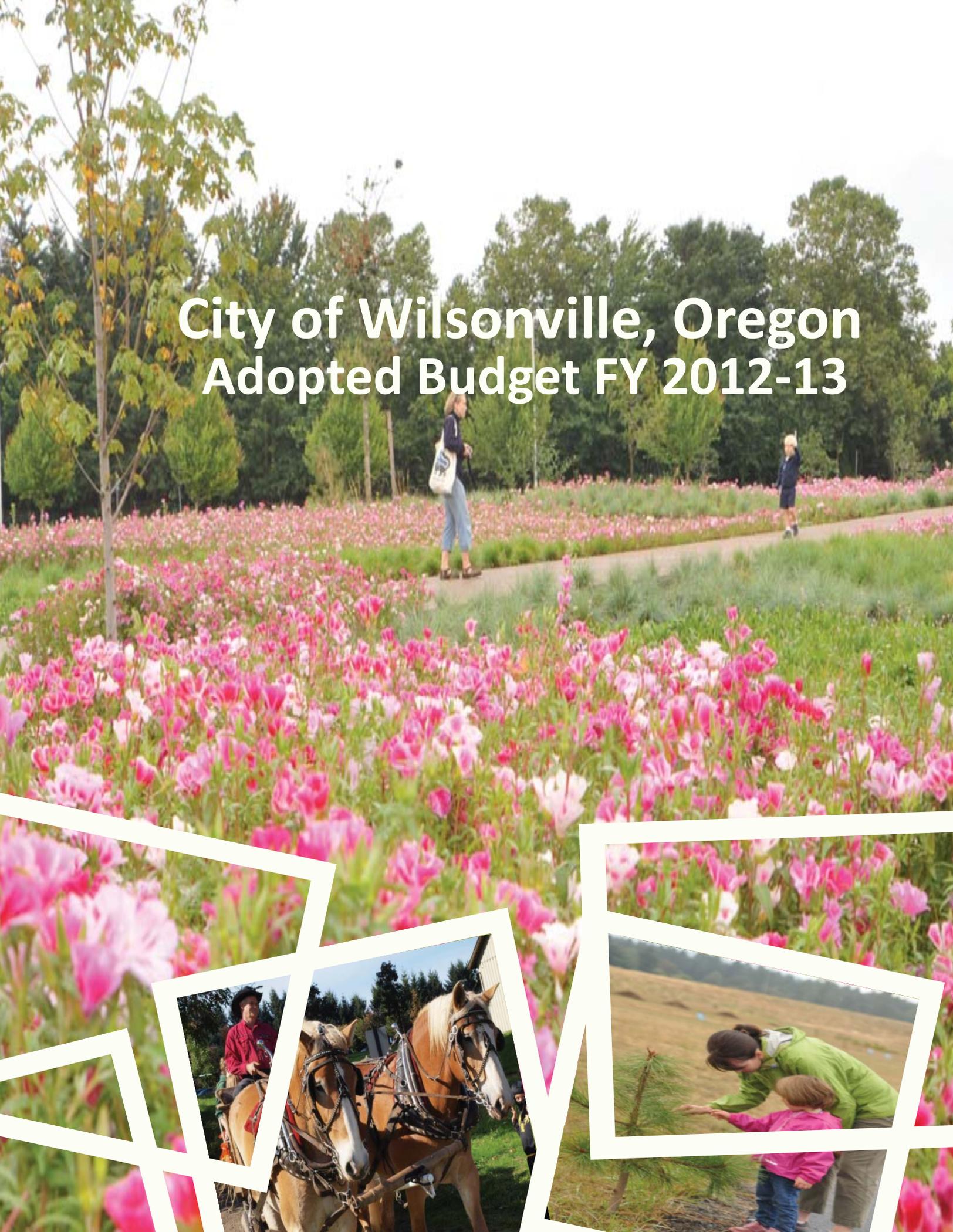


# City of Wilsonville, Oregon Adopted Budget FY 2012-13



**Cover photo and inset at right (credit to Portland Reign Photography)** depict grand opening ceremonies at Graham Oaks Nature Park (September 2010). The park was made possible through two voter approved Metro natural areas bond measures. Additional funding was provide from the City of Wilsonville's local share portion of Metro's bond measure and a \$500,000 grant from Oregon State Parks and Recreation.

The 250-acre park was replanted with more than a hundred million wildflower and grass seeds and 150,000 native trees and shrubs. The park incorporates interpretive signage, green design, a wetland viewing platform, art elements, forest restoration projects and standard park amenities. Three miles of trails run through the park which will eventually connect Wilsonville, Tualatin and Sherwood via the Tonquin Trail.

**Lower, left photo** shows a horse drawn wagon ferrying children and parents through Murase Plaza during the 2010 Annual Fall Harvest Fest. This annual event occurs at the rustic Stein-Boozier Barn and includes a costume parade and contest, pumpkin decorating, wagon rides, and storytelling.

# City of Wilsonville, Oregon

FY 2012-13

## 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	\$ 5,558,000	\$ -	\$ 7,170,000	76, 293-295
Other governments	3,748,613	2,447,383	-	79-85, 208
Charges for services	17,519,735	-	-	79-91
Bond sales	-	-	12,500,000	208, 297
System Development Charges	-	4,029,797	-	92-93
All other revenues	9,693,575	270,834	187,000	79-93, 297
Carryover/beginning balance	35,211,101	40,424,366	19,340,823	40-41, 297
<b>Total Resources</b>	<b>\$ 71,731,024</b>	<b>\$ 47,172,380</b>	<b>\$ 39,197,823</b>	
<u>Where The Money Goes:</u>				
Personnel services	\$ 14,351,740	\$ -	\$ -	96-205
Materials and services	16,852,574	27,550	3,093,554	100-205, 296-297
Capital - equipment	854,500	-	-	100-205
Capital - projects	-	29,568,006	3,275,455	207, 303, 312
Debt service	4,847,660	-	17,648,000	269-277, 301, 309
Ending fund balance	33,593,547	18,807,827	15,180,814	278-283, 297
<b>Total Requirements</b>	<b>\$ 70,500,021</b>	<b>\$ 48,403,383</b>	<b>\$ 39,197,823</b>	
Net transfers in (out) of funds	\$ 1,231,003	\$ (1,231,003)	\$ -	
<u>Other Facts:</u>				
Staffing (full time equivalent)	187.35			97
Debt outstanding (est June 2012)	\$ 55,995,000		\$ 41,980,000	270, 301, 309
Assessed value (FYE 2012)	\$ 2,083,506,612		\$ 467,247,689	77, 298, 306
Tax rate (per \$1000)				
General operations	\$ 2.5206			77
Bonded debt (estimate)	\$ 0.1600			77
Bond rating - General obligation	Aa2	Moody's		
Bond rating - Limited Tax GO	AA+	Standard & Poors		
Bond rating - Revenue debt	Aa3	Moody's		
<u>Definitions and Explanations:</u>				
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Wilsonville  
Oregon**

For the Fiscal Year Beginning

**July 1, 2011**

*Linda C. Davidson*      *Jeffrey R. Egan*

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the City of Wilsonville, Oregon for its annual budget for the fiscal year beginning July 1, 2011. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

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

# City of Wilsonville, Oregon

FY 2012-13

<b>Budget Committee</b>	<b>Term Expires</b>
Tony Holt	Dec. 2012
Anne Easterly	Dec. 2013
Wendy Buck	Dec. 2012
Lonnie Gieber	Dec. 2014
Alan Steiger	Dec. 2014
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  
Bryan Cosgrove  
City Manager

Finance Director  
Gary Wallis

Assistant Finance Director  
Cathy Rodocker

City of Wilsonville  
29799 SW Town Center Loop East  
Wilsonville, Oregon 97070  
503.682.1011  
[www.ci.wilsonville.or.us](http://www.ci.wilsonville.or.us)

# City of Wilsonville

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29799 SW Town Center Loop E  
Wilsonville, Oregon 97070  
(503) 682-1011  
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April 30, 2012

Dear Budget Committee Members,

It's the economy. True in 1992 and true again now. Nationally, city revenues are down driven by lower sales tax proceeds, declining tax base, and lower income taxes due to job loss. In turn, cities have cut services and eliminated positions adding to unemployment. Oregon is suffering, too, though the lack of a state sales tax has reduced the impact. The State of Oregon's primary revenue is income tax and unemployment has reduced that resource. The Oregon Office of Economic Analysis predicts that slow growth will continue to be the norm (Quarterly Oregon Economic Forecast: March 2012, Volume XXXII, No 1). Locally our services are funded from a wider range of revenue sources with no reliance upon sales or income tax. Our resources are growing, just not as rapidly as in the past.

How is Wilsonville faring amidst the economic malaise? There are several positive signs. Calendar Year 2011 was a record for construction with a \$128 million increase in commercial, industrial and residential developments. The largest project was the 200,000 square foot Fred Meyer shopping complex. Interestingly this represents 30% of national activity in this type of development during the first half of 2011, a stark contrast to national retail building trends. Future private development is expected to improve with permits and planning for residential units at Villebois (80 housing units) and Brenchley (nearly 400 dwelling units) as well as completion of the Wilsonville Road Industrial complex. Employment within the City grew by roughly 900 and was led by Fred Meyer with 230 full-time equivalents (FTE). Any job increase in this economy is significant. Transit taxes are a measure of wages in the City. A comparison of quarterly receipts year over year shows increases for nine of the last ten quarters.

The City has a couple of major construction projects that will help to boost employment and the economy. Reconstruction of the Wilsonville Road Interchange is one such project. When completed this summer, the project will relieve traffic congestion getting on and off the freeway and provide easier passage between east and west parts of the City. And, as a first in Oregon, the walls will be decorated by 7,200 tiles designed and made by students from our local schools.

Another large project, which is just beginning, is a major expansion and improvement to the sewer plant. The \$36 million project will solve many problems including odor control, meet anticipated future environmental regulations, replace liquid by-product with solid by-product and increase capacity for future community growth.

Despite these positive signs we are still a long way from the heydays prior to the Great Recession. Although signs point to economic expansion, the recovery is fragile with the risk of a return to recession still a threat. Property values continue to fall. Average residential values declined 7% from January 2011 to 2012. The decrease in property values has not yet affected our property tax collections due to the separation of assessed values and real market values. Employment in the City is down 750 positions from the high of 15,200 in 2005. Jobs affect our transit tax collections which are \$1 million less than what was projected in the Transit Master Plan (2008).

## Operating Budget

The total 2012-13 proposed budget is \$135,946,711 compared to the 2011-12 adopted budget of \$128,274,769. Personnel services are projected to be \$260,000 less and materials and services \$690,000 more. Equipment purchases account for the remaining increase. These changes are explored in the following paragraphs.

For Fiscal Year 2011-12 Council asked me to reduce \$1.2 million from the operating budget. With help from each department, we identified over \$1 million which was removed from the adopted budget. Staff was directed to hold costs constant at this lower level for FY 2012-13 with exceptions for certain costs such as contractual commitments. Now that these efficiencies have been implemented, any further reductions will impact services and programs provided to citizens and the business community.

### *2012-13 Operating Highlights*

- \$32 million operating
- Most revenues no growth
- FTE count remains constant
- Personnel costs down \$260K
- Contracted services up
- Water plant 24/7 operation
- \$1 million of recurring costs were removed to get to the Proposed Budget.

## Personnel Services

Although there were several staffing changes at the departmental level, the organization count remained constant at 187 positions. This count includes contracted services for police, water and sewer treatment. Overall three positions were eliminated or reduced as part of the mid-year adjustment. Conversely, some increases are necessary for the new year. For example, contracted staffing for operating the water plant will increase in response to the City of Sherwood's production demand. Finally, as part of the sewer plant operations, six positions were transferred to CH2M HILL.

Wages and benefits are projected to be \$260,000 less than 2011-12 as a result of the numerous changes noted above. The two largest benefit costs include the 18% contribution rate to the Public Employee Retirement System (PERS) and health insurance premiums which are anticipated to increase by 10% over 2011-12.

Virtually all City employees are covered by the Oregon Public Employees Retirement System (PERS). Over the past 15 years the City's rate has ranged from a low of 12.95% to 18.30%. The current rate of 18.03% (for Tier 1 employees) is effective through June 30, 2013.

The retirement benefit is a significant component of total compensation. The costs for FY 2012-13 will be \$1.7 million or 12% of the compensation package. It is one component that we can't control and must plan for in future years. While rates might decline in the future, another increase in July 2014 is most likely. The financial forecast model has assumed a 2% increase equating to additional costs of \$188,000.

## Material and Services

### *Innovation*

Community Services is changing from publishing course catalogs to online reservation and payment, thus saving printing and postage.

This category increases \$690,000 over the adopted 2011-12 budget. The increase is deceiving as most departments are either reducing or holding their costs constant for a second year. Collective increases of \$1.1 million are attributed to contractual services, including police, water production and sewer treatment, and replacement of granular activated charcoal (GAC) at the Water Treatment Plant. Recent budget reductions of \$.4 million are distributed across multiple programs and occurred after the FY 2011-12 budget adoption.

## Capital Outlay – Equipment

Only a few large items are budgeted for FY 2012-13. Bus replacements for \$600,000 is the largest and grants pay the majority of the cost. City fleet vehicles are budgeted for \$95,000 and cash reserves exist to cover the cost. Replacement of certain equipment at the water treatment plant, network computers and council chamber cameras comprise the remaining equipment budget.

# Budget Message

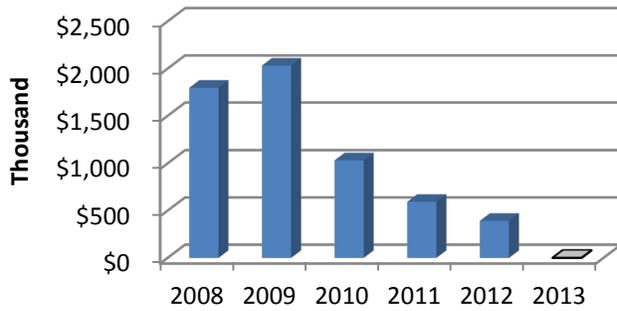
## Current Financial Status and Forecast

During last year’s forecasting process, four funds were identified as having challenges. This year just one fund is the focus – the General Fund.

### General Fund

As predicted, Fiscal Year 2011-12 will be the last year in which recurring revenues exceed recurring costs. A big decrease in investment income coupled with slower growth in franchise fees and property taxes contribute to this situation. The gap between revenues and costs is small, about \$26,000, or only 0.2% of the fund’s appropriations. I recommend we fund this amount from our contingency. The carryover balance will easily absorb this, but for a long-term solution, either new revenues are needed or service levels need to be reduced. This topic has been raised at prior financial forecast presentations and the time has come for the Budget Committee and Council to discuss alternatives and provide guidance.

**General Fund - Net Revenues**



The following funds have improved since last year:

### Water Operating Fund

Last year’s challenge was decreasing revenues due to reduced consumption. Consumption continued to decline in calendar 2011 by 2.1%. A rate increase offset this decline by yielding a \$380,000 increase. Consumption might increase in future years as the economy improves especially if industrial customers fill vacant spaces and with new residential customers at Brenchley, Villebois and Fred Meyers. Another factor contributing to the improvement is our new treatment plant partner, the City of Sherwood. As they pay a share of the fixed costs, our total costs decrease.

### Stormwater Operating Fund

This fund assumes a rate increase will be approved effective July 1, 2012. The increase will allow needed improvements to system infrastructure to begin in the summer of 2012. Without the increase certain infrastructure assets will be at risk and within a year or two routine preventative maintenance will have to be scaled back.

### West Side Urban Renewal

An annual increase in tax revenues of \$560,000 is expected beginning in 2012-13. The anticipated upturn results from completion of the Fred Meyer shopping center and a significant increase in new residential permits within the Villebois development. This allows existing short-term debt to be converted to amortizing. While the funding of future projects remains a challenge, this cash flow improvement is a significant relief for the District.

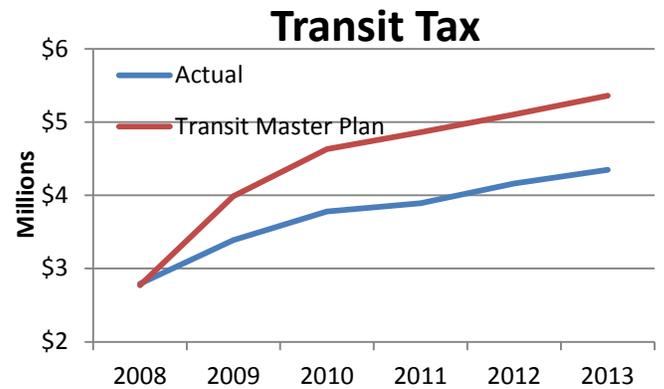
## City Resources

### Tax Revenues – Property

Property taxes comprise 40% of General Fund resources. This revenue helps to pay for law enforcement, library, community services, parks, building maintenance and a small portion of administrative services. Property tax growth is not sufficient to cover inflation for these programs. Recent growth has been less than the 3% allowed by Measure 50 and is attributed to vacant industrial properties and absence of related personal property.

**Tax Revenues – Transit**

The City’s transit system, SMART, is funded from a local payroll tax. Those taxes are slowly increasing from new job growth and higher wages. Transit taxes are anticipated to generate \$4.4 million during FY 2012-13, up \$240,000 over 2011-12. This is good news for SMART even though it is far less than the revenue level anticipated by the 2008 Transit Master Plan as indicated by the accompanying graph.



**Utility – Sewer**

A three-year incremental rate increase was approved during 2011-12 and will provide the revenues to pay for treatment plant improvements and operating costs. As a result, a long-term solution has been achieved.

**Utility – Water**

Decreasing water consumption has created a financial challenge for future operating and capital needs. A master plan is well underway and a rate study will begin after that.

**Capital Projects**

Costing \$20 million and representing 57% of the capital budget including urban renewal projects, the sewer plant improvements and expansion dwarfs all other projects. Nevertheless, there are many other projects budgeted to meet the needs of a growing city. These include improvements to the Wilsonville Road Interchange, construction of a new SMART/Fleet Operations Center and numerous infrastructure projects for water, sewer, roads and parks.

**Future Economic Concerns**

The City’s five-year financial forecast provides a look at how current trends will affect the financial stability in the coming years. A copy of the latest forecast is located in the back of this document. Prior forecasts have identified concerns in certain funds (such as Water, Sewer and Transit) and actions were taken to alleviate upcoming issues. The following funds present opportunities for economic planning.

**General Fund**

The concerns about this fund were addressed above. The General Fund has a healthy cash balance that provides great flexibility to pay for one-time costs and loans to other funds. To sustain a healthy balance recurring revenues need to meet or exceed costs, a situation that has occurred for many years. Unfortunately, this gap no longer exists. The change was inevitable as costs have historically grown faster than revenues. A slower growth in taxes, franchise fees and interest earnings contribute as well. This is not a situation that the City will be able to grow out of even with a return of new construction. The fix will be found in new revenues and/or reduction of programs. One potential new revenue source could be a parks maintenance fee, similar to that used by the City of West Linn. Increases to franchise fee rates would raise revenues. A voter approved local option levy would provide new taxes on a temporary basis. Another increase could come from property taxes that are released from our oldest urban renewal district, the Year 2000 Plan.

# Budget Message

## Urban Renewal - Year 2000 Plan District

This district, also known as the East Side, has been very successful. Growth of assessed values and related taxes have allowed under-levying, thus, releasing taxes to all the overlapping jurisdictions while still generating enough cash flow to meet debt service needs. Going forward, the Urban Renewal Board (City Council) will need to consider the competing interests of constructing new infrastructure projects with closing down the District and releasing the taxes to the various jurisdictions. The impact of such action today would increase property taxes to the General Fund by \$690,000, an amount that would provide substantial relief. Staff is not recommending closure at this time, but the discussion of future action should happen soon.

## Urban Renewal – West Side District

When the West Side District was formed in 2003, the estimated cost of the infrastructure projects was estimated to be no more than \$40 million and the maximum debt limit was set at this limit. Unfortunately, the 2004-2008 rapid rise in property values and construction costs consumed \$30 million of the limit while only allowing for completion of a couple of roads and land acquisition for a West Linn Wilsonville elementary school. The limit must increase in order to complete the remaining original list of projects. How much depends upon the projects to be completed and the estimated cost. Further, a recent state law requires the written concurrence of the majority of taxing jurisdictions – city, county, schools and fire district. The District has \$10 million remaining for projects, but the time to begin the planning and discussions with the other jurisdictions should begin now.

## Demographics

With the decennial census data just becoming available here are some interesting facts about our community. Additional statistical data can be found in the Readers Guide.

Wilsonville's population count on April 1, 2010 was 19,509, this was later adjusted to 19,525 on July 1, 2010. The City gained 5,534 persons or 40% between 2000 and 2010. Wilsonville was ranked 28<sup>th</sup> in population size out of 242 cities and one-half of one percent of the state call Wilsonville home.

Housing is fairly evenly split between owner occupied (4,100) and renter occupied units (4,000). Multi-vehicle ownership is not rare. Families made up 62% of the households in Wilsonville. The average household size was 2.3 people. Fourteen percent had three or more vehicles; forty-one percent had two cars. Eight percent of households did not have access to a car, truck, or van for private use.

In the area of education, 91% of residents 25-years and over had at least graduated from high school and 35% had a bachelor's degree or higher. Local high school students score higher on the SAT than the statewide average (2003 through 2006, the years available).

Only 7% of those that work in Wilsonville live here too. The top two cities from which workers commute from to work here are Portland (12%) and Beaverton (5%). Conversely, 18% of those who live in Wilsonville work here. The top two destinations for commuting to jobs are Portland (21%) and Beaverton (6%)

## Debt Service

The City sold \$39 million of limited tax general obligation (LTGO) bonds for the sewer plant in November 2011. The debt was rated by both Moody's Investors Service and Standard & Poor's. Both provided a AA rating. Significantly, Standard & Poor's provided a AA+ rating which implies the general obligation rating could be AAA, the highest level and very rarely earned by a small city.

Other City debt which has been rated by Moody's with balances as of June 30, 2012:

- General obligation bonds, \$1,325,000, rated Aa2
- Full Faith and Credit (Oregon Local Governments), \$2,380,000, rated A2
- Water revenue bonds, \$7,505,000, rated Aa3

# Budget Message

Several other debt issues have been privately placed and were not submitted for rating. For more information on City and Urban Renewal debt refer to the appropriate sections of the budget document.

## Acknowledgements

The current and past Budget Committee and City Council members are to be recognized for their contributions and guidance that helped the City to achieve its highest credit rating. This is an amazing feat made even more significant given the current economic challenges. It is with your help that the City will continue to maintain a solid financial position while working through the difficulties of revenue shortfalls.

In closing, I would like to thank Gary Wallis, Finance Director, for his efforts in leading us through one more budget cycle, his 18<sup>th</sup> and final. We will miss his guidance and fun filled PowerPoint presentations but mostly we'll miss his smile and good nature. But, we have several very talented staff that will fill that void including Cathy Rodocker, Keith Katko, Vania Heberlein and Kourtnei Kersey, all vital members of the Finance team and each helped through the budget process and production of this document. Special thanks to Kristin Retherford in Community Development who led the Capital Projects Section and to the entire management team for working together in a collegial manner during the preparation of this budget.

Sincerely,

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

Bryan Cosgrove

Budget Officer and City Manager

# Budget Changes FY 2012-13

## Budget Committee Changes from Proposed to Approved Budget

The annual budget for FY 2012-13 was approved by the Budget Committee without any changes.

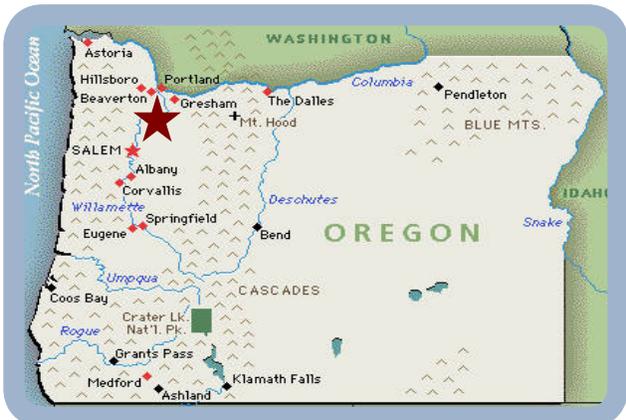
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## City Council Changes from Approved to Adopted Budget

The annual budget for FY 2012-13 was adopted by the City Council without any changes.

## Reader's Guide

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

Wilsonville is located on the southern edge of the Portland metropolitan area. The City is bisected by Interstate-5 and separated north and south by the Willamette River. Of historical note, the I-5 Bridge over the river is named the Boones Bridge after Alphonso Boone (grandson of Daniel Boone) and his son Jesse who started a river crossing ferry in 1847.

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

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

Shortly after incorporation, things started changing fast. First some land developers announced plans to turn a large farm on the Willamette River into a

planned residential community that would eventually be home to more than 3,000 people. That community, known as Charbonneau, began developing in 1970 and was incorporated into the City in 1971. By 1980, the population had grown to about 3,000 and the City employed only a few people. In fact, beyond water and sewer, the City provided limited services.

That changed over the course of the 1990's. The end of the timber recession brought a housing boom to Wilsonville that swelled the population to more than 7,000 by 1990 and nearly 20,000 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 14,400.

# City History Timeline

<b>1968</b> Wilsonville incorporates on October 17, 1968.	<b>1987</b> Voters approve a bond measure to pay for a new library and park improvements.	<b>2000</b> Construction begins on a new prison and water treatment facility on the Willamette River. Voters approve \$4M library expansion bond. Population: 13,991
<b>1969</b> Wilsonville citizens vote to adopt the City's first charter. Population approximately 1,000.	<b>1988</b> Recession ends, bringing an unprecedented boom in housing and population. Wilsonville becomes Oregon's fastest-growing city. New library opens.	<b>2002</b> Wilsonville's water treatment plant becomes operational. Expanded library opens.
<b>1970</b> Developers announce plans for a major residential subdivision known as "Charbonneau."	<b>1991</b> Arlene Loble hired as City Manager. Town Center Shopping Center opens. 1990 Census population: 7,705	<b>2003</b> The opening of Argyle Square greatly expands Wilsonville's retail sector with Costco and Target as the anchor stores.
<b>1971</b> Charbonneau is annexed into Wilsonville. At build-out, it will have 1,700 housing units and 3,500 residents. City Council adopts a "General Plan" for growth.	<b>1992</b> Incredible Universe opens, pushing traffic to levels projected for the year 2010. Voters approve creation of an urban renewal district and a bond measure for a new high school.	<b>2004</b> Property acquired for future multi-modal transportation center. This land will become the southern terminus of the proposed commuter rail.
<b>1972</b> Marge Heintz, City Recorder, is hired as Wilsonville's first full-time employee. Oregon enacts SB 100, a sweeping reform of land-use law.	<b>1993</b> Serial levy failure forces \$1 million budget cut, reorganization of departments.	<b>2005</b> Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.
<b>1973</b> Tektronix selects Wilsonville as its corporate HQ. The city will eventually be home to more than 700 businesses, including some of Oregon's largest companies.	<b>1994</b> In an effort to get a handle on growth, City Council adopts a precedent-setting growth management ordinance.	<b>2006</b> Murase Plaza opens with water feature and new park with rolling hills, unique play structures and restrooms. New City Hall opened.
<b>1979</b> Construction begins on Inza R. Wood Middle School.  City signs first contract with Clackamas County Sheriff's Office for police services.	<b>1995</b> Wilsonville High School opens. Growth management ordinance overturned by Land Use Board of Appeals.	<b>2008</b> Tim Knapp elected Mayor. Local voters approved the creation of a county library district.
<b>1980</b> Wilsonville adopts it's first Comprehensive Plan. Population: 2,920	<b>1996</b> Charlotte Lehan elected Mayor. City implements development limits in the form of a public facilities strategy as officials try to get a handle on traffic.	<b>2009</b> WES Commuter Rail begins operations.
<b>1982</b> Voters approve Wilsonville's first tax base: \$300,000.  Wilsonville's first library opens.	<b>1998</b> City Council imposes moratorium on new development approvals until new, long-term water supply is identified.	<b>2010</b> Creekside Woods affordable senior housing complex opens. Population: 19,509
<b>1984</b> Voters approve a tax base amendment to incorporate a serial levy for senior services into the base.	<b>1998</b> The State of Oregon sites its new women's prison complex in northwest Wilsonville. City voters approve the Willamette River as Wilsonville's new long-term water source.	<b>2011</b> Fred Meyer's 210,000 square foot shopping center opens.

# 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.

<b>Incorporated</b>	1968			<b>Households:</b>		
<b>Area in square miles</b>	7.4				<b>2000</b>	<b>2010</b>
<b>Government</b>	Council/Mgr			Total Households	5,937	7,859
<b>Registered voters</b>	8,799			with individuals <18 yrs	32%	30%
<b>Voted in November 2010</b>	75%			with individuals >64 yrs	23%	24%
				Average household size	2.34	2.28
<b>Population (July 2011)</b>	19,565			<b>Median home cost:</b>		
				2000 census		\$227,900
<b>From US Census:</b>	<b>2000</b>	<b>2010</b>		2010 (zillow.com)		\$282,400
Population	13,991	19,509		2012 (zillow.com)		\$284,000
<b>Adult education level:</b>				<b>Assessed values (November 2011):</b>		
High school or higher	93%	89%		Residential		44%
Bachelor's degree or higher	38%	38%		Multi-family		10%
<b>Race:</b>				Commercial		14%
White	87%	79%		Industrial		32%
Hispanic	7%	12%		Farm, other		3%
Asian	2%	4%		Residential		\$1,119 mil.
Black or African Amer.	1%	2%		Multi-family		\$254 mil.
Other	3%	3%		Commercial		\$360 mil.
<b>Age and Gender:</b>				Industrial		\$818 mil.
0 to 19 years	27%	24%		<b>Local businesses:</b>		
20 to 44 years	39%	39%		Licenses issued (12/2011)		1,037
45 to 64 years	20%	24%		Employees (est.)		14,400
65 years and over	14%	13%		Annual payroll (est.)		\$806 mil.
Median age (years)	35	36				
Male	6,796	9,084				
Female	7,195	10,425				
<b>Income - Households:</b>						
Less than \$25,000	18%	20%				
\$25,000 to \$49,999	29%	26%				
\$50,000 to \$74,999	20%	17%				
\$75,000 to \$99,999	15%	15%				
\$100,000 or more	18%	22%				

City Statistics - Services

Description	Base Year 2010	Year 2011	% Change	Source
<b>Culture and recreation:</b>				
Libraries	1	1	0%	City Library
Parks/open space acreage	201	201	0%	Parks Department
Parks	14	14	0%	Parks Department
Picnic shelters	8	8	0%	Parks Department
Interactive play fountains	2	2	0%	Parks Department
Baseball fields	5	5	0%	Parks Department
Tennis courts	2	2	0%	Parks Department
Playgrounds	11	11	0%	Parks Department
Docks (city property)	1	1	0%	Parks Department
Community centers	1	1	0%	Community Services
Golf Courses (private)	1	1	0%	Business license
Movie screens (private)	9	9	0%	Business license
Amusement centers (private)	1	1	0%	Business license
Restaurants (private)	54	62	15%	Business license
<b>City utilities:</b>				
<b>Water:</b>				
Production capacity	10 mgd	10 mgd	0%	Public Works
Peak capacity demand	6 mgd	6 mgd	0%	Public Works
Storage capacity	10.2 mg	10.2 mg	0%	Public Works
Number of reservoirs	4	4	0%	Public Works
Miles of water pipeline	93	93	0%	Public Works
Customers	4,731	4,810	2%	Utility Billing
<b>Wastewater:</b>				
Treatment design capacity	2.25 mgd	2.25 mgd	0%	Public Works
Average daily treatment	2.0 mgd	2.0 mgd	0%	Public Works
Miles of sewer pipeline	72	72	0%	Public Works
Biosolids, pounds/day	1,932	1,932	0%	Public Works
Lift Stations	8	8	0%	Public Works
<b>Stormwater:</b>				
Average rainfall, inches	42	43	2%	www.homefacts.com
Miles of storm sewers	65	65	0%	Public Works
Stormwater catch basins	1,823	1,823	0%	Public Works
Manholes	1,723	1,723	0%	Public Works
<b>Street lights:</b>				
Number of lights	2,206	2,206	0%	Public Works
<b>Public Safety:</b>				
Police calls	9,491	5,539	-42%	Clackamas Co Sheriff
Citations issued	3,470	4,083	18%	Municipal Court
Number of sworn officers	17	17	0%	Clackamas Co Sheriff
Fire calls	209	207	-1%	Fire District
Fire stations	2	2	0%	Fire District
Emergency medical calls	1,483	1,582	7%	Fire District
Hazardous condition calls	20	24	20%	Fire District
Other service calls	108	113	5%	Fire District

# About Wilsonville

## City Statistics - Services

Description	Base Year 2010	Year 2011	% Change	Source
<b>Public Transportation:</b>				
<b>City operated:</b>				
Fixed routes	7	7	0%	City Transit
Demand based trips	17,703	19,470	10%	City Transit
Number of riders	306,721	344,723	12%	City Transit
Miles driven	667,161	674,054	1%	City Transit
<b>Other transit systems:</b>				
City of Canby - local trips	8	8	0%	City Transit
City of Salem - local trips	8	8	0%	City Transit
TriMet - local trips (bus)	35	35	0%	City Transit
TriMet - rail stations	1	1	0%	City Transit
TriMet - rail passengers	304,800	371,166	22%	City Transit
<b>Streets:</b>				
Lane miles of paved	65	65	0%	Public Works
Signal lighted intersections	24	24	0%	Public Works
Freeway interchanges	3	3	0%	Public Works
Bridges (excluding interstate)	4	4	0%	Public Works
Foot bridges	1	1	0%	Public Works
Street trees	8,000	8,000	0%	Public Works
<b>Public Schools:</b>				
Elementary schools	2	2	0%	School District
Middle schools	1	1	0%	School District
Charter schools	1	1	0%	School District
High schools	1	1	0%	School District
<b>Building Permits:</b>				
Commercial, units	212	311	47%	Building Dept.
Commercial, value	\$19 mil	\$60 mil	316%	Building Dept.
Residential, units	40	63	58%	Building Dept.
Residential, value	\$7 mil	\$9 mil	29%	Building Dept.

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

## The City Budget Calendar

### ***October through January 2012***

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

### ***January 2012***

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

### ***February 2012***

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

### ***March 2012***

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

### ***April 2012***

- Proposed Budget printed and delivered to Budget Committee members
- Advertise notice of Budget Committee public hearings, two times between 5 and 30 days prior to meeting
- City Manager presents budget message at opening meeting of Budget Committee, public testimony received

### ***May 2012***

- 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 2012***

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

# 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.

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

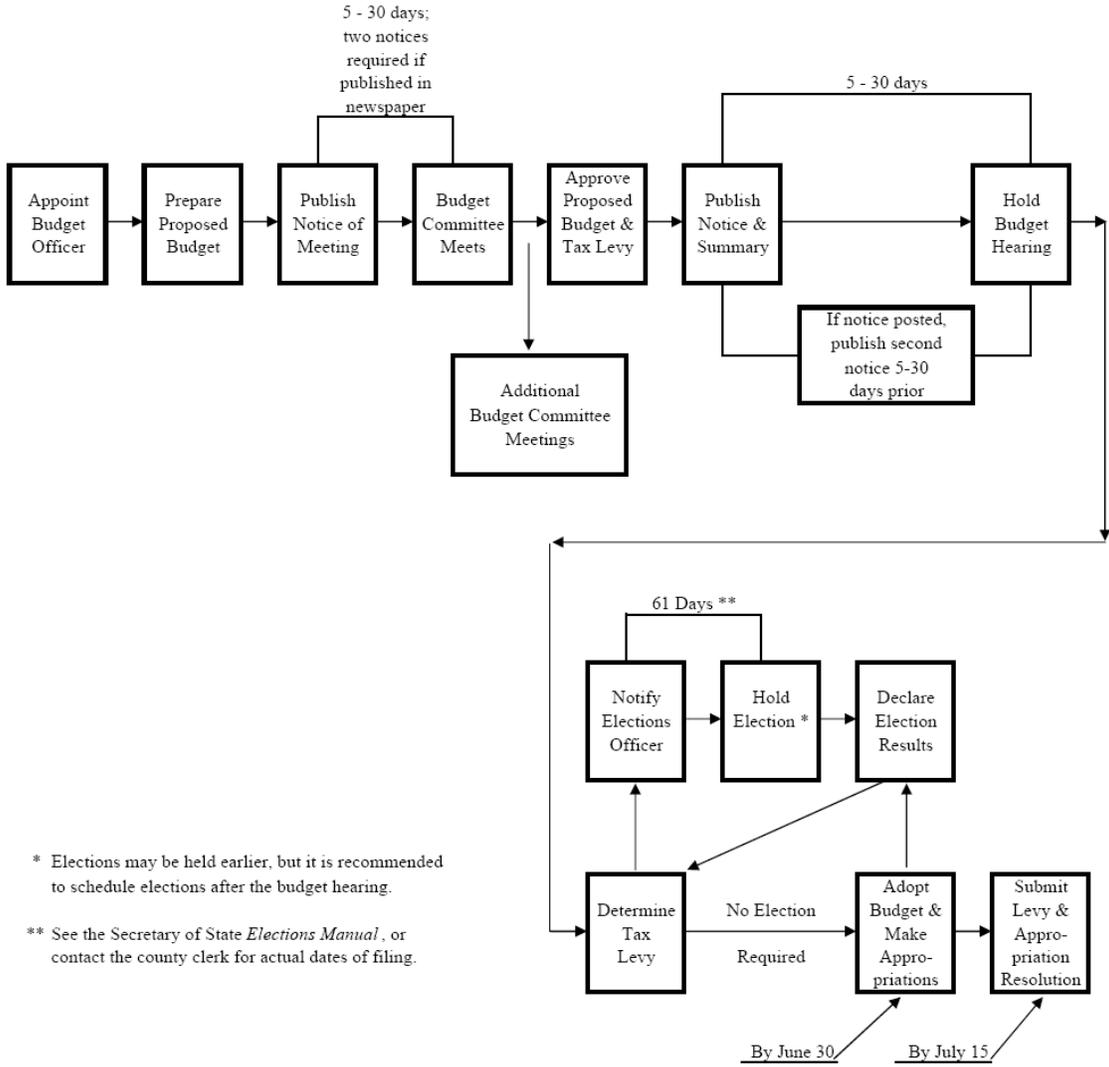
Governmental funds use a modified accrual basis for budgeting and reporting. Under this method revenues are budgeted if they are measurable and available within 60 days of fiscal year end. Revenues subject to accrual include property taxes, payroll taxes, franchise fees, interest and state shared revenues.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

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

## Budget Amendments

The adopted budget may be amended by budget transfers (ORS 294.450) or supplemental (ORS 294.480 to 294.283). Generally, transfers consist of moving appropriations within a fund from one major appropriation category to another. Supplemental 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). A majority of Wilsonville lies within Clackamas County which has a population less than 500,000.

The powers and duties of the Budget Committee are:

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

The Budget Committee members for review and approval of the FY 2012-13 budget:

City Council Members

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

Citizen Members

Tony Holt  
Anne Easterly  
Wendy Buck  
Lonnie Gieber  
Alan Steiger

## Budget Assumptions for FY 2012-13

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

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

- Management merit increase up to 4% on employee's anniversary date, no cost of living adjustment and no salary table adjustment
- Union wages and benefits are under negotiation
- Health insurance premiums increase 10% for Blue Cross Blue Shield and Kaiser
- Management and union currently 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 15%; water 3%
- No electricity cost increase and a natural gas increase of 6%
- 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 2012-13

### **Primary Revenue Sources:**

- Property assessed values increase by an aggregate 2.5%. This is less than the legally allowed 3% as certain vacant industrial properties could be revalued downward. City tax rate remains same at \$2.5206 per \$1,000 of assessed valuation.
- Tax rate for general obligation debt drops from \$0.1700 to \$0.1600
- 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 2012
- Sewer rate increase of 15% effective January 2012 and 10% effective January 2013
- Stormwater rate increase of 30% (\$1.28/month increase) effective July 2012
- Transit tax wage base growth of 5%
- Investment income on available cash balances at .5%

### **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

### **Balanced Budget:**

A balanced budget is a basic constraint intended to ensure that the City does not spend beyond its resources. The budget for FY 2012-13 strives to have recurring operating expenditures no greater than recurring operating revenues. Non-recurring and one-time expenditures are typically funded from resources carried over from the prior year.

## City of Wilsonville Local Economy

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

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

<b>Major Employers of 2011-12</b>	<b>Type of Business</b>	<b># Employees</b>	<b>% of City FTE Base</b>
Xerox Corporation	Copiers and printers	1,351	9.3%
Mentor Graphics Corporation	CAD software systems	1,019	7.1%
West Linn/Wilsonville School Dist.	Education	671	4.6%
Precision Interconnect	Electronic machinery	568	3.9%
Rockwell Collins	Aerospace technology	491	3.4%
Sysco/Continental Food Service	Warehouse & distribution center	483	3.3%
Flir Systems Inc.	Thermal imaging / infrared equipment	375	2.6%
Fry's Electronics	Retail	233	1.6%
Fred Meyer	Retail grocery	230	1.6%
Rite Aid Distribution Center	Warehouse & distribution center	219	1.5%

Source: City Business License Data Base FY 11-12

<b>Major Taxpayers of 2011-12</b>	<b>Type of Business</b>	<b>2011-12 Assessed Taxes</b>	<b>2011-12 Assessed Value</b>	<b>% of City Assessed Value*</b>
Xerox Corporation	Color printers	\$ 1,727,774	\$ 95,522,431	3.74%
Mentor Graphics Corporation	CAD software systems	1,029,481	57,772,384	2.26%
Argyle Capital LLC	Shopping center	806,254	45,507,950	1.78%
Coca-Cola Bottling Company	Bottling & distribution center	655,188	36,835,451	1.44%
Thomson Reuters PTS Inc	Commercial property	532,002	29,905,655	1.17%
Sysco/Continental Food Service	Warehouse & distribution center	552,330	29,515,993	1.16%
BIT Holdings	Hollywood Entertainment properties	492,771	27,646,415	1.08%
CH Realty III/Portland Industrial	Commercial property	491,488	27,494,403	1.08%
Flir Systems Inc	Thermal imaging & infrared cameras	463,056	26,033,523	1.02%
Senior Partners Portfolio LLC	Commercial property	459,532	28,844,791	1.13%

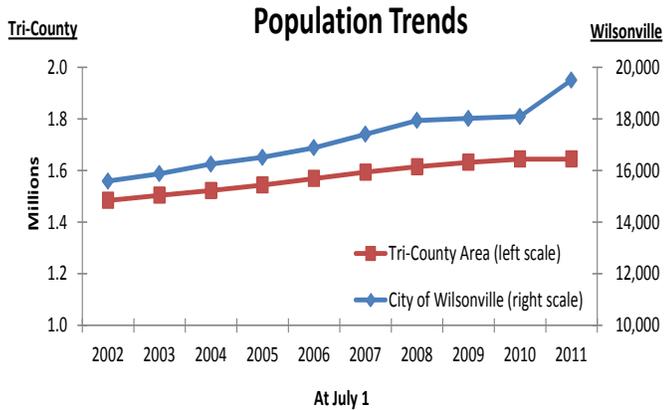
\*Total City assessed valuation for 2011-12 was \$2,550,754,301

Source: Clackamas and Washington County Assessor's Office

# Trends and Analysis

## Population

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

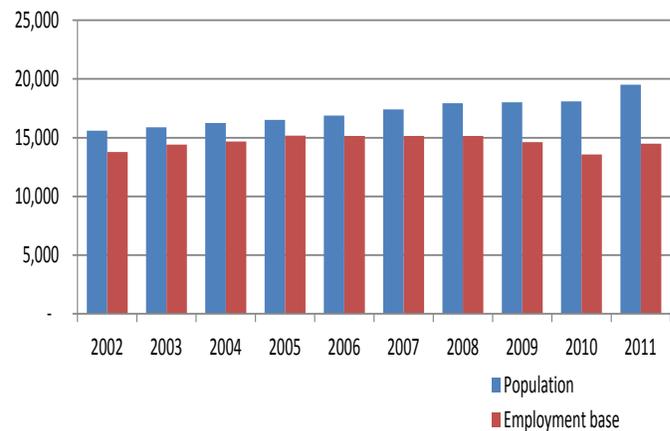


Over the past ten years city growth has averaged over 2% per year. Accelerated growth is expected as the Villebois planned community develops. As the graph indicates, the City is growing at a faster pace than the metropolitan area. The increase in 2011 represents Census results from 2010.

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

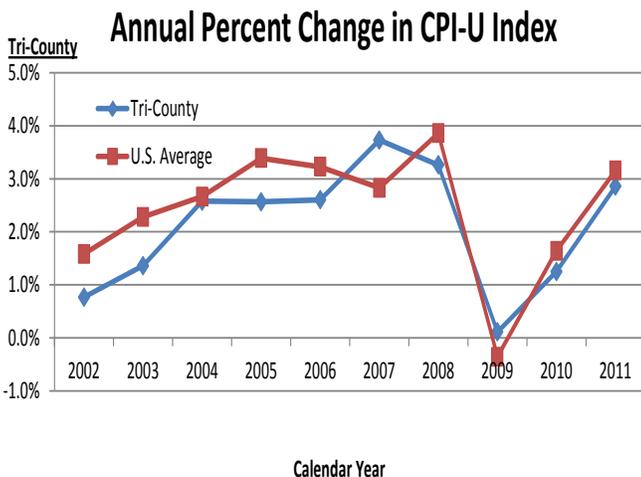
### Wilsonville Population and Local Employment

#### Population and Local Work Force



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

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



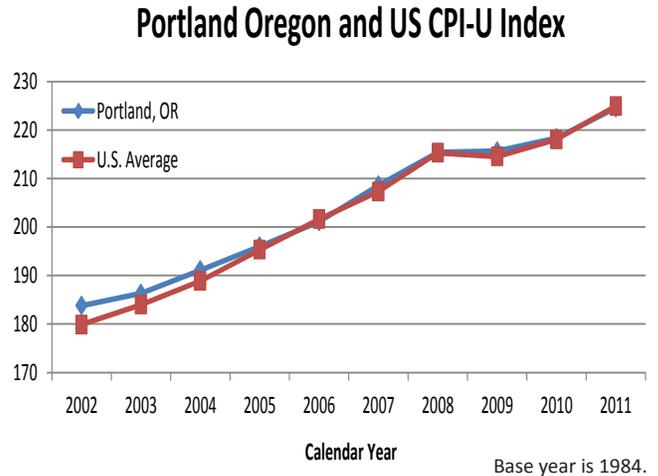
Consumer Price Index for urban areas (CPI-U) is a primary index for measuring inflation. The chart above indicates that year to year the Portland / Salem Index is similar to, but rarely matches the national index albeit the annual changes are typically lower in Portland / Salem.

# Trends and Analysis

## Consumer Price Index

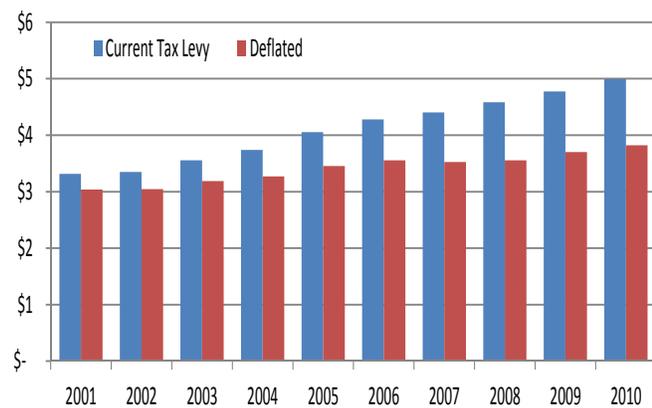
### Consumer Price Index, Portland/Salem vs National Average

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. For the last seven years, the Portland area has maintained the national average.



### Property Values

#### City Taxes - Current and Deflated Dollars



Property taxes have increased nearly \$1.9 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 \$0.8 million, new construction another \$0.8 million and reductions to the Year 2000 Plan urban renewal district the remaining \$0.3 million.

Real market value reflects the estimated value if the property were to be sold. Assessed value is a measure of the taxable value of real, personal and utility property in the City. Assessed values mirrored real market values through 1997 when voters approved a roll-back in assessed values and a limitation on future assessed value increases. During the Great Recession, real market values have fallen significantly, but in aggregate not below assessed values. For Fiscal Year 2012 assessed values are 88% of real market.

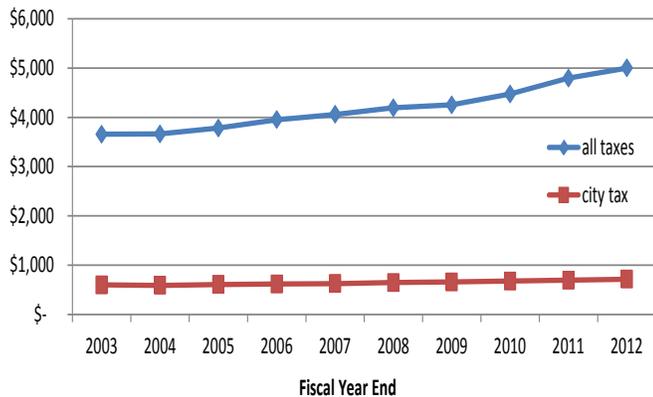
### Property Tax Values – Real Market vs Assessed



# Trends and Analysis

## Tax Bill Growth Comparisons

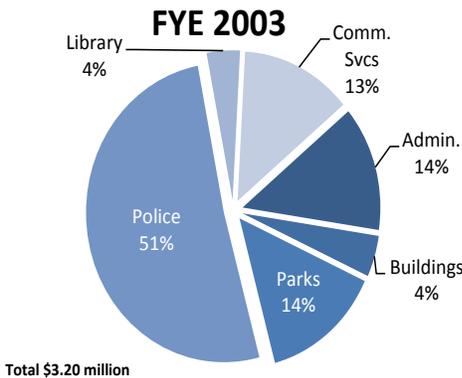
### Tax Bill History, City Portion and Total Taxes



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 in 2010 is due to voter approved tax rates for the Library and 4-H Districts and a new Vector Control local option levy.

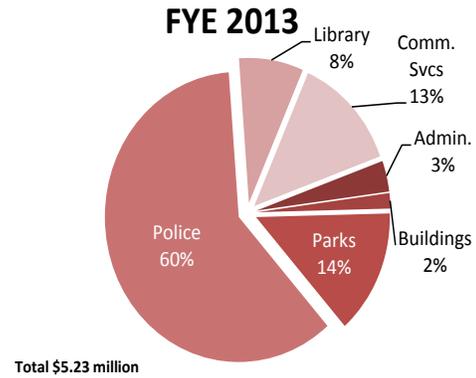
## Programs Funded by City Taxes

### Where The Tax Dollars Go



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

The Law Enforcement Program receives the largest share of taxes. Nevertheless, the cost of this program exceeds the allocation



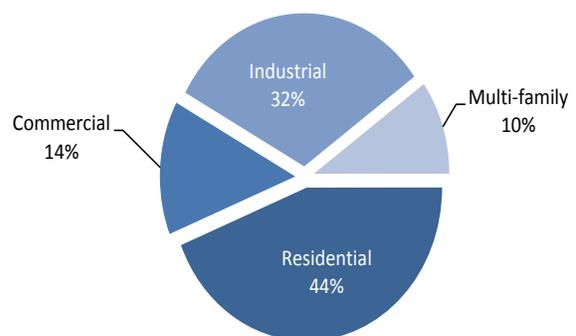
and an additional \$600,000 (or 15% of the program budget) of unrestricted general fund resources is needed to cover the difference.

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

## Property Type Tax Burden

Reflective of a vibrant business community the graph shows that 56% of our taxes come from businesses. The ratios by property class have remained fairly consistent over the past ten years.

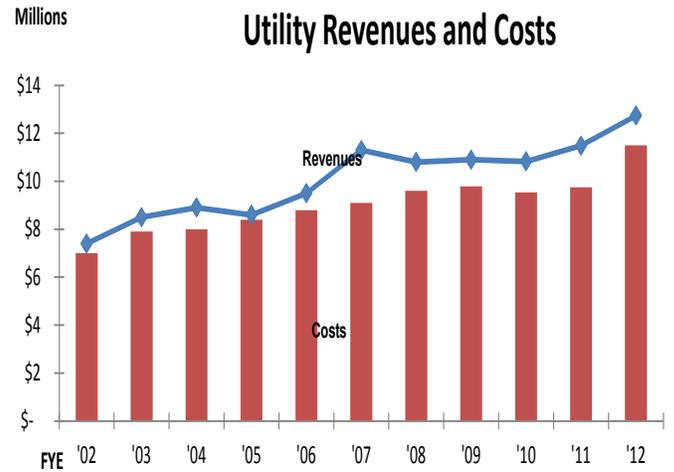
### City Taxes 2012 - by Property Class



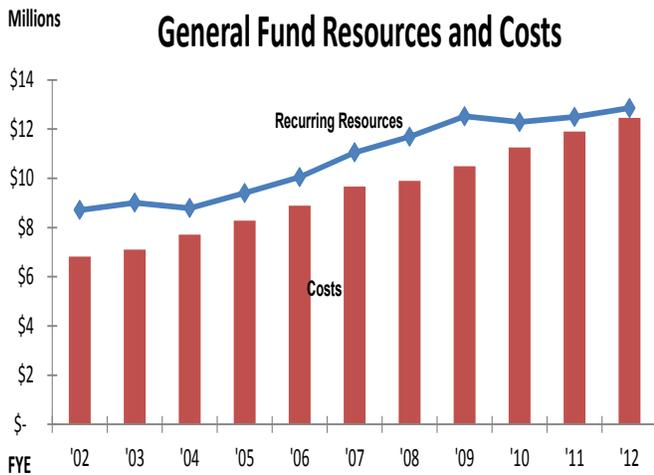
# Trends and Analysis

## City Operations - Utilities

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 personnel 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. As the graph indicates, revenues are no longer keeping pace with the growth in costs..

# Budgetary Indicators

	Adopted 2003-04	Adopted 2004-05	Adopted 2005-06
City general credit rating (Moody's)	A1	A1	Aa3
Consumer Price Index (Portland/Salem Area - all items)	186.3	191.1	196.0
Population, at July 1 (2000 US Census, subsequent estimates from Portland State University Center for Population Studies, estimate for 2009-10 by City Staff)	15,880	16,250	16,510
City personnel - Full Time Equivalent (FTE's) (Including contracted services for police, water and sewer)	152.90	156.61	165.76
<b><u>Expenditures:</u></b>			
City and Urban Renewal Agency - personnel services	\$8,771,605	\$8,823,474	\$10,106,816
City and Urban Renewal Agency - materials and services <sup>1</sup>	\$9,779,078	\$9,937,245	\$10,863,824
City and Urban Renewal Agency - capital equipment	\$381,665	\$973,602	\$834,250
City and Urban Renewal Agency - total operating costs	\$18,932,348	\$19,734,321	\$21,804,890
City and Urban Renewal Agency - capital improvement expenditures	\$29,654,000	\$27,607,597	\$45,791,472
City and Urban Renewal Agency - debt service	\$9,896,895	\$5,068,963	\$11,671,428
Total expenditures	\$58,483,243	\$52,410,881	\$79,267,790
<b><u>Analytics:</u></b>			
Per capita - City personnel (FTE's) per 1000 population	9.63	9.64	10.04
Per capita cost - operating costs	\$1,192	\$1,214	\$1,321
Per capita cost - capital improvement expenditures	\$1,867	\$1,699	\$2,774
Per capita cost - debt service	\$623	\$312	\$707
Per capita cost - total expenditures	\$3,682	\$3,225	\$4,802
Inflation Adjusted (base year 2000) - total operating costs	\$18,088,878	\$18,381,523	\$19,802,400
Inflation Adjusted (base year 2000) - per capita operating costs	\$1,139	\$1,131	\$1,200
Percentage of total operating costs - personnel services	46%	45%	46%
Percentage of total operating costs - materials & services	52%	50%	50%
Percentage of total operating costs - capital equipment	2%	5%	4%
Program areas change	4 new positions: SMART, parks, & police	1 Police Officer, new GIS program	10 new positions: SMART, Police, CD programs
<b><u>Property Values:</u></b>			
Total real market value (estimated)	\$2,169,160,089	\$2,320,353,518	\$2,602,032,428
Total assessed valuation (net of urban renewal incremental value)	\$1,483,545,732	\$1,607,868,325	\$1,693,954,232
Operating costs per \$1,000 of real market value	\$8.73	\$8.50	\$8.38

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

# Budgetary Indicators

Adopted 2006-07	Adopted 2007-08	Adopted 2008-09	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Aa3	Aa3	Aa3	Aa2	Aa2	Aa2	Aa2
201.1	208.6	215.4	215.6	218.3	224.6	230.0
16,885	17,405	17,940	18,020	19,509	19,565	19,635
170.36	170.06	181.25	186.50	186.88	187.38	187.35
\$10,601,814	\$11,277,327	\$12,911,253	\$13,595,127	\$13,530,085	\$14,609,990	\$14,351,740
\$12,791,456	\$14,156,652	\$15,663,068	\$15,998,800	\$17,139,705	\$17,363,341	\$19,973,678
\$694,213	\$381,700	\$700,250	\$982,000	\$618,992	\$660,000	\$854,500
\$24,087,483	\$25,815,679	\$29,274,571	\$30,575,927	\$31,288,782	\$32,633,331	\$35,179,918
\$50,596,272	\$34,916,177	\$24,154,020	\$28,508,109	\$36,848,020	\$28,804,350	\$32,843,461
\$7,926,777	\$32,941,831	\$40,087,410	\$14,878,585	\$9,678,630	\$13,317,635	\$22,495,660
\$82,610,532	\$93,673,687	\$93,516,001	\$73,962,621	\$77,815,432	\$74,755,316	\$90,519,039
10.09	9.77	10.10	10.35	9.58	9.58	9.54
\$1,427	\$1,483	\$1,632	\$1,697	\$1,604	\$1,668	\$1,792
\$2,997	\$2,006	\$1,346	\$1,582	\$1,889	\$1,472	\$1,673
\$469	\$1,893	\$2,235	\$826	\$496	\$681	\$1,146
\$4,893	\$5,382	\$5,213	\$4,105	\$3,989	\$3,821	\$4,611
\$21,320,597	\$22,028,719	\$24,191,614	\$25,243,576	\$25,512,612	\$25,862,569	\$27,226,197
\$1,263	\$1,265	\$1,349	\$1,401	\$1,308	\$1,322	\$1,387
44%	44%	44%	44%	43%	45%	41%
53%	55%	54%	52%	55%	53%	57%
3%	1%	2%	3%	2%	2%	2%
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	Sewer Plant Improvements
\$2,958,936,921	\$3,426,298,443	\$3,740,996,089	\$3,558,020,924	\$3,120,831,254	\$2,905,321,351	\$2,800,000,000
\$1,746,776,185	\$1,818,316,731	\$1,894,222,161	\$1,981,180,603	\$2,045,177,514	\$2,083,506,612	\$2,144,000,000
\$8.14	\$7.53	\$7.83	\$8.59	\$10.03	\$11.23	\$12.56

# 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 A*

*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 B*

*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 C*

*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 D*

*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 E*

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

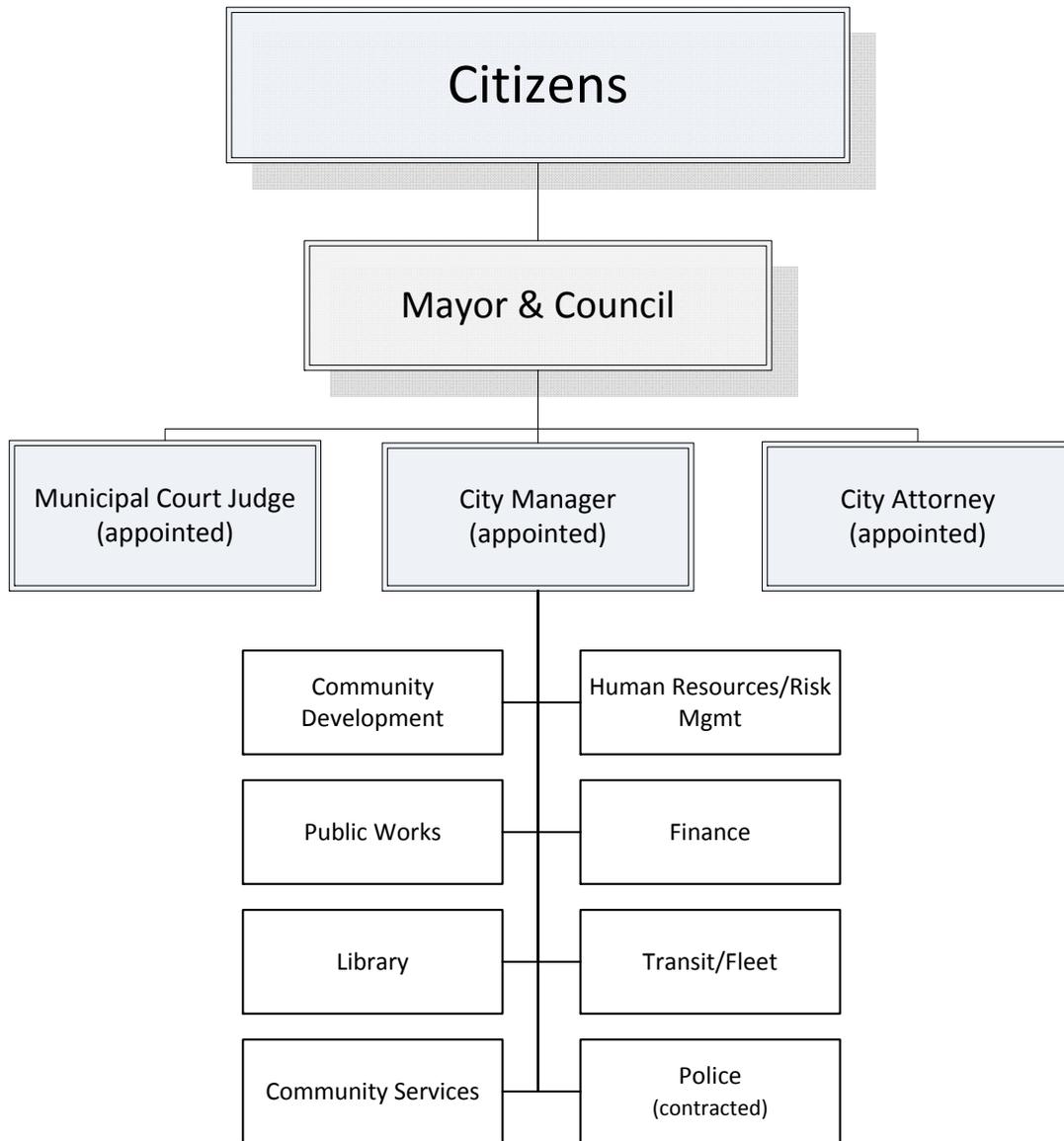
- Overall communication strategy
- Communication plans for each major project
- Explore options for customer service survey

## *Council Goal F*

*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

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

# Fund Descriptions

State law requires all funds to be budgeted.

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

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

- **Community Development** – Dedicated to civil engineering, building inspections, planning, urban renewal management, stormwater management and natural resources
- **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 2011-12 Budget with the Proposed FY 2012-13 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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Property taxes	\$ 5,198,310	\$ 5,339,696	\$ 5,584,000	\$ 5,558,000	\$ 5,558,000	\$ 5,558,000
Other taxes	3,974,158	4,108,028	4,320,000	4,640,000	4,640,000	4,640,000
Licenses, franchise fees & permits	3,448,513	4,227,887	4,449,373	4,269,559	4,269,559	4,269,559
Other governments	3,966,147	3,982,574	8,052,420	6,195,996	6,195,996	6,195,996
Charges for services	13,957,795	14,764,381	16,019,050	17,519,735	17,519,735	17,519,735
System development fees	3,204,562	4,510,504	3,231,643	4,029,797	4,029,797	4,029,797
Interest earnings	674,315	423,391	285,000	394,834	394,834	394,834
Miscellaneous	1,389,971	1,833,096	1,286,614	660,016	660,016	660,016
Bond proceeds	5,000,000	-	15,000,000	-	-	-
Interfund transfers	11,405,965	8,815,766	20,101,461	17,043,307	17,043,307	17,043,307
Beginning fund balance	47,012,467	49,001,526	49,945,208	75,635,467	75,635,467	75,635,467
<b>Total Resources</b>	<b>99,232,203</b>	<b>97,006,849</b>	<b>128,274,769</b>	<b>135,946,711</b>	<b>135,946,711</b>	<b>135,946,711</b>
<b>REQUIREMENTS</b>						
Personnel services	11,923,169	12,391,698	14,609,990	14,351,740	14,351,740	14,351,740
Materials & services	13,677,119	14,249,477	16,191,681	16,880,124	16,880,124	16,880,124
Capital outlay	10,272,654	7,040,264	27,147,350	30,422,506	30,422,506	30,422,506
Debt service	2,951,768	2,982,256	8,649,470	4,847,660	4,847,660	4,847,660
Interfund transfers	11,405,965	8,815,765	20,101,461	17,043,307	17,043,307	17,043,307
Ending fund balance:						
Nonspendable	-	278,220	-	-	-	-
Restricted	1,341,781	1,497,354	967,986	9,877,816	9,877,816	9,877,816
Committed	1,425,000	1,470,000	1,490,000	5,215,000	5,215,000	5,215,000
Assigned	39,551,626	43,343,326	33,570,725	36,135,897	36,135,897	36,135,897
Unassigned	6,683,121	4,938,489	5,546,106	1,172,661	1,172,661	1,172,661
<b>Total Expenditures</b>	<b>99,232,203</b>	<b>97,006,849</b>	<b>128,274,769</b>	<b>135,946,711</b>	<b>135,946,711</b>	<b>135,946,711</b>

# Fund Summaries

## Summary of City Funds - Fiscal Year 2012-13

	General*	Community Development*	Transit*	911 State Shared Revenue	Road Operating	Road Maintenance
<b>RESOURCES</b>						
Property taxes	\$ 5,225,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	240,000	-	4,400,000	-	-	-
Licenses, franchise fees & permits	2,788,650	1,478,409	-	-	-	-
Other governments	1,569,551	25,000	956,062	90,000	1,108,000	-
Charges for services	413,800	536,000	178,000	-	-	635,000
System development fees	-	-	-	-	-	-
Interest earnings	100,000	16,000	17,000	-	2,000	1,000
Miscellaneous	510,600	500	10,000	-	-	-
Bond proceeds	-	-	-	-	-	-
Revenue Subtotal	<u>10,847,601</u>	<u>2,055,909</u>	<u>5,561,062</u>	<u>90,000</u>	<u>1,110,000</u>	<u>636,000</u>
Interfund transfers	2,387,128	2,233,389	-	-	-	-
Beginning fund balance	13,436,995	3,459,190	2,437,957	-	828,005	248,755
Total Resources	<u>\$ 26,671,724</u>	<u>\$ 7,748,488</u>	<u>\$ 7,999,019</u>	<u>\$ 90,000</u>	<u>\$ 1,938,005</u>	<u>\$ 884,755</u>
<b>REQUIREMENTS</b>						
Personnel services	\$ 6,274,220	\$ 3,342,460	\$ 2,886,460	\$ -	\$ 300,170	\$ -
Materials & services	6,891,600	646,155	1,632,365	90,000	420,548	510
Capital outlay	95,000	-	600,000	-	-	-
Debt service	-	-	-	-	-	-
Expenditures Subtotal	<u>13,260,820</u>	<u>3,988,615</u>	<u>5,118,825</u>	<u>90,000</u>	<u>720,718</u>	<u>510</u>
Interfund transfers	1,310,600	358,960	1,538,580	-	312,060	650,000
Ending balances:						
Restricted	198,176	1,333,312	-	-	-	-
Committed	3,000,000	575,000	200,000	-	40,000	-
Assigned	7,729,467	1,492,601	1,141,614	-	865,227	234,245
Unassigned	1,172,661	-	-	-	-	-
Total Requirements	<u>\$ 26,671,724</u>	<u>\$ 7,748,488</u>	<u>\$ 7,999,019</u>	<u>\$ 90,000</u>	<u>\$ 1,938,005</u>	<u>\$ 884,755</u>

\* 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
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 333,000	\$ -	\$ 5,558,000
-	-	-	-	-	-	-	4,640,000
-	-	-	-	-	-	2,500	4,269,559
-	-	-	-	-	-	2,447,383	6,195,996
6,394,000	6,550,000	385,000	1,260,000	1,167,935	-	-	17,519,735
-	-	-	-	-	-	4,029,797	4,029,797
20,000	45,000	3,000	3,000	20,000	2,000	165,834	394,834
18,200	18,216	-	-	-	-	102,500	660,016
-	-	-	-	-	-	-	-
<u>6,432,200</u>	<u>6,613,216</u>	<u>388,000</u>	<u>1,263,000</u>	<u>1,187,935</u>	<u>335,000</u>	<u>6,748,014</u>	<u>43,267,937</u>
350,000	785,000	-	700,000	-	-	10,587,790	17,043,307
2,684,018	9,018,973	782,570	404,387	1,777,606	132,645	40,424,366	75,635,467
<u>\$ 9,466,218</u>	<u>\$ 16,417,189</u>	<u>\$ 1,170,570</u>	<u>\$ 2,367,387</u>	<u>\$ 2,965,541</u>	<u>\$ 467,645</u>	<u>\$ 57,760,170</u>	<u>\$ 135,946,711</u>
\$ 534,300	\$ 255,840	\$ -	\$ 242,550	\$ 515,740	\$ -	\$ -	\$ 14,351,740
3,411,952	2,381,869	296,100	432,005	649,470	-	27,550	16,880,124
65,000	-	-	-	94,500	-	29,568,006	30,422,506
1,886,000	2,589,000	-	-	-	372,660	-	4,847,660
<u>5,897,252</u>	<u>5,226,709</u>	<u>296,100</u>	<u>674,555</u>	<u>1,259,710</u>	<u>372,660</u>	<u>29,595,556</u>	<u>66,502,030</u>
534,200	1,460,000	59,280	933,800	529,040	-	9,356,787	17,043,307
-	-	-	-	-	94,985	8,251,343	9,877,816
650,000	480,000	10,000	145,000	115,000	-	-	5,215,000
2,384,766	9,250,480	805,190	614,032	1,061,791	-	10,556,484	36,135,897
-	-	-	-	-	-	-	1,172,661
<u>\$ 9,466,218</u>	<u>\$ 16,417,189</u>	<u>\$ 1,170,570</u>	<u>\$ 2,367,387</u>	<u>\$ 2,965,541</u>	<u>\$ 467,645</u>	<u>\$ 57,760,170</u>	<u>\$ 135,946,711</u>



## Program Budget Matrix

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

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

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

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

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

The City's *working budget* is \$113,593,419 from a *total appropriations budget* of \$130,636,726. The difference of \$17,043,307 is a result of interfund service charges and transfers. The working budget number of \$113,593,419 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
<b>Policy and Administration</b>						
Administration	\$ 1,014,816	\$ 33,735	\$ 53,272	\$ -	\$ 8,783	\$ -
Finance	453,548	105,731	217,427	-	19,734	510
Information Systems	379,710	74,710	40,660	-	3,685	-
GIS	60,200	29,600	13,000	-	19,000	-
Legal	404,945	12,028	18,995	-	3,132	-
Human Resources/Risk Mgmt	331,071	70,924	123,189	-	13,099	-
<b>Total</b>	<b>2,644,290</b>	<b>326,728</b>	<b>466,544</b>	<b>-</b>	<b>67,432</b>	<b>510</b>
<b>Community Development</b>						
Administration	-	507,928	-	-	-	-
Engineering	-	429,286	-	-	-	-
Building Inspections	-	643,015	-	-	-	-
Planning	-	820,044	-	-	-	-
Natural Rsrc/Strmwtr Mgmt	-	125,170	-	-	-	-
<b>Total</b>	<b>-</b>	<b>2,525,443</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Works</b>						
Administration	167,343	-	-	-	132,270	-
Building Maintenance	603,589	29,372	17,816	-	-	-
Parks Maintenance	963,710	-	-	-	18,708	-
Roads	-	-	21,360	-	720,308	-
Street Lighting	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-
<b>Total</b>	<b>1,734,642</b>	<b>29,372</b>	<b>39,176</b>	<b>-</b>	<b>871,286</b>	<b>-</b>
<b>Community Services</b>						
Community Services	1,030,610	-	-	-	-	-
Library	1,531,480	-	-	-	-	-
<b>Total</b>	<b>2,562,090</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transportation</b>						
Transit	-	-	5,084,105	-	-	-
Fleet Service	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>5,084,105</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Safety</b>						
Law Enforcement	3,857,108	-	-	90,000	-	-
Municipal Court	212,520	-	-	-	-	-
<b>Total</b>	<b>4,069,628</b>	<b>-</b>	<b>-</b>	<b>90,000</b>	<b>-</b>	<b>-</b>
<b>Total Operating Budget</b>	<b>11,010,650</b>	<b>2,881,543</b>	<b>5,589,825</b>	<b>90,000</b>	<b>938,718</b>	<b>510</b>
<b>Non-Operating Units</b>						
Capital Improvements	405,600	-	992,000	-	-	650,000
Debt Service	-	-	-	-	-	-
Contingencies	9,100,304	2,825,913	1,141,614	-	865,227	234,245
<b>Total Non-Operating Budget</b>	<b>9,505,904</b>	<b>2,825,913</b>	<b>2,133,614</b>	<b>-</b>	<b>865,227</b>	<b>884,245</b>
<b>Total Working Budget</b>	<b>20,516,554</b>	<b>5,707,456</b>	<b>7,723,439</b>	<b>90,000</b>	<b>1,803,945</b>	<b>884,755</b>
<b>Adjustments:</b>						
Interfund Service & Transfers	3,155,170	1,466,032	75,580	-	94,060	-
Total Appropriations	23,671,724	7,173,488	7,799,019	90,000	1,898,005	884,755
<b>Unappropriated Ending Balance</b>	<b>3,000,000</b>	<b>575,000</b>	<b>200,000</b>	<b>-</b>	<b>40,000</b>	<b>-</b>
<b>Total Uses</b>	<b>\$ 26,671,724</b>	<b>\$ 7,748,488</b>	<b>\$ 7,999,019</b>	<b>\$ 90,000</b>	<b>\$ 1,938,005</b>	<b>\$ 884,755</b>
Revenues and Transfers In	\$ 13,234,729	\$ 4,289,298	\$ 5,561,062	90,000	\$ 1,110,000	\$ 636,000
Estimated 12/13 Beginning Bal	13,436,995	3,459,190	2,437,957	-	828,005	248,755
<b>Total Estimated Resources</b>	<b>\$ 26,671,724</b>	<b>\$ 7,748,488</b>	<b>\$ 7,999,019</b>	<b>\$ 90,000</b>	<b>\$ 1,938,005</b>	<b>\$ 884,755</b>

## 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				
\$ 44,325	\$ 27,687	\$ -	\$ 5,817	\$ -	\$ -	\$ 46,665	\$ 1,235,101	105
228,111	200,707	-	90,518	-	-	84,583	1,400,868	107
14,810	7,359	-	2,743	-	-	64,038	587,715	111
34,000	32,000	-	34,000	-	-	-	221,800	115
15,805	9,872	-	2,074	-	-	16,639	483,490	119
18,533	10,273	-	9,737	710	-	-	577,535	121
<b>355,584</b>	<b>287,899</b>	<b>-</b>	<b>144,888</b>	<b>710</b>	<b>-</b>	<b>211,925</b>	<b>4,506,509</b>	
-	-	-	-	-	-	455,513	963,441	127
-	-	-	-	-	-	911,159	1,340,445	129
-	-	-	-	-	-	-	643,015	131
-	-	-	-	-	-	-	820,044	135
-	-	-	240,012	-	-	-	365,182	137
-	-	-	240,012	-	-	1,366,672	4,132,127	
141,953	143,002	-	24,974	-	-	16,195	625,737	143
12,012	26,678	-	2,746	-	-	-	692,213	145
18,799	-	-	-	-	-	-	1,001,217	147
-	-	-	-	-	-	-	741,668	149
-	-	296,100	-	-	-	-	296,100	151
1,210,847	-	-	-	-	-	-	1,210,847	153
2,739,057	-	-	-	-	-	-	2,739,057	157
-	116,542	-	-	-	-	-	116,542	161
-	1,799,200	-	-	-	-	-	1,799,200	164
-	665,389	-	-	-	-	-	665,389	167
-	-	-	494,935	-	-	-	494,935	171
<b>4,122,668</b>	<b>2,750,810</b>	<b>296,100</b>	<b>522,655</b>	<b>-</b>	<b>-</b>	<b>16,195</b>	<b>10,382,905</b>	
-	-	-	-	-	-	-	1,030,610	177
-	-	-	-	-	-	-	1,531,480	183
-	-	-	-	-	-	-	2,562,090	
-	-	-	-	-	-	-	5,084,105	191
-	-	-	-	1,259,000	-	-	1,259,000	195
-	-	-	-	1,259,000	-	-	6,343,105	
-	-	-	-	-	-	-	3,947,108	201
-	-	-	-	-	-	-	212,520	205
-	-	-	-	-	-	-	4,159,628	
<b>4,478,252</b>	<b>3,038,709</b>	<b>296,100</b>	<b>907,555</b>	<b>1,259,710</b>	<b>-</b>	<b>1,594,792</b>	<b>32,086,364</b>	Operating
50,000	920,000	52,000	584,000	300,000	-	25,614,406	29,568,006	
1,536,000	1,989,000	-	-	-	372,660	950,000	4,847,660	
2,384,766	9,250,480	805,190	614,032	1,061,791	-	18,807,827	47,091,389	
<b>3,970,766</b>	<b>12,159,480</b>	<b>857,190</b>	<b>1,198,032</b>	<b>1,361,791</b>	<b>372,660</b>	<b>45,372,233</b>	<b>81,507,055</b>	
<b>8,449,018</b>	<b>15,198,189</b>	<b>1,153,290</b>	<b>2,105,587</b>	<b>2,621,501</b>	<b>372,660</b>	<b>46,967,025</b>	<b>113,593,419</b>	Working
367,200	739,000	7,280	116,800	229,040	-	10,793,145	17,043,307	
8,816,218	15,937,189	1,160,570	2,222,387	2,850,541	372,660	57,760,170	130,636,726	Approp.
650,000	480,000	10,000	145,000	115,000	94,985	-	5,309,985	
<b>\$ 9,466,218</b>	<b>\$ 16,417,189</b>	<b>\$ 1,170,570</b>	<b>\$ 2,367,387</b>	<b>\$ 2,965,541</b>	<b>\$ 467,645</b>	<b>\$ 57,760,170</b>	<b>\$ 135,946,711</b>	Total Uses
\$ 6,782,200	\$ 7,398,216	\$ 388,000	\$ 1,963,000	\$ 1,187,935	\$ 335,000	\$ 17,335,804	\$ 60,311,244	
2,684,018	9,018,973	782,570	404,387	1,777,606	132,645	40,424,366	75,635,467	
<b>\$ 9,466,218</b>	<b>\$ 16,417,189</b>	<b>\$ 1,170,570</b>	<b>\$ 2,367,387</b>	<b>\$ 2,965,541</b>	<b>\$ 467,645</b>	<b>\$ 57,760,170</b>	<b>\$ 135,946,711</b>	

# Detail of Capital Project Funds

BUDGET UNITS	CAPITAL PROJECT FUNDS - IMPROVEMENTS						TOTAL
	Water	Sewer	Streets	Stormwater	Building Improvements	Parks	IMPVMNTS FUNDS
<b>Policy and Administration</b>							
Administration	\$ 4,278	\$ 19,405	\$ 12,243	\$ 3,710	\$ 4,208	\$ 2,821	\$ 46,665
Finance	5,229	23,717	14,962	4,534	5,143	3,448	57,033
Information Systems	5,871	26,630	16,800	5,091	5,775	3,871	64,038
GIS	-	-	-	-	-	-	-
Legal	1,525	6,919	4,365	1,323	1,501	1,006	16,639
Human Resources/Risk Mgmt	-	-	-	-	-	-	-
<b>Total</b>	<b>16,903</b>	<b>76,671</b>	<b>48,370</b>	<b>14,658</b>	<b>16,627</b>	<b>11,146</b>	<b>184,375</b>
<b>Community Development</b>							
Administration	58,983	151,148	138,003	47,754	20,214	39,411	455,513
Engineering	117,983	302,340	276,047	95,522	40,434	78,833	911,159
Building Inspections	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-
Stormwater Management	-	-	-	-	-	-	-
<b>Total</b>	<b>176,966</b>	<b>453,488</b>	<b>414,050</b>	<b>143,276</b>	<b>60,648</b>	<b>118,244</b>	<b>1,366,672</b>
<b>Public Works</b>							
Administration	1,485	6,735	4,249	1,288	1,460	978	16,195
Building Maintenance	-	-	-	-	-	-	-
Parks Maintenance	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
<b>Total</b>	<b>1,485</b>	<b>6,735</b>	<b>4,249</b>	<b>1,288</b>	<b>1,460</b>	<b>978</b>	<b>16,195</b>
<b>Community Services</b>							
Community Services	-	-	-	-	-	-	-
Library	-	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transportation</b>							
Transit	-	-	-	-	-	-	-
Fleet Service	-	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Safety</b>							
Law Enforcement	-	-	-	-	-	-	-
Municipal Court	-	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Operating Budget</b>	<b>195,354</b>	<b>536,894</b>	<b>466,669</b>	<b>159,222</b>	<b>78,735</b>	<b>130,368</b>	<b>1,567,242</b>
<b>Non-Operating Units</b>							
Capital Improvements	508,406	17,500,000	737,500	-	1,321,000	535,000	20,601,906
Debt Service	-	-	-	-	-	-	-
Contingencies/Designations	200,126	9,273,073	211,221	10,276	181,236	83,828	9,959,760
<b>Total Non-Operating Budget</b>	<b>708,532</b>	<b>26,773,073</b>	<b>948,721</b>	<b>10,276</b>	<b>1,502,236</b>	<b>618,828</b>	<b>30,561,666</b>
<b>Total Working Budget</b>	<b>903,886</b>	<b>27,309,967</b>	<b>1,415,390</b>	<b>169,498</b>	<b>1,580,971</b>	<b>749,196</b>	<b>32,128,908</b>
<b>Adjustments:</b>							
Interfund Service & Transfers	888,723	1,687,596	3,321,001	1,207,238	1,485,745	1,047,472	9,637,775
Total Appropriations	1,792,609	28,997,563	4,736,391	1,376,736	3,066,716	1,796,668	41,766,683
<b>Unappropriated Ending Balance</b>							
<b>Total Uses</b>	<b>\$ 1,792,609</b>	<b>\$ 28,997,563</b>	<b>\$ 4,736,391</b>	<b>\$ 1,376,736</b>	<b>\$ 3,066,716</b>	<b>\$ 1,796,668</b>	<b>\$ 41,766,683</b>
Revenues and Transfers In	\$ 1,594,483	\$ 1,844,490	\$ 3,798,420	\$ 1,366,460	\$ 2,886,280	\$ 1,713,340	13,203,473
Estimated 12/13 Beginning Bal	198,126	27,153,073	937,971	10,276	180,436	83,328	28,563,210
<b>Total Estimated Resources</b>	<b>\$ 1,792,609</b>	<b>\$ 28,997,563</b>	<b>\$ 4,736,391</b>	<b>\$ 1,376,736</b>	<b>\$ 3,066,716</b>	<b>\$ 1,796,668</b>	<b>\$ 41,766,683</b>





## Summary of Funds

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The following pages offer a fund-by-fund analysis of resources and requirements. Fund descriptions and categorizations by fund type are found on page 38.

