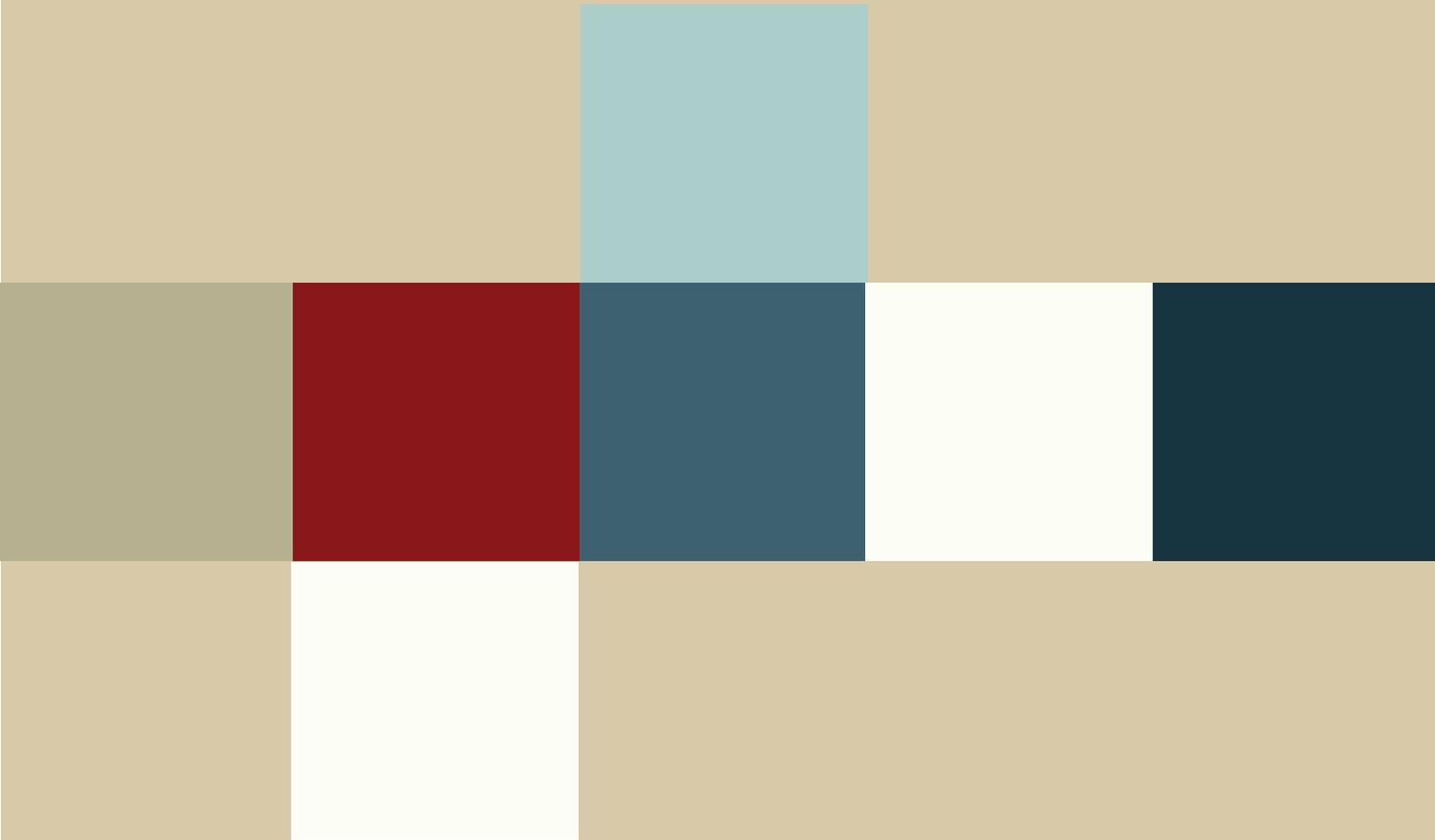


# City of Wilsonville Oregon



**Adopted Budget  
FY 2009/10**



# CITY OF WILSONVILLE, OREGON

FY 2009-10

## 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	\$ 5,226,000	\$ -	\$ 7,050,000	69, 274-276
Other governments	3,010,347	5,539,470	-	70-77, 202
Charges for services	14,763,346	-	-	70-77
Bond sales	-	7,000,000	8,000,000	202, 279
System Development Charges	-	8,224,984	-	79
All other revenues	9,378,068	2,066,230	193,453	70-77, 279
Carryover/beginning balance	26,370,848	16,878,180	13,453,766	28-29, 279
Total Resources	\$ 58,748,609	\$ 39,708,864	\$ 28,697,219	
<b><u>Where The Money Goes:</u></b>				
Personal services	\$ 13,595,127	\$ -	\$ -	84-200
Materials and services	14,893,008	37,300	1,068,492	89-200, 279
Capital - equipment	982,000	-	-	89-200
Capital - projects	-	25,284,609	3,223,500	201, 286, 293
Debt service	3,024,933	-	11,853,652	255-262, 283, 291
Contingency/reserves	26,251,916	12,808,449	7,426,025	261-264, 279
Unappropriated ending balance	1,580,131	-	5,125,550	265, 279
Total Requirements	\$ 60,327,115	\$ 38,130,358	\$ 28,697,219	
Net transfers in (out) of funds	\$ (1,578,506)	\$ 1,578,506		
<b><u>Other Facts:</u></b>				
Staffing (full time equivalent)	186.50			85
Debt outstanding (July 2009)	\$ 23,310,113		\$ 38,629,000	256, 283, 291
Designated contingencies	\$ 13,607,238			261-262
Tax rate (per \$1000)				
General operations	\$ 2.5206			69
Bonded debt (estimate)	\$ 0.1685			69
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Wilsonville  
Oregon**

For the Fiscal Year Beginning

**July 1, 2008**

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, 2008**. 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 2009-10**

<b>BUDGET COMMITTEE</b>	<b>TERM EXPIRES</b>
Norman Bengel, Chairperson	Dec. 2009
Paul Bunn	Dec. 2011
Tony Holt	Dec. 2009
Anne Easterly	Dec. 2010
Christopher Moore	Dec. 2011
Tim Knapp, Mayor	Dec. 2012
Alan Kirk, Council President	Dec. 2010
Celia Núñez, Councilor	Dec. 2012
Michelle Ripple, Councilor	Dec. 2010
Steven Hurst, Councilor	Dec. 2012

**CITY MANAGER  
ARLENE LOBLE**

**FINANCE DIRECTOR  
GARY WALLIS**

**ASSISTANT FINANCE DIRECTOR  
CATHY ALEXANDER**

City Of Wilsonville  
29799 SW Town Center Loop, East  
Wilsonville, Oregon 97070  
503.682.1011

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

**CITY OF WILSONVILLE**  
**2009-10 ADOPTED BUDGET**  
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April 28, 2009

## **BUDGET MESSAGE FOR FY 2009-10**

Members of the Budget Committee:

I am pleased to present the FY 2009-10 budget. The budget document layout is similar to prior years except for the Readers Guide section. That section has been revised to provide more information on the city, historic trends and graphs. This new information should help the reader better understand the city, our budgeting process and our financial position.

The State of Oregon, the country and even the world is experiencing economic strife with layoffs, cutbacks and wage freezes becoming a common occurrence. Despite this realization, you are not going to see such measures reflected in the City's budget. The City has built a sound financial position making us capable to weather short-term economic downturns which is evident by the fact that every operating fund has a substantial contingency that can be viewed as a savings account.

The budget for FY 2009-10 is frugal in terms of expenditures and recommendations made to the Budget Committee. Staff has tried to balance the community's wants and needs against available resources.

Wilsonville is not experiencing the financial crisis so prevalent elsewhere for a few reasons. Firstly, we are not reliant upon income taxes while the State and school districts are dependent upon this volatile resource. Secondly, Oregon does not have a sales tax, another unpredictable source of funds. With consumer spending down, states and cities relying on sales tax revenue are feeling a substantial loss of income. Thirdly, property taxes in Oregon are not based on market value. While the annual growth in property tax is limited, it will increase for next year. A more detailed explanation of property taxes is provided later in the message. Lastly, unlike our neighboring cities, Wilsonville continues to experience new construction, although at a reduced level. While building permit fees and system development charges will be down, we expect to have sufficient resources to meet demand and provide the services that our citizens expect and need.

Given the difficult times around us, it is encouraging to know that the City's construction projects serve as an economic stimulus package for the community. Recently, a construction bid allowed the successful contractor to add back five employees that had been previously laid off. While that is rewarding in its own right, the low bid was also \$300,000 less than expected and produced a positive economic outcome for the City and created work for a local business.

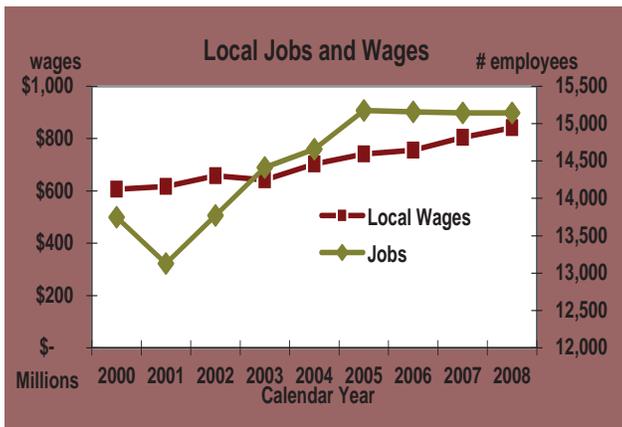
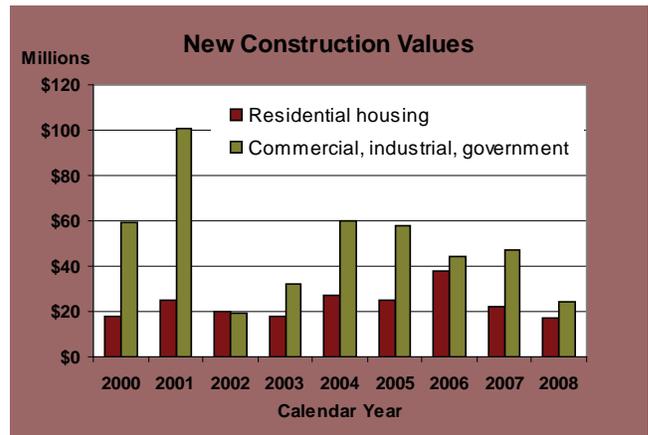
### **Federal Stimulus Money**

The Wilsonville area is slated to receive the benefit of \$45 million in federal and state project funds in the next few years. Federal stimulus project money in the amount of \$7 million will go directly to Wilsonville for the funding projects including: \$5 million for a northbound I-5 auxiliary lane from Charbonneau to Wilsonville Road; \$1.25 million for preliminary design work on a bicycle and pedestrian bridge over the Willamette River; \$900,000 for improvements on Barber Street between Boberg and Boones Ferry Road; and \$450,000 for SMART bus shelter improvements and the new Transit Center.

Barber Street between Boberg and Boones Ferry Road; and \$450,000 for SMART bus shelter improvements and the new Transit Center. In addition, the Oregon Department of Transportation (ODOT) intends to construct a \$15 million southbound auxiliary lane from I-205 to the North Wilsonville Interchange. Other ODOT projects in the Wilsonville area involve support of a \$14 million northbound auxiliary lane from the North Wilsonville Interchange to I-205 and \$8 million for improvements to the Wilsonville Road Interchange.

## LOCAL ECONOMY - CONSTRUCTION

While the Oregon Office of Economic Analysis reported a year ago that building permits and housing starts declined sharply, Wilsonville has enjoyed a degree of immunity and has continued to issue permits for residential and commercial starts. Unfortunately, Wilsonville is now experiencing this downturn with significant declines in new construction, as seen in the accompanying graph. It is notable to mention that construction has not stopped as new apartments and townhomes are being built in Villebois. Commercial construction continues on a medical office facility, a bank and the Dasani water bottling plant. In the near future a large Fred Meyer project will begin near the I-5 Interchange while future development is anticipated in the Coffee Creek Industrial Area and the Frog Pond Area for residential units.



## LOCAL ECONOMY - WORKFORCE

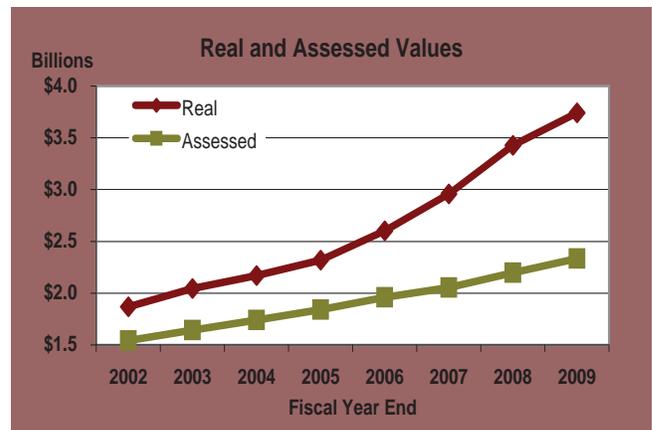
The accompanying graph indicates that job growth has surprisingly leveled off and even declined despite commercial construction in preceding years.

Our largest employers are experiencing economic hard times. Of the top ten major employers, five companies have announced layoffs equating to a loss of 471 positions or 3% of the local workforce. Smaller entity layoffs are generally not reported; therefore, it is likely the actual percentage of lost jobs is even higher. An additional hit was felt with Nike's previously planned closure of their warehouse and distribution center in 2008 and resulting loss of 240 positions.

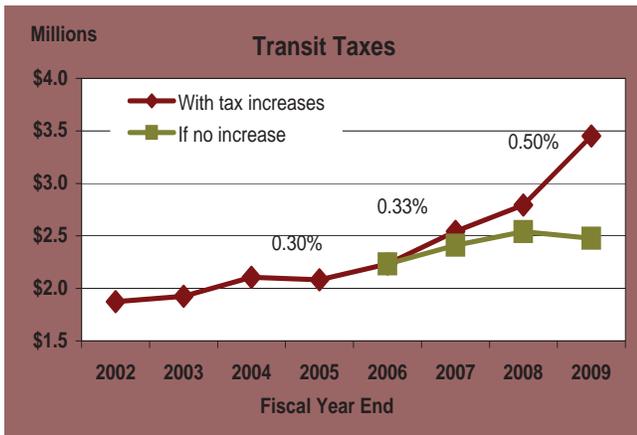
There are a few rays of hope during these poor economic times. Rockwell Collins, a designer and manufacturer of heads-up aircraft guidance systems, has relocated from Tualatin to Wilsonville and will add 200+ positions to the local workforce once fully operational. The previously mentioned medical office facility, office space, Dasani bottling plant and eventually Fred Meyers will provide an additional boost to our local workforce.

## TAX REVENUES - REAL AND ASSESSED

The accompanying graph demonstrates the effect of Measure 50 which was approved by voters in 1997. From that point forward, assessed value growth was limited annually to 3% plus new construction and major remodeling work. Due to Measure 50, 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 65% of their real market value while commercial properties' assessed values vary between 60% and 80% of estimated real market value. On the preceding graph, assessed values trend on a straight line equating to 5% per year which reflects the 3% maximum on existing properties plus new construction. Real market values had been growing much faster, ranging from 6% to 15% per year.



Unlike our counterparts in other states with sales tax, Oregon cities have not experienced a drop in General Fund resources resulting from fluctuating sales tax revenue. Instead, property tax proceeds tend to be very stable. Unlike most other states, the value that is taxable is separate from real market value; therefore, the recent decline in housing prices has not impacted our property tax receipts. The greatest threats to property tax receipts come from the computation of certain industrial values which are determined by the State and also from a taxpayer's inability to pay. There is concern that the state could determine an economic obsolescence within certain industries and significantly write down their assessed values. This decision won't be known until October 2009 which falls after our budget adoption and the start of the new fiscal year.



## TAX REVENUES - TRANSIT

The City's transit system, SMART, is funded from a tax on local payrolls. The tax rate was increased on October 1, 2008 from 0.33% to 0.5% of gross wages and is used to pay for new services designed to coincide with TriMet's commuter rail, which has a terminus in Wilsonville. The graph demonstrates the growth trend of payroll taxes with and without the recent rate increases. Given recent layoffs, the impact of the tax increase is lessened and could threaten our ability to sustain the new service levels.

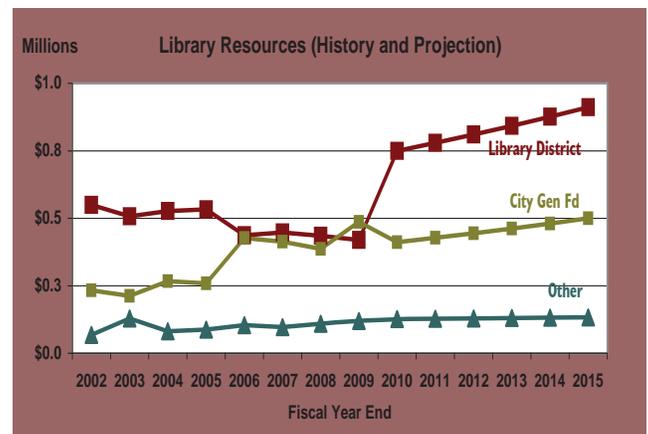
## FINANCIAL ISSUES - GENERAL FUND

A key goal for the General Fund is to achieve sustainability. This is accomplished when service levels are sized such that recurring program costs don't exceed recurring revenues. This goal has been attained by making hard decisions to cut or scale back services to maintain near-term sustainability. As recently as 2007, the reductions included the elimination of a Detective position, a reduction in library operating hours and circulation material, a reduction in the operating schedule for our water fountains and a decrease in lawn watering.

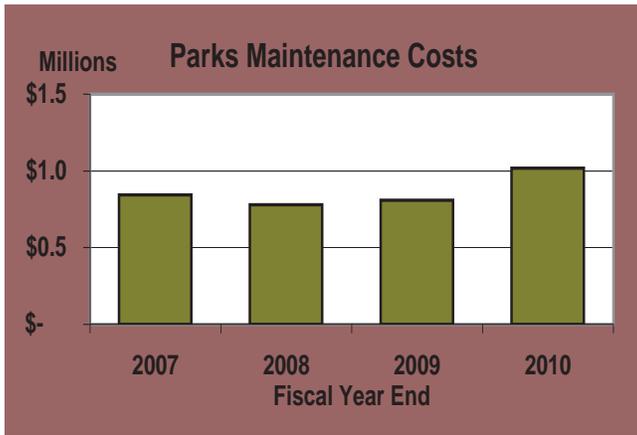
Sustainability equals  
Expenses ≤ Revenues

Last year, the Budget Committee restored the Detective position after it became apparent that Clackamas County would likely charge us extra for the services provided. Since then the Sheriff's Office providing our contracted law enforcement services has completed a detailed cost analysis of their services. City staff is satisfied with the new model and clarity with which the underlying costs of their services can be understood. The same level of service for FY 2010 will cost approximately \$290,000 more than the preceding year which is slightly more than the prior contract escalation of 8%. With this in mind, contracting still provides advantages over employing our own police force. The benefits include decreased building space, lack of recruitment costs, availability of specialized services and having a set number of trained and qualified officers year round. The cost increase has the single largest impact on the General Fund's ability to remain sustainable. While there are no dedicated revenues for law enforcement, the City recently implemented a right-of-way privilege tax that is expected to provide an increase of \$320,000 per year.

The Library experienced a program changing event last November when Clackamas County citizens approved the creation of a library district with a permanent tax rate of \$0.3974. With the County collecting and distributing these taxes to local jurisdictions, Wilsonville's share for FY 2010 will be \$749,222, an increase of \$322,000 over the prior year. The increase will allow for a restoration of operating hours, an increase in circulation material and staffing for a new Children's Librarian position. The establishment of the District has improved the Library's long-term financial stability. Despite this increase in revenue, the City continues to fund a significant portion of library operations equivalent to \$380,000 of local property taxes allocated.



While parks maintenance costs are climbing, this program has no dedicated revenues except for a 15% allocation of property tax collections. One solution to secure sustainability for parks maintenance would not allow for any expansion or development of new parks. This approach is not feasible due to previous commitments to take over maintenance of the common area parks in Villebois in a few years. This work load will certainly increase our costs while not providing necessary resources. Staff proposes a new parks maintenance fee similar to the strategy used in West Linn. This fee would be paid by residential,



multifamily, commercial and industrial customers as part of their monthly utility bill. Preliminary studies indicate a similar fee in Wilsonville could generate \$400,000 annually. This dedicated resource would grow as the community expands and allow for redirection of a portion of taxes to other city services such as police and community services.

New demands on the General Fund this year come from the gas-tax supported Road Fund. Costs include a shift of \$46,000 for tree and sidewalk costs into the General Fund and the absorption of \$250,000 of direct and indirect costs previously supported by the fund. To deal with this impact, the amount of money being added to designated reserves has been decreased. The Road Fund issue will be explained further below.

### FINANCIAL ISSUES - WASTEWATER FUND

Since 1994 the City has discussed the need to improve and expand the wastewater treatment plant. In anticipation of the costs, users rates were increased 50% with another 50% to occur in the future and system development charges were increases by 140% in May 1995. User rates were increased 10% January 2009 and are scheduled to increase 10% in each of the next three years to reach the level determined by the 1995 rate study. Nevertheless, even these increases may not be sufficient to meet the construction and debt costs to be incurred.

The project will be huge by City project standards. The biggest project to date has been the Water Treatment Plant for which the City's share was \$25 million. The Wastewater Treatment Plant could reach \$60 million or hopefully less with proper engineering and declining construction prices. The City has hired a consulting firm to determine costs, alternatives available to minimize the impact on ratepayers, and how to maximize the land area on which the plant exists with results expected after the new year begins. Certain improvements are necessary even if there is no future construction in the City as parts of the process are decades old, inefficient and in frequent repair. An additional goal is to tailor the process to convert the effluent or end product to a dry powder-like form because it is becoming increasingly difficult to dispose of liquid biosolids.

In relation to overall costs, annual debt service on \$60 million would add nearly \$5 million in costs to the fund. If all of the debt service were to be paid by user fees, it would be necessary to increase rates 100% higher than today's rates and would result in a typical homeowner's monthly bill escalating from \$37 to \$74 per month. To avoid this scenario, the City is prepared to explore viable alternatives to controlling costs, consider spreading improvements over a longer time period and look at increasing the number of years over which the debt is amortized.

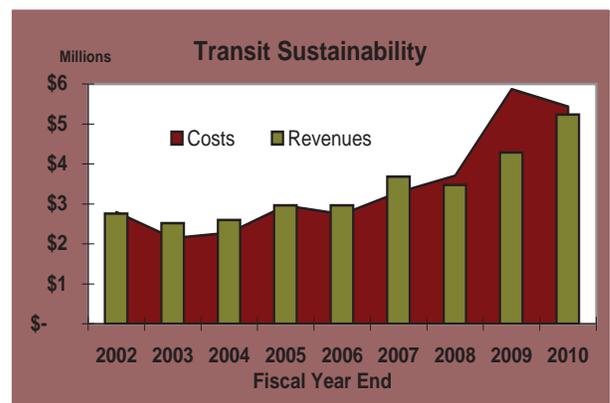
Rate increase, but how much?

### FINANCIAL ISSUES - TRANSIT

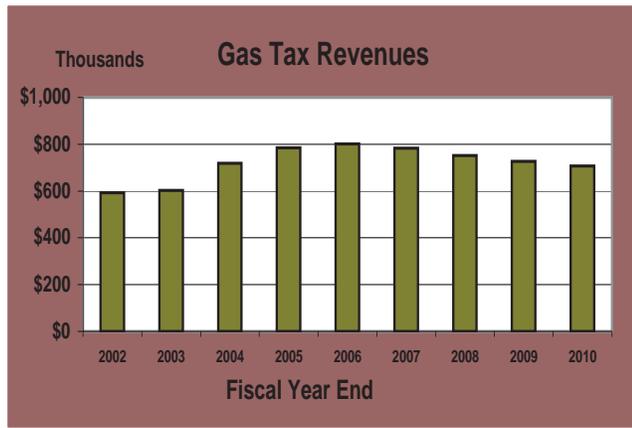
The big news for SMART, the City's transit provider, is that TriMet's new commuter rail operations began service in February 2009 with a terminus in Wilsonville. In anticipation, SMART revised all bus routes and schedules to use the new rail station as a hub and to coordinate arrivals and departures to meet the trains.

The changes and increased services come with increased costs while recent layoffs by local businesses challenge the sustainability of the current service levels. As mentioned earlier, the tax rate increased 50% to generate revenues for heightened service and to provide for future service changes. This squeeze hits the fund at a bad time as we have depleted much of our reserves to build the park and ride, bus turnouts, a driver breakroom and public restrooms. Unfunded needs include replacement of buses and the relocation of SMART offices.

As a result, quarterly tax revenues will be monitored closely and the increase of tax supported services will have to wait until revenues return to expected levels. This program has benefited from a state tax credit program that has provided over \$1.2 million in additional resources over the past four years.



## FINANCIAL ISSUES - ROADS (AKA GAS TAX) AND ROAD MAINTENANCE FUNDS



More than a decade ago it was clear that the state shared gas tax was insufficient to cover road maintenance costs. This gave rise to a road maintenance fee which is restricted to road repair and reconstruction. Administrative and engineering costs for carrying out the road maintenance program were paid from gas tax revenues which peaked at \$794,000 in 2006. This has worked well until the recent decline in gas tax receipts. Tax collections are likely to decrease to \$720,000 this year and \$700,000 next year equating to a 12 % reduction in just a few years.

To deal with the decline, certain costs have been shifted to the General Fund which is not a viable long-term solution. One approach is to revise the road maintenance fee and expand it to include sidewalks, street trees, median maintenance, project

engineering and administration. Staff will make a proposal to Council for consideration of these changes. Such increases would result in higher user fees. The amount of the proposed increase is not known at this time but will be included in the staff proposal.

## FINANCIAL ISSUES - COMMUNITY DEVELOPMENT FUND

Five years ago the functions of the Community Development Department including Building Inspection, Engineering, Planning, Urban Renewal Management, Stormwater Management and related administrative functions were separated from the General Fund and placed in a newly created Community Development Fund. Permit fees were increased to better recover the costs of services and internal accounting changed to more accurately recover the time spent on capital project design and engineering work. These changes and an initial infusion of cash from the General Fund were successful in creating a self-supporting fund.

Unlike communities throughout the state, the City is not planning any layoffs. Although new permit revenues are down, several construction projects are underway for which staff will remain busy and for which prior receipts are available to cover costs. Engineering staff continue with the projects started in FY 2009 and begin work on projects planned for FY 2010. Several of the new projects entail preliminary design and engineering work. By doing this preliminary work, we will be ready to bid for construction once the local economy improves. Funding for this work comes from system development charges, urban renewal and operating funds.

Permit revenues for FY 2009 are estimated to be \$646,000, down from the prior year of \$1.4 million. FY 2010 could bring in \$1.3 million if all the developer planned projects move forward. The largest of these projects is Fred Meyer with permits estimated to be \$300,000.

## FINANCIAL ISSUES - WATER FUND

The Water Fund is doing fine with no surprises. The last water rate increase occurred in November 2005. A small 3% increase is needed next year to keep revenues in compliance with bond covenants.

## OPERATIONS - STAFFING LEVELS

Total staffing is proposed to increase by 5.25 full-time equivalents (FTE). Restoring the library operating hours account for 2.4 positions and adding 1.6 FTE for the Children's Librarian position will be paid from the new library district taxes. Transit will add one grant-funded position for a Bike and Pedestrian Coordinator. Finally, sewer operations are in need of a .3 FTE increase for a mechanic to help with repairs of the deteriorating plant.

## OPERATIONS - MATERIAL AND SERVICES

Many operating costs are up by nominal amounts related to inflationary impacts. Large percentage increases from the preceding budget year are noted in each program's Statement of Funding Issues, see page 81. The focus in this part of the message is on the large dollar increases, whether within a particular program or across all programs. Those with impacts of \$100,000 or more are:

Law Enforcement Services: As previously noted, costs will increase \$290,000 this year to maintain the current level of

service due to the contract increase.

Repairs and maintenance: Media replacement and digester work at the wastewater plant add \$320,000. While infrequent, these costs happen to both occur next year.

Utilities: An increase of \$100,000 in operating costs is due to the escalation of electricity, natural gas, water and sewer rates.

## **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 \$32 million of projects. The largest six projects are explained below and comprise 59% of the total. It is interesting to note that the majority of projects are occurring on the west-side of the City. Funding for this level of projects comes from accumulated system development charges, federal grants, developer contributions, bond proceeds (urban renewal and sewer) and operating funds.

Wastewater treatment plant. This multi-year plant upgrade will be broken into four phases. The FY 2010 budget of \$5.7 million will fund Phase A which aims to establish the overall project management approach, identify key information about the plant, issue requests for qualification and establish the foundation of the Design-Build-Operate (DBO) procurement process. Likely to occur in FY 2011, Phase B will involve the procurement bid process. Total project costs are estimated to be \$60 million with funding coming from the issuance of debt.

Boones Ferry Road. This project having a total budget of \$6.3 million includes multiple improvements between Wilsonville Road and 5<sup>th</sup> Street. Water and sewer lines will be upgraded costing a combined \$900,000. The project scope involves widening the roadway, installing crosswalks and placing a signal light at Bailey Street. The project will also provide necessary traffic capacity for the Fred Meyer project set to begin construction in 2010. Urban Renewal will contribute \$3.7 million while the Fred Meyer system development charges will provide an additional \$1.7 million.

Wilsonville Road – 6-Lane Enhancement and Turn Lanes. Although budgeted separately, these projects work in tandem and will be done concurrently with the Boones Ferry Road Project to address traffic capacity and flows around the I-5 Interchange. Miscellaneous improvements from the railroad tracks to the intersection at Boones Ferry Road are also included. At the interchange, an additional left-turn lane for north and south bound traffic will improve the flow onto the freeway. Other enhancements include widening and lengthening the interstate exits and entrance ramps, widening sidewalks, providing for bike lanes, and improving traffic signals. The projects will span two years and are expected to cost \$14 million with funding from urban renewal and street system development charges. An \$8 million ODOT contribution for interchange improvements is not included in our estimates.

Water Improvements – Tooze and Kinsman Roads. Both projects are a result of our commitment to connect the City of Sherwood to the Water Treatment Plant. The Tooze Road portion will provide the primary connection point for Sherwood and includes a vault to meter the water demand from Sherwood. The \$1 million cost is borne between Wilsonville (60%) and Sherwood (40%). The Kinsman Road portion is a key component to providing volume delivery to Sherwood. This will be a new pipeline from Barber Street north to Boeckman, with a length of approximately one mile. FY 2010 costs of \$684,000 are for preliminary design and engineering and will be shared by the cities while future year shared construction costs are estimated at \$7.8 million.

## **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 2009-10, the amount of bonds outstanding will be \$1,900,000. These bonds are repaid via a special levy, for which the rate is anticipated to be \$0.1600 per \$1,000 of assessed valuation. On a typical home valued at \$250,000 that equates to \$42 annually.

The City anticipates issuing \$7 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 for projects within the Year 2000 Plan District. The West Side District will not issue new debt but plans to refinance a portion of the existing interest only short-term debt and to convert a portion into amortizing long-term debt.

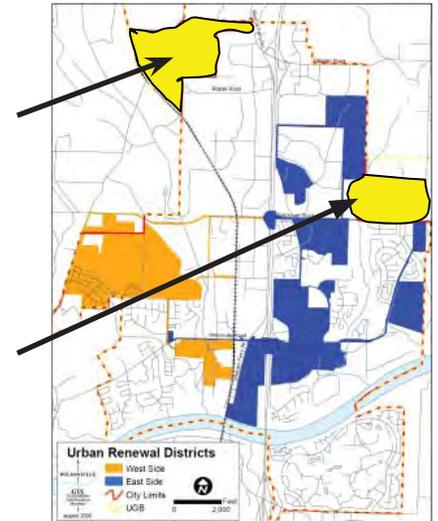
## BEYOND NEXT YEAR

Despite the depressed economy that has resulted in decreased construction starts, Wilsonville is far from stagnant. Construction continues even today at Villebois with new apartment and townhome construction. As the economy improves, construction of single-family units is expected to rebound as hundreds of sites are ready for development. The Coca Cola/Dasani bottling plant expansion will begin soon. Fred Meyer anticipates construction of their retail and housing project to begin in 2010. Several developments are in the planning stage including a new elementary school in north Villebois, multi-structure industrial, commercial and office complexes along Wilsonville Road, a large storage facility off of Wilsonville Road and a retail store near Town Center.

With its great freeway access and proximity to Portland and Salem, Wilsonville will remain a desirable location for new businesses and residential development. Two large tracts of land are targeted for future growth. One is the Coffee Creek Industrial Area on the west-side and the other is the Frog Pond Residential Area on the east-side.

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.



## 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 Kourtnei 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,

A handwritten signature in black ink, appearing to read "Arlene Loble".

Arlene Loble

Budget Officer and City Manager

## BUDGET COMMITTEE CHANGES FROM PROPOSED TO APPROVED BUDGET

The annual budget for FY 2009-10 was approved by the Budget Committee with two changes.

Reduce the City Administration professional services for a communications project by \$41,000. Increase Community Services program for new community grants by \$25,000. Increase City Administration program for mayoral stipend by \$17,076 to provide a stipend of \$24,000 per year.

	Proposed	Approved	Difference
<b>General Fund</b>			
Personal services	\$ 5,543,660	\$ 5,560,736	\$ 17,076
Materials and services	6,556,866	6,540,866	(16,000)
Capital outlay	129,000	129,000	-
Transfers out - Capital Projects	115,000	115,000	-
Contingency	10,934,324	10,933,248	(1,076)
Total Appropriations	<u>\$ 23,278,850</u>	<u>\$ 23,278,850</u>	<u>\$ -</u>

The annual budget for FY 2009-10 was adopted by the City Council with the following changes.

Decrease City Administration for mayoral stipend by \$17,000. Decrease personal services within General Fund programs to achieve savings of \$142,000. Establish a Rainy Day Fund (designated contingency) in the amount of \$250,000 from above savings and redirected undesignated contingency.

	Approved	Adopted	Difference
<b>General Fund</b>			
Personal services	\$ 5,560,736	\$ 5,401,736	\$ (159,000)
Materials and services	6,540,866	6,540,866	-
Capital outlay	129,000	129,000	-
Transfers out - Capital Projects	115,000	115,000	-
Contingency	10,933,248	11,092,248	159,000
Total Appropriations	<u>\$ 23,278,850</u>	<u>\$ 23,278,850</u>	<u>\$ -</u>

## READER'S GUIDE

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**A rapidly growing community with vibrant residential and business communities.**



Wilsonville is located on the southern edge of the Portland metropolitan area. The City is bisected by Interstate-5 and separated north and south by the Willamette River. Of historical note, the I-5 Bridge over the river is named the Boones Bridge after Alphonso Boone (grandson of Daniel Boone) and his son Jesse who started a river crossing ferry in 1847. Wilsonville is home to a number of high-tech businesses and is perfectly situated for warehouse and distribution centers. To the south of Wilsonville are farmlands and vineyards. Forested land is to the east and west of the city. Located 20 miles south of Portland, Oregon, the City of Wilsonville was formally incorporated in 1969. At the time, the population was about 1,000 and the City was basically a market town for the surrounding farms. Shortly after incorporation, things started changing fast. First some land developers announced plans to turn a large farm on the Willamette River into a planned residential community that would eventually be home to more than 3,000 people. That community, known as Charbonneau, began developing in 1970 and was incorporated into the City in 1971. By 1980, the population had grown to about 3,000 and the City employed only a few people. In fact, beyond water and sewer, the City provided limited services. That changed over the course of the 1990's. The end of the timber recession brought a housing boom to Wilsonville that swelled the population to more than 7,000 by 1990 and 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 Joe's choose Wilsonville as their home, swelling the City's employment base to over 15,000.

# CITY HISTORY TIMELINE

<p><b>1968</b> Wilsonville incorporates on October 17, 1968.</p>	<p><b>1984</b> Voters approve a tax base amendment to incorporate a serial levy for senior services into the base.</p>	<p><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.</p>
<p><b>1969</b> Wilsonville citizens vote to adopt the City's first charter.</p> <p>Population approximately 1,000.</p>	<p><b>1987</b> Voters approve a bond measure to pay for a new library and park improvements.</p>	<p><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</p>
<p><b>1970</b> Developers announce plans for a major residential subdivision known as "Charbonneau."</p>	<p><b>1988</b> Recession ends, bringing an unprecedented boom in housing and population. Wilsonville becomes Oregon's fastest-growing city. New library opens.</p>	<p><b>2001</b> Construction underway on library expansion. Women's prison facility completed and begins accepting inmates.</p>
<p><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.</p>	<p><b>1991</b> Arlene Loble hired as City Manager. Town Center Shopping Center opens.</p> <p>1990 Census population: 7,705</p>	<p><b>2002</b> Wilsonville's water treatment plant becomes operational. Expanded library opens.</p>
<p><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.</p>	<p><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.</p>	<p><b>2003</b> The opening of Argyle Square greatly expands Wilsonville's retail sector with Costco and Target as the anchor stores.</p>
<p><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.</p>	<p><b>1993</b> Serial levy failure forces \$1 million budget cut, reorganization of departments.</p>	<p><b>2004</b> Property acquired for future multi-modal transportation center. This land will become the southern terminus of the proposed commuter rail.</p>
<p><b>1979</b> Construction begins on Inza R. Wood Middle School.</p> <p>City signs first contract with Clackamas County Sheriff's Office for police services.</p>	<p><b>1994</b> In an effort to get a handle on growth, City Council adopts a precedent-setting growth management ordinance.</p>	<p><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.</p>
<p><b>1980</b> Wilsonville adopts its first Comprehensive Plan.</p> <p>Population: 2,920</p>	<p><b>1995</b> Wilsonville High School opens. Growth management ordinance overturned by Land Use Board of Appeals.</p>	<p><b>2006</b> Murase Plaza opens with water feature and new park with rolling hills, unique play structures and restrooms. New City Hall opened.</p>
<p><b>1982</b> Voters approve Wilsonville's first tax base: \$300,000.</p> <p>Wilsonville's first library opens.</p>	<p><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.</p>	<p><b>2007</b> Public Works and Police Department relocated to the remodeled old City Hall building.</p>
<p><b>1983</b> The current city hall building opens at Wilsonville Road and Town Center Loop.</p>	<p><b>1998</b> City Council imposes moratorium on new development approvals until new, long-term water supply is identified.</p>	<p><b>2008</b> Tim Knapp elected Mayor.</p> <p>Local voters approved the creation of a county library district.</p>

## CITY STATISTICS - DEMOGRAPHICS

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

Except as noted, the statistics below are from the 2000 U.S. Census.

Incorporated	1969	Housing:	
Area in square miles	7.4	1-unit	47%
Government	Council/Manager	2 to 4 units	6%
Registered voters	9,964	5 to 9 units	14%
Voted in November 2008	86%	10 or more units	33%
		Median home cost:	
Population (7/2008)	17,940	2000 census	\$227,900
<u>From 2000 US census:</u>		2009 (zillow.com)	\$385,000
Population	13,991	percent change	68%
Adult education level:		Year housing built (2000 census):	
High school or higher	93%	pre 1970	4%
Bachelor's degree or higher	38%	1970 to 1989	49%
Race:		1990 to 2000	47%
White	87%	Assessed values (November 2008):	
Hispanic	7%	Residential	49%
Asian	2%	Multi-family	14%
Black or African Amer.	1%	Commercial	14%
Other	3%	Industrial	20%
Age:		Farm, other	3%
0 to 19 years	27%	Residential	\$1,355 mil.
20 to 44 years	39%	Multi-family	\$380 mil.
45 to 64 years	20%	Commercial	\$386 mil.
65 years and over	14%	Industrial	\$555 mil.
Median age (years)	35		
Income – Households:		Local businesses:	
Less than \$25,000	18%	Licenses issued (12/2008)	860
\$25,000 to \$49,999	29%	Employees (est.)	14,612
\$50,000 to \$74,999	20%	Annual payroll (est.)	\$780 mil.
\$75,000 to \$99,999	15%		
\$100,000 or more	18%		

# ABOUT WILSONVILLE

## CITY STATISTICS - SERVICES

<u>Description</u>	<u>Base Year 2000</u>	<u>Year 2008-09</u>	<u>% Change</u>	<u>Source</u>
<b>Culture and recreation:</b>				
Libraries	1	1	0%	City library
Parks/open space acreage	137	188	37%	Parks department
Parks	10	14	40%	Parks department
Picnic shelters	3	8	166%	Parks department
Interactive play fountains	0	2		Parks department
Baseball fields	5	5	0%	Parks department
Tennis courts	2	2	0%	Parks department
Children play structures	6	8	33%	Parks department
Docks (city property)	1	1	0%	Parks department
Community centers	1	1	0%	Community Services
Golf Courses (private)	1	1	0%	Business license
Movie screens (private)	9	9	0%	Business license
Amusement centers (private)	1	1	0%	Business license
Restaurants (private)	39	69	77%	Business license
<b>City utilities:</b>				
<b>Water:</b>				
Production capacity	4 mgd	10 mgd	150%	Public works
Peak capacity demand	4+ mgd	6 mgd	50%	Public works
Winter average demand	1.5 mgd	2.1 mgd	40%	Utility billing
Storage capacity	8 mg	10.2 mg	27%	Engineering
Number of reservoirs	4	4	0%	Engineering
Miles of water pipeline	65	92	41%	Public works
Customers	3,700	4,600	22%	Utility billing
<b>Wastewater:</b>				
Treatment capacity	5.3 mgd	5.3 mgd	0%	Public works
Average daily treatment	2.7 mgd	2.7 mgd	0%	Public works
Miles of sewer pipeline	56	72	28%	Public works
Biosolids, pounds/day	1,695	1,900	12%	Public works
<b>Storm water:</b>				
Average rainfall, inches	40	40		www.countrystudies.us
Volume of rainfall	4.6 bg	4.6 bg	0%	
Miles of storm sewers	49	58	18%	Engineering
Storm water basins	808	1,673	107%	Public works
<b>Street lights:</b>				
Number of lights	1564	2052	31%	Public works

CITY STATISTICS - SERVICES

<u>Description</u>	<u>Base Year 2000</u>	<u>Year 2008-09</u>	<u>% Change</u>	<u>Source</u>
<b>Public Safety:</b>				
Police calls	5,827	7,962	36%	Clackamas Co Sheriff
Citations issued	2,792	3,805	36%	Municipal court
Number of sworn officers	14	17	21%	City budget
Fire calls	237	212	-11%	Fire district
Fire stations	2	2	0%	Fire district
Emergency medical calls	840	1,491	78%	Fire district
Other service calls	109	71	-30%	Fire district
<b>Public Transportation:</b>				
<b>City operated:</b>				
Fixed routes	5	7	40%	City transit
Demand based trips	16,106	15,721	-2%	City transit
Number of riders	178,832	295,266	65%	City transit
Miles driven	410,576	538,720	31%	City transit
<b>Other transit systems:</b>				
City of Canby – local trips	0	10		City transit
City of Salem – local trips	5	10	100%	City transit
TriMet – local trips (bus)	23	19	-17%	City transit
TriMet – rail stations	0	1		City transit
TriMet – rail passengers	0	not avail.		City transit
<b>Streets:</b>				
Lane miles of paved	54	65	20%	Public works
Signal lighted intersections	15	23	53%	Engineering
Freeway interchanges	3	3	0%	Engineering
Peak traffic volumes:				
Wilsonville at I-5	4500	5350	19%	Engineering
Elligsen at I-5	3500	5000	43%	Engineering
Bridges (excluding interstate)	1	4	300%	Public works
Foot bridges	3	10	233%	Public works
Street trees	6000	8000	33%	Public works

# ABOUT WILSONVILLE

<b>Description</b>	<b>Base Year 2000</b>	<b>Year 2008-09</b>	<b>% Change</b>	<b>Source</b>
<b>Public Schools:</b>				
Elementary schools	2	2	0%	School district
Middle schools	1	1	0%	School district
Charter schools	0	1		School district
High schools	1	1	0%	School district
Students taking SAT, percent		65%		City Data.com
2006 SAT Scores / amount exceeding state average:				
Reading/exceeding		523 / 21.3		City Data.com &
Math/exceeding		549 / 44.5		Oreg Sch Brd Assn
Writing/exceeding		507 / 27.7		
<b>Building Permits:</b>				
Commercial, units	143	326		Building dept.
Commercial, value	\$10 mil	\$24 mil		Building dept.
Residential, units	141	109		Building dept.
Residential, value	\$18 mil	\$17 mil		Building dept.

*bg = billion gallons*

*mg = million gallons*

*mgd = million gallons per day*

*mi = millions*

## THE CITY BUDGET CALENDAR

### **OCTOBER THROUGH DECEMBER 2008**

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

### **JANUARY 2009**

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

### **FEBRUARY 2009**

- Preliminary budget draft prepared and delivered to departments
- Review meetings with department staff
- Balance operating and capital improvement needs for operating funds
- Computation of indirect costs and interfund transfers

### **MARCH 2009**

- Determine new or expanded program requests
- Final adjustments to balance each fund
- Send budget summary information to Washington County Tax Supervising and Conservation Commission (TSCC)
- Preparation of Proposed Budget document

### **APRIL 2009**

- Proposed Budget printed and delivered to Budget Committee members
- Advertise notice of Budget Committee public hearings
- City Manager presents budget message at opening meeting of Budget Committee

### **MAY 2009**

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

### **JUNE 2009**

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

# THE BUDGET PROCESS

## BUDGETING IN THE STATE OF OREGON

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

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

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

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

## BUDGETING IN THE CITY OF WILSONVILLE

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

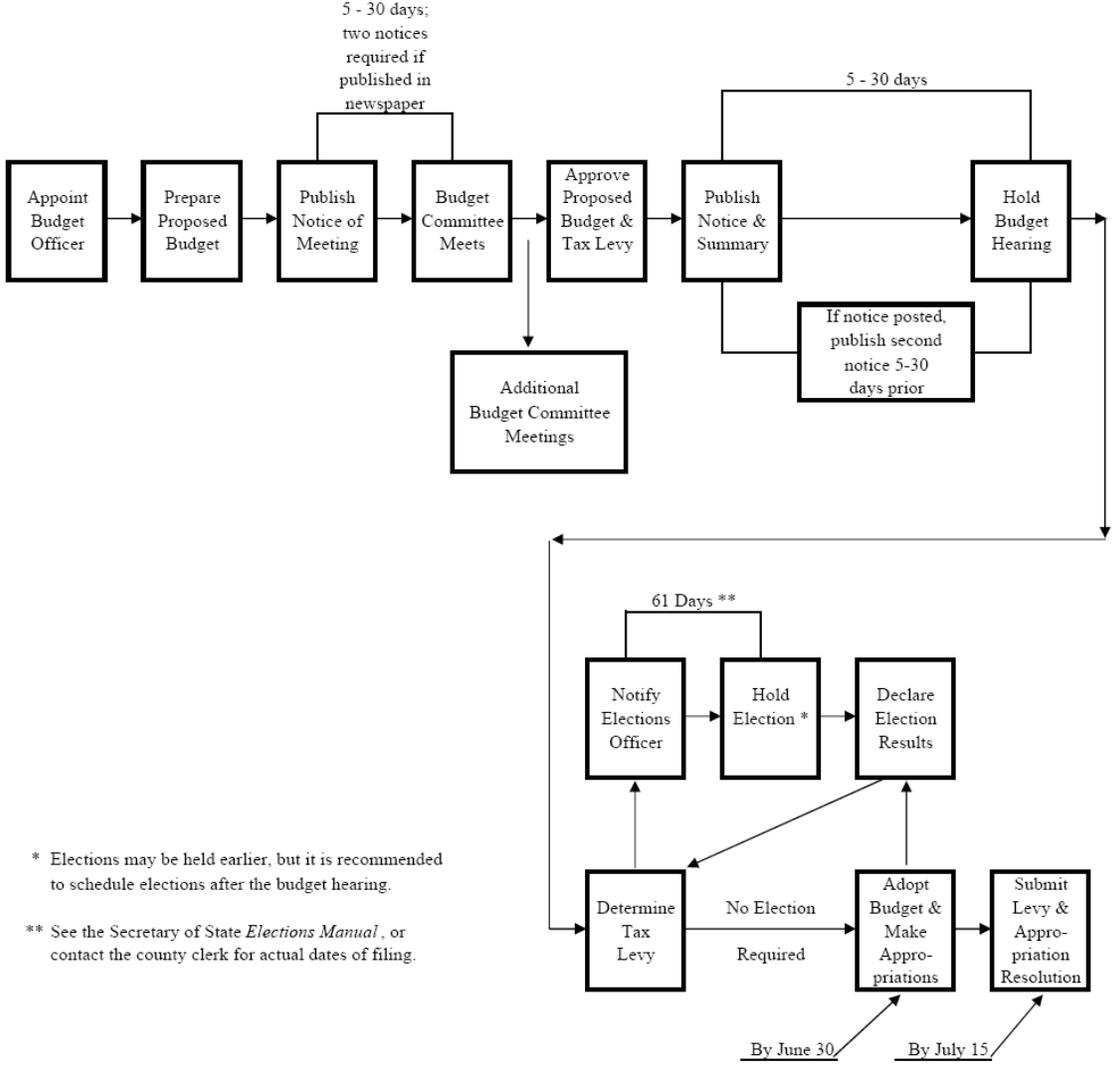
The City Manager serves as the Budget Officer (ORS 294.331) and has the responsibility to prepare the budget document, present the budget message to the Budget Committee and to maintain budgetary control at the approved appropriation level. Ongoing review and monitoring of revenues and expenditures is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

### **BUDGET AMENDMENTS**

The adopted budget may be amended by budget transfers (ORS 294.450) or supplemental (ORS 294.480 to 294.283). Generally, transfers consist of moving appropriations within a fund from one major appropriation category to another. Supplemental adjustments typically involve increasing the total appropriation level (as well as the resources). Certain supplement adjustments require publication of the proposed adjustments in a paper of general circulation within the community and notification of the Washington County TSCC. All adjustments to the budget are made via resolutions. Amendments after the adoption do not require approval by the Budget Committee.

# THE BUDGET PROCESS

## BUDGET PROCESS AS PRESCRIBED BY STATUTE (ORS 294)



### BUDGET DOCUMENT COLUMNS

In accordance with Oregon Local Budget Law, five columns of data are provided. For the Proposed document: two prior years of actual, current fiscal year budget as amended by transfers and supplemental adjustments, current year estimated actual and proposed for the new year. The Adopted document is similar except columns for Approved and Adopted are added.

# THE BUDGET PROCESS

## THE BUDGET COMMITTEE

Oregon budgeting law requires the formation of a Budget Committee to review and approve the budget as proposed by the budget officer (ORS 294.336). The committee consists of the governing body (City Council) plus an equal number of voters within the municipality. The non-elected positions are appointed by the Council and serve three year terms. Terms are staggered so that approximately one third of the terms of the appointed members end each year. Wilsonville has a Budget Committee consisting of ten members. Each member has an equal vote. Members receive no compensation for their services.

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

Oregon law also specifies that municipal corporations with a population of less than 200,000 within a county having a population greater than 500,000 shall submit its approved budget document to the tax supervising and conservation commission at least 30 days prior to the date of the public hearing for budget committee approval. For Wilsonville a portion of the city overlaps Washington County which has a population in excess of 500,000. (ORS 294.411)

The powers and duties of the Budget Committee are:

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

The Budget Committee members for review and approval of the FY 2009-10 budget:

### City Council Members

Tim Knapp, Mayor  
Alan Kirk, Council President  
Michelle Ripple  
Celia Núñez  
Steve Hurst

### Citizen Members

Norman Bengel, Chair  
Tony Holt  
Paul Bunn  
Anne Easterly  
Christopher Moore

## **BUDGET ASSUMPTIONS FOR FY 2009-10**

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

### **Personal services:**

- For management merit increase of 4% on employee's anniversary date, no cost of living adjustment, no salary table adjustment, no position changes within table
- Union negotiations are underway. Merit increase of 4% on employee's anniversary date, cost of living of 2%, no salary table adjustment, no position changes within table
- Adjustments for certain positions under review by human resources at the time of budget preparation were added to the base assumptions
- Health insurance increase of 10%
- Retirement rate decrease approximately 3% to approximately 8% plus 6% employee pickup

### **Material and services:**

- Nominal 3% increase across the board except as noted below
- Sewer rate increase of 10%
- Electricity increases of 6%
- Postage increase by 5%
- Certain accounts may exceed these amounts as justified by the department. Such amounts may be contractual terms or notifications by suppliers of goods or services.
- Significant variances from the current year budget are explained in the Statement of Funding Issues for each program.

### **Capital outlay:**

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

### **Debt service:**

- Debt amortization schedules when appropriate
- Interest only variable rate debt at 3%

### **Indirect cost allocations:**

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

# **THE BUDGET PROCESS**

## **BUDGET ASSUMPTIONS FOR FY 2009-10**

### **Designated Reserves, Contingencies and Ending Fund Balances:**

- Management proposes the creation of cash funded reserves for designated purposes. Annual additions tend to be consistent from year to year. Uses of reserves are based upon need. The City tracks such reserves separately from contingency and ending fund balance.
- Contingencies for operating funds should be no less than 5% of operating costs.
- Ending Fund Balance, by fiscal policy, should be 5% of operating costs.

### **Primary Revenue Sources:**

- Property assessed values increase by 3% plus additional 2% for new growth. Impact of Fred Meyer and other parcel movement from one urban renewal district to another provides estimated increase to assessed value for General Fund of approximately \$8 million, with an increase in property taxes of \$20,000.
- Tax rate remains same at \$2.5206 per \$1,000 of assessed valuation.
- Tax rate for general obligation debt to decrease slightly to \$0.1770 per \$1,000.
- Franchise fee and right of way privilege tax for electricity increase from 3.5% to 5%. Telecommunications companies' rate remains same at 7%.
- Building permits are based on developer construction plans as communicated to staff.
- Water revenue rate increase of 3% to be effective November 2009.
- Sewer rate increase of 10% effective January 2010.
- Gas tax revenues decline approximately 3%.
- Transit tax wage base net decrease of 2% for announced layoffs.
- Investment income on available cash balances at 2%.

**CITY OF WILSONVILLE LOCAL ECONOMY**

Unlike many suburbs, Wilsonville is not a bedroom community. Commercial and industrial properties comprise 34% of the City’s assessed value. Some 900 companies do business in the city and the number of employees is almost as many as residents. An interesting dynamic is that there are more people in the city during the middle of the day than at night. This helps to create a demand for goods and services which cities this size generally don’t experience.

There are many large employers in Wilsonville. Several high tech companies have chosen to locate here. In addition, several distribution centers have taken advantage of the easy freeway access afforded by Interstate 5 bisecting the city. The city continues to grow and new businesses are locating in Wilsonville each year.

<b>Major Employers of 2008-09</b>	<b>Type of Business</b>	<b># Employees</b>	<b>% of City FTE Base</b>
Xerox Corporation	Copiers and printers	1,563	10.3%
Mentor Graphics Corporation	CAD software systems	1,110	7.3%
Precision Interconnect	Electronic machinery	654	4.3%
Sysco Food Services	Warehouse & distribution center	582	3.8%
Hollywood Entertainment Corporation	Video rental distribution	356	2.4%
Flir Systems Inc.	Thermal imaging / infared equipment	352	2.3%
Fry's Electronics	Retail	309	2.0%
InFocus Corporation	Projectors & display systems	309	2.0%
Rite Aid Distribution Center	Warehouse & distribution center	275	1.8%
Orepac Building Products	Forest products	198	1.3%

Source: City Business License Data Base FY08-09

<b>Major Taxpayers of 2008-09</b>	<b>Type of Business</b>	<b>2008-09 Assessed Taxes</b>	<b>2008-09 Assessed Value</b>	<b>% of City Assessed Value*</b>
Xerox Corporation	Color printers	\$ 1,445,902	\$ 84,363,328	3.62%
Mentor Graphics Corporation	CAD software systems	937,453	52,779,827	2.26%
Argyle Capital LLC	Shopping center	735,579	41,646,330	1.78%
Goodman Financial Services Inc	Apartment rental properties	579,889	32,209,074	1.38%
BIT Holdings	Hollywood Entertainment properties	502,677	27,920,462	1.20%
CH Realty III / Portland Industrial	Commercial property	480,804	26,907,192	1.15%
Flir Systems Inc	Thermal imaging & infared cameras	475,249	26,621,772	1.14%
Villebois Apartments LLC	Apartment rental properties	423,684	23,532,904	1.01%
Senior Partners Portfolio LLC	Commercial property	412,926	26,507,847	1.14%
SPM-Wilsonville LLC	Town Center Shopping Center	412,189	22,894,419	0.98%

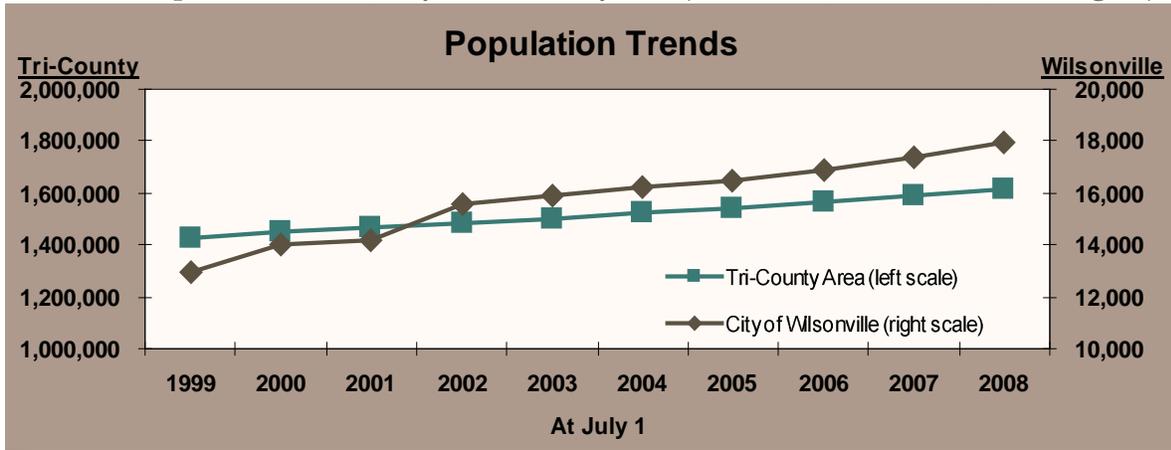
\*Total City assessed valuation for 2008-09 was \$2,333,248,746

Source: Clackamas and Washington County Assessor's Office

# TRENDS AND ANALYSIS

## POPULATION

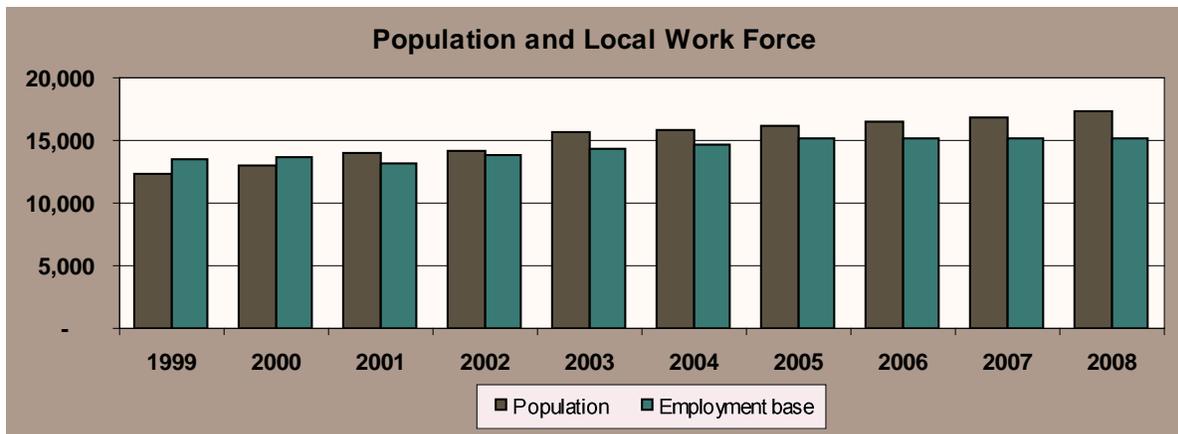
Population Trends, City vs Tri-County area (Clackamas, Multnomah, Washington)



Growth within the city continues at approximately 2% per year. Continued growth is expected as the Villebois planned community develops. As the graph indicates, the city is growing at a faster pace than the metropolitan area.

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

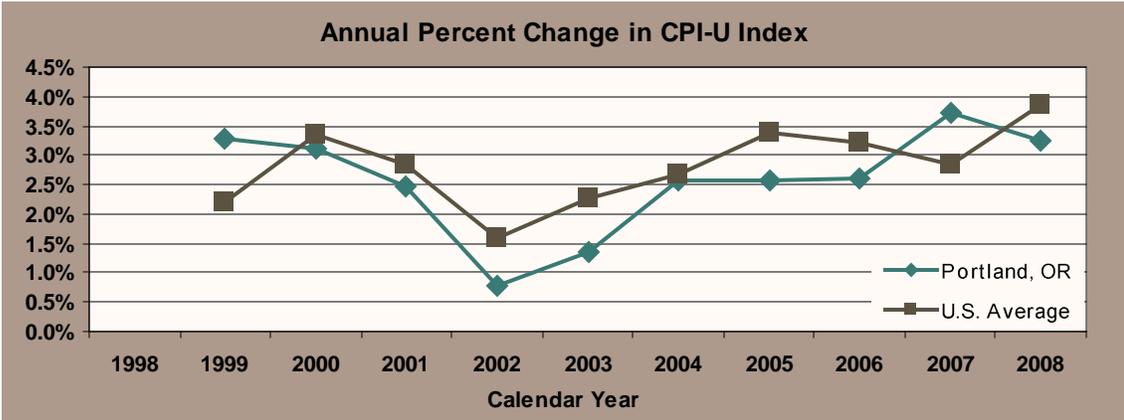
Wilsonville Population and Local Employment



The graph demonstrates the constant growth in population as well as the growth in local businesses. Over the past 10 years the local population has increased to now exceed the local work force. Both population and employment have an impact on the local economy.

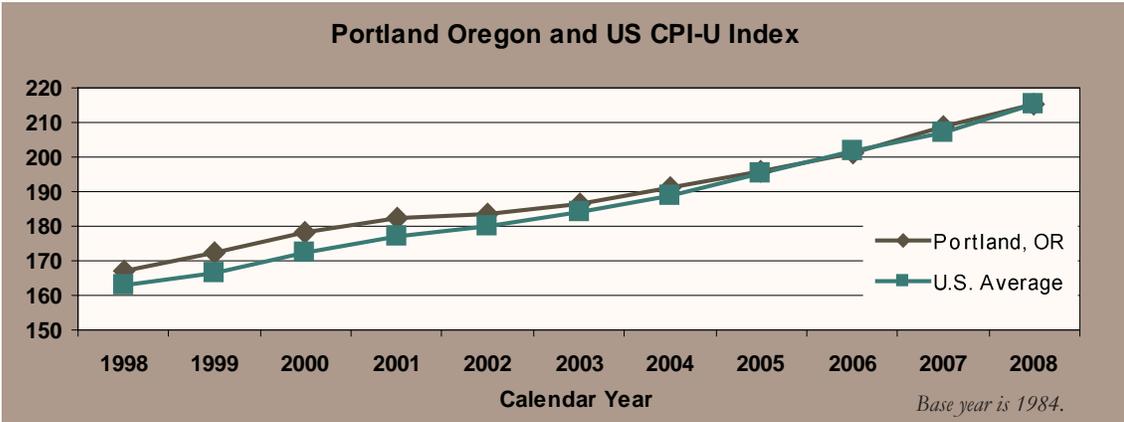
CONSUMER PRICE INDEX

Consumer Price Index, Portland/Salem vs National average



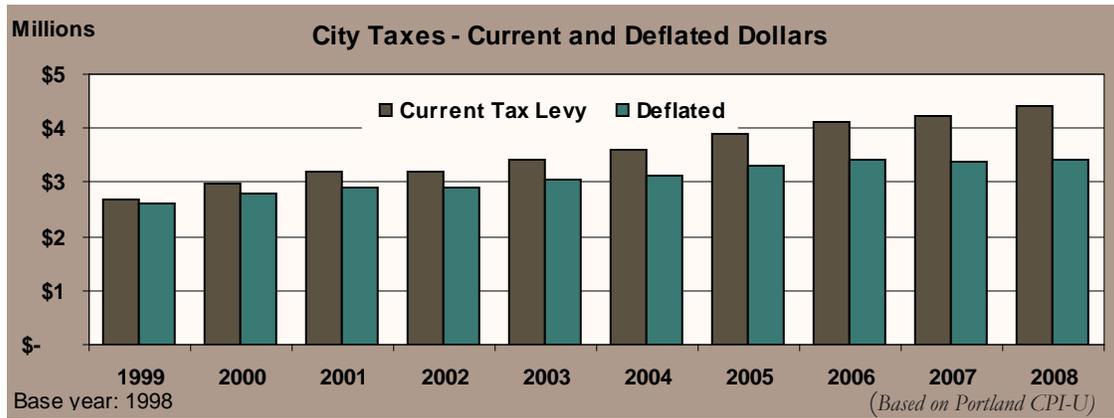
Consumer Price Index for urban areas (CPI-U) is a primary index for measuring inflation. The chart above indicates that year to year the Portland / Salem index is similar to, but rarely matches the national index albeit the annual changes are typically lower in Portland / Salem.

Despite the variances between the national and local year to year indices, the chart below indicates that over time the Portland and national indices are closely aligned.



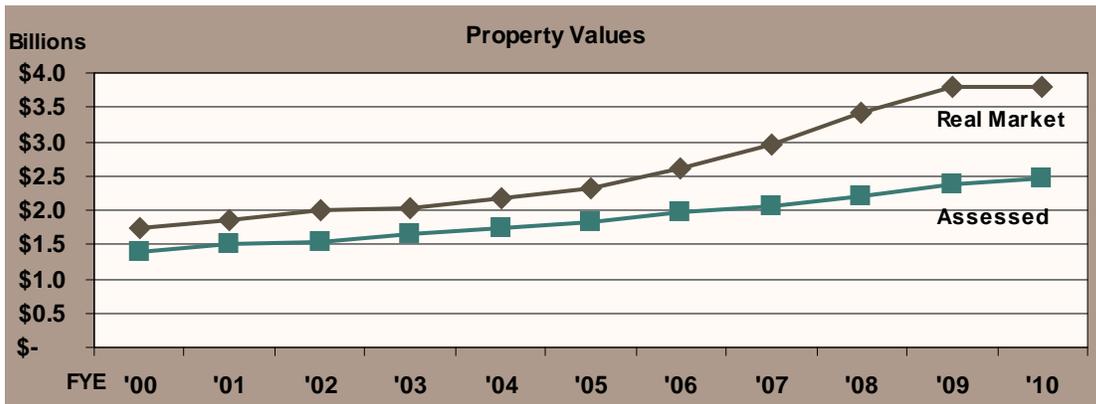
# TRENDS AND ANALYSIS

## PROPERTY VALUES



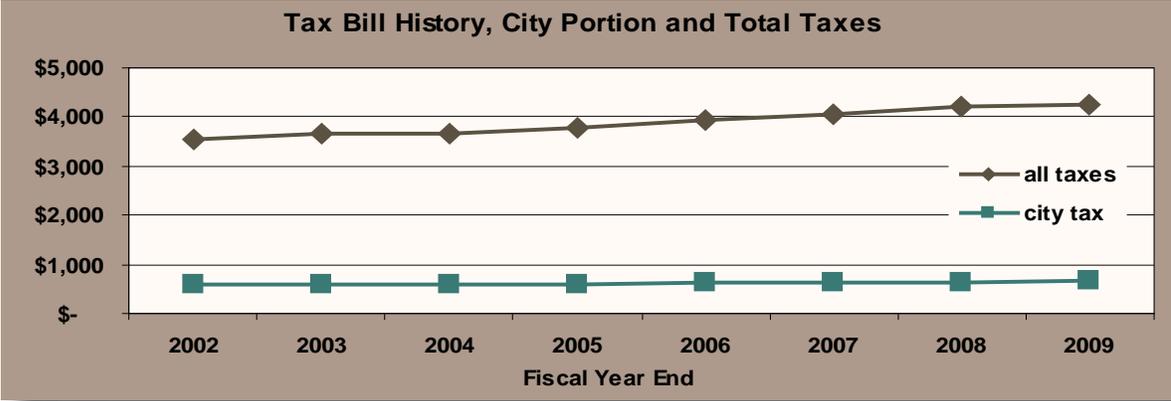
Property taxes have increased nearly \$2 million over the past ten years. When adjusted for inflation; however, the economic increase is only \$1 million. The increase in tax collection is due to several factors. The 3% annual growth accounts for \$0.9 million, new construction another \$0.6 million and reductions to the Year 2000 Plan urban renewal district the remaining \$0.2 million.

## PROPERTY TAX VALUES – REAL MARKET VS ASSESSED



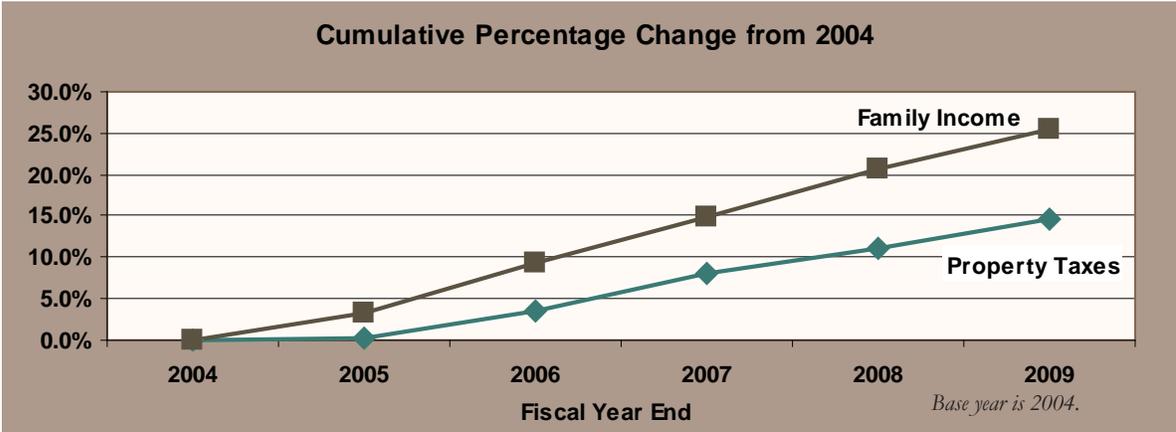
Real market value reflects the estimated value if the property were to be sold. Assessed value is a measure of the taxable value of real, personal and utility property in the City. Assessed values mirrored real market values through 1997 when voters approved a roll-back in assessed values and a limitation on future assessed value increases.

