

CITY OF WILSONVILLE  
OREGON



ADOPTED BUDGET  
FY 08/09

Cover picture taken at Murase Plaza at Memorial Park which incorporates interactive water features, natural beauty, and wide open spaces while being nestled close to major housing and commercial developments.

# CITY OF WILSONVILLE, OREGON

FY 2008-09

## QUICK FACTS AND LOCATOR PAGES

Click on page numbers below.

	City			More information on these pages
	Operating & Other	Capital Projects	Urban Renewal Agency	
<b><u>Where The Money Comes From:</u></b>				
Property taxes	\$ 5,061,000	\$ -	\$ 6,920,000	61, 267-269
Other governments	2,590,408	1,416,000	-	62-69, 196
Charges for services	15,641,726	-	-	62-69
Bond sales	-	6,270,000	33,000,000	196, 269
System Development Charges	-	7,144,513	-	71
All other revenues	9,335,974	1,248,100	317,003	62-69, 269
Carryover/beginning balance	25,890,385	18,099,277	13,170,745	20-21, 269
Total Resources	\$ 58,519,493	\$ 34,177,890	\$ 53,407,748	
<b><u>Where The Money Goes:</u></b>				
Personal services	\$ 12,911,253	\$ -	\$ -	81-193
Materials and services	14,067,170	43,100	1,552,798	81-193, 269
Capital - equipment	700,250	-	-	81-193
Capital - projects	-	19,799,020	4,355,000	195, 276, 283
Debt service	3,094,410	-	36,993,000	247-254, 273, 281
Contingency/reserves	23,955,380	16,539,899	5,781,725	253-255, 270
Unappropriated ending balance	1,586,901	-	4,725,225	256, 270
Total Requirements	\$ 56,315,364	\$ 36,382,019	\$ 53,407,748	
Net transfers in (out) of funds	\$ 2,204,129	\$ (2,204,129)		
<b><u>Other Facts:</u></b>				
Staffing (full time equivalent)	181.25			77
Debt outstanding (July 2007)	\$ 25,380,113		\$ 36,917,000	248, 274, 282
Designated contingencies	\$ 12,409,331			253-254
Tax rate (per \$1000)				
General operations	\$ 2.5206			61
Bonded debt (estimate)	\$ 0.1685			61
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# AWARDS AND RECOGNITION

## **TREE CITY USA**

The City of Wilsonville has received the “Tree City, USA” designation for over 10 years in a row. The Tree City, USA program encourages the planting and care of trees and shrubs throughout the urban areas of the United States. Wilsonville’s participation in this program represents a strong community and government commitment to the management of trees and other natural resources.

Planner Gus Wettstein has received certification from the Oregon Department of Forestry’s Community Tree Management Institute.

## **NEW BUILDING GAINS AWARD**

The Masonry & Ceramic Tile Institute of Oregon selected Wilsonville City Hall as a meritorious masonry and tile project for 2007. Held every two years, the Hammurabi Awards are named in honor of King Hammurabi and his code of laws - some of the first guidelines governing the construction of dwellings recorded in history. The purpose of the awards program is to recognize excellence in masonry and ceramic tile design and craftsmanship.

## **NATURAL RESOURCE RECOGNITION**

The City received the 2006 State Land Board Award for the Lower Boeckman Creek Fish Passage and Stream Restoration Project. This award is to acknowledge responsible, sustainable stewardship of state resources by individuals and organizations.

## **BOECKMAN EXTENSION STAFF HONORED**

Jadene Stensland, Assistant City Engineer for Capital Projects, Laurel Byer, former Capital Projects Manager, and Mayor Lehan were recognized for their work on the Boeckman Road Extension Project with an award by the Women in Transportation Portland Chapter as the 2007 Project of the Year. The award was selected based on criteria that ranged from multi-agency, public and private cooperation, coordination and support; unique or innovative design to address environmental issues and conditions; overcoming extraordinary hurdles or challenges; women in meaningful leadership roles; vision beyond the ordinary and a successful outcome.

## **INVESTING IN OUR CHILDREN**

The Library’s new Storytime Collection was selected as an Outstanding Project of the year by the Oregon State Library. The Collection is designed to help with early literacy by giving preschoolers the opportunity to re-experience the stories they have heard at the Library’s Storytime.

## **SKILLS SALUTED**

The City received the SAVVY Award from City-County Communication and Marketing at their November Conference for outstanding communication achievements for local government. The award recognized the video highlighting the life and legacy of Bob Murase, and the fact that the City is fortunate to have three of his beautiful parks located throughout the city, Murase Park, Town Center Park, and the Willamette River Water Treatment Plan Park.

## **AWARD WINNING FINANCE DEPARTMENT**

Since 1997, the City has been recognized annually by the Governmental Finance Officers Association (GFOA) for producing award level comprehensive annual financial reports.

The City has also earned the Distinguished Budget Award beginning with fiscal year end 1999. Wilsonville’s budget is illustrated as one of the “best-of-the-best” examples for local governments to follow in GFOA’s Preparing High Quality Budget Documents book.

## **OUR EMPLOYEES - THE BEST OF THE BEST**

Wilsonville's City Recorder, Sandra King, received the 2007 Recorder of the Year Award from the Oregon Association of Municipal Clerks (OAMR).

Martin Brown, the City's Building Official was appointed by the Governor to Oregon's Building Codes and Structures Board and serves as Vice-Chair.

Gary Wallis, Finance Director, appointed by Governor to Oregon Short Term Fund Board, League of Oregon Cities Personnel Committee, League of Oregon Cities Finance and Taxation Committee, Oregon Municipal Finance Officers Association Board of Directors.

Jeanna Troha, Assistant City Manager, is an Oregon City/County Management Association Board member.

Megan Bingold, HR Manager, is an International Public Management Association/Oregon Chapter Board member.

Lt. Nick Watts, Wilsonville Chief of Police, is a Clackamas County Regional Crisis Intervention/Mental Health Coordinator. Many of our police officers also serve on the County's weapons and tactics team, dive/rescue team, and as field training officers.

Michael Kohloff, City Attorney, is the President of the Oregon City Attorney Association.

Matt Baker, Property Maint. Crew Chief, and Arnie Gray, Roads Crew Chief, have completed the APWA – Public Works Supervisor & Management Leadership training. Less than 100 people nationwide have received this certificate after completing the 90 hour program.

Ron Larson, Wastewater Lab Technician has completed the Oregon Environmental Laboratory Accreditation Program. There are only six other municipal laboratories statewide that have this accreditation for both water and wastewater.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Wilsonville  
Oregon**

For the Fiscal Year Beginning

**July 1, 2007**

President

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, 2007**. 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 2008-09

<b>BUDGET COMMITTEE</b>	<b>TERM EXPIRES</b>
Norman Bengel, Chairperson	Dec. 2009
Paul Bunn	Dec. 2008
Bruce Barton	Dec. 2008
Tony Holt	Dec. 2009
Anne Easterly	Dec. 2011
Charlotte Lehan, Mayor	Dec. 2008
Alan Kirk, Council President	Dec. 2010
Celia Núñez, Councilor	Dec. 2008
Tim Knapp, Councilor	Dec. 2008
Michelle Ripple, Councilor	Dec. 2010

**CITY MANAGER**  
**ARLENE LOBLE**

**FINANCE DIRECTOR**  
**GARY WALLIS**

**ASSISTANT FINANCE DIRECTOR**  
**CATHY ALEXANDER**

City Of Wilsonville  
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Wilsonville, Oregon 97070  
503.682.1011

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

**CITY OF WILSONVILLE**  
**2008-09 ADOPTED BUDGET**  
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April 24, 2008

## BUDGET MESSAGE FOR FY 2008-09

### Members of the Budget Committee:

I am pleased to present the FY 2008-09 budget. The budget document has a few new features that I'd like to point out. First, listed on page ii and iii are some of the awards and special recognitions the City has earned as well as how employees are actively involved in statewide organizations. Second, within the Program Expenditures section are new separator pages for the major departments. I think you'll find the Interesting Facts and Charts to be useful in your review and understanding of the budget. Third, the urban renewal section has been rewritten to provide more information on the urban renewal process, the results it has had on the city and the impacts on the other jurisdictions that overlap the city.

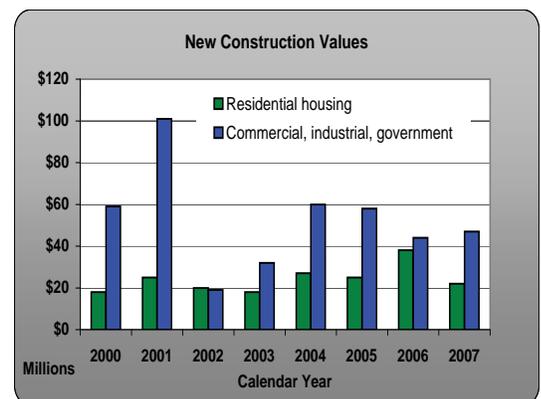
The total operating budget is \$27.6 million, up \$3.4 million from the preceding year. Most programs will provide the same levels of service as provided in the preceding year. Two programs, Transit and Roads will increase under this budget. Transit's budget increases by \$1.2 million and Roads budget by \$100,000. Both are explained in more detail later in this message.

As with previous years, an aggressive capital projects budget is presented. There are approximately 90 budgeted projects totaling some \$24 million. There are three large projects: initial design work for sewer plant improvements, Kinsman Road extension design and right of way, and Wilsonville Road and I-5 Interchange six-lane improvement. Combined they represent 46% of the total CIP budget.

The City continually looks at revenue and expenditure trends to assure a sustainability of service levels. The trends largely indicate positive information; however, some challenges are seen on the horizon. The specifics are addressed in later paragraphs. For continued and sustained service levels it is important that we continue our trend of building or maintaining healthy balances in each of our operating funds.

### Local Economy - Construction

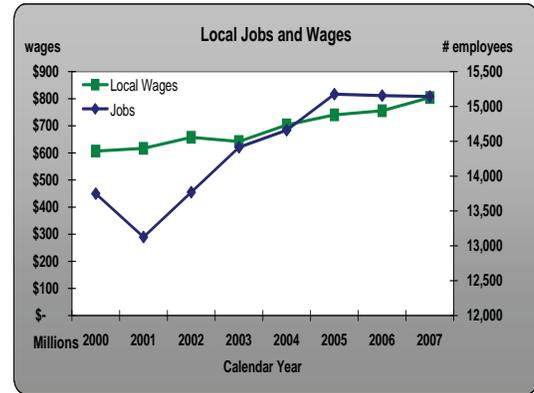
The Oregon Office of Economic Analysis reports that building permits and housing starts are sharply down (March 2008). Wilsonville; however, enjoys active construction. Housing starts are down from the record setting level last year, yet new residential permits continue to be issued. Residential permits in calendar 2007 had a total estimated value of \$22 million. Villebois development accounts for most of the new construction. In the current phase of the development we see active construction in apartments and town houses. The chart illustrates the continued strong level of non-residential construction. Recent activity has included Toyota dealership, NW Rugs, Stafford Woods (3 story office by InFocus), Joes and Sysco expansions, City Hall and commuter rail. In the near future will be the Fred Meyers development near the Interstate 5 interchange. Future development in the Coffee Creek Area will open up many acres for industrial development once planning and annexation have completed.



## Local Economy – Workforce

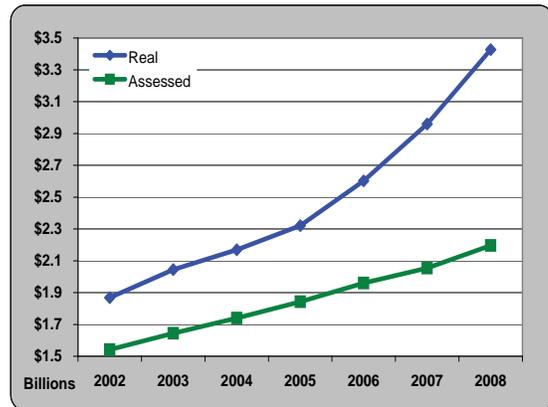
As a small city, Wilsonville is not tracked separately by state or regional entities. To track the local workforce, we monitor our business license data base for the number of businesses and employee counts. Additionally, we track wages within the City via our transit tax which is based on local payroll.

The table at left indicates one important factor - job growth has leveled off, a rather surprising statistic given the commercial construction noted above. A year ago we were concerned that wages were leveling off at the same time that new costs were to be incurred for the commuter rail line scheduled to be operational in October 2008. Wages, however, increased 6.5% within the city, a pleasant change over the prior year result of only 2%.



Nike has announced that they will be shutting down their warehouse and distribution center located in the city in 2008. They employ approximately 230 persons and represent approximately 1% of the total transit tax. While it is always sad to see a large employer leave, the vacated space will surely be filled as Wilsonville offers easy access to Interstate 5. Offsetting this loss will be some 250 new jobs when Rockwell Collins, a designer and manufacturer of head-up aircraft guidance systems, relocates from Tualatin to Wilsonville.

## Local Economy – Real and Assessed Values



Oregon voters separated assessed values from real market values in 1997. From that point forward, assessed value growth was limited to 3% annually plus new construction and major remodeling work. One aspect of the Oregon law that many people are unaware of is that new construction is not added to the tax rolls at the current value. It is instead assessed at the same value as a comparable dwelling that existed in 1997. Within the City, this means that most homes are currently assessed at 55% of their real market value. This graph shows the growth in values over the past seven fiscal years. Note that assessed values are trending on a straight line that equates to 5% per year. This reflects the 3% maximum on existing properties plus new construction. Real market values are growing much faster, ranging from 6% to 15% per year. Commercial and industrial values are increasing too, albeit at a lower rate. Commercial properties assessed values vary between 60% and 80% of estimated real market value.

and industrial values are increasing too, albeit at a lower rate. Commercial properties assessed values vary between 60% and 80% of estimated real market value.

## City Finances – General Fund

Our primary focus continues to be on sustainability. What this means is that we size our service levels such that our costs don't exceed revenues. After the November 2006 levy was defeated several reductions were made – library hours reduced from 61 hours per week to 52; the police Detective position was eliminated and reduced days of operation of the park water features and decreased lawn watering were implemented.

A year later the effects of the cutbacks have yielded savings that will carryover into future years. That's a positive note, but during the past 12 months new information has surfaced that is not positive. First, Clackamas County has announced that they will phase out financing to all libraries. The county provides approximately 50% of the funding for the library today. This will reduce each year until 2015 when it will be zero. To offset this reduction the county has a ballot measure for the November 2008 vote that would create a special library district. If approved, the 39.74 cent rate (\$0.3974 per \$1,000 of assessed value) would be dedicated to city libraries within the county. For Wilsonville, our share of the levy would exceed the current funding level. Should it fail, the library and Council will be faced with dire alternatives. The graph shows a history of library resources and a projection of the phase out of County General Fund money from \$420,000 to \$0 versus the potential \$790,000 first year revenue should the district option pass.

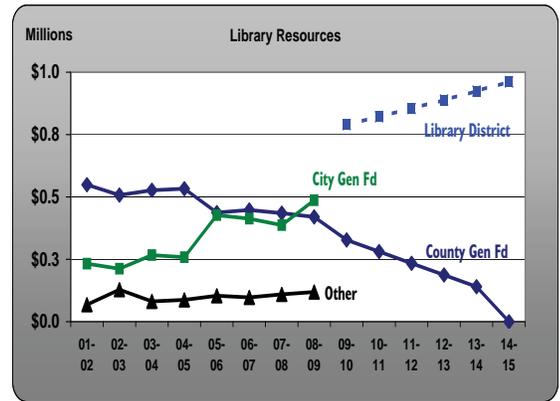
**County Funding for  
Library Services  
To End By 2015**

The city contracts for police services via the Clackamas County Sheriff's Office. We are one of three cities in the county that contract for service. The Sheriff's office is evaluating their methodology for costing their time. Initial communication has been to expect a substantial increase. We have assurance that FY 2008-09 will not increase by more than the 8% maximum allowed by contract, or \$220,000. "Substantial" could be as high as 25%, or an additional \$500,000 more than we would pay next year.

The best solution to meet the demands for service is to find a new revenue source. For a few years staff and Council have discussed the concept of a parks maintenance fee. West Linn implemented such a fee this past year. Their fee is \$8.80 per month and is paid by all

**A Park Maintenance Fee?**

residential utility customers. A similar fee in Wilsonville would generate approximately \$400,000 per year and allow redirection of an equivalent amount of money to police and library services. As Villebois expands the revenue would increase. This is most appropriate as the parks being developed in that area will revert to the city for long term maintenance and we will definitely need a new resource to cover the costs.



**City Finance – Wastewater**

About this time last year we needed to rent a centrifuge to dewater the bio-solids the plant produces. By dewatering the product we are able to save on disposal costs. Because of last year's success we have purchased a centrifuge and the truck to haul the cake material to a local landfill. Our plant manager says the return on investment for this purchase will be very high as the centrifuge is quite efficient and avoids costly disposal to sites far from the city.

Work continues on design and operating concepts for the wastewater treatment plant. This will be the most expensive project the city has undertaken. And, expensive utility projects translate into higher system development charges and user fees. SDCs were increased in 2005 in anticipation of the improvements. We will refresh the rate study as we get closer to final construction cost estimates. User rates were also raised in 2005. The last rate study indicated that user rates will need to increase significantly to cover the future debt service costs. A 10% rate increase is proposed for FY 2008-09. It would become effective November 2008. Future annual increases are expected until the plant is completed.

**Sewer rate increase proposed**

**City Finances – Transit**

**SMART:**  
 ■South  
 ■Metro  
 ■Area  
 ■Regional  
 ■Transit

The big news for SMART, the city's transit system, is that TriMet's commuter rail operations begin in October 2008. We have been busy getting ready for the start of this new service. A new park and ride with bus transit center has been constructed next to the train platform, routes have been redesigned to meet the trains, and we have embraced a goal to deliver riders to their place of business within 10 minutes from their departure from the train. New routes will be added and existing ones changed to connect with the transit center. Feedback from several of the large employers indicates much anticipation by employees in using the rail/bus as a transportation alternative. The new service comes with a price tag. The new bus routes and changes to existing ones will add approximately \$450,000 to our operations. In addition, we have made financial commitments to TriMet to share in the operations of the rail, initially at \$300,000 per year. The budget proposes an increase in the payroll tax rate from 0.33% to 0.50%, effective October 1, 2008. The new rate should be sufficient to cover these operating costs and capital expansion costs for relocating transit administration and bus maintenance near the transit center. The Transit Master Plan identified other service enhancements, e.g. extending the Portland route to downtown to provide a connection with light rail. At this time; however, the cost to implement them have not been included in the tax increase.

## City Finances – Roads

The Roads program budgets for minor maintenance, signal light operations, striping, signage, median landscaping and a portion of street sweeping. With the addition of 1.2 miles of new landscaping along Boeckman the costs will increase for water use and staff time. Overall, the budget has increased by \$100,000.

## City Finances – Storm Water

Normally this fund and program don't cause much concern. While there isn't a need for concern I wanted you to be aware that an update of the master plan and rate structure is underway. The study, due to be completed next fiscal year, will identify the infrastructure improvements, estimate the operating costs and include an analysis of the storm water system development charge rate and the user fees. Currently, our user fee rates are the lowest in the metro region. No increase is proposed for the 2008-09 budget year.

## Next Year's Budget - Staffing Levels

Total staffing will increase by 10 positions. Seven of the positions are for SMART and transit maintenance and the commuter rail impact. Public Works seeks 2.5 fte maintenance workers for our recent expansion of buildings, roads and storm water facilities. Community Development looks to convert a part-time intern position to full-time. Except for a fraction of one fte, none of these position increases would be paid from the General Fund. Instead, resources designated to the purpose will cover the increased costs.

### Full Time Equivalent (FTE)

2007	170.06
2008	180.25

## Next Year's Budget - Major Capital Projects

One aspect of the City has held constant for the last decade – capital projects are a major portion of our budget. This year is no different with \$26 million of projects. The larger projects are explained below. It is interesting to note that two of the major projects are occurring on the west side of the City. Previously, most street and other improvements were on the east side.

### Capital Projects 2008-09

	millions
Water	\$2.7
Wastewater	\$9.2
Storm Water	\$1.3
Roads	\$10.6
Buildings	\$1.0
Parks	\$1.5
<b>Total</b>	<b>\$26.3</b>

Kinsman Road Extension. The road would extend north from Barber to the newly constructed Boeckman Road. This will be a major north-south connection. The budget is for design and right of way acquisition only. Construction would occur in a future year with a current estimated cost of approximately \$15 million. Funding would come from West Side urban renewal.

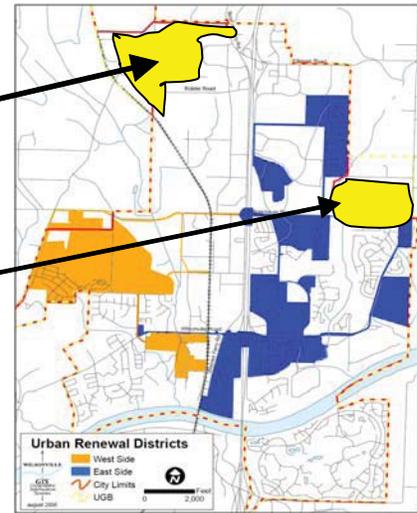
Wastewater treatment plant improvements. The work encompasses both necessary improvements and expansion of capacity. The project is estimated to cost \$55 million, with \$6 million budgeted in FY 2008-09. Funding will primarily come from a bond sale which will pledge sewer revenues and sewer system development charges to repay the debt. Initial costs will likely be paid from a short-term bank loan which would be repaid when the bonds are sold for construction.

Wilsonville Road and I-5 Interchange Improvements. The improvements would add two new center lanes on Wilsonville Road allowing for two left turn lanes for each on-ramp. The road will need to be widened slightly and this will be accomplished by using the existing bike/sidewalk. New sidewalks and bike path will be cut into the sloped area and raised above the traffic level. When completed the walk/bike path will be more inviting, more level, safer and wider. Funding will be a mix of system development charges, urban renewal, and state funds. The most important reason for the City to jointly fund this project with the Oregon Department of Transportation is that it will add traffic capacity at the critical intersections east and west of the I-5 freeway thus allowing private development to proceed without negatively impacting traffic movements.

## Beyond Next Year - Future Changes for the City

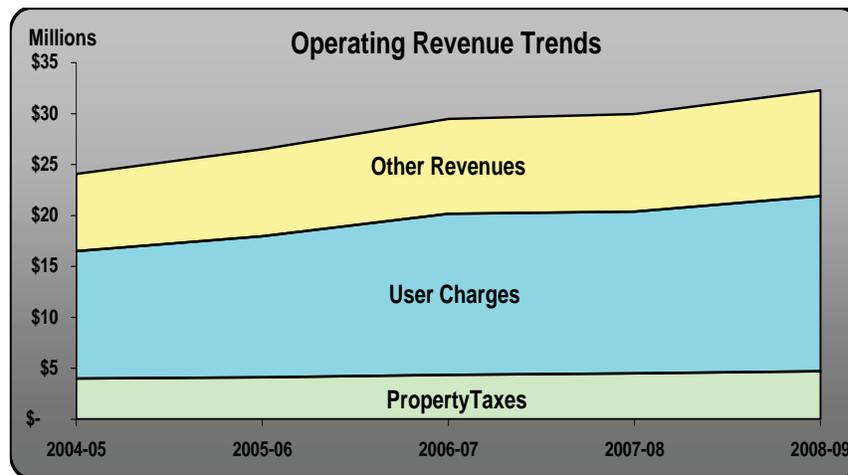
226 acres are included in the Coffee Creek industrial area located south and east of the Coffee Creek State prison. That area has been jointly planned by the City in corporation with the property owners and is now ready for annexation and development.

An additional 181 acres known as Frog Pond is located east of the City just north of Boeckman Road. Planning in this area is still in the preliminary the stages. Property owners and the City are working together to plan for residential housing.



## OPERATING REVENUE TRENDS

Operating revenues pay for all services provided by the City and for a portion of the principal and interest due on water and sewer bonds. The City can control certain revenues, e.g. user charges and fees. Other revenue, e.g. gas tax, county library contribution and grants, is allocated by the state or federal government based on formulas for which we have little or no control. The following graph recaps the City's operating revenues over a five year period.



## Property Taxes

Property taxes, as the chart demonstrates, are not a primary source of income for the City; however, they do continue to grow at a steady rate. According to state statutes, we can expect a 3% per year growth in assessed value which equates to a \$133,000 increase in taxes. Another \$90,000 is anticipated for new assessed values due to construction and remodeling. The property tax growth of \$223,000 is the same as the increase in the police contract, leaving no additional revenues for library, parks maintenance or recreation programs.

## User Charges

User charges include those charges associated with city provided utilities (water, sewer, storm water, street lights), a road maintenance fee, building permits, transit fees, recreation fees and charges to the urban renewal district agency for services provided. Over 70% of the user fee revenue is derived from our utility enterprise funds. A proposed 10% sewer rate increase will add \$470,000 to the total and \$230,000 (or 4%) is expected from water consumption increases.

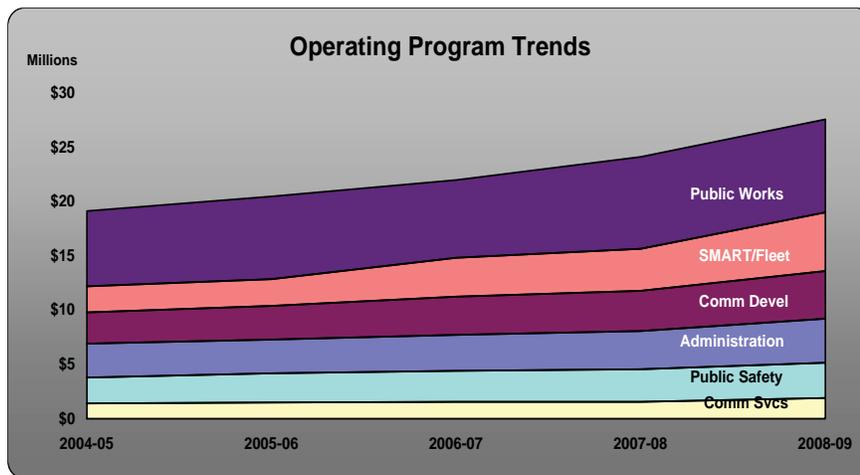
Revenue from permit fees is expected to rise slightly in 2008-09. Permit fees fluctuate yearly based on development activity. The major development area continues to be Villebois. Construction in this development is currently in Phase III and will continue over the next several years until the nearly 2,500 homes are built.

## Other Revenues

Three types of revenues comprise just over 50% of the remaining resources. Franchise fees are expected to increase \$260,000, or 3% in 2008-09. Transit tax assumes a payroll rate increase from 0.33% to 0.5% which would add \$1.4 million to pay for commuter rail costs and build reserves for future buildings. The third component is interest earnings. Because of the declining interest rate the projected revenue for next year will be \$700,000 lower.

## OPERATING EXPENDITURES - BY DEPARTMENT

Operating expenditures include personal services, material and services, and equipment capital outlay. The following graph groups the operating costs by program (or department). If you compare this graph to the preceding one on operating revenues, you will note that operating costs are some \$5 million less than revenues. The difference is used to pay debt service, fund major capital projects and to set aside some resources for future use.



Over the five years, the total operating costs have grown by 60%. The growth is associated with increased costs of operating the water and sewer utilities, commuter rail related costs, fuel cost impacts, and the need for more staffing in Community Development to keep up with the development activity. FY 2008-09 will see significant increases for SMART as explained below.

## Building Costs Change

Beginning in FY 2008-09 the costs for utilities, janitorial and insurance will be charged directly to the programs using the respective buildings. Previously these costs were all recorded in the Building and Grounds Maintenance program. The change gives the appearance of large increases in certain programs and a corresponding decrease in the Building and Grounds program. The table below demonstrates the simple shift.

**Building maintenance costs charged direct to programs in FY 2009**

**Reallocation of Building Costs – Direct to Programs**

<b>Building and Program</b>	<b>FY 2008-09</b>
City Hall building:	
Finance	\$61,500
Community Development Administration	\$61,500
Public Works/Police building:	
Public Works Administration	\$22,500
Police	\$22,500
Community Services building & program	\$61,000
Library building & program	\$121,000
Transit building & program	\$44,300
Fleet building & program	\$35,800
Tauchman House & Parks Maintenance	\$4,000
Building and Grounds Maintenance	<\$434,100>
Net	<u>\$ 0</u>

**Administration** includes the City Manager’s office, Finance, Information Systems, GIS, Legal and Human Resources/ Risk Management. Overall expenses in this category are increasing 6% principally from normal wage and benefit increases. One new activity to start in 2008-09 and continue into 2009-10 will be “branding” the city. The purpose is to better understand what the public perception is of the community and how we can best respond to the wants and needs of the citizens by creating an efficient communications plan.

**Community Development** is a separate fund that includes building inspection, planning, urban renewal management and engineering. The good news is that the Community Development fund is now fully self supporting through development fees and capital projects related revenues including urban renewal. Historically these services have been subsidized by the General Fund which means Community Development was competing with services like library, police and parks. Now that they are self supporting that is no longer an issue.

**Community Services** includes the Library and senior recreation programs. The combined departments total building costs are \$182,000. Other than building costs noted above both programs are at a status quo level of service.

**Public Safety** includes the contracted services through Clackamas County Sheriff’s Office for law enforcement and the City run municipal court. Police services will increase by 8%, or \$223,000 over the current year actual costs as allowed in the contract. Municipal Court’s budget will increase by 8% as well but is offset by revenues of \$325,000 that more than exceed the court costs.

**SMART and Fleet.** Responding to the new commuter rail operations SMART will add nearly \$1.2 million to this year’s adopted budget. This is comprised of new staffing, 5.5 FTE’s, for new routes and route changes (\$335,000); shared cost of rail operations (\$300,000); increased mileage will result in higher vehicle maintenance costs (\$120,000); and purchase of new buses (\$404,000). Fleet will add another 1.5 positions for increased bus servicing and responding to our increasing number of off-road pieces of equipment. Also contributing to the increase budget is \$50,000 for the cost of fuel. Finally, direct charges for building utilities and maintenance will add another \$80,000.

**Public Works** includes water, sewer, roads, street lighting, building and grounds maintenance, storm water maintenance and parks maintenance. Building and grounds maintenance appears to have cut its costs drastically. Actually, as mentioned earlier, the budget for utilities, janitorial services and building insurance costs have been removed from this program and budgeted directly in the programs associated with those costs. The Roads program increases by \$100,000 for the addition of staffing, landscaping and equipment costs. With everything else going up it is nice to point out one program where the costs will decrease. The sewer treatment program will decrease by approximately \$200,000. This is due to the purchase of a centrifuge in the current year rather than an expensive annual rental.

## **DEBT SERVICE**

The City has one outstanding general obligation bond. The bonds were issued in 2001 and used to construct the library expansion. By the end of FY 2008-09, the amount of bonds outstanding will be \$2,170,000. These bonds are repaid via a special levy, for which the rate is anticipated to be \$0.1685 per \$1,000 of assessed valuation. On a typical home valued at \$250,000 that equates to \$42 annually.

The City anticipates issuing \$6 million of short-term debt to pay for design, architect and engineering services on the wastewater treatment plant improvement and expansion project. The debt will be repaid when long-term financing is obtained when construction begins. Interest on the short-term debt will be paid from sewer user fees.

The Urban Renewal Agency expects to issue one short-term construction loan totaling \$3 million. By May 2009 credit facilities within the West Side District are to be refinanced with long-term debt repaid over 20 years, with a final maturity in 2029.

## **ACKNOWLEDGEMENTS**

In closing, I would like to thank Gary Wallis, Finance Director, for his efforts in coordinating the budget process and to all program managers and staff that have contributed to the creation of this document. Special thanks to Kristin Retherford who led the capital projects section and finance staff members Kourtni Kersey, Keith Katko, Vania Heberlein and Cathy Alexander for their efforts in the budget document preparation process.

And lastly, I would like to thank you the members of the Budget Committee and City Council for your continuing support and 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 difficulties of revenue shortfalls.

Sincerely,



Arlene Loble  
Budget Officer and City Manager

## BUDGET COMMITTEE CHANGES FROM PROPOSED TO APPROVED BUDGET

The annual budget for FY 2008-09 was approved by the Budget Committee with two changes.

Reduce the City Administration professional services for a communications project by \$41,000. Increase Law Enforcement professional contract by \$176,000 to add a contracted deputy. Net difference of \$135,000 adjusted through contingency.

	Proposed	Approved	Difference
<b>General Fund</b>			
Personal services	\$ 5,041,895	\$ 5,041,895	\$ -
Materials and services	\$ 5,896,585	\$ 6,031,585	\$ 135,000
Capital outlay	\$ 139,833	\$ 139,833	\$ -
Transfers out - Building CIP	\$ 20,000	\$ 20,000	\$ -
Contingency	\$ 10,055,836	\$ 9,920,836	\$ (135,000)
Total Appropriations	<u>\$ 21,154,149</u>	<u>\$ 21,154,149</u>	<u>\$ -</u>

## CITY COUNCIL CHANGES FROM APPROVED TO ADOPTED BUDGET

The annual budget for FY 2008-09 was adopted by the city council with no changes.



# READER'S GUIDE

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## ORGANIZATION OF THE BUDGET DOCUMENT

A budget, as defined by Oregon State Law, is a “*financial plan containing estimates of revenues and expenditures for a single fiscal year.*” Local governments have the option of budgeting on a 24-month biennial budget period, or by a fiscal year.

The City of Wilsonville operates on a fiscal year beginning July 1 and ending the following June 30. Budgeting requires local governments to evaluate plans and priorities in light of the financial resources available to meet those needs.

The budget document describes how the City of Wilsonville’s government plans to meet the needs of the community and is a resource for citizens interested in learning more about the operations of their city government, and is divided into eight major sections as shown.

### ***Readers’ Guide***

The Reader’s Guide section contains the City’s budget policies and describes the basis of budgeting for FY 2008-09. It also provides a calendar of the City’s budget process as well as a description of the budget amendment procedures that the City must follow. In addition, background information is provided such as demographics, economic information, construction trends, and comparisons to neighboring communities.

### ***Fund Summaries***

The City’s budget is organized on the basis of funds, and each is considered a separate accounting entity. This section includes a series of charts analyzing revenue and expenditure trends, and summaries by fund.

### ***Program Revenues***

The fund revenue section provides summary and detail information about program operating revenues.

### ***Program Expenditures***

Program objectives, as well as performance measures and funding issues for FY 2008-09, are provided. This section also includes two prior year actuals, current year adopted and estimated actuals, and the next year’s proposed expenditures for each program.

### ***Capital Projects***

This section includes narrative descriptions as well as budgeted revenue and expenditure information regarding the City’s major capital projects. It is segregated into eight sub-sections: *water, sewer, street, streetscape and bikeway, storm water, transit, building, and park projects.*

### ***Debt & Other***

Revenues and expenditures associated with outstanding debt are presented in this section. Also presented are designated set asides, contingencies, and ending fund balances.

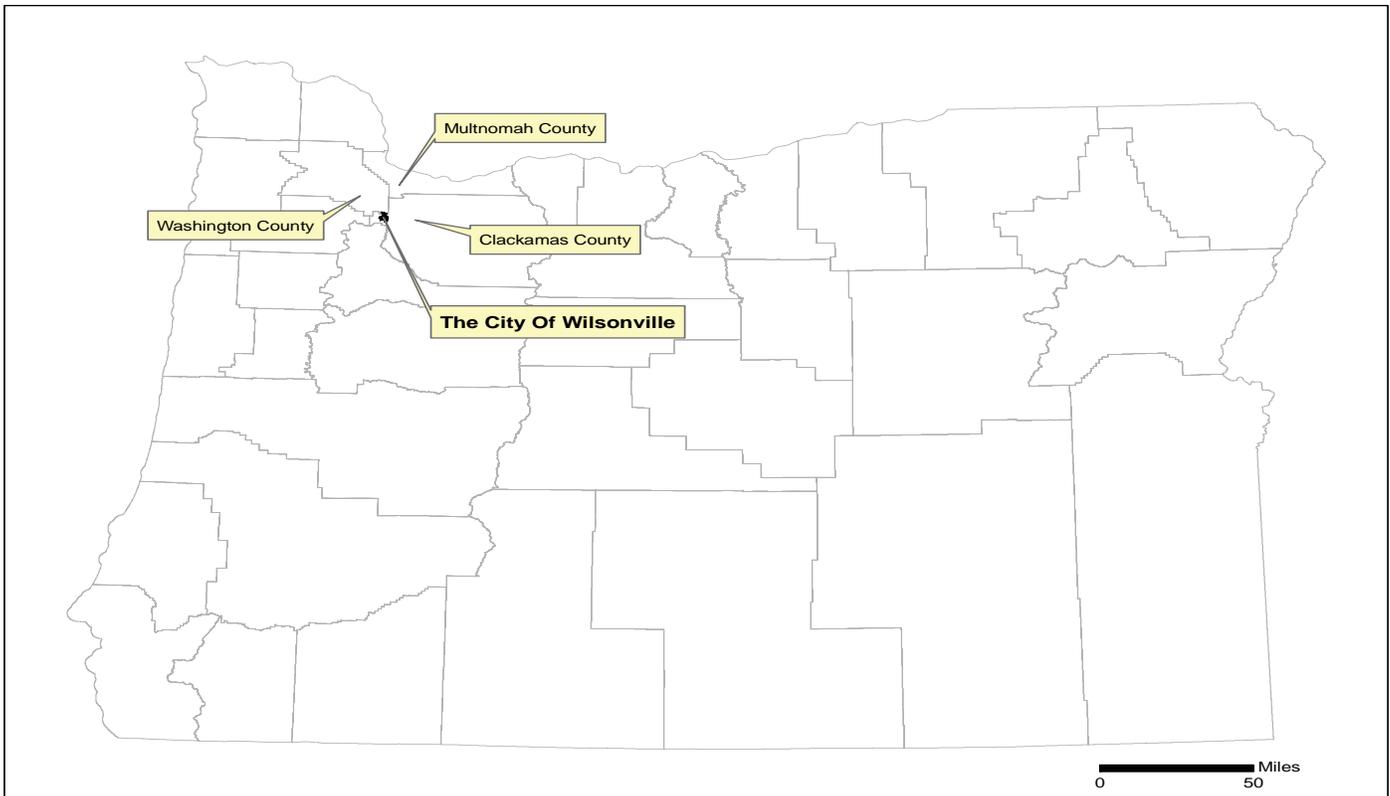
### ***Urban Renewal Agency***

This section includes revenues and expenditures related to the city’s two districts. The Urban Renewal Agency is a component unit of the City of Wilsonville and is required to submit its own budget. Assessed value and trend information and a history of urban renewal projects is presented.

### ***Appendix***

The appendix contains a variety of other budget-related information to assist the reader’s understanding such as the Street System Development Charges, Capital Projects overhead charges, a listing of the various board and commission members, the City’s Fiscal Management Policies, a Chart of Accounts, and a glossary of terms and acronyms used in the budget document.

# CITY INFORMATION



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

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

That changed over the course of the 1990's. The end of the timber recession brought a housing boom to Wilsonville that swelled the population to more than 7,000 by 1990 and more than 13,000 by 2000. City services expanded to include police, mass transit, parks & recreation, street maintenance, senior services and a library.

Meanwhile, some of Oregon's largest and most influential corporate citizens, including Mentor Graphics, Hollywood Video, In Focus Systems, Flir, and G. I. Joe's have also chosen Wilsonville as their home, swelling the City's employment base to over 15,000.

Wilsonville's demographics are unusual in that home values and education levels are higher than national or regional averages. In addition, the percentages of the City's population older than 65 and younger than 18 are higher than national and regional averages. Wilsonville is a relatively wealthy community that is both a great place to raise a family and a great place in which to retire.

# CITY HISTORY TIMELINE

<b>1968</b> Wilsonville incorporates on October 17, 1968.	<b>1984</b> Voters approve a tax base amendment to incorporate a serial levy for senior services into the base.	<b>1998</b> City Council imposes moratorium on new development approvals until new, long-term water supply is identified.
<b>1969</b> Wilsonville citizens vote to adopt the City's first charter.  Population approximately 1,000.	<b>1987</b> Voters approve a bond measure to pay for a new library and park improvements.	<b>1999</b> 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.
<b>1970</b> Developers announce plans for a major residential subdivision known as "Charbonneau."	<b>1988</b> Recession ends, bringing an unprecedented boom in housing and population. Wilsonville becomes Oregon's fastest-growing city. New library opens.	<b>2000</b> Construction begins on new prison and on water treatment facility on the Willamette River. Voters approve \$4M library expansion bond. Population: 13,991
<b>1971</b> Charbonneau is annexed into Wilsonville. At build-out, it will have 1,700 housing units and 3,500 residents. City Council adopts a "General Plan" for growth.	<b>1989</b> Wilsonville withdraws from Tri-Met District, launches SMART.	<b>2001</b> Construction underway on library expansion. Women's prison facility completed and begins accepting inmates.
<b>1972</b> Marge Heintz, City Recorder, is hired as Wilsonville's first full-time employee. Oregon enacts SB 100, a sweeping reform of land-use law.	<b>1991</b> Arlene Loble hired as City Manager. Town Center Shopping Center opens.  1990 Census population: 7,705	<b>2002</b> Wilsonville's water treatment plant becomes operational. Expanded library opens.
<b>1973</b> 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.	<b>1992</b> Incredible Universe opens, pushing traffic to levels projected for the year 2010. Voters approve creation of an urban renewal district and a bond measure for a new high school.	<b>2003</b> The opening of Argyle Square greatly expands Wilsonville's retail sector with Costco and Target as the anchor stores.
<b>1979</b> Construction begins on Inza R. Wood Middle School.  City signs first contract with Clackamas County Sheriff's Office for police services.	<b>1993</b> Serial levy failure forces \$1 million budget cut, reorganization of departments.	<b>2004</b> Property acquired for future multi-modal transportation center. This land will become the southern terminus of the proposed commuter rail.
<b>1980</b> Wilsonville adopts its first Comprehensive Plan.  Population: 2,920	<b>1994</b> In an effort to get a handle on growth, City Council adopts a precedent-setting growth management ordinance.	<b>2005</b> Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.
<b>1982</b> Voters approve Wilsonville's first tax base: \$300,000.  Wilsonville's first library opens.	<b>1995</b> Wilsonville High School opens. Growth management ordinance overturned by Land Use Board of Appeals.	<b>2006</b> Murase Plaza opens with water feature and new park with rolling hills, unique play structures and restrooms. New City Hall opened.
<b>1983</b> The current city hall building opens at Wilsonville Road and Town Center Loop.	<b>1996</b> 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.	<b>2007</b> Public Works and Police Department relocated to the remodeled old City Hall building.

# BUDGETARY INDICATORS

	Adopted 2002-03	Adopted 2003-04
City general credit rating (Moody's)	A1	A1
Consumer Price Index (Portland/Salem Area - all items)	183.8	186.3
Population, at July 1 (2000 US Census, subsequent estimates from Portland State University Center for Population Studies, estimate for 2006-07 by City staff)	15,590	15,880
City personnel - Full Time Equivalent (FTE's) (Including contracted Law Enforcement and Water Treatment Plant Staff)	148.77	152.90
<b><u>Expenditures:</u></b>		
City and Urban Renewal Agency - personal services	\$8,245,520	\$8,771,605
City and Urban Renewal Agency - materials and services <sup>1</sup>	\$9,752,541	\$9,779,078
City and Urban Renewal Agency - capital equipment	\$854,235	\$381,665
City and Urban Renewal Agency - total operating costs	\$18,852,296	\$18,932,348
City and Urban Renewal Agency - capital improvement expenditures	\$23,766,636	\$29,654,000
City and Urban Renewal Agency - debt service	\$8,748,911	\$9,896,895
Total expenditures	\$51,367,843	\$58,483,243
<b><u>Analytics:</u></b>		
Per capita - City personnel (FTE's) per 1000 population	0.95	0.96
Per capita cost - operating costs	\$1,209	\$1,192
Per capita cost - capital improvement expenditures	\$1,524	\$1,867
Per capita cost - debt service	\$561	\$623
Per capita cost - total expenditures	\$3,294	\$3,682
Inflation Adjusted (base year 2000) - total operating costs	\$18,257,392	\$18,088,878
Inflation Adjusted (base year 2000) - per capita operating costs	\$1,171	\$1,139
Percentage of total operating costs - personal services	44%	46%
Percentage of total operating costs - materials & services	52%	52%
Percentage of total operating costs - capital equipment	5%	2%
Program areas change	New Water Treatment Plant	4 new positions: SMART, parks, & police

## **Property Values:**

Total real market value (estimated)	\$2,044,135,290	\$2,169,160,089
Total assessed valuation (net of urban renewal incremental value)	\$1,410,638,415	\$1,483,545,732
Operating costs per \$1,000 of real market value	\$9.22	\$8.73

<sup>1</sup> Urban Renewal excludes administrative charges paid to City

# BUDGETARY INDICATORS

Adopted 2004-05	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
A1	Aa3	Aa3	Aa3	Aa3
191.1	196.0	201.1	208.6	215.7
16,250	16,510	16,885	17,405	18,000
156.61	165.76	170.36	170.06	181.25
\$8,823,474	\$10,106,816	\$10,601,814	\$11,277,327	\$12,911,253
\$9,937,245	\$10,863,824	\$12,791,456	\$14,156,652	\$15,663,068
\$973,602	\$834,250	\$694,213	\$381,700	\$700,250
\$19,734,321	\$21,804,890	\$24,087,483	\$25,815,679	\$29,274,571
\$27,607,597	\$45,791,472	\$50,596,272	\$34,916,177	\$24,154,020
\$5,068,963	\$11,671,428	\$7,926,777	\$32,941,831	\$40,087,410
\$52,410,881	\$79,267,790	\$82,610,532	\$93,673,687	\$93,516,001
0.96	1.00	1.01	0.98	1.01
\$1,214	\$1,321	\$1,427	\$1,483	\$1,626
\$1,699	\$2,774	\$2,997	\$2,006	\$1,342
\$312	\$707	\$469	\$1,893	\$2,227
\$3,225	\$4,802	\$4,893	\$5,382	\$5,195
\$18,381,523	\$19,802,400	\$21,320,597	\$22,028,719	\$24,157,968
\$1,131	\$1,200	\$1,263	\$1,265	\$1,342
45%	46%	44%	44%	44%
50%	50%	53%	55%	54%
5%	4%	3%	1%	2%
1 police officer, new GIS program	10 new positions: SMART, police, CD programs	3 new positions: park maint & engineering	Library staff & police reductions	Commuter rail service to Beaverton begins
\$2,320,353,518	\$2,602,032,428	\$2,958,936,921	\$3,426,298,443	\$3,732,000,000
\$1,607,868,325	\$1,693,954,232	\$1,746,776,185	\$1,818,316,731	\$1,958,000,000
\$8.50	\$8.38	\$8.14	\$7.53	\$7.84

# CITY STATISTICS

## THE PEOPLE - A GROWING POPULATION

	<b>Base Year 2000</b>	<b>July 1, 2007</b>	<b>% Change</b>
Population of Wilsonville	13,991	17,405	24%
Population of Portland Metro Area (Oregon Portion)	1,444,219	1,593,370	10%
Population of Oregon	3,421,399	3,745,455	9%
Acreage in Wilsonville limits	4,363	4,740	9%
Wilsonville Population Density (per acre)	3.21	3.67	15%
<i>Age:</i>			
Median age (years)	35	<i>Education (age 25 and over):</i>	
% of population aged 65+	14%	% High school graduate or higher	93%
% of population aged 18 and under	27%	% Bachelor's degree or higher	38%
<i>Race:</i>			
White	90.5%	<i>Marital Status (age 15 and over):</i>	
Black or African American	0.7%	Never married	20%
Asian	2.2%	Married	59%
American Indian	0.7%	Separated	2%
Other	3.2%	Widowed	6%
Two or more races	2.7%	Divorced	13%
Hispanic	6.9%		

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

## THE PLACE - A THRIVING COMMUNITY

<b>Description</b>	<b>Base Year 2000</b>	<b>Year 2007-08</b>	<b>Source</b>
<i>Housing:</i>			
Median (Single Family) Home Cost	\$200,972	\$499,900	www.bestplaces.net
Home Appreciation (average 1 year)	n/a	-5.66%	www.bestplaces.net
<i>Education:</i>			
Number of public primary schools	2	2	West Linn - Wilsonville School District
Number of public secondary schools	1	1	West Linn - Wilsonville School District
Number of public high school	1	1	West Linn - Wilsonville School District
Number of public charter schools	0	1	West Linn - Wilsonville School District
Number of public colleges	1	1	Clackamas Community College
<i>Culture &amp; Recreation:</i>			
Restaurants	39	51	City Business License Data Base
Movie Theaters	1	1	City Business License Data Base
Golf Courses	1	1	City Business License Data Base
Libraries	1	1	City Library
Parks	10	14	City Public Works
Park Acreage	137	188	City Public Works

**THE ECONOMY - DIVERSIFIED & EXPANDING**

	<b>Base</b>	<b>Year</b>	<b>%</b>	<b>Source</b>
	<b>Year 2000</b>	<b>2007-08</b>	<b>Change</b>	
Business licenses issued	889	936	5%	City Business License Data Base
Total annual business payroll	\$508,789,000	\$830,000,000	63%	City Transit Tax Data Base
Total employment base (FTE)	13,748	15,143	10%	City Business License Data Base

<b>Major Employers of 2007-08</b>	<b>Type of Business</b>	<b># Employees</b>	<b>% of City FTE Base</b>
Xerox Corporation	Color printers	1,560	10.3%
Mentor Graphics Corporation	CAD software systems	1,110	7.3%
Hollywood Entertainment Corporation	Video rental distribution	612	4.0%
Precision Interconnect	Electronic machinery	608	4.0%
Sysco Food Services	Warehouse & distribution center	597	3.9%
Flir Systems Inc.	Thermal imaging / infared equipment	298	2.0%
Fry's Electronics	Retail	288	1.9%
Rite Aid Distribution Center	Warehouse & distribution center	266	1.8%
Nike USA	Athletic wear distribution	238	1.6%
InFocus Corporation	Projectors & display systems	218	1.4%

Source: City Business License Data Base

<b>Major Taxpayers of 2007-08</b>	<b>Type of Business</b>	<b>2007-08 Assessed Taxes</b>	<b>2007-08 Assessed Value</b>	<b>% of City Assessed Value*</b>
Xerox Corporation	Color printers	\$ 1,393,164	\$ 80,680,238	3.67%
Mentor Graphics Corporation	CAD software systems	877,565	48,824,089	2.22%
Argyle Capital LLC	Shopping center	724,754	40,433,390	1.84%
BIT Holdings	Hollywood Entertainment properties	611,999	33,556,323	1.53%
Goodman Financial Services Inc	Apartment rental properties	570,420	31,720,945	1.44%
Arbor Villebois LLC	Property development	469,603	9,015,025	0.41%
CH Realty III / Portland Industrial	Commercial property	450,308	24,855,906	1.13%
Flir Systems Inc	Thermal imaging & infared cameras	416,932	23,164,743	1.05%
Senior Partners Portfolio LLC	Commercial property	405,073	25,735,774	1.17%
SPM-Wilsonville LLC	Town Center Shopping Center	400,783	21,971,316	1.00%

\*Total City assessed valuation for 2007-08 was \$2,195,847,082

Source: Clackamas and Washington County Assessor's Office

**New Building Construction**

<b>Fiscal Year</b>	<b>Commercial Construction</b>	<b>Residential Construction</b>	<b>Total New Construction</b>
06-07	\$ 19,591,662	\$ 46,220,766	\$ 65,812,428
05-06	42,122,767	45,687,205	87,809,972
04-05	25,794,802	40,604,606	66,399,408
03-04	32,906,178	41,101,788	74,007,966
02-03	19,480,428	26,472,992	45,953,420
01-02	52,454,104	8,188,052	60,642,156
00-01	125,601,126	17,297,349	142,898,475

Source: Building Department, City of Wilsonville

# CITY STATISTICS

## IN COMPARISON - METRO AREA

City	Population	Maximum Assessed Value	Real Market Value*	RMV Per Capita	Combined Tax Rate**
Tualatin	26,025	\$2,949,095,161	\$4,665,261,034	\$179,261	\$4.0417
Tigard	46,715	4,569,131,529	7,959,701,334	170,389	4.2883
<b>Wilsonville</b>	<b>17,405</b>	<b>2,195,847,082</b>	<b>3,426,298,443</b>	<b>196,857</b>	<b>4.2958</b>
West Linn	24,180	2,516,737,956	4,461,258,037	184,502	3.8952
Hillsboro	88,300	7,449,889,842	14,769,396,719	167,264	4.7665
Lake Oswego	36,345	4,995,291,340	9,444,930,784	259,869	4.9703
Sherwood	16,365	1,308,100,968	2,447,653,225	149,566	5.0727
Oregon City	30,060	1,970,655,118	3,526,842,280	117,327	5.5802
Canby	15,140	1,010,790,783	1,705,071,377	112,620	5.7442
Gladstone	12,200	659,554,815	1,095,787,014	89,819	5.8074
Molalla	7,195	384,173,377	671,234,136	93,292	6.0891
Forest Grove	20,775	1,050,957,097	1,881,475,751	90,564	6.2220
Milwaukie	20,920	1,423,118,369	2,434,555,290	116,375	6.5379
Beaverton	85,560	6,879,131,400	11,566,954,959	135,191	7.7005

\*Real market value includes values within urban renewal districts.

\*\*For comparability purposes the rates include permanent tax rate, and where applicable local option levy, fire district, park district, and urban renewal special levy. Portions of Lake Oswego are in the Lake Grove Park District, whose rate is not reflect

Sources: Population from Portland State University Population Research Center's July 1, 2007 certified estimates.

Property values from Washington and Clackamas County Assessors Offices, 2007-08

### Utility Rate Comparables - Averaged monthly utility rates for typical single family home

City	Storm			Total
	Water	Sewer	Water	
Wood Village	\$ 29.95	\$ 45.39	\$ -	\$ 75.34
Portland	23.29	31.73	17.53	72.55
Wilsonville	35.08	27.33	3.72	66.13
Fairview	29.16	28.84	7.43	65.43
Gresham	32.16	23.68	7.65	63.49
Beaverton	24.99	26.81	6.00	57.80
Hillsboro	16.40	29.89	4.00	50.29

Source: Data compiled by City of Gresham, June, 2007

Assumes 5/8" Water Meter with 9 ccf average water use

# 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.*

## ORGANIZATIONAL VISION

*Council and Staff working together to  
create a challenging, dynamic workplace committed to  
excellence and innovation that anticipates and  
responds to community needs in a healthy  
balance with available time and resources.*

## ENABLE OTHERS TO ACT

*Foster collaboration and support each other*

## MODEL THE WAY

*Set an example for others to follow and plan small wins*

## ENCOURAGE THE HEART

*Recognize contributions and celebrate accomplishments*

## 2008-09 CITY COUNCIL GOALS

### GOAL 1

#### IMPROVE LIVABILITY AND SAFETY OF WILSONVILLE

- *Adopt exterior lighting standards for new development*

### GOAL 2

#### CREATE A SENSE OF PLACE, AND PRESERVE COMMUNITY CHARACTER AND QUALITY OF LIFE

- *Celebrate Wilsonville road completion*
- *Bring citizens together through City and community sponsored special events*
- *Encourage families of all cultural backgrounds to participate in community programs through bilingual outreach and publicity*
- *Continue to host neighborhood BBQ's as a means of providing an opportunity for citizens to meet with City leaders and staff in an informal setting*
- *Study options to best preserve the Old Town Church*

### GOAL 3

#### PROVIDE QUALITY PARKS, TRAILS, BIKE AND PEDESTRIAN PATHS AND PROTECT SIGNIFICANT OPEN SPACES AND NATURAL AREAS

- *Adopt Parks, Bike/Pedestrian and Transit Master Plan Updates*
- *Implement Heritage Tree Program – appoint Board members*

### GOAL 4

#### MANAGE GROWTH TO MAINTAIN A LIVABLE AND ECONOMICALLY HEALTHY COMMUNITY

- *Construct Boeckman & Barber road extensions*
- *Plan Wilsonville Road/I-5 interchange improvements*
- *Fund and plan Wastewater Treatment Plan expansion*
- *Plan for Commuter Rail and SMART Multi-modal Transit Center*
- *Continue to encourage participation of Boards and Commission members in conferences and educational opportunities on topics germane to planning and growth.*

## GOAL 5

### MAINTAIN STRONG RELATIONSHIPS WITH BUSINESS, SENIORS, YOUTH, INDIVIDUAL NEIGHBORHOODS AND SCHOOL DISTRICTS

- *Facilitate implementation of the Youth Summit Actions Plan*
- *Support girls' sports and field improvements at the High School*
- *Strengthen community outreach by providing and expanding opportunities for interaction with the public in a variety of settings and formats such as town halls, open houses, and neighborhood and Home Owner's Association meetings*
- *Continue to strengthen the City's relationship with the business community and the Chamber of Commerce*

## GOAL 6

### INSURE CONTINUED FINANCIAL STABILITY

- *Develop funding strategy for police, library and parks services*

## GOAL 7

### BUILD COLLABORATIVE AND SUPPORTIVE REGIONAL PARTNERSHIPS

- *Hold a North Willamette Valley Summit with impacted cities and counties to thoughtfully plan our future*
- *Continue effort to find funding solutions for infrastructure needs through strengthening the City's regional, state and federal partnerships*

## GOAL 8

### CONTINUE COUNCIL COMMITMENT TO TRAINING AND PRACTICE IN RELATING TO OUR COMMON GOALS, VALUES AND VISION

## **BUDGET POLICIES**

When developing the budget, departments are guided by the following policies that govern the assumptions made by major appropriation category.

### ***Status Quo***

Status quo reflects the estimated cost of providing the current service level. Line item increases have a target inflation factor. Some line items exceed this target and explanations are found in the Statement of Funding Issues for the respective program.

### ***Personal Services***

Personal Services budgets reflect contracted wage benefit packages and annual pay increases. Union positions increase 2 percent for cost of living adjustments and up to 4 percent for merit. Non-union positions increase approximately 4 percent for merit, with no cost of living adjustments planned. Management salaries reflect a pay scale that became effective March 2008. Health insurance benefits are expected to increase by 10 percent and no increase in state retirement is anticipated. New positions are assumed eligible for the full benefits package from the date of hire.

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

Adopted increases for materials and services are targeted to a 3 percent increase over the current year estimated actual unless the requesting department explains a higher percentage. Significant variances from current year budget are explained in the Statement of Funding Issues for each program.

### ***Capital Outlay***

Capital outlay is reviewed on a case-by-case basis. Vehicles are replaced according to an established replacement schedule. Equipment requests are explained in the Statement of Funding Issues for 2008-09 for each program.

### ***Debt Service***

Debt service for scheduled principal and interest payments is included; debt service on new issues is estimated and included in the appropriate fund. All debt is within legal debt margins set by the state.

### ***Revenue***

Revenue estimates are based upon historic trends, estimates provided by outside sources and independent analysis by city staff. Every attempt is made to limit or reduce appropriations prior to increasing fees or charges. However, to avoid a degradation of service, increases in fees and charges are adopted when necessary.

### ***Contingency***

The City's Fiscal Management Policies state that operating funds are to have a contingency of 5 percent of operating costs. In some funds, all or a portion of the excess over the 5 percent level is designated for specific future costs. Within capital project funds, resources not budgeted as capital outlay or transfers is budgeted as contingency.

### ***Unappropriated Ending Balance***

The City's Fiscal Management Policies state that operating funds are to have an unappropriated fund balance of 5 percent of operating costs. This balance is in addition to Contingency. Within Debt Service Funds, the portion not budgeted for principal, interest, and related fees is reflected as unappropriated ending balance.

### ***Balanced Budget***

Local Budget Law requires the sum of each fund's resources equal the sum of appropriations and unappropriated ending balance.

**BASIS OF BUDGETING**

The City is required by state law to budget and maintain accounting records by fund. The city's accounting records are maintained on a budgetary basis of accounting in line with Generally Accepted Accounting Principles (GAAP), with specific exceptions mandated or allowed by state law.

In accordance with GAAP, the City maintains and budgets its governmental fund types (all city funds except those associated with water, sewer, storm water, and street lights) with a modified accrual basis of accounting, except as noted. Under a modified accrual basis of accounting, revenues are estimated when they are both measurable and available. "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are budgeted when the related fund liability is incurred. Principle and interest on long-term debt is budgeted when due or when amounts have been accumulated in the debt service fund for payments to be made early in the following year. Exceptions to the GAAP modified accrual basis of accounting are made when required by state budget law. State law requires a focus on cash inflows and outflows. For example, interfund loans are required by state law to be budgeted as expenditure and revenue by the lending and receiving funds, respectively. On a GAAP basis the loans are reported as balance sheet items, receivable and payable.

In accordance with GAAP, the City maintains and budgets its Proprietary Fund types (Water, Sewer, Storm Water, and Street Lights) with a full accrual basis of accounting, except as noted. Under this method, revenues are estimated when earned and expenditures budgeted at the time liabilities incurred. Exceptions to the GAAP full accrual basis of accounting are made in accordance with state budget law. Differences between GAAP and budgetary basis include recognition of collections on notes receivable as revenue on a budget basis, payments of debt principal as an expenditure, capitalized assets are expensed when acquired and depreciation is not budgeted as an expense.

Oregon Local Budget Law allows public input and participation throughout the process. All Budget Committee meetings are open to the public and are advertised as such. Advertisements of the public hearing prior to City Council adoption include a summary of the budget as approved by the Budget Committee.

**BUDGET AND MASTER PLAN INTEGRATION**

The budget is just one step in many that the City uses to plan for the future. Other steps include development of master plans for certain services (e.g. Transportation, Water, Sewer, Storm Water, Old Town, etc.) and a five-year financial plan. In FY 2007-08, the City will update the Storm Water Master Plan. Each plan contributes guidance to the future direction of the City. The recommendations from each plan are embraced in the development of each year's budget.

The *financial plan* focuses on city operations and projects revenues and expenditures for each of the City's operating funds. It is developed using a status quo assumption for future years and add packages to identify increased service levels. Basic assumptions and guidance from this plan are then embraced by the budget for the next year.

**BUDGET AMENDMENT PROCESS**

Oregon Local Budget Law sets forth procedures to be followed to amend the budget as events occur after budget adoption. The types of events determine the procedures to be followed.

The adopted budget appropriates certain amounts for contingencies in each fund to be used at the discretion of the governing body. Contingencies in each fund can only be appropriated for specific unforeseen events by approval of a resolution by the City Council. Specific appropriations of contingencies may include funding for service level policy changes, unforeseen catastrophic events, or redirection of resources.

Most budget changes after adoption require a supplemental budget. When the supplemental budget will adjust a current fund's budget by 10 percent or less of that fund's expenditures, the supplemental budget can be acted on by City Council at a regularly scheduled meeting. If, however, the supplemental budget includes any changes greater than 10 percent in any fund, a public hearing must be held to adopt the supplemental budget.

## BUDGET PROCESS & CALENDAR

The process followed in the preparation of this budget complies with the Local Budget Law established by the State of Oregon (ORS Chapter 294). This process also applies to the Urban Renewal Agency's budget. The process and calendar of events leading up to the adoption of this budget are as follows.

## BUDGET REQUEST PHASE

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In the Request phase the program managers submit their needs for staffing, materials, and supplies. They also provide the text portion for their program. The finance department computes the wages and benefits for all departments. During this phase the programs are asked to submit add package requests for equipment or program growth.

### CALENDAR

**JAN 2008:**  
**APPOINT BUDGET**  
**OFFICER**  
*ORS 294.331*

### PROCESS

The City Charter establishes the City Manager as the Budget Officer. The City Manager and department managers hold planning sessions to establish the priorities for FY 2008-09 as well as to identify significant issues to be addressed by this year's budget. Managers prepare status quo and add package budgets, establish goals and performance targets for FY 2008-09, and submit their budgets, along with supporting documentation, to the Finance Director.

## BUDGET PROPOSAL PHASE

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The Proposed phase entails reviews by the City Manager and Finance staff with each program manager. Financial requests are reviewed for changes and anomalies from prior years, add packages are explained and program goals, performance measures, and funding issues are discussed. The City Manager decides which add packages are approved and provides guidance on the narrative and financial portions of each program. During this phase, the capital projects are also reviewed and all funds are balanced. At the completion of this phase the proposed budget document is sent to the printer.

### CALENDAR

**FEB-MAR 2008:**  
**PROPOSED BUDGET**  
**PREPARATION**  
*ORS 294.331*

### PROCESS

The Finance Director, Assistant Finance Director, and City manager meet with each department/program manager to review budget requests and ask questions about program changes, enhancements, budget variances, and performance measures. Capital Improvement Projects (CIP) budgets are developed and refined in conjunction with Council Goals. CIPs are integrated with information from internal budget reviews, leading to preparation of the proposed budget.

**APRIL 2008:**  
**NOTICES OF BUDGET**  
**COMMITTEE MEETING**  
*ORS 294.401*

Appropriate public notices are published in the local newspaper no more than 30 days before the first meeting. City Manager's proposed FY 2008-09 budget is finalized and submitted to the Budget Committee Members for review and consideration prior to the first meeting. At least five days after the first public notice, but no less than 5 days before the first meeting, a second notice is published.

## BUDGET APPROVAL PHASE

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In the Approval phase, the budget committee convenes and hears presentations by city staff on the financial and program highlights. The committee evaluates the proposed budget and may make changes as they see necessary. At the completion of their review, they take formal action to approve the budget for referral to city council.

### CALENDAR

**APRIL 2008:**

**BUDGET COMMITTEE  
MEETS**

*ORS 294.401*

### PROCESS

Budget Committee meets to receive the FY 2008-09 Budget Message from the City Manager as well as presentations from staff, and to discuss program issues. A portion of each meeting is provided to take public input.

**APRIL 29 OR 30, 2008:**

**APPROVE BUDGET**

*ORS 294.406*

When the Budget Committee is satisfied with the budget, including any additions or deletions, the proposed budget is approved.

## BUDGET ADOPTION PHASE

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The final phase is Adoption. Council may make additional changes if desired, within limitations set by statute, and then passes resolutions to adopt the budget, appropriate expenditures by fund, and set a tax levy.

### CALENDAR

**MAY 21, 2008:**

**PUBLISH BUDGET SUMMARY  
& NOTICE OF BUDGET  
HEARING**

*ORS 294.421*

### PROCESS

Once approved, a summary of the budget and notice of the Budget Hearing before Council is published in the local newspaper (five to 30 days before a public hearing for adoption).

**JUNE 2, 2008:**

**HOLD BUDGET HEARING**

*ORS 294.430*

A public hearing before City Council is held to allow citizens to comment on the approved budget. After which, Council may adopt the budget with no changes or they may make additions and reductions within certain limitations. Adoption occurs through a series of resolutions.

**JUNE 2, 2008:**

**ADOPT BUDGET**

*ORS 294.435*

Budget is adopted, appropriations are made, and tax is imposed and categorized. June 30th is the latest date that Council may adopt the budget.

**JULY 15, 2008:**

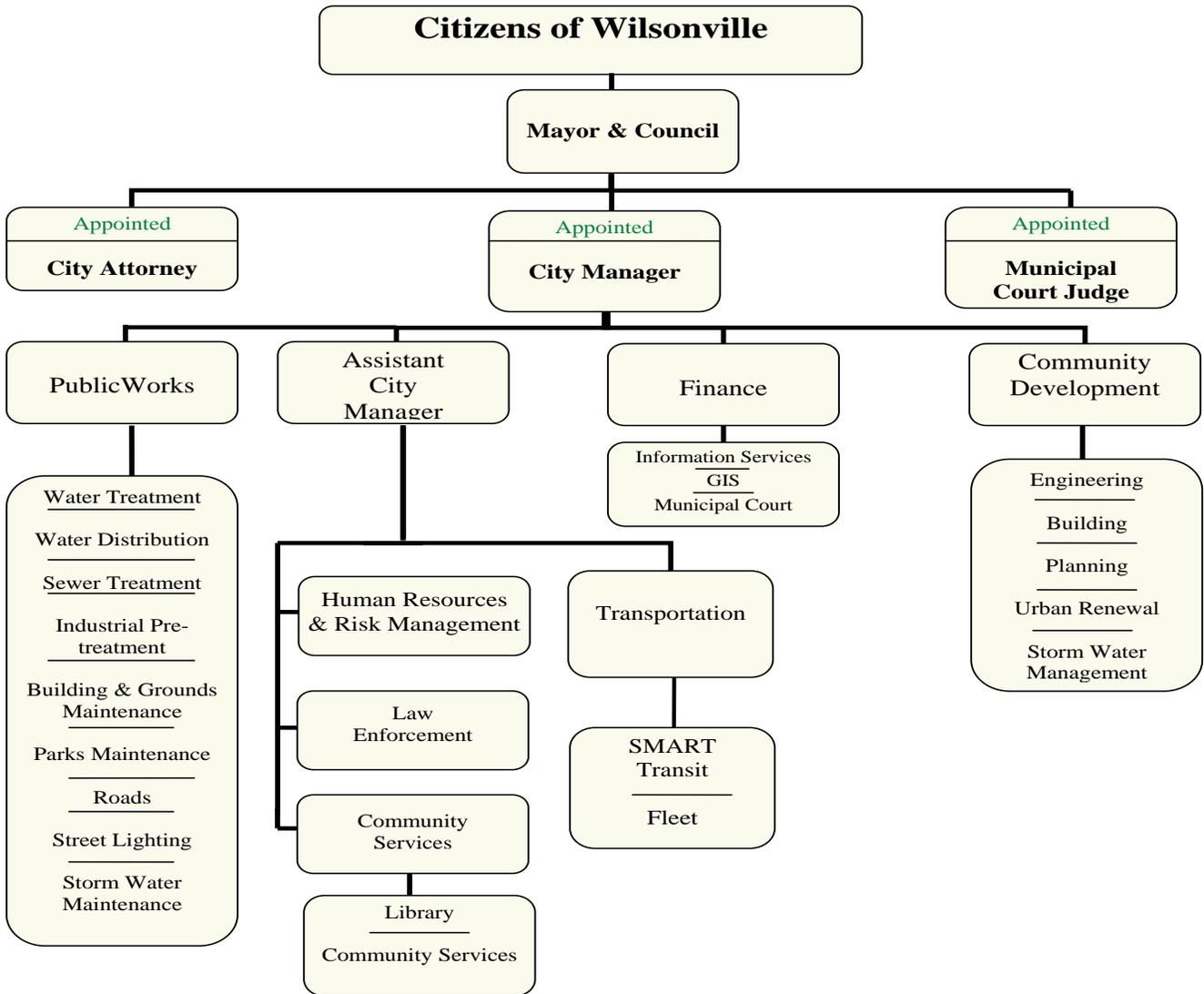
**SUBMIT TAX CERTIFICATION**

*ORS 294.555*

The adopted budget for FY 2008-09 becomes effective July 1, 2008. Certain reports, forms, and documentation are provided to County Assessor's office by July 15.

# CITY OF WILSONVILLE

## ORGANIZATIONAL CHART



## **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

## GENERAL FUND

The General Fund accounts for resources devoted to support the services associated with local government. Programs resident in the General Fund are parks and recreation, building and parks maintenance, general administration, library, law enforcement, and any other activity for which a special fund has not been created.

## SPECIAL REVENUE FUNDS

These funds account for revenues allocated for a specific purpose.

**Community Development** – Dedicated to civil engineering, building inspections, and community planning.

**Transit Operating** – Dedicated to providing a mass transit system that serves the City of Wilsonville and provides links north to the larger Portland metropolitan area transit system (Tri-Met) and south to Salem.

**Road Operating** – Dedicated to signal lights, striping, curbs and gutters, pothole and minor repairs.

**Fleet Services** – Services and maintains all vehicles and equipment for other city programs.

**Road Maintenance Regulatory** – Dedicated to pay for major street repairs and reconstruction.

**Library Expendable Campaign Endowment Fund** – Accounts for donations that are not restricted and may be used to generate more endowments or for fund raising efforts.

**Library Expendable Capital Endowment Fund** – Accounts for donations that are not restricted and may be expended on library expansion and related capital outlay.

## 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 wells and water treatment plant, reservoirs, transmission and distribution system.

**Sewer Operating** – Dedicated to operations, maintenance, and debt service on the wastewater collection and treatment system.

**Storm Water** – Dedicated to maintenance of the City's storm water detention and diversion system. Resources 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.

## PERMANENT FUND

Only the interest earned can be expended.

**Library Non-expendable Endowment Fund** – Intended to provide a long-term resource for library operations.

## CAPITAL PROJECTS FUNDS

Capital Project Funds are segregated 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 account for and budget the receipt of fees derived from charges the City imposes on new development.

**Improvement Funds** – Water, Sewer, Streets, Building, Storm Water, Parks

**SDC Funds** – Water, Sewer, Streets, Storm Water, Parks

## DEBT SERVICE

The City's non-enterprise debt is accounted for in this fund.

**Debt Service Fund** – Accounts for accumulation of resources and payment of principal and interest on bonded debt and certificates of participation.

## 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. Following the table is a series of charts comparing the Adopted FY 2007-08 budget with the Proposed FY 2008-09 budget. This combination of financial data and graphs is intended to provide the reader with a broad overview of the City's budget.

### BUDGET SUMMARY - ALL CITY FUNDS COMBINED

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Property taxes	\$ 4,552,963	\$ 4,710,227	\$ 4,679,000	\$ 5,061,000	\$ 5,061,000	\$ 5,061,000
Other taxes	2,440,918	2,811,621	2,725,000	4,233,000	4,233,000	4,233,000
Licenses, franchise fees & permits	3,557,117	3,689,880	3,822,030	3,944,564	3,944,564	3,944,564
Other governments	2,926,904	2,959,544	7,408,716	4,006,408	4,006,408	4,006,408
Charges for services	12,289,054	14,384,752	15,230,484	15,641,726	15,641,726	15,641,726
Interest earnings	1,218,193	2,315,858	1,915,700	1,184,400	1,184,400	1,184,400
Miscellaneous	1,389,148	835,893	1,713,653	1,222,110	1,222,110	1,222,110
Bonds & system development charges	19,542,691	3,587,527	54,353,309	13,414,513	13,414,513	13,414,513
Interfund transfers	4,804,324	8,427,163	27,564,008	19,996,783	19,996,783	19,996,783
Beginning fund balance	35,188,962	42,880,980	47,099,152	43,989,662	43,989,662	43,989,662
<b>Total Resources</b>	<b>87,910,274</b>	<b>86,603,445</b>	<b>166,511,052</b>	<b>112,694,166</b>	<b>112,694,166</b>	<b>112,694,166</b>
<b>REQUIREMENTS</b>						
Personal services	9,567,040	10,117,756	11,374,777	12,911,253	12,911,253	12,911,253
Materials & services	10,633,050	11,217,812	17,378,992	13,975,270	14,110,270	14,110,270
Capital outlay	2,112,617	4,949,685	31,695,393	20,499,270	20,499,270	20,499,270
Debt service	17,912,263	3,556,541	4,253,831	3,094,410	3,094,410	3,094,410
Interfund transfers	4,804,324	8,427,163	27,656,668	19,996,783	19,996,783	19,996,783
Contingencies	-	-	72,543,234	40,630,279	40,495,279	40,495,279
<b>Total Expenditures</b>	<b>45,029,294</b>	<b>38,268,957</b>	<b>164,902,895</b>	<b>111,107,265</b>	<b>111,107,265</b>	<b>111,107,265</b>
Resources over expenditures	<b>\$ 42,880,980</b>	<b>\$ 48,334,488</b>				
Unappropriated ending balance			<b>\$ 1,608,157</b>	<b>\$ 1,586,901</b>	<b>\$ 1,586,901</b>	<b>\$ 1,586,901</b>

**SUMMARY OF CITY FUNDS - 2008-09 ADOPTED**

	General*	Community Development*	Transit*	Road Operating	Fleet Services	Road Maintenance
<b>RESOURCES</b>						
Property taxes	\$ 4,725,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	300,000	-	3,933,000	-	-	-
Licenses, franchise fees & permits	2,411,400	1,528,164	-	-	-	-
Other governments	969,048	15,000	809,160	797,200	-	-
Charges for services	488,868	1,123,000	152,800	-	1,213,750	625,000
Interest earnings	227,000	67,000	50,000	22,000	26,000	2,000
Miscellaneous	464,000	-	61,600	-	34,050	-
Bonds & system development charges	-	-	-	-	-	-
Interfund transfers	2,906,190	2,241,400	-	-	-	-
Beginning fund balance	9,262,643	3,473,461	2,784,902	474,495	960,414	306,512
<b>Total Resources</b>	<b>21,754,149</b>	<b>8,448,025</b>	<b>7,791,462</b>	<b>1,293,695</b>	<b>2,234,214</b>	<b>933,512</b>
<b>REQUIREMENTS</b>						
Personal services	5,041,895	3,508,300	2,263,621	234,581	484,311	-
Materials & services	6,031,585	696,053	1,676,363	535,858	580,064	500
Capital outlay	139,833	13,500	438,750	34,833	13,000	-
Debt service	-	-	-	-	26,300	-
Interfund transfers	20,000	571,800	1,404,679	355,800	2,000	700,000
Contingencies	9,920,836	3,458,372	1,808,049	92,623	1,068,539	233,012
<b>Total Appropriations</b>	<b>21,154,149</b>	<b>8,248,025</b>	<b>7,591,462</b>	<b>1,253,695</b>	<b>2,174,214</b>	<b>933,512</b>
Unappropriated ending balance	\$ 600,000	\$ 200,000	\$ 200,000	\$ 40,000	\$ 60,000	\$ -

\* Identifies funds that are designated as a major fund for GASB 34 purposes.

