



City of Wilsonville,
Oregon

ADOPTED
BUDGET

FY 2013-14



On the cover (top): Lowrie Primary School

On the cover (middle): West Linn-Wilsonville School District student completing artwork for the Wilsonville Road/I-5 Interchange Art Project

On the cover (bottom): Sofia Park located in the Villebois neighborhood

City of Wilsonville, Oregon

FY 2013-14

Quick Facts and Locator Page

	City			More information on these pages
	Operating	SDC & Capital Projects	Urban Renewal Agency	
<u>Where The Money Comes From:</u>				
Property taxes	\$ 5,771,500	\$ -	\$ 7,425,600	69, 237-239
Other governments	3,003,262	1,862,040	-	71-77, 167
Charges for services	18,591,560	-	-	71-79
Bond sales	-	-	8,000,000	240
System Development Charges	-	8,396,308	-	80
All other revenues	11,509,634	137,600	201,500	71-79, 239
Carryover/beginning balance	38,762,888	22,545,319	14,651,796	34-35, 239
Total Resources	\$ 77,638,844	\$ 32,941,267	\$ 30,278,896	
<u>Where The Money Goes:</u>				
Personnel services	\$ 14,805,895	\$ -	\$ -	82-163
Materials and services	16,986,846	26,600	1,827,839	87-163
Capital - equipment	1,080,950	-	-	87-163
Capital - projects	-	21,930,186	2,331,216	165, 245, 254
Debt service	5,833,500	-	5,932,200	219-225, 243, 250
Ending fund balance	35,210,968	14,705,166	20,187,641	228, 240
Total Requirements	\$ 73,918,159	\$ 36,661,952	\$ 30,278,896	
Net transfers in (out) of funds	\$ 3,720,685	\$ (3,720,685)	\$ -	
<u>Other Facts:</u>				
Staffing (full time equivalent)	152.9			83
Debt outstanding (est June 2013)	\$ 53,140,000		\$ 38,617,000	220, 244, 251
Assessed value (FYE 2013)	\$ 2,110,986,657		\$ 661,789,673	69, 241, 248
Tax rate (per \$1000)				
General operations	\$ 2.5206			69
Bonded debt (estimate)	\$ 0.1600			69
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
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PRESENTED TO

**City of Wilsonville
Oregon**

For the Fiscal Year Beginning

July 1, 2012

Christopher P. Merrill

President

Jeffrey R. Egan

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, 2012. 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 2013-14

Budget Committee	Term Expires
Wendy Buck	Dec. 2015
Anne Easterly	Dec. 2013
Lonnie Gieber	Dec. 2014
Glenn Ohl	Dec. 2015
Alan Steiger	Dec. 2014
Tim Knapp, Mayor	Dec. 2016
Scott Starr, Council President	Dec. 2014
Julie Fitzgerald, Councilor	Dec. 2016
Richard Goddard, Councilor	Dec. 2014
Susie Stevens, Councilor	Dec. 2016

City Manager
Bryan Cosgrove

Finance Director
Joanne Ossanna

Assistant Finance Director
Cathy Rodocker

City of Wilsonville
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Wilsonville, Oregon 97070
503.682.1011
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City of Wilsonville

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April 29, 2013

Dear Budget Committee Members,

While the local economy is improving since the official end of the Great Recession, challenges remain for local and state government. Nevertheless, the City of Wilsonville continues on a solid financial path by observing the guiding principles of vision, planning, community partnerships, and financial stewardship.

The City's financial stability is a result of the continued focus on enhancing long-term fiscal strength and sustainability for the community by the City Council and Budget Committee. This financial stability continues to be attainable through quality economic development initiatives and the continuation of strategic planning that builds upon the investments made over the last several decades. This long-term strategic vision and planning has positioned the City to be primed for economic growth and development as the economy improves.

The City experienced a second consecutive year of high building activity based on the value of construction activity in 2012. The total value of all new private and public sector construction reached a near-record amount of \$125.4 million in 2012, third only to the record-setting amount of \$139.5 million set in 2011 and second to the \$127 million of total new construction in 2001.

The strategic management of city resources and cost containment during the Great Recession has sustained the City's financial health. The City's FY 2013-14 proposed budget continues to provide resources to maintain high quality, core services to residents and businesses while focusing on fiscal responsibility. The proposed budget positions the City with the flexibility to be proactive and responsive to opportunities that benefit the community.

The 2013-14 proposed budget across all funds is \$129.5 million. Despite the financial challenges, the overall budget will continue to provide resources to accomplish City Council goals, maintain current service levels and make key investments that will help drive future growth and development of the City.

Budget Details

The 2013-14 proposed budget for all funds is \$129,493,876 compared to the 2012-13 adopted budget of \$135,946,711. Personnel services increased \$454,155 or 3 percent and materials and services increased \$133,322 or .8 percent from the previous year. Capital outlay decreased \$7,411,370 due primarily to moving into the final stages of construction on the waste water treatment plant and the completion of the Wilsonville Road Interchange project. The details of these items are explored in more depth in the following paragraphs.

2013-14 Operating Highlights

- \$33 million operating
- Revenues on the rise
- \$125,000 new property tax
- FTE count reduced by 1
- Capital projects down \$7.4 M

Personnel Services

There were several staffing changes at the department level to reallocate positions directly to specific operating funds, to reorganize departments for increased efficiencies, and the reduction of a position in the Natural Resources/Stormwater Management department. In addition, the Community Services program has been reorganized to a separate Parks & Recreation Department.

The City's staffing reduced by 1 FTE for a total of 153 FTE, not including contracted services for police, water and sewer. Wages and benefits are budgeted at \$14,805,895, an increase of \$454,155 or 3.2 percent from the 2012-13 adopted budget. The 2013-14 proposed personnel costs are driven by contractual obligations, the required contributions to Oregon Public Employees Retirement

Budget Message

System (PERS), and health insurance premiums which are forecasted to increase by 12 percent on January 1, 2014. However, recent collective bargaining agreements will shift the cost-sharing of premiums toward a more equitable split between employer and employee over the life of these agreements.

The retirement benefit is a significant component of total compensation and the majority of the increase in 2013-14 proposed budget. 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 percent to a high of 22.64 percent. The current rate of 22.64 percent (for Tier 1 & 2 employees) is effective through June 30, 2015.

The estimated cost of PERs for 2013-14 is \$2.0 million or 13.5 percent of the compensation package. The PERS retirement is one component the City cannot control, but must be mindful of, and plan for, in future years.

Material and Services

Materials and Services is budgeted at \$17,013,446, a \$133,322 or .8 percent increase over the 2012-13 adopted budget. Most departments are either reducing or holding their general materials and service costs constant for a third straight fiscal year to offset the increased contractual costs for services such as police, custodial, insurance, water production and the sewer treatment plant operations.

Capital Outlay – Equipment

Only a few large items are budgeted for FY 2012-13. Scheduled bus replacements total \$757,000 with a portion paid by grants. City fleet purchases are budgeted at \$120,500 and cash reserves exist to cover the cost. Purchase of network computers and public access video related equipment comprise the remaining capital outlay budget.



CURRENT FINANCIAL STATUS AND FORECAST

During last year's forecasting process, four funds were identified as having challenges. This year just one fund, the General Fund, was the focus. Since then, the Stormwater Operating Fund is once again facing challenges and has been added back to the list.

General Fund: A year ago Council directed a number of budget reductions. Those reductions in combination with controlled growth in costs and new property taxes from new developments create a more favorable outlook for the General Fund. The recurring revenues and expenditures are expected to be at breakeven or better, or nearly so, over the next five years. However, this assumes no increase in service levels.



Parks maintenance is one area where service levels are expected to increase. Maintaining the new regional parks in Villebois will add new costs. In addition, maintenance of other community-wide facilities is expected to increase in the coming years. These costs could add \$300,000 per year by the fifth year of the forecast.

When the fund is at breakeven, or close to it, it does not provide for one-time capital items. Fortunately the fund enjoys an unrestricted balance which is available for such uses, but a better long range strategy is to provide for future needs by producing revenues equal to, or slightly higher than, operating costs.

The 2013-14 proposed budget includes \$13,947,370 in recurring revenues and \$13,895,544 in recurring expenditures, including a transfer of \$229,000 to the Community Development Fund, for a total positive outcome of \$51,826 for recurring activities. In addition, \$965,100 is budgeted for capital projects that are substantially funded from reserves.

Budget Message

Stormwater Operating Fund: A series of rate increases were approved effective July 1, 2012. These increases are no longer sufficient due to significant maintenance projects such as Morey’s Landing, Boeckman Bridge Abutment, and Rivergreen. It appears that without an adjustment to planned rate increases certain infrastructure assets will be at risk and within a year or two the routine preventative maintenance will have to be scaled back. The 2013-14 proposed budget includes funding for a review of the Stormwater Master Plan and Rate Study to determine the level of funding needed to properly maintain the City’s stormwater infrastructure.

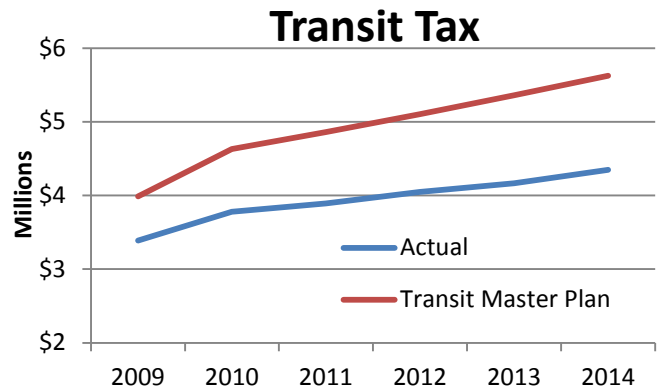
CITY RESOURCES

Tax Revenues – Property

Property taxes comprise 39 percent 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 the inflation and growth for all of these programs. Recent growth has been less than the 3 percent allowed by Measure 50 and is attributed to vacant industrial properties and absence of related personal property. However, the City is recently experiencing new construction in multi and single family dwellings that will positively impact property tax revenues in 2013-14. The proposed budget includes a forecast of close to \$125,000 in new property tax revenue due to this growth.

Tax Revenues – Transit

The City’s transit system, SMART, is funded by local payroll taxes and grants. Payroll taxes are slowly increasing from new job growth and higher wages, but not as fast as the forecast in the Master Plan(as seen in the graph below). Transit payroll taxes are anticipated to generate \$4.4 million during the next fiscal year, which is flat compared to the 2012-13 adopted budget.



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 created a financial challenge in the previous year, but the partnership with the City of Sherwood has had a positive revenue impact on the Water Fund. The City of Sherwood’s share of water is forecasted at \$1.1 million in the 2013-14 proposed budget. The recently adopted master plan identified increased maintenance efforts in certain areas, which appears to be attainable with the current funding.

CAPITAL PROJECTS

At \$8.5 million, the Wastewater Treatment plant continues to be the largest capital project of the \$21.9 million in the 2013-14 proposed budget. With an estimated total project cost of \$41.7 million, wastewater treatment plant upgrade and expansion project dwarfs all other projects within the City. There are many other smaller projects budgeted for water, sewer, roads and parks that are described in detail in the capital projects section of the budget document.

FUTURE ECONOMIC CONCERNS

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 recurring costs. The fund is experiencing a slight increase in new property taxes from new developments which is creating a more favorable outlook for the General Fund. Through cost containment the revenues and expenditures are expected to be at breakeven or better, or nearly so, over the next five years. However, this assumes no increase in service levels.

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 also raise revenues. Another increase could come from property taxes that are released from our oldest urban renewal district, the Year 2000 Plan.

Urban Renewal - Year 2000 Plan District

This district, also known as the East Side, has been very successful. Growth in 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 as much as \$626,000 by 2016-17, an amount that would provide substantial relief. Staff is not recommending closure at this time, but the discussion of future action is planned in the near future. Resources are budgeted to provide the City Council and Urban Renewal Board a long-term, strategic plan for urban renewal citywide for the next 20 years.

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 \$32 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 Urban Renewal Board will need to consider how many of the remaining projects it desires to fund given the imbalance between the number and cost of remaining projects in relation to future revenue available due to maximum indebtedness restrictions. The Board will either need to pare the project list down or seek to increase the maximum indebtedness available to the West Side District.

DEBT SERVICE

The 2013-14 proposed budget does not anticipate issuing any new debt.

The City has one outstanding general obligation bond. The bonds were issued to construct the library expansion. By the end of 2013-14 the amount of bonds outstanding will be \$695,000. The bonds are repaid via a special levy, for which the rate is approximately \$.1600 per \$1,000 of assessed valuation. Taxes on a typical home with an assessed value of \$250,000 equates to \$40 annually.

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

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 – Sewer (Oregon Local Governments), \$2,380,000, rated A2
- Full Faith and Credit – Sewer (Oregon Local Governments), \$38,940,000, rated AA+
- Water revenue bonds, \$7,505,000, rated Aa3

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.


Budget Message

ACKNOWLEDGEMENTS

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

In closing, I would like to thank Joanne Ossanna, Finance Director, for her efforts in leading us through the budget cycle and to her Finance team members including Cathy Rodocker, Keith Katko, Vania Heberlein and Kourtnei Kersey who each contributed through the budget process and production of this document. And, lastly, thank you to my entire management team for working together in a collaborative manner to present a balanced budget that achieves Council goals and continues to provide high levels of service to our residents, businesses and visitors alike.

Sincerely,

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

Budget Officer and City Manager

Budget Committee Changes from Proposed to Approved Budget

The annual budget for FY 2013-14 was approved by the Budget Committee without any changes.

City Council Changes from Approved to Adopted Budget

The annual budget for FY 2013-14 was adopted by the City Council without any changes.





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.

The City's direct proximity to I-5 and planned infrastructure has led some of Oregon's largest and most influential corporate citizens to locate in Wilsonville, including: Xerox; Mentor Graphics; Sysco, FLIR Systems; and Rockwell Collins. A large number of industrial parks with quick freeway access have resulted in the city-wide growth of manufacturing, warehousing and distribution facilities.

As a result of our favorable business climate, the City's employment base has risen to over 14,400 with an estimated 9 out of 10 employees commuting to Wilsonville from throughout the greater Portland metro. It is anticipated that the economic up-turn and increased housing starts will entice commuters to call Wilsonville home because of its scenic beauty, community offerings, great jobs and excellent schools.



City History Timeline

1968 Wilsonville incorporates on October 17, 1968.	1987 Voters approve a bond measure to pay for a new library and park improvements.	2002 Wilsonville's water treatment plant becomes operational. Expanded library opens.
1969 Wilsonville citizens vote to adopt the City's first charter. Population approximately 1,000.	1988 Recession ends, bringing a boom in housing and population. New library opens. SMART is formed, the City's own transit system.	2003 The opening of Argyle Square greatly expands Wilsonville's retail sector with Costco and Target as the anchor stores.
1970 Developers announce plans for a major residential subdivision known as "Charbonneau."	1991 Arlene Loble hired as City Manager. Town Center Shopping Center opens. 1990 Census population: 7,705	2004 Property acquired for future multi-modal transportation center. This land will become the southern terminus of the proposed commuter rail.
1971 Charbonneau is annexed into Wilsonville. At build-out, it will have 1,700 housing units and 3,500 residents. City Council adopts a "General Plan" for growth.	1992 Incredible Universe opens, pushing traffic to levels projected for the year 2010. Voters approve creation of an urban renewal district and a bond measure for a new high school.	2005 Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.
1972 Marge Heintz, City Recorder, is hired as Wilsonville's first full-time employee. Oregon enacts SB 100, a sweeping reform of land-use law.	1993 Serial levy failure forces \$1 million budget cut, reorganization of departments.	2006 Murase Plaza opens with water feature and new park with rolling hills, unique play structures and restrooms. New City Hall opened.
1973 Tektronix selects Wilsonville as its corporate HQ. The city will eventually be home to more than 700 businesses, including some of Oregon's largest companies.	1994 In an effort to get a handle on growth, City Council adopts a precedent-setting growth management ordinance.	2008 Tim Knapp elected Mayor. Local voters approved the creation of a county library district.
1979 Construction begins on Inza R. Wood Middle School. City signs first contract with Clackamas County Sheriff's Office for police services.	1995 Wilsonville High School opens. Growth management ordinance overturned by Land Use Board of Appeals.	2009 WES Commuter Rail begins operations.
1980 Wilsonville adopts its first Comprehensive Plan. Population: 2,920	1996 Charlotte Lehan elected Mayor. City implements development limits in the form of a public facilities strategy as officials try to get a handle on traffic.	2010 Creekside Woods affordable senior housing complex opens. Population: 19,509
1982 Voters approve Wilsonville's first tax base: \$300,000. Wilsonville's first library opens.	1998 City Council imposes moratorium on new development approvals until new, long-term water supply is identified.	2011 Fred Meyer's 210,000 square foot shopping center opens.
1984 Voters approve a tax base amendment to incorporate a serial levy for senior services into the base.	2000 Construction begins on a new prison and water treatment facility on the Willamette River. Voters approve \$4M library expansion bond.	2012 Oregon Insitute of Technology opens its Wilsoville campus in a previously vacant office building.

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.

			<u>2000</u>	<u>2010</u>
Incorporated	1968	From US Census:		
Area in square miles	7.4	Population	13,991	19,509
Government	Council/Mgr	Adult education level:		
Registered voters	10,078	High school or higher	93%	89%
Voted in November 2010	86%	Bachelor's degree or higher	38%	38%
		Race:		
Population (July 2012)	20,515	White	87%	79%
		Hispanic	7%	12%
Median home cost:		Asian	2%	4%
2000 census	\$227,900	Black or African Amer.	1%	2%
2010 (zillow.com)	\$282,400	Other	3%	3%
2013 (zillow.com)	\$300,100	Age and Gender:		
		0 to 19 years	27%	24%
Assessed values (November 2012):		20 to 44 years	39%	39%
Residential	47%	45 to 64 years	20%	24%
Multi-family	10%	65 years and over	14%	13%
Commercial	14%	Median age (years)	35	36
Industrial	29%	Male	6,796	9,084
		Female	7,195	10,425
Residential	\$1,239 mil.	Income - Households:		
Multi-family	\$266 mil.	Less than \$25,000	18%	20%
Commercial	\$439 mil.	\$25,000 to \$49,999	29%	26%
Industrial	\$686 mil.	\$50,000 to \$74,999	20%	17%
		\$75,000 to \$99,999	15%	15%
Local businesses:		\$100,000 or more	18%	22%
Licenses issued (12/2012)	1,032	Households:		
Employees (est.)	14,305	Total Households	5,937	7,859
Annual payroll (est.)	\$810 mil.	with individuals <18 yrs	32%	30%
		with individuals >64 yrs	23%	24%
		Average household size	2.34	2.28

About Wilsonville

City Statistics - Services

Description	Base Year 2010	Year 2012	% Change	Source
Culture and recreation:				
Libraries	1	1	0%	City Library
Parks/open space acreage	201	213	6%	Parks Department
Parks	11	11	0%	Parks Department
Picnic shelters	9	9	0%	Parks Department
Water features	3	3	0%	Parks Department
Soccer fields	3	3	0%	Parks Department
Baseball fields	5	5	0%	Parks Department
Tennis courts	2	2	0%	Parks Department
Playgrounds	9	9	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
City utilities:				
Water:				
Production capacity	10 mgd	10 mgd	0%	Public Works
Peak capacity demand	6 mgd	9 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	83	85	2%	Public Works
Customers	4,731	4,958	5%	Utility Billing
Wastewater:				
Treatment design capacity	2.25 mgd	2.35 mgd	0%	Public Works
Average daily treatment	2.0 mgd	2.1 mgd	0%	Public Works
Miles of sewer pipeline	72	73	1%	Public Works
Biosolids, tons/day	1.0	1.2	20%	Public Works
Lift Stations	8	8	0%	Public Works
Stormwater:				
Average rainfall, inches	42	43	2%	www.homefacts.com
Miles of storm sewers	65	66	2%	Public Works
Stormwater catch basins	1,823	1,862	2%	Public Works
Manholes	1,723	1,727	0%	Public Works
Detention Ponds	10	10	0%	Public Works
Street lights:				
Number of lights	2,206	2,311	5%	Public Works
Number os streetlight poles	2,050	2,144	5%	Public Works
Public Safety:				
Police calls	5,803	5,709	-2%	Clackamas Co Sheriff
Citations issued	3,470	3,506	1%	Municipal Court
Number of sworn officers	17	17	0%	Clackamas Co Sheriff
Fire stations	2	2	0%	Fire District

City Statistics - Services

Description	Base Year 2010	Year 2012	% Change	Source
Public Transportation:				
City operated:				
Fixed routes	7	7	0%	City Transit
Demand based trips	17,703	18,494	4%	City Transit
Number of riders	306,721	370,526	21%	City Transit
Miles driven	667,161	671,903	1%	City Transit
Other transit systems:				
City of Canby - local trips	8	0	-100%	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	418,209	37%	City Transit
Streets:				
Lane miles of paved	65	67	3%	Public Works
Signal lighted intersections	24	27	13%	Public Works
Freeway interchanges	3	3	0%	Public Works
Bridges (excluding interstate)	4	4	0%	Public Works
Foot bridges	1	1	0%	Public Works
Street trees	8,000	8,000	0%	Public Works
Public Schools:				
Elementary schools	2	3	50%	School District
Middle schools	1	1	0%	School District
Charter schools	1	1	0%	School District
High schools	1	1	0%	School District
Building Permits:				
Commercial, units	212	235	11%	Building Dept.
Commercial, value	\$19 mil	\$45 mil	316%	Building Dept.
Residential, units	40	130	225%	Building Dept.
Residential, value	\$7 mil	\$51 mil	729%	Building Dept.

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

The Budget Process

The City Budget Calendar

October 2012 through January 2013

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

January 2013

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

February 2013

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

March 2013

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

April 2013

- 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 2013

- 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 2013

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

Budgeting in the State of Oregon

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

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

Oregon local budget law has four major purposes:

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

The 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.

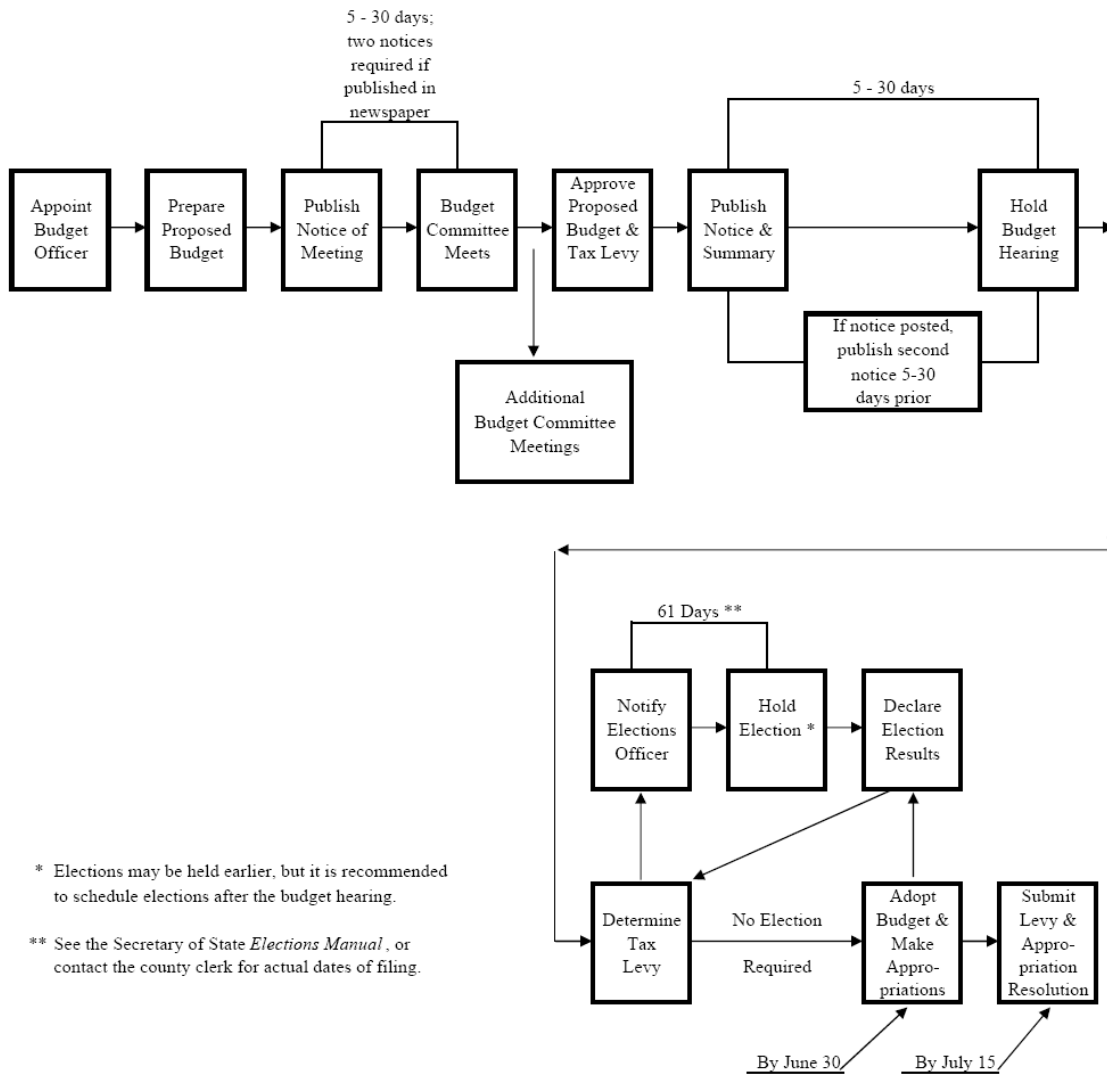
Budget Amendments

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

The Budget Process

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 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 2013-14 budget:

City Council Members

Tim Knapp, Mayor
Scott Starr, Council President
Julie Fitzgerald, Councilor
Richard Goddard, Councilor
Susie Stevens, Councilor

Citizen Members

Wendy Buck
Anne Easterly
Lonnie Gieber
Glenn Ohl
Alan Steiger

The Budget Process

Budget Assumptions for FY 2013-14

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

Personnel Services:

- Non-represented merit increase up to 4% on anniversary date, no cost of living or salary table adjustment
- Represented General Service employees receive a 1.75% COLA effective July 1, 2013, and step increases based on salary schedule
- SEIU Transit Union employees receive a 1.5% COLA effective July 1, 2013, and step increases based on salary schedule
- Health insurance premiums increase 12% for Blue Cross Blue Shield and Kaiser on January 1, 2014
- Non-represented health insurance premium contribution increases from 8% to 10% January 1, 2014
- Represented General Service employee's health insurance premium contribution increases from 8% to 10% January 1, 2014
- SEIU Transit Union employee's health insurance premium contribution remains at 8%
- Public Employees Retirement (PERS) employer share 16.64% (Tier 1/2) or 14.96% (OPSRP), plus 6% employee pickup

Material and Services:

- Cost of living increase of 1% except as noted below
- Water 14% increase
- Sewer, Electricity and Natural Gas no increase from the 2012-13 budget
- 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:

- Based on Debt amortization schedules

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.

Budget Assumptions for FY 2013-14

Primary Revenue Sources:

- Property assessed values increase by an aggregate 2.8%. 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 \$0.1679 to \$0.1631
- 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 assumption of 3% to be effective November 2013 (rate study in progress)
- Sewer rate increase of 10% effective January 2014
- Stormwater rate increase of 16% (\$.70/month increase) effective July 2013
- Transit tax wage base growth of 5%
- Investment income on available cash balances at .50%

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 the General Fund is 15% of operating costs
- Contingencies for other operating funds is 20% 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 2013-14 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.

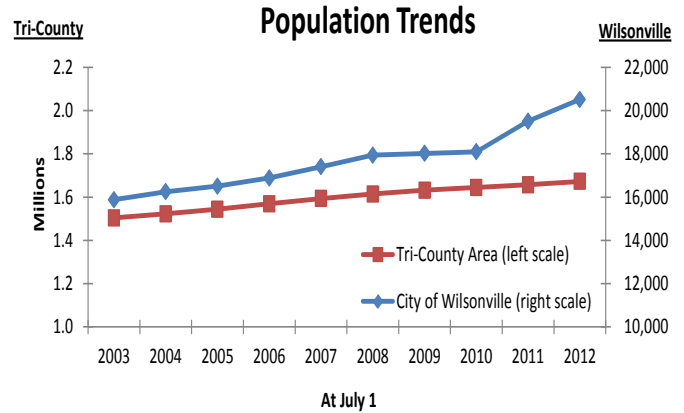
Trends and Analysis

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.

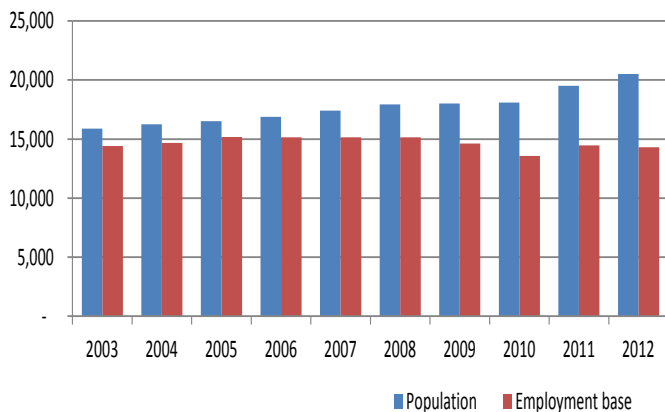
The Tri-County area (Clackamas, Multnomah and Washington Counties) is the major metropolitan area for the state. Within the metropolitan area is an area known as the Urban Growth Boundary. New housing and commercial development is to occur within this planned area. Wilsonville is at the south edge of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



Wilsonville Population and Local Employment

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.

Population and Local Work Force



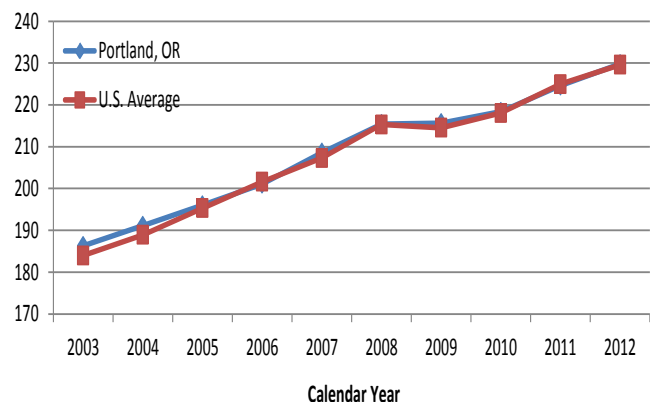
Consumer Price Index

Consumer Price Index, Portland/Salem vs National Average

The accompanying chart 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 eight years, the Portland area has maintained the national average.

Base year is 1984.

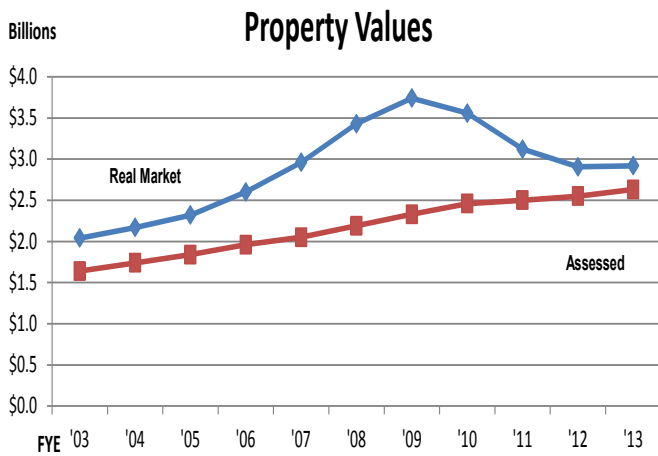
Portland Oregon and US CPI-U Index



Trends and Analysis

Property Taxes

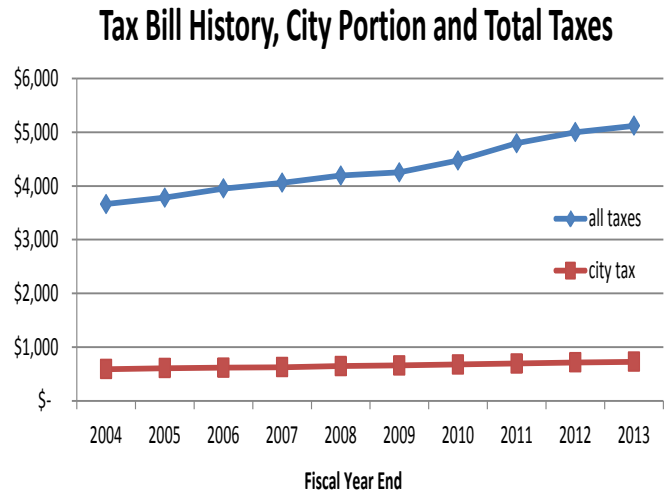
Property Tax Values – Real Market vs Assessed



Real market value reflects the estimated value if the property were to be sold. Assessed value is a measure of the taxable value of real, personal and utility property in the City. Assessed values mirrored real market values through 1997 when voters approved a roll-back in assessed values and a limitation on future assessed value increases. During the Great Recession, real market values have fallen significantly, but in aggregate not below assessed values. For Fiscal Year 2013 assessed values are approximately 90% of real market.

Tax Bill Growth Comparisons

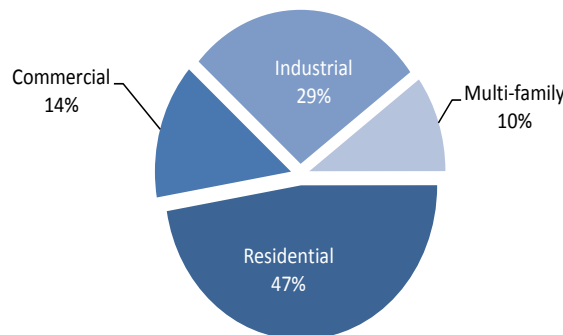
The graph at right is representative of a typical home in Wilsonville. The city share of total taxes is relatively small and constant. Other taxing entities, with larger tax rates, include schools, county, fire district, and voter approved bonds. The total increase in taxes is due in part to the 3% growth 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.



Property Type Tax Burden

Reflective of a vibrant business community the graph shows that 53% of our taxes come from businesses. The ratios by property class have remained fairly consistent over the past ten years.

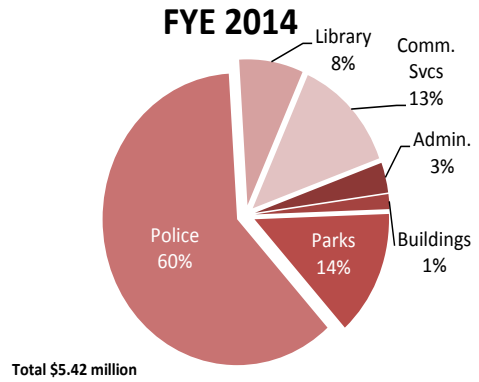
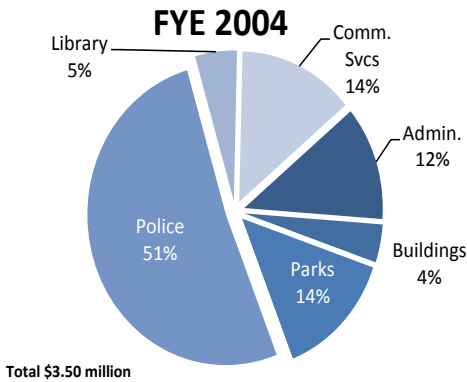
City Taxes 2013 - by Property Class



Trends and Analysis

Programs Funded by City Taxes

Where The Tax Dollars Go

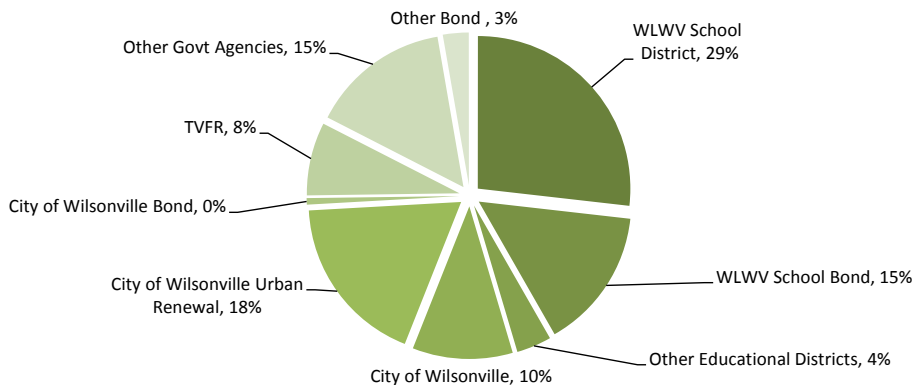


Over the past ten years the allocation of property taxes toward City programs has only changed slightly. Administration and Building Maintenance were reduced in 2009 to provide additional taxes to the Police and Library departments.

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 Taxes by Jurisdiction FY 2012-13



Key Performance Areas and Council Goals 2013-15

Quality Education

Fiscal Discipline

Environmental Stewardship

Clear Vision and Community Design

- *Develop a plan to improve bike and pedestrian connectivity throughout the community and integrate the plan in the City's Capital Improvement Plan*

Thoughtful Land Use

- *Complete a formal concept plan for Advance Road and Frog Pond Residential Areas*

Well Maintained Infrastructure

Community Amenities and Recreation

- *Complete a feasibility study for a community recreation/aquatic center in Wilsonville*
- *Complete a plan for successful integration of our existing living, working and playing areas in existing planned development through TSP adoption, the launching of concept planning and CIP by the Third Quarter of 2013*

Welcoming, Engaged and Satisfied Residents

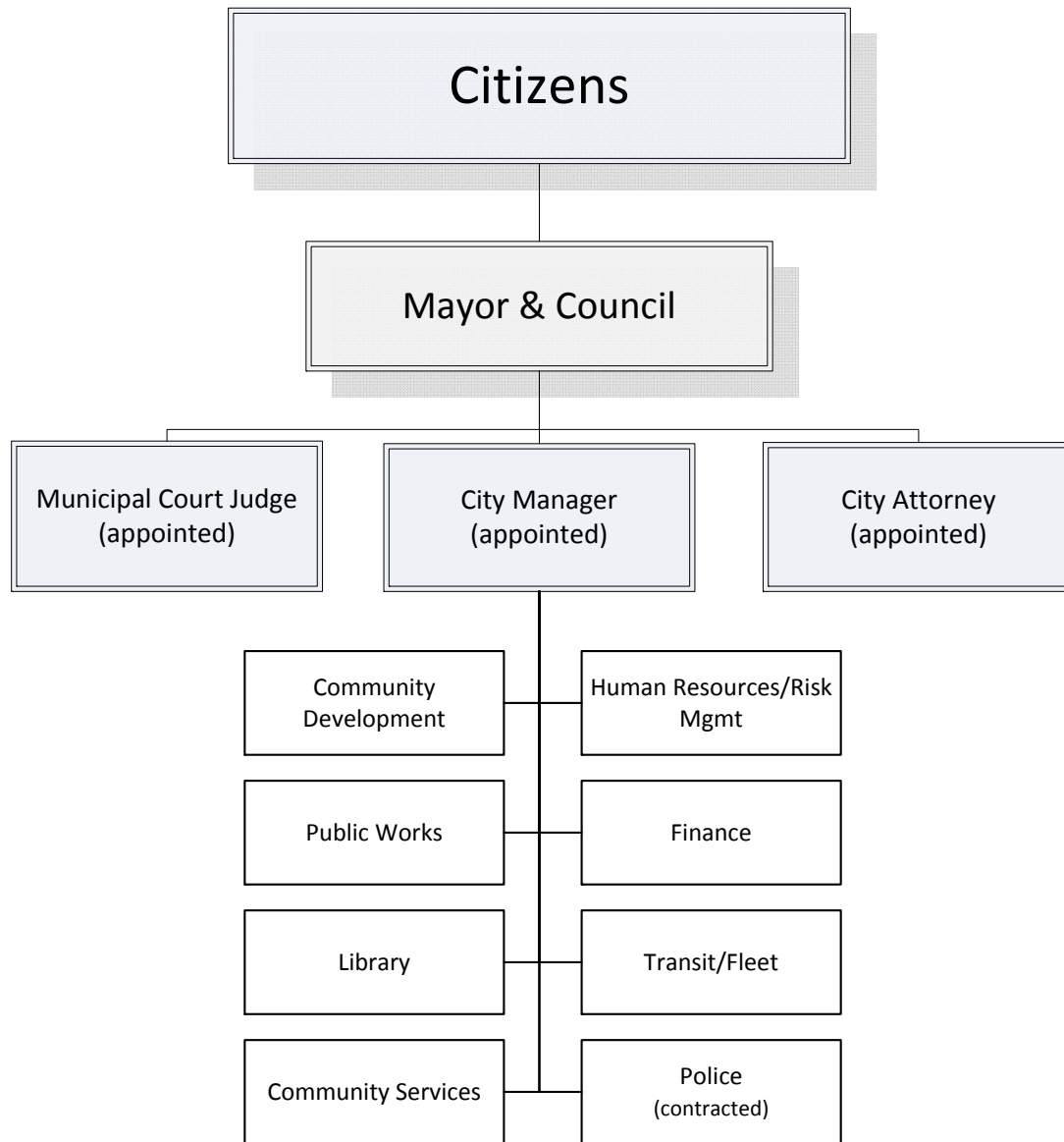
Multi-Modal Transportation Network

Safe, Healthy and Aesthetically Pleasing Community

Economic Development

- *Develop and begin to implement a strategy to increase occupancy by filling vacant store fronts*
- *Develop a funding and annexation strategy for implementing Coffee Creek Industrial Area in 18 months*
- *Complete and adopt Basalt Creek Industrial Area Concept Plan in the next 18 to 24 months*
- *Develop a strategic branding plan, including complete visual identity plan and logo, to promote the City's livability and economic opportunities by April 2014*

Organizational Chart



Fund Summaries

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

Fund Descriptions

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
- **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 2013-14 Budget with the Proposed FY 2013-14 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 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Property taxes	\$ 5,339,696	\$ 5,413,937	\$ 5,558,000	\$ 5,771,500	\$ 5,771,500	\$ 5,771,500
Other taxes	4,108,028	4,257,459	4,640,000	4,575,900	4,575,900	4,575,900
Licenses, franchise fees & permits	4,227,887	4,403,438	4,269,559	4,993,418	4,993,418	4,993,418
Other governments	3,982,574	4,675,011	9,360,610	5,992,802	5,992,802	5,992,802
Charges for services	14,764,381	15,840,176	17,600,935	18,591,560	18,591,560	18,591,560
System development fees	4,510,504	3,985,748	4,029,797	8,396,308	8,396,308	8,396,308
Interest earnings	423,391	519,348	394,834	385,300	385,300	385,300
Miscellaneous	1,833,096	2,219,115	641,816	565,116	565,116	565,116
Bond proceeds	-	40,293,922	-	-	-	-
Interfund transfers	8,815,766	12,176,963	20,225,457	18,913,765	18,913,765	18,913,765
Beginning fund balance	49,001,526	51,527,389	75,635,467	61,308,207	61,308,207	61,308,207
Total Resources	97,006,849	145,312,506	142,356,475	129,493,876	129,493,876	129,493,876
REQUIREMENTS						
Personnel services	12,391,698	12,897,788	14,326,740	14,805,895	14,805,895	14,805,895
Materials & services	14,249,476	14,280,389	17,060,624	17,013,446	17,013,446	17,013,446
Capital outlay	7,040,264	19,290,978	36,015,006	23,011,136	23,011,136	23,011,136
Debt service	2,982,256	8,713,714	4,847,660	5,833,500	5,833,500	5,833,500
Interfund transfers	8,815,766	12,176,963	20,225,457	18,913,765	18,913,765	18,913,765
Ending fund balance:						
Nonspendable	278,220	154,591	-	-	-	-
Restricted	1,497,354	26,587,299	8,377,816	2,739,663	2,739,663	2,739,663
Committed	1,470,000	1,545,000	5,215,000	7,359,000	7,359,000	7,359,000
Assigned	43,343,326	44,425,666	35,180,811	37,018,606	37,018,606	37,018,606
Unassigned	4,938,489	5,240,118	1,107,361	2,798,865	2,798,865	2,798,865
Total Expenditures	97,006,849	145,312,506	142,356,475	129,493,876	129,493,876	129,493,876

Fund Summaries

Summary of City Funds - Fiscal Year 2013-14

	General*	Community Development*	Transit*	Road Operating	Road Maintenance	Water Operating
RESOURCES						
Property taxes	\$ 5,428,500	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	225,900	-	4,350,000	-	-	-
Licenses, franchise fees & permits	2,954,365	2,036,553	-	-	-	-
Intergovernmental	1,624,153	25,000	1,354,109	1,127,500	-	-
Charges for services	544,700	722,750	199,000	-	659,000	6,830,000
System development fees	-	-	-	-	-	-
Interest earnings	105,000	20,000	22,500	5,000	1,500	32,700
Miscellaneous	524,900	-	12,000	-	-	5,000
Revenue Subtotal	<u>11,407,518</u>	<u>2,804,303</u>	<u>5,937,609</u>	<u>1,132,500</u>	<u>660,500</u>	<u>6,867,700</u>
Interfund transfers	2,539,852	2,085,758	-	-	-	350,000
Beginning fund balance	13,830,234	4,023,056	2,342,690	926,901	454,595	4,213,888
Total Resources	<u>\$ 27,777,604</u>	<u>\$ 8,913,117</u>	<u>\$ 8,280,299</u>	<u>\$ 2,059,401</u>	<u>\$ 1,115,095</u>	<u>\$ 11,431,588</u>
REQUIREMENTS						
Personnel services	\$ 6,568,875	\$ 3,300,600	\$ 2,968,660	\$ 334,610	\$ -	\$ 509,270
Materials & services	6,988,219	613,510	1,835,860	441,966	500	3,200,899
Capital outlay	109,450	20,000	757,000	20,000	-	54,000
Debt service	-	-	-	-	-	1,879,000
Expenditures Subtotal	<u>13,666,544</u>	<u>3,934,110</u>	<u>5,561,520</u>	<u>796,576</u>	<u>500</u>	<u>5,643,169</u>
Interfund transfers	1,194,100	490,100	485,410	463,260	670,000	1,199,420
Ending balances:						
Restricted	235,623	2,416,321	-	-	-	-
Committed	4,034,000	783,000	961,000	155,000	-	742,000
Assigned	5,848,472	1,289,586	1,272,369	644,565	444,595	3,846,999
Unassigned	2,798,865	-	-	-	-	-
Total Requirements	<u>\$ 27,777,604</u>	<u>\$ 8,913,117</u>	<u>\$ 8,280,299</u>	<u>\$ 2,059,401</u>	<u>\$ 1,115,095</u>	<u>\$ 11,431,588</u>

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

Fund Summaries

Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	G.O. Debt Service	System Development	Capital Projects	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ 343,000	\$ -	\$ -	\$ 5,771,500
-	-	-	-	-	-	-	4,575,900
-	-	-	-	-	-	2,500	4,993,418
-	-	-	-	-	-	1,862,040	5,992,802
6,702,000	397,000	1,334,000	1,203,110	-	-	-	18,591,560
-	-	-	-	-	8,396,308	-	8,396,308
52,500	5,000	3,500	5,000	2,500	59,500	70,600	385,300
18,216	-	-	-	-	-	5,000	565,116
6,772,716	402,000	1,337,500	1,208,110	345,500	8,455,808	1,940,140	49,271,904
600,000	-	-	-	-	-	13,338,155	18,913,765
9,989,417	877,109	805,991	1,188,288	110,719	11,805,178	10,740,141	61,308,207
<u>\$ 17,362,133</u>	<u>\$ 1,279,109</u>	<u>\$ 2,143,491</u>	<u>\$ 2,396,398</u>	<u>\$ 456,219</u>	<u>\$ 20,260,986</u>	<u>\$ 26,018,436</u>	<u>\$ 129,493,876</u>
\$ 306,250	\$ -	\$ 270,440	\$ 547,190	\$ -	\$ -	\$ -	\$ 14,805,895
2,448,691	304,574	475,586	677,041	-	26,600	-	17,013,446
-	-	-	120,500	-	-	21,930,186	23,011,136
3,586,000	-	-	-	368,500	-	-	5,833,500
6,340,941	304,574	746,026	1,344,731	368,500	26,600	21,930,186	60,663,977
3,627,580	58,240	1,106,085	2,100	-	7,523,560	2,093,910	18,913,765
-	-	-	-	87,719	-	-	2,739,663
413,000	61,000	149,000	61,000	-	-	-	7,359,000
6,980,612	855,295	142,380	988,567	-	12,710,826	1,994,340	37,018,606
-	-	-	-	-	-	-	2,798,865
<u>\$ 17,362,133</u>	<u>\$ 1,279,109</u>	<u>\$ 2,143,491</u>	<u>\$ 2,396,398</u>	<u>\$ 456,219</u>	<u>\$ 20,260,986</u>	<u>\$ 26,018,436</u>	<u>\$ 129,493,876</u>

Fund Summaries

Summary of System Development Charges (SDC) Funds - Fiscal Year 2013-14

	Water SDC	Sewer SDC	Street SDC	Stormwater SDC	Parks SDC	Grand Total
RESOURCES						
Property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	-	-	-	-	-	-
Licenses, franchise fees & permits	-	-	-	-	-	-
Other governments	-	-	-	-	-	-
Charges for services	-	-	-	-	-	-
System development fees	1,405,631	2,095,690	2,876,992	637,793	1,380,202	8,396,308
Interest earnings	5,000	20,000	15,000	4,500	15,000	59,500
Miscellaneous	-	-	-	-	-	-
Revenue Subtotal	1,410,631	2,115,690	2,891,992	642,293	1,395,202	8,455,808
Interfund transfers	-	-	-	-	-	-
Beginning fund balance	1,530,674	4,733,550	1,804,523	825,688	2,910,743	11,805,178
Total Resources	\$ 2,941,305	\$ 6,849,240	\$ 4,696,515	\$ 1,467,981	\$ 4,305,945	\$ 20,260,986
REQUIREMENTS						
Personnel services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Materials & services	6,600	6,700	6,700	1,400	5,200	26,600
Capital outlay	-	-	-	-	-	-
Debt service	-	-	-	-	-	-
Expenditures Subtotal	6,600	6,700	6,700	1,400	5,200	26,600
Interfund transfers	2,819,120	2,168,080	950,176	141,226	1,444,958	7,523,560
Ending balances:						
Restricted	-	-	-	-	-	-
Committed	-	-	-	-	-	-
Assigned	115,585	4,674,460	3,739,639	1,325,355	2,855,787	12,710,826
Unassigned	-	-	-	-	-	-
Total Requirements	\$ 2,941,305	\$ 6,849,240	\$ 4,696,515	\$ 1,467,981	\$ 4,305,945	\$ 20,260,986

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

Program Budget Matrix

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

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

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

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

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

The City's *working budget* is \$105,167,392 from a *total appropriations budget* of \$124,081,157. The difference of \$18,913,765 is a result of interfund service charges and transfers. The working budget number of \$105,167,392 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	Road Operating	Road Maintenance	Water Operating
Policy and Administration						
Administration	\$ 1,002,563	\$ 42,448	\$ 54,524	\$ 10,010	\$ -	\$ 51,581
Finance	380,745	124,087	218,714	34,084	500	280,162
Information Systems	302,148	119,362	45,441	4,580	-	22,708
GIS	69,170	31,200	13,600	19,400	-	33,000
Legal	409,072	18,169	20,101	3,317	-	16,725
Human Resources/Risk Mgmt	326,627	96,270	118,048	12,570	-	17,765
Total	2,490,324	431,536	470,428	83,962	500	421,941
Community Development						
Administration	-	153,909	-	-	-	-
Engineering	-	96,509	-	-	-	-
Building Inspections	-	740,059	-	-	-	-
Planning	-	1,001,670	-	-	-	-
Natural Rsrc/Strmwtr Mgmt	-	69,605	-	-	-	-
Total	-	2,061,752	-	-	-	-
Public Works						
Administration	121,357	-	-	74,000	-	87,000
Facilities	701,196	55,264	17,592	-	-	16,489
Roads	-	-	22,625	796,162	-	-
Street Lighting	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	1,223,249
Water Treatment Plant	-	-	-	-	-	2,451,771
Industrial Pretreatment	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-
Total	822,553	55,264	40,217	870,162	-	3,778,509
Parks & Recreation						
General Services	591,497	-	-	-	-	-
Senior Programs	492,350	-	-	-	-	-
Parks Maintenance	1,036,162	-	-	40,852	-	20,718
Total	2,120,009	-	-	40,852	-	20,718
Library	1,633,430	-	-	-	-	-
Transportation						
Transit	-	-	5,530,475	-	-	-
Fleet Service	-	-	-	-	-	-
Total	-	-	5,530,475	-	-	-
Public Safety						
Law Enforcement	3,894,956	-	-	-	-	-
Municipal Court	217,915	-	-	-	-	-
Total	4,112,871	-	-	-	-	-
Total Operating Budget	11,179,187	2,548,552	6,041,120	994,976	500	4,221,169
Non-Operating Units						
Capital Improvements	965,100	-	500	161,884	670,000	653,500
Debt Service	-	-	-	-	-	1,529,000
Contingencies	10,916,960	3,705,907	1,272,369	644,565	444,595	3,846,999
Total Non-Operating Budget	11,882,060	3,705,907	1,272,869	806,449	1,114,595	6,029,499
Total Working Budget	23,061,247	6,254,459	7,313,989	1,801,425	1,115,095	10,250,668
Adjustments:						
Interfund Service & Transfers	2,716,357	1,875,658	5,310	102,976	-	438,920
Total Appropriations	25,777,604	8,130,117	7,319,299	1,904,401	1,115,095	10,689,588
Unappropriated Ending Balance	2,000,000	783,000	961,000	155,000	-	742,000
Total Uses	\$ 27,777,604	\$ 8,913,117	\$ 8,280,299	\$ 2,059,401	\$ 1,115,095	\$ 11,431,588
Revenues and Transfers In	\$ 13,947,370	\$ 4,890,061	\$ 5,937,609	\$ 1,132,500	\$ 660,500	\$ 7,217,700
Estimated 13/14 Beginning Bal	13,830,234	4,023,056	2,342,690	926,901	454,595	4,213,888
Total Estimated Resources	\$ 27,777,604	\$ 8,913,117	\$ 8,280,299	\$ 2,059,401	\$ 1,115,095	\$ 11,431,588

Budget Matrix (Continued)

OPERATING FUNDS (Continued)				G.O. DEBT SERVICE FUND	CIP & SDC FUNDS	TOTAL ALL FUND	PAGE REFERENCE #
Sewer Operating	Street Lighting	Stormwater Operating	Fleet Svcs				
\$ 36,338	\$ -	\$ 6,068	\$ -	\$ -	\$ 70,533	\$ 1,274,065	88
229,798	-	124,547	-	-	112,803	1,505,440	90
22,663	-	4,527	-	-	96,792	618,220	94
33,000	-	33,000	-	-	-	232,370	98
10,491	-	2,215	-	-	25,150	505,240	100
9,194	-	9,418	717	-	-	590,609	102
341,484	-	179,775	717	-	305,278	4,725,944	
-	-	-	-	-	596,861	750,770	104
-	-	-	-	-	1,193,897	1,290,406	106
-	-	-	-	-	-	740,059	108
-	-	-	-	-	-	1,001,670	112
-	-	254,919	-	-	-	324,524	114
-	-	254,919	-	-	1,790,758	4,107,429	
117,000	-	20,000	-	-	24,479	443,836	118
25,856	-	11,067	-	-	-	827,465	120
-	-	-	-	-	-	818,787	122
-	304,574	-	-	-	-	304,574	124
-	-	-	-	-	-	1,223,249	126
-	-	-	-	-	-	2,451,771	128
120,831	-	-	-	-	-	120,831	130
1,865,765	-	-	-	-	-	1,865,765	132
685,005	-	-	-	-	-	685,005	134
-	-	523,265	-	-	-	523,265	136
2,814,457	304,574	554,332	-	-	24,479	9,264,548	
-	-	-	-	-	-	591,497	138
-	-	-	-	-	-	492,350	142
-	-	-	-	-	-	1,097,733	146
-	-	-	-	-	-	2,181,580	
-	-	-	-	-	-	1,633,430	148
-	-	-	-	-	-	5,530,475	152
-	-	-	1,344,014	-	-	1,344,014	156
-	-	-	1,344,014	-	-	6,874,489	
-	-	-	-	-	-	3,894,956	160
-	-	-	-	-	-	217,915	162
-	-	-	-	-	-	4,112,871	
3,155,941	304,574	989,026	1,344,731	-	2,120,515	32,900,291	Operating
2,871,500	52,000	768,737	-	-	15,786,965	21,930,186	
2,986,000	-	-	-	368,500	950,000	5,833,500	
6,980,612	855,295	142,380	988,567	-	14,705,166	44,503,415	
12,838,112	907,295	911,117	988,567	368,500	31,442,131	72,267,101	
15,994,053	1,211,869	1,900,143	2,333,298	368,500	33,562,646	105,167,392	Working
955,080	6,240	94,348	2,100	-	12,716,776	18,913,765	
16,949,133	1,218,109	1,994,491	2,335,398	368,500	46,279,422	124,081,157	Approp.
413,000	61,000	149,000	61,000	87,719	-	5,412,719	
\$ 17,362,133	\$ 1,279,109	\$ 2,143,491	\$ 2,396,398	\$ 456,219	\$ 46,279,422	\$ 129,493,876	Total Uses
\$ 7,372,716	\$ 402,000	\$ 1,337,500	\$ 1,208,110	\$ 345,500	\$ 23,734,103	\$ 68,185,669	
9,989,417	877,109	805,991	1,188,288	110,719	22,545,319	61,308,207	
\$ 17,362,133	\$ 1,279,109	\$ 2,143,491	\$ 2,396,398	\$ 456,219	\$ 46,279,422	\$ 129,493,876	

Detail of Capital Project Funds

BUDGET UNITS	CAPITAL PROJECT FUNDS - IMPROVEMENTS						TOTAL
	Water	Sewer	Streets	Stormwater	Building Improvements	Parks	IMPVMNTS FUNDS
Policy and Administration							
Administration	\$ 19,175	\$ 31,261	\$ 9,126	\$ 4,019	\$ 2	\$ 6,950	\$ 70,533
Finance	23,435	38,206	11,154	4,911	3	8,494	86,203
Information Systems	26,314	42,899	12,524	5,515	3	9,537	96,792
GIS	-	-	-	-	-	-	-
Legal	6,837	11,147	3,254	1,433	1	2,478	25,150
Human Resources/Risk Mgmt	-	-	-	-	-	-	-
Total	75,761	123,513	36,058	15,878	9	27,459	278,678
Community Development							
Administration	157,343	243,909	85,364	40,449	17	69,779	596,861
Engineering	314,732	487,891	170,754	80,909	33	139,578	1,193,897
Building Inspections	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-
Stormwater Management	-	-	-	-	-	-	-
Total	472,075	731,800	256,118	121,358	50	209,357	1,790,758
Public Works							
Administration	6,654	10,849	3,168	1,396	1	2,411	24,479
Building Maintenance	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
Total	6,654	10,849	3,168	1,396	1	2,411	24,479
Parks & Recreation							
General Services	-	-	-	-	-	-	-
Senior Programs	-	-	-	-	-	-	-
Parks Maintenance	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Library							
	-	-	-	-	-	-	-
Transportation							
Transit	-	-	-	-	-	-	-
Fleet Service	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Public Safety							
Law Enforcement	-	-	-	-	-	-	-
Municipal Court	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Total Operating Budget	554,490	866,162	295,344	138,632	60	239,227	2,093,915
Non-Operating Units							
Capital Improvements	1,316,250	8,200,000	282,500	-	100,000	264,500	10,163,250
Debt Service	-	-	-	-	-	-	-
Contingencies/Designations	156,259	1,413,593	171,033	10,354	180,229	62,872	1,994,340
Total Non-Operating Budget	1,472,509	9,613,593	453,533	10,354	280,229	327,372	12,157,590
Total Working Budget	2,026,999	10,479,755	748,877	148,986	280,289	566,599	14,251,505
Adjustments:							
Interfund Service & Transfers	2,804,500	4,217,998	1,678,682	863,580	450,500	1,751,671	11,766,931
Total Appropriations	4,831,499	14,697,753	2,427,559	1,012,566	730,789	2,318,270	26,018,436
Unappropriated Ending Balance	-	-	-	-	-	-	-
Total Uses	\$ 4,831,499	\$ 14,697,753	\$ 2,427,559	\$ 1,012,566	\$ 730,789	\$ 2,318,270	\$ 26,018,436
Revenues and Transfers In	\$ 4,676,740	\$ 4,849,160	\$ 1,943,626	\$ 1,002,261	\$ 550,610	\$ 2,255,898	15,278,295
Estimated 13/14 Beginning Bal	154,759	9,848,593	483,933	10,305	180,179	62,372	10,740,141
Total Estimated Resources	\$ 4,831,499	\$ 14,697,753	\$ 2,427,559	\$ 1,012,566	\$ 730,789	\$ 2,318,270	\$ 26,018,436

Detail of Capital Project Funds

CAPITAL PROJECT FUNDS - SDCs					TOTAL SDC FUNDS	COMBINED CIP & SDC FUNDS
Water	Sewer	Streets	Stormwater	Parks		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,533
6,600	6,700	6,700	1,400	5,200	26,600	112,803
-	-	-	-	-	-	96,792
-	-	-	-	-	-	-
-	-	-	-	-	-	25,150
-	-	-	-	-	-	-
6,600	6,700	6,700	1,400	5,200	26,600	305,278
-	-	-	-	-	-	596,861
-	-	-	-	-	-	1,193,897
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	1,790,758
-	-	-	-	-	-	24,479
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	24,479
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
6,600	6,700	6,700	1,400	5,200	26,600	2,120,515
2,151,000	1,346,500	794,800	94,845	1,236,570	5,623,715	\$ 15,786,965
350,000	600,000	-	-	-	950,000	950,000
115,585	4,674,460	3,739,639	1,325,355	2,855,787	12,710,826	14,705,166
2,616,585	6,620,960	4,534,439	1,420,200	4,092,357	19,284,541	31,442,131
2,623,185	6,627,660	4,541,139	1,421,600	4,097,557	19,311,141	33,562,646
318,120	221,580	155,376	46,381	208,388	949,845	12,716,776
2,941,305	6,849,240	4,696,515	1,467,981	4,305,945	20,260,986	46,279,422
-	-	-	-	-	-	-
\$ 2,941,305	\$ 6,849,240	\$ 4,696,515	\$ 1,467,981	\$ 4,305,945	\$ 20,260,986	\$ 46,279,422
\$ 1,410,631	\$ 2,115,690	\$ 2,891,992	\$ 642,293	\$ 1,395,202	\$ 8,455,808	\$ 23,734,103
1,530,674	4,733,550	1,804,523	825,688	2,910,743	11,805,178	22,545,319
\$ 2,941,305	\$ 6,849,240	\$ 4,696,515	\$ 1,467,981	\$ 4,305,945	\$ 20,260,986	\$ 46,279,422



Summary of Funds

The following pages offer a fund-by-fund analysis of resources and requirements. Fund descriptions and categorizations by fund type are found on page 32.

Resources include all revenues, transfers and beginning fund balances.

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

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

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

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

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

Committed: Balances which are controlled by Council action. Primarily reflects City Fiscal Management Policy to establish an unappropriated ending balance equal to 15% operating costs, a \$2 million sustainability reserve in the General Fund and a 20% operating reserve in the Special Revenue and Enterprise Funds.

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

Unassigned: General Fund Contingency.

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

Fund Summaries

General Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Property taxes	\$ 4,985,946	\$ 5,071,834	\$ 5,225,000	\$ 5,428,500	\$ 5,428,500	\$ 5,428,500
Hotel/Motel taxes	214,109	208,890	240,000	225,900	225,900	225,900
Franchise fees	2,571,208	2,648,667	2,668,050	2,821,665	2,821,665	2,821,665
Licenses & permits	148,304	127,587	120,600	132,700	132,700	132,700
Intergovernmental	1,515,749	1,510,696	1,569,551	1,624,153	1,624,153	1,624,153
Charges for services	416,432	454,440	413,800	544,700	544,700	544,700
Municipal court fines	460,326	404,950	380,000	385,000	385,000	385,000
Investment income	118,617	125,265	100,000	105,000	105,000	105,000
Miscellaneous revenue	192,955	169,823	130,600	139,900	139,900	139,900
Revenue Subtotal	10,623,646	10,722,152	10,847,601	11,407,518	11,407,518	11,407,518
Transfers from other funds:						
Community Development Fund	170,806	171,595	368,710	490,100	490,100	490,100
Transit Fund	441,598	454,991	476,100	484,850	484,850	484,850
Road Operating Fund	89,280	96,280	221,060	201,550	201,550	201,550
Fleet Services Fund	2,040	2,040	2,040	2,100	2,100	2,100
Water Operating Fund	464,196	377,796	477,200	467,500	467,500	467,500
Sewer Operating Fund	415,506	402,954	411,200	411,500	411,500	411,500
Stormwater Fund	150,027	155,296	154,040	179,100	179,100	179,100
Water Capital Fund	42,438	31,938	47,268	82,415	82,415	82,415
Sewer Capital Fund	32,220	203,997	119,150	134,360	134,360	134,360
Streets Capital Fund	53,618	115,703	96,470	39,224	39,224	39,224
Stormwater Capital Fund	2,127	12,629	22,780	17,272	17,272	17,272
Building Capital Fund	2,448	63,329	25,840	10	10	10
Park Capital Fund	349	5,825	19,720	29,871	29,871	29,871
Transfers/Interfund Subtotal	1,866,653	2,094,373	2,441,578	2,539,852	2,539,852	2,539,852
Beginning fund balance	12,948,430	13,494,587	13,436,995	13,830,234	13,830,234	13,830,234
TOTAL RESOURCES	\$ 25,438,729	\$ 26,311,112	\$ 26,726,174	\$ 27,777,604	\$ 27,777,604	\$ 27,777,604
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 5,357,776	\$ 5,668,993	\$ 6,258,970	\$ 6,568,875	\$ 6,568,875	\$ 6,568,875
Materials & services	6,239,633	6,167,958	6,867,600	6,988,219	6,988,219	6,988,219
Capital outlay	299,870	104,337	120,000	109,450	109,450	109,450
Expenditures Subtotal	11,897,279	11,941,288	13,246,570	13,666,544	13,666,544	13,666,544
Transfers to other funds:						
Community Development Fund	-	200,000	200,000	229,000	229,000	229,000
Water Capital Projects Fund	-	85,678	-	-	-	-
Streets Capital Projects Fund	1,390	-	15,000	-	-	-
Building Capital Projects Fund	45,473	53,708	279,000	450,000	450,000	450,000
Park Capital Projects Fund	-	25,339	250,600	515,100	515,100	515,100
Interfund loans:						
Stormwater Fund	-	-	700,000	-	-	-
Transfers/Interfund Subtotal	46,863	364,725	1,444,600	1,194,100	1,194,100	1,194,100
Ending fund balance						
Nonspendable	278,160	154,591	-	-	-	-
Restricted	198,176	220,623	198,176	235,623	235,623	235,623
Committed (sustainability reserve)	-	-	-	2,000,000	2,000,000	2,000,000
Committed (contingency)	630,000	660,000	3,000,000	2,034,000	2,034,000	2,034,000
Assigned (designated)	7,449,762	7,729,767	7,729,467	5,848,472	5,848,472	5,848,472
Unassigned	4,938,489	5,240,118	1,107,361	2,798,865	2,798,865	2,798,865
Ending balance Subtotal	13,494,587	14,005,099	12,035,004	12,916,960	12,916,960	12,916,960
TOTAL REQUIREMENTS	\$ 25,438,729	\$ 26,311,112	\$ 26,726,174	\$ 27,777,604	\$ 27,777,604	\$ 27,777,604

This is a major fund for GASB 34 purposes.

Ending fund balance decline is due to one time transfers out for building and parks capital project items.

Fund Summaries

Community Development Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Permits						
Building	\$ 865,163	\$ 1,022,161	\$ 843,153	\$ 1,463,345	\$ 1,463,345	\$ 1,463,345
Engineering	413,982	186,344	340,000	303,000	303,000	303,000
Planning	226,777	418,349	295,256	270,208	270,208	270,208
Permit subtotal	<u>1,505,922</u>	<u>1,626,854</u>	<u>1,478,409</u>	<u>2,036,553</u>	<u>2,036,553</u>	<u>2,036,553</u>
Intergovernmental	-	141,812	25,000	25,000	25,000	25,000
Charges for services						
Urban renewal	761,440	807,000	543,000	686,250	686,250	686,250
Traffic engineering	33,270	58,880	50,000	30,000	30,000	30,000
Other	4,472	10,900	6,000	6,500	6,500	6,500
Charges for services Subtotal	<u>799,182</u>	<u>876,780</u>	<u>599,000</u>	<u>722,750</u>	<u>722,750</u>	<u>722,750</u>
Investment income	22,753	24,222	16,000	20,000	20,000	20,000
Miscellaneous Revenue	6,707	1,119	500	-	-	-
Revenue Subtotal	<u>2,334,564</u>	<u>2,670,787</u>	<u>2,118,909</u>	<u>2,804,303</u>	<u>2,804,303</u>	<u>2,804,303</u>
Transfers from other funds:						
General Fund	-	200,000	200,000	229,000	229,000	229,000
Stormwater Operating Fund	67,472	68,499	81,000	66,000	66,000	66,000
Water Capital Fund	259,404	362,314	263,809	472,075	472,075	472,075
Sewer Capital Fund	234,596	303,931	647,840	731,800	731,800	731,800
Streets Capital Fund	660,205	440,754	710,500	256,118	256,118	256,118
Stormwater Capital Fund	104,308	131,310	204,680	121,358	121,358	121,358
Building Capital Fund	17,956	79,898	86,640	50	50	50
Park Capital Fund	34,008	93,375	183,420	209,357	209,357	209,357
Transfers Subtotal	<u>1,377,949</u>	<u>1,680,081</u>	<u>2,377,889</u>	<u>2,085,758</u>	<u>2,085,758</u>	<u>2,085,758</u>
Beginning fund balance	2,638,673	2,966,192	3,459,190	4,023,056	4,023,056	4,023,056
TOTAL RESOURCES	<u>\$ 6,351,186</u>	<u>\$ 7,317,060</u>	<u>\$ 7,955,988</u>	<u>\$ 8,913,117</u>	<u>\$ 8,913,117</u>	<u>\$ 8,913,117</u>
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 2,863,775	\$ 2,921,114	\$ 3,332,710	\$ 3,300,600	\$ 3,300,600	\$ 3,300,600
Materials & services	341,726	436,231	646,155	613,510	613,510	613,510
Capital outlay	8,687	2,050	12,500	20,000	20,000	20,000
Expenditures Subtotal	<u>3,214,188</u>	<u>3,359,395</u>	<u>3,991,365</u>	<u>3,934,110</u>	<u>3,934,110</u>	<u>3,934,110</u>
Transfers to other funds:						
General Fund	170,806	171,595	368,710	490,100	490,100	490,100
Ending fund balance						
Restricted	1,139,598	1,523,508	1,333,312	2,416,321	2,416,321	2,416,321
Committed (contingency)	160,000	170,000	575,000	783,000	783,000	783,000
Assigned (contingency)	1,666,594	2,092,562	1,687,601	1,289,586	1,289,586	1,289,586
Ending balance Subtotal	<u>2,966,192</u>	<u>3,786,070</u>	<u>3,595,913</u>	<u>4,488,907</u>	<u>4,488,907</u>	<u>4,488,907</u>
TOTAL REQUIREMENTS	<u>\$ 6,351,186</u>	<u>\$ 7,317,060</u>	<u>\$ 7,955,988</u>	<u>\$ 8,913,117</u>	<u>\$ 8,913,117</u>	<u>\$ 8,913,117</u>

This is a major fund for GASB 34 purposes.

