

City of Wilsonville, Oregon



Adopted Budget
FY 2011-12

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City of Wilsonville, Oregon

FY 2011-12

Quick Facts and Locator Page

	City			More information on these pages
	Operating & Other	Capital Projects	Urban Renewal Agency	
<u>Where The Money Comes From:</u>				
Property taxes	\$ 5,584,000	\$ -	\$ 6,500,000	65, 268-278
Other governments	3,340,760	4,711,660	-	67-79, 194
Charges for services	16,019,050	-	-	67-79
Bond sales	5,000,000	10,000,000	-	194, 280
System Development Charges	-	3,231,643	-	80
All other revenues	9,961,752	379,235	81,000	67-79, 280
Carryover/beginning balance	<u>31,536,697</u>	<u>18,408,511</u>	<u>17,309,919</u>	28-29, 280
Total Resources	\$ 71,442,259	\$ 36,731,049	\$ 23,890,919	
<u>Where The Money Goes:</u>				
Personal services	\$ 14,609,990	\$ -	\$ -	86-192
Materials and services	16,153,631	38,050	1,171,660	90-191, 280
Capital - equipment	660,000	-	-	90-191
Capital - projects	-	26,487,350	2,317,000	193, 286, 294
Debt service	8,649,470	-	4,668,165	251-263, 284, 292
Ending fund balance	<u>29,959,558</u>	<u>11,615,259</u>	<u>15,734,094</u>	260-265, 280
Total Requirements	\$ 70,032,649	\$ 38,140,659	\$ 23,890,919	
Net transfers in (out) of funds	\$ 1,409,610	\$ (1,409,610)	\$ -	
<u>Other Facts:</u>				
Staffing (full time equivalent)	187.38			87
Debt outstanding (est July 2011)	\$ 24,215,000		\$ 44,926,000	252, 284, 292
Assigned (designated) end bal.	\$ 11,427,076			264
Tax rate (per \$1000)				
General operations	\$ 2.5206			65
Bonded debt (estimate)	\$ 0.1700			65
Bond rating - General obligation	Aa2	Moody's		
Bond rating - Revenue debt	Aa3	Moody's		
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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, 2010. 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 devise.

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 2011-12

Budget Committee	Term Expires
Norman Bengel, Chairperson	Dec. 2012
Paul Bunn	Dec. 2011
Tony Holt	Dec. 2012
Anne Easterly	Dec. 2013
Christopher Moore	Dec. 2011
Tim Knapp, Mayor	Dec. 2012
Celia Núñez, Council President	Dec. 2012
Steven Hurst, Councilor	Dec. 2012
Richard Goddard, Councilor	Dec. 2014
Scott Starr, Councilor	Dec. 2014

City Manager
Jeanna Troha
City Manager, Pro Tem

Finance Director
Gary Wallis

Assistant Finance Director
Cathy Rodocker

City of Wilsonville
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Wilsonville, Oregon 97070
503.682.1011
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City of Wilsonville

2011-12 Adopted Budget

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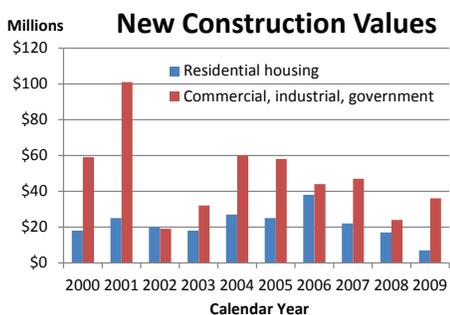
April 28, 2011

Members of the Budget Committee:

A year ago we anticipated that the worst was behind us and a recovery would be slow. That projection seems to be playing out. At the national level the Great Recession officially ended in June 2009. Unemployment topped at 9.8%. Early in calendar 2010 the economy showed signs of growth only to stall during the summer. Economic trends were similar in Oregon: unemployment peaked at 11.6% in May 2009 then had a slight improvement to 10.6% in December 2010 (vs 9.4% US level). Personal income in Oregon increased 3% in 2010 over 2009. The number of new housing starts remained flat for most of 2010 however housing values still decline. Oregon Office of Economic Analysis predicts that housing will not lead during the recovery. Instead, professional and business services, health care services, computer and electronic products and retail will be the first to come back.

How is Wilsonville fairing amidst all this mediocrity? Unlike most communities throughout the nation, Oregon cities are neither dependent upon sales nor income taxes as a resource for general operations. Instead, a key resource is property tax and unlike other states Oregon's property tax system is based on a formula where assessed value is separate from real market value. Overall, our general revenues have been stable and have allowed us to maintain our level of services to the community.

We can expect continued tight economic times as we look to the coming year. However, there are indications of renewed growth. Recent business expansions and new construction include Fred Meyer's 200,000 square foot retail outlet and housing complex, Coca Cola's expansion which added 200 new jobs to Wilsonville and Polygon's housing starts in Villebois. Anticipated new construction includes a major new housing development at the old Thunderbird Mobile Home Park, a new elementary school in the Villebois neighborhood which may launch a resurgence in new housing starts around it, Oregon Institute of Technology (OIT) will remodel and move into the vacated four story InFocus building and a new commercial development at Wilsonville Road and Kinsman.



Besides the private sector providing new construction the City will be active with infrastructure too. Major improvements to the Wilsonville Road and Interstate 5 interchange are underway and should complete by 2012. Bids have been received on a sewer plant improvement and expansion. And, a plan to build a new Fleet/Transit facility has been presented to Council. The Interchange and sewer plant improvements solve not only current constraints (limitations on capacity) but will position the City for future growth once the economy improves.

Workforce

In the previous year four of the top 10 employers reduced staffing or ceased operation equating to a loss of 103 positions or 2% of the group's total workforce. Over the past year (2009 vs 2010) another 220 positions were lost, about 4% of the top ten grouping. As a single statistic it is depressing, but the loss is mainly attributed to the closure of Hollywood Entertainment with some 400 jobs. Offsetting this loss was an addition of 170 jobs by Rockwell Collins and growth by the expanded Coca Cola plant.

There is reason for optimism. Fred Meyer will open a 195,000 square-foot shopping center this summer and will eventually bring 450 jobs. OIT is expected to begin operations in September 2012 for the first class of 600 students. Plans to develop an 8.8 acre site with four industrial building on Wilsonville Road continues to move forward for which will bring many new jobs. And, the school district will open a new elementary school in the Villebois neighborhood by late 2012.

Financial Issues Facing the City

The City has some financial issues which will need to be addressed in the near term. Most of these should not come as a surprise to budget committee members as the issues have been identified during previous budgets and five year forecasts. The issues are recapped here and various components are explored in greater detail in the ensuing paragraphs.

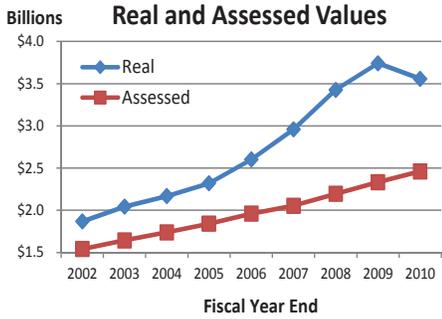
1. General Fund's recurring revenues should cover recurring costs for FY 2011-12 but that will likely be the last year. At our January forecast we predicted the crossing would occur much later; however, franchise revenues are significantly less than anticipated and some program costs are higher than projected. Either new revenues need to be raised or future service levels reduced.
2. Water sales have declined in each of the past four years due to reduced consumption. Even after a series of rate increases revenues for 2012 are projected to be 6% less than the prior year and 11% below actual in 2007. The operating reserve is down significantly. A master plan and rate study is underway and should be presented to Council before the end of calendar 2011.
3. Within the Stormwater operating fund the gap between recurring revenues and operating costs has narrowed over the past several years and will be zero for FY 2011-12. This means that in future years maintenance costs must be reduced and no new revenues will be available to maintain the infrastructure. A master plan and accompanying user rate and SDC increase is with Council as the budget deliberations begin.
4. The West Side urban renewal district is feeling the sting of the decline in new development. No new resources will be available for future project planning or even basic administration. There will be revenues to pay debt service but these resources are restricted and can not be directly used for projects or administration. The district is far from complete but very few projects can be started until the debt limit is raised and new taxes are received to repay increased debt.

Solutions for water and stormwater funds rest in implementing new master plans. The General Fund and West Side urban renewal fund both need discussion but the budget is balanced without the Committee having to take action. Addressing these two funds during the year will be important for the subsequent year's budget.

City Resources

Tax Revenues – Property

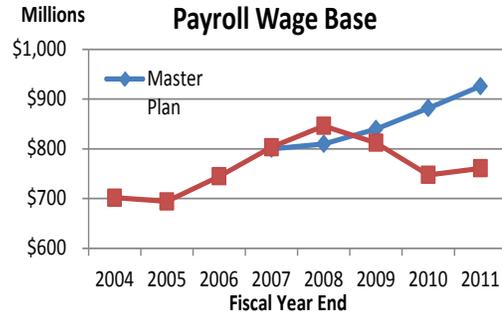
Property taxes comprise 40% of General Fund resources. This revenue helps fund law enforcement, library, community services, parks and building maintenance and a small portion of administrative services. Property taxes tend to grow by 3% per year which translates into \$150,000 more, this is not sufficient to cover the inflation for the programs listed. While property taxes are reliable they do not grow fast enough to meet the needs of the expanding community.



Property taxes are based on assessed value which is separate from and grows independent of real market value. Since the two components were separated in 1998 the gap (assessed value below real market value) has grown from 10% to a high of 38% in 2009. With declining sales values the spread has dropped to 20%. This means property sales values can drop another 20% before property tax revenues would be adversely affected.

Tax Revenues – Transit

The City’s transit system, SMART, is funded from a tax on local payrolls. The rate is 0.5% of gross wages and is expected to generate \$4.1 million next year. This is an increase of \$160,000 over the FY 2010-11 estimate and \$319,000 over FY 2009-10 actual. Despite the job losses mentioned earlier quarterly tax receipts have increased over the same period a year earlier for the past three quarters. The increase tax translates into \$16 million more of taxable wages between 2009 and 2010. Despite the increase revenues are about \$1 million less than was anticipated just a few years ago when the Transit Master Plan was adopted.



Utility Revenue – Sewer

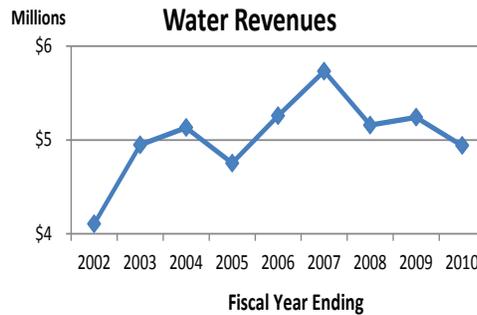
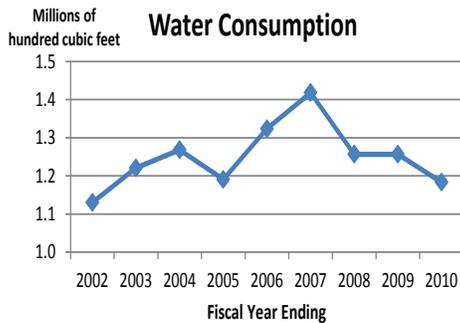
As the City evaluates the rehabilitation and expansion of its wastewater treatment plant it continues to increase rates in anticipation of a future revenue bond sale. The budget includes a 10% rate increase for January 2012. For a typical household that translates into a \$4.50 per month increase. Construction and operation bids have been received and indicate the ultimate increase will be significantly less than the 100% estimate used last year.

Utility Revenue – Stormwater

A year ago a stormwater master plan and accompanying rate increase was not approved by Council and staff has been revising it according to Council wishes. The budget does not assume any increase above current rates; however this is not a realistic assumption as revenues are not sufficient to cover recurring costs for maintenance let alone preservation of infrastructure. The last time stormwater rates were changed was 2001. A rate increase is anticipated when and the master plan is approved.

Utility Revenue – Water

After many years with no increases a three year series of 3% increases were approved in October 2009. The budget reflects a 3% increase effective November 2011, which translates into 90 cents per month change for an average household. The challenge in this fund is that despite the rate increases conservation efforts have limited the impact on revenues. Total consumption has decreased in each of the last four years. Revenues need to be at a certain level to satisfy bond covenants and with declining use it is becoming difficult to meet these requirements. The only solution will be to increase rates. A water master plan is underway and will include a water rate study. Results are expected in FY 2011-12.



Current Financial Status and Forecast

General Fund

Our long range forecast from a few months ago assumed \$300,000 more in revenues than we now anticipate. The difference is largely due to lower estimates for franchise fees, state shared revenues and various charges for service. As a result, the fund just barely covers recurring costs with recurring revenues. This creates a greater need to either find new revenues or to reduce program costs. Departments have done an excellent job of constraining costs with 77% of the programs either holding their material and services budgets at a constant or reduced level compared with the current year.

Anticipating that increased revenues would be necessary staff has presented several alternatives over the past few years for new resources. These included options such as a parks maintenance fee, a law enforcement fee, a City utility franchise fee increase and a local option levy. Based on Budget Committee feedback further discussion may be warranted at a future meeting.

Over the past decade conservative revenue estimates and departments spending less than their budgets have built up the fund balance to a healthy level. The balance has been earmarked for equipment replacement, building related costs, emergency responses and rainy day funds. The reserves have proven to be invaluable by providing a resource that didn't compete with operations when we moved into the new city hall, remodeled the old city hall, relocated public works and police, purchased a new integrated accounting and community development software solution, and have made numerous building repairs. For FY 2011-12 the reserves will be used to subsidize a portion of the Planning program which is budgeted in the Community Development Fund. Reserves were created over the past several years for this purpose.

Transit and Fleet Funds

Now that tax revenues appear to be on a slow recovery the biggest challenge for Transit and Fleet funds is the need to relocate within the fiscal year. Transit and Fleet need to relocate by June 2012 because the property was sold to Tualatin Valley Fire and Rescue for their fire station expansion. An architect has provided initial design and cost estimates. Resources include \$4 million from the sale of the existing fleet building, the old transit building and a federal grant. Other resources that could be used are approximately \$1.5 million in carryover monies from Transit and Fleet funds and another \$1.25 million from the General Fund in the form of an interfund loan or use of rainy day money.

Transit and Fleet
need to relocate
by June 2012

Operating Budgets

Personnel

The City has held the number of employees (FTE) constant for next year at 187. Wages are expected to increase by \$509,000 or 5.5%. Much of that increase is related to contractual commitments. Benefits are forecast to increase by \$570,000 or 13%. Health insurance increases of approximately 7%, for which the employee paid share will increase, and a retirement rate increase of 3% are responsible for most of this increase. The retirement system increase is the result of losses the system incurred with the market downturn in 2008. Rates are adjusted biennially with the next change to rates coming in July 2013. Popular belief is that rates are at record highs. For Wilsonville; however, rates were higher in 2005 and have been trending downward until this increase. On a positive note PERS reports that through good investment returns the funded portion has already increased from 71% to 79%. By statute, increased rates are required when the funded status drops below 80%.

Materials and Services

With departments either reducing or holding their costs constant there are not many increases in this category. Our contracted services account for the majority of the changes. Law enforcement is budgeted to increase by 3%, a \$128,000 increase. The actual contract amount won't be known until after the proposed document is published and the cost could be higher. The water treatment plant contract will increase by 1%, a \$12,000 increase, as provided for in the contract. However, the treatment program budget decreases by \$98,000 as certain consumable supplies replaced in the current year need not be budgeted next year. Community Development Administration increases by \$80,000 for potential contractual services to help with the large number of construction projects underway. Other increases are largely related to utilities such as electric, sewer and water.

Reductions to
General Fund
Programs

Some General Fund departments implemented large reductions to their budgets. City Administration reduced \$98,000 which results in a smaller “Smart Growth and Sustainability” program, reduced conference and education budget, reduction to discretionary special projects and changing the city newsletter publication from monthly to bi-monthly. Offsetting these decreases is \$70,000 of increases related to a Council approved program to assist renters with city utility assessments and moving the Smart Growth program into Administration. Legal decreased \$10,000 for outside legal service. Human Resources reduced \$15,000 from travel and education. Parks maintenance is \$19,000 less for reduced repairs and reduction in vehicle replacement reserves as existing vehicles are being kept beyond their replacement date.

Capital Projects

88 Budgeted Projects

- 57% of costs in 3 projects
- 63% of projects funded via SDC and bonds

FY 2011-12 will be another busy year for infrastructure with \$31 million in projects budgeted including those within our urban renewal agency. Three projects comprise the majority of the budget: sewer plant improvement and expansion of \$9.3 million (first year of a multi-year project), Wilsonville Road and I-5 interchange improvements of \$4.3 million (a multi-year project expected to cost around \$12 million) , and construction of a new Fleet/SMART facility of \$4.1 million. The remaining \$13 million in projects is distributed among some 70 smaller projects.

Funding these projects will come mostly from city resources. A new bond sale will be necessary to accomplish the sewer plant project, urban renewal bond proceeds for the interchange and over \$14 million of accumulated system development charges and operating fund resources. Only \$3 million in grants are anticipated with most dedicated to the Fleet/SMART facility. This funding level of projects is not repeatable until new construction resumes within the community.

Debt Service

The City’s general obligation debt is rated Aa2 by Moody’s Investors Service. The water revenue bonds have been rated as Aa3. Both rating reflect Moody’s Global Scale Rating.

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 2012 the amount of bonds outstanding will be \$1,325,000. These bonds are repaid via a special levy, for which the rate is anticipated to be \$0.1700 per \$1,000 of assessed valuation. Taxes on a typical home with an assessed value of \$250,000 equates to \$42 annually.

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

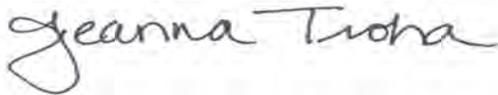
The budget for FY 2011 anticipates issuing \$10 million of short-term debt to pay for initial construction and engineering services on the Wastewater Treatment Plant Improvement and Expansion Project. Alternatively, depending upon Council direction, a larger long-term debt could be issued. With the help of a financial consultant staff will help Council with the merits of financing alternatives available. Staff expects the debt service to be paid from sewer user fees.

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 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 that reads "Jeanna Troha". The signature is written in a cursive, flowing style.

Jeanna Troha

Budget Officer and Interim City Manager

Budget Changes FY 2011-12

Budget Committee Changes from Proposed to Approved Budget

The annual budget for FY 2011-12 was approved by the Budget Committee with the following changes:

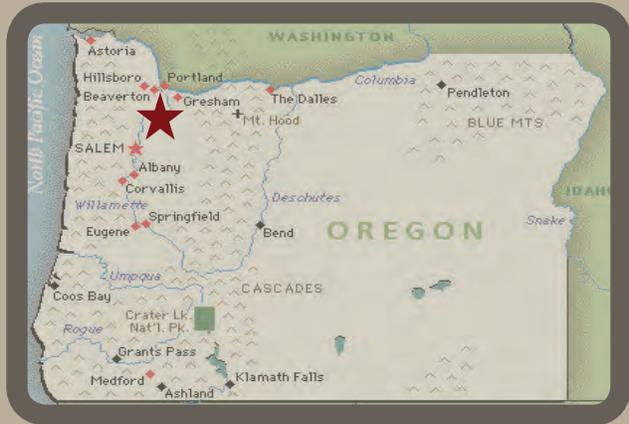
	Proposed	Approved	Difference
<u>General Fund</u>			
Administration program			
Material and services	\$ 479,328	\$ 489,328	\$ 10,000
Finance program			
Material and services	477,294	469,294	(8,000)
Human Resources program			
Material and services	259,855	257,855	(2,000)
Other program appropriations	15,231,038	15,231,038	-
Interfund transfers - out	490,000	490,000	-
Ending fund balance	12,365,360	12,365,360	-
Total Appropriations	<u>\$ 29,302,875</u>	<u>\$ 29,302,875</u>	<u>\$ -</u>

The Committee approved costs to maintain monthly publication of the Boones Ferry Messenger with offsets to other materials and services.

City Council Changes from Approved to Adopted Budget

The annual budget for FY 2011-12 was adopted by the City Council without any changes.

Reader's Guide



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 18,000 by 2010. 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 Xerox, Mentor Graphics, Sysco, Flir, and Rockwell Collins choose Wilsonville as their home, swelling the City's employment base to over 13,500.

City History Timeline

1968 Wilsonville incorporates on October 17, 1968.

1969 Wilsonville citizens vote to adopt the City's first charter. Population approximately 1,000.

1970 Developers announce plans for a major residential subdivision known as "Charbonneau."

1971 Charbonneau is annexed into Wilsonville. At build-out, it will have 1,700 housing units and 3,500 residents. City Council adopts a "General Plan" for growth.

1972 Marge Heintz, City Recorder, is hired as Wilsonville's first full-time employee. Oregon enacts SB 100, a sweeping reform of land-use law.

1973 Tektronix selects Wilsonville as its corporate HQ. The city will eventually be home to more than 700 businesses, including some of Oregon's largest companies.

1979 Construction begins on Inza R. Wood Middle School.

City signs first contract with Clackamas County Sheriff's Office for police services.

1980 Wilsonville adopts its first Comprehensive Plan. Population: 2,920

1982 Voters approve Wilsonville's first tax base: \$300,000.

Wilsonville's first library opens.

1984 Voters approve a tax base amendment to incorporate a serial levy for senior services into the base.

1987 Voters approve a bond measure to pay for a new library and park improvements.

1988 Recession ends, bringing an unprecedented boom in housing and population. Wilsonville becomes Oregon's fastest-growing city. New library opens.

1991 Arlene Loble hired as City Manager. Town Center Shopping Center opens. 1990 Census population: 7,705

1992 Incredible Universe opens, pushing traffic to levels projected for the year 2010. Voters approve creation of an urban renewal district and a bond measure for a new high school.

1993 Serial levy failure forces \$1 million budget cut, reorganization of departments.

1994 In an effort to get a handle on growth, City Council adopts a precedent-setting growth management ordinance.

1995 Wilsonville High School opens. Growth management ordinance overturned by Land Use Board of Appeals.

1996 Charlotte Lehan elected Mayor. City implements development limits in the form of a public facilities strategy as officials try to get a handle on traffic.

1998 City Council imposes moratorium on new development approvals until new, long-term water supply is identified.

1998 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.

2000 Construction begins on a new prison and water treatment facility on the Willamette River. Voters approve \$4M library expansion bond. Population: 13,991

2001 Construction underway on library expansion. Women's prison facility completed and begins accepting inmates.

2002 Wilsonville's water treatment plant becomes operational. Expanded library opens.

2003 The opening of Argyle Square greatly expands Wilsonville's retail sector with Costco and Target as the anchor stores.

2004 Property acquired for future multi-modal transportation center. This land will become the southern terminus of the proposed commuter rail.

2005 Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.

2006 Murase Plaza opens with water feature and new park with rolling hills, unique play structures and restrooms. New City Hall opened.

2008 Tim Knapp elected Mayor. Local voters approved the creation of a county library district.

2009 WES Commuter Rail begins operations.

2010 Creekside Woods affordable senior housing complex opens. Population: 18,050

About Wilsonville

City Statistics - Demographics

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

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

Incorporated	1968	Housing:	
Area in square miles	7.4	1-unit	47%
Government	Council/Manager	2 to 4 units	6%
Registered voters	8,799	5 to 9 units	14%
Voted in November 2010	75%	10 or more units	33%
		Median home cost:	
Population (July 2010)	18,095	2000 census	\$227,900
<u>From 2000 US Census:</u>		2010 (zillow.com)	\$282,400
Population	13,991	percent change	
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	47%
Race:		1990 to 2000	49%
White	87%	Assessed values (November 2009):	
Hispanic	7%	Residential	43%
Asian	2%	Multi-family	10%
Black or African Amer.	1%	Commercial	14%
Other	3%	Industrial	30%
Age:		Farm, other	3%
0 to 19 years	27%		
20 to 44 years	39%	Residential	\$1,513mil.
45 to 64 years	20%	Multi-family	\$304 mil.
65 years and over	14%	Commercial	\$460 mil.
Median age (years)	35	Industrial	\$676 mil.
		Farm, other	\$41 mil.
Income - Households:		Local businesses:	
Less than \$25,000	18%	Licenses issued (12/2010)	942
\$25,000 to \$49,999	29%	Employees (est.)	13,555
\$50,000 to \$74,999	20%	Annual payroll (est.)	\$788 mil.
\$75,000 to \$99,999	15%		
\$100,000 or more	18%		

City Statistics - Services

Description	Base Year 2000	Year 2010	% Change	Source
Culture and recreation:				
Libraries	1	1	0%	City Library
Parks/open space acreage	137	201	47%	Parks Department
Parks	10	14	40%	Parks Department
Picnic shelters	3	8	167%	Parks Department
Interactive play fountains	0	2		Parks Department
Baseball fields	5	5	0%	Parks Department
Tennis courts	2	2	0%	Parks Department
Playgrounds	6	11	83%	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	54	38%	Business license
City utilities:				
Water:				
Production capacity	4 mgd	10 mgd	150%	Public Works
Peak capacity demand	4 mgd	6 mgd	50%	Public Works
Storage capacity	8 mg	10.2 mg	27%	Public Works
Number of reservoirs	4	4	0%	Public Works
Miles of water pipeline	65	93	43%	Public Works
Customers	3,700	4,731	28%	Utility Billing
Wastewater:				
Treatment design capacity	2.25 mgd	2.25 mgd	0%	Public Works
Average daily treatment	1.5 mgd	2.0 mgd	33%	Public Works
Miles of sewer pipeline	56	72	29%	Public Works
Biosolids, pounds/day	1,695	1,932	14%	Public Works
Lift Stations	8	8	0%	Public Works
Stormwater:				
Average rainfall, inches	40	42	5%	www.countrystudies.us
Miles of storm sewers	49	65	33%	Public Works
Storm water catch basins	808	1,823	126%	Public Works
Manholes		1,723		Public Works
Street lights:				
Number of lights	1,564	2,206	41%	Public Works
Public Safety:				
Police calls	5,827	9,491	63%	Clackamas Co Sheriff
Citations issued	2,792	3,470	24%	Municipal Court
Number of sworn officers	14	17	21%	Clackamas Co Sheriff
Fire calls	237	209	-12%	Fire District
Fire stations	2	2	0%	Fire District
Emergency medical calls	840	1,783	112%	Fire District
Hazardous condition calls	n/a	20		Fire District
Other service calls	109	108	-1%	Fire District

About Wilsonville

City Statistics - Services

Description	Base Year 2000	Year 2010	% Change	Source
Public Transportation:				
City operated:				
Fixed routes	5	7	40%	City Transit
Demand based trips	16,106	17,703	10%	City Transit
Number of riders	178,832	306,721	72%	City Transit
Miles driven	410,576	667,161	62%	City Transit
Other transit systems:				
City of Canby - local trips	0	8		City Transit
City of Salem - local trips	5	8	60%	City Transit
TriMet - local trips (bus)	23	35	52%	City Transit
TriMet - rail stations	0	1		City Transit
TriMet - rail passengers	0	304,800		City Transit
Streets:				
Lane miles of paved	54	65	20%	Public Works
Signal lighted intersections	15	24	60%	Public Works
Freeway interchanges	3	3	0%	Public Works
Bridges (excluding interstate)	1	4	300%	Public Works
Foot bridges	1	1	0%	Public Works
Street trees	6,000	8,000	33%	Public Works
Public Schools:				
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
Building Permits:				
Commercial, units	143	212	48%	Building Dept.
Commercial, value	\$10 mil	\$19 mil	90%	Building Dept.
Residential, units	141	40	-72%	Building Dept.
Residential, value	\$18 mil	\$7 mil	-38%	Building Dept.

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

The City Budget Calendar

October through December 2010

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

January 2011

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

February 2011

- 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 2011

- 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 2011

- 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 2011

- 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 2011

- 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.

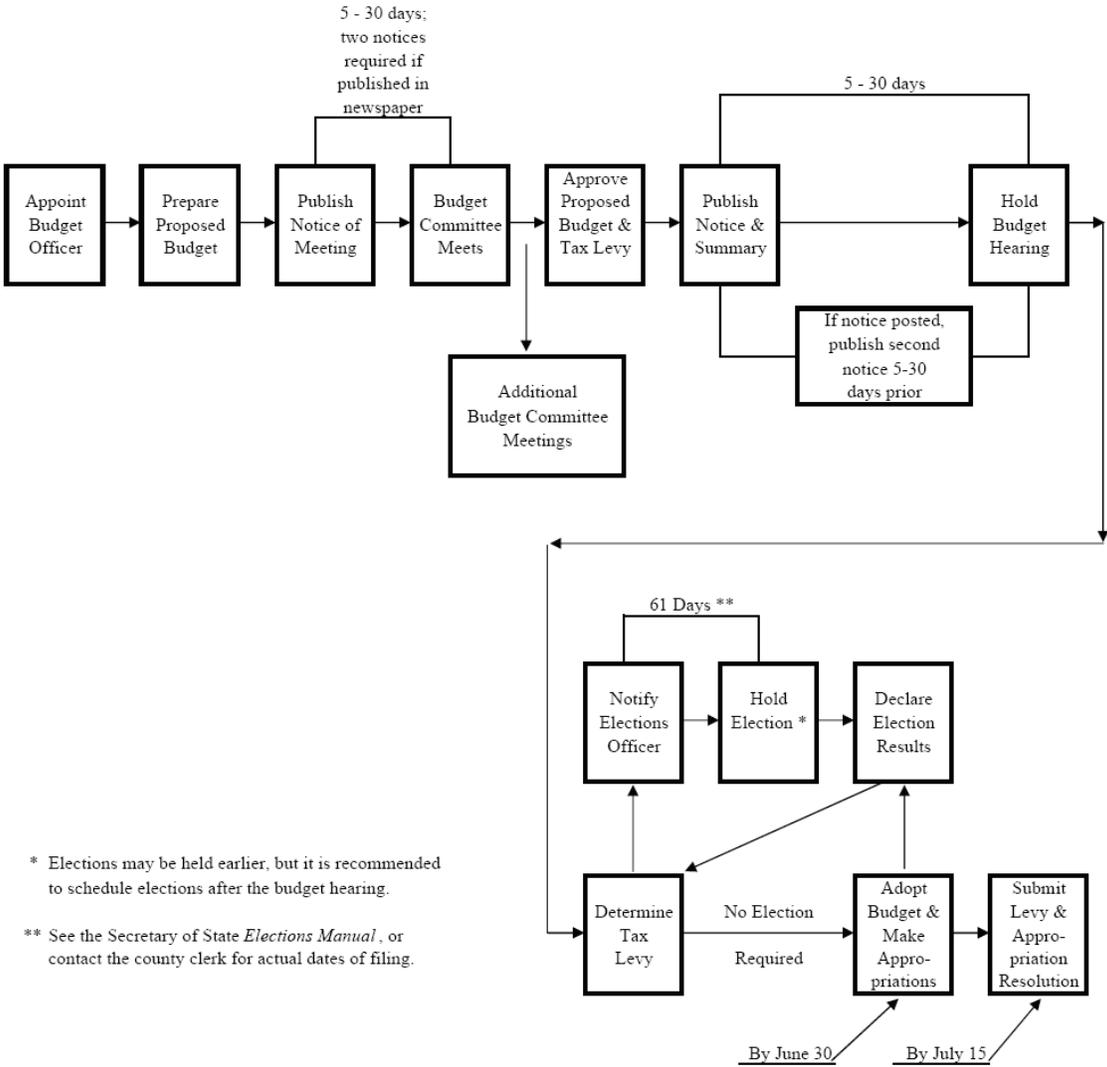
Governmental funds use a modified accrual basis for budgeting and reporting. Under this method revenues are budgeted if they are measurable and available within 60 days of fiscal year end. Revenues subject to accrual include property taxes, payroll taxes, franchise fees, interest and state shared revenues. Expenditures are budgeted in the period during which the goods and services are provided. Principal and interest on general obligation bonds are budgeted in the fiscal year of payment. Compensated absences are not budgeted in governmental funds.

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

Budget Amendments

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

Budget Process as Prescribed by Statute (ORS 294)



Budget Document Columns

In accordance with Oregon Local Budget 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. Non-elected positions are limited to two three-year terms. Terms are staggered so that approximately one third of the terms of the appointed members end each year. Wilsonville has a Budget Committee consisting of ten members. Each member has an equal vote. Members receive no compensation for their services.

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

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

The powers and duties of the Budget Committee are:

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

The Budget Committee members for review and approval of the FY 2011-12 budget:

City Council Members

Tim Knapp, Mayor
Celia Núñez, Council President
Steve Hurst
Richard Goddard
Scott Starr

Citizen Members

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

Budget Assumptions for FY 2011-12

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

Personal services:

- Management merit increase up to 4% on employee's anniversary date, no cost of living adjustment and no salary table adjustment
- Union negotiated merit increase up to 4% on employee's anniversary date, cost of living adjustment of 3% and salary table adjustment of 2%
- Health insurance increases including a 6% increase for Blue Cross Blue Shield coverage and 12% increase for Kaiser
- Management and union pay 8% of health insurance premiums
- Retirement employer share rate average of 12%, plus 6% employee pickup

Material and services:

- No increase across the board except as noted below
- Sewer rate increase of 10%; water 3%
- Electricity and natural gas increases of 5% and 4% respectively
- 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 2%

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 2011-12

Primary Revenue Sources:

- Property assessed values increase by 3% as allowed by law plus an additional 1% for new growth and underlevy by the Year 2000 Plan Urban Renewal District. Tax rate remains same at \$2.5206 per \$1,000 of assessed valuation.
- Tax rate for general obligation debt constant at \$0.1700 per \$1,000.
- Franchise fee and right-of-way privilege tax for electricity at 5%. Telecommunications companies' rate at 7%.
- Building permits are based on developer construction plans as communicated to staff.
- Water revenue rate increase of 3% to be effective November 2011.
- Sewer rate increase of 10% effective January 2012.
- Transit tax wage base increase of 2%.
- Investment income on available cash balances at .7%.

Fund Balance Classifications:

- Restricted and Committed Balances are determined by Council Resolutions or third-party contractual requirements.
- Assigned Balances are for purposes as designated by Council, City Manager or Finance Director. Annual additions tend to be consistent from year to year. Use of Assigned Balances is based on need.
- Contingencies for operating funds should be no less than 5% of operating costs
- Ending Fund Balances, by fiscal policy, should be 5% of operating costs.

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.

Major Employers of 2010-11	Type of Business	# Employees	% of City FTE Base
Xerox Corporation	Copiers and printers	1,435	10.6%
Mentor Graphics Corporation	CAD software systems	994	7.3%
Sysco/Continental Food Service	Warehouse & distribution center	520	3.8%
Precision Interconnect	Electronic machinery	538	4.0%
Flir Systems Inc.	Thermal imaging / infrared equipment	432	3.2%
Rockwell Collins	Aerospace technology	429	3.2%
Rite Aid Distribution Center	Warehouse & distribution center	230	1.7%
Fry's Electronics	Retail	229	1.7%
Coca-Cola Bottling Company	Bottling & distribution center	166	1.2%
Adecco USA Inc	Temporary services	152	1.1%

Source: City Business License Data Base FY 10-11

Major Taxpayers of 2010-11	Type of Business	2010-11 Assessed Taxes	2010-11 Assessed Value	% of City Assessed Value*
Xerox Corporation	Color printers	\$ 1,756,428	\$ 98,346,107	3.93%
Mentor Graphics Corporation	CAD software systems	994,362	54,692,492	2.19%
Argyle Capital LLC	Shopping center	795,435	44,182,510	1.77%
Thomson Reuters PTS Inc	Commercial property	700,873	38,786,647	1.55%
Coca-Cola Bottling Company	Bottling & distribution center	579,975	32,483,099	1.30%
Sysco/Continental Food Service	Warehouse & distribution center	524,008	27,913,610	1.12%
BIT Holdings	Hollywood Entertainment properties	515,460	27,871,281	1.11%
CH Realty III/Portland Industrial	Commercial property	499,816	27,570,455	1.10%
Flir Systems Inc	Thermal imaging & infrared cameras	475,012	26,638,307	1.06%
Senior Partners Portfolio LLC	Commercial property	458,712	28,122,175	1.12%

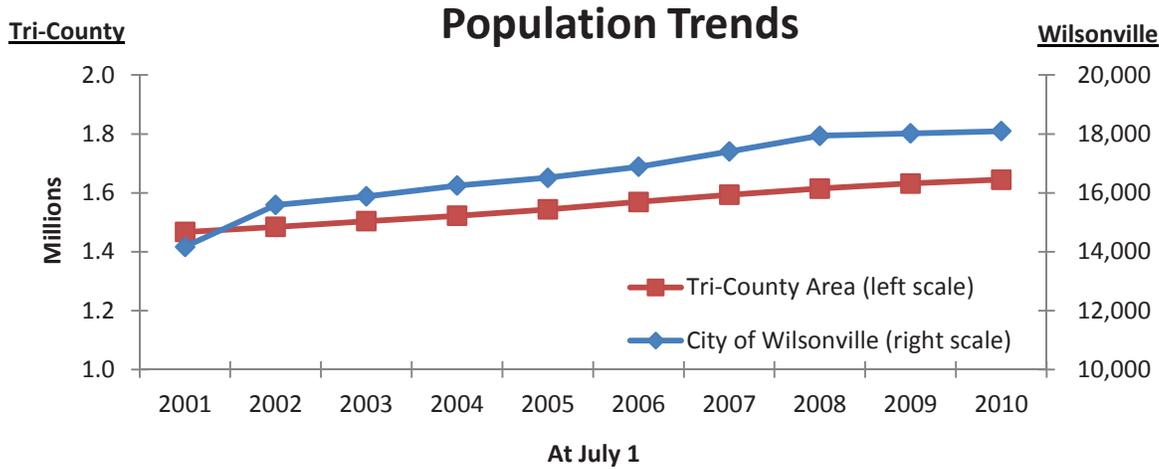
*Total City assessed valuation for 2010-11 was \$2,502,778,594

Source: Clackamas and Washington County Assessor's Office

Trends and Analysis

Population

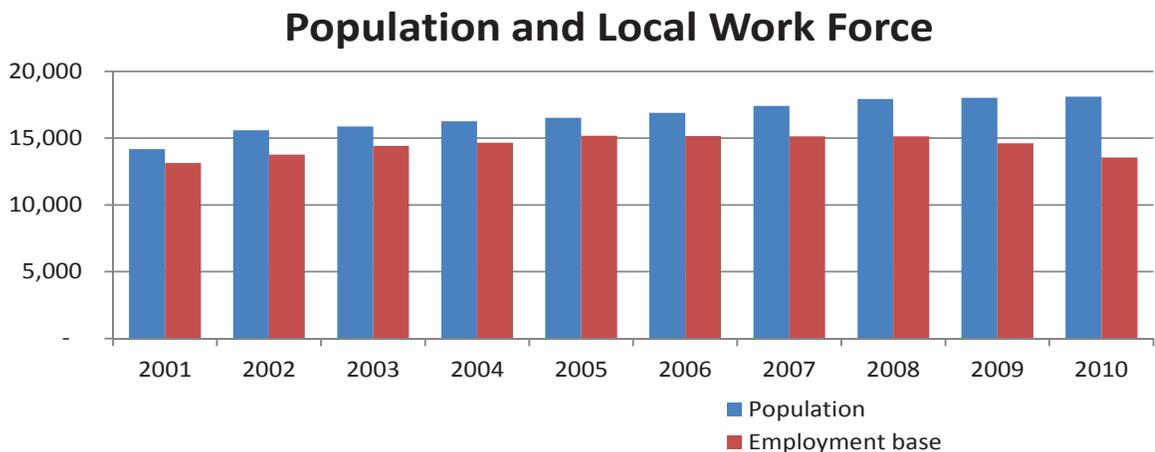
Population Trends, City vs Tri-County area (Clackamas, Multnomah, Washington)



Over the past ten years city growth has averaged over 2% per year. While the rate has declined due to the recession, accelerated 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.

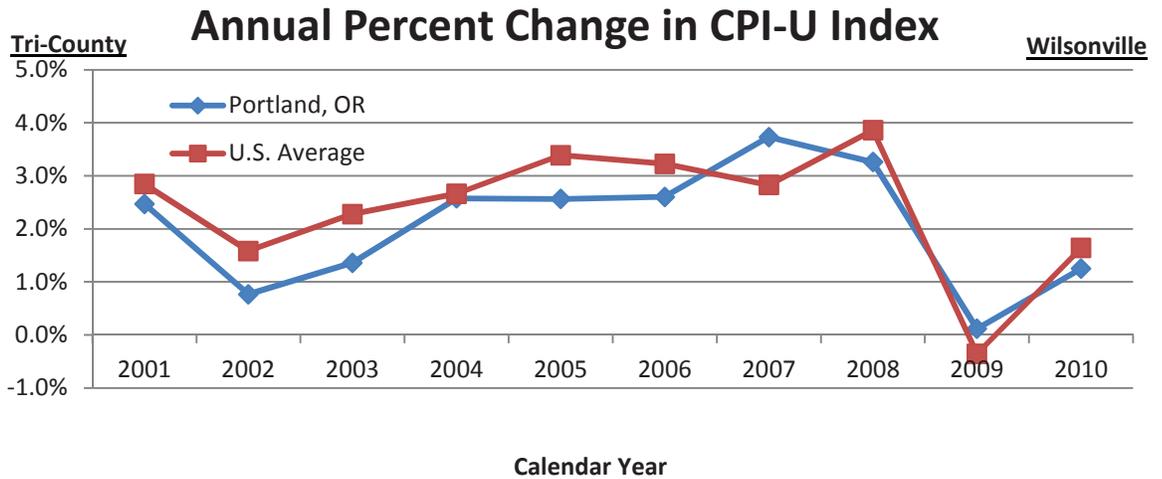
The Tri-County area is the major metropolitan area for the state. Within the metropolitan area is an area known as the Urban Growth Boundary. New housing and commercial development is to occur within this planned area. Wilsonville is at the south edge of the Urban Growth Boundary and has undeveloped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

Wilsonville Population and Local Employment



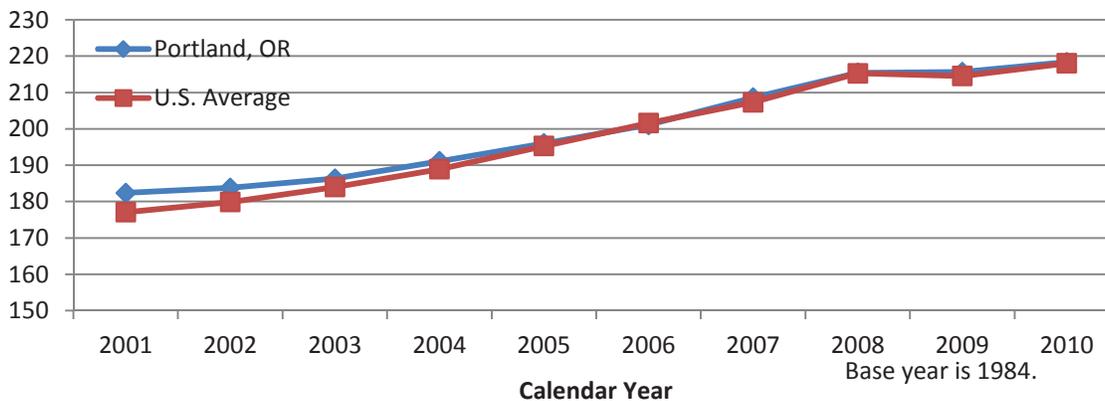
The graph demonstrates the constant growth in population as well as the growth in local businesses. Over the past 10 years the local population has increased to now exceed the local work force. Both population and employment have an impact on the local economy.

Consumer Price Index, 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.

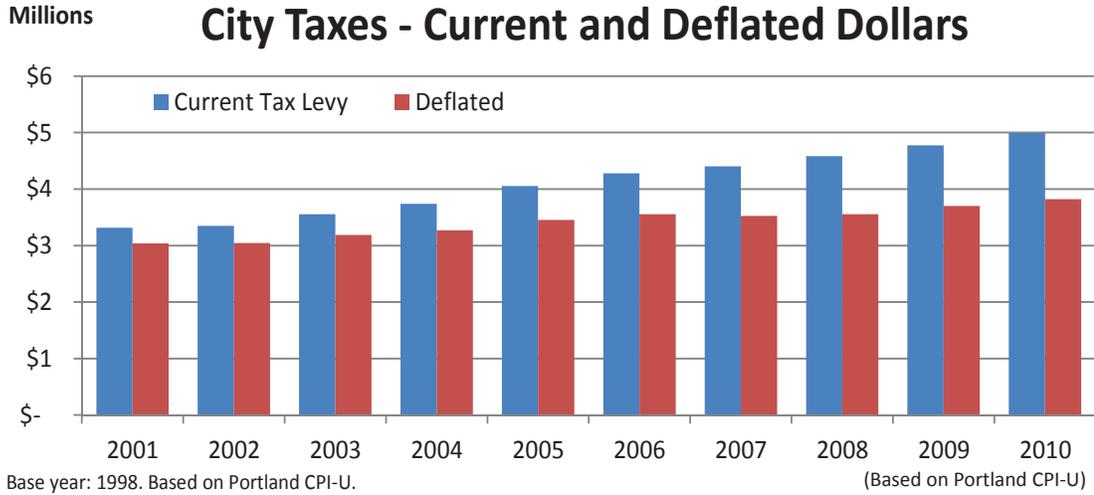
Portland Oregon and US CPI-U Index



The chart above compares the Portland Metro Area Consumer Price Index to the national average. Both indices represent all urban items on a calendar year basis.

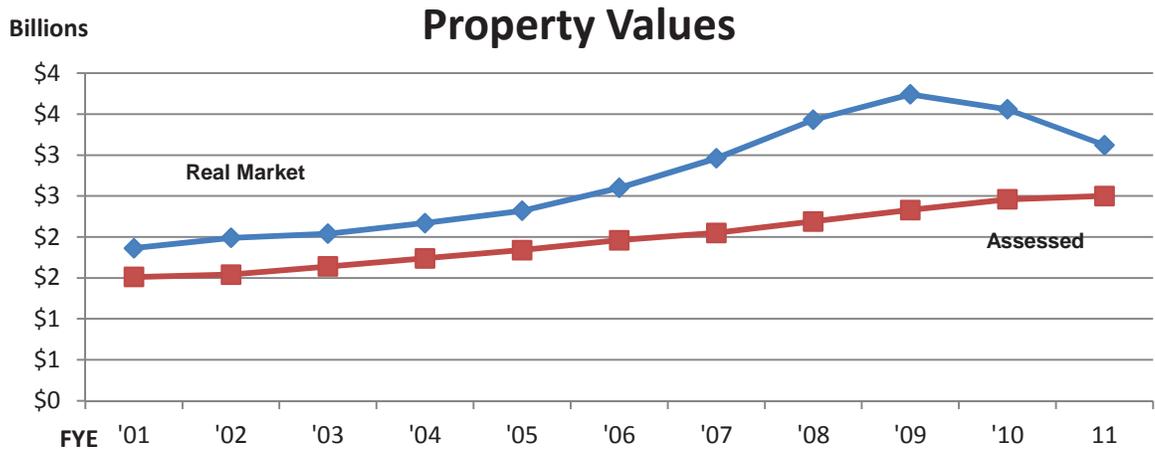
Trends and Analysis

Property Values



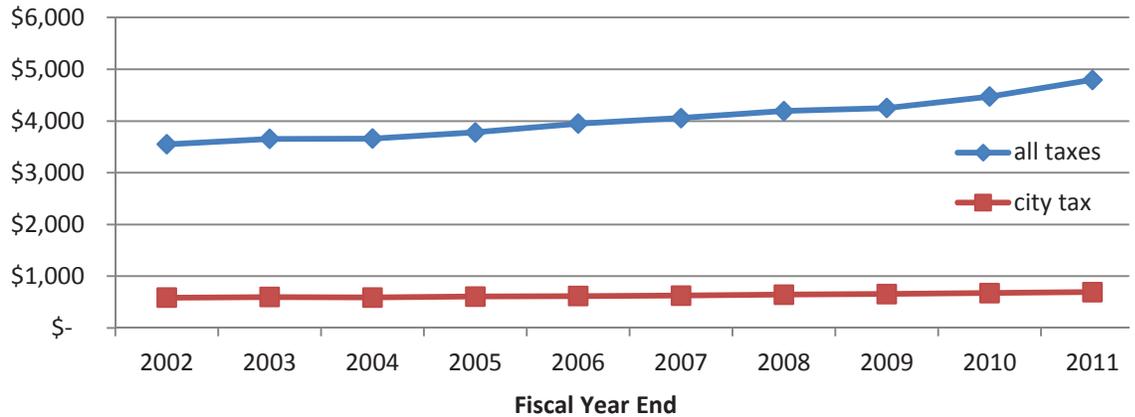
Property taxes have increased nearly \$1.7 million over the past ten years. When adjusted for inflation; however, the economic increase is only \$750,000. The increase in tax collection is due to several factors. The 3% annual growth accounts for \$0.7 million, new construction another \$0.7 million and reductions to the Year 2000 Plan urban renewal district the remaining \$0.3 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. During the Great Recession, real market values have fallen significantly, but in aggregate not below assessed values.

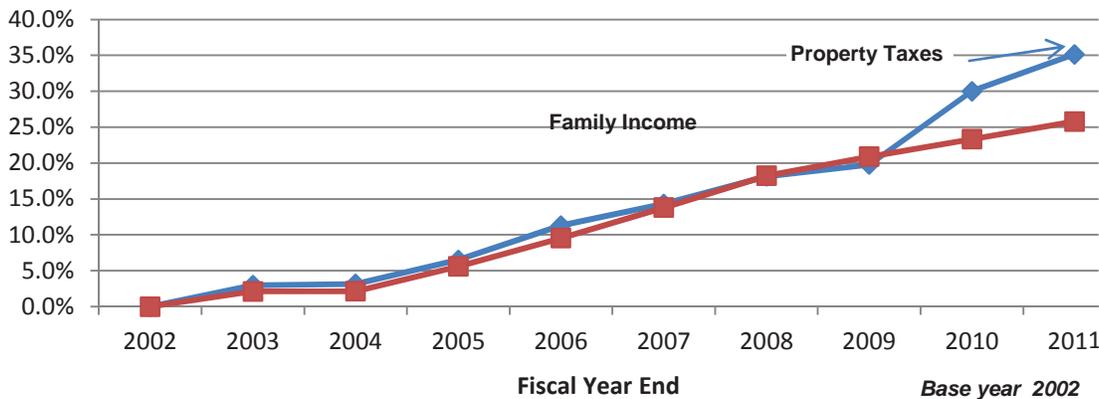
Tax Bill History, City Portion and Total Taxes



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. The upward shift in total taxes is due to the voter approved tax rates for the Library and 4-H Districts and a new Vector Control local option levy.

Tax Bill vs Family Income – Percentage Change

Cumulative Percentage Change from 2002

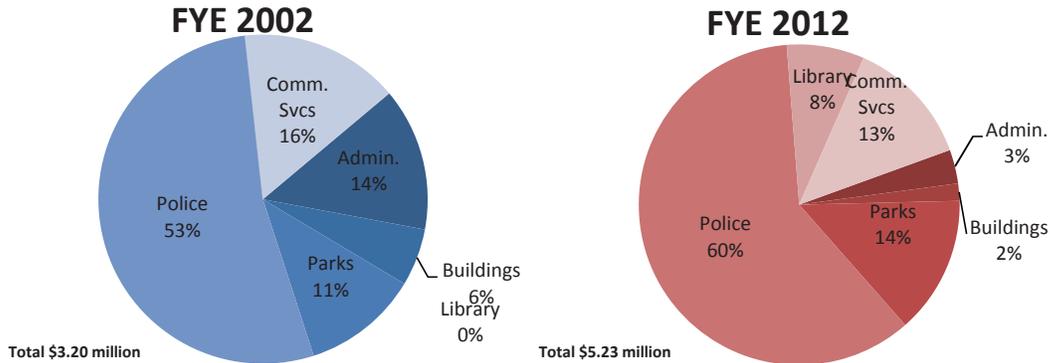


Family income is derived from the 2000 census and inflated by the Bureau of Labor Statistics wage index for the Portland area. Property taxes include all taxing entities and reflect what a typical homeowner might pay. The graph indicates that until FY 2009-10 wages and total property taxes grew at similar rates. Property taxes increased in 2010 due to the voter approved new taxing districts (Library and 4-H) and new local option levy (Vector Control).

Trends and Analysis

Programs Funded by City Taxes

Where The Tax Dollars Go



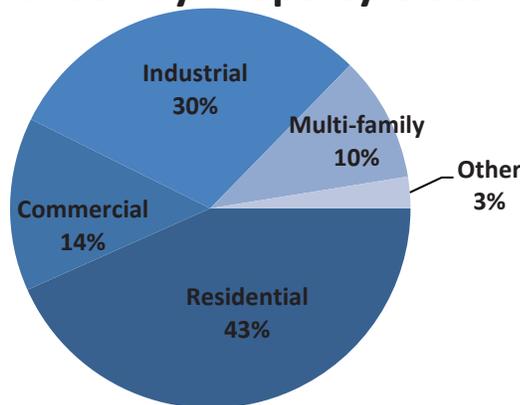
Over the past ten years the allocation of property taxes to City programs has changed slightly. In FY 2003 the Library was added to the mix with corresponding decreases to Administration and Building Maintenance programs. Administration and Building Maintenance were further reduced in 2009 to provide additional taxes to Police, Library and Community Services.

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

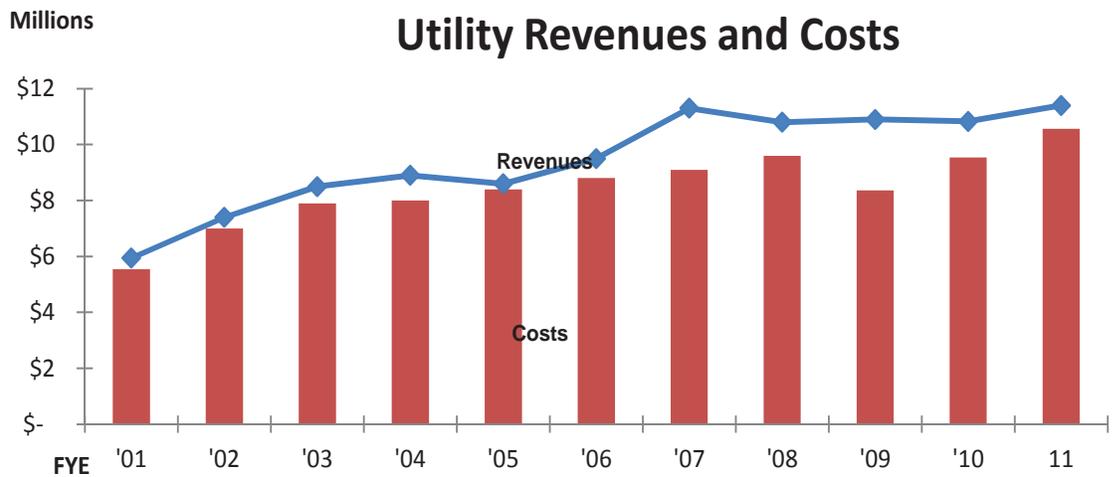
The tax rate is fixed at \$2.5206 per \$1000 of assessed value. Assessed value is allowed to increase by 3% per year plus the assessed value of new construction.

Property Type Tax Burden

City Taxes - by Property Class

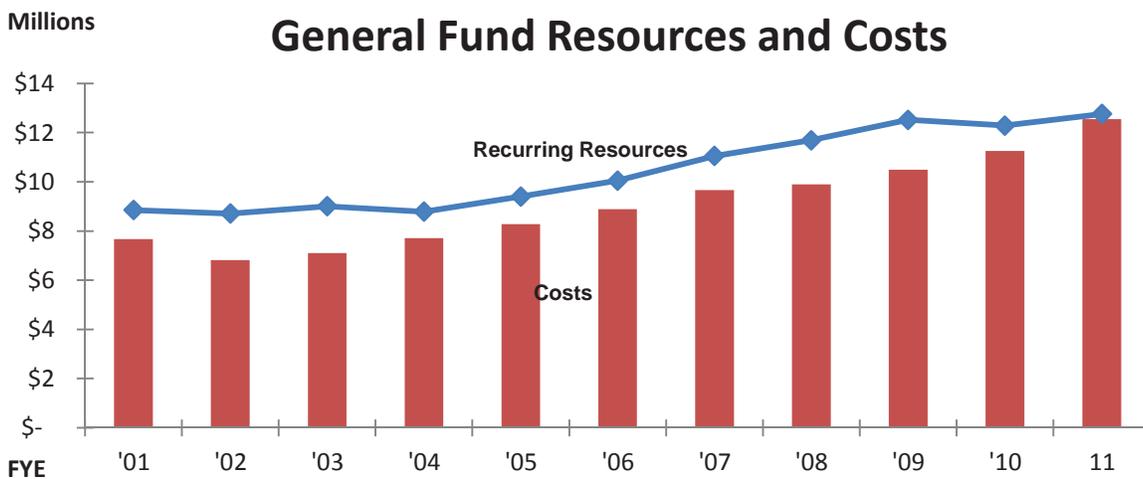


Reflective of a vibrant business community the graph shows that 55% of our taxes come from businesses.



The blue line reflects the combined utility revenues, the red bars represent the costs of operations including 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 blue line reflects the revenues and operating transfers in from other funds. The red bars are 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. For the first time in over a decade the fund will not be able to add to reserves for future costs.

Budgetary Indicators

	Adopted 2002-03	Adopted 2003-04	Adopted 2004-05
City general credit rating (Moody's)	A1	A1	A1
Consumer Price Index (Portland/Salem Area - all items)	183.8	186.3	191.1
Population, at July 1 (2000 US Census, subsequent estimates from Portland State University Center for Population Studies, estimate for 2009-10 by City Staff)	15,590	15,880	16,250
City personnel - Full Time Equivalent (FTE's) (Including contracted Law Enforcement and Water Treatment Plant Staff)	148.77	152.90	156.61
<u>Expenditures:</u>			
City and Urban Renewal Agency - personal services	\$8,245,520	\$8,771,605	\$8,823,474
City and Urban Renewal Agency - materials and services ¹	\$9,752,541	\$9,779,078	\$9,937,245
City and Urban Renewal Agency - capital equipment	\$854,235	\$381,665	\$973,602
City and Urban Renewal Agency - total operating costs	\$18,852,296	\$18,932,348	\$19,734,321
City and Urban Renewal Agency - capital improvement expenditures	\$23,766,636	\$29,654,000	\$27,607,597
City and Urban Renewal Agency - debt service	\$8,748,911	\$9,896,895	\$5,068,963
Total expenditures	\$51,367,843	\$58,483,243	\$52,410,881
<u>Analytics:</u>			
Per capita - City personnel (FTE's) per 1000 population	9.54	9.63	9.64
Per capita cost - operating costs	\$1,209	\$1,192	\$1,214
Per capita cost - capital improvement expenditures	\$1,524	\$1,867	\$1,699
Per capita cost - debt service	\$561	\$623	\$312
Per capita cost - total expenditures	\$3,294	\$3,682	\$3,225
Inflation Adjusted (base year 2000) - total operating costs	\$18,257,392	\$18,088,878	\$18,381,523
Inflation Adjusted (base year 2000) - per capita operating costs	\$1,171	\$1,139	\$1,131
Percentage of total operating costs - personal services	44%	46%	45%
Percentage of total operating costs - materials & services	52%	52%	50%
Percentage of total operating costs - capital equipment	5%	2%	5%
Program areas change	New Water Treatment Plant	4 new positions: SMART, parks, & police	1 Police Officer, new GIS program
<u>Property Values:</u>			
Total real market value (estimated)	\$2,044,135,290	\$2,169,160,089	\$2,320,353,518
Total assessed valuation (net of urban renewal incremental value)	\$1,410,638,415	\$1,483,545,732	\$1,607,868,325
Operating costs per \$1,000 of real market value	\$9.22	\$8.73	\$8.50

¹ Urban Renewal excludes administrative charges paid to City

Budgetary Indicators

Adopted 2005-06	Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Aa3	Aa3	Aa3	Aa3	Aa2	Aa2	Aa2
196.0	201.1	208.6	215.4	215.6	218.3	221.0
16,510	16,885	17,405	17,940	18,020	18,095	18,150
165.76	170.36	170.06	181.25	186.50	186.88	187.38
\$10,106,816	\$10,601,814	\$11,277,327	\$12,911,253	\$13,595,127	\$13,530,085	\$14,609,990
\$10,863,824	\$12,791,456	\$14,156,652	\$15,663,068	\$15,998,800	\$17,139,705	\$17,363,341
\$834,250	\$694,213	\$381,700	\$700,250	\$982,000	\$618,992	\$660,000
\$21,804,890	\$24,087,483	\$25,815,679	\$29,274,571	\$30,575,927	\$31,288,782	\$32,633,331
\$45,791,472	\$50,596,272	\$34,916,177	\$24,154,020	\$28,508,109	\$36,848,020	\$28,804,350
\$11,671,428	\$7,926,777	\$32,941,831	\$40,087,410	\$14,878,585	\$9,678,630	\$13,317,635
\$79,267,790	\$82,610,532	\$93,673,687	\$93,516,001	\$73,962,621	\$77,815,432	\$74,755,316
10.04	10.09	9.77	10.10	10.35	10.33	10.32
\$1,321	\$1,427	\$1,483	\$1,632	\$1,697	\$1,729	\$1,798
\$2,774	\$2,997	\$2,006	\$1,346	\$1,582	\$2,036	\$1,587
\$707	\$469	\$1,893	\$2,235	\$826	\$535	\$734
\$4,802	\$4,893	\$5,382	\$5,213	\$4,105	\$4,300	\$4,119
\$19,802,400	\$21,320,597	\$22,028,719	\$24,191,614	\$25,243,576	\$25,512,612	\$26,283,859
\$1,200	\$1,263	\$1,265	\$1,349	\$1,436	\$1,456	\$0
46%	44%	44%	44%	44%	43%	45%
50%	53%	55%	54%	52%	55%	53%
4%	3%	1%	2%	3%	2%	2%
0 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	Affordable Senior Housing Completed	Wilsonville Rd Interchange reconstruction
\$2,602,032,428	\$2,958,936,921	\$3,426,298,443	\$3,740,996,089	\$3,558,020,924	\$3,120,831,254	\$2,900,000,000
\$1,693,954,232	\$1,746,776,185	\$1,818,316,731	\$1,894,222,161	\$1,981,180,603	\$2,045,177,514	\$2,107,000,000
\$8.38	\$8.14	\$7.53	\$7.83	\$8.59	\$10.03	\$11.25

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.

