

City of Wilsonville,
Oregon

Adopted
BUDGET

FY 2015-16



City of Wilsonville, Oregon

FY 2015-16

Quick Facts and Locator Page

	City			More information on these pages
	Operating	SDC & Capital Projects	Urban Renewal Agency	
Where The Money Comes From:				
Property taxes	\$ 6,348,196	\$ -	\$ 8,572,466	73, 265-66
Other governments	4,119,532	2,163,200	-	75-84, 189
Charges for services	20,936,771	-	-	75-85
Bond sales	-	-	7,000,000	250
System Development Charges	-	8,050,458	-	85
All other revenues	10,471,374	213,208	166,100	75-84, 283
Carryover/beginning balance	42,474,216	18,577,419	11,393,511	35-37, 283-284
Total Resources	\$ 84,350,089	\$ 29,004,285	\$ 27,132,077	
Where The Money Goes:				
Personnel services	\$ 15,220,293	\$ -	\$ -	91-185
Materials and services	18,684,527	38,150	2,050,925	91-185
Capital - equipment	1,007,364	-	-	91-185
Capital - projects	-	13,970,223	3,122,187	187-246, 272, 282
Debt service	5,833,843	-	7,190,384	247-253, 269, 276
Ending fund balance	38,285,007	20,314,967	14,768,581	35, 256, 283
Total Requirements	\$ 79,031,034	\$ 34,323,340	\$ 27,132,077	
Net transfers in (out) of funds	\$ 5,319,055	\$ (5,319,055)	\$ -	
Other Facts:				
Staffing (full time equivalent)	157.2			89
Debt outstanding (est June 2015)	\$ 45,135,000		\$ 32,225,000	248, 269, 276
Assessed value (FYE 2015)	\$ 2,373,221,179		\$ 599,176,337	72-73, 265
Tax rate (per \$1000)				
General operations	\$ 2.5206			72-73
Bonded debt (estimate)	\$ 0.1342			72-73
Bond rating - General obligation	Aa2	Moody's		
Bond rating - Limited Tax GO	AA+	Standard & Poor's		
Bond rating - Revenue debt	Aa3	Moody's		
Definitions and Explanations:				
Accounting funds				34
City Boards and Commissions				285
5-Year Forecast 2014-19				289
Fiscal Management Policies				333
Account Dictionary by Budget Line Item				347
Glossary of Terms				357
Legal Forms				365



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Wilsonville
Oregon**

For the Fiscal Year Beginning

July 1, 2014

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, 2014. 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 2015-16

Budget Committee	Term Expires
Lonnie Gieber	Dec. 2017
Tony Holt	Dec. 2016
Andrew Karr	Dec. 2015
Alan Steiger	Dec. 2017
Wendy Veliz	Dec. 2015
Tim Knapp, Mayor	Dec. 2016
Scott Starr, Council President	Dec. 2018
Julie Fitzgerald, Councilor	Dec. 2016
Charlotte Lehan, Councilor	Dec. 2018
Susie Stevens, Councilor	Dec. 2016

City Manager
Bryan Cosgrove

Finance Director
Susan Cole

Assistant Finance Director
Cathy Rodocker

City of Wilsonville
29799 SW Town Center Loop East
Wilsonville, Oregon 97070
503.682.1011
www.ci.wilsonville.or.us

City of Wilsonville

2015-16 Adopted Budget

Table of Contents

Budget Message	8
Budget Committee & City Council Changes.....	15
Reader's Guide	17
History of Wilsonville.....	17
City Timeline.....	18
City Statistics	19
Budget Process	22
Budget Assumptions.....	26
Trends & Analysis	27
City Council Goals.....	31
Organization Chart	32
Fund Summaries	33
Fund Descriptions.....	34
Summary of Resources and Requirements.....	35
Budget Summary - All City Funds Combined	35
Summary of City Funds	36
Summary of System Development Charges (SDCs)	38
Program Budget Matrix	39
Summary of Funds.....	45
General Fund	46
Community Development Fund	47
Building Inspection Fund.....	48
Transit Fund	49
911 State Shared Revenue Fund	50
Road Operating Fund	51
Road Maintenance Fund	52
Water Operating Fund	53
Sewer Operating Fund	54
Street Lighting Fund	55
Stormwater Operating Fund	56
Fleet Services Fund.....	57
General Obligation Debt Service Fund	58
Water Capital Projects Fund	59
Sewer Capital Projects Fund	60
Streets Capital Projects Fund	61
Stormwater Capital Projects Fund	62
Building Capital Projects Fund	63
Parks Capital Projects Fund	64
Water Development Charges Fund	65
Sewer Development Charges Fund	66
Streets Development Charges Fund	67
Stormwater Development Charges Fund	68
Parks Development Charges Fund	69

PROGRAM REVENUES..... 71

Summary of Program Revenues 71

Property Tax Summary 72

General Fund Revenues..... 75

Summary of General Fund Revenues 76

Summary of Special Revenue Funds..... 78

Community Development Fund 78

Building Inspection Fund 79

Transit Fund 80

Road Operating Fund..... 81

Road Maintenance Regulatory Fund 81

Summary of Enterprise Fund Revenues 82

Water Operating Fund..... 82

Sewer Operating Fund 82

Street Lighting Fund 83

Stormwater Fund..... 83

Fleet Service Fund 84

Summary of System Development Charges 85

PROGRAM EXPENDITURES..... 87

Program Budget Organization 87

Summary of Employment Trends 88

Ratio of FTE to Population 88

Comparison of Personnel Changes..... 89

Expenditure Summaries 91

Policy & Administration 92

 Administration 92

 Finance 96

 Information Systems..... 100

 Geographic Information Systems..... 104

 Legal..... 108

 Human Resources/Risk Management..... 110

Community Development 114

 Administration 114

 Engineering..... 116

 Building Inspections..... 118

 Planning 122

 Natural Resources/Stormwater Management 126

Public Works..... 130

 Administration 130

 Facilities 132

 Roads 136

 Street Lighting..... 138

 Water Distribution 140

 Water Treatment Plant 144

 Industrial Pretreatment 148

 Wastewater Treatment Plant..... 152

 Wastewater Collection..... 154

Table of Contents, Continued

Stormwater Maintenance.....	158
Parks & Recreation	162
General Services	162
Parks Maintenance	166
Library Services	168
Library.....	168
Transportation.....	172
SMART Transit.....	172
Fleet.....	176
Public Safety	180
Law Enforcement	180
Municipal Court	184
CAPITAL PROJECTS.....	187
Capital Project Explanation	187
Impact of Capital Projects	188
Summary of Resources/Appropriations	189
Water.....	190
Sewer.....	200
Planning.....	208
Streets	212
Streetscape.....	222
Stormwater.....	226
Transit.....	232
Building.....	234
Parks	238
DEBT AND OTHER.....	247
Debt Service Overview	247
Long-Term Debt & Limitations.....	248
Overlapping Debt	249
Debt to Real Market Value	249
Debt per Capita	250
Future Debt Plans.....	250
General Obligation Debt.....	251
Full Faith and Credit Obligations - Revenue Supported.....	252
Assigned Balances - Designations/Definitions.....	254
Assigned Balances	255
Ending Fund Balances.....	256
URBAN RENEWAL.....	257
Quick Facts Page.....	258
Budget Committee and Key Officials	259
Budget Message	260
Budget Committee and Board Changes.....	261
Map of Districts	262
Urban Renewal Overview	264
Mission Statement	264
How Urban Renewal Works.....	264
Governance	264

Agency District Management	264
Assessed Value Information	264
Property Tax Information	266
Urban Renewal Tax Rates	266
Tax Increment Financing (TIF) Zones	267
Year 2000 Plan	268
Description	268
Assessed Value and Taxes	268
Plan History of Debt Issuance & Maximum Indebtedness	269
Debt Service Fund	270
Debt Outstanding	271
Capital Projects Fund	272
History of Projects	273
Program Income Fund	274
West Side District	275
Description	275
Assessed Value and Taxes	275
History of Debt Issuance & Maximum Indebtedness	276
Debt Service Fund	277
Long-term Debt	278
History of Projects	280
Capital Projects Fund	281
Summary of Urban Renewal Funds	282
Budget Summary: All Urban Renewal Funds Combined History	283
APPENDIX	285
Boards And Commissions	285
5-Year Financial Forecast	289
Comprehensive Financial Management Policies	333
Chart of Accounts	347
Compensation Plans	354
Glossary	357
Budget Committee Meeting Notices	366
Notice of City Council Budget Hearing and Financial Summary	370
Notice of Urban Renewal Agency Budget Hearing and Financial Summary	372
Resolutions	374
Notices of Property Tax and Certification of Intent to Impose Taxes	389



May 14, 2015

Dear Budget Committee Members,

I am pleased to present the City of Wilsonville's annual budget for Fiscal Year 2015-16.

