b>

#### Contracted Positions

Water Treatment Plant	9.50
Wastewater Treatment Plant	8.00
Police	20.00
<b>Total</b>	<b>37.50</b>

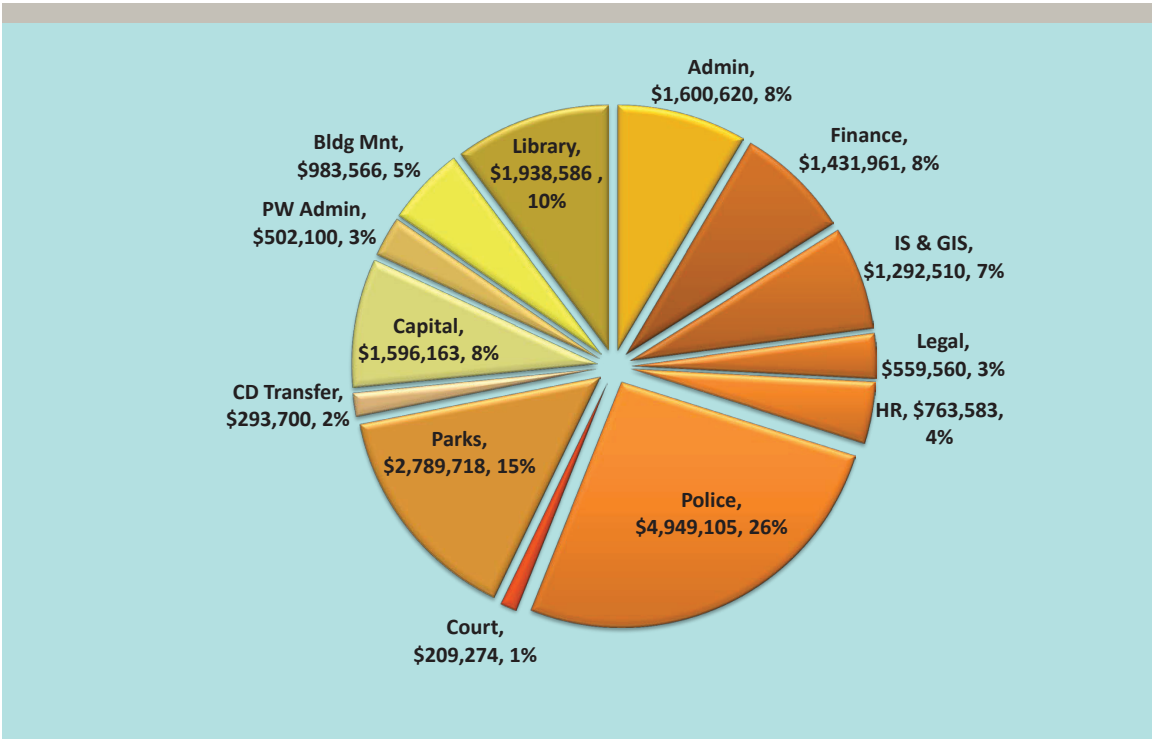


## General Fund Sources - \$18.9M





# General Fund Uses - \$18.9M

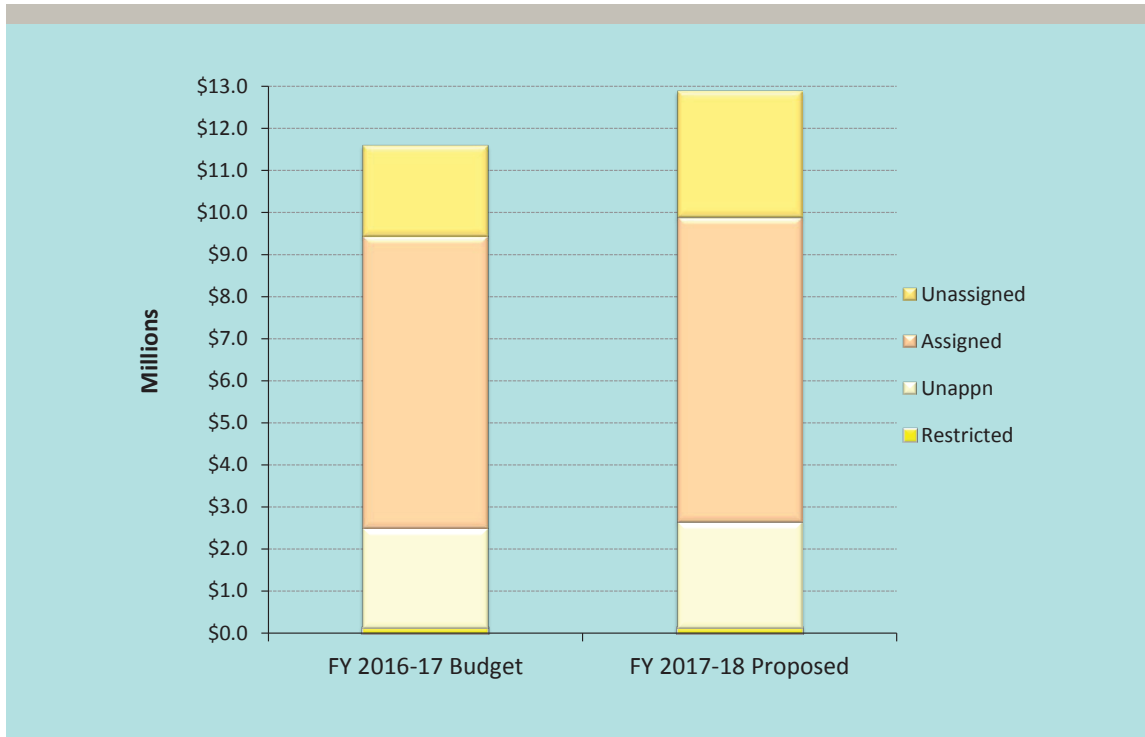


# General Fund Fund Balance

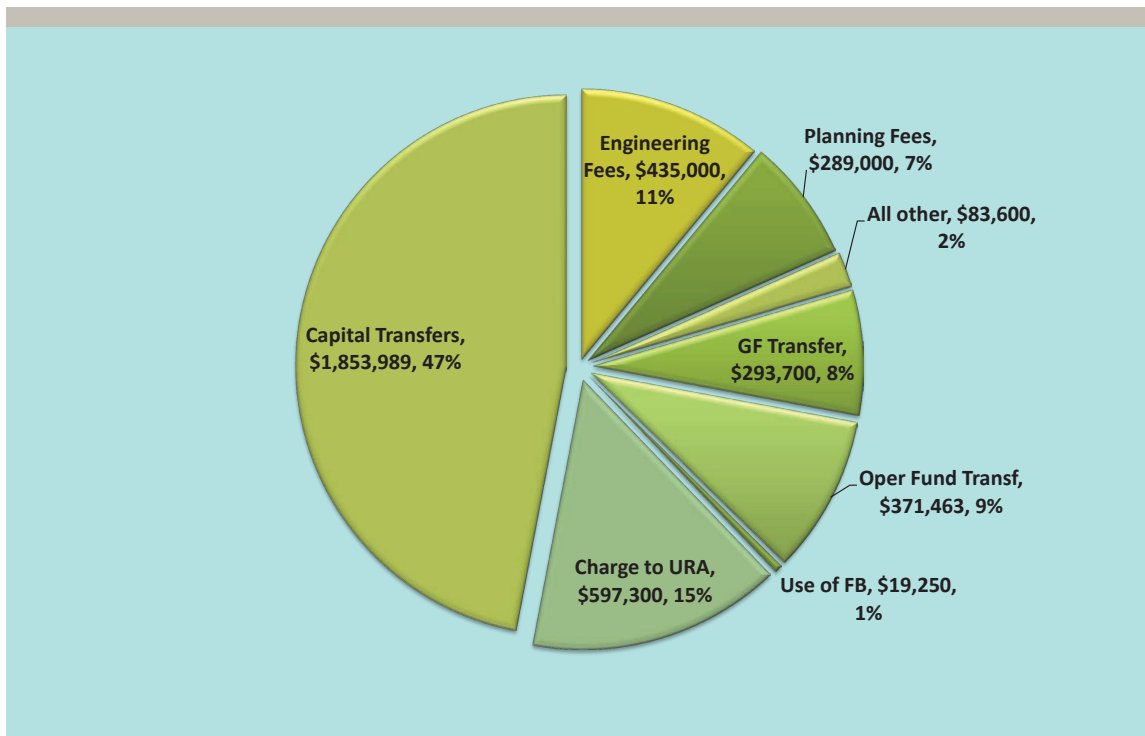
Beg Fund Balance	\$14,403,061
Use of Fund Balance	(\$1,523,535)
GF Loan to URA	(\$3,000,000)
URA Loan Re-Pay	\$3,000,000
<b>Ending Fund Balance</b>	<b>\$12,879,526</b>



## General Fund Fund Balance

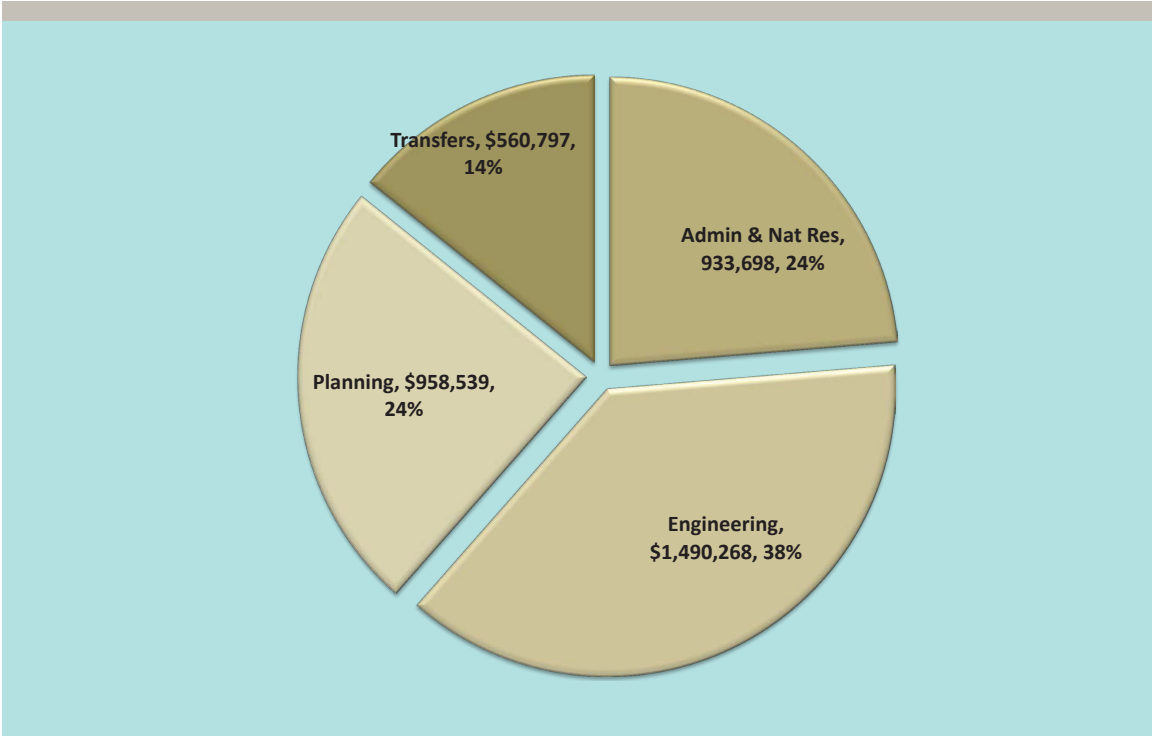


## Comm Dev Fund Sources - \$3.9M





## Comm Dev Fund Uses - \$3.9M

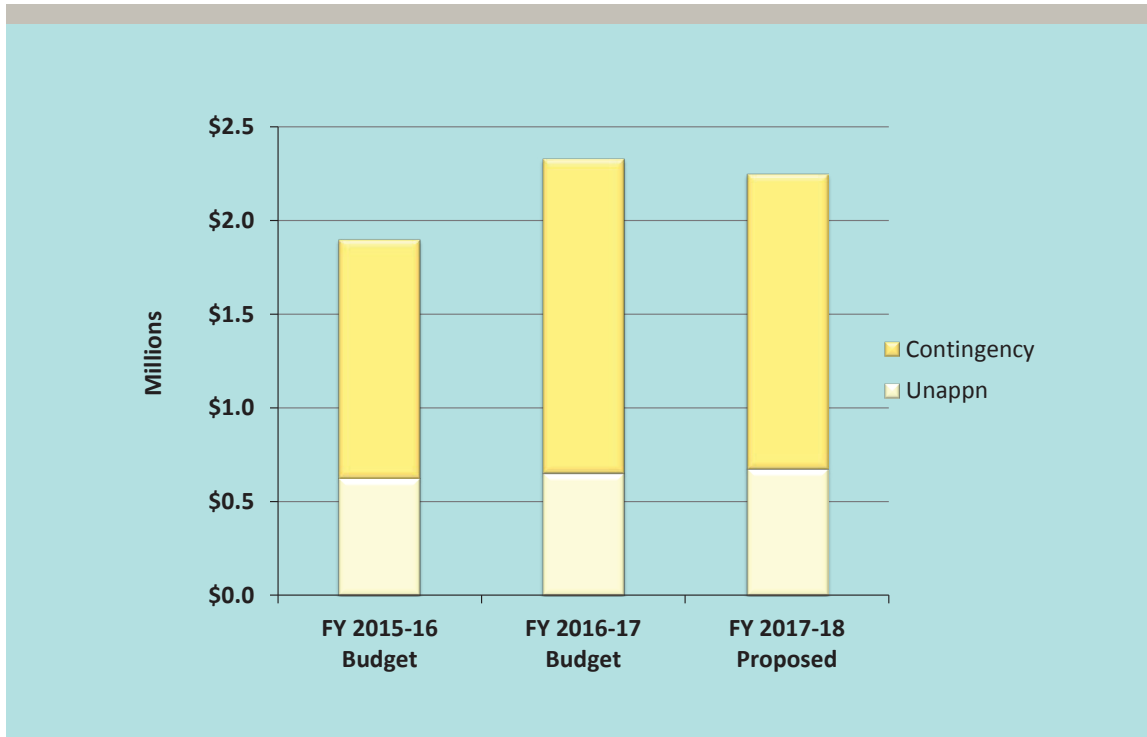


## Comm Dev Fund Fund Balance

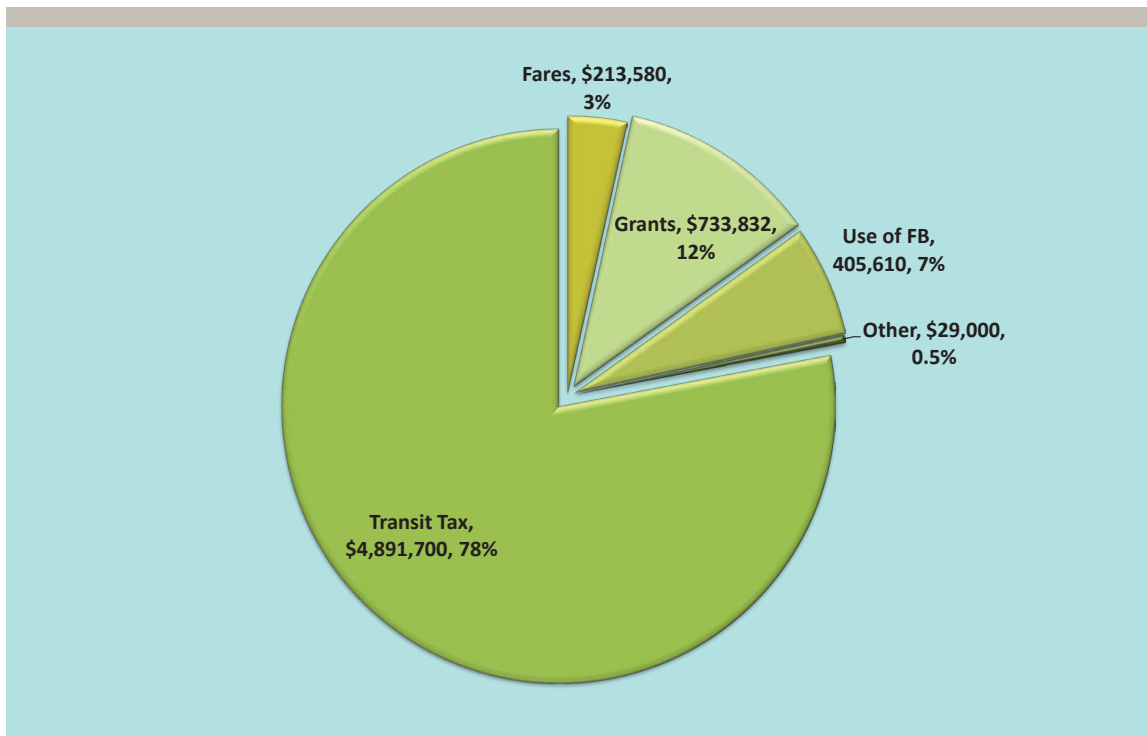
	FY 2015-16 Budget	FY 2016-17 Budget	FY 2017-18 Proposed
Beg Fund Balance	\$2,158,140	\$2,431,905	\$2,264,507
Use of Fund Balance	(\$261,780)	(\$105,442)	(\$19,250)
<b>Ending Fund Balance</b>	<b>\$1,896,360</b>	<b>\$2,326,463</b>	<b>\$2,245,257</b>



## Comm Dev Fund Fund Balance



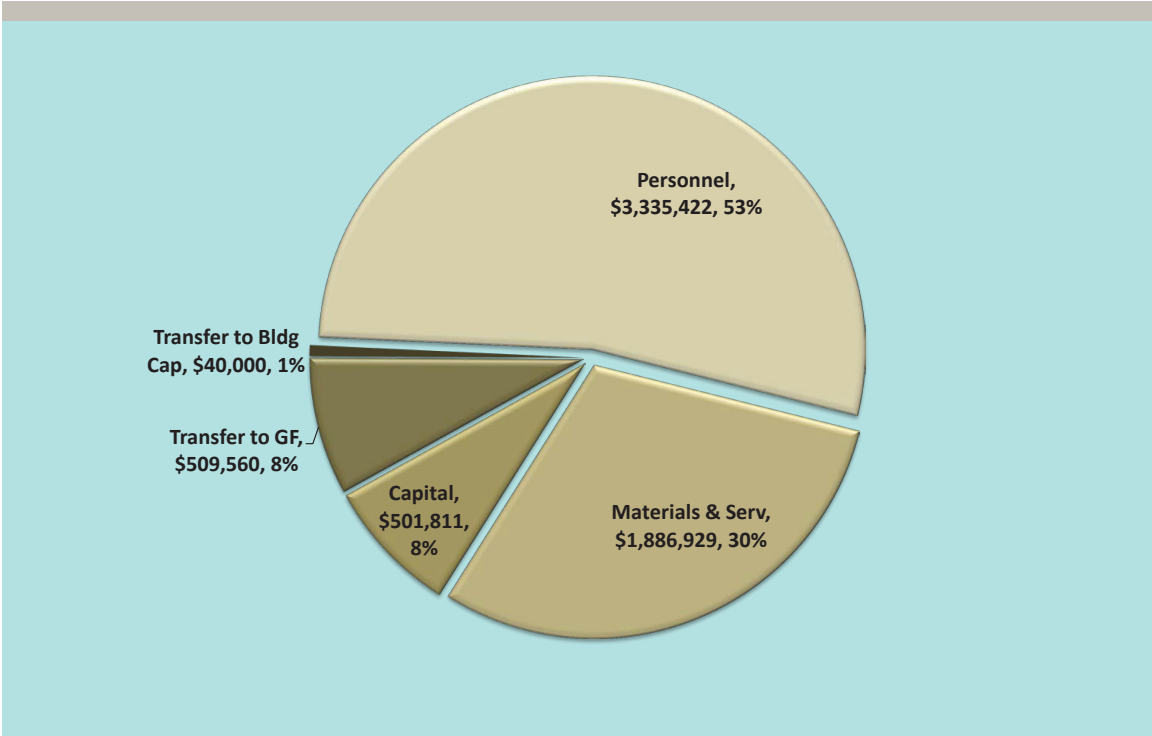
## Transit Fund Sources - \$6.3M







## Transit Fund Uses - \$6.3M

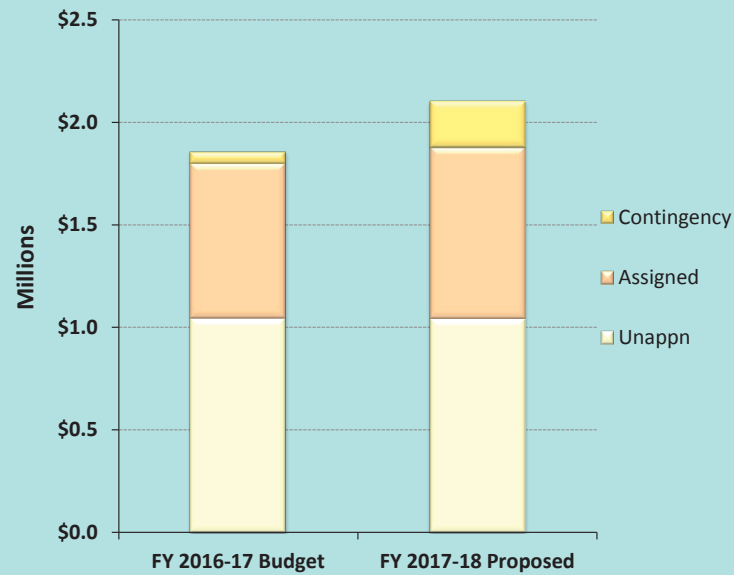


## Transit Fund Fund Balance

Beg Fund Balance	\$2,509,750
Use of Fund Balance	(\$405,610)
<b>Ending Fund Balance</b>	<b>\$2,104,140</b>



## Transit Fund Fund Balance



## 2017-18 CIP Highlights

- 5<sup>th</sup> Street/Kinsman Extension
  - Streets, Sewer, Water, Parks
- Streets
  - Extending Kinsman Road (north)
  - Tooze Rd – 110<sup>th</sup> to Grahams Ferry
- Sewer
  - Coffee Creek Interceptor – Kinsman Road
- Charbonneau Improvements
  - Stormwater, Sewer and Water



# State Shared Revenues

## State Shared Revenues (ORS 221.760)

Gas tax	\$1,422,778
Liquor tax	\$341,455
State Revenue Sharing	\$282,516
Cigarette tax	\$28,000

**Four or more of the following:**

- Police Protection
- Fire Protection
- Planning
- Street Maint./Lighting/Constr
- Sanitary Sewers
- Utility Services
- Storm Sewers



# Public Hearings/Citizen Input

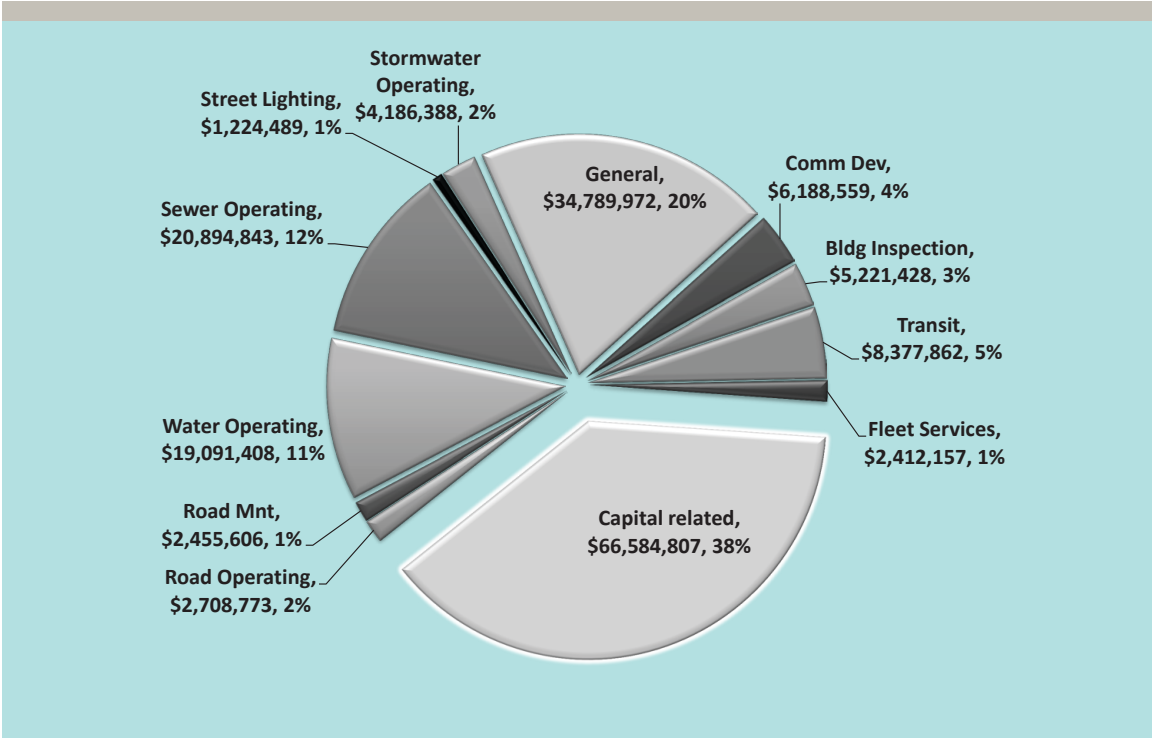
- Public Hearing for the Proposed FY 2017-18 City of Wilsonville Budget
- Public Hearing for State Shared Revenue
- Citizen Input



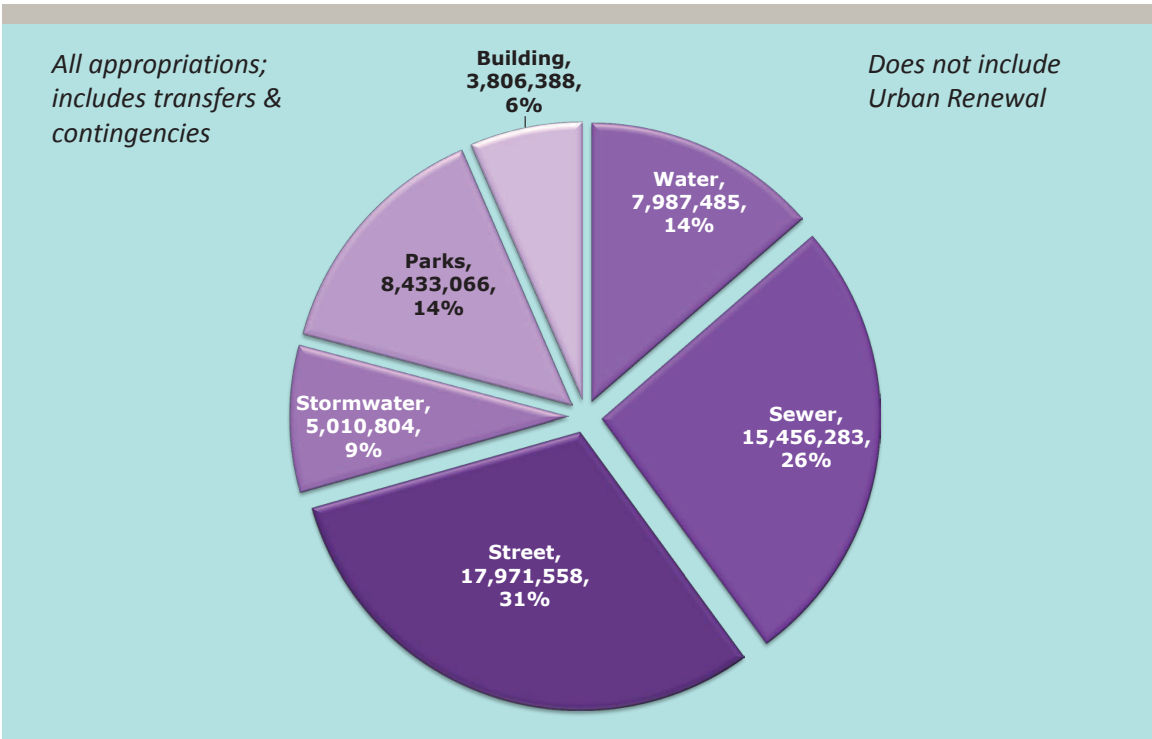
**FY2017-18  
Capital Improvement Program  
Proposed Budget**



# All Funds Combined –\$174.1M



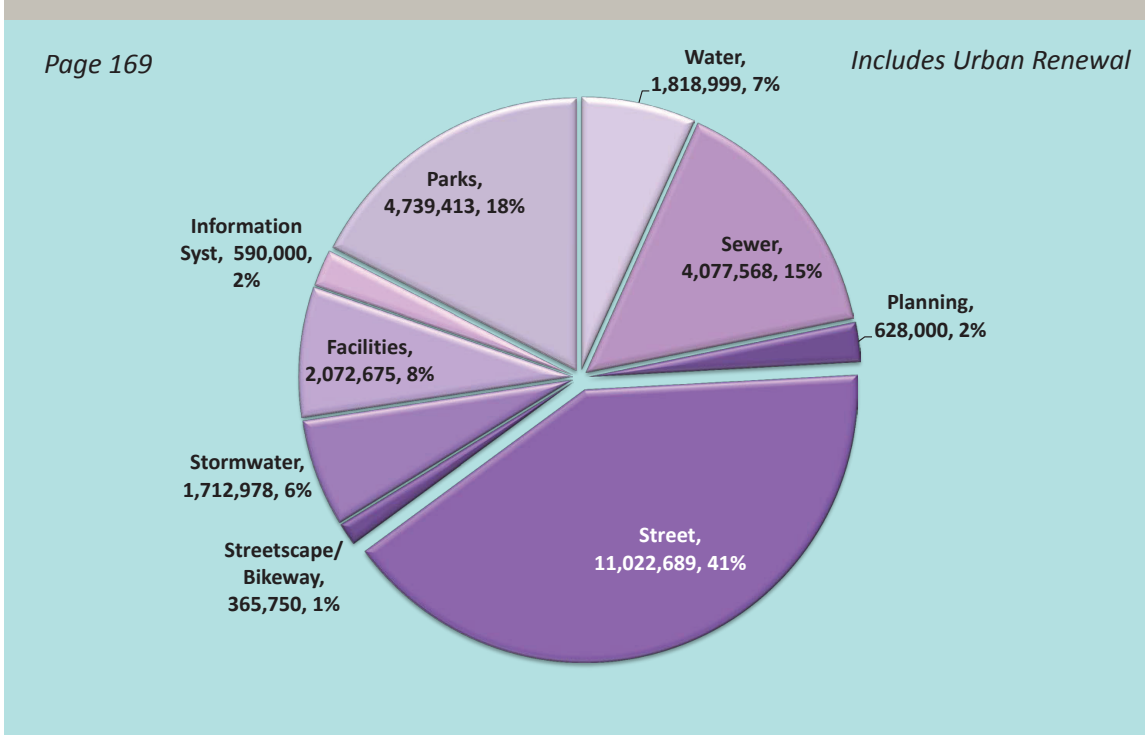
# Capital Related - \$66.58



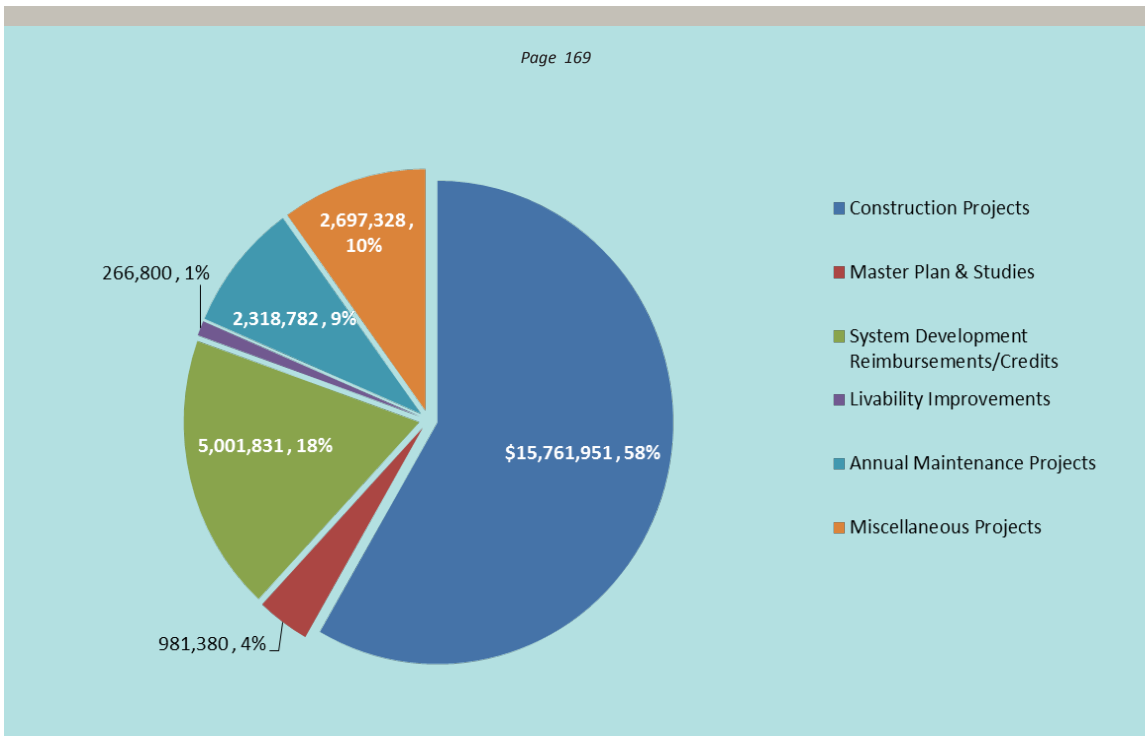
# Budget Committee Presentations



## Project Appropriations - \$27M



## CIP By Category - \$27M







# FY2017-18

## CIP Program: 119 Projects

### How do projects get on the CIP list?

- **Health, Safety and Welfare**  
Annual Repair, Maintenance & Replacement  
Regulatory Drivers
- **Master Plans**  
20 Year Budgets and Schedules for Major CIPS
- **Council Goals/Initiatives**

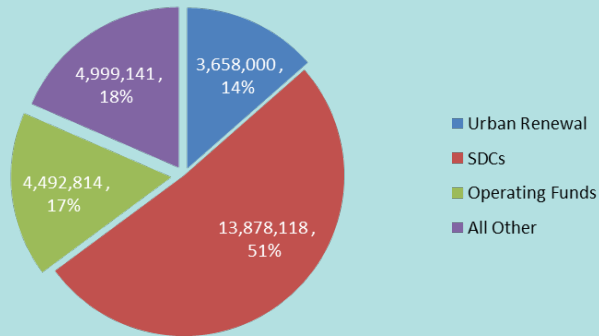


## CIP Funding Sources

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**SUMMARY OF FUNDING SOURCES**

Operating Funds	\$ 4,492,814
Urban Renewal	3,658,000
System Development Charges	13,878,118
All Other:	
General Fund	1,596,163
Other Local Governments	1,255,923
Road Maintenance	1,115,000
Grants	484,375
Loan Proceeds	397,430
Street Lights	107,750
Transit	40,000
Contributions	2,500
Total All Other Funding Sources	<u>4,999,141</u>
	\$ 27,028,073