Water Operating	Sewer Operating	Street Lights	Storm Water Operating	Library Endowments	Debt Service*	Capital Projects	System Development	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 336,000	\$ -	\$ -	\$ 5,061,000
-	-	-	-	-	-	-	-	4,233,000
-	-	-	-	-	-	5,000	-	3,944,564
-	-	-	-	-	-	1,416,000	-	4,006,408
5,798,308	4,965,000	385,000	890,000	-	-	-	-	15,641,726
85,000	60,000	7,000	30,000	1,200	10,000	48,200	549,000	1,184,400
-	16,560	-	-	-	-	645,900	-	1,222,110
-	-	-	-	-	-	6,270,000	7,144,513	13,414,513
350,000	300,000	-	-	-	-	14,199,193	-	19,996,783
3,313,618	3,768,217	241,490	897,829	28,673	378,131	2,543,770	15,555,507	43,989,662
9,546,926	9,109,777	633,490	1,817,829	29,873	724,131	25,128,063	23,249,020	112,694,166
373,173	782,648	-	222,724	-	-	-	-	12,911,253
2,481,437	1,461,550	249,000	333,057	21,703	-	-	43,100	14,110,270
12,000	27,000	-	21,334	-	-	19,799,020	-	20,499,270
2,047,000	651,000	-	-	-	370,110	-	-	3,094,410
1,940,800	1,963,800	160,740	696,810	-	185,290	2,134,300	9,860,764	19,996,783
2,542,516	4,108,779	208,750	513,904	-	-	3,194,743	13,345,156	40,495,279
9,396,926	8,994,777	618,490	1,787,829	21,703	555,400	25,128,063	23,249,020	111,107,265
\$ 150,000	\$ 115,000	\$ 15,000	\$ 30,000	\$ 8,170	\$ 168,731	\$ -	\$ -	\$ 1,586,901

## COMPARATIVE ANALYSIS - RESOURCES

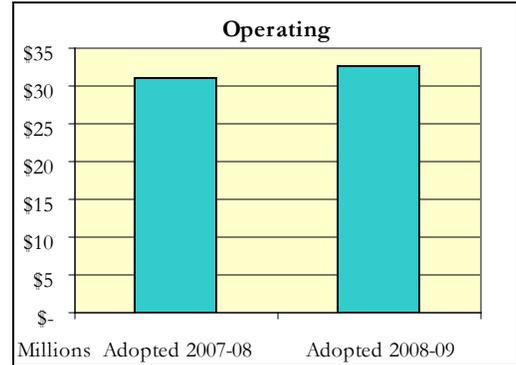
*Operating revenues pay for the cost of city services. The more significant revenue increases are noted below.*

**Property taxes:** This resource is expected to increase by approximately \$387,000, or 9%, over the current year. Excess over 3% represents new construction and released Urban Renewal assessed values.

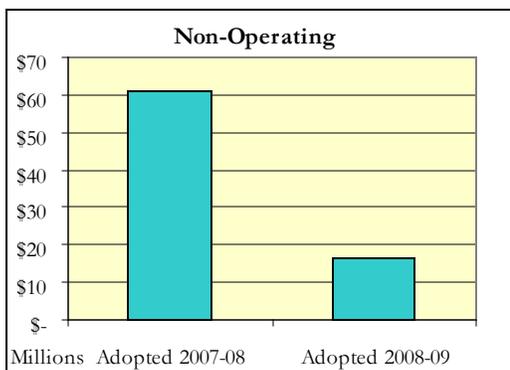
**Transit tax:** A rate increase effective October 1, 2008 will increase revenues by \$1.5 million, or 59%. The increase pays for new services related to commuter rail and builds a reserve for future building construction.

**Charges for services:** A proposed sewer rate increase will increase revenues by \$400,000, or 3%.

**Other Revenues:** Franchise fees are expected to yield \$260,000 more; decreases are likely to be recognized in Permits (\$100,000), interest earnings (\$350,000) and BETC receipts (\$580,000).



*Non-operating revenues pay for capital projects, debt service or are large one-time receipts.*



**Debt sales:** A \$50 million wastewater bond was anticipated for 2007-08. That issuance is delayed to a future year. For 2008-09 a \$6 million interim short-term financing is planned.

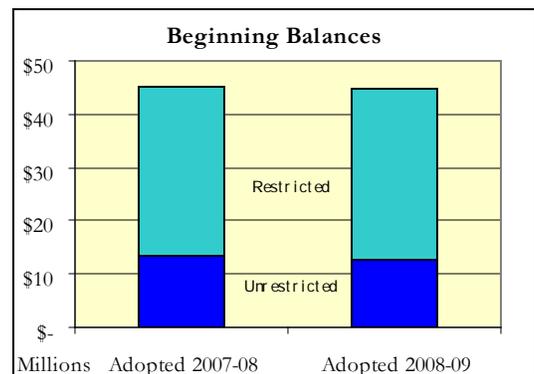
**Intergovernmental:** \$3 million in payments for the City of Sherwood were received in 2007-08. This was a one-time payment.

**System development charges:** Estimated at \$7 million, this is approximately \$2.6 million more than the prior year and assumes Fred Meyer development begins.

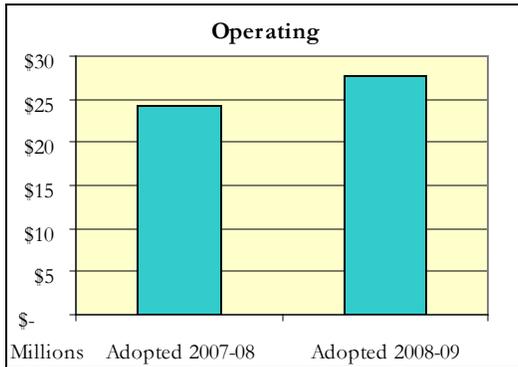
*Beginning balances are unexpended resources from the prior year that are carried over into the new year. They are categorized as restricted or unrestricted.*

**Restricted balances:** This category includes debt service funds, capital project funds and amounts set-aside in operating funds for designated future use. A slight decrease reflects the use on applicable capital improvement projects.

**Unrestricted balances:** The balance includes operating fund contingencies that are not designated for other purposes. The decrease of \$800,000 is related to use on various road, water and storm water capital improvement projects.



*Operating expenses include staffing costs, supplies, services and equipment.*



**Personal services:** Employee count will increase by 11.25 positions, 5.5 within Transit for responding to new commuter rail needs, 1.5 within Fleet, 1.5 within Public Works split between parks, buildings, and roads crews, and the remaining 2.75 increase in various programs. PERS retirement rate should remain unchanged. Health insurance is estimated to increase by 10%.

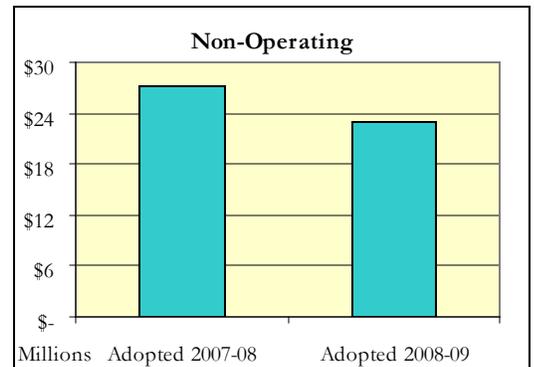
**Material and services:** Most of the \$1.6 million increase, or 11%, is related to costs for which we are obligated to pay. These include contracted police services \$601,000, commuter rail operations \$300,000, increased fuel costs \$180,000, higher electricity rates \$90,000 and sewer plant chemicals \$60,000. Normal inflationary impact accounts for most of the balance.

**Capital outlay:** New equipment purchases include transit buses, two small trucks, track hoe, replacement cameras and other audio visual equipment, and server replacements. Total outlay for equipment is budgeted at \$700,000.

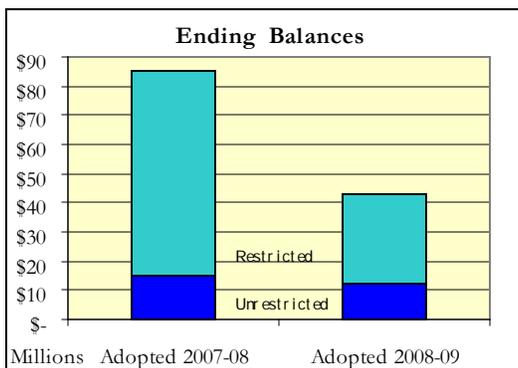
*Non-operating expenses include debt and major capital improvements.*

**Capital projects:** Total capital projects are budgeted at \$19.8 million. Major projects for 2008-09 include Wilsonville Road interchange improvements and initial work on the sewer plant. Altogether, there are over 90 projects budgeted for the year.

**Debt service:** Total debt service will decline due to savings from refinancing and an early retirement of a local improvement bond.



*Ending balances are the unexpended resources remaining at the end of the year. They are categorized as restricted or unrestricted.*



**Restricted:** The large restricted balances projected for 2007-08 assumed carryover of a \$50 million sewer bond sale. The sale has been delayed. Ignoring the bond sale, reserves are expected to decrease as the resources are used to fund capital projects.

**Unrestricted:** Representing undesignated contingencies in the operating funds, the overall balance is expected to decline in some funds as the resources are used to fund capital projects. Within the Water and Sewer Funds, a portion of unrestricted will be reclassified to restricted so as to demonstrate a strong cash balance for existing debt.



## 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 departmental activities and sources of revenue funding for those activities.

The program budget matrix is a tool used by the City to bring together revenues and expenditures and describes relationships between programs and the various funds.

The program budget matrix shown on the following pages is designed with department and program subtotals down the left-hand column. Each fund is listed across the top of the page. The proportion of each department's funding support is shown in the appropriate fund's column. The total for each department and 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 the reader with a capsulated version of the budget and a wealth of other information. The program budget matrix relationships are derived from specifically identifying funds that benefit from the various programs. The City uses program/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 as listed 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 both the incurred cost and the interfund services/transfers. This inflates the budget above actual costs to be incurred.

The City's working budget is \$91,110,482, from a total budget of \$111,107,265. The difference of \$19,996,783 is due to the aforementioned interfund service charges and transfers. The working budget number of \$91,110,482 represents the real cost of running the City of Wilsonville. The program expenditures section of this report focuses on the working budget – not the total budget.

# BUDGET MATRIX

BUDGET UNITS	OPERATING FUNDS					
	General Fund	Comm. Dev. Fund	Transit Fund	Road Operating	Fleet Services	Road Maintenance
<i>Policy and Administration</i>						
Administration	\$ 870,507	\$ 66,948	\$ 60,321	\$ 12,805	\$ -	\$ -
Finance	270,276	142,569	218,957	22,870	-	500
Information Systems	255,376	138,597	38,509	7,073	-	-
GIS	26,963	52,800	3,600	3,600	-	-
Legal	369,214	20,289	18,281	3,881	-	-
Human Resources/Risk Mgmt	295,382	95,987	85,353	7,215	100	-
<b>Total</b>	<b>2,087,718</b>	<b>517,190</b>	<b>425,021</b>	<b>57,443</b>	<b>100</b>	<b>500</b>
<i>Community Development</i>						
Administration	-	640,219	-	15,090	-	-
Engineering	-	610,542	-	36,910	-	-
Building Inspections	-	688,440	-	-	-	-
Planning	-	954,052	-	-	-	-
Storm Water	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>2,893,253</b>	<b>-</b>	<b>52,000</b>	<b>-</b>	<b>-</b>
<i>Public Works</i>						
Administration	2,783	-	-	147,196	-	-
Building Maintenance	546,085	39,210	68,399	-	-	-
Parks Maintenance	757,442	-	-	32,161	-	-
Roads	-	-	-	805,072	-	-
Street Lighting	-	-	-	-	-	-
Water Distribution and Sales	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-
Wastewater Collect & Treat	-	-	-	-	-	-
Storm Water	-	-	-	-	-	-
<b>Total</b>	<b>1,306,310</b>	<b>39,210</b>	<b>68,399</b>	<b>984,429</b>	<b>-</b>	<b>-</b>
<i>Community Services</i>						
Community Services	849,444	-	-	-	-	-
Library	1,026,871	-	-	-	-	-
Library Endowment	-	-	-	-	-	-
<b>Total</b>	<b>1,876,315</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Transportation</i>						
Transit	-	-	4,326,914	-	-	-
Fleet Service	-	-	-	-	1,077,275	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>4,326,914</b>	<b>-</b>	<b>1,077,275</b>	<b>-</b>
<i>Public Safety</i>						
Law Enforcement	3,241,899	-	-	-	-	-
Municipal Court	184,969	-	-	-	-	-
<b>Total</b>	<b>3,426,868</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Budget</b>	<b>8,697,211</b>	<b>3,449,653</b>	<b>4,820,334</b>	<b>1,093,872</b>	<b>1,077,375</b>	<b>500</b>
<i>Non-Operating Units</i>						
<i>Capital Improvements</i>	20,000	-	840,420	30,000	-	700,000
<i>Debt Service</i>	-	-	-	-	26,300	-
<i>Contingencies/Designations</i>	9,920,836	3,458,372	1,808,049	92,623	1,068,539	233,012
<b>Total Non-Operating Budget</b>	<b>9,940,836</b>	<b>3,458,372</b>	<b>2,648,469</b>	<b>122,623</b>	<b>1,094,839</b>	<b>933,012</b>
<b>Total Working Budget</b>	<b>18,638,047</b>	<b>6,908,025</b>	<b>7,468,803</b>	<b>1,216,495</b>	<b>2,172,214</b>	<b>933,512</b>
<i>Adjustments:</i>						
Interfund Service & Transfers	2,516,102	1,340,000	122,659	37,200	2,000	-
<b>Total Appropriations</b>	<b>21,154,149</b>	<b>8,248,025</b>	<b>7,591,462</b>	<b>1,253,695</b>	<b>2,174,214</b>	<b>933,512</b>
<i>Unappropriated Ending Balance</i>						
	600,000	200,000	200,000	40,000	60,000	-
<b>Total Uses</b>	<b>\$ 21,754,149</b>	<b>\$ 8,448,025</b>	<b>\$ 7,791,462</b>	<b>\$ 1,293,695</b>	<b>\$ 2,234,214</b>	<b>\$ 933,512</b>
Revenues and Transfers In	\$ 12,491,506	\$ 4,974,564	\$ 5,006,560	\$ 819,200	\$ 1,273,800	\$ 627,000
Estimated 08-09 Beginning Bal	9,262,643	3,473,461	2,784,902	474,495	960,414	306,512
<b>Total Estimated Resources</b>	<b>\$ 21,754,149</b>	<b>\$ 8,448,025</b>	<b>\$ 7,791,462</b>	<b>\$ 1,293,695</b>	<b>\$ 2,234,214</b>	<b>\$ 933,512</b>

BUDGET MATRIX CONT.

OPERATING FUNDS (Continued)				CIP & SDC FUNDS	DEBT SVC & ENDWMNT FUNDS	TOTAL ALL FUND	PAGE REFERENCE #
Water Operating	Sewer Operating	Street Lighting	Storm Water Operating				
\$ 42,031	\$ 32,832	\$ -	\$ 8,986	\$ 31,626	\$ -	\$ 1,126,057	87
199,790	182,090	-	71,486	82,296	-	1,190,833	89
21,231	44,893	-	5,737	42,378	-	553,793	93
50,000	27,000	-	18,000	-	-	181,963	97
12,738	9,950	-	2,724	9,585	-	446,662	101
12,372	25,115	-	7,907	-	-	529,431	103
338,162	321,880	-	114,839	165,885	-	4,028,739	
29,314	49,628	-	102,157	304,969	-	1,141,377	109
49,686	99,372	-	24,843	610,031	-	1,431,384	111
-	-	-	-	-	-	688,440	113
-	-	-	-	-	-	954,052	117
-	-	-	164,193	-	-	164,193	119
79,000	149,000	-	291,193	915,000	-	4,379,446	
220,969	171,960	-	44,607	22,317	-	609,832	125
11,706	26,061	-	2,690	-	-	694,150	127
3,162	-	-	314	-	-	793,079	129
-	-	-	-	-	-	805,072	131
-	-	249,000	-	-	-	249,000	135
1,152,604	-	-	-	-	-	1,152,604	137
1,658,006	-	-	-	-	-	1,658,006	141
-	134,211	-	-	-	-	134,211	145
-	2,088,087	-	-	-	-	2,088,087	149
-	-	-	400,472	-	-	400,472	153
3,046,448	2,420,318	249,000	448,083	22,317	-	8,584,513	
-	-	-	-	-	-	849,444	159
-	-	-	-	-	-	1,026,871	165
-	-	-	-	-	21,703	21,703	171
-	-	-	-	-	21,703	1,898,018	
-	-	-	-	-	-	4,326,914	177
-	-	-	-	-	-	1,077,275	185
-	-	-	-	-	-	5,404,189	
-	-	-	-	-	-	3,241,899	159
-	-	-	-	-	-	184,969	193
-	-	-	-	-	-	3,426,868	
<b>3,463,610</b>	<b>2,891,198</b>	<b>249,000</b>	<b>854,115</b>	<b>1,103,202</b>	<b>21,703</b>	<b>27,721,773</b>	<u>Operating</u>
1,170,000	1,170,000	141,000	366,500	15,361,100	-	19,799,020	
1,697,000	351,000	-	-	650,000	370,110	3,094,410	
2,542,516	4,108,779	208,750	513,904	16,539,899	-	40,495,279	
<b>5,409,516</b>	<b>5,629,779</b>	<b>349,750</b>	<b>880,404</b>	<b>32,550,999</b>	<b>370,110</b>	<b>63,388,709</b>	
<b>8,873,126</b>	<b>8,520,977</b>	<b>598,750</b>	<b>1,734,519</b>	<b>33,654,201</b>	<b>391,813</b>	<b>91,110,482</b>	<u>Working</u>
523,800	473,800	19,740	53,310	14,722,882	185,290	19,996,783	
9,396,926	8,994,777	618,490	1,787,829	48,377,083	577,103	111,107,265	<u>Approp.</u>
150,000	115,000	15,000	30,000	-	176,901	1,586,901	
<b>\$ 9,546,926</b>	<b>\$ 9,109,777</b>	<b>\$ 633,490</b>	<b>\$ 1,817,829</b>	<b>\$ 48,377,083</b>	<b>\$ 754,004</b>	<b>\$ 112,694,166</b>	<u>Total Uses</u>
\$ 6,233,308	\$ 5,341,560	\$ 392,000	\$ 920,000	\$ 30,277,806	\$ 347,200	\$ 68,704,504	
3,313,618	3,768,217	241,490	897,829	18,099,277	406,804	43,989,662	
<b>\$ 9,546,926</b>	<b>\$ 9,109,777</b>	<b>\$ 633,490</b>	<b>\$ 1,817,829</b>	<b>\$ 48,377,083</b>	<b>\$ 754,004</b>	<b>\$ 112,694,166</b>	

## DETAIL OF CAPITAL PROJECT FUNDS

BUDGET UNITS	CAPITAL PROJECT FUNDS - IMPROVEMENTS						TOTAL
	Water	Sewer	Streets	Storm Water	Building Improvements	Parks	IMPVMENTS FUNDS
<i>Policy and Administration</i>							
Administration	\$ 4,970	\$ 17,023	\$ 4,446	\$ 2,114	\$ 1,700	\$ 1,373	\$ 31,626
Finance	6,159	21,098	5,511	2,619	2,106	1,703	39,196
Information Systems	6,659	22,810	5,958	2,833	2,278	1,840	42,378
GIS	-	-	-	-	-	-	-
Legal	1,506	5,159	1,348	641	515	416	9,585
Human Resources/ Risk Mgmt	-	-	-	-	-	-	-
<b>Total</b>	<b>19,294</b>	<b>66,090</b>	<b>17,263</b>	<b>8,207</b>	<b>6,599</b>	<b>5,332</b>	<b>122,785</b>
<i>Community Development</i>							
Administration	47,029	161,417	46,862	20,331	15,998	13,332	304,969
Engineering	94,071	322,883	93,738	40,669	32,002	26,668	610,031
Building Inspections	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-
Storm Water	-	-	-	-	-	-	-
<b>Total</b>	<b>141,100</b>	<b>484,300</b>	<b>140,600</b>	<b>61,000</b>	<b>48,000</b>	<b>40,000</b>	<b>915,000</b>
<i>Public Works</i>							
Administration	3,506	12,012	3,138	1,493	1,200	968	22,317
Building Maintenance	-	-	-	-	-	-	-
Parks Maintenance	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution and Sales	-	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Collect & Treat	-	-	-	-	-	-	-
Storm Water	-	-	-	-	-	-	-
<b>Total</b>	<b>3,506</b>	<b>12,012</b>	<b>3,138</b>	<b>1,493</b>	<b>1,200</b>	<b>968</b>	<b>22,317</b>
<i>Community Services</i>							
Community Services	-	-	-	-	-	-	-
Library	-	-	-	-	-	-	-
Library Endowment	-	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Transportation</i>							
Transit	-	-	-	-	-	-	-
Fleet Service	-	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<i>Public Safety</i>							
Law Enforcement	-	-	-	-	-	-	-
Municipal Court	-	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Budget</b>	<b>163,900</b>	<b>562,402</b>	<b>161,001</b>	<b>70,700</b>	<b>55,799</b>	<b>46,300</b>	<b>1,060,102</b>
<i>Non-Operating Units</i>							
<i>Capital Improvements</i>	-	5,500,000	560,000	176,000	-	652,500	6,888,500
<i>Debt Service</i>	-	-	-	-	-	-	-
<i>Contingencies/Designations</i>	1,892,757	293,558	671,367	9,200	176,845	151,016	3,194,743
<b>Total Non-Operating Budget</b>	<b>1,892,757</b>	<b>5,793,558</b>	<b>1,231,367</b>	<b>185,200</b>	<b>176,845</b>	<b>803,516</b>	<b>10,083,243</b>
<b>Total Working Budget</b>	<b>2,056,657</b>	<b>6,355,960</b>	<b>1,392,368</b>	<b>255,900</b>	<b>232,644</b>	<b>849,816</b>	<b>11,143,345</b>
<i>Adjustments:</i>							
Interfund Service & Transfers	2,518,100	3,140,198	5,590,999	1,088,800	927,921	718,700	13,984,718
Total Appropriations	4,574,757	9,496,158	6,983,367	1,344,700	1,160,565	1,568,516	25,128,063
<i>Unappropriated Ending Balance</i>	-	-	-	-	-	-	-
<b>Total Uses</b>	<b>\$ 4,574,757</b>	<b>\$ 9,496,158</b>	<b>\$ 6,983,367</b>	<b>\$ 1,344,700</b>	<b>\$ 1,160,565</b>	<b>\$ 1,568,516</b>	<b>\$ 25,128,063</b>
Revenues and Transfers In	\$ 3,286,420	\$ 9,234,904	\$ 6,315,460	\$ 1,336,150	\$ 985,779	\$ 1,425,580	22,584,293
Estimated 08-09 Beginning Bal	1,288,337	261,254	667,907	8,550	174,786	142,936	2,543,770
<b>Total Estimated Resources</b>	<b>\$ 4,574,757</b>	<b>\$ 9,496,158</b>	<b>\$ 6,983,367</b>	<b>\$ 1,344,700</b>	<b>\$ 1,160,565</b>	<b>\$ 1,568,516</b>	<b>\$ 25,128,063</b>

**DETAIL OF CAPITAL PROJECT FUNDS**

CAPITAL PROJECT FUNDS - SDCs						TOTAL SDC FUNDS	COMBINED CIP & SDC FUNDS
Water	Sewer	Streets	Storm Water	Parks			
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 31,626
9,900	10,400	15,600	1,400	5,800	43,100	82,296	42,378
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	9,585
-	-	-	-	-	-	-	-
9,900	10,400	15,600	1,400	5,800	43,100	43,100	165,885
-	-	-	-	-	-	-	304,969
-	-	-	-	-	-	-	610,031
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	915,000
-	-	-	-	-	-	-	22,317
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	22,317
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-
9,900	10,400	15,600	1,400	5,800	43,100	43,100	1,103,202
1,183,000	1,403,600	4,563,000	651,000	672,000	8,472,600	8,472,600	\$ 15,361,100
350,000	300,000	-	-	-	650,000	650,000	650,000
1,654,410	3,694,475	5,702,132	353,665	1,940,474	13,345,156	13,345,156	16,539,899
3,187,410	5,398,075	10,265,132	1,004,665	2,612,474	22,467,756	22,467,756	32,550,999
3,197,310	5,408,475	10,280,732	1,006,065	2,618,274	22,510,856	22,510,856	33,654,201
165,620	196,504	190,820	91,140	94,080	738,164	738,164	14,722,882
3,362,930	5,604,979	10,471,552	1,097,205	2,712,354	23,249,020	23,249,020	48,377,083
-	-	-	-	-	-	-	-
\$ 3,362,930	\$ 5,604,979	\$ 10,471,552	\$ 1,097,205	\$ 2,712,354	\$ 23,249,020	\$ 23,249,020	\$ 48,377,083
\$ 1,277,215	\$ 1,623,070	\$ 3,769,355	\$ 275,006	\$ 748,867	\$ 7,693,513	\$ 7,693,513	\$ 30,277,806
2,085,715	3,981,909	6,702,197	822,199	1,963,487	15,555,507	15,555,507	18,099,277
\$ 3,362,930	\$ 5,604,979	\$ 10,471,552	\$ 1,097,205	\$ 2,712,354	\$ 23,249,020	\$ 23,249,020	\$ 48,377,083

# DETAIL OF DEBT & ENDOWMENT FUNDS

BUDGET UNITS	DEBT SERVICE FUND	LIBRARY ENDOWMENT			TOTAL DEBT & ENDWMNT
		Library Non- Expendable	Library Expendable	TOTAL	
<b><i>Policy and Administration</i></b>					
Administration	\$ -	\$ -	\$ -	\$ -	\$ -
Finance	-	-	-	-	-
Information Systems	-	-	-	-	-
GIS	-	-	-	-	-
Legal	-	-	-	-	-
Human Resources/Risk Mgmt	-	-	-	-	-
Total	-	-	-	-	-
<b><i>Community Development</i></b>					
Administration	-	-	-	-	-
Engineering	-	-	-	-	-
Building Inspections	-	-	-	-	-
Planning	-	-	-	-	-
Storm Water	-	-	-	-	-
Total	-	-	-	-	-
<b><i>Public Works</i></b>					
Administration	-	-	-	-	-
Building Maintenance	-	-	-	-	-
Parks Maintenance	-	-	-	-	-
Roads	-	-	-	-	-
Street Lighting	-	-	-	-	-
Water Distribution and Sales	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-
Wastewater Collect & Treat	-	-	-	-	-
Storm Water	-	-	-	-	-
Total	-	-	-	-	-
<b><i>Community Services</i></b>					
Community Services	-	-	-	-	-
Library	-	-	-	-	-
Library Endowment	-	4,245	17,458	21,703	21,703
Total	-	4,245	17,458	21,703	21,703
<b><i>Transportation</i></b>					
Transit	-	-	-	-	-
Fleet Service	-	-	-	-	-
Total	-	-	-	-	-
<b><i>Public Safety</i></b>					
Law Enforcement	-	-	-	-	-
Municipal Court	-	-	-	-	-
Total	-	-	-	-	-
<b>Total Operating Budget</b>	<b>-</b>	<b>4,245</b>	<b>17,458</b>	<b>21,703</b>	<b>21,703</b>
<b><i>Non-Operating Units</i></b>					
<b><i>Capital Improvements</i></b>					
Capital Improvements	-	-	-	-	-
<b><i>Debt Service</i></b>					
Debt Service	370,110	-	-	-	370,110
<b><i>Contingencies/Designations</i></b>					
Contingencies/Designations	-	-	-	-	-
<b>Total Non-Operating Budget</b>	<b>370,110</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>370,110</b>
<b>Total Working Budget</b>	<b>370,110</b>	<b>4,245</b>	<b>17,458</b>	<b>21,703</b>	<b>391,813</b>
<b><i>Adjustments:</i></b>					
Interfund Service & Transfers	185,290	-	-	-	185,290
Total Appropriations	555,400	4,245	17,458	21,703	577,103
<b><i>Unappropriated Ending Balance</i></b>					
Unappropriated Ending Balance	168,731	8,170	-	8,170	176,901
<b>Total Uses</b>	<b>\$ 724,131</b>	<b>\$ 12,415</b>	<b>\$ 17,458</b>	<b>\$ 29,873</b>	<b>\$ 754,004</b>
Revenues and Transfers In	\$ 346,000	\$ 500	\$ 700	\$ 1,200	347,200
Estimated 08-09 Beginning Bal	378,131	11,915	16,758	28,673	406,804
<b>Total Estimated Resources</b>	<b>\$ 724,131</b>	<b>\$ 12,415</b>	<b>\$ 17,458</b>	<b>\$ 29,873</b>	<b>\$ 754,004</b>

## SUMMARY OF FUNDS

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The following pages offer a fund-by-fund analysis of resources and requirements. Actual results for the previous two years, the preceding year's adopted budget, the new year's proposed budget, and the final adopted budget are provided in columnar form.

### RESOURCES

Revenues, transfers, and beginning fund balances.

**Revenues** are income received from major sources such as property taxes, user charges, permits and fees, state shared revenues and interest earnings on investments.

**Transfers** are transactions between funds and represent the payment for services provided by one fund to another.

**Beginning fund balance** is the carry-forward of unexpended resources from the previous year.

### REQUIREMENTS

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 the payment for services provided by one fund to another.

**Contingencies** are discretionary amounts, which the City's Fiscal Management Policy sets at a minimum of 5% of the operating costs.

**Ending fund balance** (or *Unappropriated ending balance*) is the difference between total resources and the sum of the previous requirements. Under Oregon Local Budget law, amounts in this classification may not be expended in the current year. This classification should not be confused with contingency. Amounts in the contingency classification may be transferred to other accounts if approved by Council.

**GENERAL FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Property taxes	\$ 4,129,766	\$ 4,350,184	\$ 4,338,000	\$ 4,725,000	\$ 4,725,000	\$ 4,725,000
Hotel/Motel taxes	207,002	267,651	250,003	300,000	300,000	300,000
Franchise fees	1,764,528	1,961,349	2,014,997	2,276,000	2,276,000	2,276,000
Licenses & permits	125,300	136,398	135,400	135,400	135,400	135,400
Intergovt./other agencies	955,467	984,874	942,520	969,048	969,048	969,048
Charges for services	443,487	449,369	465,174	488,868	488,868	488,868
Municipal court fines	311,545	317,580	325,000	325,000	325,000	325,000
Investment income	304,261	453,494	416,800	227,000	227,000	227,000
Miscellaneous revenue	129,882	143,652	133,900	139,000	139,000	139,000
Revenue Subtotal	<u>8,371,238</u>	<u>9,064,551</u>	<u>9,021,794</u>	<u>9,585,316</u>	<u>9,585,316</u>	<u>9,585,316</u>
Transfers from other funds:						
Community Development Fund	63,099	134,733	126,286	571,800	571,800	571,800
Transit Fund	278,364	339,667	349,126	446,600	446,600	446,600
Road Operating Fund	126,251	207,685	239,426	239,600	239,600	239,600
Fleet Services Fund	1,700	1,700	1,700	2,000	2,000	2,000
Water Operating Fund	483,552	527,239	621,364	528,000	528,000	528,000
Sewer Operating Fund	308,700	422,619	441,695	481,000	481,000	481,000
Storm Water Fund	81,934	141,115	143,843	152,000	152,000	152,000
Water Capital Fund	6,251	4,646	118,360	47,000	47,000	47,000
Sewer Capital Fund	5,028	6,207	64,020	161,000	161,000	161,000
Streets Capital Fund	12,245	14,708	128,100	42,000	42,000	42,000
Storm Water Capital Fund	7,335	23,167	32,340	20,000	20,000	20,000
Building Capital Fund	1,883	20,014	21,999	16,900	16,900	16,900
Parks Capital Fund	2,230	1,462	17,479	13,000	13,000	13,000
Debt Service Funds	-	142,383	-	185,290	185,290	185,290
Interfund loans:						
Road Maintenance Fund	297,113	-	-	-	-	-
Transfers/Interfund Subtotal	<u>1,675,685</u>	<u>1,987,345</u>	<u>2,305,738</u>	<u>2,906,190</u>	<u>2,906,190</u>	<u>2,906,190</u>
Beginning fund balance	<u>8,606,537</u>	<u>9,296,700</u>	<u>8,457,601</u>	<u>9,262,643</u>	<u>9,262,643</u>	<u>9,262,643</u>
<b>TOTAL RESOURCES</b>	<u><b>\$ 18,653,460</b></u>	<u><b>\$ 20,348,596</b></u>	<u><b>\$ 19,785,133</b></u>	<u><b>\$ 21,754,149</b></u>	<u><b>\$ 21,754,149</b></u>	<u><b>\$ 21,754,149</b></u>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 3,989,367	\$ 4,325,623	\$ 4,669,790	\$ 5,041,895	\$ 5,041,895	\$ 5,041,895
Materials & services	4,752,500	5,176,198	9,808,527	5,896,585	6,031,585	6,031,585
Capital outlay	147,239	165,766	104,250	139,833	139,833	139,833
Expenditures Subtotal	<u>8,889,106</u>	<u>9,667,587</u>	<u>14,582,567</u>	<u>11,078,313</u>	<u>11,213,313</u>	<u>11,213,313</u>
Transfers to other funds:						
Community Development Fund	365,000	375,000	-	-	-	-
Streets Capital Projects Fund	21,177	-	-	-	-	-
Building Capital Projects Fund	81,477	761,672	1,189,915	20,000	20,000	20,000
Parks Capital Projects Fund	-	-	157,100	-	-	-
Transfers/Interfund Subtotal	<u>467,654</u>	<u>1,136,672</u>	<u>1,347,015</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
Contingencies/Designations	-	-	3,345,551	10,055,836	9,920,836	9,920,836
Unappropriated ending balance	<u>9,296,700</u>	<u>9,544,337</u>	<u>510,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>
<b>TOTAL REQUIREMENTS</b>	<u><b>\$ 18,653,460</b></u>	<u><b>\$ 20,348,596</b></u>	<u><b>\$ 19,785,133</b></u>	<u><b>\$ 21,754,149</b></u>	<u><b>\$ 21,754,149</b></u>	<u><b>\$ 21,754,149</b></u>

This is a major fund for GASB 34 purposes.

**COMMUNITY DEVELOPMENT FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Permits						
Building	\$ 946,267	\$ 801,076	\$ 856,190	\$ 974,971	\$ 974,971	\$ 974,971
Engineering	390,710	395,048	315,000	315,000	315,000	315,000
Planning	204,949	236,575	327,212	238,193	238,193	238,193
Permit subtotal	1,541,926	1,432,699	1,498,402	1,528,164	1,528,164	1,528,164
Intergovernmental	-	20,000	-	15,000	15,000	15,000
Charges for services						
Urban renewal	865,000	899,500	1,074,000	1,070,000	1,070,000	1,070,000
Traffic engineering	52,100	23,200	50,000	50,000	50,000	50,000
Other	1,416	3,284	3,000	3,000	3,000	3,000
Charges for services subtotal	918,516	925,984	1,127,000	1,123,000	1,123,000	1,123,000
Investment income	65,279	134,880	119,600	67,000	67,000	67,000
Miscellaneous Revenue	91,439	16,710	-	-	-	-
Revenue Subtotal	2,617,160	2,530,273	2,745,002	2,733,164	2,733,164	2,733,164
Transfers from other funds:						
General Fund	365,000	375,000	-	-	-	-
Road Operating Fund	107,323	55,039	41,000	52,000	52,000	52,000
Water Operating Fund	92,323	64,039	51,000	79,000	79,000	79,000
Sewer Operating Fund	82,323	55,039	111,000	149,000	149,000	149,000
Storm Water Operating Fund	106,739	84,552	92,000	127,000	127,000	127,000
Water Capital Fund	11,493	43,098	710,160	282,000	282,000	282,000
Sewer Capital Fund	42,455	60,395	184,120	968,000	968,000	968,000
Streets Capital Fund	80,065	128,187	605,640	281,000	281,000	281,000
Storm Water Capital Fund	52,338	127,290	194,040	122,000	122,000	122,000
Building Capital Fund	12,325	26,187	131,997	101,400	101,400	101,400
Parks Capital Fund	25,552	38,036	104,873	80,000	80,000	80,000
Transfers Subtotal	977,936	1,056,862	2,225,830	2,241,400	2,241,400	2,241,400
Beginning fund balance	1,741,730	2,214,979	2,593,355	3,473,461	3,473,461	3,473,461
<b>TOTAL RESOURCES</b>	<b>\$ 5,336,826</b>	<b>\$ 5,802,114</b>	<b>\$ 7,564,187</b>	<b>\$ 8,448,025</b>	<b>\$ 8,448,025</b>	<b>\$ 8,448,025</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 2,425,065	\$ 2,599,461	\$ 3,145,133	\$ 3,508,300	\$ 3,508,300	\$ 3,508,300
Materials & services	529,851	563,052	677,582	696,053	696,053	696,053
Capital outlay	103,832	8,539	20,000	13,500	13,500	13,500
Expenditures Subtotal	3,058,748	3,171,052	3,842,715	4,217,853	4,217,853	4,217,853
Transfers to other funds:						
General Fund	63,099	134,733	126,286	571,800	571,800	571,800
Contingencies/Designations	-	-	3,435,186	3,458,372	3,458,372	3,458,372
Unappropriated ending balance	2,214,979	2,496,329	160,000	200,000	200,000	200,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,336,826</b>	<b>\$ 5,802,114</b>	<b>\$ 7,564,187</b>	<b>\$ 8,448,025</b>	<b>\$ 8,448,025</b>	<b>\$ 8,448,025</b>

This is a major fund for GASB 34 purposes.

**TRANSIT FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Transit tax	\$ 2,233,915	\$ 2,543,970	\$ 2,475,000	\$ 3,933,000	\$ 3,933,000	\$ 3,933,000
Charges for services	33,860	126,903	122,500	152,800	152,800	152,800
Intergovernmental	649,409	894,040	399,180	809,160	809,160	809,160
Investment income	41,125	98,767	76,200	50,000	50,000	50,000
Miscellaneous	8	2,175	-	61,600	61,600	61,600
Business Energy Tax Credit	587,872	32,374	580,000	-	-	-
Vehicle sales	2,226	16,294	-	-	-	-
Revenue Subtotal	<u>3,548,415</u>	<u>3,714,523</u>	<u>3,652,880</u>	<u>5,006,560</u>	<u>5,006,560</u>	<u>5,006,560</u>
Beginning fund balance	1,515,718	2,326,290	2,165,632	2,784,902	2,784,902	2,784,902
<b>TOTAL RESOURCES</b>	<u><u>\$ 5,064,133</u></u>	<u><u>\$ 6,040,813</u></u>	<u><u>\$ 5,818,512</u></u>	<u><u>\$ 7,791,462</u></u>	<u><u>\$ 7,791,462</u></u>	<u><u>\$ 7,791,462</u></u>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 1,546,468	\$ 1,581,096	\$ 1,734,674	\$ 2,263,621	\$ 2,263,621	\$ 2,263,621
Materials & services	793,534	868,648	1,017,350	1,676,363	1,676,363	1,676,363
Capital outlay	113,118	430,478	25,000	438,750	438,750	438,750
Expenditures Subtotal	<u>2,453,120</u>	<u>2,880,222</u>	<u>2,777,024</u>	<u>4,378,734</u>	<u>4,378,734</u>	<u>4,378,734</u>
Transfers to other funds:						
General Fund	278,364	339,667	349,126	446,600	446,600	446,600
Building Capital Fund	6,359	68,342	1,510,130	958,079	958,079	958,079
Transfers Subtotal	<u>284,723</u>	<u>408,009</u>	<u>1,859,256</u>	<u>1,404,679</u>	<u>1,404,679</u>	<u>1,404,679</u>
Contingencies/Designations	-	-	1,042,232	1,808,049	1,808,049	1,808,049
Unappropriated ending balance	2,326,290	2,752,582	140,000	200,000	200,000	200,000
<b>TOTAL REQUIREMENTS</b>	<u><u>\$ 5,064,133</u></u>	<u><u>\$ 6,040,813</u></u>	<u><u>\$ 5,818,512</u></u>	<u><u>\$ 7,791,462</u></u>	<u><u>\$ 7,791,462</u></u>	<u><u>\$ 7,791,462</u></u>

Of the \$1,808,049 proposed FY 08/09 Contingencies/Designations, \$570,246 is Business Energy Tax Credit (BETC) amounts on hand, \$580,000 is BETC amounts expected by June 30, 2008, \$452,257 is designated contingency and \$205,546 is undesignated.

This is a major fund for GASB 34 purposes.

**ROAD OPERATING FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Gasoline tax	\$ 800,724	\$ 783,851	\$ 827,500	\$ 797,200	\$ 797,200	\$ 797,200
Investment income	26,726	43,059	39,700	22,000	22,000	22,000
Miscellaneous	3,723	24,658	-	-	-	-
Revenue Subtotal	831,173	851,568	867,200	819,200	819,200	819,200
Beginning fund balance	705,747	877,859	908,395	474,495	474,495	474,495
<b>TOTAL RESOURCES</b>	<b>\$ 1,536,920</b>	<b>\$ 1,729,427</b>	<b>\$ 1,775,595</b>	<b>\$ 1,293,695</b>	<b>\$ 1,293,695</b>	<b>\$ 1,293,695</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 184,567	\$ 185,696	\$ 201,407	\$ 234,581	\$ 234,581	\$ 234,581
Materials & services	207,719	250,161	486,615	535,858	535,858	535,858
Capital outlay	16,045	3,500	18,000	34,833	34,833	34,833
Expenditures Subtotal	408,331	439,357	706,022	805,272	805,272	805,272
Transfers to other funds:						
General Fund	126,251	207,685	239,426	239,600	239,600	239,600
Community Development Fund	107,323	55,039	41,000	52,000	52,000	52,000
Streets Capital Projects Fund	11,435	199,287	688,500	58,500	58,500	58,500
Building Capital Fund	-	-	22,800	5,700	5,700	5,700
Parks Capital Fund	5,721	12,307	32,490	-	-	-
Transfers Subtotal	250,730	474,318	1,024,216	355,800	355,800	355,800
Contingencies/Designations	-	-	10,357	92,623	92,623	92,623
Unappropriated ending balance	877,859	815,752	35,000	40,000	40,000	40,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,536,920</b>	<b>\$ 1,729,427</b>	<b>\$ 1,775,595</b>	<b>\$ 1,293,695</b>	<b>\$ 1,293,695</b>	<b>\$ 1,293,695</b>

**FLEET SERVICES FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Charges for services						
General Fund	\$ 92,220	\$ 118,310	\$ 114,330	\$ 138,890	\$ 138,890	\$ 138,890
Community Development	37,180	35,510	38,390	42,770	42,770	42,770
Transit Fund	554,820	625,873	659,600	841,040	841,040	841,040
Road Operating Fund	27,960	26,390	21,350	24,970	24,970	24,970
Water Operating Fund	39,250	52,230	56,210	62,260	62,260	62,260
Sewer Operating Fund	73,320	71,120	64,840	72,740	72,740	72,740
Storm Water Operating Fund	20,330	21,910	25,590	31,080	31,080	31,080
Investment income	33,876	51,725	30,000	26,000	26,000	26,000
Miscellaneous	34,050	34,858	34,050	34,050	34,050	34,050
Revenue Subtotal	913,006	1,037,926	1,044,360	1,273,800	1,273,800	1,273,800
Beginning fund balance	828,905	872,249	981,271	960,414	960,414	960,414
<b>TOTAL RESOURCES</b>	<b>\$ 1,741,911</b>	<b>\$ 1,910,175</b>	<b>\$ 2,025,631</b>	<b>\$ 2,234,214</b>	<b>\$ 2,234,214</b>	<b>\$ 2,234,214</b>

**REQUIREMENTS**

Expenditures:						
Personal services	\$ 349,982	\$ 305,961	\$ 355,711	\$ 484,311	\$ 484,311	\$ 484,311
Materials & services	381,973	404,622	477,755	580,064	580,064	580,064
Capital outlay	60,342	8,306	408,500	13,000	13,000	13,000
Debt service	75,665	75,665	76,000	26,300	26,300	26,300
Expenditures Subtotal	867,962	794,554	1,317,966	1,103,675	1,103,675	1,103,675
Transfers to other funds:						
General Fund	1,700	1,700	1,700	2,000	2,000	2,000
Contingencies/Designations	-	-	645,965	1,068,539	1,068,539	1,068,539
Unappropriated ending balance	872,249	1,113,921	60,000	60,000	60,000	60,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,741,911</b>	<b>\$ 1,910,175</b>	<b>\$ 2,025,631</b>	<b>\$ 2,234,214</b>	<b>\$ 2,234,214</b>	<b>\$ 2,234,214</b>

**ROAD MAINTENANCE REGULATORY FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 554,945	\$ 577,231	\$ 590,000	\$ 625,000	\$ 625,000	\$ 625,000
Investment income	1,648	3,509	500	2,000	2,000	2,000
Revenue Subtotal	556,593	580,740	590,500	627,000	627,000	627,000
Beginning fund balance	42,588	302,068	301,021	306,512	306,512	306,512
<b>TOTAL RESOURCES</b>	<b>\$ 599,181</b>	<b>\$ 882,808</b>	<b>\$ 891,521</b>	<b>\$ 933,512</b>	<b>\$ 933,512</b>	<b>\$ 933,512</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ -	\$ -	\$ 500	\$ 500	\$ 500
Transfers to other funds:						
Streets Capital Projects Fund	-	517,296	891,521	700,000	700,000	700,000
Interfund loans:						
General Fund	297,113	-	-	-	-	-
Contingencies/Designations	-	-	-	233,012	233,012	233,012
Unappropriated ending balance	302,068	365,512	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 599,181</b>	<b>\$ 882,808</b>	<b>\$ 891,521</b>	<b>\$ 933,512</b>	<b>\$ 933,512</b>	<b>\$ 933,512</b>

**WATER OPERATING FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 5,264,652	\$ 5,733,802	\$ 6,040,000	\$ 5,640,000	\$ 5,640,000	\$ 5,640,000
Connection fees	63,692	37,230	61,000	64,308	64,308	64,308
User fee - fire charge	72,579	77,899	81,000	94,000	94,000	94,000
Investment income	72,707	169,503	127,600	85,000	85,000	85,000
Miscellaneous	52	2,091	3,500	-	-	-
Bond sale proceeds	9,325,000	-	-	-	-	-
Revenue Subtotal	<u>14,798,682</u>	<u>6,020,525</u>	<u>6,313,100</u>	<u>5,883,308</u>	<u>5,883,308</u>	<u>5,883,308</u>
Transfers from other funds:						
Water SDC Fund	350,000	350,000	350,000	350,000	350,000	350,000
Beginning fund balance	<u>2,171,952</u>	<u>2,712,253</u>	<u>3,721,272</u>	<u>3,313,618</u>	<u>3,313,618</u>	<u>3,313,618</u>
TOTAL RESOURCES	<u>\$ 17,320,634</u>	<u>\$ 9,082,778</u>	<u>\$ 10,384,372</u>	<u>\$ 9,546,926</u>	<u>\$ 9,546,926</u>	<u>\$ 9,546,926</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 283,438	\$ 311,802	\$ 339,175	\$ 373,173	\$ 373,173	\$ 373,173
Materials & services	2,354,278	2,124,589	2,786,015	2,481,437	2,481,437	2,481,437
Capital outlay	25,000	26,919	5,350	12,000	12,000	12,000
Debt service	<u>11,292,727</u>	<u>2,039,193</u>	<u>2,090,671</u>	<u>2,047,000</u>	<u>2,047,000</u>	<u>2,047,000</u>
Expenditures Subtotal	<u>13,955,443</u>	<u>4,502,503</u>	<u>5,221,211</u>	<u>4,913,610</u>	<u>4,913,610</u>	<u>4,913,610</u>
Transfers to other funds:						
General Fund	483,552	527,239	621,364	528,000	528,000	528,000
Community Development Fund	92,323	64,039	51,000	79,000	79,000	79,000
Water Capital Fund	<u>77,063</u>	<u>34,172</u>	<u>3,078,920</u>	<u>1,333,800</u>	<u>1,333,800</u>	<u>1,333,800</u>
Transfers Subtotal	<u>652,938</u>	<u>625,450</u>	<u>3,751,284</u>	<u>1,940,800</u>	<u>1,940,800</u>	<u>1,940,800</u>
Contingencies/Designations	-	-	1,261,877	2,542,516	2,542,516	2,542,516
Unappropriated ending balance	<u>2,712,253</u>	<u>3,954,825</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
TOTAL REQUIREMENTS	<u>\$ 17,320,634</u>	<u>\$ 9,082,778</u>	<u>\$ 10,384,372</u>	<u>\$ 9,546,926</u>	<u>\$ 9,546,926</u>	<u>\$ 9,546,926</u>

**SEWER OPERATING FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 2,704,970	\$ 3,963,511	\$ 4,200,000	\$ 4,750,000	\$ 4,750,000	\$ 4,750,000
High strength surcharge	207,676	307,910	310,000	215,000	215,000	215,000
Investment income	7,264	62,217	47,600	60,000	60,000	60,000
Bond sale proceeds	5,355,918	-	-	-	-	-
Miscellaneous	18,426	33,087	16,560	16,560	16,560	16,560
Revenue Subtotal	8,294,254	4,366,725	4,574,160	5,041,560	5,041,560	5,041,560
Transfers from other funds:						
Sewer Dvlpmt Fund (SDC)	300,000	700,000	700,000	300,000	300,000	300,000
Beginning fund balance	1,007,695	1,180,627	2,933,234	3,768,217	3,768,217	3,768,217
<b>TOTAL RESOURCES</b>	<b>\$ 9,601,949</b>	<b>\$ 6,247,352</b>	<b>\$ 8,207,394</b>	<b>\$ 9,109,777</b>	<b>\$ 9,109,777</b>	<b>\$ 9,109,777</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 657,777	\$ 678,042	\$ 749,733	\$ 782,648	\$ 782,648	\$ 782,648
Materials & services	1,164,132	1,404,618	1,478,577	1,461,550	1,461,550	1,461,550
Capital outlay	53,486	12,926	220,675	27,000	27,000	27,000
Debt Service	6,008,326	614,530	1,475,550	651,000	651,000	651,000
Expenditures Subtotal	7,883,721	2,710,116	3,924,535	2,922,198	2,922,198	2,922,198
Transfers to other funds:						
General Fund	306,700	422,619	441,695	481,000	481,000	481,000
Community Development Fund	82,323	55,039	111,000	149,000	149,000	149,000
Sewer Capital Fund	148,578	125,890	410,800	1,333,800	1,333,800	1,333,800
Transfers Subtotal	537,601	603,548	963,495	1,963,800	1,963,800	1,963,800
Contingencies/Designations	-	-	3,204,364	4,108,779	4,108,779	4,108,779
Unappropriated ending balance	1,180,627	2,933,688	115,000	115,000	115,000	115,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 9,601,949</b>	<b>\$ 6,247,352</b>	<b>\$ 8,207,394</b>	<b>\$ 9,109,777</b>	<b>\$ 9,109,777</b>	<b>\$ 9,109,777</b>

**STREET LIGHTING FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Transfers from other funds:						
Usage charge	\$ 353,203	\$ 365,970	\$ 375,000	\$ 385,000	\$ 385,000	\$ 385,000
Investment income	4,039	14,172	22,600	7,000	7,000	7,000
Revenue Subtotal	357,242	380,142	397,600	392,000	392,000	392,000
Beginning fund balance	264,817	418,215	372,350	241,490	241,490	241,490
<b>TOTAL RESOURCES</b>	<b>\$ 622,059</b>	<b>\$ 798,357</b>	<b>\$ 769,950</b>	<b>\$ 633,490</b>	<b>\$ 633,490</b>	<b>\$ 633,490</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 167,685	\$ 193,649	\$ 235,000	\$ 249,000	\$ 249,000	\$ 249,000
Transfers to other funds:						
Streets Capital Projects Fund	36,159	187,388	331,740	160,740	160,740	160,740
Contingencies/Designations	-	-	188,210	208,750	208,750	208,750
Unappropriated ending balance	418,215	417,320	15,000	15,000	15,000	15,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 622,059</b>	<b>\$ 798,357</b>	<b>\$ 769,950</b>	<b>\$ 633,490</b>	<b>\$ 633,490</b>	<b>\$ 633,490</b>

**STORM WATER OPERATING FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Storm Water utility charge	\$ 826,382	\$ 865,831	\$ 875,000	\$ 890,000	\$ 890,000	\$ 890,000
Intergovernmental	33,334	-	-	-	-	-
Investment income	37,509	59,933	54,400	30,000	30,000	30,000
Miscellaneous	219	-	-	-	-	-
Revenue Subtotal	897,444	925,764	929,400	920,000	920,000	920,000
Beginning fund balance	1,455,311	1,550,205	1,155,493	897,829	897,829	897,829
<b>TOTAL RESOURCES</b>	<b>\$ 2,352,755</b>	<b>\$ 2,475,969</b>	<b>\$ 2,084,893</b>	<b>\$ 1,817,829</b>	<b>\$ 1,817,829</b>	<b>\$ 1,817,829</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 130,377	\$ 130,076	\$ 179,154	\$ 222,724	\$ 222,724	\$ 222,724
Materials & services	279,113	232,275	344,075	333,057	333,057	333,057
Capital Outlay	-	-	5,325	21,334	21,334	21,334
Expenditures Subtotal	409,490	362,351	528,554	577,115	577,115	577,115
Transfers to other funds:						
General Fund	81,934	141,115	143,843	152,000	152,000	152,000
Community Development Fund	106,739	84,552	92,000	127,000	127,000	127,000
Storm Water Capital Fund	204,387	643,641	906,300	417,810	417,810	417,810
Transfers Subtotal	393,060	869,308	1,142,143	696,810	696,810	696,810
Contingencies/Designations	-	-	389,196	513,904	513,904	513,904
Unappropriated ending balance	1,550,205	1,244,310	25,000	30,000	30,000	30,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,352,755</b>	<b>\$ 2,475,969</b>	<b>\$ 2,084,893</b>	<b>\$ 1,817,829</b>	<b>\$ 1,817,829</b>	<b>\$ 1,817,829</b>

**LIBRARY EXPENDABLE CAPITAL ENDOWMENT FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 448	\$ 501	\$ 500	\$ 500	\$ 500	\$ 500
Beginning fund balance	10,879	11,327	11,842	12,378	12,378	12,378
<b>TOTAL RESOURCES</b>	<b>\$ 11,327</b>	<b>\$ 11,828</b>	<b>\$ 12,342</b>	<b>\$ 12,878</b>	<b>\$ 12,878</b>	<b>\$ 12,878</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials and services	\$ -	\$ -	\$ 12,342	\$ 12,878	\$ 12,878	\$ 12,878
Ending Balance	11,327	11,828	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 11,327</b>	<b>\$ 11,828</b>	<b>\$ 12,342</b>	<b>\$ 12,878</b>	<b>\$ 12,878</b>	<b>\$ 12,878</b>

**LIBRARY EXPENDABLE CAMPAIGN ENDOWMENT FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 148	\$ 171	\$ 200	\$ 200	\$ 200	\$ 200
Beginning fund balance	3,861	4,009	4,177	4,380	4,380	4,380
<b>TOTAL RESOURCES</b>	<b>\$ 4,009</b>	<b>\$ 4,180</b>	<b>\$ 4,377</b>	<b>\$ 4,580</b>	<b>\$ 4,580</b>	<b>\$ 4,580</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials and services	\$ -	\$ -	\$ 4,377	\$ 4,580	\$ 4,580	\$ 4,580
Ending Balance	4,009	4,180	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 4,009</b>	<b>\$ 4,180</b>	<b>\$ 4,377</b>	<b>\$ 4,580</b>	<b>\$ 4,580</b>	<b>\$ 4,580</b>

**LIBRARY NON-EXPENDABLE ENDOWMENT FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 431	\$ 482	\$ 500	\$ 500	\$ 500	\$ 500
Beginning fund balance	10,477	10,908	11,402	11,915	11,915	11,915
<b>TOTAL RESOURCES</b>	<b>\$ 10,908</b>	<b>\$ 11,390</b>	<b>\$ 11,902</b>	<b>\$ 12,415</b>	<b>\$ 12,415</b>	<b>\$ 12,415</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ -	\$ 3,732	\$ 4,245	\$ 4,245	\$ 4,245
Unappropriated ending balance	10,908	11,390	8,170	8,170	8,170	8,170
<b>TOTAL REQUIREMENTS</b>	<b>\$ 10,908</b>	<b>\$ 11,390</b>	<b>\$ 11,902</b>	<b>\$ 12,415</b>	<b>\$ 12,415</b>	<b>\$ 12,415</b>

**DEBT SERVICE FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Miscellaneous						
Property taxes - current year	\$ 414,089	\$ 349,051	\$ 330,000	\$ 330,000	\$ 330,000	\$ 330,000
Property taxes - prior year	9,107	10,992	11,000	6,000	6,000	6,000
Investment income	16,156	21,625	25,500	10,000	10,000	10,000
Bonded assessments interest	28,872	18,865	8,296	-	-	-
Bonded assessments	178,145	188,152	198,722	-	-	-
Revenue Subtotal	<u>646,369</u>	<u>588,685</u>	<u>573,518</u>	<u>346,000</u>	<u>346,000</u>	<u>346,000</u>
Transfers from other funds:						
Streets Dvlpmt Fund (SDC)	143,460	143,460	-	-	-	-
Beginning fund balance	407,786	659,805	428,579	378,131	378,131	378,131
TOTAL RESOURCES	<u>\$ 1,197,615</u>	<u>\$ 1,391,950</u>	<u>\$ 1,002,097</u>	<u>\$ 724,131</u>	<u>\$ 724,131</u>	<u>\$ 724,131</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 2,265	\$ -	\$ 500	\$ -	\$ -	\$ -
Debt service						
Principal	360,000	675,000	480,000	260,000	260,000	260,000
Interest	175,545	152,153	131,610	110,110	110,110	110,110
Debt service total	<u>535,545</u>	<u>827,153</u>	<u>611,610</u>	<u>370,110</u>	<u>370,110</u>	<u>370,110</u>
Expenditures Subtotal	<u>537,810</u>	<u>827,153</u>	<u>612,110</u>	<u>370,110</u>	<u>370,110</u>	<u>370,110</u>
Transfers to other funds:						
General Fund - Residual Equity	-	142,383	-	185,290	185,290	185,290
Unappropriated ending balance	659,805	422,414	389,987	168,731	168,731	168,731
TOTAL REQUIREMENTS	<u>\$ 1,197,615</u>	<u>\$ 1,391,950</u>	<u>\$ 1,002,097</u>	<u>\$ 724,131</u>	<u>\$ 724,131</u>	<u>\$ 724,131</u>

This is a major fund for GASB 34 purposes.

**WATER CAPITAL PROJECTS FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ -	\$ -	\$ 3,534,000	\$ 600,000	\$ 600,000	\$ 600,000
Investment income	10,200	8,438	10,700	4,000	4,000	4,000
Other	-	-	210,000	-	-	-
Revenue Subtotal	10,200	8,438	3,754,700	604,000	604,000	604,000
Transfers from other funds:						
Water Operating Fund	77,063	34,173	3,078,920	1,333,800	1,333,800	1,333,800
Water Dvlpmnt Fund (SDC)	119,306	123,446	3,394,500	1,348,620	1,348,620	1,348,620
Transfers Subtotal	196,369	157,619	6,473,420	2,682,420	2,682,420	2,682,420
Beginning fund balance	213,794	223,995	328,461	1,288,337	1,288,337	1,288,337
<b>TOTAL RESOURCES</b>	<b>\$ 420,363</b>	<b>\$ 390,052</b>	<b>\$ 10,556,581</b>	<b>\$ 4,574,757</b>	<b>\$ 4,574,757</b>	<b>\$ 4,574,757</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 178,624	\$ 162,678	\$ 9,388,900	\$ 2,353,000	\$ 2,353,000	\$ 2,353,000
Transfers to other funds:						
General Fund	6,251	4,646	118,360	47,000	47,000	47,000
Community Development Fund	11,493	43,098	710,160	282,000	282,000	282,000
Transfers Subtotal	17,744	47,744	828,520	329,000	329,000	329,000
Contingency	-	-	339,161	1,892,757	1,892,757	1,892,757
Unappropriated ending balance	223,995	179,630	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 420,363</b>	<b>\$ 390,052</b>	<b>\$ 10,556,581</b>	<b>\$ 4,574,757</b>	<b>\$ 4,574,757</b>	<b>\$ 4,574,757</b>

**SEWER CAPITAL PROJECTS FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 42,471	\$ 62,312	\$ 58,500	\$ 31,000	\$ 31,000	\$ 31,000
Bond sale proceeds	-	-	50,000,000	6,270,000	6,270,000	6,270,000
Revenue Subtotal	42,471	62,312	50,058,500	6,301,000	6,301,000	6,301,000
Transfers from other funds:						
Sewer Operating Fund	146,578	125,890	410,800	1,333,800	1,333,800	1,333,800
Sewer Dvlpmt Fund (SDC)	44,555	117,764	535,040	1,600,104	1,600,104	1,600,104
Transfers Subtotal	191,133	243,654	945,840	2,933,904	2,933,904	2,933,904
Beginning fund balance	103,470	145,942	223,764	261,254	261,254	261,254
<b>TOTAL RESOURCES</b>	<b>\$ 337,074</b>	<b>\$ 451,908</b>	<b>\$ 51,228,104</b>	<b>\$ 9,496,158</b>	<b>\$ 9,496,158</b>	<b>\$ 9,496,158</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 143,649	\$ 177,052	\$ 6,347,700	\$ 8,073,600	\$ 8,073,600	\$ 8,073,600
Transfer to other funds:						
General Fund	5,028	6,207	64,020	161,000	161,000	161,000
Community Development Fund	42,455	60,395	184,120	968,000	968,000	968,000
Transfers Subtotal	47,483	66,602	248,140	1,129,000	1,129,000	1,129,000
Contingency	-	-	44,632,264	293,558	293,558	293,558
Unappropriated ending balance	145,942	208,254	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 337,074</b>	<b>\$ 451,908</b>	<b>\$ 51,228,104</b>	<b>\$ 9,496,158</b>	<b>\$ 9,496,158</b>	<b>\$ 9,496,158</b>

**STREETS CAPITAL PROJECTS FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Intergovernmental						
State Grants	\$ 486,262	\$ 36,327	\$ -	\$ -	\$ -	\$ -
Contributions	-	-	194,625	638,400	638,400	638,400
Investment income	8,085	7,327	37,200	4,000	4,000	4,000
Revenue Subtotal	<u>494,347</u>	<u>43,654</u>	<u>231,825</u>	<u>642,400</u>	<u>642,400</u>	<u>642,400</u>
Transfers from other funds:						
General Fund	21,177	-	-	-	-	-
Road Operating	11,435	199,287	688,500	58,500	58,500	58,500
Road Maintenance	-	517,296	891,521	700,000	700,000	700,000
Street Lighting	36,159	187,390	331,740	160,740	160,740	160,740
Sewer Dvlpmnt (SDC)	-	-	239,400	-	-	-
Streets Dvlpmnt (SDC)	395,614	522,385	6,129,784	4,753,820	4,753,820	4,753,820
Storm Water Dvlpmnt (SDC)	-	-	171,000	-	-	-
Transfers Subtotal	<u>464,385</u>	<u>1,426,358</u>	<u>8,451,945</u>	<u>5,673,060</u>	<u>5,673,060</u>	<u>5,673,060</u>
Beginning fund balance	<u>327,069</u>	<u>333,979</u>	<u>519,316</u>	<u>667,907</u>	<u>667,907</u>	<u>667,907</u>
TOTAL RESOURCES	<u>\$ 1,285,801</u>	<u>\$ 1,803,991</u>	<u>\$ 9,203,086</u>	<u>\$ 6,983,367</u>	<u>\$ 6,983,367</u>	<u>\$ 6,983,367</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 859,512	\$ 1,319,981	\$ 7,820,170	\$ 5,989,000	\$ 5,989,000	\$ 5,989,000
Transfers to other funds:						
General Fund	12,196	14,826	128,480	42,000	42,000	42,000
Community Development Fund	80,114	128,069	697,920	281,000	281,000	281,000
Transfers Subtotal	<u>92,310</u>	<u>142,895</u>	<u>826,400</u>	<u>323,000</u>	<u>323,000</u>	<u>323,000</u>
Contingency	-	-	556,516	671,367	671,367	671,367
Unappropriated ending balance	<u>333,979</u>	<u>341,115</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL REQUIREMENTS	<u>\$ 1,285,801</u>	<u>\$ 1,803,991</u>	<u>\$ 9,203,086</u>	<u>\$ 6,983,367</u>	<u>\$ 6,983,367</u>	<u>\$ 6,983,367</u>

This is a major fund for GASB 34 purposes.

**STORM WATER CAPITAL PROJECTS FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ -	\$ -	\$ 484,526	\$ 176,000	\$ 176,000	\$ 176,000
Investment income	2,543	3,266	800	200	200	200
Revenue Subtotal	2,543	3,266	485,326	176,200	176,200	176,200
Transfers from other funds:						
Storm Water Fund	204,387	643,641	906,300	417,810	417,810	417,810
Storm Water Dvlpmt (SDC)	61,409	161,474	1,174,080	742,140	742,140	742,140
Transfers Subtotal	265,796	805,115	2,080,380	1,159,950	1,159,950	1,159,950
Beginning fund balance	6,010	5,084	9,534	8,550	8,550	8,550
<b>TOTAL RESOURCES</b>	<b>\$ 274,349</b>	<b>\$ 813,465</b>	<b>\$ 2,575,240</b>	<b>\$ 1,344,700</b>	<b>\$ 1,344,700</b>	<b>\$ 1,344,700</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 209,592	\$ 654,659	\$ 2,338,526	\$ 1,193,500	\$ 1,193,500	\$ 1,193,500
Transfers to other funds:						
General Fund	7,335	23,167	32,340	20,000	20,000	20,000
Community Development Fund	52,338	127,290	194,040	122,000	122,000	122,000
Transfers Subtotal	59,673	150,457	226,380	142,000	142,000	142,000
Contingency	-	-	10,334	9,200	9,200	9,200
Unappropriated ending balance	5,084	8,349	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 274,349</b>	<b>\$ 813,465</b>	<b>\$ 2,575,240</b>	<b>\$ 1,344,700</b>	<b>\$ 1,344,700</b>	<b>\$ 1,344,700</b>

**BUILDING CAPITAL PROJECTS FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 1,708	\$ 240,453	\$ 930,990	\$ -	\$ -	\$ -
Investment income	4,082	11,497	15,500	2,000	2,000	2,000
Other	-	3,616	-	-	-	-
Revenue Subtotal	5,790	255,566	946,490	2,000	2,000	2,000
Transfers from other funds:						
General Fund	81,477	761,672	1,189,915	20,000	20,000	20,000
Transit Fund	6,359	68,342	1,510,130	958,079	958,079	958,079
Road Operating Fund	-	-	22,800	5,700	5,700	5,700
Parks Dvlpmt Fd (SDC)	60,145	483,685	100,526	-	-	-
Transfers Subtotal	147,981	1,313,699	2,823,371	983,779	983,779	983,779
Beginning fund balance	152,647	156,535	252,272	174,786	174,786	174,786
TOTAL RESOURCES	\$ 306,418	\$ 1,725,800	\$ 4,022,133	\$ 1,160,565	\$ 1,160,565	\$ 1,160,565
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 135,675	\$ 1,512,843	\$ 3,605,365	\$ 865,420	\$ 865,420	\$ 865,420
Transfers to other funds:						
General Fund	1,883	20,014	21,999	16,900	16,900	16,900
Community Development Fund	12,325	26,187	131,997	101,400	101,400	101,400
Transfers Subtotal	14,208	46,201	153,996	118,300	118,300	118,300
Contingency	-	-	262,772	176,845	176,845	176,845
Unappropriated ending balance	156,535	166,756	-	-	-	-
TOTAL REQUIREMENTS	\$ 306,418	\$ 1,725,800	\$ 4,022,133	\$ 1,160,565	\$ 1,160,565	\$ 1,160,565

**PARKS CAPITAL PROJECTS FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
Intergovernmental						
Federal grants	\$ -	\$ -	\$ -	\$ 260,000	\$ 260,000	\$ 260,000
METRO open space	-	-	290,000	380,000	380,000	380,000
Tree Mitigation	-	-	-	5,000	5,000	5,000
Investment income	8,033	13,086	18,500	7,000	7,000	7,000
Contributions	2,698	3,545	12,500	7,500	7,500	7,500
Revenue Subtotal	10,731	16,631	321,000	659,500	659,500	659,500
Transfers from other funds:						
General Fund	-	-	110,000	-	-	-
Road Operating Fund	5,721	12,307	32,490	-	-	-
Parks Dvlpmt Fund (SDC)	85,858	230,744	1,064,994	766,080	766,080	766,080
Transfers Subtotal	91,579	243,051	1,207,484	766,080	766,080	766,080
Beginning fund balance	367,762	375,789	410,517	142,936	142,936	142,936
<b>TOTAL RESOURCES</b>	<b>\$ 470,072</b>	<b>\$ 635,471</b>	<b>\$ 1,939,001</b>	<b>\$ 1,568,516</b>	<b>\$ 1,568,516</b>	<b>\$ 1,568,516</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 66,501	\$ 466,038	\$ 1,387,632	\$ 1,324,500	\$ 1,324,500	\$ 1,324,500
Transfers to other funds:						
General Fund	2,230	1,462	17,479	13,000	13,000	13,000
Community Development Fund	25,552	38,036	104,873	80,000	80,000	80,000
Transfers Subtotal	27,782	39,498	122,352	93,000	93,000	93,000
Contingency	-	-	429,017	151,016	151,016	151,016
Unappropriated ending balance	375,789	129,935	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 470,072</b>	<b>\$ 635,471</b>	<b>\$ 1,939,001</b>	<b>\$ 1,568,516</b>	<b>\$ 1,568,516</b>	<b>\$ 1,568,516</b>

**WATER DEVELOPMENT CHARGES FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 845,538	\$ 531,588	\$ 1,216,444	\$ 1,122,215	\$ 1,122,215	\$ 1,122,215
Investment income	128,170	309,377	192,800	155,000	155,000	155,000
Revenue Subtotal	973,708	840,965	1,409,244	1,277,215	1,277,215	1,277,215
Beginning fund balance	4,536,280	5,040,682	2,367,016	2,085,715	2,085,715	2,085,715
<b>TOTAL RESOURCES</b>	<b>\$ 5,509,988</b>	<b>\$ 5,881,647</b>	<b>\$ 3,776,260</b>	<b>\$ 3,362,930</b>	<b>\$ 3,362,930</b>	<b>\$ 3,362,930</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ -	\$ -	\$ 9,900	\$ 9,900	\$ 9,900
Transfers to other funds:						
Water Operating Fund	350,000	350,000	350,000	350,000	350,000	350,000
Water Capital Projects Fund	119,306	123,446	3,394,500	1,348,620	1,348,620	1,348,620
Transfers Subtotal	469,306	473,446	3,744,500	1,698,620	1,698,620	1,698,620
Contingency	-	-	31,760	1,654,410	1,654,410	1,654,410
Unappropriated ending balance	5,040,682	5,408,201	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,509,988</b>	<b>\$ 5,881,647</b>	<b>\$ 3,776,260</b>	<b>\$ 3,362,930</b>	<b>\$ 3,362,930</b>	<b>\$ 3,362,930</b>

**SEWER DEVELOPMENT CHARGES FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 463,746	\$ 1,291,002	\$ 1,095,805	\$ 1,529,070	\$ 1,529,070	\$ 1,529,070
Investment income	88,926	188,316	154,000	94,000	94,000	94,000
Revenue Subtotal	552,672	1,479,318	1,249,805	1,623,070	1,623,070	1,623,070
Beginning fund balance	3,117,092	3,325,209	3,545,009	3,981,909	3,981,909	3,981,909
<b>TOTAL RESOURCES</b>	<b>\$ 3,669,764</b>	<b>\$ 4,804,527</b>	<b>\$ 4,794,814</b>	<b>\$ 5,604,979</b>	<b>\$ 5,604,979</b>	<b>\$ 5,604,979</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ -	\$ -	\$ 10,400	\$ 10,400	\$ 10,400
Transfers to other funds:						
Sewer Operating Fund (debt)	300,000	700,000	700,000	300,000	300,000	300,000
Sewer Capital Projects Fund	44,555	117,764	535,040	1,600,104	1,600,104	1,600,104
Streets Capital Projects Fund	-	-	239,400	-	-	-
Transfers Subtotal	344,555	817,764	1,474,440	1,900,104	1,900,104	1,900,104
Contingency	-	-	3,320,374	3,694,475	3,694,475	3,694,475
Unappropriated ending balance	3,325,209	3,986,763	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,669,764</b>	<b>\$ 4,804,527</b>	<b>\$ 4,794,814</b>	<b>\$ 5,604,979</b>	<b>\$ 5,604,979</b>	<b>\$ 5,604,979</b>

**STREETS DEVELOPMENT CHARGES FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 906,154	\$ 943,617	\$ 953,393	\$ 3,564,355	\$ 3,564,355	\$ 3,564,355
Supplemental SDCs	2,706	-	-	-	-	-
I-5 Supplemental SDCs	1,864,148	29,254	312,227	-	-	-
Traffic impact fees	125,364	159,436	173,228	-	-	-
Investment income	203,505	408,650	338,300	205,000	205,000	205,000
Revenue Subtotal	3,101,877	1,540,957	1,777,148	3,769,355	3,769,355	3,769,355
Beginning fund balance	4,477,230	7,040,033	11,274,147	6,702,197	6,702,197	6,702,197
<b>TOTAL RESOURCES</b>	<b>\$ 7,579,107</b>	<b>\$ 8,580,990</b>	<b>\$ 13,051,295</b>	<b>\$ 10,471,552</b>	<b>\$ 10,471,552</b>	<b>\$ 10,471,552</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ -	\$ 46,545	\$ 15,600	\$ 15,600	\$ 15,600
Transfers to other funds:						
Streets Capital Projects Fund	395,614	522,385	6,129,784	1,553,820	1,553,820	1,553,820
Debt Service Fund	143,460	143,460	-	3,200,000	3,200,000	3,200,000
Transfers Subtotal	539,074	665,845	6,129,784	4,753,820	4,753,820	4,753,820
Contingency	-	-	6,874,966	5,702,132	5,702,132	5,702,132
Unappropriated ending balance	7,040,033	7,915,145	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 7,579,107</b>	<b>\$ 8,580,990</b>	<b>\$ 13,051,295</b>	<b>\$ 10,471,552</b>	<b>\$ 10,471,552</b>	<b>\$ 10,471,552</b>

This is a major fund for GASB 34 purposes.

**STORM WATER DEVELOPMENT CHARGES FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 298,933	\$ 110,060	\$ 236,898	\$ 248,006	\$ 248,006	\$ 248,006
Investment income	31,077	53,620	36,100	27,000	27,000	27,000
Revenue Subtotal	330,010	163,680	272,998	275,006	275,006	275,006
Beginning fund balance	760,927	1,029,528	1,265,450	822,199	822,199	822,199
<b>TOTAL RESOURCES</b>	<b>\$ 1,090,937</b>	<b>\$ 1,193,208</b>	<b>\$ 1,538,448</b>	<b>\$ 1,097,205</b>	<b>\$ 1,097,205</b>	<b>\$ 1,097,205</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ -	\$ -	\$ 1,400	\$ 1,400	\$ 1,400
Transfers to other funds:						
Streets Capital Projects Fund	-	-	171,000	-	-	-
Storm Water Cap Proj Fund	61,409	161,474	1,174,080	742,140	742,140	742,140
Transfers Subtotal	61,409	161,474	1,345,080	742,140	742,140	742,140
Contingency	-	-	193,368	353,665	353,665	353,665
Unappropriated ending balance	1,029,528	1,031,734	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,090,937</b>	<b>\$ 1,193,208</b>	<b>\$ 1,538,448</b>	<b>\$ 1,097,205</b>	<b>\$ 1,097,205</b>	<b>\$ 1,097,205</b>

**PARKS DEVELOPMENT CHARGES FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 480,547	\$ 682,006	\$ 538,542	\$ 680,867	\$ 680,867	\$ 680,867
Investment income	79,487	135,933	91,600	68,000	68,000	68,000
Revenue Subtotal	560,034	817,939	630,142	748,867	748,867	748,867
Beginning fund balance	2,352,678	2,766,709	2,858,042	1,963,487	1,963,487	1,963,487
<b>TOTAL RESOURCES</b>	<b>\$ 2,912,712</b>	<b>\$ 3,584,648</b>	<b>\$ 3,488,184</b>	<b>\$ 2,712,354</b>	<b>\$ 2,712,354</b>	<b>\$ 2,712,354</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ -	\$ -	\$ 5,800	\$ 5,800	\$ 5,800
Transfers to other funds:						
Building Capital Fund	60,145	483,685	100,526	-	-	-
Parks Capital Fund	85,858	230,744	1,017,894	766,080	766,080	766,080
Transfers Subtotal	146,003	714,429	1,118,420	766,080	766,080	766,080
Contingency	-	-	2,369,764	1,940,474	1,940,474	1,940,474
Unappropriated ending balance	2,766,709	2,870,219	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,912,712</b>	<b>\$ 3,584,648</b>	<b>\$ 3,488,184</b>	<b>\$ 2,712,354</b>	<b>\$ 2,712,354</b>	<b>\$ 2,712,354</b>

## **PROGRAM REVENUES**

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# PROGRAM REVENUES

## General Fund

Within the General Fund, principal sources of revenue are property taxes, licenses and franchise fees, state and county shared revenues, and charges for administrative services from other funds.

## Special Revenue Funds

Special revenue funds account for purpose-specific revenues received primarily from intergovernmental sources, charges for services, or taxes.

**Community Development Fund**  
**Transit Fund**  
**Road Operating Fund**  
**Fleet Service Fund**

**Road Maintenance Regulatory Fund**  
**Library Expendable Capital Endowment Fund**  
**Library Expendable Campaign Endowment Fund**

## Enterprise Funds

These funds account for goods and services provided on a continuing basis to the general public. User fees are charged for these services. Enterprise funds are managed similarly to private business and are structured to be self-supporting.