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

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

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

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

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

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

**Committed:** Balances which are controlled by Council action. Primarily reflects City Fiscal Management Policy to establish an unappropriated ending balance equal to 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.

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

# Fund Summaries

## General Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Property taxes	\$ 4,840,936	\$ 4,985,946	\$ 5,235,000	\$ 5,225,000	\$ 5,225,000	\$ 5,225,000
Hotel/Motel taxes	193,106	214,109	220,000	240,000	240,000	240,000
Franchise fees	2,707,307	2,571,208	2,817,500	2,668,050	2,668,050	2,668,050
Licenses & permits	118,090	148,304	120,600	120,600	120,600	120,600
Intergovt./other agencies	1,402,130	1,515,749	1,430,000	1,569,551	1,569,551	1,569,551
Charges for services	407,294	416,432	373,900	413,800	413,800	413,800
Municipal court fines	293,007	460,326	400,000	380,000	380,000	380,000
Investment income	146,987	118,617	57,000	100,000	100,000	100,000
Miscellaneous revenue	213,266	192,955	140,250	130,600	130,600	130,600
Revenue Subtotal	<u>10,322,123</u>	<u>10,623,646</u>	<u>10,794,250</u>	<u>10,847,601</u>	<u>10,847,601</u>	<u>10,847,601</u>
Transfers from other funds:						
Community Development Fund	185,346	170,806	176,300	358,960	358,960	358,960
Transit Fund	446,068	441,598	469,280	476,100	476,100	476,100
Road Operating Fund	31,023	89,280	96,280	221,060	221,060	221,060
Fleet Services Fund	2,000	2,040	2,040	2,040	2,040	2,040
Water Operating Fund	434,517	464,196	535,900	477,200	477,200	477,200
Sewer Operating Fund	417,268	415,506	490,860	411,200	411,200	411,200
Stormwater Fund	150,555	150,027	166,700	154,040	154,040	154,040
Water Capital Fund	45,074	42,438	50,936	26,268	26,268	26,268
Sewer Capital Fund	86,291	32,220	125,680	119,150	119,150	119,150
Streets Capital Fund	137,089	53,618	139,602	75,170	75,170	75,170
Stormwater Capital Fund	8,426	2,127	11,300	22,780	22,780	22,780
Building Capital Fund	16,895	2,448	7,040	25,840	25,840	25,840
Park Capital Fund	554	349	9,674	17,320	17,320	17,320
Transfers/Interfund Subtotal	<u>1,961,106</u>	<u>1,866,653</u>	<u>2,281,592</u>	<u>2,387,128</u>	<u>2,387,128</u>	<u>2,387,128</u>
Beginning fund balance	<u>12,004,578</u>	<u>12,948,430</u>	<u>13,060,833</u>	<u>13,436,995</u>	<u>13,436,995</u>	<u>13,436,995</u>
TOTAL RESOURCES	<u>\$ 24,287,807</u>	<u>\$ 25,438,729</u>	<u>\$ 26,136,675</u>	<u>\$ 26,671,724</u>	<u>\$ 26,671,724</u>	<u>\$ 26,671,724</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 4,994,497	\$ 5,357,776	\$ 6,299,190	\$ 6,274,220	\$ 6,274,220	\$ 6,274,220
Materials & services	6,121,357	6,239,633	6,891,125	6,891,600	6,891,600	6,891,600
Capital outlay	134,674	299,870	91,000	95,000	95,000	95,000
Expenditures Subtotal	<u>11,250,528</u>	<u>11,897,279</u>	<u>13,281,315</u>	<u>13,260,820</u>	<u>13,260,820</u>	<u>13,260,820</u>
Transfers to other funds:						
Community Development Fund	-	-	200,000	200,000	200,000	200,000
Streets Capital Projects Fund	17,688	1,390	-	-	-	-
Building Capital Projects Fund	11,635	45,473	190,000	160,000	160,000	160,000
Park Capital Projects Fund	59,526	-	100,000	250,600	250,600	250,600
Interfund loans:						
Stormwater Fund	-	-	-	700,000	700,000	700,000
Transfers/Interfund Subtotal	<u>88,849</u>	<u>46,863</u>	<u>490,000</u>	<u>1,310,600</u>	<u>1,310,600</u>	<u>1,310,600</u>
Ending fund balance						
Nonspendable	-	278,160	-	-	-	-
Restricted	164,100	198,176	216,700	198,176	198,176	198,176
Committed (unappr. end. bal.)	610,000	630,000	660,000	3,000,000	3,000,000	3,000,000
Assigned (designated)	5,491,209	7,449,762	5,942,554	7,729,467	7,729,467	7,729,467
Unassigned (contingency)	6,683,121	4,938,489	5,546,106	1,172,661	1,172,661	1,172,661
Ending balance Subtotal	<u>12,948,430</u>	<u>13,494,587</u>	<u>12,365,360</u>	<u>12,100,304</u>	<u>12,100,304</u>	<u>12,100,304</u>
TOTAL REQUIREMENTS	<u>\$ 24,287,807</u>	<u>\$ 25,438,729</u>	<u>\$ 26,136,675</u>	<u>\$ 26,671,724</u>	<u>\$ 26,671,724</u>	<u>\$ 26,671,724</u>

This is a major fund for GASB 34 purposes.

Ending fund balance decline is due to one time items such as capital projects and interfund loans.

# Fund Summaries

## Community Development Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Permits						
Building	\$ 394,154	\$ 865,163	\$ 955,126	\$ 843,153	\$ 843,153	\$ 843,153
Engineering	87,528	413,982	304,400	340,000	340,000	340,000
Planning	137,810	226,777	250,660	295,256	295,256	295,256
Permit subtotal	619,492	1,505,922	1,510,186	1,478,409	1,478,409	1,478,409
Intergovernmental	-	-	18,000	25,000	25,000	25,000
Charges for services						
Urban renewal	703,000	761,440	807,000	480,000	480,000	480,000
Traffic engineering	29,325	33,270	50,000	50,000	50,000	50,000
Other	2,396	4,472	2,500	6,000	6,000	6,000
Charges for services Subtotal	734,721	799,182	859,500	536,000	536,000	536,000
Investment income	46,644	22,753	16,000	16,000	16,000	16,000
Miscellaneous Revenue	2,915	6,707	1,000	500	500	500
Revenue Subtotal	1,403,772	2,334,564	2,404,686	2,055,909	2,055,909	2,055,909
Transfers from other funds:						
General Fund	-	-	200,000	200,000	200,000	200,000
Road Operating Fund	(295)	-	-	-	-	-
Water Operating Fund	27,330	-	-	-	-	-
Sewer Operating Fund	27,330	-	-	-	-	-
Stormwater Operating Fund	76,052	67,472	77,000	81,000	81,000	81,000
Water Capital Fund	216,645	259,404	365,616	252,809	252,809	252,809
Sewer Capital Fund	382,170	234,596	674,080	647,840	647,840	647,840
Streets Capital Fund	601,889	660,205	888,311	591,500	591,500	591,500
Stormwater Capital Fund	224,420	104,308	106,300	204,680	204,680	204,680
Building Capital Fund	97,375	17,956	42,240	86,640	86,640	86,640
Park Capital Fund	69,394	34,008	118,044	168,920	168,920	168,920
Transfers Subtotal	1,722,310	1,377,949	2,471,591	2,233,389	2,233,389	2,233,389
Beginning fund balance	3,080,490	2,638,673	2,670,901	3,459,190	3,459,190	3,459,190
TOTAL RESOURCES	\$ 6,206,572	\$ 6,351,186	\$ 7,547,178	\$ 7,748,488	\$ 7,748,488	\$ 7,748,488
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 2,905,671	\$ 2,863,775	\$ 3,382,920	\$ 3,342,460	\$ 3,342,460	\$ 3,342,460
Materials & services	476,882	341,726	747,620	646,155	646,155	646,155
Capital outlay	-	8,687	-	-	-	-
Expenditures Subtotal	3,382,553	3,214,188	4,130,540	3,988,615	3,988,615	3,988,615
Transfers to other funds:						
General Fund	185,346	170,806	176,300	358,960	358,960	358,960
Ending fund balance						
Restricted	1,005,849	1,139,598	836,064	1,333,312	1,333,312	1,333,312
Committed (unappr. end. bal.)	200,000	160,000	170,000	575,000	575,000	575,000
Assigned (contingency)	1,432,824	1,666,594	2,234,274	1,492,601	1,492,601	1,492,601
Ending balance Subtotal	2,638,673	2,966,192	3,240,338	3,400,913	3,400,913	3,400,913
TOTAL REQUIREMENTS	\$ 6,206,572	\$ 6,351,186	\$ 7,547,178	\$ 7,748,488	\$ 7,748,488	\$ 7,748,488

This is a major fund for GASB 34 purposes.

Ending fund balance declines due to planned use during temporary economic decline.

# Fund Summaries

## Transit Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Transit tax	\$ 3,781,052	\$ 3,893,919	\$ 4,100,000	\$ 4,400,000	\$ 4,400,000	\$ 4,400,000
Charges for services	167,003	172,489	145,400	178,000	178,000	178,000
Intergovernmental	759,083	592,225	931,160	956,062	956,062	956,062
Investment income	31,729	18,961	15,000	17,000	17,000	17,000
Sale of building	-	-	450,000	-	-	-
Miscellaneous	6,120	40,427	10,000	10,000	10,000	10,000
Revenue Subtotal	4,744,987	4,718,021	5,651,560	5,561,062	5,561,062	5,561,062
Beginning fund balance	1,850,769	1,915,238	1,904,000	2,437,957	2,437,957	2,437,957
<b>TOTAL RESOURCES</b>	<b>\$ 6,595,756</b>	<b>\$ 6,633,259</b>	<b>\$ 7,555,560</b>	<b>\$ 7,999,019</b>	<b>\$ 7,999,019</b>	<b>\$ 7,999,019</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 2,081,113	\$ 2,283,124	\$ 2,566,140	\$ 2,886,460	\$ 2,886,460	\$ 2,886,460
Materials & services	1,663,380	1,818,376	1,988,320	1,632,365	1,632,365	1,632,365
Capital outlay	317,932	56,237	230,000	600,000	600,000	600,000
Expenditures Subtotal	4,062,425	4,157,737	4,784,460	5,118,825	5,118,825	5,118,825
Transfers to other funds:						
General Fund	446,068	441,598	469,280	476,100	476,100	476,100
Building Capital Fund	165,536	264,917	452,280	1,062,480	1,062,480	1,062,480
Road Operating Fund	6,489	5,398	-	-	-	-
Transfers Subtotal	618,093	711,913	921,560	1,538,580	1,538,580	1,538,580
Ending fund balance						
Nonspendable	-	60	-	-	-	-
Committed (unappr. end. bal.)	200,000	250,000	230,000	200,000	200,000	200,000
Assigned (designated)	921,810	1,513,549	1,569,325	1,124,848	1,124,848	1,124,848
Assigned (contingency)	793,428	-	50,215	16,766	16,766	16,766
Ending balance Subtotal	1,915,238	1,763,609	1,849,540	1,341,614	1,341,614	1,341,614
<b>TOTAL REQUIREMENTS</b>	<b>\$ 6,595,756</b>	<b>\$ 6,633,259</b>	<b>\$ 7,555,560</b>	<b>\$ 7,999,019</b>	<b>\$ 7,999,019</b>	<b>\$ 7,999,019</b>

This is a major fund for GASB 34 purposes.

Ending balance declines in 2012-13 as resources are used to construct a new facility.

911 State Shared Revenue Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
TOTAL RESOURCES	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	-	-	90,000	90,000	90,000	90,000
TOTAL REQUIREMENTS	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000

# Fund Summaries

## Road Operating Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Gasoline tax	\$ 756,557	\$ 909,512	\$ 871,600	\$ 1,108,000	\$ 1,108,000	\$ 1,108,000
Investment income	1,779	2,363	4,000	2,000	2,000	2,000
Miscellaneous	1,151	5,739	-	-	-	-
Revenue Subtotal	759,487	917,614	875,600	1,110,000	1,110,000	1,110,000
Transfers from other funds:						
Transit Fund	3,335	5,398	-	-	-	-
Beginning fund balance	202,869	455,448	503,659	828,005	828,005	828,005
<b>TOTAL RESOURCES</b>	<b>\$ 965,691</b>	<b>\$ 1,378,460</b>	<b>\$ 1,379,259</b>	<b>\$ 1,938,005</b>	<b>\$ 1,938,005</b>	<b>\$ 1,938,005</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 222,592	\$ 244,220	\$ 287,260	\$ 300,170	\$ 300,170	\$ 300,170
Materials & services	260,077	299,168	408,940	420,548	420,548	420,548
Capital outlay	-	1,000	-	-	-	-
Expenditures Subtotal	482,669	544,388	696,200	720,718	720,718	720,718
Transfers to other funds:						
General Fund	27,869	179,280	96,280	221,060	221,060	221,060
Community Development Fund	(295)	-	-	-	-	-
Streets Capital Projects Fund	-	-	76,800	91,000	91,000	91,000
Transfers Subtotal	27,574	179,280	173,080	312,060	312,060	312,060
Ending fund balance						
Committed (unappr. end. bal.)	40,000	40,000	30,000	40,000	40,000	40,000
Assigned (contingency)	415,448	614,792	479,979	865,227	865,227	865,227
Ending balance Subtotal	455,448	654,792	509,979	905,227	905,227	905,227
<b>TOTAL REQUIREMENTS</b>	<b>\$ 965,691</b>	<b>\$ 1,378,460</b>	<b>\$ 1,379,259</b>	<b>\$ 1,938,005</b>	<b>\$ 1,938,005</b>	<b>\$ 1,938,005</b>

Ending fund balance increases due to additional revenues derived from state gas tax and fee increase, effective January 2010.

# Fund Summaries

## Road Maintenance Regulatory Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 595,580	\$ 618,154	\$ 620,000	\$ 635,000	\$ 635,000	\$ 635,000
Investment income	1,398	646	1,000	1,000	1,000	1,000
Revenue Subtotal	596,978	618,800	621,000	636,000	636,000	636,000
Beginning fund balance	309,890	159,694	61,295	248,755	248,755	248,755
<b>TOTAL RESOURCES</b>	<b>\$ 906,868</b>	<b>\$ 778,494</b>	<b>\$ 682,295</b>	<b>\$ 884,755</b>	<b>\$ 884,755</b>	<b>\$ 884,755</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ -	\$ -	\$ 510	\$ 510	\$ 510	\$ 510
Transfers to other funds:						
Streets Capital Projects Fund	747,174	545,909	615,000	650,000	650,000	650,000
Ending fund balance						
Assigned (contingency)	159,694	232,585	66,785	234,245	234,245	234,245
<b>TOTAL REQUIREMENTS</b>	<b>\$ 906,868</b>	<b>\$ 778,494</b>	<b>\$ 682,295</b>	<b>\$ 884,755</b>	<b>\$ 884,755</b>	<b>\$ 884,755</b>

Ending fund balance varies based upon capital improvement projects undertaken each year.

# Fund Summaries

## Water Operating Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 4,848,960	\$ 49,008,565	\$ 4,930,000	\$ 5,285,000	\$ 5,285,000	\$ 5,285,000
Sherwood usage	\$ -	\$ 9,504	\$ 656,000	\$ 950,000	\$ 950,000	\$ 950,000
Connection fees	17,180	30,450	17,000	49,000	49,000	49,000
Turn-off charge	2,998	2,575	-	5,000	5,000	5,000
User fee - fire charge	97,511	102,313	100,000	105,000	105,000	105,000
Investment income	39,736	25,046	16,000	20,000	20,000	20,000
Miscellaneous	27,319	14,360	-	18,200	18,200	18,200
Revenue Subtotal	5,033,704	49,192,813	5,719,000	6,432,200	6,432,200	6,432,200
Transfers from other funds:						
Water SDC Fund	350,000	350,000	350,000	350,000	350,000	350,000
Beginning fund balance	3,228,528	2,700,349	2,006,922	2,684,018	2,684,018	2,684,018
<b>TOTAL RESOURCES</b>	<b>\$ 8,612,232</b>	<b>\$ 52,243,162</b>	<b>\$ 8,075,922</b>	<b>\$ 9,466,218</b>	<b>\$ 9,466,218</b>	<b>\$ 9,466,218</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 361,383	\$ 381,165	\$ 432,280	\$ 534,300	\$ 534,300	\$ 534,300
Materials & services	2,356,824	2,527,374	2,806,985	3,411,952	3,411,952	3,411,952
Capital outlay	1,800	18,100	185,000	65,000	65,000	65,000
Debt service	1,883,696	1,879,309	1,878,535	1,886,000	1,886,000	1,886,000
Expenditures Subtotal	4,603,703	4,805,948	5,302,800	5,897,252	5,897,252	5,897,252
Transfers to other funds:						
General Fund	434,517	464,196	535,900	477,200	477,200	477,200
Community Development Fund	27,331	-	-	-	-	-
Water Capital Fund	846,332	137,644	364,800	57,000	57,000	57,000
Transfers Subtotal	1,308,180	601,840	900,700	534,200	534,200	534,200
Ending fund balance						
Committed (unappr. end. bal.)	150,000	155,000	160,000	650,000	650,000	650,000
Assigned (designated)	2,343,418	2,463,148	648,148	908,148	908,148	908,148
Assigned (contingency)	206,931	117,226	1,064,274	1,476,618	1,476,618	1,476,618
Ending balance Subtotal	2,700,349	2,735,374	1,872,422	3,034,766	3,034,766	3,034,766
<b>TOTAL REQUIREMENTS</b>	<b>\$ 8,612,232</b>	<b>\$ 8,143,162</b>	<b>\$ 8,075,922</b>	<b>\$ 9,466,218</b>	<b>\$ 9,466,218</b>	<b>\$ 9,466,218</b>

The ending fund balance general decline over the years is due to user conservation resulting in less revenues coupled with increasing operating costs. Growth in 2012-13 is due to new revenues from sharing treatment costs with the City of Sherwood.

# Fund Summaries

## Sewer Operating Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Usage charge	\$ 4,191,638	\$ 4,794,081	\$ 5,350,000	\$ 6,200,000	\$ 6,200,000	\$ 6,200,000
High strength surcharge	354,717	310,118	370,000	350,000	350,000	350,000
Investment income	32,856	45,328	38,000	45,000	45,000	45,000
Bond sale proceeds	-	-	5,000,000	-	-	-
Miscellaneous	30,409	29,570	18,216	18,216	18,216	18,216
Business Energy Tax Credit	-	-	-	-	-	-
Revenue Subtotal	<u>4,609,620</u>	<u>5,179,097</u>	<u>10,776,216</u>	<u>6,613,216</u>	<u>6,613,216</u>	<u>6,613,216</u>
Transfers from other funds:						
Fleet Fund	-	-	-	185,000	185,000	185,000
Sewer Development Fund (SDC)	300,000	300,000	300,000	600,000	600,000	600,000
Transfers Subtotal	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>	<u>785,000</u>	<u>785,000</u>	<u>785,000</u>
Beginning fund balance	4,472,581	5,500,604	6,777,284	9,018,973	9,018,973	9,018,973
TOTAL RESOURCES	<u>\$ 9,382,201</u>	<u>\$ 10,979,701</u>	<u>\$ 17,853,500</u>	<u>\$ 16,417,189</u>	<u>\$ 16,232,189</u>	<u>\$ 16,232,189</u>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 695,256	\$ 576,217	\$ 865,970	\$ 255,840	\$ 255,840	\$ 255,840
Materials & services	1,643,028	1,727,470	1,824,518	2,381,869	2,381,869	2,381,869
Capital outlay	6,862	5,100	-	-	-	-
Debt Service	698,622	734,972	6,400,000	2,589,000	2,589,000	2,589,000
Expenditures Subtotal	<u>3,043,768</u>	<u>3,043,759</u>	<u>9,090,488</u>	<u>5,226,709</u>	<u>5,226,709</u>	<u>5,226,709</u>
Transfers to other funds:						
General Fund	417,267	415,506	490,860	411,200	411,200	411,200
Community Development Fund	27,330	-	-	-	-	-
Sewer Capital Fund	393,232	22,991	837,900	1,048,800	1,048,800	1,048,800
Transfers Subtotal	<u>837,829</u>	<u>438,497</u>	<u>1,328,760</u>	<u>1,460,000</u>	<u>1,460,000</u>	<u>1,460,000</u>
Ending fund balance						
Committed (unappr. end. bal.)	120,000	125,000	130,000	480,000	480,000	480,000
Assigned (designated)	650,000	650,000	650,000	1,675,000	1,675,000	1,675,000
Assigned (contingency)	4,730,604	6,722,445	6,654,252	7,575,480	7,575,480	7,575,480
Ending balance Subtotal	<u>5,500,604</u>	<u>7,497,445</u>	<u>7,434,252</u>	<u>9,730,480</u>	<u>9,730,480</u>	<u>9,730,480</u>
TOTAL REQUIREMENTS	<u>\$ 9,382,201</u>	<u>\$ 10,979,701</u>	<u>\$ 17,853,500</u>	<u>\$ 16,417,189</u>	<u>\$ 16,417,189</u>	<u>\$ 16,417,189</u>

Increasing user fees in anticipation of future debt service and capital project needs, contribute to a growing fund.

# Fund Summaries

## Street Lighting Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Transfers from other funds:						
Usage charge	\$ 375,483	\$ 374,855	\$ 385,000	\$ 385,000	\$ 385,000	\$ 385,000
Investment income	4,927	3,324	4,000	3,000	3,000	3,000
Miscellaneous	3,952	-	-	-	-	-
Revenue Subtotal	384,362	378,179	389,000	388,000	388,000	388,000
Beginning fund balance	456,047	578,007	592,722	782,570	782,570	782,570
<b>TOTAL RESOURCES</b>	<b>\$ 840,409</b>	<b>\$ 956,186</b>	<b>\$ 981,722</b>	<b>\$ 1,170,570</b>	<b>\$ 1,170,570</b>	<b>\$ 1,170,570</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 257,958	\$ 253,686	\$ 291,080	\$ 296,100	\$ 296,100	\$ 296,100
Transfers to other funds:						
Streets Capital Projects Fund	4,444	21,010	59,280	59,280	59,280	59,280
Ending fund balance						
Committed (unappr. end. bal.)	15,000	15,000	10,000	10,000	10,000	10,000
Assigned (designated)	146,644	292,480	462,480	562,480	562,480	562,480
Assigned (contingency)	416,363	374,010	158,882	242,710	242,710	242,710
Ending balance Subtotal	578,007	681,490	631,362	815,190	815,190	815,190
<b>TOTAL REQUIREMENTS</b>	<b>\$ 840,409</b>	<b>\$ 956,186</b>	<b>\$ 981,722</b>	<b>\$ 1,170,570</b>	<b>\$ 1,170,570</b>	<b>\$ 1,170,570</b>

Ending fund balance increases due to planned designated reserve build up.

# Fund Summaries

## Stormwater Operating Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Stormwater utility charge	\$ 937,249	\$ 953,103	\$ 965,000	\$ 1,260,000	\$ 1,260,000	\$ 1,260,000
Intergovernmental	30,634	-	-	-	-	-
Investment income	10,868	3,602	2,000	3,000	3,000	3,000
Miscellaneous	7,393	2,797	-	-	-	-
Revenue Subtotal	<u>986,144</u>	<u>959,502</u>	<u>967,000</u>	<u>1,263,000</u>	<u>1,263,000</u>	<u>1,263,000</u>
Transfers from other funds:						
General Fund	-	-	-	700,000	700,000	700,000
Beginning fund balance	570,901	653,450	565,324	404,387	404,387	404,387
<b>TOTAL RESOURCES</b>	<u><u>\$ 1,557,045</u></u>	<u><u>\$ 1,612,952</u></u>	<u><u>\$ 1,532,324</u></u>	<u><u>\$ 2,367,387</u></u>	<u><u>\$ 2,367,387</u></u>	<u><u>\$ 2,367,387</u></u>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 195,585	\$ 208,239	\$ 236,290	\$ 242,550	\$ 242,550	\$ 242,550
Materials & services	304,558	332,560	487,398	432,005	432,005	432,005
Capital Outlay	1,800	9,490	-	-	-	-
Expenditures Subtotal	<u>501,943</u>	<u>550,289</u>	<u>723,688</u>	<u>674,555</u>	<u>674,555</u>	<u>674,555</u>
Transfers to other funds:						
General Fund	150,555	150,027	166,700	154,040	154,040	154,040
Community Development Fund	76,052	67,472	77,000	81,000	81,000	81,000
Stormwater Capital Fund	175,045	110,525	252,373	698,760	698,760	698,760
Transfers Subtotal	<u>401,652</u>	<u>328,024</u>	<u>496,073</u>	<u>933,800</u>	<u>933,800</u>	<u>933,800</u>
Ending fund balance						
Committed (unappr. end. bal.)	30,000	35,000	40,000	145,000	145,000	145,000
Assigned (contingency)	623,450	699,639	272,563	614,032	614,032	614,032
Ending balance Subtotal	<u>653,450</u>	<u>734,639</u>	<u>312,563</u>	<u>759,032</u>	<u>759,032</u>	<u>759,032</u>
<b>TOTAL REQUIREMENTS</b>	<u><u>\$ 1,557,045</u></u>	<u><u>\$ 1,612,952</u></u>	<u><u>\$ 1,532,324</u></u>	<u><u>\$ 2,367,387</u></u>	<u><u>\$ 2,367,387</u></u>	<u><u>\$ 2,367,387</u></u>

Ending fund balance expected to increase in response to a proposed rate increase to take effect July 2012. The new revenue will be used to repay an interfund loan and cover increasing maintenance costs.

# Fund Summaries

## Fleet Services Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Charges for services:						
General Fund	\$ 119,660	\$ 129,030	\$ 110,910	\$ 105,711	\$ 105,711	\$ 105,711
Community Development	43,930	39,370	35,990	29,685	29,685	29,685
Transit Fund	884,370	946,060	954,310	927,125	927,125	927,125
Road Operating Fund	29,860	32,780	32,550	37,274	37,274	37,274
Water Operating Fund	55,670	44,650	38,690	35,717	35,717	35,717
Sewer Operating Fund	64,650	60,000	57,100	15,851	15,851	15,851
Stormwater Operating Fund	29,320	20,670	17,700	16,572	16,572	16,572
Charges for service subtotal	1,227,460	1,272,560	1,247,250	1,167,935	1,167,935	1,167,935
Investment income	61,825	21,836	20,000	20,000	20,000	20,000
Miscellaneous	19,862	16,792	-	-	-	-
Revenue Subtotal	1,309,147	1,311,188	1,267,250	1,187,935	1,187,935	1,187,935
Beginning fund balance	2,736,818	3,006,284	3,240,900	1,777,606	1,777,606	1,777,606
<b>TOTAL RESOURCES</b>	<b>\$ 4,045,965</b>	<b>\$ 4,317,472</b>	<b>\$ 4,508,150</b>	<b>\$ 2,965,541</b>	<b>\$ 2,965,541</b>	<b>\$ 2,965,541</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Personnel services	\$ 467,072	\$ 477,181	\$ 539,940	\$ 515,740	\$ 515,740	\$ 515,740
Materials & services	548,641	603,633	617,135	649,470	649,470	649,470
Capital outlay	21,968	36,769	154,000	94,500	94,500	94,500
Expenditures Subtotal	1,037,681	1,117,583	1,311,075	1,259,710	1,259,710	1,259,710
Transfers to other funds:						
General Fund	2,000	2,040	2,040	2,040	2,040	2,040
Sewer Operating Fund	-	-	-	185,000	185,000	185,000
Building Capital Fund	-	-	1,650,000	342,000	342,000	342,000
Transfers Subtotal	2,000	2,040	1,652,040	529,040	529,040	529,040
Ending fund balance						
Committed (unappr. end. bal.)	60,000	60,000	60,000	115,000	115,000	115,000
Assigned (designated)	2,292,208	2,722,097	1,101,805	924,853	924,853	924,853
Assigned (contingency)	654,076	415,752	383,230	136,938	136,938	136,938
Ending balance Subtotal	3,006,284	3,197,849	1,545,035	1,176,791	1,176,791	1,176,791
<b>TOTAL REQUIREMENTS</b>	<b>\$ 4,045,965</b>	<b>\$ 4,317,472</b>	<b>\$ 4,508,150</b>	<b>\$ 2,965,541</b>	<b>\$ 2,965,541</b>	<b>\$ 2,965,541</b>

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

# Fund Summaries

## General Obligation Debt Service Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Property taxes - current year	\$ 339,836	\$ 341,249	\$ 336,000	\$ 320,000	\$ 320,000	\$ 320,000
Property taxes - prior year	17,538	12,501	13,000	13,000	13,000	13,000
Investment income	2,218	1,973	1,000	2,000	2,000	2,000
Revenue Subtotal	<u>359,592</u>	<u>355,723</u>	<u>350,000</u>	<u>335,000</u>	<u>335,000</u>	<u>335,000</u>
Beginning fund balance	<u>181,690</u>	<u>171,832</u>	<u>152,857</u>	<u>132,645</u>	<u>132,645</u>	<u>132,645</u>
<b>TOTAL RESOURCES</b>	<u><u>\$ 541,282</u></u>	<u><u>\$ 527,555</u></u>	<u><u>\$ 502,857</u></u>	<u><u>\$ 467,645</u></u>	<u><u>\$ 467,645</u></u>	<u><u>\$ 467,645</u></u>
<b>REQUIREMENTS</b>						
Debt service						
Principal	\$ 270,000	\$ 280,000	\$ 295,000	\$ 310,000	\$ 310,000	\$ 310,000
Interest	99,450	87,975	75,935	62,660	62,660	62,660
Expenditures Subtotal	<u>369,450</u>	<u>367,975</u>	<u>370,935</u>	<u>372,660</u>	<u>372,660</u>	<u>372,660</u>
Ending fund balance						
Restricted	<u>171,832</u>	<u>159,580</u>	<u>131,922</u>	<u>94,985</u>	<u>94,985</u>	<u>94,985</u>
<b>TOTAL REQUIREMENTS</b>	<u><u>\$ 541,282</u></u>	<u><u>\$ 527,555</u></u>	<u><u>\$ 502,857</u></u>	<u><u>\$ 467,645</u></u>	<u><u>\$ 467,645</u></u>	<u><u>\$ 467,645</u></u>

Ending balance to decrease slightly each year until bonds are fully retired in 2016. Taxes are under-assessed as balance is consumed.

# Fund Summaries

## Water Capital Projects Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ -	\$ 540,103	\$ 717,402	\$ 579,583	\$ 579,583	\$ 579,583
Investment income	2,039	1,520	2,000	2,000	2,000	2,000
Revenue Subtotal	2,039	541,623	719,402	581,583	581,583	581,583
Transfers from other funds:						
Water Operating Fund	846,332	137,644	364,800	57,000	57,000	57,000
Water Development Fund (SDC)	658,139	813,193	1,881,150	955,900	955,900	955,900
Transfers Subtotal	1,504,471	950,837	2,245,950	1,012,900	1,012,900	1,012,900
Beginning fund balance	268,598	225,561	227,561	198,126	198,126	198,126
<b>TOTAL RESOURCES</b>	<b>\$ 1,775,108</b>	<b>\$ 1,718,021</b>	<b>\$ 3,192,913</b>	<b>\$ 1,792,609</b>	<b>\$ 1,792,609</b>	<b>\$ 1,792,609</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 1,287,828	\$ 1,220,055	\$ 2,546,800	\$ 1,313,406	\$ 1,313,406	\$ 1,313,406
Transfers to other funds:						
General Fund	45,074	42,438	50,936	26,268	26,268	26,268
Community Development Fund	216,645	259,403	365,616	252,809	252,809	252,809
Transfers Subtotal	261,719	301,841	416,552	279,077	279,077	279,077
Ending fund balance						
Assigned (contingency)	225,561	196,125	229,561	200,126	200,126	200,126
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,775,108</b>	<b>\$ 1,718,021</b>	<b>\$ 3,192,913</b>	<b>\$ 1,792,609</b>	<b>\$ 1,792,609</b>	<b>\$ 1,792,609</b>

# Fund Summaries

## Sewer Capital Projects Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Contributions	\$ -	\$ -	\$ 150,480	\$ -	\$ -	\$ -
Investment income	26,091	22,471	7,000	60,000	60,000	60,000
Bond sale proceeds	4,243,047	-	10,000,000	-	-	-
Revenue Subtotal	<u>4,269,138</u>	<u>22,471</u>	<u>10,157,480</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
Transfers from other funds:						
Sewer Operating Fund	393,232	22,991	837,900	1,048,800	1,048,800	1,048,800
Sewer Development Fund (SDC)	282,772	169,930	1,105,380	735,690	735,690	735,690
Transfers Subtotal	<u>676,004</u>	<u>192,921</u>	<u>1,943,280</u>	<u>1,784,490</u>	<u>1,784,490</u>	<u>1,784,490</u>
Beginning fund balance	284,179	1,964,448	1,983,448	27,153,073	27,153,073	27,153,073
<b>TOTAL RESOURCES</b>	<u><b>\$ 5,229,321</b></u>	<u><b>\$ 2,179,840</b></u>	<u><b>\$ 14,084,208</b></u>	<u><b>\$ 28,997,563</b></u>	<u><b>\$ 28,997,563</b></u>	<u><b>\$ 28,997,563</b></u>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 2,796,412	\$ 958,293	\$ 10,642,000	\$ 18,957,500	\$ 18,957,500	\$ 18,957,500
Transfer to other funds:						
General Fund	86,291	32,220	125,680	119,150	119,150	119,150
Community Development Fund	382,170	234,596	674,080	647,840	647,840	647,840
Transfers Subtotal	<u>468,461</u>	<u>266,816</u>	<u>799,760</u>	<u>766,990</u>	<u>766,990</u>	<u>766,990</u>
Ending fund balance						
Restricted - bond proceeds	-	-	-	8,251,343	8,251,343	8,251,343
Assigned (contingency)	1,964,448	954,731	2,642,448	1,021,730	1,021,730	1,021,730
<b>TOTAL REQUIREMENTS</b>	<u><b>\$ 5,229,321</b></u>	<u><b>\$ 2,179,840</b></u>	<u><b>\$ 14,084,208</b></u>	<u><b>\$ 28,997,563</b></u>	<u><b>\$ 28,997,563</b></u>	<u><b>\$ 28,997,563</b></u>

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

# Fund Summaries

## Streets Capital Projects Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 23,757	\$ 100,135	\$ 975,840	\$ -	\$ -	\$ -
Contributions	-	-	100,000	-	-	-
Investment income	(137)	(118)	3,000	-	-	-
Miscellaneous	784,577	1,053,423	-	100,000	100,000	100,000
Revenue Subtotal	808,197	1,153,440	1,078,840	100,000	100,000	100,000
Transfers from other funds:						
General Fund	17,689	1,390	-	-	-	-
Road Operating	-	90,000	76,800	91,000	91,000	91,000
Road Maintenance	747,174	545,909	615,000	650,000	650,000	650,000
Street Lighting	4,444	21,010	59,280	59,280	59,280	59,280
Streets Development (SDC)	3,358,011	2,577,076	6,281,088	2,898,140	2,898,140	2,898,140
Transfers Subtotal	4,127,318	3,235,385	7,032,168	3,698,420	3,698,420	3,698,420
Beginning fund balance	359,999	237,791	244,791	937,971	937,971	937,971
<b>TOTAL RESOURCES</b>	<b>\$ 5,295,514</b>	<b>\$ 4,626,616</b>	<b>\$ 8,355,799</b>	<b>\$ 4,736,391</b>	<b>\$ 4,736,391</b>	<b>\$ 4,736,391</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 4,318,745	\$ 3,704,438	\$ 7,080,095	\$ 3,858,500	\$ 3,858,500	\$ 3,858,500
Transfers to other funds:						
General Fund	137,089	53,618	139,602	75,170	75,170	75,170
Community Development Fund	601,889	660,205	888,311	591,500	591,500	591,500
Transfers Subtotal	738,978	713,823	1,027,913	666,670	666,670	666,670
Ending fund balance						
Assigned (contingency)	237,791	208,355	247,791	211,221	211,221	211,221
<b>TOTAL REQUIREMENTS</b>	<b>\$ 5,295,514</b>	<b>\$ 4,626,616</b>	<b>\$ 8,355,799</b>	<b>\$ 4,736,391</b>	<b>\$ 4,736,391</b>	<b>\$ 4,736,391</b>

# Fund Summaries

## Stormwater Capital Projects Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 291,297	\$ -	\$ 410,000	\$ -	\$ -	\$ -
Investment income	-	4	-	-	-	-
Revenue Subtotal	<u>291,297</u>	<u>4</u>	<u>410,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
Transfers from other funds:						
Stormwater Fund	175,045	110,525	252,373	698,760	698,760	698,760
Stormwater Development (SDC)	298,509	69,147	430,227	667,700	667,700	667,700
Transfers Subtotal	<u>473,554</u>	<u>179,672</u>	<u>682,600</u>	<u>1,366,460</u>	<u>1,366,460</u>	<u>1,366,460</u>
Beginning fund balance	10,272	10,272	10,272	10,276	10,276	10,276
<b>TOTAL RESOURCES</b>	<u><b>\$ 775,123</b></u>	<u><b>\$ 189,948</b></u>	<u><b>\$ 1,102,872</b></u>	<u><b>\$ 1,376,736</b></u>	<u><b>\$ 1,376,736</b></u>	<u><b>\$ 1,376,736</b></u>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 532,005	\$ 73,237	\$ 975,000	\$ 1,139,000	\$ 1,139,000	\$ 1,139,000
Transfers to other funds:						
General Fund	8,426	2,127	11,300	22,780	22,780	22,780
Community Development Fund	224,420	104,308	106,300	204,680	204,680	204,680
Transfers Subtotal	<u>232,846</u>	<u>106,435</u>	<u>117,600</u>	<u>227,460</u>	<u>227,460</u>	<u>227,460</u>
Ending fund balance						
Assigned (contingency)	10,272	10,276	10,272	10,276	10,276	10,276
<b>TOTAL REQUIREMENTS</b>	<u><b>\$ 775,123</b></u>	<u><b>\$ 189,948</b></u>	<u><b>\$ 1,102,872</b></u>	<u><b>\$ 1,376,736</b></u>	<u><b>\$ 1,376,736</b></u>	<u><b>\$ 1,376,736</b></u>

# Fund Summaries

## Building Capital Projects Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 609,989	\$ 316,376	\$ 2,399,000	\$ 1,321,000	\$ 1,321,000	\$ 1,321,000
Investment income	1,201	859	1,000	800	800	800
Other	-	10,000	-	-	-	-
Revenue Subtotal	611,190	327,235	2,400,000	1,321,800	1,321,800	1,321,800
Transfers from other funds:						
General Fund	11,635	45,473	190,000	160,000	160,000	160,000
Transit Fund	165,536	264,917	452,280	1,062,480	1,062,480	1,062,480
Fleet Service Fund	-	-	1,650,000	342,000	342,000	342,000
Transfers Subtotal	177,171	310,390	2,292,280	1,564,480	1,564,480	1,564,480
Beginning fund balance	177,375	178,577	179,578	180,436	180,436	180,436
<b>TOTAL RESOURCES</b>	<b>\$ 965,736</b>	<b>\$ 816,202</b>	<b>\$ 4,871,858</b>	<b>\$ 3,066,716</b>	<b>\$ 3,066,716</b>	<b>\$ 3,066,716</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 672,889	\$ 616,362	\$ 4,642,000	\$ 2,773,000	\$ 2,773,000	\$ 2,773,000
Transfers to other funds:						
General Fund	16,895	2,448	7,040	25,840	25,840	25,840
Community Development Fund	97,375	17,956	42,240	86,640	86,640	86,640
Transfers Subtotal	114,270	20,404	49,280	112,480	112,480	112,480
Ending fund balance						
Assigned (contingency)	178,577	179,436	180,578	181,236	181,236	181,236
<b>TOTAL REQUIREMENTS</b>	<b>\$ 965,736</b>	<b>\$ 816,202</b>	<b>\$ 4,871,858</b>	<b>\$ 3,066,716</b>	<b>\$ 3,066,716</b>	<b>\$ 3,066,716</b>

# Fund Summaries

## Parks Capital Projects Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
Intergovernmental	\$ 92,700	\$ 8,470	\$ 209,418	\$ 546,800	\$ 546,800	\$ 546,800
Tree Mitigation	3,624	2,453	1,087	2,500	2,500	2,500
Investment income	873	502	1,000	500	500	500
Contributions	-	-	16,668	2,500	2,500	2,500
Revenue Subtotal	<u>97,197</u>	<u>11,425</u>	<u>228,173</u>	<u>552,300</u>	<u>552,300</u>	<u>552,300</u>
Transfers from other funds:						
General Fund	59,526	-	100,000	250,600	250,600	250,600
Parks Development Fund (SDC)	51,170	46,561	402,000	910,440	910,440	910,440
Transfers Subtotal	<u>110,696</u>	<u>46,561</u>	<u>502,000</u>	<u>1,161,040</u>	<u>1,161,040</u>	<u>1,161,040</u>
Beginning fund balance	<u>133,119</u>	<u>91,325</u>	<u>94,325</u>	<u>83,328</u>	<u>83,328</u>	<u>83,328</u>
<b>TOTAL RESOURCES</b>	<u><u>\$ 341,012</u></u>	<u><u>\$ 149,311</u></u>	<u><u>\$ 824,498</u></u>	<u><u>\$ 1,796,668</u></u>	<u><u>\$ 1,796,668</u></u>	<u><u>\$ 1,796,668</u></u>
<b>REQUIREMENTS</b>						
Expenditures:						
Capital Projects	\$ 179,739	\$ 32,626	\$ 601,455	\$ 1,526,600	\$ 1,526,600	\$ 1,526,600
Transfers to other funds:						
General Fund	554	349	9,674	17,320	17,320	17,320
Community Development Fund	69,394	34,008	118,044	168,920	168,920	168,920
Transfers Subtotal	<u>69,948</u>	<u>34,357</u>	<u>127,718</u>	<u>186,240</u>	<u>186,240</u>	<u>186,240</u>
Ending fund balance						
Assigned (contingency)	<u>91,325</u>	<u>82,328</u>	<u>95,325</u>	<u>83,828</u>	<u>83,828</u>	<u>83,828</u>
<b>TOTAL REQUIREMENTS</b>	<u><u>\$ 341,012</u></u>	<u><u>\$ 149,311</u></u>	<u><u>\$ 824,498</u></u>	<u><u>\$ 1,796,668</u></u>	<u><u>\$ 1,796,668</u></u>	<u><u>\$ 1,796,668</u></u>

# Fund Summaries

## Water Development Charges Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 226,035	\$ 512,636	\$ 472,111	\$ 1,616,151	\$ 1,616,151	\$ 1,616,151
Investment income	50,262	22,230	23,000	23,000	23,000	23,000
Revenue Subtotal	276,297	534,866	495,111	1,639,151	1,639,151	1,639,151
Beginning fund balance	3,705,502	2,972,054	2,179,738	628,862	628,862	628,862
<b>TOTAL RESOURCES</b>	<b>\$ 3,981,799</b>	<b>\$ 3,506,920</b>	<b>\$ 2,674,849</b>	<b>\$ 2,268,013</b>	<b>\$ 2,268,013</b>	<b>\$ 2,268,013</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 1,606	\$ 260	\$ 10,100	\$ 6,600	\$ 6,600	\$ 6,600
Transfers to other funds:						
Water Operating Fund	350,000	350,000	350,000	350,000	350,000	350,000
Water Capital Projects Fund	658,139	813,193	1,881,150	955,900	955,900	955,900
Transfers Subtotal	1,008,139	1,163,193	2,231,150	1,305,900	1,305,900	1,305,900
Ending fund balance						
Assigned (contingency)	2,972,054	2,343,467	433,599	955,513	955,513	955,513
<b>TOTAL REQUIREMENTS</b>	<b>\$ 3,981,799</b>	<b>\$ 3,506,920</b>	<b>\$ 2,674,849</b>	<b>\$ 2,268,013</b>	<b>\$ 2,268,013</b>	<b>\$ 2,268,013</b>

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

# Fund Summaries

## Sewer Development Charges Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 329,007	\$ 1,329,327	\$ 571,647	\$ 485,420	\$ 485,420	\$ 485,420
Investment income	43,698	42,576	33,000	40,000	40,000	40,000
Bond sale proceeds	756,953	-	-	-	-	-
Revenue Subtotal	<u>1,129,658</u>	<u>1,371,903</u>	<u>604,647</u>	<u>525,420</u>	<u>525,420</u>	<u>525,420</u>
Beginning fund balance	<u>2,935,911</u>	<u>3,480,183</u>	<u>3,889,552</u>	<u>4,434,803</u>	<u>4,434,803</u>	<u>4,434,803</u>
<b>TOTAL RESOURCES</b>	<u><u>\$ 4,065,569</u></u>	<u><u>\$ 4,852,086</u></u>	<u><u>\$ 4,494,199</u></u>	<u><u>\$ 4,960,223</u></u>	<u><u>\$ 4,960,223</u></u>	<u><u>\$ 4,960,223</u></u>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 2,614	\$ 1,141	\$ 10,200	\$ 6,700	\$ 6,700	\$ 6,700
Transfers to other funds:						
Sewer Operating Fund (debt)	300,000	300,000	300,000	600,000	600,000	600,000
Sewer Capital Projects Fund	282,772	169,930	1,105,380	735,690	735,690	735,690
Transfers Subtotal	<u>582,772</u>	<u>469,930</u>	<u>1,405,380</u>	<u>1,335,690</u>	<u>1,335,690</u>	<u>1,335,690</u>
Ending fund balance						
Assigned (contingency)	<u>3,480,183</u>	<u>4,381,015</u>	<u>3,078,619</u>	<u>3,617,833</u>	<u>3,617,833</u>	<u>3,617,833</u>
<b>TOTAL REQUIREMENTS</b>	<u><u>\$ 4,065,569</u></u>	<u><u>\$ 4,852,086</u></u>	<u><u>\$ 4,494,199</u></u>	<u><u>\$ 4,960,223</u></u>	<u><u>\$ 4,960,223</u></u>	<u><u>\$ 4,960,223</u></u>

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

# Fund Summaries

## Streets Development Charges Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 2,283,059	\$ 2,211,861	\$ 1,464,350	\$ 1,474,062	\$ 1,474,062	\$ 1,474,062
Investment income	110,301	46,063	20,000	20,534	20,534	20,534
Revenue Subtotal	2,393,360	2,257,924	1,484,350	1,494,596	1,494,596	1,494,596
Beginning fund balance	7,064,430	6,092,434	6,830,314	2,946,000	2,946,000	2,946,000
<b>TOTAL RESOURCES</b>	<b>\$ 9,457,790</b>	<b>\$ 8,350,358</b>	<b>\$ 8,314,664</b>	<b>\$ 4,440,596</b>	<b>\$ 4,440,596</b>	<b>\$ 4,440,596</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 7,344	\$ 103,926	\$ 10,200	\$ 6,700	\$ 6,700	\$ 6,700
Transfers to other funds:						
Streets Capital Projects Fund	3,358,012	2,577,076	6,281,088	2,898,140	2,898,140	2,898,140
Ending fund balance						
Assigned (contingency)	6,092,434	5,669,356	2,023,376	1,535,756	1,535,756	1,535,756
<b>TOTAL REQUIREMENTS</b>	<b>\$ 9,457,790</b>	<b>\$ 8,350,358</b>	<b>\$ 8,314,664</b>	<b>\$ 4,440,596</b>	<b>\$ 4,440,596</b>	<b>\$ 4,440,596</b>

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

# Fund Summaries

## Stormwater Development Charges Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 91,233	\$ 153,944	\$ 293,227	\$ 93,749	\$ 93,749	\$ 93,749
Investment income	24,806	3,074	5,000	3,000	3,000	3,000
Revenue Subtotal	116,039	157,018	298,227	96,749	96,749	96,749
Beginning fund balance	857,206	673,247	543,406	828,557	828,557	828,557
<b>TOTAL RESOURCES</b>	<b>\$ 973,245</b>	<b>\$ 830,265</b>	<b>\$ 841,633</b>	<b>\$ 925,306</b>	<b>\$ 925,306</b>	<b>\$ 925,306</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 1,489	\$ 43	\$ 1,430	\$ 1,430	\$ 1,430	\$ 1,430
Transfers to other funds:						
Stormwater Cap Proj Fund	298,509	69,147	430,227	667,700	667,700	667,700
Ending fund balance						
Assigned (contingency)	673,247	761,075	409,976	256,176	256,176	256,176
<b>TOTAL REQUIREMENTS</b>	<b>\$ 973,245</b>	<b>\$ 830,265</b>	<b>\$ 841,633</b>	<b>\$ 925,306</b>	<b>\$ 925,306</b>	<b>\$ 925,306</b>

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

# Fund Summaries

## Parks Development Charges Fund

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES</b>						
Revenues:						
System development charges	\$ 275,228	\$ 302,736	\$ 430,308	\$ 360,415	\$ 360,415	\$ 360,415
Investment income	34,166	19,763	16,000	16,000	16,000	16,000
Revenue Subtotal	309,394	322,499	446,308	376,415	376,415	376,415
Beginning fund balance	2,091,559	2,347,627	2,225,526	3,022,934	3,022,934	3,022,934
<b>TOTAL RESOURCES</b>	<b>\$ 2,400,953</b>	<b>\$ 2,670,126</b>	<b>\$ 2,671,834</b>	<b>\$ 3,399,349</b>	<b>\$ 3,399,349</b>	<b>\$ 3,399,349</b>
<b>REQUIREMENTS</b>						
Expenditures:						
Materials & services	\$ 2,156	\$ 480	\$ 6,120	\$ 6,120	\$ 6,120	\$ 6,120
Transfers to other funds:						
Parks Capital Fund	51,170	46,561	402,000	910,440	910,440	910,440
Ending fund balance						
Assigned (contingency)	2,347,627	2,623,085	2,263,714	2,482,789	2,482,789	2,482,789
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,400,953</b>	<b>\$ 2,670,126</b>	<b>\$ 2,671,834</b>	<b>\$ 3,399,349</b>	<b>\$ 3,399,349</b>	<b>\$ 3,399,349</b>

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

## Program Revenues

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### **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 209; Debt Funds can be found beginning on page 269.

# Summary of Program Revenues

Summary of Program Revenues						
	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>General Fund</b>	\$ 10,322,123	\$ 10,623,646	\$ 10,794,250	\$ 10,847,601	\$ 10,847,601	\$ 10,847,601
<b>Special Revenue Funds</b>						
Community Development	1,403,772	2,334,564	2,404,686	2,055,909	2,055,909	2,055,909
Transit	4,744,987	4,718,022	5,651,560	5,561,062	5,561,062	5,561,062
9-1-1 Shared Revenue	-	-	90,000	90,000	90,000	90,000
Road Operating	759,487	917,614	875,600	1,110,000	1,110,000	1,110,000
Road Maintenance	596,978	618,800	621,000	636,000	636,000	636,000
Library Exp Capital Endowment	21	-	-	-	-	-
Library Exp Campaign Endowment	7	-	-	-	-	-
<b>TOTAL Spec Rev Funds</b>	<b>7,505,252</b>	<b>8,589,000</b>	<b>9,642,846</b>	<b>9,452,971</b>	<b>9,452,971</b>	<b>9,452,971</b>
<b>Enterprise Funds</b>						
Water Operating	5,033,704	5,092,813	5,719,000	6,432,200	6,432,200	6,432,200
Sewer Operating	4,609,620	5,179,098	10,776,216	6,613,216	6,613,216	6,613,216
Street Lighting Operating	384,362	378,179	389,000	388,000	388,000	388,000
Stormwater Operating	986,144	959,503	967,000	1,263,000	1,263,000	1,263,000
<b>TOTAL Enterprise Funds</b>	<b>11,013,830</b>	<b>11,609,593</b>	<b>17,851,216</b>	<b>14,696,416</b>	<b>14,696,416</b>	<b>14,696,416</b>
<b>Permanent Fund</b>						
Library Non-Expendable Endowment	20	-	-	-	-	-
<b>Internal Service Fund</b>						
Fleet Services	1,309,147	1,311,188	1,267,250	1,187,935	1,187,935	1,187,935
<b>GRAND TOTAL</b>	<b>\$ 30,150,372</b>	<b>\$ 32,133,427</b>	<b>\$ 39,555,562</b>	<b>\$ 36,184,923</b>	<b>\$ 36,184,923</b>	<b>\$ 36,184,923</b>

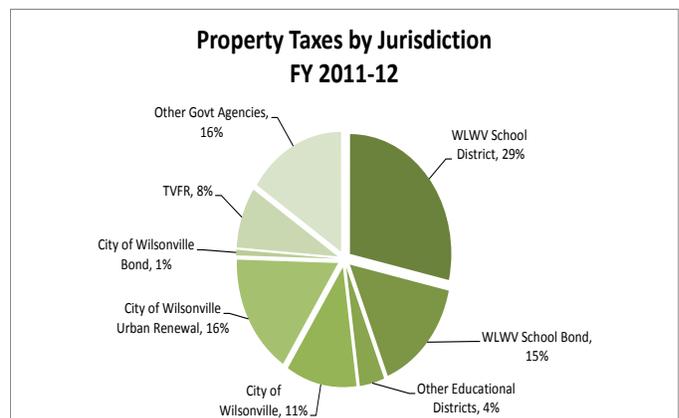
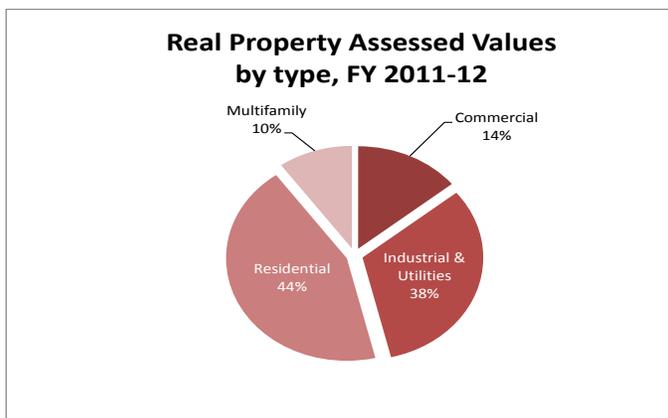
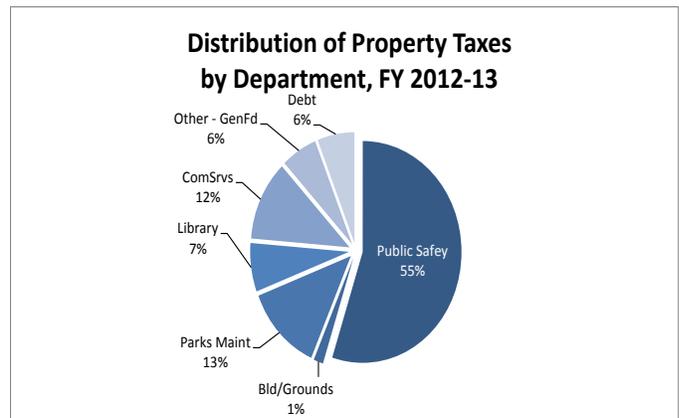
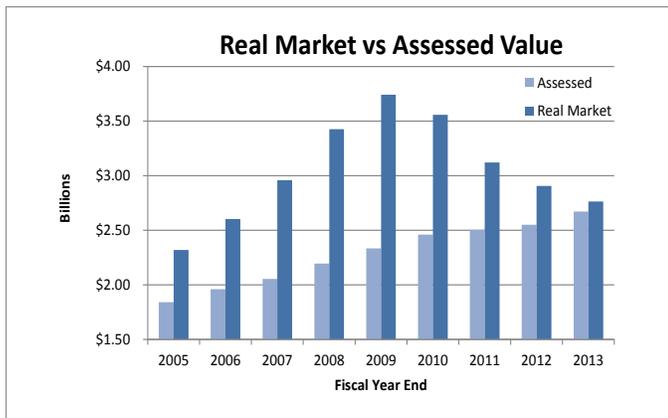


# Property Tax Summary

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 2011-12 was \$0.1679.

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 2009-10	Actual 2010-11	Actual 2011-12	Adopted 2012-13
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### Estimated Real Market Value

Within Clackamas County	\$ 3,159,681,221	\$ 2,744,538,783	\$ 2,554,399,137	\$ 2,790,000,000
Within Washington County	398,339,703	376,292,471	350,922,214	330,000,000
Total Estimated Real Market Value	<u>\$ 3,558,020,924</u>	<u>\$ 3,120,831,254</u>	<u>\$ 2,905,321,351</u>	<u>\$ 3,120,000,000</u>

### Assessed Values

Prior Year Assessed Values	\$ 2,333,248,746	\$ 2,460,780,015	\$ 2,502,778,594	\$ 2,550,754,301
Change in Value	127,531,269	41,998,579	47,975,707	121,116,595
Total Assessed Values	2,460,780,015	2,502,778,594	2,550,754,301	2,671,870,896
Less urban renewal excess	(481,152,776)	(459,225,938)	(467,247,689)	(527,794,307)
Net available for general and bonded debt	<u>\$ 1,979,627,239</u>	<u>\$ 2,043,552,656</u>	<u>\$ 2,083,506,612</u>	<u>\$ 2,144,076,589</u>

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

General taxes	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206
Bonded debt	0.1767	0.1711	0.1679	0.1586
Total	<u>\$ 2.6973</u>	<u>\$ 2.6917</u>	<u>\$ 2.6885</u>	<u>\$ 2.6792</u>

### Taxes Levied

General taxes	\$ 5,002,150	\$ 5,155,224	\$ 5,260,230	\$ 5,404,000
Bonded debt	350,000	350,000	350,000	340,000
Total taxes levied	<u>\$ 5,352,150</u>	<u>\$ 5,505,224</u>	<u>\$ 5,610,230</u>	<u>\$ 5,744,000</u>

### Taxes Paid (net of discounts, delinquencies)

General taxes	\$ 4,651,211	\$ 4,878,232	\$ 4,939,800	\$ 5,080,000
Bonded debt	339,836	341,249	330,000	320,000
Total taxes paid	<u>\$ 4,991,047</u>	<u>\$ 5,219,481</u>	<u>\$ 5,269,800</u>	<u>\$ 5,400,000</u>
% paid vs levied	93%	95%	94%	94%

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



## Assumptions for General Fund Revenues

- Property Taxes: 2.8% reflecting losses in industrial real and personal property values
- Franchise Fees and Privilege Taxes: Based on trend analysis
- Intergovernmental Shared Revenues: Based on trend analysis and adjusted due to higher population
- Intergovernmental Shared Revenues/Library: Based on Clackamas County Projections
- Charges for Service/Urban Renewal: Based on historic and projected demand

The General Fund is used to account for all revenues and expenditures that are not required to be recorded in another fund. Principal revenues include property taxes, franchise fees, and intergovernmental shared revenues. Total revenues, excluding interfund transfers, total \$10,847,601. This equates to a .5% increase from last fiscal year's budget.

Property taxes comprise 48% of the total revenues and are generated from a permanent tax rate of \$2.5206 per \$1,000 of assessed values. The County Assessor determines the assessed value of the property, collects the taxes and remits payment to the City. The FY 2012-13 Budget assumes a 2.2% growth in assessed value, a more conservative estimate than the 3% allowed by Measure 50, and another 0.6% for new construction within the City. Taxes for FY 2012-13 will be billed in late October 2012 and can be paid in thirds throughout the year or with a discount by paying in full. Budgeted taxes are less than levied amounts due to estimated uncollectibles, delinquencies and discounts.

Franchise fees and privilege taxes are the second largest revenue source and comprise 25% of total revenues. These fees are charged to various utility companies for use of public rights-of-way based upon a percentage of net sales within city limits. Trend analysis over the last several years indicated a downward trend as customer usage patterns have changed. Based on this analysis, the FY 2012-13 Budget reflects a 5% 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 began requiring that the 9-1-1 shared revenue portion be reported its own special revenue fund. This year's budget continues to reflect this reporting change. The remaining state shared revenues total \$480,000 or 4%, of the fund's total. The revenues are allocated by various formulas, but utilize a per capita rate. Increases for FY2012-13 reflect the higher population from the 2010 census.

Another component of intergovernmental revenue is the City's allocation of a Clackamas County Library District Levy. For FY 2012-13 this allocation is anticipated to be \$922,000. 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 2012-13 the fees are roughly 2% of the General Fund's total revenue.

# General Fund Revenues

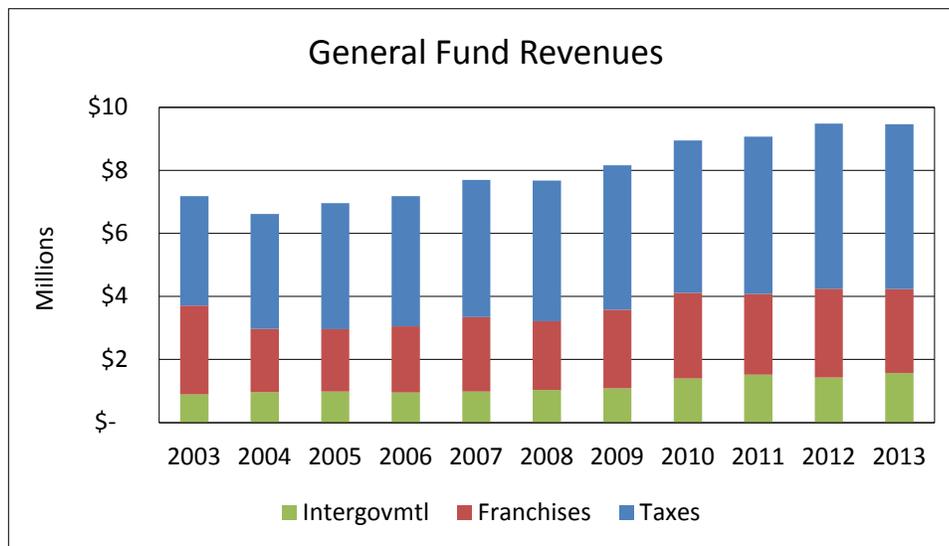
## Summary of Program Revenues

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Taxes</b>						
Current property taxes	\$ 4,651,211	\$ 4,878,232	\$ 5,100,000	\$ 5,080,000	\$ 5,080,000	\$ 5,080,000
Prior year property taxes	189,725	107,714	135,000	145,000	145,000	145,000
Total property taxes	4,840,936	4,985,946	5,235,000	5,225,000	5,225,000	5,225,000
<b>Hotel/Motel tax</b>	193,106	214,109	220,000	240,000	240,000	240,000
<b>Franchise and privilege fees</b>						
Portland General Electric	903,340	868,746	988,000	930,000	930,000	930,000
NW Natural Gas	354,252	292,955	365,000	325,000	325,000	325,000
Verizon/Frontier	101,540	93,991	55,000	40,000	40,000	40,000
United Disposal	114,519	120,160	120,000	125,000	125,000	125,000
Comcast Cable	206,335	224,547	244,000	235,000	235,000	235,000
Sewer utilities	174,015	197,457	224,000	240,000	240,000	240,000
Water utilities	187,687	192,232	200,000	205,000	205,000	205,000
Stormwater	36,167	29,565	36,000	37,000	37,000	37,000
Charbonneau Water Company	6,288	7,232	1,000	4,000	4,000	4,000
Telecomm - Privilege tax	623,164	544,323	584,500	527,050	527,050	527,050
Total franchise and privilege fees	2,707,307	2,571,208	2,817,500	2,668,050	2,668,050	2,668,050
<b>Licenses &amp; permits</b>						
Professional and occupation	117,090	147,034	120,000	120,000	120,000	120,000
Alcoholic beverages	860	1,090	500	500	500	500
Other	140	180	100	100	100	100
Total licenses & permits	118,090	148,304	120,600	120,600	120,600	120,600
<b>Intergovernmental/Other agencies</b>						
911 shared revenue	90,766	92,484	-	-	-	-
Alcoholic beverages tax	202,960	213,531	250,000	255,000	255,000	255,000
Cigarette tax	26,302	28,533	24,000	30,000	30,000	30,000
State shared revenue	173,234	187,069	170,000	195,000	195,000	195,000
County shared revenue - Library	750,997	826,821	840,000	922,311	922,311	922,311
County shared revenue - Sheriff	7,004	5,873	-	-	-	-
Clack. Co. - Title III	67,111	74,606	57,000	60,000	60,000	60,000
Federal grants	4,961	7,500	5,000	20,000	20,000	20,000
State grants - Parks	3,300	3,300	3,300	3,300	3,300	3,300
State grants - Library	3,420	2,471	3,000	3,000	3,000	3,000
Other local governments	72,075	73,561	77,700	80,940	80,940	80,940
Total intergov./Other agencies	1,402,130	1,515,749	1,430,000	1,569,551	1,569,551	1,569,551
<b>Municipal court fines</b>	293,007	460,326	400,000	380,000	380,000	380,000
<b>Investment income</b>	146,987	118,617	57,000	100,000	100,000	100,000

# General Fund Revenues

## Summary of Program Revenues (continued)

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Charges for services</b>						
Services provided to Urban Renewal	\$ 223,185	\$ 218,186	\$ 218,200	\$ 230,200	\$ 230,200	\$ 230,200
Class registrations	56,280	64,692	42,000	60,000	60,000	60,000
Parks reservations/Facility rental	38,486	37,057	33,500	33,500	33,500	33,500
Sports camp/Youth special services	21,933	27,700	19,700	20,000	20,000	20,000
New book sales	3,054	2,417	2,000	1,000	1,000	1,000
Library fees	38,867	37,728	35,000	35,000	35,000	35,000
Photocopying	4,636	5,312	4,000	4,500	4,500	4,500
Non-resident fees - library	6,033	5,760	5,500	5,000	5,000	5,000
Lost/damaged books	3,955	3,239	2,500	2,500	2,500	2,500
Library room rental	1,873	3,956	2,500	2,100	2,100	2,100
Lien search fees	8,520	10,040	9,000	20,000	20,000	20,000
Other charges	472	345	-	-	-	-
<b>Total charges for services</b>	<b>407,294</b>	<b>416,432</b>	<b>373,900</b>	<b>413,800</b>	<b>413,800</b>	<b>413,800</b>
<b>Miscellaneous revenue</b>						
Gifts	53,319	53,299	56,150	48,000	48,000	48,000
Meals on Wheels	3,403	3,974	4,600	4,600	4,600	4,600
Senior lunch revenue	10,658	10,960	10,000	10,000	10,000	10,000
Cable receipts	64,619	65,862	65,000	65,000	65,000	65,000
Other	81,267	58,860	4,500	3,000	3,000	3,000
<b>Total miscellaneous revenue</b>	<b>213,266</b>	<b>192,955</b>	<b>140,250</b>	<b>130,600</b>	<b>130,600</b>	<b>130,600</b>
<b>TOTAL REVENUES</b>	<b>\$ 10,322,123</b>	<b>\$ 10,623,646</b>	<b>\$ 10,794,250</b>	<b>\$ 10,847,601</b>	<b>\$ 10,847,601</b>	<b>\$ 10,847,601</b>



# Summary of Special Revenue Funds

## Community Development Fund

### Assumptions for Community Development Fund Revenues

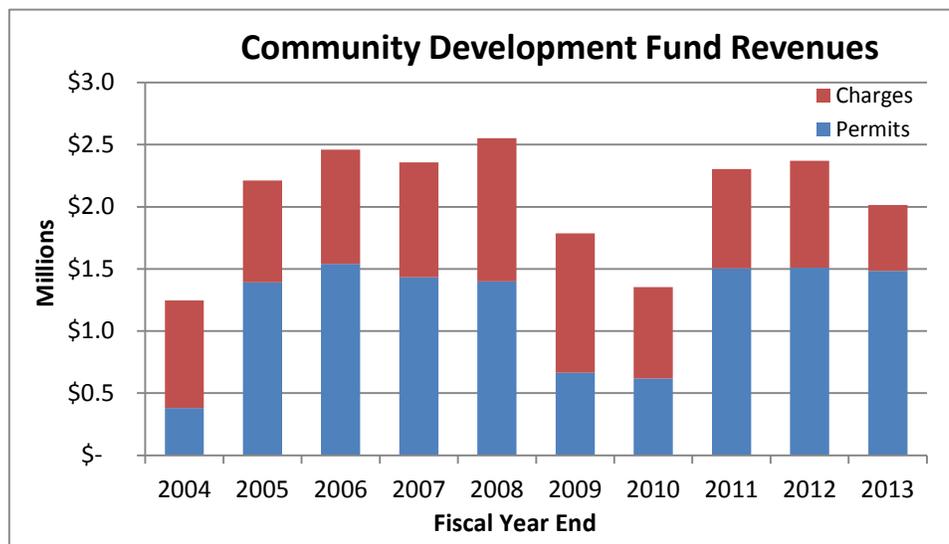
- Inspection and Permit Fees: Based on projections of scheduled and anticipated development
- Charges for Service/Urban Renewal: Based on estimated overhead projections on Urban Renewal related projects and administration fees

The Community Development Fund was established in 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 2012-13.

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. In previous years, the charges were based on a percentage of wages and benefits for specific employees and a related share of office overhead costs. Beginning FY 2012-13, the fees will be based on the actual time spent on Urban Renewal projects and activities by the Community Development staff.

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

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Permits	\$ 619,493	\$ 1,505,922	\$ 1,510,186	\$ 1,483,409	\$ 1,483,409	\$ 1,483,409
Intergovernmental	-	-	18,000	25,000	25,000	25,000
Charges for services	734,721	799,182	859,500	531,000	531,000	531,000
Investment income	46,643	22,753	16,000	16,000	16,000	16,000
Miscellaneous revenues	2,915	6,707	1,000	500	500	500
<b>Total Revenues</b>	<b>\$ 1,403,772</b>	<b>\$ 2,334,564</b>	<b>\$ 2,404,686</b>	<b>\$ 2,055,909</b>	<b>\$ 2,055,909</b>	<b>\$ 2,055,909</b>



# Summary of Special Revenue Funds

## Transit Fund

### Assumptions for Transit Fund Revenues

- Transit Tax: Based on estimated wage base (5% growth)
- Intergovernmental Revenues: Based on grants awarded to SMART and expected to be expended in 2012-13
- Charges for services: Increased ridership on routes to Salem and Portland

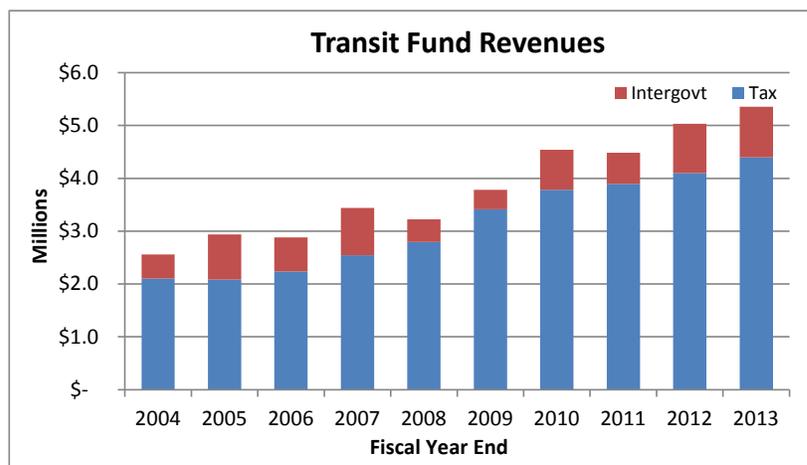
The City's public transportation program is funded by a payroll tax paid by Wilsonville businesses and is based on total payroll or self-employment income. The tax rate increased from .33 percent (.0033) to .5 percent (.005) of gross wages in October 2008. The increase was made after completion of a transit master plan and was in response to increased costs associated with 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. As with most communities, the City saw significant losses in the employment base during the FY 2008-09 and FY 2009-10 years. Current receipts are now indicating an upward trend, resulting in an estimated 7% increase in payroll taxes for FY 2012-13.

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 2012-13 can be found under the Transit program on page 192.

An anticipated increase in ridership, due primarily to increase in gas prices, are reflected in the 18% estimated increase in fare revenues captured in the charges for services line item. Fares are collected for all bus routes outside of the City limits.

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Transit tax	\$ 3,781,052	\$ 3,893,919	\$ 4,100,000	\$ 4,400,000	\$ 4,400,000	\$ 4,400,000
Charges for svcs	167,003	172,489	145,400	178,000	178,000	178,000
Intergovernmental	759,083	592,225	931,160	956,062	956,062	956,062
Investment income	31,729	18,961	15,000	17,000	17,000	17,000
Miscellaneous	6,120	40,427	10,000	10,000	10,000	10,000
Building sale	-	-	450,000	-	-	-
<b>Total Revenues</b>	<b>\$ 4,744,987</b>	<b>\$ 4,718,021</b>	<b>\$ 5,651,560</b>	<b>\$ 5,561,062</b>	<b>\$ 5,561,062</b>	<b>\$ 5,561,062</b>



# Summary of Special Revenue Funds

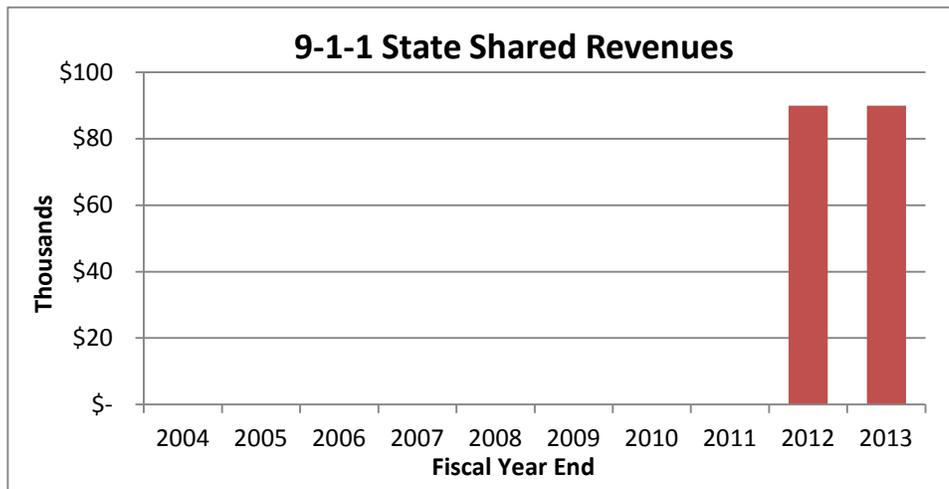
## 911 State Shared Revenue Fund

### Assumptions for 911 State Shared Revenue Fund Revenues

- 9-1-1 Shared Revenues: 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. State legislation now requires the revenue and associated expenditures to be reported in its own special revenue fund. Forecasted revenues are based on historic trends.

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
9-1-1 Shared Revenues	\$ -	\$ -	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000



# Summary of Special Revenue Funds

## Road Operating Fund

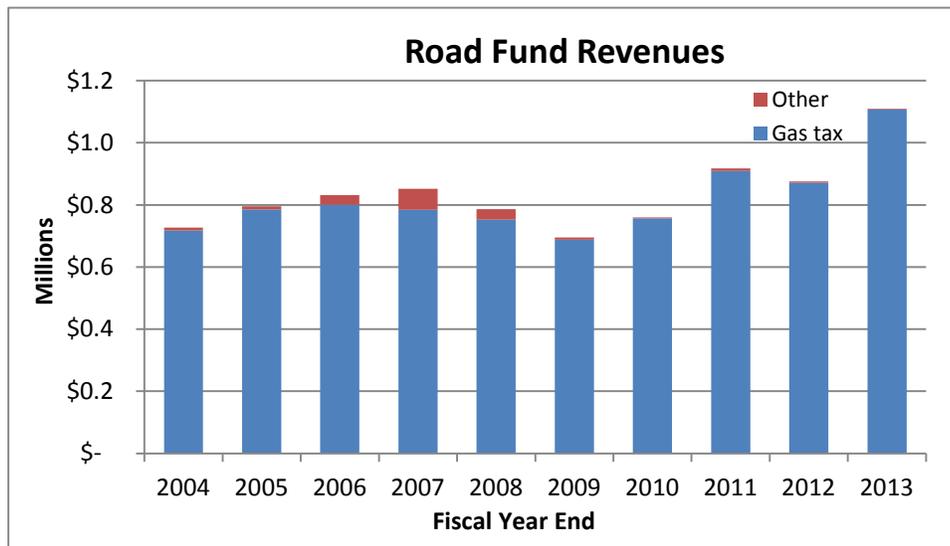
### Assumptions for Road Operating Fund Revenues

- Gas Tax: Based on State projections

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

The 2009 Oregon Legislative Session approved HB 2001 which increased fees and gas taxes. The higher fees and taxes have been phased in over 2011 and 2012. A key component of the bill is a 6 cent increase to the gas tax (from 24 cents to 30 cents per gallon). The FY 2012-13 budget reflects a 10% increase in gas tax revenues.

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Gas tax	\$ 756,557	\$ 909,512	\$ 871,600	\$ 1,108,000	\$ 1,108,000	\$ 1,108,000
Investment income	1,779	2,363	4,000	2,000	2,000	2,000
Miscellaneous	1,151	5,739	-	-	-	-
<b>Total Revenues</b>	<b>\$ 759,487</b>	<b>\$ 917,614</b>	<b>\$ 875,600</b>	<b>\$ 1,110,000</b>	<b>\$ 1,110,000</b>	<b>\$ 1,110,000</b>



# Summary of Special Revenue Funds

## Road Maintenance Regulatory Fund

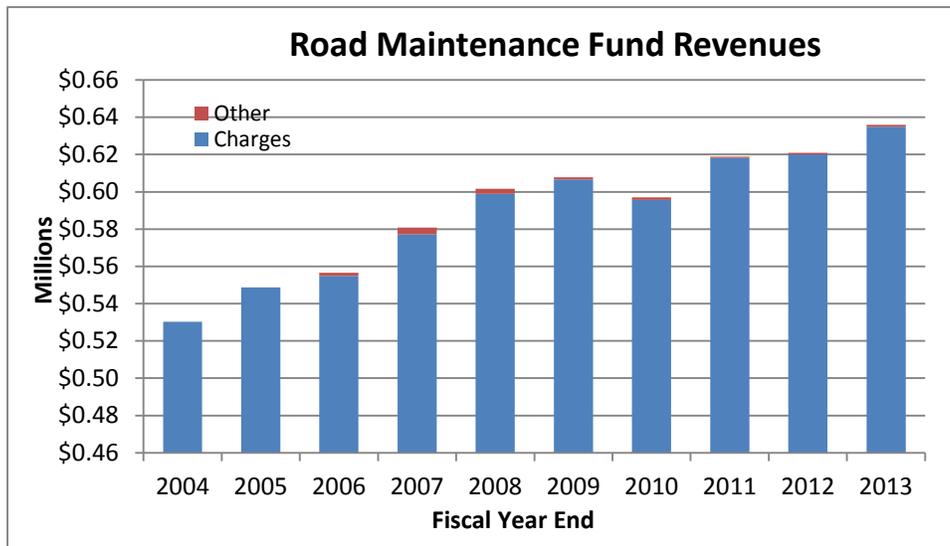
### Assumptions for Road Maintenance Regulatory Fund Revenues

- 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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Usage charge	\$ 595,580	\$ 618,154	\$ 620,000	\$ 635,000	\$ 635,000	\$ 635,000
Investment income	1,398	646	1,000	1,000	1,000	1,000
<b>Total Revenues</b>	<b>\$ 596,978</b>	<b>\$ 618,800</b>	<b>\$ 621,000</b>	<b>\$ 636,000</b>	<b>\$ 636,000</b>	<b>\$ 636,000</b>



# Summary of Enterprise Fund Revenues

## Water Operating Fund

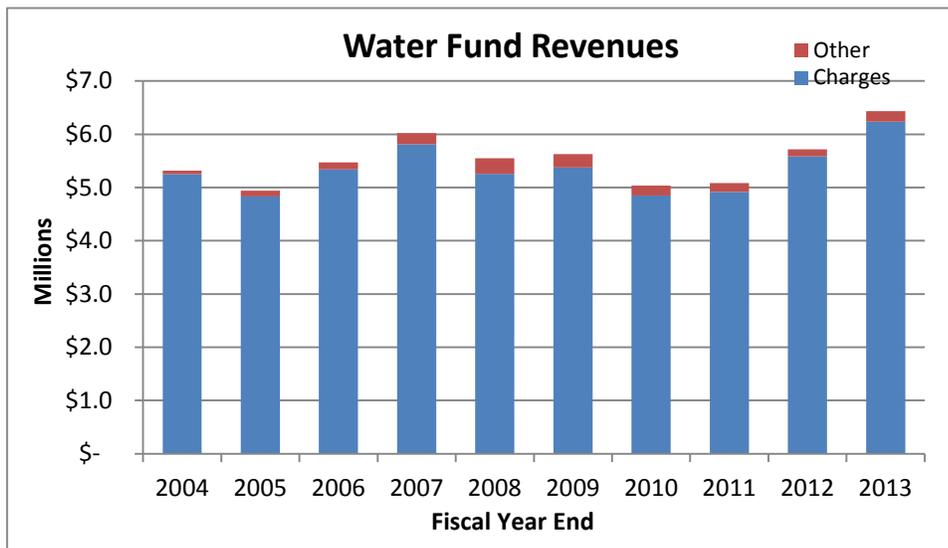
### Assumptions for Water Operating Fund Revenues

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

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

Beginning in November 2009, Council approved a series of 3% annual increases. The last of the approved increases went into effect in November 2011. A 3% increase for November 2012 is proposed. Engineering staff is now in the process of completing the Water Master Plan which will include a rate study analysis to be used to set future rates.