Ending fund balance growth correlates to improved local development activities.

Fund Summaries

Transit Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Transit tax	\$ 3,893,919	\$ 4,048,569	\$ 4,400,000	\$ 4,350,000	\$ 4,350,000	\$ 4,350,000
Intergovernmental	592,225	749,354	2,959,676	1,354,109	1,354,109	1,354,109
Charges for services	172,489	179,633	178,000	199,000	199,000	199,000
Investment income	18,961	14,533	17,000	22,500	22,500	22,500
Sale of building	-	479,780	-	-	-	-
Miscellaneous	40,427	64,861	10,000	12,000	12,000	12,000
Revenue Subtotal	4,718,021	5,536,730	7,564,676	5,937,609	5,937,609	5,937,609
Transfers from other funds:						
Water Capital Fund	-	5,516	-	-	-	-
Beginning fund balance	1,915,238	1,763,609	2,437,957	2,342,690	2,342,690	2,342,690
TOTAL RESOURCES	\$ 6,633,259	\$ 7,305,855	\$ 10,002,633	\$ 8,280,299	\$ 8,280,299	\$ 8,280,299
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 2,283,124	\$ 2,516,542	\$ 2,886,460	\$ 2,968,660	\$ 2,968,660	\$ 2,968,660
Materials & services	1,818,376	1,652,730	1,789,365	1,835,860	1,835,860	1,835,860
Capital outlay	56,237	361,330	700,000	757,000	757,000	757,000
Expenditures Subtotal	4,157,737	4,530,602	5,375,825	5,561,520	5,561,520	5,561,520
Transfers to other funds:						
General Fund	441,598	454,991	476,100	484,850	484,850	484,850
Building Capital Fund	264,917	153,379	1,587,480	560	560	560
Road Operating Fund	5,398	6,016	-	-	-	-
Transfers Subtotal	711,913	614,386	2,063,580	485,410	485,410	485,410
Ending fund balance						
Nonspendable	60	-	-	-	-	-
Committed (contingency)	250,000	230,000	200,000	961,000	961,000	961,000
Assigned (designated)	1,513,549	1,930,867	1,124,848	1,053,084	1,053,084	1,053,084
Assigned (contingency)	-	-	1,238,380	219,285	219,285	219,285
Ending balance Subtotal	1,763,609	2,160,867	2,563,228	2,233,369	2,233,369	2,233,369
TOTAL REQUIREMENTS	\$ 6,633,259	\$ 7,305,855	\$ 10,002,633	\$ 8,280,299	\$ 8,280,299	\$ 8,280,299

This is a major fund for GASB 34 purposes.

Ending fund balance decline reflects local funds used as required match for grant funded capital bus purchase

Fund Summaries

911 State Shared Revenue Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Intergovernmental	\$ -	\$ 95,551	\$ 90,000	\$ -	\$ -	\$ -
Interest income	-	(109)	-	-	-	-
Beginning fund balance	-	-	-	-	-	-
TOTAL RESOURCES	\$ -	\$ 95,442	\$ 90,000	\$ -	\$ -	\$ -
REQUIREMENTS						
Expenditures:						
Materials & services	-	90,000	90,000	-	-	-
Ending fund balance	-	-	-	-	-	-
Assigned (contingency)	-	5,442	-	-	-	-
TOTAL REQUIREMENTS	\$ -	\$ 95,442	\$ 90,000	\$ -	\$ -	\$ -

Fund Summaries

Road Operating Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Gasoline tax	\$ 909,512	\$ 1,071,900	\$ 1,108,000	\$ 1,127,500	\$ 1,127,500	\$ 1,127,500
Investment income	2,363	3,984	2,000	5,000	5,000	5,000
Miscellaneous	5,739	428	-	-	-	-
Revenue Subtotal	917,614	1,076,312	1,110,000	1,132,500	1,132,500	1,132,500
Transfers from other funds:						
Transit Fund	5,398	6,016	-	-	-	-
Beginning fund balance	455,448	654,792	828,005	926,901	926,901	926,901
TOTAL RESOURCES	\$ 1,378,460	\$ 1,737,120	\$ 1,938,005	\$ 2,059,401	\$ 2,059,401	\$ 2,059,401
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 244,220	\$ 289,992	\$ 300,170	\$ 334,610	\$ 334,610	\$ 334,610
Materials & services	299,168	306,703	420,548	441,966	441,966	441,966
Capital outlay	1,000	-	-	20,000	20,000	20,000
Expenditures Subtotal	544,388	596,695	720,718	796,576	796,576	796,576
Transfers to other funds:						
General Fund	179,280	96,280	221,060	201,550	201,550	201,550
Streets Capital Projects Fund	-	76,800	91,000	261,710	261,710	261,710
Transfers Subtotal	179,280	173,080	312,060	463,260	463,260	463,260
Ending fund balance						
Committed (contingency)	40,000	30,000	40,000	155,000	155,000	155,000
Assigned (contingency)	614,792	937,345	865,227	644,565	644,565	644,565
Ending balance Subtotal	654,792	967,345	905,227	799,565	799,565	799,565
TOTAL REQUIREMENTS	\$ 1,378,460	\$ 1,737,120	\$ 1,938,005	\$ 2,059,401	\$ 2,059,401	\$ 2,059,401

Ending fund balance decline is due to one time capital projects recorded in Street Capital Projects Fund.

Fund Summaries

Road Maintenance Regulatory Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Usage charge	\$ 618,154	\$ 630,702	\$ 635,000	\$ 659,000	\$ 659,000	\$ 659,000
Investment income	646	925	1,000	1,500	1,500	1,500
Revenue Subtotal	<u>618,800</u>	<u>631,627</u>	<u>636,000</u>	<u>660,500</u>	<u>660,500</u>	<u>660,500</u>
Beginning fund balance	<u>159,694</u>	<u>232,585</u>	<u>248,755</u>	<u>454,595</u>	<u>454,595</u>	<u>454,595</u>
TOTAL RESOURCES	<u>\$ 778,494</u>	<u>\$ 864,212</u>	<u>\$ 884,755</u>	<u>\$ 1,115,095</u>	<u>\$ 1,115,095</u>	<u>\$ 1,115,095</u>
REQUIREMENTS						
Expenditures:						
Materials & services	\$ -	\$ -	\$ 510	\$ 500	\$ 500	\$ 500
Transfers to other funds:						
Streets Capital Projects Fund	<u>545,909</u>	<u>401,094</u>	<u>650,000</u>	<u>670,000</u>	<u>670,000</u>	<u>670,000</u>
Ending fund balance						
Assigned (contingency)	<u>232,585</u>	<u>463,118</u>	<u>234,245</u>	<u>444,595</u>	<u>444,595</u>	<u>444,595</u>
TOTAL REQUIREMENTS	<u>\$ 778,494</u>	<u>\$ 864,212</u>	<u>\$ 884,755</u>	<u>\$ 1,115,095</u>	<u>\$ 1,115,095</u>	<u>\$ 1,115,095</u>

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

Fund Summaries

Water Operating Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Usage charge	\$ 4,908,565	\$ 5,029,766	\$ 5,285,000	\$ 5,577,000	\$ 5,577,000	\$ 5,577,000
Sherwood usage	9,504	367,884	950,000	1,080,000	1,080,000	1,080,000
Connection fees	30,450	47,657	49,000	49,000	49,000	49,000
Turn-off charge	2,575	9,899	5,000	9,000	9,000	9,000
User fee - fire charge	102,313	109,760	105,000	115,000	115,000	115,000
Investment income	25,046	31,582	20,000	32,700	32,700	32,700
Miscellaneous	14,360	12,552	18,200	5,000	5,000	5,000
Revenue Subtotal	5,092,813	5,609,100	6,432,200	6,867,700	6,867,700	6,867,700
Transfers from other funds:						
Water SDC Fund	350,000	350,000	350,000	350,000	350,000	350,000
Beginning fund balance	2,700,349	2,735,374	2,684,018	4,213,888	4,213,888	4,213,888
TOTAL RESOURCES	\$ 8,143,162	\$ 8,694,474	\$ 9,466,218	\$ 11,431,588	\$ 11,431,588	\$ 11,431,588
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 381,165	\$ 474,332	\$ 534,300	\$ 509,270	\$ 509,270	\$ 509,270
Materials & services	2,527,374	2,248,965	3,429,452	3,200,899	3,200,899	3,200,899
Capital outlay	18,100	-	65,000	54,000	54,000	54,000
Debt service	1,879,309	1,878,534	1,886,000	1,879,000	1,879,000	1,879,000
Expenditures Subtotal	4,805,948	4,601,831	5,914,752	5,643,169	5,643,169	5,643,169
Transfers to other funds:						
General Fund	464,196	377,798	477,200	467,500	467,500	467,500
Water Capital Fund	137,644	167,416	57,000	731,920	731,920	731,920
Transfers Subtotal	601,840	545,214	534,200	1,199,420	1,199,420	1,199,420
Ending fund balance						
Committed (contingency)	155,000	160,000	650,000	742,000	742,000	742,000
Assigned (designated)	2,463,148	863,148	908,148	1,837,373	1,837,373	1,837,373
Assigned (contingency)	117,226	2,524,281	1,459,118	2,009,626	2,009,626	2,009,626
Ending balance Subtotal	2,735,374	3,547,429	3,017,266	4,588,999	4,588,999	4,588,999
TOTAL REQUIREMENTS	\$ 8,143,162	\$ 8,694,474	\$ 9,466,218	\$ 11,431,588	\$ 11,431,588	\$ 11,431,588

The ending fund balance growth is due in part from sharing treatment costs with the City of Sherwood.

Fund Summaries

Sewer Operating Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Usage charge	\$ 4,794,081	\$ 5,262,079	\$ 6,200,000	\$ 6,342,000	\$ 6,342,000	\$ 6,342,000
High strength surcharge	310,118	297,360	350,000	360,000	360,000	360,000
Investment income	45,328	61,070	45,000	52,500	52,500	52,500
Bond sale proceeds	-	5,000,000	-	-	-	-
Miscellaneous	29,570	17,666	18,216	18,216	18,216	18,216
Revenue Subtotal	<u>5,179,097</u>	<u>10,638,175</u>	<u>6,613,216</u>	<u>6,772,716</u>	<u>6,772,716</u>	<u>6,772,716</u>
Transfers from other funds:						
Fleet Fund	-	-	185,000	-	-	-
Sewer Development Fund (SDC)	300,000	300,000	600,000	600,000	600,000	600,000
Transfers Subtotal	<u>300,000</u>	<u>300,000</u>	<u>785,000</u>	<u>600,000</u>	<u>600,000</u>	<u>600,000</u>
Beginning fund balance	5,500,604	7,497,445	9,018,973	9,989,417	9,989,417	9,989,417
TOTAL RESOURCES	<u>\$ 10,979,701</u>	<u>\$ 18,435,620</u>	<u>\$ 16,417,189</u>	<u>\$ 17,362,133</u>	<u>\$ 17,362,133</u>	<u>\$ 17,362,133</u>
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 576,217	\$ 335,544	\$ 255,840	\$ 306,250	\$ 306,250	\$ 306,250
Materials & services	1,727,470	2,158,746	2,399,369	2,448,691	2,448,691	2,448,691
Capital outlay	5,100	-	-	-	-	-
Debt Service	734,972	6,464,245	2,589,000	3,586,000	3,586,000	3,586,000
Expenditures Subtotal	<u>3,043,759</u>	<u>8,958,535</u>	<u>5,244,209</u>	<u>6,340,941</u>	<u>6,340,941</u>	<u>6,340,941</u>
Transfers to other funds:						
General Fund	415,506	402,954	411,200	411,500	411,500	411,500
Community Development Fund	-	-	-	-	-	-
Sewer Capital Fund	22,991	98,441	1,048,800	3,216,080	3,216,080	3,216,080
Transfers Subtotal	<u>438,497</u>	<u>501,395</u>	<u>1,460,000</u>	<u>3,627,580</u>	<u>3,627,580</u>	<u>3,627,580</u>
Ending fund balance						
Committed (contingency)	125,000	130,000	480,000	413,000	413,000	413,000
Assigned (designated)	650,000	1,150,000	1,675,000	2,100,000	2,100,000	2,100,000
Assigned (contingency)	6,722,445	7,695,690	7,557,980	4,880,612	4,880,612	4,880,612
Ending balance Subtotal	<u>7,497,445</u>	<u>8,975,690</u>	<u>9,712,980</u>	<u>7,393,612</u>	<u>7,393,612</u>	<u>7,393,612</u>
TOTAL REQUIREMENTS	<u>\$ 10,979,701</u>	<u>\$ 18,435,620</u>	<u>\$ 16,417,189</u>	<u>\$ 17,362,133</u>	<u>\$ 17,362,133</u>	<u>\$ 17,362,133</u>

Ending fund balance decline reflects wastewater treatment plant expansion expenses and related debt service.

Fund Summaries

Street Lighting Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Transfers from other funds:						
Usage charge	\$ 374,855	\$ 381,615	\$ 385,000	\$ 397,000	\$ 397,000	\$ 397,000
Investment income	3,324	3,914	3,000	5,000	5,000	5,000
Miscellaneous	-	150	-	-	-	-
Revenue Subtotal	378,179	385,679	388,000	402,000	402,000	402,000
Beginning fund balance	578,007	681,490	782,570	877,109	877,109	877,109
TOTAL RESOURCES	\$ 956,186	\$ 1,067,169	\$ 1,170,570	\$ 1,279,109	\$ 1,279,109	\$ 1,279,109
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 253,686	\$ 252,436	\$ 296,100	\$ 304,574	\$ 304,574	\$ 304,574
Transfers to other funds:						
Streets Capital Projects Fund	21,010	4,262	59,280	58,240	58,240	58,240
Ending fund balance						
Committed (contingency)	15,000	10,000	10,000	61,000	61,000	61,000
Assigned (contingency)	666,490	800,471	805,190	855,295	855,295	855,295
Ending balance Subtotal	681,490	810,471	815,190	916,295	916,295	916,295
TOTAL REQUIREMENTS	\$ 956,186	\$ 1,067,169	\$ 1,170,570	\$ 1,279,109	\$ 1,279,109	\$ 1,279,109

Fund Summaries

Stormwater Operating Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Stormwater utility charge	\$ 953,103	\$ 972,101	\$ 1,260,000	\$ 1,334,000	\$ 1,334,000	\$ 1,334,000
Investment income	3,602	3,158	3,000	3,500	3,500	3,500
Miscellaneous	2,797	110	-	-	-	-
Revenue Subtotal	959,502	975,369	1,263,000	1,337,500	1,337,500	1,337,500
Transfers from other funds:						
General Fund	-	-	700,000	-	-	-
Beginning fund balance	653,450	734,640	404,387	805,991	805,991	805,991
TOTAL RESOURCES	\$ 1,612,952	\$ 1,710,009	\$ 2,367,387	\$ 2,143,491	\$ 2,143,491	\$ 2,143,491
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 208,239	\$ 218,073	\$ 242,550	\$ 270,440	\$ 270,440	\$ 270,440
Materials & services	332,560	329,831	444,505	475,586	475,586	475,586
Capital Outlay	9,490	-	-	-	-	-
Expenditures Subtotal	550,289	547,904	687,055	746,026	746,026	746,026
Transfers to other funds:						
General Fund	150,027	155,296	154,040	179,100	179,100	179,100
Community Development Fund	67,472	68,499	81,000	66,000	66,000	66,000
Stormwater Capital Fund	110,525	321,753	698,760	860,985	860,985	860,985
Transfers Subtotal	328,024	545,548	933,800	1,106,085	1,106,085	1,106,085
Ending fund balance						
Committed (contingency)	35,000	40,000	145,000	149,000	149,000	149,000
Assigned (contingency)	699,639	576,557	601,532	142,380	142,380	142,380
Ending balance Subtotal	734,639	616,557	746,532	291,380	291,380	291,380
TOTAL REQUIREMENTS	\$ 1,612,952	\$ 1,710,009	\$ 2,367,387	\$ 2,143,491	\$ 2,143,491	\$ 2,143,491

Ending fund balance decline reflects increased capital project expense demands.

Fund Summaries

Fleet Services Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Charges for services:						
General Fund	\$ 129,030	\$ 110,910	\$ 105,711	\$ 105,980	\$ 105,980	\$ 105,980
Community Development	39,370	35,990	29,685	32,200	32,200	32,200
Transit Fund	946,060	954,310	927,125	966,530	966,530	966,530
Road Operating Fund	32,780	32,550	37,274	36,530	36,530	36,530
Water Operating Fund	44,650	38,690	35,717	36,850	36,850	36,850
Sewer Operating Fund	60,000	30,350	15,851	11,240	11,240	11,240
Stormwater Operating Fund	20,670	17,700	16,572	13,780	13,780	13,780
Charges for service subtotal	1,272,560	1,220,500	1,167,935	1,203,110	1,203,110	1,203,110
Investment income	21,836	25,965	20,000	5,000	5,000	5,000
Miscellaneous	16,792	81,186	-	-	-	-
Revenue Subtotal	1,311,188	1,327,651	1,187,935	1,208,110	1,208,110	1,208,110
Beginning fund balance	3,006,284	3,197,848	1,777,606	1,188,288	1,188,288	1,188,288
TOTAL RESOURCES	\$ 4,317,472	\$ 4,525,499	\$ 2,965,541	\$ 2,396,398	\$ 2,396,398	\$ 2,396,398
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 477,181	\$ 473,198	\$ 515,740	\$ 547,190	\$ 547,190	\$ 547,190
Materials & services	603,633	624,987	649,470	677,041	677,041	677,041
Capital outlay	36,769	149,477	94,500	120,500	120,500	120,500
Expenditures Subtotal	1,117,583	1,247,662	1,259,710	1,344,731	1,344,731	1,344,731
Transfers to other funds:						
General Fund	2,040	2,040	2,040	2,100	2,100	2,100
Sewer Operating Fund	-	-	185,000	-	-	-
Building Capital Fund	-	1,266,134	635,000	-	-	-
Transfers Subtotal	2,040	1,268,174	822,040	2,100	2,100	2,100
Ending fund balance						
Committed (contingency)	60,000	115,000	115,000	61,000	61,000	61,000
Assigned (designated)	2,722,097	1,069,340	768,791	911,670	911,670	911,670
Assigned (contingency)	415,752	825,323	-	76,897	76,897	76,897
Ending balance Subtotal	3,197,849	2,009,663	883,791	1,049,567	1,049,567	1,049,567
TOTAL REQUIREMENTS	\$ 4,317,472	\$ 4,525,499	\$ 2,965,541	\$ 2,396,398	\$ 2,396,398	\$ 2,396,398

Ending balance declined in 2012-13 as carryover balances were 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 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Property taxes - current year	\$ 341,249	\$ 330,904	\$ 320,000	\$ 330,000	\$ 330,000	\$ 330,000
Property taxes - prior year	12,501	11,199	13,000	13,000	13,000	13,000
Investment income	1,973	1,901	2,000	2,500	2,500	2,500
Revenue Subtotal	<u>355,723</u>	<u>344,004</u>	<u>335,000</u>	<u>345,500</u>	<u>345,500</u>	<u>345,500</u>
Beginning fund balance	<u>171,832</u>	<u>159,580</u>	<u>132,645</u>	<u>110,719</u>	<u>110,719</u>	<u>110,719</u>
TOTAL RESOURCES	<u>\$ 527,555</u>	<u>\$ 503,584</u>	<u>\$ 467,645</u>	<u>\$ 456,219</u>	<u>\$ 456,219</u>	<u>\$ 456,219</u>
REQUIREMENTS						
Debt service						
Principal	\$ 280,000	\$ 295,000	\$ 310,000	\$ 320,000	\$ 320,000	\$ 320,000
Interest	87,975	75,935	62,660	48,500	48,500	48,500
Expenditures Subtotal	<u>367,975</u>	<u>370,935</u>	<u>372,660</u>	<u>368,500</u>	<u>368,500</u>	<u>368,500</u>
Ending fund balance						
Restricted	<u>159,580</u>	<u>132,649</u>	<u>94,985</u>	<u>87,719</u>	<u>87,719</u>	<u>87,719</u>
TOTAL REQUIREMENTS	<u>\$ 527,555</u>	<u>\$ 503,584</u>	<u>\$ 467,645</u>	<u>\$ 456,219</u>	<u>\$ 456,219</u>	<u>\$ 456,219</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 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Intergovernmental	\$ 540,103	\$ 266,757	\$ 579,583	\$ 1,474,200	\$ 1,474,200	\$ 1,474,200
Investment income	1,520	2,613	2,000	1,500	1,500	1,500
Revenue Subtotal	541,623	269,370	581,583	1,475,700	1,475,700	1,475,700
Transfers from other funds:						
General Fund	-	85,678	-	-	-	-
Water Operating Fund	137,644	167,416	57,000	731,920	731,920	731,920
Water Development Fund (SDC)	813,193	946,211	1,587,900	2,469,120	2,469,120	2,469,120
Transfers Subtotal	950,837	1,199,305	1,644,900	3,201,040	3,201,040	3,201,040
Beginning fund balance	225,561	196,125	198,126	154,759	154,759	154,759
TOTAL RESOURCES	\$ 1,718,021	\$ 1,664,800	\$ 2,424,609	\$ 4,831,499	\$ 4,831,499	\$ 4,831,499
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 1,220,055	\$ 1,111,152	\$ 1,913,406	\$ 4,120,750	\$ 4,120,750	\$ 4,120,750
Transfers to other funds:						
General Fund	42,438	31,938	47,268	82,415	82,415	82,415
Community Development Fund	259,403	362,314	263,809	472,075	472,075	472,075
Transit Fund	-	5,516	-	-	-	-
Transfers Subtotal	301,841	399,768	311,077	554,490	554,490	554,490
Ending fund balance						
Assigned (contingency)	196,125	153,880	200,126	156,259	156,259	156,259
TOTAL REQUIREMENTS	\$ 1,718,021	\$ 1,664,800	\$ 2,424,609	\$ 4,831,499	\$ 4,831,499	\$ 4,831,499

Fund Summaries

Sewer Capital Projects Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Intergovernmental	\$ -	\$ 141,059	\$ -	\$ -	\$ -	\$ -
Investment income	22,471	103,062	60,000	65,000	65,000	65,000
Bond sale proceeds	-	35,293,922	-	-	-	-
Revenue Subtotal	<u>22,471</u>	<u>35,538,043</u>	<u>60,000</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
Transfers from other funds:						
Sewer Operating Fund	22,991	98,441	1,048,800	3,216,080	3,216,080	3,216,080
Sewer Development Fund (SDC)	169,930	587,355	735,690	1,568,080	1,568,080	1,568,080
Transfers Subtotal	<u>192,921</u>	<u>685,796</u>	<u>1,784,490</u>	<u>4,784,160</u>	<u>4,784,160</u>	<u>4,784,160</u>
Beginning fund balance	1,964,448	954,731	27,153,073	9,848,593	9,848,593	9,848,593
TOTAL RESOURCES	<u>\$ 2,179,840</u>	<u>\$ 37,178,570</u>	<u>\$ 28,997,563</u>	<u>\$ 14,697,753</u>	<u>\$ 14,697,753</u>	<u>\$ 14,697,753</u>
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 958,293	\$ 11,708,407	\$ 20,457,500	\$ 12,418,000	\$ 12,418,000	\$ 12,418,000
Transfer to other funds:						
General Fund	32,220	203,997	119,150	134,360	134,360	134,360
Community Development Fund	234,596	303,931	647,840	731,800	731,800	731,800
Transfers Subtotal	<u>266,816</u>	<u>507,928</u>	<u>766,990</u>	<u>866,160</u>	<u>866,160</u>	<u>866,160</u>
Ending fund balance						
Restricted - bond proceeds	-	24,710,519	6,751,343	-	-	-
Assigned (contingency)	954,731	251,716	1,021,730	1,413,593	1,413,593	1,413,593
Ending balance subtotal	<u>954,731</u>	<u>24,962,235</u>	<u>7,773,073</u>	<u>1,413,593</u>	<u>1,413,593</u>	<u>1,413,593</u>
TOTAL REQUIREMENTS	<u>\$ 2,179,840</u>	<u>\$ 37,178,570</u>	<u>\$ 28,997,563</u>	<u>\$ 14,697,753</u>	<u>\$ 14,697,753</u>	<u>\$ 14,697,753</u>

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

Fund Summaries

Streets Capital Projects Fund

	Actual 2010-11	Actual 2010-11	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Intergovernmental	\$ 100,135	\$ 144,779	\$ -	\$ -	\$ -	\$ -
Investment income	(118)	6,351	-	3,500	3,500	3,500
Miscellaneous	1,053,423	981,390	100,000	-	-	-
Revenue Subtotal	<u>1,153,440</u>	<u>1,132,520</u>	<u>100,000</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
Transfers from other funds:						
General Fund	1,390	-	15,000	-	-	-
Road Operating	90,000	76,800	91,000	261,710	261,710	261,710
Road Maintenance	545,909	401,094	650,000	670,000	670,000	670,000
Street Lighting	21,010	4,262	59,280	58,240	58,240	58,240
Streets Development (SDC)	2,577,076	3,129,956	4,160,440	950,176	950,176	950,176
Transfers Subtotal	<u>3,235,385</u>	<u>3,612,112</u>	<u>4,975,720</u>	<u>1,940,126</u>	<u>1,940,126</u>	<u>1,940,126</u>
Beginning fund balance	<u>237,791</u>	<u>208,355</u>	<u>937,971</u>	<u>483,933</u>	<u>483,933</u>	<u>483,933</u>
TOTAL RESOURCES	<u>\$ 4,626,616</u>	<u>\$ 4,952,987</u>	<u>\$ 6,013,691</u>	<u>\$ 2,427,559</u>	<u>\$ 2,427,559</u>	<u>\$ 2,427,559</u>
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 3,704,438	\$ 3,417,750	\$ 4,995,500	\$ 1,961,184	\$ 1,961,184	\$ 1,961,184
Transfers to other funds:						
General Fund	53,618	115,703	96,470	39,224	39,224	39,224
Community Development Fund	660,205	440,754	710,500	256,118	256,118	256,118
Transfers Subtotal	<u>713,823</u>	<u>556,457</u>	<u>806,970</u>	<u>295,342</u>	<u>295,342</u>	<u>295,342</u>
Ending fund balance						
Assigned (contingency)	<u>208,355</u>	<u>978,780</u>	<u>211,221</u>	<u>171,033</u>	<u>171,033</u>	<u>171,033</u>
TOTAL REQUIREMENTS	<u>\$ 4,626,616</u>	<u>\$ 4,952,987</u>	<u>\$ 6,013,691</u>	<u>\$ 2,427,559</u>	<u>\$ 2,427,559</u>	<u>\$ 2,427,559</u>

Fund Summaries

Stormwater Capital Projects Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Investment income	4	(19)	-	50	50	50
Transfers from other funds:						
Stormwater Fund	110,525	321,753	698,760	860,985	860,985	860,985
Stormwater Development (SDC)	69,147	183,024	667,700	141,226	141,226	141,226
Transfers Subtotal	179,672	504,777	1,366,460	1,002,211	1,002,211	1,002,211
Beginning fund balance	10,272	10,276	10,276	10,305	10,305	10,305
TOTAL RESOURCES	\$ 189,948	\$ 515,034	\$ 1,376,736	\$ 1,012,566	\$ 1,012,566	\$ 1,012,566
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 73,237	\$ 360,837	\$ 1,139,000	\$ 863,582	\$ 863,582	\$ 863,582
Transfers to other funds:						
General Fund	2,127	12,629	22,780	17,272	17,272	17,272
Community Development Fund	104,308	131,310	204,680	121,358	121,358	121,358
Transfers Subtotal	106,435	143,939	227,460	138,630	138,630	138,630
Ending fund balance						
Assigned (contingency)	10,276	10,258	10,276	10,354	10,354	10,354
TOTAL REQUIREMENTS	\$ 189,948	\$ 515,034	\$ 1,376,736	\$ 1,012,566	\$ 1,012,566	\$ 1,012,566

Fund Summaries

Building Capital Projects Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Intergovernmental	\$ 316,376	\$ 553,103	\$ 2,282,000	\$ 100,000	\$ 100,000	\$ 100,000
Investment income	859	693	800	50	50	50
Other	10,000	100	-	-	-	-
Revenue Subtotal	327,235	553,896	2,282,800	100,050	100,050	100,050
Transfers from other funds:						
General Fund	45,473	53,708	279,000	450,000	450,000	450,000
Transit Fund	264,917	153,378	1,587,480	560	560	560
Fleet Service Fund	-	1,266,134	635,000	-	-	-
Transfers Subtotal	310,390	1,473,220	2,501,480	450,560	450,560	450,560
Beginning fund balance	178,577	179,436	180,436	180,179	180,179	180,179
TOTAL RESOURCES	\$ 816,202	\$ 2,206,552	\$ 4,964,716	\$ 730,789	\$ 730,789	\$ 730,789
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 616,362	\$ 1,883,196	\$ 4,671,000	\$ 550,500	\$ 550,500	\$ 550,500
Transfers to other funds:						
General Fund	2,448	63,329	25,840	10	10	10
Community Development Fund	17,956	79,898	86,640	50	50	50
Transfers Subtotal	20,404	143,227	112,480	60	60	60
Ending fund balance						
Assigned (contingency)	179,436	180,129	181,236	180,229	180,229	180,229
TOTAL REQUIREMENTS	\$ 816,202	\$ 2,206,552	\$ 4,964,716	\$ 730,789	\$ 730,789	\$ 730,789

Fund Summaries

Parks Capital Projects Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
Intergovernmental	\$ 8,470	\$ -	\$ 746,800	\$ 287,840	\$ 287,840	\$ 287,840
Tree Mitigation	2,453	330	2,500	2,500	2,500	2,500
Investment income	502	439	500	500	500	500
Miscellaneous	-	5,000	2,500	5,000	5,000	5,000
Revenue Subtotal	<u>11,425</u>	<u>5,769</u>	<u>752,300</u>	<u>295,840</u>	<u>295,840</u>	<u>295,840</u>
Transfers from other funds:						
General Fund	-	25,339	250,600	515,100	515,100	515,100
Parks Development Fund (SDC)	46,561	240,428	1,047,340	1,444,958	1,444,958	1,444,958
Transfers Subtotal	<u>46,561</u>	<u>265,767</u>	<u>1,297,940</u>	<u>1,960,058</u>	<u>1,960,058</u>	<u>1,960,058</u>
Beginning fund balance	<u>91,325</u>	<u>82,328</u>	<u>83,328</u>	<u>62,372</u>	<u>62,372</u>	<u>62,372</u>
TOTAL RESOURCES	<u><u>\$ 149,311</u></u>	<u><u>\$ 353,864</u></u>	<u><u>\$ 2,133,568</u></u>	<u><u>\$ 2,318,270</u></u>	<u><u>\$ 2,318,270</u></u>	<u><u>\$ 2,318,270</u></u>
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 32,626	\$ 192,442	\$ 1,846,600	\$ 2,016,170	\$ 2,016,170	\$ 2,016,170
Transfers to other funds:						
General Fund	349	5,825	19,720	29,871	29,871	29,871
Community Development Fund	34,008	93,375	183,420	209,357	209,357	209,357
Transfers Subtotal	<u>34,357</u>	<u>99,200</u>	<u>203,140</u>	<u>239,228</u>	<u>239,228</u>	<u>239,228</u>
Ending fund balance						
Assigned (contingency)	<u>82,328</u>	<u>62,222</u>	<u>83,828</u>	<u>62,872</u>	<u>62,872</u>	<u>62,872</u>
TOTAL REQUIREMENTS	<u><u>\$ 149,311</u></u>	<u><u>\$ 353,864</u></u>	<u><u>\$ 2,133,568</u></u>	<u><u>\$ 2,318,270</u></u>	<u><u>\$ 2,318,270</u></u>	<u><u>\$ 2,318,270</u></u>

Fund Summaries

Water Development Charges Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
System development charges	\$ 512,636	\$ 522,352	\$ 1,616,151	\$ 1,405,631	\$ 1,405,631	\$ 1,405,631
Investment income	22,230	20,373	23,000	5,000	5,000	5,000
Revenue Subtotal	534,866	542,725	1,639,151	1,410,631	1,410,631	1,410,631
Beginning fund balance	2,972,054	2,343,467	628,862	1,530,674	1,530,674	1,530,674
TOTAL RESOURCES	\$ 3,506,920	\$ 2,886,192	\$ 2,268,013	\$ 2,941,305	\$ 2,941,305	\$ 2,941,305
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 260	\$ 2,465	\$ 6,600	\$ 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	813,193	946,211	1,587,900	2,469,120	2,469,120	2,469,120
Transfers Subtotal	1,163,193	1,296,211	1,937,900	2,819,120	2,819,120	2,819,120
Ending fund balance						
Assigned (contingency)	2,343,467	1,587,516	323,513	115,585	115,585	115,585
TOTAL REQUIREMENTS	\$ 3,506,920	\$ 2,886,192	\$ 2,268,013	\$ 2,941,305	\$ 2,941,305	\$ 2,941,305

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

Fund Summaries

Sewer Development Charges Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
System development charges	\$ 1,329,327	\$ 1,228,089	\$ 485,420	\$ 2,095,690	\$ 2,095,690	\$ 2,095,690
Investment income	42,576	36,197	40,000	20,000	20,000	20,000
Revenue Subtotal	<u>1,371,903</u>	<u>1,264,286</u>	<u>525,420</u>	<u>2,115,690</u>	<u>2,115,690</u>	<u>2,115,690</u>
Beginning fund balance	<u>3,480,183</u>	<u>4,381,015</u>	<u>4,434,803</u>	<u>4,733,550</u>	<u>4,733,550</u>	<u>4,733,550</u>
TOTAL RESOURCES	<u>\$ 4,852,086</u>	<u>\$ 5,645,301</u>	<u>\$ 4,960,223</u>	<u>\$ 6,849,240</u>	<u>\$ 6,849,240</u>	<u>\$ 6,849,240</u>
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 1,141	\$ 4,477	\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,700
Transfers to other funds:						
Sewer Operating Fund (debt)	300,000	300,000	600,000	600,000	600,000	600,000
Sewer Capital Projects Fund	169,930	587,355	735,690	1,568,080	1,568,080	1,568,080
Transfers Subtotal	<u>469,930</u>	<u>887,355</u>	<u>1,335,690</u>	<u>2,168,080</u>	<u>2,168,080</u>	<u>2,168,080</u>
Ending fund balance						
Assigned (contingency)	<u>4,381,015</u>	<u>4,753,469</u>	<u>3,617,833</u>	<u>4,674,460</u>	<u>4,674,460</u>	<u>4,674,460</u>
TOTAL REQUIREMENTS	<u>\$ 4,852,086</u>	<u>\$ 5,645,301</u>	<u>\$ 4,960,223</u>	<u>\$ 6,849,240</u>	<u>\$ 6,849,240</u>	<u>\$ 6,849,240</u>

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

Fund Summaries

Streets Development Charges Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
System development charges	\$ 2,211,861	\$ 1,164,839	\$ 1,474,062	\$ 2,876,992	\$ 2,876,992	\$ 2,876,992
Investment income	46,063	23,426	20,534	15,000	15,000	15,000
Revenue Subtotal	2,257,924	1,188,265	1,494,596	2,891,992	2,891,992	2,891,992
Beginning fund balance	6,092,434	5,669,356	2,946,000	1,804,523	1,804,523	1,804,523
TOTAL RESOURCES	\$ 8,350,358	\$ 6,857,621	\$ 4,440,596	\$ 4,696,515	\$ 4,696,515	\$ 4,696,515
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 103,926	\$ 2,480	\$ 6,700	\$ 6,700	\$ 6,700	\$ 6,700
Transfers to other funds:						
Streets Capital Projects Fund	2,577,076	3,129,956	4,160,440	950,176	950,176	950,176
Ending fund balance						
Assigned (contingency)	5,669,356	3,725,185	273,456	3,739,639	3,739,639	3,739,639
TOTAL REQUIREMENTS	\$ 8,350,358	\$ 6,857,621	\$ 4,440,596	\$ 4,696,515	\$ 4,696,515	\$ 4,696,515

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

Fund Summaries

Stormwater Development Charges Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
System development charges	\$ 153,944	\$ 201,291	\$ 93,749	\$ 637,793	\$ 637,793	\$ 637,793
Investment income	3,074	5,672	3,000	4,500	4,500	4,500
Revenue Subtotal	157,018	206,963	96,749	642,293	642,293	642,293
Beginning fund balance	673,247	761,075	828,557	825,688	825,688	825,688
TOTAL RESOURCES	\$ 830,265	\$ 968,038	\$ 925,306	\$ 1,467,981	\$ 1,467,981	\$ 1,467,981
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 43	\$ 454	\$ 1,430	\$ 1,400	\$ 1,400	\$ 1,400
Transfers to other funds:						
Stormwater Cap Proj Fund	69,147	183,024	667,700	141,226	141,226	141,226
Ending fund balance						
Assigned (contingency)	761,075	784,560	256,176	1,325,355	1,325,355	1,325,355
TOTAL REQUIREMENTS	\$ 830,265	\$ 968,038	\$ 925,306	\$ 1,467,981	\$ 1,467,981	\$ 1,467,981

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

Fund Summaries

Parks Development Charges Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES						
Revenues:						
System development charges	\$ 302,736	\$ 869,177	\$ 360,415	\$ 1,380,202	\$ 1,380,202	\$ 1,380,202
Investment income	19,763	24,131	16,000	15,000	15,000	15,000
Revenue Subtotal	322,499	893,308	376,415	1,395,202	1,395,202	1,395,202
Beginning fund balance	2,347,627	2,623,085	3,022,934	2,910,743	2,910,743	2,910,743
TOTAL RESOURCES	\$ 2,670,126	\$ 3,516,393	\$ 3,399,349	\$ 4,305,945	\$ 4,305,945	\$ 4,305,945
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 480	\$ 1,925	\$ 6,120	\$ 5,200	\$ 5,200	\$ 5,200
Transfers to other funds:						
Parks Capital Fund	46,561	240,428	1,047,340	1,444,958	1,444,958	1,444,958
Ending fund balance						
Assigned (contingency)	2,623,085	3,274,040	2,345,889	2,855,787	2,855,787	2,855,787
TOTAL REQUIREMENTS	\$ 2,670,126	\$ 3,516,393	\$ 3,399,349	\$ 4,305,945	\$ 4,305,945	\$ 4,305,945

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

Summary of Program Revenues

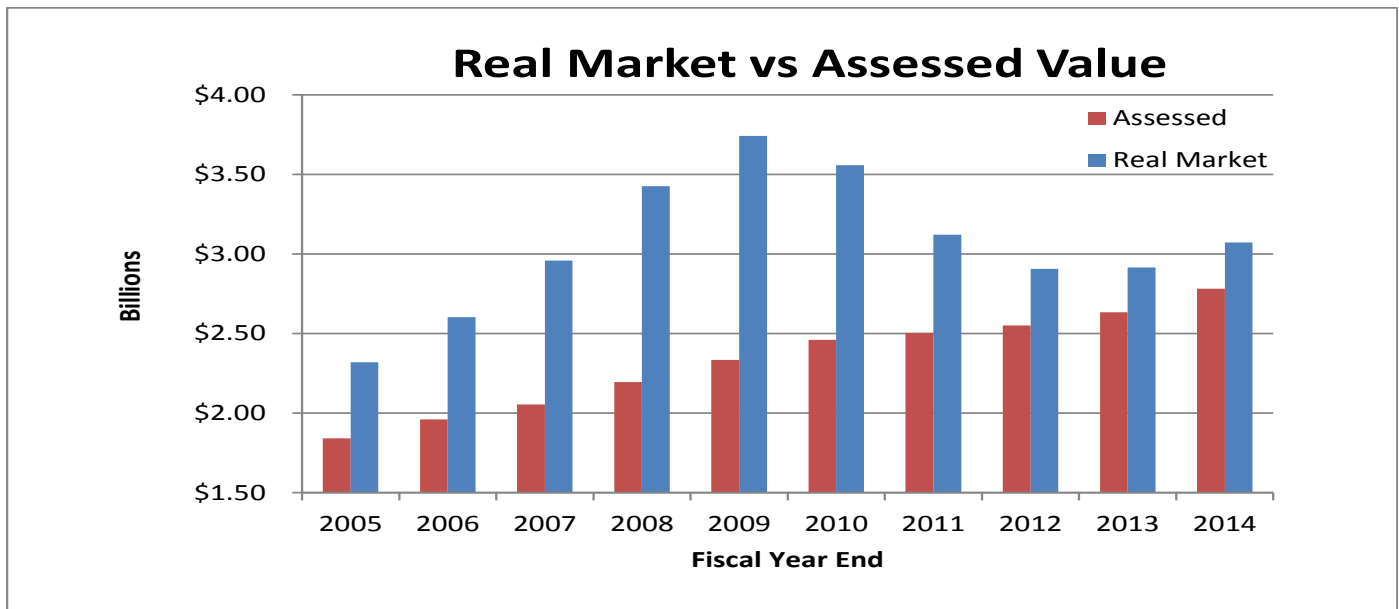
Summary of Program Revenues						
	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
General Fund	\$ 10,623,646	\$ 10,722,152	\$ 10,847,601	\$ 11,407,518	\$ 11,407,518	\$ 11,407,518
Special Revenue Funds						
Community Development	2,334,564	2,670,787	2,090,909	2,804,303	2,804,303	2,804,303
Transit	4,718,021	5,536,730	5,561,062	5,937,609	5,937,609	5,937,609
9-1-1 Shared Revenue	-	95,551	90,000	-	-	-
Road Operating	917,614	1,076,312	1,110,000	1,132,500	1,132,500	1,132,500
Road Maintenance	618,800	631,627	636,000	660,500	660,500	660,500
TOTAL Spec Rev Funds	8,588,999	10,011,007	9,487,971	10,534,912	10,534,912	10,534,912
Enterprise Funds						
Water Operating	5,092,813	5,609,100	6,432,200	6,867,700	6,867,700	6,867,700
Sewer Operating	5,179,097	10,638,175	6,613,216	6,772,716	6,772,716	6,772,716
Street Lighting Operating	378,179	385,679	388,000	402,000	402,000	402,000
Stormwater Operating	959,502	975,369	1,263,000	1,337,500	1,337,500	1,337,500
TOTAL Enterprise Funds	11,609,591	17,608,323	14,696,416	15,379,916	15,379,916	15,379,916
Internal Service Fund						
Fleet Services	1,311,188	1,327,651	1,187,935	1,208,110	1,208,110	1,208,110
GRAND TOTAL	\$ 32,133,424	\$ 39,669,133	\$ 36,219,923	\$ 38,530,456	\$ 38,530,456	\$ 38,530,456

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 \$0.1631.

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 downturn in property values in recent years, 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 2010-11	Budget 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Estimated Real Market Value						
Within Clackamas County	\$ 2,744,538,783	\$ 2,554,399,137	\$ 2,790,000,000	\$ 2,702,479,551	\$ 2,702,479,551	\$ 2,702,479,551
Within Washington County	376,292,471	350,922,214	330,000,000	369,149,552	369,149,552	369,149,552
Total Estimated Real Market Value	<u>\$ 3,120,831,254</u>	<u>\$ 2,905,321,351</u>	<u>\$ 3,120,000,000</u>	<u>\$ 3,071,629,103</u>	<u>\$ 3,071,629,103</u>	<u>\$ 3,071,629,103</u>

Assessed Values

Prior Year Assessed Values	\$ 2,195,847,082	\$ 2,237,845,661	\$ 2,550,754,301	\$ 2,632,847,863	\$ 2,632,847,863	\$ 2,632,847,863
Change in Value	41,998,579	312,908,640	121,116,595	148,757,651	148,757,651	148,757,651
Total Assessed Values	<u>2,237,845,661</u>	<u>2,550,754,301</u>	<u>2,671,870,896</u>	<u>2,781,605,514</u>	<u>2,781,605,514</u>	<u>2,781,605,514</u>
Less urban renewal excess	(459,225,938)	(467,247,689)	(527,794,307)	(548,903,979)	(548,903,979)	(548,903,979)
Net available for general and bonded debt	<u>\$ 1,778,619,723</u>	<u>\$ 2,083,506,612</u>	<u>\$ 2,144,076,589</u>	<u>\$ 2,232,701,535</u>	<u>\$ 2,232,701,535</u>	<u>\$ 2,232,701,535</u>

Tax Rate per \$1,000 of Assessed Value

General taxes	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206	\$ 2.5206
Bonded debt	0.1711	0.1679	0.1586	0.1583	0.1583	0.1583
Total	<u>\$ 2.6917</u>	<u>\$ 2.6885</u>	<u>\$ 2.6792</u>	<u>\$ 2.6789</u>	<u>\$ 2.6789</u>	<u>\$ 2.6789</u>

Taxes Levied

General taxes	\$ 5,155,224	\$ 5,260,230	\$ 5,404,000	\$ 5,628,000	\$ 5,628,000	\$ 5,628,000
Bonded debt	350,000	350,000	340,000	340,000	340,000	340,000
Total taxes levied	<u>\$ 5,505,224</u>	<u>\$ 5,610,230</u>	<u>\$ 5,744,000</u>	<u>\$ 5,968,000</u>	<u>\$ 5,968,000</u>	<u>\$ 5,968,000</u>

Taxes Paid (net of discounts, delinquencies)

General taxes	\$ 4,878,232	\$ 4,939,800	\$ 5,080,000	\$ 5,278,000	\$ 5,278,000	\$ 5,278,000
Bonded debt	341,249	342,104	320,000	330,000	330,000	330,000
Total taxes paid	<u>\$ 5,219,481</u>	<u>\$ 5,281,904</u>	<u>\$ 5,400,000</u>	<u>\$ 5,608,000</u>	<u>\$ 5,608,000</u>	<u>\$ 5,608,000</u>
% paid vs levied	95%	94%	94%	94%	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 \$11,407,518. 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 2013-14 budget assumes a 2.8% growth in assessed value, a more conservative estimate than the 3% allowed by measure 50, and another 1.8% for new construction within the City. Taxes for FY 2013-14 will be billed in late October 2013 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. Year to date estimates, however, indicate an increase in overall receipts as compared to the anticipated budget. Based on this analysis, the FY 2013-14 Budget reflects a 5.3% increase 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. The state shared revenues total \$518,000 or 3.2%, of the fund's total. The revenues are allocated by various formulas, but utilize a per capita rate. Increases for FY 2013-14 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 2013-14 this allocation is anticipated to be \$931,000. 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 2013-14 the fees are approximately 2.7% of the General Fund's total revenue.

General Fund Revenues

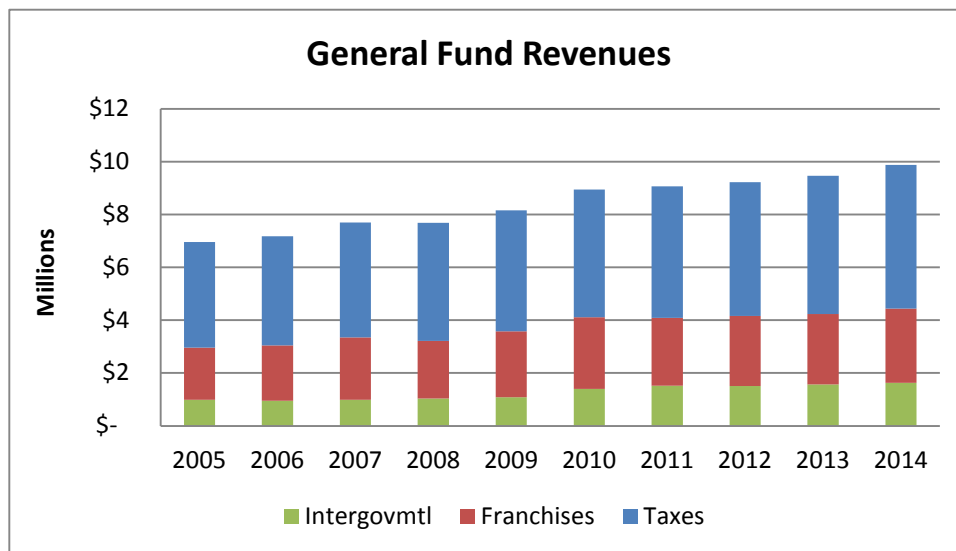
Summary of Program Revenues

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Taxes						
Current property taxes	\$ 4,878,232	\$ 4,929,975	\$ 5,080,000	\$ 5,278,000	\$ 5,278,000	\$ 5,278,000
Prior year property taxes	107,714	141,859	145,000	150,500	150,500	150,500
Total property taxes	4,985,946	5,071,834	5,225,000	5,428,500	5,428,500	5,428,500
Hotel/Motel tax	214,109	208,890	240,000	225,900	225,900	225,900
Franchise and privilege fees						
Portland General Electric	868,746	905,400	930,000	956,000	956,000	956,000
NW Natural Gas	292,955	310,909	325,000	308,100	308,100	308,100
Verizon/Frontier	93,991	-	40,000	89,900	89,900	8,900
United Disposal	120,160	133,149	125,000	138,700	138,700	138,700
Comcast Cable	224,547	239,996	235,000	272,000	272,000	272,000
Sewer utilities	197,457	210,300	240,000	253,600	253,600	253,600
Water utilities	192,232	194,792	205,000	208,300	208,300	208,300
Stormwater	29,565	37,089	37,000	38,100	38,100	38,100
Charbonneau Water Company	7,232	7,556	4,000	8,000	8,000	8,000
Telecomm - Privilege tax	544,323	609,476	527,050	548,965	548,965	629,965
Total franchise and privilege fees	2,571,208	2,648,667	2,668,050	2,821,665	2,821,665	2,821,665
Licenses & permits						
Professional and occupation	147,034	126,207	120,000	131,300	131,300	131,300
Alcoholic beverages	1,090	1,180	500	1,200	1,200	1,200
Other	180	200	100	200	200	200
Total licenses & permits	148,304	127,587	120,600	132,700	132,700	132,700
Intergovernmental/Other agencies						
911 shared revenue	92,484	-	-	-	-	-
Alcoholic beverages tax	213,531	249,620	255,000	264,900	264,900	264,900
Cigarette tax	28,533	28,586	30,000	28,000	28,000	28,000
State shared revenue	187,069	205,131	195,000	225,000	225,000	225,000
County shared revenue - Library	826,821	840,058	922,311	930,966	930,966	930,966
County shared revenue - Sheriff	5,873	-	-	-	-	-
Clack. Co. - Title III	74,606	64,707	60,000	60,000	60,000	60,000
Federal grants	7,500	40,807	20,000	24,000	24,000	24,000
State grants - Parks	3,300	3,300	3,300	33,000	33,000	33,000
State grants - Library	2,471	2,789	3,000	3,000	3,000	3,000
Other local governments	73,561	75,698	80,940	55,287	55,287	55,287
Total intergov./Other agencies	1,515,749	1,510,696	1,569,551	1,624,153	1,624,153	1,624,153
Municipal court fines	460,326	404,950	380,000	385,000	385,000	385,000
Investment income	118,617	125,265	100,000	105,000	105,000	105,000

General Fund Revenues

Summary of Program Revenues (continued)

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Charges for services						
Services provided to Urban Renewal	\$ 218,186	\$ 218,200	\$ 230,200	\$ 315,500	\$ 315,500	\$ 315,500
Class registrations	64,692	79,485	60,000	80,800	80,800	80,800
Parks reservations/Facility rental	37,057	46,404	33,500	44,600	44,600	44,600
Sports camp/Youth special services	27,700	29,346	20,000	28,700	28,700	28,700
New book sales	2,417	1,737	1,000	2,000	2,000	2,000
Library fees	37,728	36,073	35,000	32,000	32,000	32,000
Photocopying	5,312	5,141	4,500	6,000	6,000	6,000
Non-resident fees - library	5,760	4,539	5,000	4,500	4,500	4,500
Lost/damaged books	3,239	3,278	2,500	3,200	3,200	3,200
Library room rental	3,956	11,610	2,100	6,600	6,600	6,600
Lien search fees	10,040	17,960	20,000	20,600	20,600	20,600
Other charges	345	667	-	200	200	200
Total charges for services	416,432	454,440	413,800	544,700	544,700	544,700
Miscellaneous revenue						
Gifts	53,299	37,438	48,000	47,500	47,500	47,500
Meals on Wheels	3,974	5,647	4,600	7,400	7,400	7,400
Senior lunch revenue	10,960	12,085	10,000	10,000	10,000	10,000
Cable receipts	65,862	66,600	65,000	65,000	65,000	65,000
Other	58,860	48,053	3,000	10,000	10,000	10,000
Total miscellaneous revenue	192,955	169,823	130,600	139,900	139,900	139,900
TOTAL REVENUES	\$ 10,623,646	\$ 10,722,152	\$ 10,847,601	\$ 11,407,518	\$ 11,407,518	\$ 11,407,518



Summary of Special Revenue Funds

Community Development Fund

Assumptions for Community Development Fund Revenues

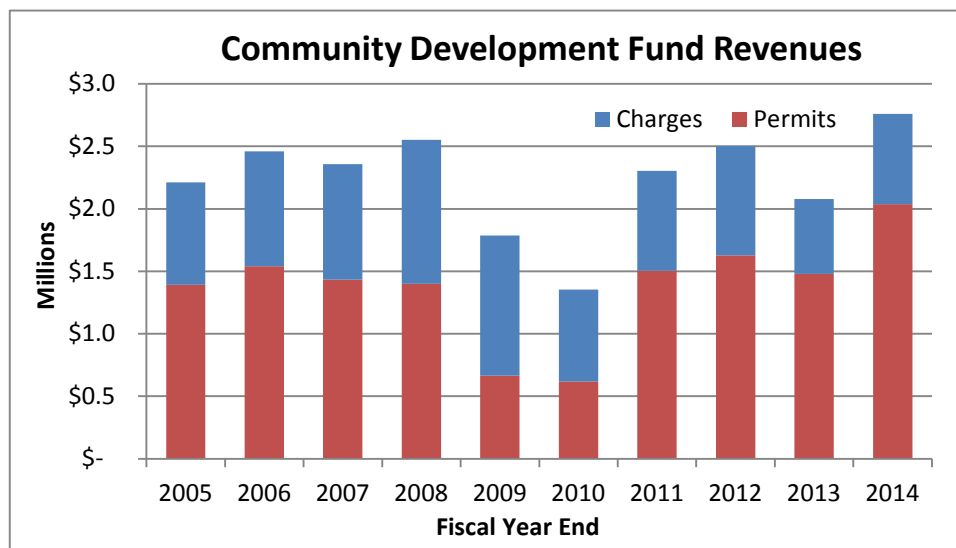
- Inspection and Permit Fees: Based on projections of scheduled and anticipated development
- Charges for Service/Urban Renewal: Based on estimated overhead projections on Urban Renewal related projects and administration fees

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 2013-14.

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 with FY 2012-13, the fees are now calculated on the actual time spent on Urban Renewal projects and the estimated time spent on Urban Renewal activities by the Community Development staff.

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

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Permits	\$ 1,505,922	\$ 1,626,854	\$ 1,478,409	\$ 2,036,553	\$ 2,036,553	\$ 2,036,553
Intergovernmental	-	141,812	25,000	25,000	25,000	25,000
Charges for services	799,182	876,780	599,000	722,750	722,750	722,750
Investment income	22,753	24,222	16,000	20,000	20,000	20,000
Miscellaneous revenues	6,707	1,119	500	-	-	-
Total Revenues	\$ 2,334,564	\$ 2,670,787	\$ 2,118,909	\$ 2,804,303	\$ 2,804,303	\$ 2,804,303



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 2013-14
- Charges for services: Increased ridership on routes to Salem and Portland

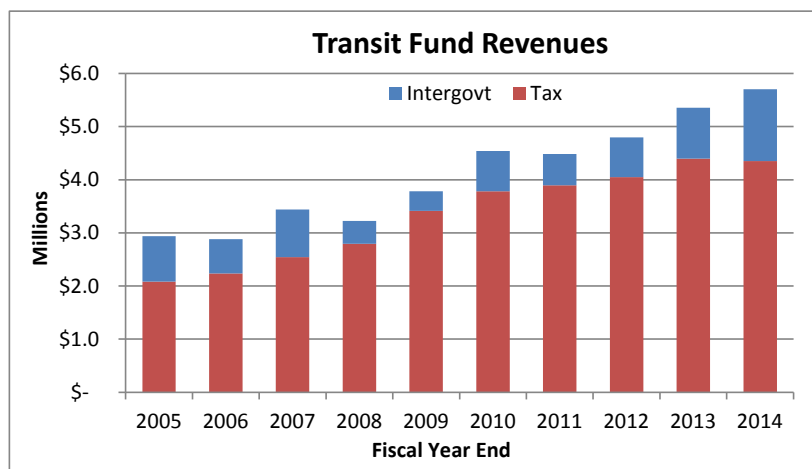
The City's public transportation program is funded by a payroll tax paid by Wilsonville businesses and is based on total payroll or self-employment income. The tax rate increased from .33 percent (.0033) to .5 percent (.005) of gross wages in October 2008. The increase was made after completion of a 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. Payroll taxes are slowly increasing from new job growth and higher wages. Transit payroll taxes are anticipated to generate \$4.4 million during the next fiscal year.

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 2013-14 can be found under the Transit program on page 152.

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 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Transit tax	\$ 3,893,919	\$ 4,048,569	\$ 4,400,000	\$ 4,350,000	\$ 4,350,000	\$ 4,350,000
Charges for svcs	172,489	179,633	178,000	199,000	199,000	199,000
Intergovernmental	592,225	749,354	2,959,676	1,354,109	1,354,109	1,354,109
Investment income	18,961	14,533	17,000	22,500	22,500	22,500
Miscellaneous	40,427	64,871	10,000	12,000	12,000	12,000
Building sale	-	479,770	-	-	-	-
Total Revenues	\$ 4,718,021	\$ 5,536,730	\$ 7,564,676	\$ 5,937,609	\$ 5,937,609	\$ 5,937,609



Summary of Special Revenue Funds

Road Operating Fund

Assumptions for Road Operating Fund Revenues

- Gas Tax: Based on historical trends

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

The 2009 Oregon Legislative Session approved HB 2001 which 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 2013-14 budget reflects a 2% increase in gas tax revenues.

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Gas tax	\$ 909,512	\$ 1,071,900	\$ 1,108,000	\$ 1,127,500	\$ 1,127,500	\$ 1,127,500
Investment income	2,363	3,984	2,000	5,000	5,000	5,000
Miscellaneous	5,739	427	-	-	-	-
Total Revenues	\$ 917,614	\$ 1,076,311	\$ 1,110,000	\$ 1,132,500	\$ 1,132,500	\$ 1,132,500

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 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Usage charge	\$ 618,154	\$ 630,702	\$ 635,000	\$ 659,000	\$ 659,000	\$ 659,000
Investment income	646	925	1,000	1,500	1,500	1,500
Total Revenues	\$ 618,800	\$ 631,627	\$ 636,000	\$ 660,500	\$ 660,500	\$ 660,500

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. With the recent completion of the Water Master Plan, staff has begun a rate study analysis to be used to set future rates.

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Usage charge	\$ 4,908,565	\$ 5,002,464	\$ 5,270,000	\$ 5,550,000	\$ 5,550,000	\$ 5,550,000
Usage-Sherwood	9,504	363,936	950,000	1,080,000	1,080,000	1,080,000
Connection fees	30,450	47,657	49,000	49,000	49,000	49,000
User fee- fire charge	102,313	109,760	105,000	115,000	115,000	115,000
Investment income	25,046	31,584	20,000	32,700	32,700	32,700
Miscellaneous	16,935	53,699	38,200	41,000	41,000	41,000
Total Revenues	\$ 5,092,813	\$ 5,609,100	\$ 6,432,200	\$ 6,867,700	\$ 6,867,700	\$ 6,867,700

Sewer Operating Fund

Assumptions for Sewer Operating Fund Revenues

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

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

In December 2012, the City issued \$39 million in debt for the rehabilitation of the existing Waste Water Treatment Plant. In preparation for the anticipated increase in operating expenses due to the repayment of the debt, past and current councils have approved a series of rate hikes since November 2005. The last series of approved rate increases will go into effect January 1, 2014 at 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 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Usage charge	\$ 4,794,081	\$ 5,262,079	\$ 6,200,000	\$ 6,342,000	\$ 6,342,000	\$ 6,342,000
High strength surcharge	310,118	297,360	350,000	360,000	360,000	360,000
Investment income	45,328	61,070	45,000	52,500	52,500	52,500
Bond Sale	-	5,000,000	-	-	-	-
Miscellaneous	29,570	17,666	18,216	18,216	18,216	18,216
Total Revenues	\$ 5,179,097	\$ 10,638,175	\$ 6,613,216	\$ 6,772,716	\$ 6,772,716	\$ 6,772,716

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 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Usage charge	\$ 374,855	\$ 381,615	\$ 385,000	\$ 397,000	\$ 397,000	\$ 397,000
Investment income	3,324	3,915	3,000	5,000	5,000	5,000
Miscellaneous	-	150	-	-	-	-
Total Revenues	\$ 378,179	\$ 385,680	\$ 388,000	\$ 402,000	\$ 402,000	\$ 402,000

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 master plan approved by Council last fiscal year included a series of rate increases in both user rates and system development charges. The residential rate as July 1, 2013 will be \$5.10, an increase of 16% over last fiscal year.

Revenue projections are based on historic trends.

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Stormwater charges	\$ 953,103	\$ 972,101	\$ 1,260,000	\$ 1,334,000	\$ 1,334,000	\$ 1,334,000
Investment income	3,602	3,158	3,000	3,500	3,500	3,500
Miscellaneous	2,797	110	-	-	-	-
Total Revenues	\$ 959,502	\$ 975,369	\$ 1,263,000	\$ 1,337,500	\$ 1,337,500	\$ 1,337,500

Summary of Enterprise Fund Revenues

Fleet Service Fund

Assumptions for Fleet Service Fund Revenues

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

The Fleet Service Fund generates its revenues by charging fees to service and maintain all vehicles and equipment for 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.

In March 2013, the SMART/Fleet Operations Facility was completed and both operations were relocated to the new site. The new facility includes an upgraded natural gas fueling station that will allow the City to purchase future buses that can be outfitted into a bi-fuel fleet.

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Charges for services						
General Fund	\$ 129,030	\$ 110,910	\$ 105,711	\$ 105,980	\$ 105,980	\$ 105,980
CD Fund	39,370	35,990	29,685	32,200	32,200	32,200
Road Op Fund	32,780	32,550	37,274	36,530	36,530	36,530
Transit Fund	946,060	954,310	927,125	966,530	966,530	966,530
Water Op Fund	44,650	38,690	35,717	36,850	36,850	36,850
Sewer Op Fund	60,000	30,350	15,851	11,240	11,240	11,240
Stormwater Fund	20,670	17,700	16,572	13,780	13,780	13,780
Charges subtotal	<u>\$ 1,272,560</u>	<u>\$ 1,220,500</u>	<u>\$ 1,167,935</u>	<u>\$ 1,203,110</u>	<u>\$ 1,203,110</u>	<u>\$ 1,203,110</u>
Investment income	21,836	25,966	20,000	5,000	5,000	5,000
Sale of Property	-	74,363	-	-	-	-
Miscellaneous	16,792	6,822	-	-	-	-
Total Revenues	<u>\$ 1,311,188</u>	<u>\$ 1,327,651</u>	<u>\$ 1,187,935</u>	<u>\$ 1,208,110</u>	<u>\$ 1,208,110</u>	<u>\$ 1,208,110</u>

Summary of System Development Charges

Assumptions for System Development Charges Revenues

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

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

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Water Development Charges Fund						
System Development Charges	\$ 512,636	\$ 522,352	\$ 1,616,151	\$ 1,405,631	\$ 1,405,631	\$ 1,405,631
Investment income	22,230	20,373	23,000	5,000	5,000	5,000
Total Revenues	534,866	542,725	1,639,151	1,410,631	1,410,631	1,410,631
Sewer Development Charges Fund						
System Development Charges	1,329,327	1,228,089	485,420	2,095,690	2,095,690	2,095,690
Investment income	42,576	36,197	40,000	20,000	20,000	20,000
Total Revenues	1,371,903	1,264,286	525,420	2,115,690	2,115,690	2,115,690
Streets Development Charges Fund						
System Development Charges	2,211,861	1,164,839	1,474,062	2,876,992	2,876,992	2,876,992
Investment income	46,063	23,426	20,534	15,000	15,000	15,000
Total Revenues	2,257,924	1,188,265	1,494,596	2,891,992	2,891,992	2,891,992
Stormwater Development Charges Fund						
System Development Charges	153,944	201,291	93,749	637,793	637,793	637,793
Investment income	3,074	5,672	3,000	4,500	4,500	4,500
Total Revenues	157,018	206,963	96,749	642,293	642,293	642,293
Parks Development Charges Fund						
System Development Charges	302,736	869,177	360,415	1,380,202	1,380,202	1,380,202
Investment and other income	19,763	24,131	16,000	15,000	15,000	15,000
Total Revenues	322,499	893,308	376,415	1,395,202	1,395,202	1,395,202
Total SDC Funds	\$ 4,644,210	\$ 4,095,547	\$ 4,132,331	\$ 8,455,808	\$ 8,455,808	\$ 8,455,808

Program Budget Organization

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

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

Sources of funding for each operating program are summarized in the Budget Summary on page 34.

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

Policy & Administration	Page	Water Distribution	126
Administration	88	Water Treatment Plant	128
Finance	90	Industrial Pretreatment	130
Information Systems	94	Wastewater Treatment Plant	132
Geographic Information Systems	98	Wastewater Collection	134
Legal	100	Stormwater Maintenance	136
Human Resources/Risk Management	102	Parks & Recreation	
Community Development		General Services	138
Administration	104	Senior Programs	142
Engineering	106	Parks Maintenance	146
Building Inspections	108	Library Services	
Planning	112	Library	148
Natural Resources/Stormwater Mgmt	114	Transportation	
Public Works		Transit	152
Administration	118	Fleet	156
Facilities	120	Public Safety	
Roads	122	Law Enforcement	160
Street Lighting	124	Municipal Court	162

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 165.

Debt Service includes appropriations for interest and principal on all types of debt and starts on page 219.

Contingencies include an allowance for contingencies and set-asides for equipment replacement in various funds and is found on page 226.

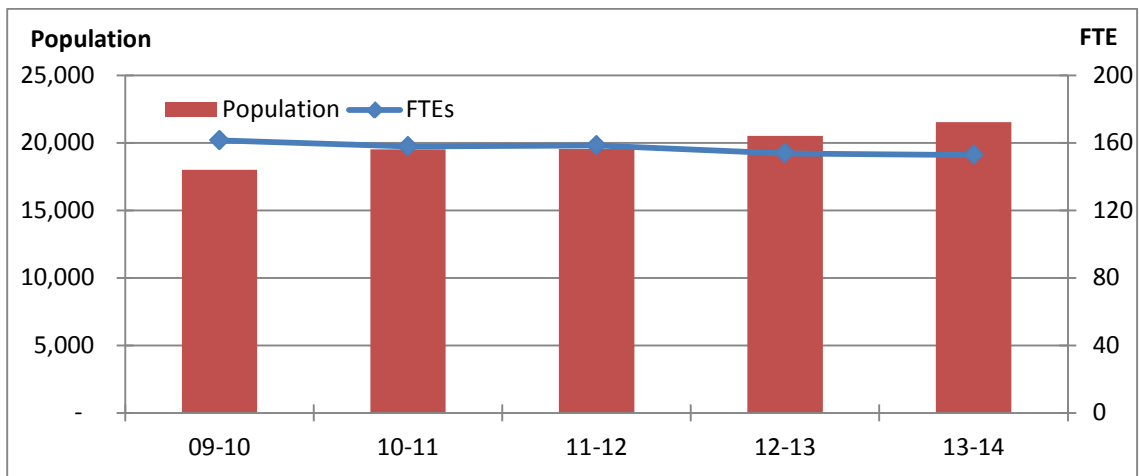
Summary of Employment Trends

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

Staffing levels for FY 2013-14 remain relatively unchanged at 153 full-time equivalents (FTE). The City contracts with the Clackamas County Sheriff's Department to provide police services for the community. The Willamette River Water Treatment Plant is operated under contract with Veolia Water North America. The Wastewater Treatment Plant and lift stations are operated and maintained by CH2M HILL under contract with the City.

The City has two bargaining units, the Wilsonville Municipal Employee Association and SEIU Local 503 (OPEU Transit), which represent roughly 75% of all City positions. Both current union contracts will expire June 30, 2015.

Ratio of FTE to Population



Summary of Employment Trends

Comparison of Personnel Changes

Full Time Equivalent (FTE) Positions

Department	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Administration				
Administration	6.00	6.00	4.50	4.50
Finance	8.90	8.90	9.15	8.90
Information Systems	3.00	3.00	3.00	3.00
Geographic Information Systems	1.50	1.50	1.50	1.50
Legal	3.00	3.00	3.00	3.00
Human Resources/Risk Management	2.85	2.85	2.85	2.85
	25.25	25.25	24.00	23.75
Community Development				
Administration	6.00	6.50	5.50	4.50
Engineering	10.00	10.00	9.00	9.00
Building Inspections	5.10	5.10	5.10	5.60
Planning	7.50	7.00	8.00	8.00
Natural Resources/Stormwater Management	3.00	3.00	3.00	2.00
	31.60	31.60	30.60	29.10
Public Works				
Administration	5.50	5.50	4.50	3.50
Facilities	4.25	4.25	4.25	5.50
Roads	3.75	3.75	3.75	4.05
Water Distribution and Sales	4.58	4.58	5.33	4.88
Wastewater Collection*	8.16	8.16	1.83	2.13
Industrial Pretreatment	1.00	1.00	1.00	1.00
Stormwater Maintenance	1.84	1.84	1.84	1.94
	29.08	29.08	22.50	23.00
Transportation				
SMART Transit	35.69	36.19	36.44	35.74
Fleet	7.00	7.00	6.50	6.50
	42.69	43.19	42.94	42.24
Parks & Recreation				
General Services	8.00	8.00	8.10	4.05
Senior Programs	0.00	0.00	0.00	4.05
Parks Maintenance	7.00	7.00	7.25	8.25
	15.00	15.00	15.35	16.35
Library	16.26	16.26	16.46	16.46
	16.26	16.26	16.46	16.46
Public Safety				
Municipal Court	2.00	2.00	2.00	2.00
	2.00	2.00	2.00	2.00
Total FTE's	161.88	162.38	153.85	152.90

* Wastewater treatment plant operations were contracted out FY 2012.