Council Goals

& Action Items

2011-12/2012-13

Council Goal 1

Enhance Livability and Safety in Wilsonville

- School Resource Officer
- Policy for community events
- Programming for the Stein Barn
- Concessions in parks and ballfields
- Commence and make substantial progress on the feasibility of a recreation center
- Revisit skate park siting

Council Goal 2

Ensure efficient, cost-effective and sustainable development and infrastructure

- Wastewater Treatment Plant
- Water agreements with Sherwood
- Partner with Tualatin on Basalt Creek Concept Planning
- Stormwater Master Plan
- Transportation Master Plan

Council Goal 3

Ensure that constituents receive high quality, timely, and efficient products, processes, and services

- Constituent response and reporting system
- Client/Customer service initiative to exceed expectations and ensure continuous improvement
- Streamline processes and procedures

Council Goal 4

Develop, adopt and begin implementation of a comprehensive economic development strategy

- Create a city-wide economic development plan
- Industrial, employment and future lands (including Coffee Creek)

Council Goal 5

Improve City communications and actively engage with our community and the broader public

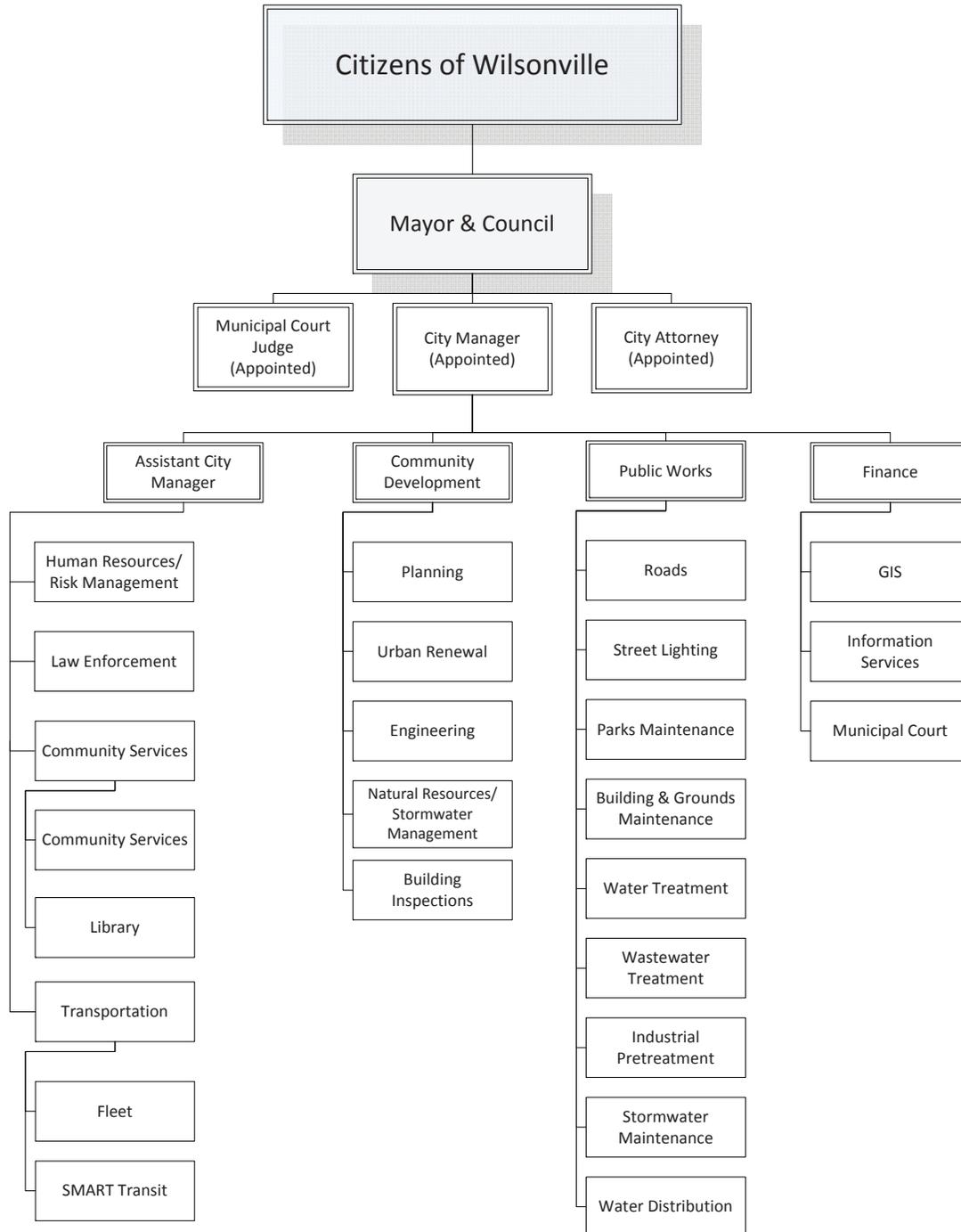
- Overall communication strategy
- Communication plans for each major project
- Explore options for customer service survey

Council Goal 6

Practice fiscal discipline to maintain or improve City's bond rating

- Adopt financial policy statements
- Asset management and potential property dispositions
- Reduce debt load
- Incorporate entrepreneurial practices wherever possible

Organizational Chart



Fund Summaries

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

Fund Descriptions

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, stormwater management and natural resources
- **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
- **911 State Shared Revenue Fund** – Dedicated state shared revenue to pay for 911 emergency response service
- **Road Operating** – Dedicated to signal lights, striping, curbs, gutters, potholes and minor repairs
- **Road Maintenance Regulatory** – Dedicated to pay for major street repairs and reconstruction

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

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

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

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

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

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

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

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

Summary of Resources and Requirements

The table below summarizes the major resources and expenditures for all City funds exclusive of urban renewal. It also contains highlights for major revenue and expenditure categories. Following the table is a series of charts comparing the Adopted FY 2010-11 Budget with the Adopted FY 2011-12 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 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Property taxes	\$ 4,932,123	\$ 5,198,310	\$ 5,406,000	\$ 5,584,000	\$ 5,584,000	\$ 5,584,000
Other taxes	3,630,638	3,974,158	3,970,000	4,320,000	4,320,000	4,320,000
Licenses, franchise fees & permits	3,307,593	3,448,513	4,333,169	4,449,373	4,449,373	4,449,373
Other governments	2,965,987	3,966,147	10,203,843	8,052,420	8,052,420	8,052,420
Charges for services	14,527,432	13,957,795	15,680,846	16,019,050	16,019,050	16,019,050
System development fees	2,313,648	3,204,562	4,328,429	3,231,643	3,231,643	3,231,643
Interest earnings	1,352,916	674,315	775,000	285,000	285,000	285,000
Miscellaneous	633,897	1,389,971	2,520,620	1,286,614	1,286,614	1,286,614
Bond proceeds	-	5,000,000	9,454,000	15,000,000	15,000,000	15,000,000
Interfund transfers	15,059,568	11,405,965	14,553,956	20,101,461	20,101,461	20,101,461
Beginning fund balance	49,371,788	47,012,467	43,026,591	49,945,208	49,945,208	49,945,208
Total Resources	98,095,590	99,232,203	114,252,454	128,274,769	128,274,769	128,274,769
REQUIREMENTS						
Personal services	11,480,842	11,923,169	13,530,085	14,609,990	14,609,990	14,609,990
Materials & services	13,103,175	13,677,119	16,021,419	16,191,681	16,191,681	16,191,681
Capital outlay	8,347,189	10,272,654	26,062,012	27,147,350	27,147,350	27,147,350
Debt service	3,092,363	2,951,768	3,051,850	8,649,470	8,649,470	8,649,470
Interfund transfers	15,059,568	11,405,965	14,553,956	20,101,461	20,101,461	20,101,461
Ending fund balance:						
Restricted	-	-	867,272	967,986	967,986	967,986
Committed	-	-	1,470,000	1,490,000	1,490,000	1,490,000
Assigned	-	-	32,440,758	33,570,725	33,570,725	33,570,725
Unassigned	-	-	6,255,102	5,546,106	5,546,106	5,546,106
Ending fund balance:	47,012,453	49,001,528	-	-	-	-
Total Expenditures	98,095,590	99,232,203	114,252,454	128,274,769	128,274,769	128,274,769

Fund Summaries

Summary of City Funds - Fiscal Year 2011-12

	General*	Community Development*	Transit*	911 State Shared Revenue	Road Operating	Road Maintenance
RESOURCES						
Property taxes	\$ 5,235,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	220,000	-	4,100,000	-	-	-
Licenses, franchise fees & permits	2,938,100	1,510,186	-	-	-	-
Other governments	1,430,000	18,000	931,160	90,000	871,600	-
Charges for services	373,900	859,500	145,400	-	-	620,000
System development fees	-	-	-	-	-	-
Interest earnings	57,000	16,000	15,000	-	4,000	1,000
Miscellaneous	540,250	1,000	460,000	-	-	-
Bond proceeds	-	-	-	-	-	-
Revenue Subtotal	10,794,250	2,404,686	5,651,560	90,000	875,600	621,000
Interfund transfers	2,281,592	2,471,591	-	-	-	-
Beginning fund balance	13,060,833	2,670,901	1,904,000	-	503,659	61,295
Total Resources	\$ 26,136,675	\$ 7,547,178	\$ 7,555,560	\$ 90,000	\$ 1,379,259	\$ 682,295
REQUIREMENTS						
Personal services	\$ 6,299,190	\$ 3,382,920	\$ 2,566,140	\$ -	\$ 287,260	\$ -
Materials & services	6,891,125	747,620	1,988,320	90,000	408,940	510
Capital outlay	91,000	-	230,000	-	-	-
Debt service	-	-	-	-	-	-
Expenditures Subtotal	13,281,315	4,130,540	4,784,460	90,000	696,200	510
Interfund transfers	490,000	176,300	921,560	-	173,080	615,000
Ending balances:						
Restricted	-	836,064	-	-	-	-
Committed	660,000	170,000	230,000	-	30,000	-
Assigned	6,159,254	2,234,274	1,619,540	-	479,979	66,785
Unassigned	5,546,106	-	-	-	-	-
Total Requirements	\$ 26,136,675	\$ 7,547,178	\$ 7,555,560	\$ 90,000	\$ 1,379,259	\$ 682,295

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

Fund Summaries

Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	G.O. Debt Service	Capital Projects	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 349,000	\$ -	\$ 5,584,000
-	-	-	-	-	-	-	4,320,000
-	-	-	-	-	-	1,087	4,449,373
-	-	-	-	-	-	4,711,660	8,052,420
5,703,000	5,720,000	385,000	965,000	1,247,250	-	-	16,019,050
-	-	-	-	-	-	3,231,643	3,231,643
16,000	38,000	4,000	2,000	20,000	1,000	111,000	285,000
-	18,216	-	-	-	-	267,148	1,286,614
-	5,000,000	-	-	-	-	10,000,000	15,000,000
5,719,000	10,776,216	389,000	967,000	1,267,250	350,000	18,322,538	58,228,100
350,000	300,000	-	-	-	-	14,698,278	20,101,461
2,006,922	6,777,284	592,722	565,324	3,240,900	152,857	18,408,511	49,945,208
\$ 8,075,922	\$ 17,853,500	\$ 981,722	\$ 1,532,324	\$ 4,508,150	\$ 502,857	\$ 51,429,327	\$ 128,274,769
<hr/>							
\$ 432,280	\$ 865,970	\$ -	\$ 236,290	\$ 539,940	\$ -	\$ -	\$ 14,609,990
2,806,985	1,824,518	291,080	487,398	617,135	-	38,050	16,191,681
185,000	-	-	-	154,000	-	26,487,350	27,147,350
1,878,535	6,400,000	-	-	-	370,935	-	8,649,470
5,302,800	9,090,488	291,080	723,688	1,311,075	370,935	26,525,400	66,598,491
900,700	1,328,760	59,280	496,073	1,652,040	-	13,288,668	20,101,461
-	-	-	-	-	131,922	-	967,986
160,000	130,000	10,000	40,000	60,000	-	-	1,490,000
1,712,422	7,304,252	621,362	272,563	1,485,035	-	11,615,259	33,570,725
-	-	-	-	-	-	-	5,546,106
\$ 8,075,922	\$ 17,853,500	\$ 981,722	\$ 1,532,324	\$ 4,508,150	\$ 502,857	\$ 51,429,327	\$ 128,274,769



Program Budget Matrix

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

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

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

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

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

The City's *working budget* is \$106,551,386 from a *total appropriations budget* of \$126,652,847. The difference of \$20,101,461 is a result of interfund service charges and transfers. The working budget number of \$106,551,386 represents the real cost of running the City of Wilsonville. The Program Expenditures section of this report focuses on the working budget and not the total budget.

Budget Matrix

BUDGET UNITS	OPERATING FUNDS					
	General	Community Development	Transit	911 State Shared Rev.	Road Operating	Road Maintenance
Policy and Administration						
Administration	\$ 1,085,166	\$ 9,443	\$ 59,917	\$ -	\$ 10,434	\$ -
Finance	438,041	74,492	221,068	-	12,145	510
Information Systems	451,959	12,688	31,876	-	3,186	-
GIS	46,520	47,940	9,180	-	11,220	-
Legal	423,283	2,791	17,713	-	3,084	-
Human Resources/Risk Mgmt	426,883	16,889	99,911	-	12,886	-
Total	2,871,852	164,242	439,665	-	52,955	510
Community Development						
Administration	-	547,903	-	-	-	-
Engineering	-	498,133	-	-	-	-
Building Inspections	-	628,280	-	-	-	-
Planning	-	811,810	-	-	-	-
Natural Rsrc/Strmwtr Mgmt	-	125,430	-	-	-	-
Total	-	2,611,556	-	-	-	-
Public Works						
Administration	260,741	-	-	-	15,544	-
Building Maintenance	608,272	9,198	37,875	-	-	-
Parks Maintenance	954,493	-	-	-	25,131	-
Roads	-	-	20,910	-	695,790	-
Street Lighting	-	-	-	-	-	-
Water Distribution and Sales	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-
Wastewater Collect & Treat	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-
Total	1,823,506	9,198	58,785	-	736,465	-
Community Services						
Community Services	1,008,580	-	-	-	-	-
Library	1,512,895	-	-	-	-	-
Total	2,521,475	-	-	-	-	-
Transportation						
Transit	-	-	4,750,190	-	-	-
Fleet Service	-	-	-	-	-	-
Total	-	-	4,750,190	-	-	-
Public Safety						
Law Enforcement	3,746,670	-	-	90,000	-	-
Municipal Court	207,700	-	-	-	-	-
Total	3,954,370	-	-	90,000	-	-
Total Operating Budget	11,171,203	2,784,996	5,248,640	90,000	789,420	510
Non-Operating Units						
Capital Improvements	290,000	-	452,000	-	-	615,000
Debt Service	-	-	-	-	-	-
Contingencies/Designations	11,705,360	3,070,338	1,619,540	-	479,979	66,785
Total Non-Operating Budget	11,995,360	3,070,338	2,071,540	-	479,979	681,785
Total Working Budget	23,166,563	5,855,334	7,320,180	90,000	1,269,399	682,295
Adjustments:						
Interfund Service & Transfers	2,310,112	1,521,844	5,380	-	79,860	-
Total Appropriations	25,476,675	7,377,178	7,325,560	90,000	1,349,259	682,295
Unappropriated Ending Balance	660,000	170,000	230,000	-	30,000	-
Total Uses	\$ 26,136,675	\$ 7,547,178	\$ 7,555,560	\$ 90,000	\$ 1,379,259	\$ 682,295
Revenues and Transfers In	\$ 13,075,842	\$ 4,876,277	\$ 5,651,560	90,000	\$ 875,600	\$ 621,000
Estimated 11-12 Beginning Bal	13,060,833	2,670,901	1,904,000	-	503,659	61,295
Total Estimated Resources	\$ 26,136,675	\$ 7,547,178	\$ 7,555,560	\$ 90,000	\$ 1,379,259	\$ 682,295

Budget Matrix (Continued)

OPERATING FUNDS (Continued)					G.O. DEBT SERVICE FUND	CIP & SDC FUNDS	TOTAL ALL FUND	PAGE REFERENCE #
Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Svcs				
\$ 44,601	\$ 35,146	\$ -	\$ 10,145	\$ -	\$ -	\$ 57,146	\$ 1,311,998	95
221,018	205,811	-	92,367	-	-	104,571	1,370,024	97
6,376	31,925	-	3,186	-	-	61,265	602,460	101
35,700	33,660	-	33,660	-	-	-	217,880	105
13,185	10,391	-	3,000	-	-	16,894	490,340	109
14,821	27,908	-	9,648	710	-	-	609,655	111
335,700	344,841	-	152,006	710	-	239,876	4,602,357	
-	-	-	-	-	-	475,447	1,023,350	117
-	-	-	-	-	-	951,037	1,449,170	119
-	-	-	-	-	-	-	628,280	121
-	-	-	-	-	-	-	811,810	125
-	-	-	249,810	-	-	-	375,240	127
-	-	-	249,810	-	-	1,426,484	4,287,850	
215,955	168,887	-	30,772	-	-	21,926	713,825	133
11,412	25,540	-	2,640	-	-	-	694,937	135
25,141	-	-	-	-	-	-	1,004,765	137
-	-	-	-	-	-	-	716,700	139
-	-	291,080	-	-	-	-	291,080	141
1,179,450	-	-	-	-	-	-	1,179,450	143
2,182,307	-	-	-	-	-	-	2,182,307	147
-	124,390	-	-	-	-	-	124,390	149
-	2,507,490	-	-	-	-	-	2,507,490	153
-	-	-	530,120	-	-	-	530,120	157
3,614,265	2,826,307	291,080	563,532	-	-	21,926	9,945,064	
-	-	-	-	-	-	-	1,008,580	163
-	-	-	-	-	-	-	1,512,895	169
-	-	-	-	-	-	-	2,521,475	
-	-	-	-	-	-	-	4,750,190	177
-	-	-	-	1,310,365	-	-	1,310,365	181
-	-	-	-	1,310,365	-	-	6,060,555	
-	-	-	-	-	-	-	3,836,670	187
-	-	-	-	-	-	-	207,700	191
-	-	-	-	-	-	-	4,044,370	
3,949,965	3,171,148	291,080	965,348	1,311,075	-	1,688,286	31,461,671	Operating
320,000	735,000	52,000	221,380	1,650,000	-	22,151,970	26,487,350	
1,528,535	6,100,000	-	-	-	370,935	650,000	8,649,470	
1,712,422	7,304,252	621,362	272,563	1,485,035	-	11,615,259	39,952,895	
3,560,957	14,139,252	673,362	493,943	3,135,035	370,935	34,417,229	75,089,715	
7,510,922	17,310,400	964,442	1,459,291	4,446,110	370,935	36,105,515	106,551,386	Working
405,000	413,100	7,280	33,033	2,040	-	15,323,812	20,101,461	
7,915,922	17,723,500	971,722	1,492,324	4,448,150	370,935	51,429,327	126,652,847	Approp.
160,000	130,000	10,000	40,000	60,000	131,922	-	1,621,922	
\$ 8,075,922	\$ 17,853,500	\$ 981,722	\$ 1,532,324	\$ 4,508,150	\$ 502,857	\$ 51,429,327	\$ 128,274,769	Total Uses
\$ 6,069,000	\$ 11,076,216	\$ 389,000	\$ 967,000	\$ 1,267,250	\$ 350,000	\$ 33,020,816	\$ 78,329,561	
2,006,922	6,777,284	592,722	565,324	3,240,900	152,857	18,408,511	49,945,208	
\$ 8,075,922	\$ 17,853,500	\$ 981,722	\$ 1,532,324	\$ 4,508,150	\$ 502,857	\$ 51,429,327	\$ 128,274,769	

Detail of Capital Project Funds

BUDGET UNITS	CAPITAL PROJECT FUNDS - IMPROVEMENTS						TOTAL
	Water	Sewer	Streets	Stormwater	Building Improvements	Parks	IMPVMNTS FUNDS
Policy and Administration							
Administration	\$ 8,456	\$ 20,864	\$ 23,175	\$ 1,876	\$ 1,169	\$ 1,606	\$ 57,146
Finance	9,843	24,287	26,978	2,184	1,360	1,869	66,521
Information Systems	9,065	22,368	24,846	2,011	1,253	1,722	61,265
GIS	-	-	-	-	-	-	-
Legal	2,500	6,168	6,851	555	345	475	16,894
Human Resources/Risk Mgmt	-	-	-	-	-	-	-
Total	29,864	73,687	81,850	6,626	4,127	5,672	201,826
Community Development							
Administration	79,209	146,036	192,448	23,029	9,151	25,574	475,447
Engineering	158,441	292,116	384,954	46,066	18,305	51,155	951,037
Building Inspections	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-
Stormwater Management	-	-	-	-	-	-	-
Total	237,650	438,152	577,402	69,095	27,456	76,729	1,426,484
Public Works							
Administration	3,244	8,006	8,892	721	448	615	21,926
Building Maintenance	-	-	-	-	-	-	-
Parks Maintenance	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution and Sales	-	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Collect & Treat	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
Total	3,244	8,006	8,892	721	448	615	21,926
Community Services							
Community Services	-	-	-	-	-	-	-
Library	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Transportation							
Transit	-	-	-	-	-	-	-
Fleet Service	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Public Safety							
Law Enforcement	-	-	-	-	-	-	-
Municipal Court	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Total Operating Budget	270,758	519,845	668,144	76,442	32,031	83,016	1,650,236
Non-Operating Units							
Capital Improvements	629,300	8,990,000	956,000	410,000	2,350,000	201,455	13,536,755
Debt Service	-	-	-	-	-	-	-
Contingencies/Designations	229,561	2,642,448	247,791	10,272	180,578	95,325	3,405,975
Total Non-Operating Budget	858,861	11,632,448	1,203,791	420,272	2,530,578	296,780	16,942,730
Total Working Budget	1,129,619	12,152,293	1,871,935	496,714	2,562,609	379,796	18,592,966
Adjustments:							
Interfund Service & Transfers	2,063,294	1,931,915	6,483,864	606,158	2,309,249	444,702	13,839,182
Total Appropriations	3,192,913	14,084,208	8,355,799	1,102,872	4,871,858	824,498	32,432,148
Unappropriated Ending Balance							
Total Uses	\$ 3,192,913	\$ 14,084,208	\$ 8,355,799	\$ 1,102,872	\$ 4,871,858	\$ 824,498	\$ 32,432,148
Revenues and Transfers In	\$ 2,965,352	\$ 12,100,760	\$ 8,111,008	\$ 1,092,600	\$ 4,692,280	\$ 730,173	29,692,173
Estimated 11-12 Beginning Bal	227,561	1,983,448	244,791	10,272	179,578	94,325	2,739,975
Total Estimated Resources	\$ 3,192,913	\$ 14,084,208	\$ 8,355,799	\$ 1,102,872	\$ 4,871,858	\$ 824,498	\$ 32,432,148



Summary of Funds

The following pages offer a fund-by-fund analysis of resources and requirements. Fund descriptions and categorizations by fund type are found on page 26.

Resources include all revenues, transfers and beginning fund balances.

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

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

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

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

Committed: Balances which are controlled by Council action. Primarily reflects City Fiscal Management Policy to establish an unappropriated ending balance equal to 5% of operating costs.

Assignments: Balances designated by Council or staff but have not been formally adopted by Resolution. Principal amounts are designated for future uses.

Unassigned: General Fund Contingency.

Fund Summaries

General Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Property taxes	\$ 4,583,628	\$ 4,840,936	\$ 5,060,000	\$ 5,235,000	\$ 5,235,000	\$ 5,235,000
Hotel/Motel taxes	218,608	193,106	170,000	220,000	220,000	220,000
Franchise fees	2,489,994	2,707,307	3,039,800	2,817,500	2,817,500	2,817,500
Licenses & permits	146,831	118,090	115,400	120,600	120,600	120,600
Intergovt./other agencies	1,088,362	1,402,130	1,512,300	1,430,000	1,430,000	1,430,000
Charges for services	504,513	407,294	408,586	373,900	373,900	373,900
Municipal court fines	287,000	293,007	308,000	400,000	400,000	400,000
Investment income	298,202	146,987	210,000	57,000	57,000	57,000
Miscellaneous revenue	144,310	213,266	178,300	140,250	140,250	140,250
Revenue Subtotal	9,761,448	10,322,123	11,002,386	10,794,250	10,794,250	10,794,250
Transfers from other funds:						
Community Development Fund	563,499	185,346	175,300	176,300	176,300	176,300
Transit Fund	484,977	446,068	459,280	469,280	469,280	469,280
Road Operating Fund	159,895	31,023	89,280	96,280	96,280	96,280
Fleet Services Fund	2,000	2,000	2,040	2,040	2,040	2,040
Water Operating Fund	486,315	434,517	555,900	535,900	535,900	535,900
Sewer Operating Fund	459,615	417,268	491,860	490,860	490,860	490,860
Stormwater Fund	156,699	150,555	163,700	166,700	166,700	166,700
Water Capital Fund	52,709	45,074	60,180	50,936	50,936	50,936
Sewer Capital Fund	57,075	86,291	147,010	125,680	125,680	125,680
Streets Capital Fund	62,890	137,089	66,990	139,602	139,602	139,602
Stormwater Capital Fund	20,572	8,426	8,469	11,300	11,300	11,300
Building Capital Fund	41,473	16,895	440	7,040	7,040	7,040
Park Capital Fund	33,052	554	16,560	9,674	9,674	9,674
Debt Service Funds	177,667	-	-	-	-	-
Transfers/Interfund Subtotal	2,758,438	1,961,106	2,237,009	2,281,592	2,281,592	2,281,592
Beginning fund balance	10,095,293	12,004,578	12,845,029	13,060,833	13,060,833	13,060,833
TOTAL RESOURCES	\$ 22,615,179	\$ 24,287,807	\$ 26,084,424	\$ 26,136,675	\$ 26,136,675	\$ 26,136,675
REQUIREMENTS						
Expenditures:						
Personal services	\$ 4,653,850	\$ 4,994,497	\$ 5,796,005	\$ 6,299,190	\$ 6,299,190	\$ 6,299,190
Materials & services	5,682,756	6,121,357	6,908,408	6,891,125	6,891,125	6,891,125
Capital outlay	151,301	134,674	235,000	91,000	91,000	91,000
Expenditures Subtotal	10,487,907	11,250,528	12,939,413	13,281,315	13,281,315	13,281,315
Transfers to other funds:						
Community Development Fund	-	-	-	200,000	200,000	200,000
Streets Capital Projects Fund	-	17,688	10,000	-	-	-
Building Capital Projects Fund	122,694	11,635	75,000	190,000	190,000	190,000
Park Capital Projects Fund	-	59,526	-	100,000	100,000	100,000
Transfers/Interfund Subtotal	122,694	88,849	85,000	490,000	490,000	490,000
Ending fund balance						
Committed (unappr. end. bal.)	-	-	630,000	660,000	660,000	660,000
Assigned (designated)	-	-	6,174,909	6,159,254	6,159,254	6,159,254
Unassigned (contingency)	-	-	6,255,102	5,546,106	5,546,106	5,546,106
Ending fund balance	12,004,578	12,948,430	-	-	-	-
Ending balance Subtotal	12,004,578	12,948,430	13,060,011	12,365,360	12,365,360	12,365,360
TOTAL REQUIREMENTS	\$ 22,615,179	\$ 24,287,807	\$ 26,084,424	\$ 26,136,675	\$ 26,136,675	\$ 26,136,675

This is a major fund for GASB 34 purposes

Fund Summaries

Community Development Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Permits						
Building	\$ 422,049	\$ 394,154	\$ 748,669	\$ 955,126	\$ 955,126	\$ 955,126
Engineering	41,693	87,528	198,700	304,400	304,400	304,400
Planning	201,848	137,810	226,100	250,660	250,660	250,660
Permit subtotal	<u>665,590</u>	<u>619,492</u>	<u>1,173,469</u>	<u>1,510,186</u>	<u>1,510,186</u>	<u>1,510,186</u>
Intergovernmental	-	-	198,562	18,000	18,000	18,000
Charges for services						
Urban renewal	1,070,000	703,000	755,000	807,000	807,000	807,000
Traffic engineering	46,230	29,325	50,000	50,000	50,000	50,000
Other	5,104	2,396	4,500	2,500	2,500	2,500
Charges for services subtotal	<u>1,121,334</u>	<u>734,721</u>	<u>809,500</u>	<u>859,500</u>	<u>859,500</u>	<u>859,500</u>
Investment income	85,566	46,644	37,000	16,000	16,000	16,000
Miscellaneous Revenue	5,869	2,915	1,000	1,000	1,000	1,000
Revenue Subtotal	<u>1,878,359</u>	<u>1,403,772</u>	<u>2,219,531</u>	<u>2,404,686</u>	<u>2,404,686</u>	<u>2,404,686</u>
Transfers from other funds:						
General Fund	-	-	-	200,000	200,000	200,000
Road Operating Fund	18	(295)	-	-	-	-
Water Operating Fund	77,130	27,330	-	-	-	-
Sewer Operating Fund	147,130	27,330	-	-	-	-
Stormwater Operating Fund	105,039	76,052	73,000	77,000	77,000	77,000
Water Capital Fund	244,839	216,645	421,080	365,616	365,616	365,616
Sewer Capital Fund	443,364	382,170	652,060	674,080	674,080	674,080
Streets Capital Fund	402,449	601,889	509,940	888,311	888,311	888,311
Stormwater Capital Fund	334,829	224,420	110,814	106,300	106,300	106,300
Building Capital Fund	39,889	97,375	2,640	42,240	42,240	42,240
Park Capital Fund	167,547	69,394	159,360	118,044	118,044	118,044
Transfers Subtotal	<u>1,962,234</u>	<u>1,722,310</u>	<u>1,928,894</u>	<u>2,471,591</u>	<u>2,471,591</u>	<u>2,471,591</u>
Beginning fund balance	3,363,121	3,080,490	2,354,406	2,670,901	2,670,901	2,670,901
TOTAL RESOURCES	<u>\$ 7,203,714</u>	<u>\$ 6,206,572</u>	<u>\$ 6,502,831</u>	<u>\$ 7,547,178</u>	<u>\$ 7,547,178</u>	<u>\$ 7,547,178</u>
REQUIREMENTS						
Expenditures:						
Personal services	\$ 3,074,798	\$ 2,905,671	\$ 3,155,490	\$ 3,382,920	\$ 3,382,920	\$ 3,382,920
Materials & services	469,395	476,882	670,010	747,620	747,620	747,620
Capital outlay	15,532	-	-	-	-	-
Expenditures Subtotal	<u>3,559,725</u>	<u>3,382,553</u>	<u>3,825,500</u>	<u>4,130,540</u>	<u>4,130,540</u>	<u>4,130,540</u>
Transfers to other funds:						
General Fund	563,499	185,346	175,300	176,300	176,300	176,300
Ending fund balance						
Restricted	-	-	727,012	836,064	836,064	836,064
Committed (unappr. end. bal.)	-	-	160,000	170,000	170,000	170,000
Assigned (contingency)	-	-	1,615,019	2,234,274	2,234,274	2,234,274
Ending fund balance	3,080,490	2,638,673	-	-	-	-
Ending balance Subtotal	<u>3,080,490</u>	<u>2,638,673</u>	<u>2,502,031</u>	<u>3,240,338</u>	<u>3,240,338</u>	<u>3,240,338</u>
TOTAL REQUIREMENTS	<u>\$ 7,203,714</u>	<u>\$ 6,206,572</u>	<u>\$ 6,502,831</u>	<u>\$ 7,547,178</u>	<u>\$ 7,547,178</u>	<u>\$ 7,547,178</u>

This is a major fund for GASB 34 purposes

Fund Summaries

Transit Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Transit tax	\$ 3,412,030	\$ 3,781,052	\$ 3,800,000	\$ 4,100,000	\$ 4,100,000	\$ 4,100,000
Charges for services	174,413	167,003	136,200	145,400	145,400	145,400
Intergovernmental	369,818	759,083	623,871	931,160	931,160	931,160
Investment income	77,929	31,729	15,000	15,000	15,000	15,000
Sale of building	-	-	-	450,000	450,000	450,000
Miscellaneous	7,270	6,120	10,000	10,000	10,000	10,000
Business Energy Tax Credit	677,833	-	600,000	-	-	-
Revenue Subtotal	4,719,293	4,744,987	5,185,071	5,651,560	5,651,560	5,651,560
Beginning fund balance	2,513,222	1,850,769	1,855,662	1,904,000	1,904,000	1,904,000
TOTAL RESOURCES	\$ 7,232,515	\$ 6,595,756	\$ 7,040,733	\$ 7,555,560	\$ 7,555,560	\$ 7,555,560
REQUIREMENTS						
Expenditures:						
Personal services	\$ 1,889,752	\$ 2,081,113	\$ 2,381,680	\$ 2,566,140	\$ 2,566,140	\$ 2,566,140
Materials & services	1,710,277	1,663,380	1,911,845	1,988,320	1,988,320	1,988,320
Capital outlay	28,373	317,932	317,492	230,000	230,000	230,000
Expenditures Subtotal	3,628,402	4,062,425	4,611,017	4,784,460	4,784,460	4,784,460
Transfers to other funds:						
General Fund	484,977	452,557	459,280	469,280	469,280	469,280
Building Capital Fund	1,268,367	165,536	2,280	452,280	452,280	452,280
Transfers Subtotal	1,753,344	618,093	461,560	921,560	921,560	921,560
Ending fund balance						
Committed (unappr. end. bal.)	-	-	250,000	230,000	230,000	230,000
Assigned (designated)	-	-	1,455,326	1,569,325	1,569,325	1,569,325
Assigned (contingency)	-	-	262,830	50,215	50,215	50,215
Ending fund balance	1,850,769	1,915,238	-	-	-	-
Ending balance Subtotal	1,850,769	1,915,238	1,968,156	1,849,540	1,849,540	1,849,540
TOTAL REQUIREMENTS	\$ 7,232,515	\$ 6,595,756	\$ 7,040,733	\$ 7,555,560	\$ 7,555,560	\$ 7,555,560

This is a major fund for GASB 34 purposes

Fund Summaries

911 State Shared Revenue Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Intergovernmental	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 90,000
TOTAL RESOURCES	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 90,000
REQUIREMENTS						
Expenditures:						
Materials & services	-	-	-	90,000	90,000	90,000
TOTAL REQUIREMENTS	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 90,000

Fund Summaries

Road Operating Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Gasoline tax	\$ 687,902	\$ 756,557	\$ 872,200	\$ 871,600	\$ 871,600	\$ 871,600
Investment income	3,922	1,779	3,000	4,000	4,000	4,000
Miscellaneous	3,323	1,151	-	-	-	-
Revenue Subtotal	695,147	759,487	875,200	875,600	875,600	875,600
Transfers from other funds:						
Transit Fund	-	3,335	-	-	-	-
Beginning fund balance	365,663	202,869	250,654	503,659	503,659	503,659
TOTAL RESOURCES	\$ 1,060,810	\$ 965,691	\$ 1,125,854	\$ 1,379,259	\$ 1,379,259	\$ 1,379,259
REQUIREMENTS						
Expenditures:						
Personal services	\$ 197,062	\$ 222,592	\$ 268,530	\$ 287,260	\$ 287,260	\$ 287,260
Materials & services	354,621	260,077	408,135	408,940	408,940	408,940
Capital outlay	34,360	-	-	-	-	-
Expenditures Subtotal	586,043	482,669	676,665	696,200	696,200	696,200
Transfers to other funds:						
General Fund	159,895	27,869	89,280	96,280	96,280	96,280
Community Development Fund	18	(295)	-	-	-	-
Streets Capital Projects Fund	111,985	-	90,000	76,800	76,800	76,800
Building Capital Fund	-	-	-	-	-	-
Transfers Subtotal	271,898	27,574	179,280	173,080	173,080	173,080
Ending fund balance						
Committed (unappr. end. bal.)	-	-	40,000	30,000	30,000	30,000
Assigned (contingency)	-	-	229,909	479,979	479,979	479,979
Ending fund balance	202,869	455,448	-	-	-	-
Ending balance Subtotal	202,869	455,448	269,909	509,979	509,979	509,979
TOTAL REQUIREMENTS	\$ 1,060,810	\$ 965,691	\$ 1,125,854	\$ 1,379,259	\$ 1,379,259	\$ 1,379,259

Fund Summaries

Road Maintenance Regulatory Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Usage charge	\$ 606,668	\$ 595,580	\$ 620,000	\$ 620,000	\$ 620,000	\$ 620,000
Investment income	1,059	1,398	2,000	1,000	1,000	1,000
Revenue Subtotal	607,727	596,978	622,000	621,000	621,000	621,000
Beginning fund balance	192,768	309,890	235,332	61,295	61,295	61,295
TOTAL RESOURCES	\$ 800,495	\$ 906,868	\$ 857,332	\$ 682,295	\$ 682,295	\$ 682,295
REQUIREMENTS						
Expenditures:						
Materials & services	\$ -	\$ -	\$ 510	\$ 510	\$ 510	\$ 510
Transfers to other funds:						
Streets Capital Projects Fund	490,605	747,174	814,000	615,000	615,000	615,000
Ending fund balance						
Assigned (contingency)	-	-	42,822	66,785	66,785	66,785
Ending fund balance	309,890	159,694	-	-	-	-
Ending balance Subtotal	309,890	159,694	42,822	66,785	66,785	66,785
TOTAL REQUIREMENTS	\$ 800,495	\$ 906,868	\$ 857,332	\$ 682,295	\$ 682,295	\$ 682,295

Fund Summaries

Water Operating Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Usage charge	\$ 5,274,205	\$ 4,851,958	\$ 5,495,000	\$ 5,586,000	\$ 5,586,000	\$ 5,586,000
Connection fees	18,574	17,180	16,000	17,000	17,000	17,000
User fee - fire charge	93,886	97,511	98,000	100,000	100,000	100,000
Investment income	102,842	39,736	48,000	16,000	16,000	16,000
Miscellaneous	30,387	27,319	-	-	-	-
Revenue Subtotal	5,519,894	5,033,704	5,657,000	5,719,000	5,719,000	5,719,000
Transfers from other funds:						
Water SDC Fund	350,000	350,000	350,000	350,000	350,000	350,000
Beginning fund balance	3,556,289	3,228,528	2,866,284	2,006,922	2,006,922	2,006,922
TOTAL RESOURCES	\$ 9,426,183	\$ 8,612,232	\$ 8,873,284	\$ 8,075,922	\$ 8,075,922	\$ 8,075,922
REQUIREMENTS						
Expenditures:						
Personal services	\$ 325,172	\$ 361,383	\$ 405,010	\$ 432,280	\$ 432,280	\$ 432,280
Materials & services	2,459,791	2,356,824	2,932,810	2,806,985	2,806,985	2,806,985
Capital outlay	11,136	1,800	15,500	185,000	185,000	185,000
Debt service	2,046,767	1,883,696	1,883,850	1,878,535	1,878,535	1,878,535
Expenditures Subtotal	4,842,866	4,603,703	5,237,170	5,302,800	5,302,800	5,302,800
Transfers to other funds:						
General Fund	486,315	434,517	555,900	535,900	535,900	535,900
Community Development Fund	77,130	27,331	-	-	-	-
Water Capital Fund	791,344	846,332	39,900	364,800	364,800	364,800
Transfers Subtotal	1,354,789	1,308,180	595,800	900,700	900,700	900,700
Ending fund balance						
Committed (unappr. end. bal.)	-	-	155,000	160,000	160,000	160,000
Assigned (designated)	-	-	2,463,148	648,148	648,148	648,148
Assigned (contingency)	-	-	422,166	1,064,274	1,064,274	1,064,274
Ending fund balance	3,228,528	2,700,349	-	-	-	-
Ending balance Subtotal	3,228,528	2,700,349	3,040,314	1,872,422	1,872,422	1,872,422
TOTAL REQUIREMENTS	\$ 9,426,183	\$ 8,612,232	\$ 8,873,284	\$ 8,075,922	\$ 8,075,922	\$ 8,075,922

Fund Summaries

Sewer Operating Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Usage charge	\$ 3,925,270	\$ 4,191,638	\$ 5,100,000	\$ 5,350,000	\$ 5,350,000	\$ 5,350,000
High strength surcharge	283,232	354,717	380,000	370,000	370,000	370,000
Investment income	92,942	32,856	92,000	38,000	38,000	38,000
Bond sale proceeds	-	-	-	5,000,000	5,000,000	5,000,000
Miscellaneous	17,823	30,409	18,220	18,216	18,216	18,216
Business Energy Tax Credit	54,565	-	-	-	-	-
Revenue Subtotal	<u>4,373,832</u>	<u>4,609,620</u>	<u>5,590,220</u>	<u>10,776,216</u>	<u>10,776,216</u>	<u>10,776,216</u>
Transfers from other funds:						
Sewer Development Fund (SDC)	300,000	300,000	300,000	300,000	300,000	300,000
Beginning fund balance	4,080,294	4,472,581	5,269,393	6,777,284	6,777,284	6,777,284
TOTAL RESOURCES	<u>\$ 8,754,126</u>	<u>\$ 9,382,201</u>	<u>\$ 11,159,613</u>	<u>\$ 17,853,500</u>	<u>\$ 17,853,500</u>	<u>\$ 17,853,500</u>
REQUIREMENTS						
Expenditures:						
Personal services	\$ 718,662	\$ 695,256	\$ 787,680	\$ 865,970	\$ 865,970	\$ 865,970
Materials & services	1,340,434	1,643,028	1,750,988	1,824,518	1,824,518	1,824,518
Capital outlay	25,480	6,862	2,500	-	-	-
Debt Service	650,055	698,622	800,020	6,400,000	6,400,000	6,400,000
Expenditures Subtotal	<u>2,734,631</u>	<u>3,043,768</u>	<u>3,341,188</u>	<u>9,090,488</u>	<u>9,090,488</u>	<u>9,090,488</u>
Transfers to other funds:						
General Fund	459,615	417,267	491,860	490,860	490,860	490,860
Community Development Fund	147,130	27,330	-	-	-	-
Sewer Capital Fund	940,169	393,232	1,015,740	837,900	837,900	837,900
Transfers Subtotal	<u>1,546,914</u>	<u>837,829</u>	<u>1,507,600</u>	<u>1,328,760</u>	<u>1,328,760</u>	<u>1,328,760</u>
Ending fund balance						
Committed (unappr. end. bal.)	-	-	125,000	130,000	130,000	130,000
Assigned (designated)	-	-	650,000	650,000	650,000	650,000
Assigned (contingency)	-	-	5,535,825	6,654,252	6,654,252	6,654,252
Ending fund balance	<u>4,472,581</u>	<u>5,500,604</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending balance Subtotal	<u>4,472,581</u>	<u>5,500,604</u>	<u>6,310,825</u>	<u>7,434,252</u>	<u>7,434,252</u>	<u>7,434,252</u>
TOTAL REQUIREMENTS	<u>\$ 8,754,126</u>	<u>\$ 9,382,201</u>	<u>\$ 11,159,613</u>	<u>\$ 17,853,500</u>	<u>\$ 17,853,500</u>	<u>\$ 17,853,500</u>

Fund Summaries

Street Lighting Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Transfers from other funds:						
Usage charge	\$ 380,989	\$ 375,483	\$ 390,000	\$ 385,000	\$ 385,000	\$ 385,000
Investment income	8,787	4,927	3,000	4,000	4,000	4,000
Miscellaneous	-	3,952	-	-	-	-
Revenue Subtotal	389,776	384,362	393,000	389,000	389,000	389,000
Beginning fund balance	321,226	456,047	547,383	592,722	592,722	592,722
TOTAL RESOURCES	\$ 711,002	\$ 840,409	\$ 940,383	\$ 981,722	\$ 981,722	\$ 981,722
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 254,029	\$ 257,958	\$ 286,820	\$ 291,080	\$ 291,080	\$ 291,080
Transfers to other funds:						
Streets Capital Projects Fund	926	4,444	91,200	59,280	59,280	59,280
Ending fund balance						
Committed (unappr. end. bal.)	-	-	15,000	10,000	10,000	10,000
Assigned (designated)	-	-	292,480	462,480	462,480	462,480
Assigned (contingency)	-	-	254,883	158,882	158,882	158,882
Ending fund balance	456,047	578,007	-	-	-	-
Ending balance Subtotal	456,047	578,007	562,363	631,362	631,362	631,362
TOTAL REQUIREMENTS	\$ 711,002	\$ 840,409	\$ 940,383	\$ 981,722	\$ 981,722	\$ 981,722

Fund Summaries

Stormwater Operating Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Stormwater utility charge	\$ 924,072	\$ 937,249	\$ 955,000	\$ 965,000	\$ 965,000	\$ 965,000
Intergovernmental	-	30,634	-	-	-	-
Investment income	12,056	10,868	10,000	2,000	2,000	2,000
Miscellaneous	-	7,393	-	-	-	-
Revenue Subtotal	936,128	986,144	965,000	967,000	967,000	967,000
Beginning fund balance	831,905	570,901	240,908	565,324	565,324	565,324
TOTAL RESOURCES	\$ 1,768,033	\$ 1,557,045	\$ 1,205,908	\$ 1,532,324	\$ 1,532,324	\$ 1,532,324
REQUIREMENTS						
Expenditures:						
Personal services	\$ 198,696	\$ 195,585	\$ 219,440	\$ 236,290	\$ 236,290	\$ 236,290
Materials & services	309,755	304,558	502,338	487,398	487,398	487,398
Capital Outlay	19,128	1,800	2,500	-	-	-
Expenditures Subtotal	527,579	501,943	724,278	723,688	723,688	723,688
Transfers to other funds:						
General Fund	156,699	150,555	163,700	166,700	166,700	166,700
Community Development Fund	105,039	76,052	73,000	77,000	77,000	77,000
Stormwater Capital Fund	407,815	175,045	159,760	252,373	252,373	252,373
Transfers Subtotal	669,553	401,652	396,460	496,073	496,073	496,073
Ending fund balance						
Committed (unappr. end. bal.)	-	-	35,000	40,000	40,000	40,000
Assigned (contingency)	-	-	50,170	272,563	272,563	272,563
Ending fund balance	570,901	653,450	-	-	-	-
Ending balance Subtotal	570,901	653,450	85,170	312,563	312,563	312,563
TOTAL REQUIREMENTS	\$ 1,768,033	\$ 1,557,045	\$ 1,205,908	\$ 1,532,324	\$ 1,532,324	\$ 1,532,324

Fund Summaries

Fleet Services Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Charges for services						
General Fund	\$ 138,890	\$ 119,660	\$ 129,030	\$ 110,910	\$ 110,910	\$ 110,910
Community Development	42,770	43,930	39,370	35,990	35,990	35,990
Transit Fund	841,040	884,370	946,060	954,310	954,310	954,310
Road Operating Fund	24,970	29,860	32,780	32,550	32,550	32,550
Water Operating Fund	62,260	55,670	44,650	38,690	38,690	38,690
Sewer Operating Fund	72,740	64,650	60,000	57,100	57,100	57,100
Stormwater Operating Fund	31,080	29,320	20,670	17,700	17,700	17,700
Charges for service subtotal	1,213,750	1,227,460	1,272,560	1,247,250	1,247,250	1,247,250
Investment income	59,868	61,825	52,000	20,000	20,000	20,000
Miscellaneous	19,464	19,862	-	-	-	-
Revenue Subtotal	1,293,082	1,309,147	1,324,560	1,267,250	1,267,250	1,267,250
Beginning fund balance	2,453,786	2,736,818	2,979,488	3,240,900	3,240,900	3,240,900
TOTAL RESOURCES	\$ 3,746,868	\$ 4,045,965	\$ 4,304,048	\$ 4,508,150	\$ 4,508,150	\$ 4,508,150
REQUIREMENTS						
Expenditures:						
Personal services	\$ 422,851	\$ 467,072	\$ 516,250	\$ 539,940	\$ 539,940	\$ 539,940
Materials & services	508,534	548,641	611,505	617,135	617,135	617,135
Capital outlay	51,235	21,968	46,000	154,000	154,000	154,000
Debt service	25,430	-	-	-	-	-
Expenditures Subtotal	1,008,050	1,037,681	1,173,755	1,311,075	1,311,075	1,311,075
Transfers to other funds:						
General Fund	2,000	2,000	2,040	2,040	2,040	2,040
Building Capital Fund	-	-	-	1,650,000	1,650,000	1,650,000
Transfers Subtotal	2,000	2,000	2,040	1,652,040	1,652,040	1,652,040
Ending fund balance						
Committed (unappr. end. bal.)	-	-	60,000	60,000	60,000	60,000
Assigned (designated)	-	-	2,592,663	1,101,805	1,101,805	1,101,805
Assigned (contingency)	-	-	475,590	383,230	383,230	383,230
Ending fund balance	2,736,818	3,006,284	-	-	-	-
Ending balance Subtotal	2,736,818	3,006,284	3,128,253	1,545,035	1,545,035	1,545,035
TOTAL REQUIREMENTS	\$ 3,746,868	\$ 4,045,965	\$ 4,304,048	\$ 4,508,150	\$ 4,508,150	\$ 4,508,150

Fund Summaries

General Obligation Debt Service Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Property taxes - current year	\$ 333,832	\$ 339,836	\$ 335,000	\$ 336,000	\$ 336,000	\$ 336,000
Property taxes - prior year	14,663	17,538	11,000	13,000	13,000	13,000
Investment income	4,532	2,218	2,000	1,000	1,000	1,000
Revenue Subtotal	<u>353,027</u>	<u>359,592</u>	<u>348,000</u>	<u>350,000</u>	<u>350,000</u>	<u>350,000</u>
Beginning fund balance	<u>198,773</u>	<u>181,690</u>	<u>160,240</u>	<u>152,857</u>	<u>152,857</u>	<u>152,857</u>
TOTAL RESOURCES	<u>\$ 551,800</u>	<u>\$ 541,282</u>	<u>\$ 508,240</u>	<u>\$ 502,857</u>	<u>\$ 502,857</u>	<u>\$ 502,857</u>
REQUIREMENTS						
Debt service						
Principal	\$ 260,000	\$ 270,000	\$ 280,000	\$ 295,000	\$ 295,000	\$ 295,000
Interest	110,110	99,450	87,980	75,935	75,935	75,935
Expenditures Subtotal	<u>370,110</u>	<u>369,450</u>	<u>367,980</u>	<u>370,935</u>	<u>370,935</u>	<u>370,935</u>
Ending fund balance						
Restricted	<u>181,690</u>	<u>171,832</u>	<u>140,260</u>	<u>131,922</u>	<u>131,922</u>	<u>131,922</u>
TOTAL REQUIREMENTS	<u>\$ 551,800</u>	<u>\$ 541,282</u>	<u>\$ 508,240</u>	<u>\$ 502,857</u>	<u>\$ 502,857</u>	<u>\$ 502,857</u>

Fund Summaries

Water Capital Projects Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Intergovernmental	\$ -	\$ -	\$ 1,334,940	\$ 717,402	\$ 717,402	\$ 717,402
Investment income	4,712	2,039	4,000	2,000	2,000	2,000
Revenue Subtotal	4,712	2,039	1,338,940	719,402	719,402	719,402
Transfers from other funds:						
Water Operating Fund	791,344	846,332	39,900	364,800	364,800	364,800
Water Development Fund (SDC)	1,017,602	658,139	2,115,420	1,881,150	1,881,150	1,881,150
Transfers Subtotal	1,808,946	1,504,471	2,155,320	2,245,950	2,245,950	2,245,950
Beginning fund balance	263,885	268,598	274,598	227,561	227,561	227,561
TOTAL RESOURCES	\$ 2,077,543	\$ 1,775,108	\$ 3,768,858	\$ 3,192,913	\$ 3,192,913	\$ 3,192,913
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 1,511,397	\$ 1,287,828	\$ 3,009,000	\$ 2,546,800	\$ 2,546,800	\$ 2,546,800
Transfers to other funds:						
General Fund	52,709	45,074	60,180	50,936	50,936	50,936
Community Development Fund	244,839	216,645	421,080	365,616	365,616	365,616
Transfers Subtotal	297,548	261,719	481,260	416,552	416,552	416,552
Ending fund balance						
Assigned (contingency)	268,598	225,561	278,598	229,561	229,561	229,561
TOTAL REQUIREMENTS	\$ 2,077,543	\$ 1,775,108	\$ 3,768,858	\$ 3,192,913	\$ 3,192,913	\$ 3,192,913

Fund Summaries

Sewer Capital Projects Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Contributions	\$ -	\$ -	\$ 701,100	\$ 150,480	\$ 150,480	\$ 150,480
Investment income	24,823	26,091	24,000	7,000	7,000	7,000
Bond sale proceeds	-	4,243,047	9,454,000	10,000,000	10,000,000	10,000,000
Revenue Subtotal	<u>24,823</u>	<u>4,269,138</u>	<u>10,179,100</u>	<u>10,157,480</u>	<u>10,157,480</u>	<u>10,157,480</u>
Transfers from other funds:						
Sewer Operating Fund	940,169	393,232	1,015,740	837,900	837,900	837,900
Sewer Development Fund (SDC)	1,016,562	282,772	1,478,730	1,105,380	1,105,380	1,105,380
Transfers Subtotal	<u>1,956,731</u>	<u>676,004</u>	<u>2,494,470</u>	<u>1,943,280</u>	<u>1,943,280</u>	<u>1,943,280</u>
Beginning fund balance	259,356	284,179	371,549	1,983,448	1,983,448	1,983,448
TOTAL RESOURCES	<u>\$ 2,240,910</u>	<u>\$ 5,229,321</u>	<u>\$ 13,045,119</u>	<u>\$ 14,084,208</u>	<u>\$ 14,084,208</u>	<u>\$ 14,084,208</u>
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 1,456,292	\$ 2,796,412	\$ 11,850,500	\$ 10,642,000	\$ 10,642,000	\$ 10,642,000
Transfer to other funds:						
General Fund	57,075	86,291	147,010	125,680	125,680	125,680
Community Development Fund	443,364	382,170	652,060	674,080	674,080	674,080
Transfers Subtotal	<u>500,439</u>	<u>468,461</u>	<u>799,070</u>	<u>799,760</u>	<u>799,760</u>	<u>799,760</u>
Ending fund balance						
Assigned (contingency)	284,179	1,964,448	395,549	2,642,448	2,642,448	2,642,448
TOTAL REQUIREMENTS	<u>\$ 2,240,910</u>	<u>\$ 5,229,321</u>	<u>\$ 13,045,119</u>	<u>\$ 14,084,208</u>	<u>\$ 14,084,208</u>	<u>\$ 14,084,208</u>

Fund Summaries

Streets Capital Projects Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Intergovernmental	\$ -	\$ 23,757	\$ 4,623,070	\$ 975,840	\$ 975,840	\$ 975,840
Contributions	-	-	782,000	100,000	100,000	100,000
Investment income	6,116	(137)	10,000	3,000	3,000	3,000
Miscellaneous	124,977	784,577	-	-	-	-
Revenue Subtotal	131,093	808,197	5,415,070	1,078,840	1,078,840	1,078,840
Transfers from other funds:						
General Fund	-	17,689	10,000	-	-	-
Road Operating	111,985	-	90,000	76,800	76,800	76,800
Road Maintenance	490,605	747,174	814,000	615,000	615,000	615,000
Street Lighting	926	4,444	91,200	59,280	59,280	59,280
Streets Development (SDC)	1,948,053	3,358,011	2,925,230	6,281,088	6,281,088	6,281,088
Transfers Subtotal	2,551,569	4,127,318	3,930,430	7,032,168	7,032,168	7,032,168
Beginning fund balance	353,854	359,999	372,999	244,791	244,791	244,791
TOTAL RESOURCES	\$ 3,036,516	\$ 5,295,514	\$ 9,718,499	\$ 8,355,799	\$ 8,355,799	\$ 8,355,799
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 2,211,178	\$ 4,318,745	\$ 8,758,570	\$ 7,080,095	\$ 7,080,095	\$ 7,080,095
Transfers to other funds:						
General Fund	62,890	137,089	66,990	139,602	139,602	139,602
Community Development Fund	402,449	601,889	509,940	888,311	888,311	888,311
Transfers Subtotal	465,339	738,978	576,930	1,027,913	1,027,913	1,027,913
Ending fund balance						
Assigned (contingency)	359,999	237,791	382,999	247,791	247,791	247,791
TOTAL REQUIREMENTS	\$ 3,036,516	\$ 5,295,514	\$ 9,718,499	\$ 8,355,799	\$ 8,355,799	\$ 8,355,799

This is a major fund for GASB 34 purposes

Fund Summaries

Stormwater Capital Projects Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Intergovernmental	\$ 48,525	\$ 291,297	\$ -	\$ 410,000	\$ 410,000	\$ 410,000
Investment income	1,578	-	1,000	-	-	-
Contributions	-	-	500,000	-	-	-
Revenue Subtotal	50,103	291,297	501,000	410,000	410,000	410,000
Transfers from other funds:						
Stormwater Fund	407,815	175,045	159,760	252,373	252,373	252,373
Stormwater Development (SDC)	460,309	298,509	332,973	430,227	430,227	430,227
Transfers Subtotal	868,124	473,554	492,733	682,600	682,600	682,600
Beginning fund balance	8,693	10,272	11,272	10,272	10,272	10,272
TOTAL RESOURCES	\$ 926,920	\$ 775,123	\$ 1,005,005	\$ 1,102,872	\$ 1,102,872	\$ 1,102,872
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 561,247	\$ 532,005	\$ 873,450	\$ 975,000	\$ 975,000	\$ 975,000
Transfers to other funds:						
General Fund	20,572	8,426	8,469	11,300	11,300	11,300
Community Development Fund	334,829	224,420	110,814	106,300	106,300	106,300
Transfers Subtotal	355,401	232,846	119,283	117,600	117,600	117,600
Ending fund balance						
Assigned (contingency)	10,272	10,272	12,272	10,272	10,272	10,272
TOTAL REQUIREMENTS	\$ 926,920	\$ 775,123	\$ 1,005,005	\$ 1,102,872	\$ 1,102,872	\$ 1,102,872

Fund Summaries

Building Capital Projects Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Intergovernmental	\$ 1,682	\$ 609,989	\$ 22,800	\$ 2,399,000	\$ 2,399,000	\$ 2,399,000
Investment income	4,440	1,201	3,000	1,000	1,000	1,000
Other	-	-	10,000	-	-	-
Revenue Subtotal	6,122	611,190	35,800	2,400,000	2,400,000	2,400,000
Transfers from other funds:						
General Fund	122,694	11,635	75,000	190,000	190,000	190,000
Transit Fund	1,268,367	165,536	2,280	452,280	452,280	452,280
Fleet Service Fund	-	-	-	1,650,000	1,650,000	1,650,000
Parks Development Fund (SDC)	(1,863)	-	-	-	-	-
Transfers Subtotal	1,389,198	177,171	77,280	2,292,280	2,292,280	2,292,280
Beginning fund balance	172,735	177,375	184,375	179,578	179,578	179,578
TOTAL RESOURCES	\$ 1,568,055	\$ 965,736	\$ 297,455	\$ 4,871,858	\$ 4,871,858	\$ 4,871,858
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 1,309,318	\$ 672,889	\$ 107,000	\$ 4,642,000	\$ 4,642,000	\$ 4,642,000
Transfers to other funds:						
General Fund	41,473	16,895	440	7,040	7,040	7,040
Community Development Fund	39,889	97,375	2,640	42,240	42,240	42,240
Transfers Subtotal	81,362	114,270	3,080	49,280	49,280	49,280
Ending fund balance						
Assigned (contingency)	177,375	178,577	187,375	180,578	180,578	180,578
TOTAL REQUIREMENTS	\$ 1,568,055	\$ 965,736	\$ 297,455	\$ 4,871,858	\$ 4,871,858	\$ 4,871,858

Fund Summaries

Parks Capital Projects Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
Intergovernmental	\$ 37,300	\$ 92,700	\$ 416,100	\$ 209,418	\$ 209,418	\$ 209,418
Tree Mitigation	5,179	3,624	4,500	1,087	1,087	1,087
Investment income	1,796	873	2,000	1,000	1,000	1,000
Contributions	-	-	12,000	16,668	16,668	16,668
Revenue Subtotal	<u>44,275</u>	<u>97,197</u>	<u>434,600</u>	<u>228,173</u>	<u>228,173</u>	<u>228,173</u>
Transfers from other funds:						
General Fund	-	59,526	-	100,000	100,000	100,000
Parks Development Fund (SDC)	1,114,330	51,170	587,820	402,000	402,000	402,000
Transfers Subtotal	<u>1,114,330</u>	<u>110,696</u>	<u>587,820</u>	<u>502,000</u>	<u>502,000</u>	<u>502,000</u>
Beginning fund balance	136,323	133,119	135,119	94,325	94,325	94,325
TOTAL RESOURCES	<u><u>\$ 1,294,928</u></u>	<u><u>\$ 341,012</u></u>	<u><u>\$ 1,157,539</u></u>	<u><u>\$ 824,498</u></u>	<u><u>\$ 824,498</u></u>	<u><u>\$ 824,498</u></u>
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 961,211	\$ 179,739	\$ 844,500	\$ 601,455	\$ 601,455	\$ 601,455
Transfers to other funds:						
General Fund	33,052	554	16,560	9,674	9,674	9,674
Community Development Fund	167,546	69,394	159,360	118,044	118,044	118,044
Transfers Subtotal	<u>200,598</u>	<u>69,948</u>	<u>175,920</u>	<u>127,718</u>	<u>127,718</u>	<u>127,718</u>
Ending fund balance						
Assigned (contingency)	133,119	91,325	137,119	95,325	95,325	95,325
TOTAL REQUIREMENTS	<u><u>\$ 1,294,928</u></u>	<u><u>\$ 341,012</u></u>	<u><u>\$ 1,157,539</u></u>	<u><u>\$ 824,498</u></u>	<u><u>\$ 824,498</u></u>	<u><u>\$ 824,498</u></u>

Fund Summaries

Water Development Charges Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
System development charges	\$ 782,929	\$ 226,035	\$ 625,404	\$ 472,111	\$ 472,111	\$ 472,111
Investment income	133,481	50,262	61,000	23,000	23,000	23,000
Revenue Subtotal	916,410	276,297	686,404	495,111	495,111	495,111
Beginning fund balance	4,158,860	3,705,502	2,306,222	2,179,738	2,179,738	2,179,738
TOTAL RESOURCES	\$ 5,075,270	\$ 3,981,799	\$ 2,992,626	\$ 2,674,849	\$ 2,674,849	\$ 2,674,849
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 2,166	\$ 1,606	\$ 10,100	\$ 10,100	\$ 10,100	\$ 10,100
Transfers to other funds:						
Water Operating Fund	350,000	350,000	350,000	350,000	350,000	350,000
Water Capital Projects Fund	1,017,602	658,139	2,115,420	1,881,150	1,881,150	1,881,150
Transfers Subtotal	1,367,602	1,008,139	2,465,420	2,231,150	2,231,150	2,231,150
Ending fund balance						
Assigned (contingency)	3,705,502	2,972,054	517,106	433,599	433,599	433,599
TOTAL REQUIREMENTS	\$ 5,075,270	\$ 3,981,799	\$ 2,992,626	\$ 2,674,849	\$ 2,674,849	\$ 2,674,849

Fund Summaries

Sewer Development Charges Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
System development charges	\$ 323,048	\$ 329,007	\$ 907,086	\$ 571,647	\$ 571,647	\$ 571,647
Investment income	90,612	43,698	88,000	33,000	33,000	33,000
Bond sale proceeds	-	756,953	-	-	-	-
Revenue Subtotal	413,660	1,129,658	995,086	604,647	604,647	604,647
Beginning fund balance	3,842,609	2,935,911	3,618,023	3,889,552	3,889,552	3,889,552
TOTAL RESOURCES	\$ 4,256,269	\$ 4,065,569	\$ 4,613,109	\$ 4,494,199	\$ 4,494,199	\$ 4,494,199
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 3,796	\$ 2,614	\$ 10,200	\$ 10,200	\$ 10,200	\$ 10,200
Transfers to other funds:						
Sewer Operating Fund (debt)	300,000	300,000	300,000	300,000	300,000	300,000
Sewer Capital Projects Fund	1,016,562	282,772	1,478,730	1,105,380	1,105,380	1,105,380
Transfers Subtotal	1,316,562	582,772	1,778,730	1,405,380	1,405,380	1,405,380
Ending fund balance						
Assigned (contingency)	2,935,911	3,480,183	2,824,179	3,078,619	3,078,619	3,078,619
TOTAL REQUIREMENTS	\$ 4,256,269	\$ 4,065,569	\$ 4,613,109	\$ 4,494,199	\$ 4,494,199	\$ 4,494,199

Fund Summaries

Streets Development Charges Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
System development charges	\$ 895,546	\$ 2,283,059	\$ 2,245,088	\$ 1,464,350	\$ 1,464,350	\$ 1,464,350
Investment income	193,634	110,301	53,000	20,000	20,000	20,000
Revenue Subtotal	1,089,180	2,393,360	2,298,088	1,484,350	1,484,350	1,484,350
Beginning fund balance	7,928,579	7,064,430	3,780,013	6,830,314	6,830,314	6,830,314
TOTAL RESOURCES	\$ 9,017,759	\$ 9,457,790	\$ 6,078,101	\$ 8,314,664	\$ 8,314,664	\$ 8,314,664
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 5,276	\$ 7,344	\$ 10,200	\$ 10,200	\$ 10,200	\$ 10,200
Transfers to other funds:						
Streets Capital Projects Fund	1,948,053	3,358,012	2,925,230	6,281,088	6,281,088	6,281,088
Ending fund balance						
Assigned (contingency)	7,064,430	6,092,434	3,142,671	2,023,376	2,023,376	2,023,376
TOTAL REQUIREMENTS	\$ 9,017,759	\$ 9,457,790	\$ 6,078,101	\$ 8,314,664	\$ 8,314,664	\$ 8,314,664

This is a major fund for GASB 34 purposes

Fund Summaries

Stormwater Development Charges Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
System development charges	\$ 146,976	\$ 91,233	\$ 256,588	\$ 293,227	\$ 293,227	\$ 293,227
Investment income	21,228	24,806	13,000	5,000	5,000	5,000
Revenue Subtotal	168,204	116,039	269,588	298,227	298,227	298,227
Beginning fund balance	1,149,683	857,206	261,403	543,406	543,406	543,406
TOTAL RESOURCES	\$ 1,317,887	\$ 973,245	\$ 530,991	\$ 841,633	\$ 841,633	\$ 841,633
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 372	\$ 1,489	\$ 1,430	\$ 1,430	\$ 1,430	\$ 1,430
Transfers to other funds:						
Stormwater Cap Proj Fund	460,309	298,509	332,973	430,227	430,227	430,227
Ending fund balance						
Assigned (contingency)	857,206	673,247	196,588	409,976	409,976	409,976
TOTAL REQUIREMENTS	\$ 1,317,887	\$ 973,245	\$ 530,991	\$ 841,633	\$ 841,633	\$ 841,633

Fund Summaries

Parks Development Charges Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES						
Revenues:						
System development charges	\$ 165,149	\$ 275,228	\$ 294,263	\$ 430,308	\$ 430,308	\$ 430,308
Investment income	122,208	34,166	42,000	16,000	16,000	16,000
Revenue Subtotal	287,357	309,394	336,263	446,308	446,308	446,308
Beginning fund balance	2,918,642	2,091,559	2,106,239	2,225,526	2,225,526	2,225,526
TOTAL RESOURCES	\$ 3,205,999	\$ 2,400,953	\$ 2,442,502	\$ 2,671,834	\$ 2,671,834	\$ 2,671,834
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 1,974	\$ 2,156	\$ 6,120	\$ 6,120	\$ 6,120	\$ 6,120
Transfers to other funds:						
Building Capital Fund	(1,863)	-	-	-	-	-
Parks Capital Fund	1,114,329	51,170	587,820	402,000	402,000	402,000
Transfers Subtotal	1,112,466	51,170	587,820	402,000	402,000	402,000
Ending fund balance						
Assigned (contingency)	2,091,559	2,347,627	1,848,562	2,263,714	2,263,714	2,263,714
TOTAL REQUIREMENTS	\$ 3,205,999	\$ 2,400,953	\$ 2,442,502	\$ 2,671,834	\$ 2,671,834	\$ 2,671,834

Program Revenues

General Fund

The General Fund is the 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.

Special Revenue Funds

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

- *Community Development Fund*
- *Transit Fund*
- *911 State Shared Revenue Fund*
- *Road Operating Fund*
- *Road Maintenance Regulatory 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 in a manner similar to the private business sector, are structured to be self-supporting and include:

- *Water Operating Fund*
- *Sewer Operating Fund*
- *Street Lighting Operating Fund*
- *Stormwater Operating Fund*

Internal Service Funds

A fund used to account for the financing of goods or services provided by one department to other departments on a cost-reimbursement basis.

- *Fleet Services Fund*

Revenues for Capital Project Funds can be found beginning on page 194; Debt Funds can be found beginning on page 251.

Summary of Program Revenues

Summary of Program Revenues						
	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
General Fund	\$ 9,761,448	\$ 10,322,123	\$ 11,002,386	\$ 10,794,250	\$ 10,794,250	\$ 10,794,250
Special Revenue Funds						
Community Development	1,878,359	1,403,772	2,219,531	2,404,686	2,404,686	2,404,686
Transit	4,719,293	4,744,987	5,185,071	5,651,560	5,651,560	5,651,560
9-1-1 Shared Revenue	-	-	-	90,000	90,000	90,000
Road Operating	695,147	759,487	875,200	875,600	875,600	875,600
Road Maintenance	607,727	596,978	622,000	621,000	621,000	621,000
Library Exp Capital Endowment	250	21	-	-	-	-
Library Exp Campaign Endowment	88	7	-	-	-	-
TOTAL Spec Rev Funds	7,900,864	7,505,252	8,901,802	9,642,846	9,642,846	9,642,846
Enterprise Funds						
Water Operating	5,519,894	5,033,704	5,657,000	5,719,000	5,719,000	5,719,000
Sewer Operating	4,373,832	4,609,620	5,590,220	10,776,216	10,776,216	10,776,216
Street Lighting Operating	389,776	384,362	393,000	389,000	389,000	389,000
Stormwater Operating	936,128	986,144	1,250,000	967,000	967,000	967,000
TOTAL Enterprise Funds	11,219,630	11,013,830	12,890,220	17,851,216	17,851,216	17,851,216
Permanent Fund						
Library Non-Expendable Endowment	241	20	-	-	-	-
Internal Service Fund						
Fleet Services	1,293,082	1,309,147	1,324,560	1,267,250	1,267,250	1,267,250
GRAND TOTAL	\$ 30,175,265	\$ 30,150,372	\$ 34,118,968	\$ 39,555,562	\$ 39,555,562	\$ 39,555,562

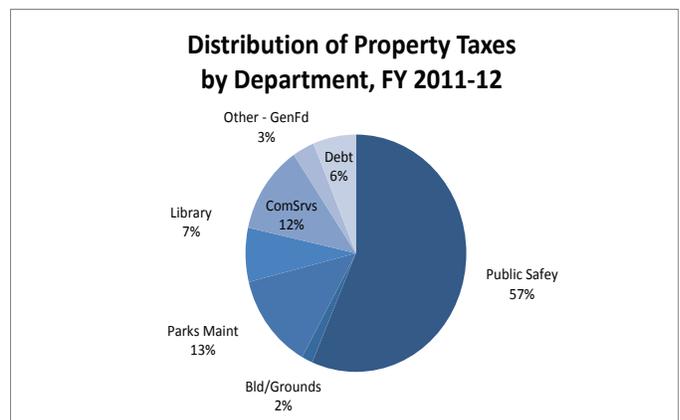
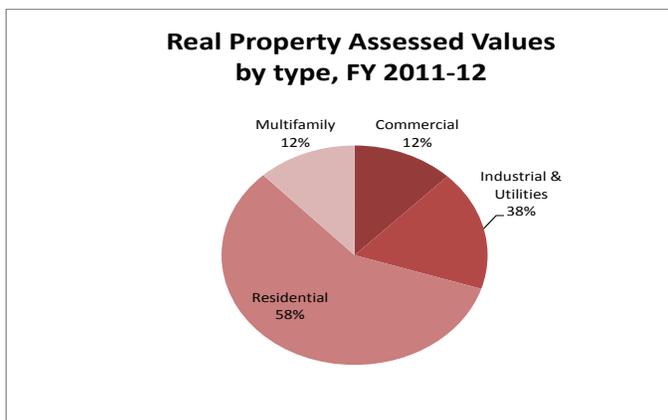
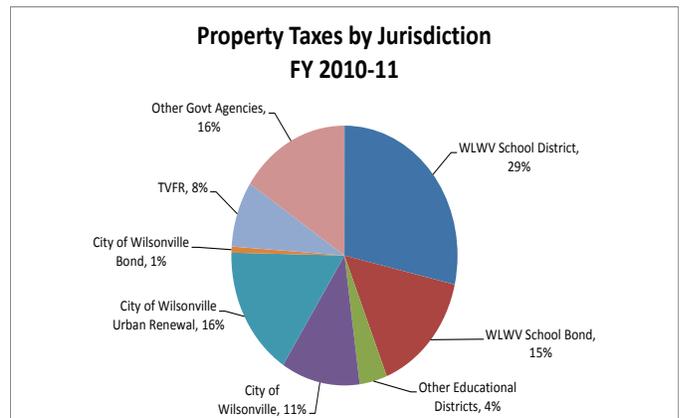
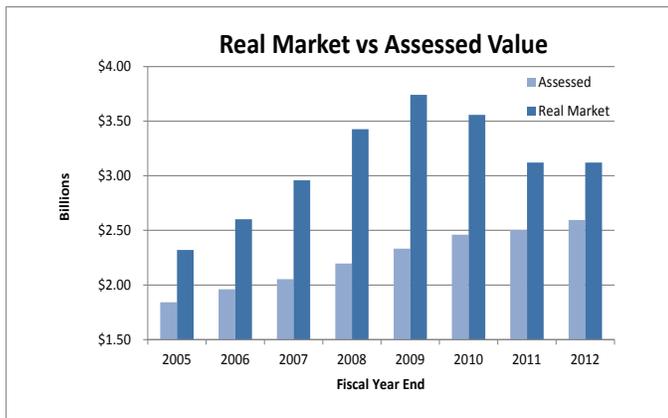


Property Tax Summary

The City's permanent tax rate is \$2.5206 per \$1,000 of assessed valuation without any outstanding local initiatives. Taxes from the permanent rate are recorded in the General Fund as discretionary revenues to support General Fund programs such as Public Safety, Library and Community Services. A debt service levy is collected for outstanding general obligations bonds. The effective debt service tax rate for FY 2009-10 was \$0.1767.

In May 1997, voters approved Measure 50 which separated real market value from assessed value, rolled back assessed values to 90% of 1995-96 values and limited future increases of taxable assessed values to 3% per year, except for major improvements. Tax rates are now fixed and not subject to change. Voters may approve local initiatives about the fixed rate with a majority approval at a general election in an even numbered year or at any other election in which at least 50% of registered voters cast a ballot. Despite the recent downturn in property values, Measure 50's rolled back assessed values remain lower than the real market value, resulting in a stable revenue stream for the City.