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Usage charge	\$ 4,851,958	\$ 4,908,565	\$ 4,930,000	\$ 5,285,000	\$ 5,285,000	\$ 5,285,000
Usage-Sherwood	\$ -	\$ 9,504	\$ 656,000	\$ 950,000	\$ 950,000	\$ 950,000
Connection fees	17,180	30,450	17,000	49,000	49,000	49,000
User fee- fire charge	97,511	102,313	100,000	105,000	105,000	105,000
Investment income	39,736	25,046	16,000	20,000	20,000	20,000
Miscellaneous	27,319	16,935	-	23,200	23,200	23,200
<b>Total Revenues</b>	<b>\$ 5,033,704</b>	<b>\$ 5,092,813</b>	<b>\$ 5,719,000</b>	<b>\$ 6,432,200</b>	<b>\$ 6,432,200</b>	<b>\$ 6,432,200</b>



# Summary of Enterprise Fund Revenues

## Sewer Operating Fund

### Assumptions for Sewer Operating Fund Revenues

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

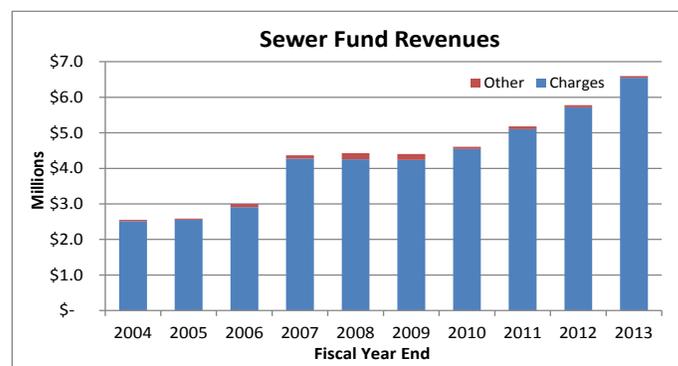
The Sewer Operating Fund revenues are dedicated to the collection and treatment of municipal wastewater. The collection system includes 72 miles of gravity sewer lines, 384 manholes, and 8 pumping lift stations. The treatment facility is designed to handle 2.7 million gallons of sewage per day during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

In December 2012, the City issued \$39M in debt for the rehabilitation of the existing Waste Water Treatment Plant. In preparation for the anticipated increase in operating expenses due to the repayment of the debt, past and current councils have approved a series of rate hikes since November 2005. The last series of approved rate increases are shown below.

January 2012	15%
January 2013	12%
January 2014	10%

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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Usage charge	\$ 4,191,638	\$ 4,794,081	\$ 5,350,000	\$ 6,200,000	\$ 6,200,000	\$ 6,200,000
High strength surcharge	354,717	310,118	370,000	350,000	350,000	350,000
Investment income	32,856	45,328	38,000	45,000	45,000	45,000
Bus. Energy Tax Credit	-	-	18,216	-	-	-
Bond Sale	-	-	5,000,000	-	-	-
Miscellaneous	30,409	29,570	-	18,216	18,216	18,216
<b>Total Revenues</b>	<b>\$ 4,609,620</b>	<b>\$ 5,179,097</b>	<b>\$ 10,776,216</b>	<b>\$ 6,613,216</b>	<b>\$ 6,613,216</b>	<b>\$ 6,613,216</b>



# Summary of Enterprise Fund Revenues

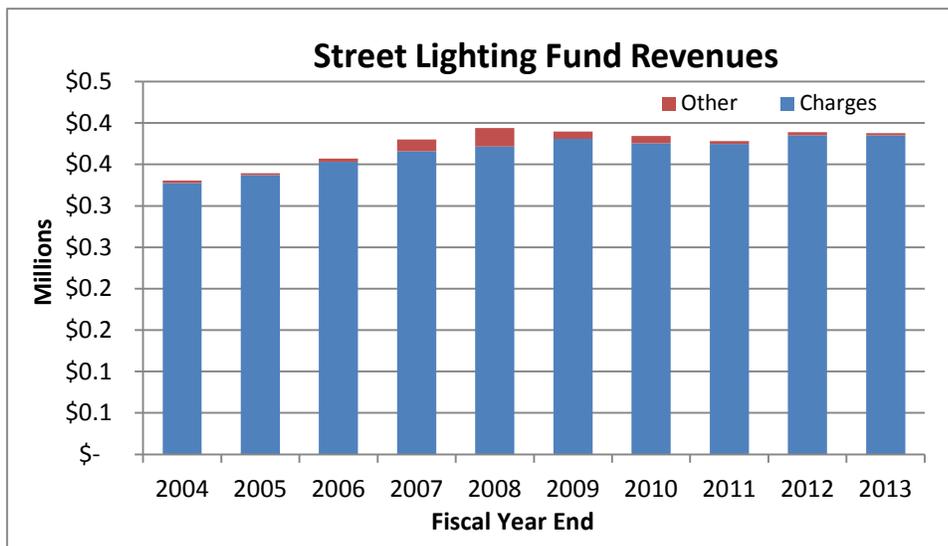
## Street Lighting Fund

### Assumptions for Street Lighting Fund Revenues

- User Charges and Surcharges: Based on historical consumption trends

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

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Usage charge	\$ 375,483	\$ 374,855	\$ 385,000	\$ 385,000	\$ 385,000	\$ 385,000
Investment income	4,927	3,324	4,000	3,000	3,000	3,000
Miscellaneous	3,952	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 384,362</b>	<b>\$ 378,179</b>	<b>\$ 389,000</b>	<b>\$ 388,000</b>	<b>\$ 388,000</b>	<b>\$ 388,000</b>



# Summary of Enterprise Fund Revenues

## Stormwater Fund

### Assumptions for Stormwater Fund Revenues

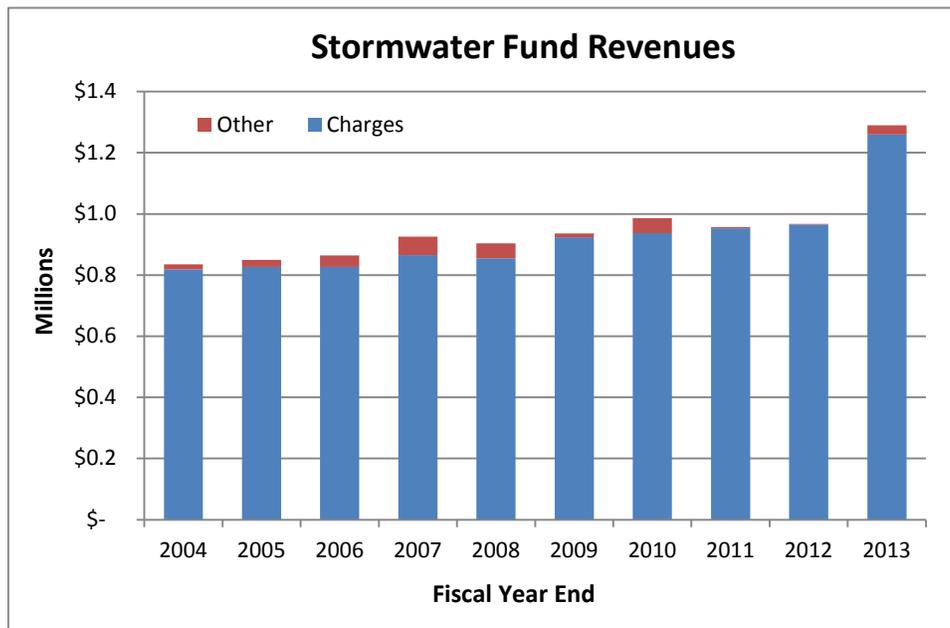
- User Charges: Based on historical consumption trends

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

The program first implemented a monthly user charge in August 1994. A 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 was recently approved by Council and a recommended increase in both user rates and system development charges will be needed to complete the identified capital projects and repairs. The FY 2012-13 includes an anticipated 30% rate hike.

Revenue projections are based on historic trends.

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Stormwater charges	\$ 937,249	\$ 953,103	\$ 965,000	\$ 1,260,000	\$ 1,260,000	\$ 1,260,000
Intergovernmental	30,634	-	-	-	-	-
Investment income	10,868	3,602	2,000	3,000	3,000	3,000
Miscellaneous	7,393	2,797	-	-	-	-
<b>Total Revenues</b>	<b>\$ 986,144</b>	<b>\$ 959,502</b>	<b>\$ 967,000</b>	<b>\$ 1,263,000</b>	<b>\$ 1,263,000</b>	<b>\$ 1,263,000</b>



# Summary of Internal Service Funds Revenues

## Fleet Service Fund

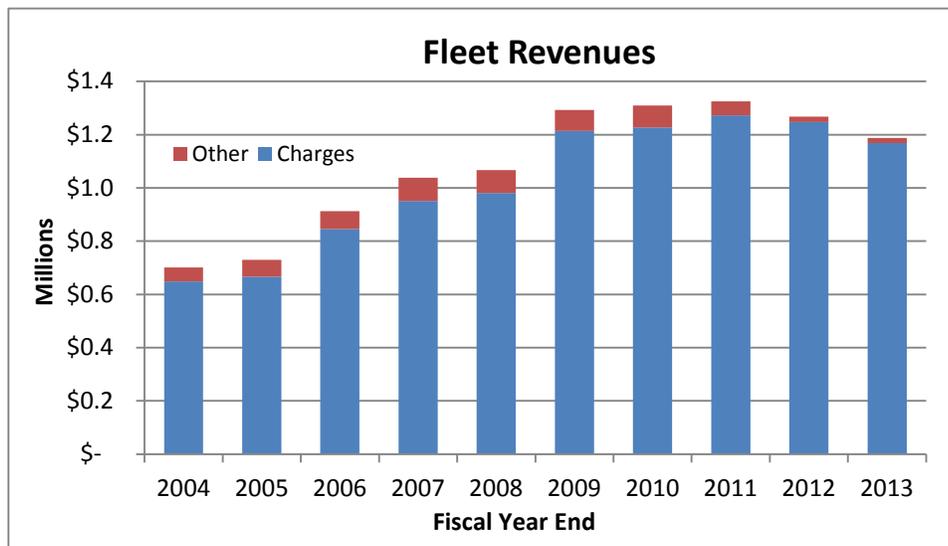
### Assumptions for Fleet Service Fund Revenues

- 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. The amount to be allocated out for fleet operations is based on the budgeted expenses for the department. For FY 2012-13, a budget to actual true-up from prior year expenditures resulted in \$48k savings passed along to all city programs. The charges to the Sewer Fund were further reduced by another \$30k due to the transfer of assets to CH2M Hill and the sale of vehicles.

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 2012-13 to complete 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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Charges for services						
General Fund	\$ 119,660	\$ 129,030	\$ 110,910	\$ 105,711	\$ 105,711	\$ 105,711
CD Fund	43,930	39,370	35,990	29,685	29,685	29,685
Road Op Fund	29,860	32,780	32,550	37,274	37,274	37,274
Transit Fund	884,370	946,060	954,310	927,125	927,125	927,125
Water Op Fund	55,670	44,650	38,690	35,717	35,717	35,717
Sewer Op Fund	64,650	60,000	57,100	15,851	15,851	15,851
Stormwater Fund	29,320	20,670	17,700	16,572	16,572	16,572
Charges subtotal	\$ 1,227,460	\$ 1,272,560	\$ 1,247,250	\$ 1,167,935	\$ 1,167,935	\$ 1,167,935
Investment income	61,825	21,836	20,000	20,000	20,000	20,000
Sale of Property	17,112	12,151	-	-	-	-
Miscellaneous	2,750	4,641	-	-	-	-
<b>Total Revenues</b>	<b>\$ 1,309,147</b>	<b>\$ 1,311,188</b>	<b>\$ 1,267,250</b>	<b>\$ 1,187,935</b>	<b>\$ 1,187,935</b>	<b>\$ 1,187,935</b>



# Summary of System Development Charges

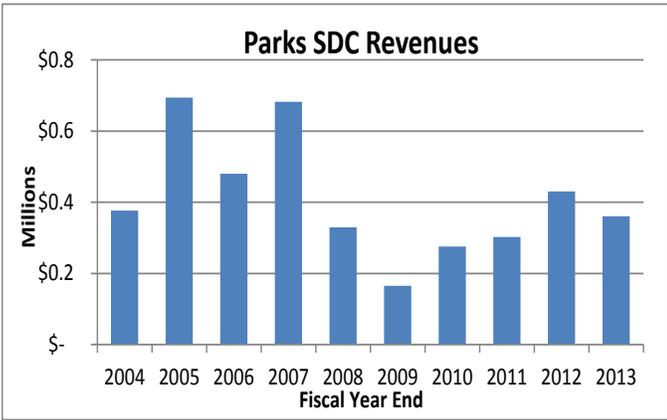
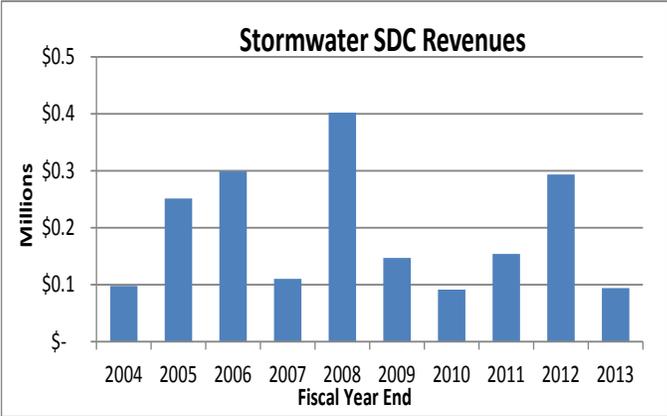
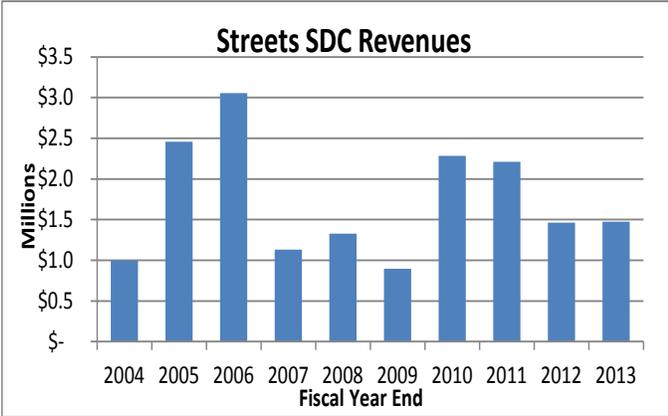
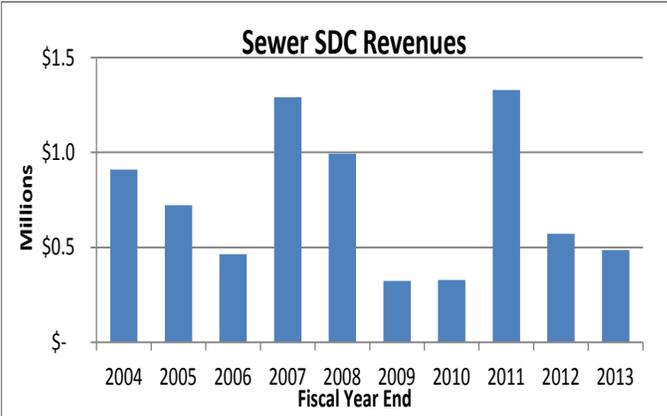
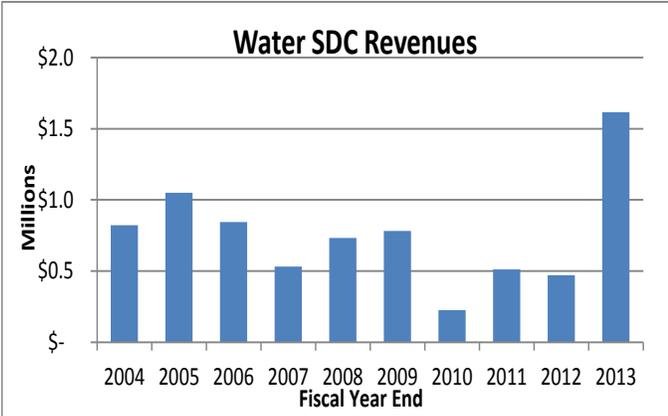
## Assumptions for System Development Charges Revenues

- 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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Water Development Charges Fund</b>						
System Development Charges	\$ 226,035	\$ 512,636	\$ 472,111	\$ 1,616,151	\$ 1,616,151	\$ 1,616,151
Investment income	50,262	22,230	23,000	23,000	23,000	23,000
Total Revenues	276,297	534,866	495,111	1,639,151	1,639,151	1,639,151
<b>Sewer Development Charges Fund</b>						
System Development Charges	329,007	1,329,327	571,647	485,420	485,420	485,420
Bond Proceeds	756,953	-	-	-	-	-
Investment income	43,698	42,576	33,000	40,000	40,000	40,000
Total Revenues	1,129,658	1,371,903	604,647	525,420	525,420	525,420
<b>Streets Development Charges Fund</b>						
System Development Charges	2,283,059	2,211,861	1,464,350	1,474,062	1,474,062	1,474,062
Investment income	110,301	46,063	20,000	20,534	20,534	20,534
Total Revenues	2,393,360	2,257,924	1,484,350	1,494,596	1,494,596	1,494,596
<b>Stormwater Development Charges Fund</b>						
System Development Charges	91,233	153,944	293,227	93,749	93,749	93,749
Investment income	24,806	3,074	5,000	3,000	3,000	3,000
Total Revenues	116,039	157,018	298,227	96,749	96,749	96,749
<b>Parks Development Charges Fund</b>						
System Development Charges	275,228	302,736	430,308	360,415	360,415	360,415
Investment and other income	34,166	19,763	16,000	16,000	16,000	16,000
Total Revenues	309,394	322,499	446,308	376,415	376,415	376,415
<b>Total SDC Funds</b>	<b>\$ 4,224,748</b>	<b>\$ 4,644,210</b>	<b>\$ 3,328,643</b>	<b>\$ 4,132,331</b>	<b>\$ 4,132,331</b>	<b>\$ 4,132,331</b>

# Summary of System Development Charges





## Program Budget Organization

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

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

Sources of funding for each operating program are summarized in the Budget Summary on page 38.

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

<b>Policy &amp; Administration</b>	<b>Page</b>	<b>Public Works, continued</b>	<b>Page</b>
Administration	104	Street Lighting	150
Finance	106	Water Distribution	152
Information Systems	110	Water Treatment Plant	156
Geographic Information Systems	114	Industrial Pretreatment	160
Legal	118	Wastewater Treatment Plant	164
Human Resources/Risk Management	120	Wastewater Collection	166
<b>Community Development</b>		Stormwater Maintenance	170
Administration	126	<b>Community Services</b>	
Engineering	128	Community Services	176
Building Inspections	130	Library	182
Planning	134	<b>Transportation</b>	
Natural Resources/Stormwater Mgmt	136	Transit	190
<b>Public Works</b>		Fleet	194
Administration	142	<b>Public Safety</b>	
Building and Grounds Maintenance	144	Law Enforcement	200
Parks Maintenance	146	Municipal Court	204
Roads	148		

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 207.

**Debt Service** includes appropriations for interest and principal on all types of debt and starts on page 269.

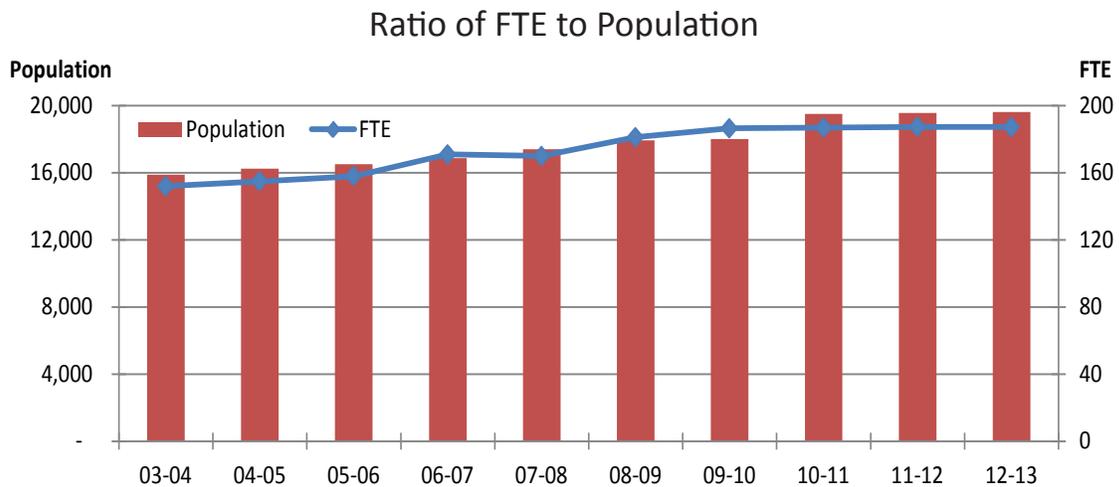
**Contingencies** include an allowance for contingencies and set-asides for equipment replacement in various funds and is found on page 280.

# 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 2012-13 remains constant at 187 full-time equivalents (FTE). The City contracts with the Clackamas County Sheriff's Department for 18 FTEs to provide police services for the community. The Water Treatment Plant is also operated by an outside contractor, Veolia Water, for 9.5 FTEs. This number is up 2.0 FTEs from last year due to increased water production related to the City's agreement with Sherwood. New this fiscal year, CH2M HILL is contracted to operate the City's Wastewater Treatment Plant accounting for 6.0 FTEs.

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 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
<b>Administration</b>				
Administration	5.00	6.00	6.00	4.50
Finance	8.85	8.90	8.90	9.15
Information Systems	3.00	3.00	3.00	3.00
Geographic Information Systems	1.00	1.50	1.50	1.50
Legal	3.00	3.00	3.00	3.00
Human Resources/Risk Management	2.82	2.85	2.85	2.85
	<b>23.67</b>	<b>25.25</b>	<b>25.25</b>	<b>24.00</b>
<b>Community Development</b>				
Administration	8.40	6.00	6.50	6.50
Engineering	11.00	10.00	10.00	9.00
Building Inspections	6.35	5.10	5.10	5.10
Planning	8.50	7.50	7.00	7.00
Natural Resources/Stormwater Management	1.00	3.00	3.00	3.00
	<b>35.25</b>	<b>31.60</b>	<b>31.60</b>	<b>30.60</b>
<b>Public Works</b>				
Administration	5.00	5.50	5.50	4.50
Buildings and Grounds Maintenance	3.25	4.25	4.25	4.25
Parks Maintenance	7.00	7.00	7.00	7.25
Roads	3.75	3.75	3.75	3.75
Water Distribution and Sales	4.33	4.58	4.58	5.33
Water Treatment Plant (contracted)	7.00	7.00	7.00	9.50
Wastewater Treatment Plant (contracted)	0.00	0.00	0.00	6.00
Wastewater Collection	8.16	8.16	8.16	1.83
Industrial Pretreatment	1.00	1.00	1.00	1.00
Stormwater Maintenance	1.84	1.84	1.84	1.84
	<b>41.33</b>	<b>43.08</b>	<b>43.08</b>	<b>45.25</b>
<b>Transit</b>				
SMART Transit	35.29	35.69	36.19	36.44
Fleet	7.00	7.00	7.00	6.50
	<b>42.29</b>	<b>42.69</b>	<b>43.19</b>	<b>42.94</b>
<b>Community Services</b>				
Community Services	7.70	8.00	8.00	8.10
Library	16.26	16.26	16.26	16.46
	<b>23.96</b>	<b>24.26</b>	<b>24.26</b>	<b>24.56</b>
<b>Public Safety</b>				
Law Enforcement (contracted)	18.00	18.00	18.00	18.00
Municipal Court	2.00	2.00	2.00	2.00
	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>	<b>20.00</b>
<b>Total FTE's, including contracted</b>	<b>186.50</b>	<b>186.88</b>	<b>187.38</b>	<b>187.35</b>
<b>Total FTE's, excluding contracted</b>	<b>161.50</b>	<b>161.88</b>	<b>162.38</b>	<b>153.85</b>

# 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	Fleet Hostler Library Clerk III <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	Equipment Mechanic I Transit Driver Utility Worker	\$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	\$22.8577
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	Administrative Assistant III Fitness Specialist Information & Referral Specialist Municipal Court Clerk Utility Billing Specialist	\$3,430	\$4,374	\$19.885	\$25.2346
33	Equipment Mechanic II	\$3,515	\$4,483	\$20.2788	\$25.8635
34	Assistant Planner Environmental Education Specialist GIS and Mapping Technician Permit Technician Program Coordinator Project Coordinator Recreation Coordinator Reference Librarian 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	Real Property Specialist <i>Accountant</i> <i>Public Works Analyst</i>	\$3,880	\$4,948	\$22.3846	\$28.5462
38	IS Assistant II Stormwater Management Coordinator <i>Public Works Operations Chief</i>	\$3,978	\$5,071	\$22.9500	\$29.2558
39	Building Inspector I Industrial Pretreatment Coordinator	\$4,077	\$5,198	\$23.5212	\$29.9885
40	Adult Services Librarian Senior Accountant Senior Engineering Technician Youth Services Librarian <i>Wastewater Lead Operator</i>	\$4,178	\$5,329	\$24.1038	\$30.7442
42	Associate Planner Building/Plumbing Inspector II Engineering Associate <i>Information Systems Analyst</i>	\$4,390	\$5,598	\$25.3269	\$32.2962
46	Network Administrator Plans Examiner	\$4,846	\$6,179	\$27.9577	\$35.6481

Italics indicate an unfilled position

# 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 Executive Secretary Human Resources Assistant	\$3,347	\$4,783	\$40,180	\$57,400
B	Legal Secretary Transit Trainer <i>Management Analyst</i>	\$4,051	\$5,788	\$48,620	\$69,455
C	Communications Director Fleet Services Manager Operations Manager (Library) Public Works Supervisor Senior Programs Manager Transit Field Supervisor Transportation Options Program Manager	\$4,457	\$6,367	\$53,480	\$76,400
D	City Recorder Civil Engineer Financial Operations Manager Natural Resources Manager Sr. Planner/Mgr of Current Planning Sr. Planner/Mgr of Long Range Planning	\$4,902	\$7,003	\$58,830	\$84,040
E	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 Public Affairs Director Public Works Operations Manager Urban Renewal Manager <i>Utilities Manager</i>	\$5,932	\$8,475	\$71,185	\$101,695
G	Assistant CD Director Assistant City Attorney Building Official City Engineer Planning Director Transit 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*

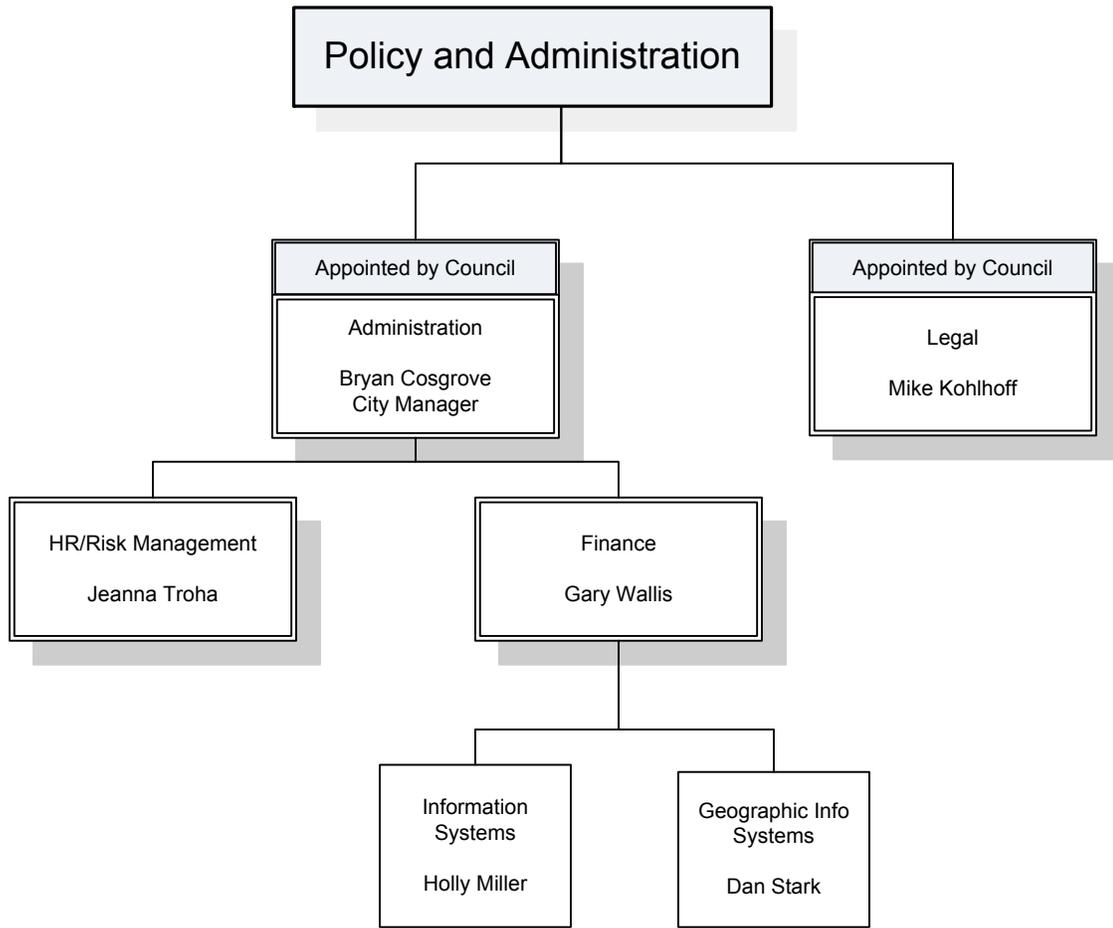
	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Policy and Administration	\$ 3,682,759	\$ 4,027,137	\$ 4,602,357	\$ 4,506,509	\$ 4,506,509	\$ 4,506,509
Community Development	3,492,132	3,369,033	4,287,850	4,132,127	4,132,127	4,132,127
Public Works	8,196,457	8,396,796	9,945,064	10,382,905	10,382,905	10,382,905
Community Services	2,063,933	2,180,529	2,521,475	2,562,090	2,562,090	2,562,090
Transportation	5,085,067	5,246,620	6,060,555	6,343,105	6,343,105	6,343,105
Public Safety	3,565,002	3,752,711	4,044,370	4,159,628	4,159,628	4,159,628
<b>Total Operating Budget</b>	<b>\$ 26,085,350</b>	<b>\$ 26,972,826</b>	<b>\$ 31,461,671</b>	<b>\$ 32,086,364</b>	<b>\$ 32,086,364</b>	<b>\$ 32,086,364</b>

## Policy & Administration

### By Major Cost Category

*Excluding Interfund Services, Transfers and Capital Projects*

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personnel Services	\$ 11,923,196	\$ 12,391,734	\$ 14,609,990	\$ 14,351,740	\$ 14,351,740	\$ 14,351,740
Materials and Services	13,677,119	14,145,838	16,191,681	16,880,124	16,880,124	16,880,124
Capital Outlay	485,035	435,254	660,000	854,500	854,500	854,500
<b>Total Appropriations</b>	<b>\$ 26,085,350</b>	<b>\$ 26,972,826</b>	<b>\$ 31,461,671</b>	<b>\$ 32,086,364</b>	<b>\$ 32,086,364</b>	<b>\$ 32,086,364</b>



**Expenditure Summaries**

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Administration	\$ 1,008,356	\$ 1,110,891	\$ 1,311,998	\$ 1,235,101	\$ 1,235,101	\$ 1,235,101
Finance	1,139,421	1,183,174	1,370,024	1,400,868	1,400,868	1,400,868
Information Systems	499,985	655,839	602,460	587,715	587,715	587,715
Geographic Information Systems	159,831	183,544	217,880	221,800	221,800	221,800
Legal	400,779	408,706	490,340	483,490	483,490	483,490
Human Resources/Risk Management	474,387	484,983	609,655	577,535	577,535	577,535
<b>Total</b>	<b>\$ 3,682,759</b>	<b>\$ 4,027,137</b>	<b>\$ 4,602,357</b>	<b>\$ 4,506,509</b>	<b>\$ 4,506,509</b>	<b>\$ 4,506,509</b>

# Policy & Administration

## Interesting Facts

### Finance

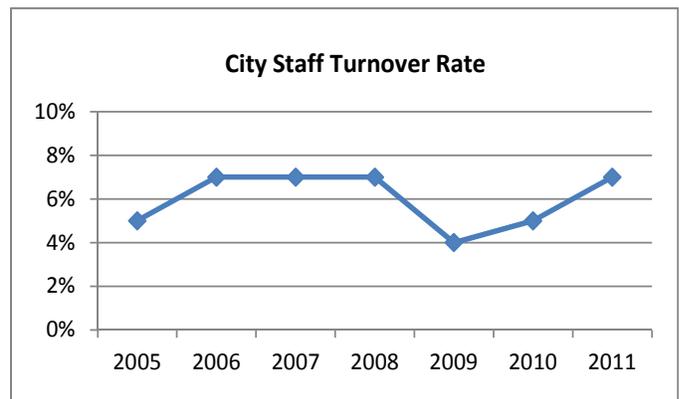
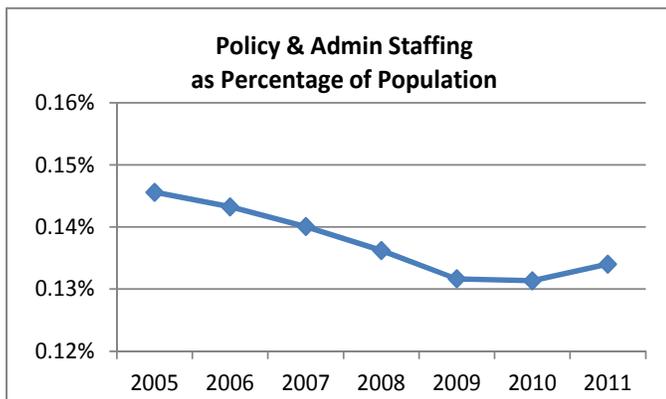
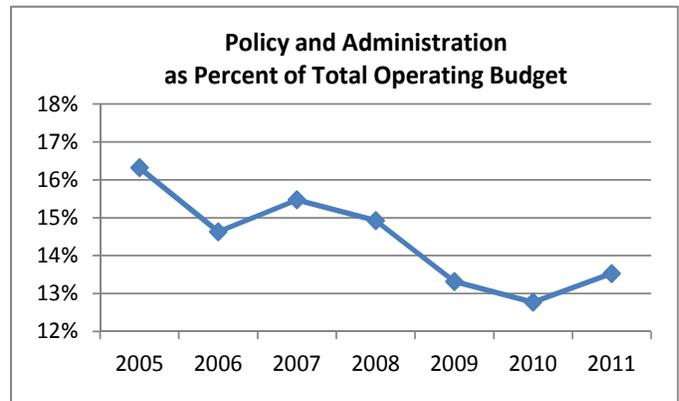
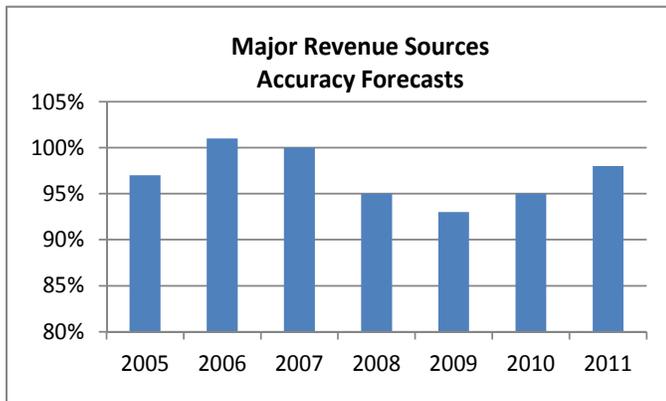
In November 2011 both Moody's and Standard & Poor's rated a new \$38 million full faith and credit bond issue. Both agencies rated the credit worthiness as AA; Moody's as a low AA and Standard & Poor's as a high AA. Typically full faith and credit obligations are rated one or two ticks below general obligation bonds. The Standard & Poor's rating implied our general obligation bonds might receive a AAA rating, a tremendous reflection of how far the city has come in establishing itself as financially secure. The high ratings translated into actual cash savings via lower interest costs. We estimate the savings between a AA and single A to be \$3.5 million over the life of the \$38 million bond sale.

### GIS

The 2011 GIS Summer Intern team found, inventoried and GPS'ed over 6,250 features of the City's stormwater infrastructure. Each of these features is now included in the City's asset management system, Cartegraph.

### Human Resources

In 2010-11, Human Resources processed approximately 650 applications for positions throughout the City. As of mid-year, the department has already processed over 550 applications. Human Resources is implementing an online applicant tracking tool to streamline the application and recruitment process.





# Policy & Administration

# administration

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

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

## Program Objectives

### **Council Goal A: 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 B: 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 C: 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 D: 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 E: 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 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
City Manager	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	0.50
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	0.00	0.00
Communcations Director	0.00	0.00	1.00	1.00
Intern	0.00	1.00	0.00	0.00
Management Analyst	0.00	0.00	1.00	0.00
	<b>5.00</b>	<b>6.00</b>	<b>6.00</b>	<b>4.50</b>

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 399,344	\$ 420,151	\$ 557,770	\$ 438,470	\$ 438,470	\$ 438,470
Employee benefits	183,210	178,231	244,900	243,600	243,600	243,600
<b>Total</b>	<b>582,554</b>	<b>598,382</b>	<b>802,670</b>	<b>682,070</b>	<b>682,070</b>	<b>682,070</b>
<b>Materials and Services</b>						
Supplies	42,676	47,031	41,748	49,488	49,488	49,488
Prof and tech services	120,668	119,735	139,990	139,990	139,990	139,990
Utility services	3,614	6,428	8,090	3,550	3,550	3,550
Comm svcs programs	119,072	158,748	175,420	178,753	178,753	178,753
Employee development	60,137	62,967	46,150	46,150	46,150	46,150
Fees, dues, advertising	27,077	27,546	27,660	31,100	31,100	31,100
Meetings & Council	42,575	42,877	50,270	54,000	54,000	54,000
<b>Total</b>	<b>416,019</b>	<b>465,332</b>	<b>489,328</b>	<b>503,031</b>	<b>503,031</b>	<b>503,031</b>
<b>Capital Outlay</b>						
Machinery & equipment	9,783	47,177	20,000	50,000	50,000	50,000
<b>Total Department</b>	<b>\$ 1,008,356</b>	<b>\$ 1,110,891</b>	<b>\$ 1,311,998</b>	<b>\$ 1,235,101</b>	<b>\$ 1,235,101</b>	<b>\$ 1,235,101</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Taxes	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Dedicated revenues	64,619	91,754	65,000	65,000	65,000	65,000
Interfund charges	201,540	209,320	210,827	179,752	179,752	179,752
Urban renewal charges	106,000	107,000	105,000	105,000	105,000	105,000
General Fund revenues	546,197	612,817	831,171	795,349	795,349	795,349
<b>Total</b>	<b>\$ 1,008,356</b>	<b>\$ 1,110,891</b>	<b>\$ 1,301,998</b>	<b>\$ 1,235,101</b>	<b>\$ 1,235,101</b>	<b>\$ 1,235,101</b>

**Statement of Funding Issues for 2012-13**

The Personnel Services reduction of \$120,000 is due to the elimination of the Management Analyst, reduction of the Executive Secretary position to .5 FTE, and the use of flextime for evening meetings rather than paid overtime.

Supplies increased for postage and printing due to a continuation of monthly editions of the Boones Ferry Messenger.

Community Services Programs includes tourism development and community services grants which reflect a 3.5% CPI adjustment.

Fees, Dues and Advertising increased for additional public hearing notices.

Meetings & Council includes cable telecasting expenses for Council work sessions, Council meetings and Budget Committee meetings and reflects possible rate increases.

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

**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. Finance provides high quality service and support to all customers of the department.

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

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

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

- Analyze the City’s sewer rate methodology and complete an SDC study
- Work with Community Development on a water rate study
- Analyze administrative fees and recommend changes where necessary to cover related costs

**Other Program Objectives**

- Prepare the FY 2011-12 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 2013-14 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 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Financial Operations Manager	1.00	1.00	1.00	1.00
Special Projects Manager	0.00	0.00	0.00	0.25
Administrative Assistant II	0.85	0.00	0.00	0.00
Administrative Assistant III	0.00	0.90	0.90	0.90
Accountant	1.00	0.00	0.00	0.00
Senior Accountant	0.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00
Accounting Technician	2.00	2.00	2.00	2.00
Utility Billing Specialist	1.00	1.00	1.00	1.00
	<b>8.85</b>	<b>8.90</b>	<b>8.90</b>	<b>9.15</b>

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 528,578	\$ 556,358	\$ 602,100	\$ 635,160	\$ 635,160	\$ 635,160
Employee benefits	233,218	243,120	298,630	319,480	319,480	319,480
<b>Total</b>	<b>761,796</b>	<b>799,478</b>	<b>900,730</b>	<b>954,640</b>	<b>954,640</b>	<b>954,640</b>
<b>Materials and Services</b>						
Supplies	72,607	58,271	80,980	70,830	70,830	70,830
Prof and tech services	149,640	162,299	185,094	182,224	182,224	182,224
Utility services	35,838	34,280	42,430	44,550	44,550	44,550
Fleet services	3,100	1,300	1,330	1,134	1,134	1,134
Repairs & maintenance	18,075	17,805	20,650	19,710	19,710	19,710
Rents & leases	829	540	600	600	600	600
Insurance	4,176	2,165	4,450	4,450	4,450	4,450
Meeting expenses	454	622	510	510	510	510
Comm svcs programs	-	-	18,870	6,870	6,870	6,870
Employee development	13,959	7,527	16,230	16,020	16,020	16,020
Fees, dues, advertising	8,057	6,658	9,790	9,790	9,790	9,790
Misc. services & supplies	63,690	79,729	88,360	89,540	89,540	89,540
<b>Total</b>	<b>370,425</b>	<b>371,196</b>	<b>469,294</b>	<b>446,228</b>	<b>446,228</b>	<b>446,228</b>
<b>Capital Outlay</b>						
Machinery & equipment	7,200	7,500	-	-	-	-
Software	-	5,000	-	-	-	-
<b>Total</b>	<b>7,200</b>	<b>12,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 1,139,421</b>	<b>\$ 1,183,174</b>	<b>\$ 1,370,024</b>	<b>\$ 1,400,868</b>	<b>\$ 1,400,868</b>	<b>\$ 1,400,868</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Charges for services	\$ 9,952	\$ 16,285	\$ 9,000	\$ 32,000	\$ 32,000	\$ 32,000
Interfund charges	833,619	683,100	947,953	909,122	909,122	909,122
Urban renewal charges	46,000	47,000	48,000	48,000	48,000	48,000
General Fund revenues	249,850	436,789	365,071	411,746	411,746	411,746
<b>Total</b>	<b>\$ 1,139,421</b>	<b>\$ 1,183,174</b>	<b>\$ 1,370,024</b>	<b>\$ 1,400,868</b>	<b>\$ 1,400,868</b>	<b>\$ 1,400,868</b>

**Statement of Funding Issues for 2012-13**

A small increase in Miscellaneous Services & Supplies is for increased bank charges associated with customers using credit cards to pay utility bills.

The FY 2011-12 budget was reduced mid-year; \$10,000 for Supplies (postage) and \$12,000 for Community Services Program.

Professional and Technical Services includes audit fees, arbitrage services, agent fees, software support, accounting software enhancements and printing of the annual financial report and budget documents.

Personnel Services increased for the addition of a .20 FTE to retain the current, retiring Finance Director for special projects on a limited term basis.

**Performance Measurements**

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Maintain high levels of financial integrity	Independent auditor opinion	unqualified	unqualified	unqualified	unqualified	unqualified
	Number of auditor proposed adjustments	0	0	1	0	0
	General obligation bond rating	Aa3	Aa2	Aa2	Aa2	Aa2
Deliver efficient, effective financial services	Actual cost to deliver financial services	\$ 1,082,861	\$ 1,139,421	\$ 1,183,174	\$ 1,268,241	\$ 1,400,868
	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>	\$ 81,067	\$ 83,382	\$ 86,371	\$ 85,209	\$ 81,988
	<i>Sewer supported</i>	\$ 55,251	\$ 52,410	\$ 53,890	\$ 54,386	\$ 54,101
	<i>Local Impr. District</i>	\$ 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	-7.2%	-4.8%	-3.6%	-0.9%	0.0%
	Percent of monthly reports distributed within four days of month-end	100%	100%	100%	100%	100%
	Percent of quarterly council analysis reports distributed within 30 days of end of quarter	100%	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, computers, servers, websites, and applications. IS provides training and special project assistance to all departments as well as overseeing the City’s Geographic Information Systems program.

FY 2011-12, IS Department accomplishments include:

- Completed installation of a Storage Area Network for the city’s growing data needs
- Continuing to work on virtualization project to improve server efficiencies and enhance disaster recovery capabilities
- Participating in design & construction of network & IT systems for new Transit/Fleet building
- Upgraded several key city servers, including e-mail and domain controllers
- Continuing to work with Public Works on the multi-year implementation of a comprehensive asset management system. For FY 2011-12, significant work was completed on stormwater assets in conjunction with GIS and the setup of the integrated multi-departmental work order system is currently under way.
- Provided support to city departments for a variety of special projects

**Program Objectives**

- Utilize current and emerging technologies to reduce costs and create efficiencies
- Maintain inventory and operation 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 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
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
	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

# information systems

# Policy & Administration

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 203,937	\$ 218,477	\$ 237,050	\$ 243,030	\$ 243,030	\$ 243,030
Employee benefits	87,431	92,981	111,260	114,470	114,470	114,470
<b>Total</b>	<b>291,368</b>	<b>311,458</b>	<b>348,310</b>	<b>357,500</b>	<b>357,500</b>	<b>357,500</b>
<b>Materials and Services</b>						
Supplies	72,547	52,737	78,600	78,600	78,600	78,600
Prof and tech services	65,915	73,501	90,170	81,170	81,170	81,170
Utility services	10,927	9,814	11,520	11,520	11,520	11,520
Repairs & maintenance	6,388	4,779	6,940	6,940	6,940	6,940
Meeting expenses	34	149	200	200	200	200
Employee development	2,020	6,690	6,460	6,460	6,460	6,460
Fees, dues, advertising	217	161	260	325	325	325
<b>Total</b>	<b>158,048</b>	<b>147,831</b>	<b>194,150</b>	<b>185,215</b>	<b>185,215</b>	<b>185,215</b>
<b>Capital Outlay</b>						
Machinery & equipment	50,569	187,381	60,000	45,000	45,000	45,000
Software	-	9,169	-	-	-	-
<b>Total</b>	<b>50,569</b>	<b>196,550</b>	<b>60,000</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>Total Department</b>	<b>\$ 499,985</b>	<b>\$ 655,839</b>	<b>\$ 602,460</b>	<b>\$ 587,715</b>	<b>\$ 587,715</b>	<b>\$ 587,715</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Interfund charges	\$ 202,499	\$ 199,231	\$ 145,384	\$ 143,057	\$ 143,057	\$ 143,057
Assigned contingency	-	135,655	60,000	45,000	45,000	45,000
General Fund revenues	297,486	320,953	397,076	399,658	399,658	399,658
<b>Total</b>	<b>\$ 499,985</b>	<b>\$ 655,839</b>	<b>\$ 602,460</b>	<b>\$ 587,715</b>	<b>\$ 587,715</b>	<b>\$ 587,715</b>

## Statement of Funding Issues for 2012-13

For FY 2012-13, the IS Department budget reflects City Manager directed reductions occurring after adoption. These reductions were created through efficiencies gained by technology changes that IS implemented, including a \$9,000 annual reduction in internet line costs and a \$15,000 reduction in annual server replacement.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Identify and track workload indicators	Users supported	140	147	139	135	125
	Personal computers supported	198	205	214	209	196
	Physical servers supported	26	34	29	20	15
	Virtual servers supported	n/a	n/a	5	18	22
	Other equipment supported	95	88	76	73	72
	Applications supported	85	75	77	69	66
Effectively maintain and support City systems	Network up-time	99.5%	99.8%	99.8%	99.6%	99.7%
	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

Performance Measurements Outcome

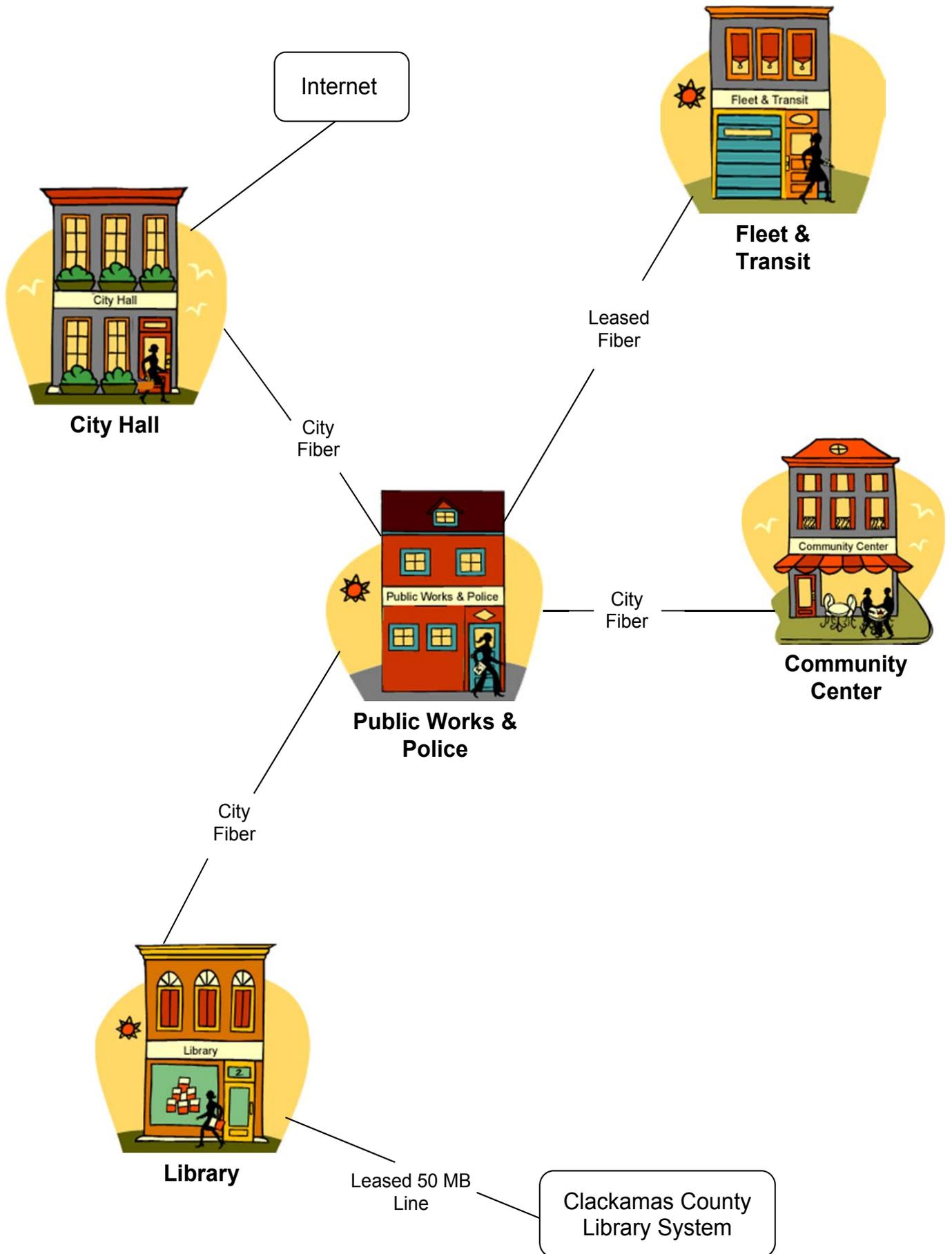
For FY 2012-13, there is a drop in the number of users and applications due, primarily, to the removal of the Waste Water Treatment Plant staff now employed by CH2M HILL. For all years, the number of computers is higher than the number of users due to the Library public PCs and computers used for telemetry monitoring.

**Did You Know?**

Ten virtual servers can be run on a single physical host, dropping the hardware cost from an average of \$5k per server to \$1k per virtual server.

information systems

Policy & Administration



## 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 professional mapping services to internal and external customers.

In FY 2011-12 the GIS Department:

- Completed more than 170 mapping projects requested by City staff
- Provided maps and analysis to the UGB expansion project, the Transportation System Plan update and the Coffee Creek Industrial Area
- Managed the 2011 GIS intern program (third year of program)
- Completed stormwater system field inventory with the use of the intern program
- Maintained enterprise GIS hardware, software and website
- Continued to coordinate with regional partners in cost saving data sharing, acquisition and project planning

## Program Objectives

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

- Identify opportunities to utilize GIS to improve City services

## Other Program Objectives

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

Position	Full Time Equivalent Positions			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
GIS Manager	1.00	1.00	1.00	1.00
Intern	0.00	0.50	0.50	0.50
	1.00	1.50	1.50	1.50

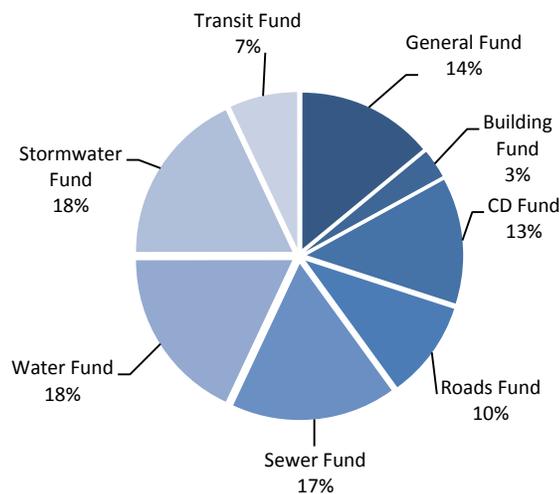
<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 85,446	\$ 96,008	\$ 105,150	\$ 107,380	\$ 107,380	\$ 107,380
Employee benefits	36,348	39,072	46,560	48,250	48,250	48,250
<b>Total</b>	<b>121,794</b>	<b>135,080</b>	<b>151,710</b>	<b>155,630</b>	<b>155,630</b>	<b>155,630</b>
<b>Materials and Services</b>						
Supplies	4,339	3,464	7,820	7,820	7,820	7,820
Prof and tech services	29,963	41,285	50,840	50,840	50,840	50,840
Utility services	202	156	220	220	220	220
Meeting expenses	149	143	300	300	300	300
Employee development	1,452	1,614	5,150	5,150	5,150	5,150
Fees, dues, advertising	1,932	1,802	1,840	1,840	1,840	1,840
<b>Total</b>	<b>38,037</b>	<b>48,464</b>	<b>66,170</b>	<b>66,170</b>	<b>66,170</b>	<b>66,170</b>
<b>Total Department</b>	<b>\$ 159,831</b>	<b>\$ 183,544</b>	<b>\$ 217,880</b>	<b>\$ 221,800</b>	<b>\$ 221,800</b>	<b>\$ 221,800</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Interfund charges	\$ 168,000	\$ 171,360	\$ 171,360	\$ 161,600	\$ 161,600	\$ 161,600
Urban renewal charges	9,186	9,186	9,200	9,200	9,200	9,200
General Fund revenues	-	2,998	37,320	51,000	51,000	51,000
<b>Total</b>	<b>\$ 177,186</b>	<b>\$ 183,544</b>	<b>\$ 217,880</b>	<b>\$ 221,800</b>	<b>\$ 221,800</b>	<b>\$ 221,800</b>

**Statement of Funding Issues for 2012-13**

The GIS budget is unchanged for FY 2012-13.

**Estimated FY 12/13 - GIS Use by Fund**



Performance Measures

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Workload indicators	% of survey respondents that use GIS for job duties	84%	63%	83%	71%	75%
	% of survey respondents that use online mapping tools	74%	63%	60%	65%	75%
Effectiveness indicator	Customer satisfaction rating per annual survey	Very Good	Excellent	Excellent	Excellent	Excellent

Performance Measures Outcome

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

**Did You Know?**

With an Intern project collecting, researching, mapping and entering more than 1,700 City easements into the GIS system, future staff research time will be reduced, in most cases by more than 50%.



## Statement of Purpose

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

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

## Program Objectives

- Provide legal advice to City Council, City Manager, boards and commissions and department heads that is 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 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 and the annual Department survey

### Full Time Equivalent Positions

Position	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
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

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 257,288	\$ 278,702	\$ 299,880	\$ 308,000	\$ 308,000	\$ 308,000
Employee benefits	94,860	107,133	141,690	136,720	136,720	136,720
<b>Total</b>	<b>352,148</b>	<b>385,835</b>	<b>441,570</b>	<b>444,720</b>	<b>444,720</b>	<b>444,720</b>
<b>Materials and Services</b>						
Supplies	8,066	8,167	8,790	8,790	8,790	8,790
Prof and tech services	29,997	4,621	25,700	15,700	15,700	15,700
Utility services	513	585	600	600	600	600
Meeting expenses	126	45	100	100	100	100
Employee development	7,407	7,387	10,200	10,200	10,200	10,200
Fees, dues, advertising	2,522	2,066	3,380	3,380	3,380	3,380
<b>Total</b>	<b>48,631</b>	<b>22,871</b>	<b>48,770</b>	<b>38,770</b>	<b>38,770</b>	<b>38,770</b>
<b>Total Department</b>	<b>\$ 400,779</b>	<b>\$ 408,706</b>	<b>\$ 490,340</b>	<b>\$ 483,490</b>	<b>\$ 483,490</b>	<b>\$ 483,490</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Taxes	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Interfund charges	70,371	64,661	62,586	64,683	64,683	64,683
Urban renewal charges	59,000	52,000	53,000	53,000	53,000	53,000
General Fund revenues	181,408	202,045	284,754	275,807	275,807	275,807
<b>Total</b>	<b>\$ 400,779</b>	<b>\$ 408,706</b>	<b>\$ 490,340</b>	<b>\$ 483,490</b>	<b>\$ 483,490</b>	<b>\$ 483,490</b>

**Statement of Funding Issues for 2012-13**

The budget for FY 2012-13 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 2012-13.

Professional and Technical Services decreased \$10,000 for outside attorney and temporary employment services.

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

**Program Objectives**

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

Position	Full Time Equivalent Positions			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
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	0.75	0.75	0.75
Intern (High School)	0.08	0.10	0.10	0.10
	<b>2.82</b>	<b>2.85</b>	<b>2.85</b>	<b>2.85</b>

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 214,528	\$ 227,246	\$ 242,780	\$ 249,950	\$ 249,950	\$ 249,950
Employee benefits	76,123	91,419	109,020	112,540	112,540	112,540
<b>Total</b>	<b>290,651</b>	<b>318,665</b>	<b>351,800</b>	<b>362,490</b>	<b>362,490</b>	<b>362,490</b>
<b>Materials and Services</b>						
Supplies	4,088	3,676	3,950	2,950	2,950	2,950
Prof and tech services	38,839	43,186	70,510	20,510	20,510	20,510
Utility services	1,367	1,451	1,465	1,465	1,465	1,465
Insurance	87,263	65,509	118,990	118,990	118,990	118,990
Employee development	32,319	35,482	40,280	48,200	48,200	48,200
Fees, dues, advertising	1,703	1,026	1,730	2,000	2,000	2,000
Flex plan admin	3,975	3,654	4,300	4,300	4,300	4,300
Recognition expenses	1,637	11,844	15,630	15,630	15,630	15,630
Meeting expenses	12,545	490	1,000	1,000	1,000	1,000
<b>Total</b>	<b>183,736</b>	<b>166,318</b>	<b>257,855</b>	<b>215,045</b>	<b>215,045</b>	<b>215,045</b>
<b>Total Department</b>	<b>\$ 474,387</b>	<b>\$ 484,983</b>	<b>\$ 609,655</b>	<b>\$ 577,535</b>	<b>\$ 577,535</b>	<b>\$ 577,535</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Interfund charges	\$ 162,571	\$ 184,247	\$ 181,271	\$ 193,070	\$ 193,070	\$ 193,070
General Fund revenues	311,816	300,736	428,384	384,465	384,465	384,465
<b>Total</b>	<b>\$ 474,387</b>	<b>\$ 484,983</b>	<b>\$ 609,655</b>	<b>\$ 577,535</b>	<b>\$ 577,535</b>	<b>\$ 577,535</b>

**Statement of Funding Issues for 2012-13**

The department budget reflects City Manager directed reductions including a \$1,000 decrease in Supplies and a \$25,000 reduction in Professional and Technical Services for labor negotiations. The current union contract expires June 30, 2012. Staff anticipates reaching a labor agreement prior to the start of FY 2012-13.

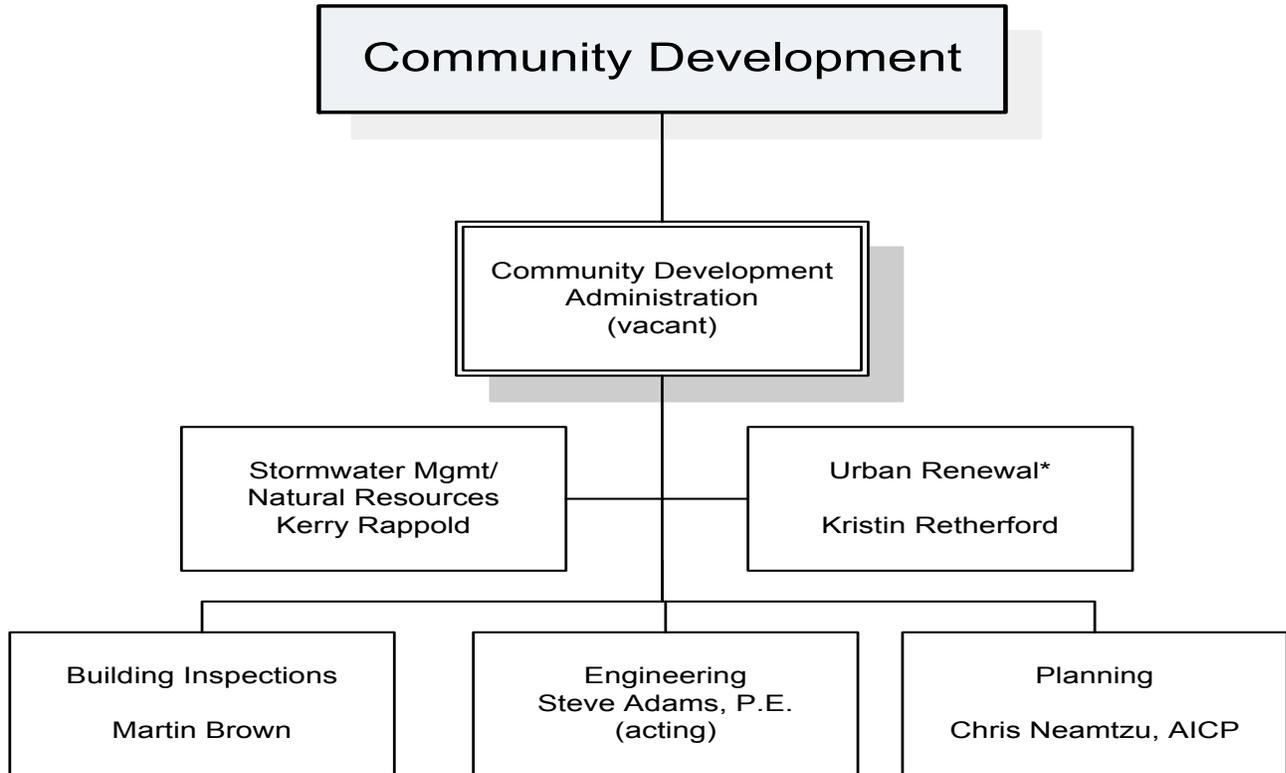
Employee Development related to recruiting costs has increased in anticipation of employee turnover as our most tenured employees retire.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Recruit, hire and retain the most qualified people to staff the City's service delivery needs	FTEs (not including Clackamas County Sheriff's Office, Water Treatment Plant or Wastewater Treatment Plant)	156	161.5	161.9	162.4	154.3
	Full-time recruitments	6	6	8	10	10
	Turnover rate (Full Time)	4%	5%	7%	9%	9%
	Percentage of FTEs that pass probationary period	99%	99%	99%	100%	100%
Minimize work-related accidents and maintain an excellent safety record	Number of workers' compensation claims	5	5	9	6	5
	Number of time loss days due to workers compensation injuries	28	84	3	3	5
	Total paid losses	\$17,800	\$12,386	\$2,853	\$1,236	\$2,500
	Experience modification history	0.76	0.83	0.83	0.93	1.00

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 285

**Expenditure Summaries**

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
CD Administration	\$ 955,357	\$ 808,715	\$ 1,023,350	\$ 963,441	\$ 963,441	\$ 963,441
Engineering	1,208,144	1,032,722	1,449,170	1,340,445	1,340,445	1,340,445
Building Inspections	541,148	546,980	628,280	643,015	643,015	643,015
Planning	666,595	637,249	811,810	820,044	820,044	820,044
Stormwater Management	120,888	-	-	-	-	-
Natural Resources/Storm. Management	-	343,367	375,240	365,182	365,182	365,182
<b>Total</b>	<b>\$ 3,492,132</b>	<b>\$ 3,369,033</b>	<b>\$ 4,287,850</b>	<b>\$ 4,132,127</b>	<b>\$ 4,132,127</b>	<b>\$ 4,132,127</b>

In FY 2010-11 the Natural Resources was moved from CD Administration and combined with Stormwater Management.

# Community Development

## Interesting Facts

### Building Inspections

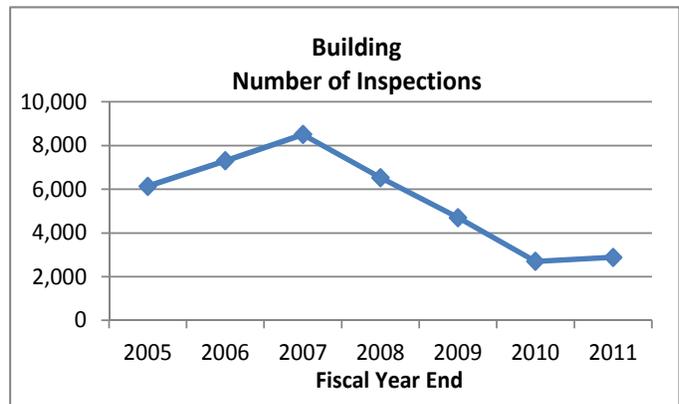
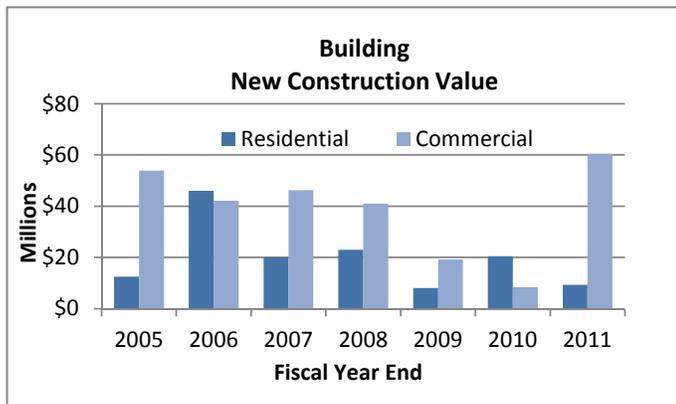
In Calendar Year 2011, the City delivered a permitted volume of over \$128 million in private development work. This is a record and doubles the annual average construction volume per year over the last twelve years.

### Engineering

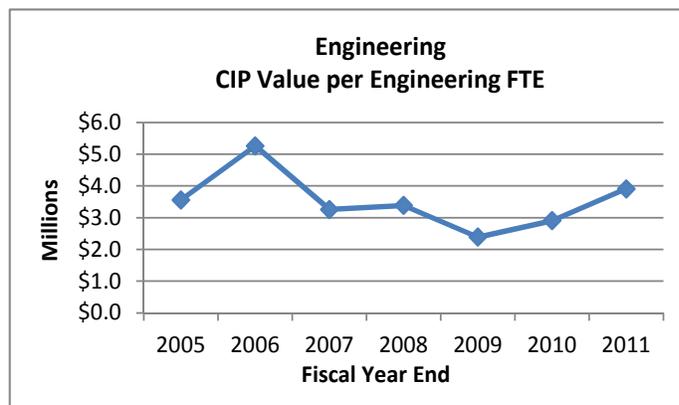
Even as the City completes the I-5 Interchange and begins work on the expanded Wastewater Treatment Plant, our Capital Projects team is planning for a 5-year period of the highest volume of capital project work the City has ever undertaken. While we are expanding new infrastructure to accommodate new growth, staff will need to concurrently address aging infrastructure maintenance and repair.

### Planning

The City is rapidly running out of developable residential, industrial and commercial property. In partnership with Metro, ODOT, and Washington and Clackamas Counties, the City needs to invest in expanding infrastructure and City services to several areas over the next 3-5 years to ensure continued growth and development. Key future growth areas include North Villebois, Frog Pond, Coffee Creek I and Basalt Creek.



- FY 2012-13 Planning Division Master Plans and Code Amendments**
- Transportation Systems Plan Update
  - Statewide Planning Goal 9 Economic Development Analysis Update
  - Statewide Planning Goal 10 Housing Analysis
  - Water Distribution Master Plan
  - Basalt Creek Transportation Study
  - Basalt Creek Concept Plan
  - Coffee Creek Area Large Lot Industrial Study and Analysis
  - Sign Code Update
  - Old Town Neighborhood Plan implementation





## 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 Stormwater 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 B: Ensure efficient, cost-effective and sustainable development and infrastructure**

- Successful construction of the Villebois School Site
- Plan infrastructure delivery to the Coffee Creek Industrial Area
- Complete the Transportation Systems Plan update with ODOT
- Basalt Creek concept planning with the City of Tualatin for the area north of Day Road; land-use policy decisions with Metro and Washington County
- Plan and implement a strategy to serve Sherwood with Willamette River water
- Complete Water Master Plan
- Create Development Agreements to support capital program goals
- Implement new Stormwater Master Plan financing elements

### **Council Goal D: Develop, adopt and begin implementation of a comprehensive economic development strategy**

- Maintain an adequate supply of developable land for future growth
- Coordinate consultant efforts on developing an economic development strategy and facilitate an Economic Development Advisory Committee

### **Council Goal F: Practice fiscal discipline to maintain or improve City’s bond rating**

- Assist SMART and Public Works with facility plans and Asset Management

Position	Full Time Equivalent Positions			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Community Development Director	1.00	1.00	1.00	1.00
Assistant Community Development Director	0.00	1.00	1.00	1.00
Real Property Specialist	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	0.00	0.00	0.00
Administrative Assistant III	0.00	1.00	1.00	1.00
Administrative Specialist II	1.00	0.00	0.00	0.00
Administrative Assistant I	0.00	1.00	1.50	1.50
Urban Renewal Projects Manager	1.00	0.00	0.00	0.00
Urban Renewal Manager	0.00	1.00	1.00	1.00
Redevelopment Director	1.00	0.00	0.00	0.00
Special Projects Manager	0.40	0.00	0.00	0.00
Natural Resource Program Manager*	1.00	0.00	0.00	0.00
Environmental Education Specialist*	1.00	0.00	0.00	0.00
	<b>8.40</b>	<b>6.00</b>	<b>6.50</b>	<b>6.50</b>

\*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.

# administration

# Community Development

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personnel Services						
Salaries and wages	\$ 534,121	\$ 444,363	\$ 497,580	\$ 508,280	\$ 508,280	\$ 508,280
Employee benefits	226,679	190,192	238,480	246,820	246,820	246,820
<b>Total</b>	<b>760,800</b>	<b>634,555</b>	<b>736,060</b>	<b>755,100</b>	<b>755,100</b>	<b>755,100</b>
Materials and Services						
Supplies	54,315	50,174	46,000	46,000	46,000	46,000
Prof and tech services	68,411	50,007	154,600	74,600	74,600	74,600
Utility services	32,334	34,075	41,510	43,550	43,550	43,550
Fleet services	3,320	2,750	2,950	2,901	2,901	2,901
Repairs & maintenance	21,673	20,965	26,920	25,980	25,980	25,980
Rents & leases	-	-	180	180	180	180
Insurance	4,288	2,238	4,520	4,520	4,520	4,520
Meeting expenses	4,879	5,288	4,790	4,790	4,790	4,790
Employee development	4,867	3,961	4,800	4,800	4,800	4,800
Fees, dues, advertising	470	515	1,020	1,020	1,020	1,020
<b>Total</b>	<b>194,557</b>	<b>169,973</b>	<b>287,290</b>	<b>208,341</b>	<b>208,341</b>	<b>208,341</b>
Capital Outlay						
Machinery & equipment	-	4,187	-	-	-	-
Software	-	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>4,187</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 955,357</b>	<b>\$ 808,715</b>	<b>\$ 1,023,350</b>	<b>\$ 963,441</b>	<b>\$ 963,441</b>	<b>\$ 963,441</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Interfund charges	\$ 659,014	\$ 564,115	\$ 681,364	\$ 416,667	\$ 416,667	\$ 416,667
Urban renewal charges	467,035	400,000	454,000	284,000	284,000	284,000
CD Fund reserves	-	-	-	262,774	262,774	262,774
<b>Total</b>	<b>\$ 1,126,049</b>	<b>\$ 964,115</b>	<b>\$ 1,135,364</b>	<b>\$ 963,441</b>	<b>\$ 963,441</b>	<b>\$ 963,441</b>

## Statement of Funding Issues for 2012-13

The Community Development Department is on target to meet its execution goals and revenue in Capital Projects and Development Agreement objectives for residential, commercial and industrial developments. While the residential sector is beginning to see an upturn, we need to continue to monitor home construction activity in the City and its impact on staffing and revenue, and manage expenses accordingly.

The decrease in Professional and Technical Services is due to moving an \$80,000 budget for the Transit/Fleet building consultant to capital projects.

## Statement of Purpose

The Engineering Division provides professional level project design services, project management, construction inspection and other related services 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 master planning, design, cost estimating, operations and maintenance. Additional responsibilities include traffic management, maintaining accurate infrastructure ‘as-built’ records, mapping, street addressing and development/revision of Public Works construction standards.

## Program Objectives

### **Council Goal B: Ensure efficient, cost-effective and sustainable development and infrastructure**

- In conjunction with the Oregon Department of Transportation (ODOT), complete the reconstruction of the I-5/Wilsonville Road Interchange (completion October 2012)
- Complete the reconstruction of the 95<sup>th</sup> Avenue/Boones Ferry Road/Commerce Circle Intersection (completion September 2012)
- Complete the design and permitting of Segment 3B of the Wilsonville/Sherwood Water Transmission Line (design completion February 2013)
- Complete the construction of infrastructure for the Lowrie Elementary School in Villebois (completion September 2012)
- In cooperation with CH2M HILL, Design Build Operate (DBO) Contractor, monitor the construction effort for the City’s Wastewater Treatment Plan Expansion (construction completion December 2013)
- Support private development through review and inspection of projects ranging from sidewalk repairs to large scale developments
- Complete an update to the Water System Master Plan
- Initiate an update to the Wastewater Collection System Master Plan
- Complete the planning, design and construction of smaller capital projects as may be required
- Maintain and enhance utility infrastructure mapping and as-built drawing and data files
- Complete the design and permitting of the Barber Street bridge and road connection to Villebois (2014 construction)
- Complete the settlement repairs to Boeckman Road between Kinsman Road and 110<sup>th</sup> Avenue
- Complete the pedestrian safety project on Boeckman Road

Position	Full Time Equivalent Positions			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
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	4.00	3.00	2.00
Engineering Associate	0.00	0.00	1.00	1.00
GIS and Mapping Technician	1.00	1.00	1.00	1.00
Administrative Assistant I	1.00	0.00	0.00	0.00
Administrative Assistant II	0.00	1.00	0.00	0.00
Administrative Assistant III	0.00	0.00	1.00	1.00
	11.00	10.00	10.00	9.00

# engineering

# Community Development

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 705,975	\$ 649,897	\$ 786,260	\$ 715,710	\$ 715,710	\$ 715,710
Employee benefits	325,908	293,563	402,380	368,240	368,240	368,240
<b>Total</b>	<b>1,031,883</b>	<b>943,460</b>	<b>1,188,640</b>	<b>1,083,950</b>	<b>1,083,950</b>	<b>1,083,950</b>
<b>Materials and Services</b>						
Supplies	18,464	9,363	32,890	32,890	32,890	32,890
Prof and tech services	112,197	34,750	156,470	156,470	156,470	156,470
Utility services	5,543	5,497	9,830	9,830	9,830	9,830
Fleet services	20,170	18,480	18,220	14,285	14,285	14,285
Repairs & maintenance	2,406	4,484	2,520	2,520	2,520	2,520
Rents & leases	-	-	11,360	11,360	11,360	11,360
Insurance	2,032	1,206	2,250	2,150	2,150	2,150
Meeting expenses	561	158	1,260	1,260	1,260	1,260
Employee development	11,773	11,128	19,960	19,960	19,960	19,960
Fees, dues, advertising	3,115	2,696	5,770	5,770	5,770	5,770
<b>Total</b>	<b>176,261</b>	<b>87,762</b>	<b>260,530</b>	<b>256,495</b>	<b>256,495</b>	<b>256,495</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	1,500	-	-	-	-
<b>Total Department</b>	<b>\$ 1,208,144</b>	<b>\$ 1,032,722</b>	<b>\$ 1,449,170</b>	<b>\$ 1,340,445</b>	<b>\$ 1,340,445</b>	<b>\$ 1,340,445</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Permits	\$ 87,528	\$ 413,982	\$ 304,400	\$ 340,000	\$ 340,000	\$ 340,000
Charges for services	30,412	35,286	51,500	51,500	51,500	51,500
Interfund charges	659,014	1,116,667	1,362,728	833,334	833,334	833,334
Urban renewal charges	467,035	271,000	161,000	133,000	133,000	133,000
<b>Total</b>	<b>\$ 1,243,989</b>	<b>\$ 1,836,935</b>	<b>\$ 1,879,628</b>	<b>\$ 1,357,834</b>	<b>\$ 1,357,834</b>	<b>\$ 1,357,834</b>

## Statement of Funding Issues for 2012-13

The Engineering Division is operating at a 20% reduced capacity compared to FY 2009-10. An open Engineer position was eliminated in FY 2010-11 in response to the recession. An open Senior Engineering Technician position was eliminated mid-year during FY 2011-12 as a City Manager directed budget reduction and resulted in a decrease of \$90,000.

## Statement of Purpose

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

## Program Objectives

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

- 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

### ***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
- Aid in the management and supervision of assigned capital improvement projects as directed in the Budget including the Community Services kitchen remodel and the construction of the Fleet building
- Support Community Development work teams as assigned

<b>Full Time Equivalent Positions</b>				
<b>Position</b>	<b>Adopted 2009-10</b>	<b>Adopted 2010-11</b>	<b>Adopted 2011-12</b>	<b>Adopted 2012-13</b>
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	0.00	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	0.00	0.00	0.00
On-Call Inspector	0.10	0.10	0.10	0.10
	<b>6.35</b>	<b>5.10</b>	<b>5.10</b>	<b>5.10</b>

# building inspections

# Community Development

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 349,690	\$ 350,249	\$ 379,390	\$ 389,020	\$ 389,020	\$ 389,020
Employee benefits	147,615	150,631	189,620	196,950	196,950	196,950
<b>Total</b>	<b>497,305</b>	<b>500,880</b>	<b>569,010</b>	<b>585,970</b>	<b>585,970</b>	<b>585,970</b>
<b>Materials and Services</b>						
Supplies	4,534	6,654	10,890	10,890	10,890	10,890
Prof and tech services	7,187	8,120	19,030	19,030	19,030	19,030
Utility services	3,168	2,588	3,980	3,930	3,930	3,930
Fleet services	18,870	16,450	13,050	10,875	10,875	10,875
Insurance	1,180	796	1,170	1,170	1,170	1,170
Employee development	7,060	8,307	8,700	8,700	8,700	8,700
Fees, dues, advertising	1,844	1,685	2,450	2,450	2,450	2,450
<b>Total</b>	<b>43,843</b>	<b>44,600</b>	<b>59,270</b>	<b>57,045</b>	<b>57,045</b>	<b>57,045</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	1,500	-	-	-	-
<b>Total Department</b>	<b>\$ 541,148</b>	<b>\$ 546,980</b>	<b>\$ 628,280</b>	<b>\$ 643,015</b>	<b>\$ 643,015</b>	<b>\$ 643,015</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Permits	\$ 394,155	\$ 865,163	\$ 955,126	\$ 843,153	\$ 843,153	\$ 843,153
Interfund charges	-	-	-	-	-	-
Urban renewal charges	-	19,440	-	-	-	-
Operating reserve	146,993	-	-	-	-	-
<b>Total</b>	<b>\$ 541,148</b>	<b>\$ 884,603</b>	<b>\$ 955,126</b>	<b>\$ 843,153</b>	<b>\$ 843,153</b>	<b>\$ 843,153</b>

### Statement of Funding Issues for 2012-13

Building Division revenues are expected to exceed expenses. Excess revenues are used to pay administrative overhead or 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>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Perform requested inspections by the end of the next work day while maintaining or improving operating efficiency	Number of plan reviews and inspections per year	4,700	2,700	2,885	4,950	3,450
	Percentage completed within strategy	68%	60%	96%	100%	100%
Encourage use of the State online e-permitting system	Number of customers who obtain online permits	37	100	120	125	135

Performance Measurements Outcome

There is a steady increase of customers utilizing the State’s online e-permitting system and an increase in customers utilizing the City website to obtain fillable permit forms. The Building Division has seen an increase in customers submitting plans utilizing the email system. This is 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 responsible for the City’s land-use policies and regulations including the Comprehensive Plan, its master plan sub-elements and the Development Code. Program responsibilities are divided between current planning, long-range planning and code enforcement.