TAX BILL GROWTH COMPARISONS



The above graph is representative of a typical home in Wilsonville. The city share of total taxes is relatively small and constant. Other taxing entities, with larger tax rates, include schools, county, fire district, and voter approved bonds. The total increase in taxes is due in part to the 3% growth allowed by law and for voter approved levies and bonds, e.g. fire district and Metro open spaces bonds. For FY 2010 total taxes will increase due to the voter approved library district and 4-H district.

TAX BILL VS FAMILY INCOME – PERCENTAGE CHANGE

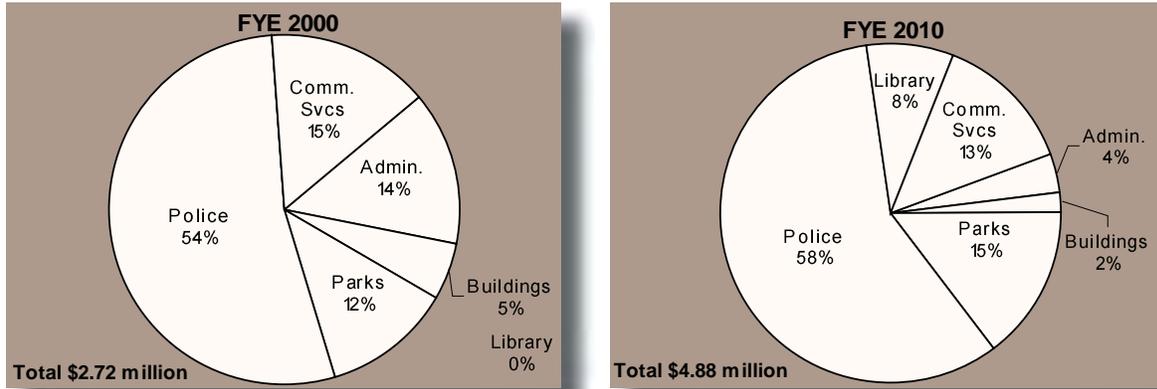


Family income is derived from the 2000 census and inflated by the Bureau of Labor Statistics wage index for the Seattle area, the closest index to Wilsonville. Property taxes include all taxing entities and reflect what a typical homeowner might pay. The graph indicates that wages tend to grow by more than the property taxes.

# TRENDS AND ANALYSIS

## PROGRAMS FUNDED BY CITY TAXES

Where The Tax Dollars Go

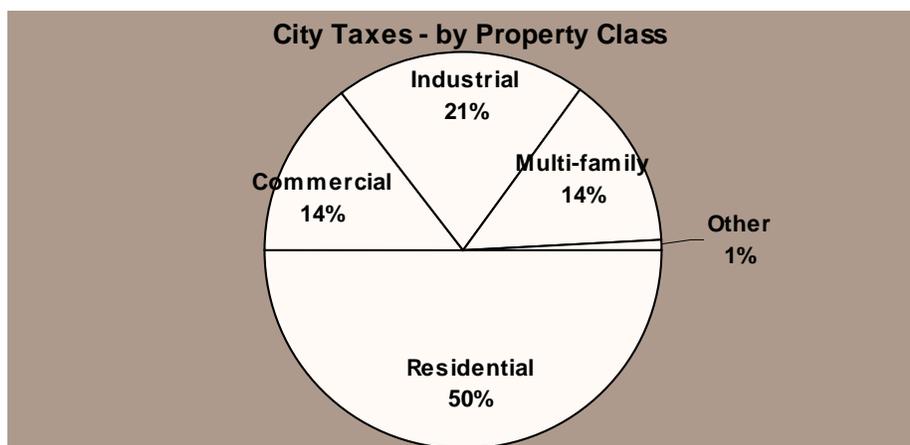


Over the past ten years the allocation of property taxes to city programs has changed slightly. In FY 2003 the city library was added to the mix with corresponding decreases to administrative and building maintenance programs.

The law enforcement program receives the largest share of taxes. Nevertheless, the cost of this program exceeds the allocation and an additional \$618,000 (or 18% of the program budget) of unrestricted general fund resources is needed to cover the difference.

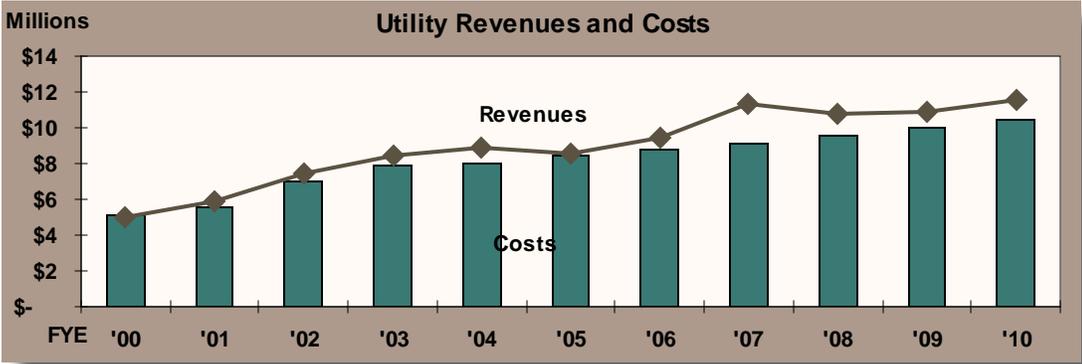
The tax rate is fixed at \$2.5206 per \$1000 of assessed value. Assessed value is allowed to increase by 3% per year plus the assessed value of new construction.

## PROPERTY TYPE TAX BURDEN



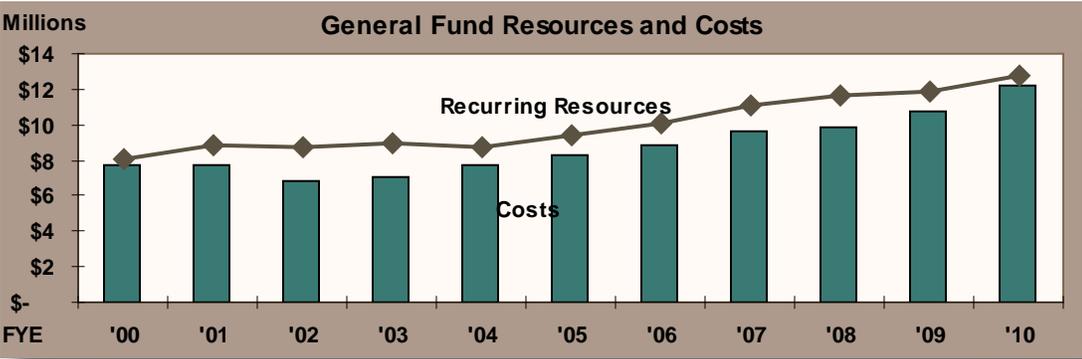
Reflective of a vibrant business community the graph shows that half of our taxes come from homeowners and the rest come from businesses. Although the graph depicts FY 2009 values, the distribution between the various property types has remained fairly consistent over the years.

CITY OPERATIONS - UTILITIES



The green line reflects the combined utility revenues, the brown bars represent the costs of operations plus debt service. The financial goal is for revenues to exceed these costs such that resources are available for major capital projects and to fund reserves for future year costs. As indicated by the graph the City is achieving this goal.

CITY OPERATIONS - GENERAL FUND



The green line reflects the revenues and operating transfers in from other funds. The brown bar is the total of personal services, material and services and capital outlay. To achieve sustainability revenues should consistently exceed operating costs. The excess of revenues over costs is used for capital improvement projects, interfund loans and to accumulate reserves for future year costs. FY 2010 includes \$300,000 of costs to be paid from accumulated revenues.

# BUDGETARY INDICATORS

	Adopted 2000-01	Adopted 2001-02	Adopted 2002-03	Adopted 2003-04
City general credit rating (Moody's)	A1	A1	A1	A1
Consumer Price Index (Portland/Salem Area - all items)	178.0	182.4	183.8	186.3
Population, at July 1 (2000 US Census, subsequent estimates from Portland State University Center for Population Studies, estimate for 2009-10 by City Staff)	13,991	14,170	15,590	15,880
City personnel - Full Time Equivalent (FTE's) (Including contracted Law Enforcement and Water Treatment Plant Staff)	142.14	143.79	148.77	152.90

## Expenditures:

City and Urban Renewal Agency - personal services	\$7,091,288	\$7,767,382	\$8,245,520	\$8,771,605
City and Urban Renewal Agency - materials and services <sup>1</sup>	\$7,222,062	\$8,816,394	\$9,752,541	\$9,779,078
City and Urban Renewal Agency - capital equipment	\$1,054,450	\$1,113,401	\$854,235	\$381,665
City and Urban Renewal Agency - total operating costs	\$15,367,800	\$17,697,177	\$18,852,296	\$18,932,348
City and Urban Renewal Agency - capital improvement expenditures	\$55,611,140	\$43,995,737	\$23,766,636	\$29,654,000
City and Urban Renewal Agency - debt service	\$8,309,067	\$8,872,341	\$8,748,911	\$9,896,895
Total expenditures	\$79,288,007	\$70,565,255	\$51,367,843	\$58,483,243

## Analytcs:

Per capita - City personnel (FTE's) per 1000 population	10.16	10.15	9.54	9.63
Per capita cost - operating costs	\$1,098	\$1,249	\$1,209	\$1,192
Per capita cost - capital improvement expenditures	\$3,975	\$3,105	\$1,524	\$1,867
Per capita cost - debt service	\$594	\$626	\$561	\$623
Per capita cost - total expenditures	\$5,667	\$4,980	\$3,294	\$3,682
Inflation Adjusted (base year 2000) - total operating costs	\$15,367,800	\$17,270,271	\$18,257,392	\$18,088,878
Inflation Adjusted (base year 2000) - per capita operating costs	\$1,098	\$1,219	\$1,171	\$1,139
Percentage of total operating costs - personal services	46%	44%	44%	46%
Percentage of total operating costs - materials & services	47%	50%	52%	52%
Percentage of total operating costs - capital equipment	7%	6%	5%	2%

## Program areas change

1 police officer, 3 SMART buses	Street light poles purchased	New Water Treatment Plant	4 new positions: SMART, parks, & police
------------------------------------	---------------------------------	------------------------------	---

## Property Values:

Total real market value (estimated)	\$1,863,648,237	\$1,987,744,000	\$2,044,135,290	\$2,169,160,089
Total assessed valuation (net of urban renewal incremental value)	\$1,315,787,990	\$1,328,157,618	\$1,410,638,415	\$1,483,545,732
Operating costs per \$1,000 of real market value	\$8.25	\$8.90	\$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	Adopted 2009-10
A1	Aa3	Aa3	Aa3	Aa3	Aa3
191.1	196.0	201.1	208.6	215.7	215.7
16,250	16,510	16,885	17,405	17,940	18,300
156.61	165.76	170.36	170.06	181.25	186.50
\$8,823,474	\$10,106,816	\$10,601,814	\$11,277,327	\$12,911,253	\$13,595,127
\$9,937,245	\$10,863,824	\$12,791,456	\$14,156,652	\$15,663,068	\$15,998,800
\$973,602	\$834,250	\$694,213	\$381,700	\$700,250	\$982,000
\$19,734,321	\$21,804,890	\$24,087,483	\$25,815,679	\$29,274,571	\$30,575,927
\$27,607,597	\$45,791,472	\$50,596,272	\$34,916,177	\$24,154,020	\$28,508,109
\$5,068,963	\$11,671,428	\$7,926,777	\$32,941,831	\$40,087,410	\$14,878,585
\$52,410,881	\$79,267,790	\$82,610,532	\$93,673,687	\$93,516,001	\$73,962,621
9.64	10.04	10.09	9.77	10.10	10.19
\$1,214	\$1,321	\$1,427	\$1,483	\$1,632	\$1,671
\$1,699	\$2,774	\$2,997	\$2,006	\$1,346	\$1,558
\$312	\$707	\$469	\$1,893	\$2,235	\$813
\$3,225	\$4,802	\$4,893	\$5,382	\$5,213	\$4,042
\$18,381,523	\$19,802,400	\$21,320,597	\$22,028,719	\$24,157,968	\$25,855,582
\$1,131	\$1,200	\$1,263	\$1,265	\$1,347	\$1,413
45%	46%	44%	44%	44%	44%
50%	50%	53%	55%	54%	52%
5%	4%	3%	1%	2%	3%
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	Library district restores library operating hours
\$2,320,353,518	\$2,602,032,428	\$2,958,936,921	\$3,426,298,443	\$3,740,996,089	\$3,800,000,000
\$1,607,868,325	\$1,693,954,232	\$1,746,776,185	\$1,818,316,731	\$1,894,222,161	\$1,977,000,000
\$8.50	\$8.38	\$8.14	\$7.53	\$7.83	\$8.05

# 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.*

## INTERNAL VALUES

**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*

# COUNCIL GOALS

## DRAFT 2009-10

### COUNCIL 1 GOAL

#### ENHANCE LIVABILITY AND SAFETY IN WILSONVILLE

- SRO dedicated to middle school
- Bike and pedestrian friendly/access
- Address/intervention drug enforcement at juvenile level
- Plan to make Wilsonville more welcoming to diverse groups of people
- Work with school district to develop safe routes to school
- Proactive prevention of gang development
- Petty crime enforcement
- Bike/pedestrian trail connections (Boeckman dip; Day Dream Ranch connection)

### COUNCIL GOAL 2

#### ENGAGE THE COMMUNITY IN SMART GROWTH AND SUSTAINABILITY CONCEPTS

- How best to communicate with public
- Increase awareness of service opportunities in city – promote service in community

### COUNCIL GOAL 3

#### PROVIDE SUPPORT TO INDIVIDUALS AND FAMILIES IN NEED DUE TO THE CURRENT CHALLENGING ECONOMIC TIMES

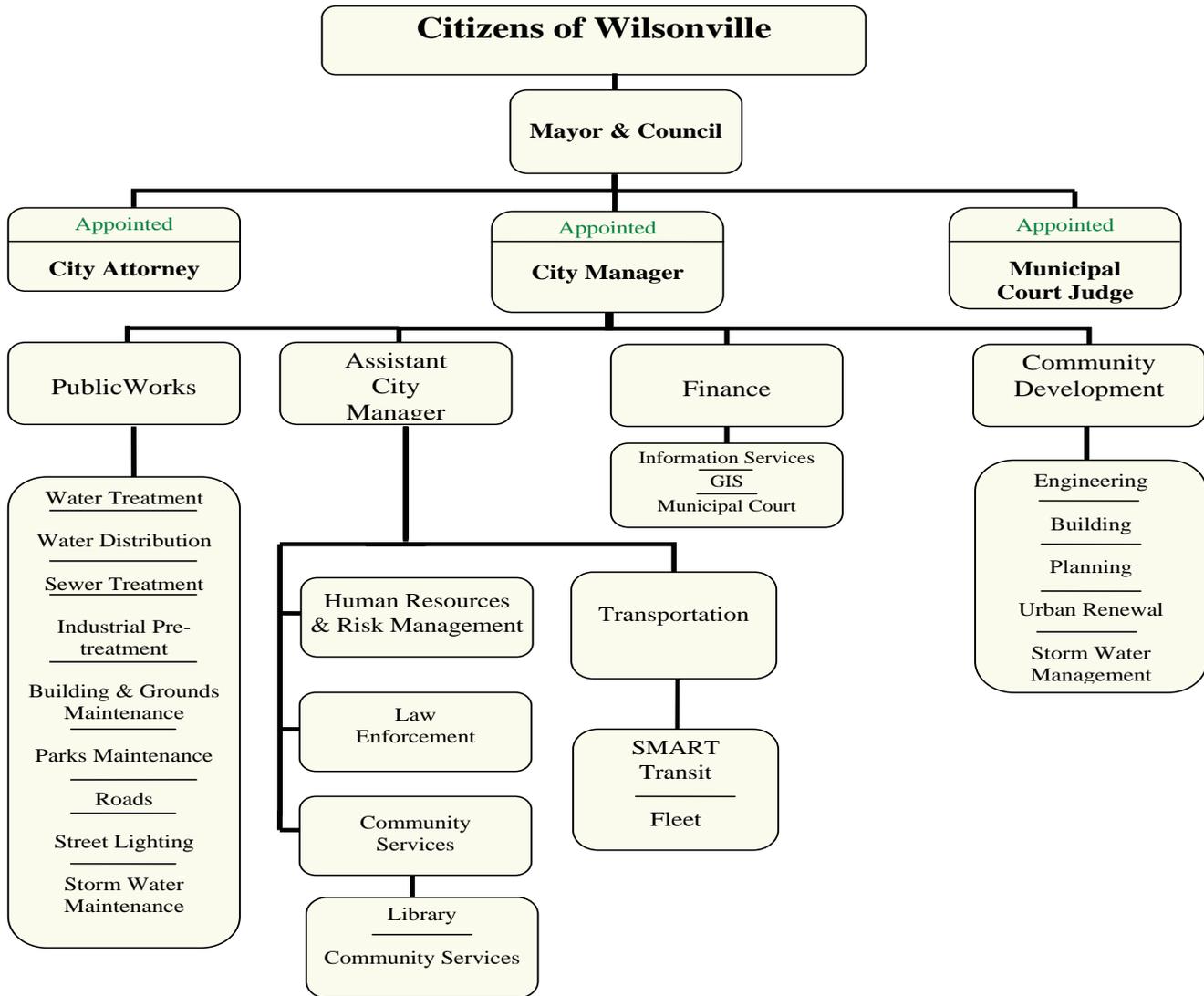
- Inventory what is being done already
- Publicize what is being done
- Staff to identify gaps where we can provide additional support

### COUNCIL GOAL 4

#### STIMULATE BUSINESS AND JOB GROWTH IN THE COMMUNITY

- Professional press/media packet
- OECD Oregon Economic Community Development Department advise them of opportunities in Wilsonville
- Coffee Creek Industrial Area (plan for development)

# 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).

Columnar headings consisting of two prior years Actual, current year Amended budget, Proposed, Approved and Adopted follow the state requirement.

Changes by the Budget Committee to achieve the Approved budget are enumerated on page xvi along with the changes made by City Council to achieve the Adopted budget.

# FUND DESCRIPTIONS

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

**SPECIAL REVENUE FUNDS** These funds account for revenues allocated for a specific purpose.

**Community Development** – Dedicated to civil engineering, building inspections, planning, urban renewal management and stormwater management

**Transit Operating** – Provides a mass transit system serving Wilsonville with links north to the Portland metropolitan area transit system, Tri-Met, and south to Salem

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

**Fleet Services** – Services and maintains all vehicles and equipment for 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 fundraising 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 City-owned water wells and the water treatment plant, reservoirs, transmission and distribution system

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

**Stormwater** – Dedicated to maintenance of the City's stormwater detention and diversion system and may also be used to pay for construction of improvements in developed areas of the City

**Street Lighting** – Dedicated to pay for street lighting costs

**PERMANENT FUND** This category includes a permanent fund where the only expendable portion is interest earned.

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

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

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

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

**DEBT SERVICE** The City's non-enterprise debt is accounted for in these funds.

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

**Other Debt Service Fund** – Accounts for accumulation of resources and payment of principal and interest for debt other than that accounted for in the Enterprise Funds or General Obligation Debt Service Fund, includes local improvement districts 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 Amended FY 2008-09 budget with the Proposed FY 2009-10 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 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Property taxes	\$ 4,710,227	\$ 4,805,333	\$ 5,061,000	\$ 5,226,000	\$ 5,226,000	\$ 5,226,000
Other taxes	2,811,621	3,068,270	4,233,000	4,270,000	4,270,000	4,270,000
Licenses, franchise fees & permits	3,689,880	3,734,345	3,944,564	4,124,478	4,124,478	4,124,478
Other governments	2,959,544	8,466,730	4,006,408	8,549,817	8,549,817	8,549,817
Charges for services	14,384,752	14,102,630	15,641,726	14,763,346	14,763,346	14,763,346
System development fees	3,587,527	3,787,813	7,144,513	8,224,984	8,224,984	8,224,984
Interest earnings	2,315,858	2,338,006	1,184,400	785,054	785,054	785,054
Miscellaneous	835,893	6,985,841	1,276,675	2,264,766	2,264,766	2,264,766
Bond proceeds	-	7,875,000	6,270,000	7,000,000	7,000,000	7,000,000
Interfund transfers	8,427,163	15,297,561	22,316,951	23,438,190	23,438,190	23,438,190
Beginning fund balance	42,880,980	48,334,488	43,989,662	43,249,028	43,249,028	43,249,028
Total Resources	<u>86,603,445</u>	<u>118,796,017</u>	<u>115,068,899</u>	<u>121,895,663</u>	<u>121,895,663</u>	<u>121,895,663</u>
<b>REQUIREMENTS</b>						
Personal services	10,117,756	10,612,971	12,821,253	13,737,051	13,754,127	13,595,127
Materials & services	11,217,812	16,095,856	14,502,935	14,946,308	14,930,308	14,930,308
Capital outlay	4,949,685	16,262,482	22,348,498	26,266,609	26,266,609	26,266,609
Debt service	3,556,541	11,155,359	3,094,410	3,024,933	3,024,933	3,024,933
Interfund transfers	8,427,163	15,297,561	22,316,951	23,438,190	23,438,190	23,438,190
Contingencies	-	-	38,397,951	38,902,441	38,901,365	39,060,365
Total Expenditures	<u>38,268,957</u>	<u>69,424,229</u>	<u>113,481,998</u>	<u>120,315,532</u>	<u>120,315,532</u>	<u>120,315,532</u>
Resources over expenditures	<u>\$ 48,334,488</u>	<u>\$ 49,371,788</u>				
Unappropriated ending balance			<u>\$ 1,586,901</u>	<u>\$ 1,580,131</u>	<u>\$ 1,580,131</u>	<u>\$ 1,580,131</u>

**SUMMARY OF CITY FUNDS - FISCAL YEAR 2009-10**

	General*	Community Development*	Transit*	Road Operating	Fleet Services	Road Maintenance
<b>RESOURCES</b>						
Property taxes	\$ 4,885,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	220,000	-	4,050,000	-	-	-
Licenses, franchise fees & permits	2,886,100	1,233,378	-	-	-	-
Other governments	1,339,722	15,000	948,425	707,200	-	-
Charges for services	391,386	755,500	175,000	-	1,227,460	625,000
System development fees	-	-	-	-	-	-
Interest earnings	166,894	56,010	42,018	3,629	37,055	895
Miscellaneous	464,500	-	23,000	-	34,050	-
Bond proceeds	-	-	-	-	-	-
Revenue Subtotal	10,353,602	2,059,888	5,238,443	710,829	1,298,565	625,895
Interfund transfers	2,408,432	3,146,593	-	-	-	-
Beginning fund balance	11,126,816	2,896,449	1,522,223	141,953	2,774,662	133,499
Total Resources	23,888,850	8,102,930	6,760,666	852,782	4,073,227	759,394
<b>REQUIREMENTS</b>						
Personal services	5,401,736	3,637,700	2,361,410	258,180	510,260	-
Materials & services	6,540,866	669,455	1,813,897	341,005	586,945	500
Capital outlay	129,000	-	777,000	-	23,000	-
Debt service	-	-	-	-	-	-
Expenditures Subtotal	12,071,602	4,307,155	4,952,307	599,185	1,120,205	500
Interfund transfers	115,000	191,000	483,100	25,400	2,000	600,000
Contingencies	11,092,248	3,404,775	1,125,259	188,197	2,891,022	158,894
Total Appropriations	23,278,850	7,902,930	6,560,666	812,782	4,013,227	759,394
Unappropriated ending balance	\$ 610,000	\$ 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 Lighting	Stormwater Operating	Library Endowments	G.O. Debt Service	Capital Projects	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 341,000	\$ -	\$ 5,226,000
-	-	-	-	-	-	-	4,270,000
-	-	-	-	-	-	5,000	4,124,478
-	-	-	-	-	-	5,539,470	8,549,817
5,464,000	4,800,000	390,000	935,000	-	-	-	14,763,346
-	-	-	-	-	-	8,224,984	8,224,984
53,599	65,912	4,244	15,619	394	2,555	336,230	785,054
-	18,216	-	-	-	-	1,725,000	2,264,766
-	-	-	-	-	-	7,000,000	7,000,000
5,517,599	4,884,128	394,244	950,619	394	343,555	22,830,684	55,208,445
350,000	300,000	-	-	-	-	17,233,165	23,438,190
2,810,066	3,908,390	415,052	439,825	29,057	172,856	16,878,180	43,249,028
8,677,665	9,092,518	809,296	1,390,444	29,451	516,411	56,942,029	121,895,663
393,530	809,861	-	222,450	-	-	-	13,595,127
2,618,714	1,608,024	281,200	411,121	21,281	-	37,300	14,930,308
53,000	-	-	-	-	-	25,284,609	26,266,609
1,885,000	770,483	-	-	-	369,450	-	3,024,933
4,950,244	3,188,368	281,200	633,571	21,281	369,450	25,321,909	57,816,977
1,183,380	1,485,120	159,600	381,919	-	-	18,811,671	23,438,190
2,394,041	4,299,030	353,496	344,954	-	-	12,808,449	39,060,365
8,527,665	8,972,518	794,296	1,360,444	21,281	369,450	56,942,029	120,315,532
\$ 150,000	\$ 120,000	\$ 15,000	\$ 30,000	\$ 8,170	\$ 146,961	\$ -	\$ 1,580,131



## PROGRAM BUDGET MATRIX

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

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

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

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

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

The City’s working budget is \$96,877,342, from a total appropriations budget of \$121,895,663. The difference of \$23,438,190 is a result of interfund service charges and transfers. The working budget number of \$96,877,342 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	Community Dev. Fund	Transit Fund	Road Operating	Fleet Services	Road Maintenance
<i>Policy and Administration</i>						
Administration	\$ 885,036	\$ 10,631	\$ 61,529	\$ -	\$ -	\$ -
Finance	336,065	74,860	238,416	-	-	500
Information Systems	375,978	21,975	23,170	-	-	-
GIS	23,166	47,000	9,000	11,000	-	-
Legal	394,182	3,628	20,999	-	-	-
Human Resources/Risk Mgmt	404,937	19,490	89,105	400	700	-
Total	2,419,363	177,584	442,218	11,400	700	500
<i>Community Development</i>						
Administration	-	544,416	-	-	-	-
Engineering	-	437,941	-	-	-	-
Building Inspections	-	717,441	-	-	-	-
Planning	-	954,524	-	-	-	-
Stormwater Management	-	-	-	-	-	-
Total	-	2,654,322	-	-	-	-
<i>Public Works</i>						
Administration	142,570	-	-	-	-	-
Building Maintenance	530,369	7,416	31,982	-	-	-
Parks Maintenance	982,963	-	-	-	-	-
Roads	-	-	24,300	598,785	-	-
Street Lighting	-	-	-	-	-	-
Water Distribution and Sales	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-
Wastewater Collect & Treat	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-
Total	1,655,902	7,416	56,282	598,785	-	-
<i>Community Services</i>						
Community Services	894,254	-	-	-	-	-
Library	1,255,663	-	-	-	-	-
Library Endowment	-	-	-	-	-	-
Total	2,149,917	-	-	-	-	-
<i>Transportation</i>						
Transit	-	-	4,914,807	-	-	-
Fleet Service	-	-	-	-	1,119,505	-
Total	-	-	4,914,807	-	1,119,505	-
<i>Public Safety</i>						
Law Enforcement	3,524,951	-	-	-	-	-
Municipal Court	191,298	-	-	-	-	-
Total	3,716,249	-	-	-	-	-
<b>Total Operating Budget</b>	<b>9,941,431</b>	<b>2,839,322</b>	<b>5,413,307</b>	<b>610,185</b>	<b>1,120,205</b>	<b>500</b>
<i>Non-Operating Units</i>						
Capital Improvements	115,000	-	15,000	10,000	-	600,000
Debt Service	-	-	-	-	-	-
Contingencies/Designations	11,092,248	3,404,775	1,125,259	188,197	2,891,022	158,894
<b>Total Non-Operating Budget</b>	<b>11,207,248</b>	<b>3,404,775</b>	<b>1,140,259</b>	<b>198,197</b>	<b>2,891,022</b>	<b>758,894</b>
<b>Total Working Budget</b>	<b>21,148,679</b>	<b>6,244,097</b>	<b>6,553,566</b>	<b>808,382</b>	<b>4,011,227</b>	<b>759,394</b>
<i>Adjustments:</i>						
Interfund Service & Transfers	2,130,171	1,658,833	7,100	4,400	2,000	-
Total Appropriations	23,278,850	7,902,930	6,560,666	812,782	4,013,227	759,394
<i>Unappropriated Ending Balance</i>						
	610,000	200,000	200,000	40,000	60,000	-
<b>Total Uses</b>	<b>\$ 23,888,850</b>	<b>\$ 8,102,930</b>	<b>\$ 6,760,666</b>	<b>\$ 852,782</b>	<b>\$ 4,073,227</b>	<b>\$ 759,394</b>
Revenues and Transfers In	\$ 12,762,034	\$ 5,206,481	\$ 5,238,443	\$ 710,829	\$ 1,298,565	\$ 625,895
Estimated 09-10 Beginning Bal	11,126,816	2,896,449	1,522,223	141,953	2,774,662	133,499
<b>Total Estimated Resources</b>	<b>\$ 23,888,850</b>	<b>\$ 8,102,930</b>	<b>\$ 6,760,666</b>	<b>\$ 852,782</b>	<b>\$ 4,073,227</b>	<b>\$ 759,394</b>

BUDGET MATRIX CONT.

OPERATING FUNDS (Continued)				CIP & SDC FUNDS	DEBT SVC & ENDOWMENT FUNDS	TOTAL ALL FUND	PAGE REFERENCE #
Water Operating	Sewer Operating	Street Lighting	Stormwater Operating				
\$ 41,393	\$ 32,255	\$ -	\$ 8,693	\$ 47,899	\$ -	\$ 1,087,436	95
223,765	208,953	-	90,633	99,746	-	1,272,937	97
21,252	45,011	-	5,772	64,954	-	558,111	101
35,000	33,000	-	33,000	-	-	191,166	105
14,127	11,008	-	2,967	16,347	-	463,258	109
13,598	28,050	-	8,901	-	-	565,180	111
349,134	358,277	-	149,965	228,946	-	4,138,088	
12,000	12,000	-	69,000	503,894	-	1,141,310	117
12,000	12,000	-	12,000	1,007,939	-	1,481,880	119
-	-	-	-	-	-	717,441	121
-	-	-	-	-	-	954,524	125
-	-	-	159,172	-	-	159,172	127
24,000	24,000	-	240,172	1,511,833	-	4,454,327	
239,941	207,906	-	40,420	30,525	-	661,362	133
9,156	20,417	-	2,115	-	-	601,454	135
23,969	-	-	-	-	-	1,006,932	137
-	-	-	-	-	-	623,085	139
-	-	281,200	-	-	-	281,200	141
1,144,735	-	-	-	-	-	1,144,735	143
1,858,309	-	-	-	-	-	1,858,309	147
-	111,776	-	-	-	-	111,776	151
-	2,249,509	-	-	-	-	2,249,509	155
-	-	-	454,899	-	-	454,899	159
3,276,110	2,589,608	281,200	497,434	30,525	-	8,993,261	
-	-	-	-	-	-	894,254	165
-	-	-	-	-	-	1,255,663	171
-	-	-	-	-	21,281	21,281	177
-	-	-	-	-	21,281	2,171,198	
-	-	-	-	-	-	4,914,807	183
-	-	-	-	-	-	1,119,505	189
-	-	-	-	-	-	6,034,312	
-	-	-	-	-	-	3,524,951	195
-	-	-	-	-	-	191,298	199
-	-	-	-	-	-	3,716,249	
<b>3,649,244</b>	<b>2,971,885</b>	<b>281,200</b>	<b>887,571</b>	<b>1,771,304</b>	<b>21,281</b>	<b>29,507,435</b>	<u>Operating</u>
517,000	808,000	140,000	110,455	22,969,154	-	25,284,609	
1,535,000	470,483	-	-	650,000	369,450	3,024,933	
2,394,041	4,299,030	353,496	344,954	12,808,449	-	39,060,365	
<b>4,446,041</b>	<b>5,577,513</b>	<b>493,496</b>	<b>455,409</b>	<b>36,427,603</b>	<b>369,450</b>	<b>67,369,907</b>	
<b>8,095,285</b>	<b>8,549,398</b>	<b>774,696</b>	<b>1,342,980</b>	<b>38,198,907</b>	<b>390,731</b>	<b>96,877,342</b>	<u>Working</u>
432,380	423,120	19,600	17,464	18,743,122	-	23,438,190	
8,527,665	8,972,518	794,296	1,360,444	56,942,029	390,731	120,315,532	<u>Approp.</u>
150,000	120,000	15,000	30,000	-	155,131	1,580,131	
<b>\$ 8,677,665</b>	<b>\$ 9,092,518</b>	<b>\$ 809,296</b>	<b>\$ 1,390,444</b>	<b>\$ 56,942,029</b>	<b>\$ 545,862</b>	<b>\$ 121,895,663</b>	<u>Total Uses</u>
\$ 5,867,599	\$ 5,184,128	\$ 394,244	\$ 950,619	\$ 40,063,849	\$ 343,949	\$ 78,646,635	
2,810,066	3,908,390	415,052	439,825	16,878,180	201,913	43,249,028	
<b>\$ 8,677,665</b>	<b>\$ 9,092,518</b>	<b>\$ 809,296</b>	<b>\$ 1,390,444</b>	<b>\$ 56,942,029</b>	<b>\$ 545,862</b>	<b>\$ 121,895,663</b>	

## DETAIL OF CAPITAL PROJECT FUNDS

BUDGET UNITS	CAPITAL PROJECT FUNDS - IMPROVEMENTS						TOTAL
	Water	Sewer	Streets	Stormwater	Building Improvements	Parks	IMPVMENTS FUNDS
<i>Policy and Administration</i>							
Administration	\$ 7,533	\$ 7,473	\$ 28,027	\$ 1,591	\$ 1,401	\$ 1,874	\$ 47,899
Finance	9,821	9,742	36,540	2,073	1,826	2,444	62,446
Information Systems	10,215	10,133	38,007	2,157	1,900	2,542	64,954
GIS	-	-	-	-	-	-	-
Legal	2,571	2,550	9,565	543	478	640	16,347
Human Resources/Risk Mgmt	-	-	-	-	-	-	-
<b>Total</b>	<b>30,140</b>	<b>29,898</b>	<b>112,139</b>	<b>6,364</b>	<b>5,605</b>	<b>7,500</b>	<b>191,646</b>
<i>Community Development</i>							
Administration	82,672	82,845	267,307	27,189	13,665	30,216	503,894
Engineering	165,368	165,715	534,693	54,386	27,335	60,442	1,007,939
Building Inspections	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-
Stormwater Management	-	-	-	-	-	-	-
<b>Total</b>	<b>248,040</b>	<b>248,560</b>	<b>802,000</b>	<b>81,575</b>	<b>41,000</b>	<b>90,658</b>	<b>1,511,833</b>
<i>Public Works</i>							
Administration	4,800	4,763	17,861	1,015	893	1,193	30,525
Building Maintenance	-	-	-	-	-	-	-
Parks Maintenance	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution and Sales	-	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Collect & Treat	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
<b>Total</b>	<b>4,800</b>	<b>4,763</b>	<b>17,861</b>	<b>1,015</b>	<b>893</b>	<b>1,193</b>	<b>30,525</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>282,980</b>	<b>283,221</b>	<b>932,000</b>	<b>88,954</b>	<b>47,498</b>	<b>99,351</b>	<b>1,734,004</b>
<i>Non-Operating Units</i>							
Capital Improvements	697,000	5,000,000	4,125,500	568,000	713,000	430,000	11,533,500
Debt Service	-	-	-	-	-	-	-
Contingencies/Designations	417,385	301,496	379,086	8,882	180,244	140,809	1,427,902
<b>Total Non-Operating Budget</b>	<b>1,114,385</b>	<b>5,301,496</b>	<b>4,504,586</b>	<b>576,882</b>	<b>893,244</b>	<b>570,809</b>	<b>12,961,402</b>
<b>Total Working Budget</b>	<b>1,397,365</b>	<b>5,584,717</b>	<b>5,436,586</b>	<b>665,836</b>	<b>940,742</b>	<b>670,160</b>	<b>14,695,406</b>
<i>Adjustments:</i>							
Interfund Service & Transfers	2,742,700	4,194,299	8,604,320	673,955	113,002	456,854	16,785,130
<b>Total Appropriations</b>	<b>4,140,065</b>	<b>9,779,016</b>	<b>14,040,906</b>	<b>1,339,791</b>	<b>1,053,744</b>	<b>1,127,014</b>	<b>31,480,536</b>
<i>Unappropriated Ending Balance</i>							
<b>Total Uses</b>	<b>\$ 4,140,065</b>	<b>\$ 9,779,016</b>	<b>\$ 14,040,906</b>	<b>\$ 1,339,791</b>	<b>\$ 1,053,744</b>	<b>\$ 1,127,014</b>	<b>\$ 31,480,536</b>
Revenues and Transfers In	\$ 3,874,235	\$ 9,496,248	\$ 13,673,034	\$ 1,330,993	\$ 876,837	\$ 988,199	30,239,546
Estimated 09-10 Beginning Bal	265,830	282,768	367,872	8,798	176,907	138,815	1,240,990
<b>Total Estimated Resources</b>	<b>\$ 4,140,065</b>	<b>\$ 9,779,016</b>	<b>\$ 14,040,906</b>	<b>\$ 1,339,791</b>	<b>\$ 1,053,744</b>	<b>\$ 1,127,014</b>	<b>\$ 31,480,536</b>

**DETAIL OF CAPITAL PROJECT FUNDS**

CAPITAL PROJECT FUNDS - SDCs						TOTAL SDC FUNDS	COMBINED CIP & SDC FUNDS
Water	Sewer	Streets	Stormwater	Parks			
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,899
9,900	10,000	10,000	1,400	6,000	37,300	99,746	
-	-	-	-	-	-	64,954	
-	-	-	-	-	-	-	
-	-	-	-	-	-	16,347	
-	-	-	-	-	-	-	
9,900	10,000	10,000	1,400	6,000	37,300	228,946	
-	-	-	-	-	-	503,894	
-	-	-	-	-	-	1,007,939	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	1,511,833	
-	-	-	-	-	-	30,525	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	30,525	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
-	-	-	-	-	-	-	
9,900	10,000	10,000	1,400	6,000	37,300	1,771,304	
2,045,000	1,310,000	7,247,500	503,500	329,654	11,435,654	\$ 22,969,154	
350,000	300,000	-	-	-	650,000	650,000	
1,912,674	2,448,873	4,068,169	580,357	2,370,474	11,380,547	12,808,449	
<b>4,307,674</b>	<b>4,058,873</b>	<b>11,315,669</b>	<b>1,083,857</b>	<b>2,700,128</b>	<b>23,466,201</b>	<b>36,427,603</b>	
<b>4,317,574</b>	<b>4,068,873</b>	<b>11,325,669</b>	<b>1,085,257</b>	<b>2,706,128</b>	<b>23,503,501</b>	<b>38,198,907</b>	
391,300	246,400	1,077,650	133,490	109,152	1,957,992	18,743,122	
4,708,874	4,315,273	12,403,319	1,218,747	2,815,280	25,461,493	56,942,029	
-	-	-	-	-	-	-	
<b>\$ 4,708,874</b>	<b>\$ 4,315,273</b>	<b>\$ 12,403,319</b>	<b>\$ 1,218,747</b>	<b>\$ 2,815,280</b>	<b>\$ 25,461,493</b>	<b>\$ 56,942,029</b>	
\$ 1,104,749	\$ 2,570,404	\$ 5,090,092	\$ 422,228	\$ 636,830	\$ 9,824,303	\$ 40,063,849	
3,604,125	1,744,869	7,313,227	796,519	2,178,450	15,637,190	16,878,180	
<b>\$ 4,708,874</b>	<b>\$ 4,315,273</b>	<b>\$ 12,403,319</b>	<b>\$ 1,218,747</b>	<b>\$ 2,815,280</b>	<b>\$ 25,461,493</b>	<b>\$ 56,942,029</b>	

## DETAIL OF DEBT & ENDOWMENT FUNDS

BUDGET UNITS	G.O. DEBT SERVICE FUND	LIBRARY ENDOWMENT			TOTAL DEBT & ENDWMNT
		Library Non- Expendable	Library Expendable	TOTAL	
<i>Policy and Administration</i>					
Administration	\$ -	\$ -	\$ -	\$ -	\$ -
Finance	-	-	-	-	-
Information Systems	-	-	-	-	-
GIS	-	-	-	-	-
Legal	-	-	-	-	-
Human Resources/ Risk Mgmt	-	-	-	-	-
Total	-	-	-	-	-
<i>Community Development</i>					
Administration	-	-	-	-	-
Engineering	-	-	-	-	-
Building Inspections	-	-	-	-	-
Planning	-	-	-	-	-
Stormwater Management	-	-	-	-	-
Total	-	-	-	-	-
<i>Public Works</i>					
Administration	-	-	-	-	-
Building Maintenance	-	-	-	-	-
Parks Maintenance	-	-	-	-	-
Roads	-	-	-	-	-
Street Lighting	-	-	-	-	-
Water Distribution and Sales	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-
Wastewater Collect & Treat	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-
Total	-	-	-	-	-
<i>Community Services</i>					
Community Services	-	-	-	-	-
Library	-	-	-	-	-
Library Endowment	-	4,074	17,207	21,281	21,281
Total	-	4,074	17,207	21,281	21,281
<i>Transportation</i>					
Transit	-	-	-	-	-
Fleet Service	-	-	-	-	-
Total	-	-	-	-	-
<i>Public Safety</i>					
Law Enforcement	-	-	-	-	-
Municipal Court	-	-	-	-	-
Total	-	-	-	-	-
<b>Total Operating Budget</b>	<b>-</b>	<b>4,074</b>	<b>17,207</b>	<b>21,281</b>	<b>21,281</b>
<i>Non-Operating Units</i>					
Capital Improvements	-	-	-	-	-
Debt Service	369,450	-	-	-	369,450
Contingencies/Designations	-	-	-	-	-
<b>Total Non-Operating Budget</b>	<b>369,450</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>369,450</b>
<b>Total Working Budget</b>	<b>369,450</b>	<b>4,074</b>	<b>17,207</b>	<b>21,281</b>	<b>390,731</b>
<i>Adjustments:</i>					
Interfund Service & Transfers	-	-	-	-	-
Total Appropriations	369,450	4,074	17,207	21,281	390,731
<i>Unappropriated Ending Balance</i>	146,961	8,170	-	8,170	155,131
<b>Total Uses</b>	<b>\$ 516,411</b>	<b>\$ 12,244</b>	<b>\$ 17,207</b>	<b>\$ 29,451</b>	<b>\$ 545,862</b>
Revenues and Transfers In	\$ 343,555	\$ 164	\$ 230	\$ 394	343,949
Estimated 09-10 Beginning Bal	172,856	12,080	16,977	29,057	201,913
<b>Total Estimated Resources</b>	<b>\$ 516,411</b>	<b>\$ 12,244</b>	<b>\$ 17,207</b>	<b>\$ 29,451</b>	<b>\$ 545,862</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 prior year's adopted budget, the new year's proposed budget, and the final adopted budget are provided in columnar form.

Fund descriptions and categorizations by fund type are found on page 26.

### RESOURCES

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

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

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

**Beginning fund balances** are unexpended resources from the previous year which have been brought forward.

### REQUIREMENTS

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

**Expenditures** include employee wages and benefits, supplies and services purchased by the City, capital expenditures, and payment of principal and interest on debt.

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

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

**Ending fund balances**, or unappropriated ending balances, are 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 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Property taxes	\$ 4,350,184	4,465,998	\$ 4,725,000	\$ 4,885,000	\$ 4,885,000	\$ 4,885,000
Hotel/Motel taxes	267,651	275,369	300,000	220,000	220,000	220,000
Franchise fees	1,961,349	2,181,959	2,276,000	2,750,700	2,750,700	2,750,700
Licenses & permits	136,398	150,148	135,400	135,400	135,400	135,400
Intergovt./other agencies	984,874	1,032,981	969,048	1,339,722	1,339,722	1,339,722
Charges for services	449,369	450,859	488,868	391,386	391,386	391,386
Municipal court fines	317,580	330,150	325,000	325,000	325,000	325,000
Investment income	453,494	446,859	227,000	166,894	166,894	166,894
Miscellaneous revenue	143,652	4,399,634	139,000	139,500	139,500	139,500
Revenue Subtotal	<u>9,064,551</u>	<u>13,733,957</u>	<u>9,585,316</u>	<u>10,353,602</u>	<u>10,353,602</u>	<u>10,353,602</u>
Transfers from other funds:						
Community Development Fund	134,733	125,935	571,800	191,000	191,000	191,000
Transit Fund	339,667	354,232	446,600	466,000	466,000	466,000
Road Operating Fund	207,685	221,119	239,600	14,000	14,000	14,000
Fleet Services Fund	1,700	1,700	2,000	2,000	2,000	2,000
Water Operating Fund	527,239	601,431	528,000	570,000	570,000	570,000
Sewer Operating Fund	422,619	439,285	481,000	540,000	540,000	540,000
Stormwater Fund	141,115	141,982	152,000	175,000	175,000	175,000
Water Capital Fund	4,646	113,474	60,968	57,240	57,240	57,240
Sewer Capital Fund	6,207	27,751	167,754	142,360	142,360	142,360
Streets Capital Fund	14,708	43,445	48,011	212,260	212,260	212,260
Stormwater Capital Fund	23,167	23,453	29,117	12,279	12,279	12,279
Building Capital Fund	20,014	51,740	16,900	11,500	11,500	11,500
Parks Capital Fund	1,462	10,552	36,317	14,793	14,793	14,793
Debt Service Funds	142,383	-	185,290	-	-	-
Transfers/Interfund Subtotal	<u>1,987,345</u>	<u>2,156,099</u>	<u>2,965,357</u>	<u>2,408,432</u>	<u>2,408,432</u>	<u>2,408,432</u>
Beginning fund balance	<u>9,296,700</u>	<u>9,544,337</u>	<u>9,262,643</u>	<u>11,126,816</u>	<u>11,126,816</u>	<u>11,126,816</u>
<b>TOTAL RESOURCES</b>	<u><u>\$ 20,348,596</u></u>	<u><u>\$ 25,434,393</u></u>	<u><u>\$ 21,813,316</u></u>	<u><u>\$ 23,888,850</u></u>	<u><u>\$ 23,888,850</u></u>	<u><u>\$ 23,888,850</u></u>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 4,325,623	\$ 4,379,427	\$ 5,041,895	\$ 5,543,660	\$ 5,560,736	\$ 5,401,736
Materials & services	5,176,198	9,623,429	6,034,035	6,556,866	6,540,866	6,540,866
Capital outlay	165,766	90,473	139,833	129,000	129,000	129,000
Expenditures Subtotal	<u>9,667,587</u>	<u>14,093,329</u>	<u>11,215,763</u>	<u>12,229,526</u>	<u>12,230,602</u>	<u>12,071,602</u>
Transfers to other funds:						
Community Development Fund	375,000	-	-	-	-	-
Building Capital Projects Fund	761,672	1,068,115	126,500	55,000	55,000	55,000
Parks Capital Projects Fund	-	177,656	-	60,000	60,000	60,000
Transfers/Interfund Subtotal	<u>1,136,672</u>	<u>1,245,771</u>	<u>126,500</u>	<u>115,000</u>	<u>115,000</u>	<u>115,000</u>
Contingencies/Designations	-	-	9,871,053	10,934,324	10,933,248	11,092,248
Unappropriated ending balance	<u>9,544,337</u>	<u>10,095,293</u>	<u>600,000</u>	<u>610,000</u>	<u>610,000</u>	<u>610,000</u>
<b>TOTAL REQUIREMENTS</b>	<u><u>\$ 20,348,596</u></u>	<u><u>\$ 25,434,393</u></u>	<u><u>\$ 21,813,316</u></u>	<u><u>\$ 23,888,850</u></u>	<u><u>\$ 23,888,850</u></u>	<u><u>\$ 23,888,850</u></u>

This is a major fund for GASB 34 purposes.

**COMMUNITY DEVELOPMENT FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Permits						
Building	\$ 801,076	\$ 955,566	\$ 974,971	\$ 819,867	\$ 819,867	\$ 819,867
Engineering	395,048	174,343	315,000	112,375	112,375	112,375
Planning	236,575	269,510	238,193	301,136	301,136	301,136
Permit subtotal	1,432,699	1,399,419	1,528,164	1,233,378	1,233,378	1,233,378
Intergovernmental	20,000	13,000	15,000	15,000	15,000	15,000
Charges for services						
Urban renewal	899,500	1,074,000	1,070,000	703,000	703,000	703,000
Traffic engineering	23,200	75,649	50,000	50,000	50,000	50,000
Other	3,284	2,146	3,000	2,500	2,500	2,500
Charges for services subtotal	925,984	1,151,795	1,123,000	755,500	755,500	755,500
Investment income	134,880	144,061	67,000	56,010	56,010	56,010
Miscellaneous Revenue	16,710	16,479	-	-	-	-
Revenue Subtotal	2,530,273	2,724,754	2,733,164	2,059,888	2,059,888	2,059,888
Transfers from other funds:						
General Fund	375,000	-	-	-	-	-
Road Operating Fund	55,039	40,409	52,000	-	-	-
Water Operating Fund	64,039	50,409	79,000	24,000	24,000	24,000
Sewer Operating Fund	55,039	110,409	149,000	24,000	24,000	24,000
Stormwater Operating Fund	84,552	80,505	127,000	81,000	81,000	81,000
Water Capital Fund	43,098	632,903	323,909	406,440	406,440	406,440
Sewer Capital Fund	60,395	145,077	988,264	917,160	917,160	917,160
Streets Capital Fund	128,187	464,729	299,035	1,336,560	1,336,560	1,336,560
Stormwater Capital Fund	127,290	155,193	149,264	136,675	136,675	136,675
Building Capital Fund	26,187	28,240	101,400	69,000	69,000	69,000
Parks Capital Fund	38,036	91,120	149,831	151,758	151,758	151,758
Transfers Subtotal	1,056,862	1,798,994	2,418,703	3,146,593	3,146,593	3,146,593
Beginning fund balance	2,214,979	2,496,329	3,473,461	2,896,449	2,896,449	2,896,449
<b>TOTAL RESOURCES</b>	<b>\$ 5,802,114</b>	<b>\$ 7,020,077</b>	<b>\$ 8,625,328</b>	<b>\$ 8,102,930</b>	<b>\$ 8,102,930</b>	<b>\$ 8,102,930</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 2,599,461	\$ 2,929,240	\$ 3,508,300	\$ 3,637,700	\$ 3,637,700	\$ 3,637,700
Materials & services	563,052	582,176	707,703	669,455	669,455	669,455
Capital outlay	8,539	19,605	13,500	-	-	-
Expenditures Subtotal	3,171,052	3,531,021	4,229,503	4,307,155	4,307,155	4,307,155
Transfers to other funds:						
General Fund	134,733	125,935	571,800	191,000	191,000	191,000
Contingencies/Designations	-	-	3,624,025	3,404,775	3,404,775	3,404,775
Unappropriated ending balance	2,496,329	3,363,121	200,000	200,000	200,000	200,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,802,114</b>	<b>\$ 7,020,077</b>	<b>\$ 8,625,328</b>	<b>\$ 8,102,930</b>	<b>\$ 8,102,930</b>	<b>\$ 8,102,930</b>

This is a major fund for GASB 34 purposes.

**TRANSIT FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Transit tax	\$ 2,543,970	\$ 2,792,901	\$ 3,933,000	\$ 4,050,000	\$ 4,050,000	\$ 4,050,000
Charges for services	126,903	133,456	152,800	175,000	175,000	175,000
Intergovernmental	894,040	431,260	809,160	948,425	948,425	948,425
Investment income	98,767	115,847	50,000	42,018	42,018	42,018
Miscellaneous	2,175	4,439	61,600	23,000	23,000	23,000
Business Energy Tax Credit	32,374	-	-	-	-	-
Vehicle sales	16,294	-	-	-	-	-
Revenue Subtotal	3,714,523	3,477,903	5,006,560	5,238,443	5,238,443	5,238,443
Beginning fund balance	2,326,290	2,752,582	2,784,902	1,522,223	1,522,223	1,522,223
<b>TOTAL RESOURCES</b>	<b>\$ 6,040,813</b>	<b>\$ 6,230,485</b>	<b>\$ 7,791,462</b>	<b>\$ 6,760,666</b>	<b>\$ 6,760,666</b>	<b>\$ 6,760,666</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 1,581,096	\$ 1,617,205	\$ 2,173,621	\$ 2,361,410	\$ 2,361,410	\$ 2,361,410
Materials & services	868,648	1,024,815	1,766,363	1,813,897	1,813,897	1,813,897
Capital outlay	430,478	5,514	438,750	777,000	777,000	777,000
Expenditures Subtotal	2,880,222	2,647,534	4,378,734	4,952,307	4,952,307	4,952,307
Transfers to other funds:						
General Fund	339,667	354,232	446,600	466,000	466,000	466,000
Building Capital Fund	68,342	715,497	958,079	17,100	17,100	17,100
Transfers Subtotal	408,009	1,069,729	1,404,679	483,100	483,100	483,100
Contingencies/Designations	-	-	1,808,049	1,125,259	1,125,259	1,125,259
Unappropriated ending balance	2,752,582	2,513,222	200,000	200,000	200,000	200,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 6,040,813</b>	<b>\$ 6,230,485</b>	<b>\$ 7,791,462</b>	<b>\$ 6,760,666</b>	<b>\$ 6,760,666</b>	<b>\$ 6,760,666</b>

This is a major fund for GASB 34 purposes.

**ROAD OPERATING FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Gasoline tax	\$ 783,851	\$ 752,386	\$ 797,200	\$ 707,200	\$ 707,200	\$ 707,200
Investment income	43,059	32,151	22,000	3,629	3,629	3,629
Miscellaneous	24,658	1,412	-	-	-	-
Revenue Subtotal	851,568	785,949	819,200	710,829	710,829	710,829
Beginning fund balance	877,859	815,752	474,495	141,953	141,953	141,953
<b>TOTAL RESOURCES</b>	<b>\$ 1,729,427</b>	<b>\$ 1,601,701</b>	<b>\$ 1,293,695</b>	<b>\$ 852,782</b>	<b>\$ 852,782</b>	<b>\$ 852,782</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 185,696	\$ 200,534	\$ 234,581	\$ 258,180	\$ 258,180	\$ 258,180
Materials & services	250,161	334,937	535,858	341,005	341,005	341,005
Capital outlay	3,500	14,128	34,833	-	-	-
Expenditures Subtotal	439,357	549,599	805,272	599,185	599,185	599,185
Transfers to other funds:						
General Fund	207,685	221,119	239,600	14,000	14,000	14,000
Community Development Fund	55,039	40,409	52,000	-	-	-
Streets Capital Projects Fund	199,287	424,354	78,500	-	-	-
Building Capital Fund	-	557	5,700	11,400	11,400	11,400
Parks Capital Fund	12,307	-	-	-	-	-
Transfers Subtotal	474,318	686,439	375,800	25,400	25,400	25,400
Contingencies/Designations	-	-	72,623	188,197	188,197	188,197
Unappropriated ending balance	815,752	365,663	40,000	40,000	40,000	40,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,729,427</b>	<b>\$ 1,601,701</b>	<b>\$ 1,293,695</b>	<b>\$ 852,782</b>	<b>\$ 852,782</b>	<b>\$ 852,782</b>

**FLEET SERVICES FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Charges for services						
General Fund	\$ 118,310	\$ 114,330	\$ 138,890	\$ 119,660	\$ 119,660	\$ 119,660
Community Development	35,510	38,390	42,770	43,930	43,930	43,930
Transit Fund	625,873	659,600	841,040	884,370	884,370	884,370
Road Operating Fund	26,390	21,350	24,970	29,860	29,860	29,860
Water Operating Fund	52,230	56,210	62,260	55,670	55,670	55,670
Sewer Operating Fund	71,120	64,840	72,740	64,650	64,650	64,650
Stormwater Operating Fund	21,910	25,590	31,080	29,320	29,320	29,320
Charges for service subtotal	951,343	980,310	1,213,750	1,227,460	1,227,460	1,227,460
Investment income	51,725	49,069	26,000	37,055	37,055	37,055
Miscellaneous	34,858	1,544,760	34,050	34,050	34,050	34,050
Revenue Subtotal	1,037,926	2,574,139	1,273,800	1,298,565	1,298,565	1,298,565
Beginning fund balance	872,249	1,113,921	960,414	2,774,662	2,774,662	2,774,662
<b>TOTAL RESOURCES</b>	<b>\$ 1,910,175</b>	<b>\$ 3,688,060</b>	<b>\$ 2,234,214</b>	<b>\$ 4,073,227</b>	<b>\$ 4,073,227</b>	<b>\$ 4,073,227</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 305,961	\$ 336,995	\$ 484,311	\$ 510,260	\$ 510,260	\$ 510,260
Materials & services	404,622	489,666	584,064	586,945	586,945	586,945
Capital outlay	8,306	330,248	15,000	23,000	23,000	23,000
Debt service	75,665	75,665	26,300	-	-	-
Expenditures Subtotal	794,554	1,232,574	1,109,675	1,120,205	1,120,205	1,120,205
Transfers to other funds:						
General Fund	1,700	1,700	2,000	2,000	2,000	2,000
Contingencies/Designations	-	-	1,062,539	2,891,022	2,891,022	2,891,022
Unappropriated ending balance	1,113,921	2,453,786	60,000	60,000	60,000	60,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,910,175</b>	<b>\$ 3,688,060</b>	<b>\$ 2,234,214</b>	<b>\$ 4,073,227</b>	<b>\$ 4,073,227</b>	<b>\$ 4,073,227</b>

**ROAD MAINTENANCE REGULATORY FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 577,231	\$ 598,872	\$ 625,000	\$ 625,000	\$ 625,000	\$ 625,000
Investment income	3,509	2,849	2,000	895	895	895
Revenue Subtotal	580,740	601,721	627,000	625,895	625,895	625,895
Beginning fund balance	302,068	365,512	306,512	133,499	133,499	133,499
<b>TOTAL RESOURCES</b>	<b>\$ 882,808</b>	<b>\$ 967,233</b>	<b>\$ 933,512</b>	<b>\$ 759,394</b>	<b>\$ 759,394</b>	<b>\$ 759,394</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ 500
Transfers to other funds:						
Streets Capital Projects Fund	517,296	774,465	750,000	600,000	600,000	600,000
Contingencies/Designations	-	-	183,012	158,894	158,894	158,894
Unappropriated ending balance	365,512	192,768	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 882,808</b>	<b>\$ 967,233</b>	<b>\$ 933,512</b>	<b>\$ 759,394</b>	<b>\$ 759,394</b>	<b>\$ 759,394</b>

**WATER OPERATING FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 5,733,802	\$ 5,163,801	\$ 5,640,000	\$ 5,330,000	\$ 5,330,000	\$ 5,330,000
Connection fees	37,230	56,195	64,308	40,000	40,000	40,000
User fee - fire charge	77,899	87,988	94,000	94,000	94,000	94,000
Investment income	169,503	225,192	85,000	53,599	53,599	53,599
Miscellaneous	2,091	17,741	-	-	-	-
Bond sale proceeds	-	7,875,000	-	-	-	-
Revenue Subtotal	<u>6,020,525</u>	<u>13,425,917</u>	<u>5,883,308</u>	<u>5,517,599</u>	<u>5,517,599</u>	<u>5,517,599</u>
Transfers from other funds:						
Water SDC Fund	350,000	350,000	350,000	350,000	350,000	350,000
Beginning fund balance	2,712,253	3,954,825	3,313,618	2,810,066	2,810,066	2,810,066
<b>TOTAL RESOURCES</b>	<u><b>\$ 9,082,778</b></u>	<u><b>\$ 17,730,742</b></u>	<u><b>\$ 9,546,926</b></u>	<u><b>\$ 8,677,665</b></u>	<u><b>\$ 8,677,665</b></u>	<u><b>\$ 8,677,665</b></u>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 311,802	\$ 333,524	\$ 373,173	\$ 393,530	\$ 393,530	\$ 393,530
Materials & services	2,124,589	2,254,903	2,681,437	2,618,714	2,618,714	2,618,714
Capital outlay	26,919	4,456	12,000	53,000	53,000	53,000
Debt service	2,039,193	9,824,817	2,047,000	1,885,000	1,885,000	1,885,000
Expenditures Subtotal	<u>4,502,503</u>	<u>12,417,700</u>	<u>5,113,610</u>	<u>4,950,244</u>	<u>4,950,244</u>	<u>4,950,244</u>
Transfers to other funds:						
General Fund	527,239	601,431	528,000	570,000	570,000	570,000
Community Development Fund	64,039	50,409	79,000	24,000	24,000	24,000
Water Capital Fund	34,172	1,104,913	1,613,800	589,380	589,380	589,380
Transfers Subtotal	<u>625,450</u>	<u>1,756,753</u>	<u>2,220,800</u>	<u>1,183,380</u>	<u>1,183,380</u>	<u>1,183,380</u>
Contingencies/Designations	-	-	2,062,516	2,394,041	2,394,041	2,394,041
Unappropriated ending balance	3,954,825	3,556,289	150,000	150,000	150,000	150,000
<b>TOTAL REQUIREMENTS</b>	<u><b>\$ 9,082,778</b></u>	<u><b>\$ 17,730,742</b></u>	<u><b>\$ 9,546,926</b></u>	<u><b>\$ 8,677,665</b></u>	<u><b>\$ 8,677,665</b></u>	<u><b>\$ 8,677,665</b></u>

**SEWER OPERATING FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 3,963,511	\$ 3,980,122	\$ 4,750,000	\$ 4,550,000	\$ 4,550,000	\$ 4,550,000
High strength surcharge	307,910	272,649	215,000	250,000	250,000	250,000
Investment income	62,217	153,850	60,000	65,912	65,912	65,912
Miscellaneous	33,087	21,064	16,560	18,216	18,216	18,216
Business Energy Tax Credit	-	-	54,565	-	-	-
Revenue Subtotal	<u>4,366,725</u>	<u>4,427,685</u>	<u>5,096,125</u>	<u>4,884,128</u>	<u>4,884,128</u>	<u>4,884,128</u>
Transfers from other funds:						
Sewer Development Fund (SDC)	700,000	300,000	300,000	300,000	300,000	300,000
Beginning fund balance	1,180,627	2,933,688	3,768,217	3,908,390	3,908,390	3,908,390
TOTAL RESOURCES	<u>\$ 6,247,352</u>	<u>\$ 7,661,373</u>	<u>\$ 9,164,342</u>	<u>\$ 9,092,518</u>	<u>\$ 9,092,518</u>	<u>\$ 9,092,518</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 678,042	\$ 651,368	\$ 782,648	\$ 809,861	\$ 809,861	\$ 809,861
Materials & services	1,404,618	1,303,247	1,546,115	1,608,024	1,608,024	1,608,024
Capital outlay	12,926	258,509	27,000	-	-	-
Debt Service	614,530	649,017	651,000	770,483	770,483	770,483
Expenditures Subtotal	<u>2,710,116</u>	<u>2,862,141</u>	<u>3,006,763</u>	<u>3,188,368</u>	<u>3,188,368</u>	<u>3,188,368</u>
Transfers to other funds:						
General Fund	422,619	439,285	481,000	540,000	540,000	540,000
Community Development Fund	55,039	110,409	149,000	24,000	24,000	24,000
Sewer Capital Fund	125,890	169,244	1,513,800	921,120	921,120	921,120
Transfers Subtotal	<u>603,548</u>	<u>718,938</u>	<u>2,143,800</u>	<u>1,485,120</u>	<u>1,485,120</u>	<u>1,485,120</u>
Contingencies/Designations	-	-	3,898,779	4,299,030	4,299,030	4,299,030
Unappropriated ending balance	2,933,688	4,080,294	115,000	120,000	120,000	120,000
TOTAL REQUIREMENTS	<u>\$ 6,247,352</u>	<u>\$ 7,661,373</u>	<u>\$ 9,164,342</u>	<u>\$ 9,092,518</u>	<u>\$ 9,092,518</u>	<u>\$ 9,092,518</u>

**STREET LIGHTING FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 365,970	\$ 371,580	\$ 385,000	\$ 390,000	\$ 390,000	\$ 390,000
Investment income	14,172	22,294	7,000	4,244	4,244	4,244
Revenue Subtotal	380,142	393,874	392,000	394,244	394,244	394,244
Beginning fund balance	418,215	417,318	241,490	415,052	415,052	415,052
<b>TOTAL RESOURCES</b>	<b>\$ 798,357</b>	<b>\$ 811,192</b>	<b>\$ 633,490</b>	<b>\$ 809,296</b>	<b>\$ 809,296</b>	<b>\$ 809,296</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 193,649	\$ 206,828	\$ 249,000	\$ 281,200	\$ 281,200	\$ 281,200
Transfers to other funds:						
Streets Capital Projects Fund	187,390	283,138	160,740	159,600	159,600	159,600
Contingencies/Designations	-	-	208,750	353,496	353,496	353,496
Unappropriated ending balance	417,318	321,226	15,000	15,000	15,000	15,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 798,357</b>	<b>\$ 811,192</b>	<b>\$ 633,490</b>	<b>\$ 809,296</b>	<b>\$ 809,296</b>	<b>\$ 809,296</b>

**STORMWATER OPERATING FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Stormwater utility charge	\$ 865,831	\$ 855,001	\$ 890,000	\$ 935,000	\$ 935,000	\$ 935,000
Investment income	59,933	48,855	30,000	15,619	15,619	15,619
Miscellaneous	-	428	-	-	-	-
Revenue Subtotal	925,764	904,284	920,000	950,619	950,619	950,619
Beginning fund balance	1,550,205	1,244,310	897,829	439,825	439,825	439,825
<b>TOTAL RESOURCES</b>	<b>\$ 2,475,969</b>	<b>\$ 2,148,594</b>	<b>\$ 1,817,829</b>	<b>\$ 1,390,444</b>	<b>\$ 1,390,444</b>	<b>\$ 1,390,444</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personal services	\$ 130,076	\$ 164,678	\$ 222,724	\$ 222,450	\$ 222,450	\$ 222,450
Materials & services	232,275	267,474	333,057	411,121	411,121	411,121
Capital Outlay	-	4,455	21,334	-	-	-
Expenditures Subtotal	362,351	436,607	577,115	633,571	633,571	633,571
Transfers to other funds:						
General Fund	141,115	141,982	152,000	175,000	175,000	175,000
Community Development Fund	84,552	80,505	127,000	81,000	81,000	81,000
Stormwater Capital Fund	643,641	657,595	548,810	125,919	125,919	125,919
Transfers Subtotal	869,308	880,082	827,810	381,919	381,919	381,919
Contingencies/Designations	-	-	382,904	344,954	344,954	344,954
Unappropriated ending balance	1,244,310	831,905	30,000	30,000	30,000	30,000
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,475,969</b>	<b>\$ 2,148,594</b>	<b>\$ 1,817,829</b>	<b>\$ 1,390,444</b>	<b>\$ 1,390,444</b>	<b>\$ 1,390,444</b>

**LIBRARY EXPENDABLE CAPITAL ENDOWMENT FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 501	\$ 503	\$ 500	\$ 170	\$ 170	\$ 170
Beginning fund balance	11,327	11,828	12,378	12,544	12,544	12,544
<b>TOTAL RESOURCES</b>	<b>\$ 11,828</b>	<b>\$ 12,331</b>	<b>\$ 12,878</b>	<b>\$ 12,714</b>	<b>\$ 12,714</b>	<b>\$ 12,714</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials and services	\$ -	\$ -	\$ 12,878	\$ 12,714	\$ 12,714	\$ 12,714
Ending Balance	11,828	12,331	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 11,828</b>	<b>\$ 12,331</b>	<b>\$ 12,878</b>	<b>\$ 12,714</b>	<b>\$ 12,714</b>	<b>\$ 12,714</b>

**LIBRARY EXPENDABLE CAMPAIGN ENDOWMENT FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 171	\$ 178	\$ 200	\$ 60	\$ 60	\$ 60
Beginning fund balance	4,009	4,180	4,380	4,433	4,433	4,433
<b>TOTAL RESOURCES</b>	<b>\$ 4,180</b>	<b>\$ 4,358</b>	<b>\$ 4,580</b>	<b>\$ 4,493</b>	<b>\$ 4,493</b>	<b>\$ 4,493</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials and services	\$ -	\$ -	\$ 4,580	\$ 4,493	\$ 4,493	\$ 4,493
Ending Balance	4,180	4,358	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 4,180</b>	<b>\$ 4,358</b>	<b>\$ 4,580</b>	<b>\$ 4,493</b>	<b>\$ 4,493</b>	<b>\$ 4,493</b>

**LIBRARY NON-EXPENDABLE ENDOWMENT FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 482	\$ 484	\$ 500	\$ 164	\$ 164	\$ 164
Beginning fund balance	10,908	11,390	11,915	12,080	12,080	12,080
<b>TOTAL RESOURCES</b>	<b>\$ 11,390</b>	<b>\$ 11,874</b>	<b>\$ 12,415</b>	<b>\$ 12,244</b>	<b>\$ 12,244</b>	<b>\$ 12,244</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ -	\$ 4,245	\$ 4,074	\$ 4,074	\$ 4,074
Unappropriated ending balance	11,390	11,874	8,170	8,170	8,170	8,170
<b>TOTAL REQUIREMENTS</b>	<b>\$ 11,390</b>	<b>\$ 11,874</b>	<b>\$ 12,415</b>	<b>\$ 12,244</b>	<b>\$ 12,244</b>	<b>\$ 12,244</b>

**GENERAL OBLIGATION DEBT SERVICE FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Property taxes - current year	\$ 349,051	\$ 326,985	\$ 330,000	\$ 330,000	\$ 330,000	\$ 330,000
Property taxes - prior year	10,992	12,350	6,000	11,000	11,000	11,000
Investment income	9,642	6,597	10,000	2,555	2,555	2,555
Revenue Subtotal	<u>369,685</u>	<u>345,932</u>	<u>346,000</u>	<u>343,555</u>	<u>343,555</u>	<u>343,555</u>
Beginning fund balance	<u>222,976</u>	<u>222,951</u>	<u>192,841</u>	<u>172,856</u>	<u>172,856</u>	<u>172,856</u>
TOTAL RESOURCES	<u>\$ 592,661</u>	<u>\$ 568,883</u>	<u>\$ 538,841</u>	<u>\$ 516,411</u>	<u>\$ 516,411</u>	<u>\$ 516,411</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Debt service						
Principal	\$ 240,000	\$ 250,000	\$ 260,000	\$ 270,000	\$ 270,000	\$ 270,000
Interest	129,710	120,110	110,110	99,450	99,450	99,450
Expenditures Subtotal	<u>369,710</u>	<u>370,110</u>	<u>370,110</u>	<u>369,450</u>	<u>369,450</u>	<u>369,450</u>
Unappropriated ending balance	<u>222,951</u>	<u>198,773</u>	<u>168,731</u>	<u>146,961</u>	<u>146,961</u>	<u>146,961</u>
TOTAL REQUIREMENTS	<u>\$ 592,661</u>	<u>\$ 568,883</u>	<u>\$ 538,841</u>	<u>\$ 516,411</u>	<u>\$ 516,411</u>	<u>\$ 516,411</u>

**NON-GENERAL OBLIGATION DEBT FUND SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 11,983	\$ 7,376	\$ -	\$ -	-	-
Bonded assessments interest	18,865	50,981	-	-	-	-
Bonded assessments	188,152	156,036	-	-	-	-
Revenue Subtotal	219,000	214,393	-	-	-	-
Transfers from other funds:						
Streets Development Fund (SDC)	143,460	-	-	-	-	-
Beginning fund balance	436,829	199,463	185,290	-	-	-
<b>TOTAL RESOURCES</b>	<b>\$ 799,289</b>	<b>\$ 413,856</b>	<b>\$ 185,290</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ 440	\$ -	\$ -	\$ -	\$ -
Debt service						
Principal	435,000	230,000	-	-	-	-
Interest	22,443	5,750	-	-	-	-
Expenditures Subtotal	457,443	236,190	-	-	-	-
Transfers to other funds:						
General Fund - Residual Equity	142,383	-	185,290	-	-	-
Unappropriated ending balance	199,463	177,666	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 799,289</b>	<b>\$ 413,856</b>	<b>\$ 185,290</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**WATER CAPITAL PROJECTS FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ -	\$ 4,343,607	\$ 600,000	\$ 847,000	\$ 847,000	\$ 847,000
Investment income	8,438	24,418	4,000	1,555	1,555	1,555
Other	-	442,719	-	-	-	-
Revenue Subtotal	8,438	4,810,744	604,000	848,555	848,555	848,555
Transfers from other funds:						
Water Operating Fund	34,173	1,104,913	1,613,800	589,380	589,380	589,380
Water Development Fund (SDC)	123,446	1,832,311	1,523,620	2,436,300	2,436,300	2,436,300
Transfers Subtotal	157,619	2,937,224	3,137,420	3,025,680	3,025,680	3,025,680
Beginning fund balance	223,995	179,630	1,288,337	265,830	265,830	265,830
<b>TOTAL RESOURCES</b>	<b>\$ 390,052</b>	<b>\$ 7,927,598</b>	<b>\$ 5,029,757</b>	<b>\$ 4,140,065</b>	<b>\$ 4,140,065</b>	<b>\$ 4,140,065</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 162,678	\$ 6,917,336	\$ 2,752,123	\$ 3,259,000	\$ 3,259,000	\$ 3,259,000
Transfers to other funds:						
General Fund	4,646	113,474	60,968	57,240	57,240	57,240
Community Development Fund	43,098	632,903	323,909	406,440	406,440	406,440
Transfers Subtotal	47,744	746,377	384,877	463,680	463,680	463,680
Contingency	-	-	1,892,757	417,385	417,385	417,385
Unappropriated ending balance	179,630	263,885	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 390,052</b>	<b>\$ 7,927,598</b>	<b>\$ 5,029,757</b>	<b>\$ 4,140,065</b>	<b>\$ 4,140,065</b>	<b>\$ 4,140,065</b>

**SEWER CAPITAL PROJECTS FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Investment income	\$ 62,312	\$ 57,724	\$ 31,000	\$ 18,728	\$ 18,728	\$ 18,728
Bond sale proceeds	-	-	6,270,000	7,000,000	7,000,000	7,000,000
Revenue Subtotal	62,312	57,724	6,301,000	7,018,728	7,018,728	7,018,728
Transfers from other funds:						
Sewer Operating Fund	125,890	169,244	1,513,800	921,120	921,120	921,120
Sewer Development Fund (SDC)	117,764	1,031,473	1,640,104	1,556,400	1,556,400	1,556,400
Transfers Subtotal	243,654	1,200,717	3,153,904	2,477,520	2,477,520	2,477,520
Beginning fund balance	145,942	208,254	261,254	282,768	282,768	282,768
<b>TOTAL RESOURCES</b>	<b>\$ 451,908</b>	<b>\$ 1,466,695</b>	<b>\$ 9,716,158</b>	<b>\$ 9,779,016</b>	<b>\$ 9,779,016</b>	<b>\$ 9,779,016</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 177,052	\$ 1,034,511	\$ 8,266,582	\$ 7,118,000	\$ 7,118,000	\$ 7,118,000
Transfer to other funds:						
General Fund	6,207	27,751	167,754	142,360	142,360	142,360
Community Development Fund	60,395	145,077	988,264	917,160	917,160	917,160
Sewer Development Charges Fund	-	-	-	1,300,000	1,300,000	1,300,000
Transfers Subtotal	66,602	172,828	1,156,018	2,359,520	2,359,520	2,359,520
Contingency	-	-	293,558	301,496	301,496	301,496
Unappropriated ending balance	208,254	259,356	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 451,908</b>	<b>\$ 1,466,695</b>	<b>\$ 9,716,158</b>	<b>\$ 9,779,016</b>	<b>\$ 9,779,016</b>	<b>\$ 9,779,016</b>

**STREETS CAPITAL PROJECTS FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 36,327	\$ -	\$ -	\$ 2,867,070	\$ 2,867,070	\$ 2,867,070
Contributions	-	852,711	638,400	1,710,000	1,710,000	1,710,000
Investment income	7,327	12,738	4,000	11,214	11,214	11,214
Revenue Subtotal	<u>43,654</u>	<u>865,449</u>	<u>642,400</u>	<u>4,588,284</u>	<u>4,588,284</u>	<u>4,588,284</u>
Transfers from other funds:						
Road Operating	199,287	424,354	78,500	-	-	-
Road Maintenance	517,296	774,465	750,000	600,000	600,000	600,000
Street Lighting	187,390	283,138	160,740	159,600	159,600	159,600
Streets Development (SDC)	522,385	1,698,988	4,929,631	8,325,150	8,325,150	8,325,150
Transfers Subtotal	<u>1,426,358</u>	<u>3,180,945</u>	<u>5,918,871</u>	<u>9,084,750</u>	<u>9,084,750</u>	<u>9,084,750</u>
Beginning fund balance	333,979	341,115	667,907	367,872	367,872	367,872
TOTAL RESOURCES	<u>\$ 1,803,991</u>	<u>\$ 4,387,509</u>	<u>\$ 7,229,178</u>	<u>\$ 14,040,906</u>	<u>\$ 14,040,906</u>	<u>\$ 14,040,906</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 1,319,981	\$ 3,525,481	\$ 6,210,765	\$ 12,113,000	\$ 12,113,000	\$ 12,113,000
Transfers to other funds:						
General Fund	14,826	43,445	48,011	212,260	212,260	212,260
Community Development Fund	128,069	464,729	299,035	1,336,560	1,336,560	1,336,560
Transfers Subtotal	<u>142,895</u>	<u>508,174</u>	<u>347,046</u>	<u>1,548,820</u>	<u>1,548,820</u>	<u>1,548,820</u>
Contingency	-	-	671,367	379,086	379,086	379,086
Unappropriated ending balance	341,115	353,854	-	-	-	-
TOTAL REQUIREMENTS	<u>\$ 1,803,991</u>	<u>\$ 4,387,509</u>	<u>\$ 7,229,178</u>	<u>\$ 14,040,906</u>	<u>\$ 14,040,906</u>	<u>\$ 14,040,906</u>

This is a major fund for GASB 34 purposes.