Wilsonville Municipal Employee Association (WilMEA) Compensation Plan Effective July 1, 2013

Range	Position	Monthly		Hourly	
		Low Rate	High Rate	Low Rate	High Rate
6	Library Aide	\$1,847	\$2,353	\$10.66	\$13.58
13	Nutrition Program Assistant	\$2,194	\$2,797	\$12.66	\$16.14
17	Library Clerk I	\$2,423	\$3,088	\$13.98	\$17.82
20	Library Clerk III <i>Sewer Vector Operator I</i>	\$2,608	\$3,325	\$15.05	\$19.18
22	<i>CD Permit Clerk/Receptionist</i> Library Volunteer Coordinator	\$2,740	\$3,494	\$15.81	\$20.16
24	Library Clerk III Nutrition Coordinator I	\$2,880	\$3,671	\$16.62	\$21.18
25	Utility Worker	\$2,951	\$3,762	\$17.03	\$21.70
26	Administrative Assistant I	\$3,024	\$3,856	\$17.45	\$22.25
27	Nutrition Coordinator II	\$3,099	\$3,952	\$17.88	\$22.80
30	Accounting Technician Administrative Assistant II	\$3,338	\$4,256	\$19.26	\$24.55
31	Senior Utility Worker	\$3,423	\$4,362	\$19.75	\$25.17
32	Administrative Assistant III Fitness Specialist Information & Referral Specialist Municipal Court Clerk Utility Billing Specialist	\$3,507	\$4,473	\$20.23	\$25.81
34	Assistant Planner <i>Environmental Education Specialist</i> GIS and Mapping Technician Permit Technician Program Coordinator Project Coordinator Recreation Coordinator Reference Librarian Sewer Vector Operator II	\$3,685	\$4,698	\$21.26	\$27.10
36	Water Distribution Technician	\$3,872	\$4,935	\$22.34	\$28.47
37	<i>Accountant</i> Real Property Specialist	\$3,967	\$5,060	\$22.89	\$29.19
38	IS Assistant II Public Works Analyst <i>Public Works Operations Chief</i> Stormwater Management Coordinator	\$4,068	\$5,185	\$23.47	\$29.91
39	<i>Building Inspector I</i> Industrial Pretreatment Coordinator	\$4,169	\$5,315	\$24.05	\$30.66
40	Adult Services Librarian Senior Accountant Senior Engineering Technician Youth Services Librarian	\$4,272	\$5,450	\$24.65	\$31.44
42	Associate Planner Building/Plumbing Inspector II Engineering Associate <i>Information Systems Analyst</i>	\$4,489	\$5,724	\$25.90	\$33.02
46	Network Administrator Plans Examiner	\$4,955	\$6,319	\$28.59	\$36.46
(italics indicate an unfilled position)					

SEIU Local 503 (OPEU Transit) Compensation Plan
Effective July 1, 2013

Position	Monthly		Hourly	
	Low Rate	High Rate	Low Rate	High Rate
Fleet Hostler	\$2,601	\$3,317	\$15.01	\$19.14
Equipment Mechanic I Transit Driver	\$2,944	\$3,752	\$16.98	\$21.65
Transit Dispatcher	\$3,171	\$4,042	\$18.29	\$23.32
Equipment Mechanic II	\$3,586	\$4,573	\$20.69	\$26.38

City of Wilsonville Unrepresented Compensation Plan
Effective July 1, 2013

Range	Position	Monthly		Annually	
		Low Rate	High Rate	Low Rate	High Rate
A	Payroll Accounting Specialist Executive Secretary Human Resources Assistant	\$3,347	\$4,783	\$40,180	\$57,400
B	Legal Secretary Transit Trainer	\$4,051	\$5,788	\$48,620	\$69,455
C	Communications Director Fleet Services Manager Operations Manager (Library) Parks Supervisor 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 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	Financial Operations Manager GIS Manager Human Resources Manager Operations Manager (Transit)	\$5,392	\$7,704	\$64,715	\$92,450
F	Assistant Finance Director <i>Community Services Director</i> Deputy City Engineer Information Systems Manager Public Affairs Director Urban Renewal Manager	\$5,932	\$8,475	\$71,185	\$101,695
G	Assistant City Attorney Building Official Library Director Parks & Recreation Director 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	\$10,505		\$126,060	
	City Manager, contract pay package	\$9,167-\$11,667		\$110,000-\$140,000	
(italics indicate an unfilled position)					



Expenditure Summaries

By Program

Excluding Interfund Service and Transfers

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Policy and Administration	\$ 4,027,137	\$ 4,111,570	\$ 4,571,259	\$ 4,725,944	\$ 4,725,944	\$ 4,725,944
Community Development	3,369,033	3,468,188	4,134,877	4,107,429	4,107,429	4,107,429
Public Works	7,493,926	7,489,763	9,352,188	9,264,548	9,264,548	9,264,548
Parks & Recreation	1,749,809	1,774,631	2,031,827	2,181,580	2,181,580	2,181,580
Library	1,333,590	1,432,558	1,531,480	1,633,430	1,633,430	1,633,430
Transportation	5,246,620	5,759,657	6,598,105	6,874,489	6,874,489	6,874,489
Public Safety	3,752,711	3,759,009	4,159,628	4,112,871	4,112,871	4,112,871
Total Operating Budget	\$ 26,972,826	\$ 27,795,376	\$ 32,379,364	\$ 32,900,291	\$ 32,900,291	\$ 32,900,291

By Major Cost Category

Excluding Interfund Services, Transfers and Capital Projects

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services	\$ 12,391,734	\$ 12,897,793	\$ 14,326,740	\$ 14,805,895	\$ 14,805,895	\$ 14,805,895
Materials and Services	14,145,838	14,280,388	17,060,624	17,013,446	17,013,446	17,013,446
Capital Outlay	435,254	617,195	992,000	1,080,950	1,080,950	1,080,950
Total Appropriations	\$ 26,972,826	\$ 27,795,376	\$ 32,379,364	\$ 32,900,291	\$ 32,900,291	\$ 32,900,291

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

Financial Discipline

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

Well Maintained Infrastructure

- Continue efforts to find sustainable funding solutions for infrastructure needs

Welcoming, Engaged and Satisfied Residents

- Support a work environment that promotes customer service
- Encourage citizen involvement and respond to citizens' concerns
- Provide opportunities for the public to interact with Council and staff

Economic Development

- Facilitate City Council and Community decision making concerning the future growth and development of Wilsonville and funding infrastructure improvements
- Work on public policy issues that impact the City at regional, state and federal levels
- Develop a unique, identifiable trademark for the City of Wilsonville

Other Program Objectives

- Implement a city-wide communications strategy
- 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

Full Time Equivalent Positions

Position	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
City Manager	1.00	1.00	1.00	1.00
Executive Secretary	1.00	1.00	0.50	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	0.00	0.00	0.00
Communcations Director	0.00	1.00	1.00	1.00
Intern	1.00	0.00	0.00	0.00
Management Analyst	0.00	1.00	0.00	0.00
	6.00	6.00	4.50	4.50

administration

Policy & Administration

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 420,151	\$ 431,674	\$ 438,470	\$ 443,450	\$ 443,450	\$ 443,450
Employee benefits	178,231	228,812	243,600	272,395	272,395	272,395
Total	598,382	660,486	682,070	715,845	715,845	715,845
Materials and Services						
Supplies	47,031	47,265	49,488	56,480	56,480	56,480
Prof and tech services	119,735	177,353	139,990	149,370	149,370	149,370
Utility services	6,428	3,978	3,550	3,900	3,900	3,900
Comm svcs programs	158,748	162,790	178,753	166,655	166,655	166,655
Employee development	62,967	42,675	46,150	46,710	46,710	46,710
Fees, dues, advertising	27,546	34,766	31,100	30,565	30,565	30,565
Meetings & Council	42,877	42,306	54,000	54,540	54,540	54,540
Total	465,332	511,133	503,031	508,220	508,220	508,220
Capital Outlay						
Machinery & equipment	47,177	34,574	50,000	50,000	50,000	50,000
Total Department	\$ 1,110,891	\$ 1,206,193	\$ 1,235,101	\$ 1,274,065	\$ 1,274,065	\$ 1,274,065
Resources Summary						
	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Dedicated revenues	\$ 91,754	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Interfund charges	209,320	326,824	179,752	271,502	271,502	271,502
Urban renewal charges	107,000	105,000	105,000	140,000	140,000	140,000
General Fund revenues	702,817	709,369	885,349	797,563	797,563	797,563
Total	\$ 1,110,891	\$ 1,206,193	\$ 1,235,101	\$ 1,274,065	\$ 1,274,065	\$ 1,274,065

Explanation of Variances

Supplies consists of postage including the Boones Ferry Messenger mailings, copier maintenance and video related equipment funded through the PEG communication reserve.

Professional and Technical Services includes technical imaging, legislative, transcription and tourism development services in addition to the archival management software maintenance contract and print expenses for the Boones Ferry Messenger. Additionally, this budget category is down from Fiscal Year Estimate 2012-13 as economic development tasks have been absorbed as part of the Community Development Administration.

Community Services Programs budgets for tourism development and community service grants with both reflecting an estimated 3.5% CPI adjustment.

Meetings & Council includes cable telecasting expenses for Council work sessions and meetings.

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

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

Welcoming, Engaged and Satisfied Residents

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

Fiscal Discipline

- Develop and propose a capital replacement funding strategy for the City’s general government capital assets
- Work with Community Development on a stormwater rate study and SDC methodology update
- Analyze administrative fees and recommend changes where necessary to cover related costs

Other Program Objectives

- Prepare the FY 2012-13 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 2014-15 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			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
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	0.25	0.00
Administrative Assistant III	0.90	0.90	0.90	0.90
Senior Accountant	1.00	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
	8.90	8.90	9.15	8.90

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 556,358	\$ 609,700	\$ 625,410	\$ 638,100	\$ 638,100	\$ 638,100
Employee benefits	243,120	284,218	319,480	343,620	343,620	343,620
Total	799,478	893,918	944,890	981,720	981,720	981,720
Materials and Services						
Supplies	58,271	60,780	70,830	68,510	68,510	68,510
Prof and tech services	162,299	146,998	182,224	196,140	196,140	196,140
Utility services	34,280	35,232	44,550	43,890	43,890	43,890
Fleet services	1,300	1,330	1,134	3,220	3,220	3,220
Repairs & maintenance	17,805	18,653	19,710	26,260	26,260	26,260
Rents & leases	540	405	600	600	600	600
Insurance	2,165	1,917	4,450	4,520	4,520	4,520
Comm svcs programs	-	-	6,870	6,595	6,595	6,595
Employee development	7,527	8,311	16,020	16,130	16,130	16,130
Fees, dues, advertising	6,658	7,141	9,790	9,390	9,390	9,390
Meeting expenses	622	277	510	515	515	515
Misc. services & supplies	79,729	74,131	137,040	147,950	147,950	147,950
Total	371,196	355,175	493,728	523,720	523,720	523,720
Capital Outlay						
Machinery & equipment	7,500	-	-	-	-	-
Software	5,000	-	-	-	-	-
Total	12,500	-	-	-	-	-
Total Department	\$ 1,183,174	\$ 1,249,093	\$ 1,438,618	\$ 1,505,440	\$ 1,505,440	\$ 1,505,440

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Charges for services	\$ 16,285	\$ 26,000	\$ 32,000	\$ 20,600	\$ 20,600	\$ 20,600
Interfund charges	683,100	782,068	899,372	1,124,695	1,124,695	1,124,695
Urban renewal charges	47,000	48,000	48,000	60,000	60,000	60,000
General Fund revenues	436,789	393,025	459,246	300,145	300,145	300,145
Total	\$ 1,183,174	\$ 1,249,093	\$ 1,438,618	\$ 1,505,440	\$ 1,505,440	\$ 1,505,440

Explanation of Variances

Professional and Technical Services increased \$7,000 due to adding additional meters to the meter reading services contract and a slight price increase.

Fleet Services increased by \$1,886 or 184% due to a one-time additional cost to replace a fleet vehicle.

Repairs and Maintenance includes an increase of \$6,540 or 35% for the portion of the janitorial contract allocated to Finance.

Miscellaneous Services & Supplies includes the bank charges for all funds throughout the City. These expenses increased substantially due to an increase in customers using credit cards to pay for fees or services.

Performance Measurements

<i>Goal</i>	<i>Measure</i>	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Deliver efficient, effective financial services	General obligation bond rating	Aa2	Aa2	Aa2	Aa2	Aa2
	Actual cost to deliver financial services	\$ 1,139,421	\$ 1,183,174	\$ 1,249,093	\$ 1,400,868	\$ 1,565,44
	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>	\$ 83,382	\$ 86,371	\$ 85,209	\$ 81,988	\$ 89,43
	<i>Sewer supported</i>	\$ 52,410	\$ 53,890	\$ 54,386	\$ 54,101	\$ 58,73
	<i>Local Impr. District</i>	\$ 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	-4.8%	-3.6%	-0.9%	-60.0%	0.0%

Performance Measurements Outcome

Financial Integrity	A strong bond rating by Moody’s provides outside evidence of the strong financial health of the organization.
Efficiency and effectiveness	Maintaining a constant cost percent to deliver financial services through new demands and special analysis indicates that efficiencies are realized.
Relevant and timely	Revenue forecasts are within acceptable ranges and imply accuracy of projections.



The Information Systems Department manages the City’s information and communications technologies including the City’s network, phone system, computers, servers, websites, and applications. In addition, IS provides training and special project assistance to departments and oversees the City’s Geographic Information Systems program.

FY 2012-13, IS Department accomplishments include:

- Completed installation and setup of network, telecommunications, and miscellaneous IT systems for the new Transit/Fleet Services Building
- Continued to work on virtualization project to improve server efficiencies and enhance disaster recovery capabilities
- Continued to work with Public Works on the multi-year implementation of a comprehensive asset management system. For FY 2012-13, work was completed on Parks’ assets, in conjunction with GIS and the GIS intern program
- Worked on a multi-year fiber project to connect city-wide resources and facilities to enhance services, improve communications, speed, and create efficiencies
- 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 operation and inventory of hardware, software, and network systems
- Develop and test business continuity and disaster recovery plans for City information systems
- Continue to enhance City websites to provide convenient and cost effective access to information and services
- Guide the GIS Program in creating operating efficiencies through the implementation of mapping technologies

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
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	0.00	0.00	0.00
Network Administrator	0.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00

information systems

Policy & Administration

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 218,477	\$ 229,385	\$ 243,030	\$ 247,020	\$ 247,020	\$ 247,020
Employee benefits	92,981	106,988	114,470	130,260	130,260	130,260
Total	311,458	336,373	357,500	377,280	377,280	377,280
Materials and Services						
Supplies	52,737	59,284	78,600	78,705	78,705	78,705
Prof and tech services	73,501	88,812	81,170	90,898	90,898	90,898
Utility services	9,814	8,417	11,520	11,800	11,800	11,800
Repairs & maintenance	4,779	6,242	6,940	7,010	7,010	7,010
Employee development	6,690	5,526	6,460	6,525	6,525	6,525
Fees, dues, advertising	161	329	325	350	350	350
Meeting expenses	149	142	200	202	202	202
Total	147,831	168,752	185,215	195,490	195,490	195,490
Capital Outlay						
Machinery & equipment	187,381	59,912	70,000	45,450	45,450	45,450
Software	9,169	-	-	-	-	-
Total	196,550	59,912	70,000	45,450	45,450	45,450
Total Department	\$ 655,839	\$ 565,037	\$ 612,715	\$ 618,220	\$ 618,220	\$ 618,220

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Interfund charges	\$ 199,231	\$ 145,021	\$ 143,057	\$ 270,622	\$ 270,622	\$ 270,622
Assigned contingency	135,655	59,912	45,000	45,450	45,450	45,450
General Fund revenues	320,953	360,104	424,658	302,148	302,148	302,148
Total	\$ 655,839	\$ 565,037	\$ 612,715	\$ 618,220	\$ 618,220	\$ 618,220

Explanation of Variances

For FY 2013-14, the IS Department budget is primarily status quo, with two exceptions. There is an increase in Professional and Technical Services due to fluctuations in multi-year contracts and communications costs, and there is a small dollar increase in fees due to e-bay charges on the sale of surplus equipment.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Identify and track workload indicators	Users supported	147	139	138	134	131
	Personal computers supported	205	214	209	209	203
	Physical servers supported	34	29	20	18	15
	Virtual servers supported	n/a	5	18	22	27
	Other equipment supported	88	76	73	72	91
	Applications supported	75	77	72	72	73
Effectively maintain and support City systems	Network up-time	99.8%	99.8%	99.8%	99.7%	99.7%
	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

Performance Measurements Outcome

For FY 2013-14, the number of users has decreased slightly due to unfilled positions coupled with fluctuations in intern positions. The number of supported devices is up significantly with increasing smartphone, tablet and other mobile device use. IS continues to receive excellent ratings in the annual survey and hopes to be able to keep this rating high despite the increasing support needs.



Policy & Administration

geographic information systems

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 2012-13 the GIS Department:

- Completed more than 150 mapping projects requested by City staff
- Provided maps and analysis for the Transportation System Plan update, the Coffee Creek Industrial Area, Kinsman Road extension grant application, I-5 pedestrian bridge grant and vacant land inventory
- Managed the 2012 GIS intern program (fourth year of program)
- Completed park system field inventory with the use of the intern program covering 15 parks, 56,000 feet of paths and trails and collecting data on over 2,300 park features
- Maintained enterprise GIS hardware, software and website
- Continued to coordinate with regional partners in cost saving data sharing, acquisition and project planning

Program Objectives

Welcoming, Engaged and Satisfied Residents

- 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			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
GIS Manager	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	1.50	1.50	1.50	1.50

geographic information systems

Policy & Administration

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 96,008	\$ 105,943	\$ 107,380	\$ 110,880	\$ 110,880	\$ 110,880
Employee benefits	39,072	46,503	48,250	54,380	54,380	54,380
Total	135,080	152,446	155,630	165,260	165,260	165,260
Materials and Services						
Supplies	3,464	6,205	7,820	7,898	7,898	7,898
Prof and tech services	41,285	33,750	50,840	51,349	51,349	51,349
Utility services	156	253	220	500	500	500
Employee development	1,614	3,375	5,150	5,202	5,202	5,202
Fees, dues, advertising	1,802	620	1,840	1,858	1,858	1,858
Meeting expenses	143	126	300	303	303	303
Total	48,464	44,329	66,170	67,110	67,110	67,110
Total Department	\$ 183,544	\$ 196,775	\$ 221,800	\$ 232,370	\$ 232,370	\$ 232,370

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Interfund charges	\$ 171,360	\$ 171,360	\$ 161,600	\$ 163,200	\$ 163,200	\$ 163,200
Urban renewal charges	9,186	9,200	9,200	9,400	9,400	9,400
General Fund revenues	2,998	16,215	51,000	59,770	59,770	59,770
Total	\$ 183,544	\$ 196,775	\$ 221,800	\$ 232,370	\$ 232,370	\$ 232,370

Explanation of Variances

Utility Services increase reflects the addition of intern cell phones for field safety purposes.

Performance Measures

Strategy	Measure	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Workload indicators	% of survey respondents that use GIS for job duties	63%	83%	71%	80%	75%
	% of survey respondents that use online mapping tools	63%	60%	65%	75%	75%
Effectiveness indicator	Customer satisfaction rating per annual survey	Excellent	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.

Policy & Administration

legal

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

Other Program Objectives

- Provide timely, efficient, and effective review and advice to the responsible department and to any applicable task force, board, or commission charged with the responsibility for the eleven (11) Key Performance Areas and eight Goals adopted by the City Council; and ultimately, to the City Council for its approval of any final document(s) involved in carrying out the respective performance areas and goals.
- Provide timely, efficient, and effective review and advice to the City Council, City Manager, boards and commissions, and departments to meet the City's legal service needs in addition to the legal services for performance areas and goals stated above.
- Provide documents that achieve the intended legal and business purpose using clear and concise language.
- Provide legal representation in administrative hearings and litigation matters that is professional, efficient, and effective.
- Achieve ratings measurements on the annual survey of the performance of the legal department that are very or highly satisfied in all categories for the services provided.

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
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

legal

Policy & Administration

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 278,702	\$ 278,519	\$ 308,000	\$ 316,670	\$ 316,670	\$ 316,670
Employee benefits	107,133	118,083	136,720	149,100	149,100	149,100
Total	385,835	396,602	444,720	465,770	465,770	465,770
Materials and Services						
Supplies	8,167	9,660	8,790	9,340	9,340	9,340
Prof and tech services	4,621	4,257	15,700	15,700	15,700	15,700
Utility services	585	849	600	610	610	610
Employee development	7,387	8,647	10,200	10,300	10,300	10,300
Fees, dues, advertising	2,066	2,061	3,380	3,420	3,420	3,420
Meeting expenses	45	-	100	100	100	100
Total	22,871	25,474	38,770	39,470	39,470	39,470
Total Department	\$ 408,706	\$ 422,076	\$ 483,490	\$ 505,240	\$ 505,240	\$ 505,240

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Interfund charges	64,661	118,577	64,683	96,168	96,168	96,168
Urban renewal charges	52,000	53,000	53,000	103,000	103,000	103,000
General Fund revenues	292,045	250,499	365,807	306,072	306,072	306,072
Total	\$ 408,706	\$ 422,076	\$ 483,490	\$ 505,240	\$ 505,240	\$ 505,240

Explanation of Variances

Supplies includes books and periodical expense including a subscription to West Law research service. The subscription to this online legal research tool is increasing.

Policy & Administration

human resources/risk management

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

The Human Resources Department includes the Assistant City Manager, 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: Parks and Recreation, Library, Police (contract) and the risk management program. 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

Other 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 goals

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Assistant City Manager	1.00	1.00	1.00	1.00
HR Manager	1.00	1.00	1.00	1.00
HR Assistant	0.75	0.75	0.75	0.75
Intern (High School)	0.10	0.10	0.10	0.10
	2.85	2.85	2.85	2.85

human resources/risk management

Policy & Administration

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 227,246	\$ 229,873	\$ 249,950	\$ 251,200	\$ 251,200	\$ 251,200
Employee benefits	91,419	96,541	112,540	119,950	119,950	119,950
Total	318,665	326,414	362,490	371,150	371,150	371,150
Materials and Services						
Supplies	3,676	1,644	2,950	3,000	3,000	3,000
Prof and tech services	43,186	37,465	20,510	28,015	28,015	28,015
Utility services	1,451	1,441	1,465	2,495	2,495	2,495
Insurance	65,509	54,168	118,990	116,080	116,080	116,080
Employee development	35,482	35,602	50,200	46,783	46,783	46,783
Fees, dues, advertising	1,026	1,567	2,000	2,000	2,000	2,000
Flex plan admin	3,654	3,338	4,300	4,300	4,300	4,300
Recognition expenses	11,844	10,304	15,630	15,786	15,786	15,786
Meeting expenses	490	453	1,000	1,000	1,000	1,000
Total	166,318	145,982	217,045	219,459	219,459	219,459
Total Department	\$ 484,983	\$ 472,396	\$ 579,535	\$ 590,609	\$ 590,609	\$ 590,609

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Interfund charges	\$ 184,247	\$ 178,515	\$ 193,070	\$ 263,982	\$ 263,982	\$ 263,982
General Fund revenues	300,736	293,881	386,465	326,627	326,627	326,627
Total	\$ 484,983	\$ 472,396	\$ 579,535	\$ 590,609	\$ 590,609	\$ 590,609

Explanation of Variances

The increase in Professional Services includes funding to develop a compensation policy for the organization. The policy will serve as the foundation for developing a comprehensive compensation system for all positions.

Performance Measurements

Strategy	Measure	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Workload indicators	% of survey respondents that use GIS for job duties	63%	83%	71%	80%	75%
	% of survey respondents that use online mapping tools	63%	60%	65%	75%	75%
Effectiveness indicator	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

Performance Measurements Outcome

The City has implemented safety incentive programs for safety sensitive positions. These programs were developed at a minimal cost without any increase to the budget in an effort to promote a safe work environment and reduce worker's compensation costs.

Community Development

administration

Community Development Administration provides leadership for current development and construction in the City of Wilsonville and for planning future growth and infrastructure needs. The Community Development Department includes the Building, Engineering, Planning, Natural Resources/Stormwater Management, and Urban Renewal Divisions. Their program objectives are identified in those budgets. Administration is tasked with regional coordination and planning for land use, transportation, and water systems; economic development and managing the City’s Urban Renewal plans and projects; financing and implementing the City’s five-year Capital Improvement Program; compliance with the City’s NPDES MS4 (stormwater) permit and protection of the City’s natural resources; and real estate acquisitions and property management.

Program Objectives

Multi-Modal Transportation Network

- Adopt the Transportation System Plan update
- Work with ODOT to complete the project development phase for the French Prairie bicycle/pedestrian/emergency services bridge over the Willamette River

Safe Healthy & Aesthetically Pleasing Community

- Continue preparation work for the Wastewater Collection System Master Plan update
- Strategize funding and schedule for wastewater collection system capacity needs
- Work with Tualatin Valley Water District and the City of Sherwood on regional use of Willamette River water and the Water Treatment Plant

Fiscal Discipline

- Update the water utility rates and System Development Charge for the water distribution system based on the adopted 2012 Water Master Plan

Economic Development

- Strategize infrastructure delivery and development opportunities for the Coffee Creek Industrial Area
- Implement the City’s economic development strategies and urban renewal plans
- Urban growth boundary expansion planning in the Advance Road area
- Create Development Agreements to support capital program goals and community development

Thoughtful Land Use

- Maintain an adequate supply of developable land for future growth
- Complete the Frog Pond Concept Plan
- Basalt Creek concept planning with the City of Tualatin for the area north of Day Road including land-use policy decisions with Metro and Washington County

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Community Development Director	1.00	1.00	1.00	1.00
Assistant Community Development Director*	1.00	1.00	0.00	0.00
Real Property Specialist	1.00	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00	0.00
Administrative Assistant I	1.00	1.50	1.50	1.50
Urban Renewal Manager	1.00	1.00	1.00	1.00
	6.00	6.50	5.50	4.50

* Amended 2012-13 moved 1.00 FTE to Planning for Manager of Long-Range Planning position.

administration

Community Development

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 444,363	\$ 471,742	\$ 417,530	\$ 359,820	\$ 359,820	\$ 359,820
Employee benefits	190,192	197,728	192,820	177,780	177,780	177,780
Total	634,555	669,470	610,350	537,600	537,600	537,600
Materials and Services						
Supplies	50,174	43,085	46,000	53,640	53,640	53,640
Prof and tech services	50,007	69,417	74,600	49,520	49,520	49,520
Utility services	34,075	33,880	43,550	43,110	43,110	43,110
Fleet services	2,750	2,950	2,901	2,800	2,800	2,800
Repairs & maintenance	20,965	21,423	25,980	25,230	25,230	25,230
Rents & leases	-	-	180	-	-	-
Insurance	2,238	1,991	4,520	4,690	4,690	4,690
Employee development	3,961	4,022	4,800	9,850	9,850	9,850
Meeting expenses	5,288	2,573	4,790	3,300	3,300	3,300
Fees, dues, advertising	515		1,020	1,030	1,030	1,030
Total	169,973	179,341	208,341	193,170	193,170	193,170
Capital Outlay						
Machinery & equipment	4,187	-	-	-	-	-
Software	-	2,050	-	20,000	20,000	20,000
Total	4,187	2,050	-	20,000	20,000	20,000
Total Department	\$ 808,715	\$ 850,861	\$ 818,691	\$ 750,770	\$ 750,770	\$ 750,770

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Interfund charges	\$ 564,115	\$ 380,561	\$ 416,667	\$ 353,770	\$ 353,770	\$ 353,770
Urban renewal charges	400,000	458,000	284,000	368,000	368,000	368,000
Intergovernmental Revenues	-	100,000	-	-	-	-
General Fund revenues	-	-	-	29,000	29,000	29,000
CD Fund reserves	-	-	118,024	-	-	-
Total	\$ 964,115	\$ 938,561	\$ 818,691	\$ 750,770	\$ 750,770	\$ 750,770

Explanation of Variances

Personnel services reflects the department's reduction of 1 FTE position.

Capital Outlay will increase \$20,000 to replace Time Trax, our current time management software. Time Trax is no longer supported and does not provide necessary documentation or reporting capabilities, thereby, making replacement a necessity.

General Fund resources have been increased to contribute for work related to economic development activities.

Community Development

engineering

The Engineering Division provides professional level project design services, project management, construction inspection and related services for publicly funded capital improvement projects and privately financed residential, commercial and industrial development within the City. Engineering also provides technical direction for infrastructure master planning, design, cost estimating, operations and maintenance. Additional responsibilities include traffic management, maintaining accurate infrastructure ‘as-built’ records, mapping, street addressing and development/revision of Public Works construction standards.

Program Objectives

Clear Vision and Community Design, Thoughtful Land Use, Well Maintained Infrastructure, Multi-Modal Transportation Network, Safe Healthy & Aesthetically Pleasing Community & Economic Development

- Review land use applications and provide conditions of approval for infrastructure requirements and compliance with Wilsonville development code and design standards
- Complete construction plan review and inspections for infrastructure and right-of-way improvements constructed through private development to ensure compliance with approved permits, plans, and Public Works construction standards
- Provide support for the rate study and System Development Charge update for the water distribution system based on the 2012 Water System Master Plan
- In cooperation with CH2M HILL, Design Build Operate (DBO) Contractor, continue to monitor the City’s Wastewater Treatment Plant Expansion construction
- Continue to evaluate the wastewater collection system for the Wastewater Collection System Master Plan update
- Complete the settlement repairs to Boeckman Road between Kinsman Road and 110th Avenue
- Complete the construction of Segment 3B of the Wilsonville/Sherwood Water Transmission Line
- Obtain right-of-way and coordinate with ODOT to begin the design for the Kinsman Road Extension between Barber and Boeckman
- Coordinate with ODOT and complete the design and permitting for the Barber Street Bridge and road connection between Kinsman Road and Villebois Village
- Construct the Wilsonville Road bridge foundation scour protection and Boeckman Creek enhancement project
- Construct the Morey’s Landing and Rivergreen stormwater mitigation projects
- Provide support for the Frog Pond/Advance Road concept planning process
- Coordinate with ODOT and begin design for the Tooze Road improvements between 110th and Grahams Ferry Road
- Complete the right-of-way acquisition and begin design for the Canyon Creek Road extension connecting to Town Center
- Maintain and enhance utility infrastructure mapping and integration with GIS/Cartegraph databases

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
City Engineer	1.00	1.00	1.00	0.00
Deputy City Engineer	2.00	2.00	2.00	2.00
Civil Engineer	1.00	1.00	1.00	2.00
Senior Engineering Technician	4.00	3.00	2.00	2.00
Engineering Associate	0.00	1.00	1.00	1.00
GIS and Mapping Technician	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
	10.00	10.00	9.00	9.00

engineering

Community Development

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 649,897	\$ 640,251	\$ 715,710	\$ 701,590	\$ 701,590	\$ 701,590
Employee benefits	293,563	295,067	368,240	396,240	396,240	396,240
Total	943,460	935,318	1,083,950	1,097,830	1,097,830	1,097,830
Materials and Services						
Supplies	9,363	19,561	32,890	20,300	20,300	20,300
Prof and tech services	34,750	77,884	156,470	108,505	108,505	108,505
Utility services	5,497	4,805	9,830	7,180	7,180	7,180
Fleet services	18,480	18,220	14,285	17,820	17,820	17,820
Repairs & maintenance	4,484	2,105	2,520	2,545	2,545	2,545
Rents & leases	-	-	11,360	11,474	11,474	11,474
Insurance	1,206	1,156	2,150	2,700	2,700	2,700
Employee development	11,128	18,008	19,960	15,600	15,600	15,600
Meeting expenses	158	1,098	1,260	624	624	624
Fees, dues, advertising	2,696	3,886	5,770	5,828	5,828	5,828
Total	87,762	146,723	256,495	192,576	192,576	192,576
Capital Outlay						
Machinery & equipment	1,500	-	-	-	-	-
Total Department	\$ 1,032,722	\$ 1,082,041	\$ 1,340,445	\$ 1,290,406	\$ 1,290,406	\$ 1,290,406

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Permits	\$ 413,982	\$ 186,345	\$ 340,000	\$ 303,000	\$ 303,000	\$ 303,000
Charges for services	35,286	58,880	51,500	31,500	31,500	31,500
Interfund charges	1,116,667	673,422	833,334	871,846	871,846	871,846
Urban renewal charges	271,000	163,394	133,000	130,000	130,000	130,000
Total	\$ 1,836,935	\$ 1,082,041	\$ 1,357,834	\$ 1,336,346	\$ 1,336,346	\$ 1,336,346

Explanation of Variances

The Personnel Services budget reflects the replacement of the City Engineer position with that of a Civil Engineer.

Community Development

building inspections

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

Program Objectives

Fiscal Discipline

- Aid in the management and supervision of assigned capital improvement projects as directed in the Budget

Welcoming, Engaged and Satisfied Residents

- Respond to public concerns within 48 hours from date received and coordinate with Assistant Planner/Code Enforcement in the Planning Department

Safe Healthy & Aesthetically Pleasing Community

- Recognize and meet the adopted department operating plan and program standards mandated through the State Building Codes Division

Economic Development

- 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
- Accomplish all requested building inspections within 24 hours from the date of request
- Support Community Development work teams as assigned

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Building Official	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00	1.00
Building Inspector II	2.00	2.00	2.00	2.00
On-Call Inspector	0.10	0.10	0.10	0.60
	5.10	5.10	5.10	5.60

building inspections

Community Development

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 350,249	\$ 346,933	\$ 389,020	\$ 422,340	\$ 422,340	\$ 422,340
Employee benefits	150,631	154,751	196,950	215,560	215,560	215,560
Total	500,880	501,684	585,970	637,900	637,900	637,900
Materials and Services						
Supplies	6,654	8,290	10,890	11,000	11,000	11,000
Prof and tech services	8,120	6,743	19,030	64,830	64,830	64,830
Utility services	2,588	2,772	3,930	3,907	3,907	3,907
Fleet services	16,450	13,050	10,875	9,870	9,870	9,870
Insurance	796	761	1,170	1,290	1,290	1,290
Employee development	8,307	2,321	8,700	8,787	8,787	8,787
Fees, dues, advertising	1,685	2,152	2,450	2,475	2,475	2,475
Total	44,600	36,089	57,045	102,159	102,159	102,159
Capital Outlay						
Machinery & equipment	1,500	-	-	-	-	-
Computer & IS equipment	-	-	12,500	-	-	-
Total	1,500	-	12,500	-	-	-
Total Department	\$ 546,980	\$ 537,773	\$ 655,515	\$ 740,059	\$ 740,059	\$ 740,059

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Permits	\$ 865,163	\$ 1,022,161	\$ 843,153	\$ 1,463,345	\$ 1,463,345	\$ 1,463,345
Urban renewal charges	19,440	-	-	-	-	-
Total	\$ 884,603	\$ 1,022,161	\$ 843,153	\$ 1,463,345	\$ 1,463,345	\$ 1,463,345

Explanation of Variances

Excess revenues will be placed in the Building Inspection Contingency Fund for future year funding needs.

Personnel Services will increase with an additional .5 FTE on-call Building Inspector position to cover the work load for additional projected, residential projects. The anticipated number of additional residential housing units is higher than the annual average causing an increase in the required number of inspection and plan reviews. Current staffing levels do not currently accommodate the expected 196 single family dwellings and 268 new multi-family dwellings expected for FY 2013-14.

Materials & Services increased to appropriately charge the Building Inspections Division for their portion of the annual Eden contract, which was previously paid through Community Development Administration. The Building Division utilizes this public sector software to streamline the City's permitting process and accounts receivable.

Performance Measurements

<i>Goal</i>	<i>Measure</i>	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
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	2,700	2,885	4,460	5,424	8,900
	Percentage completed within strategy	60%	96%	90%	100%	100%
Encourage use of the State online e-permitting system	Number of customers who obtain online permits	100	120	120	144	165

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.



Community Development

planning

The Planning Division helps City decision makers determine the kind of community they want Wilsonville to be and charts the course to make that vision a reality. 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

Thoughtful Land Use

- Complete a Statewide Planning Goal 10 Housing needs analysis as part of periodic review
- Initiate concept planning for the Frog Pond/Advance Road UGB/urban reserve areas

Community Amenities and Recreation

- Support the Parks and Recreation Department with completion of the community recreational/aquatic center feasibility study
- Advance concept planning for jobs and housing in the Basalt Creek and Frog Pond UGB areas
- Prepare information that illustrates how existing and future living, working, and playing areas link together and how success can be achieved by their integration

Multi-Modal Transportation Network

- Develop information that focuses on the bike and pedestrian connectivity in Wilsonville – clearly illustrating and defining routes throughout the community, what is needed to complete the routes, and a blueprint for improvements
- Assist with the execution of capital projects that fill in critical gaps in the city’s transportation system as part of implementing the newly adopted Transportation System Plan

Economic Development

- Continue to provide high quality customer service by matching businesses interested in Wilsonville with appropriate sites and developed projects in both the commercial and industrial categories

Full Time Equivalent Positions

Position	Budget 2010-11	Budget 2011-12	Budget * 2012-13	Adopted 2013-14
Planning Director	1.00	1.00	1.00	1.00
Manager of Long-Range Planning	0.00	0.00	1.00	1.00
Manager of Current Planning	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00
Assistant Planner	1.00	1.00	1.00	1.00
Administrative Assistant I	0.50	0.00	0.00	0.00
Administrative Assistant II	1.00	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00	1.00
	7.50	7.00	8.00	8.00

* Amended 2012-13 includes 1.00 FTE moved from Community Development Administration to Planning for the Manager of Long-Range Planning position

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 423,936	\$ 418,241	\$ 554,220	\$ 569,630	\$ 569,630	\$ 569,630
Employee benefits	182,674	208,721	293,920	323,940	323,940	323,940
Total	606,610	626,962	848,140	893,570	893,570	893,570
Materials and Services						
Supplies	1,380	3,742	14,190	13,725	13,725	13,725
Prof and tech services	12,466	40,807	70,990	71,680	71,680	71,680
Utility services	1,133	1,178	1,500	2,100	2,100	2,100
Fleet services	1,690	1,770	1,624	1,710	1,710	1,710
Insurance	181	173	300	410	410	410
Employee development	6,530	7,665	9,260	9,350	9,350	9,350
Fees, dues, advertising	5,488	6,557	8,220	8,300	8,300	8,300
Meeting expenses	271	198	820	825	825	825
Total	29,139	62,090	106,904	108,100	108,100	108,100
Capital Outlay						
Mach & equipment	1,500	-	-	-	-	-
Total Department	\$ 637,249	\$ 689,052	\$ 955,044	\$ 1,001,670	\$ 1,001,670	\$ 1,001,670

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Permits	\$ 226,779	\$ 418,349	\$ 295,256	\$ 270,208	\$ 270,208	\$ 270,208
Villebois Master Plan Fee	-	115,000	-	39,000	39,000	39,000
Intergovernmental	-	-	25,000	25,000	25,000	25,000
Interfund charges	80,000	100,703	150,000	190,000	190,000	190,000
Urban renewal charges	52,000	55,000	46,000	47,000	47,000	47,000
General Fund revenues	-	-	200,000	200,000	200,000	200,000
CD Fund reserves	278,470	-	238,788	230,462	230,462	230,462
Total	\$ 637,249	\$ 689,052	\$ 955,044	\$ 1,001,670	\$ 1,001,670	\$ 1,001,670

Explanation of Variances

A continued local economic recovery resulted in the third highest year of public and private investment (over 125 million dollars) in the City’s history for calendar year 2012. The investment was primarily driven by residential growth and capital projects, with Villebois as the anchor. Major projects include the Waste Water Treatment Plant upgrade, SMART fleet facility, Mentor Graphics data center, TVFR command center, Lowrie Primary School, the Villebois community center, Piccadilly Park, Jory Trail at the Grove phases 2 and 3, and over 100 new single-family homes constructed citywide. This growth and development resulted in a steady workload and revenue for the Planning Division. 2013 promises to offer more of the same.

With the supply of vacant available buildable land shrinking, the long-range planning staff has focused its efforts on advancing projects that will set the stage for future residential and employment growth in the community. Staff will continue to further efforts to encourage land assemblage and redevelopment of the Coffee Creek industrial area. The Goal 10 Housing Needs Analysis, industrial Form Based Code standards, and concept planning for Basalt Creek and Frog Pond/Advance Road will position the city well for future private investment, place making, and community building.

Community Development natural resources/stormwater management

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

Environmental Stewardship

- 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
- Develop effective strategies for managing and sustaining healthy and flourishing natural resources
- 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

Well Maintained Infrastructure

- Design and construct Memorial Park parking lot improvements
- Provide technical support for Morey’s Landing and Rivergreen stormwater management mitigation projects
- Provide technical support for the Wilsonville Road bridge foundation scour protection and Boeckman Creek enhancement project

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Natural Resources Program Manager	1.00	1.00	1.00	1.00
Stormwater Management Coordinator	1.00	1.00	1.00	1.00
Environmental Education Specialist	1.00	1.00	1.00	0.00
	3.00	3.00	3.00	2.00

natural resources/stormwater management Community Development

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 182,180	\$ 188,234	\$ 200,010	\$ 147,230	\$ 147,230	\$ 147,230
Employee benefits	80,674	90,395	100,090	87,000	87,000	87,000
Total	262,854	278,629	300,100	234,230	234,230	234,230
Materials and Services						
Supplies	2,110	1,091	2,900	2,929	2,929	2,929
Prof and tech services	31,666	11,059	35,500	60,505	60,505	60,505
Utility services	950	1,003	1,390	1,427	1,427	1,427
Fleet services	3,032	2,880	2,767	2,580	2,580	2,580
Repairs & maintenance	24,784	11,870	16,250	16,413	16,413	16,413
Insurance	169	163	275	380	380	380
Comm svcs programs	5,539	1,672	4,500	4,545	4,545	4,545
Employee development	3,564	94	1,000	1,010	1,010	1,010
Fees, dues, advertising	400		500	505	505	505
Total	72,214	29,832	65,082	90,294	90,294	90,294
Capital Outlay						
Machinery & equipment	8,299	-	-	-	-	-
Total Department	\$ 343,367	\$ 308,461	\$ 365,182	\$ 324,524	\$ 324,524	\$ 324,524

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Permits	\$ 2,200	\$ 8,500	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
Charges for services	151,044	188,912	159,012	154,389	154,389	154,389
Interfund charges	88,181	90,000	106,000	105,000	105,000	105,000
Urban renewal charges	19,000	18,000	17,000	9,000	9,000	9,000
Intergovernmental	12,906	-	-	-	-	-
CD Fund reserves	70,036	3,049	83,170	51,135	51,135	51,135
Total	\$ 343,367	\$ 308,461	\$ 365,182	\$ 324,524	\$ 324,524	\$ 324,524

Explanation of Variances

Professional and Technical Services increased by \$25,000 to address NPDES permit requirements for pesticide monitoring and to start hydromodification assessment and retrofit strategy.

Personnel Services reflects the reduction of 1 FTE position.

Performance Measurements

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

Strategy	Measure	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Enhance and restore native plant communities within local parks and natural areas	Total acres planted	3	4	4	4	4

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

Strategy	Measure					
Quarterly monitoring for 12 water quality parameters in Boeckman and Coffee Lake creeks	Meeting or exceeding previous years' long-term averages	92%	92%	92%	90%	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	52	98*	173	140	140

*During the 2009-10 reporting period, 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.



Public Works

administration

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

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

Program Objectives

Environmental Stewardship

- 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 management oversight to CH2M HILL for the operations and maintenance of the Wastewater Treatment Plant and lift stations

Well Maintained Infrastructure

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

Safe Healthy & Aesthetically Pleasing Community

- Organize City emergency management supplies, training and exercises

Welcoming, Engaged and Satisfied Residents

- Support various community events, celebrations and festivals

Other Program Objectives

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

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted * 2013-14
Public Works Director	1.00	1.00	1.00	1.00
Operations Manager	1.00	1.00	1.00	0.00
Utility Manager	1.00	1.00	1.00	0.00
Public Works Analyst	1.00	1.00	0.00	1.00
Administrative Assistant I	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	5.50	5.50	4.50	3.50

* Reallocation of staff to Parks Maintenance, Water, Wastewater, Facilities and Stormwater Funds

administration

Public Works

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 347,743	\$ 262,376	\$ 360,550	\$ 240,770	\$ 240,770	\$ 240,770
Employee benefits	136,403	125,868	180,720	126,750	126,750	126,750
Total	484,146	388,244	541,270	367,520	367,520	367,520
Materials and Services						
Supplies	25,548	17,661	24,405	24,325	24,325	24,325
Prof and tech services	1,039	11,504	4,600	4,646	4,646	4,646
Utility services	19,726	18,466	20,065	20,555	20,555	20,555
Fleet services	10,380	7,180	5,322	4,910	4,910	4,910
Repairs & maintenance	7,282	6,810	11,000	8,770	8,770	8,770
Insurance	1,229	1,114	1,925	2,230	2,230	2,230
Employee development	5,924	3,500	7,250	6,171	6,171	6,171
Fees, dues, advertising	1,356	2,130	2,900	2,929	2,929	2,929
Meeting expenses	1,276	1,122	1,500	1,780	1,780	1,780
Total	73,760	69,487	78,967	76,316	76,316	76,316
Total Department	\$ 557,906	\$ 457,731	\$ 620,237	\$ 443,836	\$ 443,836	\$ 443,836
Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Interfund charges	\$ 309,656	\$ 457,731	\$ 462,411	\$ 273,972	\$ 273,972	\$ 273,972
General Fund revenues	248,250	-	157,826	169,864	169,864	169,864
Total	\$ 557,906	\$ 457,731	\$ 620,237	\$ 443,836	\$ 443,836	\$ 443,836

Explanation of Variances

Reductions reflect realignment of staff and duties between this department and Public Works sections including: Facilities, Roads, Water Distribution, Stormwater Operations, Wastewater, and also Parks Maintenance which was moved under Parks and Recreation this fiscal year.

Public Works

facilities

The Facilities Maintenance Section 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 wells, pump buildings, lift stations, Parks’ buildings, shelters, water features and the indoor public spaces at the Willamette River Water Treatment Plant.

Improvements completed during the 2012-13 budget year include:

- Installed new flooring in the Community Center’s sun room and multi-purpose rooms
- Slurry sealed and restriped 50% of the Library parking lot
- Remodeled the Three-Bay maintenance facility and made site improvements
- Installed a concrete walkway at City Hall
- Removal of diseased trees and relandscaped the Community Center site
- Office painting at City Hall
- Washed and sealed the brick veneer at the City Hall and Chamber building
- Installed new grease interceptor at the Community Center kitchen

The anticipated special projects for FY 2013-14 include:

- Seal brick veneer at pump houses and lift stations
- Slurry seal and restripe all of the City Hall parking lot and the remaining 50% of the Library parking lot
- Continue inventory of facilities for asset management
- Install fall arrest systems to the roof tops of the Public Works/Police Building and City Hall
- Finish the keyless entry systems at the Library, Community Center and Public Works/Police Building
- Replace old HVAC systems at the Community Center

Program Objectives

Well Maintained Infrastructure

- Make prompt repairs
- Perform scheduled maintenance of City buildings and grounds

Safe Healthy & Aesthetically Pleasing Community

- Perform regular safety compliance inspections of buildings and grounds

Other Program Objectives

- Incorporate improvements and sustainability to City buildings and grounds as opportunities arise

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Public Works Supervisor	0.50	0.50	0.50	1.00
Senior Utility Worker	2.50	2.50	2.50	3.00
Utility Worker	0.50	0.50	0.50	0.00
Seasonal Utility Worker	0.75	0.75	0.75	1.50
	4.25	4.25	4.25	5.50

facilities

Public Works

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 143,511	\$ 173,501	\$ 201,390	\$ 257,400	\$ 257,400	\$ 257,400
Employee benefits	67,692	89,147	113,030	164,320	164,320	164,320
Total	211,203	262,648	314,420	421,720	421,720	421,720
Materials and Services						
Supplies	28,671	32,851	42,330	53,153	53,153	53,153
Prof and tech services	11,455	16,285	12,240	48,650	48,650	48,650
Utility services	4,828	6,615	10,960	14,847	14,847	14,847
Fleet services	51,420	44,005	42,831	33,810	33,810	33,810
Repairs & maintenance	242,135	260,878	234,600	242,870	242,870	242,870
Rents & leases	1,685	1,608	3,120	3,000	3,000	3,000
Insurance	854	822	1,220	1,925	1,925	1,925
Employee development	3,607	3,655	5,162	5,440	5,440	5,440
Meeting expenses	11	-	510	500	500	500
Fees, dues, advertising	62	55	820	1,550	1,550	1,550
Total	344,728	366,774	353,793	405,745	405,745	405,745
Capital Outlay						
Machinery & equip	45,845	-	-	-	-	-
Total Department	\$ 601,776	\$ 629,422	\$ 668,213	\$ 827,465	\$ 827,465	\$ 827,465

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Interfund charges	88,984	84,777	69,143	87,465	87,465	87,465
Urban renewal charges	3,000	3,000	3,000	3,000	3,000	3,000
Assigned contingencies	44,845	-	-	-	-	-
General Fund revenues	464,947	541,645	596,070	737,000	737,000	737,000
Total	\$ 601,776	\$ 629,422	\$ 668,213	\$ 827,465	\$ 827,465	\$ 827,465

Explanation of Variances

Personnel Services includes increases that result from a realignment of staff between various Public Works sections. The Facilities Section FTE increase from 4.25 to 4.75 is offset by FTE decreases and adjustments in other Public Works sections and does not represent an increase in overall Public Works staffing.

Personnel Services also increased for an additional .75 FTE Seasonal Worker (for a total of 5.5 FTE) and is a result of new grounds maintenance needs for the new Fleet/Transit facility.

Supplies increase reflects that as part of the reorganization of Public Works staff will now be responsible for operating and maintaining the water feature vaults as well as maintaining all park buildings and shelters. These expenses were previously the responsibility of the Parks Maintenance Department. Corresponding budgetary adjustment decrease results in the Parks Maintenance Department.

Professional and Technical Services increased as a result of reallocation of some expenses previously incurred in the Parks Maintenance Department and in other budget categories. Expenses include services related to Clackamas County work crews, alarm monitoring service, elevator service, fire sprinkler testing, pest control, back flow testing, generator testing and fire extinguisher testing services. Corresponding budgetary adjustment decrease results in the Parks Maintenance Department.

Public Works

roads

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

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

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

Well Maintained Infrastructure

- Maintenance of road rights-of-way resulting in an attractive community free of sign clutter and obstructions to traffic flow

Safe Healthy & Aesthetically Pleasing Community

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

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Public Works Supervisor	0.75	0.75	0.75	0.80
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	0.75
	3.75	3.75	3.75	4.05

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 155,896	\$ 183,051	\$ 186,960	\$ 202,940	\$ 202,940	\$ 202,940
Employee benefits	88,329	106,941	113,210	131,670	131,670	131,670
Total	244,225	289,992	300,170	334,610	334,610	334,610
Materials and Services						
Supplies	13,796	15,176	15,854	16,407	16,407	16,407
Prof and tech services	15,878	18,572	19,830	25,703	25,703	25,703
Utility services	83,144	77,476	108,680	121,762	121,762	121,762
Fleet services	32,780	32,550	37,274	36,530	36,530	36,530
Repairs & maintenance	166,411	165,346	250,175	253,374	253,374	253,374
Rents & leases	-	-	1,050	1,061	1,061	1,061
Insurance	849	804	1,250	1,900	1,900	1,900
Employee development	4,796	7,488	6,695	6,750	6,750	6,750
Meeting expenses	-	-	80	80	80	80
Fees, dues, advertising	554	625	610	610	610	610
Total	318,208	318,037	441,498	464,177	464,177	464,177
Capital Outlay						
Machinery & equipment	-	-	-	20,000	20,000	20,000
Vehicles	1,000	-	-	-	-	-
Total	1,000	-	-	20,000	20,000	20,000
Total Department	\$ 563,433	\$ 608,029	\$ 741,668	\$ 818,787	\$ 818,787	\$ 818,787

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Intergovt'l - Gas tax	\$ 909,513	\$ 1,071,900	\$ 1,108,000	\$ 1,127,500	\$ 1,127,500	\$ 1,127,500
Total	\$ 909,513	\$ 1,071,900	\$ 1,108,000	\$ 1,127,500	\$ 1,127,500	\$ 1,127,500

Explanation of Variances

Personnel Services percentage budget variances are in part a result of a realignment of staff between various Public Works sections. This budget also reflects the addition of a new .25 FTE Season Utility Worker with a corresponding decrease in Repairs and Maintenance.

Professional and Technical Services increased with corresponding decrease in Repairs and Maintenance to cover the increased cost of community service crews.

Repairs and Maintenance reductions reflect reallocated expenses to Personnel Services for the additional of a .25 FTE seasonal position to assist with landscape watering, plant replacement, graffiti removal, catch basin cleaning and litter removal. Repairs and Maintenance reductions are offset by an increase in additional work related to the maintenance of traffic controls at the Lowrie School Safe Routes, spraying of street trees to control pear blight and aphids and increased maintenance and pruning of Charbonneau Oak trees.

To provide a better, comprehensive, more efficient approach to snow removal the Road Maintenance Section of Public Works is requesting a snow plow attachment for the five yard heavy duty truck now in service. Currently in service is a snow plow that is fitted onto a ¾ ton light duty pickup truck. In times of major snow events this larger equipment would add needed capacity to the snow removal program. In addition, the light duty plow would remain in service for quick response and for use in areas where the larger equipment is not practical.

Public Works

street lighting

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

There are 2,282 publicly owned streetlights in the City.

Program Objectives

Well Maintained Infrastructure

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

Safe Healthy & Aesthetically Pleasing Community

- Provide adequate lighting of roadways and sidewalks
- Identify replacement and "infill" streetlight (safety) projects

Full Time Equivalent Positions

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

street lighting

Public Works

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Materials and Services						
Utility services	\$ 248,512	\$ 246,871	\$ 276,720	\$ 285,000	\$ 285,000	\$ 285,000
Repairs & maintenance	5,175	5,565	19,380	19,574	19,574	19,574
Total Department	\$ 253,687	\$ 252,436	\$ 296,100	\$ 304,574	\$ 304,574	\$ 304,574
Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Charges for services	\$ 374,855	\$ 381,614	\$ 385,000	\$ 397,000	\$ 397,000	\$ 397,000
Total	\$ 374,855	\$ 381,614	\$ 385,000	\$ 397,000	\$ 397,000	\$ 397,000

Explanation of Variances

The Street Lighting budget remains unchanged.

Public Works

water distribution

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

Well Maintained Infrastructure

- Provide effective operation and maintenance of the water storage and distribution systems
- Regular maintenance of wells to keep water clean for auxiliary water supply

Safe Healthy & Aesthetically Pleasing Community

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

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Public Works Supervisor	1.00	1.00	1.00	0.55
Water Distribution Tech	3.00	3.00	4.00	4.00
Utility Locator	0.33	0.33	0.33	0.33
Seasonal Utility Worker	0.25	0.25	0.00	0.00
	4.58	4.58	5.33	4.88

water distribution

Public Works

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 255,701	\$ 309,772	\$ 341,050	\$ 320,480	\$ 320,480	\$ 320,480
Employee benefits	125,465	164,561	193,250	188,790	188,790	188,790
Total	381,166	474,333	534,300	509,270	509,270	509,270
Materials and Services						
Supplies	144,420	75,412	88,860	104,698	104,698	104,698
Prof and tech services	35,263	33,359	52,520	75,005	75,005	75,005
Utility services	56,044	60,342	70,780	70,227	70,227	70,227
Fleet services	44,650	38,690	35,717	36,850	36,850	36,850
Repairs & maintenance	113,406	106,512	189,000	188,795	188,795	188,795
Rents & leases	-	525	2,000	2,020	2,020	2,020
Insurance	5,439	4,856	10,300	10,090	10,090	10,090
Community programs	1,063	1,297	1,100	1,000	1,000	1,000
Employee development	4,983	6,365	6,430	6,494	6,494	6,494
Franchise fee	192,232	194,792	205,000	202,600	202,600	202,600
Fees, dues, advertising	11,640	13,987	14,640	16,000	16,000	16,000
Meeting expenses	7	20	200	200	200	200
Total	609,147	536,157	676,547	713,979	713,979	713,979
Capital Outlay						
Vehicles	1,000	-	-	-	-	-
Total Department	\$ 991,313	\$ 1,010,490	\$ 1,210,847	\$ 1,223,249	\$ 1,223,249	\$ 1,223,249

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Charges for services	\$ 3,166,888	\$ 3,516,752	\$ 3,673,143	\$ 4,383,229	\$ 4,383,229	\$ 4,383,229
Total	\$ 3,166,888	\$ 3,516,752	\$ 3,673,143	\$ 4,383,229	\$ 4,383,229	\$ 4,383,229

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.

Explanation of Variances

Percentage change budget variances are in part a result of a realignment of staff between all Public Works sections. This section's FTE decrease from 5.33 to 4.88 is reflective of that realignment.

Professional and Technical Services increased to improve the level of service of various operations and maintenance activities as recommended in the 2012 Water Master Plan. These activities include: enhanced/directional flushing; increased valve exercising; increased checking and refurbishing of pressure reducing valves; expand leak detection; residential meter testing; increased hydrant exercising and maintenance; and increased well exercising.

Supplies increased for the purchase of a courtesy notification module which notifies customers via a phone call of delinquent bills and prior to water shut off. Implementation of this service would allow staff to focus on operation and maintenance activities. Additional benefits of this software include the ability to offer 24/7 payments by phone and could also be used to reach the community in the event of an emergency or Amber alert.

Public Works

water treatment plant

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

Program Objectives

Well Maintained Infrastructure

- Perform scheduled maintenance of the treatment plant

Safe Healthy & Aesthetically Pleasing Community

- Ensure adequate, safe, high-quality water

Other Program Objectives

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

Full Time Equivalent Positions

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

Performance Measurements

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

Strategy	Measure	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
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.

water treatment plant

Public Works

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Materials and Services						
Supplies	\$ 350,474	\$ 181,100	\$ 523,425	\$ 220,949	\$ 220,949	\$ 220,949
Prof and tech services	1,091,134	1,007,846	1,523,682	1,534,027	1,534,027	1,534,027
Utility services	319,601	358,243	472,141	466,455	466,455	466,455
Repairs & maintenance	93,326	108,583	131,541	152,400	152,400	152,400
Insurance	11,912	10,486	18,100	18,720	18,720	18,720
Meeting expenses	-	36	-	-	-	-
Fees, dues, advertising	4,497	4,136	5,168	5,220	5,220	5,220
Total	1,870,944	1,670,430	2,674,057	2,397,771	2,397,771	2,397,771
Capital Outlay						
Machinery & equipment	13,000	-	65,000	54,000	54,000	54,000
Total Department	\$ 1,883,944	\$ 1,670,430	\$ 2,739,057	\$ 2,451,771	\$ 2,451,771	\$ 2,451,771
Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Charges for services	\$ 1,874,440	\$ 1,670,430	\$ 1,789,057	\$ 1,371,771	\$ 1,371,771	\$ 1,371,771
Sherwood sales	9,504	-	950,000	1,080,000	1,080,000	1,080,000
Total	\$ 1,883,944	\$ 1,670,430	\$ 2,739,057	\$ 2,451,771	\$ 2,451,771	\$ 2,451,771

Explanation of Variances

Capital Outlay increased \$34,000 for the purchase and installation of an Ozone Generator #1 and #2 Digital Controller Upgrade. 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 in the near future. Both Ozone Generators will be upgraded, critical spare parts inventory will be increased, and the 10-year Preventive Maintenance will be performed. This project was previously requested and approved for FY 2012-13 but was delayed in order to expedite the rebuilding of the High Service Pump 9-P-1 which unexpectedly failed this year.

Capital Outlay increased \$20,000 for the purchase and installation of a Nitrogen Boost Compressor, Oxygen Dryer and Dew Point Analyzer System. The ozone generation system depends on the N2 Boost Compressor to control its pneumatic valves and increase ozone production efficiency. The current system has been unreliable and is undersized for future ozone production rates. Installation of a more robust compressor/N2 boost system will increase the reliability and efficiency of the ozone generators. This project was previously requested and approved for FY 2012-13 but was delayed to be integrated with the ozone systems upgrades and allow the highly critical dry polymer batching systems upgrades to occur in FY 2012-13.

Public Works

industrial pretreatment

The Industrial Pretreatment program monitors and regulates the discharge of pollutants from industrial sources into the wastewater collections system thereby preventing the transmission of pollutants and contaminations to collections infrastructure, treatment plant or into the 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
- Emerging in various methods of public outreach

Program Objectives

Environmental Stewardship

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

Other Program Objectives

- Engage in educational activities about pretreatment/FOG/pollution prevention at schools, conferences and businesses

Full Time Equivalent Positions				
Position	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.00

industrial pretreatment

Public Works

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 61,659	\$ 63,846	\$ 66,670	\$ 67,340	\$ 67,340	\$ 67,340
Employee benefits	21,584	25,215	27,330	30,630	30,630	30,630
Total	83,243	89,061	94,000	97,970	97,970	97,970
Materials and Services						
Supplies	941	2,778	1,530	1,936	1,936	1,936
Prof and tech services	26,391	4,947	13,020	12,830	12,830	12,830
Utility services	607	704	840	833	833	833
Fleet services	3,010	2,750	2,507	2,550	2,550	2,550
Repairs & maintenance	-	68	260	263	263	263
Insurance	187	178	320	420	420	420
Employee development	1,338	1,772	1,960	2,363	2,363	2,363
Fees, dues, advertising	1,050	1,203	1,905	1,464	1,464	1,464
Meeting expenses	80	114	200	202	202	202
Total	33,604	14,514	22,542	22,861	22,861	22,861
Total Department	\$ 116,847	\$ 103,575	\$ 116,542	\$ 120,831	\$ 120,831	\$ 120,831
Resources Summary						
	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Charges for services	\$ 116,847	\$ 103,575	\$ 116,542	\$ 120,831	\$ 120,831	\$ 120,831
Total	\$ 116,847	\$ 103,575	\$ 116,542	\$ 120,831	\$ 120,831	\$ 120,831

Explanation of Variances

The Industrial Pretreatment Budget remains unchanged.

Performance Measurements

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

Strategy	Measure	Actual 2009-10	Actual 2010-11	Actual 2011- 12	Estimate 2012-13	Forecast 2013-14
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	7	21	11	16	11
	Permits in effect	8	7	7	8	8
Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements	Number of minor violations	7	7	5	5	3
	Number of major violations	0	0	0	0	0

Performance Measurements Outcome

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

Public Works

wastewater treatment plant

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

The City's Wastewater Program encompasses:

- A wastewater treatment plant that is designed to treat on average 2.25 million gallons per day in dry weather
- 8 wastewater lift pump stations
- Processing bio-solids into product that is beneficially reused in an environmentally sound method
- 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

Environmental Stewardship

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

Well Maintained Infrastructure

- Perform scheduled maintenance of the treatment plant and lift stations

Safe Healthy & Aesthetically Pleasing Community

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

Full Time Equivalent Positions

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

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Materials and Services						
Prof and tech serv	\$ -	\$ 1,085,467	\$ 1,437,473	\$ 1,487,785	\$ 1,487,785	\$ 1,487,785
Utility services	-	246,290	331,727	346,500	346,500	346,500
Insurance	-	-	8,500	9,980	9,980	9,980
Fees, dues, advertising	-	458	21,500	21,500	21,500	21,500
Total Department	\$ -	\$ 1,332,215	\$ 1,799,200	\$ 1,865,765	\$ 1,865,765	\$ 1,865,765

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Charges for services	\$ -	\$ 1,332,215	\$ 1,799,200	\$ 1,865,765	\$ 1,865,765	\$ 1,865,765
Total	\$ -	\$ 1,332,215	\$ 1,799,200	\$ 1,865,765	\$ 1,865,765	\$ 1,865,765

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

Explanation of Variances

Professional and Technical Services increased by the estimated Consumer Price Index and Employee Cost Index per contract with CH2M Hill.

Public Works

wastewater collection

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

The City's Wastewater Collections Program encompasses:

- Over 72 miles of wastewater collection pipes
- Vactor (combination vacuum truck) operations for cleaning the wastewater system
- Root cutting program to clear lines and prevent sewage back-ups
- Prevention of ground water 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

Environmental Stewardship

- Comply with all National Pollutant Discharge Elimination (NPDES) Conditions and permit limits as set forth and regulated by the Department of Environmental Quality (DEQ)
- Inspect and clean sanitary collection system

Well Maintained Infrastructure

- Inspect and rehabilitate manholes requiring additional maintenance

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Public Works Supervisor	0.00	0.00	0.00	0.30
Wastewater Lead Operator	1.00	1.00	0.00	0.00
Wastewater Operators II	2.00	2.00	0.00	0.00
Wastewater Operators I	1.00	1.00	0.00	0.00
Lab Technician	1.00	1.00	0.00	0.00
Vactor Operator	1.50	1.50	1.50	1.50
Truck Driver	1.00	1.00	0.00	0.00
Utility Locator	0.33	0.33	0.33	0.33
Maintenance Technician	0.33	0.33	0.00	0.00
	8.16	8.16	1.83	2.13

wastewater collection

Public Works

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 323,685	\$ 166,570	\$ 104,070	\$ 128,540	\$ 128,540	\$ 128,540
Employee benefits	169,291	79,914	57,770	79,740	79,740	79,740
Total	492,976	246,484	161,840	208,280	208,280	208,280
Materials and Services						
Supplies	73,446	43,675	20,675	17,680	17,680	17,680
Prof and tech services	184,293	83,286	35,500	30,555	30,555	30,555
Utility services	356,220	83,361	9,180	9,967	9,967	9,967
Fleet services	56,990	27,600	13,344	8,690	8,690	8,690
Repairs & maintenance	745,154	309,166	169,800	158,820	158,820	158,820
Rents & leases	5,380	-	2,500	2,000	2,000	2,000
Insurance	8,034	7,167	6,350	750	750	750
Employee development	7,365	3,310	5,500	5,556	5,556	5,556
Franchise fees	197,457	210,300	240,000	242,000	242,000	242,000
Meeting expenses	-	178	200	202	202	202
Fees, dues, advertising	17,054	57	500	505	505	505
Total	1,651,393	768,100	503,549	476,725	476,725	476,725
Capital Outlay						
Machinery & equipment	1,000	-	-	-	-	-
Total Department	\$ 2,145,369	\$ 1,014,584	\$ 665,389	\$ 685,005	\$ 685,005	\$ 685,005

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Charges for services	\$ 4,987,352	\$ 4,112,846	\$ 4,634,258	\$ 4,715,354	\$ 4,715,354	\$ 4,715,354
Other revenues	23,669	28,469	18,216	18,216	18,216	18,216
Total	\$ 5,011,021	\$ 4,141,315	\$ 4,652,474	\$ 4,733,570	\$ 4,733,570	\$ 4,733,570

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

Explanation of Variances

Percentage change budget variances are in part a result of a realignment of staff between all Public Works sections. This section's FTE increase from 1.83 to 2.13 is offset by FTE decreases and adjustments in other Public Works sections and does not represent an increase in overall Public Works staffing.

Performance Measurements

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

Strategy	Measure	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Scheduled maintenance of wastewater lines in accordance with the vacor truck service plan	Linear feet of wastewater lines cleaned annually	87,600	69,000	80,860	85,000	88,000

Performance Measurements Outcome

As of 2012 there were 385,440 linear feet of sanitary sewer pipe that is maintained by the City. Regular cleaning of these pipe is required to prevent blockage and back-ups thereby reducing liability. In addition, cleaning the pipe system helps preserve this asset

Public Works

stormwater maintenance

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 (combination 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 and City facility parking lots
- Manage stormwater video program

Program Objectives

Environmental Stewardship

- 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 storm water system through street and parking lot sweeping

Safe Healthy & Aesthetically Pleasing Community

- Maintenance of storm water systems resulting in minimizing flooding, protecting City infrastructure, assuring public safety and controlling erosion into the storm system

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Public Works Supervisor	0.25	0.25	0.25	0.35
Vactor Operator	0.50	0.50	0.50	0.50
Senior Utility Worker	0.50	0.50	0.50	0.50
Utility Locator	0.34	0.34	0.34	0.34
Seasonal Utility Worker	0.25	0.25	0.25	0.25
	1.84	1.84	1.84	1.94

stormwater maintenance

Public Works

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 84,677	\$ 81,543	\$ 95,130	\$ 106,030	\$ 106,030	\$ 106,030
Employee benefits	38,985	45,582	51,620	63,880	63,880	63,880
Total	123,662	127,125	146,750	169,910	169,910	169,910
Materials and Services						
Supplies	9,175	9,042	18,030	14,420	14,420	14,420
Prof and tech serv	62,179	63,511	54,180	59,125	59,125	59,125
Utility services	508	417	1,240	2,180	2,180	2,180
Fleet services	17,638	14,820	13,805	11,200	11,200	11,200
Repairs & maintenance	128,117	155,045	218,330	221,755	221,755	221,755
Rents & leases	-	-	1,220	1,230	1,230	1,230
Comm svcs programs	-	-	2,040	2,000	2,000	2,000
Employee development	2,595	3,802	2,140	3,145	3,145	3,145
Franchise fees	29,565	37,089	37,000	38,100	38,100	38,100
Fees, dues, advertising	22	-	200	200	200	200
Total	249,799	283,726	348,185	353,355	353,355	353,355
Capital Outlay						
Vehicles	6,190	-	-	-	-	-
Total Department	\$ 379,651	\$ 410,851	\$ 494,935	\$ 523,265	\$ 523,265	\$ 523,265

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Charges for services	\$ 802,058	\$ 904,889	\$ 1,100,988	\$ 1,084,611	\$ 1,084,611	\$ 1,084,611
Total	\$ 802,058	\$ 904,889	\$ 1,100,988	\$ 1,084,611	\$ 1,084,611	\$ 1,084,611

Explanation of Variances

Personnel Services increase is a result of a realignment of staff between all Public Works sections. The increase to 1.94 FTE is offset by FTE adjustments in other Public Works sections and does not represent an increase in overall Public Works staffing.

Repairs and Maintenance increased due to seven new streets adding 2.5 lane miles to the City's transportation system in 2012.

Performance Measurements

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

Strategy	Measure	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Percentage of catch basins cleaned annually on an 'as needed' basis	Number of catch basins cleaned	906	911	823	902	902
	Percentage of catch basins cleaned	49%	50%	45%	48%	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.

Parks and Recreation

general services

The Parks and Recreation Department is divided into three functional areas: General Services, Community Center, and Parks Maintenance. General Services consists of department administration, park facilities and adult and youth recreation programs. General services is also responsible for management of community service grants, development and implementation of recreation and parks master plans, long-range planning and staff support to the Parks and Recreation Board.

Program Objectives

Community Amenities and Recreation

- 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
- 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
- Provide park planning for construction of new parks and facilities
- 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

Fiscal Discipline

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

Well Maintained Infrastructure

- Develop and implement long-range plan for ongoing parks maintenance costs

Welcoming, Engaged and Satisfied Residents

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

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted * 2013-14
Community Services Director	1.00	1.00	1.00	0.00
Parks & Recreation Director	0.00	0.00	0.00	1.00
Senior Programs Manager*	1.00	1.00	1.00	0.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Information & Referral Specialist*	0.50	0.50	0.50	0.00
Fitness Specialist*	0.80	0.80	0.90	0.00
Nutrition Coordinator I*	0.50	0.50	0.50	0.00
Nutrition Coordinator II*	0.80	0.80	0.80	0.00
Nutrition Assistant (On Call)*	0.05	0.16	0.16	0.00
Administrative Assistant I	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	1.00	1.00
Building Monitor*	0.30	0.19	0.19	0.00
Intern	0.05	0.05	0.05	0.05
	8.00	8.00	8.10	4.05

* 4.05 FTEs moved to the new Senior Programs Department in 2013-14.

general services

Parks and Recreation

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 399,253	\$ 411,399	\$ 447,200	\$ 260,540	\$ 260,540	\$ 260,540
Employee benefits	172,610	189,549	222,620	150,530	150,530	150,530
Total	571,863	600,948	669,820	411,070	411,070	411,070
Materials and Services						
Supplies	86,061	79,365	104,165	32,000	32,000	32,000
Prof and tech services	22,516	15,183	21,160	13,750	13,750	13,750
Utility services	30,509	31,283	36,105	1,155	1,155	1,155
Insurance	1,266	1,114	1,600	-	-	-
Repairs & maintenance	30,628	31,372	33,820	-	-	-
Rents & leases	1,387	1,361	4,790	-	-	-
Comm svcs programs	86,129	90,353	128,980	109,270	109,270	109,270
Employee development	5,672	24,983	12,200	6,752	6,752	6,752
Recognition expenses	2,829	1,670	2,290	2,315	2,315	2,315
Fees, dues, advertising	2,835	3,461	10,550	9,735	9,735	9,735
Meeting expenses	209	66	30	300	300	300
Misc. services & supplies	5,035	7,333	5,100	5,150	5,150	5,150
Total	275,076	287,544	360,790	180,427	180,427	180,427
Capital Outlay						
Machinery & equipment	-	-	-	-	-	-
Total Department	\$ 846,939	\$ 888,492	\$ 1,030,610	\$ 591,497	\$ 591,497	\$ 591,497

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Charges for services	103,624	130,183	65,000	54,800	54,800	54,800
Grants and donations	110,391	106,856	83,100	-	-	-
General Fund revenues	632,924	651,453	882,510	536,697	536,697	536,697
Total	\$ 846,939	\$ 888,492	\$ 1,030,610	\$ 591,497	\$ 591,497	\$ 591,497

Explanation of Variances

In prior years, Parks and Recreation services and Community Center senior programs were folded into a single department called Community Services. Beginning in FY 2013-14, the Community Services Department has been split in two, parsing out Parks and Recreation from Senior Programs activities. Additionally, Parks Maintenance formerly under the leadership and management of Public Works now falls under the direction of Parks and Recreation General Services.