**Water Operating Fund**  
**Sewer Operating Fund**

**Street Lighting Operating Fund**  
**Storm Water Operating Fund**

## Permanent Funds

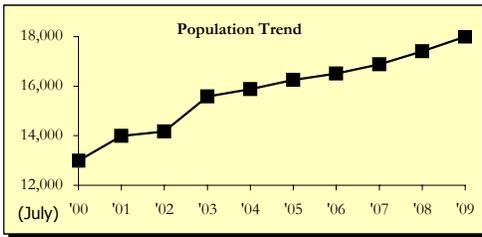
The Non-Expendable Endowment Fund records donations wherein the investment income may be expended but the principal donation may not.

**Library Non-Expendable Endowment Fund**

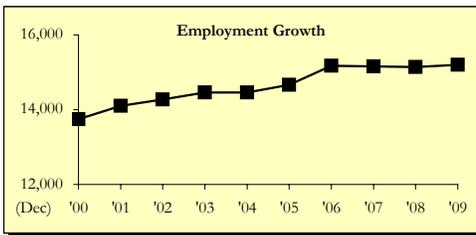
*(Revenues for Capital Project Funds can be found beginning on page 157; Debt Funds can be found beginning on page 199.)*

### SUMMARY OF PROGRAM REVENUES

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>General Fund</b>	\$ 8,371,238	\$ 9,064,551	\$ 9,021,794	\$ 9,585,316	\$ 9,585,316	\$ 9,585,316
<b>Special Revenue Funds</b>						
Community Development	2,617,160	2,530,273	2,745,002	2,733,164	2,733,164	2,733,164
Transit	3,548,415	3,714,523	3,652,880	5,006,560	5,006,560	5,006,560
Road Operating	831,173	851,568	867,200	819,200	819,200	819,200
Fleet Services	913,006	1,037,926	1,044,360	1,273,800	1,273,800	1,273,800
Road Maintenance	556,593	580,740	590,500	627,000	627,000	627,000
Library Exp Capital Endowment	448	501	500	500	500	500
Library Exp Campaign Endowment	148	171	200	200	200	200
<b>TOTAL Spec Rev Funds</b>	<b>8,466,943</b>	<b>8,715,702</b>	<b>8,900,642</b>	<b>10,460,424</b>	<b>10,460,424</b>	<b>10,460,424</b>
<b>Enterprise Funds</b>						
Water Operating	5,473,682	6,020,525	6,313,100	5,883,308	5,883,308	5,883,308
Sewer Operating	2,938,336	4,366,725	4,574,160	5,041,560	5,041,560	5,041,560
Street Lighting Operating	357,242	380,142	397,600	392,000	392,000	392,000
Stormwater Operating	897,444	925,764	929,400	920,000	920,000	920,000
<b>TOTAL Enterprise Funds</b>	<b>9,666,704</b>	<b>11,693,156</b>	<b>12,214,260</b>	<b>12,236,868</b>	<b>12,236,868</b>	<b>12,236,868</b>
<b>Permanent Fund</b>						
Library Non-Expendable Endowment	431	482	500	500	500	500
<b>GRAND TOTAL</b>	<b>\$ 26,505,316</b>	<b>\$ 29,473,891</b>	<b>\$ 30,137,196</b>	<b>\$ 32,283,108</b>	<b>\$ 32,283,108</b>	<b>\$ 32,283,108</b>



Rapid increases can lead to service demands that may outpace the related revenue growth.

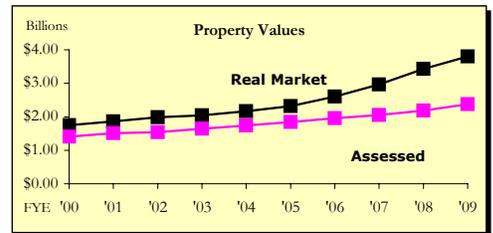


A decline in the number of jobs can result in a decline in revenues as well as indicate potential economic problems for the community.

Growth is expected to continue, albeit at a slower pace.

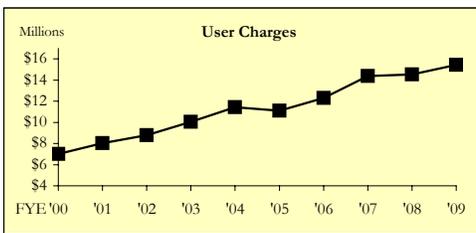
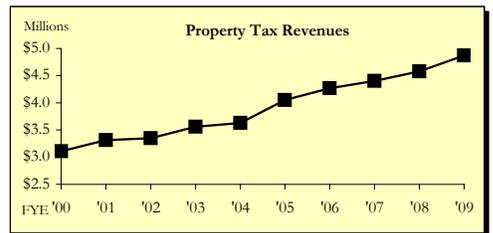
Assessed value is a measure of the taxable value of real, personal and utility property in the City.

Assessed values mirrored real market values through 1997 when voters approved a roll-back in assessed values and a limitation on future assessed value increases.



Property taxes are paid by businesses and homeowners on assessed value of their property. Revenue is used to support general operations of the City. Table excludes taxes on debt such as General Obligation and Urban Renewal.

Since 1998 growth is limited to 3% annually, plus taxes on new construction that has been retroactively adjusted to 1997 values.



User charges include fees paid by citizens and businesses for City services such as water, sewer, recreation, road maintenance, etc. Fees should cover all or part of the cost of providing the services.



Operating costs include personal services, materials and services, and capital equipment. These costs should not grow faster than the available recurring resources.

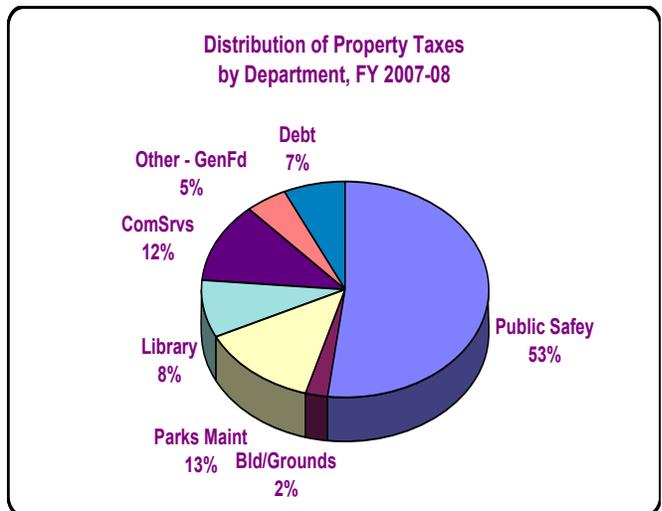
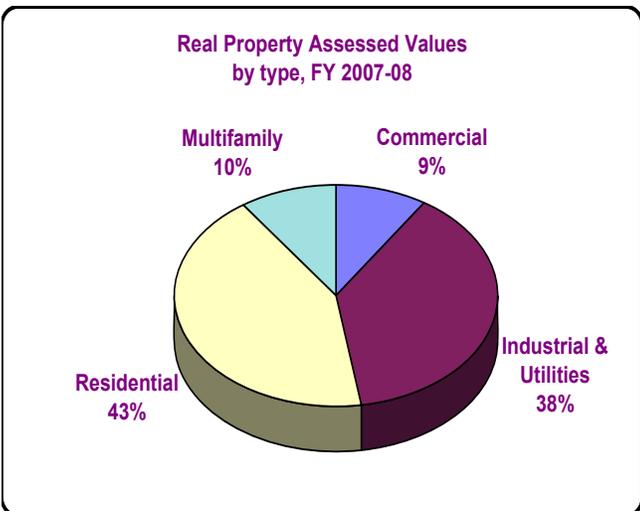
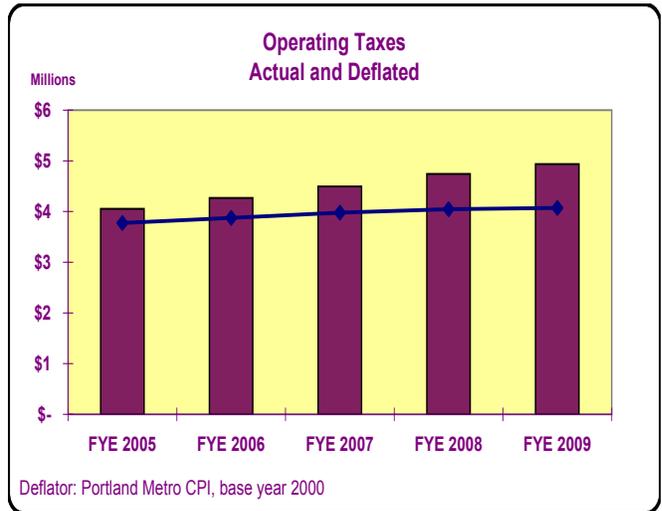
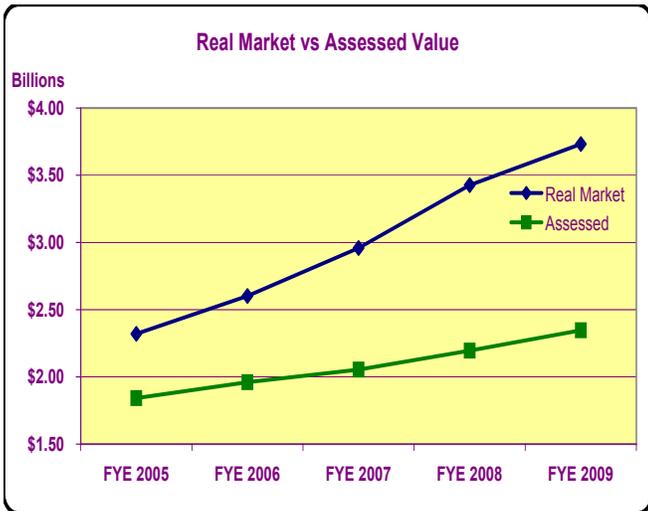
The large increases in 2003 and 2004 are due to the addition of the water treatment plant.

# PROPERTY TAX SUMMARY

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

In May 1997, voters approved Measure 50 which rolled back assessed values to 90% of 1995-96 and limits future increases of taxable assessed values to 3% per year, except for major improvements. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rate provided a majority approves at either (i) a general election in an even numbered year, or (ii) at any other election in which at least 50% of registered voters cast a ballot.

In Wilsonville, the permanent tax rate is \$2.5206 per \$1,000 of assessed valuation. Taxes from the permanent rate are recorded in the General Fund. No local initiative is outstanding. A debt service levy is collected for outstanding general obligation bonds. The effective tax rate for FY 2007-08 was \$0.1925.



# PROPERTY TAX SUMMARY

## PROPERTY VALUES AND TAXES

	Actual 2004-05	Actual 2005-06	Actual 2006-07	Actual 2007-08	Adopted 2008-09
<b>ESTIMATED REAL MARKET VALUE</b>					
Within Clackamas County	\$ 2,042,459,044	\$ 2,307,554,993	\$ 2,636,992,307	\$ 3,068,156,790	\$ 3,334,956,000
Within Washington County	277,894,474	294,477,435	321,944,614	358,141,653	397,546,000
Total Estimated Real Market Value	<u>\$ 2,320,353,518</u>	<u>\$ 2,602,032,428</u>	<u>\$ 2,958,936,921</u>	<u>\$ 3,426,298,443</u>	<u>\$ 3,732,502,000</u>
<b>ASSESSED VALUES</b>					
Prior Year Assessed Values	\$ 1,483,545,732	\$ 1,842,204,529	\$ 1,960,533,722	\$ 2,054,032,171	\$ 2,195,847,082
Change in Value	358,658,797	118,329,193	93,498,449	141,814,911	150,875,412
Total Assessed Values	<u>1,842,204,529</u>	<u>1,960,533,722</u>	<u>2,054,032,171</u>	<u>2,195,847,082</u>	<u>2,346,722,494</u>
Less urban renewal excess Net available for general and bonded debt	<u>(234,336,204)</u>	<u>(266,579,490)</u>	<u>(307,255,986)</u>	<u>(377,530,351)</u>	<u>(388,571,144)</u>
	<u>\$ 1,607,868,325</u>	<u>\$ 1,693,954,232</u>	<u>\$ 1,746,776,185</u>	<u>\$ 1,818,316,731</u>	<u>\$ 1,958,151,350</u>
<b>TAX RATE PER \$1,000 OF ASSESSED VALUE</b>					
General taxes	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206
Bonded debt	0.3109	0.2413	0.2119	0.1925	0.1685
Total	<u>\$ 2.8315</u>	<u>\$ 2.7619</u>	<u>\$ 2.7325</u>	<u>\$ 2.7131</u>	<u>\$ 2.6891</u>
<b>TAXES LEVIED</b>					
General taxes	\$ 4,052,843	\$ 4,266,984	\$ 4,494,806	\$ 4,742,997	\$ 4,935,000
Bonded debt	499,966	408,742	370,136	350,018	350,000
Total taxes levied	<u>\$ 4,552,809</u>	<u>\$ 4,675,726</u>	<u>\$ 4,864,942</u>	<u>\$ 5,093,015</u>	<u>\$ 5,285,000</u>
<b>TAXES PAID</b>					
General taxes	\$ 3,852,827	\$ 4,007,828	\$ 4,237,305	\$ 4,398,000	\$ 4,625,000
Bonded debt	398,036	414,089	349,051	330,000	330,000
Total taxes paid	<u>\$ 4,250,863</u>	<u>\$ 4,421,917</u>	<u>\$ 4,586,356</u>	<u>\$ 4,728,000</u>	<u>\$ 4,955,000</u>
% paid vs levied	93%	95%	94%	93%	94%

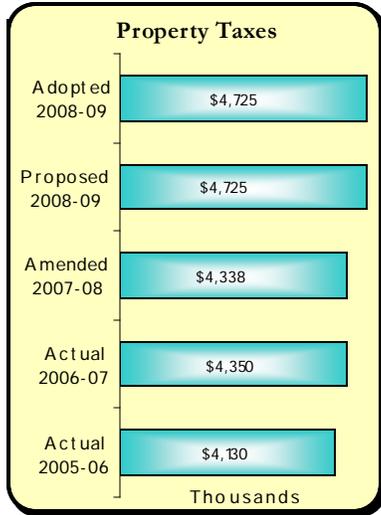
Notes:

Actual values per Clackamas and Washington County assessor offices. Estimates per City Finance department.

# GENERAL FUND REVENUES

## GENERAL FUND

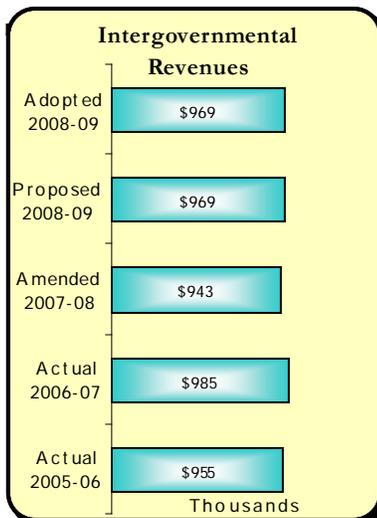
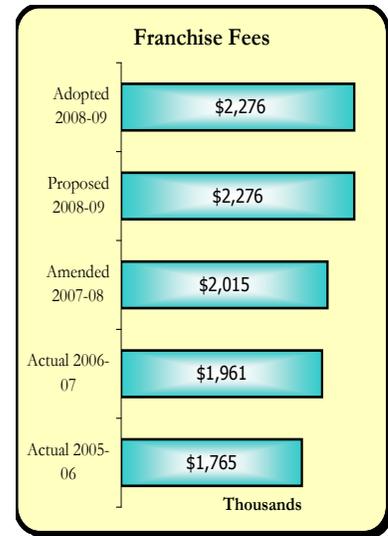
The General Fund is used to account for all revenues and expenditures of a general nature not required to be recorded in another fund. The primary revenues are described below.



Property taxes comprise 51% of the total revenues. The taxes are generated from a \$2.5206 tax rate per \$1,000 of assessed values. The county assessor determines the assessed value of the property, bills and collects the taxes and remits collections to the City. The proposed 2008-09 budget is based upon 3% growth in assessed value. Taxes for 2008-09 will be billed late October 2008, and can be paid in thirds on November 15, February 15 and May 15. Discounts are offered to payment made in full in November and February. For more information about property taxes see the preceding page. Budgeted taxes are less than levied amounts due to estimated uncollectibles, delinquencies and discounts.

Franchise fees and privilege are the second largest revenue source and comprise 23% of the total revenues. These fees are charged to various utilities for use of public right-of-way. The proposed 2008-09 budget is based upon trend analysis. The fees are based upon a percentage of net sales within city limits. The current percentages by utility category are:

Electric	Portland General Electric	3.5%
Natural Gas	Northwest Natural Gas	5.0%
Communications	Verizon	7.0%
	Centurytel	7.0%
	Electric Lightwave	7.0%
Garbage	United Disposal	3.0%
Cable TV	Comcast	5.0%
Water, Sewer, Storm	City of Wilsonville	4.0%
Telecommunications	Privilege tax	5.0%



Intergovernmental revenues come from state shared revenues and from county shared revenues. State shared revenues include alcoholic beverage tax, cigarette tax, emergency 911 tax, and state shared revenues. These four sources total \$431,000, or 5% of the fund's total. The revenues are allocated by various formulas, but one factor they have in common is a per capita rate. County shared revenue comes principally from Clackamas County and is dedicated to the library's operation. The \$420,000 allocation is based upon many factors including city population, and turnover of the collections. The amount has been decreasing slightly each year from a peak of \$533,000 in FY 2004-05. For 2008-09, we have assumed a \$10,000 reduction.

Certain programs provide services for which fees can be charged. Principle among the charges is fees to the Urban Renewal Agency. The Agency does not have staff and city administrative functions charge for providing these services. For 2007-08 the fees are computed to be 3% of the General Fund's total revenue.



# GENERAL FUND REVENUES

## SUMMARY OF GENERAL FUND REVENUES

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Taxes</b>						
Current property taxes	\$ 4,007,827	\$ 4,237,305	\$ 4,238,000	\$ 4,625,000	\$ 4,625,000	\$ 4,625,000
Prior year property taxes	121,939	112,879	100,000	100,000	100,000	100,000
Total property taxes	4,129,766	4,350,184	4,338,000	4,725,000	4,725,000	4,725,000
<b>Hotel/Motel tax</b>	207,002	267,651	250,000	300,000	300,000	300,000
<b>Franchise and privilege fees</b>						
Portland General Electric	690,257	723,035	750,000	850,000	850,000	850,000
NW Natural Gas	308,496	362,576	350,000	425,000	425,000	425,000
Verizon	91,756	81,129	85,000	80,000	80,000	80,000
United Disposal	114,354	113,503	120,000	120,000	120,000	120,000
MACC/Comcast Cable	162,286	189,075	185,000	210,000	210,000	210,000
Century Telecom	12,150	18,540	12,000	18,000	18,000	18,000
Sewer utilities	113,008	168,210	210,000	200,000	200,000	200,000
Water utilities	210,513	227,628	240,000	225,000	225,000	225,000
Stormwater	28,092	34,528	35,000	36,000	36,000	36,000
Privilege tax - telecom	-	-	-	75,000	75,000	75,000
Electric Lightwave	33,616	43,126	28,000	37,000	37,000	37,000
Total franchise and privilege fees	1,764,528	1,961,350	2,015,000	2,276,000	2,276,000	2,276,000
<b>Licenses &amp; permits</b>						
Professional and occupation	124,790	135,838	135,000	135,000	135,000	135,000
Alcoholic beverages	450	500	300	300	300	300
Other	60	60	100	100	100	100
Total licenses & permits	125,300	136,398	135,400	135,400	135,400	135,400
<b>Intergovernmental/Other agencies</b>						
911 shared revenue	68,259	88,874	84,000	90,000	90,000	90,000
Alcoholic beverages tax	175,117	176,993	175,000	190,000	190,000	190,000
Cigarette tax	30,449	30,413	31,000	31,000	31,000	31,000
State shared revenue	144,620	140,886	140,000	140,000	140,000	140,000
County shared revenue - Library	437,232	447,597	430,000	420,000	420,000	420,000
County shared revenue - Sheriff	6,000	6,089	-	-	-	-
Clack. Co. - Title III	30,706	29,278	18,815	19,695	19,695	19,695
Federal grants	6,411	7,774	4,066	4,613	4,613	4,613
State grants - Parks	3,300	3,300	3,300	3,300	3,300	3,300
State grants - Library	3,524	3,484	3,500	4,440	4,440	4,440
Other local gov't grant	49,849	50,186	52,839	66,000	66,000	66,000
Total intergov./Other agencies	955,467	984,874	942,520	969,048	969,048	969,048
<b>Municipal court fines</b>	311,545	317,579	325,000	325,000	325,000	325,000
<b>Investment income</b>	304,261	453,494	416,800	227,000	227,000	227,000

# GENERAL FUND REVENUES

## SUMMARY OF GENERAL FUND REVENUES *(Continued)*

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Charges for services</b>						
Services provided to Urban Renewal	\$ 222,000	\$ 262,324	\$ 268,574	\$ 311,918	\$ 311,918	\$ 311,918
Class registrations	42,642	39,274	40,000	50,250	50,250	50,250
Parks reservations/Facility rental	63,332	46,719	44,500	28,000	28,000	28,000
Sports camp/Youth special services	32,251	28,286	32,500	25,500	25,500	25,500
New book sales	4,352	4,473	4,000	4,500	4,500	4,500
Library fees	42,078	42,915	41,000	40,000	40,000	40,000
Photocopying	5,064	4,342	4,800	3,600	3,600	3,600
Non-resident fees - library	4,295	4,754	4,600	6,000	6,000	6,000
Lost/damaged books	4,594	6,046	6,100	4,000	4,000	4,000
Library room rental	10,217	4,327	3,100	3,100	3,100	3,100
Lien search fees	12,620	12,870	16,000	12,000	12,000	12,000
Other charges	42	273	-	-	-	-
Total charges for services	443,487	456,603	465,174	488,868	488,868	488,868
<b>Miscellaneous revenue</b>						
Gifts	38,167	45,932	64,900	70,500	70,500	70,500
Meals on Wheels	8,866	6,923	5,000	4,500	4,500	4,500
Senior lunch revenue	8,884	8,135	6,500	6,500	6,500	6,500
Cable receipts	52,809	56,188	55,000	55,000	55,000	55,000
Other	21,156	19,240	2,500	2,500	2,500	2,500
Total miscellaneous revenue	129,882	136,418	133,900	139,000	139,000	139,000
<b>TOTAL REVENUES</b>	\$ 8,371,238	\$ 9,064,551	\$ 9,021,794	\$ 9,585,316	\$ 9,585,316	\$ 9,585,316

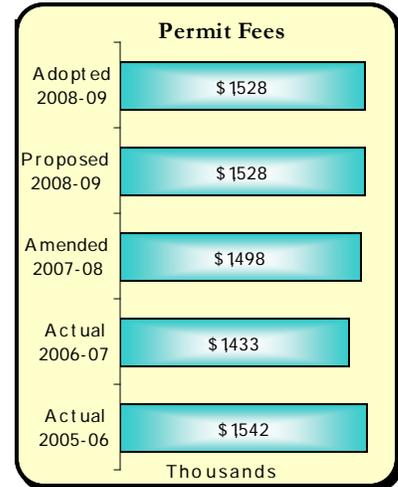
# SUMMARY OF SPECIAL REVENUE FUNDS

## COMMUNITY DEVELOPMENT FUND

*Primary revenue sources are charges for services and permit revenues.*

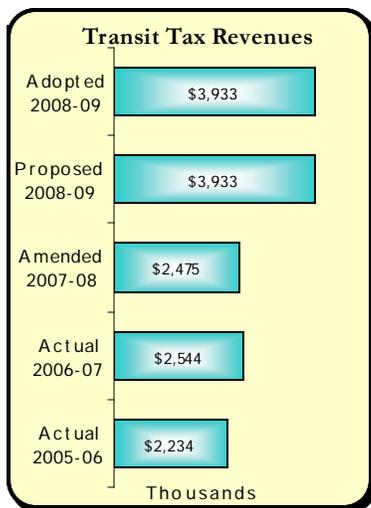
The Community Development Fund was established effective with the FY 2003-04 budget. This fund provides services to public and private development for which fees are charged. In addition, other programs within the City are charged for services provided (i.e. capital projects, water and sewer operations, roads, etc.). Permit revenue estimate is based upon scheduled development.

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Permits	\$ 1,541,926	\$ 1,432,698	\$ 1,498,402	\$ 1,528,164	\$ 1,528,164	\$ 1,528,164
Charges for services	918,516	925,984	1,127,000	1,123,000	1,123,000	1,123,000
Investment income	65,279	134,882	119,600	67,000	67,000	67,000
Intergovernmental	-	20,000	-	15,000	15,000	15,000
Miscellaneous revenues	91,439	16,709	-	-	-	-
<b>Total Revenues</b>	<b>\$ 2,617,160</b>	<b>\$ 2,530,273</b>	<b>\$ 2,745,002</b>	<b>\$ 2,733,164</b>	<b>\$ 2,733,164</b>	<b>\$ 2,733,164</b>



## TRANSIT FUND

*Primary revenue source is a payroll tax assessed on local businesses.*



A transit tax is paid by the Wilsonville business community based on each employer's payroll or its self-employment income. In October 2006, the tax was increased from .3 percent (.003) to .33 percent (.0033). All companies doing business within the city limits are billed quarterly for their portion of the payroll tax. The budget assumes an increase to .5% effective October 1, 2008.

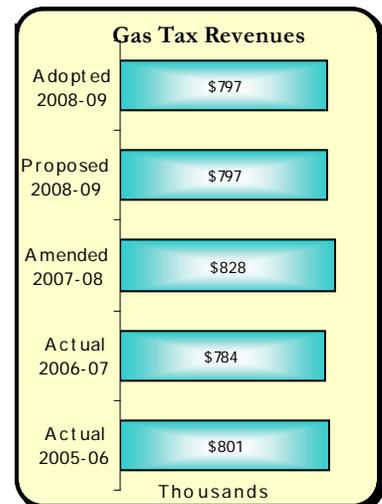
	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Transit tax	\$ 2,233,915	\$ 2,543,970	\$ 2,475,000	\$ 3,933,000	\$ 3,933,000	\$ 3,933,000
Charges for svcs	33,860	126,903	122,500	152,800	152,800	152,800
Intergovernmental	649,409	894,040	399,180	809,160	809,160	809,160
Investment income	41,125	98,767	76,200	50,000	50,000	50,000
Miscellaneous	587,880	34,549	580,000	61,600	61,600	61,600
Vehicle sales	2,226	16,294	-	-	-	-
<b>Total Revenues</b>	<b>\$ 3,548,415</b>	<b>\$ 3,714,523</b>	<b>\$ 3,652,880</b>	<b>\$ 5,006,560</b>	<b>\$ 5,006,560</b>	<b>\$ 5,006,560</b>

## ROAD OPERATING FUND

*Primary revenue source is a state-shared gasoline tax.*

The Road Operating Fund records the revenues and expenditures associated with maintaining right-of-ways, streets, and traffic control devices. State gas tax funds are disbursed to the City of Wilsonville based on its population proportionate to the state's population. The chart illustrates gas tax revenues from state funds. The gas tax estimate is base upon a per capita rating provided by the State.

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Gas tax	\$ 800,724	\$ 783,851	\$ 827,500	\$ 797,200	\$ 797,200	\$ 797,200
Investment income	26,726	43,059	39,700	22,000	22,000	22,000
Miscellaneous	3,723	24,658	-	-	-	-
<b>Total Revenues</b>	<b>\$ 831,173</b>	<b>\$ 851,568</b>	<b>\$ 867,200</b>	<b>\$ 819,200</b>	<b>\$ 819,200</b>	<b>\$ 819,200</b>



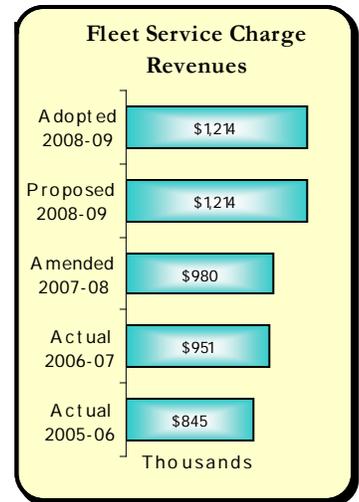
# SUMMARY OF SPECIAL REVENUE FUNDS

## FLEET SERVICE FUND

*Primary revenue is charges for services assessed on departments owning a vehicle or motorized equipment.*

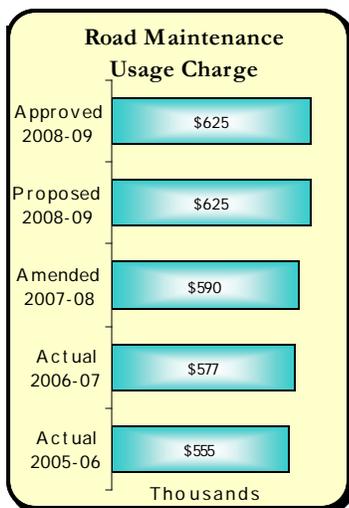
The Fleet Service Fund generates its revenues by servicing and maintaining all vehicles and equipment for other city programs. Resources pay for service, maintenance, overhauls, and fund a replacement reserve. Maintenance charges are based on an average of the prior three years. Replacement reserves assume a 10 year life for most vehicles. Buses are not part of the Fleet Fund replacement reserve.

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Charges for services						
General Fund	\$ 92,220	\$ 118,310	\$ 114,330	\$ 138,890	\$ 138,890	\$ 138,890
CD Fund	37,180	35,510	38,390	42,770	42,770	42,770
Transit Fund	554,820	625,873	659,600	841,040	841,040	841,040
Road Op Fund	27,960	26,390	21,350	24,970	24,970	24,970
Water Op Fund	39,250	52,230	56,210	62,260	62,260	62,260
Sewer Op Fund	73,320	71,120	64,840	72,740	72,740	72,740
Stormwater Fund	20,330	21,910	25,590	31,080	31,080	31,080
Charges subtotal	\$ 845,080	\$ 951,343	\$ 980,310	\$ 1,213,750	\$ 1,213,750	\$ 1,213,750
Investment income	33,876	51,725	30,000	26,000	26,000	26,000
Rental income	34,050	31,212	34,050	34,050	34,050	34,050
Miscellaneous	-	3,646	-	-	-	-
Total Revenues	\$ 913,006	\$ 1,037,926	\$ 1,044,360	\$ 1,273,800	\$ 1,273,800	\$ 1,273,800



## ROAD MAINTENANCE REGULATORY FUND

*Primary revenue source is a user charge imposed on residents and businesses billed through a monthly utility account.*



The Road Maintenance Regulatory Fund was created in FY 1997-98 to account for the revenues generated by the road maintenance fee and the first bills were mailed January 1998. All residential, commercial, and industrial customers are charged this fee on their monthly utility bill. Effective January 2002 the fees were reduced 10%. Residential customers are charged a flat fee of \$4.03 per household, while commercial and industrial customer's fees are based on a formula that considers traffic impact, square footage, and the amount of truck traffic generated. Commercial/industrial rates range from \$10.46 to \$285.88 per billing cycle. All revenues generated within this fund are restricted to repairs of existing roads and streets. Estimated changes are based on historic trends.

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Usage charge	\$ 554,946	\$ 577,231	\$ 590,000	\$ 625,000	\$ 625,000	\$ 625,000
Investment income	1,648	3,509	500	2,000	2,000	2,000
Total Revenues	\$ 556,594	\$ 580,740	\$ 590,500	\$ 627,000	\$ 627,000	\$ 627,000

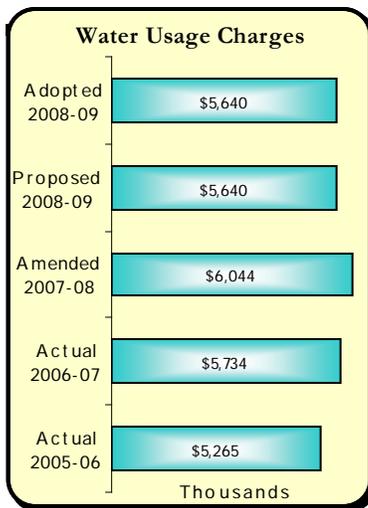
# SUMMARY OF ENTERPRISE FUND REVENUES

## WATER OPERATING FUND

*Primary source of revenue is user charges based on monthly water consumption.*

The Water Operating Fund records revenues and expenditures associated with operation and maintenance of the City's water system. Revenues collected maintain the 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.

The last rate increase was a 3% across the board increase and was approved in November 2005. No increase is proposed for FY 2009.



	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Usage charge	\$ 5,264,652	\$ 5,733,802	\$ 6,043,500	\$ 5,640,000	\$ 5,640,000	\$ 5,640,000
Connection fees	63,692	37,230	61,000	64,308	64,308	64,308
User fee- fire charge	72,579	77,899	81,000	94,000	94,000	94,000
Investment income	72,707	169,503	127,600	85,000	85,000	85,000
Miscellaneous	52	2,091	-	-	-	-
<b>Total Revenues</b>	<b>\$ 5,473,682</b>	<b>\$ 6,020,525</b>	<b>\$ 6,313,100</b>	<b>\$ 5,883,308</b>	<b>\$ 5,883,308</b>	<b>\$ 5,883,308</b>

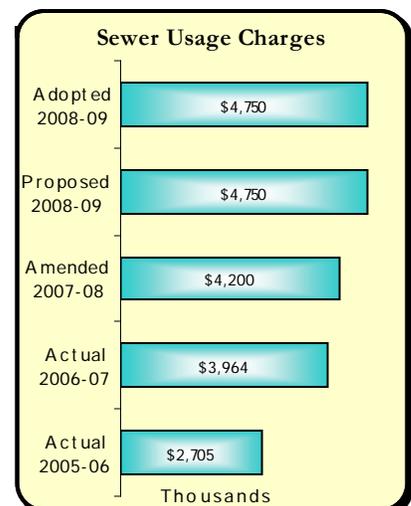
## SEWER OPERATING FUND

*Primary source of revenue is user charges imposed on residents and businesses based on monthly water consumption.*

The Sewer Operating Fund records revenues and expenditures involved with the collection and treatment of municipal wastewater. Revenues help sustain the day to day operations of a treatment facility designed for 2.25 million gallons of sewage per day, as well as the maintenance of approximately 43.7 miles of gravity sewer lines, approximately 384 manholes, and 6 pumping lift stations.

The last rate increase in the sewer usage charge was 55% in May 2006. This increase will help offset upcoming improvements to the wastewater treatment facility. Charges are also based on metered water consumption, and conservation efforts influence the revenue generated. Additionally, industrial customers are monitored for inordinate amounts of pollutants to the sewer lines and are assessed additional charges within the surcharge program. Revenue estimates are based on historic trends increased by rate changes. A 10% rate increase has been budgeted effective November 2008.

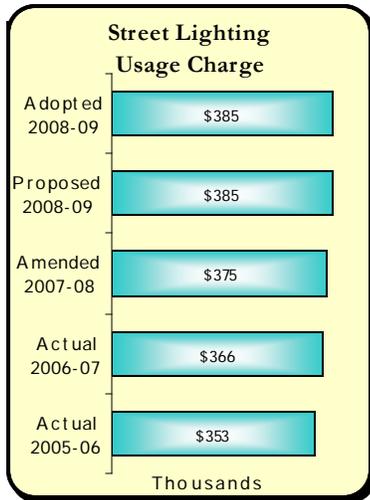
	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Usage charge	\$ 2,704,970	\$ 3,963,511	\$ 4,200,000	\$ 4,750,000	\$ 4,750,000	\$ 4,750,000
High strength surcharge	207,676	307,910	310,000	215,000	215,000	215,000
Investment income	7,264	62,217	47,600	60,000	60,000	60,000
Miscellaneous	18,426	33,087	16,560	16,560	16,560	16,560
<b>Total Revenues</b>	<b>\$ 2,938,336</b>	<b>\$ 4,366,725</b>	<b>\$ 4,574,160</b>	<b>\$ 5,041,560</b>	<b>\$ 5,041,560</b>	<b>\$ 5,041,560</b>



# SUMMARY OF ENTERPRISE FUND REVENUES

## STREET LIGHTING FUND

*Primary revenue source is user charges assessed to residents and businesses based on street lights in their neighborhood.*



The Street Lighting Fund records the revenues and expenditures associated with operating and maintaining streetlights within the public right-of-way. Revenues are generated through user fees assessed to all Wilsonville residents and businesses. Monthly charges range from \$.80 to \$5.01. The fee is based on the cost of street lighting (determined by the type of pole and light fixture) in their neighborhoods. The last rate increase was in July 1998. Revenue projections are based on historic trends

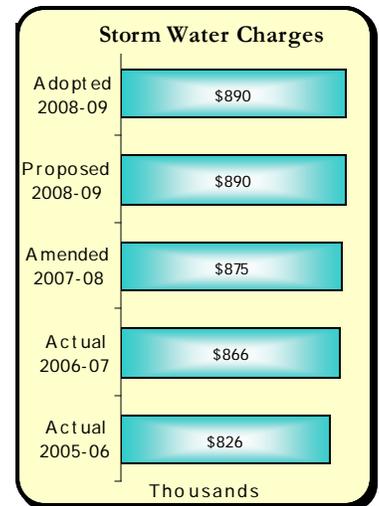
	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Usage charge	\$ 353,203	\$ 365,970	\$ 375,000	\$ 385,000	\$ 385,000	\$ 385,000
Investment income	4,039	14,172	22,600	7,000	7,000	7,000
<b>Total Revenues</b>	<b>\$ 357,242</b>	<b>\$ 380,142</b>	<b>\$ 397,600</b>	<b>\$ 392,000</b>	<b>\$ 392,000</b>	<b>\$ 392,000</b>

## STORM WATER FUND

*Primary revenue source is user charges imposed on residents and businesses.*

This fund records revenues and expenditures associated with maintaining retention basins, storm water collection systems, and the enforcement of state and federal laws pertaining to runoff from the City's right-of-ways and streets. This program also responds to hazardous material spills that may discharge into the storm or sanitary sewer systems. Revenues also fund Storm Water Capital Improvements that cannot be funded through Storm Water System Development Charges. The program first implemented a monthly user charge in August 1994. A rate increase effective December 2001 raised the charge per equivalent dwelling unit to \$3.72 per month. Revenue projections are based on historic trends.

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Stormwater charges	\$ 826,382	\$ 865,831	\$ 875,000	\$ 890,000	\$ 890,000	\$ 890,000
Intergovernmental	33,334	-	-	-	-	-
Investment income	37,509	59,933	54,400	30,000	30,000	30,000
Miscellaneous	219	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 897,444</b>	<b>\$ 925,764</b>	<b>\$ 929,400</b>	<b>\$ 920,000</b>	<b>\$ 920,000</b>	<b>\$ 920,000</b>



# SUMMARY OF LIBRARY ENDOWMENT REVENUES

## LIBRARY ENDOWMENT FUNDS

The Non-Expendable Endowment Fund records donations wherein the investment income may be expended but the principal donation may not. It will provide a long-term resource for Library operations.

Two expendable trust funds have been established to record unrestricted donations, yet earmarked especially for capital expansion and the campaign for capital expansion. The Capital Fund is designated for library expansion and capital outlay. The Campaign Fund is designated to fund-raising costs as well as library capital expansion purposes.

### LIBRARY EXPENDABLE CAPITAL ENDOWMENT FUND

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Investment income	\$ 448	\$ 501	\$ 500	\$ 500	\$ 500	\$ 500

### LIBRARY EXPENDABLE CAMPAIGN ENDOWMENT FUND

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Investment income	\$ 148	\$ 171	\$ 200	\$ 200	\$ 200	\$ 200

### LIBRARY NON-EXPENDABLE ENDOWMENT FUND

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Investment income	\$ 431	\$ 482	\$ 500	\$ 500	\$ 500	\$ 500

## SUMMARY OF SYSTEM DEVELOPMENT CHARGES

System Development Charges (SDC's) are assessed on all new residential and commercial construction within the City. Charges are based on a formula related to increased demands on the City's infrastructure caused by new construction. The City of Wilsonville currently collects five different types of systems development charges: sewer, water, streets, storm water, and parks. The revenues collected are earmarked for improvements needed within the City 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 projects are ready for construction.

### SUMMARY OF SYSTEM DEVELOPMENT CHARGES

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Water Development Charges Fund</b>						
System Development Charges	\$ 845,538	\$ 1,203,207	\$ 783,865	\$ 1,122,215	\$ 1,122,215	\$ 1,122,215
Investment income	128,170	249,943	192,800	155,000	155,000	155,000
<b>Total Revenues</b>	<b>973,708</b>	<b>1,453,150</b>	<b>976,665</b>	<b>1,277,215</b>	<b>1,277,215</b>	<b>1,277,215</b>
<b>Sewer Development Charges Fund</b>						
System Development Charges	463,746	981,434	1,095,805	1,529,070	1,529,070	1,529,070
Investment income	88,926	153,232	154,000	94,000	94,000	94,000
<b>Total Revenues</b>	<b>552,672</b>	<b>1,134,666</b>	<b>1,249,805</b>	<b>1,623,070</b>	<b>1,623,070</b>	<b>1,623,070</b>
<b>Streets Development Charges Fund</b>						
System Development Charges	906,154	1,461,505	953,393	3,564,355	3,564,355	3,564,355
Sup. System Devlpmt Charges	1,866,854	506,148	312,227	-	-	-
Traffic impact fees	125,364	170,000	173,228	-	-	-
Investment income	203,505	282,902	338,300	205,000	205,000	205,000
<b>Total Revenues</b>	<b>3,101,877</b>	<b>2,420,555</b>	<b>1,777,148</b>	<b>3,769,355</b>	<b>3,769,355</b>	<b>3,769,355</b>
<b>Stormwater Development Charges Fund</b>						
System Development Charges	298,933	306,609	236,898	248,006	248,006	248,006
Investment income	31,077	36,825	36,100	27,000	27,000	27,000
<b>Total Revenues</b>	<b>330,010</b>	<b>343,434</b>	<b>272,998</b>	<b>275,006</b>	<b>275,006</b>	<b>275,006</b>
<b>Parks Development Charges Fund</b>						
System Development Charges	480,547	1,122,912	538,542	680,867	680,867	680,867
Investment and other income	79,487	92,127	91,600	68,000	68,000	68,000
<b>Total Revenues</b>	<b>560,034</b>	<b>1,215,039</b>	<b>630,142</b>	<b>748,867</b>	<b>748,867</b>	<b>748,867</b>
<b>Total SDC Funds</b>	<b>\$ 5,518,301</b>	<b>\$ 6,566,844</b>	<b>\$ 4,906,758</b>	<b>\$ 7,693,513</b>	<b>\$ 7,693,513</b>	<b>\$ 7,693,513</b>



## 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.

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

<b>Policy &amp; Administration</b>	Page	<b>Public Works, <i>continued</i></b>	Page
Administration	86	Water Treatment Plant	140
Finance	88	Industrial Pretreatment	144
Information Systems	92	Wastewater Collection & Treatment	148
Geographic Information Systems	96	Storm Water Maintenance	152
Legal	100	<b>Community Services</b>	
Human Resources/Risk Management	102	Community Services	158
<b>Community Development</b>		Library	164
Administration	108	Library Endowments	170
Engineering	110	<b>Transportation</b>	
Building Inspections	112	Transit	175
Planning	116	Fleet	182
Storm Water Management	118	<b>Public Safety</b>	
<b>Public Works</b>		Law Enforcement	188
Administration	124	Municipal Court	192
Building and Grounds Maintenance	126		
Parks Maintenance	128		
Roads	130		
Street Lighting	134		
Water Distribution and Sales	136		

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

These categories are:

**Capital Projects** includes large dollar expenditures for buildings, infrastructure, and parks. The detail for capital projects is provided in a separate section of the budget document. This section begins on page 195.

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

**Contingencies/designations** include allowance for contingencies and set-asides for equipment replacement in various funds. This category begins on page 253.

## PROGRAM INVESTMENTS

Every year, the City purchases various items which are intended to improve our efficiency and/or effectiveness. Rather than thinking of these as expenditures, they can be thought of as investments. Recent acquisitions and the impacts of those purchases are noted below.

### GIS

As part of the Metro Aerial Photo Consortium, the City will not only receive LIDAR data for the City, but “LIDAR Derivatives” as well. These include very high quality elevation contours, stream centerlines, and building footprints. Due to the buying power of the consortium, the City will receive all of these mapping layers for a tiny fraction of the cost required to contract for these services on our own.

Within days of the launch of Wilsonvillemaps.com, title companies and realtors contacted Wilsonville GIS and indicated that they would be able to use this resource instead of calling City staff on the telephone to get information they need about property in the city.

### NEW CITY WEB SITES

In FY07/08, the IS Department lead a project redesigning all three city web sites (city, library, transit). The new sites provide citizens with improved navigation, easier access to online services, and an e-notification service to help stay updated on news, notices, and events. The new sites also have an improved look that better reflects the community.

### CITIZEN REQUEST SOFTWARE

The IS Department implemented a citizen request application in conjunction with the new website rollout. This product provides a library of answers to frequently asked questions that is available online 24 hours a day, 7 days a week. Additionally, the product routes requests directly to appropriate staff members for response and provides tracking and reporting for responses. Since rollout in September of 2007, the citizen request application has tracked 78 requests. Of the customers choosing to fill out the optional survey, 90% ranked city staff’s handling of their request at good or superior.

### DEBT REFINANCING

Substantial savings were realized from refinancing debt. During 2006 and 2007, the Finance department refinanced three bonds. Just like refinancing your home mortgage, the result is a real cash savings. For the City, this amounts to about \$150,000 per year or nearly \$1.5 million over the remaining life of the bonds. The savings benefit the water and sewer funds. Adding to the savings is an early repayment in December 2007 of a local improvement district bond which provided a one-time cash savings of \$150,000. This cash savings will benefit the General Fund.

### COMMUNITY SERVICES

ActiveNet online registration was initiated on December 16, 2006. In the past year, 478 registrations were submitted using this new technology – reflecting 19% of all registration transactions and 30% of registration funds gathered. Families state the value of being able to register online in the evening in the comfort of their homes. The minimum signups required for the ActiveNet contract has been reached 3 of the 4 quarters for 2007.

## PROGRAM INVESTMENTS

### PUBLIC WORKS HOOK-TRUCK

A truck was purchased to replace a three yard dump truck. The new truck has a hook-lift system like the trucks used by the garbage service to pick up a deliver drop-boxes. The added versatility of the hook-lift system allows us to perform multiple tasks with only one truck. This truck can haul up to five yards of heavy materials and ten yards of lighter materials. A flatbed was also purchased allowing for hauling of large or bulky items.

### CATCH BASIN MARKINGS

Public Works has switched to placing glue on buttons rather than stenciling to mark catch basins. The catch basins are marked to help to educate the public as to the importance of not dumping into the storm sewer system. The switch to buttons from stencils has enabled us to reduce labor hours over time and present a better, more professional image to the public

### CENTRIFUGE LEASE TO PURCHASE

Last year's budget request was for leasing a dewatering centrifuge. It was found to be more cost effective to purchase a reconditioned machine, considering the on-going need for winter time processing of bio-solids until more comprehensive plant upgrades are completed. The mobile centrifuge is currently on-site and operational. This equipment, operated by City staff, has significantly reduced bio-solids processing and disposal expenditures as compared to the same time last year.

### ROAD/STORM WATER SEASONAL LABOR

Additional seasonal labor was added to last year's Road and Storm Water budgets to provide for cost effective and timely completion of culvert and retention pond maintenance and leaf control. This additional staff has allowed Public Works to make excellent headway in maintaining culvert structure, retention areas and removing bulk leaves prior to sweeping. This winter with higher than normal rainfall, the City experienced little or no street or localized flooding.

### TOOL CAT UTILITY VEHICLE

An all-wheel drive small utility vehicle was purchased to allow staff additional capabilities in small areas, along trails and in steep off-road areas. The vehicle has a small dump-box, loader forks, and a loader bucket. We are negotiating agreements with Lake Oswego and Tigard to share the attachments to avoid all three City's the cost of purchasing less often, used items.

### BIO-SOLIDS TRUCK AND TRAILER

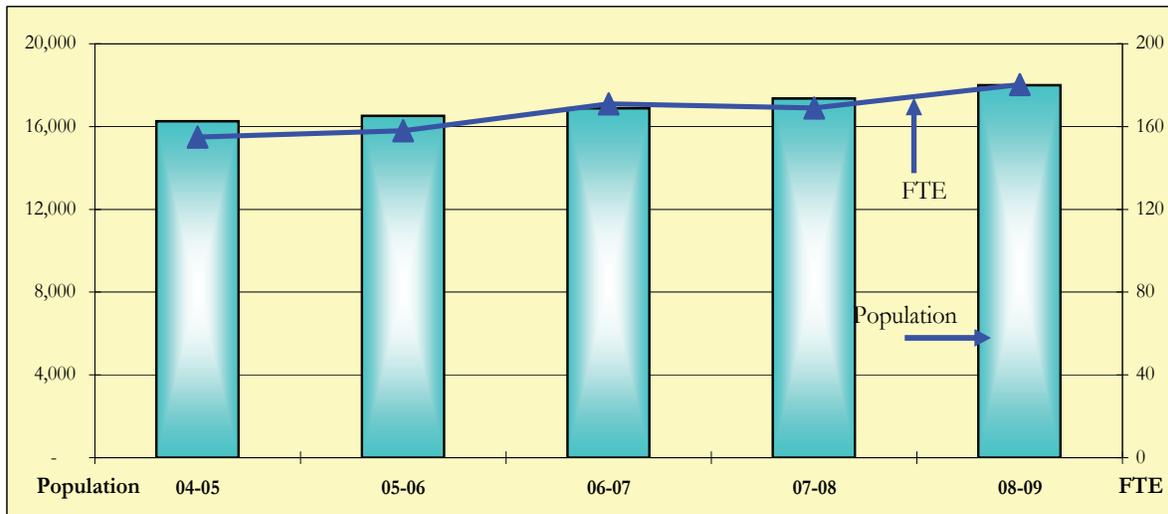
Purchasing the truck tractor and bio-solids trailers will allow the City to cost effectively haul dewatered bio-solids to application sites in the Willamette Valley and to recently permitted sites in Central Oregon. This will substantially reduce the local and long range hauling costs for solids, which the City was not able to do with the existing bio-solids tanker trucks.

## SUMMARY OF EMPLOYMENT TRENDS

During the past four years, the City’s workforce has increased from about 166 to 181 FTE, where it will remain for FY 2008-09. It is important to note that the 180 FTE number includes contractual employees from the Sheriff’s Department (17), and the Water Treatment Plant (7).

The City currently has a single bargaining unit (SEIU Local 926) and FY 2008-09 is the third year of a three year labor contract. Terms of the contract included 2% COLAs in all three years of the contract with an additional 2% added to the top of ranges in the third year. In 2003-04, union members changed health plans to a lower cost plan with higher deductibles and a higher co-pay. This plan continues to be 100% paid. In exchange for this benefit, the Union accepted COLAs lower than reported by all indexes and other cities. Managers are paying 5% of their premiums (BC/BS and Kaiser). This year, managers on health insurance will pay roughly \$18-55 per month.

**RATIO OF FTE TO POPULATION**



**COMPARISON OF PERSONNEL CHANGES  
FULL TIME EQUIVALENT (FTE) POSITIONS**

DEPARTMENT	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
<b>ADMINISTRATION</b>				
Administration	5.00	5.00	5.00	5.00
Finance	8.75	8.75	8.75	8.80
Information Systems	4.00	4.00	3.00	3.00
Geographic Information Systems	0.00	0.00	1.00	1.00
Legal	3.00	3.00	3.00	3.00
Human Resources/Risk Management	2.90	2.90	2.90	2.82
	<u>23.65</u>	<u>23.65</u>	<u>23.65</u>	<u>23.62</u>
<b>COMMUNITY DEVELOPMENT</b>				
Administration	7.20	7.20	7.75	8.40
Engineering	8.60	10.00	11.00	11.00
Building Inspections	6.00	6.00	6.35	6.35
Planning	8.30	8.30	8.50	8.50
Storm Water Management	0.00	0.00	0.00	1.00
	<u>30.10</u>	<u>31.50</u>	<u>33.60</u>	<u>35.25</u>
<b>PUBLIC WORKS</b>				
Administration	4.00	5.00	5.00	5.00
Buildings and Grounds Maintenance	7.50	4.00	4.50	4.75
Parks Maintenance	0.00	6.00	5.50	6.00
Roads	2.50	2.50	2.75	3.25
Water Distribution and Sales	4.00	4.00	4.00	4.33
Water Treatment	7.00	7.00	7.00	7.00
Storm Water Maintenance	2.00	2.00	2.25	1.84
Wastewater Collection and Treatment	7.50	7.50	7.50	7.83
Industrial Pretreatment	1.00	1.00	1.00	1.00
	<u>35.50</u>	<u>39.00</u>	<u>39.50</u>	<u>41.00</u>
<b>TRANSIT</b>				
SMART Transit	28.77	28.17	28.77	34.29
Fleet	5.50	5.50	5.50	7.00
	<u>34.27</u>	<u>33.67</u>	<u>34.27</u>	<u>41.29</u>
<b>COMMUNITY SERVICES</b>				
Community Services	7.90	8.20	7.97	7.97
Library	14.44	14.44	12.12	12.12
	<u>22.34</u>	<u>22.64</u>	<u>20.09</u>	<u>20.09</u>
<b>PUBLIC SAFETY</b>				
Law Enforcement	18.00	18.00	17.00	18.00
Municipal Court	1.90	1.90	1.95	2.00
	<u>19.90</u>	<u>19.90</u>	<u>18.95</u>	<u>20.00</u>
<b>TOTAL FTE's</b>	<u>165.76</u>	<u>170.36</u>	<u>170.06</u>	<u>181.25</u>

**CITY OF WILSONVILLE OPEU COMPENSATION PLAN**

*Effective July 1, 2008*

<u>Range</u>	<u>Position</u>	<u>Monthly</u>		<u>Hourly</u>	
		<u>Low Rate</u>	<u>High Rate</u>	<u>Low Rate</u>	<u>High Rate</u>
6	Library Aide	\$1,616	\$2,060	\$9.3231	\$11.8846
13	Nutrition Program Assistant	\$1,924	\$2,451	\$11.1000	\$14.1404
16	Fleet Hostler	\$2,073	\$2,642	\$11.9596	\$15.2423
17	Library Clerk I	\$2,124	\$2,706	\$12.2538	\$15.6115
20	Library Clerk II <i>Sewer Vactor Operator I</i>	\$2,287	\$2,916	\$13.1942	\$16.8231
21	Library Volunteer Coordinator/Aide	\$2,344	\$2,989	\$13.5231	\$17.2442
22	Equipment Mechanic I Transit Driver <i>CD Permit Clerk/ Receptionist</i>	\$2,402	\$3,064	\$13.8577	\$17.6769
24	Library Clerk III Administrative Specialist I	\$2,526	\$3,218	\$14.5731	\$18.5654
25	Utility Worker	\$2,588	\$3,298	\$14.9308	\$19.0269
26	Transit Dispatcher Administrative Specialist II Nutrition Coordinator	\$2,652	\$3,382	\$15.3000	\$19.5115
28	Accounting Technician	\$2,787	\$3,551	\$16.0788	\$20.4865
30	Court Clerk HR Assistant Administrative Assistant I <i>Information Systems Assistant I</i>	\$2,926	\$3,729	\$16.8808	\$21.5135
31	Senior Utility Worker Accounting Specialist	\$3,002	\$3,825	\$17.3192	\$22.0673

*Italic not filled*

**CITY OF WILSONVILLE OPEU COMPENSATION PLAN**

*Effective July 1, 2008*

Range	Position	Monthly		Hourly	
		Low Rate	High Rate	Low Rate	High Rate
32	Permit Technician Sludge Truck Driver Administrative Assistant II Wastewater Operator I Water Distribution Technician Information & Referral Specialist Fitness Specialist <i>Client Services Coordinator</i>	\$3,075	\$3,919	\$17.7404	\$22.6096
33	Equipment Mechanic II GIS and Mapping Technician Information Systems Assistant II	\$3,152	\$4,018	\$18.1846	\$23.1808
34	Project Coordinator Assistant Planner Reference Librarian Sewer Vector Operator II <i>Recreation Coordinator</i>	\$3,230	\$4,117	\$18.6346	\$23.7519
35	Adult Services Librarian Youth Services Librarian Crew Chief (Parks, Roads)	\$3,312	\$4,222	\$19.1077	\$24.3577
36	Crew Chief (Water) Wastewater Operator II	\$3,395	\$4,328	\$19.5865	\$24.9692
37	Accountant Public Works Analyst	\$3,479	\$4,435	\$20.0712	\$25.5865
38	Wastewater Lab Technician Public Works Operations Chief Storm Water Management Technician	\$3,567	\$4,546	\$20.5788	\$26.2269
39	Building Inspector Industrial Pre-treatment Coordinator	\$3,655	\$4,659	\$21.0865	\$26.8788
40	Senior Accountant Senior Engineering Tech Wastewater Lead Operator	\$3,747	\$4,776	\$21.6173	\$27.5538
42	Associate Planner Information Systems Analyst Building / Plumbing Inspector II	\$3,936	\$5,017	\$22.7077	\$28.9442
46	Plans Examiner	\$4,345	\$5,537	\$25.0673	\$31.9442

*Italic not filled*

**CITY OF WILSONVILLE MANAGEMENT COMPENSATION PLAN**  
*Effective March 1, 2008*

Range	Position	Monthly		Annual	
		Low Rate	High Rate	Low Rate	High Rate
A		\$3,487	\$4,917	\$41,840	\$59,000
B	Transit Trainer Executive Secretary Legal Secretary	\$3,836	\$5,408	\$46,030	\$64,900
C	Transit Field Supervisor Operation Manager (Library) Fleet Supervisor Senior Services Manager Public Affairs Coordinator	\$4,220	\$5,950	\$50,640	\$71,400
D	City Recorder Natural Resource Manager Sr. Planner/Mgr of Current Planning Sr. Planner/Mgr of Long Range Planning	\$4,640	\$6,542	\$55,670	\$78,500
E	Human Resources Manager GIS Manager Urban Renewal Project Manager Operations Manager (Transit) Civil Engineer (Associate Engineer)	\$5,107	\$7,200	\$61,280	\$86,400
F	Library Director Assistant Finance Director Deputy City Engineer Transit Director Public Affairs Director Operations Manager (Public Works) Information Systems Manager Community Services Director	\$5,615	\$7,917	\$67,380	\$95,000
G	City Engineer Building Official Assistant City Attorney Planning Director Redevelopment Director <i>Environmental Services Manager</i>	\$6,176	\$8,708	\$74,110	\$104,500
H	Finance Director Public Works Director Assistant City Manager Community Development Director	\$6,797	\$9,583	\$81,560	\$115,000
	Municipal Court Judges	\$72 - \$75 per hour			
	City Attorney, contract pay package	\$9,200		\$110,395	
	City Manager, contract pay package	\$9,905		\$118,864	

## EXPENDITURE SUMMARIES

### By PROGRAM

*Excluding Interfund Services, Transfers, and Capital Projects*

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Policy and Administration	\$ 3,101,828	\$ 3,305,269	\$ 3,675,174	\$ 4,069,739	\$ 4,028,739	\$ 4,028,739
Community Development	3,111,673	3,523,131	4,356,144	4,379,446	4,379,446	4,379,446
Public Works	7,636,700	7,158,365	8,725,675	8,584,513	8,584,513	8,584,513
Community Services	1,487,166	1,544,916	1,618,229	1,898,018	1,898,018	1,898,018
Transportation	2,446,009	3,593,796	4,006,390	5,404,189	5,404,189	5,404,189
Public Safety	2,701,895	2,866,579	2,932,712	3,250,868	3,426,868	3,426,868
Total Operating Budget	\$ 20,485,271	\$ 21,992,056	\$ 25,314,324	\$ 27,586,773	\$ 27,721,773	\$ 27,721,773

### By MAJOR COST CATEGORY

*Excluding Interfund Services, Transfers, and Capital Projects*

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Personal Services	\$ 9,567,066	\$ 10,117,784	\$ 11,374,777	\$ 12,911,253	\$ 12,911,253	\$ 12,911,253
Materials and Services	10,399,141	11,217,835	13,132,447	13,975,270	14,110,270	14,110,270
Capital Outlay	519,064	656,437	807,100	700,250	700,250	700,250
Total Appropriations	\$ 20,485,271	\$ 21,992,056	\$ 25,314,324	\$ 27,586,773	\$ 27,721,773	\$ 27,721,773

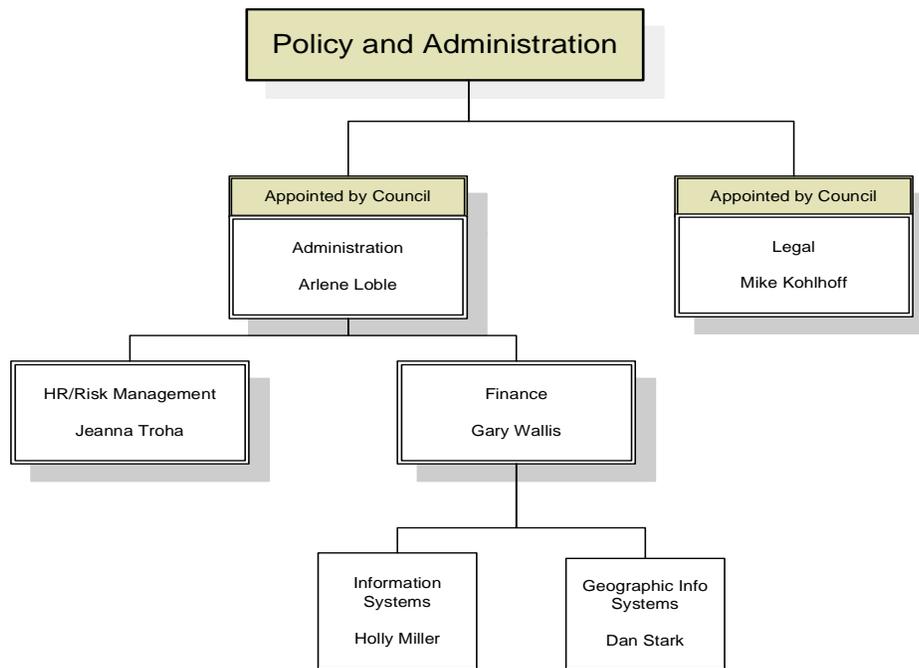


# POLICY & ADMINISTRATION

The departments that make up this program area provide essential services and quality solutions that encompass each program area and every department in the City. Among the services provided are:

- **Guidance and Direction to all departments on accomplishing Council Goals**
- **Accounting and Budgeting**
- **Human Resources**
- **Legal Counsel**
- **Public Relations**
- **Payroll**
- **Procurement**
- **Grant Management**
- **Technology Maintenance, Administration, and Planning**
- **Long Term Strategic Planning**

This program area consists specifically of the Human Resource/Risk Management, Legal, Finance, Information Systems, Geographic Information Systems, and General Administration Departments.



# POLICY & ADMINISTRATION

## INTERESTING FACTS

### *Administration*

Our City Recorder, Sandy King, served as President for the Oregon Association of Municipal Recorders in 2004-05. She is highly respected in her field and frequently travels throughout the state to teach others on records management, retention, and being an effective City Recorder.

### *Finance*

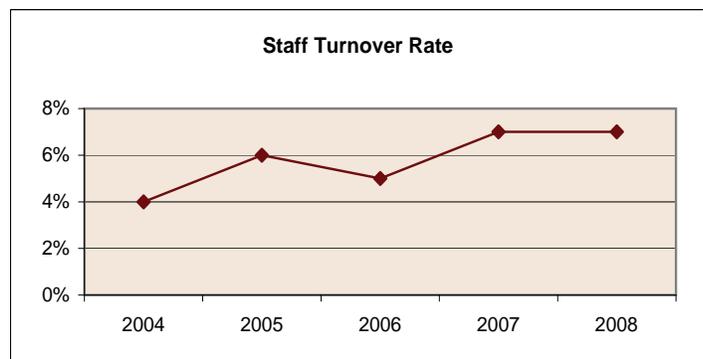
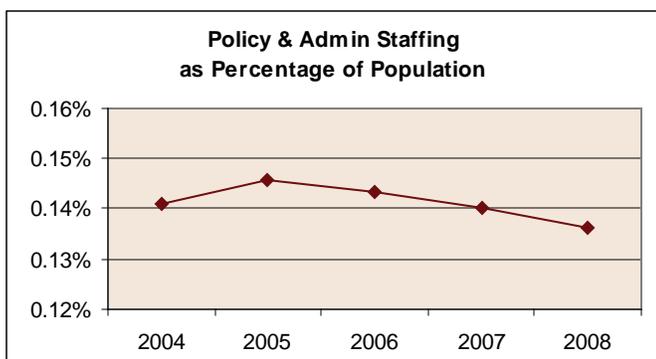
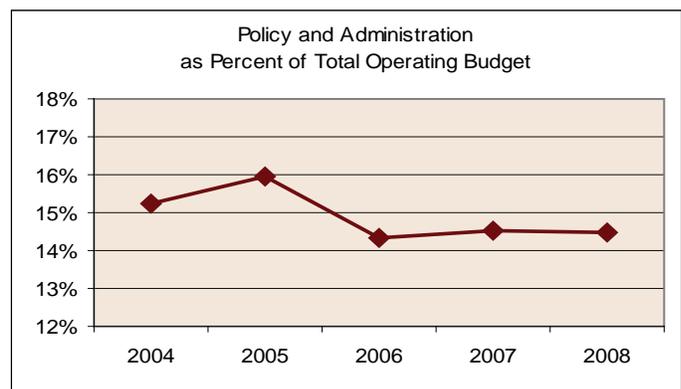
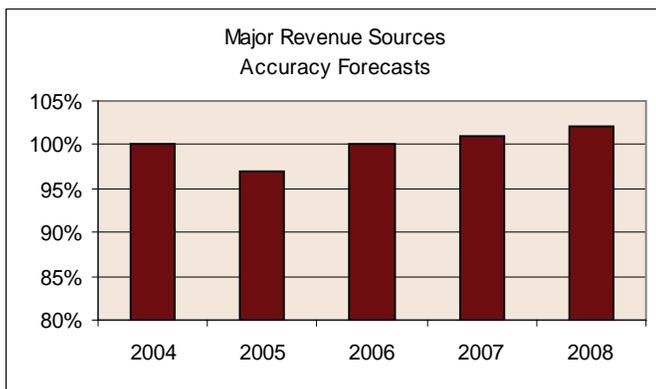
Wilsonville's budget document is illustrated as one of the "best-of-the-best" examples for local governments to follow in GFOA's Preparing High Quality Budget Documents book.

### *GIS*

As part of the City's project to capture the water, sanitary, and storm water system in the GIS, our contractor digitized over 55,000 "features". This includes hydrants, meters, pipes, manholes and all the other individual components that make up the City's infrastructure.

### *Human Resources/Risk Management*

This program is leading a push to place Automatic External Defibrillator units in all City buildings and police vehicles. City staff has been trained to administer this life saving aide.





**STATEMENT OF PURPOSE**

The City Manager, who works for and at the pleasure of the Mayor and the City Council, carries out their policy direction and provides overall supervision of the City’s operations. The City Manager is responsible for translating the City Council’s goals into budgetary priorities. The Public Affairs Director provides the information link between the citizenry, the business community, and the elected and appointed officials of the City, as well as taking on more special projects as assigned by the City Manager. The City Recorder serves as secretary for the City Council and is responsible for records management and elections.

**PROGRAM OBJECTIVES**

1. Seek public involvement and support for City services through effective communication and responsiveness to citizen concerns.
  - Encourage citizen involvement and respond to citizen’s concerns
  - Utilize the Chamber and City newsletters to keep the public informed
  - Develop and encourage the use of the City’s cable government access channel and web site
  - Provide opportunities for the public to interact with the Council and City staff
2. Facilitate City Council and community decision making concerning the future growth and development of Wilsonville and funding infrastructure improvements
3. Guide implementation of City Council goals for FY 2008-09
4. Work on public policy issues that impact the City at regional, state, and federal levels
5. Support a work environment that promotes customer service and fully utilizes the talents of the City staff by reinforcing their knowledge, competence, and creativity
  - Implement the staff and Council vision for our organization by inspiring a shared vision, enabling others to act, modeling the way, and encouraging the heart
6. Continue Council commitment to training and practice relating to our common goals, values, and vision  
*(Council Goal 9)*
7. Continue efforts to find sustainable funding solutions for infrastructure needs through strengthening the City’s regional, state, and federal partnerships *(Council Goal 8)*
8. Assist and support the transition to a new Mayor and Council with the community and City staff
9. Work to find sustainable funding for the library, police, and parks
10. Implement a citywide communications strategy
11. Further investigate and potentially hire a firm to conduct research and assist with developing a brand and marketing plan for the City of Wilsonville
12. Determine the best ways to inform the public about issues, policies and projects by prioritizing existing methods such as publications, government channel, web site, etc
13. Work with Willamette Falls Television to broadcast Development Review Board and Planning commission meetings on the government channel

Position	<b>FULL TIME EQUIVALENT POSITIONS</b>			
	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
City Manager	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00	1.00
Public Affairs Director	1.00	1.00	1.00	1.00
Public Affairs Coordinator	1.00	1.00	1.00	1.00
	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 348,018	\$ 367,871	\$ 408,496	\$ 438,176	\$ 438,176	\$ 438,176
Employee benefits	174,858	173,873	195,771	208,220	208,220	208,220
<b>Total</b>	<b>522,876</b>	<b>541,744</b>	<b>604,267</b>	<b>646,396</b>	<b>646,396</b>	<b>646,396</b>
<b>Materials and Services</b>						
Supplies	16,331	25,186	17,900	18,900	18,900	18,900
Prof and tech serv	47,569	78,242	73,257	162,500	121,500	121,500
Utility services	5,506	3,938	6,110	3,450	3,450	3,450
Comm svcs programs	134,676	186,468	166,036	181,786	181,786	181,786
Employee development	35,061	55,309	44,935	45,000	45,000	45,000
Fees, dues, advertising	20,924	13,751	21,025	21,025	21,025	21,025
Meetings & council	14,095	17,869	63,320	40,000	40,000	40,000
<b>Total</b>	<b>274,162</b>	<b>380,763</b>	<b>392,583</b>	<b>472,661</b>	<b>431,661</b>	<b>431,661</b>
<b>Capital Outlay</b>						
Machinery & equipment	21,976	-	15,000	48,000	48,000	48,000
<b>Total Department</b>	<b>\$ 819,014</b>	<b>\$ 922,507</b>	<b>\$ 1,011,850</b>	<b>\$ 1,167,057</b>	<b>\$ 1,126,057</b>	<b>\$ 1,126,057</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Taxes	\$ 120,000	\$ 120,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Dedicated revenues	129,609	132,478	133,786	143,786	143,786	143,786
Interfund charges	253,159	288,115	321,952	411,330	411,330	411,330
General Fund revenues	316,246	381,914	431,112	486,941	445,941	445,941
<b>Total</b>	<b>\$ 819,014</b>	<b>\$ 922,507</b>	<b>\$ 1,011,850</b>	<b>\$ 1,167,057</b>	<b>\$ 1,126,057</b>	<b>\$ 1,126,057</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

In an effort to better and more effectively communicate with our residents and businesses, we have dedicated \$40,000 to develop a communications strategy. This involves hiring a consultant to conduct extensive research, including surveys of the community, and the development of a marketing plan.

Capital outlay including telecasting equipment (servers, switcher and additional cameras) are scheduled to be replaced or upgraded. Most of the equipment currently used was acquired several years ago and our broadcasting needs would be improved through these changes. Special monies, called “PEG fees”, are available to pay for all of the \$48,000 cost.

Community services includes \$15,000 for a special July 4<sup>th</sup> celebration and opening of the historic barn.

Funding will be allocated for the November 2008 general election.

**STATEMENT OF PURPOSE**

To efficiently operate the City’s financial information systems to provide timely, useful, and accurate financial information to internal management, the City Council, the Budget Committee, and external users. To provide treasury services with the goals of minimizing borrowing costs and maximizing the return on investments. To provide high quality customer support to all of the customers of the Finance Department, especially the citizens of Wilsonville.

Primary functions include accounting, budgeting, managing and investing cash, managing debt, paying invoices, processing payroll, billing receivables, and collecting receivables (utilities, business licenses, transit taxes, local improvement districts, hotel/motel taxes, and miscellaneous) and financial reporting. Finance answers all incoming phone calls for City Hall. Although budgeted separately, the department also oversees technology information services – computers, networks, telephones – and municipal court administration.

**PROGRAM OBJECTIVES**

1. Analyze administrative fees and recommended changes where necessary to cover related costs (**Council Goal 6**)
2. Update the City’s five-year financial plan (**Council Goal 6**)
3. Develop internal policies and procedures manual. Prepare and adopt at least three policies each fiscal year until completed (**Council Goal 6**)
4. Draft updates to the City’s Fiscal Management Policies with the goal of adoption by June 30, 2009 (**Council Goal 6**)
5. Prepare the FY 2007-08 Comprehensive Annual Financial Report (CAFR) in a format that qualifies for submittal to the Government Finance Officer’s Association (GFOA) Certificate of Achievement in Financial Reporting program
6. Prepare the FY 2008-09 adopted budget document in a format that qualifies for submittal to the GFOA Distinguished Budget Award program

**FULL TIME EQUIVALENT POSITIONS**

	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Administrative Assistant II	0.75	0.75	0.75	0.80
Accountant	2.00	2.00	2.00	2.00
Accounting Specialist	1.00	1.00	1.00	1.00
Accounting Technician	3.00	3.00	3.00	3.00
	<b>8.75</b>	<b>8.75</b>	<b>8.75</b>	<b>8.80</b>

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 414,985	\$ 434,690	\$ 469,851	\$ 501,096	\$ 501,096	\$ 501,096
Employee benefits	199,035	199,413	230,639	258,983	258,983	258,983
<b>Total</b>	<b>614,020</b>	<b>634,103</b>	<b>700,490</b>	<b>760,079</b>	<b>760,079</b>	<b>760,079</b>
<b>Materials and Services</b>						
Supplies	52,412	68,455	69,400	71,450	71,450	71,450
Prof and tech serv	159,709	121,477	188,000	177,600	177,600	177,600
Utility services	4,302	4,906	4,150	44,059	44,059	44,059
Fleet services	4,090	4,290	4,010	3,380	3,380	3,380
Repairs & maintenance	2,412	13,260	3,100	24,100	24,100	24,100
Rents & leases	919	920	1,040	1,040	1,040	1,040
Insurance	335	240	260	5,550	5,550	5,550
Meeting expenses	458	279	500	500	500	500
Comm svcs programs	-	-	-	18,500	18,500	18,500
Employee development	9,837	9,808	16,175	16,375	16,375	16,375
Fees, dues, advertising	11,443	12,095	14,300	15,000	15,000	15,000
Misc. service & supplies	15,626	15,869	24,475	53,200	53,200	53,200
<b>Total</b>	<b>261,543</b>	<b>251,599</b>	<b>325,410</b>	<b>430,754</b>	<b>430,754</b>	<b>430,754</b>
<b>Capital Outlay</b>						
Machinery & equipment	39,405	1,156	-	-	-	-
<b>Total Department</b>	<b>\$ 914,968</b>	<b>\$ 886,858</b>	<b>\$ 1,025,900</b>	<b>\$ 1,190,833</b>	<b>\$ 1,190,833</b>	<b>\$ 1,190,833</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Charges for services	\$ 11,178	\$ 13,143	\$ 16,000	\$ 12,000	\$ 12,000	\$ 12,000
Interfund charges	527,508	602,269	665,321	968,339	968,339	968,339
General Fund revenues	376,282	271,446	344,579	210,494	210,494	210,494
<b>Total</b>	<b>\$ 914,968</b>	<b>\$ 886,858</b>	<b>\$ 1,025,900</b>	<b>\$ 1,190,833</b>	<b>\$ 1,190,833</b>	<b>\$ 1,190,833</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

Utility, janitorial, and insurance costs previously budgeted in Building Maintenance are now budgeted in the programs associated with the respective building. Finance pays half the costs of City Hall. This represents an additional \$39,920 for utilities, \$16,300 for janitorial, and \$5,300 for casualty insurance.

Professional and technical services includes items such as the independent audit, software maintenance fees, meterreading devices, utility bill printing, and arbitrage compliance services.

Community services includes a new program for utility bill assistance for low income customers. Administration of the program will be through Wilsonville Community Sharing.

Miscellaneous service & supplies line item has increased due to anticipated increases in bank fees resulting from SDC credit card fees.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Maintain high levels of financial integrity	Independent auditor opinion	unqualified	unqualified	unqualified	unqualified	unqualified
	Number of auditor proposed adjustments	0	0	0	0	0
	General obligation bond rating	A1	A1	Aa3	Aa3	Aa3
Deliver efficient, effective financial services	Actual cost to deliver financial services	\$ 804,744	\$ 875,563	\$ 885,702	\$ 980,264	\$ 1,190,833
	Costs to deliver financial services as percentage of total City operating budget	4%	4%	4%	4%	4%
	Current fiscal year savings from refinanced or early payment on debt:					
	<i>Water supported</i>	\$ -	\$ 172,747	\$ 32,953	\$ 35,146	\$ 81,067
	<i>Sewer supported</i>	\$ -	\$ -	\$ 54,416	\$ 52,201	\$ 55,251
	<i>Local Impr. District</i>	\$ 71,562	\$ 73,920	\$ 64,737	\$ 54,717	\$ 44,211
Provide relevant, effective and timely information to users to facilitate decision making processes	Revenue forecasts on major revenues - percentage variance to budget	-2.6%	-0.1%	1.3%	2.2%	1.5%
	Percent of monthly reports distributed within four days of month-end	100%	100%	100%	100%	100%
	Percent of quarterly council analysis reports distributed within 30 days of end of quarter	0%	0%	0%	75%	100%

PERFORMANCE MEASUREMENTS OUTCOME

Financial Integrity: Unqualified opinions, no auditor adjustments and awards for both CAFR and budget documents indicate well run financial system. Improved bond rating by Moody’s provides outside evidence of this.