# Northwest Quadrant

**Sewer SDC Reimbursements**

- Tonquin Woods
- Grande Pointe

**Street SDC Reimbursements**

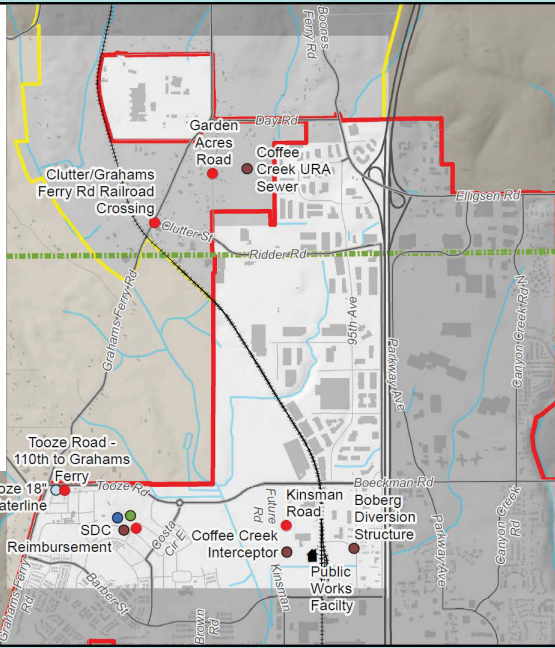
- Grande Pointe
- Woods 7-Graham's Ferry Rd
- Costa Circle Bike Lanes

**Stormwater SDC Reimbursements**

- Grande Pointe

**Parks SDC Reimbursements**

- Regional Park 4
- Regional Park 5
- SAP E

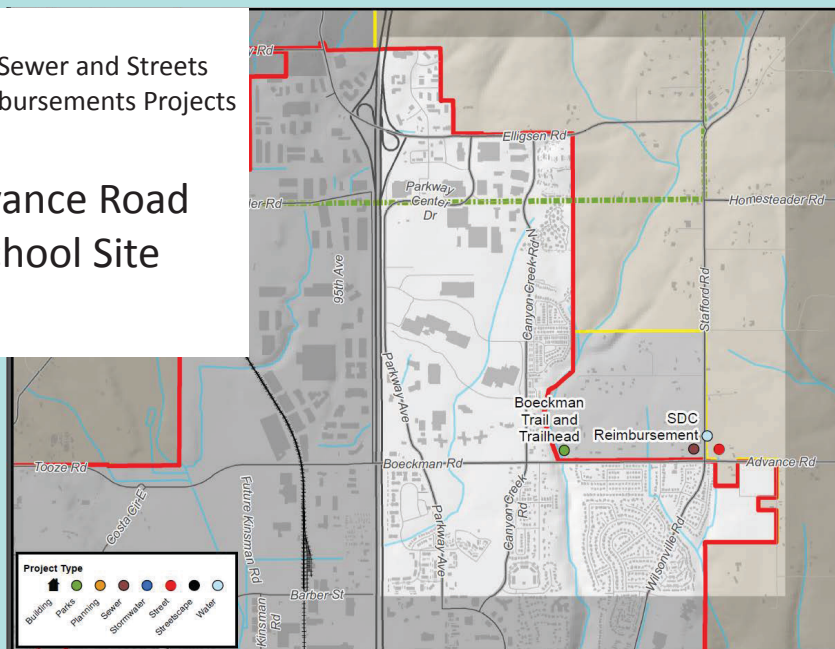


# Northeast Quadrant

Page 181

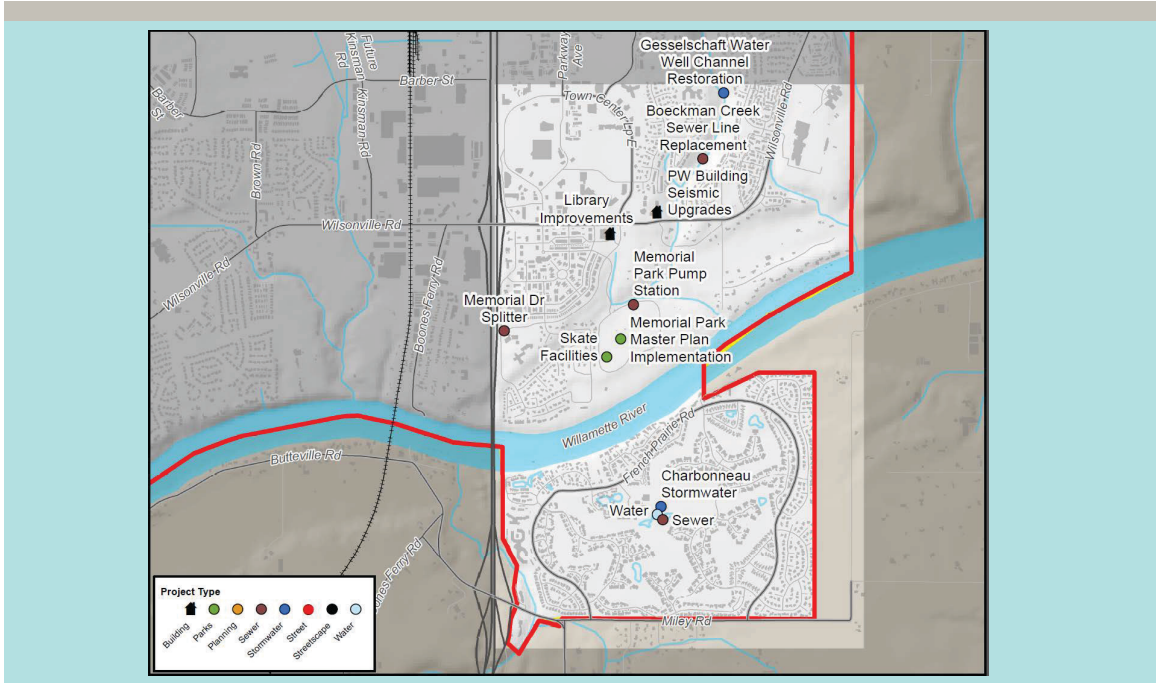
**Water, Sewer and Streets SDC Reimbursements Projects**

**Advance Road School Site**

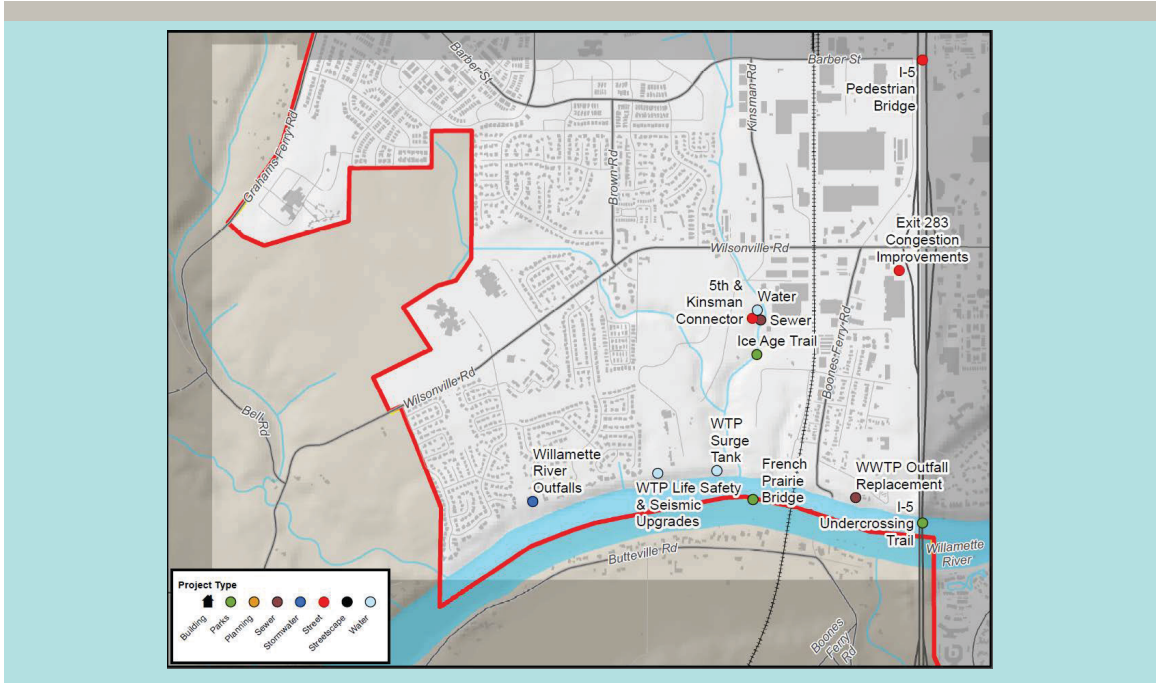




# Southeast Quadrant



# Southwest Quadrant



## Budget Committee Presentations

### Master Plans and Studies

- Planning
  - Basalt Creek
  - Coffee Creek Area Planning
  - Citywide Signage and Way-finding Plan
  - Town Center Concept Plan

### Annual Maintenance Projects

- Road Maintenance Program
- Water's Pipeline, Valve and Hydrant Replacement Program and Well Upgrades/Maintenance



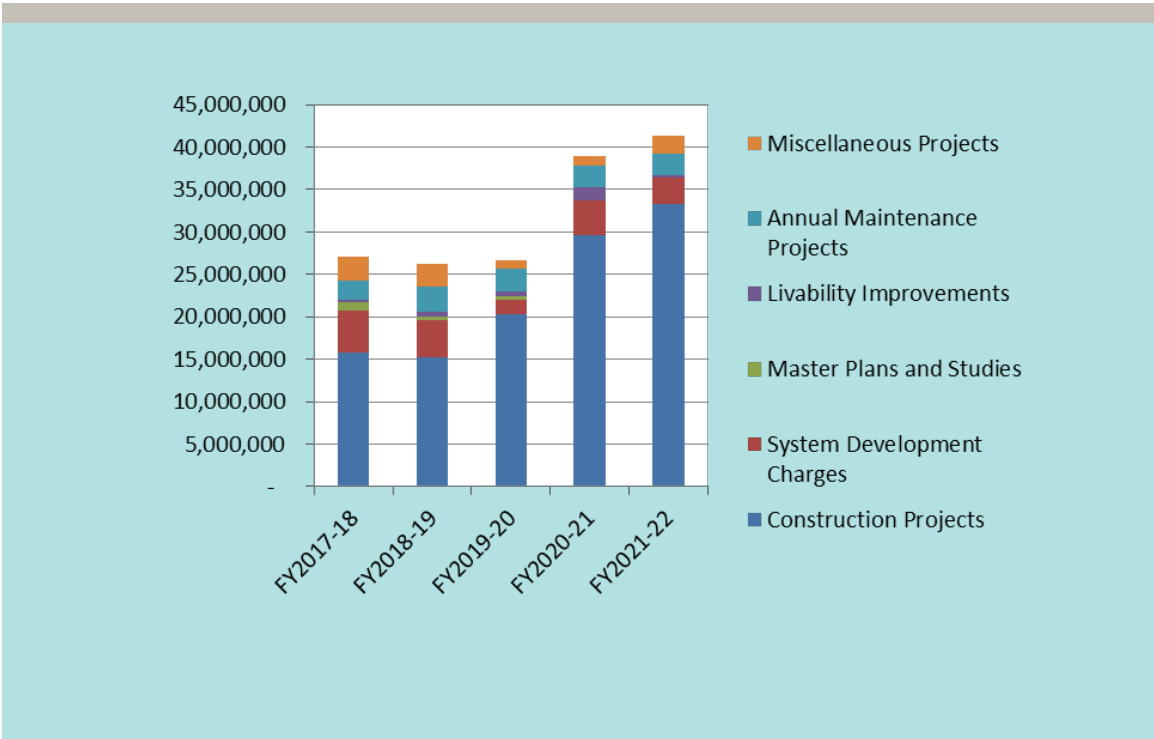
## Information Systems

### Captures project from the IS Strategic Plan

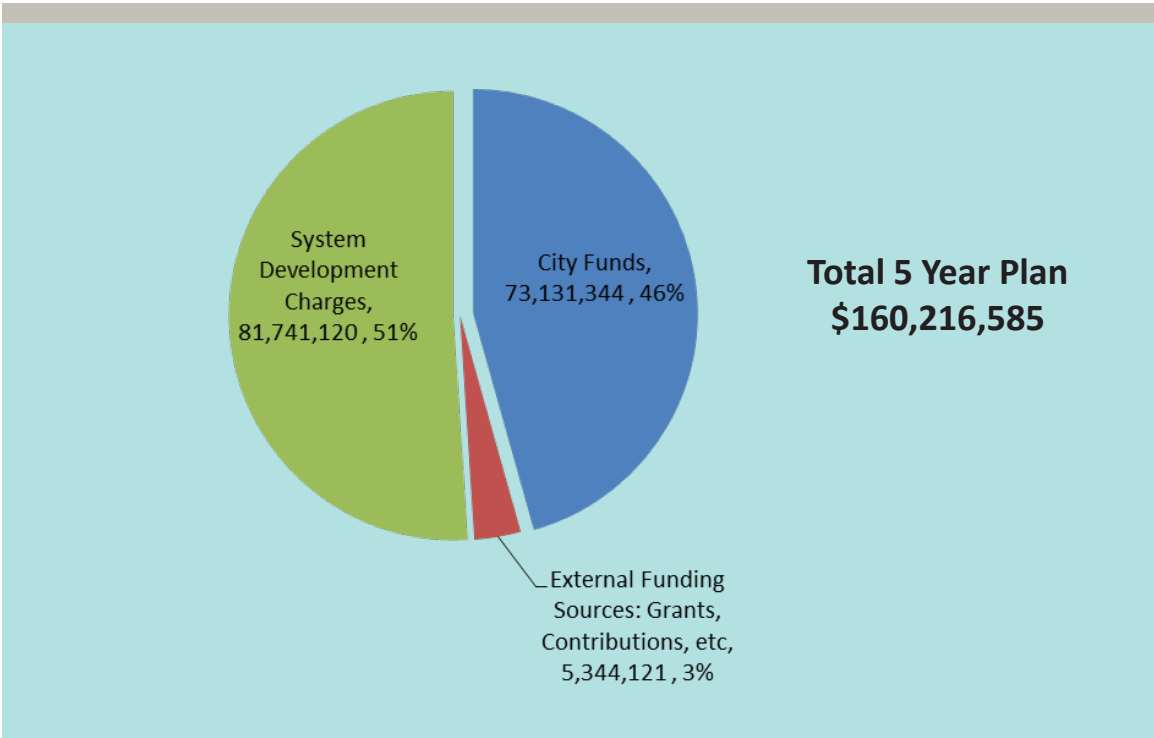
- Fiber Connectivity
- Citywide Website Redesign
- Enterprise Resource Planning (ERP) Software Replacement



## 5 Year CIP Forecast



## 5 Year CIP Forecast Funding Strategies



# Budget Committee Presentations



## Department Presentations

### May 18

- Public Works
- Transportation

\*\*\*\*\*

### June 1

- Policy & Administration
- Community Development
- Parks and Recreation
- Library
- Law Enforcement
- Municipal Court





# Public Works

Beginning on Page 110

- Program Areas
- Administration
  - Facilities
  - Roads
  - Street Lighting
  - Water – Treatment & Distribution
  - Sewer – Treatment & Collection
  - Stormwater



# Public Works

Page 110

## Administration

	Dollars	FTEs
<b>FY 16-17 Budget</b>	<b>475,277</b>	<b>3.50</b>
<i>Baseline Changes</i>		
<b>Personnel Services:</b>		
Budget at "full employment"; wage adjustments	1,840	
PERS, Medical Insurance	12,560	
<b>Materials &amp; Services:</b>		
Aggregate changes over multiple accts, less than \$5,000	423	
<b>FY 17-18 Baseline Changes, subtotal</b>	<b>14,823</b>	
<i>Add-Packages</i>		
<b>Capital Outlay:</b>		
Diesel fuel transport trailer	12,000	
<b>FY 17-18 Add-Packages, subtotal</b>	<b>12,000</b>	
<b>FY 17-18 Proposed Budget</b>	<b>502,100</b>	<b>3.50</b>

# Budget Committee Presentations



## Public Works

### Facilities

Page 112

	Dollars	FTEs
<b>FY 16-17 Budget</b>	<b>1,024,031</b>	<b>5.75</b>
<i>Baseline Changes</i>		
<b>Personnel Services:</b>		
Budget at "full employment"; no temporary employees	(30,570)	(0.75)
PERS, Medical Insurance	4,650	
<b>Materials &amp; Services:</b>		
Aggregate changes over multiple accts, less than \$5,000	6,117	
Temporary Employees thru Employment Agency	29,313	
<b>FY 17-18 Baseline Changes, subtotal</b>	<b>9,510</b>	
<i>Add-Packages</i>		
<b>Capital Outlay:</b>		
Prior Year's one time capital purchases	(74,335)	
Additional Storage Containers, Three Bay	3,000	
Swap Truck Accessories, Sidewalk Snow & Ice Removal Equipment	21,360	
<b>FY 17-18 Add-Packages, subtotal</b>	<b>(49,975)</b>	
<b>FY 17-18 Proposed Budget</b>	<b>983,566</b>	<b>5.00</b>



## Public Works

### Roads

Page 114

	Dollars	FTEs
<b>FY 16-17 Budget</b>	<b>875,676</b>	<b>4.05</b>
<i>Baseline Changes</i>		
<b>Personnel Services:</b>		
Budget at "full employment"; no temporary employees	(18,100)	(0.25)
PERS, Medical Insurance	4,943	
<b>Materials &amp; Services:</b>		
Aggregate changes over multiple accts, less than \$5,000	7,931	
Temporary Employees thru Employment Agency	10,391	
<b>FY 17-18 Baseline Changes, subtotal</b>	<b>5,165</b>	
<i>Add-Packages</i>		
<b>Capital Outlay:</b>		
Prior Year's one time capital purchases	(14,910)	
Additional Storage Containers, Three Bay	3,000	
Portion of Sidewalk Snow & Ice Removal Equipment	10,160	
<b>FY 17-18 Add-Packages, subtotal</b>	<b>(1,750)</b>	
<b>FY 17-18 Proposed Budget</b>	<b>879,091</b>	<b>3.80</b>



# Public Works

## Street Lighting

		Dollars
<b>FY 16-17 Budget</b>		<b>351,721</b>
<i>Baseline Changes</i>		
<b>Materials &amp; Services:</b>		
Aggregate changes over multiple accts, less than \$5,000	4,369	
<i>FY 17-18 Baseline Changes, subtotal</i>		<i>4,369</i>
<b>FY 17-18 Proposed Budget</b>		<b>356,090</b>



# Public Works

## Water - Distribution

		Dollars	FTEs
<b>FY 16-17 Budget</b>		<b>1,447,126</b>	<b>5.67</b>
<i>Baseline Changes</i>			
<b>Personnel Services:</b>			
Budget at "full employment"; Less temporary attorney	(53,383)		(0.29)
PERS, Medical Insurance	(4,750)		
<b>Materials &amp; Services:</b>			
Aggregate changes over multiple accts, less than \$5,000	7,376		
Franchise Fee increase due to increased Water Sales	9,500		
Increase in anticipated bank charges	22,291		
<i>FY 17-18 Baseline Changes, subtotal</i>		<i>(18,966)</i>	
<i>Add-Packages</i>			
<b>Capital Outlay:</b>			
Prior Year's one time capital purchases	(1,773)		
Portion of ground clearing equipment	10,160		
<i>FY 17-18 Add-Packages, subtotal</i>		<i>8,387</i>	
<b>FY 17-18 Proposed Budget</b>		<b>1,436,547</b>	<b>5.38</b>



## Public Works

### Water - Treatment

Page 122

		Dollars	FTEs
<b>FY 16-17 Budget</b>		<b>2,941,875</b>	<b>9.50 *</b>
<i>Baseline Changes</i>			
<b>Materials &amp; Services:</b>			
Aggregate changes over multiple accts, less than \$5,000	1,134		
Supplies increase due to biennial granular activated carbon replacement	302,086		
Annual contract increase	69,225		
Annual increases in utility services	5,238		
<i>FY 17-18 Baseline Changes, subtotal</i>		<i>377,683</i>	
<i>Add-Packages</i>			
<b>Capital Outlay:</b>			
Prior Year's one time capital purchases	(359,200)		
Portion of Utility Easement equipment	396,060		
<i>FY 17-18 Add-Packages, subtotal</i>		<i>36,860</i>	
<b>FY 17-18 Proposed Budget</b>		<b>3,356,418</b>	<b>9.50</b>
*Contracted Employees			



## Public Works

### Wastewater – Pretreatment

Page 126

		Dollars	FTEs
<b>FY 16-17 Budget</b>		<b>126,332</b>	<b>1.00</b>
<i>Baseline Changes</i>			
<b>Personnel Services:</b>			
Budget at "full employment"	-		
PERS, Medical Insurance	3,140		
<b>Materials &amp; Services:</b>			
Aggregate changes over multiple accts, less than \$5,000	(1,323)		
<i>FY 17-18 Baseline Changes, subtotal</i>		<i>1,817</i>	
<b>FY 17-18 Proposed Budget</b>		<b>128,149</b>	<b>1.00</b>



# Public Works

## Wastewater – Treatment

		Dollars	FTEs
<b>FY 16-17 Budget</b>		<b>2,553,107</b>	<b>8.00 *</b>
<i>Baseline Changes</i>			
<b>Materials &amp; Services:</b>			
Aggregate changes over multiple accts, less than \$5,000	570		
Annual contract increase	21,636		
<i>FY 17-18 Baseline Changes, subtotal</i>		<i>22,206</i>	
<b>FY 17-18 Proposed Budget</b>		<b>2,575,313</b>	<b>8.00</b>
*Contracted Employees			



# Public Works

## Wastewater – Collection

		Dollars	FTEs
<b>FY 16-17 Budget</b>		<b>851,219</b>	<b>2.63</b>
<i>Baseline Changes</i>			
<b>Personnel Services:</b>			
Budget at "full employment": staff turnover, new entry-level staff	(13,886)		
PERS, Medical Insurance	18,796		
<b>Materials &amp; Services:</b>			
Aggregate changes over multiple accts, less than \$5,000	6,712		
Fleet Services increase due to contributions to replacement reserve	10,080		
Anticipated increase in credit card collection fees	17,241		
<i>FY 17-18 Baseline Changes, subtotal</i>		<i>38,943</i>	
<i>Add-Packages</i>			
<b>Capital Outlay:</b>			
Prior Year's one time capital purchases	(1,773)		
Additional Storage Containers, Three Bay	2,000		
<i>FY 17-18 Add-Packages, subtotal</i>		<i>227</i>	
<b>FY 17-18 Proposed Budget</b>		<b>890,389</b>	<b>2.63</b>



## Public Works

### Stormwater

Page 138

		Dollars	FTEs
<b>FY 16-17 Budget</b>		<b>657,649</b>	<b>2.69</b>
<i>Baseline Changes</i>			
<b>Personnel Services:</b>			
Budget at "full employment": staff turnover, new entry-level staff	(11,550)		
PERS, Medical Insurance	21,205		
<b>Materials &amp; Services:</b>			
Aggregate changes over multiple accts, less than \$5,000	9,552		
Increase in Franchise Fees due to anticipated sales	15,688		
<b>Capital Outlay:</b>			
Prior Year's one time capital purchases	(9,000)		
<i>FY 17-18 Baseline Changes, subtotal</i>		<i>25,895</i>	
<b>FY 17-18 Proposed Budget</b>		<b>683,544</b>	<b>2.69</b>



## Public Works

### Five-Year Forecast

#### Five Operating Funds

- Road
- Street Lighting
- Water
- Sewer
- Stormwater

All funds remain in good health and estimated ending balances exceed financial policy minimums





# Transportation

## Program Areas

- SMART
- Fleet

*Beginning on Page 152*



# Transportation

SMART		Page 152	
		Dollars	FTEs
<b>FY 16-17 Budget</b>		<b>6,251,017</b>	<b>37.50</b>
<u>Baseline Changes</u>			
<b>Personnel Services:</b>			
Wage & salary (reorganization effects)	(22,100)		
Benefits: PERS, Medical Insurance	95,150		
<b>Materials &amp; Services:</b>			
Supplies: various (grant related)	(11,902)		
Prof and tech Services: Labor Negotiations & TMP	(75,985)		
Fleet services	(35,360)		
Utilities	5,916		
Other various inflationary changes	6,507		
<b>Capital outlay (Remove 1-time items):</b>			
Passenger amenities (grant funded)	(100,000)		
Buses - Two, 35' diesel buses (grant funded)	(755,000)		
Buses - Two, cutaway buses (grant funded)	(165,195)		
<b>FY 17-18 Baseline Changes, subtotal</b>		<b>(1,057,969)</b>	<b>0.00</b>
<u>Add-Packages</u>			
Eliminate Admin Assistant	(44,798)		(0.50)
<b>Materials &amp; Services:</b>			
Fleet service charge (including add'l mechanic)	71,000		
WES Commuter rail contract increase	3,101		
<b>Capital outlay:</b>			
Buses - One 35' diesel bus & One cutaway (grant funded)	501,811		
<b>FY 17-18 Add-Packages, subtotal</b>		<b>531,114</b>	<b>(0.50)</b>
<b>FY 17-18 Proposed Budget</b>		<b>5,724,162</b>	<b>37.00</b>



# Transportation

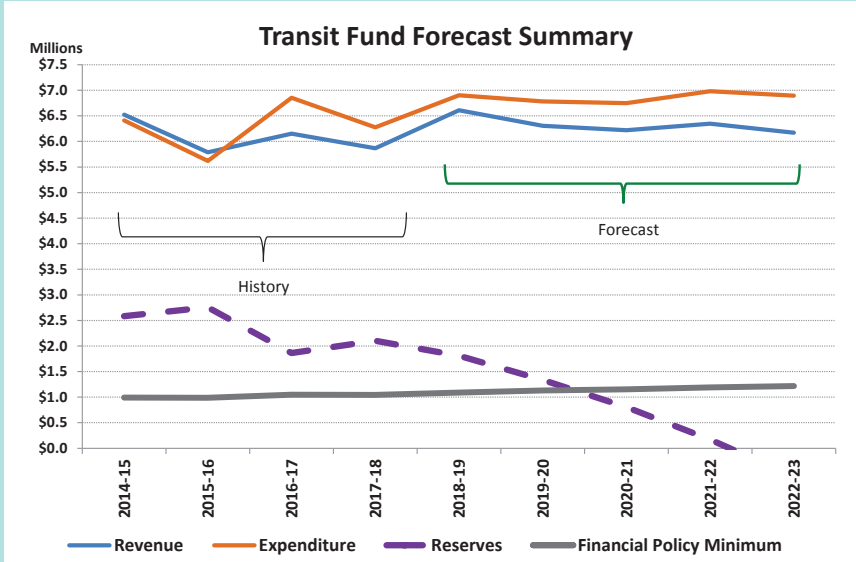
Fleet		Page 157	
		Dollars	FTEs
<b>FY 16-17 Budget</b>		<b>1,643,915</b>	<b>6.60</b>
<u>Baseline Changes</u>			
<b>Personnel Services:</b>			
Wage & salary	7,020		
Staff turnover leads to savings	(2,770)		
<b>Materials &amp; Services:</b>			
Supplies: Parts estimate w/inflation	2,037		
Fuel: Conservative oil/gas price estimate	2,374		
Other various inflationary changes	1,728		
<b>Capital Outlay:</b>			
(Remove 1-time item) Vector Truck	(482,000)		
<b>FY 17-18 Baseline Changes, subtotal</b>		<b>\$ (471,611)</b>	<b>0.00</b>
<u>Add-Packages</u>			
<b>Personnel Services:</b>			
Lead Mechanic (wages & benefits)	88,755		1.00
<b>Capital Outlay:</b>			
Vehicle & Mower Replacements	152,000		
<b>FY 17-18 Baseline Changes, subtotal</b>		<b>240,755</b>	<b>1.00</b>
<b>FY 17-18 Proposed Budget</b>		<b>1,413,059</b>	<b>7.60</b>



# SMART – Transit Fund

## Five-Year Forecast

Estimated ending balances do not meet financial policy minimums



# SMART – Transit Fund

## Five-Year Forecast

Estimated ending balances do not meet financial policy minimums

#260 - Transit Fund Forecast						
	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Beginning fund balance	\$ 2,509,750	\$ 2,104,140	\$ 1,811,634	\$ 1,335,737	\$ 805,698	\$ 170,354
<b>Revenue Total</b>	<b>\$ 5,868,112</b>	<b>\$ 6,611,330</b>	<b>\$ 6,304,967</b>	<b>\$ 6,217,924</b>	<b>\$ 6,344,923</b>	<b>\$ 6,171,288</b>
<b>Expenditures Total</b>	<b>\$ 6,273,722</b>	<b>\$ 6,903,836</b>	<b>\$ 6,780,864</b>	<b>\$ 6,747,963</b>	<b>\$ 6,980,267</b>	<b>\$ 6,895,394</b>
<i>NET (Revenues less Expenditures)</i>	(405,610)	(292,506)	(475,897)	(530,039)	(635,344)	(724,106)
<i>NET, adjusting for capital &amp; grants (on-going indicator)</i>	(265,248)	(89,506)	(341,897)	(426,039)	(527,344)	(660,106)
<b>Ending fund balance</b>	<b>\$ 2,104,140</b>	<b>\$ 1,811,634</b>	<b>\$ 1,335,737</b>	<b>\$ 805,698</b>	<b>\$ 170,354</b>	<b>\$ (553,752)</b>
Financial Policy Minimum	1,044,500	1,089,400	1,131,200	1,151,900	1,191,600	1,215,800
<i>Surplus/(Shortfall)</i>	1,059,640	722,234	204,537	(346,202)	(1,021,246)	(1,769,552)



## Questions & Discussion



***Adjourn until June 1, 2017***



**Budget Committee**

FY 2017-18  
Proposed Budget

June 1, 2017



**WILSONVILLE**  
OREGON



## Public Hearings/Citizen Input

- Public Hearing for the Proposed FY 2017-18 City of Wilsonville Budget
- Citizen Input

# Budget Committee Presentations



## Department Presentations

### May 18

- Public Works
- Transportation

\*\*\*\*\*

### June 1

- Policy & Administration
- Community Development
- Parks and Recreation
- Library
- Law Enforcement
- Municipal Court
- 5 Year Forecasts for CD Fund, Building Fund and General Fund





# Policy and Administration

Beginning on Page 80

- Program Areas
- Administration
  - Finance
  - Information Systems
  - Legal
  - HR/Risk Management



# Policy and Administration

## Administration

Page 80

	Dollars	FTEs
<b>FY 16-17 Budget</b>	<b>1,371,425</b>	<b>5.00</b>
<i>Baseline Changes</i>		
<b>Personnel Services:</b>		
Wage & Salary adj during year	5,890	
PERS & Medical Insurance	28,270	
<b>Materials &amp; Services:</b>		
Remove carryover for special projects	(25,374)	
Re-organize Metro Enhancment Grant from Parks	85,850	
Inflationary changes	3,984	
<b>Capital outlay (one time removal):</b>		
Records management system	(27,400)	
<b><i>FY 17-18 Baseline Changes, subtotal</i></b>	<b><i>71,220</i></b>	
<i>Add-Packages</i>		
Code-Enforcement Officer	43,075	1.00
Affordable Housing Study	62,500	
City Branding & Outreach videos	40,000	
Laserfiche implementation	12,400	
<b><i>FY 17-18 Add-Packages, subtotal</i></b>	<b><i>157,975</i></b>	
<b>FY 17-18 Proposed Budget</b>	<b>1,600,620</b>	<b>6.00</b>



# Policy and Administration

## Finance

Page 82

	Dollars	FTEs
<b>FY 16-17 Budget</b>	<b>1,426,603</b>	<b>9.31</b>
<i>Baseline Changes</i>		
<b>Personnel Services:</b>		
Wage & Salary adj during year	4,270	
PERS & Medical Insurance	41,900	
<b>Materials &amp; Services Changes</b>		
Remove one-time carryover for signage at counter	(2,544)	
Inflationary adjustments	3,485	
Insurance adjustment	(400)	
Remove one-time carryover for furniture	(7,435)	
<b>FY 17-18 Baseline Changes, subtotal</b>	<b>39,276</b>	
<i>Add-Packages</i>		
<b>Materials &amp; Services:</b>		
Leasing new postage machine	5,000	
<b>FY 17-18 Add-Packages, subtotal</b>	<b>5,000</b>	
<b>FY 17-18 Proposed Budget</b>	<b>1,470,879</b>	<b>9.31</b>



# Policy and Administration

## Info Systems/GIS

Page 86

	Dollars	FTEs
<b>FY 16-17 Budget</b>	<b>1,117,190</b>	<b>4.00</b>
<i>Baseline Changes</i>		
<b>Personnel Services:</b>		
Staff turnover during year	(11,480)	
PERS & Medical Insurance	26,651	
Re-Organizing GIS staff to IS	165,160	1.50
<b>Materials &amp; Services:</b>		
Remove one-time supplies	(9,000)	
Removal of one-time prof serv for IS Plan & PCI	(138,000)	
Inflationary adjustments	1,353	
Re-Organizing GIS	65,964	
<b>Capital Outlay:</b>		
Removal of one-time capital outlay	(215,828)	
<b>FY 17-18 Baseline Changes, subtotal</b>	<b>(115,180)</b>	<b>1.50</b>
<i>Add-Packages</i>		
<b>Materials &amp; Services:</b>		
Email archiving, network auditing software, back-up systems, upgrade anti-virus software	82,500	
Upgrade Wilsonville Maps	35,000	
Increase to software mnt contracts	73,000	
<b>Capital outlay:</b>		
Upgrade Council Chamber Lighting	100,000	
<b>FY 17-18 Add-Packages, subtotal</b>	<b>290,500</b>	
<b>FY 17-18 Proposed Budget</b>	<b>1,292,510</b>	<b>5.50</b>



# Policy and Administration

## Legal

	Dollars	FTEs
<b>FY 16-17 Budget</b>	<b>553,236</b>	<b>3.70</b>
<i>Baseline Changes</i>		
<b>Personnel Services:</b>		
Staff turnover during year	(10,040)	
PERS & Medical Insurance	10,430	
<b>Materials &amp; Services:</b>		
Inflationary increases	184	
<i>FY 17-18 Baseline Changes, subtotal</i>		<i>574</i>
<i>Add-Packages</i>		
Remove funding for Property Specialist	(25,000)	(0.50)
Remove funding from Outside Legal Counsel	(2,700)	
Add P/T Legal Secretary	30,000	0.50
Legal materials	1,000	
Training	2,000	
<i>FY 17-18 Add-Packages, subtotal</i>		<i>5,300 0.00</i>
<b>FY 17-18 Proposed Budget</b>	<b>559,110</b>	<b>3.70</b>



# Policy and Administration

## Human Resources

	Dollars	FTEs
<b>FY 16-17 Budget</b>	<b>694,129</b>	<b>3.35</b>
<i>Baseline Changes</i>		
<b>Personnel Services:</b>		
Mid-Year FTE Adjustment	12,534	0.25
Wage & Salary Adj during year	5,716	
PERS & Medical Insurance	26,300	
<b>Materials &amp; Services:</b>		
Removal of one-time legal for negotiations	(20,000)	
Reallocation of training dollars to software	2,692	
Inflationary Changes	1,212	
<i>FY 17-18 Baseline Changes, subtotal</i>		<i>28,454 3.60</i>
<i>Add-Packages</i>		
Prof & tech Services - Plan 457 Fudiciary	25,000	
Insurance: City's general liability premium increase	16,000	
<i>FY 17-18 Add-Packages, subtotal</i>		<i>41,000 0.00</i>
<b>FY 17-18 Proposed Budget</b>	<b>763,583</b>	<b>3.60</b>

# Budget Committee Presentations



## Community Development

### Program Areas

- Administration
- Engineering
- Building Inspections
- Planning

*Beginning on Page 96*

## Budget Committee Presentations

### Community Development Department Full Time Equivalent Position changes:

	Position	Budget FY 16-17	FTE	FTE	FTE	Proposed FY 17-18
			transfers In (Out) Bld Ins,	transfers In (Out) Nat Res.	transfers In (Out) Engineer.	
Natural Res/Storm	Natural Res. Prgm Mgr	1.00	-	(1.00)	-	-
	Strmwtr Mgt Coordinator	1.00	-	(1.00)	-	-
	Stormwater Engineer	1.00	-	-	(1.00)	-
	TOTAL	3.00	-	(2.00)	(1.00)	-
Community Dev. Admin	C.D. Director	1.00	-	-	-	1.00
	Natural Res. Prgm Mgr	-	-	1.00	-	1.00
	Econ. Development Dir.	1.00	-	-	-	1.00
	Strmwtr Mgt Coordinator	-	-	1.00	-	1.00
	Admin Assistant I	1.50	(1.50)	-	-	-
	TOTAL	3.50	(1.50)	2.00	-	4.00

### Building Inspection Department Full Time Equivalent Position changes:

Position	Budget FY 16-17	Transfer from CD ADMIN Department *	New Positions	Proposed FY 17-18
Building Official	1.00	-	-	1.00
Permit Technician II	1.00	-	-	1.00
Permit Technician I*	-	1.50	.50	1.00
Plans Examiner	1.00	-	-	1.00
Building Inspectors	2.00	-	1.0	3.00
On-call Inspectors	0.60	-	-	0.60
Intern	-	-	.20	0.20
TOTAL	5.60	1.50	1.70	8.80

\* The 1.5 FTE position transfers are currently classified as Administrative Assistant positions moved from CD ADMIN into Building Inspection; they are proposed to be re-classified to Permit Technician positions.