The City of Wilsonville is in a strong financial position and strategically poised for continued growth. The City weathered the recession and now is looking to expand services in key areas to keep up with the community's demand for services. This proposed budget proposes to add four new, full-time personnel, to re-organize and re-classify staff to better meet demands, and to supplement staff work and encourage career development by proposing three interns. The City continues to plan for the future, by engaging citizens and coordinating with neighboring cities on planning for the Frog Pond (which includes the Advance Road urban reserve), Coffee Creek, and Basalt Creek areas.

Additionally, the City maintains an ambitious capital program and will continue working on key transportation projects, including the Barber Street bridge and road extension, the Kinsman Road south extension, the Tooze Road project, and the Old Town Escape. Community amenities such as Parks and the Library will benefit from improvements, remodels, and repair, as the Library prepares to invest a \$1 million grant from the Library District of Clackamas County to make building improvements, and the Parks Department plans to replace playground equipment, stabilize trails, improve water features, and continues to advance the Recreation and Aquatics Center project. The utilities are investing heavily in rehabilitation and major maintenance. The Water utility plans to upgrade wells and replace meters, valves and hydrants. The Sewer utility plans to relocate the Memorial Park pump station, repair outfalls to the Willamette River, and embark upon the first phase of the Coffee Creek interceptor. The Stormwater utility plans to begin an ambitious capital program to upgrade systems in Charbonneau, to replace pipes throughout the city, and to repair and expand stormwater outfalls along the Willamette River.

This proposed budget furthers the City Council priorities and goals of:

- Quality Education
- Fiscal Discipline
- Environmental Stewardship
- Clear Vision and Community Design
- Thoughtful Land Use
- Well Maintained Infrastructure
- Community Amenities and Recreation
- Welcoming, Engaged and Satisfied Residents
- Multi-modal Transportation Network
- Safe, Healthy and Aesthetically Pleasing Community
- Economic Development
- Regional Awareness and Influence

The City's FY2015-16 Proposed Budget totals \$137.7 million, all funds combined, including reserves and contingencies. Spending occurs from appropriated amounts for personnel, materials and services, capital outlay, debt service and interfund transfers, which total \$79.1 million. Contingencies and set-asides for future use total \$52.8 million, and unappropriated funds, which total \$5.8 million, remain in each fund's fund balance and are set aside for working capital, debt reserves and future needs according to the City's Comprehensive Financial Management Policies.

For the upcoming year, salaries and wages are assumed at same level as fiscal year end 2014-15. This is due to ongoing labor negotiations at the time the budget was developed.

The budget is organized into operating and capital funds, and is further categorized into Program Areas, the latter being the organizational component where city services are recorded.

Overviews of revenues, specific budget details for departments, capital project lists, outstanding debt and the City's financial policies can be found within this budget document. The budget document contains tabbed sections for easy reference. The highest level of information can be found in the Fund Summaries section of this document, where fund resources and requirements are aggregated by object classification (e.g. personnel services, materials and services, capital outlay) and offer easy comparison from year to year. More detailed information can be found in the Program Expenditure section of this document, which contains details on the proposed budgets for program areas within each department.

The following discussion focuses on select City funds and program areas, highlighting proposals for FY 2015-16.

General Fund

The General Fund accounts for resources devoted to services most commonly associated with local government, including Police, Parks and Recreation, Library, Municipal Court, Administration and Public Works - Facilities. The FY 2015-16 Proposed Budget for the General Fund, including reserves and contingencies, is \$33.7 million, an increase of \$5.2 million over the FY 2014-15 Adopted Budget of \$28.5 million. The majority of the increase is due to the proposal to loan funds from the General Fund to the Urban Renewal Agency and to the Stormwater Capital Fund, as explained below. The operating portion of the General Fund is proposed to be \$15 million in FY 2015-16, an increase of \$630,000 when comparing to the General Fund operating budget of FY 2014-15.

Personnel

Two of four proposed new full-time personnel are within the General Fund:

- The first addition proposed is a new Police Sergeant, to be added to the Law Enforcement contract with Clackamas County. This new Sergeant will add capacity to the supervision of officers and allow workload to be distributed more appropriately. This addition is included in the Law Enforcement Program Expenditure section of the budget.
- The second proposed addition to full-time personnel is a Utility Worker in Public Works – Facilities Maintenance. This addition is partially offset by a reduction in seasonal labor, and will aid in the maintenance of the Park and Recreation Building, the Sofia Park restrooms, and help perform Occupational Safety and Health Administration (OSHA) testing of electrical equipment. This addition is included in the Public Works – Facilities Program Expenditure section of the budget.

The Library is proposing a re-organizational shift of employees, reclassifying positions to create a new Library Services Manager, a new Program Librarian, and a new Outreach Librarian. Other changes include creating lead positions and reference librarians. These changes will not impact the total number of full-time equivalent positions employed by the Library, and while the Library is able to partially absorb the cost of these changes, additional funding is proposed from the General Fund. These changes are included in the Library Program Expenditure section of the budget.

Another change to personnel includes the Parks and Recreation Department proposing to increase a fitness specialist from 90% full-time to 100% full-time. This addition to the full-time equivalent count is fully funded within the resources of Parks and Recreation. This addition will enable an expansion to fitness classes, in response to community demand.

Information Services is proposing to re-classify an Information System Assistant II to a System Analyst position. This reclassification will enable more efficient project management of complex information technology projects. This proposal is included in the Information Systems Program Expenditure section of the budget.

Human Resources (HR) is proposing to add one Intern for six months that will be shared with Lake Oswego. Lake Oswego will reimburse Wilsonville for one-half of the expenditures. This internship is in response to encouragement by the Emerging Local Government Leaders Network, to develop and mentor those interested in pursuing public service as their career. This addition is included in the Human Resources/Risk Management Program Expenditure section of the budget.

Major Grants

In FY 2015-16, the City will be receiving a grant for the Metro Solid Waste Community Enhancement Program. This grant and the activities it funds are proposed to be budgeted in Parks and Recreation. This grant is made available to the City because a garbage-transfer station is located within City limits – Willamette Resources, Inc. The grant is intended to fund various community improvement and environmental-type projects. This addition is included in the Parks & Recreation Program Expenditure section of the budget.

Reorganization

Parks and Recreation is proposing to re-organize in FY 2015-16, folding two Program Areas together, thereby decreasing from three Program Areas to two. The Senior Programs Program Area from FY 2014-15 has been combined with the General Services Program Area in FY 2015-16. This reorganization is anticipated to streamline operations, allowing for seamless and efficient use of staff and resources to serve the public.

Strategic Plans

The City of Wilsonville is anticipated to experience growth for a number of years to come, as the areas of Villebois, Frog Pond, Coffee Creek and Basalt Creek are developed. To meet the community's demand for service and ensure the efficient deployment of resources as the City grows, the City is proposing to complete two strategic plans – one for Information Systems (IS) and one for Parks and Recreation. The strategic plan proposed for IS will evaluate the City's current use of technology, and evaluate how the City can enhance the use of technological tools to serve the public in a more effective and efficient way. The Strategic Plan for Parks and Recreation will evaluate programming against community demands and future trends so the department can remain proactive in designing programs to serve the public.

Professional Services

Proposed for FY 2015-16 are Professional Services to perform in-depth studies of technical and complex information. One such study is proposed to review the Community Development Fund to ensure it is recovering costs. This study will be split between the Finance Department and the Community Development Department.

The City Manager's office is proposing to engage professional and technical expertise to prepare for a possible ballot initiative for a Recreation and Aquatics Center.

To ensure that the City is compliant with the credit card industry's security standards, IS is proposing to engage professional services to audit the City's effort, which is anticipated to result with recommendations on updates and modifications to ensure continued compliance.