**STORMWATER CAPITAL PROJECTS FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ -	\$ 283,625	\$ 176,000	\$ 568,000	\$ 568,000	\$ 568,000
Investment income	3,266	345	200	84	84	84
Revenue Subtotal	<u>3,266</u>	<u>283,970</u>	<u>176,200</u>	<u>568,084</u>	<u>568,084</u>	<u>568,084</u>
Transfers from other funds:						
Stormwater Fund	643,641	657,595	548,810	125,919	125,919	125,919
Stormwater Development (SDC)	161,474	336,857	908,037	636,990	636,990	636,990
Transfers Subtotal	<u>805,115</u>	<u>994,452</u>	<u>1,456,847</u>	<u>762,909</u>	<u>762,909</u>	<u>762,909</u>
Beginning fund balance	5,084	8,349	8,550	8,798	8,798	8,798
<b>TOTAL RESOURCES</b>	<u>\$ 813,465</u>	<u>\$ 1,286,771</u>	<u>\$ 1,641,597</u>	<u>\$ 1,339,791</u>	<u>\$ 1,339,791</u>	<u>\$ 1,339,791</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 654,659	\$ 1,099,432	\$ 1,454,016	\$ 1,181,955	\$ 1,181,955	\$ 1,181,955
Transfers to other funds:						
General Fund	23,167	23,453	29,117	12,279	12,279	12,279
Community Development Fund	127,290	155,193	149,264	136,675	136,675	136,675
Transfers Subtotal	<u>150,457</u>	<u>178,646</u>	<u>178,381</u>	<u>148,954</u>	<u>148,954</u>	<u>148,954</u>
Contingency	-	-	9,200	8,882	8,882	8,882
Unappropriated ending balance	8,349	8,693	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<u>\$ 813,465</u>	<u>\$ 1,286,771</u>	<u>\$ 1,641,597</u>	<u>\$ 1,339,791</u>	<u>\$ 1,339,791</u>	<u>\$ 1,339,791</u>

**BUILDING CAPITAL PROJECTS FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 240,453	\$ 757,160	\$ -	\$ 790,000	\$ 790,000	\$ 790,000
Investment income	11,497	5,979	2,000	3,337	3,337	3,337
Other	3,616	-	-	-	-	-
Revenue Subtotal	255,566	763,139	2,000	793,337	793,337	793,337
Transfers from other funds:						
General Fund	761,672	1,068,115	126,500	55,000	55,000	55,000
Transit Fund	68,342	715,497	958,079	17,100	17,100	17,100
Road Operating Fund	-	557	5,700	11,400	11,400	11,400
Parks Development Fund (SDC)	483,685	79,845	-	-	-	-
Transfers Subtotal	1,313,699	1,864,014	1,090,279	83,500	83,500	83,500
Beginning fund balance	156,535	166,756	174,786	176,907	176,907	176,907
TOTAL RESOURCES	\$ 1,725,800	\$ 2,793,909	\$ 1,267,065	\$ 1,053,744	\$ 1,053,744	\$ 1,053,744
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 1,512,843	\$ 2,541,194	\$ 971,920	\$ 793,000	\$ 793,000	\$ 793,000
Transfers to other funds:						
General Fund	20,014	51,740	16,900	11,500	11,500	11,500
Community Development Fund	26,187	28,240	101,400	69,000	69,000	69,000
Transfers Subtotal	46,201	79,980	118,300	80,500	80,500	80,500
Contingency	-	-	176,845	180,244	180,244	180,244
Unappropriated ending balance	166,756	172,735	-	-	-	-
TOTAL REQUIREMENTS	\$ 1,725,800	\$ 2,793,909	\$ 1,267,065	\$ 1,053,744	\$ 1,053,744	\$ 1,053,744

**PARKS CAPITAL PROJECTS FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
Intergovernmental						
Federal grants	\$ -	\$ -	\$ 260,000	\$ -	\$ -	\$ -
METRO open space	-	-	380,000	467,400	467,400	467,400
Tree Mitigation	-	2,820	5,000	5,000	5,000	5,000
Investment income	13,086	7,262	7,000	1,993	1,993	1,993
Contributions	3,546	-	7,500	15,000	15,000	15,000
Revenue Subtotal	16,632	10,082	659,500	489,393	489,393	489,393
Transfers from other funds:						
General Fund	-	177,656	-	60,000	60,000	60,000
Road Operating Fund	12,307	-	-	-	-	-
Parks Development Fund (SDC)	230,744	337,461	1,525,570	438,806	438,806	438,806
Transfers Subtotal	243,051	515,117	1,525,570	498,806	498,806	498,806
Beginning fund balance	375,789	129,936	142,936	138,815	138,815	138,815
TOTAL RESOURCES	\$ 635,472	\$ 655,135	\$ 2,328,006	\$ 1,127,014	\$ 1,127,014	\$ 1,127,014
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 466,038	\$ 417,140	\$ 1,990,842	\$ 819,654	\$ 819,654	\$ 819,654
Transfers to other funds:						
General Fund	1,462	10,552	36,317	14,793	14,793	14,793
Community Development Fund	38,036	91,120	149,831	151,758	151,758	151,758
Transfers Subtotal	39,498	101,672	186,148	166,551	166,551	166,551
Contingency	-	-	151,016	140,809	140,809	140,809
Unappropriated ending balance	129,936	136,323	-	-	-	-
TOTAL REQUIREMENTS	\$ 635,472	\$ 655,135	\$ 2,328,006	\$ 1,127,014	\$ 1,127,014	\$ 1,127,014

**WATER DEVELOPMENT CHARGES FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 531,588	\$ 733,139	\$ 1,122,215	\$ 1,013,047	\$ 1,013,047	\$ 1,013,047
Investment income	309,377	201,150	155,000	91,702	91,702	91,702
Revenue Subtotal	840,965	934,289	1,277,215	1,104,749	1,104,749	1,104,749
Beginning fund balance	5,040,682	5,408,201	2,085,715	3,604,125	3,604,125	3,604,125
<b>TOTAL RESOURCES</b>	<b>\$ 5,881,647</b>	<b>\$ 6,342,490</b>	<b>\$ 3,362,930</b>	<b>\$ 4,708,874</b>	<b>\$ 4,708,874</b>	<b>\$ 4,708,874</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ 1,319	\$ 9,900	\$ 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	123,446	1,832,311	1,523,620	2,436,300	2,436,300	2,436,300
Transfers Subtotal	473,446	2,182,311	1,873,620	2,786,300	2,786,300	2,786,300
Contingency	-	-	1,479,410	1,912,674	1,912,674	1,912,674
Unappropriated ending balance	5,408,201	4,158,860	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,881,647</b>	<b>\$ 6,342,490</b>	<b>\$ 3,362,930</b>	<b>\$ 4,708,874</b>	<b>\$ 4,708,874</b>	<b>\$ 4,708,874</b>

**SEWER DEVELOPMENT CHARGES FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 1,291,002	\$ 994,421	\$ 1,529,070	\$ 1,217,666	\$ 1,217,666	\$ 1,217,666
Investment income	188,316	195,425	94,000	52,738	52,738	52,738
Revenue Subtotal	<u>1,479,318</u>	<u>1,189,846</u>	<u>1,623,070</u>	<u>1,270,404</u>	<u>1,270,404</u>	<u>1,270,404</u>
Transfers from other funds:						
Sewer Capital Projects Fund	-	-	-	1,300,000	1,300,000	1,300,000
Beginning fund balance	3,325,209	3,986,763	3,981,909	1,744,869	1,744,869	1,744,869
TOTAL RESOURCES	<u>\$ 4,804,527</u>	<u>\$ 5,176,609</u>	<u>\$ 5,604,979</u>	<u>\$ 4,315,273</u>	<u>\$ 4,315,273</u>	<u>\$ 4,315,273</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ 2,527	\$ 10,400	\$ 10,000	\$ 10,000	\$ 10,000
Transfers to other funds:						
Sewer Operating Fund (debt)	700,000	300,000	300,000	300,000	300,000	300,000
Sewer Capital Projects Fund	117,764	1,031,473	1,640,104	1,556,400	1,556,400	1,556,400
Transfers Subtotal	<u>817,764</u>	<u>1,331,473</u>	<u>1,940,104</u>	<u>1,856,400</u>	<u>1,856,400</u>	<u>1,856,400</u>
Contingency	-	-	3,654,475	2,448,873	2,448,873	2,448,873
Unappropriated ending balance	3,986,763	3,842,609	-	-	-	-
TOTAL REQUIREMENTS	<u>\$ 4,804,527</u>	<u>\$ 5,176,609</u>	<u>\$ 5,604,979</u>	<u>\$ 4,315,273</u>	<u>\$ 4,315,273</u>	<u>\$ 4,315,273</u>

**STREETS DEVELOPMENT CHARGES FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 943,617	\$ 844,856	\$ 3,564,355	\$ 5,025,795	\$ 5,025,795	\$ 5,025,795
I-5 Supplemental SDCs	29,254	483,465	-	-	-	-
Traffic impact fees	159,436	-	-	-	-	-
Investment income	408,650	386,548	205,000	64,297	64,297	64,297
Revenue Subtotal	1,540,957	1,714,869	3,769,355	5,090,092	5,090,092	5,090,092
Beginning fund balance	7,040,033	7,915,145	6,702,197	7,313,227	7,313,227	7,313,227
<b>TOTAL RESOURCES</b>	<b>\$ 8,580,990</b>	<b>\$ 9,630,014</b>	<b>\$ 10,471,552</b>	<b>\$ 12,403,319</b>	<b>\$ 12,403,319</b>	<b>\$ 12,403,319</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ 2,448	\$ 15,600	\$ 10,000	\$ 10,000	\$ 10,000
Transfers to other funds:						
Streets Capital Projects Fund	522,385	1,698,987	4,929,631	8,325,150	8,325,150	8,325,150
Debt Service Fund	143,460	-	-	-	-	-
Transfers Subtotal	665,845	1,698,987	4,929,631	8,325,150	8,325,150	8,325,150
Contingency	-	-	5,526,321	4,068,169	4,068,169	4,068,169
Unappropriated ending balance	7,915,145	7,928,579	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 8,580,990</b>	<b>\$ 9,630,014</b>	<b>\$ 10,471,552</b>	<b>\$ 12,403,319</b>	<b>\$ 12,403,319</b>	<b>\$ 12,403,319</b>

This is a major fund for GASB 34 purposes.

**STORMWATER DEVELOPMENT CHARGES FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 110,060	\$ 402,348	\$ 248,006	\$ 410,228	\$ 410,228	\$ 410,228
Investment income	53,620	52,760	27,000	12,000	12,000	12,000
Revenue Subtotal	163,680	455,108	275,006	422,228	422,228	422,228
Beginning fund balance	1,029,528	1,031,734	822,199	796,519	796,519	796,519
<b>TOTAL RESOURCES</b>	<b>\$ 1,193,208</b>	<b>\$ 1,486,842</b>	<b>\$ 1,097,205</b>	<b>\$ 1,218,747</b>	<b>\$ 1,218,747</b>	<b>\$ 1,218,747</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ 302	\$ 1,400	\$ 1,400	\$ 1,400	\$ 1,400
Transfers to other funds:						
Stormwater Cap Proj Fund	161,474	336,857	908,037	636,990	636,990	636,990
Contingency	-	-	187,768	580,357	580,357	580,357
Unappropriated ending balance	1,031,734	1,149,683	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,193,208</b>	<b>\$ 1,486,842</b>	<b>\$ 1,097,205</b>	<b>\$ 1,218,747</b>	<b>\$ 1,218,747</b>	<b>\$ 1,218,747</b>

**PARKS DEVELOPMENT CHARGES FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 682,006	\$ 329,584	\$ 680,867	\$ 558,248	\$ 558,248	\$ 558,248
Investment income	135,933	137,490	68,000	78,582	78,582	78,582
Revenue Subtotal	817,939	467,074	748,867	636,830	636,830	636,830
Beginning fund balance	2,766,709	2,870,219	1,963,487	2,178,450	2,178,450	2,178,450
<b>TOTAL RESOURCES</b>	<b>\$ 3,584,648</b>	<b>\$ 3,337,293</b>	<b>\$ 2,712,354</b>	<b>\$ 2,815,280</b>	<b>\$ 2,815,280</b>	<b>\$ 2,815,280</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ 1,345	\$ 5,800	\$ 6,000	\$ 6,000	\$ 6,000
Transfers to other funds:						
Building Capital Fund	483,685	79,845	-	-	-	-
Parks Capital Fund	230,744	337,461	1,525,570	438,806	438,806	438,806
Transfers Subtotal	714,429	417,306	1,525,570	438,806	438,806	438,806
Contingency	-	-	1,180,984	2,370,474	2,370,474	2,370,474
Unappropriated ending balance	2,870,219	2,918,642	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,584,648</b>	<b>\$ 3,337,293</b>	<b>\$ 2,712,354</b>	<b>\$ 2,815,280</b>	<b>\$ 2,815,280</b>	<b>\$ 2,815,280</b>



## **PROGRAM REVENUES**

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# PROGRAM REVENUES

## General Fund

Within the General Fund, principal sources of revenue include 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**  
**Stormwater 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 201; Debt Funds can be found beginning on page 255.)*

### SUMMARY OF PROGRAM REVENUES

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>General Fund</b>	\$ 9,064,551	\$ 13,733,957	\$ 9,585,316	\$ 10,353,602	\$ 10,353,602	\$ 10,353,602
<b>Special Revenue Funds</b>						
Community Development	2,530,273	2,723,714	2,733,164	2,059,888	2,059,888	2,059,888
Transit	3,714,523	3,477,904	5,006,560	5,238,443	5,238,443	5,238,443
Road Operating	851,568	785,264	819,200	710,829	710,829	710,829
Fleet Services	1,037,926	2,574,139	1,273,800	1,298,565	1,298,565	1,298,565
Road Maintenance	580,740	601,722	627,000	625,895	625,895	625,895
Library Exp Capital Endowment	501	503	500	170	170	170
Library Exp Campaign Endowment	171	178	200	60	60	60
<b>TOTAL Spec Rev Funds</b>	<b>8,715,702</b>	<b>10,163,424</b>	<b>10,460,424</b>	<b>9,933,850</b>	<b>9,933,850</b>	<b>9,933,850</b>
<b>Enterprise Funds</b>						
Water Operating	6,020,525	5,550,915	5,883,308	5,517,599	5,517,599	5,517,599
Sewer Operating	4,366,725	4,427,685	5,041,560	4,884,128	4,884,128	4,884,128
Street Lighting Operating	380,142	393,873	392,000	394,244	394,244	394,244
Stormwater Operating	925,764	904,284	920,000	950,619	950,619	950,619
<b>TOTAL Enterprise Funds</b>	<b>11,693,156</b>	<b>11,276,757</b>	<b>12,236,868</b>	<b>11,746,590</b>	<b>11,746,590</b>	<b>11,746,590</b>
<b>Permanent Fund</b>						
Library Non-Expendable Endowment	482	484	500	164	164	164
<b>GRAND TOTAL</b>	<b>\$ 29,473,891</b>	<b>\$ 35,174,622</b>	<b>\$ 32,283,108</b>	<b>\$ 32,034,206</b>	<b>\$ 32,034,206</b>	<b>\$ 32,034,206</b>

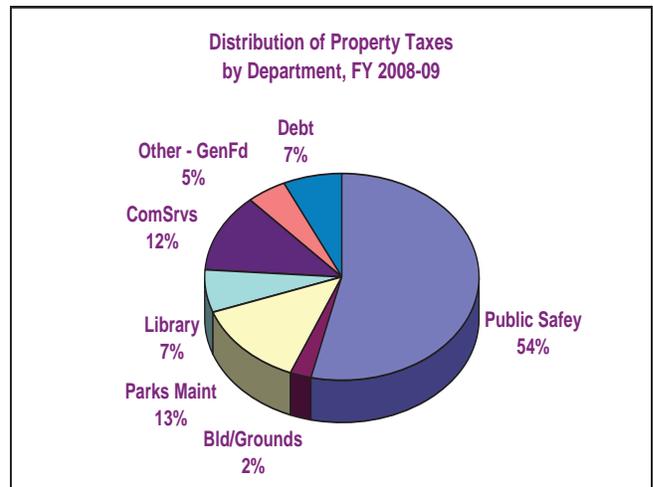
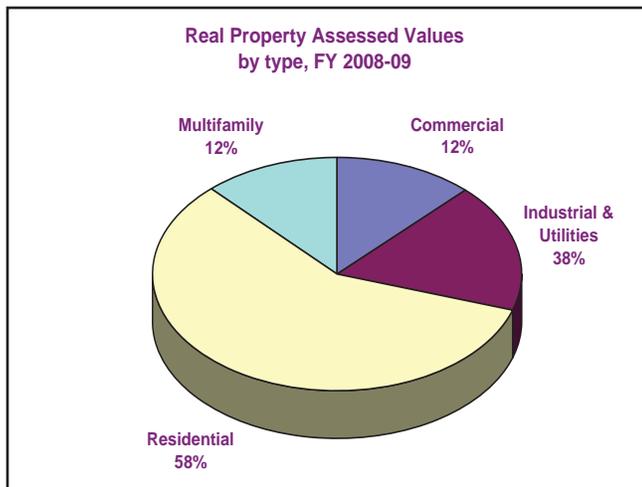
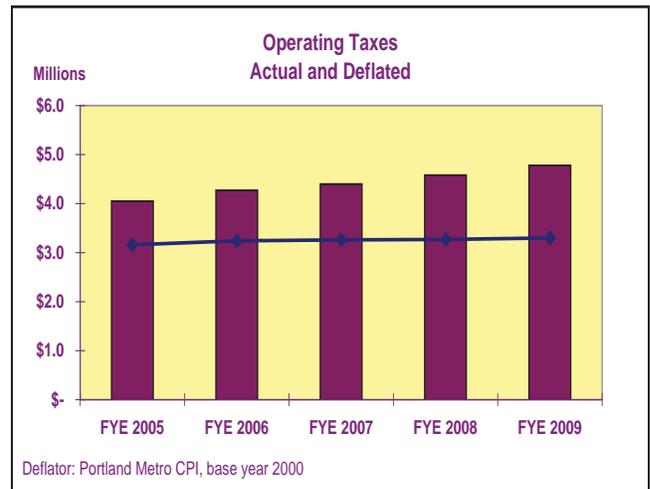
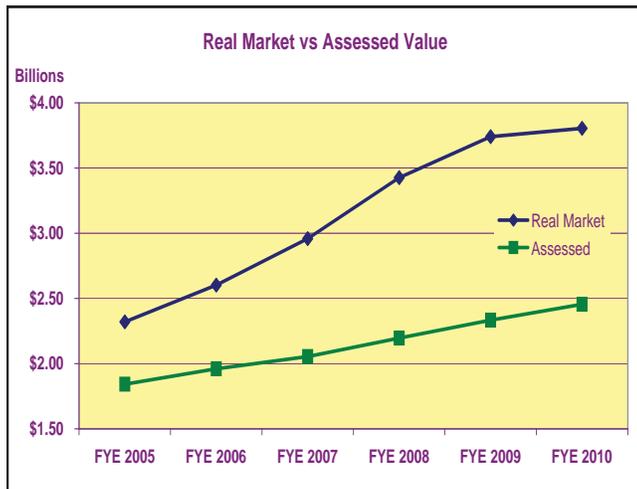


# PROPERTY TAX SUMMARY

The State of Oregon has a constitutional limit on property taxes for governmental operations. Under the limitation, tax revenue is separated for public schools and 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 separated real market value from assessed value, rolled back assessed values to 90% of 1995-96 values and limited future increases of taxable assessed values to 3% per year, except for major improvements. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rate provided a majority approval at a general election in an even numbered year or at any other election in which at least 50% of registered voters cast a ballot.

In Wilsonville, the permanent tax rate is \$2.5206 per \$1,000 of assessed valuation without any outstanding local initiatives. Taxes from the permanent rate are recorded in the General Fund. A debt service levy is collected for outstanding general obligation bonds. The effective debt service tax rate for FY 2008-09 was \$0.1847.



# PROPERTY TAX SUMMARY

## PROPERTY VALUES AND TAXES

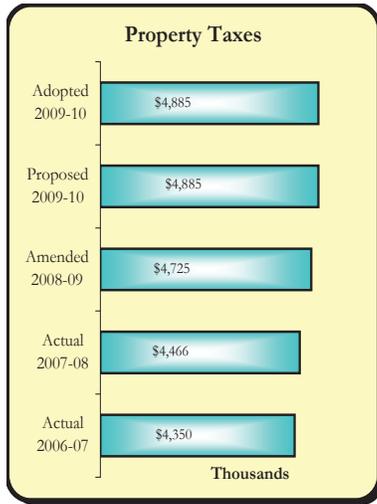
	Actual 2005-06	Actual 2006-07	Actual 2007-08	Actual 2008-09	Adopted 2009-10
<b>ESTIMATED REAL MARKET VALUE</b>					
Within Clackamas County	\$ 2,307,554,993	\$ 2,636,992,307	\$ 3,068,156,790	\$ 3,339,814,283	\$ 3,400,000,000
Within Washington County	294,477,435	321,944,614	358,141,653	401,181,806	405,000,000
Total Estimated Real Market Value	\$ 2,602,032,428	\$ 2,958,936,921	\$ 3,426,298,443	\$ 3,740,996,089	\$ 3,805,000,000
<b>ASSESSED VALUES</b>					
Prior Year Assessed Values	\$ 1,842,204,529	\$ 1,960,533,722	\$ 2,054,032,171	\$ 2,195,847,082	\$ 2,333,248,746
Change in Value	118,329,193	93,498,449	141,814,911	137,401,664	121,797,462
Total Assessed Values	1,960,533,722	2,054,032,171	2,195,847,082	2,333,248,746	2,455,046,208
Less urban renewal excess	(266,579,490)	(307,255,986)	(377,530,351)	(439,026,585)	(477,492,446)
Net available for general and bonded debt	\$ 1,693,954,232	\$ 1,746,776,185	\$ 1,818,316,731	\$ 1,894,222,161	\$ 1,977,553,762
<b>TAX RATE PER \$1,000 OF ASSESSED VALUE</b>					
General taxes	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206
Bonded debt	0.2309	0.2118	0.1815	0.1847	0.1770
Total	\$ 2.7515	\$ 2.7324	\$ 2.7021	\$ 2.7053	\$ 2.6976
<b>TAXES LEVIED</b>					
General taxes	\$ 4,266,984	\$ 4,494,806	\$ 4,633,243	\$ 4,795,256	\$ 4,980,000
Bonded debt	408,742	370,136	350,018	349,988	350,000
Total taxes levied	\$ 4,675,726	\$ 4,864,942	\$ 4,983,261	\$ 5,145,244	\$ 5,330,000
<b>TAXES PAID (NET OF DISCOUNTS, DELINQUENCIES)</b>					
General taxes	\$ 4,007,828	\$ 4,237,305	\$ 4,337,130	\$ 4,560,000	\$ 4,750,000
Bonded debt	414,089	349,051	326,985	330,000	330,000
Total taxes paid	\$ 4,421,917	\$ 4,586,356	\$ 4,664,115	\$ 4,890,000	\$ 5,080,000
% paid vs levied	95%	94%	94%	95%	95%

Notes:

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

# GENERAL FUND REVENUES

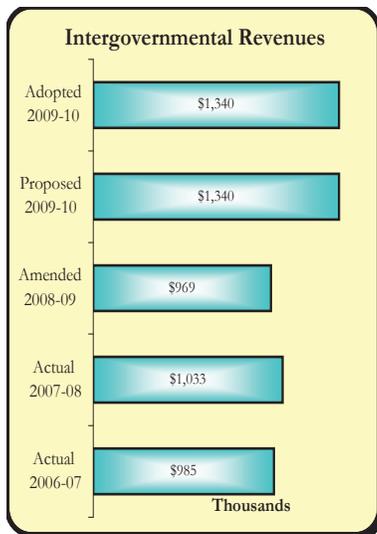
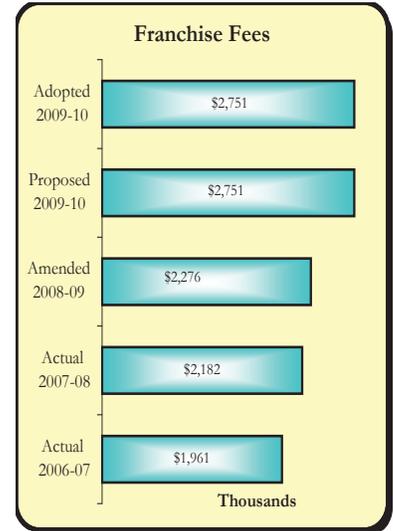
The General Fund is used to account for all revenues and expenditures that are not required to be recorded in another fund. The primary revenues are described below.



Property taxes comprise 47% 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, collects taxes and remits payment to the City. The proposed 2009-10 budget is based upon a 5% growth in assessed value. Taxes for 2009-10 will be billed in late October 2009 and can be paid in thirds with discounts offered for payments made in full. Budgeted taxes are less than levied amounts due to estimated uncollectibles, delinquencies and discounts.

Franchise fees and privilege taxes are the second largest revenue source and comprise 26% of total revenues. These fees are charged to various utilities for use of public right-of-way. The proposed 2009-10 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	5.0%
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	7.0%



Intergovernmental revenues come from state and county shared revenues. State shared revenues include an alcoholic beverage tax, cigarette tax, emergency 911 tax, and state shared revenues. These four sources total \$451,000, or 4%, of the fund's total. The revenues are allocated by various formulas, but one factor they have in common is a per capita rate. In 2008, the voters approved the creation of a county-wide library district that will provide a stable source of revenue. In FY 2010, the district will generate \$749,222 in revenues for the Library.

Certain programs provide services for which fees can be charged. Principle among the charges are fees from the Urban Renewal Agency. While the Agency does not have staff, City administration charges for providing these services. For 2008-09 the fees are computed to be 2% of the General Fund's total revenue.



# GENERAL FUND REVENUES

## SUMMARY OF GENERAL FUND REVENUES

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Taxes</b>						
Current property taxes	\$ 4,237,305	\$ 4,337,130	\$ 4,625,000	\$ 4,750,000	\$ 4,750,000	\$ 4,750,000
Prior year property taxes	112,879	128,868	100,000	135,000	135,000	135,000
Total property taxes	4,350,184	4,465,998	4,725,000	4,885,000	4,885,000	4,885,000
<b>Hotel/Motel tax</b>	267,651	275,369	300,000	220,000	220,000	220,000
<b>Franchise and privilege fees</b>						
Portland General Electric	723,035	811,399	850,000	1,170,000	1,170,000	1,170,000
NW Natural Gas	362,576	387,382	425,000	465,000	465,000	465,000
Verizon	81,129	96,110	80,000	90,000	90,000	90,000
United Disposal	113,503	122,914	120,000	132,000	132,000	132,000
MACC/Comcast Cable	189,075	197,014	210,000	200,000	200,000	200,000
Century Telecom	18,540	29,654	18,000	30,000	30,000	30,000
Sewer utilities	168,210	168,458	200,000	200,000	200,000	200,000
Water utilities	227,628	209,360	225,000	225,000	225,000	225,000
Stormwater	34,528	34,160	36,000	36,000	36,000	36,000
Privilege tax - telecom	11,360	92,333	75,000	167,700	167,700	167,700
Electric Lightwave	31,766	33,175	37,000	35,000	35,000	35,000
Total franchise and privilege fees	1,961,350	2,181,959	2,276,000	2,750,700	2,750,700	2,750,700
<b>Licenses &amp; permits</b>						
Professional and occupation	135,838	149,308	135,000	135,000	135,000	135,000
Alcoholic beverages	500	800	300	300	300	300
Other	60	40	100	100	100	100
Total licenses & permits	136,398	150,148	135,400	135,400	135,400	135,400
<b>Intergovernmental/Other agencies</b>						
911 shared revenue	88,874	109,491	90,000	90,000	90,000	90,000
Alcoholic beverages tax	176,993	196,267	190,000	170,000	170,000	170,000
Cigarette tax	30,413	28,195	31,000	31,000	31,000	31,000
State shared revenue	140,886	159,161	140,000	160,000	160,000	160,000
County shared revenue - Library	447,597	435,279	420,000	749,222	749,222	749,222
County shared revenue - Sheriff	6,089	6,800	-	-	-	-
Clack. Co. - Title III	29,278	29,227	19,695	56,000	56,000	56,000
Federal grants	7,774	3,743	4,613	4,600	4,600	4,600
State grants - Parks	3,300	3,300	3,300	3,300	3,300	3,300
State grants - Library	3,484	436	4,440	4,300	4,300	4,300
Other local gov't grant	50,186	61,082	66,000	71,300	71,300	71,300
Total intergov./Other agencies	984,874	1,032,981	969,048	1,339,722	1,339,722	1,339,722
<b>Municipal court fines</b>	317,580	330,150	325,000	325,000	325,000	325,000
<b>Investment income</b>	453,494	446,859	227,000	166,894	166,894	166,894

# GENERAL FUND REVENUES

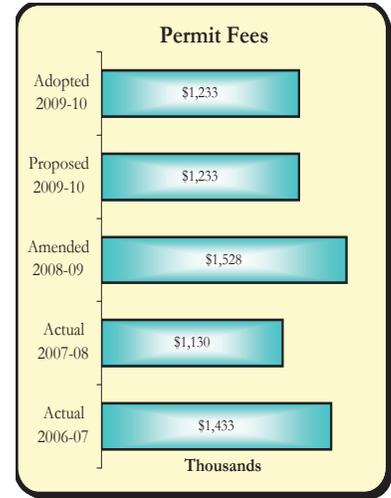
## SUMMARY OF GENERAL FUND REVENUES *(Continued)*

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Charges for services</b>						
Services provided to Urban Renewal	\$ 262,324	\$ 268,574	\$ 311,918	\$ 223,186	\$ 223,186	\$ 223,186
Class registrations	39,274	44,137	50,250	30,000	30,000	30,000
Parks reservations/Facility rental	46,719	34,384	28,000	39,000	39,000	39,000
Sports camp/Youth special services	28,286	29,763	25,500	22,000	22,000	22,000
New book sales	4,473	4,521	4,500	4,500	4,500	4,500
Library fees	42,915	41,166	40,000	46,100	46,100	46,100
Photocopying	4,342	3,834	3,600	3,500	3,500	3,500
Non-resident fees - library	4,754	5,997	6,000	6,000	6,000	6,000
Lost/damaged books	6,046	5,201	4,000	4,500	4,500	4,500
Library room rental	4,327	2,308	3,100	3,600	3,600	3,600
Lien search fees	12,870	10,500	12,000	9,000	9,000	9,000
Other charges	273	474	-	-	-	-
Total charges for services	456,603	450,859	488,868	391,386	391,386	391,386
<b>Miscellaneous revenue</b>						
Gifts	45,932	39,291	70,500	67,700	67,700	67,700
Meals on Wheels	6,923	2,344	4,500	4,500	4,500	4,500
Senior lunch revenue	8,135	7,905	6,500	8,500	8,500	8,500
Cable receipts	56,188	62,826	55,000	56,000	56,000	56,000
Other	19,240	4,287,268	2,500	2,800	2,800	2,800
Total miscellaneous revenue	136,418	4,399,634	139,000	139,500	139,500	139,500
<b>TOTAL REVENUES</b>	\$ 9,064,551	\$ 13,733,957	\$ 9,585,316	\$ 10,353,602	\$ 10,353,602	\$ 10,353,602

# SUMMARY OF SPECIAL REVENUE FUNDS

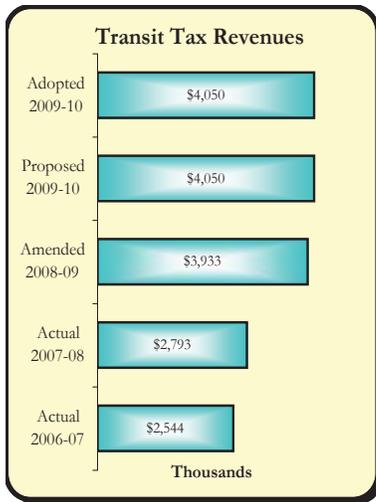
## COMMUNITY DEVELOPMENT FUND

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



	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Permits	\$ 1,432,698	\$ 1,129,909	\$ 1,528,164	\$ 1,233,378	\$ 1,233,378	\$ 1,233,378
Charges for services	925,984	1,421,305	1,123,000	755,500	755,500	755,500
Investment income	134,882	144,061	36,000	56,010	56,010	56,010
Intergovernmental	20,000	13,000	46,000	15,000	15,000	15,000
Miscellaneous revenues	16,709	16,479	-	-	-	-
<b>Total Revenues</b>	<b>\$ 2,530,273</b>	<b>\$ 2,724,754</b>	<b>\$ 2,733,164</b>	<b>\$ 2,059,888</b>	<b>\$ 2,059,888</b>	<b>\$ 2,059,888</b>

## TRANSIT FUND

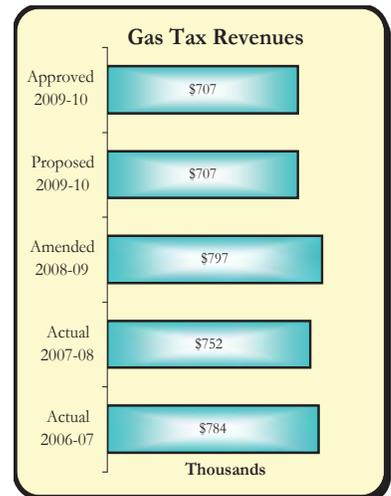


A transit tax is paid by Wilsonville businesses and is based on an employer's payroll or self-employment income. In October 2008, the tax rate increased from .33 percent (.0033) to .5 percent (.005). This tax is due quarterly and covers work performed within City limits. Recent layoffs throughout the City will limit the expected growth from the rate increase.

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Transit tax	\$ 2,543,970	\$ 2,792,901	\$ 3,933,000	\$ 4,050,000	\$ 4,050,000	\$ 4,050,000
Charges for svcs	126,903	133,456	152,800	175,000	175,000	175,000
Intergovernmental	894,040	431,260	809,160	948,425	948,425	948,425
Bus. Energy Tax	32,374	-	-	-	-	-
Investment income	98,767	115,847	50,000	42,018	42,018	42,018
Miscellaneous	2,175	4,439	61,600	23,000	23,000	23,000
Vehicle sales	16,294	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 3,714,523</b>	<b>\$ 3,477,903</b>	<b>\$ 5,006,560</b>	<b>\$ 5,238,443</b>	<b>\$ 5,238,443</b>	<b>\$ 5,238,443</b>

## ROAD OPERATING FUND

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 based on its population proportionate to the state's population. The gas tax estimated is based upon a per capita rating provided by the State.



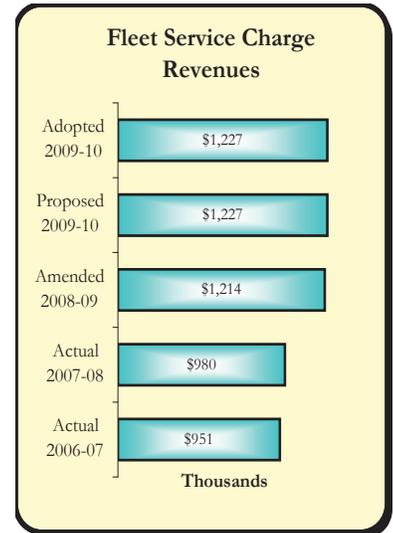
	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Gas tax	\$ 783,851	\$ 752,386	\$ 797,200	\$ 707,200	\$ 707,200	\$ 707,200
Investment income	43,059	32,151	22,000	3,629	3,629	3,629
Miscellaneous	24,658	1,412	-	-	-	-
<b>Total Revenues</b>	<b>\$ 851,568</b>	<b>\$ 785,949</b>	<b>\$ 819,200</b>	<b>\$ 710,829</b>	<b>\$ 710,829</b>	<b>\$ 710,829</b>

# SUMMARY OF SPECIAL REVENUE FUNDS

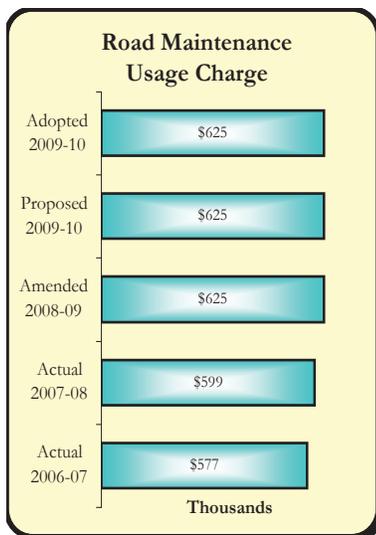
## FLEET SERVICE FUND

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 also fund a replacement reserve. Maintenance charges are based on an average of the prior three years. Replacement reserves assume a 10-year lifespan for most vehicles. Buses are not part of the Fleet Fund replacement reserve.

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Charges for services</b>						
General Fund	\$ 118,310	\$ 114,330	\$ 138,890	\$ 119,660	\$ 119,660	\$ 119,660
CD Fund	35,510	38,390	42,770	43,930	43,930	43,930
Transit Fund	625,873	659,600	841,040	884,370	884,370	884,370
Road Op Fund	26,390	21,350	24,970	29,860	29,860	29,860
Water Op Fund	52,230	56,210	62,260	55,670	55,670	55,670
Sewer Op Fund	71,120	64,840	72,740	64,650	64,650	64,650
Stormwater Fund	21,910	25,590	31,080	29,320	29,320	29,320
Charges subtotal	\$ 951,343	\$ 980,310	\$ 1,213,750	\$ 1,227,460	\$ 1,227,460	\$ 1,227,460
Investment income	51,725	49,069	26,000	37,055	37,055	37,055
Rental income	31,212	34,050	34,050	34,050	34,050	34,050
Sale of Property	-	1,507,779	-	-	-	-
Miscellaneous	3,646	2,931	-	-	-	-
<b>Total Revenues</b>	<b>\$ 1,037,926</b>	<b>\$ 2,574,139</b>	<b>\$ 1,273,800</b>	<b>\$ 1,298,565</b>	<b>\$ 1,298,565</b>	<b>\$ 1,298,565</b>



## ROAD MAINTENANCE REGULATORY FUND

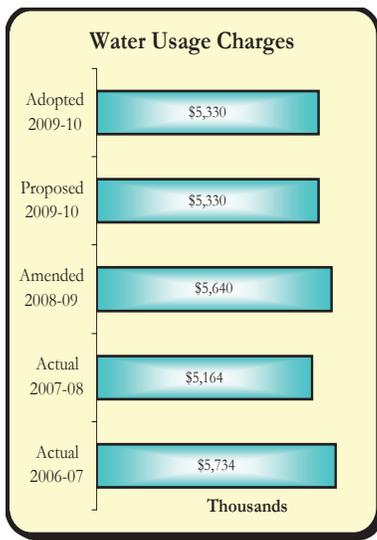


The Road Maintenance Regulatory Fund was created in FY 1997-98 to account for revenues generated by the road maintenance fee. Since the first bills were mailed January 1998, all residential, commercial, and industrial customers have been charged this fee on their monthly utility bill. Effective January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

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Usage charge	\$ 577,231	\$ 598,872	\$ 625,000	\$ 625,000	\$ 625,000	\$ 625,000
Investment income	3,509	2,849	2,000	895	895	895
<b>Total Revenues</b>	<b>\$ 580,740</b>	<b>\$ 601,721</b>	<b>\$ 627,000</b>	<b>\$ 625,895</b>	<b>\$ 625,895</b>	<b>\$ 625,895</b>

# SUMMARY OF ENTERPRISE FUND REVENUES

## WATER OPERATING FUND



The Water Operating Fund records revenues and expenditures associated with the operation and maintenance of the City's water system. Revenues collected maintain water system operations including water supply, treatment, storage and distribution, as well as compliance with EPA and Oregon State Health Division requirements. Charges for services are billed based on actual water consumed.

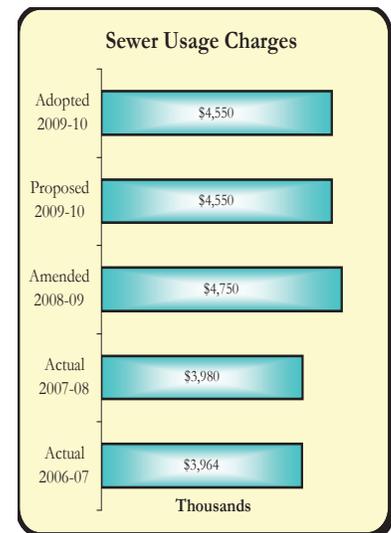
The last rate increase entailed a 3% across the board increase and was approved in November 2005. A similar 3% increase is proposed for FY 2010.

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Usage charge	\$ 5,733,802	\$ 5,163,801	\$ 5,640,000	\$ 5,330,000	\$ 5,330,000	\$ 5,330,000
Connection fees	37,230	56,195	64,308	40,000	40,000	40,000
User fee- fire charge	77,899	87,988	94,000	94,000	94,000	94,000
Investment income	169,503	237,360	85,000	53,599	53,599	53,599
Miscellaneous	2,091	5,571	-	-	-	-
<b>Total Revenues</b>	<b>\$ 6,020,525</b>	<b>\$ 5,550,915</b>	<b>\$ 5,883,308</b>	<b>\$ 5,517,599</b>	<b>\$ 5,517,599</b>	<b>\$ 5,517,599</b>

## SEWER OPERATING FUND

The Sewer Operating Fund records revenues and expenditures involved with the collection and treatment of municipal wastewater. Revenues sustain the daily operations of a treatment facility designed to treat 2.7 million gallons of sewage per day, and also provides for the maintenance of 72 miles of gravity sewer lines, 384 manholes, and 6 pumping lift stations.

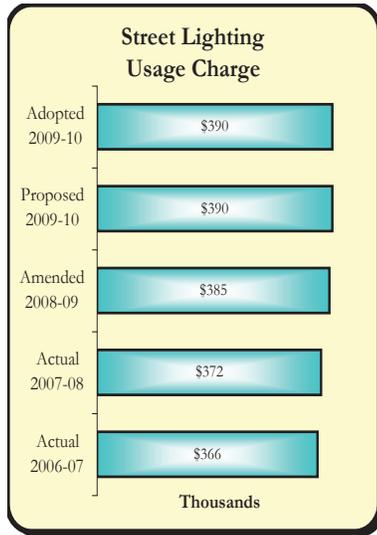
In January 2009, a series of four annual increases of 10% were approved. These increases will help offset the cost of the upcoming improvements to the wastewater treatment facility. Charges are also based on metered water consumption while conservation efforts influence the generated revenue. Additionally, industrial customers are monitored for the release of inordinate amounts of pollutants to the sewer lines and are assessed additional charges within the surcharge program. Revenue estimates are based on historic trends increased by rate changes. A 10% rate increase has been budgeted effective January 2010.



	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Usage charge	\$ 3,963,511	\$ 3,980,122	\$ 4,750,000	\$ 4,550,000	\$ 4,550,000	\$ 4,550,000
High strength surcharge	307,910	272,650	215,000	250,000	250,000	250,000
Investment income	62,217	155,571	60,000	65,912	65,912	65,912
Miscellaneous	33,087	19,342	71,125	18,216	18,216	18,216
<b>Total Revenues</b>	<b>\$ 4,366,725</b>	<b>\$ 4,427,685</b>	<b>\$ 5,096,125</b>	<b>\$ 4,884,128</b>	<b>\$ 4,884,128</b>	<b>\$ 4,884,128</b>

# SUMMARY OF ENTERPRISE FUND REVENUES

## STREET LIGHTING FUND



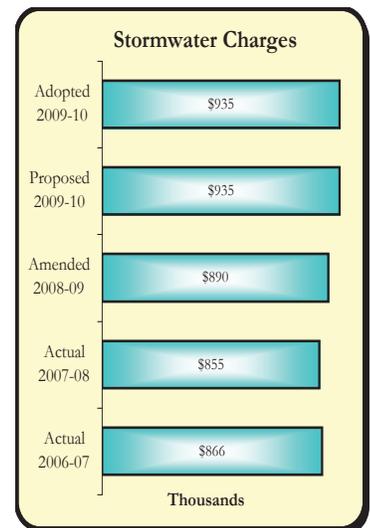
The Street Lighting Fund records the revenues and expenditures associated with operating and maintaining streetlights within the public right-of-way. Revenues are generated through user fees assessed to all Wilsonville residents and businesses with monthly charges ranging from \$.80 to \$5.01. The fee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

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Usage charge	\$ 365,970	\$ 371,580	\$ 385,000	\$ 390,000	\$ 390,000	\$ 390,000
Investment income	14,172	22,294	7,000	4,244	4,244	4,244
<b>Total Revenues</b>	<b>\$ 380,142</b>	<b>\$ 393,874</b>	<b>\$ 392,000</b>	<b>\$ 394,244</b>	<b>\$ 394,244</b>	<b>\$ 394,244</b>

## STORMWATER FUND

This fund records revenues and expenditures associated with maintaining retention basins, stormwater 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 stormwater capital improvements that cannot be funded through Stormwater 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 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Stormwater charges	\$ 865,831	\$ 855,002	\$ 890,000	\$ 935,000	\$ 935,000	\$ 935,000
Investment income	59,933	49,282	30,000	15,619	15,619	15,619
<b>Total Revenues</b>	<b>\$ 925,764</b>	<b>\$ 904,284</b>	<b>\$ 920,000</b>	<b>\$ 950,619</b>	<b>\$ 950,619</b>	<b>\$ 950,619</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 fundraising costs as well as library capital expansion purposes.

### LIBRARY EXPENDABLE CAPITAL ENDOWMENT FUND

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Investment income	\$ 501	\$ 503	\$ 500	\$ 170	\$ 170	\$ 170

### LIBRARY EXPENDABLE CAMPAIGN ENDOWMENT FUND

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Investment income	\$ 171	\$ 178	\$ 200	\$ 60	\$ 60	\$ 60

### LIBRARY NON-EXPENDABLE ENDOWMENT FUND

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Investment income	\$ 482	\$ 484	\$ 500	\$ 164	\$ 164	\$ 164

## SUMMARY OF SYSTEM DEVELOPMENT CHARGES

System Development Charges (SDCs) are assessed on all new residential and commercial construction within the City. Charges are based on a formula related to increased demands on the City's infrastructure caused by new construction. The City of Wilsonville currently collects five different types of systems development charges: sewer, water, streets, stormwater, and parks. 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 project costs have been incurred.

### SUMMARY OF SYSTEM DEVELOPMENT CHARGES

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Water Development Charges Fund</b>						
System Development Charges	\$ 531,588	\$ 733,139	\$ 1,122,215	\$ 1,013,047	\$ 1,013,047	\$ 1,013,047
Investment income	309,377	201,150	155,000	91,702	91,702	91,702
Total Revenues	840,965	934,289	1,277,215	1,104,749	1,104,749	1,104,749
<b>Sewer Development Charges Fund</b>						
System Development Charges	1,291,002	994,421	1,529,070	1,217,666	1,217,666	1,217,666
Investment income	188,316	195,425	94,000	52,738	52,738	52,738
Total Revenues	1,479,318	1,189,846	1,623,070	1,270,404	1,270,404	1,270,404
<b>Streets Development Charges Fund</b>						
System Development Charges	943,617	844,856	3,564,355	5,025,795	5,025,795	5,025,795
Sup. System Devlpmt Charges	29,254	483,465	-	-	-	-
Traffic impact fees	159,436	-	-	-	-	-
Investment income	408,650	386,548	205,000	64,297	64,297	64,297
Total Revenues	1,540,957	1,714,869	3,769,355	5,090,092	5,090,092	5,090,092
<b>Stormwater Development Charges Fund</b>						
System Development Charges	110,060	402,348	248,006	410,228	410,228	410,228
Investment income	53,620	52,760	27,000	12,000	12,000	12,000
Total Revenues	163,680	455,108	275,006	422,228	422,228	422,228
<b>Parks Development Charges Fund</b>						
System Development Charges	682,006	329,584	680,867	558,248	558,248	558,248
Investment and other income	135,933	137,490	68,000	78,582	78,582	78,582
Total Revenues	817,939	467,074	748,867	636,830	636,830	636,830
<b>Total SDC Funds</b>	<b>\$ 4,842,859</b>	<b>\$ 4,761,186</b>	<b>\$ 7,693,513</b>	<b>\$ 8,524,303</b>	<b>\$ 8,524,303</b>	<b>\$ 8,524,303</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 on page 27.

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

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Street Lighting	140		
Water Distribution and Sales	142		

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

*Capital Projects* consists of large dollar expenditures for buildings, infrastructure, and parks. The detail for capital projects is provided in a separate section of the budget document beginning on page 201.

*Debt Service* includes appropriations for interest and principal on all types of debt and starts on page 255.

*Contingencies/designations* include allowance for contingencies and set-asides for equipment replacement in various funds and is found on page 261.

## 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.



### Community Services

The senior nutrition program introduced on-site cooking in July 2008. A partnership was developed with Typhoon restaurants to develop heart and brain healthy menus. Nutrition staff received training, purchased additional equipment and developed menus in collaboration with the County Dietician. Although the budget for nutrition service has increased from \$30K to \$45K, the increase in revenue from \$23K in FY 2008 to \$56K in FY 2009 more than covers the expense. This revenue increase is due to two factors. In response to the fresh food, donations for both home-delivered meals and in-house dining have increased substantially. In addition, the Center's eligibility for 'Meal Site Management' funding that was previously paid to Bateman Foods, which prepared the pre-cooked meals that were served prior to July 2008, is now a city revenue source. The City now receives the full funding for the contracted meals served. Congregate attendance numbers have increased 12% from the first quarter of FY 2007 to FY 2008. Donations from congregate meal attendees have increased 35% during this time frame. Home delivered meal requests have increased 17% during the same time frame. Donations from home delivered meal recipients have increased 50%.

### Transit (SMART)

In an excellent example of recycling, the City purchased four used 35' buses from C-Tran, the Vancouver, WA transit provider. The buses were needed to meet the expanded service requirements due to the opening of the commuter rail line, WES. These buses replace five of the oldest buses in the fleet, ranging from 1979-1982. The buses purchased are 1991 Gilligs. They were repowered in approximately 2002 with a more modern powertrain that delivers roughly double the fuel economy of the buses they replaced and a sizable reduction in tailpipe emissions. While efficiency and reduced emissions are a "win" by themselves, the big bang for the buck comes from the purchase cost savings of \$1.3 million as all four buses cost the city only \$10,000.

## PROGRAM INVESTMENTS

### **Swap Loader Truck with Attachments**

The newly purchased bucket lift, the latest accessory for the City's large swap loader truck, is working very well. The bucket lift is used to safely access work areas that are beyond the reach of an extension ladder such as changing out the decorative flags on poles along Wilsonville Road and Town Center Loop. Having the swap loader truck allows versatile use of not only the bucket lift attachment but other complementary attachments as well. Other attachments include a flatbed attachment for hauling palletized bulk material or large pieces of equipment, two debris box attachments and one dump box attachment. All of these functions can be accomplished with one cab and chassis. Each day the crew finds new uses for this equipment that increases its functionality and saves the City money by not having to rent equipment to accomplish the task.

### **Water Features Chlorination Upgrades**

Technology upgrades to the water features at both Town Center Park and Murase Plaza have paid off. The improvements were completed over the winter season in FY 2008 with the effect of the changes experienced during water feature operation in the summer of 2008. With these modifications to the water treatment systems, we were able to operate throughout the season with little downtime and much less staff overtime.

### **Mini-Track Hoe (tracked excavator)**

The acquisition of a mini-track hoe has enabled Public Works to more effectively work in smaller, tighter off road areas with restricted access. The smaller size of equipment allows the crew to perform needed work with a lesser environmental footprint, especially in sensitive areas.

### **Ground Protection Mats**

Ground protection mats allows the crew to access off-road excavation sites over landscape areas and in poor weather conditions by providing a bridge over unstable material. Using the protection mats reduce costs and time spent in surface restoration. The ground protection mats are semi-rigid, ½ inch thick rubber mats measuring 3 feet X 8 feet and are engineered to withstand up to 60 ton loads.

## SUMMARY OF EMPLOYMENT TRENDS

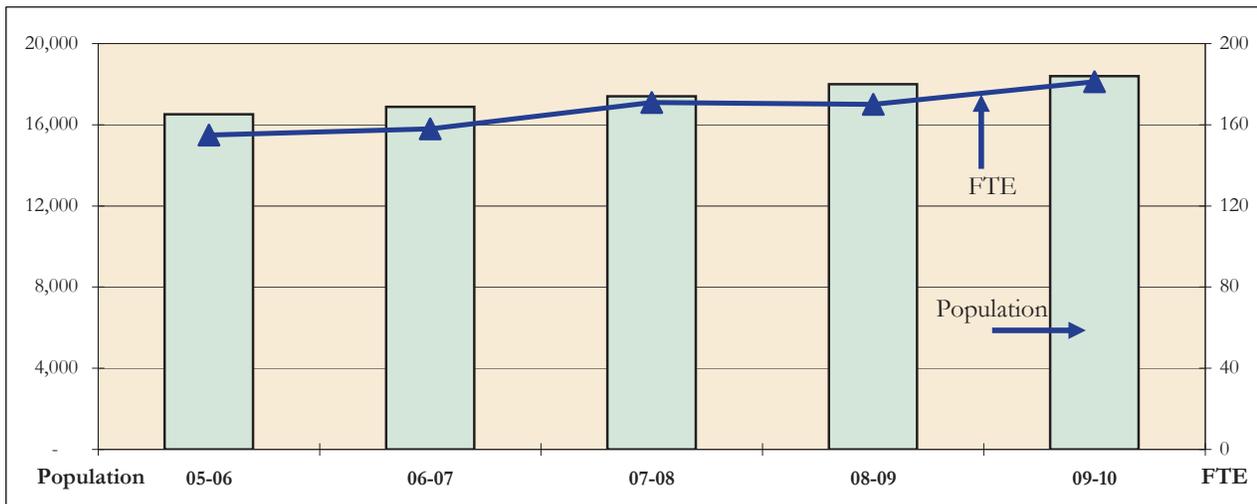
The City’s workforce expands in response to increased demands for service. As the City grows in population so do service levels for recreation, library, police, parks maintenance and utility services. The ratio of workforce to population has remained fairly constant over the past five years.

Staffing for FY 2010 will increase to 187 full-time equivalents (FTE). Five of the six new positions are within the Library and reflect improved service levels made possible by the newly approved library district tax rate. Transit adds one new position which is entirely paid from grant resources for planning bicycle and pedestrian programs. Wastewater adds a part-time position for increasing maintenance work.

The City contracts with the Clackamas County Sheriff Department for 18 FTEs to provide police services to the community. The water plant is operated by Veolia Water with 7 FTEs.

The City has one single bargaining unit (SEIU Local 503), which encompasses three-quarters of all employment positions. The current union contract expires on June 30, 2009 and contract negotiations are underway.