Efficiency and effectiveness: Maintaining a constant percent to deliver financial services through new demands and special analyses indicate efficiencies are realized.

Relevant and timely: Revenue forecasts are within acceptable ranges and imply accuracy of projections. Issuance of quarterly reports has been revised to better meet goals.



**STATEMENT OF PURPOSE**

To effectively manage the City’s information and communications technologies. IS maintains the City’s network, phone system, desktop equipment, web sites, and applications as well as providing training, technology consulting, and special project assistance to all City departments. IS also oversees the City’s Geographic Information Systems Program.

In FY07-08, the IS Department participated in the following special projects:

- Redesign of the 3 City web sites (City, Library, Transit)
- Implementation of an online Citizen Request Application
- Coordination of the technical portion of the Public Works, Police, and Transit facilities moves
- Assisted the Building Department with enhancements for the City’s automated inspection application
- Provided support for a variety of small department projects
- Began city-wide operating system change over from Windows 2000 to Windows XP

**PROGRAM OBJECTIVES**

1. Utilize current and emerging technologies to reduce costs and improve efficiencies wherever possible
2. Oversee installation and implementation of new systems and technologies City wide
3. Maintain accurate current inventory of hardware, software, and network systems City wide
4. Develop and test business continuity and disaster recovery plans for City information systems
5. Continually enhance City websites to increase their ability to deliver timely and accurate information and services to the public while reducing costs to the City

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Information Systems Manager	1.00	1.00	1.00	1.00
GIS Manager	1.00	0.00	0.00	0.00
Information System Assistant II	1.00	1.00	1.00	1.00
Systems Analyst	1.00	1.00	1.00	1.00
	4.00	3.00	3.00	3.00

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 225,664	\$ 180,034	\$ 189,760	\$ 201,814	\$ 201,814	\$ 201,814
Employee benefits	110,188	83,201	94,143	102,749	102,749	102,749
<b>Total</b>	<b>335,852</b>	<b>263,235</b>	<b>283,903</b>	<b>304,563</b>	<b>304,563</b>	<b>304,563</b>
<b>Materials and Services</b>						
Supplies	80,588	82,856	116,000	75,790	75,790	75,790
Prof and tech serv	74,656	70,563	81,278	90,685	90,685	90,685
Utility services	10,610	10,182	10,125	9,800	9,800	9,800
Repairs & maintenance	5,959	5,981	6,400	6,600	6,600	6,600
Employee development	12,779	1,993	5,990	6,155	6,155	6,155
Fees, dues, advertising	1,812	116	100	200	200	200
<b>Total</b>	<b>186,404</b>	<b>171,691</b>	<b>219,893</b>	<b>189,230</b>	<b>189,230</b>	<b>189,230</b>
<b>Capital Outlay</b>						
Machinery & equipment	39,994	32,565	3,000	60,000	60,000	60,000
<b>Total Department</b>	<b>\$ 562,250</b>	<b>\$ 467,491</b>	<b>\$ 506,796</b>	<b>\$ 553,793</b>	<b>\$ 553,793</b>	<b>\$ 553,793</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Interfund charges	\$ 112,545	\$ 165,710	\$ 203,683	\$ 301,528	\$ 301,528	\$ 301,528
Dedicated reserves	151,356	-	-	-	-	-
General Fund revenues	298,349	301,781	300,113	252,265	252,265	252,265
<b>Total</b>	<b>\$ 562,250</b>	<b>\$ 467,491</b>	<b>\$ 503,796</b>	<b>\$ 553,793</b>	<b>\$ 553,793</b>	<b>\$ 553,793</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

For FY 08-09, IS has moved server replacement monies from materials and services line items to capital outlay. This better reflects the fact that servers typically run over the \$5k capitalization threshold. In addition, this is a particularly heavy server replacement year with 5 servers reaching end of life.

IS anticipates the need to increase the speed of the city's Internet service. This will not only allow staff faster access to Internet based resources, but also gives citizens faster access to the city's web sites. Internet cost increases are reflected in the increase in Professional & Technical Services. Also, expenses in Professional & Technical Services were lower than anticipated in FY 07-08.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Identify and track workload indicators	Users supported	139	154	144	137	135
	Personal computers supported	153	162	178	184	188
	Servers supported	19	22	26	26	27
	Other equipment supported	94	93	95	95	95
	Applications supported	80	80	87	85	85
Effectively maintain and support City systems	Network up-time	98.94	99.4	99.04	99.47	99.57
	Customer satisfaction rating per annual survey	Good	Very Good	Excellent	Excellent	Excellent

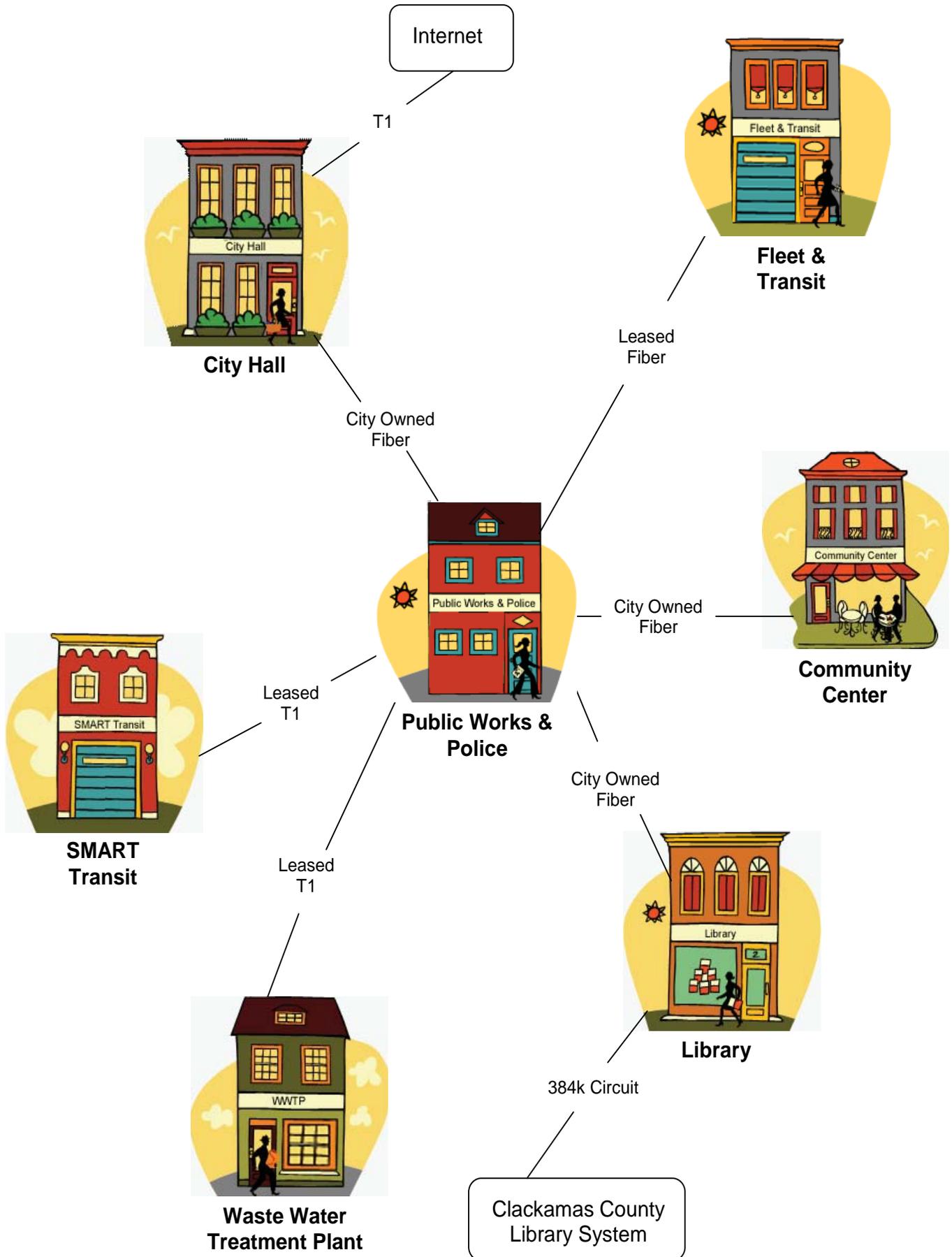
PERFORMANCE MEASUREMENTS OUTCOME

Fluctuation in the number of users is due primarily to employee turnover and temporary/intern staff. The number of computers is considerably higher than the number of users due in large part to Library public use computers and Telemetry monitoring PCs.

Results of the IS Survey continued to fall within the Excellent range, up again this year from 4.87 to 4.9 out of 5.

**Did You Know?**

The new City web sites have made over 1400 documents available to the public for download.



**STATEMENT OF PURPOSE**

To create, maintain, and administer the City’s Enterprise GIS system. GIS works with the GIS Steering Committee to identify projects and priorities across the enterprise. GIS strives to provide tools and analysis to City staff so that they are able to perform their jobs more efficiently and effectively with the over arching goal of providing excellent customer service to Wilsonville residents and business customers.

In FY 2007-08, the GIS Department was involved in the following projects:

- Launched interactive mapping and GIS site for use by the public on the City’s internet site at Wilsonvillemaps.com
- Parcel Data Layer Process Automation (facilitates rapid and regular integration with EDEN)
- Completed over 92 “special projects” for City staff in 2007 including over 300 individual maps
- Continued to conduct GIS Steering Committee Meetings for prioritizing GIS projects and resources
- Maintained the Enterprise GIS hardware and software
- Continued to coordinate with regional partners in data sharing
- Performed GIS Strategic Plan Development and updating

**PROGRAM OBJECTIVES**

1. Maintain GIS hardware and software systems
2. Develop and maintain GIS data layers
3. Develop and maintain user access tools for City staff
4. Provide education and training on GIS to City staff
5. Identify opportunities to utilize GIS in order to improve City services
6. Develop long term funding strategy for the GIS program

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
GIS Manager	0.00	1.00	1.00	1.00
	0.00	1.00	1.00	1.00

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ -	\$ 69,747	\$ 70,581	\$ 74,816	\$ 74,816	\$ 74,816
Employee benefits	-	31,022	37,156	41,656	41,656	41,656
<b>Total</b>	<b>-</b>	<b>100,769</b>	<b>107,737</b>	<b>116,472</b>	<b>116,472</b>	<b>116,472</b>
<b>Materials and Services</b>						
Supplies	-	7,970	7,442	7,665	7,665	7,665
Prof and tech serv	-	42,360	48,540	50,030	50,030	50,030
Utility services	-	138	216	210	210	210
Employee development	-	4,102	5,665	5,835	5,835	5,835
Fees, dues, advertising	-	2,995	1,700	1,751	1,751	1,751
<b>Total</b>	<b>-</b>	<b>57,565</b>	<b>63,563</b>	<b>65,491</b>	<b>65,491</b>	<b>65,491</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	44,436	8,250	-	-	-
<b>Total Department</b>	<b>\$ -</b>	<b>\$ 202,770</b>	<b>\$ 179,550</b>	<b>\$ 181,963</b>	<b>\$ 181,963</b>	<b>\$ 181,963</b>

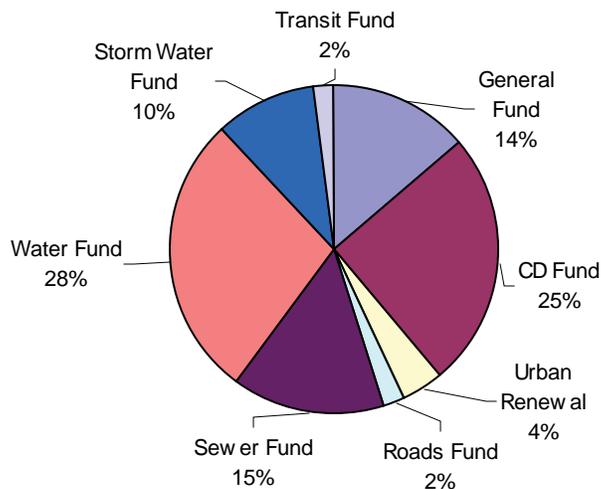
**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Interfund charges	\$ -	\$ 141,508	\$ 145,614	\$ 163,918	\$ 163,918	\$ 163,918
General Fund revenues	-	61,262	25,686	18,045	18,045	18,045
<b>Total</b>	<b>\$ -</b>	<b>\$ 202,770</b>	<b>\$ 171,300</b>	<b>\$ 181,963</b>	<b>\$ 181,963</b>	<b>\$ 181,963</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

The GIS budget for FY 2008-09 is status quo. Interns will be used in the upcoming years in order to maintain the water, sewer and storm water infrastructure data that was returned from our contractor this winter. An increased work load is anticipated in order to keep up to date with new infrastructure projects.

**Estimated FY 08/09 - GIS Use by Fund**



**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Workload indicators	% of survey respondents that use GIS for job duties	n/a	n/a	n/a	93%	95%
	% of survey respondents that use online mapping tools	n/a	n/a	n/a	49%	60%
Effectiveness indicator	Customer satisfaction rating per annual survey	n/a	Very Good	Very Good	Very Good	Excellent

**PERFORMANCE MEASUREMENTS OUTCOME**

The second annual GIS survey yields the performance measure outcomes seen above. In total, 56 surveys were returned which was an overall increase from the previous year's survey. Over 50% of the respondents feel that GIS is very important to complete their job duties. For those that have had experience with GIS, the average satisfaction rating was 4 out of 5. Over 50% indicated their need for additional training as "high". Additional training and outreach will be conducted in the upcoming year.



**STATEMENT OF PURPOSE**

The City Attorney is appointed by, and reports directly to, the City Council. The department provides general counsel to the City and 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 City boards and commissions, reviews legal documents, drafts complex ordinances and resolutions, directs litigation (including that of City Prosecutor), negotiates and drafts contracts, and assists in risk management.

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

**PROGRAM OBJECTIVES**

1. Provide legal advice to City Council, City Manager, boards and commissions, and department heads that is timely, efficient, and effective
  - Measured by ratings for legal advice from the annual legal department survey
2. Provide documents that achieve the intended legal and business purpose using clear and concise language
  - Measured by ratings for document provision on annual legal department survey
3. Provide legal representation in administrative hearings and litigation matters that is professional, efficient, and effective
  - Measured by the City Council on a per case basis

Position	<b>FULL TIME EQUIVALENT POSITIONS</b>			
	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00	1.00
	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 225,304	\$ 236,952	\$ 252,507	\$ 264,348	\$ 264,348	\$ 264,348
Employee benefits	101,792	102,811	113,694	123,684	123,684	123,684
<b>Total</b>	<b>327,096</b>	<b>339,763</b>	<b>366,201</b>	<b>388,032</b>	<b>388,032</b>	<b>388,032</b>
<b>Materials and Services</b>						
Supplies	6,800	6,785	7,050	9,650	9,650	9,650
Prof and tech serv	3,576	29,398	30,000	35,000	35,000	35,000
Utility services	549	600	650	620	620	620
Employee development	8,106	7,361	9,800	9,800	9,800	9,800
Fees, dues, advertising	2,112	2,530	3,800	3,560	3,560	3,560
<b>Total</b>	<b>21,143</b>	<b>46,674</b>	<b>51,300</b>	<b>58,630</b>	<b>58,630</b>	<b>58,630</b>
<b>Total Department</b>	<b>\$ 348,239</b>	<b>\$ 386,437</b>	<b>\$ 417,501</b>	<b>\$ 446,662</b>	<b>\$ 446,662</b>	<b>\$ 446,662</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Taxes	\$ 120,000	\$ 120,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Interfund charges	109,732	125,594	182,743	176,354	176,354	176,354
General Fund revenues	118,507	140,843	109,758	145,308	145,308	145,308
<b>Total</b>	<b>\$ 348,239</b>	<b>\$ 386,437</b>	<b>\$ 417,501</b>	<b>\$ 446,662</b>	<b>\$ 446,662</b>	<b>\$ 446,662</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

FY 2007-08 included a summer/academic year work-study position through Lewis and Clark College Law School. The position funded in part by the City and part by the Law School. It has proven to be successful and will assist with the volume of research and special projects into FY 2008-09.

A minor dollar increase in Supplies is related to the increase of on-line law research fees.

**STATEMENT OF PURPOSE**

The purpose of the Human Resources Department is to enhance the efficiency and effectiveness of the organization by providing centralized personnel support for all City employees. This includes addressing labor relations, compensation, classification, recruitment and selection, and training issues. The department provides systems, services, and solutions to support the organization in order to effectively provide service to the citizens of Wilsonville.

The Assistant City Manager serves as the Human Resources Director and Risk Manager, and provides management oversight to five operating divisions: Community Services, Library, Transit, and Police (contract). The Human Resource Department includes a Human Resources Manager and a Human Resources Assistant.

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

**PROGRAM OBJECTIVES**

1. Recruit and hire the most qualified people to staff the City’s delivery of service. This means employees with positive attitudes and strong work ethics who fit within a culture of high quality customer service
2. Maintain current and accurate job descriptions for all City staff positions
3. Minimize work-related accidents through safety awareness and proactive programs
4. Foster positive employment practices and a healthy and productive work environment
5. Continue to evaluate training programs for new managers and others who need supervisory assistance, and help managers develop and implement long-term solutions

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Assistant City Manager	1.00	1.00	1.00	1.00
Sr. Human Resource Analyst	1.00	1.00	0.00	0.00
HR Manager	0.00	0.00	1.00	1.00
Rotating Clerk	0.70	0.70	0.00	0.00
HR Assistant	0.00	0.00	0.70	0.74
Intern (High School)	0.20	0.20	0.20	0.08
	2.90	2.90	2.90	2.82

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 166,034	\$ 172,797	\$ 188,533	\$ 202,722	\$ 202,722	\$ 202,722
Employee benefits	81,420	69,016	93,423	105,624	105,624	105,624
<b>Total</b>	<b>247,454</b>	<b>241,813</b>	<b>281,956</b>	<b>308,346</b>	<b>308,346</b>	<b>308,346</b>
<b>Materials and Services</b>						
Supplies	2,013	1,597	2,571	2,570	2,570	2,570
Prof and tech serv	43,295	13,731	60,062	32,500	32,500	32,500
Utility services	1,048	759	1,245	1,220	1,220	1,220
Insurance	102,066	113,865	120,600	115,600	115,600	115,600
Employee development	43,561	53,163	48,497	49,600	49,600	49,600
Fees, dues, advertising	2,086	1,345	1,755	1,700	1,700	1,700
Flex plan admin	7,146	3,590	7,568	8,500	8,500	8,500
Recognition expenses	984	1,330	1,521	1,600	1,600	1,600
Meeting expenses	7,704	8,013	7,802	7,795	7,795	7,795
<b>Total</b>	<b>209,903</b>	<b>197,393</b>	<b>251,621</b>	<b>221,085</b>	<b>221,085</b>	<b>221,085</b>
<b>Total Department</b>	<b>\$ 457,357</b>	<b>\$ 439,206</b>	<b>\$ 533,577</b>	<b>\$ 529,431</b>	<b>\$ 529,431</b>	<b>\$ 529,431</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Taxes	\$ 120,000	\$ 120,000	\$ 125,000	\$ -	\$ -	\$ -
Interfund charges	155,550	181,983	173,562	246,797	246,797	246,797
General Fund revenues	181,807	137,223	196,015	282,634	282,634	282,634
<b>Total</b>	<b>\$ 457,357</b>	<b>\$ 439,206</b>	<b>\$ 494,577</b>	<b>\$ 529,431</b>	<b>\$ 529,431</b>	<b>\$ 529,431</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

The Human Resource/Risk Management Department budget this year has no major changes or additions. Property and liability insurance costs will likely increase about 5-8%. All vehicle insurance and most property insurance costs are distributed to departments. Liability insurance is fully paid by HR/Risk Management. The allocation of costs to departments has contributed to the insurance line item remaining relatively flat.

Flex plan administration charges have remained consistent due to continuing participation in the plan by many City employees. These costs are offset by decreased FICA payments by the City.

Professional and tech services account has increased due to labor negotiations for the upcoming union contract.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</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 or Water Treatment Plant - Veolia)	133	135	137	132	137
	Full-time recruitments	10	13	10	10	10
	Turnover rate (Full Time)	6%	5%	7%	7%	5%
	Percentage of FTEs that pass probationary period	95%	95%	99%	98%	99%
Minimize work-related accidents and maintain an excellent safety record.	Number of workers' compensation claims	8	8	8	10	7
	Number of time loss days due to workers compensation injuries	8	10	129	21	15
	Total paid losses	\$8,500	\$7,889	\$15,000	\$6,631	\$8,000
	Experience modification history	0.96	1.03	0.87	0.82	0.95

PERFORMANCE MEASUREMENTS OUTCOME

The City did not have any large worker's compensation claims last year. Our experience modification will decrease to .76 for 2008 from the current .82 rate for 2007. The employee Safety Committee continues to be active in promoting a safe work environment.

In 2007, the City did 25 recruitments, which includes seasonal and temporary positions. This is about average based upon the last three year history.

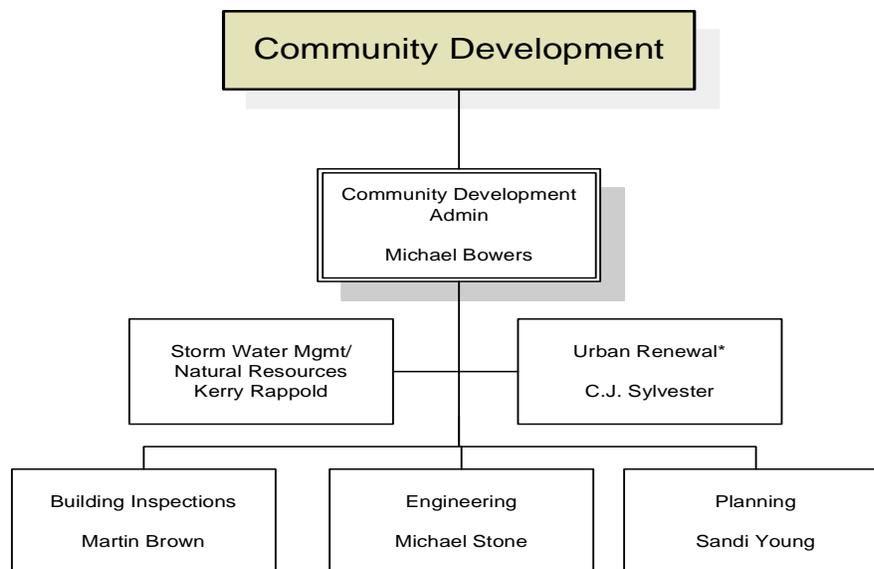
**Did You Know?**

The City continues to participate in the Youth Transition Program with the West Linn/Wilsonville School District which gives high school students with disabilities on-the-job work skills.

# COMMUNITY DEVELOPMENT

The departments that make up this program area provide the essential services and quality solutions that allow for a well planned and livable community. Among the services provided:

- **Building Permits and Inspections**
- **Engineering Services**
- **Planning and Code Enforcement**
- **Urban Renewal and Real Estate**
- **Natural Resources/Storm Water Administration**



\* For the Urban Renewal budget, see page 259.

# COMMUNITY DEVELOPMENT

## INTERESTING FACTS

### Engineering

Jadene Stensland, Assistant City Engineer for Capital Projects, Laurel Byer former Capital Projects Manager, and Mayor Lehan were recognized for their work on the Boeckman Road Extension Project with an award by the Women in Transportation Portland Chapter as the 2007 Project of the Year.

### Building Inspections

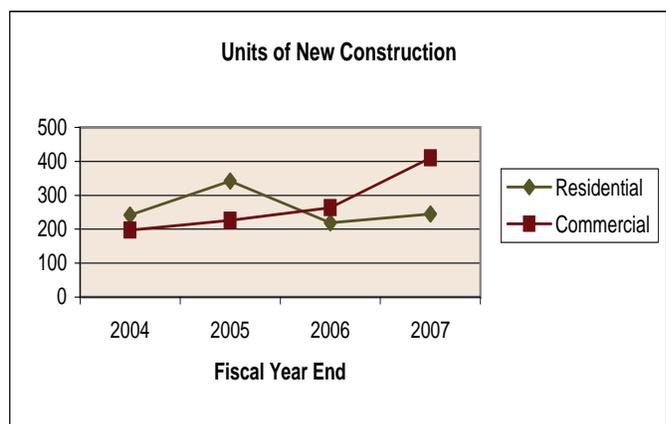
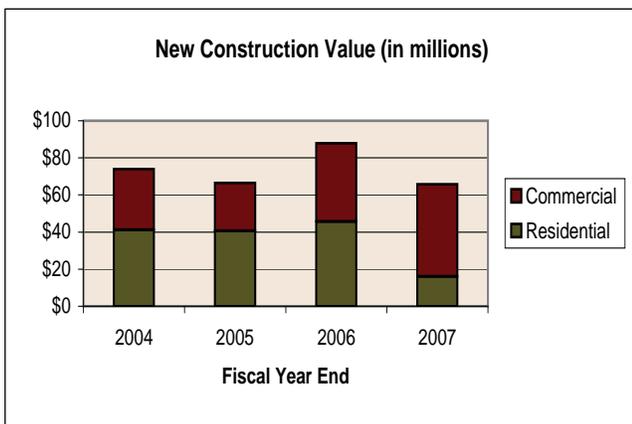
Starting April 1, 2008, the new State Energy Code will require that all new single family dwellings have 50% of all lighting be fitted with fluorescent lighting fixtures to help reduce electrical consumption by 15%.

### Planning

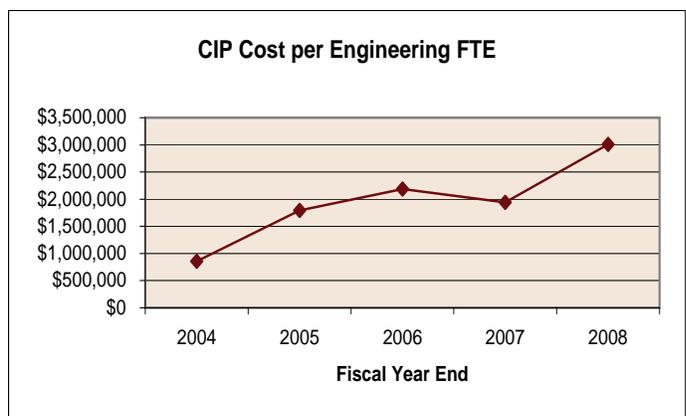
Over the next 2 years, the 230 acre Graham Oaks Nature Park will be constructed with low impact “green” infrastructure and sustainable design elements. The park will provide recreational facilities which include miles of trails for walking and biking, parking, interpretive exhibits, picnic areas and wildlife viewing opportunities while providing the largest park experience in Wilsonville. Restoration activities will include planting tens of thousands of native plants in 6 habitat types.

### Storm Water Management

In an effort to address new storm water requirements and explore the application of low impact development practices, staff is managing an update to the Storm Water Master Plan. The update will include the development of capital improvement projects, SDC and surcharge rate studies, and recommendations for new policies and standards.



- ### Master Plans Completed
- 2004** Graham Oaks  
Memorial Parks Trials
  - 2005** Villebois Village & Code Amendments
  - 2006** Wastewater Facility  
Bike & Pedestrian  
Transportation System Updates
  - 2007** Coffee Creek  
Parks & Recreation  
Goal 9 Economic Opportunities Analysis
  - 2008** Storm Water\*  
Old Town Neighborhood\*  
Frog Pond Concept\*  
Transit\* \* in progress





**STATEMENT OF PURPOSE**

To provide leadership over the City’s 5-year Capital Improvement Program and direction over annual execution of projects to accomplish goals established in adopted Master Plans. This includes Natural Resource projects and development compliance, Urban Renewal funded projects, and real estate acquisitions. The department includes administration, engineering, building, planning and urban renewal.

**PROGRAM OBJECTIVES**

1. Implement new Street Systems Development Charges (SDCs)
2. Complete updates to and implement Parks SDCs and Storm Water SDCs
3. Develop procurement plan and RFP for the WWTP expansion project
4. Complete the Storm Water Master Plan, seeking sustainable options
5. Continue planning and implementing a strategy to serve Sherwood with Willamette Water
6. Create Development Agreements to support capital program goals
7. Plan and implement financing and infrastructure program to support Villebois
8. Real property acquisitions to support the City’s infrastructure projects
9. Concept planning for the Frog Pond area within the Urban Growth Boundary
10. Liaison with ODOT for project development at the City’s interfaces with I-5
11. Implement Council priorities on affordable housing
12. Complete the assessment of the Old Town master plan
13. Design and fund the I-5/Wilsonville Road improvement project to alleviate congestion
14. Implement project recommendations for the recently adopted Parks and Recreation Master Plan and the Bicycle/Pedestrian Master Plan
15. Reduce the backlog of Capital Improvement projects
16. Accomplish important wetland enhancement and habitat restoration projects, providing environmental education and outreach to the community

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Community Development Director	1.00	1.00	1.00	1.00
Project Coordinator	0.00	1.00	1.00	1.00
Administrative Assistant II	2.00	1.00	1.00	1.00
Receptionist/Permit Clerk	1.00	1.00	0.00	0.00
Administrative Specialist I	0.00	0.00	1.00	1.00
Urban Renewal Project Manager	1.00	1.00	1.00	1.00
Redevelopment Director	0.70	0.70	1.00	1.00
Special Projects Manager	0.50	0.50	0.50	0.40
Natural Resource Intern	0.00	0.00	0.25	0.00
Environmental Education Specialist	0.00	0.00	0.00	1.00
Natural Resource Program Manager	1.00	1.00	1.00	1.00
	7.20	7.20	7.75	8.40

<b>OPERATING SUMMARY</b>	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Personal Services						
Salaries and wages	\$ 465,141	\$ 494,789	\$ 521,785	\$ 596,633	\$ 596,633	\$ 596,633
Employee benefits	208,203	199,473	254,597	306,785	306,785	306,785
<b>Total</b>	<b>673,344</b>	<b>694,262</b>	<b>776,382</b>	<b>903,418</b>	<b>903,418</b>	<b>903,418</b>
Materials and Services						
Supplies	52,293	63,763	41,780	53,200	53,200	53,200
Prof and tech serv	79,714	28,062	117,400	83,690	83,690	83,690
Utility services	10,654	5,195	4,020	44,179	44,179	44,179
Fleet services	4,670	3,990	3,930	3,490	3,490	3,490
Repairs & maintenance	6,320	6,451	6,736	23,235	23,235	23,235
Rents & leases	115,065	38,901	21,948	12,305	12,305	12,305
Insurance	205	328	360	5,660	5,660	5,660
Meeting expenses	4,982	4,161	5,150	4,700	4,700	4,700
Employee development	1,776	11,430	8,000	6,250	6,250	6,250
Fees, dues, advertising	1,260	176	1,280	1,250	1,250	1,250
<b>Total</b>	<b>276,939</b>	<b>162,457</b>	<b>210,604</b>	<b>237,959</b>	<b>237,959</b>	<b>237,959</b>
Capital Outlay						
Machinery & equipment	34,372	-	-	-	-	-
<b>Total Department</b>	<b>\$ 984,655</b>	<b>\$ 856,719</b>	<b>\$ 986,986</b>	<b>\$ 1,141,377</b>	<b>\$ 1,141,377</b>	<b>\$ 1,141,377</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Interfund charges	\$ 770,544	\$ 662,860	\$ 977,333	\$ 1,140,815	\$ 1,140,815	\$ 1,140,815
CD Fund revenues	214,111	193,859	9,653	562	562	562
<b>Total</b>	<b>\$ 984,655</b>	<b>\$ 856,719</b>	<b>\$ 986,986</b>	<b>\$ 1,141,377</b>	<b>\$ 1,141,377</b>	<b>\$ 1,141,377</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

The Community Development Department is on target to exceed its execution goals and revenue in Capital Projects, contributing to the justification for an Environmental Education Specialist.

The lack of an IGA with ODOT on the I-5/Wilsonville Road interchange project is contributing to a short-term constraint in permit revenue for Planning and Engineering due to the absence of peak PM “trips” available for development. This IGA is a high priority to complete by the beginning of the fiscal year.

Utility, janitorial, and insurance costs previously budgeted in Building Maintenance are now budgeted in the programs associated with the respective building. For CD Admin, this represents an additional \$39,969 for utilities, \$16,300 for janitorial, and \$5,300 for casualty insurance.

**STATEMENT OF PURPOSE**

The Engineering division staff provides project design services, project management, construction inspection, and other related needs for publicly funded capital improvement projects and privately financed residential, commercial and industrial development. Engineering also provides technical assistance to other departments for infrastructure planning, design, operations, and maintenance. Additional public services are provided through traffic management, maintenance of aerial photographic records, infrastructure mapping, street addressing, and infrastructure ‘as-built’ information.

**PROGRAM OBJECTIVES**

1. Negotiate an Intergovernmental Agreement (IGA) with ODOT and commence the design of improvements to the Wilsonville Road interchange to accommodate future development while protecting the City’s livability by September 2008 **(Council Goal 2)**
2. Open the Boeckman Extension to traffic by July 2008 **(Council Goal 4)**
3. Continue to partner with the City of Sherwood in constructing ‘joint use’ waterlines using the Willamette River Water Treatment Plant as the domestic water source for both cities
4. Negotiate an IGA with ODOT and commence the design of improvements to the 95<sup>th</sup>/Boones Ferry/Commerce Circle intersection to improve the level of service in 2009
5. Negotiate an IGA with ODOT, select a consultant and commence the design of improvements for the Barber Extension to Coffee Lake Drive and the Kinsman Extension Barber to Boeckman by January 2009
6. Select an owner’s representative and design-builder for Phase 1 &2 of the Wastewater Treatment Plant expansion by June 2008 **(Council Goal 4)**
7. Commence the design of improvements along Boones Ferry south of Wilsonville Road and along Wilsonville Road associated with the Fred Meyer development upon receipt of an acceptable development agreement
8. Support private development through review and inspection of projects ranging from sidewalk repairs and fiber-optic line installation to large-scale developments
9. Complete the design and construction of smaller capital improvement projects as may be required
10. Provide professional engineering services for public infrastructure associated with the Villebois Development. Review and prepare conditions of approval for future “Specific Area Plans” as each phase of development occurs. As each phase of Villebois is approved in the planning stage, provide plan review, and construction inspection for the public infrastructure improvements
11. Continue to support the other projects in the adopted CIP by providing project management, design, and other services as required

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
City Engineer	1.00	1.00	1.00	1.00
Assistant City Engineer	1.00	0.00	0.00	0.00
Civil Engineer	1.00	1.00	1.00	1.00
Capital Project Manager	0.60	0.00	0.00	0.00
Senior Engineering Technician	3.00	4.00	5.00	5.00
GIS and Mapping Technician	1.00	1.00	1.00	1.00
Administrative Specialist II	1.00	1.00	1.00	1.00
Deputy City Engineer	0.00	2.00	2.00	2.00
	<b>8.60</b>	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 402,385	\$ 479,002	\$ 684,613	\$ 762,078	\$ 762,078	\$ 762,078
Employee benefits	194,705	235,396	368,505	414,006	414,006	414,006
<b>Total</b>	<b>597,090</b>	<b>714,398</b>	<b>1,053,118</b>	<b>1,176,084</b>	<b>1,176,084</b>	<b>1,176,084</b>
<b>Materials and Services</b>						
Supplies	20,876	23,416	35,500	31,300	31,300	31,300
Prof and tech serv	102,816	117,714	153,200	153,300	153,300	153,300
Utility services	7,319	15,257	10,925	9,830	9,830	9,830
Fleet services	17,180	17,150	18,320	19,760	19,760	19,760
Repairs & maintenance	1,191	2,910	2,300	2,400	2,400	2,400
Rents & leases	-	-	11,100	11,100	11,100	11,100
Insurance	1,547	1,741	1,910	1,910	1,910	1,910
Meeting expenses	-	244	1,100	1,200	1,200	1,200
Employee development	14,144	11,137	18,500	19,000	19,000	19,000
Fees, dues, advertising	3,658	4,249	5,400	5,500	5,500	5,500
<b>Total</b>	<b>168,731</b>	<b>193,818</b>	<b>258,255</b>	<b>255,300</b>	<b>255,300</b>	<b>255,300</b>
<b>Capital Outlay</b>						
Machinery & equipment	34,922	-	-	-	-	-
Vehicles	-	-	20,000	-	-	-
<b>Total</b>	<b>34,922</b>	<b>-</b>	<b>20,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 800,743</b>	<b>\$ 908,216</b>	<b>\$ 1,331,373</b>	<b>\$ 1,431,384</b>	<b>\$ 1,431,384</b>	<b>\$ 1,431,384</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Charges for services	\$ 53,755	\$ 26,024	\$ 52,500	\$ 52,500	\$ 52,500	\$ 52,500
Interfund charges	628,693	700,091	971,772	1,149,885	1,149,885	1,149,885
Permits	390,709	395,048	315,000	312,000	312,000	312,000
<b>Total</b>	<b>\$ 1,073,157</b>	<b>\$ 1,121,163</b>	<b>\$ 1,339,272</b>	<b>\$ 1,514,385</b>	<b>\$ 1,514,385</b>	<b>\$ 1,514,385</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

No new positions are proposed for FY 2008-09 while minor increases reflective of costs are anticipated.

Reflective of the need to reduce transfers from the City’s General Fund, Engineering has implemented a two prong approach to increase its fee revenue. First, in association with the approval of the City Council, the fees collected to review the plans and conduct field inspections on privately funded capital improvements have increased by 1% and 2% respectfully. Secondly, due to prior increases in staffing levels, more publicly financed CIP projects have been completed which, like the privately funded CIP projects, has lead to an increase in the internal fees collected.

**STATEMENT OF PURPOSE**

To administer and enforce the State of Oregon Building, Plumbing, Mechanical, and Fire/Life Safety codes as adopted by local ordinance. To enforce those portions of the Wilsonville City Code as related to nuisance abatement and construction work standards. To conduct all required plan reviews both for fire/life safety and structural, in addition to providing all required building inspections to ensure compliance with adopted codes.

**PROGRAM OBJECTIVES**

1. Recognize and meet the adopted department operating plan and program standards mandated through the State Building Codes Division and the Metro Tri-County Service Center
2. Review all single family dwelling plans in the Villebois Development within 15 days of a completed application.
3. Review all commercial project plans within three weeks of a completed application
4. Respond to public concerns within 48 hours from date received and coordinate with Assistant Planner/Code Enforcement in Planning Department
5. Accomplish all requested building inspections within 24 hours from date of request
6. Aid in the management and supervision of assigned capital improvement projects as directed in the budget

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Building Official	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Clerk/Microfilmer	0.00	0.20	0.20	0.25
Plans Examiner	1.00	1.00	1.00	1.00
Building Inspector II	2.00	2.00	2.00	2.00
Building Inspector I	1.00	1.00	1.00	1.00
On-Call Inspector	0.00	0.15	0.15	0.10
	6.00	6.35	6.35	6.35

<b>OPERATING SUMMARY</b>	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Personal Services						
Salaries and wages	\$ 363,638	\$ 350,592	\$ 369,550	\$ 405,730	\$ 405,730	\$ 405,730
Employee benefits	175,842	171,060	194,747	212,808	212,808	212,808
<b>Total</b>	<b>539,480</b>	<b>521,652</b>	<b>564,297</b>	<b>618,538</b>	<b>618,538</b>	<b>618,538</b>
Materials and Services						
Supplies	13,051	10,117	12,735	12,735	12,735	12,735
Prof and tech serv	8,123	28,760	24,733	22,095	22,095	22,095
Utility services	4,256	3,823	4,064	3,999	3,999	3,999
Fleet services	15,330	14,370	16,140	19,020	19,020	19,020
Rents & leases	-	-	10,000	-	-	-
Insurance	916	1,179	1,300	1,220	1,220	1,220
Employee development	9,187	8,367	8,240	8,500	8,500	8,500
Fees, dues, advertising	2,117	1,545	2,265	2,333	2,333	2,333
<b>Total</b>	<b>52,980</b>	<b>68,161</b>	<b>79,477</b>	<b>69,902</b>	<b>69,902</b>	<b>69,902</b>
Capital Outlay						
Machinery & equipment	16,328	8,539	-	-	-	-
Vehicles	18,211	-	-	-	-	-
<b>Total</b>	<b>34,539</b>	<b>8,539</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 626,999</b>	<b>\$ 598,352</b>	<b>\$ 643,774</b>	<b>\$ 688,440</b>	<b>\$ 688,440</b>	<b>\$ 688,440</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Permits	\$ 946,266	\$ 801,077	\$ 856,190	\$ 974,971	\$ 974,971	\$ 974,971
<b>Total</b>	<b>\$ 946,266</b>	<b>\$ 801,077</b>	<b>\$ 856,190</b>	<b>\$ 974,971</b>	<b>\$ 974,971</b>	<b>\$ 974,971</b>

Revenues in excess of operating costs are used to pay administrative charges, a portion of the Natural Resource Program Manager, and maintain an operating reserve.

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

The Building Division is not recommending a fee increase this next fiscal year which we annually review and is based on the Portland/Salem Consumer Cost Index. The Building contingency fund has adequate fund balance to address any budget shortfall if needed for the upcoming fiscal year.

Projected residential development in the City is forecasted to be moderate again this year with the number of new housing starts estimated at 100 units. Most of the residential growth is projected to be in Villebois; however, the overall development in the city will be split between both commercial and residential projects and is traditionally what has been occurring steadily over the past 10 years.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Perform requested inspections by the end of the next work day while maintaining or improving operating efficiency	Number of plan reviews and inspections per year	6,131	7,300	8,500	6,527	6,915
	Percentage completed within strategy	90%	100%	100%	63%	100%
Encourage use of Building Department's website	Number of website hits	2,500	4,001	5,000	5,000	5,000

PERFORMANCE MEASUREMENTS OUTCOME

The Building Inspections Department achieved its projected goals and, will be marketing utilization of the Building Division web permit and Integrated Voice Response System.



**STATEMENT OF PURPOSE**

The Planning Division is responsible for the City’s land use policies and regulations, including the Comprehensive Plan, the Development Code, and other implementing regulations and programs. Planners provide staff support to the Planning Commission, the two Development Review Boards, the Parks and Recreation Advisory Board and other ad hoc groups such as the Old Town Neighborhood, Coffee Creek I Advisory Committee and other task related groups. Planning works with the Chamber of Commerce, homeowners associations, various Metro and State committees and adjacent cities and counties to gather, coordinate and disseminate information about planning related matters.

Program responsibilities are divided between long range planning and current planning/development permitting. Current planning staff works with applicants, other city staff and citizens to apply the City’s land use codes and facilitate the permitting process. This includes requests for information, pre-application conferences, preparing applications for review by the Development Review Boards and City Council, processing administrative approvals of signs, tree permits, minor land divisions and other applications delegated to staff. Current planning also includes land use code enforcement and construction oversight, monitoring and inspections.

Long range planning works with citizens, staff, the boards and commissions and regional agencies in preparing master plans for future growth and development of Wilsonville and implementing recently adopted Master Plans. They facilitate legislative amendments to the Comprehensive Plan and the Development Code. They also work with regional agencies on plans such as the Tonquin Trail and the Graham Oaks Nature Park Project.

**PROGRAM OBJECTIVES**

1. Update and adopt the Urban Growth Management Agreement with Clackamas County (**Council Goal 7**)
2. Complete adoption of an affordable housing program for the City (**Council Goal 4**)
3. Complete adoption of exterior “dark sky” lighting standards for the City (**Council Goal 1**)
4. Continue to monitor costs and revenues to obtain a balanced Planning budget without reliance on the General Fund (**Council Goal 6**)
5. Work with the Chamber of Commerce and other local groups in meeting program objectives (**Council Goal 5**)
6. Work with citizens and developers to prepare and complete Master Plans for the Frog Pond Area and Old Town areas (**Council Goal 5**)
7. Continue to monitor construction of approved projects in Villebois to insure a superior overall project (**Council Goal 5**)
8. Process applications for Fred Meyer, Thunderbird Mobile Club redevelopment, Coffee Creek I development, expansion of Coca Cola, vacant pads in Town Center, Old Town redevelopment, the former LEC site at Villebois, SAP East PDP 2 and SAP North and PDP 1 North in Villebois, as well as the next phases of SAP Central, in a timely and efficient manner (**Council Goal 4**)

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted	Adopted	Adopted	Adopted
	2005-06	2006-07	2007-08	2008-09
Planning Director	1.00	1.00	1.00	1.00
Manager of Long Range Planning	1.00	1.00	1.00	1.00
Manager of Current Planning	1.00	1.00	1.00	1.00
Associate Planner	3.00	2.00	2.00	2.00
Assistant Planner	0.00	1.00	1.00	1.00
Project Coodinator	0.00	1.00	1.00	1.00
Administrative Assistant II	2.00	1.00	1.00	1.00
Clerk/Student Intern	0.30	0.30	0.50	0.50
	<b>8.30</b>	<b>8.30</b>	<b>8.50</b>	<b>8.50</b>

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 421,150	\$ 466,126	\$ 510,677	\$ 546,640	\$ 546,640	\$ 546,640
Employee benefits	194,002	203,024	240,659	263,620	263,620	263,620
<b>Total</b>	<b>615,152</b>	<b>669,150</b>	<b>751,336</b>	<b>810,260</b>	<b>810,260</b>	<b>810,260</b>
<b>Materials and Services</b>						
Supplies	8,717	9,940	15,810	15,946	15,946	15,946
Prof and tech serv	62,252	107,326	92,305	91,819	91,819	91,819
Utility services	1,433	1,775	1,706	1,660	1,660	1,660
Fleet services	-	-	-	500	500	500
Rents & leases	-	-	10,000	-	-	-
Insurance	-	-	-	250	250	250
Employee development	2,801	5,128	5,242	10,057	10,057	10,057
Fees, dues, advertising	8,921	13,459	11,608	10,060	10,060	10,060
<b>Total</b>	<b>84,124</b>	<b>137,628</b>	<b>136,671</b>	<b>130,292</b>	<b>130,292</b>	<b>130,292</b>
<b>Capital Outlay</b>						
Vehicles	-	-	-	13,500	13,500	13,500
<b>Total Department</b>	<b>\$ 699,276</b>	<b>\$ 806,778</b>	<b>\$ 888,007</b>	<b>\$ 954,052</b>	<b>\$ 954,052</b>	<b>\$ 954,052</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Permits	\$ 206,091	\$ 236,576	\$ 327,712	\$ 253,693	\$ 253,693	\$ 253,693
Interfund charges	145,000	150,000	240,000	254,000	254,000	254,000
Intergovernmental	-	20,000	-	15,000	15,000	15,000
CD Fund revenues	348,185	400,202	320,295	431,359	431,359	431,359
<b>Total</b>	<b>\$ 699,276</b>	<b>\$ 806,778</b>	<b>\$ 888,007</b>	<b>\$ 954,052</b>	<b>\$ 954,052</b>	<b>\$ 954,052</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

Increased planning fees have contributed to a more favorable balance of revenue to expenses. At the end of December (50% of the fiscal year), Planning had received 56% of estimated permit revenues. Total expenses were at 50% of projected amount. However, the 2007-08 Planning budget still projects \$888,007 of planning expenses against \$327,712 in permit income and \$240,000 in charges to other city project funds for work done on those projects by planning. This is a total of \$567,712 in chargeable revenues against department expenses of \$888,007. The 'gap' is filled with transfers from other CD fund accounts. Planning is working to increase chargeable revenues and pursue grant funds and other resources to more fully fund non-chargeable activities.

The capital outlay budget includes one small truck for use by the Code Enforcement Officer.

**STATEMENT OF PURPOSE**

To manage both the quantity and quality of storm water runoff in order to assure adequate drainage and protection of local stream habitats.

The Storm Water Management program at a glance:

- Our City’s storm water management program emphasizes the use of non-structured methods (i.e. best management practices) which focus on controlling runoff and pollution at the source.
- The publicly maintained storm water system drains approximately 4,700 acres, has 12 major outfalls, and contains 27 miles of culverts, ditches, and swales, 56 miles of pipes, 1,583 catch basins, 1611 manholes (including pollution control manholes), and 7 structural controls (i.e. retention/detention ponds).
- Staff checks for illicit discharges to the storm water system, and in the prior year identified no such discharges.
- Staff assisted with coordination of the City’s Adopt-a-Stream and Adopt-a-Road Program.
- Staff assists with water quality stream studies in conjunction with Wilsonville High School science class students each year.
- Vactor truck cleaned 823 storm water catch basins.
- The City in entering the fourth year of a 5-year storm water permit renewal issued by the Department of Environmental Quality and is working on mercury, temperature, and bacteria programs for the Willamette River.

The City’s storm water program is funded by fees charged on utility bills to residents and businesses.

**PROGRAM OBJECTIVES**

1. Effectively and efficiently protect and maintain the City’s storm water system
2. Review storm water management activities and make refinements as needed to support the recommendations of the Storm Water Master Plan
3. In cooperation with staff in the Public Works Department, coordinate field activities to assure that new development is constructed (and maintained) in a way that meets the requirements of the Clean Water Act and related regulations
4. Provide ongoing baseline monitoring to detect significant changes of the water quality associated with local non-point source discharges

**FULL TIME EQUIVALENT POSITIONS \***

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Storm Water Coordinator	0.00	0.00	0.00	1.00
	0.00	0.00	0.00	1.00

\* Storm Water Maintenance budget was separated from the Storm Water Management budget clarifying the distribution of personnel and expenditures.

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ -	\$ -	\$ -	\$ 58,707	\$ 58,707	\$ 58,707
Employee benefits	-	-	-	31,026	31,026	31,026
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>89,733</b>	<b>89,733</b>	<b>89,733</b>
<b>Materials and Services</b>						
Supplies	-	-	-	2,550	2,550	2,550
Prof and tech serv	-	-	-	30,500	30,500	30,500
Utility services	-	-	-	860	860	860
Repairs & maintenance	-	-	-	29,610	29,610	29,610
Insurance	-	-	-	340	340	340
Comm svcs programs	-	-	-	9,000	9,000	9,000
Employee development	-	-	-	1,100	1,100	1,100
Fees, dues, advertising	-	-	-	500	500	500
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>74,460</b>	<b>74,460</b>	<b>74,460</b>
<b>Total Department</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 164,193</b>	<b>\$ 164,193</b>	<b>\$ 164,193</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Charges for services	\$ -	\$ -	\$ -	\$ 164,193	\$ 164,193	\$ 164,193
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 164,193</b>	<b>\$ 164,193</b>	<b>\$ 164,193</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

To better reflect actual activity between storm water maintenance and storm water management the Storm Water budget was divided. Thus expenditures and personnel associated with administrative activities are shown in this budget.

Professional services includes the National Pollutants Discharge Elimination System (NPDES) Stormwater Management Permit renewal.

PERFORMANCE MEASUREMENTS

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Quarterly monitoring for 12 water quality parameters in Boeckman and Coffee Lake Creeks	Number of problems noted and addressed	8	8	6	6	6
Inspect erosion control measures at all construction sites within the City	Written record of each inspection, noting deficiencies (and follow up) regarding erosion control requirements	Reports complete and filed.				

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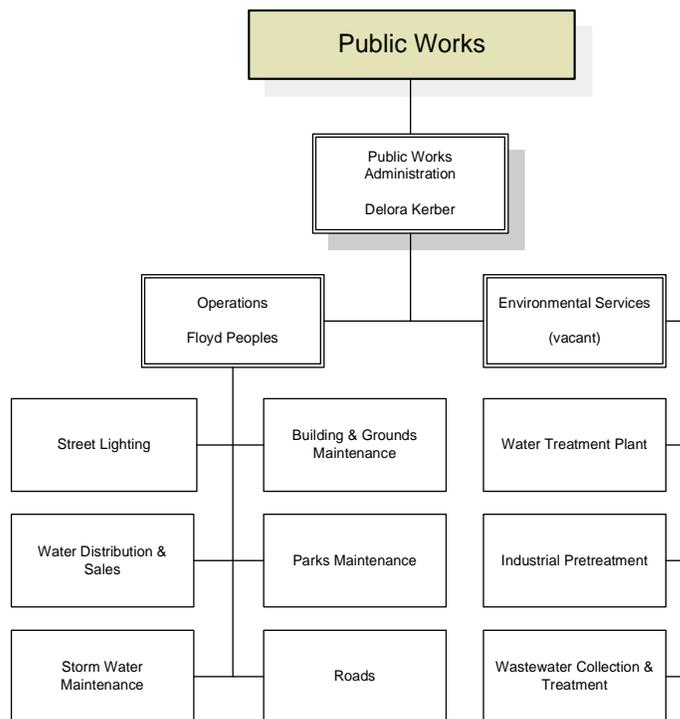
PERFORMANCE MEASUREMENTS OUTCOME

The City’s Storm Water program is operating successfully in accordance with established regulations and performance measures.

# PUBLIC WORKS

The departments that make up this program area provide essential services and quality solutions that allow for the City's well maintained, cost efficient, and reliable infrastructure. This department consists of the following programs:

- **Public Works Administration**
- **Building and Grounds Maintenance**
- **Parks Maintenance**
- **Roads Maintenance**
- **Street Lighting**
- **Water Distribution and Sales**
- **Water Treatment Plant**
- **Industrial Pretreatment**
- **Wastewater Collection and Treatment**
- **Storm Water Maintenance**



# PUBLIC WORKS

## INTERESTING FACTS

### *Building and Grounds*

The total square footage of the City of Wilsonville's public buildings has more than doubled in the last 10 years. Currently, square footage is approximately 100,000 square feet.

### *Parks Maintenance*

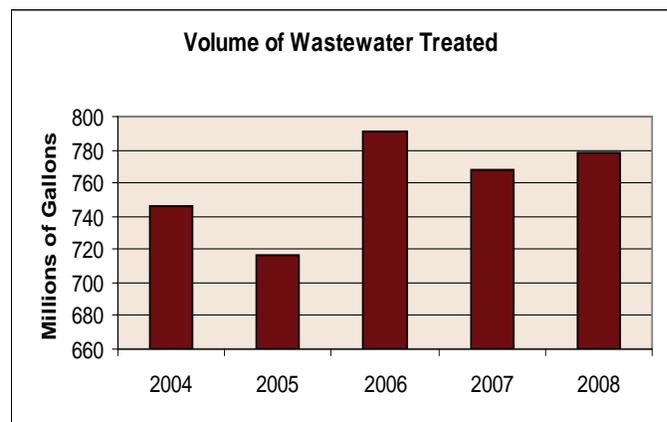
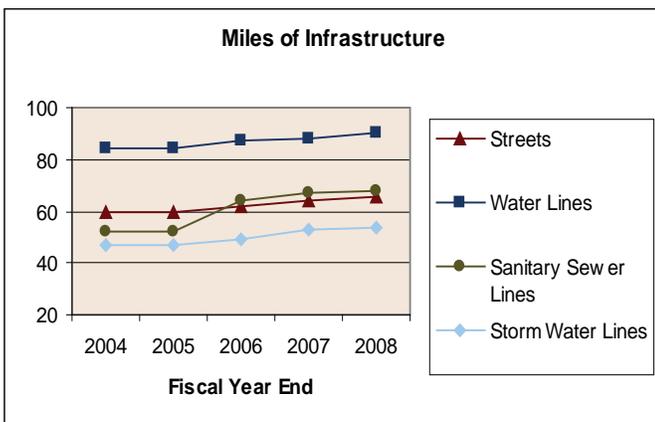
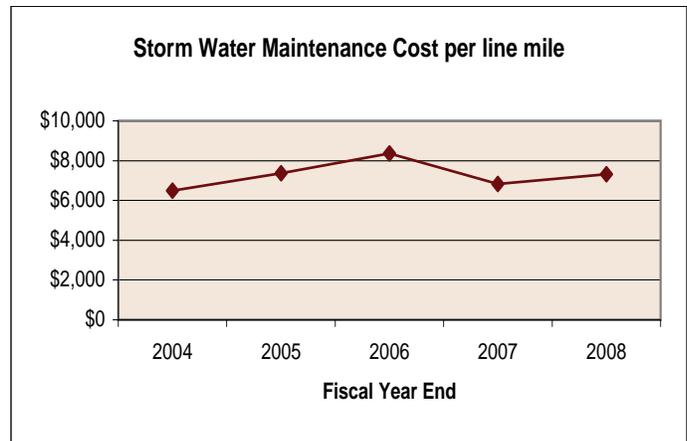
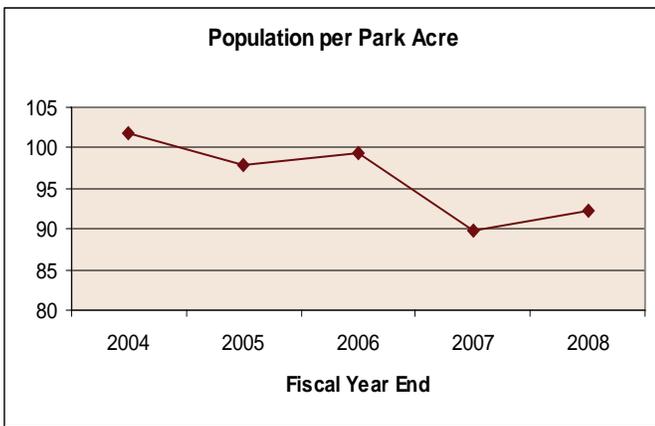
Memorial Park, including Murase Plaza has 5 baseball/softball fields, 3 full soccer fields, 1 ½ basketball courts, 2 tennis courts, 1 sand volleyball court, a skate park, 2 large play areas, and an interactive water feature.

### *Industrial Pretreatment*

During 2007, staff performed 362 inspections to help industrial and commercial customers identify and address pollution prevention measures.

### *Storm Water Maintenance*

Even in an above average rainy season there were no major road or street flooding incidents in 2007, due to proactive measurements taken by City storm system maintenance personnel, in eliminating blockages in the City storm drainage system.





**STATEMENT OF PURPOSE**

Provide overall management, administrative support and planning for day-to-day operation and maintenance of the City’s infrastructure and properties. Serve the community with pride.

Services provided by the Public Works Department include:

- Water treatment
- Storm water maintenance
- Street lighting
- Road maintenance
- Emergency support services
- Water distribution
- Building maintenance
- Grounds maintenance
- Parks maintenance
- Wastewater collections and treatment

**PROGRAM OBJECTIVES**

1. Actively participate in the planning and design of the wastewater treatment plant upgrade (**Council Goal 1**)
2. Provide support to community events (**Council Goal 2 &5**)
  - a. Boozier Barn opening and 4<sup>th</sup> of July celebration
  - b. Arbor Day celebration
  - c. Boeckman Road dedication
  - d. Neighborhood barbeques
  - e. Other annual events
3. Coordinate the City’s emergency preparedness program including training, emergency operations exercises, equipment, supplies and inter-agency mutual-aid
4. Promote citizen awareness of services provided by Public Works through the celebration of National Public Works Week and American Drinking Water Week (**Council Goal 5**)
5. Participate in relevant local, state and regional task forces, committees and associations (**Council Goal 7**)
6. Provide management and oversight for the contract operation of the Willamette River Water Treatment Plant by Veolia Water North America

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Public Works Director	1.00	1.00	1.00	1.00
Operations Manager	1.00	1.00	1.00	1.00
Operations Chief	0.00	1.00	1.00	1.00
Public Works Administrative Analyst	1.00	1.00	1.00	1.00
Administrative Specialist II	1.00	1.00	1.00	1.00
	4.00	5.00	5.00	5.00

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 219,410	\$ 276,198	\$ 312,464	\$ 344,165	\$ 344,165	\$ 344,165
Employee benefits	113,741	127,752	172,024	187,488	187,488	187,488
<b>Total</b>	<b>333,151</b>	<b>403,950</b>	<b>484,488</b>	<b>531,653</b>	<b>531,653</b>	<b>531,653</b>
<b>Materials and Services</b>						
Supplies	10,455	13,760	25,230	26,100	26,100	26,100
Prof and tech serv	-	200	103	100	100	100
Utility services	3,985	11,212	5,675	21,484	21,484	21,484
Fleet services	1,610	1,620	4,890	10,670	10,670	10,670
Repairs & maintenance	2,108	1,394	1,550	8,050	8,050	8,050
Insurance	778	880	970	2,475	2,475	2,475
Rents & leases	11,350	10,404	5,105	-	-	-
Employee development	3,369	15,901	10,355	7,800	7,800	7,800
Fees, dues, advertising	330	620	550	1,000	1,000	1,000
Meeting expenses	154	188	155	500	500	500
<b>Total</b>	<b>34,139</b>	<b>56,179</b>	<b>54,583</b>	<b>78,179</b>	<b>78,179</b>	<b>78,179</b>
<b>Capital Outlay</b>						
Vehicles	-	-	15,000	-	-	-
<b>Total Department</b>	<b>\$ 367,290</b>	<b>\$ 460,129</b>	<b>\$ 554,071</b>	<b>\$ 609,832</b>	<b>\$ 609,832</b>	<b>\$ 609,832</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Interfund charges	\$ 278,876	\$ 387,741	\$ 491,592	\$ 599,439	\$ 599,439	\$ 599,439
General Fund revenues	88,414	72,388	62,479	10,393	10,393	10,393
<b>Total</b>	<b>\$ 367,290</b>	<b>\$ 460,129</b>	<b>\$ 554,071</b>	<b>\$ 609,832</b>	<b>\$ 609,832</b>	<b>\$ 609,832</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

Utility, janitorial, and insurance costs previously budgeted in Building Maintenance are now budgeted in the programs associated with the respective building. For Public Works Administration, this represents an additional \$14,754 for utilities, \$6,500 janitorial, and \$1,275 for casualty insurance.

Emergency preparedness in this fiscal year will include the purchase and installation of amateur radio equipment and/or antennas at the water and wastewater treatment plants.

**STATEMENT OF PURPOSE**

Provide professional maintenance services to City buildings and grounds. Facilities receiving these services include: City Hall, Public Works & Police, Community Center, Library, Wastewater Treatment Plant, SMART and Fleet. Other facilities receiving maintenance services include the indoor public spaces at the Water Treatment Plant, wells, pump buildings, and lift stations. Contract services such as custodial, mechanical, electrical, and other support are also coordinated through the Building & Grounds Maintenance program. Beyond simply maintaining these assets, special projects are undertaken each year to enhance the City facilities.

Improvements during the 2007-2008 budget year included:

- Remodeling the Library children’s area
- Reroofing and installing gutters at the Memorial Park Lift Station
- Installing roof anchors and new roof at the Tauchman House
- Mitigating mold at the Tauchman House
- Repairing the siding and painting the exterior of Community Center
- Facilitating the relocation of the Public Works, Police and SMART staff

For the 2008-2009 Budget Year the Anticipated Special Projects Include:

- Replace hot water heating system at Library
- Repaint interior and exterior of the Tauchman House

**PROGRAM OBJECTIVES**

1. Perform scheduled maintenance of City buildings and grounds (**Council Goal 2**)
2. Make prompt repairs as needed
3. Implement improvements to City buildings and grounds as opportunities arise
4. Support civic activities such as WERK Day, community festivals, public art displays, neighborhood barbecues, room setup for public meetings, etc (**Council Goals 2 & 5**)

Position	<b>FULL TIME EQUIVALENT POSITIONS*</b>			
	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Crew Chief	2.00	1.00	1.00	0.50
Senior Utility Worker	4.00	2.00	2.00	2.00
Utility Worker	0.00	0.00	0.00	1.50
Seasonal Utility Worker	1.50	1.00	1.50	0.75
Seasonal Park Ranger	0.00	0.00	0.00	0.00
	<b>7.50</b>	<b>4.00</b>	<b>4.50</b>	<b>4.75</b>

\*The Building and Grounds program budget was seperated from the Parks program budget clarifying the distribution of personnel and expenditures.

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 257,540	\$ 80,620	\$ 149,681	\$ 174,744	\$ 174,744	\$ 174,744
Employee benefits	124,189	47,062	82,826	108,571	108,571	108,571
<b>Total</b>	<b>381,729</b>	<b>127,682</b>	<b>232,507</b>	<b>283,315</b>	<b>283,315</b>	<b>283,315</b>
<b>Materials and Services</b>						
Supplies	48,230	29,272	38,100	42,700	42,700	42,700
Prof and tech serv	27,393	11,250	11,550	11,700	11,700	11,700
Utility services	365,120	209,002	267,174	8,920	8,920	8,920
Fleet services	73,740	50,270	47,890	57,380	57,380	57,380
Repairs & maintenance	358,998	284,340	381,650	262,670	262,670	262,670
Rents & leases	16,573	4,834	7,500	6,000	6,000	6,000
Insurance	3,281	853	940	910	910	910
Employee development	7,054	4,818	3,700	4,425	4,425	4,425
Meeting expenses	-	-	80	80	80	80
Fees, dues, advertising	439	818	800	800	800	800
Misc serv & supplies	-	2,991	3,080	-	-	-
<b>Total</b>	<b>900,828</b>	<b>598,448</b>	<b>762,464</b>	<b>395,585</b>	<b>395,585</b>	<b>395,585</b>
<b>Capital Outlay</b>						
Machinery & equip	15,810	17,155	9,000	15,250	15,250	15,250
<b>Total</b>	<b>15,810</b>	<b>17,155</b>	<b>9,000</b>	<b>15,250</b>	<b>15,250</b>	<b>15,250</b>
<b>Total Department</b>	<b>\$ 1,298,367</b>	<b>\$ 743,285</b>	<b>\$ 1,003,971</b>	<b>\$ 694,150</b>	<b>\$ 694,150</b>	<b>\$ 694,150</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Taxes	\$ 689,308	\$ 120,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000
Charges for services	70,240	10,779	72,000	-	-	-
Interfund charges	224,928	260,977	202,928	128,541	128,541	128,541
General Fund revenues	313,891	351,529	604,043	440,609	440,609	440,609
<b>Total</b>	<b>\$ 1,298,367</b>	<b>\$ 743,285</b>	<b>\$ 1,003,971</b>	<b>\$ 694,150</b>	<b>\$ 694,150</b>	<b>\$ 694,150</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

In prior fiscal years, much of the utility, janitorial, and insurance costs were accounted for in the Building and Grounds Maintenance section's budget. Beginning in FY 08-09, the departments will be directly charged for those expenses that are associated with the respective building in which they reside. The reduction in the materials and services budget of this department is the result of these direct charges.

The capital outlay budget of \$15,250 includes \$9,000 for an upgrade of the Library's hot water heating circulation system and a \$6,250 as a proportionate share of a \$25,000 bucket lift attachment for an existing truck. Total cost of the bucket lift is split between the Parks Maintenance, Building Maintenance, and Road departments.

The increase of personnel and associated costs are due the additional maintenance needs of new City assets.

**STATEMENT OF PURPOSE**

Provide professional maintenance services to parks, greenways and public open spaces. Facilities receiving these services include: all City parks (Memorial Park, Murase Plaza, Boones Ferry Park, Riverfox Park, Park at Merryfield, Tranquil Park, Montebello Park, Town Center Park, Courtside Park, Wiedeman Park, Water Treatment Plant Park), greenways, open spaces, pedestrian and bicycle trails. Contract services for the park facilities are also coordinated through the Park Maintenance program. In addition to maintaining these assets, special projects are undertaken each year to enhance the City facilities.

During the 2007-2008 budget year, improvements included the installation of:

- New board and batten siding on Memorial Park Maintenance Barn
- Over 40 upgraded trash receptacles
- Two drinking and water supply faucets at Memorial Park dog area
- Foot wash system at Murase Plaza
- New metal roof on Parks Maintenance Barn
- 400 feet of split rail cedar fencing at Boones Ferry Park
- UV and CO<sup>2</sup> Systems in the water features at Murase Plaza and Town Center Parks
- Automatic irrigation in dog area and turf areas at Murase Plaza
- Telemetry capabilities to both Murase and Town Center Park water features
- New fence around dog exercise area

For the 2008-2009 budget year, the anticipated special projects include:

- Control of errant vehicle traffic by placing large boulders and plantings around perimeter road at Memorial Park
- Install additional trash receptacles and information kiosks in Memorial Park
- Reestablish base anchors and infield/outfield boundaries on all baseball/softball fields in Memorial Park

**Program Objectives**

1. Perform scheduled maintenance of parks (***Council Goals 1, 2, & 3***)
2. Make prompt repairs as needed
3. Provide ongoing improvements to parks as opportunities arise
4. Support civic activities such as WERK Day, community festivals, public art displays, and neighborhood barbecues (***Council Goals 2 & 5***)

**FULL TIME EQUIVALENT POSITIONS\***

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Crew Chief	0.00	1.00	1.00	0.50
Senior Utility Worker	0.00	2.00	2.00	2.00
Utility Worker	0.00	1.00	1.00	1.00
Seasonal Utility Worker	0.00	1.50	1.00	2.00
Seasonal Park Ranger	0.00	0.50	0.50	0.50
	0.00	6.00	5.50	6.00

\* The Park Maintenance program budget was separated from Buildings & Grounds Maintenance program budget clarifying the distribution of personnel and expenditures.

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ -	\$ 256,658	\$ 200,201	\$ 203,519	\$ 203,519	\$ 203,519
Employee benefits	-	109,486	109,210	99,897	99,897	99,897
<b>Total</b>	<b>-</b>	<b>366,144</b>	<b>309,411</b>	<b>303,416</b>	<b>303,416</b>	<b>303,416</b>
<b>Materials and Services</b>						
Supplies	-	25,959	32,400	39,800	39,800	39,800
Prof and tech serv	-	13,950	17,550	18,000	18,000	18,000
Utility services	-	180,772	117,565	157,460	157,460	157,460
Fleet services	-	50,270	47,890	57,380	57,380	57,380
Repairs & maintenance	-	162,431	168,050	181,250	181,250	181,250
Rents & leases	-	10,711	9,000	7,000	7,000	7,000
Insurance	-	4,288	4,440	6,010	6,010	6,010
Employee development	-	4,159	3,600	4,500	4,500	4,500
Meeting expenses	-	-	80	80	80	80
Fees, dues, advertising	-	951	600	600	600	600
<b>Total</b>	<b>-</b>	<b>453,491</b>	<b>401,175</b>	<b>472,080</b>	<b>472,080</b>	<b>472,080</b>
<b>Capital Outlay</b>						
Machinery & equip	-	23,536	54,000	17,583	17,583	17,583
<b>Total</b>	<b>-</b>	<b>23,536</b>	<b>54,000</b>	<b>17,583</b>	<b>17,583</b>	<b>17,583</b>
<b>Total Department</b>	<b>\$ -</b>	<b>\$ 843,171</b>	<b>\$ 764,586</b>	<b>\$ 793,079</b>	<b>\$ 793,079</b>	<b>\$ 793,079</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2007-08	Adopted 2007-08
Taxes	\$ -	\$ 573,406	\$ 601,417	\$ 680,000	\$ 680,000	\$ 680,000
Charges for services	-	26,237	35,300	26,600	26,600	26,600
Interfund charges	-	15,490	44,646	6,628	6,628	6,628
Designated contingency	-	85,000	-	-	-	-
General Fund revenues	-	143,038	83,223	79,851	79,851	79,851
<b>Total</b>	<b>\$ -</b>	<b>\$ 843,171</b>	<b>\$ 764,586</b>	<b>\$ 793,079</b>	<b>\$ 793,079</b>	<b>\$ 793,079</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

The capital outlay budget of \$17,583 includes the department’s proportionate share of the purchase of a \$40,000 small track hoe (\$8,000), a \$25,000 bucket lift attachment for an existing truck (\$6,250), and \$10,000 in attachments for an existing Bobcat utility vehicle (\$3,333). Total cost of each piece of equipment is split between the Parks Maintenance, Building Maintenance, Water, Roads, and Storm Water Departments.

The increase of utility and supply costs are due the additional maintenance needs of new city assets.

Included in the budget is the operation of the water features at Town Center Park and Murase Plaza from 10 am to 8 pm, seven days a week, from May 24<sup>th</sup> through September 1<sup>st</sup>. The estimated cost for operating both water features is \$760 per day, assuming only standard, planned maintenance is needed and no overtime is required.

**STATEMENT OF PURPOSE**

Provide resourceful maintenance services to City streets, sidewalks and pathways to ensure safe operation on the City’s transportation system. Coordination of contractors hired to repair and maintain pavement surfaces is the responsibility of this section.

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

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

**PROGRAM OBJECTIVES**

1. Promote safety through the maintenance of road surfaces and signage via a systematic approach that quickly corrects damaged signs and roadway and pathway surfaces, including maintaining clear markings on roadways and crosswalks (***Council Goal 1***)
2. Maintenance of road rights-of-way resulting in an attractive community free of sign clutter and obstructions to traffic flow
3. Extend the life of street surfaces by directing and managing contracted street sweeping services

Position	FULL TIME EQUIVALENT POSITIONS			
	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Crew Chief	1.00	1.00	1.00	0.75
Senior Utility Worker	1.50	1.50	1.50	1.50
Utility Worker	0.00	0.00	0.00	0.50
Seasonal Utility Worker	0.00	0.00	0.25	0.50
	2.50	2.50	2.75	3.25

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 116,512	\$ 117,610	\$ 125,405	\$ 145,259	\$ 145,259	\$ 145,259
Employee benefits	68,055	68,089	76,002	89,322	89,322	89,322
<b>Total</b>	<b>184,567</b>	<b>185,699</b>	<b>201,407</b>	<b>234,581</b>	<b>234,581</b>	<b>234,581</b>
<b>Materials and Services</b>						
Supplies	5,517	7,137	12,900	15,200	15,200	15,200
Prof and tech serv	16,006	10,729	38,000	18,000	18,000	18,000
Utility services	29,383	62,940	85,250	95,590	95,590	95,590
Fleet services	27,960	26,390	21,350	24,970	24,970	24,970
Repairs & maintenance	113,168	124,861	317,000	375,533	375,533	375,533
Rents & leases	11,821	14,232	8,405	1,000	1,000	1,000
Insurance	947	933	1,030	960	960	960
Employee development	3,670	3,475	4,500	3,725	3,725	3,725
Meeting expenses	-	18	80	80	80	80
Fees, dues, advertising	370	363	600	600	600	600
<b>Total</b>	<b>208,842</b>	<b>251,078</b>	<b>489,115</b>	<b>535,658</b>	<b>535,658</b>	<b>535,658</b>
<b>Capital Outlay</b>						
Machinery & equipment	16,045	3,500	18,000	34,833	34,833	34,833
<b>Total</b>	<b>16,045</b>	<b>3,500</b>	<b>18,000</b>	<b>34,833</b>	<b>34,833</b>	<b>34,833</b>
<b>Total Department</b>	<b>\$ 409,454</b>	<b>\$ 440,277</b>	<b>\$ 708,522</b>	<b>\$ 805,072</b>	<b>\$ 805,072</b>	<b>\$ 805,072</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Intergov'tl - Gas tax	\$ 800,724	\$ 783,851	\$ 827,500	\$ 797,200	\$ 797,200	\$ 797,200
Other revenues	30,449	-	39,700	22,000	22,000	22,000
<b>Total</b>	<b>\$ 831,173</b>	<b>\$ 783,851</b>	<b>\$ 867,200</b>	<b>\$ 819,200</b>	<b>\$ 819,200</b>	<b>\$ 819,200</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

The capital outlay budget of \$34,833 includes \$7,000 for the purchase of a dump box attachment for an existing Road utility truck and this section's proportionate share of the purchase of a \$40,000 small track hoe (\$12,000), a \$25,000 bucket lift attachment of an existing truck (\$12,500), and \$10,000 in attachments for an existing Bobcat utility vehicle (\$3,333). Total cost of those pieces of equipment is split between the Park Maintenance, Roads Maintenance, Water, Roads, and Storm Water sections.

To better reflect actual activity a portion of the Crew Chief was reallocated from the Roads budget to the Storm Water Maintenance budget. Increases to supplies, repair & maintenance, utilities and personnel are due to the additional maintenance needs of new City assets.

**Did You Know?**

The Boeckman Road Extension will add 1.22 miles of roadway with 263 street trees and 20,761 shrubs.

**PERFORMANCE MEASUREMENTS**

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*Goal: Assure safe operation of the City's street system.*

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Repaint lane markings annually	Linear feet of lane markings painted	560,000	561,792	572,000	572,000	525,000
Remove illegal signs from right-of-way	Signs removed	900	842	818	780	800
Prune street trees annually to maintain clearance and line of sight	Street trees pruned	550	344	361	1,450	1,450

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**PERFORMANCE MEASUREMENTS OUTCOME**

Wilsonville's roads and accessories are consistently maintained at a high level. The decrease in linear feet of lane markings painted is due to the greater use of Thermoplastic materials being used.



**STATEMENT OF PURPOSE**

To provide adequate street lighting within the public rights-of-way. The Operations Division of the Public Works Department routinely inspect the streetlights and coordinates repairs and citizen complaints with Portland General Electric (PGE). Funding for this service comes from streetlight fees paid by Wilsonville residents and businesses. These fees are based on the type of pole and lighting fixture in their respective neighborhoods.

**PROGRAM OBJECTIVES**

1. Perform prompt repairs of streetlighting in public rights-of-way (*Council Goal 1*)
2. Identify replacement and “infill” streetlight (safety) projects

**FULL TIME EQUIVALENT POSITIONS**

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There are no positions funded for this program. Work is contracted out, with the exception of a monthly street light inspection made by City staff, estimated to take a total of six hours per month.

**Did You Know?**

During 2008, “end of life” wood street light poles are being replaced with new fiberglass poles and fixtures on French Prairie Road and in the Ash Meadows subdivision. This project will complete the replacement of the “end of life” wood poles.