Other Proposed Additions

Highlights of other proposed additions to the FY 2015-16 include:

- Two-year funding to implement a document management software system in the City Recorder's office;
- One-time funding to develop and implement a City-wide way-finding plan;
- One-time funding to continue planning efforts in the areas of Frog Pond, Coffee Creek and Basalt Creek;
- One-time funding to purchase a new, Ford F-450 truck for Public Works' and Parks' functions;
- One-time funding to remodel the Community Center, continue efforts to connect fiber across the City, and to centralize building control systems.

Fund Balance and Resources

The proposed expenditures from General Fund for FY 2015-16 are balanced to the available resources.

External revenues to the General Fund, not including transfers from other funds, are increasing by about \$626,000 in FY 2015-16 when compared to FY 2014-15. Property taxes, which make up nearly 50% of external revenues, are estimated to increase approximately \$403,000, or 7%, in FY 2015-16 when compared to the amount budgeted in FY 2014-15. This increase reflects the steady 3% increase in assessed valuation allowed under the State constitution, as well as additions to assessed value due to new construction. Intergovernmental revenue is increasing approximately \$200,000 in FY 2015-16 when compared to the amount budgeted in FY 2014-15, due to increases in shared revenue from the State for alcoholic beverage tax and the cigarette tax, and from Clackamas County for the City's Library. Offsetting these increases includes a dip in revenues from fines for the Municipal Court, and lower estimates for interest earnings.

Internal revenues are transfers to the General Fund from other funds for services provided and management and oversight. For example, the Finance Department, housed in the General Fund, provides utility billing for Water and Sewer, so these utilities transfer funding from their respective funds to the General Fund for this service. Additionally, the functions of Human Resources, Accounting, Payroll, the City Manager and City Council reside in the General Fund, and so other funds transfer in resources to cover their portion of these activities. Transfers from other funds to the General Fund are increasing about 5.6%, or \$151,000, when compared to the budget FY 2014-15. This is mainly due to the capital program ramping up and requiring more services for accounting, budgeting and oversight.

The General Fund's fund balance is also being utilized to fund proposals for FY 2015-16. Fund balance can be viewed as a savings account, where funds are set aside for specific purposes, and also as a contingency to allow flexibility for future opportunities or unforeseen circumstances. The use of fund balance is treated as a one-time occurrence, and is not seen as an on-going source of funding. For FY 2015-16, just under \$1 million in General Fund fund balance is proposed to be used to fund one-time items. Many of these items have been planned for, and funding has been specifically set aside in prior years. These items include: The document management software system, planning in the Coffee Creek area, park play structures, building remodeling and repairs, and fiber connectivity. Other one-time items funded by fund balance in FY 2015-16 include planning for Frog Pond and Basalt Creek, upgrading water features, stabilizing trails, improving streetscapes, professional services and strategic plans.

The General Fund's estimated ending fund balance for FY 2015-16 is approximately \$11.5 million. The City Council has set a policy that the General Fund's fund balance should be maintained at 15% of operating expenditures, in addition to restricted balances for the Public, Education, and Government fees, and so at no time should the General Fund's fund balance dip below these aggregated amounts, estimated to be \$2.3 million in FY 2015-16. In FY 2015-16, approximately \$6.56 million of the estimated ending fund balance is proposed to be set-aside for future use, and is detailed in the budget document beginning on page 254.

The General Fund's fund balance will also be used to provide financing to other City funds and the Urban Renewal Agency. The FY 2015-16 Proposed Budget includes a \$2 million five-year loan from the General Fund to the Stormwater Capital Fund, for that fund's Capital Improvement Program (CIP), as previously discussed during Council Work Sessions that focused on the Stormwater Master Plan and rate review. Further, a \$35,000 six-month loan is proposed from the General Fund to the General Obligation Debt fund so that the final payment can be made, which is due prior to the receipt of all the annual taxes. Lastly, the Proposed Budget includes an overnight loan of \$4 million from the General Fund to the Urban Renewal Agency, \$2 million to each district, for capital projects. The overnight loans will be paid back from the tax increment received by each district.

Once all the uses and designations have been accounted for, the General Fund is anticipated to have an unassigned ending fund balance of approximately \$2.6 million at the end of FY 2015-16.

Community Development Fund

The Community Development (CD) Fund accounts for services devoted to envisioning, planning and building our community. Housed within this fund are CD Administration, Planning, Engineering, Stormwater and Natural Resource Management, and Urban Renewal Administration. The FY 2015-16 Proposed Budget for the CD Fund, including reserves and contingencies, is \$5.4 million.

Personnel

Engineering is proposing to add a part-time, seasonal intern, to support the integration of the Geographic Information System (GIS) and Auto/Cad program. This addition is included in the Engineering Program Expenditure section of the budget.

Professional Services

Proposed for FY 2015-16 are Professional Services to perform an in-depth review of the CD Fund to ensure it is recovering appropriate costs from the categories of services it provides. The CD Department provides services to the public and the Urban Renewal Agency, and internally to the City. This study will ensure the proper structures are in place so that each category of service covers its costs. This study will be split between the Finance Department and the Community Development Department.

Additionally, Natural Resources/Stormwater Management is proposing to engage professional services to address the National Pollution Discharge permit compliance.

Fund Balance and Resources

The CD Fund is utilizing the fund balance in FY 2015-16, as recurring resources are not keeping up with recurring expenses. This is the primary reason for the proposed professional services mentioned above. The picture is improving when comparing the FY 2014-15 Adopted Budget to the FY 2015-16 Proposed Budget, as the use of fund balance declines. The FY 2014-15 Adopted Budget utilized \$471,000 of the CD fund balance to fund operations, whereas the FY 2015-16 Proposed Budget is estimated to use \$351,000 in fund balance. The decline in fund balance usage is due to projected revenues in FY 2015-16 exceeding proposed expenditures by \$120,000, not including any fee adjustments. The Charges for Services revenue category and Transfers revenue category are projected to be higher in FY 2015-16 than FY 2014-15, reflecting more capital work for the Urban Renewal Agency and for the City.

The ending fund balance proposed for FY 2015-16 is \$1.8 million. Of this amount, \$625,000 is reserved to meet the financial policy of reserving 20% of operating expenditures.

Transit Fund

The Transit Fund accounts for the activities of Wilsonville's transit system – South Metro Area Regional Transit (SMART). SMART's operations are mainly funded by a 0.5% tax on payroll. The FY 2015-16 Proposed Budget for SMART, including reserves and contingencies, is \$8.1 million.

The Transit Fund continues to be competitive in the receipt of grants from both federal and state sources. These grants are a great benefit to the agency and the public. Grant funding has enabled SMART to provide both in-town and out-of-town Dial-A-Ride services, to work with employers and residents to reduce single occupancy vehicle trips, and to purchase buses. The grants do require a local funding match, and specialized expertise to administer them.

Personnel

The third of four proposed new full-time personnel is within the Transit Fund:

- A full-time grant administrator is proposed for FY 2015-16. Grant administration has been provided by a consultant in the past, but due to the on-going nature of grant accounting, the complexity of the work, and the need to work closely with other staff, the work is better suited to a regular City employee. This additional position in Transit is fully absorbed within current resources. This proposal is included in the SMART Program Expenditure section of the budget.

Major Grants

- SMART is anticipated to receive two operating grants in FY 2015-16, one to provide outreach to train older adults and those with disabilities on independently using transit to meet travel needs, and one to partially fund work on the Transit Master Plan. Capital grants are also anticipated, to fund a new bus, to implement on-vehicle technology to enhance traveler information, and to purchase compressed natural gas fueling equipment. More details are provided in the SMART Program Expenditure section of the budget.

Road Maintenance Fund

The Road Maintenance Fund accounts for revenues generated by a monthly road maintenance fee included on the utility bills, and provides funding for maintaining the pavement condition throughout the city. The FY 2015-16 Proposed Budget for this fund, including reserves and contingencies, is \$1.4 million.

Professional Services

Proposed for FY 2015-16 are professional services to aid staff in the evaluation of the Road Maintenance Fee, to ensure that it is set at the appropriate level to recover costs of maintaining the City's pavement condition. This fee was last changed in 2002.

Street Lighting

The Street Lighting Fund records revenues and costs associated with operating and maintaining the City's streetlights. Revenues are generated by a monthly fee included on utility bills. The FY 2015-16 Proposed Budget is \$1.3 million, including reserves and contingencies.