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



Property Tax Summary

Property Values and Taxes

	Actual 2008-09	Actual 2009-10	Actual 2010-11	Adopted 2011-12
Estimated Real Market Value				
Within Clackamas County	\$ 3,339,814,283	\$ 3,159,681,221	\$ 2,744,538,783	\$ 2,790,000,000
Within Washington County	401,181,806	398,339,703	376,292,471	330,000,000
Total Estimated Real Market Value	<u>\$ 3,740,996,089</u>	<u>\$ 3,558,020,924</u>	<u>\$ 3,120,831,254</u>	<u>\$ 3,120,000,000</u>

Assessed Values

Prior Year Assessed Values	\$ 2,195,847,082	\$ 2,333,248,746	\$ 2,460,780,015	\$ 2,502,778,594
Change in Value	137,401,664	127,531,269	41,998,579	91,221,406
Total Assessed Values	2,333,248,746	2,460,780,015	2,502,778,594	2,594,000,000
Less urban renewal excess	(439,026,585)	(479,546,336)	(457,601,080)	(486,397,953)
Net available for general and bonded debt	<u>\$ 1,894,222,161</u>	<u>\$ 1,981,233,679</u>	<u>\$ 2,045,177,514</u>	<u>\$ 2,107,602,047</u>

Tax Rate per \$1,000 of Assessed Value

General taxes	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206
Bonded debt	0.1847	0.1767	0.1711	0.1660
Total	<u>\$ 2.7053</u>	<u>\$ 2.6973</u>	<u>\$ 2.6917</u>	<u>\$ 2.6866</u>

Taxes Levied

General taxes	\$ 4,795,256	\$ 4,993,764	\$ 5,155,224	\$ 5,350,000
Bonded debt	349,988	350,000	350,000	350,000
Total taxes levied	<u>\$ 5,145,244</u>	<u>\$ 5,343,764</u>	<u>\$ 5,505,224</u>	<u>\$ 5,700,000</u>

Taxes Paid (net of discounts, delinquencies)

General taxes	\$ 4,435,194	\$ 4,651,211	\$ 4,841,000	\$ 5,100,000
Bonded debt	333,832	339,836	335,000	336,000
Total taxes paid	<u>\$ 4,769,026</u>	<u>\$ 4,991,047</u>	<u>\$ 5,176,000</u>	<u>\$ 5,436,000</u>
% paid vs levied	93%	93%	94%	95%

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



General Fund Revenues

Assumptions for General Fund Revenues

- Property Taxes: 3% increase in assessed value as per Measure 50 and 1% increase due to the Year 2000 Plan Urban Renewal District underlevying
- Franchise Fees and Privilege Taxes: Based on trend analysis and influenced by reported rate changes
- Intergovernmental Shared Revenues: Based on trend analysis
- Intergovernmental Shared Revenues/Library: Based on Clackamas County Projections
- Charges for Service/Urban Renewal: 2% of 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. Principal revenues include property taxes, franchise fees, and intergovernmental shared revenues. Total revenues, excluding interfund transfers, total \$10,794,250. This equates to a 2% reduction from last fiscal year's budget.

Property taxes comprise 48% of the total revenues and are generated from a permanent tax rate of \$2.5206 per \$1,000 of assessed values. The County Assessor determines the assessed value of the property collects taxes and remits payment to the City. The FY 2011-12 Budget assumes a 3% growth in assessed value as allowed by measure 50 and another 1% for new construction within the City. Taxes for FY 2011-12 will be billed in late October 2011 and can be paid in thirds throughout the year or with a discount by paying in full. Budgeted taxes are less than levied amounts due to estimated uncollectibles, delinquencies and discounts.

Franchise fees and privilege taxes are the second largest revenue source and comprise 26% of total revenues. These fees are charged to various utility companies for use of public rights-of-way based upon a percentage of net sales within city limits. Trend analysis over the last several years indicated a downward trend as customer usage patterns have changed. Based on this analysis, the FY 2011-12 Budget reflects a 7% reduction over last fiscal year. The current percentages by utility category are:

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

Intergovernmental revenues originate from state and county shared revenues. In prior years, the state shared revenues include alcoholic beverage, cigarette and state shared revenue. In FY 2011-12, the State of Oregon requires that the 9-1-1 shared revenue portion be reported its own special revenue fund. This year's budget reflects this reporting change. The remaining sources total \$444,000 or 4%, of the fund's total. The revenues are allocated by various formulas, but utilize a per capita rate.

Another component of intergovernmental revenue is the City's allocation of a Clackamas County Library District Levy. For FY 2011-12 this allocation is anticipated to be \$840,000. Allocations are based on a combination of service area population and assessed value.

Certain programs provide services for which fees can be charged. Principle among the charges are fees from the Urban Renewal Agency. While the Agency does not have staff, City administration charges for providing these services. For FY 2011-12 the fees are roughly 2% of the General Fund's total revenue.

General Fund Revenues

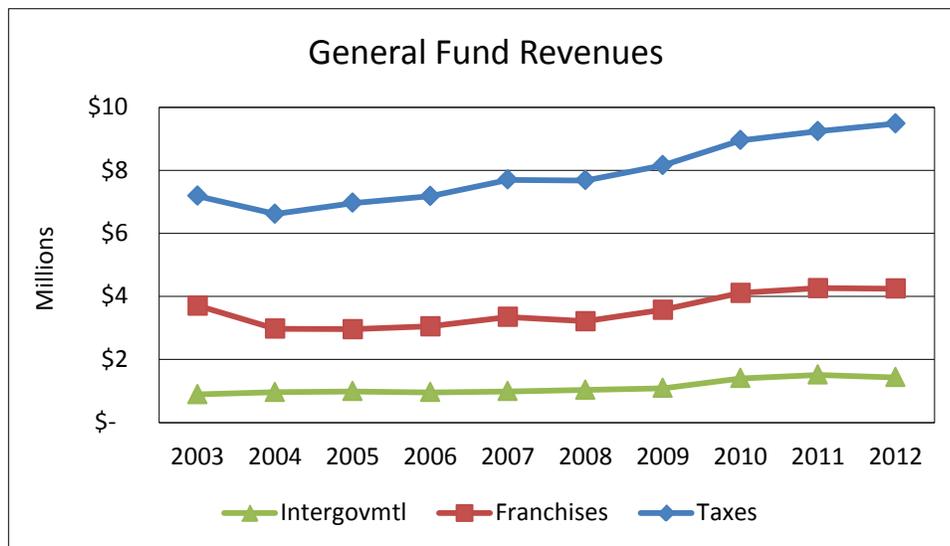
Summary of Program Revenues

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Taxes						
Current property taxes	\$ 4,435,194	\$ 4,651,211	\$ 4,925,000	\$ 5,100,000	\$ 5,100,000	\$ 5,100,000
Prior year property taxes	148,434	189,725	135,000	135,000	135,000	135,000
Total property taxes	4,583,628	4,840,936	5,060,000	5,235,000	5,235,000	5,235,000
Hotel/Motel tax	218,608	193,106	170,000	220,000	220,000	220,000
Franchise and privilege fees						
Portland General Electric	854,407	903,340	1,112,000	988,000	988,000	988,000
NW Natural Gas	385,908	354,252	450,000	365,000	365,000	365,000
Verizon	102,633	101,540	80,000	55,000	55,000	55,000
United Disposal	112,917	114,519	133,000	120,000	120,000	120,000
Comcast Cable	200,709	206,335	200,000	244,000	244,000	244,000
Sewer utilities	167,344	174,015	280,000	224,000	224,000	224,000
Water utilities	214,120	187,687	225,000	200,000	200,000	200,000
Stormwater	36,997	36,167	50,000	36,000	36,000	36,000
Charbonneau Water Company	-	6,288	1,000	1,000	1,000	1,000
Telecomm - Privilege tax	414,959	623,164	508,800	584,500	584,500	584,500
Total franchise and privilege fees	2,489,994	2,707,307	3,039,800	2,817,500	2,817,500	2,817,500
Licenses & permits						
Professional and occupation	146,101	117,090	115,000	120,000	120,000	120,000
Alcoholic beverages	490	860	300	500	500	500
Other	240	140	100	100	100	100
Total licenses & permits	146,831	118,090	115,400	120,600	120,600	120,600
Intergovernmental/Other agencies						
911 shared revenue	93,421	90,766	90,000	-	-	-
Alcoholic beverages tax	213,601	202,960	250,000	250,000	250,000	250,000
Cigarette tax	27,781	26,302	24,000	24,000	24,000	24,000
State shared revenue	165,119	173,234	170,000	170,000	170,000	170,000
County shared revenue - Library	426,638	750,997	834,000	840,000	840,000	840,000
County shared revenue - Sheriff	7,004	7,004	-	-	-	-
Clack. Co. - Title III	69,221	67,111	57,000	57,000	57,000	57,000
Federal grants	4,280	4,961	4,000	5,000	5,000	5,000
State grants - Parks	3,300	3,300	3,300	3,300	3,300	3,300
State grants - Library	8,287	3,420	3,000	3,000	3,000	3,000
Other local governments	69,710	72,075	77,000	77,700	77,700	77,700
Total intergov./Other agencies	1,088,362	1,402,130	1,512,300	1,430,000	1,430,000	1,430,000
Municipal court fines	287,000	293,007	308,000	400,000	400,000	400,000
Investment income	298,202	146,987	210,000	57,000	57,000	57,000

General Fund Revenues

Summary of Program Revenues (continued)

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Charges for services						
Services provided to Urban Renewal	\$ 311,918	\$ 223,185	\$ 218,186	\$ 218,200	\$ 218,200	\$ 218,200
Class registrations	47,619	56,280	57,500	42,000	42,000	42,000
Parks reservations/Facility rental	42,928	38,486	41,000	33,500	33,500	33,500
Sports camp/Youth special services	29,811	21,933	22,400	19,700	19,700	19,700
New book sales	3,474	3,054	4,500	2,000	2,000	2,000
Library fees	39,086	38,867	40,000	35,000	35,000	35,000
Photocopying	3,635	4,636	3,500	4,000	4,000	4,000
Non-resident fees - library	7,144	6,033	6,000	5,500	5,500	5,500
Lost/damaged books	4,573	3,955	4,000	2,000	2,000	2,000
Library room rental	3,237	1,873	2,500	3,000	3,000	3,000
Lien search fees	10,800	8,520	9,000	9,000	9,000	9,000
Other charges	288	472	-	-	-	-
Total charges for services	504,513	407,294	408,586	373,900	373,900	373,900
Miscellaneous revenue						
Gifts	48,007	53,319	65,750	56,550	56,550	56,550
Meals on Wheels	4,853	3,403	6,200	6,200	6,200	6,200
Senior lunch revenue	10,582	10,658	8,750	10,000	10,000	10,000
Cable receipts	64,457	64,619	65,000	65,000	65,000	65,000
Other	16,412	81,267	32,600	2,500	2,500	2,500
Total miscellaneous revenue	144,311	213,266	178,300	140,250	140,250	140,250
TOTAL REVENUES	\$ 9,761,448	\$ 10,322,123	\$ 11,002,386	\$ 10,794,250	\$ 10,794,250	\$ 10,794,250



Summary of Special Revenue Funds

Community Development Fund

Assumptions for Community Development Fund Revenues

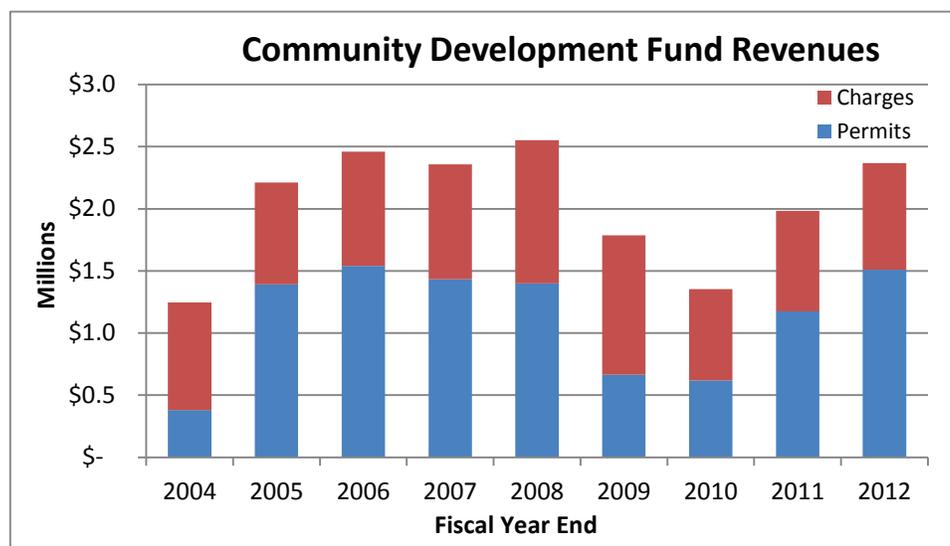
- Inspection and Permit Fees: Based on projections of scheduled and anticipated development
- Charges for Service/Urban Renewal: Based on percentage of wages and benefits for specific employees

The Community Development Fund was established in FY 2003-04 and now encompasses Community Development Administration, Planning, Building Inspections, Engineering, Stormwater Management/Natural Resources and Urban Renewal Administration. Prior to that time these functions were included within the General Fund. Primary revenue sources include building inspection fees and engineering/planning permits. Estimated revenues are based on department projections of scheduled and anticipated development to occur in the City. Permit rates are reviewed each April and adjusted to reflect the costs of providing services. No change in permit fee rates is anticipated for FY 2011-12.

The second largest revenue source is charges from services which include fees charged to the Urban Renewal Agency for services provided by the department to carryout the goals of the Agency. Charges are based on a percentage of wages and benefits for specific employees and a related share of office overhead costs. This amount fluctuates from year to year dependent upon the anticipated activity within the Urban Renewal Agency Districts.

Other income includes interest earned on cash balances, miscellaneous charges and grants the Planning Division receives to assist with accomplishing their objectives.

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Permits	\$ 665,590	\$ 619,493	\$ 1,173,469	\$ 1,510,186	\$ 1,510,186	\$ 1,510,186
Intergovernmental	-	-	198,562	18,000	18,000	18,000
Charges for services	1,121,334	734,721	809,500	859,500	859,500	859,500
Investment income	85,566	46,643	37,000	16,000	16,000	16,000
Miscellaneous revenues	5,869	2,915	1,000	1,000	1,000	1,000
Total Revenues	\$ 1,878,359	\$ 1,403,772	\$ 2,219,531	\$ 2,404,686	\$ 2,404,686	\$ 2,404,686



Summary of Special Revenue Funds

Transit Fund

Assumptions for Transit Fund Revenues

- Transit Tax: Based on estimated wage base
- Intergovernmental Revenues: Based on grants awarded to SMART
- Miscellaneous: Based on anticipated sale of property

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

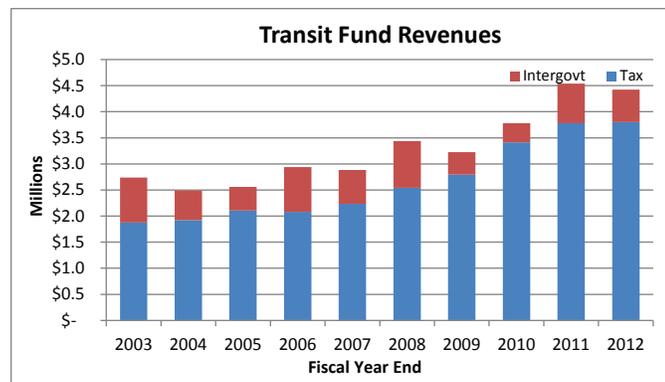
The payroll tax is due quarterly and covers employment within City limits. Recent layoffs throughout the City have limited the expected growth from the rate increase. The forecast for FY 2010-11 assumed a wage base growth of 1%; however, actual receipts anticipated exceed this assumption. Adjusted accordingly, FY 2011-12 assumes an 8% increase in transit tax revenue.

Intergovernmental grants pay for special transportation programs, bus operations and bus purchases. The amount of grants received varies from year to year based upon grant awards. A detailed recap of grants for FY 2011-12 can be found under the Transit program on page.

In past years, the Transit program has applied for and received funding under the Oregon Business Energy Tax Credit (BETC) program. Receipt is not guaranteed and collections have varied from zero to \$600,000. Transit qualifies under the natural energy savings by removing individual cars from the transportation system in favor of combined rides on buses. The City will continue to apply for this funding, however, will not include the funding in its operational budget. Should revenue be received from the program, Transit will request a supplemental budget adjustment to recognize the revenue and its related expenditures. BETC funds are used for promoting transportation alternatives that achieve energy savings.

Miscellaneous revenue includes the anticipated sell of the old SMART building. The proceeds from the sale will be used during FY 2011-12 for the construction of the SMART/Fleet Operations Building (See Building CIP Section).

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Transit tax	\$ 3,412,030	\$ 3,781,052	\$ 3,800,000	\$ 4,100,000	\$ 4,100,000	\$ 4,100,000
Charges for svcs	174,413	167,003	136,200	145,400	145,400	145,400
Intergovernmental	369,818	759,083	623,871	931,160	931,160	931,160
Investment income	77,929	31,729	15,000	15,000	15,000	15,000
Miscellaneous	5,151	6,120	10,000	10,000	10,000	10,000
Bus. Energy Tax	677,833	-	600,000	-	-	-
Vehicle sales	2,119	-	-	-	-	-
Building sale	-	-	-	450,000	450,000	450,000
Total Revenues	\$ 4,719,293	\$ 4,744,987	\$ 5,185,071	\$ 5,651,560	\$ 5,651,560	\$ 5,651,560



Summary of Special Revenue Funds

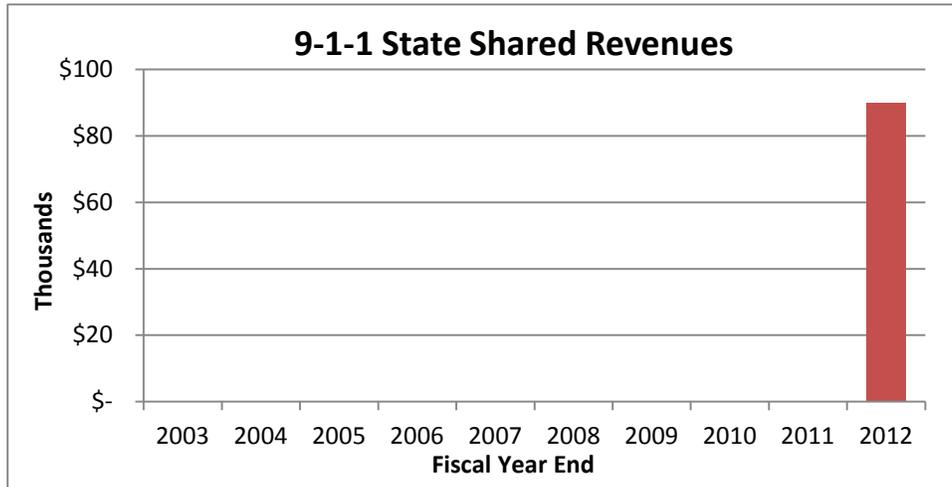
911 State Shared Revenue Fund

Assumptions for 911 State Shared Revenue Fund Revenues

- User Charge: Based on historical trends

9-1-1 state shared revenues are dedicated revenues to pay for 911 emergency response services. Prior to FY 2011-12, these revenues were reported in the General Fund. Newly enacted state legislation requires the revenue and associated expenditures to be reported in its own special revenue fund. Forecasted revenues are based on historic trends.

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
9-1-1 Shared Revenues	\$ -	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 90,000



Summary of Special Revenue Funds

Road Operating Fund

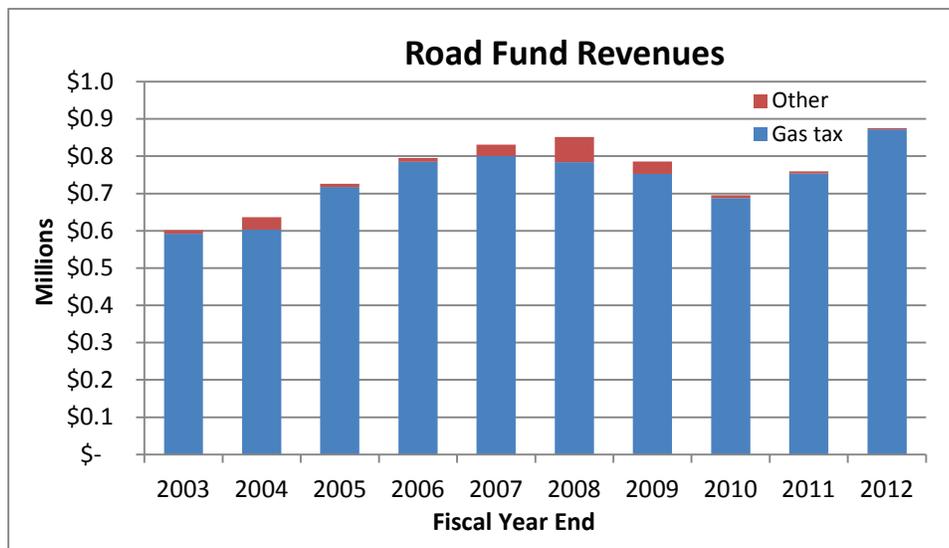
Assumptions for Road Operating Fund Revenues

- User Charge: Based on historical trends

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

The 2009 Oregon Legislative Session approved HB 2001 which increases fees and gas taxes. The higher fees and taxes will be phased in over 2011 and 2012. A key component of the bill is a 6 cent increase to the gas tax (from 24 cents to 30 cents per gallon) that will become effective no later than January 1, 2011. However, due to the increasing cost of gasoline, an overall reduction in usage is expected and reflected in the 0% revenue projection for FY 2011-12.

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Gas tax	\$ 687,902	\$ 756,557	\$ 872,200	\$ 871,600	\$ 871,600	\$ 871,600
Investment income	3,922	1,779	3,000	4,000	4,000	4,000
Miscellaneous	3,323	1,151	-	-	-	-
Total Revenues	\$ 695,147	\$ 759,487	\$ 875,200	\$ 875,600	\$ 875,600	\$ 875,600



Summary of Special Revenue Funds

Road Maintenance Regulatory Fund

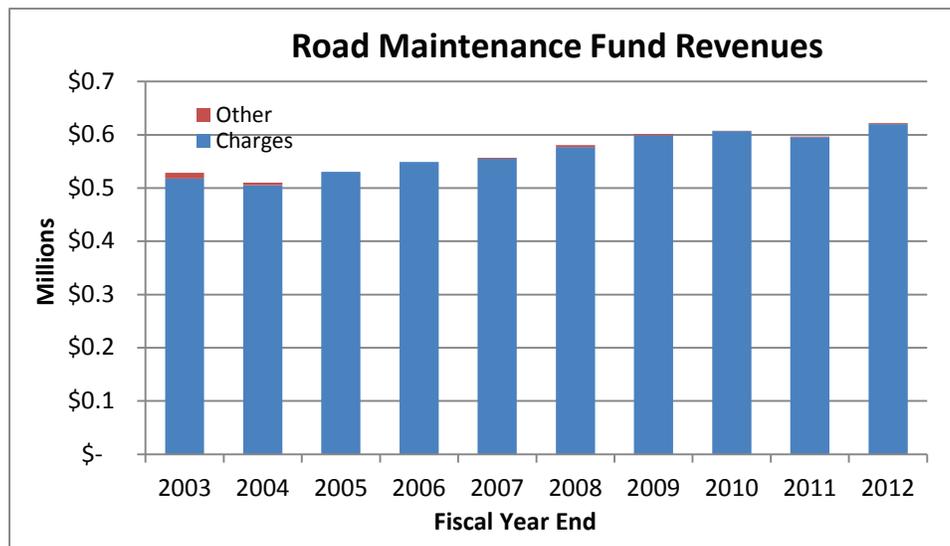
Assumptions for Road Maintenance Regulatory Fund Revenues

- User Charge: Based on historical trends

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

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

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Usage charge	\$ 606,668	\$ 595,580	\$ 620,000	\$ 620,000	\$ 620,000	\$ 620,000
Investment income	1,059	1,398	2,000	1,000	1,000	1,000
Total Revenues	\$ 607,727	\$ 596,978	\$ 622,000	\$ 621,000	\$ 621,000	\$ 621,000



Summary of Enterprise Fund Revenues

Water Operating Fund

Assumptions for Water Operating Fund Revenues

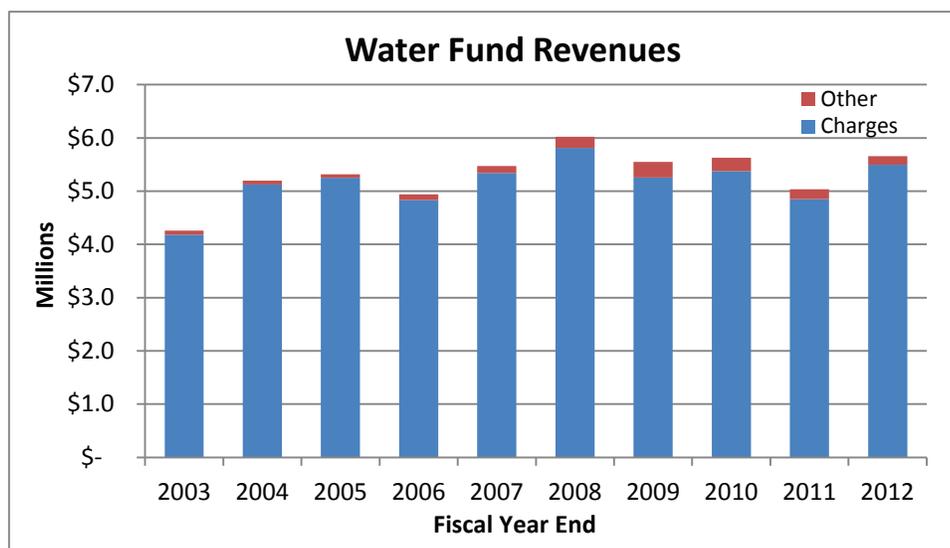
- User Charge and Connection Fees: Based on historical consumption trends, adjusted for rate increases

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

Recent and future Council approved rate increases are see below. Staff anticipates updating the rate study in 2011.

November 2005	5%
November 2009	3%
November 2010	3%
November 2011	3%

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Usage charge	\$ 5,274,205	\$ 4,851,958	\$ 5,495,000	\$ 5,586,000	\$ 5,586,000	\$ 5,586,000
Connection fees	18,574	17,180	16,000	17,000	17,000	17,000
User fee- fire charge	93,886	97,511	98,000	100,000	100,000	100,000
Investment income	102,842	39,736	48,000	16,000	16,000	16,000
Miscellaneous	30,387	27,319	-	-	-	-
Total Revenues	\$ 5,519,894	\$ 5,033,704	\$ 5,657,000	\$ 5,719,000	\$ 5,719,000	\$ 5,719,000



Summary of Enterprise Fund Revenues

Sewer Operating Fund

Assumptions for Sewer Operating Fund Revenues

- User Charge and Surcharges: Based on historical consumption trends, adjusted for rate increases
- Bond Sale: Based on amount of short-term debt to be converted to long-term debt

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

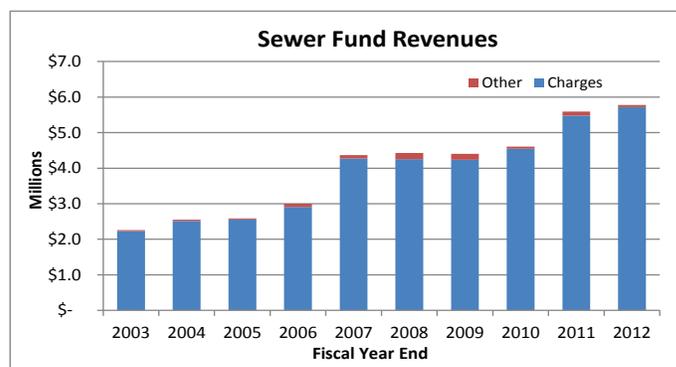
Recent and future Council approved rate increases are shown below. A rate study update is expected to be completed in the summer of 2011.

November 2005	3%
May 2006	55%
January 2009	10%
January 2010	10%
January 2011	10%
January 2012	10%

The series of recent and planned increases is related to major improvements to the treatment plant. At the time of budget preparation improvements are estimated to cost \$60 million. Bond proceeds are anticipated this fiscal year to convert short term debt used for pre-construction expenses. Bid estimates are expected to be released in Spring 2011. Future increases will be needed to maintain anticipated debt service requirements.

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

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Usage charge	\$ 3,925,270	\$ 4,191,638	\$ 5,100,000	\$ 5,350,000	\$ 5,350,000	\$ 5,350,000
High strength surcharge	283,232	354,717	380,000	370,000	370,000	370,000
Investment income	92,942	32,856	92,000	38,000	38,000	38,000
Bus. Energy Tax Credit	54,565	-	-	18,216	18,216	18,216
Bond Sale	-	-	-	5,000,000	5,000,000	5,000,000
Miscellaneous	17,823	30,409	18,220	-	-	-
Total Revenues	\$ 4,373,832	\$ 4,609,620	\$ 5,590,220	\$ 10,776,216	\$ 10,776,216	\$ 10,776,216



Summary of Enterprise Fund Revenues

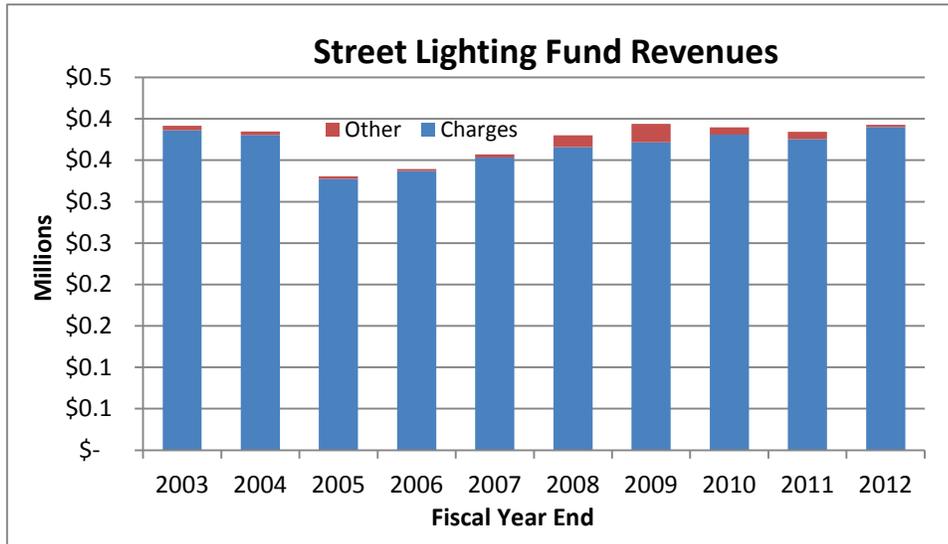
Street Lighting Fund

Assumptions for Street Lighting Fund Revenues

- User Charge and Surcharges: Based on historical consumption trends

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

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Usage charge	\$ 380,989	\$ 375,483	\$ 390,000	\$ 385,000	\$ 385,000	\$ 385,000
Investment income	8,787	4,927	3,000	4,000	4,000	4,000
Miscellaneous	-	3,952	-	-	-	-
Total Revenues	\$ 389,776	\$ 384,362	\$ 393,000	\$ 389,000	\$ 389,000	\$ 389,000



Summary of Enterprise Fund Revenues

Stormwater Fund

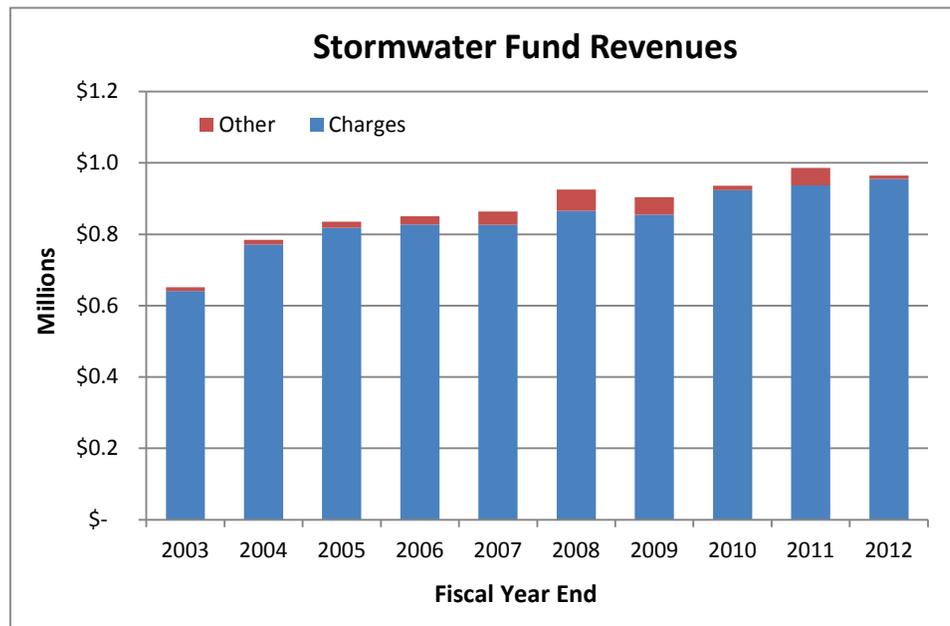
Assumptions for Stormwater Fund Revenues

- User Charge and Surcharges: Based on historical consumption trends

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

The program first implemented a monthly user charge in August 1994. A rate increase effective December 2001 raised the charge per equivalent dwelling unit to \$3.72 per month. Rates have remained constant since then. A master plan and rate study is nearly complete and will recommend an increase in both user rates and system development charges. FY 2010-11 adopted revenues assumed a 30% increase effective July 2010. Any increase has been delayed until the completion of the Stormwater Master Plan. The plan will be presented to Council in Spring 2011.

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Stormwater charges	\$ 924,072	\$ 937,249	\$ 1,240,000	\$ 965,000	\$ 965,000	\$ 965,000
Intergovernmental	-	30,634	-	-	-	-
Investment income	12,056	10,868	10,000	2,000	2,000	2,000
Miscellaneous	-	7,393	-	-	-	-
Total Revenues	\$ 936,128	\$ 986,144	\$ 1,250,000	\$ 967,000	\$ 967,000	\$ 967,000



Summary of Internal Service Funds Revenues

Fleet Service Fund

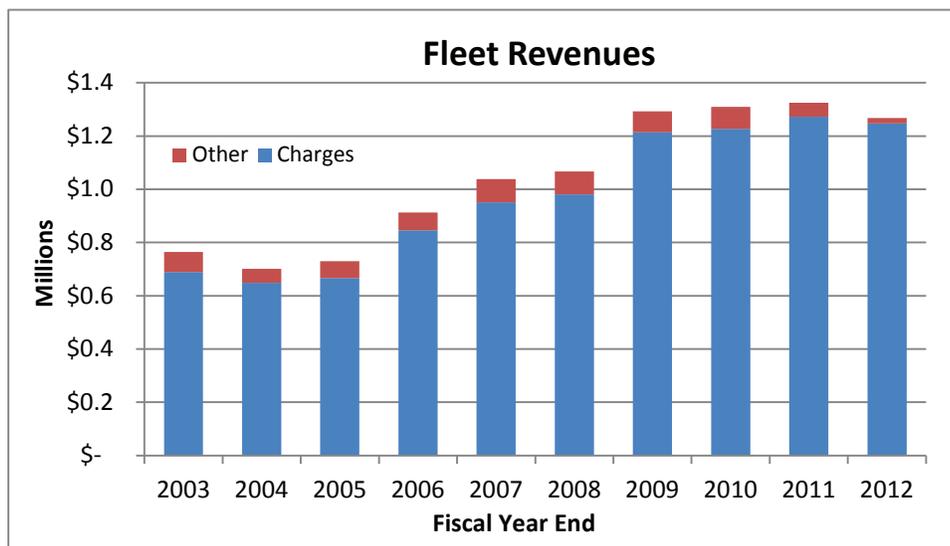
Assumptions for Fleet Service Fund Revenues

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

The Fleet Service Fund generates its revenues by charging fees to service and maintain all vehicles and equipment for other City programs. Maintenance charges to each department are based on an average of the prior three years work orders and are set to recover current operating year costs. In addition to fuel and maintenance costs, all departments except Transit pay towards a vehicle replacement reserve. Replacement reserves assume a 10-year lifespan for most vehicles. Transit has its own bus replacement reserve.

In 2008 the City sold the Fleet maintenance facility to Tualatin Valley Fire and Rescue (TVFR) for \$1,489,700. This amount will be used during FY 2011-12 for the future replacement site. (See Building CIP Section) Although sold to the Fire District, TVFR has allowed the City to continue our fleet operations out of the building until we locate a new facility.

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Charges for services						
General Fund	\$ 138,890	\$ 119,660	\$ 129,030	\$ 110,910	\$ 110,910	\$ 110,910
CD Fund	42,770	43,930	39,370	35,990	35,990	35,990
Transit Fund	841,040	884,370	946,060	954,310	954,310	954,310
Road Op Fund	24,970	29,860	32,780	32,550	32,550	32,550
Water Op Fund	62,260	55,670	44,650	38,690	38,690	38,690
Sewer Op Fund	72,740	64,650	60,000	57,100	57,100	57,100
Stormwater Fund	31,080	29,320	20,670	17,700	17,700	17,700
Charges subtotal	<u>\$ 1,213,750</u>	<u>\$ 1,227,460</u>	<u>\$ 1,272,560</u>	<u>\$ 1,247,250</u>	<u>\$ 1,247,250</u>	<u>\$ 1,247,250</u>
Investment income	59,868	61,825	52,000	20,000	20,000	20,000
Sale of Property	9,914	17,112	-	-	-	-
Miscellaneous	9,550	2,750	-	-	-	-
Total Revenues	<u><u>\$ 1,293,082</u></u>	<u><u>\$ 1,309,147</u></u>	<u><u>\$ 1,324,560</u></u>	<u><u>\$ 1,267,250</u></u>	<u><u>\$ 1,267,250</u></u>	<u><u>\$ 1,267,250</u></u>



Summary of System Development Charges

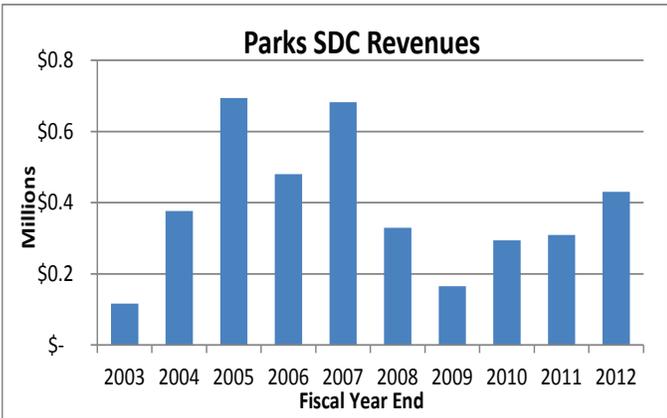
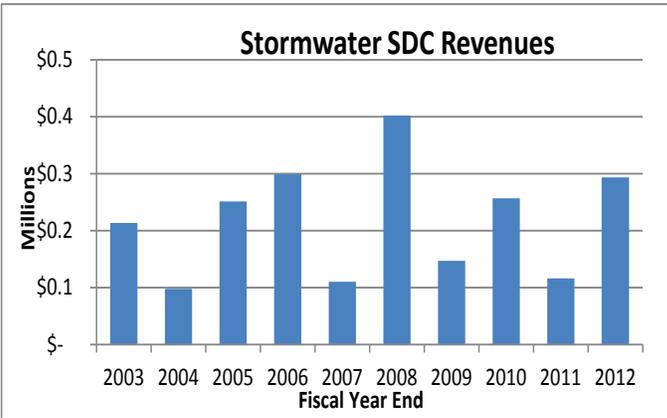
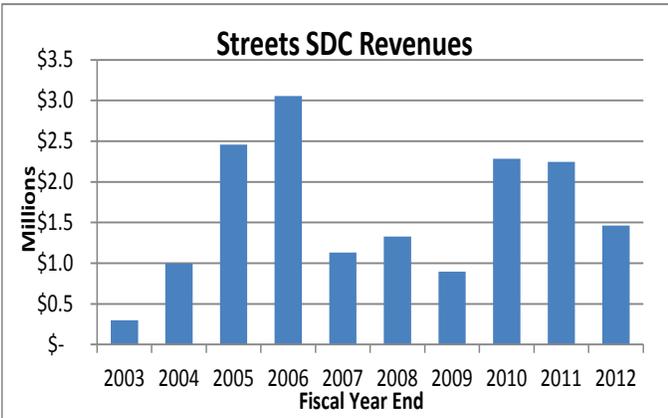
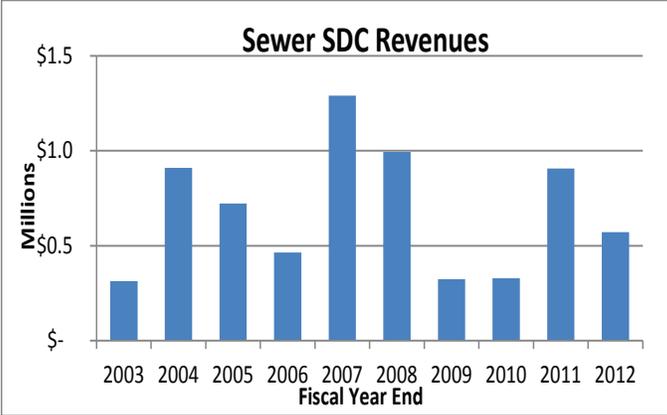
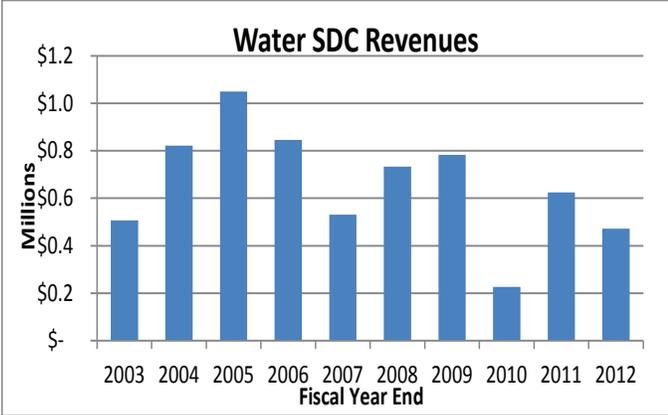
Assumptions for System Development Charges Revenues

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

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

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Water Development Charges Fund						
System Development Charges	\$ 782,929	\$ 226,035	\$ 625,404	\$ 472,111	\$ 472,111	\$ 472,111
Investment income	133,481	50,262	61,000	23,000	23,000	23,000
Total Revenues	916,410	276,297	686,404	495,111	495,111	495,111
Sewer Development Charges Fund						
System Development Charges	323,048	329,007	907,086	571,647	571,647	571,647
Bond Proceeds	-	756,953	-	-	-	-
Investment income	90,612	43,698	88,000	33,000	33,000	33,000
Total Revenues	413,660	1,129,658	995,086	604,647	604,647	604,647
Streets Development Charges Fund						
System Development Charges	895,546	2,283,059	2,245,088	1,464,350	1,464,350	1,464,350
Investment income	193,634	110,301	53,000	20,000	20,000	20,000
Total Revenues	1,089,180	2,393,360	2,298,088	1,484,350	1,484,350	1,484,350
Stormwater Development Charges Fund						
System Development Charges	146,976	91,233	256,588	293,227	293,227	293,227
Investment income	21,228	24,806	13,000	5,000	5,000	5,000
Total Revenues	168,204	116,039	269,588	298,227	298,227	298,227
Parks Development Charges Fund						
System Development Charges	165,149	275,228	294,263	430,308	430,308	430,308
Investment and other income	122,208	34,166	42,000	16,000	16,000	16,000
Total Revenues	287,357	309,394	336,263	446,308	446,308	446,308
Total SDC Funds	\$ 2,874,811	\$ 4,224,748	\$ 4,585,429	\$ 3,328,643	\$ 3,328,643	\$ 3,328,643

Summary of System Development Charges





Program Budget Organization

The bulk of the budget is made up of expenditure appropriations that are legal spending limits adopted by the City Council for each program. Program budgets contained in this section exclude interfund services and operating transfers between funds. Transfers are reported in the Fund Summary Section.

The program budget detail contains a program summary, an identification of each related department, and an explanation of the functions and activities for each department. Some departments have implemented performance measurements and that information is also presented here.

Sources of funding for each operating program are summarized in the Budget Summary on page 26.

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

Policy & Administration	Page	Public Works, continued	Page
Administration	94	Roads	138
Finance	96	Street Lighting	140
Information Systems	100	Water Distribution	142
Geographic Information Systems	104	Water Treatment Plant	146
Legal	108	Industrial Pretreatment	148
Human Resources/Risk Management	110	Wastewater Collection & Treatment	152
Community Development		Stormwater Maintenance	156
Administration	116	Community Services	
Engineering	118	Community Services	162
Building Inspections	120	Library	168
Planning	124	Transportation	
Natural Resources/Stormwater Mgmt	126	Transit	176
Public Works		Fleet	180
Administration	132	Public Safety	
Building and Grounds Maintenance	134	Law Enforcement	186
Parks Maintenance	136	Municipal Court	190

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

Capital Projects consists of large dollar expenditures for buildings, infrastructure and parks. The detail for capital projects is provided in a separate section of the budget document beginning on page 193.

Debt Service includes appropriations for interest and principal on all types of debt and starts on page 251.

Contingencies/designations include an allowance for contingencies and set-asides for equipment replacement in various funds and is found on page 264.

Program Investments

Every year, the City purchases various items intended to improve efficiencies and effectiveness. Rather than thinking of these as expenditures, they can also be thought of as investments. Recent acquisitions and the impact of those purchases are noted.

GIS

Previously, when Public Works had a need to know how many street signs there were in Villebois, it took several hours for a Roads crew to manually count the signs. With the recently completed inventory, using the Cartegraph Asset Management program, the same information can be obtained in less than 60 seconds.

Legal

In addition to providing legal services for day-to-day operations, council and board meetings, our attorneys represent the City through legal challenges. Over the past ten years the attorneys have successfully represented the City in high profile cases including using the water treatment plant for domestic consumption, protecting the rights of mobile homeowners and upholding the City's land-use approval of the \$70 million Fred Meyer commercial development. Cost savings to the citizens and the organization for all the case work are immeasurable but the Thunderbird decision alone should provide \$750,000 in cash to displaced residents.

Community Services

An automatic door opener was installed on the back door of the Community Center to provide access to the building from the Creekside Woods connector bridge. The automatic door cost \$3,000 and has made a significant difference in the accessibility for Creekside Woods' residents.

As a marketing strategy to encourage new participants, the winter brochure offered 2 free sessions of any senior fitness class prior to signing up. This simple step resulted in a 33% increase in new fitness class signups.

Water Distribution

Replacement of Blow-off Valve Assemblies

Blow-off valves are typically used on short dead-end sections of water mainlines. An assessment indicated the need to replace numerous poorly functioning blow-off valve assemblies. Funds were allocated in FY 2010-11 to start a replacement program. In FY 2010-11, five units were replaced in the Courtside neighborhood in conjunction with the annual street maintenance program. Replacement of broken valves allows for regular and periodic flushing and ensures the best water quality.

Water Distribution

Seasonal Labor

Last year's addition of a 0.25 FTE Season Utility Worker in Water Distribution has enabled the department to complete the annual valve actuation program in a more productive and efficient manner. The additional staff time has allowed for significant progress on water facility maintenance activities such as building and hard surface pressure washing, organizing outside storage and the clearing of brush from remote pipeline sections to enable inspection and leak detection surveys to be conducted.

Parks Maintenance

Rubberized Playground Surfacing

Using rubberized surfacing in the fall-zone under playground equipment provides greater American Disability Act (ADA) accessibility than wood chip material. In addition, switching to rubberized material significantly reduces maintenance time and replacement of worn out wood chips.

Parks Maintenance

Ballfield Reconstruction

Reconstruction of Ballfields #1, #2 and #3 and laser leveling of Ballfields #4 and #5 has increased the playability of the fields and safety of users as well as reducing maintenance costs to keep the fields in regulation condition. Since these improvements were made staff has received very positive feedback from and recreation staff.

Building Maintenance

Library keyless entry

The installation of a keyless entry provides the ability to monitor and control access to the Library. It also reduces future costs associated with rekeying doors due to staffing changes.

Building Maintenance

Limited Building Maintenance Electrician Training

With the limited building maintenance electrician training of key Building Maintenance employees, the department's electrical needs can be more efficiently completed. It is estimated that approximately \$25,000 will be saved this fiscal year by performing limited electrical work 'in-house'.

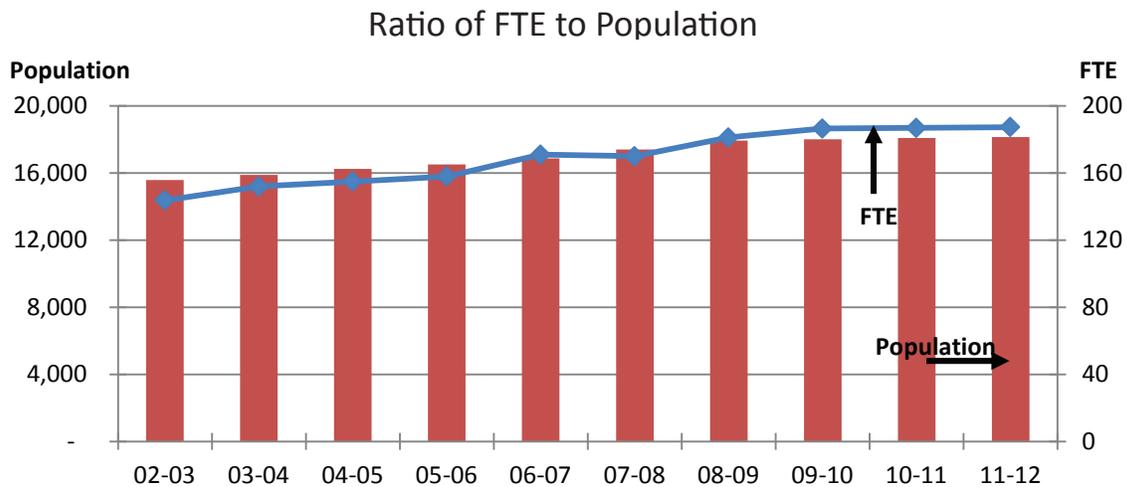
Summary of Employment Trends

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

Staffing for FY 2011-12 remains constant at 187 full-time equivalents (FTE). One Intern position was converted to a full-time Management Analyst position and will assist the City Manager, Planning and other departments.

The City contracts with the Clackamas County Sheriff's Department for 18 FTEs to provide police services for the community. The water plant is also operated by an outside contractor, Veolia Water, for 7 FTEs. The Transit Director position has been contracted since 2008.

The City has one bargaining unit, SEIU Local 503, which represents roughly 75% of all city positions. The current union contract will expire on June 30, 2012.



Summary of Employment Trends

Comparison of Personnel Changes

Full Time Equivalent (FTE) Positions

Department	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Administration				
Administration	5.00	5.00	6.00	6.00
Finance	8.80	8.85	8.90	8.90
Information Systems	3.00	3.00	3.00	3.00
Geographic Information Systems	1.00	1.00	1.50	1.50
Legal	3.00	3.00	3.00	3.00
Human Resources/Risk Management	2.82	2.82	2.85	2.85
	23.62	23.67	25.25	25.25
Community Development				
Administration	8.40	8.40	6.00	6.50
Engineering	11.00	11.00	10.00	10.00
Building Inspections	6.35	6.35	5.10	5.10
Planning	8.50	8.50	7.50	7.00
Natural Resources/Stormwater Management	1.00	1.00	3.00	3.00
	35.25	35.25	31.60	31.60
Public Works				
Administration	5.00	5.00	5.50	5.50
Buildings and Grounds Maintenance	4.75	3.25	4.25	4.25
Parks Maintenance	6.00	7.00	7.00	7.00
Roads	3.25	3.75	3.75	3.75
Water Distribution and Sales	4.33	4.33	4.58	4.58
Water Treatment (contracted)	7.00	7.00	7.00	7.00
Stormwater Maintenance	1.84	1.84	1.84	1.84
Wastewater Collection and Treatment	7.83	8.16	8.16	8.16
Industrial Pretreatment	1.00	1.00	1.00	1.00
	41.00	41.33	43.08	43.08
Transit				
SMART Transit	34.29	35.29	35.69	36.19
Fleet	7.00	7.00	7.00	7.00
	41.29	42.29	42.69	43.19
Community Services				
Community Services	7.97	7.70	8.00	8.00
Library	12.12	16.26	16.26	16.26
	20.09	23.96	24.26	24.26
Public Safety				
Law Enforcement (contracted)	18.00	18.00	18.00	18.00
Municipal Court	2.00	2.00	2.00	2.00
	20.00	20.00	20.00	20.00
Total FTE's	181.25	186.50	186.88	187.38

City of Wilsonville SEIU Compensation Plan

Effective July 1, 2011

Range	Position	Monthly		Hourly	
		Low Rate	High Rate	Low Rate	High Rate
6	Library Aide	\$1,805	\$2,301	\$10.4135	\$13.2750
13	Nutrition Program Assistant	\$2,145	\$2,735	\$12.3750	\$15.7788
17	Library Clerk I	\$2,369	\$3,020	\$13.6673	\$17.4231
20	Library Clerk II Fleet Hostler <i>Sewer Vactor Operator I</i>	\$2,550	\$3,252	\$14.7115	\$18.7615
22	Library Volunteer Coordinator <i>CD Permit Clerk/Receptionist</i>	\$2,680	\$3,416	\$15.4615	\$19.7077
24	Library Clerk III Nutrition Coordinator I	\$2,816	\$3,590	\$16.2462	\$20.7115
25	Utility Worker Transit Driver Equipment Mechanic I	\$2,886	\$3,679	\$16.6500	\$21.2250
26	Administrative Assistant I	\$2,957	\$3,771	\$17.0596	\$21.7558
27	Nutrition Coordinator II	\$3,031	\$3,865	\$17.4865	\$22.2981
28	Transit Dispatcher	\$3,108	\$3,962	\$17.9308	\$22.6577
30	Accounting Technician Administrative Assistant II	\$3,265	\$4,162	\$18.8365	\$24.0115
31	Senior Utility Worker	\$3,347	\$4,266	\$19.3096	\$24.6115
32	Municipal Court Clerk Utility Billing Clerk Sludge Truck Driver Wastewater Operator I Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$3,430	\$4,374	\$19.7885	\$25.2346
33	Equipment Mechanic II	\$3,515	\$4,483	\$20.2788	\$25.8635
34	Project Coordinator GIS and Mapping Technician Assistant Planner Environmental Education Specialist Recreation Coordinator Reference Librarian Permit Technician Sewer Vactor Operator II	\$3,604	\$4,594	\$20.7923	\$26.5038
36	Water Distribution Technician	\$3,786	\$4,826	\$21.8423	\$27.8423
37	<i>Accountant</i> Real Property Specialist Wastewater Operator II Public Works Analyst	\$3,880	\$4,948	\$22.3846	\$28.5462
38	Wastewater Lab Technician IS Assistant II <i>Public Works Operations Chief</i> Stormwater Management Coordinator	\$3,978	\$5,071	\$22.9500	\$29.2558
39	Building Inspector I Industrial Pretreatment Coordinator	\$4,077	\$5,198	\$23.5212	\$29.9885
40	Senior Accountant Adult Services Librarian Children Services Librarian Senior Engineering Technician Wastewater Lead Operator	\$4,178	\$5,329	\$24.1038	\$30.7442
42	Associate Planner Engineering Associate Building/Plumbing Inspector II <i>Information Systems Analyst</i>	\$4,390	\$5,598	\$25.3269	\$32.2962
46	Plans Examiner Network Administrator	\$4,846	\$6,179	\$27.9577	\$35.6481

City of Wilsonville Management Compensation Plan

Effective July 1, 2011

Range	Position	Monthly		Annually	
		Low Rate	High Rate	Low Rate	High Rate
A	Accounting Specialist Human Resources Assistant	\$3,347	\$4,783	\$40,180	\$57,400
B	Executive Secretary Legal Secretary Management Analyst Transit Trainer	\$4,051	\$5,788	\$48,620	\$69,455
C	Fleet Services Manager Operation Manager (Library) Communications Director Public Works Supervisor Senior Programs Manager Transit Field Supervisor Transportation Options Program Manager	\$4,457	\$6,367	\$53,480	\$76,400
D	City Recorder Natural Resource Manager Financial Operations Manager Sr. Planner/Mgr of Current Planning <i>Sr. Planner/Mgr of Long Range Planning</i>	\$4,902	\$7,003	\$58,830	\$84,040
E	Civil Engineer (Associate Engineer) GIS Manager Human Resources Manager Operations Manager (Transit)	\$5,392	\$7,704	\$64,715	\$92,450
F	Assistant Finance Director Community Services Director Deputy City Engineer Information Systems Manager Library Director Operations Manager (Public Works) Public Affairs Director Urban Renewal Manager Utilities Manager <i>Transit Director</i>	\$5,932	\$8,475	\$71,185	\$101,695
G	Assistant CD Director Assistant City Attorney Building Official City Engineer Planning Director	\$6,525	\$9,322	\$78,305	\$111,865
H	Assistant City Manager Community Development Director Finance Director Public Works Director	\$7,178	\$10,253	\$86,135	\$123,050
	Municipal Court Judges	\$90 - \$94 per hour			
	City Attorney, contract pay package	\$10,550		\$126,603	
	City Manager, contract pay package	\$9,167-\$11,667		\$110,000-\$140,000	

Expenditure Summaries

By Program

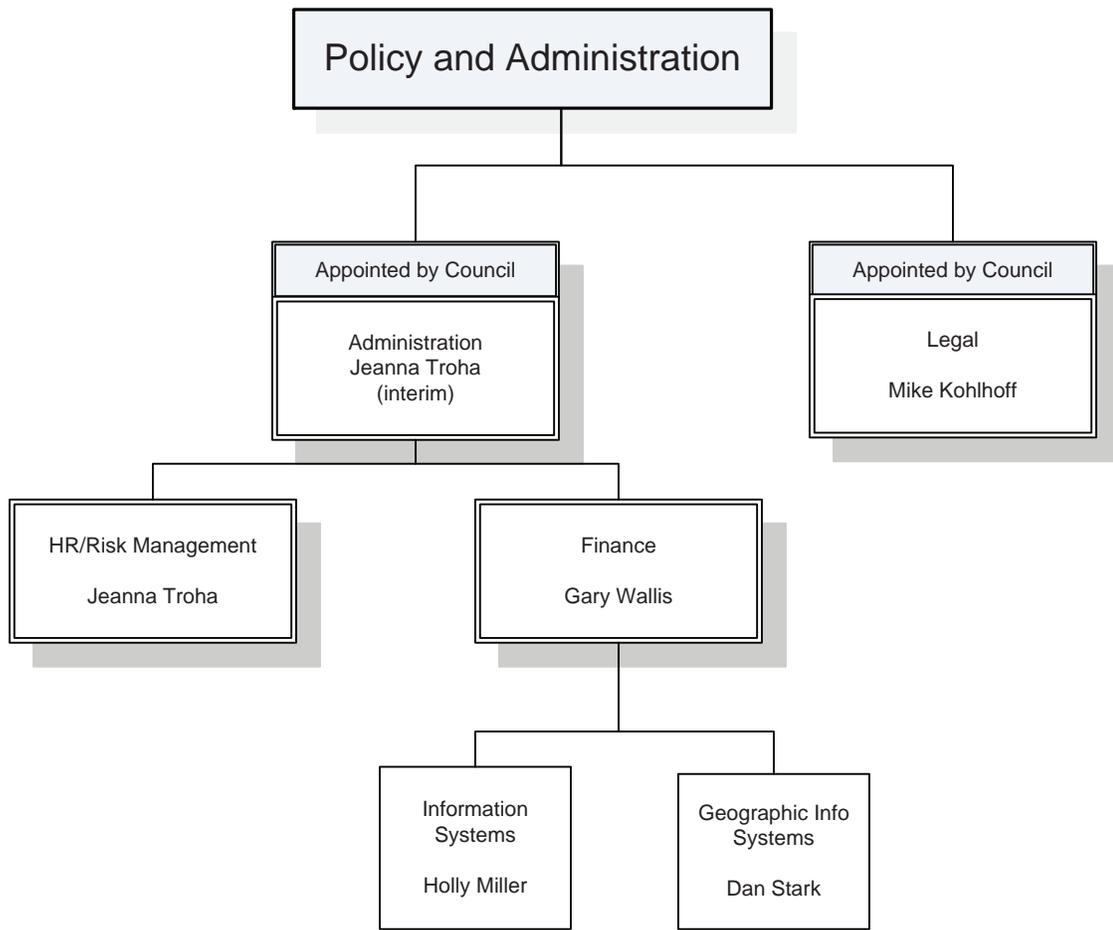
Excluding Interfund Service and Transfers

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Policy and Administration	\$ 3,691,501	\$ 3,682,759	\$ 4,529,729	\$ 4,602,357	\$ 4,602,357	\$ 4,602,357
Community Development	3,688,965	3,492,132	4,014,262	4,287,850	4,287,850	4,287,850
Public Works	7,968,539	8,196,457	9,660,543	9,945,064	9,945,064	9,945,064
Community Services	1,772,360	2,063,933	2,309,950	2,521,475	2,521,475	2,521,475
Transportation	4,589,530	5,085,067	5,751,562	6,060,555	6,060,555	6,060,555
Public Safety	3,209,672	3,565,002	3,904,450	4,044,370	4,044,370	4,044,370
Total Operating Budget	\$ 24,920,567	\$ 26,085,350	\$ 30,170,496	\$ 31,461,671	\$ 31,461,671	\$ 31,461,671

By Major Cost Category

Excluding Interfund Services, Transfers and Capital Projects

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services	\$ 11,480,843	\$ 11,923,196	\$ 13,530,085	\$ 14,609,990	\$ 14,609,990	\$ 14,609,990
Materials and Services	13,103,179	13,677,119	16,021,419	16,191,681	16,191,681	16,191,681
Capital Outlay	336,545	485,035	618,992	660,000	660,000	660,000
Total Appropriations	\$ 24,920,567	\$ 26,085,350	\$ 30,170,496	\$ 31,461,671	\$ 31,461,671	\$ 31,461,671



Expenditure Summaries

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Administration	\$ 1,057,840	\$ 1,008,356	\$ 1,253,830	\$ 1,301,998	\$ 1,311,998	\$ 1,311,998
Finance	1,082,861	1,139,421	1,334,804	1,378,024	1,370,024	1,370,024
Information Systems	511,880	499,985	695,210	602,460	602,460	602,460
Geographic Information Systems	152,948	159,831	210,705	217,880	217,880	217,880
Legal	380,798	400,779	473,800	490,340	490,340	490,340
Human Resources/Risk Management	505,174	474,387	561,380	611,655	609,655	609,655
Total	\$ 3,691,501	\$ 3,682,759	\$ 4,529,729	\$ 4,602,357	\$ 4,602,357	\$ 4,602,357

Policy & Administration

Interesting Facts

Finance

The Finance department offers several 'green' alternatives for our utility billing customers. First introduced in May 2010, over 5% of our customers now receive their monthly statements electronically. Additionally, 25% of our residential customers take advantage of our paperless payment options to pay their monthly bill. The programs we offer include automatic withdrawal and on-line payments via credit card. Other green programs offered by the Finance department include vendor electronic fund transfer payments, employee direct deposits and electronic remittance advices. 3% of our vendors and 91% of employees now receive their payments electronically. At this rate, nearly 15,000 pieces of mail will be eliminated by year end.

GIS

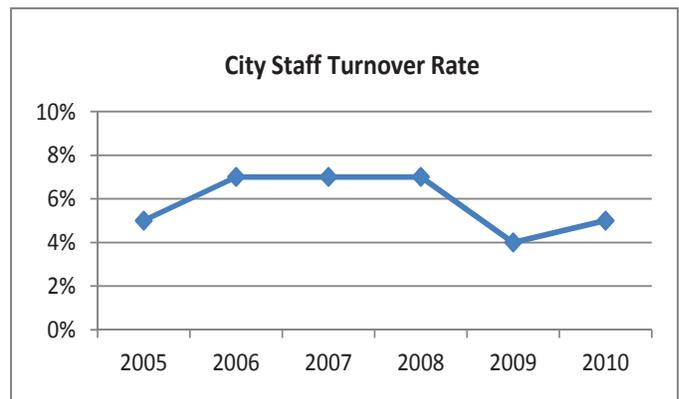
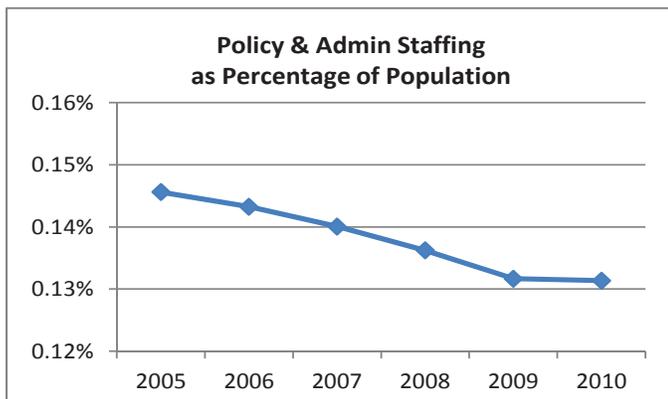
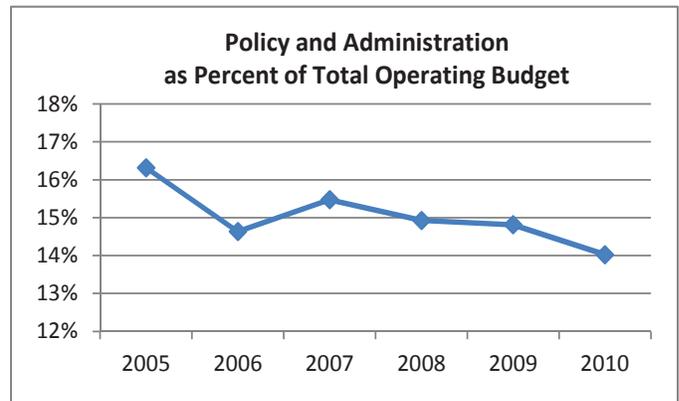
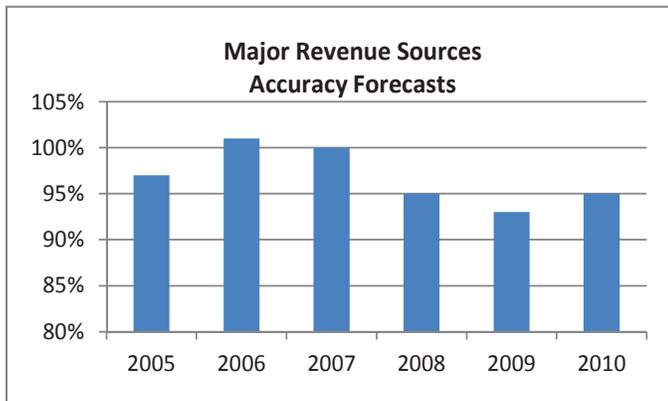
GIS completed a project to make more frequent refreshes of the parcel database in Eden possible. As a result, the refresh process time has been reduced from 8-12 hours to about an hour.

Human Resources

With close to 200 employees, turnover is inevitable. Transit Drivers rank at the top of the annual recruiting needs. On average, 7 bus drivers are hired per year. Most of these positions are for on-call drivers. Our full-time drivers have very little turnover and over 75% of the full-time drivers have been with the city for more than 5 years.

Legal

Legal staff represents the City and our Police Officers at traffic court trials. Only a small percentage of citations are contested via trial but each of these must have legal representation on behalf of the City. In an average quarter Legal staff defend the City on average of 2 cases which go to court with 3 being settled outside of court.