Historical actual, budget, and estimated amounts in the chart above reflect the previously combined Community Services Department. The proposed budget reflects the new Parks and Recreation General Services Department. Senior Programs proposed budget amounts and Parks Maintenance Department proposed budget amounts are presented on subsequent pages.

The Community Services Director position has been eliminated and a new Parks and Recreation Director position has assumed the duties of managing the Parks and Recreation Department.

Performance Measurements

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

Strategy	Measure	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Provide innovative opportunities for affordable, quality recreation for youth, ages 0-18	Activities/classes	98	81	100	85	85
Increase participation in recreation programs, classes, and activities targeting youth ages 0-18	Participants	2,287	2,385	2,500	2,200	2,200
	Financial assistance requests granted	33	35	35	21	21

Performance Measurements Outcome

Parks and Recreation’s 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 potential for online facility reservations will be explored for future implementation within the current Active Network service system.



Parks and Recreation

senior programs

The City of Wilsonville’s Community Center provides recreation, social activities, and health and fitness programs for adults of all ages. The Community Center serves as hub for these services which includes a daily senior meal program, fitness classes including a dedicated fitness trainer, computer lab, and multipurpose rooms used for activities and classes. The community center also provides information and referral social services to seniors as well as the broader community. Community Center consists of health and fitness programs, senior nutrition program, social services, recreation activities and staff support to the senior board.

The objective of the Community Center is to provide an integrated approach to services and activities for adults ages 55 and older with a focus on creating healthy lifestyles and social opportunities.

Program Objectives

Community Amenities and Recreation

- 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
- Establish a plan for an ongoing assessment of recreational programs and facility needs of the community
- Support efforts of citizen coalitions such as Wilsonville ACHIEVE (Action Communities for Health, Innovation, and Environmental change, a grant offered by the National Recreation and Parks Association in coordination with the CDC) in their efforts to increase healthy nutrition and activity choices in the community for citizens of all socioeconomic levels

Fiscal Discipline

- Develop financial cost recovery policy for all services

Welcoming, Engaged and Satisfied Residents

- Provide quality customer service for both internal and external customers while encouraging paperless class registration
- Provide streamlined registration and reservation procedures where feasible
- Assist the Wilsonville Community Seniors, Inc. in continued board development activities and fundraising efforts in support of senior programs and service
- Explore partnership and sponsorship opportunities to maximize the efficiency of program delivery and accessibility of programs for older adult residents of all income levels

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted * 2013-14
Senior Programs Manager	0.00	0.00	0.00	1.00
Information & Referral Specialist	0.00	0.00	0.00	0.50
Fitness Specialist	0.00	0.00	0.00	0.90
Nutrition Coordinator I	0.00	0.00	0.00	0.50
Nutrition Coordinator II	0.00	0.00	0.00	0.80
Nutrition Assistant (On Call)	0.00	0.00	0.00	0.16
Building Monitor	0.00	0.00	0.00	0.19
	0.00	0.00	0.00	4.05

* 4.05 FTEs moved from Parks & Recreation General Service Department in 2013-14.

senior programs

Parks and Recreation

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ -	\$ -	\$ -	\$ 210,210	\$ 210,210	\$ 210,210
Employee benefits	-	-	-	101,670	101,670	101,670
Total	-	-	-	311,880	311,880	311,880
Materials and Services						
Supplies	-	-	-	73,215	73,215	73,215
Prof and tech services	-	-	-	7,625	7,625	7,625
Utility services	-	-	-	38,435	38,435	38,435
Insurance	-	-	-	1,990	1,990	1,990
Repairs & maintenance	-	-	-	28,290	28,290	28,290
Rents & leases	-	-	-	4,840	4,840	4,840
Comm svcs programs	-	-	-	20,505	20,505	20,505
Employee development	-	-	-	5,570	5,570	5,570
Total	-	-	-	180,470	180,470	180,470
Total Department	\$ -	\$ -	\$ -	\$ 492,350	\$ 492,350	\$ 492,350
Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Charges for services	-	-	-	73,200	73,200	73,200
Grants and donations	-	-	-	82,900	82,900	82,900
General Fund revenues	-	-	-	336,250	336,250	336,250
Total	\$ -	\$ -	\$ -	\$ 492,350	\$ 492,350	\$ 492,350

Explanation of Variances

The Community Center has been parsed out as a separate department within Parks and Recreation.

Performance Measurements

Goal: Support the needs of adults ages 55+ by providing recreational, cultural and social opportunities.

Strategy	Measure	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Provide innovative opportunities for affordable, quality events and activities for adults	Activities/classes offered	395	439	445	450	450
	Participants	9,955	9,812	10,853	10,900	10,900
	Congregate meals	7,505	6,193	6,208	6,500	6,500
	Home-delivered meals	6,617	6,185	6,362	6,500	6,500

Performance Measurements Outcome

The Community Center continues to strive to meet the needs of older adults in Wilsonville. During this fiscal year, a kitchen remodel project and an update to both multipurpose room floors was completed. The kitchen project added additional dry storage space and a walk-in cooler, which increased the capacity of our Nutrition Program to meet the needs of lower income seniors in Wilsonville. The additional space will also allow staff to purchase food in greater quantities, accept donations from local farmers and utilize funding more efficiently.

The project also added a table and chair storage room. This additional storage made it possible to remove unused equipment from program space and created a larger, safer environment for exercise class participants. The project was funded primarily by a Community Development Block Grant with additional support from the City and a donation of \$10,000 from the Wilsonville Community Seniors, Inc (WCSI).

Center staff worked closely with community partners to minimize both the service interruption and financial impact of the facility improvement project. Clackamas Community College’s Wilsonville Training Center and their business partners Portland General Electric and PacifiCorp were critical during the renovation and volunteered program space at no cost to the City. The College and their partners also provided kitchen space and seating for the senior nutrition program, as well as classrooms for a number of fitness and art classes while portions of the building were inaccessible. Many programs continued to meet at the Center during construction, and Center staff did not discontinue any senior programs or services while the improvements were in progress.

During this fiscal year, a number of adult 55+ fitness and art classes have run at capacity, often requiring staff to place participants on a wait list. Additional levels of the following classes will be added in the new fiscal year to address the increase in demand: Watercolor, Yoga, Zumba Gold and Tai Chi.

The WCSI Board of Directors and Center staff remain committed to making senior programs accessible to individuals of all income levels. WCSI serves as a senior advisory board for City Council and has increased fundraising efforts during the past year by initiating a series of raffles. These efforts have enabled the WCSI to continue to offer funding for senior class scholarships, senior emergency assistance and class subsidies.



Parks & Recreation

parks maintenance

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, Courthouse, Canyon Creek, and Willamette River Water Treatment Plant), greenways, open spaces, transient dock as well as pedestrian and bicycle trails within the park system.

Completed special projects for FY 2012-13 include:

- Installation of Boones Ferry Park and Courthouse Park signs and surrounding landscaping
- Repair and repave Canyon Creek Park and Jobsey Lane pathways

Program Objectives

Well Maintained Infrastructure

- Maintain quality parks and facilities
- 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			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Parks Supervisor	0.50	0.50	0.50	1.00
Senior Utility Worker	2.50	2.50	2.50	2.00
Utility Worker	1.50	1.50	1.50	2.00
Seasonal Utility Worker	2.00	2.00	2.00	2.50
Seasonal Park Ranger	0.50	0.50	0.75	0.75
	7.00	7.00	7.25	8.25

parks maintenance

Parks & Recreation

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 273,912	\$ 270,043	\$ 304,560	\$ 358,890	\$ 358,890	\$ 358,890
Employee benefits	131,040	127,250	148,120	195,100	195,100	195,100
Total	404,952	397,293	452,680	553,990	553,990	553,990
Materials and Services						
Supplies	58,995	59,740	45,162	32,816	32,816	32,816
Prof and tech services	33,927	38,396	39,630	39,120	39,120	39,120
Utility services	139,473	127,907	187,680	203,372	203,372	203,372
Fleet services	51,420	44,005	42,831	50,720	50,720	50,720
Repairs & maintenance	193,846	196,174	209,546	186,231	186,231	186,231
Rents & leases	9,456	9,481	8,870	8,959	8,959	8,959
Insurance	3,848	3,458	6,220	6,950	6,950	6,950
Employee development	5,382	8,956	7,138	7,325	7,325	7,325
Meeting expenses	-	-	510	300	300	300
Fees, dues, advertising	571	729	950	950	950	950
Total	496,918	488,846	548,537	536,743	536,743	536,743
Capital Outlay						
Machinery & equip	-	-	-	7,000	7,000	7,000
Vehicles	1,000	-	-	-	-	-
Total	1,000	-	-	7,000	7,000	7,000
Total Department	\$ 902,870	\$ 886,139	\$ 1,001,217	\$ 1,097,733	\$ 1,097,733	\$ 1,097,733

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Approved 2013-14
Charges for services	29,725	50,163	28,300	38,400	38,400	38,400
Interfund charges	38,018	50,388	37,570	61,751	61,751	61,751
Assigned contingencies	35,321	-	-	7,000	7,000	7,000
General Fund revenues	799,806	785,588	935,347	990,582	990,582	990,582
Total	\$ 902,870	\$ 886,139	\$ 1,001,217	\$ 1,097,733	\$ 1,097,733	\$ 1,097,733

Explanation of Variances

Percentage change budget variances are partially a result of a the realignment of staff and duties between the Parks Maintenance Department and all Public Works sections.

Personnel Services increased due to the above mentioned reorganization and also includes an additional 0.5 FTE Seasonal Utility Worker enabling the City to take over maintenance responsibilities for Sophia Park.

The transfer of responsibility for Sophia Park also increased Repairs and Maintenance by \$7,500 and Utility Services by \$13,890.

Capital Outlay increases reflect the purchase of a mower related to ongoing maintenance for Sophia Park.

Fleet Service charges are allocated based on fleet size and have a replacement reserve component built in. The increase reflects a more precise distinction between vehicles and equipment associated with Parks Maintenance Department versus the Facilities Maintenance Section.

Library Services

library

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

Community Amenities and Recreation

- Continue work to execute the Library’s 2008 Strategic Plan, including:
- Broadening Adult programming
- 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
- Reaching out to the Hispanic community
- Comprehensively promoting library services, including online services and programs
- Work to develop and expand online services, including e-books, online databases, etc.
- 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
- Refresh the Library’s Strategic Plan in FY 2014

Fiscal Discipline

- Maintain a high degree of efficiency in Library operations to maximize revenue impact

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
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
Youth Services Librarian	0.80	1.00	1.00	1.00
Program Coordinator	0.80	0.80	0.90	0.90
Reference Librarian	1.84	1.84	1.84	1.84
Aide/Volunteer Coordinator	0.60	0.60	0.60	0.60
Library Clerk III	2.35	2.18	2.18	2.18
Library Clerk II	3.45	2.95	3.05	2.80
Library Clerk I	1.60	2.13	2.13	3.64
Library Aide	1.72	1.36	1.36	0.00
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.00	0.30	0.30	0.40
	16.26	16.26	16.46	16.46
Volunteers	6.00	6.00	6.00	6.00

library

Library Services

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 702,089	\$ 747,640	\$ 777,120	\$ 812,950	\$ 812,950	\$ 812,950
Employee benefits	304,459	357,829	389,200	437,540	437,540	437,540
Total	1,006,548	1,105,469	1,166,320	1,250,490	1,250,490	1,250,490
Materials and Services						
Supplies	205,423	191,595	220,880	220,850	220,850	220,850
Prof and tech services	3,925	3,836	4,120	4,160	4,160	4,160
Utility services	49,997	47,506	57,830	59,325	59,325	59,325
Repairs & maintenance	37,559	39,078	43,200	54,550	54,550	54,550
Insurance	5,403	4,757	6,230	8,410	8,410	8,410
Comm svcs programs	20,144	25,761	29,000	29,000	29,000	29,000
Employee development	2,150	1,899	1,550	2,780	2,780	2,780
Fees, dues, advertising	1,244	1,504	950	1,450	1,450	1,450
Misc serv & supplies	1,197	1,302	1,400	2,415	2,415	2,415
Total	327,042	317,238	365,160	382,940	382,940	382,940
Capital Outlay						
Computer equipment	-	9,851	-	-	-	-
Total Department	\$ 1,333,590	\$ 1,432,558	\$ 1,531,480	\$ 1,633,430	\$ 1,633,430	\$ 1,633,430

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
County shared taxes	\$ 826,821	\$ 840,058	\$ 922,311	\$ 930,966	\$ 930,966	\$ 930,966
Charges for services	58,413	68,727	50,100	57,300	57,300	57,300
Grants and donations	57,518	21,396	47,500	41,000	41,000	41,000
General Fund taxes	394,000	410,000	407,000	415,140	-	-
General Fund revenues	-	92,377	104,569	189,024	604,164	604,164
Total	\$ 1,336,752	\$ 1,432,558	\$ 1,531,480	\$ 1,633,430	\$ 1,633,430	\$ 1,633,430

Explanation of Variances

Library District revenue should rise modestly to approximately \$930,000 in FY14. The library has seen a nearly \$2000,000 increase in District revenue since the formation of the Library District in FY10. This, coupled with a reliable supplement from the City of Wilsonville, has allowed the library to maintain good core services for citizens and to have the staffing to make use of Friends and Foundation donations to expand services in various ways.

Going forward, annual District revenue growth will likely be in the 2-4% range, so the Library will be focusing in creating efficiencies that allow it to keep services at levels that citizens expect.

Library Services

library

Performance Measurements

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

Strategy	Measure	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Maintain Oregon Library Association "excellent" standard of at least 4 physical items per capita	Items in the collection at year-end	122,685	130,212	129,429	136,429	143,429
	Service area population, December estimate	19,588	21,911	19,000	20,000	20,000
	Items per capita	6.26	5.94	6.50	6.82	7.17
Annually weed approximately 5% of materials in the collection	Items deleted	4,947	8,443	7,390	7,000	7,000
Add at least 10,000 items to collection	Items added	12,359	13,287	13,691	15,000	15,000
Increase collection turnover to at least 6.0	Average number of times each item is used	5.39	5.25	5.44	5.49	5.55

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

Strategy	Measure					
Increase reference volume by 5%	Reference questions answered	17,554	17,411	15,988	16,750	17,650
	Percentage change	3%	-1%	-8%	5%	5%

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

Strategy	Measure					
Provide high quality children's programming	Number of children's programs	298	353	359	350	350
	Attendance at children's programs	19,570	19,876	27,355	22,500	22,500
	Number of adult programs	100	106	103	110	110
	Attendance at adult programs	1,785	2,101	2,005	2,100	2,200

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

Strategy	Measure					
Increase circulation by at least 5% over prior year	Annual print and A/V circulation	509,008	507,074	518,290	544,205	571,415
	Annual e-book and other downloadable circulation	-	7,916	9,489	11,387	13,664
	Total Circulation	509,008	514,990	527,779	555,591	585,079
	Percentage change in circulation from previous year	3%	1%	2%	5%	5%
Achieve average annual per capita circulation of 23 or higher	Per capita circulation	25.99	23.14	26.52	27.78	29.25

Performance Measurements, Continued

		Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Maintain a high level of loans to other libraries	Annual interlibrary loans	152,092	176,738	185,663	204,229	224,652
Goal: Provide high quality resource collections while maximizing benefits per dollar spent.						
Strategy		Measure				
Maximize efficiency of Library staff	Total loans print circulation plus interlibrary loans) per FTE	40,910	42,315	43,294	45,089	48,959
	Average of all Oregon Libraries	35,424	37,799	37,741	38,000	38,000
Maintain ratio of operating expenditures to total loans which reflects efficiency in operations	Total expenditures divided by total loans	\$1.84	\$1.92	\$2.00	\$2.08	\$2.15
	Average of all Oregon Libraries	\$2.57	\$2.67	\$2.70	\$2.75	\$2.80
Increase volunteer hours worked to at least 6 FTE	Number of hours worked	12,512	12,443	12,929	12,750	12,750
	FTE	6.0	6.0	6.2	6.1	6.1

Performance Measurements Outcome

The Library’s circulation of physical items has been growing very modestly over the past few years, but circulation of e-book and other downloadable formats has jumped and is growing steadily. These downloadable circulations are now included in the Library’s total circulation, and broken out above. The Library is also seeing a steady drop in reference questions, as well as a deeper shift in the types of needs that reference staff assist citizens with. Questions are steadily moving away from those focused on specific information needs (“What are the major religions in Brazil?,”) to questions about technology use (“I received this Kindle for Christmas...”) and specific services including notaries and test proctoring.

The Library is also emphasizing its programming, and has ongoing success in children’s programs with over 27,000 children and adults attending programs last year. Adult programming attendance is about double the average for similar libraries in the state, with 2,000 Wilsonville adults attending library events in 2011-2012.

Transportation

SMART transit

SMART provides convenient, safe and reliable transportation services in a fiscally responsible manner to meet the needs of Wilsonville residents, employees and visitors of all ages, ethnicities and income levels. 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, walking, bicycling and rideshare to support local and regional transportation system management policies.

Program Objectives

Multi-Modal Transportation Network

- Transit Master Plan (Transportation Systems Plan)
- Support regional policies for transportation system management

Welcoming, Engaged and Satisfied Residents

- Exceed our customers’ expectations and ensure continuous improvement
- Provide high quality customer service for commuters, residents and the business community

Economic Development

- Plan to provide services to industrial, employment and future lands (including Coffee Creek)
- Work as part of the City’s economic development team to retain and expand existing businesses and recruit new businesses to Wilsonville

Community Amenities and Recreation

- Provide user-friendly outreach and education on transit and active transportation modes

Safe Healthy & Aesthetically Pleasing Community

- Increase the public’s knowledge of safety for pedestrians and cyclists

Fiscal Discipline

- Continue to actively pursue, secure and administer grant funding to help cover the costs of capital projects and operations

Full Time Equivalent Positions

Position	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Transit Director	1.00	1.00	1.00	1.00
Operation Manager	1.00	1.00	1.00	1.00
Dispatcher	2.00	2.00	2.00	2.00
Field Supervisors	2.00	2.00	2.00	2.00
Drivers	22.75	22.75	24.44	24.44
Grant Based Drivers	2.94	2.94	2.00	2.00
Trainer	1.00	1.00	1.00	1.00
Program Coordinator	1.00	1.00	1.00	1.00
Transportation Options Program Manager	1.00	1.00	1.00	1.00
Bike & Ped Coordinator	1.00	1.00	1.00	0.00
Intern	0.00	0.50	0.00	0.30
	35.69	36.19	36.44	35.74

SMART transit

Transportation

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 1,549,842	\$ 1,672,028	\$ 1,866,280	\$ 1,878,310	\$ 1,878,310	\$ 1,878,310
Employee benefits	733,283	844,515	1,020,180	1,090,350	1,090,350	1,090,350
Total	2,283,125	2,516,543	2,886,460	2,968,660	2,968,660	2,968,660
Materials and Services						
Supplies	36,722	27,725	64,200	49,965	49,965	49,965
Prof and tech services	293,245	194,523	262,640	221,550	221,550	221,550
Utility services	36,524	32,094	38,420	45,805	45,805	45,805
Repairs & maintenance	27,610	33,372	32,720	36,790	36,790	36,790
Fleet services	946,060	966,205	942,125	981,530	981,530	981,530
Rents & leases	32	20,385	10,510	515	515	515
Insurance	14,758	-	20,800	32,470	32,470	32,470
Commuter rail service	300,000	300,000	300,000	300,000	300,000	300,000
Comm svcs programs	44,804	22,120	31,020	77,530	77,530	77,530
Employee development	9,762	7,360	12,740	20,870	20,870	20,870
Fees, dues, advertising	77,323	28,020	34,410	34,700	34,700	34,700
Meeting expenses	3,134	2,616	3,060	3,090	3,090	3,090
Total	1,789,974	1,634,420	1,752,645	1,804,815	1,804,815	1,804,815
Capital Outlay						
Machinery & equipment	-	12,000	-	30,000	30,000	30,000
Vehicles	56,237	349,331	700,000	727,000	727,000	727,000
Total	56,237	361,331	700,000	757,000	757,000	757,000
Total Department	\$ 4,129,336	\$ 4,512,294	\$ 5,339,105	\$ 5,530,475	\$ 5,530,475	\$ 5,530,475

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Payroll taxes	\$ 3,893,919	\$ 4,048,569	\$ 4,400,000	\$ 4,350,000	\$ 4,350,000	\$ 4,350,000
Charges for services	172,490	179,633	178,000	199,000	199,000	199,000
Intergovernmental grants	534,398	749,354	956,062	1,354,109	1,354,109	1,354,109
Other revenues	-	64,871	27,000	34,500	34,500	34,500
Total	\$ 4,600,807	\$ 5,042,427	\$ 5,561,062	\$ 5,937,609	\$ 5,937,609	\$ 5,937,609

Explanation of Variances

Personnel Services increased minimally for a .3 FTE Intern position to assist the Options team with additional workload throughout the summer months. In recent years, interns have played a major part in delivering services to the public, especially during special community events. The Options team consisted of five employees during Summer 2011 and three employees during Summer 2012. Without additional funding, the Options team would only include two employees further reducing SMART's ability to provide summer outreach efforts for the community.

For FY 2012-13 estimated expenses include consulting expenses reported under Professional and Technical Services related to service fees for the Business Energy Tax Credit Program (BETC). Estimated Capital Outlay includes bus purchases already received as well as buses ordered and expected before June 30th. The recording of actual expense in the proper fiscal year will depend on the date of delivery.

The FY 2013-14 Proposed Budget includes Professional and Technical Services expenses and Community Services program expenses related to the Transit Integration Project. The Transit Integration Project is further explained on the following page which details anticipated intergovernmental grant awards. Professional and Technical Services also includes amounts related to a Transit Master Plan update.

Transportation

SMART transit

Anticipated Grants for 2013-14

SMART has already received approval for a number of grants that will bring revenue into the FY 2013-14 budget. However, these grants require matching funds that must come from SMART and often require consultant assistance, particularly for grant administration.

Elderly & Disabled (E&D) Transportation Program Grant: Grant funding in the amount of \$97,000 in State Transportation Formula (STF) funds and \$20,000 in State Special Transportation Operating (STO) is anticipated to offset the cost of the out-of-town Dial-a-Ride service.

Dial-a-Ride Operations Clackamas County Agreement: An agreement with Clackamas County is anticipated to provide \$54,000 in funding for Dial-a-Ride demand response service.

Transportation Demand Management (TDM-CMAQ) Grant: Grant funding in the amount of \$80,000 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 (Transit Integration Project): Grant funding in the amount of \$250,000 including match will be used to assess the opportunities and cost efficiencies of redesigning transit to integrate fixed route commuter and door-to-door elderly and disabled (E&D) services within the Wilsonville to Portland corridor.

Transportation Growth Management (TGM) Grant: Grant funding in the amount of \$50,000 will be used for the development of a transit master plan update.

Section #5307 Grant: Grant funding in the amount of \$250,000 is anticipated to be used for preventative maintenance operations.

Capital Grant – State Formula Funds: Grant funding in the amount of \$187,000 including match will be used to purchase two small buses or cutaways.

Capital Grant – Clean Fuels: Grant funding in the amount of \$180,000 including match will be used to purchase two small buses or cutaways.

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

Anticipated Grant Funding for 2013-14

Intergovernmental Agreement /Grant	Funding Source			Funding Use	
	Grant Funding	Transit Tax	BETC Reserve	Operations	Capital
Elderly & Disabled (STF & STO)	\$ 117,000	\$ -	\$ -	\$ 117,000	\$ -
Dial-a-Ride Operations - Clackamas County	54,000	-	-	54,000	-
TDM - CMAQ Grant	71,784	8,216	-	80,000	-
State of Oregon Flexible Fund	224,325	25,675	-	250,000	-
TGM Grant - Master Plan	50,000	-	-	50,000	-
Section #5307 - Preventative Maintenance	250,000	-	-	250,000	-
Capital Grant - State Formula Funds (2 buses)	149,600	-	37,400	-	187,000
Capital Grant - Clean Fuels - Capital (2 buses)	149,400	-	30,600	-	180,000
Capital Grant - Section #5307 - (1 Bus)	288,000	-	72,000	-	360,000
	\$ 1,354,109	\$ 33,891	\$ 140,000	\$ 801,000	\$ 727,000

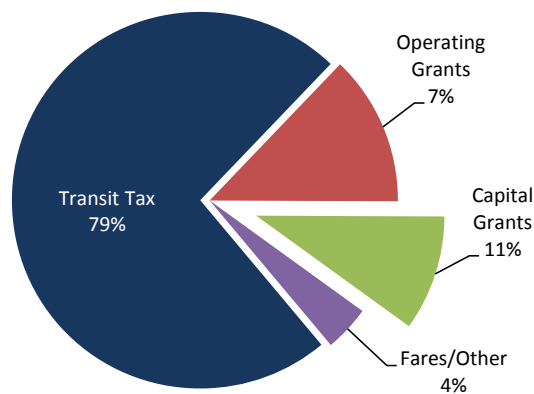
Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$9.78	\$9.20	\$8.92	\$9.77	\$9.68
	Cost per service hour	\$68.40	\$70.78	\$74.39	\$79.40	\$84.14
	Cost per mile	\$4.49	\$4.71	\$4.92	\$5.25	\$5.49
	Passenger trips per service hour	7.0	7.7	8.3	8.1	8.7
	Passenger trips per mile	0.46	0.51	0.55	0.54	0.57
Increase ridership within the community	Number of passenger trips	306,421	344,723	370,526	357,450	378,897
	Service hours	43,816	44,828	44,407	44,002	43,602
	Annual miles driven	667,161	674,054	671,903	665,358	668,500
	On-time performance	99%	99%	99%	99%	99%

Performance Measurements Outcome

We expect ridership to rebound from the 4% loss experienced during FY 2012-13. This loss was due in part, by the fare increase implemented in October 2012, along with the lower fuel prices. Even with this ridership loss, revenue is expected to exceed budgeted projections by 10% for FY 2012-13. An expected modest ridership increase in FY 2013-14 will raise Service revenue by 1.5%.

Transit Revenue Sources



Transportation

fleet

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 209 items including:

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

Program Objectives

Well Maintained Infrastructure

- Provide safe and clean vehicles and equipment

Fiscal Discipline

- Extend vehicle service life through quality maintenance
- Maximize return on investments through effective vehicle purchase and disposal procedures

Environmental Stewardship

- Continue exploration and implementation of fuel saving strategies, including the implementation of alternative fuel vehicles

Position	Full Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Fleet Services Manager	1.00	1.00	1.00	1.00
Mechanic II	3.00	2.00	2.00	2.00
Mechanic I	1.00	2.00	2.00	2.00
Fleet Hostler	2.00	2.00	1.50	1.50
	7.00	7.00	6.50	6.50

fleet

Transportation

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 322,920	\$ 303,881	\$ 324,940	\$ 331,040	\$ 331,040	\$ 331,040
Employee benefits	154,261	169,317	190,800	216,150	216,150	216,150
Total	477,181	473,198	515,740	547,190	547,190	547,190
Materials and Services						
Supplies	196,985	164,550	178,260	182,793	182,793	182,793
Fuel	326,245	363,144	361,500	367,015	367,015	367,015
Utility services	51,026	64,580	71,230	76,508	76,508	76,508
Repairs & maintenance	24,705	26,295	27,560	31,613	31,613	31,613
Insurance	697	640	2,050	2,850	2,850	2,850
Employee development	3,676	5,479	8,160	15,545	15,545	15,545
Total	603,334	624,688	648,760	676,324	676,324	676,324
Capital Outlay						
Vehicles	36,769	149,477	94,500	120,500	120,500	120,500
Total Department	\$ 1,117,284	\$ 1,247,363	\$ 1,259,000	\$ 1,344,014	\$ 1,344,014	\$ 1,344,014

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Charges for services	\$ 1,176,444	\$ 1,148,331	\$ 1,072,387	\$ 1,118,075	\$ 1,118,075	\$ 1,118,075
Charges for reserves	96,116	98,927	95,548	85,035	85,035	85,035
Assigned contingencies	36,769	149,477	94,500	120,500	120,500	120,500
Operating reserves	-	-	-	20,404	20,404	20,404
Total	\$ 1,309,329	\$ 1,396,735	\$ 1,262,435	\$ 1,344,014	\$ 1,344,014	\$ 1,344,014

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

Explanation of Variances

Capital expenditures in the form of vehicle replacements total \$120,500. Last year, one vehicle was obtained through a two-year lease/purchase program. The second and final payment is due this year, and is included in the vehicle replacement total. In addition, four vehicles are scheduled to be replaced this year. Although anticipated replacement cycles are set at time of purchase, the decision to replace a vehicle is based on multiple factors, including age and condition, suitability for assigned task, and an analysis of overall need. Of the four vehicles scheduled for replacement this year, two have reached their anticipated replacement date, and two have exceeded this date by four years. All four need to be replaced to avoid escalating maintenance and repair costs.

The request for an additional \$4,000 in equipment maintenance is related to maintenance of the City's expanded CNG (compressed natural gas) fueling facility.

The anticipated delivery of more CNG Buses, coupled with staff turnover, has resulted in the need for additional staff training resources. An increase of \$8,000 is requested. This will be used to train new employees and provide CNG vehicle maintenance and safety training to existing staff.

The City of Wilsonville is under contract with Washington County Consolidated Communications Agency to provide access to its 800 megahertz radio system. This cost is included as part of utilities.

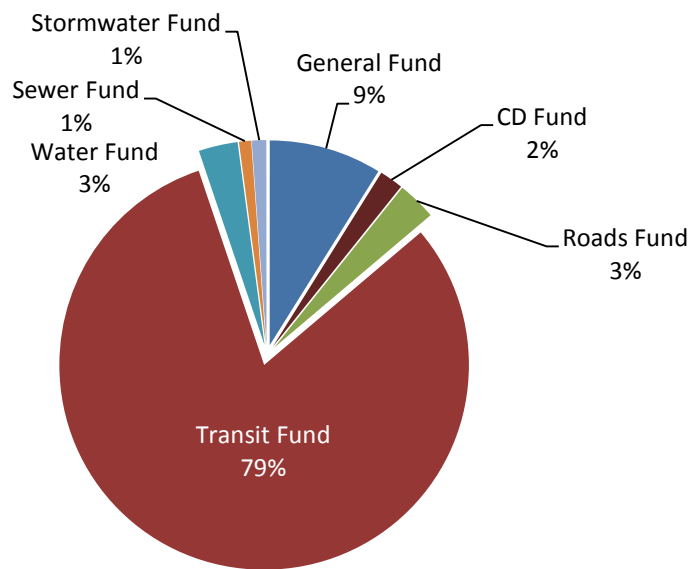
Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
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	76%	74%	73%	76%	74%
Preventative maintenance	Percent completed on time	82%	81%	86%	89%	89%
Track number of road calls	Number of road calls per year	59	52	52	50	50

Performance Measurements Outcome

Key performance indicators for Fleet staff include number of breakdowns (road calls), and preventative maintenance on-time percentage. As preventative maintenance on-time has increased, number of road calls has decreased. This has resulted in a better ability to plan vehicle downtime around user schedules. Preventative maintenance on-time percentage is a key performance indicator evaluated by the FTA during Transit’s triennial review process.

Fleet Funding Sources





Public Safety

law enforcement

The Clackamas County Sheriff's Office (CCSO) provides law enforcement services to the City of Wilsonville on a contract basis. The department operates 24 hours a day, 365 days a year. A Lieutenant serves as the City's Chief of Police while 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. 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

Safe, Healthy & Aesthetically Pleasing Community

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

Full Time Equivalent Positions

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

Performance Measurements

Strategy	Measure	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Maintain a staffing level that allows for approximately 600 calls per Officer per year	Population served	18,020	19,525	19,565	20,515	21,541
	Calls for service	5,803	5,539	5,709	5,820	5,937
	Average number of calls for service per day	16	15	16	16	16
	Calls per officer*	484	462	476	485	495
	Reports taken	2,366	2,316	2,300	2,346	2,393
	Officers per thousand population	1.00	0.92	0.92	0.88	0.84
Reduce the number of traffic accidents in the community through greater compliance tools	Total number of reported auto accidents	153	130	141	130	130
Gain compliance to traffic laws and increase public safety through traffic enforcement, promote safety and livability by education through enforcement.	Traffic stops	5,628	5,575	5,338	5,500	5,500
	Traffic citations	3,456	4,001	3,820	4,000	4,000

law enforcement

Public Safety

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Materials and Services						
Supplies	\$ 13,936	\$ 5,371	\$ 3,970	\$ 5,000	\$ 5,000	\$ 5,000
Prof and tech services	3,536,803	3,541,654	3,903,635	3,840,931	3,840,931	3,840,931
Utility services	14,376	14,533	17,465	18,135	18,135	18,135
Fleet services	14,510	14,390	13,593	13,320	13,320	13,320
Repairs & maintenance	6,959	7,055	7,360	8,770	8,770	8,770
Insurance	802	706	1,085	1,300	1,300	1,300
Employee development	1,185	-	-	500	500	500
Total Department	\$ 3,588,571	\$ 3,583,709	\$ 3,947,108	\$ 3,887,956	\$ 3,887,956	\$ 3,887,956
Capital Outlay						
Machinery & equipment	-	-	-	7,000	7,000	7,000
Total Department	\$ 3,588,571	\$ 3,583,709	\$ 3,947,108	\$ 3,894,956	\$ 3,894,956	\$ 3,894,956

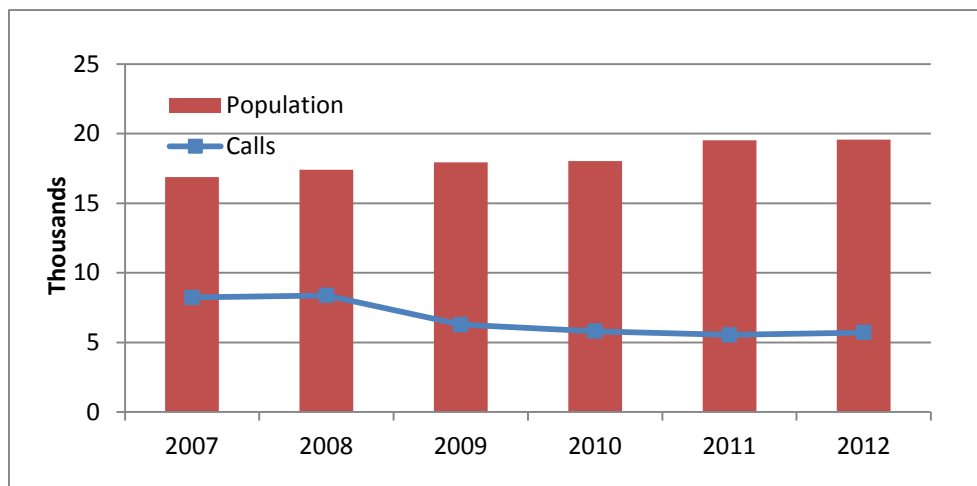
Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Intergovernmental	73,561	75,698	80,940	84,987	84,987	84,987
State Shared 9-1-1 tax	92,484	95,551	90,000	-	-	-
General Fund revenues	3,422,526	3,412,460	3,776,168	3,809,969	3,809,969	3,809,969
Total	\$ 3,588,571	\$ 3,583,709	\$ 3,947,108	\$ 3,894,956	\$ 3,894,956	\$ 3,894,956

Explanation of Variances

New state legislation allocates 911 tax revenue to the jurisdiction providing police services. Since the City contracts for police services, the 911 tax revenue now goes directly to the Clackamas County Sheriff's Office.

Capital Outlay budget is for the replacement of an office copier.

Ratio of Population to Service Calls



Performance Measurements Outcome

The total number of calls has increased in direct correlation with population growth. Currently, the Wilsonville Police Department is able to work proactively by maintaining a visible presence in the community despite the constant decline of officers per thousand of population. As the City grows, additional staffing will be necessary to sustain our high service levels.

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

Safe, Healthy & Aesthetically Pleasing Community

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

Fiscal Discipline

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

Welcoming, Engaged and Satisfied Residents

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

Position	Full-Time Equivalent Positions			
	Budget 2010-11	Budget 2011-12	Budget 2012-13	Adopted 2013-14
Court Clerk	1.80	1.80	1.80	1.80
Interpreter	0.05	0.05	0.05	0.05
Room Monitor	0.05	0.05	0.05	0.05
Municipal Court Judge	0.10	0.10	0.10	0.10
	2.00	2.00	2.00	2.00

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2009-10	Actual 2010-11	Actual 2011-12	Estimate 2012-13	Forecast 2013-14
Efficiency	Total violations	2,706	4,533	3,573	4,053	4,053
	Violations per Court Clerk (FTE)	1,503	2,518	1,985	2,252	2,252

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.

municipal court

Public Safety

Operating Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Personnel Services						
Salaries and wages	\$ 101,556	\$ 112,644	\$ 126,290	\$ 128,920	\$ 128,920	\$ 128,920
Employee benefits	28,631	35,509	40,870	46,260	46,260	46,260
Total	130,187	148,153	167,160	175,180	175,180	175,180
Materials and Services						
Supplies	9,059	2,719	5,160	5,210	5,210	5,210
Prof and tech services	15,115	15,441	26,750	23,865	23,865	23,865
Utility services	773	817	890	980	980	980
Employee development	1,640	1,754	4,050	4,080	4,080	4,080
Fees, dues, advertising	217	195	410	415	415	415
Meetings expenses	1,702	1,793	2,300	2,325	2,325	2,325
Misc services & supplies	5,447	4,428	5,800	5,860	5,860	5,860
Total	33,953	27,147	45,360	42,735	42,735	42,735
Total Department	\$ 164,140	\$ 175,300	\$ 212,520	\$ 217,915	\$ 217,915	\$ 217,915

Resources Summary	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Fines	\$ 460,327	\$ 404,950	\$ 380,000	\$ 385,000	\$ 385,000	\$ 385,000
Total	\$ 460,327	\$ 404,950	\$ 380,000	\$ 385,000	\$ 385,000	\$ 385,000

Explanation of Variances

Professional and Technical Services reflects cost savings relating to printing and the Court's computer software maintenance contract.

Miscellaneous Services & Supplies includes bank and credit card fees for online and over the counter payments.

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.

Additional Financial Detail - Citation Anatomy

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:

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

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

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

³ Class C: Includes most equipment violations, speeding 11 to 20 mph excess

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

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



Capital Projects

The City budgets its major construction activities in one of eight capital improvement project categories. Projects are generally large dollar (\$5,000 minimum), nonrecurring and have a useful life of many years. Master Plans are included as capital projects because they identify the projects to be budgeted in later years. The funds and key projects budgeted for FY 2013-14 are presented below.

Water Capital Projects

Kinsman Transmission Main, Well Facility Rehab and Upgrades

Sewer Capital Projects

Wastewater Treatment Plant Upgrade, Memorial Park Pump Station Relocation, Sewer Repair & Maintenance Access along Boeckman Creek

Streets Capital Projects

Boeckman Rd Bridge Repairs, Tooze Rd Improvements (110th to Grahams Ferry Rd), Canyon Creek Rd South from Boeckman to Vlahos

Streetscape/Bikeway Capital Projects

Streetlight infill and streetscape items

Stormwater Capital Projects

Morey's Landing Stormwater Repairs, Rivergreen Drainage,

Building Capital Projects

Fiber Connectivity Project, Library Improvements

Parks Capital Projects

French Prairie Bridge, Memorial Park Parking Lot Rebuild, Villebois Parks Piazza Design, Memorial Park Improvements

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 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/15	Total 5-Yr Cumulative Increase to Operating Expenses
Water						
Water Distribution System	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000
Kinsman Transmission Line	-	3,000	3,000	3,000	3,000	12,000
Sewer						
Sewer Repair along Boeckman Creek	-	-	-	5,000	5,000	10,000
Install Permanent Flow Monitoring System	-	-	500	500	500	1,500
Memorial Park Pump Station Relocation	-	-	10,000	10,000	10,000	30,000
UD1 Upsizing (Kinsman Alignment)	-	-	-	-	5,000	5,000
Town Center Pump Station Improvements	-	-	5,000	5,000	5,000	15,000
Streets						
Kinsman Rd Extension - Barber to Boeckman	-	-	-	39,000	39,000	78,000
Tooze Rd - 110th to Grahams Ferry Rd	-	-	20,000	20,000	20,000	60,000
Protective Permissive Signal Heads	-	-	3,000	3,000	3,000	9,000
Barber St Extension - Kinsman To Coffee Lake	-	-	20,000	20,000	20,000	60,000
Realign Boeckman Creek/Reconnect Channel	-	5,000	5,000	5,000	5,000	20,000
Stormwater						
Improvements to Grahams Ferry	-	6,500	6,500	6,500	6,500	26,000
Miscellaneous projects	-	1,600	1,600	1,600	1,600	6,400
Building						
SMART/Fleet Facility	5,500	5,500	5,500	5,500	5,500	27,500
Three Bay Expansion	-	2,000	2,000	2,000	2,000	8,000
Parks						
Memorial Park Improvements, Parking Lot	-	5,000	5,000	5,000	5,000	20,000
Villebois Parks						
	-	10,350	20,700	20,700	40,500	92,250
	<u>\$ 8,500</u>	<u>\$ 41,950</u>	<u>\$ 110,800</u>	<u>\$ 154,800</u>	<u>\$ 179,600</u>	<u>\$ 495,650</u>

Summary of Appropriations

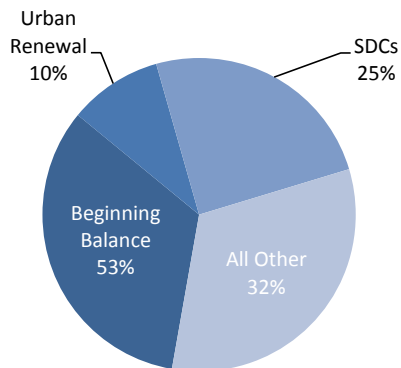
	Water	Sewer	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Design/Construct	\$4,120,750	\$12,418,000	\$3,606,684	\$62,000	\$863,582	\$500	\$550,000	\$2,639,886	\$24,261,402
Engineering/Admin	554,490	866,160	458,652	7,440	138,629	60	-	301,600	2,327,031
	\$4,675,240	\$13,284,160	\$4,065,336	\$69,440	\$1,002,211	\$560	\$550,000	\$2,941,486	\$26,588,433

Summary of Resources

	Water	Sewer	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Operating Funds	\$ 731,920	\$ 3,216,080	\$ 261,710	\$ -	\$ 860,985	\$ 560	\$ -	\$ -	\$ 5,071,255
SDCs									
Improvement	2,469,120	1,568,080	938,976	11,200	141,226	-	-	1,444,958	6,573,560
Sherwood Reimbursement	1,474,200	-	-	-	-	-	-	-	1,474,200
Metro Open Space	-	-	-	-	-	-	-	287,840	287,840
Contributions	-	-	-	-	-	-	100,000	7,500	107,500
Street Lights	-	-	-	58,240	-	-	-	-	58,240
Road Maintenance	-	-	670,000	-	-	-	-	-	670,000
General Fund Reserves	-	-	-	-	-	-	450,000	515,100	965,100
Beginning Balance	-	8,500,000	316,400	-	-	-	-	-	8,816,400
Subtotal	4,675,240	13,284,160	2,187,086	69,440	1,002,211	560	550,000	2,255,398	24,024,095
Urban Renewal	-	-	1,878,250	-	-	-	-	686,088	2,564,338
Total City Resources	4,675,240	13,284,160	4,065,336	69,440	1,002,211	560	550,000	2,941,486	26,588,433
Funding sources administered by the Oregon Department of Transportation on behalf of the City									
Federal Transportation Funds	-	-	1,497,000	-	-	-	-	1,200,000	2,697,000
Total Available Funding Sources	\$ 4,675,240	\$ 13,284,160	\$ 5,562,336	\$ 69,440	\$ 1,002,211	\$ 560	\$ 550,000	\$ 4,141,486	\$ 29,285,433

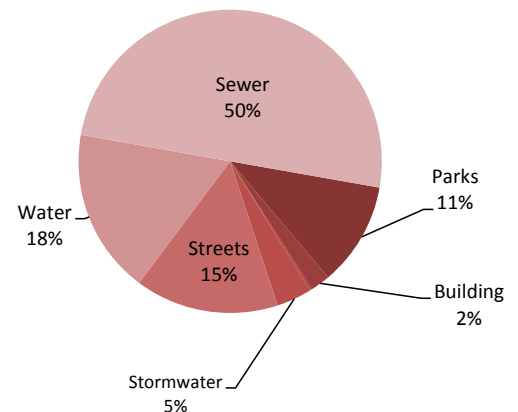
Funding Source

Major funding sources for capital projects identified in FY 2013-14 include urban renewal, systems development charges, and bond notes, respectively.

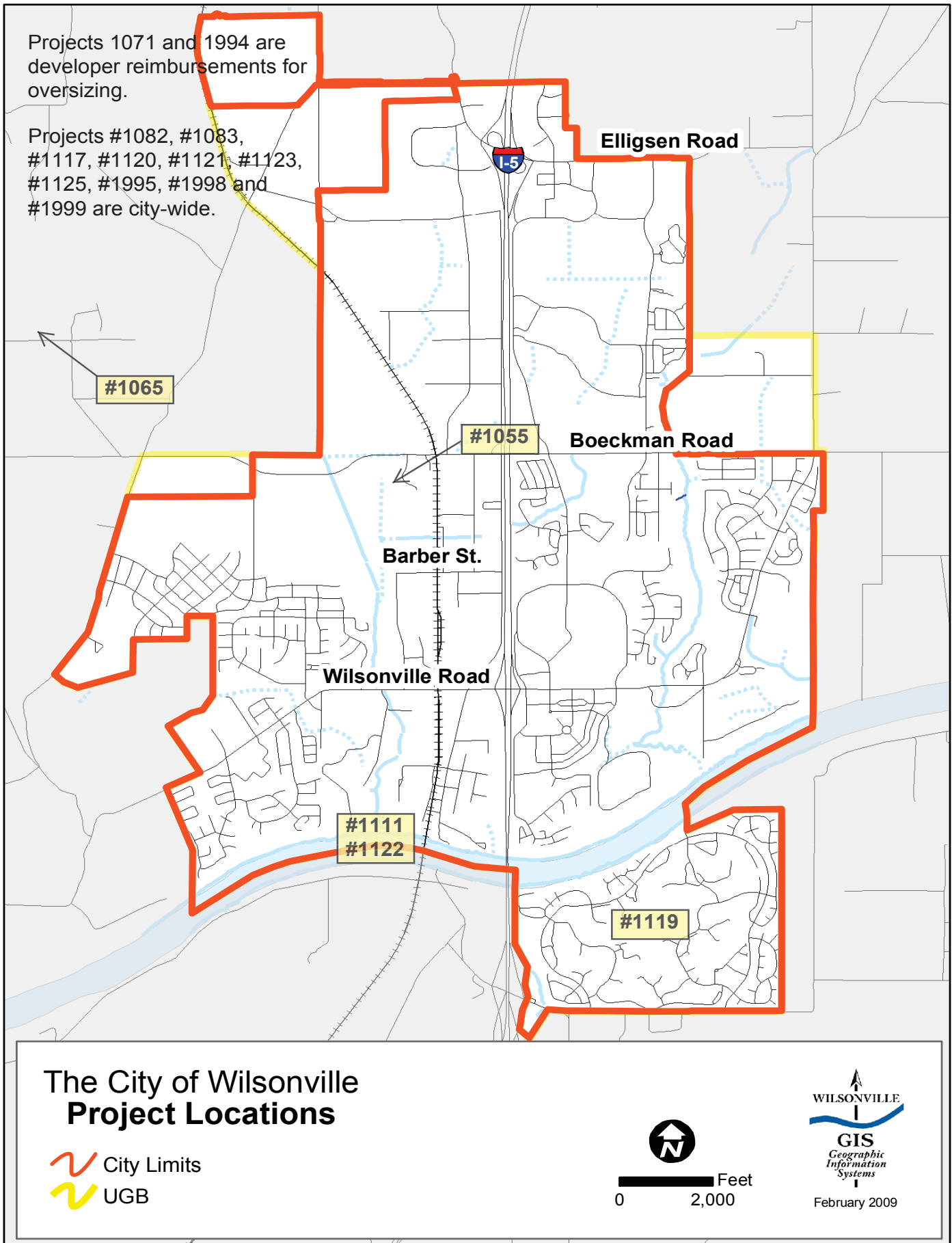


Project Type

The largest portion of the 2013-14 capital improvement budget revolves around the Wastewater Treatment Plant upgrades. Other major projects include waterline replacements, new waterlines, along with street, park and stormwater improvements.



Water Projects



FY 2013-14 Funding Sources

Proj. Project Name	Water Operating	Water SDCs	City of Sherwood Contribution	Total Resources
1055 Kinsman Transmission Main Phase 3b (Barber to Boeckman)	\$ -	\$2,128,000	\$ 1,405,600	\$3,533,600
1065 West Side Level B Reservoir Site and Offsite Improvements	-	22,400	-	22,400
1071 Villebois Water System SDC Reimbursement	-	11,200	-	11,200
1082 Water Master Plan and Conservation Plan Updates	-	6,720	-	6,720
1083 Well Facility Rehab and Upgrades, Including Standby Power	156,800	-	-	156,800
1111 WTP Clearwell Contact Time Improvement & Surge Tanks	22,400	44,800	33,600	100,800
1117 Fire Flow Data Collection for System Capacity & Growth	5,600	-	-	5,600
1119 Reservoir Improvements, Charbonneau	56,000	-	-	56,000
1120 Meter Replacements	56,000	-	-	56,000
1121 Pipeline, Valve & Hydrant Replacement	227,360	-	-	227,360
1122 Water Treatment Plant Master Plan Update	14,000	56,000	35,000	105,000
1123 Water Rate Study and SDC Update	16,800	16,800	-	33,600
1125 Water Telemetry - Wells and Flow Monitoring	176,960	-	-	176,960
1994 Water Private Development SDC Improvements	-	11,200	-	11,200
1995 Early Planning - Future Water Projects	-	50,000	-	50,000
1998 5-Year & Annual Water CIP Budget Development	-	10,000	-	10,000
1999 Project Design & Development	-	112,000	-	112,000
	<u>\$ 731,920</u>	<u>\$2,469,120</u>	<u>\$ 1,474,200</u>	<u>\$4,675,240</u>

Project Summaries

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

This is a multi-year project with current funding needed to construct 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 necessary to accommodate City growth and provide 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. Property acquisition for the required easements to allow construction of the waterline began in the spring of 2013. Construction is expected to begin the summer of 2013.

Priority: High

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

FY2013-14 Funding Sources: Water SDC and Sherwood reimbursement

Status: Continued from 2003-04

Estimated Date of Completion: 2013-14

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

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ 58,801	\$ 422,395	\$ 3,155,000	\$ -	\$ 3,636,196
Engineering Administration	54,205	69,101	378,600	-	501,906
	<u>\$ 113,006</u>	<u>\$ 491,496</u>	<u>\$ 3,533,600</u>	<u>\$ -</u>	<u>\$ 4,138,102</u>

Water Projects

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

In order to serve new growth and provide sufficient storage to meet fire suppression requirements, the City needs to construct a level "B" reservoir on the west side of town. Level "B" is the pressure zoning serving most of the City. This project was initially identified in the City's 2002 Water Master Plan and is now a Priority 1 improvement in the recently completed 2012 Water Master Plan. While the capacity is not immediately required, it will be necessary in the near term. The City acquired property for this reservoir in 2012. Current budgeted funds are for the installation of landscaping to screen the future reservoir. Future expenditures of approximately \$6.7 million are anticipated in years 2014-2018 for design and construction of the reservoir along with off-site improvements including a 24" waterline from Grahams Ferry Road to the new West Side Reservoir. The waterline alignment is yet to be determined.

Priority: Medium

Justification: Public safety

FY2013-14 Funding Source: Water SDC

Status: Continued from 2010-11

Estimated Date of Completion: 2017-18

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 101,002	\$ 622,171	\$ 20,000	\$ 5,950,800	\$ 6,693,973
Engineering Administration	85,209	47,479	2,400	714,096	849,184
	<u>\$ 186,211</u>	<u>\$ 669,650</u>	<u>\$ 22,400</u>	<u>\$ 6,664,896</u>	<u>\$ 7,543,157</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

FY2013-14 Funding Source: Water SDC

Status: Continued from 2009-10

Estimated Date of Completion: Full build-out of Villebois

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 541,280	\$ 122,213	\$ 10,000	\$ 57,000	\$ 730,493
Engineering Administration	28,717	4,312	1,200	6,840	41,069
	<u>\$ 569,997</u>	<u>\$ 126,525</u>	<u>\$ 11,200</u>	<u>\$ 63,840</u>	<u>\$ 771,562</u>

Project #1082: Water Master Plan and Conservation Plan Updates

The City's Water System Master Plan was completed in 2012. Funds budgeted in FY 2013-14 are to complete a Distribution System Rate Study.

Priority: High

Justification: City growth/currently under contract

FY2013-14 Funding Source: Water SDC

Status: New phase of project completed in 2011-12

Estimated Date of Completion: 2014

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 226,973	\$ 37,504	\$ 6,000	\$ 27,360	\$ 297,837
Engineering Administration	177,239	36,115	720	3,283	217,357
	<u>\$ 404,212</u>	<u>\$ 73,619</u>	<u>\$ 6,720</u>	<u>\$ 30,643</u>	<u>\$ 515,194</u>

Project #1083: Annual Well Facility Rehab and Upgrade

The City owns and maintains eight potable groundwater wells that once supplied all of the City's drinking water. The City's 2012 Water Master Plan determined that six of these wells should be maintained as backup supply for emergency situations. This project will address upgrades and repairs needed to correct deficiencies so that the wells remain operational and available as a backup supply source.

Priority: Medium

Justification: Aging Infrastructure/public safety

FY2013-14 Funding Source: Water Operating

Status: New project

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 140,000	Annual	\$ 140,000
Engineering Administration	-	-	16,800	-	16,800
	\$ -	\$ -	\$ 156,800	\$ -	\$ 156,800

Project #1111: WTP Clearwell Contact Time Improvement & Surge Tanks

This project, which adds surge protection for the distribution system and increases production through the Treatment Plant clearwell, will be necessary to provide water service to the City of Sherwood. Work in FY 2013-14 will include a tracer study, regulatory submittals, and a space needs analysis.

Priority: High

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

FY2013-14 Funding Source: Water Operating and Water SDC funds/City of Sherwood

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 90,000	\$ -	\$ 90,000
Engineering Administration	-	-	10,800	-	10,800
	\$ -	\$ -	\$ 100,800	\$ -	\$ 100,800

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

FY2013-14 Funding Source: Water Operating

Status: Continued from 2011-12

Estimated Date of Completion: 2014-15

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 7,424	\$ 5,000	\$ 5,000	\$ 48,650	\$ 66,074
Engineering Administration	2,510	700	600	6,811	10,621
	\$ 9,934	\$ 5,700	\$ 5,600	\$ 55,461	\$ 76,695

Water Projects

Project #1119: Reservoir Improvements - Charbonneau

The Charbonneau District is served by a single pipeline that is at risk of disruption in the event of a major earthquake. Due to the age and condition of the water reservoir that services the District, the City's 2012 Water Master Plan recommends near term improvements to include chlorine monitoring, the SCADA system and the Booster Station and eventual replacement of the Reservoir with a second pipeline in the 2022 timeframe.

Priority: Medium

Justification: Aging infrastructure and Public Safety

FY2013-14 Funding Source: Water Operating

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration	-	-	6,000	-	6,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 56,000</u>	<u>\$ -</u>	<u>\$ 56,000</u>

Project #1120: Annual – Meter Replacements

The City has active meter testing and leak detection programs, but in recent years the City has been experiencing increasing levels of water loss. The City's 2012 Water Master Plan recommends increased meter testing and meter replacement to identify and eliminate sources of water loss.

Priority: High

Justification: Aging infrastructure

FY2013-14 Funding Source: Water Operating

Status: New project

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual \$ -	\$ -	\$ 50,000	Annual	\$ 50,000
Engineering Administration	-	-	6,000	-	6,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 56,000</u>	<u>\$ -</u>	<u>\$ 56,000</u>

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

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

Priority: High

Justification: Aging infrastructure and public safety

FY2013-14 Funding Source: Water Operating

Status: New project

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual \$ -	\$ -	\$ 203,000	Annual	\$ 203,000
Engineering Administration	-	-	24,360	-	24,360
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 227,360</u>	<u>\$ -</u>	<u>\$ 227,360</u>

Water Projects

Project #1122: Water Treatment Plant Master Plan Update

Construction of the Willamette River Water Treatment Plant (WRWTP) was completed in 2002. Most of the existing treatment plant is currently rated for 12-15 mgd with portions capable of handling 70+ mgd. While minor upgrades to the plant (Water Project #1111) will allow treatment at a production rate of 15 mgd, a major plant expansion will be needed sometime after 2020 to meet projected system demands. This Water Treatment Plant Master Plan Update will define what additional plant upgrades are necessary to increase the plant's capacity beyond 15 mgd.

Priority: High

Justification: City growth

FY2013-14 Funding Source: Water Operating and SDC funds/City of Sherwood

Status: New project

Estimated Date of Completion: 2014-15

Operations Impact: To be determined at completion of planning study

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 93,750	\$ 285,000	\$ 378,750
Engineering Administration	-	-	11,250	39,900	51,150
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 105,000</u>	<u>\$ 324,900</u>	<u>\$ 429,900</u>

Project #1123: Water Rate Study and SDC Update

This project will evaluate and update the water operating rate and SDC rate structures.

Priority: High

Justification: Aging infrastructure and City growth

FY2013-14 Funding Source: Water Operating and SDC funds

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Engineering Administration	-	-	3,600	-	3,600
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 33,600</u>	<u>\$ -</u>	<u>\$ 33,600</u>

Project #1125: Water Telemetry: Wells and Flow Monitoring

The phone-based telemetry system is antiquated and will be replaced with a radio-based SCADA system to connect wells to Public Works for remote monitoring. Video monitoring of the building interior could be added when the radio SCADA system is installed to provide additional security.

Priority: High

Justification: Aging infrastructure

FY2013-14 Funding Source: Water Operating

Status: New project

Estimated Date of Completion: 2014-15

Operations Impact: Maintenance costs estimated at \$5,000 per year

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 158,000	\$ 89,120	\$ 247,120
Engineering Administration	-	-	18,960	12,477	31,437
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 176,960</u>	<u>\$ 101,597</u>	<u>\$ 278,557</u>

Water Projects

Project #1994: Water 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

FY2013-14 Funding Source: Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ 23,296	\$ 10,000	Annual	Annual
Engineering Administration	-	3,261	1,200	-	-
	\$ -	\$ 26,557	\$ 11,200	\$ -	\$ -

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

FY2013-14 Funding Source: Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	30,623	50,000	-	-
	\$ -	\$ 30,623	\$ 50,000	\$ -	\$ -

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

FY2013-14 Funding Source: Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	9,578	10,000	-	-
	\$ -	\$ 9,578	\$ 10,000	\$ -	\$ -

Water Projects

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

FY2013-14 Funding Source: Water SDC

Status: Annual

Estimated Date of Completion: Annual

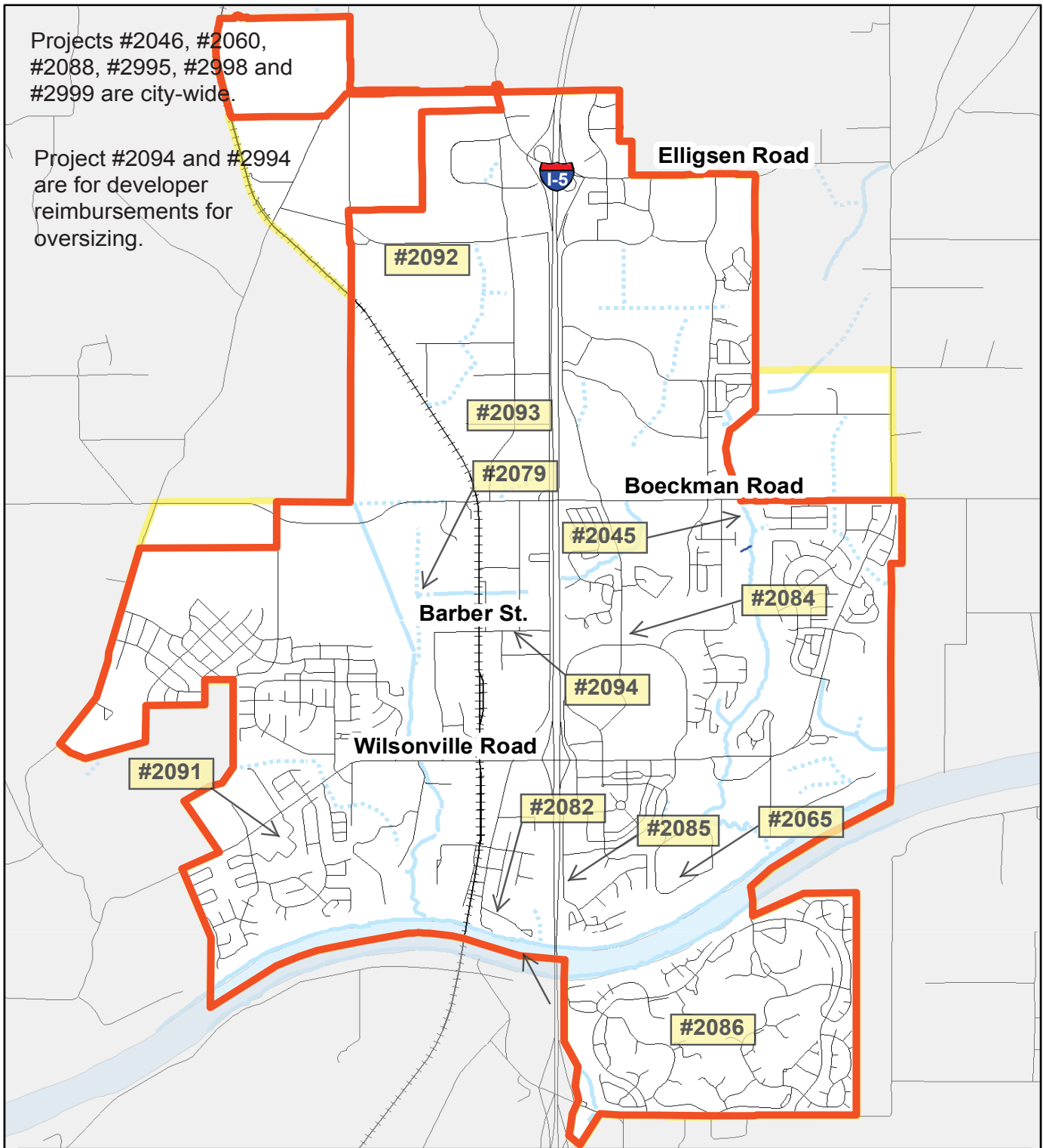
Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 100,000	Annual	Annual
Engineering Administration	-	-	12,000	-	-
	\$ -	\$ -	\$ 112,000	\$ -	\$ -

Sewer Projects

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

Project #2094 and #2994 are for developer reimbursements for oversizing.



The City of Wilsonville Project Locations

-  City Limits
-  UGB



0 2,000 Feet



February 2009

Sewer Projects

FY 2013-14 Funding Sources

Proj.	Project Name	Sewer Operating	Sewer SDCs	Bond Proceeds Carryover	Total Resources
2045	Sewer Repair & Maintenance Access Along Boeckman Creek	\$ 1,086,400	\$ 585,200	\$ -	\$ 1,671,600
2046	Install Permanent Flow Monitoring Stations	30,240	-	-	30,240
2060	Miscellaneous Small Sewer Projects	67,200	-	-	67,200
2065	Memorial Park Pump Station Relocation	1,324,400	712,320	-	2,036,720
2079	UDI Upsizing (Kinsman Alignment to Coffee Creek Industrial Area)	-	11,200	-	11,200
2082	Wastewater Treatment Plant Upgrade	-	-	8,500,000	8,500,000
2084	Town Center Pump Station Improvements	39,200	-	-	39,200
2085	I-5 Sewer Line Crossing at Memorial Drive Study	73,640	-	-	73,640
2086	Charbonneau Collection System Rehab Study	24,640	-	-	24,640
2088	Wastewater Collection System Master Plan Update	73,640	76,160	-	149,800
2091	Autumn Park Sewer Line Replacement	218,400	-	-	218,400
2092	Ridder Rd South Sewer Line Replacement	212,800	-	-	212,800
2093	95th & Hillman Crt Repair and Maintenance	37,520	-	-	37,520
2094	Boberg St near Barber Sewer Line Replacement	28,000	-	-	28,000
2994	Sewer Private Development SDC Reimbursement	-	11,200	-	11,200
2995	Early Planning - Future Sewer Projects	-	50,000	-	50,000
2998	5-Year & Annual Sewer CIP Budget Development	-	10,000	-	10,000
2999	Project Design & Development	-	112,000	-	112,000
		<u>\$ 3,216,080</u>	<u>\$1,568,080</u>	<u>\$ 8,500,000</u>	<u>\$13,284,160</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 2013-14 from the Sewer Fund and Sewer SDCs will allow staff to continue design and analysis for resolving these issues and position the City to be prepared with solid cost estimates and construction documents so that as future partnerships with developers occur, sewer line construction can occur in conjunction with development needs. This project will also reestablish a vehicle maintenance access to the High School Interceptor manholes adjacent to Boeckman Creek. High project costs are due to the size of the sewer line, the depth of the line, amount of required excavation and environmental permitting issues as the project is located in a fish passage and natural resource area.

Priority: Medium

Justification: City growth

FY2013-14 Funding Sources: Sewer Operating and Sewer SDC

Status: Continued from 2009-10

Estimated Date of Completion: 2016-17

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

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ 132	\$ 266,500	\$ 1,492,500	\$ 7,130,000	\$ 8,889,132
Engineering Administration	27,051	50,729	179,100	855,600	1,112,480
	<u>\$ 27,183</u>	<u>\$ 317,229</u>	<u>\$ 1,671,600</u>	<u>\$ 7,985,600</u>	<u>\$10,001,612</u>

Sewer Projects

Project #2046: Install Permanent Flow Monitoring Systems

In 2012 the City upgraded 8 sewer flow monitoring stations on the citywide sewage collection system to provide accurate data for future design and Sewer Master Plan purposes, particularly in the future Frog Pond and Coffee Creek growth areas. This project will install two additional flow monitoring stations to fully characterize the sewer system flows. This project directly supports Project #2088 (Collection System Master Plan) as well as current sewer operations (I&I minimization, maintenance planning) by filling identified gaps in the sewage flow monitoring network.

Priority: High

Justification: City growth

FY2013-14 Funding Sources: Sewer Operating

Status: Continued from 2009-10

Estimated Date of Completion: 2014-15

Operations Impact: Maintenance costs estimated at \$500 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 153,780	\$ -	\$ 27,000	\$ -	\$ 180,780
Engineering Administration	13,149	-	3,240	-	16,389
	<u>\$ 166,929</u>	<u>\$ -</u>	<u>\$ 30,240</u>	<u>\$ -</u>	<u>\$ 197,169</u>

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

FY2013-14 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ 60,000	\$ 60,000	Annual	Annual
Engineering Administration	-	8,400	7,200	-	-
	<u>\$ -</u>	<u>\$ 68,400</u>	<u>\$ 67,200</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 2013-14 allow the continuation of design and engineering with total construction costs of approximately \$3 million. Project will be coordinated with the Memorial Park Parking Lot Reconstruction (Project #9142).

Priority: High

Justification: City growth and regulatory requirements

FY2013-14 Funding Sources: Sewer Operating and Sewer SDC

Status: Continued from 2008-09

Estimated Date of Completion: 2014-15

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 46,555	\$ 107,500	\$ 1,818,500	\$ 691,000	\$ 2,663,555
Engineering Administration	18,827	22,820	218,220	82,920	342,787
	<u>\$ 65,382</u>	<u>\$ 130,320</u>	<u>\$ 2,036,720</u>	<u>\$ 773,920</u>	<u>\$ 3,006,342</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, or upsizing the existing interceptor, depending on the results of analyses currently underway. The project will be installed during construction of the Kinsman Road Extension Project from Barber Street to Boeckman Road (Project #4004) and will provide additional capacity for future growth. Current funds are for alternative analysis and preliminary engineering with construction expected to cost approximately \$3.3 million between the years 2015-2017. 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

FY2013-14 Funding Sources: Sewer SDC

Status: Continued from 2010-11

Estimated Date of Completion: 2016-17

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ 8,000	\$ 10,000	\$ 2,953,720	\$ 2,971,720
Engineering Administration	220	3,320	1,200	354,446	359,186
	<u>\$ 220</u>	<u>\$ 11,320</u>	<u>\$ 11,200</u>	<u>\$ 3,308,166</u>	<u>\$ 3,330,906</u>

Project #2082: Wastewater Treatment Plant Upgrade

The upgrade to the Wastewater Treatment Plant is based upon the November 2004 Wastewater Treatment Plant Facility Master Plan and an existing Design-Build-Operate (DBO) Agreement executed with CH2MHill in 2011. Plant capacity is being increased from 2.5 to 4.0 mgd. Improvements to the plant began in 2012 and will include bio-solids handling, increasing head-works capacity, modifying primary clarifiers for additional capacity, and effluent discharge improvements. The project is scheduled for Final Acceptance in March 2014. The 2013-14 budget is for construction and project management.

Priority: High

Justification: City growth, regulatory requirements

FY2013-14 Funding Sources: Sewer Revenue Bonds

Status: Continued from 2008-09

Estimated Date of Completion: 2013-14

Operations Impact: Maintenance included in annual contract with CH2M Hill

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$14,654,679	\$ 16,910,230	\$ 8,200,000	\$ 300,000	\$40,064,909
Engineering Administration	1,005,017	273,972	300,000	36,000	1,614,989
	<u>\$15,659,696</u>	<u>\$ 17,184,202</u>	<u>\$ 8,500,000</u>	<u>\$ 336,000</u>	<u>\$41,679,898</u>

Project #2084: Town Center Pump Station Improvements

This project will construct the improvements needed to restore full functionality to this pump station.