**RATIO OF FTE TO POPULATION**



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

DEPARTMENT	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
<b>ADMINISTRATION</b>				
Administration	5.00	5.00	5.00	5.00
Finance	8.75	8.75	8.80	8.85
Information Systems	4.00	3.00	3.00	3.00
Geographic Information Systems	0.00	1.00	1.00	1.00
Legal	3.00	3.00	3.00	3.00
Human Resources/Risk Management	2.90	2.90	2.82	2.82
	<u>23.65</u>	<u>23.65</u>	<u>23.62</u>	<u>23.67</u>
<b>COMMUNITY DEVELOPMENT</b>				
Administration	7.20	7.75	8.40	8.40
Engineering	10.00	11.00	11.00	11.00
Building Inspections	6.00	6.35	6.35	6.35
Planning	8.30	8.50	8.50	8.50
Stormwater Management	0.00	0.00	1.00	1.00
	<u>31.50</u>	<u>33.60</u>	<u>35.25</u>	<u>35.25</u>
<b>PUBLIC WORKS</b>				
Administration	5.00	5.00	5.00	5.00
Buildings and Grounds Maintenance	4.00	4.50	4.75	3.25
Parks Maintenance	6.00	5.50	6.00	7.00
Roads	2.50	2.75	3.25	3.75
Water Distribution and Sales	4.00	4.00	4.33	4.33
Water Treatment	7.00	7.00	7.00	7.00
Stormwater Maintenance	2.00	2.25	1.84	1.84
Wastewater Collection and Treatment	7.50	7.50	7.83	8.16
Industrial Pretreatment	1.00	1.00	1.00	1.00
	<u>39.00</u>	<u>39.50</u>	<u>41.00</u>	<u>41.33</u>
<b>TRANSIT</b>				
SMART Transit	28.17	28.77	34.29	35.29
Fleet	5.50	5.50	7.00	7.00
	<u>33.67</u>	<u>34.27</u>	<u>41.29</u>	<u>42.29</u>
<b>COMMUNITY SERVICES</b>				
Community Services	8.20	7.97	7.97	7.70
Library	14.44	12.12	12.12	16.26
	<u>22.64</u>	<u>20.09</u>	<u>20.09</u>	<u>23.96</u>
<b>PUBLIC SAFETY</b>				
Law Enforcement	18.00	17.00	18.00	18.00
Municipal Court	1.90	1.95	2.00	2.00
	<u>19.90</u>	<u>18.95</u>	<u>20.00</u>	<u>20.00</u>
<b>TOTAL FTE's</b>	<u><u>170.36</u></u>	<u><u>170.06</u></u>	<u><u>181.25</u></u>	<u><u>186.50</u></u>

**CITY OF WILSONVILLE SEIU 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	\$1,651	\$2,105	\$9.5250	\$12.1442
13	Nutrition Program Assistant	\$1,963	\$2,503	\$11.3250	\$14.4404
16	Fleet Hostler	\$2,115	\$2,695	\$12.2019	\$15.5481
17	Library Clerk I	\$2,167	\$2,762	\$12.5019	\$15.9346
20	Library Clerk II <i>Sewer Vactor Operator I</i>	\$2,333	\$2,975	\$13.4596	\$17.1635
21	Library Volunteer Coordinator/Aide	\$2,392	\$3,049	\$10.0000	\$17.5904
22	Equipment Mechanic I Transit Driver <i>CD Permit Clerk/Receptionist</i>	\$2,400	\$3,100	\$14.1404	\$18.0288
24	Librarian Admin	\$2,576	\$3,284	\$14.8615	\$18.9462
25	Utility Worker	\$2,640	\$3,366	\$15.2308	\$19.4192
26	Transit Dispatcher Administrative Specialist II Nutrition Coordinator	\$2,706	\$3,450	\$15.6115	\$19.9038
28	Accounting Technician	\$2,843	\$3,625	\$16.4019	\$20.9135
30	Court Clerk Administrative Assistant I <i>HR Assistant</i> <i>Information Systems Assistant I</i>	\$2,987	\$3,808	\$17.2327	\$21.9692
31	Senior Utility Worker <i>Accounting Specialist</i>	\$3,062	\$3,903	\$17.6654	\$22.5173

*Italics indicates not filled*

**Pay Table was under review as of June 30th.**

**CITY OF WILSONVILLE SEIU 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>
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>	\$3,138	\$4,101	\$18.1038	\$23.0827
33	Equipment Mechanic II GIS and Mapping Technician Information Systems Assistant II	\$3,216	\$4,101	\$18.5538	\$23.6596
34	Project Coordinator Assistant Planner Reference Librarian Sewer Vactor Operator II Environmental Educator Recreation Specialist			\$19.0212	\$24.2481
35	Academic Librarian Youth Librarian	\$3,379	\$4,308	\$19.4942	\$24.8538
36	Wastewater Operator II	\$3,464	\$4,416	\$19.9846	\$25.4769
37	Accountant Public Works Analyst	\$3,550	\$4,527	\$20.4808	\$26.1173
38	Wastewater Lab Technician Stormwater Management Coordinator	\$3,639	\$4,640	\$20.9942	\$26.7692
39	Building Inspector Industrial Pre-treatment Coordinator	\$3,730	\$4,756	\$21.5192	\$27.4385
40	Wastewater Lead Operator Senior Engineering Tech <i>Senior Accountant</i>	\$3,823	\$4,875	\$22.0558	\$28.1250
42	Associate Planner Information Systems Analyst Building / Plumbing Inspector II	\$4,017	\$5,121	\$23.1750	\$29.5442
46	Plans Examiner	\$4,434	\$5,653	\$25.5808	\$32.6135

*Pay Table was under review as of June 30th.*

*Italics indicate 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 Public Works Supervisor	\$4,220	\$5,950	\$50,640	\$71,400
D	City Recorder Natural Resource Manager Financial Operations Manager Sr. Planner/Mgr of Current Planning Sr. Planner/Mgr of Long Range Planning	\$4,640	\$6,570	\$55,680	\$78,500
E	Human Resources Manager GIS Manager Urban Planning Director Operations Director Civil Engineer (Engineer)	\$5,107	\$7,200	\$61,280	\$86,400
F	Temporary Director Transit Director Deputy City Engineer Utilities Manager Operations Manager (Public Works) Public Affairs Director Assistant Finance Director 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	\$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	

*Pay Table was under review as of June 30th.*

## EXPENDITURE SUMMARIES

### By PROGRAM

*Excluding Interfund Services, Transfers, and Capital Projects*

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Policy and Administration	\$ 3,305,269	\$ 3,422,269	\$ 4,036,139	\$ 4,258,612	\$ 4,234,688	\$ 4,138,088
Community Development	3,523,131	3,527,872	4,383,696	4,454,327	4,454,327	4,454,327
Public Works	7,158,365	7,945,819	8,869,078	9,022,161	9,022,161	8,993,261
Community Services	1,544,916	1,488,142	1,900,468	2,177,098	2,202,098	2,171,198
Transportation	3,593,796	3,794,804	5,410,189	6,034,312	6,034,312	6,034,312
Public Safety	2,866,579	2,997,052	3,426,868	3,718,849	3,718,849	3,716,249
Total Operating Budget	\$ 21,992,056	\$ 23,175,958	\$ 28,026,438	\$ 29,665,359	\$ 29,666,435	\$ 29,507,435

### By MAJOR COST CATEGORY

*Excluding Interfund Services, Transfers, and Capital Projects*

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Personal Services	\$ 10,117,784	\$ 10,612,996	\$ 12,821,253	\$ 13,737,051	\$ 13,754,127	\$ 13,595,127
Materials and Services	11,217,835	11,835,572	14,502,935	14,946,308	14,930,308	14,930,308
Capital Outlay	656,437	727,390	702,250	982,000	982,000	982,000
Total Appropriations	\$ 21,992,056	\$ 23,175,958	\$ 28,026,438	\$ 29,665,359	\$ 29,666,435	\$ 29,507,435

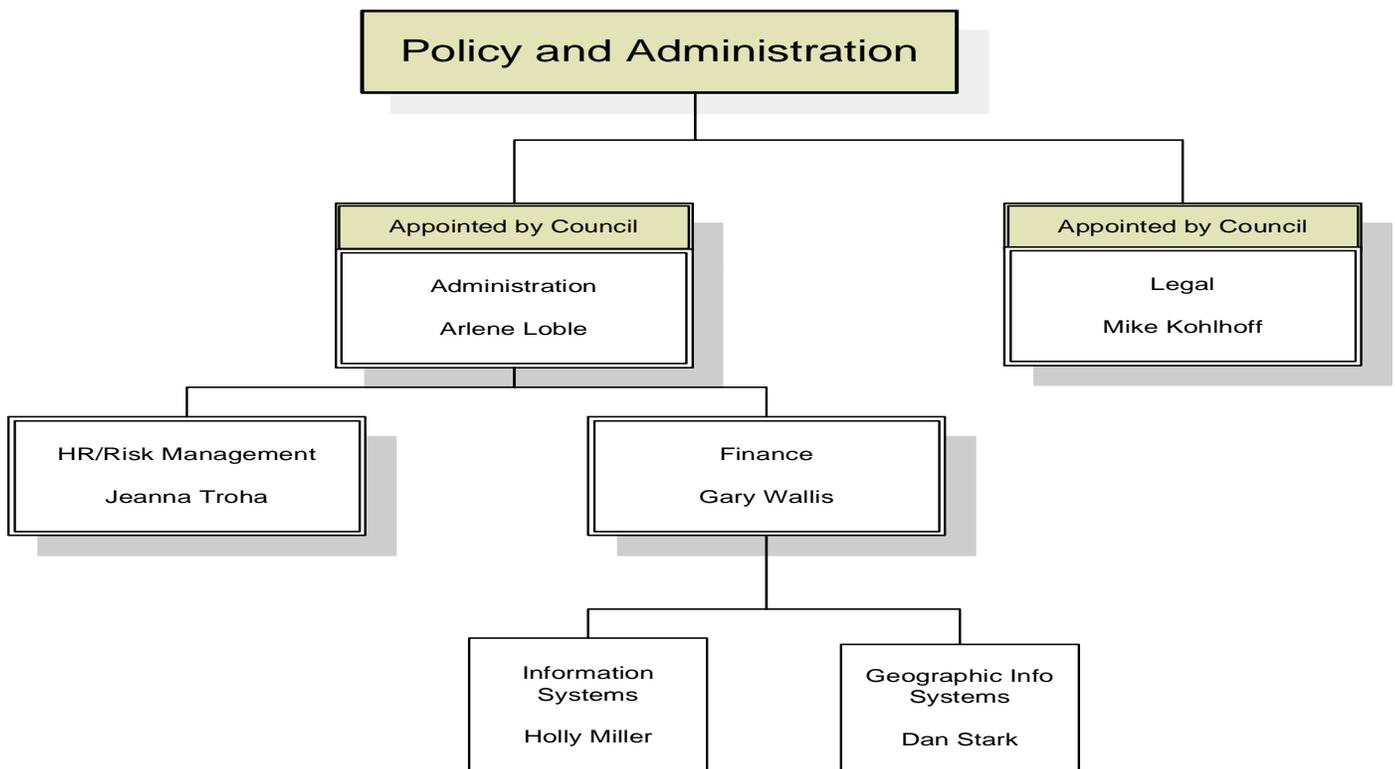


# POLICY & ADMINISTRATION

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 and Payables**
- **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

### Finance

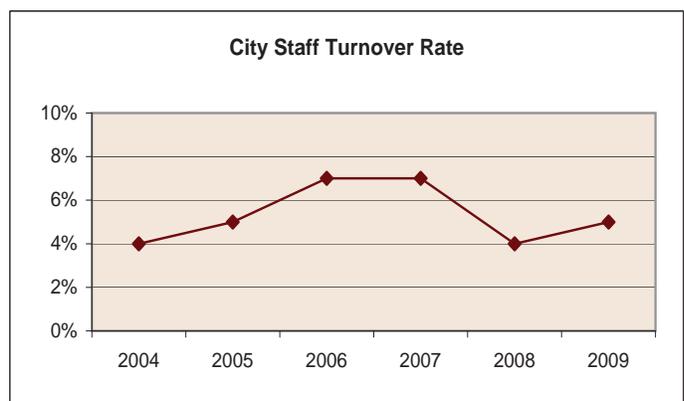
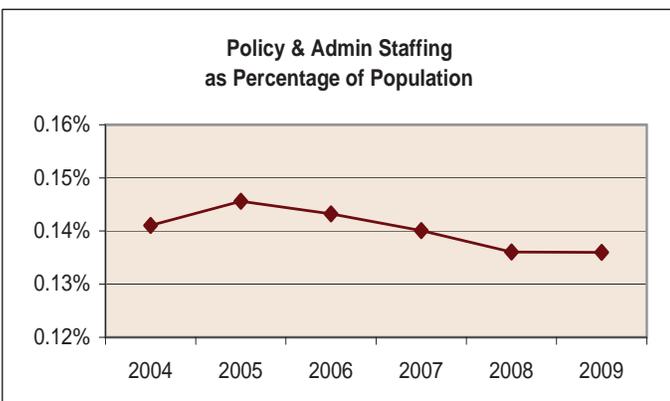
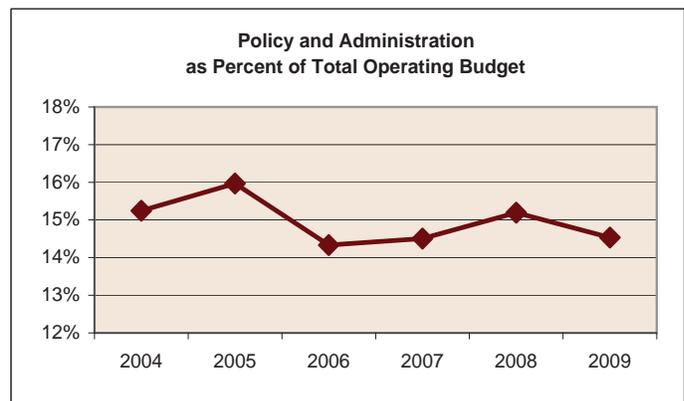
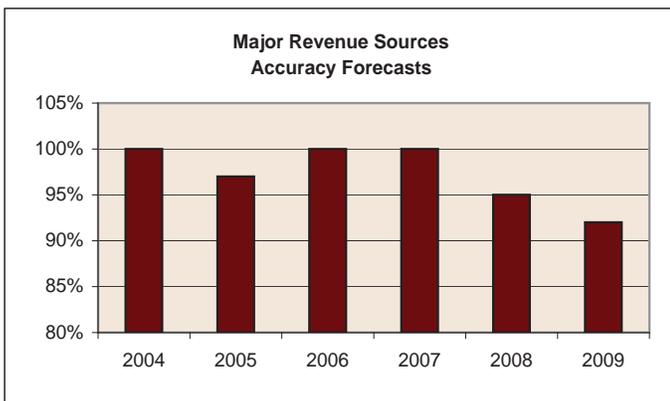
Wilsonville's budget document is illustrated as one of the "best-of-the-best" examples for local governments to follow in the Government Finance Officers Association's Preparing High Quality Budget Documents Book.

### GIS

Over 55,000 water, storm water, and sanitary sewer infrastructure features captured from as-builts last year were made available to staff city-wide through WilsonvilleMaps.com. In addition, those same features were included in a three volume, over 600 map, infrastructure atlas produced by Wilsonville GIS.

### Legal

The Assistant City Attorney represents the City at municipal court trials when defense attorneys are involved. The combined number of municipal court cases handled at trials and settled outside of court has remained fairly steady since 2003 at an average of 14 attorney trials handled per year.





**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 **(Council Goals 2, 4)**
  - 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 website
  - 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 **(Council Goals 2, 4)**
3. Guide implementation of City Council goals for FY 2009-10
4. Work on public policy issues that impact the City at regional, state, and federal levels **(Council Goal 4)**
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
7. Continue efforts to find sustainable funding solutions for infrastructure needs through strengthening the City’s regional, state, and federal partnerships **(Council Goal 4)**
8. Work to find sustainable funding for the police and parks **(Council Goal 1)**
9. Implement a city-wide communications strategy **(Council Goals 2, 4)**
10. Determine the best ways to inform the public about issues, policies and projects by prioritizing existing methods such as publications, government channel, website, etc. **(Council Goals 2, 4)**
11. Work with Willamette Falls Television to broadcast Development Review Board and Planning Commission meetings on the Government Channel **(Council Goal 2)**

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
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 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 367,871	\$ 365,141	\$ 438,176	\$ 450,000	\$ 467,076	\$ 420,176
Employee benefits	173,873	167,043	208,220	231,480	231,480	228,780
<b>Total</b>	<b>541,744</b>	<b>532,184</b>	<b>646,396</b>	<b>681,480</b>	<b>698,556</b>	<b>648,956</b>
<b>Materials and Services</b>						
Supplies	25,186	34,346	18,900	21,111	21,111	21,111
Prof and tech serv	78,242	88,766	121,500	124,080	83,080	83,080
Utility services	3,938	3,158	3,450	3,539	3,539	3,539
Repairs & maintenance	-	802	-	-	-	-
Comm svcs programs	186,468	133,996	181,786	182,200	182,200	182,200
Employee development	55,309	62,019	45,000	65,300	65,300	65,300
Fees, dues, advertising	13,751	24,627	21,025	22,000	22,000	22,000
Meetings & council	17,869	42,099	40,000	41,250	41,250	41,250
<b>Total</b>	<b>380,763</b>	<b>389,813</b>	<b>431,661</b>	<b>459,480</b>	<b>418,480</b>	<b>418,480</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	7,594	48,000	20,000	20,000	20,000
<b>Total Department</b>	<b>\$ 922,507</b>	<b>\$ 929,591</b>	<b>\$ 1,126,057</b>	<b>\$ 1,160,960</b>	<b>\$ 1,137,036</b>	<b>\$ 1,087,436</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Taxes	\$ 120,000	\$ 125,000	\$ 125,000	\$ 90,000	\$ 90,000	\$ 90,000
Dedicated revenues	132,478	89,047	143,786	147,450	147,450	147,450
Interfund charges	288,115	345,766	411,330	311,495	311,495	311,495
General Fund revenues	381,914	369,778	445,941	612,015	588,091	538,491
<b>Total</b>	<b>\$ 922,507</b>	<b>\$ 929,591</b>	<b>\$ 1,126,057</b>	<b>\$ 1,160,960</b>	<b>\$ 1,137,036</b>	<b>\$ 1,087,436</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

Employee development has increased to reflect the level of costs incurred in the prior year. Besides training and conferences, this account includes Council travel and trips to Washington, D.C.

A \$20,000 allocation for PEG (Public, Educational and Government) funds will be used to purchase a new computer, monitors and other equipment for an editing suite. The suite will be used to create video presentations on City projects, departments and programs. These presentations will inform and educate citizens of Wilsonville and will be shown on the government channel as well as on the city’s website.

The Budget Committee removed \$41,000 from Professional and Technical Services and added \$17,076 to personal services to achieve the Approved budget level. City Council reduced personal services \$49,600 to achieve the Adopted budget level.

**STATEMENT OF PURPOSE**

The Finance Department efficiently operates the City’s financial information systems to provide timely, useful, and accurate financial information to internal management, City Council, Budget Committee and external users. Finance provides treasury services with the goals of minimizing borrowing costs and maximizing the return on investments. The department provides high quality customer support to all 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 oversees municipal court administration and technology information services including computers, networks, and telephones.

**PROGRAM OBJECTIVES**

1. Analyze administrative fees and recommended changes where necessary to cover related costs
2. Update the City’s five-year financial plan
3. Develop internal policies and a procedures manual by adopting at least three policies each fiscal year until completed
4. Prepare the FY 2008-09 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
5. Prepare the FY 2009-10 adopted budget document in a format that qualifies for submittal to the GFOA Distinguished Budget Award Program
6. Administer the utility relief program to help low-income customers with delinquent utility bills (*Council Goal 3*)

**FULL TIME EQUIVALENT POSITIONS**

	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Financial Operations Manager	0.00	0.00	0.00	1.00
Administrative Assistant II	0.75	0.75	0.80	0.85
Accountant	2.00	2.00	2.00	1.00
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>8.80</b>	<b>8.85</b>

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 434,690	\$ 461,386	\$ 501,096	\$ 550,710	\$ 550,710	\$ 538,710
Employee benefits	199,413	214,065	258,983	287,990	287,990	278,490
<b>Total</b>	<b>634,103</b>	<b>675,451</b>	<b>760,079</b>	<b>838,700</b>	<b>838,700</b>	<b>817,200</b>
<b>Materials and Services</b>						
Supplies	68,455	66,543	71,450	79,400	79,400	79,400
Prof and tech serv	121,477	158,917	177,600	183,900	183,900	183,900
Utility services	4,906	3,869	44,059	40,030	40,030	40,030
Fleet services	4,290	4,010	3,380	3,100	3,100	3,100
Repairs & maintenance	13,260	11,924	24,100	22,168	22,168	22,168
Rents & leases	920	602	1,040	750	750	750
Insurance	240	220	5,550	4,389	4,389	4,389
Meeting expenses	279	837	500	500	500	500
Comm svcs programs	-	-	18,500	18,500	18,500	18,500
Employee development	9,808	10,596	16,375	17,700	17,700	17,700
Fees, dues, advertising	12,095	14,998	15,000	9,600	9,600	9,600
Misc. service & supplies	15,869	34,850	60,600	75,700	75,700	75,700
<b>Total</b>	<b>251,599</b>	<b>307,366</b>	<b>438,154</b>	<b>455,737</b>	<b>455,737</b>	<b>455,737</b>
<b>Capital Outlay</b>						
Machinery & equipment	1,156	-	-	-	-	-
<b>Total Department</b>	<b>\$ 886,858</b>	<b>\$ 982,817</b>	<b>\$ 1,198,233</b>	<b>\$ 1,294,437</b>	<b>\$ 1,294,437</b>	<b>\$ 1,272,937</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Charges for services	\$ 13,143	\$ 10,500	\$ 12,000	\$ 9,000	\$ 9,000	\$ 9,000
Interfund charges	602,269	716,968	968,339	911,984	911,984	911,984
Designated contingency	-	-	-	12,000	12,000	12,000
General Fund revenues	271,446	255,349	217,894	361,453	361,453	339,953
<b>Total</b>	<b>\$ 886,858</b>	<b>\$ 982,817</b>	<b>\$ 1,198,233</b>	<b>\$ 1,294,437</b>	<b>\$ 1,294,437</b>	<b>\$ 1,272,937</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

Fees, dues and advertising decrease approximately \$5,000 as the City has withdrawn from the ICMA Performance Measurement Consortium.

Professional services includes \$10,400 to provide a third-party solution for accepting automatic credit card payment for utility bills. With this addition customers will be able to provide an account from which the monthly bill can be automatically paid.

Miscellaneous costs increase by \$26,000 for anticipated credit card acceptance fees. The majority of these costs are related to developer payment of system development charges (SDCs) and the costs are borne by the SDC funds.

City Council reduced personal services by \$21,500 to achieve the Adopted budget level.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</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	Aa3	Aa3	Aa3	Aa3
Deliver efficient, effective financial services	Actual cost to deliver financial services	\$ 875,563	\$ 886,858	\$ 982,817	\$ 1,155,005	\$ 1,272,937
	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	\$ 83,383
	<i>Sewer supported</i>	\$ -	\$ 54,416	\$ 52,201	\$ 55,251	\$ 52,410
	<i>Local Impr. District</i>	\$ 73,920	\$ 64,737	\$ 54,717	\$ 44,211	\$ 32,914
Provide relevant, effective and timely information to users to facilitate decision making processes	Revenue forecasts on major revenues - percentage variance to budget	-0.1%	-0.2%	-5.1%	-5.9%	0.0%
	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%	75%	100%	100%

PERFORMANCE MEASUREMENTS OUTCOME

Financial Integrity: Unqualified opinions, lack of auditor adjustments and awards for both CAFR and budget documents indicate a well run financial system. An improved bond rating by Moody's provides outside evidence of this.

Efficiency and effectiveness: Maintaining a constant cost 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**

The Information Services Departments strives to effectively manage the City’s information and communications technologies. IS maintains the City’s network, phone system, desktop equipment, websites, and applications along with providing training, technology consulting and special project assistance to all City departments. IS also oversees the City’s Geographic Information Systems Program.

In FY 2008-09, the IS Department participated in the following special projects:

- Completed city-wide antivirus and security software upgrade
- Completed project upgrading city phone system software and servers
- Developed and taught in-house software training courses including Windows XP, Excel, PowerPoint, and Outlook
- Conducted Library network redesign in conjunction with the Clackamas County Library System to increase security and manageability and offer faster connectivity, including patron internet access
- Redesigned and implemented enhanced City Intranet
- Aided in the update of the Transit web site for the rollout of new services and the addition of WES

**PROGRAM OBJECTIVES**

1. Utilize current and emerging technologies to reduce costs and create 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. Continue to enhance City websites to provide convenient and cost effective access to information and services **(Council Goal 2)**
6. Guide the GIS program in creating operating efficiencies through the implementation of mapping technologies

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Information Systems Manager	1.00	1.00	1.00	1.00
Information System Assistant II	1.00	1.00	1.00	1.00
Systems Analyst	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 180,034	\$ 185,033	\$ 201,814	\$ 219,370	\$ 219,370	\$ 214,970
Employee benefits	83,201	84,725	102,749	111,720	111,720	107,920
<b>Total</b>	<b>263,235</b>	<b>269,758</b>	<b>304,563</b>	<b>331,090</b>	<b>331,090</b>	<b>322,890</b>
<b>Materials and Services</b>						
Supplies	82,856	74,987	75,790	76,524	76,524	76,524
Prof and tech serv	70,563	74,773	90,685	97,522	97,522	97,522
Utility services	10,182	8,781	9,800	10,585	10,585	10,585
Repairs & maintenance	5,981	4,338	6,600	6,800	6,800	6,800
Meeting expenses	-	149	-	200	200	200
Employee development	1,993	5,873	6,155	6,340	6,340	6,340
Fees, dues, advertising	116	256	200	250	250	250
<b>Total</b>	<b>171,691</b>	<b>169,157</b>	<b>189,230</b>	<b>198,221</b>	<b>198,221</b>	<b>198,221</b>
<b>Capital Outlay</b>						
Machinery & equipment	32,565	-	60,000	37,000	37,000	37,000
<b>Total Department</b>	<b>\$ 467,491</b>	<b>\$ 438,915</b>	<b>\$ 553,793</b>	<b>\$ 566,311</b>	<b>\$ 566,311</b>	<b>\$ 558,111</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Interfund charges	\$ 165,710	\$ 217,715	\$ 301,528	\$ 261,369	\$ 261,369	\$ 261,369
General Fund revenues	301,781	221,200	252,265	304,942	304,942	296,742
<b>Total</b>	<b>\$ 467,491</b>	<b>\$ 438,915</b>	<b>\$ 553,793</b>	<b>\$ 566,311</b>	<b>\$ 566,311</b>	<b>\$ 558,111</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

For FY 09-10, the overall IS budget is status quo. Increases in Professional & Technical Services and Utilities reflect general fluctuations in multi-year licensing agreements and internet contract costs. Professional & Technical Services also increases due to a 2-year software license agreement which will need to be renewed in 2009-2010. An increase in Utilities is caused by a change in staff cell phone usage.

Capital outlay costs have significantly decreased for FY 09-10. These costs typically change with varying equipment replacement needs from year to year.

City Council reduced personal services by \$8,200 to achieve the Adopted budget level.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Identify and track workload indicators	Users supported	154	144	136	141	136
	Personal computers supported	162	178	177	190	190
	Servers supported	22	26	26	27	29
	Other equipment supported	93	95	95	95	78
	Applications supported	80	87	87	85	74
Effectively maintain and support City systems	Network up-time	99.4	99.04	99.47	99.57	99.8
	Customer satisfaction rating per annual survey	Very Good	Excellent	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 higher than the number of users due, in large part, to Library public use computers and Telemetry monitoring PCs. Other equipment supported has fallen as Legacy desktop printers continue to be phased out and the number of mobile devices fluctuates.

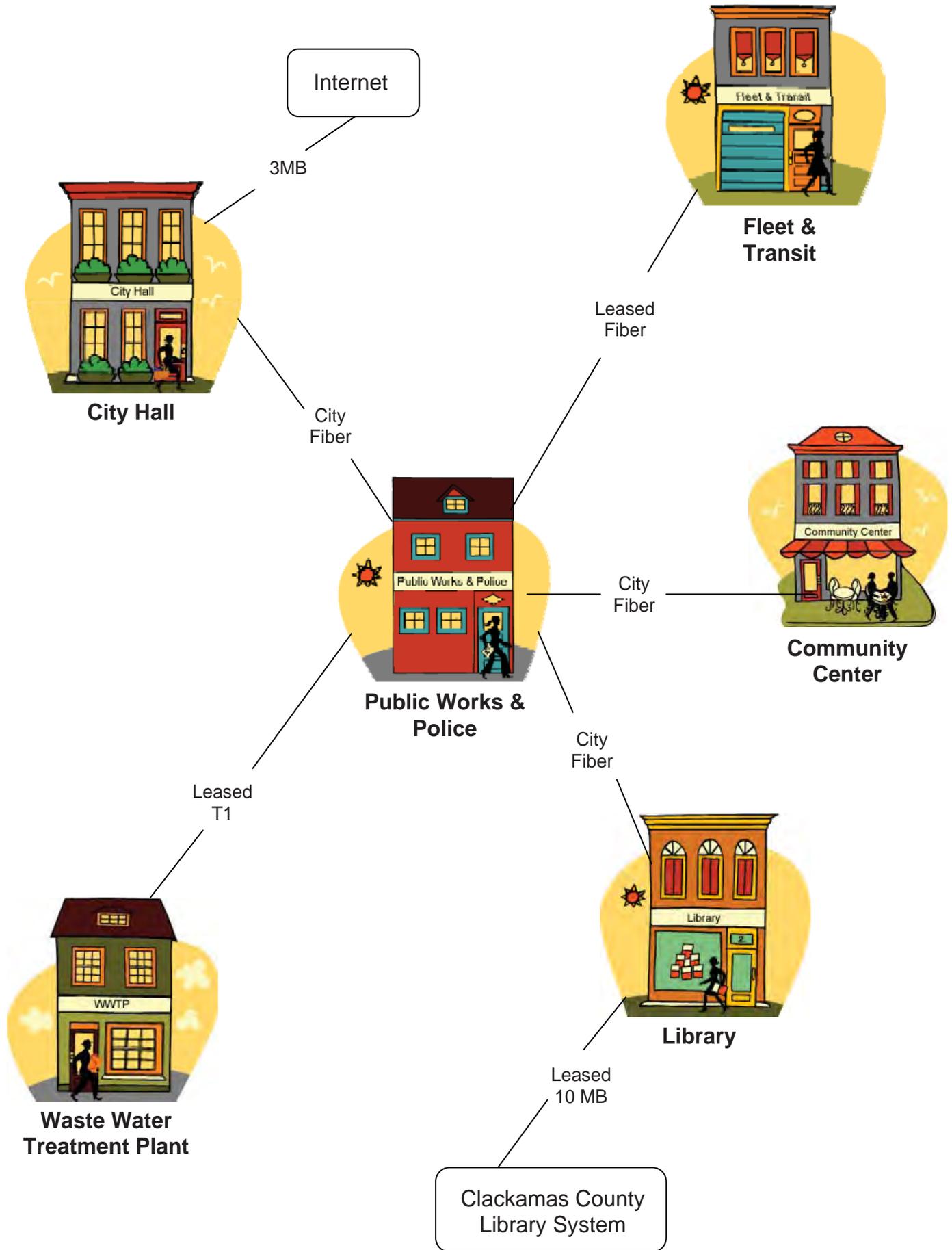
For FY 08-09, network uptime is increasing and the annual survey results remain excellent.

**Did You Know?**

If the 141 attendees of the in-house training offered by IS, had paid to attend the same classes outside the city, it would have cost over \$28,000.

# POLICY & ADMINISTRATION

# information systems



**STATEMENT OF PURPOSE**

The GIS Department creates, maintains and administers 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 2008-09, the GIS Department:

- Included City water, sewer, and stormwater in the interactive mapping and GIS website used by City staff
- Produced a three-volume City infrastructure atlas series containing over 600 individual map pages
- Completed over 200 individual maps for over 120 “special projects” requested by City staff
- 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 (**Council Goal 4**)
2. Develop and maintain GIS data layers (**Council Goal 4**)
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 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
GIS Manager	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.00

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 69,747	\$ 71,673	\$ 74,816	\$ 83,230	\$ 83,230	\$ 82,230
Employee benefits	31,022	35,479	41,656	44,420	44,420	43,620
<b>Total</b>	<b>100,769</b>	<b>107,152</b>	<b>116,472</b>	<b>127,650</b>	<b>127,650</b>	<b>125,850</b>
<b>Materials and Services</b>						
Supplies	7,970	6,070	7,665	7,675	7,675	7,675
Prof and tech serv	42,360	46,072	50,030	50,631	50,631	50,631
Utility services	138	194	210	206	206	206
Employee development	4,102	3,668	5,835	5,000	5,000	5,000
Fees, dues, advertising	2,995	1,391	1,751	1,804	1,804	1,804
<b>Total</b>	<b>57,565</b>	<b>57,395</b>	<b>65,491</b>	<b>65,316</b>	<b>65,316</b>	<b>65,316</b>
<b>Capital Outlay</b>						
Machinery & equipment	44,436	-	-	-	-	-
<b>Total Department</b>	<b>\$ 202,770</b>	<b>\$ 164,547</b>	<b>\$ 181,963</b>	<b>\$ 192,966</b>	<b>\$ 192,966</b>	<b>\$ 191,166</b>

**RESOURCES SUMMARY**

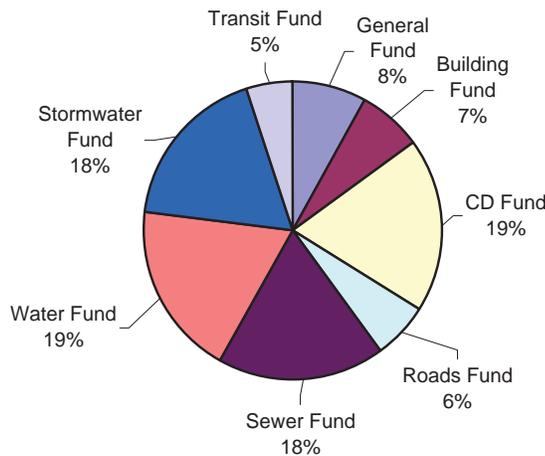
	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Interfund charges	\$ 141,508	\$ 145,614	\$ 163,918	\$ 177,186	\$ 177,186	\$ 177,186
General Fund revenues	61,262	18,933	18,045	15,780	15,780	13,980
<b>Total</b>	<b>\$ 202,770</b>	<b>\$ 164,547</b>	<b>\$ 181,963</b>	<b>\$ 192,966</b>	<b>\$ 192,966</b>	<b>\$ 191,166</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

The GIS budget for FY 09-10 is status quo. An increased work load is anticipated as the GIS program transitions from data capture to data maintenance. In the short term, GIS anticipates the continued use of the State’s prison training program, as well as the use of interns to help maintain the water, sewer and stormwater infrastructure data.

City Council reduced personal services by \$1,800 to achieve the Adopted budget level.

**Estimated FY 09/10 - GIS Use by Fund**



**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Workload indicators	% of survey respondents that use GIS for job duties	n/a	n/a	93%	84%	85%
	% of survey respondents that use online mapping tools	n/a	n/a	49%	74%	75%
Effectiveness indicator	Customer satisfaction rating per annual survey	Very Good	Very Good	Very Good	Excellent	Excellent

**PERFORMANCE MEASUREMENTS OUTCOME**

The third annual survey yields the performance measure outcomes seen above. In total, 31 were returned which was an overall decrease from the previous year's survey. Additional methods of surveying staff, including online options and direct solicitation, will be used next year in order to increase total survey responses. For those that have had experience with GIS, the average satisfaction rating was 4.8 out of 5. Over 50% indicated their need for additional training as "high". Additional training and outreach will be conducted in the upcoming year.

**Did You Know?**

FEMA floodplain maps were updated with data provided by Wilsonville GIS and adopted by the City Council in 2008.



**STATEMENT OF PURPOSE**

The City Attorney is appointed by, and reports directly to, 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

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 236,952	\$ 242,684	\$ 264,348	\$ 281,740	\$ 281,740	\$ 275,240
Employee benefits	102,811	103,721	123,684	131,780	131,780	130,380
<b>Total</b>	<b>339,763</b>	<b>346,405</b>	<b>388,032</b>	<b>413,520</b>	<b>413,520</b>	<b>405,620</b>
<b>Materials and Services</b>						
Supplies	6,785	7,135	9,650	8,600	8,600	8,600
Prof and tech serv	29,398	33,877	35,000	35,000	35,000	35,000
Utility services	600	582	620	618	618	618
Meeting expenses	-	-	-	100	100	100
Employee development	7,361	8,385	9,800	10,000	10,000	10,000
Fees, dues, advertising	2,530	1,904	3,560	3,320	3,320	3,320
<b>Total</b>	<b>46,674</b>	<b>51,883</b>	<b>58,630</b>	<b>57,638</b>	<b>57,638</b>	<b>57,638</b>
<b>Total Department</b>	<b>\$ 386,437</b>	<b>\$ 398,288</b>	<b>\$ 446,662</b>	<b>\$ 471,158</b>	<b>\$ 471,158</b>	<b>\$ 463,258</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Taxes	\$ 120,000	\$ 125,000	\$ 125,000	\$ 90,000	\$ 90,000	\$ 90,000
Interfund charges	125,594	186,090	176,354	129,133	129,133	129,133
General Fund revenues	140,843	87,198	145,308	252,025	252,025	244,125
<b>Total</b>	<b>\$ 386,437</b>	<b>\$ 398,288</b>	<b>\$ 446,662</b>	<b>\$ 471,158</b>	<b>\$ 471,158</b>	<b>\$ 463,258</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

FY 2009-10 includes a summer/academic year work-study position through the Law School federal work study program. The intern position is funded in part by the City and part by the Law School. It has proven to be successful in the past and will assist with the volume of research and special projects in FY 2009-10.

The use of outside legal counsel varies from year to year. Given the variety of issues anticipated in FY 2009-10, this line item has again been budgeted.

City Council reduced personal services by \$7,900 to achieve the Adopted budget level.

**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, employ individuals 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, help managers develop and implement long-term solutions

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Assistant City Manager	1.00	1.00	1.00	1.00
Sr. Human Resource Analyst	1.00	0.00	0.00	0.00
HR Manager	0.00	1.00	1.00	1.00
Rotating Clerk	0.70	0.00	0.00	0.00
HR Assistant	0.00	0.70	0.74	0.74
Intern (High School)	0.20	0.20	0.08	0.08
	<b>2.90</b>	<b>2.90</b>	<b>2.82</b>	<b>2.82</b>

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 172,797	\$ 194,490	\$ 202,722	\$ 229,130	\$ 229,130	\$ 224,230
Employee benefits	69,016	79,711	105,624	116,830	116,830	114,130
<b>Total</b>	<b>241,813</b>	<b>274,201</b>	<b>308,346</b>	<b>345,960</b>	<b>345,960</b>	<b>338,360</b>
<b>Materials and Services</b>						
Supplies	1,597	1,855	2,570	2,700	2,700	2,700
Prof and tech serv	13,731	58,016	32,500	35,500	35,500	35,500
Utility services	759	631	1,220	1,220	1,220	1,220
Insurance	113,865	117,742	115,600	115,000	115,000	115,000
Employee development	53,163	40,813	49,600	54,000	54,000	54,000
Fees, dues, advertising	1,345	1,348	1,700	1,700	1,700	1,700
Flex plan admin	3,590	3,515	7,795	3,600	3,600	3,600
Recognition expenses	1,330	1,375	1,600	1,600	1,600	1,600
Meeting expenses	8,013	8,615	8,500	11,500	11,500	11,500
<b>Total</b>	<b>197,393</b>	<b>233,910</b>	<b>221,085</b>	<b>226,820</b>	<b>226,820</b>	<b>226,820</b>
<b>Total Department</b>	<b>\$ 439,206</b>	<b>\$ 508,111</b>	<b>\$ 529,431</b>	<b>\$ 572,780</b>	<b>\$ 572,780</b>	<b>\$ 565,180</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Taxes	\$ 120,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -
Interfund charges	181,983	173,562	246,797	160,215	160,215	160,215
General Fund revenues	137,223	209,549	282,634	412,565	412,565	404,965
<b>Total</b>	<b>\$ 439,206</b>	<b>\$ 508,111</b>	<b>\$ 529,431</b>	<b>\$ 572,780</b>	<b>\$ 572,780</b>	<b>\$ 565,180</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

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.

City Council reduced personal services by \$7,600 to achieve the Adopted budget level.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</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)	141	145	146	156	163.15
	Full-time recruitments	13	10	10	6	6
	Turnover rate (Full Time)	5%	7%	7%	4%	5%
	Percentage of FTEs that pass probationary period	95%	99%	98%	99%	99%
Minimize work-related accidents and maintain an excellent safety record	Number of workers' compensation claims	8	8	10	5	7
	Number of time loss days due to workers compensation injuries	10	129	21	28	20
	Total paid losses	\$7,889	\$15,000	\$6,631	\$17,800	\$10,000
	Experience modification history	1.03	0.87	0.82	0.76	0.76

PERFORMANCE MEASUREMENTS OUTCOME

The employee Safety Committee continues to be active in promoting a safe work environment which resulted in a decrease in worker's comp injuries. Our experience modification was .76 in 2008-09 and we expect it to remain at the same level in 2009-10.

In 2008, the city did 15 recruitments including seasonal and temporary positions. This is slightly below average based upon the last three year history.

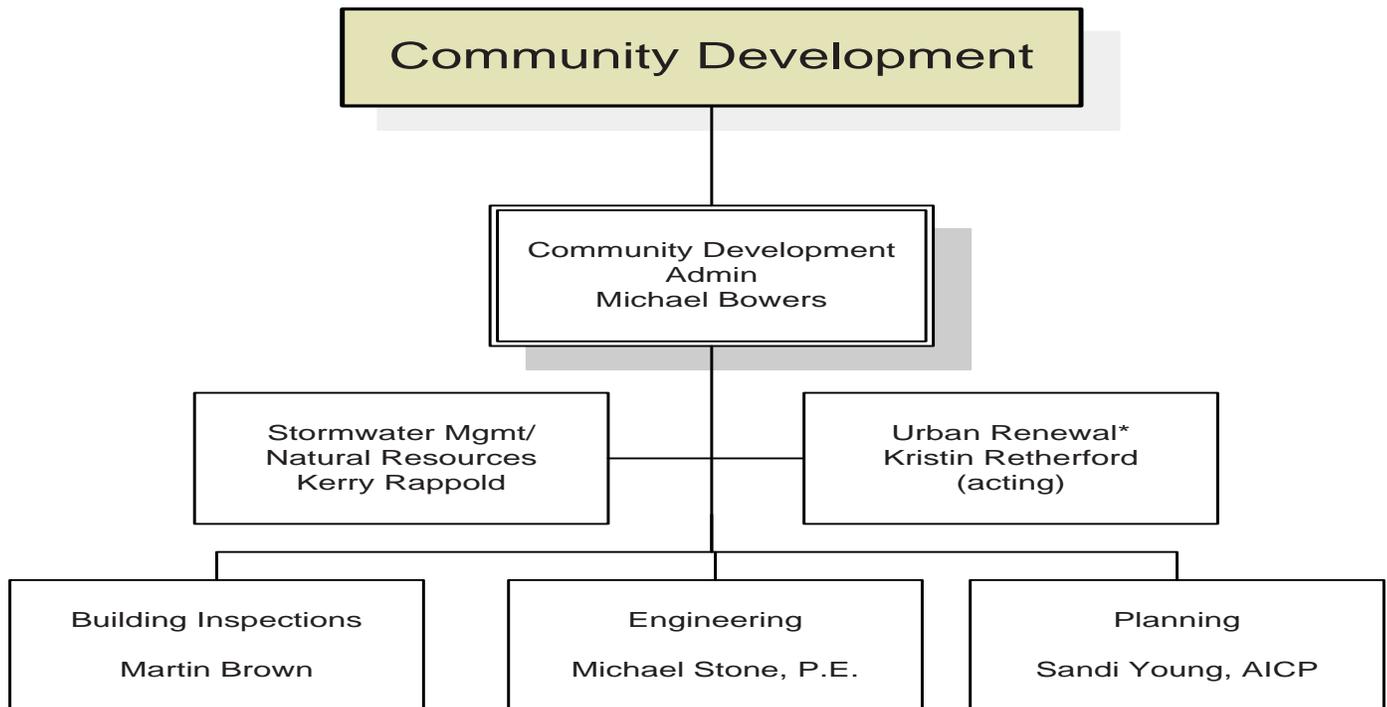
**Did You Know?**

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, Public Works Infrastructure Design and Construction**
- **Planning, Development Applications and Code Enforcement**
- **Urban Renewal and Real Estate**
- **Natural Resources/Stormwater Management**
- **Community Development - Long-Range Infrastructure Planning and Financing**



\* For the Urban Renewal budget, see page 267.

# COMMUNITY DEVELOPMENT

## INTERESTING FACTS

### Engineering

The Boeckman Road Extension Project was recognized as the APWA's (American Public Works Association - Oregon Chapter) Transportation Project of the Year and received the Engineering Executive Honor Award 2008 from the ACEC (American Council of Engineering Companies of Oregon). The APWA Award makes the project eligible for the national award in the transportation category.

### Building Inspections

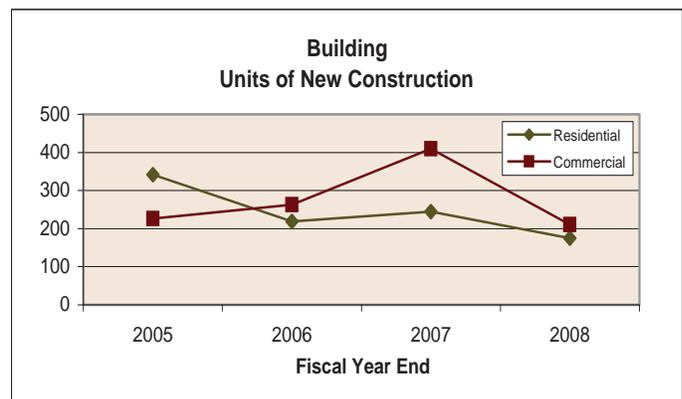
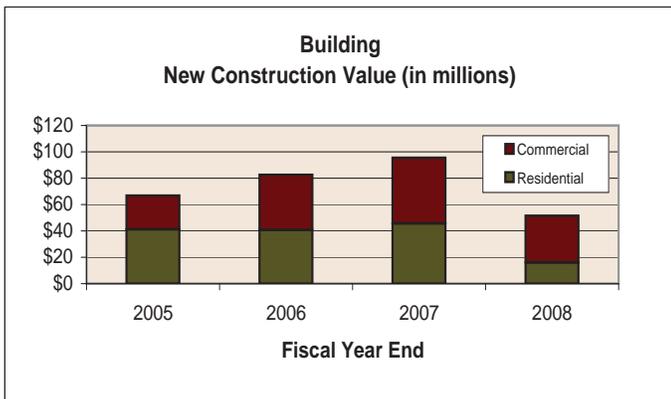
Starting April 1, 2010, the new State Commercial Energy Code will go into effect which will require commercial buildings to reduce energy consumption by thirty percent.

### Planning

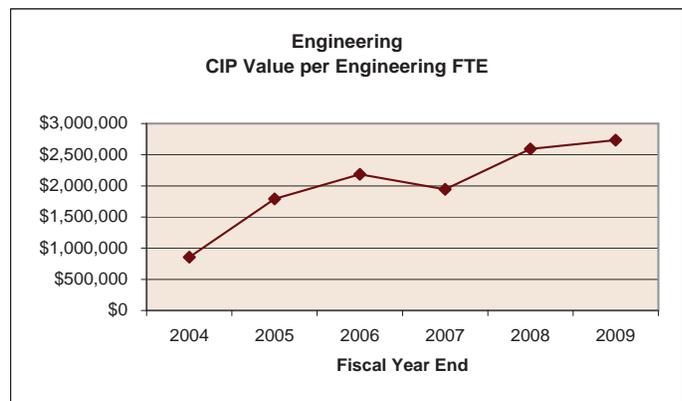
The Fred Meyer site contains 172 trees over 6" diameter breast height (DBH), of which 33 larger native trees are being incorporated into the development plans. Fred Meyer/Gramor are adding 320 trees and incorporating stately canopy trees such as scarlet oaks in view corridors. These canopy trees will create human scale spaces and provide climate moderation onsite as they mature. A single tree produces approximately 260 pounds of oxygen in a year. Two trees supply enough oxygen annually to support a family of four. Three hundred twenty trees supply about 83,000 pounds of oxygen annually or enough for 160 families. One tree can absorb as much carbon in a year as a car produces while driving 26,000 miles.

### Stormwater Management

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



- Planning Master Plans Completed**
- 2005** Villebois Village & Code Amendments
  - 2006** Wastewater Facility  
Bike & Pedestrian  
Transportation System Updates
  - 2007** Coffee Creek  
Parks & Recreation  
Goal 9 Economic Opportunities Analysis
  - 2008** Transit
  - 2009** Old Town Neighborhood\*  
Frog Pond Concept\*  
Stormwater\*  
Wastewater Update
- \* 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 Stormwater Master Plan financing elements
2. Complete updates to the Water SDCs and user rates
3. Develop procurement plan, RFP and update finance strategy for the WWTP expansion project
4. Continue planning and implementing a strategy to serve Sherwood with Willamette Water (**Council Goal 4**)
5. Create Development Agreements to support capital program goals
6. Plan and implement financing and infrastructure programs to support Villebois
7. Real property acquisitions to support the City’s infrastructure projects
8. Concept planning for the Frog Pond area, the Villebois School Site and Advance Road School Site (**Council Goal 1**)
9. Liaison with ODOT for project development at the City’s interfaces with I-5 (**Council Goal 1**)
10. Implement Council priorities on affordable housing (**Council Goals 1, 3**)
11. Complete the assessment of the Old Town Master Plan
12. Design and fund the I-5/Wilsonville Road Improvement Project to alleviate congestion (**Council Goal 1**)
13. Implement project recommendations for the recently adopted Parks and Recreation Master Plan and the Bicycle/Pedestrian Master Plan (**Council Goal 1**)
14. Publish 5-Year CIP Strategy (**Council Goal 1**)
15. Accomplish important wetland enhancement and habitat restoration projects, providing environmental education and outreach to the community – adopting low impact development practices (**Council Goal 2**)

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Community Development Director	1.00	1.00	1.00	1.00
Project Coordinator	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	1.00
Receptionist/Permit Clerk	1.00	0.00	0.00	0.00
Administrative Specialist I	0.00	1.00	1.00	1.00
Urban Renewal Project Manager	1.00	1.00	1.00	1.00
Redevelopment Director	0.70	1.00	1.00	1.00
Special Projects Manager	0.50	0.50	0.40	0.40
Natural Resource Intern	0.00	0.25	0.00	0.00
Environmental Education Specialist	0.00	0.00	1.00	1.00
Natural Resource Program Manager	1.00	1.00	1.00	1.00
	<b>7.20</b>	<b>7.75</b>	<b>8.40</b>	<b>8.40</b>

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 494,789	\$ 495,592	\$ 596,633	\$ 623,260	\$ 623,260	\$ 623,260
Employee benefits	199,473	227,677	306,785	301,860	301,860	301,860
<b>Total</b>	<b>694,262</b>	<b>723,269</b>	<b>903,418</b>	<b>925,120</b>	<b>925,120</b>	<b>925,120</b>
<b>Materials and Services</b>						
Supplies	63,763	56,479	53,200	51,000	51,000	51,000
Prof and tech serv	28,062	55,278	83,690	77,000	77,000	77,000
Utility services	5,195	3,898	44,179	39,991	39,991	39,991
Fleet services	3,990	3,930	3,490	3,320	3,320	3,320
Repairs & maintenance	6,451	7,153	23,235	28,302	28,302	28,302
Rents & leases	38,901	20,983	12,305	175	175	175
Insurance	328	312	5,660	4,452	4,452	4,452
Meeting expenses	4,161	4,817	4,700	4,700	4,700	4,700
Employee development	11,430	9,587	6,250	6,250	6,250	6,250
Fees, dues, advertising	176	30	1,250	1,000	1,000	1,000
<b>Total</b>	<b>162,457</b>	<b>162,467</b>	<b>237,959</b>	<b>216,190</b>	<b>216,190</b>	<b>216,190</b>
<b>Total Department</b>	<b>\$ 856,719</b>	<b>\$ 885,736</b>	<b>\$ 1,141,377</b>	<b>\$ 1,141,310</b>	<b>\$ 1,141,310</b>	<b>\$ 1,141,310</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Interfund charges	\$ 662,860	\$ 1,124,797	\$ 1,140,815	\$ 1,210,101	\$ 1,210,101	\$ 1,210,101
CD Fund revenues	193,859	-	562	-	-	-
<b>Total</b>	<b>\$ 856,719</b>	<b>\$ 1,124,797</b>	<b>\$ 1,141,377</b>	<b>\$ 1,210,101</b>	<b>\$ 1,210,101</b>	<b>\$ 1,210,101</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

The budget for FY 2009-10 is status quo.

**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. Complete the IAMP (Interchange Area Management Plan), PE (Preliminary Engineering), FE (Final Engineering), right-of-way acquisition and commence construction of the I-5/Wilsonville Road Interchange Reconstruction by the Spring of 2010 (construction scheduled for completion in 2012) **(Council Goal 1)**
2. Continue to partner with Sherwood in the design and construction of mainline pipelines, flow control/metering facilities and the operation/maintenance of these facilities as well as the Willamette River Water Treatment Plant
- Negotiate with ODOT to produce IGAs (Intergovernmental Agreements) and plans/specifications for ‘shovel ready’ projects for the Kinsman Road Extension, Barber Street Extension, Tooze Road Reconstruction and the 95th/Boones Ferry/Commerce Circle Reconstruction **(Council Goal 4)**
3. In cooperation with the City’s owner’s representative, complete Phases #1 & #2 of the DBO (Design, Build, Operate) selection process and select the DBO firm for the City’s wastewater treatment plan expansion by April 2010
4. Complete the design and construction of the improvements along Boones Ferry Road (Wilsonville Road to Bailey Street) and along Wilsonville Road (from the railroad tracks east to Boones Ferry Road) by November 1, 2010
5. Participate in and/or complete the installation of the necessary utility infrastructure for the planned new school along Tooze Road
6. Support private development through review and inspection of projects ranging from sidewalk repairs to large scale developments **(Council Goal 1)**
7. Complete the design and construction of smaller capital projects as may be required

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
City Engineer	1.00	1.00	1.00	1.00
Deputy City Engineer	2.00	2.00	2.00	2.00
Civil Engineer	1.00	1.00	1.00	1.00
Senior Engineering Technician	4.00	5.00	5.00	5.00
GIS and Mapping Technician	1.00	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	1.00	1.00
	<b>10.00</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Personal Services						
Salaries and wages	\$ 479,002	\$ 659,906	\$ 762,078	\$ 787,750	\$ 787,750	\$ 787,750
Employee benefits	235,396	304,973	414,006	435,990	435,990	435,990
Total	714,398	964,879	1,176,084	1,223,740	1,223,740	1,223,740
Materials and Services						
Supplies	23,416	42,799	31,300	32,239	32,239	32,239
Prof and tech serv	117,714	136,071	153,300	153,399	153,399	153,399
Utility services	15,257	5,101	9,830	10,040	10,040	10,040
Fleet services	17,150	18,320	19,760	20,170	20,170	20,170
Repairs & maintenance	2,910	4,860	2,400	2,472	2,472	2,472
Rents & leases	-	10,000	11,100	11,133	11,133	11,133
Insurance	1,741	1,598	1,910	2,224	2,224	2,224
Meeting expenses	244	655	1,200	1,236	1,236	1,236
Employee development	11,137	17,318	19,000	19,570	19,570	19,570
Fees, dues, advertising	4,249	6,633	5,500	5,657	5,657	5,657
Total	193,818	243,355	255,300	258,140	258,140	258,140
Capital Outlay						
Vehicles	-	19,605	-	-	-	-
Total Department	\$ 908,216	\$ 1,227,839	\$ 1,431,384	\$ 1,481,880	\$ 1,481,880	\$ 1,481,880

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Charges for services	\$ 26,024	\$ 77,715	\$ 52,500	\$ 52,500	\$ 52,500	\$ 52,500
Interfund charges	700,091	1,463,280	1,149,885	1,200,380	1,200,380	1,200,380
Permits	395,048	479,343	312,000	229,000	229,000	229,000
Total	\$ 1,121,163	\$ 2,020,338	\$ 1,514,385	\$ 1,481,880	\$ 1,481,880	\$ 1,481,880

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

Reflective with the downturn in privately financed construction related projects, many Engineering Department staff are now focused on those projects in the City’s Capital Improvement Program. With more work directed towards publicly funded CIP projects, the level of internal fees collected has offset the drop in fees collected in conjunction with private construction.

**STATEMENT OF PURPOSE**

The Building Inspections Department administers and enforces the State of Oregon’s Building, Plumbing, Mechanical, and Fire/Life Safety codes as adopted by local ordinance. Building Inspections also enforces those portions of the Wilsonville City Code as related to nuisance abatement and construction work standards. This department conducts 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 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Building Official	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Administrative Specialist I	0.20	0.20	0.25	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	0.15	0.15	0.10	0.10
	<b>6.35</b>	<b>6.35</b>	<b>6.35</b>	<b>6.35</b>

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 350,592	\$ 368,299	\$ 405,730	\$ 423,130	\$ 423,130	\$ 423,130
Employee benefits	171,060	177,021	212,808	226,740	226,740	226,740
<b>Total</b>	<b>521,652</b>	<b>545,320</b>	<b>618,538</b>	<b>649,870</b>	<b>649,870</b>	<b>649,870</b>
<b>Materials and Services</b>						
Supplies	10,117	7,240	14,735	11,000	11,000	11,000
Prof and tech serv	28,760	18,381	22,095	21,360	21,360	21,360
Utility services	3,823	3,926	3,999	4,064	4,064	4,064
Fleet services	14,370	16,140	19,020	18,870	18,870	18,870
Rents & leases	-	10,000	-	-	-	-
Insurance	1,179	1,065	1,220	1,127	1,127	1,127
Meeting expenses	-	-	-	-	-	-
Employee development	8,367	5,454	8,500	8,750	8,750	8,750
Fees, dues, advertising	1,545	505	2,333	2,400	2,400	2,400
<b>Total</b>	<b>68,161</b>	<b>62,711</b>	<b>71,902</b>	<b>67,571</b>	<b>67,571</b>	<b>67,571</b>
<b>Capital Outlay</b>						
Machinery & equipment	8,539	-	-	-	-	-
<b>Total Department</b>	<b>\$ 598,352</b>	<b>\$ 608,031</b>	<b>\$ 690,440</b>	<b>\$ 717,441</b>	<b>\$ 717,441</b>	<b>\$ 717,441</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Permits	\$ 801,077	\$ 955,566	\$ 674,971	\$ 554,860	\$ 554,860	\$ 554,860
Operating reserve	-	-	-	162,581	162,581	162,581
<b>Total</b>	<b>\$ 801,077</b>	<b>\$ 955,566</b>	<b>\$ 674,971</b>	<b>\$ 717,441</b>	<b>\$ 717,441</b>	<b>\$ 717,441</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 2009-10**

The Building Division is not recommending a fee increase this next fiscal year to which we annually review and is based on the Portland/Salem Consumer Cost Index. The Division has been very successful in maintaining a healthy contingency fund for the purpose of a downturn in the economy and a drop off in construction starts. In the event the proposed building projects are not constructed within the next fiscal year as represented in this budget, the Building Division will evaluate both our current staff levels and the operating budget to ensure adequate funding.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</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	7,300	8,500	6,527	4,700	4,500
	Percentage completed within strategy	100%	100%	63%	68%	100%
Performance of Building webpages	Percentage of use	n/a	n/a	n/a	49%	78%

**PERFORMANCE MEASUREMENTS OUTCOME**

The Building Inspections Department achieved its projected goals and will be marketing utilization of the statewide epermitting program available on the web; this will encourage the use of the web permits and will allow the city to offer the same services as other jurisdictions within the Tri-County area.



## 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 implementing regulations and programs. 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 of approved developments including Villebois. They administer the City’s Tree Preservation and Protection Ordinance including permitting and monitoring tree preservation and protection during development, as well as violations in the general community.

Long-range planning works with citizens, staff, boards and commissions and regional and state 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 and state agencies on plans such as the Tonquin Trail and the Graham Oaks Nature Park. Long-range planners provide technical oversight in regional processes such as establishment of rural and urban reserves and the Metro Urban Growth Boundary. They manage the City’s Tree Fund and coordinate the City’s Tree City USA designations each year, as well as the heritage tree program and urban forestry education for the community.

## PROGRAM OBJECTIVES

1. Implement City Council Smart Growth goals and objectives (**Council Goal 2**)
2. Complete Periodic Review and receive final acknowledgment by DLCD/LCDC including adoption of the Urban Growth Management Agreement with Clackamas County and completion of Goal 10 compliant housing program for the City including an affordable housing component (**Council Goals 1, 3**)
3. Complete and adopt the Old Town Neighborhood Plan, implementing ordinances and historic designations acceptable to all parties (**Council Goals 1, 2**)
4. Work with others to complete the Frog Pond Master Plan including an affordable housing component (**Council Goals 1, 3**)
5. Assist with adoption of the Stormwater Management Plan and associated plan and code amendments necessary to reach compliance with Metro Title - 13 Nature in Neighborhoods (**Council Goal 1**)
6. Investigate and innovative development strategies such as: a design competition for the old SMART facility on Wilsonville Road as a live/work development or other innovative reuse of the site and/or finding a willing lot owner and quality pre-fab housing manufacturer to develop an affordable housing test project, perhaps on the Thunderbird Mobile Club site, and/or working with the city and business owners to identify ways to ensure high occupancy and vitality in our commercial centers (**Council Goals 1, 2, 3, 4**)
7. Facilitate infrastructure improvements in Coffee Creek I to create living wage job opportunities (**Council Goal 4**)

### FULL TIME EQUIVALENT POSITIONS

Position	Adopted	Adopted	Adopted	Adopted
	2006-07	2007-08	2008-09	2009-10
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	2.00	2.00	2.00	2.00
Assistant Planner	1.00	1.00	1.00	1.00
Project Coordinator	1.00	1.00	1.00	0.00
Administrative Assistant I	0.00	0.00	0.00	1.00
Administrative Assistant II	1.00	1.00	1.00	1.00
Administrative Specialist I	0.30	0.50	0.50	0.50
	<b>8.30</b>	<b>8.50</b>	<b>8.50</b>	<b>8.50</b>

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 466,126	486,073	546,640	\$ 572,700	\$ 572,700	\$ 572,700
Employee benefits	203,024	209,707	263,620	266,270	266,270	266,270
<b>Total</b>	<b>669,150</b>	<b>695,780</b>	<b>810,260</b>	<b>838,970</b>	<b>838,970</b>	<b>838,970</b>
<b>Materials and Services</b>						
Supplies	9,940	3,079	15,946	15,185	15,185	15,185
Prof and tech serv	107,326	80,264	94,069	77,933	77,933	77,933
Utility services	1,775	1,846	1,660	1,645	1,645	1,645
Fleet services	-	-	500	1,570	1,570	1,570
Rents & leases	-	10,000	-	-	-	-
Insurance	-	-	250	304	304	304
Meeting expenses	-	643	-	800	800	800
Employee development	5,128	10,013	10,057	10,057	10,057	10,057
Fees, dues, advertising	13,459	4,641	10,060	8,060	8,060	8,060
<b>Total</b>	<b>137,628</b>	<b>110,486</b>	<b>132,542</b>	<b>115,554</b>	<b>115,554</b>	<b>115,554</b>
<b>Capital Outlay</b>						
Vehicles	-	-	13,500	-	-	-
<b>Total Department</b>	<b>\$ 806,778</b>	<b>\$ 806,266</b>	<b>\$ 956,302</b>	<b>\$ 954,524</b>	<b>\$ 954,524</b>	<b>\$ 954,524</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Permits	\$ 236,576	\$ 269,510	\$ 253,693	\$ 303,536	\$ 303,536	\$ 303,536
Interfund charges	150,000	240,000	254,000	114,000	114,000	114,000
Intergovernmental	20,000	13,000	15,000	15,000	15,000	15,000
CD Fund revenues	400,202	283,756	433,609	521,988	521,988	521,988
<b>Total</b>	<b>\$ 806,778</b>	<b>\$ 806,266</b>	<b>\$ 956,302</b>	<b>\$ 954,524</b>	<b>\$ 954,524</b>	<b>\$ 954,524</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

The Planning budget for FY 09/10 is status quo.

**STATEMENT OF PURPOSE**

The Stormwater Management Department aims to manage both the quantity and quality of stormwater runoff in order to assure adequate drainage and protection of local stream habitats.

The Stormwater Management program at a glance:

- Our City’s stormwater management program emphasizes the use of non-structural methods (i.e. best management practices) which focus on controlling runoff and pollution at the source.
- The publicly maintained stormwater system drains approximately 5,148 acres, has 12 major outfalls and contains 27 miles of culverts, ditches, and swales, 59 miles of pipes, 1,697 catch basins, 1723 manholes including pollution control manholes and 7 structural controls (retention/detention ponds).
- Staff checks for illicit discharges to the stormwater 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 496 stormwater catch basins.
- The City is currently negotiating the third 5-year permit issued by the Department of Environmental Quality, has completed temperature and bacteria programs for the Willamette River and is currently working on a mercury compliance program.

The City’s stormwater 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 stormwater system (**Council Goal 2**)
2. Review stormwater management activities and make refinements as needed to support the recommendations of the Stormwater Master Plan (**Council Goal 2**)
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 (**Council Goal 2**)
4. Provide ongoing baseline monitoring to detect significant changes of the water quality associated with local non-point source discharges (**Council Goal 2**)

**FULL TIME EQUIVALENT POSITIONS\***

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Stormwater Management Coordinator	0.00	0.00	1.00	1.00
	0.00	0.00	1.00	1.00

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

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ -	\$ -	\$ 58,707	\$ 58,210	\$ 58,210	\$ 58,210
Employee benefits	-	-	31,026	32,220	32,220	32,220
<b>Total</b>	<b>-</b>	<b>-</b>	<b>89,733</b>	<b>90,430</b>	<b>90,430</b>	<b>90,430</b>
<b>Materials and Services</b>						
Supplies	-	-	2,550	2,550	2,550	2,550
Prof and tech serv	-	-	30,500	25,500	25,500	25,500
Utility services	-	-	860	650	650	650
Fleet services	-	-	3,360	3,192	3,192	3,192
Repairs & maintenance	-	-	26,250	26,250	26,250	26,250
Insurance	-	-	340	-	-	-
Comm svcs programs	-	-	9,000	9,000	9,000	9,000
Employee development	-	-	1,100	1,100	1,100	1,100
Fees, dues, advertising	-	-	500	500	500	500
<b>Total</b>	<b>-</b>	<b>-</b>	<b>74,460</b>	<b>68,742</b>	<b>68,742</b>	<b>68,742</b>
<b>Total Department</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 164,193</b>	<b>\$ 159,172</b>	<b>\$ 159,172</b>	<b>\$ 159,172</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Charges for services	\$ -	\$ -	\$ 164,193	\$ 159,172	\$ 159,172	\$ 159,172
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 164,193</b>	<b>\$ 159,172</b>	<b>\$ 159,172</b>	<b>\$ 159,172</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

The budget for Stormwater Management is status quo for FY 09-10.

PERFORMANCE MEASUREMENTS

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Quarterly monitoring for 12 water quality parameters in Boeckman and Coffee Lake creeks	Number of problems noted and addressed	8	6	8	8	8
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.				

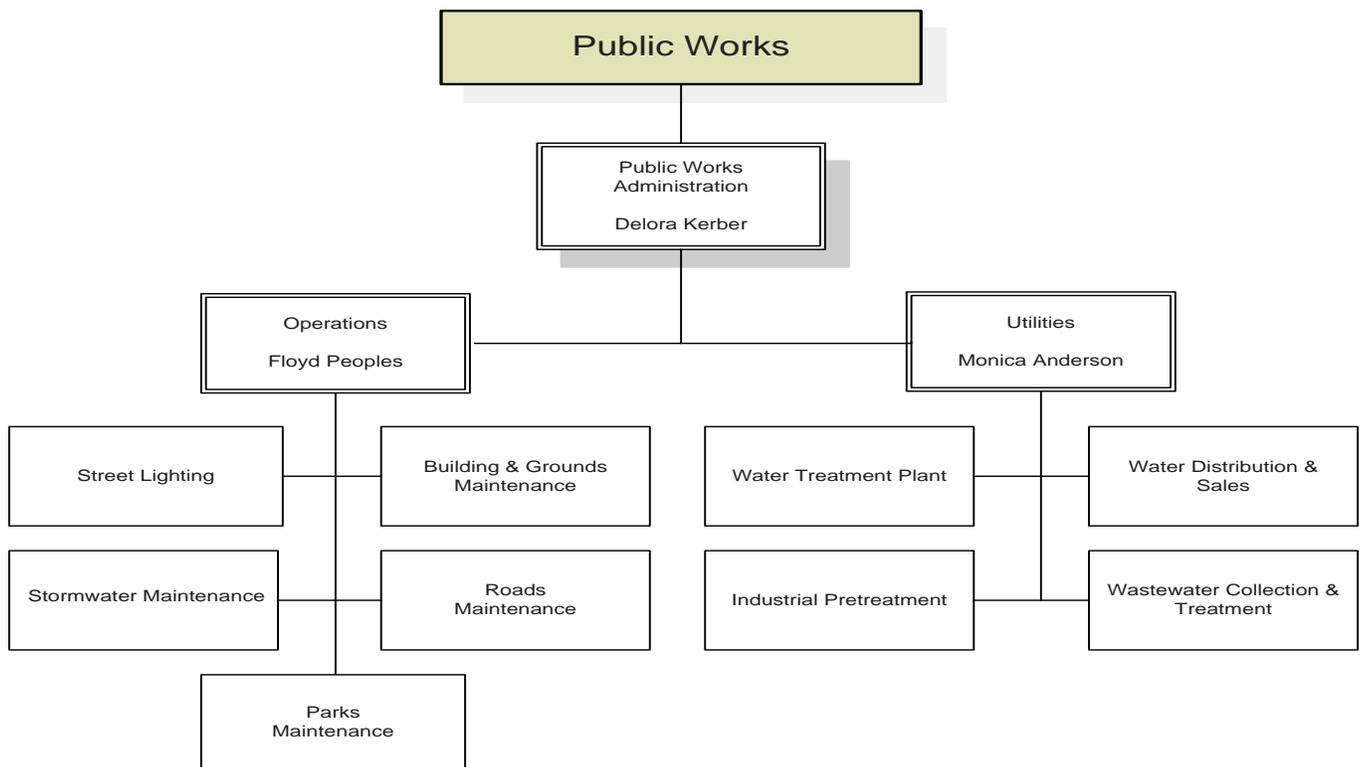
PERFORMANCE MEASUREMENTS OUTCOME

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

# PUBLIC WORKS

This department is composed of divisions that provide essential services and quality solutions which allows 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**
- **Stormwater Maintenance**



# PUBLIC WORKS

## INTERESTING FACTS

### *Building and Grounds*

The Tauchman House located in Boones Ferry Park was built in the 1870's. It began as a two room cabin and remained as such until the early 1900's when it was remodeled and expanded. In 1909 Capt. Emil Tauchman, Pilot of the Boones Ferry, moved into the house which served as his family residence for the next 30 years. The house underwent another remodel in 1948. In 1971 the City purchased the property and the house served as City Hall for five years. Recently the house was remodeled and upgraded again. It currently is used as community event space which can be reserved for use through the Community Services Department.

### *Parks Maintenance*

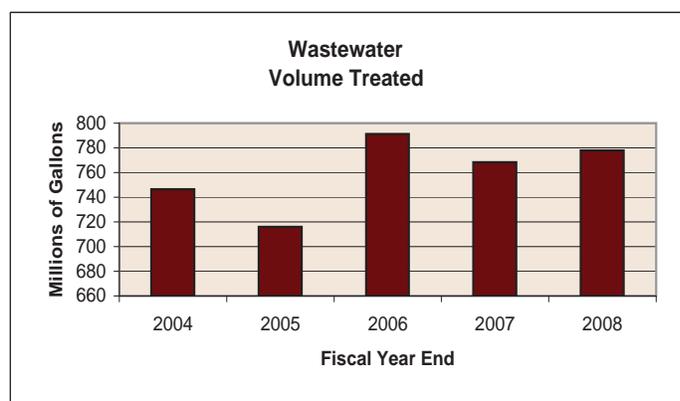
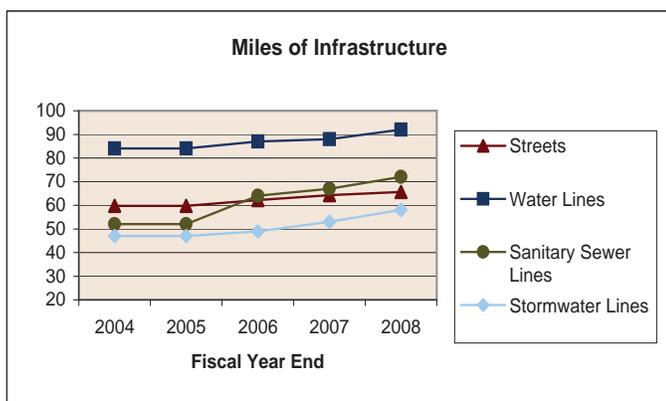
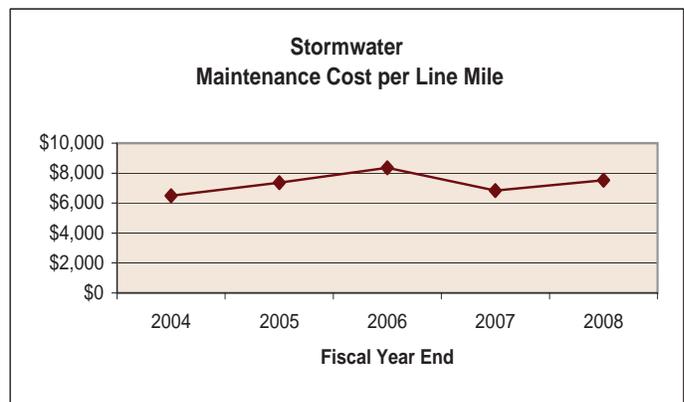
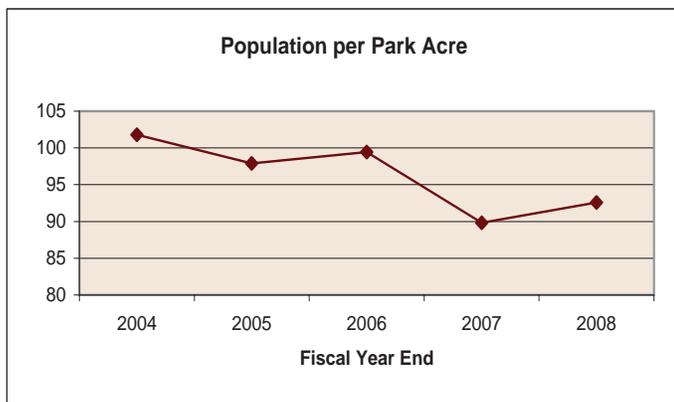
The Maintenance Barn located in Memorial Park (not to be confused with the Boozier Barn located in Murase Plaza) was originally located in the Daydream Ranch neighborhood. Around 1978 the barn was moved from Daydream Ranch to Memorial Park and is currently used for parks maintenance operations. The barn now has a new look and should be a source of pride for the community due to its history and its utilitarian cost effectiveness.

### *Industrial Pretreatment*

In 2008, Wilsonville Code Chapter 8, Environment, was revised to incorporate Environmental Protection Agency (EPA) streamlining rules for the Pretreatment Program. The Pretreatment Permit format and Enforcement Response Plan were also modified.

### *Stormwater Maintenance*

Due to proactive measures taken by City stormwater maintenance personnel to eliminate blockages in the storm drainage system, there were no major road or street flooding incidents in 2008.





**STATEMENT OF PURPOSE**

Public Works Administration provides overall management, administrative support and planning for the day-to-day operation and maintenance of the City’s infrastructure and properties while serving the community with pride.