The City has embarked upon an evaluation to possibly convert streetlights to light-emitting diode (LED) bulbs. While LED bulbs are more energy efficient, the variation of fixtures and the City's relationship with Portland General Electric to provide maintenance means the conversion plan must be carefully crafted and timed.

Stormwater Operating and Capital Funds

The Stormwater Operating Fund collects monthly stormwater charges that cover stormwater system maintenance expenses. The Stormwater Capital Fund receives transfers from the Stormwater Operating Fund and Stormwater System Development Charges, as well as debt proceeds when necessary.

As previously discussed in Council Work Sessions, major stormwater improvements are needed throughout the City over the next several years, particularly in the Charbonneau neighborhood. The Stormwater utility recently completed a Master Plan outlining the necessary improvements, and the City Council approved rate increases in order to pay for the improvements. However, the magnitude of the capital program is not able to be funded on a pay-as-you go basis, and so the Stormwater Capital Fund will be receiving a \$2 million, five-year loan from the General Fund.

Personnel

The fourth of four proposed new full-time personnel is within the Stormwater Fund:

- An Engineer is proposed to be added half-way through the fiscal year to the Natural Resources/Stormwater Management Program Area of CD, but funded entirely by Stormwater. This position will be dedicated to stormwater capital projects, as discussed during Council Work Sessions that focused on the Stormwater Master Plan and rate review. This addition is included in the Community Development – Natural Resources/Stormwater Management Program Expenditure section of the budget.

As a result of these needed improvements, the Stormwater Operating Fund is proposed to increase \$981,000, or 69%, from the FY 2014-15 budget to the FY 2015-16 Proposed Budget, from \$1.42 million to \$2.40 million, including reserves and contingencies. This increase reflects the recently adopted rate increase, provides funding for the Engineer position, provides funding to cover necessary debt service for the capital program, and provides for the necessary fund set-asides of restoring the fund balance to the required 20% operating contingency and creating a debt reserve. More information is included in the Program Expenditure section of the budget, in the sections of Community Development – Natural Resources/Stormwater Management and Public Works – Stormwater Maintenance.

The Stormwater Capital Fund is also increasing when comparing the FY 2014-15 Adopted Budget to the FY 2015-16 Proposed Budget, from \$445,000 to \$2.51 million. This increase is to begin implementing the capital projects outlined in the Stormwater Master Plan, particularly improvements in the Charbonneau area. Just under 50% of the FY 2015-16 proposed capital improvements for Stormwater will be targeted to the Charbonneau area. More information can be found in the Capital Projects section of the budget.

General Obligation Debt Service Fund

Lastly, the City is scheduled to pay off the General Obligation Debt that voters approved in 2000 to expand the Library. The last payment is due prior to January 1, 2016. The tax rate estimated for FY 2015-16 is \$0.1342 per \$1,000 of assessed value. Because not all of the annual property taxes will be received by the debt service payment date, a \$35,000 loan for six months will be received from the General Fund.

Conclusion

The FY 2015-16 Proposed Budget provides the framework for implementing and focusing on the goals, objectives, and performance areas established by the City Council for the coming year, as well as remaining fiscally sustainable. This budget addresses challenges presented by a growing community and aging infrastructure, managing resources in the most efficient manner. Reflective of the overarching vision set forth in the Council Goals, this budget provides resources to maintain high-quality core services to residents and businesses while focusing on fiscal responsibility, priorities, and results.

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.

I would like to personally thank each member of the Budget Committee, for your thoughtful analysis of the budgetary issues facing the City. It is with your help that the City will continue to maintain a good financial position while working through the challenges the City faces.

In closing, I would like to thank the Finance team members including Susan Cole, Cathy Rodocker, Keith Katko, Vania Heberlein, Katie Cook and Kourtnei Kersey for their assistance in preparing this budget document. And, lastly, thank you to my entire management team for working together in a collaborative manner to present a balanced budget that achieves City Council goals and continues to provide high levels of service to our residents, businesses and visitors alike.

Sincerely,



Bryan Cosgrove

Budget Officer and City Manager

Budget Committee Changes from Proposed to Approved Budget

The annual budget for FY 2015-16 was approved by the Budget Committee with two amendments: increasing the General Fund operating appropriations by \$15,000 directed toward helping community members in need and decreasing General Fund contingency by a like amount; and decreasing the Water Fund operating appropriations by \$13,688 by removing membership for the Regional Water Consortium and increasing Water Fund operating contingency by a like amount.

City Council Changes from Approved to Adopted Budget

The approved annual budget for FY 2015-16 was adopted by City Council.

WILSONVILLE

POWERED
BY PURPOSE





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 1968. 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	2005 Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.
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.	2006 Murase Plaza opens with water feature and new park with rolling hills, unique play structures and restrooms. New City Hall opened.
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.	2008 Tim Knapp elected Mayor. Local voters approved the creation of a county library district.
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.	2009 WES Commuter Rail begins operations.
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.	2011 Fred Meyer's 210,000 square foot shopping center opens.
1980 Wilsonville adopts it's 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.	2012 Oregon Institute of Technology opens its Wilsonville campus in a previously vacant office building.
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.	2014 Wastewater Treatment Plant upgrade and expansion is completed.
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.	2015 Substantial work is underway on the Basalt Creek Concept Plan and Frog Pond Area Plan. Both include major developments inside City limits and in surrounding areas.

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>From US Census:</u>	<u>2000</u>	<u>2010</u>
Incorporated	1968			
Area in square miles	7.4	Population	13,991	19,509
Government	Council/Mgr	Adult education level:		
Registered voters	10,606	High school or higher	93%	89%
Voted in November 2014	71%	Bachelor's degree or higher	38%	38%
		Race:		
Population (July 2014)	21,980	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%
2014 (zillow.com)	\$336,200	Age and Gender:		
2015 (zillow.com)	\$369,900	0 to 19 years	27%	24%
Assessed values (November 2014):		20 to 44 years	39%	39%
Residential	46%	45 to 64 years	20%	24%
Multi-family	13%	65 years and over	14%	13%
Commercial	16%	Median age (years)	35	36
Industrial	25%	Male	6,796	9,084
		Female	7,195	10,425
Residential	\$1,377 mil.	Income - Households:		
Multi-family	\$368 mil.	Less than \$25,000	18%	20%
Commercial	\$471 mil.	\$25,000 to \$49,999	29%	26%
Industrial	\$753 mil.	\$50,000 to \$74,999	20%	17%
Local businesses:		\$75,000 to \$99,999	15%	15%
Licenses issued (12/2014)	972	\$100,000 or more	18%	22%
Employees (est.)	16,755	Households:		
Annual payroll (est.)	\$880 mil.	Total Households	5,937	8,405
		with individuals <18 yrs	32%	28%
		with individuals >64 yrs	23%	25%
		Average household size	2.34	2.31

Sources: U.S. Census Bureau, Census 2000 & 2010 / Portland State University Population Research Center

About Wilsonville

City Statistics - Services

Description	Base Year 2010	Year 2014	% Change	Source
Culture and recreation:				
Libraries	1	1	0%	City Library
Parks/open space acreage	201	215	7%	Parks Department
Parks	11	12	9%	Parks Department
Picnic shelters	9	10	11%	Parks Department
Water features	3	4	33%	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	10	11%	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	67	24%	Business license
City utilities:				
Water:				
Production capacity	10 mgd	15 mgd	0%	Public Works
Peak capacity demand	6 mgd	9 mgd	50%	Public Works
Storage capacity	10.2 mg	10 mg	0%	Public Works
Number of reservoirs	4	4	0%	Public Works
Miles of water pipeline	83	107	29%	Public Works
Customers	4,731	5,457	15%	Utility Billing
Wastewater:				
Treatment design capacity	2.25 mgd	4 mgd	4%	Public Works
Average daily treatment	2.0 mgd	2.1 mgd	5%	Public Works
Miles of sewer pipeline	72	76	6%	Public Works
Biosolids, tons/day	1.0	1.2	20%	Public Works
Lift Stations	8	8	0%	Public Works
Stormwater:				
Average rainfall, inches	42	42	-1%	www.countrystudies.us
Miles of storm sewers	65	67	3%	Public Works
Stormwater catch basins	1,823	1,862	2%	Public Works
Manholes	1,723	1,731	0%	Public Works
Detention Ponds	10	10	0%	Public Works
Street lights:				
Number of lights	2,206	2,379	8%	Public Works
Number of streetlight poles	2,050	2,214	8%	Public Works
Public Safety:				
Police calls	5,803	6,886	19%	Clackamas Co Sheriff
Citations issued	3,470	2,294	-34%	Municipal Court
Number of sworn officers	17	18	6%	Clackamas Co Sheriff
Fire stations	2	2	0%	Fire District