Priority: High

Justification: Aging infrastructure

FY2013-14 Funding Sources: Sewer Operating

Status: Continued from 2010-11

Estimated Date of Completion: 2014-15

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ 15,000	\$ 35,000	\$ 114,000	\$ 164,000
Engineering Administration	330	2,100	4,200	13,680	20,310
	<u>\$ 330</u>	<u>\$ 17,100</u>	<u>\$ 39,200</u>	<u>\$ 127,680</u>	<u>\$ 184,310</u>

Sewer Projects

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

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

Priority: High

Justification: Aging infrastructure

FY2013-14 Funding Sources: Sewer Operating

Status: Continued from 2010-11

Estimated Date of Completion: 2014-15

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 20,000	\$ 65,750	\$ 600,000	\$ 685,750
Engineering Administration	4,160	10,280	7,890	72,000	94,330
	<u>\$ 4,160</u>	<u>\$ 30,280</u>	<u>\$ 73,640</u>	<u>\$ 672,000</u>	<u>\$ 780,080</u>

Project #2086: Charbonneau Collection System Rehab Study

This project will review the existing network of sewer pipes, force mains, and pump stations in Charbonneau to identify repair and rehab needs.

Priority: High

Justification: Aging infrastructure

FY2013-14 Funding Sources: Sewer Operating

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 22,000	\$ -	\$ 22,000
Engineering Administration	-	-	2,640	-	2,640
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 24,640</u>	<u>\$ -</u>	<u>\$ 24,640</u>

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

FY2013-14 Funding Sources: Sewer Operating and Sewer SDC

Status: Continued from 2010-11

Estimated Date of Completion: 2013-14

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 45,000	\$ 133,750	\$ -	\$ 178,750
Engineering Administration	15,580	31,934	16,050	-	63,564
	<u>\$ 15,580</u>	<u>\$ 76,934</u>	<u>\$ 149,800</u>	<u>\$ -</u>	<u>\$ 242,314</u>

Sewer Projects

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 constructing an additional by pass. The project will also install approximately 1,250 feet of new pipeline and manholes and a clean out to replace the line currently serving the Autumn Park Apartments.

Priority: High

Justification: Aging infrastructure

FY2013-14 Funding Sources: Sewer Operating

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ 34,164	\$ 195,000	\$ -	\$ 229,164
Engineering Administration	3,142	47,351	23,400	-	73,893
	<u>\$ 3,142</u>	<u>\$ 81,515</u>	<u>\$ 218,400</u>	<u>\$ -</u>	<u>\$ 303,057</u>

Project #2092: Ridder Rd South Sewer Line Replacement

This project will intercept the sewer line in Ridder Road approximately 250 feet downstream of the manhole in Ridder Road. Construction will include approximately 270 feet of new pipeline and manholes to replace an existing line that is failing.

Priority: High

Justification: Aging infrastructure

FY2013-14 Funding Sources: Sewer Operating

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 190,000	\$ -	\$ 25,000
Engineering Administration	-	-	22,800	-	3,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 212,800</u>	<u>\$ -</u>	<u>\$ 28,000</u>

Project #2093: 95th and Hillman Court Repair and Maintenance

This project will repair an offset sewer line and rehab two existing manholes.

Priority: High

Justification: Aging infrastructure

FY2013-14 Funding Sources: Sewer Operating

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 33,500	\$ -	\$ 33,500
Engineering Administration	-	-	4,020	-	4,020
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 37,520</u>	<u>\$ -</u>	<u>\$ 37,520</u>

Sewer Projects

Project #2094: Boberg Street near Barber Sewer Line Replacement

This project will replace a small segment of sewer line that has intrusions.

Priority: High

Justification: Aging infrastructure

FY2013-14 Funding Sources: Sewer Operating

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
Engineering Administration	-	-	3,000	-	3,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,000</u>	<u>\$ -</u>	<u>\$ 28,000</u>

Project #2994: Sewer Private Development SDC Reimbursement

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

Priority: Medium

Justification: City growth

FY2013-14 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	Annual \$ -	\$ -	\$ 10,000	Annual	Annual
Engineering Administration	-	-	1,200	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,200</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

FY2013-14 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	Annual \$ -	\$ -	\$ -	Annual	Annual
Engineering Administration	-	10,000	50,000	-	-
	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>

Sewer Projects

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

FY2013-14 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	10,432	10,000	-	-
	\$ -	\$ 10,432	\$ 10,000	\$ -	\$ -

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

FY2013-14 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

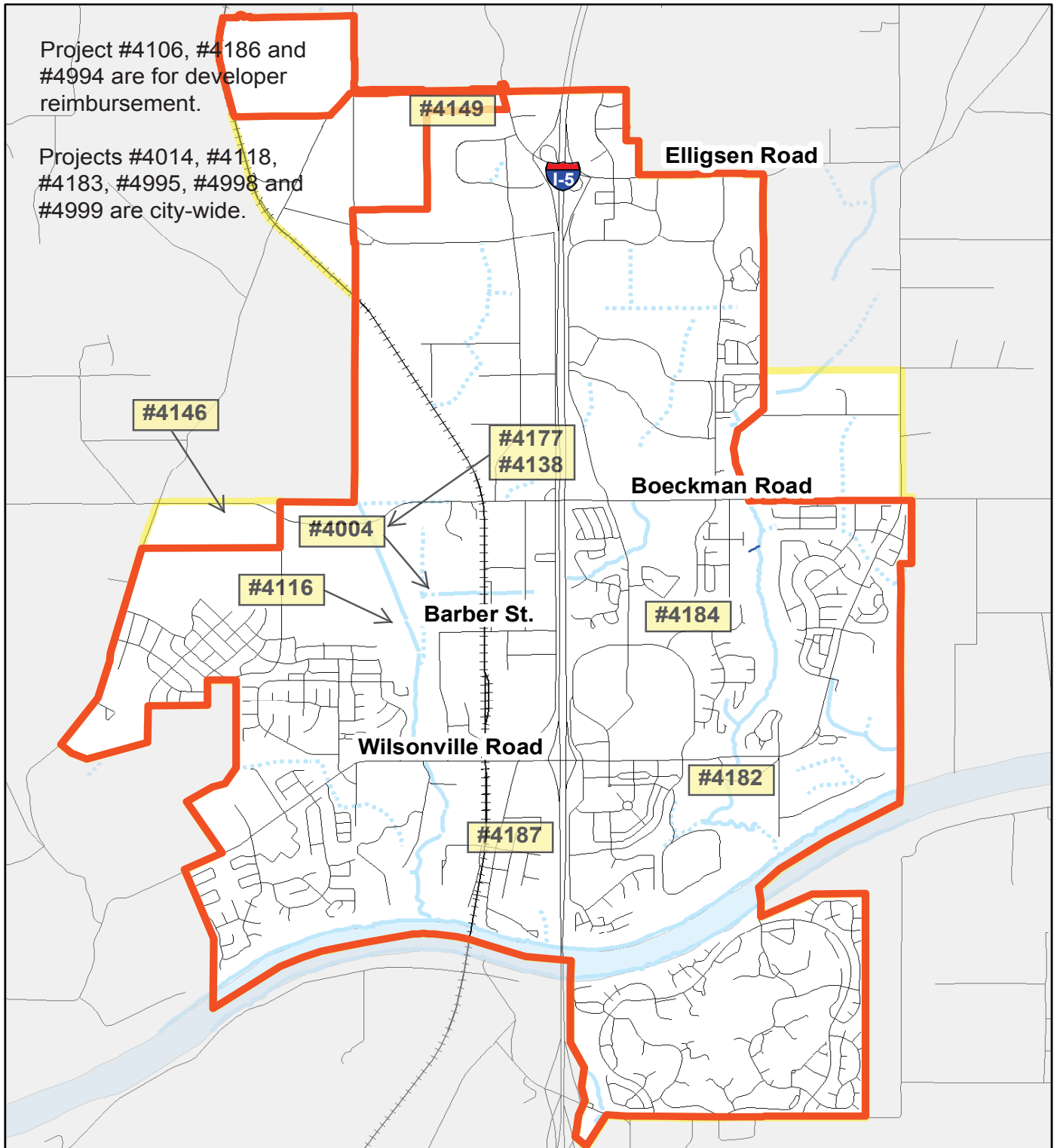
Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ 100,000	\$ 100,000	Annual	Annual
Engineering Administration	-	14,000	12,000	-	-
	\$ -	\$ 114,000	\$ 112,000	\$ -	\$ -

Streets Projects

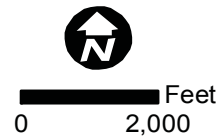
Project #4106, #4186 and #4994 are for developer reimbursement.

Projects #4014, #4118, #4183, #4995, #4998 and #4999 are city-wide.



The City of Wilsonville Project Locations

-  City Limits
-  UGB



FY 2013-14 Funding Sources

Proj.	Project Name	Road Maint	Road Operating	Street SDCs	Litigation Carry Over	East Side Urb Renewal	Urb Renewal Project Income	Total Resources	Federal Funding*
4004	Kinsman Road Extension - Barber to Boeckman	\$ -	\$ -	\$ 34,720	\$ -	\$ -	\$ -	\$ 34,720	\$ 243,000
4014	Street Maintenance Projects	670,000	80,400	-	-	-	-	750,400	-
4106	Villebois SDC Credits	-	-	224,000	-	-	-	224,000	-
4116	Barber Street - Kinsman to Coffee Lake Dr.	-	-	58,240	-	-	-	58,240	464,000
4118	Protective Permissive Signal Heads	-	-	112,000	-	-	-	112,000	-
4138	5-Year Monitoring of Boeckman Road Mitigation	-	-	56,000	-	-	-	56,000	-
4146	Tooze Rd. Imp.- 110 th to Grahams Ferry Rd. (Local Match)	-	-	125,216	-	-	-	125,216	790,000
4149	Day Rd Wetland Mitigation	-	-	5,600	-	-	-	5,600	-
4177	Boeckman Rd Bridge Repairs	-	-	-	316,400	-	1,025,750	1,342,150	-
4182	Realign Boeckman Crk/Reconnect Wilsonville Rd Channel	-	125,310	-	-	-	-	125,310	-
4183	ADA Compliance Inventory	-	56,000	-	-	-	-	56,000	-
4184	Canyon Creek Rd South from Boeckman to Vlahos	-	-	-	-	770,000	-	770,000	-
4186	Villebois Dr North Ext (SAP N. to Boeckman Rd) SDC Reimb	-	-	56,000	-	-	-	56,000	-
4187	Old Town Half Street Improvement - Bailey to 5th	-	-	84,000	-	82,500	-	166,500	-
4994	Streets Private Development SDC Reimbursement	-	-	11,200	-	-	-	11,200	-
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	-	-	112,000	-	-	-	112,000	-
		\$670,000	\$ 261,710	\$ 938,976	\$ 316,400	\$ 852,500	\$ 1,025,750	\$ 4,065,336	\$ 1,497,000

*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 #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. The goal is to reduce local north-south traffic using I-5 and provide additional access to the SMART Central and 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 preliminary design and environmental documentation. Amounts budgeted in FY 2013-14 are for final design and permitting using funding from the federal allocation and a required local match component from Street SDCs. Future year property acquisition and construction costs are estimated at \$6 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.

Priority: High

Justification: Currently under contract and City growth

FY2013-14 Funding Sources: Street SDC

Status: Continued from 2007-08

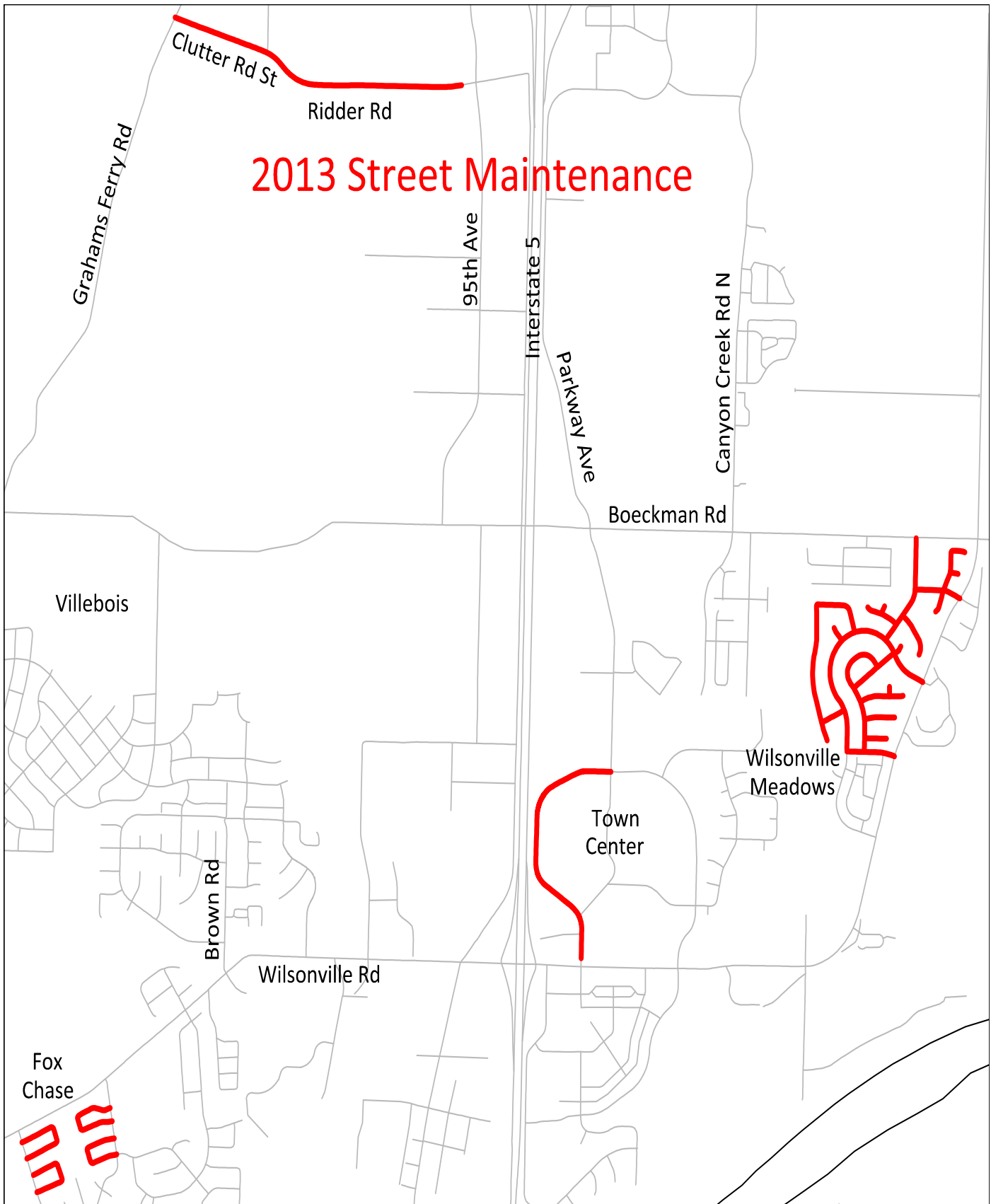
Estimated Date of Completion: 2015-16

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 91,690	\$ 20,757	\$ 31,000	\$ 4,900,000	\$ 5,043,447
Engineering Administration	131,225	18,189	3,720	588,000	741,134
	\$ 222,915	\$ 38,946	\$ 34,720	\$ 5,488,000	\$ 5,784,581
Federal Funds/ODOT Managed	-	271,000	243,000	886,000	1,400,000
	\$ 222,915	\$ 309,946	\$ 277,720	\$ 6,374,000	\$ 7,184,581

Streets Projects

2013-14 Street Maintenance Focus Areas



Streets Projects

Project #4014: Street Maintenance

Annual street maintenance projects include surface repair and resurfacing of streets that are on a planned six-year rotation schedule. The projects for 2013-14 are citywide and will include Ridder Road between 95th Ave and the City limits, Town Center Loop West, Meadows Loop and its connecting streets, and Willamette Way and its connecting streets.

Priority: High

Justification: Aging infrastructure

Status: Annual

Estimated Date of Completion: Annual

FY2013-14 Funding Sources: Road Maintenance Fees and Road Operating

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ 649,993	\$ 670,000	Annual	Annual
Engineering Administration	-	93,736	80,400	-	-
	\$ -	\$ 743,729	\$ 750,400	\$ -	\$ -

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

Development in the Villebois Master Plan area both east and west of 110th is moving forward with new home construction. This project will fund SDC credits for additional road capacity per the Villebois Master Plan.

Priority: High

Justification: Villebois Development Agreement and City growth

FY2013-14 Funding Sources: Street SDC

Status: Continued from 2008-09

Estimated Date of Completion: 2013-14

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 451,649	\$ 36,010	\$ 200,000	\$ -	\$ 687,659
Engineering Administration	24,043	1,461	24,000	-	49,504
	\$ 475,692	\$ 37,471	\$ 224,000	\$ -	\$ 737,163

Streets Projects

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

This 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 connecting Villebois with commercial districts, SMART Central and the WES Station. This project has received approximately \$3.2 million in federal funding of which a portion was spent for preliminary engineering and environmental documentation pursuant to a contract for such services entered into in FY 2009-10 through ODOT. Federal funding is also being used on a contract for final design and permitting that was executed in 2012. SDC funds are budgeted to fund the City’s local match component. Future year property acquisition and construction costs are estimated at approximately \$7 million with further federal funding, Street SDCs, and urban renewal as proposed funding sources.

Priority: High

Justification: Currently under contract and City growth

Status: Continued from 2007-08

Estimated Date of Completion: 2014-15

FY2013-14 Funding Sources: Street SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 121,870	\$ 16,916	\$ 52,000	\$ 4,227,000	\$ 4,417,786
Engineering Administration	144,913	17,105	6,240	507,240	675,498
	266,783	34,021	58,240	4,734,240	5,093,284
Federal Funds/ODOT Managed	-	261,000	464,000	2,514,000	3,239,000
	<u>\$ 266,783</u>	<u>\$ 295,021</u>	<u>\$ 522,240</u>	<u>\$ 7,248,240</u>	<u>\$ 8,332,284</u>

Project #4118: Protective Permissive Signal Heads

This project allows for installation of protected permissive signal heads at appropriate locations to improve system capacity.

Priority: Medium

Justification: City growth

Status: Continued from 2011-12

Estimated Date of Completion: 2014-15

FY2013-14 Funding Sources: Street SDC

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 53,685	\$ 410,161	\$ 100,000	\$ 114,000	\$ 677,846
Engineering Administration	19,973	81,677	12,000	13,680	127,330
	<u>\$ 73,658</u>	<u>\$ 491,838</u>	<u>\$ 112,000</u>	<u>\$ 127,680</u>	<u>\$ 805,176</u>

Streets Projects

Project 4138: 5-Year Monitoring of Boeckman Rd Mitigation

The construction of wetland mitigation was required by regulatory agencies as a part of the Boeckman Road Extension Project. This mitigation must be monitored for a five-year period to meet state and federal mandated permit conditions for managing wetland mitigation for the Boeckman Road Project. This project will be budgeted on an annual basis through 2013-14 with a total cost of \$306,000.

Priority: High

Justification: Currently under contract and regulatory requirement

FY2013-14 Funding Sources: Street SDC

Status: Continued from 2008-09

Estimated Date of Completion: 2013-14

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ 151,994	\$ 49,588	\$ 50,000	\$ -	\$ 251,582
Engineering Administration	41,207	7,295	6,000	-	54,502
	<u>\$ 193,201</u>	<u>\$ 56,883</u>	<u>\$ 56,000</u>	<u>\$ -</u>	<u>\$ 306,084</u>

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

This is the second phase of the Boeckman Road Extension and will improve Tooze Road from the end of the first phase of the Boeckman Project which is slightly west of 110th to the intersection with Graham's Ferry Road. This project will include construction of bike lanes and sidewalks, new turn lanes and a signal at Graham's Ferry Road. The 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 with ODOT for the first part of the Boeckman Road Extension. In FY 2009-10 the City was allocated \$790,000 in federal funding for preliminary engineering and right-of-way acquisition which is being budgeted for expenditure in FY 2013-14 along with SDC funds for the City's required local match contribution. Future year costs for construction are estimated at \$6.7 M with 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

FY2013-14 Funding Sources: Street SDC and federal funding

Status: Continued from 2008-09

Estimated Date of Completion: 2014-15

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

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 111,800	\$ 6,700,000	\$ 6,811,800
Engineering Administration	5,924	11,540	13,416	804,000	834,880
	<u>\$ 5,924</u>	<u>\$ 11,540</u>	<u>\$ 125,216</u>	<u>\$ 7,504,000</u>	<u>\$ 7,646,680</u>
Federal Funds/ODOT Managed	-	-	790,000	-	790,000
	<u>\$ 5,924</u>	<u>\$ 11,540</u>	<u>\$ 915,216</u>	<u>\$ 7,504,000</u>	<u>\$ 8,436,680</u>

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

FY2013-14 Funding Sources: Street SDC

Status: Continued from 2009-10

Estimated Date of Completion: 2015-16

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 4,676	\$ 4,969	\$ 5,000	\$ 10,000	\$ 24,645
Engineering Administration	3,396	675	600	1,200	5,871
	<u>\$ 8,072</u>	<u>\$ 5,644</u>	<u>\$ 5,600</u>	<u>\$ 11,200</u>	<u>\$ 30,516</u>

Project #4177: Boeckman Rd Bridge Repair

This project will 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 and Urban Renewal program income. Road closure to surcharge the area to achieve necessary soil compression began in 2012 and construction will begin in 2013.

Priority: High

Justification: Failing infrastructure

Status: Continued from 2011-12

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: Litigation settlement received in FY2012 and Westside Urban Renewal District

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 164,418	\$ 415,585	\$ 1,215,000	\$ -	\$ 1,795,003
Engineering Administration	26,462	57,621	127,150	-	211,233
	<u>\$ 190,880</u>	<u>\$ 473,206</u>	<u>\$ 1,342,150</u>	<u>\$ -</u>	<u>\$ 2,006,236</u>

Project #4182: Realign Boeckman Creek/Reconnect Wilsonville Rd Channel

This project consists of adding 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 added stormwater capacity under counterpart Project #7038. Funds budgeted in FY 2013-14 are for final design and construction.

Priority: High

Justification: Failing infrastructure

Status: Continued from 2012-13

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: Road Operating

Operations Impact: Maintenance costs estimated at \$5,000 for the first two years

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ 89,442	\$ 111,884	\$ -	\$ 201,326
Engineering Administration	-	12,522	13,426	-	25,948
	<u>\$ -</u>	<u>\$ 101,964</u>	<u>\$ 125,310</u>	<u>\$ -</u>	<u>\$ 227,274</u>

Streets Projects

Project #4183: ADA Compliance Inventory

This project will examine the City's right-of-way to identify any ADA compliance deficiencies and develop a strategy for bringing any identified deficiencies into compliance.

Priority: High

Justification: Regulatory requirement

FY2013-14 Funding Sources: Road Operations

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration	-	-	6,000	-	6,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 56,000</u>	<u>\$ -</u>	<u>\$ 56,000</u>

Project #4184: Canyon Creek Rd South from Boeckman to Vlahos

This project includes the design and construction of half-street improvements on Canyon Creek Road from the south end of the existing half-street improvements, adjacent to Renaissance at Canyon Creek, southward to intersect with Vlahos Drive, approximately 800'. Vlahos Drive will be reconfigured to a T-intersection with Canyon Creek Road. Project also includes installation of a traffic signal at Town Center Loop East and Canyon Creek Road (the current Vlahos Dr. intersection).

Priority: High

Justification: City growth

Status: New project

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: Eastside Urban Renewal District

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 700,000	\$ -	\$ 700,000
Engineering Administration	-	-	70,000	-	70,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 770,000</u>	<u>\$ -</u>	<u>\$ 770,000</u>

Project #4186: Villebois Dr North Ext (SAP N. to Boeckman Rd) SDC Reimbursement

Development in the Villebois Master Plan area east of 110th is moving forward with new home construction. Developers will be constructing road improvements to connect Villebois Drive north to the roundabout at Boeckman Road. It is expected that this design work will occur in FY 2013-14, construction work in FY 2014-15 with SDC credits funding additional capacity as the existing road is improved per the Villebois Master Plan.

Priority: High

Justification: Villebois Development Agreement and City growth

Status: New project

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration	-	-	6,000	-	6,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 56,000</u>	<u>\$ -</u>	<u>\$ 56,000</u>

Streets Projects

Project #4187: Old Town Half Street Improvements – Bailey to 5th

This project will construct a half-street improvement between Bailey and 5th Streets in Old Town in conjunction with private development occurring in the area.

Priority: High

Justification: City growth

Status: New project

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: Street SDC and Eastside Urban Renewal District

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 150,000	\$ -	\$ 150,000
Engineering Administration	-	-	16,500	-	16,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 166,500</u>	<u>\$ -</u>	<u>\$ 166,500</u>

Project #4994-Streets Private Development SDC Reimbursement

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

Priority: High

Justification: City growth

Status: Ongoing

Estimated Date of Completion: Annual

FY2013-14 Funding Sources: Street SDC

Operations Impact: Not Applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ 75,931	\$ 10,000	Annual	Annual
Engineering Administration	-	10,631	1,200	-	-
	<u>\$ -</u>	<u>\$ 86,562</u>	<u>\$ 11,200</u>	<u>\$ -</u>	<u>\$ -</u>

Project #4995: Early Planning – Future Street Projects

This project allows 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

FY2013-14 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	21,950	50,000	-	-
	<u>\$ -</u>	<u>\$ 21,950</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>

Streets Projects

Project #4998: 5-Year & Annual Street CIP Budget Development

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

Priority: High

Justification: Fiscal planning for CIPs

Status: Ongoing

Estimated Date of Completion: Annual

FY2013-14 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	6,536	10,000	-	-
	<u>\$ -</u>	<u>\$ 6,536</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #4999: Project Design & Construction

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

Priority: High

Justification: Unanticipated and emergency projects

Status: Ongoing

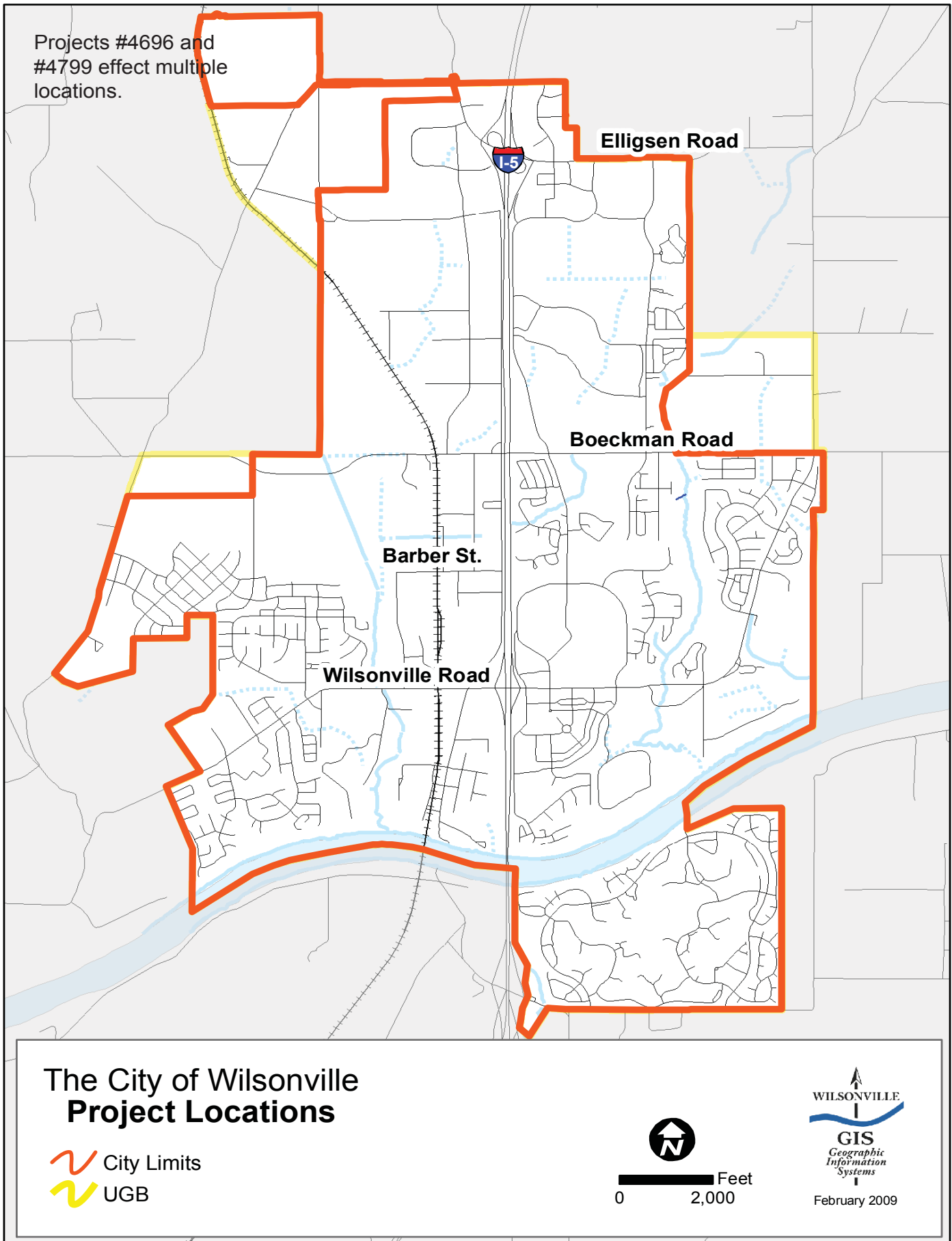
Estimated Date of Completion: Annual

FY2013-14 Funding Sources: Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	Annual	\$ 100,000	\$ 100,000	Annual	Annual
Engineering Administration	-	14,000	12,000	-	-
	<u>\$ -</u>	<u>\$ 114,000</u>	<u>\$ 112,000</u>	<u>\$ -</u>	<u>\$ -</u>

Streetscape/Bikeway Projects



Streetscape/Bikeway Projects

FY 2013-14 Funding Sources

Proj.	Project Name	Streetlight Fund	Street SDC's	Total Resources
4696	Streetlight Infill	\$ 58,240	\$ -	\$ 58,240
4799	Project Design & Development	-	11,200	11,200
		<u>\$ 58,240</u>	<u>\$ 11,200</u>	<u>\$ 69,440</u>

Project Summaries

Project #4696: Streetlight Infill

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

Priority: Medium

Justification: Infrastructure improvements

FY2013-14 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	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ 52,000	\$ 52,000	Annual	Annual
Engineering Administration		10,233	6,240	-	-
	<u>\$ -</u>	<u>\$ 62,233</u>	<u>\$ 58,240</u>	<u>\$ -</u>	<u>\$ -</u>

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 recorded to appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

FY2013-14 Funding Sources: Street SDC

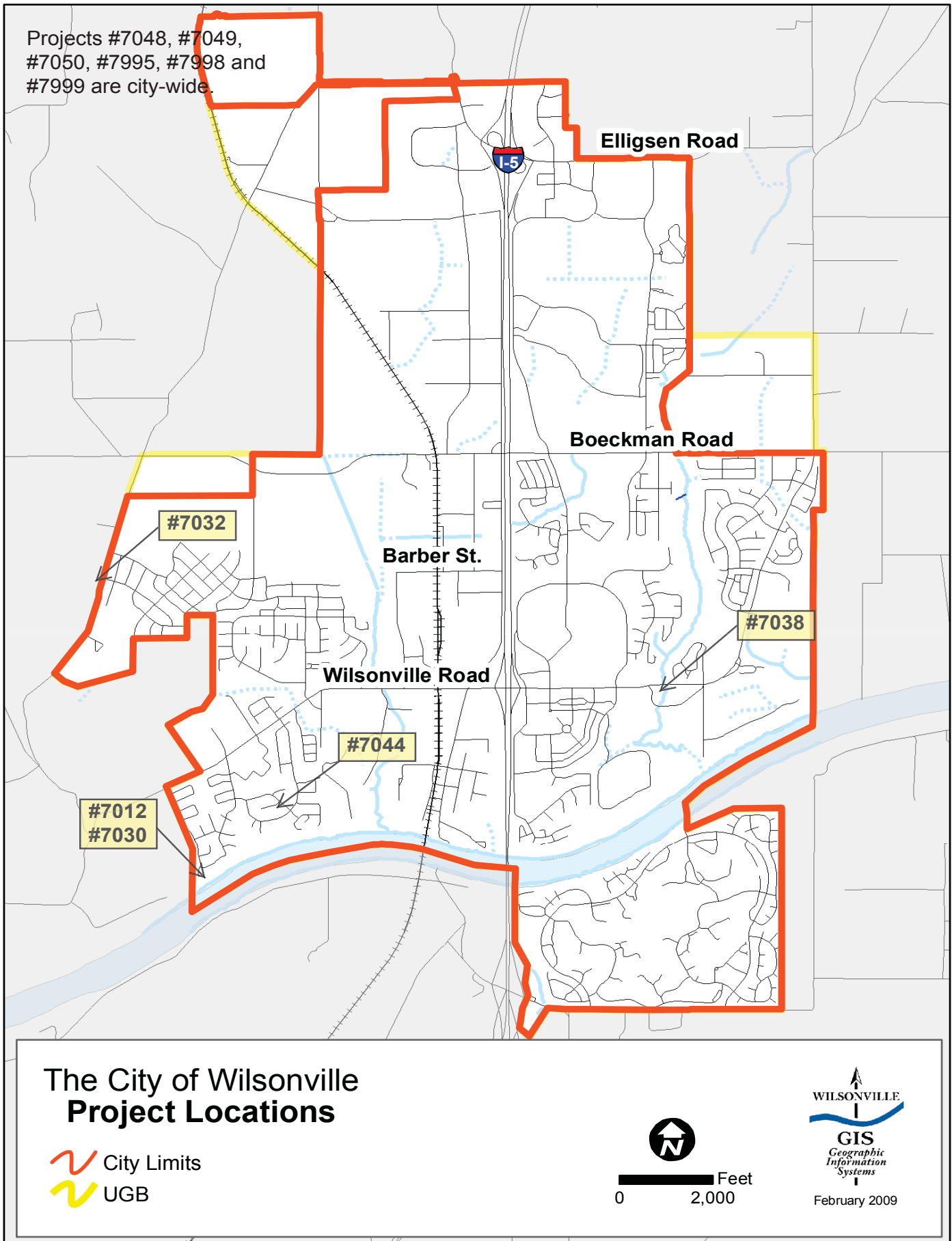
Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ 10,000	\$ 10,000	Annual	Annual
Engineering Administration		-	1,200	-	-
	<u>\$ -</u>	<u>\$ 11,400</u>	<u>\$ 11,200</u>	<u>\$ -</u>	<u>\$ -</u>

Stormwater Projects



Stormwater Projects

FY 2013-14 Funding Sources

Proj.	Project Name	Stormwater Operating	Stormwater SDCs	Total Resources
7012	Rivergreen Drainage	\$ 246,400	\$ -	\$ 246,400
7030	Rivergreen Wetland Mitigation Monitoring	4,480	-	4,480
7032	Storm System Improv. to Grahams Ferry - LEC to Barber	-	22,400	22,400
7038	Realign Boeckman Creek/Reconnect Wilsonville Rd. Channel	19,865	17,746	37,612
7044	Morey's Landing - Stormwater Repairs	448,000	-	448,000
7048	Placeholder for 4's and 5's from TV'ing Lines	112,000	-	112,000
7049	Purchase infoSWMM Model	20,160	-	20,160
7050	Stormwater Rate and SDC Study	10,080	10,080	20,160
7995	Early Planning - Future Stormwater Projects	-	25,000	25,000
7998	5-Year & Annual Stormwater CIP Budget Development	-	10,000	10,000
7999	Project Design & Development	-	56,000	56,000
		<u>\$ 860,985</u>	<u>\$ 141,226</u>	<u>\$ 1,002,212</u>

Project Summaries

Project #7012: Rivergreen Drainage

This project will repair stormwater management facilities damaged by river conditions and stormwater runoff and will also prevent further eroding of the Willamette River stream bank at the Willamette Way West outlet of the Rivergreen Subdivision.

Priority: High

Justification: Regulatory requirements

FY2013-14 Funding Sources: Stormwater Operating

Status: Continued from 2004-05

Estimated Date of Completion: 2013-14

Operations Impact: Maintenance costs estimated at \$800 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 723,723	\$ 105,639	\$ 220,000	\$ -	\$ 1,049,362
Engineering Administration	210,393	19,622	26,400	-	256,415
	<u>\$ 934,116</u>	<u>\$ 125,261</u>	<u>\$ 246,400</u>	<u>\$ -</u>	<u>\$ 1,305,777</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 for the five years of expenditures on an annual basis until completion in 2013-14.

Priority: High

Justification: Currently under contract and a regulatory requirement

FY2013-14 Funding Sources: Stormwater Operating

Status: Continued from 2009-10

Estimated Date of Completion: 2013-14

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 9,957	\$ 4,038	\$ 4,000	\$ -	\$ 17,995
Engineering Administration	3,778	477	480	-	4,735
	<u>\$ 13,735</u>	<u>\$ 4,515</u>	<u>\$ 4,480</u>	<u>\$ -</u>	<u>\$ 22,730</u>

Stormwater Projects

Project #7032: Storm System Improvements 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

FY2013-14 Funding Sources: Stormwater SDC

Status: Continued from 2009-10

Estimated Date of Completion: 2013-14

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 10,765	\$ -	\$ 20,000	\$ -	\$ 30,765
Engineering Administration	377	493	2,400	-	3,270
	<u>\$ 11,142</u>	<u>\$ 493</u>	<u>\$ 22,400</u>	<u>\$ -</u>	<u>\$ 34,035</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 2013-14 are for final design and construction. This project is a partner project with Street Project #4182.

Priority: High

Justification: Public safety and City growth

FY2013-14 Funding Sources: Stormwater Operating and Stormwater SDC

Status: Continued from 2010-11

Estimated Date of Completion: 2013-14

Operations Impact: In conjunction with Project #4182, maintenance costs estimated at \$5,000 per year for the first two years

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 62,580	\$ 23,198	\$ 33,582	\$ -	\$ 119,360
Engineering Administration	18,045	14,103	4,030	-	36,178
	<u>\$ 80,625</u>	<u>\$ 37,301</u>	<u>\$ 37,612</u>	<u>\$ -</u>	<u>\$ 155,538</u>

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 will reconstruct stormwater outfalls and erosion on two private properties and the Tract M common area in Morey's landing, including design, construction and permitting, to meet current and future stormwater management and erosion control needs.

Priority: High

Justification: Regulatory requirement

Status: New project

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: Stormwater Operating

Operations Impact: Maintenance costs estimated at \$800 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 12,662	\$ 179,722	\$ 400,000	\$ -	\$ 592,384
Engineering Administration	9,574	25,990	48,000	-	83,564
	<u>\$ 22,236</u>	<u>\$ 205,712</u>	<u>\$ 448,000</u>	<u>\$ -</u>	<u>\$ 675,948</u>

Stormwater Projects

Project #7048: Placeholder for 4's and 5's from TV'ing Lines

As a part of routine maintenance, stormwater lines throughout the City are undergoing TV'ing to establish current conditions and identify needed repairs. Lines in the worst condition are given a rating of 5, while those that are in the best condition are given a rating of 1. This project will repair or replace those lines identified as level 4 and 5 priorities.

Priority: High

Justification: Regulatory requirement

Status: New project

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: Stormwater Operating

Operations Impact: Improvement to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Engineering Administration	-	-	12,000	-	12,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 112,000</u>	<u>\$ -</u>	<u>\$ 112,000</u>

Project #7049: Purchase InfoSWMM Model

Purchase of the InfoSWMM modeling software was recommended in the Stormwater Master Plan and is critical in implementing the Master Plan and complying with regulatory requirements.

Priority: High

Justification: Regulatory requirement

Status: New project

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: Stormwater Operating

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
Engineering Administration	-	-	2,160	-	2,160
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,160</u>	<u>\$ -</u>	<u>\$ 20,160</u>

Project #7050: Stormwater Rater and SDC Study

This project evaluates and updates the Stormwater SDC and user rate structure.

Priority: High

Justification: Regulatory requirement

Status: New project

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: Stormwater Operating and Stormwater SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 18,000	\$ -	\$ 18,000
Engineering Administration	-	-	2,160	-	2,160
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,160</u>	<u>\$ -</u>	<u>\$ 20,160</u>

Stormwater Projects

Project #7995: Early Planning – Future Stormwater Projects

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

Priority: Medium

Justification: City growth

FY2013-14 Funding Sources: Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	24,843	25,000	-	-
	\$ -	\$ 24,843	\$ 25,000	\$ -	\$ -

Project #7998: 5-Year & Annual Stormwater CIP Budget Development

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

Priority: High

Justification: Fiscal planning for CIPs

FY2013-14 Funding Sources: Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	9,247	10,000	-	-
	\$ -	\$ 9,247	\$ 10,000	\$ -	\$ -

Project #7999: Project Design & Development

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

Priority: High

Justification: Unanticipated and emergency projects

FY2013-14 Funding Sources: Stormwater SDC

Status: Annual

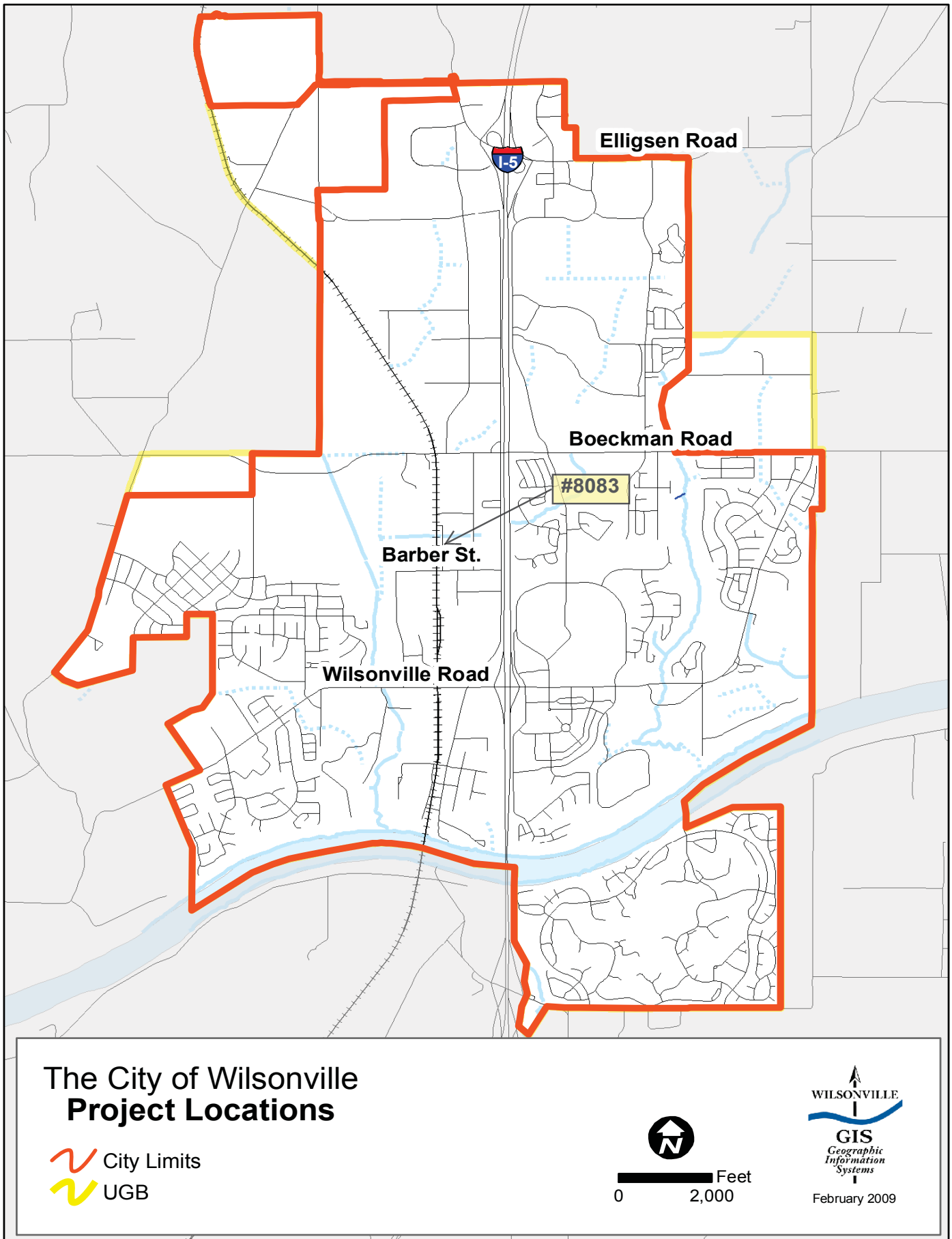
Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 50,000	Annual	Annual
Engineering Administration	-	-	6,000	-	-
	\$ -	\$ -	\$ 56,000	\$ -	\$ -



Transit Projects



FY 2013-14 Funding Sources

Proj.	Project Name	Transit Fund	Total Resources
8083	SMART Operations/Fleet Facility	\$ 560	\$ 560
		<u>\$ 560</u>	<u>\$ 560</u>

The Transit Capital Improvement Projects are funded from the Building Capital Improvement Projects Fund.

Project Summaries

Project #8083: SMART Operations/Fleet Facility

The prior SMART/Fleet Facility was located on Elligsen Road in a building owned by TVFR. The property was vacated in December 2012 with the new SMART Operations and Fleet Facility completed early 2013. Funds for FY 2013-14 have been set aside for unanticipated expenses resulting from the move.

Priority: High

Justification: Required vacation of prior facility

Status: Continued from 2010-11

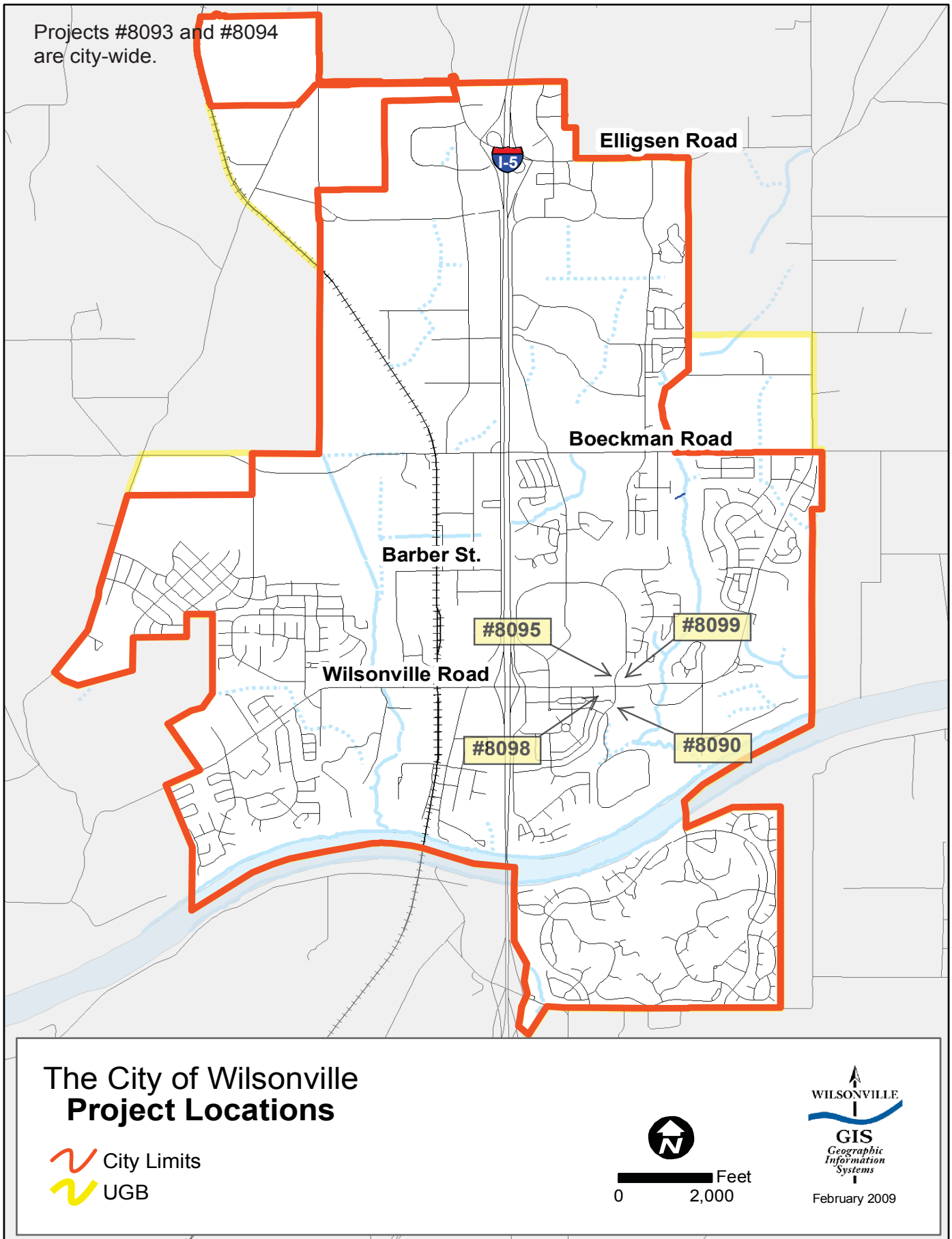
Estimated Date of Completion: 2013-14

FY2013-14: Funding Sources: Transit Fund

Operations Impact: After completion, maintenance costs estimated at \$5,500 per year

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ 2,206,413	\$ 3,596,185	\$ 500	\$ -	\$ 5,803,098
Engineering Administration	151,022	55,462	60	-	206,544
	<u>\$ 2,357,435</u>	<u>\$ 3,651,647</u>	<u>\$ 560</u>	<u>\$ -</u>	<u>\$ 6,009,642</u>

Building Projects



FY 2013-14 Funding Sources

Proj.	Project Name	General Fund	Clackamas County	Total Resources
8090	Three Bay Expansion Project (Parks Maint Facility)	\$ 60,000	\$ -	\$ 60,000
8093	Fiber Connectivity Project	250,000	-	250,000
8094	City Wide Public Facility Master Planning	50,000	-	50,000
8095	Fall Arrest System at City Hall and Public Works Buildings	40,000	-	40,000
8098	Library Improvements	-	100,000	100,000
8099	HVAC Replacement: Community Center	50,000	-	50,000
		<u>\$ 450,000</u>	<u>\$ 100,000</u>	<u>\$ 550,000</u>

Project Summaries

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 for expansion of the existing Three Bay Facility in Memorial Park to accommodate operational needs until a permanent site for these operations can be determined. The project and associated funding is spread over a three-year period, which began in FY 2011-12. Planned improvements include expansion of the maintenance yard, sign shop, covered equipment storage and covered sensitive materials storage as well as a general warehouse area and fabrication area.

Priority: High

Justification: City growth

FY2013-14 Funding Sources: General Fund Reserves

Status: Continued from 2012-13

Estimated Date of Completion: 2013-14

Operations Impact: After completion, maintenance cost estimated at \$2,000 per year

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ 21,000	\$ 59,956	\$ 60,000	\$ -	\$ 140,956
Engineering Administration	-	-	-	-	-
	<u>\$ 21,000</u>	<u>\$ 59,956</u>	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ 140,956</u>

Building Projects

Project #8093: Fiber Connectivity Project

City growth and changing technology drive the need to extend fiber connections to the City's many facilities in order to provide reliable and secure IT connections. This project will map existing fiber conduit and service, identify where there are gaps in service, and prioritize infill. Existing conduit will be used where possible and new conduit will be installed in conjunction with the City's upcoming road, water and sewer projects. In some areas, infill conduit will be installed independently of another capital project. This project will also partner with other agencies and service providers to lease and/or share existing conduit to minimize costs. Over time the City will achieve operational cost savings by having its own fiber infrastructure instead of leasing communication lines. At build out, this fiber project will intertie with Clackamas County and the West Linn-Wilsonville School District and provide shared benefits to all parties participating in this project.

Priority: High

Justification: City growth

Status: New project

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: General Fund Reserves

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 25,000	\$ 250,000	\$ -	\$ 275,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ 250,000</u>	<u>\$ -</u>	<u>\$ 275,000</u>

Project #8094: City Wide Public Facility Master Planning

The City's Facilities Master Plan was developed in 1996. The City has grown significantly since that time and has acquired properties and facilities not included in the 1996 plan. This Facilities Master Plan update will inventory the City's existing facilities, examine future space requirements and resources, and develop a strategic plan for future facilities and property disposition, including a site needs analysis for Public Works and site selection criteria for a future Public Works facility.

Priority: High

Justification: Program growth

Status: New project

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: General Fund Reserves

Operations Impact: To be determined after completion of the planning phase

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 50,000</u>

Building Projects

Project #8095: Fall Arrest System at City Hall and Public Works Building

This project is for the installation of a davit arm at the City Hall Building and a fall arrest system on the Public Works Building. The installation of these systems will increase maintenance staff's comfort level and safety as well as conform to OSHA regulations. The davit arm will allow staff to safely lift objects to the roof without requiring them to reach over the parapet wall. The equipment and installation of this system will be approximately \$10,000. The fall arrest system on the Public Works Building is needed due to the amount of work at or over the edge of the roof during gutter maintenance. This portion of the project will cost \$30,000.

Priority: High

Justification: Program growth

Status: New project

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: General Fund Reserves

Operations Impact: Safety and OSHA compliance

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ 40,000</u>

Project #8098 Library Improvements

The City is receiving \$1 M in capital funding from countywide library revenue to construct capital improvements to the City's library. This funding will be available in January 2014. The currently budgeted funds will allow for strategic planning and concept design efforts. The balance of the funds will be budgeted in FY 2014-2015 for construction.

Priority: High

Justification: Program growth

Status: New project

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: Other local governments

Operations Impact: To be determined after the completion of the planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 100,000	\$ 900,000	\$ 1,000,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 900,000</u>	<u>\$ 1,000,000</u>

Building Projects

Project #8099: HVAC Replacements: Community Center and Library

This project will replace the Community Center’s existing HVAC system in a holistic manner. In past years the Community Center has gone through several additions and has changed its usage needs so that the existing system is not just old, but inadequate for heating and cooling the expanded facility. This project will rezone areas, replace equipment with more efficient units, redo duct work and add controls that can be integrated into the City’s centralized building monitoring system in the future. Currently, staff has been spending significant amounts of time responding to numerous complaints from building occupants and these improvements will significantly improve operational efficiency. Next fiscal year the project will be extended to replace the HVAC at the Library.

Priority: High

Justification: Program growth

Status: New project

Estimated Date of Completion: 2013-14

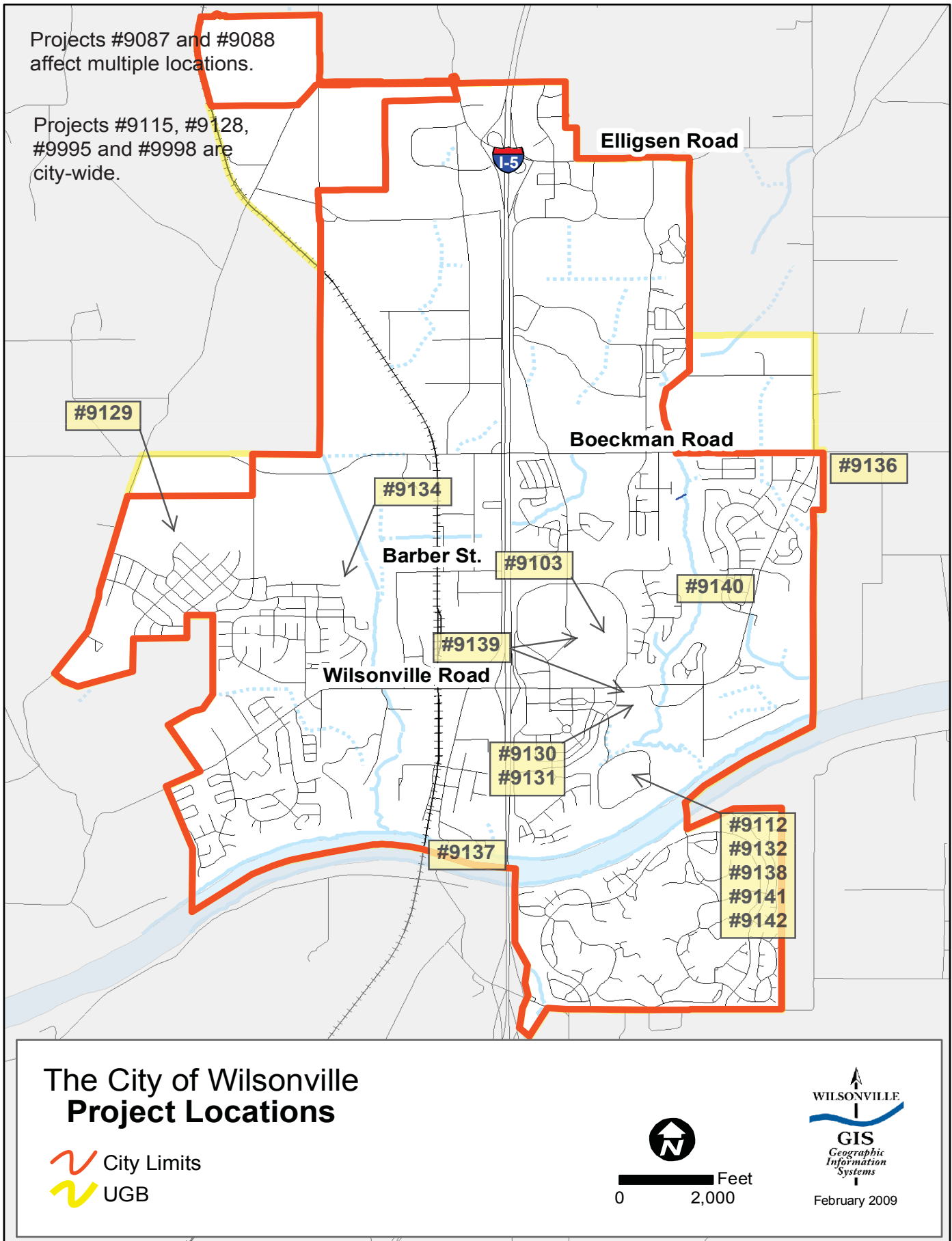
FY2013-14 Funding Sources: General Fund Reserves

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ 25,000	\$ 50,000	\$ 50,000	\$ 125,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ 50,000</u>	<u>\$ 50,000</u>	<u>\$ 125,000</u>



Parks Projects



FY 2013-14 Funding Sources

Proj.	Project Name	Parks SDCs	Contributions	General Fund Set Aside	West Side Urban Renewal	Grants	Total Resources	Federal Funding*
9087	Tree Mitigation - Other than White Oak	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500	\$ -
9088	Tree Mitigation - White Oak	-	5,000	-	-	-	5,000	-
9103	Skate Park Site Concept Design	33,600	-	-	-	-	33,600	-
9112	Memorial Park Improvements (Trails, Ball Fields, Signage)	331,520	-	-	-	287,840	619,360	-
9115	City Parks and Trails - ADA Title II Facilities, Signage and Maps	59,360	-	-	-	-	59,360	-
9128	Recreation and Aquatic Center Study Update	56,000	-	-	-	-	56,000	-
9129	Villebois Parks Piazza Design	134,478	-	-	686,088	-	820,566	-
9130	Murase Slide Replacement and Repairs	-	-	31,000	-	-	31,000	-
9131	Murase Mound Re-grade	-	-	5,000	-	-	5,000	-
9132	Memorial Park - Bleachers ADA upgrade	-	-	46,600	-	-	46,600	-
9134	Villebois Parks - SAP East Park Design	112,000	-	-	-	-	112,000	-
9136	Advance Road Sports Fields	67,200	-	-	-	-	67,200	-
9137	French Prairie Bridge	72,800	-	-	-	-	72,800	1,200,000
9138	Memorial Park Master Plan Update	56,000	-	-	-	-	56,000	-
9139	Water Features (Town Center & Murase) Equipmment Upgrades	-	-	10,000	-	-	10,000	-
9140	Boeckman Crk Retaining Wall Repair	-	-	15,000	-	-	15,000	-
9141	Forest Shelter Roof Replacement	-	-	20,000	-	-	20,000	-
9142	Memorial Park Improvments: Existing Parking Lot Rebuild	462,000	-	387,500	-	-	849,500	-
9995	Early Planning - Future Parks	50,000	-	-	-	-	50,000	-
9998	5-Year & Annual Parks CIP Budget Development	10,000	-	-	-	-	10,000	-
		<u>\$1,444,958</u>	<u>\$ 7,500</u>	<u>\$ 515,100</u>	<u>\$ 686,088</u>	<u>\$287,840</u>	<u>\$2,941,486</u>	<u>\$1,200,000</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

FY2013-14 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	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ 2,480	\$ 2,500	Annual	\$ 4,980
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 2,480</u>	<u>\$ 2,500</u>	<u>\$ -</u>	<u>\$ 4,980</u>

Project #9088: Tree Mitigation – White Oak

This project is similar to Project #9087, but is intended specifically for pruning, planting, preservation and enhancement of White Oaks.

Priority: High

Justification: City growth

FY2013-14 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	2012-13	2013-14	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 5,000	Annual	\$ 5,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 5,000</u>

Parks Projects

Project #9103: Skate Park Site Concept Design

This project is for the planning and schematic design of a new skate facility to be located on city-owned property on Courtside across from City Hall and adjacent to Town Center Park. These efforts will provide information necessary to pursue fundraising efforts and potential grant funding for final design and construction of a new skate facility.

Priority: High

Justification: City growth

Status: Continued from 2007-08

Estimated Date of Completion: Planning phase completed in 2013-14

FY2013-14 Funding Sources: Parks SDC

Operations Impact: Costs to be determined at the completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 30,000	\$ -	\$ 30,000
Engineering Administration	22,520	1,186	3,600	-	27,306
	<u>\$ 22,520</u>	<u>\$ 1,186</u>	<u>\$ 33,600</u>	<u>\$ -</u>	<u>\$ 57,306</u>

Project #9112: Memorial Park Improvements (Trails, Ball Fields & Signage)

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. The project also includes management of citizen concerns and questions relating to park issues.

Priority: High

Justification: Regulatory requirements

Status: Continued from 2012-13

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: Park SDC and grants

Operations Impact: Costs to be determined at the completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ 59,526	\$ 7,000	\$ 553,000	\$ -	\$ 619,526
Engineering Administration	1,299	4,405	66,360	-	72,064
	<u>\$ 60,825</u>	<u>\$ 11,405</u>	<u>\$ 619,360</u>	<u>\$ -</u>	<u>\$ 691,590</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 providing information on the length of the trail, surface type, typical minimum width and maximum running slope and cross slope for the trails in City owned parks and natural areas.

Priority: High

Justification: Regulatory requirements

Status: Continued from 2012-13

Estimated Date of Completion: 2013-14

FY2013-14 Funding Sources: Park SDC

Operations Impact: Costs to be determined at the completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ 7,000	\$ 53,000	\$ -	\$ 60,000
Engineering Administration	-	4,405	6,360	-	10,765
	<u>\$ -</u>	<u>\$ 11,405</u>	<u>\$ 59,360</u>	<u>\$ -</u>	<u>\$ 70,765</u>

Project #9128: Recreation and Aquatic Center Study Update

The City's 2012 Community Survey indicated that there is strong interest in the community for a recreation and aquatic facility. This project will update the City's past feasibility analysis to establish siting options, cost estimates, funding options and operational feasibility.

Priority: High

Justification: City growth

FY2013-14 Funding Sources: Parks SDC

Status: Continued from 2012-13

Estimated Date of Completion: 2013-14

Operations Impact: Costs to be determined at the completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration	-	-	6,000	-	6,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 56,000</u>	<u>\$ -</u>	<u>\$ 56,000</u>

Project #9129: Villebois Parks Piazza Design

In lieu of providing SDC credits after developer construction, the City, per the terms of the Villebois Development Agreement, will provide funding to advance the 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.

Priority: High

Justification: Villebois Development Agreement and City growth

FY2013-14 Funding Sources: Parks SDC and Westside Urban Renewal

Status: Continued from 2012-13

Estimated Date of Completion: 2013-14

Operations Impact: Piazza to be maintained by the Homeowner's Association

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 120,070	\$ 743,786	\$ -	\$ 863,856
Engineering Administration	-	81,241	76,780	-	158,021
	<u>\$ -</u>	<u>\$ 201,311</u>	<u>\$ 820,566</u>	<u>\$ -</u>	<u>\$ 1,021,877</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 will also eliminate safety concerns that arise due to the slide's width and speed.

Priority: High

Justification: Maintenance and safety

FY2013-14 Funding Sources: General Fund

Status: Continued from 2012-13

Estimated Date of Completion: 2013-14

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 31,000	\$ -	\$ 31,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 31,000</u>	<u>\$ -</u>	<u>\$ 31,000</u>

Parks Projects

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. Fill material used for the mound included debris such as rocks and stumps that are becoming exposed and causing 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

FY2013-14 Funding Sources: General Fund

Status: Continued from 2012-13

Estimated Date of Completion: 2013-14

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 5,000</u>

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 and 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

FY2013-14 Funding Sources: General Fund

Status: Continued from 2012-13

Estimated Date of Completion: 2012-13

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 46,600	\$ -	\$ 46,600
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 46,600</u>	<u>\$ -</u>	<u>\$ 46,600</u>

Project #9134: Villebois Parks – SAP East Park Design

Project provides for payment to developers for construction of public facilities in excess of those needed to serve the development. The City's financial obligation is tied to development agreements and parks will be designed in accordance with the budget and obligations set forth in these agreements with input from Public Works regarding future maintenance requirements.

Priority: High

Justification: City growth and development agreements

FY2013-14 Funding Sources: Parks SDC

Status: Continued from 2012-13

Estimated Date of Completion: 2013-14

Operations Impact: Costs to be determined at the completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Engineering Administration	-	-	12,000	-	12,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 112,000</u>	<u>\$ -</u>	<u>\$ 112,000</u>

Project #9136: Advance Road Sports Fields

Per the terms of a land exchange agreement with the West Linn/Wilsonville School District, the City will receive ten acres for future sports fields in exchange for the approximately ten-acre Lowrie Primary School property. This project is to pay for City expenses in assisting the District in bringing this property into the Urban Growth Boundary, annexing and partitioning the property, and concept planning the future sports fields. This City maintained Community Park will be a 10-acre complex containing two soccer fields, two ball fields and a concession/restroom building. The fields will be lighted, traditional turf fields. The concession stands will be maintained by the City and programmed for use by outside organizations.

Priority: High

Justification: City growth

FY2013-14 Funding Sources: Parks SDC

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Costs to be determined at the completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
Engineering Administration	-	-	7,200	-	7,200
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 67,200</u>	<u>\$ -</u>	<u>\$ 67,200</u>

Project #9137: French Prairie Bridge

The City has been awarded \$1.2 M in MTIP grant funding through Metro for project development and preliminary engineering efforts to construct a bike, pedestrian and emergency vehicle access-bridge across the Willamette. Funds budgeted in 2013-14 represent the City's local match requirement for this phase of the project.

Priority: High

Justification: City growth

FY2013-14 Funding Sources: Parks SDC and Grants

Status: New project

Estimated Date of Completion: Project development to be completed 2013-14

Operations Impact: Costs to be determined at the completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 65,000	\$ -	\$ 65,000
Engineering Administration	-	-	7,800	-	7,800
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 72,800</u>	<u>\$ -</u>	<u>\$ 72,800</u>
MTIP Grant-Metro	-	-	1,200,000	-	1,200,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,272,800</u>	<u>\$ -</u>	<u>\$ 1,272,800</u>

Parks Projects

Project #9138: Memorial Park Master Plan Update

This project is a partner project with #9112, which will implement the projects to be identified in the Memorial Park Master Plan Update. This update will result in a strategic plan to implement needed repairs and improvements to maximize park operations. It is expected that this update will identify improvements including ball field improvements (including grading, drainage, lighting, irrigation, concessions, an additional soccer field, new paved parking areas, trail improvements, and map and signage improvements). The project will also implement trail and design recommendations from the Memorial Park Trails Plan, including trailhead amenities, themed and loop trails, directional and interpretive signage, and related park improvements including a map/information kiosk area with a bus turn out and trail connection. It will augment and integrate with Metro Local Share projects in Memorial Park which will construct new trails including the River Trail and overlooks, the Kolbe Homestead Trail, and improvements to general circulation trails and connections, including portions of the Central Loop Trail.

Priority: High

Justification: City growth and development agreement

FY2013-14 Funding Sources: Parks SDC

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Costs to be determined at the completion of planning phase

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
Engineering Administration	-	-	6,000	-	6,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 56,000</u>	<u>\$ -</u>	<u>\$ 56,000</u>

Project #9139: Water Features (Town Center & Murase) Equipment Upgrades

This project is for the replacement of two out of the three sand filters utilized in the water filtration process in the Town Center & Murase water features. It includes the cost of new equipment, labor for removal and installation of the equipment, and replacement of the sand media in each filter. This project is necessary for the safety of the water feature's operators and helps ensure reliable operation of the features. The third filter was replaced in the previous year's budget.

Priority: High

Justification: Aging infrastructure

FY2013-14 Funding Sources: General Fund Reserves

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 10,000	\$ -	\$ 10,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ 10,000</u>

Project #9140: Boeckman Creek Retaining Wall Repair

This project involves repairs to this pathway due to settling and sloughing of the pathway slope edges. Reconstruction will eliminate a portion of the above-ground, level-stack block retaining wall which will reduce future slope failure potential and ongoing maintenance.

Priority: High

Justification: City growth and development agreement

FY2013-14 Funding Sources: General Fund Reserves

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 15,000	\$ -	\$ 15,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 15,000</u>	<u>\$ -</u>	<u>\$ 15,000</u>

Project #9141: Forest Shelter Roof Replacement

The majority of funding for these projects will be spent on material and labor for a roofing contractor to install new metal roofing over the Forest Shelter. The existing roof has been damaged repeatedly allowing water to penetrate the substructure and cause some areas of dry rot. Facility crews will do all rot repair and wood replacement in-house to hold down cost and will ensure all structural members are solid and of sound quality before covering with a new roof.

Priority: High

Justification: City growth and development agreement

FY2013-14 Funding Sources: General Fund Reserves

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Ongoing maintenance to remain the same

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 20,000	\$ -	\$ 20,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ 20,000</u>

Project #9142: Memorial Park Improvements: Existing Parking Lot Rebuild

The main parking lot at Memorial Park is deteriorating due to age and stormwater impacts. This project will design and reconstruct the parking lot to improve stormwater management, traffic flow and safety, trail connections, and the overall efficiency of the parking lot.

Priority: High

Justification: City growth and development agreement

FY2013-14 Funding Sources: Parks SDC and General Fund Reserves

Status: New project

Estimated Date of Completion: 2013-14

Operations Impact: Ongoing maintenance to remain the same

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2012-13	2013-14	Year Costs	Total
Design & Construction	\$ -	\$ 125,000	\$ 800,000	\$ -	\$ 925,000
Engineering Administration	-	13,368	49,500	-	62,868
	<u>\$ -</u>	<u>\$ 138,368</u>	<u>\$ 849,500</u>	<u>\$ -</u>	<u>\$ 987,868</u>

Parks Projects

Project #9995: Early Planning – Future Parks Projects

This project is for staff efforts on future CIP projects which are at very early stages of project development and study and have not yet been created as a new CIP. This project also covers staff time spent on regional planning efforts and issues that will impact future demands and requirements on the City’s park infrastructure and services. Further, the project also includes management of citizen concerns and questions relating to park issues.

Priority: Medium

Justification: City growth

FY2013-14 Funding Sources: Parks SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	20,000	50,000	-	-
	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>

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

FY2013-14 Funding Sources: Parks SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2012-13	Budget 2013-14	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	7,823	10,000	-	-
	<u>\$ -</u>	<u>\$ 7,823</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>

Debt and Other

Debt Service Overview

The City issues debt to pay for long-term capital improvements. The number of years the debt is outstanding is less than the useful life of the capital investment. As set by policy, debt shall not be used for operating purposes.