Services provided by the Public Works Department include:

- Water treatment
- Stormwater maintenance
- Street lighting
- Road maintenance
- Emergency support services
- Wastewater treatment
- Water distribution
- Building maintenance
- Grounds maintenance
- Parks maintenance
- Wastewater collections
- Industrial Pretreatment

**PROGRAM OBJECTIVES**

1. Actively participate in the planning and design of the wastewater treatment plant upgrade
2. Provide support to community events (*Council Goal 1, 2*)
  - a. Celebrate Oregon 150 - parade and Festival of Arts
  - b. Annual Boozier Barn celebration
  - c. Community festivals
  - d. Public art displays
  - e. WERK (Wilsonville Environmental Resource Keepers) Day
3. Coordinate the City’s emergency preparedness program including training, emergency operations exercises, equipment, supplies and inter-agency mutual-aid (*Council Goal 2*)
4. Promote citizen awareness of services provided by Public Works through the celebration of National Public Works Week (third week in May) and American Drinking Water Week (first week of May)
5. Participate in relevant local, state and regional task forces, committees and associations
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 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Public Works Director	1.00	1.00	1.00	1.00
Operations Manager	1.00	1.00	1.00	1.00
Utility Manager	0.00	0.00	0.00	1.00
Operations Chief	1.00	1.00	1.00	0.00
Public Works Administrative Analyst	1.00	1.00	1.00	1.00
Administrative Specialist II	1.00	1.00	1.00	1.00
	5.00	5.00	5.00	5.00

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 276,198	\$ 313,429	\$ 344,165	\$ 379,080	\$ 379,080	\$ 371,080
Employee benefits	127,752	156,642	187,488	201,130	201,130	195,930
<b>Total</b>	<b>403,950</b>	<b>470,071</b>	<b>531,653</b>	<b>580,210</b>	<b>580,210</b>	<b>567,010</b>
<b>Materials and Services</b>						
Supplies	13,760	23,803	26,100	27,100	27,100	27,100
Prof and tech serv	200	135	100	100	100	100
Utility services	11,212	9,205	21,484	17,095	17,095	17,095
Fleet services	1,620	4,900	10,670	9,860	9,860	9,860
Repairs & maintenance	1,394	1,450	8,050	7,873	7,873	7,873
Insurance	880	879	2,475	2,024	2,024	2,024
Rents & leases	10,404	8,513	-	-	-	-
Employee development	15,901	8,251	7,800	8,700	8,700	8,700
Fees, dues, advertising	620	845	1,000	4,600	4,600	4,600
Meeting expenses	188	131	500	2,000	2,000	2,000
<b>Total</b>	<b>56,179</b>	<b>58,112</b>	<b>78,179</b>	<b>79,352</b>	<b>79,352</b>	<b>79,352</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	14,560	-	15,000	15,000	15,000
<b>Total Department</b>	<b>\$ 460,129</b>	<b>\$ 542,743</b>	<b>\$ 609,832</b>	<b>\$ 674,562</b>	<b>\$ 674,562</b>	<b>\$ 661,362</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Interfund charges	\$ 387,741	\$ 455,942	\$ 599,439	\$ 478,770	\$ 478,770	\$ 478,770
General Fund revenues	72,388	86,801	10,393	195,792	195,792	182,592
<b>Total</b>	<b>\$ 460,129</b>	<b>\$ 542,743</b>	<b>\$ 609,832</b>	<b>\$ 674,562</b>	<b>\$ 674,562</b>	<b>\$ 661,362</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

The capital outlay budget of \$15,000 is to replace the main copier and scan to email machine in the Public Works Department. The existing copier is at the end of its useful life and the number of service calls for repair has been occurring more frequently.

General Fund resources have increased significantly with the General Fund absorbing costs which previously had been paid by the Roads Operating Fund.

City Council reduced personal services by \$13,200 to achieve the Adopted budget level.

**STATEMENT OF PURPOSE**

Building and Grounds Maintenance provides 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 Willamette River Water Treatment Plant, wells, pump buildings, and lift stations. Contract services such as custodial, mechanical, electrical, and other support are coordinated through the Building & Grounds Maintenance program. In addition to maintaining these assets, special projects are undertaken each year to enhance the City facilities.

Improvements completed during the 2008-09 budget year include:

- Replacement of the hot water system at the Library
- Insulation of the entire envelope of the Tachman House
- Mitigation of all lead-based paint and replacement of doors and windows in the Tauchman House
- Packaging and shipping of surplus items to state surplus for resale
- 3-Bay collections module placed, plumbed and wired

For the 2009-10 Budget Year the anticipated special projects include:

- Begin an inventory list of building assets (HVAC units, alarm panels and equipment)
- Start annual “lug and temperature maintenance program” on all electrical panels

**PROGRAM OBJECTIVES**

1. Perform scheduled maintenance of City buildings and grounds
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 1, 2*)

**FULL TIME EQUIVALENT POSITIONS\***

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Public Works Supervisor	0.00	0.00	0.00	0.50
Crew Chief	1.00	1.00	0.50	0.00
Senior Utility Worker	2.00	2.00	2.00	1.50
Utility Worker	0.00	0.00	1.50	0.50
Seasonal Utility Worker	1.00	1.50	0.75	0.75
	4.00	4.50	4.75	3.25

\*Reallocation of staff to Parks Maintenance and Road Maintenance program budgets to clarify distribution of personnel.

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 80,620	\$ 112,411	\$ 174,744	\$ 132,620	\$ 132,620	\$ 129,920
Employee benefits	47,062	52,801	108,571	76,240	76,240	73,340
<b>Total</b>	<b>127,682</b>	<b>165,212</b>	<b>283,315</b>	<b>208,860</b>	<b>208,860</b>	<b>203,260</b>
<b>Materials and Services</b>						
Supplies	29,272	38,147	42,700	43,200	43,200	43,200
Prof and tech serv	11,250	10,900	11,700	12,000	12,000	12,000
Utility services	209,002	197,754	8,920	12,157	12,157	12,157
Fleet services	50,270	47,890	57,380	47,515	47,515	47,515
Repairs & maintenance	284,340	302,576	262,670	246,000	246,000	246,000
Rents & leases	4,834	7,290	6,000	1,172	1,172	1,172
Insurance	853	792	910	6,000	6,000	6,000
Employee development	4,818	5,222	4,425	3,850	3,850	3,850
Meeting expenses	-	91	80	500	500	500
Fees, dues, advertising	818	472	800	800	800	800
Misc serv & supplies	2,991	-	-	-	-	-
<b>Total</b>	<b>598,448</b>	<b>611,134</b>	<b>395,585</b>	<b>373,194</b>	<b>373,194</b>	<b>373,194</b>
<b>Capital Outlay</b>						
Machinery & equip	17,155	14,128	15,250	25,000	25,000	25,000
<b>Total Department</b>	<b>\$ 743,285</b>	<b>\$ 790,474</b>	<b>\$ 694,150</b>	<b>\$ 607,054</b>	<b>\$ 607,054</b>	<b>\$ 601,454</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Taxes	\$ 120,000	\$ 125,000	\$ 125,000	\$ 90,000	\$ 90,000	\$ 90,000
Charges for services	10,779	44,250	-	-	-	-
Interfund charges	260,977	202,928	128,541	72,915	72,915	72,915
Designated contingency	94,150	303,648	70,000	150,000	150,000	150,000
General Fund revenues	257,379	114,648	370,609	294,139	294,139	288,539
<b>Total</b>	<b>\$ 743,285</b>	<b>\$ 790,474</b>	<b>\$ 694,150</b>	<b>\$ 607,054</b>	<b>\$ 607,054</b>	<b>\$ 601,454</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

To better reflect actual activity of utility workers between Parks, Buildings and Road maintenance sections, staff was reallocated and the costs of salary, supplies, equipment and training were adjusted accordingly.

A fire alarm system at the Community Center will be installed to increase safety for the public and Community Center users. City Council reduced personal services by \$5,600 to achieve the Adopted budget level.

**STATEMENT OF PURPOSE**

Parks Maintenance provides 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, Willamette River Water Treatment Plant Park), greenways, open spaces, pedestrian and bicycle trails. Contract services for the park facilities are coordinated through the Parks Maintenance program. In addition to maintaining these assets, special projects are undertaken each year to enhance the City facilities.

During the 2008-09 budget year, improvements completed include:

- Successfully operated the new CO<sup>2</sup> and ultraviolet (UV) system upgrades on the water features
- Installed three kiosks and 20 trash receptacles in Memorial Park
- Reestablished base anchors and boundaries on all ball fields in Memorial Park
- Minimal improvements to Montebello Park, such as removal of trees, brush and old house foundation
- Upgraded Murase playground to increase public safety, removal of stepping stones, replacement of wood-chips with sand
- Rehabilitation of the Memorial Park Skate Park

For the 2009-10 budget year, the anticipated special projects include:

- Reconstruct fields 3 & 4 and regrade fields 1, 2 & 5 in Memorial Park
- Paint exterior of Tauchman House
- Replace wood chips with crushed rock on trail systems
- Replace wood-chips with rubberized surfacing in Memorial Park play area
- Construct walk-off deck at Town Center Park water feature

**Program Objectives**

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

Position	FULL TIME EQUIVALENT POSITIONS			
	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10*
Public Works Supervisor	0.00	0.00	0.00	0.50
Crew Chief	1.00	1.00	0.50	0.00
Senior Utility Worker	2.00	2.00	2.00	2.50
Utility Worker	1.00	1.00	1.00	1.50
Seasonal Utility Worker	1.50	1.00	2.00	2.00
Seasonal Park Ranger	0.50	0.50	0.50	0.50
	<b>6.00</b>	<b>5.50</b>	<b>6.00</b>	<b>7.00</b>

\* Reallocation of staff from Building Maintenance program budget to clarify distribution of personnel.

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 256,658	\$ 194,849	\$ 203,519	\$ 255,730	\$ 255,730	\$ 250,230
Employee benefits	109,486	94,427	99,897	127,910	127,910	123,310
<b>Total</b>	<b>366,144</b>	<b>289,276</b>	<b>303,416</b>	<b>383,640</b>	<b>383,640</b>	<b>373,540</b>
<b>Materials and Services</b>						
Supplies	25,959	38,429	39,800	33,340	33,340	33,340
Prof and tech serv	13,950	15,200	18,000	36,500	36,500	36,500
Utility services	180,772	140,007	157,460	192,814	192,814	192,814
Fleet services	50,270	47,890	57,380	47,515	47,515	47,515
Repairs & maintenance	162,431	169,249	181,250	267,782	267,782	267,782
Rents & leases	10,711	11,121	7,000	8,700	8,700	8,700
Insurance	4,288	5,413	6,010	6,151	6,151	6,151
Employee development	4,159	3,914	4,500	7,160	7,160	7,160
Meeting expenses	-	92	80	500	500	500
Fees, dues, advertising	951	470	600	930	930	930
Misc serv & supplies	-	3,148	-	-	-	-
<b>Total</b>	<b>453,491</b>	<b>434,933</b>	<b>472,080</b>	<b>601,392</b>	<b>601,392</b>	<b>601,392</b>
<b>Capital Outlay</b>						
Machinery & equip	23,536	54,191	17,583	32,000	32,000	32,000
<b>Total Department</b>	<b>\$ 843,171</b>	<b>\$ 778,400</b>	<b>\$ 793,079</b>	<b>\$ 1,017,032</b>	<b>\$ 1,017,032</b>	<b>\$ 1,006,932</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Taxes	\$ 573,406	\$ 613,163	\$ 680,000	\$ 714,000	\$ 714,000	\$ 714,000
Charges for services	26,237	32,878	26,600	28,300	28,300	28,300
Interfund charges	15,490	44,646	6,628	23,933	23,933	23,933
Designated contingency	85,000	-	-	47,000	47,000	47,000
General Fund revenues	143,038	87,713	79,851	203,799	203,799	193,699
<b>Total</b>	<b>\$ 843,171</b>	<b>\$ 778,400</b>	<b>\$ 793,079</b>	<b>\$ 1,017,032</b>	<b>\$ 1,017,032</b>	<b>\$ 1,006,932</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

To better reflect actual activity of utility workers between the Parks and Building Maintenance sections, staff was reallocated and the associated costs of salary, supplies, training, equipment, etc. were adjusted accordingly.

Repair and maintenance costs have increased with the reassignment of programs and budgets from the Roads program for the Charbonneau Tree Preservation, Street Tree Infill, and Sidewalk Replacement/Infill programs totalling \$46,000.

Playground equipment in Memorial Park will be replaced with components that meet current safety standards and will account for \$32,000.

To improve fall safety standards and reduce on-going maintenance costs, wood chip material around playground equipment will be replaced with rubberized surfacing material. Replacement of all wood chip areas will occur over multiple years with this year's share equalling \$15,000.

Improvements will be made totalling \$21,500 to the Town Center Park water feature to filter out large debris, minimizing trip hazards and provide a concrete walk-off deck.

City Council reduced personal services by \$10,100 to achieve the Adopted budget level.

**STATEMENT OF PURPOSE**

The Roads Department provides resourceful maintenance services to City streets, sidewalks and pathways to ensure safe operation on the City’s transportation system. The 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 within City right of way
- 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 or snow events
- Graffiti removal
- Oversee the repair of traffic signaling devices and provide oversight of street sweeping contractor
- Provide litter control and vegetation control for roadways
- 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, roadway and pathway surfaces and includes 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 (**Council Goal 1**)
3. Extend the life of street surfaces by directing and managing contracted street sweeping services (**Council Goal 1**)

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10*
Public Works Supervisor	0.00	0.00	0.00	0.75
Crew Chief	1.00	1.00	0.75	0.00
Senior Utility Worker	1.50	1.50	1.50	1.50
Utility Worker	0.00	0.00	0.50	1.00
Seasonal Utility Worker	0.00	0.25	0.50	0.50
	<b>2.50</b>	<b>2.75</b>	<b>3.25</b>	<b>3.75</b>

\* Reallocation of staff from Building Maintenance program budget to clarify distribution of personnel.

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 117,610	\$ 128,587	\$ 145,259	\$ 165,560	\$ 165,560	\$ 165,560
Employee benefits	68,089	71,947	89,322	92,620	92,620	92,620
<b>Total</b>	<b>185,699</b>	<b>200,534</b>	<b>234,581</b>	<b>258,180</b>	<b>258,180</b>	<b>258,180</b>
<b>Materials and Services</b>						
Supplies	7,137	10,555	15,200	13,600	13,600	13,600
Prof and tech serv	10,729	25,650	18,000	16,500	16,500	16,500
Utility services	62,940	70,788	95,590	90,804	90,804	90,804
Fleet services	26,390	21,350	24,970	29,860	29,860	29,860
Repairs & maintenance	124,861	187,339	375,533	207,000	207,000	207,000
Rents & leases	14,232	12,943	1,000	1,030	1,030	1,030
Insurance	933	834	960	931	931	931
Employee development	3,475	5,009	3,725	4,500	4,500	4,500
Meeting expenses	18	681	80	80	80	80
Fees, dues, advertising	363	457	600	600	600	600
<b>Total</b>	<b>251,078</b>	<b>335,606</b>	<b>535,658</b>	<b>364,905</b>	<b>364,905</b>	<b>364,905</b>
<b>Capital Outlay</b>						
Machinery & equipment	3,500	14,128	34,833	-	-	-
<b>Total Department</b>	<b>\$ 440,277</b>	<b>\$ 550,268</b>	<b>\$ 805,072</b>	<b>\$ 623,085</b>	<b>\$ 623,085</b>	<b>\$ 623,085</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Intergov'tl - Gas tax	\$ 783,851	\$ 752,386	\$ 797,200	\$ 707,200	\$ 707,200	\$ 707,200
Other revenues	-	-	22,000	-	-	-
<b>Total</b>	<b>\$ 783,851</b>	<b>\$ 752,386</b>	<b>\$ 819,200</b>	<b>\$ 707,200</b>	<b>\$ 707,200</b>	<b>\$ 707,200</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

To better reflect actual activity of Utility Workers, staff was reallocated from Building Maintenance to the Roads section. The associated costs such as salary, tools, equipment and training were adjusted accordingly.

**Did You Know?**

During the December 2008 snow storm the City used its snow plow for the first time. The plow was purchased some years ago. Crews placed approximately 130 tons of sanding rock using a newly purchased multi-function sanding truck on City streets. The plow and new sanding truck were in service during the event for 24 hours a day for 12 days.

**STATEMENT OF PURPOSE**

The Street Lighting program provides adequate street lighting within the public rights-of-way. The Operations Division of the Public Works Department routinely inspects 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 street lighting in public rights-of-way (*Council Goal 1*)
2. Identify replacement and “infill” streetlight (safety) projects (*Council Goal 1*)
3. To light up the roadways and sidewalks (*Council Goal 1*)

**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 streetlight inspection made by City staff, estimated to take a total of six hours per month.

**Did You Know?**

The Boeckman Road Extension project has streetlights that are “dark-sky” friendly. “Dark Sky” lights provide a more natural setting for animals in the wetland areas and a more environmentally friendly setting for people who want to get closer to nature.

**PUBLIC WORKS**

*street lighting*

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Materials and Services						
Utility services	\$ 187,607	\$ 200,873	\$ 230,000	\$ 262,200	\$ 262,200	\$ 262,200
Repairs & maintenance	6,042	5,955	19,000	19,000	19,000	19,000
<b>Total Department</b>	<b>\$ 193,649</b>	<b>\$ 206,828</b>	<b>\$ 249,000</b>	<b>\$ 281,200</b>	<b>\$ 281,200</b>	<b>\$ 281,200</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Charges for services	\$ 365,971	\$ 371,580	\$ 385,000	\$ 390,000	\$ 390,000	\$ 390,000
Other revenues	-	-	7,000	-	-	-
<b>Total</b>	<b>\$ 365,971</b>	<b>\$ 371,580</b>	<b>\$ 392,000</b>	<b>\$ 390,000</b>	<b>\$ 390,000</b>	<b>\$ 390,000</b>

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 2009-10**

The Street Lighting budget for FY 09-10 is status quo.

**STATEMENT OF PURPOSE**

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

The City’s Water Distribution System Includes:

- Two booster pump stations
- Four reservoirs – totaling eight million gallons of stored water
- Approximately 87 miles of water mains ranging in size from 6” to 63”
- Approximately 1,030 fire hydrants
- Approximately 2,405 water valves
- Approximately 4,883 water meters ranging in size from ¾” to 10”
- Eight groundwater 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 (*Council Goal 1*)
3. Provide quality customer service
4. Upgrade water meter system to automatic meter reading
5. Continue a comprehensive and thorough backflow prevention program to ensure safe drinking water (*Council Goal 1*)

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Public Works Supervisor	0.00	0.00	0.00	1.00
Crew Chief	1.00	1.00	1.00	0.00
Water Distribution Tech	3.00	3.00	3.00	3.00
Utility Locator	0.00	0.00	0.33	0.33
	4.00	4.00	4.33	4.33

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 209,637	\$ 222,473	\$ 237,909	\$ 246,130	\$ 246,130	\$ 246,130
Employee benefits	102,166	111,052	135,264	147,400	147,400	147,400
<b>Total</b>	<b>311,803</b>	<b>333,525</b>	<b>373,173</b>	<b>393,530</b>	<b>393,530</b>	<b>393,530</b>
<b>Materials and Services</b>						
Supplies	126,852	123,274	171,133	163,330	163,330	163,330
Prof and tech serv	17,204	16,758	30,000	31,000	31,000	31,000
Utility services	55,367	55,210	63,610	60,564	60,564	60,564
Fleet services	52,230	56,210	62,260	55,670	55,670	55,670
Repairs & maintenance	72,246	102,720	184,000	184,000	184,000	184,000
Rents & leases	10,476	800	2,400	2,400	2,400	2,400
Insurance	9,880	10,762	11,515	10,161	10,161	10,161
Comm svcs programs	632	-	600	600	600	600
Employee development	4,769	4,878	4,833	6,400	6,400	6,400
Franchise fee	227,628	209,361	225,000	225,000	225,000	225,000
Fees, dues, advertising	12,437	10,755	12,000	12,000	12,000	12,000
Meeting expenses	-	35	80	80	80	80
<b>Total</b>	<b>589,721</b>	<b>590,763</b>	<b>767,431</b>	<b>751,205</b>	<b>751,205</b>	<b>751,205</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	12,000	-	-	-
Vehicles	-	4,456	-	-	-	-
Computer equipment	26,919	-	-	-	-	-
<b>Total</b>	<b>26,919</b>	<b>4,456</b>	<b>12,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 928,443</b>	<b>\$ 928,744</b>	<b>\$ 1,152,604</b>	<b>\$ 1,144,735</b>	<b>\$ 1,144,735</b>	<b>\$ 1,144,735</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Charges for services	\$ 4,357,639	\$ 3,738,587	\$ 4,140,302	\$ 3,605,691	\$ 3,605,691	\$ 3,605,691
Other revenues	176,415	-	85,000	-	-	-
Sale of Property	-	-	-	-	-	-
<b>Total</b>	<b>\$ 4,534,054</b>	<b>\$ 3,738,587</b>	<b>\$ 4,225,302</b>	<b>\$ 3,605,691</b>	<b>\$ 3,605,691</b>	<b>\$ 3,605,691</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 2009-10**

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 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Exercise and maintain 25% of valves annually (i.e. all valves exercised on a 4-year cycle)	Number of valves exercised	500	233	500	600	600
	Percent of total valves	25%	12%	25%	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	223	200	275	200
	Percent of total hydrants	18.75%	20%	20%	20%	20%
Assure back flow prevention program is current and meets all legal requirements	Number of devices tested	2,800	2,979	3,078	3,125	3,200
	Number of failed devices repaired/retested	70	50	28	35	35
	Percentage compliance with state reporting requirements	99%	98%	98%	99%	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?**

The Water Distribution System Operators are able to remotely operate and monitor booster pumps, wells and reservoirs. The water distribution system can be adjusted from the Public Works Office.



**STATEMENT OF PURPOSE**

The Water Treatment Plant provides 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 Plant
2. Perform scheduled maintenance of the treatment plant
3. Comply with all city, state, and federal regulations

**Did You Know?**

Water from the Willamette River Water Treatment Plant was voted one of the top 3 winners of the “Best Tasting Water” competition held at the March 2009 American Water Works Association (AWWA) Oregon Northwest Subsection meeting. Our trophy is a beautiful etched pint glass that is in the water plant’s award display case.

**FULL TIME EQUIVALENT POSITIONS\***

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
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
	7.00	7.00	7.00	7.00

\*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 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Materials and Services</b>						
Supplies	\$ 88,715	\$ 96,074	\$ 312,200	\$ 146,365	\$ 146,365	\$ 146,365
Prof and tech serv	963,843	1,061,022	1,091,500	1,133,880	1,133,880	1,133,880
Utility services	312,146	308,802	351,606	405,944	405,944	405,944
Repairs & maintenance	89,617	74,321	78,000	96,000	96,000	96,000
Insurance	27,507	18,747	20,000	18,179	18,179	18,179
Meeting expenses	-	17	200	200	200	200
Fees, dues, advertising	3,470	4,419	4,500	4,741	4,741	4,741
<b>Total</b>	<b>1,485,298</b>	<b>1,563,402</b>	<b>1,858,006</b>	<b>1,805,309</b>	<b>1,805,309</b>	<b>1,805,309</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	-	53,000	53,000	53,000
<b>Total Department</b>	<b>\$ 1,485,298</b>	<b>\$ 1,563,402</b>	<b>\$ 1,858,006</b>	<b>\$ 1,858,309</b>	<b>\$ 1,858,309</b>	<b>\$ 1,858,309</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Charges for services	\$ 1,485,298	\$ 1,563,402	\$ 1,858,006	\$ 1,858,309	\$ 1,858,309	\$ 1,858,309

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

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

The capital outlay of \$53,000 includes the replacement of a Sodium Hypochlorite tank (\$20,000), a ChemTrac streaming current detector (\$12,000), a high service pump (\$8,000), a spare Actiflo pump (\$5,000) and a spare water feature pump (\$8,000).

An increase to supplies is for the purchase of a portable storage unit to store extra equipment, infrequently needed tools and surplus chemicals in a secure location that will not interfere with day-to-day operations.

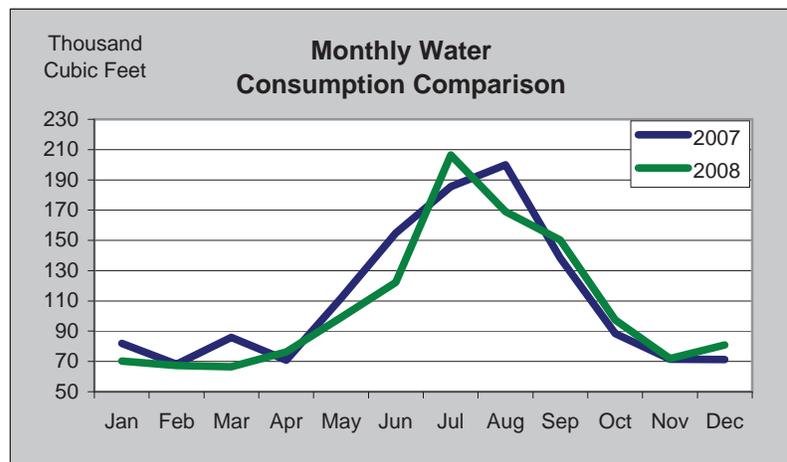
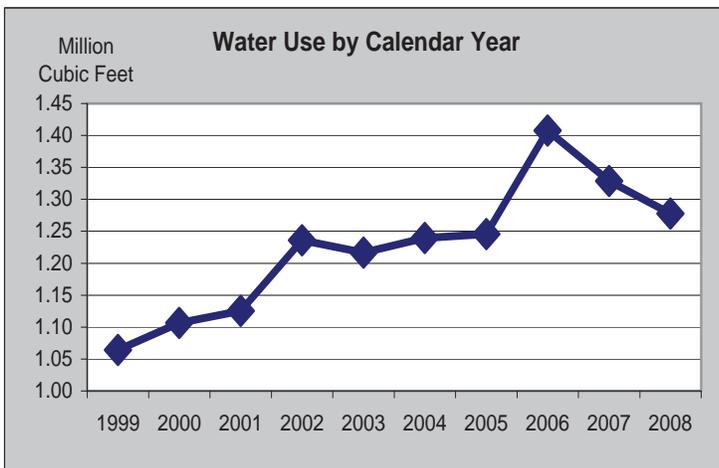
**PERFORMANCE MEASUREMENTS**

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
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**

Industrial Pretreatment monitors, controls and regulates the discharge of pollutants from industrial 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 (**Council Goal 2**)
3. Coordinate with other state, regional and local agency programs regarding environmental protection (**Council Goal 2**)

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 62,533	\$ 57,558	\$ 64,114	\$ 63,630	\$ 63,630	\$ 63,630
Employee benefits	22,666	21,368	26,987	27,190	27,190	27,190
<b>Total</b>	<b>85,199</b>	<b>78,926</b>	<b>91,101</b>	<b>90,820</b>	<b>90,820</b>	<b>90,820</b>
<b>Materials and Services</b>						
Supplies	1,094	1,748	5,600	1,500	1,500	1,500
Prof and tech serv	12,442	9,822	19,000	10,000	10,000	10,000
Utility services	1,811	1,256	530	788	788	788
Fleet services	3,090	4,210	3,910	3,410	3,410	3,410
Repairs & maintenance	-	239	250	250	250	250
Insurance	326	280	320	313	313	313
Employee development	1,273	1,266	1,350	1,550	1,550	1,550
Fees, dues, advertising	1,823	1,466	2,150	2,995	2,995	2,995
Meeting expenses	-	-	-	150	150	150
<b>Total</b>	<b>21,859</b>	<b>20,287</b>	<b>33,110</b>	<b>20,956</b>	<b>20,956</b>	<b>20,956</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	10,000	-	-	-
<b>Total Department</b>	<b>\$ 107,058</b>	<b>\$ 99,213</b>	<b>\$ 134,211</b>	<b>\$ 111,776</b>	<b>\$ 111,776</b>	<b>\$ 111,776</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Charges for services	\$ 107,058	\$ 99,213	\$ 134,211	\$ 111,776	\$ 111,776	\$ 111,776

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

The Industrial pretreatment budget for 2009-2010 has been reduced to help balance program needs with available funds.

**PERFORMANCE MEASUREMENTS**

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	25	24	20	20	20
Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements	Permits in effect	8	9	9	9	9
	Number of minor violations	7	3	3	3	3
	Number of major violations	0	0	0	0	0

**PERFORMANCE MEASUREMENTS OUTCOME**

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

The Wastewater Collection and Treatment program protects 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 stormwater 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 pipelines are completely separately from the stormwater 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) (**Council Goal 1**)
2. Provide effective odor-free operation of the wastewater collection and treatment system
3. Monitor the condition and performance of the collections system
4. Implement a practical bio-solids reuse program (**Council Goal 2**)
5. Monitor and report information as required by the DEQ NPDES permit

### FULL TIME EQUIVALENT POSITIONS

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Wastewater Lead Operator	1.00	1.00	1.00	1.00
Wastewater Operators II	2.00	2.00	2.00	2.00
Wastewater Operators I	0.00	0.00	1.00	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	0.33	0.33
Maintenance Technician	1.00	1.00	0.00	0.33
	7.50	7.50	7.83	8.16

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 396,494	\$ 376,058	\$ 441,458	\$ 456,391	\$ 456,391	\$ 456,391
Employee benefits	196,348	196,384	250,089	262,650	262,650	262,650
<b>Total</b>	<b>592,842</b>	<b>572,442</b>	<b>691,547</b>	<b>719,041</b>	<b>719,041</b>	<b>719,041</b>
<b>Materials and Services</b>						
Supplies	81,465	131,654	161,300	89,590	89,590	89,590
Prof and tech serv	184,348	181,046	358,165	175,860	175,860	175,860
Utility services	307,738	304,257	326,040	343,907	343,907	343,907
Fleet services	68,030	60,630	68,830	61,240	61,240	61,240
Repairs & maintenance	511,105	350,990	307,600	625,819	625,819	625,819
Rents & leases	-	6,466	4,000	4,500	4,500	4,500
Insurance	15,999	10,812	11,670	11,052	11,052	11,052
Employee development	5,835	5,101	10,500	11,500	11,500	11,500
Franchise fees	168,210	168,458	200,000	200,000	200,000	200,000
Fees, dues, advertising	8,557	15,201	16,000	7,000	7,000	7,000
<b>Total</b>	<b>1,351,287</b>	<b>1,234,615</b>	<b>1,464,105</b>	<b>1,530,468</b>	<b>1,530,468</b>	<b>1,530,468</b>
<b>Capital Outlay</b>						
Machinery & equipment	8,255	254,054	17,000	-	-	-
Vehicles	-	4,456	-	-	-	-
Other equipment	4,671	-	-	-	-	-
<b>Total</b>	<b>12,926</b>	<b>258,510</b>	<b>17,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 1,957,055</b>	<b>\$ 2,065,567</b>	<b>\$ 2,172,652</b>	<b>\$ 2,249,509</b>	<b>\$ 2,249,509</b>	<b>\$ 2,249,509</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Charges for services	\$ 4,163,363	\$ 4,153,559	\$ 4,830,789	\$ 4,688,224	\$ 4,688,224	\$ 4,688,224
Other revenues	94,708	16,560	76,560	18,216	18,216	18,216
<b>Total</b>	<b>\$ 4,258,071</b>	<b>\$ 4,170,119</b>	<b>\$ 4,907,349</b>	<b>\$ 4,706,440</b>	<b>\$ 4,706,440</b>	<b>\$ 4,706,440</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 2009-10

The wastewater treatment systems 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 tower is at the end of its useful life and needs to be replaced. This media helps remove odor constituents from the solids basin. Media replacement typically occurs every four years.

Every three to four years, as part of the regular maintenance cycle, the digesters must be cleaned. This year Digester #2 is due for a cleaning to remove built-up grit. The coarse air diffusers will also be replaced due to wear and lack of oxygen transfer.

Media in the sand-filter needs to be replaced along with flex-kleen nozzles in the sand-bed. The diffusers have a life-span of 10 years and are in the 11<sup>th</sup> year of service and are worn-out.

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

A part-time Maintenance Technician at .33 FTE is anticipated to assist with the increased need for repairs to the aging plant.

## 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 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Provide higher quality effluent than required by state/federal regulations	Percentage of required testing which meets or surpasses state/federal regulations	99.9%*	100%*	100%*	100%*	100%*
Scheduled maintenance of wastewater lines in accordance with the vector truck service plan	Linear feet of wastewater lines cleaned annually	n/a	79,533	40,877	62,000	87,600

\* Does not include temperature, over which we have no control.

## PERFORMANCE MEASUREMENTS OUTCOME

As of January 1, 2008 there is 382,019 lineal feet of sanitary sewer pipe that is maintained by the City. Regular cleaning of this pipe is required to prevent blockage and back-ups thereby reducing liability. In addition, cleaning the pipe system helps preserve this asset.



# PUBLIC WORKS

# stormwater maintenance

## STATEMENT OF PURPOSE

To protect and effectively maintain the City's stormwater 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 Stormwater Maintenance program is involved in various efforts such as:

- Maintenance of stormwater outfalls and drainage swales
- Cleaning and repair of catch basins, manholes and culvert pipes
- Vactor (vacuum truck) operations for the Stormwater and Wastewater Programs
- Leaf control
- Maintenance of retention and detention ponds
- Vacuum truck cleans 911 storm water catch basins (50% of system annually)
- Coordinate the City's Adopt-A-Road and Adopt-A-Stream Programs
- The publicly maintained stormwater system drains approximately 5,148 acres, has 12 major outfalls and contains 27 miles of culverts, ditches, and swales, 59 miles of pipes, 1,697 catch basins, 1,723 manholes and seven structural controls (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 (**Councils Goal 1, 2**)
2. Maintenance of stormwater systems resulting in minimizing flooding, protecting City infrastructure, assuring public safety and controlling erosion (**Councils Goal 1, 2**)
3. Reduce pollutants and debris from entering the stormwater system through contracted street, parks and trail sweeping services (**Councils Goal 1, 2**)

### FULL TIME EQUIVALENT POSITIONS\*

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Public Works Supervisor	0.00	0.00	0.00	0.25
Crew Chief	0.00	0.00	0.25	0.00
Stormwater Coordinator*	1.00	1.00	0.00	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	0.34	0.34
Seasonal Utility Worker	0.00	0.25	0.25	0.25
	2.00	2.25	1.84	1.84

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

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 86,428	\$ 108,534	\$ 84,204	\$ 83,870	\$ 83,870	\$ 83,870
Employee benefits	43,649	56,144	48,787	48,150	48,150	48,150
<b>Total</b>	<b>130,077</b>	<b>164,678</b>	<b>132,991</b>	<b>132,020</b>	<b>132,020</b>	<b>132,020</b>
<b>Materials and Services</b>						
Supplies	3,062	2,801	11,130	8,890	8,890	8,890
Prof and tech serv	16,518	10,154	9,000	9,000	9,000	9,000
Utility services	473	797	600	436	436	436
Fleet services	21,910	25,590	27,720	26,128	26,128	26,128
Repairs & maintenance	140,962	171,797	154,167	236,600	236,600	236,600
Rents & leases	180	200	3,000	1,200	1,200	1,200
Insurance	324	294	-	325	325	325
Comm svcs programs	3,567	4,147	2,000	2,000	2,000	2,000
Employee development	747	421	2,330	2,100	2,100	2,100
Franchise fees	34,528	34,160	36,000	36,000	36,000	36,000
Fees, dues, advertising	718	685	200	200	200	200
<b>Total</b>	<b>222,989</b>	<b>251,046</b>	<b>246,147</b>	<b>322,879</b>	<b>322,879</b>	<b>322,879</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	-	21,334	-	-	-
Vehicles	-	4,456	-	-	-	-
<b>Total</b>	<b>-</b>	<b>4,456</b>	<b>21,334</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 353,066</b>	<b>\$ 420,180</b>	<b>\$ 400,472</b>	<b>\$ 454,899</b>	<b>\$ 454,899</b>	<b>\$ 454,899</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Charges for services	\$ 865,831	\$ 855,002	\$ 725,807	\$ 775,828	\$ 775,828	\$ 775,828
Other revenues	5,993	-	30,000	-	-	-
<b>Total</b>	<b>\$ 871,824</b>	<b>\$ 855,002</b>	<b>\$ 755,807</b>	<b>\$ 775,828</b>	<b>\$ 775,828</b>	<b>\$ 775,828</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

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.

Increases in the repairs and maintenance budgets are for ongoing costs of street sweeping and debris disposal.

**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 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Clean percentage of all catch basins annually	Number of catch basins cleaned	1152	823	550	830	911
	Percentage of catch basins cleaned	92%	60%	35%	50%	50%

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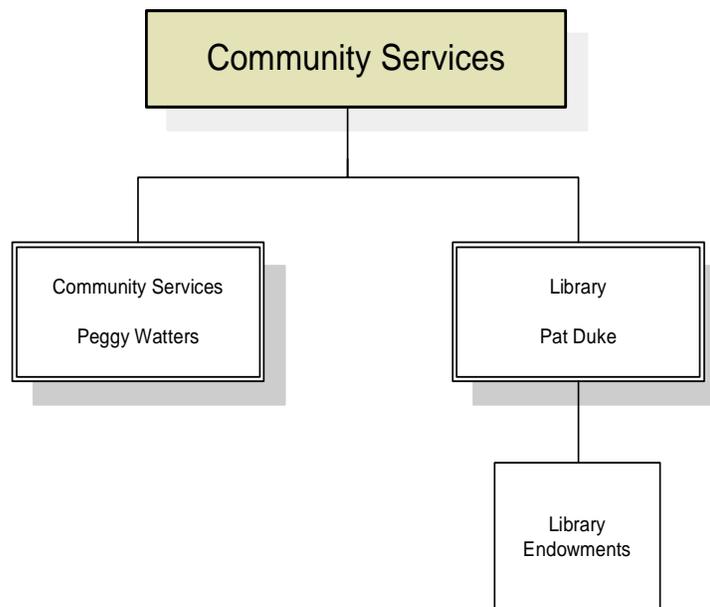
**PERFORMANCE MEASUREMENTS OUTCOME**

As of January 1, 2009, there are 1823 stormwater catch basins in the City. With the regular maintenance of stormwater 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

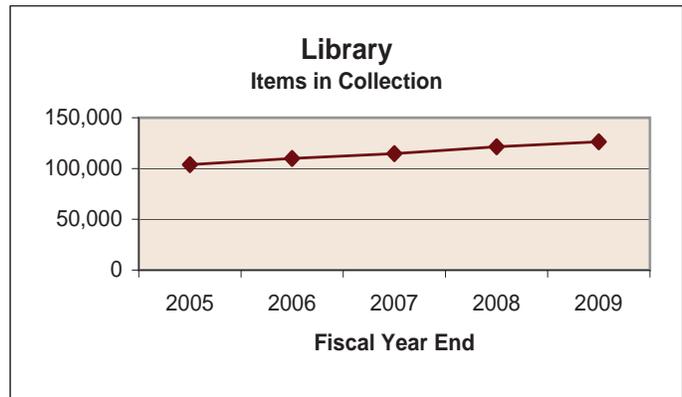
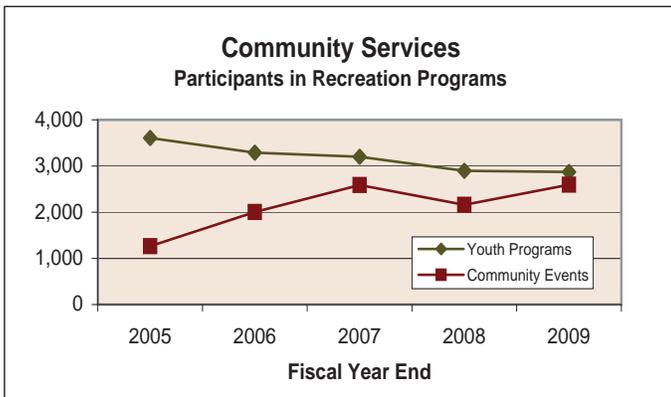
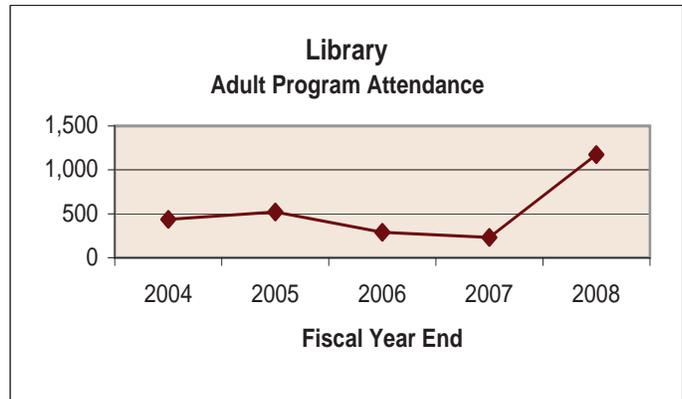
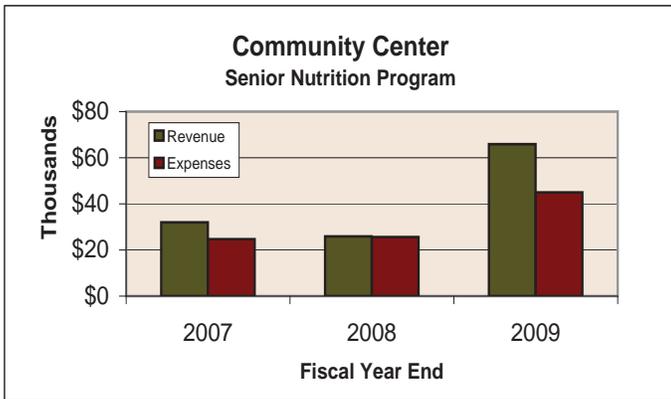
The Community Center senior fitness program has been selected as a research site for Oregon State University's Dr. Gianni Maddalozzo's fall prevention study. Forty participants 65 years and older will participate in this 6 month study to determine the benefits of exercise and new technology on the improvement of balance and bone density to prevent falls and reduce the likelihood of serious injury from falls.

Additionally, University of Oregon's Dr. Fuzhong Li has contacted the Community Center about being a host location for his upcoming study on implementing evidence-based Tai Chi Programming. This program is designed to meet National Health Promotion and Disease Prevention Initiative, *Healthy People 2010*, goals for preventing and reducing injuries and enhancing life independence among older adults.

### 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.

The Wilsonville Friends of the Library contributed over \$30,000 to the Library in 2008. It funded the popular Book Notes programs and the Northwest Author Series. This money also purchased the Library's Cultural Passes and blanket movie license. It helped fund the Summer Reading Program and Spanish storytime while contributing 20% of the Library's materials budget. The Friends' revenue comes almost entirely from donated books, movies and music sold through the Twice Sold Tales Bookstore in the Library.





**STATEMENT OF PURPOSE**

“Active Lifestyles, Social Opportunities, Healthy Community” – this mission statement will be used in communications with the public to reinforce the focus of the programs and services of the department.

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 Goals 1, 3*)
2. Support innovative, community-wide recreational and cultural programming (*Council Goal 1*)
3. Support opportunities for civic pride and volunteerism
4. Maintain quality facilities for public use
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 Plan (*Council Goal 1*)
7. Establish a plan for ongoing assessment of recreational programs and facility needs of the community (*Council Goal 1*)
8. Increase offerings of programs and activities that help prevent chronic illness and obesity

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Community Services Director	1.00	1.00	1.00	1.00
Senior Programs Manager	1.00	1.00	1.00	1.00
Youth & Family Program Manager	0.00	0.00	1.00	0.00
Recreation Coordinator	1.00	1.00	0.00	1.00
Client Services Coordinator	1.00	1.00	0.00	0.00
Information & Referral Specialist	0.00	0.00	0.50	0.50
Fitness Specialist	0.00	0.00	0.50	0.50
Nutrition Coordinator I	0.00	0.00	0.00	0.50
Nutrition Coordinator II	1.00	1.00	0.80	0.80
Nutrition Assistant (On Call)	0.50	0.55	0.45	0.05
Administrative Assistant I	1.00	1.00	1.00	1.00
Community Services Receptionist	1.00	0.00	0.00	0.00
Administrative Specialist II	0.00	1.00	1.00	1.00
Building Monitor	0.40	0.12	0.42	0.30
Intern	0.30	0.30	0.30	0.05
	8.20	7.97	7.97	7.70

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 350,036	\$ 323,970	\$ 376,078	\$ 388,650	\$ 388,650	\$ 380,450
Employee benefits	155,562	143,013	178,916	189,710	189,710	184,410
<b>Total</b>	<b>505,598</b>	<b>466,983</b>	<b>554,994</b>	<b>578,360</b>	<b>578,360</b>	<b>564,860</b>
<b>Materials and Services</b>						
Supplies	46,726	44,078	67,452	81,754	81,754	81,754
Prof and tech serv	16,475	18,502	27,250	32,805	32,805	32,805
Utility services	5,548	4,661	36,238	30,782	30,782	30,782
Fleet services	190	80	-	-	-	-
Insurance	-	-	2,100	1,617	1,617	1,617
Repairs & maintenance	1,722	3,839	29,960	33,609	33,609	33,609
Rents & leases	235	806	4,700	4,700	4,700	4,700
Comm svcs programs	87,674	95,230	102,750	87,725	112,725	112,725
Employee development	9,788	9,832	11,500	11,815	11,815	11,815
Recognition expenses	4,335	4,477	4,500	4,500	4,500	4,500
Fees, dues, advertising	4,790	4,760	5,800	10,340	10,340	10,340
Meetings & council	171	281	1,400	1,400	1,400	1,400
Misc serv & supplies	3,330	3,295	3,250	3,347	3,347	3,347
<b>Total</b>	<b>180,984</b>	<b>189,841</b>	<b>296,900</b>	<b>304,394</b>	<b>329,394</b>	<b>329,394</b>
<b>Capital Outlay</b>						
Computer equipment	5,306	-	-	-	-	-
<b>Total Department</b>	<b>\$ 691,888</b>	<b>\$ 656,824</b>	<b>\$ 851,894</b>	<b>\$ 882,754</b>	<b>\$ 907,754</b>	<b>\$ 894,254</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Taxes	\$ 533,318	\$ 526,824	\$ 610,000	\$ 651,000	\$ 651,000	\$ 651,000
Charges for services	85,058	77,500	83,750	66,000	66,000	66,000
Donations	36,287	28,500	24,308	29,200	29,200	29,200
Intergovernmental grants	37,225	24,000	30,300	60,600	60,600	60,600
General Fund revenues	-	-	103,536	75,954	100,954	87,454
<b>Total</b>	<b>\$ 691,888</b>	<b>\$ 656,824</b>	<b>\$ 851,894</b>	<b>\$ 882,754</b>	<b>\$ 907,754</b>	<b>\$ 894,254</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

In our continued effort to seek alternative funding sources and to offer quality, evidence based programming, the Community Services Department has secured a partnership with Oregon State University to take part in a research study. The aim of the study is to improve balance and bone density in seniors, and consequently reduce falls, or injury from falls. The department will be paid an honorarium for our support, and participants will receive free pre- and post testing at Oregon State University and six months of fall prevention programming at no cost. The department is also seeking an additional research partnership with the University of Oregon to participate in a study of Tai Chi and it's efficacy in improving balance and reducing falls.

A shift of Instructor/Facilitator funds from non-specific to Youth funds was made to better represent where resources were being spent. A 100% increase raised Youth Funds to \$20,000 while a 50% decrease reduced Nonspecific Funds to \$10,000. The combined \$30,000 between these two line items is a \$250 reduction from the combined budgeted funds of 2008.

During FY 07/08 changes were implemented to the senior programming staff in an effort to be fiscally responsible while adjusting to changing customer demands. One additional position was created and several were restructured. These adjustments were made without changing the department's financial picture. As the affordable senior housing project is completed and resident needs are assessed, staffing levels will continue to be adjusted to meet changing needs.

The Community Services Department was awarded an 11-month sponsorship of an AmeriCorps member to expand and enhance the Community Garden program. This temporary full-time position has returned good results with a minimum of cost. The gardens have expanded by 20 plots and 8 raised beds. The addition of gardening classes, additional volunteer opportunities and the collaboration with Wilsonville Community Sharing and Food Bank more than meet the goals of the first year of a three year design for this program. The department will be applying for sponsorship again in 2009 and 2010, at which time it is expected to be a volunteer led effort with the potential of a community farmers' market.

Sponsorships continue to be sought for free community events that return no revenue. The current economy is creating shifts in sponsor participation. Opportunities for sponsorships that return visibility value to the sponsor include the Easter Egg Hunt, Movies in the Park, Holiday Fun Fest and senior special events. Additional in-kind sponsorships are sought for the Daddy Daughter Dance and Holiday Light Drives.

Clackamas County Social Services has advised that there may be changes to the rate of funding available for our senior nutrition, exercise and wellness programming and social services due to proposed state budget cuts. The possibility of funding or service cuts at the county level is of particular concern to the department with the senior affordable housing project scheduled to be opened in the fall of 2010.

The City Council and Budget Committee increased the Community Services budget by \$25,000 for new community grants. City Council reduced personal services by \$13,600 to achieve the Adopted budget level.

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 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Provide innovative opportunities for affordable, quality recreation for youth, ages 0-18	Activities/classes offered for youth	199	94	110	130	135
Increase participation in recreation programs, classes, and activities targeting youth ages 0-18	Participants ages 0-18	3,608	3,289	3,200	2,894	3,000
	Financial assistance requests granted	40	17	17	34	40
Provide innovative opportunities for affordable, quality events and activities for 'seniors' ages 55+	Activities/classes offered for 'seniors'	365	375	431	430	400
	Participants ages 55+	4,373	4,500	5,628	5,729	7,640
Adjust services to address changing needs of 'senior' population	Bistro Soup Cart servings	n/a	955	725	n/a	n/a
	Congregate meals	8,536	7,610	6,935	6,439	7,126
	Home-delivered meals	6,370	6,727	6,400	6,021	6,926
Adjust services to address emerging health needs for citizens of all ages	Activities targeted for increased fitness and prevention of chronic illness	49	90	95	160	165

*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 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Promote volunteerism as a means of increasing community awareness and social capital	Volunteer hours donated annual	20,000	20,000	20,000	20,000	20,000
	Opportunities for youth civic involvement	5	5	6	6	8

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 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Maximize effective use of available facilities	Facility "hours of usage" from all user categories*	n/a	n/a	14,416	14,350	14,400
	Park "hours of usage" from all user categories*	n/a	n/a	4,835	4,850	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

A new mission statement was adopted at the department staff workshop in November, 2008, “Community Services ~ Active Lifestyles, Social Opportunities, Healthy Community”. This mission statement will be utilized to focus program and activity offerings to meet the recreational, cultural and social needs of the community.

The department will continue to promote service opportunities with city and local nonprofit organizations to help promote community activity and offset the rising costs and declining financial security of local nonprofits that provide social and cultural events.

Rentable facilities impact the resources of Public Works as well as Community Services. The Boones Ferry Park Gazebo was removed from the list of rentable spaces while the Stein-Boozier Barn was added. The Barn has a separate rental packet with fees and rental agreements that meet the sensitive and historic nature of the setting. The Tauchman House will be returned for rental and limited program use after being offline for renovation for the past year.

In response to participant input at the 2007 Senior Summit, the following new programs have been implemented:

- 50+ Bike Group - 3 levels of ability offered - 45 participants
- More lifelong learning opportunities - Lunchtime Lecture series-BrainPower, HeartStrong and Healthy Bones and Joints conducted by a Naturopathic Physician
- New and Ongoing partnerships - The “Healthy Living” sessions which were initiated with a Take Action grant in 2007 were extended for another year,= with the partnership of a Nurse Practitioner from Rose Cares. Additionally, the new Nutrition Specialist at Rose Cares has participated on Healthy Living Day and conducted a lunchtime lecture “Smart Foods for Healthy Bones.” The TOPS, or Take Off Pounds Sensibly group was initiated.
- New Intergenerational Programs - “Cell Phone 101“, The success of the initial program will lead to additional opportunities for instruction from middle school students to seniors on other technologies.
- The Community Chorus was reinvented to a song, dance and musician’s group called “The I-5 Connection”.
- Increase offerings or frequency of existing classes including Pilates, Watercolor ,Theater Arts and Healthy Bones and Balance
- New special events developed - The Becker Awards and Sentimental Journey represent an “out of the box” approach to special events that have been the same event for many years.



**STATEMENT OF PURPOSE**

The Library aims to provide effective library services to the Wilsonville area by offering 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. Use Library District revenue to make significant improvements to Library services including open hours, materials purchases, reference services, outreach and programming (*Council Goal 1*)
2. Work with the Wilsonville Public Library Foundation to implement unfunded elements of the Wilsonville Public Library Strategic Plan through private giving
3. Nurture and strengthen relationships with local organizations to improve services to citizens (*Council Goal 3*)
4. Maintain a high degree of efficiency in Library operations to maximize revenue impact

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Adult Services Librarian	1.00	0.90	0.90	1.00
Reference Librarian	0.93	0.87	0.81	2.00
Youth Services Librarian	0.75	0.50	0.50	0.78
Administrative Assistant II	0.60	0.50	0.50	0.60
Library Clerk III	2.03	2.00	2.00	2.35
Library Clerk II	2.83	2.30	2.51	3.63
Library Clerk I	1.90	1.32	1.12	1.60
Aide/Volunteer Coordinator	0.60	0.50	0.50	0.60
Library Aide	1.35	0.85	0.85	1.60
Library Shelver	0.20	0.23	0.23	0.00
Building Monitor	0.25	0.15	0.20	0.10
	<b>14.44</b>	<b>12.12</b>	<b>12.12</b>	<b>16.26</b>

# COMMUNITY SERVICES

*library*

## OPERATING SUMMARY

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 496,876	\$ 478,242	\$ 504,246	\$ 630,930	\$ 630,930	\$ 619,930
Employee benefits	198,284	193,183	200,749	278,470	278,470	272,070
<b>Total</b>	<b>695,160</b>	<b>671,425</b>	<b>704,995</b>	<b>909,400</b>	<b>909,400</b>	<b>892,000</b>
<b>Materials and Services</b>						
Supplies	122,086	124,458	156,900	227,660	227,660	227,660
Prof and tech serv	6,118	4,789	4,650	3,060	3,060	3,060
Utility services	4,265	3,828	83,146	56,708	56,708	56,708
Repairs & maintenance	1,102	895	36,690	46,099	46,099	46,099
Insurance	6,206	6,594	7,000	6,306	6,306	6,306
Comm svcs programs	7,609	14,396	16,440	20,300	20,300	20,300
Employee development	1,431	2,670	1,250	1,400	1,400	1,400
Misc serv & supplies	925	1,296	900	1,200	1,200	1,200
Fees, dues, advertising	722	967	900	930	930	930
<b>Total</b>	<b>150,464</b>	<b>159,893</b>	<b>307,876</b>	<b>363,663</b>	<b>363,663</b>	<b>363,663</b>
<b>Capital Outlay</b>						
Computer equipment	7,404	-	14,000	-	-	-
<b>Total Department</b>	<b>\$ 853,028</b>	<b>\$ 831,318</b>	<b>\$ 1,026,871</b>	<b>\$ 1,273,063</b>	<b>\$ 1,273,063</b>	<b>\$ 1,255,663</b>

## RESOURCES SUMMARY

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
County shared taxes	\$ 447,597	\$ 435,279	\$ 420,000	\$ 749,222	\$ 749,222	\$ 749,222
Charges for services	70,056	63,027	61,200	71,000	71,000	71,000
Intergovernmental grants	3,484	436	4,440	4,300	4,300	4,300
Library gifts	23,765	20,515	53,700	51,500	51,500	51,500
General Fund taxes	308,126	312,061	350,000	411,000	397,041	379,641
General Fund revenues	-	-	137,531	-	-	-
<b>Total</b>	<b>\$ 853,028</b>	<b>\$ 831,318</b>	<b>\$ 1,026,871</b>	<b>\$ 1,287,022</b>	<b>\$ 1,273,063</b>	<b>\$ 1,255,663</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

Did you hear it? Did you hear that collective sigh of relief a little after 8pm on November 4, 2008? That is when weary library supporters throughout Clackamas County found out that 60% of citizens had voted to create a library district in the County. In the City of Wilsonville, over 67% of voters wanted the district. That sigh closed the door on over 10 years of revenue uncertainty and reductions that had threatened to destroy 30 years in library services gains in the County.

The Wilsonville Public Library now has a significant source of permanent funding from the new library district. In FY 2010, the library district is projected to provide approximately \$749,000 in revenue for the Library, which is \$300,000 more than the County provided in FY 2009. While this sounds like a windfall, the \$300,000 increase only reflects the modest County revenue increases that the Wilsonville Library has *not* been receiving. In FY 2002, the Library received approximately \$550,000 from Clackamas County. If that FY 2002 revenue had increased only 4% per year, then the FY 2010 figure would almost match what the Library will receive next year from the new library district.

The Library budget reflects the welcome new cash, showing increases and adjustments that total nearly 25%. For the first time in a decade, the Library looks to increase its positive impact on the Wilsonville community, as it truly begins to implement its 2008-13 Strategic Plan: *Creating a Culture of Learning*.

With these fresh funds, the Library will :

- Honor the promises of the 2008 campaign, by restoring the reductions to collections and open hours that have been necessary (Strategic Plan Goals: III, Sections B and D; VII Sections A and B; and X Section D)
- Add the Library's first dedicated Children's Reference Librarian, and make other additions that will allow the Library to increase school age and teen programming, as well as reach out to and collaborate with local schools and preschools (Strategic Plan Goals: VI and VII )
- Upgrade the Library's computer services for the public (Strategic Plan Goals: X Section A)

These additions will allow General Fund revenue to the Library to decrease slightly FY 2010, and increase modestly over the next 5 years. At the same time, the Library Foundation will be creating a private giving campaign to fund other important elements of the Library's Strategic Plan.

In FY 2009, the Library operated with over 2 FTE *fewer* than it did in 2002, when the Library building was 7,500 square feet and service volumes were 50 to 100% less than they are now. The staff and hundreds of volunteers have done an amazing job maximizing the impact of meager resources. They now look forward to using the Strategic Plan as a guide to maximize the impact of renewed resources.

City Council reduced personal services by \$17,400 to achieve the Adopted budget level.

**Did You Know?**

200 preschool children attend Storytime each week, and nearly 2,000 children and teens participate in the Library's Summer Reading Program.

You can use your library card to learn a new language at home through your computer.

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 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Maintain Oregon Library Association "excellent" standard of at least 4 items per capita	Items in the collection at year-end	109,960	114,593	121,450	126,350	135,000
	Service area population, December estimate	24,155	24,646	25,272	25,500	20,937
	Items per capita	4.55	4.65	4.81	4.95	6.45
Annually weed approximately 5% of materials in the collection	Items deleted	4,131	3,353	5,635	6,100	6,750
Add at least 10,000 items to collection	Items added	12,092	10,888	11,042	11,000	15,000
Increase collection turnover to at least 6.0	Average number of times each item is used	5.42	5.22	4.92	4.87	4.99

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

Increase reference volume by 5%	Reference questions answered	20,164	17,829	17,600	18,000	21,000
	Percentage change	5%	-12%	-1%	2%	17%

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

Provide high quality children's programming	Number of children's programs	291	223	218	250	300
	Attendance at children's programs	14,338	22,851	12,876	14,000	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	498,128	492,979	490,143	504,847	555,332
	Percentage change in circulation from previous year	4%	-1%	-1%	3%	10%
Achieve average annual per capita circulation of 23 or higher	Per capita circulation	20.62	20.00	19.39	19.80	26.52
Maintain a high level of loans to other libraries	Annual interlibrary loans	105,004	112,102	114,148	118,000	125,000

PERFORMANCE MEASUREMENTS, CONTINUED

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

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Maximize efficiency of Library staff	Circulation per staff FTE (not including Building Monitor)	34,592	34,235	40,608	41,827	37,022
	Average of all Oregon Libraries	29,785	30,976	29,878	30,000	30,000
Maintain ratio of operating expenditures to total loans which reflects efficiency in operations	Total expenditures divided by total loans (direct circulation plus interlibrary loans)	\$1.44	\$1.41	\$1.38	\$1.65	\$1.92
	Average of all Oregon Libraries	\$2.72	\$2.64	\$2.88	\$2.90	\$2.90
Increase volunteer hours worked to at least 6 FTE (12,480 hours)	Number of hours worked/FTE	10,329/5.0	10,626/5.1	11,000/5.3	12000/5.8	12500/6.0

PERFORMANCE MEASUREMENTS OUTCOME

The Library’s performance over the last year has been muted by its relatively limited hours and staffing. Overall, circulation was down a bit from last year, although there was solid growth in key areas. The Youth Services collection continues to make solid gains over previous years with circulation up almost 20% over two years ago. The Adult Fiction and Children’s collections are seeing healthy growth as well. Conversely, the Adult Non-Fiction collection is seeing less use, dropping 15% last year while magazines have seen a similar decline.

Programming continues to be strong. The Children’s Department eliminated one Storytime per week in FY 08 so that it could move resources to school-age and teen programming. The shift has resulted in successful new programs with no harm to overall Storytime attendance. Adult programming continues to gain momentum with over 1,100 folks attending programming in FY 2008.

Circulation is on target to show a little bit of growth this year. First time checkouts (circulation figures normally include renewals) are up solidly, and the number of library card holders is growing as well. Next year’s statistics should show significant increases with renewed hours, better in-Library service and healthy collection budgets.

Note that per-capita and per dollar ratios will shift significantly starting FY 2009 because the Wilsonville Library’s service population has been redefined smaller in the new library district, and Library building utilities have been added to the Library’s budget.



**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 2009-10**

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

**NON EXPENDABLE ENDOWMENT**

*Operating Summary*

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Supplies	\$ -	\$ -	\$ 4,245	\$ 4,074	\$ 4,074	\$ 4,074

*Resources Summary*

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Interest Revenue	\$ 482	\$ 484	\$ 500	\$ 164	\$ 164	\$ 164
Beginning balance	10,908	11,390	11,915	12,080	12,080	12,080
Total	\$ 11,390	\$ 11,874	\$ 12,415	\$ 12,244	\$ 12,244	\$ 12,244

**EXPENDABLE CAPITAL ENDOWMENT**

*Operating Summary*

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Materials and services						
Supplies	\$ -	\$ -	\$ 12,878	\$ 12,714	\$ 12,714	\$ 12,714

*Resources Summary*

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Interest Revenue	\$ 501	\$ 503	\$ 500	\$ 170	\$ 170	\$ 170
Beginning balance	11,327	11,828	12,378	12,544	12,544	12,544
Total	\$ 11,828	\$ 12,331	\$ 12,878	\$ 12,714	\$ 12,714	\$ 12,714

**EXPENDABLE CAMPAIGN ENDOWMENT**

*Operating Summary*

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Materials and services						
Supplies	\$ -	\$ -	\$ 4,580	\$ 4,493	\$ 4,493	\$ 4,493

*Resources Summary*

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Interest Revenue	\$ 171	\$ 178	\$ 200	\$ 60	\$ 60	\$ 60
Beginning balance	4,009	4,180	4,380	4,433	4,433	4,433
Total	\$ 4,180	\$ 4,358	\$ 4,580	\$ 4,493	\$ 4,493	\$ 4,493

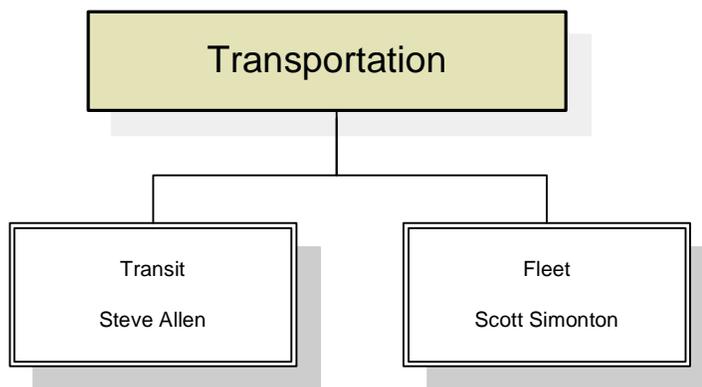


# TRANSPORTATION

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

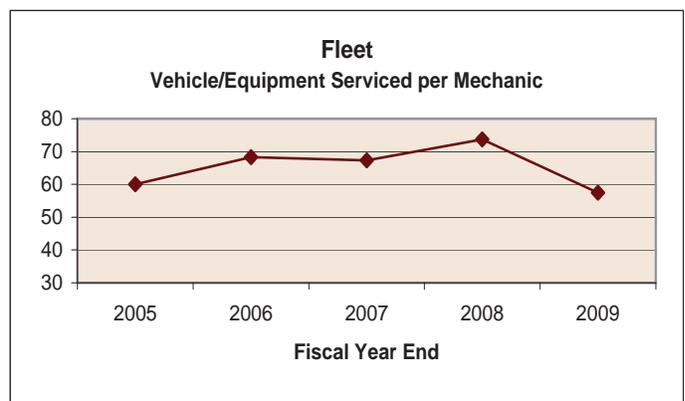
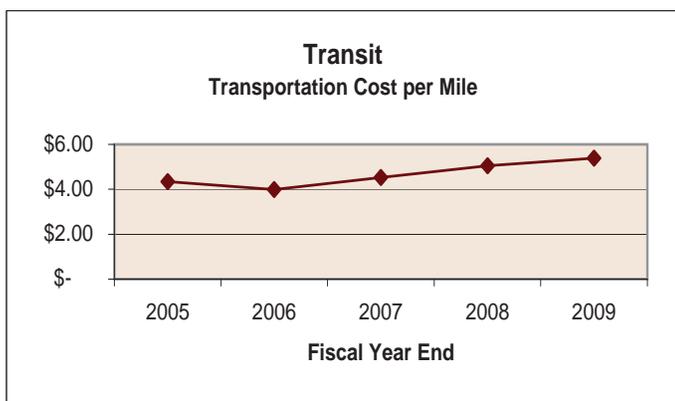
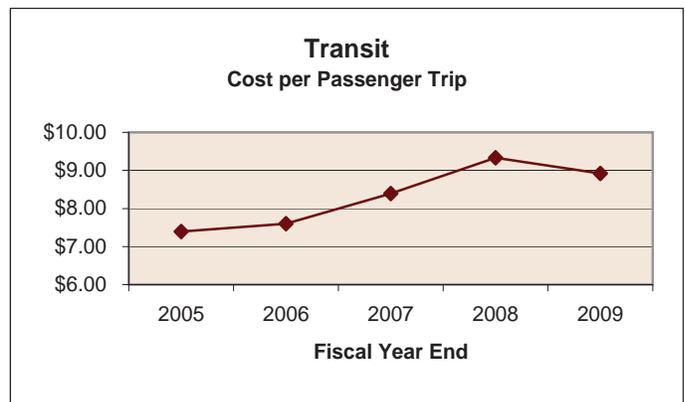
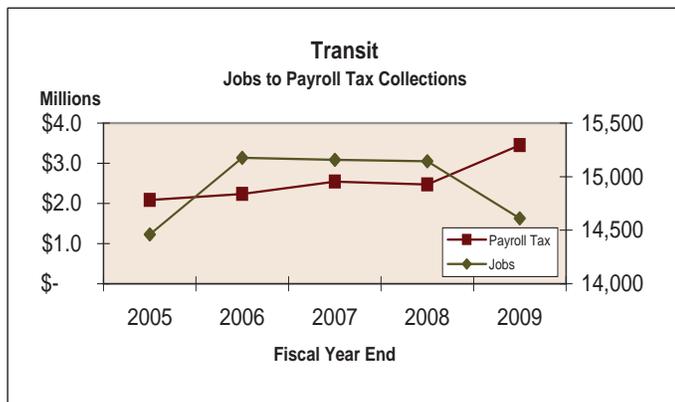
The morning shift at SMART begins at 4:35 am and SMART buses are on the road from 4:56 am until 8:51 pm or the equivalent of sixteen hours per day.

In FY 2008/09 SMART installed over 180 new bus stops including the over 40 stops that have posted schedule information so customers will know what time the bus serves their stop. Over the next year all bus stops will be identified by their GPS coordinates so SMART can be part of the new trip planning tool offered by Google.

### Fleet

Fleet Services operates Monday through Friday from 4:30 am until 11:00 pm and is responsible for the maintenance and repair of 230 units.

In addition to repair and maintenance services, Fleet staff is responsible for the daily placement of the City's mobile speed monitoring sign and coordinates repair and service of our 2-way radio communication system.





**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 Transportation Department involves a wide range of activities and programs including overall administration, grant management, employer outreach activities administered through the Options Program. Operations include all aspects of administering both demand-response and fixed-route bus service, a quality dispatch center and a comprehensive training program for 20+ Transit Operators. The City’s fleet maintenance for SMART buses and City vehicles and equipment are also part of the Transportation Department.

Smart Central at Wilsonville Station is SMART’s new transit center and the terminus for the Westside Express Service. This new transit hub for the south metro area allows customers and residents to make transit connections and travel from Portland to Salem and many points in between. SMART’s six-fixed routes were designed to meet WES trains and take customers to their destinations within 10 minutes or less. In addition to the fixed-route system, SMART continues to provide demand-response service within Wilsonville and out-of-town medical trips for elderly and disabled customers unable to navigate multiple transit systems.

**PROGRAM OBJECTIVES**

SMART’s program objectives for 2009-10 are to make progress on key implementation measures outlined in the Transit Master Plan such as increasing the public’s knowledge of SMART services (**Council Goal 2**), improving access to transit and improving service quality (**Council Goal 1**), expanding and improving SMART’s fleet, increasing efficiency and creating a sense of community ownership.

Priority objectives for 2009-10 include the following:

- Purchase buses and complete operator breakroom and public restrooms at SMART Central at Wilsonville Station
- Attract new riders with quality service, clean vehicles and waiting areas, user friendly route and schedule information, and targeted information campaigns (**Council Goal 2**)
- Enhance Options Program with the addition of a Bike and Pedestrian Coordinator, bike/pedestrian programs, and employer outreach (**Council Goal 1**)

**FULL TIME EQUIVALENT POSITIONS**

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
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	13.62	17.23	22.75	22.75
Grant Based Drivers	6.55	2.94	2.94	2.94
Trainer	1.00	1.00	1.00	1.00
Administrative Assistant	0.00	0.60	0.60	0.60
TDM Coordinator	1.00	1.00	1.00	1.00
Bike & Ped Coordinator	0.00	0.00	0.00	1.00
	28.17	28.77	34.29	35.29

\*Transit Director position is currently vacant. A transit professional has been contracted to provide these services.