City Statistics - Services

Description	Base Year 2010	Year 2014	% Change	Source
Public Transportation:				
City operated:				
Fixed routes (daily)	7	9	29%	City Transit
Demand based trips (annually)	17,703	21,276	20%	City Transit
Number of riders (annually)	306,721	365,902	19%	City Transit
Miles driven (annually)	667,161	680,037	2%	City Transit
Other transit systems:				
City of Canby - local trips (daily)	8	0	-100%	City Transit
City of Salem - local trips (daily)	8	8	0%	City Transit
TriMet - local bus trips (daily)	35	36	3%	City Transit
TriMet - rail stations	1	1	0%	City Transit
TriMet - rail passengers (annually)	304,800	500,676	64%	City Transit
Streets:				
Lane miles of paved	65	73	12%	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	7,775	-3%	Public Works
Signs	N/A	4,300	N/A	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	79	-63%	Building Dept.
Commercial, value	\$19 mil	\$9 mil	-53%	Building Dept.
Residential, units	40	57	43%	Building Dept.
Residential, value	\$7 mil	\$11 mil	57%	Building Dept.

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

The Budget Process

The City Budget Calendar

October 2014 through January 2015

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

January 2015

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

February 2015

- 5-Year forecast presented to Budget Committee
- Internal meetings on departmental budget requests
- Balance operating and capital improvement needs for operating funds
- Computation of indirect costs and interfund transfers

March 2015

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

April 2015

- Proposed Budget printed and delivered to Budget Committee members
- Advertise notice of Budget Committee public hearings, one time between 5 and 30 days prior to meeting
- Post notice of Budget Committee public hearings on City website

May 2015

- City Manager presents budget message at opening meeting of Budget Committee, public testimony received
- Budget Committee continuation meetings, committee deliberates, discusses changes and approves the budget and specifies tax levies
- Advertise notice of state shared revenues
- Advertise budget adoption public hearing
- Publish legal forms summarizing approved budget

June 2015

- 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 of each year.

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.

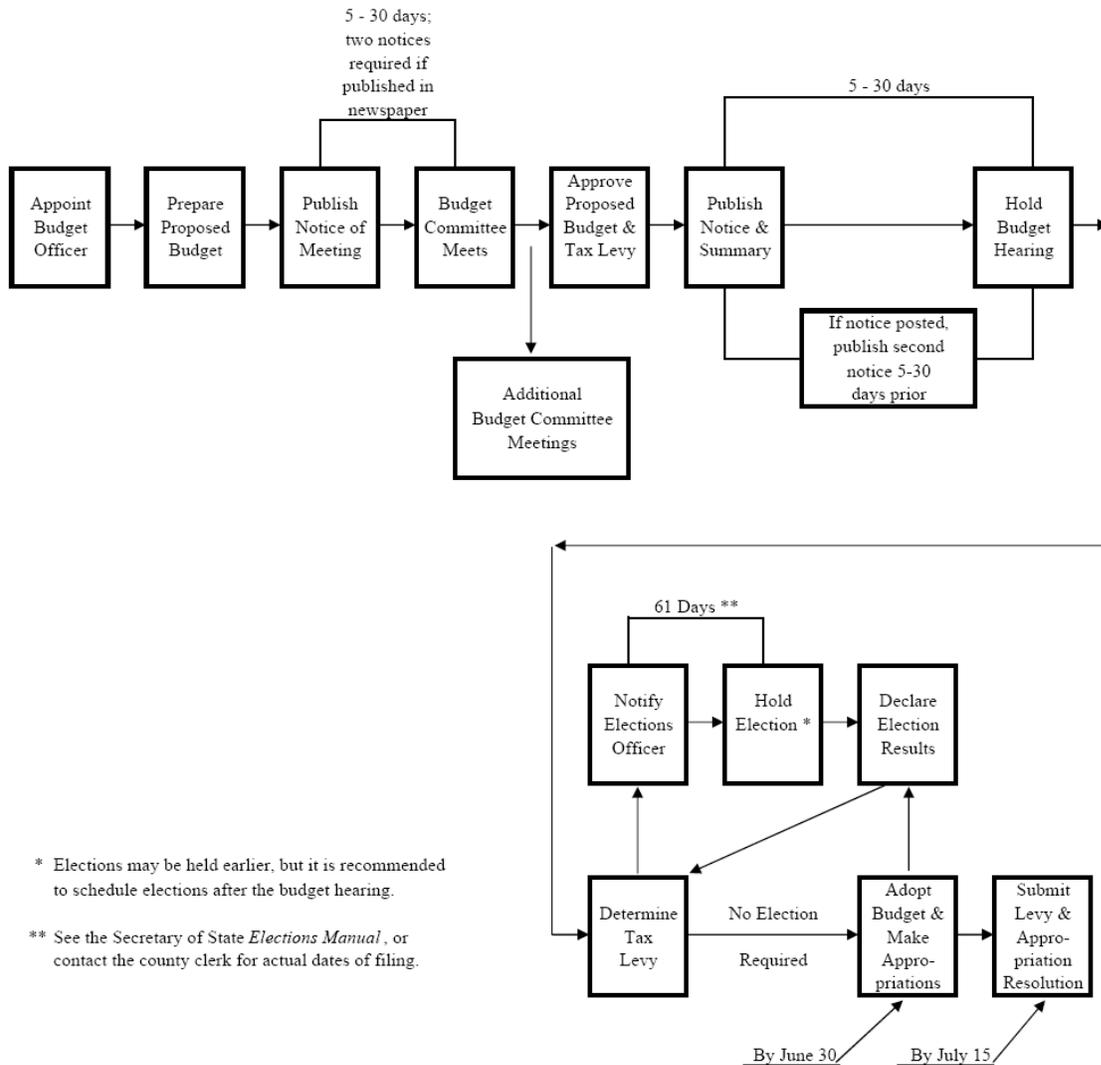
Proprietary funds use a similar modified accrual basis except that revenues are budgeted when earned and compensated absences are accrued as an expense. Budget reporting in proprietary fund annual audited statements use the modified accrual basis.

The Budget Process

Budget Amendments

The adopted budget may be amended by budget transfers (ORS 294.463) or supplemental (ORS 294.471 to 294.473). Generally, transfers consist of moving appropriations within a fund from one major appropriation category to another. Supplemental adjustments typically involve increasing the total appropriation level (as well as the resources). Certain supplemental adjustments require publication of the proposed adjustments in a paper of general circulation within the community and posting on the city website. 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

Five columns of data are provided in the proposed document: two prior years of actual, current fiscal year budget as amended by transfers and supplemental adjustments, current year estimated actual and amounts 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 294.414). 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 at one time specified 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). However, in 2006, a new law passed authorizing counties with a population greater than 500,000 to require each taxing jurisdiction within the county to submit certain summarized, financial information. Because a portion of Wilsonville is within Washington County, the City submits the required, summarized financial information. A majority of Wilsonville lies within Clackamas County, which has a population less than 500,000, so no submission is required.

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 2015-16 budget:

City Council Members

Tim Knapp, Mayor
Scott Starr, Council President
Julie Fitzgerald, Councilor
Charlotte Lehan, Councilor
Susie Stevens, Councilor

Citizen Members

Lonnie Gieber
Tony Holt
Andrew Karr
Alan Steiger
Wendy Veliz

The Budget Process

Budget Assumptions for FY 2015-16

The following assumptions were used in the development of the FY 2015-16 Proposed Budget.

Personnel Services:

The City has three classifications of employees: 1) Non-represented employees; 2) Wilsonville Municipal Employee Association (WilMEA) employees, covering general service non-exempt employees; and 3) Service Employees International Union employees (SEIU), covering most transit and fleet employees.

Wages:

- Labor negotiations were underway as the FY 2015-16 Proposed Budget was developed. Therefore, wages and salaries for all employees remain at the FY 2014-15 levels.