Debt service appropriations provide for the payment of principal and interest on bonds and notes. The City has issued general obligation bonds, revenue bonds and full faith and credit obligations.

General obligation bonds that are secured by property taxes must be approved by the voters. Full faith and credit obligations are backed by the City's General Fund; however, they may be repaid from other resources such as sewer charges.

Revenue bonds are used to finance enterprise-related capital and are repaid from related utility charges.

The City's general obligation debt rating by Moody's Investor's Service is Aa2. The 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.

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Long-term Debt & Limitations

Long-Term Debt Estimated as of June 30, 2013

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
Voter Approved General Obligation Bonds:				
Library, Series 2001	4.00%-4.80%	\$ 4,000,000	1/16/2016	\$ 1,015,000
Self Supporting Full Faith & Credit Debt:				
Water Refunding, Series 2007	3.85%	7,875,000	12/1/2020	5,285,000
Sewer Refunding, Series 2006	4.00%-4.25%	5,295,000	12/1/2015	1,820,000
Sewer Treatment Plant, Series 2011	2.00%-4.00%	38,940,000	6/1/2031	38,340,000
Revenue Bonds:				
Water Revenue Refunding, Series 2006	3.375%-4.00%	9,325,000	6/1/2020	<u>6,680,000</u>
				<u>\$53,140,000</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, 2013

Real Market Value		<u>\$ 2,914,971,977</u>
Debt capacity at 3%		87,449,159
Less outstanding debt	\$ (1,015,000)	
Cash on hand ¹	<u>87,719</u>	
Net debt subject to 3% limit		<u>(927,281)</u>
Marginal capacity		<u>\$ 86,521,878</u>

¹ Estimated cash in general obligation fund at June 30, 2013

Overlapping Debt

Overlapping Debt As of June 30, 2012

Jurisdiction	General Obligation Bonded Debt Outstanding	Percentage Applicable to Government	Amount Applicable to Government ¹
Direct:			
City of Wilsonville	\$ 1,325,000	100.0000%	\$ 1,325,000
Total Direct	1,325,000		1,325,000
Overlapping:			
Clackamas County	72,910,000	5.5204%	4,024,924
Clackamas County School District No. 3J	211,427,238	30.5951%	64,686,375
Clackamas County School District No. 86	87,010,874	14.4387%	12,563,239
Clackamas County Community College	30,100,000	7.6285%	2,296,178
Metro	273,485,000	1.5437%	4,221,788
Tri-County Metropolitan Transportation District	240,000	0.0042%	10
Portland Community College	188,165,000	0.2323%	437,107
Washington County	14,050,000	0.5518%	77,528
Tualatin Valley Fire & Rescue	47,470,000	5.2139%	2,475,038
Washington County School District No. 88J	121,489,667	7.2441%	8,800,833
Total Overlapping	1,046,347,779		99,583,020
Total Debt	\$ 1,047,672,779		\$ 100,908,020

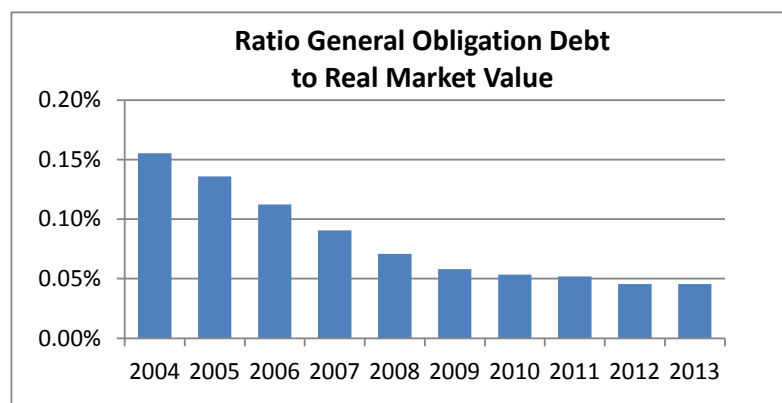
The percentage applicable to government is determined on the assessed value of the overlapping districts. The numerator is the City's assessed value and the denominator is the assessed value of the overlapping district.

¹ Net Direct Debt includes all tax-supported bonds. Bancroft Act general obligation improvement bonds and self-supporting bonds are excluded. Neither certificates of participation nor revenue bonds are included in direct debt.

Source: Municipal Debt Advisory Commission, Oregon State Treasury

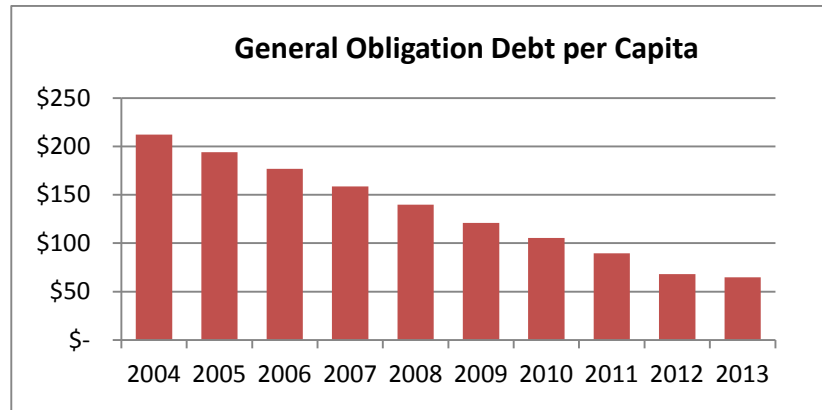
Debt to Real Market Value

The ratio of general obligation bonds to real market value is an indicator of the overall tax burden long-term debt imposes on property values. For the City, the ratio for the fiscal year ending 2013 is 0.045%. 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 2013 is \$65.



Future Debt Plans

The City does not plan to issue debt in FY 2013-14. Future debt plans related to the City's Urban Renewal Agency is shown beginning on page 243.

**Debt Service Activity
All City Funds, Fiscal Year 2013-14**

Fund/Bond or Debt Issue	Principal Balance 6/30/2013	New Debt Issuance	Scheduled Principal	Scheduled Interest	Principal Balance 6/30/2014
Water Operating Fund					
Water Refunding Note, Series 2007	\$ 5,285,000	\$ -	\$ 575,000	\$ 192,404	\$ 4,710,000
Water Refunding Bond, Series 2006	6,680,000	-	850,000	261,045	5,830,000
Total Water Operating Fund	11,965,000	-	1,425,000	453,449	10,540,000
Sewer Operating Fund					
Full Faith & Credit Bonds, Series 2006	1,820,000	-	580,000	65,025	1,240,000
Full Faith & Credit Bonds, Series 2011	38,340,000	-	1,610,000	1,330,563	36,730,000
Total Sewer Operating Fund	40,160,000	-	2,190,000	1,395,588	37,970,000
Debt Service Fund					
General Obligation Bonds, Series 2001	1,015,000	-	320,000	48,400	695,000
TOTAL ALL FUNDS	\$ 53,140,000	\$ -	\$ 3,935,000	\$ 1,897,437	\$ 49,205,000

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	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 16 cents per \$1000 of assessed valuation. On a typical home assessed at \$250,000 (\$300,000 market value) the tax equates to \$40.75 per year.

FY	Principal	Interest	Total
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	\$ 1,015,000	\$ 98,800	\$ 1,113,800

Full Faith and Credit Obligations

Revenue Supported

Issue Title:		Water Refunding Note, Series 2007	
Issue Date:	December 10, 2007	Amount:	\$7,875,000
Average interest rate:	3.85%	Insurance:	none
Bond rating:	none	First principal due:	December 1, 2008
CUSIPs:	not applicable	Last principal due:	December 1, 2020

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$10 million note provided by the Oregon Economic Development Department (OECD), a state agency. That borrowing had an interest rate of 5.28%. By refunding the debt the City will save \$544,000 (cash basis) over the remaining life of the bonds.

The original \$10 million bonds were part of a \$25 million funding for the construction of a water treatment plant. Construction began in July 2000 and the plant was operational in April 2002. Tualatin Valley Water District partnered with the City to construct the facility. The plant can produce 15 million gallons per day with Wilsonville owning the rights to 10 million gallons.

Security:

The primary security for this debt is water revenues received within the Water Operating Fund. In addition, the City has pledged its full faith and credit.

FY	Principal	Interest	Total
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
2017-18	670,000	96,443	766,443
2018-21	2,170,000	127,435	2,297,435
Total	\$ 5,285,000	\$ 854,220	\$ 6,139,220

Issue Title:		Oregon Local Governments Full Faith and Credit Obligations, Series 2006	
Issue Date:	April 30, 2006	Amount:	\$5,295,000
Average interest rate:	4.14%	Insurance:	MBIA
Bond rating:	A2 underlying by Moody's	First principal due:	December 1, 2006
CUSIPs:	68608DEF7-FA7	Last principal due:	December 1, 2015

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$8.67 million note provided by the Oregon Economic Development Department (OECD), 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 OECD.

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 2.7 million gallons per day in dry weather and 3.8 million gallons per day in wet weather.

Security:

The primary security for this debt is wastewater revenues received within the Wastewater Operating Fund. In addition, the City has pledged its full faith and credit. Upon issuance the bonds enjoyed credit enhancement insurance provided by MBIA.

FY	Principal	Interest	Total
2013-14	580,000	65,025	645,025
2014-15	605,000	39,844	644,844
2015-16	635,000	13,494	648,494
Total	\$ 1,820,000	\$ 118,363	\$ 1,938,363

Revenue Supported

Full Faith and Credit Obligations

Issue Title: Full Faith and Credit Obligations, Series 2011			
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 mgd to 4.0 mgd in dry weather.

Security:

The city covenants its general non-restricted revenues and other funds which may be available for paying the debt. The obligation is not secured by a pledge of or lien on the wastewater revenues, but the City expects to make payments from sewer user revenues.

FY	Principal	Interest	Total
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
2017-18	1,780,000	1,163,463	2,943,463
2018-2023	9,960,000	4,751,265	14,711,265
2023-2028	11,780,000	2,931,076	14,711,076
2028-2031	8,165,000	661,800	8,826,800
Total	\$ 38,340,000	\$ 14,617,206	\$ 52,957,206

Issue Title: Water Refunding Bond, Series 2006			
Issue Date:	March 22, 2006	Amount:	\$9,325,000
Average interest rate:	4.0%	Insurance:	FSA
Bond rating:	Aaa, Moodys with insurance	First principal due:	June 1, 2007
CUSIPs:	972480B55-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
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
2017-18	990,000	123,400	1,113,400
2018-20	2,095,000	126,600	2,221,600
Total	\$ 6,680,000	\$ 1,097,785	\$ 7,777,785

Assigned Balances - Designated Purpose

	July 1, 2013 Balance	Increases	Decreases	June 30, 2014 Balance
General Fund				
Computers, software, fiber:				
Information systems, software	\$ 232,950	\$ 75,000	\$ -	\$ 307,950
Records management systems	200,000	-	-	200,000
Conduit, fiber, communications	250,000	-	(250,000)	-
Facilities and park infrastructure:				
Parks structures, equipment	130,000	50,000	(107,600)	72,400
Building repairs/remodeling	275,000	75,000	(50,000)	300,000
Future expansion, relocation	1,040,000	25,000	(110,000)	955,000
Emergency management				
Equipment and major supplies	181,360	20,000	-	201,360
Future program costs:				
Park maint. - motorized equipment	35,000	25,000	(7,000)	53,000
Coffee Creek Area planning	2,058,762	-	-	2,058,762
Interfund loans - infrastructure needs	1,700,000	-	-	1,700,000
	<u>\$ 6,103,072</u>	<u>\$ 270,000</u>	<u>\$ (524,600)</u>	<u>\$ 5,848,472</u>
Transit Fund				
Bus, building, capital needs	\$ 893,084	\$ 300,000	\$ (140,000)	\$ 1,053,084
Water Operating Fund				
Water Treatment Plant	\$ 278,148	\$ 205,000	\$ -	\$ 483,148
Plant Equipment	315,000	100,000	-	415,000
Maximum annual debt service ¹	315,000	624,225	-	939,225
	<u>\$ 908,148</u>	<u>\$ 929,225</u>	<u>\$ -</u>	<u>\$ 1,837,373</u>
Sewer Operating Fund				
Plant major repair and replacement	\$ 275,000	\$ 25,000	\$ -	\$ 300,000
Maximum annual debt service ¹	1,400,000	400,000	-	1,800,000
	<u>\$ 1,675,000</u>	<u>\$ 425,000</u>	<u>\$ -</u>	<u>\$ 2,100,000</u>
Fleet Fund				
Vehicle replacement	\$ 955,919	\$ 76,251	\$ (120,500)	\$ 911,670

¹ Not a bond requirement

Assigned Balances - Designations/Definitions

General Fund

Information systems: Hardware and software upgrades or replacement

Records management systems: Future acquisition of related software

Conduit, fiber, communications: Installation of fiber conduit for connectivity

Parks structures and equipment: Multi-year plan to replace wood chips with rubberized mats, upgrade or replace children's play structures and to maintain or improve structures and parking lots at parks

Building repairs/remodeling: Major remodeling of city buildings and relocation

Future expansion, relocation: Future expansion and relocation costs

Emergency management: Equipment and major supplies related to disaster preparedness and response

Park maintenance – motorized vehicles: Replacement of motorized equipment and vehicles for park maintenance

Coffee Creek Area planning: Likely a future community planning resource with funds originating from prison infrastructure cost savings

Interfund loans – infrastructure needs: Resources available for interfund loans and capital renewal and replacement projects

Transit Fund

Commuter Rail, Bus and Capital needs: Reserve for future capital needs

Water Operating Fund

Water Treatment Plant: Provides resources for the replacement of granulated activated charcoal

Plant Equipment: Replacement of plant equipment required by the Operating Agreement

Maximum annual debt service: Six months of annual debt service on outstanding bonds, but is not a bond covenant requirement as outstanding bonds have surety insurance for this purpose

Sewer Operating Fund

Plant major repair and replacement: Replacement of plant equipment

Maximum annual debt service: Six months of annual debt service on outstanding bonds, but is not a bond covenant requirement as outstanding bonds have a full faith and credit pledge of the City

Fleet Fund

Vehicle replacement: Accumulated special charges for vehicle replacement typically on a 10-year cycle

Ending Fund Balances

The Governmental Accounting Standards Board (GASB) has defined ending balances as falling into two groupings with five categories. Beginning in FY 2010-11, the City aligned its year-end budgeted fund balance to reflect these new categories.

Restricted Fund Balances

Nonspendable – Represents both assets that are nonliquid (e.g. inventory, prepayments, foreclosed properties to be sold) and liquid, legal constraints prevent their use (e.g. principal of an endowment, revolving loan funds)

Restricted – Constraints on assets by an external entity (e.g. covenants in bond contracts, restricted grant proceeds, restrictions created by local resolutions or ordinances or charter limitations)

Unrestricted Fund Balances

Committed – Constraints created by the governing body on the uses of its own resources

These are enacted via resolution or ordinance, are in place as of the end of the fiscal period and remain binding until formally rescinded or changed. The fundamental difference between Restricted and Committed is that under Committed the government can unilaterally remove constraints it has imposed upon itself.

Assigned – Designation (earmark) of resources for a particular purpose by either the governing body or staff, such as the City Manager or Finance Director

Earmarking of resources is not legally binding and can be changed without formal action.

Unassigned – Excess of total fund balance over nonspendable, restricted, committed and assigned components

Only the General Fund has an unassigned category since money remaining in any other fund is automatically designated/assigned to the purposes of that fund.

The following tables present the components of ending balance.

Restricted Fund Balances

Category	Component	Restricted by
<i>Nonspendable</i>	None	
<i>Restricted</i>	Building Inspection net revenues	State statute
	Bond covenants	Bond contract
	Taxes for Debt Service	State statute

Unrestricted Fund Balances

Category	Component	Restricted by
<i>Committed</i>	Sustainability Reserve	Formal Resolution
<i>Assigned</i>	Contingency Reserve	Council directed
	Designated assignments (see Assigned Balances schedule)	Staff designations
	Debt Service Reserves	Staff designations
	Unassigned Contingency - non-General Fund	GASB definition
<i>Unassigned</i>	Unassigned Contingency - General Fund	GASB definition

Urban Renewal Agency

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Urban Renewal Agency Quick Facts

	Year 2000 Plan	West Side
District formation date	May 1992	November 2003
Original size (acreage)	868	395
Current size (acreage)	629	456
 The following as of November 2012:		
Frozen tax base	\$44,087,806	\$16,526,288
Construction assessed value (increment)	\$343,639,773	\$218,861,206
Total district assessed value	\$387,727,579	\$235,387,494
FY 2012-13 taxes available	\$5,065,000	\$3,065,000
FY 2012-13 taxes levied	\$4,240,000	\$3,065,000
 The following projected as of June 30, 2013:		
Maximum debt limit	\$92,687,423	\$40,000,000
Debt issued or authorized	\$75,385,000	\$32,000,000
Remaining debt limit	\$17,302,423	\$8,000,000
 Amount of debt principal outstanding, July 1, 2013	 \$10,687,000	 \$27,930,000
Authorized but not issued	\$0	\$0

Urban Renewal Budget Committee
City of Wilsonville
FY 2013-14

Urban Renewal Budget Committee

Wendy Buck Anne Easterly
Lonnie Gieber Glenn Ohl
Alan Steiger

Urban Renewal Agency Board

Tim Knapp, Chair

Board Members

Julie Fitzgerald Richard Goddard
Scott Starr Susie Stevens

Executive Director

Bryan Cosgrove
City Manager

Urban Renewal Manager

Kristin Retherford

Finance Director

Joanne Ossanna

Urban Renewal Agency
City of Wilsonville

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April 29, 2013

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 East Side District has one primary project budgeted in 2013-14, the Canyon Creek Road South Extension. An urban renewal strategic plan will be developed to identify the remaining East Side Plan projects that are recommended for completion before district closure. There are no additional bond sales planned at this time, but the District has \$17.3 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 Bell Tower residential and commercial development, and construction of a large volume of single family homes. There is one primary project budgeted in 2013-14, the Villebois Park Piazza. The budget assumes the issuance of \$8 million of long-term debt, which reaches the District's maximum indebtedness of \$40 million.

Looking toward the future, the East Side and West Side Districts have financial issues that need discussion. The East Side District will need direction on the "glide path" to closure which could occur as soon as 2015. Identification and timing of future projects is critical and will require oversight of the remaining debt that can be issued.

The West Side District needs discussion and direction on future projects and the impacts of increasing the maximum indebtedness versus the importance of the projects yet to be completed.

Respectfully submitted,

Bryan Cosgrove
City Manager

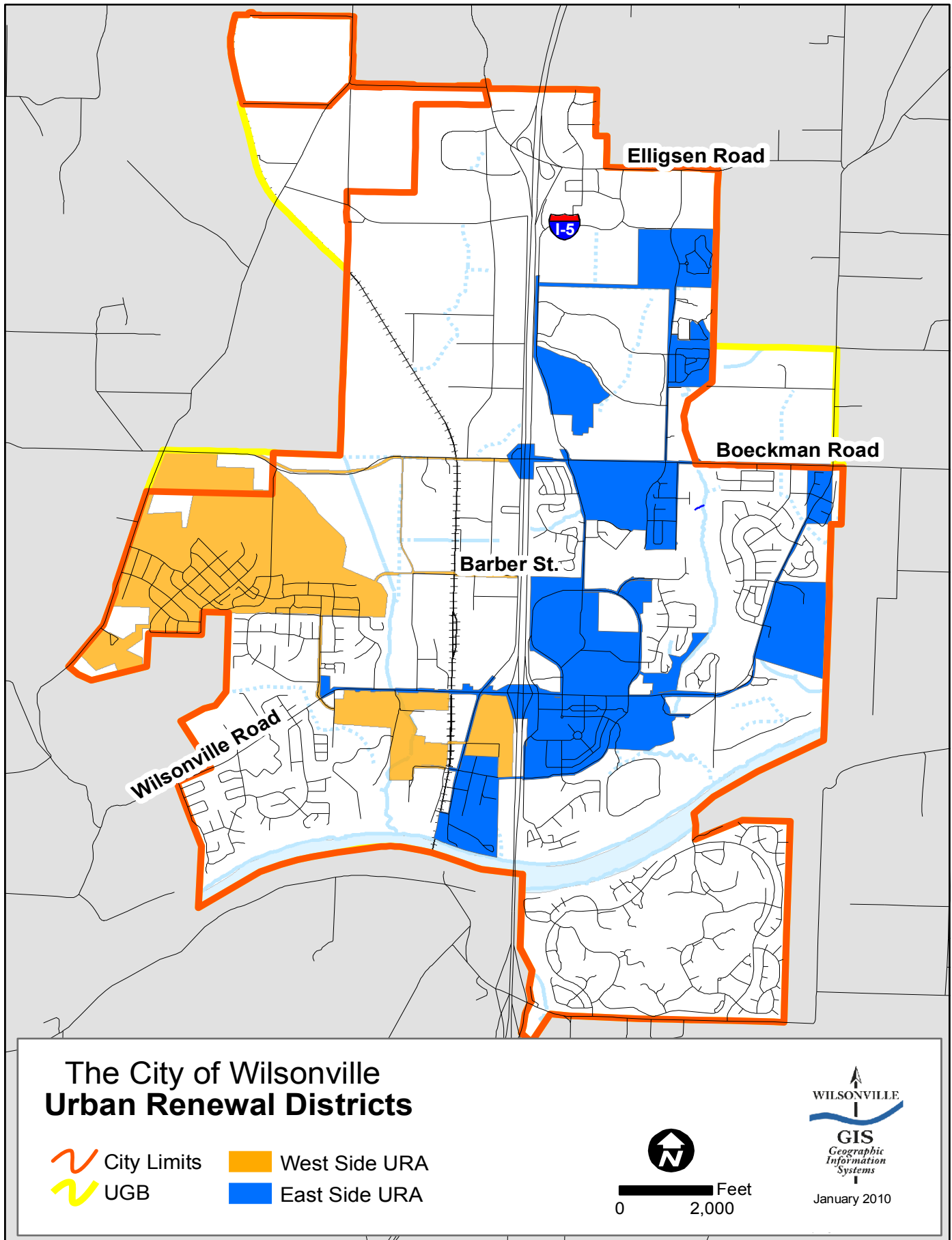
Urban Renewal Budget Committee Changes from Proposed to Approved Budget

The annual budget for FY 2013-14 was approved by the Budget Committee without any changes.

Urban Renewal Board Changes from Approved to Adopted Budget

The annual budget for FY 2013-14 was adopted by the Board without any changes.

Urban Renewal District Map



Urban Renewal Agency Overview

Mission Statement

The purpose of urban renewal is to stimulate economic development through private investment in a specific area of the community. Tax increment financing, ORS Chapter 457, is used in areas where private development has stagnated or is not feasible. Public funds are needed to change those conditions. The types of urban renewal activities undertaken generally include land assembly, development of infrastructure and public amenities such as streets, utility lines, lighting, public open spaces and parks.

How Urban Renewal Works

The process begins when the governing body identifies an area where property values are not rising as rapidly as the rest of the community and desires to change that. The simplified steps for forming a district and carrying out the activities follow:

1. Create a plan. Essentially, draw a line around contiguous parcels that demark the new urban renewal area. Identify desired public improvements like roadways, parks and amenities for the district. Have the county assessor calculate the current assessed value, aka the frozen base. Formally adopt the plan.
2. Sell urban renewal bonds. Sell bonds to finance the public improvements identified in the plan. The improvements should encourage private investment in the area.
3. Repay the sold bonds. As new development occurs, property values will rise and bring an increase in tax revenues which is used to pay off the urban renewal bonds.

Governance

The City of Wilsonville Urban Renewal Agency (URA) was established in 1990 as a separate corporate body as authorized by state statutes. The City Council fulfills the role as the URA Board. The URA has two Urban Renewal Districts and each have their own plan, the Year 2000 Plan and the West Side District.

URA District Management

The City's Community Development Department manages URA activities with support provided by the Policy and Administration departments such as Finance, Legal and Administration. Policy and Administration departments are budgeted within the City's General Fund while the Community Development department is budgeted within the Community Development Fund. The operating budgets of each URA district reimburse these two City funds for the services provided. As a result, these expenses are shown once as operating expenses in the City's departments and again as professional service expenses in the URA budget to reimburse the City's funds.

Assessed Value Information

When an urban renewal district is first created, the assessed value within the district boundaries is established as the "frozen base". If urban renewal efforts are successful, the value of the district will grow above the frozen base amount. That increase is called the "incremental" or "excess" value. Overlapping jurisdictions like schools, general governments, general obligation bonds continue to receive property tax revenue on the frozen base while the urban renewal agency receives property tax revenue related to the incremental value. This is called the "division of tax" method of raising revenue in an urban renewal district.

The "division of tax" method for funding projects results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from District property. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

Urban Renewal Agency Overview

A five-year history of assessed value in the City's two Urban Renewal Districts is shown in the chart below, along with an estimate for the upcoming budget year.

Fiscal Year Ended	Assessed Value Information					
	Year 2000 Plan District			West Side District		
	Frozen Base	Incremental Value	Total Assessed Value	Frozen Base	Incremental Value	Total Assessed Value
6/30/09	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	44,087,806	343,639,773	387,727,579	16,526,288	218,861,206	235,387,494
6/30/14 est	44,087,806	355,271,600	399,359,406	16,526,288	245,903,979	262,430,267

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		
	Year 2000 Plan District		
	Acreage Removed	Key Properties	Assessed Value Reduction
6/30/05	61.8	Mentor Graphics	\$30 million
6/30/06	27.5	Sysco Foods	\$15.7 million
6/30/07			
6/30/08			
6/30/09	17.7	Residential	\$10.2 million
6/30/10	29	Fred Meyer area	\$8.2 million

Source: Clackamas County Assessment and Taxation for historic information;
City of Wilsonville for budget year estimate

The act of removing assessed value from the District or certifying to a lower tax increment revenue does not reduce taxes for the property owner. Rather, the taxes are no longer divided for the benefit of the Urban Renewal District. The taxes are redirected to the overlapping taxing jurisdictions. The table below demonstrates the tax impact of removing assessed value on the overlapping entities.

	Estimate of Taxes Returned to Jurisdictions	
	Taxes for FYE 2014	Cumulative Since 2005
City of Wilsonville	\$ 345,000	\$ 1,977,000
Clackamas County	\$ 329,000	\$ 1,885,000
West Linn Wilsonville School District	\$ 666,000	\$ 3,816,000
Tualatin Valley Fire District	\$ 209,000	\$ 1,195,000
All other entities	\$ 440,000	\$ 2,679,000
Total	\$ 1,989,000	\$ 11,552,000

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.

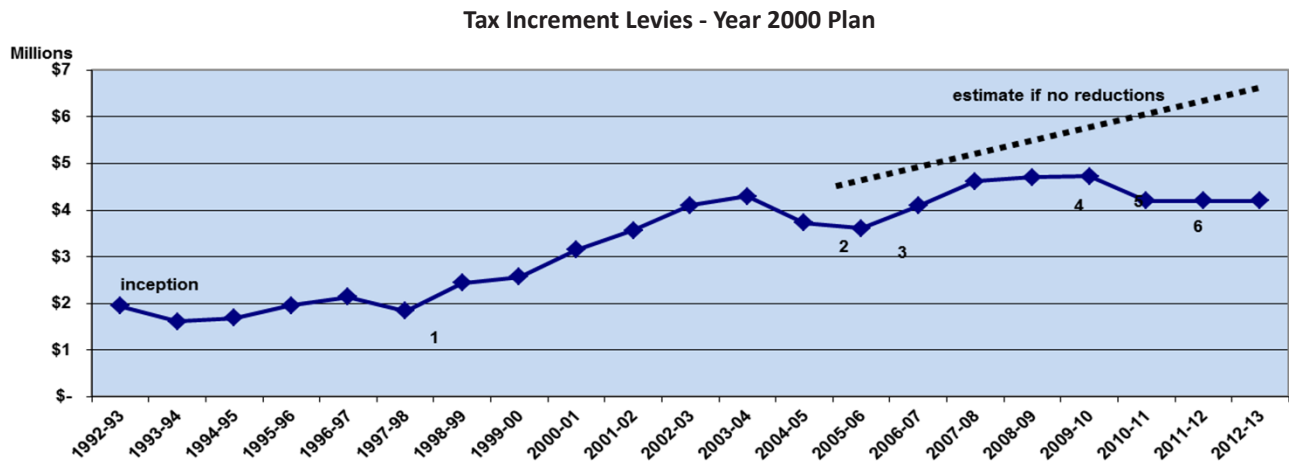
The West Side District is not eligible to levy and collect a City-wide special levy. The amount of tax increment this District may collect is affected by the increase in assessed valuation on properties in the District above the frozen base valuation and the tax rate of the overlapping taxing districts.

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
6/30/09	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	3,981,272	2,395,408	2,198,896
6/30/13	4,240,000	4,059,700	3,066,990	2,944,300
6/30/14 est	4,240,000	4,000,000	3,440,400	3,233,100

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

Fiscal Year Ended	Tax Rate
6/30/09	\$3.3966
6/30/10	\$3.2079
6/30/11	\$2.9629
6/30/12	\$2.9794
6/30/13	\$2.7746
6/30/14 est	\$2.7611

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 2013-14

	Year 2000 Plan District			West Side District		Grand Total
	Debt	Projects	Income	Debt	Capital Projects	
RESOURCES:						
Tax increment	\$ 4,125,000	\$ -	\$ -	\$ 3,300,600	\$ -	\$ 7,425,600
Investment income	50,000	15,000	15,000	30,000	1,500	111,500
Other revenue	-	-	90,000	-	-	90,000
Bonds	-	-	-	-	8,000,000	8,000,000
Beginning fund balance	4,778,634	2,294,516	2,789,914	4,185,797	602,935	14,651,796
Total resources	<u>\$ 8,953,634</u>	<u>\$ 2,309,516</u>	<u>\$ 2,894,914</u>	<u>\$ 7,516,397</u>	<u>\$ 8,604,435</u>	<u>\$ 30,278,896</u>
REQUIREMENTS:						
Materials & services	\$ -	\$ 537,455	\$ 93,250	\$ -	\$ 1,197,134	\$ 1,827,839
Capital outlay	-	775,000	932,500	-	623,716	2,331,216
Debt service	3,075,000	-	-	2,857,200	-	5,932,200
Ending fund balance:						
Restricted (bond covenants)	3,000,000	-	-	2,800,000	-	5,800,000
Restricted (future debt service)	2,878,634	-	-	1,859,197	-	4,737,831
Assigned (contingency)	-	997,061	1,869,164	-	6,783,585	9,649,810
Total requirements	<u>\$ 8,953,634</u>	<u>\$ 2,309,516</u>	<u>\$ 2,894,914</u>	<u>\$ 7,516,397</u>	<u>\$ 8,604,435</u>	<u>\$ 30,278,896</u>

Summary of Debt Outstanding by District

	Year 2000 Plan District		West Side District	Grand Total
	Original Issue	July 1 2013 Balance	July 1 2013 Balance	
Series 2003 Note Payable	\$ 10,000,000	\$ 1,177,000	\$ -	\$ 1,177,000
Series 2005 Note Payable	10,000,000	2,410,000	-	2,410,000
Series 2009 Note Payable	10,000,000	-	8,555,000	8,555,000
Series 2010 Note Payable	8,000,000	7,100,000	-	7,100,000
Series 2011 Note Payable	5,000,000	-	4,665,000	4,665,000
Series 2012 Note Payable	8,000,000	-	7,710,000	7,710,000
Series 2013 Note Payable	<u>7,000,000</u>	<u>-</u>	<u>7,000,000</u>	<u>7,000,000</u>
Total outstanding debt	<u>\$ 58,000,000</u>	<u>\$ 10,687,000</u>	<u>\$ 27,930,000</u>	<u>\$ 38,617,000</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 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES:						
Tax increment	\$ 6,282,897	\$ 6,367,911	\$ 7,170,000	\$ 7,425,600	\$ 7,425,600	\$ 7,425,600
Investment income	127,786	135,476	97,000	111,500	111,500	111,500
Intergovernmental	-	304,960	-	-	-	-
Other revenue	250,200	98,160	90,000	90,000	90,000	90,000
Bonds	31,500,000	8,000,000	12,500,000	8,000,000	8,000,000	8,000,000
Transfer In	-	400,000	-	-	-	-
Beginning fund balance	12,783,883	20,865,584	19,340,822	14,651,796	14,651,796	14,651,796
Total resources	\$ 50,944,766	\$ 36,172,091	\$ 39,197,822	\$ 30,278,896	\$ 30,278,896	\$ 30,278,896
REQUIREMENTS:						
Materials & services	\$ 1,053,953	\$ 1,065,619	\$ 3,156,554	\$ 1,827,839	\$ 1,827,839	\$ 1,827,839
Capital outlay	4,841,748	2,748,457	4,195,455	2,331,216	2,331,216	2,331,216
Debt service	24,183,480	12,515,579	17,648,000	5,932,200	5,932,200	5,932,200
Transfers out	-	400,000	-	-	-	-
Ending fund balance:						
Restricted (bond covenants)	3,773,780	4,300,000	4,327,190	4,817,552	4,817,552	4,817,552
Restricted (future debt svc)	6,638,445	8,046,740	4,623,622	5,720,279	5,720,279	5,720,279
Assigned (contingency)	10,453,360	7,095,696	5,247,001	9,649,810	9,649,810	9,649,810
Total appropriations	\$ 50,944,766	\$ 36,172,091	\$ 39,197,822	\$ 30,278,896	\$ 30,278,896	\$ 30,278,896

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 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Assessed Valuation in District	\$ 387,948,756	\$ 396,778,254	\$ 405,507,376	\$ 399,359,406	\$ 399,359,406	\$ 399,359,406
Frozen Tax Base	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)
Incremental Value	343,860,950	352,690,448	361,419,570	355,271,600	355,271,600	355,271,600
Incremental Value Certified		300,000,000	303,000,000	303,000,000	303,000,000	303,000,000
Change in Incremental Value	14,338,653	8,829,498	8,729,122	(6,147,970)	(6,147,970)	(6,147,970)
Percent change in						
Incremental Value	4.4%	2.6%	2.5%	-1.7%	-1.7%	-1.7%
Property Tax						
Division of Taxes ¹ :						
Before discounts	\$ 4,200,000	\$ 4,200,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000
Estimate after discounts	\$ 4,013,915	\$ 3,981,272	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000

Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

¹ Beginning FY 2010-11 the Agency will certify to a maximum of \$4.2 million tax receipts.

² FY 2012-13 Assessments decreased due to the removal of a building and a significant reduction in assessed valuation for a few buildings.

The special levy has not been assessed since 2002-03. As a result of a substantial plan amendment in 2007, the special levy cannot be assessed in the future.

Statement of Purpose

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

Program Objectives

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

Year 2000 Plan History of Debt Issuance and Maximum Indebtedness

The District has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project and related administration costs. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

Date	Issue Amount	Key Projects
<u>Maximum Indebtedness</u>		
Adopted April 1998	\$ 53,851,923	
Increased September 2007	<u>38,835,500</u>	
Total Maximum Indebtedness	<u>92,687,423</u>	
<u>Debt Issued</u>		
June 1994	8,760,000	Park land, Memorial Dr, High School IGA
December 1996	3,075,000	Wilsonville Rd and Interchange
June 1998	3,000,000	Wilsonville Rd and Interchange
June 2000	6,000,000	Wilsonville Rd and Town Center Park
August 2001	3,000,000	Wilsonville Rd - various portions
June 2002	5,000,000	Wilsonville Rd - various portions
June 2003	3,000,000	Wilsonville Rd - various portions
December 2003	10,000,000	Wilsonville Rd, High School improvements
September 2005	4,850,000	Town Center Park, Murase Park
September 2005	10,000,000	City Hall construction
October 2007	4,200,000	Wesleyan Church property acquisition
June 2009	3,000,000	Wilsonville Rd Interchange improvements
September 2010	8,000,000	Wilsonville Rd Interchange improvements
April 2013	3,500,000	Sewer Plant Upgrade and various road projects
Total debt issued through June 2013	<u>75,385,000</u>	
Balance Available, July 1, 2013 (Maximum Indebtedness less Total Debt Issued)	<u>\$ 17,302,423</u>	

Issue amount excludes refinancing activity

Debt Service Fund						
	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES:						
Tax increment revenues						
Current year	\$ 4,013,915	\$ 3,981,272	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Prior year	112,154	125,825	150,000	125,000	125,000	125,000
Total	<u>4,126,069</u>	<u>4,107,097</u>	<u>4,150,000</u>	<u>4,125,000</u>	<u>4,125,000</u>	<u>4,125,000</u>
Miscellaneous:						
Investment income	36,852	49,500	35,000	50,000	50,000	50,000
Beginning fund balance	4,952,781	6,041,658	7,145,245	4,778,634	4,778,634	4,778,634
TOTAL RESOURCES	<u><u>\$ 9,115,702</u></u>	<u><u>\$ 10,198,255</u></u>	<u><u>\$ 11,330,245</u></u>	<u><u>\$ 8,953,634</u></u>	<u><u>\$ 8,953,634</u></u>	<u><u>\$ 8,953,634</u></u>
REQUIREMENTS:						
Debt service						
Principal	\$ 2,446,000	\$ 2,441,000	\$ 2,543,000	\$ 2,647,000	\$ 2,647,000	\$ 2,647,000
Short term debt	-	-	3,500,000	-	-	-
Interest	628,044	631,411	532,000	428,000	428,000	428,000
Total	<u>3,074,044</u>	<u>3,072,411</u>	<u>6,575,000</u>	<u>3,075,000</u>	<u>3,075,000</u>	<u>3,075,000</u>
Ending fund balance:						
Restricted (bond covenants)	2,603,025	2,800,000	2,603,025	2,603,025	2,603,025	2,603,025
Restricted (future debt svc)	3,438,633	4,325,844	2,152,220	3,275,609	3,275,609	3,275,609
TOTAL REQUIREMENTS	<u><u>\$ 9,115,702</u></u>	<u><u>\$ 10,198,255</u></u>	<u><u>\$ 11,330,245</u></u>	<u><u>\$ 8,953,634</u></u>	<u><u>\$ 8,953,634</u></u>	<u><u>\$ 8,953,634</u></u>

Statement of Funding 2013-14

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.

There are no planned debt issuances for FY 2013-14.

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
2013-14	1,177,000	22,657	1,199,657
Total	\$ 1,177,000	\$ 22,657	\$ 1,199,657

Year 2000 Plan Debt
2005 Issue - Bank of the West

FY	Principal	Interest	Total
2013-14	1,180,000	102,425	1,282,425
2014-15	1,230,000	42,275	1,272,275
Total	\$ 2,410,000	\$ 144,700	\$ 2,554,700

On September 28, 2005, the Agency issued \$10,000,000 through a note held by the Bank of the West. The interest rate is 4.25%. The debt will be retired serially over 10 years with a final payment on June 1, 2015. Annual tax increment revenue, a \$1 million cash reserve and debt service fund cash balances, are pledged as security to this debt. The Agency also pledged to collect taxes of 125% of the average principal and interest while bonds are outstanding.

On September 21, 2010, the Agency issued \$8,000,000 through a note held by the Bank of America. The interest rate is 4.25%. Principal is amortized over 20 years with a balloon payment of \$3,130,000 in year 15 (2025). Security includes a cash reserve of \$800,000 and a pledge of annual tax increment revenues. The Agency also pledged to collect taxes of at least 125% of the annual principal and interest, except in the 15th year.

Year 2000 Plan Debt
2010 Issue - Bank of America

FY	Principal	Interest	Total
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
2017-18	345,000	249,050	594,050
2018-2022	1,945,000	1,013,203	2,958,203
2023-2025	3,570,000	284,751	3,854,751
	\$ 7,100,000	\$ 2,677,717	\$ 9,777,717

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 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES:						
Investment income	\$ 27,851	\$ 31,358	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000
Debt proceeds	8,000,000	-	3,500,000	-	-	-
Beginning fund balance	794,682	7,122,595	4,140,066	2,294,516	2,294,516	2,294,516
TOTAL RESOURCES	\$ 8,822,533	\$ 7,153,953	\$ 7,660,066	\$ 2,309,516	\$ 2,309,516	\$ 2,309,516
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 569,554	\$ 504,140	\$ 562,900	\$ 501,463	\$ 501,463	\$ 501,463
Utility services	743	827	890	990	990	990
Repairs and maintenance	-	-	10,200	30,000	30,000	30,000
Emp dev, train, travel	3,391	2,516	2,320	2,343	2,343	2,343
Fees, dues, advertising	2,599	415	1,890	1,909	1,909	1,909
Misc. supplies & services (SDC related)	20	3,191	1,000,000	750	750	750
Total Materials & Services	576,307	511,089	1,578,200	537,455	537,455	537,455
Capital Outlay	1,123,631	2,722,400	3,735,554	775,000	775,000	775,000
Expenditure Subtotal	1,699,938	3,233,489	5,313,754	1,312,455	1,312,455	1,312,455
Ending fund balance:						
Assigned (contingency)	-	-	2,346,312	997,061	997,061	997,061
Ending fund balance	7,122,595	3,920,464	-	-	-	-
TOTAL REQUIREMENTS	\$ 8,822,533	\$ 7,153,953	\$ 7,660,066	\$ 2,309,516	\$ 2,309,516	\$ 2,309,516

History of Year 2000 Plan Urban Renewal Projects

	Years Prior	Estimate 2012-13	Adopted 2013-14
Road Projects:			
Wilsonville Road Related	\$ 23,390,265	\$ 1,018,763	\$ -
Boones Ferry Road	732,272	-	-
Memorial Drive Construction	1,204,743	-	-
Other Street Construction Projects	1,839,912	183,831	852,500
Boeckman Bike/Ped Improvements	38,943	419,048	-
Streetscape, Signals, Crossings	881,995	-	-
Public Facilities:			
Miscellaneous Improvements and Planning	1,077,067	-	-
City Hall Development	9,821,263	-	-
Senior Housing Project	1,319,995	-	-
Sewer Plant Upgrade	-	2,000,000	-
Park Land Acquisition and Development:			
Boozier Property Acquisition	1,517,263	-	-
Kaiser Land Acquisition/Street Improvements	1,832,958	-	-
Wesleyan Church Property Acquisition	4,211,763	-	-
Town Center Park Phase 2	2,150,474	-	-
Civic Center Park (Murase Plaza)	6,634,855	-	-
Local Schools - Public Areas:			
Wilsonville High School	2,156,577	-	-
High School Public Facility	1,134,704	-	-
High School Girl's Field Improvements	350,000	-	-
I-5 Art Amenities	844,064	-	-
Total	\$ 61,139,113	\$ 3,621,642	\$ 852,500

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 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES:						
Investment income	\$ 32,902	\$ 20,813	\$ 20,000	\$ 15,000	\$ 15,000	\$ 15,000
Other Revenue	103,200	98,160	90,000	90,000	90,000	90,000
Sale of property	-	-	-	-	-	-
Beginning fund balance	2,934,589	3,070,691	2,665,691	2,789,914	2,789,914	2,789,914
TOTAL RESOURCES	\$ 3,070,691	\$ 3,189,664	\$ 2,775,691	\$ 2,894,914	\$ 2,894,914	\$ 2,894,914
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ -	\$ 115,000	\$ -	\$ 93,250	\$ 93,250	\$ 93,250
Capital Projects	-	-	-	932,500	932,500	932,500
Expenditure Subtotal	-	115,000	-	1,025,750	1,025,750	1,025,750
Transfers to other funds						
Transfers Out - West Side Capital	-	400,000	-	-	-	-
Ending fund balance:						
Assigned (contingency)	-	-	-	1,869,164	1,869,164	1,869,164
Ending fund balance	3,070,691	2,674,664	2,775,691	-	-	-
TOTAL REQUIREMENTS	\$ 3,070,691	\$ 3,189,664	\$ 2,775,691	\$ 2,894,914	\$ 2,894,914	\$ 2,894,914

Statement of Funding 2013-14

Funds will be used in 2013-14 to pay for a portion of the Boeckman Road Extension Project in the West Side Capital Projects Fund.

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 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 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
Assessed Valuation in District	\$ 174,198,862	\$ 183,826,693	\$ 235,387,494	\$ 262,430,267	\$ 262,430,267	\$ 262,430,267
Frozen Tax Base	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)
Incremental Value	157,672,574	167,300,405	218,861,206	245,903,979	245,903,979	245,903,979
Change in Incremental Value	7,595,459	9,627,831	51,560,801	27,042,773	27,042,773	27,042,773
Percent change in Incremental Value	5.1%	6.1%	30.8%	12.4%	12.4%	12.4%
Property Tax						
Division of Taxes:						
Before discounts ¹	2,254,448	2,395,408	3,150,786	3,440,400	3,440,400	3,440,400
Estimate after discounts	\$ 2,119,324	\$ 2,198,896	\$ 2,960,000	\$ 2,322,100	\$ 2,322,100	\$ 2,322,100

¹ Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

Statement of Purpose

1. Monitor private development that would result in future tax increment revenue generation

Program Objectives

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

West Side History of Debt Issuance and Maximum Indebtedness

The District has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project costs and related administration. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below. The Agency plans to issue \$8 million of new amortizing debt during 2013-14.

Date	Issue Amount	Key Projects
<u>Maximum Indebtedness</u>		
Adopted October 2003	<u>\$ 40,000,000</u>	
<u>Debt Issued</u>		
June 2005	15,000,000	Boeckman Rd Extension, School property
September 2005	10,000,000	Boeckman Rd, Barber St
June 2008	5,000,000	Boeckman Rd, Barber St, park improvements
April 2013	2,000,000	Boeckman Rd, Barber St, park improvements
Total debt issued through July 2013	<u>32,000,000</u>	
Balance Available, July 1, 2013 (Maximum Indebtedness less Total Debt Issued)	<u><u>\$ 8,000,000</u></u>	

Issue amount excludes refinancing activity

	Debt Service Fund					
	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES:						
Tax increment revenues						
Current year	\$ 2,119,324	\$ 2,198,896	\$ 2,960,000	\$ 3,233,100	\$ 3,233,100	\$ 3,233,100
Prior year	37,504	61,918	60,000	67,500	67,500	67,500
Total	2,156,828	2,260,814	3,020,000	3,300,600	3,300,600	3,300,600
Miscellaneous:						
Investment income	26,090	32,683	20,000	30,000	30,000	30,000
Refunding bond proceeds	20,000,000	8,000,000	7,000,000	-	-	-
Total	20,026,090	8,032,683	7,020,000	30,000	30,000	30,000
Beginning fund balance	3,297,085	4,370,567	5,228,567	4,185,797	4,185,797	4,185,797
TOTAL RESOURCES	\$ 25,480,003	\$ 14,664,064	\$ 15,268,567	\$ 7,516,397	\$ 7,516,397	\$ 7,516,397
REQUIREMENTS:						
Debt service						
Principal	\$ 325,000	\$ 505,000	\$ 832,000	\$ 1,385,000	\$ 1,385,000	\$ 1,385,000
Interest	784,436	938,168	1,241,000	1,472,200	1,472,200	1,472,200
Short term debt	20,000,000	8,000,000	9,000,000	-	-	-
Total	21,109,436	9,443,168	11,073,000	2,857,200	2,857,200	2,857,200
Ending fund balance						
Restricted (bond covenants)	1,170,755	1,500,000	1,724,165	2,214,527	2,214,527	2,214,527
Restricted (future debt svc)	3,199,812	3,720,896	2,471,402	2,444,670	2,444,670	2,444,670
TOTAL REQUIREMENTS	\$ 25,480,003	\$ 14,664,064	\$ 15,268,567	\$ 7,516,397	\$ 7,516,397	\$ 7,516,397

Statement of Funding 2013-14

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 converted \$8 million to amortizing debt in June 2012, the remaining \$7 million before May 2013, and \$2 million in short-term debt in April 2013. The Agency anticipates issuing \$8 million in amortizing debt in FY 2013-14.

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	\$ 15,000,000	\$ -	\$ -

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 converted \$8 million to long-term in June 2012 and the remaining \$7 million before May 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
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
2017-18	455,000	328,668	783,668
2019-2023	2,625,000	1,278,289	3,903,289
2023-2024	3,855,000	94,447	3,949,447
Total	\$ 8,555,000	\$ 3,224,326	\$ 11,779,326

Urban Renewal - West Side Plan

debt service

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
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
2017-18	210,000	172,260	382,260
2019-2023	1,185,000	715,220	1,900,220
2023-2026	2,520,000	524,260	3,044,260
Total	\$ 4,665,000	\$ 2,185,040	\$ 6,850,040

The Agency converted \$8 million June 2012 retired an equivalent amount of existing short-term credit facility debt. The amortization is shown below.

West Side Plan Debt			
2012 Issue Bank of America			
FY	Principal	Interest	Total
2013-14	295,000	254,430	549,430
2014-15	305,000	244,695	549,695
2015-16	320,000	234,630	554,630
2016-17	330,000	224,070	554,070
2017-18	340,000	213,180	553,180
2019-2023	1,870,000	890,505	2,760,505
2023-2027	4,250,000	732,600	4,982,600
Total	\$ 7,710,000	\$ 2,794,110	\$ 10,504,110

The Agency anticipates issuing \$7 million before May 2013 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			
2013 Issue (Estimated) Bank of America			
FY	Principal	Interest	Total
2013-14	240,000	262,500	502,500
2014-15	250,000	253,500	503,500
2015-16	260,000	244,125	504,125
2016-17	270,000	234,375	504,375
2017-18	280,000	224,250	504,250
2019-2023	1,560,000	956,063	2,516,063
2023-2027	4,140,000	640,500	4,780,500
Total	\$ 7,000,000	\$ 2,815,313	\$ 9,815,313

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	Estimate	Adopted
	Prior	2012-13	2013-14
Road Projects:			
Boeckman Road Extension	\$ 13,434,889	\$ -	\$ -
Barber Street	6,153,059	-	-
Park Projects:			
Villebois Park Promenade	-	49,000	-
Villebois Park Piccadilly	-	213,852	-
Villebois Park Piazza	-	267,619	623,716
Local Schools:			
School Site Acquisition, #1	4,152,235	-	-
School Site Acquisition, #2	3,437,972	-	-
Total	\$ 27,178,155	\$ 530,471	\$ 623,716

Urban Renewal – West Side Plan Capital Projects Fund

	Actual 2010-11	Actual 2011-12	Budget 2012-13	Proposed 2013-14	Approved 2013-14	Adopted 2013-14
RESOURCES:						
Intergovernmental	\$ -	\$ 304,960	\$ -	\$ -	\$ -	\$ -
Investment income	4,090	1,122	2,000	1,500	1,500	1,500
Other revenues	147,000	-	-	-	-	-
Debt proceeds	3,500,000	-	2,000,000	8,000,000	8,000,000	8,000,000
Transfers In - UR Program Income	-	400,000	-	-	-	-
Beginning fund balance	804,746	260,073	161,253	602,935	602,935	602,935
TOTAL RESOURCES	\$ 4,455,836	\$ 966,155	\$ 2,163,253	\$ 8,604,435	\$ 8,604,435	\$ 8,604,435
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 473,867	\$ 437,983	\$ 336,780	\$ 508,382	\$ 508,382	\$ 508,382
Utility services	272	245	500	500	500	500
Repairs and maintenance	-	-	50,000	20,000	20,000	20,000
Emp dev, train, travel	758	892	2,320	2,343	2,343	2,343
Fees, dues, advertising	2,749	410	1,890	1,909	1,909	1,909
Water system development charges	-	-	1,186,864	664,000	664,000	664,000
Total Materials & Services	477,646	439,530	1,578,354	1,197,134	1,197,134	1,197,134
Capital Projects						
#4048 Boeckman Road Extension	(7,896)	-	-	-	-	-
#4127-Barber Steet, Boberg to BF	154,963	-	-	-	-	-
#4148 Boeckman Rd - Geotech.	133,145	25,990	-	-	-	-
#4177 Boeckman Rd - Bridge Dip Repair	-	-	250,000	-	-	-
#8088 School Site Acq, #2	3,437,905	67	-	-	-	-
#9105 Villebois Park - Promenade	-	-	149,901	-	-	-
#9107 Villebois Park Piccadilly	-	-	-	-	-	-
#9129 Villebois Park - Piazza	-	-	60,000	623,716	623,716	623,716
Total Capital Projects	3,718,117	26,057	459,901	623,716	623,716	623,716
Ending fund balance:						
Assigned (contingency)	260,073	500,568	124,998	6,783,585	6,783,585	6,783,585
TOTAL REQUIREMENTS	\$ 4,455,836	\$ 966,155	\$ 2,163,253	\$ 8,604,435	\$ 8,604,435	\$ 8,604,435

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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 30.

The City Council depends on appointed boards and commissions for advice and input and, in the case of the Development Review Board, to render judgments in land-use applications. Below is a brief rundown of the City's boards and commissions.

City Council

The City Council consists of a mayor and four councilors who are elected to serve for overlapping four-year terms. All are elected at-large and the offices are nonpartisan. The only requirements for serving on the Council are that you are a registered voter and have lived in Wilsonville for at least 12 months.

The Mayor presides over Council meetings and frequently represents the City in a ceremonial capacity. The Mayor also makes recommendations to the Council for appointments to City boards and commissions.

The City Council is responsible for identifying needs and problems in the community and establishing community goals and objectives to meet those needs. Council adopts City laws and changes them as needed, approves contracts, agreements and purchases in excess of \$100,000. Council members are also members of the Budget Committee and participate in annual fiscal planning, budgeting, deciding how city revenues should be raised, how much will be spent and for what purposes.

The City Council also acts as the Urban Renewal Agency for the City of Wilsonville by setting a budget, and levying taxes for the City's urban renewal program.

City Council members are:

Tim Knapp, Mayor	Scott Starr, Council President
Julie Fitzgerald, Councilor	Richard Goddard, Councilor
Susie Stevens, Councilor	

Planning Commission

The Wilsonville Planning Commission meets AT 6 PM on the second Wednesday of each month at 29799 SW Town Center Loop E. The Commission consists of a chair, vice-chair, and five other members, all of whom serve a regular term of four years. It is the responsibility of the Commission to make recommendations to the City Council on all legislative land-use matters as well as policy considerations relating to planning and development within the City. This could include plans for the regulation of future growth and development in Wilsonville, plans for the promotion of the industrial, commercial and economic needs of the community and the study of measures that might promote the public health, safety and welfare of the City.

Planning Commission members are:

Ben Altman, Chair	Eric Postma, Vice Chair
Marta McGuire	Peter Hurley
Ray Phelps	Al Levit
Phyllis Millan	
Julie Fitzgerald, 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

Mary Fierros Bower, Chair
Lenka Keith, Vice Chair
Simon Springall
Kenneth Ruud
Gerald Greenfield
Susie Stevens, Council Liaison

Panel B

Andrew Karr, Chair
Cheryl Dorman, Vice Chair
Dianne Knight
Aaron Woods
Jhuma Chaudhuri
Susie Stevens, Council Liaison

Parks & Recreation Advisory Board

The Wilsonville Parks and Recreation Advisory Board meets at 6:30 PM on the second Tuesday of each month at 29799 S.W. Town Center Loop E.

The Board consists of up to seven members and is required to have at least five of its members living within Wilsonville city limits. Up to two members of the Board are allowed to be nonresidents at any one time. Term length is four years, with no member holding office for more than two consecutive terms.

The purpose of the Parks and Recreation Board is to take the initiative in planning for present and future park and recreational needs of the people in Wilsonville and to act as a channel of communication between the public and city government. The Board also advises the City Council on any referred policy matters that pertain to the provision of park and recreational services to the community.

Members of the Parks and Recreation Board recommend policy and serve as a sounding board for the department administrator and staff to test their plans and ideas. They are also responsible for considering various means of bringing the City's present recreation and park areas and facilities up to and maintaining an acceptable standard.

Parks & Recreation Advisory Board members are:

Eric Bohard, Chair
Kenneth Rice
Elaine Marie Swyt
Katharine Johnson

Parker Johnstone, Vice Chair
Mary Closson
Alan Johnson
Scott Starr, 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	Reginald Gaines, Vice Chair
Alan Steiger	Julie Fitzgerald, Council Liaison
LaRue Williams	Richard Goddard, Council Liaison
Caroline Berry	Kalah Horner, Youth Representative

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	Wendy Buck
Julie Fitzgerald	Anne Easterly
Richard Goddard	Lonnie Gieber
Susie Stevens	Glenn Ohl
Scott Starr	Alan Steiger

Five Year Financial Forecast 2013-14 through 2017-18

Presented to the Budget Committee November 13, 2012

Introduction

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 financial 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 the 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.

Despite the best efforts to forecast the future reality always tends to set its own course. Some big items are beyond the scope of the financial model and control by Council and staff. Examples of events that could significantly affect the financial future are Congresses ability to deal with the Fiscal Cliff, military action in the Middle East, terrorist attacks on the homeland and even more local events such as a major earthquake. Any of these could make the assumptions and the model results obsolete.

Last year the model forecasted at three levels: Optimistic, Middle Level and Pessimistic. This year focuses on just the mid-level or the best estimate of what will occur. Within each fund is a section dealing with potential future impacts. It is here that financial impacts of events outside of the status quo assumption are explored and quantified.

The base year which drives the future calculations is 2012-13, the current fiscal year. The budget is revised for known changes as well as estimated cost savings and other adjustments. The goal of starting with a revised forecast is to not compound variances that might exist today. It is important to note that the budget has not been revised for the current year, only the estimate of how actual will compare to adopted.

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 can mean that improvements are delayed until enough funds accumulate. 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

The accompanying report is a combined effort of all City staff. Each department provided insight into future year operating revenues and costs. The goal in assembling this report is to reveal trends, highlight financial issues, and provide suggestions/options. Feedback and input from the Budget Committee is welcome 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.

Overview

In the past year Council has addressed many of the financial issues identified just a year ago. For example, stormwater was identified as the number one issue last year. Since then a master plan was adopted and rate increases were approved. The current outlook for that fund is stable whereas a year ago it was on the verge of incurring fund deficits. Another example is the wastewater treatment plant. A contractor was chosen, user rates were increased and bonds were issued to finance the improvements. It too has a stable financial future. Even the water fund was having some difficulties. Since then Sherwood began taking a larger quantity of water and sharing in the production costs. That has provided some cushion for water operations. In fact, most every fund has a stable outlook.

Funds to Watch

General Fund

A year ago Council directed a number of budget reductions. Those reductions in combination with controlled growth in costs and new property taxes from new developments create a favorable outlook for the General Fund. The recurring revenues and expenditures are expected to be at breakeven or better, or nearly so, over the next five years. However, this assumes no increase in service levels and any increase will most likely necessitate new revenues.

Parks maintenance is one area where service levels are expected to increase. Maintaining the new regional parks in Villebois will add new costs. In addition, maintenance of other community-wide facilities is expected to increase in the coming years. These costs could add \$300,000 per year by the fifth year of the forecast.

The number of deputies on patrol is another area where service levels may increase. The number of officers has remained constant at 11 since 2004-05. As the city grows in both population and number of businesses the need for another officer will likely arise. Population is not the sole determinate; consideration is also based on call volume (demand for service). In today's costs, one patrol office costs about \$160,000 and includes supervision, training, vehicle, equipment, etc.

When the fund is at breakeven it does not provide for one-time capital items or grow reserves. Fortunately the fund enjoys an unrestricted balance which is available for such uses, but a better long range strategy is to provide for future needs by producing revenues slightly higher than costs.

Several alternatives for the General Fund are presented in a separate report. In summary, the report proposes that closing the Year 2000 Plan district (aka East Side) would release about \$800,000 per year, by the fifth year, in taxes to the General Fund. Two other revenue sources are proposed: adjustment to current right of way rates and a new parks maintenance fee. The Budget Committee should discuss the alternatives and provide guidance on the desired course of action to take.

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 existing infrastructure 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 is the extent of the problem determined? Years ago the City waited until a line broke and then reacted to the emergency. Today, a proactive approach is taken with videotaping sewer and storm lines conditions. 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 the City needs to protect its critical infrastructure. Public Works has analyzed the data from the sewer videotaping and added the high priority repairs to the capital improvement plan. The department is working on developing a similar plan for stormwater lines. At this point the dollar impact of the problem is not known. But, recent work to repair failed components could be a good indicator: Boeckman Upper Creek culvert replacement cost \$600,000.

Forecasting Note

The forecasted amounts are estimates based on current year costs and professional judgment. Reality will be different. This report should be used as a general guideline and will need to be adjusted in future years as actual results vary from the forecasted amounts.

Major Assumptions

Operating Revenues

The City received about \$35 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 2012	as %
Property taxes	\$ 5,072,000	19%
Payroll taxes	4,049,000	15%
Right of way charges	2,649,000	10%
Water fees	5,187,000	20%
Sewer fees	5,549,000	21%
Stormwater fees	972,000	4%
Gas taxes	1,072,000	4%
CD permits	1,635,000	6%
Total major revenues	<u>\$ 26,185,000</u>	

The remaining \$9 million in operating revenues includes interest income, court fines, library and park fees, grants, county and state shared revenues, and internal service charges.

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.

Real market value is not anticipated to decline below assessed value. New construction is anticipated in many areas of the community over the five year period including many developments outside of an urban renewal area. New housing starts are estimated at 116 single family homes, 580 apartment units and a few commercial/industrial developments. The following table summarizes the property tax assumptions.

	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
New housing units		15	41	40	20
New apartment units	290		290		
Estimated AV growth all new construction	\$40 million	\$17 million	\$45 million	\$19 million	\$12 million
Estimated AV growth with 3% Measure 50 allowance	\$64 million	\$65 million	\$68 million	\$71 million	\$74 million

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 wage growth rate is estimated to increase between 3% and 5.5%. Historically wages have grown an average of 5% per year over the past 10-years. Wages from new jobs also contribute to the payroll tax estimate. The following table summarizes the payroll tax assumptions.

	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
New jobs created	45	40	60	70	80
Wage base increase	3%	4%	4.5%	5%	5.5%

Right of Way Charges – 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 3% and 11% per year with the forecast assuming a 3% growth.

Utility User Charges – multiple funds

Drivers for utility are based on demand estimates. The historic water consumption pattern has been declining. Increases tend to be associated with new customers. Sewer usage parallels water consumption. Stormwater is calculated on impervious surface area and therefore more stable. The table below presents forecasted assumptions. Previously approved council rates for sewer and stormwater are shown.

	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
Consumption change	1%	-1%	1%	-1%	-1%
Water rates	2%	2%	2%	2%	2%
Sewer rates	11%	5%	1%	1%	1%
Stormwater rates	18%	3%	3%	3%	3%

Gas Taxes – Road Operating Fund

Passed in 2009, HB 2001 increased state gas taxes from 24 cents to 30 cents in January 2011. Distributions to the City are largely influenced by population. Offsetting any increase is an expectation that historic declines in the tax will continue. The following table shows the expected population change in Wilsonville and a best guess at the annual decline in taxes.

	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
Population change within city	3.4%	0.6%	3.3%	0.4%	0.2%
Best guess for annual decline	-2%	-2%	-2%	-2%	-2%

Road Maintenance Charges – Road Maintenance Fund

This resource is dependent on the number of residential and business customers. Forecasts assumes a 1% annual increase.

Building, Planning and Engineering Permits – Building and CD Funds

Permit revenues are based on identification of specific developments with assumptions based on which fiscal year the development is likely to begin. The estimates for permits are summarized in the following table.

	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
Building related	\$860,000	\$660,000	\$745,000	\$440,000	\$250,000
Engineering related	\$280,000	\$135,000	\$425,000	\$105,000	\$210,000
Planning related	\$207,000	\$207,000	\$200,000	\$205,000	\$207,000

Other Resources

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. For large projects, such as the wastewater treatment plant, an estimate of the staff time is made in lieu of a percentage of the project cost.

Operating Expenditures

Personal Services

Personal services compose 45% of total operating expenditures. Key components of this category are wages, retirement and health insurance. The model assumes continuation of current wage and benefits practices and reflects the union contract; however, staff has identified the need for a class and compensation policy. In the past three years, total personal services have increased about 4% per year. The average going forward is about 5% with the higher rate due to PERS and insurance. The table presents the assumptions used in the forecast. Represented employees cost of living reflects current contract. PERS reflects the recently announced rate increase.

	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
Represented cost of living	1.75%	2.5%	2.0%	2.0%	2.5%
Represented merit, if eligible	4%	4%	4%	4%	4%
Represented, % at top of range	30%	40%	60%	75%	75%
Non-represented cost of living	0%	0%	0%	0%	0%
Non-represented merit	0-4%	0-4%	0-4%	0-4%	0-4%
PERS, as a percent of wages	22%	22%	22%	22%	22%
Insurance, % premium increase	8%	10%	10%	10%	10%

Materials and Services

The table below presents the annual inflation assumptions. Certain costs which are not affected by inflation are excluded from these estimates: CH2M Hill sewer contract assumes the contracted amount with 3.5% annual increases and the Clackamas County Sheriff Office contract assumes 5% per year increases.

	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
Annual inflation	2.0%	2.0%	2.5%	3.0%	3.5%

Capital Equipment

Replacement of existing trucks, buses and cars compose the majority of forecasted capital outlay. The table below presents the expected costs by program area. Fleet has a cash reserve to pay for replacements. The large estimate in 2014 for Fleet is to replace a 20 year old Vactor that is used by sewer and stormwater maintenance crews. Federal grants help pay up to 80% of transit buses and a recent \$1 million Clean Fuels grant is included.

	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
Fleet (citywide except buses)	\$778,000	\$137,000	\$192,000	\$86,000	\$406,000
Transit (buses)	\$312,000	\$1,063,000	\$625,000	\$625,000	\$625,000
Other	\$120,000	\$140,000	\$120,000	\$130,000	\$120,000

Debt Service

Estimates are based on amortization schedules for outstanding debt issues. No new debt is anticipated in the forecast period.

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 a combination of engineering services and project administration provided by departments within the Community Development Fund and General Fund.

Economic Development Incentives

The model does not assume the use of resources for economic development incentive programs. The effect of such incentives would be determined based on the specific terms to be offered.

General Fund

Variances from Status Quo Assumptions

- None

Key Assumptions

- No change in staffing levels
- No increase in the number of Patrol Officers
- A budgeted \$700,000 inter-fund loan to the Stormwater Fund will not be necessary

Economics, Revenues and Expenditures

Resources during the past few years have grown at a slower pace than preceding years. This is the result of the economic downturn felt nationwide. Interest earnings have been the hardest hit dropping from \$500,000 per year to \$100,000. Investment returns are expected to eventually rise and provide some relief to the Fund. The forecast assumes rates will rise slowly and by the fifth year return to at least \$370,000. Property taxes in the past three years have grown less than the average of the previous five years. The growth in 2011-12 was \$52,000 and 2012-13 is expected to be \$72,000 compared to the average of the prior five years of \$170,000.

Property taxes are the primary resource for this fund and compose 40% of annual resources. Growth is expected to be slightly greater than 3% per year comprised of the 3% allowed under Measure 50 plus new construction. New construction includes both north and south Jory Trail (Brenchley), Mentor Data Center, Willamette Landing subdivision and other housing developments. Compared to the past few years when very little new construction occurred the outlook is encouraging.

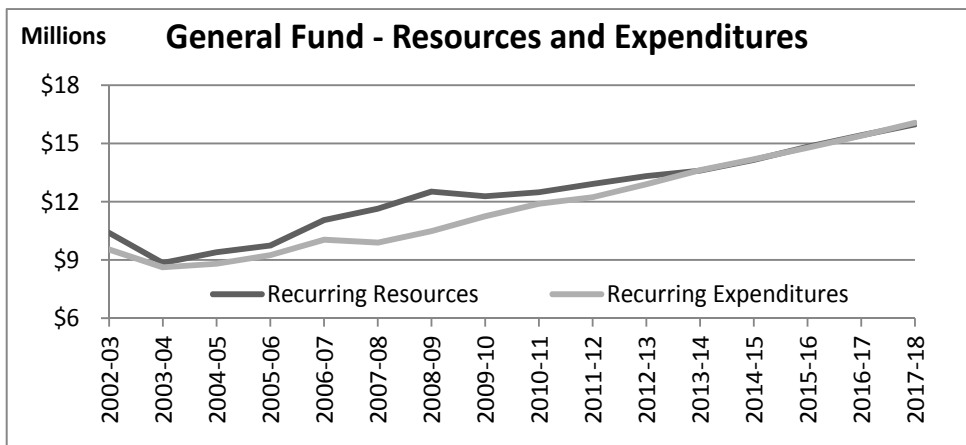
Right of way fees are the second most significant resource and compose 23% of annual resources. These are charges on utilities that use the City's right-of-way. The charges are based on the gross revenues of the utilities sales in Wilsonville. As development increases and businesses expand, this revenue is expected to increase as well. The forecast assumes a modest 3% annual growth in this resource.

Intergovernmental revenues are the third largest category and compose 12% of the total. Major components of this category are state shared revenues (cigarette taxes, liquor taxes, and state shared revenues) and the City’s share of the Clackamas County Library District Levy. Revenue growth in this category range from near 0% to 3% with the City’s share based on formulas in which population is a key factor. State shared revenues for 9-1-1 emergency communication, \$90,000 per year, will ceased to the City beginning January 2013. Instead, these monies will be distributed to Clackamas County which operates the dispatch center serving Wilsonville.

Inflationary impacts are expected to increase service delivery costs by about 4.5% per year. Most of that increase is associated with personal services - merit increases, cost of living adjustments and the cost of related benefits (PERS and health insurance). General inflation is assumed to grow from 2.0% to 3.5% by the final year.

Not included in the forecast is an expected increase in costs for parks maintenance, both within Villebois and citywide. Villebois parks include Sofia, Palermo and the Greenway. The City does not maintain Villebois tot-lots. Citywide maintenance identified at this time includes cameras at Murase, trail work at Boeckman Creek and Park at Merryfield. Maintenance costs are not limited to these items. Costs will further increase from additions such as a skate park, Advance Road park and recreation/swimming pool center. Recurring costs should be paid from recurring revenues. Scheduled playground equipment at three parks is also anticipated. Reserves set aside for parks would be sufficient to cover half of the playground equipment costs. For component costs see the table at the end of this General Fund section.

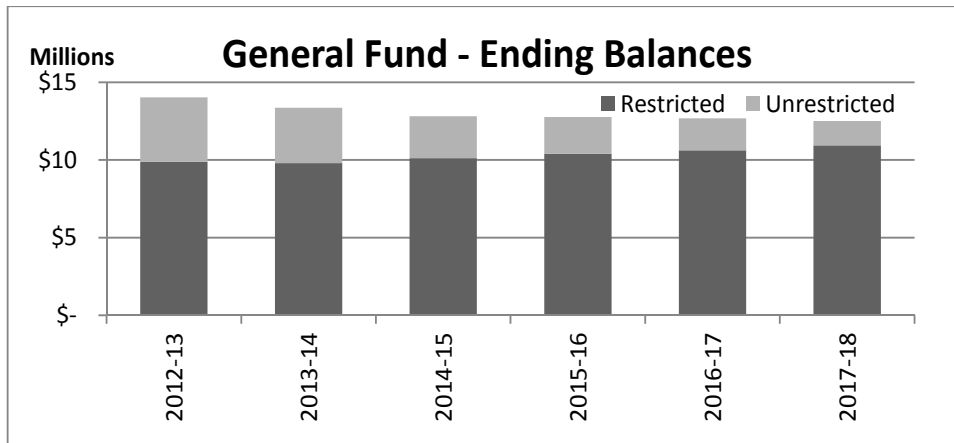
The graph below shows a history of recurring resources and expenditures. Program costs tend to increase at a consistent rate during this period. Resources grew at a higher rate in the past due to decisions to release urban renewal taxes to the General Fund and increase right-of-way fees for telecommunication utilities. The recent flat growth is due to the economic times – lower investment returns and slower property tax growth. Over the next five years resources and expenditures are projected to be nearly breakeven.