## Community Development

		Dollars	FTEs
<b>Administration</b>			<i>Page 97</i>
<b>FY 16-17 Budget</b>		<b>771,542</b>	<b>3.50</b>
<u>Baseline Changes</u>			
<b>Personnel Services:</b>			
	Remove Prop Spec (Budget error)	(93,578)	
Re-Org:	Transfer out Admin Assts	(108,670)	(1.50)
Re-Org:	Transfer in Natural Res & Stormwater Coor	243,303	2.00
	UR Mgr turnover	(26,090)	
	Other salary adj	3,031	
	PERS & Other Benefits	15,113	
<b>Materials and Services:</b>			
Re-Org:	Transfer in Natural Res & Stormwater Coor	116,742	
	Computer Mnt Contract inflation	3,391	
	Other inflationary adjustments	2,913	
<u>FY 17-18 Baseline Changes, subtotal</u>		<u>156,156</u>	<u>0.50</u>
<u>Add Packages</u>			
	Enhanced marketing for Econ Development	6,000	
<u>FY 17-18 Add-Packages, subtotal</u>		<u>6,000</u>	<u>-</u>
<b>FY 17-18 Proposed Budget</b>		<b>933,698</b>	<b>4.00</b>



## Community Development

		Dollars	FTEs
<b>Engineering</b>			<i>Page 100</i>
<b>FY 16-17 Budget</b>		<b>1,348,000</b>	<b>9.50</b>
<u>Baseline Changes</u>			
<b>Personnel Services:</b>			
Re-Org:	Transfer in Stormwater Engineer	125,500	1.00
	Salary adjustments	6,900	
	Engineering Assoc turnover	(7,400)	
	PERS & Other Benefits	25,048	
<b>Materials &amp; Services:</b>			
	Various inflationary changes	2,070	
	Removal of one-time Prof Services for GIS/Auto-CAD integration	(15,000)	
	Property/Vehicle insurance adj	150	
	Remove one-time funding for copier	(5,000)	
<u>FY 17-18 Baseline Changes, subtotal</u>		<u>132,268</u>	<u>1.00</u>
<u>Add-Packages</u>			
	One-time funding for survey equipment	10,000	
<u>FY 17-18 Add-Packages, subtotal</u>		<u>10,000</u>	<u>-</u>
<b>FY 17-18 Proposed Budget</b>		<b>1,490,268</b>	<b>10.50</b>

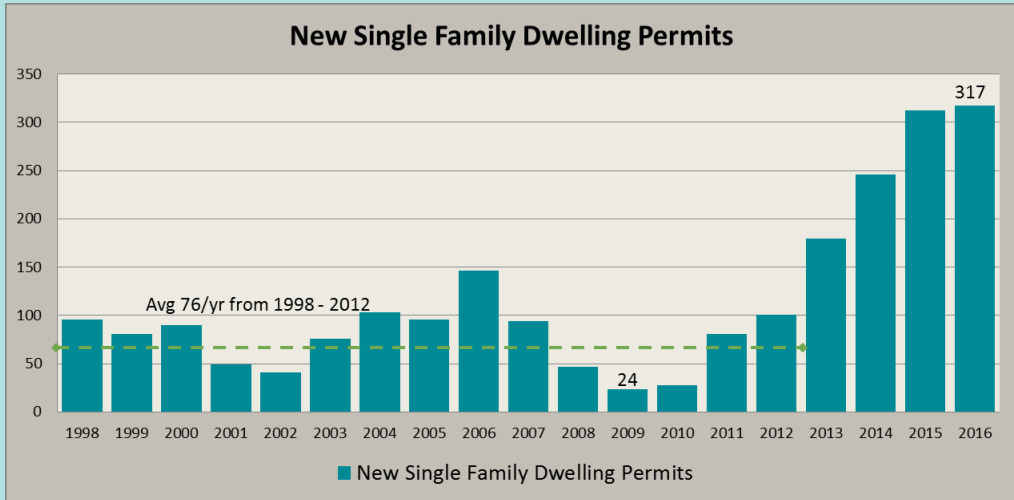


# Community Development Building Inspections

	Dollars	FTEs	Page
<b>FY 16-17 Budget</b>	<b>821,701</b>	<b>5.60</b>	<b>102</b>
<i>Baseline Changes</i>			
<b>Personnel Services:</b>			
Re-Org:			
Transfer in Admin Asst from Admin	108,670	1.50	
Salary adjustments	6,725		
PERS & Other Benefits	28,106		
<b>Materials &amp; Services:</b>			
Increase to computer contracts & services	2,100		
Utilities - mobile data	482		
Fleet Services - realign to actual experience	650		
Other Inflationary adj	625		
Remove one-time funding for copier	(5,000)		
<b>FY 17-18 Baseline Changes, subtotal</b>	<b>142,358</b>	<b>1.50</b>	
<i>Add-Packages</i>			
<b>Personnel Services:</b>			
Building Inspector	121,387	1.00	
Increase half time to full time; relcass from Admin Asst to Permit Tech	33,372	0.50	
Intern	15,000	0.20	
Progressive salary structure	4,300		
<b>Materials &amp; Services:</b>			
Dept outreach	5,000		
Vehicle for Building Inspector	25,000		
New permitting software	150,000		
<b>FY 17-18 Add-Packages, subtotal</b>	<b>349,684</b>	<b>1.70</b>	
<b>FY 17-18 Proposed Budget</b>	<b>1,313,743</b>	<b>8.80</b>	



# Building Permits

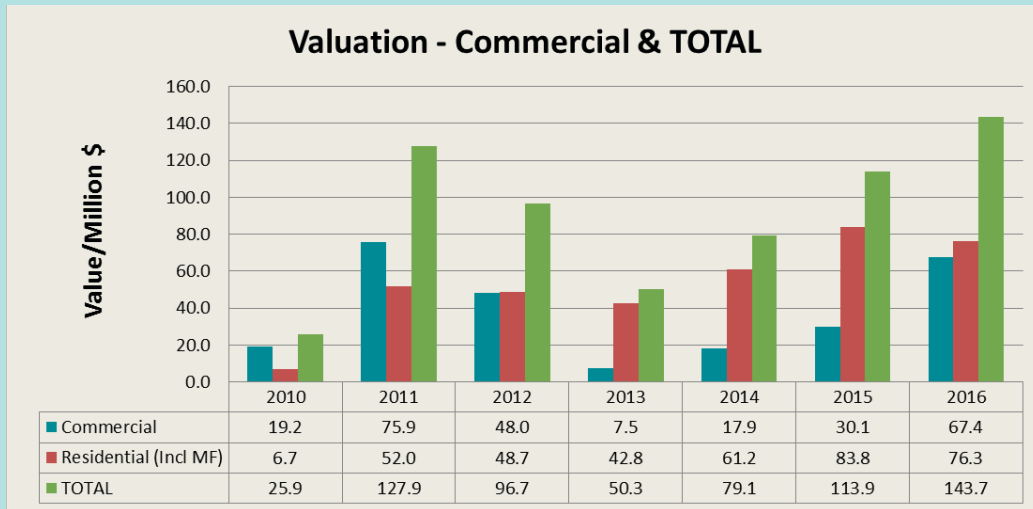




# Budget Committee Presentations



## Building Permits



## Community Development

### Planning

Page 106

	Dollars	FTEs
<b>FY 16-17 Budget</b>	<b>1,040,074</b>	<b>7.60</b>
<i>Baseline Changes</i>		
<b>Personnel Services:</b>		
Staff turnover - salary savings	(34,810)	
Staff turnover - PERS & Med Ins, etc	(14,750)	
<b>Materials &amp; Services:</b>		
Removal of budget for form-based code	(32,400)	
Other Inflationary adj	425	
<b>FY 17-18 Baseline Changes, subtotal</b>	<b>(81,535)</b>	
<b>FY 17-18 Proposed Budget</b>	<b>958,539</b>	<b>7.60</b>



## Parks and Recreation

*Beginning on Page 142*

- Program Areas
- General Services
  - Park Maintenance



## Parks and Recreation

General Services		Page 142	
		Dollars	FTEs
<b>FY 16-17 Budget</b>		<b>1,617,522</b>	<b>9.20</b>
<u>Baseline Changes</u>			
<b>Personnel Services:</b>			
	Staff turnover - salary savings	(6,220)	
	PERS & Med Ins, etc	17,030	
<b>Materials &amp; Services:</b>			
	Tourism - 50% of estimated TLT (\$200K total)	(37,000)	
	Reallocating budget to Sr. Serv Supplies & Programs	8,120	
	Budget reallocation of Activenet & Rents	(7,524)	
	Re-organize Metro Enhancement Grant to CM	(85,850)	
	Various inflationary adjustments	4,376	
	Utility Increase	2,774	
<b>Capital Outlay:</b>	Remove budget for copier replacement	(10,000)	
<u>FY 17-18 Baseline Changes, subtotal</u>		<u>(114,294)</u>	
<u>Add-Packages</u>			
<b>Capital Outlay:</b>			
	Audio-visual equipmnt upgrade	45,000	
<u>FY 17-18 Add-Packages, subtotal</u>		<u>45,000</u>	
<b>FY 17-18 Proposed Budget</b>		<b>1,548,228</b>	<b>9.20</b>



## Parks and Recreation

Park Maintenance		Page 146	
		Dollars	FTEs
<b>FY 16-17 Budget</b>		<b>1,349,073</b>	<b>8.25</b>
<u>Baseline Changes</u>			
<b>Personnel Service</b>			
	Staff turnover - salary savings	(11,460)	
	PERS & Med Ins - net change	2,938	
<b>Materials &amp; Services:</b>			
	Remove one-time funding for irrigation controls	(40,000)	
	Utility Increases	4,800	
	Various inflationary adjustments	3,889	
<b>Capital Outlay:</b>	Remove one-time item for vehicle purchase	(47,910)	
<u>FY 17-18 Baseline Changes, subtotal</u>		<u>(87,743)</u>	
<u>Add-Packages</u>			
<b>Personnel Services:</b>			
	Convert seasonal labor to contract	(63,000)	(2.25)
<b>Material &amp; Services:</b>	Convert seasonal labor to contract	30,000	
<b>Capital Outlay:</b>			
	Multi-purpose utility tractor	10,160	
	3-Bay storage	3,000	
<u>FY 17-18 Add-Packages, subtotal</u>		<u>(19,840)</u>	<u>(2.25)</u>
<b>FY 17-18 Proposed Budget</b>		<b>1,241,490</b>	<b>6.00</b>



# Parks and Recreation

## Park Maintenance - Amendment

	Dollars	FTEs
<b>FY 16-17 Budget</b>	<b>1,349,073</b>	<b>8.25</b>
<i>Baseline Changes</i>		
<b>Personnel Service</b>		
Staff turnover - salary savings	(11,460)	
PERS & Med Ins - net change	2,938	
<b>Materials &amp; Services:</b>		
Remove one-time funding for irrigation controls	(40,000)	
Utility Increases	4,800	
Various inflationary adjustments	3,889	
<b>Capital Outlay:</b>		
Remove one-time item for vehicle purchase	(47,910)	
<b>FY 17-18 Baseline Changes, subtotal</b>		<b>(87,743)</b>
<i>Add-Packages</i>		
<b>Personnel Services:</b>		
Convert seasonal labor to contract	(63,000)	(2.25)
Add full-time Parks Mnt Spec	75,000	1.00
<b>Material &amp; Services:</b>		
Convert seasonal labor to contract	30,000	
Not convert to contract	(30,000)	
<b>Capital Outlay:</b>		
Multi-purpose utility tractor	10,160	
3-Bay storage	3,000	
<b>FY 17-18 Add-Packages, subtotal</b>		<b>25,160 (1.25)</b>
<b>FY 17-18 Proposed Budget</b>		<b>1,286,490 7.00</b>
<b>NET CHANGE</b>		<b>45,000 1.00</b>



# Budget Committee Presentations



## Library

Page 148

	Dollars	FTEs
<b>FY 16-17 Budget</b>	<b>1,868,412</b>	<b>16.46</b>
<i>Baseline Changes</i>		
<b>Personnel Services:</b>		
Wage & Salary Adj during year	4,930	
PERS & Med Ins, etc	40,510	
<b>Materials &amp; Services:</b>		
Utility increases	9,656	
Various inflationary adjustments	648	
<i>FY 17-18 Baseline Changes, subtotal</i>	<i>55,744</i>	
<i>Add-Packages</i>		
Increase hours for Outreach Librarian	8,630	0.10
Scheduling software	1,800	
RFID Maintenance Fees	4,000	
<i>FY 17-18 Add-Packages, subtotal</i>	<i>14,430</i>	<i>0.10</i>
<b>FY 17-18 Proposed Budget</b>	<b>1,938,586</b>	<b>16.56</b>







# Law Enforcement

## Municipal Court

Page 164

			Dollars	FTEs
<b>FY 16-17 Budget</b>			<b>206,630</b>	<b>1.65</b>
<i>Baseline Changes</i>				
<b>Personnel Services:</b>	Staff turnover during year	(8,330)		
	PERS & Medical Insurance	10,620		
<b>Materials &amp; Services:</b>	Inflationary increases	231		
	True up Prof Services & Mnt contract to actual	(462)		
	Oregon State Bar dues	585		
<i>FY 17-18 Baseline Changes, subtotal</i>			<i>2,644</i>	
<b>FY 17-18 Proposed Budget</b>			<b>209,274</b>	<b>1.65</b>







# Community Development Fund

## Five-Year Forecast

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Beginning fund balance	\$ 4,974,922	\$ 2,579,978	\$ 2,431,905	\$ 2,264,507	\$ 2,245,257	\$ 1,891,139	\$ 1,512,355	\$ 1,184,477	\$ 859,926
<b>RESOURCES</b>									
Revenues:									
Permit subtotal	1,034,923	1,261,663	1,100,198	724,000	773,905	840,040	914,364	1,005,800	1,106,380
Charges for services Subtotal	774,135	645,233	694,500	660,400	665,473	671,708	678,005	684,365	690,789
Misc revenue subtotal	13,567	20,268	12,500	20,500	22,953	28,867	30,747	24,190	17,699
Transfers Subtotal	1,442,688	1,562,857	2,137,381	2,519,152	2,151,368	2,203,697	2,237,657	2,293,311	2,350,722
<b>Revenue Total</b>	<b>\$3,265,313</b>	<b>\$3,490,021</b>	<b>\$3,944,579</b>	<b>\$3,924,052</b>	<b>\$3,613,699</b>	<b>\$3,744,312</b>	<b>\$3,860,773</b>	<b>\$4,007,665</b>	<b>\$4,165,590</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 2,488,909	\$ 2,444,590	\$ 2,753,592	\$ 2,746,120	\$ 2,788,056	\$ 2,950,427	\$ 3,022,755	\$ 3,172,776	\$ 3,250,916
Materials & services	313,820	447,736	542,707	626,385	613,356	600,598	588,106	575,873	563,895
Capital outlay	19,600	-	5,000	10,000	-	-	-	-	-
Expenditures Subtotal	2,822,329	2,892,326	3,301,299	3,382,505	3,401,412	3,551,026	3,610,861	3,748,649	3,814,811
Transfers to other funds:									
General Fund	373,758	449,523	525,479	520,020	525,220	530,472	535,777	541,135	546,546
Building Inspection Fund	2,464,170	-	-	40,777	41,185	41,597	42,013	42,433	42,857
Transfers Subtotal	2,837,928	449,523	525,479	560,797	566,405	572,069	577,790	583,568	589,403
<b>Expenditures Total</b>	<b>\$5,660,257</b>	<b>\$3,341,849</b>	<b>\$3,826,778</b>	<b>\$3,943,302</b>	<b>\$3,967,817</b>	<b>\$4,123,095</b>	<b>\$4,188,651</b>	<b>\$4,332,217</b>	<b>\$4,404,215</b>
<b>NET</b>	<b>(2,394,944)</b>	<b>148,172</b>	<b>117,801</b>	<b>(19,250)</b>	<b>(354,118)</b>	<b>(378,783)</b>	<b>(327,878)</b>	<b>(324,552)</b>	<b>(238,625)</b>
<b>Ending fund balance</b>	<b>\$2,579,978</b>	<b>\$2,728,150</b>	<b>\$2,549,706</b>	<b>\$2,245,257</b>	<b>\$1,891,139</b>	<b>\$1,512,355</b>	<b>\$1,184,477</b>	<b>\$ 859,926</b>	<b>\$ 621,301</b>
Financial Policy Minimum	560,546	578,465	659,260	674,501	680,282	710,205	722,172	749,730	762,962



# Building Fund

## Five-Year Forecast

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Beginning fund balance	\$ -	\$ 2,925,295	\$ 2,975,282	\$ 3,862,791	\$ 3,477,945	\$ 2,856,956	\$ 2,406,473	\$ 1,809,050	\$ 1,248,500
<b>RESOURCES</b>									
Revenues:									
Permits	\$ 1,340,604	\$ 1,538,088	\$ 1,604,935	\$ 1,273,660	\$ 1,141,358	\$ 1,027,222	\$ 924,500	\$ 1,031,026	\$ 1,079,553
Investment income	9,356	27,445	15,000	35,000	34,779	28,570	24,065	18,090	12,485
Charges for Services- UR	-	-	-	9,200	-	-	-	-	-
Transfers subtotal	2,464,170	-	-	40,777	41,593	42,424	43,273	44,138	45,021
<b>Revenue Total</b>	<b>\$3,814,130</b>	<b>\$1,565,533</b>	<b>\$1,619,935</b>	<b>\$1,358,637</b>	<b>\$1,217,730</b>	<b>\$1,098,216</b>	<b>\$ 991,837</b>	<b>\$1,093,255</b>	<b>\$1,137,059</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 609,063	\$ 686,956	\$ 683,400	\$ 996,660	\$ 1,056,460	\$ 1,109,283	\$ 1,142,561	\$ 1,199,689	\$ 1,235,680
Materials & services	88,326	93,323	133,301	142,083	144,925	146,374	147,838	149,316	150,809
Capital outlay	12,480	-	5,000	175,000	2,000	2,000	2,000	2,000	2,000
Expenditures Subtotal	709,869	780,279	821,701	1,313,743	1,203,384	1,257,656	1,292,399	1,351,005	1,388,489
Transfers to other funds:									
Community Development	79,372	84,449	92,911	82,420	84,068	85,750	87,465	89,214	90,998
General Fund	99,594	104,050	134,552	197,320	201,266	205,292	209,398	213,586	217,857
Building CIP Fund	-	-	-	150,000	350,000	-	-	-	-
Transfers Subtotal	178,966	188,499	227,463	429,740	635,335	291,041	296,862	302,800	308,856
<b>Expenditures Total</b>	<b>\$ 888,835</b>	<b>\$ 968,778</b>	<b>\$1,049,164</b>	<b>\$1,743,483</b>	<b>\$1,838,719</b>	<b>\$1,548,698</b>	<b>\$1,589,261</b>	<b>\$1,653,805</b>	<b>\$1,697,345</b>
<b>NET</b>	<b>2,925,295</b>	<b>596,755</b>	<b>570,771</b>	<b>(384,846)</b>	<b>(620,989)</b>	<b>(450,482)</b>	<b>(597,424)</b>	<b>(560,549)</b>	<b>(560,285)</b>
<b>Ending fund balance</b>	<b>\$2,925,295</b>	<b>\$3,522,050</b>	<b>\$3,546,053</b>	<b>\$3,477,945</b>	<b>\$2,856,956</b>	<b>\$2,406,473</b>	<b>\$1,809,050</b>	<b>\$1,248,500</b>	<b>\$ 688,215</b>
Financial Policy Minimum	155,000	152,000	163,400	227,800	240,300	251,200	258,100	269,900	277,300

# Budget Committee Presentations



## General Fund

### Five-Year Forecast

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Beginning fund balance	\$ 14,922,245	\$ 15,281,538	\$ 12,829,219	\$ 14,403,061	\$ 12,879,526	\$ 12,087,758	\$ 11,155,301	\$ 10,173,621	\$ 9,195,186
<b>RESOURCES</b>									
Revenues:									
Property taxes	\$ 5,806,729	\$ 6,189,679	\$ 6,507,420	\$ 6,972,890	\$ 7,412,571	\$ 7,832,888	\$ 8,309,712	\$ 8,721,297	\$ 9,079,720
Hotel/Motel taxes	258,374	469,972	262,500	400,000	410,000	421,275	432,860	444,764	456,995
Franchise fees	3,062,588	3,161,069	3,027,650	3,107,233	3,184,913	3,272,499	3,370,674	3,463,367	3,558,610
Licenses & permits	191,985	167,124	172,100	174,510	176,256	178,018	179,798	181,596	183,412
Intergovernmental	1,779,443	2,001,507	1,926,760	2,136,596	2,111,793	2,152,803	2,208,078	2,248,435	2,289,593
Charges for services	547,972	661,915	639,500	685,400	683,230	685,714	693,332	703,660	714,260
Municipal court fines	244,535	187,448	210,000	286,000	294,580	303,859	313,735	324,088	333,811
Investment income	77,751	133,836	75,000	115,000	116,150	117,312	118,485	119,669	120,866
Miscellaneous revenue	188,351	216,377	183,050	164,650	166,497	168,361	170,245	172,148	194,069
Operating Revenue Subtotal	12,157,728	13,188,927	13,003,980	14,042,279	14,555,989	15,132,729	15,796,919	16,379,024	16,931,335
Transfers from other funds:	2,440,258	2,931,336	3,661,413	3,344,632	3,407,528	3,467,558	3,122,769	3,185,224	3,248,929
<b>Revenue Subtotal</b>	<b>\$14,597,986</b>	<b>\$16,120,263</b>	<b>\$16,665,393</b>	<b>\$17,386,911</b>	<b>\$17,963,517</b>	<b>\$18,600,287</b>	<b>\$18,919,688</b>	<b>\$19,564,249</b>	<b>\$20,180,264</b>



## General Fund

### Five-Year Forecast

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
<b>REQUIREMENTS</b>									
Expenditures:									
<b>Department</b>									
Administration	\$ 1,210,341	\$ 1,472,429	\$ 1,371,425	\$ 1,600,620	\$ 1,602,565	\$ 1,650,872	\$ 1,676,297	\$ 1,718,825	\$ 1,743,748
Finance	1,161,026	1,207,947	1,388,071	1,431,961	1,512,089	1,579,731	1,607,031	1,661,188	1,690,475
Information Systems & GIS	805,309	896,912	1,348,314	1,292,510	1,182,716	1,230,096	1,246,534	1,277,131	1,263,275
Legal	472,356	488,563	553,236	559,560	615,253	653,202	663,626	683,065	694,130
Human Resources	601,315	615,022	694,129	763,583	779,862	810,781	819,805	838,911	848,456
Law Enforcement	3,644,644	3,899,290	4,443,964	4,949,105	5,077,307	5,352,594	5,482,911	5,769,140	5,914,941
Court	156,088	165,573	206,630	209,274	217,635	227,575	232,664	236,976	243,137
Public Works Admin	400,267	426,075	475,277	502,100	513,153	536,938	548,687	565,049	577,547
Building Maintenance	822,190	804,338	1,024,031	983,566	998,599	1,032,100	1,052,166	1,074,654	1,096,045
Parks and Recreation	2,244,082	2,182,764	2,966,595	2,789,718	2,863,765	2,965,863	3,021,998	3,090,005	3,130,180
Library	1,595,214	1,719,813	1,868,412	1,938,586	2,069,272	2,163,459	2,213,527	2,284,897	2,336,417
Expenditures Subtotal	13,112,832	13,878,728	16,340,084	17,020,583	17,432,216	18,203,211	18,565,246	19,199,839	19,538,352
Transfers Subtotal	1,125,860	830,168	2,003,275	1,889,863	1,323,070	1,329,531	1,336,122	1,342,844	1,349,701
<b>Expenditures Total</b>	<b>\$14,238,692</b>	<b>\$14,708,896</b>	<b>\$18,343,359</b>	<b>\$18,910,446</b>	<b>\$18,755,286</b>	<b>\$19,532,743</b>	<b>\$19,901,368</b>	<b>\$20,542,684</b>	<b>\$20,888,054</b>
Operating net	1,249,154	1,998,535	58,309	72,628	208,232	67,544	18,319	21,565	292,211
Net after transfer to CIP	359,294	1,411,367	(1,677,966)	(1,523,535)	(791,768)	(932,456)	(981,681)	(978,435)	(707,789)
<b>Ending fund balance</b>	<b>\$15,281,539</b>	<b>\$14,692,905</b>	<b>\$11,151,253</b>	<b>\$12,879,526</b>	<b>\$12,087,758</b>	<b>\$11,155,301</b>	<b>\$10,173,621</b>	<b>\$ 9,195,186</b>	<b>\$ 8,487,397</b>
Financial Policy Minimum	4,119,000	2,206,000	2,371,400	2,523,900	2,614,800	2,730,500	2,784,800	2,880,000	2,930,800



## Questions & Discussion



***Approve Budget or  
Adjourn until June 8, 2017***

# Budget Committee Presentations

## Budget Committee Urban Renewal

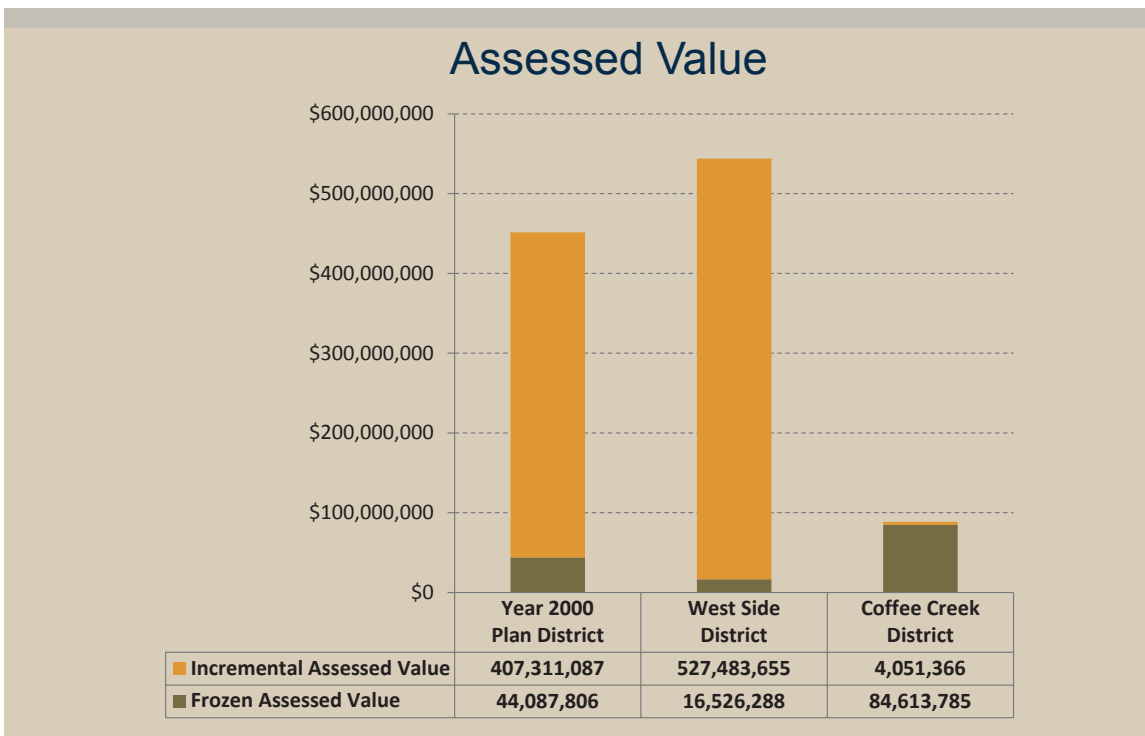
FY 2017-18  
Proposed Budget



**WILSONVILLE**  
OREGON

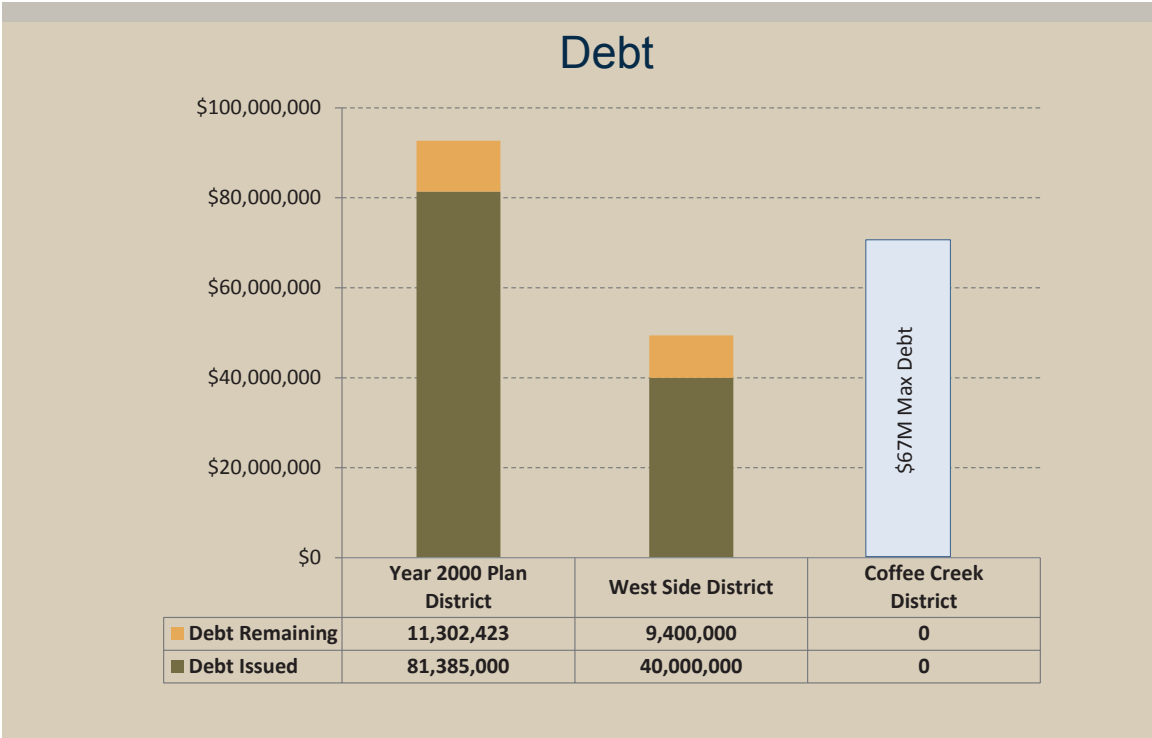


## Budget Message





# Budget Message



# BUDGET PRESENTATION

# Budget Committee Presentations



## Urban Renewal Capital Projects

Project Title	Year 2000 Plan District <i>Page 270</i>	Year 2000 Program Inc <i>Page 272</i>	West Side Program Inc <i>Page 281</i>
Tooze Road	\$ -	\$ -	\$ 2,400,000
5th Street/Kinsman Ext (Old Town Escape)	1,100,000	-	-
Town Center Concept Planning	88,000	-	-
Art Tech School Roof Replacement	-	70,000	-
<b>Total</b>	<b>\$ 1,188,000</b>	<b>\$ 70,000</b>	<b>\$ 2,400,000</b>



## Capital Projects: 5 Year Plan

Year 2000 Plan Urban Renewal District & Program Income					
Project Title	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
5th Street/Kinsman Ext	\$ 1,100,000	\$ 3,200,000	\$ 2,700,000	\$ -	\$ -
Old Town Streets	-	622,767	622,767	622,767	-
Town Cent Concept Plan	88,000	20,000	5,000	5,000	-
Livability Projects	-	-	1,769,000	519,700	-
Art Tech School Roof/Siding Repl	70,000	80,000	-	-	-
Park Improvements	-	25,000	-	-	-
<b>Total</b>	<b>\$ 1,258,000</b>	<b>\$ 3,947,767</b>	<b>\$ 5,096,767</b>	<b>\$ 1,147,467</b>	<b>\$ -</b>

West Side Urban Renewal District & Program Income					
Project Title	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
Tooze Rd Improvements	\$ 2,400,000	\$ 1,200,000	\$ -	\$ -	\$ -
Brown Rd Improvements	-	-	163,905	2,000,000	2,088,995
<b>Total</b>	<b>\$ 2,400,000</b>	<b>\$ 1,200,000</b>	<b>\$ 163,905</b>	<b>\$ 2,000,000</b>	<b>\$ 2,088,995</b>

Coffee Creek Urban Renewal District					
Project Title	FY2017-18	FY2018-19	FY2019-20	FY2020-21	FY2021-22
Garden Acres	\$ -	\$ -	\$ 2,466,000	\$ 2,466,000	\$ 2,466,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,466,000</b>	<b>\$ 2,466,000</b>	<b>\$ 2,466,000</b>



## Capital Project Funds

Capital Projects Funds <i>Resources</i>	Year 2000 Plan		West Side	
	Capital Projects Program Income		Capital Projects Program Income	
	Page 270	Page 272	Page 280	Page 281
<b>Beg Fund Balance</b>	\$ 1,660,618	\$ 1,992,235	\$ 1,810,710	\$ 4,701,129
<b>Debt Proceeds</b>	3,000,000	-	-	-
<b>Interest/Other</b>	20,000	109,400	13,500	45,000
<b>Total</b>	<b>\$ 4,680,618</b>	<b>\$ 2,101,635</b>	<b>\$ 1,824,210</b>	<b>\$ 4,746,129</b>
<i>Uses</i>				
<b>Capital Projects</b>	\$ 1,188,000	\$ 70,000	\$ -	\$ 2,400,000
<b>SDC Reimb</b>	-	-	500,000	-
<b>Admin/Design/Engineering</b>	627,446	50,500	454,278	-
<b>Ending Fund Balance</b>	2,865,172	1,981,135	869,932	2,346,129
<b>Total</b>	<b>\$ 4,680,618</b>	<b>\$ 2,101,635</b>	<b>\$ 1,824,210</b>	<b>\$ 4,746,129</b>



## Debt Service Funds

Debt Service Funds <i>Resources</i>	Year 2000 Plan	West Side	Coffee Creek
	Page 268	Page 275	Page 283
	<b>Beg Fund Balance</b>	\$ 9,009,397	\$ 9,286,032
<b>Tax Increment</b>	4,075,000	5,080,000	53,000
<b>Interest/Other</b>	35,000	115,000	265
<b>Total</b>	<b>\$ 13,119,397</b>	<b>\$ 14,481,032</b>	<b>\$ 53,265</b>
<i>Uses</i>			
<b>Principal</b>	\$ 4,740,000	\$ 1,834,765	\$ -
<b>Interest</b>	890,247	1,032,000	-
<b>Short-Term Debt</b>	3,000,000	-	-
<b>Ending Fund Balance</b>	4,489,150	11,614,267	53,265
<b>Total</b>	<b>\$ 13,119,397</b>	<b>\$ 14,481,032</b>	<b>\$ 53,265</b>

**\*\*West Side is limited to \$5 million due to revenue share provisions**





## Public Hearings/Citizen Input

- Public Hearing for the Proposed FY 2017-18 Urban Renewal Agency Budget
- Citizen Input



## Questions & Discussion

***Approve Budget or  
Adjourn until June 8, 2017***



# City of Wilsonville, Oregon

Five Year Forecast FY 2017-18 to FY 2022-23



# Five-Year Forecast

## Overview

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This Five-Year Financial Forecast is meant to complement the FY 2017-18 Proposed Budget. The goal of the Forecast is to assess the City's ability over the next five years to continue to effectively provide services to the residents at current levels based on projected growth, to meet goals set by Council, and to preserve the City's long-term fiscal health. The forecast serves as a tool to identify financial trends, potential shortfalls, and arising issues so the City can proactively address them.