Policy & Administration

administration

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

The Public Affairs 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 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

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Work to find sustainable funding for the police, parks and the City's regional, state and federal partnerships

Council Goal 2: Ensure efficient, cost-effective and sustainable development and infrastructure

- Continue efforts to find sustainable funding solutions for infrastructure needs
- Facilitate City Council and Community decision making concerning the future growth and development of Wilsonville and funding infrastructure improvements

Council Goal 3: Ensure that constituents receive high quality, timely, and efficient products, processes, and services

- Support a work environment that promotes customer service
- Encourage citizen involvement and respond to citizens' concerns

Council Goal 4: Develop, adopt and begin implementation of a comprehensive economic development strategy

- Work on public policy issues that impact the City at regional, state and federal levels

Council Goal 5: Improve City communications and actively engage with our community and the broader public

- Implement a city-wide communications strategy
- Provide opportunities for the public to interact with Council and staff
- Use the Chamber and City newsletters to keep the public informed
- Work with Willamette Falls Television to broadcast Development Review Board and Planning Commission meetings on the Government Channel

Other Program Objectives

- Develop a unique, identifiable trademark for the City of Wilsonville

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
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	0.00
Communcations Director	0.00	0.00	0.00	1.00
Intern	0.00	0.00	1.00	0.00
Management Analyst	0.00	0.00	0.00	1.00
	5.00	5.00	6.00	6.00

Policy & Administration

administration

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 387,393	\$ 399,344	\$ 498,570	\$ 557,770	\$ 557,770	\$ 557,770
Employee benefits	181,660	183,210	230,655	244,900	244,900	244,900
Total	569,053	582,554	729,225	802,670	802,670	802,670
Materials and Services						
Supplies	39,311	42,676	41,748	35,748	41,748	41,748
Prof and tech serv	124,834	120,668	107,300	107,990	139,990	139,990
Utility services	3,621	3,614	7,415	8,090	8,090	8,090
Rents and leases	-	200	11,040	-	-	-
Comm svcs programs	162,195	119,072	184,500	203,420	175,420	175,420
Employee development	51,767	60,137	74,672	46,150	46,150	46,150
Fees, dues, advertising	25,852	27,077	27,660	27,660	27,660	27,660
Meetings & Council	42,565	42,575	50,270	50,270	50,270	50,270
Total	450,145	416,019	504,605	479,328	489,328	489,328
Capital Outlay						
Machinery & equipment	38,642	9,783	20,000	20,000	20,000	20,000
Total Department	\$ 1,057,840	\$ 1,008,356	\$ 1,253,830	\$ 1,301,998	\$ 1,311,998	\$ 1,311,998

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Taxes	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Dedicated revenues	48,858	64,619	65,000	65,000	65,000	65,000
Interfund charges	199,873	201,540	185,707	210,827	210,827	210,827
Urban renewal charges	155,000	106,000	107,000	105,000	105,000	105,000
Assigned contingency	-	-	41,000	-	-	-
General Fund revenues	564,109	546,197	765,123	831,171	841,171	841,171
Total	\$ 1,057,840	\$ 1,008,356	\$ 1,253,830	\$ 1,301,998	\$ 1,311,998	\$ 1,311,998

Statement of Funding Issues for 2011-12

The Intern position was converted to a Management Analyst that will work on special projects for Administration and Planning. Approximate wages and benefits total \$75,000 per year.

Employee Development, Travel & Training decreased \$20,000.

The Budget Committee reduced Community Services programs \$8,000 for Renters' Utility Assistance and \$20,000 for Council discretionary funds. These amounts plus another \$10,000 from Finance and Human Resources were added to Supplies (postage) and Professional and Technical Services (printing) to continue monthly printing of the City's newsletter.

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 department including the citizens of Wilsonville.

Primary functions include accounting, budgeting, managing and investing cash, managing debt, paying invoices, processing payroll, billing, collecting receivables (utilities, business licenses, transit taxes, local improvement districts, hotel/motel taxes), and financial reporting.

Program Objectives

Council Goal 3: Ensure that constituents receive high quality, timely, and efficient products, processes, and services

- Continue to promote the use of our installed paperless billing system to utility billing customers and electronic payment system to vendors

Council Goal 6: Practice fiscal discipline to maintain or improve City’s bond rating

- Coordinate the sewer rate study update and bond sale for plant improvements
- Analyze administrative fees and recommend changes where necessary to cover related costs
- Update the City’s five-year financial plan

Other Program Objectives

- Prepare the FY 2010-11 Comprehensive Annual Financial Report (CAFR) in a format that qualifies for submittal to the Government Finance Officer’s Association (GFOA) Certificate of Achievement in Financial Reporting Program
- Prepare the FY 2011-12 Adopted Budget document in a format that qualifies for submittal to the GFOA Distinguished Budget Award Program
- Administer the utility relief program to help low-income customers with delinquent utility bills

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
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	1.00	1.00	1.00
Administrative Assistant II	0.80	0.85	0.00	0.00
Administrative Assistant III	0.00	0.00	0.90	0.90
Accountant	1.00	1.00	0.00	0.00
Senior Accountant	1.00	0.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00
Accounting Technician	3.00	2.00	2.00	2.00
Utility Billing Specialist	0.00	1.00	1.00	1.00
	8.80	8.85	8.90	8.90

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 503,193	\$ 528,578	\$ 580,950	\$ 602,100	\$ 602,100	\$ 602,100
Employee benefits	233,986	233,218	268,250	298,630	298,630	298,630
Total	737,179	761,796	849,200	900,730	900,730	900,730
Materials and Services						
Supplies	66,806	72,607	80,980	80,980	80,980	80,980
Prof and tech serv	140,736	149,640	193,164	193,094	185,094	185,094
Utility services	35,961	35,838	41,235	42,430	42,430	42,430
Fleet services	3,380	3,100	1,300	1,330	1,330	1,330
Repairs & maintenance	22,083	18,075	20,545	20,650	20,650	20,650
Rents & leases	1,035	829	770	600	600	600
Insurance	4,180	4,176	4,520	4,450	4,450	4,450
Meeting expenses	20	454	510	510	510	510
Comm svcs programs	-	-	18,870	18,870	18,870	18,870
Employee development	11,688	13,959	18,060	16,230	16,230	16,230
Fees, dues, advertising	7,078	8,057	9,790	9,790	9,790	9,790
Misc. service & supplies	52,715	63,690	88,360	88,360	88,360	88,360
Total	345,682	370,425	478,104	477,294	469,294	469,294
Capital Outlay						
Machinery & equipment	-	7,200	7,500	-	-	-
Total Department	\$ 1,082,861	\$ 1,139,421	\$ 1,334,804	\$ 1,378,024	\$ 1,370,024	\$ 1,370,024

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Charges for services	\$ 10,800	\$ 9,952	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Interfund charges	764,872	833,619	908,622	947,953	947,953	947,953
Urban renewal charges	48,000	46,000	47,000	48,000	48,000	48,000
General Fund revenues	259,189	249,850	370,182	373,071	365,071	365,071
Total	\$ 1,082,861	\$ 1,139,421	\$ 1,334,804	\$ 1,378,024	\$ 1,370,024	\$ 1,370,024

Statement of Funding Issues for 2011-12

The Budget Committee reduced Technical Services (printing) by \$8,000.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
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	Aa3	Aa3	Aa2	Aa2	Aa2
Deliver efficient, effective financial services	Actual cost to deliver financial services	\$ 982,817	\$ 1,082,861	\$ 1,139,421	\$ 1,269,404	\$ 1,378,024
	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>	\$ 35,146	\$ 81,067	\$ 83,382	\$ 86,371	\$ 85,209
	<i>Sewer supported</i>	\$ 52,201	\$ 55,251	\$ 52,410	\$ 53,890	\$ 54,386
	<i>Local Impr. District</i>	\$ 54,717	\$ 44,211	\$ 32,914	\$ 20,791	\$ 8,035
Provide relevant, effective and timely information to users to facilitate decision making processes	Revenue forecasts on major revenues - percentage variance to budget	-5.1%	-7.2%	-4.8%	-3.1%	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	75%	100%	100%	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 analysis indicate efficiencies are realized.
Relevant and timely	Revenue forecasts are within acceptable ranges and imply accuracy of projections. Quarterly reports are submitted to Council on a regular basis.



Statement of Purpose

The Information Systems Department manages the City’s information and communications technologies including the City’s network, phone system, desktop equipment, websites and applications. IS provides training and special project assistance and oversees the City’s Geographic Information Systems Program.

FY 2010-11, IS department accomplishments include:

- Completed a rollout of Windows 7 and Office 2010 to the over 200 PCs city-wide which included providing 26 staff training sessions
- Currently working on a Storage Area Network and virtualization project to increase network storage capacity, improve server efficiencies and enhance disaster recovery capabilities
- Worked with the Library to improve service to patrons through various enhancements to the Library network and a currently ongoing redesign of the Library website
- Continuing to work with Public Works on the multi-year implementation of a comprehensive asset management system
- Provided support to City departments for a variety of special projects

Program Objectives

Other Program Objectives

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

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
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	0.00	0.00
Network Administrator	0.00	0.00	1.00	1.00
	3.00	3.00	3.00	3.00

Policy & Administration

information systems

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 197,772	\$ 203,937	\$ 228,990	\$ 237,050	\$ 237,050	\$ 237,050
Employee benefits	91,037	87,431	100,610	111,260	111,260	111,260
Total	288,809	291,368	329,600	348,310	348,310	348,310
Materials and Services						
Supplies	69,800	72,547	66,100	78,600	78,600	78,600
Prof and tech serv	70,305	65,915	89,420	90,170	90,170	90,170
Utility services	9,478	10,927	11,230	11,520	11,520	11,520
Repairs & maintenance	6,212	6,388	6,940	6,940	6,940	6,940
Meeting expenses	43	34	200	200	200	200
Employee development	1,913	2,020	6,460	6,460	6,460	6,460
Fees, dues, advertising	131	217	260	260	260	260
Total	157,882	158,048	180,610	194,150	194,150	194,150
Capital Outlay						
Machinery & equipment	65,189	50,569	185,000	60,000	60,000	60,000
Total Department	\$ 511,880	\$ 499,985	\$ 695,210	\$ 602,460	\$ 602,460	\$ 602,460

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Interfund charges	\$ 202,597	\$ 202,499	\$ 204,062	\$ 145,384	\$ 145,384	\$ 145,384
Assigned contingency	-	-	140,000	60,000	60,000	60,000
General Fund revenues	309,283	296,470	351,148	397,076	397,076	397,076
Total	\$ 511,880	\$ 498,969	\$ 695,210	\$ 602,460	\$ 602,460	\$ 602,460

Statement of Funding Issues for 2011-12

For FY 2011-12, Supplies increased due to fluctuation in the number of computers purchased annually.

The increase in Professional & Technical Services is due to several multi-year equipment & software maintenance contracts that come due in FY 2011-12.

Capital outlay requests are down significantly but still include \$25,000 for ongoing replacement of the City's network equipment, \$25,000 for annual server replacements and \$10,000 to update the server licensing from Windows 2003 to Windows 2008 Server.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Identify and track workload indicators	Users supported	136	140	147	135	131
	Personal computers supported	177	198	205	214	212
	Servers supported	26	26	34	32	30
	Other equipment supported	95	95	88	77	76
	Applications supported	87	85	75	77	75
Effectively maintain and support City systems	Network up-time	99.0%	99.5%	99.8%	99.6%	99.6%
	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

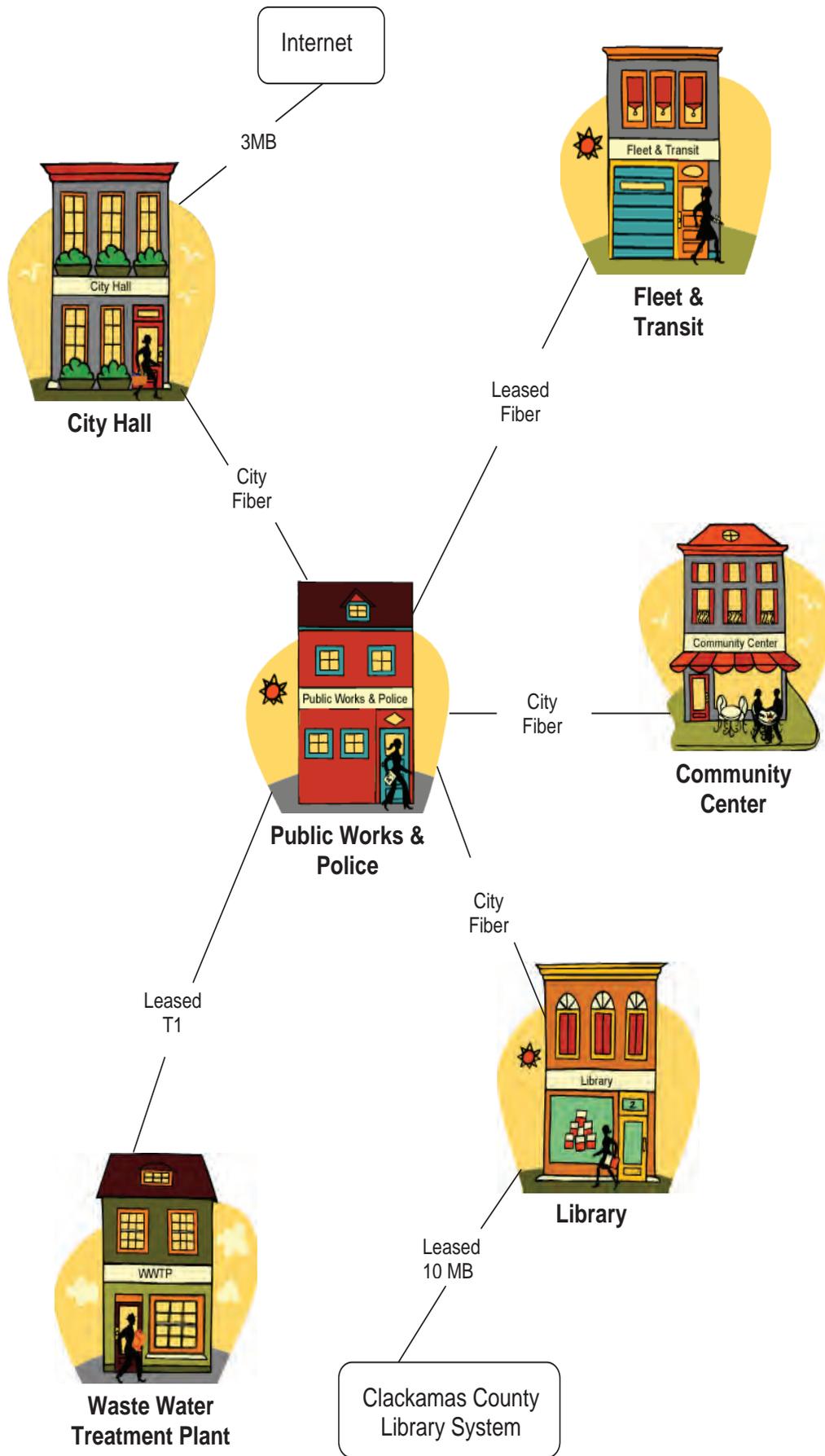
Performance Measurements Outcome

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 computers and systems monitoring PCs.

For FY 2010-11, the annual IS survey will continue to be offered in an online form and is expected to maintain an excellent customer satisfaction rating, although greater network downtime is anticipated with the ongoing network upgrades and Storage Area Network implementation.

Did You Know?

The IS Department received its highest ever score, 4.96 out of 5.0, on the annual customer service survey in FY 2010-11.



Statement of Purpose

The GIS Department creates, maintains and administers the City’s Enterprise GIS system. GIS works with the GIS Steering Committee (GISSC) to identify projects and priorities across the enterprise and provide tools and analysis to City staff. GIS’s main goal is to provide excellent customer service to Wilsonville residents and business customers.

In FY 2010-2011 the GIS Department:

- Completed more than 140 mapping projects requested by City staff
- Provided maps and analysis for UGB expansion projects
- Managed GIS interns for the second year of a summer intern program
- Completed City signage and hydrant field inventory with interns
- Maintained enterprise GIS hardware, software and website
- Continued to coordinate with regional partners in data sharing and project planning

Program Objectives

Other Program Objectives

- Develop and maintain GIS access tools for City Staff and the community
- Maintain GIS hardware and software systems
- Develop and maintain GIS data layers
- Provide GIS education and training
- Identify opportunities to utilize GIS to improve City services

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
GIS Manager	1.00	1.00	1.00	1.00
Intern	0.00	0.00	0.50	0.50
	1.00	1.00	1.50	1.50

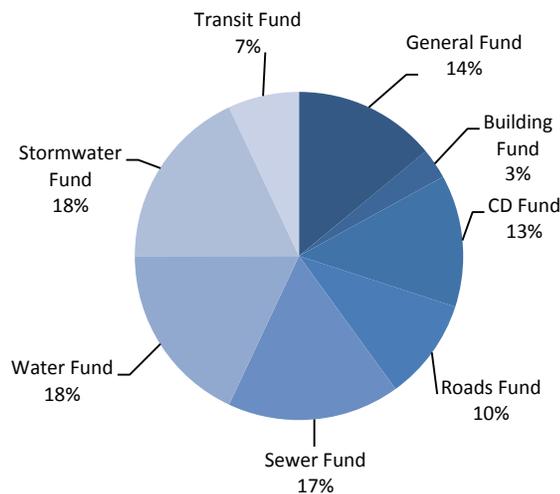
Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 75,963	\$ 85,446	\$ 101,930	\$ 105,150	\$ 105,150	\$ 105,150
Employee benefits	36,641	36,348	42,610	46,560	46,560	46,560
Total	112,604	121,794	144,540	151,710	151,710	151,710
Materials and Services						
Supplies	4,183	4,339	7,820	7,820	7,820	7,820
Prof and tech serv	32,346	29,963	50,840	50,840	50,840	50,840
Utility services	230	202	215	220	220	220
Meeting expenses	-	149	300	300	300	300
Employee development	1,532	1,452	5,150	5,150	5,150	5,150
Fees, dues, advertising	2,053	1,932	1,840	1,840	1,840	1,840
Total	40,344	38,037	66,165	66,170	66,170	66,170
Total Department	\$ 152,948	\$ 159,831	\$ 210,705	\$ 217,880	\$ 217,880	\$ 217,880

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Interfund charges	\$ 155,000	\$ 168,000	\$ 171,544	\$ 171,360	\$ 171,360	\$ 171,360
Urban renewal charges	8,918	9,186	9,186	9,200	9,200	9,200
General Fund revenues	-	-	29,975	37,320	37,320	37,320
Total	\$ 163,918	\$ 177,186	\$ 210,705	\$ 217,880	\$ 217,880	\$ 217,880

Statement of Funding Issues for 2011-2012

The GIS budget is unchanged for FY 2011-12.

Estimated FY 11/12 - GIS Use by Fund



Performance Measures

<i>Strategy</i>	<i>Measure</i>	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Workload indicators	% of survey respondents that use GIS for job duties	93%	84%	63%	83%	75%
	% of survey respondents that use online mapping tools	49%	74%	63%	60%	75%
Effectiveness indicator	Customer satisfaction rating per annual survey	Very Good	Excellent	Excellent	Excellent	Excellent

Performance Measures Outcome

According to this year’s annual survey, more staff indicate that they are utilizing GIS in their day-to-day job duties. The survey also revealed that staffs want additional training across the GIS platforms including WilsonvilleMaps.com, MapOptix and ArcMap. As a result of this feedback, GIS will provide additional training and increase outreach efforts in order to increase the awareness of GIS tools and capabilities.

Did You Know?

GIS printed about 85 large format (22” X 34” or larger) maps and displays for various departments this year. It cost approximately \$10.50 in supply costs for each large size plot.



Statement of Purpose

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

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

Program Objectives

Other Program Objectives

- Provide legal advice to City Council, City Manager, boards and commissions and department heads that are timely, efficient and effective and is measured by ratings for legal advice from the annual Legal Department Survey
- Provide documents that achieve the intended legal and business purpose using clear and concise language and is measured by ratings for legal advice from the annual Legal Department Survey
- Provide legal representation in administrative hearings and litigation matters that is professional, efficient and effective and is measured by the City Council on a per case basis

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
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 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 257,670	\$ 257,288	\$ 290,750	\$ 299,880	\$ 299,880	\$ 299,880
Employee benefits	104,104	94,860	124,310	141,690	141,690	141,690
Total	361,774	352,148	415,060	441,570	441,570	441,570
Materials and Services						
Supplies	8,571	8,066	8,790	8,790	8,790	8,790
Prof and tech serv	1,281	29,997	35,700	25,700	25,700	25,700
Utility services	494	513	570	600	600	600
Meeting expenses	51	126	100	100	100	100
Employee development	6,677	7,407	10,200	10,200	10,200	10,200
Fees, dues, advertising	1,950	2,522	3,380	3,380	3,380	3,380
Total	19,024	48,631	58,740	48,770	48,770	48,770
Total Department	\$ 380,798	\$ 400,779	\$ 473,800	\$ 490,340	\$ 490,340	\$ 490,340

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Taxes	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Interfund charges	63,131	70,371	56,648	62,586	62,586	62,586
Urban renewal charges	97,000	59,000	52,000	53,000	53,000	53,000
General Fund revenues	130,667	181,408	275,152	284,754	284,754	284,754
Total	\$ 380,798	\$ 400,779	\$ 473,800	\$ 490,340	\$ 490,340	\$ 490,340

Statement of Funding Issues for 2011-12

The budget for FY 2011-12 includes a summer/academic year work-study position through the Lewis and Clark Law School federal work study program and is paid out of the Professional and Technical Services line item. The Intern position is funded in part by the City and 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 2011-12.

The outside legal counsel varies form year to year. Given the variety of issues anticipated in FY 2011-12, this line item has again been budgeted, but has been reduced by \$10,000.

Statement of Purpose

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

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

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

Program Objectives

Other Program Objectives

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

Full Time Equivalent Positions

Position	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Assistant City Manager	1.00	1.00	1.00	1.00
HR Manager	1.00	1.00	1.00	1.00
HR Assistant	0.74	0.74	0.75	0.75
Intern (High School)	0.08	0.08	0.10	0.10
	2.82	2.82	2.85	2.85

Policy & Administration

human resources/risk management

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 194,105	\$ 214,528	\$ 234,880	\$ 242,780	\$ 242,780	\$ 242,780
Employee benefits	78,870	76,123	97,870	109,020	109,020	109,020
Total	272,975	290,651	332,750	351,800	351,800	351,800
Materials and Services						
Supplies	2,465	4,088	5,750	5,950	3,950	3,950
Prof and tech serv	91,992	38,839	25,510	70,510	70,510	70,510
Utility services	945	1,367	1,190	1,465	1,465	1,465
Insurance	93,362	87,263	118,450	118,990	118,990	118,990
Employee development	27,199	32,319	55,070	40,280	40,280	40,280
Fees, dues, advertising	871	1,703	1,730	1,730	1,730	1,730
Flex plan admin	3,752	3,975	4,300	4,300	4,300	4,300
Recognition expenses	860	1,637	15,630	15,630	15,630	15,630
Meeting expenses	10,753	12,545	1,000	1,000	1,000	1,000
Total	232,199	183,736	228,630	259,855	257,855	257,855
Total Department	\$ 505,174	\$ 474,387	\$ 561,380	\$ 611,655	\$ 609,655	\$ 609,655

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Interfund charges	\$ 158,419	\$ 162,571	\$ 175,677	\$ 181,271	\$ 181,271	\$ 181,271
General Fund revenues	346,755	311,816	385,703	430,384	428,384	428,384
Total	\$ 505,174	\$ 474,387	\$ 561,380	\$ 611,655	\$ 609,655	\$ 609,655

Statement of Funding Issues for 2011-12

Professional and Technical Services has increased due to labor negotiations for the upcoming union contract which expires June 30, 2012.

Employee Development, Training and Travel has been reduced by \$10,000.

The Budget Committee reduced Supplies (small tools) by \$2,000.

Policy & Administration

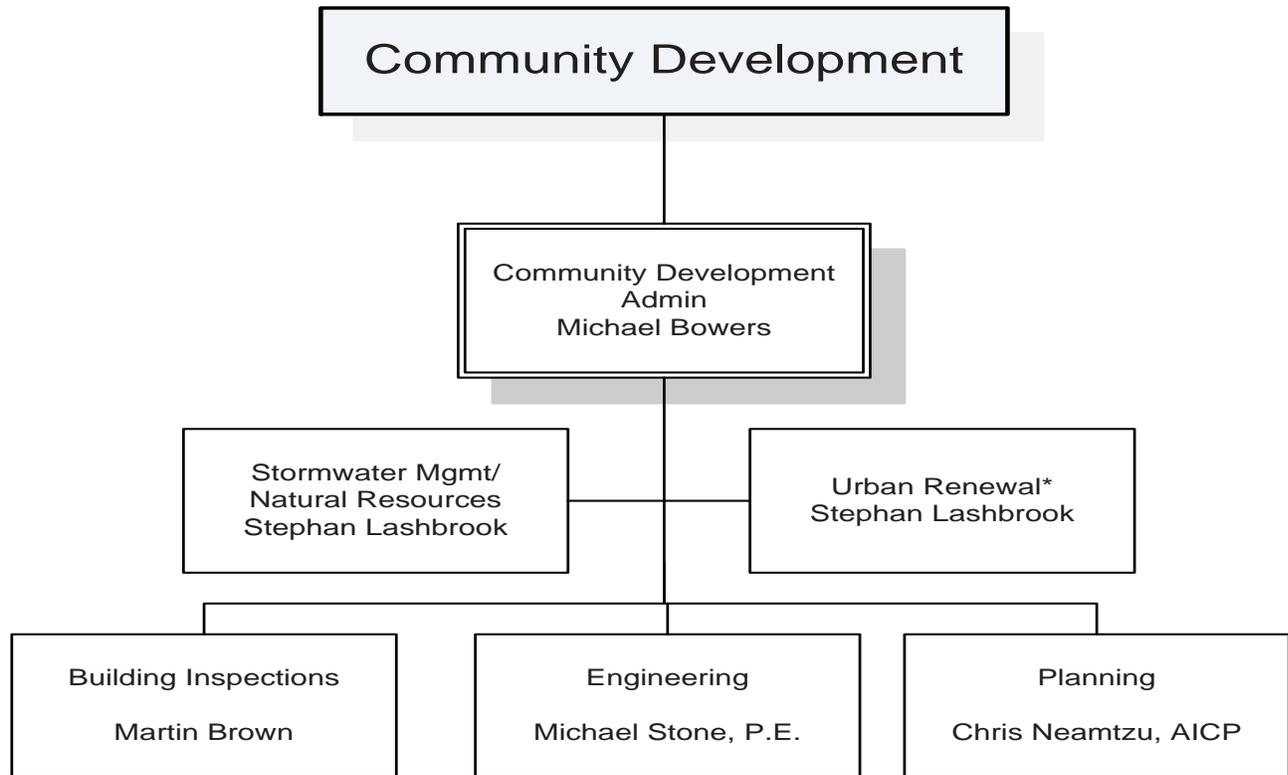
human resources/risk management

<i>Strategy</i>	<i>Measure</i>	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
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)	146	156	161.5	161.9	161.9
	Full-time recruitments	10	6	6	4	7
	Turnover rate (Full Time)	7%	4%	5%	3%	7%
	Percentage of FTEs that pass probationary period	98%	99%	99%	100%	100%
Minimize work-related accidents and maintain an excellent safety record	Number of workers' compensation claims	10	5	5	5	5
	Number of time loss days due to workers compensation injuries	21	28	84	25	3
	Total paid losses	\$6,631	\$17,800	\$12,386	\$10,000	\$1,236
	Experience modification history	0.82	0.76	0.83	0.83	0.93

Performance Measurements

Performance Measurements Outcome

The Employee Safety Committee continues to be very active in promoting a safe work environment. Through the Committee's efforts, the City has continued to keep the number of workers' compensation claims down and this has resulted in a drastic decline in claims stemming from injuries.



* For the Urban Renewal budget, see page 269

Expenditure Summaries

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Community Development Administration	\$ 874,434	\$ 955,357	\$ 875,205	\$ 1,023,350	\$ 1,023,350	\$ 1,023,350
Engineering	1,268,734	1,208,144	1,377,930	1,449,170	1,449,170	1,449,170
Building Inspections	613,730	541,148	599,080	628,280	628,280	628,280
Planning	795,236	666,595	766,530	811,810	811,810	811,810
Stormwater Management	136,831	120,888	-	-	-	-
Natural Resources/Stormwater Management	-	-	395,517	375,240	375,240	375,240
Total	\$ 3,688,965	\$ 3,492,132	\$ 4,014,262	\$ 4,287,850	\$ 4,287,850	\$ 4,287,850

Stormwater Management was moved from Public Works in FY 2008-09. In FY 2010-11 the Natural Resource program was moved from CD Administration and combined with Stormwater Management.

Community Development

Interesting Facts

Building Inspections

Radon Gas mitigation measures will be required in all new residential construction starting April 1, 2011 and all new commercial construction starting in 2013. Radon Gas is an odorless chemically inert, radioactive gas that is not detectable by human senses. The gas is emitted naturally through the soil into the crawl space or through the floor slab and enters the living space.

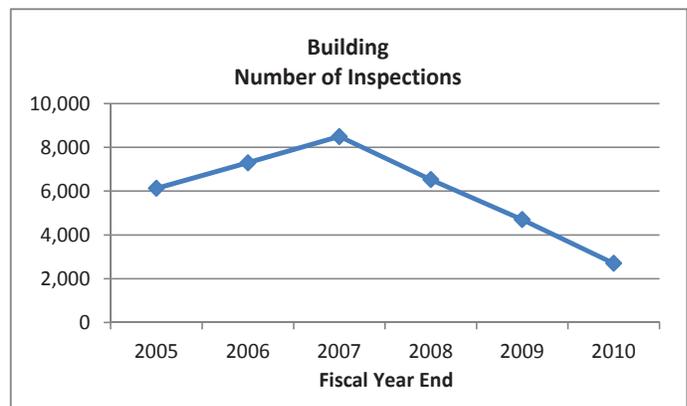
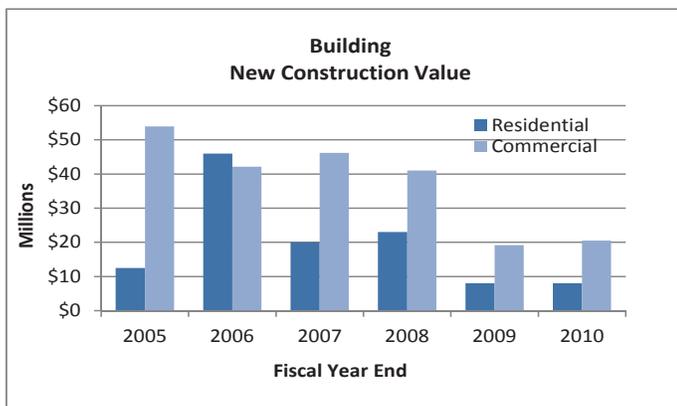
Carbon monoxide alarms will also be required in new and remodeled residential construction starting in April 1st, 2011. Carbon Monoxide is an odorless gas created when fuels, such as natural gas, propane, oil, and gasoline burn incompletely.

Engineering

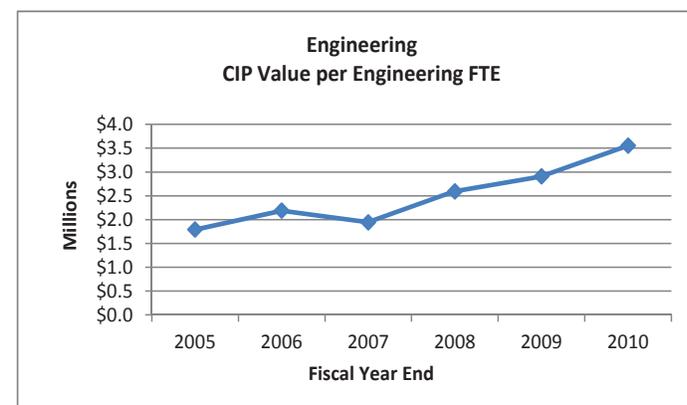
The reconstruction of the I-5/Wilsonville Interchange involves new signals at the ramp terminals. ODOT has recently updated its traffic control software which will become part of the project. As with most upgraded software, new hardware is also required and necessitating replacement of the signal controllers at the ramp terminals. Staff successfully negotiated with ODOT to upgrade all the remaining 'old' signal controllers from Town Center Loop East to Willamette Way East.

Planning

The Lowrie Primary School in Villebois is a \$27 million project design to be a LEED (Leadership in Energy and Environmental Design) Gold equivalent building with numerous alternative energy and sustainable design elements integrated into the site design. Sustainable amenities incorporated in the building will include wind turbines, solar panels, a rainwater catchment system with a cistern to supply restrooms, passive drainage, bio-swales and a computer controlled building "dash board" for energy efficiency and educational learning.



- 2011 Planning Division Upcoming Master Plans**
- Villebois Master Plan Revisions
 - Old Town Neighborhood Plan
 - Create Coffee Creek Industrial Area Infrastructure Plan
 - Update the Transportation Systems Plan
 - Develop the Tonquin Trail Master Plan
 - Initiate concept planning for the North Wilsonville Industrial Area
 - Basalt Creek Planning Area





Statement of Purpose

Community Development Administration provides 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 oversight, Urban Renewal funded projects, real estate acquisitions, and major road and utility projects. The department oversees administration, engineering, building, planning, natural resources/stormwater management and urban renewal.

Program Objectives

Council Goal 2: Ensure efficient, cost-effective and sustainable development and infrastructure

- Successful construction of the Villebois School Site and infrastructure planning in Coffee Creek Industrial areas
- Begin the Transportation Systems Plan update with ODOT
- Concept planning with the City of Tualatin for the area north of Day Road along with related land-use decisions with Metro and Washington County
- Plan and implement a strategy to serve Sherwood with Willamette Water
- Complete updates to both Water and Sewer SDCs and user rates
- Develop a procurement plan, RFP and update finance strategy for the WWTP Expansion Project
- Create Development Agreements to support capital program goals
- Implement new Stormwater Master Plan financing elements
- Plan and implement financing and infrastructure programs to support Villebois
- Assist SMART and Public Works with facility plans

Council Goal 4: Develop, adopt and begin implementation of a comprehensive economic development strategy

- Economic development activities

Other Program Objectives

- Execute plans to support housing diversity goals

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Community Development Director	1.00	1.00	1.00	1.00
Assistant Community Development Director	0.00	0.00	1.00	1.00
Project Coordinator	1.00	0.00	0.00	0.00
Real Property Specialist	0.00	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	0.00	0.00
Administrative Assistant III	0.00	0.00	1.00	1.00
Administrative Specialist II	1.00	1.00	0.00	0.00
Administrative Assistant I	0.00	0.00	1.00	1.50
Urban Renewal Projects Manager	1.00	1.00	0.00	0.00
Urban Renewal Manager	0.00	0.00	1.00	1.00
Redevelopment Director	1.00	1.00	0.00	0.00
Special Projects Manager	0.40	0.40	0.00	0.00
Natural Resource Program Manager*	1.00	1.00	0.00	0.00
Environmental Education Specialist*	1.00	1.00	0.00	0.00
	8.40	8.40	6.00	6.50

* Stormwater Management was moved from Public Works during FY 2008-09 and Natural Resources program was moved from CD Administration to Stormwater Management in FY 2010-11.

Community Development

administration

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 485,524	\$ 534,121	\$ 464,970	\$ 497,580	\$ 497,580	\$ 497,580
Employee benefits	214,008	226,679	205,840	238,480	238,480	238,480
Total	699,532	760,800	670,810	736,060	736,060	736,060
Materials and Services						
Supplies	38,335	54,315	46,000	46,000	46,000	46,000
Prof and tech serv	55,769	68,411	73,440	154,600	154,600	154,600
Utility services	36,117	32,334	40,000	41,510	41,510	41,510
Fleet services	3,490	3,320	2,750	2,950	2,950	2,950
Repairs & maintenance	27,445	21,673	26,815	26,920	26,920	26,920
Rents & leases	3,001	-	180	180	180	180
Insurance	4,240	4,288	4,600	4,520	4,520	4,520
Meeting expenses	3,716	4,879	4,790	4,790	4,790	4,790
Employee development	2,744	4,867	4,800	4,800	4,800	4,800
Fees, dues, advertising	45	470	1,020	1,020	1,020	1,020
Total	174,902	194,557	204,395	287,290	287,290	287,290
Total Department	\$ 874,434	\$ 955,357	\$ 875,205	\$ 1,023,350	\$ 1,023,350	\$ 1,023,350

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Interfund charges	\$ 651,162	\$ 659,014	\$ 598,570	\$ 681,364	\$ 681,364	\$ 681,364
Urban renewal charges	551,000	467,035	400,000	454,000	454,000	454,000
Intergovernmental	-	-	100,000			
Total	\$ 1,202,162	\$ 1,126,049	\$ 1,098,570	\$ 1,135,364	\$ 1,135,364	\$ 1,135,364

Statement of Funding Issues for 2011-12

The Community Development Department is on target to meet its execution goals and revenue in Capital Projects and Development Agreement objectives for commercial and industrial developments. We need to continue to monitor home construction activity in the City and its impact on staffing and revenue. Expenses have been cut in the short-term as we monitor this sector's economic downturn.

Professional and Technical Services has increased \$80,000 for contracted management for projects such as the Fleet/SMART building, water reservoir site, I-5 Interchange, right-of-way on road projects and disposition of City property. An increase in public-funded construction will challenge the span of control of existing managers and contracting these services will help meet the spike in activity.

Statement of Purpose

The Engineering Division staff provides professional level 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 within the City. Engineering also provides technical assistance to other departments for infrastructure planning, design, cost/estimating/schedule operations and maintenance. Additional public services are provided through traffic management, infrastructure 'as-built' records, infrastructure mapping and street addressing.

Program Objectives

Council Goal 2: Ensure efficient, cost-effective and sustainable development and infrastructure

- In conjunction with the Oregon Department of Transportation (ODOT), continue to monitor the reconstruction of the I-5/Wilsonville Road Interchange (completion October 2012)
- Initiate the reconstruction of the 95th Avenue/Boones Ferry Road/Commerce Circle Intersection (completion June 2012)
- Complete the construction of the Wilsonville/Sherwood Waterline Vault and related infrastructure (completion September 2011)
- Complete the construction of infrastructure for the Lowrie Elementary School in Villebois (completion September 2012)
- In cooperation with the City's owner's representative, complete the review of proposals for and make recommendations to City Council for an agreement for Design-Build-Operate services for the City's wastewater treatment plant expansion (March 2011)
- Support private development through review and inspection of projects ranging from sidewalk repairs to large scale developments
- Complete the update of the Water System Master Plan and provide technical assistance for the update for the Transportation System Master Plan
- Complete the design and construction of smaller capital projects as may be required

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
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	5.00	5.00	4.00	3.00
Engineering Associate	0.00	0.00	0.00	1.00
GIS and Mapping Technician	1.00	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	0.00	0.00
Administrative Assistant II	0.00	0.00	1.00	0.00
Administrative Assistant III	0.00	0.00	0.00	1.00
	11.00	11.00	10.00	10.00

Statement of Funding Issues for 2011-12

Community Development

engineering

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 721,130	\$ 705,975	\$ 757,860	\$ 786,260	\$ 786,260	\$ 786,260
Employee benefits	357,507	325,908	359,170	402,380	402,380	402,380
Total	1,078,637	1,031,883	1,117,030	1,188,640	1,188,640	1,188,640
Materials and Services						
Supplies	19,440	18,464	32,890	32,890	32,890	32,890
Prof and tech serv	118,474	112,197	156,470	156,470	156,470	156,470
Utility services	7,830	5,543	9,900	9,830	9,830	9,830
Fleet services	19,960	20,170	18,480	18,220	18,220	18,220
Repairs & maintenance	2,943	2,406	2,520	2,520	2,520	2,520
Rents & leases	-	-	11,360	11,360	11,360	11,360
Insurance	2,118	2,032	2,290	2,250	2,250	2,250
Meeting expenses	339	561	1,260	1,260	1,260	1,260
Employee development	14,108	11,773	19,960	19,960	19,960	19,960
Fees, dues, advertising	4,885	3,115	5,770	5,770	5,770	5,770
Total	190,097	176,261	260,900	260,530	260,530	260,530
Capital Outlay						
Vehicles	-	-	-	-	-	-
Total Department	\$ 1,268,734	\$ 1,208,144	\$ 1,377,930	\$ 1,449,170	\$ 1,449,170	\$ 1,449,170

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Permits	\$ 41,693	\$ 87,528	\$ 198,700	\$ 304,400	\$ 304,400	\$ 304,400
Charges for services	50,609	30,412	52,500	51,500	51,500	51,500
Interfund charges	1,165,541	659,014	1,184,000	1,362,728	1,362,728	1,362,728
Urban renewal charges	345,000	467,035	271,000	161,000	161,000	161,000
Total	\$ 1,602,843	\$ 1,243,989	\$ 1,706,200	\$ 1,879,628	\$ 1,879,628	\$ 1,879,628

Engineering is operating at peak capacity. Any increase in private construction will necessitate the rehire of the engineering position eliminated last year in response to the recession. This position would be funded from permits. Neither the position nor revenues are included in the budget, but developer activity indicates the need may occur during the year. Such a change could be handled via the supplemental budget process.

Statement of Purpose

The Building Inspections Division, part of the Community Development Department, is responsible for reviewing plans, issuing permits and inspecting construction to ascertain compliance with the State of Oregon Specialty Codes and Fire Life Safety Codes. The specialty codes include Building, Residential, Fire Plumbing and Mechanical Codes, in addition to other State of Oregon administrative Rules and Statutes. The Division also enforces pertinent requirements of the City of Wilsonville Code. The Building Division is Managed by the Building Official and is comprised of Plans Examiners, Building Inspectors and support staff.

Program Objectives

Other Program Objectives

- 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
- Review all single-family dwelling plans in the Villebois Development within 15 days of a completed application
- Review all commercial project plans within three weeks of a completed application
- Respond to public concerns within 48 hours from date received and coordinate with Assistant Planner/Code Enforcement in the Planning Department
- Accomplish all requested building inspections within 24 hours from the date of request
- Aid in the management and supervision of assigned capital improvement projects as directed in the Budget
- Support Community Development work teams as assigned

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Building Official	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Administrative Specialist I	0.25	0.25	0.00	0.00
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	0.00	0.00
On-Call Inspector	0.10	0.10	0.10	0.10
	6.35	6.35	5.10	5.10

Community Development

building inspections

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 380,039	\$ 349,690	\$ 366,840	\$ 379,390	\$ 379,390	\$ 379,390
Employee benefits	180,645	147,615	169,500	189,620	189,620	189,620
Total	560,684	497,305	536,340	569,010	569,010	569,010
Materials and Services						
Supplies	9,626	4,534	10,890	10,890	10,890	10,890
Prof and tech serv	9,979	7,187	19,030	19,030	19,030	19,030
Utility services	3,833	3,168	4,070	3,980	3,980	3,980
Fleet services	19,020	18,870	16,450	13,050	13,050	13,050
Insurance	1,073	1,180	1,150	1,170	1,170	1,170
Employee development	8,415	7,060	8,700	8,700	8,700	8,700
Fees, dues, advertising	1,100	1,844	2,450	2,450	2,450	2,450
Total	53,046	43,843	62,740	59,270	59,270	59,270
Total Department	\$ 613,730	\$ 541,148	\$ 599,080	\$ 628,280	\$ 628,280	\$ 628,280

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Permits	\$ 422,049	\$ 394,155	\$ 766,139	\$ 955,126	\$ 955,126	\$ 955,126
Urban renewal charges	-	-	13,000	-	-	-
Operating reserve	191,681	146,993	-	-	-	-
Total	\$ 613,730	\$ 541,148	\$ 779,139	\$ 955,126	\$ 955,126	\$ 955,126

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

Statement of Funding Issues for 2011-12

Building Division revenues will exceed expenses by 24% excluding indirect costs. Excess revenues will be placed in the Building Inspection contingency fund for future year funding needs.

Required over flow inspection services will be conducted by on-call inspection if needed until services levels dictate an additional FTE.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Perform requested inspections by the end of the next work day while maintaining or improving operating efficiency	Number of plan reviews and inspections per year	6,527	4,700	2,700	3,000	3,000
	Percentage completed within strategy	63%	68%	60%	100%	100%
Encourage use of the online permitting system	Number of customers who obtain online permits	n/a	37	100	135	135

Performance Measurements Outcome

There is a steady increase of customers utilizing the Building Division’s online permit system and webpage to obtain information, forms and secure permits in lieu of obtaining the same information by phone or in person. This is both sustainable and more efficient for customers and staff.



Statement of Purpose

The Planning Division helps City decision makers determine the kind of community they want Wilsonville to be and charts the course to make that vision a reality. Planning is also responsible for the City's land-use policies and regulations including the Comprehensive Plan and Development Code. Program responsibilities are divided between current planning/code enforcement and long-range planning.

Current Planning staff works closely with customers who want to bring commercial, industrial and residential development to the community and facilitates the land-use permitting process. Current planning duties include site plan review, land-use code enforcement, construction oversight, monitoring and inspection of approved developments.

Long-range planning works with citizens, local, regional and state agencies in preparing master plans for future growth and development of the community. They facilitate legislative amendments to the Comprehensive Plan and Development Code resulting in compliance with new rules and coordinates with Metro on such projects as the establishment of urban and rural reserves, Urban Growth Boundary (UGB) expansions and master planning the Tonquin Trail.

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Plan, design and construct new accessible trails in Memorial Park with Metro Local Share Funds

Council Goal 2: Ensure efficient, cost-effective and sustainable development and infrastructure

- With a grant from ODOT, update the City's Transportation Systems Plan to reflect the rapidly changing conditions
- Adopt and implement the Old Town Neighborhood Plan
- In partnership with Metro, complete master planning of the Tonquin Trail to Tualatin and Sherwood
- In partnership with the region, master planning the Basalt Creek area between Tualatin and Wilsonville that was added to the UGB in 2004
- Advance infrastructure planning for the Coffee Creek Industrial Area, including CIP prioritization, marketing materials and financial analysis leading to industrial development and creation of living wage jobs

Council Goal 4: Develop, adopt and begin implementation of a comprehensive economic development strategy

- Continue to work closely with the business community to bring jobs to the City while filling vacant building space

Other Program Objectives

- Begin work on a statewide planning Goal 10 housing analysis with an affordable housing component
- Continue supporting the Planning Commission in its role as the Committee for Citizen Involvement (CCI) in creating a Smart Growth and Sustainability Action Plan for the community

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Planning Director	1.00	1.00	1.00	1.00
Manager of Long Range Planning	1.00	1.00	0.00	0.00
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	0.00	0.00	0.00
Administrative Assistant I	0.00	1.00	0.50	0.00
Administrative Assistant II	1.00	1.00	1.00	1.00
Administrative Assistant III	0.00	0.00	1.00	1.00
Administrative Specialist I	0.50	0.50	0.00	0.00
	8.50	8.50	7.50	7.00

Community Development

planning

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	512,413	439,946	\$ 454,420	\$ 466,450	\$ 466,450	\$ 466,450
Employee benefits	223,540	175,745	193,990	227,280	227,280	227,280
Total	735,953	615,691	648,410	693,730	693,730	693,730
Materials and Services						
Supplies	2,723	4,804	15,690	15,690	15,690	15,690
Prof and tech serv	24,479	31,639	79,490	79,490	79,490	79,490
Utility services	1,448	1,298	1,640	1,520	1,520	1,520
Fleet services	500	1,570	1,690	1,770	1,770	1,770
Insurance	289	269	310	310	310	310
Meeting expenses	411	575	820	820	820	820
Employee development	5,770	1,765	10,260	10,260	10,260	10,260
Fees, dues, advertising	8,131	8,984	8,220	8,220	8,220	8,220
Total	43,751	50,904	118,120	118,080	118,080	118,080
Capital Outlay						
Vehicles	15,532	-	-	-	-	-
Total Department	\$ 795,236	\$ 666,595	\$ 766,530	\$ 811,810	\$ 811,810	\$ 811,810

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Permits	\$ 205,175	\$ 137,810	\$ 229,100	\$ 250,660	\$ 250,660	\$ 250,660
Villebois Master Plan Fee	-	-	-	115,000	115,000	115,000
Intergovernmental	-	31,500	98,562	18,000	18,000	18,000
Interfund charges	80,000	80,000	80,000	150,000	150,000	150,000
Urban renewal charges	174,000	34,000	52,000	55,000	55,000	55,000
General Fund revenues	-	-	-	200,000	200,000	200,000
CD Fund reserves	336,061	383,285	306,868	23,150	23,150	23,150
Total	\$ 795,236	\$ 666,595	\$ 766,530	\$ 811,810	\$ 811,810	\$ 811,810

Statement of Funding Issues for 2011-12

A strengthening economy and other factors are resulting in increased workload and revenues for the Planning Division. Significant projects geared up for next year include the redevelopment of a portion of the Thunderbird site with residential uses, redevelopment of the TVFR Fire station on Elligsen Road into a state-of-the-art facility, planning, design and permitting for the SMART fleet facility, and revitalization of Villebois as a result of the Lowrie Primary School construction. These significant projects, as well as routine smaller projects, will result in increased workload and revenue for the Planning Division over FY 2011-12.

Planning resources are being supplemented from reserves in the General Fund which were created for this purpose. Using the reserves lessens the impact on Community Development reserves.

Community Development natural resources/stormwater management

Statement of Purpose

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

The Natural Resources and Stormwater programs include:

- Planning and project management
- Policy and code development
- Partnerships with local and regional organizations
- Environmental education and outreach
- Stormwater best management practices
- Erosion control program
- Water quality monitoring
- Federal and state permitting

Program Objectives

Council Goal 2: Ensure efficient, cost-effective and sustainable development and infrastructure

- Effectively plan for the protection and maintenance of the City's stormwater system
- Review stormwater management activities and make refinements as needed to support the recommendations of the Stormwater Master Plan and the requirements of the National Pollutant Discharge Elimination System (NPDES) Stormwater Management Plan
- In cooperation with staff in the Public Works Department, coordinate field activities to assure that new development is constructed and maintained in a way that meets the requirements of the Clean Water Act and related regulations
- Provide ongoing baseline monitoring to detect significant changes of the water quality associated with local nonpoint source discharges

Other Program Objectives

- Develop effective strategies for managing and sustaining healthy and flourishing natural resources
- Coordination of the Green Team, a group of City Staff, which meets to discuss sustainability issues and options in order to raise awareness among staff and the community
- In cooperation with the Committee for Citizen Involvement provide education and outreach to the community about Smart Growth and sustainability
- Educate and engage the public about protecting and conserving natural resources through participation in restoration projects, interpretive programs, and other events Protect, enhance and restore native habitat through the control of invasive species and the reestablishment of native plant communities
- Foster and maintain partnerships with local and regional organizations to achieve effective management and cost efficiencies
- Protect, enhance and restore native habitat through the control of invasive species and the reestablishment of native plant communities

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Natural Resources Program Manager*	0.00	0.00	1.00	1.00
Stormwater Management Coordinator**	1.00	1.00	1.00	1.00
Environmental Education Specialist*	0.00	0.00	1.00	1.00
	1.00	1.00	3.00	3.00

* Stormwater Management was moved from Public Works (FY 2008-09).

** Natural Resources program was moved from CD Admin to Natural Resources/Stormwater Management (FY 2010-11).

Community Development natural resources/stormwater management

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 55,927	\$ 55,618	\$ 184,970	\$ 193,700	\$ 193,700	\$ 193,700
Employee benefits	26,955	24,932	85,930	96,150	96,150	96,150
Total	82,882	80,550	270,900	289,850	289,850	289,850
Materials and Services						
Supplies	365	227	14,170	6,400	6,400	6,400
Prof and tech serv	25,149	10,660	65,500	40,500	40,500	40,500
Utility services	601	786	1,655	1,380	1,380	1,380
Fleet services	3,360	3,192	3,032	2,880	2,880	2,880
Repairs & maintenance	19,767	22,491	26,250	26,250	26,250	26,250
Insurance	-	256	330	300	300	300
Comm svcs programs	3,706	1,955	9,000	4,500	4,500	4,500
Employee development	597	6	4,180	2,680	2,680	2,680
Fees, dues, advertising	404	765	500	500	500	500
Total	53,949	40,338	124,617	85,390	85,390	85,390
Total Department	\$ 136,831	\$ 120,888	\$ 395,517	\$ 375,240	\$ 375,240	\$ 375,240

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Charges for services	\$ 136,831	\$ 120,888	\$ 164,262	\$ 172,810	\$ 172,810	\$ 172,810
Interfund charges	-	-	95,132	100,000	100,000	100,000
Urban renewal charges	-	-	19,000	18,000	18,000	18,000
CD Fund reserves	-	-	77,123	84,430	84,430	84,430
General Fund	-	-	40,000	-	-	-
Total	\$ 136,831	\$ 120,888	\$ 395,517	\$ 375,240	\$ 375,240	\$ 375,240

Statement of Funding Issues for 2011-12

The budget for Natural Resources/Stormwater Management is status quo for FY 2011-12, except for a \$5,000 increase in professional and technical services related to NPDES permit requirements.

The multitude of decreases are due to removing the Smart Growth and Sustainability program from the department (\$40,000). Smart Growth is now part of the City Administration Department at a budget level of \$16,500.

Did You Know?

Over the last 10 years, stormwater facilities have been constructed by private parties on 57 development sites. Even though these are private facilities, the city has to annually inspect the sites and ensure they continue to meet the requirements of the federal Clean Water Act.

Community Development

stormwater management

Performance Measurements

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

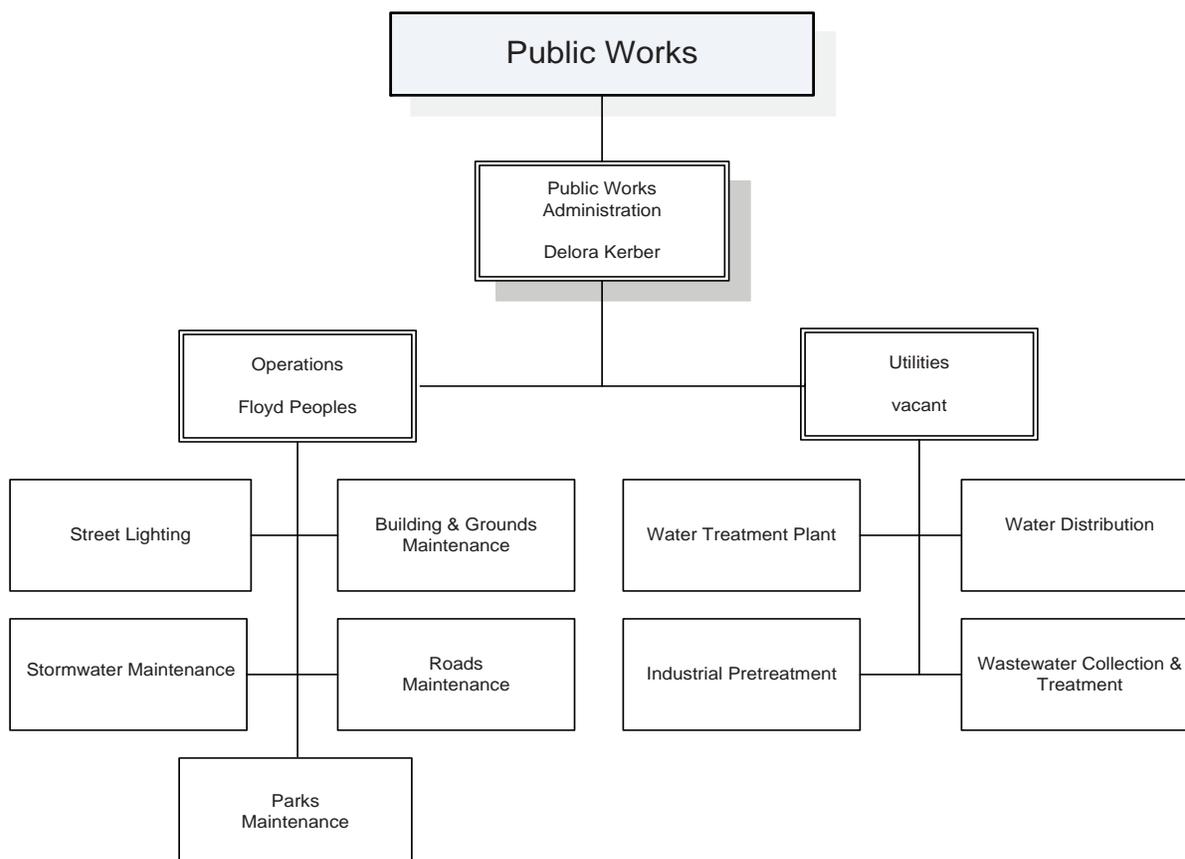
Strategy	Measure	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Enhance and restore native plant communities within local parks and natural areas	Total acres planted	2	4	3	4	4

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

Strategy	Measure	Actual 2007-08	Actual 2008-09	Estimate 2009-10	Forecast 2010-11	Forecast 2010-11
Quarterly monitoring for 12 water quality parameters in Boeckman and Coffee Lake creeks	Meeting or exceeding previous years' long-term averages	96%	92%	92%	92%	92%
Monitor and inspect erosion control measures from pre-application to project completion for all construction sites within the City	Written record of each construction site which notes any deficiencies and follow-up regarding erosion control requirements	39	32	35	35	35

Performance Measurements Outcome

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



Expenditure Summaries

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Administration	\$ 528,314	\$ 565,751	\$ 687,096	\$ 713,825	\$ 713,825	\$ 713,825
Building & Grounds Maintenance	616,495	523,700	705,232	694,937	694,937	694,937
Parks Maintenance	806,955	1,022,888	982,690	1,004,765	1,004,765	1,004,765
Roads Operations	587,475	492,824	695,395	716,700	716,700	716,700
Street Lighting	254,029	257,958	286,820	291,080	291,080	291,080
Water Distribution	946,935	956,619	1,178,375	1,179,450	1,179,450	1,179,450
Water Treatment Plant	1,804,720	1,714,733	2,108,117	2,182,307	2,182,307	2,182,307
Industrial Pretreatment	112,606	91,787	119,770	124,390	124,390	124,390
Wastewater Collection & Treatment	1,933,420	2,206,223	2,360,290	2,507,490	2,507,490	2,507,490
Stormwater Maintenance	377,590	363,974	536,758	530,120	530,120	530,120
Total	\$ 7,968,539	\$ 8,196,457	\$ 9,660,543	\$ 9,945,064	\$ 9,945,064	\$ 9,945,064

In FY 2008-09 Stormwater Management moved from Stormwater Maintenance to Community Development Administration.

Public Works

Interesting Facts

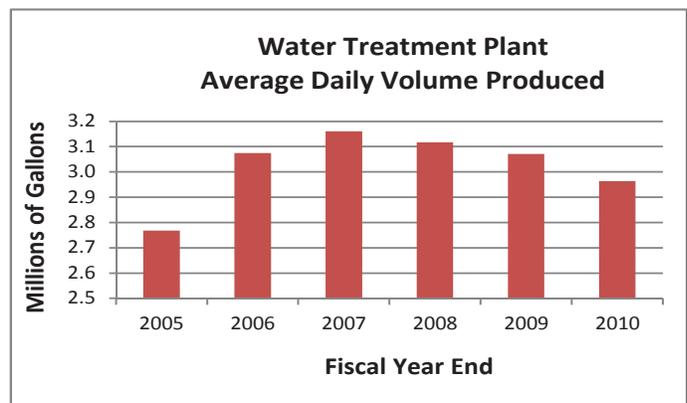
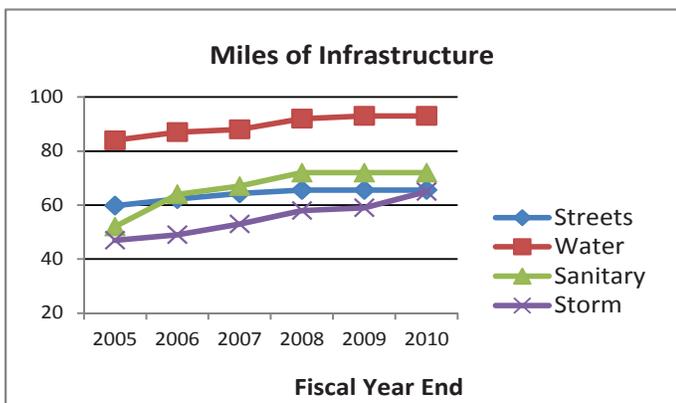
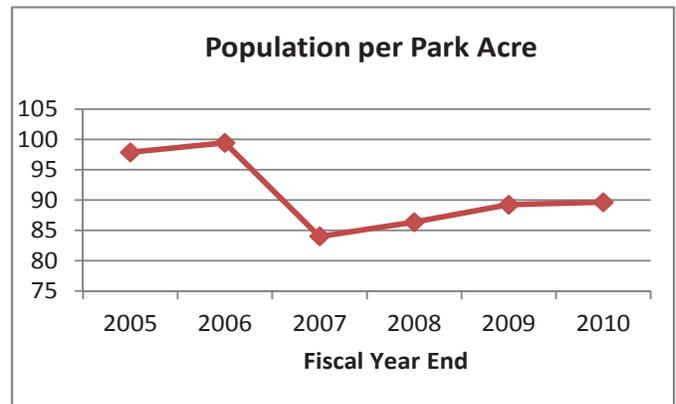
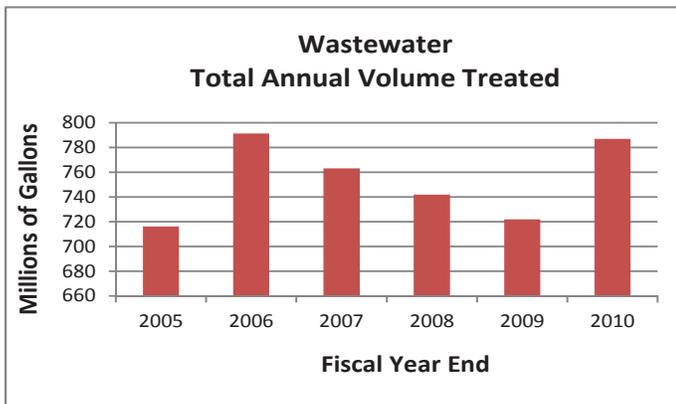
National Public Works Week

May 15-21, 2011 will mark the fifth year that the Wilsonville Public Works Department has celebrated National Public Works Week. This year's theme is "Serving You and Your Community".

Our inaugural celebration was in 2007 under the motto of "Moving Life Forward" and was highlighted with free tours of the Willamette River Water Treatment Plant and the Wastewater Treatment Plant, early activation of the Town Center Park and Murase Plaza Water Features as well as static displays of Public Works equipment at Town Center Park and free ice cream.

Since then, the department has continued to celebrate Public Works Week with an annual proclamation delivered at City Council, slideshows and videos of department projects and displays for the public to view. Each year the theme changes as well as the displays in order to direct attention to the many different aspects of Public Works.

2010 marked the most successful Public Works Week celebration in Wilsonville when 400 individuals showed up to view the many booths and equipment displays under the motto of "Above, below and all around you". The informational displays, allowed citizens to learn how Public Works is above, below and all around them daily, with demonstrations of utility locating, backflow and impervious sidewalks, resulting in increased public awareness and safety.





Statement of Purpose

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

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

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Organize local emergency management training and exercises

Council Goal 2: Ensure efficient, cost-effective and sustainable development and infrastructure

- Implement Infrastructure Asset Management Program
- Coordinate with Community Development on prioritization and implementation of capital improvement projects
- Provide management oversight to Veolia Water North American for the operation of the Willamette Water Treatment Plant

Other Program Objectives

- Incorporate sustainable practices into maintenance and operations processes
- Celebrate National Public Works Week (third week of May) and American Drinking Water Week (first week of May)
- Support various community events, celebrations and festivals

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
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	1.00	1.00	1.00
Operations Chief	1.00	0.00	0.00	0.00
Public Works Administrative Analyst	1.00	1.00	1.00	1.00
Administrative Specialist II	1.00	1.00	0.00	0.00
Administrative Assistant I	0.00	0.00	1.00	1.00
Intern	0.00	0.00	0.50	0.50
	5.00	5.00	5.50	5.50

Public Works

administration

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 308,088	\$ 352,176	\$ 410,350	\$ 421,060	\$ 421,060	\$ 421,060
Employee benefits	147,947	145,832	188,650	207,290	207,290	207,290
Total	456,035	498,008	599,000	628,350	628,350	628,350
Materials and Services						
Supplies	26,917	16,130	29,752	27,730	27,730	27,730
Prof and tech serv	-	-	3,100	4,600	4,600	4,600
Utility services	16,048	15,761	19,189	20,115	20,115	20,115
Fleet services	10,670	9,860	10,380	7,180	7,180	7,180
Repairs & maintenance	8,010	6,810	7,700	7,930	7,930	7,930
Insurance	1,928	1,598	2,080	2,025	2,025	2,025
Employee development	6,317	4,784	8,870	8,870	8,870	8,870
Fees, dues, advertising	1,316	1,465	4,890	4,890	4,890	4,890
Meeting expenses	1,073	1,129	2,135	2,135	2,135	2,135
Total	72,279	57,537	88,096	85,475	85,475	85,475
Capital Outlay						
Machinery & equipment	-	10,206	-	-	-	-
Total Department	\$ 528,314	\$ 565,751	\$ 687,096	\$ 713,825	\$ 713,825	\$ 713,825

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Interfund charges	\$ 496,088	\$ 324,376	\$ 427,837	\$ 579,481	\$ 579,481	\$ 579,481
General Fund revenues	32,226	241,375	259,259	134,344	134,344	134,344
Total	\$ 528,314	\$ 565,751	\$ 687,096	\$ 713,825	\$ 713,825	\$ 713,825

Statement of Funding Issues for 2011-12

As part of the asset management program, 2 part-time interns equivalent to .5 FTE will be hired to collect coordinates and other pertinent information related to parks and the City's water distribution system.

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, Fleet and the Visitor’s Center. Other facilities receiving maintenance services include the indoor public spaces at the Willamette River Water Treatment Plant, wells, pump buildings, lift stations and water features.

Improvements completed during the 2010-11 budget year include:

- Replacement of the heating, ventilation and air-conditioning unit at the Waste Water Treatment Plant
- Remodeling of Public Works’ administrative offices
- Provide sound proofing for 3 office at City Hall
- Install new door closures and frames on all City Hall exterior doors
- Installation of a keyless entry system at the Library
- Crack seal and slurry the Public Works’ parking compound
- Insulation of the kitchen area of the Community Center to minimize cold air penetration and the freezing of supply lines
- Replacement of windows, flashing and siding on the East side of the Visitor’s Center

The anticipated special projects for FY 2011-12 include:

- Seal brick veneer at City Hall
- Start inventory of facilities for asset management
- Install keyless entries at the Community Center

Program Objectives

Other Program Objectives

- Perform regular safety compliance inspections of building and grounds
- Make prompt repairs
- Perform scheduled maintenance of City buildings and grounds
- Incorporate improvements to City buildings and grounds as opportunities arise

Full Time Equivalent Positions

Position	Adopted 2008-09	Adopted 2009-10*	Adopted 2010-11	Adopted 2011-12
Public Works Supervisor	0.00	0.50	0.50	0.50
Crew Chief	0.50	0.00	0.00	0.00
Senior Utility Worker	2.00	1.50	2.50	2.50
Utility Worker	1.50	0.50	0.50	0.50
Seasonal Utility Worker	0.75	0.75	0.75	0.75
	4.75	3.25	4.25	4.25

* Reallocation of staff to Parks Maintenance

Public Works

buildings and grounds

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 155,361	\$ 107,032	\$ 182,110	\$ 196,880	\$ 196,880	\$ 196,880
Employee benefits	84,433	55,509	97,500	109,330	109,330	109,330
Total	239,794	162,541	279,610	306,210	306,210	306,210
Materials and Services						
Supplies	47,064	27,578	45,330	45,330	45,330	45,330
Prof and tech serv	12,200	10,056	12,240	12,240	12,240	12,240
Utility services	10,458	5,891	9,892	10,412	10,412	10,412
Fleet services	57,380	47,515	51,420	44,005	44,005	44,005
Repairs & maintenance	234,519	245,809	262,820	262,820	262,820	262,820
Rents & leases	1,872	-	6,120	6,120	6,120	6,120
Insurance	1,116	1,200	1,240	1,240	1,240	1,240
Employee development	4,720	2,533	5,230	5,230	5,230	5,230
Meeting expenses	518	-	510	510	510	510
Fees, dues, advertising	198	255	820	820	820	820
Total	370,045	340,837	395,622	388,727	388,727	388,727
Capital Outlay						
Machinery & equip	6,656	20,322	30,000	-	-	-
Total Department	\$ 616,495	\$ 523,700	\$ 705,232	\$ 694,937	\$ 694,937	\$ 694,937

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Taxes	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Interfund charges	106,935	66,806	93,984	94,121	94,121	94,121
Urban renewal charges	3,000	3,000	3,000	3,000	3,000	3,000
Assigned contingencies	-	-	30,000	50,000	50,000	50,000
General Fund revenues	416,560	363,894	488,248	457,816	457,816	457,816
Total	\$ 616,495	\$ 523,700	\$ 705,232	\$ 694,937	\$ 694,937	\$ 694,937

Statement of Funding Issues for 2011-12

The Buildings and Grounds Maintenance budget is unchanged for FY 2011-12.