The forecast includes some \$1.5 million for capital improvements. These projects include Memorial Park parking lot, a study of site circulation and parking, and several park improvements. However, since these costs would not be paid from recurring resources they are not included in the above graph.

Ending Fund Balance

The General Fund is in a very healthy financial position with \$14 million in cash carryover. About \$10 million has been designated as restricted for future use such as capital improvements, software and electronics replacement, operating reserves and \$1 million for the wastewater plant expansion should construction costs exceed original estimates. The remaining \$3 million is unrestricted. In conjunction with an update to the financial management policies staff will propose a structure for restricted versus unrestricted balances. The following graph focuses on just the ending balance and separates restricted portion from unrestricted.



The declining unrestricted balance is a combination of use for capital projects, growth in the restricted balance and funding small operating shortfalls noted above. Actual restricted balances will likely be less due to use on non-recurring costs such as software, building repairs, equipment replacement, etc. Such non-recurring costs are not included in the forecast.

Potential Impacts and Issues

Potential future demands could increase costs in this fund and thereby increase the shortfall. Staff has a plan to deal with the shortfall and that plan is provided in a separate document titled “General Fund Resource Alternatives”

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 model does not include a change in the current level of service.

Large Capital Projects: Not included in the total is the contingent use for wastewater treatment plant costs over the original estimate. While several large capital projects have been identified, additional projects may arise during the forecast period.

Funding Alternatives

The forecast shows a balance between recurring revenues and expenditures; however, anticipated new costs for parks maintenance, police services and building/rebuilding reserves is not included. To provide for these costs additional resources is one solution. Identifying new resources is addressed more fully in a separate report titled “General Fund Resource Alternatives.” The potential increases are summarized below.

Closure of Year 2000 Plan District: The district, commonly referred to as the Eastside, could be closed a few years from now. That would have the effect of redirecting city taxes from the urban renewal district to the General Fund. Although several years away at the soonest, the increase adds \$800,000 more than is currently being received.

Parks Maintenance Fee: Medford and West Linn charge a parks fee. Gresham is considering a similar fee. More detail about the fee is provided in the separate report. If there is interest in considering a fee in Wilsonville staff can conduct a study.

Right of Way Rate Increase: Right of way rates are charged to utility companies that use the City’s rights-of-way. Certain of the City’s rates are less than nearby communities. For example, Beaverton, Portland, Canby and Sherwood charge a 5% rate for garbage service while Wilsonville charges 3%. Water and sewer franchise rate in Beaverton, Portland, Tualatin, Canby and Sherwood is 5% while Wilsonville is 4%. Increasing the rate to the same level would generate about \$200,000 more per year.

Local Option Levy: This option is presented for reference purposes. Although a viable tool in the toolbox, it has proven to be difficult to adopt in Oregon. Its greatest limitation is that it expires after five years; however, it can be reauthorized by another public vote. The last time a similar levy was passed in Wilsonville was in 1996 and 1997. The combined rate of \$1.62 was dedicated to law enforcement, street and parks maintenance, and gang prevention (DARE). A ten cent rate today would generate about \$270,000 per year and on a home assessed at \$270,000 (approximate \$300,000 market value) the cost would be \$27 per year. This assumes no reduction from tax compression.

General Fund Forecast Tables

The following tables are summary values for the General Fund forecast. This scenario assumes a status quo for service levels and best estimate of future revenue and expenditure changes. Potential increases in parks maintenance, police service, etc. are not included.

General Fund 2014 through 2018 - Best Estimate							
	FYE 2012	FYE 2013	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
	Actual	Forecast					
Resources:							
Property Taxes	5,071,834	5,177,690	5,476,405	5,763,736	6,080,201	6,338,567	6,588,434
Licenses, franchise	2,985,144	3,028,650	3,118,304	3,210,622	3,305,686	3,403,577	3,504,379
Intergovernmental	766,081	734,240	600,363	607,288	626,574	633,146	638,913
County library	840,058	922,311	959,203	997,572	1,037,474	1,078,973	1,122,132
Fees	454,440	413,800	425,711	436,504	447,695	459,299	471,332
Interest	125,265	100,000	120,172	121,338	243,081	306,952	372,181
Other	575,015	510,600	532,050	539,301	546,760	554,437	562,342
Total revenues	10,817,837	10,887,291	11,232,207	11,676,362	12,287,473	12,774,953	13,259,714
Service transfers in	2,094,373	2,387,128	2,364,926	2,472,979	2,538,128	2,645,596	2,725,652
Total Resources	12,912,210	13,274,419	13,597,134	14,149,341	14,825,601	15,420,548	15,985,366
Expenditures:							
Policy & admin	3,978,560	4,093,560	4,328,729	4,489,638	4,666,070	4,855,084	5,052,625
Law enforcement	3,759,006	3,942,509	4,143,273	4,347,482	4,560,351	4,783,240	5,018,306
Public Works	1,970,252	2,244,688	2,381,461	2,467,461	2,558,883	2,656,484	2,762,408
Community Services	888,492	955,055	1,009,681	1,047,834	1,087,419	1,128,748	1,172,774
Library	1,432,557	1,460,937	1,555,117	1,622,304	1,688,335	1,755,048	1,826,833
Operating transfers out	200,000	200,000	204,000	208,080	213,282	219,680	227,369
Total operating exps	12,228,867	12,896,749	13,622,262	14,182,799	14,774,340	15,398,285	16,060,315
Net operating	683,343	377,670	(25,128)	(33,458)	51,260	22,264	(74,949)
Capital projects	(164,725)	(410,600)	(640,000)	(520,000)	(100,000)	(100,000)	(100,000)
Transfers in (out)	-	-	-	-	-	-	-
Annual surplus (shortfall)	518,618	(32,930)	(665,128)	(553,458)	(48,740)	(77,736)	(174,949)

General Fund 2014 through 2018 Percentage Changes Year over Year							
	FYE 2012	FYE 2013	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
	Actual	Forecast					
Resources:							
Property Taxes		2.1%	5.8%	5.2%	5.5%	4.2%	3.9%
Licenses, franchise		1.5%	3.0%	3.0%	3.0%	3.0%	3.0%
Intergovernmental		-4.2%	-18.2%	1.2%	3.2%	1.0%	0.9%
County library		9.8%	4.0%	4.0%	4.0%	4.0%	4.0%
Fees		-8.9%	2.9%	2.5%	2.6%	2.6%	2.6%
Interest		-20.2%	20.2%	1.0%	100.3%	26.3%	21.3%
Other		-11.2%	4.2%	1.4%	1.4%	1.4%	1.4%
Total revenues		0.6%	3.2%	4.0%	5.2%	4.0%	3.8%
Service transfers in		14.0%	-0.9%	4.6%	2.6%	4.2%	3.0%
Total Resources		2.8%	2.4%	4.1%	4.8%	4.0%	3.7%
Expenditures:							
Policy & admin		2.9%	5.7%	3.7%	3.9%	4.1%	4.1%
Law enforcement		4.9%	5.1%	4.9%	4.9%	4.9%	4.9%
Public Works		13.9%	6.1%	3.6%	3.7%	3.8%	4.0%
Community Services		7.5%	5.7%	3.8%	3.8%	3.8%	3.9%
Library		2.0%	6.4%	4.3%	4.1%	4.0%	4.1%
Operating transfers out		0.0%	2.0%	2.0%	2.5%	3.0%	3.5%
Total operating exps		5.5%	5.6%	4.1%	4.2%	4.2%	4.3%
Net operating		-44.7%	-106.7%	33.1%	-253.2%	-56.6%	-436.6%
Capital projects		149.3%	55.9%	-18.8%	-80.8%	0.0%	0.0%
Transfers in (out)		-	-	-	-	-	-
Annual surplus (shortfall)		-106.3%	1919.8%	-16.8%	-91.2%	59.5%	125.1%

Summary of Parks Maintenance Service Level:

The following table reflects identified needs known at this time. Future costs could be higher dependent upon infrastructure additions such as a skateboard park, development of Advance Road park and recreation/pool center. These costs are not included in the status quo estimates above.

	FYE 2014	FYE 2015	FYE 2016	FYE 2017	FYE 2018
Villebois (Sofia, Palermo, Greenway)	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Non-Villebois: Trails	\$1,000	\$4,000	\$4,600	\$4,600	\$4,600
Staffing:					
Parks supervisor (.5 fte)	\$55,000	\$58,000	\$60,000	\$64,000	\$67,000
Senior Utility (1 fte)		\$79,000	\$83,000	\$87,000	\$91,000
Utility worker (.5 fte)					\$46,000
Playground equipment replacement:					
Boones Ferry			\$130,000		
Town Center				\$55,000	
River Fox					\$100,000
Annual increase	\$63,500	\$148,500	\$285,100	\$218,100	\$316,100

Community Development Fund

Variations from Status Quo Assumptions

- Permit revenues represent only known developments at this time

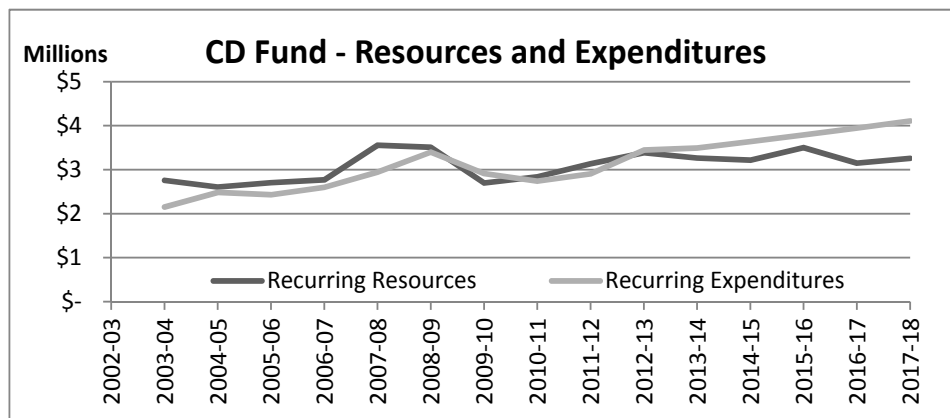
Key Assumptions

- High level capital projects is anticipated to produce the revenues that support engineering/admin
- General Fund contributes \$200,000 per year towards long-range planning
- The recent increase in new development is expected to continue
- Staffing levels reduced in 2009 remain unfilled

Economics, Revenues and Expenditures

After several years of very slow growth in new single family housing units, the outlook is for several new developments to occur during the next five years. Villebois developers are actively building new residences and plans call for over 300 units in the coming five years. Other areas of the community are expected to see new development as well. Willamette Landing will add 30 upper-end homes, Copper Creek 27 homes, and Jory Trail (Brenchley) 60 homes. Other anticipated development includes redevelopment of the vacant Living Enrichment Center with 90 homes and the Frog Pond area with 90 homes. New apartments are also anticipated within Jory Trail development. Estimates for new growth are based on plans submitted by developers or through early discussions with developers on future activity. Regional economic conditions will determine whether the construction moves forward at the pace anticipated.

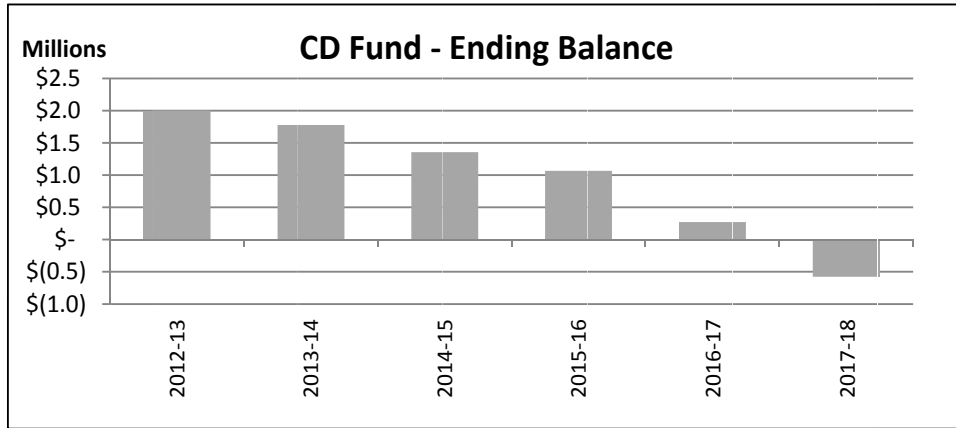
New construction provides fees for Planning and Engineering. The annual average is forecast at \$500,000. Another key resource for this fund comes from service charges on capital projects managed by staff. The model assumes an average of \$2.5 million per year and reflects an active construction of infrastructure. Staffing levels that were reduced in 2009 are not assumed to be refilled. The department has recently used contracted services to meet increased demands.



Since forecasted resources are based on currently known planned developments and construction projects, the declines in year four and five will likely not occur as new development plans arise in the ensuing years.

Ending Fund Balance

The Community Development Fund balance is a combination of an initial infusion from the General Fund when it was separated from the General Fund and from annual net operations. The forecast shows this balance declining over time. This is a result of conservative estimating for revenues based on planned developments known today. Historically this fund has been managed to be stable through seeking new revenues and reducing costs.



Potential Impacts

Less growth: Although current trends indicate a period of growth, an environment of less development would have an adverse impact on this fund. If new development were half the anticipated level, the average annual reduction in permit revenues would approximate \$250,000, or about 7% of the total resources.

The past decline in new construction and development plans has been managed by staffing and operating reductions dating back to 2009. To meet recent increases in demand the department has utilized temporary contracted services. Should development activity return to the levels of pre-Recession, the department may need to increase staffing or use contracted services.

Non-billable Services: 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 of such demands 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 represent only known developments at this time

Key Assumptions

- Staffing levels reduced in 2009 remain unfilled

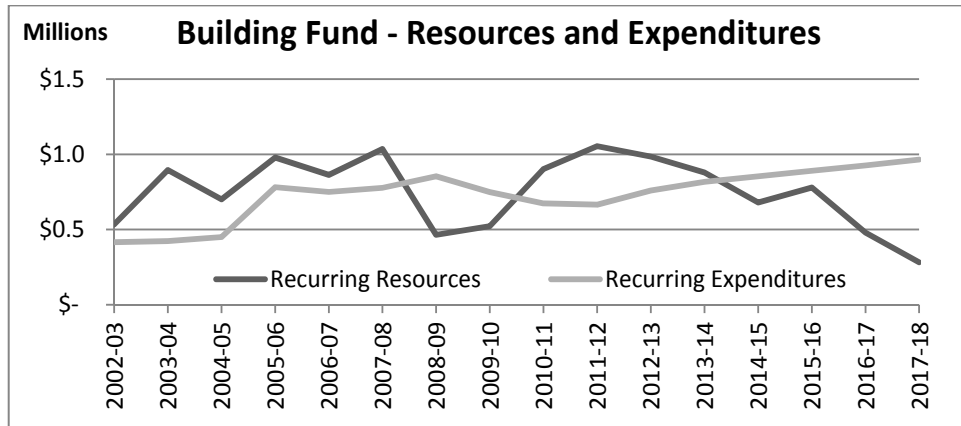
Economics, Revenues and Expenditures

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Jory Trail development. Estimates for new growth are based on plans submitted by developers or through early discussions with developers on future activity. Regional economic conditions will determine whether the construction moves forward at the pace anticipated.

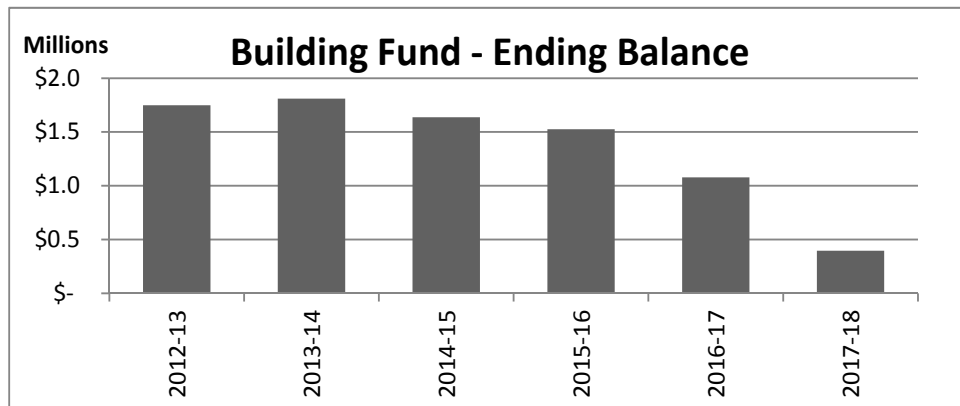
The major resource for this fund is building permit revenue. The aforementioned construction level is significantly greater than the trends during the recession. The Building Inspection program has conservatively estimated the future permit fees by limiting revenue estimates to just those developments that are known at this time. The nature of permit revenue is that the fees are collected prior to the work being done and therefore a surplus in one year may be followed by a shortfall the next.

Shortfalls in years four and five are simply due to limiting projections to developments currently in the planning stage. Should the economy recover more new construction will likely be occur thus reducing or eliminating the deficit.



Ending Fund Balance

The Building Fund has maintained a fairly stable ending balance during the recessionary period. This was accomplished by managing costs to revenues. Although the following graph depicts the balance declining, the program is expected to continue to manage to available resources. The graph shows that there are sufficient carryover resources for the program to make adjustments during the coming years.



Since forecasted resources are based on currently known planned developments and construction projects, the declines in year four and five will likely not occur as new development plans arise in the ensuing years.

Potential Impacts

Less growth: Although current trends indicate growth, an environment of less development would have an adverse impact on this fund. If new development were half the anticipated level, the average annual reduction in permit revenues would approximate \$350,000, or about 50% of the total resources.

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 may necessitate an increase in staffing or use of contracted services.

Transit Fund

Key Variances from Status Quo

- Bus replacement capital outlay varies from year to year. Average is \$625,000 per year with 80% funding from grants.

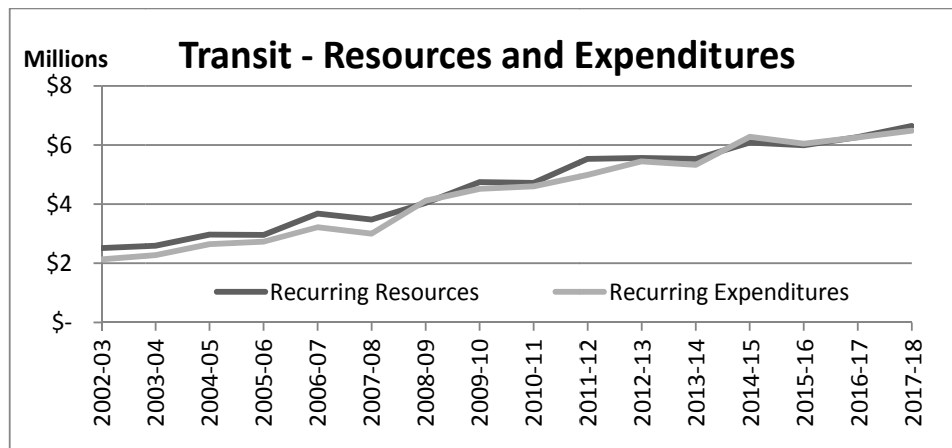
Key Assumptions

- Service levels and staffing remain constant
- Payments to TriMet for rail operations continue and increase annually via inflation assumption
- No future BETC receipts are forecast.

Economics, Revenues and Expenditures

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. The forecast assumes a conservative annual increase of 50 new jobs which equates to \$12,500 in taxes. Wage increases for existing employment is the larger driver and assumptions of 3% to 5% translate into annual increases between \$150,000 and \$270,000. By comparison, taxes increased by about 3% in each of the past two fiscal years.

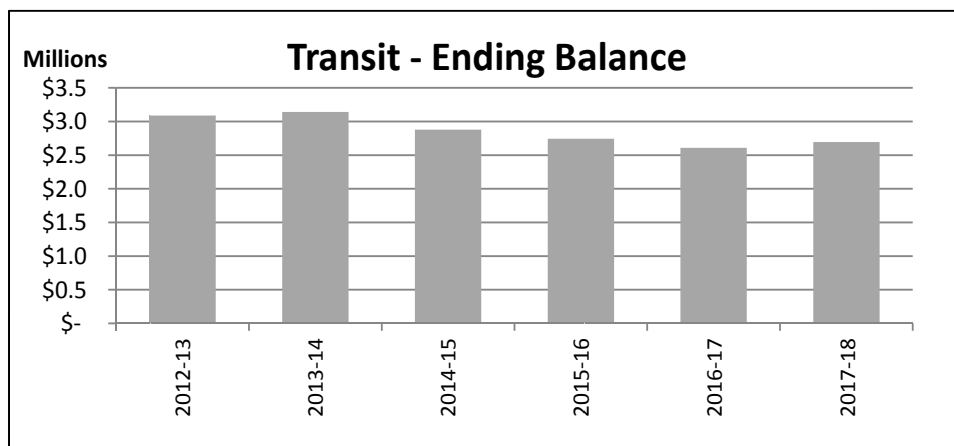
About 85% of Transit’s services are paid by the local payroll based tax. The remaining 15% comes from state and federal grants and fares. Grants for buses are not assured. The jagged shape of the graph below reflects the varying capital grant receipts and expenditures.



In a change from last year’s forecast the costs for constructing a new facility were less than anticipated. Thus, borrowing from the General Fund is not required and fewer fund resources will be used towards construction.

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 below shows a stable balance for the near term.



Potential Impacts

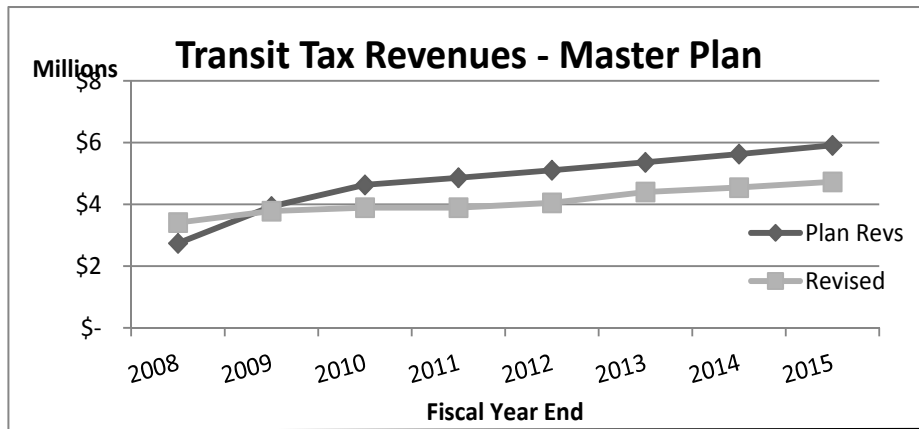
The Transit Master Plan was completed in 2007 just before the economic downturn. Except for changes related to WES, all program enhancements have been put on hold. The enhancements include extending the Portland route into downtown Portland, new routes to service Daydream, Villebois and Charbonneau areas, a stop at Woodburn for the Salem route, and frequency increases in certain routes.

The fleet of buses is aging, especially the larger 35’ and 40’ buses. The City will need to replace approximately 11 large buses in the near future. Large 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 \$90,000 per bus. The forecast includes a recently awarded \$1 million grant for bus purchases. As other 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 receipts are anticipated. To date SMART has received about \$3.2 million in Business Energy Tax Credits (BETC) from the State. These credits were converted into cash and the proceeds are unrestricted. SMART used a small portion on bus replacement, new signage, bus wraps and preparation for the opening of WES.

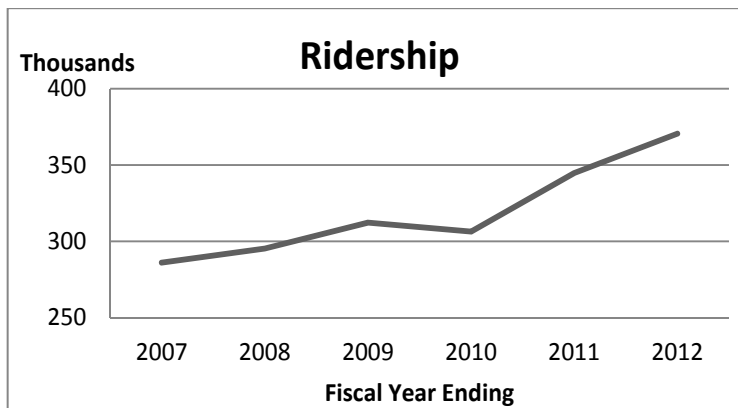
Actual vs Master Plan

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 FYE 2012 the difference is \$1.1 million. By 2015 the difference could be \$1.5 million. The Master Plan anticipated new or enhanced service levels would be funded by the increased revenues. Instead, Transit has held its service level constant.



Ridership Statistics

Use of transit services continues to grow despite the economic downturn, or perhaps because of it.



Water Operating Fund

Variations from Status Quo Assumptions

- Nominal annual rate increases of 2%
- Increase maintenance costs per master plan

Key Assumptions

- No significant variations in weather that would change consumption patterns
- No new major industrial water users nor loss or decline of current industrial users

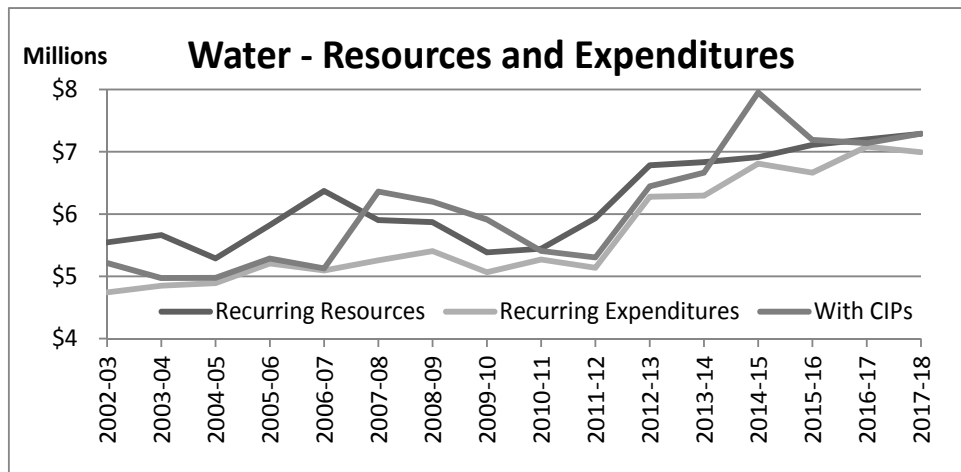
Economics, Revenues and Expenditures

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 which began taking water in 2011. Sherwood's share in 2011-12 was \$336,000 and represented only a partial year. In 2012-13 a full year of water is expected to increase to \$950,000.

An increase in the number of users via new home construction will have a positive impact; however, the forecast anticipates that will be partially offset by existing users converting to more water efficient devices. This trend is felt nationwide and is attributed to low flow shower heads, efficient washing machines and toilets, and irrigation timers. With gross sales revenues remaining flat to declining in four of the last five years a series of small rate increases were implemented. The forecast assumes a 2% rate increase in each of the coming years. A rate study is planned for 2012-13 that will better determine the level of adjustment needed.

The recently adopted water master plan identified a need to increase maintenance efforts in certain areas. The efforts are necessary to maintain the water distribution system. The areas of increase include higher levels of exercising valves and fire hydrants, meter testing and replacement, line flushing and GIS mapping of existing lines. Annual costs include one new utility worker, \$80,000, and miscellaneous replacement components, \$180,000. These costs are included in the forecast model with the majority of new costs effective in FY 2014-15.

The graph below shows the recurring revenues and expenditures, both historically and forecast. Two lines are shown for expenditures, one without capital project costs and the other with. Capital improvements can vary widely from year to year and a separate line is presented to assist the reader with understanding the fluctuations of the fund. Recurring Expenditures includes debt service costs.

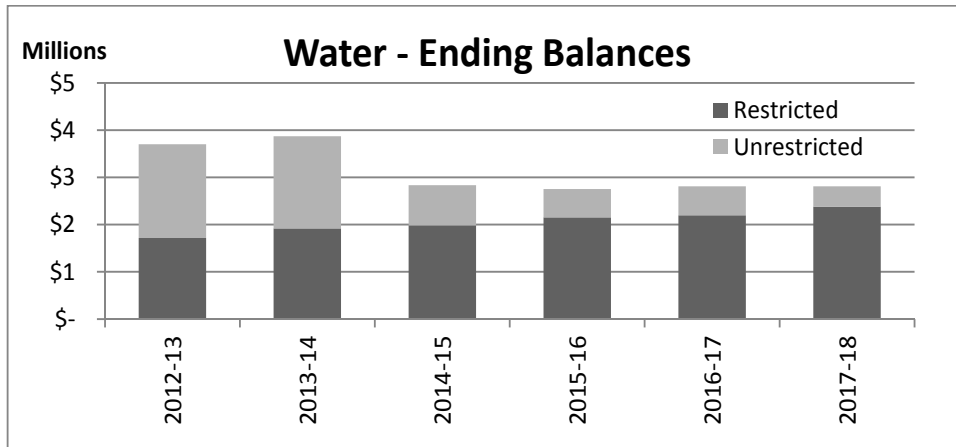


Ending Fund Balance

The Water Fund enjoys a fund balance consisting of both restricted and unrestricted components. The restricted portion includes cash reserves for treatment plant equipment major repair and replacement and building a cash reserve for debt service coverage as well as recurring contingency and ending fund balance. These reserves help create a stable financial condition for the fund. The unrestricted portion is most frequently used to pay for infrastructure repairs, that is, capital project costs.

The reserve for debt service coverage is not a bond covenant requirement but is established as a good financial measure. It serves as an added benefit to both bond holders and the General Fund (which is a pledge behind approximately \$5 million of water bonds). Further, in the event the City should pursue water revenue bonds in the future such a balance will aid in the credit review of the fund. The goal is to build the reserve at \$100,000 per year until \$2 million is attained, which will take nearly 17 years.

The unrestricted ending balance declines due to planned capital projects that are funded on a pay-as-you-go basis.



Capital Projects – From Operating Revenues

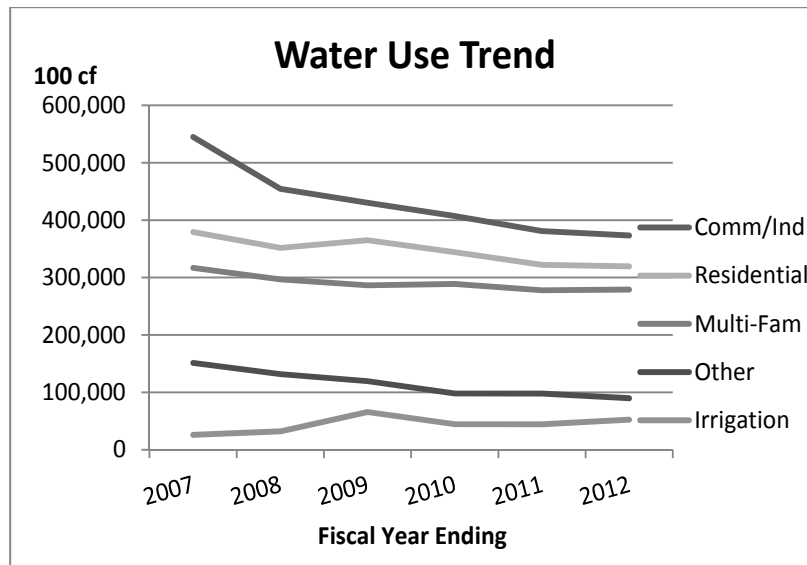
A variety of projects totaling approximately \$2.4 million are anticipated to be funded from operating resources over the next five years. These projects are primarily repairs and replacement and are not eligible for payment from system development charges.

Potential Impacts

Sherwood: As the City of Sherwood takes more water the operations of the plant will need to expand to 24/7 and storage capacity becomes a more important issue for both Wilsonville and Sherwood. Operating costs are shared between the two cities based on consumption. The risk to either party is if the percentage share changes significantly, thus one party pays more than normal and the other less than normal. The model assumes the relative shares remain constant.

Water Use Trend

The following graph is repeated from last year and shows the general decline in water sales over six years.



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 their volume use declined while the number of total users increased. Conservation, while good for the long term, has reduced revenues. And, with so much of water operations in fixed costs there are not many options other than a rate increase to stabilize the financial position.

Sewer Operating Fund

Variations from Status Quo Assumptions

- Rate increase of 12% and 10% in January 2013 and 2014. (Previously approved by Council Resolution)

Key Assumptions

- No new major industrial water users nor loss or decline of current industrial users

Economics, Revenues and Expenditures

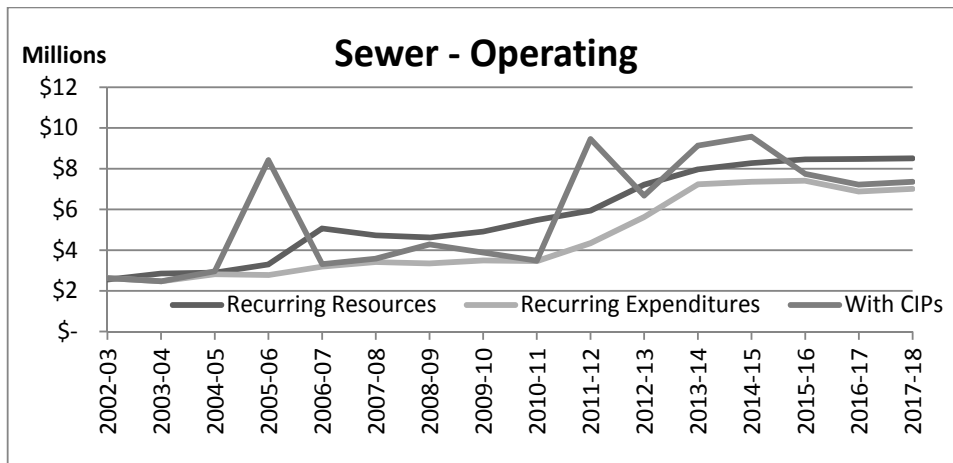
Revenues and treatment costs are driven by water consumption. With consumption trending downward, pressure on balancing revenues with costs has been a challenge. During 2011-12 Council took action to stabilize the fund via a series of rate increases which addressed the downward trend as well as providing sufficient resources for operating the new treatment plant and the related debt. The first of three years of rate increases was implemented January 2012. The remaining two increases are reflected in the model.

The revenues and expenditures in the forecast model closely agree with the values derived from an independent rate study. This is important and reassuring as the models are independent of each other and values are derived via different methods. Both methods predict that the fund will be in a stable position over the next five years.

The city videotapes the sewer collection lines to assess their condition. Besides the aging condition of the lines the building requirements in the 1970's were less stringent than today. The videotaping project has helped to identify the extent of future repairs. The cost of these repairs and replacement is included in the capital project estimates.

The graph below shows the recurring revenues and expenditures, both historically and forecast. Two lines are shown for expenditures, one without capital project costs and the other with. Capital improvements can vary widely from year to year and a separate line is presented to assist the reader with understanding the fluctuations of the fund. Recurring Expenditures includes debt service costs.

The increase in Recurring Expenditures from 2011-12 to 2013-14 is due to debt service on nearly \$39 million in new debt which adds \$3 million in annual costs. Costs are expected to decline about \$650,000 in 2016-17 when older debt is fully retired. The jagged line shows Recurring Expenditures plus capital improvements.

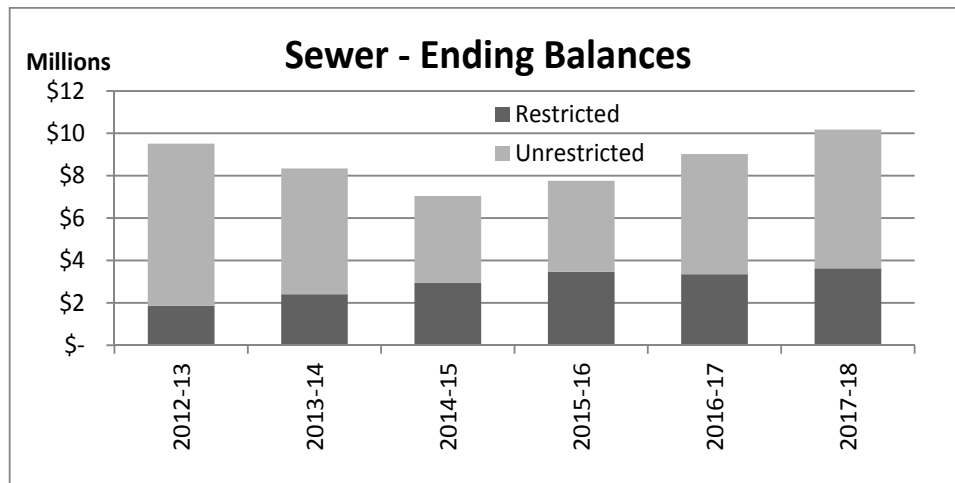


Ending Fund Balance

The Sewer Fund enjoys a fund balance consisting of both restricted and unrestricted components. The restricted portion includes cash reserves for treatment plant equipment major repair and replacement, recurring contingency and ending fund balance amounts and building a cash reserve for debt service coverage. These reserves help create a stable financial condition for the fund.

The reserve for debt service coverage is not a bond covenant requirement but is established as a good financial measure. It serves as an added benefit to both bond holders and the General Fund (which is a pledge behind the \$39 million of sewer bonds). Further, in the event the City should pursue sewer revenue bonds in the future such a balance will aid in the credit review of the fund. The goal is to build the reserve at \$500,000 per year to \$3 million by 2017-18.

Unrestricted ending balance is accumulating for future capital projects on a pay-as-you-go basis. See following capital projects section.



Capital Projects – Funded From Operating Revenues

Although many system repair and replacement projects exist, two will require net operating revenues of approximately \$9 million. These are relocation of the Memorial Park lift station and Boeckman Creek sewer line replacement. The actual cost is expected to be larger with the difference paid from system development charges. The unrestricted balance, although large, will not be sufficient to cover all the costs of these two projects. Preliminary work is to be performed during the coming years but construction is delayed until after year five. A decision on funding alternatives for these projects can be decided closer to the time of actual construction.

Potential Impacts

Treatment plant construction contingency: The bond sale amount did not include contingencies. The plan is to cover change orders by using resources from sewer system development charges, sewer operating fund and General Fund reserves up to \$1 million from each, and in that order. The model does not include the \$1 million contingency as being used. Nor does it reflect this amount as part of the restricted ending balance.

Stormwater Fund

Variances from Status Quo Assumptions

- Rate increase of 18% July 2013 and 3% in July 2014, 2015 and 2016. (Previously approved by Council Resolution)

Key Assumptions

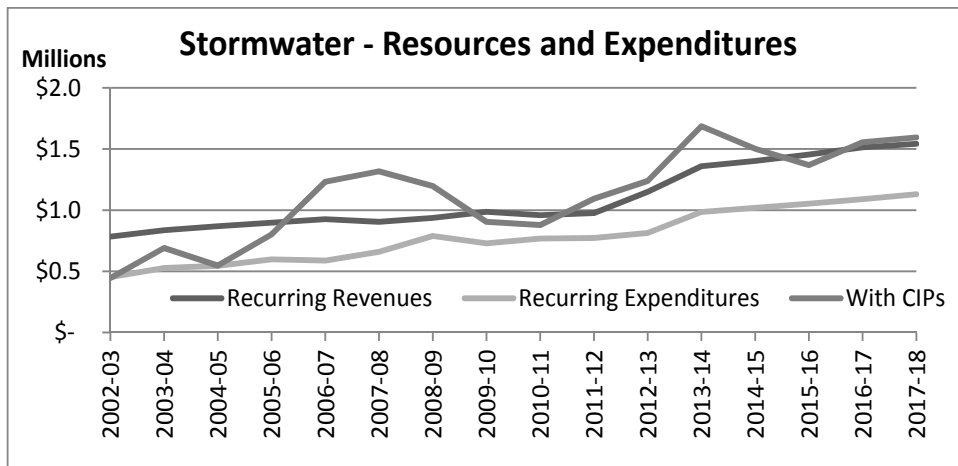
- Budgeted interfund borrowing from General Fund is not needed at this time

Economics, Revenues and Expenditures

A recent master plan documented multiple system improvements that are needed as well as increased maintenance of existing infrastructure. A rate study accompanied the plan that prioritized improvements for funding and identified how much user rates would need to increase to implement the plan. A series of annual increases were approved by resolution and are included in the model.

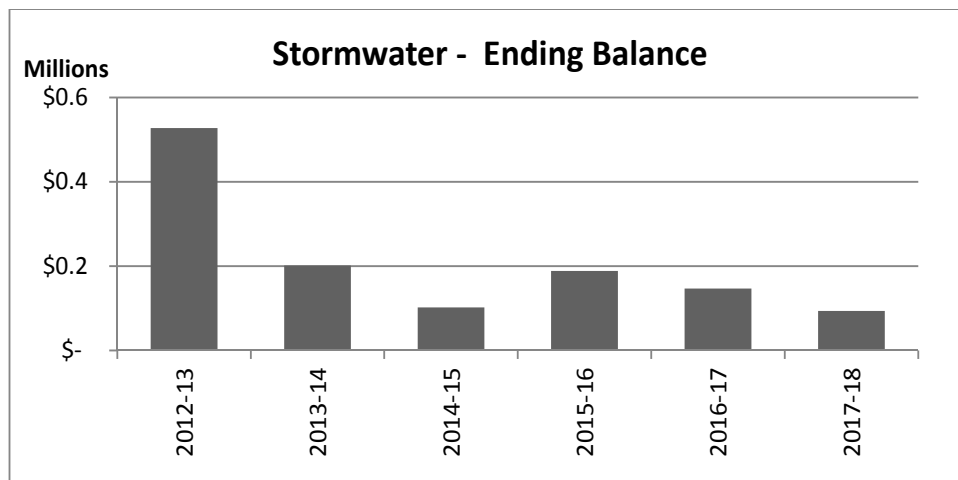
Revenues are predictable as they are a fixed monthly amount based on impervious service area. The model factors in some growth due to new construction, about 1% of revenues per year. The following graph shows recurring resources and expenditures. The gap between the two lines is available for infrastructure improvements as included in the master plan.

The graph below shows the recurring revenues and expenditures, both historically and forecast. Two lines are shown for expenditures, one without capital project costs and the other with. Capital improvements can vary widely from year to year and a separate line is presented to assist the reader with understanding the fluctuations of the fund. There is not outstanding debt in this fund.



Ending Fund Balance

The decline in 2013-14 reflects the use of resources on infrastructure capital projects as identified in the master plan. The balance remains fairly constant with future capital projects funded on a pay-as-you-go basis.



Capital Projects – Funded from Operating Revenues

During the forecast period approximately \$2.4 million of system repairs and improvements are anticipated. These projects represent the improvements for which stormwater system development charges cannot fund.

Potential Impacts

Aging Infrastructure: The city is in the process of videoing the stormwater conveyance pipes to assess their condition. We know from prior inventory data that the pipes in Charbonneau are not in good condition and will need major rehabilitation in future years. Portions of the stormwater system north of the river exhibit similar age-related deficiencies, particularly at culver locations. Besides the age of the pipe material, the building requirements in the 1970’s were less stringent than today. The video information will help to identify the extent of future repairs throughout the system. The costs have been determined for some of the pipe rehabilitation needs and they are significant. The forecast includes a small portion of these potential costs.

Street Lighting Fund

Variations from Status Quo Assumptions

- None

Key Assumptions

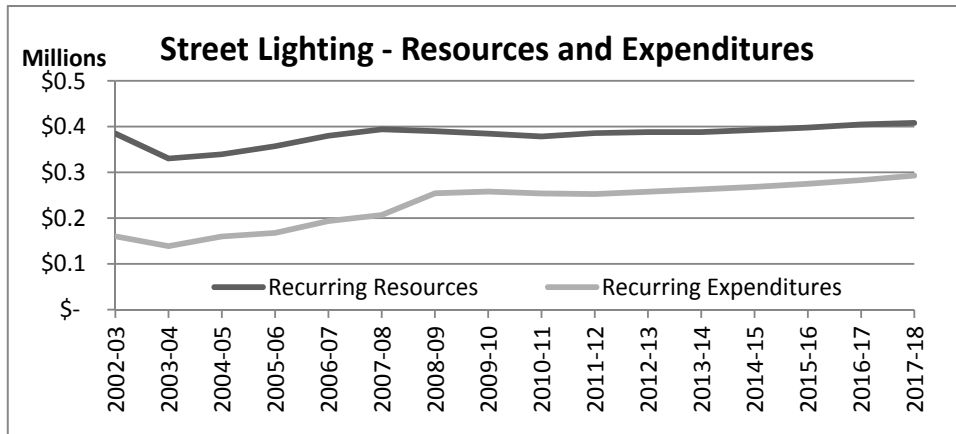
- No change in PGE rate tariff that would affect what services are currently included

Economics, Revenues and Expenditures

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.

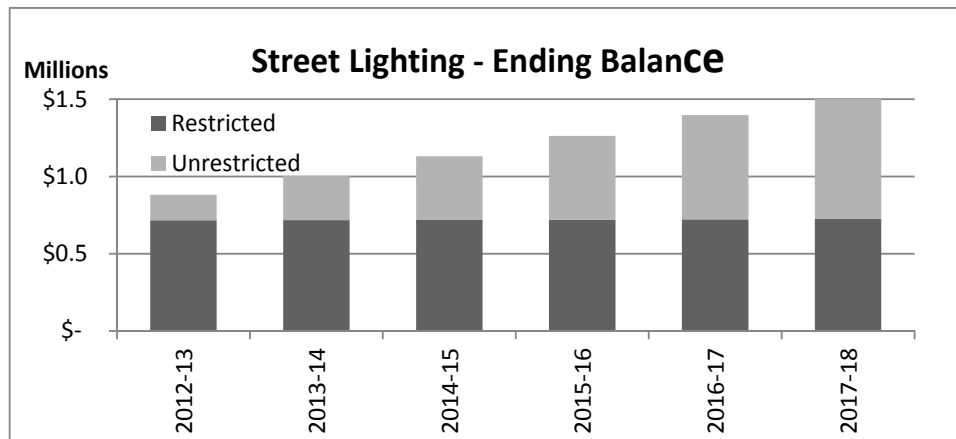
Revenues are readily predictable as rates are fixed monthly amounts. The model assumes growth from new single family homes and new apartment complexes. No rate increase is anticipated.

Expenditures are predominately for monthly utility charges. The charges are assumed to increase by the material and services inflation factor. Other costs include nominal amounts for replacement of worn out components. The gap between resources and expenditures is available for funding system expansion and building a replacement reserve. Capital projects for in-fill, about \$8,000 per year, are not included in the graph below.



Ending Fund Balance

The restricted portion is a cash reserve to fund future replacement as poles and fixtures reach their end-of-life. Most of the short lived wooden poles have already been replaced. The majority of the poles in use today are aluminum, fiberglass or metal. The unrestricted portion can be used for in-fill where gaps in the system occur.



Capital Projects – Funded From Operating Revenues

A small level, \$8,000/year, of replacement is projected. Infill projects if identified would be significantly more expensive.

Potential Impacts

None identified.

Road Operating (Gas Tax) Fund

Variances from Status Quo Assumptions

- Additions to staffing and materials related to new street additions throughout the City

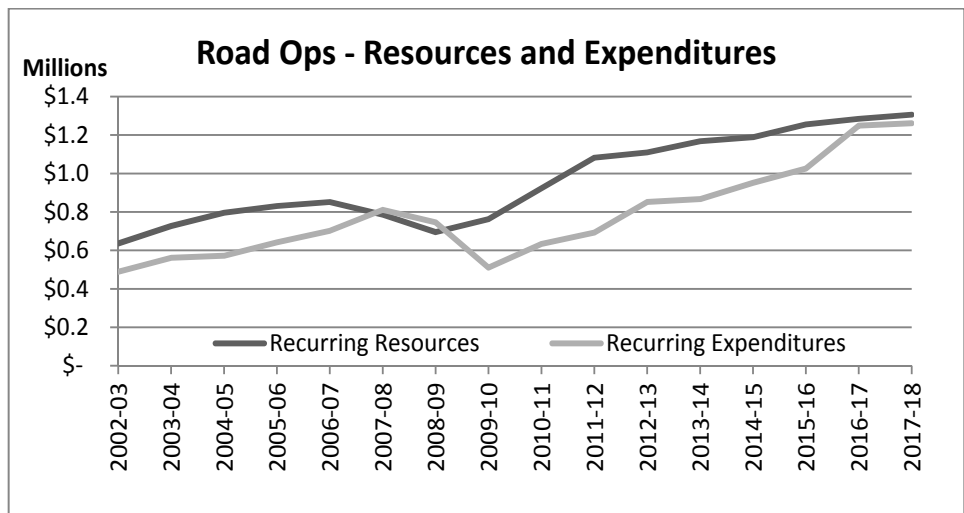
Key Assumptions

- Fuel consumption pattern are similar to recent past trends

Economics, Revenues and Expenditures

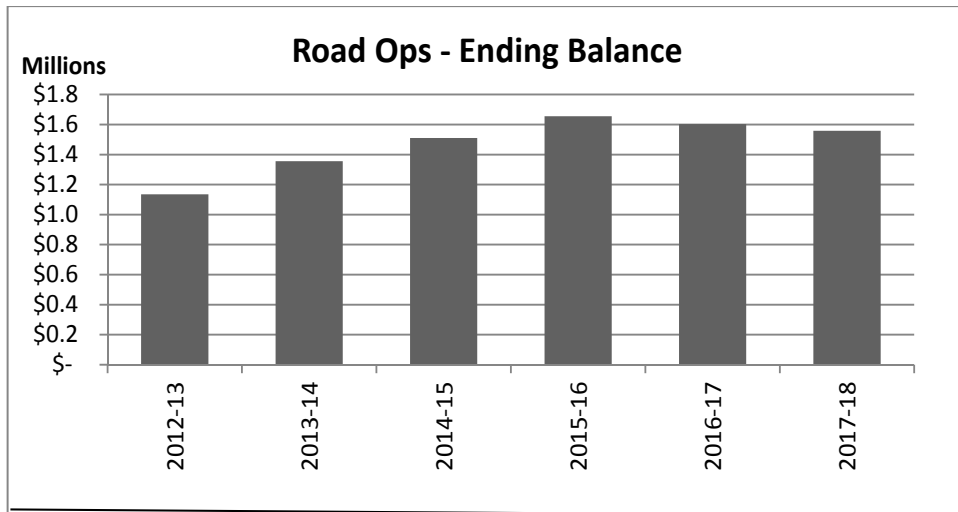
Gas taxes distributed by the State are the primary resource for this fund. Washington County gas tax adds about \$8,000 per year to the fund revenues. State taxes peaked in 2006-07, and began declining about 5% per year until 2011 when taxes and fees were increased. The model assumes that the declining trend will continue, thus creating a conservative forecast. Cities share of this revenue is largely based on population numbers and the model assumes the new residential additions will result in a higher share from the rest of the state, thus a slight increase in allocated taxes.

As the City adds more roads, more maintenance follows and costs will grow. Recent street additions include the Villebois area, Boeckman Road extension and improvements to Boones Ferry Road. Maintenance costs start at \$40,000 per year and are expected to grow to \$250,000 by year five. The model includes the cost of these service level increases and the following graph shows that sufficient resources should be available to cover the anticipated costs.



Ending Fund Balance

Prior to the recent gas tax increase this fund was at risk of incurring annual deficits. The growth of the ending balance levels off in later years as service level increases described above are implemented.



Capital Project Impacts – From Operating Revenues

No major capital projects are assumed. However, this fund pays the engineering costs associated with projects in the Road Maintenance Fund as that funds’ resources are restricted and do not permit engineering costs.

Potential Impacts

None identified.

Fleet Fund

Variances from Status Quo Assumptions

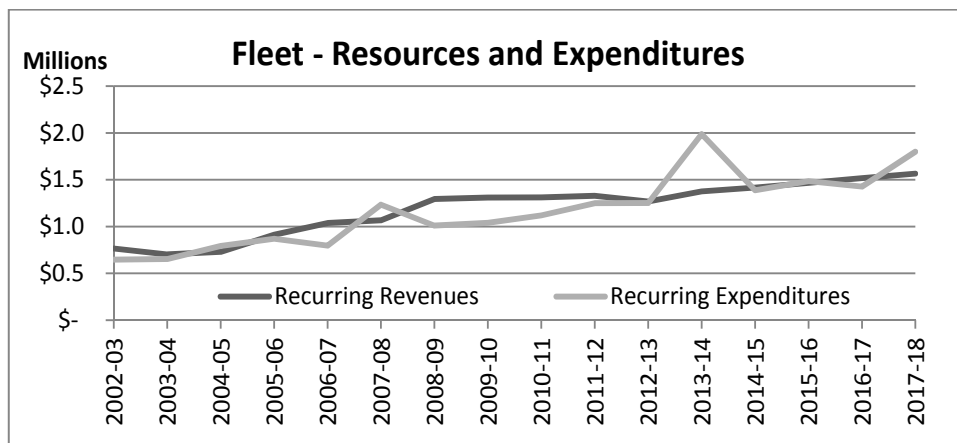
- None

Key Assumptions

- None

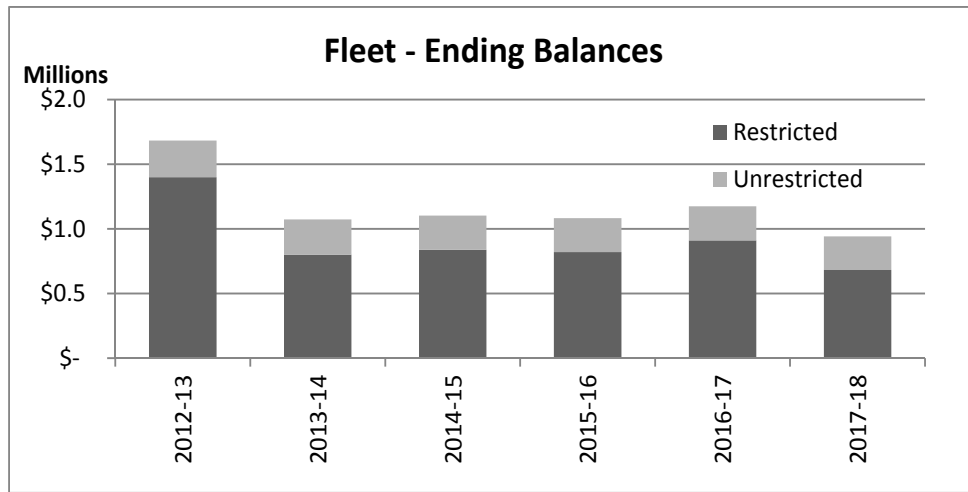
Economics, Revenues and Expenditures

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. Most vehicles are anticipated to be replaced after 10 years but based on the condition of the vehicle replacement could be years beyond that. Replacement is funded through a replacement reserve. The Vector truck, nearly 20-years old and with a cost of \$400,000, is scheduled for replacement in 2013-14.



Ending Fund Balance

Restricted ending balance includes set asides for contingency and a cash reserve for vehicle replacement. The decline in the restricted balance in the next two years is to pay for a Vactor truck and other vehicles nearing the end of their useful life. The unrestricted balance is available for shop equipment replacement or major repairs.



Capital Projects – from Operating Revenues

The major construction project for this fund was just completed – the new SMART/Fleet facility. No other significant projects are anticipated.

Potential Impacts

None identified.



City of Wilsonville
Comprehensive Financial Management Policies

Purpose

The Comprehensive Financial Management Policies are the tools used to ensure that the City is financially able to meet its current and future service needs. The individual policies contained herein set a basis for both the financial planning, reporting and internal financial management of the City.

Municipal resources must be wisely used to ensure adequate funding for the services, public facilities, and infrastructure necessary to meet immediate and long-term needs. These policies safeguard the fiscal stability required to achieve the City's objectives and ensure long-term financial health.

Objectives

- A. To guide the City Council and management policy decisions that have significant fiscal impact.
- B. To employ balanced revenue policies that provides adequate funding for services and service levels.
- C. To maintain appropriate financial capacity for present and future needs.
- D. To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- E. To promote sound financial management by providing accurate and timely information on the City's financial condition.
- F. To protect the City's credit rating and provide for adequate resources to meet the provisions of the City's debt obligations on all municipal debt.
- G. To ensure the legal use of financial resources through an effective system of internal controls.
- H. To promote cooperation and coordination with other governments and the private sector in financing and delivery of services.

Scope

The following policies shall apply to both the City and its component unit, the Urban Renewal Agency of Wilsonville.

I. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

Maintain accounting practices in accordance with state and federal law and regulations, and financial reporting that conform to Generally Accepted Accounting Principles. Provide for, prepare and present regular reports that analyze and evaluate the City's financial performance and economic condition.

A. Accounting Practices and Principles

The City will maintain accounting practices in accordance with state and federal law and regulations, and annual financial reporting that conforms to Generally Accepted Accounting Principles (GAAP) as set forth by the Governmental Accounting Standards Board (GASB), the authoritative standard setting body for units of local government. The City's monthly and quarterly interim financial reports will be reported on the budgetary basis. At year-end, the general ledger and financials will be converted to GAAP, and the Comprehensive Annual Financial Reports and continuing disclosure statements will meet these standards.

B. Financial and Management Reporting

1. Monthly Financial Reports will be provided to management containing department revenues and expenditures actual to date with comparison to the budget. These reports will be distributed within ten working days of the end of each month. Monthly status reports on capital projects will be provided to project managers and the City Manager within fifteen working days of the end of each month.
2. Quarterly summary financial reports will be provided to management, city council and budget committee members within 30 days of the end of the quarter. The quarterly report will contain revenues and expenditures in summary form for each operating fund with explanations of significant financial variations to budget. The report will contain summary information on larger capital projects and a statement of cash and investments including end of quarter market value.

3. Annually, a comprehensive annual financial report subjected to independent audit will be prepared in a format that conforms to the standards of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting. The report shall be shared with the City Manager, City Council, Budget Committee and the Secretary of State. In accordance with state law the report shall be distributed no later than December 31st of the following fiscal year.

C. Annual Audit

1. Comprehensive Annual Financial Report

Pursuant to state law, the City shall have an annual financial and compliance audit, and prepare financial statements based on the audited financial information. The audit shall be performed by certified public accounting (CPA) firm, licensed to practice as Municipal Auditors in the State of Oregon. The annual financial report, including the auditor's opinion and specific reports as required by Oregon state regulations, shall be filed no later than six (6) months following the end of the fiscal year. The audit firm shall also provide a Single Audit of Federal and State grants, when necessary. The Director of Finance shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.

2. Audit Committee

Formation of an Audit Committee promotes issues related to fiscal accountability, enhances interaction with the external auditor and promotes transparency of financial transactions. City Council may create an Audit Committee. The Mayor may appoint or confirm the audit committee, consisting of the Mayor, one City Councilor, one budget committee member and two citizens with an accounting or business background. The primary purpose of the audit committee would be to assist the City Council and the City Manager in fulfilling oversight responsibilities for financial reporting, audit processes, and effective internal control systems. The City would maintain an Audit committee charter which outlines the duties and responsibilities of the audit committee.

3. Annual Financial Disclosure

As required by the Securities and Exchange Commission (SEC) Rule 15c2-12, the City will provide certain annual financial information to the Municipal Securities Rulemaking Board (MSRB). This will include any periodic materials event notices as required by the MSRB or SEC.

D. Signature of Checks

Pursuant to the City Charter, all checks shall have two signatures, signed by the Finance Director and either the City Manager or another designated person in the Finance Department. Signatures shall be affixed on all City checks via facsimile signatures, either with a signature plate used with a check signing machine or with a secure laser check printing system.

E. Compliance with Council Policies

The Financial Management Policies will be reviewed annually and updated, revised or refined as deemed necessary. Occasionally exceptions to the policies adopted by City Council may be appropriate and required. Exceptions will be identified, documented, and explained to City Council and/or the City Manager.

II. BUDGETING - OPERATIONS

A. Budget Committee

In accordance with ORS 294.414 the City Budget Committee shall consist of the five elected members of Council and an equal number of appointed citizens. Among the responsibilities of the Budget Committee shall be the review of the annual proposed budget and financial forecasts.

B. Proposed Budget Document

In accordance with ORS 294.426 the City Manager shall file a Proposed Budget document and budget message with the City Budget Committee approximately two weeks prior to the first scheduled Budget Committee meeting..

C. Use of Non-Recurring Revenues

Non-recurring revenue sources, such as a one-time revenue or carryover of prior year unrestricted/unassigned balance should only be budgeted and used to fund non-recurring expenditures, such as capital purchases or capital improvement projects. The City shall avoid using non-recurring revenues for recurring program expenditures.

D. Budget Preparation

1. Department Directors have primary responsibility for formulating program proposals. New or expanded services should support City Council goals, City Manager priority direction and department goals. Departments are charged with implementing them once the budget is adopted.
2. All competing requests for City resources will be weighted within the formal annual budget process.
3. Actions on items that come up throughout the year with significant financial impacts should be withheld until they can be made in the full context of the annual budget process and long-range plan, unless unforeseen circumstances present themselves.
4. Annually, the City will seek to obtain the Government Finance Officers Association Distinguished Budget Presentation Award. The Budget Document will be presented in a way that clearly communicates the budget to the public and provides financial goals.

E. Full Cost Recovery and Overhead

Program budgets should be prepared in a manner to reflect the full cost of providing services. General support program (e.g. Administration, Legal, Finance, etc.) costs shall be allocated to the benefiting programs and funds via a method that is both fair and reasonable.

F. Budget Management

The City Council shall delegate authority to the City Manager in managing the budget after it is formally adopted by the City Council, including the transfer of budgeted line-items within a program. The City Manager may further delegate levels of authority for the daily operations of the budget. Expenditures/expenses are legally established at the program level within each fund. Expenditures/ expenses should not exceed the adopted budget, plus supplemental changes approved by the City Council.

G. Amended Budget

In accordance with ORS 294.471-473 the City Council may approve changes to the adopted budget via Resolution.

H. Monitoring

Actual revenues and expenditures/expenses shall be monitored by the respective program manager each month. Financial reports shall be prepared within ten working days of the end of each month by the Finance Department and distributed to the responsible manager and City Manager. The Finance Director shall periodically review the reports and report significant variances to the City Manager. The goal of the monitoring shall be to identify potential budget and actual variances and to take corrective action soon as possible.

I. Operating Deficits

The City shall take immediate corrective action if at any time during the fiscal year financial monitoring indicates that an operating fund's anticipated expenditures are expected to exceed its anticipated revenues. Corrective actions may include:

- Deferral of capital equipment purchases
- Deferral of pay-as-you go capital improvements
- Expenditure reductions
- Deferral of certain positions
- Hiring freezes
- Freeze non-represented employee merit increases
- Use of fund balance
- Use of volunteers
- Increase fees
- Reduce work hours with subsequent reduction in pay
- Eliminate positions which may require laying-off employees if there are no other vacant positions for which they are qualified.

Short-term loans as a means to balance the budget shall be avoided.

The use of fund balance, which is a one-time revenue source, may be used to fund an annual operating deficit, only with a subsequent approval of a plan to replenish the fund balance if it is brought down below policy level (see Fund Balance and Reserves Policy).

III. BUDGETING – CAPITAL OUTLAY

A. Definition

Capital Outlay – Operating

Operating programs need certain furniture, equipment, vehicles, software, etc. to carry out the intended services. By definition such items costing \$5,000 or more, per item, shall be budgeted and accounted as capital outlay and shall be tracked in the City's fixed assets records. Significant repair or maintenance that extends the useful life of existing assets shall be included here provided the dollar threshold is met. The \$5,000 limit shall apply to individual items unless a group of items are intended to function together as a unified system (e.g. street lighting system).

Capital Outlay – Projects (also known as Capital Projects)

This category includes infrastructure projects meeting the capitalization threshold and development of master plans and design and engineering/architectural work leading to construction or repair of capital assets. Generally the total capitalization threshold shall be not less than \$50,000. Budgets and capitalization records shall include applicable project management and administrative overhead costs.

B. Preparation

As part of the annual proposed budget the City shall include a list of capital projects that are necessary to preserve existing infrastructure or to expand to meet growth demands of the community. The list of projects shall embrace those included in the most recent long range capital improvement forecast, master plans, development agreements and direction from City Council on current demands. This ensures that the City's capital improvement program includes the embodiment of the citizens and Council recommendations and the officially stated direction contained within the Comprehensive Plan.

Separate estimates for each project shall be prepared. Additionally, future annual operating and maintenance cost impacts shall be estimated.

C. Financing

For each project one or more resource shall be identified to pay for such costs. Prior to construction award all identified resources shall be readily available for expenditure.

Pay-As-You-Go – The city will strive to pay cash for capital improvement within the financial affordability of each fund versus issuance of debt. This necessitates advanced planning and setting aside resources for future use. This type of funding saves interest and debt issuance costs and in many cases reduces utility rate impacts on citizens and business of the City.

Grant revenues shall be sought for capital construction when determined to be advantageous to the City.

Certain assets may best be funded via debt. Refer to Debt Management Policy for discussion on when debt may be considered for projects.

D. Monitoring

Each capital project shall have a project manager associated with it. The project manager shall monitor the progress and assure the project is completed according to standards, on a timely basis and within budgeted levels. Monthly financial reports detailing budget-to-actual for each project shall be provided to the project manager, Community Development Director and City Manager. City Council will receive an update on the larger (\$100,000 minimum expended to date) projects on a quarterly basis.

E. Infrastructure Evaluation and Replacement/Rehabilitation

Water, wastewater, drainage, street lighting, streets and sidewalks, municipal facilities and parks infrastructure are fundamental and essential functions for public health and safety, environmental protections and the economic well-being of the City. As a result, the City's CIP should be focused on ensuring that infrastructure is replaced as necessary to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain existing levels of service and accommodate growth.

1. High priority should be given to replacing/rehabilitating capital improvements prior to the time that assets have deteriorated to the point where they are hazardous, require high maintenance costs, negatively affect property values, or no longer serve their intended purpose.

The decision on whether to repair, replace or to rehabilitate an existing capital asset will be based on which alternative is

most cost-effective, which would include life-cycle costing, and provides the best value to the City.

IV. LONG-RANGE FINANCIAL PLAN

The goal of the Long-Range Plan is to provide the Budget Committee, City Manager and department heads with long-term goals and objectives for the City as well as the strategies needed to achieve these goals and objectives. City staff will use these goals and objectives to guide them in the development of the City's annual budget.

A. Operating

1. The City shall develop and maintain a financial forecast for each operating fund. The first year shall be the current year's adopted budget and the ensuing five years shall be forecasted. The forecast and report shall be prepared within six months following adoption of the budget. The most recent forecast shall be included in the proposed and adopted budget documents. The results of the forecast shall be presented to the Budget Committee.
2. Forecasts of urban renewal funds shall be prepared annually and completed in January/February following receipt of the most current property tax information. The urban renewal forecast shall be shared with the Budget Committee.
3. The City operating forecast should enable current service levels provided to be sustained over the forecast period. The forecast shall determine if revenues need to be increased and/or expenditures/expenses reduced in order to maintain operations on a Current Funding Basis.
4. Major financial decisions should be made in the context of the Long-Range Plan.

B. Capital Outlay - Projects

1. The City shall annually prepare a five year forecast of capital projects. Projects should be based upon master plans, development agreements, input from applicable Commissions and Committees and Council directed improvements. Included projects shall meet the definition of capital projects as defined earlier.
2. The primary responsibility for development of the capital project forecast shall rest with the Community Development Director. The City Manager is charged with reviewing the proposed forecast and determining actions to balance needs with available resources.
3. High priority should be given to rehabilitating and replacing prior to the point when such action is critical. The decision on whether to repair or replace an existing capital asset will be based on which alternative is most cost-effective and provides the best value to the City.
4. The forecast shall coincide with the annual citywide budget process. The first year of the forecast shall be the fiscal year under budget.
5. Estimated costs shall include acquisition, design, construction, project management, equipment and furnishing and administrative charges. That is, all costs to complete the project shall be included. Multi-year projects shall clearly disclose both the components of costs as well as the total estimated cost over the life of the project.
6. Funding resource(s) shall be identified for each project. The forecast shall make every effort to balance needed improvements with resources available. Projects that exceed the projected available resources shall be identified and recommendations on alternative funding shall be incorporated in the forecast report.
7. The forecast shall be presented to the Budget Committee during the annual budget process.

V. CASH MANAGEMENT AND INVESTMENTS

A. Cash Flow Analysis and Projections:

1. The Finance Director will forecast the City's cash inflows and outflows that will allow the City to keep its debt service costs to a minimum and to maximize the yield on temporary investments.
2. Revenue and expenditure projections will be reviewed by the Finance Director on a monthly basis to determine the validity of assumptions, new information and accuracy of seasonal or periodic fluctuations.
3. The City's cash flow shall be managed with the goal of maximizing the total return on investments.

B. Investments

Proposed revisions to the investment policy shall be submitted to the Oregon Short Term Fund Board for review and that

Board's comments shall be shared with the City Council prior to adoption of investment policy by resolution.

1. **Responsibility and Control:**
Management responsibility for the investment program shall rest with the City's Investment Officer who shall be the Finance Director or delegate. The Investment Officer shall adhere to ORS 294.145 (Prohibited Conduct for Custodial Officer) in managing the investment program for the City.
2. **Eligible Investments:**
The Investment Officer will invest the City's surplus funds only in those investments authorized by ORS 294.035 to 294.046, and 294.135 to 294.155, which includes the requirement that investments shall mature within 18 months of the acquisition date. The City will not invest in stocks nor shall it speculate or deal in futures or options.
3. **Eligible Financial Institutions:**
The City will conduct business only with financial institutions such as banks investment brokers, investment bankers, trustees, paying agents and registrants that are deemed credit worthy.
4. **Objectives:**
 - a. **Safety:** Safety of principal is the foremost objective of the City. Each investment transaction shall be undertaken in a manner which seeks to ensure preservation of capital and avoidance of capital losses through securities defaults, erosion of market value or other risks.
 - b. **Liquidity:** The City's Investment Officer shall match the investment portfolio with cash flow requirements. Due to the changing requirements of cash flow caused by factors not totally within the control of the City's Investment Officer, the ability to convert a security into cash must be considered.
 - c. **Yield:** Investments of the City shall be acquired in a manner designed to attain the maximum rate of return through all budget and economic cycles while taking into account constraints on investment instruments, cash flow characteristics of transactions and safety of principal.
 - d. **Reporting:** The Investment Officer shall maintain detail records of each investment in a form that allows for periodic reporting. On a quarterly basis, the City's outstanding investments and fiscal year to date investment income will be presented to City Council by the Finance Director or Investment Officer.

VI. EXPENDITURES

Identify services, establish appropriate service levels and administer the expenditure of available resources to assure fiscal stability and the effective and efficient delivery of those services.

- A. **Maintenance of Capital Assets**
Within the resources available each fiscal year, the City shall maintain capital assets and infrastructure at sufficient level to protect the City's investment, to minimize future replacement and maintenance costs, and to maintain service levels.
- B. **Periodic Program/Services Reviews**
The City Manager and staff shall undertake periodic reviews of City programs and services for both efficiency and effectiveness. Programs or services determined to be inefficient and/or ineffective shall be recommended through the annual budget process to be reduced in scope or eliminated.
- C. **Purchasing**
All City purchases of goods and services shall be made in accordance with the City's current purchasing manual and procedures.

VII. REVENUES

Design, maintain and administer a revenue system that will assure reliable, equitable, diversified and sufficient revenue stream to support desired City services.

- A. **Balance and Diversification in Revenue Sources**
The City shall strive to maintain a balanced and diversified revenue system to protect the City from fluctuations in any one source due to changes in local economic conditions, which may adversely impact that source.