While this forecast is anchored by the Fiscal Year (FY) 2017-18 Proposed Budget, it is itself not a budget. The forecast provides an overview of the City's fiscal health based on various assumptions over the next five years and provide the City Council, Budget Committee, management and the citizens of Wilsonville with a financial outlook beyond the annual budget cycle. The five-year forecast is intended to serve as a planning tool to bring a longer-term perspective to the annual budget process. Responsible financial stewardship is imperative to provide for the current and future needs of the community. Forecasting is a useful method to help make informed financial decisions that will ensure the City's future vitality and economic stability.

The Government Finance Officers Association (GFOA) recognizes the importance of combining the forecasting of revenues and expenditures into a single financial forecast. The GFOA also recommends that a government should have a financial planning process that assesses long-term financial implications of current and proposed policies, programs, and assumptions in order to develop appropriate strategies to achieve its goals.

### Forecast Methodology

Economic forecasting is not an exact science. Rather, it is dependent upon the best professional judgment of the forecaster. To enhance the accuracy of projections, the City identifies factors that contribute to changes in revenues and expenditures, such as service demands by the public, the pace of development, inflation, personnel costs, and projected future events that will affect operations. A goal of forecasting is to neither be overly optimistic nor pessimistic when displaying revenues and expenditures.

While a forecast is designed to model the future, unforeseen circumstances and events do arise that affect the accuracy of the forecast. Examples of unpredictable items include such things as future interest rates, the price of gasoline, and technological changes that could impact the business community.

This forecast begins with the FY 2017-18 Proposed Budget. Revenues, expenditures, debt service, capital obligations and reserves are then extrapolated for the subsequent five years. The five-year forecast is then grounded by Council intent and levels of service, and demonstrates the financial positions of the City's operating funds after incorporating proposals that are included in the Proposed Budget.

This forecast focuses on the City's nine operating funds. Many of the operating funds support designated capital programs, generally treated as "one-time" expenditures from the operating funds and paid for with accumulated reserves or financed with debt payments from the operating funds. The City's Capital Improvement Program (CIP) is accounted for through various capital funds which receive transfers from the operating funds, debt proceeds, and resources from System Development Charges. The utility operating funds of Water, Sewer and Stormwater have a margin built into their respective utility rates to cover on-going capital investments through the use of debt financing, where rates are set to cover not only on-going operations but also debt service requirements. The City's capital funds and detailed CIP is not part of this forecast document, but can be found within the FY 2017-18 Proposed Budget document. This forecast builds on summarized CIP information found in the Proposed Budget.

# Common Assumptions

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## Population Growth

Each July, the Portland State University Population Research Center releases population estimates for each jurisdiction in Oregon. As of July, 2016, Wilsonville's population is estimated at 23,740. Wilsonville's population has grown at an average annual rate of approximately 3.5% from FY 2007-08 until FY 16-17. This forecast assumes that the population will grow at an average annual rate of 3% over the next five years. The growth rate is based on the Villebois neighborhood building out in its entirety over the next year or two, and then the Frog Pond neighborhood coming into the City and building out.

## Revenues

In general, this forecast reviews the revenue sources to each fund individually. However, one common assumption for revenue is interest earnings. Interest rates remain at historic lows, currently averaging about one percent. This forecast assumes that the interest rate remains at that level.

## Expenditures

The business of city government is labor intensive; therefore projecting labor costs is a key component of this forecast. Key elements of this category include wages, retirement, and health insurance. This forecast assumes the City continues its current wage and benefit package. The forecast predicts staffing salaries and wages will grow, in general, at a 2.25% rate. This is based on labor contracts, merit and step increases for staff, as well as some level of attrition as positions turn over. This growth assumption is for the current staffing levels, and if additional personnel are forecasted, those estimations build on this base amount. Benefits and other costs, such as workers compensation, are assumed to increase approximately 4% to 6%.

One cost driver included in the FY 2017-18 Proposed Budget and built in over the subsequent five year period is the City's contribution to the Oregon Public Employee's Retirement System (PERS). The Oregon Supreme Court rolled back reforms that the Oregon Legislature had made to no longer adjust retiree benefits for cost-of-living increases. Additionally, the PERS portfolio has not earned investment returns as originally hoped. These two factors combine to mean anticipated contribution rate increases for PERS. PERS sets rates every two years, and July 1, 2017 marks the beginning of a PERS biennium. Increased contribution rates are built into the FY 2017-18 Proposed Budget. The subsequent five years of the forecast period cover two more PERS bienniums, the next one beginning July 1, 2019, and then again on July 1, 2021. PERS has indicated to members that contribution rates are likely to go up in the future, thus this forecast builds in contribution rate increases accordingly.

Annual inflation for materials and services is assumed to be approximately 1% per year. Increases in utilities and contracts for services, including operating contracts for Police, Water, and Sewer, are assumed to increase between 3% and 6% per year.

# Funds Presented

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**General Fund**

**Community Development Fund**

**Building Fund**

**Transit Fund**

**Water Operating Fund**

**Sewer Operating Fund**

**Stormwater Fund**

**Street Lighting Fund**

**Road Operating Fund**

# General Fund

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## Fund Description

The General Fund houses the City's property taxes and the major services the public associates with local government – police, parks and recreation, long-term planning, the library, and general management of the City Manager and the City Council. The General Fund also accounts for the revenue from the Hotel/Motel tax, franchise fees, intergovernmental revenue, court fines, and charges for services.

The General Fund revenues are largely driven by property taxes, which in turn are based on assessed values and new construction. A property's assessed value includes real property, and personal property and equipment. Under the State constitution, the assessed value for real property is limited to 3% growth. The residential sector is assessed using real property, while the commercial and industrial sectors may also include personal property and equipment.

The assessed value differs from a property's real market value. The real market value is an estimation of the price at which the property could most likely be sold. Taxes are levied at the lower of the assessed value or real market value. Therefore, property tax revenue is influenced by cycles in the housing market – especially on the downward side. As real market values fall below the assessed value, property tax revenue declines, because the taxes levied are based on the lower real market value. However, the upside is limited, because as real market values increase, property tax revenues are constrained by the State constitution's limit on assessed value growth of 3%. New construction is one aspect that can significantly increase property tax revenue above the assessed value limitations.

The General Fund expenditures are driven by the community's demand for service. The General Fund provides funding for the public provision of law enforcement, parks and recreation, the library, long-term planning, finance, information technology, and overall city management and oversight. As the City grows, the need for additional services grows, and the City Council considers adding personnel and associated expenditures to meet the demand for service.

Additionally, maintaining current service levels also causes the level of expenditures in the General Fund to increase. Over time, cost pressures such as inflationary increases to supplies, fuel, utilities, etc., cause General Fund expenditures to increase. Cost-of-living adjustments, merit increases, and benefit increases cause the cost of labor to increase over time.

The City engages in continual financial review and oversight to ensure that services provided are adequately funded. This five-year forecast provides a brief snapshot into the future to judge overall trends.

## General Fund Revenues and Expenditures

### Revenues

#### *Property Taxes*

Property tax revenue comprises approximately one-half of General Fund external resources, and affects just about every resident and business in the City. Therefore, property tax revenue receives the bulk of the discussion in this forecast.

Property taxes are based on assessed value. As mentioned above, the State constitution limits a property's assessed value growth to 3%. As new construction is placed on the tax rolls, property tax revenue to the City increases. Also, the assessed value of the commercial and industrial sectors may grow at more than 3% depending upon the value of personal property and equipment.

Risks to the property tax revenue include a declining housing market and the devaluing of a commercial or industrial site, due to a business closure, restructure or state re-valuation. As was seen in the Great Recession, housing real market values can fall. If the real market value of a property falls below its assessed value, the taxes levied on the property fall, because the tax is levied on the lower of the two values. In the commercial and industrial sectors, if a business that has great value in personal property and equipment closes or restructures such that this personal property and equipment is no longer assessed, property tax revenue would decline.

## Five-Year Forecast

The permanent tax rate for the City of Wilsonville is \$2.5206 per thousand of assessed value (AV). This permanent rate cannot change. The City may choose to levy less than that amount, but it cannot levy more than that amount. If the City feels it needs additional property tax revenue to fund operations, the City has the option to ask voters to pass a local option levy. The City may place on the ballot any amount to be levied. However, local option levies are limited to five years, and if the City wishes for the property tax revenue generated to be continued beyond the five years, it must again ask voters to pass another five-year local option levy.

The City of Wilsonville makes use of the funding mechanism of tax increment financing for economic development, known as urban renewal. Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency to pay for public infrastructure to encourage private development.

The City's General Fund receives its share of property tax revenue generated by the frozen assessed value within the Urban Renewal Area. While the General Fund foregoes property tax revenue growth generated from within the boundary during the life of the urban renewal area, the community receives the benefit of infrastructure improvements constructed by the Urban Renewal Agency, economic growth, and higher property tax gain in the future when the urban renewal area closes. The theory is that the Urban Renewal Agency's investment in public infrastructure tips the balance and encourages private development that otherwise may not occur, or may occur far in the future, and therefore higher assessed value is generated than otherwise may have been the case. The General Fund foregoes the property tax revenue generated above the frozen base, for a time interval, in order to realize property tax revenue gain in the future.

Wilsonville's Urban Renewal Agency currently has six urban renewal districts – the Year 2000 Plan district, the Westside Plan district, the recently formed Coffee Creek district, and three single-property urban renewal districts referred to as Tax Increment Finance Zones. When the Year 2000 Plan district was formed, its frozen assessed value base was \$44 million. The total assessed valuation of the area in tax year 2016-17 is estimated to be \$438.2 million (per Clackamas County), an increase of nearly ten times the original amount. When the Westside Plan district was formed, its frozen assessed value base was \$16.5 million, and its total assessed valuation is estimated to be \$453 million (per Clackamas County) in tax year 2016-17, an increase almost 27 times the original amount. The new Coffee Creek Plan area has a frozen value of approximately \$84.6 million (per Washington County), and is expected to receive its first increment in the fall of 2017, estimated to be about \$53,000. The three Tax Increment Finance Zones were established in 2014 to incentive private sector investment in specific properties.

In FY 2017-18 and over the subsequent five fiscal years, the Year 2000 Plan and the West Side Plan districts have AV which will revert back to the City and the other over-lapping districts. The Year 2000 district area under-levies, holding its tax increment to approximately \$4.2 million each year, because that is all the district needs to service its debt. Therefore, property taxes that would otherwise be generated by the incremental AV above that amount reverts back to the City and other taxing districts. For the Westside district, a different dynamic has capped its tax increment revenue: The district went through a *Substantial Amendment* process in early 2016 to increase its maximum indebtedness, and the Oregon Revised Statutes fix the increment that is collected the year after the year of the *Substantial Amendment* to 12.5% of the district's original maximum indebtedness. The district's original maximum indebtedness is \$40 million; 12.5% of that amount is \$5 million. FY 2017-18 marks the year this limitation takes effect. Therefore, the West Side district is limited to collect \$5 million each year beginning with FY 2017-18, and tax revenue that is generated by the incremental AV above that amount reverts back to the City and the other overlapping jurisdictions. Because new construction is still underway in that district increasing the incremental AV, the City and other taxing jurisdictions will see a slight gain in property tax revenue, because the tax increment to the Westside district is capped at \$5 million.

The Year 2000 district is wrapping up its project list and could close during this forecast period. However, because the Urban Renewal Task Force is considering adding an additional project, the Boeckman Dip Bridge, and increasing the district's maximum indebtedness to finance this project, this forecast assumes the Year 2000 district will remain open in order to complete that project, should it be added through a *Substantial Amendment* process.

This five-year forecast uses an algorithm to estimate property tax revenue in the future. Since the ultimate base of property tax revenue is AV, the City's AV is projected over time. This includes estimates for new construction, as well as the effects of the urban renewal districts. The forecast is then adjusted downward to account for discounts and collection delinquency.



## Five-Year Forecast

Table 1 below displays the history of Wilsonville’s AV, the incremental AV removed to account for urban renewal, the calculated taxes imposed, the actual taxes collected and the collection rate. The collection rate for property taxes has averaged about 95% over the last five years, and this same collection rate is used in this forecast. The collection rate is the actual amount of taxes collected compared to computed taxes based on assessed value per thousand multiplied by the property tax rate. Collection rates are typically less than 100% to account for various discounts and delinquencies.

Note that the City of Wilsonville is located both in Clackamas County and Washington County. The tax assessor in each county makes various adjustments to the calculated taxes to account for urban renewal amendments, rounding the numbers, etc.

**Table 1**

<b>Wilsonville AV, Taxes Imposed &amp; Realized, Collection Rate</b>					
<b>Clackamas C.</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>FY 16-17</b>
Total AV on rolls	\$2,368,094,165	\$2,489,429,645	\$2,694,571,895	\$2,881,983,635	\$3,104,752,955
Less: URA	(\$548,804,789)	(\$550,822,196)	(\$599,176,337)	(\$664,205,632)	(\$741,200,995)
AV for Perm rate	\$1,819,289,376	\$1,938,607,449	\$2,095,395,558	\$2,217,778,003	\$2,363,551,960
per 1,000	\$1,819,289	\$1,938,607	\$2,095,396	\$2,217,778	\$2,363,552
Rate	\$2.5206	\$2.5206	\$2.5206	\$2.5206	\$2.5206
Calculated taxes	\$4,585,701	\$4,886,454	\$5,281,654	5,590,131	5,957,569
Truncation gain/(loss)	\$282	\$306	\$306	\$241	\$358
<i>Adjustments (URA acres, compression, roll corections, rounding, etc)</i>	<i>\$139,354</i>	<i>\$135,469</i>	<i>\$141,437</i>	<i>\$153,662</i>	<i>\$191,083</i>
<b>Taxes imposed</b>	<b>\$4,725,055</b>	<b>\$5,021,923</b>	<b>\$5,423,091</b>	<b>5,743,793</b>	<b>\$6,148,652</b>
<b>Washington C.</b>					
Total AV on rolls	\$264,753,698	\$268,559,603	\$277,825,621	\$290,790,949	\$298,259,067
per 1,000	\$264,754	\$268,560	\$277,826	\$290,791	\$298,259
Rate	\$2.5206	\$2.5206	\$2.5206	\$2.5206	\$2.5206
Calculated taxes	\$667,338	\$676,931	\$700,287	\$732,968	\$751,792
<i>Adjustments (URA acres, rounding, etc)</i>	<i>(\$139,075)</i>	<i>(\$135,166)</i>	<i>(\$141,135)</i>	<i>(\$153,421)</i>	<i>(\$162,069)</i>
<b>Taxes imposed</b>	<b>\$528,263</b>	<b>\$541,765</b>	<b>\$559,152</b>	<b>\$579,546</b>	<b>\$589,722</b>
<b>AV, Both Counties</b>	<b>\$2,084,043,074</b>	<b>\$2,207,167,052</b>	<b>\$2,373,221,179</b>	<b>\$2,508,568,952</b>	<b>\$2,661,811,027</b>
<b>Total Taxes Imposed, Both Counties</b>	<b>\$5,253,318</b>	<b>\$5,563,688</b>	<b>\$5,982,243</b>	<b>\$6,323,339</b>	<b>\$6,738,374</b>
<b>Actual Property Tax Revenue</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>FY 15-16</b>	<b>Projected 2016-17</b>
Clack Co.	\$4,495,564	\$4,792,747	\$5,172,568	\$5,527,499	\$5,856,164
Wash Co.	\$502,944	\$517,663	\$538,221	\$561,073	\$561,670
<b>Total</b>	<b>\$4,998,507</b>	<b>\$5,310,410</b>	<b>\$5,710,789</b>	<b>\$6,088,572</b>	<b>\$6,417,834</b>
<b>Collection Rate</b>	95.15%	95.45%	95.46%	96.29%	95.24%

# Five-Year Forecast

Table 2 below displays the percent change from the prior year for selected items:

**Table 2**

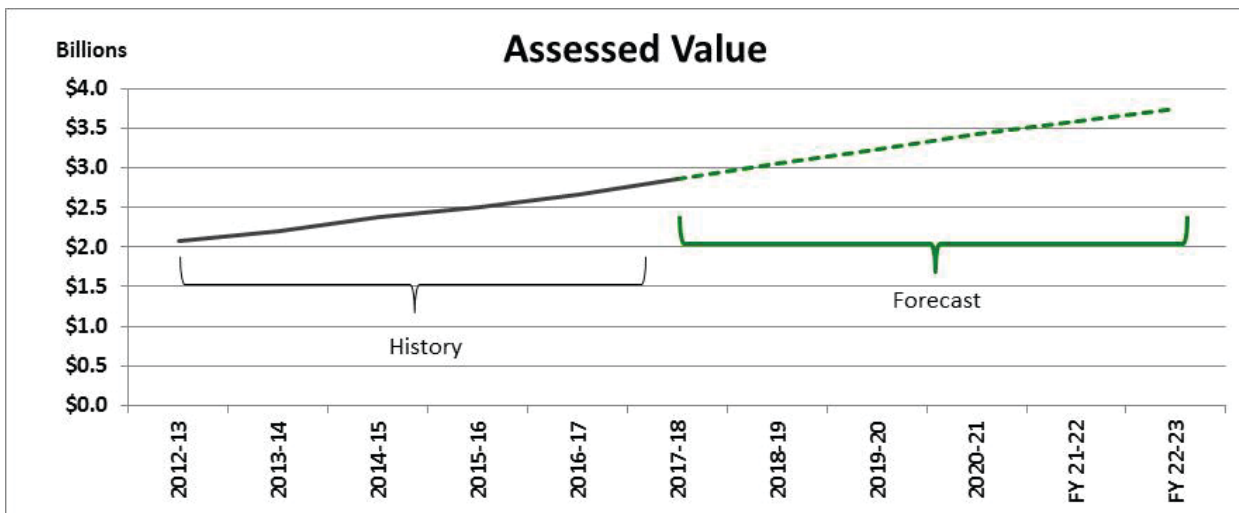
Percent Changes from prior year	2012-13	2013-14	2014-15	2015-16	2016-17
% Change, Clackamas C. AV	-0.6%	6.6%	8.1%	5.8%	6.57%
% Change, Washington C. AV	4.7%	1.4%	3.5%	4.7%	2.57%
% Change, Total AV	0.0%	5.9%	7.5%	5.7%	6.11%
% Change, Total taxes imposed	0.0%	5.9%	7.5%	5.7%	6.56%
% Change, Actual taxes collected	1.4%	6.2%	7.5%	6.6%	5.41%

This five-year forecast of the property tax revenue to the General Fund considers the variables of assessed value growth, probable changes to urban renewal and the collection rate. The forecast does not attempt to perform an economic model of the future assessed value, but instead uses a more straightforward judgment forecast.

The forecast for the AV over the next five years assumes an annual growth rate, on average, of just under 6%, although over the forecast period the growth rate is expected to start higher and then decline, averaging just under 6%. The higher growth rate in the beginning captures new construction, while the later years assumes the pace of new construction slows down.

Graph 1 below displays the five year history of AV, the AV used to build the FY 2017-18 Proposed Budget, and the five-year forecast, for both Clackamas and Washington Counties combined.

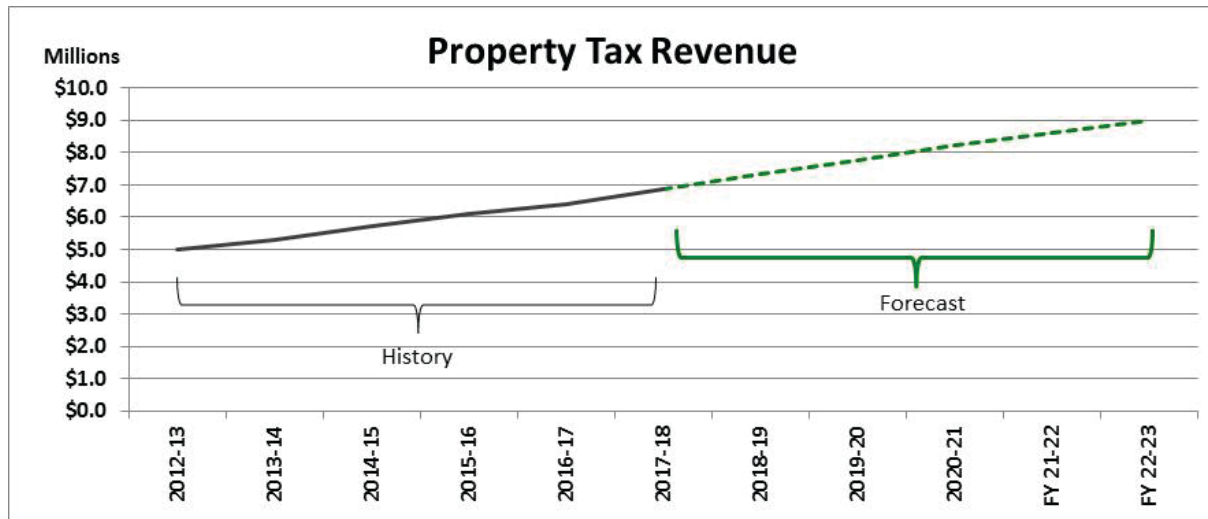
**Graph 1**



## Five-Year Forecast

The next graph displays the property tax revenue five-year history, the property taxes proposed in the FY 2017-18 budget, and the five-year property tax forecast.

Graph 2



### Hotel/Motel Taxes

The City assesses a Transient Lodging Tax of 5% of the occupancy rents at hotels, motels and vacation rentals, recorded in the budget as the Hotel/Motel Tax. The City began imposing this tax in 1975. With the economic recovery in recent years and the advent of on-line companies, the receipts for this tax have increased a dramatic 100% over the last five years, from \$209,000 in FY 2011-12 to \$420,000 in FY 2015-16. Because a majority of this jump was due to the compliance of on-line companies paying the tax, such a dramatic growth in receipts is not expected to repeat in the future. The 5-year forecast builds off of a base of \$400,000 and assumes growth of 2.5% to 3% per year. The City sets aside approximately one-half of these receipts to be used for tourism promotion.

### Right of Way Charges

Another revenue to the General Fund is Rights of Way Charges. These charges are assessments on utility companies' gross receipts for using the City's right-of-way. Rates vary by type of utility with telecommunications at 7.0%; electric, natural gas and cable television at 5.0%; water, sewer and stormwater at 4.0%; and garbage at 3%.

While over the previous five years these charges have trended upwards, going forward, the forecast is conservative, assuming a 1.0% growth rate. This conservative forecast reflects the changing dynamics of the telecom industry and lower per capita usage, for utilities such as water, due to conservation.

### Transfers In

The General Fund receives transfers in from other funds for services provided to those other funds. The General Fund houses administrative type functions, such as utility billing, accounting, budgeting, human resources, information services, and overall City management of the City Manager and City Council. Other funds, such as Water, Sewer, Roads, Community Development, etc., pay for these services via the category of Transfers In.

The methodology used is a combination of overhead allocation and direct charges. Overhead allocation for operating functions is based on an estimated percent of time spent, and direct charges are determined by specific, dedicated efforts.

### Other Revenues

Other revenues to the General Fund include intergovernmental revenues, charges for services, municipal court fines, interest earnings, licenses & permits, and other miscellaneous revenues. Intergovernmental revenue includes state shared revenues (cigarette taxes, liquor taxes, and other revenues) and the City's share of the Clackamas County Library District Levy. Charges for services represent charges for park rentals, recreational programming and the like. Municipal court fines are generated from the adjudication of traffic violations. Interest earnings are earned on cash invested. Licenses and permits are for liquor licenses, business licenses and solicitor permits. These sources combined are expected to grow at a 1.75% annual average rate.

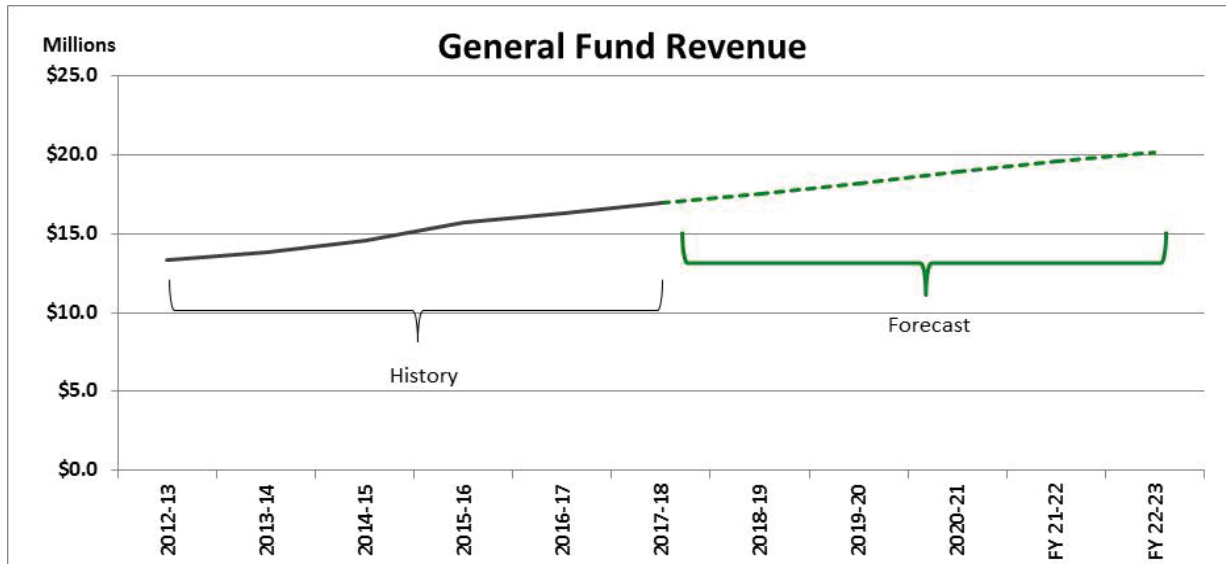
# Five-Year Forecast

## General Fund Total Revenue

The various components discussed above comprise the revenues to the General Fund. When taken together, the historical growth over the last five years of the overall General Fund revenues has averaged 4%. The forecasted revenue path going forward grows at an annual average of 3.5% over the next five year period.

The next graph displays the overall General fund revenue for the last five years, those proposed in the FY 2017-18 budget, and the five-year forecast.

Graph 3



## Expenditures

The General Fund accounts for the expenditures of Parks & Recreation, the Library, the Municipal Court, Police and the City’s Policy and Administration. The General Fund also supports functions in Community Development and Public Works.

The services the General Fund provides to the community are very labor intensive, making up 44% of the General Fund’s operating budget in the FY 2017-18 Proposed Budget. As mentioned earlier the “Common Assumptions” at the beginning of this document, wages are forecasted to grow at 2.25%, to account for step increases, promotions, cost-of-living adjustments and merit increase, as well as employee turnover. Benefits and other costs, such as workers compensation, are assumed to increase approximately 4% to 6%. The public employees’ retirement system contribution is included in the forecast, and as mentioned earlier, the contribution rates are expected to increase in the PERS bienniums covered by this forecast period. These growth assumptions are anchored in the FY 2017-18 Proposed Budget, and extends out the staffing levels as proposed over the subsequent five years.

## Operations

### Parks & Recreation

Parks & Recreation maintains the City’s park system, which includes sports fields, sport courts, picnic shelters, trails, and open spaces, and also provides diverse programming for all ages and abilities. The park system has grown by 30% over the last ten years, and is expected to continue to add acreage and facilities as growth continues. Additionally, school enrollment has grown by 13% over the same period, indicating a growing youth population.

Parks & Recreation continually strives to provide services to match the community’s demand for recreational services, and actively involves the community in park and recreation related planning efforts. Parks & Recreation is currently drafting a system-wide Comprehensive Parks and Recreation Master Plan, which will include a recreation strategic plan element as well as a capital infrastructure element. Individual park master plans are also underway such as that for Memorial Park and Boones Ferry Park.

## Five-Year Forecast

Over the next five years, Parks and Recreation foresees requesting to add incrementally to its seasonal work force. Overall park maintenance expenditures are forecasted to increase as acreage is added to the system, including the addition of equipment and tools.

Capital equipment and infrastructure for Parks & Recreation is also funded from the General Fund. Over the next five years, additional park maintenance equipment will be requested through the annual budget cycle, as well as play structures and other hard-scape amenities.

### **The Library**

The Library is a community focal point that provides a full range of professional services to both City residents and non-City residents. The Library encourages daily reading by children, strives to reach out to all communities, and promotes connection to on-line tools. Library circulation has grown approximately 8% over the last 10 years. To maintain its efficiency, the Library added two self-check-out machines approximately four years ago, which handle roughly 40% of material check-outs.

The Library is projected to receive 37% of its funding from the City's General Fund, and 63% of its funding from the Clackamas County Library District in FY 2017-18. The rest of the funding for the Library is made up of donations, grants, and late fees.

The Library does not foresee significant changes in the next five years.

### **Law Enforcement**

The City contracts with Clackamas County for law enforcement (police) services. Even though the personnel are technically employed by the Clackamas County Sheriff's Office, the City's police force is seamlessly integrated into the City's work force, wearing Wilsonville police uniforms, driving City branded police vehicles, and managed by a City Police Chief. Police services include patrol, traffic enforcement, a community service officer, a school resource officer and a detective. There are many other services available through the Clackamas County Sheriff's Office, such as a special investigation unit, a dive/rescue team, additional detectives, a SWAT team, and a bomb squad.

The Police Department embraces a community policing philosophy, maintaining a visible presence in the community. The Department has an active bike patrol program and works closely with the schools, neighborhoods, apartment communities, local businesses and homeowner associations.

Proposed for FY 2017-18 is a new traffic officer position. This addition, together with an added sergeant in FY 2015-16, brings the personnel level up to 20 full-time equivalents. At this time, the City does not foresee a need to add additional law enforcement services during the forecast period.

### **Municipal Court**

The Municipal Court adjudicates traffic violations and City code violations. It receives revenue from court fines paid by defendants.

Over the five-year forecast period, there are no changes anticipated to the Municipal Court.

### **Public Works – Administration and Facilities**

The Administration and Facilities divisions of Public Works are part of the General Fund, but also receive financial support from other City funds such as water, sewer, stormwater, roads and transit. The Department of Public Works has many different divisions, including the operations for Sewer, Water, Roads, Stormwater, which are funded through non-General Fund resources and are discussed in the respective fund sections of this report.

Public Works Administration and Facilities provide management and overall administrative support to the other Public Works functions, and maintains City buildings and grounds.

Over the next five years, Public Works Administration and Facilities will be requesting various tools and equipment for grounds and building maintenance.

### **Policy and Administration**

Policy and Administration houses the Administration, Finance, Information Services, Legal, and Human Resources. Administration accounts for the office of the City Manager, including the City Recorder, Community Relations and Public Affairs.

## Five-Year Forecast

Finance manages the accounting and budgeting for the City, while Information Services manages the City's computers, network, phone system, websites, various applications, and the Geographic Information Systems. The City's in-house legal team provides general counsel to the City Council and the Urban Renewal Agency, drafts contracts and ordinances, and engages in negotiations with other governments and parties on behalf of the City. Human Resources provides centralized support for all City employees, in addition to managing the City's risk exposure and insurance programs.

Over the five-year forecast period, Policy and Administration will be requesting one-time funding for software and equipment purchases. The City's core business financial software will need to be replaced, and is partially budgeted in FY 2017-18, with the remainder slated for FY 2018-19. This system is for the City's accounting, payroll, permitting and utility billing functions. The City's web site is due for a re-design, as well as the City's on-line mapping tool. Various high-volume and high-quality printers will need to be replaced. Also, the City's phone system is aging and is anticipated to need replacement in the next five years.

### Operating Transfers Out

The General Fund provides financial support to other City departments in the form of transfers. The Community Development Fund receives a General Fund operating transfer for tasks and functions performed that are not directly related to permit fees or billable to other work items, such as long-term planning.

### Capital Improvements

The General Fund pays for the various capital improvement needs for the operational departments listed above, as well as improvements for the various City-owned structures, if they are not exclusively used by an enterprise function.

Capital improvements are generally included in the City's five-year capital improvement program (CIP). Projects tracked in the CIP and funded by the General Fund are those that acquire, improve and repair City assets and buildings that are not used specifically by functions funded by utility rates and charges.

CIP projects funded by the General Fund in this five-year forecast include replacing the City's core business financial software, continuing fiber connectivity, building repairs and renovations, parking lot improvements, HVAC replacements, playground equipment replacement, and improvements to City Hall. The General Fund CIP is estimated to be \$1 million each year for the next five years.