Current Planning staff works closely with customers seeking to facilitate commercial, industrial and residential development. Current planning duties include site plan review, land-use code enforcement, construction oversight, monitoring and inspection of approved developments.

Long-range Planning staff 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 Reserves, Urban Growth Boundary expansions and Urban Growth Management Functional Plan compliance. Staff also manages and assists with Capital Improvement Projects.

## Program Objectives

### **Council Goal A: Enhance livability and safety in Wilsonville**

- Plan, design and construct new accessible trails in Memorial Park with Metro Local Share Funds
- Initiate a Statewide Planning Goal 10 Housing analysis as part of periodic review in preparation for concept planning the Frog Pond/Advance Road UGB/urban reserve areas

### **Council Goal C: Ensure efficient, cost-effective and sustainable development and infrastructure**

- With grant funding from ODOT, update and adopt revisions to the City’s Transportation Systems Plan (TSP) to reflect rapidly changing conditions
- Implement the Old Town Neighborhood Plan by adopting new Development Code language
- In partnership with the region, master plan the Basalt Creek area that was added to the UGB in 2004

### **Council Goal D: Develop, adopt and begin implementation of a comprehensive economic development strategy**

- Advance infrastructure planning, CIP prioritization and marketability of the Coffee Creek Area in preparation for industrial development and job creation
- Complete a Statewide Planning Goal 9 (economic development) update
- Work with the community to establish an economic development strategy
- Work with the community and Chamber of Commerce to complete revisions to the sign code

Position	Full Time Equivalent Positions			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Planning Director	1.00	1.00	1.00	1.00
Manager of Long Range Planning	1.00	0.00	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
Administrative Assistant I	1.00	0.50	0.00	0.00
Administrative Assistant II	1.00	1.00	1.00	1.00
Administrative Assistant III	0.00	1.00	1.00	1.00
Administrative Specialist I	0.50	0.00	0.00	0.00
	<b>8.50</b>	<b>7.50</b>	<b>7.00</b>	<b>7.00</b>

planning

Community Development

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personnel Services						
Salaries and wages	\$ 439,946	\$ 423,936	\$ 466,450	\$ 473,220	\$ 473,220	\$ 473,220
Employee benefits	175,745	182,674	227,280	239,920	239,920	239,920
Total	615,691	606,610	693,730	713,140	713,140	713,140
Materials and Services						
Supplies	4,804	1,380	15,690	14,190	14,190	14,190
Prof and tech services	31,639	12,466	79,490	70,990	70,990	70,990
Utility services	1,298	1,133	1,520	1,500	1,500	1,500
Fleet services	1,570	1,690	1,770	1,624	1,624	1,624
Insurance	269	181	310	300	300	300
Meeting expenses	575	271	820	820	820	820
Employee development	1,765	6,530	10,260	9,260	9,260	9,260
Fees, dues, advertising	8,984	5,488	8,220	8,220	8,220	8,220
Total	50,904	29,139	118,080	106,904	106,904	106,904
Capital Outlay						
Mach & equipment	-	1,500	-	-	-	-
Total Department	\$ 666,595	\$ 637,249	\$ 811,810	\$ 820,044	\$ 820,044	\$ 820,044

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Permits	\$ 137,810	\$ 226,779	\$ 250,660	\$ 295,256	\$ 295,256	\$ 295,256
Villebois Master Plan Fee	-	-	115,000	-	-	-
Intergovernmental	31,500	-	18,000	25,000	25,000	25,000
Interfund charges	80,000	80,000	150,000	150,000	150,000	150,000
Urban renewal charges	34,000	52,000	55,000	46,000	46,000	46,000
General Fund revenues	-	-	200,000	200,000	200,000	200,000
CD Fund reserves	383,285	278,470	23,150	103,788	103,788	103,788
Total	\$ 666,595	\$ 637,249	\$ 811,810	\$ 820,044	\$ 820,044	\$ 820,044

**Statement of Funding Issues for 2012-13**

A strengthening economy led to a record year in public and private investment (over \$128 million) in the community for calendar year 2011. This investment led to a substantially increased workload and revenues for the Planning Division. Significant projects approved in 2011 include 365 new dwelling units in Phase 1 of Brenchley Estates and 257 single-family lots along with associated parks in Villebois (622 dwelling-units total).

Significant development projects anticipated in 2012 include Phase 2 of Brenchley Estates, continued entitlement and construction activity in Villebois, industrial warehouse proposals and a fast food restaurant along 95<sup>th</sup> Avenue as well as advancement and construction of previously approved residential projects at Willamette Landing, Cross Creek and Copper Creek. Construction of commercial projects includes the TVFR Command Center, the City's SMART Fleet Building, Lowrie Primary School and the Villebois private recreation center.

The Planning Division reduced its Materials and Services budget by \$11,000 in response to City Manager directed budget reductions.

# 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

## Program Objectives

### **Council Goal B: 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 Conservation and Efficiency Team, a group of City Staff, which meets to discuss sustainability issues and options in order to raise awareness among staff and the community
- 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

Position	Full Time Equivalent Positions			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Natural Resources Program Manager	0.00	1.00	1.00	1.00
Stormwater Management Coordinator	1.00	1.00	1.00	1.00
Environmental Education Specialist	0.00	1.00	1.00	1.00
	1.00	3.00	3.00	3.00

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

# natural resources/stormwater management Community Development

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 55,618	\$ 182,180	\$ 193,700	\$ 200,010	\$ 200,010	\$ 200,010
Employee benefits	24,932	80,674	96,150	100,090	100,090	100,090
<b>Total</b>	<b>80,550</b>	<b>262,854</b>	<b>289,850</b>	<b>300,100</b>	<b>300,100</b>	<b>300,100</b>
<b>Materials and Services</b>						
Supplies	227	2,110	6,400	2,900	2,900	2,900
Prof and tech services	10,660	31,666	40,500	35,500	35,500	35,500
Utility services	786	950	1,380	1,390	1,390	1,390
Fleet services	3,192	3,032	2,880	2,767	2,767	2,767
Repairs & maintenance	22,491	24,784	26,250	16,250	16,250	16,250
Insurance	256	169	300	275	275	275
Comm svcs programs	1,955	5,539	4,500	4,500	4,500	4,500
Employee development	6	3,564	2,680	1,000	1,000	1,000
Fees, dues, advertising	765	400	500	500	500	500
<b>Total</b>	<b>40,338</b>	<b>72,214</b>	<b>85,390</b>	<b>65,082</b>	<b>65,082</b>	<b>65,082</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	8,299	-	-	-	-
<b>Total Department</b>	<b>\$ 120,888</b>	<b>\$ 343,367</b>	<b>\$ 375,240</b>	<b>\$ 365,182</b>	<b>\$ 365,182</b>	<b>\$ 365,182</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Permits	\$ -	\$ 2,200	\$ -	\$ -	\$ -	\$ -
Charges for services	120,888	151,044	172,810	159,012	159,012	159,012
Interfund charges	-	88,181	100,000	106,000	106,000	106,000
Urban renewal charges	-	19,000	18,000	17,000	17,000	17,000
Intergovernmental	-	12,906	-	-	-	-
CD Fund reserves	-	70,036	84,430	83,170	83,170	83,170
<b>Total</b>	<b>\$ 120,888</b>	<b>\$ 343,367</b>	<b>\$ 375,240</b>	<b>\$ 365,182</b>	<b>\$ 365,182</b>	<b>\$ 365,182</b>

## Statement of Funding Issues for 2012-13

In response to Council direction, Materials and Services were reduced by \$20,000. These reductions will be maintained in FY 2012-13.

### Did You Know?

Over the last decade, stormwater facilities have been installed by private parties on 59 development sites. Although they're privately owned and maintained facilities, the city has to annually inspect the sites and make sure that they continue to meet the requirements of the federal Clean Water Act.

# Community Development

## Performance Measurements

# stormwater management

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

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Enhance and restore native plant communities within local parks and natural areas	Total acres planted	4	3	4	4	4

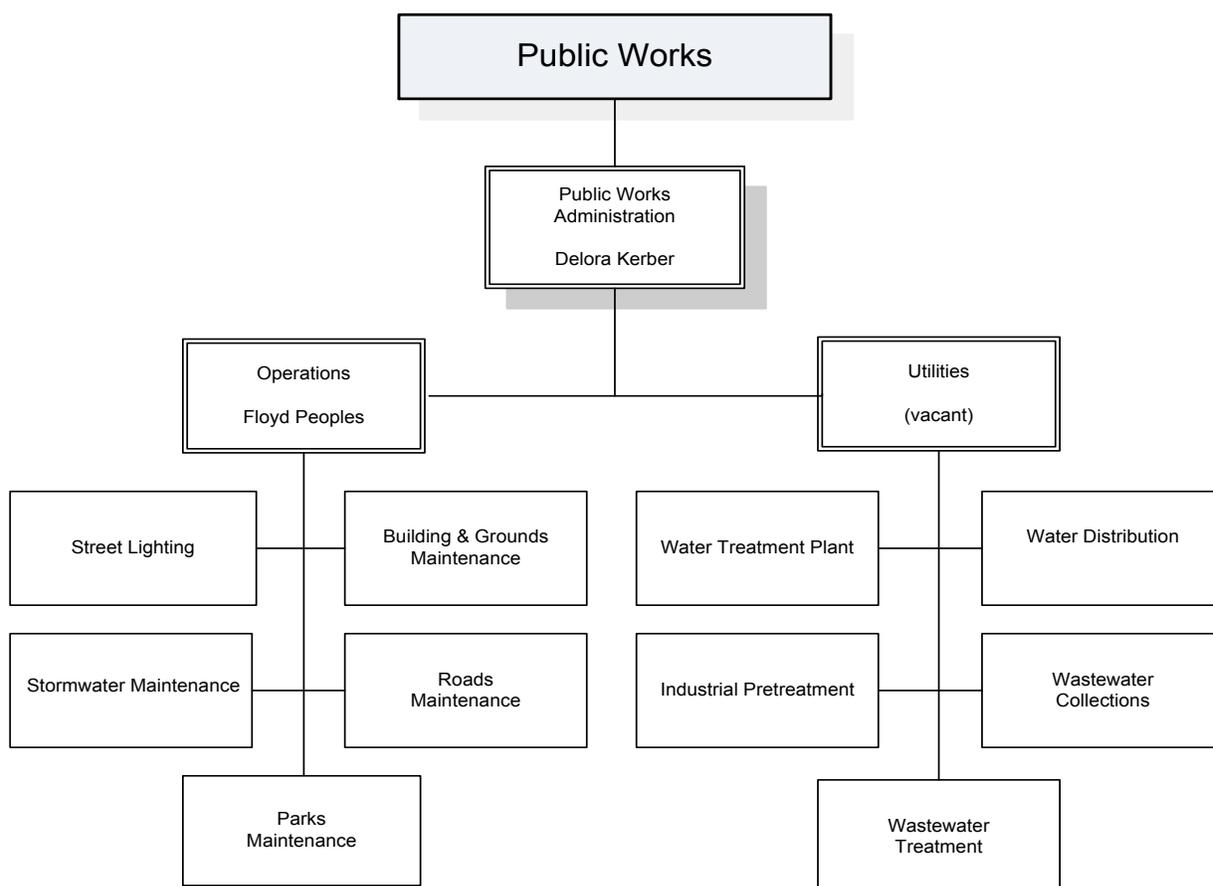
**Goal: Assure surface waters within the City support a healthy environment, healthy people and healthy fish**

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Quarterly monitoring for 12 water quality parameters in Boeckman and Coffee Lake creeks	Meeting or exceeding previous years' long-term averages	92%	92%	92%	92%	90%
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	32	52	98*	90	90

\*During the 2008-09 and 2009-10 reporting periods, there was a downturn in the economy that accounted for fewer construction sites. As development increased in 2010-11, and to improve record keeping, single-family permits were tracked individually within neighborhood plans. Therefore, a significant increase in construction sites occurs between 2009-10 and 2010-11.

### 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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Administration	\$ 565,751	\$ 557,906	\$ 713,825	\$ 625,737	\$ 625,737	\$ 625,737
Building & Grounds Maint	523,700	601,776	694,937	692,213	692,213	692,213
Parks Maintenance	1,022,888	902,870	1,004,765	1,001,217	1,001,217	1,001,217
Roads Operations	492,824	563,433	716,700	741,668	741,668	741,668
Street Lighting	257,958	253,687	291,080	296,100	296,100	296,100
Water Distribution	956,619	991,313	1,179,450	1,210,847	1,210,847	1,210,847
Water Treatment Plant	1,714,733	1,883,944	2,182,307	2,739,057	2,739,057	2,739,057
Industrial Pretreatment	91,787	116,847	124,390	116,542	116,542	116,542
Wastewater Treatment Plant	-	-	-	1,799,200	1,799,200	1,799,200
Wastewater Collections	2,206,223	2,145,369	2,507,490	665,389	665,389	665,389
Stormwater Maintenance	363,974	379,651	530,120	494,935	494,935	494,935
<b>Total</b>	<b>\$ 8,196,457</b>	<b>\$ 8,396,796</b>	<b>\$ 9,945,064</b>	<b>\$10,382,905</b>	<b>\$10,382,905</b>	<b>\$10,382,905</b>

# Public Works

## Interesting Facts

### *Water - Outstanding Performer*

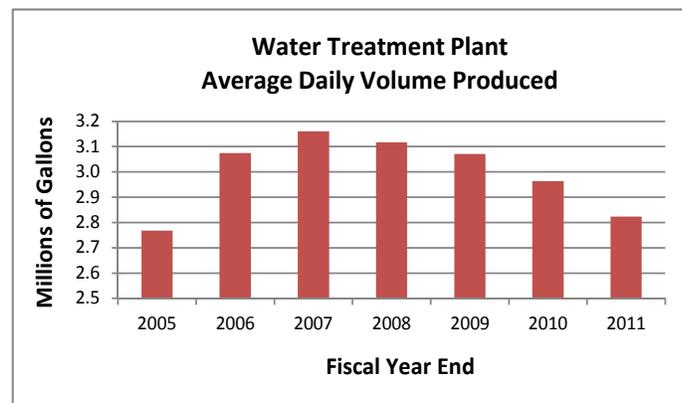
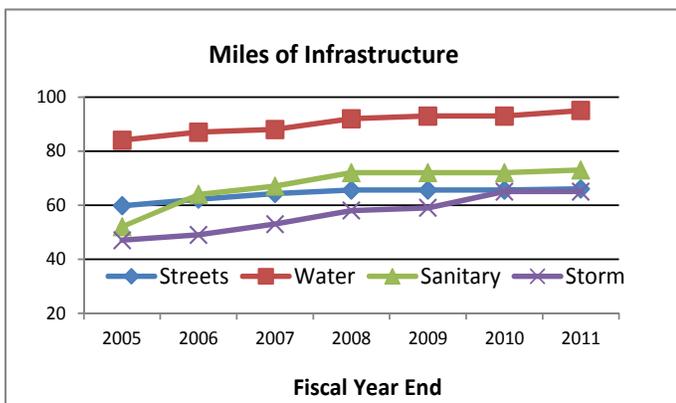
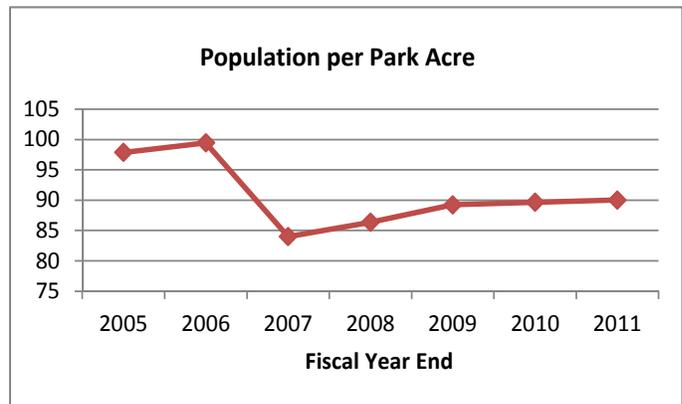
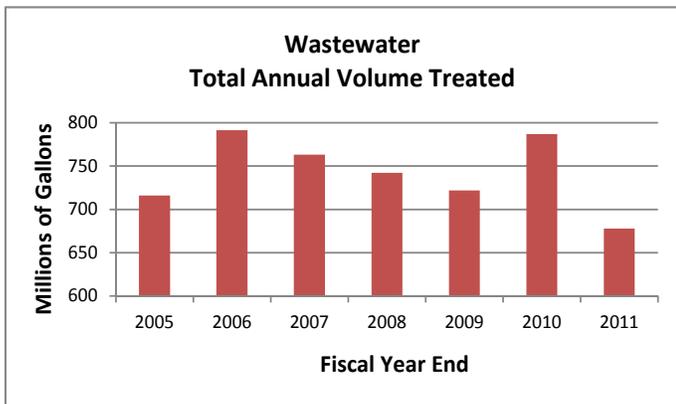
The City of Wilsonville water system has been selected as an “Outstanding Performer” based on a Water System Survey conducted by the Oregon Health Authority (OHA) Drinking water Program in November 2011. The survey is designed to evaluate the total water system in terms of supplying safe drinking water to the public.

Our review noted that “Wilsonville’s water system facilities are well operated and maintained by a knowledgeable and competent staff.”

The water system survey is an on-site review of a system’s sources. These include treatment, storage facilities, distribution system, operation and maintenance procedures, monitoring and management for the purpose of evaluating the system’s capability of providing safe water to the public.

The criteria for outstanding performance include no contamination violations in the last five years, no more than one monitoring or reporting violation in the past three years, no significant deficiencies or rule violations during the current water system survey and no waterborne disease outbreak to the water system in the last five years.

Being an outstanding performer allows the City to reduce our water system survey frequency from every three years to every five years.





**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 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 A: Enhance livability and safety in Wilsonville**

- Organize local emergency management training and exercises

**Council Goal B: 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

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

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

**Other Program Objectives**

- 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 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Public Works Director	1.00	1.00	1.00	1.00
Operations Manager	1.00	1.00	1.00	1.00
Utility Manager	1.00	1.00	1.00	1.00
Public Works Administrative Analyst	1.00	1.00	1.00	0.00*
Administrative Specialist II	1.00	0.00	0.00	0.00
Administrative Assistant I	0.00	1.00	1.00	1.00
Intern	0.00	0.50	0.50	0.50
	5.00	5.50	5.50	4.50

\* Reallocation of staff to Water Distribution

administration

Public Works

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 352,176	\$ 347,743	\$ 421,060	\$ 366,050	\$ 366,050	\$ 366,050
Employee benefits	145,832	136,403	207,290	180,720	180,720	180,720
<b>Total</b>	<b>498,008</b>	<b>484,146</b>	<b>628,350</b>	<b>546,770</b>	<b>546,770</b>	<b>546,770</b>
<b>Materials and Services</b>						
Supplies	16,130	25,548	27,730	24,405	24,405	24,405
Prof and tech services	-	1,039	4,600	4,600	4,600	4,600
Utility services	15,761	19,726	20,115	20,065	20,065	20,065
Fleet services	9,860	10,380	7,180	5,322	5,322	5,322
Repairs & maintenance	6,810	7,282	7,930	11,000	11,000	11,000
Insurance	1,598	1,229	2,025	1,925	1,925	1,925
Employee development	4,784	5,924	8,870	7,250	7,250	7,250
Fees, dues, advertising	1,465	1,356	4,890	2,900	2,900	2,900
Meeting expenses	1,129	1,276	2,135	1,500	1,500	1,500
<b>Total</b>	<b>57,537</b>	<b>73,760</b>	<b>85,475</b>	<b>78,967</b>	<b>78,967</b>	<b>78,967</b>
<b>Capital Outlay</b>						
Machinery & equipment	10,206	-	-	-	-	-
<b>Total Department</b>	<b>\$ 565,751</b>	<b>\$ 557,906</b>	<b>\$ 713,825</b>	<b>\$ 625,737</b>	<b>\$ 625,737</b>	<b>\$ 625,737</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Interfund charges	\$ 324,376	\$ 309,656	\$ 579,481	\$ 462,411	\$ 462,411	\$ 462,411
General Fund revenues	241,375	248,250	134,344	163,326	163,326	163,326
<b>Total</b>	<b>\$ 565,751</b>	<b>\$ 557,906</b>	<b>\$ 713,825</b>	<b>\$ 625,737</b>	<b>\$ 625,737</b>	<b>\$ 625,737</b>

**Statement of Funding Issues for 2012-13**

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.

In response to Council requested budget reductions, Personnel Services was decreased by \$36,000.

The reduction in Personnel Services reflects the reclassification and reallocation of an Administrative Analyst position to a Water Distribution Tech.

**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, SMART/Fleet Building, SMART Central 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 and water features.

Improvements completed during the 2011-12 budget year include:

- Installation of a new HVAC unit in the Community Center
- Library lighting retrofit in conjunction with Energy Trust of Oregon and Clackamas County
- Installed additional electric circuits in the Community Center
- Installation of a keyless entry system at the Community Center
- Replacement of the Nike well roof
- Installation of non-skid stair tread covers at the Community Center and Tauchman House
- Replacement of dry rotted material and flashings on the west side of the Visitors’ Center
- Begin facility inventory for asset management

The anticipated special projects for FY 2012-13 include:

- Seal brick veneer at City Hall
- Replace and relocate the grease trap interceptor at the Community Center
- Continue inventory of facilities for asset management
- Begin developing and incorporating asset management into the work order system
- Pressure wash outside of Visitors’ Center and seal bricks
- Energy efficient lighting retrofit at the Community Center
- Assess HVAC units throughout the City for possible replacement

**Program Objectives**

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

Position	Full Time Equivalent Positions			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Public Works Supervisor	0.50	0.50	0.50	0.50
Senior Utility Worker	1.50	2.50	2.50	2.50
Utility Worker	0.50	0.50	0.50	0.50
Seasonal Utility Worker	0.75	0.75	0.75	0.75
	<b>3.25</b>	<b>4.25</b>	<b>4.25</b>	<b>4.25</b>

# buildings and grounds

# Public Works

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 107,032	\$ 143,511	\$ 196,880	\$ 201,390	\$ 201,390	\$ 201,390
Employee benefits	55,509	67,692	109,330	113,030	113,030	113,030
<b>Total</b>	<b>162,541</b>	<b>211,203</b>	<b>306,210</b>	<b>314,420</b>	<b>314,420</b>	<b>314,420</b>
<b>Materials and Services</b>						
Supplies	27,578	28,671	45,330	42,330	42,330	42,330
Prof and tech services	10,056	11,455	12,240	12,240	12,240	12,240
Utility services	5,891	4,828	10,412	10,960	10,960	10,960
Fleet services	47,515	51,420	44,005	42,831	42,831	42,831
Repairs & maintenance	245,809	242,135	262,820	258,600	258,600	258,600
Rents & leases	-	1,685	6,120	3,120	3,120	3,120
Insurance	1,200	854	1,240	1,220	1,220	1,220
Employee development	2,533	3,607	5,230	5,162	5,162	5,162
Meeting expenses	-	11	510	510	510	510
Fees, dues, advertising	255	62	820	820	820	820
<b>Total</b>	<b>340,837</b>	<b>344,728</b>	<b>388,727</b>	<b>377,793</b>	<b>377,793</b>	<b>377,793</b>
<b>Capital Outlay</b>						
Machinery & equip	20,322	45,845	-	-	-	-
<b>Total Department</b>	<b>\$ 523,700</b>	<b>\$ 601,776</b>	<b>\$ 694,937</b>	<b>\$ 692,213</b>	<b>\$ 692,213</b>	<b>\$ 692,213</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Taxes	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Interfund charges	66,806	88,984	94,121	69,143	69,143	69,143
Urban renewal charges	3,000	3,000	3,000	3,000	3,000	3,000
Assigned contingencies	-	44,845	50,000	-	-	-
General Fund revenues	363,894	374,947	457,816	530,070	530,070	530,070
<b>Total</b>	<b>\$ 523,700</b>	<b>\$ 601,776</b>	<b>\$ 694,937</b>	<b>\$ 692,213</b>	<b>\$ 692,213</b>	<b>\$ 692,213</b>

### Statement of Funding Issues for 2012-13

Following Council direction the Building and Grounds budget was reduced by \$29,250 as follows: \$5,000 from program Supplies; \$21,250 from Maintenance and \$3,000 from tool and equipment rental.

Supplies increased \$2,000 for a one-time addition of a computer to assist with facilities maintenance. We are currently sharing three computers between ten employees. With the implementation of the asset management/work order system, it is expected that computer usage will be higher and another computer will be needed to increase productivity.

**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, Murase, Boones Ferry, Riverfox, Park at Merryfield, Tranquil, Engelman, Town Center, Courtside, Canyon Creek, and Willamette River Water Treatment Plant), greenways, open spaces, transient dock as well as pedestrian and bicycle trails.

During the 2011-12 budget year, completed improvements include:

- Murase Plaza pathway light retrofit in conjunction with the Energy Trust of Oregon
- Continued application of rock to Memorial Park trails
- Construction and placement of drain pipe, pervious concrete and stamped concrete pathway at Memorial Park tennis courts
- Repainting of existing soccer goals
- New signage, repair of diversion boom and leveling of the walkway at Memorial Park Transient Dock
- Landscape improvements at Murase and Memorial Park signs
- Repair and restaining of Town Center Park water feature runnel
- Installation of concrete walkway around Murase Plaza water feature vault
- Construction of a walking path in Memorial Park’s dog run area
- Modified hay pens in Stein Barn for added usage of rental space

The anticipated special projects for FY 2012-13 include:

- Installation of Boones Ferry Park and Courtside Park signs and surrounding landscaping
- Installation of a new swing at the Boones Ferry Park playground
- Improvements of Murase Plaza playground
- Repair and repave Canyon Creek Park and Jobsey Lane pathways

**Program Objectives**

**Council Goal A: Enhance Livability and Safety in Wilsonville**

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

Position	Full Time Equivalent Positions			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Public Works Supervisor	0.50	0.50	0.50	0.50
Senior Utility Worker	2.50	2.50	2.50	2.50
Utility Worker	1.50	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	0.75
	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.25</b>

parks maintenance

Public works

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 256,455	\$ 273,912	\$ 298,010	\$ 304,560	\$ 304,560	\$ 304,560
Employee benefits	118,036	131,040	139,690	148,120	148,120	148,120
<b>Total</b>	<b>374,491</b>	<b>404,952</b>	<b>437,700</b>	<b>452,680</b>	<b>452,680</b>	<b>452,680</b>
<b>Materials and Services</b>						
Supplies	109,636	58,995	43,870	45,162	45,162	45,162
Prof and tech services	27,816	33,927	39,630	39,630	39,630	39,630
Utility services	127,618	139,473	200,960	187,680	187,680	187,680
Fleet services	47,515	51,420	44,005	42,831	42,831	42,831
Repairs & maintenance	287,343	193,846	213,630	209,546	209,546	209,546
Rents & leases	4,837	9,456	8,870	8,870	8,870	8,870
Insurance	6,155	3,848	6,340	6,220	6,220	6,220
Employee development	5,016	5,382	7,300	7,138	7,138	7,138
Meeting expenses	6	-	510	510	510	510
Fees, dues, advertising	455	571	950	950	950	950
<b>Total</b>	<b>616,397</b>	<b>496,918</b>	<b>566,065</b>	<b>548,537</b>	<b>548,537</b>	<b>548,537</b>
<b>Capital Outlay</b>						
Machinery & equip	32,000	-	-	-	-	-
Vehicles	-	1,000	1,000	-	-	-
<b>Total</b>	<b>32,000</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Department</b>	<b>\$ 1,022,888</b>	<b>\$ 902,870</b>	<b>\$ 1,004,765</b>	<b>\$ 1,001,217</b>	<b>\$ 1,001,217</b>	<b>\$ 1,001,217</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Taxes	\$ 673,223	\$ 694,716	\$ 727,326	\$ 726,258	\$ 726,258	\$ 726,258
Charges for services	29,368	29,725	28,300	28,300	28,300	28,300
Interfund charges	23,933	38,018	53,822	37,570	37,570	37,570
Assigned contingencies	-	35,321	15,000	-	-	-
General Fund revenues	296,364	105,090	180,317	209,089	209,089	209,089
<b>Total</b>	<b>\$ 1,022,888</b>	<b>\$ 902,870</b>	<b>\$ 1,004,765</b>	<b>\$ 1,001,217</b>	<b>\$ 1,001,217</b>	<b>\$ 1,001,217</b>

**Statement of Funding Issues for 2012-13**

Following Council direction, the Parks budget has been reduced by \$26,000. Utilities were reduced by \$20,000 for irrigation water and Repairs and Maintenance was reduced \$6,000 for tree services.

Personnel Services will increase for a .25 FTE Park Ranger position. Currently, we fall short of needed Park Ranger time to cover the water feature season (Memorial Day to Labor Day). As a result, Seasonal Park worker hours have been used to supplement the short-fall. With the expansion of the park system and programs, we need to keep the Seasonal Park workers focused on maintenance and operations tasks. The additional Ranger hours dedicated to the water features would be a better option. In response to citizen requests, the water features will now be operated from June 1<sup>st</sup> to September 15<sup>th</sup>. The additional .25 FTE Park Ranger will cover both needs.

Each year \$20,000 will continue to be set aside in General Fund contingencies for the future replacement of playground structures and wood chips in the fall zone.

Materials and Services are estimated to increase \$6,000 with the construction of Engelman Park. With the addition of the park, maintenance of the landscapes, hard surfaces, playgrounds, shelters and other amenities will need to occur.

**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
- 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 A: 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 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Public Works Supervisor	0.75	0.75	0.75	0.75
Senior Utility Worker	1.50	1.50	1.50	1.50
Utility Worker	1.00	1.00	1.00	1.00
Seasonal Utility Worker	0.50	0.50	0.50	0.50
	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>	<b>3.75</b>

roads

Public Works

<del>zzzzzzzz</del>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personnel Services						
Salaries and wages	\$ 144,171	\$ 155,896	\$ 181,590	\$ 186,960	\$ 186,960	\$ 186,960
Employee benefits	78,423	88,329	105,670	113,210	113,210	113,210
Total	222,594	244,225	287,260	300,170	300,170	300,170
Materials and Services						
Supplies	9,556	13,796	15,854	15,854	15,854	15,854
Prof and tech services	13,600	15,878	19,830	19,830	19,830	19,830
Utility services	74,045	83,144	105,781	108,680	108,680	108,680
Fleet services	29,860	32,780	32,550	37,274	37,274	37,274
Repairs & maintenance	135,686	166,411	247,500	250,175	250,175	250,175
Rents & leases	-	-	1,050	1,050	1,050	1,050
Insurance	1,262	849	1,290	1,250	1,250	1,250
Employee development	5,572	4,796	4,895	6,695	6,695	6,695
Meeting expenses	23	-	80	80	80	80
Fees, dues, advertising	626	554	610	610	610	610
Total	270,230	318,208	429,440	441,498	441,498	441,498
Capital Outlay						
Vehicles	-	1,000	-	-	-	-
Total Department	\$ 492,824	\$ 563,433	\$ 716,700	\$ 741,668	\$ 741,668	\$ 741,668

<del>zzzzzzzz</del>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Intergovt'l - Gas tax	\$ 753,457	\$ 909,513	\$ 871,600	\$ 1,108,000	\$ 1,108,000	\$ 1,108,000
Total	\$ 753,457	\$ 909,513	\$ 871,600	\$ 1,108,000	\$ 1,108,000	\$ 1,108,000

**Statement of Funding Issues for 2012-13**

Maintenance was reduced by \$20,000 to accommodate Council directed budget reductions.

Repairs and Maintenance includes \$24,000 of new costs associated with the maintenance of the Wilsonville Road/I-5 Interchange Project (#4002) set for completion in 2012. These funds will allow for maintenance of landscape, watering, weeding, plant replacement, road striping, crosswalk maintenance, art tile replacement, graffiti removal, catch basin cleaning and litter removal.

**Did You Know?**

The Roads crew installed 4,072 feet of 12” thermoplastic on crosswalks throughout the City.

Although initially more costly than paint, thermoplastic is more cost-effective because of its longevity.

## Statement of Purpose

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

## Program Objectives

### *Council Goal A: 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

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

# street lighting

# Public Works

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Materials and Services						
Utility services	\$ 246,700	\$ 248,512	\$ 271,700	\$ 276,720	\$ 276,720	\$ 276,720
Repairs & maintenance	11,258	5,175	19,380	19,380	19,380	19,380
<b>Total Department</b>	<b>\$ 257,958</b>	<b>\$ 253,687</b>	<b>\$ 291,080</b>	<b>\$ 296,100</b>	<b>\$ 296,100</b>	<b>\$ 296,100</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Charges for services	\$ 375,483	\$ 374,855	\$ 385,000	\$ 385,000	\$ 385,000	\$ 385,000
<b>Total</b>	<b>\$ 375,483</b>	<b>\$ 374,855</b>	<b>\$ 385,000</b>	<b>\$ 385,000</b>	<b>\$ 385,000</b>	<b>\$ 385,000</b>

There are no funding issues.

**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 104 miles of water mains ranging in size from 6” to 63”
- 1,023 fire hydrants
- 2,972 water valves
- 5,090 water meters ranging in size from ¾” to 10”
- 8 groundwater wells

Program Objectives

**Council Goal A: Enhance livability and safety in Wilsonville**

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

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

- Provide effective operation and maintenance of the water storage and distribution systems

**Other Program Objectives**

- Maintain wells as an auxiliary water supply
- Provide quality customer service

Position	Full Time Equivalent Positions			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Public Works Supervisor	1.00	1.00	1.00	1.00
Water Distribution Tech	3.00	3.00	3.00	4.00 *
Utility Locator	0.33	0.33	0.33	0.33
Seasonal Utility Worker	0.00	0.25	0.25	0.00 **
	<b>4.33</b>	<b>4.58</b>	<b>4.58</b>	<b>5.33</b>

\* Reallocation of staff from Public Works Administration

\*\* Reduction of staff due to Council directed budget reductions

# water distribution

# Public Works

<del>zzzzzzzz</del>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personnel Services						
Salaries and wages	\$ 243,278	\$ 255,701	\$ 279,870	\$ 341,050	\$ 341,050	\$ 341,050
Employee benefits	118,105	125,465	152,410	193,250	193,250	193,250
Total	361,383	381,166	432,280	534,300	534,300	534,300
Materials and Services						
Supplies	134,511	144,420	164,510	88,860	88,860	88,860
Prof and tech services	42,401	35,263	49,875	52,520	52,520	52,520
Utility services	54,233	56,044	64,985	70,780	70,780	70,780
Fleet services	55,670	44,650	38,690	35,717	35,717	35,717
Repairs & maintenance	90,176	113,406	194,160	189,000	189,000	189,000
Rents & leases	1,625	-	2,000	2,000	2,000	2,000
Insurance	10,160	5,439	10,410	10,300	10,300	10,300
Community programs	551	1,063	1,100	1,100	1,100	1,100
Employee development	5,893	4,983	6,720	6,430	6,430	6,430
Franchise fee	187,685	192,232	200,000	205,000	205,000	205,000
Fees, dues, advertising	12,331	11,640	14,640	14,640	14,640	14,640
Meeting expenses	-	7	80	200	200	200
Total	595,236	609,147	747,170	676,547	676,547	676,547
Capital Outlay						
Vehicles	-	1,000	-	-	-	-
Total Department	\$ 956,619	\$ 991,313	\$ 1,179,450	\$ 1,210,847	\$ 1,210,847	\$ 1,210,847

<del>zzzzzzzz</del>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Charges for services	\$ 3,248,918	\$ 3,166,888	\$ 3,520,693	\$ 3,649,943	\$ 3,649,943	\$ 3,649,943
Total	\$ 3,248,918	\$ 3,166,888	\$ 3,520,693	\$ 3,649,943	\$ 3,649,943	\$ 3,649,943

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 2012-13

This budget reflects staffing reassignments that occurred during the 2011-12 budget year. As a result, staffing and minor employee related expenses increased in this fund while reducing the Public Works Administration budget. This restructuring resulted in a net reduction of .25 FTE across the two departments.

Council mandated reductions in FY 2011-12 resulted in \$94,000 of decreases in Supplies for hydrant adapters and the water replacement program.

Technical Services will increase \$6,500 for both the Tooze Road meter vault and the West Side Reservoir site.

Utilities are expected to increase for increased electrical use.

Performance Measurements

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

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Exercise and maintain 25% of valves annually (i.e. all valves exercised on a 4-year cycle)	Total number of valves	2,405	2,405	2,405	2,412	2,972
	Number of valves exercised	600	600	631	603	743
	Percent of total valves exercised	24.9%	24.9%	26.3%	25.0%	25.0%
Exercise and maintain 20% of fire hydrants annually (i.e. all hydrants exercised on a 5-year cycle)	Total number of hydrants	1,007	1,030	1,030	1,030	1,023
	Number of hydrants exercised	275	200	206	206	205
	Percent of total hydrants exercised	27.3%	19.4%	20.0%	20.0%	20.0%
Assure back flow prevention program is current and meets all legal requirements	Number of devices in service and tested	3,125	3,335	3,375	3,556	3,600
	Number of failed devices repaired/retested	35	68	66	66	66

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?**

A leak the size of a pinhead or 1/16" can account for 821 gallons of wasted water per day. If left undetected, this tiny leak could result in 25,000 wasted gallons of water per month. Fixing that leak would save the user over \$100 per month.



**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 A: Enhance livability and safety in Wilsonville**

- Ensure adequate, safe, high-quality water

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

- Provide efficient operation of the Willamette River Water Treatment Plant

**Other Program Objectives**

- Perform scheduled maintenance of the treatment plant
- Comply with all city, state and federal regulations

**Did You Know?**

As of October 2011, The City of Wilsonville and the City of Sherwood have an intergovernmental partnership to provide Sherwood with up to 2.5 million gallons per day of water from the Willamette River Water Treatment Plant.

Position	Full Time Equivalent Positions*			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted** 2012-13
Plant Manager	1.00	1.00	1.00	1.00
Assistant Plant Manager	1.00	1.00	1.00	1.00
Maintenance Lead	0.00	0.00	0.00	1.00
Automation/Process Control Tech	1.00	1.00	1.00	1.00
Water Treatment Tech	3.50	3.50	3.50	5.00
Administrative Assistant	0.50	0.50	0.50	0.50
	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>9.50</b>

\* Personnel at the Water Treatment Plant are employed by Veolia Water North America, but are managed under contract by the City of Wilsonville.  
 \*\* Personnel increases are due additional water production for the City of Sherwood.

# water treatment plant

# Public Works

<del>zzzzzzzz</del>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Materials and Services</b>						
Supplies	\$ 147,557	\$ 350,474	\$ 211,880	\$ 523,425	\$ 523,425	\$ 523,425
Prof and tech services	1,122,194	1,091,134	1,169,837	1,523,682	1,523,682	1,523,682
Utility services	329,522	319,601	467,550	472,141	472,141	472,141
Repairs & maintenance	96,000	93,326	124,500	131,541	131,541	131,541
Insurance	14,747	11,912	18,500	18,100	18,100	18,100
Meeting expenses	-	-	200	-	-	-
Fees, dues, advertising	4,713	4,497	4,840	5,168	5,168	5,168
<b>Total</b>	<b>1,714,733</b>	<b>1,870,944</b>	<b>1,997,307</b>	<b>2,674,057</b>	<b>2,674,057</b>	<b>2,674,057</b>
<b>Capital Outlay</b>						
Machinery & equipment	-	13,000	185,000	65,000	65,000	65,000
<b>Total Department</b>	<b>\$ 1,714,733</b>	<b>\$ 1,883,944</b>	<b>\$ 2,182,307</b>	<b>\$ 2,739,057</b>	<b>\$ 2,739,057</b>	<b>\$ 2,739,057</b>

<del>zzzzzzzz</del>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Charges for services	\$ 1,714,733	\$ 1,874,440	\$ 1,526,307	\$ 1,789,057	\$ 1,789,057	\$ 1,789,057
Sherwood sales	-	9,504	656,000	950,000	950,000	950,000
<b>Total</b>	<b>\$ 1,714,733</b>	<b>\$ 1,883,944</b>	<b>\$ 2,182,307</b>	<b>\$ 2,739,057</b>	<b>\$ 2,739,057</b>	<b>\$ 2,739,057</b>

### Statement of Funding Issues for 2012-13

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.

Several equipment items are needed and will be partially paid by the City of Sherwood since they are now a partner for the water produced at the plant.

A spare mix pump will increase Capital Outlay by \$25,000. One high energy mix pump is in place to ensure the coagulant is fully mixed with incoming raw water. A spare pump assembly was provide so that if the original pump failed, the spare pump could be installed in its place. However, it would be beneficial to water production to permanently install the spare pump assembly and isolation valves alongside the existing pump to be able to provide immediate standby capability.

An additional increase in Capital Outlay for \$20,000 is to replace the nitrogen boost compressor. Reliability of the ozone system depends on clean, dry, oil-free compressed air to control its pneumatic valves. The compressors supplied with the system have proven unreliable and have failed repeatedly. It is recommended that a more robust compressor package be installed including sound dampening, filtration and conditioning capabilities. In addition, to increase the reliability of ozone generation, this compressor package could supply air to the pneumatic shop tools and provide backup air supply to the polymer batching system.

Conversion of ozone generator #1 & #2 to digital control is requested at \$20,000. A 2010 control circuit failure on ozone generator #1 revealed that the manufacturer now uses upgraded digital technology, rendering the existing control system obsolete and unsupported. Spare parts and service will become unavailable and to ensure reliability and maintenance service support the controls need to be converted to digital.

The contract with Veolia increases via a combination of the Employee Cost Index and the Portland-Salem Consumer Price Index as calculated at the end of December. For estimating purposes a 3% escalation for both is being used totalling \$36,000. In addition, Veolia will need to add staff to meet the projected higher water demand from the City and Sherwood, with an estimated cost of \$200,000.

Supplies will increase \$295,000 for scheduled Granular Activated Carbon (GAC) filter media. The GAC charcoal filters are six feet thick and further remove turbidity and pathogens; remove organic chemicals; and remove taste/odor compounds to assure consistently high quality of the treated water. The media in filters #1 & #2 were last replaced in the October 2008. The expected useful life of the filters is between four and five years.

Performance Measurements

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

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
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 and regulates the discharge of pollutants from industrial sources into the wastewater collections system thereby preventing the transmission of pollutants and contaminations to collections infrastructure, treatment plant or into the bio-solids. Education and outreach is a key element of the program.

The City’s Industrial Pretreatment Program includes:

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

**Program Objectives**

***Council Goal A: Enhance livability and safety in Wilsonville***

- 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

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

- Engage in educational activities about pretreatment/FOG/pollution prevention at schools, conferences and businesses
- Coordinate with other state, regional and local agency programs regarding environmental protection

Position	Full Time Equivalent Positions			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.00

# industrial pretreatment

# Public Works

<del>zzzzzzzz</del>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 58,862	\$ 61,659	\$ 65,520	\$ 66,670	\$ 66,670	\$ 66,670
Employee benefits	20,571	21,584	26,770	27,330	27,330	27,330
<b>Total</b>	<b>79,433</b>	<b>83,243</b>	<b>92,290</b>	<b>94,000</b>	<b>94,000</b>	<b>94,000</b>
<b>Materials and Services</b>						
Supplies	919	941	1,530	1,530	1,530	1,530
Prof and tech services	4,412	26,391	20,520	13,020	13,020	13,020
Utility services	599	607	850	840	840	840
Fleet services	3,410	3,010	2,750	2,507	2,507	2,507
Repairs & maintenance	-	-	260	260	260	260
Insurance	300	187	320	320	320	320
Employee development	1,418	1,338	2,610	1,960	1,960	1,960
Fees, dues, advertising	1,150	1,050	3,060	1,905	1,905	1,905
Meeting expenses	146	80	200	200	200	200
<b>Total</b>	<b>12,354</b>	<b>33,604</b>	<b>32,100</b>	<b>22,542</b>	<b>22,542</b>	<b>22,542</b>
<b>Total Department</b>	<b>\$ 91,787</b>	<b>\$ 116,847</b>	<b>\$ 124,390</b>	<b>\$ 116,542</b>	<b>\$ 116,542</b>	<b>\$ 116,542</b>

<del>zzzzzzzz</del>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Charges for services	\$ 91,787	\$ 116,847	\$ 124,390	\$ 116,542	\$ 116,542	\$ 116,542
<b>Total</b>	<b>\$ 91,787</b>	<b>\$ 116,847</b>	<b>\$ 124,390</b>	<b>\$ 116,542</b>	<b>\$ 116,542</b>	<b>\$ 116,542</b>

### Statement of Funding Issues for 2012-13

The Industrial Pretreatment program reduced FY 2011-12 operating funds \$9,305 (8%) to fulfill Council direction. These reductions resulted in reducing sampling and laboratory analysis by \$7,500, eliminating membership in the National Association of Clear Water Agencies costing \$1,155 and reducing educational and training expenses by \$650.

#### Did You Know?

The City of Wilsonville participates in two National Drug Take Back events annually, one in April and the other in October. During these two events, we were able to collect a total of 167 pounds of prescription and over-the-counter drugs that potentially could have ended up on the streets or in the environment.

Performance Measurements

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

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	9	7	21	8	11
	Permits in effect	9	8	7	7	7
	Number of minor violations	3	7	7	3	5
Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements	Number of major violations	0	0	0	0	0

**Performance Measurements Outcome**

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



# Public Works

# wastewater treatment plant

## Statement of Purpose

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

The City's Wastewater Program encompasses:

- A wastewater treatment plant that is designed to treat on average 2.25 million gallons per day in dry weather
- 8 wastewater lift pump stations
- 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-solids samples

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

## Program Objectives

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

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

## 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)
- Monitor the condition and performance of the lift stations
- Implement a practical bio-solids reuse program

Position	Full Time Equivalent Positions			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted* 2012-13
Wastewater Lead Operator	0.00	0.00	0.00	1.00
Wastewater Operator	0.00	0.00	0.00	4.00
Lab Technician	0.00	0.00	0.00	1.00
	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6.00</b>

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

# wastewater treatment plant

# Public Works

<del>zzzzzzzz</del>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Materials and Services						
Prof and tech serv	-	-	-	1,437,473	1,437,473	1,437,473
Utility services	-	-	-	331,727	331,727	331,727
Insurance	-	-	-	8,500	8,500	8,500
Fees, dues, advertising	-	-	-	21,500	21,500	21,500
<b>Total Department</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,799,200</b>	<b>\$ 1,799,200</b>	<b>\$ 1,799,200</b>

<del>zzzzzzzz</del>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Charges for services	\$ -	\$ -	\$ -	\$ 1,799,200	\$ 1,799,200	\$ 1,799,200
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,799,200</b>	<b>\$ 1,799,200</b>	<b>\$ 1,799,200</b>

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

### Statement of Funding Issues for 2012-13

The Wastewater Treatment budget has been separated from Wastewater Collections. CH2M HILL, the City's Design Build Operator, took over operations at the plant in September 2011. FY 2012-13 represents a full year of operations.

# Public Works

# wastewater collection

## Statement of Purpose

The Wastewater Collection program protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater conveyance through the effective operation and maintenance of the City's wastewater collection system.

The City's Wastewater Collections Program encompasses:

- Over 72 miles of wastewater collection pipes
- Vactor (vacuum truck) operations for cleaning the wastewater system
- Root cutting program to clear lines and prevent sewage back-ups
- Prevention of stormwater from entering the sanitary system
- Video program to identify problem areas so that maintenance and repairs can be properly prioritized
- Flo-Dar program to identify inflow and infiltration issues

## Program Objectives

- Comply with all National Pollutant Discharge Elimination (NPDES) Conditions and permit limits as set forth and regulated by the Department of Environmental Quality (DEQ)
- Monitor the condition and performance of the collections system via the video and Flo-Dar programs
- Inspect and clean 80,000 linear feet of sanitary collection pipes per year
- Inspect and rehabilitate manholes requiring additional maintenance

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

Position	Full Time Equivalent Positions			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted* 2012-13
Wastewater Lead Operator	1.00	1.00	1.00	0.00
Wastewater Operators II	2.00	2.00	2.00	0.00
Wastewater Operators I	1.00	1.00	1.00	0.00
Lab Technician	1.00	1.00	1.00	0.00
Vactor Operator	1.50	1.50	1.50	1.50
Truck Driver	1.00	1.00	1.00	0.00
Utility Locator	0.33	0.33	0.33	0.33
Maintenance Technician	0.33	0.33	0.33	0.00
	<b>8.16</b>	<b>8.16</b>	<b>8.16</b>	<b>1.83</b>

\* The Wastewater Collection budget has been separated from the Wastewater Treatment Plant. CH2M HILL, the city's Design Build Operator, took over operations at the plant in September 2011.

## wastewater collection

## Public Works

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personnel Services						
Salaries and wages	\$ 419,325	\$ 323,685	\$ 495,450	\$ 104,070	\$ 104,070	\$ 104,070
Employee benefits	196,500	169,291	278,230	57,770	57,770	57,770
<b>Total</b>	<b>615,825</b>	<b>492,976</b>	<b>773,680</b>	<b>161,840</b>	<b>161,840</b>	<b>161,840</b>
Materials and Services						
Supplies	91,552	73,446	93,960	20,675	20,675	20,675
Prof and tech services	84,168	184,293	139,930	35,500	35,500	35,500
Utility services	337,875	356,220	393,130	9,180	9,180	9,180
Fleet services	61,240	56,990	54,350	13,344	13,344	13,344
Repairs & maintenance	742,565	745,154	773,910	169,800	169,800	169,800
Rents & leases	54,328	5,380	9,590	2,500	2,500	2,500
Insurance	8,704	8,034	11,200	6,350	6,350	6,350
Employee development	9,670	7,365	11,740	5,500	5,500	5,500
Franchise fees	174,015	197,457	224,000	240,000	240,000	240,000
Meeting expenses	-	-	-	200	200	200
Fees, dues, advertising	21,219	17,054	22,000	500	500	500
<b>Total</b>	<b>1,585,336</b>	<b>1,651,393</b>	<b>1,733,810</b>	<b>503,549</b>	<b>503,549</b>	<b>503,549</b>
Capital Outlay						
Machinery & equipment	5,062	1,000	-	-	-	-
<b>Total Department</b>	<b>\$ 2,206,223</b>	<b>\$ 2,145,369</b>	<b>\$ 2,507,490</b>	<b>\$ 665,389</b>	<b>\$ 665,389</b>	<b>\$ 665,389</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Charges for services	\$ 4,454,569	\$ 4,987,352	\$ 5,595,610	\$ 4,634,258	\$ 4,634,258	\$ 4,634,258
Other revenues	20,523	23,669	18,216	18,216	18,216	18,216
<b>Total</b>	<b>\$ 4,475,092</b>	<b>\$ 5,011,021</b>	<b>\$ 5,613,826</b>	<b>\$ 4,652,474</b>	<b>\$ 4,652,474</b>	<b>\$ 4,652,474</b>

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

### Statement of Funding Issues for 2012-13

The Wastewater Collection budget has been separated from the Wastewater Treatment Plant. CH2M HILL, the city's Design Build Operator, took over operations at the plant in September 2011 while wastewater collection services are provided by City staff.

Performance Measurements

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

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Scheduled maintenance of wastewater lines in accordance with the vacor truck service plan	Linear feet of wastewater lines cleaned annually	62,000	87,600	69,000	88,000	88,000

**Performance Measurements Outcome**

As of December 31, 2011 there is 382,019 linear 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



**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 A: 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-Natural Resources 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

**Full Time Equivalent Positions**

Position	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Public Works Supervisor	0.25	0.25	0.25	0.25
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
	<b>1.84</b>	<b>1.84</b>	<b>1.84</b>	<b>1.84</b>

stormwater maintenance

Public Works

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 80,479	\$ 84,677	\$ 94,410	\$ 95,130	\$ 95,130	\$ 95,130
Employee benefits	34,556	38,985	47,510	51,620	51,620	51,620
<b>Total</b>	<b>115,035</b>	<b>123,662</b>	<b>141,920</b>	<b>146,750</b>	<b>146,750</b>	<b>146,750</b>
<b>Materials and Services</b>						
Supplies	4,794	9,175	18,030	18,030	18,030	18,030
Prof and tech serv	9,000	62,179	69,180	54,180	54,180	54,180
Utility services	247	508	1,240	1,240	1,240	1,240
Fleet services	26,128	17,638	14,820	13,805	13,805	13,805
Repairs & maintenance	168,365	128,117	243,330	218,330	218,330	218,330
Rents & leases	-	-	1,220	1,220	1,220	1,220
Comm svcs programs	1,950	-	2,040	2,040	2,040	2,040
Employee development	2,263	2,595	2,140	2,140	2,140	2,140
Franchise fees	36,167	29,565	36,000	37,000	37,000	37,000
Fees, dues, advertising	25	22	200	200	200	200
<b>Total</b>	<b>248,939</b>	<b>249,799</b>	<b>388,200</b>	<b>348,185</b>	<b>348,185</b>	<b>348,185</b>
<b>Capital Outlay</b>						
Vehicles	-	6,190	-	-	-	-
<b>Total Department</b>	<b>\$ 363,974</b>	<b>\$ 379,651</b>	<b>\$ 530,120</b>	<b>\$ 494,935</b>	<b>\$ 494,935</b>	<b>\$ 494,935</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Charges for services	\$ 816,521	\$ 802,058	\$ 792,190	\$ 1,100,988	\$ 1,100,988	\$ 1,100,988
<b>Total</b>	<b>\$ 816,521</b>	<b>\$ 802,058</b>	<b>\$ 792,190</b>	<b>\$ 1,100,988</b>	<b>\$ 1,100,988</b>	<b>\$ 1,100,988</b>

**Statement of Funding Issues for 2012-13**

To cover Council directed reductions, Technical Services declined by \$15,000 due to delaying the storm sewer video program. The Repairs and Maintenance budget also declined by \$25,000 for street sweeping and general maintenance.

Performance Measurements

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

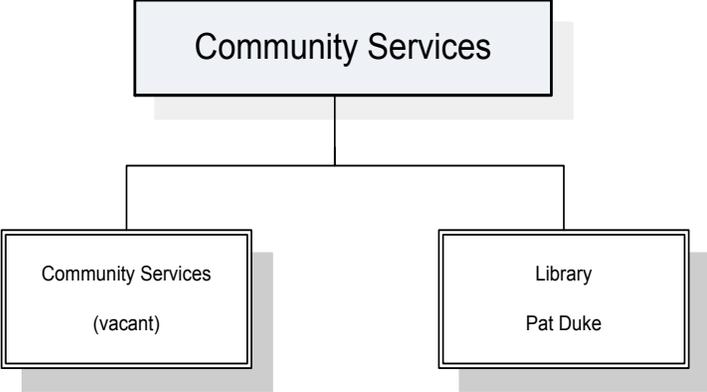
<b>Strategy</b>	<b>Measure</b>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Percentage of catch basins cleaned annually on an 'as needed' basis	Number of catch basins cleaned	830	906	911	823	902
	Percentage of catch basins cleaned	50%	49%	50%	45%	48%

**Performance Measurements Outcome**

As of January 4, 2012 there are 1,894 stormwater catch basins in the City. The schedule for cleaning is determined by contamination sources. With regular maintenance of stormwater pipes and catch basins, there is minimal backup or overflow from the conveyance system.

**Did You Know?**

Mindful of tight budget and fiscal responsibilities staff utilized four interns to collect stormwater data with the Cartegraph Asset Management Program. With information gathered, we now know the City has 4,054 stormwater inlets and 484 stormwater outlets to maintain.



**Expenditure Summaries**

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Community Services	\$ 813,319	\$ 846,939	\$ 1,008,580	\$ 1,030,610	\$ 1,030,610	\$ 1,030,610
Library	1,221,424	1,333,590	1,512,895	1,531,480	1,531,480	1,531,480
Library Endowments	29,190	-	-	-	-	-
<b>Total</b>	<b>\$ 2,063,933</b>	<b>\$ 2,180,529</b>	<b>\$ 2,521,475</b>	<b>\$ 2,562,090</b>	<b>\$ 2,562,090</b>	<b>\$ 2,562,090</b>

# Community Services

## Interesting Facts

### Community Center

Community Services hosts a number of public events that provide seasonal and themed activities for the general public throughout the year. In 2011 the Community Services Department took over the management of the Fall Harvest Festival, which will now be planned as an annual event. This festival combines a fall harvest celebration with a pet and costume parade, horse drawn wagon rides, simple treats and children's crafts. The Stein-Boozier Barn is the perfect venue for the event, which drew a crowd of more than 400 this year.

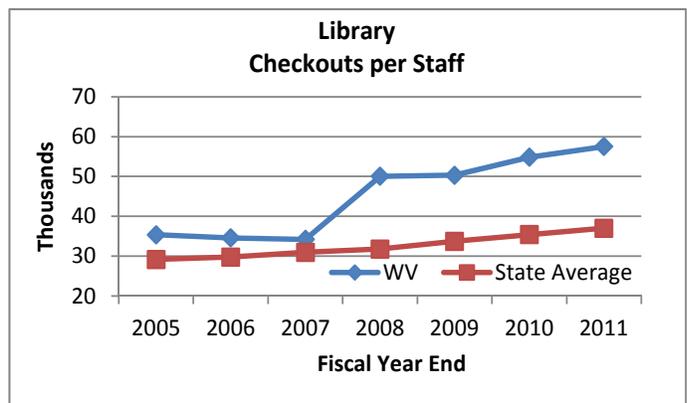
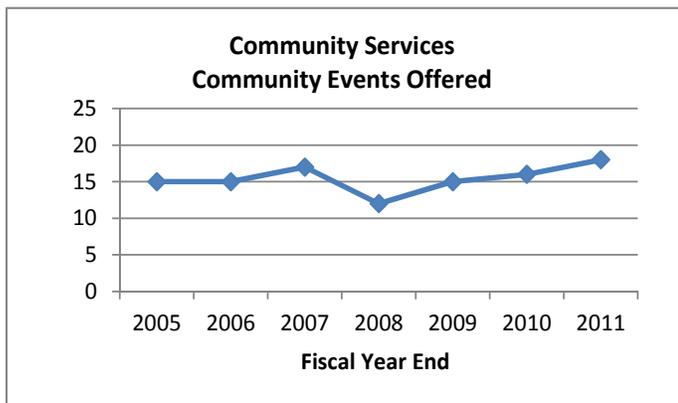
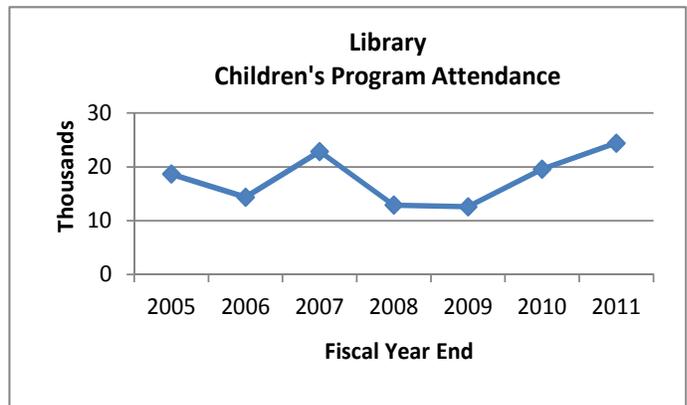
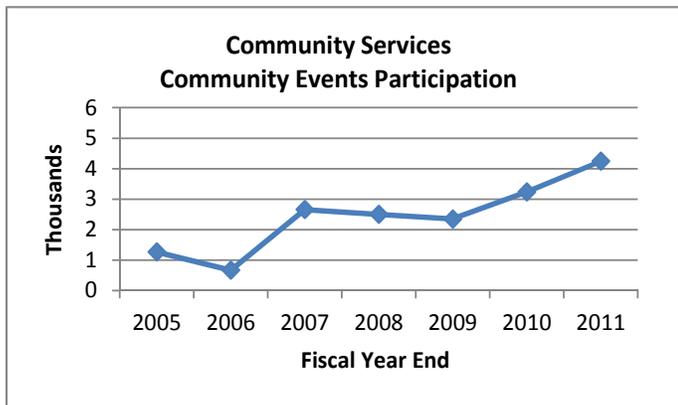
The Community Services Department received a \$45,000 donation from the estate of Marketta Buckler in 2002. The contribution was specified to enhance the nutrition services to senior citizens of Wilsonville. To extend the value of these special funds, the department has budgeted up to \$2,500 each year for unexpected or special project expenses of the senior nutrition program. Utilizing primarily the interest on these funds, there currently is \$42,000 remaining in the account. These funds have contributed to improved and increased service of home delivered meals and kitchen equipment to enhance the efficiency of food service and storage

### Library

Approximately 7,000 e-books and downloadable audiobooks were checked out in 2011.

Volunteers will work over 12,000 hours in the Library this year.

Since 2004, the Friends' Twice Sold Tales bookstore, a nonprofit entity, has generated over \$260,000 in income. Virtually all of the books and other items sold in the bookstore are donations. Sale proceeds are channeled back to the Library for new circulation material.





## 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 A: Enhance Livability and Safety in Wilsonville**

- Provide effective programming and services for youth and seniors such as the Bike Rodeo and Safety Fair for children and the Healthy Living Day, Flu Shot Clinic for adults 55+ as well as programming to help prevent chronic illness and obesity
- Support innovative, community-wide recreational and cultural programming including special events, both City produced and those provided by local service organizations
- Support opportunities for civic pride and volunteerism
- Maintain quality facilities for public use including an increased use of Stein-Boozier Barn and sports field enhancements
- Establish a plan for an ongoing assessment of recreational programs and facility needs of the community
- Support Wilsonville Skate Park Association and assist in the design and fund raising efforts for the new skate park

### **Council Goal B: Ensure efficient, cost-effective and sustainable development and infrastructure**

- Continue to implement the Parks and Recreation Master Plan in tandem with the Bicycle and Pedestrian and the Transit Master Plans while including the findings of the community survey

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

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

### **Council Goal E: Improve City communications and actively engage with our community and the broader public**

- Increase the diversity of social media used for communication of program and event opportunities

Position	Full Time Equivalent Positions			
	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
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	0.80	0.80	0.90
Nutrition Coordinator I	0.50	0.50	0.50	0.50
Nutrition Coordinator II	0.80	0.80	0.80	0.80
Nutrition Assistant (On Call)	0.05	0.05	0.16	0.16
Administrative Assistant I	1.00	0.00	0.00	0.00
Administrative Assistant II	0.00	1.00	1.00	1.00
Administrative Specialist II	1.00	0.00	0.00	0.00
Administrative Assistant I	0.00	1.00	1.00	1.00
Building Monitor	0.30	0.30	0.19	0.19
Intern	0.05	0.05	0.05	0.05
	<b>7.70</b>	<b>8.00</b>	<b>8.00</b>	<b>8.10</b>

## community services

## Community Services

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personnel Services						
Salaries and wages	\$ 373,821	\$ 399,253	\$ 436,690	\$ 447,200	\$ 447,200	\$ 447,200
Employee benefits	156,917	172,610	209,980	222,620	222,620	222,620
<b>Total</b>	<b>530,738</b>	<b>571,863</b>	<b>646,670</b>	<b>669,820</b>	<b>669,820</b>	<b>669,820</b>
Materials and Services						
Supplies	84,246	86,061	105,565	104,165	104,165	104,165
Prof and tech services	28,154	22,516	33,960	21,160	21,160	21,160
Utility services	29,224	30,509	35,805	36,105	36,105	36,105
Insurance	1,518	1,266	1,660	1,600	1,600	1,600
Repairs & maintenance	30,404	30,628	33,970	33,820	33,820	33,820
Rents & leases	2,403	1,387	4,790	4,790	4,790	4,790
Comm svcs programs	88,604	86,129	113,980	128,980	128,980	128,980
Employee development	6,106	5,672	12,200	12,200	12,200	12,200
Recognition expenses	4,364	2,829	4,590	2,290	2,290	2,290
Fees, dues, advertising	3,600	2,835	10,550	10,550	10,550	10,550
Meeting expenses	165	209	1,430	30	30	30
Misc. services & supplies	3,793	5,035	3,410	5,100	5,100	5,100
<b>Total</b>	<b>282,581</b>	<b>275,076</b>	<b>361,910</b>	<b>360,790</b>	<b>360,790</b>	<b>360,790</b>
<b>Total Department</b>	<b>\$ 813,319</b>	<b>\$ 846,939</b>	<b>\$ 1,008,580</b>	<b>\$ 1,030,610</b>	<b>\$ 1,030,610</b>	<b>\$ 1,030,610</b>
<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Taxes	\$ 623,104	\$ 645,357	\$ 673,812	\$ 673,312	\$ 673,312	\$ 673,312
Charges for services	90,632	103,624	70,200	65,000	65,000	65,000
Grants and donations	94,782	110,391	81,600	83,100	83,100	83,100
General Fund revenues	4,801	-	182,968	209,198	209,198	209,198
<b>Total</b>	<b>\$ 813,319</b>	<b>\$ 859,372</b>	<b>\$ 1,008,580</b>	<b>\$ 1,030,610</b>	<b>\$ 1,030,610</b>	<b>\$ 1,030,610</b>

## Statement of Funding Issues for 2012-13

(see next page)

## Statement of Funding Issues for 2012-13

Alternative funding is sought for an increased number of program and activities. Sponsorships of summer Art and Action, Spring Break Hoops Camp, Movies in the Park, Easter Egg Hunt, Healthy Living Day, Academy of Lifelong Learning and Senior Bucket List Event are sponsored in part or whole.

Special events, both those planned by City staff and those provided by local service organizations continue to grow in frequency and attendance. This growth is reflected in an impact on City resources, both material and personnel. The new Ordinance #701 provides the foundation from which to administer these events and negotiate the facilities and resources required to provide safe and accessible events for the enjoyment of residents and visitors to Wilsonville.

The Community Services Department has been selected as a recipient of the 2012 ACHIEVE Grant. The National Recreation and Park Association (NRPA) and the Centers for Disease Control have chosen four cities to receive the 2012 grant in the amount of \$50,000 over the two year grant cycle. ACHIEVE stands for Action Communities for Health, Innovation and Environmental Change. Wilsonville will work with mentor community, Longview Washington. Local leaders and citizens will determine how the grant funds will be used. The ACHIEVE Grant goals include the development of policies which encourage physical activity, improve access to healthy foods, decrease tobacco use and/or decrease the disparities in access to healthy lifestyle choices for Wilsonville residents.

Expenses that are out of the department's control include utilities, computer contracts, county service contracts, phone charges and online registration transaction fees. Of significant additional impact is the increase from 1.5% to 2.0% of the offline transaction fees (class registrations and facility reservations) by service provider Active Network. The budget for Bank Charges has been increased to meet this demand.

Increased personal training and class fees will be used to offset the .1 FTE Increase for the Fitness Specialist.

The following paragraphs describe Community Services' response to City Manager directed budget reductions occurring after the FY 2012-13 budget adoption.

The Community Programs Brochure has been the primary method of marketing for programs, activities and services of the Community Services, Library and Natural Resources Departments. The budgets for printing and postage have both been reduced: printing by \$9,700 (50%) and postage by \$2,400 (25%). In an effort to align department spending with budget reductions, staff will reduce the frequency of printing the City's program brochure and reduce the number of pages in the remaining issues. PO boxes and mail routes with primarily business addresses will be removed to reduce mailing expenses.

While Wilsonville continues to have a strong and active pool of volunteers, attendance by volunteers at the annual recognition event has declined in recent years. In 2012, in response to the direction to seek efficiencies in operations, the line item for recognition has been reduced by \$2,300 (50%). In exploring alternate models of volunteer recognition, other cities pair recognition events with other community activities such as a concert in the park, and offer free refreshments to volunteers who attend on Volunteer Recognition Day. This approach offers a cost savings, while still providing a venue to show appreciation for volunteers in a public setting.

Other reductions include \$3,100 (50%) from Other Technical Services, which limits the response to unexpected citizen, program or facility concerns; and \$1,430 (100%) from meeting costs in response to reduced needs for additional support at board related meetings. The department cell phone has been deleted, reducing the budget by a further \$800, as personal cell phones have replaced most of the department needs.

Performance Measurements

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

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Provide innovative opportunities for affordable, quality recreation for youth, ages 0-18	Activities/classes offered for youth	130	98	81	100	100
Increase participation in recreation programs, classes, and activities targeting youth ages 0-18	Participants ages 0-18	2,894	2,287	2,385	2,500	2,500
	Financial assistance requests granted	34	33	35	35	38
Provide innovative opportunities for affordable, quality events and activities for 'seniors' ages 55+	Activities/classes offered for 'seniors'	430	395	439	445	450
	Participants ages 55+	5,729	9,955	9,812	10,853	10,900
Adjust services to address changing needs of 'senior' population	Bistro Soup Cart servings	n/a	n/a	n/a	n/a	n/a
	Congregate meals	6,439	7,505	6,193	6,208	6,500
	Home-delivered meals	6,021	6,617	6,185	6,362	6,500
Adjust services to address emerging health needs for citizens of all ages	Activities targeted for increased fitness and prevention of chronic illness	160	196	212	215	220

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

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Promote volunteerism as a means of increasing community awareness and social capital	Volunteer hours donated annual	20,000	20,000	20,000	20,000	20,000
	Opportunities for youth civic involvement	6	8	8	11	11

## **Performance Measurements Outcome**

The Community Services Department mission statement – “Active Lifestyles, Social Opportunities, Health 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.

Programming through the Community Center continues to keep pace with physical changes to the Center and access to park facilities, shelters, amphitheaters and the barn. New partnerships that provide diverse activities will be encouraged to keep the public active and draw new participants.

The ACHIEVE Grant will enhance the abilities of the Community Services staff to offer programs that help to combat and prevent chronic disease for Wilsonville residents of all ages. Since the ACHIEVE grant’s inception in 2008, there have been 149 communities chosen for this grant, which is designed to enhance local communities’ abilities to develop and implement policy, systems, and environmental change strategies that will help prevent or manage health-risk factors for heart disease, stroke, diabetes, cancer, obesity, and arthritis. Specific activities are directed toward reducing tobacco use and exposure, promoting physical activity and healthy eating. These lifestyle changes offer an improved quality of life, as well as a decrease in health care expenses for individuals, businesses and the healthcare system a whole.

Community Services staff will monitor the effect that printing and mailing reductions have on program registration, and the overall effect of the department’s bottom line.

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



**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 A: Enhance Livability and Safety in Wilsonville**

- Continue work to execute the Library's 2008 Strategic Plan, including:
  1. Broadening Adult programming
  2. Continue to expand the impact of Children’s services, including expanding the scope of the Summer Reading Program, and developing outreach services for children and families enrolled in the Imagination Library
  3. Reaching out to the Hispanic community
  4. Comprehensively promoting library services
  5. Work to develop and expand online services, including e-books, online databases, etc.

**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 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Adult Services Librarian	1.00	1.00	1.00	1.00
Reference Librarian	2.00	1.84	1.73	1.73
Youth Services Librarian	0.78	0.80	1.11	1.11
Administrative Assistant II	0.60	0.00	0.00	0.00
Program Coordinator	0.00	0.80	0.80	0.90
Library Clerk III	2.35	2.35	2.18	2.18
Library Clerk II	3.63	3.45	2.95	3.05
Library Clerk I	1.60	1.60	2.13	2.13
Aide/Volunteer Coordinator	0.60	0.60	0.60	0.60
Library Aide	1.60	1.73	1.38	1.38
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.00	0.00	0.30	0.30
	<b>16.26</b>	<b>16.26</b>	<b>16.26</b>	<b>16.46</b>
Volunteers	6.00	6.00	6.00	6.00

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 649,749	\$ 702,089	\$ 753,850	\$ 777,120	\$ 777,120	\$ 777,120
Employee benefits	253,487	304,459	368,470	389,200	389,200	389,200
<b>Total</b>	<b>903,236</b>	<b>1,006,548</b>	<b>1,122,320</b>	<b>1,166,320</b>	<b>1,166,320</b>	<b>1,166,320</b>
<b>Materials and Services</b>						
Supplies	184,812	205,423	235,500	220,880	220,880	220,880
Prof and tech services	2,782	3,925	3,120	4,120	4,120	4,120
Utility services	51,312	49,997	60,895	57,830	57,830	57,830
Repairs & maintenance	39,495	37,559	46,180	43,200	43,200	43,200
Insurance	5,882	5,403	6,630	6,230	6,230	6,230
Comm svcs programs	20,247	20,144	24,650	29,000	29,000	29,000
Employee development	1,725	2,150	1,430	1,550	1,550	1,550
Misc serv & supplies	1,119	1,197	1,220	1,400	1,400	1,400
Fees, dues, advertising	820	1,244	950	950	950	950
<b>Total</b>	<b>308,194</b>	<b>327,042</b>	<b>380,575</b>	<b>365,160</b>	<b>365,160</b>	<b>365,160</b>
<b>Capital Outlay</b>						
Computer equipment	9,994	-	10,000	-	-	-
<b>Total Department</b>	<b>\$ 1,221,424</b>	<b>\$ 1,333,590</b>	<b>\$ 1,512,895</b>	<b>\$ 1,531,480</b>	<b>\$ 1,531,480</b>	<b>\$ 1,531,480</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
County shared taxes	\$ 750,997	\$ 826,821	\$ 840,000	\$ 922,311	\$ 922,311	\$ 922,311
Charges for services	61,868	58,413	54,000	50,100	50,100	50,100
Grants and donations	50,430	57,518	56,150	47,500	47,500	47,500
General Fund taxes	379,641	394,000	410,000	407,000	407,000	407,000
General Fund revenues	-	-	152,745	104,569	104,569	104,569
<b>Total</b>	<b>\$ 1,242,936</b>	<b>\$ 1,336,752</b>	<b>\$ 1,512,895</b>	<b>\$ 1,531,480</b>	<b>\$ 1,531,480</b>	<b>\$ 1,531,480</b>

**Statement of Funding Issues for 2012-13**

Library District Revenue is expected to take a sizable jump in FY 2012-13, due to an adjustment to the Library’s service population that reflects Census 2010 counts. Not all LINCC libraries fared so well, and a handful will see a reduction in District revenue in 2013.

The Library Materials and Services budget will be reduced slightly from FY 2011-12 because of reduction in contributions from the Wilsonville Friends of the Library, and the Library’s energy savings from its lighting renovation which was completed recently. The project was entirely paid for by state and federal funds, but should result in a 10% reduction in the Library’s electrical bill.

As it has repeatedly in the past, the Library has begun adjusting its collection spending to reflect the utility and popularity of material in new formats. In this case, e-books and other online services are becoming the new norm. In response, the Library will be committing approximately 18% of its collection budget to online services.

The Library will be making a small increase in its staffing. This increase is entirely funded by the Wilsonville Public Library Foundation, and will be used to hire experts to help with the Library’s Science Adventure initiative, now in its third year.

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.**

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Maintain Oregon Library Association "excellent" standard of at least 4 items per capita	Items in the collection at year-end	123,317	122,685	130,212	137,212	144,212
	Service area population, December estimate	25,888	19,588	21,911	20,000	20,000
	Items per capita	4.76	6.26	5.94	6.86	7.21
Annually weed approximately 5% of materials in the collection	Items deleted	5,572	4,947	8,443	6,000	6,000
Add at least 10,000 items to collection	Items added	10,806	12,359	13,287	15,000	15,000
Increase collection turnover to at least 6.0	Average number of times each item is used	4.92	5.39	5.25	5.15	5.21

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

Increase reference volume by 5%	Reference questions answered	17,112	17,554	17,411	17,500	17,500
	Percentage change	-3%	3%	-1%	1%	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	298	353	350	350
	Attendance at children's programs	12,876	19,570	19,876	22,356	22,500

**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	491,908	509,008	507,074	512,145	537,752
	Percentage change in circulation from previous year	0%	3%	0%	1%	3%
Achieve average annual per capita circulation of 23 or higher	Per capita circulation	19.00	25.99	23.14	25.61	26.89
Maintain a high level of loans to other libraries	Annual interlibrary loans	115,249	152,092	176,738	194,412	213,853

Performance Measurements. Continued

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

<b>Strategy</b>	<b>Measure</b>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Maximize efficiency of Library staff	Total loans (direct circulation plus interlibrary loans) per FTE	50,303	40,910	42,315	43,723	46,510
	Average of all Oregon Libraries	33,723	35,424	37,799	38,500	38,500
Maintain ratio of operating expenditures to total loans which reflects efficiency in operations	Total expenditures divided by total loans	\$1.59	\$1.84	\$2.05	\$2.16	\$2.17
	Average of all Oregon Libraries	\$2.83	\$2.57	\$2.93	\$2.93	\$2.93
Increase volunteer hours worked to at least 6 FTE (12,480 hours)	Number of hours worked/FTE	12,061/5.8	12,512/6.0	12,556/6.0	12,750/6.1	12,750/6.1

**Performance Measurements Outcome**

Over the past year, the Library has maintained its brisk circulation while adding other services. Library per-capita circulation remains 50% higher than the Oregon average, and nearly triples the national average. And even with the addition of stable Library District funds and steady General Fund support, the Library continues to operate more efficiently than libraries throughout the state.

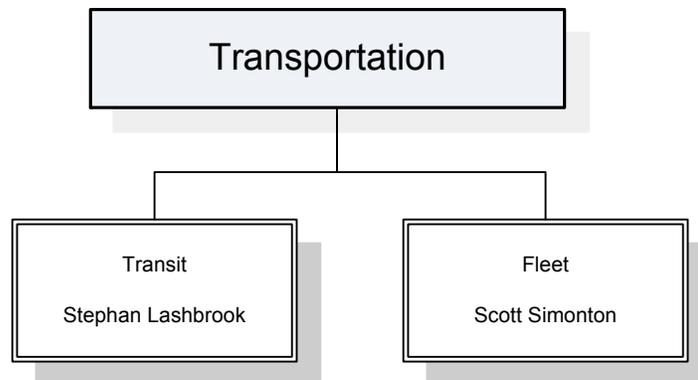
The Library’s adult programming attendance is merely average, however, so this will be a focus for the future.

**Did You Know?**

The Summer Reading Program is entirely funded with gifts.

Over 48,000 e-books, audiobooks, and videos are available to for download through the Library’s website.





### Expenditure Summaries

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Transit	\$ 4,047,591	\$ 4,129,336	\$ 4,750,190	\$ 5,084,105	\$ 5,084,105	\$ 5,084,105
Fleet	1,037,476	1,117,284	1,310,365	1,259,000	1,259,000	1,259,000
<b>Total</b>	<b>\$ 5,085,067</b>	<b>\$ 5,246,620</b>	<b>\$ 6,060,555</b>	<b>\$ 6,343,105</b>	<b>\$ 6,343,105</b>	<b>\$ 6,343,105</b>

# Transportation

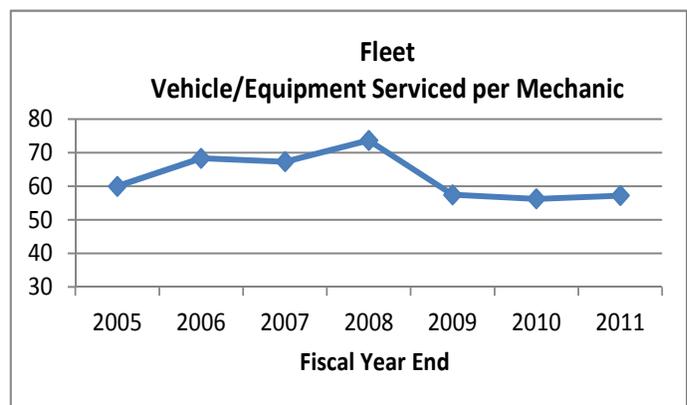
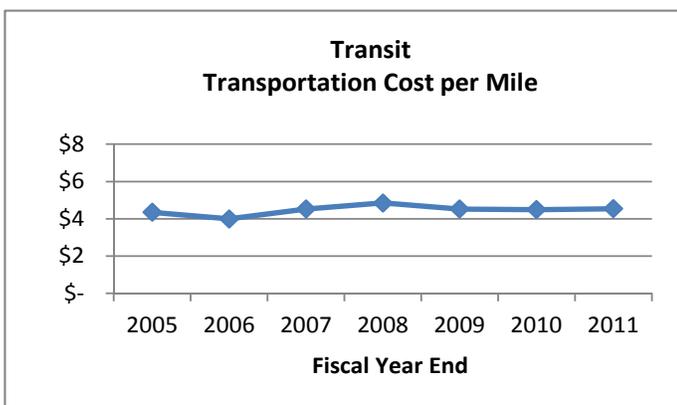
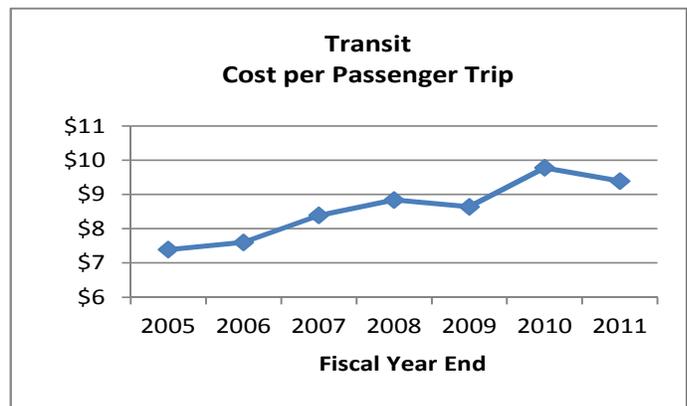
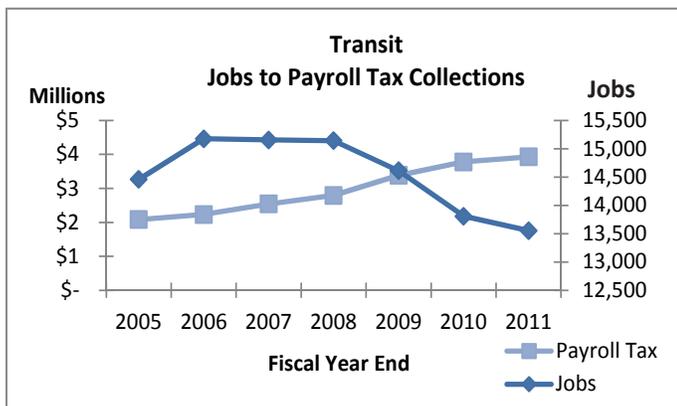
## Interesting Facts

### Transit

- Every \$1 invested in public transportation generates approximately \$4 in economic returns.
- Households that take public transportation and live with one fewer car can save more than \$9,900 per year.
- Active commuting that incorporates walking, biking or walking to transit services is associated with an overall 11% reduction in cardiovascular risk.