Benefits:

- Health insurance premiums are budgeted to increase 10% over FY 2014-15 levels.
- Non-represented: Employees pay 10% of premium cost effective since 01/01/14
- WilMEA: Employees pay 10% of premium cost effective since 01/01/14
- SEIU: Employees pay 10% of premium cost effective 01/01/15
- Public Employees Retirement (PERS) employer share at 16.59% (Tier 1 & 2) or 10.55% (OPSRP), plus 6% employee pick up. Employees hired on or after August 29, 2003 are part of OPSRP, unless membership was previously established by PERS.
- Non-represented 401a contribution is set at 3%.

Material and Services:

- The Proposed Budget includes inflationary increases of 1% when compared to the FY 2014-15 Budget. Materials and Services that increased more than this inflationary increase are explained in the Program Expenditure section of this document.
- Utility expense budgeted based on usage trends, additional properties, and anticipated rate increases. The increase to utility budgets range from 3% to 6%.
- Proposed additions included in the Proposed Budget are explained in the explanation of variances for each program, in the Program Expenditures section of this budget book.

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 and cost estimates to put the asset into operation.

Debt Service:

- No new City debt issuance.
- Existing debt payments based on amortization schedules as detailed.

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's systems based on the computers and related equipment used by a department.
- Allocations are net of direct costs, dedicated program revenues, and amounts determined to be core to the General Fund.
- Allocations are presented visually in the Program Budget Matrix displayed in the Fund Summaries section of the budget document.

Primary Revenue Sources:

- Property tax revenues for the General Fund are estimated to increase approximately 7% over the amount budgeted in FY 2014-15. This increase is based on the legally allowed 3% growth in assessed value, upon which property taxes are based, as well as new construction added to the tax roll.
- Tax rate for general obligation debt estimated at \$.1342. It will be paid off in FY 15-16.
- Building permits are based on developer construction plans as communicated to staff.
- Water rate increase of 2.25% effective 01/01/16.
- Sewer rates last increased 01/01/14 with no additional increases budgeted.
- Stormwater rate increase from \$5.25, per month, per equivalent dwelling unit(EDU), to \$6.95 monthly per EDU effective April, 2015, to \$8.65 monthly per EDU effective January, 2016.
- Transit tax wage base growth of 1%.
- 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 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, or in the case of the Stormwater Operating Fund, available ending fund balance.

Balanced Budget:

A balanced budget is a basic constraint intended to ensure that the City does not spend beyond its resources, and is required by the Oregon Revised Statutes. The FY 2015-16 Proposed Budget balances recurring operating expenditures to recurring operating revenues. Non-recurring and one-time expenditures are funded from anticipated one-time resources, or resources carried over from the prior year.

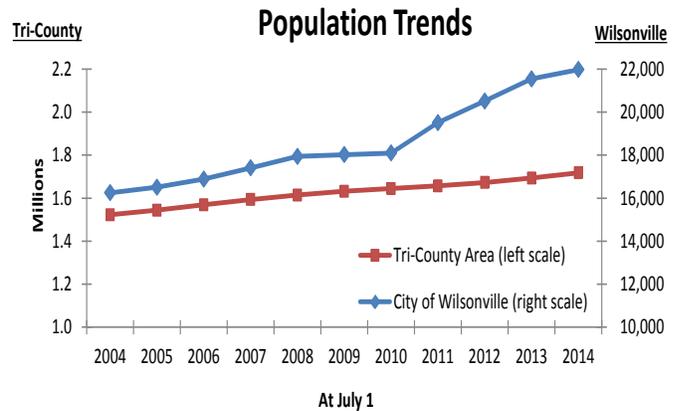
Trends and Analysis

Population

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

Over the past ten years, city growth has averaged approximately 3% per year, with accelerated growth between 2011-13 as the Villebois planned community developed. As the graph indicates, the City is growing at a faster pace than the Portland metropolitan area which has grown approximately 1% per year over the last ten years. The increase in 2011 represents Census results from 2010.

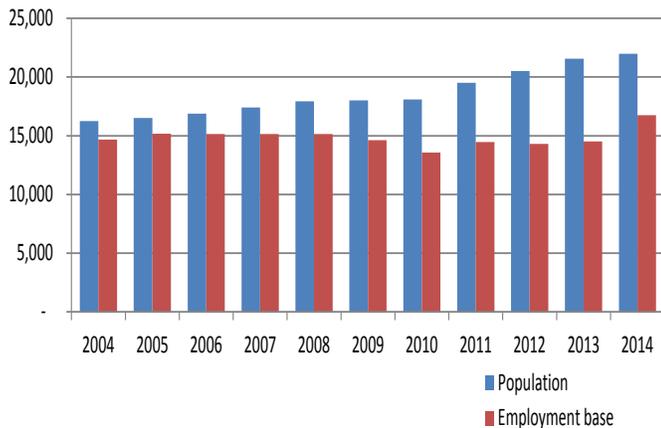
The Tri-County area (Clackamas, Multnomah and Washington Counties) is the major metropolitan area for the state. Within the metropolitan area is an area known as the Urban Growth Boundary. New housing and commercial development is to occur within this planned area. Wilsonville is at the south edge of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



Wilsonville Population and Local Employment

The graph to the left 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.

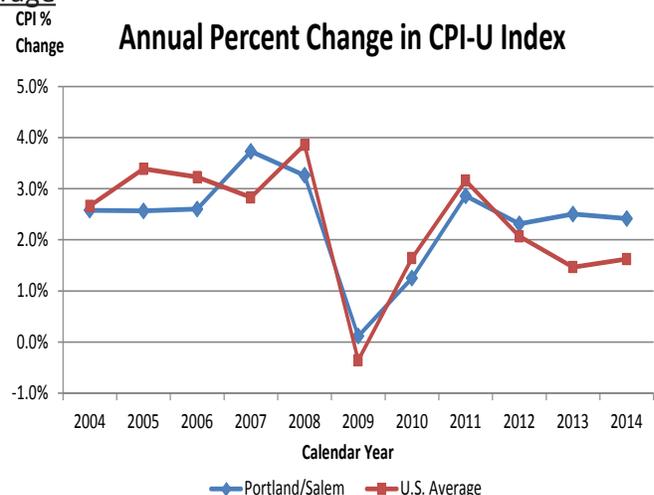
Population and Local Work Force



Consumer Price Index

Consumer Price Index, Portland/Salem vs National Average

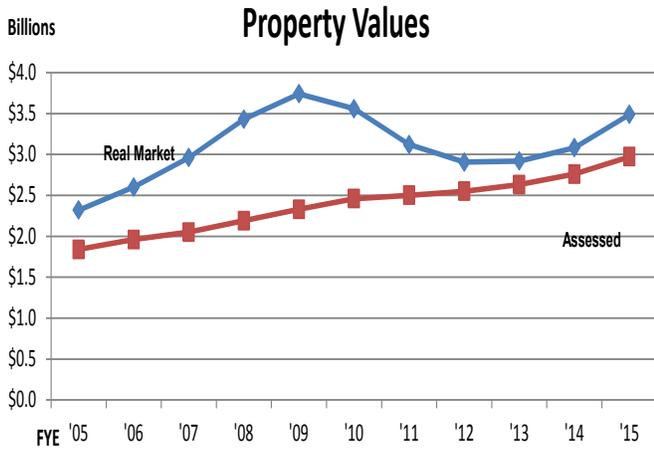
The chart to the right compares the percent change in the Portland/Salem Area Consumer Price Index to the national average. Both indices represent all urban items on a calendar year basis. For the last eight years, the Portland area has maintained the national average, and in recent years has exceeded it.



Trends and Analysis

Property Taxes

Property Tax Values – Real Market vs Assessed

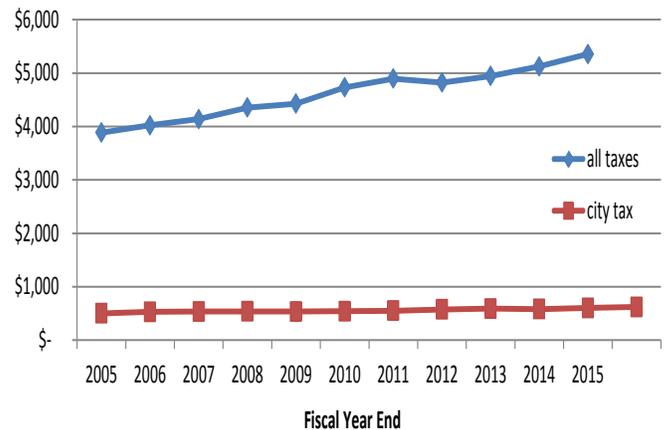


Real market value reflects the estimated value if the property were to be sold as determined by Clackamas County. Assessed value is a measure of the taxable value of real, personal and utility property in the City. Assessed values mirrored real market values through 1997, when voters approved a roll-back in assessed values and a limitation on future assessed value increases. During the Great Recession, real market values fell significantly, but in aggregate not below assessed values. For Fiscal Year 2015 assessed values are approximately 85% of real market.