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 1,068,433	\$ 1,080,151	\$ 1,387,525	\$ 1,487,180	\$ 1,487,180	\$ 1,487,180
Employee benefits	512,663	537,059	786,096	874,230	874,230	874,230
<b>Total</b>	<b>1,581,096</b>	<b>1,617,210</b>	<b>2,173,621</b>	<b>2,361,410</b>	<b>2,361,410</b>	<b>2,361,410</b>
<b>Materials and Services</b>						
Supplies	73,147	20,963	39,800	69,700	69,700	69,700
Prof and tech serv	31,236	155,181	240,700	281,500	281,500	281,500
Utility services	26,817	25,428	60,298	34,315	34,315	34,315
Repairs & maintenance	2,667	13,590	68,670	32,600	32,600	32,600
Fleet services	633,011	688,463	872,040	901,370	901,370	901,370
Rents & leases	359	17,025	34,050	34,550	34,550	34,550
Insurance	21,734	18,202	22,485	20,162	20,162	20,162
Commuter rail service	-	-	300,000	300,000	300,000	300,000
Comm svcs programs	4,496	28,084	8,800	3,500	3,500	3,500
Employee development	21,972	16,419	24,100	24,300	24,300	24,300
Fees, dues, advertising	47,890	30,282	58,600	71,400	71,400	71,400
Meeting expenses	-	823	-	3,000	3,000	3,000
<b>Total</b>	<b>863,329</b>	<b>1,014,460</b>	<b>1,729,543</b>	<b>1,776,397</b>	<b>1,776,397</b>	<b>1,776,397</b>
<b>Capital Outlay</b>						
Machinery & equipment	8,660	1,480	20,000	-	-	-
Computer equipment	23,989	-	-	-	-	-
Office Furniture	-	1,899	-	-	-	-
Vehicles	397,830	2,135	403,750	777,000	777,000	777,000
<b>Total</b>	<b>430,479</b>	<b>5,514</b>	<b>423,750</b>	<b>777,000</b>	<b>777,000</b>	<b>777,000</b>
<b>Total Department</b>	<b>\$ 2,874,904</b>	<b>\$ 2,637,184</b>	<b>\$ 4,326,914</b>	<b>\$ 4,914,807</b>	<b>\$ 4,914,807</b>	<b>\$ 4,914,807</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Payroll taxes	\$ 2,543,970	\$ 2,792,901	\$ 3,933,000	\$ 4,050,000	\$ 4,050,000	\$ 4,050,000
Charges for services	126,903	133,456	152,800	175,000	175,000	175,000
Intergovernmental grants	894,040	431,260	809,160	948,425	948,425	948,425
Energy Tax Credits	32,374	-	-	-	-	-
Other revenues	17,769	633	61,600	23,000	23,000	23,000
<b>Total</b>	<b>\$ 3,615,056</b>	<b>\$ 3,358,250</b>	<b>\$ 4,956,560</b>	<b>\$ 5,196,425</b>	<b>\$ 5,196,425</b>	<b>\$ 5,196,425</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

Wilsonville will commemorate twenty years of SMART service in 2009 and it is an exciting time of change and transition. Last year was a milestone year and significant progress was made with the completion of the transit center, park and ride, and commuter rail station; design approval for the operator breakroom and public restrooms at Smart Central; redesign of SMART services to meet all WES trains; improvements to customer amenities and bus stops; updating the fleet for a consistent appearance; and enhanced collateral and web information for customers. Investments in these improvements were possible because grant and business energy tax credit dollars were available for these non-recurring costs.

**REVENUE**

The Council's adoption of the Transit Master Plan, the tax rate adjustment and placing grant funds in reserve for future capital needs proved to be timely considering the downturn in the economy and potential impact on payroll tax revenue. This budget conservatively estimates a 3% increase in payroll tax revenue and with anticipated stimulus funds revenue will be sufficient to maintain operations, purchase buses and complete budgeted capital projects.

**EXPENSES*****Staffing, Services***

The Personal Services budget for 2009/10 increased 9% due to a standard increase for benefits, annual cost of living increases and the addition of one FTE. Materials and Services increased 3% over last year. The three line items reflecting more than a standard increase are due to the new Options Grant Program, the expenses for the Transit Director shifting from the Personal Services category to Materials and Services and the anticipated contract costs for an analysis of SMART services and alternative fuel options by an outside expert.

***Options Program***

The SMART's Options Program was chosen by the region to receive two grants over the next three years. The Options Program will begin preparing for a \$260,000 grant scheduled for 2010/11 to conduct a measurable trip reduction program that involves in-depth surveys and outreach to all Wilsonville residents encouraging them to bike, walk, ride the bus or train and reduce drive alone trips. This budget includes the first grant of \$80,000 including match to hire a full-time Bicycle and Pedestrian Coordinator who will implement priorities set forth in the Wilsonville Bicycle/Pedestrian and Transit Master Plan.

***Facilities & Fleet***

The Operator Comfort Station and public restroom facility is approved and will be constructed this summer. The expense detail for this facility is included in the capital project section of the budget (see page 241).

FY 09/10 is a year for SMART to obligate all eligible grants and purchase as many new buses as possible. With this, \$757,000 is included in the budget as SMART plans to purchase heavy duty coaches. Over one million dollars in capital grant funds are currently authorized for SMART and the new American Reinvestment and Recovery Act (ARRA) also includes increases in formula funds for transit and stimulus funds for capital projects.

SMART continues to pursue grant funding for buses and a new fleet facility and has submitted proposals through the regional process seeking federal authorization, appropriations and stimulus funding.

**ANTICIPATED GRANTS FOR 2009-10**

**Elderly and Disabled (E&D):** Grant funding in the amount of \$94,500 in state transportation formula funds has been requested to offset the cost of the out of town Dial-A-Ride service.

**Transportation Demand Management (TDM):** \$111,445 in federal grant funding including match is anticipated to support the Options Program. This program is designed to assist Wilsonville employers and residents to reduce single occupant vehicle trips and congestion, thereby improving air quality. A new grant for \$80,000 including match will fund a Bicycle/Pedestrian Coordinator position that will work with community groups to encourage cycling in Wilsonville.

**Urban Area Capital Grant (Section 5307/5309):** SMART is expecting grant funding of \$673,925 in Section #5307 & #5309 capital grant funds. These grants will require a city match of \$138,075. Of the total funds, \$777,000 will be used to purchase heavy duty coaches and \$35,000 will be used for ADA operations.

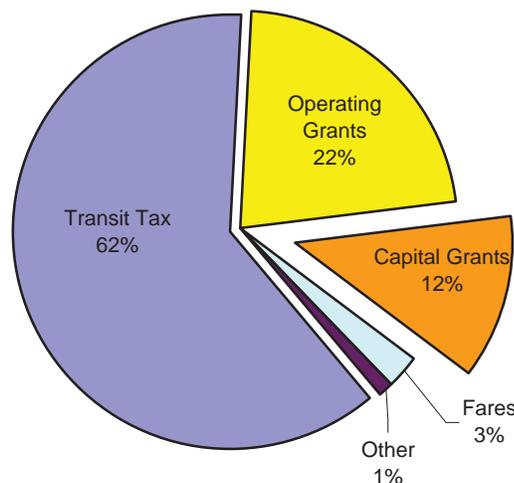
**Federal Stimulus #1:** SMART was awarded \$450,000 to provide better customer amenities which includes improving bus shelters at the new SMART Central Transit Center.

**Federal Stimulus #2:** SMART was awarded \$340,000 for the construction of a new building to serve as a driver breakroom and customer service facility at the recently opened SMART Central Transit Center. This award provides a significant portion of funding for the approximately 1,700 square foot building.

**ANTICIPATED GRANT FUNDING FOR 2009-10**

Grant	FTE	Funding Source		Total	Expenditures			
		Grant Funding	Tax Match		Personal Services	Materials & Services	Capital Outlay	CIP
Elderly & Disabled	3.00	\$ 94,500	\$ -	\$ 94,500	\$ 89,500	\$ 5,000	\$ -	\$ -
TDM Grant	1.30	100,000	11,445	111,445	80,445	31,000	-	-
Options Grant	1.00	80,000	-	80,000	80,000	-	-	-
Section #5307 Grants	0.50	449,600	112,400	562,000	35,000	-	527,000	-
Section #5309 Grants	0.00	224,325	25,675	250,000	-	-	250,000	-
Federal Stimulus #1	0.00	450,000	-	450,000	-	-	-	450,000
Federal Stimulus #2	0.00	340,000	-	340,000	-	-	-	340,000
	5.8	\$ 1,738,425	\$ 149,520	\$ 1,887,945	\$ 284,945	\$ 36,000	\$ 777,000	\$ 790,000

**Transit Revenue Sources**



PERFORMANCE MEASUREMENTS

<i>Goal/Strategy</i>	<i>Measure</i>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$7.60	\$8.39	\$8.84	\$8.99	\$8.92
	Cost per service hour	\$69.18	\$72.13	\$82.24	\$87.20	\$86.74
	Cost per mile	\$3.99	\$4.52	\$4.85	\$4.93	\$5.39
	Passenger trips per service hour	9.1	8.59	9.3	9.7	9.72
	Passenger trips per mile	0.52	0.54	0.55	0.55	0.6
Increase ridership within the community	Number of passenger trips	305,809	286,120	295,266	328,416	377,678
	Service hours	33,597	33,293	31,755	33,865	38,838
	Annual miles driven	582,683	531,681	538,720	599,388	625,568
	On-time performance	0.98	0.98	0.98	0.98	0.99

PERFORMANCE MEASUREMENTS OUTCOME

SMART ridership is projected to increase by 15% over 2008-2009 due to the redesign of SMART services and the opening of the WES commuter rail. It is difficult to determine if this estimate will be accurate until the new services have been in place for at least one year.

**Did You Know?**

During the first week of service, WES Commuter Rail service ridership was 3,000.

Weekly WES ridership in Wilsonville is forecasted to reach 6,700 riders by 2020.



# TRANSPORTATION

*fleet*

## STATEMENT OF PURPOSE

The Fleet Department provides internal customers with safe, reliable and efficient vehicles and equipment needed to perform their duties. The department protects the City's investment in vehicles and equipment through quality maintenance.

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

Items maintained by Fleet personnel consist of:

- 34 Transit buses
- 7 passenger vehicles
- 30 pickup trucks
- 7 heavy trucks
- 7 emergency generators
- 132 pieces of equipment ranging from small grounds maintenance tools to heavy equipment and tractors
- 13 trailers

## PROGRAM OBJECTIVES

- Provide safe and clean vehicles and equipment
- Extend vehicle service life through quality maintenance
- Continue exploration and implementation of green technologies where feasible (*Council Goal 2*)
- Lower costs through the use of best practices identified for fleet maintenance

### FULL TIME EQUIVALENT POSITIONS

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Fleet Services Supervisor	0.00	1.00	1.00	1.00
Lead Mechanic	1.00	0.00	0.00	0.00
Mechanic II	2.00	2.00	3.00	3.00
Mechanic I	1.00	1.00	1.00	1.00
Lube Technician	0.00	0.00	0.00	0.00
Fleet Hostler	1.50	1.50	2.00	2.00
	5.50	5.50	7.00	7.00

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 196,142	\$ 221,278	\$ 301,781	\$ 314,320	\$ 314,320	\$ 314,320
Employee benefits	109,819	115,717	182,530	195,940	195,940	195,940
<b>Total</b>	<b>305,961</b>	<b>336,995</b>	<b>484,311</b>	<b>510,260</b>	<b>510,260</b>	<b>510,260</b>
<b>Materials and Services</b>						
Supplies	338,674	444,876	488,700	490,650	490,650	490,650
Prof and tech serv	12,734	-	-	-	-	-
Utility services	24,905	19,272	52,949	58,922	58,922	58,922
Repairs & maintenance	24,460	20,644	32,520	26,346	26,346	26,346
Insurance	613	626	2,295	2,327	2,327	2,327
Employee development	3,238	4,249	7,500	8,000	8,000	8,000
<b>Total</b>	<b>404,624</b>	<b>489,667</b>	<b>583,964</b>	<b>586,245</b>	<b>586,245</b>	<b>586,245</b>
<b>Capital Outlay</b>						
Machinery & equipment	8,307	-	-	-	-	-
Vehicles	-	330,248	15,000	23,000	23,000	23,000
<b>Total</b>	<b>8,307</b>	<b>330,248</b>	<b>15,000</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>
<b>Total Department</b>	<b>\$ 718,892</b>	<b>\$ 1,156,910</b>	<b>\$ 1,083,275</b>	<b>\$ 1,119,505</b>	<b>\$ 1,119,505</b>	<b>\$ 1,119,505</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Charges for services	\$ 951,343	\$ 980,310	\$ 1,213,750	\$ 1,227,460	\$ 1,227,460	\$ 1,227,460
Designated Contingency	-	330,248	13,000	23,000	23,000	23,000
Other revenues	34,858	36,981	34,050	34,050	34,050	34,050
<b>Total</b>	<b>\$ 986,201</b>	<b>\$ 1,347,539</b>	<b>\$ 1,260,800</b>	<b>\$ 1,284,510</b>	<b>\$ 1,284,510</b>	<b>\$ 1,284,510</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 2009-10**

Fleet Services has evaluated the three vehicles which will reach their life expectancy this fiscal year. Of these three, one has been scheduled for replacement due to age, condition and pending repair needs. The other two will remain in service until it is deemed necessary to replace them. The vehicle to be replaced is a 1/2-ton pickup in the Water Department. We will replace it with a 3/4-ton to increase towing ability. Replacement with a more efficient compact pickup is not feasible in this instance due to towing and hauling needs. The replacement vehicle, estimated at \$23,000, will be purchased with funds available in Fleet reserves.

**PERFORMANCE MEASUREMENTS**

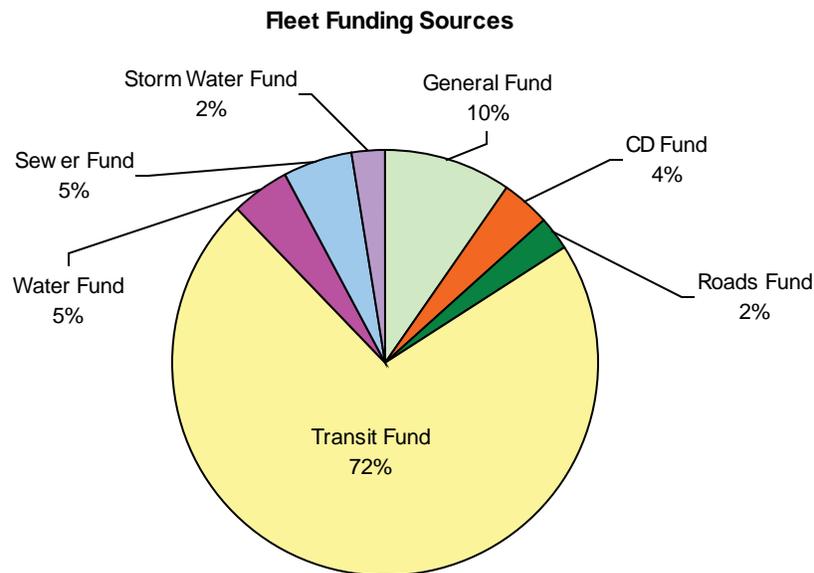
<i>Strategy</i>	<i>Measure</i>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Track labor productivity in terms of time spent directly on maintenance activities, goal is a minimum of 70% of non-supervisory time	Percent of FTE applied to "wrench turning" labor activities	62%	66%	70%	81%	75%
Preventative Maintenance*	Percent completed on time	n/a	n/a	n/a	77%	80%
Track number of road calls*	Number of road calls per year	n/a	n/a	n/a	62	60

\*new performance measurement, see Performance Measurements Outcome below

**PERFORMANCE MEASUREMENTS OUTCOME**

Fleet is introducing two new, more relevant performance measurements this year. The department will no longer be reporting vehicle average cost per mile, although our software system will continue to track this and the data is readily available. Cost per mile is an automotive and trucking industry standard, but is not an accurate indicator with a fleet as diverse as ours. This measure will be replaced with tracking and reporting of both total number of breakdowns (road calls) and percentage of preventative maintenance completed on time. These measures will offer a clear picture of the effectiveness of Fleet's day-to-day operations.

Fleet will continue to track the direct labor percentage, as this is a direct representation of the department's workload and productivity. This goal has historically been set at 70% direct labor, but jumped to 81% in FY 08-09. Due to this dramatic shift, the forecast for FY 09-10 has been increased to 75%.

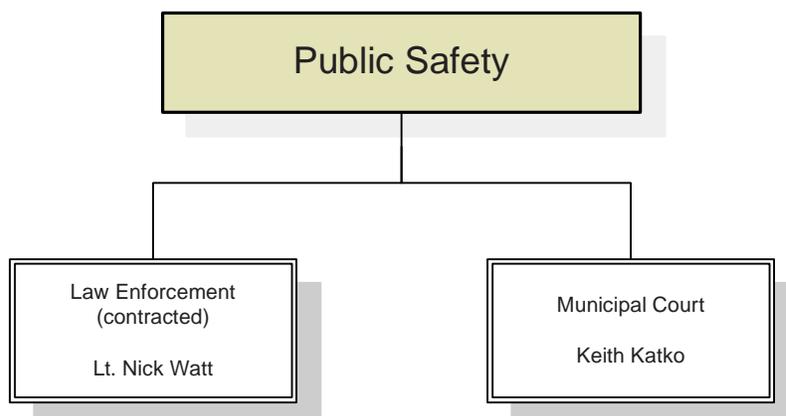


# PUBLIC SAFETY

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**
- **Enforcement of Traffic Laws**

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



# PUBLIC SAFETY

## INTERESTING FACTS

### Police

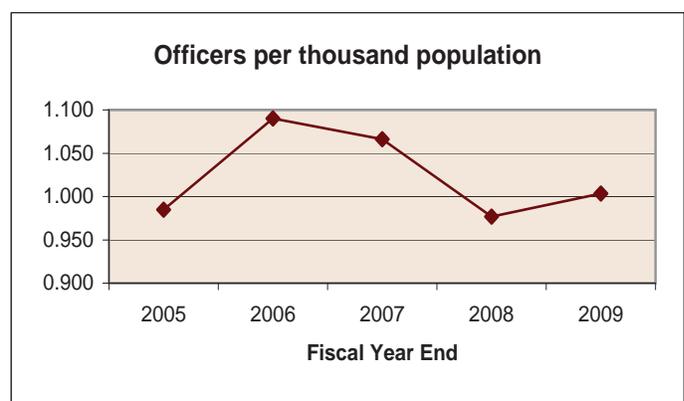
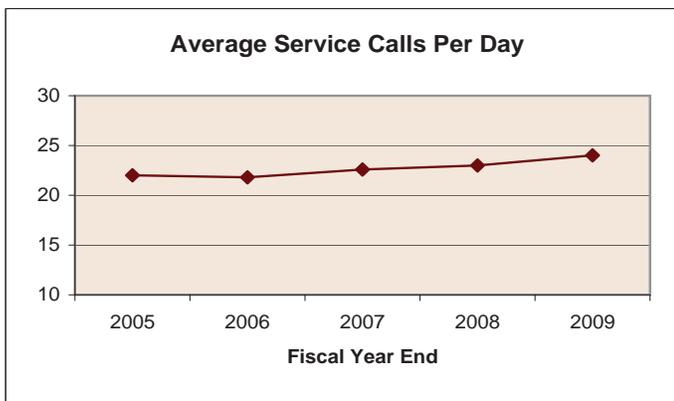
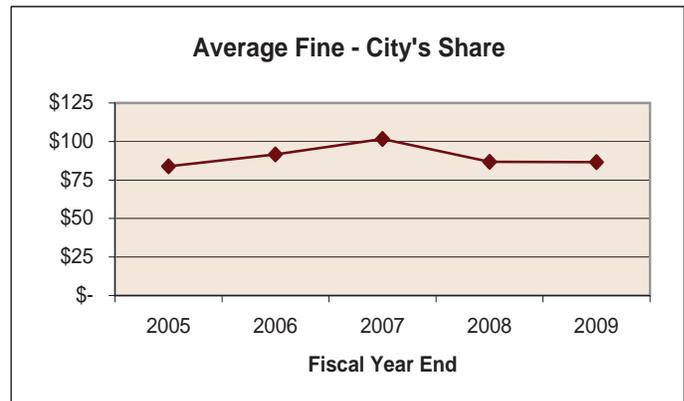
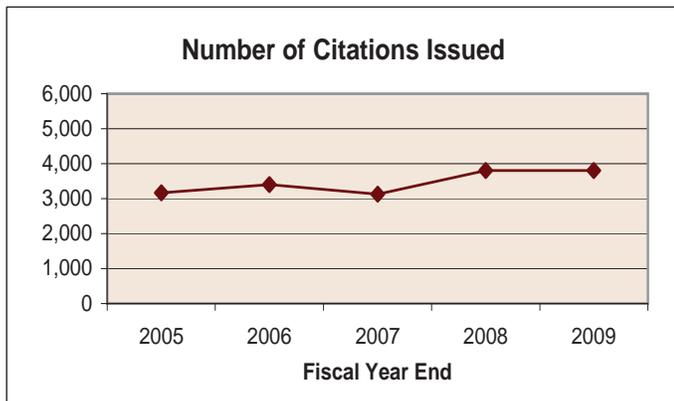
Wilsonville is one of a small number of cities that contracts with a larger entity for police services. By partnering with a larger entity we benefit from a deep pool of officers, a coordinated approach to law enforcement in the area and access to sophisticated equipment, tools and techniques that only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

In January 2009, the City partnered with Clackamas County Fire District, Tualatin Valley Fire and Rescue and the Clackamas County Sheriff's Department to purchase four AED's (Automatic External Defibrillator) for the patrol vehicles. These were purchased from a grant provided by the Clackamas County Fire District Foundation.

### Court

Court is held twice a month in the evening. The City has established a Violations Bureau which can handle many citations administratively, either in person or by mail. Having a Violations Bureau significantly decreases court night activity.

By state law, the maximum reduction ticketed drivers can be offered, whether processed through the Violations Bureau or in Court, is 25% off the original base fine as listed on their citation. The reduction is only available for specific qualifying offenses and only for drivers with otherwise good driving records.





**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 2007 which is shared with the Public Works Department. A Lieutenant serves as the City’s Chief of Police while 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, a Community Service Officer, a School Resource Officer, and a Detective. 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, a special investigations unit, the dive/rescue team, detective division, traffic teams, SWAT team and the hazardous material and bomb squad.

**PROGRAM OBJECTIVES**

1. Uphold and enforce the laws of the state and city through professional law enforcement (**Council Goal 1**)
2. Deploy traffic enforcement assets to target high accident and neighborhood locations for directed traffic enforcement efforts to further reduce injury collisions (**Council Goal 1**)
3. Assign deputies to specific neighborhoods, apartment complexes and homeowners’ associations (**Council Goal 1**)
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 (**Council Goal 1**)
5. Develop an empirically based staffing plan and funding alternatives to make sure the department’s presence in Wilsonville keeps pace with population and crime activity growth in the community (**Council Goal 1**)
6. Effectively review and investigate crimes against persons and property (**Council Goal 1**)

**FULL TIME EQUIVALENT POSITIONS\***

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Lieutenant	1.00	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00	2.00
Detective	1.00	0.00	1.00	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	17.00	18.00	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 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Materials and Services						
Supplies	\$ 14,368	\$ 9,655	\$ 5,000	\$ 1,500	\$ 1,500	\$ 1,500
Prof and tech serv	2,603,612	2,795,013	3,192,900	3,483,700	3,483,700	3,483,700
Utility services	7,188	7,961	22,584	15,992	15,992	15,992
Fleet services	11,670	9,570	10,080	11,670	11,670	11,670
Repairs & maintenance	-	1,027	6,500	9,038	9,038	9,038
Rents & leases	64,242	32,108	2,000	-	-	-
Insurance	52	51	1,335	1,051	1,051	1,051
Employee development	545	-	1,500	1,500	1,500	1,500
Misc serv & supplies	-	-	-	500	500	500
<b>Total</b>	<b>2,701,677</b>	<b>2,855,385</b>	<b>3,241,899</b>	<b>3,524,951</b>	<b>3,524,951</b>	<b>3,524,951</b>
<b>Total Department</b>	<b>\$ 2,701,677</b>	<b>\$ 2,855,385</b>	<b>\$ 3,241,899</b>	<b>\$ 3,524,951</b>	<b>\$ 3,524,951</b>	<b>\$ 3,524,951</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Taxes	\$ 2,232,866	\$ 2,514,060	\$ 2,725,000	\$ 2,835,598	\$ 2,835,598	\$ 2,835,598
Intergovernmental	55,940	67,883	66,000	71,300	71,300	71,300
General Fund revenues	412,871	273,442	450,899	618,053	618,053	618,053
<b>Total</b>	<b>\$ 2,701,677</b>	<b>\$ 2,855,385</b>	<b>\$ 3,241,899</b>	<b>\$ 3,524,951</b>	<b>\$ 3,524,951</b>	<b>\$ 3,524,951</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

The Detective position was restored at an estimated contractual cost of \$180,000. The County is analyzing their contracts with cities in terms of cost recovery. An increase in the contract is to occur in 2009-10.

**Did You Know?**

Every Deputy receives 640 hours of training at the Police Academy and an additional 440 hours in a field training program after the Academy.

PERFORMANCE MEASUREMENTS OUTCOME

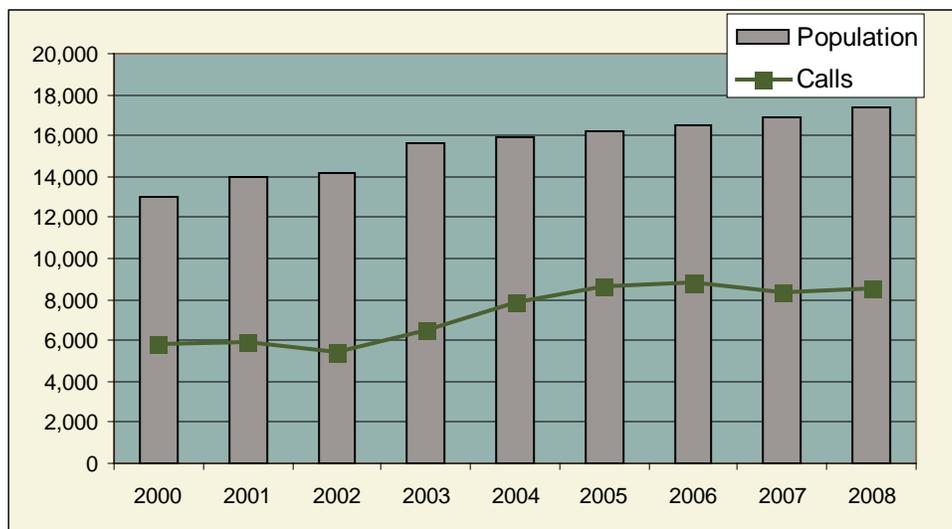
Strategy	Measure	Actual 2005-06	Actual 2006-07	Actual 2007-08	Estimate 2008-09	Forecast 2009-10
Maintain a staffing level that allows for approximately 600 calls per officer	Population served	16,510	16,885	17,405	17,940	18,300
	Calls for service*	7,968	8,233	8,379	7,962	7,956
	Average number of calls for service per day*	21.8	22.6	23	24	21
	Calls per officer*	641	632	644	668	612
	Reports taken*	2,638	2,525	2,319	2,500	2,448
	Officers per thousand population*	1.09	1.07	0.98	1.00	1.00
Reduce the number of traffic accidents in the community through greater compliance tools	Total number of reported auto accidents*	147	143	144	140	132
Gain compliance to traffic laws and increase public safety through traffic enforcement, promote safety and livability by education through enforcement.	Traffic stops*	n/a	5,313	5,300	6,000	5,300
	Traffic citations*	n/a	3,152	3,000	3,200	2,500

\*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**

Municipal 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

**Did You Know?**

During FY 2007/08, 1,030 citations were written for speed violations.

This includes one speed violation for a vehicle traveling over 100 mph.

**TIME EQUIVALENT POSITIONS**

Position	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
Court Clerk	1.80	1.80	1.80	1.80
Interpreter	0.00	0.00	0.05	0.05
Room Monitor	0.00	0.05	0.05	0.05
Municipal Court Judge	0.10	0.10	0.10	0.10
	<b>1.90</b>	<b>1.95</b>	<b>2.00</b>	<b>2.00</b>

**OPERATING SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>Personal Services</b>						
Salaries and wages	\$ 80,305	\$ 85,458	\$ 105,519	\$ 109,030	\$ 109,030	\$ 107,030
Employee benefits	25,379	25,862	34,115	35,760	35,760	35,160
<b>Total</b>	<b>105,684</b>	<b>111,320</b>	<b>139,634</b>	<b>144,790</b>	<b>144,790</b>	<b>142,190</b>
<b>Materials and Services</b>						
Supplies	2,115	9,104	4,050	4,500	4,500	4,500
Prof and tech serv	16,389	14,184	31,350	34,546	34,546	34,546
Utility services	400	388	410	412	412	412
Employee development	1,439	1,372	3,900	3,850	3,850	3,850
Fees, dues, advertising	289	85	425	400	400	400
Meetings & council	1,702	1,840	2,000	2,100	2,100	2,100
Misc serv & supplies	2,675	3,374	3,200	3,300	3,300	3,300
<b>Total</b>	<b>25,009</b>	<b>30,347</b>	<b>45,335</b>	<b>49,108</b>	<b>49,108</b>	<b>49,108</b>
<b>Capital Outlay</b>						
Computer equipment	34,209	-	-	-	-	-
<b>Total Department</b>	<b>\$ 164,902</b>	<b>\$ 141,667</b>	<b>\$ 184,969</b>	<b>\$ 193,898</b>	<b>\$ 193,898</b>	<b>\$ 191,298</b>

**RESOURCES SUMMARY**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Fines	\$ 317,580	\$ 330,150	\$ 325,000	\$ 325,000	\$ 325,000	\$ 325,000
Interfund charges	-	-	-	7,500	7,500	7,500
<b>Total</b>	<b>\$ 317,580</b>	<b>\$ 330,150</b>	<b>\$ 325,000</b>	<b>\$ 332,500</b>	<b>\$ 332,500</b>	<b>\$ 332,500</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 2009-10**

The Municipal Court budget for FY 2009-10 is status quo.

City Council reduced personal services by \$2,600 to achieve the Adopted budget level.

**PERFORMANCE MEASUREMENTS**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2005-06</b>	<b>Actual 2006-07</b>	<b>Actual 2007-08</b>	<b>Estimate 2008-09</b>	<b>Forecast 2009-10</b>
Provide for efficient use of court resources	Violations per Court Clerk (FTE)	1,888	1,738	2,114	2,135	2,135
	Expense per filed violation	\$44.00	\$52.72	\$37.23	\$37.98	\$38.73

**PERFORMANCE MEASUREMENTS OUTCOME**

For FY 2007-08, violations handled per the 1.8 FTE Court Clerks has risen and is driven by the number of citation issued by Law Enforcement. Expense per violation is down due to the capital outlay of software purchases in prior years. A breakdown of violations and fines collected over the past 9 years is displayed below. A financial breakdown of where the money goes for the most common citation types is also displayed.

Fiscal Year	Number of Citations	Fines Collected	City's Chare	Department Expense
1999-00	2,792	\$235,944	\$153,420	\$88,591
2000-01	2,146	\$197,206	\$118,373	\$89,169
2001-02	1,993	\$173,402	\$107,269	\$94,614
2002-03	2,577	\$207,447	\$138,158	\$98,308
2003-04	3,580	\$306,859	\$222,622	\$115,679
2004-05	3,162	\$345,422	\$265,556	\$120,924
2005-06	3,398	\$376,845	\$311,545	\$149,522
2006-07	3,128	\$402,244	\$317,580	\$164,902
2007-08	3,805	\$460,808	\$330,150	\$141,667

Financial Breakdown (City's share) of a Citation:

	Citations			
	Class A <sup>1</sup>	Class B <sup>2</sup>	Class C <sup>3</sup>	Class D <sup>4</sup>
Original (Base) Fine	\$ 427.00	\$ 242.00	\$ 145.00	\$ 97.00
Less maximum 25% discount offered to good drivers	(106.00)	(60.00)	(36.00)	(24.00)
Total paid by customer	321.00	182.00	109.00	73.00
Less County and State - Assessments	(69.00)	(64.00)	(56.00)	(53.00)
Total City of Wilsonville portion (General Fund)	252.00	118.00	53.00	20.00

<sup>1</sup> Class A: Includes driving while suspended, speeding over 30 mph excess (but under 100 mph)

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

<sup>3</sup> Class C: Includes equipment violations (ie tinted windows), speeding 11 to 20 mph excess

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

## **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 2009-10 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 Memorial Park Pump Station Improvements, 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 projects. The design and construction of improvements at the I-5/Wilsonville Road interchange including the Boones Ferry Road Project will add capacity for future development.

### ***Stormwater Capital Projects***

Improvements to Rivergreen drainage, Montebello storm sewer, CLC 10 improvements, a Stormwater Master Plan update and other miscellaneous projects.

### ***Building Improvements***

#### ***Transit Capital Projects***

Development of a driver breakroom and public restroom building, as well as other amenities, at the commuter rail station.

#### ***Building Capital Projects***

Design and construction of affordable senior housing on the former Wesleyan Church property.

### ***Parks Capital Projects***

Graham Oaks restoration and Boeckman Trail construction, various SDC reimbursements for the construction of Villebois parks, 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

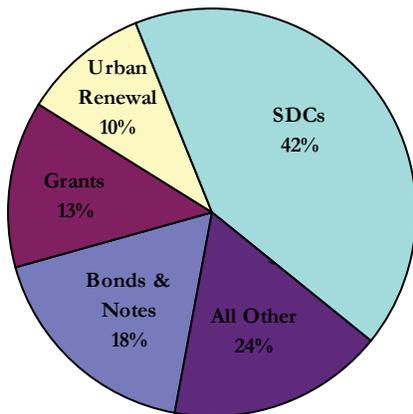
	Water	Sewer	Streets	Street-scape	Storm Water	Transit	Building	Parks	Total
Design/Construct	\$3,259,000	\$7,238,000	\$14,378,000	\$205,000	\$1,181,955	\$738,000	\$688,500	\$819,654	\$28,508,109
Engineering/Admin	463,680	1,059,520	1,520,120	28,700	148,954	80,500	-	166,552	3,468,026
	<u>\$3,722,680</u>	<u>\$8,297,520</u>	<u>\$15,898,120</u>	<u>\$233,700</u>	<u>\$1,330,909</u>	<u>\$818,500</u>	<u>\$688,500</u>	<u>\$986,206</u>	<u>\$31,976,135</u>

## SUMMARY OF RESOURCES

	Water	Sewer	Streets	Street-scape	Storm Water	Transit	Building	Parks	Total
Operating Funds	\$ 589,380	\$ 921,120	\$ -	\$ -	\$ 125,919	\$ 28,500	\$ -	\$ -	\$ 1,664,919
SDCs									
Improvement	2,436,300	1,556,400	8,251,050	74,100	636,990	-	-	438,806	13,393,646
Sherwood Reimbursement	697,000	-	-	-	-	-	-	-	697,000
Grants									
Federal	-	-	2,867,070	-	568,000	790,000	-	-	4,225,070
Bonds & Notes	-	5,700,000	-	-	-	-	-	-	5,700,000
Metro Open Space	-	-	-	-	-	-	-	467,400	467,400
Contributions	-	-	1,710,000	-	-	-	-	20,000	1,730,000
Street Lights	-	-	-	159,600	-	-	-	-	159,600
Road Maintenance	-	-	600,000	-	-	-	-	-	600,000
Set Asides	-	-	-	-	-	-	55,000	60,000	115,000
Subtotal	<u>3,722,680</u>	<u>8,177,520</u>	<u>13,428,120</u>	<u>233,700</u>	<u>1,330,909</u>	<u>818,500</u>	<u>55,000</u>	<u>986,206</u>	<u>28,752,635</u>
Urban Renewal	-	120,000	2,470,000	-	-	-	633,500	-	3,223,500
<b>Total</b>	<u>\$ 3,722,680</u>	<u>\$ 8,297,520</u>	<u>\$ 15,898,120</u>	<u>\$ 233,700</u>	<u>\$ 1,330,909</u>	<u>\$ 818,500</u>	<u>\$ 688,500</u>	<u>\$ 986,206</u>	<u>\$ 31,976,135</u>

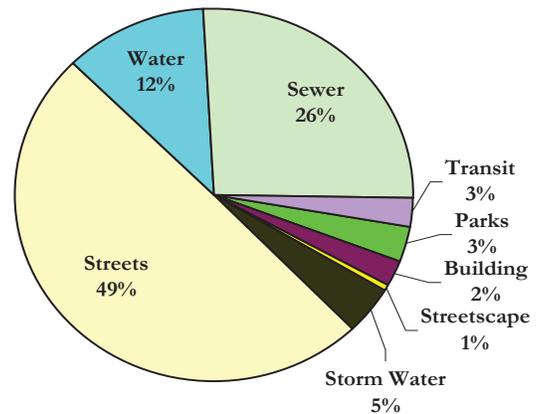
### FUNDING SOURCE

Major funding sources for capital projects identified in FY 2009-10 include urban renewal, systems development charges, and bond notes, respectively.



### PROJECT TYPE

The largest portion of the 2009-10 capital improvement budget rests in street infrastructure. Other major projects include waterline replacements, new waterlines, improvements to the wastewater treatment plant, and stormwater system improvements.



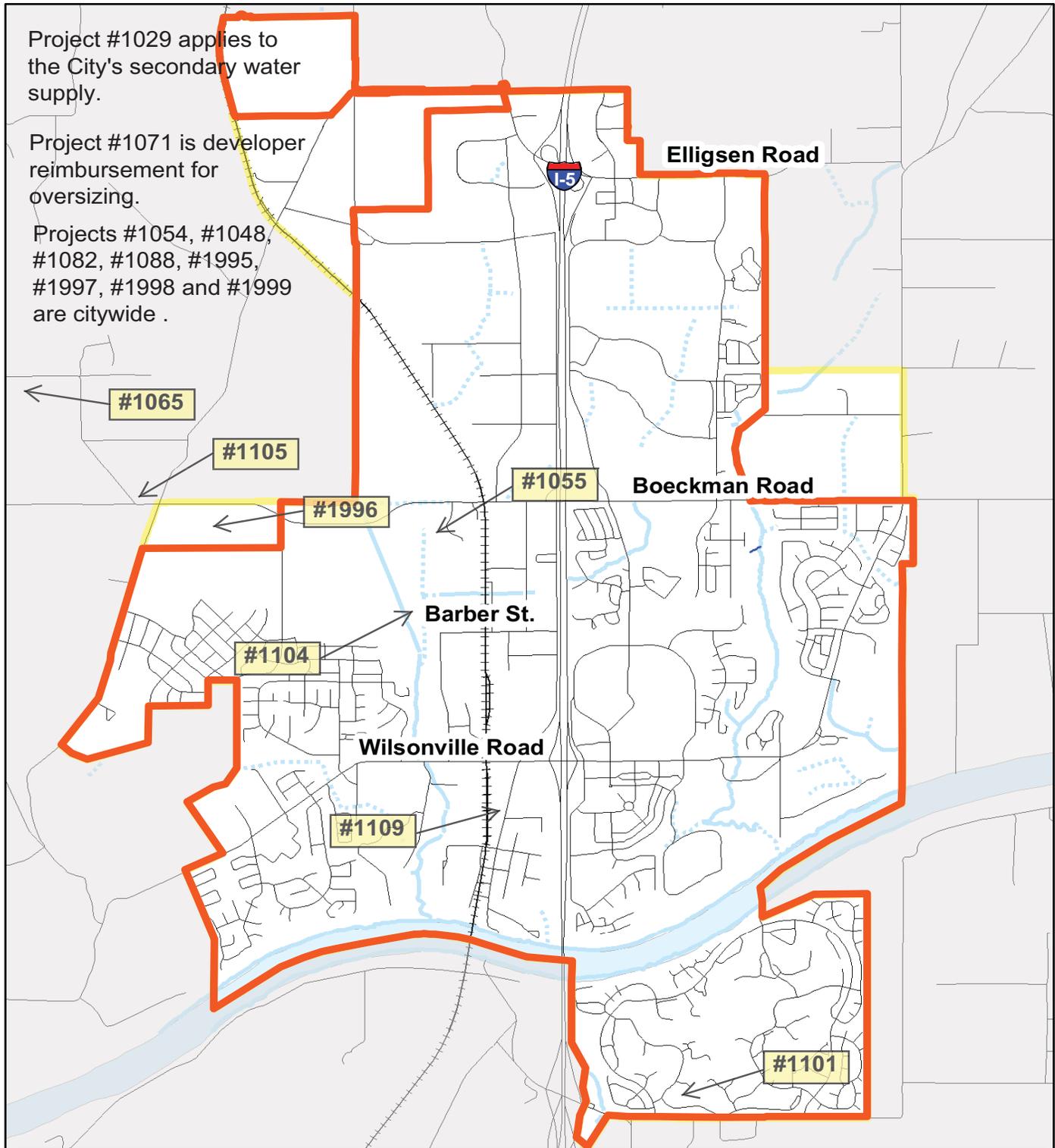


# WATER PROJECTS

Project #1029 applies to the City's secondary water supply.

Project #1071 is developer reimbursement for oversizing.

Projects #1054, #1048, #1082, #1088, #1995, #1997, #1998 and #1999 are citywide .



## The City of Wilsonville Project Locations

-  City Limits
-  UGB



0 2,000 Feet



February 2009

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**2009-10 FUNDING SOURCES**

Proj.	Project Name	Water Operating	Water SDCs	Sherwood Reimburse	Total Resources
1029	Well Renovations	\$ 35,910	\$ -	\$ -	\$ 35,910
1048	Water Distribution Sys Misc Improvements	35,910	-	-	35,910
1054	Water System Telemetry Improvements	114,000	-	-	114,000
1055	Kinsman Transmission Main Phase 2	-	384,000	300,000	684,000
1065	West Side Level B Reservoir Site	-	524,400	-	524,400
1071	Villebois Water System SDC Reimbursement	-	342,000	-	342,000
1082	Water System Master Plan Update	-	171,000	-	171,000
1088	Source Water Protection Plan	57,000	-	-	57,000
1101	Winchester Way Waterline Replacement	33,060	-	-	33,060
1104	Barber St. 18" Waterline - Kinsman to Coffee Lake Dr.	-	51,300	-	51,300
1105	Tooze Rd. 18" Waterline & Revenue Vault	-	615,600	397,000	1,012,600
1109	Boones Ferry Rd. Waterline Replacement	285,000	114,000	-	399,000
1995	Early Planning - Future Water Projects	-	60,000	-	60,000
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	-	3,000	-	3,000
1999	Project Design & Development	-	114,000	-	114,000
		<u>\$ 589,380</u>	<u>\$ 2,436,300</u>	<u>\$ 697,000</u>	<u>\$ 3,722,680</u>

**PROJECT SUMMARIES**

**PROJECT #1029: WELL RENOVATIONS**

This is an annual project that allows the City to renovate wells and maintain capital investment for a long-term secondary water supply. The goal is to renovate or repair one well per year, or every two years as the budget allows. Project costs are escalated 5% per year to reflect inflationary increases.

*Status: Continued from 1997-98*

*Estimated date of completion: Annual*

*Operations Impact: Renovations are intended to reduce maintenance.*

Project Costs:	Prior Years Actual	Estimated 2008-09	Budget 2009-10	Future Year Costs	Project Total
Design & Construction	Annual \$	26,000	\$ 31,500	Annual	Annual
Engineering Administration	-	3,640	4,410	-	-
	<u>\$ -</u>	<u>\$ 29,640</u>	<u>\$ 35,910</u>	<u>\$ -</u>	<u>\$ -</u>

## WATER PROJECTS

### PROJECT #1048: WATER DISTRIBUTION SYSTEM MISCELLANEOUS IMPROVEMENTS

This project allows the City to proactively replace deteriorating waterlines throughout the City. Project costs reflect annual 5% inflationary increases.

*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</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual \$	26,000	\$ 31,500	Annual	Annual
Engineering Administration	-	3,640	4,410	-	-
	<b>\$ -</b>	<b>\$ 29,640</b>	<b>\$ 35,910</b>	<b>\$ -</b>	<b>\$ -</b>

### PROJECT #1054: WATER SYSTEM TELEMETRY IMPROVEMENTS

This project was initiated in the 08/09 budget year and will be completed in 09/10. The project will 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. The project will also add altitude valves, pressure relief valves, or other system controls.

*Status: Continued from 2003-04*

*Estimated date of completion: 2009-10*

*Operations Impact: Periodic updates of hardware and software.*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 101,418	\$ 307,004	\$ 100,000	\$ -	\$ 508,422
Engineering Administration	24,355	36,385	14,000	-	74,740
	<b>\$ 125,773</b>	<b>\$ 343,389</b>	<b>\$ 114,000</b>	<b>\$ -</b>	<b>\$ 583,162</b>

### PROJECT #1055: KINSMAN TRANSMISSION MAIN PHASE 2

This project is a carry-over of unspent funds from the 08/09 budget with additional funds added for 09/10 for preliminary design and engineering. The 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: 2010-11*

*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>2008-09</b>	<b>2009-10</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 413	\$ 5,000	\$ 600,000	\$ 7,766,368	\$ 8,371,781
Engineering Administration	6,638	700	84,000	1,087,292	1,178,630
	<b>\$ 7,051</b>	<b>\$ 5,700</b>	<b>\$ 684,000</b>	<b>\$ 8,853,660</b>	<b>\$ 9,550,411</b>

**PROJECT #1065: WEST SIDE LEVEL “B” RESERVOIR SITE**

In order to serve new growth and to provide sufficient storage to meet fire suppression requirements, the City needs to acquire land and construct a level “B” reservoir on the west side of town. Funds were budgeted in 08/09 but were unspent and are being re-budgeted in 09/10 to identify and acquire land for the reservoir. Future funds in 2010-2013 will be budgeted to complete property acquisition and to design and construct the 4-million gallon reservoir. This project will also fund the cost of design, right-of-way acquisition and construction of a 24” waterline on the Tooze alignment from Grahams Ferry Road to the new West Side Reservoir.

*Status: Continued from 2005-06*

*Estimated date of completion: 20012-13*

*Operations Impact: No significant maintenance costs associated with vacant land.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 400	\$ 5,000	\$ 460,000	\$ 6,900,000	\$ 7,365,400
Engineering Administration	1,624	1,119	64,400	966,000	1,033,143
	<u>\$ 2,024</u>	<u>\$ 6,119</u>	<u>\$ 524,400</u>	<u>\$ 7,866,000</u>	<u>\$ 8,398,543</u>

**PROJECT #1071: VILLEBOIS WATER SYSTEM SDC REIMBURSEMENT**

Project allows for payment to developer for construction of public facilities in excess of those needed to serve the development. The 09/10 reimbursement is for waterline construction to occur on Grahams Ferry between Barber and the LEC property. This line will be over-sized from 12” to 18”.

*Status: Continued from 2004-05*

*Estimated date of completion: Full Build-Out of Villebois*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 245,186	\$ 58,746	\$ 300,000	\$ 500,000	\$ 1,103,932
Engineering Administration	14,529	3,085	42,000	70,000	129,614
	<u>\$ 259,715</u>	<u>\$ 61,831</u>	<u>\$ 342,000</u>	<u>\$ 570,000</u>	<u>\$ 1,233,546</u>

**PROJECT #1082: WATER SYSTEM MASTER PLAN UPDATE**

The City’s last Water System Master Plan was completed in 1986. The City has grown significantly since that time and has also undertaken upsized improvements to serve the City of Sherwood. An update to the Water System Master Plan will examine these changes and also evaluate the finished water pipeline pump operation to resolve pressure fluctuations. This project was initiated in 08/09 and completion is expected in 10/11.

*Status: Continued from 2008-09*

*Estimated date of completion: 2010-11*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ 50,000	\$ 150,000	\$ 250,000	\$ 450,000
Engineering Administration	1,364	7,255	21,000	35,000	64,619
	<u>\$ 1,364</u>	<u>\$ 57,255</u>	<u>\$ 171,000</u>	<u>\$ 285,000</u>	<u>\$ 514,619</u>

## WATER PROJECTS

### PROJECT #1088: SOURCE WATER PROTECTION PLAN

The Source Water Protection Plan is a two-step program required by the State. The first phase involves an updated source water assessment focusing on protecting groundwater at the wellheads. The second phase involves preparing a Source Water Protection Plan. The State requires the plan to be updated every 5 years. Additional funds will be budgeted in 2010/2011 to complete the plan.

*Status: New*

*Estimated date of completion: 2010-11*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 250,000	\$ 300,000
Engineering Administration	-	-	7,000	35,000	42,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,000</u>	<u>\$ 285,000</u>	<u>\$ 342,000</u>

### PROJECT #1101: WINCHESTER WAY WATERLINE REPLACEMENT

This project involves replacing an aging cast iron waterline on Winchester Way which continues to break.

*Status: Continued from 2008-09*

*Estimated date of completion: 2009-10*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 123,821	\$ 29,000	\$ -	\$ 152,821
Engineering Administration	-	24,822	4,060	-	28,882
	<u>\$ -</u>	<u>\$ 148,643</u>	<u>\$ 33,060</u>	<u>\$ -</u>	<u>\$ 181,703</u>

### PROJECT #1104: BARBER ST. 18" WATERLINE - KINSMAN TO COFFEE LAKE DR.

Project constructs waterline to loop water system to Villebois area and provide water pressure and supply. This project is also coordinated with Barber Road - Kinsman to Coffee Lake Drive Project #4116. Future expenditures of \$2.4 million are expected in 2011/12 for the second phase of construction of this project.

*Status: Continued from 2008-09*

*Estimated date of completion: 2011-12*

*Operations Impact: Maintenance costs expected to be minimal for several years. No costs until project is constructed. Afterwards, annual costs will be minimal.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 5,000	\$ 45,000	\$ 2,160,000	\$ 2,210,000
Engineering Administration	628	1,252	6,300	302,400	310,580
	<u>\$ 628</u>	<u>\$ 6,252</u>	<u>\$ 51,300</u>	<u>\$ 2,462,400</u>	<u>\$ 2,520,580</u>

**PROJECT #1105: TOOZE RD. 18" WATERLINE & REVENUE VAULT**

This project includes the construction of waterlines on the west side of the City to provide water to the City of Sherwood and for the construction of a water revenue vault on Tooze Road to monitor the demand from Sherwood and meter the amount of water provided. Right-of-way acquisition was initiated in 08/09 and is expected to be complete in early 09/10 with the first phase of construction occurring in 09/10 and the completion of construction occurring in 10/11 with an anticipated additional City expenditure of \$615,000. Total project cost includes contributions from the City of Sherwood for their share of the infrastructure improvements.

*Status: Continued from 2008-09*

*Estimated date of completion: 2010-11*

*Operations Impact: Maintenance costs expected to be minimal for several years. No costs until project is constructed. Afterwards, annual costs will be minimal.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ 47,782	\$ 937,000	\$ -	\$ 984,782
Engineering Administration	75	12,326	75,600	-	88,001
	<u>\$ 75</u>	<u>\$ 60,108</u>	<u>\$ 1,012,600</u>	<u>\$ -</u>	<u>\$ 1,072,783</u>

**PROJECT #1109: BOONES FERRY RD. WATERLINE REPLACEMENT**

The waterline on Boones Ferry Road south of Wilsonville Road is constructed of aging cast iron that is beginning to fail and is due for replacement. This project will replace the waterline in conjunction with road improvements to be constructed on Boones Ferry Road in this area beginning in 2009. The project is expected to be completed in one construction season.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000
Engineering Administration	-	-	49,000	-	49,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 399,000</u>	<u>\$ -</u>	<u>\$ 399,000</u>

**PROJECT #1995: EARLY PLANNING - FUTURE WATER PROJECTS**

Project allows for staff time expenditures on future CIP projects which are at very early stages of project development and study. Project also includes management of citizen concerns and questions relating to water issues.

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	12,145	60,000	-	-
	<u>\$ -</u>	<u>\$ 12,145</u>	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ -</u>

## WATER PROJECTS

### PROJECT #1996: VILLEBOIS SCHOOL SITE UTILITIES

Project allots for preliminary engineering of water infrastructure needed for the future Villebois school site in order to support the West Linn/Wilsonville School District's planning and design efforts.

*Status: Continued from 2008-09*

*Estimated date of completion: 2010-11*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 45,000	\$ 50,000	\$ 50,000	\$ 145,000
Engineering Administration	4,403	7,892	7,000	7,000	26,295
	<u>\$ 4,403</u>	<u>\$ 52,892</u>	<u>\$ 57,000</u>	<u>\$ 57,000</u>	<u>\$ 171,295</u>

### PROJECT #1997: MISCELLANEOUS WATERLINE REPLACEMENT

This annual project funds design efforts for unanticipated waterline repairs that are identified throughout the year due to issues resulting from aging infrastructure.

*Status: Continued from 2008-09*

*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 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 25,000	\$ 25,000	Annual	Annual
Engineering Administration	-	430	3,500	-	-
	<u>\$ -</u>	<u>\$ 25,430</u>	<u>\$ 28,500</u>	<u>\$ -</u>	<u>\$ -</u>

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

Project provides for staff time expenditures for developing and master planning the annual capital project budget and the 5-year capital improvement program.

*Status: Continued from 2008-09*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	7,134	3,000	-	-
	<u>\$ -</u>	<u>\$ 7,134</u>	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ -</u>

**PROJECT #1999: PROJECT DESIGN & DEVELOPMENT**

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

*Status: Continued from 2008-09*

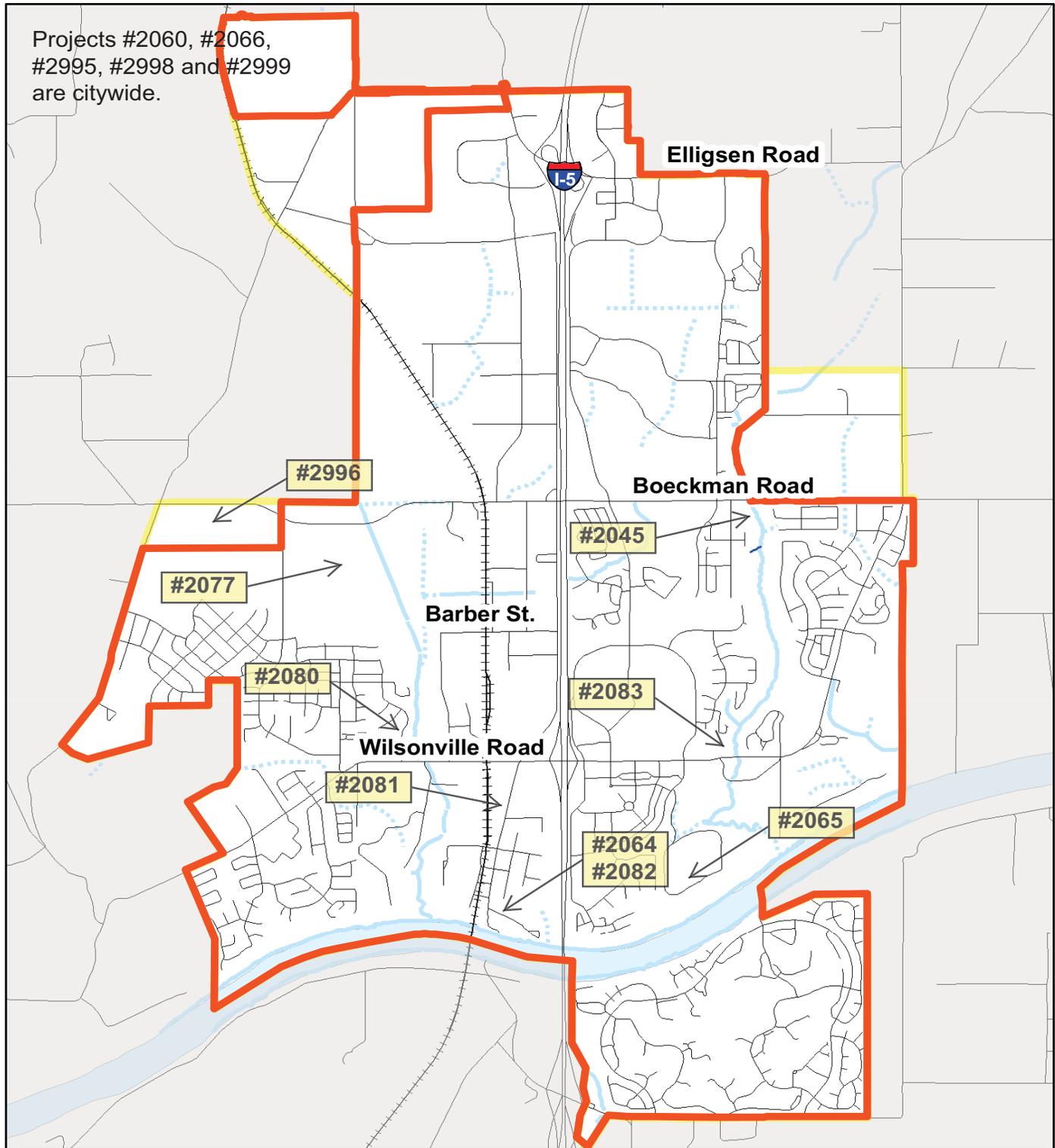
*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 100,000	Annual	Annual
Engineering Administration	-	1,370	14,000	-	-
	\$ -	\$ 1,370	\$ 114,000	\$ -	\$ -

# SEWER PROJECTS

Projects #2060, #2066, #2995, #2998 and #2999 are citywide.



## The City of Wilsonville Project Locations

-  City Limits
-  UGB



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## 2009-10 FUNDING SOURCES

Proj.	Project Name	Sewer Operating	Sewer SDCs	Sewer Rev. Bond	Eastside Urban Renewal	Total Resources
2045	Sewer R&M Access Along Boeckman Creek	\$ 57,000	\$ -	\$ -	\$ -	\$ 57,000
2060	Miscellaneous Small Sewer Projects	68,400	-	-	-	68,400
2064	WWTP & Lift Station SCADA Improvements	74,100	-	-	-	74,100
2065	Memorial Park Pump Station Improvements	342,000	228,000	-	-	570,000
2066	Update Sewer Rate and SDC Study	-	11,400	-	-	11,400
2077	Coffee Lake Dr Sewer Improvements	-	570,000	-	-	570,000
2080	Montebello Sanitary Sewer Rehabilitation	208,620	-	-	-	208,620
2081	Boones Ferry Rd - Wilsonville Rd to Bailey Sewer Upsizing	171,000	285,000	-	-	456,000
2082	Wastewater Treatment Plant Upgrade	-	-	5,700,000	-	5,700,000
2083	Affordable Senior Housing Sewer Line Relocation	-	-	-	120,000	120,000
2995	Early Planning - Future Sewer Projects	-	60,000	-	-	60,000
2996	Villebois School Site Utilities - Sewer	-	285,000	-	-	285,000
2998	5-Year and Annual Sewer CIP Budget Development	-	3,000	-	-	3,000
2999	Project Design & Development	-	114,000	-	-	114,000
		<u>\$ 921,120</u>	<u>\$ 1,556,400</u>	<u>\$ 5,700,000</u>	<u>\$ 120,000</u>	<u>\$ 8,297,520</u>

## PROJECT SUMMARIES

**PROJECT #2045: SEWER REPAIR & MAINTENANCE ACCESS ALONG BOECKMAN CREEK**

The High School Interceptor line running along Boeckman Creek has both capacity and maintenance access issues. Funds budgeted for 09/10 will allow staff to begin design and analysis for resolving these issues. Construction will occur in future years and will reestablish vehicle maintenance access to the High School Interceptor manholes adjacent to Boeckman Creek by rebuilding a 6,500 foot long, 8-foot wide gravel path. Sections of access are in jeopardy of sliding into Boeckman Creek and environmental permitting and mitigation due to work in fish passage and natural resource area will be required. Future construction costs in the estimated amount of \$2.5 million will also include replacing the line to increase capacity for future residential and school site development on the east side of the City.

*Status: New*

*Estimated date of completion: 2011-12*

*Operations Impact: After completion, costs estimated to be \$5,000 over a three-year period.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 2,190,500	\$ 2,240,500
Engineering Administration	-	-	7,000	287,770	294,770
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,000</u>	<u>\$ 2,478,270</u>	<u>\$ 2,535,270</u>

## SEWER PROJECTS

### PROJECT #2060: MISCELLANEOUS SMALL SEWER PROJECTS

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

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Replacement to avoid future near-term maintenance.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	Annual	\$ 60,000	\$ 60,000	Annual	Annual
Engineering Administration	-	8,515	8,400	-	-
	\$ -	\$ 68,515	\$ 68,400	\$ -	\$ -

### PROJECT #2064: WWTP & LIFT STATION SCADA IMPROVEMENTS

This project was initiated in 08/09 with the balance of unexpended funds to be re-budgeted in 09/10 to allow project completion. By upgrading the SCADA systems at the Wastewater Treatment Plant and the City's eight lift stations, alarm capabilities will be improved for overflow situations. These improvements will integrate real-time wet well level status and discharge flow into the data acquisition and storage program at the wastewater treatment plant control room. This project is outside the scope of the planned expansion of the WWTP.

*Status: Continued from 2008-09*

*Estimated date of completion: 2009-10*

*Operations Impact: Periodic updates of hardware and software. Estimated annual cost: \$10,000.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 28,558	\$ 288,494	\$ 65,000	\$ -	\$ 353,494
Engineering Administration	16,763	31,265	9,100	-	40,365
	\$ 45,321	\$ 319,759	\$ 74,100	\$ -	\$ 393,859

### PROJECT #2065: MEMORIAL PARK PUMP STATION IMPROVEMENTS

With recent flood plain map revisions, the Memorial Park lift station is now in the flood plain and relocation is necessary. Additionally, the existing lift station is in need of back-up electrical power and improvement of the wet well to better handle current and future pumping regimens. Funds for 09/10 will allow for design and engineering with construction anticipated to begin in 10/11 at an estimated cost of approximately \$3 million.

*Status: Continued from 2008-09*

*Estimated date of completion: 2012-13*

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ 355,983	\$ 500,000	\$ 6,000,000	\$ 6,855,983
Engineering Administration	-	45,351	70,000	840,000	955,351
	\$ -	\$ 401,334	\$ 570,000	\$ 6,840,000	\$ 7,811,334

**PROJECT #2066: UPDATE SEWER RATE AND SDC STUDY**

This project evaluates and updates the sewer SDC rate structure. Funds budgeted for 09/10 will cover any final outstanding billings that were not submitted by the end of the 08/09 budget year.

*Status: Continued from 2008-09*

*Estimated date of completion: 2009-10*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
Engineering Administration	956	1,859	1,400	-	3,259
	<u>\$ 956</u>	<u>\$ 1,859</u>	<u>\$ 11,400</u>	<u>\$ -</u>	<u>\$ 13,259</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. This project is included in the Villebois Master Plan.

*Status: Continued from 2008-09*

*Estimated date of completion: 2010-11*

*Operations Impact: Periodic line flushing and monitoring estimated at \$5,000 per year.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 500,000	\$ 150,000	\$ 650,000
Engineering Administration	-	2,260	70,000	21,000	93,260
	<u>\$ -</u>	<u>\$ 2,260</u>	<u>\$ 570,000</u>	<u>\$ 171,000</u>	<u>\$ 743,260</u>

**PROJECT #2080: MONTEBELLO SANITARY SEWER REHABILITATION**

This sewer line has significant low points where solids collect. The line also has problems with groundwater infiltrating at joints and pipe cracks. This project will replace the main line, manholes, and laterals and correct these deficiencies to improve system reliability and to reduce maintenance expenses. The project is a carryover from the 08/09 budget and will be completed in 09/10. It has been packaged with three other construction projects to achieve cost savings and efficiencies.

*Status: Continued from 2008-09*

*Estimated date of completion: 2009-10*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 482,733	\$ 183,000	\$ -	\$ 665,733
Engineering Administration	-	69,909	25,620	-	95,529
	<u>\$ -</u>	<u>\$ 552,642</u>	<u>\$ 208,620</u>	<u>\$ -</u>	<u>\$ 761,262</u>

## SEWER PROJECTS

### PROJECT #2081: BOONES FERRY RD. - WILSONVILLE RD. TO BAILEY SEWER UPSIZING

The sewer line on Boones Ferry Road south of Wilsonville Road is an older line that is beginning to have issues with sagging and infiltration and is due for replacement. This project will replace and upsize this sewer line in conjunction with road improvements to be constructed on Boones Ferry Road in this area beginning in 2009. The project is expected to be completed in one construction season.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: Costs estimated to be \$5,000 over a three-year cycle.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 400,000	\$ -	\$ 400,000
Engineering Administration	-	-	56,000	-	56,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 456,000</u>	<u>\$ -</u>	<u>\$ 456,000</u>

### PROJECT #2082: WASTEWATER TREATMENT PLANT UPGRADE

This upgrade is based upon the November '04 Wastewater Treatment Plant Facility Master Plan. Improvements to the plant will include biosolids handling, increasing headworks capacity, modifying primary clarifiers for additional capacity, and effluent discharge improvements. The plant currently generates noise and odor complaints from neighbors that will be addressed by the upgrade. This is a multi-year project that will be broken into four phases. The 09/10 budget includes work efforts relating to Phase A – Background Documentation which will establish the overall project management approach, identify key technical information including Facilities Plan Update, Influent Characterization, Procurement Strategy Development, Request for Qualifications (RFQ) and establish the foundation of the Design-Build-Operate (DBO) procurement process that will be implemented in Phase B. The total project cost is expected to reach approximately \$60 million.

*Status: Continued from 2008-09*

*Estimated date of completion: 2012-13*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 1,505,121	\$ 5,000,000	\$ 53,000,000	\$ 59,505,121
Engineering Administration	-	254,762	700,000	-	954,762
	<u>\$ -</u>	<u>\$ 1,759,883</u>	<u>\$ 5,700,000</u>	<u>\$ 53,000,000</u>	<u>\$ 60,459,883</u>

### PROJECT #2083: AFFORDABLE SENIOR HOUSING SEWER LINE RELOCATION

To construct the affordable senior housing project on the former Wesleyan Church property an existing sewer line on the site must be relocated. This project will relocate the sewer line so that it is outside of the footprint of the future building.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: Minimal annual costs.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 120,000	\$ -	\$ 120,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 120,000</u>	<u>\$ -</u>	<u>\$ 120,000</u>

**PROJECT #2995: EARLY PLANNING - FUTURE SEWER PROJECTS**

Project allots for staff time expenditures on future CIP projects which are at very early stages of project development and study. Project also includes management of citizen concerns and questions relating to sewer issues.

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	19,716	60,000	-	-
	\$ -	\$ 19,716	\$ 60,000	\$ -	\$ -

**PROJECT #2996: VILLEBOIS SCHOOL SITE UTILITIES - SEWER**

Preliminary engineering and construction of sewer infrastructure is needed for the future school site at Villebois in order to support the West Linn/Wilsonville School District's planning and design efforts. This project will extend sewer service from the north end of the Coffee Lake Drive sewer line (also in this year's budget), to the future Villebois School Site. An additional \$285,000 will be needed in 10/11 to complete construction.

*Status: Continued from 2008-09*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 500,000
Engineering Administration	-	1,028	35,000	35,000	71,028
	\$ -	\$ 1,028	\$ 285,000	\$ 285,000	\$ 571,028

**PROJECT #2998: 5-YEAR AND ANNUAL SEWER CIP BUDGET AND DEVELOPMENT**

Project allows for staff time expenditures for developing and master planning the annual capital project budget and the 5-year capital improvement program.