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, Canyon Creek Park, Willamette River Water Treatment Plant Park), greenways, open spaces, transient dock and pedestrian and bicycle trails.

During the 2010-11 budget year, completed improvements include:

- Reconstruction of baseball infield #4 and regrading of infield #5 with the help of a laser leveling system
- Installation of rubberized surfacing in the Memorial Park playground
- Repaving, sealing and striping of the Boones Ferry Park basketball court
- Replacement of flushing hardware in the Memorial Park main restroom with vandal-proof hardware
- Installation of 2 memorial benches in parks
- Installation of a new concrete sign at Landover Park
- Rocked the primary pathway through the forest area of Memorial Park
- Upgrade water feature equipment in Murase and Town Center Park’s water features
- Installation of a new pathway drainage system at the Murase water feature
- Seal the Boones Ferry Park parking lot for cracks

The anticipated special projects for FY 2011-12 include:

- Continue to apply rock to Memorial Park trails
- Construction of a walking path in Memorial Park’s dog run area
- Construction of a new swing play area at Boones Ferry Park utilizing recycled equipment from the Memorial Park playground project

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Perform regular safety compliance inspections of parks
- Make prompt repairs
- Perform scheduled maintenance of parks
- Incorporate improvements to parks as opportunities arise

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10*	Adopted 2010-11	Adopted 2011-12
Public Works Supervisor	0.00	0.50	0.50	0.50
Crew Chief	0.50	0.00	0.00	0.00
Senior Utility Worker	2.00	2.50	2.50	2.50
Utility Worker	1.00	1.50	1.50	1.50
Seasonal Utility Worker	2.00	2.00	2.00	2.00
Seasonal Park Ranger	0.50	0.50	0.50	0.50
	6.00	7.00	7.00	7.00

* Reallocation of staff from Building Maintenance

Public works

parks maintenance

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 207,785	\$ 256,455	\$ 273,910	\$ 298,010	\$ 298,010	\$ 298,010
Employee benefits	91,490	118,036	123,860	139,690	139,690	139,690
Total	299,275	374,491	397,770	437,700	437,700	437,700
Materials and Services						
Supplies	44,727	109,636	43,870	43,870	43,870	43,870
Prof and tech serv	20,046	27,816	39,630	39,630	39,630	39,630
Utility services	161,222	127,618	199,990	200,960	200,960	200,960
Fleet services	57,380	47,515	51,420	44,005	44,005	44,005
Repairs & maintenance	173,774	287,343	226,010	213,630	213,630	213,630
Rents & leases	8,002	4,837	8,870	8,870	8,870	8,870
Insurance	5,858	6,155	6,370	6,340	6,340	6,340
Employee development	4,987	5,016	7,300	7,300	7,300	7,300
Meeting expenses	283	6	510	510	510	510
Fees, dues, advertising	886	455	950	950	950	950
Total	477,165	616,397	584,920	566,065	566,065	566,065
Capital Outlay						
Machinery & equip	30,515	32,000	-	-	-	-
Vehicles	-	-	-	1,000	1,000	1,000
Total	30,515	32,000	-	1,000	1,000	1,000
Total Department	\$ 806,955	\$ 1,022,888	\$ 982,690	\$ 1,004,765	\$ 1,004,765	\$ 1,004,765

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Taxes	\$ 629,731	\$ 673,223	\$ 702,629	\$ 727,326	\$ 727,326	\$ 727,326
Charges for services	23,921	29,368	28,300	28,300	28,300	28,300
Interfund charges	141,044	23,933	19,009	53,822	53,822	53,822
Assigned contingencies	-	-	15,000	15,000	15,000	15,000
General Fund revenues	8,959	296,364	217,752	180,317	180,317	180,317
Total	\$ 803,655	\$ 1,022,888	\$ 982,690	\$ 1,004,765	\$ 1,004,765	\$ 1,004,765

Statement of Funding Issues for 2011-12

Each year \$50,000 will continue to be set aside in General Fund contingencies for the future replacement of playground structures and wood chips in the fall zone.

Statement of Purpose

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

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

- Enforcement of City sign codes within City right-of-way
- Maintenance of guardrails, bikeways and pedestrian pathways
- Maintenance of 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

Council Goal 1: Enhance Livability and Safety in Wilsonville

- 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
- Maintenance of road rights-of-way resulting in an attractive community free of sign clutter and obstructions to traffic flow
- Manage the Adopt-a-Road Program to keep the community attractive and free of litter

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Public Works Supervisor	0.00	0.75	0.75	0.75
Crew Chief	0.75	0.00	0.00	0.00
Senior Utility Worker	1.50	1.50	1.50	1.50
Utility Worker	0.50	1.00	1.00	1.00
Seasonal Utility Worker	0.50	0.50	0.50	0.50
	3.25	3.75	3.75	3.75

Public Works

roads

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 127,567	\$ 144,171	\$ 169,540	\$ 181,590	\$ 181,590	\$ 181,590
Employee benefits	69,497	78,423	98,990	105,670	105,670	105,670
Total	197,064	222,594	268,530	287,260	287,260	287,260
Materials and Services						
Supplies	10,204	9,556	15,150	15,854	15,854	15,854
Prof and tech serv	6,900	13,600	19,830	19,830	19,830	19,830
Utility services	97,587	74,045	98,930	105,781	105,781	105,781
Fleet services	24,970	29,860	32,780	32,550	32,550	32,550
Repairs & maintenance	209,096	135,686	252,250	247,500	247,500	247,500
Rents & leases	1,145	-	1,050	1,050	1,050	1,050
Insurance	887	1,262	1,290	1,290	1,290	1,290
Employee development	4,166	5,572	4,895	4,895	4,895	4,895
Meeting expenses	308	23	80	80	80	80
Fees, dues, advertising	788	626	610	610	610	610
Total	356,051	270,230	426,865	429,440	429,440	429,440
Capital Outlay						
Machinery & equipment	34,360	-	-	-	-	-
Vehicles	-	-	-	-	-	-
Total	34,360	-	-	-	-	-
Total Department	\$ 587,475	\$ 492,824	\$ 695,395	\$ 716,700	\$ 716,700	\$ 716,700

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Intergovt'l - Gas tax	\$ 687,902	\$ 753,457	\$ 872,200	\$ 871,600	\$ 871,600	\$ 871,600
Total	\$ 687,902	\$ 753,457	\$ 872,200	\$ 871,600	\$ 871,600	\$ 871,600

Statement of Funding Issues for 2011-12

The Supplies category increased \$700 for fuel consumption used in roadside mowing activities.

Utility Services increased primarily due to electrical and water use.

Did You Know?

The Roads Department maintains 4,156 signs throughout the City. This number includes 402 stop signs and 275 speed limit signs.

Statement of Purpose

The Street Lighting program routinely inspects streetlights, coordinates repairs and citizens's concerns with Portland General Electric (PGE) to ensure adequate illumination within the public rights-of-way.

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Provide adequate lighting of roadways and sidewalks
- Perform prompt repairs of street lighting in public rights-of-way
- Identify replacement and "infill" streetlight (safety) projects

Full Time Equivalent Positions

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 8 hours per month.

Did You Know?

Every streetlight in the City is regularly inspected for serviceability each month. Most repairs are made within 10 days..

Public Works

street lighting

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Materials and Services						
Utility services	\$ 241,618	\$ 246,700	\$ 267,440	\$ 271,700	\$ 271,700	\$ 271,700
Repairs & maintenance	12,411	11,258	19,380	19,380	19,380	19,380
Total Department	\$ 254,029	\$ 257,958	\$ 286,820	\$ 291,080	\$ 291,080	\$ 291,080

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Charges for services	\$ 380,989	\$ 375,483	\$ 390,000	\$ 385,000	\$ 385,000	\$ 385,000
Total	\$ 380,989	\$ 375,483	\$ 390,000	\$ 385,000	\$ 385,000	\$ 385,000

Statement of Funding Issues for 2011-12

Additional streetlights were added on Barber Street and Boone's Ferry Road.

Statement of Purpose

The Water Distribution Section 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:

- 2 booster pump stations
- 4 reservoirs – totaling eight million gallons of stored water
- Roughly 93 miles of water mains ranging in size from 6” to 63”
- 1,030 fire hydrants
- 2,405 water valves
- 4,851 water meters ranging in size from ¾” to 10”
- 8 groundwater wells

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Continue a comprehensive and thorough backflow prevention program to ensure safe drinking water

Other Program Objectives

- Provide effective operation and maintenance of the water storage and distribution systems
- Maintain wells as an auxiliary water supply
- Provide quality customer service

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Public Works Supervisor	0.00	1.00	1.00	1.00
Crew Chief	1.00	0.00	0.00	0.00
Water Distribution Tech	3.00	3.00	3.00	3.00
Utility Locator	0.33	0.33	0.33	0.33
Seasonal Utility Worker	0.00	0.00	0.25	0.25
	4.33	4.33	4.58	4.58

Public Works

water distribution

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 216,576	\$ 243,278	\$ 268,560	\$ 279,870	\$ 279,870	\$ 279,870
Employee benefits	108,595	118,105	136,450	152,410	152,410	152,410
Total	325,171	361,383	405,010	432,280	432,280	432,280
Materials and Services						
Supplies	161,806	134,511	164,060	164,510	164,510	164,510
Prof and tech serv	18,681	42,401	50,425	49,875	49,875	49,875
Utility services	58,519	54,233	62,540	64,985	64,985	64,985
Fleet services	62,260	55,670	44,650	38,690	38,690	38,690
Repairs & maintenance	70,709	90,176	194,160	194,160	194,160	194,160
Rents & leases	-	1,625	2,000	2,000	2,000	2,000
Insurance	9,677	10,160	10,490	10,410	10,410	10,410
Community programs	-	551	1,000	1,100	1,100	1,100
Employee development	3,575	5,893	6,720	6,720	6,720	6,720
Franchise fee	214,120	187,685	225,000	200,000	200,000	200,000
Fees, dues, advertising	10,997	12,331	12,240	14,640	14,640	14,640
Meeting expenses	284	-	80	80	80	80
Total	610,628	595,236	773,365	747,170	747,170	747,170
Capital Outlay						
Machinery & equipment	11,136	-	-	-	-	-
Vehicles	-	-	-	-	-	-
Total Department	\$ 946,935	\$ 956,619	\$ 1,178,375	\$ 1,179,450	\$ 1,179,450	\$ 1,179,450

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Charges for services	\$ 3,575,950	\$ 3,248,918	\$ 3,500,883	\$ 2,864,693	\$ 2,864,693	\$ 2,864,693
Total	\$ 3,575,950	\$ 3,248,918	\$ 3,500,883	\$ 2,864,693	\$ 2,864,693	\$ 2,864,693

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 2011-12

The Community Programs line item increased in order to obtain and distribute educational materials related to National Drinking Water Week and water conservation.

The Repairs and Maintenance budget continues at a steady funding level. It provides for the replacement of five two-inch blow-off valves that are currently no longer operational. There are 10 remaining valves that will need replacement over the next two years as part of this three-year project.

The reduction of Franchise Fees reflects the trend in revenue reduction due to conservation efforts.

The Fees, Dues and Advertising line item increased to reflect payment to the State of Oregon for a water system inspection (3-year cycle).

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>	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Exercise and maintain 25% of valves annually (i.e. all valves exercised on a 4-year cycle)	Total number of valves	2,360	2,405	2,405	2,405	2,412
	Number of valves exercised	500	600	600	631	603
	Percent of total valves exercised	21.1%	24.9%	24.9%	26.3%	25.0%
Exercise and maintain 20% of fire hydrants annually (i.e. all hydrants exercised on a 5-year cycle)	Total number of hydrants	880	1007	1030	1030	1030
	Number of hydrants exercised	200	275	200	206	206
	Percent of total hydrants exercised	22.8%	27.3%	19.4%	20.0%	20.0%
Assure back flow prevention program is current and meets all legal requirements	Number of devices in service and tested	3,078	3,125	3,335	3,375	3,375
	Number of failed devices repaired/retested	28	35	68	55	55

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?

Over 1,000 utility locate requests are responded to annually by the City and performed by one staff member.



Statement of Purpose

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

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Ensure adequate, safe, high-quality water

Other Program Objectives

- Provide efficient operation of the Willamette River Water Treatment Plant
- Perform scheduled maintenance of the treatment plant
- Comply with all city, state and federal regulations

Did You Know?

The Willamette River Water Treatment Plant has produced 9.4 billions of gallons of water since the beginning of operation.

The plant’s average daily production is roughly 3 million gallons per day.

Position	Full Time Equivalent Positions*			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
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.

Public Works

water treatment plant

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Materials and Services						
Supplies	\$ 299,225	\$ 147,557	\$ 403,210	\$ 211,880	\$ 211,880	\$ 211,880
Prof and tech serv	1,086,910	1,122,194	1,157,677	1,169,837	1,169,837	1,169,837
Utility services	322,221	329,522	412,550	467,550	467,550	467,550
Repairs & maintenance	74,896	96,000	97,920	124,500	124,500	124,500
Insurance	17,313	14,747	18,720	18,500	18,500	18,500
Meeting expenses	-	-	200	200	200	200
Fees, dues, advertising	4,155	4,713	4,840	4,840	4,840	4,840
Total	1,804,720	1,714,733	2,095,117	1,997,307	1,997,307	1,997,307
Capital Outlay						
Machinery & equipment	-	-	13,000	185,000	185,000	185,000
Total Department	\$ 1,804,720	\$ 1,714,733	\$ 2,108,117	\$ 2,182,307	\$ 2,182,307	\$ 2,182,307

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Charges for services	\$ 1,804,720	\$ 1,714,733	\$ 2,108,117	\$ 2,182,307	\$ 2,182,307	\$ 2,182,307
Total	\$ 1,804,720	\$ 1,714,733	\$ 2,108,117	\$ 2,182,307	\$ 2,182,307	\$ 2,182,307

Statement of Funding Issues for 2011-12

The Materials and Services budget was increased in anticipation of the production of the additional water that will be provided to the City of Sherwood via our partnership with Tualatin Valley Water District. Sherwood will pay their fair share of operating costs.

Capital Outlay includes pump replacement of \$160,000 and a coagulation mixer replacement of \$25,000. Current water pump capacity during power outages is limited to 4 mgd. This pump replacement will provide double the benefit of increasing capacity during power outages and will resolve long standing maintenance issues. The current coagulation mixer is one of three remaining original units which have been failure prone. If feasible, the mixer would be rebuilt to create a spare component if one of the other two original units fails. Both components are funded from cash reserves created for equipment replacement.

Performance Measurements

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

Strategy	Measure	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Enforce contract provisions to obtain "finished water quality" that is stricter than required by federal and state drinking water standards	Percentage attainment of "finished water quality" standards	Exceeded	Exceeded	Exceeded	Exceeded	Exceeded

Performance Measurements Outcome

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

Statement of Purpose

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

The City’s Industrial Pretreatment Program involves:

- Regulating 7 industries in Wilsonville with discharge permits and monitoring 1 industry with an annual waiver for having less than 100 gallons per day discharge
- Administering best management agreements with dentist offices, restaurants and companies to aid in the prevention of harmful pollutants being released into the wastewater system
- Controlling contaminants at their source through the FOG program to prevent problems associated with excessive amounts of fats, oils and grease (FOG)
- Member of Executive Committee involved in regional efforts of the Preferred Pumper Program related to FOG
- Engage in educational activities about pretreatment/FOG/pollution prevention at schools, conferences and businesses

Program Objectives

Other Program Objectives

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

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.00

Public Works

industrial pretreatment

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 58,652	\$ 58,862	\$ 63,120	\$ 65,520	\$ 65,520	\$ 65,520
Employee benefits	21,849	20,571	24,340	26,770	26,770	26,770
Total	80,501	79,433	87,460	92,290	92,290	92,290
Materials and Services						
Supplies	3,047	919	1,530	1,530	1,530	1,530
Prof and tech serv	7,495	4,412	20,520	20,520	20,520	20,520
Utility services	773	599	800	850	850	850
Fleet services	3,910	3,410	3,010	2,750	2,750	2,750
Repairs & maintenance	-	-	260	260	260	260
Insurance	298	300	320	320	320	320
Employee development	1,587	1,418	2,610	2,610	2,610	2,610
Fees, dues, advertising	2,205	1,150	3,060	3,060	3,060	3,060
Meeting expenses	50	146	200	200	200	200
Total	19,365	12,354	32,310	32,100	32,100	32,100
Capital Outlay						
Machinery & equipment	12,740	-	-	-	-	-
Total Department	\$ 112,606	\$ 91,787	\$ 119,770	\$ 124,390	\$ 124,390	\$ 124,390

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Charges for services	\$ 112,606	\$ 91,787	\$ 119,770	\$ 124,390	\$ 124,390	\$ 124,390
Total	\$ 112,606	\$ 91,787	\$ 119,770	\$ 124,390	\$ 124,390	\$ 124,390

Statement of Funding Issues for 2011-12

The Industrial Pretreatment program expects no funding issues for FY 2011-12.

Performance Measurements

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

Strategy	Measure	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11*	Forecast 2011-12
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	13	9	7	8	8
	Permits in effect	9	9	8	8	8
	Number of minor violations	3	3	7	8	3
Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements	Number of major violations	0	0	0	0	0

* Program changed from budget year reporting to a calendar year basis to coincide with annual reports

Performance Measurements Outcome

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



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 effective operation and maintenance of the City’s wastewater treatment facility, wastewater collection system and the bio-solids program.

The City’s Wastewater Program encompasses:

- A wastewater treatment plant that is designed to treat on average 2.25 million gallons per day in dry weather
- 8 wastewater lift pump stations
- Over 72 miles of wastewater collection pipes
- Vactor (vacuum truck) operations for cleaning the wastewater system
- 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 separate from the stormwater pipelines. There are no combined sanitary sewer overflows.

Program Objectives

Other Program Objectives

- 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)
- Provide effective odor-free operation of the wastewater collection and treatment system
- Monitor the condition and performance of the collections system
- Implement a practical bio-solids reuse program

Full Time Equivalent Positions

Position	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
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	1.00	1.00	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	0.33	0.33	0.33	0.33
Maintenance Technician	0.00	0.33	0.33	0.33
	7.83	8.16	8.16	8.16

Public Works

wastewater collection and treatment

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 420,212	\$ 419,325	\$ 460,830	\$ 495,450	\$ 495,450	\$ 495,450
Employee benefits	217,950	196,500	239,390	278,230	278,230	278,230
Total	638,162	615,825	700,220	773,680	773,680	773,680
Materials and Services						
Supplies	89,437	91,552	88,960	93,960	93,960	93,960
Prof and tech serv	246,214	84,168	139,930	139,930	139,930	139,930
Utility services	317,377	337,875	375,630	393,130	393,130	393,130
Fleet services	69,430	61,240	56,990	54,350	54,350	54,350
Repairs & maintenance	348,618	742,565	683,710	773,910	773,910	773,910
Rents & leases	10,032	54,328	4,590	9,590	9,590	9,590
Insurance	10,525	8,704	11,380	11,200	11,200	11,200
Employee development	6,989	9,670	11,740	11,740	11,740	11,740
Franchise fees	167,344	174,015	280,000	224,000	224,000	224,000
Fees, dues, advertising	16,552	21,219	7,140	22,000	22,000	22,000
Total	1,282,518	1,585,336	1,660,070	1,733,810	1,733,810	1,733,810
Capital Outlay						
Machinery & equipment	12,740	5,062	-	-	-	-
Vehicles	-	-	-	-	-	-
Total	12,740	5,062	-	-	-	-
Total Department	\$ 1,933,420	\$ 2,206,223	\$ 2,360,290	\$ 2,507,490	\$ 2,507,490	\$ 2,507,490

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Charges for services	\$ 4,095,896	\$ 4,454,569	\$ 6,975,230	\$ 5,595,610	\$ 5,595,610	\$ 5,595,610
Other revenues	72,243	20,523	18,220	18,216	18,216	18,216
Total	\$ 4,168,139	\$ 4,475,092	\$ 6,993,450	\$ 5,613,826	\$ 5,613,826	\$ 5,613,826

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

Statement of Funding Issues for 2011-12

Repairs and Maintenance was increased for Actual 2009-10 and Proposed 2010-11 to cover costs associated with the set-up and lease of a Disk Filter that is needed for redundancy. Operation of a filter for tertiary treatment is required between May 1 and October 31 each year as a condition of our NPDES permit.

In addition, the Repairs and Maintenance line item reflects increases due to the needed media replacement for our compost bio-filter beds and sand-filter. The compost bio-filter media removes odor constituents from the solids basins. We are struggling again with errant odor emissions from the treatment plant and the bed may be a contributing factor. Though the media was replaced in FY 2009-10 and we should expect three or more years of use, it is already showing signs of deterioration. Cost is estimated to be \$50,000.

One of the three sand-filter units is out of service and the other two filter units are in significant disrepair. In order to fix the units, the sand will first need to be removed. Epoxy will be applied to the seams of the basins and new sand will be placed. In addition, we will rent equipment to remove the old media and install the new sand media. Cost is estimated to be \$30,000.

The increase of Fees and Dues is to correct the omission of the NPDES permit for the FY 2010-11 budget.

Performance Measurements

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

Strategy	Measure	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Provide higher quality effluent than required by state/federal regulations	Percentage of required testing which meets or surpasses state/federal regulations	100%*	100%*	100%*	100%*	100%*
Scheduled maintenance of wastewater lines in accordance with the vacor truck service plan	Linear feet of wastewater lines cleaned annually	40,877	62,000	87,600	88,000	88,000

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

Performance Measurements Outcome

As of December 31, 2010 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

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

The Stormwater Maintenance program entails various efforts such as:

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

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Maintenance of stormwater systems resulting in minimizing flooding, protecting City infrastructure, assuring public safety and controlling erosion

Other Program Objectives

- Coordinate field activities with Community Development staff to ensure the requirements of the Endangered Species Act and related regulations are met
- Reduce pollutants and debris from entering the stormwater system through contracted street, parks and trail sweeping services

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Public Works Supervisor	0.00	0.25	0.25	0.25
Crew Chief	0.25	0.00	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	0.34	0.34	0.34	0.34
Seasonal Utility Worker	0.25	0.25	0.25	0.25
	1.84	1.84	1.84	1.84

Public Works

stormwater maintenance

Operating Summary	Actual 2008-09	Actual 2008-09	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 75,557	\$ 80,479	\$ 88,450	\$ 94,410	\$ 94,410	\$ 94,410
Employee benefits	40,258	34,556	42,990	47,510	47,510	47,510
Total	115,815	115,035	131,440	141,920	141,920	141,920
Materials and Services						
Supplies	9,670	4,794	20,330	18,030	18,030	18,030
Prof and tech serv	9,875	9,000	69,180	69,180	69,180	69,180
Utility services	17	247	1,240	1,240	1,240	1,240
Fleet services	27,720	26,128	17,638	14,820	14,820	14,820
Repairs & maintenance	155,625	168,365	241,330	243,330	243,330	243,330
Rents & leases	-	-	1,220	1,220	1,220	1,220
Insurance	309	-	-	-	-	-
Comm svcs programs	1,543	1,950	2,040	2,040	2,040	2,040
Employee development	869	2,263	2,140	2,140	2,140	2,140
Franchise fees	36,997	36,167	50,000	36,000	36,000	36,000
Fees, dues, advertising	22	25	200	200	200	200
Total	242,647	248,939	405,318	388,200	388,200	388,200
Capital Outlay						
Machinery & equipment	19,128	-	-	-	-	-
Vehicles	-	-	-	-	-	-
Total	19,128	-	-	-	-	-
Total Department	\$ 377,590	\$ 363,974	\$ 536,758	\$ 530,120	\$ 530,120	\$ 530,120

Resources Summary	Actual 2008-09	Actual 2008-09	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Charges for services	\$ 787,241	\$ 816,361	\$ 1,075,738	\$ 792,190	\$ 792,190	\$ 792,190
Total	\$ 787,241	\$ 816,361	\$ 1,075,738	\$ 792,190	\$ 792,190	\$ 792,190

Statement of Funding Issues for 2011-12

The Professional and Technical Services budget was increased beginning in FY 2010-11 to obtain a complete video diary of the City's stormwater infrastructure. The primary purpose is to identify problem areas so that maintenance and repairs can be prioritized. This year will complete the second year of the three-year project to capture information around the entire City.

Adopted revenues for FY 2010-11 anticipated a 30% rate increase pending approval of an update to the Stormwater Master Plan. At the Council's direction, the Plan was referred back to staff and no rate change was made. For FY 2011-12, no assumption for a rate change has been assumed.

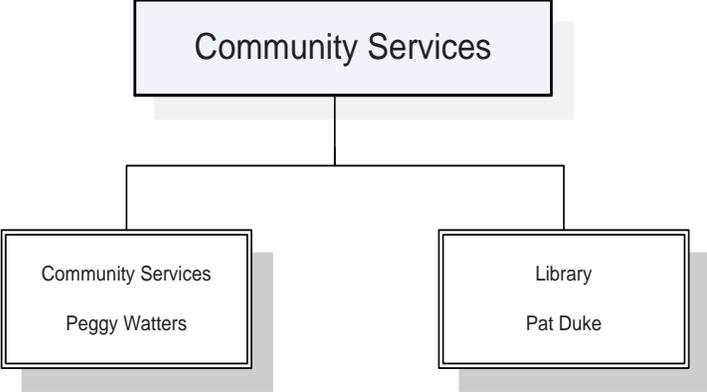
Performance Measurements

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

Strategy	Measure	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Percentage of catch basins cleaned annually on an 'as needed' basis	Number of catch basins cleaned	550	830	906	911	823
	Percentage of catch basins cleaned	35%	50%	49%	50%	45%

Performance Measurements Outcome

As of January 1, 2011 there are 1,823 stormwater catch basins in the City. The schedule for cleaning is determined by contamination sources. With the regular maintenance of stormwater pipes and catch basins, there is minimal backup or overflow from the conveyance system.



Expenditure Summaries

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Community Services	\$ 804,985	\$ 813,319	\$ 963,845	\$ 1,008,580	\$ 1,008,580	\$ 1,008,580
Library	967,375	1,221,424	1,346,105	1,512,895	1,512,895	1,512,895
Library Endowments	-	29,190	-	-	-	-
Total	\$ 1,772,360	\$ 2,063,933	\$ 2,309,950	\$ 2,521,475	\$ 2,521,475	\$ 2,521,475

Community Services

Interesting Facts

Community Center

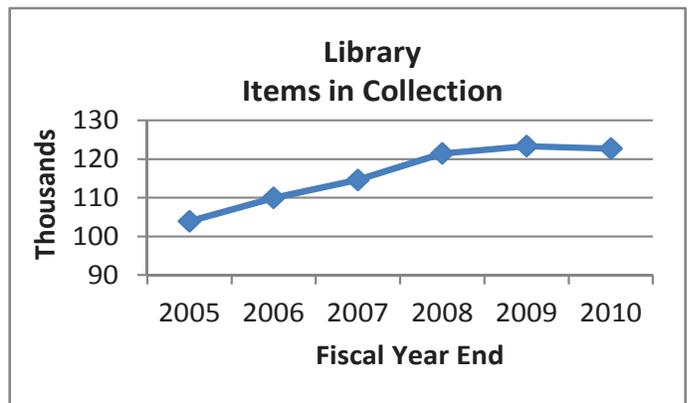
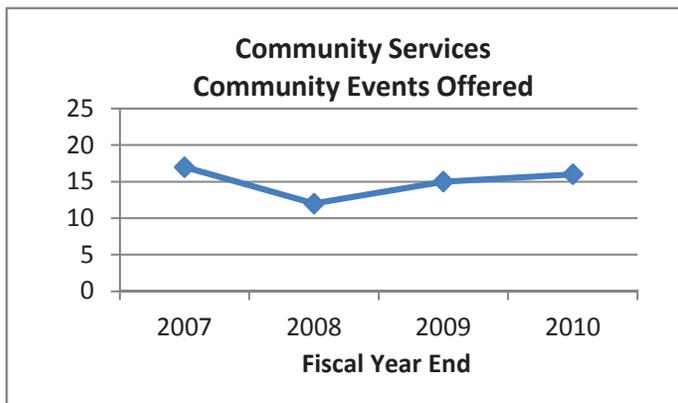
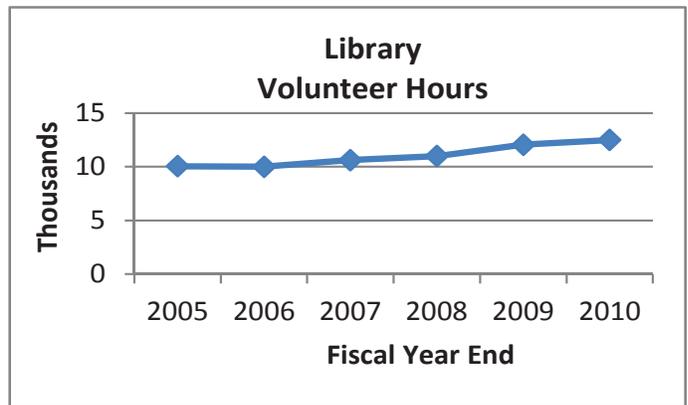
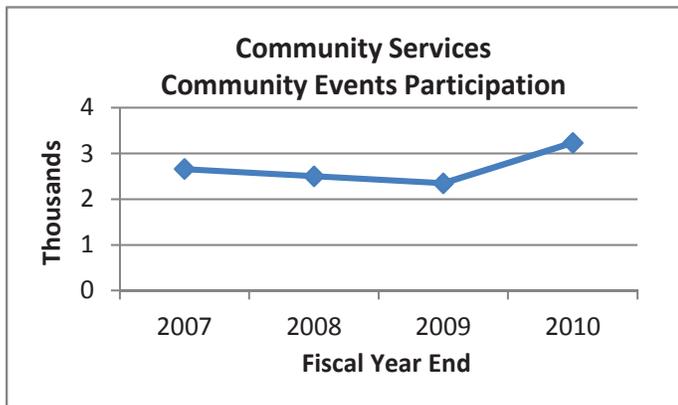
May 2010 marked the 10th anniversary of W.E.R.K. (Wilsonville Environmental Resources Keepers) Day. W.E.R.K. Day occurs once each year and teams with the SOLV organization to attract volunteers for a community cleanup day. Activities performed by the volunteers usually focus on City parks or roads and include removing invasive plants, bark-dusting trails and garbage pick-up. The past 10 years of involvement equates to nearly 3,200 volunteers and is estimated to amount to over \$120,000 in work hours according to www.volunteeringinamerica.gov.

Library

Approximately 30 % of Wilsonville area children and teens sign up for the Summer Reading Program, and kids who completed the program read for a cumulative total of 7,200 hours.

On average, each person in the Wilsonville community checks out over 20 items per year. That is 50% higher than the Oregon average and nearly three times the national average.

In the Library's first full year of operation (1982-83) it checked out 16,840 items. This year, the Library will check out 16,000 items every two weeks.





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 recreational activities, senior programs 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

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Provide effective programming and services for youth and seniors
- Support innovative, community-wide recreational and cultural programming
- Support opportunities for civic pride and volunteerism
- Maintain quality facilities for public use
- Adjust senior programs and services as needed for new residents of Creekside Woods - and the community at large, as demographics change
- Establish a plan for ongoing assessment of recreational programs and facility needs of the community
- Increase offerings of programs and activities that help prevent chronic illness and obesity

Council Goal 2: Ensure efficient, cost-effective and sustainable development and infrastructure

- Implement a Parks and Recreation Master Plan in tandem with the Bicycle and Pedestrian and the Transit Master Plan

Council Goal 3: Ensure that constituents receive high quality, timely, and efficient products, processes, and services

- Provide quality customer service for both internal and external customers
- Encourage paperless, online class registration
- Continue to organize the W.E.R.K. Day community cleanup event in may

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Community Services Director	1.00	1.00	1.00	1.00
Senior Programs Manager	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Information & Referral Specialist	0.50	0.50	0.50	0.50
Fitness Specialist	0.50	0.50	0.80	0.80
Nutrition Coordinator I	0.00	0.50	0.50	0.50
Nutrition Coordinator II	0.80	0.80	0.80	0.80
Nutrition Assistant (On Call)	0.45	0.05	0.05	0.16
Administrative Assistant I	1.00	1.00	0.00	0.00
Administrative Assistant II	0.00	0.00	1.00	1.00
Administrative Specialist II	1.00	1.00	0.00	0.00
Administrative Assistant I	0.00	0.00	1.00	1.00
Building Monitor	0.42	0.30	0.30	0.19
Intern	0.30	0.05	0.05	0.05
	7.97	7.70	8.00	8.00

Community Services

community services

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 348,911	\$ 373,821	\$ 414,430	\$ 436,690	\$ 436,690	\$ 436,690
Employee benefits	152,263	156,917	188,070	209,980	209,980	209,980
Total	501,174	530,738	602,500	646,670	646,670	646,670
Materials and Services						
Supplies	95,335	84,246	105,565	105,565	105,565	105,565
Prof and tech serv	26,729	28,154	33,960	33,960	33,960	33,960
Utility services	30,825	29,224	34,515	35,805	35,805	35,805
Insurance	1,540	1,518	1,670	1,660	1,660	1,660
Repairs & maintenance	30,037	30,404	34,685	33,970	33,970	33,970
Rents & leases	677	2,403	4,790	4,790	4,790	4,790
Comm svcs programs	77,954	88,604	113,980	113,980	113,980	113,980
Employee development	14,408	6,106	12,200	12,200	12,200	12,200
Recognition expenses	4,873	4,364	4,590	4,590	4,590	4,590
Fees, dues, advertising	4,122	3,600	10,550	10,550	10,550	10,550
Meetings & council	347	165	1,430	1,430	1,430	1,430
Misc serv & supplies	3,455	3,793	3,410	3,410	3,410	3,410
Total	290,302	282,581	361,345	361,910	361,910	361,910
Capital Outlay						
Machinery & equipment	13,509	-	-	-	-	-
Total Department	\$ 804,985	\$ 813,319	\$ 963,845	\$ 1,008,580	\$ 1,008,580	\$ 1,008,580

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Taxes	\$ 595,686	\$ 623,104	\$ 649,060	\$ 673,812	\$ 673,812	\$ 673,812
Charges for services	107,020	90,632	95,900	70,200	70,200	70,200
Grants and donations	92,279	94,782	94,950	81,600	81,600	81,600
General Fund revenues	10,000	4,801	123,935	182,968	182,968	182,968
Total	\$ 804,985	\$ 813,319	\$ 963,845	\$ 1,008,580	\$ 1,008,580	\$ 1,008,580

Statement of Funding Issues for 2011-12

(see next page)

Statement of Funding Issues for 2011-12

Community Services Grants continue to be fully utilized by local organizations to provide special services and opportunities to local individuals and groups and special events for the public. The average award from the Tourism/Match Grant is \$5,000. The average award from the Opportunity Grant is \$3,500.

Alternative funding continues to be sought for programs and services. Summer Art and Action is sponsored by Grace Chapel Church and a new Spring Break Hoops Camp will partner with Coach Nic's hoop camps with high school volunteer leaders. These and other long standing partnerships (Movies in the Park, Easter Egg Hunt, Healthy Living Day, Academy of Lifelong Learning) help to keep costs affordable or free for participants.

Annual background checks are required for volunteers who serve seniors and youth. The department changed to a new company contracted through National Recreation & Parks Association (NRPA) that provides affordable background checks for volunteers of recreation and service agencies that are members of the NRPA. Southern Security Consultants charges \$18.50 rather than the \$50 paid previously – a savings of \$31.50 per background check.

Creekside Woods, affordable senior housing, opened its doors in December and residents immediately began taking advantage of the easy access to the Community Center. Although not at full capacity, the facility is having an impact on the number of senior meals served and class registrations as residents settle into their new community.

Special events that are free or low cost are increasingly popular in Wilsonville. The attendance at all events has shown an increase and new activities are welcomed. Attendance at the new Fall Harvest Festival increased from less than 50 in 2009 to nearly 400 in 2010. Initiated by the AmeriCorps member and Natural Resources Department this event will be added to the roster of annual events managed by the Community Services Department.

Provision of activity and accommodations for participants with disabilities has recently begun to be requested, including sign language for wood carving and fencing classes and improved way-finding signage for all activities.

Performance Measurements

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

Strategy	Measure	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Provide innovative opportunities for affordable, quality recreation for youth, ages 0-18	Activities/classes offered for youth	110	130	98	81	100
Increase participation in recreation programs, classes, and activities targeting youth ages 0-18	Participants ages 0-18	3,200	2,894	2,287	2,385	2,500
	Financial assistance requests granted	17	34	33	35	35
Provide innovative opportunities for affordable, quality events and activities for 'seniors' ages 55+	Activities/classes offered for 'seniors'	431	430	395	439	450
	Participants ages 55+	5,628	5,729	9,955	9,812	9,925
Adjust services to address changing needs of 'senior' population	Bistro Soup Cart servings	725	n/a	n/a	n/a	n/a
	Congregate meals	6,935	6,439	7,505	6,193	6,500
	Home-delivered meals	6,400	6,021	6,617	6,185	6,500
Adjust services to address emerging health needs for citizens of all ages	Activities targeted for increased fitness and prevention of chronic illness	95	160	196	212	215

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

Strategy	Measure	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
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	6	6	8	8	11

Community Services

community services

Performance Measurements Outcome

Adopted in November, 2008, the department mission statement – “Community Services ~Active Lifestyles, Social Opportunities, Healthy Community” – continues to guide program and activity offerings to meet the changing demands of the public for recreational, cultural and social programming.

Promotion of service opportunities with city and local nonprofit organizations to encourage citizen engagement for desired community enhancements will continue. A new spring break hoop camp will be designed and managed by staff and led by local high school youth. This will help keep the cost of the camp low and provide service opportunities to local youth.

Programming through the Community Center continues to keep pace with physical changes to the Center and access to park facilities such as shelters, amphitheaters and the barn. New partnerships that provide diverse activities such as the December Snow Fest in Murase Plaza create fresh interest and draw new participants.

The department was asked to participate in a Clackamas County assessment process, ‘engAGE in Community’. This comprehensive project will not only add to the depth of the county’s information of its demographics and services in support of healthy, active aging, but will provide Wilsonville with important data for its own use in design and planning. Local citizens will be involved in individual interviews, a GIS photo survey and an ‘engAGE’ Community Forum. Data results will be available sometime in late summer, 2011.

Expansion of the Community Programs Brochure will be added for more comprehensive and cost effective marketing of programs, services and activities to citizens of all ages. Coverage for SMART and Natural Resources activities will be added to the Brochure, which has carried a Library section for a number of years.



Statement of Purpose

The Library is working to create a “culture of learning” in the Wilsonville area by providing access to and promoting a well selected physical and online collection, and producing an informative and engaging portfolio of programming for learners of all ages.

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Continue work to execute the Library's 2008 Strategic Plan, including:
 1. Broadening Adult programming
 2. Expanding the definition of the Summer Reading Program
 3. Reaching out to the Hispanic community
 4. Comprehensively promoting library services

Other Program Objectives

- Continue to work with the Library Friends and Foundation to expand revenue to enhance Library services
- Continue to nurture relationships with local organizations to enhance Library offerings
- Maintain a high degree of efficiency in Library operations to maximize revenue impact

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Adult Services Librarian	0.90	1.00	1.00	1.00
Reference Librarian	0.81	2.00	1.84	1.73
Youth Services Librarian	0.50	0.78	0.80	1.11
Administrative Assistant II	0.50	0.60	0.00	0.00
Program Coordinator	0.00	0.00	0.80	0.80
Library Clerk III	2.00	2.35	2.35	2.18
Library Clerk II	2.51	3.63	3.45	2.95
Library Clerk I	1.12	1.60	1.60	2.13
Aide/Volunteer Coordinator	0.50	0.60	0.60	0.60
Library Aide	0.85	1.60	1.73	1.38
Library Shelver	0.23	0.00	0.00	0.00
Building Monitor	0.20	0.10	0.10	0.10
Intern	0.00	0.00	0.00	0.30
	12.12	16.26	16.26	16.26
Volunteers	6.00	6.00	6.00	6.00

Community Services

library

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2010-11	Adopted 2010-11
Personal Services						
Salaries and wages	\$ 497,974	\$ 649,749	\$ 701,830	\$ 753,850	\$ 753,850	\$ 753,850
Employee benefits	199,769	253,487	264,850	368,470	368,470	368,470
Total	697,743	903,236	966,680	1,122,320	1,122,320	1,122,320
Materials and Services						
Supplies	133,881	184,812	236,560	235,500	235,500	235,500
Prof and tech serv	4,780	2,782	3,120	3,120	3,120	3,120
Utility services	51,099	51,312	60,095	60,895	60,895	60,895
Repairs & maintenance	41,627	39,495	44,900	46,180	46,180	46,180
Insurance	6,006	5,882	6,500	6,630	6,630	6,630
Comm svcs programs	17,922	20,247	24,650	24,650	24,650	24,650
Employee development	993	1,725	1,430	1,430	1,430	1,430
Misc serv & supplies	1,604	1,119	1,220	1,220	1,220	1,220
Fees, dues, advertising	923	820	950	950	950	950
Total	258,835	308,194	379,425	380,575	380,575	380,575
Capital Outlay						
Computer equipment	10,797	9,994	-	10,000	10,000	10,000
Total Department	\$ 967,375	\$ 1,221,424	\$ 1,346,105	\$ 1,512,895	\$ 1,512,895	\$ 1,512,895

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2010-11	Adopted 2010-11
County shared taxes	\$ 426,638	\$ 750,997	\$ 834,000	\$ 840,000	\$ 840,000	\$ 840,000
Charges for services	61,149	61,868	60,500	54,000	54,000	54,000
Intergovernmental grants	8,287	3,420	3,000	3,000	3,000	3,000
Library gifts	36,949	47,010	59,350	53,150	53,150	53,150
General Fund taxes	434,352	379,641	394,000	410,000	410,000	410,000
General Fund revenues	-	-	-	152,745	152,745	152,745
Total	\$ 967,375	\$ 1,242,936	\$ 1,350,850	\$ 1,512,895	\$ 1,512,895	\$ 1,512,895

Statement of Funding Issues for 2011-12

Revenue from the Library District of Clackamas County will likely continue to grow very modestly in FY 2011-12, as it settles into a 3-4% annual growth rate. As 75% of Library expenses are constrained by contractual obligations and will likely grow 5-8% per year, the Library will be challenged to limit General Fund requests while maintaining its current level of services. Employee benefit increases are larger due to staff hours being restored in the wake of the creation of the Library District, and the resulting increase in the number of regular part-time and full-time employees.

The Wilsonville Friends of the Library continue to enjoy 4-5% revenue growth in its Twice Sold Tales used bookstore, and are planning to commit over \$30,000 to the Library this year. Principally, these funds will be used to supplement the collections budget, and pay for the Library's Summer Reading Program. The Friends also pay for the Library's Spanish Storytime, Booknotes concerts, and Northwest Author Series. This additional programming support is not reflected in the Library's budget.

Similarly, the Library Foundation will provide support in a few key areas, most notably in funding a large portion of the Library's Science Adventure! initiative. The foundation also supports the Library literature seminars separately from the Library budget.

Capital Outlay increased due to the replacement of a staff copier/printer which was purchased when the Library was expanded in 2002. The new color copier will allow for centralized printing, scanning and faxing and will allow the Library to discard the old copier, a color copier, fax machine and their associated costs.

Performance Measurements

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

Strategy	Measure	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Maintain Oregon Library Association "excellent" standard of at least 4 items per capita	Items in the collection at year-end	121,450	123,317	122,685	129,685	136,685
	Service area population, December estimate	25,272	25,888	19,588	19,754	20,000
	Items per capita	4.81	4.76	6.26	6.56	6.83
Annually weed approximately 5% of materials in the collection	Items deleted	5,635	5,572	4,947	6,000	6,000
Add at least 10,000 items to collection	Items added	11,042	10,806	12,359	15,000	15,000
Increase collection turnover to at least 6.0	Average number of times each item is used	4.98	4.92	5.39	5.35	5.28

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

Increase reference volume by 5%	Reference questions answered	17,600	17,112	17,554	17,500	17,500
	Percentage change	-1%	-3%	3%	0%	0%

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

Provide high quality children's programming	Number of children's programs	218	218	298	300	300
	Attendance at children's programs	12,876	12,876	19,570	20,000	20,000

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

Increase circulation by at least 5% over prior year	Annual direct circulation	490,143	491,908	509,008	534,458	561,181
	Percentage change in circulation from previous year	-1%	0%	3%	3%	3%
Achieve average annual per capita circulation of 23 or higher	Per capita circulation	19.39	19.00	25.99	27.06	28.06
Maintain a high level of loans to other libraries	Annual interlibrary loans	114,148	115,249	152,635	160,000	160,000

Performance Measurements, Continued

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

Strategy	Measure	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Maximize efficiency of Library staff	Total loans (direct circulation plus interlibrary loans) per FTE	50,066	50,303	54,817	57,536	59,750
	Average of all Oregon Libraries	31,777	33,723	35,424	37,000	38,500
Maintain ratio of operating expenditures to total loans which reflects efficiency in operations	Total expenditures divided by total loans	\$1.38	\$1.59	\$1.84	\$1.90	\$1.83
	Average of all Oregon Libraries	\$2.88	\$2.83	\$2.57	\$2.93	\$2.93
Increase volunteer hours worked to at least 6 FTE (12,480 hours)	Number of hours worked/FTE	11,008/5.3	12,061/5.8	12,512/6.0	12,750/6.1	12,750/6.1

Performance Measurements Outcome

The Library saw a modest increase in circulation in FY 2009-10, and is on track for a similar increase in FY 2010-11.

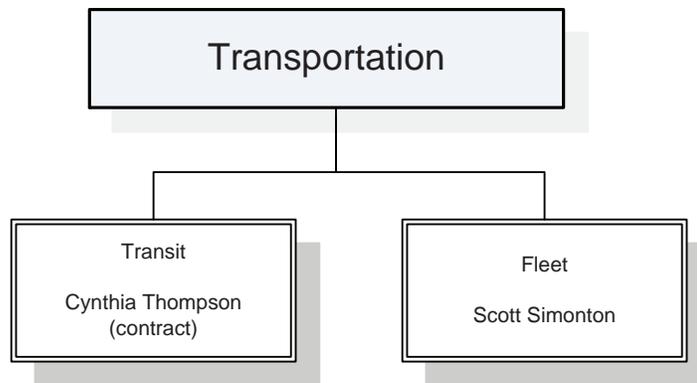
Children’s program attendance took a sizable jump in FY 2009-10 due to the additional FTE in the Children’s Department. FY 2009-10 was a great year for the children of Wilsonville as the Library had the ability to touch many more kids with engaging programs that encourage reading and science exploration.

Did You Know?

Over 20,000 children and parents attended children’s programming in 2010.

E-books, downloadable audiobooks and downloadable movies are available through the Library’s website.





Expenditure Summaries

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Transit	\$ 3,606,913	\$ 4,047,591	\$ 4,578,517	\$ 4,750,190	\$ 4,750,190	\$ 4,750,190
Fleet	982,617	1,037,476	1,173,045	1,310,365	1,310,365	1,310,365
Total	\$ 4,589,530	\$ 5,085,067	\$ 5,751,562	\$ 6,060,555	\$ 6,060,555	\$ 6,060,555

Transportation

Interesting Facts

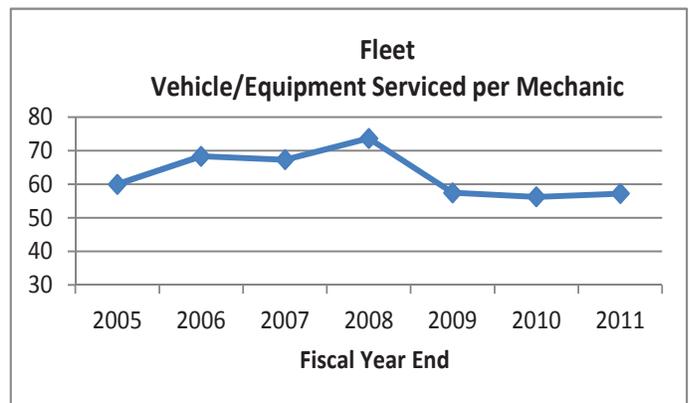
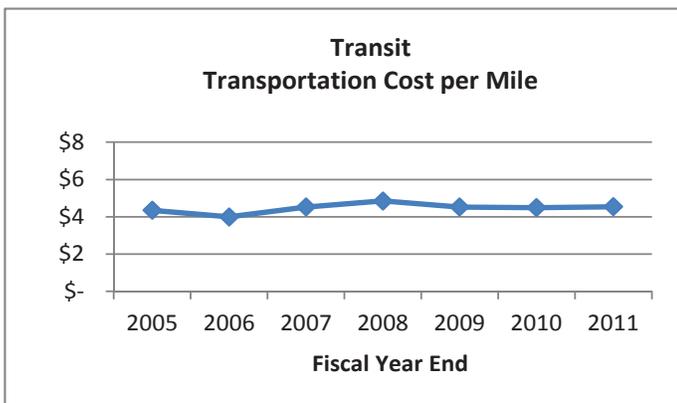
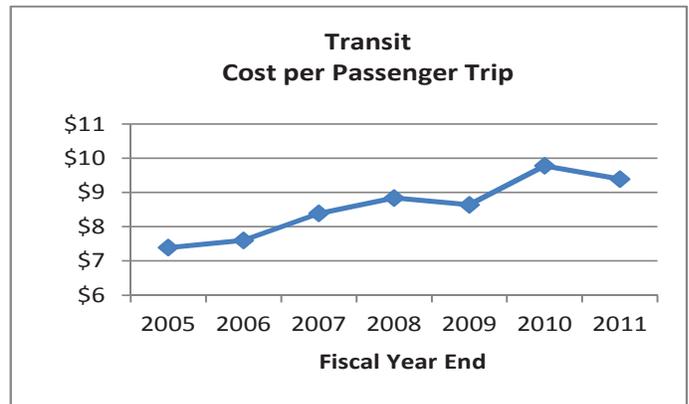
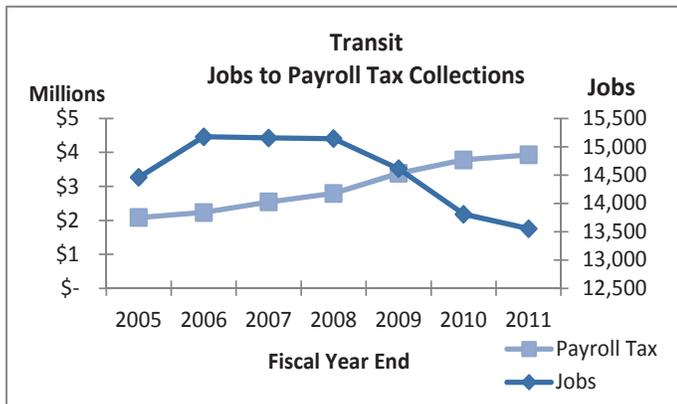
Transit

Those who chose to ride SMART instead of driving alone last year, reduced vehicle miles driven by 2,835,000 and saved 113,400 gallons of fuel. This resulted in a reduction of 2.5 million pounds of greenhouse gases.

Mileage and gallons of fuel saved are based on a formula using ridership and average trip length for the project period of SMART's last BETC application.

Fleet

By implementing several strategies aimed at reducing annual fuel use by the City's transit buses, enough fuel was saved to power a fully loaded 40' transit bus from Wilsonville to New York City and back!





Statement of Purpose

SMART provides convenient, safe and reliable transportation services in a fiscally responsible manner to meet the needs of Wilsonville residents, employees and visitors of all ages, ethnicities and income levels.

The department’s primary functions include overall administration for Transit Operations, grant management, SMART Options program and fleet maintenance services. Transit Operations includes demand-response, fixed route bus service, dispatch center services and a comprehensive training program for Transit Operators. The SMART Options program carries out strategies to increase the use of transit, carpooling, walking and bicycling in and around Wilsonville. This program supports local and regional transportation system management policies.

Program Objectives

Council Goal 1: Enhance Livability and Safety in Wilsonville

- Provide quality transit services for commuters, residents and the business community
- Increase the public’s knowledge of safety for pedestrians and cyclists

Other Program Objectives

- Educate and engage the business and residential community about active transportation modes
- Implement and maintain active bicycle and pedestrian programs
- Support regional transportation system management policies
- Assist Community Development staff with fleet facility design and construction project
- Continue to actively pursue and secure grant funding to assist with capital needs

Position	Full Time Equivalent Positions			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted * 2011-12
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	22.75	22.75	22.75	22.75
Grant Based Drivers	2.94	2.94	2.94	2.94
Trainer	1.00	1.00	1.00	1.00
Administrative Assistant II	0.60	0.60	0.00	0.00
Program Coordinator	1.00	1.00	1.00	1.00
Transportation Options Program Manager	0.00	0.00	1.00	1.00
Bike & Ped Coordinator	0.00	1.00	1.00	1.00
Intern	0.00	0.00	0.00	0.50
	34.29	35.29	35.69	36.19

*Transit Director is a contract position and is not on City payroll.

Transportation

SMART transit

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 1,256,460	\$ 1,418,724	\$ 1,567,420	\$ 1,674,410	\$ 1,674,410	\$ 1,674,410
Employee benefits	633,292	662,389	814,260	891,730	891,730	891,730
Total	1,889,752	2,081,113	2,381,680	2,566,140	2,566,140	2,566,140
Materials and Services						
Supplies	272,061	79,224	66,630	75,500	75,500	75,500
Prof and tech serv	275,599	190,436	307,030	362,340	362,340	362,340
Utility services	30,220	34,499	40,965	39,650	39,650	39,650
Repairs & maintenance	20,329	45,120	40,380	30,480	30,480	30,480
Fleet services	851,245	892,892	973,060	981,310	981,310	981,310
Rents & leases	5,849	7,609	30,510	15,510	15,510	15,510
Insurance	19,202	19,711	20,800	20,800	20,800	20,800
Commuter rail service	125,000	300,000	300,000	300,000	300,000	300,000
Comm svcs programs	5,795	575	3,570	23,690	23,690	23,690
Employee development	14,067	14,596	24,790	24,780	24,780	24,780
Fees, dues, advertising	80,414	62,041	68,550	76,430	76,430	76,430
Meeting expenses	3,014	1,843	3,060	3,560	3,560	3,560
Total	1,702,795	1,648,546	1,879,345	1,954,050	1,954,050	1,954,050
Capital Outlay						
Machinery & equipment	562	38,250	-	-	-	-
Vehicles	13,804	279,682	317,492	230,000	230,000	230,000
Total	14,366	317,932	317,492	230,000	230,000	230,000
Total Department	\$ 3,606,913	\$ 4,047,591	\$ 4,578,517	\$ 4,750,190	\$ 4,750,190	\$ 4,750,190

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Payroll taxes	\$ 3,412,030	\$ 3,781,052	\$ 3,800,000	\$ 4,100,000	\$ 4,100,000	\$ 4,100,000
Charges for services	174,413	167,005	136,200	145,400	145,400	145,400
Intergovernmental grants	369,818	759,083	623,871	934,660	934,660	934,660
Energy Tax Credits	677,833	-	600,000	-	-	-
Other revenues	7,270	6,120	25,000	10,000	10,000	10,000
Total	\$ 4,641,364	\$ 4,713,260	\$ 5,185,071	\$ 5,190,060	\$ 5,190,060	\$ 5,190,060

Statement of Funding Issues for 2011-12

Supplies, Professional and Technical Services, Community Services Program and Advertising expenses reflect increases due to the inclusion of new grant funded programs including Discover Wilsonville and Sunday Parkways. The grant programs are described on the following page.

Capital Outlay includes the purchase of two compressed natural gas mini-buses that were previously authorized by Council on February 7, 2011. SMART anticipates delivery of these vehicles in September 2011.

The most significant funding issue for SMART continues to be investment in long-term capital including the construction of a new fleet facility and the cyclical purchase of replacement buses. In FY 2012-13, SMART will need to purchase three 35' and 40' replacement buses at a cost of approximately \$350,000 each. Over the years grant funds have offset local funds and contributed to the growth of SMART's reserve fund for this purpose. As an example, this year's budget includes \$931,160 in grant funds which offsets over \$1,000,000 in capital and operating costs and continues to contribute to SMART's reserve fund to upgrade SMART's diverse and aging fleet.

Transportation

SMART transit

Anticipated Grants for 2011-12

State Transportation Formula Funds Elderly and Disabled (E&D): Grant funding in the amount of \$97,335 in STF funds has been approved to offset the cost of the out of town Dial-A-Ride service.

Section 5307 Urbanized Area Formula Grant: SMART will spend the \$280,000 anticipated formula apportionment to offset department preventative maintenance costs.

Section 5309 Capital Grant: Grant funding in the amount of \$73,807 will be used to offset department preventative maintenance costs.

Section 5310 Jobs and Transportation Grant (JTA): Grant funding in the amount of \$207,144 of which \$176,244 will be used to offset the \$230,000 purchase cost of two compressed natural gas (CNG) 21 passenger replacement buses with \$31,000 to offset preventative maintenance for dial-a-ride buses.

Section 5317 New Freedom Grant: This year \$9,000 in grant funds including match will be spent to improve or enhance customer waiting areas for people with disabilities.

Section 3037 Jobs Access Reverse Commute Grant (JARC): This year \$8,000 in federal funding including match will be spent to support rideshare activities targeting low income workers designed to meet grant goals.

Transportation Demand Management (TDM): \$78,012 in federal grant funding including match will support the SMART Options program which is designed to work with Wilsonville employers and residents to reduce drive alone commute trips and improve air quality.

Bike/Pedestrian Grant: \$91,200 in federal grant funding including match will support the SMART Options Bicycle and Pedestrian Coordinator position and implementation of grant activities.

Discover Wilsonville Grant: \$114,500 in federal grant funding including match will support the individualized transportation options education and encouragement program as an effort to maximize awareness and increase the use of transit, walking, bicycling and carpooling in Wilsonville.

Sunday Parkways Grant: \$66,764 in federal grant funding including match will support community events that focus on connecting neighborhoods and people: bicyclists, walkers, runners, seniors, adults and children will enjoy traffic-free streets and areas filled with fun activities and interactive entertainment.

Anticipated Grant Funding for 2011-12

Grant	FTE	Funding Source		Total	Expenditures		
		Grant Funding	Tax/Other Match		Personal Services	Materials & Services	Capital Outlay
STF Grant	2.00	97,335	-	97,335	91,315	6,020	-
Section #5307 Grant	n/a	280,000	-	280,000	-	280,000	-
Section #5309 Grant	n/a	73,807	-	73,807	-	73,807	-
Section #5310 (JTA)	n/a	207,144	22,856	230,000	-	31,000	230,000
Section #5317 New Freedom	n/a	4,500	4,500	9,000	-	9,000	-
JARC Grant	n/a	4,000	4,000	8,000	-	8,000	-
TDM Grant	0.80	70,000	8,012	78,012	42,612	35,400	-
Bike/Pedestrian Grant	1.00	45,600	45,600	91,200	55,500	35,700	-
Discover Wilsonville Grant	0.50	95,360	19,140	114,500	25,880	88,620	-
Sunday Parkways Grant	0.40	53,414	13,350	66,764	21,764	45,000	-
	4.70	\$ 931,160	\$ 117,458	\$1,048,618	\$ 237,071	\$ 612,547	\$ 230,000

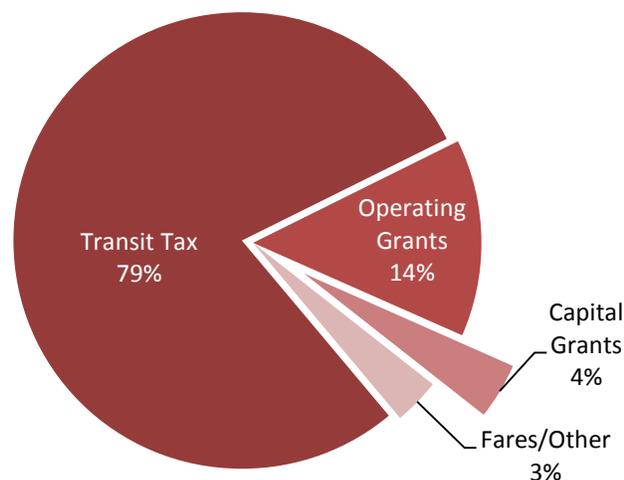
Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$8.84	\$8.64	\$9.78	\$9.39	\$9.53
	Cost per service hour	\$82.24	\$79.08	\$68.40	\$70.02	\$75.28
	Cost per mile	\$4.85	\$4.52	\$4.49	\$4.54	\$4.89
	Passenger trips per service hour	9.3	9.2	7.0	7.5	7.9
	Passenger trips per mile	0.55	0.55	0.46	0.48	0.51
Increase ridership within the community	Number of passenger trips	295,266	312,309	306,421	325,617	345,154
	Service hours	31,755	34,119	43,816	43,649	43,712
	Annual miles driven	538,720	602,314	667,161	672,416	673,005
	On-time performance	0.98	0.98	0.99	0.99	0.99

Performance Measurements Outcome

Although unemployment in Oregon continues to be high, we are experiencing an increase in ridership particularly during the second quarter of FY 2010-11 where double digit percentages are occurring. As a result, projections anticipate a 6.5% increase in ridership over last year. Ridership is anticipated to increase an additional 6.5% in FY 2011-12. The projections are based on continued ridership increases on WES, an easing of the recession and business growth in Wilsonville.

Transit Revenue Sources



Statement of Purpose

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

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

Items maintained by Fleet personnel consist of:

- 33 Transit buses
- 7 passenger vehicles
- 31 pickup trucks
- 6 heavy trucks
- 7 emergency generators
- 126 pieces of equipment ranging from small grounds maintenance tools to heavy equipment and tractors
- 15 trailers

Program Objectives

Other Program Objectives

- Provide safe and clean vehicles and equipment
- Extend vehicle service life through quality maintenance
- Maximize return on investments through effective vehicle purchase and disposal procedures
- Continue exploration and implementation of fuel saving strategies, including the implementation of alternative fuel vehicles

Full Time Equivalent Positions

Position	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Fleet Services Manager	1.00	1.00	1.00	1.00
Mechanic II	3.00	3.00	3.00	2.00
Mechanic I	1.00	1.00	1.00	2.00
Fleet Hostler	2.00	2.00	2.00	2.00
	7.00	7.00	7.00	7.00

Transportation

fleet

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 272,969	\$ 304,661	\$ 329,930	\$ 332,900	\$ 332,900	\$ 332,900
Employee benefits	149,881	162,410	186,320	207,040	207,040	207,040
Total	422,850	467,071	516,250	539,940	539,940	539,940
Materials and Services						
Supplies	397,581	441,410	510,660	510,660	510,660	510,660
Prof and tech serv	2,323	-	-	-	-	-
Utility services	58,108	60,528	62,475	63,455	63,455	63,455
Repairs & maintenance	42,480	36,363	27,140	27,070	27,070	27,070
Rents & leases	-	-	-	5,000	5,000	5,000
Insurance	2,216	2,111	2,360	2,080	2,080	2,080
Employee development	5,824	8,025	8,160	8,160	8,160	8,160
Total	508,532	548,437	610,795	616,425	616,425	616,425
Capital Outlay						
Machinery & equipment	36,928	-	-	-	-	-
Vehicles	-	21,968	46,000	154,000	154,000	154,000
Other Equipment	14,307	-	-	-	-	-
Total	51,235	21,968	46,000	154,000	154,000	154,000
Total Department	\$ 982,617	\$ 1,037,476	\$ 1,173,045	\$ 1,310,365	\$ 1,310,365	\$ 1,310,365

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Charges for services	\$ 1,095,244	\$ 1,119,604	\$ 1,130,899	\$ 1,098,771	\$ 1,098,771	\$ 1,098,771
Charges for reserves	118,506	107,856	141,661	148,479	148,479	148,479
Assigned contingencies	-	23,000	46,000	154,000	154,000	154,000
Total	\$ 1,213,750	\$ 1,250,460	\$ 1,318,560	\$ 1,401,250	\$ 1,401,250	\$ 1,401,250

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 2011-12

Although life expectancy guidelines are set at the time vehicles are purchased, actual purchases are handled on a case by case basis, with many vehicles being kept in service longer than originally anticipated. Five replacement vehicles are planned for the coming year with funds available out of the Fleet Fund replacement reserve.

The City is a participant in a grant opportunity which will result in the placement of public use electric vehicle charging stations at City Hall. We will be leasing an electric vehicle for City staff use. This car will replace an existing vehicle in the current City Fleet. Total cost of the three year lease will be roughly \$13,000 with an expected yearly total of \$5,000 paid from funds available in the Fleet Reserve.

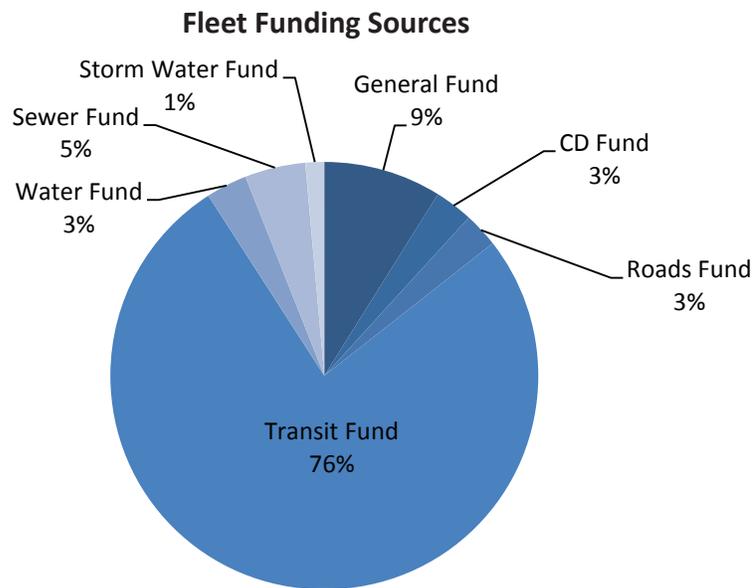
Capital Outlay replacements include a 5-yard dump truck with sander, a ¾ ton pickup, a bunker rake and a riding mower.

Performance Measurements

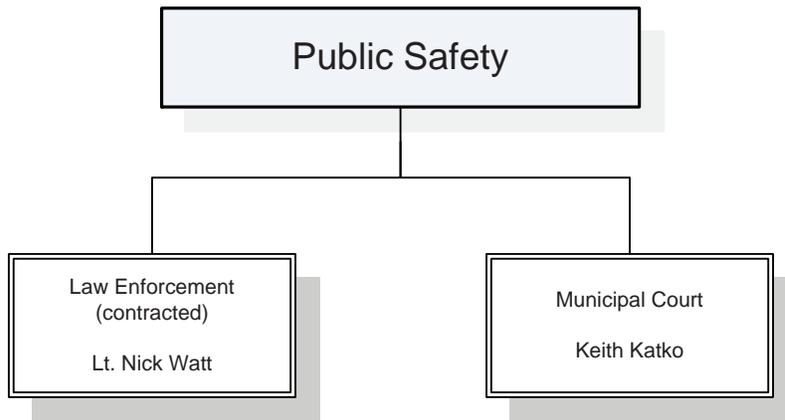
<i>Strategy</i>	<i>Measure</i>	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Track labor productivity in terms of time spent directly on maintenance activities, goal is a minimum of 70% of non-supervisory time	Percent of FTE applied to "wrench turning" labor activities	70%	74%	76%	75%	75%
Preventative Maintenance	Percent completed on time	n/a	77%	82%	80%	82%
Track number of road calls	Number of road calls per year	n/a	67	59	60	60

Performance Measurements Outcome

Over prior years, the goal for direct labor percentage has remained steady at around 75% while the goal for on-time preventive maintenance is increasing each year. Fleet staff continually meets both percentage goals. The total number of breakdowns shows a significant decrease from three years ago and proves the effectiveness of our preventive maintenance program.