B. User Fees – Non-Enterprise funds

1. For services that benefit specific users, the City shall establish and collect fees to recover the costs of those services. Where services provide a general public benefit, the City may recover the costs of those services through property taxes, privilege fees and other unrestricted resources.
2. At a minimum, the user fees will strive to cover direct costs. Preferably the fees will cover direct plus indirect costs.
3. User fees should be reviewed, at a minimum, every two to three years and adjusted to avoid sharp changes. If the Finance Department does not initiate the fee review it shall at least analyze the changes proposed from departments and comment upon them to the City Manager.
4. Factors in setting fees shall include, but not be limited to: market and competitive pricing, effect of demand for services, and impact on users, which may result in recovering something less than direct and indirect costs.
5. The City may set a different fee for residents versus non-residents.
6. User fees not regulated by state statute should be set via the City Manager. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. Fees regulated by statute shall be presented to City Council via resolution or ordinance. All fees should be included in the Master Fee Schedule.

C. User Fees - Enterprise Funds

1. Utility rates shall be set at levels sufficient to cover operating expenditures (direct and indirect), meet debt obligations and debt service coverage requirements, provide pay-as-you-go funding for capital improvements, and provide adequate levels of working capital.
2. The City may set a different fee for residents versus non-residents.
3. The Five-Year Financial Plan (or separate rate model study) and proposed operating budget shall serve as the basis for rate change considerations.
4. When necessary, the Five-Year Financial Plan (or separate rate model study) will be built around small rate increases annually versus higher rate increases periodically.
5. Non-consumption based charges within Enterprise Funds may be set administratively by the City Manager. Such charges include insufficient funds, late payment penalties, charges for meters, service turn-on and turn-off, etc. The intent of administratively set charges is to allow flexibility and ease to establish charges that cover actual costs or discourage abuse of city assets. All fees should be included in the Master Fee Schedule.

D. One-Time/Unpredictable Revenue Sources

One-time, unpredictable revenue sources should not be used for ongoing expenses/expenditures. Instead, such revenue sources will be used for one-time purchases such as increase in fund balance requirements, capital equipment purchase, capital improvements, etc.

E. Revenue Collection

The City shall maintain high collection rates for all revenues by monitoring monthly receivables. The City shall follow an aggressive, consistent, yet reasonable approach to collecting revenues to the fullest extent allowed by law for all delinquent rate payers and others overdue in payments to the City.

F. Write-Off of Uncollectible Receivables (excludes court fines)

1. Receivables shall be considered for write-off as follows:
 - a. State statute authorizing the release of extinguishment, in whole or in part, of any indebtedness, liability, or obligation, if applicable.
 - b. Accounts outstanding for 3 years, identified as uncollectible, and all attempts to collect including use of a collection agency when appropriate have been taken.
2. Accounts shall be written-off annually near fiscal year-end. The Finance Director shall prepare a list of receivables determined to be uncollectible and include notation on collection efforts for each item. The list shall be submitted to the City Manager for review and approval. The City may report uncollected items to one or more credit reporting entities.
3. The write-off of uncollected accounts is a bookkeeping entry only and does not release the debtor from any debt owed to the City.
4. Municipal court fines shall follow a process established by the municipal court judge and reviewed by the City Attorney.

VIII. FUND BALANCE AND RESERVES

To maintain a high level of credit worthiness and to establish a financial position that can weather emergencies and economic fluctuations the City shall set aside cash reserves and contingencies within its fund balances. The Governmental Accounting Standards Board has created several categories of fund balance.

- Nonspendable – Nonliquid assets (e.g. inventory, prepayments) and liquid assets that have legal constraints preventing their use (e.g. principal of an endowment)
- Restricted – Assets which are constrained by an external entity (e.g. covenants in bond contracts)
- Committed – Constraints created by the governing body on itself at its highest level of decision making. For example, the governing board might like to commit a portion of the fund balance to a “stabilization reserve” to provide cushion against unknown economic shocks and revenue declines. Constraints are enacted via resolution and must be in place prior to the end of the fiscal year.
- Assigned – Similar to Committed except constraint is not legally binding, may be created by staff or the governing board and can be created after the end of a fiscal period. This may be used to earmark a portion of the fund balance for an intended use. For example, it could be assigned to pay for a special project.
- Unassigned – Only the General Fund has an unassigned category. This represents any excess of total fund balance after the prior four categories are deducted.

The order in which categories are expended can affect future financial flexibility. Generally, more restricted resources shall be expended prior to less restricted resources. As restricted balances decline from their stated goal they shall be replenished from the Assigned or Unassigned category within five years of the initial decline. The Budget Committee or City Council can designate certain revenues to be used to rebuild reserves, such as non-recurring revenues, budget surpluses or specific revenues above a certain level.

Use of dedicated resources shall be clearly disclosed within the budget document. Such use shall coincide with the intended restrictions on the dedicated resource. Generally, such use shall be for infrequent and non-recurring costs.

A. General Fund

Restricted

Reserves shall be created for any legally mandated or restricted resource which is received in the General Fund and not wholly expended by the end of the fiscal year. An example includes Public, Education, Government Fees (PEG) received and restricted for cable television equipment.

Committed

The City may plan for and set aside cash reserves for a variety of significant infrequent outlays. Commitments may include but are not limited to building a reserve for economic sustainability, expansion and relocation costs, emergency management and response and future planning area costs. For each committed resource the City Council shall adopt a resolution specifying the purpose, dollar amount and duration for existence of the committed amount. Committed amounts can be extended via amending resolution.

The City shall maintain a contingency of 15% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

The City shall plan for and set aside cash reserves for a variety of short-term and recurring purposes. These assignments can be created by the City Council, the City Manager or the Finance Director for purposes that create a sound financial operating environment. Assignments may include but are not limited to building cash reserves for one-time or limited duration purchases such as equipment replacement, building modification and major repairs, park structure replacements, capital improvements, major software/hardware replacement, loans to other funds, etc.

Unassigned

By definition this is the amount remaining after provision for the above noted items. Balance in this category may be used to replenish deficiencies in the prior categories and create a resource for unforeseen financial needs.

B. Special Revenue Funds

Restricted

Certain funds may have restricted balances, such as building fees within the Community Development Fund that restricted under Oregon law.

Committed

The City shall maintain a contingency of 20% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

C. Enterprise Operating Funds (Water, Sewer, Stormwater, Street Lighting)

Restricted

Any debt service reserve balance shall be categorized as restricted. Terms of such reserves are generally specified in the associated bond documents and covenants. It shall be the City's policy to fully comply with bond documents and covenants. Amounts specified in inter-agency agreements or contracted services (e.g. water and wastewater treatment plants) shall be included in the restricted category.

Committed

The City shall maintain a contingency of 20% of operating expenditures (personal services and material and services) to be used for unanticipated expenditures of a non-recurring nature, to meet unexpected increases in service delivery costs and for cash flow purposes.

Assigned

Assigned balances may be created as necessary under the same policy as for the General Fund. Provisions for rate stabilization, future capital improvements and major repairs and replacements not part of the restricted balance are typical components of assigned balances. Any remaining resources not identified as restricted, committed or assigned for specific purpose shall be categorized as undesignated.

D. Debt and Capital Project Funds

Balances in the General Obligation debt service fund are restricted by state statute and thus are always categorized as restricted. The balance should be nominal.

Balances in capital project funds (general government or enterprise) should be nominal and sufficient to cover any near-term liabilities of the fund. Larger balances may occur if the City receives cash for restricted purposes to be expended in future years. Examples include proceeds from debt issuance and receipts from developers in lieu of current construction of infrastructure.

IX. DEBT MANAGEMENT

To establish policies for debt financing that will provide needed facilities, land, capital equipment and infrastructure improvements while minimizing the impact of debt payments on current and future tax and rate payers. The City is given authority to borrow under various provisions in Oregon law and the City Charter. A debt, except certain lease purchase agreements, must be authorized pursuant to a resolution of the City Council.

A. Use of Debt Financing

Debt financing may be considered when purchase or construction of assets cannot be prudently acquired from current revenues or accumulated committed fund balances. Debt types are limited by Oregon statutes and may include general obligation bonds, limited tax obligation bonds, local improvement district bonds, bond anticipation notes, certificates of participation, lease/purchase agreements, full faith and credit bonds and revenue backed bonds. Any combination of debt may be used to finance an asset. Debt will not be used to fund current operating expenditures.

The City will pay cash for capital improvements within the financial affordability of each fund versus issuing debt. Cash resources may include system development charges, developer fees, inter-agency agreements, grants and accumulation of

resources within operating funds.

The Finance Director shall perform a cost benefit analysis with the goal of minimizing the cost of financing to the City prior to presenting debt recommendations to the City Council.

B. Debt Margins

The legal debt margin is 3% of the true cash-value limitation as set forth in ORS 287.004. It shall be the City's policy to not exceed a debt margin limit of 1.5%.

C. Debt Structures

The City may issue long term or short term debt. Long term debt life shall normally not exceed 20 years for general obligation bonds and 25 years for revenue bonds, but in no case longer than the useful life of the asset. Shorter repayment terms shall be considered when financially prudent.

Balloon or term payments may be considered provided financial analysis indicates such terms may be met financially without further rate or tax increases to satisfy the future large payments and without refinancing the balloon amount. Sinking funds (a committed fund balance) shall be established as necessary to provide for timely retirement of debt.

The City shall strive to begin principal reduction within a year after issuance but in no event shall a repayment structure contain more than three years of interest-only payments. Interest only years shall not extend the maximum debt life as noted above.

Short-term or interim financing are exceptions to this policy. These debt instruments are issued in anticipation of future long-term debt and may be interest only and refinanced as is prudent and required for the construction of the asset. Nevertheless, the City shall strive to minimize the use and life of such debt.

Except for short-term or interim financing, the City will issue debt based on a fixed rate.

D. Improvement District and Assessment Contract

The policies guiding the City's improvement district and assessment contract financing program shall be guided by City Code 3.210 et seq.

1. Interest Rates on Improvement District Loans. The contract interest rate shall be equal to the effective interest rate paid on the bonds issued to finance related improvement plus an additional percentage markup to cover loan servicing costs. The markup shall be determined by the Finance Director and typically range between 75 and 150 basis points. The contract rate shall remain constant during the life of the bonds.
2. Interest Rates on Assessment Contracts. Assessment contracts are agreements between a property owner and the City and precede the sale of Improvement Assessment Bonds. The assessment contract rate shall be set at a level deemed reasonable and prudent by the Finance Director. Rates are to reflect the effective borrowing cost by the city plus administrative and contract servicing costs.

E. Debt Refunding

The City may consider advanced refunding outstanding debt (as defined for federal tax law purposes) when it is financially advantageous to do so and complies with all limitations set forth in ORS 287A, the state statutes pertaining to authority to issue debt. At a minimum (a) the new debt shall not be longer than the remaining life of the retiring debt, (b) the net present value savings of a refunding should exceed 3.0% of the refunded maturities unless (1) a debt restructuring is necessary or (2) bond covenant revisions are necessary to facilitate the ability to provide services or to issue additional debt or (3) the refunding is combined with a new debt issuance.

The City may issue current refunding bonds (as defined for federal tax purposes) when financially advantageous, legally permissible and net present value saving equal or exceed \$100,000.

F. Interest Earnings on Debt Proceeds

Bond proceeds shall be promptly invested in accordance with the Investment Policy. Focus shall be on safety and maturity of investments to pay construction costs.

Use of investment interest on bond proceeds will be limited to funding changes to the bond financed project, as approved by City Council, or be applied to debt service payment on the bonds issued for such project.

G. Sale Process

The City shall use a competitive bidding process in the sale of debt unless the nature of the issue warrants a negotiated or private placement sale. The City will utilize a negotiated process when the issue is, or contains, a refinancing that is dependent on market/interest rate timing, if the interest rate environment or market/economic factors may affect the bond issue, or if the nature of the debt is unique and requires particular skills from the underwriters involved. Private placement (debt sold directly to a commercial bank) may be used when anticipated to result in cost savings or provide other advantages when compared to other methods of sale, or if it is determined that access to the public market is unavailable. The City shall award the bonds based on a true interest costs (TIC) basis. However, the City may award bonds based on a net interest cost (NIC) basis as long as the financial advisor agrees that the NIC basis can satisfactorily determine the lowest and best bid.

H. Financial Advisor

The City shall employ an independent financial advisor registered with the Municipal Securities Rulemaking Board (MSRB) for all competitive and negotiated issuances. The advisor shall attempt to involve qualified and experienced firms, which consistently submit competitive bids on local government bond underwritings. For negotiated issuances the advisor shall review the offered amortization schedule, interest scale and TIC/NIC and provide guidance on the competitiveness compared to similar issues traded currently. The advisor may also be involved with preparation of bond prospectus, rating presentations, communication with legal counsel and other services necessary for the timely and prudent issuance of debt.

I. Bond Ratings

Full disclosure of operations and open lines of communications shall be maintained with the rating agencies. Credit ratings on publically traded issues will be sought from one or more of the nationally recognized municipal bond rating agencies, as recommended by the City's financial advisor.

The City will continually strive to maintain or increase the City's current bond ratings by prudently managing its funds and by reviewing and monitoring financial policies, budgets, forecasts and the financial health of the City.

J. Covenant Compliance and Annual Disclosure

The City will comply with all covenants stated in the bond ordinance, including providing for annual disclosure information and providing for material event notices. The Finance Director shall be responsible for maintaining the City's relationship with the rating agencies and investors. The Finance Director shall oversee the preparation of official statements, disclosure documents, annual filing under MSRB and any special notices of certain "material events," in connection with its borrowings.

K. Debt Security

Debt may be secured by various funding sources including:

1. General Obligation Bonds, secured by property taxes
2. Revenue Bonds, secured by specified revenue(s)
3. Limited Tax General Obligation, secured by resources within the General Fund
4. Local Improvement District Bonds, secured by liens on affected property
5. Other types of debt approved by the City Council including bank line of credit and leases.

L. Arbitrage Rebate Monitoring and Reporting

The Finance Department has a written procedure/policy pertaining to maintaining a system of recordkeeping and reporting to meet the arbitrage rebate compliance requirement of the IRS regulation. The recordkeeping includes the tracking of project expenditures, interest earned on the bonds, calculating rebate payments and remitting any rebatable earnings to the federal government in a timely manner in order to preserve the tax-exempt status of the outstanding debt. Arbitrage rebate calculations will be performed periodically on all debt issues, but no less frequent than required to satisfy IRS reporting requirements. Due to the specialized nature of the calculations, this function will typically be outsourced.

M. Lease/Purchase Agreements

The City may use lease/purchase agreements for the acquisition of equipment when it is cost-effective and provides for attractive terms. All lease purchase agreements will be reviewed by the Finance Director who shall determine whether a lease purchase is appropriate given the circumstances. Agreements under \$100,000 may be approved by the City Manager and larger amounts must be approved by the City Council. City purchasing policy rules are to be followed for the selection of the purchase.

X. GRANTS AND INTERGOVERNMENTAL REVENUES

The City will seek, apply for, and effectively administer federal, state and local grants, which support the City's current priorities and policy objectives. The City should take advantage of opportunities to enhance service delivery through intergovernmental cooperation, shared revenues, and grants. However, grants shall not be pursued if the administrative and program burden is determined to exceed the benefit of outside resources.

A. Grant Policies

1. The City shall apply and facilitate the application for only those grants that are consistent with the objectives and high priorities identified by Council and management.
2. Determination shall be made prior to application if the City has sufficient available resources for cash match requirements.
3. Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs and services.
4. The potential for incurring ongoing costs, to include assumptions of support for grant-funded positions from local revenues, will be considered prior to applying for a grant.

B. Grant Review Process

1. A uniform grants pre-application process will be utilized to assure the City has all the information necessary to make a decision regarding a potential grant. Information to be provided should include, but not be limited to:
 - a. The grant being pursued and the use to which it would be placed.
 - b. The objectives or goals of the City which will be achieved through the use of the grant..
 - c. The local match required, if any, plus the source of the local match.
 - d. The increased cost to be locally funded upon termination of the grant.
2. All grant agreements will be reviewed by the appropriate City staff, including Finance, Legal, HR, and the sponsoring department, to ensure compliance with state, federal, and City regulations.
3. The City Manager shall approve all grant submissions on behalf of the City and the City Council shall approve all grant acceptances over \$100,000 or any grant requiring the authorization of the elected body.

C. Budgeting for Grant Expenditures

Departments seeking or receiving grant proceeds shall be responsible for including the proper amount in the budget. Only known grant awards or pending requests with a high level of assurance of award shall be budgeted. Budget amendments may be processed for grants not included in the budget but awarded and received during the fiscal year.

D. Grant Termination and/or Reduced Grant Funding

The City shall terminate grant-funded programs and associated positions when grant funds are no longer available, and it is determined that the program no longer supports City goals and/or is no longer in the best interest of the City, unless the City has obligated itself through the terms of the grant to maintain the positions, services, or equipment. Exceptions may be made when it is not in the City's best interest to terminate a program of service.

XI. FINANCIAL CONSULTANTS

The City will employ qualified financial advisors and consultants as needed in the administration and management of the City's financial function. These areas include but are not limited to audit services, debt administration, utility rate studies, and financial modeling. The principal factors in the selection of these consultants will be experience/expertise, ability to perform the services offered, references, and methodology to name a few. In no case should price be allowed to serve as the sole criterion for the selection.

A. Selection of Auditors

At least every five years, the City shall request proposals from qualified firms, including the current auditors if their past performance has been satisfactory. The City Council shall select an independent firm of certified public accountants to perform an annual audit of the accounts and records, and render an opinion on the financial statements of the City.

It is the City's preference to rotate auditor firms every eight years at the maximum, to ensure that the City's financial statements are reviewed and audited with an objective, impartial, and unbiased point of view. The rotation of the audit firm will be based upon the proposals received, the qualifications of the firm, and the firm's ability to perform a quality audit.

However, if through the proposal and review process, management (and the Audit Committee if formed) selects the current audit firm, then, it is the City's preference that the lead audit partner be rotated, as well as the lead reviewer, after a maximum of eight years.

B. Arbitrage

The City shall calculate positive/negative arbitrage on each bond issue periodically during the IRS reporting life cycle. While the City is responsible to ensure that the records are in order, the calculations made, reporting completed, and filings made, the actual arbitrage calculation and reporting may be contracted out to a qualified firm.

C. Bond Counsel

Bond Counsel to the City has the role of an independent expert who provides an objective legal opinion concerning the issuance and sale of bonds and other debt instruments. As bond counsel are specialized attorneys who have developed necessary expertise in a broad range of practice areas, the City will always use a consultant for these services. Generally, bonds are not marketable without an opinion of a nationally recognized bond counsel stating that the bonds are valid and binding obligations stating the sources of payment and security for the bonds and that the bonds are exempt from federal and state income taxes.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City and prior debt issuances, there is no requirement for rotation.

D. Financial Advisory Services

The City may issue various types of securities to finance its capital improvement program. Debt structuring and issuance requires a comprehensive list of services associated with municipal transactions, including but not limited to: method of sale; analysis of market conditions; size and structure of the issue; coordinating rating agency relations; evaluation of and advice on the pricing of securities, assisting with closing and debt management; calculation of debt service schedules; and advising on financial management. As financial advisors to governmental entities have developed the necessary expertise in a broad range of services, the City will use a consultant for these services.

Due to the complexity of the City's financial structure and the benefits that come with the history and knowledge of the City, the contract with the Financial Advisor is not required to be rotated.

City of Wilsonville
Chart of Accounts

Supplies

- 43001 Office supplies: General consumable supplies and parts that are not otherwise listed below. Includes the cost of freight/delivery charges in this account.
- 43002 Postage: Mailing costs whether US postal system or private carrier or courier services. Does not include the rental of postal equipment here (see 44201).
- 43003 Small tools & equipment: Equipment, tools, furniture that are not consumable and costs less than \$5,000 per item; however, tools purchased by Fleet are recorded in 43103. Items of \$5,000 or more are considered capital outlay.
- 43004 Computer software: New software and upgrades that are unique to specific programs and costing less than \$5,000. Software common to all users (MS Office, WinZip, etc.) are budgeted by the IS program.
- 43005 In-house Copier/Printer Expense: Supplies, parts and monthly fees for all in-house copier and printers. Includes paper, toner, ink, etc.
- 43099 Other general supplies: Special supply items that don't fit the above categories are budgeted and accounted for here.
- 43101 Fuel: Fuel costs for all City vehicles.
- 43104 Tires: Tire costs for all City vehicles.
- 43105 Chemicals: Chemicals for water/sewer operations.
- 43106 Uniform & Protection: Apparel for use by City employees. Include shirts, jackets, pants, shoes, coveralls, etc. All uniform and safety items specified in the union contract are to be budgeted and accounted for here.
- 43107 Water Meters & Boxes: Purchase of meters and boxes.
- 43199 Other Program Supplies: If unique and consumable supplies are used by a program that do not fit one of the categories above, they should be budgeted and accounted for here.
- 43201 Books: For use by the Library with children's books to be recorded in 43202.
- 43202 Children's books: For use by the Library, see above.
- 43203 Publications & Periodicals: For use by all programs. Includes subscriptions, magazines, newspapers, newsletters, reference material, etc. Use this category for purchasing items produced by others. Use 44026 for costs of producing materials in-house.
- 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.
- 44027 Electric repairs, services: As the title describes.
- 44028 Temporary Employment Services: Part-time and temporary help acquired from an outside agency.
- 44070 Code enforcement: Costs incurred by the City, whether by City staff or contracted out, in order to correct violations by private property owners who fail to comply with City code.
- 44089 Other Technical / Contractual Services: Services of a technical nature that do not fit one of the categories above. See Repairs and Maintenance categories below.
- 4409x The 4409X series is used to budget and account for administrative and technical services provided by General Fund and Community Development Fund programs to other operating and capital project funds.

Utility Services

- 43501 Natural Gas: NW Natural-natural gas bills
- 43502 Electricity: PGE electric bills
- 43510 Water: City water bills
- 43511 Sewer: City sewer bill.
- 43512 Streetlights: City streetlight bills
- 43513 Road Maintenance Charge: City road maintenance bills
- 43514 Stormwater charge: City stormwater bills
- 43520 Garbage Collection: Garbage collection and disposal costs
- 43530 Telephone: Land lines, central costs for switching stations, long distance charges
- 43531 Cellular Phones: Cost of phones and service time from private companies
- 43532 Mobile Units - Airtime: Cost of mobile unit acquisition and airtime costs
- 43533 Pager Services: Cost of pager acquisition and periodic service costs for out-of-town applicants when appropriate. Can also include background checks as well as private sector recruiting firms.

Repairs & Maintenance (the majority of these are only used by public works)

- 44101 Litter pickup

- 44102 Street light installation
- 44105 Street sweeping maintenance
- 44110 Infrastructure repair/maintenance
- 44121 Headworks maintenance
- 44122 Secondary maintenance
- 44123 Biosolids maintenance
- 44124 U.V. maintenance
- 44125 Liftstation maintenance
- 44126 Collection system maintenance
- 44127 Odor Control
- 44131 Catch Basin maintenance
- 44132 Conveyance maintenance
- 44133 Right of way maintenance
- 44134 Field Screenings
- 44150 Janitorial services
- 44151 Building maintenance-major
- 44152 Building maintenance minor
- 44152 Building maintenance
- 44160 Athletic field maintenance
- 44161 Park maintenance
- 44124 U.V. Maintenance
- 44125 Liftstation Maintenance
- 44126 Collection System Maintenance
- 44127 Odor Control
- 44131 Catch Basin Maintenance
- 44132 Conveyance Maintenance
- 44133 Right-of-Way Maintenance
- 44134 Field Screenings
- 44150 Janitorial Services
- 44151 Building Maintenance-Major
- 44152 Building Maintenance Minor
- 44152 Building Maintenance
- 44160 Athletic Field Maintenance
- 44161 Park Maintenance
- 44162 Landscape Maintenance
- 44163 Irrigation Maintenance
- 44164 Turf Maintenance

- 44170 Equipment Repair Maintenance
- 44172 Traffic Signals
- 44180 Vehicle Repairs, Maintenance
- 44190 Fleet Services-Interfund Charges
- 44191 Fleet-Major Repairs: Additional charges by Fleet to the affected program for unexpected maintenance items. Includes major overhauls, replacement of engines and non-normal operating costs that exceed \$6,000.
- 44201 Tool & Equipment Rental: A broad category including vehicle rentals, tools, office equipment, etc.
- 44202 Transportation Services: Payments to outside providers such as taxis.
- 44205 Building Rental: Office space and storage space rent or lease.
- 44250 City Council Insurance: Payments of health insurance to elected officials. Also includes any special insurance or bonding costs.
- 44251 Insurance - Casualty: Insurance costs for casualty, employee personnel bonding, etc except vehicle insurance. Note that employee benefit costs are within 412XX.
- 44252 Vehicle Insurance: Insurance costs for City vehicles.

Parks & Recreation Programs

- 44301 Tourism Development
- 44302 Special Events Expenses: These are unique costs associated with a program. Includes hazardous material program costs and industrial monitoring.
- 44303 Community Services Grants: Payments by the Community Services program to outside entities and special payments to programs that are included in the Administration program (e.g. Wilsonville Community Sharing).
- 44304 Public Education Activities: All costs associated with providing educational materials and services to the public. Includes the cost of materials, literature, publications, special services, instructors and miscellaneous supplies.
- 44306 Purchased Transportation Services: Taxi and limousine services.
- 44310 Special Projects: Traditionally used by City Manager's office for special studies that might arise during the new fiscal year.
- 44321 Instructors / Facilitators: Just like the title describes. Generally used by Community Services program.
- 44322 Sports Camp Expense: All costs associated with this Community Services program.
- 44323 Special Programs: Program expenses that do not fit in one of the categories above. Historically used by the Library.

Employee Development

- 44401 Medical evaluation: Cost of testing and evaluation services as necessary.
- 44402 Recruitment expenses: Costs associated with recruiting to fill vacancies. Include advertisements, position brochures, travel, lodging and meal costs
- 44403 Education/Training/Travel: Costs to attend seminars, conferences, and other training opportunities. Include all costs associated with event: registration, travel, meals, lodging, etc.
- 44404 Mileage & vehicle: Payments to employees for use of personal vehicles while performing city business. Reimbursement is at federally approved rate. Also includes vehicle allowances included in city manager and city attorney contracts.

- 44405 Safety and health: Use for safety, health and doctor costs. Can include specific training costs for safety and health purposes.
- 44420 Recognition expenses: Used by Human Resources.

Franchise Fees

- 44710 Franchise Fees: Franchise fees paid by utility funds to the City.

Fees, Dues, Advertising

- 44525 Legal advertising: Pubic notices and requests for proposals required to be printed in the newspaper.
- 44526 Advertising and publication: Use for advertising costs and public notices publications. Do not use for publication of material that will be distributed, use 44026 instead.
- 44527 Recording fees: Used primarily by Legal and Community Development programs.
- 44528 Fees and dues: City or employee membership in organizations. Also includes special fees paid to regulatory agencies.

Meeting Expenses

- 44605 Cable telecasting
Costs to produce and broadcast city activities on Wilsonville public broadcasting channel.
- 44625 Meeting costs
Meals provided by city.

Miscellaneous Services and Supplies

- 44910 Bank Charges: Used by Finance program for bank service charges on checking account and credit card machines.
- 44975 Miscellaneous Charges: Payments that do not fit any other category. Avoid using this account if the item is expected to be recurring in nature (even if only year to year). In such event ask Finance if it would be better to create a new account.
- 44991 Flex Plan Admin: Used by Human Resources program.

Capital Outlay (Items costing a minimum of \$5,000 and useful life in excess of 1 year)

- 45010 Land
- 45020 Building
- 45030 Improvements
- 45040 Infrastructure: The above items are typically reserved for use by capital projects.

- 45050 Machinery & Equipment: All equipment and machinery that does not one of the categories below.
- 45060 Vehicles: Motorized and licensed vehicles. Includes buses and transit vans. Don't budget tractors, backhoes, etc. here, instead use 45050.
- 45070 Office equipment / furniture: Photocopiers and other large items that meet the definition of capital outlay and are located and used within an office setting.
- 45080 Computer & IS Equip: Used by Information Systems program.
- 45081 Software: Used by Information Systems program.
- 45090 Other equipment: Typically items used by Public Works.

Debt Services

- 47001 Principal
- 47002 Principal Short Term
- 47011 Interest

Transfers Out

- 49111 Transfers to General Fund – Overhead
- 49112 Transfers Out - Direct Wage
- 49113 Transfers to General Fund – Equipment
- 49114 Transfers to General Fund Phone Systems
- 49115 Transfers to General Fund - PC Network
- 49119 Interfund Loans



Glossary

Actual

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents the actual costs results of operations. This category is presented on a budgetary basis, and thus excludes depreciation and amortization and includes principal payments on debt.

Ad Valorem Tax

A tax based on the assessed value of a property.

Adopted Budget

Adopted, as used in the fund summaries and department and division summaries within the budget document, represents the final budget approved by the City Council. Adopted budget becomes effective July 1st. Subsequent to adoption, Council may make changes throughout the year.

American Recovery and Reinvestment Act (ARRA)

On February 17th, 2009 President Obama signed the American Recovery and Reinvestment Act (ARRA) or Stimulus Package to restart the economy. The package contains extensive funding for science, engineering research and infrastructure, and more limited funding for education, social sciences and the arts.

Approved Budget

Approved, as used in the fund summaries, revenue summaries, etc., represents the proposed budget with changes made by the Budget Committee, if any.

Appropriations

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

Assessed Valuation

The value set on taxable property as a basis for levying property taxes. A tax initiative passed in 1997 that reduced AV below real market value and set a 3% maximum annual growth rate in the AV, exclusive of certain improvements.

Assets

Resources having a monetary value and that are owned or held by an entity.

Assigned Fund Balance

Designation of resources by either the governing body or staff, such as City Manager or Finance Director. Earmarking of resources can occur after the end of the fiscal period, is not legally binding and can be changed without formal action. Exclusive of the General Fund, this amount is also referred to as contingency.

BETC

The Business Energy Tax Credit is a State of Oregon program which

allows a tax credit for those who invest in energy conservation, recycling, renewable energy resources, and less-polluting transportation fuels. As a public entity with no tax liability, the City passes any awarded BETC to a qualified pass-through partner in exchange for a lump-sum cash payment from that partner.

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

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.



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 Box 22109, Portland, OR 97269-2109
 Phone: 503-684-0360 Fax: 503-620-3433
 E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS
 I, Charlotte Allsop, being the first duly sworn,
 depose and say that I am the Accounting
 Manager of the *Wilsonville Spokesman*, a
 newspaper of general circulation, published
 at Wilsonville, in the aforesaid county and
 state, as defined by ORS 193.010 and
 193.020, that

City of Wilsonville
Notice of Budget Committee Meetings –
 State Revenue Sharing
WS107

a copy of which is hereto annexed, was
 published in the entire issue of said
 newspaper for

1
 week in the following issue:
April 17, 2013

Charlotte Allsop

 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
 April 17, 2013.

René R. Muller

 NOTARY PUBLIC FOR OREGON
 My commission expires *Sept. 11, 2016*

Acct # 6821011
Attn: Kourtni Kersey
 City of Wilsonville
 29799 SW Town Center Loop
 Wilsonville, OR 97070

Size: 2 x 5"
 Amount Due: \$86.50*
 *Please remit to the address above.

**Notice of Budget Committee Meetings
 And Public Hearings Concerning State Shared Revenue**

The first public meeting of the Wilsonville Budget Committee, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2013 to June 30, 2014, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Monday, the 29th of April 2013. Subsequent meetings, if necessary, are scheduled for Thursday the 2nd of May 2013 and Thursday the 9th of May 2013. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 22nd of April 2013 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us. At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2013-14.

These are public meetings where deliberation of the Budget Committee will take place. Any person may appear at the meeting(s) and provide written and oral comments discussing the proposed programs for fiscal year 2013-14 with the Budget Committee.

Bryan Cosgrove
 Budget Officer
 City of Wilsonville
 Publish 04/17/2013.

WS107





6605 SE Lake Road, Portland, OR 97222 • PO
 Box 22109, Portland, OR 97269-2109
 Phone: 503-684-0360 Fax: 503-620-3433
 E-mail: legals@commnewspapers.com

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City of Wilsonville
Notice of Budget Committee Meetings –
 Urban Renewal Agency
WS108

a copy of which is hereto annexed, was
 published in the entire issue of said
 newspaper for

1
 week in the following issue:
April 17, 2013

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
 April 17, 2013.

René R. Muller

NOTARY PUBLIC FOR OREGON

My commission expires *Sept. 11, 2016*

Acct # 6821011
Attn: Kourtni Kersey
 City of Wilsonville
 29799 SW Town Center Loop
 Wilsonville, OR 97070

Size: 2 x 4.5"
 Amount Due: \$77.85*
 *Please remit to the address above.

City of Wilsonville Urban Renewal Agency
Notice of Budget Committee Meetings

The first public meeting of the Wilsonville Budget Committee of the Wilsonville Urban Renewal Agency, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2013 to June 30, 2014, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Monday, the 29th of April 2013. Subsequent meetings, if necessary, are scheduled for Thursday the 2nd of May 2013 and Thursday the 9th of May 2013. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 22nd of April 2013 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us.

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Bryan Cosgrove
 Executive Director
 Urban Renewal Agency
 City of Wilsonville
 Publish 04/17/2013.

WS108



Public Hearing Notices

To be alerted to future Public Hearing Notices by e-mail, please sign up for [eNews](#) and choose the Public Hearing Notices category.

BUDGET COMMITTEE MEETINGS

Notice of Budget Committee Meetings and Public Hearings Concerning State Shared Revenue Monday, April 29, 2013

The first public meeting of the Wilsonville Budget Committee, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2013 to June 30, 2014, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Monday, the 29th of April 2013. Subsequent meetings, if necessary, are scheduled for Thursday the 2nd of May 2013 and Thursday the 9th of May 2013. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 22nd of April 2013 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the [City's web page](#). At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2013-14.

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Bryan Cosgrove
Budget Officer
City of Wilsonville

City of Wilsonville Urban Renewal Agency Notice of Budget Committee Meetings Monday, April 29, 2013

The first public meeting of the Wilsonville Budget Committee of the Wilsonville Urban Renewal Agency, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2013 to June 30, 2014, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Monday, the 29th of April 2013. Subsequent meetings, if necessary, are scheduled for Thursday the 2nd of May 2013 and Thursday the 9th of May 2013. All meetings begin at 6:00 pm and are held at the Wilsonville Council Chambers. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be inspected or obtained beginning the 22nd of April 2013 between the hours of 8:00 am and 5:00 pm at Wilsonville City Hall, 29799 SW Town Center Loop East. A copy shall also be available on the [City's web page](#).

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Bryan Cosgrove
Executive Director
Urban Renewal Agency
City of Wilsonville



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**City of Wilsonville
 Notice of Budget Hearing – LB-1
 WS 114**

a copy of which is hereto annexed, was published in the entire issue of said newspaper for
1

week in the following issue:
May 22, 2013

Charlotte Allsop
 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
 May 22, 2013.

René R. Muller
 NOTARY PUBLIC FOR OREGON
 My commission expires *Sept. 11, 2016*

Acct # 6821011
Attn: Kourtnei Kersey
 City of Wilsonville
 29799 SW Town Center Loop
 Wilsonville, OR 97070

Size: 3 x 8.25"
 Amount Due: \$214.08*
 *Please remit to the address above.

FORM LB-1 NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville City Council will be held on June 03, 2013 at 7:00 p.m. at the City of Wilsonville City Hall, 29799 SW Town Center Loop E, OR 97070. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the City of Wilsonville Budget Committee. The budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 29799 SW Town Center Loop E, Wilsonville, Oregon between the 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Joanne Ossanna Telephone: 503-682-1011 Email: ossanna@ci.wilsonville.or

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2011-12	Adopted Budget This Year 2012-13	Approved Bu Next Year 20
Beginning Fund Balance/Net Working Capital	51,527,389	75,635,467	
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	28,486,821	30,512,291	
Federal, State and All Other Grants, Gifts, Allocations and Donations	4,675,011	6,365,996	
Revenue from Bonds and Other Debt	40,263,922	0	
Interfund Transfers / Internal Service Reimbursements	12,176,963	19,243,907	
All Other Resources Except Property Taxes	2,738,463	1,036,650	
Property Taxes Estimated to be Received	5,413,937	5,558,000	
Total Resources	\$145,312,506	\$138,382,311	\$1

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	12,897,788	14,351,740	
Materials and Services	14,280,389	16,856,124	
Capital Outlay	19,290,978	32,478,506	
Debt Service	8,713,714	4,847,660	
Interfund Transfers	12,176,963	19,243,907	
Contingencies	0	45,294,389	
Unappropriated Ending Balance and Reserved for Future Expenditure	77,952,674	5,309,985	
Total Requirements	\$145,312,506	\$138,382,311	\$1

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM					
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount
Administration	1,206,193	6.00	1,235,101	4.50	1,274,065
Finance	1,249,093	8.90	1,400,868	9.15	1,505,440
Information Services	565,037	3.00	587,715	3.00	618,220
Geographic Information Services	196,775	1.50	221,800	1.60	232,370
Legal	422,076	3.00	483,490	3.00	505,240
Human Resources & Risk Management	472,396	2.85	577,535	2.85	590,609
Community Development - Administration	850,861	6.50	828,441	5.50	750,770
Community Development - Engineering	1,082,041	10.00	1,340,445	9.00	1,290,468
Community Development - Building Inspections	537,773	5.10	643,015	5.10	740,059
Community Development - Planning	689,052	7.00	955,044	8.00	1,001,870
Community Development - Natural Resources/Stormwater Management	308,461	3.00	365,182	3.00	324,524
Public Works - Administration	457,731	5.50	625,737	4.50	443,836
Public Works - Facilities	629,422	4.25	668,213	4.25	627,465
Public Works - Roads	608,029	3.75	741,668	3.75	818,787
Public Works - Street Lighting	252,436	0.00	296,100	0.00	304,574
Public Works - Water Distribution	1,010,490	4.58	1,210,847	5.33	1,223,249
Public Works - Water Treatment Plant	1,670,430	0.00	2,739,057	0.00	2,451,771
Public Works - Industrial Pretreatment	103,575	1.00	116,542	1.00	120,831
Public Works - Wastewater Treatment Plant	1,332,215	0.00	1,799,200	0.00	1,865,765
Public Works - Wastewater Collection	1,014,584	8.16	665,389	1.83	685,005
Public Works - Stormwater Maintenance	410,851	1.84	494,935	1.84	523,265
Parks and Recreation - General Services	888,492	8.00	1,030,610	8.10	591,497
Parks and Recreation - Senior Programs	0	0.00	0	0.00	492,350
Parks and Recreation - Parks Maintenance	896,139	7.00	1,001,217	7.25	1,097,733
Library	1,432,558	16.26	1,531,480	16.46	1,633,430
Transit	4,512,294	38.19	5,084,105	38.44	5,530,475
Fleet Service	1,247,363	7.00	1,259,000	6.50	1,344,014
Law Enforcement	3,583,709	0.00	3,947,108	0.00	3,894,956
Municipal Court	175,300	2.00	212,520	2.00	217,915
Non-Departmental / Non-Program	117,517,130	0	106,319,947	0	96,593,585
Total Requirements & FTE	\$145,312,506	162.38	\$138,382,311	153.85	\$129,493,876

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING
 The total approved operating budget for 2013-14 is \$32,900,291 up \$837,927 from the 2012-13 Revised Budget. Personnel services, materials and services, and capital equipment budgets are up \$454,155, \$157,322, and \$226,450 respectively. Most operating revenues remain flat with the exception of utility fees due to rate increase permit fees due to increasing construction and development activity. The City's staffing reflects restructures in the Public Works and Parks and Recreation programs; overall city wide reduction of .95 FTE. The largest proportion of capital outlay for the City is its \$21,930,186 capital improvement budget, down \$7,637,820 from prior primarily to moving into the final stages of construction on the wastewater treatment plant and the completion of the Wilsonville Road project.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount A
Permanent Rate Levy (rate limit 2.5206 per \$1,000)	2.5206	2.5206	2.5206
Local Option Levy	0	0	0
Levy For General Obligation Bonds	350.000	340.000	340.000

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$1,015,000	\$0
Other Bonds	\$52,125,000	\$0
Other Borrowings	\$0	\$0
Total	\$53,140,000	\$0

Publish 05/22/2013.



FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville City Council will be held on June 03, 2013 at 7:00 p.m. at the City of Wilsonville City Hall, 29799 SW Town Center Loop E, Wilsonville, OR 97070. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the City of Wilsonville Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 29799 SW Town Center Loop E., Wilsonville, Oregon between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Joanne Ossanna

Telephone: 503-682-1011

Email: ossanna@ci.wilsonville.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2011-12	Adopted Budget This Year 2012-13	Approved Budget Next Year 2013-14
Beginning Fund Balance/Net Working Capital	51,527,389	75,635,467	61,308,207
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	28,486,821	30,512,291	36,557,186
Federal, State and All Other Grants, Gifts, Allocations and Donations	4,675,011	6,395,996	5,992,802
Revenue from Bonds and Other Debt	40,293,922	0	0
Interfund Transfers / Internal Service Reimbursements	12,176,963	19,243,907	18,913,765
All Other Resources Except Property Taxes	2,738,463	1,036,650	950,416
Property Taxes Estimated to be Received	5,413,937	5,558,000	5,771,500
Total Resources	\$145,312,506	\$138,382,311	\$129,493,876

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	12,897,788	14,351,740	14,805,895
Materials and Services	14,280,389	16,856,124	17,013,446
Capital Outlay	19,290,978	32,478,506	23,011,136
Debt Service	8,713,714	4,847,660	5,833,500
Interfund Transfers	12,176,963	19,243,907	18,913,765
Contingencies	0	45,294,389	42,469,415
Unappropriated Ending Balance and Reserved for Future Expenditure	77,952,674	5,309,985	7,446,719
Total Requirements	\$145,312,506	\$138,382,311	\$129,493,876

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM						
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount	FTE
Administration	1,206,193	6.00	1,235,101	4.50	1,274,065	4.50
Finance	1,249,093	8.90	1,400,868	9.15	1,505,440	8.90
Information Services	565,037	3.00	587,715	3.00	618,220	3.00
Geographic Information Services	196,775	1.50	221,800	1.50	232,370	1.50
Legal	422,076	3.00	483,490	3.00	505,240	3.00
Human Resources & Risk Management	472,396	2.85	577,535	2.85	590,609	2.85
Community Development - Administration	850,861	6.50	828,441	5.50	750,770	4.50
Community Development - Engineering	1,082,041	10.00	1,340,445	9.00	1,290,406	9.00
Community Development - Building Inspections	537,773	5.10	643,015	5.10	740,059	5.60
Community Development - Planning	689,052	7.00	955,044	8.00	1,001,670	8.00
Community Development - Natural Resources/Stormwater Management	308,461	3.00	365,182	3.00	324,524	2.00
Public Works - Administration	457,731	5.50	625,737	4.50	443,836	3.50
Public Works - Facilities	629,422	4.25	668,213	4.25	827,465	5.50
Public Works - Roads	608,029	3.75	741,668	3.75	818,787	4.05
Public Works - Street Lighting	252,436	0.00	296,100	0.00	304,574	0.00
Public Works - Water Distribution	1,010,490	4.58	1,210,847	5.33	1,223,249	4.88
Public Works - Water Treatment Plant	1,670,430	0.00	2,739,057	0.00	2,451,771	0.00
Public Works - Industrial Pretreatment	103,575	1.00	116,542	1.00	120,831	1.00
Public Works - Wastewater Treatment Plant	1,332,215	0.00	1,799,200	0.00	1,865,765	0.00
Public Works - Wastewater Collection	1,014,584	8.16	665,389	1.83	685,005	2.13
Public Works - Stormwater Maintenance	410,851	1.84	494,935	1.84	523,265	1.94
Parks and Recreation - General Services	888,492	8.00	1,030,610	8.10	591,497	4.05
Parks and Recreation - Senior Programs	0	0.00	0	0.00	492,350	4.05
Parks and Recreation - Parks Maintenance	886,139	7.00	1,001,217	7.25	1,097,733	8.25
Library	1,432,558	16.26	1,531,480	16.46	1,633,430	16.46
Transit	4,512,294	36.19	5,084,105	36.44	5,530,475	35.74
Fleet Service	1,247,363	7.00	1,259,000	6.50	1,344,014	6.50
Law Enforcement	3,583,709	0.00	3,947,108	0.00	3,894,956	0.00
Municipal Court	175,300	2.00	212,520	2.00	217,915	2.00
Non-Departmental / Non-Program	117,517,130	0	106,319,947	0	96,593,585	0
Total Requirements & FTE	\$145,312,506	162.38	\$138,382,311	153.85	\$129,493,876	152.90



6605 SE Lake Road, Portland, OR 97222 • PO
 Box 22109, Portland, OR 97269-2109
 Phone: 503-684-0360 Fax: 503-620-3433
 E-mail: legals@commnewspapers.com

AFFIDAVIT OF PUBLICATION

State of Oregon, County of Clackamas, SS
 I, Charlotte Allsop, being the first duly sworn,
 depose and say that I am the Accounting
 Manager of the *Wilsonville Spokesman*, a
 newspaper of general circulation, published
 at Wilsonville, in the aforesaid county and
 state, as defined by ORS 193.010 and
 193.020, that

**City of Wilsonville
 Notice of Budget Hearing – UR-1
 WS 116**

a copy of which is hereto annexed, was
 published in the entire issue of said
 newspaper for

1

week in the following issue:

May 22, 2013

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
 May 22, 2013.

René R. Muller

NOTARY PUBLIC FOR OREGON

My commission expires

Sept. 11, 2016

Acct # 6821011
Attn: Kourtnei Kersey
 City of Wilsonville
 29799 SW Town Center Loop
 Wilsonville, OR 97070

Size: 3 x 4.75"
 Amount Due: \$123.26*
 *Please remit to the address above.

NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville City Council will be held on June 3, 2013 at 7:00 p.m. at the City of Wilsonville City Hall, 29799 SW Town Center Loop, Wilsonville, OR 97070. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the City of Wilsonville Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 29799 SW Town Center Loop, E. V. Oregon between the hours of 8:00 a.m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is used the preceding year.

Contact: Joanne Ossanna Telephone: 503-682-1011 Email: ossanna@ci.wilsonville

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved
	2011-12	This Year 2012-13	Next Year
Beginning Fund Balance/Net Working Capital	20,865,584	19,340,822	14,851,000
Revenue from Bonds and Other Debt	8,000,000	12,500,000	8,000,000
Interfund Transfers	400,000	0	0
All Other Resources Except Division of Tax & Special Levy	538,596	187,000	201,500
Revenue from Division of Tax	6,367,911	7,170,000	7,425,000
Total Resources	\$36,172,091	\$39,197,822	\$30,278,500

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Materials and Services	1,065,619	3,128,554	1,827,600
Capital Outlay	2,748,457	3,415,455	2,331,200
Debt Service	12,515,579	17,648,000	5,932,200
Interfund Transfers	400,000	0	0
Contingencies	0	6,055,001	14,387,000
Unappropriated Ending Fund Balance	19,442,436	8,950,812	5,800,000
Total Requirements	\$36,172,091	\$39,197,822	\$30,278,500

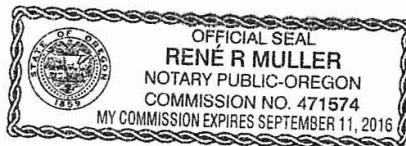
FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM					
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount
Year 2000 Plan	20,541,872	0	21,766,002	0	14,158,064
West Side	15,630,219	0	17,431,820	0	16,120,832
Total Requirements & FTE	\$36,172,091	0	\$39,197,822	0	\$30,278,896

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The Year 2000 Plan has two projects budgeted, the design and construction of half-street improvements from Canyon Creek Rd South from Boeckman to Vilebo a project for Old Town Half Street Improvements from Bailey to 5th. The West Side District has three projects budgeted, Boeckman Road Bridge Repair, Vilebo Promenade, and Vilebois Park Plaza.

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1, 2012	Estimated Debt Authorized, But Not Incurred as of July 1
General Obligation Bonds	\$38,617,000	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
Total	\$38,617,000	\$0

Publish 05/22/2013.



FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville City Council will be held on June 3, 2013 at 7:00 p.m. at the City of Wilsonville City Hall, 29799 SW Town Center Loop E., Wilsonville, OR 97070. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the City of Wilsonville Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at City Hall, 29799 SW Town Center Loop E., Wilsonville, Oregon between the hours of 8:00 a. m. and 5:00 p.m. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used the preceding year.

Contact: Joanne Ossanna

Telephone: 503-682-1011

Email: ossanna@ci.wilsonville.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2011-12	Adopted Budget This Year 2012-13	Approved Budget Next Year 2013-14
Beginning Fund Balance/Net Working Capital	20,865,584	19,340,822	14,651,796
Revenue from Bonds and Other Debt	8,000,000	12,500,000	8,000,000
Interfund Transfers	400,000	0	0
All Other Resources Except Division of Tax & Special Levy	538,596	187,000	201,500
Revenue from Division of Tax	6,367,911	7,170,000	7,425,600
Total Resources	\$36,172,091	\$39,197,822	\$30,278,896

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Materials and Services	1,065,619	3,128,554	1,827,839
Capital Outlay	2,748,457	3,415,455	2,331,216
Debt Service	12,515,579	17,648,000	5,932,200
Interfund Transfers	400,000	0	0
Contingencies	0	6,055,001	14,387,641
Unappropriated Ending Fund Balance	19,442,436	8,950,812	5,800,000
Total Requirements	\$36,172,091	\$39,197,822	\$30,278,896

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM						
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount	FTE
Year 2000 Plan	20,541,872	0	21,766,002	0	14,158,064	0
West Side	15,630,219	0	17,431,820	0	16,120,832	0
Total Requirements & FTE	\$36,172,091	0	\$39,197,822	0	\$30,278,896	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING
 The Year 2000 Plan has two projects budgeted, the design and construction of half-street improvements from Canyon Creek Rd South from Boeckman to Vlahos, as well as a project for Old Town Half Street Improvements from Bailey to 5th. The West Side District has three projects budgeted, Boeckman Road Bridge Repair, Villebois Park Promenade, and Villebois Park Piazza.

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1, 2012	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$38,617,000	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
Total	\$38,617,000	\$0

- [2012 Annual Report](#)
- [2012 Community Survey](#)
- [News, Events, & Meetings](#)
- [Job Opportunities](#)
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- ▶ [Public Hearing Notices](#)**
- [Road Construction Updates](#)
- [BeautyandtheBridge.com](#)
- [Economic Development Strategy](#)
- [Memorial Park Parking Lot](#)
- [TSP Update](#)
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To be alerted to future Public Hearing Notices by e-mail, please sign up for [eNews](#) and choose the Public Hearing Notices category.

BUDGET COMMITTEE MEETINGS

None at this time.

CITY COUNCIL

June 3, 2013
Notice of Budget Hearing

A public meeting of the City of Wilsonville City Council will be held at 7:00 p.m. at the City of Wilsonville City Hall, 29799 SW Town Center Loop East. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the City of Wilsonville Budget Committee. A summary of the budget can be seen [here](#). A copy of the budget may be inspected or obtained at City Hall between the hours of 8:00 a.m. and 5:00 p.m. A copy of the complete proposed budget document is available on the City's web page [here](#). This budget is for an annual budget period. The budget was prepared on a basis of accounting that is the same as used the preceding year. Questions regarding the budget should be directed to Joanne Ossanna, Finance Director, at 503-682-1011 or via email at ossanna@ci.wilsonville.or.us.

Any person may attend the hearings and provide oral or written comments to the City Council on the proposed budget. Written comments may be submitted to the City Recorder via email at king@ci.wilsonville.or.us or via U.S. Mail to 29799 SW Town Center Loop East, Wilsonville, OR 97070.

June 3, 2013
[Transportation System Plan \(TSP\) & related Development Code Amendments.](#) Public hearings regarding adoption of the 2013 Wilsonville Transportation System Plan and related Comprehensive Plan, and for the TSP-related Development Code amendments.

Planning Commission hearings on these matters are scheduled for May 8, 2013.

June 17, 2013
[Active Adults at the Grove Apartments.](#) Proposal for a 4-story, 112 unit apartment building for occupants 55 years or older. This apartment building will be located in the middle of the Terrene Apartments Complex in Brenchley Estates North.

This matter is scheduled for a DRB Panel B public hearing on May 30, 2013.

DEVELOPMENT REVIEW BOARD PANEL A

Monday, May 13, 2013

[Fox Center Townhomes.](#) Request for Site and Design approvals (architectural and site landscaping) for 15 townhome units. Visit <http://www.ci.wilsonville.or.us/Index.aspx?page=1033> for more information about the Fox Center Townhomes.

URBAN RENEWAL AGENCY

June 3, 2013

Notice of Budget Hearing

A public meeting of the City of Wilsonville Urban Renewal Agency will be held at 7:00 p.m. at the City of Wilsonville City Hall, 29799 SW Town Center Loop East. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2013 as approved by the City of Wilsonville Urban Renewal Budget Committee. A summary of the budget can be seen [here](#). A copy of the budget may be inspected or obtained at City Hall between the hours of 8:00 a.m. and 5:00 p.m. A copy of the City's complete proposed budget document is available on the City's web page [here](#), with the Urban Renewal Agency's budget beginning on page 231. This budget is for an annual budget period. The budget was prepared on a basis of accounting that is the same as used the preceding year. Questions regarding the budget should be directed to Joanne Ossanna, Finance Director, at 503-682-1011 or via email at ossanna@ci.wilsonville.or.us.

Any person may attend the hearings and provide oral or written comments to the Urban Renewal Agency on the proposed budget. Written comments may be submitted to the City Recorder via email at king@ci.wilsonville.or.us or via U.S. Mail to 29799 SW Town Center Loop East, Wilsonville, OR 97070.

Free viewers are required for some of the attached documents.

They can be downloaded by clicking on the icons below.



Last updated: 5/21/2013 4:34:28 PM

<http://www.ci.wilsonville.or.us/index.aspx?page=359>[5/21/2013 4:41:35 PM]

RESOLUTION NO. 2420

A RESOLUTION OF THE CITY OF WILSONVILLE ADOPTING THE BUDGET, MAKING APPROPRIATIONS, DECLARING THE AD VALOREM TAX LEVY, AND CLASSIFYING THE LEVY AS PROVIDED BY ORS 310.060(2) FOR FISCAL YEAR 2013-14.

WHEREAS, in accordance with ORS 294.426 the Wilsonville Budget Committee met on April 29, 2013 and May 2, 2013 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2013-14; and,

WHEREAS, the Budget Committee deliberated on the proposed budget and on May 2, 2013 approved the budget with no amendments; and,

WHEREAS, on May 22, 2013 a summary of the budget, as required by ORS 294.438, was duly published in the Wilsonville Spokesman, a newspaper of general circulation in the City; and,

WHEREAS, in accordance with ORS 294.456 the Wilsonville City Council duly held a public hearing on June 3, 2013 where all interested persons were afforded an opportunity to appear and be heard with respect to the approved budget for the fiscal year beginning July 1, 2013.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Council adopts the budget for FY 2013-14 in the total amount of \$129,493,876.
2. Of the total adopted budget of \$129,493,876, the City appropriates \$122,047,157 for the fiscal year beginning July 1, 2013 as shown in Attachment A – Schedule of Appropriations. The difference of \$7,446,719 is not appropriated and is not available for expenditure during the year.
3. The City of Wilsonville City Council hereby imposes the taxes provided for in the Adopted Budget at the rate of \$2.5206 per \$1,000 of assessed value for general operations; and in the amount of \$340,000 for general obligation bonds; and that these taxes are hereby imposed and categorized for the tax year 2012-13 upon the assessed value of all taxable property in the City.

General Government Limit

General Fund	\$2.5206 / \$1,000
--------------	--------------------

Excluded from Limit

General Obligation Debt Fund	\$340,000
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4. In compliance with Governmental Accounting Standards Board (GASB) Pronouncement Number 54, the City Council hereby makes the following commitments for Fiscal Year 2013-14:

- a. For all funds, the unappropriated ending fund balance is the difference between the fund's resources and the appropriations noted in Attachment A.
 - b. Authority to classify portions of ending fund balance as assigned is hereby granted to the City Council, City Manager and the Finance Director.
 - c. City Council considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Council will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.
5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regularly scheduled meeting thereof this 3rd day of June, 2013 and filed with the City Recorder this date.


TIM KNAPP, Mayor

ATTEST:


Sandra C. King, MMC, City Recorder

SUMMARY of Votes:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Fitzgerald	Yes
Councilor Goddard	Yes
Councilor Stevens	Yes

General Fund

Administration	\$ 1,274,065	
Finance	1,250,665	
Information Services	618,220	
Geographical Information Services	232,370	
Legal	505,240	
Human Resources and Risk Management	586,802	
Public Works Administration	443,836	
Building Maintenance	827,465	
Parks Maintenance	1,097,733	
Parks and Recreation	591,497	
Senior Programs	492,350	
Library	1,633,430	
Law Enforcement	3,894,956	
Municipal court	217,915	
Transfers to Other Funds	1,194,100	
Contingency	8,882,960	
Total Fund Appropriations	23,743,604	\$23,743,604

Community Development Fund

CD Administration	\$ 750,770	
Engineering	1,290,406	
Building	740,059	
Planning	1,001,670	
Natural Resources/Stormwater Management	135,605	
Finance	15,600	
Transfers to Other Funds	490,100	
Contingency	3,705,907	
Total Fund Appropriations	8,130,117	\$8,130,117

Transit Fund

Transit	\$ 5,530,475	
Finance	6,360	
Human Resources	2,060	
Road Operating	22,625	
Transfers to Other Funds	485,410	
Contingency	1,272,369	
Total Fund Appropriations	7,319,299	\$7,319,299

<u>Road Operating Fund</u>		
Road Operating	\$	796,162
Human Resources		414
Transfers to Other Funds		463,260
Contingency		644,565
Total Fund Appropriations		\$1,904,401

<u>Road Maintenance Regulatory Fund</u>		
Finance	\$	500
Transfers to Other Funds		670,000
Contingency		444,595
Total Fund Appropriations		\$1,115,095

<u>Water Operating Fund</u>		
Water Distributions and Sales	\$	1,223,249
Water Treatment		2,451,771
Finance		88,735
Human Resources		414
Debt Service		1,879,000
Transfers to Other Funds		1,199,420
Contingency		3,846,999
Total Fund Appropriations		\$10,689,588

<u>Sewer Operating Fund</u>		
Sewer Collection	\$	685,005
Sewer Treatment		1,865,765
Sewer Pretreatment		120,831
Finance		83,340
Debt Service		3,586,000
Transfers to Other Funds		3,627,580
Contingency		6,980,612
Total Fund Appropriations		\$16,949,133

<u>Street Lighting Operating Fund</u>		
Street Lighting	\$	304,574
Transfers to Other Funds		58,240
Contingency		855,295
Total Fund Appropriations		\$1,218,109

Stormwater Fund

Natural Resources/Stormwater Management	\$	188,919	
Stormwater Maintenance		523,265	
Finance		33,640	
Human Resources		202	
Transfers to Other Funds		1,106,085	
Contingency		<u>142,380</u>	
Total Fund Appropriations			\$1,994,491

Fleet Service Fund

Fleet	\$	1,344,014	
Human Resources		717	
Transfers to Other Funds		2,100	
Contingency		<u>988,567</u>	
Total Fund Appropriations			\$2,335,398

Debt Service Fund

Debt Service	\$	<u>368,500</u>	
Total Fund Appropriations			\$368,500

Water Capital Projects Fund

Water Capital Projects	\$	4,120,750	
Transfers to Other Funds		554,490	
Contingency		<u>156,259</u>	
Total Fund Appropriations			\$4,831,499

Sewer Capital Projects Fund

Sewer Capital Projects	\$	12,418,000	
Transfers to Other Funds		866,160	
Contingency		<u>1,413,593</u>	
Total Fund Appropriations			\$14,697,753

Streets Capital Projects Fund

Streets Capital Projects	\$	1,961,184	
Transfers to Other Funds		295,342	
Contingency		<u>171,033</u>	
Total Fund Appropriations			\$2,427,559

Stormwater Capital Projects Fund

Stormwater Capital Projects	\$ 863,582	
Transfers to Other Funds	138,630	
Contingency	<u>10,354</u>	
Total Fund Appropriations		\$1,012,566

Building Capital Projects Fund

Building Capital Projects	\$ 550,500	
Transfers to Other Funds	60	
Contingency	<u>180,229</u>	
Total Fund Appropriations		\$730,789

Parks Capital Projects Fund

Parks Capital Projects	\$ 2,016,170	
Transfers to Other Funds	239,228	
Contingency	<u>62,872</u>	
Total Fund Appropriations		\$2,318,270

Water Development Charges

Finance	\$ 6,600	
Transfers to Other Funds	2,819,120	
Contingency	<u>115,585</u>	
Total Fund Appropriations		\$2,941,305

Sewer Development Charges

Finance	\$ 6,700	
Transfers to Other Funds	2,168,080	
Contingency	<u>4,674,460</u>	
Total Fund Appropriations		\$6,849,240

Streets Development Charges

Finance	\$ 6,700	
Transfers to Other Funds	950,176	
Contingency	<u>3,739,639</u>	
Total Fund Appropriations		\$4,696,515

Stormwater Development Charges

Finance	\$ 1,400	
Transfers to Other Funds	141,226	
Contingency	<u>1,325,355</u>	
Total Fund Appropriations		\$1,467,981

Parks Development Charges

Finance	\$	5,200	
Transfers to Other Funds		1,444,958	
Contingency		<u>2,855,787</u>	
Total Fund Appropriations			\$4,305,945
Total City Appropriations - All Funds			<u>\$122,047,157</u>

RESOLUTION NO. 2421

A RESOLUTION DECLARING THE CITY'S ELIGIBILITY TO RECEIVE STATE SHARED REVENUES.

WHEREAS, ORS 221.760 provides as follows:

Section 1. The officer responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police protection;
- (2) Fire protection;
- (3) Street construction, maintenance and lighting;
- (4) Sanitary sewer;
- (5) Storm sewers;
- (6) Planning, zoning and subdivision control;
- (7) One or more utility services; and

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760.


NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. That the Wilsonville City Council hereby declares that the City directly provides all of the municipal services enumerated above, save and except the provision of the City's fire protection which is through Tualatin Valley Fire & Rescue.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof
this 3th day of June, 2013 and filed with the Wilsonville City Recorder this date.


TIM KNAPP, MAYOR

ATTEST:


Sandra C. King, MMC, City Recorder

SUMMARY of Votes:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Fitzgerald	Yes
Councilor Goddard	Yes
Councilor Stevens	Yes

RESOLUTION NO. 2422

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUES.

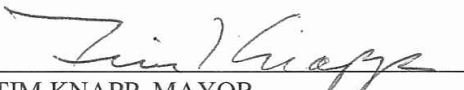
WHEREAS, the Budget Committee has reviewed and approved the proposed use of State Shared Revenues; and

WHEREAS, a public hearing has been held before the Budget Committee on April 29, 2013 to discuss possible uses of the funds and before the City Council on June 3, 2013 to obtain public input as to the proposed uses of State Shared Revenues.

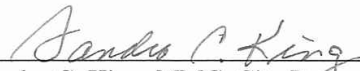
NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. Pursuant to ORS 221.770 the City of Wilsonville hereby elects to receive state revenues for the fiscal year 2013-14.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 3th day of June, 2013 and filed with the Wilsonville City Recorder this same date.


TIM KNAPP, MAYOR

ATTEST:


Sandra C. King, MMC, City Recorder

SUMMARY of Votes:

Mayor Knapp	Yes
Council President Starr	Yes
Councilor Fitzgerald	Yes
Councilor Goddard	Yes
Councilor Stevens	Yes

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE

URA RESOLUTION NO. 231

A RESOLUTION OF THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE ADOPTING THE BUDGET, MAKING APPROPRIATIONS, AND DECLARING THE INTENT TO COLLECT TAX INCREMENT FOR FISCAL YEAR 2013-14.

WHEREAS, in accordance with ORS 294.426 the Wilsonville Urban Renewal Agency Budget Committee met on April 29, 2013 and May 2, 2013 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2013-14; and,

WHEREAS, the Budget Committee deliberated on the proposed budget, and on May 2, 2013 approved the budget with no amendments and approved the full amount of the division of tax for the West Side District and set the incremental assessed value for the Year 2000 Plan District to \$303,000,000; thus, limiting tax collections in that district to approximately \$4,200,000 in accordance with ORS 457.455(1); and,

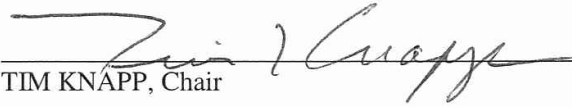
WHEREAS, on May 22, 2013 a summary of the budget, as required by ORS 294.438, was duly published in the Wilsonville Spokesman, a newspaper of general circulation in the City; and,

WHEREAS, in accordance with ORS 294.456 the Wilsonville Urban Renewal Agency duly held a public hearing on June 3, 2013 where all interested persons were afforded an opportunity to appear and be heard with respect to the approved budget for Fiscal Year beginning July 1, 2013.

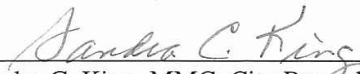
NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Wilsonville Urban Renewal Agency Board adopts the budget for FY 2013-14 in the total amount of \$30,278,896.
2. Of the total adopted budget of \$30,278,896, the Agency appropriates \$19,741,065 for the fiscal year beginning July 1, 2013 as shown in Attachment A – Schedule of Appropriations. The difference of \$10,537,831 is not appropriated and is not available for expenditure during the fiscal year.
3. The Wilsonville Urban Renewal Agency certifies to the Clackamas and Washington County Assessors the Agency’s intention as follows:
 - a. To collect 100% of the “Division of Taxes” portion from the West Side District.
 - b. To set the incremental assessed value in the Year 2000 Plan District to \$303,000,000, which will generate approximately \$4,200,000 in taxes.
4. In compliance with Governmental Accounting Standards Board (GASB) Pronouncement Number 54, the Urban Renewal Board hereby establishes the following for Fiscal Year 2013-14.
 - a. For all funds, the unappropriated ending fund balance is the difference between the fund’s resources and the appropriations noted in Attachment A.
 - b. Authority to classify portions of ending fund balance as Assigned is hereby granted to the City Council, City Manager and the Finance Director.
 - c. The Urban Renewal Agency Board considers the spending of the restricted classification of fund balance on purposes for which such funds can be used to occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Board will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.
5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville Urban Renewal Agency at a regularly scheduled meeting thereof this 3th day of June, 2013 and filed with the City Recorder this date.


TIM KNAPP, Chair

ATTEST:


Sandra C. King, MMC, City Recorder

SUMMARY of Votes:

Chair Tim Knapp	Yes
Board Member Starr	Yes
Board Member Fitzgerald	Yes
Board Member Goddard	Yes
Board Member Stevens	Yes

Attachment A – Schedule of Appropriations

<u>Year 2000 Plan Area -Debt Service Fund</u>		
Debt Service	3,075,000	
Total Fund Appropriations		\$3,075,000

<u>Year 2000 Plan Area - Capital Projects Fund</u>		
Material and Services	537,455	
Capital Outlay	775,000	
Contingency	997,061	
Total Fund Appropriations		\$2,309,516

<u>Year 2000 Plan Area - Program Income Fund</u>		
Material and Services	93,250	
Capital Outlay	932,500	
Contingency	1,869,164	
Total Fund Appropriations		\$2,894,914

<u>West Side - Debt Service Fund</u>		
Debt Service	2,857,200	
Total Fund Appropriations		\$2,857,200

<u>West Side - Capital Projects Fund</u>		
Material and Services	1,197,134	
Capital Outlay	623,716	
Contingency	\$ 6,783,585	
Total Fund Appropriations		\$8,604,435

		\$19,741,065
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Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

To assessor(s) of Clackamas and Washington County

FORM LB-50 2013-2014

Check here if this is an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The City of Wilsonville has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of Clackamas and Washington County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

<u>29799 SW Town Center Lp E</u>	<u>Wilsonville</u>	<u>OR</u>	<u>97070</u>	<u>7/1/13</u>
<small>Mailing Address of District</small>	<small>City</small>	<small>State</small>	<small>ZIP code</small>	<small>Date</small>
<u>Joanne Ossanna</u>	<u>Finance Director</u>	<u>503-570-1511</u>	<u>ossanna@ci.wilsonville.or.us</u>	
<small>Contact Person</small>	<small>Title</small>	<small>Daytime Telephone</small>	<small>Contact Person E-Mail</small>	

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TOTAL PROPERTY TAX LEVY

		Subject to General Government Limits		
		Rate -or- Dollar Amount		
1. Rate per \$1,000 or Total dollar amount levied (within permanent rate limit)	1	\$2.5206 rate		
2. Local option operating tax	2	\$0		
3. Local option capital project tax	3	\$0		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
4. Levy for pension and disability obligations	4	\$0		
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.			\$340,000
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.			\$0
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.			\$340,000

PART II: RATE LIMIT CERTIFICATION

6. Permanent rate limit in dollars and cents per \$1,000	6	\$2.5206
7. Election date when your new district received voter approval for your permanent rate limit	7	n/a
8. Estimated permanent rate limit for newly merged/consolidated district	8	n/a

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
n/a				

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES

Description	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1 n/a		
2		

If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

The authority for putting these assessments on the roll is ORS _____ (Must be completed if you have an entry in Part IV)

Check here if this is an amended form.

• Submit two (2) copies to county assessor by July 15.

Notification

City of Wilsonville Urban Renewal Agency (Agency name) authorizes its 2013 - 14 ad valorem tax increment amounts by plan area for the tax roll of Clackamas and Washington Counties (County name).
 Joanne Ossanna (Contact person) 503-570-1511 (Telephone number) 7/1/13 (Date submitted)
 29799 SW Town Center Lp E, Wilsonville, OR 97070 (Agency's mailing address) ossanna@ci.wilsonville.or.us (Contact person's e-mail address)

Part 1: Option One Plans (Reduced Rate). [ORS 457.435(2)(a)]

Plan Area Name	Increment Value to Use*	100% from Division of Tax	Special Levy Amount**
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Part 2: Option Three Plans (Standard Rate). [ORS 457.435(2)(c)]

Plan Area Name	Increment Value to Use***	100% from Division of Tax***	Special Levy Amount****
	\$ OR		
	\$ OR		
	\$ OR		

Part 3: Other Standard Rate Plans. [ORS 457.010(4)(b)]

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Part 4: Other Reduced Rate Plans [ORS 457.010(4)(a)]

Plan Area Name	Increment Value to Use*	100% from Division of Tax*	
Year 2000 Plan	\$ 303,000,000 OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
West Side Plan	\$ OR <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	
	\$ OR <input type="checkbox"/> Yes	<input type="checkbox"/> Yes	

Notice to Assessor of Permanent Increase in Frozen Value. Effective 2013-2014, permanently increase frozen value to:

Plan Area Name	New frozen value
	\$
	\$

*All Plans except Option Three: Enter amount of Increment Value to Use that is less than 100 percent or check "Yes" to receive 100 percent of division of tax. Do NOT enter an amount of "Increment Value to Use" AND check "Yes."

**If an Option One plan enters a Special Levy Amount, you MUST check "Yes" and NOT enter an amount of "Increment to Use."

***Option Three plans enter EITHER an amount of "Increment Value to Use" to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the "Amount from Division of Tax" stated in the ordinance, NOT both.

****If an Option Three plan requests both an amount of "Increment Value to Use" that will raise less than the amount of division of tax stated in the 1998 ordinance and a "Special Levy Amount," the "Special Levy Amount" cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Authority.