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Materials and Services						
Utility services	\$ 149,196	\$ 187,607	\$ 211,000	\$ 230,000	\$ 230,000	\$ 230,000
Repairs & maintenance	18,489	6,042	24,000	19,000	19,000	19,000
Total Department	<u>\$ 167,685</u>	<u>\$ 193,649</u>	<u>\$ 235,000</u>	<u>\$ 249,000</u>	<u>\$ 249,000</u>	<u>\$ 249,000</u>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Adopted 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Charges for services	\$ 353,203	\$ 365,971	\$ 375,000	\$ 385,000	\$ 385,000	\$ 385,000
Other revenues	4,039	-	22,600	7,000	7,000	7,000
Total	<u>\$ 357,242</u>	<u>\$ 365,971</u>	<u>\$ 397,600</u>	<u>\$ 392,000</u>	<u>\$ 392,000</u>	<u>\$ 392,000</u>

Revenues in excess of operating costs for system improvements, infill and scheduled replacements, as further described in the CIP portion of the budget.

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

The Street Lighting budget for FY 08-09 is status quo.

**STATEMENT OF PURPOSE**

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

The City’s Water Distribution System Includes:

- Two booster pump stations
- Four storage reservoirs – totaling eight million gallons
- Approximately 87 miles of water mains
- Approximately 1,007 fire hydrants
- Approximately 2,405 water valves
- Approximately 4,883 water meters
- Eight wells

**PROGRAM OBJECTIVES**

1. Provide effective operation and maintenance of the water supply and distribution system (*Council Goal 1*)
2. Maintain wells as an auxiliary water supply
3. Provide quality customer service
4. Upgrade water meter system to automatic meter reading
5. Implement a comprehensive and thorough backflow prevention program to ensure safe drinking water. (*Council Goal 1*)

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Crew Chief	1.00	1.00	1.00	1.00
Water Distribution Tech	3.00	3.00	3.00	3.00
Utility Locator	0.00	0.00	0.00	0.33
	4.00	4.00	4.00	4.33

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 188,435	\$ 209,637	\$ 219,020	\$ 237,909	\$ 237,909	\$ 237,909
Employee benefits	95,004	102,166	120,155	135,264	135,264	135,264
<b>Total</b>	<b>283,439</b>	<b>311,803</b>	<b>339,175</b>	<b>373,173</b>	<b>373,173</b>	<b>373,173</b>
<b>Materials and Services</b>						
Supplies	61,648	126,852	127,350	171,133	171,133	171,133
Prof and tech serv	34,270	17,204	30,500	30,000	30,000	30,000
Utility services	54,824	55,367	53,265	63,610	63,610	63,610
Fleet services	39,250	52,230	56,210	62,260	62,260	62,260
Repairs & maintenance	120,894	72,246	118,300	184,000	184,000	184,000
Rents & leases	12,367	10,476	2,000	2,400	2,400	2,400
Insurance	10,534	9,880	10,330	11,515	11,515	11,515
Comm svcs programs	600	632	600	600	600	600
Employee development	4,512	4,769	4,900	4,833	4,833	4,833
Franchise fee	210,513	227,628	240,000	225,000	225,000	225,000
Fees, dues, advertising	11,814	12,437	12,000	12,000	12,000	12,000
Meeting expenses	84	-	80	80	80	80
<b>Total</b>	<b>561,310</b>	<b>589,721</b>	<b>655,535</b>	<b>767,431</b>	<b>767,431</b>	<b>767,431</b>
<b>Capital Outlay</b>						
Machinery & equipment	25,000	-	-	12,000	12,000	12,000
Vehicles	-	-	5,350	-	-	-
Computer equipment	-	26,919	-	-	-	-
<b>Total</b>	<b>25,000</b>	<b>26,919</b>	<b>5,350</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>Total Department</b>	<b>\$ 869,749</b>	<b>\$ 928,443</b>	<b>\$ 1,000,060</b>	<b>\$ 1,152,604</b>	<b>\$ 1,152,604</b>	<b>\$ 1,152,604</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Charges for services	\$ 3,780,842	\$ 4,357,639	\$ 4,370,920	\$ 4,140,302	\$ 4,140,302	\$ 4,140,302
Other revenues	72,758	176,415	131,100	85,000	85,000	85,000
<b>Total</b>	<b>\$ 3,853,600</b>	<b>\$ 4,534,054</b>	<b>\$ 4,502,020</b>	<b>\$ 4,225,302</b>	<b>\$ 4,225,302</b>	<b>\$ 4,225,302</b>

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

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

The capital outlay budget of \$12,000 includes the department’s proportionate share of the purchase of a \$40,000 small track hoe which is split between the Parks Maintenance, Water, Roads, and Storm Water Departments.

To accelerate the replacement of old water meters with state-of-the-art Automated Meter Reading (AMR) equipment an additional \$100,000 was included in supplies. The replacement began in FY 2006-07.

Increase to supplies is for the purchase of upgraded shoring equipment for large excavations and an upgrade to the GPS system.

Each year during the construction of capital or development projects it is discovered that a critical infrastructure element is in dire need of repair. This needed maintenance is unanticipated thus has not been included as part of the regular budget. As the City’s infrastructure ages these unanticipated repairs are increasing in frequency and \$50,000 will be allocated to address this unanticipated maintenance work.

PERFORMANCE MEASUREMENTS

*Goal: Distribute clean, safe drinking water of sufficient volume and pressure to meet demand for residential, commercial, industrial, and fire fighting purposes.*

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Exercise and maintain 25% of valves annually (i.e. all valves exercised on a 4-year cycle)	Number of valves exercised	500	500	233	500	600
	Percent of total valves	25%	25%	12%	25%	25%
Exercise and maintain 20% of fire hydrants annually (i.e. all hydrants exercised on a 5-year cycle)	Number of hydrants exercised	150	150	223	200	200
	Percent of total hydrants	20%	18.75%	20%	20%	20%
Assure back flow prevention program is current and meets all legal requirements	Number of devices tested	2,714	2,800	2,979	3,078	3,125
	Number of failed devices repaired/retested	65	70	50	28	35
	Percentage compliance with state reporting requirements	99%	99%	98%	98%	99%
Perform weekly checks on all 8 wells to assure a dependable water supply backup system in times of need	Number of weeks all 8 wells checked	52	52	52	52	52

PERFORMANCE MEASUREMENTS OUTCOME

The above chart provides a record of some of the important ongoing tasks successfully being conducted in the distribution portion of the system.

**Did You Know?**

100% of residential backflow devices have been tested and meet all legal requirements.

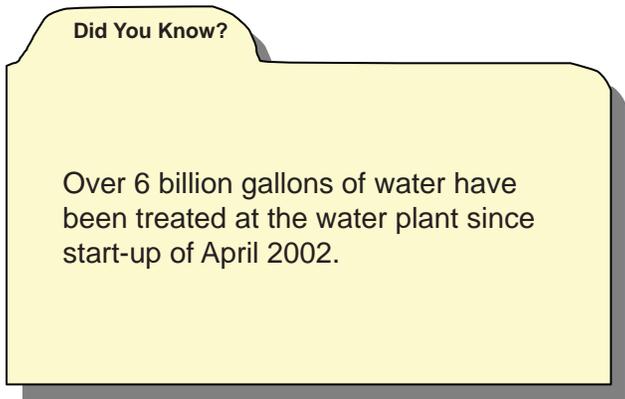


**STATEMENT OF PURPOSE**

Provide a safe, reliable water source to address the long-term needs of Wilsonville. The facility is operated by Veolia Water North America, under contract with the City and Tualatin Valley Water District (TVWD), with the City being the managing owner.

**PROGRAM OBJECTIVES**

1. Provide efficient operation of the Willamette River Water Treatment Plan (*Council Goal 1*)
2. Perform scheduled maintenance of the treatment plant
3. Comply with all city, state, and federal regulations



Position	FULL TIME EQUIVALENT POSITIONS*			
	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Plant Manager	1.00	1.00	1.00	1.00
Assistant Plant Manager	1.00	1.00	1.00	1.00
Automation/Process Control Tech	1.00	1.00	1.00	1.00
Water Treatment Tech	3.50	3.50	3.50	3.50
Administrative Assistant	0.50	0.50	0.50	0.50
	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>

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

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Materials and Services						
Supplies	\$ 212,344	\$ 88,715	\$ 451,400	\$ 112,200	\$ 112,200	\$ 112,200
Prof and tech serv	948,532	963,843	1,110,000	1,091,500	1,091,500	1,091,500
Utility services	283,820	312,146	356,280	351,606	351,606	351,606
Repairs & maintenance	134,057	89,617	100,000	78,000	78,000	78,000
Insurance	33,082	27,507	28,250	20,000	20,000	20,000
Meeting expenses	59	-	250	200	200	200
Fees, dues, advertising	8,188	3,470	4,900	4,500	4,500	4,500
Total	1,620,082	1,485,298	2,051,080	1,658,006	1,658,006	1,658,006
Total Department	\$ 1,620,082	\$ 1,485,298	\$ 2,051,080	\$ 1,658,006	\$ 1,658,006	\$ 1,658,006

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Charges for services	\$ 1,620,082	\$ 1,485,298	\$ 1,597,900	\$ 1,658,006	\$ 1,658,006	\$ 1,658,006
Total	\$ 1,620,082	\$ 1,485,298	\$ 1,597,900	\$ 1,658,006	\$ 1,658,006	\$ 1,658,006

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

Veolia Water North America West, LLC's contract for the operation and maintenance of the water treatment plant was renewed as of July 1, 2007 for five additional years.

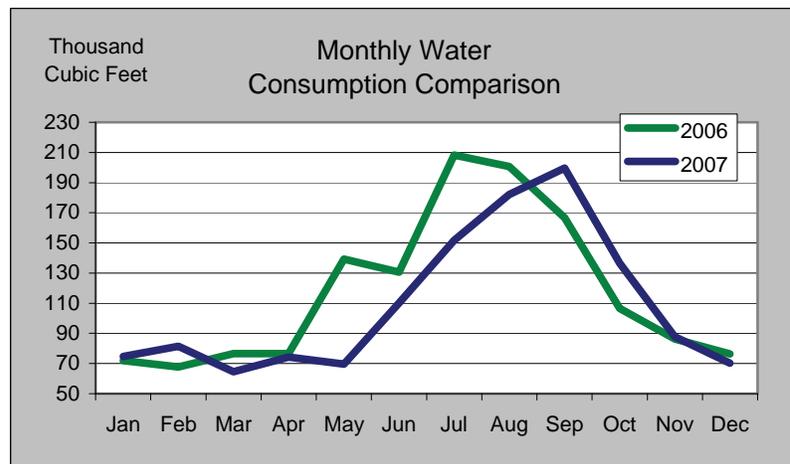
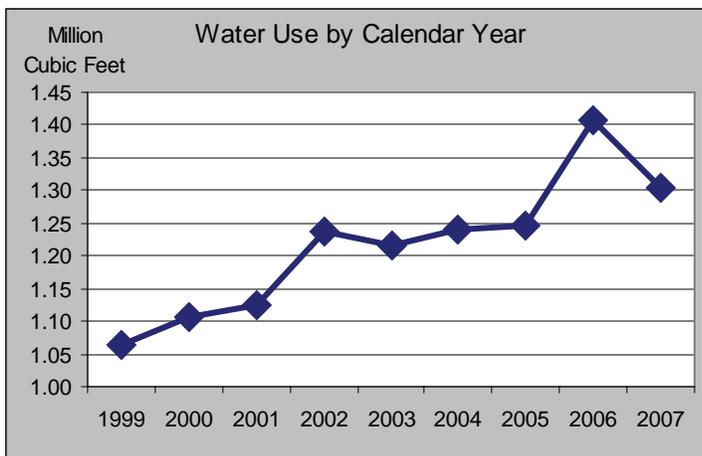
PERFORMANCE MEASUREMENTS

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

Strategy	Measure	Actual 2004-05	Actual 2005-06	Actual 2006-07	Estimate 2007-08	Forecast 2008-09
Enforce contract provisions for "finished water quality" stricter than required by federal and state drinking water standards	Percentage attainment of "finished water quality" standards	100%	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS OUTCOME

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





**STATEMENT OF PURPOSE**

To monitor and control the discharge of pollutants from nonresidential sources to the City’s wastewater collection system in order to:

- Protect against transmission of pollutants to the treatment plant
- Protect biosolids from contamination
- Protect the wastewater collection system from corrosion and damage
- Protect City employees from exposure to health hazards

**The City’s Industrial Pretreatment Program at a glance:**

- Nine industries in Wilsonville are currently regulated by discharge permits.
- In addition, the City has best management agreements with dentist offices, restaurants, and several companies to help in the prevention of harmful pollutants being discharged into the sanitary sewer. This program is expected to expand every year.
- Due to problems associated with excessive amounts of fats, oils and grease (FOG) efforts are underway to more effectively control these contaminants at their source.
- Using a watershed approach in education, Pretreatment staff has been a presenter at many schools, businesses and conferences throughout Oregon and Washington.

**PROGRAM OBJECTIVES**

1. 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 (**Council Goal 1**)
2. Perform site inspections and assist commercial and industrial customers in identifying pollution prevention opportunities
3. Coordinate with other state, regional and local agency programs regarding environmental protection

Position	FULL TIME EQUIVALENT POSITIONS			
	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 58,154	\$ 62,533	\$ 66,213	\$ 64,114	\$ 64,114	\$ 64,114
Employee benefits	26,697	22,666	26,793	26,987	26,987	26,987
<b>Total</b>	<b>84,851</b>	<b>85,199</b>	<b>93,006</b>	<b>91,101</b>	<b>91,101</b>	<b>91,101</b>
<b>Materials and Services</b>						
Supplies	1,468	1,094	2,250	5,600	5,600	5,600
Prof and tech serv	7,269	12,442	12,550	19,000	19,000	19,000
Utility services	897	1,811	1,072	530	530	530
Fleet services	2,360	3,090	4,210	3,910	3,910	3,910
Repairs & maintenance	(29)	-	250	250	250	250
Insurance	-	326	360	320	320	320
Employee development	2,445	1,273	2,000	1,350	1,350	1,350
Fees, dues, advertising	1,854	1,823	2,200	2,150	2,150	2,150
<b>Total</b>	<b>16,264</b>	<b>21,859</b>	<b>24,892</b>	<b>33,110</b>	<b>33,110</b>	<b>33,110</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	-	10,000	10,000	10,000
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>Total Department</b>	<b>\$ 101,115</b>	<b>\$ 107,058</b>	<b>\$ 117,898</b>	<b>\$ 134,211</b>	<b>\$ 134,211</b>	<b>\$ 134,211</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Charges for services	\$ 101,115	\$ 107,058	\$ 117,898	\$ 134,211	\$ 134,211	\$ 134,211

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

The capital outlay budget of \$10,000 includes the department's proportionate share of the purchase of a \$30,000 modular type shower/storage unit which is split evenly between the Pretreatment, Wastewater, and Storm Water departments.

An increase to supplies is for the purchase of software for the tracking of information related to the Fats, Oils and Grease (FOG) program.

PERFORMANCE MEASUREMENTS

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	25	25	24	20	20
Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements	Permits in effect	7	8	9	9	9
	Number of minor violations	6	7	3	3	3
	Number of major violations	1	0	0	0	0

PERFORMANCE MEASUREMENTS OUTCOME

The City’s Industrial Pretreatment program is operating in accordance with established regulations and performance measures. New businesses in Wilsonville are showing a trend toward commercial activities that do not have industrial wastewaters.



# PUBLIC WORKS

## wastewater collection and treatment

### STATEMENT OF PURPOSE

Protect the water quality of the Willamette River and the health of the Community by removing pollutants from wastewater. This protection is achieved through the efficient operation and maintenance of the City's wastewater treatment facility, wastewater collection system and the bio-solids program.

The City's Wastewater System Program encompasses:

- A wastewater treatment plant that is designed to treat on average 2.7 million gallons per day in dry weather and 3.8 million gallons per day in wet weather
- 8 wastewater lift pump stations
- Over 67 miles of wastewater collection pipes
- Vactor (vacuum truck) Operations for cleaning the Wastewater and Storm water Systems
- Application of wastewater plant generated liquid-phase Class B bio-solids to agricultural land as soil augmentation or beneficial use material
- Processing bio-solids liquids via dewatering into dry cake for land application or solid-waste disposal
- Testing plant influent, effluent, sludge and bio-solid samples

Wastewater pipeline are completely separately from the storm water pipelines. There are no combine sewer overflows.

### PROGRAM OBJECTIVES

1. 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)
2. Provide effective odor-free operation of the wastewater collection and treatment system (**Council Goal 1**)
3. Monitor the condition and performance of the collections system
4. Implement a practical bio-solids reuse program
5. Monitor and report information as required by the DEQ NPDES permit

### FULL TIME EQUIVALENT POSITIONS

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Waste Water Lead Operator	1.00	1.00	1.00	1.00
Waste Water Operators II	2.00	2.00	2.00	2.00
Waste Water Operators I	0.00	0.00	0.00	1.00
Lab Technician	1.00	1.00	1.00	1.00
Vactor Operator	1.50	1.50	1.50	1.50
Truck Driver	1.00	1.00	1.00	1.00
Utility Locator	0.00	0.00	0.00	0.33
Maintenance Technician	1.00	1.00	1.00	0.00
	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.83</u>

\* Management of the Environmental Services Division is provided by Veolia Water North America personnel, under the direction of Wilsonville's Public Works Director.

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 374,156	\$ 396,494	\$ 425,404	\$ 441,458	\$ 441,458	\$ 441,458
Employee benefits	198,770	196,348	231,323	250,089	250,089	250,089
<b>Total</b>	<b>572,926</b>	<b>592,842</b>	<b>656,727</b>	<b>691,547</b>	<b>691,547</b>	<b>691,547</b>
<b>Materials and Services</b>						
Supplies	77,937	81,465	94,275	161,300	161,300	161,300
Prof and tech serv	129,255	184,348	262,800	303,600	303,600	303,600
Utility services	281,830	307,738	263,990	326,040	326,040	326,040
Fleet services	81,611	68,030	60,630	68,830	68,830	68,830
Repairs & maintenance	292,146	511,105	354,800	277,600	277,600	277,600
Rents & leases	1,097	-	128,000	4,000	4,000	4,000
Insurance	17,439	15,999	17,290	11,670	11,670	11,670
Employee development	5,168	5,835	6,300	10,500	10,500	10,500
Franchise fees	113,008	168,210	210,000	200,000	200,000	200,000
Fees, dues, advertising	14,575	8,557	15,000	16,000	16,000	16,000
<b>Total</b>	<b>1,014,066</b>	<b>1,351,287</b>	<b>1,413,085</b>	<b>1,379,540</b>	<b>1,379,540</b>	<b>1,379,540</b>
<b>Capital Outlay</b>						
Machinery & equipment	53,487	8,255	215,350	17,000	17,000	17,000
Vehicles	-	-	5,325	-	-	-
Other equipment	-	4,671	-	-	-	-
<b>Total</b>	<b>53,487</b>	<b>12,926</b>	<b>220,675</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>
<b>Total Department</b>	<b>\$ 1,640,479</b>	<b>\$ 1,957,055</b>	<b>\$ 2,290,487</b>	<b>\$ 2,088,087</b>	<b>\$ 2,088,087</b>	<b>\$ 2,088,087</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Charges for services	\$ 2,811,542	\$ 4,163,363	\$ 4,392,102	\$ 4,830,789	\$ 4,830,789	\$ 4,830,789
Other revenues	86,597	94,708	64,160	76,560	76,560	76,560
<b>Total</b>	<b>\$ 2,898,139</b>	<b>\$ 4,258,071</b>	<b>\$ 4,456,262</b>	<b>\$ 4,907,349</b>	<b>\$ 4,907,349</b>	<b>\$ 4,907,349</b>

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

# PUBLIC WORKS

# wastewater collection and treatment

## STATEMENT OF FUNDING ISSUES FOR 2008-09

The wastewater treatment system is in need of significant upgrades due to outdated processes and equipment. While the City is pursuing the planning, design and construction of these improvements routine maintenance will continue to be performed.

Media for the compost bio-filter bed is close to the end of its useful life and needs to be replaced. This media helps remove odor constituents for the solids basin and replacement typically occurs every three to four years.

Also on a regular maintenance cycle is the cleaning of digesters every three to four years. This year Digester #1 is due for a cleaning which will remove built-up grit.

The increase in supplies is due to additional chemicals needed for the operation of the centrifuge for the dewatering of liquid bio-solids. The cost of electricity is also anticipated to rise due to the operation of the centrifuge.

The capital outlay budget of \$17,000 includes a \$7,000 safety improvement to extend process gallery crane rail and \$10,000 for the department's proportionate share of the purchase of a \$30,000 modular type shower/storage unit which is split evenly between the Pretreatment, Wastewater, and Storm Water departments.

Each year during the construction of capital or development projects it is discovered that a critical infrastructure element is in dire need of repair. This needed maintenance is unanticipated thus has not been included as part of the regular budget. As the city's infrastructure ages these unanticipated repairs are increasing in frequency and \$50,000 will be allocated to address this unanticipated maintenance work.

## 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 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>	
Provide higher quality effluent than required by state/federal regulations	Percentage of required testing which meets or surpasses state/federal regulations	100%*	99.9%*	100%*	100%*	100%*	
(*Does not include temperature, over which we have no control.)							
Scheduled maintenance of wastewater lines in accordance with the vactor truck service plan	Linear feet of wastewater lines cleaned annually	Priority 1*	n/a	n/a	7,772	3,969	5,440
		Priority 2*	n/a	n/a	9,199	9,883	8,720
		Priority 3*	n/a	n/a	62,562	27,025	112,900

\*Priority 1 - cleaned several times annually

\*Priority 2 - cleaned once annually

\*Priority 3 - cleaned once per 3-year cycle

## PERFORMANCE MEASUREMENTS OUTCOME

The reduction in cleaning of wastewater lines is due to special projects that diverted vactor staff to other work.



# PUBLIC WORKS

## *storm water maintenance*

### STATEMENT OF PURPOSE

To protect and effectively maintain the City's storm water system to ensure efficient operation. Contract services for the repair and maintenance of the storm water systems is coordinated through the storm water maintenance program.

The Storm Water Maintenance program is involved in various efforts such as:

- Maintenance of storm water outfalls and drainage swales
- Cleaning and repair of catch basins, manholes, and culvert pipes
- Vactor (vacuum truck) operations for the Storm Water and Wastewater Programs
- Leaf control
- Maintenance of retention and detention ponds

### PROGRAM OBJECTIVES

1. Coordinate field activities with Community Development staff to ensure the requirements of the Endangered Species Act and related regulations are met
2. Maintenance of storm water systems resulting in minimizing flooding, protecting City infrastructure, assuring public safety and controlling erosion (**Council Goal 1**)
3. Reduce pollutants and debris from entering the storm water system through contracted street, parks and trail sweeping services

### FULL TIME EQUIVALENT POSITIONS

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Crew Chief	0.00	0.00	0.00	0.25
Storm Water Coordinator*	1.00	1.00	1.00	0.00
Vactor Operator	0.50	0.50	0.50	0.50
Senior Utility Worker	0.50	0.50	0.50	0.50
Utility Locator	0.00	0.00	0.00	0.34
Seasonal Utility Worker	0.00	0.00	0.25	0.25
	<u>2.00</u>	<u>2.00</u>	<u>2.25</u>	<u>1.84</u>

\* Storm Water Maintenance budget was separated from the Storm Water Management budget clarifying the distribution of personnel and expenditures.

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 85,475	\$ 86,428	\$ 118,136	\$ 84,204	\$ 84,204	\$ 84,204
Employee benefits	44,901	43,649	61,018	48,787	48,787	48,787
<b>Total</b>	<b>130,376</b>	<b>130,077</b>	<b>179,154</b>	<b>132,991</b>	<b>132,991</b>	<b>132,991</b>
<b>Materials and Services</b>						
Supplies	4,006	3,062	6,525	11,130	11,130	11,130
Prof and tech serv	23,308	16,518	38,600	9,000	9,000	9,000
Utility services	540	473	650	600	600	600
Fleet services	20,330	21,910	25,590	27,720	27,720	27,720
Repairs & maintenance	154,292	140,962	204,000	154,167	154,167	154,167
Rents & leases	58	180	200	3,000	3,000	3,000
Insurance	336	324	360	-	-	-
Comm svcs programs	2,602	3,567	9,000	2,000	2,000	2,000
Employee development	464	747	1,100	2,330	2,330	2,330
Franchise fees	33,616	34,528	35,000	36,000	36,000	36,000
Fees, dues, advertising	250	718	500	200	200	200
<b>Total</b>	<b>239,802</b>	<b>222,989</b>	<b>321,525</b>	<b>246,147</b>	<b>246,147</b>	<b>246,147</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	-	21,334	21,334	21,334
Vehicles	-	-	5,325	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>5,325</b>	<b>21,334</b>	<b>21,334</b>	<b>21,334</b>
<b>Total Department</b>	<b>\$ 370,178</b>	<b>\$ 353,066</b>	<b>\$ 506,004</b>	<b>\$ 400,472</b>	<b>\$ 400,472</b>	<b>\$ 400,472</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Charges for services	\$ 826,382	\$ 865,831	\$ 875,000	\$ 725,807	\$ 725,807	\$ 725,807
Intergovernmental	33,334	-	-	-	-	-
Other revenues	37,728	5,993	54,400	30,000	30,000	30,000
<b>Total</b>	<b>\$ 897,444</b>	<b>\$ 871,824</b>	<b>\$ 929,400</b>	<b>\$ 755,807</b>	<b>\$ 755,807</b>	<b>\$ 755,807</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

To better reflect actual activity between storm water maintenance and storm water management the storm water budget was divided. Thus expenditures and personnel associated with maintenance activities are shown in this budget. In addition, a portion of the Crew Chief time was reallocated from the roads budget to the storm water maintenance budget.

The capital outlay budget of \$21,334 includes this section’s proportionate share of the purchase of a \$40,000 small track hoe (\$8,000), \$10,000 in attachments for an existing Bobcat utility vehicle (\$3,334), and a \$30,000 modular type shower/storage unit (\$10,000). Total cost of the equipment is split between the Parks Maintenance, Building Maintenance, Water, Roads, and Storm Water Departments.

Increase to supplies is for the purchase of upgraded shoring equipment for large excavations and an upgrade to the GPS system.

Each year during the construction of capital or development projects it is discovered that a critical infrastructure element is in dire need of repair. This needed maintenance is unanticipated thus has not been included as part of the regular budget. As the City’s infrastructure ages these unanticipated repairs are increasing in frequency and \$50,000 will be allocated to address this unanticipated maintenance work.

**PERFORMANCE MEASUREMENTS**

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Clean percentage of all catch basins annually (total number 1,673)	Number of catch basins cleaned	842	1152	823	550	552
	Percentage of catch basins cleaned	67%	92%	60%	35%	33%

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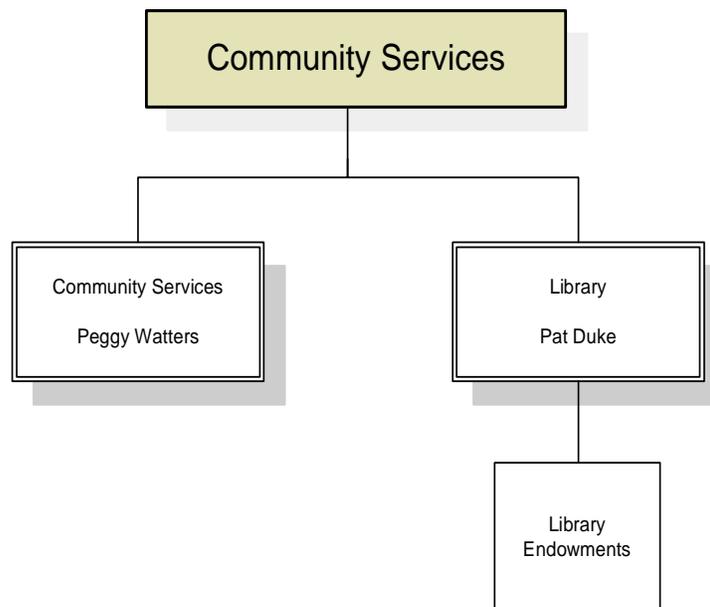
**PERFORMANCE MEASUREMENTS OUTCOME**

With the regular maintenance of storm water pipes and catch basins there is minimal backup or overflow from the conveyance system.

# COMMUNITY SERVICES

This program area consists of the Library and Community Services Departments. These departments provide essential services and quality solutions that allow for a vibrant, culturally interesting and active community. Among the services provided are the following:

- **Library Services**
- **Senior Services and Programs**
- **Youth Programs**
- **Community and Family Activities**
- **Park and Facility Rentals**



# COMMUNITY SERVICES

## INTERESTING FACTS

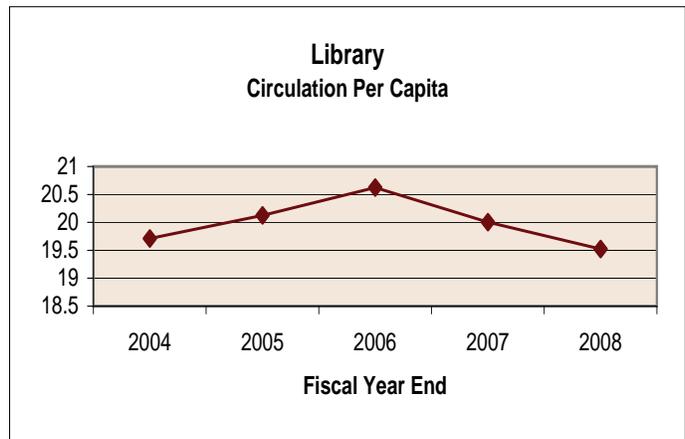
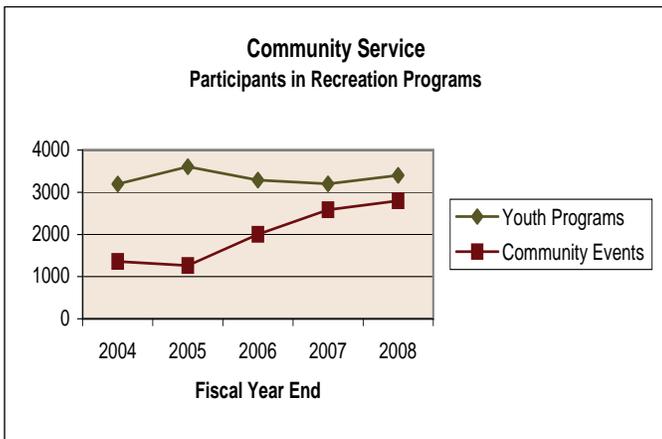
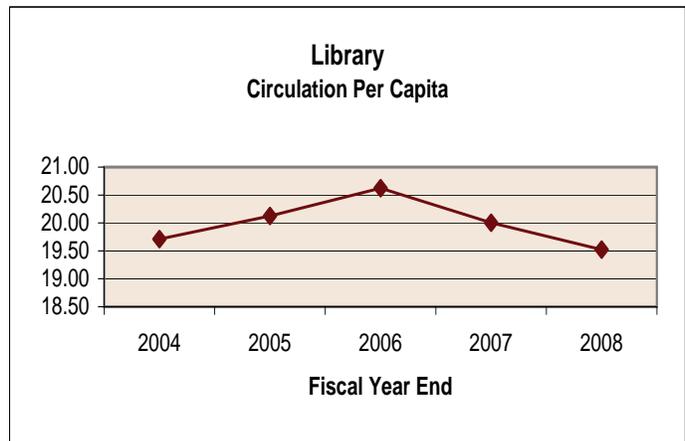
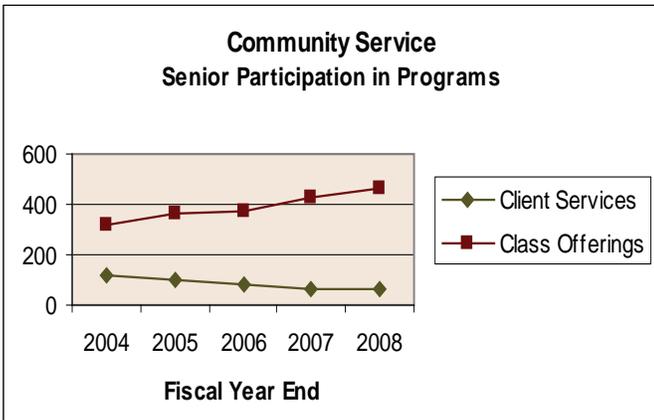
### Community Center

A variety of fitness and wellness programming options are offered through the Community Services Department for youth, adults and seniors throughout the year. A total of 290 programming opportunities were offered, and 3312 participants were served last year.

### Library

Each day, 300 people check out 1500 items from the library, 100 people use the library's computers. And each week, 200 children attend storytime.

Current movie releases in DVD format are very popular with the public. Unfortunately, the public has also taken to stealing these from the library. As such, the library now only purchases educational and video material not available through a local rental outlet





**STATEMENT OF PURPOSE**

The Community Services Department offers leisure activities, senior services, and volunteer opportunities with an emphasis on providing an array of program options for individuals of all ages and ability levels.

The development of partnerships with local organizations enhances our ability to meet the unique needs of Wilsonville residents through programs that build a sense of community.

In addition, the department oversees the rental use of public parks and building facilities.

**PROGRAM OBJECTIVES**

1. Provide effective programming and services for youth and seniors (*Council Goal 5*)
2. Support innovative, community-wide recreational, and cultural programming (*Council Goal 2*)
3. Support opportunities for civic pride and volunteerism (*Council Goal 2*)
4. Maintain quality facilities for public use (*Council Goal 3*)
5. Provide quality customer service for both internal and external customers
6. Implement a Parks and Recreation Master Plan in tandem with the Bicycle and Pedestrian and the Transit Master Plans (*Council Goal 3*)
7. Establish a plan for ongoing assessment of recreational programs and facility needs of the community
8. Increase offerings of programs and activities that help prevent chronic illness and obesity.

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Community Services Director	1.00	1.00	1.00	1.00
Senior Services Manager	1.00	1.00	1.00	1.00
Youth & Family Program Manager	0.00	0.00	0.00	1.00
Recreation Coordinator	1.00	1.00	1.00	0.00
Client Services Coordinator	1.00	1.00	1.00	0.00
Information & Referral Specialist	0.00	0.00	0.00	0.50
Fitness Specialist	0.00	0.00	0.00	0.50
Nutrition Coordinator	1.00	1.00	1.00	0.80
Nutrition Assistant	0.50	0.50	0.55	0.45
Administrative Assistant	1.00	1.00	1.00	1.00
Community Services Receptionist	1.00	1.00	0.00	0.00
Administrative Specialist II	0.00	0.00	1.00	1.00
Building Monitor	0.40	0.40	0.12	0.42
Intern	0.00	0.30	0.30	0.30
	<b>7.90</b>	<b>8.20</b>	<b>7.97</b>	<b>7.97</b>

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 297,101	\$ 350,036	\$ 347,636	\$ 376,078	\$ 376,078	\$ 376,078
Employee benefits	126,959	155,562	162,213	178,916	178,916	178,916
<b>Total</b>	<b>424,060</b>	<b>505,598</b>	<b>509,849</b>	<b>554,994</b>	<b>554,994</b>	<b>554,994</b>
<b>Materials and Services</b>						
Supplies	54,863	46,726	66,360	65,002	65,002	65,002
Prof and tech serv	19,643	16,475	28,750	27,250	27,250	27,250
Utility services	6,388	5,548	6,210	36,238	36,238	36,238
Fleet services	230	190	80	-	-	-
Insurance	-	-	-	2,100	2,100	2,100
Repairs & maintenance	-	1,722	5,000	29,960	29,960	29,960
Rents & leases	2,216	235	5,000	4,700	4,700	4,700
Comm svcs programs	90,590	87,674	102,500	102,750	102,750	102,750
Employee development	9,509	9,788	8,000	11,500	11,500	11,500
Recognition expenses	-	4,335	4,500	4,500	4,500	4,500
Fees, dues, advertising	8,167	4,790	5,500	5,800	5,800	5,800
Meetings & council	305	171	1,400	1,400	1,400	1,400
Misc serv & supplies	2,848	3,330	3,250	3,250	3,250	3,250
<b>Total</b>	<b>194,759</b>	<b>180,984</b>	<b>236,550</b>	<b>294,450</b>	<b>294,450</b>	<b>294,450</b>
<b>Capital Outlay</b>						
Computer equipment	-	5,306	-	-	-	-
<b>Total Department</b>	<b>\$ 618,819</b>	<b>\$ 691,888</b>	<b>\$ 746,399</b>	<b>\$ 849,444</b>	<b>\$ 849,444</b>	<b>\$ 849,444</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Taxes	\$ 480,741	\$ 533,318	\$ 605,518	\$ 610,000	\$ 610,000	\$ 610,000
Charges for services	83,777	85,058	85,000	83,750	83,750	83,750
Donations	19,565	36,287	30,000	24,308	24,308	24,308
Intergovernmental grants	34,736	37,225	22,881	30,300	30,300	30,300
General Fund revenues	-	-	-	101,086	101,086	101,086
<b>Total</b>	<b>\$ 618,819</b>	<b>\$ 691,888</b>	<b>\$ 743,399</b>	<b>\$ 849,444</b>	<b>\$ 849,444</b>	<b>\$ 849,444</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

Continued use of nontraditional revenue of both monetary and in-kind sponsorships and donations offset the reliance on General Funds for increased youth and senior programming and community events.

The exploration of grant opportunities and business partnerships is making it possible to enhance the variety of programming available for individuals with physical or mental special needs.

The Wilsonville Community Seniors, Inc. continues to support senior classes and special events, offsetting department funding for increased senior opportunities.

To improve our ability to track the use of funds used to pay instructors, this year we decreased the Instructors/Facilitators Non-specific line item by \$20,000, and re-distributed these funds in the Youth and Senior Instructors/Facilitators specific line items.

The Community Services department is studying its current allocation of FTE's, in order to position ourselves to better handle the increase in demand for some services and decrease in demand for others. Staffing changes have been recommended that reflect a shift in emphasis of programs and services. The changes in staff do not change the department's financial picture.

In an effort to offer fitness and wellness opportunities to individuals with lower income, the department received a \$5,000 "Take Action" grant from the National Institutes for Health, and provided Nutrition classes, Health Screenings, Personal Training and use of the drop in fitness center to 67 individuals.

Utility, janitorial and insurance costs previously budgeted in Building Maintenance are now budgeted in the programs associated with the respective building. For Community Services, this represents an additional \$31,888 for utilities, \$26,960 for janitorial, and \$2,100 for casualty insurance.

PERFORMANCE MEASUREMENTS

*Goal: Support the needs of the community for recreational, cultural, and social opportunities for all ages and abilities.*

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Provide innovative opportunities for affordable, quality recreation for youth, ages 0-18	Activities/classes offered for youth	223	199	94	110	120
Increase participation in recreation programs, classes, and activities targeting youth ages 0-18	Participants ages 0-18	3,195	3,608	3,289	3,200	3,400
	Financial assistance requests granted	36	40	17	17	20
Provide innovative opportunities for affordable, quality events and activities for 'seniors' ages 55+	Activities/classes offered for 'seniors'	318	365	375	431	465
	Participants ages 55+	n/a	4,373	4,500	5,628	6,000
Adjust services to address changing needs of 'senior' population	Bistro Soup Cart servings	n/a	n/a	955	725	750
	Congregate meals	9,347	8,536	7,610	6,935	5,240
	Home-delivered meals	7,269	6,370	6,727	6,400	6,500
Adjust services to address emerging health needs for citizens of all ages	Activities targeted for increased fitness and prevention of chronic illness	n/a	49	90	95	100

*Goal: Promote opportunities for service to the community and recognition of those efforts to enhance civic pride and quality of community life.*

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Promote volunteerism as a means of increasing community awareness and social capital	Volunteer hours donated annual	18,000	20,000	20,000	20,000	20,000
	Opportunities for youth civic involvement	4	5	5	6	6

PERFORMANCE MEASUREMENTS, CONTINUED

*Goal: Provide a variety of affordable, accessible, and well-maintained facilities available for public and private use.*

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Maximize effective use of available facilities	Facility "hours of usage" from all user categories*	n/a	n/a	n/a	14,416	14,750
	Park "hours of usage" from all user categories*	n/a	n/a	n/a	4,835	4,850

\* Due to a software change occurring during FY 07-08, units of measurement changed from number of bookings to hours of usage.

PERFORMANCE MEASUREMENTS OUTCOME

The Wilsonville Community Seniors, Inc. (WCSI) continues to contribute funds to keep the fees for senior classes to a minimum. The senior classes are currently offered at a reduced rate and are available to individuals 55 and older.

Adjusting to the changing needs of the community, non-traditional wellness offerings have been expanded.

Staff continues to examine youth issues at all levels in the community including after school programming, increased field space, skateboarding, and methods of engaging youth in the planning process.

Completion of the Parks & Recreation, Bike and Pedestrian, and Transit Master Plans will ensure interconnected access to recreation and natural areas and increased opportunities for healthy living opportunities throughout the City.

The Community Matching Grant continues to support local organizations to provide diverse public events that establish Wilsonville as a vigorous, interactive community.

The Senior Summit, held in October, 2007 gathered over 60 citizens age 55+ to discuss topics of importance to seniors in Wilsonville. Subsequent class variety reflects the resulting input from the summit. A follow-up public open house will be held in May, 2008 with the compiled results of goal statements from the summit input to plan the future 5 years.

The new CIP listing reflects projects based on the new Parks and Recreation Master Plan. The public will be actively involved in planning of park space and facilities.



**STATEMENT OF PURPOSE**

Provide effective library services to the Wilsonville area. The library aims to offer broad access to the human record for knowledge, information, self-improvement, education, business, and pleasure. Key roles include supporting independent learning, providing information for personal and business needs, stimulating children’s interest and enjoyment in reading and learning, and encouraging reading and literacy.

**PROGRAM OBJECTIVES**

1. Begin to implement the 2008-2013 Wilsonville Public Library Strategic Plan
2. Provide information to citizens about the November 2008 Library District vote
3. Work with the Wilsonville Public Library Foundation as it refocuses its efforts on supporting the Library Strategic Plan through private giving
4. Maintain the Library’s commitment to serve the citizens of Wilsonville through convenient hours, outstanding customer service, strong collections, and innovative programming

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Library Director	1.00	1.00	1.00	1.00
Adult Services Librarian	1.00	1.00	0.90	0.90
Reference Librarian	0.72	0.93	0.87	0.81
Library Operations Manager	1.00	1.00	1.00	1.00
Children's Librarian	0.70	0.75	0.50	0.50
Administrative Assistant II	0.50	0.60	0.50	0.50
Library Clerk III	1.90	2.03	2.00	2.00
Library Clerk II	2.59	2.83	2.30	2.51
Library Clerk I	2.80	1.90	1.32	1.12
Aide/Volunteer Coordinator	0.50	0.60	0.50	0.50
Library Aide	1.33	1.35	0.85	0.85
Library Shelver	0.20	0.20	0.23	0.23
Building Monitor	0.20	0.25	0.15	0.20
	<b>14.44</b>	<b>14.44</b>	<b>12.12</b>	<b>12.12</b>
Volunteers	4.50	6.00	6.00	6.00

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 488,475	\$ 496,876	\$ 470,047	\$ 504,246	\$ 504,246	\$ 504,246
Employee benefits	209,025	198,284	194,017	200,749	200,749	200,749
<b>Total</b>	<b>697,500</b>	<b>695,160</b>	<b>664,064</b>	<b>704,995</b>	<b>704,995</b>	<b>704,995</b>
<b>Materials and Services</b>						
Supplies	138,122	122,086	149,860	156,900	156,900	156,900
Prof and tech serv	4,852	6,118	6,550	4,650	4,650	4,650
Utility services	4,967	4,265	4,055	83,146	83,146	83,146
Repairs & maintenance	1,212	1,102	1,400	36,690	36,690	36,690
Insurance	7,802	6,206	6,500	7,000	7,000	7,000
Comm svcs programs	11,692	7,609	16,500	16,440	16,440	16,440
Employee development	1,272	1,431	1,200	1,250	1,250	1,250
Misc serv & supplies	-	925	550	900	900	900
Fees, dues, advertising	928	722	700	900	900	900
<b>Total</b>	<b>170,847</b>	<b>150,464</b>	<b>187,315</b>	<b>307,876</b>	<b>307,876</b>	<b>307,876</b>
<b>Capital Outlay</b>						
Computer equipment	-	7,404	-	14,000	14,000	14,000
<b>Total Department</b>	<b>\$ 868,347</b>	<b>\$ 853,028</b>	<b>\$ 851,379</b>	<b>\$ 1,026,871</b>	<b>\$ 1,026,871</b>	<b>\$ 1,026,871</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
County shared taxes	\$ 437,232	\$ 447,597	\$ 430,000	\$ 420,000	\$ 420,000	\$ 420,000
Charges for services	70,600	70,056	63,600	61,200	61,200	61,200
Intergovernmental grants	3,524	3,484	3,500	4,440	4,440	4,440
Library gifts	27,172	23,765	48,900	53,700	53,700	53,700
General Fund taxes	269,819	308,126	286,629	350,000	350,000	350,000
General Fund revenues	-	-	-	137,531	137,531	137,531
Library/Parks set aside	60,000	-	-	-	-	-
<b>Total</b>	<b>\$ 868,347</b>	<b>\$ 853,028</b>	<b>\$ 832,629</b>	<b>\$ 1,026,871</b>	<b>\$ 1,026,871</b>	<b>\$ 1,026,871</b>

## STATEMENT OF FUNDING ISSUES FOR 2008-09

In October 2007, the Clackamas County Board of Commissioners indicated that they would stop funding countywide library services from the County General Fund; that revenue to city libraries in the county would be reduced to zero over a 5 year period starting with the 2009-10 fiscal year. The Wilsonville Public Library's last meager payment from the County will be in FY 2014.

The County's decision ends a 10 year period of uncertainty that opened with the passage of Measure 50, and included two ballot box losses. The end game is upon us. Without additional revenue, 25 years of gains in public library services to the Wilsonville community will be abruptly reversed. A plan to form a county library district is moving toward the November 2008 ballot. It represents the last hope to insure quality library services for all citizens of Clackamas County, and to maintain the 10 city libraries of the LINCC consortium, which serves to dramatically strengthen services for Wilsonville residents.

The Wilsonville Public Library will receive approximately \$420,000 from the County in FY 2009. This equates to 44% of its anticipated expenditures, and a \$15,000 reduction from FY 2008. The Library's overall budget will increase only to cover contracted increases in personnel costs, the shifting of utility costs into the Library budget, and some modest increases in expenditures, which will be funded by the Library Friends and Foundation. Currently unfunded is a necessary annual replacement of public computers, which are used by over 100 citizens per day.

Utility, janitorial and insurance costs previously budgeted in Building Maintenance are now budgeted in the programs associated with the respective building. For the Library, this represents an additional \$78,986 for utilities, \$35,290 for janitorial, and \$7,000 for casualty insurance.

**Did You Know?**

You can use your library card to download audiobooks at home.

PERFORMANCE MEASUREMENTS

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Maintain Oregon Library Association "excellent" standard of at least 4 items per capita	Items in the collection at year-end	103,889	109,960	114,593	118,693	122,000
	Service area population, December estimate	23,729	24,155	24,646	25,000	26,000
	Items per capita	4.38	4.55	4.67	4.77	4.69
Annually weed approximately 5% of materials in the collection	Items deleted	3,508	4,131	3,353	5,900	6,100
Add at least 10,000 items to collection	Items added	12,125	12,092	10,888	10,000	10,000
Increase collection turnover to at least 6.0 by 2008-09	Average number of times each item is used	5.46	5.42	5.22	5.02	4.87

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

Increase reference volume by 5%	Reference questions answered	19,150	20,164	17,829	17,600	17,400
	Percentage change	-2%	5%	-12%	-1%	-1%

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

Provide high quality children's programming	Number of children's programs	363	291	223	300	300
	Attendance at children's programs	18,661	14,338	22,851	20,000	20,000

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

Increase circulation by at least 5% over prior year	Annual direct circulation	477,577	498,128	492,979	488,049	483,168
	Percentage change in circulation from previous year	4%	4%	-1%	-1%	-1%
Achieve average annual per capita circulation of 23 or higher	Per capita circulation	20.13	20.62	20.00	19.14	18.58
Maintain a high level of loans to other libraries	Annual interlibrary loans	95,952	105,004	112,102	115,000	118,000

PERFORMANCE MEASUREMENTS, CONTINUED

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Maximize efficiency of Library staff	Circulation per staff FTE (not including Building Monitor)	35,376	34,592	34,235	40,435	40,030
	Average of all Oregon Libraries	29,167	29,785	30,976	32,200	33,500
Maintain ratio of operating expenditures to total loans which reflects efficiency in operations	Total expenditures divided by total loans (direct circulation plus interlibrary loans)	\$1.37	\$1.44	\$1.41	\$1.34	\$1.27
	Average of all Oregon Libraries	\$2.57	\$2.72	\$2.64	\$2.60	\$2.52
Increase volunteer hours worked to at least 6 FTE (12,480 hours)	Number of hours worked/FTE	10,056/4.8	10,329/5.0	10,626/5.1	11,000/5.3	11,500/5.5

PERFORMANCE MEASUREMENTS OUTCOME

**The Good**

50% increase over last year in Children’s program attendance (22,851) even though programming has been reduced

Increase in volunteer hours (3% over last year, 11% over two years ago), now touching 11,000 donated hours per year

Increase in adult fiction circulation (7% over last year, 11% over two years ago)

Modest increase in items per capita (4.65, compared to last year’s 4.55, two years ago 4.39)

**The Not so Good**

Overall decrease in circulation (-3% from last year, -1% from two years ago) due to decreased open hours

Severe decrease in aging software circulation (-31% over last year, -32% from two years ago) The library has begun updating that collection

Steady decrease in collection turnover (5.22, compared to last year’s 5.42, two years ago 5.46) because of reduced circulation

Decrease in reference volume (down 1% after a 12% drop last year) because in part of decreased hours



**STATEMENT OF PURPOSE**

The Library Endowment Fund is not tax supported, but is funded entirely by donations. Expenditures from gifts or grants in excess of \$2,500 must be approved by the City Council unless specifically included in the budget.

This fund accounts for private donations from the public to:

1. Build a General Endowment to supplement the annual library budget for purchase of library materials and for various special projects. Only the interest income of the General Endowment account is available for spending.
2. Help pay for furnishings and equipment or other enhancements for the library expansion, or to provide matching funds for grants for these purposes.

With the establishment of the Wilsonville Public Library Foundation as a private, charitable nonprofit organization with similar purposes, the Library has not solicited donations for the Library Endowment Fund since early 2001. Unsolicited gifts will be accepted and the balances will continue to earn interest. Capital and Campaign Endowment Funds are intended to be spent to help cover appropriate expenses for equipment or materials associated with library expansion or renovation. Income from the General Endowment Fund could be used to supplement funds for library materials. Neither is anticipated to be spent in FY 2008-09 unless revenue shortfalls would otherwise seriously inhibit spending for library materials.

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

Staff will be exploring the transfer of these funds to the Wilsonville Public Library Foundation.

**NON EXPENDABLE ENDOWMENT**

*Operating Summary*

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Supplies	\$ -	\$ -	\$ 3,732	\$ 4,245	\$ 4,245	\$ 4,245

*Resources Summary*

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Interest Revenue	\$ 431	\$ 482	\$ 500	\$ 500	\$ 500	\$ 500
Beginning balance	10,477	10,908	11,402	11,915	11,915	11,915
Total	\$ 10,908	\$ 11,390	\$ 11,902	\$ 12,415	\$ 12,415	\$ 12,415

**EXPENDABLE CAPITAL ENDOWMENT**

*Operating Summary*

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Supplies	\$ -	\$ -	\$ 12,342	\$ 12,878	\$ 12,878	\$ 12,878

*Resources Summary*

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Interest Revenue	\$ 448	\$ 501	\$ 500	\$ 500	\$ 500	\$ 500
Beginning balance	10,879	11,327	11,842	12,378	12,378	12,378
Total	\$ 11,327	\$ 11,828	\$ 12,342	\$ 12,878	\$ 12,878	\$ 12,878

**EXPENDABLE CAMPAIGN ENDOWMENT**

*Operating Summary*

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Supplies	\$ -	\$ -	\$ 4,377	\$ 4,580	\$ 4,580	\$ 4,580

*Resources Summary*

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Interest Revenue	\$ 148	\$ 171	\$ 200	\$ 200	\$ 200	\$ 200
Beginning balance	3,861	4,009	4,177	4,380	4,380	4,380
Total	\$ 4,009	\$ 4,180	\$ 4,377	\$ 4,580	\$ 4,580	\$ 4,580

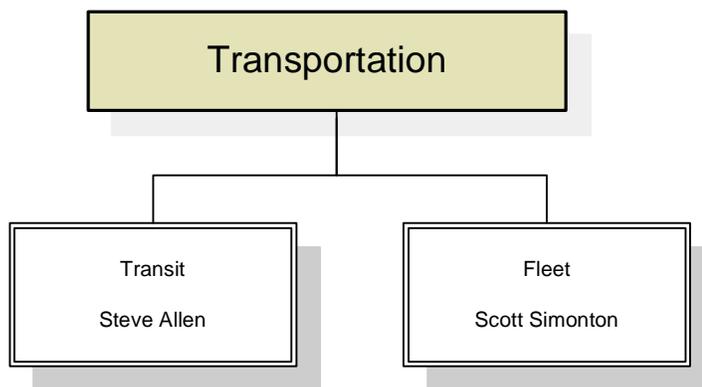


# TRANSPORTATION

The departments that make up this program area provide essential services and quality solutions that allow for safe, reliable, and efficient transportation to meet the needs of Wilsonville citizens and employees. Among the services provided:

- **Fixed Route Bus Transportation**
- **Para-Transit Alternative for the Elderly and Disabled**
- **City Owned Vehicle Management and Maintenance**
- **City Owned Equipment Management and Maintenance**

This program area consists specifically of the Transit and Fleet Departments.



# TRANSPORTATION

## INTERESTING FACTS

### Transportation

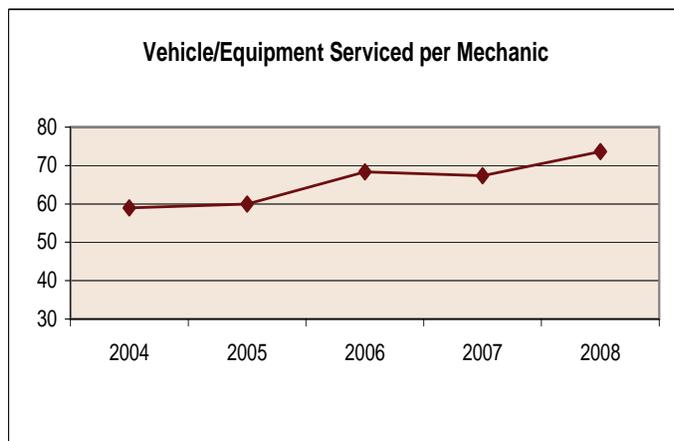
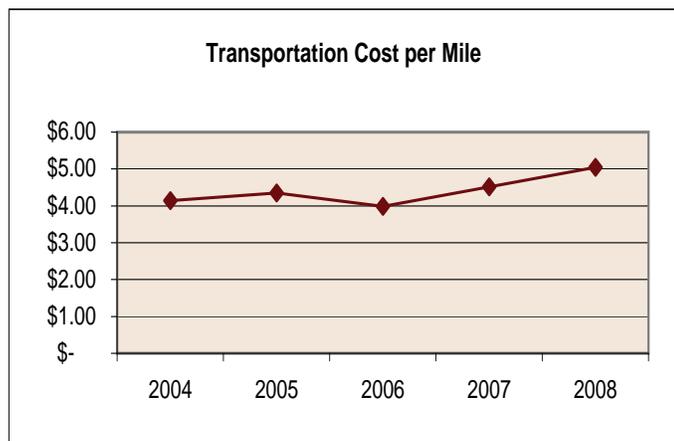
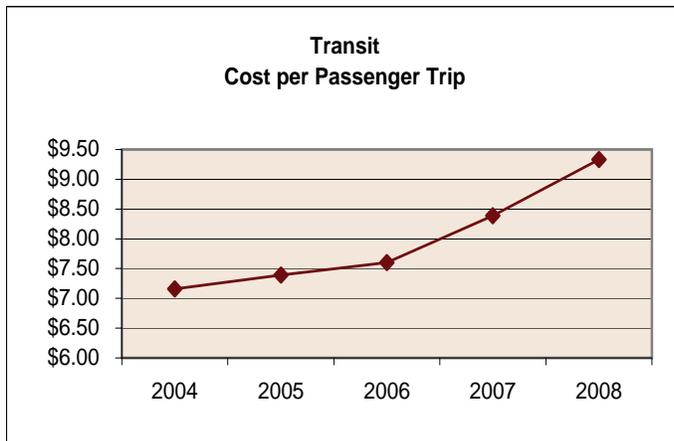
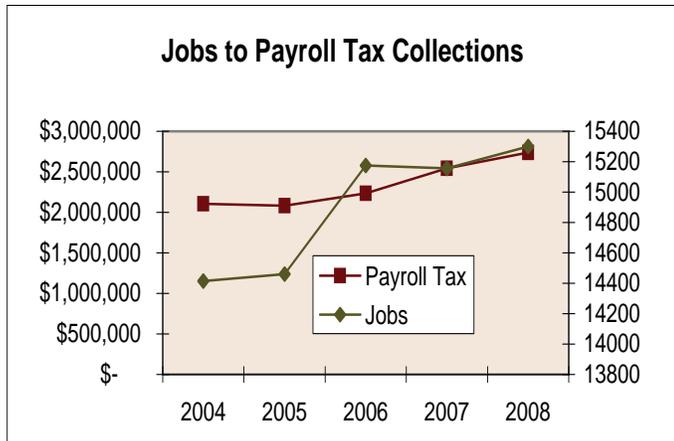
The Transit Department operates Monday through Friday from 5:30 a.m. to 8:30 p.m. and limited in town service on Saturdays. While there is a fare for out of town transit, the city limits of Wilsonville have been designated fareless. Keeping the system fareless within Wilsonville allows residents and workers to move around freely while in the City.

The Transit Department's SMART Options program provides free assistance to employers setting up transportation programs. The program can help area employees find the best way to get to work, whether by bus, carpool, vanpool or bicycling. SMART Options also works with employers to help solve parking problems, set up vanpools, write articles for employee newsletters, and hold transportation fairs at worksites.

The Transit Department's Walk SMART program was recently recognized in USA Today for its benefit as a healthy alternative to driving. Mentioned along side similar programs in Los Angeles and Atlanta, the Department's Walk Smart program is a free program designed to increase walking among residents and employees in Wilsonville. Although the primary goal is a reduction in vehicle miles traveled (VMT) by substituting walking trips for driving trips, the program also promotes a healthy lifestyle.

### Fleet

Average operating cost of our fleet stands at 35.2 cents per mile, falling far below the national average of 53.2 cents per mile as reported by AAA for 2007.



## STATEMENT OF PURPOSE

SMART’s mission is to provide 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.

The goal of providing mobility for residents and commuters is achieved through a balanced system of transportation alternatives that support the City’s land use vision and reduces automobile dependency while promoting the development of a pedestrian, cycling, and transit friendly community. Marketing and educational outreach is essential to ensure successful accomplishments of this goal.

SMART has five fixed routes with connections to TriMet in Portland, CAT in Canby, and Cherriots in Salem as well as demand response service. SMART provides service for medical out-of-town trips for elderly and disabled customers. Taxis are utilized as back-up support for this program as well as for SMART’s guaranteed ride home program for commuters. SMART also provides transit services for many of Wilsonville’s community events.

## PROGRAM OBJECTIVES

A Council goal is to adopt the Transit Master Plan which identifies six policies with seventy-one corresponding implementation measures. SMART’s program objectives for 2008-09 incorporate prioritized implementation measures from the Transit Master Plan.

### 1.) Increasing Public Knowledge of Transit

- Improve bus stop signage, route maps, and schedules to be more user friendly
- Publicize SMART services - fixed route, dial-a-ride, Options program, travel training, etc through a broad range of media, utilize press releases, newsletters, displays, direct mail, information kiosks **(Council Goal 5)**
- Update SMART website to include interactive maps and additional transportation program resources for employers

### 2.) Improving Service Quality

- Coordinate SMART bus route schedules as closely as possible with TriMet, WES, Cherriots, and CAT to ensure convenient connections **(Council Goals 4 & 7)**
- In partnership with TriMet complete Phase 1 of the Multi-modal facility at the Commuter Rail station which includes park and ride, bus bays, driver convenience facility, bike lockers, information kiosk **(Council Goal 4)**
- Strive to maintain performance standards consistent with industry standards
- Provide excellent customer service and maintain a record of customer service calls along with resolution
- Attract, train, and retain highly competent employees through internal and external training programs
  - a. Provide regular training for bus drivers in customer service, emergency preparedness, cultural sensitivity, and Spanish language **(Council Goal 2)**
- Inspect and repair all buses on a set maintenance schedule

### 3.) Improving Access to Transit

- Install bus shelters, bike lockers, and bike racks as outlined in the TMP or CIP
- Continue to work with employers on their requirement for TDM plans
- Evaluate the SMART system’s accessibility for seniors and people with disabilities **(Council Goal 5)**
- Improve access and information for non-English speaking customers **(Council Goal 2)**

PROGRAM OBJECTIVES (CONTINUED)

4.) Service Expansion

- Implement new route and service enhancements to coordinate with commuter rail service and improve services for commuters **(Council Goals 4 & 7)**
- Develop and maintain a SMART capital improvement plan
- Annual evaluation of routes based on performance criteria
- Work with employers to assess the viability of vanpools or other service models to meet the travel needs of employers and employees of Wilsonville **(Council Goal 4)**

5.) Increasing Efficiency and Improving Air Quality

- Continue SMART Options employer program.
- Ongoing employer outreach with emphasis on Westside Express Service Commuter Rail and SMART’s service improvements. (Council Goal 4)
- Research “green” fleet technologies and the feasibility of implementation.
- Research solar-powered lighting at new bus shelters
- Continue to pursue City policies which encourage reduced reliance on the automobile – parking policies etc. (Council Goal 1)

6.) Creating a Sense of Community Ownership

- Create a more user friendly image for SMART to foster a sense of community ownership **(Council Goal 1 & 5)**
- Continue and expand if possible the Art on the Bus program **(Council Goal 5)**
- Wilsonville employer’s annual awards program- acknowledging best efforts to promote transportation alternatives. **(Council Goal 5)**

FULL TIME EQUIVALENT POSITIONS

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Transit Director	1.00	1.00	1.00	1.00
Operation Manager	1.00	1.00	1.00	1.00
Scheduler/Dispatcher	2.00	2.00	2.00	2.00
Field Supervisors	2.00	2.00	2.00	2.00
Drivers	12.62	13.62	17.23	22.75
Grant Based Drivers	8.15	6.55	2.94	2.94
Trainer	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.00	0.60	0.60
TDM Coordinator	1.00	1.00	1.00	1.00
	28.77	28.17	28.77	34.29

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 1,047,840	\$ 1,068,433	\$ 1,151,199	\$ 1,446,925	\$ 1,446,925	\$ 1,446,925
Employee benefits	498,634	512,663	583,475	816,696	816,696	816,696
<b>Total</b>	<b>1,546,474</b>	<b>1,581,096</b>	<b>1,734,674</b>	<b>2,263,621</b>	<b>2,263,621</b>	<b>2,263,621</b>
<b>Materials and Services</b>						
Supplies	43,694	73,147	37,550	39,800	39,800	39,800
Prof and tech serv	60,514	31,236	101,500	400,700	400,700	400,700
Utility services	27,274	26,817	28,000	60,298	60,298	60,298
Repairs & maintenance	1,644	2,667	5,000	68,670	68,670	68,670
Fleet services	572,359	633,011	689,600	872,040	872,040	872,040
Rents & leases	1,340	359	27,240	34,050	34,050	34,050
Insurance	21,787	21,734	24,760	22,485	22,485	22,485
Comm svcs programs	7,808	4,496	8,500	58,800	58,800	58,800
Employee development	22,048	21,972	33,000	24,100	24,100	24,100
Fees, dues, advertising	27,949	47,890	49,600	58,600	58,600	58,600
<b>Total</b>	<b>786,417</b>	<b>863,329</b>	<b>1,004,750</b>	<b>1,639,543</b>	<b>1,639,543</b>	<b>1,639,543</b>
<b>Capital Outlay</b>						
Machinery & equipment	43,124	8,660	20,000	20,000	20,000	20,000
Computer equipment	-	23,989	-	-	-	-
Vehicles	69,994	397,830	5,000	403,750	403,750	403,750
<b>Total</b>	<b>113,118</b>	<b>430,479</b>	<b>25,000</b>	<b>423,750</b>	<b>423,750</b>	<b>423,750</b>
<b>Total Department</b>	<b>\$ 2,446,009</b>	<b>\$ 2,874,904</b>	<b>\$ 2,764,424</b>	<b>\$ 4,326,914</b>	<b>\$ 4,326,914</b>	<b>\$ 4,326,914</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Payroll taxes	\$ 2,233,915	\$ 2,543,970	\$ 2,475,000	\$ 3,933,000	\$ 3,933,000	\$ 3,933,000
Charges for services	33,860	126,903	122,500	152,800	152,800	152,800
Intergovernmental grants	649,409	894,040	399,180	809,160	809,160	809,160
Energy Tax Credits	587,872	32,374	580,000	-	-	-
Other revenues	43,359	17,769	76,200	111,600	111,600	111,600
<b>Total</b>	<b>\$ 3,548,415</b>	<b>\$ 3,615,056</b>	<b>\$ 3,652,880</b>	<b>\$ 5,006,560</b>	<b>\$ 5,006,560</b>	<b>\$ 5,006,560</b>

- Personal Services:**  
 Increase primarily due to addition of staff to implement service changes to meet commuter rail.
- Materials & Services:**  
 Prof and Tech Service line - includes the \$300,000 payment to TriMet for commuter rail operations.  
 Fleet Services line - includes higher fuel cost and addition of staff to accommodate SMART's new service.

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

This fiscal year Wilsonville is poised to hold a vital position in connecting transportation networks within the region. The efficient movement of goods, services and people is critical to our local and regional economy. With the start of the new commuter rail service -Westside Express Service WES and the anticipation of adoption of the Transit Master Plan, SMART is prepared to launch significant service improvements to meet the growing demand for transit services.

This budget assumes a choice has been made to invest in SMART’s future and expand the system to meet growth in housing, employment, and population. Public transportation is a growth industry and SMART anticipates a future with much higher fuel prices, more congestion and the need for greater connectivity. This budget includes a payroll tax rate of .005 implemented October 1, 2008 which results in an increase in revenue and corresponding increase in expenditures. The increase over last year can be attributed to the following three key factors;

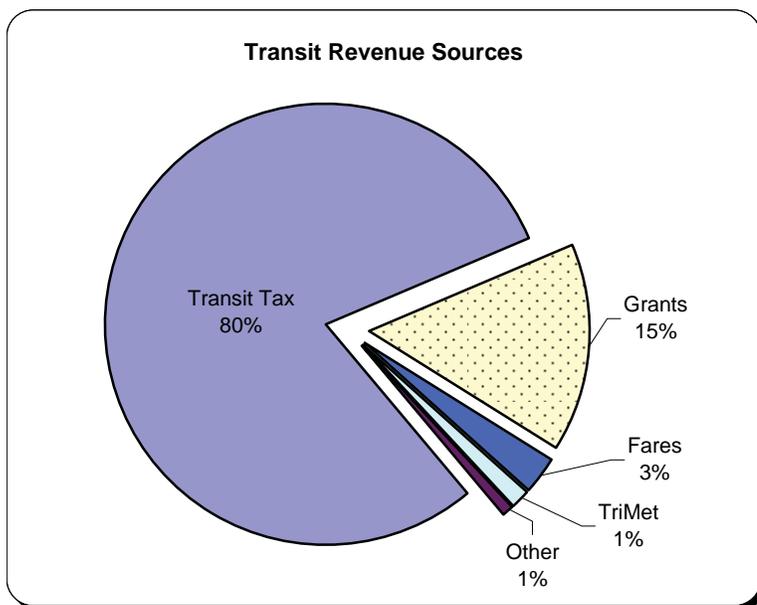
**1.) Personnel** costs increased 30% primarily due to the addition of 5.53 new transit operators and necessary materials and services to implement service changes outlined in the Transit Master Plan to prepare for the opening of the Westside Commuter Express service. All current SMART routes will be changed to coordinate with WES and provide more efficient transfers between routes. The multi-modal commuter rail station will become SMART’s center of operation. In addition employees of Wilsonville’s major employers will be able to get to and from their worksite within ten minutes.

**2.) Materials & Services** expenses increased 63% due to higher fuel cost and the addition of a mechanic and part-time hostler to accommodate SMART’s new service. In addition, SMART is moving to the shop building and will begin paying facility related expenses. The \$300,000 payment to TriMet for commuter rail operations is also included under professional and technical services. Utility, janitorial and insurance costs previously budgeted in Building Maintenance are now budgeted in the programs associated with the respective building. For Transit, this represents an additional \$24,998 for utilities, \$18,270 for janitorial, and \$985 for casualty insurance.

**3.) Capital Expenses** includes an investment in buses to begin upgrading SMART’s fleet to include state of the art alternative fuel coaches. Grant funding in the amount of \$403,750, including the local match, is budgeted for this purpose and SMART is exploring the concept of leasing versus buying “green technology” coaches. SMART owns seven RTS buses that are 20-30 years old and are in fair or poor condition with major maintenance issues looming.

SMART’s Options or transportation demand management program and the special needs transportation services continue to be funded primarily with grants. This budget includes a grant for \$75,000 for the SMART Options program and \$93,000 for elderly and disabled transportation.

Construction of the SMART Multi-Modal Transit Center in conjunction with the WES Commuter Rail is nearly complete and service is expected to begin by October of 2008. Unexpended capital funds for this project have been carried forward in the Capital Projects budget.



This 2008-09 total resources are broken out as follows: \$3,933,000 in payroll taxes, \$809,160 in operating and capital grants, \$152,800 in fares, \$61,600 in reimbursements from TriMet, and \$50,000 in other sources. Capital improvement grants, including grants for the SMART Multi-Modal Transit Center are accounted for in Building Capital Improvement Projects. SMART is planning to make various improvements to bus stops in fiscal year 08/09.

**ANTICIPATED GRANTS FOR 2008-09**

**Elderly and Disabled (E&D):** Grant funding in the amount of \$93,000 in state transportation formula funds has been requested to continue the program started in FY 2000-01. There is a 9% decrease in this funding source due to an error in the State’s projected revenue.

**Transportation Demand Management (TDM):** ongoing federal grant funding in the amount of \$75,000 used to maintain the “Options” program to reduce single occupant vehicles, congestion, and improve air quality. These funds help support the TDM Coordinator, marketing and education activities. The local match is \$ 8,584 for FY 2008-09.

**Urban Area Capital Grant (Section 5307):** SMART will receive \$318,000 in Section 5307 capital grant funds. These FTA funds require a 20% match for all projects, which equals \$79,500. Total funds of \$397,500 will be used to pay for major repairs, E&D operations and capital reserve.

**Capital Bus Grant:** SMART will receive grant funding in the amount of \$323,160 from STP funds and from the 2006 and 2007 earmark process. These funds require a 20% match which equals \$80,790. These funds will be used for capital reserve and bus purchases.

**ANTICIPATED GRANT FUNDING FOR 2008-09**

Operations	FTE	Funding Source		Total	Expenditures			
		Grant Funding	Tax Match		Personal Services	Materials & Services	Capital Outlay	Capital Reserve
E&D (STF Funds)	3.00	\$ 93,000	\$ -	\$ 93,000	\$ 91,000	\$ 2,000	\$ -	\$ -
TDM Grant	1.00	75,000	8,584	83,584	54,984	28,600	-	-
Urban Area Grant (5307)	0.50	318,000	79,500	397,500	31,750	19,500	-	346,250
Capital Bus Grant	0.00	323,160	80,790	403,950	-	200	403,750	-
	4.5	\$ 809,160	\$ 168,874	\$ 978,034	\$ 177,734	\$ 50,300	\$ 403,750	\$ 346,250

**Did You Know?**

Wilsonville's withdrawal from the TriMet District in 1989 and the reduction in their payroll rate from .006 to .003 has saved Wilsonville businesses nearly \$26 million over the last twenty years.

PERFORMANCE MEASUREMENTS

<i>Goal/Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$7.39	\$7.60	\$8.39	\$9.33	\$9.94
	Cost per service hour	\$92.74	\$69.18	\$72.13	\$81.35	\$93.67
	Cost per mile	\$4.35	\$3.99	\$4.52	\$5.05	\$5.82
	Passenger trips per service hour	12.73	9.1	8.59	8.72	8.91
	Passenger trips per mile	0.6	0.52	0.54	0.54	0.55
Increase ridership within the community	Number of passenger trips	273,922	305,809	286,120	289,978	366,112
	Service hours	21,517	33,597	33,293	33,250	38,838
	Annual miles driven	459,072	582,683	531,681	535,940	625,568
	On-time performance	0.98	0.98	0.98	0.98	0.98

PERFORMANCE MEASUREMENTS OUTCOME

Ridership estimates will increase 26.21% from 2007-2008. This is due to the commuter rail service and the revamping of SMART routes to serve the multi-modal transit center. The estimated increase in ridership of 76,000 is conservative. Depending on the success of WES- Commuter Rail, ridership increase could exceed 91,000.

Did You Know?

Communities who chose to invest in public transportation reduce the nation's carbon emission by 37 million metric tons annually - equivalent to the electricity used by 4.9 million households.

*(APTA study by ICF International)*



# TRANSPORTATION

*fleet*

## STATEMENT OF PURPOSE

To provide our customers with safe, reliable and efficient vehicles and equipment to complete their jobs while being competitive and providing the lowest possible cost.

Fleet Services manages the equipment maintenance and replacement funds, coordinates all fleet acquisitions, repairs equipment, manages outside vendor support and supports radio acquisition/maintenance for the entire City's fleet.

Items serviced by fleet personnel include:

- 34 transit vehicles
- 7 passenger vehicles
- 26 pickup trucks
- 8 large trucks
- 7 emergency generators
- 129 pieces of small and medium sized equipment
- 10 trailers

## PROGRAM OBJECTIVES

1. Optimize equipment utilization
2. Lower costs through the use of best practices identified for fleet services
3. Improve service by using modern maintenance practices and technology
4. Provide clean and safe equipment for the City's use

### FULL TIME EQUIVALENT POSITIONS

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Fleet Services Supervisor	1.00	0.00	1.00	1.00
Mechanic	2.00	0.00	0.00	0.00
Lead Mechanic	0.00	1.00	0.00	0.00
Mechanic II	0.00	2.00	2.00	3.00
Mechanic I	0.00	1.00	1.00	1.00
Lube Technician	1.00	0.00	0.00	0.00
Fleet Hostler	1.50	1.50	1.50	2.00
	5.50	5.50	5.50	7.00

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 222,984	\$ 196,142	\$ 221,897	\$ 301,781	\$ 301,781	\$ 301,781
Employee benefits	127,000	109,819	133,814	182,530	182,530	182,530
<b>Total</b>	<b>349,984</b>	<b>305,961</b>	<b>355,711</b>	<b>484,311</b>	<b>484,311</b>	<b>484,311</b>
<b>Materials and Services</b>						
Supplies	341,224	338,674	430,700	488,700	488,700	488,700
Prof and tech serv	-	12,734	-	-	-	-
Utility services	14,162	24,905	17,585	52,949	52,949	52,949
Repairs & maintenance	12,096	24,460	21,000	28,520	28,520	28,520
Rents & leases	35	-	300	-	-	-
Insurance	635	613	670	2,295	2,295	2,295
Employee development	13,823	3,238	7,500	7,500	7,500	7,500
<b>Total</b>	<b>381,975</b>	<b>404,624</b>	<b>477,755</b>	<b>579,964</b>	<b>579,964</b>	<b>579,964</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	8,307	-	-	-	-
Vehicles	60,342	-	408,500	13,000	13,000	13,000
<b>Total</b>	<b>60,342</b>	<b>8,307</b>	<b>408,500</b>	<b>13,000</b>	<b>13,000</b>	<b>13,000</b>
<b>Total Department</b>	<b>\$ 792,301</b>	<b>\$ 718,892</b>	<b>\$ 1,241,966</b>	<b>\$ 1,077,275</b>	<b>\$ 1,077,275</b>	<b>\$ 1,077,275</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Charges for services	\$ 845,080	\$ 951,343	\$ 980,310	\$ 1,213,750	\$ 1,213,750	\$ 1,213,750
Other revenues	67,926	-	64,050	60,050	60,050	60,050
<b>Total</b>	<b>\$ 913,006</b>	<b>\$ 951,343</b>	<b>\$ 1,044,360</b>	<b>\$ 1,273,800</b>	<b>\$ 1,273,800</b>	<b>\$ 1,273,800</b>

Revenues in excess of operating costs are used to fund a vehicle replacement fund, pay debt service on the Public Works Building purchase, and contribute towards capital improvement projects.

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

The increase in Fleet’s budget for personal services and materials and services is driven mainly by increases in service to other departments. The addition of a truck and trailers to haul biosolids out of Wilsonville and increased Transit routes serving commuter rail are the largest contributing factors.

Personal service budget includes the addition of one full time mechanic position and an additional half time fleet hostler. The materials and service budget include additions for fuel and parts.

Additionally regarding materials and service, utility, janitorial and insurance costs previously budgeted in Building Maintenance are now budgeted in the programs associated with the respective building. For Fleet, this represents an additional \$26,659 for utilities, \$7,520 for janitorial, and \$1,575 for casualty insurance.

The capital outlay budget includes one small truck for Parks, purchased with funds available out of the Fleet Fund reserve.