### Fleet

When the City purchases vehicles, a replacement schedule is established, to assist with replacement funding and budgeting. In many cases, vehicles remain in service beyond the originally anticipated replacement date. At the current time, 25% of the vehicles in the City fleet have exceeded their original replacement date. At SMART, nearly 60% of the vehicles have exceeded their useful life, as established by the FTA.





## 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. Fleet provides efficient and effective services to all City departments in the maintenance and repair of vehicles and equipment.

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

## Program Objectives

### **Council Goal B: Ensure efficient, cost-effective and sustainable development and infrastructure**

- Transportation Master Plan (Transportation Systems Plan)

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

- Exceed our customers’ expectations and ensure continuous improvement

### **Council Goal D: Develop, adopt and begin implementation of a comprehensive economic development strategy**

- Industrial, employment and future lands (including Coffee Creek)

### **Council Goal F: Practice fiscal discipline to maintain or improve City’s bond rating**

- Fleet/SMART Building financing

## Other Program Objectives

- Provide high quality customer service for commuters, residents and the business community
- Provide user-friendly outreach and education on transit and active transportation modes
- Increase the public’s knowledge of safety for pedestrians and cyclists
- Support regional policies for transportation system management
- Continue to actively pursue, secure and administer grant funding to help cover the costs of capital projects and operations
- Work as part of the City’s economic development team to retain and expand existing businesses and recruit new businesses to Wilsonville
- Assist Community Development staff in construction oversight for new SMART/Fleet Building

## Full Time Equivalent Positions

Position	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
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	24.44
Grant Based Drivers	2.94	2.94	2.94	2.00
Trainer	1.00	1.00	1.00	1.00
Administrative Assistant II	0.60	0.00	0.00	0.00
Program Coordinator	1.00	1.00	1.00	1.00
Transportation Options Program Manager	0.00	1.00	1.00	1.00
Bike & Ped Coordinator	1.00	1.00	1.00	1.00
Intern	0.00	0.00	0.50	0.00
	<b>35.29</b>	<b>35.69</b>	<b>36.19</b>	<b>36.44</b>

# SMART transit

# Transportation

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 1,418,724	\$ 1,549,842	\$ 1,674,410	\$ 1,866,280	\$ 1,866,280	\$ 1,866,280
Employee benefits	662,389	733,283	891,730	1,020,180	1,020,180	1,020,180
<b>Total</b>	<b>2,081,113</b>	<b>2,283,125</b>	<b>2,566,140</b>	<b>2,886,460</b>	<b>2,886,460</b>	<b>2,886,460</b>
<b>Materials and Services</b>						
Supplies	79,224	36,722	75,500	64,200	64,200	64,200
Prof and tech services	190,436	293,245	362,340	107,640	107,640	107,640
Utility services	34,499	36,524	39,650	38,420	38,420	38,420
Repairs & maintenance	45,120	27,610	30,480	32,720	32,720	32,720
Fleet services	892,892	946,060	981,310	942,125	942,125	942,125
Rents & leases	7,609	32	15,510	10,510	10,510	10,510
Insurance	19,711	14,758	20,800	20,800	20,800	20,800
Commuter rail service	300,000	300,000	300,000	300,000	300,000	300,000
Comm svcs programs	575	44,804	23,690	31,020	31,020	31,020
Employee development	14,596	9,762	24,780	12,740	12,740	12,740
Fees, dues, advertising	62,041	77,323	76,430	34,410	34,410	34,410
Meeting expenses	1,843	3,134	3,560	3,060	3,060	3,060
<b>Total</b>	<b>1,648,546</b>	<b>1,789,974</b>	<b>1,954,050</b>	<b>1,597,645</b>	<b>1,597,645</b>	<b>1,597,645</b>
<b>Capital Outlay</b>						
Machinery & equipment	38,250	-	-	-	-	-
Vehicles	279,682	56,237	230,000	600,000	600,000	600,000
<b>Total</b>	<b>317,932</b>	<b>56,237</b>	<b>230,000</b>	<b>600,000</b>	<b>600,000</b>	<b>600,000</b>
<b>Total Department</b>	<b>\$ 4,047,591</b>	<b>\$ 4,129,336</b>	<b>\$ 4,750,190</b>	<b>\$ 5,084,105</b>	<b>\$ 5,084,105</b>	<b>\$ 5,084,105</b>
<b>Resources Summary</b>						
	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Payroll taxes	\$ 3,781,052	\$ 3,893,919	\$ 4,100,000	\$ 4,400,000	\$ 4,400,000	\$ 4,400,000
Charges for services	167,005	172,490	145,400	178,000	178,000	178,000
Intergovernmental grants	759,083	534,398	934,660	941,062	941,062	941,062
Other revenues	6,120	-	10,000	10,000	10,000	10,000
<b>Total</b>	<b>\$ 4,713,260</b>	<b>\$ 4,600,807</b>	<b>\$ 5,190,060</b>	<b>\$ 5,529,062</b>	<b>\$ 5,529,062</b>	<b>\$ 5,529,062</b>

### Statement of Funding Issues for 2012-13

The fully funded Dial-a-Ride program has been in existence since March 2010. Funded by Clackamas County Health & Human Services, it had been a pilot program. Because it was expected to be short-term, SMART absorbed the increased workload with current FTEs. With the continued financial support from the County, a .75 Driver position has been added.

# Transportation

# SMART transit

## Anticipated Grants for 2012-13

**Elderly & Disabled (E&D) Transportation Program Grant:** Grant funding in the amount of \$97,163 in State Transportation Formula (STF) funds and \$19,813 in State Special Transportation Operating (STO) funds have been approved to offset the cost of the out of town Dial-A-Ride service.

**Transportation Demand Management (TDM-CMAQ) Grant:** Grant funding in the amount of \$74,000 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.

**State of Oregon Flexible Funds Grant:** Grant funding in the amount of \$150,000 including match will be used to assess the opportunities and cost efficiencies of thoughtfully redesigning transit to integrate fixed route commuter and door to door elderly and disabled (E&D) services within the Wilsonville to Portland corridor. Phase 1 will prepare a service plan and Phase 2 will implement the plan and evaluate results.

**Section #5317 New Freedom Grant:** Grant funding in the amount of \$10,000 including match will be spent to improve services for people with disabilities.

**Section #5316 Job Access Reverse Commute (JARC) Grant:** Grant funding in the amount of \$5,000 including match will be spent to support mobility management/rideshare activities targeting low income workers designed to meet grant goals.

**Sunday Streets Grant:** Grant funding in the amount of \$60,000 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.

**Section #5310 Capital Grant (ODOT #27734):** Grant funding in the amount of \$240,000 including match will be used to purchase two medium-size, medium-duty buses.

**Section #5307 Federal Capital Grant:** Grant funding in the amount of \$360,000 including match will be used to purchase one (40 foot) bus.

## Anticipated Grant Funding for 2012-13

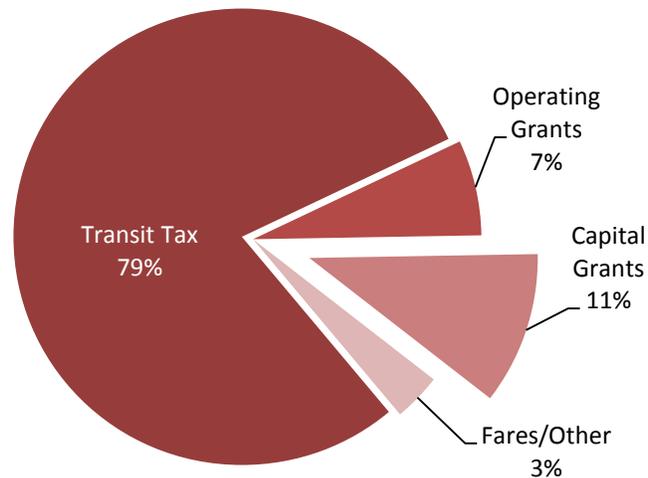
Grant	FTE	Funding Source		Total	Expenditures		
		Grant Funding	Tax/Other Match		Personal Services	Materials & Services	Capital Outlay
Elderly & Disabled (STF & STO) Grant	2.00	116,976	-	116,976	110,956	6,020	-
TDM-CMAQ Grant	0.80	66,400	7,600	74,000	51,300	22,700	-
State of Oregon Flexible Fund	1.00	134,595	15,405	150,000	75,000	75,000	-
Section #5317 New Freedom	0.10	5,000	5,000	10,000	5,000	-	-
Section #5316 JARC	n/a	5,000	-	5,000	-	10,000	-
Sunday Streets Grant	0.25	48,414	11,586	60,000	15,000	45,000	-
Section #5310 - Capital (Bus)	n/a	215,352	24,648	240,000	-	-	240,000
Section #5307 - Capital (Bus)	n/a	312,325	47,675	360,000	-	-	360,000
	4.15	\$ 904,062	\$ 111,914	\$1,015,976	\$ 257,256	\$ 158,720	\$ 600,000

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$8.64	\$9.78	\$9.20	\$9.02	\$8.78
	Cost per service hour	\$79.08	\$68.40	\$70.78	\$73.99	\$72.48
	Cost per mile	\$4.52	\$4.49	\$4.71	\$4.78	\$4.66
	Passenger trips per service hour	9.2	7.0	7.7	8.4	8.1
	Passenger trips per mile	0.55	0.46	0.51	0.55	0.52
Increase ridership within the community	Number of passenger trips	312,309	306,421	344,723	389,479	408,952
	Service hours	34,119	43,816	44,828	44,659	44,772
	Annual miles driven	602,314	667,161	674,054	671,670	673,723
	On-time performance	98%	99%	99%	99%	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.

Fleet personnel are responsible for the repair and ongoing maintenance of 205 items including:

- 32 Transit vehicles
- 6 passenger vehicles
- 29 pickup trucks
- 4 heavy trucks
- 6 emergency generators
- 117 pieces of equipment ranging from small grounds maintenance tools to heavy equipment and tractors
- 11 trailers

## 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 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Fleet Services Manager	1.00	1.00	1.00	1.00
Mechanic II	3.00	3.00	2.00	2.00
Mechanic I	1.00	1.00	2.00	2.00
Fleet Hostler	2.00	2.00	2.00	1.50
	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>6.50</b>

# fleet

# Transportation

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Personnel Services						
Salaries and wages	\$ 304,661	\$ 322,920	\$ 332,900	\$ 324,940	\$ 324,940	\$ 324,940
Employee benefits	162,410	154,261	207,040	190,800	190,800	190,800
<b>Total</b>	<b>467,071</b>	<b>477,181</b>	<b>539,940</b>	<b>515,740</b>	<b>515,740</b>	<b>515,740</b>
Materials and Services						
Supplies	192,787	196,985	184,260	178,260	178,260	178,260
Fuel	248,623	326,245	326,400	361,500	361,500	361,500
Utility services	60,528	51,026	63,455	71,230	71,230	71,230
Repairs & maintenance	36,363	24,705	27,070	27,560	27,560	27,560
Rents & leases	-	-	5,000	-	-	-
Insurance	2,111	697	2,080	2,050	2,050	2,050
Employee development	8,025	3,676	8,160	8,160	8,160	8,160
<b>Total</b>	<b>548,437</b>	<b>603,334</b>	<b>616,425</b>	<b>648,760</b>	<b>648,760</b>	<b>648,760</b>
Capital Outlay						
Vehicles	21,968	36,769	154,000	94,500	94,500	94,500
<b>Total Department</b>	<b>\$ 1,037,476</b>	<b>\$ 1,117,284</b>	<b>\$ 1,310,365</b>	<b>\$ 1,259,000</b>	<b>\$ 1,259,000</b>	<b>\$ 1,259,000</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Charges for services	\$ 1,119,604	\$ 1,176,444	\$ 1,098,771	\$ 1,072,387	\$ 1,072,387	\$ 1,072,387
Charges for reserves	107,856	96,116	148,479	95,548	95,548	95,548
Assigned contingencies	21,968	36,769	154,000	94,500	94,500	94,500
<b>Total</b>	<b>\$ 1,249,428</b>	<b>\$ 1,309,329</b>	<b>\$ 1,401,250</b>	<b>\$ 1,262,435</b>	<b>\$ 1,262,435</b>	<b>\$ 1,262,435</b>

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

### Statement of Funding Issues for 2012-13

For this fiscal year, planned replacement of vehicles and equipment of vehicles and equipment consists of one building maintenance van, one tractor and an off-road utility vehicle. In addition to these three items, one scheduled vehicle replacement is being carried over from the prior budget. The funding required for these purchases will come from Fleet Reserves.

Fleet's Personnel Services have been reduced by a .5 FTE Fleet Hostler position resulting in a decrease of \$35,000. Due in part to a reduction in total fleet size, savings in fuel, auto parts, outside repair charges totaled an additional \$26,000 savings in Materials and Services.

Decline in reserves reflects the elimination of vehicles and equipment related to the Wastewater Treatment Plant.

Although less fuel is being consumed, fuel cost increases have resulted in a larger budgeted amount.

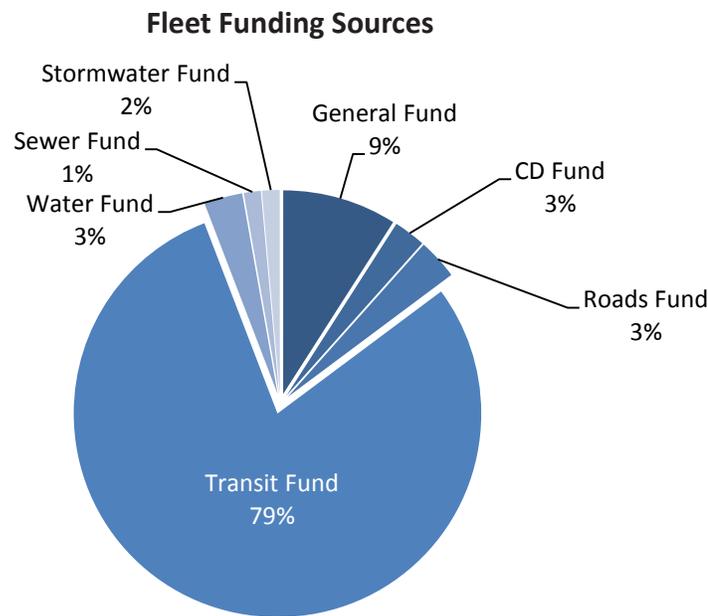
The increase in Utility Services is due to fee increases related to the support of the City's mobile radios.

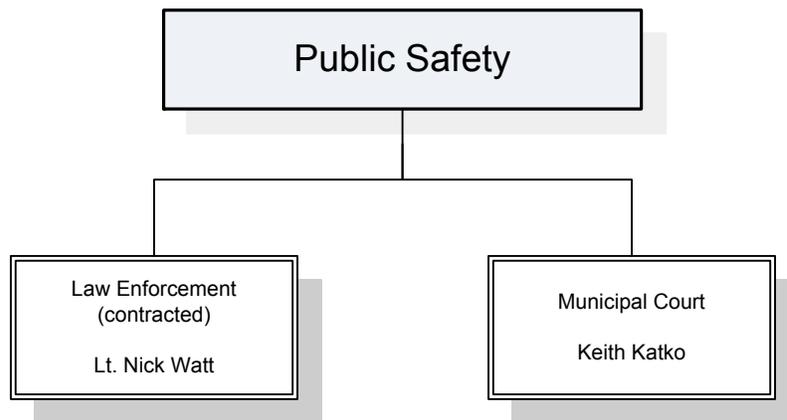
Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Track labor productivity in terms of time spent directly on maintenance activities, goal is a minimum of 70% of non-supervisory time	Percent of FTE applied to "wrench turning" labor activities	74%	76%	74%	74%	74%
Preventative Maintenance	Percent completed on time	77%	82%	81%	84%	84%
Track number of road calls	Number of road calls per year	67	59	52	54	54

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.





**Expenditure Summaries**

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Law Enforcement	\$ 3,415,357	\$ 3,588,571	\$ 3,836,670	\$ 3,947,108	\$ 3,947,108	\$ 3,947,108
Municipal Court	149,645	164,140	207,700	212,520	212,520	212,520
<b>Total</b>	<b>\$ 3,565,002</b>	<b>\$ 3,752,711</b>	<b>\$ 4,044,370</b>	<b>\$ 4,159,628</b>	<b>\$ 4,159,628</b>	<b>\$ 4,159,628</b>

# Public Safety

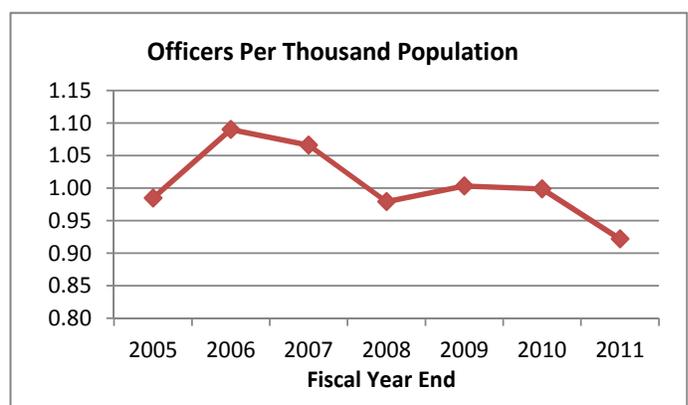
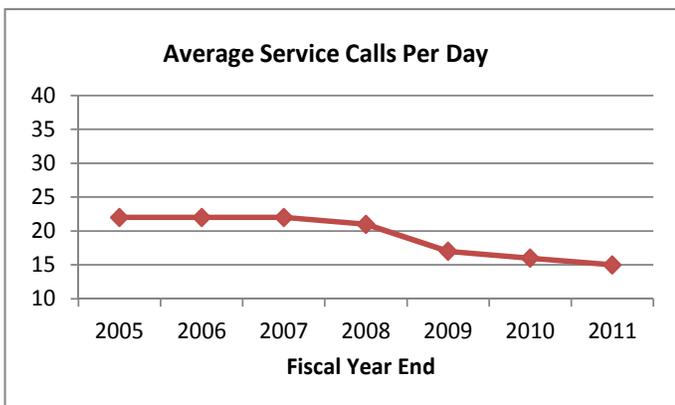
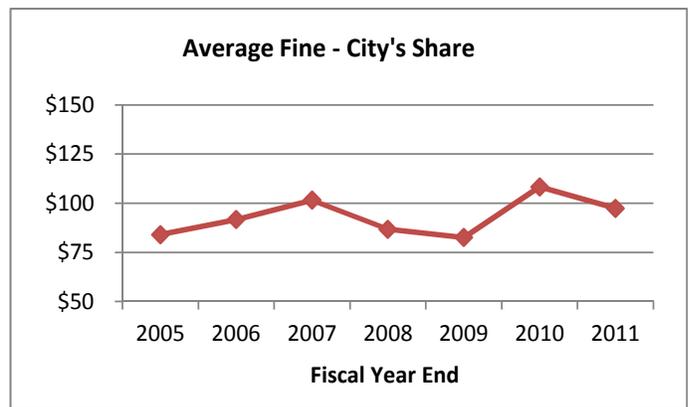
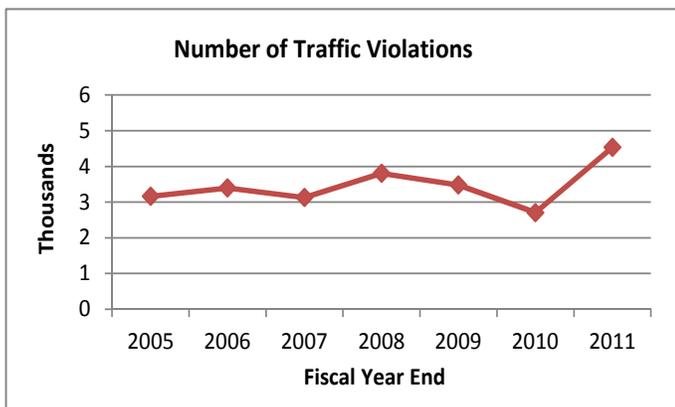
## Interesting Facts

### Police

Law Enforcement services are contracted by Clackamas County. Deputy interest to work in Wilsonville has increased as has the continuity of Officers remaining at the City. Wilsonville has the longest serving Chief who is working on his fifth year in the city. In the last two years, only one Officer has transferred back to the Sheriff's Office.

### Court

Court is held twice a month in the evening utilizing two courtrooms and two judges. Periodic day court trial sessions are also held using a single judge.





**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. 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 A: 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

**Full Time Equivalent Positions\***

Position	Adopted 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
Chief	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
	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>

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

law enforcement

Public Safety

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Materials and Services						
Supplies	\$ 6,399	\$ 13,936	\$ 4,530	\$ 3,970	\$ 3,970	\$ 3,970
Prof and tech services	3,374,527	3,536,803	3,790,170	3,903,635	3,903,635	3,903,635
Utility services	13,785	14,376	16,525	17,465	17,465	17,465
Fleet services	11,670	14,510	14,390	13,593	13,593	13,593
Repairs & maintenance	6,810	6,959	7,930	7,360	7,360	7,360
Insurance	1,002	802	1,085	1,085	1,085	1,085
Employee development	780	1,185	1,530	-	-	-
Misc serv & supplies	384	-	510	-	-	-
<b>Total Department</b>	<b>\$ 3,415,357</b>	<b>\$ 3,588,571</b>	<b>\$ 3,836,670</b>	<b>\$ 3,947,108</b>	<b>\$ 3,947,108</b>	<b>\$ 3,947,108</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Taxes	\$ 2,894,967	\$ 2,981,873	\$ 3,153,861	\$ 3,158,430	\$ 3,158,430	\$ 3,158,430
Intergovernmental	79,079	73,561	77,700	80,940	80,940	80,940
State Shared 9-1-1 tax	90,766	92,484	90,000	90,000	90,000	90,000
General Fund revenues	350,545	440,653	515,109	617,738	617,738	617,738
<b>Total</b>	<b>\$ 3,415,357</b>	<b>\$ 3,588,571</b>	<b>\$ 3,836,670</b>	<b>\$ 3,947,108</b>	<b>\$ 3,947,108</b>	<b>\$ 3,947,108</b>

**Statement of Funding Issues for 2012-13**

Professional Services assumes a 3% increase in the contract with Clackamas County.

**Did You Know?**

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

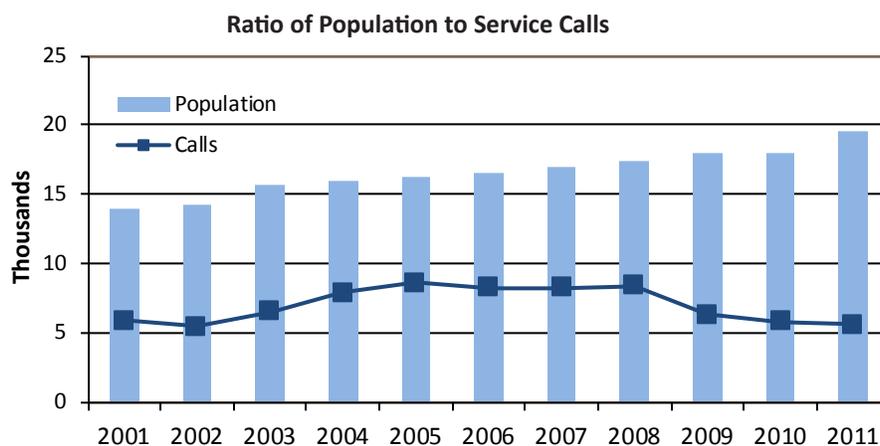
Performance Measurements Outcome

Strategy	Measure	Actual 2008-09	Actual 2009-10	Actual 2010-11	Estimate 2011-12	Forecast 2012-13
Maintain a staffing level that allows for approximately 600 calls per Officer per year	Population served	17,940	18,020	19,525	19,565	19,635
	Calls for service*/year	6,273	5,803	5,539	5,540	5,540
	Average number of calls for service per day*/year	17	16	15	15	15
	Calls per officer*/year	570	527	503	503	503
	Reports taken/year	2,640	2,366	2,316	2,300	2,300
	Officers per thousand population	1.00	1.00	0.92	0.92	0.92
Reduce the number of traffic accidents in the community through greater compliance tools	Total number of reported auto accidents	125	153	130	130	130
Gain compliance to traffic laws and increase public safety through traffic enforcement, promote safety and livability by education through enforcement.	Traffic stops	6,000	5,628	5,575	5,500	5,500
	Traffic citations	3,200	3,456	4,001	4,000	4,000

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

Performance Measurements Outcome

The reason for the reduction in crime and calls for service is due to the visibility of our Police units in neighborhoods and throughout the City. The Wilsonville Police Department has been doing an exceptional job of working with the community and being a true Community Oriented Police Department.





## 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

- 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 2009-10	Adopted 2010-11	Adopted 2011-12	Adopted 2012-13
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
	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

<b>Operating Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>Personnel Services</b>						
Salaries and wages	\$ 97,993	\$ 101,556	\$ 122,030	\$ 126,290	\$ 126,290	\$ 126,290
Employee benefits	27,195	28,631	39,120	40,870	40,870	40,870
<b>Total</b>	<b>125,188</b>	<b>130,187</b>	<b>161,150</b>	<b>167,160</b>	<b>167,160</b>	<b>167,160</b>
<b>Materials and Services</b>						
Supplies	1,256	9,832	4,810	5,160	5,160	5,160
Prof and tech services	15,510	15,115	30,750	26,750	26,750	26,750
Utility services	365	-	780	890	890	890
Employee development	1,648	1,640	4,050	4,050	4,050	4,050
Fees, dues, advertising	225	217	410	410	410	410
Meetings expenses	2,196	1,702	2,300	2,300	2,300	2,300
Misc services & supplies	3,257	5,447	3,450	5,800	5,800	5,800
<b>Total</b>	<b>24,457</b>	<b>33,953</b>	<b>46,550</b>	<b>45,360</b>	<b>45,360</b>	<b>45,360</b>
<b>Total Department</b>	<b>\$ 149,645</b>	<b>\$ 164,140</b>	<b>\$ 207,700</b>	<b>\$ 212,520</b>	<b>\$ 212,520</b>	<b>\$ 212,520</b>

<b>Resources Summary</b>	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Fines	\$ 293,007	\$ 460,327	\$ 400,000	\$ 380,000	\$ 380,000	\$ 380,000
<b>Total</b>	<b>\$ 293,007</b>	<b>\$ 460,327</b>	<b>\$ 400,000</b>	<b>\$ 380,000</b>	<b>\$ 380,000</b>	<b>\$ 380,000</b>

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

**Statement of Funding Issues for 2012-13**

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

In response to City Manager directed budget reductions, Professional and Technical Services was reduced \$4,000 from the FY 2011-12 budget after adoption. This reduction is related to computer maintenance contract expenses.

Miscellaneous Services and Supplies includes bank and credit card fees. The increase in bank fees is associated in part with increased usage of customers paying Court fines online.

Revenues are expected to decrease due to a reduction in fine structure set by the state.

**Did You Know?**

The court is available to process online payments 24-hours a day, 7 days a week through its website. The website also offers information for defendants on what to expect at Court.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	<b>Actual 2008-09</b>	<b>Actual 2009-10</b>	<b>Actual 2010-11</b>	<b>Estimate 2011-12</b>	<b>Forecast 2012-13</b>
Efficiency	Total violations	3,479	2,706	4,533	4,200	4,200
	Violations per Court Clerk (FTE)	1,933	1,503	2,518	2,333	2,333

**Performance Measurements Outcome**

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

**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 January 2012) for regular infractions and those occurring in special zones are detailed in the chart below:

**Citations**

	Class A <sup>1</sup>		Class B <sup>2</sup>		Class C <sup>3</sup>		Class D <sup>4</sup>	
	Basic	Special Zone						
Presumptive fine (listed on citation)	\$ 435.00	\$ 870.00	\$ 260.00	\$ 520.00	\$ 160.00	\$ 320.00	\$ 110.00	\$ 220.00
Less potential good driver discount <sup>5</sup>	(87.00)	(174.00)	(52.00)	(104.00)	(31.00)	(64.00)	(22.00)	(44.00)
<b>Total fine paid by customer</b>	<b>348.00</b>	<b>696.00</b>	<b>208.00</b>	<b>416.00</b>	<b>129.00</b>	<b>256.00</b>	<b>88.00</b>	<b>176.00</b>
Less amounts due to State of Oregon:								
State assessment	(60.00)	(60.00)	(60.00)	(60.00)	(60.00)	(60.00)	(60.00)	(60.00)
<b>Total retained by City of Wilsonville</b>	<b>\$ 288.00</b>	<b>\$ 636.00</b>	<b>\$ 148.00</b>	<b>\$ 356.00</b>	<b>\$ 69.00</b>	<b>\$ 196.00</b>	<b>\$ 28.00</b>	<b>\$ 116.00</b>

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

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

<sup>3</sup> Class C: Includes most equipment violations, speeding 11 to 20 mph excess

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

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

## Capital Projects

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The City budgets its major construction activities in one of 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 2012-13 are presented below.

### ***Water Capital Projects***

Kinsman Transmission Main, Barber Water Line, Villebois School Site utilities

### ***Sewer Capital Projects***

Wastewater Treatment Plant Upgrade, Memorial Park Pump Station relocation, Autumn Park Sewer Line replacement, sewer repair and maintenance access along Boeckman Creek

### ***Streets Capital Projects***

Wilsonville Road/I-5 Interchange Improvements, Boeckman Road Bridge repair, Tooze Road Improvements, Barber Street Extension, various street maintenance projects

### ***Streetscape/Bikeway Capital Projects***

Streetlight infill and streetscape items

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

Realignment of Boeckman Creek at the Wilsonville Road Bridge, Rivergreen Drainage Improvements 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 Improvements, Engelman Park Design, various developer reimbursements and numerous Park Upgrades related to safety and accessibility

The City's Urban Renewal Agency capital projects are included in the following pages to present the reader with a full disclosure of all planned capital projects. However, the Urban Renewal Agency budgets for and adopts their projects separately from the City.

# Capital Projects

## Impact of Capital Projects on Operating Costs

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

	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	Total 5-Yr Cumulative Increase to Operating Expenses
<b>Water</b>						
Water Distribution System	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000
Kinsman Transmission Line	-	-	3,000	3,000	3,000	9,000
Barber 18" Waterline	-	-	2,000	2,000	2,000	6,000
<b>Sewer</b>						
Sewer Repair along Boeckman Creek	-	-	5,000	5,000	5,000	15,000
Memorial Park Pump Station Relocation	-	-	10,000	10,000	10,000	30,000
River Village Lift Station Upgrade	-	5,000	5,000	5,000	5,000	20,000
UD1 Upsizing (Kinsman Allignment)	-	-	5,000	5,000	5,000	15,000
Town Center Pump Station Improvements	-	5,000	5,000	5,000	5,000	20,000
<b>Streets</b>						
Wilsonville Rd/I-5 Improvments	24,000	24,000	24,000	24,000	24,000	120,000
Grahams Ferry Rd - Phase 1	-	-	-	-	15,000	15,000
Kinsman Rd Extension - Barber to Boeckman	-	-	-	-	39,000	39,000
Tooze Rd - 110th to Grahams Ferry Rd	-	-	20,000	20,000	20,000	60,000
Barber St Extension - Kinsman To Coffee Lake	-	-	20,000	20,000	20,000	60,000
Other	2,500	2,500	5,500	5,500	5,500	21,500
<b>Stormwater</b>						
Improvements to Grahams Ferry	6,500	6,500	6,500	6,500	6,500	32,500
<b>Building</b>						
Community Center Food Storage	200	200	200	200	200	1,000
Three Bay Expansion	-	2,000	2,000	2,000	2,000	8,000
<b>Parks</b>						
Engelman Park Design & Site Preparation	7,000	7,000	7,000	7,000	7,000	35,000
Murase Park Surveillance Cameras	1,000	1,000	1,000	1,000	1,000	5,000
<b>Villebois Parks</b>						
	-	10,350	20,700	20,700	40,500	92,250
	<u>\$ 44,200</u>	<u>\$ 66,550</u>	<u>\$ 144,900</u>	<u>\$ 144,900</u>	<u>\$ 218,700</u>	<u>\$ 619,250</u>

# Capital Projects

## Summary of Appropriations

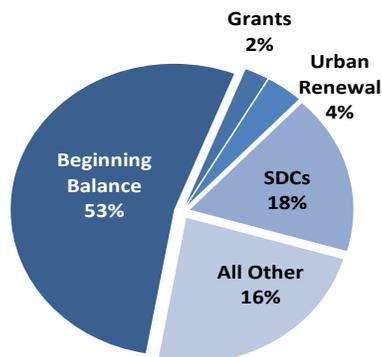
	Water	Sewer	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Design/Construct	\$1,313,406	\$20,957,500	\$4,617,054	\$307,000	\$1,139,000	\$2,122,000	\$651,000	\$1,736,501	\$32,843,461
Engineering/Admin	279,077	766,990	657,990	8,680	227,460	112,480	-	186,240	2,238,917
	<u>\$1,592,483</u>	<u>\$21,724,490</u>	<u>\$5,275,044</u>	<u>\$315,680</u>	<u>\$1,366,460</u>	<u>\$2,234,480</u>	<u>\$651,000</u>	<u>\$1,922,741</u>	<u>\$35,082,378</u>

## Summary of Resources

	Water	Sewer	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Operating Funds	\$ 57,000	\$ 1,048,800	\$ 91,000	\$ -	\$ 698,760	\$ 1,404,480	\$ -	\$ -	\$ 3,300,040
SDCs									
Improvement	955,900	735,690	2,886,740	11,400	667,700	-	-	910,440	6,167,870
Sherwood Reimbursement	579,583	-	-	-	-	-	-	-	579,583
Federal Funding/Grants	-	-	-	-	-	830,000	-	-	830,000
Metro Open Space	-	-	-	-	-	-	-	546,800	546,800
Contributions	-	-	100,000	-	-	-	491,000	5,000	596,000
Street Lights	-	-	-	59,280	-	-	-	-	59,280
Road Maintenance	-	-	650,000	-	-	-	-	-	650,000
General Fund Set Asides	-	-	-	-	-	-	160,000	250,600	410,600
Beginning Balance	-	17,940,000	726,750	-	-	-	-	-	18,666,750
Subtotal	<u>1,592,483</u>	<u>19,724,490</u>	<u>4,454,490</u>	<u>70,680</u>	<u>1,366,460</u>	<u>2,234,480</u>	<u>651,000</u>	<u>1,712,840</u>	<u>31,806,923</u>
Urban Renewal	-	2,000,000	820,554	245,000	-	-	-	209,901	3,275,455
Total City Resources	<u>1,592,483</u>	<u>21,724,490</u>	<u>5,275,044</u>	<u>315,680</u>	<u>1,366,460</u>	<u>2,234,480</u>	<u>651,000</u>	<u>1,922,741</u>	<u>35,082,378</u>
Funding sources administered by the Oregon Department of Transportation on behalf of the City									
Federal Transportation Funds	-	-	2,205,270	-	-	-	-	-	2,205,270
Total Available Funding Sources	<u>\$ 1,592,483</u>	<u>\$ 21,724,490</u>	<u>\$ 7,480,314</u>	<u>\$ 315,680</u>	<u>\$ 1,366,460</u>	<u>\$ 2,234,480</u>	<u>\$ 651,000</u>	<u>\$ 1,922,741</u>	<u>\$ 37,287,648</u>

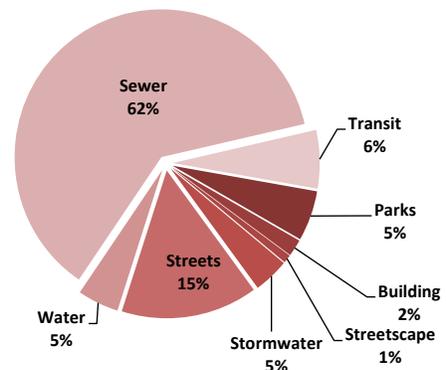
### Funding Source

Major funding sources for capital projects identified in FY 2012-13 include urban renewal, systems development charges, and bond notes, respectively.

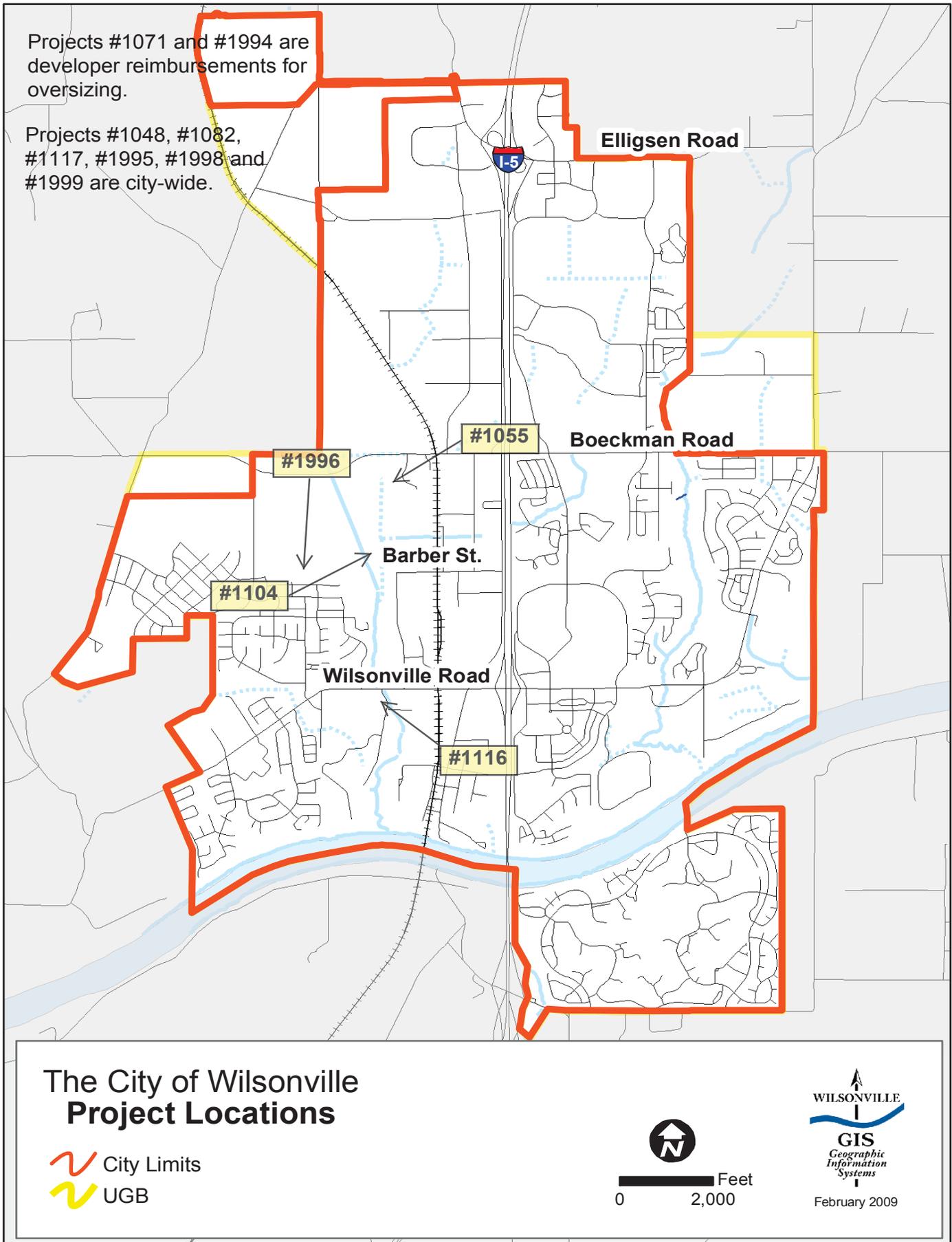


### Project Type

The largest portion of the 2012-13 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 2012-13 Funding Sources

Proj. Project Name	Water Operating	Water SDCs	City of Sherwood Contribution	Total Resources
1048 Annual - Water Distribution System Miscellaneous Improvements	\$ 51,300	\$ -	\$ -	\$ 51,300
1055 Kinsman Transmission Main Phase 3b (Barber to Boeckman)	-	305,000	579,583	884,583
1071 Villebois Water System SDC Reimbursement	-	74,100	-	74,100
1082 Water Master Plan, Conservation Plan and Rate Study	-	60,800	-	60,800
1104 Barber 18" Water Line (Kinsman to Coffee Lake Drive)	-	171,000	-	171,000
1116 Kinsman Rd So at Wilsonville Rd Project SDC Credit	-	45,600	-	45,600
1117 Fire Flow Data Collection for System Capacity & Growth	5,700	-	-	5,700
1994 Water Private Development SDC Improvements	-	11,400	-	11,400
1995 Early Planning - Future Water Projects	-	50,000	-	50,000
1996 Villebois School Site Utilities - Water	-	114,000	-	114,000
1998 5-Year & Annual Water CIP Budget Development	-	10,000	-	10,000
1999 Project Design & Development	-	114,000	-	114,000
	<u>\$ 57,000</u>	<u>\$ 955,900</u>	<u>\$ 579,583</u>	<u>\$1,592,483</u>

## Project Summaries

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

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

*Priority: Medium*

*Justification: Aging Infrastructure*

*FY2012-13 Funding Sources: Water Operating Funds*

*Status: Annual*

*Estimated Date of completion: Annual*

*Operations Impact: After completion, maintenance costs estimated at \$3,000 per year*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 35,000	\$ 45,000	Annual	\$ 80,000
Engineering Administration		4,900	6,300	-	11,200
	<u>\$ -</u>	<u>\$ 39,900</u>	<u>\$ 51,300</u>	<u>\$ -</u>	<u>\$ 91,200</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 in the general area of 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 Spring 2010. While being designed together, the water project will be permitted and constructed separately. The 2009 cost estimate for construction of this project included \$1.3 million for design and permitting and approximately \$8.9 million for construction, contingency and overhead with expenses to be shared by Wilsonville and Sherwood. Property acquisition for the needed easements allowing construction of the waterline will begin in 2012.

*Priority: High*

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

*FY2012-13 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 \$3,000 per year*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 413	\$ 242,341	\$ 758,406	\$ 7,809,722	\$ 8,810,882
Engineering Administration	14,562	61,343	126,177	1,093,361	1,295,443
	<u>\$ 14,975</u>	<u>\$ 303,684</u>	<u>\$ 884,583</u>	<u>\$ 8,903,083</u>	<u>\$ 10,106,325</u>

## Project #1071: Villebois Water System SDC Reimbursement

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

*Priority: High*

*Justification: Villebois Development Agreement and SDC regulations*

*FY2012-13 Funding Source: Water SDC*

*Status: Continued from 2009-10*

*Estimated date of completion: Full build-out of Villebois*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 541,280	\$ 65,000	\$ 65,000	\$ 708,012	\$ 1,379,292
Engineering Administration	28,582	9,235	9,100	99,122	146,039
	<u>\$ 569,862</u>	<u>\$ 74,235</u>	<u>\$ 74,100</u>	<u>\$ 807,134</u>	<u>\$ 1,525,331</u>

# Water Projects

## Project #1082: Water System Master Plan, 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 FY 2008/09 and completion is expected in FY 2012/13. 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/currently under contract*

*FY2012-13 Funding Source: Water SDC*

*Status: Continued from 2008-09*

*Estimated date of completion: 2012-13*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 64,411	\$ 157,547	\$ 40,000	\$ -	\$ 261,958
Engineering Administration	105,650	42,440	20,800	-	168,890
	<u>\$ 170,061</u>	<u>\$ 199,987</u>	<u>\$ 60,800</u>	<u>\$ -</u>	<u>\$ 430,848</u>

## Project #1104: Barber 18" Water Line - 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). The City entered into a design contract through ODOT for these projects in Spring 2010. Construction will occur in conjunction with construction of the extension of Barber Street – Kinsman Road to Coffee Lake Drive. Future construction costs in the amount of \$2.42 million are anticipated at the time the Barber Street Extension Project is constructed, which is currently scheduled for FY 2014/15. The associated Barber Street Extension Project is included in the West Side Urban Renewal Area and future planned construction funding consists primarily of urban renewal and federal funding.

*Priority: High*

*Justification: Currently under contract*

*FY2012-13 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*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 2,700	\$ 40,000	\$ 150,000	\$ 2,123,509	\$ 2,316,209
Engineering Administration	1,621	5,600	21,000	297,291	325,512
	<u>\$ 4,321</u>	<u>\$ 45,600</u>	<u>\$ 171,000</u>	<u>\$ 2,420,800</u>	<u>\$ 2,641,721</u>

# Water Projects

## Project #1116: Kinsman Rd So at 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. These will include a new waterline on the proposed Kinsman Road Alignment south of Wilsonville Road per the City's Transportation Systems Plan.

Priority: High

Justification: City growth

FY2012-13 Funding Source: Water SDC

Status: New Project

Estimated date of completion: 2011-12

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 40,000	\$ 40,000	\$ -	\$ 80,000
Engineering Administration	-	14,295	5,600	-	19,895
	<u>\$ -</u>	<u>\$ 54,295</u>	<u>\$ 45,600</u>	<u>\$ -</u>	<u>\$ 99,895</u>

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

The project will monitor fire flows in different zones throughout the City to ensure adequate water supply for fire flow to the City's industrial and commercial businesses.

Priority: Medium

Justification: Public safety

FY2012-13 Funding Source: Water Operating

Status: Continued from 2011-12

Estimated date of completion: 2014-15

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 4,750	\$ 5,000	\$ 48,650	\$ 58,400
Engineering Administration	-	2,490	700	6,811	10,001
	<u>\$ -</u>	<u>\$ 7,240</u>	<u>\$ 5,700</u>	<u>\$ 55,461</u>	<u>\$ 68,401</u>

## Project #1994: Water Private Development SDC Improvements

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

Priority: Medium

Justification: City growth

FY2012-13 Funding Source: Water SDC

Status: Annual

Estimated date of completion: Annual

Operations Impact: Not applicable

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 23,296	\$ 10,000	Annual	Annual
Engineering Administration	-	3,261	1,400	-	-
	<u>\$ -</u>	<u>\$ 26,557</u>	<u>\$ 11,400</u>	<u>\$ -</u>	<u>\$ -</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*

*FY2012-13 Funding Source: Water SDC*

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	30,623	50,000	-	-
	\$ -	\$ 30,623	\$ 50,000	\$ -	\$ -

## Project #1996: Villebois School Site Utilities - Water

Staff effort will be expended in managing the development of water infrastructure needed for the Villebois school site 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 Projects 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*

*FY2012-13 Funding Source: Water SDC*

*Status: Continued from 2008-09*

*Estimated date of completion: 2012-13*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 100,000	Annual	Annual
Engineering Administration	-	6,976	14,000	-	-
	\$ -	\$ 6,976	\$ 114,000	\$ -	\$ -

# Water Projects

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

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

*Priority: High*

*Justification: Fiscal planning for CIP's*

*FY2012-13 Funding Source: Water SDC*

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	9,578	10,000	-	-
	<b>\$ -</b>	<b>\$ 9,578</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>

## Project #1999: Project Design & Development

This annual project is used to fund the design and development of unplanned or emergency projects that arise throughout the year 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*

*FY2012-13 Funding Source: Water SDC*

*Status: Annual*

*Estimated date of completion: Annual*

*Operations Impact: Not applicable*

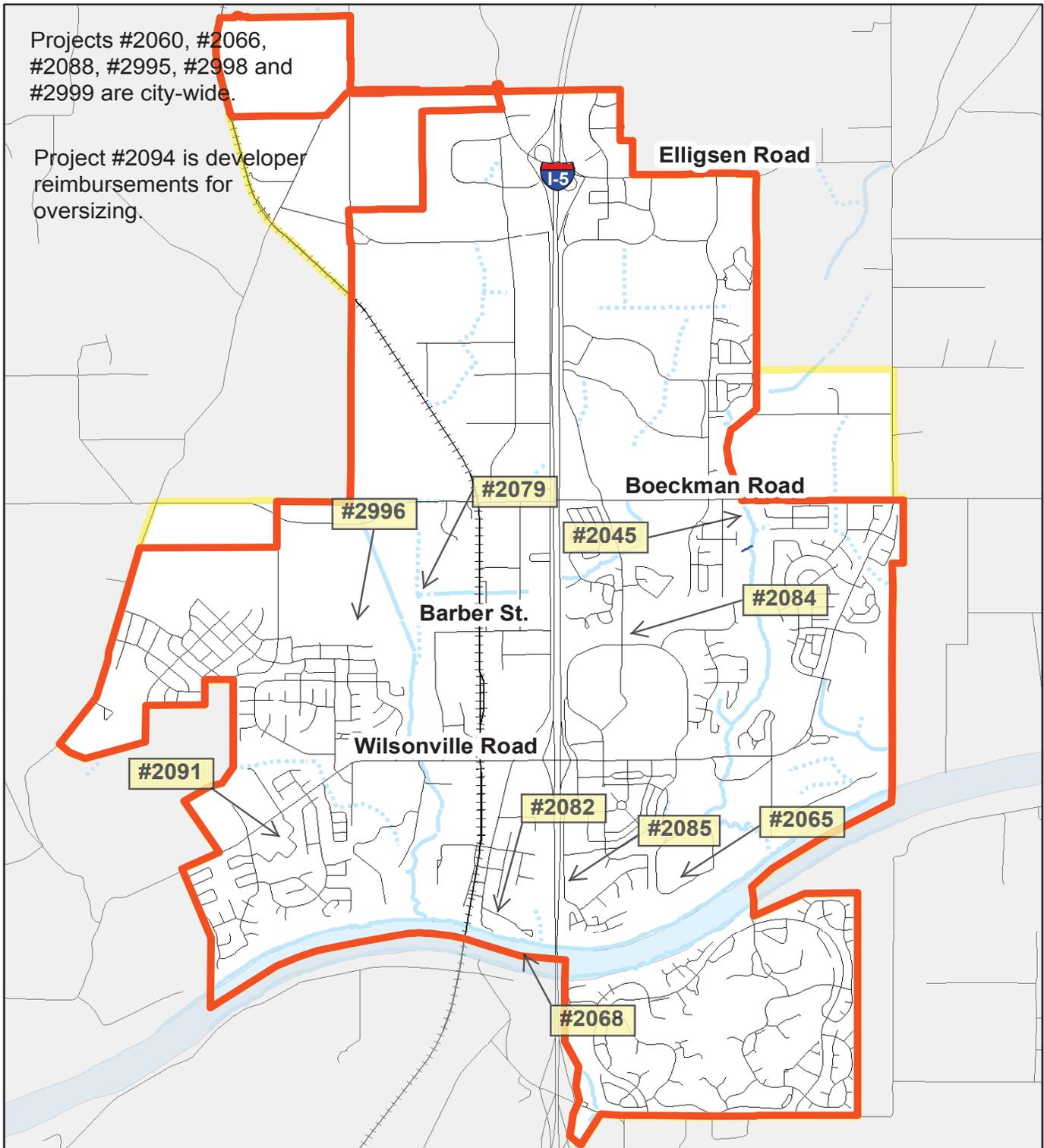
<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ 100,000	Annual	Annual
Engineering Administration	-	-	14,000	-	-
	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 114,000</b>	<b>\$ -</b>	<b>\$ -</b>



# Sewer Projects

Projects #2060, #2066, #2088, #2995, #2998 and #2999 are city-wide.

Project #2094 is developer reimbursements for oversized.



## The City of Wilsonville Project Locations

-  City Limits
-  UGB



  
**WILSONVILLE**  
  
**GIS**  
 Geographic Information Systems  
 February 2009

## FY 2012-13 Funding Sources

Proj.	Project Name	Sewer Operating	Sewer SDCs	Bond Proceeds Carryover	Eastside Urban Renewal	Total Resources
2045	Sewer Repair & Maintenance Access Along Boeckman Creek	\$ 336,300	\$ 45,600	\$ -	\$ -	\$ 381,900
2060	Miscellaneous Small Sewer Projects	68,400	-	-	-	68,400
2065	Memorial Park Pump Station Relocation	228,000	173,280	-	-	401,280
2066	Update Sewer Rate and SDC Study	-	10,100	-	-	10,100
2068	River Village Lift Station Upgrade	28,500	-	-	-	28,500
2079	UDI Upsizing (Kinsman Alignment to Coffee Creek Industrial Area)	-	11,400	-	-	11,400
2082	Wastewater Treatment Plant Upgrade	-	-	17,940,000	2,000,000	19,940,000
2084	Town Center Pump Station Improvements	57,000	-	-	-	57,000
2085	I-5 Sewer Line Crossing at Memorial Drive Study	28,500	-	-	-	28,500
2088	Wastewater Collection System Master Plan Update	-	152,010	-	-	152,010
2091	Autumn Park Sewer Line Replacement	302,100	-	-	-	302,100
2994	Sewer Private Development SDC Reimbursement	-	11,400	-	-	11,400
2995	Early Planning - Future Sewer Projects	-	50,000	-	-	50,000
2996	Villebois School Site Utilities - Sewer	-	157,900	-	-	157,900
2998	5-Year & Annual Sewer CIP Budget Development	-	10,000	-	-	10,000
2999	Project Design & Development	-	114,000	-	-	114,000
		<u>\$ 1,048,800</u>	<u>\$ 735,690</u>	<u>\$ 17,940,000</u>	<u>\$ 2,000,000</u>	<u>\$ 21,724,490</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 FY 2012/13 will allow staff to continue design and analysis to resolve these issues and position the City to be prepared with solid cost estimates and construction documents. As a result, when future partnerships with developers occur, sewer line construction can occur in conjunction with development needs. This project will also reestablish vehicle maintenance access to the High School Interceptor manholes adjacent to Boeckman Creek. High project costs are due to the size and depth of the sewer line, amount of required excavation 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 \$6.7 million.

*Priority: Medium*

*Justification: City growth*

*FY2012-13 Funding Sources: Sewer Operating and Sewer SDC*

*Status: Continued from 2009-10*

*Estimated Date of completion: 2014-15*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 335,000	\$ 5,917,193	\$ 6,252,193
Engineering Administration	6,083	5,000	46,900	828,407	886,390
	<u>\$ 6,083</u>	<u>\$ 5,000</u>	<u>\$ 381,900</u>	<u>\$ 6,745,600</u>	<u>\$ 7,138,583</u>

# Sewer Projects

## Project #2060: Miscellaneous Small Sewer Projects

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

*Priority: Medium*

*Justification: Aging infrastructure*

*FY2012-13 Funding Sources: Sewer Operating*

*Status: Annual*

*Estimated Date of completion: Annual*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 60,000	\$ 60,000	Annual	Annual
Engineering Administration	-	8,400	8,400	-	-
	<u>\$ -</u>	<u>\$ 68,400</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 FY 2012/13 will allow for continuation of design and engineering. Future construction costs are estimated at approximately \$4 million. This analysis to determine the new location for the pump station will be coordinated with Parks Project 9112 which will design and construct a number of prioritized improvements at Memorial Park including ball field improvements, existing parking repairs, new parking, trail improvements and signage.

*Priority: High*

*Justification: City growth and regulatory requirements*

*FY2012-13 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*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 46,556	\$ -	\$ 352,000	\$ 2,249,123	\$ 2,647,679
Engineering Administration	11,090	237	49,280	314,877	375,484
	<u>\$ 57,646</u>	<u>\$ 237</u>	<u>\$ 401,280</u>	<u>\$ 2,564,000</u>	<u>\$ 3,023,163</u>

## Sewer Projects

### Project #2066: Update Sewer Rate and SDC Study

This project evaluates and updates the Sewer SDC rate structure. Funds budgeted for FY 2012/13 will be for additional rate analysis related to the expansion of the Wastewater Treatment Plant and needed collection system upgrades.

*Priority: High*

*Justification: City growth*

*FY2012-13 Funding Sources: Sewer SDC*

*Status: Continued from 2008-09*

*Estimated Date of completion: 2012-13*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 6,910	\$ 5,000	\$ -	\$ 11,910
Engineering Administration	-	10,242	5,100	-	15,342
	<u>\$ -</u>	<u>\$ 17,152</u>	<u>\$ 10,100</u>	<u>\$ -</u>	<u>\$ 27,252</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, the Tauchman House and nearby residences.

*Priority: High*

*Justification: Aging infrastructure*

*FY2012-13 Funding Sources: Sewer Operating*

*Status: Continued from FY2010-11*

*Estimated Date of completion: 2013-14*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 8,500	\$ 25,000	\$ 47,368	\$ 80,868
Engineering Administration	-	1,465	3,500	6,632	11,597
	<u>\$ -</u>	<u>\$ 9,965</u>	<u>\$ 28,500</u>	<u>\$ 54,000</u>	<u>\$ 92,465</u>

# Sewer Projects

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

This project consists of installing a new sewer main parallel to the United Disposal Interceptor. The project is to be installed during construction of the Kinsman Road Extension Project from Barber Street to Boeckman Road (Street Project 4004) and will provide additional capacity for future growth. Current funds are for design and permitting efforts with construction expected to cost approximately \$2.97 million between the years 2015-2017. The preliminary design of this project is concurrent with that for Water Project 1055 and final design and permitting will occur at a later date as work moves forward on the extension of Kinsman Road north from Barber Street.

*Priority: High*

*Justification: Currently under contract*

*FY2012-13 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*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 5,000	\$ 10,000	\$ 2,600,982	\$ 2,615,982
Engineering Administration	-	700	1,400	364,138	366,238
	<u>\$ -</u>	<u>\$ 5,700</u>	<u>\$ 11,400</u>	<u>\$ 2,965,120</u>	<u>\$ 2,982,220</u>

## Project #2082: Wastewater Treatment Plant Upgrade

This upgrade to the Wastewater Treatment Plant is based upon the November 2004 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. This 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 FY 2012/13 budget is for construction and project management of upgrades. 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. This project is connected with Sewer Project 2088 - Wastewater Collection System Master Plan Update. FY2012/13 includes a \$2 million contribution from the Eastside Urban Renewal District.

*Priority: High*

*Justification: City growth, regulatory requirements*

*FY2012-13 Funding Sources: Sewer Revenue Bonds and Eastside Urban Renewal*

*Status: Continued from 2008-09*

*Estimated Date of completion: 2013-14*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$3,643,394	\$ 8,544,131	\$ 19,500,000	\$14,750,000	\$46,437,525
Engineering Administration	653,591	558,448	440,000	440,000	2,092,039
	<u>\$4,296,985</u>	<u>\$ 9,102,579</u>	<u>\$ 19,940,000</u>	<u>\$15,190,000</u>	<u>\$48,529,564</u>

## Sewer Projects

### 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*

*FY2012-13 Funding Sources: Sewer Operating*

*Status: Continued from FY2010-11*

*Estimated Date of completion: 2013-14*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
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>

### 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*

*FY2012-13 Funding Sources: Sewer Operating*

*Status: Continued from FY2010-11*

*Estimated Date of completion: 2012-13*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
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>

# Sewer Projects

## Project #2088: Wastewater Collection System Master Plan Update

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

*Priority: High*

*Justification: Aging infrastructure*

*FY2012-13 Funding Sources: Sewer SDC*

*Status: Continued from FY2010-11*

*Estimated Date of completion: 2014-15*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 8,500	\$ 75,500	\$ 157,456	\$ 241,456
Engineering Administration	8,409	1,465	76,510	22,044	108,428
	<u>\$ 8,409</u>	<u>\$ 9,965</u>	<u>\$ 152,010</u>	<u>\$ 179,500</u>	<u>\$ 349,884</u>

## Project #2091: Autumn Park Sewer Line Replacement

This project will correct failing infrastructure by installing a 450-foot long sanitary sewer line down SW Willamette Way East. This will relieve pump station flows and be more cost efficient than replacing the pump station and an additional by pass. This project will also install approximately 1,250 feet of new pipeline, manholes and a clean out to replace the line currently serving the Autumn Park Apartments.

*Priority: High*

*Justification: Aging infrastructure*

*FY2012-13 Funding Sources: Sewer Operating*

*Status: New project*

*Estimated Date of completion: 2012-13*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 265,000	\$ -	\$ 265,000
Engineering Administration	-	-	37,100	-	37,100
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 302,100</u>	<u>\$ -</u>	<u>\$ 302,100</u>

# Sewer Projects

## Project #2994: Sewer Private Development SDC Reimbursement

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

*Priority: Medium*

*Justification: City growth*

*FY2012-13 Funding Sources: Sewer SDC*

*Status: Annual*

*Estimated Date of completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	9,295	50,000	-	-
	<u>\$ -</u>	<u>\$ 9,295</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>

## 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*

*FY2012-13 Funding Sources: Sewer SDC*

*Status: Annual*

*Estimated Date of completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	9,295	50,000	-	-
	<u>\$ -</u>	<u>\$ 9,295</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>

# Sewer Projects

## Project #2996: Villebois School Site Utilities - Sewer

Staff effort will be expended in managing the development of sewer infrastructure needed for the Villebois school site 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*

*FY2012-13 Funding Sources: Sewer SDC*

*Status: Annual*

*Estimated Date of completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 145,000	Annual	Annual
Engineering Administration	-	4,770	12,900	-	-
	<b>\$ -</b>	<b>\$ 4,770</b>	<b>\$ 157,900</b>	<b>\$ -</b>	<b>\$ -</b>

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

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

*Priority: High*

*Justification: Fiscal planning for CIPs*

*FY2012-13 Funding Sources: Sewer SDC*

*Status: Annual*

*Estimated Date of completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	5,234	10,000	-	-
	<b>\$ -</b>	<b>\$ 5,234</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ -</b>

## Sewer Projects

### Project #2999: Project Design & Development

This annual project is used to fund the design and development of unplanned or emergency projects that arise throughout the year 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*

*FY2012-13 Funding Sources: Sewer SDC*

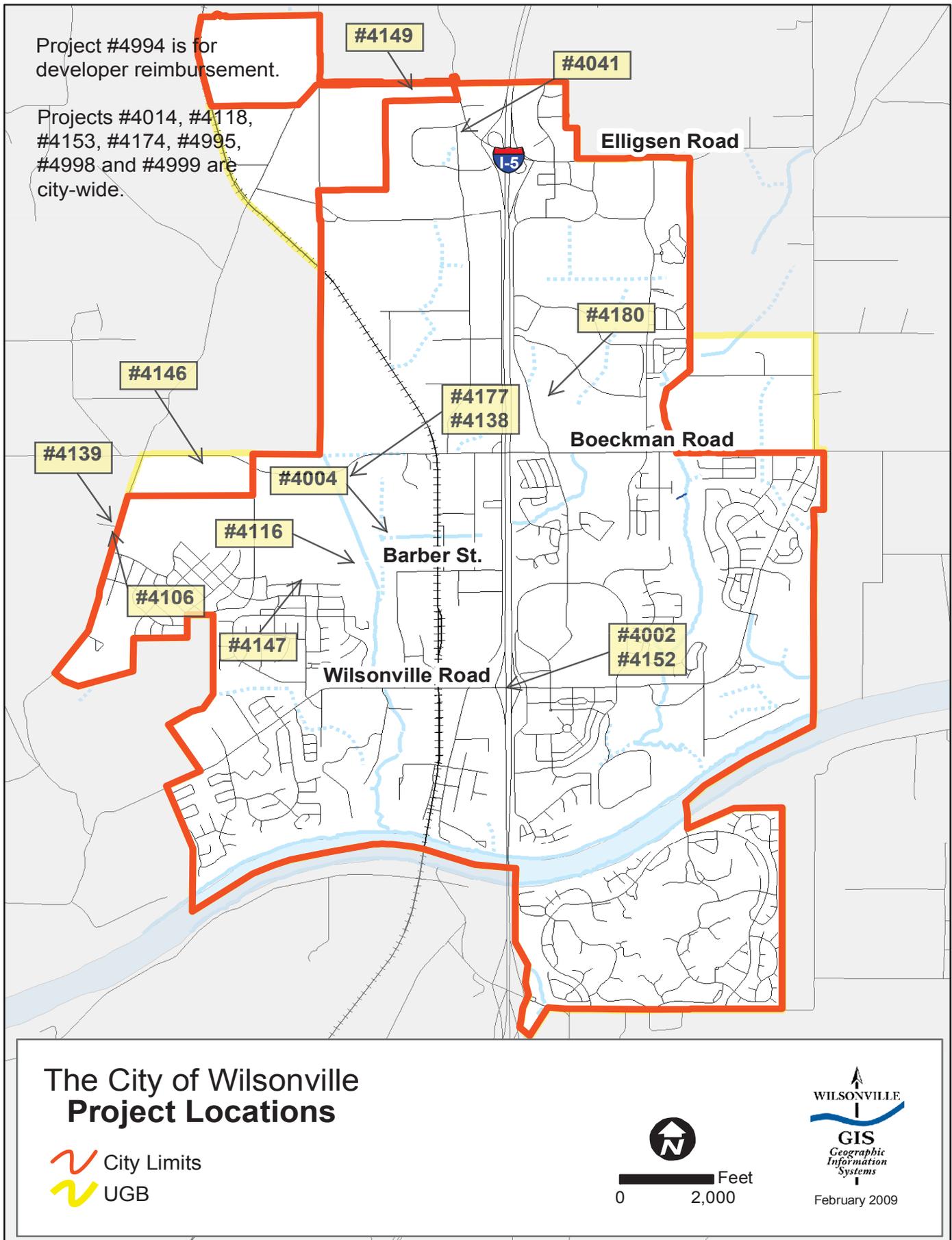
*Status: Annual*

*Estimated Date of completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 100,000	Annual	Annual
Engineering Administration	-	-	14,000	-	-
	\$ -	\$ -	\$ 114,000	\$ -	\$ -

# Streets Projects



## FY 2012-13 Funding Sources

Proj.	Project Name	Road Maint	Road Operating	Street SDCs	Streets Special SDCs	Developer's Contribution	Litigation Carry Over	East Side Urb Renewal	West Side Urb Renewal	Total Resources	Federal Funding*
4002	Wilsonville Road/I-5 Interchange Improvements	\$ -	\$ -	\$ -	\$ 349,980	\$ -	\$ -	\$ 520,554	\$ -	\$ 870,534	-
4004	Kinsman Road Extension - Barber to Boeckman	-	-	10,000	-	-	-	-	-	10,000	-
4014	Street Maintenance Projects	650,000	91,000	-	-	-	-	-	-	741,000	-
4041	95 <sup>th</sup> Ave at Boones Ferry Rd Intersection Improvements	-	-	364,800	-	-	-	-	-	364,800	-
4106	Villebois SDC Credits (Grahams Ferry Rd. Ph. II & Roundabout)	-	-	74,100	-	-	-	-	-	74,100	-
4116	Barber Street - Kinsman to Coffee Lake Dr.	-	-	203,820	-	-	-	-	-	203,820	1,415,270
4118	Protective Permissive Signal Heads	-	-	228,000	-	-	-	-	-	228,000	-
4138	5-Year Monitoring of Boeckman Road Mitigation	-	-	57,000	-	-	-	-	-	57,000	-
4139	Grahams Ferry Road - Phase I (Future Reimbursement District)	-	-	387,600	-	-	-	-	-	387,600	-
4146	Tooze Rd. Imp.- 110 <sup>th</sup> to Grahams Ferry Rd. (Local Match)	-	-	111,800	-	-	-	-	-	111,800	790,000
4147	Villebois School Site Development	-	-	508,440	-	100,000	-	-	-	608,440	-
4149	Day Rd Wetland Mitigation	-	-	5,700	-	-	-	-	-	5,700	-
4152	Wilsonville Rd Interchange Art Enhancement	-	-	-	-	-	-	50,000	-	50,000	-
4153	Update 15 Traffic Signal Controllers	-	-	188,100	-	-	-	-	-	188,100	-
4174	Transportation System Plan Update	-	-	177,800	-	-	-	-	-	177,800	-
4177	Boeckman Rd Bridge Repairs	-	-	-	-	-	726,750	-	250,000	976,750	-
4180	Mid Block Crossing at OIT	-	-	34,200	-	-	-	-	-	34,200	-
4994	Streets Private Development SDC Reimbursement	-	-	11,400	-	-	-	-	-	11,400	-
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 & Construction	-	-	114,000	-	-	-	-	-	114,000	-
		\$650,000	\$ 91,000	\$2,536,760	\$ 349,980	\$ 100,000	\$ 726,750	\$ 570,554	\$ 250,000	\$5,275,044	\$2,205,270

\*Federal Funds obtained for the project are directly received and managed by the Oregon Department of Transportation as per an inter-governmental agreement with the City.

## Project Summaries

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

This project will be completed in FY 2012/13. The 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 has also constructed 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 the Coca Cola facilities. The partner art enhancement project for the interchange area is Project 4152.

*Priority: High*

*Justification: Currently under contract and City growth*

*FY2012-13 Funding Sources: Eastside Urban Renewal and Special Street SDC*

*Status: Continued from 2003-04*

*Estimated Date of completion: 2012-13*

*Operations Impact: Maintenance costs estimated to be \$24,000 annually*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 4,959,151	\$ 4,095,401	\$ 827,554	\$ -	\$ 9,882,106
Engineering Administration	279,489	285,752	42,980	-	608,221
	<u>\$ 5,238,640</u>	<u>\$ 4,381,153</u>	<u>\$ 870,534</u>	<u>\$ -</u>	<u>\$ 10,490,327</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 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 2009-10 the City entered into a contract through ODOT for design and environmental permitting and is budgeting funds in FY 2012-13 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 million with further federal funding, street SDCs, 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. Environmental permitting and construction will occur separately depending on funding availability and other factors.

*Priority: High*

*Justification: Currently under contract and City growth*

*FY2012-13 Funding Sources: Street SDC*

*Status: Continued from 2007-08*

*Estimated Date of completion: 2016-17*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 81,839	\$ 8,964	\$ -	\$12,815,139	\$ 12,905,942
Engineering Administration	110,368	20,421	10,000	1,794,119	1,934,908
	<u>\$ 192,207</u>	<u>\$ 29,385</u>	<u>\$ 10,000</u>	<u>\$14,609,258</u>	<u>\$ 14,840,850</u>

## Project #4014: Street Maintenance

Annual street maintenance projects include surface repair and resurfacing of streets that are on a planned six-year rotation schedule. The projects for FY 2012/13 will be city-wide and will include: residential streets in Villebois and Renaissance at Canyon Creek; Meadows Loop and its connecting streets; Willamette Way and its connecting streets; Fairway Drive and Arbor Lake Drive and their connections; 95<sup>th</sup> Ave. and its connections; and Commerce Circle.

*Priority: High*

*Justification: Aging infrastructure*

*Status: Annual*

*Estimated Date of completion: Annual*

*FY2012-13 Funding Sources: Road Maintenance Fees and Road Operating*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ 614,320	\$ 650,000	Annual	Annual
Engineering Administration	-	76,093	91,000	-	-
	<u>\$ -</u>	<u>\$ 690,413</u>	<u>\$ 741,000</u>	<u>\$ -</u>	<u>\$ -</u>

## Streets Projects

### Project #4041: 95<sup>th</sup> Ave at Boones Ferry Rd Intersection Improvements

This project will construct turn lane and signalization improvements at the intersection of 95<sup>th</sup> 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 2009/10. Construction began in FY 2011/12 and will be completed in FY 2012/13.

*Priority: High*

*Justification: City growth and public safety*

*FY2012-13 Funding Sources: Street SDC*

*Status: Continued from 2007-08*

*Estimated Date of completion: 2012-13*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 562,980	\$ 1,055,543	\$ 320,000	\$ -	\$ 1,938,523
Engineering Administration	199,023	174,247	44,800	-	418,070
	<u>\$ 762,003</u>	<u>\$ 1,229,790</u>	<u>\$ 364,800</u>	<u>\$ -</u>	<u>\$ 2,356,593</u>

### Project #4106: Villebois SDC Credits (Grahams Ferry Rd Phase II and Roundabout)

Funds budgeted in FY 2012/13 will be applied to the developers improvements on Grahams Ferry Road Phase II and the roundabout construction.

*Priority: High*

*Justification: Villebois development agreement and City growth*

*FY2012-13 Funding Sources: Street SDC*

*Status: Continued from 2008-09*

*Estimated Date of completion: 2012-13*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 451,649	\$ 540	\$ 65,000	\$ -	\$ 517,189
Engineering Administration	23,773	2,000	9,100	-	34,873
	<u>\$ 475,422</u>	<u>\$ 2,540</u>	<u>\$ 74,100</u>	<u>\$ -</u>	<u>\$ 552,062</u>

# Streets Projects

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

Project will design, acquire right-of-way and construct the extension of Barber Street from Kinsman Road to Coffee Lake Drive at the southeast corner of the Villebois development. This street will be a minor collector cross-section 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 2009/10 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 but will 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*

*FY2012-13 Funding Sources: Street SDC*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 48,208	\$ 189,750	\$ 141,000	\$ 3,787,719	\$ 4,166,677
Engineering Administration	116,913	48,524	62,820	530,281	758,538
	165,121	238,274	203,820	4,318,000	4,925,215
Federal Funds/ODOT Managed	-	-	1,415,270	3,375,270	4,790,540
	\$ 165,121	\$ 238,274	\$ 1,619,090	\$ 7,693,270	\$ 9,715,755

## Project #4118: Protective Permissive Signal Heads

Project will install protected/permissive signal heads at appropriate locations to improve system capacity. With continued development city-wide, 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: Continued from 2011-12*

*Estimated Date of completion: 2014-15*

*FY2012-13 Funding Sources: Street SDC*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 53,685	\$ -	\$ 200,000	\$ 228,000	\$ 481,685
Engineering Administration	17,481	-	28,000	31,920	77,401
	\$ 71,166	\$ -	\$ 228,000	\$ 259,920	\$ 559,086

**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*

*FY2012-13 Funding Sources: Street SDC*

*Status: Continued from 2008-09*

*Estimated Date of completion: 2012-13*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 112,868	\$ 49,621	\$ 50,000	\$ -	\$ 212,489
Engineering Administration	36,022	7,321	7,000	-	50,343
	<u>\$ 148,890</u>	<u>\$ 56,942</u>	<u>\$ 57,000</u>	<u>\$ -</u>	<u>\$ 262,832</u>

**Project #4139: Grahams Ferry Rd – Phase 1 (Future Reimbursement District)**

The Villebois Master Plan includes improvements to Grahams Ferry Road. Under this project the City will construct road improvements on Grahams Ferry Road and form a reimbursement district for future project cost repayment by developers.

*Priority: High*

*Justification: Villebois development agreement and City growth*

*FY2012-13 Funding Sources: Street SDC*

*Status: Continued from 2008-09*

*Estimated Date of completion: 2016-17*

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

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 107,583	\$ -	\$ 340,000	\$ 1,537,193	\$ 1,984,776
Engineering Administration	21,566	6,664	47,600	215,207	291,037
	<u>\$ 129,149</u>	<u>\$ 6,664</u>	<u>\$ 387,600</u>	<u>\$ 1,752,400</u>	<u>\$ 2,275,813</u>

# Streets Projects

## Project #4146: Tooze Rd – 110<sup>th</sup> to Grahams Ferry Rd

This is the second phase of the Boeckman Road Extension and will improve Tooze Road between the end of the first phase of the Boeckman Project which is slightly west of 110<sup>th</sup> to the intersection with Grahams Ferry Road. This project will include construction of bike lanes and sidewalks, new turn lanes and a signal at Graham’s 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 2009/10 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 2012/13 along with SDC funds for the City’s required local match contribution. Future year costs for construction are estimated at \$6.7 million with the timing of construction dependent on the availability of funding resources. Companion water and sewer projects are budgeted separately in the City’s 5-Year CIP.

*Priority: High*

*Justification: Villebois development agreement and City growth*

*FY2012-13 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*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ 11,000	\$ 90,000	\$ 6,275,800	\$ 6,376,800
Engineering Administration	1,396	1,266	21,800	878,612	903,074
	\$ 1,396	\$ 12,266	\$ 111,800	\$ 7,154,412	\$ 7,279,874
Federal Funds/ODOT Managed	-	-	790,000	-	790,000
	\$ 131,941	\$ 31,196	\$ 1,401,200	\$16,061,224	\$ 17,625,561

## Project #4147: Villebois School Site Development

Project provides for design and construction of road projects related to the new elementary school in Villebois. This project will be budgeted annually through the completion of construction 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 Projects 2996 and 2089, 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*

*FY2012-13 Funding Sources: Street SDC and developer’s contribution*

*Status: Continued from 2009-10*

*Estimated Date of completion: 2012-13*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 546,000	\$ -	\$ 546,000
Engineering Administration	173,661	31,472	62,440	-	267,573
	\$ 173,661	\$ 31,472	\$ 608,440	\$ -	\$ 813,573

# Streets Projects

## Project #4149: Day Rd Wetland Mitigation

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

*Priority: High*

*Justification: Regulatory requirement*

*FY2012-13 Funding Sources: Street SDC*

*Status: Continued from 2009-10*

*Estimated Date of completion: 2014-15*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 4,676	\$ 5,000	\$ 5,000	\$ 15,000	\$ 29,676
Engineering Administration	1,155	700	700	2,100	4,655
	<u>\$ 5,831</u>	<u>\$ 5,700</u>	<u>\$ 5,700</u>	<u>\$ 17,100</u>	<u>\$ 34,331</u>

## 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: 2012-13*

*FY2012-13 Funding Sources: Eastside Urban Renewal*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 227,996	\$ 522,079	\$ 50,000	\$ -	\$ 800,075
Engineering Administration	-	-	-	-	-
	<u>\$ 227,996</u>	<u>\$ 522,079</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 800,075</u>

# Streets Projects

## 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: 2014-15*

*FY2012-13 Funding Sources: Street SDC*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 165,000	\$ 125,439	\$ 290,439
Engineering Administration	-	-	23,100	17,561	40,661
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 188,100</u>	<u>\$ 143,000</u>	<u>\$ 331,100</u>

## Project #4174: 2010 Transportation System Update

Since Metro region completed an update to the Regional Transportation Plan in 2010, the City needs 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: 2012-13*

*FY2012-13 Funding Sources: Street SDC and federal funding*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 53,543	\$ 35,000	\$ 140,000	\$ -	\$ 228,543
Engineering Administration	26,091	64,035	37,800	-	127,926
	<u>\$ 79,634</u>	<u>\$ 99,035</u>	<u>\$ 177,800</u>	<u>\$ -</u>	<u>\$ 356,469</u>

# Streets Projects

## Project #4177: Boeckman Rd Bridge Repair

This project will design and construct repairs to failing infrastructure adjacent to the Boeckman Road Bridge at Coffee Creek/Seely Ditch. Expenditures are to be funded from the proceeds of a litigation settlement agreement. Road closure to surcharge the area to achieve necessary soil compression will begin in 2012 with project completion of the road rebuild to occur in 2013.

*Priority: High*

*Justification: Failing structure*

*Status: New*

*Estimated Date of completion: 2012-13*

*FY2012-13 Funding Sources: Litigation settlement received in FY2012, Westside Urban Renewal District*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 216,623	\$ 887,500	\$ -	\$ 1,104,123
Engineering Administration	-	36,761	89,250	-	126,011
	<u>\$ -</u>	<u>\$ 253,384</u>	<u>\$ 976,750</u>	<u>\$ -</u>	<u>\$ 1,230,134</u>

## Project #4180: Mid Block Crossing at OIT

This project will design and construct street crossing improvements to increase pedestrian safety in this mid-block crossing area. There are currently transit stops on each side of Parkway at this location. Pedestrians cross Parkway in this area to reach these transit stops, Pioneer Pacific College, and in the near future, OIT. This project will provide additional safety measures for the growing number of pedestrians in this area.