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	5,750	3,000	-	-
	\$ -	\$ 5,750	\$ 3,000	\$ -	\$ -

## SEWER PROJECTS

### PROJECT #2999: PROJECT DESIGN & DEVELOPMENT

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

*Status: Annual*

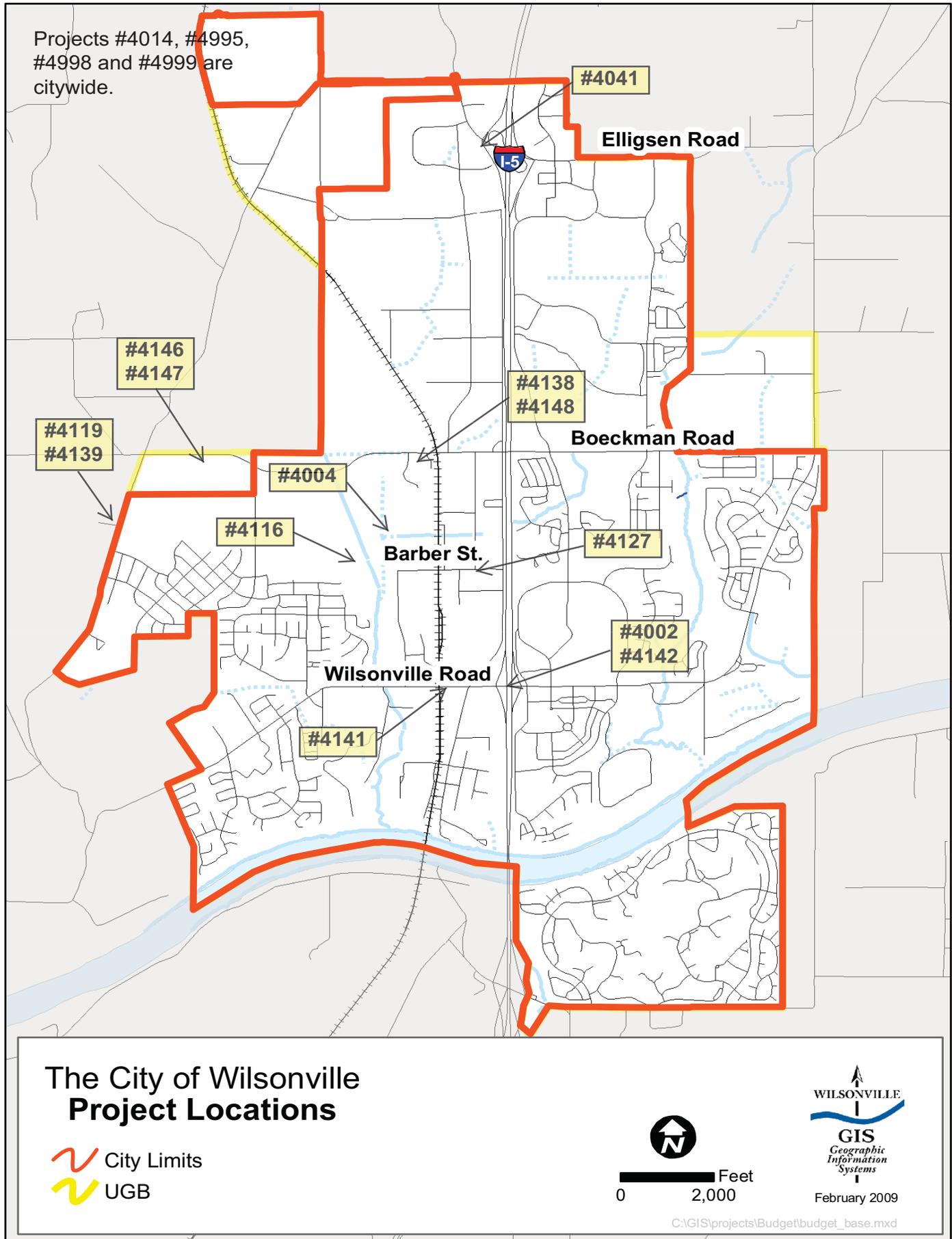
*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$	- \$	100,000	Annual	Annual
Engineering Administration	-	644	14,000	-	-
	<b>\$ -</b>	<b>\$ 644</b>	<b>\$ 114,000</b>	<b>\$ -</b>	<b>\$ -</b>



# STREETS PROJECTS



## 2009-10 FUNDING SOURCES

Proj.	Project Name	Road Maint	Street SDCs	Streets Special SDCs	West Side Urb Renewal	Developer's Contribution	Federal Funding	East Side Urb Renewal	Total Resources
4002	Wilsonville Rd Interchange Turn Lane Improvements	\$ -	\$ -	\$ 2,850,000	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 3,850,000
4004	Kinsman Rd Extension	-	79,800	-	-	-	570,000	-	649,800
4014	Street Maintenance	600,000	-	-	-	-	-	-	600,000
4041	95 <sup>th</sup> at Boones Ferry Rd	-	342,000	-	-	-	-	-	342,000
4116	Barber St, Kinsman to Coffee Lake Dr	-	162,450	-	-	-	1,397,070	-	1,559,520
4119	Grahams Ferry Phase I Right of Way	-	228,000	-	-	-	-	-	228,000
4127	Barber St Phase II - Boberg to Boones Ferry	-	-	-	70,000	-	900,000	-	970,000
4138	5-Year Monitoring of Boeckman Rd Mitigation	-	57,000	-	-	-	-	-	57,000
4139	Grahams Ferry Rd - Villebois	-	399,000	-	-	-	-	-	399,000
4141	Boones Ferry Rd - Wilsonville Rd to 5 <sup>th</sup>	-	3,648,000	-	-	1,710,000	-	-	5,358,000
4142	Wilsonville Rd 6-Lane Enhancement	-	-	-	-	-	-	1,300,000	1,300,000
4146	Boeckman Rd Extension - Tooze Rd to Grahams Ferry Rd	-	296,400	-	-	-	-	-	296,400
4147	Villebois School Site Development	-	11,400	-	-	-	-	-	11,400
4148	Boeckman Rd Geotechnical Investigation	-	-	-	100,000	-	-	-	100,000
4995	Early Planning - Future Street Projects	-	60,000	-	-	-	60,000	-	60,000
4998	5-Year and Annual Street CIP Budget Development	-	3,000	-	-	-	-	-	3,000
4999	Project Design & Development	-	114,000	-	-	-	-	-	114,000
		\$ 600,000	\$ 5,401,050	\$ 2,850,000	\$ 170,000	\$ 1,710,000	\$ 2,867,070	\$ 2,300,000	\$ 15,898,120

## PROJECT SUMMARIES

**PROJECT #4002: WILSONVILLE RD INTERCHANGE TURN LANE IMPROVEMENTS**

This is a partner project with Project #4141 and Project #4142. This project will 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. An additional \$8.5 million will be budgeted in 10/11 to complete construction of this project for a project total of \$12 million.

*Status: Continued from 2003-04*

*Estimated date of completion: 20010-11*

*Operations Impact: None identified until project design can be finalized.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 632,204	\$ 239,862	\$ 3,500,000	\$ 8,000,000	\$ 12,372,066
Engineering Administration	\$ 32,949	\$ 41,622	\$ 350,000	\$ -	424,571
	\$ 665,153	\$ 281,484	\$ 3,850,000	\$ 8,000,000	\$ 12,796,637

## STREETS PROJECTS

### PROJECT #4004: KINSMAN ROAD EXTENSION

Project allows for design, acquiring right-of-way, and constructing 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. Funds were budgeted in 08/09 but were unspent. Funds in 09/10 are primarily federal funds with a local match component and will be expended on preliminary engineering and environmental permitting. Future year property acquisition and construction costs are estimated in the amount of \$15.7 million with further federal funding, street SDCs, and urban renewal as proposed funding sources. Sewer and waterline construction for the Kinsman Road alignment will be budgeted separately.

*Status: Continued from 2007-08*

*Estimated date of completion: 2013-14*

*Operations Impact: Minimal maintenance for near-term. Future costs absorbed by road maintenance fees.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 54,200	\$ 15,000	\$ 570,000	\$ 15,816,600	\$ 16,455,800
Engineering Administration	44,989	-	79,800	-	124,789
	<u>\$ 99,189</u>	<u>\$ 15,000</u>	<u>\$ 649,800</u>	<u>\$ 15,816,600</u>	<u>\$ 16,580,589</u>

### PROJECT #4014: STREET MAINTENANCE

Annual street maintenance projects include surface repair and resurfacing of streets that are on a planned six-year rotation schedule. The projects for 09/10 include reconstruction of Boones Bend Road, a grind and overlay of Montebello, and spot improvements on Day Road.

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Improvements help to decrease maintenance costs.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	Annual	\$ 639,249	\$ 600,000	Annual	Annual
Engineering Administration	-	49,423	-	-	-
	<u>\$ -</u>	<u>\$ 688,672</u>	<u>\$ 600,000</u>	<u>\$ -</u>	<u>\$ -</u>

### PROJECT #4041: 95<sup>TH</sup> AT BOONES FERRY ROAD

Project's scope involves the design, acquiring right-of-way, and constructing improvements at the intersection of 95<sup>th</sup> and Boones Ferry Road to improve safety and capacity. Funds were expended in 08/09 on preliminary engineering, design, and the initiation of property acquisition. Funds in 09/10 will allow the completion of these activities. Future year construction costs are estimated at approximately \$2.2 million and will occur in 2011 pending funding availability.

*Status: Continued from 2007-08*

*Estimated date of completion: 2010-11*

*Operations Impact: Unknown until design is completed.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 194,787	\$ 590,175	\$ 300,000	\$ 1,900,000	\$ 2,984,962
Engineering Administration	56,167	92,282	42,000	266,000	456,449
	<u>\$ 250,954</u>	<u>\$ 682,457</u>	<u>\$ 342,000</u>	<u>\$ 2,166,000</u>	<u>\$ 3,441,411</u>

**PROJECT #4116: BARBER STREET - KINSMAN TO COFFEE LAKE DR.**

Project will provide for the design, acquiring right-of-way and constructing the extension of Barber Street from Kinsman Road to Coffee Lake Drive at the southeast corner of the Villebois development. This road will be a minor collector cross section that will connect Villebois with commercial districts and the Commuter Rail Station. Funds were budgeted in 08/09 from West Side Urban Renewal, but were not expended. Funds budgeted in 09/10 reflect federal grants and local match. Expenditures planned for 09/10 include preliminary engineering, design, environmental permitting, and right-of-way acquisition. Future construction costs are estimated at \$9.6 million.

*Status: Continued from 2007-08*

*Estimated date of completion: 2013-14*

*Operations Impact: Landscaping maintenance estimated to be at \$15,000 per year.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 34,220	\$ 15,000	\$ 1,368,000	\$ 9,060,000	\$ 10,477,220
Engineering Administration	53,862	-	191,520	529,200	774,582
	<u>\$ 88,082</u>	<u>\$ 15,000</u>	<u>\$ 1,559,520</u>	<u>\$ 9,589,200</u>	<u>\$ 11,251,802</u>

**PROJECT #4119: GRAHAMS FERRY PHASE I RIGHT-OF-WAY**

Construction of developer and City improvements on Grahams Ferry Road requires additional right-of-way to be purchased by the City in 2009/2010. The majority of costs for this project are the developer's responsibility.

*Status: Continued from 2007-08*

*Estimated date of completion: 2009-10*

*Operations Impact: No significant costs identified.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ 17,492	\$ 200,000	\$ -	\$ 217,492
Engineering Administration	3,311	9,413	28,000	-	40,724
	<u>\$ 3,311</u>	<u>\$ 26,905</u>	<u>\$ 228,000</u>	<u>\$ -</u>	<u>\$ 258,216</u>

**PROJECT #4127: BARBER ST. PHASE II - BOBERG TO BOONES FERRY**

This project is the second phase of the Barber Road Improvement Project. Phase I reconstructed Barber Street from Kinsman Road to Boberg Street. This second phase will pick up at Boberg and will reconstruct and widen Barber Street from Boberg to Boones Ferry Road. The project also includes new sidewalks on the north side of Barber Street.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: Minimal maintenance for near-term. Future costs absorbed by road maintenance fee.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ 30,000	\$ 970,000	\$ -	\$ 1,000,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 970,000</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>

## STREETS PROJECTS

### PROJECT #4138: 5-YEAR MONITORING OF BOECKMAN RD. MITIGATION

The construction of wetland mitigation was required by regulatory agencies as a part of the Boeckman Road Extension Project. This mitigation must be monitored for a five-year period to meet state and federal mandated permit conditions for managing wetland mitigation for the Boeckman Road Project. This project will be budgeted on an annual basis through 2013 with a total cost of \$285,000.

*Status: Continued from 2008-09*

*Estimated date of completion: 2012-13*

*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>2008-09</b>	<b>2009-10</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 56,522	\$ 50,000	\$ 150,000	\$ 256,522
Engineering Administration	-	16,495	7,000	-	23,495
	<u>\$ -</u>	<u>\$ 73,017</u>	<u>\$ 57,000</u>	<u>\$ 150,000</u>	<u>\$ 280,017</u>

### PROJECT #4139: GRAHAMS FERRY RD. - VILLEBOIS

The Villebois Master Plan project consists of widening the existing 2-lane roadway to three lanes including bike lanes. Improvements to water, sewer and storm systems will occur at the same time and are budgeted separately. In 09/10 the City's share of design and engineering costs for roadway improvements between the LEC property and the transition north of Barber Street is \$180,000. Future costs are not anticipated until 2011/12.

*Status: Continued from 2008-09*

*Estimated date of completion: 2012-13*

*Operations Impact: Landscaping, sweeping, and striping costs estimated at \$15,000 per year.*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 350,000	\$ 798,000	\$ 1,148,000
Engineering Administration	186	1,416	49,000	-	50,602
	<u>\$ 186</u>	<u>\$ 1,416</u>	<u>\$ 399,000</u>	<u>\$ 798,000</u>	<u>\$ 1,198,602</u>

### PROJECT #4141: BOONES FERRY RD. - WILSONVILLE RD. TO 5<sup>TH</sup>

This project is a partner project to Project #4002 and Project #4142 and consists of widening Boones Ferry Road between Wilsonville Road and 5<sup>th</sup> Street. This project will be constructed in conjunction with water and sewer improvements on Boones Ferry Road, which are budgeted separately. Construction is expected to begin the summer of 2009 and be completed in one year. The city portion of this project is \$3,648,000 and the balance is funded through a developer payment of \$1,710,000.

*Status: Continued from 2008-09*

*Estimated date of completion: 2009-10*

*Operations Impact: Costs included in Project #4142.*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2008-09</b>	<b>2009-10</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 8,379	\$ 358,429	\$ 4,700,000	\$ -	\$ 5,066,808
Engineering Administration	-	-	658,000	-	658,000
	<u>\$ 8,379</u>	<u>\$ 358,429</u>	<u>\$ 5,358,000</u>	<u>\$ -</u>	<u>\$ 5,724,808</u>

**PROJECT #4142: WILSONVILLE RD. 6-LANE ENHANCEMENT**

This project is a partner project to Project #4002 and Project #4141 and consists of improvements on the east and west ends of Project #4002 on Wilsonville Road between Town Center Loop West and the railroad tracks on the east. Improvements to be constructed in 09/10 will focus on the area between the railroad tracks and the match line just west of the Boones Ferry Road intersection. The Boones Ferry Road intersection with Wilsonville Road will be improved as necessary to augment improvements to occur on Wilsonville Road and the Wilsonville Road/I-5 interchange area.

*Status: Continued from 2008-09*

*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	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ 1,303	\$ 1,300,000	\$ 1,360,000	\$ 2,661,303
Engineering Administration	-	-	-	-	-
	\$ -	\$ 1,303	\$ 1,300,000	\$ 1,360,000	\$ 2,661,303

**PROJECT #4146: BOECKMAN RD. EXTENSION - TOOZE RD. TO GRAHAMS FERRY RD.**

This is the second phase of the Boeckman Road Extension. This project will improve Tooze Road between the end of the first phase of the Boeckman project, which is slightly west of 110<sup>th</sup>, to the intersection with Grahams Ferry Road. This project will include construction of bike lanes and sidewalks, new turn lanes and a signal at Grahams Ferry Road. This project is necessary to accommodate the construction of a new school on Tooze Road and future residential development in the area. Future year costs are estimated at \$7,154,412. Companion water and sewer projects are budgeted separately.

*Status: New*

*Estimated date of completion: 2011-12*

*Operations Impact: Landscaping and maintenance estimated at \$10,000 per year.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 260,000	\$ 6,275,800	\$ 6,535,800
Engineering Administration	-	-	36,400	878,612	915,012
	\$ -	\$ -	\$ 296,400	\$ 7,154,412	\$ 7,450,812

**PROJECT #4147: VILLEBOIS SCHOOL SITE DEVELOPMENT**

This project provides for staff review and oversight for road projects related to the design and construction of an elementary school in Villebois. This project will be budgeted annually through the completion of construction of the new elementary school on Tooze Road and is expected to total \$34,200.

*Status: New*

*Estimated date of completion: 2011-2012*

*Operations Impact: No operating costs associated with this phase of the project.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 10,000	\$ 22,800	\$ 32,800
Engineering Administration	-	-	1,400	-	1,400
	\$ -	\$ -	\$ 11,400	\$ 22,800	\$ 34,200

## STREETS PROJECTS

### PROJECT #4148: BOECKMAN RD. GEOTECHNICAL INVESTIGATION

Project provides for the investigation of the Boeckman Road geotechnical issues and to determine the appropriate remedy.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: To be determined at completion of study.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 200,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 200,000</u>

### PROJECT #4995: EARLY PLANNING - FUTURE STREET PROJECTS

Project includes expenditures of staff time to be spent on future CIP projects which are at very early stages of project development and study. Project also includes management of citizen concerns and questions relating to street issues.

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$ -	\$ -	\$ -	Annual	Annual
Engineering Administration	-	37,013	60,000	-	-
	<u>\$ -</u>	<u>\$ 37,013</u>	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ -</u>

### PROJECT #4998: 5-YEAR AND ANNUAL STREET CIP BUDGET DEVELOPMENT

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

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$ -	\$ -	\$ -	Annual	Annual
Engineering Administration	-	6,808	3,000	-	-
	<u>\$ -</u>	<u>\$ 6,808</u>	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ -</u>

**PROJECT #4999: PROJECT DESIGN & CONSTRUCTION**

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

*Status: Annual*

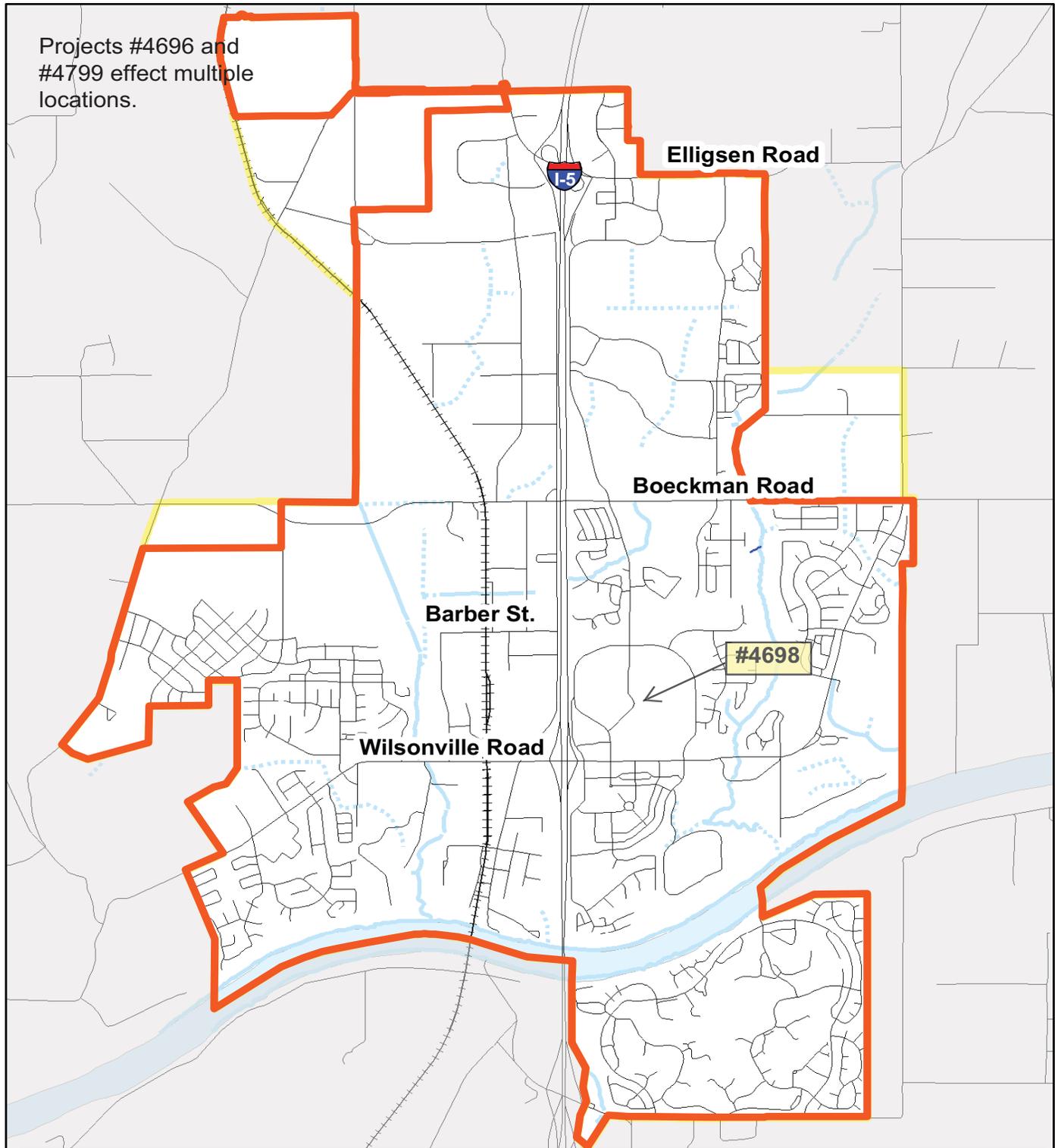
*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$	3,110	\$ 100,000	Annual	Annual
Engineering Administration	-	2,670	14,000	-	-
	<b>\$ -</b>	<b>\$ 5,780</b>	<b>\$ 114,000</b>	<b>\$ -</b>	<b>\$ -</b>

# STREETScape/BIKEWAY PROJECTS

Projects #4696 and #4799 effect multiple locations.



## The City of Wilsonville Project Locations

-  City Limits
-  UGB



0 2,000 Feet



February 2009

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## 2009-10 FUNDING SOURCES

Proj.	Project Name	Streetlight Fund	Street SDC's	Total Resources
4696	Streetlight Infill	\$ 159,600	\$ -	\$ 159,600
4698	Town Center Bike Pedestrian Connection	-	62,700	62,700
4799	Project Design & Development	-	11,400	11,400
		<u>\$ 159,600</u>	<u>\$ 74,100</u>	<u>\$ 233,700</u>

## PROJECT SUMMARIES

**PROJECT #4696: STREETLIGHT INFILL**

Project allows for the installation of street lights on Boones Ferry Road from north of Wilsonville Road to Barber Street using the poles and lights removed from the Barber Street Improvement Project. Also included is the installation of street lights on Burns Way, from Parkway Ave. to Canyon Creek Rd. This road is in an industrial section of town which did not previously have street lights.

*Status: Continued from 2001-02*

*Estimated date of completion: Annual*

*Operations Impact: Additional streetlights to operate and maintain.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	Annual	\$ 32,000	\$ 140,000	Annual	Annual
Engineering Administration		4,480	19,600	-	-
	\$ -	\$ 36,480	\$ 159,600	\$ -	\$ -

**PROJECT #4698: TOWN CENTER BIKE PEDESTRIAN CONNECTION**

The project allows for the acquisition of easements and construction of a 15' sidewalk north on Town Center Loop East to provide a coherent bicycle and pedestrian connection to the City's primary retail center. This project is a carryover from the 08/09 budget with new funds added for construction in 09/10.

*Status: Continued from 2008-09*

*Estimated date of completion: 2009-10*

*Operations Impact: Not applicable.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 1,227	\$ 5,000	\$ 55,000	\$ -	\$ 61,227
Engineering Administration	472	1,243	7,700	-	9,415
	\$ 1,699	\$ 6,243	\$ 62,700	\$ -	\$ 70,642

## STREETSCAPE/BIKEWAY PROJECTS

### PROJECT #4799 PROJECT DESIGN & DEVELOPMENT

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

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

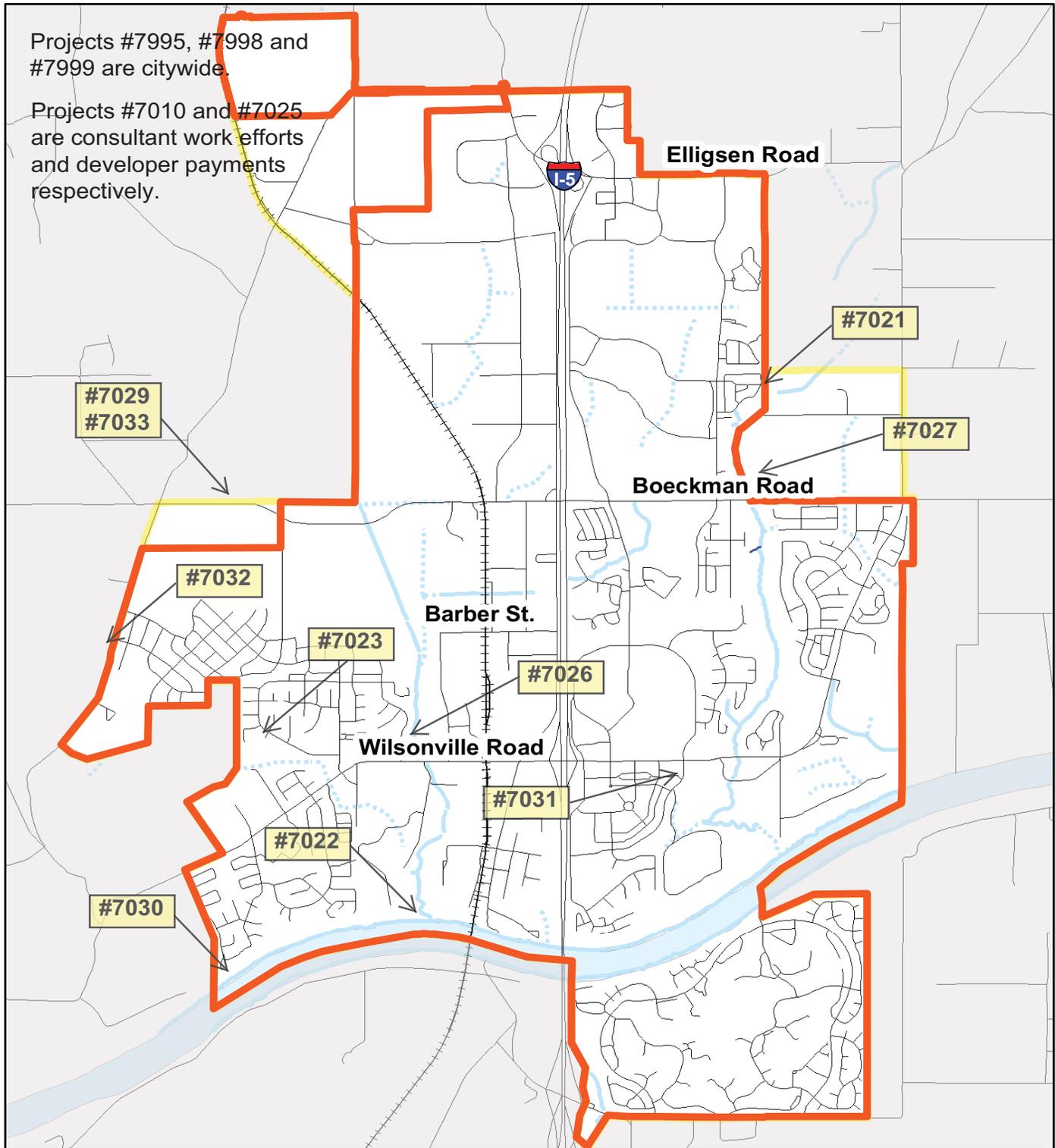
<i>Project Costs:</i>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 10,000	Annual	Annual
Engineering Administration	-	-	1,400	-	-
	\$ -	\$ -	\$ 11,400	\$ -	\$ -



# STORMWATER PROJECTS

Projects #7995, #7998 and #7999 are citywide.

Projects #7010 and #7025 are consultant work efforts and developer payments respectively.



## The City of Wilsonville Project Locations

-  City Limits
-  UGB



0 2,000 Feet



February 2009

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2009-10 FUNDING SOURCES

Proj.	Project Name	Storm Water Operating	Storm Water SDCs	Federal Grant	Total Resources
7010	Stormwater Master Plan and SDC Update	\$ -	\$ 114,000	\$ -	\$ 114,000
7021	Canyon Creek Estates	22,800	-	-	22,800
7022	CLC 10 - Arrowhead Culverts	-	285,000	-	285,000
7023	CLC 10 - Merryfield Culverts	-	3,990	-	3,990
7025	EPA Grant Pass-Thru	-	-	568,000	568,000
7026	Montebello Storm Sewer	36,480	-	-	36,480
7027	Boeckman Creek at Boeckman Rd Study	-	28,500	-	28,500
7029	Tooze Rd Storm Repair	5,079	-	-	5,079
7030	Rivergreen Wetland Mitigation Monitoring	4,560	-	-	4,560
7031	Memorial Dr to Memorial Park Pathway & Storm Drain	57,000	-	-	57,000
7032	Storm System Improvement to GF - LEC to Barber	-	28,500	-	28,500
7033	Boeckman Rd Extension - Tooze Rd to Grahams Ferry	-	17,100	-	17,100
7995	Early Planning - Future Storm Projects	-	60,000	-	60,000
7998	5-Year and Annual Stormwater CIP Budget Development	-	3,000	-	3,000
7999	Project Design & Development	-	96,900	-	96,900
		<u>\$ 125,919</u>	<u>\$ 636,990</u>	<u>\$ 568,000</u>	<u>\$ 1,330,909</u>

PROJECT SUMMARIES

**PROJECT #7010: STORM WATER MASTER PLAN & SDC UPDATE**

The City recently completed a Regional Floodplain Assessment. The appropriate next step is to re-evaluate the City's Stormwater Master Plan and associated System Development Charges and rates, and identify and prioritize needed stormwater management projects. This project was initiated in 08/09 and will be completed in 09/10.

*Status: Continued from 2004-05*

*Estimated date of completion: 2009-10*

*Operations Impact: Not applicable.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 81,332	\$ 235,594	\$ 100,000	\$ -	\$ 416,926
Engineering Administration	51,695	75,789	14,000	-	141,484
	<u>\$ 133,027</u>	<u>\$ 311,383</u>	<u>\$ 114,000</u>	<u>\$ -</u>	<u>\$ 558,410</u>

## STORMWATER PROJECTS

### 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. This project was initiated in 08/09 with a third of the budgeted funds expended. The balance of the 08/09 funds will be carried over to 09/10 to complete design. Future construction costs are estimated at \$100,000.

*Status: Continued from 2008-09*

*Estimated date of completion: 2010-11*

*Operations Impact: Maintenance costs expected to be minimal for several years.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2008-09	Budget 2009-10	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 10,000	\$ 20,000	\$ 100,000	\$ 130,000
Engineering Administration	-	1,400	2,800	14,000	18,200
	<u>\$ -</u>	<u>\$ 11,400</u>	<u>\$ 22,800</u>	<u>\$ 114,000</u>	<u>\$ 148,200</u>

### PROJECT #7022: CLC 10 - ARROWHEAD CULVERTS

Project permits for 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. This project was budgeted and initiated in 08/09 with unspent funds being carried over to 09/10 for project completion.

*Status: Continued from 2008-09*

*Estimated date of completion: 2009-10*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2008-09	Budget 2009-10	Future Year Costs	Project Total
Design & Construction	\$ 1,769	\$ 97,404	\$ 250,000	\$ -	\$ 349,173
Engineering Administration	7,966	13,828	35,000	-	56,794
	<u>\$ 9,735</u>	<u>\$ 111,232</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 405,967</u>

### PROJECT #7023: CLC 10 - MERRYFIELD CULVERTS

This project funds the replacement of 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 in 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. This project was budgeted and initiated in 08/09 with unspent funds being carried over to 09/10 for project completion.

*Status: Continued from 2008-09*

*Estimated date of completion: 2009-10*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2008-09	Budget 2009-10	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 3,500	\$ 3,500	\$ -	\$ 7,000
Engineering Administration	58	490	490	-	1,038
	<u>\$ 58</u>	<u>\$ 3,990</u>	<u>\$ 3,990</u>	<u>\$ -</u>	<u>\$ 8,038</u>

**PROJECT #7025: EPA GRANT PASS-THRU**

This project consists of the City administration and pass-through of an EPA grant to Costa Pacific Developers.

*Status: Continued from 2008-09*

*Estimated date of completion: 2009-10*

*Operations Impact: Maintenance costs expected to be minimal for several years.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2008-09	Budget 2009-10	Future Year Costs	Project Total
Design & Construction	\$ 198,526	\$ 176,000	\$ 568,000	\$ -	\$ 942,526
Engineering Administration	-	24,640	-	-	24,640
	<u>\$ 198,526</u>	<u>\$ 200,640</u>	<u>\$ 568,000</u>	<u>\$ -</u>	<u>\$ 967,166</u>

**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. The existing ditch causes a blockage of outfall, surcharging of the 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. This 08/09 project is nearing completion with funds carried into 09/10 for final invoices.

*Status: Continued from 2008-09*

*Estimated date of completion: 2009-10*

*Operations Impact: Replacement intended to avoid future near-term maintenance.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2008-09	Budget 2009-10	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 128,494	\$ 32,000	\$ -	\$ 160,494
Engineering Administration	25	21,437	4,480	-	25,942
	<u>\$ 25</u>	<u>\$ 149,931</u>	<u>\$ 36,480</u>	<u>\$ -</u>	<u>\$ 186,436</u>

**PROJECT #7027: BOECKMAN CREEK AT BOECKMAN RD. STUDY**

Project provides for the investigation of needed storm drainage improvements along Boeckman Road at Boeckman Creek. This project was budgeted in 08/09 but was not initiated; therefore, the entire budgeted amount for 08/09 is being carried forward into 09/10.

*Status: Continued from 2008-09*

*Estimated date of completion: 2010-11*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2008-09	Budget 2009-10	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 25,000	\$ 50,000	\$ 75,000
Engineering Administration	65	-	3,500	7,000	10,565
	<u>\$ 65</u>	<u>\$ -</u>	<u>\$ 28,500</u>	<u>\$ 57,000</u>	<u>\$ 85,565</u>

## STORMWATER PROJECTS

### PROJECT #7029: TOOZE RD. STORM REPAIR

The storm drainage on Tooze Road needs repair due to the January 1, 2009 storm event.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: Repair work will eliminate high costs with minimal annual maintenance.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 4,455	\$ 4,455	\$ -	\$ 8,910
Engineering Administration	-	624	624	-	1,248
	<u>\$ -</u>	<u>\$ 5,079</u>	<u>\$ 5,079</u>	<u>\$ -</u>	<u>\$ 10,158</u>

### PROJECT #7030: RIVERGREEN WETLAND MITIGATION MONITORING

The wetland mitigation site constructed during the Rivergreen Drainage Project requires five years of monitoring. This project allows for the five years of monitoring expenditures on an annual basis until completion in 2013/2014.

*Status: New*

*Estimated date of completion: 2013-14*

*Operations Impact: Not applicable.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 4,000	\$ -	\$ 4,000
Engineering Administration	-	-	560	-	560
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,560</u>	<u>\$ -</u>	<u>\$ 4,560</u>

### PROJECT #7031: MEMORIAL DRIVE TO MEMORIAL PARK PATHWAY AND STORM DRAIN

This project will allow for the design and construction of repairs to address stormwater runoff problems along Memorial Drive in the area of the Village at Main stormwater pond. This area currently requires frequent maintenance.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: Minimal annual costs of \$1,000 for weed control and sediment removal.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration	-	-	7,000	-	7,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,000</u>	<u>\$ -</u>	<u>\$ 57,000</u>

**PROJECT #7032: STORM SYSTEM IMPROVEMENT TO GRAHAMS FERRY RD-LEC TO BARBER**

This project is in conjunction with road improvement Project #4139 and is the City's share of a new storm system on Grahams Ferry Road from the LEC property to the Barber Street transition.

Status: *New*

Estimated date of completion: 2009-10

Operations Impact: *Minimal impact, perhaps less than \$5,000 per year.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2008-09	Budget 2009-10	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
Engineering Administration	-	-	3,500	-	3,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,500</u>	<u>\$ -</u>	<u>\$ 28,500</u>

**PROJECT #7033: BOECKMAN RD. EXT-TOOZE RD. TO GRAHAMS FERRY**

This project is in conjunction with road improvement Project #4146 and is for the construction of storm system improvements necessitated by the road improvements. This project is necessary to accommodate the construction of a new school on Tooze Road and future residential development in the area.

Status: *New*

Estimated date of completion: 2009-10

Operations Impact: *Minimal impact, perhaps less than \$5,000 per year.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2008-09	Budget 2009-10	Future Year Costs	Project Total
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 #7995: EARLY PLANNING - FUTURE STORM PROJECTS**

Project provides for staff time expenditures on future CIP projects which are at very early stages of project development and study. Project also includes management of citizen concerns and questions relating to stormwater issues.

Status: *Annual*

Estimated date of completion: *Annual*

Operations Impact: *Not applicable.*

<i>Project Costs:</i>	Prior Years Actual	Estimated 2008-09	Budget 2009-10	Future Year Costs	Project Total
Design & Construction	Annual \$ -	\$ -	\$ -	Annual	Annual
Engineering Administration	-	8,642	60,000	-	-
	<u>\$ -</u>	<u>\$ 8,642</u>	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ -</u>

## STORMWATER PROJECTS

### PROJECT #7998: 5-YEAR AND ANNUAL STORM WATER CIP BUDGET DEVELOPMENT

Project allows for staff time expenditures for developing and master planning the annual capital project budget and the 5-year capital improvement program.

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$	- \$	-	Annual	Annual
Engineering Administration	-	6,632	3,000	-	-
	<b>\$ -</b>	<b>\$ 6,632</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>

### PROJECT #7999: PROJECT DESIGN & DEVELOPMENT

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

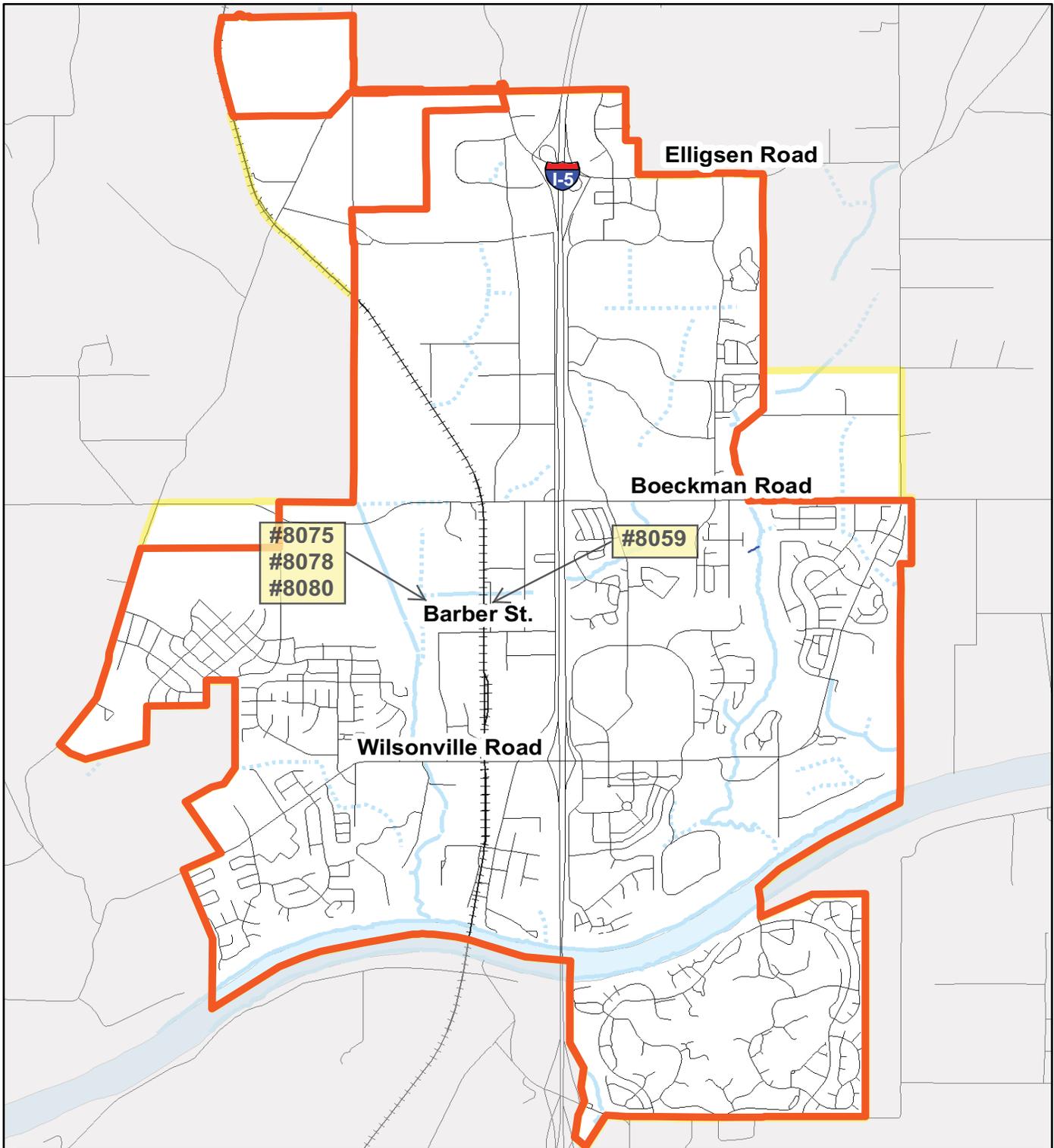
*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$	- \$	85,000	Annual	Annual
Engineering Administration	-	-	11,900	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,900</b>	<b>\$ -</b>	<b>\$ -</b>





### The City of Wilsonville Project Locations

-  City Limits
-  UGB



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2009-10 FUNDING SOURCES

Proj.	Project Name	Road Operating	Transit Fund	Federal Stimulus Pkg	Total Resources
8059	Public Works/SMART Maint Facility Plan	\$ 11,400	\$ 11,400	\$ -	\$ 22,800
8075	Commuter Rail Restrooms/Driver Breakroom	-	-	640,000	640,000
8078	Transit Center Amenities	-	-	150,000	150,000
8080	Commuter Rail Wetland Mitigation Monitoring	-	5,700	-	5,700
		<u>\$ 11,400</u>	<u>\$ 17,100</u>	<u>\$ 790,000</u>	<u>\$ 818,500</u>

The Transit Capital Improvement Projects are funded from the Building Capital Improvement Projects Fund.

PROJECT SUMMARIES

**PROJECT #8059: PUBLIC WORKS/SMART MAINTENANCE FACILITY PLAN**

This project's goal is to develop a master plan for a Public Works/SMART Maintenance Facility on the City-owned property on Boberg Road. The plan will analyze how to best use the parcel and determine if both Public Works and SMART Fleet and/or Administration operations can fit on the site.

*Status: Continued from 2006-07*

*Estimated date of completion: 2009-10*

*Operations Impact: No operating costs associated with this phase of the project.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 200	\$ 50,000	\$ 20,000	\$ -	\$ 70,200
Engineering Administration	357	10,741	2,800	-	13,898
	<u>\$ -</u>	<u>\$ 60,741</u>	<u>\$ 22,800</u>	<u>\$ -</u>	<u>\$ 84,098</u>

**PROJECT #8075: COMMUTER RAIL RESTROOMS/DRIVER BREAKROOM**

This project aims to design and construct a driver breakroom and restrooms at the SMART Transit Center. SMART has relocated its hub from the old SMART facility on Wilsonville Road to the Transit Center in order to serve WES riders. By modifying routes and operations, the SMART drivers no longer have an accessible breakroom facility. This project will construct a breakroom facility that will include two driver restrooms with internal access, and two public restrooms for SMART and WES riders with external access. Design and DRB approval occurred in 08/09 along with installation of a temporary breakroom facility. Funds budgeted in 09/10 are for construction. The City has been awarded \$340,000 in federal stimulus funds between ODOT and Metro for this project.

*Status: Continued from 2007-08*

*Estimated date of completion: 2009-10*

*Operations Impact: Utilities, janitorial, and maintenance estimated to be \$30,000 per year.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 5,538	\$ 119,195	\$ 563,000	\$ -	\$ 687,733
Engineering Administration	4,503	20,222	77,000	-	101,725
	<u>\$ 10,041</u>	<u>\$ 139,417</u>	<u>\$ 640,000</u>	<u>\$ -</u>	<u>\$ 789,458</u>

## TRANSIT PROJECTS

### PROJECT #8078: TRANSIT CENTER AMENITIES

This project encompasses a Complete Operator Comfort Station and improvements to customer waiting areas with shelter or canopies designed to provide greater protection from the wind and weather. This project is funded through the federal stimulus package.

Status: New

*Estimated date of completion: 2009-10*

*Operations Impact: Estimated at \$32,000 per year for electricity, graffiti removal, trash removal, painting, etc.. Tri-Met to reimburse the City at the end of the year for half the costs.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ 150,000</u>

### PROJECT #8080: COMMUTER RAIL WETLAND MITIGATION MONITORING

The wetland mitigation site constructed during the construction of the Commuter Rail Park and Ride Facility requires five years of monitoring. This project allows for five years of monitoring expenditures on an annual basis until completion in 2013/2014.

Status: New

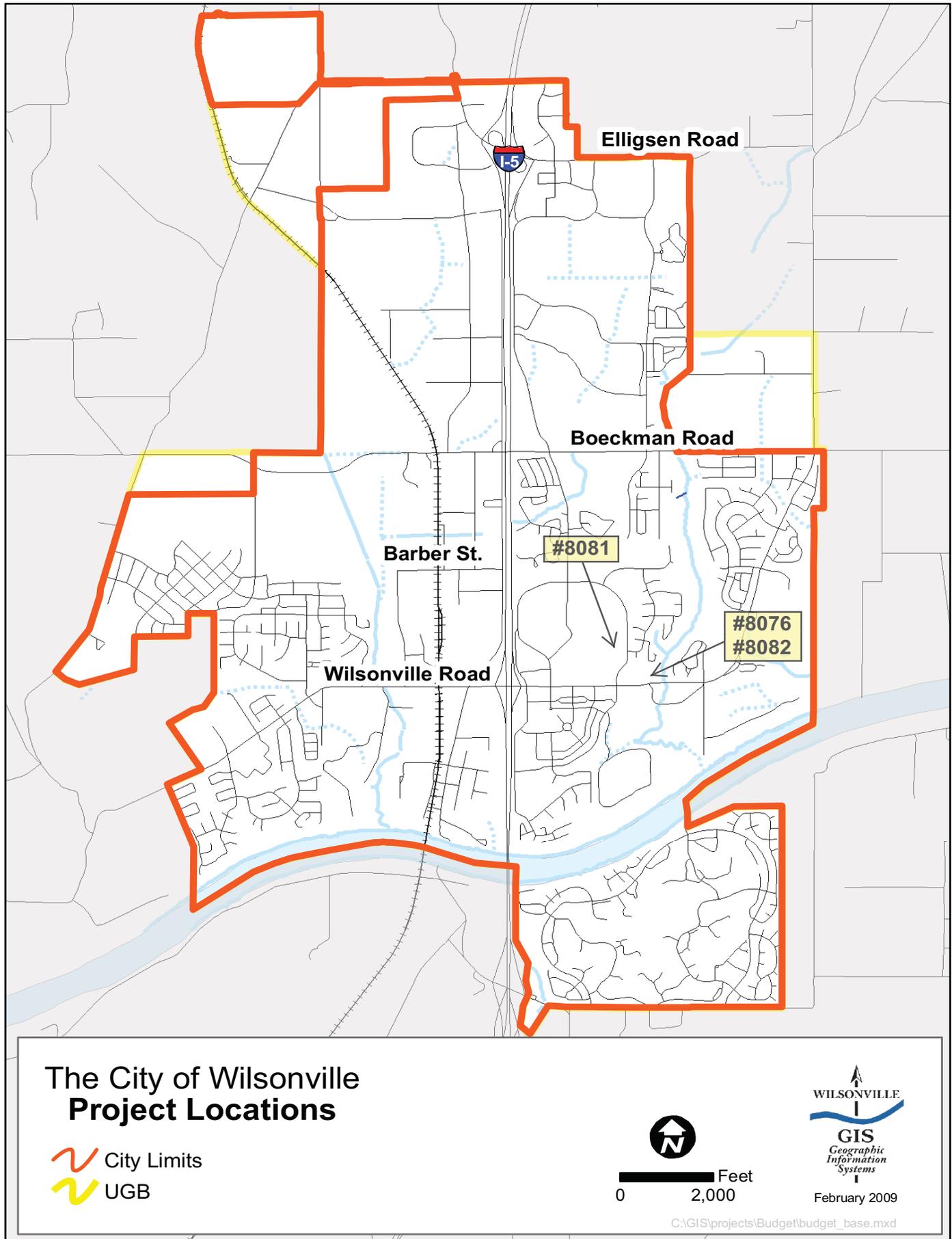
*Estimated date of completion: 2013-14*

*Operations Impact: No operating costs with this phase of the project.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 5,000	\$ 22,800	\$ 27,800
Engineering Administration	-	-	700	-	700
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,700</u>	<u>\$ 22,800</u>	<u>\$ 28,500</u>



# BUILDING PROJECTS



2009-10 FUNDING SOURCES

Proj.	Project Name	General Fund	Eastside	Total
			Urban Renewal	Resources
8076	Affordable Senior Housing	\$ -	\$ 633,500	\$ 633,500
8081	City Hall Parking Lot Maintenance	5,000	-	5,000
8082	City Property Master Planning	50,000	-	50,000
		<u>\$ 55,000</u>	<u>\$ 633,500</u>	<u>\$ 688,500</u>

PROJECT SUMMARIES

**PROJECT #8076: AFFORDABLE SENIOR HOUSING**

This project funds Urban Renewal contributions for enhancements to the design and construction of affordable senior housing on the former Wesleyan Church property. The project total includes an advance of \$500,000 to Northwest Housing Alternatives to be credited to Enhancement #1.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: No operating costs associated with this phase of the project. When completed the facility will be maintained by Northwest Housing Alternatives.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 2,896	\$ 705,080	\$ 633,500	\$ -	\$ 1,341,476

**PROJECT #8081: CITY HALL PARKING LOT MAINTENANCE & RESEAL**

The asphalt in the City Hall parking lot is failing at the joints. Resealing the material will extend the useful life.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: None.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000

**PROJECT #8082: CITY PROPERTY MASTER PLANNING**

This project will master plan the City-owned parcel of land on the corner of Town Center Loop E and Wilsonville Road to examine potential uses for the two former Wesleyan Church buildings on both an interim and long-term basis. This effort will establish how to best integrate the acquired buildings into the existing City functions on this parcel and will identify long-term options for the best use of the entire parcel. This will assist staff in long-range budgeting, project planning and developing requests for future grant funding.

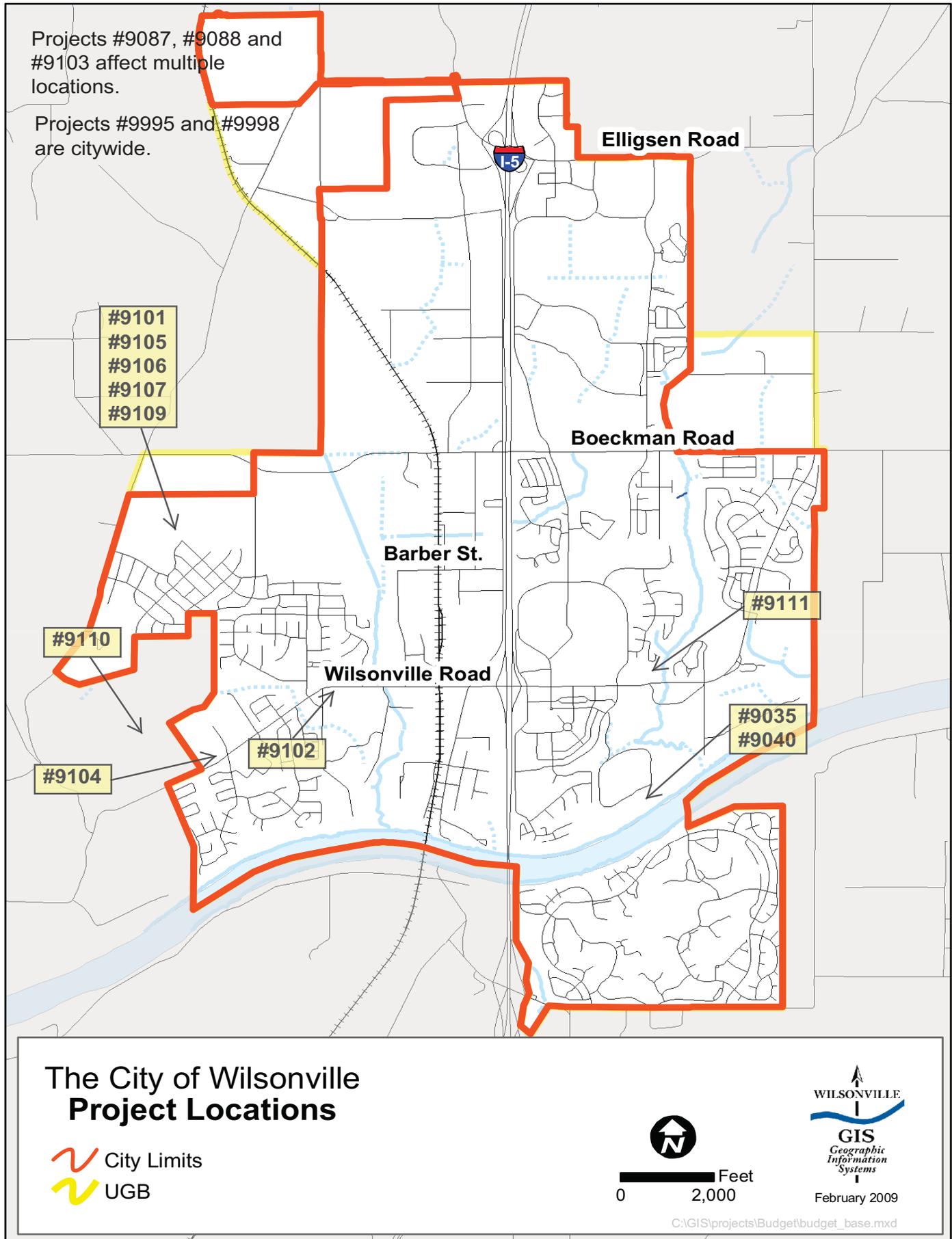
*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: Minimal impact.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000

# PARKS PROJECTS



2009-10 FUNDING SOURCES

Proj.	Project Name	Parks SDCs	Contributions	General Fund Set Aside	Metro Grants	Total Resources
9035	Memorial Park Trails Plan/Map/Signage	\$ 51,300	\$ -	\$ -	\$ -	\$ 51,300
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	-	15,000	-	-	15,000
9101	Villebois Parks SDC Reimbursement - Palermo Park	8,577	-	-	-	8,577
9102	Montebello Park	34,200	-	-	-	34,200
9103	Skate Park - Site Selection	34,200	-	-	-	34,200
9104	CREST Environmental Center	-	-	-	96,900	96,900
9105	Villebois Park Improvements - Promenade	105,028	-	-	-	105,028
9106	Villebois Parks SDC Reimbursement - Piazza	57,000	-	-	-	57,000
9107	Villebois Parks SDC Reimbursement - North Greenway	11,400	-	-	-	11,400
9109	Villebois Parks SDC Reimbursement - SAP East Parks	11,400	-	-	-	11,400
9110	Graham Oaks Natural Area Restoration	-	-	-	273,600	273,600
9111	Boeckman Creek Trail	-	-	-	96,900	96,900
9112	Memorial Park Ball Field Improvements	-	-	60,000	-	60,000
9995	Early Planning - Future Parks Projects	60,000	-	-	-	60,000
9998	5-Year and Annual Parks CIP Budget Development	3,000	-	-	-	3,000
		<u>\$ 438,806</u>	<u>\$ 20,000</u>	<u>\$ 60,000</u>	<u>\$ 467,400</u>	<u>\$ 986,206</u>

PROJECT SUMMARIES

**PROJECT #9035: MEMORIAL PARK TRAILS PLAN/MAP/SIGNAGE**

Project will implement trail and design recommendations from the Memorial Park Master Plan including trailhead amenities, themed and loop trails, directional and interpretive signage, and related park improvements including a map/information kiosk area with a bus turn-out and trail connection. This project will augment and integrate with Metro Local Share projects in Memorial Park. This project was initiated in 08/09 and will continue through 09/10. An additional \$35,000 will be expended in 10/11 to complete the project.

*Status: Carryover*

*Estimated date of completion: 2010-11*

*Operations Impact: Nominal costs, perhaps less than \$10,000 per year.*

Project Costs:	Prior Years Actual	Estimated 2008-09	Budget 2009-10	Future Year Costs	Project Total
Design & Construction	\$ 62,551	\$ 37,000	\$ 45,000	\$ 35,000	\$ 179,551
Engineering Administration	19,882	5,180	6,300	4,900	36,262
	<u>\$ 82,433</u>	<u>\$ 42,180</u>	<u>\$ 51,300</u>	<u>\$ 39,900</u>	<u>\$ 215,813</u>

## PARKS PROJECTS

### PROJECT #9040: MEMORIAL PARK PARKING LOT IMPROVEMENTS

This project was originally scoped as the design and construction of pervious parking near the dog park in Memorial Park. The project scope has been modified due to emerging concerns relating to ball field drainage and the updated flood plain assessment. Both of these emerging issues will have a future impact on the design and functionality of a pervious parking project in this area. The scope has been modified to include a comprehensive look at drainage problems in the vicinity. Funds budgeted in 09/10 are for a comprehensive analysis of the issues, preparation of recommendations, and cost estimates.

*Status: Continued from 1998-99*

*Estimated date of completion: 2010-11*

*Operations Impact: No significant costs.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ 25,960	\$ 55,000	\$ 35,000	\$ 115,960
Engineering Administration	4,838	4,724	7,700	4,900	22,162
	<u>\$ 4,838</u>	<u>\$ 30,684</u>	<u>\$ 62,700</u>	<u>\$ 39,900</u>	<u>\$ 138,122</u>

### PROJECT #9087: TREE MITIGATION - OTHER THAN WHITE OAK

Project includes funds paid by developers to replenish or replace trees throughout the City.

*Status: Continued from 1998-99*

*Estimated date of completion: Annual until fund depleted*

*Operations Impact: No significant costs.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 20,905	\$ 2,149	\$ 5,000	\$ -	\$ 28,054
	<u>\$ 20,905</u>	<u>\$ 2,149</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 28,054</u>

### PROJECT #9088: TREE MITIGATION - WHITE OAK

Project is similar to Project #9087; however, this project is intended specifically for pruning, planting, preservation and enhancement of White Oaks. During 09/10 this fund will be used to plant White Oaks in the Graham Oaks Nature Park.

*Status: Continued from 1998-99*

*Estimated date of completion: Annual until fund depleted*

*Operations Impact: No significant costs.*

<i>Project Costs:</i>	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 4,046	\$ -	\$ 15,000	\$ 34,000	\$ 53,046
	<u>\$ 4,046</u>	<u>\$ -</u>	<u>\$ 15,000</u>	<u>\$ 34,000</u>	<u>\$ 53,046</u>

**PROJECT #9101: PARKS SDC REIMBURSEMENT FOR VILLEBOIS - PALERMO PARK**

Project accounts for payments to developer for construction of public facilities in excess of those needed to serve the development with the first payment including Sophia Park. Project total is \$3,900,000 over 10 years.

Status: Continued from 2007-08

Estimated date of completion: 2009-10

Operations Impact: Initially to be maintained by the developer. When all Villebois park areas are turned over to the City, costs will likely be \$150,000-\$200,000 per year.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 75,691	\$ 1,000	\$ 7,524	\$ -	\$ 84,215
Engineering Administration	14,171	2,876	1,053	-	18,100
	\$ 89,862	\$ 3,876	\$ 8,577	\$ -	\$ 102,315

**PROJECT #9102: MONTEBELLO PARK DESIGN & CONSTRUCTION**

This project is for the design and construction of a community park in the Montebello neighborhood which is called out in the Parks and Recreation Master Plan as a top priority. Funds budgeted in 09/10 are for the preparation of a formal design prepared by an architect and construction cost estimates to assist staff in securing grant funding for future construction.

Status: Continued from 2007-08

Estimated date of completion: 2011-12

Operations Impact: Maintenance costs estimated to be \$20,000-\$25,000 per year.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ 34	\$ 30,013	\$ 30,000	\$ 400,000	\$ 460,047
Engineering Administration	3,840	2,891	4,200	-	10,931
	\$ 3,874	\$ 32,904	\$ 34,200	\$ 400,000	\$ 470,978

**PROJECT #9103: SKATE PARK - SITE SELECTION**

This project is for site planning, design, and construction of a new skate facility. Funds budgeted in 09/10 are for site selection and design which will enable staff to solicit grant funding for construction.

Status: Continued from 2007-08

Estimated date of completion: 2010-11

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ 4,001	\$ 30,000	\$ 330,000	\$ 364,001
Engineering Administration	1,888	2,944	4,200	46,200	55,232
	\$ 1,888	\$ 6,945	\$ 34,200	\$ 376,200	\$ 419,233

## PARKS PROJECTS

### PROJECT #9104: CREST ENVIRONMENTAL CENTER GATEWAY DEVELOPMENT

This project reflects the City's contribution to the design and development of a primary gateway access to the CREST site in accordance with the Graham Oaks Master Plan. This includes a restroom, trail connections, interpretive elements, and parking. Funds for this contribution come to the City via Metro's Open Spaces Bond. This project will be constructed in conjunction with Metro's Graham Oaks Project.

*Status: Continued from 2007-08*

*Estimated date of completion: 2009-10*

*Operations Impact: School district to provide future maintenance after constructed.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 2,000	\$ 85,000	\$ -	\$ 87,000
Engineering Administration	-	3,560	11,900	-	15,460
	<u>\$ -</u>	<u>\$ 5,560</u>	<u>\$ 96,900</u>	<u>\$ -</u>	<u>\$ 102,460</u>

### PROJECT #9105: VILLEBOIS PARK IMPROVEMENTS - PROMENADE

Project involves payment to developer for construction of public facilities in excess of those needed to serve the development, Central SAP Villebois Main Street tied to the Regional Trail Bike/Ped System. Over 50% of the project is funded by the City per development agreement. The total of all SDC reimbursements for all Villebois Parks projects is \$3,900,000 over 10 years.

*Status: Continued from 2008-09*

*Estimated date of completion: 2009-10*

*Operations Impact: Initially to be maintained by the developer. When all Villebois park areas are turned over to the City, maintenance is estimated to be \$150,000-\$200,000 per year.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 2,000	\$ 92,130	\$ -	\$ 94,130
Engineering Administration	2,534	2,770	12,898	-	18,202
	<u>\$ 2,534</u>	<u>\$ 4,770</u>	<u>\$ 105,028</u>	<u>\$ -</u>	<u>\$ 112,332</u>

### PROJECT #9106: VILLEBOIS PARKS SDC REIMBURSEMENT - PIAZZA

Project accounts for payment to developer for construction of public facilities in excess of those needed to serve the development.

*Status: Continued from 2008-09*

*Estimated date of completion: 2012-13*

*Operations Impact: Initially to be maintained by the developer. When all Villebois park areas are turned over to the City, maintenance is estimated to be \$150,000-\$200,000 per year.*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 270,000	\$ 320,000
Engineering Administration	232	-	7,000	39,800	47,032
	<u>\$ 232</u>	<u>\$ -</u>	<u>\$ 57,000</u>	<u>\$ 309,800</u>	<u>\$ 367,032</u>

**PROJECT #9107: VILLEBOIS PARKS SDC REIMBURSEMENT - NORTH GREENWAY**

Project provides for payment to developer for construction of public facilities in excess of those needed to serve the development.

*Status: Continued from 2008/09*

*Estimated date of completion: Annual*

*Operations Impact: Initially to be maintained by the developer. When all Villebois park areas are turned over to the City, maintenance is estimated to be \$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>2008-09</b>	<b>2009-10</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 10,000	\$ 1,104,600	\$ 1,114,600
Engineering Administration	1,359	29	1,400	-	2,788
	<u>\$ 1,359</u>	<u>\$ 29</u>	<u>\$ 11,400</u>	<u>\$ 1,104,600</u>	<u>\$ 1,117,388</u>

**PROJECT #9109: VILLEBOIS PARKS SDC REIMBURSEMENT - SAP EAST PARKS**

Project allots for payment to developer for construction of public facilities in excess of those needed to serve the development.

*Status: Continued from 2008-09*

*Estimated date of completion: 2014-15*

*Operations Impact: Initially to be maintained by the developer. When all Villebois park areas are turned over to the City, maintenance is estimated to be \$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>2008-09</b>	<b>2009-10</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 10,000	\$ 992,400	\$ 1,002,400
Engineering Administration	293	-	1,400	124,800	126,493
	<u>\$ 293</u>	<u>\$ -</u>	<u>\$ 11,400</u>	<u>\$ 1,117,200</u>	<u>\$ 1,128,893</u>

**PROJECT #9110: GRAHAM OAKS NATURAL AREA RESTORATION**

Project restores and enhances existing natural resources for ecologic diversity and establishes additional wildlife habitat. This project represents our financial contribution to the larger Metro project at Graham Oak. Funds for this contribution come to the City via Metro's Open Spaces Bond.

*Status: Continued from 2008-09*

*Estimated date of completion: 2009-10*

*Operations Impact: As a natural environment area, costs will 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>2008-09</b>	<b>2009-10</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 5,000	\$ 240,000	\$ -	\$ 245,000
Engineering Administration	-	25,328	33,600	-	58,928
	<u>\$ -</u>	<u>\$ 30,328</u>	<u>\$ 273,600</u>	<u>\$ -</u>	<u>\$ 303,928</u>

## PARKS PROJECTS

### PROJECT #9111: BOECKMAN CREEK TRAIL

Project involves the design and construction of a portion of the Boeckman Creek Trail on property acquired from the Wesleyan Church in conjunction with the Affordable Senior Housing Project to be constructed on the site. The primary funding resource is from a Metro Open Spaces Bond shared with cities.

*Status: Continued from 2008-09*

*Estimated date of completion: 2009-10*

*Operations Impact: Maintenance costs expected to be minimal for several years.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 85,000	\$ -	\$ 85,000
Engineering Administration	-	-	11,900	-	11,900
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 96,900</u>	<u>\$ -</u>	<u>\$ 96,900</u>

### PROJECT #9112: MEMORIAL PARK BALL FIELD IMPROVEMENTS

Project involves the reconstruction of Ball Fields 3 & 4 playing surfaces to ensure proper drainage, amendment of soils to improve playability and smooth transition between infield and outfield which will reduce risk of injury.

*Status: New*

*Estimated date of completion: 2009-10*

*Operations Impact: Routine maintenance estimated to be \$10,000 per year.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ 60,000</u>

### PROJECT #9995: EARLY PLANNING - FUTURE PARKS PROJECTS

This annual project provides for staff time expenditures on future CIP projects which are at very early stages of project development and study. Project also includes management of citizen concerns and questions relating to park issues.

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2008-09	2009-10	Year Costs	Total
Design & Construction	Annual \$ -	\$ -	\$ -	Annual	Annual
Engineering Administration	-	18,373	60,000	-	-
	<u>\$ -</u>	<u>\$ 18,373</u>	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ -</u>

**PROJECT #9998: 5-YEAR AND ANNUAL PARKS CIP BUDGET DEVELOPMENT**

Project provides for staff time expenditures for developing and master planning the annual capital project budget and the 5-year capital improvement program.

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable.*

<i>Project Costs:</i>	<b>Prior Years Actual</b>	<b>Estimated 2008-09</b>	<b>Budget 2009-10</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$	-	\$ -	Annual	Annual
Engineering Administration	-	2,417	3,000	-	-
	\$ -	\$ 2,417	\$ 3,000	\$ -	\$ -



## 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. As set by policy, debt shall not be used for operating purposes.

Debt service appropriations provide for the payment of principal and interest on bonds and 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; however, they may be repaid from other resources such as sewer charges.

Revenue bonds are used to finance enterprise-related capital and are repaid from related utility charges.

The City's general obligation debt is rated Aa3 by Moody's Investors Service with the water revenue bonds having 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 required disclosures with DisclosureUSA ([www.disclosureusa.com](http://www.disclosureusa.com)).

**LONG-TERM DEBT**  
**ESTIMATED AS OF JUNE 30, 2010**

	<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	\$ 1,900,000
<b>Self Supporting Full Faith &amp; Credit Debt:</b>				
Water Refunding, Series 2007	3.85%	7,875,000	12/1/2020	6,895,000
Sewer Refunding, Series 2006	4.00%-4.25%	5,295,000	12/1/2015	3,440,000
<b>Revenue Bonds:</b>				
Water Revenue Refunding, Series 2006	3.375%-4.00%	9,325,000	6/1/2020	9,055,000
				<u>\$ 21,290,000</u>

**LEGAL DEBT LIMITS**

Under Oregon statutes, the City is limited in the amount of outstanding general obligation bonded debt to three percent of real market value. The statutory limit specifically excludes full faith and credit obligations, water, sanitary and storm sewers.

The following schedule depicts the City's legal debt capacity and indicates the amount of marginal capacity available:

**STATUTORY DEBT LIMITATION**  
**ESTIMATED AS OF JUNE 30, 2009**

Real Market Value		<u>\$ 3,740,996,089</u>
Debt capacity at 3%		112,229,883
Less outstanding debt	\$ (2,170,000)	
Plus cash on hand <sup>1</sup>	<u>150,000</u>	
Net debt subject to 3% limit		(2,020,000)
Marginal capacity		<u>\$ 110,209,883</u>

<sup>1</sup> Estimated cash in general obligation fund at June 30, 2009

## OVERLAPPING DEBT

The following schedule indicates the amount of general obligation debt outstanding for jurisdictions that overlap Wilsonville.

### OVERLAPPING DEBT AS OF JUNE 30, 2008

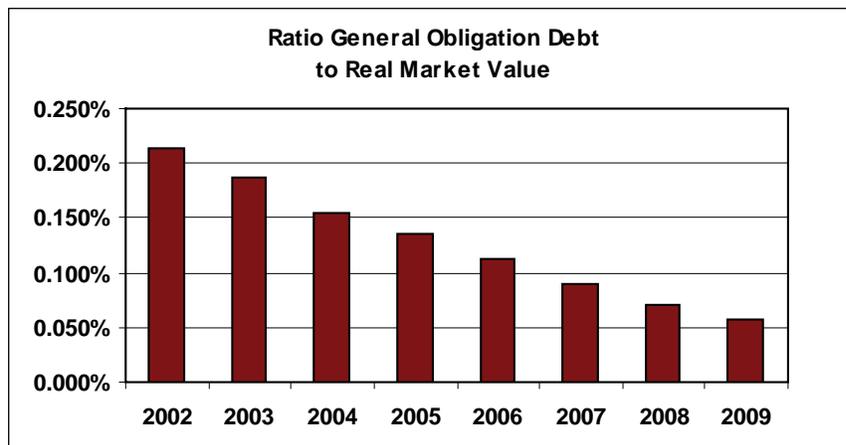
<u>Overlapping District</u>	<u>Total Debt</u>	<u>Percent Overlapping</u>	<u>Overlapping Debt</u>
West Linn Wilsonville School Distr.	\$ 114,852,238	29.3528%	\$ 33,712,348
Canby School District	65,075,000	15.4580%	10,059,294
Clackamas Community College	40,205,000	7.4518%	2,995,996
Metro Service District	221,976,671	1.6276%	3,612,892
Tri-County Transportation Distr.	44,395,000	0.5200%	2,309
Portland Community College	127,360,000	22.3800%	285,032
Washington County	33,570,000	50.4000%	169,193
Tualatin Valley Fire & Rescue	20,475,000	5.1827%	1,061,158
Sherwood School District	130,811,600	6.9208%	9,053,209
<b>Total Net Direct Overlapping Debt</b>	<b>\$ 798,720,509</b>		<b>\$ 60,951,431</b>

Net overlapping debt per capita: \$3,642

*Source: Municipal Debt Advisory Commission, Oregon State Treasury*

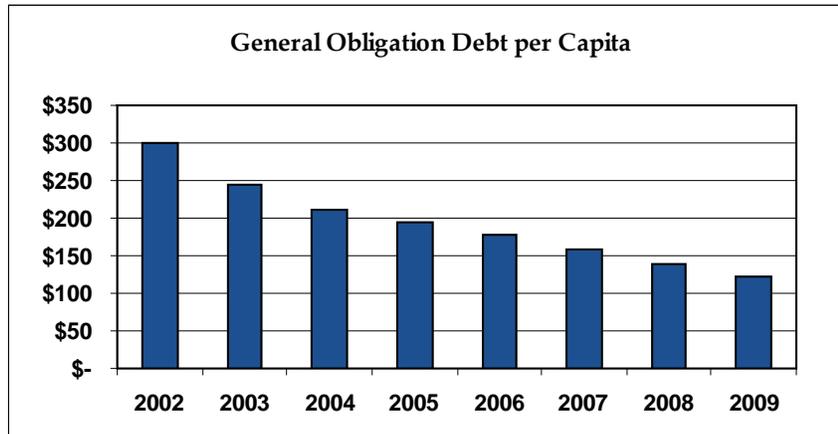
### Debt to Real Market Value

The ratio of general obligation bonds to real market value is an indicator of the overall tax burden long-term debt imposes on property values. For the City, the ratio for the fiscal year ending 2009 is 0.058%. As the following graph illustrates, the trend has been decreasing and is the combined result of new development, increases in existing values and annual debt service payments which reduce amounts outstanding.