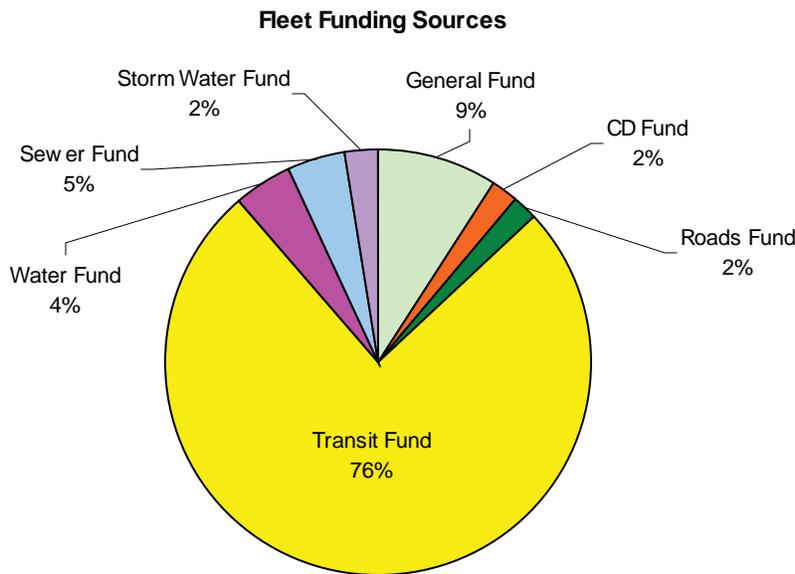
PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Track the cost associated with maintenance of each vehicle and piece of equipment	Actual cost per vehicle/equipment mile, including labor, overhead parts and consumables	Reported	\$0.34	\$0.35	\$0.35	\$0.35
Track labor productivity in terms of time spent directly on maintenance activities, goal is a minimum of 70% of non-supervisory time	Percent of FTE applied to "wrench turning" labor activities	74%	62%	66%	70%	70%

PERFORMANCE MEASUREMENTS OUTCOME

We have the ability to track all cost associated with vehicle maintenance through our Computerized Fleet Management System RTA. This cost is tracked and reviewed by vehicle, vehicle category and / or department then analyzed for high or low cost and recorded.

Due to a change in reporting methods, the goal of reaching 70% has been established as an optimum target. As mechanic workload and scheduling improves, the current actual percentage will also increase in subsequent years.

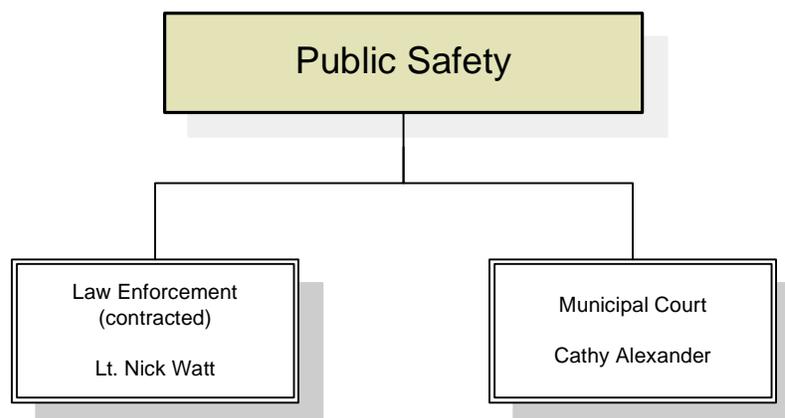


# PUBLIC SAFETY

The departments that make up this program area provide essential services and quality solutions that allow for a safe, secure, and peaceful community. Among the services provided:

- **Crime Prevention**
- **Community Involvement**
- **Enforcing Traffic Laws**

This program area consists specifically of the Law Enforcements and Municipal Court Departments.



# PUBLIC SAFETY

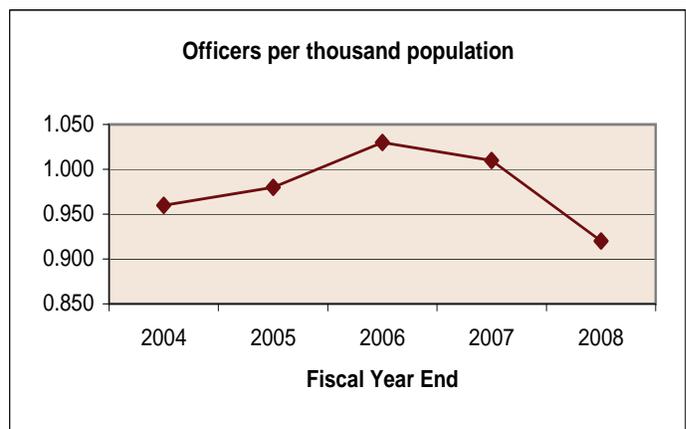
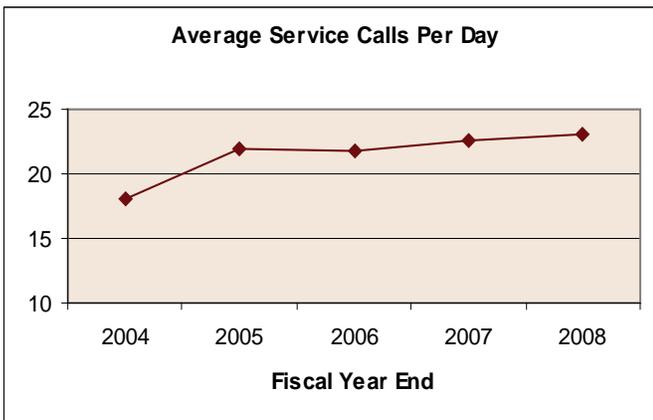
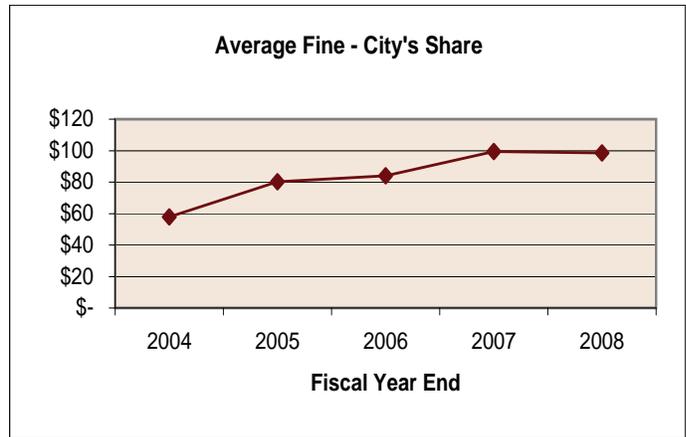
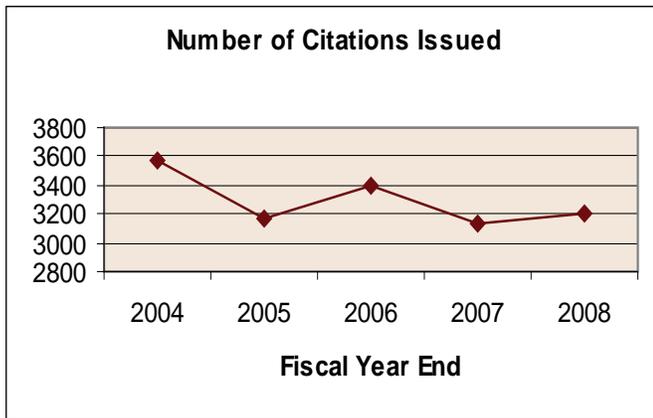
## INTERESTING FACTS

### Police

Wilsonville is one of a small number of cities that contracts with a larger entity for police services. By partnering with a larger entity we benefit from a deep pool of officers, coordinated approach to law enforcement in the area, and access to sophisticated equipment, tools and techniques that only larger entities can afford.

### Police/Court

Law enforcement officers use a handheld device to read driver licenses. This equipment saves the officer from having to record basic license information thus increasing accuracy and speeding up the citation issuance process. The ticket is then electronically transferred to the municipal court, again saving time and increasing accuracy.





**STATEMENT OF PURPOSE**

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. The department moved into the former City Hall building in November 2007. They share this building with the Public Works Department. A lieutenant serves as the City’s Chief of Police, two sergeants provide additional supervisory presence in the community 40 hours each week. The department in Wilsonville also includes a traffic motorcycle officer, 11 patrol officers, community service officer and a school resource officer. Duties include the enforcement of all state, county, and municipal laws and ordinances pertaining to public safety. Services that are available to Wilsonville include dispatch, special investigations unit, the dive/rescue team, detective division, traffic teams, SWAT team, and the hazardous material and bomb squad.

**PROGRAM OBJECTIVES (Council Goal 1)**

1. Uphold and enforce the laws of the state and city through professional law enforcement
2. Deploy traffic enforcement assets to target high accident and neighborhood locations for directed traffic enforcement efforts to further reduce injury collisions
3. Assign deputies to specific neighborhoods, apartment complexes and homeowners’ associations
4. 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
5. Develop 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
6. Effectively review and investigate crimes against persons and property

**FULL TIME EQUIVALENT POSITIONS\***

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Lieutenant	1.00	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00	2.00
Detective	1.00	1.00	0.00	1.00
Traffic Officer	1.00	1.00	1.00	1.00
School Resource Officer (SRO)	1.00	1.00	1.00	1.00
Community Services Officer (CSO)	1.00	1.00	1.00	1.00
Patrol Officers	11.00	11.00	11.00	11.00
	18.00	18.00	17.00	18.00

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

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Materials and Services						
Supplies	\$ 17,526	\$ 14,368	\$ 24,255	\$ 5,000	\$ 5,000	\$ 5,000
Prof and tech serv	2,454,556	2,603,612	2,707,327	3,016,900	3,192,900	3,192,900
Utility services	6,285	7,188	7,300	22,584	22,584	22,584
Fleet services	12,550	11,670	9,570	10,080	10,080	10,080
Repairs & maintenance	-	-	-	6,500	6,500	6,500
Rents & leases	60,841	64,242	11,313	2,000	2,000	2,000
Insurance	50	52	60	1,335	1,335	1,335
Employee development	565	545	1,500	1,500	1,500	1,500
<b>Total Department</b>	<b>\$ 2,552,373</b>	<b>\$ 2,701,677</b>	<b>\$ 2,761,325</b>	<b>\$ 3,065,899</b>	<b>\$ 3,241,899</b>	<b>\$ 3,241,899</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Taxes	\$ 2,085,544	\$ 2,232,866	\$ 2,275,720	\$ 2,725,000	\$ 2,725,000	\$ 2,725,000
Intergovernmental	55,851	55,940	52,839	66,000	66,000	66,000
General Fund revenues	410,978	412,871	316,766	274,899	450,899	450,899
<b>Total</b>	<b>\$ 2,552,373</b>	<b>\$ 2,701,677</b>	<b>\$ 2,645,325</b>	<b>\$ 3,065,899</b>	<b>\$ 3,241,899</b>	<b>\$ 3,241,899</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

Rent and lease savings are anticipated now that Police share a building with the Public Works Department in the former City Hall.

The detective position was restored at an estimated contractual cost of \$176,000. The County is analyzing their contracts with cities in terms of cost recovery. A significant increase in the contract is to occur in 2008-2009 or the near future.

Utility, janitorial, and insurance costs previously budgeted in Building Maintenance are now budgeted in the programs associated with the respective building. For Law Enforcement, this represents an additional \$14,754 for utilities, \$6,500 janitorial, and \$1,275 for casualty insurance.

The City will be purchasing 4 Automatic External Defibrillators for our police patrol vehicles. Currently, none of our police vehicles are equipped with an AED. Our police officers will be dispatched along with TVFR to any cardiac emergency calls in the City. The addition of AEDs in the patrol vehicles will allow our officers to improve the survival rate of someone suffering from a cardiac event, if they are first emergency personnel to arrive at the scene.

**Did You Know?**

The City has one motorcycle officer who is dedicated to traffic patrol in an effort to reduce speeding, prevent accidents, and make our streets safe.

PERFORMANCE MEASUREMENTS OUTCOME

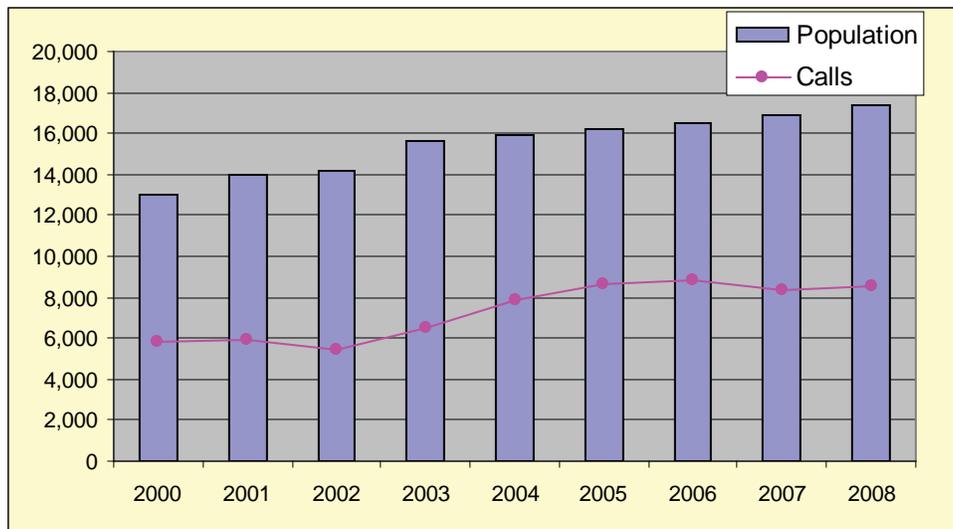
Strategy	Measure	Actual 2004-05	Actual 2005-06	Actual 2006-07	Estimate 2007-08	Forecast 2008-09
Maintain a staffing level that allows for approximately 600 calls per officer	Population served	16,250	16,510	16,885	17,405	18,000
	Calls for service*	7,888	7,968	8,233	8,379	8,500
	Average number of calls for service per day*	22	21.8	22.6	23	24
	Calls per officer*	606	641	632	644	668
	Reports taken*	3,500	2,638	2,525	2,319	2,500
	Officers per thousand population*	0.98	1.03	1.01	0.92	0.89
Reduce the number of traffic accidents in the community through greater compliance tools	Total number of reported auto accidents*	150	147	143	144	140
Gain compliance to traffic laws and increase public safety through traffic enforcement, promote safety and livability by education through enforcement.	Traffic stops*	n/a	n/a	5,313	5,300	6,000
	Traffic citations*	n/a	n/a	3,152	3,000	3,200

\*Calls per officer, not including Sergeants, Lieutenants, Detectives, or Community Service Officers

PERFORMANCE MEASUREMENTS OUTCOME

Analysis of crime report data shows the growth in service calls comes from the following: theft/shoplifting, traffic complaints, suspicious persons.

RATIO OF POPULATION TO SERVICE CALLS 2000-2008





**STATEMENT OF PURPOSE**

The court is responsible for administering the legal process as it relates to enforcing city ordinances and traffic laws within city limits. The court processes and coordinates this effort with other agencies within the criminal justice system (i.e., Department of Motor Vehicles, Clackamas County Corrections, etc.). The court is also responsible for tracking and collecting unpaid fines.

**PROGRAM OBJECTIVES**

- 1. Maximize collection efforts for fines and fees levied
- 2. Strengthen policy and procedures to ensure efficient collections and customer service

**TIME EQUIVALENT POSITIONS**

Position	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
Court Clerk	1.80	1.80	1.80	1.80
Interpreter	0.00	0.00	0.00	0.05
Room Monitor	0.00	0.00	0.05	0.05
Municipal Court Judge	0.10	0.10	0.10	0.10
	1.90	1.90	1.95	2.00

**OPERATING SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>Personal Services</b>						
Salaries and wages	\$ 79,309	\$ 80,305	\$ 95,145	\$ 105,519	\$ 105,519	\$ 105,519
Employee benefits	26,336	25,379	29,772	34,115	34,115	34,115
<b>Total</b>	<b>105,645</b>	<b>105,684</b>	<b>124,917</b>	<b>139,634</b>	<b>139,634</b>	<b>139,634</b>
<b>Materials and Services</b>						
Supplies	734	2,115	6,600	4,050	4,050	4,050
Prof and tech serv	7,881	16,389	29,800	31,350	31,350	31,350
Utility services	366	400	435	410	410	410
Employee development	25	1,439	4,020	3,900	3,900	3,900
Fees, dues, advertising	120	289	415	425	425	425
Meetings & council	1,306	1,702	2,000	2,000	2,000	2,000
Misc serv & supplies	3,391	2,675	3,200	3,200	3,200	3,200
<b>Total</b>	<b>13,823</b>	<b>25,009</b>	<b>46,470</b>	<b>45,335</b>	<b>45,335</b>	<b>45,335</b>
<b>Capital Outlay</b>						
Computer equipment	30,054	34,209	-	-	-	-
<b>Total Department</b>	<b>\$ 149,522</b>	<b>\$ 164,902</b>	<b>\$ 171,387</b>	<b>\$ 184,969</b>	<b>\$ 184,969</b>	<b>\$ 184,969</b>

**RESOURCES SUMMARY**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Fines	\$ 311,545	\$ 317,580	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000
Interfund charges	9,163	-	-	-	-	-
<b>Total</b>	<b>\$ 320,708</b>	<b>\$ 317,580</b>	<b>\$ 325,000</b>	<b>\$ 325,000</b>	<b>\$ 325,000</b>	<b>\$ 325,000</b>

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

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

The Municipal Court budget for FY 2008-09 is status quo.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2004-05</b>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Estimate 2007-08</b>	<b>Forecast 2008-09</b>
Provide for efficient use of court resources	Number of arraignments per year	4,351	4,704	4,710	4,900	4,800
	Arraignments processed per FTE	2,158	2,053	2,500	2,526	2,526

**PERFORMANCE MEASUREMENTS OUTCOME**

The number of citations issued for FY 2006-07 increased and revenues continued to grow. The increase in revenues is due to a combination of legislation that restricts a judge’s ability to reduce fines by maximum of 25% and the increased cost of citations.

<u>Fiscal Year</u>	<u>Number of Citations</u>	<u>Fines Collected</u>	<u>City’s Share</u>
1999-00	2,792	\$235,944	\$153,420
2000-01	2,146	\$197,206	\$118,373
2001-02	1,993	\$173,402	\$107,269
2002-03	2,577	\$207,447	\$115,000
2003-04	3,580	\$306,859	\$125,000
2004-05	3,162	\$345,422	\$265,556
2005-06	3,398	\$376,845	\$311,545
2006-07*	3,128	\$402,244	\$317,580

\* Includes parking tickets

## **CAPITAL PROJECTS**

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The City budgets its major construction activities in one of seven 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 2008-09 are presented below.

### ***Water Capital Projects***

Well and reservoir maintenance, modifications to improve distribution system and construction of new lines.

### ***Sewer Capital Projects***

Improve the Wastewater Treatment Plant Biosolids Handling Program, Upgrade the Wastewater Treatment Plant, and miscellaneous sewer line improvements.

### ***Streets and Streetscape Capital Projects***

Numerous repairs to existing streets. Included in this fund is the installation of streetlights, sidewalk maintenance, and street landscaping project. The design and construction of improvements at the I-5/Wilsonville Road interchange will add capacity of future development.

### ***Storm Water Capital Projects***

Improvements to Rivergreen drainage, Montebello storm sewer, CLC 10 improvements, a Storm Water Master Plan update and other miscellaneous projects.

### ***Transit Capital Projects***

Development of a Multi-modal transit center and a driver breakroom and public restroom building at the commuter rail station.

### ***Building Capital Projects***

Replacement of the Library roof.

### ***Parks Capital Projects***

Design and public process for a community park in the Montebello neighborhood, Memorial Park projects, miscellaneous signage projects, and continued tree mitigation programs.

The City's Urban Renewal Agency capital projects are included in the following pages to present the reader with a full disclosure of all capital projects planned. However, the Urban Renewal Agency budgets for and adopts their projects separately from the City's.

# CAPITAL PROJECTS

## SUMMARY OF APPROPRIATIONS

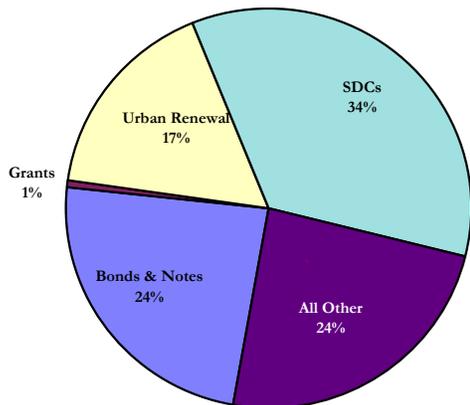
	Water	Sewer	Streets	Street-scape	Storm Water	Transit	Building	Parks	Total
Design/Construct	\$2,353,000	\$8,073,600	\$9,503,000	\$741,000	\$1,193,500	\$845,420	\$20,000	\$1,424,500	\$24,154,020
Engineering/Admin	329,420	1,130,304	218,720	103,740	142,450	118,359	0	94,080	2,137,073
	<u>\$2,682,420</u>	<u>\$9,203,904</u>	<u>\$9,721,720</u>	<u>\$844,740</u>	<u>\$1,335,950</u>	<u>\$963,779</u>	<u>\$20,000</u>	<u>\$1,518,580</u>	<u>\$26,291,093</u>

## SUMMARY OF RESOURCES

	Water	Sewer	Streets	Street-scape	Storm Water	Transit	Building	Parks	Total
Operating Funds	\$ 1,333,800	\$ 1,333,800	\$ 58,500	\$ -	\$ 417,810	\$ 963,779	\$ -	\$ -	\$ 4,107,689
SDCs									
Improvement	1,348,620	1,372,104	4,685,420	45,600	400,140	-	-	703,380	8,555,264
Reimbursement	-	228,000	22,800	-	342,000	-	-	62,700	655,500
Grants									
Federal	-	-	-	-	176,000	-	-	-	176,000
Bonds & Notes	-	6,270,000	-	-	-	-	-	-	6,270,000
Metro Open Space	-	-	-	-	-	-	-	640,000	640,000
Contributions	-	-	-	638,400	-	-	-	12,500	650,900
Street Lights	-	-	-	160,740	-	-	-	-	160,740
Road Maintenance	-	-	700,000	-	-	-	-	-	700,000
Set Asides	-	-	-	-	-	-	20,000	-	20,000
Subtotal	<u>2,682,420</u>	<u>9,203,904</u>	<u>5,466,720</u>	<u>844,740</u>	<u>1,335,950</u>	<u>963,779</u>	<u>20,000</u>	<u>1,418,580</u>	<u>21,936,093</u>
Urban Renewal	-	-	4,255,000	-	-	-	-	100,000	4,355,000
Total	<u>\$ 2,682,420</u>	<u>\$ 9,203,904</u>	<u>\$ 9,721,720</u>	<u>\$ 844,740</u>	<u>\$ 1,335,950</u>	<u>\$ 963,779</u>	<u>\$ 20,000</u>	<u>\$ 1,518,580</u>	<u>\$ 26,291,093</u>

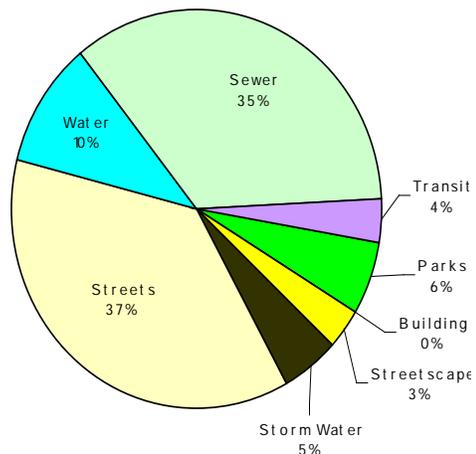
### FUNDING SOURCE

Major funding sources for capital projects identified in FY 2008-09 include urban renewal, systems development charges, and bonds notes, respectively.



### PROJECT TYPE

The largest portion of the 2008-09 capital improvement budget rests in street infrastructure. Other major projects include waterline replacements, new waterlines, improvements to the wastewater treatment plant, and storm water system improvements.



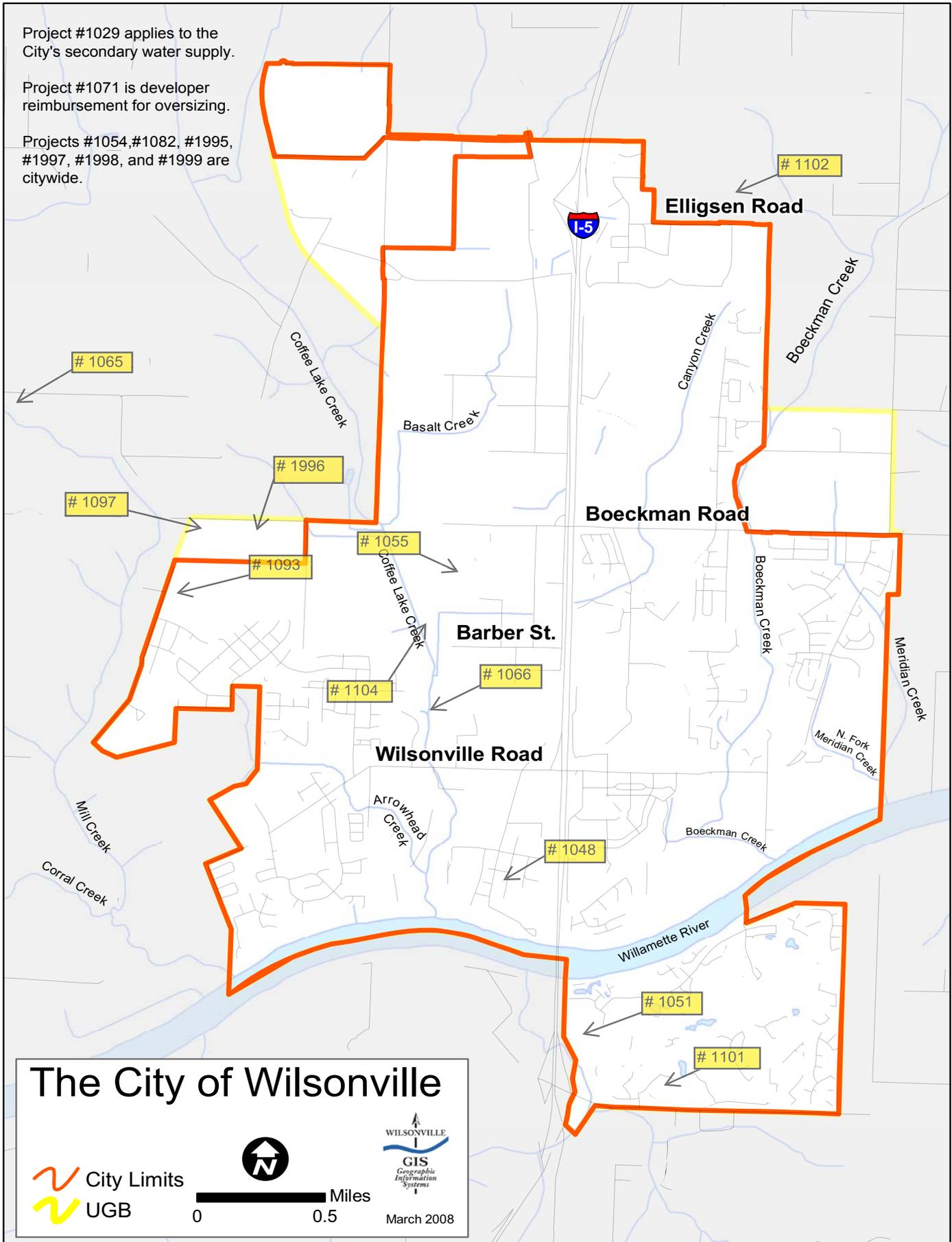


# WATER PROJECTS

Project #1029 applies to the City's secondary water supply.

Project #1071 is developer reimbursement for oversized.

Projects #1054, #1082, #1995, #1997, #1998, and #1999 are citywide.



2008-09 FUNDING SOURCES

Proj.	Project Name	Water Operating	Water SDCs	Total Resources
1029	Well Renovations	\$ 68,400	\$ -	\$ 68,400
1048	Water Distribution Sys Misc Imp.	68,400	-	68,400
1051	Modify Water System Valves and Controls	353,400		353,400
1054	Water System Telemetry Improvements	342,000	-	342,000
1055	Kinsman Transmission Main Phase 2	-	57,000	57,000
1065	West Side Level B Reservoir Site	-	57,000	57,000
1066	Montebello 8" Water Line Replacement	11,400	-	11,400
1071	Villebois Water System SDC Reimbursement	-	57,000	57,000
1082	Water System Master Plan Update 2009	-	182,400	182,400
1093	Grahams Ferry Rd & Barber St - Waterline	-	684,000	684,000
1097	Tooze Rd 48" Waterline	-	5,700	5,700
1101	Winchester Way Waterline Replacement	467,400	-	467,400
1102	Reservoirs Exterior/Interior Inspection & Painting	22,800	-	22,800
1104	Barber St 18" Waterline (Kinsman to Coffee Lake Dr)	-	28,500	28,500
1105	Tooze Rd 18" Waterline & Revenue Vault	-	57,000	57,000
1995	Early Planning - Future Water Projects	-	39,900	39,900
1996	Villebois School Site Utilities	-	57,000	57,000
1997	Miscellaneous Waterline Replacement	-	28,500	28,500
1998	5 Year and Annual Water CIP Budget Development	-	3,420	3,420
1999	Project Design & Development	-	91,200	91,200
		<u>\$ 1,333,800</u>	<u>\$ 1,348,620</u>	<u>\$ 2,682,420</u>

PROJECT SUMMARIES

**PROJECT #1029: WELL RENOVATIONS**

This is an annual project that allows the City to renovate existing wells to maintain capital investment for a long-term secondary water supply.

*Status: Continued from 1997-98*

*Estimated date of completion: Annual*

*Operations Impact: Renovations are intended to reduce maintenance.*

Project Costs:	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	Annual	\$ 50,000	\$ 60,000	Annual	Annual
Engineering Administration	-	7,000	8,400	-	Annual
	\$ -	\$ 57,000	\$ 68,400	\$ -	\$ -

## WATER PROJECTS

### PROJECT #1048: WATER DISTRIBUTION SYSTEM MISCELLANEOUS IMPROVEMENTS

This annual project allows the City to proactively replace deteriorating waterlines throughout the City. For FY 2008-09, various improvements include work in Old Town and Charbonneau as determined necessary.

*Status: Continued from 2000-01*

*Estimated date of completion: Annual*

*Operations Impact: Replacements are intended to minimize future maintenance.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 60,000	\$ 60,000	Annual	Annual
Engineering Administration	-	8,820	8,400	-	Annual
	\$ -	\$ 68,820	\$ 68,400	\$ -	\$ -

### PROJECT #1051: MODIFY WATER SYSTEM VALVES AND CONTROLS

Project includes reconfiguring the Charbonneau pump station, reservoir, valves and piping to improve pressure zone isolation and control with higher pressure water from the Willamette River Water Treatment Plant. Upgrade emergency genset.

*Status: Continued from 2007-08*

*Estimated date of completion: Annual*

*Operations Impact: Replacements are intended to minimize future maintenance.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 310,000	\$ -	\$ 310,000
Engineering Administration	1,903	-	43,400	-	45,303
	\$ 1,903	\$ -	\$ 353,400	\$ -	\$ 355,303

### PROJECT #1054: WATER SYSTEM TELEMTRY IMPROVEMENTS AND RESERVOIR MODIFICATIONS

This project is to design and construct improvements that enhance operation of the City's water system in conjunction with the day-to-day operation of the Willamette River Water Treatment Plant. Improvements include relocating controls of the City's water distribution system to the Water Treatment Plant. This will help operation of the Water Treatment Plant as well as the water system as a whole. Add altitude valves, pressure relief valves, or other system controls.

*Status: Continued from 2003-04*

*Estimated date of completion: Annual*

*Operations Impact: Periodic updates of hardware and software. Estimated annualized cost : \$10,000.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 74,330	\$ 175,000	\$ 300,000	\$ 100,000	\$ 649,330
Engineering Administration	6,535	32,837	42,000	-	81,372
	\$ 80,865	\$ 207,837	\$ 342,000	\$ 100,000	\$ 730,702

**PROJECT #1055: KINSMAN TRANSMISSION MAIN PHASE 2**

This project involves design of a water pipeline extension from Barber Street to Boeckman Road along the Kinsman Road alignment with construction to occur in the future in cooperation with the City of Sherwood.

*Status: Continued from 2005-06*

*Estimated date of completion: 2009-10*

*Operations Impact: Maintenance costs expected to be minimal for several years.*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 413	\$ 28,690	\$ 50,000	\$ 3,300,000	\$ 3,379,103
Engineering Administration	1,723	3,500	7,000	-	12,223
	<u>\$ 2,136</u>	<u>\$ 32,190</u>	<u>\$ 57,000</u>	<u>\$ 3,300,000</u>	<u>\$ 3,391,326</u>

**PROJECT #1065: WEST SIDE LEVEL "B" RESERVOIR SITE**

Identify and acquire land for a west side level "B" reservoir.

*Status: Continued from 2005-06*

*Estimated date of completion: 2009-10*

*Operations Impact: No significant maintenance costs associated with vacant land.*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 104,022	\$ 50,000	\$ 1,150,000	\$ 1,304,022
Engineering Administration	816	14,000	7,000	-	21,816
	<u>\$ 816</u>	<u>\$ 118,022</u>	<u>\$ 57,000</u>	<u>\$ 1,150,000</u>	<u>\$ 1,325,838</u>

**PROJECT #1066: MONTEBELLO WATER LINE REPLACEMENT**

The existing 8-inch water line on Montebello and Ashton Circle are 30-year old cast iron lines. As it ages, cast iron is more sensitive to pressure changes and since the new Water Treatment Plant has come on line, the water crews are noticing an increase in maintenance and repairs to this cast iron line. This project would replace the cast iron line with a new ductile iron line. Construction will be complete in FY 2007-08 but the warranty period will extend in to 2008-09.

*Status: Continued from 2005-06*

*Estimated date of completion: 2008-09*

*Operations Impact: Replacement intended to avoid future near-term 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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 27,544	\$ 450,219	\$ 10,000	\$ -	\$ 487,763
Engineering Administration	3,969	47,740	1,400	-	53,109
	<u>\$ 31,513</u>	<u>\$ 497,959</u>	<u>\$ 11,400</u>	<u>\$ -</u>	<u>\$ 540,872</u>

## WATER PROJECTS

### PROJECT #1071: VILLEBOIS WATER SYSTEM SDC REIMBURSEMENT

Payment to developer for construction of public facilities in excess of those needed to serve the development (Villebois). For FY2008, the budgeted waterline projects are for Barber St. and Grahams Ferry Rd. improvements.

*Status: Continued from 2004-05*

*Estimated date of completion: Full Build-Out of Villebois*

*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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 300	\$ 308,350	\$ 50,000	\$ -	\$ 358,650
Engineering Administration	2,408	19,076	7,000	-	28,484
	<u>\$ 2,708</u>	<u>\$ 327,426</u>	<u>\$ 57,000</u>	<u>\$ -</u>	<u>\$ 387,134</u>

### PROJECT #1082: WATER SYSTEM MASTER PLAN UPDATE 2009

As new development occurs in the City, the Master Plan and model need to be updated to ensure the City system is able to provide adequate water for the proposed demand.

*Status: New*

*Estimated date of completion: 2009-10*

*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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 52,141	\$ 160,000	\$ 250,000	\$ 462,141
Engineering Administration	-	7,000	22,400	-	29,400
	<u>\$ -</u>	<u>\$ 59,141</u>	<u>\$ 182,400</u>	<u>\$ 250,000</u>	<u>\$ 491,541</u>

### PROJECT #1093: GRAHAMS FERRY RD & BARBER ST - WATERLINE

To provide water to City of Sherwood by 2009, an 18" water line (low pressure) will be installed in Barber Street and Graham Ferry Rd. This will loop the water system to allow a temporary route for transmitting water to Sherwood until the 48" waterline (high pressure) is installed on Kinsman Rd (Barber St to Boeckman Rd).

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: Maintenance costs expected to be minimal for several years. Annual cost to maintain new line expected to be minimal.*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 19,764	\$ 1,011,790	\$ 600,000	\$ 999,600	\$ 2,631,154
Engineering Administration	692	140,000	84,000	-	224,692
	<u>\$ 20,456</u>	<u>\$ 1,151,790</u>	<u>\$ 684,000</u>	<u>\$ 999,600</u>	<u>\$ 2,855,846</u>

**PROJECT #1097: TOOZE RD 48" WATERLINE**

Construct a 48" water line to meet the needs of the City of Sherwood (67% capacity ownership) from the end of the existing Boeckman Road Project west of 110th Ave to approximately 300' west of Grahams Ferry Road. The project budget includes design, inspection, owners rep, construction management, surveying and construction testing of materials necessary for the installation of the water main.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Maintenance costs expected to be minimal for several years. Annual cost to maintain new line expected to be minimal.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ 32,346	\$ 1,723,147	\$ 5,000	\$ -	\$ 1,760,493
Engineering Administration	-	238,000	700	-	238,700
	<u>\$ 32,346</u>	<u>\$ 1,961,147</u>	<u>\$ 5,700</u>	<u>\$ -</u>	<u>\$ 1,999,193</u>

**PROJECT #1101: WINCHESTER WAY WATERLINE REPLACEMENT**

Water line repairs to cast iron pipe. Breaks continue to appear on shallow installation.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 410,000	\$ -	\$ 410,000
Engineering Administration	-	-	57,400	-	57,400
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 467,400</u>	<u>\$ -</u>	<u>\$ 467,400</u>

**PROJECT #1102: RESERVOIRS EXTERIOR/INTERIOR INSPECTION & PAINTING**

Project consists of interior and exterior inspection and painting of steel tanks as necessary. Project inspection shall be completed every 10 years.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: No near-term maintenance costs.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 20,000	\$ 142,748	\$ 162,748
Engineering Administration	-	-	2,800	-	2,800
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 22,800</u>	<u>\$ 142,748</u>	<u>\$ 165,548</u>

## WATER PROJECTS

### PROJECT #1104: BARBER ST 18" WATERLINE - KINSMAN TO COFFEE LAKE DR

Construct water line to loop water system to Villebois area and provide water pressure and supply. Coordinate with Barber Road - Kinsman to Coffee Lake Drive project #4116.

Status: New

Estimated date of completion: 2009-10

Operations Impact: Maintenance costs expected to be minimal for several years. No costs until project is constructed. Afterwards, annual costs will be minimal.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 25,000	\$ 2,000,000	\$ 2,025,000
Engineering Administration	-	-	3,500	-	3,500
	\$ -	\$ -	\$ 28,500	\$ 2,000,000	\$ 2,028,500

### PROJECT #1105: TOOZE RD 18" WATERLINE & REVENUE VAULT

To provide water supply & looping from new west side reservoir and Sherwood water tie at revenue vault to meet demand from Sherwood.

Status: New

Estimated date of completion: 2009-10

Operations Impact: Maintenance costs expected to be minimal for several years. No costs until project is constructed. Afterwards, annual costs will be minimal.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 950,000	\$ 1,000,000
Engineering Administration	-	-	7,000	-	7,000
	\$ -	\$ -	\$ 57,000	\$ 950,000	\$ 1,007,000

### PROJECT #1995: EARLY PLANNING - FUTURE WATER PROJECTS

Staff time expenditures on future CIP projects at very early stages of project development and study. Project also includes management of citizen concerns such as waterline repairs and community livability concerns.

Status: Annual

Estimated date of completion:

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 35,000	Annual	Annual
Engineering Administration	-	-	4,900	-	Annual
	\$ -	\$ -	\$ 39,900	\$ -	\$ -

### PROJECT #1996: VILLEBOIS SCHOOL SITE UTILITIES

Preliminary engineering of water infrastructure needed for future school at Villebois.

Status: New

Estimated date of completion: 2009-10

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 100,000
Engineering Administration	-	-	7,000	-	7,000
	\$ -	\$ -	\$ 57,000	\$ 50,000	\$ 107,000

**PROJECT #1997: MISCELLANEOUS WATERLINE REPLACEMENT**

Boones Ferry Rd Water Line Replacement, south of Peyton Lane, Park Village Apts 10305 SW Wilsonville Rd - service line replacements, Oak Leaf Mobile Park 10666 SW Wilsonville Rd - service line replacements, Boones Ferry Road north of Barber St intersection - Loop 8" water main, Otto Lane and SW 4th Street water line replacement, Boberg Rd 8" water line loop - loop water line through Commuter Rail to Utility Vault to Boberg. Wilson Street from Parkway Ave to Nehalem Court - replace service saddles.

*Status: New*

*Estimated date of completion: Annual*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$	-	\$ 25,000	Annual	Annual
Engineering Administration	-	-	3,500	-	Annual
	\$ -	\$ -	\$ 28,500	\$ -	\$ 28,500

**PROJECT #1998: 5-YEAR AND ANNUAL WATER CIP BUDGET DEVELOPMENT**

Annual and 5-year CIP development and master planning.

*Status: New*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$	3,000	\$ 3,000	Annual	Annual
Engineering Administration	-	420	420	-	Annual
	\$ -	\$ 3,420	\$ 3,420	\$ -	\$ -

**PROJECT #1999: PROJECT DESIGN & DEVELOPMENT**

General account for projects which arise during the year or must be accelerated from a future year. As these funds are used, they are recoded to appropriate project account numbers.

*Status: New*

*Estimated date of completion: Annual*

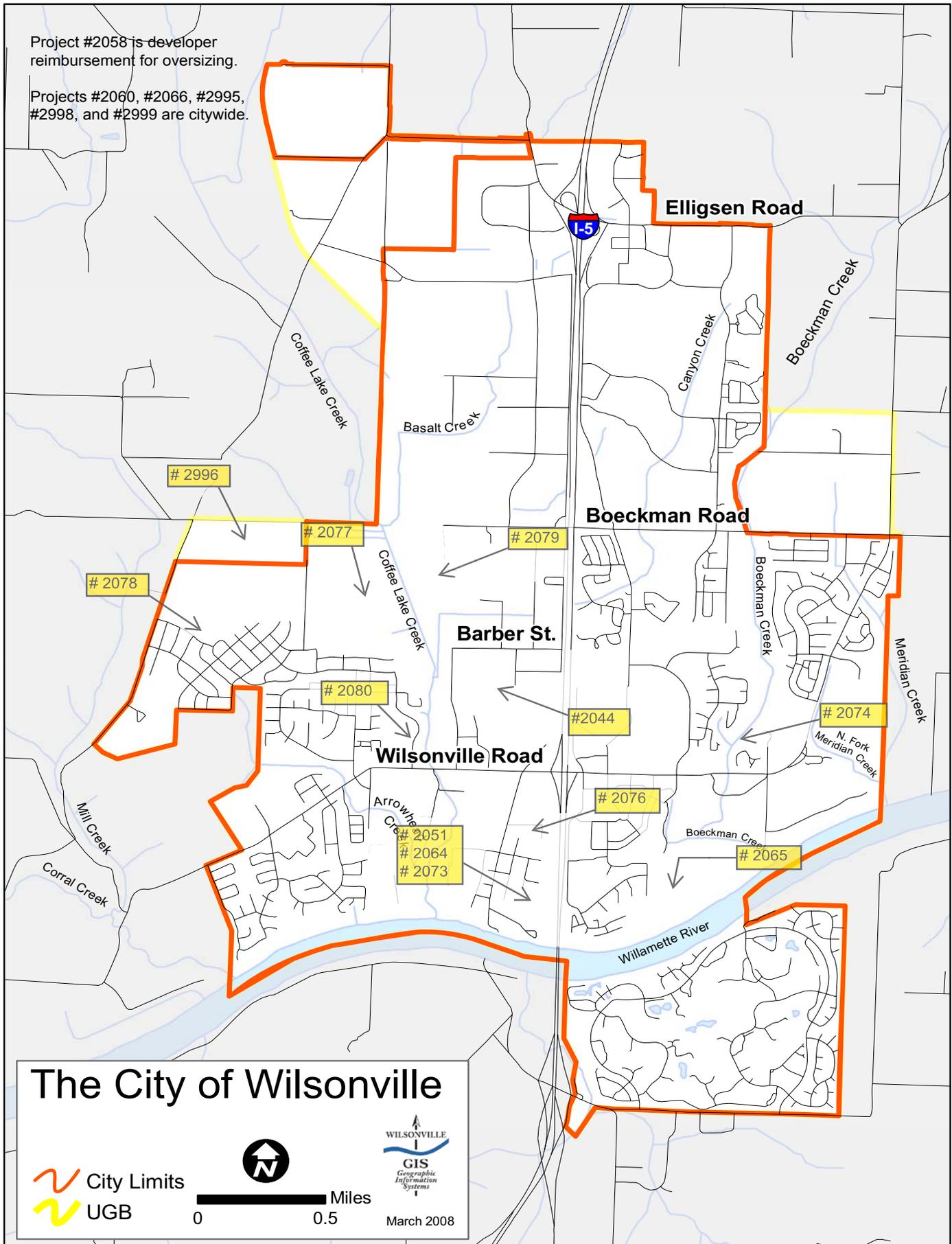
*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$	-	\$ 80,000	Annual	Annual
Engineering Administration	-	-	11,200	-	Annual
	\$ -	\$ -	\$ 91,200	\$ -	\$ -

# SEWER PROJECTS

Project #2058 is developer reimbursement for oversizing.

Projects #2060, #2066, #2995, #2998, and #2999 are citywide.



## 2008-09 FUNDING SOURCES

Proj.	Project Name	Sewer Operating	Sewer SDCs	Sewer Rev. Bond	Total Resources
2044	Replace Seely Ditch Crossing, Kinsman to Montebello	\$ 142,500	\$ 142,500	\$ -	\$ 285,000
2051	Wastewater Treatment Plant Upgrade	-	-	6,270,000	6,270,000
2058	Villebois Sanitary Sewer SDC Reimbursement	-	171,000	-	171,000
2060	Miscellaneous Small Sewer Projects	68,400	-	-	68,400
2064	WWTP & Lift Station SCADA Improvements	182,400	-	-	182,400
2065	Memorial Park Pump Station Improvements	285,000	285,000	-	570,000
2066	Update Sewer Rate and SDC Study	-	57,000	-	57,000
2073	Additional Security Features at WWTP	17,100	-	-	17,100
2074	HS3 - Courtside Way Pipe Replacement	171,000	-	-	171,000
2076	Fir St (HS Interceptor) Condition Assessment	-	319,884	-	319,884
2077	Coffee Lake Dr Sewer Improvements	-	102,600	-	102,600
2078	Barber St - Grahams Ferry to 110th Improvements	-	228,000	-	228,000
2079	Kinsman Rd parallel 12" Sanitary Main	-	51,300	-	51,300
2080	Montebello Sanitary Sewer Rehabilitation	467,400	-	-	467,400
2995	Early Planning - Future Sewer Projects	-	68,400	-	68,400
2996	Villebois School Site Utilities - Sewer	-	57,000	-	57,000
2998	5 Year and Annual Sewer CIP Budget Development	-	3,420	-	3,420
2999	Project Design & Development	-	114,000	-	114,000
		<u>\$ 1,333,800</u>	<u>\$ 1,600,104</u>	<u>\$ 6,270,000</u>	<u>\$ 9,203,904</u>

## PROJECT SUMMARIES

**PROJECT #2044: REPLACE SEELY DITCH CROSSING, KINSMAN TO MONTEBELLO**

The lateral line through Seely Ditch from the United Disposal Interceptor to SMH0285 collects a significant amount of solids and requires frequent cleaning to prevent blockage. This project will replace the line or otherwise correct the deficiency to improve system reliability and reduce maintenance expenses.

*Status: Continued from 2007-08*

*Estimated date of completion: 2008-09*

*Operations Impact: Intent of project is to reduce current levels of maintenance.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ 62,349	\$ 128,910	\$ 250,000	\$ -	\$ 441,259
Engineering Administration	6,610	8,820	35,000	-	50,430
	<u>\$ 68,959</u>	<u>\$ 137,730</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 491,689</u>

## SEWER PROJECTS

### PROJECT #2051: WASTEWATER TREATMENT PLANT UPGRADE

This upgrade is based upon the Wastewater Treatment Plant Facility Master Plan which was finalized in November of 2004. Improvements will include increased capacity, biosolids handling, increasing headworks capacity, outfall modifications, and modification to the primary clarifiers for additional capacity.

*Status: Continued from 2003-04*

*Estimated date of completion: 2010-11*

*Operations Impact: No change in FTE. Operating costs expected to increase \$350,000 per year when completed.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 27,284	\$ 240,953	\$ 5,500,000	\$ 55,000,000	\$ 60,768,237
Engineering Administration	6,929	28,000	770,000	-	804,929
	<u>\$ 34,213</u>	<u>\$ 268,953</u>	<u>\$ 6,270,000</u>	<u>\$ 55,000,000</u>	<u>\$ 61,573,166</u>

### PROJECT #2058: VILLEBOIS SANITARY SEWER SDC REIMBURSEMENT

Payment to the developer for constructing sanitary sewer infrastructure improvements beyond that needed to serve the development (Villebois).

*Status: Continued from 2004-05*

*Estimated date of completion: Full Build-Out of Villebois*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 300	\$ 247,400	\$ 150,000	\$ -	\$ 397,400
Engineering Administration	2,364	23,451	21,000	-	44,451
	<u>\$ 2,664</u>	<u>\$ 270,851</u>	<u>\$ 171,000</u>	<u>\$ -</u>	<u>\$ 441,851</u>

### PROJECT #2060: MISCELLANEOUS SMALL SEWER PROJECTS

This budget item is to accommodate small maintenance and repair projects that arise throughout the year.

*Status: Ongoing*

*Estimated date of completion: Annual*

*Operations Impact: Replacement to avoid future near-term maintenance.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$ -	\$ -	\$ 60,000	Annual	\$ 60,000
Engineering Administration	-	-	8,400	-	8,400
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 68,400</u>	<u>\$ -</u>	<u>\$ 68,400</u>

**PROJECT #2064: WWTP & LIFT STATION SCADA IMPROVEMENTS**

Upgrade the SCADA systems at the wastewater treatment plant and eight lift stations to improve overflow alarm capabilities. Real-time wet well level status and discharge flow will be integrated into the data acquisition and storage program at the wastewater treatment plant control room.

*Status: Continued from 2007-08*

*Estimated date of completion: 2008-09*

*Operations Impact: Periodic updates of hardware and software. Estimated annualized cost: \$10,000.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 100,000	\$ 160,000	\$ -	\$ 260,000
Engineering Administration	3,650	17,478	22,400	-	39,878
	<u>\$ 3,650</u>	<u>\$ 117,478</u>	<u>\$ 182,400</u>	<u>\$ -</u>	<u>\$ 299,878</u>

**PROJECT #2065: MEMORIAL PARK PUMP STATION IMPROVEMENTS**

Supply Memorial Park lift station with back-up electrical power and improve the wet well to better handle current and future pumping regimens.

*Status: New*

*Estimated date of completion: 2008-09*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 500,000	\$ -	\$ 500,000
Engineering Administration	-	-	70,000	-	70,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 570,000</u>	<u>\$ -</u>	<u>\$ 570,000</u>

**PROJECT #2066: UPDATE SEWER RATE AND SDC STUDY**

Evaluate and update the sewer SDC rate structure.

*Status: Continued from 2007-08*

*Estimated date of completion: 2009-10*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 8,000	\$ 50,000	\$ 20,000	\$ 78,000
Engineering Administration	-	1,120	7,000	-	8,120
	<u>\$ -</u>	<u>\$ 9,120</u>	<u>\$ 57,000</u>	<u>\$ 20,000</u>	<u>\$ 86,120</u>

## SEWER PROJECTS

### PROJECT #2073: ADDITIONAL SECURITY FEATURES AT WWTP

Provide security to the WWRP by adding an automatic gate and card lock system.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Maintenance costs expected to be minimal for several years.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
Engineering Administration	-	-	2,100	-	2,100
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,100</u>	<u>\$ -</u>	<u>\$ 17,100</u>

### PROJECT #2074: HS3 - COURTSIDE WAY PIPE REPLACEMENT

Project consist of replacing existing sewer line with belly. Belly causes collection of solids and requires cleaning every 6 months. Sewer line also provides sewer service to Community Center, Public Works Building/Police Department, and future Senior Housing Project.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Engineering Administration	-	-	21,000	-	21,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 171,000</u>	<u>\$ -</u>	<u>\$ 171,000</u>

### PROJECT #2076: FIR ST. (HS INTERCEPTOR) CONDITION ASSESSMENT

Project consist of assessing the condition of the sewer interceptor using video inspection and rehabilitating sewer by relining if inspection reveals excessive infiltration and inflow. Depending on cost/benefit analysis, replacement of dual lines with single interceptor. City staff identified excessive infiltration and inflow in 2007.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 280,600	\$ -	\$ 280,600
Engineering Administration	-	-	39,284	-	39,284
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 319,884</u>	<u>\$ -</u>	<u>\$ 319,884</u>

**PROJECT #2077: COFFEE LAKE DR. SEWER IMPROVEMENTS**

Project consists of constructing a new sewer trunk line from Boeckman Road to Barber Street along the east side of the Villebois Development. Project design and construction to be completed by the Developer. Project is in Villebois Master Plan.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: Periodic line flushing and monitoring estimated at \$5,000 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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 180,000
Engineering Administration	-	-	12,600	-	12,600
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 102,600</u>	<u>\$ 90,000</u>	<u>\$ 192,600</u>

**PROJECT #2078: BARBER ST. - GRAHAMS FERRY TO 110TH IMPROVEMENTS**

Project consists of constructing a new sewer trunk line from Barber Street to Grahams Ferry Road through the Villebois Development. Project design and construction to be completed by the Developer. Project is in Villebois Master Plan.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Periodic line flushing and monitoring estimated at \$5,000 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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 200,000	\$ -	\$ 200,000
Engineering Administration	-	-	28,000	-	28,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 228,000</u>	<u>\$ -</u>	<u>\$ 228,000</u>

**PROJECT #2079: KINSMAN RD PARALLEL 12" SANITARY MAIN**

This project consists of installing a 12" sewer main parallel to the United Disposal Interceptor. Project is to be installed during the Kinsman Road Extension project from Barber Street to Boeckman Road and will provide additional capacity. This project will otherwise correct the deficiency to improve system capacity.

*Status: New*

*Estimated date of completion: 20010-11*

*Operations Impact: Periodic line flushing and monitoring estimated at \$5,000 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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 45,000	\$ 587,000	\$ 632,000
Engineering Administration	-	-	6,300	-	6,300
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 51,300</u>	<u>\$ 587,000</u>	<u>\$ 638,300</u>

## SEWER PROJECTS

### PROJECT #2080: MONTEBELLO SANITARY SEWER REHABILITATION

The main lines have significant low points where solids collect and groundwater infiltrates at joints and pipe cracks. This project will replace the main line, manholes, and laterals or otherwise correct the deficiency to improve system reliability and reduce maintenance expenses.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 410,000	\$ -	\$ 410,000
Engineering Administration	-	-	57,400	-	57,400
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 467,400</u>	<u>\$ -</u>	<u>\$ 467,400</u>

### PROJECT #2995: EARLY PLANNING - FUTURE SEWER PROJECTS

Staff time expenditures on future CIP projects at very early stages of project development and study. Project also includes management of citizen concerns and community livability concerns.

*Status: New*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$ -	\$ -	\$ 60,000	Annual	Annual
Engineering Administration	-	-	8,400	-	Annual
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 68,400</u>	<u>\$ -</u>	<u>\$ -</u>

### PROJECT #2996: VILLEBOIS SCHOOL SITE UTILITIES - SEWER

Preliminary engineering of sewer infrastructure needed for future school at Villebois.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 50,000	\$ 100,000
Engineering Administration	-	-	7,000	-	7,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,000</u>	<u>\$ 50,000</u>	<u>\$ 107,000</u>

**PROJECT #2998: 5-YEAR AND ANNUAL SEWER CIP BUDGET AND DEVELOPMENT**

Annual and 5-year CIP development and master planning.

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	Annual	\$ 3,000	\$ 3,000	Annual	Annual
Engineering Administration	-	420	420	-	Annual
	\$ -	\$ 3,420	\$ 3,420	\$ -	\$ -

**PROJECT #2999: PROJECT DESIGN & DEVELOPMENT**

General account for projects that arise during the year or must be accelerated from a future year. As these funds are used, they are recoded to appropriate project account numbers.

*Status: Continued from 2007-08*

*Estimated date of completion: Annual*

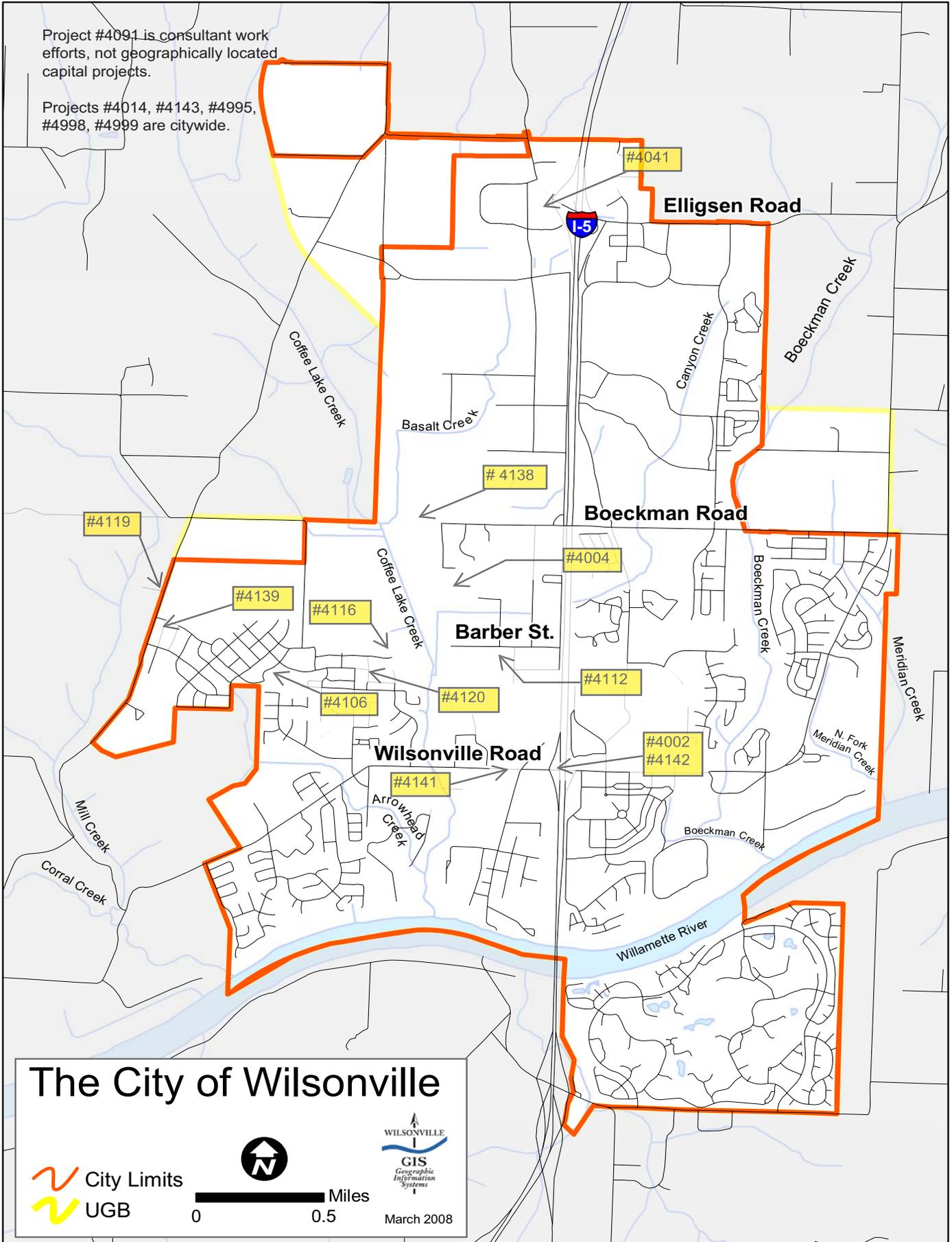
*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 100,000	Annual	Annual
Engineering Administration	-	-	14,000	-	Annual
	\$ -	\$ -	\$ 114,000	\$ -	\$ -

# STREETS PROJECTS

Project #4091 is consultant work efforts, not geographically located capital projects.

Projects #4014, #4143, #4995, #4998, #4999 are citywide.



## 2008-09 FUNDING SOURCES

Proj.	Project Name	Road Maint	Street SDCs	Streets Special SDCs	West Side Urb Renewal	Road Operating	East Side Urb Renewal	Total Resources
4002	WV Rd/Interchange Turn Lane Imp.	\$ -	\$ -	\$ 3,200,000	\$ -	\$ -	\$ 1,000,000	\$ 4,200,000
4004	Kinsman Rd Extension	-	-	-	1,600,000	-	-	1,600,000
4014	Street Maintenance	700,000	-	-	-	30,000	-	730,000
4041	95th @ Boones Ferry Rd	-	684,000	-	-	-	-	684,000
4091	Street SDC Study	-	22,800	-	-	-	-	22,800
4106	Villebois Street SDC Reimbursement	-	228,000	-	-	-	-	228,000
4112	Barber St, Kinsman to Boberg	-	-	-	10,000	-	-	10,000
4116	Barber St, Kinsman to Coffee Lake Drive	-	-	-	500,000	-	-	500,000
4119	Grahams Ferry Phase 1 Right of Way	-	285,000	-	-	-	-	285,000
4120	UR Reimbursement to Villebois Developer for Brown Rd	-	-	-	110,000	-	-	110,000
4138	5 Year Monitoring of Boeckman Rd Mitigation	-	57,000	-	-	-	-	57,000
4139	Grahams Ferry Rd - Villebois	-	45,600	-	-	-	-	45,600
4141	Boones Ferry Rd (Wilsonville Rd to 5th)	-	-	-	-	-	465,000	465,000
4142	Wilsonville Rd 6 Lane Enhancement	-	-	-	-	-	570,000	570,000
4143	Street/Streetscape Infill Project Development	-	-	-	-	28,500	-	28,500
4995	Early Planning - Future Street Projects	-	68,400	-	-	-	-	68,400
4998	5 Year and Annual Street CIP Budget Development	-	3,420	-	-	-	-	3,420
4999	Project Design & Development	-	114,000	-	-	-	-	114,000
		<u>\$ 700,000</u>	<u>\$ 1,508,220</u>	<u>\$ 3,200,000</u>	<u>\$ 2,220,000</u>	<u>\$ 58,500</u>	<u>\$ 2,035,000</u>	<u>\$ 9,721,720</u>

## PROJECT SUMMARIES

**PROJECT #4002: WILSONVILLE ROAD INTERCHANGE IMPROVEMENTS**

Improve the Wilsonville Road/I-5 Interchange in conformance with the enhanced improvement package approved by City Council. This project will improve Wilsonville Road by widening to provide an additional left turn lane for northbound and southbound traffic which will improve entering and exiting I-5. Additional improvements will include widening and lengthening the exit and entrance ramps, wider sidewalks and bike lanes as well as signalization improvements.

*Status: Continued from 2003-04*

*Estimated date of completion: 2010-11*

*Operations Impact: None identified until project design can be finalized.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	\$ 481,374	\$ 647,047	\$ 4,200,000	\$ 11,300,000	\$ 16,628,421
Engineering Administration	\$ 1,557	\$ 84,000	\$ -	\$ -	85,557
	<u>\$ 482,931</u>	<u>\$ 731,047</u>	<u>\$ 4,200,000</u>	<u>\$ 11,300,000</u>	<u>\$ 16,713,978</u>

**PROJECT #4004: KINSMAN ROAD EXTENSION - BARBER TO BOECKMAN**

Design, acquire right of way, and construct the extension of Kinsman Road from Barber Street to Boeckman Road. This project will improve the roadway grid system west of I-5, which will reduce local north-south traffic using I-5 and provide access to the Commuter Rail station, which will encourage use of that facility.

*Status: Continued from 2007-08*

*Estimated date of completion: 2010-11*

*Operations Impact: Minimal maintenance for near-term. Future costs absorbed by road maintenance fee.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	\$ 13,766	\$ 60,000	\$ 1,600,000	\$ 14,500,000	\$ 16,173,766
Engineering Administration	6,238	8,400	-	-	14,638
	<u>\$ 20,004</u>	<u>\$ 68,400</u>	<u>\$ 1,600,000</u>	<u>\$ 14,500,000</u>	<u>\$ 16,188,404</u>

## STREETS PROJECTS

### PROJECT #4014: STREET MAINTENANCE PROJECTS

Projects include surface repair and resurfacing is planned for portions of: Elligsen Rd.; Grahams Ferry Rd.; Day Rd.; Boones Ferry Rd.; Wilsonville Rd.; Brown Rd.; Boeckman Rd.; Molalla Bend Rd.; and Burns Way. Crack sealing and/or surface treatment is planned for: Commerce Circle; Parkway Center Dr.; Several old town area streets; and Several Charbonneau area streets including Armitage Rd., Lakeside Dr., Boones Bend Rd., Country View Ln., Estates Post Rd., and Old Farm Rd.

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Improvements help to decrease maintenance costs.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 670,000	\$ 700,000	Annual	Annual
Engineering Administration	-	90,000	30,000	-	Annual
	\$ -	\$ 760,000	\$ 730,000	\$ -	\$ -

### PROJECT #4041: 95TH AND BOONES FERRY ROAD INTERSECTION IMPROVEMENTS

Design, acquire right of way and construct improvements to the lighted intersection of 95th and Boones Ferry Road.

*Status: Continued from 2007-08*

*Estimated date of completion: 2009-10*

*Operations Impact: Unknown until design is completed.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 3,024	\$ 541,768	\$ 600,000	\$ 1,900,000	\$ 3,044,792
Engineering Administration	18,162	70,000	84,000	-	172,162
	\$ 21,186	\$ 611,768	\$ 684,000	\$ 1,900,000	\$ 3,216,954

### PROJECT #4091: STREET SDC STUDY

Evaluate the Transportation Systems Plan capital program and street SDC rate structure.

*Status: Continued from 2000-01*

*Estimated date of completion: 2008-09*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 41,127	\$ 93,495	\$ 20,000	\$ -	\$ 154,622
Engineering Administration	40,365	8,496	2,800	-	51,661
	\$ 81,492	\$ 101,991	\$ 22,800	\$ -	\$ 206,283

**PROJECT #4106: VILLEBOIS STREET SDC REIMBURSEMENT**

Payment to the developer for construction of public infrastructure that is in excess of what is needed for the development (Villebois).

*Status: Continued from 2004-05*

*Estimated date of completion: 2008-09*

*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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 279,000	\$ 200,000	\$ -	\$ 479,000
Engineering Administration	-	39,060	28,000	-	67,060
	<u>\$ -</u>	<u>\$ 318,060</u>	<u>\$ 228,000</u>	<u>\$ -</u>	<u>\$ 546,060</u>

**PROJECT #4112: BARBER STREET, KISNMAN TO BOBERG**

Design, reconstruct and widen Barber Street from Kinsman Road east to Boberg Street. This project is in conjunction with the Commuter Rail Station located at the northeast corner of Kinsman and Barber. Will also include upgrading the railroad crossing.

*Status: Continued from 2004-05*

*Estimated date of completion: 2008-09*

*Operations Impact: Additional road maintenance, estimated to be minimal 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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 957,470	\$ 2,848,918	\$ 10,000	\$ -	\$ 3,816,388
Engineering Administration	-	-	-	-	-
	<u>\$ 957,470</u>	<u>\$ 2,848,918</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ 3,816,388</u>

**PROJECT #4116: BARBER STREET - KINSMAN TO COFFEE LAKE DR.**

Design, acquire right of way and construct the extension of Barber Street from Kinsman Road west to Coffee Lake Drive at the southeast corner of the Villebois development. This road will be a minor collector cross section that will connect the new community with commercial districts and the commuter rail station.

*Status: Continued from 2007-08*

*Estimated date of completion: 2010-11*

*Operations Impact: Landscaping maintenance estimated to be 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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 13,756	\$ 82,444	\$ 500,000	\$ 10,000,000	\$ 10,596,200
Engineering Administration	11,586	6,300	-	-	17,886
	<u>\$ 25,342</u>	<u>\$ 88,744</u>	<u>\$ 500,000</u>	<u>\$ 10,000,000</u>	<u>\$ 10,614,086</u>

## STREETS PROJECTS

### PROJECT #4119: GRAHAMS FERRY PHASE 1 RIGHT OF WAY

Acquire right of way for construction of Phase I improvements for Graham's Ferry Road. This project will provide needed infrastructure for Villebois.

*Status: Continued from 07-08*

*Estimated date of completion: 2008-09*

*Operations Impact: No significant costs identified.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 25,000	\$ 250,000	\$ -	\$ 275,000
Engineering Administration	-	3,500	35,000	-	38,500
	<u>\$ -</u>	<u>\$ 28,500</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 313,500</u>

### PROJECT #4120: UR REIMBURSEMENT TO VILLEBOIS DEVELOPER FOR BROWN RD.

Provide Urban Renewal reimbursement for improvements extending 40' south of the Brown Road and Evergreen intersection, which are in excess of those needed by the development.

*Status: Continued from 2007-08*

*Estimated date of completion: 2008-09*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 110,000	\$ -	\$ 110,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 110,000</u>	<u>\$ -</u>	<u>\$ 110,000</u>

### PROJECT #4138: 5-YEAR MONITORING OF BOECKMAN RD MITIGATION

Five year monitoring to meet state and federal mandated permit conditions for managing wetland mitigation for the Boeckman Road project.

*Status: New*

*Estimated date of completion: 2012-13*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 150,000	\$ 200,000
Engineering Administration	-	-	7,000	-	7,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,000</u>	<u>\$ 150,000</u>	<u>\$ 207,000</u>

**PROJECT #4139: GRAHAMS FERRY RD - VILLEBOIS**

Villebois Master Plan project consists of widening existing 2 lane roadway to 3 lanes with bike lanes. Improvements to water, sewer and storm system will occur at the same time.

*Status: New*

*Estimated date of completion:*

*Operations Impact: Landscaping, sweeping, and striping costs estimated at \$15,000 per year.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 40,000	\$ 1,122,400	\$ 1,162,400
Engineering Administration	-	-	5,600	-	5,600
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,600</u>	<u>\$ 1,122,400</u>	<u>\$ 1,168,000</u>

**PROJECT #4141: BOONES FERRY RD - WILSONVILLE RD TO 5<sup>TH</sup>**

Improve the Boones Ferry Road intersection with Wilsonville Road as necessary to augment improvements to occur on Wilsonville Road and the Wilsonville Road/I-5 interchange area.

*Status: New*

*Estimated date of completion: 2010-2011*

*Operations Impact: Costs included in project #4142.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 465,000	\$ 2,635,000	\$ 3,100,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 465,000</u>	<u>\$ 2,635,000</u>	<u>\$ 3,100,000</u>

**PROJECT #4142: WILSONVILLE RD 6-LANE ENHANCEMENT**

This project will improve Wilsonville Road by widening to provide an additional left turn lane for northbound and southbound traffic which will improve entering and exiting I-5. Additional improvements will include wider sidewalks and bike lanes as well as signalization improvements.

*Status: New*

*Estimated date of completion: 2010-11*

*Operations Impact: Landscaping, sweeping, and striping costs estimated at \$25,000 per year.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 570,000	\$ 3,230,000	\$ 3,800,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 570,000</u>	<u>\$ 3,230,000</u>	<u>\$ 3,800,000</u>

## STREETS PROJECTS

### PROJECT #4143: STREET/STREETSCAPE INFILL PROJECT DEVELOPMENT

Project includes management of citizen concerns, signs, speed studies, sight distance, erosion control, bike lanes and ADA issues.

*Status: New*

*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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual \$	- \$	25,000	Annual	Annual
Engineering Administration	-	-	3,500	-	Annual
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,500</u>	<u>\$ -</u>	<u>\$ -</u>

### PROJECT #4995: EARLY PLANNING - FUTURE STREET PROJECTS

Staff time expenditures on future CIP projects at very early stages of project development and study.

*Status: New*

*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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual \$	- \$	60,000	Annual	Annual
Engineering Administration	-	-	8,400	-	Annual
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 68,400</u>	<u>\$ -</u>	<u>\$ -</u>

### PROJECT #4998: 5-YEAR AND ANNUAL STREET CIP BUDGET DEVELOPMENT

Annual and 5-year CIP development and master planning.

*Status: New*

*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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual \$	3,000 \$	3,000	Annual	Annual
Engineering Administration	-	420	420	-	Annual
	<u>\$ -</u>	<u>\$ 3,420</u>	<u>\$ 3,420</u>	<u>\$ -</u>	<u>\$ -</u>

**PROJECT #4999: PROJECT DESIGN & DEVELOPMENT**

General account for projects that arise during the year or must be accelerated from a future year. As these funds are used, they are recoded to appropriate project account numbers.

*Status: New*

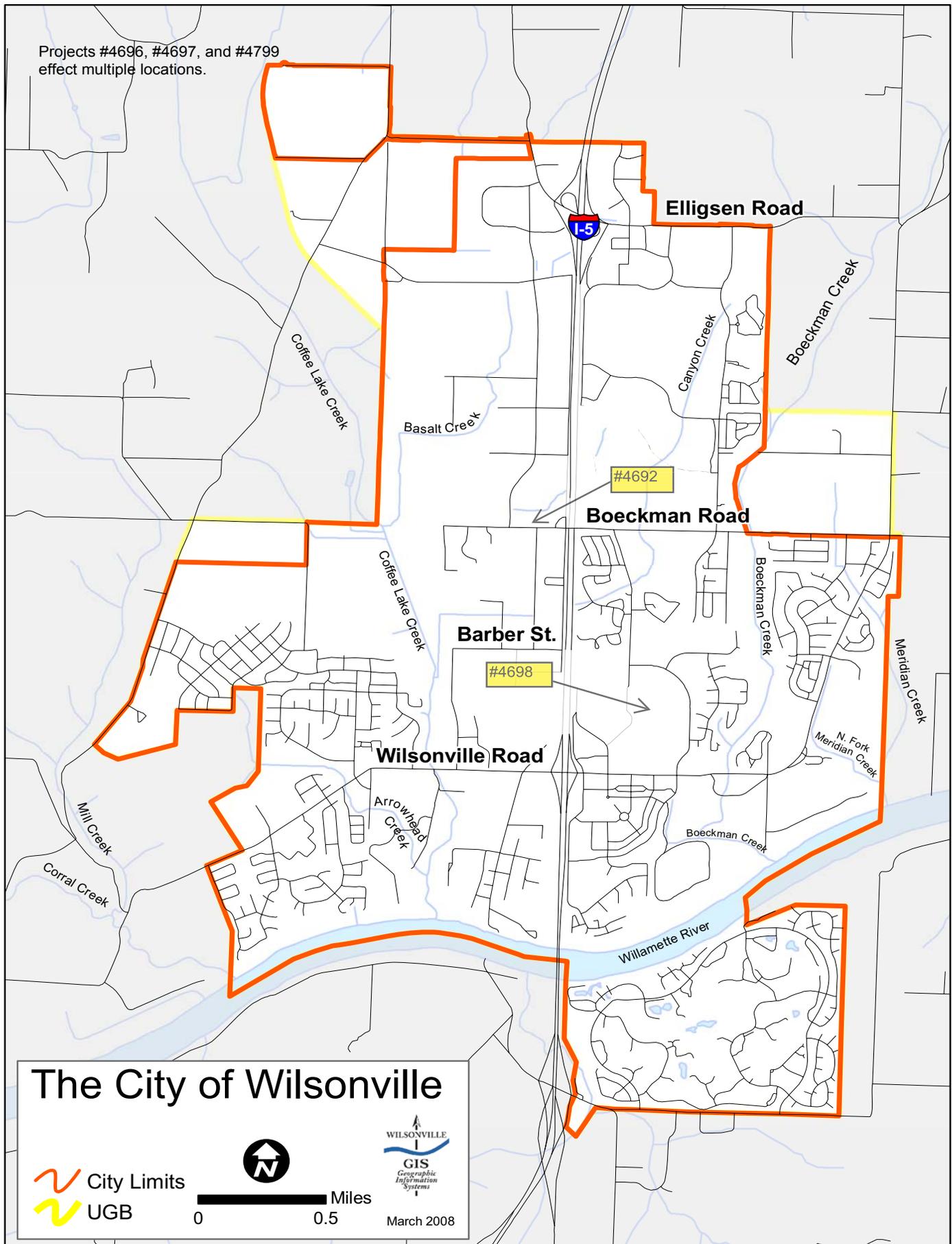
*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$	-	\$ 100,000	Annual	Annual
Engineering Administration	-	-	14,000	-	Annual
	\$ -	\$ -	\$ 114,000	\$ -	\$ -

**STREETScape/BIKEWAY PROJECTS**

Projects #4696, #4697, and #4799  
effect multiple locations.



## 2008-09 FUNDING SOURCES

Proj.	Project Name	Streetlight Fund	Developer's Contribution	Street SDC's	Total Resources
4692	Boones Fry Rd at Bkmm Rd -Bike/Ped Imprv	\$ -	\$ 638,400	\$ -	\$ 638,400
4696	Streetlight Infill	35,340	-	-	35,340
4697	Streetlight Replacement Program	125,400	-	-	125,400
4698	Town Center Bike Ped Connection	-	-	34,200	34,200
4799	Project Design & Development	-	-	11,400	11,400
		<u>\$ 160,740</u>	<u>\$ 638,400</u>	<u>\$ 45,600</u>	<u>\$ 844,740</u>

## PROJECT SUMMARIES

**PROJECT #4692 BOONES FERRY RD AT BOECKMAN RD - BIKE/PEDESTRIAN IMPROVEMENTS**

Provide Bike/Pedestrian connectivity at the intersection of Boones Ferry Road and Boeckman Road.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Annual costs for striping, signage estimated to be less than \$5,000.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 560,000	\$ -	\$ 560,000
Engineering Administration	-	-	78,400	-	78,400
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 638,400</u>	<u>\$ -</u>	<u>\$ 638,400</u>

**PROJECT #4696: STREETLIGHT INFILL**

Infill incidental missing streetlights on an annual basis.