*Priority: High*

*Justification: Safety*

*Status: New*

*Estimated Date of completion: 2012-13*

*FY2012-13 Funding Sources: Street SDC*

*Operations Impact: Maintenance costs estimated to be \$500 annually*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 30,000	\$ -	\$ -
Engineering Administration	-	-	4,200	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 34,200</u>	<u>\$ -</u>	<u>\$ -</u>

# Streets Projects

## Project #4994-Streets Private Development SDC Reimbursement

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

*Priority: High*

*Justification: City growth*

*Status: Ongoing*

*Estimated Date of completion: Annual*

*FY2012-13 Funding Sources: Street SDC*

*Operations Impact: Not Applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 86,205	\$ 10,000	Annual	Annual
Engineering Administration	-	12,069	1,400	-	-
	<b>\$ -</b>	<b>\$ 98,274</b>	<b>\$ 11,400</b>	<b>\$ -</b>	<b>\$ -</b>

## 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*

*FY2012-13 Funding Sources: Street SDC*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 568	\$ -	Annual	Annual
Engineering Administration	-	7,234	50,000	-	-
	<b>\$ -</b>	<b>\$ 7,802</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>

**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*

*FY2012-13 Funding Sources: Street SDC*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 3,000	\$ -	Annual	Annual
Engineering Administration	-	3,993	10,000	-	-
	\$ -	\$ 6,993	\$ 10,000	\$ -	\$ -

**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*

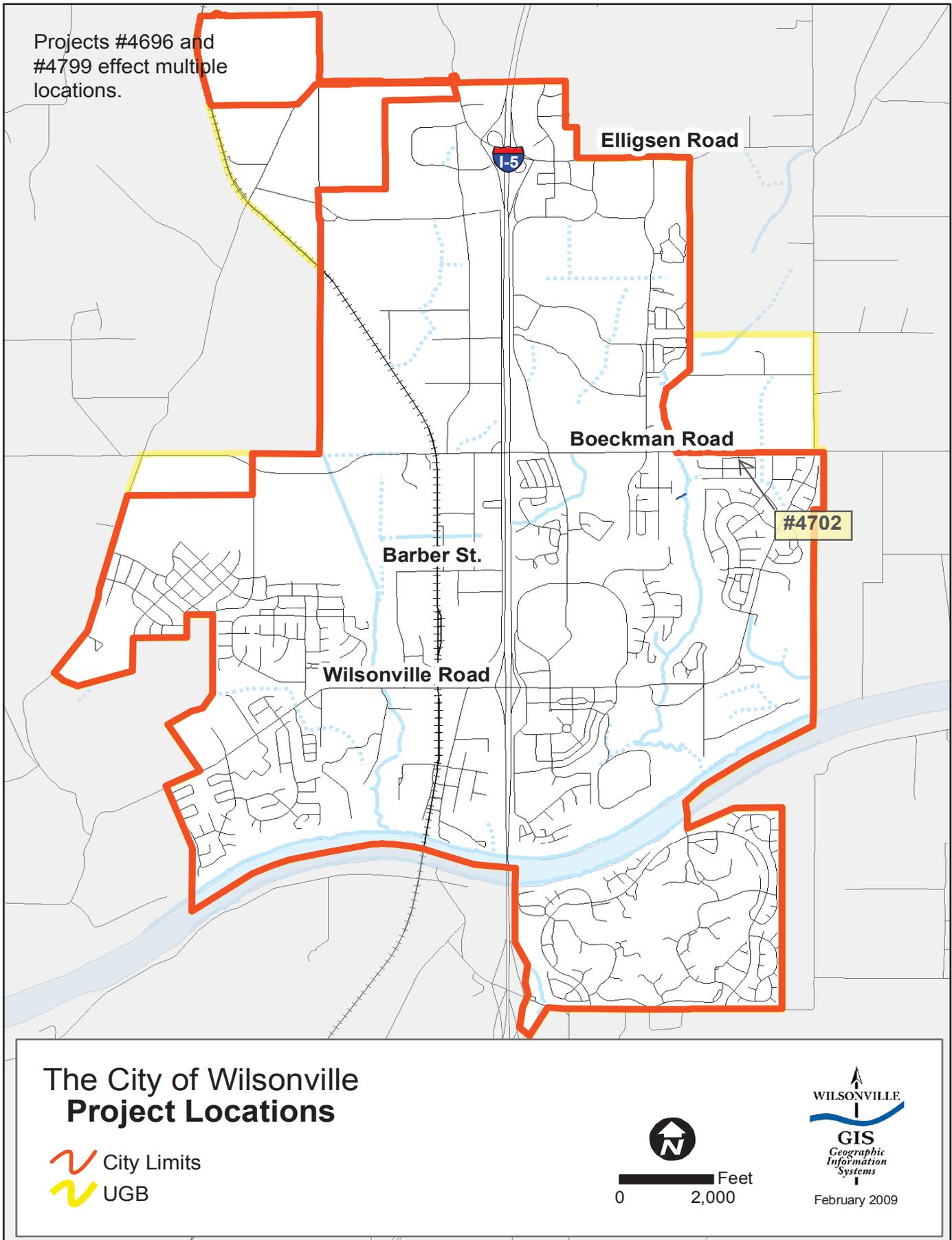
*Estimated Date of completion: Annual*

*FY2012-13 Funding Sources: Street SDC*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 100,000	Annual	Annual
Engineering Administration	-	-	14,000	-	-
	\$ -	\$ -	\$ 114,000	\$ -	\$ -

# Streetscape/Bikeway Projects



# Streetscape/Bikeway Projects

## FY 2012-13 Funding Sources

Proj.	Project Name	Streetlight Fund	Street SDC's	Eastside Urban Renewal	Total Resources
4696	Streetlight Infill	\$ 59,280	\$ -	\$ -	\$ 59,280
4702	Boeckman Bike/Ped Improv. (Canyon Creek to Wilsonville Rd)	-	-	245,000	245,000
4799	Project Design & Development	-	11,400	-	11,400
		<u>\$ 59,280</u>	<u>\$ 11,400</u>	<u>\$ 245,000</u>	<u>\$ 315,680</u>

## Project Summaries

### Project #4696: Streetlight Infill

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

Priority: Medium

Justification: Public safety

FY2012-13 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	2011-12	2012-13	Year Costs	Total
Design & Construction	Annual	\$ 80,912	\$ 52,000	Annual	Annual
Engineering Administration		10,233	7,280	-	-
	\$ -	\$ 91,145	\$ 59,280	\$ -	\$ -

### Project #4702: Boeckman Bike/Ped Improvements (Canyon Creek to Wilsonville Rd)

This project will improve the dip area of Boeckman Road between Canyon Creek and Wilsonville Road to improve safety for pedestrians and bicyclists by adding an off-road pathway. This funding includes expenses for design, temporary easement acquisition, and construction. This project is scheduled to be complete in FY 2012/13.

Priority: High

Justification: Public safety

FY2012-13 Funding Sources: Eastside Urban Renewal

Status: New

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	2011-12	2012-13	Year Costs	Total
Design & Construction	\$ -	\$ 35,000	\$ 245,000	\$ -	\$ -
Engineering Administration	-	-	-	-	-
	\$ -	\$ 35,000	\$ 245,000	\$ -	\$ -

# Streetscape/Bikeway Projects

## Project #4799: Project Design & Development

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

*Priority: High*

*Justification: Unanticipated and emergency projects*

*FY2012-13 Funding Sources: Street SDC*

*Status: Annual*

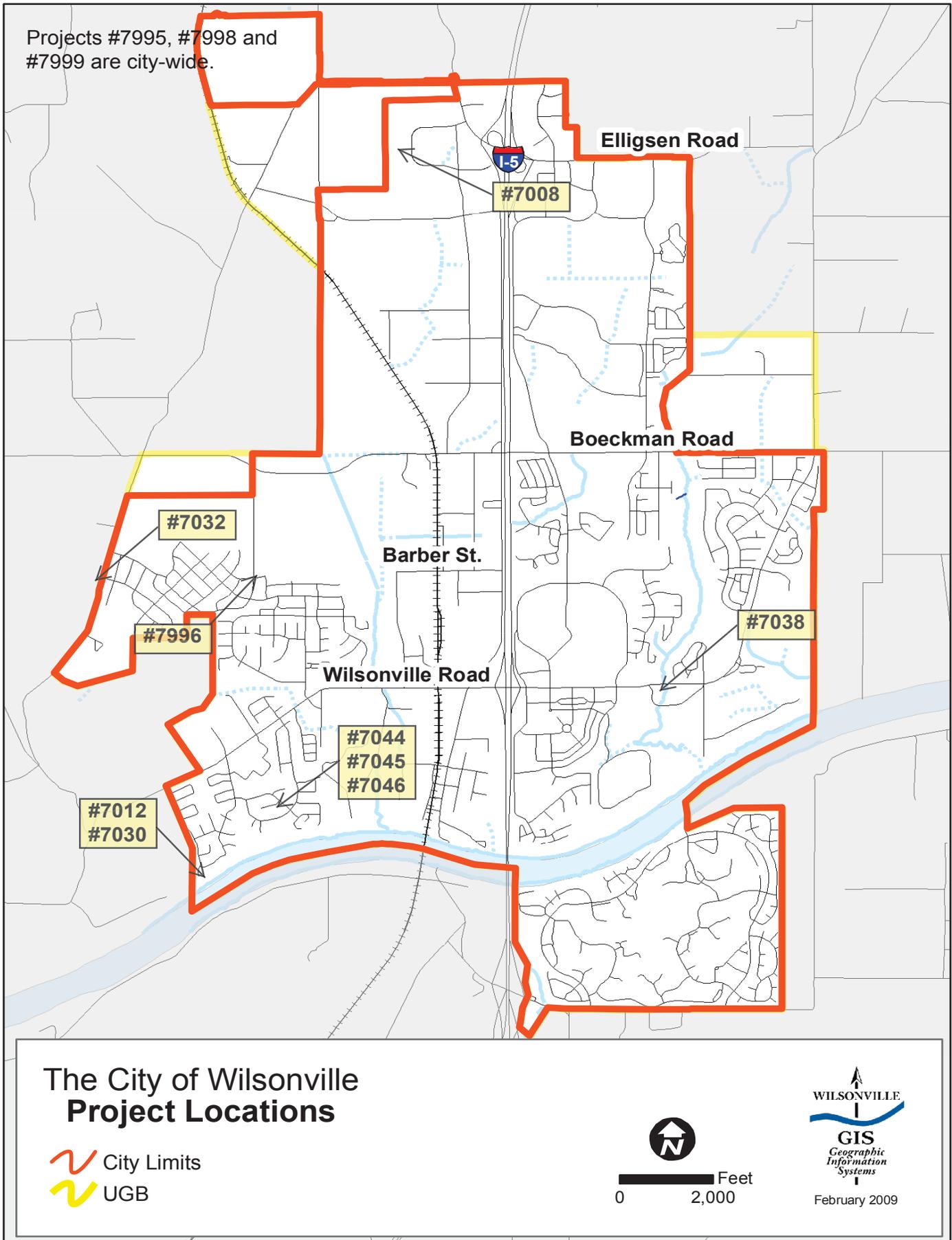
*Estimated Date of completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ -	\$ 10,000	Annual	Annual
Engineering Administration #	-	-	1,400	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,400</u>	<u>\$ -</u>	<u>\$ -</u>



# Stormwater Projects



# Stormwater Projects

## FY 2012-13 Funding Sources

Proj.	Project Name	Stormwater Operating	Stormwater SDCs	Total Resources
7008	CLC3-Channel Project at Commerce Circle	\$ -	\$ 57,000	\$ 57,000
7012	Rivergreen Drainage	125,400	-	125,400
7030	Rivergreen Wetland Mitigation Monitoring	4,560	-	4,560
7032	Storm System Improv. to Grahams Ferry - LEC to Barber	-	28,500	28,500
7038	Realign Boeckman Creek/Reconnect Wilsonville Rd. Channel	421,800	359,100	780,900
7044	Morey's Landing - Slope Stabilization & Storm Outfall Rebuild	76,200	-	76,200
7045	Morey's Landing - Correction Oversight	25,400	-	25,400
7046	Morey's Landing - Erosion Assessment and Repairs	45,400	-	45,400
7995	Early Planning - Future Stormwater Projects	-	25,000	25,000
7996	Villebois School Site Utilities - Stormwater	-	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>\$ 698,760</u>	<u>\$ 667,700</u>	<u>\$ 1,366,460</u>

## Project Summaries

### Project #7008: CLC3 – Channel Project @ Commerce Circle

This project begins with 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, 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 2012/13 are for design efforts to address historical stormwater and flooding issues in this area. Future funds estimated at approximately \$700,000 will be needed to construct the necessary improvements.

*Priority: Medium*

*Justification: System capacity*

*FY2012-13 Funding Sources: Stormwater SDC*

*Status: Continued from 2004-05*

*Estimated Date of completion: 2012-13*

*Operations Impact: Improvements to help decrease maintenance costs*

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2011-12	2012-13	Year Costs	Total
Design & Construction	\$ 104,663	\$ -	\$ 50,000	\$ -	\$ 154,663
Engineering Administration	31,045	-	7,000	-	38,045
	<u>\$ 135,708</u>	<u>\$ -</u>	<u>\$ 57,000</u>	<u>\$ -</u>	<u>\$ 192,708</u>

# Stormwater Projects

## Project #7012: Rivergreen Drainage

This project is to repair recently constructed protective measures to prevent further erosion 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. 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*

*FY2012-13 Funding Sources: Stormwater Operating*

*Status: Continued from 2004-05*

*Estimated Date of completion: 2012-13*

*Operations Impact: Homeowner's Association will maintain*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 507,686	\$ 211,658	\$ 110,000	\$ -	\$ 829,344
Engineering Administration	162,031	43,258	15,400	-	220,689
	<u>\$ 669,717</u>	<u>\$ 254,916</u>	<u>\$ 125,400</u>	<u>\$ -</u>	<u>\$ 1,050,033</u>

## Project #7030: Rivergreen Wetland Mitigation Monitoring

The wetland mitigation site constructed during the Rivergreen Drainage Project requires five years of monitoring. This project budgets 5-years of monitoring expenditures on an annual basis until completion in FY 2013/2014.

*Priority: High*

*Justification: Currently under contract and a regulatory requirement*

*FY2012-13 Funding Sources: Stormwater Operating*

*Status: Continued from 2009-10*

*Estimated Date of completion: 2013-14*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 8,108	\$ 4,000	\$ 4,000	\$ 4,000	\$ 20,108
Engineering Administration	3,165	916	560	560	5,201
	<u>\$ 11,273</u>	<u>\$ 4,916</u>	<u>\$ 4,560</u>	<u>\$ 4,560</u>	<u>\$ 25,309</u>

# Stormwater Projects

## Project #7032: Storm System Improv. to Grahams Ferry – 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*

*FY2012-13 Funding Sources: Stormwater SDC*

*Status: Continued from 2009-10*

*Estimated Date of completion: 2012-13*

*Operations Impact: Maintenance cost estimated at \$6,500 per year*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
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>

## 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, fish passage elements and add stormwater capacity. Funds budgeted in FY 2012/13 are for final design and construction.

*Priority: High*

*Justification: Public safety and City growth*

*FY2012-13 Funding Sources: Stormwater Operating and Stormwater SDC*

*Status: Continued from 2010-11*

*Estimated Date of completion: 2012-13*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ 13,124	\$ 88,337	\$ 685,000	\$ -	\$ 786,461
Engineering Administration	11,222	12,055	95,900	-	119,177
	<u>\$ 24,346</u>	<u>\$ 100,392</u>	<u>\$ 780,900</u>	<u>\$ -</u>	<u>\$ 905,638</u>

# Stormwater Projects

## Project #7044: Morey's Landing – Slope Stabilization & Storm Outfall Rebuild

While the stormwater system in the Morey's Landing neighborhood was designed to meet requirements at the time of development, these design standards are inadequate to meet today's needs. This project is for the reconstruction of storm outfall and erosion including design, construction and permitting to meet current and future stormwater management and erosion control needs on two private properties and the Tract M common area in Morey's landing,. This project is in conjunction with Projects 7045 and 7046.

*Priority: High*

*Justification: Regulatory requirement*

*Status: New*

*Estimated Date of completion: 2012-13*

*FY2012-13 Funding Sources: Stormwater Operating*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 15,000	\$ 60,000	\$ -	\$ 75,000
Engineering Administration	-	2,100	16,200	-	18,300
	<u>\$ -</u>	<u>\$ 17,100</u>	<u>\$ 76,200</u>	<u>\$ -</u>	<u>\$ 93,300</u>

## Project #7045: Morey's Landing – Correction Oversight

While the stormwater system in the Morey's Landing neighborhood was designed to meet requirements at the time of development, these design standards are inadequate to meet today's needs. This project will address the correction of a private citizen installed storm pipe on private property and the Tract M common area that was installed without required permitting from the City or the Army Corps of Engineers. This project involves management and oversight of corrections and is in conjunction with Projects 7044 and 7046.

*Priority: High*

*Justification: Regulatory requirement*

*FY2012-13 Funding Sources: Stormwater Operating*

*Status: New*

*Estimated Date of Completion: 2012-13*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ 5,000	\$ 20,000	\$ -	\$ 25,000
Engineering Administration	-	700	5,400	-	6,100
	<u>\$ -</u>	<u>\$ 5,700</u>	<u>\$ 25,400</u>	<u>\$ -</u>	<u>\$ 31,100</u>

# Stormwater Projects

## Project #7046: Morey's Landing – Erosion Assessment and Repairs

While the stormwater system in the Morey's Landing neighborhood was designed to meet requirements at the time of development, these design standards are inadequate to meet today's needs. This project is for the examination, design, permitting and construction of stormwater repairs to the Tract M common area to meet current and future stormwater management demands. It is in conjunction with Projects 7044 and 7045.

*Priority: High*

*Justification: Regulatory requirement*

*FY2012-13 Funding Sources: Stormwater Operating*

*Status: New*

*Estimated Date of Completion: 2012-13*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
Engineering Administration	-	-	25,400	-	25,400
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,400</u>	<u>\$ -</u>	<u>\$ 45,400</u>

## Project #7995: Early Planning – Future Stormwater Projects

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

*Priority: Medium*

*Justification: City growth*

*FY2012-13 Funding Sources: Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	19,266	25,000	-	-
	<u>\$ -</u>	<u>\$ 19,266</u>	<u>\$ 25,000</u>	<u>\$ -</u>	<u>\$ -</u>

# Stormwater Projects

## Project #7996: Villebois School Stormwater Improvements

Staff effort will be expended in managing the development of stormwater infrastructure needed for the Villebois school site 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 Projects 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*

*FY2012-13 Funding Sources: Stormwater SDC*

*Status: Annual*

*Estimated Date of Completion: 2011-12*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	\$ -	\$ -	\$ 115,000	\$ -	\$ 115,000
Engineering Administration	-	2,564	16,100	-	18,664
	<u>\$ -</u>	<u>\$ 2,564</u>	<u>\$ 131,100</u>	<u>\$ -</u>	<u>\$ 133,664</u>

## 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*

*FY2012-13 Funding Sources: Stormwater SDC*

*Status: Annual*

*Estimated Date of completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual \$ -	\$ -	\$ -	Annual	Annual
Engineering Administration	-	6,401	10,000	-	-
	<u>\$ -</u>	<u>\$ 6,401</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>

# Stormwater Projects

## 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*

*FY2012-13 Funding Sources: Stormwater SDC*

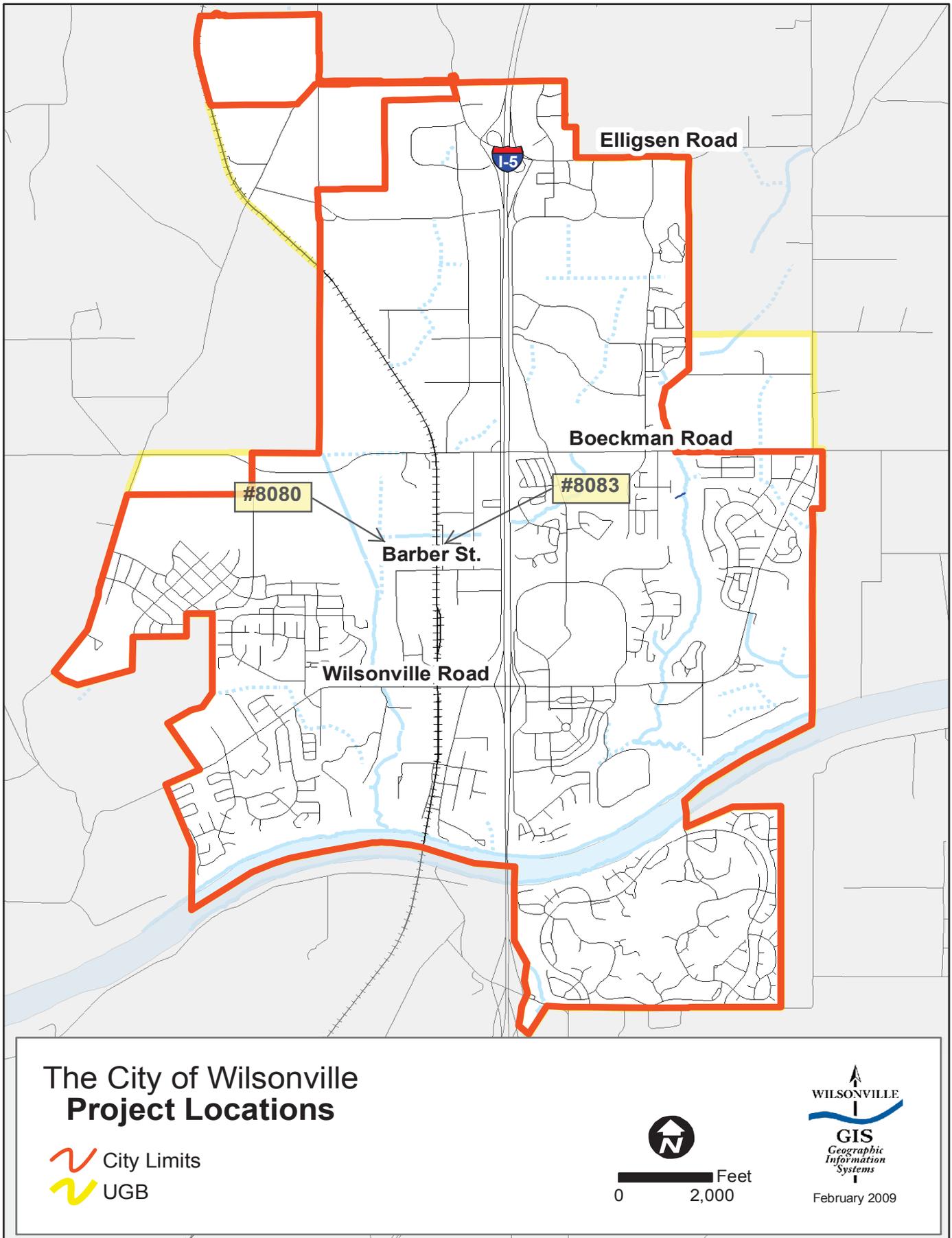
*Status: Annual*

*Estimated Date of completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years</b>	<b>Estimated</b>	<b>Budget</b>	<b>Future</b>	<b>Project</b>
	<b>Actual</b>	<b>2011-12</b>	<b>2012-13</b>	<b>Year Costs</b>	<b>Total</b>
Design & Construction	Annual	\$ -	\$ 50,000	Annual	Annual
Engineering Administration	-	-	7,000	-	-
	\$ -	\$ -	\$ 57,000	\$ -	\$ -

# Transit Projects



## FY 2012-13 Funding Sources

Proj.	Project Name	Transit Fund	Fleet Fund	Federal Stimulus Pkg	Total Resources
8080	Commuter Rail Wetland Mitigation and Monitoring	\$ 2,280	\$ -	\$ -	\$ 2,280
8083	SMART Operations/Fleet Facility	1,060,200	342,000	830,000	2,232,200
		<u>\$1,062,480</u>	<u>\$ 342,000</u>	<u>\$ 830,000</u>	<u>\$2,234,480</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 FY 2013/2014.

*Priority: High*

*Justification: Currently under contract and regulatory requirement*

*FY2012-13: Funding Sources: Transit Fund*

*Status: Continued from 2009-10*

*Estimated Date of completion: 2013-14*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	Prior Years	Estimated	Budget	Future	Project
	Actual	2011-12	2012-13	Year Costs	Total
Design & Construction	\$ 2,208	\$ 655	\$ 2,000	\$ -	\$ 4,863
Engineering Administration	634	23	280	-	937
	<u>\$ 2,842</u>	<u>\$ 678</u>	<u>\$ 2,280</u>	<u>\$ -</u>	<u>\$ 5,800</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 December 2012. Construction is now underway on a new operations and fleet facility to be located on city-owned property on Boberg Road. The funds budgeted in FY 2012/13 are for the completion of construction efforts which began Fall 2011. Funding for this project comes from state and federal grants, the Transit Fund, and the Fleet Fund, which includes the proceeds of the sale of the current Fleet Maintenance Facility on Elligsen Road and the sale of the former SMART administration building on Wilsonville Road.

*Priority: High*

*Justification: Required vacation of current facility*

*Status: Continued from 2010-11*

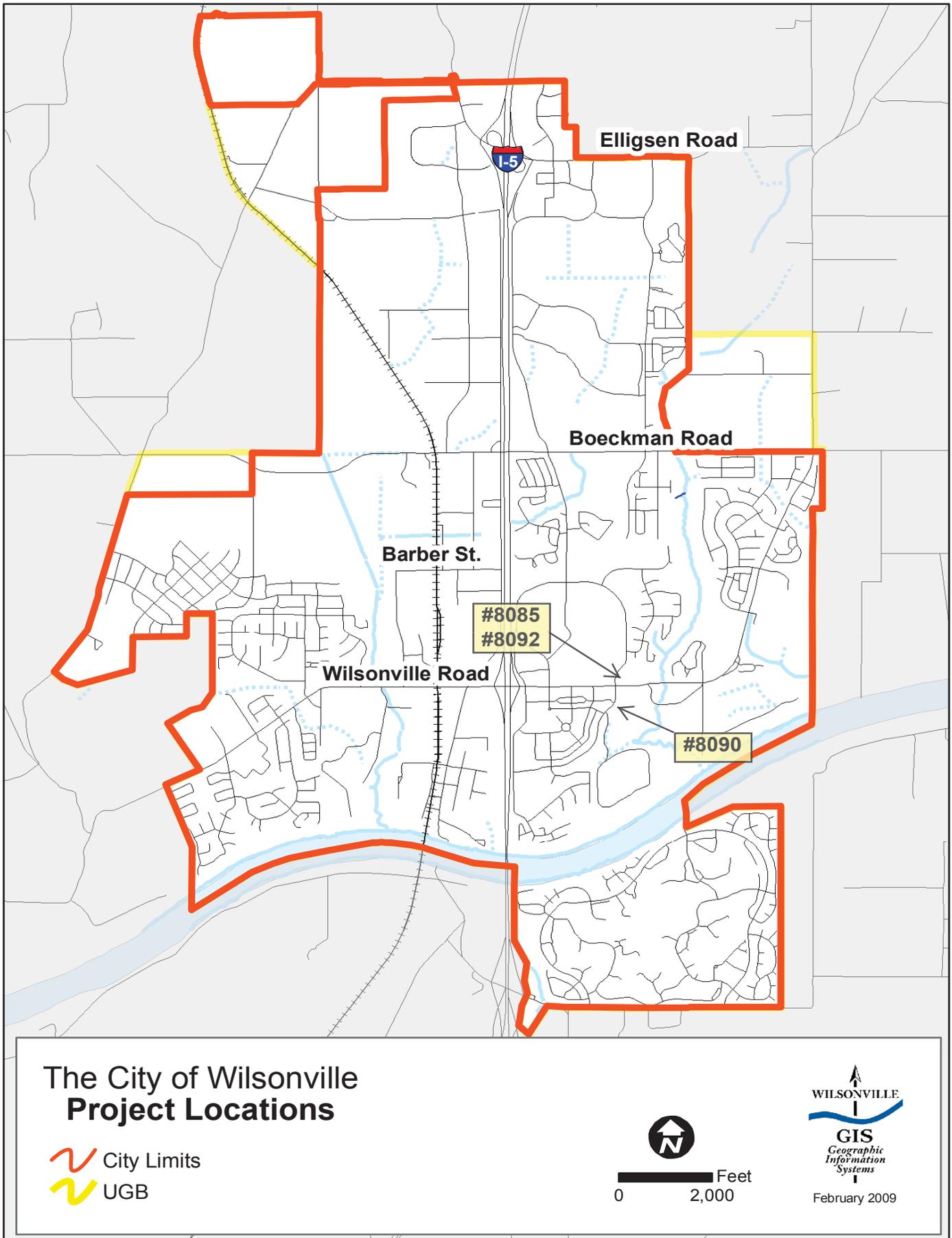
*Estimated Date of completion: 2012-13*

*FY2012-13: Funding Sources: Transit and Fleet Funds and federal stimulus package*

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

<b>Project Costs:</b>	Prior Years	Estimated	Budget	Future	Project
	Actual	2011-12	2012-13	Year Costs	Total
Design & Construction	\$ 388,993	\$ 2,628,820	\$ 2,120,000	\$ -	\$ 5,137,813
Engineering Administration	7,906	130,200	112,200	-	250,306
	<u>\$ 396,899</u>	<u>\$ 2,759,020</u>	<u>\$ 2,232,200</u>	<u>\$ -</u>	<u>\$ 5,388,119</u>

# Building Projects



## FY 2012-13 Funding Sources

Proj.	Project Name	General Fund	Grants	Total Resources
8085	Community Center Kitchen and Food Storage Improvements	\$ 55,000	\$ 491,000	\$ 546,000
8090	Three Bay Expansion Project	60,000	-	60,000
8092	Community Center Grease Trap and Floor Replacement	45,000	-	45,000
		\$ 160,000	\$ 491,000	\$ 651,000

## 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. The project has been approved for a Community Development Block Grant through Clackamas County to fund construction including a dedicated food storage/pantry space that is currently lacking in the facility.

*Priority: High*

*Justification: Program growth*

*FY2012-13 Funding Sources: General Fund and grants*

*Status: Continued from 2010-11*

*Estimated Date of completion: 2012-13*

*Operations Impact: After completion, maintenance cost estimated at \$200 per year*

<b>Project Costs:</b>	Prior Years Actual	Estimated 2011-12	Budget 2012-13	Future Year Costs	Project Total
Design & Construction	\$ 25,060	\$ 2,538	\$ 546,000	\$ -	\$ 573,598
Engineering Administration	-	-	-	-	-
	\$ 25,060	\$ 2,538	\$ 546,000	\$ -	\$ 573,598

### 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 funding allows the existing Three-Bay Facility in Memorial Park to be expanded until a permanent site for these operations can be determined. The project and associated funding is to be spread out over a three-year period, which began in FY 2011/12. Planned improvements consist of expansion of operations and maintenance facilities including growth 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*

*FY2012-13 Funding Sources: General Fund*

*Status: Continued from 2012-13*

*Estimated Date of completion: 2013-14*

*Operations Impact: After completion, maintenance cost estimated at \$2,000 per year*

<b>Project Costs:</b>	Prior Years Actual	Estimated 2011-12	Budget 2012-13	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 90,000	\$ 60,000	\$ 60,000	\$ 210,000
Engineering Administration	-	-	-	-	-
	\$ -	\$ 90,000	\$ 60,000	\$ 60,000	\$ 210,000

# Building Projects

## Project #8092: Community Center Grease Trap and Floor Replacement (Dining Area and Sun Room)

The grease trap at the Community Center’s kitchen needs to be replaced due to age and wear. This is not included in the scope of Project 8085 which improves food storage at the Community Center. Additionally, the flooring in the dining area and sunroom is nearly two decades old and due for replacement. It is worn and damaged and has become increasingly difficult to maintain. This project will occur in conjunction with Project 8085.

*Priority: High*

*Justification: Program growth*

*Status: New*

*Estimated Date of completion: 2012-13*

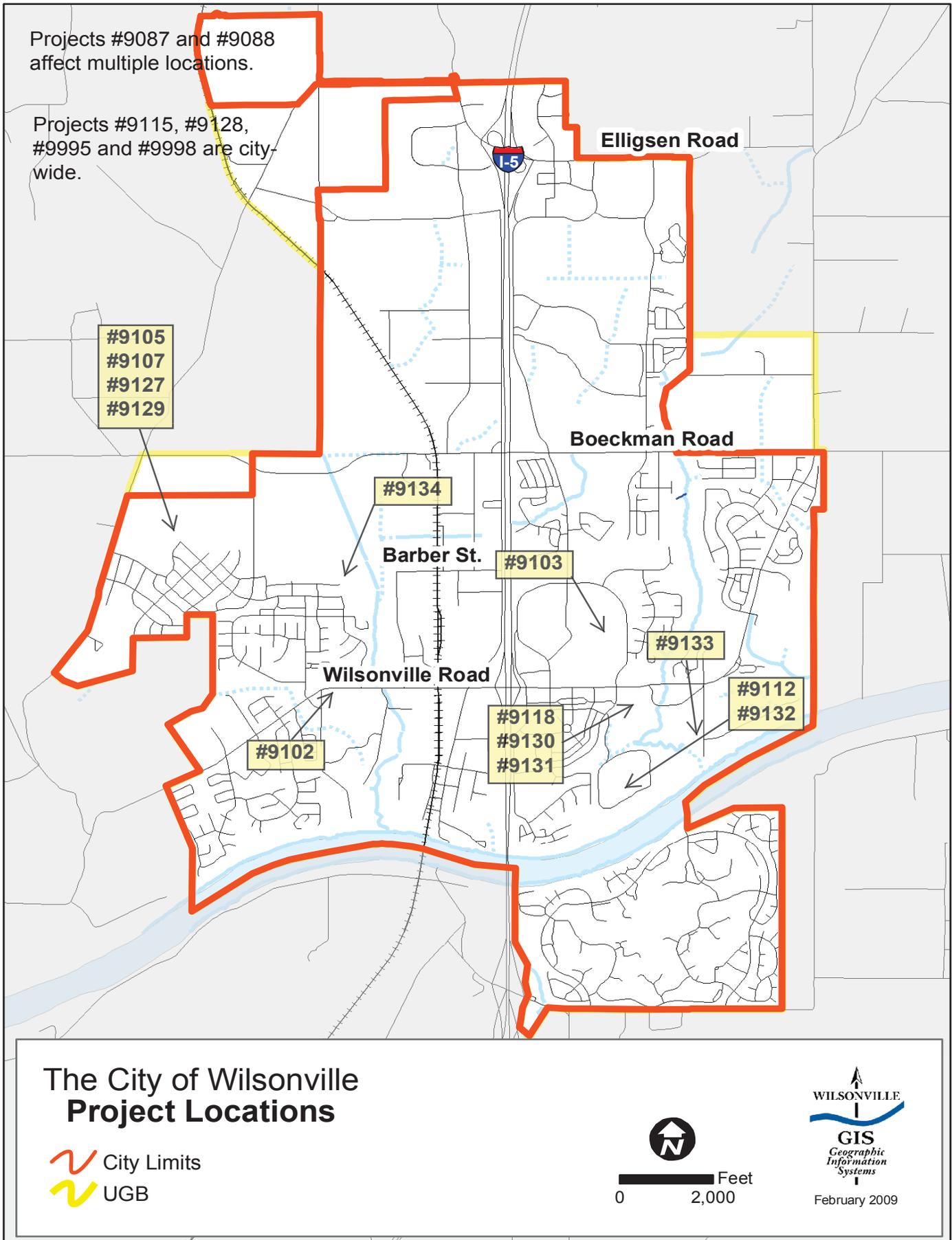
*FY2012-13 Funding Sources: General Fund*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 45,000	\$ -	\$ 45,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 45,000</u>	<u>\$ -</u>	<u>\$ 45,000</u>



# Parks Projects



FY 2012-13 Funding Sources

Proj.	Project Name	Parks SDCs	Contributions	General Fund Set Aside	West Side Urban Renewal	Grants	Total Resources
9087	Tree Mitigation - Other than White Oak	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500
9088	Tree Mitigation - White Oak	-	2,500	-	-	-	2,500
9102	Engelman Park Design & Site Preparation (Metro & State Grants)	-	-	-	-	125,400	125,400
9103	Skate Park Site Concept Design	34,200	-	-	-	-	34,200
9105	Villebois Parks Urban Renewal Payment to Developer - Promenade	-	-	-	149,901	-	149,901
9107	Villebois Parks SDC Reimbursement - North Greenway (RP3)	285,000	-	-	-	-	285,000
9112	Memorial Park Improvements (Trails, Ball Fields, Signage & Parking)	388,740	-	51,000	-	11,400	451,140
9115	City Parks and Trails - ADA Title II Facilities, Signage and Maps	11,400	-	-	-	-	11,400
9118	Murase Park Surveillance Cameras	-	-	50,000	-	-	50,000
9127	EPA Rainwater Management Grant	-	-	-	-	410,000	410,000
9128	Recreation and Aquatic Center Study Update	17,100	-	-	-	-	17,100
9129	Villebois Parks Piazza Design	-	-	-	60,000	-	60,000
9130	Murase Slide Replacement and Repairs	-	-	31,000	-	-	31,000
9131	Murase Mound Re-grade	-	-	36,000	-	-	36,000
9132	Memorial Park - Bleachers ADA upgrade	-	-	46,600	-	-	46,600
9133	Memorial Park - Debris Slab	-	-	36,000	-	-	36,000
9134	Villebois Parks - SAP East Park Design	114,000	-	-	-	-	114,000
9995	Early Planning - Future Parks	50,000	-	-	-	-	50,000
9998	5-Year & Annual Parks CIP Budget Development	10,000	-	-	-	-	10,000
		<u>\$ 910,440</u>	<u>\$ 5,000</u>	<u>\$ 250,600</u>	<u>\$ 209,901</u>	<u>\$546,800</u>	<u>\$1,922,741</u>

Project Summaries

**Project #9087: Tree Mitigation – Other than White Oak**

Funds paid by developers to replenish or replace trees throughout the City during the development process.

*Priority: High*

*Justification: City growth*

*FY2012-13 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	2011-12	2012-13	Year Costs	Total
Design & Construction	Annual \$	650	\$ 2,500	Annual	\$ 3,150
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 650</u>	<u>\$ 2,500</u>	<u>\$ -</u>	<u>\$ 3,150</u>

# Parks Projects

## Project #9088: Tree Mitigation – White Oak

Similar to Project 9087, however this project is intended specifically for pruning, planting, preservation and enhancement of White Oaks.

*Priority: High*

*Justification: City growth*

*FY2012-13 Funding Sources: Contributions*

*Status: Continued from 1998-99*

*Estimated Date of completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 500	\$ 2,500	Annual	\$ 3,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 2,500</u>	<u>\$ -</u>	<u>\$ 3,000</u>

## Project #9102: Engelman Park Design & Site Preparation (Metro and State Grants)

Originally named Montebello Park in prior budgets, this project is for the design and construction of a neighborhood park in the Montebello neighborhood, a top priority in the Parks and Recreation Master Plan. Staff has obtained a grant through the state and has requested that additional grant funding received through Metro's Local Share program for planning efforts for the Boeckman Creek Trail is reallocated to Engelman Park construction where there will be an immediate community benefit. Construction is scheduled to occur during Summer 2012.

*Priority: High*

*Justification: City growth*

*FY2012-13 Funding Sources: Metro and State Grants*

*Status: Continued from 2007-08*

*Estimated Date of completion: 2012-13*

*Operations Impact: Maintenance costs estimated at \$7,000 per year*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ 42,762	\$ 5,934	\$ 110,000	\$ -	\$ 158,696
Engineering Administration	76,289	27,708	15,400	-	119,397
	<u>\$ 119,051</u>	<u>\$ 33,642</u>	<u>\$ 125,400</u>	<u>\$ -</u>	<u>\$ 278,093</u>

## Project #9103: Skate Park Site Concept Design

This project is for the site selection, planning, design and construction of a new skate facility. Funds budgeted in FY 2012/13 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 2012-13

FY2012-13 Funding Sources: Parks SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2011-12	2012-13	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Engineering Administration	20,881	755	4,200	-	25,836
	<u>\$ 20,881</u>	<u>\$ 755</u>	<u>\$ 34,200</u>	<u>\$ -</u>	<u>\$ 55,836</u>

## Project #9105: Villebois Parks Urban Renewal Payment to Developer - Promenade

Project allows for 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

FY2012-13 Funding Sources: West Side Urban Renewal

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	Estimated	Budget	Future	Project
	Actual	2011-12	2012-13	Year Costs	Total
Design & Construction	\$ -	\$ 10,700	\$ 149,901	\$ -	\$ 160,601
Engineering Administration	7,243	700	-	-	7,943
	<u>\$ 7,243</u>	<u>\$ 11,400</u>	<u>\$ 149,901</u>	<u>\$ -</u>	<u>\$ 168,544</u>

## Project #9107: Villebois Parks SDC Reimbursement-North Greenway (RP3)

Project allows for 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

FY2012-13 Funding Sources: Parks SDC

Estimated Date of completion: 2012-13

Operations Impact: Park to be maintained by Homeowners Association at completion of project

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2011-12	2012-13	Year Costs	Total
Design & Construction	\$ -	\$ 10,700	\$ 250,000	\$ -	\$ 260,700
Engineering Administration	1,388	700	35,000	-	37,088
	<u>\$ 1,388</u>	<u>\$ 11,400</u>	<u>\$ 285,000</u>	<u>\$ -</u>	<u>\$ 297,788</u>

# Parks Projects

## Project #9112: Memorial Park Improvements (Trails, Ball Fields, Signage & Parking)

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: 2013-14*

*FY2012-13 Funding Sources: Park SDC, General Fund and grants*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 401,000	\$ 350,000	\$ 751,000
Engineering Administration	-	-	50,140	49,000	99,140
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 451,140</u>	<u>\$ 399,000</u>	<u>\$ 850,140</u>

## Project #9115: City Parks and Trails-ADA Title II Facilities, Signage and Maps

The Americans with Disabilities Act (ADA) and Architectural Barriers Act (ABA) established accessibility guidelines for outdoor picnic facilities, recreation access routes, trails and viewing areas. This project provides for the construction and installation of approved and uniform trailhead signage 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: 2014-15*

*FY2012-13 Funding Sources: Park SDC*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 10,000	\$ 60,000	\$ 70,000
Engineering Administration	-	-	1,400	8,400	9,800
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,400</u>	<u>\$ 68,400</u>	<u>\$ 79,800</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 exterior restroom doors. The cameras will be linked into 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*

*FY2012-13 Funding Sources: General Fund*

*Status: New*

*Estimated Date of completion: 2012-13*

*Operations Impact: Maintenance costs estimated at \$1,000 per year*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 50,000</u>

## Project #9127: EPA Rainwater Management Grant

This project consists of the City administration and pass-through of an EPA grant to Costa Pacific Developers for rainwater management. The funding will be used to install pervious paver improvements at the Piazza in Villebois. This project is in conjunction with Project 9129.

*Priority: High*

*Justification: City oversight of federal funds*

*FY2012-13 Funding Sources: Federal grant*

*Status: New*

*Estimated Date of completion: 2012-13*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 410,000	\$ -	\$ 410,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 410,000</u>	<u>\$ -</u>	<u>\$ 410,000</u>

# Parks Projects

## Project #9128: Recreation and Aquatic Center Study Update

This project will update the City's last feasibility study for designing, constructing and operating a recreation and aquatic center.

*Priority: Medium*

*Justification: City growth*

*FY2012-13 Funding Sources: Parks SDC*

*Status: New*

*Estimated Date of completion: 2013-14*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
Engineering Administration	-	-	2,100	-	2,100
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 17,100</u>	<u>\$ -</u>	<u>\$ 17,100</u>

## Project #9129: Villebois Parks Piazza Design

In lieu of providing SDC credits after developer construction, the City will advance design and construction of Piazza improvements at Villebois. Construction will be funded in part through an EPA grant for the construction of Low Impact Development rainwater management systems including the installation of pervious pavers in the Piazza at Villebois. This project is in conjunction with Project 9127.

*Priority: High*

*Justification: Villebois development agreement and City growth*

*FY2012-13 Funding Sources: General Fund*

*Status: New*

*Estimated Date of completion: 2012-13*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ 60,000</u>

## Project #9130: Murase Slide Replacement and Repairs

The slide at Murase Park is an architecturally designed, custom made play element constructed of sheet metal. This slide has had ongoing maintenance issues that require repeated repairs. This project will replace the sheet metal slide with a more conventional, low maintenance slide that would also eliminate safety concerns that arise due to the slide's width and speed.

*Priority: High*

*Justification: Maintenance and safety*

*FY2012-13 Funding Sources: General Fund*

*Status: New*

*Estimated Date of completion: 2012-13*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Engineering Administration	-	-	1,000	-	1,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 31,000</u>	<u>\$ -</u>	<u>\$ 31,000</u>

## Project #9131: Murase Mound Re-grade

The central mound at Murase Park near the water feature has side grades that are difficult to mow and maintain. Further, the fill material used for the mound included debris such as rocks and stumps. These materials are now becoming exposed and are becoming mowing and maintenance issues. This project will re-grade and replant the mound to improve the grades and remove debris.

*Priority: Medium*

*Justification: Maintenance and operational efficiency*

*FY2012-13 Funding Sources: General Fund*

*Status: New*

*Estimated Date of completion: 2012-13*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Engineering Administration	-	-	1,000	-	1,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 36,000</u>	<u>\$ -</u>	<u>\$ 36,000</u>

# Parks Projects

## Project #9132: Memorial Park – Bleachers and ADA Upgrade

The existing bleachers at Memorial Park have reached an age and condition where they have developed maintenance issues. Further, they are not in compliance with current ADA requirements. This project will replace the existing bleachers with new, low maintenance bleachers that are ADA compliant.

*Priority: High*

*Justification: Regulatory requirement and aging infrastructure*

*FY2012-13 Funding Sources: General Fund*

*Status: New*

*Estimated Date of completion: 2012-13*

*Operations Impact: Improvements to help decrease maintenance costs*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 45,600	\$ -	\$ 45,600
Engineering Administration	-	-	1,000	-	1,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 46,600</u>	<u>\$ -</u>	<u>\$ 46,600</u>

## Project #9133: Memorial Park – Debris Slab

Debris from the City's parks is currently stored on the east side of Memorial Park near the Community Garden. Constructing a concrete debris slab will make management of this debris more efficient.

*Priority: Medium*

*Justification: Maintenance and operational efficiency*

*FY2012-13 Funding Sources: General Fund*

*Status: New*

*Estimated Date of completion: 2012-13*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 35,000	\$ -	\$ 35,000
Engineering Administration	-	-	1,000	-	1,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 36,000</u>	<u>\$ -</u>	<u>\$ 36,000</u>

# Parks Projects

## Project #9134: Villebois Parks – SAP East Park Design

The City's Amended Development Agreement with developers in SAP East requires the City's design and construction of Regional Parks 7 and 8, and Neighborhood Park 6. Since construction of these parks is connected to the timing of development and dwelling occupancy, the City needs to begin advancing design efforts so that construction can occur in conjunction with development. The City's financial obligation is tied to the cost estimates defined in the development agreement and parks will be designed in accordance with the budget and obligations set forth in these agreements and with input from Public Works with regard to future maintenance requirements.

*Priority: High*

*Justification: City growth and development agreement*

*FY2012-13 Funding Sources: Parks SDC*

*Status: New*

*Estimated Date of completion: 2012-13*

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

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Engineering Administration	-	-	14,000	-	14,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 114,000</u>	<u>\$ -</u>	<u>\$ 114,000</u>

## 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*

*FY2012-13 Funding Sources: Parks SDC*

*Status: Annual*

*Estimated Date of completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual \$	-	\$ -	Annual	Annual
Engineering Administration	-	4,631	50,000	-	-
	<u>\$ -</u>	<u>\$ 4,631</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>

# Parks Projects

## Project #9998: 5-Year & Annual Parks CIP Budget Development

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

*Priority: High*

*Justification: Fiscal planning for CIPs*

*FY2012-13 Funding Sources: Parks SDC*

*Status: Annual*

*Estimated Date of completion: Annual*

*Operations Impact: Not applicable*

<b>Project Costs:</b>	<b>Prior Years Actual</b>	<b>Estimated 2011-12</b>	<b>Budget 2012-13</b>	<b>Future Year Costs</b>	<b>Project Total</b>
Design & Construction	Annual	\$ 6,000	\$ -	Annual	Annual
Engineering Administration	-	4,042	10,000	-	-
	\$ -	\$ 10,042	\$ 10,000	\$ -	\$ -

## Debt and Other

---

### Debt Service Overview

The City issues debt to pay for long-term capital improvements. The number of years the debt is outstanding is less than the useful life of the capital investment. As set by policy, debt shall not be used for operating purposes.

Debt service appropriations provide for the payment of principal and interest on bonds and notes. The City has issued general obligation bonds, revenue bonds and full faith and credit obligations.

General obligation bonds that are secured by property taxes must be approved by the voters. Full faith and credit obligations are backed by the City's General Fund; however, they may be repaid from other resources such as sewer charges.

Revenue bonds are used to finance enterprise-related capital and are repaid from related utility charges.

The City's general obligation debt rating by Moody's Investor's Service is Aa2. The sewer related full faith and credit obligation of 2011 is rated AA+ by Standard and Poor's and Aa3 by Moody's. The water revenue bonds have an underlying rating of Aa3. Moody's ratings reflect their Global Scale Rating implementation.

The City fulfills its obligation for continuing disclosure requirements under the Securities and Exchange Commission Rule 15c2-12 by filing its audited financial reports and other required disclosures with the Municipal Securities Rulemaking Board Electronic Municipal Market Access (EMMA) database service which is available at [www.emma.msrb.org](http://www.emma.msrb.org).

# Long-term Debt & Limitations

## Long-Term Debt Estimated as of June 30, 2012

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
<b>Voter Approved General Obligation Bonds:</b>				
Library, Series 2001	4.00%-4.80%	\$ 4,000,000	1/16/2016	\$ 1,325,000
<b>Self Supporting Full Faith &amp; Credit Debt:</b>				
Water Refunding, Series 2007	3.85%	7,875,000	12/1/2020	5,845,000
Sewer Refunding, Series 2006	4.00%-4.25%	5,295,000	12/1/2015	2,380,000
Sewer Treatment Plant, Series 2011	2.00%-4.00%	38,940,000	6/1/2031	38,940,000
<b>Revenue Bonds:</b>				
Water Revenue Refunding, Series 2006	3.375%-4.00%	9,325,000	6/1/2020	7,505,000
				<u>\$55,995,000</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, 2012

Real Market Value		<u>\$ 2,905,321,351</u>
Debt capacity at 3%		87,159,641
Less outstanding debt	\$ (1,325,000)	
Plus cash on hand <sup>1</sup>	<u>(132,645)</u>	
Net debt subject to 3% limit		<u>(1,457,645)</u>
Marginal capacity		<u>\$ 85,701,996</u>

<sup>1</sup> Estimated cash in general obligation fund at June 30, 2012

## Overlapping Debt As of June 30, 2011

Jurisdiction	General Obligation Bonded Debt Outstanding	Percentage Applicable to Government	Amount Applicable to Government <sup>1</sup>
Direct:			
City of Wilsonville	\$ 1,620,000	100.0000%	\$ 1,620,000
<b>Total Direct</b>	<b>1,620,000</b>		<b>1,620,000</b>
Overlapping:			
Clackamas County	76,195,000	5.5745%	4,247,490
Clackamas County School District No. 3J	223,127,238	31.0221%	69,218,755
Clackamas County School District No. 86	89,251,603	14.7798%	13,191,208
Clackamas County Community College	32,605,000	7.6955%	2,509,118
Metro	158,020,000	1.5289%	2,415,968
Tri-County Metropolitan Transportation District	9,800,000	0.0042%	412
Portland Community College	199,390,000	0.2293%	457,201
Washington County	20,030,000	0.5461%	109,384
Tualatin Valley Fire & Rescue	49,865,000	5.1570%	2,571,538
Washington County School District No. 88J	127,748,533	6.3233%	8,077,923
<b>Total Overlapping</b>	<b>986,032,374</b>		<b>102,798,997</b>
<b>Total Debt</b>	<b>\$ 987,652,374</b>		<b>\$ 104,418,997</b>

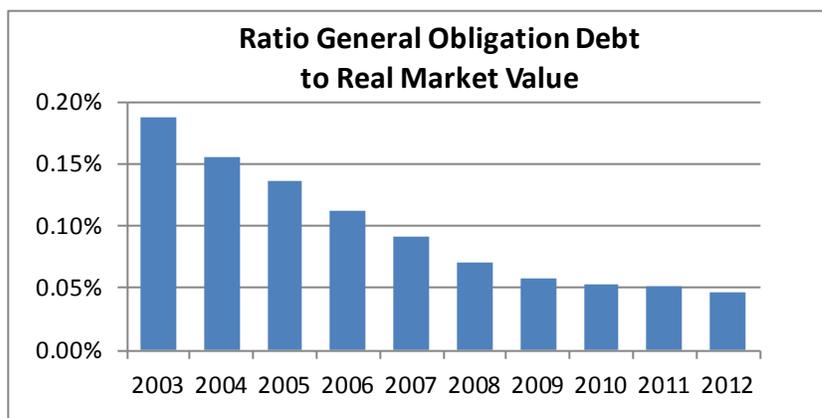
The percentage applicable to government is determined on the assessed value of the overlapping districts. The numerator is the City's assessed value and the denominator is the assessed value of the overlapping district.

<sup>1</sup> Net Direct Debt includes all tax-supported bonds. Bancroft Act general obligation improvement bonds and self-supporting bonds are excluded. Neither certificates of participation nor revenue bonds are included in direct debt.

Source: Municipal Debt Advisory Commission, Oregon State Treasury

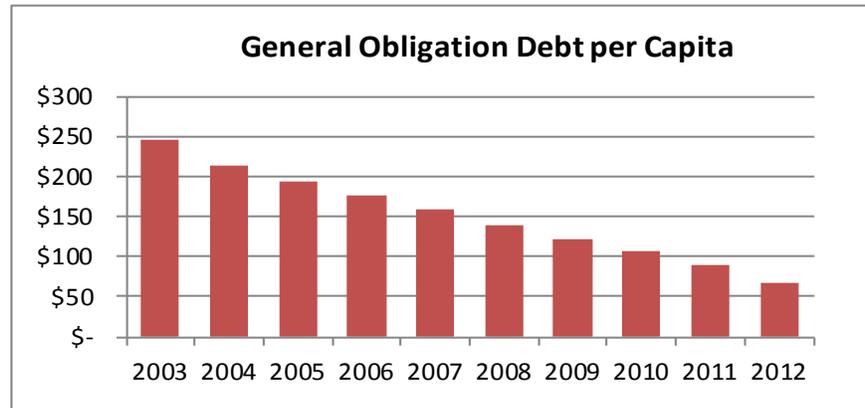
## Debt to Real Market Value

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 0.046%. As the following graph illustrates, the trend has been decreasing and is the combined result of new development, increases in existing values and annual debt service payments which reduce amounts outstanding.



## Debt Per Capita

The amount of debt per capita indicates the tax burden on the residents of the City. As the graph below illustrates, the trend has been declining and is due to a growing community coupled with annual debt service payments that reduce the amount outstanding. For Wilsonville, the figure for fiscal year ending 2012 is \$68. By comparison, the debt per capita for nearby communities for 2011 were: Lake Oswego \$506, Tualatin \$1,251, Tigard \$142, West Linn \$273 and Sherwood \$312.



## Future Debt Plans

The City does not plan to issue debt in FY 2012-13. Future debt plans related to the City's Urban Renewal Agency is shown beginning on page 296.

### Debt Service Activity All City Funds, Fiscal Year 2012-13

Fund/Bond or Debt Issue	Principal Balance 6/30/2012	New Debt Issuance	Scheduled Principal	Scheduled Interest	Principal Balance 6/30/2013
<b>Water Operating Fund</b>					
Water Refunding Note, Series 2007	\$ 5,845,000	\$ -	\$ 560,000	\$ 214,253	\$ 5,285,000
Water Refunding Bond, Series 2006	7,505,000	-	825,000	290,951	6,680,000
Total Water Operating Fund	<u>13,350,000</u>	<u>-</u>	<u>1,385,000</u>	<u>505,204</u>	<u>11,965,000</u>
<b>Sewer Operating Fund</b>					
Full Faith & Credit Bonds, Series 2006	2,380,000	-	560,000	88,550	1,820,000
Full Faith & Credit Bonds, Series 2011	38,940,000	-	600,000	1,342,563	38,340,000
Total Sewer Operating Fund	<u>41,320,000</u>	<u>-</u>	<u>1,160,000</u>	<u>1,431,113</u>	<u>40,160,000</u>
<b>Debt Service Fund</b>					
General Obligation Bonds, Series 2001	1,325,000	-	310,000	62,660	1,015,000
<b>TOTAL ALL FUNDS</b>	<u>\$ 55,995,000</u>	<u>\$ -</u>	<u>\$ 2,855,000</u>	<u>\$ 1,998,977</u>	<u>\$ 53,140,000</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
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	\$ 1,325,000	\$ 161,460	\$ 1,486,460

# Full Faith and Credit Obligations

# water revenue supported

<b>Issue Title:</b>		<b>Water Refunding Note, Series 2007</b>	
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.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
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
2016-17	650,000	121,853	771,853
2017-21	2,840,000	223,878	3,063,878
<b>Total</b>	<b>\$ 5,845,000</b>	<b>\$ 1,068,472</b>	<b>\$ 6,913,472</b>

<b>Issue Title: Oregon Local Governments Full Faith and Credit Obligations, Series 2006</b>			
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.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
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
<b>Total</b>	<b>\$ 2,380,000</b>	<b>\$ 206,913</b>	<b>\$ 2,586,913</b>

# Full Faith and Credit Obligations

sewer revenue supported

<b>Issue Title: Full Faith and Credit Obligations, Series 2011</b>			
Issue Date:	November 17, 2011	Amount:	\$38,940,000
Average interest rate:	3.43%	Insurance:	none
Bond rating:	S&P: AA+, Moody's: Aa3	First principal due:	June 1, 2013
CUSIPs:	972478FQ9-GH8	Last principal due:	June 1, 2031

**Purpose of issuance:**

The proceeds repaid a \$5 million interim borrowing and funded construction of improvements and expansion to the City's Wastewater Treatment Plant. Construction began in 2012. The expansion will increase capacity from 2.8 to 4 mgd in dry weather.

**Security:**

The City covenants its general non-restricted revenues and other funds which may be available for paying the debt. The obligation is not secured by a pledge of or lien on wastewater revenues, but the City expects to make payments from sewer user revenues.

<b>FY</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
2012-13	\$ 600,000	\$ 1,342,563	\$ 1,942,563
2013-14	1,610,000	1,330,563	2,940,563
2014-15	1,645,000	1,298,363	2,943,363
2015-16	1,675,000	1,265,463	2,940,463
2016-17	1,725,000	1,215,213	2,940,213
2017-2022	9,595,000	5,115,815	14,710,815
2022-2027	11,410,000	3,302,789	14,712,789
2027-2031	10,680,000	1,089,000	11,769,000
<b>Total</b>	<b>\$ 38,940,000</b>	<b>\$ 15,959,769</b>	<b>\$ 54,899,769</b>

## water revenue supported debt

<b>Issue Title: Water Refunding Bond, Series 2006</b>			
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
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
2016-17	950,000	161,400	1,111,400
2017-20	3,085,000	250,000	3,335,000
Total	<u>\$ 7,505,000</u>	<u>\$ 1,388,736</u>	<u>\$ 8,893,736</u>

# Ending Fund Balances

The Governmental Accounting Standards Board (GASB) has defined ending balances as falling into two groupings with five categories. Beginning in FY 2010-11, the City aligned its year-end budgeted fund balance to reflect these new categories.

## **Restricted Fund Balances**

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 tables present 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

Category	Component	Restricted by
<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, 2013

	Special Revenue Funds				
	General	Community Development	Transit	Road Operating	Road Maintenance
<b>Restricted</b>					
<i>Unexpended bond proceeds</i>	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Building permit net revenues</i>	-	1,333,312	-	-	-
<i>Public, Education, Government Fees</i>	198,176	-	-	-	-
<i>Taxes for debt service</i>	-	-	-	-	-
<b>Committed</b>					
<i>Unappropriated ending balance</i>	3,000,000	575,000	200,000	40,000	-
<b>Assigned</b>					
<i>Designated - see schedule</i>	7,729,467	-	1,124,848	-	-
<i>Non-General Fund contingencies</i>	-	1,492,601	16,766	865,227	234,245
<i>Unassigned (General Fund contingency)</i>	1,172,661	-	-	-	-
<b>Total Ending Balance</b>	<b>\$ 12,100,304</b>	<b>\$ 3,400,913</b>	<b>\$ 1,341,614</b>	<b>\$ 905,227</b>	<b>\$ 234,245</b>

## **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, 2013

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
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,251,343	\$ 8,251,343
-	-	-	-	-	-	-	1,333,312
-	-	-	-	-	-	-	198,176
-	-	-	-	-	94,985	-	94,985
650,000	480,000	10,000	145,000	115,000	-	-	5,215,000
908,148	1,675,000	562,480	-	924,853	-	-	12,924,796
1,476,618	7,575,480	242,710	614,032	136,938	-	10,556,484	23,211,101
-	-	-	-	-	-	-	1,172,661
<u>\$ 3,034,766</u>	<u>\$ 9,730,480</u>	<u>\$ 815,190</u>	<u>\$ 759,032</u>	<u>\$ 1,176,791</u>	<u>\$ 94,985</u>	<u>\$ 18,807,827</u>	<u>\$ 52,401,374</u>

# Assigned Balances - Designations/Definitions

## **General Fund**

- **Computers, Software, Fiber**

*Information systems:* Hardware and software upgrades and replacements

*Records management systems:* Future acquisition of related software

*Conduit, fiber, communications:* Installation of missing segments for facility interconnectivity

- **Facilities and park infrastructure**

*Park structures, equipment:* Replace or upgrade play structures, safety material and major repairs to ball fields and lighting

*Building repairs/remodeling:* All general facilities, includes roofing, HVAC, flooring, etc.

*Future expansion, relocation:* Dedicate towards future growth

- **Emergency management:** Operations center equipment, protection of City assets, repair costs not covered by insurance

**Future Program Costs**

*PEG communication:* Public, Education and Government restricted fees and use

*Park maintenance, equipment:* Replacement of power equipment

*Coffee Creek Area Planning:* Resources held for eventual planning and development of this area

*Operating shortfalls:* Resources for unanticipated revenue shortfalls and economic downturns

*Interfund loans:* Provide short-term borrowing resource for infrastructure related projects

## **Community Development Fund**

- **Building inspection program:** Track building permits revenues and costs within this fund

## **Transit Fund**

- **Bus, building and capital:** Resource for bus match, replacement, building modifications, etc

- **Business Energy Tax program:** Proceeds from state tax credit program intended for transportation alternatives

## **Water Operating Fund**

- **Water Treatment Plant:** Replacement of granular activated charcoal and major repair/replacement

- **Distribution system:** Resource for major line repairs and replacement

- **Maximum annual debt service:** One year of maximum annual debt service, not a covenant requirement of existing bonds

## **Sewer Operating Fund**

- **Plant major repair and replacement:** In accordance with operating agreement

- **Maximum annual debt service:** One year of maximum annual debt service, not a covenant requirement of existing bonds

## **Street Lighting Fund**

- **Replacement of poles and fixtures:** at end of useful life, in-fill areas where gaps exist

## **Fleet Fund**

- **Replacement of vehicles (except buses):** typically on a 10+ year cycle

# Assigned Balances - Designated Purpose

	July 1, 2012 Balance	Increases	Decreases	June 30, 2013 Balance
<b>General Fund</b>				
<b>Computers, software, fiber:</b>				
Information systems	\$ 204,345	\$ 75,000	\$ (45,000)	\$ 234,345
Records management systems	150,000	50,000	-	200,000
Conduit, fiber, communications	250,000	-	-	250,000
<b>Facilities and park infrastructure:</b>				
Parks structures, equipment	125,000	20,000	(15,000)	130,000
Building repairs/remodeling	250,000	25,000	-	275,000
Future expansion, relocation	1,000,000	40,000	-	1,040,000
<b>Emergency management</b>	161,360	20,000	-	181,360
<b>Future program costs:</b>				
PEG Communication	198,176	65,000	(65,000)	198,176
Park maint. - motorized equipment	50,000	10,000	-	60,000
Coffee Creek Area planning	2,058,762	-	-	2,058,762
Operating shortfalls	2,000,000	-	-	2,000,000
Interfund loans - infrastructure needs	2,000,000	-	(700,000)	1,300,000
	<u>\$ 8,447,643</u>	<u>\$ 305,000</u>	<u>\$ (825,000)</u>	<u>\$ 7,927,643</u>
<b>Community Development Fund</b>				
Building inspection program	\$ 1,249,334	\$ 861,153	\$ (777,175)	\$ 1,333,312
<b>Transit Fund</b>				
Bus, building, capital needs	\$ 1,358,804	\$ 300,000	\$ (1,334,803)	\$ 324,001
Business Energy Tax program	800,847	-	-	800,847
	<u>\$ 2,159,651</u>	<u>\$ 300,000</u>	<u>\$ (1,334,803)</u>	<u>\$ 1,124,848</u>
<b>Water Operating Fund</b>				
Water Treatment Plant	\$ 433,148	\$ 205,000	\$ (360,000)	\$ 278,148
Distribution system - lines	215,000	100,000	-	315,000
Maximum annual debt service <sup>1</sup>	215,000	100,000	-	315,000
	<u>\$ 863,148</u>	<u>\$ 405,000</u>	<u>\$ (360,000)</u>	<u>\$ 908,148</u>
<b>Sewer Operating Fund</b>				
Plant major repair and replacement	\$ 250,000	\$ 25,000	\$ -	\$ 275,000
Maximum annual debt service <sup>1</sup>	\$ 900,000	\$ 500,000	\$ -	\$ 1,400,000
	<u>\$ 1,150,000</u>	<u>\$ 525,000</u>	<u>\$ -</u>	<u>\$ 1,675,000</u>
<b>Street Lighting Fund</b>				
Pole/fixture replacement	\$ 462,480	\$ 100,000	\$ -	\$ 562,480
<b>Fleet Fund</b>				
Property sale proceeds	\$ 33,380	\$ -	\$ (33,380)	\$ -
Vehicle replacement	1,108,805	95,548	(279,500)	924,853
	<u>\$ 1,142,185</u>	<u>\$ 95,548</u>	<u>\$ (312,880)</u>	<u>\$ 924,853</u>

<sup>1</sup> Not a bond requirement



# Urban Renewal Agency

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## Urban Renewal Agency Quick Facts

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	<b>Year 2000 Plan</b>	<b>West Side</b>
District formation date	May 1992	November 2003
Original size (acreage)	868	395
Current size (acreage)	629	456
 The following as of November 2011:		
Frozen tax base	\$44,087,806	\$16,526,288
Construction assessed value (increment)	\$352,690,448	\$167,300,405
Total district assessed value	\$396,778,254	\$183,826,693
FY 2011-12 taxes available	\$4,966,000	\$2,355,000
FY 2011-12 taxes levied	\$4,200,000	\$2,355,000
 The following projected as of June 30, 2012:		
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, 2012	 \$13,230,000	 \$28,750,000
Authorized but not issued	\$0	\$0



# Urban Renewal Budget Committee

City of Wilsonville

FY 2012-13

## Urban Renewal Budget Committee

Tony Holt                      Anne Easterly  
Wendy Buck                    Lonnie Gieber  
Alan Steiger

## Urban Renewal Agency Board

Tim Knapp, Chair

### Board Members

Celia Núñez                    Steven Hurst  
Richard Goddard              Scott Starr

### Executive Director

Bryan Cosgrove  
City Manager

### Urban Renewal Manager

Kristin Retherford

### Finance Director

Gary Wallis

Urban Renewal Agency  
City of Wilsonville

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Wilsonville, Oregon 97070

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April 30, 2012

Members of the Budget Committee,

The City's two urban renewal districts provide a funding source to address infrastructure and public amenities for our growing community. The Year 2000 Plan, commonly referred to as the East Side District, primarily lies on the east side of town while the West Side District is located on the west side of town.

The Year 2000 Plan has one primary project underway, the Wilsonville Road/I-5 Interchange improvements. Within the next year the District is expected to contribute \$2 million towards the expansion of the Wastewater Treatment Plant and reimburse SDCs related to Boones Ferry Road construction. In order to pay for these costs, approximately \$3.5 million in overnight bonds are included in the budget. The District has \$20.8 million remaining under the maximum debt limit.

The West Side District is expected to have an increase in tax increment revenues due to the completion of the Fred Meyer commercial development. This is good news regarding the District's ability to retire outstanding debt. The budget assumes conversion of \$8 million of short-term to long-term debt during FY 2011-12 and the remaining \$7 million in FY 2012-13. It also assumes that \$2 million in new debt could be issued in the new year to pay for future construction projects.

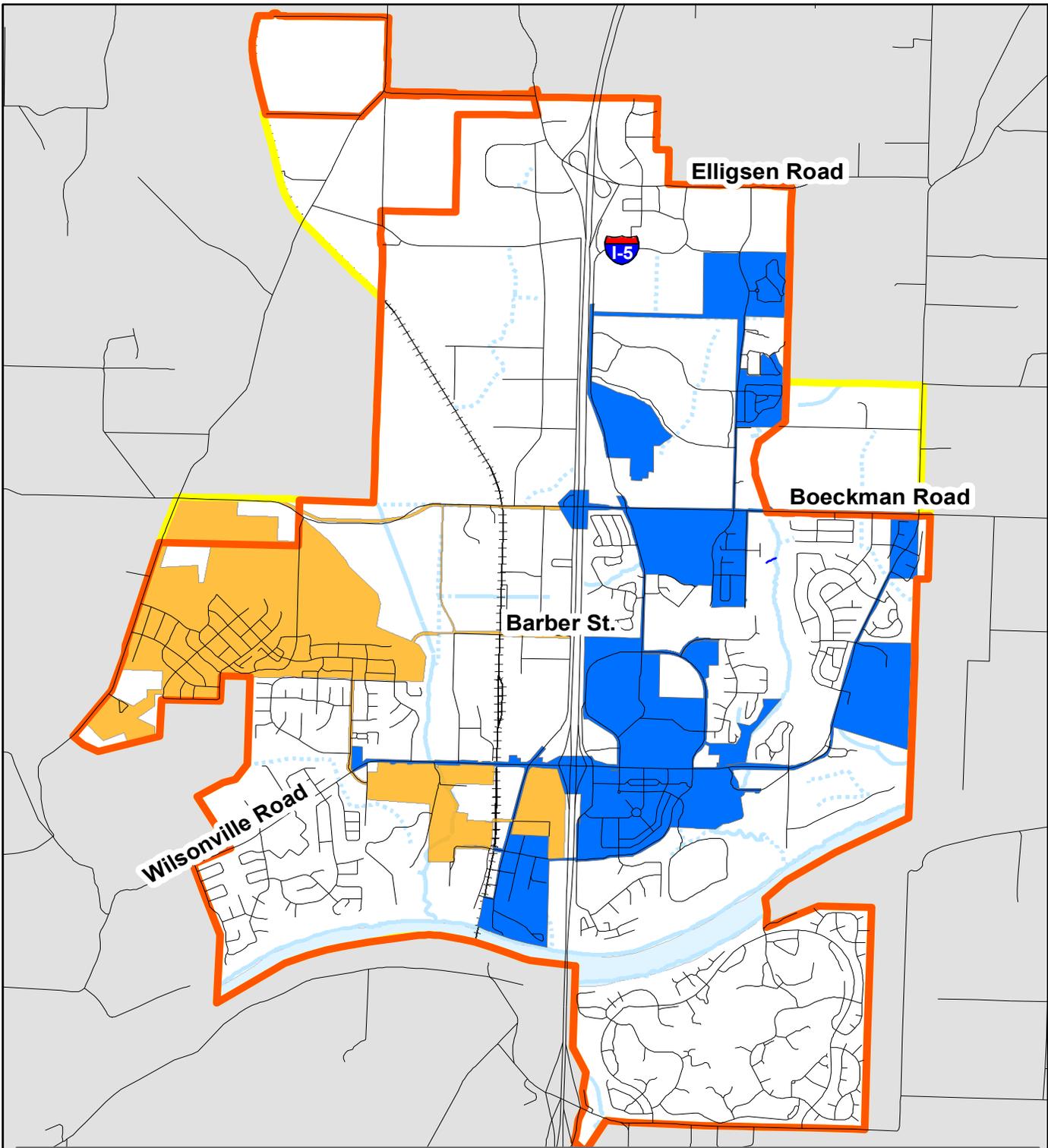
Looking toward the future, the Year 2000 Plan and West Side District have financial issues that need discussion. The Year 2000 Plan will need direction on the "glide path" to closure which could occur as soon as 2020. Identification and timing of future projects is critical and will require oversight of the remaining debt that can be issued.

The West Side District will need discussion and direction on future projects. A key component of those discussions is weighing the impacts of increasing the maximum indebtedness on taxing jurisdictions with the importance of the projects that would be funded by the increase.

Respectfully submitted,



Bryan Cosgrove  
City Manager



**The City of Wilsonville  
Urban Renewal Districts**

-  City Limits
-  UGB
-  West Side URA
-  East Side URA

  
 0 Feet 2,000

  
**WILSONVILLE**  
 GIS  
 Geographic Information Systems  
 January 2010

# 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
6/30/08	\$ 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	44,087,806	352,690,448	396,778,254	16,526,288	167,300,405	183,826,693
6/30/13 est	44,087,806	361,419,000	405,506,806	16,526,288	224,795,000	241,321,288

Source: Clackamas County Assessment and Taxation for historic information; City of Wilsonville for budget year estimate  
Beginning 7/1/2010 the City certifies taxes on only the first \$300 million within the Year 2000 Plan District.

Assessed value within the Year 2000 Plan occasionally declines between fiscal years. Historically, the Agency 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		
	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 2013	Cumulative Since 2005
City of Wilsonville	\$ 319,000	\$ 1,635,000
Clackamas County	\$ 304,000	\$ 1,558,000
West Linn Wilsonville School District	\$ 616,000	\$ 3,157,000
Tualatin Valley Fire District	\$ 193,000	\$ 989,000
All other entities	\$ 412,000	\$ 2,243,000
<b>Total</b>	<b>\$ 1,844,000</b>	<b>\$ 9,582,000</b>

# Urban Renewal Agency Overview

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.

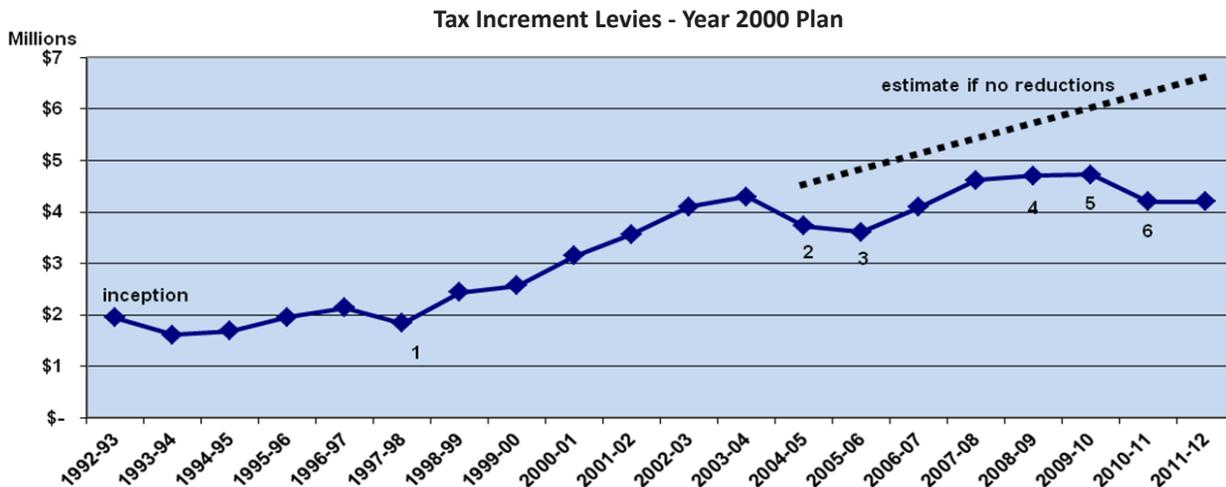
The West Side District is not eligible to levy and collect a City-wide special levy. The amount of tax increment this District may collect is affected by the increase in assessed valuation on properties in the District above the frozen base valuation and the tax rate of the overlapping taxing districts.

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
6/30/08	\$ 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	4,013,915	2,254,448	2,119,324
6/30/12	4,200,000	4,000,000	2,395,408	2,250,000
6/30/13 est	4,240,000	4,000,000	3,150,000	2,960,000

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 and certifying to a lesser amount. 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 \$9.6 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. The decrease is the result of the “division of taxes” mentioned earlier.

A five-year history of the effective urban renewal tax rates is shown in the table below. The table also provides estimates for the fiscal year 2013 tax rates.

**Urban Renewal Effective Tax Rate  
per \$1000 of Assessed Value**

<b>Fiscal Year Ended</b>	<b>Tax Rate</b>
6/30/08	\$3.1427
6/30/09	\$3.3966
6/30/10	\$3.2079
6/30/11	\$2.9629
6/30/12	\$2.9794
6/30/13 est	\$2.6946

*Source: Clackamas County Assessment and Taxation for historic; City of Wilsonville for budget year estimate*

# Urban Renewal Overview

## Summary of Urban Renewal by Fund Adopted 2012-13

	Year 2000 Plan District			West Side District		Grand Total
	Debt	Projects	Income	Debt	Projects	
<b>RESOURCES:</b>						
Tax increment	\$ 4,150,000	\$ -	\$ -	\$ 3,020,000	\$ -	\$ 7,170,000
Investment income	35,000	20,000	20,000	20,000	2,000	97,000
Other revenue	-	-	90,000	-	-	90,000
Bonds	-	3,500,000	-	7,000,000	2,000,000	12,500,000
Beginning fund balance	7,145,245	4,140,066	2,665,692	5,228,567	161,253	19,340,823
Total resources	<u>\$ 11,330,245</u>	<u>\$ 7,660,066</u>	<u>\$ 2,775,692</u>	<u>\$ 15,268,567</u>	<u>\$ 2,163,253</u>	<u>\$ 39,197,823</u>
<b>REQUIREMENTS:</b>						
Materials & services	\$ -	\$ 1,515,200	\$ -	\$ -	\$ 1,578,354	\$ 3,093,554
Capital outlay	-	2,815,554	-	-	459,901	3,275,455
Debt service	6,575,000	-	-	11,073,000	-	17,648,000
Ending fund balance:						
Restricted (bond covenants)	2,800,000	-	-	3,000,000	-	5,800,000
Restricted (future debt service)	1,955,245	-	-	1,195,567	-	3,150,812
Assigned (contingency)	-	3,329,312	2,775,692	-	124,998	6,230,002
Total requirements	<u>\$ 11,330,245</u>	<u>\$ 7,660,066</u>	<u>\$ 2,775,692</u>	<u>\$ 15,268,567</u>	<u>\$ 2,163,253</u>	<u>\$ 39,197,823</u>

## Summary of Debt Outstanding by District

	Year 2000 Plan District		West Side District	Grand Total
	Original Issue	July 1 2012 Balance	July 1 2012 Balance	
Series 2003 Note Payable	\$ 10,000,000	\$ 2,310,000	\$ -	\$ 2,310,000
Series 2005 Note Payable	10,000,000	3,540,000	-	3,540,000
Series 2009 Note Payable	10,000,000	-	8,915,000	8,915,000
Series 2010 Note Payable	8,000,000	7,380,000	-	7,380,000
Series 2009 Note Payable	5,000,000	-	4,835,000	4,835,000
Series 2011 Note Payable	8,000,000	-	8,000,000	8,000,000
Series 2009 Credit Facility	15,000,000	-	7,000,000	7,000,000
Total outstanding debt	<u>\$ 66,000,000</u>	<u>\$ 13,230,000</u>	<u>\$ 28,750,000</u>	<u>\$ 41,980,000</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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES:</b>						
Tax increment	\$ 6,683,501	\$ 6,282,897	\$ 6,500,000	\$ 7,170,000	\$ 7,170,000	\$ 7,170,000
Intergovernmental	23,007	-	-	-	-	-
Investment income	124,353	127,786	81,000	97,000	97,000	97,000
Other revenue	136,101	250,200	-	90,000	90,000	90,000
Sale of property	959,599	-	-	-	-	-
Bonds	-	31,500,000	-	12,500,000	12,500,000	12,500,000
Transfers in	-	-	400,000	-	-	-
Beginning fund balance	11,781,597	12,783,883	17,309,919	19,340,823	19,340,823	19,340,823
Total resources	<u>\$ 19,708,158</u>	<u>\$ 50,944,766</u>	<u>\$ 24,290,919</u>	<u>\$ 39,197,823</u>	<u>\$ 39,197,823</u>	<u>\$ 39,197,823</u>
<b>REQUIREMENTS:</b>						
Materials & services	\$ 1,007,000	\$ 1,053,953	\$ 1,171,660	\$ 3,093,554	\$ 3,093,554	\$ 3,093,554
Capital outlay	2,234,979	4,841,748	2,317,000	3,275,455	3,275,455	3,275,455
Debt service	3,682,296	24,183,480	4,668,165	17,648,000	17,648,000	17,648,000
Transfers out	-	-	400,000	-	-	-
Ending fund balance:						
Restricted (debt)	8,249,866	10,412,225	12,187,895	8,950,812	8,950,812	8,950,812
Assigned (contingency)	4,534,017	10,453,360	3,546,199	6,230,002	6,230,002	6,230,002
Total appropriations	<u>\$ 19,708,158</u>	<u>\$ 50,944,766</u>	<u>\$ 24,290,919</u>	<u>\$ 39,197,823</u>	<u>\$ 39,197,823</u>	<u>\$ 39,197,823</u>

# Urban Renewal - Year 2000 Plan

## 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 over \$58 million in public improvements. Chief among these have been improvements to Wilsonville Road, widening Wilsonville Road at the I-5 Interchange, construction of a new road for the Day Dream Ranch subdivision, acquisition and development of park lands, cooperative funding with the local school district for public related improvements 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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Assessed Valuation in District	\$ 373,610,103	\$ 387,948,756	\$ 403,587,219	\$ 405,507,376	\$ 405,507,376	\$ 405,507,376
Frozen Tax Base	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)
<b>Incremental Value</b>	329,522,297	343,860,950	359,499,413	361,419,570	361,419,570	361,419,570
<b>Incremental Value Certified</b>			300,000,000	303,000,000	303,000,000	303,000,000
Change in Incremental Value	25,423,952	14,338,653	15,638,463	1,920,157	1,920,157	1,920,157
Percent change in						
Incremental Value	8.4%	4.4%	4.5%	0.5%	0.5%	0.5%
<b>Property Tax</b>						
Division of Taxes <sup>1</sup> :						
Before discounts	\$ 4,732,237	\$ 4,200,000	\$ 4,200,000	\$ 4,200,000	\$ 4,200,000	\$ 4,200,000
Estimate after discounts	\$ 4,409,307	\$ 4,013,915	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000

Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

<sup>1</sup> 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
<b><u>Maximum Indebtedness</u></b>		
Adopted April 1998	\$ 53,851,923	
Increased September 2007	<u>38,835,500</u>	
Total Maximum Indebtedness	<u>92,687,423</u>	
<b><u>Debt Issued</u></b>		
June 1994	8,760,000	Park land, Memorial Dr, High School IGA
December 1996	3,075,000	Wilsonville Rd and Interchange
June 1998	3,000,000	Wilsonville Rd and Interchange
June 2000	6,000,000	Wilsonville Rd and Town Center Park
August 2001	3,000,000	Wilsonville Rd - various portions
June 2002	5,000,000	Wilsonville Rd - various portions
June 2003	3,000,000	Wilsonville Rd - various portions
December 2003	10,000,000	Wilsonville Rd, High School improvements
September 2005	4,850,000	Town Center Park, Murase Park
September 2005	10,000,000	City Hall construction
October 2007	4,200,000	Wesleyan Church property acquisition
June 2009	3,000,000	Wilsonville Rd Interchange improvements
September 2010	8,000,000	Wilsonville Rd Interchange improvements
Total debt issued through June 2012	<u>71,885,000</u>	
<b>Balance Available, July 1, 2012</b> (Maximum Indebtedness less Total Debt Issued)	<u>\$ 20,802,423</u>	

*Issue amount excludes refinancing activity*

<b>Debt Service Fund</b>						
	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES:</b>						
Tax increment revenues						
Current year	\$ 4,409,307	\$ 4,013,915	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Prior year	171,459	112,154	150,000	150,000	150,000	150,000
Total	<u>4,580,766</u>	<u>4,126,069</u>	<u>4,150,000</u>	<u>4,150,000</u>	<u>4,150,000</u>	<u>4,150,000</u>
Miscellaneous:						
Investment income	39,966	36,852	26,000	35,000	35,000	35,000
Beginning fund balance	2,818,195	4,952,781	6,059,737	7,145,245	7,145,245	7,145,245
<b>TOTAL RESOURCES</b>	<u><u>\$ 7,438,927</u></u>	<u><u>\$ 9,115,702</u></u>	<u><u>\$10,235,737</u></u>	<u><u>\$11,330,245</u></u>	<u><u>\$11,330,245</u></u>	<u><u>\$11,330,245</u></u>
<b>REQUIREMENTS:</b>						
Debt service						
Principal	\$ 2,012,000	\$ 2,446,000	\$ 2,541,000	\$ 2,543,000	\$ 2,543,000	\$ 2,543,000
Short term debt	-	-	-	3,500,000	3,500,000	3,500,000
Interest	474,146	628,044	632,000	532,000	532,000	532,000
Total	<u>2,486,146</u>	<u>3,074,044</u>	<u>3,173,000</u>	<u>6,575,000</u>	<u>6,575,000</u>	<u>6,575,000</u>
Ending fund balance:						
Restricted (bond covenants)	2,000,000	2,603,025	2,800,000	2,603,025	2,603,025	2,603,025
Restricted (future debt svc)	2,952,781	3,438,633	4,262,737	2,152,220	2,152,220	2,152,220
<b>TOTAL REQUIREMENTS</b>	<u><u>\$ 7,438,927</u></u>	<u><u>\$ 9,115,702</u></u>	<u><u>\$10,235,737</u></u>	<u><u>\$11,330,245</u></u>	<u><u>\$11,330,245</u></u>	<u><u>\$11,330,245</u></u>

**Statement of Funding Issues for 2012-13**

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.