Tax Bill Growth Comparisons

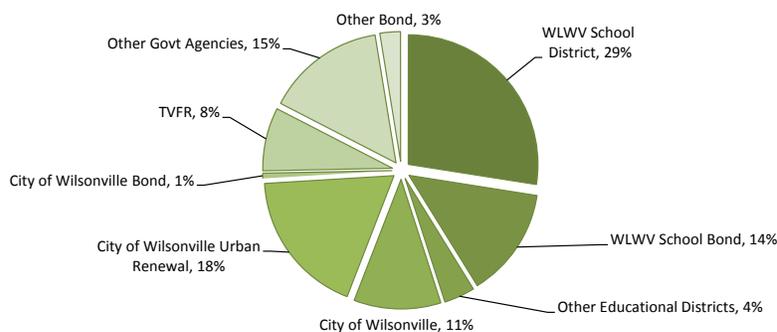
The graph at right is representative of a typical home in Wilsonville. The city share of total taxes is relatively small and constant. Other taxing entities include schools, county, fire district, and voter approved bonds. The total increase in taxes is due in part to the 3% growth allowed by law and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

Tax Bill History, City Portion and Total Taxes



The chart shows the breakout of the approximate share of property taxes that are paid to each overlapping jurisdiction. The City's 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 2014-15

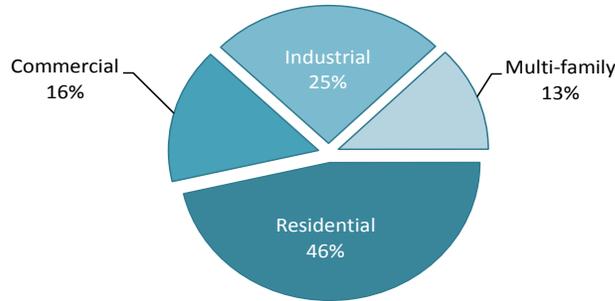


Trends and Analysis

Property Type Tax Burden

Reflective of a vibrant business community the graph shows that 41% of our taxes come from the commercial and industrial sectors. The ratios by property class have remained fairly consistent over the past ten years.

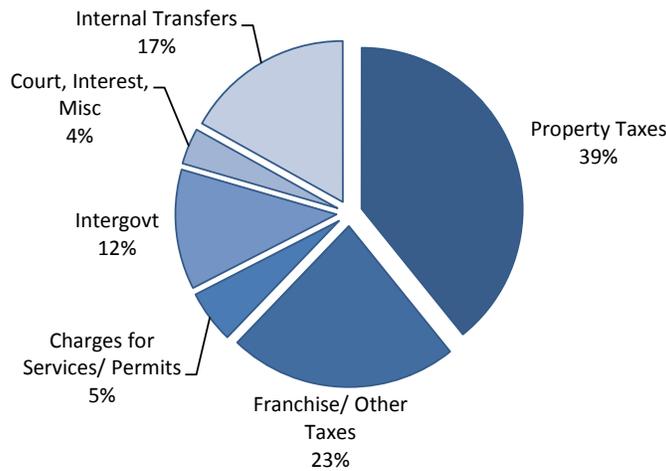
City Taxes 2015 - by Property Class



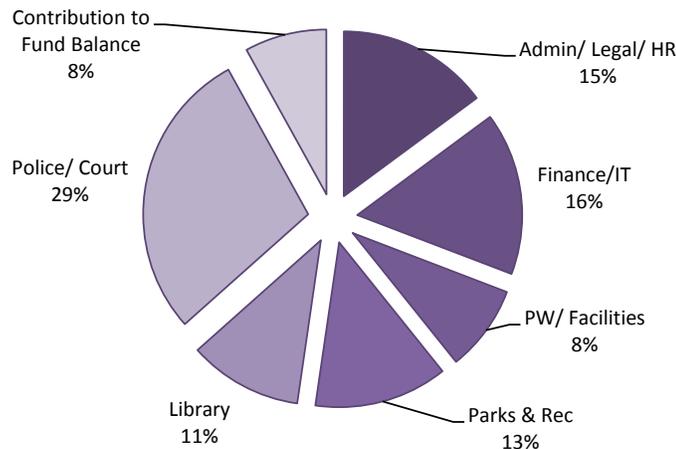
Property taxes are recorded in the City's General Fund, where they combine with other revenues to fund important city services. Property taxes make up approximately 39% of total General Fund resources.

The charts below display the percent share of resources that make up of the General Fund, and how those resources are used.

General Fund Sources, FY 2013-14



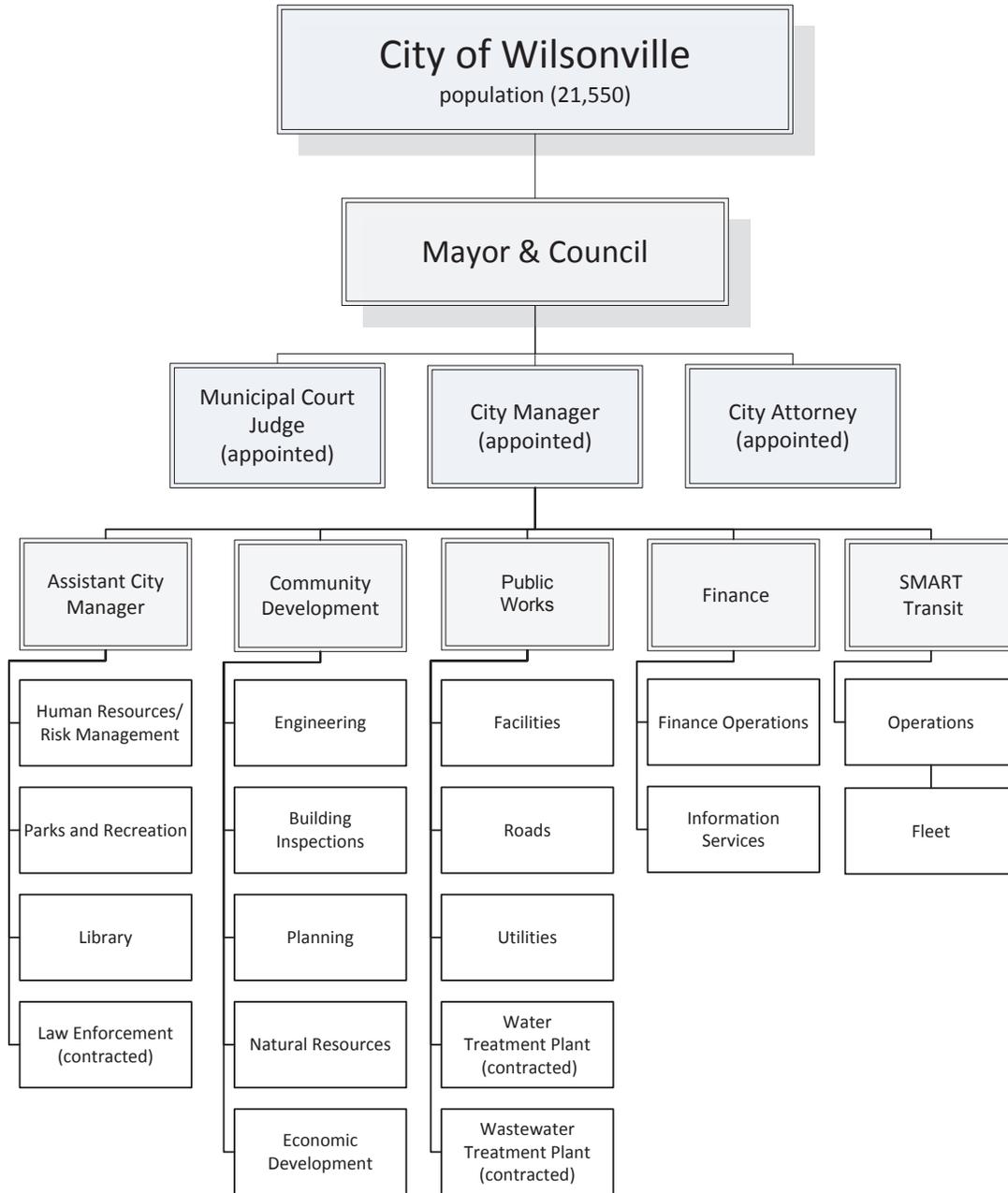
General Fund Uses, FY 2013-14



Key Performance Areas and Council Goals 2015-17

- *Quality Education*
- *Fiscal Discipline*
- *Environmental Stewardship*
- *Clear Vision and Community Design*
- *Thoughtful Land Use*
- *Well Maintained Infrastructure*
- *Community Amenities and Recreation*
- *Welcoming, Engaged and Satisfied Residents*
- *Multi-Modal Transportation Network*
- *Safe, Healthy and Aesthetically Pleasing Community*
- *Economic Development*
- *Regional Awareness and Influence*

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
- **Building Inspections** – Dedicated to the administration and enforcement of building codes
- **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.