*Status: Continued from 2001-02*

*Estimated date of completion: Annual*

*Operations Impact: More streetlights to operate and maintain.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	Annual \$	31,000	\$ 31,000	Annual	Annual
Engineering Administration		4,340	4,340	-	Annual
	<u>\$ -</u>	<u>\$ 35,340</u>	<u>\$ 35,340</u>	<u>\$ -</u>	<u>\$ -</u>

## STREETSCAPE/BIKEWAY PROJECTS

### PROJECT #4697: STREETLIGHT REPLACEMENT PROGRAM

Program to replace substandard streetlights in residential areas and bring them into compliance with City standards.

*Status: Continued from 2006-07*

*Estimated date of completion: 2008-09*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ 185,578	\$ 257,497	\$ 110,000	\$ -	\$ 553,075
Engineering Administration	12,851	38,991	15,400	-	67,242
	<u>\$ 198,429</u>	<u>\$ 296,488</u>	<u>\$ 125,400</u>	<u>\$ -</u>	<u>\$ 620,317</u>

### PROJECT #4698: TOWN CENTER BIKE PEDESTRIAL CONNECTION

The Bicycle/Pedestrian Master Plan identifies several projects in the Town Center area to improve Bike/Ped connectivity. This project is to fund selection and design of one of these projects to be constructed in subsequent years.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Not applicable.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Engineering Administration	-	-	4,200	-	4,200
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 34,200</u>	<u>\$ -</u>	<u>\$ 34,200</u>

### PROJECT #4799 PROJECT DESIGN & DEVELOPMENT

General account for projects that arise during the year or must be accelerated from a future year. As these funds are used, they are recoded to appropriate project account numbers.

*Status: Continued from 2007-08*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

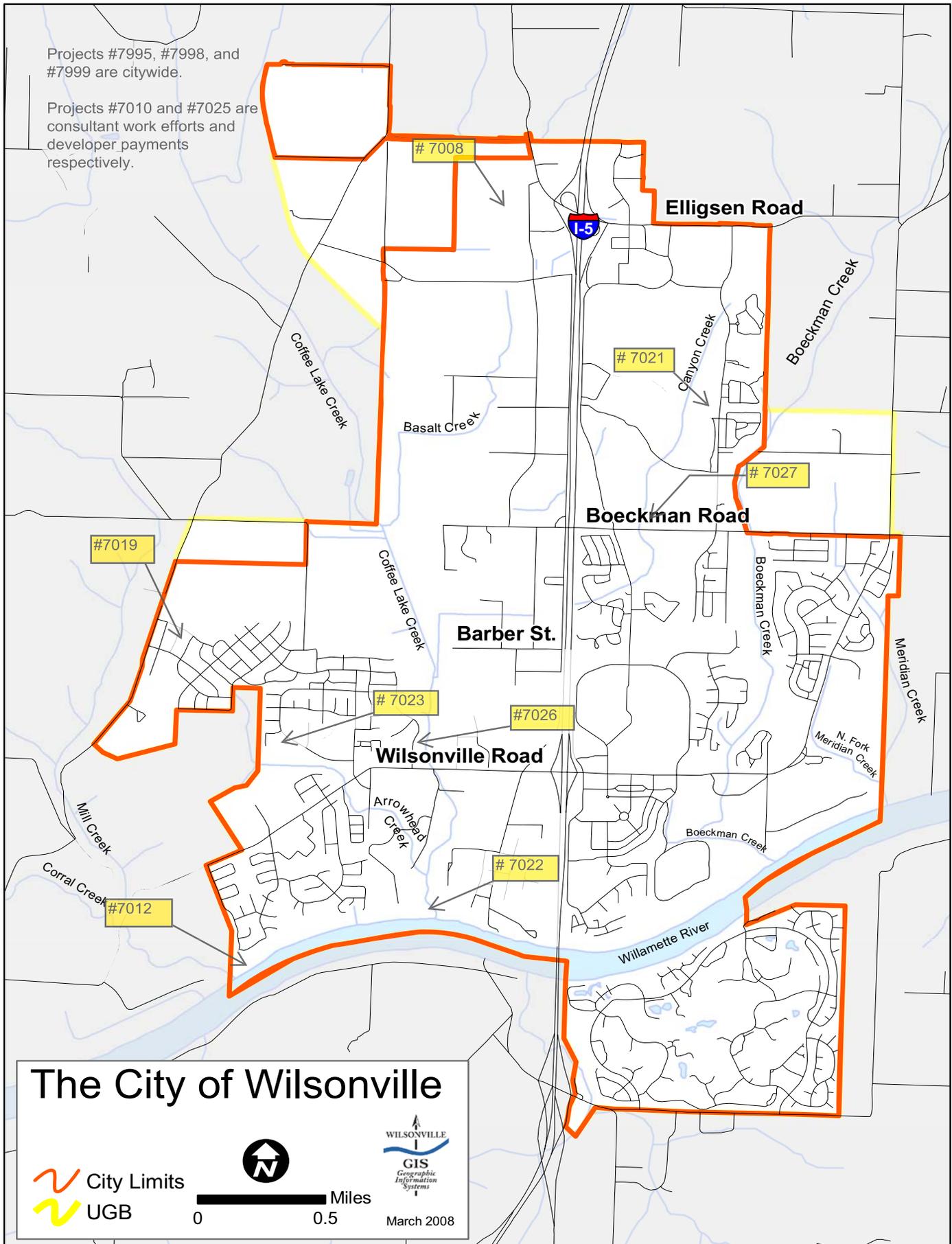
Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 10,000	Annual	Annual
Engineering Administration	-	-	1,400	-	Annual
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,400</u>	<u>\$ -</u>	<u>\$ -</u>



# STORM WATER PROJECTS

Projects #7995, #7998, and #7999 are citywide.

Projects #7010 and #7025 are consultant work efforts and developer payments respectively.



2008-09 FUNDING SOURCES

Proj.	Project Name	Storm Water Operating	Storm Water SDCs	Federal Grant	Total Resources
7008	Commerce Circle Stream Improvements	\$ -	\$ 22,800	\$ -	\$ 22,800
7010	Stormwater Master Plan and SDC Update	-	171,000	-	171,000
7012	Rivergreen Drainage	228,000	-	-	228,000
7019	CLC 10 - Diversion Structure (Dammach Basin)	-	29,640	-	29,640
7021	Canyon Creek Estates	34,200	-	-	34,200
7022	CLC 10 - Arrowhead Culverts	-	313,500	-	313,500
7023	CLC 10 - Merryfield Culverts	-	7,980	-	7,980
7025	EPA Grant Pass Thru	-	-	176,000	176,000
7026	Montebello Storm Sewer	155,610	-	-	155,610
7027	Boeckman Creek at Boeckman Rd Study	-	28,500	-	28,500
7995	Early Planning - Future Storm Projects	-	68,400	-	68,400
7998	5 Year and Annual Stormwater CIP Budget Development	-	3,420	-	3,420
7999	Project Design & Development	-	96,900	-	96,900
		<u>\$ 417,810</u>	<u>\$ 742,140</u>	<u>\$ 176,000</u>	<u>\$ 1,335,950</u>

PROJECT SUMMARIES

**PROJECT #7008: COMMERCE CIRCLE STREAM IMPROVEMENTS**

This project begins with the Day Road storm water facility and continues south along the west edge of the Commerce Circle area as Storm Water Master Plan project CLC-13. Stream improvements will provide a meander to improve water quality treatment and partial stream widening to provide detention opportunities and improve a maintenance access road that could become part of a future pedestrian trail.

*Status: Continued from 2002-03*

*Estimated date of completion: 2009-10*

*Operations Impact: Incremental costs for vegetation control estimated at \$10,000 per year.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ 91,365	\$ 25,240	\$ 20,000	\$ 780,000	\$ 916,605
Engineering Administration	28,417	1,400	2,800	-	32,617
	<u>\$ 119,782</u>	<u>\$ 26,640</u>	<u>\$ 22,800</u>	<u>\$ 780,000</u>	<u>\$ 949,222</u>

**PROJECT #7010: STORM WATER MASTER PLAN & SDC UPDATE**

Once the Regional Floodplain Assessment (FY 2004-05, Project #7015) is completed, the City will reevaluate the Storm Water Master Plan and associated System Development Charges.

*Status: Continued from 2004-05*

*Estimated date of completion: 2009-10*

*Operations Impact: Not applicable.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ 6,134	\$ 265,000	\$ 150,000	\$ 150,000	\$ 571,134
Engineering Administration	15,890	33,770	21,000	-	70,660
	<u>\$ 22,024</u>	<u>\$ 298,770</u>	<u>\$ 171,000</u>	<u>\$ 150,000</u>	<u>\$ 641,794</u>

## STORM WATER PROJECTS

### PROJECT #7012: RIVERGREEN DRAINAGE

This project will include the design and construction of protective measures to prevent further eroding of the Willamette River stream bank at the Willamette Way West outlet of the Rivergreen Subdivision.

*Status: Continued from 2004-05*

*Estimated date of completion: 2008-09*

*Operations Impact: None anticipated.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 104,172	\$ 31,086	\$ 200,000	\$ -	\$ 335,258
Engineering Administration	87,758	2,800	28,000	-	118,558
	<u>\$ 191,930</u>	<u>\$ 33,886</u>	<u>\$ 228,000</u>	<u>\$ -</u>	<u>\$ 453,816</u>

### PROJECT #7019: CLC 10 - DIVERSION STRUCTURE (DAMMASCH BASIN)

Install a control structure and diversion pipe from the existing 36-inch pipe which will re-direct flows to Arrowhead Creek. In addition, complete repairs to the existing 36-inch pipe. These measures will assist in reducing flows being discharged by the existing pipe to periodic overflows only occurring in large storms. In conjunction with the replacement of culverts north of Wood Middle School and the replacement of a culvert south of Wilsonville Road, this project will allow for the re-direction of flows into Arrowhead Creek. Developer funded project with oversight by City staff.

*Status: Continued from 2007-08*

*Estimated date of completion: 2008-09*

*Operations Impact: Minimal costs for vegetation control.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 26,000	\$ 26,000	\$ -	\$ 52,000
Engineering Administration	-	3,640	3,640	-	7,280
	<u>\$ -</u>	<u>\$ 29,640</u>	<u>\$ 29,640</u>	<u>\$ -</u>	<u>\$ 59,280</u>

### PROJECT #7021: CANYON CREEK ESTATES

This project will include the design and construction of protective measures to prevent further eroding of the Boeckman Creek stream bank at the Roanoke Drive outfall of the Canyon Creek Estates subdivision needed.

*Status: New*

*Estimated date of completion: 2010-11*

*Operations Impact: Maintenance costs expected to be minimal for several years.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 30,000	\$ 100,000	\$ 130,000
Engineering Administration	-	-	4,200	-	4,200
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 34,200</u>	<u>\$ 100,000</u>	<u>\$ 134,200</u>

**PROJECT #7022: CLC 10 - ARROWHEAD CULVERTS**

Replacement of an existing 36-inch culvert on Arrowhead Creek south of Wilsonville Road and erosion control measures for areas downstream of the culvert. In conjunction with the installation of a flow diversion pipe on the Graham Oaks Nature Park and the replacement of culverts north of Wood Middle School, this project will allow for the re-direction of flows into Arrowhead Creek.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ -	\$ 41,095	\$ 275,000	\$ 250,000	\$ 566,095
Engineering Administration	-	5,600	38,500	-	44,100
	<u>\$ -</u>	<u>\$ 46,695</u>	<u>\$ 313,500</u>	<u>\$ 250,000</u>	<u>\$ 610,195</u>

**PROJECT #7023: CLC 10 - MERRYFIELD CULVERTS**

Replace existing 24-inch culverts in the Arrowhead Creek channel north of the Wood Middle School with a pedestrian foot bridge. In conjunction with the installation of a flow diversion pipe on the Graham Oaks Nature Park and the replacement of a culvert south of Wilsonville Road, this project will allow for the re-direction of flows into Arrowhead Creek. Developer funded project with oversight by City staff.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ -	\$ 7,000	\$ 7,000	\$ -	\$ 14,000
Engineering Administration	-	980	980	-	1,960
	<u>\$ -</u>	<u>\$ 7,980</u>	<u>\$ 7,980</u>	<u>\$ -</u>	<u>\$ 15,960</u>

**PROJECT #7025: EPA GRANT PASS THRU**

This is a grant that pays for work being done by Costa Pacific. We are the recipients of a federal EPA grant for which we reimburse Costa for work done relating to this project.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Maintenance costs expected to be minimal for several years.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ -	\$ 482,526	\$ 176,000	\$ -	\$ 658,526
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 482,526</u>	<u>\$ 176,000</u>	<u>\$ -</u>	<u>\$ 658,526</u>

## STORM WATER PROJECTS

### PROJECT #7026: MONTEBELLO STORM SEWER

This project will replace the main line that has significant root intrusion, low points where solids collect, and defective corrugated steel pipe and install a new pipe section and outfall to replace an existing ditch. Existing ditch causes blockage of outfall, surcharging of storm line, and flooding of streets during large storm events. This project will otherwise correct the deficiency to improve system reliability and reduce maintenance expenses.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 136,500	\$ 100,000	\$ 236,500
Engineering Administration	-	-	19,110	-	19,110
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 155,610</u>	<u>\$ 100,000</u>	<u>\$ 255,610</u>

### PROJECT #7027: BOECKMAN CREEK AT BOECKMAN RD STUDY

An assessment of the existing storm water system will be completed. A number of alternatives will be developed based on the assessment, which will become part of the preliminary design process for the future Boeckman Road project. In addition, the alternatives will be incorporated into the Capital Improvement Program of the Storm Water Master Plan

*Status: New*

*Estimated date of completion: To be determined.*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 25,000	\$ 1,000,000	\$ 1,025,000
Engineering Administration	-	-	3,500	-	3,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,500</u>	<u>\$ 1,000,000</u>	<u>\$ 1,028,500</u>

### PROJECT #7995: EARLY PLANNING - FUTURE STORM PROJECTS

Staff time expenditures on future CIP projects at very early stages of project development and study. Project also includes management of citizen concerns such as waterline repairs, erosion control, signs, speed studies, sight distance, bike lanes, ADA issues, and community livability concerns.

*Status: New*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	Annual \$	-	\$ 60,000	Annual	Annual
Engineering Administration	-	-	8,400	-	Annual
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 68,400</u>	<u>\$ -</u>	<u>\$ -</u>

**PROJECT #7998: 5-YEAR AND ANNUAL STORM WATER CIP BUDGET DEVELOPMENT**

Annual and 5-year CIP development and master planning.

*Status: New*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 3,000	\$ 3,000	Annual	Annual
Engineering Administration	-	420	420	-	Annual
	\$ -	\$ 3,420	\$ 3,420	\$ -	\$ -

**PROJECT #7999: PROJECT DESIGN & DEVELOPMENT**

General account for projects that arise during the year of must be accelerated from a future year based on the newly adopted Stormwater Master Plan. As these funds are used, they are recoded to appropriate project account numbers.

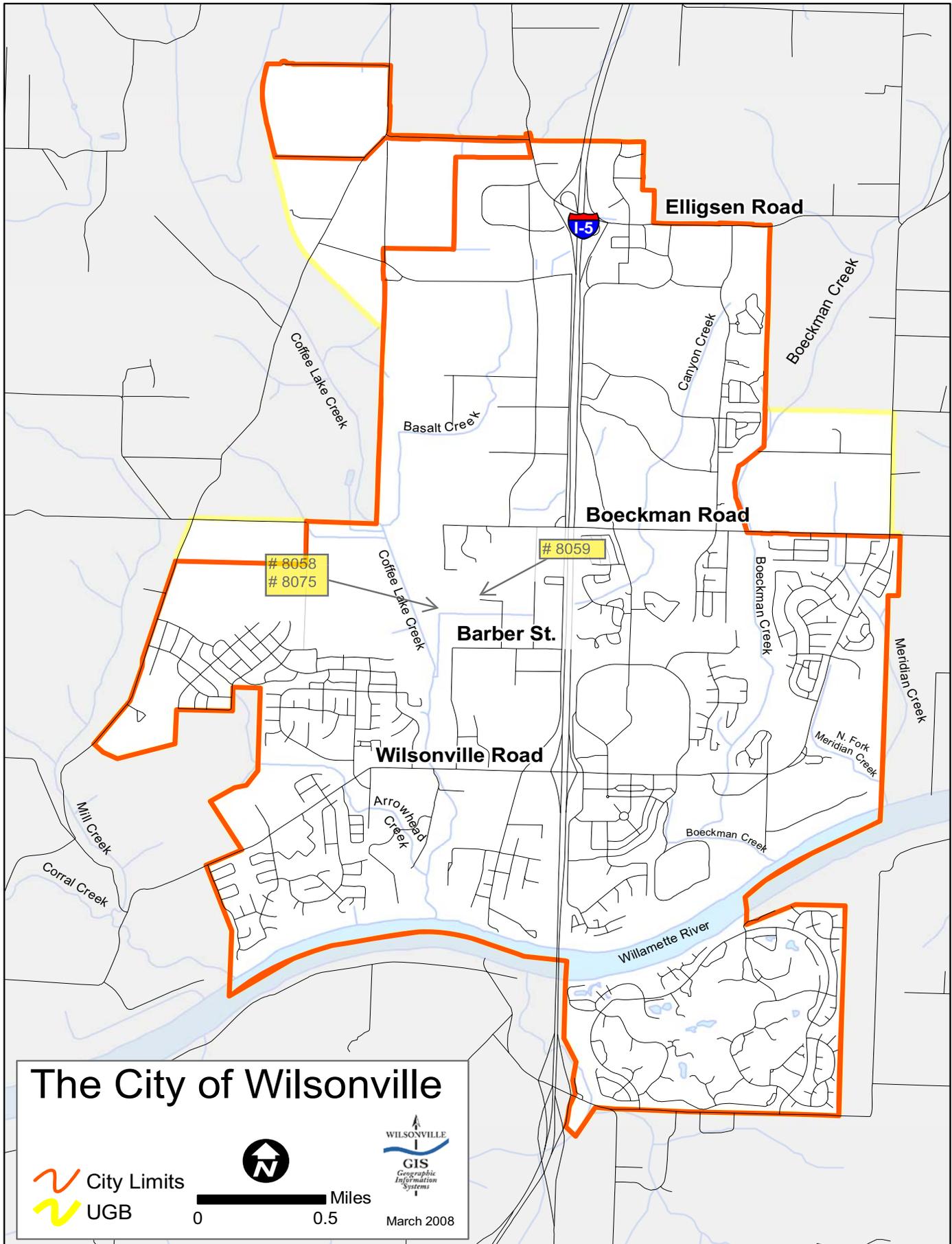
*Status: New*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 30,000	\$ 85,000	Annual	Annual
Engineering Administration	-	4,200	11,900	-	Annual
	\$ -	\$ 34,200	\$ 96,900	\$ -	\$ -

# TRANSIT PROJECTS



2008-09 FUNDING SOURCES

Proj.	Project Name	Road Operating	Transit Fund	Total Resources
8058	SMART Multi-Modal Transit Center	\$ -	\$ 621,779	\$ 621,779
8059	Public Works/SMART Maint Facility Plan	5,700	51,300	57,000
8075	Commuter Rail Restrooms/Driver Breakroom	-	285,000	285,000
		<u>\$ 5,700</u>	<u>\$ 958,079</u>	<u>\$ 963,779</u>

The Transit Capital Improvement Projects are funded from the Building Capital Improvement Projects Fund.

PROJECT SUMMARIES

**PROJECT #8058: SMART MULTI-MODAL TRANSIT CENTER**

In cooperation with Washington County and Tri-Met, establish a transit center in conjunction with the proposed Commuter Rail Station.

*Status: Continued from 2006-07*

*Estimated date of completion: 2008-09*

*Operations Impact: SMART will contribute a minimum of \$300,000 per year to Tri-Met for operations and maintenance of this facility.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ 289,568	\$ 1,463,529	\$ 545,420	\$ -	\$ 2,298,517
Engineering Administration	10,272	112,171	76,359	-	198,802
	<u>\$ 299,840</u>	<u>\$ 1,575,700</u>	<u>\$ 621,779</u>	<u>\$ -</u>	<u>\$ 2,497,319</u>

**PROJECT #8059: PUBLIC WORKS/SMART MAINTENANCE FACILITY MASTER PLAN**

Develop a master plan for a Public Works/SMART Maintenance Facility on the City-owned property on Boberg Road.

*Status: Continued from 2007-08*

*Estimated date of completion: 2008-09*

*Operations Impact: Not applicable.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ -	\$ 20,207	\$ 50,000	\$ -	\$ 70,207
Engineering Administration	-	2,800	7,000	-	9,800
	<u>\$ -</u>	<u>\$ 23,007</u>	<u>\$ 57,000</u>	<u>\$ -</u>	<u>\$ 80,007</u>

# TRANSIT PROJECTS

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## PROJECT #8075: COMMUTER RAIL RESTROOMS/DRIVER BREAKROOM

Design and construct an approximately 800 SF building to include a SMART driver break room, driver restrooms, and two public restrooms at the Commuter Rail transit center.

*Status: New*

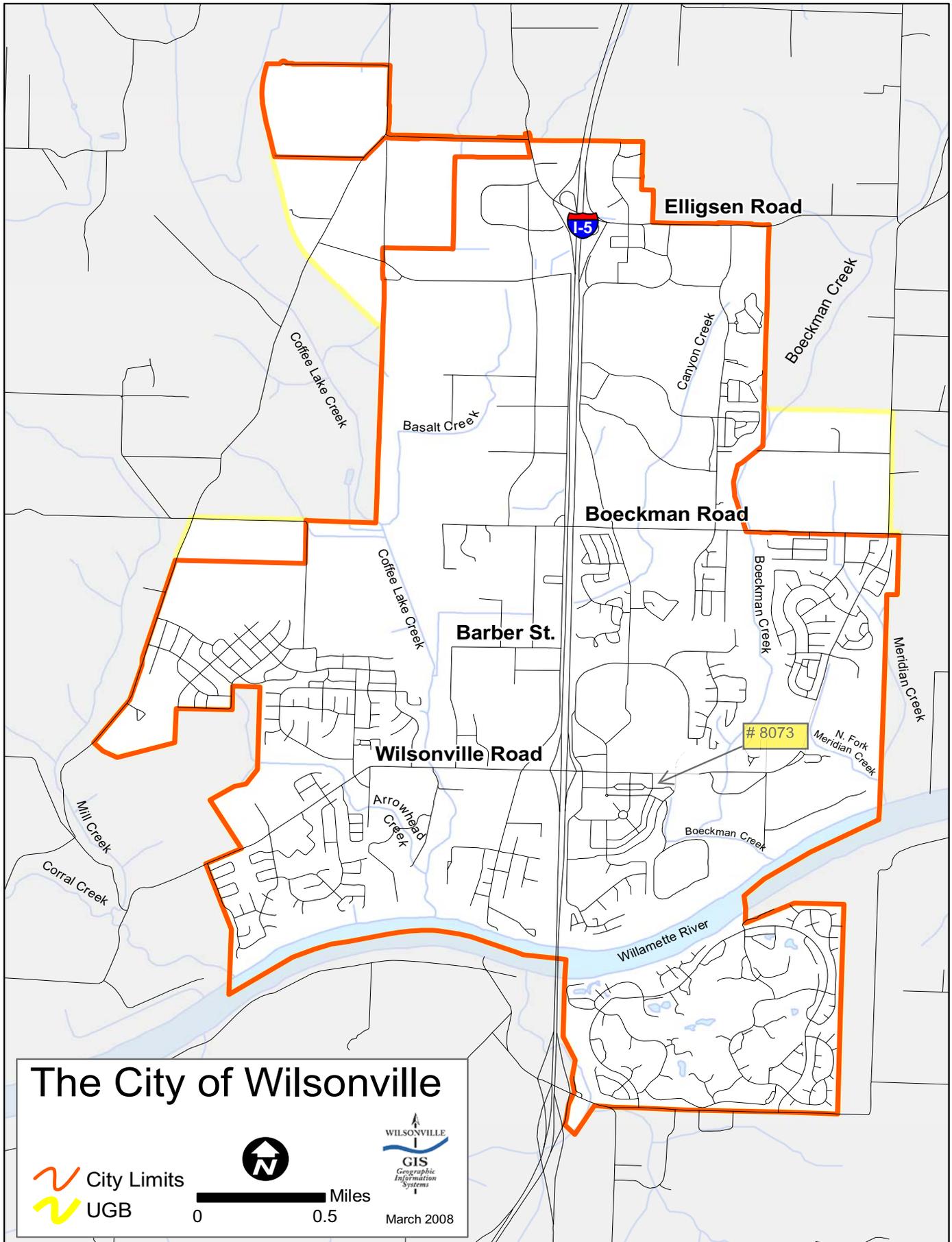
*Estimated date of completion: 2008-09*

*Operations Impact: Utilities, janitorial, and maintenance estimated to be \$30,000 per year.*

<i>Project Costs:</i>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 70,000	\$ 250,000	\$ -	\$ 320,000
Engineering Administration	-	9,800	35,000	-	44,800
	\$ -	\$ 79,800	\$ 285,000	\$ -	\$ 364,800



# BUILDING PROJECTS



2008-09 FUNDING SOURCES

Proj.	Project Name	Building Set Aside	City Hall Set Aside	Urban Renewal	Total Resources
8073	Library Roof Replacement	\$ 20,000	\$ -	\$ -	\$ 20,000
		\$ 20,000	\$ -	\$ -	\$ 20,000

PROJECT SUMMARIES

**PROJECT #8073: LIBRARY ROOF REPLACEMENT**

Remove existing roof, replace flashing, and install and new roof.

*Status: Continued from 2007-08*

*Estimated date of completion: 2008-09*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

**8073 Library Roof Replacement**

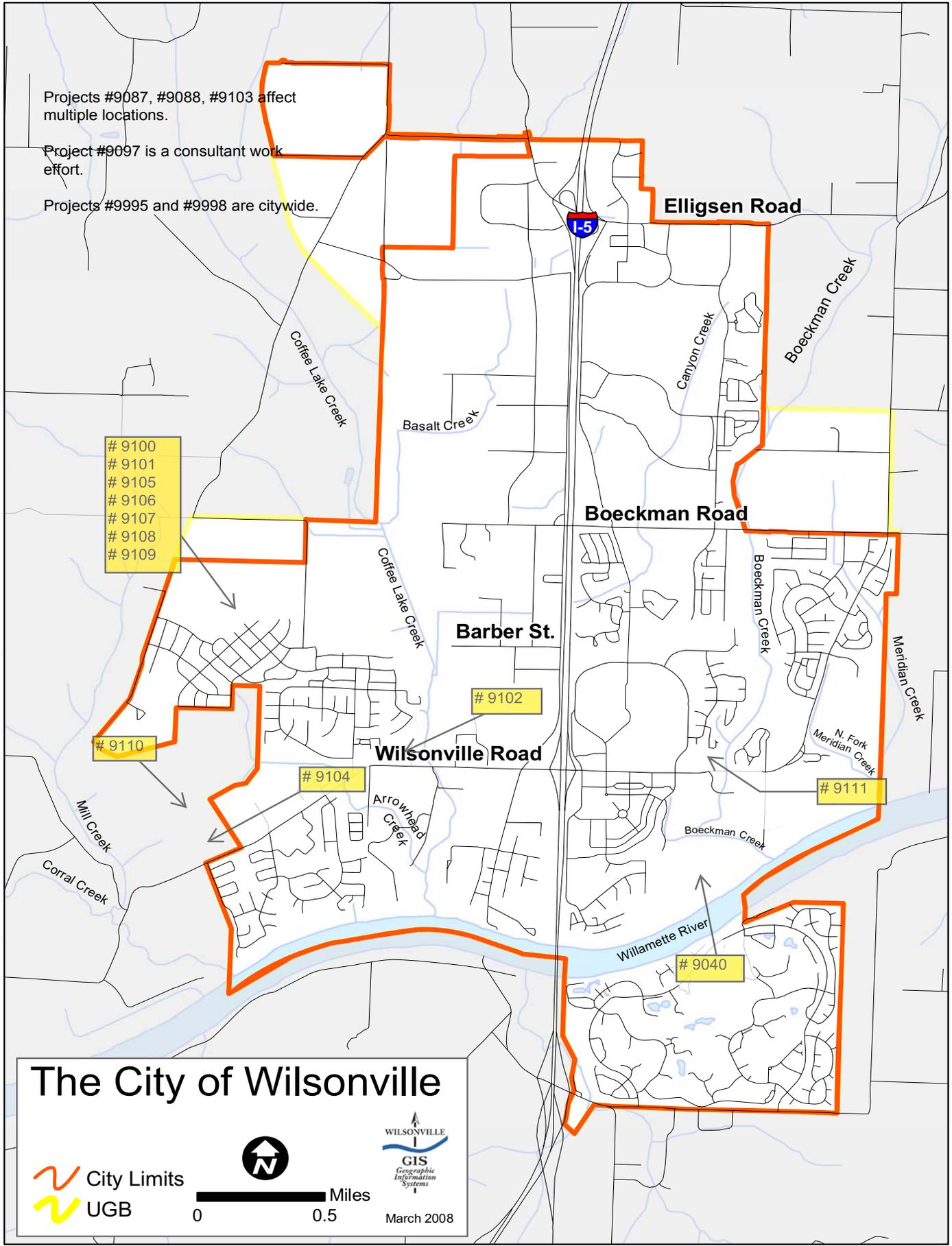
	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
<i>Project Costs:</i>					
Design & Construction	\$ -	\$ 140,000	\$ 20,000	\$ -	\$ 160,000

# PARKS PROJECTS

Projects #9087, #9088, #9103 affect multiple locations.

Project #9097 is a consultant work effort.

Projects #9995 and #9998 are citywide.



## The City of Wilsonville

City Limits  
UGB



0 0.5 Miles



March 2008

2008-09 FUNDING SOURCES

Proj.	Project Name	Parks SDCs	Contributions	Westside Urban Renewal	Metro Grants	Total Resources
9040	Memorial Park Parking Lot	\$ 62,700	\$ -	\$ -	\$ -	\$ 62,700
9087	Tree Mitigation-other than White Oak	-	5,000	-	-	5,000
9088	Tree Mitigation - White Oak	-	7,500	-	-	7,500
9097	Parks SDC Study	5,700	-	-	-	5,700
9100	Villebois Park Improvements - Sophia	-	-	50,000	-	50,000
9101	Villebois Parks SDC Reimbursement - Palermo Park	11,400	-	-	-	11,400
9102	Montebello Park	57,000	-	-	-	57,000
9103	Skate Park - Site Selection	4,560	-	-	-	4,560
9104	CREST Environmental Center	-	-	-	360,000	360,000
9105	Villebois Park Improvments - Promenade	96,900	-	50,000	-	146,900
9106	Villebois Parks SDC Reimbursement - Piazza	57,000	-	-	-	57,000
9107	Villebois Parks SDC Reimbursement - North Greenway	114,000	-	-	-	114,000
9108	Villebois Parks SDC Reimbursement - Sophia Park	171,000	-	-	-	171,000
9109	Villebois Parks SDC Reimbursement - SAP East Parks	114,000	-	-	-	114,000
9110	Graham Oaks Natural Area Restoration	-	-	-	20,000	20,000
9111	Boeckman Creek Trail	-	-	-	260,000	260,000
9995	Early Planning - Future Parks Projects	68,400	-	-	-	68,400
9998	5 Year and Annual Parks CIP Budget Development	3,420	-	-	-	3,420
		<u>\$ 766,080</u>	<u>\$ 12,500</u>	<u>\$ 100,000</u>	<u>\$ 640,000</u>	<u>\$ 1,518,580</u>

PROJECT SUMMARIES

**PROJECT #9040: MEMORIAL PARK PARKING LOT IMPROVEMENTS**

Install pilot project of pervious parking surface in Memorial Park.

Status: Continue from 2000-01

Estimated date of completion: 2008-09

Operations Impact: No increase in costs.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ 111	\$ 15,000	\$ 55,000	\$ -	\$ 70,111
Engineering Administration	4,404	2,100	7,700	-	14,204
	<u>\$ 4,515</u>	<u>\$ 17,100</u>	<u>\$ 62,700</u>	<u>\$ -</u>	<u>\$ 84,315</u>

**PROJECT #9087: TREE MITIGATION - OTHER THAN WHITE OAK**

Funds paid by developers to replenish or replace trees throughout the City.

Status: Continued from 1998-99

Estimated date of completion: Annual

Operations Impact: Non significant costs.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ 18,085	\$ 790	\$ 5,000	\$ -	\$ 23,875
Engineering Administration	-	-	-	-	-
	<u>\$ 18,085</u>	<u>\$ 790</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 23,875</u>

## PARKS PROJECTS

### PROJECT #9088: TREE MITIGATION - WHITE OAK

Similar to Project #9087; however, this project is intended specifically for pruning, planting, preservation, and enhancement of White Oaks.

*Status: Continued from 1998-99*

*Estimated date of completion: Annual until fund depleted*

*Operations Impact: No significant costs.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 3,171	\$ -	\$ 7,500	\$ 34,000	\$ 44,671
Engineering Administration	-	-	-	-	-
	<u>\$ 3,171</u>	<u>\$ -</u>	<u>\$ 7,500</u>	<u>\$ 34,000</u>	<u>\$ 44,671</u>

### PROJECT #9097: PARKS SDC STUDY

Once the Parks and Recreation Master Plan Update (Project #9094) is completed and adopted, evaluate the proposed projects and the SDC rate structure.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 18,849	\$ 3,364	\$ 5,000	\$ -	\$ 27,213
Engineering Administration	7,432	7,208	700	-	15,340
	<u>\$ 26,281</u>	<u>\$ 10,572</u>	<u>\$ 5,700</u>	<u>\$ -</u>	<u>\$ 42,553</u>

### PROJECT #9100: VILLEBOIS PARK IMPROVEMENTS - SOPHIA

Urban Renewal contributions as set forth in the Villebois Development Agreement.

*Status: Continued from 2007-08*

*Estimated date of completion: 2008-09*

*Operations Impact: Initially to be maintained by the developer. When all park areas are turned over to the City, maintenance is estimated to be \$300,000 - \$350,000 per year.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 50,000</u>

**PROJECT #9101: PARKS SDC REIMBURSEMENT FOR VILLEBOIS - PALERMO PARK**

Payment to developer for construction of public facilities in excess of those needed to serve the development. The first payment includes Sophia Park. Project total is \$3,900,000 over 10 years.

*Status: Continued from 2007-08*

*Estimated date of completion: 2008-09*

*Operations Impact: Initially to be maintained by the developer. When all park areas are turned over to the City, costs will likely be \$150,000-\$200,000 per year.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 235,000	\$ 10,000	\$ -	\$ 245,000
Engineering Administration	-	32,900	1,400	-	34,300
	\$ -	\$ 267,900	\$ 11,400	\$ -	\$ 279,300

**PROJECT #9102: MONTEBELLO PARK DESIGN & CONSTRUCTION**

Public process, park design, preparation of construction documents and construction for a new park in the Montebello neighborhood. - Parks and Recreation Master Plan

*Status: Continued from 2007-08*

*Estimated date of completion: 2008-09*

*Operations Impact: Maintenance costs estimated to be \$20,000-\$25,000 per year.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	\$ 34	\$ 5,000	\$ 50,000	\$ -	\$ 55,034
Engineering Administration	1	700	7,000	-	7,701
	\$ 35	\$ 5,700	\$ 57,000	\$ -	\$ 62,735

**PROJECT #9103: SKATE PARK - SITE SELECTION**

Design phase for adding skate spots and 2-4 selected areas in the City - Parks and Recreation Master Plan

*Status: Continued from 2007-08*

*Estimated date of completion: 2010-11*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2007-08	Budget 2008-09	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 4,000	\$ 31,000	\$ 35,000
Engineering Administration	-	-	560	-	560
	\$ -	\$ -	\$ 4,560	\$ 31,000	\$ 35,560

## PARKS PROJECTS

### PROJECT #9104: CREST ENVIRONMENTAL CENTER

Design and develop a primary gateway access to the site at CREST in accordance with the Graham Oaks Master Plan. This includes a restroom, trail connections, interpretive elements, and parking. Primary funding resource from Metro Open Spaces bond shared with cities. This project will be constructed in conjunction with Metro's Graham Oaks project.

*Status: Continued from 2007-08*

*Estimated date of completion: 2008-09*

*Operations Impact: School district to provide future maintenance after constructed.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 5,000	\$ 360,000		\$ 365,000
Engineering Administration	-	700	-	-	700
	<u>\$ -</u>	<u>\$ 5,700</u>	<u>\$ 360,000</u>	<u>\$ -</u>	<u>\$ 365,700</u>

### PROJECT #9105: VILLEBOIS PARK IMPROVEMENTS - PROMENADE

Payment to developer for construction of public facilities in excess of those needed to serve the development. Central SAP Villebois Main Street tied to Regional Trail Bike/Ped system. Over 50% funded by City per development agreement. Total of all SDC reimbursement for all Villebois Parks projects is \$3,900,000 over 10 years.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Initially to be maintained by the developer. When all park areas are turned over to the City, maintenance is estimated to \$150,000-\$200,000 per year.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 50,000	\$ 135,000	\$ -	\$ 185,000
Engineering Administration	-	7,000	11,900	-	18,900
	<u>\$ -</u>	<u>\$ 57,000</u>	<u>\$ 146,900</u>	<u>\$ -</u>	<u>\$ 203,900</u>

### PROJECT #9106: VILLEBOIS PARKS SDC REIMBURSEMENT - PIAZZA

Payment to developer for construction of public facilities in excess of those needed to serve the development. Central SAP Villebois. Plaza per Development Agreement financing plan. Total of all SDC reimbursements for all Villebois Parks projects is \$3,900,000 over 10 years.

*Status: New*

*Estimated date of completion: Annual*

*Operations Impact: Initially to be maintained by the developer. When all park areas are turned over to the City, maintenance is estimated to \$150,000-\$200,000 per year.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 190,000	\$ 240,000
Engineering Administration	-	-	7,000	-	7,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,000</u>	<u>\$ 190,000</u>	<u>\$ 247,000</u>

**PROJECT #9107: VILLEBOIS PARKS SDC REIMBURSEMENT - NORTH GREENWAY**

Payment to developer for construction of public facilities in excess of those needed to serve the development. SAP North Regional Park and Trail System, above reflects 1/3 funding by City per the Villebois Development Agreement. Total of all SDC reimbursement for all Villebois Parks projects is \$3,900,000 over 10 years.

*Status: New*

*Estimated date of completion: Annual*

*Operations Impact: Initially to be maintained by the developer. When all park areas are turned over to the City, maintenance is estimated to \$150,000-\$200,000 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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 100,000	\$ 890,000	\$ 990,000
Engineering Administration	-	-	14,000	-	14,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 114,000</u>	<u>\$ 890,000</u>	<u>\$ 1,004,000</u>

**PROJECT #9108: VILLEBOIS PARKS SDC REIMBURSEMENT - SOPHIA PARK**

Payment to developer for construction of public facilities in excess of those needed to serve the development. SAP North Park - Parks SDC's. Developer constructed; 2/3 City funded per development agreement. Total of all SDC reimbursements for all Villebois Park projects is \$3,900,000 over 10 years.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: Initially to be maintained by the developer. When all park areas are turned over to the City, maintenance is estimated to \$150,000-\$200,000 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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 600,000	\$ 150,000	\$ -	\$ 750,000
Engineering Administration	-	84,000	21,000	-	105,000
	<u>\$ -</u>	<u>\$ 684,000</u>	<u>\$ 171,000</u>	<u>\$ -</u>	<u>\$ 855,000</u>

**PROJECT #9109: VILLEBOIS PARKS SDC REIMBURSEMENT - SAP EAST PARKS**

Payment to developer for construction of public facilities in excess of those needed to serve the development. SAP East Villebois Park system includes regional trail, athletic field, linear greens. Approximately 1/4 is funded by City per development agreement financial plan. Total of all SDC reimbursement for all Villebois Parks projects is \$3,900,000 over 10 years.

*Status: New*

*Estimated date of completion: Annual*

*Operations Impact: Initially to be maintained by the developer. When all park areas are turned over to the City, maintenance is estimated to \$150,000-\$200,000 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>2007-08</b>	<b>2008-09</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 30,000	\$ 100,000	\$ 900,000	\$ 1,030,000
Engineering Administration	-	4,200	14,000	-	18,200
	<u>\$ -</u>	<u>\$ 34,200</u>	<u>\$ 114,000</u>	<u>\$ 900,000</u>	<u>\$ 1,048,200</u>

## PARKS PROJECTS

### PROJECT #9110: GRAHAM OAKS NATURAL AREA RESTORATION

Restore and enhance existing natural resources for ecological diversity, establish additional wildlife habitat. This project represents our financial contribution to the larger Metro project at Graham Oaks.

*Status: New*

*Estimated date of completion: 2008-09*

*Operations Impact: As a natural environment area, costs will be minimal.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project 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 #9111: BOECKMAN CREEK TRAIL

Design and construct a portion of the Boeckman Creek Trail on property acquired from the Wesleyan Church. Primary funding source from Metro Open Spaces bond shared with cities.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: Maintenance costs expected to be minimal for several years.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 260,000	\$ 30,000	\$ 290,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 260,000</u>	<u>\$ 30,000</u>	<u>\$ 290,000</u>

### PROJECT #9995: EARLY PLANNING - FUTURE PARKS PROJECTS

Staff time expenditures on future CIP projects at very early stages of project development and study. Project also includes management of citizen concerns such as waterline repairs, erosion control, signs, speed studies, sight distance, bike lanes, ADA issues, and community livability concerns.

*Status: New*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2007-08</b>	<b>Budget 2008-09</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 60,000	Annual	Annual
Engineering Administration	-	-	8,400	-	Annual
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 68,400</u>	<u>\$ -</u>	<u>\$ -</u>

**PROJECT #9998: 5-YEAR AND ANNUAL PARKS CIP BUDGET DEVELOPMENT**

Annual and five-year CIP development and master planning.

*Status: New*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2007-08	2008-09	Year Costs	Total
Design & Construction	\$ -	\$ 3,000	\$ 3,000	Annual	Annual
Engineering Administration	-	420	420	-	Annual
	<u>\$ -</u>	<u>\$ 3,420</u>	<u>\$ 3,420</u>	<u>\$ -</u>	<u>\$ -</u>



## DEBT AND OTHER

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### DEBT SERVICE OVERVIEW

The City issues debt to pay for long term capital improvements. The number of years the debt is outstanding is less than the useful life of the capital investment. By policy debt shall not be used for operating purposes.

Debt service appropriations provide for the payment of principal and interest on bonds and special obligations 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 and 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 has one outstanding note payable. The debt is with a financial institution and was used to purchase a building. The debt is repaid from rental charges paid by the programs that use the facility.

The City's general obligation debt is rated "Aa3" by Moody's Investors Service, and the revenue bonds have an underlying rating of A2. The City's general obligation debt was upgraded in March 2006 from A1 to Aa3.

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 disclosures as may be required, with DisclosureUSA ([www.disclosureusa.com](http://www.disclosureusa.com)).

**LONG-TERM DEBT**  
**ESTIMATED AS OF JUNE 30, 2008**

	<u>Interest Rates</u>	<u>Issue Amount</u>	<u>Final Maturity Date</u>	<u>Outstanding Principal</u>
<b>Voter Approved General Obligation Bonds:</b>				
Library, Series 2001	4.00%-4.80%	\$ 4,000,000	1/16/2016	\$ 2,430,000
<b>Self Supporting Full Faith &amp; Credit Debt:</b>				
Water Refunding Series 2007	3.85%	7,875,000	12/1/2020	7,875,000
Sewer Refunding, Series 2006	4.00%-4.25%	5,295,000	12/1/2015	4,420,000
Credit Facility, Building, Series 1998	4.91%	600,000	10/29/2008	25,113
<b>Revenue Bonds:</b>				
Water Revenue Refunding, Series 2006	3.375%-4.00%	9,325,000	6/1/2020	9,195,000
Water Revenue, Series 2000	4.75%-5.40%	15,030,000	6/1/2010	1,435,000
				<u>\$ 25,380,113</u>

**LEGAL DEBT LIMITS**

Under Oregon statutes, the City is limited in the amount of general obligation bonded debt outstanding to three percent of real market value. The statutory limit specifically excludes full faith and credit obligations, water, sanitary and storm sewers.

The following schedule depicts the City's legal debt capacity and indicates the amount of marginal capacity available:

**STATUTORY DEBT LIMITATION**  
**ESTIMATED AS OF JUNE 30, 2008**

Real Market Value		<u>\$ 3,426,298,443</u>
Debt capacity at 3%		102,788,940
Less outstanding debt	\$ (2,430,000)	
Plus cash on hand <sup>1</sup>	<u>150,000</u>	
Net debt subject to 3% limit		(2,280,000)
Marginal capacity		<u>\$ 100,508,940</u>

<sup>1</sup> Estimated cash in general obligation fund at June 30, 2008

## OVERLAPPING DEBT

The following schedule indicates the amount of general obligation debt outstanding for jurisdictions that overlap Wilsonville.

### OVERLAPPING DEBT AS OF JUNE 30, 2007

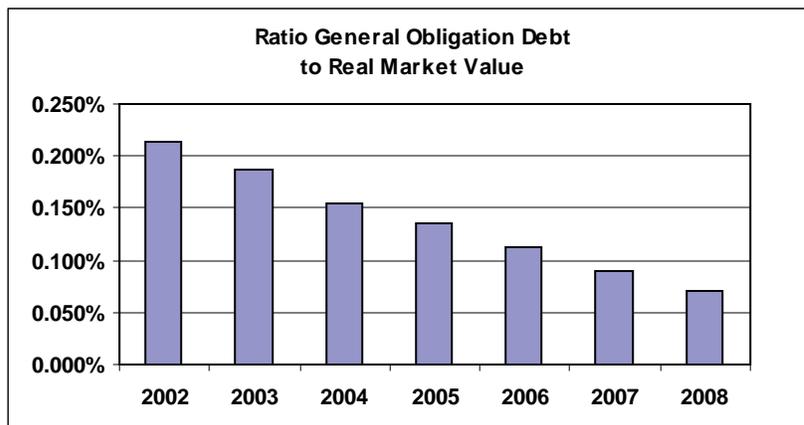
<u>Overlapping District</u>	<u>Total Debt</u>	<u>Percent Overlapping</u>	<u>Overlapping Debt</u>
West Linn Wilsonville School Distr.	\$ 125,412,238	29.3528%	\$ 36,812,003
Canby School District	67,375,000	15.4580%	10,414,828
Clackamas Community College	42,810,000	7.4518%	3,190,116
Metro Service District	244,378,256	1.6276%	3,977,500
Tri-County Transportation Distr.	52,020,000	0.5200%	2,705
Portland Community College	148,655,000	22.3800%	332,690
Washington County	39,110,000	50.4000%	197,114
Tualatin Valley Fire & Rescue	22,850,000	5.1827%	1,184,247
Sherwood School District	134,261,600	6.9208%	9,291,977
<b>Total Net Direct Overlapping Debt</b>	<b>\$ 876,872,094</b>		<b>\$ 65,403,180</b>

Net overlapping debt per capita: \$3,621.

*Source: Municipal Debt Advisory Commission, Oregon State Treasury*

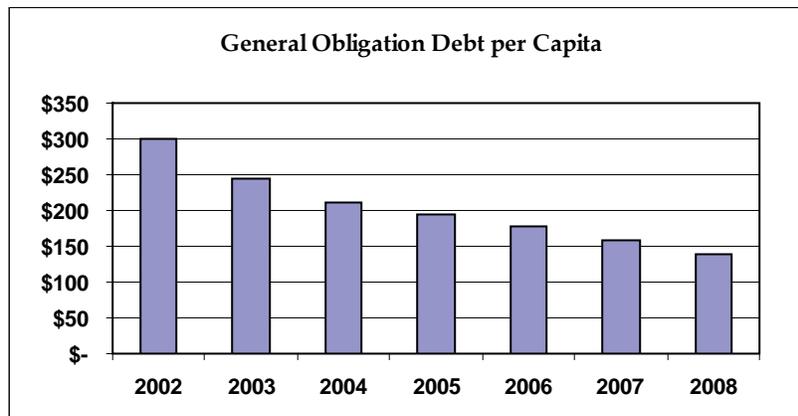
## Debt to Real Market Value

The ratio of general obligation bonds to real market value is an indicator of the overall tax burden long-term debt imposes on property values. For the City, the ratio for fiscal year end 2008 is 0.071%. As the following graph illustrates, the trend has been decreasing. This is the combined result of new development, increases in existing values and annual debt service payments that reduce the amount outstanding.



## Debt Per Capita

The amount of debt per capita indicates the tax burden on the residents of the City. As the graph below illustrates, the trend has been declining. This is due to a growing community coupled with annual debt service payments that reduce the amount outstanding. For Wilsonville, the figure for fiscal year end 2008 is \$140. By comparison, the debt per capita for nearby communities for 2007 were: Lake Oswego \$767, Tualatin \$274, Tigard \$239, and West Linn \$519.



## Future Debt Plans

During fiscal year 2009 the City expects to issue \$5 million of short-term debt for improvements to the wastewater treatment plant. The principal and interest would be repaid from user fees and system development charges. No new general obligation bonds are planned for referral to the voters.

### DEBT SERVICE PAYMENT - ALL CITY FUNDS, FISCAL YEAR 2008-09

Fund/Bond or Debt Issue	Principal Balance 6/30/2008	Scheduled Principal	Scheduled Interest	Principal Balance 6/30/2009
<b>Fleet Services Fund</b>				
Certificate of Participation, 1998	\$ 25,113	\$ 25,113	\$ 251	\$ -
<b>Water Operating Fund</b>				
Water Refunding Bonds, Series 2007	7,875,000	480,000	293,948	7,395,000
Water Revenue Bonds, Series 2000	1,435,000	780,000	69,800	655,000
Water Refunding Bonds, Series 2006	9,195,000	70,000	357,851	9,125,000
<b>Total Water Operating Fund</b>	<u>18,505,000</u>	<u>1,330,000</u>	<u>721,599</u>	<u>17,175,000</u>
<b>Sewer Operating Fund</b>				
Full Faith & Credit, Series 2006	4,420,000	480,000	171,750	3,940,000
<b>Debt Service Fund</b>				
General Obligation, Series 2001	2,430,000	260,000	110,110	2,170,000
<b>TOTAL ALL FUNDS</b>	<u>\$ 25,380,113</u>	<u>\$ 2,095,113</u>	<u>\$ 1,003,710</u>	<u>\$ 23,285,000</u>

## DEBT SERVICE OBLIGATIONS

### GENERAL OBLIGATION DEBT

In July 2001, library bonds totaling \$4,000,000 were issued for library expansion bringing the total square footage of the library to 28,677. The average interest rate is 4.5% with a final maturity due in January 2016.

Total annual debt service on the City's General Obligation debt for FY 2008-09 is budgeted at \$370,110. A special property tax rate provides the resources to repay the annual debt service.

FY	Principal	Interest	Total
2008-09	\$ 260,000	\$ 110,110	\$ 370,110
2009-10	270,000	99,450	369,450
2010-11	280,000	87,975	367,975
2011-12	295,000	75,935	370,935
2012-13	310,000	62,660	372,660
2013-16	1,015,000	98,800	1,113,800
Total	<u>\$ 2,430,000</u>	<u>\$ 534,930</u>	<u>\$ 2,964,930</u>

### REVENUE SUPPORTED DEBT SERVICE OBLIGATIONS

#### Water Revenue Bonds, Series 2000

In October 2000, \$15,030,000 of water revenue bonds were sold with an average rate of 5.2%. A portion of the proceeds was used to refinance the balance of a 1988 bond issue (\$1,157,622) and to pay off a 1998 bond anticipation note (\$3,600,000) and short-term credit facility (\$4,500,000). The balance of the proceeds (\$5,772,378) was used to finance the construction of a water treatment plant. A portion of the bonds were refunded in March 2006. Final maturity of the non-refunded bonds occurs June 2010. Principal and interest are paid from water system net operating revenues. The debt covenants require the rates charged by the Water Fund to be sufficient for payment of all operating expenses including the loan repayment and to maintain the water treatment facility in good working condition. Net revenues, inclusive of SDC's, must equal at least 125% of annual debt service and net revenues; and exclusive of SDC's net revenues, must equal at least 110% of annual debt service. The City is in compliance with all debt covenants for the Water Revenue Bonds.

FY	Principal	Interest	Total
2008-09	\$ 780,000	\$ 69,800	\$ 849,800
2009-10	655,000	32,750	687,750
Total	<u>\$ 1,435,000</u>	<u>\$ 102,550</u>	<u>\$ 1,537,550</u>

#### Water Revenue Refunding Bonds, Series 2006

As noted above, a portion of the Series 2000 water revenue bonds were refinanced in March 2006. The new debt interest averages 4.0% and has a final maturity of June 2020. Principal and interest are paid from water system net operating revenues. Debt covenants are the same as for the water revenue bonds, Series 2000. The City is in compliance with all debt covenants for the refunding bonds.

FY	Principal	Interest	Total
2008-09	\$ 70,000	\$ 357,851	\$ 427,851
2009-10	70,000	355,401	425,401
2010-11	760,000	352,951	1,112,951
2011-12	790,000	322,551	1,112,551
2012-13	825,000	290,951	1,115,951
2012-18	4,585,000	971,185	5,556,185
2018-20	2,095,000	126,600	2,221,600
Total	<u>\$ 9,195,000</u>	<u>\$ 2,777,491</u>	<u>\$ 11,972,491</u>

**Water Full Faith & Credit Revenue Refunding Bonds, Series 2007**

On December 10, 2007 the City refunded its loan with the State Office of Economic and Community Development Department (OECDD) which had a balance of \$7,875,000 at the time of refunding. The new debt was issued in the amount of \$7,875,000 with a net interest cost of 3.85%. Payment of principal and interest is to be paid from water operating revenues. The full faith and credit of the City was also pledge to this debt. Final maturity is December 1, 2020. The City is in compliance with all debt covenants for this bond.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2008-09	\$ 480,000	\$ 294,308	\$ 774,308
2009-10	500,000	275,083	775,083
2010-11	515,000	255,544	770,544
2011-12	535,000	235,331	770,331
2012-13	560,000	214,253	774,253
2012-18	3,115,000	726,784	3,841,784
2018-21	2,170,000	112,998	2,282,998
<b>Total</b>	<b>\$ 7,875,000</b>	<b>\$ 2,114,299</b>	<b>\$ 9,989,299</b>

**Wastewater Full Faith & Credit Bond, Series 2006**

In April 2006, the City refinanced a 1996 loan obtained from the State's OECDD. The proceeds of the original \$8,670,000 loan were used to construct improvements to the wastewater treatment plant. The refunded bonds in the amount of \$5,295,000, were part of a combined sale with Metro and the City of Boardman. Although issued as full faith and credit, it is the City's intention to repay the debt from sewer system net operating revenues.\* The refunded bonds have interest rates between 4.0% and 4.25%. Final maturity is December 2015. The City is in compliance with all debt covenants for this bond.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2008-09	\$ 480,000	\$ 171,750	\$ 651,750
2009-10	500,000	152,150	652,150
2010-11	520,000	131,750	651,750
2011-12	540,000	110,550	650,550
2012-13	560,000	88,550	648,550
2013-16	1,820,000	118,363	1,938,363
<b>Total</b>	<b>\$ 4,420,000</b>	<b>\$ 773,113</b>	<b>\$ 5,193,113</b>

*\*and from sewer system development charges*

**CERTIFICATES OF PARTICIPATION**

The City has issued Certificates of Participation (COP's) as a means to finance certain improvements. Principal and interest on COP's are payable first from road system development charges and, if necessary, a pledge of the General Fund subject to annual appropriation.

**Credit Facility, Public Works Building, 1998**

During FY 1998-99 the City purchased the Public Works Building on Elligsen Road from Tualatin Valley Fire Department. The purchase and related improvements were financed through the sale of a \$600,000, 4.9% rate, COP to be repaid over a 10-year period. The Fleet Service Fund makes the monthly debt payments from operating revenues including rental charges to Water Operating, Roads Operating, and Transit Funds.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2008-09	\$ 25,100	\$ 251	\$ 25,351
<b>Total</b>	<b>\$ 25,100</b>	<b>\$ 251</b>	<b>\$ 25,351</b>

# CONTINGENCIES

Contingencies are included in the budget to ensure that funds are available for unforeseen events and to provide a cushion in revenue estimates. During the budget year, contingency dollars may be transferred from the contingency appropriation into an expenditure appropriation within the same fund with City Council approval. The City segregates its contingencies into designated and undesignated.

**Designated contingencies** represent amounts set aside for future equipment replacement or anticipated cash flow needs. Just like contingency, these amounts may be transferred into an expenditure appropriation with City Council approval.

**Undesignated contingencies** are comprised of five percent of operating budget, as called for in the Fiscal Management Policy, plus any balance after provision for designated set asides and unappropriated fund balance.

*Within the following funds, the various components of designated contingency are:*

## **General Fund:**

**Information Systems** – Provide resources for eventual upgrade or replacement of network hardware and software.

**Emergency management** – Provides resources for purchase of equipment and supplies related to preparedness for future needs and to respond to disasters.

**Building repairs/remodeling** – To provide resources for major repairs and remodeling of all city facilities.

**Old City Hall Moving and remodeling** – To provide for remodeling of Old City Hall and relocation of Police and Public Works. Funds may also be used for SMART relocation and renovations.

**Library and parks** – To provide for “rainy day” funds for these two programs.

**PEG Communication** – Set aside cable related fees that are restricted for public communication equipment purposes.

**PERS Rate** – Set aside resources to defray rate increases in PERS contribution during 2007-08 and 2008-09.

**CD Fund Support and General Fund Operations**- Hold resources from appropriation until operating costs of new city hall, remodeled city hall building and CD permit revenue increases are known.

**Future needs** – Set aside one-time money for one-time costs. Source is from cost savings to prison infrastructure.

## **Community Development Fund:**

**Building Inspections program** – By statute, the excess of building permits over related costs is restricted to just building inspections use.

**PERS Rate** – Set aside resources to defray rate increases in PERS contribution rates during 2007-08 and 2008-09.

## **Transit Fund:**

**Commuter rail and capital needs** – To provide for future commuter rail financial demands and for capital needs, including land acquisition and buses.

**Business Energy Tax** – Proceeds from state tax credit program. City limits use to non-recurring items.

**PERS Rate** – Set aside resources to defray rate increases in PERS contribution rates during 2007-2008 and 2008-2009.

## **Fleet Fund:**

**Vehicle replacement** – A portion of the fleet service charge assessed on all street vehicles is for vehicle replacement. Vehicle replacements vary between 10 and 20 years.

## **Water Operating Fund:**

**Plant Operations** – Provides resources for the replacement of granulated activated charcoal.

**Equipment replacement** – Provides resources for the replacement of water treatment plant equipment as required by the Operating Agreement.

## **Street Lighting Fund:**

**Pole/fixture replacement** – Provides resources for replacement of poles and fixtures at the end of their useful life.

**SUMMARY OF DESIGNATED CONTINGENCIES**

	July 1, 2008 Balance	Increases	Decreases	June 30, 2009 Balance
<b>General Fund</b>				
Information systems	\$ 100,000	\$ 75,000	\$ -	\$ 175,000
Emergency management	70,852	20,000	-	90,852
Building repairs/remodeling	(24,533)	50,000	(70,000)	(44,533)
Old city hall remodel/moving costs	986,729	-	-	986,729
Library and parks	145,000	-	-	145,000
PEG Communication	98,015	55,000	(48,000)	105,015
PERS rate	115,000	-	(115,000)	-
CD Fund support and GF operations	875,000	625,000	-	1,500,000
Future needs	2,058,762	-	-	2,058,762
	<u>\$ 4,424,825</u>	<u>\$ 825,000</u>	<u>\$ (233,000)</u>	<u>\$ 5,016,825</u>
<b>Community Development Fund</b>				
Building Inspections program	\$ 1,374,113	\$ 62,031	\$ -	\$ 1,436,144
PERS rate	75,000	-	(75,000)	-
	<u>\$ 1,449,113</u>	<u>\$ 62,031</u>	<u>\$ (75,000)</u>	<u>\$ 1,436,144</u>
<b>Transit Fund</b>				
Commuter rail/capital needs	\$ 617,336	\$ 793,000	\$ (958,079)	\$ 452,257
Business energy tax program	1,200,246	-	(50,000)	1,150,246
PERS rate	45,000	-	(45,000)	-
	<u>\$ 1,862,582</u>	<u>\$ 793,000</u>	<u>\$ (1,053,079)</u>	<u>\$ 1,602,503</u>
<b>Fleet Fund</b>				
Vehicle replacement	\$ 564,437	\$ 134,744	\$ (13,000)	\$ 686,181
<b>Water Operating Fund</b>				
Water Treatment Plant Operations	\$ 48,418	\$ 110,000	\$ (110,000)	\$ 48,418
Equipment replacement	175,000	35,000	-	210,000
Maximum annual debt service <sup>1</sup>	2,050,000	-	-	2,050,000
	<u>\$ 2,273,418</u>	<u>\$ 145,000</u>	<u>\$ (110,000)</u>	<u>\$ 2,308,418</u>
<sup>1</sup> Not a bond requirement.				
<b>Sewer Operating Fund</b>				
Maximum annual debt service <sup>1</sup>	\$ 1,350,000	\$ -	\$ -	\$ 1,350,000
<sup>1</sup> Not a bond requirement.				
<b>Street Lighting Fund</b>				
Pole/fixture replacement	\$ -	\$ 170,000	\$ (160,740)	\$ 9,260

**SUMMARY OF UNDESIGNATED CONTINGENCIES**

<b>FUND</b>	<b>Adopted 2005-06</b>	<b>Adopted 2006-07</b>	<b>Adopted 2007-08</b>	<b>Adopted 2008-09</b>
General	\$ 2,309,567	\$ 2,948,198	\$ 3,926,350	\$ 4,904,011
Community Development	1,179,645	1,607,856	1,953,652	2,022,228
Transit	76,665	990,239	135,000	205,546
Road Operating	683,303	670,717	138,357	92,623
Fleet Service	120,274	41,784	108,984	382,358
Road Maintenance	906	84,588	351,521	233,012
Water Operating	1,064,293	1,079,110	3,279,559	234,098
Sewer Operating	909,498	1,411,110	3,479,214	2,758,779
Street Lighting	73,106	174,650	208,210	199,490
Stormwater Operating	1,307,304	938,760	526,196	513,904
Water Capital Improvement	48,537	233,894	339,161	1,892,757
Sewer Capital Improvement	149,885	6,520,570	44,632,264	293,558
Streets Capital Improvement	332,087	338,569	556,516	671,367
Stormwater Capital Improvement	5,562	9,809	10,334	9,200
Building Capital Improvement	199,029	160,347	267,772	176,845
Parks Capital Improvement	164,971	179,761	429,017	151,016
Water Development Charges	855,987	7,859	1,260,260	1,654,410
Sewer Development Charges	1,030,333	2,278,179	3,415,374	3,694,475
Streets Development Charges	2,752,594	4,587,220	6,055,216	5,702,132
Stormwater Development Charges	247,259	349,111	373,368	353,665
Parks Development Charges	1,700,871	3,153,248	2,483,337	1,940,474
Total Contingencies	<u>\$ 15,211,676</u>	<u>\$ 27,765,579</u>	<u>\$ 73,929,662</u>	<u>\$ 28,085,948</u>

## UNAPPROPRIATED ENDING FUND BALANCES

Unappropriated Ending Fund Balances are amounts set aside for expenditures in subsequent years. Such amounts cannot be spent in the year that they are established. The City's Fiscal Management Policies call for operating funds to maintain a fund balance equivalent to five percent of the annual operating expenditures. Within debt funds the amounts represent unspent resources available for future year expenditures. Remaining balances in capital and systems development charges (SDC) funds are budgeted as contingency so as to allow flexibility in the use of these amounts.

### SUMMARY OF UNAPPROPRIATED ENDING FUND BALANCES

	Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09
General Fund	\$ 450,000	\$ 510,000	\$ 510,000	\$ 600,000
Community Development	161,000	170,000	160,000	200,000
Transit Fund	130,000	130,000	140,000	200,000
Road Operating Fund	25,000	25,000	35,000	40,000
Fleet Service Fund	35,000	43,000	60,000	60,000
Water Operating Fund	125,000	130,000	150,000	150,000
Sewer Operating Fund	95,000	90,000	115,000	115,000
Street Lighting Fund	9,000	10,000	15,000	15,000
Stormwater Operating Fund	20,000	20,000	25,000	30,000
Library Non-Exp. Endowment Fund	8,170	8,170	8,170	8,170
Debt Service Fund	389,772	318,958	389,987	168,731
Total Unappropriated Balances	\$ 1,447,942	\$ 1,455,128	\$ 1,608,157	\$ 1,586,901

# URBAN RENEWAL AGENCY

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## URBAN RENEWAL AGENCY QUICK FACTS

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	<u>Year 2000 Plan</u>	<u>West Side</u>
District formation date	May 1992	November 2003
Original size (acreage)	868	395
Current size (acreage)	668	394

*The following as of June 2008:*

Frozen tax base	\$46,633,393	\$3,605,856
Construction assessed value (increment)	\$296,124,716	\$81,753,611
Total district assessed value	\$342,758,109	\$85,359,467
Annual taxes (collectible) derived from increment	\$4,475,000	\$1,250,514

*The following projected as of June 2008:*

Maximum debt limit	\$92,687,423	\$40,000,000
Debt issued or authorized	\$57,985,000	\$30,000,000
Remaining debt limit	\$34,702,423	\$10,000,000
Amount of debt principal outstanding	\$14,059,000	\$30,000,000
Authorized but not issued	\$0	\$0



# URBAN RENEWAL BUDGET COMMITTEE

CITY OF WILSONVILLE

FY 2008-09

## URBAN RENEWAL BUDGET COMMITTEE

Norman Bengel, Chair

Bruce Barton

Paul Bunn

Anne Easterly

Tony Holt

## URBAN RENEWAL AGENCY BOARD

Charlotte Lehan, Chair

### BOARD MEMBERS

Alan Kirk

Celia Núñez

Tim Knapp

Michelle Ripple

### EXECUTIVE DIRECTOR

Arlene Loble

### REDEVELOPMENT DIRECTOR

C. J. Sylvester

### FINANCE DIRECTOR

Gary Wallis

## URBAN RENEWAL AGENCY

CITY OF WILSONVILLE

29799 SW Town Center Loop East

Wilsonville, Oregon 97070

503.682.1011

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29799 SW Town Center Loop E  
Wilsonville, Oregon 97070  
(503) 682-1011  
(503) 682-1015 Fax

April 24, 2008

Members of the Budget Committee,

Our urban renewal districts provide a funding source to help maintain livability while meeting the infrastructure demands of our growing community. The City currently has two urban renewal districts, one predominantly on the west side of town (West Side District) and one on the east side of town (Year 2000 Plan).

The East Side Urban Renewal Plan area has some very notable projects in process: design and construction of additional improvements to the Wilsonville Road / I-5 interchange; and the development of affordable senior housing on property located behind the Community Center previously purchased by the Agency in 2007.

The City Council, serving as the Urban Renewal Agency Board, continues to remove assessed valuation from the East Side District. This serves two purposes by returning valuable property to the general tax roll; thus, benefiting all taxing authorities (e.g. the Fire District) while also capping district annual tax increment income at about \$4 million per year. This is an ongoing commitment by the Board until all identified projects are complete and the East Side District is retired. To date, \$56 million in assessed value has been returned to the tax roll resulting in \$840,000 per year in additional income to all the taxing authorities.

The West Side Urban Renewal District continues to face cash flow difficulties resulting from infrastructure needs that out pace development activity. The short-term downturn in the housing market means this situation is unlikely to correct itself in the next few years.

A substantial amendment to revise this district's boundary to include Old Town and raise its maximum indebtedness will be proposed. The inclusion of the proposed Fred Meyer development site in the West Side District is intended to stimulate tax increment income. Raising the maximum indebtedness is required to complete the projects identified in the adopted plan.

Excellent progress has been made in a number of areas of the City thanks to the leadership of the Agency Board, the commitment of the community, and the professionalism of staff. It will continue to take the combined support and efforts of all of us to ensure our past success continues into the future.

Respectfully Submitted,

Arlene Loble

Budget Officer and Executive Director

**URBAN RENEWAL BUDGET COMMITTEE CHANGES  
FROM PROPOSED TO APPROVED BUDGET**

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The annual budget for FY 2008-09 was approved by the budget committee with no changes.

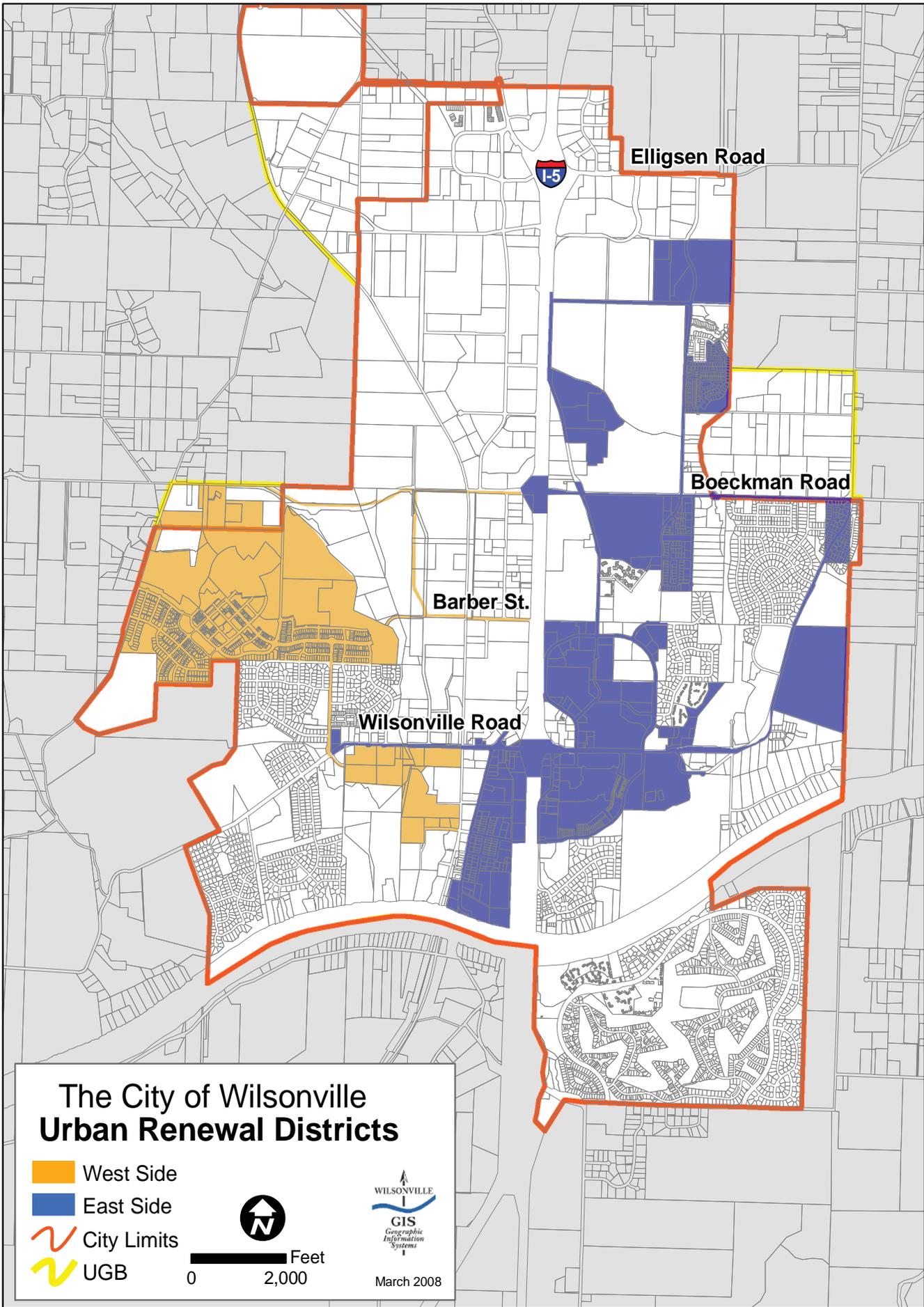
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**URBAN RENEWAL CITY COUNCIL CHANGES  
FROM APPROVED TO ADOPTED BUDGET**

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The annual budget for FY 2008-09 was adopted by the urban renewal board with no changes.

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# URBAN RENEWAL AGENCY OVERVIEW

## MISSION STATEMENT

The purpose of urban renewal is to stimulate economic development through private investment in a specific area of the community. Tax increment financing, ORS Chapter 457, is used in areas where private development has stagnated or is not feasible. Public funds are needed to change those conditions. The types of urban renewal activities undertaken generally include land assembly, development of infrastructure and public amenities (i.e. streets, utility lines, lighting, public open spaces and parks).

## HOW URBAN RENEWAL WORKS

The basic steps, greatly simplified, for forming a district and carrying out the activities follow. It begins when the governing body identifies an area where property values are not rising as rapidly as the rest of the community and desires to change that.

1. **Create a plan.** Essentially, draw a line around contiguous land parcels that demark the new urban renewal area. Identify desired public improvements like roadways, parks and amenities for the district. Have the county assessor calculate the current assessed value (aka the frozen base). Formally adopt the plan.
2. **Sell urban renewal bonds** to finance the public improvements identified in the plan. The improvements should encourage private investment in the area.
3. **Repay the bonds sold.** As new development occurs, property values rise and bring an increase in tax revenues. That increase is used to pay off the urban renewal bonds.

## GOVERNANCE

The City of Wilsonville Urban Renewal Agency (URA) was established in 1990 as a separate corporate body as authorized by state statutes. The City Council fulfills the role as the URA Board. The URA has two Urban Renewal Districts, the Year 2000 Plan (also known as the East Side District) and the West Side District, which each have their own adopted plan.

## URA DISTRICT MANAGEMENT

The City's Community Development Department manages URA activities with support provided by the Policy and Administration departments (e.g. Finance, Legal, 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 twice, once as operating expenses in the City's departments and again as professional services expenses in the URA budget to reimburse the City's funds.

## ASSESSED VALUE INFORMATION

When an urban renewal district is first created, the assessed value within the district boundaries is established as the "frozen base". If urban renewal efforts are successful, the value of the district will grow above the frozen base amount. That increase is called the "incremental" or "excess" value. Overlapping jurisdictions (schools, general governments, general obligation bonds) continue to receive property tax revenue on the frozen base while the urban renewal agency receives property tax revenue related to the incremental value. This is called the "division of tax" method of raising revenue in an urban renewal district.

The "division of tax" method for funding projects results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from District property. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

A five-year history of assessed value in the City's two Urban Renewal Districts is shown in the chart below, along with an estimate for the upcoming budget year.

### Assessed Value Information

Fiscal Year Ended	Year 2000 Plan District			West Side District		
	Frozen Base	Incremental Value	Total Assessed Value	Frozen Base	Incremental Value	Total Assessed Value
6/30/04	\$ 61,401,520	\$ 255,909,677	\$ 317,311,197	\$ -	\$ -	\$ -
6/30/05	50,472,041	226,347,617	276,819,658	3,605,856	7,999,541	11,605,397
6/30/06	46,633,393	231,546,033	278,179,426	3,605,856	35,068,435	38,674,291
6/30/07	46,633,393	262,229,735	308,863,128	3,605,856	45,077,063	48,682,919
6/30/08	46,633,393	296,124,716	342,758,109	3,605,856	81,753,611	85,359,467
6/30/09 est	45,200,000	315,800,000	361,000,000	3,605,856	134,364,395	137,970,251

Source: Clackamas County Assessment and Taxation for historic information; City of Wilsonville for budget year estimate

Assessed value within the Year 2000 Plan occasionally declines between fiscal years. This is the result of the Council and URA Board electing to remove taxable parcels from the District. The parcels are removed to limit the amount of tax increment revenues received. This also has the effect of releasing taxes back to the overlapping jurisdictions. The table below shows the impact on the frozen base, incremental value, and tax revenue released to overlapping jurisdictions. Another \$60 million is expected to be removed for FY 2010.

### Assessed Value Reductions

Fiscal Year Ended	Acreage Removed	Key Properties	Assessed Value Reduction
6/30/04			
6/30/05	61.8	Mentor Graphics	\$30 million
6/30/06	27.5	Sysco Foods	\$15.7 million
6/30/07			
6/30/08			
6/30/09 est	17.7	Residential	\$10.2 million

Source: Clackamas County Assessment and Taxation for historic information;  
City of Wilsonville for budget year estimate

The act of removing assessed value from the District does not reduce taxes for the property owner. Rather, the taxes are no longer divided for the benefit of the Urban Renewal District. The taxes are redirected to the overlapping taxing jurisdictions. The table below demonstrates the tax impact of removing assessed value on the overlapping entities.

### Estimate of Taxes Returned to Jurisdictions

	Taxes for FYE 2009	Cumulative Effect
City of Wilsonville	\$ 141,000	\$ 565,000
Clackamas County	135,000	539,000
West Linn Wilsonville School District	273,000	1,091,000
Tualatin Valley Fire District	85,000	342,000
All other entities	206,000	824,000
<b>Total</b>	<b>\$ 840,000</b>	<b>\$ 3,361,000</b>

**PROPERTY TAX INFORMATION**

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.

The West Side District is not eligible to levy and collect a City-wide special levy. The amount of tax increment this District may collect is affected by the increase in assessed valuation on properties in the District above the frozen base valuation and the tax rate of the overlapping taxing districts.

A five-year history of property tax revenues in the two urban renewal districts is included in the table below. As noted previously, tax revenue in the Year 2000 Plan periodically declines as Council and the URA Board removes parcels from the District.