The short-term (overnight) debt issue is planned. Proceeds will be used to reimburse past costs associated with Boones Ferry Road improvements and to pay a share of the Wastewater Treatment Plant expansion.

**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
2012-13	\$ 1,133,000	\$ 67,125	\$ 1,200,125
2013-14	1,177,000	22,657	1,199,657
Total	<u>\$ 2,310,000</u>	<u>\$ 89,782</u>	<u>\$ 2,399,782</u>

Year 2000 Plan Debt  
2005 Issue - Bank of the West

FY	Principal	Interest	Total
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	<u>\$ 3,540,000</u>	<u>\$ 295,150</u>	<u>\$ 3,835,150</u>

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 15<sup>th</sup> year.

Year 2000 Plan Debt  
2010 Issue - Bank of America

FY	Principal	Interest	Total
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
2016-17	330,000	263,075	593,075
2018-2022	1,870,000	1,092,675	2,962,675
2023-2025	3,990,000	454,325	4,444,325
	<u>\$ 7,380,000</u>	<u>\$ 2,991,363</u>	<u>\$ 10,371,363</u>

## **Statement of Purpose**

The District aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. As a result, this development will improve and stabilize property values and protect the area's residential livability and environmental values.

## **Program Objectives**

1. 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 Projects Fund**

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES:</b>						
Investment income	\$ 13,541	\$ 27,851	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Debt proceeds	-	8,000,000	-	3,500,000	3,500,000	3,500,000
Beginning fund balance	2,972,063	794,682	3,770,311	4,140,066	4,140,066	4,140,066
<b>TOTAL RESOURCES</b>	<b>\$ 2,985,604</b>	<b>\$ 8,822,533</b>	<b>\$ 3,790,311</b>	<b>\$ 7,660,066</b>	<b>\$ 7,660,066</b>	<b>\$ 7,660,066</b>
<b>REQUIREMENTS:</b>						
<b>Materials &amp; Services</b>						
Prof and technical services	\$ 522,100	\$ 569,554	\$ 564,900	\$ 499,900	\$ 499,900	\$ 499,900
Utility services	208	743	860	890	890	890
Repairs and maintenance	-	-	10,200	10,200	10,200	10,200
Emp dev, train, travel	1,228	3,391	2,320	2,320	2,320	2,320
Fees, dues, advertising	2,595	2,599	1,890	1,890	1,890	1,890
Misc. supplies & services (SDC related)	142	20	-	1,000,000	1,000,000	1,000,000
<b>Total Materials &amp; Services</b>	<b>526,273</b>	<b>576,307</b>	<b>580,170</b>	<b>1,515,200</b>	<b>1,515,200</b>	<b>1,515,200</b>
<b>Capital Projects</b>						
#2082 Sewer Plant Upgrade	-	-	-	2,000,000	2,000,000	2,000,000
#2083 Senior Hsg - Sewer Line Reloc.	4,022	-	-	-	-	-
#4002 WV Interchange Turn Lanes	467,960	650,124	1,917,000	520,554	520,554	520,554
#4152 I-5 Interchange Art Amenities	-	227,996	400,000	50,000	50,000	50,000
#4702 Boeckman Valley Bike/Ped Imprvmt	-	-	-	245,000	245,000	245,000
#4142 Wilsonville Rd 6 Lane Enhancement	682,993	-	-	-	-	-
#8076 Senior Housing Project	509,674	245,511	-	-	-	-
<b>Total Capital Projects</b>	<b>1,664,649</b>	<b>1,123,631</b>	<b>2,317,000</b>	<b>2,815,554</b>	<b>2,815,554</b>	<b>2,815,554</b>
<b>Ending fund balance:</b>						
Assigned (contingency)	-	-	893,141	3,329,312	3,329,312	3,329,312
Ending fund balance	794,682	7,122,595	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,985,604</b>	<b>\$ 8,822,533</b>	<b>\$ 3,790,311</b>	<b>\$ 7,660,066</b>	<b>\$ 7,660,066</b>	<b>\$ 7,660,066</b>

**Statement of Funding Issues for 2012-13**

Proceeds from a short-term debt issue will pay for reimbursement of costs associated with Boones Ferry Road improvements (\$1 million) and a share of the Wastewater Treatment Plant expansion (\$2 million). Other projects are wrapping up and are funded from carryover resources.

**History of Year 2000 Plan Urban Renewal Projects**

	Years Prior	Estimate 2011-12	Adopted 2012-13
<b>Road Projects:</b>			
Wilsonville Road Related	\$ 21,322,877	\$ 1,917,000	\$ 520,554
Boones Ferry Road	732,272	-	-
Memorial Drive Construction	1,204,743	-	-
Other Street Construction Projects	1,790,347	-	-
Boeckman Bike/Ped Improvements	-	35,000	245,000
Streetscape, Signals, Crossings	881,995	-	-
<b>Public Facilities:</b>			
Miscellaneous Improvements and Planning	1,077,067	-	-
City Hall Development	9,821,263	-	-
Senior Housing Project	1,319,995	-	-
Sewer Plant Upgrade	3,858	-	2,000,000
<b>Park Land Acquisition and Development:</b>			
Boozier Property Acquisition	1,517,263	-	-
Kaiser Land Acquisition/Street Improvements	1,832,958	-	-
Wesleyan Church Property Acquisition	4,211,763	-	-
Town Center Park Phase 2	2,150,474	-	-
Civic Center Park (Murase Plaza)	6,634,855	-	-
<b>Local Schools - Public Areas:</b>			
Wilsonville High School	2,156,577	-	-
High School Public Facility	1,134,704	-	-
High School Girl's Field Improvements	350,000	-	-
I-5 Art Amenities	227,996	522,079	50,000
<b>Total</b>	<b>\$ 58,371,007</b>	<b>\$ 2,474,079</b>	<b>\$ 2,815,554</b>

**Statement of Purpose**

Beginning in 2001-02 the Urban Renewal Agency began recording program income in a new fund called the Program Income Fund. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of prior activity and can include items such as reimbursements, 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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES:</b>						
Investment income	\$ 32,622	\$ 32,903	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Other Revenue	111,301	103,200	-	90,000	90,000	90,000
Sale of property	959,599	-	-	-	-	-
Beginning fund balance	1,831,067	2,934,589	3,035,589	2,665,692	2,665,692	2,665,692
<b>TOTAL RESOURCES</b>	<b>\$ 2,934,589</b>	<b>\$ 3,070,692</b>	<b>\$ 3,055,589</b>	<b>\$ 2,775,692</b>	<b>\$ 2,775,692</b>	<b>\$ 2,775,692</b>
<b>REQUIREMENTS:</b>						
Materials & Services						
Prof and technical services	\$ -	\$ -	\$ 115,000	\$ -	\$ -	\$ -
Transfers Out - West Side Capital	-	-	400,000	-	-	-
Ending fund balance:						
Assigned (contingency)	-	-	2,540,589	2,775,692	2,775,692	2,775,692
Ending fund balance	2,934,589	3,070,692	-	-	-	-
<b>TOTAL REQUIREMENTS</b>	<b>\$ 2,934,589</b>	<b>\$ 3,070,692</b>	<b>\$ 3,055,589</b>	<b>\$ 2,775,692</b>	<b>\$ 2,775,692</b>	<b>\$ 2,775,692</b>

**Statement of Funding Issues for 2012-13**

There are no planned use of these resources in FY 2012-13.

# Urban Renewal - West Side Plan

## 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 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
Assessed Valuation in District	\$ 166,603,403	\$ 174,198,862	\$ 188,424,828	\$ 239,767,231	\$ 239,767,231	\$ 239,767,231
Frozen Tax Base	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)
<b>Incremental Value</b>	150,077,115	157,672,574	171,898,540	223,240,943	223,240,943	223,240,943
Change in Incremental Value	15,597,921	7,595,459	14,225,966	51,342,403	51,342,403	51,342,403
Percent change in Incremental Value	11.6%	5.1%	9.0%	29.9%	29.9%	29.9%
<b>Property Tax</b>						
Division of Taxes:						
Before discounts <sup>1</sup>	2,153,374	2,254,448	2,350,000	3,150,000	3,150,000	3,150,000
Estimate after discounts	\$ 2,005,932	\$ 2,119,324	\$ 2,225,000	\$ 2,960,000	\$ 2,960,000	\$ 2,960,000

<sup>1</sup> 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 plans to issue \$2 million of new short-term debt during 2012-13.

Date	Issue Amount	Key Projects
<b><u>Maximum Indebtedness</u></b>		
Adopted October 2003	<u>\$ 40,000,000</u>	
<b><u>Debt Issued</u></b>		
June 2005	15,000,000	Boeckman Rd Extension, School property
September 2005	10,000,000	Boeckman Rd, Barber St
June 2008	5,000,000	Boeckman Rd, Barber St, park improvements
Total debt issued through July 2012	<u>30,000,000</u>	
<b>Balance Available, July 1, 2012</b> (Maximum Indebtedness less Total Debt Issued)	<u>\$ 10,000,000</u>	

*Issue amount excludes refinancing activity*

<b>Debt Service Fund</b>						
	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES:</b>						
Tax increment revenues						
Current year	\$ 2,005,932	\$ 2,119,324	\$ 2,300,000	\$ 2,960,000	\$ 2,960,000	\$ 2,960,000
Prior year	96,803	37,504	50,000	60,000	60,000	60,000
Total	<u>2,102,735</u>	<u>2,156,828</u>	<u>2,350,000</u>	<u>3,020,000</u>	<u>3,020,000</u>	<u>3,020,000</u>
Miscellaneous:						
Investment income	21,975	26,090	13,000	20,000	20,000	20,000
Refunding bond proceeds	-	20,000,000	-	7,000,000	7,000,000	7,000,000
Total	<u>21,975</u>	<u>20,026,090</u>	<u>13,000</u>	<u>7,020,000</u>	<u>7,020,000</u>	<u>7,020,000</u>
Beginning fund balance	<u>2,368,525</u>	<u>3,297,085</u>	<u>4,257,323</u>	<u>5,228,567</u>	<u>4,257,323</u>	<u>4,257,323</u>
TOTAL RESOURCES	<u>\$ 4,493,235</u>	<u>\$ 25,480,003</u>	<u>\$ 6,620,323</u>	<u>\$ 15,268,567</u>	<u>\$ 15,268,567</u>	<u>\$ 15,268,567</u>
<b>REQUIREMENTS:</b>						
Debt service						
Principal	\$ 420,000	\$ 325,000	\$ 500,000	\$ 832,000	\$ 832,000	\$ 832,000
Interest	776,150	784,436	995,165	1,241,000	1,241,000	1,241,000
Short term debt	-	20,000,000	-	9,000,000	9,000,000	9,000,000
Total	<u>1,196,150</u>	<u>21,109,436</u>	<u>1,495,165</u>	<u>11,073,000</u>	<u>11,073,000</u>	<u>11,073,000</u>
Ending fund balance						
Restricted (bond covenants)	796,835	1,170,755	1,500,000	1,724,165	1,724,165	1,724,165
Restricted (future debt svc)	2,500,250	3,199,812	3,625,158	2,471,402	2,471,402	2,471,402
TOTAL REQUIREMENTS	<u>\$ 4,493,235</u>	<u>\$ 25,480,003</u>	<u>\$ 6,620,323</u>	<u>\$ 15,268,567</u>	<u>\$ 15,268,567</u>	<u>\$ 15,268,567</u>

### Statement of Funding Issues for 2012-13

In February 2009 \$10 million was converted to long-term amortizing debt. In June 2011, the remaining \$5 million of short-term debt was converted to long-term amortizing debt. The Agency anticipates converting at least \$8 million to amortizing debt by June 2012 and the remaining \$7 million during FY 2012-13. A short-term (overnight) debt issuance is planned which will provide for payment of system development charges and future project planning.

## debt service

## Urban Renewal - West Side Plan

### 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	\$ -	\$ -	\$ -
Conversion to long-term debt			
February, 2009	\$ -	\$ 10,000,000	\$ -
June, 2011	-	-	5,000,000
Short term debt at June 30, 2011	<u>\$ 15,000,000</u>	<u>\$ -</u>	<u>\$ -</u>

#### 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%.

The Agency has pledged the tax increment revenue stream and future bond sale proceeds towards the debt.

The short-term facility matures May 1, 2013. The Agency anticipates converting \$8 million to long-term before July 2012 and the remaining \$7 million before July 2013.

### 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%. The Agency has pledged the tax increment revenue stream and future bond sale proceeds towards the debt. The short-term facility matures May 1, 2013. The Agency anticipates converting \$8 million to long-term before July 2012 and the remaining \$7 million before July 2013.

### Long-term Debt

On February 26, 2009, the Agency issued \$10 million through a note held by Bank of America with an interest rate of 4.90%. Debt service is amortized over 20 years with a balloon payment of principal in year 15. The balloon payment is due December 1, 2023 in the amount of \$3,855,000. Security of this debt is a \$1 million cash reserve, annual tax increment revenue and debt service fund cash reserves. The Agency also pledged to collect taxes of 125% of the average principal and interest, exclusive of the balloon payment year, prior to any other bond issuance. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

West Side Plan Debt			
2009 Issue - Bank of America			
FY	Principal	Interest	Total
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
2016-17	435,000	350,473	785,473
2018-2022	2,505,000	1,403,974	3,908,974
2023-2024	4,430,000	297,431	4,727,431
Total	<u>\$ 8,915,000</u>	<u>\$ 3,652,342</u>	<u>\$ 12,567,342</u>

**Long-term Debt (continued)**

On June 10, 2011, the Agency issued \$5 million through a note held by Bank of America with an interest rate of 4.4%. Debt service is amortized over 20 years with a balloon payment of principal in year 15. The balloon payment is due June 1, 2026 in the amount of \$1,970,000. Security of this debt is a \$500,000 cash reserve, annual tax increment revenue and debt service cash reserves. The Agency also pledged to collect taxes of 125% of the average principal and interest, exclusive of the balloon payment year, prior to any other bond issuance. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

West Side Plan Debt			
2011 Issue - Bank of America			
FY	Principal	Interest	Total
2012-13	\$ 170,000	\$ 212,740	\$ 382,740
2013-14	175,000	205,260	380,260
2014-15	185,000	197,560	382,560
2015-16	190,000	189,420	379,420
2016-17	200,000	181,060	381,060
2018-2022	1,135,000	765,160	1,900,160
2023-2026	2,780,000	418,880	3,198,880
<b>Total</b>	<b>\$ 4,835,000</b>	<b>\$ 2,170,080</b>	<b>\$ 7,005,080</b>

The Agency anticipates issuing \$8 million in June 2012 which would be used to retire an equivalent amount of existing short-term credit facility debt. The potential amortization is shown below.

West Side Plan Debt			
2012 Issue - Estimated			
FY	Principal	Interest	Total
2012-13	\$ 285,807	\$ 272,000	\$ 557,807
2013-14	295,524	262,283	557,807
2014-15	305,572	252,235	557,807
2015-16	315,962	241,845	557,807
2016-17	326,704	231,103	557,807
2018-2022	1,807,889	981,146	2,789,035
2023-2027	4,662,542	652,182	5,314,724
<b>Total</b>	<b>\$ 8,000,000</b>	<b>\$ 2,892,794</b>	<b>\$ 10,892,794</b>

**Statement of Purpose**

The District aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. This development will improve and stabilize property values and protect the area’s residential livability and environmental values.

**Program Objectives**

1. Monitor stormwater and natural habitat area around and under the Boeckman Bridge
2. Provide funding for regional parks in Villebois
3. Implement corrective action to Boeckman Road by the wetlands bridge
4. Formulate a plan for future District projects and possible debt limitations

**History of West Side Urban Renewal Projects**

	Years Prior	Estimate 2011-12	Adopted 2012-13
<b>Road Projects:</b>			
Boeckman Road Extension	\$ 13,408,899	\$ -	\$ 250,000
Barber Street	6,153,059	-	-
<b>Park Projects:</b>			
Villebois Park Promenade	-	-	149,901
Villebois Park Piazza	-	-	60,000
<b>Local Schools:</b>			
School Site Acquisition, #1	4,152,235	-	-
School Site Acquisition, #2	3,437,905	-	-
<b>Total</b>	<b>\$ 27,152,098</b>	<b>\$ -</b>	<b>\$ 459,901</b>

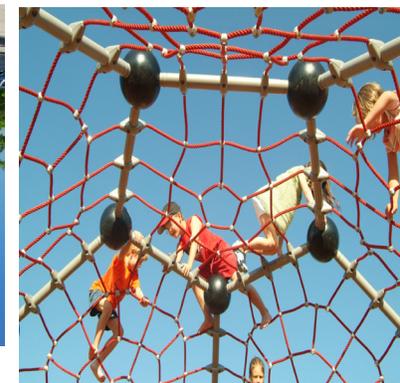
**Urban Renewal – West Side Plan Capital Projects Fund**

	Actual 2009-10	Actual 2010-11	Adopted 2011-12	Proposed 2012-13	Approved 2012-13	Adopted 2012-13
<b>RESOURCES:</b>						
Intergovernmental	\$ 23,007	\$ -	\$ -	\$ -	\$ -	\$ -
Investment income	16,249	4,090	2,000	2,000	2,000	2,000
Other revenues	24,800	147,000	-	-	-	-
Debt proceeds		3,500,000	-	2,000,000	2,000,000	2,000,000
Transfers In - UR Program Income	-	-	400,000	-	-	-
Beginning fund balance	1,791,747	804,746	186,959	161,253	161,253	161,253
<b>TOTAL RESOURCES</b>	<b>\$ 1,855,803</b>	<b>\$ 4,455,836</b>	<b>\$ 588,959</b>	<b>\$ 2,163,253</b>	<b>\$ 2,163,253</b>	<b>\$ 2,163,253</b>
<b>REQUIREMENTS:</b>						
<b>Materials &amp; Services</b>						
Prof and technical services	\$ 477,576	\$ 473,867	\$ 471,780	\$ 336,780	\$ 336,780	\$ 336,780
Utility services	-	272	500	500	500	500
Repairs and maintenance	-	-	-	50,000	50,000	50,000
Emp dev, train, travel	606	758	2,320	2,320	2,320	2,320
Fees, dues, advertising	2,545	2,749	1,890	1,890	1,890	1,890
Water system development charges	-	-	-	1,186,864	1,186,864	1,186,864
<b>Total Materials &amp; Services</b>	<b>480,727</b>	<b>477,646</b>	<b>476,490</b>	<b>1,578,354</b>	<b>1,578,354</b>	<b>1,578,354</b>
<b>Capital Projects</b>						
#4048 Boeckman Road Extension	16,203	(7,896)	-	-	-	-
#4113 Barber Street, RR to Boones Fy	429,284	-	-	-	-	-
#4127-Barber Steet, Boberg to BF	-	154,963	-	-	-	-
#4148 Boeckman Rd - Geotech.	124,843	133,145	-	-	-	-
#4177 Boeckman Rd - Bridge Dip Repair	-	-	-	250,000	250,000	250,000
#8088 School Site Acq, #2	-	3,437,905	-	-	-	-
#9105 Villebois Park - Promenade	-	-	-	149,901	149,901	149,901
#9106 Villebois Park - Piazza	-	-	-	60,000	60,000	60,000
<b>Total Capital Projects</b>	<b>570,330</b>	<b>3,718,117</b>	<b>-</b>	<b>459,901</b>	<b>459,901</b>	<b>459,901</b>
<b>Ending fund balance:</b>						
Assigned (contingency)	804,746	260,073	112,469	124,998	124,998	124,998
<b>TOTAL REQUIREMENTS</b>	<b>\$ 1,855,803</b>	<b>\$ 4,455,836</b>	<b>\$ 588,959</b>	<b>\$ 2,163,253</b>	<b>\$ 2,163,253</b>	<b>\$ 2,163,253</b>

**Statement of Funding Issues for 2012-13**

Activity in this district will be significantly curtailed until new private construction and increased assessed values resume. Proceeds from a debt issuance will be used to pay accrued water system development charges.

# FIVE-YEAR FORECAST 2012-17



The City prepares a multi-year financial forecast encompassing all operating funds. The first year of the forecast is the current adopted budget. The ensuing five years are forecasted. The report is prepared several months following adoption of the first year's budget. Key aspects of the forecast are presented to the Budget Committee between October and January. The financial trend information and guidance from the Budget Committee provide timely direction to staff as they budget for next fiscal year.

The following report was presented to the public in October 2011.

# Introduction

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## Purpose of the Forecast

The 5-Year Financial Forecast takes a forward look at the City's revenues and expenditures with the purpose of identifying financial trends, shortfalls, and issues so the City can proactively address them. Future results are projected based on the City's current service levels, policies and unavoidable future impacts.

This Financial Forecast is not intended as a budget, or as a proposed plan. The intent is to simply forecast each operating fund's financial position under certain assumptions. The forecast then sets the stage for the upcoming budget process, aiding the City Manager, Budget Committee and Council in establishing priorities and allocating resources appropriately. Responsible financial stewardship is imperative to provide for the current and future needs of our community. Forecasting is one of the most powerful tools the City has available to help make informed financial decisions that will ensure the City's future vitality and economic stability.

## Forecast Methodology

Economic forecasting is not an exact science. Rather, it is dependent upon the best professional judgment of the forecaster. To enhance the accuracy of projections, the City identifies factors that contribute to changes in revenues and expenditures, such as development, inflation, personnel costs, expected levels of service, interest rates and known future events that will affect operations. A goal of forecasting is to neither overstate revenues nor understate expenditures. Recognizing that estimates can vary three different levels are presented: Optimistic, Middle and Pessimistic.

The Optimistic level assumes a reasonably higher level of revenues and greater control over expenses. The Middle level assumes a status quo trend of revenues and expenses. The Pessimistic level assumes a lower growth in revenues and a more accelerated rate of expenses. Basic assumptions for revenues and expenditures are noted in Section 4.

Of the five years of forecast, the first year primarily reflects the adopted budget for 2011-12. The remaining five years are based on a variety of assumptions applied to the 2011-12 estimates. Inherent to the forecast is the concept of Status Quo. This concept assumes that the current level of service will continue for the next five years with cost changes based on inflationary increases. This provides a baseline economic estimate from which reductions or increases in service levels can be determined. To the extent certain reductions or additions are anticipated, they are noted within the Fund Section of this report. Exceptions to the status quo assumption are noted at the beginning of each fund.

Forecasting of capital improvements funded from operating resources is based on available resources. When possible, operations are funded first and remaining resources are allocated to fund capital improvements. This frequently means that improvements are delayed to achieve the matching funds. Improvements which are too expensive to be paid from net resources are assumed to be funded via bonded debt. The impact of issuing debt is reflected in the Debt Service portion of the fund forecasts. Grants and developer contributions for capital improvements are included when there is a reasonable assurance of receipt.

# Executive Summary

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The accompanying report is a combined effort of all City staff. Each department provided insight into future year operating revenues and costs. Our goal in assembling this report is to reveal trends, highlight financial issues, and provide suggestions/options. We look forward to feedback and input from the Budget Committee on these issues.

Because the Fund Section and Appendices provide detailed fund information, the executive summary will focus on the most significant issues facing the City. We have also included an organization chart in the appendix to aid you in understanding the City's departmental structure. A funding matrix is also provided that shows the relationship between city programs and their funding sources.

## Overview

The forecast model predicts that all funds will operate in the black assuming favorable forecasting assumptions. However, remove some of the optimistic assumptions and certain funds end up in the red. While this may seem alarming it is just an indicator. In reality the City is required by state budget law to submit a proposed budget where expenditures do not exceed available resources. The value of the forecast is that it allows policymakers advance notice on where problems might occur and provides the City adequate time to adjust to avert a crisis.

Those funds with issues for which Council direction will be needed are presented below. They are categorized by tiers representing a general timeframe in which the issues will come before Council.

## Tier 1 – Issues in Coming Months

### Stormwater

This fund is a repeat from last year's forecast. Nothing has changed. Costs to maintain and repair the stormwater system have increased in recent years and revenues have not kept pace. In the past four years over \$1.5 million was expended on infrastructure repairs (Boeckman Creek Culvert, Rivergreen and Montebello). Future repairs are not expected to decline and in certain areas of the City may dramatically increase. Staff has finalized a master plan that addresses future needs as well as current asset management. The plan has been before Council several times, most recently in August 2011. The plan includes a proposed initial rate increase of approximately 30%. While the percentage increase is large, the actual dollar amount is small (roughly one dollar per month). The last stormwater rate increase occurred ten years ago.

The Optimistic level assumes a rate increase sufficient to meet near-term needs and to provide a reserve for unknown system repairs. The Pessimistic level assumes no rate increase and demonstrates that the fund cannot operate without additional resources. Many of the maintenance and capital costs are related to federal and state mandates, and aging infrastructure, thus a program reduction is not a viable solution as it could lead to fines and potential litigation.

### Water Fund

Recent historic trends show water consumption to be declining. This is not unique to Wilsonville as water providers across the nation are experiencing the same phenomena. The decline is attributed to both fewer business customers and conservation efforts. Sherwood has begun to take water from the plant and will share in plant maintenance costs, thus providing some measure of relief. Nevertheless, this will not be sufficient to allow this fund to operate in the black. A water master plan is underway and will include a rate study. Annual rate increases of 3% have been in place since 2009, but have not been sufficient to offset the decline in consumption.

### Transit (SMART) Fund

The good news is that ridership is up. The bad news is that operating costs are growing faster than payroll tax receipts. SMART will proactively reduce its materials budget for this and future years. It has also begun to examine the various routes and programs it offers for potential reductions. Transit will not see a large increase in revenues until the economy is stronger and new jobs return to the area.

The financial difficulties in this fund are directly attributed to job losses in Wilsonville. See the fund analysis for an interesting graph of the projected revenues prior to the economic downturn. It demonstrates that revenues are some \$1 million less today than was projected just four years ago.

Because of the current trend staff recommends that this fund not contribute its own reserves toward the new transit and fleet maintenance facility. Rather – staff is recommending a loan to the Transit Fund from the General Fund to be repaid over a ten-year period. The reserves would be used to cover potential operating deficits in the current and future fiscal years.

## **Tier 2 – Issues in the Coming Year**

### Transit/Fleet Building

Both Transit and Fleet operations need to relocate. The City owns property on which to construct a facility. A design consultant has prepared a plan that adequately meets the needs. Construction bids are expected in spring 2012. Staff is optimistic that the current construction climate will provide an affordable bid. Several resources are available and include a \$2 million grant, \$2 million from the sale of the fleet and SMART facilities, and \$400,000 from Fleet reserves. Council has agreed to use \$1.5 of General Fund reserves. The General Fund may be charged with providing additional resources via an interfund loan.

### General Reductions to Achieve \$1.2 million

In conjunction with the adoption of the 2011-12 budget, Council directed the City Manager to identify at least \$1.2 million in reductions, as computed over a 12 month period, via efficiencies or other cut backs. Staff has identified a number of areas where reductions could be achieved, although some of the identified reductions would have effects on current and future service levels. The City Manager has been tasked with presenting these reductions to Council in December.

## **Tier 3 – Issues Beyond Year One**

### General Fund

New demands for services will need either new resources or program cuts in other areas. Villebois parks maintenance will significantly increase costs in future years. Initially, the City will take over responsibility for Sophia and Palermo Parks, approximately 4 acres. These two parks are anticipated to add \$45,000 in costs. That level can be absorbed by the General Fund, but at the Villebois build-out the cost for all 40+ acres could add another \$350,000 to today's budget. As mentioned last year, a concept of a new park near Advance Road is in discussion between the School District and City. Planning and discussion is a normal process for orderly growth, however, no commitment to build a park has been made nor are there resources to maintain a park. Similarly, adding a skate park will add to future park maintenance costs.

Other potential program expansions could be for police or recreation programs for pre-school, teens, adults as well as senior services associated with Creekside Woods. Funding expansions or new programs would prove difficult with current revenues as these services rely exclusively on General Fund revenue.

If programs are expanded either other programs must be cut or new revenues identified. New revenue alternatives include a parks maintenance fee (such as used by West Linn), a police services fee (such as used by Newberg) and/or referring a local option levy to the voters. The General Fund's Potential Impacts Section provides more information on these alternatives.

## Issues for Administrative Attention

Not all of the issues that arise from the forecast need Council direction. Those listed here can be dealt with at an administrative level. Each of the following funds share a similar issue – balancing recurring revenues and costs. As forecasted, each fund is anticipated to use a portion of their carryover balance (rainy day funds) to cover small shortfalls that might occur in the next few years. The rainy day funds were built up in prior years for the sort of temporary economic downturn we are experiencing. Managing these limited reserves is the key to sustaining each fund into the coming years.

### Transit

The economic downturn and loss of jobs within the community has resulted in a reduction of tax revenue. The downturn occurred just as our costs increased in response to the beginning of the WES Commuter Rail. Fortunately, this fund has nearly \$2 million of carryover money. The program plans to use approximately half as a rainy day fund. This will cover any potential shortfall of revenues for several years. If the fund experiences a long-term reduction in revenues, staff will need to consider appropriate changes in budgeted costs. The remaining \$1 million of carryover funds is targeted for required local cash match on bus purchases and for one-time items such as building, relocation and equipment needs.

On a positive note, early indications are that tax revenues are rising, although in small increments. Tax receipts for the past two quarters were higher than the same quarters a year ago. The plan is to monitor the revenue stream over the next year and propose changes as appropriate in FY 2012-13. Cutting the programs now while resources are available is premature and will cause an adverse impact on service delivery and ridership.

### Community Development and Building Funds

Similar to Transit, these funds are a victim of the economic downturn with building, engineering and planning permits down from prior year levels. However, the decline is exacerbated by conservative forecasting estimates. Revenue estimates only reflect specific construction projects for which a developer has contacted the City. Because we have not plugged in unannounced developments, the final three years of revenues are artificially low. It is logical to assume that additional construction activity will occur in the coming years and provide additional revenues.

The forecasted decline in future year ending balances might not materialize. There is no immediate problem and staff will monitor incoming revenues. Two years ago, the department reduced staffing and operating costs in response to the reduction in permit revenues. Building has an \$800,000 carryover balance and CD has nearly \$2 million in carryover resources. The plan is to use these carryover balances as necessary in the coming years. Should the future hold a pronounced long-term reduction in revenues, staff will make appropriate changes in budgeted costs.

## City in Transition

Finally, there is one issue that doesn't need immediate attention but has the potential to be a very large problem in future years. Although we tend to think of Wilsonville as a new city, in reality there are some areas of Wilsonville where the built environment exceeds 40 years in age. Water, sewer and storm lines tend to have a long life but over time the lines degrade from use, the soil settles and breaks occur. Since the lines are underground, how do we determine the extent of the problem? Years ago we waited until a line broke and then reacted to the emergency. Today, we take a proactive approach and videotape our sewer and storm lines. The video helps to pinpoint hidden problems and reveals the extent of damage.

Most of the failing components aren't at a critical stage. That is, they aren't in danger of total collapse nor do they put the system in jeopardy. However, ignoring the problem is not an option as we need to protect our critical infrastructure. Public Works is analyzing the data from the videotaping and will add these projects to the city's capital improvement plan. At this point the dollar impact of the problem is not known. But, recent work to repair failed components could be a good indicator: Montebello cost \$95,000 and the Boeckman Upper Creek culvert replacement cost \$600,000.

# Stormwater Fund

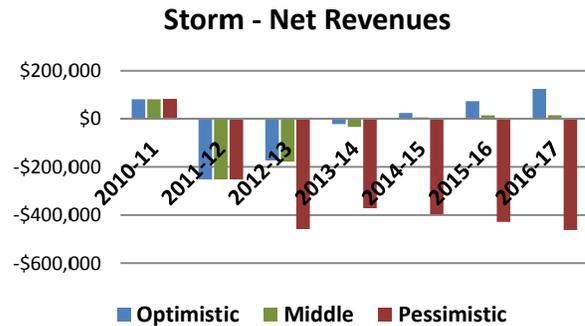
## Variations from Status Quo Assumptions

- None

## Operating Position

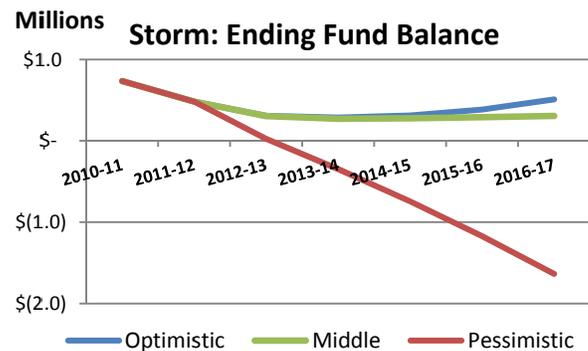
The Optimistic and Middle level assumptions include a series of rate increases beginning July 2012. The Pessimistic level assumes no rate increase. This fund is at a critical stage as without future revenue increases the ability to preserve our stormwater assets will be compromised.

A plan to address the stewardship and preservation of our assets has been before Council several times. The plan provides a vision for what is needed for an effective stormwater system and identifies certain capital improvements, repairs and maintenance which will protect the existing assets that serve the city.



## Ending Fund Balance

Without a rate increase the ending balance is expected to be depleted at the end of 2012-13. That would have occurred in the current year except certain capital projects were delayed to avoid a deficit balance. The Optimistic and Middle levels accumulate resources for future capital projects.



## Capital Projects – Funded from Operating Revenues

Key among the projects is realignment of Boeckman Creek under Wilsonville Road, \$500,000. Several other projects are forecast over the next five years, albeit at smaller amounts than Boeckman Creek. System development charges cannot be used for maintenance related projects.

## Potential Impacts

The city videotapes the storm lines to assess their condition. We know from prior recordings that the lines in Charbonneau are not in good condition and will need major rehab in future years. Older areas north of the river have also experienced some failures. Besides the aging condition of the lines the building requirements in the 1970's were less stringent than today. The videotaping project will help to identify the extent of future repairs. Other than a belief that the repairs will be significant we cannot adequately estimate the cost.

## User Fee Impacts

Residential monthly fees are currently \$3.72 and were last adjusted in December 2001. Wilsonville has one of the lowest monthly stormwater rates in the metro area. The Optimistic level assumes rate increases that would raise the monthly rate to about \$5.90 by year 2017.

# Water Operating Fund

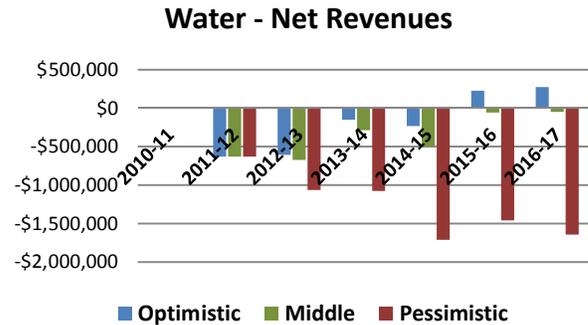
## Variations from Status Quo Assumptions

- See revenue assumptions

### Operating Position

Revenues and treatment costs are driven by consumption which has been declining over the past four years. Offsetting this trend is the City of Sherwood taking water from the plant beginning May 2011. Initially the amounts are small (\$5,000/mo) but beginning October the volume will increase and is anticipated to be \$60,000/mo. The Pessimistic level revenue assumptions show what might happen with no rate increase.

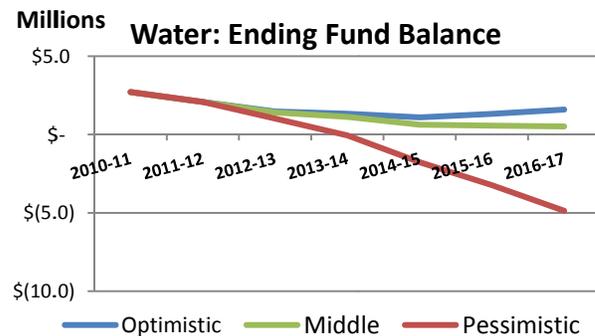
The graph at right demonstrates that even with sales to Sherwood this fund is not sustainable. Since increased consumption does not appear to be a viable option, a rate increase will be necessary. A master plan is underway and will include a rate study.



### Ending Fund Balance

The current ending fund balance includes a designation for a \$2 million cash reserve for outstanding bonded debt plus an annual set aside of \$205,000 to fund a treatment plant equipment repair and replacement account. As the graph indicates, this will not be sustained and only through the Optimistic level assumptions will the fund return to a more fiscally healthy position.

An important assumption is the nearly \$1 million per year water sales to Sherwood. Should actual be less, then higher rate increases will be necessary.



### Capital Projects – From Operating Revenues

Approximately \$2.5 million in capital projects are identified that need to be funded from operating resources over the next five years. These include system pressure reduction zones, \$400,000; water protection plan, \$340,000; telemetry system improvements \$500,000 and line replacements in Old Town area \$300,000.

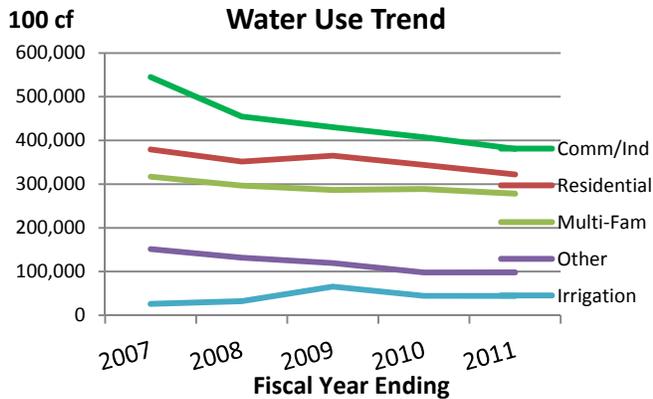
## Potential Impacts

With Sherwood now taking water the likelihood of having to expand capacity at the plant becomes a higher probability. The master plan may help frame how close/far that time might be. When it occurs Wilsonville could be asked to build our next 10 mgd ownership in conjunction with Sherwood's expansion.

## User Fee Impacts

An average homeowner's monthly fee is currently \$36. Under the Optimistic level the monthly fee after five years could be \$47.

## Water Use Trend



Water use peaked in 2006 and has been declining ever since. While part of the decline can be attributed to fewer business customers as a result of the economy, conservation certainly plays a role. Residential customers are a good indicator of this as volume use for this group declined while the number of total users increased. Conservation, while good for the long term, has significantly reduced revenues. And, with so much of water operations in fixed costs there are not many options other than a rate increase.

# Transit Fund

## Key Variances from Status Quo

- \$120,000 reduction to materials budget beginning FY 2013
- Two 40' buses in 2013-14 with grants funding 80%, combined \$500,000 cost
- Begin payback of interfund loan from General Fund (for building construction costs) in year three

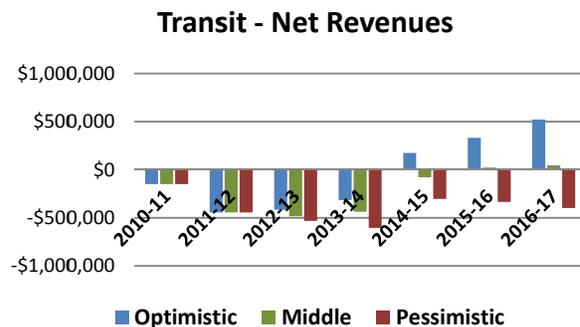
## Operating Position

With the downturn in the economy, hundreds of jobs within the City were lost and payroll tax revenues declined. While many of these jobs are lost forever, new businesses have announced their decision to locate in Wilsonville. Revenues have rebounded slightly. Because of the uncertainty of the current economy, it is challenging to accurately project tax revenues. See the Revenue Assumptions section for variations between the forecast levels.

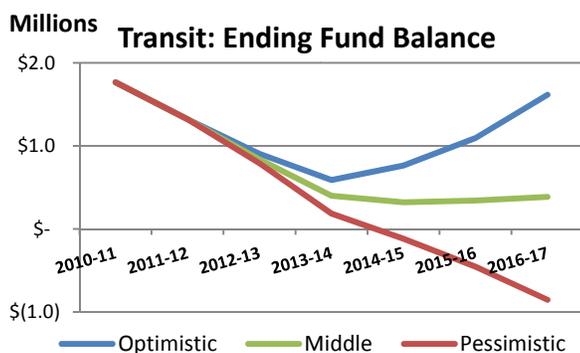
The declines in 2012 and 2013 are related to using resources for construction of the new building. The later three years assume a general fund loan payback begins. The Optimistic level shows the fund improving over time as job growth occurs.

Transit will examine its level of program services and may propose reductions for next fiscal year if revenues don't exceed expectations. While the shortfalls are projected in the next three years, the fund has carryover resources that can absorb much of the difference. Also, see the Actual vs Master Plan section below.

In a change from prior communications this forecasts assumes the reserves are not used to pay for the building. Rather, the fund would borrow from the General Fund and repay it over a ten year period (as allowed by state statutes).



## Ending Fund Balance



Over many years this fund has accumulated money for rainy day use and infrequent large items such as bus replacements and building needs. The graph at left shows a declining balance for the near term.

A year ago the plan was to use the \$1.9 million carryover as a cushion for the next few years. About \$500,000 was used in FY 2012 for building design work. Staff recommends the remaining balance be used to absorb shortfalls over the next year or two as service levels are adjusted and we await a potential upswing in jobs.

## Capital Projects – From Operating Revenues

Design and architectural work has completed for the new Transit/Fleet building. The City owns land near the WES Station on which a facility will be located. A recent sale of our Fleet Building has provided \$1.5 million, sale of the old SMART

building has provided \$0.5 million and another \$2 million is available from a state grant. Fleet fund could contribute \$400,000. Transit was anticipated to provide \$1 million but given operating needs a larger borrowing from the General Fund will be necessary. The General Fund would make up the difference via an interfund loan – between \$1.5 and \$2.5 million. Bids for construction are due in spring 2012.

## Potential Impacts

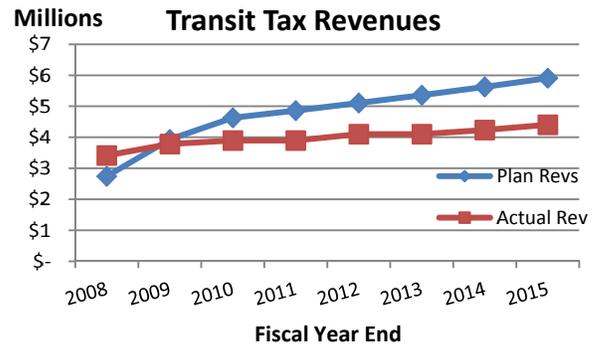
The Transit Master Plan was adopted a few years ago just before the economic downturn. Except for changes related to WES, all program enhancements have been put on hold. The enhancements include extending the Portland route into downtown Portland, new routes to service Daydream, Villebois and Charbonneau areas, a stop at Woodburn for the Salem route, frequency increases in certain routes and providing for new offices.

Our fleet of buses is aging, especially the larger 35' and 40' buses. The City will need to replace approximately 7 large buses in the near future. New buses cost approximately \$450,000. Historically, federal grants have provided 80% toward the cost of buses, leaving local money to cover the remaining 20% or \$80,000 per bus. The forecast includes two bus replacements that service the Salem route. As grants become available, the program will place orders for additional buses. The ending fund balance would be used to cover the cash match for these large items.

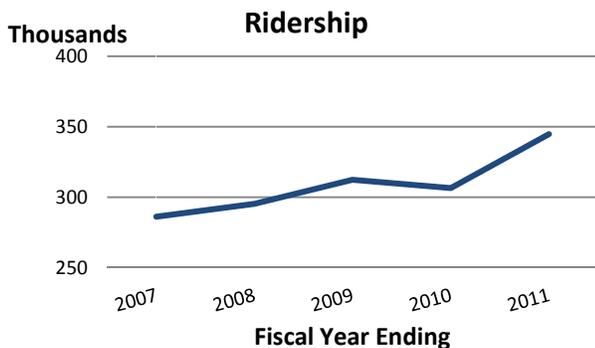
With recent changes by the state legislature no future BETC awards are anticipated. In the past SMART received about \$1.3 million in Business Energy Tax Credits (BETC) from the State. These credits were converted into cash and the proceeds used for operations or special programs. SMART used a small portion on new signage, bus wraps and preparation for the opening of WES. The unexpended portion comprises most of the Ending Balance shown in the graph.

## Actual vs Master Plan

In 2007 a Transit Master Plan was completed. The Master Plan embraced conservative estimates but did not contemplate the economy tanking. The graph at right shows the significant difference in revenues as a result of jobs lost. For FY 2011 the difference is \$1 million. By 2015 the difference could be \$1.5 million (assuming Middle level growth). The Master Plan anticipated new or enhanced service levels would be funded by the increased revenues. Instead, Transit has held its service level constant and has experienced an increase in ridership.



## Ridership Statistics



Use of transit services continues to grow despite the economic downturn, or perhaps because of it. If service levels decrease, such as longer wait times between buses arriving at a stop, ridership is expected to drop.

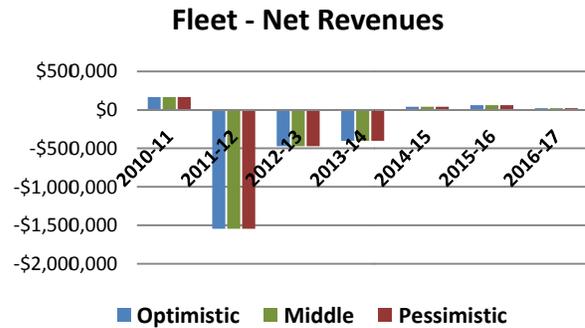
# Fleet Fund

## Variations from Status Quo Assumptions

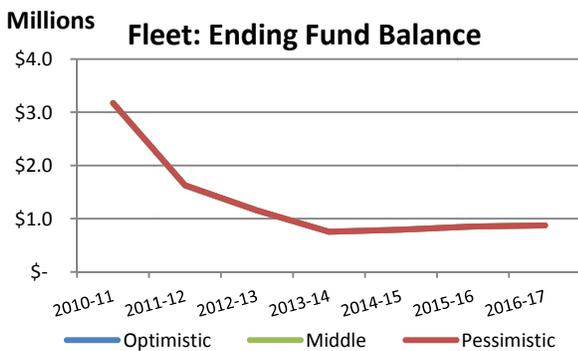
- Use \$1.5 million of carryover for new facility construction in 2011-12 and \$400,000 in 2012-13
- Vactor truck replacement in 2013-14 (a large expensive truck primarily used by sewer/storm)

## Operating Position

Due to the nature of the Fleet Services Fund, its operating position is stable. Revenues are based on charges for services to other City departments and correlate with service demands. Intermittent peaks in operating expenditures are expected and due to the purchase of vehicles. These purchases are anticipated and funded through a vehicle replacement reserve. The vactor truck, nearly 20-years old, is scheduled for replacement in 2013-14.



## Ending Fund Balance



The decline in the next few years is to pay for construction of the new facility and the vactor truck. Funds have been accumulated for these purposes.

## Capital Projects – from Operating Revenues

The construction of a new fleet facility and related relocation costs is the only capital project expected for this fund. The current facility has been sold to the Fire District and the District would like us to move by July 2012. The City owns land on which a new facility can be constructed and a study is underway to determine design and cost. A new facility is expected to cost more than the proceeds on hand. The Fleet Fund has \$1.5 million from the sale of the current facility and can contribute another \$400,000 from operations. Transit is also expected to relocate to the new facility; however, the Transit Fund has little available resources to provide for construction. Fleet will likely need to borrow from the General Fund and repay the loan over the next ten years.

## Potential Impacts

The amount and details of borrowing have not been determined for this model. Any increased cost would be passed along via internal charges paid by each department with a car or truck. Ultimately, the various operating funds and programs of the City will pay for the increased costs.

# General Fund

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## Variations from Status Quo Assumptions

- \$2.5 million inter-fund loan to Transit/Fleet for building construction in FY 2012
- Inter-fund loan repayment begins in 2015, 10-year pay-back
- \$0.7 million for Memorial Park related improvements
- Approximately \$200,000 transfer to Planning for long-range activities

## Key Assumptions

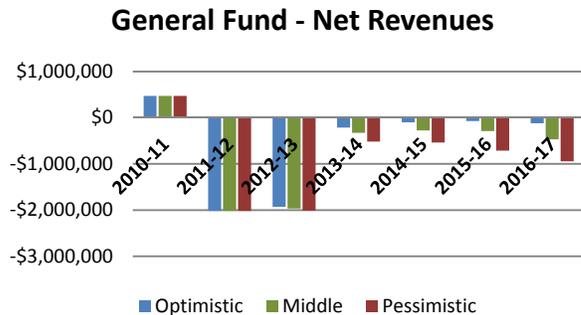
- No change in staffing levels
- No increase for parks maintenance within Villebois neighborhood
- No increase in the number of Police Officers under contract with Clackamas County

## Operating Position

Property taxes are the primary resource for this fund and contribute approximately 40% of annual resources. Tax growth is expected to be 3% per year or greater if there is significant new development outside of an urban renewal area. Franchise fees are the second most significant revenue equating to 25% of total resources. Franchise fees are taxes based on gross revenues of utilities that use the City's right-of-way. As private utility revenues derived from Wilsonville residents and businesses increases, the City's revenue will increase as well. Intergovernmental revenue of 12% of the total makes up the General Fund's third most significant revenue type. Major components of intergovernmental revenue are state shared revenues (cigarette taxes, liquor taxes, 911 dispatch taxes and state shared revenues) and the City's share of the Clackamas County Library District Levy. Revenue growth in this category tends to be based on formulas in which population is a key factor.

The graph at right depicts net revenues as relatively stable for the next four years. The deficits in 2012 and 2013 are for one-time capital costs (inter-fund loan) for the new Transit/Fleet facility.

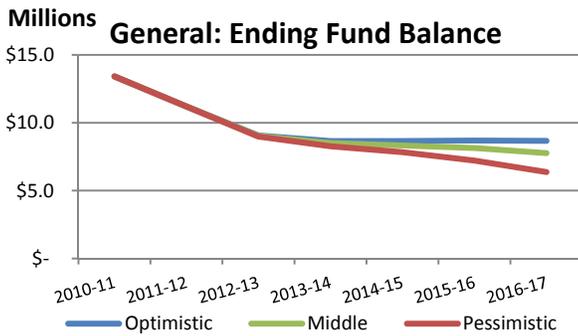
The declines in years 2016 and 2017 indicate that costs are expected to increase faster than revenues. Some or all of this may be temporarily eliminated should Council direct reductions set forth when the budget was adopted. Such reductions are only a temporary fix as historically costs grow faster than revenues. That growth is further exacerbated by anticipated new park maintenance costs in Villebois.



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## Ending Fund Balance

The ending fund balance tracks the resources carried over from one year to the next. The graph shows the balance should remain at a healthy level during the coming years.



Included in the ending balance is \$11.7 million that is earmarked for future needs. Near-term needs include \$2.5 million for the Transit/Fleet building and \$1 million held for sewer plant contingency. The fund holds cash for future building remodeling, planning near the Basalt Creek area, software/hardware needs and rainy day operations. In addition, the fund has about \$3 million for cash flow and contingency needs. Having designated funds eases dilemmas over whether to maintain assets or operating programs.

## Capital Projects – From Operating Revenues

- \$2.5 million inter-fund loan to Transit/Fleet for building construction in FY 2012
- \$0.7 million for Memorial Park related improvements

## Potential Impacts and Issues

Potential future demands could increase costs in this fund; however, there are no available resources for these expansions.

**Parks Maintenance** In about three years the City will assume the responsibility for maintaining some of the public parks in Villebois (Sophia and Palermo with more to follow). These two parks will add approximately \$45,000 per year in additional operating expenses. When all 40 acres of developed parks are added, the increased annual maintenance costs could be \$350,000 per year (in today’s dollars). These costs are not included in the status quo estimates. The City does not maintain the smaller neighborhood facilities in Villebois which are handled by the homeowner’s association.

**Police Staffing Level** The City has maintained the current staffing level of 18 positions since 2005-06, except for a brief period when the Detective position was removed. It is reasonable to expect that this level will need to increase at some point. The full cost of a Patrol Officer is approximately \$160,000 per year including wages, benefits, vehicle, equipment, supervision and administration provided by Clackamas County. The increase in costs of maintaining the current level of service as population increases is not included in the status quo estimates.

**Community Services** This program receives requests for new services from the public. Young mothers ask for a place to bring their pre-schoolers during the rainy months and recreation alternatives are sought by youth and adults. Creekside Woods, the new affordable senior housing facility, could result in increased demand for meals, fitness and information and referral services. It is difficult to quantify the cost of expanding service levels until specific programs are defined and Council provides direction.

## Funding Alternatives

As costs grow there needs to be a corresponding reduction in other costs, new resources need to be generated or a combination of the two scenarios. Possible new resources are presented below. Staff does not take a position for or against these options, and they are not intended to represent the only options available for increasing revenues. They are presented for informational purposes only. None of these recommendations require immediate attention.

**Parks Maintenance Fee** The City initially discussed implementing a parks maintenance fee five years ago. West Linn has such a fee, at \$10.19 per month per homeowner. Within Wilsonville it would take a monthly rate of \$2.50 per homeowner to generate \$100,000. The fee might also be applied to apartments and businesses although at different rates.

**Public Safety Fee** This is a new concept in Oregon. Newberg has recently enacted this fee at \$3 per household per month. Within Wilsonville a \$2.50 per homeowner fee would generate \$100,000.

**Local Option Levy** A voter approved Local Option Levy would temporarily increase taxes. Levies expire after five years; however, they can be reauthorized by another vote. A five cent levy would generate \$100,000 per year and would add \$12.50 per year in additional taxes on a home with an assessed value of \$250,000.

**Franchise Fee Increase** The Franchise Fees for water, sewer and stormwater could be increased from 4% up to 7%. Each 1% increase would generate an additional \$100,000 in revenue per year.

# Community Development Fund

## Variations from Status Quo Assumptions

- Adopted budget for 2012 operating costs has been reduced by \$270,000
- Revenues for 2012 reflect current estimates (an increase) rather than adopted budget
- High level of capital projects is anticipated to produce the revenues that support engineering/admin
- General Fund is expected to contribute about \$200,000 per year towards long-range planning
- The recent increase in new development is expected to continue

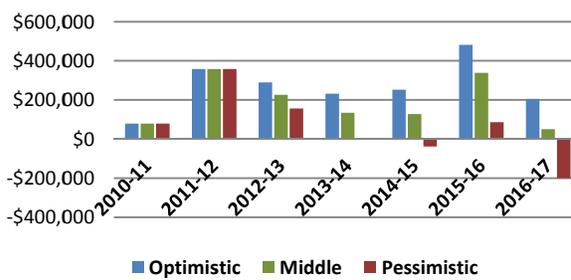
## Operating Position

The primary resource for this fund comes from service charges on capital projects managed by staff. The model assumes the service charge will range between \$2.1 and \$2.4 million per year. The second largest resource is also a service charge and is for urban renewal activity. This is expected to remain constant over the next five years. Permits are the third largest resource and are expected to provide around \$500,000 per year. Costs reflect staffing levels that were reduced in 2009.

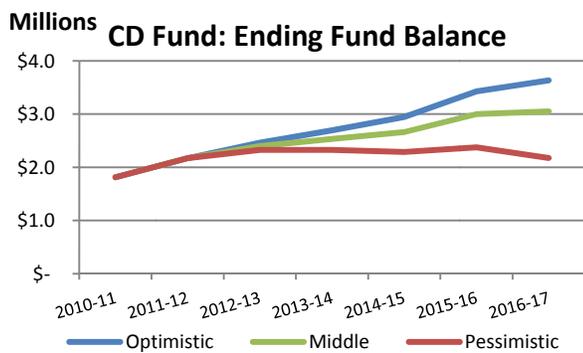
The department has proactively reduced its budget for the current year which also reduces future year increases. Not included is the potential need to increase staffing should future development demands outpace our ability to respond. Such increases would likely fund the hiring of new staff or contracting of services.

Since forecasted permit revenues are based on currently known planned development, the declines in year four and five will likely not occur as new development demand arise in the ensuing years.

**CD Fund - Net Revenues**



## Ending Fund Balance



The available balance represents an initial contribution from the General Fund to provide operating and contingency funds. Subsequent changes are the result of permit revenue collected prior to the provision of services. As projected, the fund should be stable over the next five years.

## Potential Impacts

A protracted decline in new construction and development plans will reduce resources as well as demand for certain services. To fill the decline, management will take this opportunity to perform services largely with internal staff rather than contracting with outside firms as had been past practice. Not only will this provide an end product that should address all our needs, it is expected to be done at a lower cost than contracting out.

Managing workloads in areas that are capable of generating revenues; e.g. construction project administration, internal design work in lieu of contracting out, will be critical to assuring a sufficient cash flow. The City will closely monitor actual activity against the forecast and will take corrective action if necessary.

A return to a “normal” level of development will necessitate a return to the prior staffing levels. One Engineer and one Planner would add approximately \$225,000 per year.

A particular challenge to balancing revenues and expenses in this fund are the multitude of services provided for which no charge can be assessed. Examples include: working with the county and state on development south of Charbonneau, Interstate 5 connector discussions, planning for Basalt Creek area, participating with Metro, Washington and Clackamas Counties on transportation planning and urban growth issues, and responding to potential developers and businesses that don't result in construction permits. Increases in the number or intensity could pose challenges in balancing this fund and/or a need to identify a new revenue source that would pay for these important services.

It has been nearly 10 years since the last review and revision to planning permit fees. While Planning is not a profit center, the fees should be set sufficient to cover the costs of providing services to current development.

# Building Fund

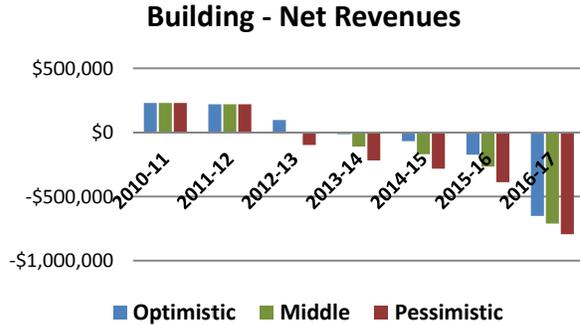
## Variations from Status Quo Assumptions

- Permit revenues are based on projects currently in the planning stage

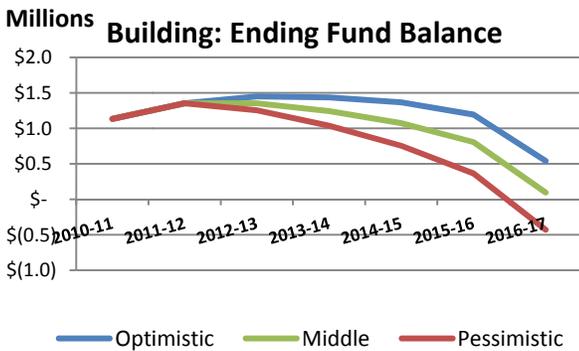
## Operating Position

Revenues are based upon new construction permits that historically ebb and flow. Permits are collected prior to the work being done and therefore a surplus in one year may be followed by a deficit the next. Future revenues are based on estimates of when specific projects might begin. Costs reflect cuts and reductions already in place. See the Revenue Assumptions page for information on the variances between Optimistic and Pessimistic levels.

Deficits in years four and five are simply due to basing projections on current planning stage jobs. Undoubtedly, more projects will be added in the coming years eliminating the deficit.



## Ending Fund Balance



The Building Fund has built up and maintained an undesignated balance since it was created in 2002-03. This balance represents the lag between when the permit was paid and the provision of inspection services. A decline in construction starts a decline in the available balance, which is expected. The program is managed in relation to available resources. One position was laid off in 2009 and hours were temporarily reduced for inspectors.

This program manages costs to meet service level demands.

## Potential Impacts

Delays in developers submitting plans or starting construction will affect the bottom line. The City will closely monitor the actual revenues against the forecast and will take corrective action if necessary. This fund is projected to have sufficient resources to carry the program through the next five years.

A return to a “normal” level of development will necessitate a return to the prior staffing levels. Restoring one Building Inspector and increasing hours for existing staff would add approximately \$100,000 per year.

# Sewer Operating Fund

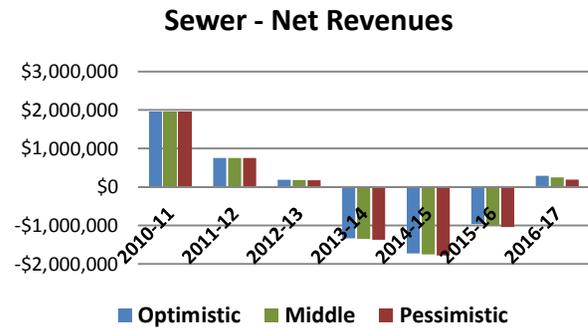
## Variances from Status Quo Assumptions

- Rate increase of 15%, 12% and 10% in January 2012, 2013 and 2014.
- Slight decrease in operating costs with CH2M Hill as operator.
- Debt service on bonds estimated to add \$3.5 million per year to total cost.

## Operating Position

For many years this fund has been preparing for a major upgrade to the Wastewater Treatment Plant. Odor control and conversion from a liquid end product into a dry granular product are two key components to the upgrade. The conversion to a dry product is critical as there are limited sites nearby where the liquid product can be disposed and alternate locations are distant and add more expensive to use. A dry product can be disposed at a landfill or potentially even marketed as a fertilizer to local area nurseries. Construction was bid and awarded to CH2M Hill at \$36 million. CH2M will also operate the plant, initially at \$200,000 per year savings.

In anticipation of the bond, sewer rates started to increase in 2006 and have been increasing via a series of 10% annual increases in the past few years. Council approved a three year series of increases as noted above.

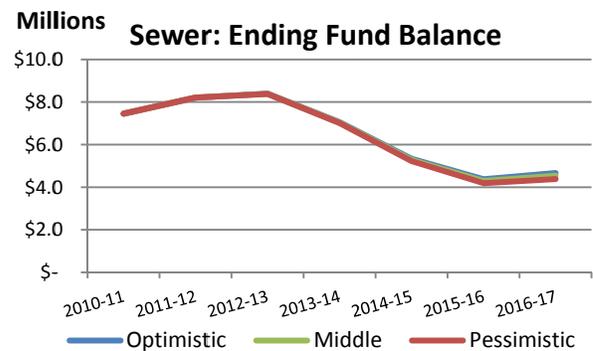


The declines in 2014 and 2015 are related to capital projects for which cash on hand will be used. By 2017 the fund is expected to achieve a near breakeven basis.

## Ending Fund Balance

During the next several years construction of pipeline and lift-station work will consume much of the cash on hand as will the new debt service. Within a few years revenues and costs should stabilize.

The ending balance assumes that a \$1 million pledge towards a contingency for the treatment plant will not be needed. Should the contingency be used the graph at right would dip down by the amount used.



## **Capital Projects – Funded From Operating Revenues**

Approximately \$5.2 million in capital projects are identified that need to be funded from operating resources. The majority of the amount is represented by two projects: preliminary work on collection lines to Frog Pond area and relocation of the Memorial Park Lift Station.

## **Potential Impacts**

The DBO award resolved many unknowns from last year. Construction and operation costs are known. The type of debt to be issued has been determined. A rate study has calculated the necessary level of user fees. The remaining unknown is the interest rate on the bonds and that will be determined in mid-November after a competitive bond sale process. No unpleasant surprises are anticipated.

## **User Rate Impact**

A typical household pays \$39 per month today. This is scheduled to increase to \$45 in January 2012. Two more scheduled increases would bring the monthly rate to \$55.

# Street Lighting Fund

## Variances from Status Quo Assumptions

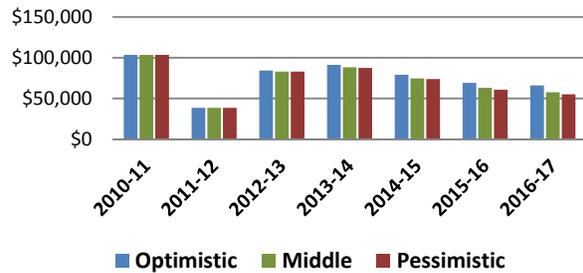
- None

## Operating Position

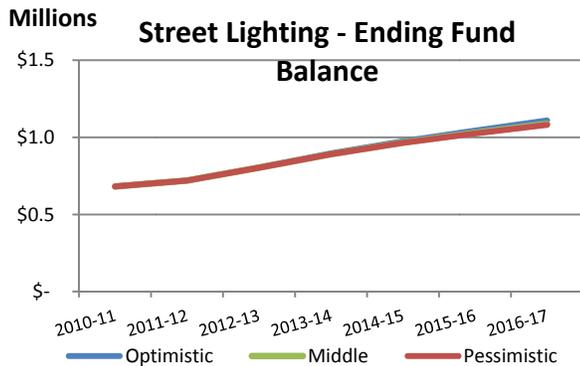
The Street Lighting Fund’s primary resource comes from user fees billed on the monthly utility statements. Residential, multi-family, commercial, industrial and non-profits all pay towards the street lighting system. Recurring revenues are sufficient to cover recurring expenditures.

In 2000, the City purchased the poles and lighting fixtures from PGE. This allowed the City to shift from leasing the poles to enjoying a lower monthly payment for just electric usage and maintenance. Savings have been used to replace many end-of-life poles and to fund a cash reserve for future pole replacement.

Street Lighting - Net Revenues



## Ending Fund Balance



The ending balance is predicted to gradually increase primarily to fund a replacement reserve. Funds can be used for operations as well as replacement of existing poles and expanding the system in developed areas where it is lacking.

## Capital Projects – Funded From Operating Revenues

Only a small level, \$8,000/year, of replacement is projected. Infill projects if identified would be significantly more expensive.

## Potential Impacts

The fund as currently operated will be sustainable for the next five years. Possible new costs to the fund include accelerated construction of infill lighting and a switch-out of certain fixtures to promote a “dark sky” attribute. However, the plan does not assume any new costs related to dark sky initiatives.

# Road Operating (Gas Tax) Fund

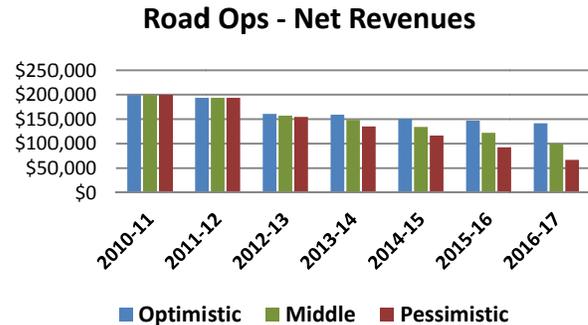
## Variations from Status Quo Assumptions

- Gas taxes increased 6 cents per gallon on January 1, 2011
- Road Maintenance program engineering costs to be funded from gas taxes equals \$90,000 per year.

## Operating Position

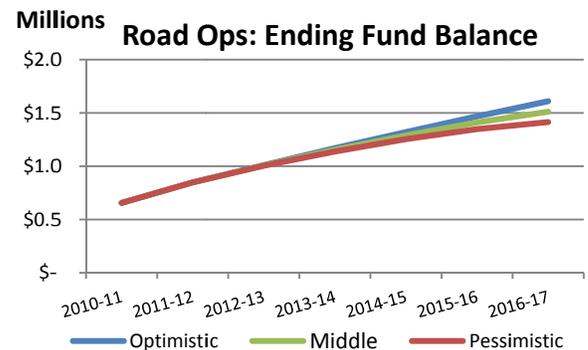
Gas taxes distributed by the State are the primary resource for this fund. Taxes peaked in 2006-07, and began declining about 5% per year until 2011 when taxes and fees were increased. The model assumes that the declining trend will continue, thus revenues are not expected to increase. Cities share of this revenue is largely based on population numbers.

Excess funds can be used for street related capital projects but historically there have not been sufficient revenues to do so.



## Ending Fund Balance

Prior to the recent gas tax increase this fund was at risk of incurring annual deficits. There are no plans to expand the service level. The Potential Impacts Section below explains likely uses of this balance.



## Capital Project Impacts – From Operating Revenues

No capital projects are assumed. Instead, this fund pays the engineering costs associated with projects in the Road Maintenance Fund.

## Potential Impacts

As the City continues to add more roads and street landscaping, staffing levels and maintenance costs are expected to exceed status quo levels. Recent street additions in Villebois, Boeckman Road and improvements to Boones Ferry Road will necessitate the addition of another maintenance worker and various consumables. Annual costs will start at \$100,000 and are expected to grow to \$200,000 as future roads are added. The model, however, does not reflect these increasing costs as it assumes a status quo level of service.

# Capital Projects

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## 5-Year Capital Improvement Program

As presented in greater detail during the 2011/2012 CIP Budget Presentation last spring, the 5-Year Capital Improvement Program includes a significant amount of capital project work on the horizon.

Water Projects:	\$24,080,349
Sewer Projects:	\$52,817,772
Street Projects:	\$49,043,918
Stormwater Projects:	\$ 2,944,640
Building/Transit Projects:	\$ 8,157,936
Park Projects:	<u>\$ 6,360,740</u>
TOTAL:	\$143,405,355

A number of these projects are currently underway and staff is busy working on the actions that lead to successful future construction projects. Before a project goes out to bid, a substantial amount of staff effort is needed to manage preliminary engineering, survey work, environmental permits, coordination with other agencies, create IGAs, prepare legal descriptions and partitions, create financing agreements, acquire real property, and prepare for public hearings.

It is the Community Development Department's goal to preserve existing assets and manage new growth through the strategic management and implementation of this 5-Year CIP. These efforts include monitoring actual revenues while anticipating that expenditures may need to be reduced if revenue projections are not met. This will be accomplished through ongoing project prioritization and continued efforts to reduce costs such as bundling project design and construction to achieve cost efficiencies, workforce leveling, asset preservation, and increased "in-house" work as opposed to "outsourcing" work.

## Priority Projects

A relatively small number of large dollar-value projects account for a significant percentage of the overall cost of the 5-Year CIP. These projects are critical because they: a) facilitate future residential, commercial and industrial development; b) comply with existing agreements; c) satisfy regulatory requirements; d) correct capacity and/or system deficiencies; and/or e) preserve existing infrastructure capacity/assets:

### *Water Projects*

- Water Distribution System & Plant Improvements to serve Sherwood
- West Side Water Reservoir

### *Sewer Projects*

- Waste Water Treatment Plant Expansion
- Memorial Park Lift Station Relocation
- Boeckman Creek Sewer Line Expansion to Frog Pond

### *Street Projects*

- Completion of I-5 Interchange
- 95th & Boones Ferry Intersection Improvements
- Barber & Kinsman Extension Projects (Design, Permitting, Right-of-Way Acquisition) – with associated water and sewer line extension projects

### *Stormwater Projects*

- Boeckman Creek realignment at Wilsonville Road Bridge

### *Building Projects*

- SMART Ops/Fleet Maintenance Facility

This investment in critical infrastructure will guide and facilitate future growth and development within the City.

## Management of Revenues and Expenses

CIPs are funded through a variety of funding sources, including user rates, system development charges (SDCs), urban renewal bonds, general obligations bonds, and , developer contributions, and funding from federal/state agencies. The City seeks out opportunities to find outside funding to lessen the financial impacts to residents and businesses.

The 5-Year CIP includes \$21.6 million in outside funding excluding SDC payments paid by developers.

If SDC and operating revenues decrease, thereby reducing available funding to construct capital projects, staff will prioritize projects to make the best use of available revenues, and to ensure project expenditures and staff workload remain in balance with revenue projections. The projected revenues used in the 5-Year CIP are monitored throughout the year and project scheduling is adjusted as necessary. Revenue estimates to support future CIP work is based on a business forecast derived at by working closely with the Wilsonville development and business community.

## Program Administration

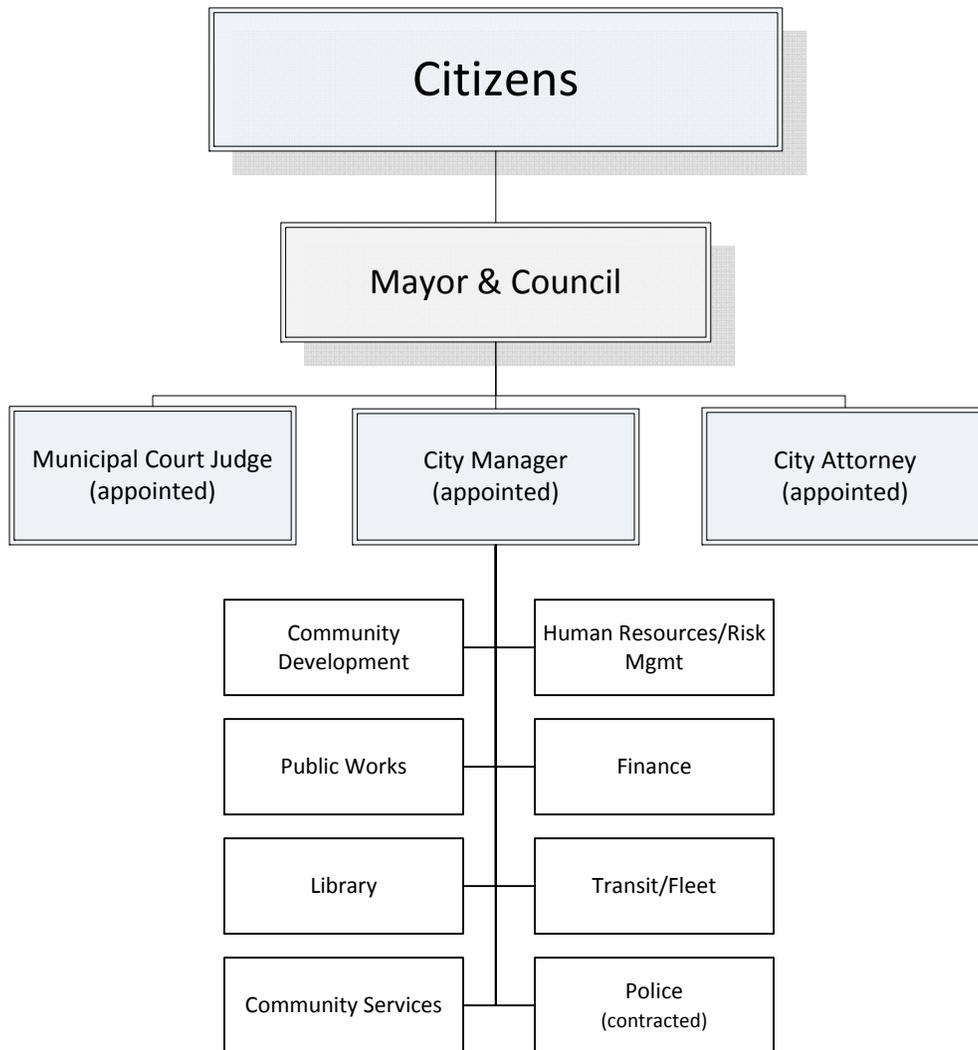
The 5-Year CIP is administered by the Community Development Department. The department receives payment for project management, including overseeing design, permitting, property acquisition, and construction. Much like a private consulting firm, CD staff tracks their time by project, charges each project, and is reimbursed for the services provided. Additionally, the CD Department receives revenue from planning and engineering permit fees from private development. A significant amount of staff time is required up-front to plan for new development and to review design and engineering for private construction of infrastructure. Engineering permits tend to be sufficient to cover the related cost of services, whereas planning permits do not fully cover the related cost of services.

A detailed update on the program will be provided once again during the 2012/2013 fiscal year budget process.

# Funding Matrix – FY 2011-12 Adopted Budget

Percent of Program Supported by Each Fund

	Budget Amt	General	Community Dev.	Transit	Water	Sewer	Stormwater	Capital	Urban Ren.	Other
<b>Public Safety</b>										
Law Enforcement	\$ 3,836,670	100%	-	-	-	-	-	-	-	-
Municipal Court	207,700	100%	-	-	-	-	-	-	-	-
<b>Community Services</b>										
Community Services	1,008,580	100%	-	-	-	-	-	-	-	-
Library	1,512,895	100%	-	-	-	-	-	-	-	-
<b>Transportation</b>										
Transit	4,750,190	-	-	100%	-	-	-	-	-	-
Fleet Service	1,310,365	-	-	-	-	-	-	-	-	100%
<b>Public Works</b>										
Administration	713,825	37%	-	-	30%	25%	4%	3%	-	-
Building Maintenance	694,937	88%	1%	6%	2%	4%	0%	-	-	-
Parks Maintenance	1,004,765	95%	-	-	2%	-	-	-	-	-
Roads	716,700	-	-	3%	-	-	-	-	-	97%
Street Lighting	291,080	-	-	-	-	-	-	-	-	100%
Water Distribution and Sales	1,179,430	-	-	-	100%	-	-	-	-	-
Water Treatment Plant	2,182,307	-	-	-	100%	-	-	-	-	-
Industrial Pretreatment	124,390	-	-	-	-	100%	-	-	-	-
Wastewater Collect & Treat	2,507,490	-	-	-	-	100%	-	-	-	-
Stormwater Maintenance	530,120	-	-	-	-	-	100%	-	-	-
<b>Community Development</b>										
Administration	1,023,350	-	10%	-	-	-	-	46%	44%	-
Engineering	1,449,170	-	23%	-	-	-	-	66%	11%	-
Building Inspections	628,280	-	98%	-	-	-	-	-	2%	-
Planning	811,810	-	93%	-	-	-	-	-	7%	-
Stormwater Management	375,240	-	28%	-	-	-	67%	-	5%	-
<b>Policy and Administration</b>										
Administration	1,301,998	75%	2%	3%	3%	3%	1%	4%	8%	1%
Finance	1,378,024	29%	5%	16%	16%	15%	7%	8%	3%	1%
Information Systems	602,460	75%	2%	5%	1%	5%	1%	10%	-	1%
GIS	217,880	17%	23%	5%	16%	15%	15%	-	4%	5%
Legal	490,340	75%	1%	3%	3%	2%	1%	3%	11%	1%
Human Resources/Risk Mgmt	611,655	70%	3%	16%	2%	5%	2%	-	-	2%



# Terminology and Definitions

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## **Add Packages**

An increase in the level of service provided and/or changes to revenues not previously approved by Council action

## **Available Balance**

Undesignated Contingency plus Recurring Revenues less Recurring Expenditures

## **Capital Projects**

New construction and major repairs to the City's fixed assets

## **Carryover Balance**

The amount of cash that is brought forward from one fiscal year to the next

## **Designated Contingency**

Amounts set aside for anticipated non-recurring cash flow needs, e.g. equipment replacement, major building repairs

## **Ending Fund Balance**

Same as Carryover Balance (see above)

## **Middle Level**

A set of assumptions that reflect the most likely future trend of revenues and expenditures

## **Net Revenues**

Recurring revenues less recurring expenditures

## **Operating Position**

Recurring Revenues and Recurring Expenditures

## **Optimistic Level**

A set of assumptions with certain revenues forecasted to be higher than the Middle Level and certain expenditures to be lower than the Middle Level

## **Pessimistic Level**

A set of assumptions with certain revenues forecasted to be lower than the Middle Level and certain expenditures to be higher than the Middle Level

## **Potential Impacts**

Refers to issues and challenges that are in addition to the status quo; the intent is to inform the reader of economic matters that might occur during the forecast period

## **Recurring Expenditures**

The expense portion of Status Quo, predictable and on-going costs; includes capital projects to be funded from operating resources and any debt service requirements

## **Recurring Revenues**

The resource portion of Status Quo, predictable and on-going revenues

## **Reserve Balance**

Fiscal year-end balance of cash that is restricted either by legal or policy decision; examples include debt service reserves and amounts accumulated for specific use in a future year, designated contingency is the primary component of this balance

## **Resources**

Includes both Recurring Revenues and Transfers In

## **Status Quo**

The current level of services

## **Transfers In**

Internal charges by General Fund or CD Fund programs for services provided to other funds

## **Transfers Out**

Resources collected in one fund and then moved to another fund for expenditure, frequently for capital projects or overhead charges

## **Undesignated Contingency**

The portion of a fund's balance that is not restricted for a specific purpose

# Major Assumptions - Revenues

## Major Operating Revenues

The City received about \$32 million in operating revenues last fiscal year. Over 75% of that total is accounted for in eight revenue types with key assumptions provided below.