The CIP section of the budget document also includes multi-year projects that are not capital infrastructure. Master plan studies are an example. Additionally, Planning Projects are included in the CIP. These projects tend to span multiple years, and the CIP is used to track these projects over time.

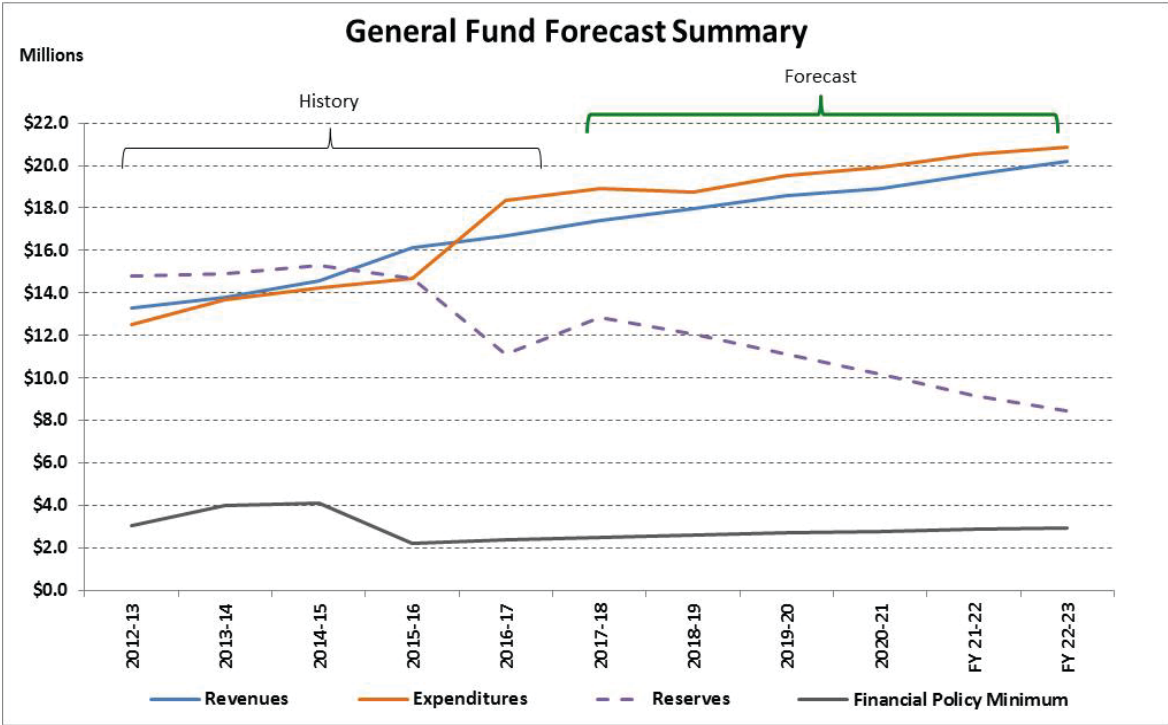
### General Fund Forecast

The forecast for the City's General Fund revenues and expenditures over the next five years, based upon the levels of service proposed in the FY 2017-18 Budget, shows that the fund remains in good health. The forecast does reveal, however, that increasing levels of service will be difficult in the coming years, and will need to be considered carefully with each budget cycle.

Graph 4 below compares the revenue sources discussed above to the expenditure items, and also to the reserve (also referred to as fund balance) contained in the General Fund. The reserve in the General Fund is an eligible funding source, within limits set by policy, particularly for one-time items such as capital outlay and capital projects. Funds have been set aside over the years in the reserve for many of the items mentioned above, such as the business financial software replacement, fiber connectivity and building repairs. Policy limits on the use of the General Fund reserve include maintaining a minimum that is approximately equal to 15% of operations, indicated in the graph below. In FY 2013-14, the City Council added a \$2 million sustainability reserve that at first was accounted for in this minimum contingency, but in FY 2015-16 this reserve was moved to the designated fund balance category in accordance with accounting standards, and is seen on page 255 in the FY 2017-18 Proposed Budget document.

Graph 4 below displays that the expenditure line is above the revenue line, thereby drawing down the fund balance. This draw down is due to the forecasted \$1 million contribution each year to the capital improvement program (CIP).

Graph 4



For a more detailed view of the five-year forecast, Table 3 displays the General Fund major revenue categories, department expenditures, and transfers. Table 3 also displays the net General Fund, first showing the operating net which generally accounts for on-going revenues and on-going expenditures, including the transfer to the Community Development Fund, and then the net after including for the transfer to the CIP.

The financial indicator to monitor would be the operating net figure in Table 3. This forecast shows this net figure to remain above zero, indicating that the on-going services provided by the General Fund are adequately funded by on-going resources. If this figure dips below zero, it is an indication that one-time funds are used for on-going services, which in any one year may be manageable, but in the long run are not sustainable. This forecast shows that the General Fund remains in a sustainable financial position over the forecast period.



# Five-Year Forecast

**Table 3**  
**#110 - General Fund Forecast**

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Beginning fund balance	\$ 14,922,245	\$ 15,281,538	\$ 12,829,219	\$ 14,403,061	\$ 12,879,526	\$ 12,087,758	\$ 11,155,301	\$ 10,173,621	\$ 9,195,186
<b>RESOURCES</b>									
Revenues:									
Property taxes	\$ 5,806,729	\$ 6,189,679	\$ 6,507,420	\$ 6,972,890	\$ 7,412,571	\$ 7,832,888	\$ 8,309,712	\$ 8,721,297	\$ 9,079,720
Hotel/Motel taxes	258,374	469,972	262,500	400,000	410,000	421,275	432,860	444,764	456,995
Franchise fees	3,062,588	3,161,069	3,027,650	3,107,233	3,184,913	3,272,499	3,370,674	3,463,367	3,558,610
Licenses & permits	191,985	167,124	172,100	174,510	176,256	178,018	179,798	181,596	183,412
Intergovernmental	1,779,443	2,001,507	1,926,760	2,136,596	2,111,793	2,152,803	2,208,078	2,248,435	2,289,593
Charges for services	547,972	661,915	639,500	685,400	683,230	685,714	693,332	703,660	714,260
Municipal court fines	244,535	187,448	210,000	286,000	294,580	303,859	313,735	324,088	333,811
Investment income	77,751	133,836	75,000	115,000	116,150	117,312	118,485	119,669	120,866
Miscellaneous revenue	188,351	216,377	183,050	164,650	166,497	168,361	170,245	172,148	194,069
Operating Revenue Subtotal	12,157,728	13,188,927	13,003,980	14,042,279	14,555,989	15,132,729	15,796,919	16,379,024	16,931,335
Transfers from other funds:	2,440,258	2,931,336	3,661,413	3,344,632	3,407,528	3,467,558	3,122,769	3,185,224	3,248,929
<b>Revenue Subtotal</b>	<b>\$14,597,986</b>	<b>\$16,120,263</b>	<b>\$ 16,665,393</b>	<b>\$17,386,911</b>	<b>\$ 17,963,517</b>	<b>\$ 18,600,287</b>	<b>\$ 18,919,688</b>	<b>\$ 19,564,249</b>	<b>\$ 20,180,264</b>

# Five-Year Forecast

## #110 - General Fund Forecast

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
<b>REQUIREMENTS</b>									
Expenditures:									
<b>Department</b>									
Administration	\$ 1,210,341	\$ 1,472,429	\$ 1,371,425	\$ 1,600,620	\$ 1,602,565	\$ 1,650,872	\$ 1,676,297	\$ 1,718,825	\$ 1,743,748
Finance	1,161,026	1,207,947	1,388,071	1,431,961	1,512,089	1,579,731	1,607,031	1,661,188	1,690,475
Information Systems & GIS	805,309	896,912	1,348,314	1,292,510	1,182,716	1,230,096	1,246,534	1,277,131	1,263,275
Legal	472,356	488,563	553,236	559,560	615,253	653,202	663,626	683,065	694,130
Human Resources	601,315	615,022	694,129	763,583	779,862	810,781	819,805	838,911	848,456
Law Enforcement	3,644,644	3,899,290	4,443,964	4,949,105	5,077,307	5,352,594	5,482,911	5,769,140	5,914,941
Court	156,088	165,573	206,630	209,274	217,635	227,575	232,664	236,976	243,137
Public Works Admin	400,267	426,075	475,277	502,100	513,153	536,938	548,687	565,049	577,547
Building Maintenance	822,190	804,338	1,024,031	983,566	998,599	1,032,100	1,052,166	1,074,654	1,096,045
Parks and Recreation	2,244,082	2,182,764	2,966,595	2,789,718	2,863,765	2,965,863	3,021,998	3,090,005	3,130,180
Library	1,595,214	1,719,813	1,868,412	1,938,586	2,069,272	2,163,459	2,213,527	2,284,897	2,336,417
Expenditures Subtotal	13,112,832	13,878,728	16,340,084	17,020,583	17,432,216	18,203,211	18,565,246	19,199,839	19,538,352
Transfers to other funds:									
Community Development Fund	236,000	243,000	267,000	293,700	323,070	329,531	336,122	342,844	349,701
To Capital Improvement Program (CIP)	889,860	587,168	1,736,275	1,596,163	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Transfers Subtotal	1,125,860	830,168	2,003,275	1,889,863	1,323,070	1,329,531	1,336,122	1,342,844	1,349,701
<b>Expenditures Total</b>	<b>\$14,238,692</b>	<b>\$14,708,896</b>	<b>\$18,343,359</b>	<b>\$18,910,446</b>	<b>\$18,755,286</b>	<b>\$19,532,743</b>	<b>\$19,901,368</b>	<b>\$20,542,684</b>	<b>\$20,888,054</b>
Operating net	1,249,154	1,998,535	58,309	72,628	208,232	67,544	18,319	21,565	292,211
Net after transfer to CIP	359,294	1,411,367	(1,677,966)	(1,523,535)	(791,768)	(932,456)	(981,681)	(978,435)	(707,789)
Interfund/Interagency loans:									
Stormwater Capital Projects Fund	-	2,000,000	-	-	-	-	-	-	-
Interfund Loans Subtotal	-	2,000,000	-	-	-	-	-	-	-
<b>Ending fund balance</b>	<b>\$15,281,539</b>	<b>\$14,692,905</b>	<b>\$11,151,253</b>	<b>\$12,879,526</b>	<b>\$12,087,758</b>	<b>\$11,155,301</b>	<b>\$10,173,621</b>	<b>\$9,195,186</b>	<b>\$8,487,397</b>
Financial Policy Minimum	4,119,000	2,206,000	2,371,400	2,523,900	2,614,800	2,730,500	2,784,800	2,880,000	2,930,800

## Five-Year Forecast

# Community Development Fund

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### Fund Description

The Community Development Fund (CD Fund) houses the City's functions of planning and permitting land use, planning future growth, reviewing and inspecting plans for private development infrastructure, planning, engineering and managing the construction of public capital infrastructure projects, managing the City's natural resources and stormwater run-off, and managing the City's economic development plan and urban renewal agencies.

### Community Development Fund Revenues and Expenditures

#### Revenues

Revenues received by this fund include Engineering and Planning permit fees, charges for services, and transfers from other City funds. The charges for services are largely comprised of engineering and construction management services provided to the City's urban renewal agency. The utility capital funds transfer in revenue in exchange for engineering, design and management services on City infrastructure projects.

The revenue drivers for this fund include the pace of development and associated applications for permits, as well as the demand for engineering services for capital infrastructure.

#### *Engineering and Planning Fees*

Engineering and planning fees are charged to recover the cost of architectural review, design review, land use review, landscaping plan review, subdivision plan review, and infrastructure project review and inspection. These revenues are tied to the land development business cycle and capital infrastructure build-out.

These fees are very difficult to predict and dependent upon the volume of permits. The volume of permits, and therefore the revenue derived from them, can be very sensitive to the business and development cycles; as builders are more optimistic, volume can increase drastically in a short period of time. Likewise, when the economy cycles down, volume and the corresponding revenues drop off quickly. In FY 2014-15 and FY 2015-16, revenue from these fees made up about one-third of the fund's revenue. These years saw record breaking development in the City. Going forward, activity is not projected to be as robust as the Villebois neighborhood reaches build out, and so revenue derived from these fees is predicted to drop over the forecast period to an average of 23% of the fund's overall revenue.

The City Council voted to restructure the Planning and Land Use Fees in the spring of 2017, to better recover costs. Analysis showed that prior to the restructure, these fees were only recovering approximately 45% of the cost of planning and land use review. The restructure was designed to recover an average of 84% of the costs, the rest of the costs subsidized by a General Fund transfer. Planning and land use activities and their associated fees will be closely monitored to evaluate if the fees are overall hitting the target of 84% cost recovery. Even so, the overall revenue from Planning and Land Use Fees are dependent upon volume, which is expected to decline in the short-term as the Villebois neighborhood reaches build out, and before other areas such as Frog Pond become ready to develop.

#### *Charges for Services*

The CD Fund receives revenue from the Urban Renewal Agency in the form of charges for services. Staff within the Department support the Urban Renewal Agency by planning, designing and managing capital infrastructure projects within the Urban Renewal Area boundaries, as well as providing administrative and oversight support to the agency. The City's two established districts, the Year 2000 Plan district and the West Side Plan district, are in a stable period where staff support is relatively steady. The City does have a new Urban Renewal district – the Coffee Creek Plan district. This district is not expected to generate enough tax increment in this forecast period to pay for services, and hence the General Fund will, through a CIP project included in the FY 2017-18 Proposed Budget.

#### *Transfers In*

Engineering provides support to other City departments through planning and managing capital infrastructure projects. For these services provided, the other funds transfer funds to the CD Fund. In addition, engineering and pre-design for the expansion of capital projects are funded by the System Development Charges (SDC) funds, which are accounted for in the CD Fund through this category. Support to the CIP is projected to be relatively constant over the forecast period.

## Five-Year Forecast

The CD Fund also receives a transfer from the Building Division. The CD Fund houses the central administration and oversight for Building Division, as well as provides support to the various reviews and inspections performed by the Division, and this transfer reflects the allocated share to that Division.

The Stormwater Fund transfers in funds to pay for stormwater management and natural resource administration. Beginning with FY 2017-18, a change in methodology occurs that overall is neutral to the fund's bottom line. Support for stormwater activities will be in the form of a transfer of funds into the CD Fund from the Stormwater Fund. In FY 2016-17 and before, the recovery of costs for the program were divided between a transfer in and a direct payment from the Stormwater Fund. This previous method meant that the costs and revenues for Community Development's stormwater work had to be accounted for in two different funds – the CD Fund and the Stormwater Fund. The new method going forward will capture all the costs in the CD Fund, recovered through one revenue line of a transfer in from the Stormwater Fund.

### ***General Fund Support***

Staff within the Department provide customer service and work on general administrative and oversight tasks that are not directly related to fees, charges, or transfers in. Therefore, the General Fund provides support to the Community Development Fund for these general tasks. Examples include customer service when the public asks general questions about land use or permitting, coordinating open houses, code enforcement and coordinating with regional partners.

### **Expenditures**

#### ***Operations***

Expenditures from this fund are for the purposes of community development administration, engineering, planning, economic development, natural resources and stormwater management. These functions are provided by City staff and consultants. Important tasks include ensuring the City's compliance with the National Pollutant Discharge Elimination System (NPDES) permit for stormwater run-off, coordinating with regional partners, managing urban renewal plans and projects, conceptually planning future growth areas such as Frog Pond, keeping various infrastructure master plans up to date, and managing the construction of City capital improvements.

The expenditure drivers for this fund include the cost of labor and materials, changes to the regulations contained in the NPDES permit, and the timing and size of future growth areas that need conceptual planning.

The City is currently engaged in the Frog Pond and Basalt Creek concept plans. These efforts are funded by a combination of a Construction Excise Tax grant received in prior years, SDCs, and General Fund.

Although the projects change over time, the Department does not foresee the need for changes to staffing levels over the next five years.

### **Community Development Fund Forecast**

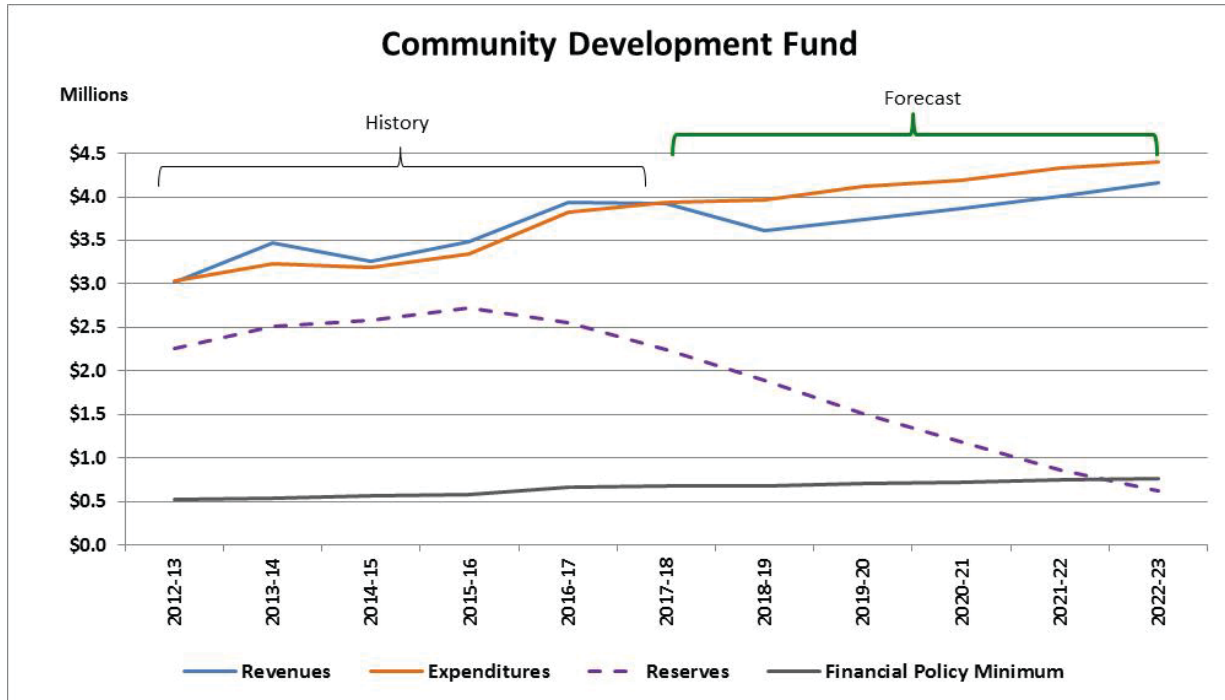
The five-year forecast for the CD Fund shows that on a budgetary basis, the fund continues to struggle with expenditures outstripping revenues. The City engaged consulting services that recommended changes to Planning and Land Use fees to cover more costs, as well as changes to how support to the capital program is budgeted. In the spring of 2017, the City Council voted to restructure Planning and Land Use Fees that became effective May 1, 2017. The fees have been structured to recover on average 84% of costs, rather than 45% costs as existed prior to the restructure. However, the revenue yielded from this restructure is greatly dependent upon volume, which is expected to decline for a year or two as the Villebois neighborhood wraps up and the Frog Pond and Coffee Creek areas become ready for planning permits in the latter period of the forecast. Regarding support charges to the CIP program, staff will be working over the coming year to implement changes outlined in the consultant study.

On the expenditure side, the department has experienced a number of vacancies which has meant savings in prior years. Going forward, these vacancies are filled, and the City has a practice of budgeting at full employment – meaning that as positions become vacant, the actual expenditure is less than budgeted. Staff attrition is likely to occur in the future which would offset any deficit. Another dynamic impacting the forecast is the PERS contribution rates. The contribution rate resets July 1, 2017 and is built into the FY 2017-18 Proposed Budget. It is expected to reset again at the next PERS biennium, on July 1, 2019 and again on July 1, 2021. Estimated increases for the PERS contribution rate is built into the forecast.

# Five-Year Forecast

The graph below of the CD Fund reveals that in the last year of the forecast period, FY 2022-23, the reserve (also referred to as fund balance) declines below the Financial Policy Minimum, which is set at 20% of operations. This fund will be monitored closely in each of the coming budget cycles, and actions taken as necessary, to ensure that the ending fund balance remains at or above the Financial Policy Minimum.

Graph 5



For a more detailed view of the five-year forecast, Table 4 displays the CD Fund major revenue categories, department expenditures, and transfers. Table 4 also displays the net CD Fund, showing the operating net which generally accounts for on-going revenues and on-going expenditures. A negative net figure implies the use of fund balance, and a positive net figure implies contributions to fund balance.

**Table 4**  
**#235 - Community Development Fund Forecast**

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Beginning fund balance	\$ 4,974,922	\$ 2,579,978	\$ 2,431,905	\$ 2,264,507	\$ 2,245,257	\$ 1,891,139	\$ 1,512,355	\$ 1,184,477	\$ 859,926
<b>RESOURCES</b>									
Revenues:									
Permits									
Engineering	\$ 698,400	\$ 854,770	\$ 763,670	\$ 435,000	\$ 450,225	\$ 483,992	\$ 522,711	\$ 574,982	\$ 632,481
Planning	336,523	406,893	336,528	289,000	323,680	356,048	391,653	430,818	473,900
Permit subtotal	1,034,923	1,261,663	1,100,198	724,000	773,905	840,040	914,364	1,005,800	1,106,380
Charges for services									
Urban renewal	701,108	570,435	615,900	597,300	603,273	609,306	615,399	621,553	627,768
Traffic engineering	41,688	49,102	43,100	43,100	42,000	42,000	42,000	42,000	42,000
Other	31,339	25,696	35,500	20,000	20,200	20,402	20,606	20,812	21,020
Charges for services Subtotal	774,135	645,233	694,500	660,400	665,473	671,708	678,005	684,365	690,789
Miscellaneous Revenue									
Investment income	11,455	20,015	12,000	20,000	22,453	28,367	30,247	23,690	17,199
Miscellaneous Revenue	2,112	253	500	500	500	500	500	500	500
Misc revenue subtotal	13,567	20,268	12,500	20,500	22,953	28,867	30,747	24,190	17,699
Operating Revenue Subtotal	1,822,625	1,927,164	1,807,198	1,404,900	1,462,331	1,540,615	1,623,116	1,714,355	1,814,867
Transfers from other funds:									
General Fund	236,000	243,000	267,000	293,700	323,070	329,531	336,122	342,844	349,701
Building Fund	79,372	81,616	92,911	82,420	86,541	90,868	95,411	100,182	105,191
Stormwater Operating Fund	58,640	60,569	70,286	289,043	303,495	318,670	334,603	351,334	368,900
Capital project overhead	1,068,676	1,177,672	1,707,184	1,853,989	1,438,262	1,464,627	1,471,520	1,498,950	1,526,929
Transfers Subtotal	1,442,688	1,562,857	2,137,381	2,519,152	2,151,368	2,203,697	2,237,657	2,293,311	2,350,722
<b>Revenue Total</b>	<b>\$3,265,313</b>	<b>\$3,490,021</b>	<b>\$3,944,579</b>	<b>\$3,924,052</b>	<b>\$3,613,699</b>	<b>\$3,744,312</b>	<b>\$3,860,773</b>	<b>\$4,007,665</b>	<b>\$4,165,590</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 2,488,909	\$ 2,444,590	\$ 2,753,592	\$ 2,746,120	\$ 2,788,056	\$ 2,950,427	\$ 3,022,755	\$ 3,172,776	\$ 3,250,916
Materials & services	313,820	447,736	542,707	626,385	613,356	600,598	588,106	575,873	563,895
Capital outlay	19,600	-	5,000	10,000					
Expenditures Subtotal	2,822,329	2,892,326	3,301,299	3,382,505	3,401,412	3,551,026	3,610,861	3,748,649	3,814,811
Transfers to other funds:									
General Fund	373,758	449,523	525,479	520,020	525,220	530,472	535,777	541,135	546,546
Building Inspection Fund	2,464,170	-	-	40,777	41,185	41,597	42,013	42,433	42,857
Transfers Subtotal	2,837,928	449,523	525,479	560,797	566,405	572,069	577,790	583,568	589,403
<b>Expenditures Total</b>	<b>\$5,660,257</b>	<b>\$3,341,849</b>	<b>\$3,826,778</b>	<b>\$3,943,302</b>	<b>\$3,967,817</b>	<b>\$4,123,095</b>	<b>\$4,188,651</b>	<b>\$4,332,217</b>	<b>\$4,404,215</b>
<i>NET</i>	<i>(2,394,944)</i>	<i>148,172</i>	<i>117,801</i>	<i>(19,250)</i>	<i>(354,118)</i>	<i>(378,783)</i>	<i>(327,878)</i>	<i>(324,552)</i>	<i>(238,625)</i>
<b>Ending fund balance</b>	<b>\$2,579,978</b>	<b>\$2,728,150</b>	<b>\$2,549,706</b>	<b>\$2,245,257</b>	<b>\$1,891,139</b>	<b>\$1,512,355</b>	<b>\$1,184,477</b>	<b>\$ 859,926</b>	<b>\$ 621,301</b>
Financial Policy Minimum	560,546	578,465	659,260	674,501	680,282	710,205	722,172	749,730	<b>762,962</b>

# Five-Year Forecast

## Building Fund

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### **Fund Description**

The Building Fund houses the City's functions of building permits and building construction inspections. The Building Division is part of the overall Community Development Department, and ensures buildings and construction are compliant with State law and City code. The Building Fund was set up during fiscal year 2014-15. Prior to that time, it was part of the Community Development Fund.

### **Building Fund Revenues and Expenditures**

#### **Revenues**

Revenue drivers for this fund include the volume of building permits, building plans and the volume of requested inspections.

#### ***Building Permit Fees***

Building Permit Fees cover building plan review and construction activities. These revenues are tied to the building and development business cycle.

These fees are difficult to predict and heavily dependent upon the volume of activity. The City has seen record development recently; however, with the build-out of the Villebois neighborhood, the pace is expected to slow down before ticking back up once Frog Pond and Coffee Creek begin to develop in the latter part of the forecast period.

#### **Expenditures**

Expenditure drivers for this fund include the cost of labor and materials.

#### ***Operations***

The Building Fund accounts the City's functions of permitting and inspecting buildings.

In the FY 2017-18 Proposed Budget, the Division proposes to add a full-time Building Inspector, as well as re-organize and re-classify support personnel. Aside from these changes, the Division does not foresee other changes in staffing over the next five years. In FY 2017-18, the Division will begin to replace its permitting software along the same timelines as the City replaces its core business financial software. This one-time expense would be funded from the fund's reserve.

### **Building Fund Forecast**

The five-year forecast for the Building Fund shows that the fund remains healthy over the five-year forecast period. The ending fund balance stays above the financial policy minimum over the forecast period. Table 5 on the next page displays the fund's major revenue categories, department expenditures, and transfers.



**Table 5  
#230- Building Fund Forecast**

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Beginning fund balance	\$ -	\$ 2,925,295	\$ 2,975,282	\$ 3,862,791	\$ 3,477,945	\$ 2,856,956	\$ 2,406,473	\$ 1,809,050	\$ 1,248,500
<b>RESOURCES</b>									
Revenues:									
Permits	\$ 1,340,604	\$ 1,538,088	\$ 1,604,935	\$ 1,273,660	\$ 1,141,358	\$ 1,027,222	\$ 924,500	\$ 1,031,026	\$ 1,079,553
Investment income	9,356	27,445	15,000	35,000	34,779	28,570	24,065	18,090	12,485
Charges for Services - UR	-	-	-	9,200	-	-	-	-	-
Operating Revenue Subtotal	1,349,960	1,565,533	1,619,935	1,317,860	1,176,137	1,055,791	948,564	1,049,117	1,092,038
Transfers from other funds:									
Community Development Fund	2,464,170	-	-	40,777	41,593	42,424	43,273	44,138	45,021
Transfers subtotal	2,464,170	-	-	40,777	41,593	42,424	43,273	44,138	45,021
<b>Revenue Total</b>	<b>\$ 3,814,130</b>	<b>\$ 1,565,533</b>	<b>\$ 1,619,935</b>	<b>\$ 1,358,637</b>	<b>\$ 1,217,730</b>	<b>\$ 1,098,216</b>	<b>\$ 991,837</b>	<b>\$ 1,093,255</b>	<b>\$ 1,137,059</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 609,063	\$ 686,956	\$ 683,400	\$ 996,660	\$ 1,056,460	\$ 1,109,283	\$ 1,142,561	\$ 1,199,689	\$ 1,235,680
Materials & services	88,326	93,323	133,301	142,083	144,925	146,374	147,838	149,316	150,809
Capital outlay	12,480	-	5,000	175,000	2,000	2,000	2,000	2,000	2,000
Expenditures Subtotal	709,869	780,279	821,701	1,313,743	1,203,384	1,257,656	1,292,399	1,351,005	1,388,489
Transfers to other funds:									
Community Development	79,372	84,449	92,911	82,420	84,068	85,750	87,465	89,214	90,998
General Fund	99,594	104,050	134,552	197,320	201,266	205,292	209,398	213,586	217,857
Building CIP Fund	-	-	-	150,000	350,000	-	-	-	-
Transfers Subtotal	178,966	188,499	227,463	429,740	635,335	291,041	296,862	302,800	308,856
<b>Expenditures Total</b>	<b>\$ 888,835</b>	<b>\$ 968,778</b>	<b>\$ 1,049,164</b>	<b>\$ 1,743,483</b>	<b>\$ 1,838,719</b>	<b>\$ 1,548,698</b>	<b>\$ 1,589,261</b>	<b>\$ 1,653,805</b>	<b>\$ 1,697,345</b>
NET	2,925,295	596,755	570,771	(384,846)	(620,989)	(450,482)	(597,424)	(560,549)	(560,285)
<b>Ending fund balance</b>	<b>\$ 2,925,295</b>	<b>\$ 3,522,050</b>	<b>\$ 3,546,053</b>	<b>\$ 3,477,945</b>	<b>\$ 2,856,956</b>	<b>\$ 2,406,473</b>	<b>\$ 1,809,050</b>	<b>\$ 1,248,500</b>	<b>\$ 688,215</b>
Financial Policy Minimum	155,000	152,000	163,400	227,800	240,300	251,200	258,100	269,900	277,300

# Five-Year Forecast

## Transit Fund

### Fund Description

The Transit Fund accounts for the City’s transit system – South Metro Area Regional Transit, or SMART. The SMART system provides fixed route bus service throughout the City of Wilsonville, and commuter routes to Salem, Portland, Tualatin and limited service to Beaverton. SMART coordinates with TriMet’s WES train to ensure cohesive connections.

SMART also provides door-to-door, dial-a-ride service to eligible residents who are not able to use the fixed route system.

In-City rides on SMART are free. Rides to destinations outside of Wilsonville vary between \$1.50 to \$3.00 per ride. WES has a separate fare, determined by TriMet.

### Transit Fund Revenues and Expenditures

#### Revenues

The SMART system is funded largely by a one-half of one percent (0.005) tax on payroll. The reported wage base within the City is therefore the major driver of revenue to the Transit Fund. As businesses within the City grow or contract their payrolls, it directly impacts the revenue to the Transit Fund.

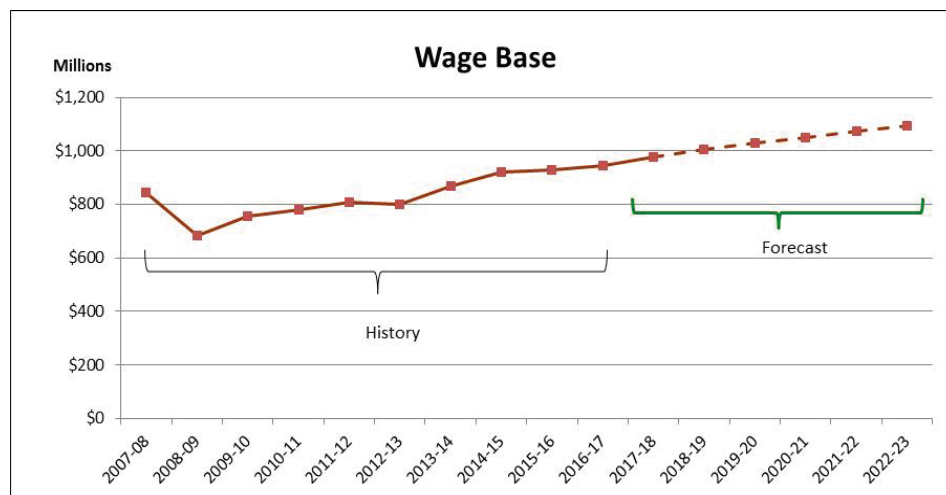
Another major revenue driver is the receipt of federal and state grants. The Department has been quite successful in securing federal and state grants for funding various programs and for purchasing rolling stock.

#### Payroll Taxes

The City imposes a payroll tax on local businesses in order to fund the public transit system. The rate is one-half of one percent (0.5%) of wages. This tax rate is determined by the City Council.

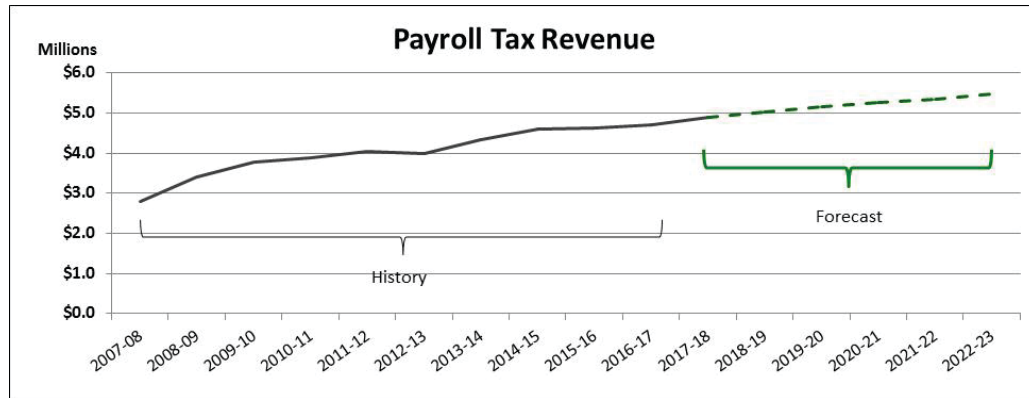
An important variable for the payroll tax is the local wage base. Between FY 2007-08 and FY 2015-16, the wage base has increased annually, on average, about 1.2%. The wage base took a major dip in FY 2008-09 due to the Great Recession, taking five years to get back to the FY 2007-08 level, as seen in Graph 6 below. In FY 2015-16, the last year for which actual data is available, the wage base was about 9.5% above the base in FY 2007-08. The FY 2017-18 Proposed Budget reflects confidence in the local economy, budgeting an approximately 3.5% gain to the wage base. Going forward, the forecast projects the wage base will grow at 2.25%.

Graph 6



The revenue from the payroll tax assessed on the wage base is shown below. One note is that in FY 2007-08, the payroll tax rate was 0.33% of payroll, and in October of 2008, the City Council changed it to the current 0.5% of payroll. Aside from this change in rate, the overall trends for payroll tax revenue follow the same trends as the wage base, with forecasted growth predicted in FY 2017-18 of 3.5%, leveling off to an annual average of 2.25% over the forecast period.