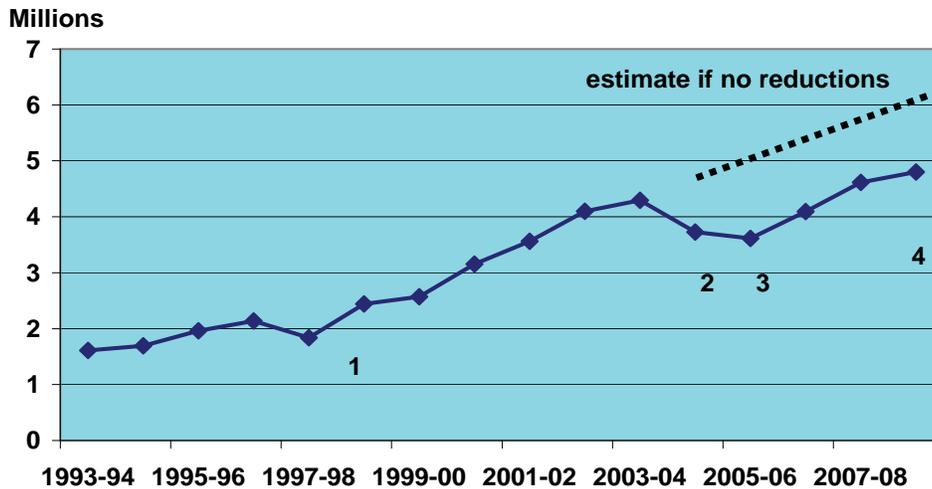
**Property Tax Levies and Collections**

Fiscal Year Ended	Year 2000 Plan District		West Side District	
	Division of Tax Levied	Net Taxes Collected	Division of Tax Levied	Net Taxes Collected
6/30/04	\$ 4,295,621	\$ 4,187,943	\$ -	\$ -
6/30/05	3,725,103	3,711,380	130,683	122,924
6/30/06	3,611,451	3,457,269	543,717	476,212
6/30/07	4,093,051	3,856,770	703,418	662,711
6/30/08	4,615,413	4,475,000	1,272,099	1,250,000
6/30/09 est	5,050,000	4,800,000	2,050,000	2,000,000

Source: City of Wilsonville financial records and Clackamas County Assessment and Taxation reports

The following graph illustrates the impact from removing taxable parcels on property tax levies for the Year 2000 Plan District. The dashed line represents an estimate of the tax levy had the parcels not been removed. The cumulative amount of taxes returned to overlapping jurisdictions since 2003-04 is estimated to be about \$3.4 million.

**Tax Increment Levies - Year 2000 Plan**



(1 - Effects of Measure 50 tax change; 2 - Mentor Graphics parcel removed; 3 - Sysco parcel removed; 4 - \$10 million residential area removed)

## URBAN RENEWAL TAX RATES

Beginning in fiscal year ending 2003, urban renewal tax rates began appearing as line items on tax bills. Listing urban renewal as a taxing entity was in response to an Oregon Supreme Court decision pertaining to the treatment of tax increment for Measure 5 tax rate caps. However, urban renewal entities do not have tax rates. The rate listed on the annual tax statement is created from the cumulative decrease from the overlapping jurisdictions.

A five-year history of the effective urban renewal tax rates is shown in the table below. The table also provides estimates for the fiscal year 2009 tax rates.

### **Urban Renewal Effective Tax Rate Per \$1000 of Assessed Value**

<b>Fiscal Year</b>	<b>Tax</b>
<b><u>Ended</u></b>	<b><u>Rate</u></b>
6/30/04	\$3.0743
6/30/05	\$2.6504
6/30/06	\$2.4969
6/30/07	\$2.7722
6/30/08	\$3.1427
6/30/09 est	\$2.5000

Source: Clackamas County Assessment and Taxation for historic; City of Wilsonville for budget year estimate

**SUMMARY OF URBAN RENEWAL BY FUND  
ADOPTED 2008-09**

	Year 2000 Plan District			West Side District		Grand Total
	Debt	Capital Projects	Program Income	Debt	Capital Projects	
<b>RESOURCES:</b>						
Tax increment	\$ 4,910,000	\$ -	\$ -	\$ 2,010,000	\$ -	\$ 6,920,000
Interest earnings	138,000	117,000	32,700	15,000	10,000	312,700
Other revenue	-	-	4,303	-	-	4,303
Bonds	-	3,000,000	-	30,000,000	-	33,000,000
Beginning fund balance	3,802,200	2,448,608	1,660,378	843,025	4,416,534	13,170,745
Total resources	<u>8,850,200</u>	<u>5,565,608</u>	<u>1,697,381</u>	<u>32,868,025</u>	<u>4,426,534</u>	<u>53,407,748</u>
<b>REQUIREMENTS:</b>						
Materials & services	-	736,908	-	-	815,890	1,552,798
Capital outlay	-	2,035,000	-	-	2,320,000	4,355,000
Debt service	5,743,000	-	-	31,250,000	-	36,993,000
Contingencies	-	2,793,700	1,697,381	-	1,290,644	5,781,725
Total appropriations	<u>5,743,000</u>	<u>5,565,608</u>	<u>1,697,381</u>	<u>31,250,000</u>	<u>4,426,534</u>	<u>48,682,523</u>
Resources over expenditures		<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	
Unappropriated ending balance	<u>\$ 3,107,200</u>			<u>\$ 1,618,025</u>		<u>\$ 4,725,225</u>

The table below combines five funds used by the Urban Renewal Agency and is intended to aid the reader in understanding the overall financial activity of the Agency.

Over the past three years tax increment revenue grew by 36 percent. Most of the increase is related to the new West Side District. Taxes within the Year 2000 Plan District remain near \$4 million due to periodic removal of parcels from the District.

**BUDGET SUMMARY - ALL URBAN RENEWAL FUNDS COMBINED**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES:</b>						
Tax increment	\$ 4,046,801	\$ 4,648,421	\$ 5,205,000	\$ 6,920,000	\$ 6,920,000	\$ 6,920,000
Interest earnings	711,326	1,110,963	871,842	312,700	312,700	312,700
Reimbursement	30,366	54,478	4,053	4,303	4,303	4,303
Bonds	25,850,000	8,000,000	38,200,000	33,000,000	33,000,000	33,000,000
Beginning fund balance	16,900,364	22,297,965	15,604,636	13,170,745	13,170,745	13,170,745
Total resources	<u>\$ 47,538,857</u>	<u>\$ 36,111,827</u>	<u>\$ 59,885,531</u>	<u>\$ 53,407,748</u>	<u>\$ 53,407,748</u>	<u>\$ 53,407,748</u>
<b>REQUIREMENTS:</b>						
Materials & services	\$ 1,253,683	\$ 1,274,871	\$ 1,678,205	\$ 1,552,798	\$ 1,552,798	\$ 1,552,798
Capital outlay	16,955,714	14,642,044	15,887,143	4,355,000	4,355,000	4,355,000
Debt service	7,031,495	3,272,310	28,688,000	36,993,000	36,993,000	36,993,000
Contingencies	-	-	5,939,290	5,781,725	5,781,725	5,781,725
Total appropriations	<u>25,240,892</u>	<u>19,189,225</u>	<u>52,192,638</u>	<u>48,682,523</u>	<u>48,682,523</u>	<u>48,682,523</u>
Resources over expenditures	<u>\$ 22,297,965</u>	<u>\$ 16,922,602</u>				
Unappropriated ending balance			<u>\$ 7,692,893</u>	<u>\$ 4,725,225</u>	<u>\$ 4,725,225</u>	<u>\$ 4,725,225</u>

# URBAN RENEWAL - YEAR 2000 PLAN DISTRICT

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 nearly \$46 million in public improvements (see page 275). 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, and construction of a public facility.

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 South and within the Old Town area.

Three funds are used to account for the activities of the Year 2000 Plan District including:

1. Debt Service Fund – records costs of repayment of debt
2. Capital Projects Fund – records infrastructure costs and professional management
3. Program Income Fund – records miscellaneous receipts and infrastructure costs

## YEAR 2000 PLAN ASSESSED VALUES AND TAXES

	Actual 2005-06	Actual 2006-07	Adopted 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Assessed Valuation in District	\$ 274,340,778	\$ 308,863,128	\$ 324,491,000	\$ 361,040,852	\$ 361,040,852	\$ 361,040,852
Frozen Tax Base	(46,633,393)	(46,633,393)	(46,633,393)	(45,233,393)	(45,233,393)	(45,233,393)
<b>Incremental Value</b>	<b>227,707,385</b>	<b>262,229,735</b>	<b>277,857,607</b>	<b>315,807,459</b>	<b>315,807,459</b>	<b>315,807,459</b>
Change in Incremental Value	1,359,768	34,522,350	15,627,872	37,949,852	37,949,852	37,949,852
Percent change in Incremental Value	0.6%	15.2%	6.0%	13.7%	13.7%	13.7%
<b>Property Tax</b>						
Division of Taxes:						
Before discounts	\$ 3,672,100	\$ 4,222,213	\$ 4,200,000	\$ 5,100,000	\$ 5,100,000	\$ 5,100,000
Estimate after discounts	\$ 3,457,269	\$ 3,856,769	\$ 4,000,000	\$ 4,800,000	\$ 4,800,000	\$ 4,800,000

Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

The special levy has not been assessed since 2002-03. As a result of a substantial plan amendment in 2007, the special levy can not be assessed in the future.

**STATEMENT OF PURPOSE**

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

**PROGRAM OBJECTIVES**

1. Timely payment of principal and interest on outstanding debt.
2. Compliance with all debt covenants.
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt.

**YEAR 2000 PLAN 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 the debt limit activity since inception is presented below. The Agency plans to issue \$3,000,000 during 2008-09.

<b>Maximum Indebtedness</b>	
Adopted 4/1998	\$ 53,851,923
Increase 8/2007	38,835,500
Total	92,687,423
Debt through 6/2003	(28,935,000)
December 2003	(10,000,000)
September 2005	(4,850,000)
September 2005	(10,000,000)
October 2007	(4,200,000)
Balance available	34,702,423

DEBT SERVICE FUND

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES:</b>						
Tax increment revenues						
Current year	\$ 3,457,269	\$ 3,856,769	\$ 4,000,000	\$ 4,800,000	\$ 4,800,000	\$ 4,800,000
Prior year	107,251	117,705	100,000	110,000	110,000	110,000
Total	3,564,520	3,974,474	4,100,000	4,910,000	4,910,000	4,910,000
Miscellaneous:						
Investment income	249,824	275,928	213,700	138,000	138,000	138,000
Beginning fund balance	7,046,306	3,937,468	5,474,591	3,802,200	3,802,200	3,802,200
<b>TOTAL RESOURCES</b>	<b>\$ 10,860,650</b>	<b>\$ 8,187,870</b>	<b>\$ 9,788,291</b>	<b>\$ 8,850,200</b>	<b>\$ 8,850,200</b>	<b>\$ 8,850,200</b>
<b>REQUIREMENTS:</b>						
Debt service						
Principal	\$ 1,450,000	\$ 1,784,000	\$ 1,858,000	\$ 1,930,000	\$ 1,930,000	\$ 1,930,000
Interest	623,182	701,767	630,000	813,000	813,000	813,000
Short term debt	4,850,000	-	-	3,000,000	3,000,000	3,000,000
Total	6,923,182	2,485,767	2,488,000	5,743,000	5,743,000	5,743,000
Unappropriated ending fund balance	3,937,468	5,702,103	7,300,291	3,107,200	3,107,200	3,107,200
<b>TOTAL REQUIREMENTS</b>	<b>\$ 10,860,650</b>	<b>\$ 8,187,870</b>	<b>\$ 9,788,291</b>	<b>\$ 8,850,200</b>	<b>\$ 8,850,200</b>	<b>\$ 8,850,200</b>

STATEMENT OF FUNDING ISSUES FOR 2008-09

The Agency Board adopted a Resolution directing staff to periodically remove assessed value from the District such that property taxes generate approximately \$4 million per year. A \$10 million reduction was approved and communicated to the County Assessor's Office; however, it will not become effective until tax year 2008-09.

Based on growth within the District for 2007-08, an additional \$60 million will need to be removed in order to approximate \$4 million in property tax increment. Changes provided to the County Assessor's Office during calendar 2008 become effective for the tax year 2009-10. As of the date of the Proposed Budget, specific parcels for removal have not been identified.

**DEBT OUTSTANDING**

The Agency has pledged through bond covenants to not make reductions to the District such that tax increment revenue falls below 125% of the maximum annual debt service. The Agency has been in compliance with this covenant.

In October 2007 the Agency borrowed \$4.2 million from the City’s General Fund. The debt is subordinate to the two long-term debt issuances outstanding. The short-term debt is scheduled to be repaid in FY 2008 with interest at 5.3%.

On December 12, 2003, the Agency issued \$10,000,000 through a note held by the Bank of America. Interest rate is 3.85%. The debt is retired serially over 10 years with a final payment on December 1, 2013. Annual tax increment revenue, a \$1 million cash reserve and balances on the debt service fund, are pledged as security to this debt. The Agency also pledged to collect the full amount of the Divide the Taxes revenues and to impose the special levy should the Divide the Taxes portion be less than 110% of the annual debt service.

Year 2000 Plan Debt  
2003 Issue - Bank of America

FY	Principal	Interest	Total
2008-09	\$ 975,000	\$ 229,133	\$ 1,204,133
2009-10	1,012,000	190,883	1,202,883
2010-11	1,051,000	151,170	1,202,170
2011-12	1,091,000	109,937	1,200,937
2012-13	1,133,000	67,125	1,200,125
2013-14	1,177,000	22,657	1,199,657
Total	\$ 6,439,000	\$ 770,905	\$ 7,209,905

Year 2000 Plan Debt  
2005 Issue - Bank of the West

FY	Principal	Interest	Total
2008-09	\$ 955,000	\$ 323,850	\$ 1,278,850
2009-10	1,000,000	283,262	1,283,262
2010-11	1,040,000	240,762	1,280,762
2011-12	1,085,000	196,563	1,281,563
2012-13	1,130,000	150,450	1,280,450
2013-15	2,410,000	144,700	2,554,700
Total	\$ 7,620,000	\$ 1,339,587	\$ 12,802,461

On September 28, 2005, the Agency issued \$10,000,000 through a note held by the Bank of the West. Interest is at 4.25%. The debt will be retired serially over 10 years with a final payment on June 1, 2015. Annual tax increment revenue, a \$1 million cash reserve and debt service fund cash balances, are pledged as security to this debt. The Agency also pledged to collect taxes of 125% of the average principal and interest while bonds are outstanding.

## **STATEMENT OF PURPOSE**

To eliminate blight in areas within the District boundaries and, in the process, attract aesthetically pleasing, job producing private investments that will improve and stabilize property values and protect the area's residential livability and environmental values.

## **PROGRAM OBJECTIVES**

1. Work collaboratively with ODOT to design a solution to resolve capacity problems at the Wilsonville Road / I-5 interchange.
2. In conjunction with the interchange improvements, design changes to the nearby Wilsonville Road / Boones Ferry intersection to facilitate increased traffic from future construction of a Fred Meyer shopping center.
3. Plan for locating affordable senior housing on Agency property located near the City's Community Center.

URBAN RENEWAL – YEAR 2000 PLAN CAPITAL PROJECT FUND

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES:</b>						
Investment income	\$ 380,793	\$ 233,627	\$ 128,100	\$ 117,000	\$ 117,000	\$ 117,000
Debt proceeds	14,850,000	-	4,200,000	3,000,000	3,000,000	3,000,000
Beginning fund balance	7,436,160	6,595,773	3,098,409	2,448,608	2,448,608	2,448,608
<b>TOTAL RESOURCES</b>	<b>\$ 22,666,953</b>	<b>\$ 6,829,400</b>	<b>\$ 7,426,509</b>	<b>\$ 5,565,608</b>	<b>\$ 5,565,608</b>	<b>\$ 5,565,608</b>
<b>REQUIREMENTS:</b>						
Materials & Services						
Prof and technical services	\$ 1,031,597	\$ 656,571	\$ 715,540	\$ 714,387	\$ 714,387	\$ 714,387
Utility services	213	-	108	3,180	3,180	3,180
Emp dev, train, travel	5,732	3,263	2,100	2,163	2,163	2,163
Fees, dues, advertising	1,069	3,010	2,801	2,678	2,678	2,678
Misc. supplies & services	-	-	-	14,500	14,500	14,500
<b>Total Materials &amp; Services</b>	<b>1,038,611</b>	<b>662,844</b>	<b>720,549</b>	<b>736,908</b>	<b>736,908</b>	<b>736,908</b>
Capital Projects						
#4002 WV Interchange Turn Lanes	74,873	-	-	1,000,000	1,000,000	1,000,000
#4033 Align Canyon Crk South	1,000	-	-	-	-	-
#4052 WV Rd Phase 3	3,982	3,344	-	-	-	-
#4694 Livability Projects	52,005	-	-	-	-	-
#4100 High School Traffic Signal	45,651	-	-	-	-	-
#4102 Canyon Crk Rd, South, Phase 1	134,978	-	-	-	-	-
#4105 Parkway Court Reconstruction	-	1,350	-	-	-	-
#4141 Boones Ferry/WV Road	-	-	-	465,000	465,000	465,000
#4142 Wilsonville Rd 6 Lane Enhancement	-	-	-	570,000	570,000	570,000
#8054 Library Access	3,181	13,211	80,000	-	-	-
#8056 Monument Signs at City Bldgs	-	4,995	-	-	-	-
#8060 City Hall Development	7,546,432	2,216,587	100,000	-	-	-
#8061 Kaiser Land Acquisition	1,540,135	242,823	-	-	-	-
#8076 Wesleyan Church Acquisition	-	-	4,200,000	-	-	-
#9036 Town Center Park Phase 2	93,016	24,657	-	-	-	-
#9037 Civic Park	5,187,316	460,673	49,000	-	-	-
#9099 HS Girl's Field Improvements	350,000	-	-	-	-	-
<b>Total Capital Projects</b>	<b>15,032,569</b>	<b>2,967,640</b>	<b>4,429,000</b>	<b>2,035,000</b>	<b>2,035,000</b>	<b>2,035,000</b>
Contingency	-	-	2,276,960	2,793,700	2,793,700	2,793,700
Unappropriated ending balance	6,595,773	3,198,916	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 22,666,953</b>	<b>\$ 6,829,400</b>	<b>\$ 7,426,509</b>	<b>\$ 5,565,608</b>	<b>\$ 5,565,608</b>	<b>\$ 5,565,608</b>

STATEMENT OF FUNDING ISSUES FOR 2008-09

The three projects identified are for initial design and project planning costs. Future development will necessitate a bond sale.

HISTORY OF YEAR 2000 PLAN URBAN RENEWAL PROJECTS

	Years Prior	Proposed 2008-09	Adopted 2008-09
<b>Road Projects:</b>			
Wilsonville Road Related	\$ 18,942,916	\$ 1,570,000	\$ 1,570,000
Boones Ferry Road	176,711	465,000	465,000
Memorial Drive Construction	1,204,743	-	-
Other Street Construction projects	1,790,347	-	-
<b>Streetscape, signals, crossings</b>	835,066	-	-
<b>Public Facilities:</b>			
Miscellaneous improvements and planning	1,024,898	-	-
City Hall Development	9,763,019	-	-
<b>Park land acquisition and development:</b>			
Boozier Property Acquisition	1,517,263	-	-
Kaiser Land Acquisition/Street Improvements	1,832,958	-	-
Wesleyan Church property acquisition	-	-	-
Town Center Park Phase 2	2,150,474	-	-
Civic Center Park (aka Murase Plaza)	6,566,833	-	-
<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	-	-
Total	<u>\$ 49,446,509</u>	<u>\$ 2,035,000</u>	<u>\$ 2,035,000</u>

**STATEMENT OF PURPOSE**

Beginning in 2001-02 the Urban Renewal Agency began recording program income in a new fund - Program Income Fund. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of prior activity and can include items such as reimbursements, loan repayments, and land sales. The predominant source of program income has been reimbursements from the Street System Development Charges Fund.

**PROGRAM OBJECTIVES**

Program income can be used for any urban renewal eligible purpose, but it is not limited to just the projects listed in the Urban Renewal Plan nor the boundaries of the District.

**PROGRAM INCOME FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES:</b>						
Investment income	\$ 47,706	\$ 63,399	\$ 55,842	\$ 32,700	\$ 32,700	\$ 32,700
Other Revenue	30,366	54,478	4,053	4,303	4,303	4,303
Beginning fund balance	1,409,434	1,487,506	1,536,232	1,660,378	1,660,378	1,660,378
<b>TOTAL RESOURCES</b>	<b>\$ 1,487,506</b>	<b>\$ 1,605,383</b>	<b>\$ 1,596,127</b>	<b>\$ 1,697,381</b>	<b>\$ 1,697,381</b>	<b>\$ 1,697,381</b>
<b>REQUIREMENTS:</b>						
Contingency	\$ -	\$ -	\$ 1,596,127	\$ 1,697,381	\$ 1,697,381	\$ 1,697,381
Unappropriated ending balance	1,487,506	1,605,383	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,487,506</b>	<b>\$ 1,605,383</b>	<b>\$ 1,596,127</b>	<b>\$ 1,697,381</b>	<b>\$ 1,697,381</b>	<b>\$ 1,697,381</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

No specific uses have been identified for FY 2009.

**WEST SIDE DISTRICT**

This District was adopted on November 3, 2003. Initial activity has been focused on meeting infrastructure needs of the Villebois development. Projects have included acquisition of land for a future park and potential school site, and to acquire land and construct a new 1.2 mile roadway. Additional new road construction is planned in the coming years.

Two funds are used to account for the activities of the West Side District consisting of:

1. Debt Service Fund – records costs of repayment of debt
2. Capital Projects Fund – records infrastructure costs and professional management

**WEST SIDE ASSESSED VALUE AND TAXES**

	Actual 2005-06	Actual 2006-07	Adopted 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
Assessed Valuation in District	\$ 38,639,313	\$ 48,682,919	\$ 72,680,000	\$ 137,970,000	\$ 137,970,000	\$ 137,970,000
Frozen Tax Base	(3,605,856)	(3,605,856)	(3,605,856)	(3,605,856)	(3,605,856)	(3,605,856)
<b>Incremental Value</b>	35,033,457	45,077,063	69,074,144	134,364,144	134,364,144	134,364,144
Change in Incremental Value	27,042,703	10,043,606	23,997,081	65,290,000	65,290,000	65,290,000
Percent change in Incremental Value	338.4%	28.7%	53.2%	94.5%	94.5%	94.5%
<b>Property Tax</b>						
Division of Taxes:						
Before discounts	\$ 543,717	\$ 703,418	\$ 1,160,000	\$ 2,150,000	\$ 2,150,000	\$ 2,150,000
Estimate after discounts	\$ 476,212	\$ 662,711	\$ 1,090,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000

Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

**STATEMENT OF PURPOSE**

- 1. Monitor private development that would result in future tax increment revenue generation.

**PROGRAM OBJECTIVES**

- 1. Timely payment of principal and interest on outstanding debt
- 2. Compliance with all debt covenants
- 3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

**WEST SIDE MAXIMUM INDEBTEDNESS**

The District has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project costs and related administration. A recap of the debt limit activity since inception is presented below. The Agency does not plan to issue debt during 2008-09.

<b>Maximum Indebtedness</b>	
Adopted 10/20/2003	\$ 40,000,000
Total	40,000,000
June 2005	(15,000,000)
August 2006	(10,000,000)
June 2008 (est)	(5,000,000)
Balance available	10,000,000

**DEBT SERVICE FUND**

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES:</b>						
Tax increment revenues						
Current year	\$ 476,212	\$ 662,711	\$ 1,090,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000
Prior year	6,069	11,236	15,000	10,000	10,000	10,000
<b>Total</b>	<b>482,281</b>	<b>673,947</b>	<b>1,105,000</b>	<b>2,010,000</b>	<b>2,010,000</b>	<b>2,010,000</b>
Miscellaneous:						
Investment income	14,907	30,323	32,100	15,000	15,000	15,000
Refunding bond proceeds	-	-	25,000,000	30,000,000	30,000,000	30,000,000
<b>Total</b>	<b>14,907</b>	<b>30,323</b>	<b>25,032,100</b>	<b>30,015,000</b>	<b>30,015,000</b>	<b>30,015,000</b>
Beginning fund balance	124,123	512,998	455,502	843,025	843,025	843,025
<b>TOTAL RESOURCES</b>	<b>\$ 621,311</b>	<b>\$ 1,217,268</b>	<b>\$ 26,592,602</b>	<b>\$ 32,868,025</b>	<b>\$ 32,868,025</b>	<b>\$ 32,868,025</b>
<b>REQUIREMENTS:</b>						
Debt service						
Interest	\$ 108,313	\$ 786,543	\$ 1,200,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000
Short term debt	-	-	25,000,000	30,000,000	30,000,000	30,000,000
<b>Total</b>	<b>108,313</b>	<b>786,543</b>	<b>26,200,000</b>	<b>31,250,000</b>	<b>31,250,000</b>	<b>31,250,000</b>
Unappropriated ending fund balance	512,998	430,725	392,602	1,618,025	1,618,025	1,618,025
<b>TOTAL REQUIREMENTS</b>	<b>\$ 621,311</b>	<b>\$ 1,217,268</b>	<b>\$ 26,592,602</b>	<b>\$ 32,868,025</b>	<b>\$ 32,868,025</b>	<b>\$ 32,868,025</b>

**STATEMENT OF FUNDING ISSUES FOR 2008-09**

Refinancing of existing \$25 million credit plus anticipated \$5 million additional draw is planned before the end of FY 2009. By FY 2009-10 tax increment revenues should be sufficient to support repayment of \$30 million over 20 years at 6%.

Timing of future debt issuances will likely be contingent upon adequate cashflow to support all required debt services. Close attention to the small amount remaining under the maximum indebtedness will be required to properly size future projects with the ability to fund them.

# URBAN RENEWAL - WEST SIDE PLAN

*debt service*

## DEBT OUTSTANDING

The Agency has pledged through debt covenants all available tax increment revenues from the West Side District and a full faith and credit pledge of the City.

Two lines of credit were obtained from Bank of America. The Agency draws on the lines of credit as construction progresses. Interest rates are variable and based on a percentage of Prime or LIBOR. Both lines of credit are to be refinanced by May 1, 2008; however, the Agency seeks to extend the refinancing to May 2009. The following is a recap of the two credit facilities.

	<u>June 2005</u>	<u>August 2006</u>
Maximum authorized	\$15,000,000	\$10,000,000
Draws through June 30, 2007	13,000,000	8,000,000
Draws in FY 2007-08	<u>2,000,000</u>	<u>2,000,000</u>
Balance	\$ 0	\$ 0

At the time the budget was proposed negotiations were underway to extend the \$25 million lines of credit and increase it by \$5,000,000.

**STATEMENT OF PURPOSE**

To eliminate blight in areas within the district boundaries and, in the process, attract aesthetically pleasing, job producing private investments that will improve and stabilize property values and protect the area’s residential livability and environmental values.

**PROGRAM OBJECTIVES**

1. Contribute to park improvements in the Villebois neighborhood
2. Plan and design for extension of Kinsman Road north from Barber Road to Boeckman Road
3. Plan and design for extension of Barber Road west from Kinsman Road to Coffee Lake Drive

**HISTORY OF WEST SIDE URBAN RENEWAL PROJECTS**

Project #		Years Prior	Proposed 2008-09	Adopted 2008-09
4004	Kinsman Road Extension - Barber to Boeckman	\$ -	\$ 1,600,000	\$ 1,600,000
4048	Boeckman Rd Extension	9,369,646	-	-
4112	Barber Street - Kinsman east to Boberg	957,470	10,000	10,000
4113	Barber Street - Kinsman west to Villebois	110,478	500,000	500,000
4120	Brown Road Intersection	-	110,000	110,000
8071	School Site Acquisition	4,156,835	-	-
9100	Villebois Area Parks	-	100,000	100,000
	<b>Total</b>	<b>\$ 14,594,429</b>	<b>\$ 2,320,000</b>	<b>\$ 2,320,000</b>

URBAN RENEWAL – WEST SIDE PLAN CAPITAL PROJECTS FUND

	Actual 2005-06	Actual 2006-07	Amended 2007-08	Proposed 2008-09	Approved 2008-09	Adopted 2008-09
<b>RESOURCES:</b>						
Investment income	\$ 18,096	\$ 507,686	\$ 442,100	\$ 10,000	\$ 10,000	\$ 10,000
Debt proceeds	11,000,000	8,000,000	9,000,000	-	-	-
Beginning balance	884,341	9,764,220	5,039,902	4,416,534	4,416,534	4,416,534
<b>TOTAL RESOURCES</b>	<b>\$ 11,902,437</b>	<b>\$ 18,271,906</b>	<b>\$ 14,482,002</b>	<b>\$ 4,426,534</b>	<b>\$ 4,426,534</b>	<b>\$ 4,426,534</b>
<b>REQUIREMENTS:</b>						
Materials & Services						
Prof and technical services	\$ 215,072	\$ 607,767	\$ 953,123	\$ 809,958	\$ 809,958	\$ 809,958
Emp dev, train, travel	-	2,101	2,060	2,266	2,266	2,266
Fees, dues, advertising	-	2,159	2,473	3,666	3,666	3,666
<b>Total Materials &amp; Services</b>	<b>215,072</b>	<b>612,027</b>	<b>957,656</b>	<b>815,890</b>	<b>815,890</b>	<b>815,890</b>
Capital Projects						
#4048 Boeckman Road Extension	1,851,602	6,758,241	7,031,500	-	-	-
#4004 Kinsman Road Extension	-	-	-	1,600,000	1,600,000	1,600,000
#4112 Barber Street, Phase 1	61,543	769,328	4,177,643	10,000	10,000	10,000
#4113 Barber Street, Phase 2	-	-	-	500,000	500,000	500,000
#4120 Brown Road Intersection	-	-	200,000	110,000	110,000	110,000
#8071 School Site Acquisition	10,000	4,146,835	-	-	-	-
#9100 Villebois Parks	-	-	49,000	100,000	100,000	100,000
<b>Total Capital Projects</b>	<b>1,923,145</b>	<b>11,674,404</b>	<b>11,458,143</b>	<b>2,320,000</b>	<b>2,320,000</b>	<b>2,320,000</b>
Contingency	-	-	2,066,203	1,290,644	1,290,644	1,290,644
Unappropriated ending balance	9,764,220	5,985,475	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 11,902,437</b>	<b>\$ 18,271,906</b>	<b>\$ 14,482,002</b>	<b>\$ 4,426,534</b>	<b>\$ 4,426,534</b>	<b>\$ 4,426,534</b>

**STATEMENT OF FUNDING ISSUES**

The two major capital projects above are preliminary planning and right-of-way access. Future construction is estimated to exceed \$20,000,000. This is greater than the maximum debt that can be issued and thus suggests a substantial plan amendment will be required.

## SUPPLEMENTAL STREET SYSTEM DEVELOPMENT CHARGES

The City collects three types of street system development charges (SDC). One is used citywide and is referred to as regular street SDC. A second is restricted to improvements along Wilsonville Road in the area of Town Center Loop West to the railroad crossing and is referred to as supplemental SDC. The third is restricted to improvements that increase capacity at the I-5 interchange and surrounding area and is referred to as the I-5 Interchange SDC. All three are budgeted within the Street Development Charges Fund. The following table is prepared to aid in the disclosure of the separate components.

### STREET SYSTEM DEVELOPMENT CHARGES BY TYPE

	Regular Street SDC		Supplemental SDC		I-5 Interchange SDC	
	Est Act	Adopted	Est Act	Adopted	Est Act	Adopted
	2007-08	2008-09	2007-08	2008-09	2007-08	2008-09
<b>Resources</b>						
Beginning balance, July 1	\$ 2,881,620	\$ 2,001,719	\$ 2,028,082	\$ 1,367,035	\$ 3,005,443	\$ 3,333,443
SDC collections	736,705	3,564,355	-	-	200,000	-
Interest earnings	113,000	74,000	70,000	48,000	128,000	83,000
Total resources	<u>3,731,325</u>	<u>5,640,074</u>	<u>2,098,082</u>	<u>1,415,035</u>	<u>3,333,443</u>	<u>3,416,443</u>
<b>Uses:</b>						
Major capital projects:						
#4002 Wilsonville Rd Interchange	-	-	-	-	731,047	3,200,000
#4041 95th/Boones/Elligsen	611,768	684,000	-	-	-	-
#4091 Street SDC Study	101,991	22,800	-	-	-	-
#4106 Villebois Road Reimburs.	318,060	228,000	-	-	-	-
#4119 Graham Fy, ROW acquis.	28,500	285,000	-	-	-	-
#4138 5 Yr Monitor of Boeckman Rd Mitigation	-	57,000	-	-	-	-
#4139 Grahams Fy Rd - Villebois	-	45,600	-	-	-	-
Miscellaneous projects	668,789	71,820	-	-	-	-
Project design and development	-	114,000	-	-	-	-
Total uses	<u>1,729,108</u>	<u>1,508,220</u>	<u>-</u>	<u>-</u>	<u>731,047</u>	<u>3,200,000</u>
Net available	<u>\$ 2,002,217</u>	<u>\$ 4,131,854</u>	<u>\$ 2,098,082</u>	<u>\$ 1,415,035</u>	<u>\$ 2,602,396</u>	<u>\$ 216,443</u>

## CAPITAL PROJECTS - ENGINEERING AND ADMINISTRATION OVERHEADS

The City budgets capital projects which have a high priority for completion. Generally, the full cost of the project is budgeted in the first year. However, due to a variety of reasons (e.g. weather, staffing levels, construction starts late in the year) not all budgeted projects will be expended in full. The above is a breakdown of the difference between overhead budgeted and the amount expected to be incurred. The smaller, projected actual is used for balancing the General and Community Development funds. Nevertheless, the full amount is included for adoption in the event the projects move forward quickly and all expenses are incurred in the year budgeted.

### ANALYSIS OF TOTAL OVERHEAD AND POTENTIAL DELAY

<u>Estimated Actual Fiscal 2007-08</u>	<u>Total Budgeted</u>	<u>Potential Delay</u>	<u>Projected Actual</u>	<u>Community Development Fund</u>	<u>General Fund</u>
Capital Project Funds:					
Water	\$ 1,273,491	\$ 849,036	\$ 424,455	\$ 1,091,521	\$ 181,970
Sewer	119,021	39,670	79,351	102,018	17,003
Streets	536,712	178,886	357,826	472,896	63,816
Storm Water	97,899	32,637	65,262	83,905	13,984
Building	138,144	46,044	92,100	17,824	120,320
Parks	154,798	51,595	103,203	132,684	22,114
Total	<u>\$ 2,320,065</u>	<u>\$ 1,197,868</u>	<u>\$ 1,122,197</u>	<u>\$ 1,900,848</u>	<u>\$ 419,207</u>
<u>Adopted Fiscal 2008-09</u>					
Capital Project Funds:					
Water	\$ 329,000	\$ 165,100	\$ 163,900	\$ 282,000	\$ 47,000
Sewer	1,129,000	566,600	562,400	968,000	161,000
Streets	323,000	162,000	161,000	281,000	42,000
Storm Water	142,000	71,300	70,700	122,000	20,000
Building	118,300	62,500	55,800	101,400	16,900
Parks	93,000	46,700	46,300	80,000	13,000
Total	<u>\$ 2,134,300</u>	<u>\$ 1,074,200</u>	<u>\$ 1,060,100</u>	<u>\$ 1,834,400</u>	<u>\$ 299,900</u>

## 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 the staff and carries out the day-to-day administration of the City, (see organizational chart).

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. Here's a brief rundown of the City's boards and commissions.

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### 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 be a registered voter and that you 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 \$15,000. Council members are also members of the Budget Committee and therefore, participate in annual fiscal planning and budgeting and decide 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, setting a budget, and levying taxes for the City's urban renewal program.

*City Council members are:*

Charlotte Lehan, Mayor  
Celia Núñez, Councilor  
Tim Knapp, Councilor

Alan Kirk, Council President  
Michelle Ripple, Councilor

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### PLANNING COMMISSION

The Wilsonville Planning Commission meets on the second Wednesday of each month at 7 PM in the Community Development Annex at 8445 SW Elligsen Road. 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:*

Susan Guyton, Chair  
Craig Faiman  
Yvonne Peck  
Ray Phelps

Steve Hurst, Vice Chair  
Marta McGuire  
Robert Meyer

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**DEVELOPMENT REVIEW BOARD**

The Development Review Board meets on the second and fourth Monday of every month, at 7 PM in the Community Development Annex on Elligsen Road.

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

Eric Postma, Chair  
Kristin Koetz, Vice Chair  
John Schenk  
Sukhwant Jhai  
Richard Schultze

Panel B

Monica Keenan, Chair  
Bernard Smith, Vice Chair  
Jim Sandlin  
Haley Percell  
Peter Hurley

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**PARKS & RECREATION ADVISORY BOARD**

The Wilsonville Parks and Recreation Advisory Board meets on the second Tuesday of each month, from 7 to 9 PM in the City Hall Conference Room, located at 30000 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 general 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:*

Ann Maier, Chair  
Michelle Ripple, Council Liason  
Joelle Meyer

Marilyn Lippencot, Vice Chair  
Eric Bohard  
Parker Johnstone

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**LIBRARY BOARD**

The Wilsonville Library Board meets on the fourth Wednesday of each month, at 7:00 PM in the Library Director's conference room. The library is located at 8200 S.W. Wilsonville Road, across from Wilsonville City Hall (682-2744).

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:*

Norman Bengel, Chair	Jennifer Greco, Youth Representative
Carole Hanna	Nancy Andersen
Debbie Hoesley	Jill Tanner
Celia Núñez, Council Liason	Alan Steiger

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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, and serve for a three-year term.

The primary duties and functions of this committee 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:*

Charlotte Lehan, Mayor	Norman Bengel, Chair
Paul Bunn	Bruce Barton
Anne Easterly	Tony Holt
Alan Kirk	Celia Núñez
Tim Knapp	Michelle Ripple



**CITY OF WILSONVILLE**  
**FISCAL MANAGEMENT POLICIES**

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# FISCAL MANAGEMENT POLICIES

## STATEMENT OF PURPOSE

The City of Wilsonville has an important responsibility to its citizens to carefully account for public funds and to manage municipal finances wisely. The City Council is ultimately responsible for decisions concerning the fiscal management of the city. The Council, commissions, boards and city staff all must take into consideration the City Charter, ordinances, the Council's Five-Year Strategic Plan, and all applicable state and federal laws in its decision-making. Because Wilsonville is a fast growing city, the City Council must also plan for the adequate funding of facilities and services as defined by the urban growth management section (Section 11) of the city's Comprehensive Plan. This section of the Comprehensive Plan emphasizes the need for the city to provide adequate facilities and services in advance of or in conjunction with urban development.

The Comprehensive Plan also recognizes that not all facilities and services require the same level of service adequacy, simultaneous with development. As a result, the Comprehensive Plan distinguishes between Primary and Complementary Facilities and Services (see Appendix B for definition). This can be used as a guideline in balancing the needs for development funded by the city. The City Manager must follow the city's Five Year Strategic Financial Plan in recommending funding levels for services and facilities provided by the city. In doing this, the city manager will need to balance the city's ability to fund its budget with its goals, plans, ordinances and applicable state and federal laws.

These policies are designed to establish guidelines for the fiscal stability of the City of Wilsonville and to provide guidance for the city manager in the role as chief executive officer of the city.

## Periodic Review of Policies

These policies have been duly adopted by resolution of the City Council and can be changed only through subsequent resolutions adopted by the City Council. These policies shall be reviewed as part of the strategic planning process by the budget officer to determine whether any changes are necessary. Any changes, recommendations and additions/deletions shall be reviewed and approved by the Budget Committee prior to submittal to the City Council for their approval.

## STRATEGIC PLANNING POLICIES

### Five-Year Strategic Financial Plan

The Budget Committee will be responsible for developing a Five-Year Strategic Financial Plan for the city. Each year, the Budget Committee will review, update and approve the revised plan to incorporate changes in assumptions (inflation, growth rates, etc.) program/policy changes, etc. The revised plan will be approved by the Budget Committee at least ninety (90) days prior to the submission of the budget document by the Budget Officer. Prior to submittal of the plan to the City Council for their approval, a public hearing will be held regarding the plan to solicit public input. The City Council has the final responsibility for adopting the plan. The final plan will be approved by the City Council at least sixty (60) days prior to the submission of the budget document by the Budget Officer.

There will be five distinct planning activities that will take place as part of the formulation of the city's Five-Year Strategic Financial Plan.

- Review of the city's external environment including economic, political, demographic and social factors.
- Assessment of the Situation: A situation assessment consists of a description of opportunities and problems which the city is likely to encounter over the planning horizon.
- Formulation of Goals: Goals are general statements of the sense of direction in which the city wants to move over the long term. An example of a goal is as follows: The city will establish an operating contingency in each of its funds.
- Formulation of Objectives: Objectives are specific achievements to be realized within a definite time period. An example of an objective is as follows: The city's operating contingency for FY 1994-95 will be 5 percent, FY 1995-96 7 percent, etc.
- Formulation and selection of strategies: Choosing how to attain the city's goals and objectives.

The Five-Year Strategic Financial Plan will provide the city manager and department heads with a framework on which decisions can be made which will have a long-term impact on the financial condition of the city. The Five-Year Financial Plan will be developed in conjunction with the city's Comprehensive Plan, the City Council's Five-Year Strategic Plan state and federal laws, City Council goals and the needs of the community.

The city's Five-Year Strategic Financial Plan will provide the 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. In addition, the annual budget will incorporate performance measures to show the progress being made toward accomplishing the plan's goals and objectives.

The following issues will be addressed by the city's Five-Year Strategic Financial Plan:

- Determine project/program priorities for the next five years as well as funding sources.
- Balance the need to keep public facilities and services at adequate levels to meet the city's growing population with the need to purchase land at the lowest possible cost for future facilities (recreation sites, parks, etc.)
- Determine appropriate levels of contingency reserves to guard against unexpected revenue shortfalls or expenditure overruns.
- Determine appropriate levels of capital reserves to address the city's future capitol needs.
- Develop policies regarding tax rates, SDC rates, utility rates, user fees, etc. There must be a determination as to *how* the city will recover the cost of providing services to its citizens.
- Develop and set service levels. Determine the number and quality of programs and services offered. "Price out" the various service levels to clarify their cost/benefit relationship.
- The Capital Improvement Program will be developed as part of the Five-Year Strategic Planning process.

## **CAPITAL IMPROVEMENT PROGRAM POLICIES**

### **A. Capital Improvement Program**

#### 1. Definitions:

- a. The Capital Improvement Program (CIP) consists of a list of future facilities and infrastructure construction projects, major repair and maintenance projects, and is incorporated into the city's Five-Year Strategic Financial Plan.
- b. Facilities include any structures or properties owned by the city, the land upon which the facility is situated for the provision of city services, and the initial furniture, fixtures, equipment and apparatus necessary to put the facility in service. Facilities include, but are not limited to the following: administrative offices, parks, service centers and storage yards, recreation centers, libraries and water and sewer related structures.
- c. Infrastructure includes permanently installed facilities, generally placed underground or at-grade, which form the basis for the provision of city services. Typically included are thoroughfares, bridges, water and sewer lines, and storm sewers.

#### 2. Preparation:

As part of the Five-Year Strategic Financial Planning process, the community development director shall prepare and present a five-year CIP. The document shall provide details of each capital project plan: its estimated costs, sources of financing, performance measures that will be used to determine the success of the project, project time line, identification of the project manager and a full description of the project. The city shall also identify the ongoing operation and maintenance costs associated with each capital project. The finance director will review the financial and economic assumptions contained in the CIP and the CIP will contain a statement that such a review has taken place. The policies, strategies and standards established by the city's Comprehensive Plan shall be followed by the community development director in the preparation of the CIP. The CIP shall also incorporate guidelines established by the City Council's Five-Year Strategic Plan, federal and state laws, the City Council's goals and the needs of the community.

#### 3. Financing:

All alternative financing possibilities shall be examined in addition to debt financing. If debt is issued the asset life should equal or exceed the life of the debt being incurred. Property owners that benefit from an improvement will be expected to share in the cost of the improvement and in the financing of such improvement.

#### 4. Local Improvement Districts:

When local improvement districts (LID) are established to fund capital projects, they must be self funding.

Sufficient assessments and reserves should be established so that the entire cost of the debt (interest and principal) is covered.

## **B. Monitoring the Capital Budget**

### **1. Project Progress Reporting:**

Regular reports shall be prepared on the progress of each active project by the project manager (with total costs in excess of \$25,000) in the CIP. The reports should contain an evaluation of the progress of each project.

### **2. Project Review Process:**

The review process should identify problems involving capital projects as early in the project development as possible. The review process shall include quarterly reports to the city manager and the City Council.

### **3. Amending the Capital Improvement Program:**

Any material changes to the CIP shall be reviewed and approved by the Budget Committee and the City Council. Such changes shall take the form of amending the CIP or supplemental appropriation, when required.

### **4. Performance Reporting:**

Once a project is completed, it will be the responsibility of the project manager to evaluate and report on the actual performance of the project. It is the project manager's responsibility to report to the City Council as to whether the project accomplished what it had set out to accomplish, (i.e., improve traffic congestion, improve productivity, etc.). The project manager will report back to the City Council within the time frame established by the project plan.

## **BUDGET POLICIES**

### **A. Comprehensive Plan and Five-Year Strategic Financial Plan**

The city's annual budget will be developed in accordance with the policies and priorities set forth in the Comprehensive Plan, the Five-Year Strategic Financial Plan, city council goals, the needs of the community and federal and state laws. Program/project priorities and service levels will be established by the aforementioned plans.

### **B. Compliance with Local Budget Law**

The city shall prepare, adopt and amend its annual budget in accordance with Oregon local budget law. It is the responsibility of the city manager, in his/her role as the city's Budget Officer, to prepare and present the city's annual budget to the Budget Committee for their approval. The proposed budget will be tied to the goals/objectives stated in the City's Five-Year Strategic Financial Plan. Budget Committee reviews and, if necessary, revises the proposed budget. The Budget Committee also determines whether the submitted proposed budget adequately addresses the priorities set forth by the city's Five-Year Strategic Financial Plan. The Budget Committee must approve the proposed budget and submit it for adoption by the City Council. The City Council has the final responsibility for adopting the budget and for making the necessary appropriations.

### **C. Performance Measurement**

The city's budget will be stated in performance terms. Each department manager in the city will integrate operating efficiency, operating effectiveness, customer satisfaction and human resource efficiency performance measures into their department's budgets. Department managers will be required to tie service levels (both quantity and quality) to funding levels (budgeted dollars).

### **D. Program Budgets**

To the extent possible, the city's budget will be segregated into the major programs/projects being funded. These programs/projects will include direct costs, indirect costs and revenues, where appropriate.

## **E. Budgetary Control System**

The finance director will be responsible for maintaining a budgetary control system to ensure adherence to the adopted budget. On a quarterly basis, the finance director will prepare summary reports that compare actual revenues and expenditures to budgeted amounts. The reports will also compare targeted performance levels with actual results. These reports will be sent to both the Budget Committee and City Council to keep them informed of the city's operating performance. These same reports will be provided to the city manager and department heads on a monthly basis to assist them in managing the day-to-day operations of the city.

## **F. Council Goals**

The city's budget will support the City Council's goals, long-range plans and the needs of the community.

## **G. Capital Improvement Projects**

The funding sources for each budgeted capital project (with a total estimated cost exceeding \$25,000) will be identified and all of the operating costs associated with a capital project will be quantified. Operating costs include ongoing maintenance costs, project management costs, administrative costs, etc.

# **ASSET MANAGEMENT POLICIES**

## **A. Investments**

### **1. Responsibility and Control:**

Management responsibility for the investment program is delegated to the finance director. The finance director shall establish written procedures for the operation of the investment program, consistent with the Asset Management Policies. These procedures will include the establishment of authorization levels (dollar limits, approval levels, etc.), for the investment program. The finance director shall adhere to ORS 294.145 (Prohibited Conduct for Custodial Officer) in managing the investment program for the city.

### **2. Eligible Investments:**

The finance director will invest the city's surplus funds only in those investments authorized by ORS 294.035, 294.040 and 294.155 (see Appendix A). The City will not invest in stocks and it will not speculate or deal in futures or options.

### **3. Eligible Financial Institutions:**

The city will conduct business only with financial institutions (banks investment brokers, investment bankers, trustees, paying agents, registrants, etc.) that are deemed to be credit worthy. The finance director will maintain current audited financial statements for each institution in which cash is invested as well as those with which it conducts other business (banking services, issuance of debt, etc.)

### **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. The amount of funds invested in any single financial institution will be limited to the amount covered by federal insurance (current limit is \$100,000)

#### **b. Liquidity**

The city's Investment Officer (finance director) shall match the city's investment portfolio with its 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, taking into account constraints on investment instruments, cash flow characteristics of transactions and safety of principal.

d. Reporting

On a monthly basis the finance director shall prepare a report for the city manager listing the city's investments as well as the performance of those investments (yield, gains, losses, etc.). On a quarterly basis, the city's investment performance will be presented to the City Council by both the city manager and the finance director.

**B. Cash Management**

1. Cash Flow Analysis and Projections:

- a. The finance director will develop the capability to forecast the city's cash inflows and outflows. Accurate cash flow forecasts will allow the city to keep its debt service costs to a minimum and to maximize the yield on its temporary investments
- b. Revenue and expenditure projections will be reviewed on a monthly basis to determine the validity of assumptions, new information and accuracy of seasonal and/or periodic fluctuations.
- c. The city's cash flow shall be managed with the goal of maximizing the total return on investments.
- d. Authorization levels will be established by the finance director for the transfer of city funds.

**C. Investment of Deferred Compensation**

Funds set aside by the city pursuant to its deferred compensation program agreement may be invested only in those financial instruments listed in ORS 294.035.

**D. Maintaining Records of City Owned Assets**

The finance director will develop and maintain a fixed asset record keeping system. This will include recording fixed asset values, from either an appraisal or physical inventory, into subsidiary ledgers to support amounts recorded in the city's general purpose financial statements. The finance director will also establish specific procedures to ensure that both the purchase/acquisition and retirement of fixed assets are recorded on an ongoing basis.

**REVENUE MANAGEMENT POLICIES**

**A. General Guidelines**

- 1. Dedicated revenue sources shall be used only for the purpose for which they are being collected.
- 2. One time revenue sources will not be used to fund ongoing activities of the city.
- 3. The city will closely manage the collection of its revenues. When necessary, discontinuing service, small claims court, collection agencies, foreclosure, liens and other methods of collection shall be used.

**B. Diversification of Revenue Sources**

The city shall diversify its revenue system so as to shelter its operations from over reliance on any one revenue source.

**C. System Development Charges, User Fees and Other Charges**

- 1. General:

System Development Charges (SDC's) allow cities to shift the cost of additional public facilities to those who benefit from them. System development charge is defined as a reimbursement fee, an improvement fee or a combination thereof assessed or completed at the time of increased usage of a capital improvement or issuance of a development permit, building permit in connection to the capital improvement [see ORS 223.299 (4)(a)]. The City of Wilsonville will use SDC's rather than levying taxes and/or imposing service charges on all city residents to pay for additional service capacity. As a result, SDC's have been established that reflect the costs of providing roads, storm drains, water, sewer and parks improvements needed to service additional increments of growth.

In addition to the collection of SDC's the city also requires developers to contribute infrastructures by installing streets, water, sewer and storm sewer facilities within their developments. The City will also assist in forming local improvement districts so the cost of improvements are assessed against the property that benefits from the improvement. Finally, the City may issue revenue bonds for capital improvement projects in which revenues from SDC's and user charges will be used to pay the debt serviced on the bond.

2. **Fee Increases/Reviews:**

Fees and charges should be reviewed on an annual basis to determine whether the fees being charged are adequate to cover the entire cost (operating, direct, indirect and capital - including carrying costs) of providing the service. Before fees and charges are adjusted, the city shall consider the current competitive market rates of other cities.

3. **Fee Setting:**

Where possible, fees and charges shall be set so that those who directly benefit for a service pay for it. Any changes in the city's fee structure shall be reviewed by the finance director prior to implementing the revised rates. This review will consist of a detailed financial analysis to ensure that the city's costs of providing the service are being covered.

**D. Utility Rates**

Charges for providing water, sewer, and street lighting shall be sufficient to finance all operating, capital outlay and debt service expenses of the city's enterprise funds, including operating contingency and reserve requirements. Projects funded with SDC's, urban renewal funds, general obligation bonds or developer contributors shall be excluded from this requirement. It is the city's position that if a system's capacity needs to be expanded as a result of growth, then the cost of the expansion should be borne by those causing the growth. On an annual basis, the city shall review and, if necessary, revise the rates it charges to its utility customers. Any suggested change will not be made unless there has been a review performed by the finance director to ensure that the revised rates cover the costs incurred by the city in providing the service. The city's rate structures will be sensitive to the "market price" for similar services as well as to smaller, infrequent users of the service.

**E. Interest Income**

Interest earned from the investment of city money shall be distributed to the appropriate fund in accordance with the equity balance of the particular fund from which the money was provided for investment.

**DEBT MANAGEMENT POLICIES**

**A. Uses of Debt**

Debt shall not be used for operating purposes. No debt shall be in existence for longer than the useful life of the capital investment for which the debt was incurred.

**B. Financing Alternatives**

The city will examine all financial alternatives in addition to long-term debt. These alternatives will include pay-as-you-go, joint financing, reserve funds, lease-purchase, local improvement districts, special assessments,

state and federal tax increment, borrowing from other funds, systems development charges and developer contributions. Before a decision is made, a cost benefit analysis will be performed for each alternative being considered with the goal of minimizing the cost of the financing to the city. All financial analyses shall be reviewed by the finance director prior to any final decision.

**C. Credit Ratings and Disclosure**

The city will adhere to recommended disclosure guidelines as endorsed by the Public Securities Association, the Government Finance Officer Association, the Municipal Securities Remaking Board and the Governmental Accounting Standards Board. The city will maintain and/or improve its current bond rating of A (Moody's Rating) so that future borrowing costs are minimized and access to the credit market is preserved. The city will balance the goal of minimizing these costs with its stated policy of doing business with only stable, low risk, credit worthy firms.

**D. Debt Margins**

The city shall ensure that its debt margins are within the 3 percent true cash value limitation as set forth in ORS 287.004.

**E. Bond Issuance Advisory Fees and Costs**

The city shall be actively involved in the selection of all financial advisors, underwriters, paying agents and bond counsel. The city will evaluate the merits of rotating professional advisors and consultants and the various services and fee structures available from independent financial advisors, investment banking firms and commercial banks. The city shall carefully review and keep to a minimum all costs associated with the issuance of debt. The city will balance its need to keep these costs to a minimum with its goal of conducting business with stable, low risk and credit worthy firms.

## **ACCOUNTING POLICIES**

**A. Maintenance of Accounting Records**

The city shall establish and maintain its accounting systems in accordance with Generally Accepted Accounting Principles (GAAP) and shall adhere to the principles and standards promulgated by the Government Finance Officers Association (GFOA), Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB). The city shall maintain an accurate and current record of its fixed assets in order to factor its investment in these fixed assets into the fees the city charges for its services.

**B. External Audit**

An annual audit shall be performed by an independent public accounting firm, which will issue an official opinion on the annual financial statements, along with a management letter identifying areas needing improvement, if necessary. The annual audit report is presented to the City Council by the city's independent public accounting firm.

**C. Financial Reporting**

1. A Comprehensive Annual Financial Report (CAFR) shall be submitted to present the results, financial position, and operations of the city for the prior fiscal year.
2. Comprehensive Monthly Financial Reports (CMFR) will be presented to the city manager and department heads (by the 15th working day of the subsequent month). Such reports will enable the city manager and department heads to be informed as to the financial status of the city. On a quarterly basis, a comprehensive financial report will be sent to the City Council.

## LAND ACQUISITION POLICIES

### A. Scope

These policies will cover the following types of land acquisition transactions: park land, open spaces and land for city facilities and buildings. These policies cover the aforementioned types of land acquisitions regardless of how the land was acquired by the city (purchase, lease, condemnation, donation, etc.) These policies exclude easements, right-of-ways and liens.

### B. Approval of Land Acquisitions

The City Council needs to approve all land acquisitions entered into by the city. The city will consider opportunistic purchases of land to serve anticipated future needs.

### C. Checklist

To facilitate the City Council's review/approval process, the following questions/issues need to be addressed by the sponsor of each proposed land acquisition:

1. A detailed description of the property being acquired, including an identification of what the land will be used for by the city
2. A detailed analysis of why this is the right time to acquire this land.
3. A title report.
4. The full cost of the land acquisition needs to be provided including the following:
  - a. purchase price
  - b. funding source (dedicated funds, debt, no debt, lease with purchase option)
  - c. estimated annual operating costs to be borne by the city for a five year period following the date of acquisition
  - d. estimated revenue loss (property taxes) for the five year period following the date of acquisition
  - e. associated costs such as taxes owed or lien removals
5. State whether this land acquisition was included in both the city's five-year strategic financial plan and its current budget, if not where are the funds coming from and what's the effect on the city's plan and budget.
6. State that the land is in the city's comprehensive plan. Also, list its zoning designation.
7. State whether this land acquisition was contemplated by the appropriate master plan - if not - why is this acquisition being made.
8. State whether a phase I environmental assessment of the land being acquired needs to be performed and if so, at whose cost. This assessment includes a review of the historical use of the land.
9. State whether there are any applicable legal issues, such as effects of covenants that rule with the land or status regarding tax exemptions.
10. State whether there are any repair, maintenance, ADA or code enforcement issues that may be associated with any improvements on the land.

### D. Review by Staff and Finance Director

All submissions submitted to the City Council related to land acquisitions will be accompanied by staff and Finance Director review and recommendation.

## RESERVE AND CONTINGENCY PLAN

### A. Budget Contingency Plan

The city shall maintain a contingency plan in order to respond to significant shortfalls within the city's budget.

The plan shall outline an appropriate course of action that management should take in response to significant gaps between revenues and expenditures.

**B. Minimum Fund Balances**

The city's goal shall be to maintain an unreserved fund balance in the general fund of at least 5 percent of the annual operating expenditures. The above goal will also apply to the city's other operating funds (Fleet Services, Sewer Operating Fund, Water Operating Fund, Road Operating Fund, Storm Water Fund, Street Light Operating Fund and Transit Operating Fund). This reserve shall be used so as to avoid cash flow interruptions, generate interest income and reduce the need for any short term borrowings.

**C. Operating Contingency**

The city shall attempt to establish an operating contingency that will be used to provide for unanticipated expenditures of a non recurring nature or to meet unexpected increases in service delivery costs. This contingency budget shall be at least 5 percent of each fund's original budget estimate for the fiscal year.

**D. Capital Reserves**

Reserve funds will be established and maintained for the following purposes:

- To support major maintenance of general obligation funded projects and
- reserve debt funded projects;
- For major rehabilitation, renovation and replacement outlays for such projects; and
- For emergency or unplanned projects in subsequent years.

**E. Capital Asset Replacement Fund**

The city shall establish and fund a "Capital Asset Replacement Fund" for assets not included in the CIP and with an initial value exceeding \$1,000.

Fund contributions will be calculated based upon initial cost or current replacement value, life expectancy plus an inflation factor to be determined by the finance director. The objective is to provide a reserve sufficient to pay for a replacement of the asset when required without the need to impact the annual operating budget.

The funds will be held in a separate reserve account and may only be used for major repairs that will prolong the useful life of an asset or to purchase a replacement for an asset that is still required but has reached or exceeded its useful life. Withdrawals from this fund must be approved by the finance director and city manager.

The fund balance, annual drawdowns, and contributions will be included as a line item in the city's Five-Year Strategic Financial Plan.

**CITY OF WILSONVILLE**  
**CHART OF ACCOUNTS**

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## SUPPLIES

### 43001 Office supplies

General consumable supplies and parts that are not otherwise listed below. Include the cost of freight/delivery charges in this account.

### 43002 Postage

Mailing costs whether US postal system or private carrier or courier services. Do not include the rental of postal equipment here (see 44201).

### 43003 Small tools & equipment

Equipment, tools, furniture that is not consumable and costs less than \$5,000 per item. (Items \$5,000 or more are capital outlay.) However, tools purchased by Fleet are recorded in 43103.

### 43004 Computer software

New software and upgrades that are unique to your program and the item costs less than \$5,000. Software common to all users (MS Office, WinZip, etc) are budgeted by the IS program.

### 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 Tire

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 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 library. Note that children's books are recorded in 43202.

### 43202 Children's books

For use by library.

### 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 newsletters, etc in-house.

### 43204 Audio / Visual Matl

Compact disks, DVDs, video tapes. Generally used by 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. Include bond counsel here.

### **44003 Elections**

Include all costs associated with elections here. Public opinion surveys, fees paid to County, publication (and mailing) of election information.

### **44004 Traffic Impact Consultant**

Generally used by Engineering program.

### **44005 Labor Negotiations**

All costs associated with union contract. Professional services, printed material, meals and special costs.

### **44020 Computer Hardware/Software Technical Services**

Technical services provided for computer hardware and software. Includes customization costs for existing software programs.

### **44019 Other Prof Services**

Services provided by other professional firms or individuals not fitting a category above.

### **44021 Lab work**

Technical services provided by outside entities.

### **44022 Meter reading Services**

Water meter reading services provided by outside entities. Includes Eden and Therefore 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 provider(s) and identifiable line or bandwidth costs.

### **44025 Police protection**

Services provided by Clackamas County Sheriff's Office. Includes cost of bailiff for municipal court (and budgeted by that program).

### **44026 Printing and reproduction**

Cost to produce publications, materials developed in-house or reproduced for city use. Typically photocopy services provided by outside entities, printing of brochures, 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.

## **PROFESSIONAL & TECHNICAL SERVICES, CONT.**

### **44089 Other Technical / Contractual Services**

Services of a technical nature that do not fit one of the categories above. Also 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 bills.

### **43512 Street lights**

City street light 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.

## **REPAIRS & MAINTENANCE (THE MAJORITY OF THESE ARE ONLY USED BY PUBLIC WORKS)**

### **44101 Litter pickup**

### **44102 Street light installation**

## **REPAIRS & MAINTENANCE, CONT.**

- 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
- 44162 Landscape maintenance
- 44163 Irrigation maintenance
- 44164 Turf maintenance
- 44170 Equipment repair maintenance
- 44172 Traffic signals
- 44180 Vehicle repairs, maintenance
- 44190 Fleet services-inter-fund 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.

## **RENTS & INSURANCE**

- 44201 Tool & Equipment rental
  - A broad category including vehicle rentals, tools, office equipments, etc.
- 44202 Transportation services
  - Payments to outside providers such as taxis.
- 44205 Building rental
  - Office space and storage space rent or lease.

## **RENTS & INSURANCE, CONT.**

### **44251 Insurance - Casualty**

Insurance costs for casualty, employee personal bonding, etc except vehicle. Note that employee benefit costs are within 412XX.

### **44252 Vehicle insurance**

Insurance costs for City vehicles.

## **COMMUNITY SERVICES PROGRAMS**

### **44301 Tourism development contract**

Payments to Wilsonville Chamber of Commerce under contract.

### **44302 Special events expenses**

These are unique costs associated with a program. Include here Hazardous Material program costs, Industrial monitoring.

### **44303 Community services grants**

Payments by Community Services program to outside entities, and special payments to programs that are included in Administration program (e.g. Wilsonville Community Sharing).

### **44304 Public education activities**

All costs associated with providing educational materials and services to the public. Include 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, etc 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 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 for out-of-town applicants when appropriate. Can also include background checks as well as private sector recruiting firms.

**44250 City council insurance**

Payments of health insurance to elected officials. Also includes any special insurance or bonding costs.

**EMPLOYEE DEVELOPMENT, CONT.**

**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**

Public 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 (*Definition: 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 Trf to GF – Overhead

49112 Trf Out - Dir Wage

49113 Trf to GF – Equip

49114 Trf to GF Phone Sys

49115 Trf to GF - PC Netwk

49119 Interfund Loans



## **GLOSSARY**

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## GLOSSARY

### **Actual**

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents the actual costs results of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

### **Ad Valorem Tax**

A tax based on the assessed value of a property.

### **Adopted Budget**

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget approved by the City Council. Adopted budget becomes effective July 1st. Subsequent to adoption, Council may make changes throughout the year.

### **Approved Budget**

Approved, as used in the fund summaries, revenue summaries, —, represents the proposed budget with changes made by the Budget Committee, if any.

### **Appropriations**

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

### **Assessed Valuation**

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

### **Assets**

Resources having a monetary value and that are owned or held by an entity.

### **Base Budget**

Cost of continuing the existing levels of service in the current budget year. Also referred to as a Status Quo budget.

### **Beginning Balance**

The beginning balance is the residual non-restricted funds brought forward from the previous financial year (ending balance).

### **Bond or Bond Issue**

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

### **Bond Funds**

Established to account for bond proceeds to be used only for approved bond projects.

### **Budget**

A budget is a plan of financial operation embodying an estimate of proposed expenditures and the means of financing them. Used without any modifier, the term usually indicates a financial plan for a since fiscal year. In practice, the term budget is used in two ways. Sometimes it designates the financial plan presented for adoption and other times it designates the plan finally approved. It is usually necessary to specify whether the budget under consideration is preliminary and tentative, or whether the appropriating body has approved it.

### **Budget Calendar**

The schedule of key dates, which a government follow in the preparation and adoption of the budget.

### **Budget Committee**

A group comprised of the elected officials plus an equal number of concerned citizens for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget.

### **Budget Document**

A written report showing a government's comprehensive financial plan for a specified period, usually one year, that includes both the capital and the operating budgets.

### **Budget Message**

Written explanation of the budget and the City's financial priorities for the next fiscal year; prepared by the City Manager.

### **Budgetary Basis**

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that neither depreciation nor amortization is budgeted for proprietary funds and bond principal in the enterprise funds is subject to appropriation.

### **Capital Budget**

The City's budget for projects, major repairs, and improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks, and buildings).

### **Capital Expenditures**

The City defines a capital expenditure as using the following three criteria: (1) relatively high monetary value (equal or greater than \$25,000), (2) long asset life (equal to or greater than 5 years useful life), and (3) results in the creation of a fixed asset, or the revitalization of a fixed asset.

### **Capital Improvement**

A term defined in the ORS 310.410 (10) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

### **Capital Improvement Project**

Any project having assets of significant value and having a useful life of five years or more. Capital projects include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and sewer systems and master planning.

### **Capital Outlay**

Includes the purchase of land, the purchase or construction of buildings, structures, and facilities of all types, plus machinery and equipment. It includes expenditures that result in the acquisition or addition of a fixed asset or increase the capacity, efficiency, span of life, or economy of operating as an existing fixed asset. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) typically have a unit cost of \$5,000 or more; and (3) be a betterment or improvement. Replacement of a capital item is classified as capital outlay under the same code as the original purchase. Replacement or repair parts are classified under materials and services.

### **Capital Projects**

Major repairs, improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks, and buildings).

### **Cash Management**

Management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

### **Charges for Service**

Includes a wide variety of fees charged for services provided to the public and other agencies.

### **Comprehensive Annual Financial Report**

The annual audited results of the City's financial position and activity.

### **Comprehensive Plan**

An official statement of the goals, objectives and physical plan for the development of the city. Contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

### **Consumer Price Index**

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

### **Contingency**

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the City Council upon the approval of a resolution. The City separates contingencies into those that are designated for specific purposes and undesignated. (Also see Designated Contingency and Unappropriated Ending Fund Balance)

### **Cost Center**

An organizational budget/operating unit within each City division or department.

### **Debt Service**

Interest and principal on outstanding bonds due and payable during the fiscal year.

### **Debt Service Fund**

Established to account for the accumulation of resources and for the payment of general long-term debt principle and interest that are not services by the Enterprise funds. It does not include contractual obligations accounted for in the individual funds.

**Department**

The combination of divisions of the City headed by a general manager with a specific and unique set of goals and objectives (i.e., Police, Fire, Financial Services, Water Resources, etc).

**Division**

A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit's mission and objectives.

**Depreciation**

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

**Designated Contingency**

Amounts set aside for anticipated non-recurring cash flow needs. Includes items such as moving and remodeling, major building repairs, emergency management and capital project or equipment purchases.

**Elderly and Disabled**

Provides funding for transportation alternatives for seniors and persons with disabilities. Includes taxi and bus services for employment, medical, shopping, and other necessary trips.

**Employee Benefits**

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pension, medical and life insurance plans.

**Encumbrance**

Amount of money committed and set aside, but not yet expended, for the purchases of specific goods or services.

**Ending Balance**

The residual non-restricted funds that are spendable or available for appropriation at the end of the fiscal year.

**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 expensiture, as appropriate, to be recognized during the current fiscal period.

**Expenditures**

Represents decreases in net financial resources. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

**Fees**

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and nonbusiness license, fines, and user charges.

**Fiscal Management**

A government's directive with respect to revenues, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

**Fiscal Year**

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Wilsonville's fiscal year is July 1 through June 30.

**Five-Year Financial Plan**

An estimation of revenues and expenses required by the City to operate for the next five-year period.

**Fixed Assets**

Includes equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$5,000.

**Franchise Fee**

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City streets and right-of-ways.

**Full-Time Equivalent**

A calculation used to convert part-time hours to equivalent full-time positions. Full time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

**Fund**

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund Balance**

The balance of net financial resources that are spendable or available for appropriation.

## **General Fund**

Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services are police protection, building and grounds maintenance, parks and recreation, library, general administration of the City, and any other activity for which a special fund has not been created.

## **General Long-term Debt**

Represents any unmatured debt not considered to be a fund liability.

## **General Obligation Bonds (G.O. Bonds)**

Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer's property taxing power (secondary portion). They are usually issued to pay for general capital improvements such as parks and City facilities.

## **Grant**

A contribution by one government unit to another. The contribution is usually made to aid in the support of a specified function (i.e., library, transit or capital projects).

## **Infrastructure**

Public domain fixed assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

## **Indirect Charges**

Administrative costs that are incurred in the General Fund or Community Development Fund that are in support of an operating program. These charges are budgeted as interfund transfers.

## **Indirect Cost Allocation**

Funding transferred to the general fund and community development fund from other funds for specific administrative functions, which benefit those funds (i.e., City Manager, Finance Department, Human Resources, Legal, etc.).

## **Interfund Transfers**

Appropriation category used in the City's budget resolution which includes amounts distributed from one fund to pay for services provided by another fund. Transfers from the other funds appear as non-departmental expenditures called "Interfund Transfers".

## **Intelligent Transportation System**

Traffic control devices that has the ability to adjust depending on demand.

## **Intergovernmental Revenues**

Levied by one government but shared on a predetermined basis with another government or class of governments.

## **Job Access/Reverse Commute**

Grant funds available to help with operating costs of equipment, facilities, and associated expenses related to providing access to jobs.

## **Levy**

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectable payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

## **Line Item Budget**

The traditional form of budget, where proposed appropriations are based on individual objects of expense within a department or program.

## **Local Budget Law**

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions.

## **Local Improvement District**

Consists of property owners desiring improvements to their property. Bonds are issued to finance these improvements, which are repaid by assessments on their property. Local Improvement District debt is paid for by a compulsory levy (special assessment) made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

## **Local Option Levy**

Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for a local option levy is 10 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at a general election or an election with a 50% voter turnout.

## **Materials and Services**

Expendable items purchased for delivery and city services. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

## **Measure 5**

A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. The new law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. Schools' maximum rate is limited to \$15 in FY 1991-92 with a phased in reduction to \$5.00 in FY 1995-96.

## **Measure 50**

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year FY 1995-96 and limits future annual increases to three percent, except for major improvements. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rates provided a majority approves at either (i) a general election in an even numbered year; or (ii) at any other election in which at least 50 percent of registered voters cast a ballot.

## **Mission**

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

## **Non-Operating Budget**

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

## **Objective**

Something to be accomplished in specific, well-defined and measurable terms, and that is achievable within a specific time frame.

## **Operating Budget**

The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

## **Operating Revenue**

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

## **Ordinance**

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it has the full force and effect of the law within the boundaries of the municipality to which it applies.

## **Outstanding Debt**

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

## **Performance Measure**

Data collected to determine how effective or efficient a program is in achieving its objectives.

## **Permanent Tax Rate**

Under Measure 50, each school district, local government, and special district was assigned a permanent tax rate limit in Fiscal Year 1998. This permanent rate applies to property taxes for operations. The permanent tax rate for the City of Wilsonville is \$2.5206 per \$1,000 of assessed value.

## **Personal Services**

Includes the salaries and wages paid to employees plus the City's contribution for fringe benefits such as retirement, social security, health and workers' compensation insurance.

## **Property Tax**

Based according to assessed value of property and is used as the source of monies to pay general obligation debt and to support the general fund.

## **Project Manager**

The individual responsible for budgeting for a project and managing project to its completion.

## **Proposed Budget**

Combined operating, non-operating, and resource estimates prepared by the City Manager and submitted to the public and the Budget Committee for review and approval.

## **Real Market Value**

The estimated value of property if sold. Within Wilsonville, the average real market value exceeds the assessed value by 25%. This disparity is the result of voter approved tax initiative 50 passed in 1997.

## **Resolution**

A special or temporary order of a legislative body requiring City Council action.

## **Resources**

Total of revenues, interfund transfers in and beginning fund balance.

## **Retained Earnings**

An equity account that reflects the accumulated earning of an enterprise or internal service fund.

## **Revenue**

Funds received by the City from either tax or non-tax sources.

## **Revenue Bonds**

Bonds payable from a specific source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of the financed project, grants, excise or other specified non-property tax.

**South Metro Area Rapid Transit**

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. (Also see Local Improvement District)

**Special Assessment Bond**

A bond issue payable from the payments on special assessments imposed against properties that have been specially benefited by the construction of public improvements such as sidewalks, roads, or sewer systems.

**Special Revenue Funds**

Established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Supplemental Budget**

Appropriations established to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

**System Development Charges**

Charges paid by developers and builders to fund expansion of infrastructure systems necessary due to increased usage. Such charges are collected for water, sewer, storm drains, streets and parks and are paid by developers and builders as part of the permit process.

**Transportation Demand Management**

A strategy aimed at reducing travel demand by influencing travel behavior in one of two ways: By reducing the need to travel; or encouraging travel by a mode other than a single occupant vehicle.

**Taxes**

Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, such as water service.

**Tax Levy**

The total amount of property taxes needed to pay for General Fund operations and for principal and interest on bonds.

**Tax Rate**

The amount of tax levied for each \$1,000 of assessed valuation.

**Tax Revenue**

Includes property taxes, hotel and motel room tax.

**Tax Roll**

The official list showing the amount of taxes levied against each property.

**Transfers**

The authorized exchange of cash or other resources between funds.

**Trust Funds**

Established to administer resources received and held by the City as the trustee or agent for others. Uses of these funds facilitate the discharge of responsibility placed upon the City by virtue of law or other similar authority.

**Unappropriated Ending Fund Balance**

An account which records a portion of the fund balance. It must be segregated for future use and is not available for current appropriation or expenditure.

**Unreserved Fund Balance**

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

**Unrestricted General Capital Fund**

Established to account for transfers-in from the General Fund and for any other activity for which a special capital fund has not been created.

**User Fees**

The fee charged for services to the party or parties who directly benefits. Also called Charges for Service.



## ACRONYMS

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## ACRONYMS

ACMP	Advisory Community for Master Planning
ADA	Americans with Disabilities Act
AV	Assessed Value
BPA	Bonneville Power Administration
CAFR	Comprehensive Annual Financial Report
CCSO	Clackamas County Sheriff's Office
CSO	Community Service Officer
CD	Community Development
CD	Compact Disk
CIP	Capital Improvement Projects
CMFR	Comprehensive Monthly Financial Reports
COLA	Cost of Living Adjustment
COP	Certificates of Participation
CPA	Certified Public Accountant
CPI	Consumer Price Index
DEQ	Department of Environmental Quality
DLCD	Department of Land Conservation and Development
DO	Dissolved Oxygen
DOT	Department of Transportation
DRB	Development Review Board
DUI	Driving Under the Influence
DVD	Digital Video Disk
E&D	Elderly and Disabled
EPA	Environmental Protection Agency
FASB	Financial Accounting Standards Board
FDP	Final Development Plan
FICA	
FTE	Full-Time Equivalent
FY	Fiscal Year

GAAP	Generally Accepted Accounting Principles
GAC	Granulated Activated Carbon
GASB	Governmental Accounting Standards Board
GFOA	Government Finance Officer's Association
GIS	Geographic Information Systems
GISSC	Geographic Information Systems Steering Committee
GISSP	Geographic Information Systems Strategic Plan
HR	Human Resources
HVAC	Heating, Ventilation, and Cooling Equipment
IS	Information Systems
ISP	Internet Service Provider
ITS	Intelligent Transportation System
JARC	Job Access / Reverse Commute
LAN	Local Area Network
LCDC	Land Conservation and Development Board of Commissioners
LED	Light Emitting Diodes
LID	Local Improvement District
LSTA	Library Services and Technology Act
MAV	Maximum Assessed Value
NPDES	National Pollutant Discharge Eliminating System
OAA	Older Americans Act
ODOT	Oregon Department of Transportation
OECD	Oregon Economic and Community Development Department
OR	Oregon
ORS	Oregon Revised Statutes
OSHA	Occupational Safety and Health Administration
PC	Personal Computer
PDA	Personal Digital Assistant
PDP	Preliminary Development Plan
PEG	Public Educational Government
PERS	Public Employees Retirement System
PGE	Portland General Electric
PIO	Public Information Officer
PTP	Peer-To-Peer

RMV	Real Market Value
SAIF	State Accident Insurance Fund
SAP	Specific Area Plan
SCADA	Supervisory Control and Data Acquisition
SDCs	System Development Charges
SEIU	Service Employees International Union
SMART	South Metro Area Regional Transit
SRO	School Resource Officer
TDM	Transportation Demand Management
TMP	Transit Master Plan
TOC	Total Organic Carbon
TVWA	Tualatin Valley Water District
UBG	Urban Growth Boundary
VoIP	Voice-over Internet Protocol
WAN	Wide Area Network
WCSI	Wilsonville Community Seniors, Inc.
WERK	Wilsonville Environmental Resource Keepers
WV	Wilsonville
WWTP	Waste Water Treatment Plant