Public Safety



Expenditure Summaries

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Law Enforcement	\$ 3,061,353	\$ 3,415,357	\$ 3,708,355	\$ 3,836,670	\$ 3,836,670	\$ 3,836,670
Municipal Court	148,319	149,645	196,095	207,700	207,700	207,700
Total	\$ 3,209,672	\$ 3,565,002	\$ 3,904,450	\$ 4,044,370	\$ 4,044,370	\$ 4,044,370

Public Safety

Interesting Facts

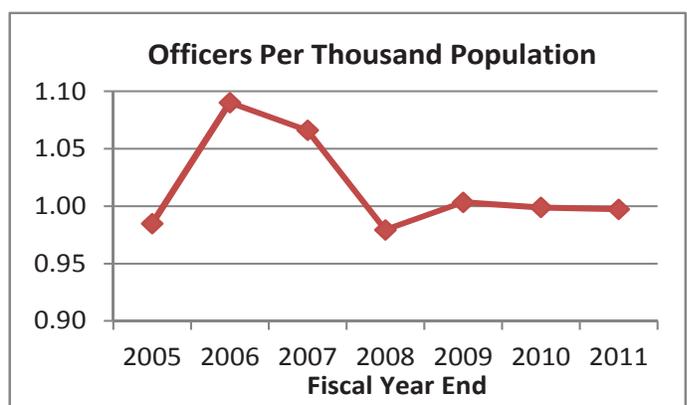
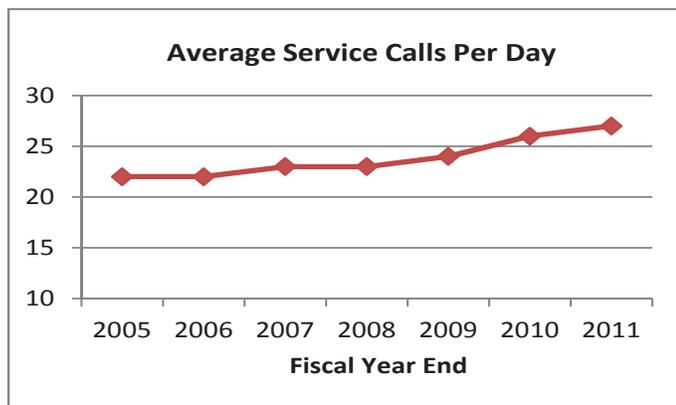
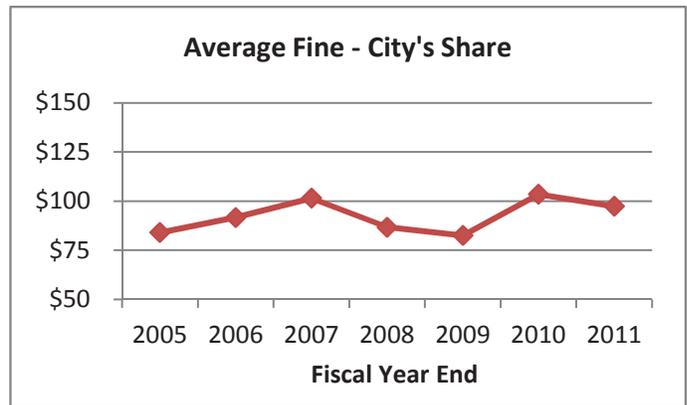
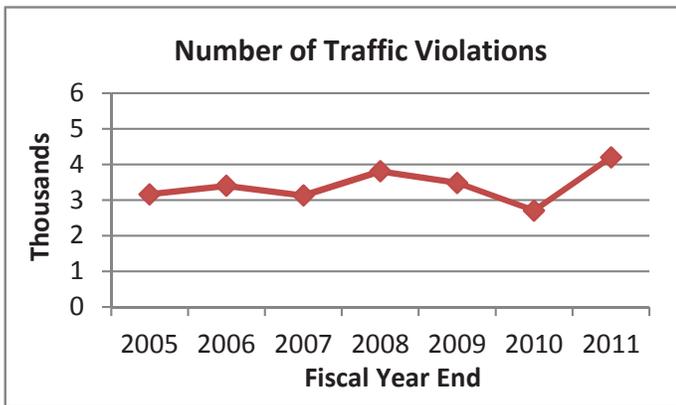
Police

The Wilsonville Police Department has over 200 years of combined Law Enforcement experience through our Officers. The School Resource Officer also serves as the City's Gang Enforcement Officer.

Court

Oregon's cell phone law went into effect on January 01, 2010 and is a class D violation with a minimum fine of \$142. This violation is a primary offense meaning an officer may stop a driver solely for using a cell phone without a hands-free device. For calendar year 2010, Court processed 176 cell phone infractions.

Municipal Court's website offers information for defendants on what to expect in Court and allows for payment online. Last year 208 violations were processed online.





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. 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 Enforcement 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

Council Goal 1: Enhance Livability and Safety in Wilsonville

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

Position	Full Time Equivalent Positions*			
	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Lieutenant	1.00	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00	2.00
Detective	1.00	1.00	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	18.00	18.00	18.00

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

Public Safety

law enforcement

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Materials and Services						
Supplies	\$ 3,443	\$ 6,399	\$ 4,530	\$ 4,530	\$ 4,530	\$ 4,530
Prof and tech serv	3,022,583	3,374,527	3,662,270	3,790,170	3,790,170	3,790,170
Utility services	16,351	13,785	16,225	16,525	16,525	16,525
Fleet services	10,080	11,670	14,510	14,390	14,390	14,390
Repairs & maintenance	7,895	6,810	7,700	7,930	7,930	7,930
Rents & leases	-	-	-	-	-	-
Insurance	1,001	1,002	1,080	1,085	1,085	1,085
Employee development	-	780	1,530	1,530	1,530	1,530
Misc serv & supplies	-	384	510	510	510	510
Total Department	\$ 3,061,353	\$ 3,415,357	\$ 3,708,355	\$ 3,836,670	\$ 3,836,670	\$ 3,836,670

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Taxes	\$ 2,654,653	\$ 2,894,967	\$ 3,044,549	\$ 3,153,861	\$ 3,153,861	\$ 3,153,861
Intergovernmental	76,714	79,079	71,300	77,700	77,700	77,700
State Shared 9-1-1 tax	93,421	90,766	90,000	90,000	90,000	90,000
General Fund revenues	236,565	350,545	502,506	515,109	515,109	515,109
Total	\$ 3,061,353	\$ 3,415,357	\$ 3,708,355	\$ 3,836,670	\$ 3,836,670	\$ 3,836,670

Statement of Funding Issues for 2011-12

Budget increase is primarily a result of contract negotiations with Clackamas County.

Did You Know?

The City has Police Officers that specialize in dive/rescue, child abuse and mental illness response.

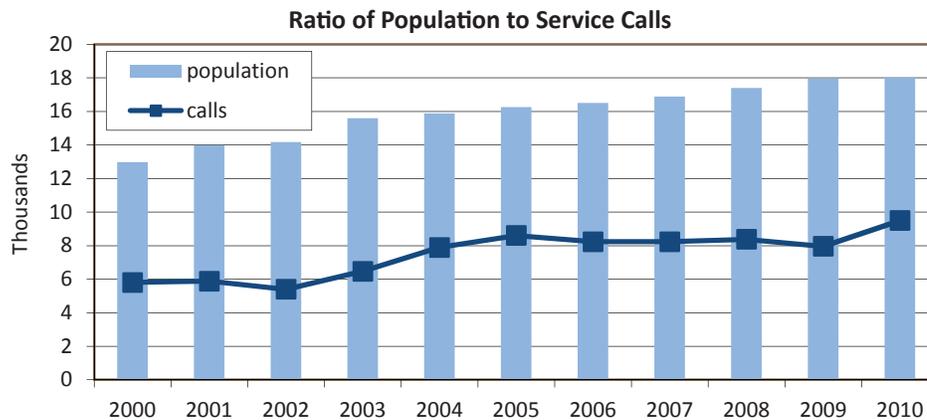
Performance Measurements Outcome

Strategy	Measure	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Maintain a staffing level that allows for approximately 600 calls per officer	Population served	17,405	17,940	18,020	18,095	18,150
	Calls for service*	8,379	7,962	9,491	9,600	5,340
	Average number of calls for service per day*	23	24	26	27	22
	Calls per officer*	644	668	730	738	411
	Reports taken	2,319	2,500	2,871	2,900	1,862
	Officers per thousand population	0.98	1.00	1.00	1.00	1.00
Reduce the number of traffic accidents in the community through greater compliance tools	Total number of reported auto accidents	144	140	125	130	122
Gain compliance to traffic laws and increase public safety through traffic enforcement, promote safety and livability by education through enforcement.	Traffic stops	5,300	6,000	5,162	5,265	6,723
	Traffic citations	3,000	3,200	2,740	2,800	3,072

* 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 and suspicious persons.





Statement of Purpose

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

Program Objectives

Other Program Objectives

- Adjudicate cases in an expeditious, impartial and consistent manner
- Make a positive, professional impression of municipal court proceedings
- Focus on quality customer service
- Continue professional development of court personnel by active participation in professional associations and training activities
- Maximize collection efforts for fines and fees levied
- Streamline case management through use of a Violations Bureau
- Maintain a dynamic and useful web page for information and court payment collections
- Promote public safety through public education, adjudication powers, and compliance programs

Full-Time Equivalent Positions

Position	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12
Court Clerk	1.80	1.80	1.80	1.80
Interpreter	0.05	0.05	0.05	0.05
Room Monitor	0.05	0.05	0.05	0.05
Municipal Court Judge	0.10	0.10	0.10	0.10
	2.00	2.00	2.00	2.00

Operating Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Personal Services						
Salaries and wages	\$ 89,852	\$ 97,993	\$ 116,190	\$ 122,030	\$ 122,030	\$ 122,030
Employee benefits	27,594	27,195	33,880	39,120	39,120	39,120
Total	117,446	125,188	150,070	161,150	161,150	161,150
Materials and Services						
Supplies	4,179	1,256	4,570	4,810	4,810	4,810
Prof and tech serv	16,751	15,510	30,850	30,750	30,750	30,750
Utility services	362	365	420	780	780	780
Employee development	3,868	1,648	4,050	4,050	4,050	4,050
Fees, dues, advertising	100	225	410	410	410	410
Meetings & council	2,038	2,196	2,275	2,300	2,300	2,300
Misc serv & supplies	3,575	3,257	3,450	3,450	3,450	3,450
Total	30,873	24,457	46,025	46,550	46,550	46,550
Total Department	\$ 148,319	\$ 149,645	\$ 196,095	\$ 207,700	\$ 207,700	\$ 207,700

Resources Summary	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Fines	\$ 287,187	\$ 293,007	\$ 308,000	\$ 400,000	\$ 400,000	\$ 400,000
Total	\$ 287,187	\$ 293,007	\$ 308,000	\$ 400,000	\$ 400,000	\$ 400,000

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 2011-12

The Municipal Court Supplies budget includes supplies for the operation of electronic ticketing machines in use by the Wilsonville Police Department.

Utility Services include the analog telephone cost associated with department credit card machine use.

Did You Know?

The City regularly provides a Spanish language interpreter for court nights. Additional interpreter services provided have included Russian, Chinese, Chuukese, Ukrainian, Hmong and American Sign languages.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2007-08	Actual 2008-09	Actual 2009-10	Estimate 2010-11	Forecast 2011-12
Efficiency	Total violations	3,805	3,479	2,706	4,200	4,200
	Violations per Court Clerk (FTE)	2,114	1,933	1,503	2,333	2,333

Performance Measurements Outcome

Total violations are correlated by the number of citations issue by Law Enforcement. With the addition of a dedicated Traffic Enforcement Officer in FY 2010-11, estimated and forecasted violations are expected to rise.

Additional Financial Detail - Citation Anatomy

The City of Wilsonville follows the Schedule of Minimum Base-Fine Amounts for Violation Offenses in Oregon, as provided by the Oregon Office of the State Court Administrator (OSCA), pursuant to Oregon Revised Statute 153.138.

State laws classify most violations offenses as Class A, B, C, or D violations (with "A" the most serious). Fines within each classification are enhanced for infractions which contribute to an accident or for those which occur in special zones (such as designated school zones, safety corridors, or highway work areas).

Current fines (as of 05/01/10) for regular infractions and those occurring in special zones are detailed in the chart below:

	Citations							
	Class A ¹		Class B ²		Class C ³		Class D ⁴	
	Basic	Special Zone						
Original base fine (listed on citation)	\$ 472.00	\$ 724.00	\$ 287.00	\$ 400.00	\$ 190.00	\$ 251.00	\$ 142.00	\$ 172.00
Less good driver discount ⁵	(118.00)	-	(72.00)	-	(47.00)	-	(36.00)	-
Total paid by customer	354.00	724.00	215.00	400.00	143.00	251.00	106.00	172.00
Less - State and County assessments:								
State Unitary Assesment	(37.00)	(37.00)	(37.00)	(37.00)	(37.00)	(37.00)	(37.00)	(37.00)
Law Enforcement Liability (LEMLA)	(2.00)	(5.00)	(2.00)	(2.00)	(1.00)	(2.00)	(1.00)	(1.00)
State Court Assessment	(5.00)	(7.00)	(5.00)	(6.00)	(3.00)	(5.00)	(3.00)	(4.00)
Clackamas County Assessment	(18.00)	(54.00)	(18.00)	(22.00)	(11.00)	(18.00)	(11.00)	(13.00)
Total City of Wilsonville portion	\$ 292.00	\$ 621.00	\$ 153.00	\$ 333.00	\$ 91.00	\$ 189.00	\$ 54.00	\$ 117.00

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

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

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

⁴ Class D: Includes fail to use safety belt, using a cell phone without handsfree device, speeding 1 to 10 mph excess

⁵ Good driver discount - available for defendants with no convictions in prior 3 years. Maximum discount allowed by state law is 25%.

Capital Projects

The City budgets its major construction activities in one of eight 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 2011-12 are presented below.

Water Capital Projects

New reservoir site acquisition, Tooze Rd Waterline and Vault, construction of new lines and treatment plant modifications

Sewer Capital Projects

Relocation of the Memorial Park Pump Station, upgrade the Wastewater Treatment Plant and miscellaneous sewer line improvements

Streets Capital Projects

Complete the construction of improvements at the I-5/Wilsonville Road Interchange including the Boones Ferry Road Project, Tooze Rd improvements and miscellaneous street improvement projects

Streetscape/Bikeway Capital Projects

Streetlight infill and streetscape items

Stormwater Capital Projects

Rivergreen drainage improvements, EPA/Costa Pacific grant pass-thru and Villebois school site improvements

Transit Capital Projects

Construction of the Transit and Fleet Operations Building

Building Capital Projects

Community Center Kitchen Improvements and other miscellaneous modifications to City buildings

Parks Capital Projects

Memorial park trails improvement, Montebello Park Improvements, Memorial Park parking lot improvements and reimbursement of Palermo Park development.

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.

Capital Projects

Summary of Appropriations

	Water	Sewer	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Design/Construct	\$2,546,800	\$10,642,000	\$9,335,095	\$62,000	\$975,000	\$4,102,000	\$540,000	\$601,455	\$28,804,350
Engineering/Admin	416,552	799,760	1,019,233	8,680	117,600	280	49,000	127,718	2,538,823
	<u>\$2,963,352</u>	<u>\$11,441,760</u>	<u>\$10,354,328</u>	<u>\$70,680</u>	<u>\$1,092,600</u>	<u>\$4,102,280</u>	<u>\$589,000</u>	<u>\$729,173</u>	<u>\$31,343,173</u>

Summary of Resources

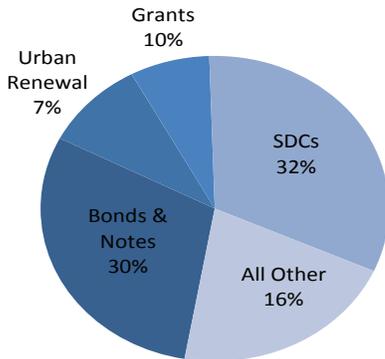
	Water	Sewer	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Operating Funds	\$ 364,800	\$ 837,900	\$ 76,800	\$ -	\$ 252,373	\$ 2,102,280	\$ -	\$ -	\$ 3,634,153
SDCs									
Improvement	1,881,150	1,105,380	6,269,688	11,400	430,227	-	-	402,000	10,099,845
Sherwood Reimbursement	717,402	-	-	-	-	-	-	-	717,402
Federal Funding/Grants	-	-	975,840	-	-	2,000,000	-	-	2,975,840
Bonds & Notes	-	9,348,000	-	-	-	-	-	-	9,348,000
Metro Open Space	-	-	-	-	-	-	-	209,418	209,418
Contributions	-	150,480	100,000	-	410,000	-	399,000	17,755	1,077,235
Street Lights	-	-	-	59,280	-	-	-	-	59,280
Road Maintenance	-	-	615,000	-	-	-	-	-	615,000
General Fund Set Asides	-	-	-	-	-	-	190,000	100,000	290,000
Subtotal	<u>2,963,352</u>	<u>11,441,760</u>	<u>8,037,328</u>	<u>70,680</u>	<u>1,092,600</u>	<u>4,102,280</u>	<u>589,000</u>	<u>729,173</u>	<u>29,026,173</u>
Urban Renewal	-	-	2,317,000	-	-	-	-	-	2,317,000
Total	<u>\$ 2,963,352</u>	<u>\$ 11,441,760</u>	<u>\$ 10,354,328</u>	<u>\$ 70,680</u>	<u>\$ 1,092,600</u>	<u>\$ 4,102,280</u>	<u>\$ 589,000</u>	<u>\$ 729,173</u>	<u>\$ 31,343,173</u>

Impact of Capital Projects on Operating Costs

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

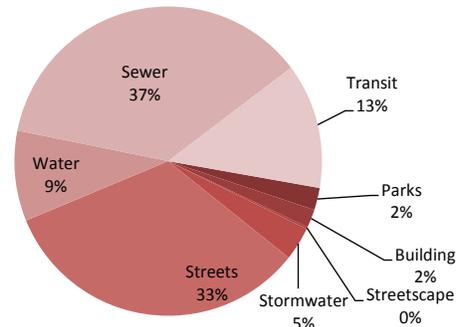
Funding Source

Major funding sources for capital projects identified in FY 2011-12 include urban renewal, systems development charges, and bond notes, respectively.

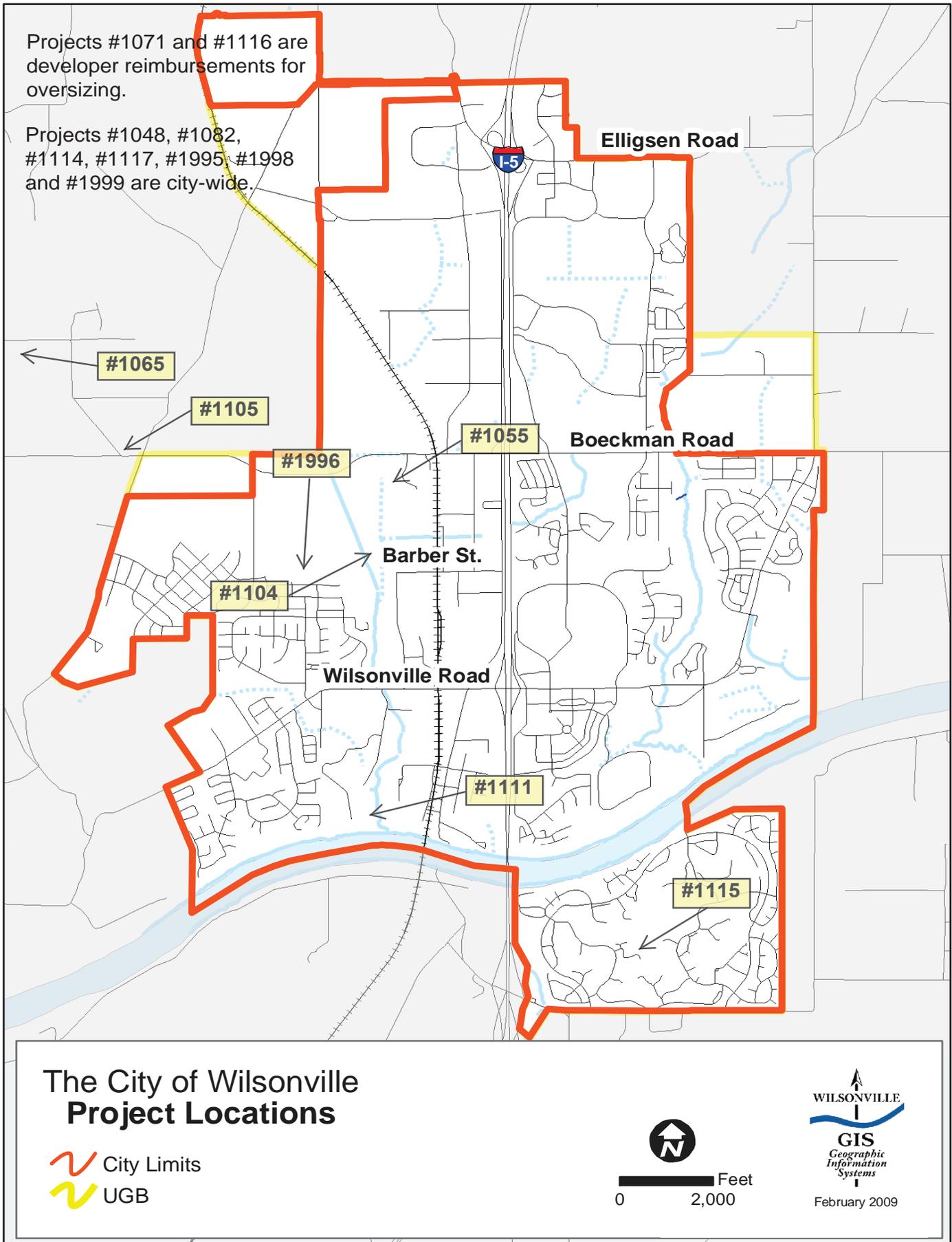


Project Type

The largest portion of the 2011-12 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



FY 2011-12 Funding Sources

Proj.	Project Name	Water Operating	Water SDCs	City of Sherwood Contribution	Total Resources
1048	Annual - Water Distribution System Miscellaneous Improvements	\$ 39,900	\$ -	\$ -	\$ 39,900
1055	Kinsman Transmission Main Phase 2 - Barber to Boeckman	-	17,100	28,500	45,600
1065	West Side Level B Reservoir Site & Offsite Improvments	-	855,000	-	855,000
1071	Villebois Water System SDC Reimbursement	-	85,500	-	85,500
1082	Water System Master Plan Update, Conservation Plan & Rate Study	-	199,500	-	199,500
1104	Barber St. 18" Waterline - Kinsman to Coffee Lake Dr.	-	1,140	-	1,140
1105	Tooze Rd. 24" and 18" Waterline & Revenue Vault	-	334,590	271,662	606,252
1111	Water Treatment Plant Clearwell & Surge Tanks	165,300	-	417,240	582,540
1114	Water Telemetry - Distribution System	85,500	-	-	85,500
1115	Charbonneau Water System Analysis	57,000	-	-	57,000
1116	Kinsman Rd. So @ Wilsonville Rd Project SDC Credit	-	43,320	-	43,320
1117	Fire Flow Data Collection for System Capacity & Growth	17,100	-	-	17,100
1995	Tooze Rd - 110 th to Grahams Ferry	-	50,000	-	50,000
1996	Villebois School Site Utilities	-	171,000	-	171,000
1998	5-Year & Annual Water CIP Budget Development	-	10,000	-	10,000
1999	Project Design & Development	-	114,000	-	114,000
		<u>\$ 364,800</u>	<u>\$1,881,150</u>	<u>\$ 717,402</u>	<u>\$2,963,352</u>

Project Summaries

Project #1048: Water Distribution System Miscellaneous Improvements

This annual project allows the City to proactively replace deteriorating waterlines through the City.

Priority: Medium

Justification: Aging Infrastructure

FY2011-12 Funding Sources: Water Operating Funds

Status: Annual

Estimated Date of completion: Annual

Operations Impact: After completion, maintenance costs estimated at \$3000 per year.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ 35,000	Annual	\$ 35,000
Engineering Administration		-	4,900	-	4,900
		<u>\$ -</u>	<u>\$ 39,900</u>	<u>\$ -</u>	<u>\$ 39,900</u>

Water Projects

Project #1055: Kinsman Transmission Main Phase 2 - Barber to Boeckman

This is a multi-year project with current funding needed to continue preliminary design and engineering for future construction of a water pipeline extension from Barber Street to Boeckman Road along the future Kinsman Road alignment (street project 4004). This waterline is needed to accommodate City growth and to provide future water service to the City of Sherwood. Funding for preliminary engineering and design as well as the future construction phase of this project includes a financial contribution from the City of Sherwood. For cost efficiencies, to address environmental permitting requirements, and to meet ODOT contracting requirements associated with federal funding granted to the Kinsman Road extension project, this waterline project is incorporated into a larger package of projects in the Kinsman Road project area, including the design and permitting of a sewer main (sewer project 2079) and the extension of Barber Street from Kinsman Road to Coffee Lake Drive (street project 4116). The City entered into a design contract through ODOT for these projects in the spring of 2010. While being designed and permitted together, these projects may or may not be constructed at the same time depending on funding availability and other factors. The 2009 cost estimate for construction of this project included \$1.3 million for design and permitting and approximately \$8 million for construction, contingency and overhead, with expenses to be shared by Wilsonville and Sherwood. The right-of-way costs are incorporated into the Kinsman Road project.

Priority: High

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

FY2011-12 Funding Sources: Water SDC and Sherwood Reimbursement

Status: Continued from 2003-04

Estimated Date of completion: 2014-15

Operations Impact: After completion, maintenance costs estimated at \$3000 per year.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 413	\$ 104,000	\$ 40,000	\$ 8,433,916	\$ 8,578,329
Engineering Administration	12,714	15,352	5,600	1,180,748	1,214,414
	<u>\$ 13,127</u>	<u>\$ 119,352</u>	<u>\$ 45,600</u>	<u>\$ 9,614,664</u>	<u>\$ 9,792,743</u>

Project #1065: West Side Level B Reservoir Site & Offsite Improvements

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. Level "B" is the pressure zoning serving most of the City. This project was identified in the City's 2002 Water Master Plan and while the capacity is not immediately needed, it will be needed in the near term. Current real estate and construction prices warrant advancing this project at this time. Funds budgeted in prior years have not been expended and are being re-budgeted in 11/12 to identify and acquire land for the reservoir. While an exact location for the reservoir has not been identified, the general area is known as it is primarily driven by elevation and proximity to the City. The identification and acquisition process is expected to be a fairly lengthy process as it requires Clackamas County land use approval and the target area is mostly zoned for Exclusive Farm Use. A significant amount of public process is anticipated. Future expenditures of approximately \$4,000,000 are anticipated in years 2013-2015 for design and construction of the reservoir along with off-site improvements including a 24" waterline from Grahams Ferry Road to the new West Side Reservoir. The waterline alignment is yet to be determined.

Priority: Medium

Justification: Public Safety

FY2011-12 Funding Source: Water SDC

Status: Continued from 2005-06

Estimated date of completion: 2015-16

Operations Impact: Costs associated with vacant land are estimated at less than \$2,000 per year. After completion, maintenance costs estimated at \$9,000 per year.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 400	\$ 100,000	\$ 750,000	\$ 6,900,000	\$ 7,750,400
Engineering Administration	5,117	14,506	105,000	966,000	1,090,623
	<u>\$ 5,517</u>	<u>\$ 114,506</u>	<u>\$ 855,000</u>	<u>\$ 7,866,000</u>	<u>\$ 8,841,023</u>

Project #1071: Villebois Water System SDC Reimbursement

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

Priority: High

Justification: Villebois Development Agreement and SDC regulations

FY2011-12 Funding Source: Water SDC

Status: Continued from 2009-10

Estimated date of completion: Full build out of Villebois

Operations Impact: Not applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ 541,280	\$ -	\$ 75,000	\$ 225,000	\$ 841,280
Engineering Administration	28,022	420	10,500	31,500	70,442
	<u>\$ 569,302</u>	<u>\$ 420</u>	<u>\$ 85,500</u>	<u>\$ 256,500</u>	<u>\$ 911,722</u>

Project #1082: Water System Master Plan Update, Conservation Plan & Rate Study

The City's last Water System Master Plan was completed in 2002, and predates the completion of the Willamette River Water Treatment Plant. The City has grown significantly since this time and has also undertaken upsized improvements to provide water to the City of Sherwood. An update to the Water System Master Plan will examine changes in population, density, and growth patterns, and also evaluate future capital improvements for storage, treatment, and distribution. This project was initiated in 08/09 and completion is expected in 11/12. The scope of the update includes a Water Management and Conservation Plan to be submitted to the Oregon Water Resources Department as well as a user rate study.

Priority: High

Justification: City Growth

FY2011-12 Funding Source: Water SDC

Status: Continued from 2008-09

Estimated date of completion: 2012-13

Operations Impact: Not applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 155,279	\$ 175,000	\$ -	\$ 330,279
Engineering Administration	40,466	40,876	24,500	-	105,842
	<u>\$ 40,466</u>	<u>\$ 196,155</u>	<u>\$ 199,500</u>	<u>\$ -</u>	<u>\$ 436,121</u>

Water Projects

Project #1104: Barber 18" Waterline - Kinsman to Coffee Lake Drive

This project is a continuation of preliminary design and engineering for future construction of a water pipeline to loop the water system to Villebois and provide water pressure and supply. The design and permitting of this project is packaged and coordinated with the Barber Street – Kinsman Road to Coffee Lake Drive project (street project 4116), Kinsman Road – Barber Street to Boeckman Road (street project 4004), and water project 1055. The City entered into a design contract through ODOT for these projects in the spring of 2010. Construction will occur in conjunction with construction of the extension of Barber Street – Kinsman Road to Coffee Lake Drive. Future constructions costs in the amount of \$2.69 million are anticipated at the time the Barber Street extension project is constructed, which is currently scheduled for the FY 14/15 timeframe.

Priority: High

Justification: Under Contract

FY2011-12 Funding Source: Water SDC

Status: Continued from 2008-09

Estimated date of completion: 2014-15

Operations Impact: After completion, annual costs estimated at \$2,000 per year.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ 2,700	\$ 1,000	\$ 1,000	\$ 2,462,400	\$ 2,467,100
Engineering Administration	1,311	288	140	344,736	346,475
	<u>\$ 4,011</u>	<u>\$ 1,288</u>	<u>\$ 1,140</u>	<u>\$ 2,807,136</u>	<u>\$ 2,813,575</u>

Project #1105: Tooze Rd 24" and 18" Water Line & 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 the construction of a water metering vault on Tooze Road to monitor the demand from Sherwood and meter the amount of water provided. The construction contract has been awarded and the project is underway. Total project cost includes contributions from the City of Sherwood for their share of the infrastructure improvements.

Priority: High

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

FY2011-12 Funding Source: Water SDC and City of Sherwood

Status: Continued from 2008-09

Estimated date of completion: 2011-12

Operations Impact: After completion, annual costs estimated at \$3,500 per year.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ 158,241	\$ 505,300	\$ 531,800	\$ 379,804	\$ 1,575,145
Engineering Administration	80,307	101,483	74,452	53,173	309,415
	<u>\$ 238,548</u>	<u>\$ 606,783</u>	<u>\$ 606,252</u>	<u>\$ 432,977</u>	<u>\$ 1,884,560</u>

Water Projects

Project #1111: Water Treatment Plant Clearwell Contact Time Improvement & Surge Tanks

This project, which adds surge protection for the distribution system and capacity/production in the Treatment Plant clearwell and related improvements at the plant, will be necessary to provide water service to the City of Sherwood.

Priority: High

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

FY2011-12 Funding Source: Water Operating and City of Sherwood

Status: Continued from FY2010-11

Estimated date of completion: 2012-13

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 511,000	\$ 916,457	\$ 1,427,457
Engineering Administration	-	-	71,540	128,304	199,844
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 582,540</u>	<u>\$ 1,044,761</u>	<u>\$ 1,627,301</u>

Project #1114: Water Telemetry – Distribution System

This 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 new telemetry system connections to Kinsman, Brockway and Wilsonville Road turnouts, a new telemetry system connection to Murase and Town Center Park water features, a historian at the Public Works building. This project, which adds surge protection for the distribution system and capacity/production in the Treatment Plant clearwell and related improvements at the plant, will be necessary to provide water service to the City of Sherwood.

Priority: High

Justification: Operational efficiency

FY2011-12 Funding Source: Water Operating

Status: Originally budgeted in FY2010-11; work to begin in FY2011-12

Estimated date of completion: 2012-13

Operations Impact: After completion, annual costs estimated at \$1,200 per year.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 75,000	\$ 425,000	\$ 500,000
Engineering Administration	-	-	10,500	59,500	70,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 85,500</u>	<u>\$ 484,500</u>	<u>\$ 570,000</u>

Water Projects

Project #1115: Charbonneau Water System Analysis

Priority/Justification: Medium / Aging Infrastructure. Aging infrastructure in Charbonneau has recently led to the identification of numerous needed repairs. This project will initiate an analysis of Charbonneau’s infrastructure issues and strategize a means to best fund and implement a replacement and improvement program for infrastructure in the Charbonneau neighborhood. Comparable analysis projects are show under each utility fund as it will be most cost effective to analyze all of the utilities at the same time.

Priority: Medium

Justification: City Aging Infrastructure

FY2011-12 Funding Source: Water Operating

Status: Continued from 2008-09

Estimated date of completion: 2011-12

Operations Impact: Not applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
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 #1116: Kinsman Rd So @ Wilsonville Rd Project SDC Credit

In conjunction with the development of adjacent property the City will pay appropriate SDC credits for extra capacity relating to the construction of a new road facility and associated utilities, including a new waterline, on the proposed Kinsman Road alignment south of Wilsonville Road per the City’s TSP.

Priority: High

Justification: City growth

FY2011-12 Funding Source: Water SDC

Status: New Project

Estimated date of completion: 2011-12

Operations Impact: Not applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 38,000	\$ -	\$ 38,000
Engineering Administration	-	-	5,320	-	5,320
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 43,320</u>	<u>\$ -</u>	<u>\$ 43,320</u>

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

Priority/Justification: Medium / Public Safety. The project will monitor fire flows in different zones throughout the City to ensure adequate water supply for fire flow to the City's industrial and commercial businesses.

Priority: Medium

Justification: Public Safety

FY2011-12 Funding Source: Water Operating

Status: New Project

Estimated date of completion: 2014-15

Operations Impact: Not applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 15,000	\$ 45,000	\$ 60,000
Engineering Administration	-	-	2,100	6,300	8,400
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,100</u>	<u>\$ 51,300</u>	<u>\$ 68,400</u>

Project #1995: Early Planning – Future Water Projects

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

Priority: Medium

Justification: City Growth

FY2011-12 Funding Source: Water SDC

Status: Annual

Estimated date of completion: Annual

Operations Impact: Not applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	8,753	50,000	-	-
	<u>\$ -</u>	<u>\$ 8,753</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>

Water Projects

Project #1996: Villebois School Site Utilities - Water

Staff effort will be expended in managing the development of water infrastructure needed for school site at Villebois to be constructed during the upcoming fiscal year. This project is concurrent with other infrastructure projects in the current budget to serve the development of a primary school site at Villebois including sewer project 2996 and 2089, street project 4147, and stormwater project 7996. Financial responsibilities and reimbursements between the District and the City not listed in the CIP budget are addressed in a development agreement between the parties.

Priority: High

Justification: Agreement with WLWV School District

FY2011-12 Funding Source: Water SDC

Status: Continued from 2008-09

Estimated date of completion: 2012-13

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 150,000	Annual	Annual
Engineering Administration	-	1,297	21,000	-	-
	\$ -	\$ 1,297	\$ 171,000	\$ -	\$ -

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

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

Priority: High

Justification: Fiscal Planning for CIP's

FY2011-12 Funding Source: Water SDC

Status: Annual

Estimated date of completion: Annual

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	7,453	10,000	-	-
	\$ -	\$ 7,453	\$ 10,000	\$ -	\$ -

Project #1999: Project Design & Development

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

Priority: High

Justification: Unanticipated and emergency projects

FY2011-12 Funding Source: Water SDC

Status: Annual

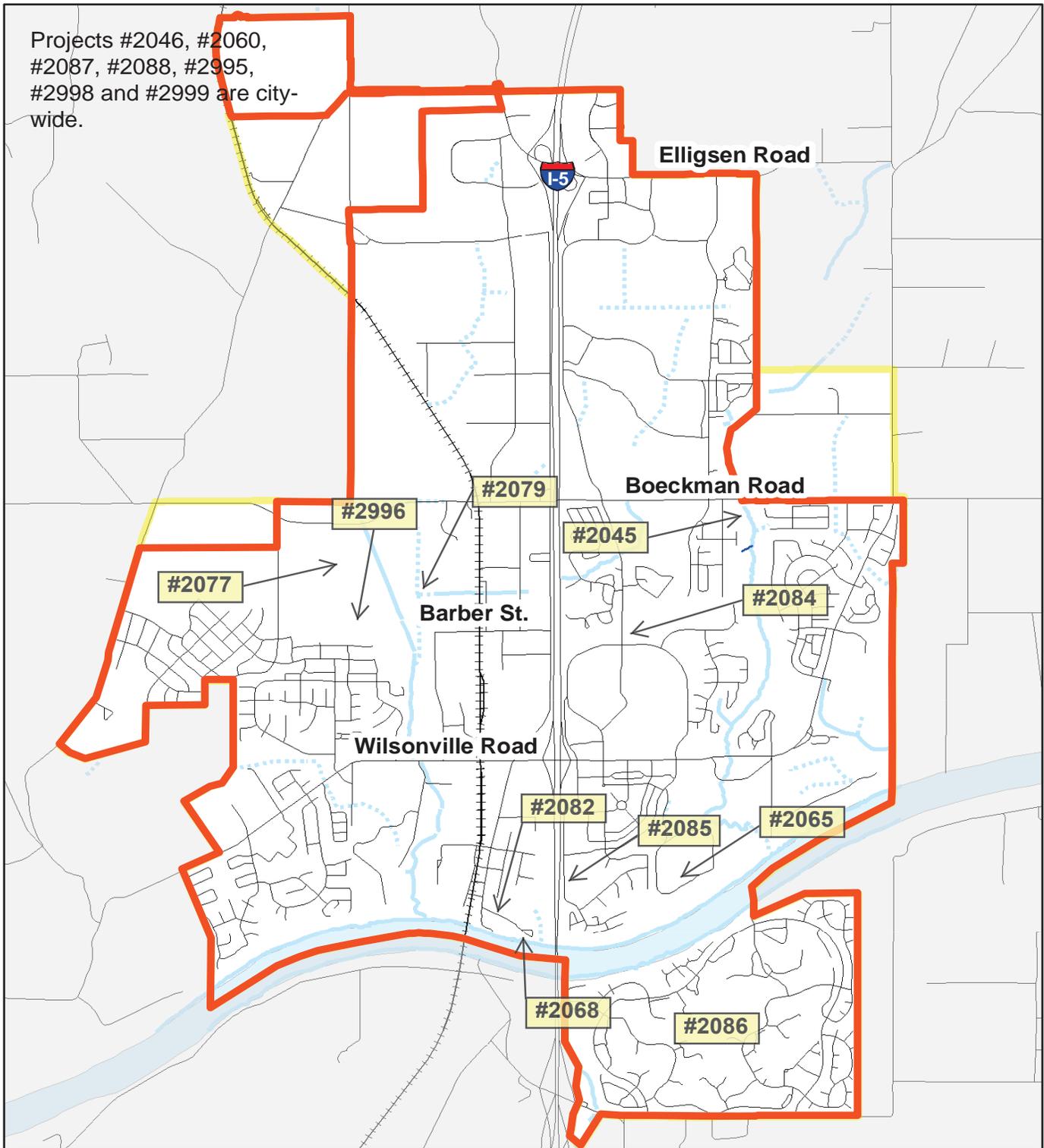
Estimated date of completion: Annual

Operations Impact: Not applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	Annual	\$ 98,472	\$ 100,000	Annual	Annual
Engineering Administration	-	14,516	14,000	-	-
	\$ -	\$ 112,988	\$ 114,000	\$ -	\$ -

Sewer Projects

Projects #2046, #2060, #2087, #2088, #2995, #2998 and #2999 are city-wide.



The City of Wilsonville Project Locations

-  City Limits
-  UGB




WILSONVILLE

GIS
 Geographic Information Systems
 February 2009

Sewer Projects

FY 2011-12 Funding Sources

Proj.	Project Name	Sewer Operating	Sewer SDCs	Sewer Rev. Bond	Developer's Contribution	Total Resources
2045	Sewer R&M Access Along Boeckman Creek	\$ 45,600	\$ -	\$ -	\$ -	\$ 45,600
2046	Install Permanent Flow Monitoring Stations	68,400	-	-	-	68,400
2060	Miscellaneous Small Sewer Projects	68,400	-	-	-	68,400
2065	Memorial Park Pump Station Relocation	256,500	173,280	-	-	429,780
2068	River Village Lift Station Upgrade	28,500	-	-	-	28,500
2077	Coffee Lake Dr Sewer Improvements	-	501,600	-	150,480	652,080
2079	Kinsman Rd. Parallel 30" Sewer Main - UD1	-	5,700	-	-	5,700
2082	Wastewater Treatment Plant Upgrade	-	-	9,348,000	-	9,348,000
2084	Town Center Pump Station Improvements	57,000	-	-	-	57,000
2085	I-5 Sewer Line Crossing at Memorial Drive Study	28,500	-	-	-	28,500
2086	Charbonneau Collection System Rehab Study	57,000	-	-	-	57,000
2087	Collection System Rehab Projects	228,000	-	-	-	228,000
2088	Wastewater Collection System Master Plan Update	-	85,500	-	-	85,500
2995	Early Planning - Future Sewer Projects	-	50,000	-	-	50,000
2996	Villebois School Site Utilities - Sewer	-	165,300	-	-	165,300
2998	5-Year & Annual Sewer CIP Budget Development	-	10,000	-	-	10,000
2999	Project Design & Development	-	114,000	-	-	114,000
		<u>\$ 837,900</u>	<u>\$ 1,105,380</u>	<u>\$ 9,348,000</u>	<u>\$ 150,480</u>	<u>\$ 11,441,760</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. Large sections of this line will need to be replaced in order to provide capacity for future development in Frog Pond and school facilities on Advance Road. Funds budgeted for 11/12 will allow staff to continue with the design and analysis for resolving these issues and position the City to be prepared with solid cost estimates and construction documents so that as future partnerships with developers occur, sewer line construction can occur in conjunction with development needs. This project will also reestablish a vehicle maintenance access to the High School Interceptor manholes adjacent to Boeckman Creek. High project costs are due to the size of the sewer line, the depth of the line and amount excavation that will be required, and environmental permitting issues as the project is located in a fish passage and natural resource area. Future construction costs are estimated to be approximately \$2.5 million.

Priority: Medium

Justification: City Growth

FY2011-12 Funding Sources: Sewer Operating

Status: Continued from 2009-10

Estimated Date of completion: 2014-15

Operations Impact: After completion, costs estimated to be \$5,000 annually.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ 45,000	\$ 40,000	\$ 2,500,000	\$ 2,585,000
Engineering Administration	-	12,035	5,600	350,000	367,635
	<u>\$ -</u>	<u>\$ 57,035</u>	<u>\$ 45,600</u>	<u>\$ 2,850,000</u>	<u>\$ 2,952,635</u>

Sewer Projects

Project #2046: Install Permanent Flow Monitoring Stations

The City maintains 7 sewer flow monitoring stations on the citywide sewage collection system. Data from the current flow monitoring network is inadequate to characterize system-wide flows as needed to plan for new sewer extensions, particularly in the future Frog Pond and Coffee Creek growth areas. This project installs four new sewer flow monitoring stations, and relocates four existing flow monitoring stations to provide accurate data for future design and Sewer Master Plan purposes. New stations should be installed immediately, and existing stations should be relocated by October 2011 to allow capture of next winters wet weather flows. This project directly supports Project 2088 (Collection System Master Plan) as well as current sewer operations (I&I minimization, maintenance planning) by filling identified gaps in the sewage flow monitoring network.

Priority: High

Justification: City Growth

FY2011-12 Funding Sources: Sewer Operating

Status: Continued from 2010-11

Estimated Date of completion: 2011-12

Operations Impact: After completion, costs estimated to be \$5,000 annually.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ 101,489
Engineering Administration	-	8,400	8,400	-	3,523
	<u>\$ -</u>	<u>\$ 68,400</u>	<u>\$ 68,400</u>	<u>\$ -</u>	<u>\$ 105,012</u>

Project #2060: Miscellaneous Small Sewer Projects

Priority/Justification: Medium / Aging Infrastructure. This annual budget item provides funds for small maintenance and repair projects that arise throughout the year.

Priority: Medium

Justification: Aging Infrastructure

FY2011-12 Funding Sources: Sewer Operating

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	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual	\$ 59,900	\$ 60,000	Annual	Annual
Engineering Administration	-	7,977	8,400	-	-
	<u>\$ -</u>	<u>\$ 67,877</u>	<u>\$ 68,400</u>	<u>\$ -</u>	<u>\$ -</u>

Project #2065: Memorial Park Pump Station Relocation

With recent flood plain map revisions, the Memorial Park lift station is now in the impacted area and relocation is necessary. Additionally, the existing lift station is in need of back-up electrical power and improvement of the wet well to handle current and future pumping capacity requirements. Funds for 11/12 will allow for continuation of design and engineering. Future construction costs are estimated at approximately \$3 million. This analysis to determine the new location for the pump station will be coordinated with Parks projects 9117 (Memorial Park Existing Parking Repair), 9114 (Memorial Park Trails), and 9035 (Memorial Park Trails, Maps & Signage) and the Memorial Park master plan.

Priority: High

Justification: City growth and regulatory requirements

FY2011-12 Funding Sources: Sewer Operating and Sewer SDC

Status: Continued from 2008-09

Estimated Date of completion: 2014-15

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 25,641	\$ 75,000	\$ 377,000	\$ 4,064,000	\$ 4,541,641
Engineering Administration	5,884	13,037	52,780	568,960	640,661
	<u>\$ 31,525</u>	<u>\$ 88,037</u>	<u>\$ 429,780</u>	<u>\$ 4,632,960</u>	<u>\$ 5,182,302</u>

Project #2068: River Village Lift Station Upgrade

The River Village Lift Station is in need of an upgrade. This project will replace the existing lift station to improve operations that serve Boones Ferry Park and the Tauchman House, and nearby residences.

Priority: High

Justification: Aging infrastructure

FY2011-12 Funding Sources: Sewer Operating

Status: Continued from FY2010-11

Estimated Date of completion: 2011-12

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 25,000	\$ 54,000	\$ 79,000
Engineering Administration	-	-	3,500	-	3,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,500</u>	<u>\$ 54,000</u>	<u>\$ 82,500</u>

Sewer Projects

Project #2077: Coffee Lake Dr Sewer Improvements

Project consists of constructing a new sewer trunk line from Barber Street to Boeckman Road along the east side of the Villebois Development. This project is in Villebois Master Plan. The first phase of construction will be from Barber Street north along the Coffee Lake Drive alignment to the north boundary of the Wachovia/Redus property. The City began the environmental permitting process for this project in FY 09/10 and construction is anticipated for FY 11/12. Project costs are to be shared by the City of Wilsonville, Villebois developers, and the West Linn/Wilsonville School District.

Priority: High

Justification: Agreement with the WLWV School District and Villebois Development Agreement

FY2011-12 Funding Sources: Sewer SDC and Developer's Contributions

Status: Continued from 2008-09

Estimated Date of completion: 2012-13

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ 62,715	\$ 572,000	\$ 350,000	\$ 984,715
Engineering Administration	27,383	24,917	80,080	49,000	181,380
	<u>\$ 27,383</u>	<u>\$ 87,632</u>	<u>\$ 652,080</u>	<u>\$ 399,000</u>	<u>\$ 1,166,095</u>

Project #2079: Kinsman Rd Parallel 30" Sewer Main – UD1

Based on updated design information, this project has been revised replacing the existing 24" and 27" sewer line with a single 30" sewer line. Due to issues with the pipe slope a parallel 12" sewer line is no longer a viable option. Project is to be installed during construction of the Kinsman Road Extension project from Barber Street to Boeckman Road (project 4004) and will provide additional capacity for future growth. Current funds are for design and permitting efforts with construction expected to cost approximately \$600,000 between the years 2013-2015. The design and permitting of this project is concurrent with that for water project 1055 and similar work related to the extension of Barber Street from Kinsman Road to Coffee Lake Drive and associated utility projects.

Priority: High

Justification: Currently under contract

FY2011-12 Funding Sources: Sewer SDC

Status: Continued from FY2010-11

Estimated Date of completion: 2014-15

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ 1,000	\$ 5,000	\$ 596,220	\$ 602,220
Engineering Administration	-	140	700	8,347	9,187
	<u>\$ -</u>	<u>\$ 1,140</u>	<u>\$ 5,700</u>	<u>\$ 604,567</u>	<u>\$ 611,407</u>

Project #2082: Wastewater Treatment Plant Upgrade

This upgrade to the Waste Water Treatment Plant is based upon the Nov. '04 Wastewater Treatment Plant Facility Master Plan. Improvements to the plant will include bio-solids handling, increasing head-works 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 multiple phases. The 10/11 budget included the completion of Background Documentation which established the overall project management approach and implementation of the intended DBO RFP procurement. The 11/12 budget includes the start of design/construction for the Upgraded Wastewater Treatment project. The plant currently has 2.25 mgd in capacity available to serve new users and 2 mgd of this total is committed to development that is underway. This leaves .25 mgd for any new development coming to the City. The total project cost is expected to be less than \$60 million based on 2009 estimates. This project is connected with sewer project 2088 – Waste Water Collection System Master Plan Update.

Priority: High

Justification: City growth, regulatory requirements

FY2011-12 Funding Sources: Sewer Revenue Bonds

Status: Continued from 2008-09

Estimated Date of completion: 2013-14

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 2,791,458	\$ 1,304,112	\$ 8,858,000	\$44,000,000	\$56,953,570
Engineering Administration	500,995	209,278	490,000	2,200,000	3,400,273
	<u>\$ 3,292,453</u>	<u>\$ 1,513,390</u>	<u>\$ 9,348,000</u>	<u>\$46,200,000</u>	<u>\$60,353,843</u>

Project #2084: Town Center Pump Station Improvements

The Town Center Pump Station is not working properly. This project will construct the improvements needed to restore full functionality to this pump station.

Priority: High

Justification: Aging infrastructure

FY2011-12 Funding Sources: Sewer Operating

Status: Continued from FY2010-11

Estimated Date of completion: 2011-12

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 100,000	\$ 150,000
Engineering Administration	-	-	7,000	14,000	21,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 57,000</u>	<u>\$ 114,000</u>	<u>\$ 171,000</u>

Sewer Projects

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

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

Priority: High

Justification: Aging infrastructure

FY2011-12 Funding Sources: Sewer Operating

Status: Continued from FY2010-11

Estimated Date of completion: 2011-12

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

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	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 #2086: Charbonneau Collection System Rehab Study

Aging infrastructure in Charbonneau has recently led to the identification of numerous needed repairs. This project will initiate an analysis of Charbonneau's infrastructure issues and strategize a means to best fund and implement a replacement and improvement program for infrastructure in the Charbonneau neighborhood. Comparable analysis projects are show under each utility fund as it will be most cost effective to analyze all of the utilities at the same time.

Priority: High

Justification: Aging infrastructure

FY2011-12 Funding Sources: Sewer Operating

Status: Continued from FY2010-11

Estimated Date of completion: 2011-12

Operations Impact: Not applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
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 #2087: Collection System Rehab Projects

As the City identifies immediate need projects in Project 2088, funding will be necessary for the repair/rehab of identified deficiencies in the City's collection system. This project will fund the design and construction of repairs to be identified in counterpart project 2088 – Waste Water Collection System Master Plan Update. Funds will be needed in future years to carry out further repairs which will be determined by project 2088.

Priority: High

Justification: Aging infrastructure

FY2011-12 Funding Sources: Sewer Operating

Status: Continued from FY2010-11

Estimated Date of completion: 2014-15

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ 250,000	\$ 200,000	\$ 600,000	\$ 1,050,000
Engineering Administration	-	35,000	28,000	84,000	147,000
	<u>\$ -</u>	<u>\$ 285,000</u>	<u>\$ 228,000</u>	<u>\$ 684,000</u>	<u>\$ 1,197,000</u>

Project #2088: Wastewater Collection System Master Plan Update

This update to the Waste Water Collection System Master Plan will identify the scope of work and costs associated with rehabilitating and repairing the waste water collection system. This project is a counterpart to project 2087, which will construct needed repairs. The Waste Water Collection System Master Plan Update reviews the existing network of sewer pipes, force mains, and pump stations to identify repair and rehab needs in the collection system, as well as identify future wastewater projects within the 20+ year horizon.

Priority: High

Justification: Aging infrastructure

FY2011-12 Funding Sources: Sewer SDC

Status: Continued from FY2010-11

Estimated Date of completion: 2012-13

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ 50,000	\$ 75,000	\$ 190,000	\$ 315,000
Engineering Administration	-	11,101	10,500	26,600	48,201
	<u>\$ -</u>	<u>\$ 61,101</u>	<u>\$ 85,500</u>	<u>\$ 216,600</u>	<u>\$ 363,201</u>

Sewer Projects

Project #2995: Early Planning – Future Projects

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

Priority: Medium

Justification: City growth

FY2011-12 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of completion: Annual

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	10,666	50,000	-	-
	\$ -	\$ 10,666	\$ 50,000	\$ -	\$ -

Project #2996: Villebois School Site Utilities - Sewer

Staff effort will be expended in managing the development of water infrastructure needed for school site at Villebois to be constructed during the upcoming fiscal year. This project is concurrent with other infrastructure projects in the current budget to serve the development of a primary school site at Villebois including water project 1996, street project 4147, and stormwater project 7996. Financial responsibilities and reimbursements between the District and the City not listed in the CIP budget are addressed in a development agreement between the parties.

Priority: High

Justification: Agreement with the WLWV School District

FY2011-12 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of completion: Annual

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 145,000	Annual	Annual
Engineering Administration	-	1,153	20,300	-	-
	\$ -	\$ 1,153	\$ 165,300	\$ -	\$ -

Sewer Projects

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

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

Priority: High

Justification: Fiscal planning for CIPs

FY2011-12 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of completion: Annual

Operations Impact: Not applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	7,964	10,000	-	-
	<u>\$ -</u>	<u>\$ 7,964</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #2999: Project Design & Development

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

Priority: High

Justification: Unanticipated and emergency projects

FY2011-12 Funding Sources: Sewer SDC

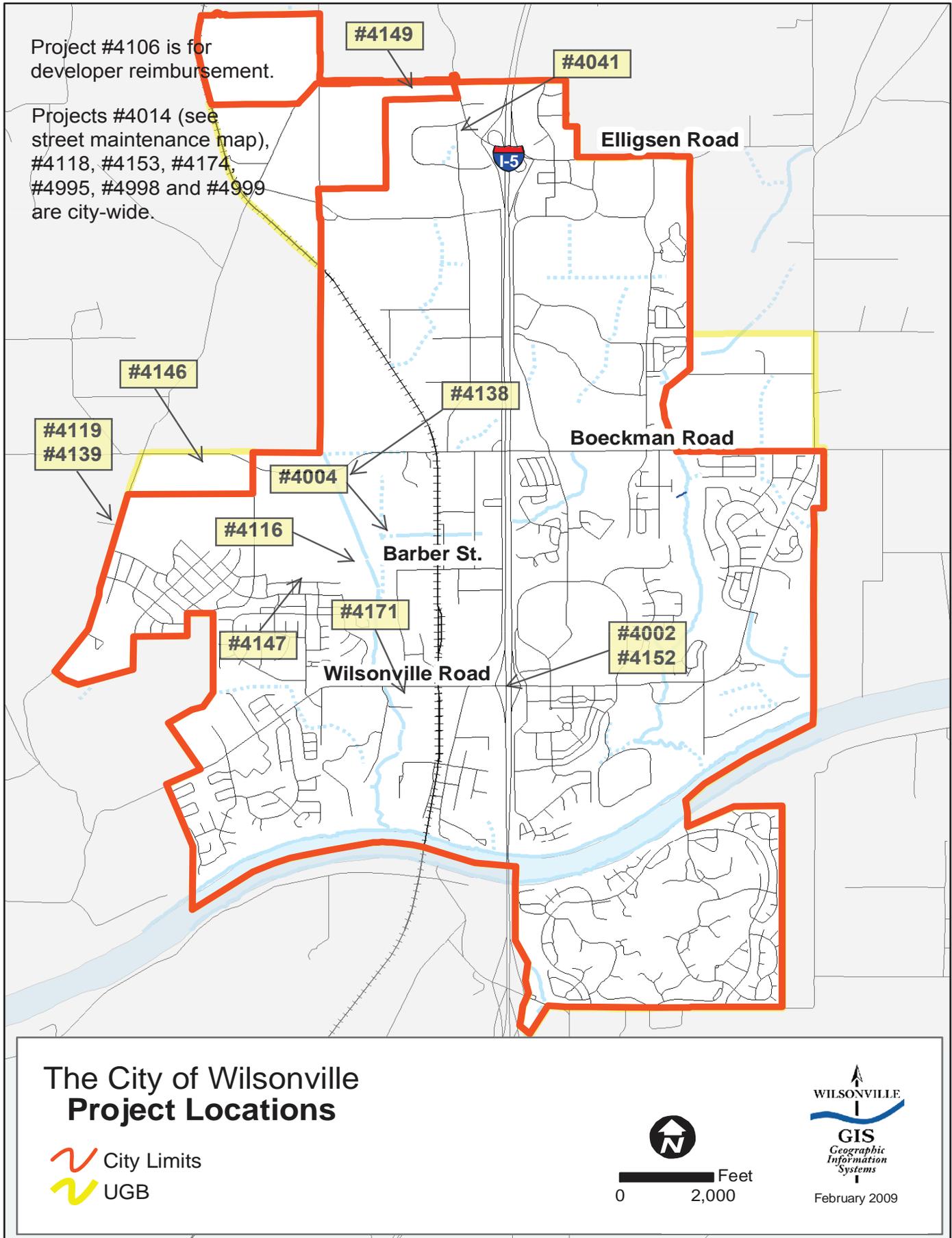
Status: Annual

Estimated Date of completion: Annual

Operations Impact: Not applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	Annual	\$ 100,000	\$ 100,000	Annual	Annual
Engineering Administration	-	14,227	14,000	-	-
	<u>\$ -</u>	<u>\$ 114,227</u>	<u>\$ 114,000</u>	<u>\$ -</u>	<u>\$ -</u>

Streets Projects



FY 2011-12 Funding Sources

Proj.	Project Name	Road Maint	Road Operating	Street SDCs	Streets Special SDCs	Developer's Contribution	Federal Funding	East Side Urb Renewal	Total Resources
4002	Wilsonville Rd Interchange Turn Lane Improvements	\$ -	\$ -	\$ -	\$ -	\$ 2,337,000	\$ -	\$ 1,917,000	\$ 4,254,000
4004	Kinsman Rd Extension	-	-	85,500	-	-	-	-	85,500
4014	Street Maintenance	615,000	76,800	-	-	-	-	-	691,800
4041	95 th at Boones Ferry Rd Intersection Improvements	-	-	1,596,000	-	-	-	-	1,596,000
4106	Villebois SDC Credits	-	-	74,100	-	-	-	-	74,100
4116	Barber St Extension - Kinsman to Coffe Lake Dr	-	-	34,200	-	-	-	-	34,200
4118	Protective Permissive Signal Heads	-	-	228,000	-	-	-	-	228,000
4119	Grahams Ferry Road Phase 1 – Right of Way Acquisition	-	-	57,000	-	-	-	-	57,000
4138	5-Year Monitoring of Boeckman Rd Mitigation	-	-	57,000	-	-	-	-	57,000
4139	Grahams Ferry Rd - Villebois SDC Credit	-	-	387,600	-	-	-	-	387,600
4146	Tooze Rd - 110 th to Grahams Ferry	-	-	118,560	-	-	800,280	-	918,840
4147	Villebois School Site Development	-	-	377,448	-	100,000	-	-	477,448
4149	Day Rd Wetland Mitigation	-	-	5,700	-	-	-	-	5,700
4152	Wilsonville Rd Art Enhancement	-	-	-	-	-	-	400,000	400,000
4153	Update 15 Traffic Signal Controllers	-	-	85,500	-	-	-	-	85,500
4171	Kinsman Rd @ Wilsonville Rd SDC Credit	-	-	476,520	-	-	-	-	476,520
4174	2010 Transportation System Update	-	-	175,560	-	-	175,560	-	351,120
4995	Early Planning - Future Street Projects	-	-	50,000	-	-	-	-	50,000
4998	5-Year & Annual Street CIP Budget Development	-	-	10,000	-	-	-	-	10,000
4999	Project Design & Development	-	-	114,000	-	-	-	-	114,000
		\$615,000	\$ 76,800	\$ 3,932,688	\$ 2,337,000	\$ 100,000	\$ 975,840	\$ 2,317,000	\$10,354,328

Project Summaries

Project #4002: Wilsonville Rd/I-5 Interchange Improvements

This project will improve the Wilsonville Road/I-5 Interchange in conformance with the enhanced improvement package approved by City Council. In the area of the I-5 on and off ramps, Wilsonville Road will be widened to provide additional left turn lanes for northbound and southbound traffic. Other improvements will include widening and lengthening the exit and entrance ramps, wider sidewalks and bike lanes as well as signalization improvements. The City's cost share for this project is \$12 million with additional project funding paid by ODOT. In conjunction with this "ramp to ramp" project, the City is also constructing road improvements on the east and west ends of project 4002 and has completed improvements on Boones Ferry Road at the intersection with Wilsonville Road. This project has received \$500,000 in state funding through an Immediate Opportunity Fund grant relating to the expansion of Coca Cola facilities.

Priority: High

Justification: Currently under contract and city growth

FY2011-12 Funding Sources: Eastside Urban Renewal and Special Street SDC

Status: Continued from 2003-04

Estimated Date of completion: 2011-12

Operations Impact: Maintenance costs estimated to be \$33,000 annually.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 3,730,135	\$ 3,543,655	\$ 3,967,000	\$ -	\$ 11,240,790
Engineering Administration	227,445	124,660	287,000	-	639,105
	<u>\$ 3,957,580</u>	<u>\$ 3,668,315</u>	<u>\$ 4,254,000</u>	<u>\$ -</u>	<u>\$ 11,879,895</u>

Streets Projects

Project #4004: Kinsman Rd Extension – Barber to Boeckman

This project will design, acquire right of way, and construct the extension of Kinsman Road from Barber Street to Boeckman Road in order to improve the roadway grid system west of I-5, thereby reducing local north-south traffic using I-5 and providing additional access to the SMART Central and the WES station. The City has been awarded \$1.4 million in federal funds which is being budgeted, in part, for preliminary engineering and right-of-way acquisition. In FY 09/10 the City entered into a contract through ODOT for design and environmental permitting and is budgeting funds in FY 11/12 for this contract from the federal funding allocation as well as a required local match component from Street SDCs. Future year property acquisition and construction costs are estimated in the amount of \$15.7 with further federal funding, street SDC's, and urban renewal as proposed funding sources. Sewer and waterline construction in the Kinsman Road alignment are budgeted separately as projects #2079 and #1055. All three projects, as well as projects #4116 and #1104 (Barber Street extension from Kinsman Road to Coffee Lake Drive) are packaged together for design and environmental permitting but may be constructed separately depending on funding availability and other factors.

Priority: High

Justification: Currently under contract and city growth

FY2011-12 Funding Sources: Street SDC

Status: Continued from 2007-08

Estimated Date of completion: 2014-15

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

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ 60,800	\$ 503,988	\$ 75,000	\$14,489,000	\$ 15,128,788
Engineering Administration	70,087	84,759	10,500	2,028,460	2,193,806
	\$ 130,887	\$ 588,747	\$ 85,500	\$16,517,460	\$ 17,322,594

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 11/12 will be City-wide and will include Wilsonville Road, Boeckman Road, Parkway Ave, Elligsen Road, Boones Ferry Road along with some thermoplastic striping on Barber Street and Meadows Loop, as wells as arterials and collectors.

Priority: High

Justification: Aging infrastructure

Status: Annual

Estimated Date of completion: Annual

FY2011-12 Funding Sources: Road Maintenance Fees and Road Operating

Operations Impact: Improvements to help decrease maintenance costs.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	Annual	\$ 713,889	\$ 615,000	Annual	Annual
Engineering Administration	-	90,000	76,800	-	-
	\$ -	\$ 803,889	\$ 691,800	\$ -	\$ -

Project #4041: 95th at Boones Ferry Rd Intersection Improvements

This project will construct turn lane and signalization improvements at the intersection of 95th and Boones Ferry Road to improve safety, capacity, and freight mobility. Currently, freight and other traffic experience significant delays during peak hours. Design and right-of-way acquisition were completed in FY 09/10.

Priority: High

Justification: City growth and public safety

FY2011-12 Funding Sources: Street SDC

Status: Continued from 2007-08

Estimated Date of completion: 2011-12

Operations Impact: Maintenance costs estimated to be \$2,000 annually.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ 540,044	\$ 368,327	\$ 1,400,000	\$ -	\$ 2,308,371
Engineering Administration	179,824	72,247	196,000	-	448,071
	\$ 719,868	\$ 440,574	\$ 1,596,000	\$ -	\$ 2,756,442

Project #4106: Villebois SDC Credits

Development in the Villebois Master Plan area west of 11th is moving forward with new home construction. Developers will be constructing road improvements on what is currently 110th. It is expected that this work will occur throughout FY 2011-12 and that SDC credits will be used to fund additional capacity as the existing road is improved per the Villebois Master Plan.

Priority: High

Justification: Villebois development agreement and city growth

FY2011-12 Funding Sources: Street SDC

Status: Continued from 2008-09

Estimated Date of completion: 2011-12

Operations Impact: Not applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ 360,743	\$ -	\$ 65,000	\$ -	\$ 425,743
Engineering Administration	18,983	816	9,100	-	28,899
	\$ 379,726	\$ 816	\$ 74,100	\$ -	\$ 454,642

Streets Projects

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

Design, acquire right-of-way and construct the extension of Barber Street from Kinsman Road to Coffee Lake Drive at the southeast corner of the Villebois development. This street will be a minor collector cross-section that will connect Villebois with commercial districts and SMART Central and the WES station. This project has received approximately \$4 million in federal funding of which a portion is currently budgeted for preliminary engineering and environmental permitting pursuant to a contract for such services entered into in FY 09/10 through ODOT. SDC funds are budgeted to fund the City’s local match component. Future year property acquisition and construction costs are estimated at approximately \$10 million with further federal funding, street SDCs, and urban renewal as proposed funding sources. Waterline construction in the Barber Street alignment is budgeted separately as project #1104 and both projects are packaged with the Kinsman Road extension project (project 4004) and water and sewer projects #1055 and #2079, respectively, for design and environmental permitting but may be constructed separately depending on funding availability and other factors.

Priority: High

Justification: Currently under contract and city growth

Status: Continued from 2007-08

Estimated Date of completion: 2014-15

FY2011-12 Funding Sources: Street SDC

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

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction		\$ 418,319	\$ 30,000	\$ 9,019,200	\$ 9,467,519
Engineering Administration		88,357	4,200	520,688	613,245
	\$ -	\$ 506,676	\$ 34,200	\$ 9,539,888	\$ 10,080,764

Project #4118: Protective Permissive Signal Heads

Install protected/permissive’ signal heads at appropriate locations to improve system capacity. With continued development citywide, meeting the ‘LOS D requirement at the most probable used intersections’ can be realized with the addition of flashing yellow left turn arrows that allow turning movements without the need to stop opposing traffic.

Priority: Medium

Justification: City growth

Status: New

Estimated Date of completion: 2014-15

FY2011-12 Funding Sources: Street SDC

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

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction			\$ 200,000	\$ 228,000	\$ 428,000
Engineering Administration			28,000	31,920	59,920
	\$ -	\$ -	\$ 228,000	\$ 259,920	\$ 487,920

Project #4119: Grahams Ferry Phase I - Right of Way Acquisition

The construction of developer and City improvements on Graham’s Ferry Road may require the purchase of additional right of way in FY 11/12. While the majority of costs for this project are the developer’s responsibility, the City is responsible for the acquisition of any right-of-way needed on the west side of Grahams Ferry Road. This project will fund the acquisition of right-of-way should further evaluation of the road design show that additional property is needed.

Priority: High

Justification: Villebois development agreement and city growth

FY2011-12 Funding Sources: Street SDC

Status: Continued from 2007-08

Estimated Date of completion: 2011-12

Operations Impact: No significant costs identified.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 24,092		\$ 50,000	\$ -	\$ 74,092
Engineering Administration	39,358	1,046	7,000	-	47,404
	<u>\$ 63,450</u>	<u>\$ 1,046</u>	<u>\$ 57,000</u>	<u>\$ -</u>	<u>\$ 121,496</u>

Project #4138: 5-Year Monitoring of Boeckman Rd Mitigation

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

Priority: High

Justification: Currently under contract and regulatory requirement

FY2011-12 Funding Sources: Street SDC

Status: Continued from 2008-09

Estimated Date of completion: 2012-13

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 78,038	\$ 47,456	\$ 50,000	\$ 50,000	\$ 225,494
Engineering Administration	28,088	8,763	7,000	7,000	50,851
	<u>\$ 106,126</u>	<u>\$ 56,219</u>	<u>\$ 57,000</u>	<u>\$ 57,000</u>	<u>\$ 276,345</u>

Streets Projects

Project #4139: Grahams Ferry Rd – Villebois SDC Credit

The Villebois Master Plan includes improvements to Grahams Ferry Road. This project will construct road improvements on Grahams Ferry Road to include a roundabout at the intersection of Barber Street. This budget item reflects SDC credits to the developer for the construction of added capacity relating to these road improvements. Future costs for the completion of improvements on Grahams Ferry Road are not anticipated to begin until 2012/13.