Revenue	Actual FY 2011	as %
Property taxes	\$ 4,986,000	20%
Payroll taxes	3,894,000	16%
Franchise fees	2,570,000	10%
Water fees	5,050,000	20%
Sewer fees	5,105,000	20%
Stormwater fees	953,000	4%
Gas taxes	910,000	4%
CD permits	1,508,000	6%
Total major revenues	<u>\$ 24,976,000</u>	

The remaining \$7 million in operating revenues includes interest income, court fines, library and park fees, grants, county and state shared revenues, and internal service charges.

## Revenue Assumptions

### Property Taxes – General Fund

Taxes are based on assessed value which is determined by the County Assessor. Generally, assessed values grow by 3% per year as allowed by the State Constitution plus new construction. There is no correlation between real market value and assessed value. The City's tax rate remains stable at \$2.5206 per \$1000 of assessed value.

- Optimistic: Brenchley Estates, 350 multifamily housing units; Villebois, 50 multifamily units and 70 to 170 single family units per year; commercial/industrial of \$170 million
- Middle: Similar assumptions as Optimistic except residential range is 95 to 120 units and commercial/industrial of \$150 million based on known projects and trend information
- Pessimistic: Similar to Middle except residential range is 80 to 120 units per year

### Payroll Taxes – Transit Fund

The City imposes a payroll tax on local businesses in order to fund the public transit system. The rate is one-half of one percent (0.5%) of wages. The prior 10-year average growth rate of base wages is 5%.

- Optimistic: 375 new jobs created over five years with wage increases ranging from 4% to 7%
- Middle: 265 new jobs created over five years with wage increases ranging from 3% to 5%
- Pessimistic: 170 new jobs created over five years with wage increases range from 2.5% to 4%

### Franchise Fees – General Fund

These fees are assessments on utility companies' gross receipts for using the City's right-of-way. Rates vary by type of utility with telecommunications at 7%; electric, natural gas and cable television at 5%; water, sewer and stormwater at 4%; and garbage at 3%. Usually, this resource grows between 5% and 7% per year with the forecast assuming a 5% growth.

- Optimistic: 5% annual growth
- Middle: Same as Optimistic
- Pessimistic: Same as Optimistic

**Utility User Charges**

**Water:** Revenues are driven by user consumption and rates. A master plan is underway and will address future rates. Future revenue requirements and rate increases are not known at this time.

- Optimistic: Consumption ranges between -2% and 2%; rate increases of 34% over five years to offset prior and projected revenue declines due to reduced consumption and to build the ending balance in advance of a future expansion; Sherwood consumes minimally at the rate they indicated (up to 2.5 mgd)
- Middle: Same as Optimistic except rate increase of 30% with goal of achieving break-even
- Pessimistic: Same as Optimistic except no rate increase

**Sewer:** Revenues are based on demand (measured by water consumption) and rates. Council approved a series of three annual rate increases beginning Jan 1, 2012; 15%, 12% and 10%.

- Optimistic: Similar consumption demand changes as for water rates per recent Council approval
- Middle: Same as Optimistic
- Pessimistic: Same as Optimistic

**Stormwater:** Revenues are computed from impervious surface area. Charges for existing structures remain constant unless there are substantial modifications. New development adds to the revenue base. A master plan is before Council. The plan suggests rate increases as noted in the Optimistic level. Increases are necessary to stabilize the fund and provide for future system maintenance and repairs.

- Optimistic: New construction providing 1% per year annual increase in total revenues; 30% rate increase by 2012-13 with subsequent annual increases at 5% with resources for unexpected system needs
- Middle: Same as Optimistic except subsequent annual increases declining from 5% to 2% resulting in a break-even level
- Pessimistic: Same as Optimistic except no rate increase (this option is shown only for demonstration purposes)

**Gas Taxes – Road Operating Fund**

Passed in 2009, HB 2001 increases state gas taxes from 24 cents to 30 cents in January 2011. Most registration and license fees were increased in 2010. The impact of the increases will phase in over four years. The budget estimate for 2012 assumes a 25% increase. Prior to the tax and fee increase, this revenue was declining about 5% per year. Population changes also affect this state shared revenue.

- Optimistic: 1% annual increase in revenue
- Middle: 2% annual decline in revenue
- Pessimistic: 4% annual decline in revenue

**Road Maintenance Charges**

This resource is dependent on the number of residential and business customers. Forecasts embrace the same customer change used by stormwater fees above.

- Optimistic: 1% new growth in overall customer base
- Middle: Same as Optimistic
- Pessimistic: Same as Optimistic

### Building, Planning and Engineering Permits

Permit revenues are based on identification of specific developments with assumptions based on which fiscal year the development is likely to begin.

Optimistic: Values as provided by Community Development  
Middle: Optimistic level less 10%  
Pessimistic: Optimistic level less 20%

## **Other Resources**

### Bond Sales

The sewer bond anticipated to be sold in November 2011 is estimated to be interest only for the first two years, then amortized over 20 years at 5%. No other long-term debt is forecasted.

### Transfers In – Operating Funds

This category relates to services one fund, e.g. the General Fund, charges another for services provided. Transfers into the General and Community Development Funds are estimated on 2% and 12%, respectively, on City funded capital projects. The Wastewater Treatment Plant assumes a 2% overhead rate for engineering work during the design and construction phase. Actual engineering charges are based on time expended and billable hourly rates.

# Major Assumptions: Operating Expenditures

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## Personal Services

Combined wages and benefits comprise 37% of total operating expenditures. Key components of this category are wages, retirement, health insurance and social security. The model allows for different assumptions in changes in each category. In the past three years, total personal services has increased less than 4% per year.

Optimistic:	Average total increase around 3.5% with a high year of 4.25%
Middle:	Average total increase around 4% with a high year of 5.4%
Pessimistic:	Average total increase around 5.2% with a high year of 7.7%

## Materials and Services

Impacts of inflation are assumed to remain minor over the five years. Certain costs which are not affected by inflation are excluded from these estimates, e.g. Community Grants, WES operations' payment and utilities. The Police contract assumes 6% per year increases (the contract allows up to 8%). The Veolia Water contract assumes the same rate increases as other supplies and services. The CH2M Hill sewer contract assumes their contracted amounts with 3.5% annual increases.

Optimistic:	Inflationary impact ranging from 0.5% to 2.25%
Middle:	Inflationary impact ranging from 1% to 3%
Pessimistic:	Inflationary impact ranging from 1% to 3%, with a more aggressive climb than Middle level

## Capital Equipment

Equipment replacement averages \$500,000 per year, exclusive of large buses. Cash funded reserves exist for software/hardware and rolling stock (excluding buses). Transit assumes replacement of two large buses in 2013-14 with a significant portion paid by federal grants. The model assumes the same level of expenditures for Optimistic, Middle and Pessimistic.

## Debt Service

Estimates are based on amortization schedules for outstanding debt issues. One new debt in the Sewer Fund is anticipated and is based on \$40 million at 5% with 20-year repayment terms. The model assumes the same level of expenditure for Optimistic, Middle and Pessimistic.

## Other Uses

### Transfers Out

This is the counter-part to Transfers In category. Transfers out from operating funds are primarily for administrative services provided by departments within the General Fund. Transfers out from capital project funds are primarily for engineering services and project administration provided by departments within the Community Development Fund. The model assumes the same level of expenditures for Optimistic, Middle and Pessimistic.

### Stormwater Fund:

#### Revenues:

	Actual		Budget					Projections		
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	
Charges for services	924,072	967,883	953,106	965,000	1,254,500	1,312,400	1,385,258	1,424,340	1,465,518	
Investment income	12,057	10,867	3,603	2,000	15,000	10,000	10,000	10,000	10,000	
Operating Subtotal	936,129	978,750	956,709	967,000	1,269,500	1,322,400	1,395,258	1,434,340	1,475,518	
Other	-	7,392	2,799	-	1,000	1,000	1,000	1,000	1,000	
Total Recurring Revenues	936,129	986,142	959,508	967,000	1,270,500	1,323,400	1,396,258	1,435,340	1,476,518	

#### Requirements:

Stormwater Maint	377,592	363,974	379,650	530,120	554,058	569,725	586,811	602,841	623,666
Stormwater Management	136,829	120,729	151,044	172,810	177,485	184,002	190,153	195,686	203,409
Finance	13,404	17,242	19,597	20,558	20,764	21,075	21,497	22,034	22,695
Community Development (248)	-	-	-	-	-	-	-	-	-
Operating subtotal	527,577	501,945	550,291	723,488	752,307	774,802	798,461	820,561	849,770
Capital project transfs	407,815	175,045	110,525	252,000	425,000	300,000	300,000	300,000	300,000
Debt service	-	-	-	-	-	-	-	-	-
Direct/Indirect overhead	261,738	226,607	217,499	243,700	271,285	282,313	292,146	300,058	311,512
Total Recurring Uses	1,197,130	903,597	878,315	1,219,188	1,448,592	1,357,115	1,390,607	1,420,619	1,461,282
Operating Position	(261,001)	82,545	81,193	(252,188)	(178,092)	(33,715)	5,651	14,721	15,236

#### Non-recurring revenue

Beginning balance	831,905	570,904	653,449	734,642	482,454	304,362	270,647	276,298	291,019
Ending Balance	570,904	653,449	734,642	482,454	304,362	270,647	276,298	291,019	306,255

#### Components End Bal:

Contingency @ 10% costs	-	-	-	-	-	-	-	-	-
Required ending balance	-	-	-	55,068	57,482	59,080	60,831	62,488	64,636
Reserves/set asides	-	-	-	26,506	27,703	28,486	29,341	30,142	31,183
Surplus (deficit)	570,904	653,449	734,642	400,880	219,177	183,081	186,127	198,389	210,436
FTE Total	2.84	2.84	2.84	2.84	2.84	2.84	2.84	2.84	2.84

**Water Operating Fund:**

Revenues:

	Actual		Budget					Projections		
	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	
Charges for services	5,393,190	4,963,651	5,056,627	5,047,000	5,301,900	5,794,850	6,130,667	6,252,977	6,490,588	
Investment income	102,842	57,823	1,485	16,000	20,000	20,000	25,000	25,000	25,000	
Other	23,860	12,234	11,141	-	1,000	1,000	1,000	1,000	1,000	
<b>Operating Subtotal</b>	<b>5,519,892</b>	<b>5,033,708</b>	<b>5,069,253</b>	<b>5,063,000</b>	<b>5,322,900</b>	<b>5,815,850</b>	<b>6,156,667</b>	<b>6,278,977</b>	<b>6,516,588</b>	
Transfers in (SDC)	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	350,000	
<b>Total Recurring Revenues</b>	<b>5,869,892</b>	<b>5,383,708</b>	<b>5,419,253</b>	<b>5,413,000</b>	<b>5,672,900</b>	<b>6,165,850</b>	<b>6,506,667</b>	<b>6,628,977</b>	<b>6,866,588</b>	

Requirements:

710 Water - Distrib/Sales	946,935	956,619	991,314	1,179,450	1,254,721	1,300,055	1,347,784	1,388,090	1,440,009
711 Water - Wholesale	1,804,719	1,714,733	1,883,943	2,182,307	2,227,280	2,047,539	2,308,490	2,140,702	2,434,923
Finance	41,212	49,206	51,160	62,098	62,719	63,660	64,933	66,556	68,553
IS	3,233	-	-	-	-	-	-	-	-
Legal	-	-	-	-	-	-	-	-	-
Comm Devel Admin	-	-	-	-	-	-	-	-	-
<b>Operating subtotal</b>	<b>2,796,099</b>	<b>2,720,558</b>	<b>2,926,417</b>	<b>3,423,855</b>	<b>3,544,720</b>	<b>3,411,254</b>	<b>3,721,207</b>	<b>3,595,348</b>	<b>3,943,486</b>
Capital project transfs	791,344	846,332	137,644	200,000	310,000	549,000	760,000	560,000	400,000
Debt service	2,046,767	1,883,696	1,879,309	1,882,882	1,890,204	1,878,449	1,878,955	1,877,470	1,883,253
Direct/Indirect overhead	563,445	461,848	464,196	535,900	600,309	613,079	645,581	652,476	689,191
<b>Total Recurring Uses</b>	<b>6,197,654</b>	<b>5,912,434</b>	<b>5,407,566</b>	<b>6,042,637</b>	<b>6,345,233</b>	<b>6,451,782</b>	<b>7,005,743</b>	<b>6,685,295</b>	<b>6,915,929</b>
<b>Operating Position</b>	<b>(327,762)</b>	<b>(528,726)</b>	<b>11,687</b>	<b>(629,637)</b>	<b>(672,334)</b>	<b>(285,933)</b>	<b>(499,076)</b>	<b>(56,318)</b>	<b>(49,341)</b>

Debt refinancing	-	-	-	-	-	-	-	-	-
Interfund Loans	-	-	-	-	-	-	-	-	-
Interfund loan repayment	-	-	-	-	-	-	-	-	-
Other Non-recurring reven	-	-	-	-	-	-	-	-	-
Beginning balance	3,556,289	3,228,527	2,700,349	2,711,811	2,082,174	1,409,840	1,123,908	624,832	568,514
<b>Ending Balance</b>	<b>3,228,527</b>	<b>2,699,801</b>	<b>2,712,036</b>	<b>2,082,174</b>	<b>1,409,840</b>	<b>1,123,908</b>	<b>624,832</b>	<b>568,514</b>	<b>519,172</b>

Components End Bal:

Contingency @ 15% costs				513,578	531,708	511,688	558,181	539,302	591,523
Required ending balance				168,088	174,100	167,380	182,814	176,440	193,747
Reserves/set asides	2,438,000	2,643,000	2,638,370	2,843,370	2,838,370	3,043,370	3,028,370	3,233,370	3,208,370
Surplus (deficit)	790,527	56,801	73,666	(1,442,862)	(2,134,338)	(2,598,530)	(3,144,533)	(3,380,598)	(3,474,467)

FTE Total 4.33 4.33 4.58 4.58 4.58 4.58 4.58 4.58 4.58

	Actual		Budget					Projections		
	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	
<b>Transit Fund:</b>										
Revenues:										
Taxes - unrestricted	3,243,156	3,631,532	3,893,919	3,982,542	4,176,960	4,278,460	4,530,330	4,765,618	5,014,999	
Charges for services	174,413	167,005	172,489	145,400	152,670	160,304	168,319	176,735	185,571	
Grants Oper & Capital	369,818	759,083	592,224	931,160	572,700	928,000	525,000	525,000	525,000	
Grants Real Estate	-	-	-	-	-	-	-	-	-	
Cash Match - taxes	168,874	149,520	-	117,458	57,290	127,290	57,290	57,290	57,290	
Investment income	77,929	31,729	15,468	15,000	(84)	(3,084)	(1,834)	(584)	666	
Other	7,270	6,120	40,428	10,000	5,000	5,000	5,000	5,000	5,000	
<b>Total Recurring Revenues</b>	<b>4,041,460</b>	<b>4,744,989</b>	<b>4,714,528</b>	<b>5,201,560</b>	<b>4,964,536</b>	<b>5,495,969</b>	<b>5,284,104</b>	<b>5,529,058</b>	<b>5,788,526</b>	
Requirements:										
Transit - Operations	3,095,229	3,474,042	3,765,607	3,994,060	4,044,132	4,201,087	4,347,133	4,475,922	4,657,170	
Grant Operating & Capital	530,835	573,545	66,449	256,020	342,500	780,000	342,500	342,500	342,500	
Transit - Options	-	-	297,283	440,110	418,645	363,606	374,171	384,563	398,570	
Grant Real Estate	-	-	-	-	-	-	-	-	-	
Finance	2,340	1,816	6,627	6,320	6,383	6,479	6,609	6,774	6,977	
HR & Risk	-	1,628	2,120	2,040	2,060	2,091	2,133	2,186	2,252	
Building/Grounds Maint	-	1,167	460	5,000	5,050	5,126	5,228	5,359	5,520	
Roads	-	10,227	19,192	20,910	21,119	21,436	21,865	22,411	23,084	
<b>Operating Subtotal</b>	<b>3,628,403</b>	<b>4,062,425</b>	<b>4,157,738</b>	<b>4,724,460</b>	<b>4,839,890</b>	<b>5,379,825</b>	<b>5,099,638</b>	<b>5,239,716</b>	<b>5,436,072</b>	
Capital project transfs	1,268,367	165,536	264,917	452,280	149,489	70,375	70,375	57,000	70,000	
Debt Service - Buses	-	-	-	-	-	-	-	-	-	
Interfd Ln GF In (out)	-	-	-	-	-	-	(312,500)	(312,500)	(312,500)	
Direct support depts	-	-	-	-	-	-	-	-	-	
Direct/Indirect overhead	484,977	452,557	441,598	469,280	459,671	483,554	505,139	523,368	549,485	
<b>Total Recurring Uses</b>	<b>5,381,748</b>	<b>4,680,518</b>	<b>4,864,253</b>	<b>5,646,020</b>	<b>5,449,049</b>	<b>5,933,754</b>	<b>5,362,652</b>	<b>5,507,584</b>	<b>5,743,057</b>	
<b>Operating Position</b>	<b>(1,340,288)</b>	<b>64,471</b>	<b>(149,725)</b>	<b>(444,460)</b>	<b>(484,514)</b>	<b>(437,785)</b>	<b>(78,547)</b>	<b>21,474</b>	<b>45,468</b>	
BETC -Receipts	677,833	-	-	-	-	-	-	-	-	
Beginning balance	2,513,223	1,850,768	1,915,238	1,765,513	1,321,053	836,539	398,754	320,207	341,681	
<b>Ending Balance</b>	<b>1,850,768</b>	<b>1,915,239</b>	<b>1,765,513</b>	<b>1,321,053</b>	<b>836,539</b>	<b>398,754</b>	<b>320,207</b>	<b>341,681</b>	<b>387,149</b>	
Components End Bal:										
Contingency @ 15% taxes				597,381	626,544	641,769	679,550	714,843	752,250	
Required ending balance				199,703	202,207	210,054	217,357	223,796	232,859	
Reserves/set asides	1,143,573	1,364,275	1,428,910	1,046,630	(3,370)	(123,370)	(73,370)	(23,370)	26,630	
Surplus (deficit)	707,195	550,964	336,603	(522,662)	11,158	(329,699)	(503,330)	(573,588)	(624,589)	



### Fleet Fund Scenarios

	Actual		Budget				Projections		
	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
End Bal after Scenarios	2,736,818	3,006,489	3,172,083	1,626,218	1,154,564	752,899	792,220	853,022	874,302
Components of End Bal:									
Min Conting @ 20% costs	111,001	110,534	117,644	114,313	118,479	122,462	126,325	129,928	134,886
Required ending balance	48,481	50,775	54,026	57,818	59,239	61,231	63,162	64,964	67,443
Reserves/set asides	2,214,504	2,314,656	2,374,003	824,125	444,125	44,125	84,125	144,125	164,125
Surplus (deficit)	362,832	530,524	626,410	629,962	532,721	525,082	518,608	514,005	507,847

**General Fund:**

Revenues:

	Actual		Actual		Budget					Projections		
	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>		<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>		
Property Taxes	4,580,099	4,840,088	4,985,946		5,330,858	5,559,572	5,840,187	6,081,888	6,357,581	6,603,833		
Licenses, permits, franchis	2,855,432	3,018,505	2,933,621		3,158,100	3,251,637	3,347,956	3,447,140	3,549,274	3,654,447		
Intergovernmental	1,088,362	1,402,526	1,515,751		1,520,000	1,533,379	1,576,821	1,618,709	1,662,264	1,707,557		
Fees & Charges	504,513	407,297	416,362		373,900	403,271	413,190	423,469	434,124	445,169		
Miscellaneous	729,512	653,259	685,344		597,250	651,279	670,273	697,630	725,301	753,301		
<b>Operating Subtotal</b>	<b>9,757,918</b>	<b>10,321,675</b>	<b>10,537,024</b>		<b>10,980,108</b>	<b>11,399,137</b>	<b>11,848,427</b>	<b>12,268,836</b>	<b>12,728,545</b>	<b>13,164,306</b>		
Interfd Svc Charges	2,580,771	1,964,145	1,866,653		2,306,592	2,367,388	2,545,942	2,504,398	2,614,251	2,734,031		
Interfd Loan - Transit					-	-	-	312,500	312,500	312,500		
Residual Equity Trf In	177,667											
<b>Total Recurring Revenues</b>	<b>12,516,356</b>	<b>12,285,820</b>	<b>12,403,677</b>		<b>13,286,700</b>	<b>13,766,525</b>	<b>14,394,369</b>	<b>15,085,734</b>	<b>15,655,297</b>	<b>16,210,836</b>		

Requirements:

010 Administration	1,057,839	1,008,356	1,110,891		1,311,998	1,329,297	1,381,413	1,429,237	1,470,567	1,529,216
Prison Planning										
020 Finance	962,895	1,001,269	1,047,962		1,169,090	1,208,904	1,263,836	1,312,695	1,352,946	1,411,222
030 Information Systems	494,636	499,985	655,836		602,460	653,760	636,371	667,118	675,045	700,486
035 GIS	152,947	159,831	183,557		217,880	224,796	234,365	243,025	250,352	260,842
050 Legal	380,797	400,779	408,635		490,340	509,031	534,706	556,961	574,529	600,436
060 HR & Risk Mgmt	505,173	474,387	482,105		605,175	622,211	645,916	668,045	687,650	715,188
100 Law Enforcement	3,061,352	3,415,357	3,588,567		3,746,670	3,968,745	4,204,393	4,454,422	4,719,692	5,001,122
110 Municipal Court	148,321	149,645	164,139		207,700	214,809	224,614	233,326	240,489	250,868
200 Public Works Admin	528,309	565,751	557,902		713,825	740,582	777,361	809,360	834,779	872,162
220 Bldg/Grds Maint.	616,334	522,533	601,315		689,937	706,397	729,503	752,110	773,440	802,656
225 Parks Maintenance	806,948	1,022,888	902,868		1,004,765	1,027,469	1,060,762	1,093,438	1,124,386	1,166,712
Recreation	-	-	-		-	-	-	-	-	-
Youth Programs	-	-	-		-	-	-	-	-	-
300 Comm Services	804,981	813,319	846,957		1,008,580	1,038,357	1,079,601	1,117,124	1,149,139	1,194,812
350 Library	967,375	1,221,424	1,333,590		1,512,895	1,552,966	1,622,111	1,683,938	1,735,298	1,809,397
410 Comm Devel Admin										
420 Engineering										
430 Building										
440 Planning										
470 Nat Res/Stormwater Mgt.										
Non-Departmental	-	-	-		-	25,000	65,000	55,000	65,000	65,000
<b>Operating Subtotal</b>	<b>10,487,906</b>	<b>11,255,524</b>	<b>11,884,324</b>		<b>13,281,315</b>	<b>13,822,324</b>	<b>14,459,952</b>	<b>15,075,797</b>	<b>15,653,312</b>	<b>16,380,119</b>

	Actual		Actual		Actual		Budget					Projections				
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	
Capital project trfs	122,694	88,850	46,863	1,825,000	1,710,000	60,000	80,000	80,000	80,000	200,000	203,000	207,060	212,237	218,604		
Oper Trf - CD/Planning	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Direct/Indirect overhead	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Debt service pymts	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Total Recurring Uses	10,610,601	11,344,374	11,931,187	15,306,315	15,732,324	14,722,952	15,362,857	15,945,548	16,678,723							
Operating Position	1,905,755	941,446	472,490	(2,019,615)	(1,965,799)	(328,583)	(277,123)	(290,252)	(467,886)							
Op Trfs - CD Fd Planning	-	-	-	(200,000)	(200,000)	(203,000)	105,440	100,264	93,896							
Interfund loans	-	-	-													
Non-recurring revenues																
Beginning balance	10,091,815	11,997,571	12,939,017	13,411,507	13,411,507	13,411,507	11,191,892	9,026,093	8,322,827	8,322,827	8,322,827	8,322,827	8,322,827	8,132,839	8,132,839	
Ending Balance	11,997,571	12,939,017	13,411,507	11,191,892	9,026,093	8,494,509	8,322,827	8,132,839	7,758,849							
Components End Bal:																
Min Conting @ 20% costs	2,097,581	2,251,105	2,376,865	2,656,263	2,764,465	2,891,990	3,015,159	3,130,662	3,276,024							
Required ending balance	524,395	562,776	594,216	664,066	691,116	722,998	753,790	782,666	819,006							
Reserves/set asides	3,812,041	4,401,660	4,742,903	3,652,903	3,961,153	4,422,815	5,210,561	6,002,069	6,797,528							
DOC settlement proceeds	2,058,763	2,058,764	2,058,764	2,058,762	2,058,762	2,058,762	2,058,762	2,058,762	2,058,763							
Surplus (deficit)	3,504,790	3,664,712	3,638,759	2,159,898	(449,403)	(1,602,056)	(2,715,445)	(3,841,320)	(5,192,472)							
FTE Total	79.46	82.88	84.73	86.26	86.26	86.26	86.26	86.26	86.26							
(fte includes contracted police services)																
End Bal after Scenarios	11,997,571	12,939,017	13,411,507	11,191,892	9,026,093	8,494,509	8,322,827	8,132,839	7,758,849							
Components End Bal:																
Min Conting @ 20% costs				2,656,263	2,764,465	2,891,990	3,015,159	3,130,662	3,276,024							
Required ending balance				664,066	691,116	722,998	753,790	782,666	819,006							
Reserves/set asides				3,652,903	3,961,153	4,422,815	5,210,561	6,002,069	6,797,528							
DOC settlement proceeds				2,058,762	2,058,762	2,058,762	2,058,762	2,058,762	2,058,762							
Surplus (deficit)				2,159,898	(449,403)	(1,602,056)	(2,715,445)	(3,841,320)	(5,192,471)							

	Actual		Budget					Projections	
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Community Development Fund:</b>									
Revenues:									
Permits	243,542	225,338	641,014	555,060	480,000	480,000	483,500	697,000	410,000
Charges for services	51,334	31,721	37,742	52,500	52,500	52,500	52,500	52,500	52,500
Urban Renewal	1,070,000	639,035	742,000	692,000	712,760	734,143	756,167	778,852	802,218
Interest	45,829	35,991	(6,300)	11,000	11,165	11,332	11,502	11,675	11,850
Other/Adjustments	2,656	2,811	5,298	1,000	(48,000)	(48,000)	(48,350)	(69,700)	(41,000)
Operating Subtotal	1,413,361	934,896	1,419,754	1,311,560	1,208,425	1,229,975	1,255,320	1,470,327	1,235,568
Interfd Svc Charges	2,092,941	1,762,523	1,397,978	2,110,000	2,323,407	2,335,289	2,445,462	2,553,322	2,665,022
Other Source - Gen Fd				200,000	200,000	203,000	207,060	212,237	218,604
Total Recurring Revenues	3,506,302	2,697,419	2,817,732	3,621,560	3,731,832	3,768,264	3,907,841	4,235,885	4,119,193
Requirements:									
410 Comm Devel Admin	871,121	955,357	808,714	933,350	966,066	971,227	1,009,923	1,041,245	1,086,937
420 Engineering	1,268,732	1,208,144	1,032,722	1,259,170	1,428,760	1,498,700	1,559,762	1,608,555	1,680,128
430 Building									
440 Planning	795,234	666,595	637,249	781,810	811,288	851,799	886,998	914,898	955,968
470 Nat Res/Stormwater N	-	160	179,416	202,430	210,558	221,702	231,254	238,649	249,647
Operating Subtotal	2,935,088	2,830,256	2,658,101	3,176,760	3,416,672	3,543,428	3,687,937	3,803,347	3,972,681
Direct/Indirect overhead	464,513	82,251	80,307	87,000	88,484	90,517	92,250	93,578	95,563
Total Recurring Uses	3,399,601	2,912,507	2,738,408	3,263,760	3,505,156	3,633,945	3,780,187	3,896,925	4,068,243
Operating Position	106,701	(215,088)	79,324	357,800	226,676	134,319	127,655	338,960	50,950
Beginning Balance	1,843,054	1,949,755	1,734,380	1,813,704	2,171,504	2,398,180	2,532,499	2,660,154	2,999,113
Ending Balance	1,949,755	1,734,667	1,813,704	2,171,504	2,398,180	2,532,499	2,660,154	2,999,113	3,050,063
Components of End Bal									
Contingency @ 20% costs	587,018	566,051	531,620	635,352	683,334	708,686	737,587	760,669	794,536
Required ending balance	146,754	141,505	123,934	148,717	160,306	166,086	172,834	178,235	186,152
Reserves/set asides									
Surplus (deficit)	1,215,983	1,027,111	1,158,149	1,387,435	1,554,539	1,657,727	1,749,732	2,060,209	2,069,376
FTE Total	27.9	27.9	25.5	24.5	25.5	25.5	25.5	25.5	25.5

## Building Inspection Fund

### Revenues:

	Actual		Actual	Budget					Projections		
	2008-09	2009-10		2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	
Permits	422,048	394,155	865,162	979,968	928,318	846,321	817,722	737,000	288,214		
Charges for services											
Urban Renewal											
Interest	39,737	10,652	10,133	5,000	5,000	8,000	10,000	14,000	15,000		
Other	3,212	64,068	20,849	-	(92,832)	(84,632)	(81,772)	(73,700)	(28,821)		
Operating Subtotal	464,998	468,875	896,144	984,968	840,486	769,689	745,950	677,300	274,393		
Interfd Svc Charges		53,850	6,462								
Total Recurring Revenues	464,998	522,725	902,606	984,968	840,486	769,689	745,950	677,300	274,393		

### Requirements:

410 Comm Devel Admin									
420 Engineering									
430 Building	613,730	541,148	546,994	628,280	652,329	685,360	713,965	736,510	769,779
440 Planning									
020 Finance	10,907	11,161	9,099	15,500	15,655	15,890	16,208	16,613	17,111
Operating Subtotal	624,637	552,309	556,093	643,780	667,984	701,250	730,172	753,123	786,890
Direct/Indirect overhead	229,693	196,862	116,990	122,300	172,261	179,544	185,843	190,795	198,110
Total Recurring Uses	854,330	749,171	673,083	766,080	840,245	880,794	916,015	943,917	985,000
Operating Position	(389,332)	(226,446)	229,523	218,888	242	(111,105)	(170,066)	(266,617)	(710,608)

### Transfers In

Beginning Balance	1,520,068	1,130,736	904,290	1,133,813	1,352,701	1,352,942	1,241,837	1,071,772	805,154
Ending Balance	1,130,736	904,290	1,133,813	1,352,701	1,352,942	1,241,837	1,071,772	805,154	94,547

### Components of End Bal:

Contingency @ 20% costs	124,927	110,462	111,219	128,756	133,597	140,250	146,034	150,625	157,378
Required ending balance	30,687	27,057	27,350	31,414	32,616	34,268	35,698	36,825	38,489
Reserves/set asides				-	-	-	-	-	-
Surplus (deficit)	975,122	766,771	995,245	1,192,531	1,186,729	1,067,319	890,039	617,704	(101,320)

### FTE Total

	6.4	6.4	5.1	5.1	5.1	5.1	5.1	5.1	5.1
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	Actual		Budget					Projections		
	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>	
<b>Sewer Operating Fund:</b>										
Revenues:										
Charges for services	4,208,502	4,546,356	5,104,226	5,750,000	6,125,650	6,978,953	7,522,638	7,665,919	7,959,092	
Investment income	92,942	33,656	1,077	38,000	22,000	28,000	32,000	32,000	32,000	
Other	17,823	29,609	29,569	18,216	11,100	11,100	11,100	11,100	11,100	
Operating Subtotal	4,319,267	4,609,621	5,134,872	5,806,216	6,158,750	7,018,053	7,565,738	7,709,019	8,002,192	
Transfers in (SDC)	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	300,000	
<b>Total Recurring Revenues</b>	<b>4,619,267</b>	<b>4,909,621</b>	<b>5,434,872</b>	<b>6,106,216</b>	<b>6,458,750</b>	<b>7,318,053</b>	<b>7,865,738</b>	<b>8,009,019</b>	<b>8,302,193</b>	
Requirements:										
Collections/Treatment	1,933,416	2,206,223	2,145,367	586,870	725,514	766,014	788,051	813,989	846,222	
Pretreatment	112,603	91,785	116,845	124,390	128,515	134,214	139,314	143,559	149,678	
Treatment	-	-	-	1,724,105	1,769,258	2,241,762	2,315,172	2,392,768	2,474,755	
Finance	38,509	43,518	46,501	57,898	58,477	59,354	60,541	62,055	63,916	
HR/Risk Mgmt	-	3,600	-	-	-	-	-	-	-	
Comm Devel Admin	-	-	-	-	-	-	-	-	-	
Operating subtotal	2,084,528	2,345,126	2,308,713	2,493,263	2,681,765	3,201,344	3,303,078	3,412,371	3,534,571	
Capital project transfs	940,169	393,232	22,991	722,300	500,000	970,000	1,796,000	1,046,000	600,000	
Debt service	650,055	698,622	734,972	1,645,550	2,538,550	3,873,823	3,873,642	3,877,292	3,228,798	
Direct support depts	-	-	-	-	-	-	-	-	-	
Direct/Indirect overhead	606,745	444,597	415,506	490,860	558,165	623,701	645,405	665,112	690,485	
Total Recurring Uses	4,281,497	3,881,577	3,482,182	5,351,973	6,278,480	8,668,868	9,618,125	9,000,775	8,053,854	
Operating Position	337,770	1,028,044	1,952,690	754,243	180,270	(1,350,815)	(1,752,387)	(991,755)	248,339	
Debt refinance	-	-	-	(5,000,000)	-	-	-	-	-	
Non-recurring revenue	54,565	-	-	5,000,000	-	-	-	-	-	
Beginning balance	4,080,294	4,472,580	5,500,624	7,453,314	8,207,557	8,387,828	7,037,012	5,284,626	4,292,870	
Ending Balance	4,472,629	5,500,624	7,453,314	8,207,557	8,387,828	7,037,012	5,284,626	4,292,870	4,541,209	
Components End Bal:										
Contingency @ 15% costs				115,374	136,876	143,937	148,186	152,940	158,972	
Required ending balance				35,563	42,701	45,011	46,368	47,877	49,795	
Reserves/set asides	650,000	650,000	650,000	650,000	650,000	650,000	1,400,000	1,700,000	2,650,000	
Surplus (deficit)	3,822,629	4,850,624	6,803,314	7,406,621	7,558,250	6,198,064	3,690,071	2,392,053	1,682,441	
FTE Total	8.83	9.16	9.16	9.16	3.83	3.83	3.83	3.83	3.83	

### Street Lighting Fund:

#### Revenues:

	Actual		Budget							Projections	
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17		
Charges for services	380,989	375,483	374,858	385,000	385,000	392,700	385,000	381,073	384,923		
Investment income	8,787	4,927	3,325	4,000	3,000	2,000	2,000	2,000	2,000		
Other	-	3,951	-	-	-	-	-	-	-		
Operating Subtotal	389,776	384,361	378,183	389,000	388,000	394,700	387,000	383,073	386,923		
Total Recurring Revenues	389,776	384,361	378,183	389,000	388,000	394,700	387,000	383,073	386,923		
Requirements:											
Street Lighting	254,029	257,958	253,687	291,080	293,991	298,401	304,369	311,978	321,337		
Capital project transfs	926	4,444	21,010	59,280	11,000	8,000	8,000	8,000	8,000		
Total Recurring Uses	254,955	262,402	274,697	350,360	304,991	306,401	312,369	319,978	329,337		
Operating Position	134,821	121,959	103,486	38,640	83,009	88,299	74,631	63,095	57,586		
Interfund Loans	-	-	-	-	-	-	-	-	-		
Interfund Loan Repaymen	-	-	-	-	-	-	-	-	-		
Beginning balance	321,226	456,049	578,009	681,495	720,135	803,144	891,443	966,074	1,029,170		
Ending Balance	456,048	578,008	681,495	720,135	803,144	891,443	966,074	1,029,170	1,086,755		
Components End Bal:											
Contingency @ 10% costs				29,108	29,399	29,840	30,437	31,198	32,134		
Required ending balance				14,554	14,700	14,920	15,218	15,599	16,067		
Reserves/set asides	136,244	301,800	450,790	561,510	601,510	601,510	601,510	601,510	601,510		
Surplus (deficit)	319,804	276,208	230,705	114,963	157,535	245,173	318,909	380,863	437,045		

	Actual		Budget					Projections		
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	
<b>Road Operating Fund:</b>										
Revenues:										
Intergovernmental	687,902	756,557	909,513	1,071,600	1,119,886	1,139,886	1,153,777	1,167,833	1,182,055	
Investment income	3,922	1,779	2,363	4,000	2,500	2,500	2,500	2,500	2,500	
Other	3,322	1,152	5,739	-	-	-	-	-	-	
Operating Subtotal	695,147	759,488	917,615	1,075,600	1,122,386	1,142,386	1,156,277	1,170,333	1,184,555	
Interfd Svc Charges		3,335	5,398							
Total Recurring Revenues	695,147	762,823	923,013	1,075,600	1,122,386	1,142,386	1,156,277	1,170,333	1,184,555	
Requirements:										
Road Operations	586,043	482,671	544,239	695,790	711,717	734,128	756,332	777,611	806,580	
Direct/indirect overhead	159,913	27,574	89,280	96,280	163,452	169,923	175,750	180,642	187,668	
Capital project transfs	111,985	-	90,000	90,000	90,000	90,000	90,000	90,000	90,000	
Total Recurring Uses	857,941	510,245	723,519	882,070	965,169	994,051	1,022,081	1,048,252	1,084,248	
Operating Position	(162,794)	252,578	199,494	193,530	157,218	148,334	134,196	122,081	100,307	
Beginning balance	365,663	202,869	455,448	654,942	848,472	1,005,690	1,154,024	1,288,220	1,410,301	
Ending Balance	202,868	455,447	654,942	848,472	1,005,690	1,154,024	1,288,220	1,410,301	1,510,608	
Components End Bal:										
Contingency @ 10% costs				69,579	71,172	73,413	75,633	77,761	80,658	
Required ending balance				34,790	35,586	36,706	37,817	38,881	40,329	
Reserves/set asides				744,104	898,932	1,043,905	1,174,770	1,293,659	1,389,621	
Surplus (deficit)	202,868	455,447	654,942							
FTE Total	3.25	3.75	3.75	3.75	3.75	3.75	3.75	3.75	3.75	

**General Fund  
Revenue Forecast**

	Actual			Budget		Projections			
	<u>2008-09</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
<b>Fiscal Years:</b>									
<b>Property Taxes</b>									
Property taxes - current	4,431,665	4,650,363	4,878,232	5,195,858	5,403,696	5,678,076	5,911,546	6,180,235	6,418,426
Property taxes - prior	148,434	189,725	107,714	135,000	155,876	162,111	170,342	177,346	185,407
Local Option Levy	-	-	-	-	-	-	-	-	-
<b>Property Taxes Total</b>	<b>4,580,099</b>	<b>4,840,088</b>	<b>4,985,946</b>	<b>5,330,858</b>	<b>5,559,572</b>	<b>5,840,187</b>	<b>6,081,888</b>	<b>6,357,581</b>	<b>6,603,833</b>
<b>Licenses, permits, franchise</b>									
Franchise Fees	2,489,993	2,707,309	2,571,208	2,817,500	2,902,025	2,989,086	3,078,758	3,171,121	3,266,255
Business licenses	146,831	118,090	148,304	120,600	123,012	125,472	127,982	130,541	133,152
Building permits									
Prison permits									
Engineering permits									
Landscape permits									
Hotel/motel tax	218,608	193,106	214,109	220,000	226,600	233,398	240,400	247,612	255,040
<b>Licenses, permits, franchise Total</b>	<b>2,855,432</b>	<b>3,018,505</b>	<b>2,933,621</b>	<b>3,158,100</b>	<b>3,251,637</b>	<b>3,347,956</b>	<b>3,447,140</b>	<b>3,549,274</b>	<b>3,654,447</b>
<b>Intergovernmental</b>									
New Clack Co Distr		750,997	826,821	840,000	873,600	908,544	944,886	982,681	1,021,988
State revenue sharing	165,119	173,234	187,069	170,000	195,883	197,443	197,889	198,335	198,781
Alcoholic beverage tax	213,602	202,960	213,531	250,000	227,682	229,496	230,014	230,532	231,050
Cigarette tax sharing	27,781	26,302	28,535	24,000	29,506	29,741	29,808	29,875	29,942
911 revenue sharing	93,421	90,766	92,484	90,000	101,822	102,633	102,865	103,096	103,328
WLWV School District	69,710	72,075	73,561	77,700	81,585	85,664	89,947	94,445	99,167
Metro									
County - Comm Svcs									
Grants - not Library	14,584	15,661	16,673	8,300	3,300	3,300	3,300	3,300	3,300
Library Grants	8,287	3,420	2,471	3,000	-	-	-	-	-
Grants/CC Title III	69,221	67,111	74,606	57,000	20,000	20,000	20,000	20,000	20,000

**General Fund  
Revenue Forecast**

<b>Intergovernmental Total</b>	1,088,362	1,402,526	1,515,751	1,520,000	1,533,379	1,576,821	1,618,709	1,662,264	1,707,557
Fees & Charges									
Urban renewal charges	311,918	223,186	218,186	218,200	224,746	231,488	238,433	245,586	252,954
Recreation charges	82,732	78,213	96,097	65,200	80,000	80,000	80,000	80,000	80,000
Facility use charges	37,625	38,487	33,352	30,000	35,000	35,000	35,000	35,000	35,000
Library revenues	61,150	58,419	58,342	51,500	54,075	56,779	59,618	62,599	65,729
Other fees	11,088	8,992	10,385	9,000	9,450	9,923	10,419	10,940	11,487
<b>Fees &amp; Charges Total</b>	504,513	407,297	416,362	373,900	403,271	413,190	423,469	434,124	445,169
Miscellaneous									
Court fines	287,000	293,007	460,326	400,000	404,000	408,040	412,120	416,242	420,404
Investment income	298,202	146,987	32,065	57,000	99,029	110,570	130,264	150,052	169,938
Gifts - Library	36,949	50,459	55,047	53,150	50,000	50,000	50,000	50,000	50,000
Gifts - not Library	18,778	12,052	8,099	3,000	5,000	5,000	5,000	5,000	5,000
Senior Center Revenues	10,582	10,658	10,960	6,600	15,000	15,000	15,000	15,000	15,000
Cable Revenues	64,457	64,619	49,232	65,000	68,250	71,663	75,246	79,008	82,958
Other	13,544	75,477	69,615	12,500	10,000	10,000	10,000	10,000	10,000
<b>Miscellaneous Total</b>	729,512	653,259	685,344	597,250	651,279	670,273	697,630	725,301	753,301
<b>Grand Total</b>	9,757,918	10,321,675	10,537,024	10,980,108	11,399,137	11,848,427	12,268,836	12,728,545	13,164,306

**Other Funds Revenues  
History and Forecast**

	Actual		Actual	Budget		Projections				
	<u>2008-09</u>	<u>2009-10</u>		<u>2010-11</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2015-16</u>	<u>2016-17</u>
Fiscal Years:										
<b>Stormwater Fund:</b>										
Charges for services	924,072	937,249	953,106	965,000	965,000	1,264,150	1,322,050	1,397,899	1,437,561	
Nominal/growth increase				9,650	9,650	9,650	12,642	13,221	13,979	
Rate increase				289,500	289,500	48,250	63,208	26,441	27,958	
Grant Revenue		30,634								
Investment income	12,057	10,867	3,603	2,000	15,000	10,000	10,000	10,000	10,000	
Other		7,392	2,799	1,000	1,000	1,000	1,000	1,000	1,000	
Other Non-recurring				-	-	-	-	-	-	
<b>Total</b>	<b>936,129</b>	<b>986,142</b>	<b>959,508</b>	<b>967,000</b>	<b>1,280,150</b>	<b>1,333,050</b>	<b>1,408,899</b>	<b>1,448,561</b>	<b>1,490,497</b>	
<b>Water Operating Fund:</b>										
Charges for services	5,374,616	4,946,471	5,016,673	5,030,000	4,879,500	5,379,490	5,670,308	6,047,868	6,274,152	
Nominal/growth increase				(150,500)	97,590	(99,542)	(52,799)	56,175	61,040	
Rate increase effect				402,400	402,400	390,360	430,359	170,109	181,436	
Sherwood sales			9,504	656,000	900,000	920,000	930,000	950,000	970,000	
Connect fees	18,574	17,180	30,450	17,000	20,000	25,000	30,000	35,000	35,000	
Investment income	102,842	57,823	1,485	16,000	20,000	20,000	25,000	25,000	25,000	
Other	23,860	12,234	11,141	-	1,000	1,000	1,000	1,000	1,000	
Other Non-recurring										
Bond sale proceeds										
<b>Total</b>	<b>5,519,892</b>	<b>5,033,708</b>	<b>5,069,253</b>	<b>5,568,500</b>	<b>6,320,490</b>	<b>6,636,308</b>	<b>7,033,868</b>	<b>7,285,152</b>	<b>7,547,628</b>	
<b>Transit Fund:</b>										
Payroll taxes	3,412,030	3,781,052	3,893,919	4,100,000	4,100,000	4,234,250	4,405,750	4,587,620	4,822,908	
COLA, wage incrs				123,000	123,000	164,000	169,370	220,288	229,381	
New Jobs growth				-	11,250	7,500	12,500	15,000	20,000	
Payroll tax subtotal				4,100,000	4,234,250	4,405,750	4,587,620	4,822,908	5,072,289	
Charges for services				-	-	-	-	-	-	
Farebox & Passes	174,413	167,005	172,489	145,400	152,670	160,304	168,319	176,735	185,571	
Grants - Operating	175,981	226,417	542,010	724,016	322,700	328,000	275,000	275,000	275,000	
Grants - Capital	193,837	532,666	50,214	207,144	250,000	600,000	250,000	250,000	250,000	
Intergovernmental total	369,818	759,083	592,224	931,160	572,700	928,000	525,000	525,000	525,000	

**Other Funds Revenues  
History and Forecast**

	Actual			Budget			Projections			
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	
Fiscal Years:	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	
BETC	677,833	-	-	15,000	(84)	(3,084)	(1,834)	(584)	666	
Investment income	77,929	31,729	15,468	450,000						
Sale of Property				10,000	5,000	5,000	5,000	5,000	5,000	
Other	7,270	6,120	40,428							
<b>Total</b>	<b>4,719,293</b>	<b>4,744,989</b>	<b>4,714,528</b>	<b>9,751,560</b>	<b>9,198,786</b>	<b>9,901,719</b>	<b>9,871,724</b>	<b>10,351,965</b>	<b>10,860,814</b>	
<b>Fleet Services Fund:</b>										
Charges for services	1,110,006	1,105,340	1,176,444	1,143,128	1,184,787	1,224,617	1,263,246	1,299,283	1,348,865	
Replacement Program	103,744	122,120	96,116	104,122	100,000	100,000	100,000	100,000	100,000	
Rental Income	-	-	-	-	-	-	-	-	-	
Investment income	59,868	61,825	(3,928)	20,000	11,103	1,103	2,103	3,603	4,103	
Other	19,464	19,862	16,790							
Other - Non recurring										
<b>Total</b>	<b>1,293,082</b>	<b>1,309,147</b>	<b>1,285,422</b>	<b>1,267,250</b>	<b>1,295,890</b>	<b>1,325,720</b>	<b>1,365,349</b>	<b>1,402,886</b>	<b>1,452,968</b>	
<b>Community Development Fund:</b>										
Permits - Engineering	41,693	87,528	413,982	304,400	280,000	280,000	283,500	497,000	210,000	
Permits - Planning	201,849	137,810	227,032	250,660	200,000	200,000	200,000	200,000	200,000	
Charges for services	51,334	31,721	37,742	52,500	52,500	52,500	52,500	52,500	52,500	
Developer Chg Svcs				150,000	100,000					
Urban renewal	1,070,000	639,035	742,000	692,000	712,760	734,143	756,167	778,852	802,218	
Interest	45,829	35,991	(6,300)	11,000	11,165	11,332	11,502	11,675	11,850	
Intergovernmental				18,000						
Other	2,656	2,811	5,298	1,000	(48,000)	(48,000)	(48,350)	(69,700)	(41,000)	
Other - VB Mstr Plan				115,000	25,000	25,000	25,000	25,000	25,000	
<b>Total</b>	<b>1,413,361</b>	<b>934,896</b>	<b>1,419,754</b>	<b>1,594,560</b>	<b>1,333,425</b>	<b>1,254,975</b>	<b>1,280,320</b>	<b>1,495,327</b>	<b>1,260,568</b>	
<b>Building Inspections Fund:</b>										
Permit Value	28841669	29161589	69762703	0.01220738 Avg permit rev per constr value						
				549,332	1,113,923	1,113,923	1,113,923	915,553	671,406	
Permits	422,048	394,155	865,162	979,968	928,318	846,321	817,722	737,000	288,214	
Interest	39,737	10,652	10,133	5,000	5,000	8,000	10,000	14,000	15,000	
Other	3,212	64,068	20,849	(92,832)	(84,632)	(81,772)	(81,772)	(73,700)	(28,821)	
<b>Total</b>	<b>464,998</b>	<b>468,875</b>	<b>896,144</b>	<b>984,968</b>	<b>840,486</b>	<b>769,689</b>	<b>745,950</b>	<b>677,300</b>	<b>274,393</b>	

**Other Funds Revenues  
History and Forecast**

	Actual			Budget					Projections		
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17		
Fiscal Years:											
<b>Sewer Operating Fund:</b>											
Charges for services	3,925,270	4,191,639	4,794,108	5,350,000	5,681,250	6,494,553	7,029,350	7,162,943	7,446,250		
Nominal/growth increase					107,000	(113,625)	(64,946)	70,294	71,629		
Rate increase effect				275,000	642,000	578,825	127,619	139,288	144,665		
High strength surcharge	283,232	354,717	310,118	370,000	400,000	444,400	484,400	493,288	502,976		
Rate increase effect				30,000	44,400	40,000	8,888	9,688	9,866		
Investment income	92,942	33,656	1,077	38,000	22,000	28,000	32,000	32,000	32,000		
Other	17,823	29,609	29,569	18,216	11,100	11,100	11,100	11,100	11,100		
Other Non-recurring (SDC trfs on sep tab)	54,565			5,000,000		-					
<b>Total</b>	<b>4,373,832</b>	<b>4,609,621</b>	<b>5,134,872</b>	<b>11,081,216</b>	<b>6,907,750</b>	<b>7,483,253</b>	<b>7,628,411</b>	<b>7,918,601</b>	<b>8,218,486</b>		
<b>Street Lighting Fund:</b>											
Charges for services	380,989	375,483	374,858	385,000	385,000	392,700	385,000	381,073	384,923		
Nominal/growth increase					7,700	(7,700)	(3,927)	3,850	3,811		
Rate increase effect											
Investment income	8,787	4,927	3,325	4,000	3,000	2,000	2,000	2,000	2,000		
Other (interfd loan on sep tab)		3,951									
<b>Total</b>	<b>389,776</b>	<b>384,361</b>	<b>378,183</b>	<b>389,000</b>	<b>395,700</b>	<b>387,000</b>	<b>383,073</b>	<b>386,923</b>	<b>390,734</b>		
<b>Road Operating Fund:</b>											
Gas tax - state	681,979	747,537	902,683	865,000	1,113,286	1,133,286	1,147,177	1,161,233	1,175,455		
Other adjustments				200,000							
Washington County Tax	5,923	9,020	6,830	6,600	6,600	6,600	6,600	6,600	6,600		
Investment income	3,922	1,779	2,363	4,000	2,500	2,500	2,500	2,500	2,500		
Other	3,322	1,152	5,739								
<b>Total</b>	<b>695,147</b>	<b>759,488</b>	<b>917,615</b>	<b>1,075,600</b>	<b>1,122,386</b>	<b>1,142,386</b>	<b>1,156,277</b>	<b>1,170,333</b>	<b>1,184,555</b>		

## Designations and Reserves

	Actual			Projections						
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	
<b>Fiscal Years:</b>										
<b>General Fund:</b>										
<b>Increases:</b>										
Information Systems	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
Records Mgmt Sys	625,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
GF/CD Operations		250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Bldg Inspect Oper's										
PERs rate savings										
CD Software				75,000	75,000	75,000	75,000	75,000	75,000	75,000
Building Repairs	520,309	75,000	75,000	-	-	-	-	-	-	-
Bldg Mods/Move		-	-	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Emergency Mgmt	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Parks Equip & Infra.		70,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Library Local Option										
Police Local Option										
Moving & Remodeling										
Library & Parks										
DOC/WTP 1x Ahead										
Interfund Loans	64,457	64,619	49,232	-	-	-	312,500	312,500	312,500	312,500
PEG Communication		250,000		65,000	68,250	71,663	75,246	79,008	82,958	82,958
Council - Rainy Day										
<b>Total Increases</b>	<b>1,304,766</b>	<b>854,619</b>	<b>569,232</b>	<b>585,000</b>	<b>588,250</b>	<b>591,663</b>	<b>857,746</b>	<b>861,508</b>	<b>865,458</b>	<b>865,458</b>
<b>Uses:</b>										
Information Systems		(12,000)	(185,074)	(60,000)	(150,000)					
Records Mgmt Sys										
GF/CD Operations										
Bldg Inspect Oper's										
PERs rate savings	(115,000)	-	-	-	-	-	-	-	-	-
CD Software										
Building Repairs	(83,912)	(30,000)	(22,215)	(30,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Bldg Mods/Move	(379,695)			(35,000)						

## Designations and Reserves

Fiscal Years:	Actual		Actual		Budget		Projections			
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	
Emergency Mgmt	(9,705)	-	-	-	-	-	-	-	-	
Parks Equip & Infra.		(77,000)		(15,000)	(75,000)	(75,000)	(15,000)	(15,000)	(15,000)	
Library Local Option										
Police Local Option										
Moving & Remodeling	(470,309)	(145,000)								
Library & Parks										
DOC/WTP 1x Ahead				(1,500,000)						
Interfund Loans			(20,700)	(35,000)	(5,000)	(5,000)	(5,000)	(5,000)	(4,999)	
PEG Communication	(49,432)	(1,000)								
Council - Rainy Day										
<b>Total Uses</b>	<b>(1,108,053)</b>	<b>(265,000)</b>	<b>(227,989)</b>	<b>(1,675,000)</b>	<b>(280,000)</b>	<b>(130,000)</b>	<b>(70,000)</b>	<b>(70,000)</b>	<b>(69,999)</b>	
<b>Ending Balances:</b>										
Accounting System	175,000	238,000	127,926	142,926	217,926	292,926	367,926	442,926	517,926	
Records Mgmt Sys	-	50,000	100,000	150,000	50,000	100,000	100,000	100,000	100,000	
GF/CD Operations	1,500,000	1,750,000	2,000,000	2,250,000	2,500,000	2,750,000	3,000,000	3,250,000	3,500,000	
Bldg Inspect Oper's	-	-	-	-	-	-	-	-	-	
PERs rate savings	-	-	-	-	-	-	-	-	-	
CD Software	-	-	-	-	-	-	-	-	-	
Building Repairs	730,308	775,308	828,093	873,093	898,093	923,093	948,093	973,093	998,093	
Bldg Mods/Move	1,058,488	1,058,488	1,058,488	1,023,488	1,023,488	1,023,488	1,023,488	1,023,488	1,023,488	
Emergency Mgmt	76,979	96,979	116,979	136,979	156,979	176,979	196,979	216,979	236,979	
Parks Equip & Infra.	-	(7,000)	43,000	78,000	53,000	28,000	63,000	98,000	133,000	
Library Local Option	-	-	-	-	-	-	-	-	-	
Police Local Option	-	-	-	-	-	-	-	-	-	
Moving & Remodeling	0	0	0	0	0	0	0	0	0	
Library & Parks	145,000	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	
DOC/WTP 1x Ahead	-	-	-	-	-	-	-	-	-	
Interfund Loans	-	-	-	(1,500,000)	(1,500,000)	(1,500,000)	(1,187,500)	(875,000)	(562,500)	
PEG Communication	126,266	189,885	218,417	248,417	311,667	378,329	448,575	522,583	600,542	
Council - Rainy Day		250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	
DOC Contract Stlmt										
<b>Total ending bal</b>	<b>3,812,041</b>	<b>4,401,660</b>	<b>4,742,903</b>	<b>3,652,903</b>	<b>3,961,153</b>	<b>4,422,815</b>	<b>5,210,561</b>	<b>6,002,069</b>	<b>6,797,528</b>	

## Designations and Reserves

Fiscal Years:	Actual		Budget		Projections				
	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Water Fund (Exhibit B Replacement Reserve)</b>									
Equipment reserve	35,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
WTP Operations	110,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000
Max Annual Debt Svc									
Use - Equipment reserves	(197,000)	-	(209,630)	-	(210,000)	-	(220,000)	-	(230,000)
Use - GAC									
Ending Balance	2,438,000	2,643,000	2,638,370	2,843,370	2,838,370	3,043,370	3,028,370	3,233,370	3,208,370
<b>Transit Fund: Goal \$1M max for bus match and bldg mods</b>									
Increase - taxes	300,000	300,000	300,000	300,000	-	-	100,000	100,000	100,000
Increase - 5307	-	532,666	-	-	-	-	-	-	-
BETC Receipts	677,833								
Building contrib					(1,000,000)				
Use	(1,268,347)	(611,964)	(235,365)	(682,280)	(50,000)	(120,000)	(50,000)	(50,000)	(50,000)
PERS Rate	(45,000)			-					
Ending Balance	1,143,573	1,364,275	1,428,910	1,046,630	(3,370)	(123,370)	(73,370)	(23,370)	26,630
<b>Fleet Fund:</b>									
Increase	103,744	122,120	96,116	104,122	100,000	100,000	100,000	100,000	100,000
Building				(1,500,000)	(300,000)				
Use	(13,000)	(21,968)	(36,769)	(154,000)	(180,000)	(500,000)	(60,000)	(40,000)	(80,000)
Ending Balance	2,214,504	2,314,656	2,374,003	824,125	444,125	44,125	84,125	144,125	164,125
<b>Community Development Funds:</b>									
Building Revenues	464,998	468,875	896,144	984,968	840,486	769,689	745,950	677,300	274,393
Building Uses	(762,580)	(657,167)	(583,141)	(669,737)	(824,590)	(963,881)	(899,808)	(1,026,282)	(1,066,866)
PERS Rate (Net)	(75,000)	-	-	-	-	-	-	-	-
Ending Balance	1,313,131	1,124,839	1,437,842	1,753,073	1,768,969	1,574,777	1,420,919	1,071,937	279,464
tracking building surplus due to state requirement.									

## Designations and Reserves

	Actual			Actual	Budget			Projections		
	2008-09	2009-10	2010-11	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
<b>Fiscal Years:</b>										
<b>Sewer Fund</b>										
Max Ann Debt 2006					-				(650,000)	
Max Ann Debt 2010					-			750,000		750,000
Other										200,000
Use										200,000
Ending Balance	650,000	650,000	650,000	650,000	650,000	650,000	650,000	1,400,000	1,700,000	2,650,000
<b>Street Lighting Fund:</b>										
Increase	170,000	170,000	170,000	170,000	170,000	100,000	60,000	60,000	60,000	60,000
Use	(28,663)	(4,444)	(21,010)	(21,010)	(59,280)	(60,000)	(60,000)	(60,000)	(60,000)	(60,000)
Ending Balance	136,244	301,800	450,790	450,790	561,510	601,510	601,510	601,510	601,510	601,510
\$10K/yr until debt repaid, then \$100K/yr until \$600K reached and maintained.										



# 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 36.

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	

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## ***Planning Commission***

The Wilsonville Planning Commission meets AT 6 PM on the second Wednesday of each month at 29799 SW Town Center Loop E. The Commission consists of a chair, vice-chair, and five other members, all of whom serve a regular term of four years. It is the responsibility of the Commission to make recommendations to the City Council on all legislative land-use matters as well as policy considerations relating to planning and development within the City. This could include plans for the regulation of future growth and development in Wilsonville, plans for the promotion of the industrial, commercial and economic needs of the community and the study of measures that might promote the public health, safety and welfare of the City.

*Planning Commission members are:*

Ben Altman, Chair	Eric Postma, Vice Chair
Amy Dvorak	Marta McGuire
Peter Hurley	Ray Phelps
Al Levit	Steven Hurst, 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, Chair  
Douglas King  
Bob Alexander  
Mary Fierros Bower  
Lenka Keith  
Scott Starr, Council Liaison

### **Panel B**

Monica Keenan, Chair  
Jim Sandlin  
Cheryl Dorman  
Andrew Karr  
Dianne Knight  
Scott Starr, Council Liaison

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## ***Parks & Recreation Advisory Board***

The Wilsonville Parks and Recreation Advisory Board meets at 6:30 PM on the second Tuesday of each month at 29799 S.W. Town Center Loop E.

The Board consists of up to seven members and is required to have at least five of its members living within Wilsonville city limits. Up to two members of the Board are allowed to be nonresidents at any one time. Term length is four years, with no member holding office for more than two consecutive terms.

The purpose of the Parks and Recreation Board is to take the initiative in planning for present and future park and recreational needs of the people in Wilsonville and to act as a channel of communication between the public and city government. The Board also advises the City Council on any referred policy matters that pertain to the provision of park and recreational services to the community.

Members of the Parks and Recreation Board recommend policy and serve as a sounding board for the department administrator and staff to test their plans and ideas. They are also responsible for considering various means of bringing the City's present recreation and park areas and facilities up to and maintaining an acceptable standard.

*Parks & Recreation Advisory Board members are:*

Eric Bohard, Chair  
Cindy Tyree  
Kenneth Rice

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:*

Hilly Alexander, Chair	Celia Núñez, Council Liaison
Reginald Gaines, Vice Chair	Richard Goddard, Council Liaison
William Benedetto	Alan Steiger
LaRue Williams	Kim Woogan, Youth Representative

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## **Budget Committee**

The Wilsonville Budget Committee is made up of ten individuals including all five members of the City Council and an equal number of appointed members from the community. The appointed members must be registered to vote in the City. All members of the Budget Committee share the same degree of authority and responsibility. Appointed members serve for a maximum of two full three-year terms.

The committee's primary duties and functions are to review and if necessary revise the proposed annual budget after hearing public testimony. The ultimate goal of the Budget Committee is to approve a budget for the City. Although this could happen at the first budget meeting, it usually takes several meetings to reach this point. In addition, the City Council cannot forward a tax measure to the voters without the concurrence of the Budget Committee.

The Budget Committee meets regularly as needed during the spring when the budget is reviewed and approved and as needed during other times of the year.

*Budget Committee members are:*

Tim Knapp, Mayor	Tony Holt
Celia Núñez	Anne Easterly
Steven Hurst	Wendy Buck
Richard Goddard	Lonnie Gieber
Scott Starr	Alan Steiger



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

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## **Supplies**

### 43001 Office supplies

General consumable supplies and parts that are not otherwise listed below. Includes the cost of freight/delivery charges in this account.

### 43002 Postage

Mailing costs whether US postal system or private carrier or courier services. Does not include the rental of postal equipment here (see 44201).

### 43003 Small tools & equipment

Equipment, tools, furniture that are not consumable and costs less than \$5,000 per item; however, tools purchased by Fleet are recorded in 43103. Items of \$5,000 or more are considered capital outlay.

### 43004 Computer software

New software and upgrades that are unique to specific programs and costing less than \$5,000. Software common to all users (MS Office, WinZip, etc.) are budgeted by the IS program.

### 43005 In-house Copier/Printer Expense

Supplies, parts and monthly fees for all in-house copier and printers. Includes paper, toner, ink, etc.

### 43099 Other general supplies

Special supply items that don't fit the above categories are budgeted and accounted for here.

### 43101 Fuel

Fuel costs for all City vehicles.

### 43104 Tires

Tire costs for all City vehicles.

### 43105 Chemicals

Chemicals for water/sewer operations.

### 43106 Uniform & Protection

Apparel for use by City employees. Include shirts, jackets, pants, shoes, coveralls, etc. All uniform and safety items specified in the union contract are to be budgeted and accounted for here.

### 43107 Water Meters & Boxes

Purchase of meters and boxes.

### 43199 Other Program Supplies

If unique and consumable supplies are used by a program that do not fit one of the categories above, they should be budgeted and accounted for here.

### 43201 Books

For use by the Library with children's books to be recorded in 43202.

### 43202 Children's books

For use by the Library, see above.

### 43203 Publications & Periodicals

For use by all programs. Includes subscriptions, magazines, newspapers, newsletters, reference material, etc. Use this category for purchasing items produced by others. Use 44026 for costs of producing materials in-house.

## ***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 personnel 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

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**Actual**

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents the actual costs results of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

**Ad Valorem Tax**

A tax based on the assessed value of a property.

**Adopted Budget**

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget approved by the City Council. Adopted budget becomes effective July 1st. Subsequent to adoption, Council may make changes throughout the year.

**American Recovery and Reinvestment Act (ARRA)**

On February 17th, 2009 President Obama signed the American Recovery and Reinvestment Act (ARRA) or Stimulus Package to restart the economy. The package contains extensive funding for science, engineering research and infrastructure, and more limited funding for education, social sciences and the arts.

**Approved Budget**

Approved, as used in the fund summaries, revenue summaries, etc., represents the proposed budget with changes made by the Budget Committee, if any.

**Appropriations**

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

**Assessed Valuation**

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

**Assets**

Resources having a monetary value and that are owned or held by an entity.

**Assigned Fund Balance**

Designation of resources by either the governing body or staff, such as City Manager or Finance Director. Earmarking of resources can occur after the end of the fiscal period, is not legally binding and can be changed without formal action. Exclusive of the General Fund, this amount is also referred to as contingency.

**BETC**

The Business Energy Tax Credit is a State of Oregon program which

allows a tax credit for those who invest in energy conservation, recycling, renewable energy resources, and less-polluting transportation fuels. As a public entity with no tax liability, the City passes any awarded BETC to a qualified pass-through partner in exchange for a lump-sum cash payment from that partner.

**Balanced Budget**

Recurring operating revenues and transfers-in equal or exceed recurring operating expenditures and transfers-out.

**Beginning Balance**

The beginning balance is the residual resources brought forward from the previous financial year (ending balance).

**Bond or Bond Issue**

Bonds are debt instruments that require repayment of a specified principal amount on a certain date (maturity date), together with interest at a stated rate or according to a formula for determining the interest rate.

**Bond Funds**

Established to account for bond proceeds to be used only for approved bond projects.

**Budget**

A budget is a plan of financial operation embodying an estimate of proposed expenditures and the means of financing them. Used without any modifier, the term usually indicates a financial plan for a single fiscal year. In practice, the term budget is used in two ways. Sometimes it designates the financial plan presented for adoption and other times it designates the plan finally approved. It is usually necessary to specify whether the budget under consideration is preliminary and tentative, or whether the appropriating body has approved it.

**Budget Calendar**

The schedule of key dates, which a government follow in the preparation and adoption of the budget.

**Budget Committee**

A group comprised of the elected officials plus an equal number of concerned citizens for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget.

**Budget Document**

A written report showing a government's comprehensive financial plan for a specified period, usually one year, that includes both the capital and the operating budgets.

**Budget Message**

Written explanation of the budget and the City's financial priorities for the next fiscal year; presented by the City Manager.

**Budgetary Basis**

Budgets are adopted on a basis consistent with Generally Accepted Accounting Principles (GAAP), with the exception that neither depreciation nor amortization is budgeted for proprietary funds and bond principal in the enterprise funds is subject to appropriation.

**Capital Budget**

The City's budget for projects, major repairs, and improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks, and buildings).

**Capital Expenditures**

The City defines a capital expenditure as using the following three criteria: (1) relatively high monetary value (equal or greater than \$25,000), (2) long asset life (equal to or greater than 5 years useful life), and (3) results in the creation of a fixed asset, or the revitalization of a fixed asset.

**Capital Improvement**

A term defined in the ORS 310.410 (10) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

**Capital Improvement Project**

Any project having assets of significant value and having a useful life of five years or more. Capital projects include the purchase of land, design, engineering and construction of buildings, and infrastructure items such as parks, streets, bridges, drainage, street lighting, water and sewer systems and master planning.

**Capital Outlay**

Includes the purchase of land, the purchase or construction of buildings, structures, and facilities of all types, plus machinery and equipment. It includes expenditures that result in the acquisition or addition of a fixed asset or increase the capacity, efficiency, span of life, or economy of operating as an existing fixed asset. For an item to qualify as a capital outlay expenditure it must meet all of the following requirements: (1) have an estimated useful life of more than one year; (2) typically have a unit cost of \$5,000 or more; and (3) be a betterment or improvement. Replacement of a capital item is classified as capital outlay under the same code as the original purchase. Replacement or repair parts are classified under materials and services.

**Capital Projects**

Major repairs, improvements or additions to the City's fixed assets (streets, sidewalks, roads, sewers, stormwater, parks, and buildings).

**Cash Management**

Management of cash necessary to pay for government services

while investing temporary cash excesses in order to earn interest income. Cash management refers to the activities of forecasting inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest return available for temporary cash balances.

**Charges for Service**

Includes a wide variety of fees charged for services provided to the public and other agencies.

**Clean Water Act**

The primary federal law in the United States regarding water pollution.

**Committed Fund Balance**

Assets that are constrained by actions of the governing body on how such resources will be used.

**Comprehensive Annual Financial Report**

The annual audited results of the City's financial position and activity.

**Comprehensive Plan**

An official statement of the goals, objectives and physical plan for the development of the city. Contains a narrative of goals, objectives and policies that describe the desired form, nature and rate of city development.

**Consumer Price Index**

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

**Contingency**

A budgetary amount for emergencies or unforeseen expenditures not otherwise budgeted. Contingency may be appropriated for a specific purpose by the City Council upon the approval of a resolution. The City separates contingencies into those that are designated for specific purposes and undesignated. (Also see Assigned and Unassigned Fund Balance)

**Cost Center**

An organizational budget/operating unit within each City division or department.

**Debt Service**

Interest and principal on outstanding bonds due and payable during the fiscal year.

**Debt Service Fund**

Established to account for the accumulation of resources and for the payment of general long-term debt principle and interest that are not services by the Enterprise funds. It does not include contractual obligations accounted for in the individual funds.

**Department**

The combination of divisions of the City headed by a general manager with a specific and unique set of goals and objectives (i.e., Police, Fire, Financial Services, Water Resources, etc).

**Depreciation**

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

**Division**

A functional unit within a department consisting of one or more cost centers engaged in activities supporting the unit’s mission and objectives.

**Elderly and Disabled**

Provides funding for transportation alternatives for seniors and persons with disabilities. Includes taxi and bus services for employment, medical, shopping, and other necessary trips.

**Employee Benefits**

Contributions made by a government to meet commitments or obligations for employee-related expenses. Included is the government’s share of costs for social security and the various pension, medical and life insurance plans.

**Encumbrance**

Amount of money committed and set aside, but not yet expended, for the purchases of specific goods or services.

**Ending Fund Balance**

The residual resources after expenditures and transfers out. Comprised of restricted, committed, assigned and unassigned balances.

**Enterprise Funds**

Established to account for operations, including debt service that are financed and operated similarly to private businesses – where the intent is the service is self-sufficient, with all costs supported predominantly by user charges. The City maintains four Enterprise Funds to account for Water, Sewer, Stormwater and Street Lighting activities.

**Estimated Actual**

A projection of the revenue or expenditure, as appropriate, to be recognized during the current fiscal period.

**Expenditures**

Represents decreases in net financial resources. They include current operating expenses, which require the current or future use of net current assets, debt services, and capital outlays.

**Fees**

Charges for specific services levied by local government in connection with providing a service, permitting an activity or imposing a fine or penalty. Major types of fees include business and nonbusiness license, fines, and user charges.

**Fiscal Management**

A government’s directive with respect to revenues, spending, reserves and debt management as these relate to governmental services, programs and capital investment. Financial policy provides an agreed upon set of principles for the planning and programming of governmental budgets and its funding.

**Fiscal Year**

A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. The City of Wilsonville’s fiscal year is July 1 through June 30.

**Five-Year Financial Plan**

An estimation of revenues and expenses required by the City to operate for the next five-year period.

**Fixed Assets**

Includes equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$5,000.

**Franchise Fee (Right-of-Way Fee)**

Charged to all utilities operating within the City and is a reimbursement to the general fund for the utility’s use of City streets and right-of-ways.

**Full-Time Equivalent**

A calculation used to convert part-time hours to equivalent full-time positions. Full time employee salaries are based on 2,080 hours per year. The full-time equivalent of a part-time employee is calculated by dividing the number of hours budgeted by 2,080.

**Fund**

A fiscal and accounting entity with a self-balancing set of accounts. Records cash and other financial resources together with all related liabilities and residual equities or balances and changes therein. These are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

**General Fund**

Primary operating fund of the City. It exists to account for the resources devoted to finance the services traditionally associated with local government. Included in these services

are police protection, building and grounds maintenance, parks and recreation, library, general administration of the City, and any other activity for which a special fund has not been created.

**General Long-term Debt**

Represents any unmatured debt not considered to be a fund liability.

**General Obligation Bonds (G.O. Bonds)**

Bonds secured by the full faith and credit of the issuer. G.O. bonds issued by local units of government are secured by a pledge of the issuer's property taxing power (secondary portion). They are usually issued to pay for general capital improvements such as parks and City facilities.

**Grant**

A contribution by one government unit to another. The contribution is usually made to aid in the support of a specified function (i.e., library, transit or capital projects).

**Infrastructure**

Public domain fixed assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

**Indirect Charges**

Administrative costs that are incurred in the General Fund or Community Development Fund that are in support of an operating program. These charges are budgeted as interfund transfers.

**Indirect Cost Allocation**

Funding transferred to the general fund and community development fund from other funds for specific administrative functions, which benefit those funds (i.e., City Manager, Finance Department, Human Resources, Legal, etc.).

**Interfund Transfers**

Appropriation category used in the City's budget resolution which includes amounts distributed from one fund to pay for services provided by another fund. Transfers from the other funds appear as non-departmental expenditures called "Interfund Transfers".

**Intelligent Transportation System**

Traffic control devices that has the ability to adjust depending on demand.

**Intergovernmental Revenues**

Levied by one government but shared on a predetermined basis with another government or class of governments.

**Job Access/Reverse Commute (JARC)**

Grant funds available to help with operating costs of equipment, facilities, and associated expenses related to providing access

to jobs.

**Levy**

Gross amount of property taxes imposed on taxable property. The net amount received by a government will be less than the gross levy as a result of delinquent or uncollectable payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

**Line Item Budget**

The traditional form of budget, where proposed appropriations are based on individual objects of expense within a department or program.

**Local Budget Law**

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions.

**Local Improvement District**

Consists of property owners desiring improvements to their property. Bonds are issued to finance these improvements, which are repaid by assessments on their property. Local Improvement District debt is paid for by a compulsory levy (special assessment) made against certain properties to defray all or part of the cost of a specific capital improvement or service deemed to benefit primarily those properties.

**Local Option Levy**

Under Measure 50, local governments and special districts were given the ability to ask voters for temporary authority to increase taxes through approval of a local option levy. The maximum length of time for a local option levy is 10 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at a general election or an election with a 50% voter turnout.

**Materials and Services**

Expendable items purchased for delivery and city services. This classification includes supplies, repair and replacement parts, small tools, and maintenance and repair materials that are not of a capital nature.

**Measure 5**

A constitutional limit on property taxes passed by voters in the State of Oregon in November 1990. The new law sets a maximum \$10 tax rate on individual properties for the aggregate of all non-school taxing jurisdictions. Schools' maximum rate is limited to \$15 in FY 1991-92 with a phased in reduction to \$5.00 in FY 1995-96.

**Measure 50**

A 1997 voter approved initiative which rolled back assessed values to 90 percent of their levels in fiscal year FY 1995-96 and limits future annual increases to three percent, except for

major improvements. Tax rates are now fixed and not subject to change. Voters may approve local initiatives above the fixed rates provided a majority approves at either (i) a general election in an even numbered year; or (ii) at any other election in which at least 50 percent of registered voters cast a ballot.

### ***Mission***

Defines the primary purpose of the City and is intended to guide all organizational decisions, policies and activities (internal and external) on a daily basis.

### ***National Pollutant Discharge Elimination System (NPDES)***

As authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating sources that discharge pollutants into waters of the United States.

### ***Non-Operating Budget***

Part of the budget composed of the following items: interfund transfers, reserves, contingencies, capital projects, and debt service payments.

### ***Nonspendable***

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

### ***Objective***

Something to be accomplished in specific, well-defined and measurable terms, and that is achievable within a specific time frame.

### ***Operating Budget***

The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending and service delivery activities of a government are controlled.

### ***Operating Revenue***

Funds that the government receives as income to pay for ongoing operations. It includes such items as taxes, fees from specific services, interest earnings and grant revenues. Operating revenues are used to pay for day-to-day services.

### ***Ordinance***

A formal legislative enactment by the governing body of a municipality. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it has the full force and effect of the law within the boundaries of the municipality to which it applies.

### ***Outstanding Debt***

The balance due at any given time resulting from the borrowing of money or from the purchase of goods and services.

### ***Performance Measure***

Data collected to determine how effective or efficient a program is in achieving its objectives.

### ***Permanent Tax Rate***

Under Measure 50, each school district, local government, and special district was assigned a permanent tax rate limit in Fiscal Year 1998. This permanent rate applies to property taxes for operations. The permanent tax rate for the City of Wilsonville is \$2.5206 per \$1,000 of assessed value.

### ***Personnel Services***

Includes the salaries and wages paid to employees plus the City's contribution for fringe benefits such as retirement, social security, health and workers' compensation insurance.

### ***Property Tax***

Based according to assessed value of property and is used as the source of monies to pay general obligation debt and to support the general fund.

### ***Project Manager***

The individual responsible for budgeting for a project and managing project to its completion.

### ***Proposed Budget***

Combined operating, non-operating, and resource estimates prepared by the City Manager and submitted to the public and the Budget Committee for review and approval.

### ***Rainy Day Fund***

City Council established this designated contingency to provide resources for future General Fund operational needs in the event that the economic downturn continues for an extended period of time.

### ***Real Market Value***

The estimated value of property if sold. Within Wilsonville, the average real market value exceeds the assessed value by 25%. This disparity is the result of voter approved tax initiative 50 passed in 1997.

### ***Resolution***

A special or temporary order of a legislative body requiring City Council action.

### ***Resources***

Total of revenues, interfund transfers in and beginning fund balance.

### ***Restricted Fund Balance***

Nonspendable assets and constraints on assets by an external entity.

**Retained Earnings**

An equity account that reflects the accumulated earning of an enterprise or internal service fund.

**Revenue**

Funds received by the City from either tax or non-tax sources.

**Revenue Bonds**

Bonds payable from a specific source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of the financed project, grants, excise or other specified non-property tax.

**Sinking Fund**

Fund established by a government agency or business for the purpose of reducing debt by repaying or purchasing outstanding loans and securities held against the entity, helping keep the borrower liquid so it can repay the bondholder.

**South Metro Area Regional Transit (SMART)**

Wilsonville's transit system.

**Special Assessment**

A compulsory levy made against certain properties to defray all or part of the cost of a capital improvement or service deemed to be benefit primarily those properties, see Local Improvement District.

**Special Assessment Bond**

A bond issue payable from the payments on special assessments imposed against properties that have been specially benefited by the construction of public improvements such as sidewalks, roads, or sewer systems.

**Special Revenue Funds**

Established to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Supplemental Budget**

Appropriations established to meet needs not anticipated at the time the budget was originally adopted. A supplemental budget cannot increase the tax levy.

**System Development Charges**

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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## Acronyms

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