Graph 7



**Fares**

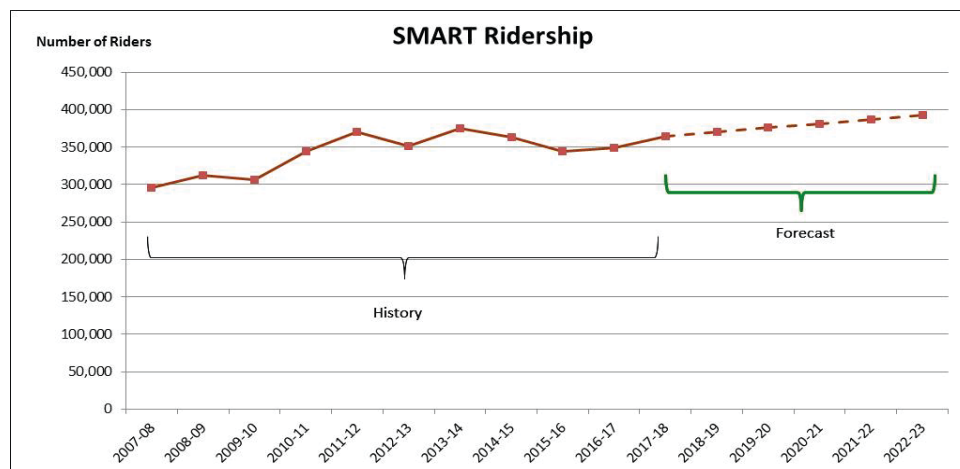
The SMART system provides free service within the Wilsonville City limits. Trips to destinations outside of Wilsonville have fares between \$1.50 and \$3.00. The WES train charges a fare according to the TriMet fare schedule.

Fares make up a small percent of the overall revenue stream to the Transit Fund, ranging from 3.1% to 4.4% of total revenue over the last five year period.

The fare-paying ridership is largely thought to vary with gas prices and the price of the fare. As gas prices decrease, ridership is expected to decrease. Also, if the transit fare increases, ridership is expected to drop. These two dynamics play off of each other, as many riders weigh the relative cost of bus fares to gas prices.

The graph below displays the total ridership of the SMART system. Rides inside City limits are free, while rides to destinations outside City limits charge a fare. The graph displays the history of SMART ridership over the last 10 years, together with the forecast over the next five years. The increase in ridership in FY 2011-12 and FY 2013-14 correlates to increasing gas prices.

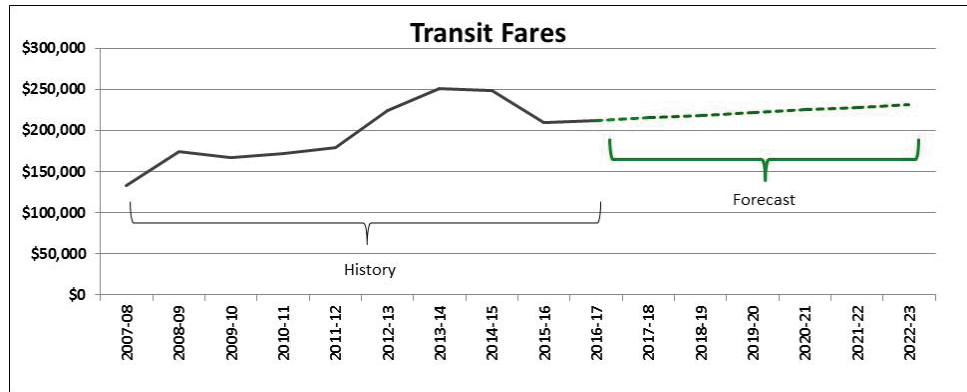
Graph 8



The next graph displays the fare revenue. It shows a relative spike in fare revenue in FY 13-14. A fare increase was implemented in October of 2012, at the same time gas prices were increasing. The average peak gas price in the Portland/Salem area in the fall of 2012 was \$4.06 per gallon. Gas prices stayed near that level for about a year and a half - the average peak price in the Portland/Salem area in 2013 was \$3.92 per gallon, and in 2014 the average peak price was \$3.97 per gallon, inspiring commuters to take the bus. That compares with the most recent average price in the Portland/Salem area in May, 2017 of \$2.77 per gallon. As gas prices have decreased, the fare revenue to the Transit Fund is declining as ridership drops. As the expectation in the near future is for flat gas prices, the forecast for fare revenues is relatively flat, as it assumed commuters will choose to drive.

# Five-Year Forecast

Graph 9



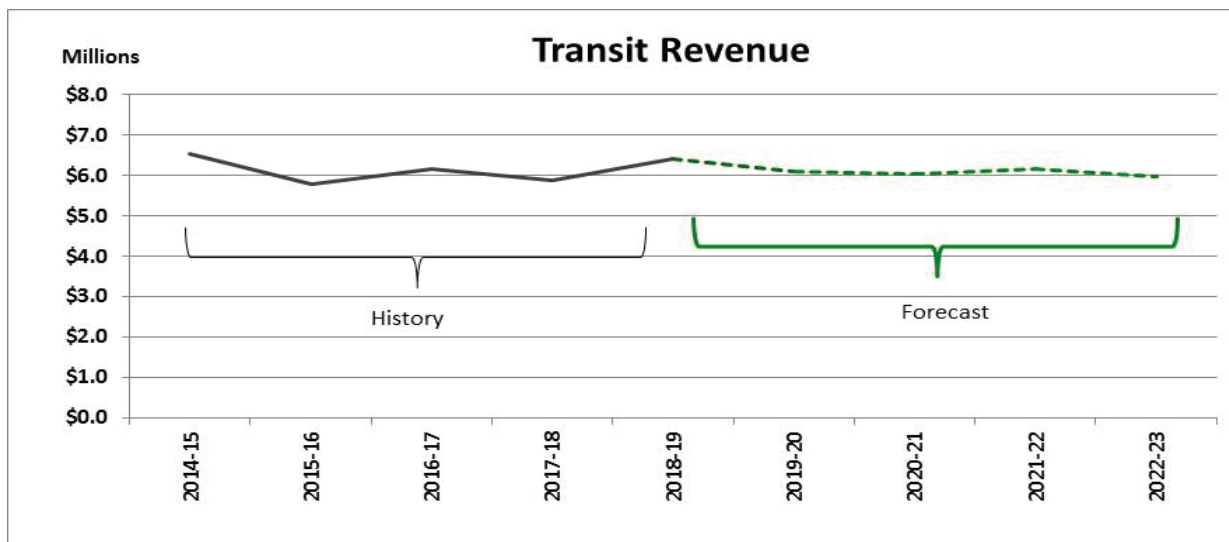
## Grants

The Department has been quite successful in securing federal and state grants for funding various programs and for purchasing rolling stock. Transit typically receives a grant match for rolling stock of approximately 80% of the cost. Over the last 5 years, operating grants awarded to the Department have varied from a low of approximately \$250,000 to a high of \$380,000. Just over a third is from the Federal Government, the rest from the State and Clackamas County. It is hard to know going forward whether the Federal Government will continue to award grants for operating programs. Going forward in this forecast, it is assumed that operating grants received by the Department will only be from the State and Clackamas County. The forecast does assume that the Department will continue to receive capital grants equal to 80% of the planned equipment replacement.

## Transit Fund Total Revenue

The components discussed above come together in the graph below, displaying the total revenues to the Transit Fund. The actual amounts for FY 2014-15 and 2015-16 are displayed, along with the current year budget, the FY 2017-18 Proposed Budget, and the five-year forecast. The variations to the revenues are due to grants – because it is assumed that grants will continue to be received to pay for 80% of the rolling stock, the variation tracks to the equipment replacement cycle. The bump-up in revenue in FY 14-15 reflects above-average grant awards, mainly for hybrid buses. In FY 2018-19, the agency expects to replace two diesel buses and a van, and the assumption is that 80% of their cost will be received in grant revenue, thus the bump-up in the revenue forecast for FY 18-19 reflects this grant award.

Graph 10



## Expenditures

Expenditures of the Transit Fund include wages and benefits for the transit drivers, transit administration, and the repair, maintenance and purchase of the rolling stock. Major drivers of the Transit Fund expenditures include the cost of labor, cost of fuel, and the successful receipt of grants to replace and expand the bus fleet.

# Five-Year Forecast

## Operations

The SMART system operates with approximately 32 drivers, who are either full-time, part-time, or on-call. The system operates nearly every day of the year, with the exception of Sundays and major holidays.

During FY 2016-17, SMART worked extensively to finalize the update the Transit Master Plan. This Plan will shape the direction of the agency for years to come. The City Council is expected to formally approve the plan in June of 2017. This forecast assumes that implementation of the Master Plan will occur within current staffing levels and operational parameters.

Over the five-year period of this forecast, Transit does not foresee adding personnel. This forecast does assume that PERS contribution rates will increase at the beginning of each PERS biennial cycle – the first increase is built into the FY 2017-18 budget, then an increase is assumed beginning July 1, 2019, and again beginning July 1, 2021.

It is not known how the growth within the future areas of Coffee Creek, Frog Pond and Basalt Creek will affect the Department, as the City will need to work on identifying the boundary of the SMART service area.

## Capital Improvements

The purchase of SMART’s rolling stock is considered a capital improvement. Over the next five years, the Department anticipates replacing three Dial-A-Ride vans, three diesel buses, eight of the smaller buses and four compressed natural gas (CNG) vehicles. These replacements will be spread-out over the next five years, and it is anticipated that the Department will receive 80% funding from grants.

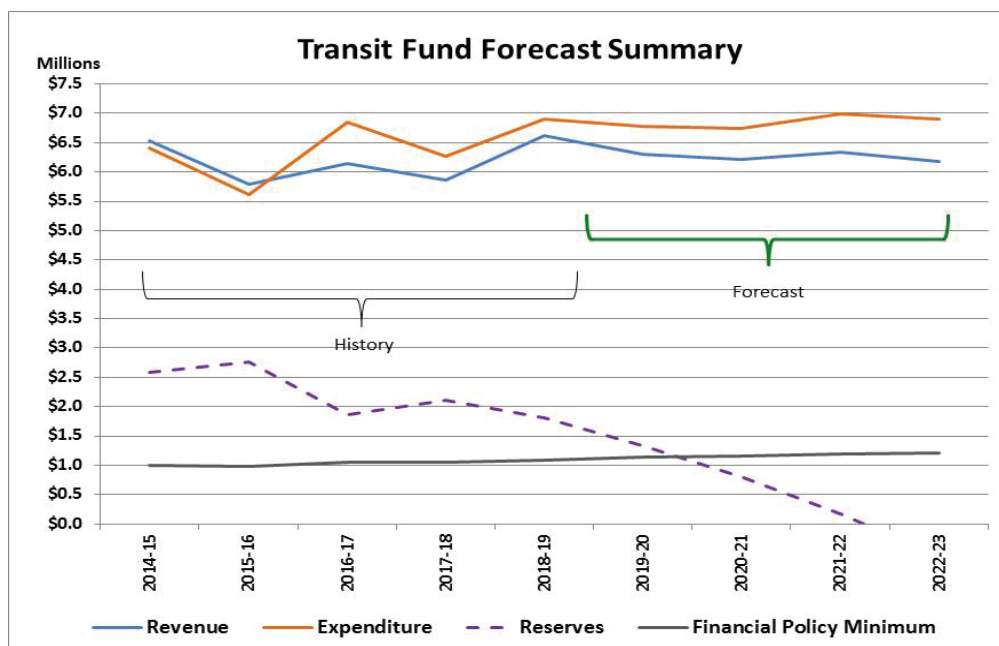
## Transit Fund Forecast

The five-year forecast summary for the Transit Fund reveals that on average over time, revenues are not keeping up with expenditures, and so the Transit Fund fund balance (also referred to as reserve) is projected to be drawn down. In fiscal year 2019-20, financial challenges become significant, and before the start of FY 2020-21, either revenues will need to be enhanced, expenditures reduced, or both, in order to maintain financial sustainability.

It is important to note that this forecast provides perspective for planning for the future. During each annual budget cycle, resources and priorities are reassessed, and modifications are made to maintain a balanced Transit Fund. The fund balance will not be allowed to dip below the minimum level of 20% of operations, as set forth in the City’s financial policies.

The graph below compares the revenue sources discussed above to the expenditure items, and also to the reserve (fund balance) contained in the Transit Fund. The reserve in the Transit Fund is an eligible funding source, particularly for one-time items such purchasing buses, as long as it remains above the minimum level, indicated by the financial policy minimum.

Graph 11



## Five-Year Forecast

The Transit Fund Forecast Summary indicates that if the discussed assumptions hold true, then the Transit Fund will experience a deficit. However, this forecast is to be used as a guideline, and points out the importance of each year's budget cycle in reviewing and analyzing revenue sources, as well as the Budget Committee's annual deliberations over Transit Fund priorities, in order to avoid a deficit.

This forecast does not include any funding that may become available through transportation legislation at the State level.

Revenue options the City Council may choose to consider include the following:

- Increase payroll tax rate – For every 0.1% (.001) the transit tax goes up (for example, from the current 0.5% to 0.6%) an additional \$968,000 in revenue is generated (based on the FY 2015-16 actual local wages and earnings amount).
- Increase Fares – Currently, fares make up about 4% of SMART's revenue. SMART currently only charges for out of town routes. Price elasticity of demand aside, a \$0.25 cent increase in fares, as currently structured, would result in an estimated \$32,300 in additional revenue.
- Transit Operations Monthly Fee – Revenue could be generated from a monthly fee included on the City's combined utility bill. In early 2017, the City has approximately 5,000 residential accounts and 476 multi-family utility accounts (with approximately 4,976 individual units). With a simple per account residential and per unit multi-family dwelling unit formula, for every \$1.00 per month (\$12.00 per year), an estimated extra \$119,712 could be raised.
- Property tax funding - A voter-approved local option property tax levy could be considered. These levies are limited to 5 years and the vote would be held in either May or November of any given year. For every dime (\$0.10) of new property tax, it means \$340,000 in revenue (based on current assessed valuation).
- Sales tax – Oregon counties and cities have the right to impose a sales tax at the local level. For example, in 1993 the City of Ashland, Oregon, with a current population 20,620, enacted a voter approved five percent (5%) tax on all prepared food sold in Ashland, which in fiscal year 2016 generated about \$2.2 million. Whereas in Ashland, the proceeds are restricted for the purchase of open space for parks and to offset the costs associated with the building of a new wastewater proceeds, funds could likewise be designated for transit operations.
- Gas tax – The City could impose a local gas tax and dedicate the funding to SMART operations. The City of Woodburn levies a \$0.01 per gallon gas tax that generates about \$100,000 per year.
- Public-Private Partnership – Vanpool/carpool partnership with local businesses and other arrangements with local business and/or universities. For example, SMART has an ongoing contractual relationship with Oregon Institute of Technology to provide specific service funded directly by OIT.
- Advertising Revenue: Additional revenue could be generated from advertising revenue. Revenue could be generated from advertisements on buses, within the buses and on bus shelters. Advertising can be controversial however, because there are limitations as to the guidelines SMART could implement surrounding the types and content of advertisements.
- Commercial services – Commercial services at SMART Central transit center could provide a limited amount of additional incremental revenue. This could include coffee shops or food carts. There is no current commercial service at SMART Central.

For a more detailed view of the five-year forecast, Table 6 displays the Transit Fund's major revenue categories, department expenditures, and transfers. Table 6 also displays the net figure, which is total revenues less total expenditures. However, this figure includes both grant revenue and vehicle purchases. To determine the operating net figure, adjustments were made to measure on-going revenues against on-going expenses. A negative number implies that fund balance is being used to fund operations. This is not sustainable over the long term, because the fund balance will be drawn down to an unacceptable level. A positive number implies that contributions are being made to fund balance. The financial forecast for the Transit Fund shows the operating net figure being drawn down over time.



Table 6  
#260 - Transit Fund Forecast

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Beginning fund balance	\$ 2,471,858	\$ 2,585,074	\$ 2,564,441	\$ 2,509,750	\$ 2,104,140	\$ 1,811,634	\$ 1,355,737	\$ 805,698	\$ 170,354
<b>RESOURCES</b>									
Revenues:									
Transit tax	\$ 4,597,118	\$ 4,638,597	\$ 4,722,810	\$ 4,891,700	\$ 5,026,222	\$ 5,151,876	\$ 5,254,914	\$ 5,360,012	\$ 5,467,212
Intergovernmental	1,628,942	918,358	1,185,875	733,832	1,333,351	902,101	714,601	739,601	464,601
Charges for services	248,995	190,235	214,080	213,580	215,716	217,873	220,052	222,252	224,475
Investment income	21,521	23,390	15,000	15,000	21,041	18,116	13,357	8,057	-
Miscellaneous	26,261	16,282	14,000	14,000	15,000	15,000	15,000	15,000	15,000
<b>Revenue Total</b>	<b>\$ 6,522,837</b>	<b>\$ 5,786,862</b>	<b>\$ 6,151,765</b>	<b>\$ 5,868,112</b>	<b>\$ 6,611,330</b>	<b>\$ 6,304,967</b>	<b>\$ 6,217,924</b>	<b>\$ 6,344,923</b>	<b>\$ 6,171,288</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 2,829,047	\$ 2,952,481	\$ 3,307,170	\$ 3,335,422	\$ 3,550,173	\$ 3,749,662	\$ 3,843,848	\$ 4,032,856	\$ 4,134,673
Materials & services	1,736,677	1,744,271	1,923,652	1,886,929	1,896,364	1,905,845	1,915,375	1,924,952	1,944,201
Capital outlay	1,354,869	419,995	1,020,195	501,811	915,000	570,000	420,000	440,000	220,000
Expenditures Subtotal	5,920,593	5,116,747	6,251,017	5,724,162	6,361,537	6,225,508	6,179,222	6,397,808	6,298,874
Transfers to other funds:									
General Fund	483,026	500,347	536,375	509,560	522,299	535,356	548,740	562,459	576,520
Building Capital Fund	6,002	-	67,000	40,000	20,000	20,000	20,000	20,000	20,000
Transfers Subtotal	489,028	500,347	603,375	549,560	542,299	555,356	568,740	582,459	596,520
<b>Expenditures Total</b>	<b>\$ 6,409,621</b>	<b>\$ 5,617,094</b>	<b>\$ 6,854,392</b>	<b>\$ 6,273,722</b>	<b>\$ 6,903,836</b>	<b>\$ 6,780,864</b>	<b>\$ 6,747,963</b>	<b>\$ 6,980,267</b>	<b>\$ 6,895,394</b>
NET (Revenues less Expenditures)	113,216	169,768	(702,627)	(405,610)	(292,506)	(475,897)	(530,039)	(635,344)	(724,106)
NET, adjusting for capital & grants (on-going indicator)	390,192	253,767	(431,588)	(265,248)	(89,506)	(341,897)	(426,039)	(527,344)	(660,106)
<b>Ending fund balance</b>	<b>\$ 2,585,074</b>	<b>\$ 2,754,842</b>	<b>\$ 1,861,814</b>	<b>\$ 2,104,140</b>	<b>\$ 1,811,634</b>	<b>\$ 1,335,737</b>	<b>\$ 805,698</b>	<b>\$ 170,354</b>	<b>\$ (553,752)</b>
Financial Policy Minimum	990,000	986,000	1,046,200	1,044,500	1,089,400	1,131,200	1,151,900	1,191,600	1,215,800



## Five-Year Forecast

# Water Operating Fund

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### Fund Description

The Water Fund accounts for the City's drinking water utility. The City owns and operates a water treatment plant on the Willamette River and provides water service to residents and businesses within City limits. The City bills for water usage on a monthly basis. The City contracts with Veolia North America to operate the water treatment plant.

The Water Operating Fund periodically transfers funds to the Water Capital Fund. The Water Capital Fund accounts for the Capital Improvement Program (CIP) of the water utility.

### **Water Fund Revenues and Expenditures**

#### Revenues

The major drivers of revenue to the water fund include water consumption, the number of customers, the water rates set by the City Council, and the weather as it influences water consumption. Hot, dry weather, for example, tends to drive up usage (excluding drought conditions when usage is curtailed).

#### *Charges*

The City charges water customers for the water they use as measured through each customer's water meter. The City has approximately 5,500 water customers. The water rates are set periodically by the City Council. There are no anticipated water rate increases over the 5-year forecast period.

As the City grows, more water accounts will be established and therefore water revenue will increase. However, it is important to note that individual use has been declining, most likely due to the conservation.

#### *Water Sales*

The City also sells up to five million gallons per day of treated water to Sherwood. Sherwood pays Wilsonville close to \$1 million per year for the water.

#### *Other Revenues*

The Water fund also receives interest earnings and a transfer from the Sewer System Development Charges (SDCs). The transfer from the Water SDCs is to partially cover the debt service obligation for debt incurred to expand the plant.

### Expenditures

Expenditures of the water utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the water. Maintaining, repairing, and replacing the capital infrastructure of the water utility also drive expenditures.

#### *Operations*

Water operations include managing and maintaining the water treatment plant and the water distribution system. The water treatment plant is managed under contract by the firm Veolia North America. The water distribution system includes pipes, reservoirs, booster pumps, valves, fire hydrants and wells.

#### *Capital Improvements*

The water utility is a very capital intensive operation, including assets such as the treatment plant, miles of pipes, reservoirs, and pumps. Maintenance and repair of these assets are funded through the water rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both water rates and SDCs, depending upon whether the project expands capacity or not. The operating fund transfers funds to the CIP under the "Transfers to Other Funds" category. The detail of the CIP can be found in the FY 2017-18 Proposed Budget document.

## Five-Year Forecast

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by water rates. Currently, there are two outstanding bond series, one of which will be paid off in FY 19-20 and the other in FY 2020-21. Therefore, the last two years of the forecast period do not include debt service payments.

### **Water Fund Forecast**

The five-year forecast for the Water Fund shows that fund remains fiscally healthy, and able to maintain a healthy reserve (also referred to as fund balance) for this capital intensive utility. The ending fund balance is well above the financial policy minimum at the end of the forecast period. The financial policy minimum is set by reserving 20% of operations, maintaining a debt service reserve, and maintaining a contingency for the water treatment plant. The amount above this minimum will be used for major capital repair and replacements, for example, to replace aging critical processing equipment, to increase back-up power capability, to invest in seismic retrofitting, and improve the treatment process. A master plan is scheduled to be completed in FY 2017-18 that will outline these items in more detail.

The five-year forecast predicts water revenue from charges will increase steadily over the period, reflecting the predicted growth of the City. At this time, no rate increases are planned. The forecast does not account for weather patterns – hot, dry summers tend to mean more revenue as more water is used, while cooler, wetter summers mean less revenue.

Over the five-year period of this forecast, water operations anticipates increases in the PERS rates, as well contractual increases to the contract with Veolia North America, according to the terms of the contract.

For a more detailed view of the five-year forecast, Table 7 displays the Water Fund's major revenue categories, expenditure expenditures, and transfers.

# Five-Year Forecast

**Table 7**  
**#310 - Water Operating Fund Forecast**

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Beginning fund balance	\$ 6,262,753	\$ 7,814,062	\$ 9,319,698	\$ 10,210,358	\$ 11,133,795	\$ 12,611,127	\$ 13,538,748	\$ 13,689,481	\$ 12,897,871
<b>RESOURCES</b>									
Revenues:									
Usage charge	\$ 6,417,806	\$ 7,020,755	\$ 6,378,582	\$ 6,991,000	\$ 7,060,910	\$ 7,131,519	\$ 7,202,834	\$ 7,274,863	\$ 7,347,611
Sherwood usage	1,044,311	1,094,122	990,000	990,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Connection fees	132,799	114,128	80,000	109,000	100,500	101,003	101,508	102,015	102,525
Turn-off charge	14,190	12,435	12,000	11,000	12,000	12,000	12,000	12,000	12,000
User fee - fire charge	134,013	138,724	135,000	135,000	135,675	136,353	137,035	137,720	138,409
Investment income	27,929	74,930	45,000	80,000	111,338	126,111	135,387	136,895	128,979
Miscellaneous	30,005	57,740	24,000	31,500	30,000	30,000	30,000	30,000	30,000
Bond sale proceeds	-	4,059,000	-	-	-	-	-	-	-
Operating Revenue Subtotal	7,801,053	12,571,834	7,664,582	8,347,500	8,450,423	8,536,986	8,618,764	8,693,493	8,759,524
Transfers from other funds:									
Water SDC Fund	350,000	350,000	350,000	350,000	350,000	350,000	157,500	-	-
Interfund loan repayments:									
Road Operating Fund	-	-	81,500	81,550	81,550	81,550	81,550	-	-
Stormwater Operating Fund	-	-	102,000	102,000	102,000	102,000	102,000	-	-
Interfund Loan Rpymts Subtotal	-	-	183,500	183,550	183,550	183,550	183,550	-	-
<b>Revenue Total</b>	<b>\$ 8,151,053</b>	<b>\$12,921,834</b>	<b>\$ 8,198,082</b>	<b>\$ 8,881,050</b>	<b>\$ 8,983,973</b>	<b>\$ 9,070,536</b>	<b>\$ 8,959,814</b>	<b>\$ 8,693,493</b>	<b>\$ 8,759,524</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 484,685	\$ 493,779	\$ 612,973	\$ 554,840	\$ 588,130	\$ 617,537	\$ 636,063	\$ 667,866	\$ 687,902
Materials & services	3,269,882	3,096,298	3,415,055	3,831,905	3,596,862	4,054,768	3,826,411	4,291,203	4,069,939
Capital outlay	82,377	278,070	360,973	406,220	300,000	300,000	300,000	300,000	300,000
Debt service	1,874,280	5,910,481	1,878,000	1,870,000	1,870,000	1,870,000	841,500	-	-
Expenditures Subtotal	5,711,224	9,778,628	6,267,001	6,662,965	6,354,993	6,842,305	5,603,974	5,259,070	5,057,842
Transfers to other funds:									
General Fund	493,370	526,016	602,636	571,530	582,961	594,620	606,512	618,642	631,015
Water Capital Fund	395,149	172,610	1,203,417	654,852	558,688	705,990	814,220	1,823,016	2,000,000
Building Capital Fund	-	-	542,750	68,266	10,000	1,784,375	1,784,375	1,784,375	100,000
Interfund loans:									
Streets Capital Projects Fund	-	-	400,000	-	-	-	-	-	-
Stormwater Capital Projects Fund	-	-	500,000	-	-	-	-	-	-
Transfers/Interfund Subtotal	888,519	698,626	3,248,803	1,294,648	1,151,649	1,300,610	3,205,107	4,226,033	2,731,015
<b>Expenditures Total</b>	<b>\$ 6,599,743</b>	<b>\$10,477,254</b>	<b>\$ 9,515,804</b>	<b>\$ 7,957,613</b>	<b>\$ 7,506,641</b>	<b>\$ 8,142,915</b>	<b>\$ 8,809,081</b>	<b>\$ 9,485,103</b>	<b>\$ 7,788,857</b>
NET	1,551,310	2,444,580	(1,317,722)	923,437	1,477,332	927,621	150,733	(791,610)	970,667
<b>Ending fund balance</b>	<b>\$ 7,814,063</b>	<b>\$10,258,642</b>	<b>\$ 8,001,976</b>	<b>\$11,133,795</b>	<b>\$12,611,127</b>	<b>\$13,538,748</b>	<b>\$13,689,481</b>	<b>\$12,897,871</b>	<b>\$13,868,538</b>
Financial Policy Minimum	2,970,148	3,494,000	3,630,100	3,456,000	3,336,999	3,434,461	3,392,495	3,491,814	3,451,568

# Sewer Operating Fund

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## **Fund Description**

The Sewer Fund accounts for the City's wastewater treatment utility. The City owns and operates a wastewater treatment plant and maintains the associated collection pipes and lift stations. The City bills for the service monthly. The wastewater treatment plant protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater in compliance with the City's discharge permit. The City contracts with CH2M HILL to operate the plant.

The Sewer Fund also accounts for the City's industrial pretreatment program. Industries are monitored and regulated regarding what they discharge into the wastewater system, and certain industries must pre-treat their effluent. The program also provides education and outreach to minimize fats, oil and grease, as well as drugs, from entering the system.

The Sewer Operating Fund periodically transfers funds to the Sewer Capital Fund. The Sewer Capital Fund accounts for the Capital Improvement Program (CIP) of the sewer utility.

## **Sewer Fund Revenues and Expenditures**

### **Revenues**

Revenue drivers for this fund include sewer rates charged, the size and type of industries, winter water consumption, and the City's population growth.

### **Charges**

The City charges for use of the wastewater system each month. Currently, the City has about 5,500 sewer accounts.

In general, wastewater is not a metered service. Therefore, provision of wastewater service is generally based on water use, the theory being that most water that enters a customer's establishment goes into the wastewater system. The City uses this assumption for commercial customers. For residential customers, because water usage peaks in the summer, it is assumed to be used for irrigation, and does not enter the wastewater system. Hence the City uses a residential customer's winter water average (November through March of the preceding year) to set the units of usage for the wastewater system for the next year. If commercial customers experience peak summer water usage due to irrigation and want their sewer charges adjusted, they have the option to install an irrigation meter, and their sewer charges will be adjusted according to the water that diverts through the irrigation meter.

The sewer rates are set periodically by the City Council. There are no current plans to increase sewer rates, however, the City has recently completed a new master plan that identifies necessary capital improvements and intends on performing a cost of service study and rate analysis as a next step.

As the City grows, more accounts will be added, leading to growth in the sewer operating revenue.

### **Other Revenues**

The Sewer fund also receives interest earnings and a transfer from the Sewer System Development Charges (SDCs). The transfer from the Sewer SDCs is to partially cover the debt service obligation for debt incurred to expand the plant.

### **Expenditures**

Expenditures of the sewer utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the wastewater. Maintaining, repairing, and replacing the capital infrastructure of the sewer utility also drive expenditures.

### **Operations**

Sewer operations include managing and maintaining the wastewater treatment plant, the sewer collection system of pipes, and lift stations. Additionally, operations include managing the Industrial Pretreatment Program, as well as ensuring the City is in compliance with the National Pollutant Discharge Elimination System (NPDES) conditions and permit limits.

### **Capital Improvements**

## Five-Year Forecast

The sewer utility is a very capital intensive operation, including assets such as the wastewater treatment plant, miles of pipes, and pumps. Maintenance and repair of these assets are funded through the sewer rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both sewer rates and SDCs, depending upon whether the project expands capacity or not.

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by sewer rates. In 2011, debt was issued to fund improvements and expansions to the treatment plant, and is expected to be retired in FY 2031.

### Sewer Fund Forecast

The five-year forecast for the Sewer Fund shows that the fund balance (also referred to as a reserve) is drawn down over time, but still remains above the financial policy minimum. The minimum consists of a set aside equal to 20% of operations, in addition to a capital reserve for the plant and a debt service reserve. The fund balance is drawn down to fund the capital program, including a possible public works facility.

The five-year forecast predicts sewer revenue from charges will increase steadily over the period, reflecting the predicted growth of the City. At this time, no rate increases are planned, although a rate study will be performed in FY 2017-18.

Over the five-year period of this forecast, sewer operations anticipates increases in the PERS rates, as well contractual increases to the contract with CH2MHILL.

Over the next five years, examples of capital projects include repairing the outfall at the wastewater treatment plant, improving the Memorial Park and Town Center pump stations, pipe maintenance and rehab in the Charbonneau area, upsizing the Coffee Creek sewer trunk in coordination with the Kinsman Road extension project, and replacing various pipes and valves. The CIP detail is included in each year's annual budget and is considered by the Budget Committee and City Council.

The table on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the proposed budget for FY 2017-18 and five subsequent fiscal years. The table demonstrates that the Fund remains in a sound financial position throughout the forecast period.

**Table 8**  
**#320 - Sewer Operating Fund Forecast**

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Beginning fund balance	\$ 10,124,387	\$ 10,425,174	\$ 10,260,270	\$ 12,250,543	\$ 12,050,892	\$ 11,960,042	\$ 11,586,315	\$ 9,331,832	\$ 8,382,489
<b>RESOURCES</b>									
Revenues:									
Usage charge	\$ 7,212,604	\$ 7,427,307	\$ 7,427,000	\$ 7,458,000	7,569,870	7,683,418	7,798,669	7,915,649	8,034,384
High strength surcharge	539,710	419,570	355,250	475,000	482,125	489,357	496,697	504,148	511,710
Investment income	22,308	117,052	58,050	84,000	120,509	119,600	115,863	93,318	83,825
Miscellaneous	62,290	62,618	25,000	27,300	25,000	25,000	25,000	25,000	25,000
Operating Revenue Subtotal	7,836,912	8,026,547	7,865,300	8,044,300	8,197,504	8,317,375	8,436,230	8,538,115	8,654,919
Transfers from other funds:									
Sewer Development Fund (SDC)	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
<b>Revenue Total</b>	<b>\$ 8,436,912</b>	<b>\$ 8,626,547</b>	<b>\$ 8,465,300</b>	<b>\$ 8,644,300</b>	<b>\$ 8,797,504</b>	<b>\$ 8,917,375</b>	<b>\$ 9,036,230</b>	<b>\$ 9,138,115</b>	<b>\$ 9,254,919</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 263,203	\$ 301,174	\$ 356,800	\$ 364,850	386,741	406,078	418,260	439,173	452,349
Materials & services	2,874,061	2,882,166	3,172,085	3,227,001	3,388,351	3,557,769	3,735,657	3,922,440	4,118,562
Capital outlay	-	365	1,773	2,000	10,000	10,000	10,000	10,000	10,000
Debt Service	3,583,321	3,582,520	2,940,463	2,980,000	2,945,000	2,945,000	2,945,000	2,945,000	2,945,000
Expenditures Subtotal	6,720,585	6,766,225	6,471,121	6,573,851	6,730,092	6,918,847	7,108,917	7,316,613	7,525,910
Transfers to other funds:									
General Fund	464,416	446,611	504,173	469,730	479,125	488,707	498,481	508,451	518,620
Streets Capital Fund	156,085	-	-	-	-	-	-	-	-
Sewer Capital Fund	795,039	203,501	3,235,295	1,732,104	1,679,137	1,883,549	1,898,939	478,019	2,000,000
Building Capital Fund	-	-	542,750	68,266	2,158,262	2,372,256	4,181,795	1,784,375	100,000
Transfers Subtotal	1,415,540	650,112	4,282,218	2,270,100	4,246,524	4,864,512	6,069,215	2,770,845	2,618,620
<b>Expenditures Total</b>	<b>\$ 8,136,125</b>	<b>\$ 7,416,337</b>	<b>\$ 10,753,339</b>	<b>\$ 8,843,951</b>	<b>\$ 8,888,354</b>	<b>\$ 9,291,103</b>	<b>\$ 11,290,713</b>	<b>\$ 10,087,458</b>	<b>\$ 10,144,530</b>
NET	300,787	1,210,210	(2,288,039)	(199,651)	(90,850)	(373,727)	(2,254,483)	(949,343)	(889,611)
<b>Ending fund balance</b>	<b>\$ 10,425,174</b>	<b>\$ 11,635,384</b>	<b>\$ 7,972,231</b>	<b>\$ 12,050,892</b>	<b>\$ 11,960,042</b>	<b>\$ 11,586,315</b>	<b>\$ 9,331,832</b>	<b>\$ 8,382,489</b>	<b>\$ 7,492,878</b>
Financial Policy Minimum	3,295,000	5,853,000	6,042,300	6,058,400	6,095,100	6,132,800	6,170,800	6,212,400	6,254,200

# Five-Year Forecast

## Stormwater Operating Fund

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### Fund Description

The Stormwater Operating Fund accounts for the City's stormwater management utility. This utility works to minimize and control erosion, prevent local flooding, and reduce pollutants and debris from entering local streams and the Willamette River. The utility must remain in compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) Stormwater Management Plan (Plan). The utility does this by conveying stormwater through a system of pipes, detention ponds, catch basins and ditches, which eventually flow into natural drainage systems. The utility also protects and enhances natural habitat, provides leaf control services, and ensures the sweeping of City streets and public parking lots.