Priority: High

Justification: Villebois development agreement and city growth

FY2011-12 Funding Sources: Street SDC

Status: Continued from 2008-09

Estimated Date of completion: 2015-16

Operations Impact: Maintenance cost estimated at \$15,000 per year.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 107,583		\$ 340,000	\$ 1,364,800	\$ 1,812,383
Engineering Administration	17,489	1,986	47,600	191,072	258,147
	<u>\$ 125,072</u>	<u>\$ 1,986</u>	<u>\$ 387,600</u>	<u>\$ 1,555,872</u>	<u>\$ 2,070,530</u>

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

This is the second phase of the Boeckman Road extension and will improve Tooze Road between the end of the first phase of the Boeckman project which is slightly west of 110th 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 future residential development in the area, improve freight mobility between Wilsonville and communities to the west, and to fulfill the terms of an Intergovernmental Agreement entered into with ODOT for the first part of the Boeckman Road Extension. In FY 09/10 the City was allocated \$800,000 in federal funding for preliminary engineering and right-of-way acquisition for this project which is being budgeted for expenditure in FY 11/12 along with SDC funds for the City's required local match contribution. Future year costs for construction are estimated at \$7,154,412 with the timing of construction dependent on the availability of funding resources. Companion water and sewer projects are budgeted separately in the 5-Year CIP.

Priority: High

Justification: Villebois development agreement and city growth

FY2011-12 Funding Sources: Street SDC and Federal Funding

Status: Continued from 2008-09

Estimated Date of completion: 2014-15

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ 25,000	\$ 806,000	\$ 7,154,142	\$ 7,985,142
Engineering Administration	-	4,628	112,840	1,001,580	1,119,048
	<u>\$ -</u>	<u>\$ 29,628</u>	<u>\$ 918,840</u>	<u>\$ 8,155,722</u>	<u>\$ 9,104,190</u>

Project #4147: Villebois School Site Development

Design and construction of road projects related a new elementary school in Villebois. This project will be budgeted annually through the completion of construction of the new elementary school in order to support the West Linn/Wilsonville School District’s planning and design efforts. A portion of this project will be paid as a developer contribution by the District. This project is concurrent with other infrastructure projects in the current budget to serve the development of a primary school site at Villebois including water project 1996, sewer project 2996 and stormwater project 7996. Financial responsibilities and reimbursements between the District and the City not listed in the CIP budget are addressed in a development agreement between the parties.

Priority: High

Justification: Agreement with WLWV School District

FY2011-12 Funding Sources: Street SDC and Developer’s Contribution

Status: Continued from 2009-10

Estimated Date of completion: 2011-12

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ 260,000	\$ 431,095	\$ -	\$ 691,095
Engineering Administration	89,024	91,196	46,353	-	226,573
	<u>\$ 89,024</u>	<u>\$ 351,196</u>	<u>\$ 477,448</u>	<u>\$ -</u>	<u>\$ 917,668</u>

Project #4149: Day Rd Wetland Mitigation

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

Priority: High

Justification: Regulatory requirement

FY2011-12 Funding Sources: Street SDC

Status: Continued from 2009-10

Estimated Date of completion: 2014-15

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ 5,000	\$ 5,000	\$ 15,000	\$ 25,000
Engineering Administration	-	700	700	2,100	3,500
	<u>\$ -</u>	<u>\$ 5,700</u>	<u>\$ 5,700</u>	<u>\$ 17,100</u>	<u>\$ 28,500</u>

Streets Projects

Project #4152: Wilsonville Rd Interchange Art Enhancement

This project was originally part of project 4002 (Wilsonville Road/I-5 Interchange Improvements), but has been broken out as a separate project for budget tracking purposes. Project 4002 includes a raised bike and pedestrian facility with artistic enhancements. Construction of the bike and pedestrian facility remains included in project 4002 while the art component is now managed under a separate contract to best facilitate art work to be created by students in the WLWV School District.

Priority: High

Justification: Currently under contract and city growth

Status: New

Estimated Date of completion: 2014-15

FY2011-12 Funding Sources: Eastside Urban Renewal

Operations Impact: Not applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 400,000	\$ 400,000	\$ -	\$ 800,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ 400,000</u>	<u>\$ -</u>	<u>\$ 800,000</u>

Project #4153: Update 15 Traffic Signal Controllers

Updated traffic control software has been adopted by both ODOT and Clackamas County (who operates and maintains the City's signals). As with your typical home computer, this software requires updated hardware to take full advantage of the various options available in controlling traffic flow along many of the roadways within the City. This program would provide for the replacement of all controllers within the City.

Priority: High

Justification: Currently under contract and city growth

Status: New

Estimated Date of completion: 2011-12

FY2011-12 Funding Sources: Street SDC

Operations Impact: Maintenance costs associated with this project are included with Project #4118-Protective Permissive Signal Heads.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 75,000	\$ -	\$ 75,000
Engineering Administration	-	-	10,500	-	10,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 85,500</u>	<u>\$ -</u>	<u>\$ 85,500</u>

Project #4171: Kinsman Rd @ Wilsonville Rd SDC Credit

In conjunction with the development of adjacent property the City will pay appropriate SDC credits for extra capacity relating to the construction of a new road facility on the proposed Kinsman Road alignment south of Wilsonville Road per the City's TSP.

Priority: High

Justification: City growth

Status: Continued from 2009-10

Estimated Date of completion: 2010-11

FY2011-12 Funding Sources: Street SDC

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 49,073	\$ -	\$ 418,000	\$ -	\$ 467,073
Engineering Administration	23,217	1,616	58,520	-	83,353
	<u>\$ 72,290</u>	<u>\$ 1,616</u>	<u>\$ 476,520</u>	<u>\$ -</u>	<u>\$ 550,426</u>

Project #4174: 2010 Transportation System Update

After the Metro region completes an update to the Regional Transportation Plan in 2010/11, the City will need to produce an update to its Transportation System Plan (TSP). The City has been awarded a grant to cover part of the cost of this effort through the State's Transportation Growth Management (TGM) grant program. The balance of this project cost is budgeted from Street SDCs.

Priority: High

Justification: City growth

Status: New

Estimated Date of completion: 2011-12

FY2011-12 Funding Sources: Street SDC and Federal Funding

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ 8,500	\$ 308,000	\$ -	\$ 316,500
Engineering Administration	17,687	1,488	43,120	-	62,295
	<u>\$ 17,687</u>	<u>\$ 9,988</u>	<u>\$ 351,120</u>	<u>\$ -</u>	<u>\$ 378,795</u>

Streets Projects

Project #4995: Early Planning – Future Street Projects

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

Priority: Medium

Justification: City growth

Status: Ongoing

Estimated Date of completion: Annual

FY2011-12 Funding Sources: Street SDC

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	10,857	50,000	-	-
	\$ -	\$ 10,857	\$ 50,000	\$ -	\$ -

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

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

Priority: High

Justification: Fiscal planning for CIPs

Status: Ongoing

Estimated Date of completion: Annual

FY2011-12 Funding Sources: Street SDC

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual		\$ -	Annual	Annual
Engineering Administration	-	7,843	10,000	-	-
	\$ -	\$ 7,843	\$ 10,000	\$ -	\$ -

Streets Projects

Project #4999: Project Design & Construction

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

Priority: High

Justification: Unanticipated and emergency projects

Status: Ongoing

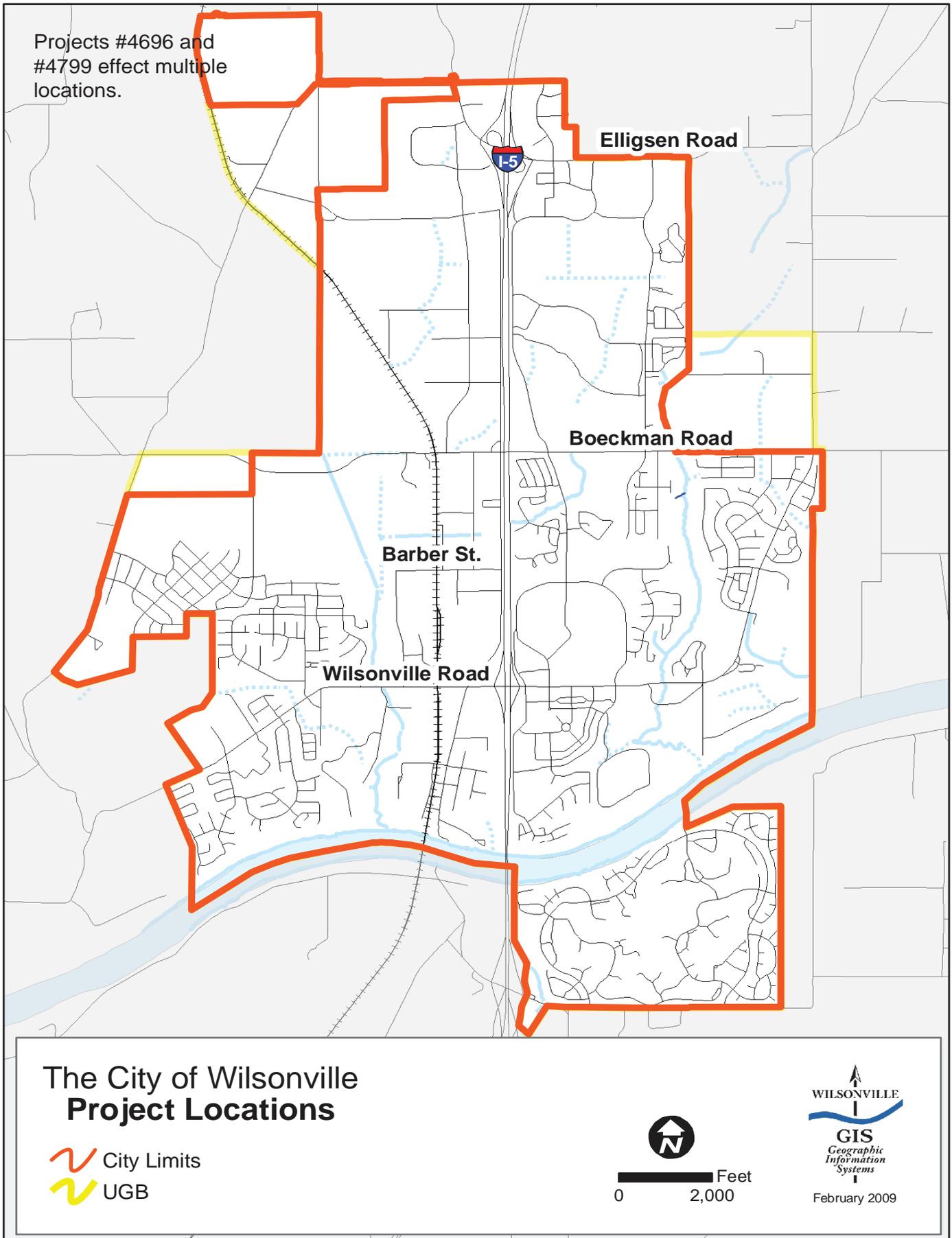
Estimated Date of completion: Annual

FY2011-12 Funding Sources: Street SDC

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual	\$ 91,636	\$ 100,000	Annual	Annual
Engineering Administration	-	18,970	14,000	-	-
	\$ -	\$ 110,606	\$ 114,000	\$ -	\$ -

Streetscape/Bikeway Projects



Streetscape/Bikeway Projects

FY 2011-12 Funding Sources

Proj.	Project Name	Streetlight Fund	Street SDC's	Total Resources
4696	Streetlight Infill	\$ 59,280	\$ -	\$ 59,280
4799	Project Design & Development	-	11,400	11,400
		<u>\$ 59,280</u>	<u>\$ 11,400</u>	<u>\$ 70,680</u>

Project Summaries

Project #4696: Streetlight Infill

The streetlight infill CIP is to identify gaps in service and place streetlights in unlit areas. This is being done in conjunction with street maintenance and CIP projects. Reference CIP #4014 Street Maintenance.

Priority: Medium

Justification: Public Safety

FY2011-12 Funding Sources: Streetlight Fund

Status: Annual

Estimated Date of completion: Annual

Operations Impact: Additional streetlights to repair and maintain.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual	\$ 80,912	\$ 52,000	Annual	Annual
Engineering Administration		10,233	7,280	-	-
	\$ -	\$ 91,145	\$ 59,280	\$ -	\$ -

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.

Priority: High

Justification: Unanticipated and emergency projects

FY2011-12 Funding Sources: Street SDC

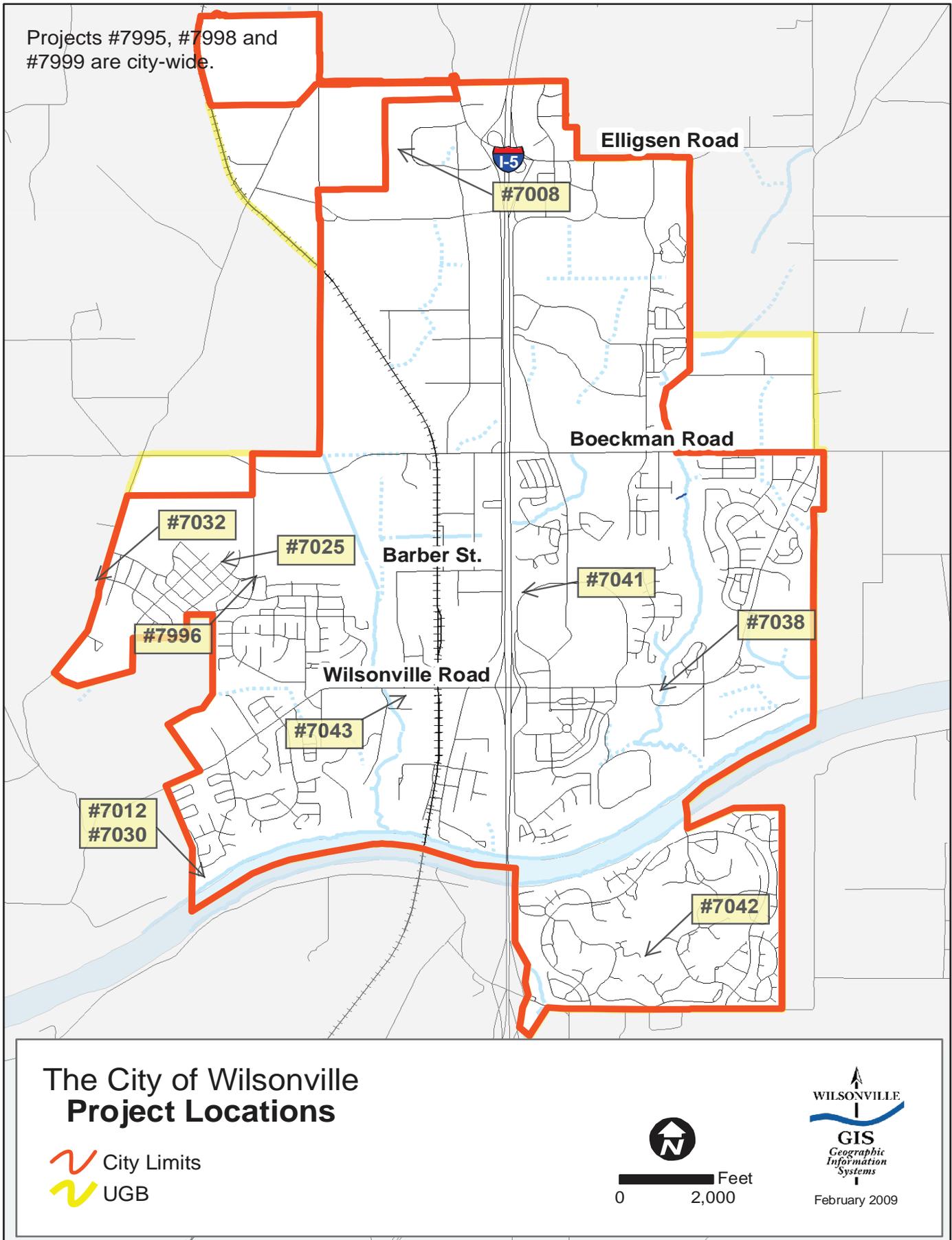
Status: Annual

Estimated Date of completion: Annual

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 10,000	Annual	Annual
Engineering Administration #	-	-	1,400	-	-
	\$ -	\$ -	\$ 11,400	\$ -	\$ -

Stormwater Projects



Stormwater Projects

FY 2011-12 Funding Sources

Proj.	Project Name	Stormwater Operating	Stormwater SDCs	Federal Grant	Total Resources
7008	CLC3 - Channel Project at Commerce Circle	\$ -	\$ 57,000	\$ -	\$ 57,000
7012	Rivergreen Drainage	114,000	-	-	114,000
7025	EPA/Costa Pacific Grant	-	-	410,000	410,000
7030	Rivergreen Wetland Mitigation Monitoring	4,560	-	-	4,560
7032	Storm System Improvement to GF - LEC to Barber	-	28,500	-	28,500
7038	Realign Boeckman Creek/Reconnect Wilsonville Rd Channel	59,713	50,867	-	110,580
7041	Town Center Lp W Storm Repair (Les Schwab)	17,100	-	-	17,100
7042	Charbonneau Stormwater System Analysis	57,000	-	-	57,000
7043	Kinsman Rd So @ Wilsonville Rd Project SDC Credit	-	67,260	-	67,260
7995	Early Planning - Future Storm Projects	-	28,500	-	28,500
7996	Villebois School Site Utilities	-	131,100	-	131,100
7998	5-Year & Annual Stormwater CIP Budget Development	-	10,000	-	10,000
7999	Project Design & Development	-	57,000	-	57,000
		<u>\$ 252,373</u>	<u>\$ 430,227</u>	<u>\$ 410,000</u>	<u>\$ 1,092,600</u>

Project Summaries

Project #7008: CLC3 – Channel Project @ Commerce Circle

This project begins at the existing Day Road stormwater facility and continues south along the west edge of Commerce Circle. Stream improvements will provide a meander to improve water quality treatment and partial stream widening to provide detention opportunities and improve a maintenance access road that could become part of a future trail. Funds budgeted in FY 11/12 are for design efforts to address historical stormwater and flooding issues in this area. Future funds estimated at approximately \$645,000 will be needed to construct the necessary improvements.

Priority: Medium

Justification: System Capacity

FY2011-12 Funding Sources: Stormwater SDC

Status: Continued from 2004-05

Estimated Date of completion: 2011-12

Operations Impact: Improvements to help decrease maintenance costs.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 104,663	\$ -	\$ 50,000	\$ 566,000	\$ 720,663
Engineering Administration	31,045	-	7,000	79,240	117,285
	<u>\$ 135,708</u>	<u>\$ -</u>	<u>\$ 57,000</u>	<u>\$ 645,240</u>	<u>\$ 837,948</u>

Stormwater Projects

Project #7012: Rivergreen Drainage

This project is to repair recently constructed protective measures to prevent further eroding of the Willamette River stream bank at the Willamette Way West outlet of the Rivergreen Subdivision which were damaged by weather conditions. In 2009 the City reconstructed the stormwater outfall below Willamette Way West for the Rivergreen Subdivision due to severe erosion along the riverbank. The new outfall was installed some 300' east of the original structure. At that time it was decided that erosion control and reinforcement measures would be extended to the Ordinary High Water (OHW) elevation of the Willamette River to avoid possible lengthy permitting from federal and state agencies due to increased impacts to jurisdictional wetland areas. However, since completion of the project in 2009 serious erosion has occurred below the OHW mark and continues to expand and undermine the completed improvements. This erosion is in violation of federal and state regulations as well as our stormwater easement with the Rivergreen HOA. This project is to repair the existing damage and extend erosion control and reinforcement measures to the summer base flow elevation of the river.

Priority: High

Justification: Regulatory requirements

FY2011-12 Funding Sources: Stormwater Operating

Status: Continued from 2004-05

Estimated Date of completion: 2011-12

Operations Impact: Homeowner's Association will maintain.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 482,186	\$ 18,000	\$ 100,000	\$ -	\$ 600,186
Engineering Administration	159,076	4,582	14,000	-	177,658
	<u>\$ 641,262</u>	<u>\$ 22,582</u>	<u>\$ 114,000</u>	<u>\$ -</u>	<u>\$ 777,844</u>

Project #7025: EPA/Costa Pacific Grant

This project consists of the City administration and pass-through of an EPA grant to Costa Pacific Developers.

Priority: High

Justification: City oversight of Federal funds.

FY2011-12 Funding Sources: Federal Grant

Status: Continued from 2007-08

Estimated Date of completion: 2011-12

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 489,824	\$ -	\$ 410,000	\$ -	\$ 899,824
Engineering Administration	-	-	-	-	-
	<u>\$ 489,824</u>	<u>\$ -</u>	<u>\$ 410,000</u>	<u>\$ -</u>	<u>\$ 899,824</u>

Stormwater Projects

Project #7030: Rivergreen Wetland Mitigation Monitoring

The wetland mitigation site constructed during the Rivergreen Drainage project requires five years of monitoring. This project budgets 5 years of monitoring expenditures on an annual basis until completion in 2013/2014.

Priority: High

Justification: Currently under contract and a regulatory requirement

FY2011-12 Funding Sources: Stormwater Operating

Status: Continued from 2009-10

Estimated Date of completion: 2013-14

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 1,314	\$ 2,300	\$ 4,000	\$ 9,120	\$ 16,734
Engineering Administration	1,887	2,189	560	1,277	5,913
	<u>\$ 3,201</u>	<u>\$ 4,489</u>	<u>\$ 4,560</u>	<u>\$ 10,397</u>	<u>\$ 22,647</u>

Project #7032: Storm System Improvements to GF – 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 transition.

Priority: High

Justification: Villebois development agreement and city growth

FY2011-12 Funding Sources: Stormwater SDC

Status: Continued from 2009-10

Estimated Date of completion: 2011-12

Operations Impact: Maintenance cost estimated at \$6,500 per year.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 10,765	\$ -	\$ 25,000	\$ -	\$ 35,765
Engineering Administration	377	-	3,500	-	3,877
	<u>\$ 11,142</u>	<u>\$ -</u>	<u>\$ 28,500</u>	<u>\$ -</u>	<u>\$ 39,642</u>

Stormwater Projects

Project #7038: Realign Boeckman Creek/Reconnect Wilsonville Rd Channel

This project consists of armoring around bridge pile footings and realigning Boeckman Creek to flow between the armoring as it passes under the Wilsonville Road bridge near the Community Center and Murase Park. The creek is causing damage to the footings which must be corrected to preserve the bridge. The project will also include stream restoration and fish passage elements and add stormwater capacity. Funds budgeted in FY 11/12 are for preliminary engineering. Future funds needed for construction are estimated at \$325,000 for channel improvements and any necessary improvements to the bridge footings.

Priority: High

Justification: Public safety and city growth

FY2011-12 Funding Sources: Stormwater Operating and Stormwater SDC

Status: Continued from 2010-11

Estimated Date of completion: 2012-13

Operations Impact: Rehabilitation intended to avoid future near-term maintenance costs.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 61,000	\$ 97,000	\$ 869,000	\$ 1,027,000
Engineering Administration	-	14,725	13,580	121,660	149,965
	<u>\$ -</u>	<u>\$ 75,725</u>	<u>\$ 110,580</u>	<u>\$ 990,660</u>	<u>\$ 1,176,965</u>

Project #7041: Town Center Lp W Storm Repair (Les Schwab)

Continued flooding of Town Center Loop West has caused concern about storm pipe integrity. Project consists of digging up road, adding catch basin, installing over 100' of pipe and grouting old pipe.

Priority: Medium

Justification: Aging infrastructure

Status: New

Estimated Date of completion: 2011-12

FY2011-12 Funding Sources: Stormwater Operating

Operations Impact: Repairs should reduce current level of maintenance.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	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>

Stormwater Projects

Project #7042: Charbonneau Stormwater System Analysis

Aging infrastructure in Charbonneau has recently led to the identification of numerous needed repairs. This project will initiate an analysis of Charbonneau's infrastructure issues and strategize a means to best fund and implement a replacement and improvement program for infrastructure in the Charbonneau neighborhood. Comparable analysis projects are show under each utility fund as it will be most cost effective to analyze all of the utilities at the same time.

Priority: Medium

Justification: Aging infrastructure

FY2011-12 Funding Sources: Stormwater Operating

Status: New

Estimated Date of Completion: 2011-12

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
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 #7043: Kinsman Rd So @ Wilsonville Rd Projects SDC Credit

In conjunction with the development of adjacent property the City will pay appropriate SDC credits for extra capacity relating to the construction of stormwater facilities required for a new road facility on the proposed Kinsman Road alignment south of Wilsonville Road per the City's TSP.

Priority: High

Justification: City growth

FY2011-12 Funding Sources: Stormwater SDC

Status: New

Estimated Date of Completion: 2011-12

Operations Impact: Maintenance cost estimated at \$5,000 per year.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 59,000	\$ -	\$ 59,000
Engineering Administration	-	-	8,260	-	8,260
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 67,260</u>	<u>\$ -</u>	<u>\$ 67,260</u>

Stormwater Projects

Project #7995: Early Planning – Future Stormwater Projects

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

Priority: Medium

Justification: City growth

FY2011-12 Funding Sources: Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not Applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	47,627	28,500	-	-
	<u>\$ -</u>	<u>\$ 47,627</u>	<u>\$ 28,500</u>	<u>\$ -</u>	<u>\$ -</u>

Project #7996: Villebois School Stormwater Improvements

Staff effort will be expended in managing the development of stormwater infrastructure needed for school site at Villebois to be constructed during the upcoming fiscal year. This project is concurrent with other infrastructure projects in the current budget to serve the development of a primary school site at Villebois including water project 1996, sewer project 2996 and 2089 and street project 4147. Financial responsibilities and reimbursements between the District and the City not listed in the CIP budget are addressed in a development agreement between the parties.

Priority: High

Justification: Agreement with the WLWV School District

FY2011-12 Funding Sources: Stormwater SDC

Status: Annual

Estimated Date of Completion: 2011-12

Operations Impact: Not Applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 115,000	\$ -	\$ 115,000
Engineering Administration	-	611	16,100	-	16,711
	<u>\$ -</u>	<u>\$ 611</u>	<u>\$ 131,100</u>	<u>\$ -</u>	<u>\$ 131,711</u>

Stormwater Projects

Project #7998: 5-Year & Annual Stormwater CIP Budget Development

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

Priority: High

Justification: Fiscal planning for CIPs

FY2011-12 Funding Sources: Stormwater SDC

Status: Annual

Estimated Date of completion: Annual

Operations Impact: Not Applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	6,276	10,000	-	-
	\$ -	\$ 6,276	\$ 10,000	\$ -	\$ -

Project #7999: Project Design & Development

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

Priority: High

Justification: Unanticipated and emergency projects

FY2011-12 Funding Sources: Stormwater SDC

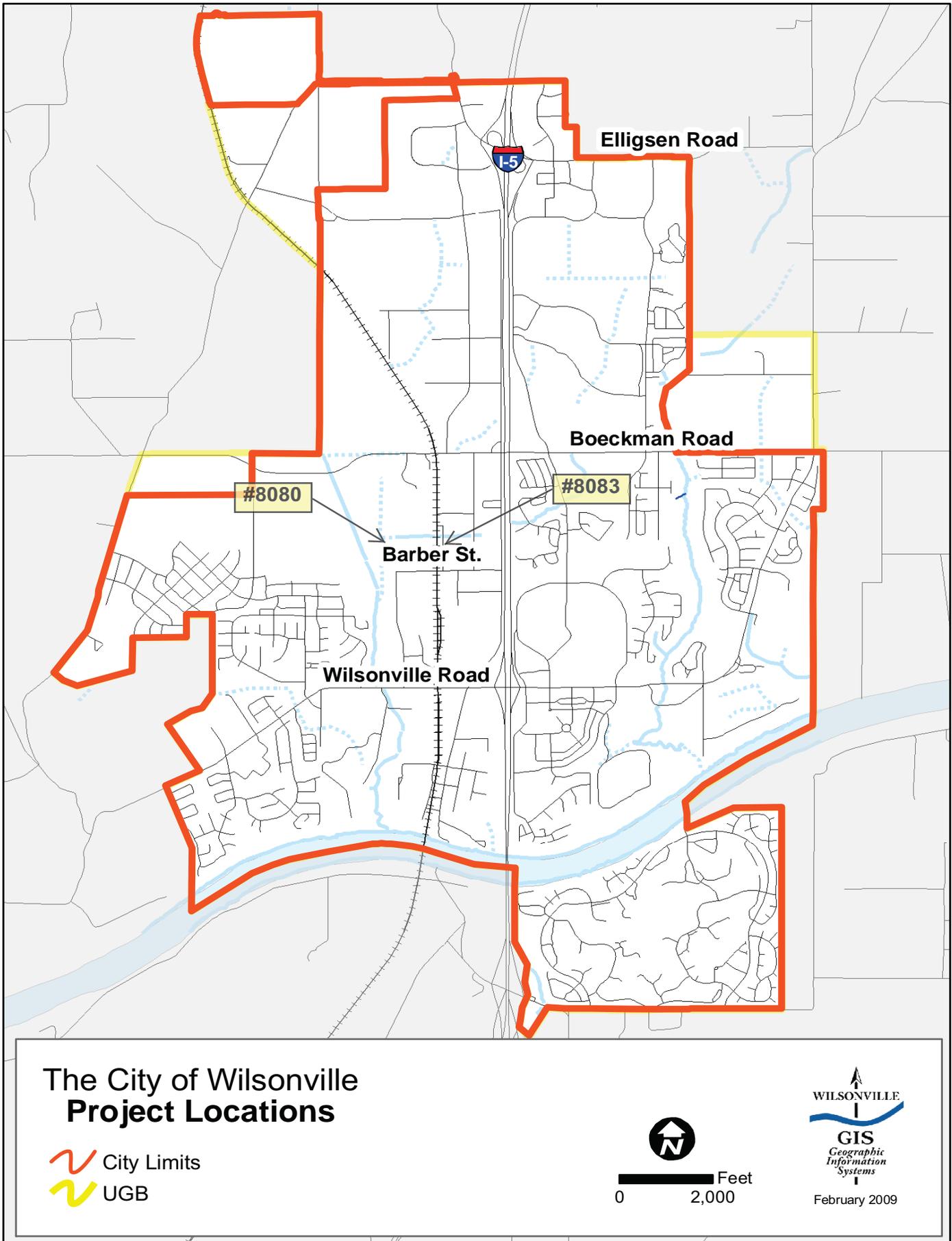
Status: Annual

Estimated Date of completion: Annual

Operations Impact: Not Applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual	\$ 51,488	\$ 50,000	Annual	Annual
Engineering Administration	-	5,738	7,000	-	-
	\$ -	\$ 57,226	\$ 57,000	\$ -	\$ -

Transit Projects



FY 2011-12 Funding Sources

Proj.	Project Name	Transit Fund	Fleet Fund	Federal Stimulus Pkg	Total Resources
8080	Commuter Rail Wetland Mitigation Monitoring	\$ 2,280	\$ -	\$ -	\$ 2,280
8083	SMART Operations/Fleet Facility	450,000	1,650,000	2,000,000	4,100,000
		<u>\$452,280</u>	<u>\$1,650,000</u>	<u>\$ 2,000,000</u>	<u>\$4,102,280</u>

The Transit Capital Improvement Projects are funded from the Building Capital Improvement Projects Fund.

Project Summaries

Project #8080: Commuter Rail Wetland and 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 budgets 5 years of monitoring expenditures on an annual basis until completion in 2013/2014.

Priority: High

Justification: Currently under contract and regulatory requirement

FY2011-12 Funding Sources: Transit Fund

Status: Continued from 2009-10

Estimated Date of completion: 2013-14

Operations Impact: Not applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ 2,219	\$ 2,000	\$ 2,000	\$ 4,000	\$ 10,219
Engineering Administration	78	280	280	560	1,198
	<u>\$ 2,297</u>	<u>\$ 2,280</u>	<u>\$ 2,280</u>	<u>\$ 4,560</u>	<u>\$ 11,417</u>

Project #8083: SMART Operations/Fleet Facility

The City's current SMART Operations and Fleet Facility is located on Elligsen Road in a building owned by TVFR. The City must vacate this facility by July of 2010. Consequently, design is underway for a new operations and fleet facility to be located on city-owned property on Boberg Road. The funds budgeted in 11/12 are for efforts tied to preparation of construction documents, project bid, and direct construction costs to build the new facility.

Priority: High

Justification: Required vacation of current facility

Status: Continued from 2010-11

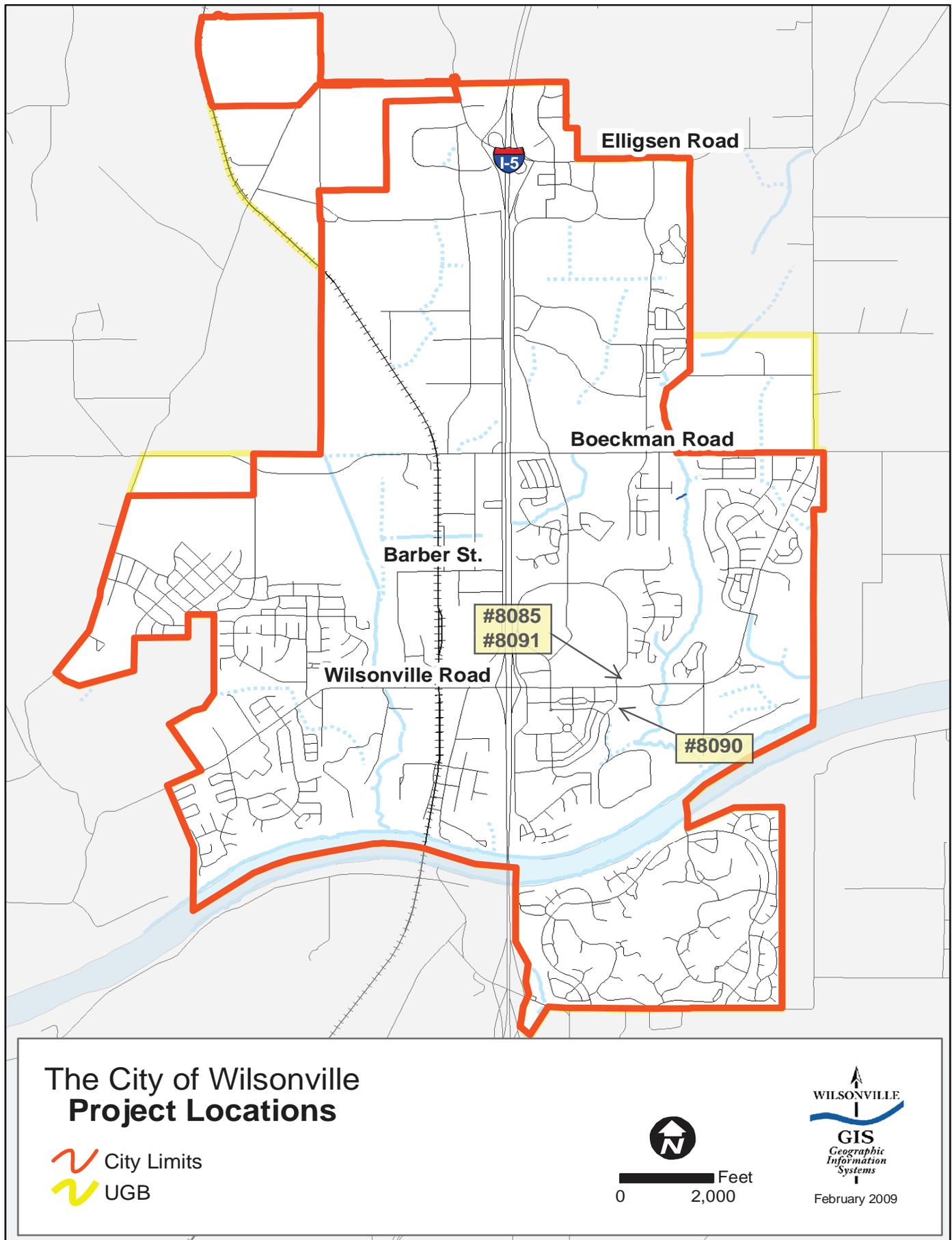
Estimated Date of completion: 2012-13

FY2010-11 Funding Sources: Federal Stimulus Package

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

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ 2,655	\$ 271,279	\$ 4,100,000	\$ -	\$ 4,373,934
Engineering Administration	93	32,200	-	-	32,293
	<u>\$ 2,748</u>	<u>\$ 303,479</u>	<u>\$ 4,100,000</u>	<u>\$ -</u>	<u>\$ 4,406,227</u>

Building Projects



FY 2011-12 Funding Sources

Proj.	Project Name	General Fund	Grants	Total Resources
8085	Community Center Kitchen and Food Storage Improvements	\$ 70,000	\$ 399,000	\$ 469,000
8090	Three Bay Expansion Project	90,000	-	90,000
8091	Community Center Keyless Entry	30,000	-	30,000
		\$ 190,000	\$ 399,000	\$ 589,000

Project Summaries

Project #8085: Community Center Food Storage Space

This project is for the design and construction of kitchen and food storage improvements at the Community Center. Staff is pursuing CDBG funds in FY 11/12 to fund construction, which will include an updated and more functional kitchen layout designed for meal preparation rather than the current layout which is set up for meal distribution, and a dedicated food storage/pantry space, which is currently lacking in the facility.

Priority: High

Justification: Program growth

FY2011-12 Funding Sources: General Fund and Grants

Status: Continued from 2010-11

Estimated Date of completion: 2011-12

Operations Impact: After completion, maintenance cost estimated at \$200 per year.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 20,000	\$ 420,000	\$ -	\$ 440,000
Engineering Administration	5,368	-	49,000	-	54,368
	\$ 5,368	\$ 20,000	\$ 469,000	\$ -	\$ 494,368

Project #8090: Three Bay Expansion (Parks Maintenance Facility)

As the city has experienced rapid growth over the years, equipment storage and maintenance facilities have not kept pace. This request would allow the existing Three-Bay facility in Memorial Park to be expanded until a permanent site for these operations can be determined. Requested funding spread out over a three year period would provide resources to expand operations and maintenance facilities including expansion of the maintenance yard, sign shop, covered equipment storage and covered sensitive materials storage as well as a general warehouse area and fabrication area.

Priority: High

Justification: City growth

FY2011-12 Funding Sources: General Fund

Status: New

Estimated Date of completion: 2013-14

Operations Impact: After completion, maintenance cost estimated at \$2,000 per year

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 90,000	\$ 180,000	\$ 270,000
Engineering Administration	-	-	-	-	-
	\$ -	\$ -	\$ 90,000	\$ 180,000	\$ 270,000

Building Projects

Project #8091: Community Center Keyless Entry

This project will bring the Community Center online with the access control systems currently used at City Hall, Public Works, the Library, the SMART Breakroom Building and the future SMART Ops/ Fleet Facility and result in a consistent access control system for the majority of the City’s facilities. This will increase operational effectiveness in that buildings will not have to be re-keyed if keys get lost or stolen, and building maintenance staff in Public Works will not have to carry and manage a large volume of keys.

Priority: High

Justification: Operational improvements and site security

Status: New

Estimated Date of completion: 2011-12

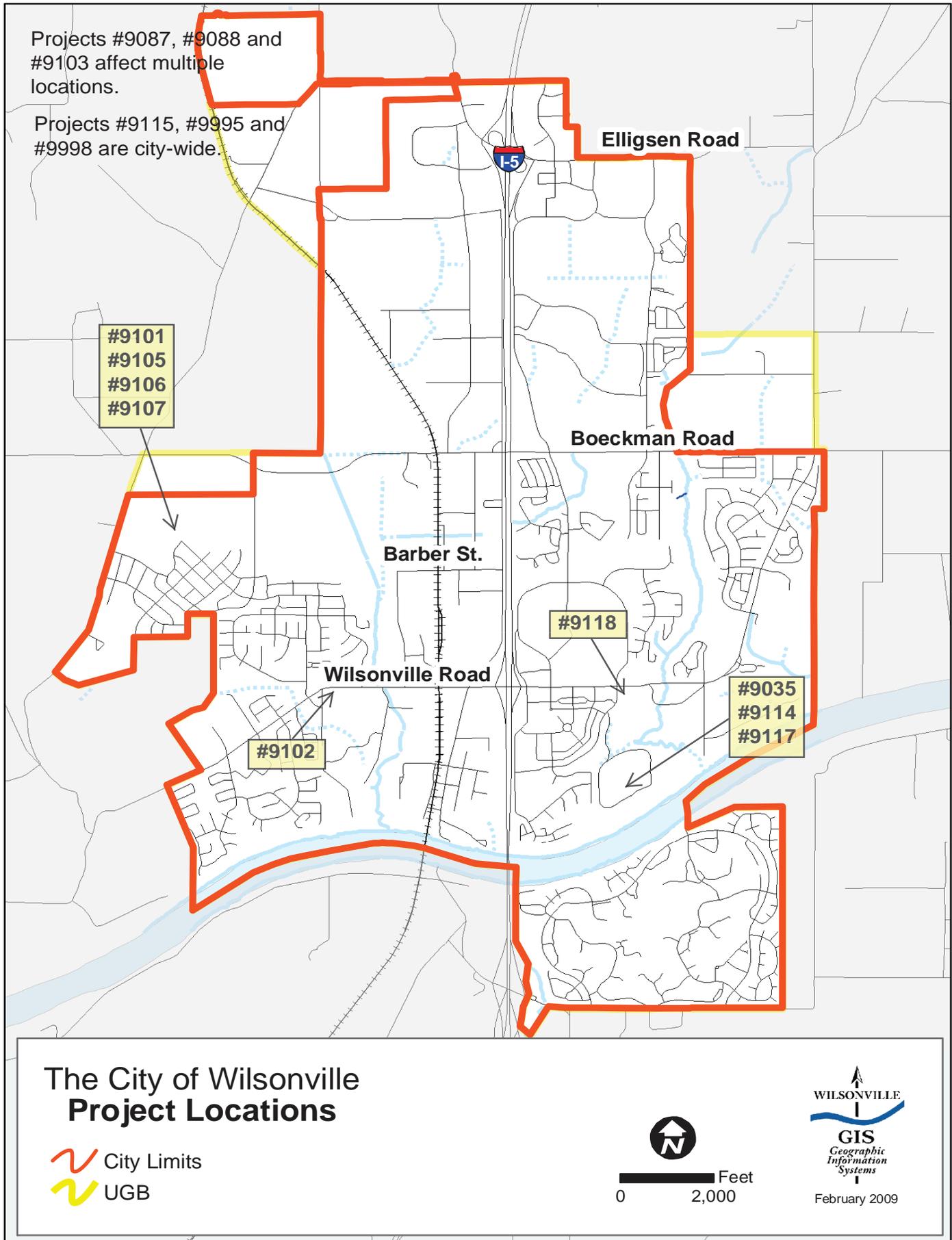
FY2010-11 Funding Sources: General Fund

Operations Impact: Maintenance costs are expected to be minimal.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ 30,000</u>



Parks Projects



FY 2011-12 Funding Sources

Proj.	Project Name	Parks SDCs	Contributions	General Fund Set Aside	Metro Grants	Total Resources
9035	Memorial Park Trails Plan-Map & Signage Improvements	\$ 35,340	\$ -	\$ -	\$ -	\$ 35,340
9087	Tree Mitigation - other than White Oak	-	1,087	-	-	1,087
9088	Tree Mitigation - White Oak	-	16,668	-	-	16,668
9101	Villebois Parks SDC Reimbursement - Palermo Park	95,760	-	-	-	95,760
9102	Montebello Park Improvements	28,500	-	-	199,500	228,000
9103	Skate Park - Site Selection	34,200	-	-	-	34,200
9105	Villebois Park Improvements - Promenade	76,380	-	-	-	76,380
9106	Villebois Parks SDC Reimbursement - Piazza	11,400	-	-	-	11,400
9107	Villebois Parks SDC Reimbursement - North Greenway (RP3)	50,160	-	-	-	50,160
9114	Memorial Park Trails	-	-	-	9,918	9,918
9115	City Parks and Trails - ADA Title II Signage and Maps	10,260	-	-	-	10,260
9117	Memorial Park-Existing Parking Repair	-	-	50,000	-	50,000
9118	Murase Park Surveillance Cameras	-	-	50,000	-	50,000
9995	Early Planning - Future Parks Projects	50,000	-	-	-	50,000
9998	5-Year & Annual Parks CIP Budget Development	10,000	-	-	-	10,000
		<u>\$ 402,000</u>	<u>\$ 17,755</u>	<u>\$ 100,000</u>	<u>\$ 209,418</u>	<u>\$ 729,173</u>

Project Summaries

Project #9035: Memorial Park Trails Plan-Map & Signage Improvements

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.

Priority: Medium

Justification: City growth

FY2011-12 Funding Sources: Parks SDC

Status: Carryover

Estimated Date of completion: 2011-12

Operations Impact: Maintenance costs estimated at \$10,000 per year.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ 87,744	\$ -	\$ 31,000	\$ -	\$ 118,744
Engineering Administration	22,589	-	4,340	-	26,929
	<u>\$ 110,333</u>	<u>\$ -</u>	<u>\$ 35,340</u>	<u>\$ -</u>	<u>\$ 145,673</u>

Parks Projects

Project #9087: Tree Mitigation – Other than White Oak

Funds paid by developers to replenish or replace trees throughout the city during the development process.

Priority: High

Justification: City growth

FY2011-12 Funding Sources: Contributions

Status: Continued from 1998-99

Estimated Date of completion: Annual

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual	\$ 1,327	\$ 1,087	Annual	\$ 2,414
Engineering Administration	-	-	-	-	-
	\$ -	\$ 1,327	\$ 1,087	\$ -	\$ 2,414

Project #9088: Tree Mitigation – White Oak

Similar to Project 9087, however this project is intended specifically for pruning, planting, preservation and enhancement of White Oaks.

Priority: High

Justification: City growth

FY2011-12 Funding Sources: Contributions

Status: Continued from 1998-99

Estimated Date of completion: Annual

Operations Impact: Not applicable.

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 16,668	Annual	\$ 16,668
Engineering Administration	-	-	-	-	-
	\$ -	\$ -	\$ 16,668	\$ -	\$ 16,668

Project #9101: Villebois Parks SDC Reimbursement – Palermo Park

Payment to developer for construction of public facilities in excess of those needed to serve the development.

Priority: High

Justification: Villebois development agreement and city growth

FY2011-12 Funding Sources: Parks SDC

Status: Continued from 2007-08

Estimated Date of completion: 2011-12

Operations Impact: Initially to be maintained by the developer. When all Villebois parks are turned over to the City, costs will likely be \$23,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2010-11	2011-12	Year Costs	Total
Design & Construction	\$ 75,691	\$ 82,000	\$ 84,000	\$ -	\$ 241,691
Engineering Administration	22,004	12,784	11,760	-	46,548
	\$ 97,695	\$ 94,784	\$ 95,760	\$ -	\$ 288,239

Project #9102: Montebello Park Improvements

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. Staff is pursuing a grant opportunity through Metro for a nature park with “naturescaping” elements as well as active play elements including a play structure and possibly a half-court basketball court. A concept or schematic design has been prepared for use in pursuing grant funding.

Priority: High

Justification: City growth

FY2011-12 Funding Sources: Parks SDC and Metro Grants

Status: Continued from 2007-08

Estimated Date of completion: 2012-13

Operations Impact: Maintenance costs estimated at \$7,000 per year.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ 32,802	\$ 4,500	\$ 200,000	\$ -	\$ 237,302
Engineering Administration	13,470	12,750	28,000	-	54,220
	<u>\$ 46,272</u>	<u>\$ 17,250</u>	<u>\$ 228,000</u>	<u>\$ -</u>	<u>\$ 291,522</u>

Project #9103: Skate Park – Site Selection

This project is for the site selection, planning, design, and construction of a new skate facility. Funds budgeted in 11/12 are for site selection and design efforts to enable staff and community interest groups to solicit grant funding for construction.

Priority: High

Justification: City growth

Status: Continued from 2007-08

Estimated Date of completion: Planning phase completed in 2011-12

FY2011-12 Funding Sources: Parks SDC

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

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Engineering Administration	20,736	145	4,200	-	25,081
	<u>\$ 20,736</u>	<u>\$ 145</u>	<u>\$ 34,200</u>	<u>\$ -</u>	<u>\$ 55,081</u>

Project #9105: Villebois Park Improvements - Promenade

Payment to developer for construction of public facilities in excess of those needed to serve the development.

Priority: High

Justification: Villebois development agreement and city growth

FY2011-12 Funding Sources: Parks SDC

Status: Continued from 2008-09

Estimated Date of completion: 2012-13

Operations Impact: Park to be maintained by Homeowners Association at completion of project.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 2,000	\$ 67,000	\$ 67,500	\$ 136,500
Engineering Administration	7,170	280	9,380	9,450	26,280
	<u>\$ 7,170</u>	<u>\$ 2,280</u>	<u>\$ 76,380</u>	<u>\$ 76,950</u>	<u>\$ 162,780</u>

Parks Projects

Project #9106: Villebois Parks SDC Reimbursement - Piazza

Payment to developer for construction of public facilities in excess of those needed to serve the development.

Priority: High

Justification: Villebois development agreement and city growth

FY2011-12 Funding Sources: Parks SDC

Status: Continued from 2008-09

Estimated Date of completion: 2013-14

Operations Impact: Park to be maintained by Homeowners Association at completion of project.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 2,000	\$ 10,000	\$ 1,227,400	\$ 1,239,400
Engineering Administration	424	280	1,400	171,836	173,940
	<u>\$ 424</u>	<u>\$ 2,280</u>	<u>\$ 11,400</u>	<u>\$ 1,399,236</u>	<u>\$ 1,413,340</u>

Project #9107: Villebois Parks SDC Reimbursement-North Greenway (RP3)

Payment to developer for construction of public facilities in excess of those needed to serve the development.

Priority: High

Justification: Villebois development agreement and city growth

Status: Continued from 2008-09

FY2011-12 Funding Sources: Parks SDC

Estimated Date of completion: 2013-14

Operations Impact: Park to be maintained by Homeowners Association at completion of project.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 44,000	\$ 1,307,200	\$ 1,351,200
Engineering Administration	-	-	6,160	183,008	189,168
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,160</u>	<u>\$ 1,490,208</u>	<u>\$ 1,540,368</u>

Project #9114: Memorial Park Trails

Project includes trail construction to include the River Trail and overlooks, the Kolbe Homestead Trail, and improvements to general circulation trails and connections, including portions of the Central Loop Trail. This project will also include directional and interpretive signage, and related park improvements including a map/information kiosk area with a bus turn out. Primary funding resource from Metro Open Spaces bond shared with cities. Future funds from City Park SDCs are anticipated in 2014 in the amount of \$300,000 to complete implementation of this Master Plan trail project. This is a partner project to Park project 9035.

Priority: High

Justification: City growth

Status: Continue from 2010-11

Estimated Date of completion: 2013-14

FY2011-12 Funding Sources: Metro Grants

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

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 8,700	\$ 613,580	\$ 622,280
Engineering Administration	-	-	1,218	85,901	87,119
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 9,918</u>	<u>\$ 699,481</u>	<u>\$ 709,399</u>

Project #9115: City Parks and Trails-ADA Title II Signage and Maps

The Americans with disabilities Act (ADA) and Architectural Barriers Act (ABA) established accessibility guidelines for outdoor picnic facilities, recreation access routes, trails and viewing areas. This project provides for the construction and installation of approved and uniform trailhead signage which will provide information on the length of the trail, surface type, typical minimum width and typical maximum running slope and cross slope for the trails in City owned parks and natural areas.

Priority: High

Justification: Regulatory requirements

Status: New

Estimated Date of completion: 2012-13

FY2011-12 Funding Sources: Park SDC

Operations Impact: Not Applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 9,000	\$ 60,000	\$ 69,000
Engineering Administration	-	-	1,260	8,400	9,660
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,260</u>	<u>\$ 68,400</u>	<u>\$ 78,660</u>

Project #9117: Memorial Park-Existing Parking Repair

The existing Memorial Park parking area is experiencing asphalt failure due to age and inadequate stormwater infrastructure. This project will analyze existing conditions and establish an appropriate remedy that will have minimal impact on park usage.

Priority: High

Justification: Failing infrastructure

FY2011-12 Funding Sources: General Fund

Status: New

Estimated Date of completion: 2012-13

Operations Impact: Minimal costs for 5 years with anticipated costs totaling \$20,000 the 6th year.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 500,000	\$ 550,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ 500,000</u>	<u>\$ 550,000</u>

Project #9118: Murase Park Surveillance Cameras

Due to vandalism and security at Murase Park surveillance video equipment will be installed at the water feature and the exterior restroom doors and linked into the Public Works computers for monitoring. Part of this project will be used to route the five existing cameras at Town Center Park to Public Works for monitoring as well.

Priority: High

Justification: Failing infrastructure

FY2011-12 Funding Sources: General Fund

Status: New

Estimated Date of completion: 2011-12

Operations Impact: Maintenance costs estimated at \$1,000 per year.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 50,000</u>

Parks Projects

Project #9995: Early Planning – Future Parks Projects

This project is for staff efforts on future CIP projects which are at very early stages of project development and study and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts and issues that will impact future demands and requirements on the City’s park infrastructure and services. Further, the project also includes management of citizen concerns and questions relating to park issues.

Priority: Medium

Justification: City growth

FY2011-12 Funding Sources: Parks SDC

Status: Annual

Estimated Date of completion: Annual

Operations Impact: Not Applicable.

Project Costs:	Prior Years Actual	Estimated 2010-11	Budget 2011-12	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	18,975	50,000	-	-
	<u>\$ -</u>	<u>\$ 18,975</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #9998: 5-Year & Annual Parks CIP Budget Development

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

Priority: High

Justification: Fiscal planning for CIPs

FY2011-12 Funding Sources: Parks SDC

Status: Annual

Estimated Date of completion: Annual

Operations Impact: Not Applicable.

Project Costs:	Prior Years Actual	Estimated 2009-10	Budget 2010-11	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	3,761	10,000	-	-
	<u>\$ -</u>	<u>\$ 3,761</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>

Debt and Other

Debt Service Overview

The City issues debt to pay for long-term capital improvements. The number of years the debt is outstanding is less than the useful life of the capital investment. As set by policy, debt shall not be used for operating purposes.

Debt service appropriations provide for the payment of principal and interest on bonds and notes. The City has issued general obligation bonds, revenue bonds and full faith and credit obligations.

General obligation bonds that are secured by property taxes must be approved by the voters. Full faith and credit obligations are backed by the City's General Fund; however, they may be repaid from other resources such as sewer charges.

Revenue bonds are used to finance enterprise-related capital and are repaid from related utility charges.

The City's general obligation debt rating by Moody's Investor's Service is Aa2. The water revenue bonds have an underlying rating of Aa3. These ratings reflect Moody's Global Scale Rating implementation.

The City fulfills its obligation for continuing disclosure requirements under the Securities and Exchange Commission Rule 15c2-12 by filing its audited financial reports and other required disclosures with the Municipal Securities Rulemaking Board Electronic Municipal Market Access (EMMA) database service which is available at www.emma.msrb.org.

Long-term Debt & Limitations

Long-Term Debt Estimated as of June 30, 2011

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
Voter Approved General Obligation Bonds:				
Library, Series 2001	4.00%-4.80%	\$ 4,000,000	1/16/2016	\$ 1,620,000
Self Supporting Full Faith & Credit Debt:				
Water Refunding, Series 2007	3.85%	7,875,000	12/1/2020	6,380,000
Sewer Refunding, Series 2006	4.00%-4.25%	5,295,000	12/1/2015	2,920,000
Revenue Bonds:				
Water Revenue Refunding, Series 2006	3.375%-4.00%	9,325,000	6/1/2020	8,295,000
Sewer Credit Facility, Series 2009	variable	5,000,000	12/18/2011	5,000,000
				<u>\$24,215,000</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, 2011

Real Market Value		<u>\$ 2,744,538,783</u>
Debt capacity at 3%		82,336,163
Less outstanding debt	\$ 1,620,000	
Plus cash on hand ¹	<u>135,000</u>	
Net debt subject to 3% limit		<u>1,755,000</u>
Marginal capacity		<u>\$ 84,091,163</u>

¹ Estimated cash in general obligation fund at June 30, 2011

Overlapping Debt As of June 30, 2010

Jurisdiction	General Obligation Bonded Debt Outstanding	Percentage Applicable to Government	Amount Applicable to Government ¹
Direct:			
City of Wilsonville	\$ 1,900,000	100.0000%	\$ 1,900,000
Total Direct	1,900,000		1,900,000
Overlapping:			
Clackamas County	79,370,000	5.8036%	4,606,317
Clackamas County School District No. 3J	191,637,238	31.9952%	61,314,718
Clackamas County School District No. 86	60,380,000	15.0752%	9,102,406
Clackamas County Community College	34,840,000	8.0641%	2,809,532
Metro	158,533,356	1.7094%	2,709,969
Tri-County Metropolitan Transportation District	27,960,000	0.0047%	1,314
Portland Community College	224,025,000	0.2405%	538,780
Washington County	2,715,000	0.5781%	15,695
Tualatin Valley Fire & Rescue	27,885,000	5.8021%	1,617,916
Washington County School District No. 88J	120,823,945	6.6565%	8,042,646
Total Overlapping	928,169,539		90,759,293
Total Debt	\$ 930,069,539		\$ 92,659,293

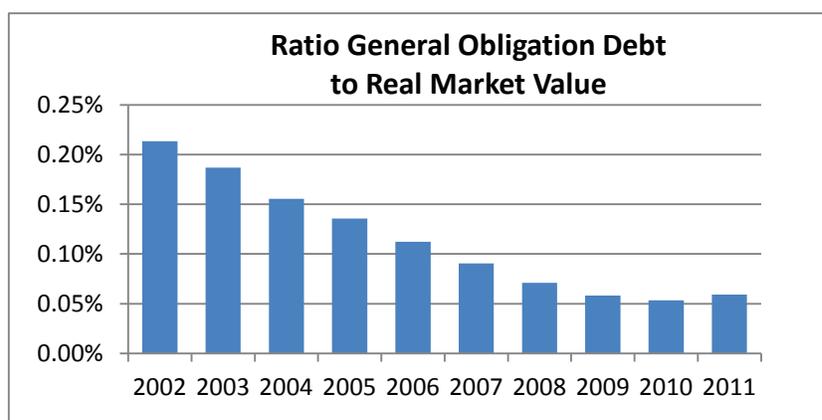
The percentage applicable to government is determined on the assessed value of the overlapping districts. The numerator is the City's assessed value and the denominator is the assessed value of the overlapping district.

¹ Net Direct Debt includes all tax-supported bonds. Bancroft Act general obligation improvement bonds and self-supporting bonds are excluded. Neither certificates of participation nor revenue bonds are included in direct debt.

Source: Municipal Debt Advisory Commission, Oregon State Treasury

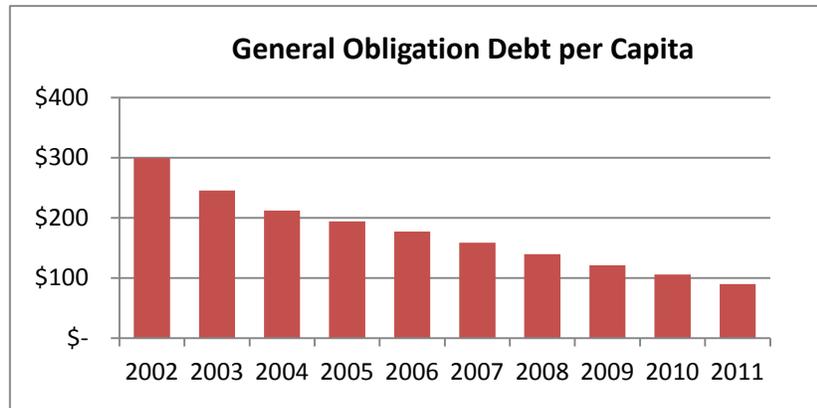
Debt to Real Market Value

The ratio of general obligation bonds to real market value is an indicator of the overall tax burden long-term debt imposes on property values. For the City, the ratio for the fiscal year ending 2011 is 0.059%. 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. The slight upturn in 2011 is due to economic conditions decreasing real market values.



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 2011 is \$90. By comparison, the debt per capita for nearby communities for 2010 were: Lake Oswego \$570, Tualatin \$639, Tigard \$159, West Linn \$309 and Sherwood \$381.



Future Debt Plans

During Fiscal Year 2011-12 the City expects to issue \$15 million of short-term debt. Of this, \$5 million will refinance an existing debt and \$10 million will fund 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 Activity All City Funds, Fiscal Year 2011-12

Fund/Bond or Debt Issue	Principal Balance 6/30/2011	New Debt Issuance	Scheduled Principal	Scheduled Interest	Principal Balance 6/30/2012
Water Operating Fund					
Water Refunding Note, Series 2007	\$ 6,380,000	\$ -	\$ 535,000	\$ 235,331	\$ 5,845,000
Water Refunding Bond, Series 2006	8,295,000	-	790,000	322,551	7,505,000
Total Water Operating Fund	<u>14,675,000</u>	<u>-</u>	<u>1,325,000</u>	<u>557,882</u>	<u>13,350,000</u>
Sewer Operating Fund					
Full Faith & Credit Bonds, Series 2006	2,920,000	-	540,000	110,550	2,380,000
Credit Facility, Series 2009	5,000,000	-	5,000,000	50,000	-
Credit Facility, Series 2011 (proposed)	-	15,000,000	-	700,000	15,000,000
Total Sewer Operating Fund	<u>7,920,000</u>	<u>15,000,000</u>	<u>5,540,000</u>	<u>860,550</u>	<u>17,380,000</u>
Debt Service Fund					
General Obligation Bonds, Series 2001	1,620,000	-	295,000	75,935	1,325,000
TOTAL ALL FUNDS	<u>\$ 24,215,000</u>	<u>\$ 15,000,000</u>	<u>\$ 7,160,000</u>	<u>\$ 1,494,367</u>	<u>\$ 32,055,000</u>

General Obligation Debt

Issue Title:		General Obligation Library Bonds	
Issue Date:	July 1, 2001	Amount:	\$4,000,000
Average interest rate:	4.5%	Insurance:	FGIC
Bond rating:	Aaa, Moody's with insurance	First principal due:	January 1, 2012
CUSIPs:	972478EZO-FP1	Last principal due:	January 1, 2016

Purpose of issuance:

On November 7, 2000 Wilsonville voters authorized the issuance of \$4 million in general obligation bonds to pay for the expansion of the public library. With an 82.8% voter turnout the measure was approved by nearly a two to one ratio (3,864 Yes votes, 2,037 No votes).

Construction began in July 2001 and was substantially complete by May 2002. With the expansion, the library space quadrupled, several meeting and study rooms were added, an outdoor area was improved and numerous computers with Internet access were made available to the public. The final project cost came in at approximately \$4.3 million, was completed within budget and finished on time.

Security:

The primary security for this debt is the City's full faith and credit as provided by a voter approved tax rate. At issuance the City purchased insurance coverage from Financial Guaranty Insurance Company. Although FGIC suspended all claim payments in November 2009, there has been no adverse impact on debt service payments for this bond.

Annual debt service:

A special property tax rate provides the resources to repay the annual debt service. Recently the tax rate has been around 17 cents per \$1000 of assessed valuation. On a typical home assessed at \$250,000 (\$350,000 market value) the tax equates to \$42.50 per year.

FY	Principal	Interest	Total
2011-12	\$ 295,000	\$ 75,935	\$ 370,935
2012-13	310,000	62,660	372,660
2013-14	320,000	48,400	368,400
2014-15	340,000	33,360	373,360
2015-16	355,000	17,040	372,040
Total	\$ 1,620,000	\$ 237,395	\$ 1,857,395

Full Faith and Credit Obligations – Revenue Supported

Issue Title:		Water Refunding Note, Series 2007	
Issue Date:	December 10, 2007	Amount:	\$7,875,000
Average interest rate:	3.85%	Insurance:	not applicable
Bond rating:	none	First principal due:	December 1, 2008
CUSIPs:	not applicable	Last principal due:	December 1, 2020

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$10 million note provided by the Oregon Economic Development Department (OECDD), a state agency. That borrowing had an interest rate of 5.28%. By refunding the debt the City will save \$544,000 (cash basis) over the remaining life of the bonds.

The original \$10 million bonds were part of a \$25 million funding for the construction of a water treatment plant. Construction began in July 2000 and the plant was operational in April 2002. Tualatin Valley Water District partnered with the City to construct the facility. The plant can produce 15 million gallons per day with Wilsonville owning the rights to 10 million gallons.

Security:

The primary security for this debt is water revenues received within the Water Operating Fund. In addition, the City has pledged its full faith and credit.

FY	Principal	Interest	Total
2011-12	\$ 535,000	\$ 235,331	\$ 770,331
2012-13	560,000	214,253	774,253
2013-14	575,000	192,404	767,404
2014-15	600,000	169,785	769,785
2015-16	620,000	146,300	766,300
2016-21	3,490,000	331,293	3,821,293
Total	\$ 6,380,000	\$ 1,289,365	\$ 7,669,365

Full Faith and Credit Obligations – Revenue Supported

Issue Title: Oregon Local Governments Full Faith and Credit Obligations, Series 2006			
Issue Date:	April 30, 2006	Amount:	\$5,295,000
Average interest rate:	4.14%	Insurance:	MBIA
Bond rating:	A2 underlying by Moody's	First principal due:	December 1, 2006
CUSIPs:	68608DEF7-FA7	Last principal due:	December 1, 2015

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$8.67 million note provided by the Oregon Economic Development Department (OECDD), a state agency. That borrowing had an interest rate of 5.18%. By refunding the debt the City will save \$550,000 (cash basis) over the remaining life of the bonds. The refunding series was done in conjunction with the City of Boardman and Metro. Each of these participants was refunding debt obtained from OECDD.

The original \$8.67 million note was for improvements and expansions to the wastewater treatment plant. Construction began in 1997 and was substantially completed in 1998. The plant has a process capacity of 2.25 million gallons per day in dry weather.

Security:

The primary security for this debt is wastewater revenues received within the Wastewater Operating Fund. In addition, the City has pledged its full faith and credit. Upon issuance the bonds enjoyed credit enhancement insurance provided by MBIA.

FY	Principal	Interest	Total
2011-12	\$ 540,000	\$ 110,550	\$ 650,550
2012-13	560,000	88,550	648,550
2013-14	580,000	65,025	645,025
2014-15	605,000	39,844	644,844
2015-16	635,000	13,494	648,494
Total	<u>\$ 2,920,000</u>	<u>\$ 317,463</u>	<u>\$ 3,237,463</u>

Revenue Supported Debt

Issue Title:		Water Refunding Bond, Series 2006	
Issue Date:	March 22, 2006	Amount:	\$9,325,000
Average interest rate:	4.0%	Insurance:	FSA
Bond rating:	Aaa, Moodys with insurance	First principal due:	June 1, 2007
CUSIPs:	972480BS5-CF2	Last principal due:	June 1, 2020

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$15 million bond issued in 2000. That borrowing had an interest rate of 5.3%. By refunding the debt the City will save \$655,000 (cash basis) over the remaining life of the bonds.

The original \$15 million bonds were part of a \$25 million funding for the construction of a water treatment plant. Construction began in July 2000 with the plant operational in April 2002. Tualatin Valley Water District partnered with the City to construct the facility. The plant can produce 15 million gallons per day with the City owning rights to 10 million gallons.

Security:

The primary security for this debt is water revenues received within the Water Operating Fund. The City has pledged to keep net revenues, inclusive of system development charges (SDCs), of at least 125% of annual debt service. Net revenues exclusive of SDCs must be at least 110% of annual debt service. The City is in compliance with all debt covenants for the bonds.

FY	Principal	Interest	Total
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
2014-15	880,000	229,170	1,109,170
2015-16	915,000	196,170	1,111,170
2016-20	4,035,000	411,400	4,446,400
Total	\$ 8,295,000	\$ 1,711,288	\$ 10,006,288

Revenue Supported Debt

Issue Title:		Sewer System Improvements Credit Facility, Series 2009	
Issue Date:	December 18, 2009	Amount:	\$5,000,000
Average interest rate:	Variable	Insurance:	not applicable
Bond rating:	none	First principal due:	by December 2011
CUSIPs:	not applicable		

Purpose of issuance:

This debt will pay for design and engineering costs associated with improvements and expansion to the City's Wastewater Treatment Plant. Construction bid estimates were received January 2011. This interim financing is expected to be refunded from a future bond sale to be sold in 2011.