## Debt Per Capita

The amount of debt per capita indicates the tax burden on the residents of the City. As the graph below illustrates, the trend has been declining and is due to a growing community coupled with annual debt service payments that reduce the amount outstanding. For Wilsonville, the figure for fiscal year ending 2009 is \$121. By comparison, the debt per capita for nearby communities for 2008 were: Lake Oswego \$711, Tualatin \$398, Tigard \$226, and West Linn \$463.



## Future Debt Plans

During fiscal year 2010 the City expects to issue \$7 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 2009-10

Fund/Bond or Debt Issue	Principal Balance 6/30/2009	Scheduled Principal	Scheduled Interest	Principal Balance 6/30/2010
<b>Water Operating Fund</b>				
Water Refunding Bonds, Series 2007	\$ 7,395,000	\$ 500,000	\$ 275,083	\$ 6,895,000
Water Revenue Bonds, Series 2000	655,000	655,000	32,750	-
Water Refunding Bonds, Series 2006	9,125,000	70,000	355,401	9,055,000
<b>Total Water Operating Fund</b>	<u>17,175,000</u>	<u>1,225,000</u>	<u>663,234</u>	<u>15,950,000</u>
<b>Sewer Operating Fund</b>				
Full Faith & Credit, Series 2006	3,940,000	500,000	152,150	3,440,000
<b>Debt Service Fund</b>				
General Obligation, Series 2001	2,170,000	270,000	99,450	1,900,000
<b>TOTAL ALL FUNDS</b>	<u>\$ 23,310,113</u>	<u>\$ 2,020,113</u>	<u>\$ 915,085</u>	<u>\$ 21,290,000</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 2009-10 is budgeted at \$369,450. A special property tax rate provides the resources to repay the annual debt service.

FY	Principal	Interest	Total
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
2013-14	320,000	48,400	368,400
2014-16	695,000	50,400	745,400
Total	<u>\$ 2,170,000</u>	<u>\$ 424,820</u>	<u>\$ 2,594,820</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
2009-10	\$ 655,000	\$ 32,750	\$ 687,750
Total	<u>\$ 655,000</u>	<u>\$ 32,750</u>	<u>\$ 687,750</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
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
2013-14	850,000	261,045	1,111,045
2014-19	4,760,000	793,940	5,553,940
2019-20	1,070,000	42,800	1,112,800
Total	<u>\$ 9,125,000</u>	<u>\$ 2,419,640</u>	<u>\$ 11,544,640</u>

## DEBT SERVICE OBLIGATIONS

### 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.

FY	Principal	Interest	Total
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
2013-14	575,000	192,404	767,404
2014-19	3,235,000	604,546	3,839,546
2019-21	1,475,000	57,269	1,532,269
Total	\$ 7,395,000	\$ 1,834,429	\$ 9,229,429

### 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 and sewer system development charges. 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.

FY	Principal	Interest	Total
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
2013-14	580,000	65,025	645,025
2014-16	1,240,000	53,338	1,293,338
Total	\$ 3,940,000	\$ 601,363	\$ 4,541,363

## 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** – Provide resources for eventual upgrade or replacement of network hardware and software

**Records Management Systems** – Accumulate resources for acquisition of software designed to facilitate records management requirements

**Emergency management** – Provides resources for purchase of equipment and supplies related to preparedness for future needs and response to disasters

**Building repairs/remodeling** – Provide resources for major repairs and remodeling of all City facilities

**Parks equipment and infrastructure** – Provide resources for multi-year plan to replace woods chips with rubberized mats, upgrade or replace playstructures and maintain or improve park parking lots

**City facility moving and remodeling** – Provide for remodeling of City buildings and relocation

**Library and parks** – Provide for “rainy day” funds for these two programs

**PEG Communication** – Set aside cable related fees that are restricted for public communication equipment purposes

**CD Fund Support and General Fund Operations** - Hold resources from appropriations until economic downturn effects have abated

**Rainy Day Fund** – City Council established this designated contingency to provide resources for future General Fund operational needs in the event that the current economic downturn continues for an extended period of time.

**Future needs** – Set aside for one-time costs with the source coming from cost savings on 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.

### **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

# CONTINGENCIES

## Fleet Fund:

**Property sale proceeds** – To set aside proceeds from sale of fleet land and building for future relocation of fleet facility

**Vehicle replacement** – A portion of the fleet service charge assessed on all street vehicles is for vehicle replacement. Vehicle replacements vary between 10 to 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

**Maximum annual debt** – To set aside a one-year maximum annual debt service on outstanding bonds, not a bond requirement as outstanding bonds have surety insurance for this purpose

## Sewer Operating Fund:

**Maximum annual debt** – To set aside a one-year of maximum annual debt service on outstanding bonds, not a bond covenant as outstanding bonds have a full faith and credit pledge of the City

## Street Lighting Fund:

**Pole/fixture replacement** – Provides resources for replacement of poles and fixtures at the end of their useful life and for in-fill where lighting is sparse

## SUMMARY OF DESIGNATED CONTINGENCIES

	July 1, 2009 Balance	Increases	Decreases	June 30, 2010 Balance
<b>General Fund</b>				
Information systems	\$ 175,000	\$ 75,000	\$ (12,000)	\$ 238,000
Records management systems	-	50,000	-	50,000
Emergency management	101,360	20,000	-	121,360
Building repairs/remodeling	(65,127)	75,000	(150,000)	(140,127)
Parks equipment and infrastructure	-	50,000	(47,000)	3,000
City facilities remodel/moving costs	1,140,214	-	-	1,140,214
Library and parks	145,000	-	(125,000)	20,000
PEG Communication	110,100	55,000	(1,000)	164,100
CD Fund support and GF operations	1,500,000	250,000	-	1,750,000
Rainy Day Fund	-	250,000	-	250,000
Future needs	2,058,762	-	-	2,058,762
	<u>\$ 5,165,309</u>	<u>\$ 825,000</u>	<u>\$ (335,000)</u>	<u>\$ 5,655,309</u>
<b>Community Development Fund</b>				
Building Inspections program	\$ 1,085,463	\$ 844,827	\$ (924,441)	\$ 1,005,849
<b>Transit Fund</b>				
Commuter rail/capital needs	\$ 288,557	\$ 300,000	\$ (561,964)	\$ 26,593
Business energy tax program	945,217	-	(50,000)	895,217
	<u>\$ 1,233,774</u>	<u>\$ 300,000</u>	<u>\$ (611,964)</u>	<u>\$ 921,810</u>
<b>Fleet Fund</b>				
Property sale proceeds	\$ 1,489,700	\$ -	\$ -	\$ 1,489,700
Vehicle replacement	703,388	122,120	(23,000)	802,508
	<u>\$ 2,193,088</u>	<u>\$ 122,120</u>	<u>\$ (23,000)</u>	<u>\$ 2,292,208</u>
<b>Water Operating Fund</b>				
Water Treatment Plant Operations	\$ 48,418	\$ 110,000	\$ (110,000)	\$ 48,418
Equipment replacement	210,000	35,000	-	245,000
Maximum annual debt service <sup>1</sup>	2,050,000	-	-	2,050,000
	<u>\$ 2,308,418</u>	<u>\$ 145,000</u>	<u>\$ (110,000)</u>	<u>\$ 2,343,418</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	\$ 136,244	\$ 170,000	\$ (159,600)	\$ 146,644

**SUMMARY OF UNDESIGNATED CONTINGENCIES**

<b>FUND</b>	<b>Adopted 2006-07</b>	<b>Adopted 2007-08</b>	<b>Adopted 2008-09</b>	<b>Adopted 2009-10</b>
General	\$ 2,948,198	\$ 3,926,350	\$ 4,904,011	\$ 5,436,939
Community Development	1,607,856	1,953,652	2,022,228	2,398,926
Transit	990,239	135,000	205,546	203,449
Road Operating	670,717	138,357	92,623	188,197
Fleet Service	41,784	108,984	382,358	598,814
Road Maintenance	84,588	351,521	233,012	158,894
Water Operating	1,079,110	3,279,559	234,098	50,623
Sewer Operating	1,411,110	3,479,214	2,758,779	2,949,030
Street Lighting	174,650	208,210	199,490	206,852
Stormwater Operating	938,760	526,196	513,904	344,954
Water Capital Improvement	233,894	339,161	1,892,757	417,385
Sewer Capital Improvement	6,520,570	44,632,264	293,558	301,496
Streets Capital Improvement	338,569	556,516	671,367	379,086
Stormwater Capital Improvement	9,809	10,334	9,200	8,882
Building Capital Improvement	160,347	267,772	176,845	180,244
Parks Capital Improvement	179,761	429,017	151,016	140,809
Water Development Charges	7,859	1,260,260	1,654,410	1,912,674
Sewer Development Charges	2,278,179	3,415,374	3,694,475	2,448,873
Streets Development Charges	4,587,220	6,055,216	5,702,132	4,068,169
Stormwater Development Charges	349,111	373,368	353,665	580,357
Parks Development Charges	3,153,248	2,483,337	1,940,474	2,370,474
<b>Total Contingencies</b>	<b>\$ 27,765,579</b>	<b>\$ 73,929,662</b>	<b>\$ 28,085,948</b>	<b>\$ 25,345,127</b>

## 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 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10
General Fund	\$ 510,000	\$ 510,000	\$ 600,000	\$ 610,000
Community Development	170,000	160,000	200,000	200,000
Transit Fund	130,000	140,000	200,000	200,000
Road Operating Fund	25,000	35,000	40,000	40,000
Fleet Service Fund	43,000	60,000	60,000	60,000
Water Operating Fund	130,000	150,000	150,000	150,000
Sewer Operating Fund	90,000	115,000	115,000	120,000
Street Lighting Fund	10,000	15,000	15,000	15,000
Stormwater Operating Fund	20,000	25,000	30,000	30,000
Library Non-Exp. Endowment Fund	8,170	8,170	8,170	8,170
Debt Service Fund	318,958	389,987	168,731	146,961
Total Unappropriated Balances	\$ 1,455,128	\$ 1,608,157	\$ 1,586,901	\$ 1,580,131



# URBAN RENEWAL AGENCY

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## URBAN RENEWAL AGENCY QUICK FACTS

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	<b><u>Year 2000 Plan</u></b>	<b><u>West Side</u></b>
District formation date	May 1992	November 2003
Original size (acreage)	868	395
Current size (acreage)	629	456

*The following as of November 2008:*

Frozen tax base	\$45,327,729	\$3,722,078
Construction assessed value (increment)	\$304,098,345	\$134,479,194
Total district assessed value	\$349,426,074	\$138,201,272
Annual taxes (collectible) derived from increment	\$4,707,442	\$2,081,738

*The following projected as of June 2009:*

Maximum debt limit	\$92,687,423	\$40,000,000
Debt issued or authorized	\$60,985,000	\$30,000,000
Remaining debt limit	\$28,802,423	\$10,000,000
Amount of debt principal outstanding	\$12,129,000	\$26,500,000
Authorized but not issued	\$0	\$3,500,000



# **URBAN RENEWAL BUDGET COMMITTEE**

**CITY OF WILSONVILLE**

**FY 2009-10**

## **URBAN RENEWAL BUDGET COMMITTEE**

Norman Bengel, Chair

Paul Bunn

Anne Easterly

Tony Holt

Christopher Moore

## **URBAN RENEWAL AGENCY BOARD**

Tim Knapp, Chair

### **BOARD MEMBERS**

Alan Kirk

Celia Núñez

Michelle Ripple

Steven Hurst

### **EXECUTIVE DIRECTOR**

Arlene Loble

### **REDEVELOPMENT DIRECTOR**

Kristin Retherford

### **FINANCE DIRECTOR**

Gary Wallis

## **URBAN RENEWAL AGENCY**

**CITY OF WILSONVILLE**

**29799 SW Town Center Loop East**

**Wilsonville, Oregon 97070**

**503.682.1011**

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

April 28, 2009

Members of the Budget Committee,

The City has two urban renewal districts with one on the west side of town, the West Side District, and the other predominately on the east side, the Year 2000 Plan. The urban renewal districts provide a funding source to address road and park needs of our growing community.

The East Side District is the older district and has been quite successful. In addition to completing a long list of projects the increase in assessed value has allowed City Council to release several parcels and thereby returning taxes to other jurisdictions (e.g. Fire District). In FY 2009 Council approved the removal of the property where Fred Meyer will be constructed and as a result released some \$8 million in taxable property.

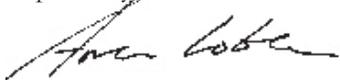
The West Side District continues to struggle with cash flow difficulties. Although new construction has added to assessed values, it has not done so at the pace the adopted plan anticipated. To help the District, the aforementioned Fred Meyer parcel that was removed from the East Side was added to the West Side. This will allow future construction and the associated assessed values to be captured within the West Side District where it is needed. The impact of the cash flow difficulties has delayed our ability to convert short-term debt into amortizing long-term debt. Debt in the amount of \$10 million was converted to long-term in FY 2009, leaving \$20 million still to be converted.

Major construction projects for FY 2010 are limited to the East Side District. Primary improvements include Wilsonville Road and the I-5 Interchange. Design and development of the senior housing project is another project in this district. The West Side has a couple of minor street related projects. Until taxes increase in this district, we will be unable to finance any more projects.

Two longer range financial issues face the Urban Renewal Agency. Within the East Side District, it is the pledge to limit tax collections to \$4 million each year. This cap adversely affects our ability to issue debt on a schedule that meets construction needs. Within the West Side District, an increase in the maximum debt limit is needed to complete the projects identified in the adopted plan.

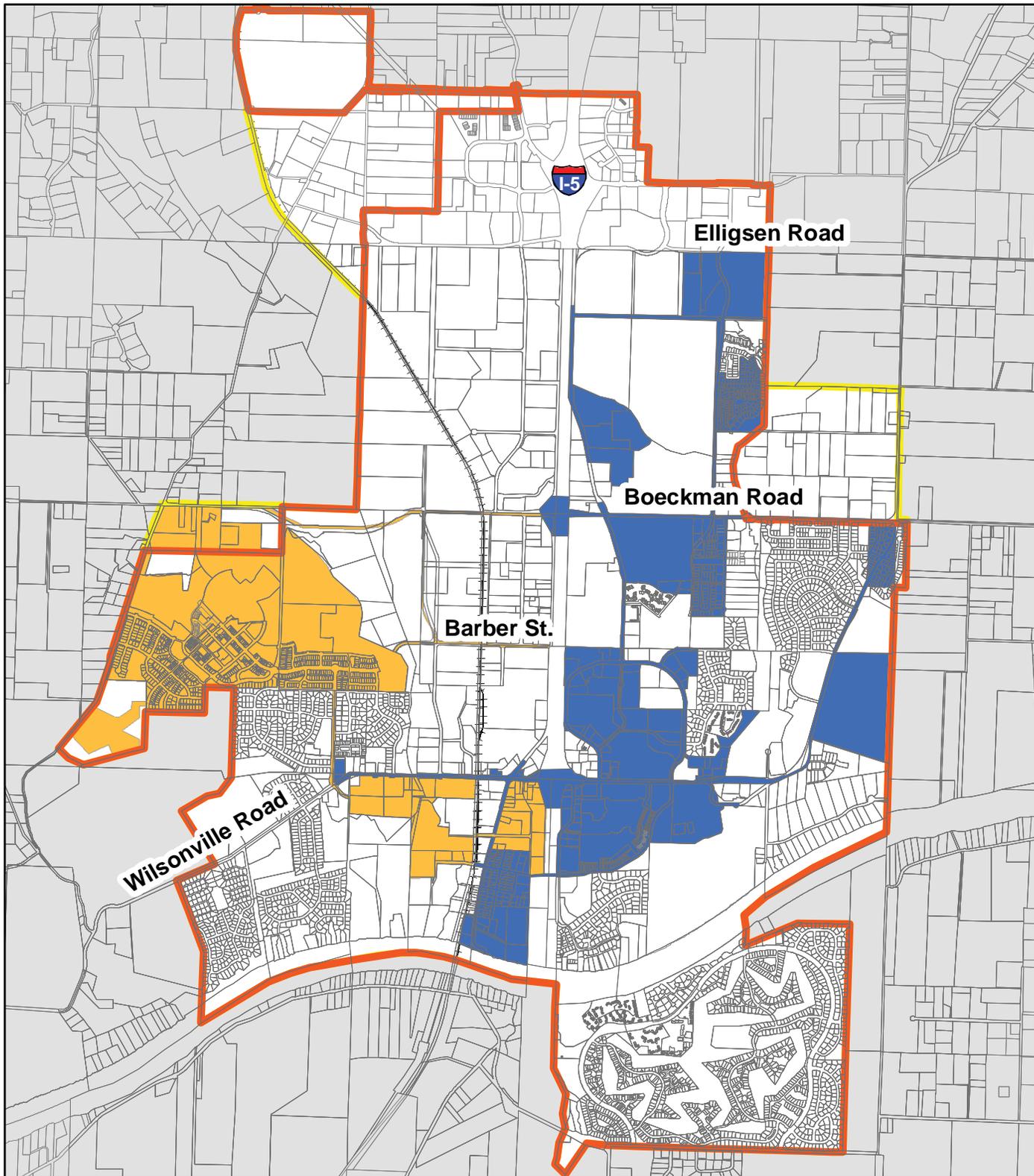
I am confident we can work through both of the issues and continue the excellent progress that has helped make the City what it is today.

Respectfully Submitted,



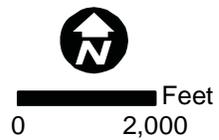
Arlene Loble

Budget Officer and Executive Director



# The City of Wilsonville Urban Renewal Districts

-  City Limits
-  UGB
-  West Side URA (456 Acres)
-  East Side URA (629 Acres)



  
**WILSONVILLE**  
 GIS  
 Geographic Information Systems  
 February 2009

# URBAN RENEWAL AGENCY OVERVIEW

## MISSION STATEMENT

The purpose of urban renewal is to stimulate economic development through private investment in a specific area of the community. Tax increment financing, ORS Chapter 457, is used in areas where private development has stagnated or is not feasible. Public funds are needed to change those conditions. The types of urban renewal activities undertaken generally include land assembly, development of infrastructure and public amenities such as streets, utility lines, lighting, public open spaces and parks.

## HOW URBAN RENEWAL WORKS

The process begins when the governing body identifies an area where property values are not rising as rapidly as the rest of the community and desires to change that. The simplified steps for forming a district and carrying out the activities follow:

1. **Create a plan.** Essentially, draw a line around contiguous parcels that demark the new urban renewal area. Identify desired public improvements like roadways, parks and amenities for the district. Have the county assessor calculate the current assessed value, aka the frozen base. Formally adopt the plan.
2. **Sell urban renewal bonds.** Sell bonds to finance the public improvements identified in the plan. The improvements should encourage private investment in the area.
3. **Repay the sold bonds.** As new development occurs, property values will rise and bring an increase in tax revenues which is used to pay off the urban renewal bonds.

## GOVERNANCE

The City of Wilsonville Urban Renewal Agency (URA) was established in 1990 as a separate corporate body as authorized by state statutes. The City Council fulfills the role as the URA Board. The URA has two Urban Renewal Districts that each have their own plan, the Year 2000 Plan and the West Side District.

## URA DISTRICT MANAGEMENT

The City's Community Development Department manages URA activities with support provided by the Policy and Administration departments such as Finance, Legal and Administration. Policy and Administration departments are budgeted within the City's General Fund while the Community Development department is budgeted within the Community Development Fund. The operating budgets of each URA district reimburse these two City funds for the services provided. As a result, these expenses are shown once as operating expenses in the City's departments and again as professional service expenses in the URA budget to reimburse the City's funds.

## ASSESSED VALUE INFORMATION

When an urban renewal district is first created, the assessed value within the district boundaries is established as the "frozen base". If urban renewal efforts are successful, the value of the district will grow above the frozen base amount. That increase is called the "incremental" or "excess" value. Overlapping jurisdictions like schools, general governments, general obligation bonds continue to receive property tax revenue on the frozen base while the urban renewal agency receives property tax revenue related to the incremental value. This is called the "division of tax" method of raising revenue in an urban renewal district.

The "division of tax" method for funding projects results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from District property. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

A five-year history of assessed value in the City's two Urban Renewal Districts is shown in the chart below, along with an estimate for the upcoming budget year.

### ASSESSED VALUE INFORMATION

Fiscal Year <u>Ended</u>	Year 2000 Plan District			West Side District		
			Total			Total
	<u>Frozen Base</u>	<u>Incremental Value</u>	<u>Assessed Value</u>	<u>Frozen Base</u>	<u>Incremental Value</u>	<u>Assessed Value</u>
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	45,327,729	304,098,345	349,426,074	3,722,078	134,479,194	138,201,272
6/30/10 est	43,500,000	310,500,000	354,000,000	17,900,000	167,000,000	184,900,000

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.

### ASSESSED VALUE REDUCTIONS

Fiscal Year <u>Ended</u>	Year 2000 Plan District		
	<u>Acreage Removed</u>	<u>Key Properties</u>	<u>Assessed Value Reduction</u>
6/30/05	61.8	Mentor Graphics	\$30 million
6/30/06	27.5	Sysco Foods	\$15.7 million
6/30/07			
6/30/08			
6/30/09	17.7	Residential	\$10.2 million
6/30/10 est	29	Fred Meyer area	\$8.2 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 2010	Cumulative Effect
City of Wilsonville	\$ 165,000	\$ 729,000
Clackamas County	\$ 157,000	\$ 696,000
West Linn Wilsonville School District	\$ 318,000	\$ 1,409,000
Tualatin Valley Fire District	\$ 100,000	\$ 441,000
All other entities	\$ 240,000	\$ 1,064,000
Total	\$ 980,000	\$ 4,339,000

**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. As a result a substantial plan amendment approved in September 2007, the Year 200 Plan can no longer assess a special levy.

The West Side District is not eligible to levy and collect a City-wide special levy. The amount of tax increment this District may collect is affected by the increase in assessed valuation on properties in the District above the frozen base valuation and the tax rate of the overlapping taxing districts.

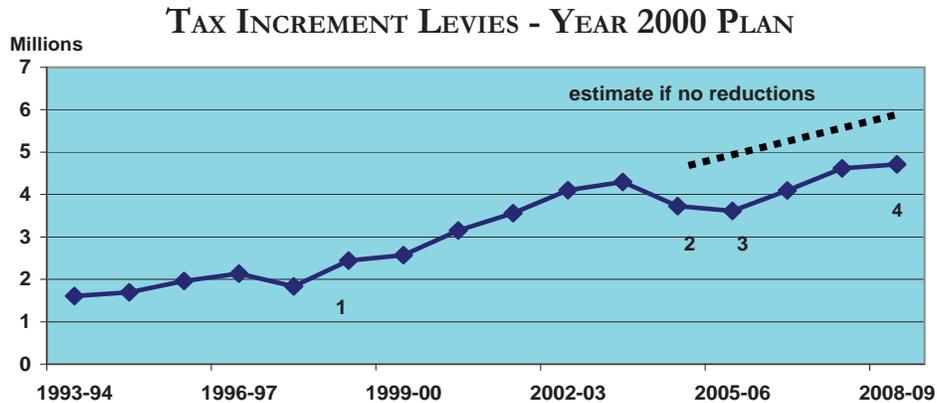
A five-year history of property tax revenues in the two urban renewal districts is included in the table below. As noted previously, tax revenue in the Year 2000 Plan periodically declines as Council and the URA Board removes parcels from the District.

**PROPERTY TAX LEVIES & 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
6/30/05	\$ 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	4,315,732	1,272,099	1,250,000
6/30/09	4,708,738	4,470,000	2,079,997	2,000,000
6/30/10 est	4,700,000	4,500,000	2,550,000	2,420,000

Source: City of Wilsonville financial records and Clackamas County Assessment and Taxation reports

The following graph illustrates the impact on property tax levies for the Year 2000 Plan District from removing taxable parcels. 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 \$4.3 million.



- 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 2010 tax rates.

### **URBAN RENEWAL EFFECTIVE TAX RATE PER \$1000 OF ASSESSED VALUE**

<b><u>Fiscal Year</u></b> <b><u>Ended</u></b>	<b><u>Tax</u></b> <b><u>Rate</u></b>
6/30/05	\$2.6504
6/30/06	\$2.4969
6/30/07	\$2.7722
6/30/08	\$3.1427
6/30/09	\$3.3966
6/30/10 est	\$3.6400

Source: Clackamas County Assessment and Taxation for historic; City of Wilsonville for budget year estimate

**SUMMARY OF URBAN RENEWAL BY FUND  
ADOPTED 2009-10**

	Year 2000 Plan District			West Side District		Grand Total
	Debt	Capital Projects	Program Income	Debt	Capital Projects	
<b>RESOURCES:</b>						
Tax increment	\$ 4,600,000	\$ -	\$ -	\$ 2,450,000	\$ -	\$ 7,050,000
Interest earnings	92,512	23,611	26,060	13,022	38,248	193,453
Other revenue	-	-	-	-	-	-
Bonds	-	3,000,000	-	5,000,000	-	8,000,000
Beginning fund balance	2,843,396	3,908,223	1,732,414	1,980,272	2,989,461	13,453,766
Total resources	<u>7,535,908</u>	<u>6,931,834</u>	<u>1,758,474</u>	<u>9,443,294</u>	<u>3,027,709</u>	<u>28,697,219</u>
<b>REQUIREMENTS:</b>						
Materials & services	-	544,769	-	-	523,723	1,068,492
Capital outlay	-	3,053,500	-	-	170,000	3,223,500
Debt service	5,486,846	-	-	6,366,806	-	11,853,652
Contingencies	-	3,333,565	1,758,474	-	2,333,986	7,426,025
Total appropriations	<u>5,486,846</u>	<u>6,931,834</u>	<u>1,758,474</u>	<u>6,366,806</u>	<u>3,027,709</u>	<u>23,571,669</u>
Resources over expenditures		<u>\$ -</u>	<u>\$ -</u>		<u>\$ -</u>	
Unappropriated ending balance	<u>\$ 2,049,062</u>			<u>\$ 3,076,488</u>		<u>\$ 5,125,550</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 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES:</b>						
Tax increment	\$ 4,648,421	\$ 5,650,243	\$ 6,920,000	\$ 7,050,000	\$ 7,050,000	\$ 7,050,000
Interest earnings	1,110,963	580,625	312,700	193,453	193,453	193,453
Other revenue	54,479	24,823	4,303	-	-	-
Bonds	8,000,000	8,200,000	33,000,000	8,000,000	8,000,000	8,000,000
Beginning fund balance	22,297,965	16,922,603	14,320,745	13,453,766	13,453,766	13,453,766
Total resources	<u>\$ 36,111,828</u>	<u>\$ 31,378,294</u>	<u>\$ 54,557,748</u>	<u>\$ 28,697,219</u>	<u>\$ 28,697,219</u>	<u>\$ 28,697,219</u>
<b>REQUIREMENTS:</b>						
Materials & services	\$ 1,274,871	\$ 1,447,245	\$ 1,552,798	\$ 1,068,492	\$ 1,068,492	\$ 1,068,492
Capital outlay	14,642,044	11,197,050	5,505,000	3,223,500	3,223,500	3,223,500
Debt service	3,272,310	7,649,276	36,993,000	11,853,652	11,853,652	11,853,652
Contingencies	-	-	5,781,725	7,426,025	7,426,025	7,426,025
Total appropriations	<u>19,189,225</u>	<u>20,293,571</u>	<u>49,832,523</u>	<u>23,571,669</u>	<u>23,571,669</u>	<u>23,571,669</u>
Resources over expenditures	<u>\$ 16,922,603</u>	<u>\$ 11,084,723</u>				
Unappropriated ending balance			<u>\$ 4,725,225</u>	<u>\$ 5,125,550</u>	<u>\$ 5,125,550</u>	<u>\$ 5,125,550</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 \$56 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 2006-07	Actual 2007-08	Adopted 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Assessed Valuation in District	\$ 308,863,128	\$ 342,758,109	\$ 361,040,852	\$ 353,908,856	\$ 353,908,856	\$ 353,908,856
Frozen Tax Base	(46,633,393)	(46,633,393)	(45,233,393)	(43,511,642)	(43,511,642)	(43,511,642)
<b>Incremental Value</b>	262,229,735	296,124,716	315,807,459	310,397,214	310,397,214	310,397,214
Change in Incremental Value	34,522,350	33,894,981	19,682,743	6,298,869	6,298,869	6,298,869
Percent change in Incremental Value	15.2%	12.9%	6.6%	2.1%	2.1%	2.1%
<b>Property Tax</b>						
Division of Taxes:						
Before discounts	\$ 4,222,213	\$ 4,615,992	\$ 5,100,000	\$ 4,733,000	\$ 4,733,000	\$ 4,733,000
Estimate after discounts	\$ 3,856,769	\$ 4,315,732	\$ 4,800,000	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000

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 cannot be assessed in the future.

**STATEMENT OF PURPOSE**

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

**PROGRAM OBJECTIVES**

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

**YEAR 2000 PLAN HISTORY OF DEBT ISSUANCE AND MAXIMUM INDEBTEDNESS**

The District has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project and related administration costs. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below. The Agency plans to issue \$3,000,000 during 2009-10.

Date	Issue Amount	Key projects
<b><u>Debt Issued</u></b>		
June 1994	\$ 8,760,000	Park land, Memorial Dr, High School IGA
December 1996	3,075,000	Wilsonville Rd and Interchange
June 1998	3,000,000	Wilsonville Rd and Interchange
June 2000	6,000,000	Wilsonville Rd and Town Center Park
August 2001	3,000,000	Wilsonville Rd - various portions
June 2002	5,000,000	Wilsonville Rd - various portions
June 2003	3,000,000	Wilsonville Rd - various portions
December 2003	10,000,000	Wilsonville Rd, High School Improvmts
September 2005	4,850,000	Town Center Park, Murase Park
September 2005	10,000,000	City Hall construction
October 2007	4,200,000	Wesleyan Church property acquisition
May 2009 (anticipated, short-term)	3,000,000	Wilsonville Rd Interchange improvements
Total debt issued through June 2009	63,885,000	
<b><u>Maximum Indebtedness</u></b>		
Adopted April 1998	53,851,923	
Increased September 2007	38,835,500	
Total Maximum Indebtedness	92,687,423	
<b>Balance Available, July 1, 2009</b> (Maximum Indebtedness less Total Debt Issued)	\$ 28,802,423	

*Issue amount excludes refinancing activity*

**DEBT SERVICE FUND**

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES:</b>						
Tax increment revenues						
Current year	\$ 3,856,769	\$ 4,315,732	\$ 4,800,000	\$ 4,500,000	\$ 4,500,000	\$ 4,500,000
Prior year	117,705	122,238	110,000	100,000	100,000	100,000
Total	3,974,474	4,437,970	4,910,000	4,600,000	4,600,000	4,600,000
Miscellaneous:						
Investment income	275,928	296,799	138,000	92,512	92,512	92,512
Beginning fund balance	3,937,468	5,702,103	3,802,200	2,843,396	2,843,396	2,843,396
<b>TOTAL RESOURCES</b>	<b>\$ 8,187,870</b>	<b>\$ 10,436,872</b>	<b>\$ 8,850,200</b>	<b>\$ 7,535,908</b>	<b>\$ 7,535,908</b>	<b>\$ 7,535,908</b>
<b>REQUIREMENTS:</b>						
Debt service						
Principal	\$ 1,784,000	\$ 1,858,000	\$ 1,930,000	\$ 2,012,000	\$ 2,012,000	\$ 2,012,000
Interest	701,767	737,116	813,000	474,846	474,846	474,846
Short term debt	-	4,200,000	3,000,000	3,000,000	3,000,000	3,000,000
Total	2,485,767	6,795,116	5,743,000	5,486,846	5,486,846	5,486,846
Unappropriated ending fund balance	5,702,103	3,641,756	3,107,200	2,049,062	2,049,062	2,049,062
<b>TOTAL REQUIREMENTS</b>	<b>\$ 8,187,870</b>	<b>\$ 10,436,872</b>	<b>\$ 8,850,200</b>	<b>\$ 7,535,908</b>	<b>\$ 7,535,908</b>	<b>\$ 7,535,908</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

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 June 2007 with an additional \$9.4 million reduction approved December 2008.

Based on growth within the District for 2008-09, 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 to be removed 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.

On December 12, 2003, the Agency issued \$10,000,000 through a note held by the Bank of America. The 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
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	\$ 5,464,000	\$ 541,772	\$ 6,005,772

Year 2000 Plan Debt  
2005 Issue - Bank of the West

FY	Principal	Interest	Total
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
2013-14	1,180,000	102,425	1,282,425
2014-15	1,230,000	42,275	1,272,275
Total	\$ 6,665,000	\$ 1,015,737	\$ 7,680,737

On September 28, 2005, the Agency issued \$10,000,000 through a note held by the Bank of the West. The interest rate is 4.25%. The debt will be retired serially over 10 years with a final payment on June 1, 2015. Annual tax increment revenue, a \$1 million cash reserve and debt service fund cash balances, are pledged as security to this debt. The Agency also pledged to collect taxes of 125% of the average principal and interest while bonds are outstanding.

## **STATEMENT OF PURPOSE**

The District aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. As a result, this development will improve and stabilize property values and protect the area's residential livability and environmental values.

## **PROGRAM OBJECTIVES**

1. Work corroboratively 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 and construct changes to the nearby Wilsonville Road/Boones Ferry Intersection to facilitate increased traffic from future construction of the Fred Meyer shopping center
3. Partner with NW Housing Alternatives in the design and construction of affordable senior housing on Agency property located near the City's Community Center

URBAN RENEWAL – YEAR 2000 PLAN CAPITAL PROJECT FUND

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES:</b>						
Investment income	\$ 233,627	\$ 130,762	\$ 117,000	\$ 23,611	\$ 23,611	\$ 23,611
Debt proceeds	-	4,200,000	3,000,000	3,000,000	3,000,000	3,000,000
Beginning fund balance	6,595,773	3,198,916	2,498,608	3,908,223	3,908,223	3,908,223
<b>TOTAL RESOURCES</b>	<b>\$ 6,829,400</b>	<b>\$ 7,529,678</b>	<b>\$ 5,565,608</b>	<b>\$ 6,931,834</b>	<b>\$ 6,931,834</b>	<b>\$ 6,931,834</b>
<b>REQUIREMENTS:</b>						
Materials & Services						
Prof and technical services	\$ 656,571	\$ 689,726	\$ 705,898	\$ 530,593	\$ 530,593	\$ 530,593
Utility services	-	1,014	3,180	46	46	46
Repairs and maintenance	-	13,476	14,500	10,000	10,000	10,000
Emp dev, train, travel	3,263	2,267	2,163	2,275	2,275	2,275
Fees, dues, advertising	3,010	3,576	2,678	1,855	1,855	1,855
Misc. supplies & services	-	323	-	-	-	-
<b>Total Materials &amp; Services</b>	<b>662,844</b>	<b>710,382</b>	<b>736,908</b>	<b>544,769</b>	<b>544,769</b>	<b>544,769</b>
Capital Projects						
#2083 Senior Hsg - Sewer Line Reloc.	-	-	-	120,000	120,000	120,000
#4002 WV Interchange Turn Lanes	-	-	1,000,000	1,000,000	1,000,000	1,000,000
#4052 WV Rd Phase 3	3,344	-	-	-	-	-
#4098 Memorial Drive Improvements	-	-	-	-	-	-
#4694 Livability Projects	-	-	50,000	-	-	-
#4105 Parkway Court Reconstruction	1,350	-	-	-	-	-
#4141 Boones Ferry/WV Road	-	8,379	465,000	-	-	-
#4142 Wilsonville Rd 6 Lane Enhancement	-	-	570,000	1,300,000	1,300,000	1,300,000
#8054 Library Access	13,211	52,169	-	-	-	-
#8056 Monument Signs at City Bldgs	4,995	-	-	-	-	-
#8060 City Hall Development	2,216,587	58,244	-	-	-	-
#8061 Kaiser Land Acquisition	242,823	-	-	-	-	-
#8074 Wesleyan Church Acquisition	-	4,211,763	-	-	-	-
#8076 Senior Housing Project	-	2,896	-	633,500	633,500	633,500
#9036 Town Center Park Phase 2	24,657	-	-	-	-	-
#9037 Civic Park	460,673	68,022	-	-	-	-
#9098 Memorial Drive Improvements	-	-	-	-	-	-
<b>Total Capital Projects</b>	<b>2,967,640</b>	<b>4,401,473</b>	<b>2,085,000</b>	<b>3,053,500</b>	<b>3,053,500</b>	<b>3,053,500</b>
Contingency	-	-	2,793,700	3,333,565	3,333,565	3,333,565
Unappropriated ending balance	3,198,916	2,417,823	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 6,829,400</b>	<b>\$ 7,529,678</b>	<b>\$ 5,565,608</b>	<b>\$ 6,931,834</b>	<b>\$ 6,931,834</b>	<b>\$ 6,931,834</b>

STATEMENT OF FUNDING ISSUES FOR 2009-10

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	Estimate 2008-09	Adopted 2009-10
<b>Road Projects:</b>			
Wilsonville Road Related	\$ 18,942,916	\$ 50,868	\$ 2,300,000
Boones Ferry Road	185,090	-	-
Memorial Drive Construction	1,204,743	4,747	-
Other Street Construction projects	1,790,347	-	-
<b>Streetscape, signals, crossings</b>	835,066	50,000	-
<b>Public Facilities:</b>			
Miscellaneous improvements and planning	1,077,067	-	-
City Hall Development	9,821,263	-	-
Senior Housing Project	2,896	-	753,500
<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	4,211,763	705,080	-
Town Center Park Phase 2	2,150,474	-	-
Civic Center Park (aka Murase Plaza)	6,634,855	-	-
<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>\$ 53,847,982</u>	<u>\$ 810,695</u>	<u>\$ 3,053,500</u>

**STATEMENT OF PURPOSE**

Beginning in 2001-02 the Urban Renewal Agency began recording program income in a new fund called the Program Income Fund. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of prior activity and can include items such as reimbursements, loan repayments, and land sales. The predominant source of program income has been reimbursements from 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 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES:</b>						
Investment income	\$ 63,399	\$ 76,641	\$ 32,700	\$ 26,060	\$ 26,060	\$ 26,060
Other Revenue	54,479	24,423	4,303	-	-	-
Beginning fund balance	1,487,506	1,605,384	1,660,378	1,732,414	1,732,414	1,732,414
<b>TOTAL RESOURCES</b>	<b>\$ 1,605,384</b>	<b>\$ 1,706,448</b>	<b>\$ 1,697,381</b>	<b>\$ 1,758,474</b>	<b>\$ 1,758,474</b>	<b>\$ 1,758,474</b>
<b>REQUIREMENTS:</b>						
Materials & Services						
Prof and technical services	\$ -	\$ 6,610	\$ -	\$ -	\$ -	\$ -
Contingency	-	-	1,697,381	1,758,474	1,758,474	1,758,474
Unappropriated ending balance	1,605,384	1,699,838	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,605,384</b>	<b>\$ 1,706,448</b>	<b>\$ 1,697,381</b>	<b>\$ 1,758,474</b>	<b>\$ 1,758,474</b>	<b>\$ 1,758,474</b>

**STATEMENT OF FUNDING ISSUES FOR 2009-10**

No specific uses have been identified for FY 2010.

**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 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
Assessed Valuation in District	\$ 48,682,919	\$ 85,359,467	\$ 137,970,000	\$ 184,948,119	\$ 184,948,119	\$ 184,948,119
Frozen Tax Base	(3,605,856)	(3,605,856)	(3,605,856)	(17,852,887)	(17,852,887)	(17,852,887)
<b>Incremental Value</b>	45,077,063	81,753,611	134,364,144	167,095,232	167,095,232	167,095,232
Change in Incremental Value	10,043,606	36,676,548	52,610,533	32,616,038	32,616,038	32,616,038
Percent change in Incremental Value	28.7%	81.4%	64.4%	24.3%	24.3%	24.3%
<b>Property Tax</b>						
Division of Taxes:						
Before discounts	\$ 725,795	\$ 1,274,375	\$ 2,150,000	\$ 2,548,000	\$ 2,548,000	\$ 2,548,000
Estimate after discounts	\$ 662,711	\$ 1,191,039	\$ 2,000,000	\$ 2,420,000	\$ 2,420,000	\$ 2,420,000

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 HISTORY OF DEBT ISSUANCE AND MAXIMUM INDEBTEDNESS**

The District has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project costs and related administration. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below. The Agency does not plan to issue new debt during 2009-10.

<u>Date</u>	<u>Issue Amount</u>	<u>Key projects</u>
<b><u>Debt Issued</u></b>		
June 2005	\$ 15,000,000	Boeckman Rd Extension, School property
September 2005	10,000,000	Boeckman Rd, Barber Str.
June 2008	5,000,000	Boeckman Rd, Barber Str., Park imprvmts
Total debt issued through June 2009	<u>30,000,000</u>	
<b><u>Maximum Indebtedness</u></b>		
Adopted October 2003	<u>40,000,000</u>	
<b>Balance Available, July 1, 2009</b> (Maximum Indebtedness less Total Debt Issued)	<u>\$ 10,000,000</u>	

*Issue amount excludes refinancing activity*

DEBT SERVICE FUND

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES:</b>						
Tax increment revenues						
Current year	\$ 662,711	\$ 1,191,039	\$ 2,000,000	\$ 2,420,000	\$ 2,420,000	\$ 2,420,000
Prior year	11,236	21,234	10,000	30,000	30,000	30,000
Total	673,947	1,212,273	2,010,000	2,450,000	2,450,000	2,450,000
Miscellaneous:						
Investment income	30,323	35,156	15,000	13,022	13,022	13,022
Refunding bond proceeds	-	-	30,000,000	5,000,000	5,000,000	5,000,000
Total	30,323	35,156	30,015,000	5,013,022	5,013,022	5,013,022
Beginning fund balance	512,998	430,725	843,025	1,980,272	1,980,272	1,980,272
<b>TOTAL RESOURCES</b>	<b>\$ 1,217,268</b>	<b>\$ 1,678,154</b>	<b>\$ 32,868,025</b>	<b>\$ 9,443,294</b>	<b>\$ 9,443,294</b>	<b>\$ 9,443,294</b>
<b>REQUIREMENTS:</b>						
Debt service						
Principal	\$ -	\$ -	\$ -	\$ 305,636	\$ 305,636	\$ 305,636
Interest	786,543	854,160	1,250,000	1,061,170	1,061,170	1,061,170
Short term debt	-	-	30,000,000	5,000,000	5,000,000	5,000,000
Total	786,543	854,160	31,250,000	6,366,806	6,366,806	6,366,806
Unappropriated ending fund balance	430,725	823,994	1,618,025	3,076,488	3,076,488	3,076,488
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,217,268</b>	<b>\$ 1,678,154</b>	<b>\$ 32,868,025</b>	<b>\$ 9,443,294</b>	<b>\$ 9,443,294</b>	<b>\$ 9,443,294</b>

STATEMENT OF FUNDING ISSUES FOR 2009-10

In February 2009 \$10 million was converted to long-term amortizing debt. The remaining \$20 million is short-term interest only debt. As the District continues to grow and produce more taxes the short-term position will be converted to long-term debt.

**DEBT OUTSTANDING**

The Agency has issued both short-term and long-term debt. Short-term debt, which pays interest only, has been issued to pay for construction improvement costs. As the taxes from the District grow, the short-term debt can be converted to long-term debt and includes payment of both principal and interest.

Three lines of credit were obtained to finance the initial construction improvement costs. Interest rates are variable and based on a percentage of Prime or LIBOR. Activity for each of the three lines is presented below.

Date of issuance	June 2005	August 2006	June 2008
Maximum authorized	\$15,000,000	\$10,000,000	\$5,000,000
Draws through June 2008	(\$15,000,000)	(\$10,000,000)	\$0
Balance available for drawdown	\$0	\$0	\$5,000,000
Draws in FY 2008-09 (projected)	\$0	\$0	(\$1,500,000)
Balance authorized, but unissued	\$0	\$0	\$3,500,000
Refinancing activity in 2008-09:			
February, 2009 convert to long-term		\$10,000,000	
April, 2009 renew as short-term	\$15,000,000		
June, 2009 renew as short-term			\$5,000,000
Balance as June 30, 2009	\$15,000,000	\$10,000,000	\$5,000,000

In February 2009 the Agency converted the \$10 million credit facility to long-term debt. The terms and amortization schedule follow.

On February 26, 2009, the Agency issued \$10 million through a note held by Bank of America with an interest rate of 4.90%. Debt service is amortized over 20 years with a balloon payment of principal in year 15. The balloon payment is due December 1, 2023 in the amount of \$3,855,000. Security of this debt is a \$1 million cash reserve, annual tax increment revenue and debt service fund cash reserves. The Agency also pledged to collect taxes of 125% of the average principal and interest, exclusive of the balloon payment year, prior to any other bond issuance.

West Side Plan Debt  
2009 Issue - Bank of America

FY	Principal	Interest	Total
2009-10	\$ 420,000	\$ 479,710	\$ 899,710
2010-11	325,000	461,458	786,458
2011-12	340,000	445,165	785,165
2012-13	360,000	428,015	788,015
2013-14	375,000	410,008	785,008
2014-2019	2,175,000	1,747,465	3,922,465
2019-2023	6,005,000	1,066,854	7,071,854
Total	\$ 10,000,000	\$ 5,038,675	\$ 15,038,675

**STATEMENT OF PURPOSE**

The District aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. This development will improve and stabilize property values and protect the area’s residential livability and environmental values.

**PROGRAM OBJECTIVES**

1. Monitor stormwater and natural habitat area around and under the Boeckman Bridge

There are not sufficient funds available nor borrowing capacity to take on any new projects.

**HISTORY OF WEST SIDE URBAN RENEWAL PROJECTS**

Project #	Years Prior	Proposed 2009-10	Adopted 2009-10
4048 Boeckman Rd Extension	\$ 12,112,007	\$ -	\$ -
4112 Barber Street - Kinsman east to Boberg	5,015,306	70,000	70,000
4113 Barber Street - Kinsman west to Villebois	110,458	-	-
4148 Boeckman Geotechnical Investigation	-	100,000	100,000
8071 School Site Acquisition	4,152,235	-	-
Total	\$ 21,390,006	\$ 170,000	\$ 170,000

URBAN RENEWAL – WEST SIDE PLAN CAPITAL PROJECTS FUND

	Actual 2006-07	Actual 2007-08	Amended 2008-09	Proposed 2009-10	Approved 2009-10	Adopted 2009-10
<b>RESOURCES:</b>						
Investment income	\$ 507,686	\$ 41,267	\$ 10,000	\$ 38,248	\$ 38,248	\$ 38,248
Other revenues	-	400	-	-	-	-
Debt proceeds	8,000,000	4,000,000	-	-	-	-
Beginning balance	9,764,220	5,985,475	5,516,534	2,989,461	2,989,461	2,989,461
<b>TOTAL RESOURCES</b>	<b>\$ 18,271,906</b>	<b>\$ 10,027,142</b>	<b>\$ 5,526,534</b>	<b>\$ 3,027,709</b>	<b>\$ 3,027,709</b>	<b>\$ 3,027,709</b>
<b>REQUIREMENTS:</b>						
Materials & Services						
Prof and technical services	\$ 607,767	\$ 726,776	\$ 809,958	\$ 519,593	\$ 519,593	\$ 519,593
Emp dev, train, travel	2,101	1,842	2,266	2,275	2,275	2,275
Fees, dues, advertising	2,159	1,635	3,666	1,855	1,855	1,855
<b>Total Materials &amp; Services</b>	<b>612,027</b>	<b>730,253</b>	<b>815,890</b>	<b>523,723</b>	<b>523,723</b>	<b>523,723</b>
Capital Projects						
#4004 Kinsman Rd North Extens.	-	-	1,600,000	-	-	-
#4048 Boeckman Road Extension	6,758,241	2,742,361	1,100,000	-	-	-
#4112 Barber Street, Kinsman/Bober	769,328	4,057,836	10,000	-	-	-
#4113 Barber Street, RR to Boones F	-	(20)	500,000	-	-	-
#4116 Barber Street, into Villebois	-	-	-	-	-	-
#4120 Brown Road Intersection	-	-	110,000	-	-	-
#4127-Barber Steet,Boberg to BF	-	-	-	70,000	70,000	70,000
#4148 Boeckman Rd - Geotech.	-	-	-	100,000	100,000	100,000
#8071 School Site Acquisition	4,146,835	(4,600)	-	-	-	-
#9100 Villebois Parks	-	-	100,000	-	-	-
<b>Total Capital Projects</b>	<b>11,674,404</b>	<b>6,795,577</b>	<b>3,420,000</b>	<b>170,000</b>	<b>170,000</b>	<b>170,000</b>
Contingency	-	-	1,290,644	2,333,986	2,333,986	2,333,986
Unappropriated ending balance	5,985,475	2,501,312	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 18,271,906</b>	<b>\$ 10,027,142</b>	<b>\$ 5,526,534</b>	<b>\$ 3,027,709</b>	<b>\$ 3,027,709</b>	<b>\$ 3,027,709</b>

**STATEMENT OF FUNDING ISSUES**

Activity in this district will be significantly curtailed until new construction resumes. For FY 2009-10 city staff will plan and design projects such that future construction can begin as soon as resources are available.



## SUPPLEMENTAL STREET SYSTEM DEVELOPMENT CHARGES

The City collects three types of system development charges. 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 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
	2008-09	2009-10	2008-09	2009-10	2008-09	2009-10
<b>Resources</b>						
Beginning balance, July 1	\$ 2,337,997	\$ 1,937,107	\$ 2,127,264	\$ 2,148,719	\$ 3,463,318	\$ 3,227,401
SDC collections	838,539	5,025,795	-	-	-	-
Interest earnings	13,349	10,679	21,455	17,164	45,567	36,454
Total resources	3,189,885	6,973,581	2,148,719	2,165,883	3,508,885	3,263,855
<b>Uses:</b>						
Material and Services	6,000	10,000	-	-	-	-
Major capital projects:						
#4002 Wilsonville Rd Interchange	-	-	-	-	281,484	2,850,000
#4004 Kinsman Ext - Barber to Boeckman Rd	-	79,800	-	-	-	-
#4041 95th/Boones/Elligsen	682,457	342,000	-	-	-	-
#4116 Barber St - Kinsman to Coffee Lake	-	162,450	-	-	-	-
#4119 Graham Fy, ROW acquis.	26,905	228,000	-	-	-	-
#4138 5 Yr Monitor of Boeckman Rd Mitigation	73,017	57,000	-	-	-	-
#4139 Grahams Fy Rd - Villebois	1,416	399,000	-	-	-	-
#4141 Boones Ferry Rd - Wilsonville Rd to 5th)	358,429	3,648,000	-	-	-	-
#4146 Boeckman Rd - Tooze Rd to Grahams Fy Rd	-	296,400	-	-	-	-
Miscellaneous projects	55,569	148,500	-	-	-	-
Project design and development	5,780	114,000	-	-	-	-
Total uses	1,209,573	5,485,150	-	-	281,484	2,850,000
Net available	\$ 1,980,312	\$ 1,488,431	\$ 2,148,719	\$ 2,165,883	\$ 3,227,401	\$ 413,855

## 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, but not all budgeted projects will be expended in full due to a variety of reasons such as weather, staffing levels and construction starts occurring late in the year. The chart below offers a breakdown of the difference between budgeted overhead and the amount expected to be incurred. The smaller, projected actual is used for balancing the General and Community Development Funds. 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

	Community Development			General Fund		
	Projected Actual	Potential Delay	Total Budgeted	Projected Actual	Potential Delay	Total Budgeted
<b>Estimated Actual Fiscal 2008-09</b>						
Capital Project Funds:						
Water	\$ 178,933	\$ 144,976	\$ 323,909	\$ 45,539	\$ 15,429	\$ 60,968
Sewer	487,736	500,528	988,264	71,331	96,423	167,754
Streets	230,692	68,343	299,035	117,583	-	48,011
Storm Water	204,970	-	149,264	23,472	5,645	29,117
Building	115,555	-	101,400	13,814	3,086	16,900
Parks	183,123	-	149,831	17,388	18,929	36,317
Total	<u>\$ 1,401,009</u>	<u>\$ 713,847</u>	<u>\$ 2,011,703</u>	<u>\$ 289,127</u>	<u>\$ 139,512</u>	<u>\$ 359,067</u>
<b>Adopted Fiscal 2009-10</b>						
Capital Project Funds:						
Water	\$ 248,040	\$ 158,400	\$ 406,440	\$ 34,940	\$ 22,300	\$ 57,240
Sewer	248,560	668,600	917,160	34,660	107,700	142,360
Streets	802,000	534,560	1,336,560	130,000	82,260	212,260
Stormwater	81,575	55,100	136,675	7,379	4,900	12,279
Building	41,000	28,000	69,000	6,500	5,000	11,500
Parks	90,658	61,100	151,758	8,693	6,100	14,793
Total	<u>\$ 1,511,833</u>	<u>\$ 1,505,760</u>	<u>\$ 3,017,593</u>	<u>\$ 222,172</u>	<u>\$ 228,260</u>	<u>\$ 450,432</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 staff and carries out the day-to-day administration of the City, see the organizational chart on page 23.

The City Council depends on appointed boards and commissions for advice and input and, in the case of the Development Review Board, to render judgments in land-use applications. Below is a brief rundown of the City's boards and commissions.

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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 are a registered voter and have lived in Wilsonville for at least 12 months.

The Mayor presides over Council meetings and frequently represents the City in a ceremonial capacity. The Mayor also makes recommendations to the Council for appointments to City boards and commissions.

The City Council is responsible for identifying needs and problems in the community and establishing community goals and objectives to meet those needs. Council adopts City laws and changes them as needed, approves contracts, agreements and purchases in excess of \$100,000. Council members are also members of the Budget Committee and participate in annual fiscal planning, budgeting, deciding how city revenues should be raised, how much will be spent and for what purposes.

The City Council also acts as the Urban Renewal Agency for the City of Wilsonville by setting a budget, and levying taxes for the City's urban renewal program.

*City Council members are:*

Tim Knapp, Mayor  
Celia Núñez, Councilor  
Steven Hurst, Councilor

Alan Kirk, Council President  
Michelle Ripple, Councilor

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### PLANNING COMMISSION

The Wilsonville Planning Commission meets AT 7 PM on the second Wednesday of each month at 29799 SW Town Center Loop E. The Commission consists of a chair, vice-chair, and five other members, all of whom serve a regular term of four years. It is the responsibility of the Commission to make recommendations to the City Council on all legislative land-use matters as well as policy considerations relating to planning and development within the City. This could include plans for the regulation of future growth and development in Wilsonville, plans for the promotion of the industrial, commercial and economic needs of the community and the study of measures that might promote the public health, safety and welfare of the City.

*Planning Commission members are:*

Robert Meyer, Chair  
Dustin Kohls  
Yvonne Peck  
Amy Dvorak

Marta McGuire, Vice Chair  
Carole Montclair  
Ray Phelps  
Celia Núñez, Council Liaison

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**DEVELOPMENT REVIEW BOARD**

The Development Review Board meets at 7 PM on the second and fourth Monday of every month at 29799 SW Town Center Loop E.

The DRB consists of two five-member panels, each of which is empowered to review and take action on land-use applications. The DRB renders decisions regarding land subdivision and major partitions, planned development, site level review of specific development proposals, design review applications, zoning variances, conditional use permits and quasi-judicial amendments to Comprehensive Plan designations or zoning. To a large degree, the decisions of the DRB (which are binding but can be appealed to the City Council) determine how the City will look.

*Development Review Board members are:*

Panel A

Eric Postma, Chair  
Richard Schultze, Vice Chair  
John Schenk  
Douglas King  
Bob Alexander  
Alan Kirk, Council Liaison

Panel B

Monica Keenan, Chair  
Andrew Karr  
Jim Sandlin  
Haley Percell  
Peter Hurley  
Steven Hurst, Council Liaison

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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 at 29799 S.W. Town Center Loop E.

The Board consists of up to seven members and is required to have at least five of its members living within Wilsonville city limits. Up to two members of the Board are allowed to be nonresidents at any one time. Term length is four years, with no member holding office for more than two consecutive terms.

The purpose of the Parks and Recreation Board is to take the initiative in planning for present and future park and recreational needs of the people in Wilsonville and to act as a channel of communication between the public and city government. The Board also advises the City Council on any referred policy matters that pertain to the provision of park and recreational services to the community.

Members of the Parks and Recreation Board recommend policy and serve as a sounding board for the department administrator and staff to test their plans and ideas. They are also responsible for considering various means of bringing the City's present recreation and park areas and facilities up to and maintaining an acceptable standard.

*Parks & Recreation Advisory Board members are:*

Marilyn Lippencot, Chair  
Michelle Ripple, Council Liaison  
Joelle Meyer  
Brent Timm

Eric Bohard, Vice Chair  
Cindy Tyree  
Parker Johnstone

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**LIBRARY BOARD**

The Wilsonville Library Board meets on the fourth Wednesday of each month at 7:00 PM at 8200 S.W. Wilsonville Road across from Wilsonville City Hall.

The Board supports and assists the Library Director in all Library planning and advises the City of budgetary and policy considerations relating to the Library's operation and development.

Board members help prepare and present the annual Library budget request and strive to keep the City Council and Wilsonville community informed of Library activities and developments.

*Library Board members are:*

Carole Hanna, Chair  
Alan Steiger, Vice Chair  
Debbie Hoesley  
Hilly Alexander

Kim Woogan, Youth Representative  
Celia Núñez, Council Liaison  
Steven Hurst, Council Liaison  
Bill Benedetto

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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 committee's primary duties and functions are to review and if necessary revise the proposed annual budget after hearing public testimony. The ultimate goal of the Budget Committee is to approve a budget for the City. Although this could happen at the first budget meeting, it usually takes several meetings to reach this point. In addition, the City Council cannot forward a tax measure to the voters without the concurrence of the Budget Committee.

The Budget Committee meets regularly as needed during the spring when the budget is reviewed and approved and as needed during other times of the year.

*Budget Committee members are:*

Tim Knapp, Mayor  
Alan Kirk  
Michelle Ripple  
Celia Núñez  
Steven Hurst

Norman Bengel, Chair  
Anne Easterly  
Paul Bunn  
Tony Holt  
Christopher Moore



**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 or 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 due to inflation, growth rates and program or 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.
- Formulation of Objectives: Objectives are specific achievements to be realized within a definite time period.
- 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 capital 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 will integrate operating efficiency, 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 that are consistent with the Asset Management Policies. These procedures will include the establishment of authorization levels related to dollar limits, approval levels, etc. 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 such as banks investment brokers, investment bankers, trustees, paying agents and registrants that are deemed 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 including banking services and issuance of debt.

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 of \$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 while 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 plus their performance. On a quarterly basis, the City's investment performance will be presented to City Council by the City Manager and 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 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 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 the 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 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 (SDCs) allow cities to shift the cost of additional public facilities to those who benefit from them. System development charges are defined as reimbursement fees, improvement fees 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 SDCs rather than levying taxes and/or imposing service charges on all City residents to pay for additional service capacity. As a result, SDCs 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 SDCs 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 SDCs and user charges will be used to pay the debt serviced on the bond.

#### **2. Fee Increases and 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 SDCs, 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, the cost of the expansion should be borne by those causing the growth. On an annual basis, the city shall review and revise the rates it charges to its utility customers if necessary. Any suggested change will not be made unless there has been a review performed by the Finance Director ensuring 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, Government Finance Officer's Association, Municipal Securities Remaking Board and Governmental Accounting Standards Board. The City will maintain and/or improve its current bond rating of Aa3 (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% 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 the Generally Accepted Accounting Principles (GAAP) and adhere to the principles and standards set by the Government Finance Officer's 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 charged for services.

### B. External Audit

An annual audit shall be performed by an independent public accounting firm and will include an official opinion on the annual financial statements and a management letter identifying areas needing improvement, if necessary. The annual audit report is presented to 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 of the City's financial status. On a quarterly basis, a comprehensive financial report will be sent to 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 and approval process, the following questions and issues need to be addressed by the sponsor of each proposed land acquisition:

1. Detailed description of the property being acquired that includes an identification of what the land will be used for by the City
2. Detailed explanation of why this is the right time to acquire this land
3. Title report
4. The full cost of the land acquisition needs to be presented 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. Statement of whether the land acquisition was included in the City's Five-Year Strategic Financial Plan and the current

- budget, if not where are the funds coming from and what is the effect on the City's plan and budget
6. Statement of whether the land is in the City's comprehensive plan and listing of zoning designation
  7. Statement of whether the land acquisition was contemplated by the appropriate master plan, if not an explanation of why the acquisition is being made
  8. Statement of whether a Phase I environmental assessment of the land needs to be performed, and if so, at whose cost along with an assessment including a review of the historical use of the land
  9. Statement of whether there are any applicable legal issues such as effects of covenants that rule with the land or status regarding tax exemptions
  10. Statement of 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% of annual operating expenditures. The above goal will also apply to the City's other operating funds including Fleet Services, Sewer Operating Fund, Water Operating Fund, Road Operating Fund, Stormwater Fund, Streetlight Operating Fund and Transit Operating Fund. This reserve shall be used 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% 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:

- Support major maintenance of general obligation funded projects
- Reserve debt funded projects
- Major rehabilitation, renovation and replacement outlays for such projects
- 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 and life expectancy plus an inflation factor 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. Includes the cost of freight/delivery charges in this account.

### 43002 Postage

Mailing costs whether US postal system or private carrier or courier services. Does not include the rental of postal equipment here (see 44201).

### 43003 Small tools & equipment

Equipment, tools, furniture that are not consumable and costs less than \$5,000 per item; however, tools purchased by Fleet are recorded in 43103. Items of \$5,000 or more are considered capital outlay.

### 43004 Computer software

New software and upgrades that are unique to specific programs and costing less than \$5,000. Software common to all users (MS Office, WinZip, etc.) are budgeted by the IS program.

### 43005 In-house Copier/Printer Expense

Supplies, parts and monthly fees for all in-house copier and printers. Includes paper, toner, ink, etc.

### 43099 Other general supplies

Special supply items that don't fit the above categories are budgeted and accounted for here.

### 43101 Fuel

Fuel costs for all City vehicles.

### 43104 Tires

Tire costs for all City vehicles.

### 43105 Chemicals

Chemicals for water/sewer operations.

### 43106 Uniform & Protection

Apparel for use by City employees. Include shirts, jackets, pants, shoes, coveralls, etc. All uniform and safety items specified in the union contract are to be budgeted and accounted for here.

### 43107 Water Meters & Boxes

Purchase of meters and boxes.

### 43199 Other Program Supplies

If unique and consumable supplies are used by a program that do not fit one of the categories above, they should be budgeted and accounted for here.

### 43201 Books

For use by the Library with children's books to be recorded in 43202.

### 43202 Children's books

For use by the Library, see above.

### 43203 Publications & Periodicals

For use by all programs. Includes subscriptions, magazines, newspapers, newsletters, reference material, etc. Use this category for purchasing items produced by others. Use 44026 for costs of producing materials in-house.

### 43204 Audio / Visual Matl

Compact disks, DVDs, video tapes. Typically used by the Library.

## PROFESSIONAL & TECHNICAL SERVICES

### 44001 Financial Services

Bond advisors, financial consultants, independent auditors, etc.

### 44002 Outside attorneys

Legal representation from firms or individuals not part of the City's Legal Department. Includes bond counsel.

### 44003 Elections

Includes all costs associated with elections including public opinion surveys, fees paid to the County, publication and mailing of election information.

### 44004 Traffic Impact Consultant

Generally used by Engineering program.

### 44005 Labor Negotiations

All costs associated with the union contract such as professional services, printed material, meals and special costs.

### 44020 Computer Hardware/Software Technical Services

Technical services provided for computer hardware and software. Includes customization costs for existing software programs.

### 44019 Other Professional Services

Services provided by other professional firms or individuals not fitting a category above.

### 44021 Lab work

Technical services provided by outside entities.

### 44022 Meter Reading Services

Water meter reading services provided by outside entities. Includes Eden 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 providers and identifiable line or bandwidth costs.

### 44025 Police Protection

Services provided by Clackamas County Sheriff's Office. Includes the cost of bailiffs for municipal court which budgeted by that program.

### 44026 Printing and Reproduction

Cost to produce publications and materials developed in-house or reproduced for City use. Typically includes photocopy services provided by outside entities, printing of brochures and publication of reports for public use and inspection.

### 44027 Electric repairs, services

As the title describes.

### 44028 Temporary Employment Services

Part-time and temporary help acquired from an outside agency.

### 44070 Code enforcement

Costs incurred by the City, whether by City staff or contracted out, in order to correct violations by private property owners who fail to comply with City code.

## PROFESSIONAL & TECHNICAL SERVICES, CONT.

### 44089 Other Technical / Contractual Services

Services of a technical nature that do not fit one of the categories above. See Repairs and Maintenance categories below.

4409x The 4409X series is used to budget and account for administrative and technical services provided by General Fund and Community Development Fund programs to other operating and capital project funds.

## UTILITY SERVICES

### 43501 Natural Gas

NW Natural-natural gas bills

### 43502 Electricity

PGE electric bills

### 43510 Water

City water bills

### 43511 Sewer

City sewer bill.

### 43512 Streetlights

City streetlight bills

### 43513 Road Maintenance Charge

City road maintenance bills

### 43514 Stormwater charge

City stormwater bills

### 43520 Garbage Collection

Garbage collection and disposal costs

### 43530 Telephone

Land lines, central costs for switching stations, long distance charges

### 43531 Cellular Phones

Cost of phones and service time from private companies

### 43532 Mobile Units - Airtime

Cost of mobile unit acquisition and airtime costs

### 43533 Pager Services

Cost of pager acquisition and periodic service costs

## REPAIRS & MAINTENANCE (THE MAJORITY OF THESE ARE ONLY USED BY PUBLIC WORKS)

### 44101 Litter Pick-up

### 44102 Streetlight Installation

### 44105 Street Sweeping Maintenance

## REPAIRS & MAINTENANCE, CONT.

- 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-Interfund Charges
- 44191 Fleet-Major Repairs

Additional charges by Fleet to the affected program for unexpected maintenance items. Includes major overhauls, replacement of engines and non-normal operating costs that exceed \$6,000.

## 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.

### 44250 City Council Insurance

Payments of health insurance to elected officials. Also includes any special insurance or bonding costs.

### 44251 Insurance - Casualty

Insurance costs for casualty, employee personal bonding, etc except vehicle insurance. 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. Includes hazardous material program costs and industrial monitoring.

### 44303 Community Services Grants

Payments by the Community Services program to outside entities and special payments to programs that are included in the Administration program (e.g. Wilsonville Community Sharing).

### 44304 Public Education Activities

All costs associated with providing educational materials and services to the public. Includes the cost of materials, literature, publications, special services, instructors and miscellaneous supplies.

### 44306 Purchased Transportation Services

Taxi and limousine services.

### 44310 Special Projects

Traditionally used by City Manager's office for special studies that might arise during the new fiscal year.

### 44321 Instructors / Facilitators

Just like the title describes. Generally used by Community Services program.

### 44322 Sports Camp Expense

All costs associated with this Community Services program.

### 44323 Special Programs

Program expenses that do not fit in one of the categories above. Historically used by the Library.

## EMPLOYEE DEVELOPMENT

### 44401 Medical evaluation

Cost of testing and evaluation services as necessary.

### 44402 Recruitment expenses

Costs associated with recruiting to fill vacancies. Include advertisements, position brochures, travel, lodging and meal costs for out-of-town applicants when appropriate. Can also include background checks as well as private sector recruiting firms.

## 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 - 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

## TRANSFERS OUT, CONT.

- 49114 Trf to GF Phone Systems
- 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, etc., represents the proposed budget with changes made by the Budget Committee, if any.

### **Appropriations**

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

### **Assessed Valuation**

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

### **Assets**

Resources having a monetary value and that are owned or held by an entity.

### **BETC**

The Business Energy Tax Credit is a State of Oregon program which allows a tax credit for those who invest in energy conservation, recycling, renewable energy resources, and less-polluting transportation fuels. As a public entity with no tax liability, the City passes any awarded BETC to a qualified pass-through partner in exchange for a lump-sum cash payment from that partner.

### **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.

**Rainy Day Fund:**

City Council established this designated contingency to provide resources for future General Fund operational needs in the event that the economic downturn continues for an extended period of time.

**Real Market Value**

The estimated value of property if sold. Within Wilsonville, the average real market value exceeds the assessed value by 25%. This disparity is the result of voter approved tax initiative 50 passed in 1997.

**Resolution**

A special or temporary order of a legislative body requiring City Council action.

**Resources**

Total of revenues, interfund transfers in and beginning fund balance.

**Retained Earnings**

An equity account that reflects the accumulated earnings of an enterprise or internal service fund.

**Revenue**

Funds received by the City from either tax or non-tax sources.

**Revenue Bonds**

Bonds payable from a specific 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 Regional 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 benefit primarily those properties, see Local

Improvement District.

### **Special Assessment Bond**

A bond issue payable from the payments on special assessments imposed against properties that have been specially benefited by the construction of public improvements such as sidewalks, roads, or sewer systems.

### **Special Revenue Funds**

Established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

### **Supplemental Budget**

Appropriations established to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

### **System Development Charges**

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
BETC	Business Energy Tax Credit
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
DBO	Design-Build-Operate
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	Federal Insurance Contributions Act

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
RFQ	Request for Qualifications
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
WES	Westside Express Service
WV	Wilsonville
WWTP	Waste Water Treatment Plant