The Stormwater Fund accounts for the monthly charges and the daily operations of the utility. Capital improvements are accounted for in the Stormwater Capital Fund, which is not part of this forecast. The Stormwater Operating Fund periodically transfers funds to the Stormwater Capital Fund.

### Stormwater Fund Revenues and Expenditures

#### Revenues

The major drivers of revenue to the Stormwater Fund include the monthly charges, the number of customers, and the number of Equivalent Residential Unit (ERUs) within the City.

#### Charges

The City bills for stormwater management on a monthly basis. Stormwater charges are based on impervious surface. Residential units are equalized into an ERU, using a standard of impervious area of 2,750 square feet. Commercial and industrial charges are calculated by applying this ERU factor to the impervious area at their site.

The City Council establishes the rates for stormwater, and approved stormwater rates for a seven year period. The rate increases are necessary in order to pay for the capital program. The rate path is reflected in Table 9:

**Table 9**

Effective Date	Monthly Rate/ERU
April 1, 2015	\$6.95
January 1, 2016	\$8.65
January 1, 2017	\$9.30
January 1, 2018	\$9.95
January 1, 2019	\$10.60
January 1, 2020	\$11.25
January 1, 2021	\$11.90

The City currently has approximately 23,350 ERUs. Because many companies are doing more to reduce their impervious surface area, such as installing rain gardens or pervious surfaces, ERUs are expected to grow by less than 1% annual average over the next five years.

#### Expenditures

Expenditures of the stormwater utility are influenced by the cost of labor to run the system, the requirements of the NPDES Plan, and the cost to maintain, repair, and replace the capital infrastructure and natural systems of the utility.

#### Operations

Stormwater operations include managing and maintaining the stormwater system of pipes, detention ponds, catch basins, ditches, and natural drainage systems.

In FY 2016-17, Stormwater Operations increased its full-time equivalent (FTE) count by 0.75 FTE, by consolidating the 0.50 Vactor Operator to Wastewater, and adding 1.5 Utility Maintenance Specialist FTEs. The resulting total staffing configuration is anticipated to meet the utility's operating needs into the future. The utility will continue to use contracted services to accomplish the cleaning and inspection of the catch basins and pipe systems.



# Five-Year Forecast

## ***Capital Improvements***

While the stormwater utility is not as capital intensive as water and sewer, it does have an extensive capital program. Major repairs, replacements and rehabilitation of the stormwater pipes, detention ponds, slopes and natural areas are funded out of the capital program. Maintenance and repair of these assets are funded through the stormwater rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both stormwater rates and SDCs, depending upon whether the project expands capacity or not.

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by stormwater rates.

Capital needs have exceeded the cash available to fund the projects, and beginning in FY 2015-16, the Stormwater Capital Fund began borrowing from other City funds, the debt service of which is paid from the Stormwater Operating Fund. It is anticipated that another small inter-fund loan will be necessary in FY 2018-19, and so debt service is seen in all years of the forecast period.

## **Stormwater Operating Fund Forecast**

The five-year forecast for the Stormwater Operating Fund shows fund remaining in balance over the time period, with the planned rate increases funding increases in operations, planned capital improvements and debt service payments.

Table 10 displays the expenditures over the next five years, and reflects the additional maintenance work as the City continues to grow, as well as the anticipated increase in the PERS contribution rate. Over the five-year period of this forecast, the City continues its ambitious repair and rehabilitation program of the stormwater assets in the Charbonneau neighborhood. At the same time, the utility intends to continue the rehabilitation of various outfalls, and replace deteriorating stormwater pipes throughout the City. The fund is able to contribute on average \$1.6 million each year to its capital program, minimizing its need to enter into debt.

Table 10 on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the proposed budget for FY 2017-18 and five subsequent fiscal years. The table demonstrates that the Fund remains in a sound financial position throughout the forecast period.

# Five-Year Forecast

**Table 10**  
**#370 - Stormwater Fund Forecast**

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Beginning fund balance	\$ 120,838	\$ 489,896	\$ 703,591	\$ 1,507,196	\$ 1,280,765	\$ 677,110	\$ 251,050	\$ 542,783	\$ 774,876
<b>RESOURCES</b>									
Revenues:									
Stormwater utility charge	\$ 1,557,938	\$ 2,186,329	\$ 2,374,518	\$ 2,667,192	\$ 2,878,388	\$ 3,078,127	\$ 3,279,790	\$ 3,405,433	\$ 3,422,560
Investment income	1,283	4,708	5,000	12,000	12,808	6,771	2,510	5,428	7,749
<b>Revenue Total</b>	<b>\$ 1,559,221</b>	<b>\$ 2,191,037</b>	<b>\$ 2,379,518</b>	<b>\$ 2,679,192</b>	<b>\$ 2,891,196</b>	<b>\$ 3,084,898</b>	<b>\$ 3,282,301</b>	<b>\$ 3,410,861</b>	<b>\$ 3,430,309</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 253,382	\$ 269,775	\$ 464,335	\$ 246,260	\$ 270,840	\$ 292,101	\$ 307,355	\$ 326,679	\$ 339,524
Materials & services	369,569	400,552	528,173	437,284	441,657	446,073	450,534	455,039	459,590
Capital outlay	-	-	9,000	-	10,000	10,000	10,000	10,000	10,000
Debt service	-	406,020	508,020	508,000	583,000	583,000	177,000	75,000	75,000
Expenditures Subtotal	622,951	1,076,347	1,509,528	1,191,544	1,305,497	1,331,174	944,889	866,718	884,114
Transfers to other funds:									
General Fund	199,793	199,798	234,095	210,330	216,640	223,139	229,833	236,728	243,830
Community Development Fund	58,640	60,568	70,286	289,043	297,714	306,646	315,845	325,320	335,080
Capital Funds - Stormwater & Facilities	308,779	77,471	773,730	1,214,706	1,675,000	1,650,000	1,500,000	1,750,000	1,750,000
Transfers Subtotal	567,212	337,837	1,078,111	1,714,079	2,189,354	2,179,785	2,045,678	2,312,049	2,328,910
<b>Expenditures Total</b>	<b>\$ 1,190,163</b>	<b>\$ 1,414,184</b>	<b>\$ 2,587,639</b>	<b>\$ 2,905,623</b>	<b>\$ 3,494,851</b>	<b>\$ 3,510,959</b>	<b>\$ 2,990,567</b>	<b>\$ 3,178,767</b>	<b>\$ 3,213,024</b>
NET	369,058	776,853	(208,121)	(226,431)	(603,655)	(426,061)	291,733	232,093	217,285
<b>Ending Fund Balance</b>	<b>\$ 489,896</b>	<b>\$ 1,266,749</b>	<b>\$ 495,470</b>	<b>\$ 1,280,765</b>	<b>\$ 677,110</b>	<b>\$ 251,050</b>	<b>\$ 542,783</b>	<b>\$ 774,876</b>	<b>\$ 992,161</b>
Financial Policy Minimum	39,233	170,000	198,600	136,800	142,500	147,700	151,600	156,400	159,900

# Street Lighting Fund

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## Fund Description

The Street Lighting Fund accounts for the maintenance and operation of City's street lights. Portland General Electric (PGE) supplies the electricity and bills the City. The City covers this cost through a monthly fee charged on the utility bills. Residential, multi-family, commercial, industrial and non-profits all pay towards the street lighting system.

## Street Lighting Fund Revenues and Expenditures

### Revenues

Revenue drivers for this fund include the monthly charges and number of customers. The customer base is expected to grow on average 2.25% per year.

### *Charges*

As mentioned above, the City charges a monthly fee for street lighting. For residential customers, the fee ranges from approximately \$2.00 per month to over \$5.00 per month, depending upon the type of lighting fixture. Multifamily units are charged based upon the fixtures and the number of dwelling units, and commercial customers are charged based on the fixtures and the number of full-time equivalents employed.

No changes are anticipated over the next five years.

### Expenditures

Expenditure drivers for this fund include the price of electricity from PGE, periodic maintenance and replacement of fixtures, and expansion of the the system.

### *Operations*

Street Lighting operations include maintaining the street light fixtures and paying PGE for the electricity. No changes are anticipated over the next five years, other than adding to the system as the City grows, and rate increases imposed by PGE.

### *Capital Improvements*

The Street Lighting Fund is used to install street lighting where there are gaps, and replace worn poles and fixtures. The City is working to retrofit street lights with light-emitting diode (LED) fixtures during fiscal years 2017-18 through 2019-20, funded by the fund's reserves.

## Street Lighting Fund Forecast

The five-year forecast for the Street Light Fund shows a stable fund with the reserve being utilized to retrofit the City's street lights with LED fixtures. Table 11 on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the FY 2017-18 Proposed Budget and five subsequent fiscal years. The table demonstrates that the Street Lighting Fund remains strong financially throughout the forecast period.

# Five-Year Forecast

**Table 11**  
**#350 - Street Lighting Fund Forecast**

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Beginning fund balance	\$ 897,025	\$ 959,726	\$ 825,968	\$ 726,989	\$ 760,649	\$ 292,268	\$ 111,033	\$ 118,992	\$ 117,158
<b>RESOURCES</b>									
Revenues:									
Usage charge	\$ 447,388	\$ 476,299	\$ 460,000	\$ 487,500	\$ 499,688	\$ 512,180	\$ 524,984	\$ 538,109	\$ 551,562
Investment income	4,548	6,785	-	10,000	7,606	2,923	1,110	1,190	1,172
Operating Revenue Subtotal	451,936	483,084	460,000	497,500	507,294	515,102	526,095	539,299	552,733
<b>Revenue Total</b>	<b>\$ 451,936</b>	<b>\$ 483,084</b>	<b>\$ 460,000</b>	<b>\$ 497,500</b>	<b>\$ 507,294</b>	<b>\$ 515,102</b>	<b>\$ 526,095</b>	<b>\$ 539,299</b>	<b>\$ 552,733</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Materials & services	\$ 302,315	\$ 283,520	\$ 351,721	\$ 356,090	\$ 375,675	\$ 396,337	\$ 418,136	\$ 441,133	\$ 465,395
Expenditures Subtotal	302,315	283,520	351,721	356,090	375,675	396,337	418,136	441,133	465,395
Transfers to other funds:									
Streets Capital Projects Fund	86,920	101,703	595,470	107,750	600,000	300,000	100,000	100,000	100,000
Transfers Subtotal	86,920	101,703	595,470	107,750	600,000	300,000	100,000	100,000	100,000
<b>Expenditures Total</b>	<b>\$ 389,235</b>	<b>\$ 385,223</b>	<b>\$ 947,191</b>	<b>\$ 463,840</b>	<b>\$ 975,675</b>	<b>\$ 696,337</b>	<b>\$ 518,136</b>	<b>\$ 541,133</b>	<b>\$ 565,395</b>
NET	62,701	97,861	(487,191)	33,660	(468,381)	(181,235)	7,959	(1,834)	(12,662)
<b>Ending fund balance</b>	<b>\$ 959,726</b>	<b>\$ 1,057,587</b>	<b>\$ 338,777</b>	<b>\$ 760,649</b>	<b>\$ 292,268</b>	<b>\$ 111,033</b>	<b>\$ 118,992</b>	<b>\$ 117,158</b>	<b>\$ 104,496</b>
Financial Policy Minimum	62,000	56,000	70,400	71,300	75,200	79,300	83,700	88,300	93,100

# Road Operating (Gas Tax) Fund

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## Fund Description

The Road Operating Fund accounts for the gas tax received by the City and for the maintenance of City streets, sidewalks, pathways, landscapes, pavement markings, signs and signals. The State collects the gas tax and apportions it out to cities based on their population.

## Road Operating Fund Revenues and Expenditures

### Revenues

The major drivers of revenue for the Road Operating Fund are the amount of gas tax received by the State and Wilsonville's population.

### *Gas Tax*

The State of Oregon gas tax is set by State statute, currently at 30 cents per gallon. The State collects the gas tax, and apportions it to cities based on their respective populations. The State provides a per capita estimate to cities, based upon how much gas tax the State estimates it will receive and the various population estimates of the cities.

For FY 16-17, cities are estimated to receive \$58.47 per capita in gas tax revenues. Fiscal year 2017-18 is expected to be a solid year for gas tax receipts, and the City is projecting to receive \$58.19 per capita, based on a population estimate of 24,500. The City also receives approximately \$9,000 in gas tax from Washington County.

Over the five-year period, gas tax revenue is forecasted to grow slightly because the City's population is expected to grow at an average annual rate of approximately 3.0%. Gas tax revenues can be sensitive to the price of gas – as gas prices rise, people tend to drive less, driving down gas tax revenues. Similarly, gas tax revenue falls as vehicles become more efficient. It is difficult to predict how gas prices and driving habits may change over time. Therefore, the forecast remains conservative, varying only population.

### Expenditures

The major expenditure drivers for this fund include the cost of labor and materials and the addition of new streets as the City grows.

### *Operations and Capital Improvements*

The Road Fund operations include street maintenance and repair, maintenance of sidewalks and pathways, installation and replacement of pavement markings, and maintenance of signs and signals. The Department also removes graffiti, maintains roadway landscaping, controls litter and vegetation along roadways, and sands streets during inclement weather.

Over the five-year period of the forecast, the Department intends on requesting additional seasonal labor to keep current on maintenance needs. Beginning in FY 2017-18, seasonal labor will be hired through a staffing service, accounted for in the Materials and Services category of expenditures. Additionally, operational increases are anticipated as the number of road miles expands. In FY 2016-17, the Fund began paying back an inter-fund loan from the Water Fund, which enabled the purchase of land for a future City public works building.

Capital improvements funded from the gas tax over the next five years are projected to be signal improvements, the replacement of crosswalk flashers, pedestrian enhancements, and various equipment replacements.

### Road Operating Fund Forecast

The five-year forecast shows that the Fund remains in a strong position over the forecast period. Table 12 on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the proposed budget for FY 2017-18 and five subsequent fiscal years.

# Five-Year Forecast

**Table 12**  
**#240 - Road Operating Fund Forecast**

	Actual 2014-15	Actual 2015-16	Budget 2016-17	Proposed 2017-18	Forecast 2018-19	Forecast 2019-20	Forecast 2020-21	Forecast 2021-22	Forecast 2022-23
Beginning fund balance	\$ 1,218,483	\$ 1,324,439	\$ 963,206	\$ 1,264,695	\$ 946,522	\$ 1,000,322	\$ 854,163	\$ 203,301	\$ 347,816
<b>RESOURCES</b>									
Revenues:									
Gasoline tax	\$ 1,267,758	\$ 1,339,901	\$ 1,328,925	\$ 1,432,078	1,467,534	1,496,359	1,541,065	1,587,109	1,634,531
Investment income	6,364	7,681	6,000	10,000	9,465	10,003	8,542	2,033	3,478
Miscellaneous	5,523	664	1,500	2,000	2,000	2,000	2,000	2,000	2,000
Operating Revenue Subtotal	1,279,645	1,348,246	1,336,425	1,444,078	1,478,999	1,508,363	1,551,607	1,591,142	1,640,010
<b>Revenue Total</b>	<b>\$1,279,645</b>	<b>\$1,348,246</b>	<b>\$1,336,425</b>	<b>\$1,444,078</b>	<b>\$1,478,999</b>	<b>\$1,508,363</b>	<b>\$1,551,607</b>	<b>\$1,591,142</b>	<b>\$1,640,010</b>
<b>REQUIREMENTS</b>									
Expenditures:									
Personnel services	\$ 311,725	\$ 324,271	\$ 392,967	\$ 379,810	\$ 404,498	\$ 428,768	\$ 441,631	\$ 468,128	\$ 482,172
Materials & services	422,992	385,628	467,799	489,121	501,349	513,883	526,730	539,898	553,396
Capital outlay	-	1,753	9,000	10,160	10,000	10,000	10,000	10,000	10,000
Debt service	-	-	81,500	81,550	81,550	81,550	81,550	-	-
Expenditures Subtotal	734,717	711,652	951,266	960,641	997,397	1,034,200	1,059,910	1,018,026	1,045,568
Transfers to other funds:									
General Fund	200,725	175,119	203,953	196,990	200,930	204,948	209,047	213,228	217,493
Streets Capital Projects Fund	238,247	562,790	405,580	604,620	226,873	415,373	933,511	215,373	250,000
Building Capital Projects Fund	-	-	34,500	-	-	-	-	-	-
Transfers/Interfund Subtotal	438,972	737,909	644,033	801,610	427,803	620,321	1,142,558	428,601	467,493
<b>Expenditures Total</b>	<b>\$1,173,689</b>	<b>\$1,449,561</b>	<b>\$1,595,299</b>	<b>\$1,762,251</b>	<b>\$1,425,199</b>	<b>\$1,654,522</b>	<b>\$2,202,469</b>	<b>\$1,446,628</b>	<b>\$1,513,061</b>
NET	105,956	(101,315)	(258,874)	(318,173)	53,800	(146,159)	(650,862)	144,514	126,949
<b>Ending fund balance</b>	<b>\$1,324,439</b>	<b>\$1,223,124</b>	<b>\$ 704,332</b>	<b>\$ 946,522</b>	<b>\$1,000,322</b>	<b>\$ 854,163</b>	<b>\$ 203,301</b>	<b>\$ 347,816</b>	<b>\$ 474,765</b>
Financial Policy Minimum	159,000	161,000	172,200	173,800	181,200	188,600	193,700	201,700	207,200

# Boards and Commissions

Like most cities in Oregon, Wilsonville operates on a council/manager form of government. City Council sets policy and provides direction to an appointed City Manager that directs staff and carries out the day-to-day administration of the City, see the organizational chart on the last page of the Reader’s Guide.

The City Council depends on appointed boards and commissions for advice and input and, in the case of the Development Review Board, to render judgments in land-use applications. Below is a brief rundown of the City’s boards and commissions.

## ***City Council***

The City Council consists of a mayor and four councilors who are elected to serve for overlapping four-year terms. All are elected at-large and the offices are nonpartisan. The only requirements for serving on the Council are that you are a registered voter and have lived in Wilsonville for at least 12 months.

The Mayor presides over Council meetings and frequently represents the City in a ceremonial capacity. The Mayor also makes recommendations to the Council for appointments to City boards and commissions.

The City Council is responsible for identifying needs and problems in the community and establishing community goals and objectives to meet those needs. Council adopts City laws and changes them as needed, approves contracts, agreements and purchases in excess of \$100,000. Council members are also members of the Budget Committee and participate in annual fiscal planning, budgeting, deciding how city revenues should be raised, how much will be spent and for what purposes.

The City Council also acts as the Urban Renewal Agency for the City of Wilsonville by setting a budget, and levying taxes for the City’s urban renewal program.

*City Council members are:*

Tim Knapp, Mayor	Scott Starr, Council President
Kristin Akervall, Councilor	Charlotte Lehan, Councilor
Susie Stevens, Councilor	

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## ***Budget Committee***

The Wilsonville Budget Committee is made up of ten individuals including all five members of the City Council and an equal number of appointed members from the community. The appointed members must be registered to vote in the City. All members of the Budget Committee share the same degree of authority and responsibility. Appointed members serve for a maximum of two full three-year terms.

The committee’s primary duties and functions are to review and if necessary revise the proposed annual budget after hearing public testimony. The ultimate goal of the Budget Committee is to approve a budget for the City. Although this could happen at the first budget meeting, it usually takes several meetings to reach this point. In addition, the City Council cannot forward a tax measure to the voters without the concurrence of the Budget Committee.

The Budget Committee meets regularly as needed during the spring when the budget is reviewed and approved and as needed during other times of the year.

*Budget Committee members are:*

Tim Knapp, Mayor	Alan Steiger
Kristin Akervall	Paul Bunn
Charlotte Lehan	Sam Scull
Susie Stevens	Andrew Karr
Scott Starr	Arthur Park



## ***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**

Jennifer Willard  
Joann Linville  
James Frinell  
Ron Heberlein  
Fred Ruby

### **Panel B**

Aaron Woods  
Richard Martens  
Samuel Scull  
Samy Nada  
Shawn O'Neil

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## ***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:*

Elaine Marie Swyt  
Steve Benson  
David Davis  
Ken Rice

James Barnes  
Diana Cutaia  
Katharine Johnson

## ***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:*

Reggie Gaines	Rich Dougall
Caroline Berry	Miriam Pinoli
Megan Chrisman	

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## ***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:*

Kamran Mesbah	Gerald Greenfield
Peter Hurley	Al Levit
Phyllis Millan	Eric Postma
Simon Springall	



*City Hall Building*



## Purpose

The Comprehensive Financial Management Policies are the tools used to ensure that the City is financially able to meet its current and future service needs. The individual policies contained herein set a basis for both the financial planning, reporting and internal financial management of the City.

Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet immediate and long-term needs. These policies safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

## Objectives

- A. To guide the City Council and management policy decisions that have significant fiscal impact.
- B. To employ balanced revenue policies that provides adequate funding for services and service levels.
- C. To maintain appropriate financial capacity for present and future needs.
- D. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- G. To ensure the legal use of financial resources through an effective system of internal controls.
- H. To promote cooperation and coordination with other governments and the private sector in financing and delivery of services.

## Scope

The following policies shall apply to both the City and its component unit, the Urban Renewal Agency of Wilsonville.

### I. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

Maintain accounting practices in accordance with state and federal law and regulations, and financial reporting that conform to Generally Accepted Accounting Principles. Provide for, prepare and present regular reports that analyze and evaluate the City's financial performance and economic condition.

#### A. Accounting Practices and Principles

The City will maintain accounting practices in accordance with state and federal law and regulations, and annual financial reporting that conforms to Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. The City's monthly and quarterly interim financial reports will be reported on the budgetary basis. At year-end, the general ledger and financials will be converted to GAAP, and the Comprehensive Annual Financial Reports and continuing disclosure statements will meet these standards.

#### B. Financial and Management Reporting

1. Monthly Financial Reports will be provided to management containing department revenues and expenditures actual to date with comparison to the budget. These reports will be distributed within ten working days of the end of each month. Monthly status reports on capital projects will be provided to project managers and the City Manager within fifteen working days of the end of each month.
2. Quarterly summary financial reports will be provided to management, city council and budget committee members within 30 days of the end of the quarter. The quarterly report will contain revenues and expenditures in summary form for each operating fund with explanations of significant financial variations to budget. The report will contain summary information on larger capital projects and a statement of cash and investments including end of quarter market value.

3. Annually, a comprehensive annual financial report subjected to independent audit will be prepared in a format that conforms to the standards of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The report shall be shared with the City Manager, City Council, Budget Committee and the Secretary of State. In accordance with state law the report shall be distributed no later than December 31<sup>st</sup> of the following fiscal year.

C. Annual Audit

1. Comprehensive Annual Financial Report

Pursuant to state law, the City shall have an annual financial and compliance audit, and prepare financial statements based on the audited financial information. The audit shall be performed by certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. The annual financial report, including the auditor's opinion and specific reports as required by Oregon state regulations, shall be filed no later than six (6) months following the end of the fiscal year. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The Director of Finance shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.

2. Audit Committee

Formation of an Audit Committee promotes issues related to fiscal accountability, enhances interaction with the external auditor and promotes transparency of financial transactions. City Council may create an Audit Committee. The Mayor may appoint or confirm the audit committee, consisting of the Mayor, one City Councilor, one budget committee member and two citizens with an accounting or business background. The primary purpose of the audit committee would be to assist the City Council and the City Manager in fulfilling oversight responsibilities for financial reporting, audit processes, and effective internal control systems. The City would maintain an Audit committee charter which outlines the duties and responsibilities of the audit committee.

3. Annual Financial Disclosure

As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City will provide certain annual financial information to the Municipal Securities Rulemaking Board (MSRB). This will include any periodic materials event notices as required by the MSRB or SEC.

D. Signature of Checks

Pursuant to the City Charter, all checks shall have two signatures, signed by the Finance Director and either the City Manager or another designated person in the Finance Department. Signatures shall be affixed on all City checks via facsimile signatures, either with a signature plate used with a check signing machine or with a secure laser check printing system.

E. Compliance with Council Policies

The Financial Management Policies will be reviewed annually and updated, revised or refined as deemed necessary. Occasionally exceptions to the policies adopted by City Council may be appropriate and required. Exceptions will be identified, documented, and explained to City Council and/or the City Manager.

## II. BUDGETING - OPERATIONS

A. Budget Committee

In accordance with ORS 294.414 the City Budget Committee shall consist of the five elected members of Council and an equal number of appointed citizens. Among the responsibilities of the Budget Committee shall be the review of the annual proposed budget and financial forecasts.

B. Proposed Budget Document

In accordance with ORS 294.426 the City Manager shall file a Proposed Budget document and budget message with the City Budget Committee approximately two weeks prior to the first scheduled Budget Committee meeting..

C. Use of Non-Recurring Revenues

Non-recurring revenue sources, such as a one-time revenue or carryover of prior year unrestricted/unassigned balance should only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. The City shall avoid using non-recurring revenues for recurring program expenditures.

D. Budget Preparation

1. Department Directors have primary responsibility for formulating program proposals. New or expanded services should support City Council goals, City Manager priority direction and department goals. Departments are charged with implementing them once the budget is adopted.
2. All competing requests for City resources will be weighted within the formal annual budget process.
3. Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.
4. Annually, the City will seek to obtain the Government Finance Officers Association Distinguished Budget Presentation Award. The Budget Document will be presented in a way that clearly communicates the budget to the public and provides financial goals.

E. Full Cost Recovery and Overhead

Program budgets should be prepared in a manner to reflect the full cost of providing services. General support program (e.g. Administration, Legal, Finance, etc.) costs shall be allocated to the benefiting programs and funds via a method that is both fair and reasonable.

F. Budget Management

The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by the City Council, including the transfer of budgeted line-items within a program. The City Manager may further delegate levels of authority for the daily operations of the budget. Expenditures/expenses are legally established at the program level within each fund. Expenditures/ expenses should not exceed the adopted budget, plus supplemental changes approved by the City Council.

G. Amended Budget

In accordance with ORS 294.471-473 the City Council may approve changes to the adopted budget via Resolution.

H. Monitoring

Actual revenues and expenditures/expenses shall be monitored by the respective program manager each month. Financial reports shall be prepared within ten working days of the end of each month by the Finance Department and distributed to the responsible manager and City Manager. The Finance Director shall periodically review the reports and report significant variances to the City Manager. The goal of the monitoring shall be to identify potential budget and actual variances and to take corrective action soon as possible.

I. Operating Deficits

The City shall take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures are expected to exceed its anticipated revenues. Corrective actions may include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you go capital improvements
- Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze non-represented employee merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay
- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level (see Fund Balance and Reserves Policy).

### III. BUDGETING – CAPITAL OUTLAY

#### A. Definition

##### Capital Outlay – Operating

Operating programs need certain furniture, equipment, vehicles, software, etc. to carry out the intended services. By definition such items costing \$5,000 or more, per item, shall be budgeted and accounted as capital outlay and shall be tracked in the City's fixed assets records. Significant repair or maintenance that extends the useful life of existing assets shall be included here provided the dollar threshold is met. The \$5,000 limit shall apply to individual items unless a group of items are intended to function together as a unified system (e.g. street lighting system).

##### Capital Outlay – Projects (also known as Capital Projects)

This category includes infrastructure projects meeting the capitalization threshold and development of master plans and design and engineering/architectural work leading to construction or repair of capital assets. Generally the total capitalization threshold shall be not less than \$50,000. Budgets and capitalization records shall include applicable project management and administrative overhead costs.

#### B. Preparation

As part of the annual proposed budget the City shall include a list of capital projects that are necessary to preserve existing infrastructure or to expand to meet growth demands of the community. The list of projects shall embrace those included in the most recent long range capital improvement forecast, master plans, development agreements and direction from City Council on current demands. This ensures that the City's capital improvement program includes the embodiment of the citizens and Council recommendations and the officially stated direction contained within the Comprehensive Plan.

Separate estimates for each project shall be prepared. Additionally, future annual operating and maintenance cost impacts shall be estimated.

#### C. Financing

For each project one or more resource shall be identified to pay for such costs. Prior to construction award all identified resources shall be readily available for expenditure.

Pay-As-You-Go – The city will strive to pay cash for capital improvement within the financial affordability of each fund versus issuance of debt. This necessitates advanced planning and setting aside resources for future use. This type of funding saves interest and debt issuance costs and in many cases reduces utility rate impacts on citizens and business of the City.

Grant revenues shall be sought for capital construction when determined to be advantageous to the City.

Certain assets may best be funded via debt. Refer to Debt Management Policy for discussion on when debt may be considered for projects.

#### D. Monitoring

Each capital project shall have a project manager associated with it. The project manager shall monitor the progress and assure the project is completed according to standards, on a timely basis and within budgeted levels. Monthly financial reports detailing budget-to-actual for each project shall be provided to the project manager, Community Development Director and City Manager. City Council will receive an update on the larger (\$100,000 minimum expended to date) projects on a quarterly basis.

#### E. Infrastructure Evaluation and Replacement/Rehabilitation

Water, wastewater, drainage, street lighting, streets and sidewalks, municipal facilities and parks infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well-being of the City. As a result, the City's CIP should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain existing levels of service and accommodate growth.

1. High priority should be given to replacing/rehabilitating capital improvements prior to the time that assets have deteriorated to the point where they are hazardous, require high maintenance costs, negatively affect property values, or no longer serve their intended purpose.

The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is



most cost-effective, which would include life-cycle costing, and provides the best value to the City.

#### IV. LONG-RANGE FINANCIAL PLAN

The goal of the Long-Range Plan is to provide the Budget Committee, City Manager and department heads with long-term goals and objectives for the City as well as the strategies needed to achieve these goals and objectives. City staff will use these goals and objectives to guide them in the development of the City's annual budget.

##### A. Operating

1. The City shall develop and maintain a financial forecast for each operating fund. The first year shall be the current year's adopted budget and the ensuing five years shall be forecasted. The forecast and report shall be prepared within six months following adoption of the budget. The most recent forecast shall be included in the proposed and adopted budget documents. The results of the forecast shall be presented to the Budget Committee.
2. Forecasts of urban renewal funds shall be prepared annually and completed in January/February following receipt of the most current property tax information. The urban renewal forecast shall be shared with the Budget Committee.
3. The City operating forecast should enable current service levels provided to be sustained over the forecast period. The forecast shall determine if revenues need to be increased and/or expenditures/expenses reduced in order to maintain operations on a Current Funding Basis.
4. Major financial decisions should be made in the context of the Long-Range Plan.

##### B. Capital Outlay - Projects

1. The City shall annually prepare a five year forecast of capital projects. Projects should be based upon master plans, development agreements, input from applicable Commissions and Committees and Council directed improvements. Included projects shall meet the definition of capital projects as defined earlier.
2. The primary responsibility for development of the capital project forecast shall rest with the Community Development Director. The City Manager is charged with reviewing the proposed forecast and determining actions to balance needs with available resources.
3. High priority should be given to rehabilitating and replacing prior to the point when such action is critical. The decision on whether to repair or replace an existing capital asset will be based on which alternative is most cost-effective and provides the best value to the City.
4. The forecast shall coincide with the annual citywide budget process. The first year of the forecast shall be the fiscal year under budget.
5. Estimated costs shall include acquisition, design, construction, project management, equipment and furnishing and administrative charges. That is, all costs to complete the project shall be included. Multi-year projects shall clearly disclose both the components of costs as well as the total estimated cost over the life of the project.
6. Funding resource(s) shall be identified for each project. The forecast shall make every effort to balance needed improvements with resources available. Projects that exceed the projected available resources shall be identified and recommendations on alternative funding shall be incorporated in the forecast report.
7. The forecast shall be presented to the Budget Committee during the annual budget process.

#### V. CASH MANAGEMENT AND INVESTMENTS

##### A. Cash Flow Analysis and Projections:

1. The Finance Director will forecast the City's cash inflows and outflows that will allow the City to keep its debt service costs to a minimum and to maximize the yield on temporary investments.
2. Revenue and expenditure projections will be reviewed by the Finance Director on a monthly basis to determine the validity of assumptions, new information and accuracy of seasonal or periodic fluctuations.
3. The City's cash flow shall be managed with the goal of maximizing the total return on investments.

##### B. Investments

Proposed revisions to the investment policy shall be submitted to the Oregon Short Term Fund Board for review and that

Board's comments shall be shared with the City Council prior to adoption of investment policy by resolution.

1. **Responsibility and Control:**  
Management responsibility for the investment program shall rest with the City's Investment Officer who shall be the Finance Director or delegate. The Investment Officer shall adhere to ORS 294.145 (Prohibited Conduct for Custodial Officer) in managing the investment program for the City.
2. **Eligible Investments:**  
The Investment Officer will invest the City's surplus funds only in those investments authorized by ORS 294.035 to 294.046, and 294.135 to 294.155, which includes the requirement that investments shall mature within 18 months of the acquisition date. The City will not invest in stocks nor shall it speculate or deal in futures or options.
3. **Eligible Financial Institutions:**  
The City will conduct business only with financial institutions such as banks investment brokers, investment bankers, trustees, paying agents and registrants that are deemed credit worthy.
4. **Objectives:**
  - a. **Safety:** Safety of principal is the foremost objective of the City. Each investment transaction shall be undertaken in a manner which seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.
  - b. **Liquidity:** The City's Investment Officer shall match the investment portfolio with cash flow requirements. Due to the changing requirements of cash flow caused by factors not totally within the control of the City's Investment Officer, the ability to convert a security into cash must be considered.
  - c. **Yield:** Investments of the City shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles while taking into account constraints on investment instruments, cash flow characteristics of transactions and safety of principal.
  - d. **Reporting:** The Investment Officer shall maintain detail records of each investment in a form that allows for periodic reporting. On a quarterly basis, the City's outstanding investments and fiscal year to date investment income will be presented to City Council by the Finance Director or Investment Officer.

## VI. EXPENDITURES

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

### A. Maintenance of Capital Assets

Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.

### B. Periodic Program/Services Reviews

The City Manager and staff shall undertake periodic reviews of City programs and services for both efficiency and effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.

### C. Purchasing

All City purchases of goods and services shall be made in accordance with the City's current purchasing manual and procedures.

## VII. REVENUES

Design, maintain and administer a revenue system that will assure reliable, equitable, diversified and sufficient revenue stream to support desired City services.