The Credit Facility is an interest only note with payments due on the first of March, June, September and December. Interest varies on a formula based on LIBOR. Principal is to be repaid no later than December 17, 2011.

Security:

The primary security for this debt is wastewater revenues received within the Wastewater Operating Fund and a pledge of proceeds of refunding bonds to be issued to repay the Credit Facility. A debt reserve is not required. The City is in compliance with all debt covenants for the bonds.

FY	Principal	Interest*	Total
2011-12	\$ 5,000,000	\$ 50,000	\$ 5,050,000
Total	\$ 5,000,000	\$ 50,000	\$ 5,050,000

* Interest rate estimate: 2.0%

Issue Title:		Sewer System Improvements Credit Facility, Series 2012	
Budget assumptions, debt issuance not yet authorized			
Issue Date:	2011-12	Amount:	\$15,000,000
Average interest rate:	Variable (2%)	Insurance:	not applicable
Bond rating:	none	First principal due:	by December 2019
CUSIPs:	not applicable		

Purpose of issuance:

This debt will pay for final design, engineering costs, initial construction costs and repayment of Series 2009 Credit Facility.

The facility would be an interest only note with variable rates computed on a formula based LIBOR. Principal is to be repaid near project completion, approximately December 2014. For budget purposes, 2% has been used.

Security:

The primary security for this debt is wastewater revenues received within the Wastewater Operating Fund and a pledge of proceeds of refunding bonds to be issued to repay the Credit Facility. A debt reserve is not required. The City is in compliance with all debt covenants for the bonds.

FY	Principal	Interest*	Total
2011-12	\$ -	\$ 150,000	\$ 150,000
2012-13	-	300,000	300,000
2013-14	-	300,000	300,000
2014-15	15,000,000	150,000	15,150,000
Total	\$ 15,000,000	\$ 900,000	\$ 15,900,000

* Interest rate estimate: 2.0%

Ending Fund Balances

The Governmental Accounting Standards Board (GASB) has defined ending balances as falling into two groupings with five categories. Beginning in FY 2010-11, the City will align its year-end budgeted fund balance to reflect these new categories.

Restricted Fund Balances

1. *Nonspendable* – Represents both assets that are nonliquid (e.g. inventory, prepayments, foreclosed properties to be sold) and liquid, legal constraints prevent their use (e.g. principal of an endowment, revolving loan funds)
2. *Restricted* – Constraints on assets by an external entity (e.g. covenants in bond contracts, restricted grant proceeds, restrictions created by local resolutions or ordinances or charter limitations)

Unrestricted Fund Balances

3. *Committed* – Constraints created by the governing body on how it will spend its resources
These are enacted via resolution or ordinance, are in place as of the end of the fiscal period and remain binding until formally rescinded or changed. The fundamental difference between Restricted and Committed is that under Committed the government can unilaterally remove constraints it has imposed upon itself.
4. *Assigned* – Designation of amounts by either the governing body or staff, such as the City Manager or Finance Director
Earmarking of resources can occur after the end of the fiscal period, is not legally binding and can be changed without formal action.
5. *Unassigned* – Excess of total fund balance over nonspendable, restricted, committed and assigned components
Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated/assigned to the purposes of that fund.

The following table presents the components of ending balance.

Restricted Fund Balances

Category	Component	Restricted by
<i>Nonspendable</i>	None	
<i>Restricted</i>	Building Inspection net revenues	State statute
	Bond covenants	Bond contract

Unrestricted Fund Balances

<i>Committed</i>	Unappropriated ending balance	Council Adopted Fiscal Management Policies
<i>Assigned</i>	Designated assignments (see Assigned Balances Schedule)	Council directed and staff designations
	Contingency - Non-General Fund	GASB definition
<i>Unassigned</i>	Contingency - General Fund	GASB definition



Estimated Ending Fund Balances as of June 30, 2012

	Special Revenue Funds				
	General	Community Development	Transit	Road Operating	Road Maintenance
Restricted					
<i>Bond covenants</i>	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Building permit net revenues</i>	-	836,064	-	-	-
<i>Taxes for debt service</i>	-	-	-	-	-
Committed					
<i>Unappropriated ending balance</i>	660,000	170,000	230,000	30,000	-
Assigned					
<i>Designated - see schedule</i>	6,159,254	-	1,569,325	-	-
<i>Non-General Fund contingencies</i>	-	2,234,274	50,215	479,979	66,785
Unassigned (General Fund contingency)	5,546,106	-	-	-	-
Total Ending Balance	\$ 12,365,360	\$ 3,240,338	\$ 1,849,540	\$ 509,979	\$ 66,785

Restricted

Bond Covenants: Urban renewal bonds require a cash reserve of 10% of the bond amount. Other city bonds have either been issued as full faith and credit or with credit enhancements and do not have cash reserve requirements.

Building Permit Net Revenues: Oregon statutes provide that net revenues from building permits are to be restricted for building inspection program uses.

Taxes for Debt Service: Oregon budgeting law provides that taxes collected for debt service shall be restricted for that purpose.

Committed

Unappropriated: Council Adopted Fiscal Management Policies require approximately 5% of operating costs be set-aside in an unappropriated ending balance.

Assigned

Designated: See following table and definitions

Contingency: Remaining balance after all of above has been accounted for

Estimated Ending Fund Balances as of June 30, 2012

Enterprise Fund Types				Internal Service Fund	Debt Fund	Capital Funds	
Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	G.O. Debt	Capital Projects	Total All City Funds
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-	836,064
-	-	-	-	-	131,922	-	131,922
160,000	130,000	10,000	40,000	60,000	-	-	1,490,000
648,148	650,000	462,480	-	1,101,805	-	-	10,591,012
1,064,274	6,654,252	158,882	272,563	383,230	-	11,615,259	22,979,713
-	-	-	-	-	-	-	5,546,106
<u>\$ 1,872,422</u>	<u>\$ 7,434,252</u>	<u>\$ 631,362</u>	<u>\$ 312,563</u>	<u>\$ 1,545,035</u>	<u>\$ 131,922</u>	<u>\$ 11,615,259</u>	<u>\$ 41,574,817</u>

Assigned Balances - Designations/Definitions

General Fund

Information systems: Hardware and software upgrades or replacement

Records management systems: Future acquisition of related software

Emergency management: Equipment and supplies related to disaster preparedness and response

Building repairs/remodeling: Major repairs and minor remodeling of all City facilities

Parks equipment and infrastructure: Multi-year plan to replace wood chips with rubberized mats, upgrade or replace children's playstructures and to maintain or improve parking lots at City parks

Library and Parks programs: "Rainy day" funds for these two programs

City facility remodel/moving: Major remodeling of city buildings and relocation

General and CD Fund support: General set-aside for programs in both funds

Council Designated Rainy Day Fund: Reserve created by Council in FY 2009-10 in response to economic conditions

PEG Communication: Cable related fee that is restricted for public communication equipment

Future needs: Likely a future community planning resource with funds originating from prison infrastructure cost savings

Community Development Fund

Building Inspection program: Permit revenue and costs separated in accordance with statutes

Transit Fund

Commuter Rail, Bus and Capital needs: Future capital needs and rail operations

Business Energy Tax program: Proceeds from state tax credit program that Transit intends to use for transportation alternatives

Fleet Fund:

Property sale proceeds: Proceeds from building sales and is designated for future relocation of the fleet facility

Vehicle replacement: Accumulated special charges for vehicle replacement typically on a 10-year cycle

Water Operating Fund:

Water Treatment Plant Operations: Provides resources for the replacement of granulated activated charcoal

Equipment replacement: Replacement of plant equipment required by the Operating Agreement

Operations Distribution system: Major repairs and replacement of water delivery infrastructure

Sewer Operating Fund:

Maximum annual debt service: One year of maximum annual debt service on outstanding bonds, but is not a bond covenant requirement as outstanding bonds have a full faith and credit pledge of the City

Street Lighting Fund:

Pole/fixture replacement: Future replacement of poles and fixtures at the end of their useful life and to provide for in-fill where lighting is sparse, attaining a balance of \$600,000 is goal

Assigned Balances - Designated Purpose

	July 1, 2011 Balance	Increases	Decreases	June 30, 2012 Balance
General Fund				
Information systems	\$ 189,345	\$ 75,000	\$ (60,000)	\$ 204,345
Records management systems	100,000	50,000	-	150,000
Emergency management	141,360	20,000	-	161,360
Building repairs/remodeling	29,873	75,000	(50,000)	54,873
Parks equipment and infrastructure	38,000	50,000	(15,000)	73,000
Library and Parks programs	85,000	-	-	85,000
City facilities remodel/moving costs	1,105,214	-	-	1,105,214
General and CD Fund support	2,000,000	-	(200,000)	1,800,000
Council Designated Rainy Day Fund	250,000	-	-	250,000
PEG Communication	186,700	65,000	(35,000)	216,700
Future needs	2,058,762	-	-	2,058,762
	<u>\$ 6,184,254</u>	<u>\$ 335,000</u>	<u>\$ (360,000)</u>	<u>\$ 6,159,254</u>
Community Development Fund				
Building inspection program	<u>\$ 629,218</u>	<u>\$ 972,926</u>	<u>\$ (766,080)</u>	<u>\$ 836,064</u>
Transit Fund				
Commuter Rail/Bus/Capital needs	\$ 771,558	\$ 300,000	\$ (260,580)	\$ 810,978
Business Energy Tax program	778,347	-	(20,000)	758,347
	<u>\$ 1,549,905</u>	<u>\$ 300,000</u>	<u>\$ (280,580)</u>	<u>\$ 1,569,325</u>
Water Operating Fund				
Water Treatment Plant Operations	\$ 58,148	\$ 130,000	\$ -	\$ 188,148
Operations - distribution system	-	215,000	-	215,000
Equipment replacement	355,000	75,000	(185,000)	245,000
	<u>\$ 413,148</u>	<u>\$ 420,000</u>	<u>\$ (185,000)</u>	<u>\$ 648,148</u>
Sewer Operating Fund				
Maximum annual debt service ¹	<u>\$ 650,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 650,000</u>
Street Lighting Fund				
Pole/fixture replacement	<u>\$ 292,480</u>	<u>\$ 170,000</u>	<u>\$ -</u>	<u>\$ 462,480</u>
Fleet Fund				
Property sale proceeds	\$ 1,489,700	\$ -	\$ (1,489,700)	\$ -
Vehicle replacement	1,111,648	144,157	(154,000)	1,101,805
	<u>\$ 2,601,348</u>	<u>\$ 144,157</u>	<u>\$ (1,643,700)</u>	<u>\$ 1,101,805</u>

¹ Not a bond requirement



Urban Renewal Agency

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Urban Renewal Agency Quick Facts

	Year 2000 Plan	West Side
District formation date	May 1992	November 2003
Original size (acreage)	868	395
Current size (acreage)	629	456
 The following as of November 2010:		
Frozen tax base	\$44,087,806	\$16,526,288
Construction assessed value (increment)	\$343,860,950	\$157,672,574
Total district assessed value	\$387,948,756	\$174,198,862
Annual taxes (collectible) derived from increment	\$4,800,000	\$2,232,454
 The following projected as of June 2011:		
Maximum debt limit	\$92,687,423	\$40,000,000
Debt issued or authorized	\$71,885,000	\$30,000,000
Remaining debt limit	\$20,802,423	\$10,000,000
 Amount of debt principal outstanding, July 1, 2011	 \$15,671,000	 \$29,255,000
Authorized but not issued	\$0	\$0



Urban Renewal Budget Committee
City of Wilsonville
FY 2011-12

Urban Renewal Budget Committee

Paul Bunn Anne Easterly
Tony Holt Christopher Moore
Norman Bengel

Urban Renewal Agency Board

Tim Knapp, Chair

Board Members

Richard Goddard Steven Hurst
Celia Núñez Scott Starr

Executive Director

Jeanna Troha
City Manager, Pro Tem

Urban Renewal Manager

Kristin Retherford

Finance Director

Gary Wallis

Urban Renewal Agency
City of Wilsonville

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April 26, 2011

Members of the Budget Committee,

The City's two urban renewal districts provide a funding source to address road and park needs of our growing community. The Year 2000 Plan primarily lies within the east side and the West Side lies on the west side of town.

The Year 2000 Plan issued \$8 million in debt in 2010 to pay for improvements to the Interstate 5 and Wilsonville Road interchange. The long range forecast anticipates this district will have sufficient cash flow to carry it through to the completion of the projects identified in the last substantial plan amendment. In fact, the district plans to under levy taxes thus releasing taxes to the overlapping jurisdictions.

The West Side poses a more challenging future. Urban renewal districts have two funds: a capital projects fund and a debt service fund. Cash within the capital projects fund will be all but exhausted by June 2012. New resources could come from the \$10 million remaining under the debt cap. Unfortunately that amount is not sufficient to complete any of the remaining road projects. While the debt cap limit could be increased through a substantial plan amendment with approval from other jurisdictions, the bigger issue is the lack of cash flow to support any more debt. As stated last year, the solution is to be patient and wait for the eventual return of construction and the resulting increased assessed values and taxes.

Although the West Side's capital projects fund faces a daunting challenge, the debt service fund exhibits some improving signs. While cash flow from increment (taxes) continues to fall short from original projections, it is growing and another \$5 million will be converted from interest only to amortizing by the end of May 2011. Nevertheless, taxes are lower than originally expected which is the result of decreased new construction due to recent economic conditions. This has slowed our ability to repay debt as quickly as we would like. Conservative financial forecasts indicate the remaining \$15 million of interest only debt can be converted over the next three years.

Respectfully submitted,

Jeanna Troha

City Manager Pro Tem

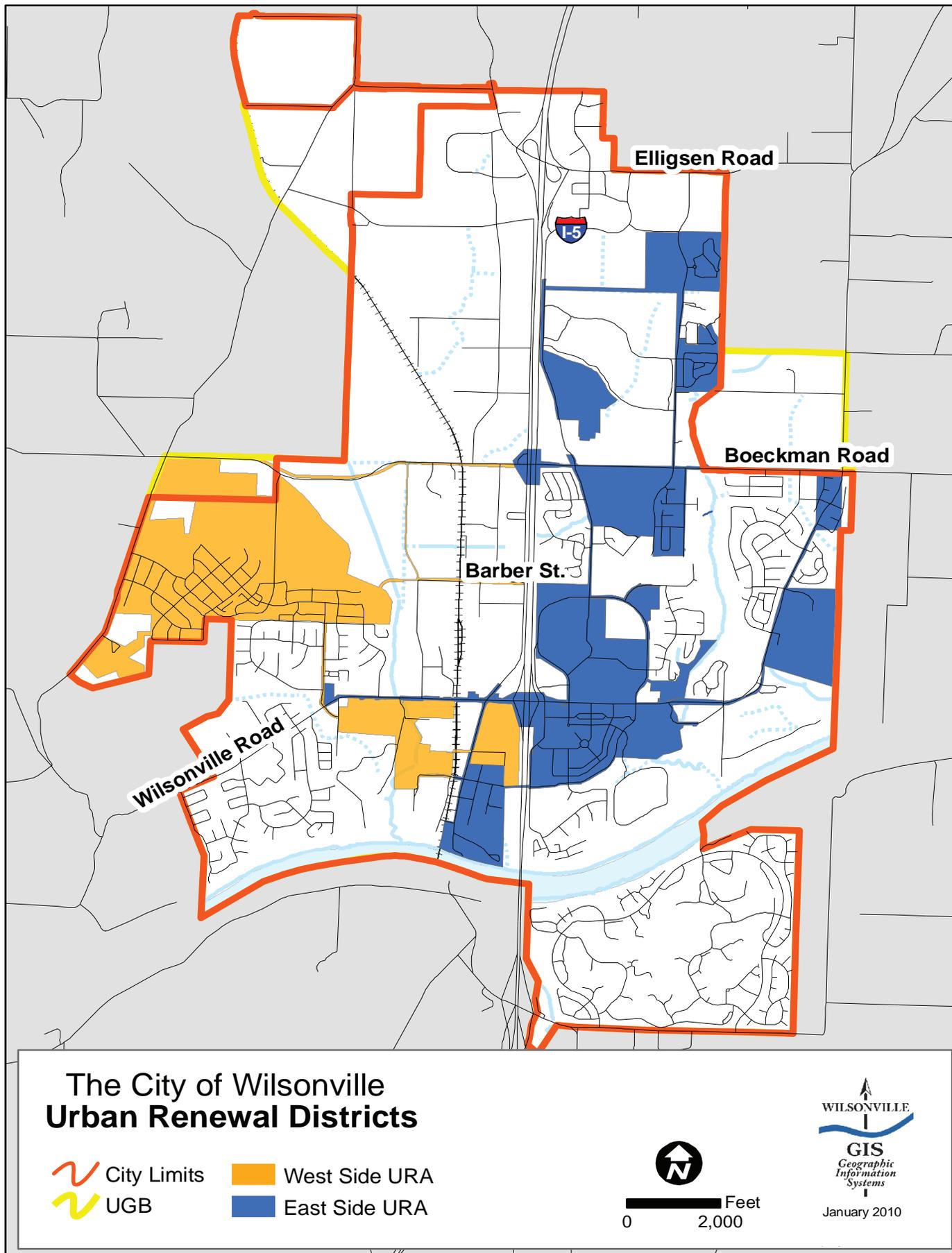
Urban Renewal Budget Committee Changes
from Proposed to Approved Budget

The annual budget for FY 2011-12 was approved by the Budget Committee without any changes.

Urban Renewal Board Changes
from Approved to Adopted Budget

The annual budget for FY 2011-12 was adopted by the Board without any changes.

Urban Renewal District Map



Urban Renewal Agency Overview

Mission Statement

The purpose of urban renewal is to stimulate economic development through private investment in a specific area of the community. Tax increment financing, ORS Chapter 457, is used in areas where private development has stagnated or is not feasible. Public funds are needed to change those conditions. The types of urban renewal activities undertaken generally include land assembly, development of infrastructure and public amenities such as streets, utility lines, lighting, public open spaces and parks.

How Urban Renewal Works

The process begins when the governing body identifies an area where property values are not rising as rapidly as the rest of the community and desires to change that. The simplified steps for forming a district and carrying out the activities follow:

1. Create a plan. Essentially, draw a line around contiguous parcels that demark the new urban renewal area. Identify desired public improvements like roadways, parks and amenities for the district. Have the county assessor calculate the current assessed value, aka the frozen base. Formally adopt the plan.
2. Sell urban renewal bonds. Sell bonds to finance the public improvements identified in the plan. The improvements should encourage private investment in the area.
3. Repay the sold bonds. As new development occurs, property values will rise and bring an increase in tax revenues which is used to pay off the urban renewal bonds.

Governance

The City of Wilsonville Urban Renewal Agency (URA) was established in 1990 as a separate corporate body as authorized by state statutes. The City Council fulfills the role as the URA Board. The URA has two Urban Renewal Districts and each have their own plan, the Year 2000 Plan and the West Side District.

URA District Management

The City's Community Development Department manages URA activities with support provided by the Policy and Administration departments such as Finance, Legal and Administration. Policy and Administration departments are budgeted within the City's General Fund while the Community Development department is budgeted within the Community Development Fund. The operating budgets of each URA district reimburse these two City funds for the services provided. As a result, these expenses are shown once as operating expenses in the City's departments and again as professional service expenses in the URA budget to reimburse the City's funds.

Assessed Value Information

When an urban renewal district is first created, the assessed value within the district boundaries is established as the "frozen base". If urban renewal efforts are successful, the value of the district will grow above the frozen base amount. That increase is called the "incremental" or "excess" value. Overlapping jurisdictions like schools, general governments, general obligation bonds continue to receive property tax revenue on the frozen base while the urban renewal agency receives property tax revenue related to the incremental value. This is called the "division of tax" method of raising revenue in an urban renewal district.

The "division of tax" method for funding projects results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from District property. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

Urban Renewal Agency Overview

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.

Fiscal Year Ended	Assessed Value Information					
	Year 2000 Plan District			West Side District		
	Frozen Base	Incremental Value	Total Assessed Value	Frozen Base	Incremental Value	Total Assessed Value
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	44,087,806	329,522,297	373,610,103	16,526,288	150,077,115	166,603,403
6/30/11	44,087,806	343,860,950	387,948,756	16,526,288	157,672,574	174,198,862
6/30/12 est	44,087,806	359,499,194	403,587,000	16,526,288	171,898,712	188,425,000

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. Historically, the Agency has had to remove taxable parcels from the Districts to release taxes but 2009 legislation affecting Urban Renewal provided an additional option. As of January 2010, the Agency is able to limit the amount of tax increment revenues received by certifying to a designated amount of tax increment revenue with the County Tax Assessor. This has the effect of releasing taxes back to the overlapping jurisdictions. The table below shows the impact on the frozen base, incremental value and tax revenue released to overlapping jurisdictions.

Fiscal Year Ended	Assessed Value Reductions		
	Year 2000 Plan District		
	Acreage Removed	Key Properties	Assessed Value Reduction
6/30/05	61.8	Mentor Graphics	\$30 million
6/30/06	27.5	Sysco Foods	\$15.7 million
6/30/07			
6/30/08			
6/30/09	17.7	Residential	\$10.2 million
6/30/10	29	Fred Meyer area	\$8.2 million

Source: Clackamas County Assessment and Taxation for historic information;
City of Wilsonville for budget year estimate

The act of removing assessed value from the District or certifying to a lower tax increment revenue 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 2012	Cumulative Effect
City of Wilsonville	\$ 334,000	\$ 1,349,000
Clackamas County	\$ 319,000	\$ 1,287,000
West Linn Wilsonville School District	\$ 645,000	\$ 2,606,000
Tualatin Valley Fire District	\$ 203,000	\$ 817,000
All other entities	\$ 428,000	\$ 1,867,000
Total	\$ 1,929,000	\$ 7,926,000

Urban Renewal Agency Overview

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 2000 Plan can no longer assess a special levy.

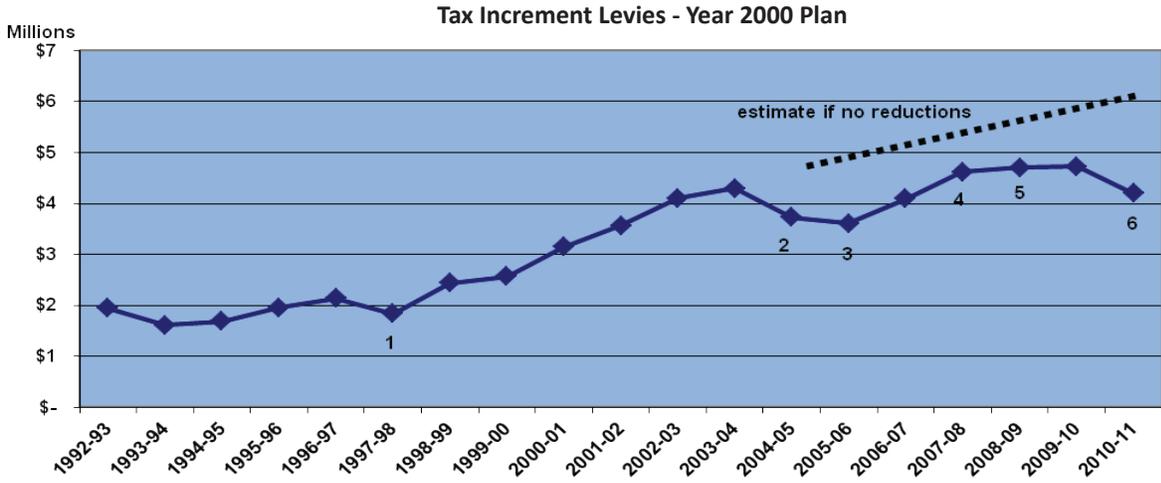
The West Side District is not eligible to levy and collect a City-wide special levy. The amount of tax increment this District may collect is affected by the increase in assessed valuation on properties in the District above the frozen base valuation and the tax rate of the overlapping taxing districts.

A five-year history of property tax revenues in the two urban renewal districts is included in the table below. As noted previously, tax revenue in the Year 2000 Plan periodically declines as Council and the URA Board removes parcels from the District.

Fiscal Year Ended	Year 2000 Plan District		West Side District	
	Division of Tax Levied	Net Taxes Collected	Division of Tax Levied	Net Taxes Collected
6/30/07	\$ 4,093,051	\$ 3,856,770	\$ 703,418	\$ 662,711
6/30/08	4,615,413	4,315,732	1,272,099	1,191,039
6/30/09	4,708,738	4,359,657	2,079,997	1,927,435
6/30/10	4,730,172	4,409,307	2,153,374	2,005,932
6/30/11	4,200,000	4,000,000	2,254,448	2,200,000
6/30/12 est	4,200,000	4,000,000	2,425,000	2,300,000

Source: City of Wilsonville financial records and Clackamas County Assessment and Taxation reports
 Agency will certify to \$4.2 million in Year 2000 Plan beginning FY 2010-11

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 \$7.9 million.



- 1 - Effects of Measure 50 tax change;
- 2 - Mentor Graphics parcel removed;
- 3 - Sysco parcel removed;
- 4 - \$10 million residential area removed
- 5 - Fred Meyer parcel transferred to West Side district;
- 6 - Under-levy to achieve \$4.2 million

Urban Renewal Agency Overview

Urban Renewal Tax Rates

Beginning in fiscal year ending 2003, urban renewal tax rates began appearing as line items on tax bills. Listing urban renewal as a taxing entity was in response to an Oregon Supreme Court decision pertaining to the treatment of tax increment for Measure 5 tax rate caps. However, urban renewal entities do not have tax rates. The rate listed on the annual tax statement is created from the cumulative decrease from the overlapping jurisdictions.

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 2012 tax rates.

**Urban Renewal Effective Tax Rate
per \$1000 of Assessed Value**

Fiscal Year Ended	Tax Rate
6/30/06	\$2.4969
6/30/07	\$2.7722
6/30/08	\$3.1427
6/30/09	\$3.3966
6/30/10	\$3.2079
6/30/11	\$2.9629
6/30/12 est	\$3.1430

Source: *Clackamas County Assessment and Taxation for his-
toric; City of Wilsonville for budget year estimate*

Urban Renewal Overview

Summary of Urban Renewal by Fund Adopted 2011-12

	Year 2000 Plan District			West Side District		Grand Total
	Debt	Projects	Income	Debt	Projects	
RESOURCES:						
Tax increment	\$ 4,150,000	\$ -	\$ -	\$ 2,350,000	\$ -	\$ 6,500,000
Investment income	26,000	20,000	20,000	13,000	2,000	81,000
Transfers in	-	-	-	-	400,000	400,000
Beginning fund balance	6,059,737	3,770,311	3,035,589	4,257,323	186,959	17,309,919
Total resources	<u>\$ 10,235,737</u>	<u>\$ 3,790,311</u>	<u>\$ 3,055,589</u>	<u>\$ 6,620,323</u>	<u>\$ 588,959</u>	<u>\$ 24,290,919</u>
REQUIREMENTS:						
Materials & services	\$ -	\$ 580,170	\$ 115,000	\$ -	\$ 476,490	\$ 1,171,660
Capital outlay	-	2,317,000	-	-	-	2,317,000
Debt service	3,173,000	-	-	1,495,165	-	4,668,165
Transfers out	-	-	400,000	-	-	400,000
Ending fund balance:						
Restricted (bond covenants)	2,800,000	-	-	1,500,000	-	4,300,000
Restricted (future debt service)	4,262,737	-	-	3,625,158	-	7,887,895
Assigned (contingency)	-	893,141	2,540,589	-	112,469	3,546,199
Total requirements	<u>\$ 10,235,737</u>	<u>\$ 3,790,311</u>	<u>\$ 3,055,589</u>	<u>\$ 6,620,323</u>	<u>\$ 588,959</u>	<u>\$ 24,290,919</u>

Summary of Debt Outstanding by District

	Year 2000 Plan District		West Side District	
	Original Issue	July 1 2011 Balance	July 1 2011 Balance	Grand Total
Series 2003 Note Payable	\$ 10,000,000	\$ 3,401,000	\$ -	\$ 3,401,000
Series 2005 Note Payable	10,000,000	4,625,000	-	4,625,000
Series 2009 Credit Facility	15,000,000	-	15,000,000	15,000,000
Series 2009 Credit Facility	5,000,000	-	5,000,000	5,000,000
Series 2009 Note Payable	10,000,000	-	9,255,000	9,255,000
Series 2010 Note Payable	8,000,000	7,645,000	-	7,645,000
Total outstanding debt	<u>\$58,000,000</u>	<u>\$15,671,000</u>	<u>\$29,255,000</u>	<u>\$44,926,000</u>

Urban Renewal Agency Overview

The table below combines five funds used by the Urban Renewal Agency and is intended to aid the reader in understanding the overall financial activity of the Agency.

Budget Summary - All Urban Renewal Funds Combined

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES:						
Tax increment	\$ 6,484,724	\$ 6,683,501	\$ 6,425,000	\$ 6,500,000	\$ 6,500,000	\$ 6,500,000
Intergovernmental	-	23,007	-	-	-	-
Investment income	310,928	124,353	250,000	81,000	81,000	81,000
Other revenue	88,427	136,101	80,000	-	-	-
Sale of property	-	959,599	-	-	-	-
Bonds	31,000,000	-	5,500,000	-	-	-
Transfers in	-	-	-	400,000	400,000	400,000
Beginning fund balance	11,084,723	11,781,597	19,066,418	17,309,919	17,309,919	17,309,919
Total resources	<u>\$ 48,968,802</u>	<u>\$ 19,708,158</u>	<u>\$ 31,321,418</u>	<u>\$ 24,290,919</u>	<u>\$ 24,290,919</u>	<u>\$ 24,290,919</u>
REQUIREMENTS:						
Materials & services	\$ 1,489,320	\$ 1,007,000	\$ 1,118,286	\$ 1,171,660	\$ 1,171,660	\$ 1,171,660
Capital outlay	3,258,118	2,234,979	11,405,000	2,317,000	2,317,000	2,317,000
Debt service	32,439,768	3,682,296	6,626,780	4,668,165	4,668,165	4,668,165
Transfers out	-	-	-	400,000	400,000	400,000
Ending fund balance:						
Restricted (debt)	-	-	8,300,090	12,187,895	12,187,895	12,187,895
Assigned (contingency)	-	-	3,871,262	3,546,199	3,546,199	3,546,199
Ending fund balance	11,781,596	12,783,883	-	-	-	-
Total appropriations	<u>\$ 48,968,802</u>	<u>\$ 19,708,158</u>	<u>\$ 31,321,418</u>	<u>\$ 24,290,919</u>	<u>\$ 24,290,919</u>	<u>\$ 24,290,919</u>

Urban Renewal - Year 2000 Plan District

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 281). 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 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Assessed Valuation in District	\$ 349,426,074	\$ 373,610,103	\$ 388,818,406	\$ 403,587,219	\$ 403,587,219	\$ 403,587,219
Frozen Tax Base	(45,327,729)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)
Incremental Value	304,098,345	329,522,297	344,730,600	359,499,413	359,499,413	359,499,413
Incremental Value Certified				300,000,000	300,000,000	300,000,000
Change in Incremental Value	7,973,629	25,423,952	15,208,303	14,768,813	14,768,813	14,768,813
Percent change in						
Incremental Value	2.7%	8.4%	4.6%	4.3%	4.3%	4.3%
Property Tax						
Division of Taxes ¹ :						
Before discounts	\$ 4,707,442	\$ 4,732,237	\$ 4,200,000	\$ 4,200,000	\$ 4,200,000	\$ 4,200,000
Estimate after discounts	\$ 4,472,070	\$ 4,495,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000

Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

¹ Beginning FY 2010-11 the Agency will certify to a maximum of \$4.2 million tax receipts.

The special levy has not been assessed since 2002-03. As a result of a substantial plan amendment in 2007, the special levy cannot be assessed in the future.

Statement of Purpose

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

Program Objectives

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

Year 2000 Plan History of Debt Issuance and Maximum Indebtedness

The District has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project and related administration costs. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

Date	Issue Amount	Key projects
<u>Maximum Indebtedness</u>		
Adopted April 1998	\$ 53,851,923	
Increased September 2007	<u>38,835,500</u>	
Total Maximum Indebtedness	<u>92,687,423</u>	
<u>Debt Issued</u>		
June 1994	8,760,000	Park land, Memorial Dr, High School IGA
December 1996	3,075,000	Wilsonville Rd and Interchange
June 1998	3,000,000	Wilsonville Rd and Interchange
June 2000	6,000,000	Wilsonville Rd and Town Center Park
August 2001	3,000,000	Wilsonville Rd - various portions
June 2002	5,000,000	Wilsonville Rd - various portions
June 2003	3,000,000	Wilsonville Rd - various portions
December 2003	10,000,000	Wilsonville Rd, High School 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
June 2009	3,000,000	Wilsonville Rd Interchange improvements
September 2010	8,000,000	Wilsonville Rd Interchange improvements
Total debt issued through June 2011	<u>71,885,000</u>	
Balance Available, July 1, 2011 (Maximum Indebtedness less Total Debt Issued)	<u>\$ 20,802,423</u>	

Issue amount excludes refinancing activity

Debt Service Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES:						
Tax increment revenues						
Current year	\$ 4,359,657	\$ 4,409,307	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Prior year	154,112	171,459	150,000	150,000	150,000	150,000
Total	4,513,769	4,580,766	4,150,000	4,150,000	4,150,000	4,150,000
Miscellaneous:						
Investment income	146,465	39,966	70,000	26,000	26,000	26,000
Beginning fund balance	3,641,756	2,818,195	5,262,555	6,059,737	6,059,737	6,059,737
TOTAL RESOURCES	\$ 8,301,990	\$ 7,438,927	\$ 9,482,555	\$10,235,737	\$10,235,737	\$10,235,737
REQUIREMENTS:						
Debt service						
Principal	\$ 1,930,000	\$ 2,012,000	\$ 2,332,940	\$ 2,541,000	\$ 2,541,000	\$ 2,541,000
Interest	553,795	474,146	792,380	632,000	632,000	632,000
Short term debt	3,000,000	-	2,000,000	-	-	-
Total	5,483,795	2,486,146	5,125,320	3,173,000	3,173,000	3,173,000
Ending fund balance:						
Restricted (bond covenants)			2,800,000	2,800,000	2,800,000	2,800,000
Restricted (future debt svc)			1,557,235	4,262,737	4,262,737	4,262,737
Ending fund balance	2,818,195	4,952,781	-	-	-	-
TOTAL REQUIREMENTS	\$ 8,301,990	\$ 7,438,927	\$ 9,482,555	\$10,235,737	\$10,235,737	\$10,235,737

Statement of Funding Issues for 2011-12

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.

In 2009 State legislation passed HB 3056 which allows urban renewal agencies to certify to less than 100% of available taxes. As a result, the Agency will no longer need to remove tax parcels from the District. Beginning January 2010, the Agency can achieve the same result of limiting the collection of property tax increment by certifying to a specific increment collection amount to the County Assessor's Office.

Debt Outstanding

The Agency has pledged through bond covenants to not make reductions in the amount of increment collected such that tax increment revenue falls below 125% of the maximum annual debt service. The Agency has been in compliance with this covenant.

On 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
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	\$ 3,401,000	\$ 199,719	\$ 3,600,719

Year 2000 Plan Debt			
2005 Issue - Bank of the West			
FY	Principal	Interest	Total
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	\$ 4,625,000	\$ 491,713	\$ 5,116,713

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.

On September 21, 2010, the Agency issued \$8,000,000 through a note held by the Bank of America. The interest rate is 4.25%. Principal is amortized over 20 years with a balloon payment of \$3,130,000 in year 15 (2025). Security includes a cash reserve of \$800,000 and a pledge of annual tax increment revenues. The Agency also pledged to collect taxes of at least 125% of the annual principal and interest, except in the 15th year.

Year 2000 Plan Debt			
2010 Issue - Bank of America			
FY	Principal	Interest	Total
2011-12	265,000	324,913	\$ 589,913
2012-13	280,000	313,650	593,650
2013-14	290,000	301,750	591,750
2014-15	305,000	289,425	594,425
2015-16	315,000	276,463	591,463
2017-2021	1,795,000	1,168,963	2,963,963
2022-2024	4,395,000	641,113	5,036,113
	\$ 7,645,000	\$ 3,316,275	\$ 10,961,275

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 construct improvements 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. Coordinate the creation and installation of art amenities to be installed along Wilsonville Road under the Interstate.

All three of these objectives are well underway and on schedule with regard to construction milestones.

Urban Renewal – Year 2000 Plan Capital Project Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES:						
Investment income	\$ 34,951	\$ 13,541	\$ 108,000	\$ 20,000	\$ 20,000	\$ 20,000
Debt proceeds	3,000,000	-	2,000,000	-	-	-
Beginning fund balance	2,417,823	2,972,063	7,922,544	3,770,311	3,770,311	3,770,311
TOTAL RESOURCES	\$ 5,452,774	\$ 2,985,604	\$ 10,030,544	\$ 3,790,311	\$ 3,790,311	\$ 3,790,311
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 682,027	\$ 522,100	\$ 593,893	\$ 564,900	\$ 564,900	\$ 564,900
Utility services	1,338	208	-	860	860	860
Repairs and maintenance	8,875	-	10,200	10,200	10,200	10,200
Emp dev, train, travel	2,078	1,228	2,320	2,320	2,320	2,320
Fees, dues, advertising	1,810	2,595	1,890	1,890	1,890	1,890
Misc. supplies & services	109	142	-	-	-	-
Total Materials & Services	696,237	526,273	608,303	580,170	580,170	580,170
Capital Projects						
#2083 Senior Hsg - Sewer Line Reloc.	3,243	4,022	-	-	-	-
#4002 WV Interchange Turn Lanes	314,009	467,960	8,000,000	1,917,000	1,917,000	1,917,000
#4098 Memorial Drive Improvements	49,565	-	-	-	-	-
#4152 I-5 Interchange Art Amenities	-	-	-	400,000	400,000	400,000
#4694 Livability Projects	46,929	-	-	-	-	-
#4141 Boones Ferry/WV Road	547,182	-	-	-	-	-
#4142 Wilsonville Rd 6 Lane Enhancement	264,875	682,993	-	-	-	-
#8076 Senior Housing Project	558,671	509,674	105,000	-	-	-
Total Capital Projects	1,784,474	1,664,649	8,105,000	2,317,000	2,317,000	2,317,000
Ending fund balance:						
Assigned (contingency)	-	-	1,317,241	893,141	893,141	893,141
Ending fund balance	2,972,063	794,682	-	-	-	-
TOTAL REQUIREMENTS	\$ 5,452,774	\$ 2,985,604	\$ 10,030,544	\$ 3,790,311	\$ 3,790,311	\$ 3,790,311

Statement of Funding Issues for 2011-12

All three of the program objectives are well underway and on schedule with regard to construction milestones.

History of Year 2000 Plan Urban Renewal Projects

	Years Prior	Estimate 2010-11	Adopted 2011-12
Road Projects:			
Wilsonville Road Related	\$ 20,672,753	\$ 2,743,655	\$ 1,917,000
Boones Ferry Road	732,272	1,000,000	-
Memorial Drive Construction	1,204,743	-	-
Other Street Construction projects	1,790,347	-	-
Streetscape, signals, crossings	881,995	-	-
Public Facilities:			
Miscellaneous improvements and planning	1,077,067	-	-
City Hall Development	9,821,263	-	-
Senior Housing Project	1,078,506	309,507	-
Park land acquisition and development:			
Boozier Property Acquisition	1,517,263	-	-
Kaiser Land Acquisition/Street Improvements	1,832,958	-	-
Wesleyan Church property acquisition	4,211,763	-	-
Town Center Park Phase 2	2,150,474	-	-
Civic Center Park (aka Murase Plaza)	6,634,855	-	-
Local schools - public areas:			
Wilsonville High School	2,156,577	-	-
High School Public Facility	1,134,704	-	-
High School Girl's Field Improvements	350,000	-	-
I-5 Art Amenities	-	400,000	400,000
Total	\$ 57,247,540	\$ 4,453,162	\$ 2,317,000

Statement of Purpose

Beginning in 2001-02 the Urban Renewal Agency began recording program income in a new fund called the Program Income Fund. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of prior activity and can include items such as reimbursements, loan repayments, rental income and land sales. The predominant source of program income has been reimbursements from Street System Development Charges Fund and sale of property.

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 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES:						
Investment income	\$ 42,802	\$ 32,622	\$ 32,000	\$ 20,000	\$ 20,000	\$ 20,000
Other Revenue	88,427	111,301	80,000	-	-	-
Sale of property	-	959,599	-	-	-	-
Residual equity transfer	-	-	-	-	-	-
Beginning fund balance	1,699,838	1,831,067	1,939,067	3,035,589	3,035,589	3,035,589
TOTAL RESOURCES	\$ 1,831,067	\$ 2,934,589	\$ 2,051,067	\$ 3,055,589	\$ 3,055,589	\$ 3,055,589
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ -	\$ -	\$ -	\$ 115,000	\$ 115,000	\$ 115,000
Transfers Out - West Side Capital	-	-	-	400,000	400,000	400,000
Ending fund balance:						
Assigned (contingency)	-	-	2,051,067	2,540,589	2,540,589	2,540,589
Ending fund balance	1,831,067	2,934,589	-	-	-	-
TOTAL REQUIREMENTS	\$ 1,831,067	\$ 2,934,589	\$ 2,051,067	\$ 3,055,589	\$ 3,055,589	\$ 3,055,589

Statement of Funding Issues for 2011-12

Professional Services are for Community Development Planning programs.

Transfers to West Side are for Community Development project management and City Administration.

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 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
Assessed Valuation in District	\$ 138,201,272	\$ 166,603,403	\$ 179,921,000	\$ 188,424,828	\$ 188,424,828	\$ 188,424,828
Frozen Tax Base	(3,722,078)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)
Incremental Value	134,479,194	150,077,115	163,394,712	171,898,540	171,898,540	171,898,540
Change in Incremental Value	52,725,583	15,597,921	13,317,597	8,503,828	8,503,828	8,503,828
Percent change in Incremental Value	64.5%	11.6%	8.9%	5.2%	5.2%	5.2%
Property Tax						
Division of Taxes:						
Before discounts ¹	\$ 2,081,738	\$ 2,155,242	\$ 2,350,000	\$ 2,425,815	\$ 2,425,815	\$ 2,425,815
Estimate after discounts	\$ 1,977,651	\$ 2,047,480	\$ 2,225,000	\$ 2,300,000	\$ 2,300,000	\$ 2,300,000

¹ Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

Statement of Purpose

1. Monitor private development that would result in future tax increment revenue generation

Program Objectives

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

West Side History of Debt Issuance and Maximum Indebtedness

The District has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project costs and related administration. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below. The Agency does not plan to issue new debt during 2011-12.

Date	Issue Amount	Key projects
Maximum Indebtedness		
Adopted October 2003	\$ 40,000,000	
Debt Issued		
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 July 2011	30,000,000	
Balance Available, July 1, 2011 (Maximum Indebtedness less Total Debt Issued)	\$ 10,000,000	

Issue amount excludes refinancing activity

Debt Service Fund						
	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES:						
Tax increment revenues						
Current year	\$ 1,927,435	\$ 2,005,932	\$ 2,225,000	\$ 2,300,000	\$ 2,300,000	\$ 2,300,000
Prior year	43,520	96,803	50,000	50,000	50,000	50,000
Total	<u>1,970,955</u>	<u>2,102,735</u>	<u>2,275,000</u>	<u>2,350,000</u>	<u>2,350,000</u>	<u>2,350,000</u>
Miscellaneous:						
Investment income	29,549	21,975	35,000	13,000	13,000	13,000
Refunding bond proceeds	26,500,000	-	-	-	-	-
Total	<u>26,529,549</u>	<u>21,975</u>	<u>35,000</u>	<u>13,000</u>	<u>13,000</u>	<u>13,000</u>
Beginning fund balance	823,994	2,368,525	3,134,315	4,257,323	4,257,323	4,257,323
TOTAL RESOURCES	<u>\$ 29,324,498</u>	<u>\$ 4,493,235</u>	<u>\$ 5,444,315</u>	<u>\$ 6,620,323</u>	<u>\$ 6,620,323</u>	<u>\$ 6,620,323</u>
REQUIREMENTS:						
Debt service						
Principal	\$ -	\$ 420,000	\$ 480,000	\$ 500,000	\$ 500,000	\$ 500,000
Interest	455,973	776,150	1,021,460	995,165	995,165	995,165
Short term debt	26,500,000	-	-	-	-	-
Total	<u>26,955,973</u>	<u>1,196,150</u>	<u>1,501,460</u>	<u>1,495,165</u>	<u>1,495,165</u>	<u>1,495,165</u>
Ending fund balance						
Restricted (bond covenants)			1,000,000	1,500,000	1,500,000	1,500,000
Restricted (future debt svc)			2,942,855	3,625,158	3,625,158	3,625,158
Ending fund balance	2,368,525	3,297,085	-	-	-	-
TOTAL REQUIREMENTS	<u>\$ 29,324,498</u>	<u>\$ 4,493,235</u>	<u>\$ 5,444,315</u>	<u>\$ 6,620,323</u>	<u>\$ 6,620,323</u>	<u>\$ 6,620,323</u>

Statement of Funding Issues for 2011-12

In February 2009 \$10 million was converted to long-term amortizing debt. The remaining \$20 million is short-term interest only debt. The Agency anticipates converting at least \$5 million to amortizing debt by July 2011 and the remaining \$15 million over the next two years.

Urban Renewal - West Side Plan

debt service

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 original issuance	June 2005	August 2006	June 2008
Maximum authorized	\$15,000,000	\$10,000,000	\$5,000,000
Draws through June 2011	(\$15,000,000)	(\$10,000,000)	(\$5,000,000)
Balance available for drawdown	\$0	\$0	\$0
Conversion to long-term debt			
February, 2009 convert to long-term		\$10,000,000	
May, 2011 (anticipated)			\$5,000,000
Short term debt at June 30, 2010	\$15,000,000	\$0	\$0

Short-term Debt

Interest on the \$15 million note is 63.5% of LIBOR plus 135 basis points with a floor rate of 1.82625%

Interest on the \$5 million note is 63.5% of LIBOR plus 80 basis points with a floor rate of 1.27625%.

The Agency has pledged the tax increment revenue stream and future bond sale proceeds towards the debt.

For the \$5 million note the city has also pledged its full faith and credit. Both short term facilities mature Spring 2011.

Long-term Debt

On February 26, 2009, the Agency issued \$10 million through a note held by Bank of America with an interest rate of 4.90%. Debt service is amortized over 20 years with a balloon payment of principal in year 15. The balloon payment is due December 1, 2023 in the amount of \$3,855,000. Security of this debt is a \$1 million cash reserve, annual tax increment revenue and debt service fund cash reserves. The Agency also pledged to collect taxes of 125% of the average principal and interest, exclusive of the balloon payment year, prior to any other bond issuance.

West Side Plan Debt			
2009 Issue - Bank of America			
FY	Principal	Interest	Total
2011-12	\$ 340,000	\$ 445,165	\$ 785,165
2012-13	360,000	428,015	788,015
2013-14	375,000	410,008	785,008
2014-15	395,000	391,143	786,143
2015-16	415,000	371,298	786,298
2017-2021	2,390,000	1,523,902	3,913,902
2022-2024	4,980,000	527,976	5,507,976
Total	\$ 9,255,000	\$ 4,097,507	\$ 13,352,507

The Agency anticipates converting at least \$5,000,000 of short-term debt to long-term amortizing debt with terms similar to those described above no later than June 2011.

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	Estimate 2010-11	Adopted 2011-12
4048	Boeckman Rd Extension	\$ 13,051,815	\$ -	\$ -
4112	Barber Street - Kinsman east to Boberg	5,429,338	-	-
4113	Barber Street - Kinsman west to Villebois	110,458	-	-
4127	Barber - Boones to Boberg	458,300	75,000	-
4148	Boeckman Geotechnical Investigation	231,834	90,109	-
8071	School Site Acquisition	4,152,235	-	-
8088	School Site Acquisition, #2	-	3,609,365	-
	Total	\$ 23,433,980	\$ 3,774,474	\$ -

Urban Renewal – West Side Plan Capital Projects Fund

	Actual 2008-09	Actual 2009-10	Adopted 2010-11	Proposed 2011-12	Approved 2011-12	Adopted 2011-12
RESOURCES:						
Intergovernmental	\$ -	\$ 23,007	\$ -	\$ -	\$ -	\$ -
Investment income	57,161	16,249	5,000	2,000	2,000	2,000
Other revenues	-	24,800	-	-	-	-
Debt proceeds	1,500,000	-	3,500,000	-	-	-
Transfers In - UR Program Income	-	-	-	400,000	400,000	400,000
Beginning fund balance	2,501,312	1,791,747	807,937	186,959	186,959	186,959
TOTAL RESOURCES	\$ 4,058,473	\$ 1,855,803	\$ 4,312,937	\$ 588,959	\$ 588,959	\$ 588,959
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 789,859	\$ 477,576	\$ 505,773	\$ 472,280	\$ 472,280	\$ 472,280
Emp dev, train, travel	1,413	606	2,320	2,320	2,320	2,320
Fees, dues, advertising	1,810	2,545	1,890	1,890	1,890	1,890
Total Materials & Services	793,082	480,727	509,983	476,490	476,490	476,490
Capital Projects						
#4048 Boeckman Road Extension	923,605	16,203	-	-	-	-
#4112 Barber Street, Kinsman/Boberg	414,032	-	-	-	-	-
#4113 Barber Street, RR to Boones Fy	-	429,284	-	-	-	-
#4127-Barber Steet,Boberg to BF	29,016	-	-	-	-	-
#4148 Boeckman Rd - Geotech.	106,991	124,843	100,000	-	-	-
#8071 School Site Acquisition	-	-	-	-	-	-
#8088 School Site Acq, #2	-	-	3,200,000	-	-	-
Total Capital Projects	1,473,644	570,330	3,300,000	-	-	-
Ending fund balance:						
Assigned (contingency)	-	-	502,954	112,469	112,469	112,469
Ending fund balance	1,791,747	804,746	-	-	-	-
TOTAL REQUIREMENTS	\$ 4,058,473	\$ 1,855,803	\$ 4,312,937	\$ 588,959	\$ 588,959	\$ 588,959

Statement of Funding Issues

Activity in this district will be significantly curtailed until new private construction and increased assessed values resume. For FY 2011-12, staff will plan and design projects such that future construction can begin as soon as resources are available.

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 24.

The City Council depends on appointed boards and commissions for advice and input and, in the case of the Development Review Board, to render judgments in land-use applications. Below is a brief rundown of the City's boards and commissions.

City Council

The City Council consists of a mayor and four councilors who are elected to serve for overlapping four-year terms. All are elected at-large and the offices are nonpartisan. The only requirements for serving on the Council are that you are a registered voter and have lived in Wilsonville for at least 12 months.

The Mayor presides over Council meetings and frequently represents the City in a ceremonial capacity. The Mayor also makes recommendations to the Council for appointments to City boards and commissions.

The City Council is responsible for identifying needs and problems in the community and establishing community goals and objectives to meet those needs. Council adopts City laws and changes them as needed, approves contracts, agreements and purchases in excess of \$100,000. Council members are also members of the Budget Committee and participate in annual fiscal planning, budgeting, deciding how city revenues should be raised, how much will be spent and for what purposes.

The City Council also acts as the Urban Renewal Agency for the City of Wilsonville by setting a budget, and levying taxes for the City's urban renewal program.

City Council members are:

Tim Knapp, Mayor	Celia Núñez, Council President
Steven Hurst, Councilor	Richard Goddard, Councilor
Scott Starr, Councilor	

Planning Commission

The Wilsonville Planning Commission meets AT 6 PM on the second Wednesday of each month at 29799 SW Town Center Loop E. The Commission consists of a chair, vice-chair, and five other members, all of whom serve a regular term of four years. It is the responsibility of the Commission to make recommendations to the City Council on all legislative land-use matters as well as policy considerations relating to planning and development within the City. This could include plans for the regulation of future growth and development in Wilsonville, plans for the promotion of the industrial, commercial and economic needs of the community and the study of measures that might promote the public health, safety and welfare of the City.

Planning Commission members are:

Marta McGuire, Chair	Thomas Sullivan, Vice Chair
Amy Dvorak	Ray Phelps
Albert Levit	Ben Altman
vacant	Celia Núñez, Council Liaison

Development Review Board

The Development Review Board meets at 6:30 PM on the second and fourth Monday of every month at 29799 SW Town Center Loop E.

The DRB consists of two five-member panels, each of which is empowered to review and take action on land-use applications. The DRB renders decisions regarding land subdivision and major partitions, planned development, site level review of specific development proposals, design review applications, zoning variances, conditional use permits and quasi-judicial amendments to Comprehensive Plan designations or zoning. To a large degree, the decisions of the DRB (which are binding but can be appealed to the City Council) determine how the City will look.

Development Review Board members are:

Panel A

John Schenk
Richard Schultze
Douglas King
Bob Alexander
vacant
Richard Goddard, Council Liaison

Panel B

Monica Keenan, Chair
Peter Hurley, Vice-Chair
Jim Sandlin
Andrew Karr
Dianne Knight
Richard Goddard, Council Liaison

Parks & Recreation Advisory Board

The Wilsonville Parks and Recreation Advisory Board meets at 6:30 PM on the second Tuesday of each month at 29799 S.W. Town Center Loop E.

The Board consists of up to seven members and is required to have at least five of its members living within Wilsonville city limits. Up to two members of the Board are allowed to be nonresidents at any one time. Term length is four years, with no member holding office for more than two consecutive terms.

The purpose of the Parks and Recreation Board is to take the initiative in planning for present and future park and recreational needs of the people in Wilsonville and to act as a channel of communication between the public and city government. The Board also advises the City Council on any referred policy matters that pertain to the provision of park and recreational services to the community.

Members of the Parks and Recreation Board recommend policy and serve as a sounding board for the department administrator and staff to test their plans and ideas. They are also responsible for considering various means of bringing the City's present recreation and park areas and facilities up to and maintaining an acceptable standard.

Parks & Recreation Advisory Board members are:

Eric Bohard, Chair
Cindy Tyree
vacant

Parker Johnstone, Vice Chair
Brent Timm
Steven Hurst, Council Liaison

Library Board

The Wilsonville Library Board meets on the fourth Wednesday of each month at 7:00 PM at 8200 S.W. Wilsonville Road across from Wilsonville City Hall.

The Board supports and assists the Library Director in all Library planning and advises the City of budgetary and policy considerations relating to the Library's operation and development.

Board members help prepare and present the annual Library budget request and strive to keep the City Council and Wilsonville community informed of Library activities and developments.

Library Board members are:

Alan Steiger, Chair	Kim Woogan, Youth Representative
Hilly Alexander, Vice Chair	Celia Núñez, Council Liaison
William Benedetto	Steven Hurst, Council Liaison
LaRue Williams	Reginald Gaines

Budget Committee

The Wilsonville Budget Committee is made up of ten individuals including all five members of the City Council and an equal number of appointed members from the community. The appointed members must be registered to vote in the City. All members of the Budget Committee share the same degree of authority and responsibility. Appointed members serve for a maximum of two full three-year terms.

The committee's primary duties and functions are to review and if necessary revise the proposed annual budget after hearing public testimony. The ultimate goal of the Budget Committee is to approve a budget for the City. Although this could happen at the first budget meeting, it usually takes several meetings to reach this point. In addition, the City Council cannot forward a tax measure to the voters without the concurrence of the Budget Committee.

The Budget Committee meets regularly as needed during the spring when the budget is reviewed and approved and as needed during other times of the year.

Budget Committee members are:

Tim Knapp, Mayor	Norman Bengel
Celia Núñez	Anne Easterly
Steven Hurst	Paul Bunn
Richard Goddard	Tony Holt
Scott Starr	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 timeline, 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 or improve its current bond rating of Aa2 (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

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.

Supplies, Cont.

- 43204 Audio / Visual Material
Compact disks, DVDs, video tapes. Typically used by the Library.

Professional & Technical Services

- 44001 Financial Services
Bond advisors, financial consultants, independent auditors, etc.
- 44002 Outside attorneys
Legal representation from firms or individuals not part of the City's Legal Department. Includes bond counsel.
- 44003 Elections
Includes all costs associated with elections including public opinion surveys, fees paid to the County, publication and mailing of election information.
- 44004 Traffic Impact Consultant
Generally used by Engineering program.
- 44005 Labor Negotiations
All costs associated with the union contract such as professional services, printed material, meals and special costs.
- 44020 Computer Hardware/Software Technical Services
Technical services provided for computer hardware and software. Includes customization costs for existing software programs.
- 44019 Other Professional Services
Services provided by other professional firms or individuals not fitting a category above.
- 44021 Lab work
Technical services provided by outside entities.
- 44022 Meter Reading Services
Water meter reading services provided by outside entities. Includes Eden annual or special support charges.
- 44023 Computer Repair, Services
Technical services provided to install, repair or service computer and voice systems.
- 44024 Internet
Costs of accessing and maintaining an Internet presence. Include fees paid to providers and identifiable line or bandwidth costs.
- 44025 Police Protection
Services provided by Clackamas County Sheriff's Office. Includes the cost of bailiffs for municipal court which budgeted by that program.
- 44026 Printing and Reproduction
Cost to produce publications and materials developed in-house or reproduced for City use. Typically includes photocopy services provided by outside entities, printing of brochures and publication of reports for public use and inspection.

Professional & Technical Services, Cont.

44027 Electric repairs, services

As the title describes.

44028 Temporary Employment Services

Part-time and temporary help acquired from an outside agency.

44070 Code enforcement

Costs incurred by the City, whether by City staff or contracted out, in order to correct violations by private property owners who fail to comply with City code.

44089 Other Technical / Contractual Services

Services of a technical nature that do not fit one of the categories above. See Repairs and Maintenance categories below.

4409x The 4409X series is used to budget and account for administrative and technical services provided by General Fund and Community Development Fund programs to other operating and capital project funds.

Utility Services

43501 Natural Gas

NW Natural-natural gas bills

43502 Electricity

PGE electric bills

43510 Water

City water bills

43511 Sewer

City sewer bill.

43512 Streetlights

City streetlight bills

43513 Road Maintenance Charge

City road maintenance bills

43514 Stormwater charge

City stormwater bills

43520 Garbage Collection

Garbage collection and disposal costs

43530 Telephone

Land lines, central costs for switching stations, long distance charges

43531 Cellular Phones

Cost of phones and service time from private companies

43532 Mobile Units - Airtime

Cost of mobile unit acquisition and airtime costs

Utility Services, cont.

43533 Pager Services

Cost of pager acquisition and periodic service costs for out-of-town applicants when appropriate. Can also include background checks as well as private sector recruiting firms.

Repairs & Maintenance(the majority of these are only used by public works)

44101 Litter pickup

44102 Street light installation

44105 Street sweeping maintenance

44110 Infrastructure repair/maintenance

44121 Headworks maintenance

44122 Secondary maintenance

44123 Biosolids maintenance

44124 U.V. maintenance

44125 Liftstation maintenance

44126 Collection system maintenance

44127 Odor Control

44131 Catch Basin maintenance

44132 Conveyance maintenance

44133 Right of way maintenance

44134 Field Screenings

44150 Janitorial services

44151 Building maintenance-major

44152 Building maintenance minor

44152 Building maintenance

44160 Athletic field maintenance

44161 Park maintenance

44162 Landscape maintenance

44163 Irrigation maintenance

44164 Turf maintenance

44170 Equipment repair maintenance

44172 Traffic signals

44180 Vehicle repairs, maintenance

44190 Fleet services-inter-fund charges

44191 Fleet-major repairs

Additional charges by Fleet to the affected program for unexpected maintenance items. Includes major overhauls, replacement of engines, and non-normal operating costs that exceed \$6,000.

Rents & Insurance

- 44201 A broad category including vehicle rentals, tools, office equipment, etc.
- 44202 Transportation Services
 - Payments to outside providers such as taxis.
- 44205 Building Rental
 - Office space and storage space rent or lease.
- 44250 City Council Insurance
 - Payments of health insurance to elected officials. Also includes any special insurance or bonding costs.
- 44251 Insurance - Casualty
 - Insurance costs for casualty, employee 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.
- 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.

Miscellaneous Services and Supplies

44910 Bank Charges

Used by Finance program for bank service charges on checking account and credit card machines.

44975 Miscellaneous Charges

Payments that do not fit any other category. Avoid using this account if the item is expected to be recurring in nature (even if only year to year). In such event ask Finance if it would be better to create a new account.

44991 Flex Plan Admin

Used by Human Resources program.

Capital Outlay - Items costing a minimum of \$5,000 and useful life in excess of 1 year.

45010 Land

45020 Building

45030 Improvements

45040 Infrastructure

The above items are typically reserved for use by capital projects.

45050 Machinery & Equipment

All equipment and machinery that does not one of the categories below.

45060 Vehicles

Motorized and licensed vehicles. Includes buses and transit vans. Don't budget tractors, backhoes, etc. here, instead use 45050.

45070 Office equipment / furniture

Photocopiers and other large items that meet the definition of capital outlay and are located and used within an office setting.

45080 Computer & IS Equip

Used by Information Systems program.

45081 Software

Used by Information Systems program.

45090 Other equipment

Typically items used by Public Works.

Debt Services

47001 Principal

47002 Principal Short Term

47011 Interest

Transfers Out

- 49111 Transfers to General Fund – Overhead
- 49112 Transfers Out - Direct Wage
- 49113 Transfers to General Fund – Equipment
- 49114 Transfers to General Fund Phone Systems
- 49115 Transfers to General Fund - PC Network
- 49119 Interfund Loans



Glossary

Actual

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents the actual costs results of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

Ad Valorem Tax

A tax based on the assessed value of a property.

Adopted Budget

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget approved by the City Council. Adopted budget becomes effective July 1st. Subsequent to adoption, Council may make changes throughout the year.

American Recovery and Reinvestment Act (ARRA)

On February 17th, 2009 President Obama signed the American Recovery and Reinvestment Act (ARRA) or Stimulus Package to restart the economy. The package contains extensive funding for science, engineering research and infrastructure, and more limited funding for education, social sciences and the arts.

Approved Budget

Approved, as used in the fund summaries, revenue summaries, etc., represents the proposed budget with changes made by the Budget Committee, if any.

Appropriations

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

Assessed Valuation

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

Assets

Resources having a monetary value and that are owned or held by an entity.

Assigned Fund Balance

Designation of resources by either the governing body or staff, such as City Manager or Finance Director. Earmarking of resources can occur after the end of the fiscal period, is not legally binding and can be changed without formal action. Exclusive of the General Fund, this amount is also referred to as contingency.

BETC

The Business Energy Tax Credit is a State of Oregon program which

allows a tax credit for those who invest in energy conservation, recycling, renewable energy resources, and less-polluting transportation fuels. As a public entity with no tax liability, the City passes any awarded BETC to a qualified pass-through partner in exchange for a lump-sum cash payment from that partner.

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.

Clean Water Act

The primary federal law in the United States regarding water pollution.

Committed Fund Balance

Assets that are constrained by actions of the governing body on how such resources will be used.

Comprehensive Annual Financial Report

The annual audited results of the City's financial position and activity.

Comprehensive Plan

An official statement of the goals, objectives and physical plan for the development of the city. Contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

Consumer Price Index

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency

A budgetary amount for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the City Council upon the approval of a resolution. The City separates contingencies into those that are designated for specific purposes and undesignated. (Also see Assigned and Unassigned Fund Balance)

Cost Center

An organizational budget/operating unit within each City division or department.

Debt Service

Interest and principal on outstanding bonds due and payable during the fiscal year.

Debt Service Fund

Established to account for the accumulation of resources and for the payment of general long-term debt principle and interest that are not services by the Enterprise funds. It does not include contractual obligations accounted for in the individual funds.

Department

The combination of divisions of the City headed by a general manager with a specific and unique set of goals and objectives (i.e., Police, Fire, Financial Services, Water Resources, etc).

Depreciation

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Division

A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit's mission and objectives.

Elderly and Disabled

Provides funding for transportation alternatives for seniors and persons with disabilities. Includes taxi and bus services for employment, medical, shopping, and other necessary trips.

Employee Benefits

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government's share of costs for social security and the various pension, medical and life insurance plans.

Encumbrance

Amount of money committed and set aside, but not yet expended, for the purchases of specific goods or services.

Ending Fund Balance

The residual resources after expenditures and transfers out. Comprised of restricted, committed, assigned and unassigned balances.

Enterprise Funds

Established to account for operations, including debt service that are financed and operated similarly to private businesses – where the intent is the service is self-sufficient, with all costs supported predominantly by user charges. The City maintains four Enterprise Funds to account for Water, Sewer, Stormwater and Street Lighting activities.

Estimated Actual

A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

Expenditures

Represents decreases in net financial resources. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

Fees

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and nonbusiness license, fines, and user charges.

Fiscal Management

A government's directive with respect to revenues, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

Fiscal Year

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Wilsonville's fiscal year is July 1 through June 30.

Five-Year Financial Plan

An estimation of revenues and expenses required by the City to operate for the next five-year period.

Fixed Assets

Includes equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$5,000.

Franchise Fee

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility's use of City streets and right-of-ways.

Full-Time Equivalent

A calculation used to convert part-time hours to equivalent full-time positions. Full time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

Fund

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

General Fund

Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally

associated with local government. Included in these services are police protection, building and grounds maintenance, parks and recreation, library, general administration of the City, and any other activity for which a special fund has not been created.

General Long-term Debt

Represents any unmatured debt not considered to be a fund liability.

General Obligation Bonds (G.O. Bonds)

Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer’s property taxing power (secondary portion). They are usually issued to pay for general capital improvements such as parks and City facilities.

Grant

A contribution by one government unit to another. The contribution is usually made to aid in the support of a specified function (i.e., library, transit or capital projects).

Infrastructure

Public domain fixed assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

Indirect Charges

Administrative costs that are incurred in the General Fund or Community Development Fund that are in support of an operating program. These charges are budgeted as interfund transfers.

Indirect Cost Allocation

Funding transferred to the general fund and community development fund from other funds for specific administrative functions, which benefit those funds (i.e., City Manager, Finance Department, Human Resources, Legal, etc.).

Interfund Transfers

Appropriation category used in the City’s budget resolution which includes amounts distributed from one fund to pay for services provided by another fund. Transfers from the other funds appear as non-departmental expenditures called “Interfund Transfers”.

Intelligent Transportation System

Traffic control devices that has the ability to adjust depending on demand.

Intergovernmental Revenues

Levied by one government but shared on a predetermined basis with another government or class of governments.

Job Access/Reverse Commute (JARC)

Grant funds available to help with operating costs of equipment,

facilities, and associated expenses related to providing access to jobs.

Levy

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectable payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

Line Item Budget

The traditional form of budget, where proposed appropriations are based on individual objects of expense within a department or program.

Local Budget Law

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions.

Local Improvement District

Consists of property owners desiring improvements to their property. Bonds are issued to finance these improvements, which are repaid by assessments on their property. Local Improvement District debt is paid for by a compulsory levy (special assessment) made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

Local Option Levy

Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for a local option levy is 10 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at a general election or an election with a 50% voter turnout.

Materials and Services

Expendable items purchased for delivery and city services. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

Measure 5

A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. The new law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. Schools’ maximum rate is limited to \$15 in FY 1991-92 with a phased in reduction to \$5.00 in FY 1995-96.

Measure 50

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year FY 1995-96

and limits future annual increases to three percent, except for major improvements. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rates provided a majority approves at either (i) a general election in an even numbered year; or (ii) at any other election in which at least 50 percent of registered voters cast a ballot.

Mission

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

National Pollutant Discharge Elimination System (NPDES)

As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating sources that discharge pollutants into waters of the United States.

Non-Operating Budget

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

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.

Restricted Fund Balance

Nonspendable assets and constraints on assets by an external entity.

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 (SMART)

Wilsonville's transit system.

Special Assessment

A compulsory levy made against certain properties to defray all or part of the cost of a capital improvement or service deemed to 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 ending fund balance which is segregated for future use and is not available for current appropriation or expenditure. Also referred to as committed fund balance.

Unassigned Fund Balance

Excess of total ending fund balance over restricted, committed and assigned components. Applies only to the General Fund and is also referred to as contingency.

User Fees

The fee charged for services to the party or parties who directly benefits. Also called Charges for Service.



Acronyms

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ACMP	Advisory Committee on Master Planning
ADA	Americans with Disabilities Act
ARRA	American Recovery and Reinvestment Act
AV	Assessed Value
BETC	Business Energy Tax Credit
BPA	Bonneville Power Administration
CAFR	Comprehensive Annual Financial Report
CCI	Committee for Citizen Involvement
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
OECCD Department	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