### A. Balance and Diversification in Revenue Sources

The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

B. User Fees – Non-Enterprise funds

1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City may recover the costs of those services through property taxes, privilege fees and other unrestricted resources.
2. At a minimum, the user fees will strive to cover direct costs. Preferably the fees will cover direct plus indirect costs.
3. User fees should be reviewed, at a minimum, every two to three years and adjusted to avoid sharp changes. If the Finance Department does not initiate the fee review it shall at least analyze the changes proposed from departments and comment upon them to the City Manager.
4. Factors in setting fees shall include, but not be limited to: market and competitive pricing, effect of demand for services, and impact on users, which may result in recovering something less than direct and indirect costs.
5. The City may set a different fee for residents versus non-residents.
6. User fees not regulated by state statute should be set via the City Manager. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. Fees regulated by statute shall be presented to City Council via resolution or ordinance. All fees should be included in the Master Fee Schedule.

C. User Fees - Enterprise Funds

1. Utility rates shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage requirements, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.
2. The City may set a different fee for residents versus non-residents.
3. The Five-Year Financial Plan (or separate rate model study) and proposed operating budget shall serve as the basis for rate change considerations.
4. When necessary, the Five-Year Financial Plan (or separate rate model study) will be built around small rate increases annually versus higher rate increases periodically.
5. Non-consumption based charges within Enterprise Funds may be set administratively by the City Manager. Such charges include insufficient funds, late payment penalties, charges for meters, service turn-on and turn-off, etc. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. All fees should be included in the Master Fee Schedule.

D. One-Time/Unpredictable Revenue Sources

One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures. Instead, such revenue sources will be used for one-time purchases such as increase in fund balance requirements, capital equipment purchase, capital improvements, etc.

E. Revenue Collection

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent rate payers and others overdue in payments to the City.

F. Write-Off of Uncollectible Receivables (excludes court fines)

1. Receivables shall be considered for write-off as follows:
  - a. State statute authorizing the release of extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
  - b. Accounts outstanding for 3 years, identified as uncollectible, and all attempts to collect including use of a collection agency when appropriate have been taken.
2. Accounts shall be written-off annually near fiscal year-end. The Finance Director shall prepare a list of receivables determined to be uncollectible and include notation on collection efforts for each item. The list shall be submitted to the City Manager for review and approval. The City may report uncollected items to one or more credit reporting entities.
3. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.
4. Municipal court fines shall follow a process established by the municipal court judge and reviewed by the City Attorney.

## VIII. FUND BALANCE AND RESERVES

To maintain a high level of credit worthiness and to establish a financial position that can weather emergencies and economic fluctuations the City shall set aside cash reserves and contingencies within its fund balances. The Governmental Accounting Standards Board has created several categories of fund balance.

- Nonspendable – Nonliquid assets (e.g. inventory, prepayments) and liquid assets that have legal constraints preventing their use (e.g. principal of an endowment)
- Restricted – Assets which are constrained by an external entity (e.g. covenants in bond contracts))
- Committed – Constraints created by the governing body on itself at its highest level of decision making. For example, the governing board might like to commit a portion of the fund balance to a “stabilization reserve” to provide cushion against unknown economic shocks and revenue declines. Constraints are enacted via resolution and must be in place prior to the end of the fiscal year.
- Assigned – Similar to Committed except constraint is not legally binding, may be created by staff or the governing board and can be created after the end of a fiscal period. This may be used to earmark a portion of the fund balance for an intended use. For example, it could be assigned to pay for a special project.
- Unassigned – Only the General Fund has an unassigned category. This represents any excess of total fund balance after the prior four categories are deducted.

The order in which categories are expended can affect future financial flexibility. Generally, more restricted resources shall be expended prior to less restricted resources. As restricted balances decline from their stated goal they shall be replenished from the Assigned or Unassigned category within five years of the initial decline. The Budget Committee or City Council can designate certain revenues to be used to rebuild reserves, such as non-recurring revenues, budget surpluses or specific revenues above a certain level.

Use of dedicated resources shall be clearly disclosed within the budget document. Such use shall coincide with the intended restrictions on the dedicated resource. Generally, such use shall be for infrequent and non-recurring costs.

### A. General Fund

#### Restricted

Reserves shall be created for any legally mandated or restricted resource which is received in the General Fund and not wholly expended by the end of the fiscal year. An example includes Public, Education, Government Fees (PEG) received and restricted for cable television equipment.

#### Committed

The City may plan for and set aside cash reserves for a variety of significant infrequent outlays. Commitments may include but are not limited to building a reserve for economic sustainability, expansion and relocation costs, emergency management and response and future planning area costs. For each committed resource the City Council shall adopt a resolution specifying the purpose, dollar amount and duration for existence of the committed amount. Committed amounts can be extended via amending resolution.

The City shall maintain a contingency of 15% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

#### Assigned

The City shall plan for and set aside cash reserves for a variety of short-term and recurring purposes. These assignments can be created by the City Council, the City Manager or the Finance Director for purposes that create a sound financial operating environment. Assignments may include but are not limited to building cash reserves for one-time or limited duration purchases such as equipment replacement, building modification and major repairs, park structure replacements, capital improvements, major software/hardware replacement, loans to other funds, etc.

#### Unassigned

By definition this is the amount remaining after provision for the above noted items. Balance in this category may be used to replenish deficiencies in the prior categories and create a resource for unforeseen financial needs.

B. Special Revenue Funds

Restricted

Certain funds may have restricted balances, such as building fees within the Community Development Fund that restricted under Oregon law.

Committed

The City shall maintain a contingency of 20% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

C. Enterprise Operating Funds (Water, Sewer, Stormwater, Street Lighting)

Restricted

Any debt service reserve balance shall be categorized as restricted. Terms of such reserves are generally specified in the associated bond documents and covenants. It shall be the City's policy to fully comply with bond documents and covenants. Amounts specified in inter-agency agreements or contracted services (e.g. water and wastewater treatment plants) shall be included in the restricted category.

Committed

The City shall maintain a contingency of 20% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund. Provisions for rate stabilization, future capital improvements and major repairs and replacements not part of the restricted balance are typical components of assigned balances. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

D. Debt and Capital Project Funds

Balances in the General Obligation debt service fund are restricted by state statute and thus are always categorized as restricted. The balance should be nominal.

Balances in capital project funds (general government or enterprise) should be nominal and sufficient to cover any near-term liabilities of the fund. Larger balances may occur if the City receives cash for restricted purposes to be expended in future years. Examples include proceeds from debt issuance and receipts from developers in lieu of current construction of infrastructure.

## IX. DEBT MANAGEMENT

To establish policies for debt financing that will provide needed facilities, land, capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future tax and rate payers. The City is given authority to borrow under various provisions in Oregon law and the City Charter. A debt, except certain lease purchase agreements, must be authorized pursuant to a resolution of the City Council.

A. Use of Debt Financing

Debt financing may be considered when purchase or construction of assets cannot be prudently acquired from current revenues or accumulated committed fund balances. Debt types are limited by Oregon statutes and may include general obligation bonds, limited tax obligation bonds, local improvement district bonds, bond anticipation notes, certificates of participation, lease/purchase agreements, full faith and credit bonds and revenue backed bonds. Any combination of debt may be used to finance an asset. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt. Cash resources may include system development charges, developer fees, inter-agency agreements, grants and accumulation of

resources within operating funds.

The Finance Director shall perform a cost benefit analysis with the goal of minimizing the cost of financing to the City prior to presenting debt recommendations to the City Council.

**B. Debt Margins**

The legal debt margin is 3% of the true cash-value limitation as set forth in ORS 287.004. It shall be the City's policy to not exceed a debt margin limit of 1.5%.

**C. Debt Structures**

The City may issue long term or short term debt. Long term debt life shall normally not exceed 20 years for general obligation bonds and 25 years for revenue bonds, but in no case longer than the useful life of the asset. Shorter repayment terms shall be considered when financially prudent.

Balloon or term payments may be considered provided financial analysis indicates such terms may be met financially without further rate or tax increases to satisfy the future large payments and without refinancing the balloon amount. Sinking funds (a committed fund balance) shall be established as necessary to provide for timely retirement of debt.

The City shall strive to begin principal reduction within a year after issuance but in no event shall a repayment structure contain more than three years of interest-only payments. Interest only years shall not extend the maximum debt life as noted above.

Short-term or interim financing are exceptions to this policy. These debt instruments are issued in anticipation of future long-term debt and may be interest only and refinanced as is prudent and required for the construction of the asset. Nevertheless, the City shall strive to minimize the use and life of such debt.

Except for short-term or interim financing, the City will issue debt based on a fixed rate.

**D. Improvement District and Assessment Contract**

The policies guiding the City's improvement district and assessment contract financing program shall be guided by City Code 3.210 et seq.

1. **Interest Rates on Improvement District Loans.** The contract interest rate shall be equal to the effective interest rate paid on the bonds issued to finance related improvement plus an additional percentage markup to cover loan servicing costs. The markup shall be determined by the Finance Director and typically range between 75 and 150 basis points. The contract rate shall remain constant during the life of the bonds.
2. **Interest Rates on Assessment Contracts.** Assessment contracts are agreements between a property owner and the City and precede the sale of Improvement Assessment Bonds. The assessment contract rate shall be set at a level deemed reasonable and prudent by the Finance Director. Rates are to reflect the effective borrowing cost by the city plus administrative and contract servicing costs.

**E. Debt Refunding**

The City may consider advanced refunding outstanding debt (as defined for federal tax law purposes) when it is financially advantageous to do so and complies with all limitations set forth in ORS 287A, the state statutes pertaining to authority to issue debt. At a minimum (a) the new debt shall not be longer than the remaining life of the retiring debt, (b) the net present value savings of a refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance.

The City may issue current refunding bonds (as defined for federal tax purposes) when financially advantageous, legally permissible and net present value saving equal or exceed \$100,000.

**F. Interest Earnings on Debt Proceeds**

Bond proceeds shall be promptly invested in accordance with the Investment Policy. Focus shall be on safety and maturity of investments to pay construction costs.

Use of investment interest on bond proceeds will be limited to funding changes to the bond financed project, as approved by City Council, or be applied to debt service payment on the bonds issued for such project.

G. Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated or private placement sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic factors may affect the bond issue, or if the nature of the debt is unique and requires particular skills from the underwriters involved. Private placement (debt sold directly to a commercial bank) may be used when anticipated to result in cost savings or provide other advantages when compared to other methods of sale, or if it is determined that access to the public market is unavailable. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

H. Financial Advisor

The City shall employ an independent financial advisor registered with the Municipal Securities Rulemaking Board (MSRB) for all competitive and negotiated issuances. The advisor shall attempt to involve qualified and experienced firms, which consistently submit competitive bids on local government bond underwritings. For negotiated issuances the advisor shall review the offered amortization schedule, interest scale and TIC/NIC and provide guidance on the competitiveness compared to similar issues traded currently. The advisor may also be involved with preparation of bond prospectus, rating presentations, communication with legal counsel and other services necessary for the timely and prudent issuance of debt.

I. Bond Ratings

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings on publically traded issues will be sought from one or more of the nationally recognized municipal bond rating agencies, as recommended by the City's financial advisor.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

J. Covenant Compliance and Annual Disclosure

The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices. The Finance Director shall be responsible for maintaining the City's relationship with the rating agencies and investors. The Finance Director shall oversee the preparation of official statements, disclosure documents, annual filing under MSRB and any special notices of certain "material events," in connection with its borrowings.

K. Debt Security

Debt may be secured by various funding sources including:

1. General Obligation Bonds, secured by property taxes
2. Revenue Bonds, secured by specified revenue(s)
3. Limited Tax General Obligation, secured by resources within the General Fund
4. Local Improvement District Bonds, secured by liens on affected property
5. Other types of debt approved by the City Council including bank line of credit and leases.

L. Arbitrage Rebate Monitoring and Reporting

The Finance Department has a written procedure/policy pertaining to maintaining a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulation. The recordkeeping includes the tracking of project expenditures, interest earned on the bonds, calculating rebate payments and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the outstanding debt. Arbitrage rebate calculations will be performed periodically on all debt issues, but no less frequent than required to satisfy IRS reporting requirements. Due to the specialized nature of the calculations, this function will typically be outsourced.

M. Lease/Purchase Agreements

The City may use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease purchase agreements will be reviewed by the Finance Director who shall determine whether a lease purchase is appropriate given the circumstances. Agreements under \$100,000 may be approved by the City Manager and larger amounts must be approved by the City Council. City purchasing policy rules are to be followed for the selection of the purchase.



## X. GRANTS AND INTERGOVERNMENTAL REVENUES

The City will seek, apply for, and effectively administer federal, state and local grants, which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants. However, grants shall not be pursued if the administrative and program burden is determined to exceed the benefit of outside resources.

### A. Grant Policies

1. The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by Council and management.
2. Determination shall be made prior to application if the City has sufficient available resources for cash match requirements.
3. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.
4. The potential for incurring ongoing costs, to include assumptions of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

### B. Grant Review Process

1. A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include, but not be limited to:
  - a. The grant being pursued and the use to which it would be placed.
  - b. The objectives or goals of the City which will be achieved through the use of the grant..
  - c. The local match required, if any, plus the source of the local match.
  - d. The increased cost to be locally funded upon termination of the grant.
2. All grant agreements will be reviewed by the appropriate City staff, including Finance, Legal, HR, and the sponsoring department, to ensure compliance with state, federal, and City regulations.
3. The City Manager shall approve all grant submissions on behalf of the City and the City Council shall approve all grant acceptances over \$100,000 or any grant requiring the authorization of the elected body.

### C. Budgeting for Grant Expenditures

Departments seeking or receiving grant proceeds shall be responsible for including the proper amount in the budget. Only known grant awards or pending requests with a high level of assurance of award shall be budgeted. Budget amendments may be processed for grants not included in the budget but awarded and received during the fiscal year.

### D. Grant Termination and/or Reduced Grant Funding

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available, and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment. Exceptions may be made when it is not in the City's best interest to terminate a program of service.

## XI. FINANCIAL CONSULTANTS

The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, utility rate studies, and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform the services offered, references, and methodology to name a few. In no case should price be allowed to serve as the sole criterion for the selection.

### A. Selection of Auditors

At least every five years, the City shall request proposals from qualified firms, including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records, and render an opinion on the financial statements of the City.

It is the City's preference to rotate auditor firms every eight years at the maximum, to ensure that the City's financial statements are reviewed and audited with an objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, and the firm's ability to perform a quality audit.

However, if through the proposal and review process, management (and the Audit Committee if formed) selects the current audit firm, then, it is the City's preference that the lead audit partner be rotated, as well as the lead reviewer, after a maximum of eight years.

B. Arbitrage

The City shall calculate positive/negative arbitrage on each bond issue periodically during the IRS reporting life cycle. While the City is responsible to ensure that the records are in order, the calculations made, reporting completed, and filings made, the actual arbitrage calculation and reporting may be contracted out to a qualified firm.

C. Bond Counsel

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas, the City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of a nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment and security for the bonds and that the bonds are exempt from federal and state income taxes.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City and prior debt issuances, there is no requirement for rotation.

D. Financial Advisory Services

The City may issue various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to: method of sale; analysis of market conditions; size and structure of the issue; coordinating rating agency relations; evaluation of and advice on the pricing of securities, assisting with closing and debt management; calculation of debt service schedules; and advising on financial management. As financial advisors to governmental entities have developed the necessary expertise in a broad range of services, the City will use a consultant for these services.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City, the contract with the Financial Advisor is not required to be rotated.



*Wilsonville Public Library*



## 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.

- 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

# Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

## Effective July 1, 2017

Range	Position	Monthly		Hourly	
		Low	High	Low	High
13	Nutrition Program Assistant	\$ 2,386.80	\$ 3,040.27	\$ 13.77	\$ 17.54
21	Library Clerk I	\$ 2,908.53	\$ 3,709.33	\$ 16.78	\$ 21.40
24	Library Clerk II Nutrition Coordinator I	\$ 3,132.13	\$ 3,993.60	\$ 18.07	\$ 23.04
26	Administrative Assistant I	\$ 3,289.87	\$ 4,192.93	\$ 18.98	\$ 24.19
27	Nutrition Coordinator II	\$ 3,371.33	\$ 4,300.40	\$ 19.45	\$ 24.81
28	Support Services Coordinator	\$ 3,456.27	\$ 4,407.87	\$ 19.94	\$ 25.43
30	Accounting Technician Administrative Assistant II Information Systems Assistant I Permit Technician I	\$ 3,629.60	\$ 4,628.00	\$ 20.94	\$ 26.70
31	Facilities Maintenance Specialist Parks Maintenance Specialist Roads Maintenance Specialist Utilities Maintenance Specialist	\$ 3,723.20	\$ 4,744.13	\$ 21.48	\$ 27.37
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$ 3,815.07	\$ 4,867.20	\$ 22.01	\$ 28.08
34	Engineering Technician Outreach Librarian Permit Technician II   Program Coordinator Program Librarian Recreation Coordinator Reference Librarian   Sewer Vactor Operator II	\$ 4,007.47	\$ 5,109.87	\$ 23.12	\$ 29.48
36	Assistant Planner Water Distribution Technician	\$ 4,212.00	\$ 5,368.13	\$ 24.30	\$ 30.97
37	Facilities Maintenance Technician Parks Lead Maintenance Specialist Recreation Coordinator II Roads Lead Maintenance Specialist	\$ 4,316.00	\$ 5,505.07	\$ 24.90	\$ 31.76
38	Information Systems Assistant II Public Works Analyst Storm Water Management Coordinator	\$ 4,425.20	\$ 5,640.27	\$ 25.53	\$ 32.54
39	Accountant Building Inspector/Plans Examiner I Industrial Pre-Treatment Coordinator	\$ 4,532.67	\$ 5,780.67	\$ 26.15	\$ 33.35
40	Adult Services Librarian Senior Engineering Technician Youth Services Librarian	\$ 4,647.07	\$ 5,928.00	\$ 26.81	\$ 34.20
42	Associate Planner Information Systems Analyst	\$ 4,882.80	\$ 6,226.13	\$ 28.17	\$ 35.92
43	Building Inspector II Senior Accountant	\$ 5,005.87	\$ 6,382.13	\$ 28.88	\$ 36.82
46	Plans Examiner	\$ 5,390.67	\$ 6,874.40	\$ 31.10	\$ 39.66
47	Network Administrator Senior Planner	\$ 5,525.87	\$ 7,046.00	\$ 31.88	\$ 40.65

**SEIU Local 503 (OPEU Transit) Compensation Plan**  
Effective July 1, 2017

Position	Monthly		Hourly	
	Low	High	Low	High
Fleet Hostler	\$ 2,842.67	\$ 3,626.13	\$ 16.40	\$ 20.92
Equipment Mechanic I	\$ 3,218.80	\$ 4,101.07	\$ 18.57	\$ 23.66
Transit Driver	\$ 3,218.80	\$ 4,101.07	\$ 18.57	\$ 23.66
Dispatcher	\$ 3,464.93	\$ 4,418.27	\$ 19.99	\$ 25.49
Equipment Mechanic II	\$ 4,036.93	\$ 5,146.27	\$ 23.29	\$ 29.69

**City of Wilsonville Unrepresented Compensation Plan**  
Effective July 1, 2017

Range	Positions	Monthly		Annual	
		Low	High	Low	High
a	Administrative Assistant (Conf) Community Outreach Specialist	\$3,821.94	\$5,159.16	\$45,863.28	\$61,909.92
c	Accounting Specialist (Conf) Human Resources Assistant Legal Assistant	\$4,213.62	\$5,688.54	\$50,563.44	\$68,262.48
f	City Recorder	\$4,881.72	\$6,585.12	\$58,580.64	\$79,021.44
g	Library Operations Manager Library Services Manager Roads Supervisor Transit Supervisor	\$5,122.44	\$6,914.58	\$61,469.28	\$82,974.96
h	Community Relations Coordinator Facilities Supervisor Parks Supervisor Utilities Supervisor	\$5,378.46	\$7,260.36	\$64,541.52	\$87,124.32
i	Civil Engineer Fleet Manager GIS Manager Grants & Program Manager Natural Resources Manager Program Manager	\$5,647.74	\$7,623.48	\$67,772.88	\$91,481.76
k	Finance Operations Manager Human Resources Manager	\$6,227.10	\$8,404.80	\$74,725.20	\$100,857.60
l	Planning Manager Transit Operations Manager	\$6,538.20	\$8,825.04	\$78,458.40	\$105,900.48
m	Economic Development Manager Engineering Manager Public Affairs Director	\$6,865.62	\$9,266.70	\$82,387.44	\$111,200.40
n	Assistant Finance Director Building Official	\$7,209.36	\$9,729.78	\$86,512.32	\$116,757.36
o	Assistant City Attorney Information Systems Manager Planning Director	\$7,569.42	\$10,216.32	\$90,833.04	\$122,595.84
p	Library Director Parks & Recreation Director Transit Director	\$7,947.84	\$10,727.34	\$95,374.08	\$128,728.08
q	Public Works Director	\$8,146.74	\$10,995.60	\$97,760.88	\$131,947.20
r	Finance Director	\$8,350.74	\$11,271.00	\$100,208.88	\$135,252.00
s	Assistant City Manager Community Development Director	\$8,559.84	\$11,552.52	\$102,718.08	\$138,630.24

**Accrual**

An accounting entry made to ensure revenues are reported on the income statement when they are earned and expenses are reported when the expense occurred, as matched with the related revenues, regardless of when cash is received or spent.

**Actual**

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents funds expended in the fiscal year indicated. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

**Ad Valorem Tax**

A tax based on the assessed value of a property.

**Adopted Budget**

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget formally adopted by the City Council via a resolution. The Adopted Budget becomes effective July 1st each year. Subsequent to adoption, Council may make changes throughout the year.

**Approved Budget**

Represents the budget that has been approved with changes (if any) by the Budget Committee.

**Appropriation**

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

**Assessed Valuation**

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

**Assets**

Resources having a monetary value and that are owned or held by an entity.

**Assigned Fund Balance**

Designation of resources by either the governing body or staff, such as City Manager or Finance Director. Earmarking of resources can occur after the end of the fiscal period, is not legally binding and can be changed without formal action. Exclusive of the General Fund, this amount is also referred to as contingency.

**Balanced Budget**

Recurring operating revenues and transfers-in equal or exceed recurring operating expenditures and transfers-out.

**Beginning Fund Balance**

The beginning fund balance is the residual resources brought forward from the previous financial year (ending balance).

**Bond or Bond Issue**

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

**Bond Funds**

Established to account for bond proceeds to be used only for approved bond projects.

**Budget**

A budget is a plan of financial operation embodying an estimate of proposed expenditures and the resources to pay for them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. In practice, the term budget is used in two ways: 1) Sometimes it designates the financial plan presented for adoption or 2) It designates the plan finally approved. It is usually necessary to specify whether the budget under consideration is preliminary and tentative, or whether the governing body has approved it.

**Budget Calendar**

The schedule of key dates, which a government follows in the preparation and adoption of the budget.

**Budget Committee**

The Oregon Revised Statute (ORS) 294.414 outlines the establishment of the Budget Committee. The committee is comprised of the elected officials plus an equal number of electors within the jurisdiction for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget that is forwarded on to the City Council for adoption.

**Budget Document**

A written report showing a government's comprehensive financial plan for a specified period, usually one year, that includes both the capital and the operating budgets.

**Budget Law**

Refers to the Oregon Revised Statutes 294.305 to 294.565 that govern how local governments in Oregon prepare and report their budgets.

**Budget Message**

Written explanation of the budget and the City's financial priorities for the next fiscal year.

**Budgetary Basis**

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that neither depreciation nor amortization is budgeted for proprietary funds.

**Capital Budget**

The City's budget for projects, major repairs, and improvements or additions to the City's fixed assets (water, sewer, planning, streets, streetscape, stormwater, facilities, information systems and parks).

**Capital Expenditures**

The City defines a capital expenditure as using the following three criteria: (1) relatively high monetary value (equal or greater than \$5,000), (2) long asset life (equal to or greater than 1 year of useful life), and (3) results in the creation of a fixed asset, or the revitalization of a fixed asset.

**Capital Improvement**

A term defined in the ORS 310.410 (1D) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

**Capital Improvement Program**

The City's plan for capital infrastructure and long-range planning over a five-year time horizon. Projects and funding sources are estimated over the five-year time period and are updated annually.

**Capital Improvement Project**

Any project having assets of significant value and having a useful life of five years or more. Capital projects include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and sewer systems and master planning.

**Capital Outlay**

A method to classify expenditures made that includes the purchase of land, the purchase or construction of buildings, structures, and facilities of all types, plus machinery and equipment. The Capital Outlay category is distinct from other expenditure categories such as personnel or materials and services. Whereas the materials and services category tends to represent recurring, consumable type items, Capital Outlay expenditures are non-recurrent and for items that have a life cycle of use. Capital Outlay includes expenditures that result in the acquisition or addition of a fixed asset or increase the capacity, efficiency, span of life, or economy of operating 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 (water, sewer, planning, streets, streetscape, stormwater, facilities, information systems and parks).

**Cash Management**

Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

**Charges for Service**

Includes a wide variety of fees charged for services provided to the public and other agencies.

**Clean Water Act**

The primary federal law in the United States regarding water pollution.

**Committed Fund Balance**

Assets that are constrained by actions of the governing body on how such resources will be used.

**Comprehensive Annual Financial Report**

The annual audited results of the City's financial position and activity.

**Comprehensive Plan**

An official statement of the goals, objectives and physical plan for the development of the city. The plan contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

**Consumer Price Index**

A statistical description of price levels provided by the U.S. Department of Labor, Bureau of Labor Statistics. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

**Contingency**

A budgetary appropriation set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be transferred for a specific purpose by the City Council upon the approval of a resolution. The City separates contingencies into those that are designated for specific purposes and undesignated. (Also see Assigned and Unassigned Fund Balance)

**Cost Center**

An organizational budget/operating unit within each City division or department.

**Debt Service**

Interest and principal on outstanding bonds due and payable during the fiscal year.

**Debt Service Fund**

Established to account for the accumulation of resources and for the payment of general long-term debt principle and interest that are not services of the Enterprise funds. It does not include contractual obligations accounted for in the individual funds.

**Department**

The combination of divisions of the City headed by a general manager with a specific and unique set of goals and objectives (i.e., Finance, Parks, Library, Public Works, Community Development, etc).



**Depreciation**

Decrease in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

**Division**

A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit's mission and objectives.

**Employee Benefits**

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pension, medical and life insurance plans.

**Encumbrance**

Amount of money committed and set aside, but not yet expended, for the purchases of specific goods or services.

**Ending Fund Balance**

The residual resources after expenditures and transfers out. Comprised of restricted, committed, assigned and unassigned balances.

**Enterprise Funds**

Established to account for operations, including debt service, that are financed and operated similarly to private businesses – where the intent is the service is self-sufficient, with all costs supported predominantly by user charges. The City maintains four Enterprise Funds to account for Water, Sewer, Stormwater and Street Lighting activities.

**Estimated Actual**

A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

**Expenditures**

Represents decreases in net financial resources through the disbursement of funds. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

**Fees**

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and nonbusiness license, fines, and user charges.

**Fiscal Management**

A government's directive with respect to revenues, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

**Fiscal Year**

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Wilsonville's fiscal year is July 1 through June 30.

**Five-Year Financial Plan**

An estimation of revenues and expenses required by the City to operate for the next five-year period.

**Fixed Asset**

Includes City infrastructure, equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$5,000.

**Franchise Fee (Right-of-Way Fee)**

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City streets and right-of-ways.

**Full-Time Equivalent**

The equivalent of one full-time position working 12 months in a year. The employment level of the City is expressed in terms of full-time equivalents, or FTEs. Those on a part-time schedule are converted to a proportion of an FTE. Full time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

**Fund**

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**General Fund**

Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are police protection, building and grounds maintenance, parks and recreation, library, general administration of the City, and any other activity for which a special fund has not been created.

**General Long-Term Debt**

Represents any unmatured debt not considered to be a fund liability.

**General Obligation Bonds (G.O. Bonds)**

Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer's property taxing power and often require a public vote. They are usually issued to pay for general capital improvements such as parks and City facilities.

**Governmental Fund**

One of the three groups of funds for which financial statements are prepared, the others including Proprietary and Fiduciary. Activity not explicitly accounted for as Proprietary or Fiduciary activity are reported in the Governmental Fund type. Governmental Funds include special revenue funds, debt service funds, capital project funds, permanent funds, and the General Fund.



**Grant**

A contribution of funds for a specific purpose or function. Typically a grant has to be applied for and meet certain criteria.

**Infrastructure**

Public domain fixed assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

**Indirect Charges**

Administrative costs that are incurred in support of an operating program. These charges are budgeted as interfund transfers.

**Indirect Cost Allocation**

A method by which indirect costs are apportioned to various direct functions. Typically indirect costs are those associated with administration.

**Interfund Transfers**

Amounts distributed from one fund to pay for services provided by another fund, appropriated separately in the Transfers category.

**Intelligent Transportation System**

Traffic control devices that has the ability to adjust depending on demand.

**Intergovernmental Revenues**

Levied by one government but shared on a predetermined basis with another government or class of governments. This category also includes federal and state grants.

**Job Access/Reverse Commute (JARC)**

Grant funds available to help with operating costs of equipment, facilities, and associated expenses related to providing access to jobs.

**Levy**

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectable payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

**Line Item Budget**

Amount budgeted per general ledger account. The overall budget appropriation is the sum of line item budgets within a department or program.

**Local Budget Law**

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions. See also Budget Law.

**Local Improvement District**

Consists of property owners desiring improvements to their property, who come together and voluntarily tax themselves to pay for an amenity. Bonds are issued to finance these improvements, which are repaid by assessments on their property. Local Improvement District debt is paid for by a

compulsory levy (special assessment) made against benefitting properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**Local Option Levy**

Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for an operating local option levy is 5 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at either a primary (May) or general (November) election. For elections held at other times, a double majority is required, where more than 50% of the registered voters vote in the affirmative.

**Materials and Services**

Expendable items purchased for delivery and city services. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

**Measure 5**

A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. This law sets a maximum \$10 per \$1000 of real market value tax rate on individual properties for the aggregate of all non-education taxing jurisdictions. The education maximum rate is limited to \$5 per \$1000 of real market value.

**Measure 50**

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year FY 1995-96 and limits future annual increases to three percent, except for major improvements. This measure also established permanent taxing rates. Voters may approve local initiatives above the fixed rates provided a majority approves at either (i) a primary or general election; or (ii) at any other election in which at least 50 percent of registered voters cast a ballot.

**Mission**

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

**National Pollutant Discharge Elimination System (NPDES)**

As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating sources that discharge pollutants into waters of the United States.

**Non-Operating Budget**

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

**Nonspendable**

Balances that will not convert to cash in the defined accounting period (including inventories and prepaid items) or must remain intact pursuant to legal or contractual requirements (such as a permanent endowment).

**Objective**

Something to be accomplished in specific, well-defined and measurable terms, and that is achievable within a specific time frame.

**Operating Budget**

The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

**Operating Revenue**

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

**Ordinance**

A formal legislative enactment by the governing body of a municipality having a force of law. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it is in full force and effect of the law within the boundaries of the municipality to which it applies.

**Outstanding Debt**

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

**Performance Measure**

Data collected to determine how effective or efficient a program is in achieving its objectives.

**Permanent Tax Rate**

Under Measure 50, each school district, education district, local government, and special district was assigned a permanent tax rate limit per \$1000 of assessed value equal to what tax rate was in place in fiscal year 1998. This permanent rate applies to property taxes for operations. The permanent tax rate for the City of Wilsonville is \$2.5206 per \$1,000 of assessed value.

**Personnel Services**

Includes the salaries and wages paid to employees plus the City's contribution for fringe benefits such as retirement, social security, health and workers' compensation insurance.

**Project Manager**

The individual responsible for budgeting for a project and managing project to its completion.

**Property Tax**

Based according to assessed value of property and is used as the source of monies to pay for various operations of City government and to pay for general obligation debt.

**Proposed Budget**

The first phase of budget development specified in Oregon's Budget Law. Combines operating, non-operating, and resource estimates prepared by the City Manager and submitted to the Budget Committee for public input, review and approval.

**Proprietary Fund**

Proprietary Fund is one of the three groups of funds for which financial statements are prepared, along with the Governmental and Fiduciary Funds. Proprietary funds are employed to report on business-like activities, financed primarily by revenues generated by the activities themselves, such as water, sewer, stormwater, and street lighting utilities.

**Rainy Day Fund**

A designated contingency to provide resources for future operational needs in the event that an economic downturn continues for an extended period of time.

**Real Market Value**

A value assigned to a property by the local county assessor to approximate the value a property is worth in the market place. Disparities between real market value and assessed value are a result of voter approved tax initiative 50 passed in 1997.

**Resolution**

A special or temporary order of a legislative body requiring City Council action.

**Resources**

Total of revenues, interfund transfers in and beginning fund balance.

**Restricted Fund Balance**

Restrictions placed on fund balance by an external entity. This balance may only be spent if the criteria placed by the restrictions is met.

**Retained Earnings**

An equity account that reflects the accumulated earnings of an enterprise or internal service fund.

**Revenue**

Funds received by the City from either tax or non-tax sources.

**Revenue Bonds**

Bonds payable from a specific, ongoing and predictable source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of a utility, the financed project, grants, excise or other specified non-property tax.

**Sinking Fund**

Fund established by a government agency or business for the purpose of reducing debt by repaying or purchasing outstanding loans and securities held against the entity, helping keep the borrower liquid so it can repay the bondholder.

**South Metro Area Regional Transit (SMART)**

Wilsonville's transit system.

**Special Assessment**

A compulsory levy made against certain properties to defray all or part of the cost of a capital improvement or service deemed to be benefit primarily those properties, see Local Improvement District.

**Special Assessment Bond**

A bond issue payable from the payments on special assessments imposed against properties that have been specially benefited by the construction of public improvements such as sidewalks, roads, or sewer systems.

**Special Revenue Funds**

Established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Supplemental Budget**

Appropriations established during a fiscal year to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

**System Development Charges**

Paid by developers and builders to fund expansion of infrastructure systems necessary due to increased usage. Such charges are collected for water, sewer, storm drains, streets and parks and are paid by developers and builders as part of the permit process.

**Transportation Demand Management**

A strategy aimed at encouraging a shift from single-occupant vehicle (SOV) trips to non-SOV modes, or shifting auto trips out of peak periods.

**Taxes**

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, such as water service.

**Tax Levy**

The total amount of property taxes needed to pay for General Fund operations and for principal and interest on bonds.

**Tax Rate**

The amount of tax levied for each \$1,000 of assessed valuation.

**Tax Revenue**

Total revenue yielded from various taxes levied by the local government.

**Tax Roll**

The official list of taxable property prepared by the County Assessor, showing the amount of taxes levied against each property for the tax year.

**Transfers**

The authorized exchange of cash or other resources between funds.

**Trust Funds**

Established to administer resources received and held by the City as the trustee or agent for others. Uses of these funds facilitate the discharge of responsibility placed upon the City by virtue of law or other similar authority.

**Unappropriated Ending Fund Balance**

An account which records a portion of the ending fund balance which is segregated for future use and is not available for current appropriation or expenditure. Also referred to as committed fund balance.

**Unassigned Fund Balance**

Excess of total ending fund balance over restricted, committed and assigned components. Applies only to the General Fund and is also referred to as contingency.

**User Fees**

The fee charged for services to the party or parties who directly benefits. Also called Charges for Service.