BUDGET SUMMARY - ALL CITY FUNDS COMBINED						
	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Property taxes	\$ 5,486,502	\$ 5,753,398	\$ 5,986,000	\$ 6,348,196	\$ 6,348,196	\$ 6,348,196
Other taxes	4,233,254	4,615,219	4,774,000	4,826,000	4,826,000	4,826,000
Licenses, franchise fees & permits	4,999,535	5,226,906	5,062,781	4,983,885	4,983,885	4,983,885
Other governments	10,468,215	4,040,465	6,350,192	6,282,732	6,282,732	6,282,732
Charges for services	17,722,073	19,390,847	19,383,430	20,936,771	20,936,771	20,936,771
System development fees	5,656,959	7,535,714	8,415,169	8,050,458	8,050,458	8,050,458
Interest earnings	374,630	378,165	453,325	317,972	317,972	317,972
Miscellaneous	1,079,778	1,716,773	509,797	556,725	556,725	556,725
Interfund transfers	13,768,111	17,860,550	20,803,038	24,384,462	24,384,462	24,384,462
Beginning fund balance	77,952,674	65,594,142	53,718,530	61,051,635	61,051,635	61,051,635
Total Resources	141,741,731	132,112,179	125,456,262	137,738,836	137,738,836	137,738,836
REQUIREMENTS						
Personnel services	12,881,338	13,502,030	14,850,240	15,220,293	15,220,293	15,220,293
Materials & services	15,037,598	17,251,200	18,521,802	18,721,365	18,722,677	18,722,677
Capital outlay	29,613,721	15,902,576	14,749,202	14,977,587	14,977,587	14,977,587
Debt service	4,846,821	5,823,198	5,843,400	5,833,843	5,833,843	5,833,843
Interfund transfers	13,768,111	17,860,550	20,803,038	24,384,462	24,384,462	24,384,462
Ending fund balance:						
Nonspendable	179,474	264,135	-	-	-	-
Restricted	6,013,056	2,651,655	172,036	134,587	134,587	134,587
Committed	5,350,000	6,920,838	7,716,233	5,865,300	5,864,300	5,864,300
Assigned	48,797,848	47,529,870	40,737,084	49,994,357	50,011,045	50,011,045
Unassigned	5,253,764	4,406,127	2,063,227	2,607,042	2,590,042	2,590,042
Total Requirements	141,741,731	132,112,179	125,456,262	137,738,836	137,738,836	137,738,836

Fund Summaries

SUMMARY OF CITY FUNDS - FISCAL YEAR 2015-16

	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance
RESOURCES						
Property taxes	\$ 6,027,601	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	250,000	-	-	4,576,000	-	-
Licenses, franchise fees & permits	3,194,570	669,200	1,118,115	-	-	-
Intergovernmental	1,874,227	-	-	959,915	1,285,390	-
Charges for services	539,940	714,803	-	210,001	-	710,000
System development fees	-	-	-	-	-	-
Interest earnings	72,000	12,000	14,000	17,000	7,000	1,600
Miscellaneous	411,305	-	-	14,000	-	-
Revenue Subtotal	<u>12,369,643</u>	<u>1,396,003</u>	<u>1,132,115</u>	<u>5,776,916</u>	<u>1,292,390</u>	<u>711,600</u>
Interfund transfers	7,287,327	1,833,926	-	-	-	-
Beginning fund balance	14,034,678	2,158,140	2,690,795	2,279,884	1,241,125	691,883
Total Resources	<u>\$ 33,691,648</u>	<u>\$ 5,388,069</u>	<u>\$ 3,822,910</u>	<u>\$ 8,056,800</u>	<u>\$ 2,533,515</u>	<u>\$ 1,403,483</u>
REQUIREMENTS						
Personnel services	\$ 6,809,238	\$ 2,630,150	\$ 645,950	\$ 3,081,390	\$ 341,050	\$ -
Materials & services	7,893,151	493,472	110,808	1,846,865	461,918	-
Capital outlay	347,364	-	-	380,000	12,000	-
Debt service	-	-	-	-	-	-
Expenditures Subtotal	<u>15,049,753</u>	<u>3,123,622</u>	<u>756,758</u>	<u>5,308,255</u>	<u>814,968</u>	<u>-</u>
Interfund transfers	7,163,591	457,066	202,508	528,741	709,741	710,000
Ending balances:						
Restricted	125,000	-	-	-	-	-
Committed	2,206,000	625,000	152,000	986,000	161,000	-
Assigned	6,557,262	1,182,381	2,711,644	1,233,804	847,806	693,483
Unassigned	2,590,042	-	-	-	-	-
Total Requirements	<u>\$ 33,691,648</u>	<u>\$ 5,388,069</u>	<u>\$ 3,822,910</u>	<u>\$ 8,056,800</u>	<u>\$ 2,533,515</u>	<u>\$ 1,403,483</u>

Fund Summaries

Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	G.O. Debt Service	Capital Projects	System Development	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,595	\$ -	\$ -	\$ 6,348,196
-	-	-	-	-	-	-	-	4,826,000
-	-	-	-	-	-	2,000	-	4,983,885
-	-	-	-	-	-	2,163,200	-	6,282,732
7,352,000	7,650,000	435,000	2,027,000	1,298,027	-	-	-	20,936,771
-	-	-	-	-	-	-	8,050,458	8,050,458
33,000	43,000	5,000	1,000	5,000	1,084	6,478	99,810	317,972
1,500	25,000	-	-	-	-	104,920	-	556,725
7,386,500	7,718,000	440,000	2,028,000	1,303,027	321,679	2,276,598	8,150,268	52,302,739
350,000	600,000	-	-	-	35,000	14,278,209	-	24,384,462
7,029,366	9,848,654	890,030	376,713	1,172,737	60,211	1,303,377	17,274,042	61,051,635
\$ 14,765,866	\$ 18,166,654	\$ 1,330,030	\$ 2,404,713	\$ 2,475,764	\$ 416,890	\$ 17,858,184	\$ 25,424,310	\$ 137,738,836
\$ 525,865	\$ 301,310	\$ -	\$ 326,410	\$ 558,930	\$ -	\$ -	\$ -	\$ 15,220,293
3,276,252	3,120,139	278,318	522,117	681,487	-	-	38,150	18,722,677
190,500	2,500	-	-	75,000	-	13,970,223	-	14,977,587
1,872,583	3,588,957	-	-	-	372,303	-	-	5,833,843
5,865,200	7,012,906	278,318	848,527	1,315,417	372,303	13,970,223	38,150	54,754,400
1,320,000	2,840,852	459,020	996,389	2,400	35,000	1,715,360	7,243,794	24,384,462
-	-	-	-	-	9,587	-	-	134,587
761,000	684,300	56,000	170,000	63,000	-	-	-	5,864,300
6,819,666	7,628,596	536,692	389,797	1,094,947	-	2,172,601	18,142,366	50,011,045
-	-	-	-	-	-	-	-	2,590,042
\$ 14,765,866	\$ 18,166,654	\$ 1,330,030	\$ 2,404,713	\$ 2,475,764	\$ 416,890	\$ 17,858,184	\$ 25,424,310	\$ 137,738,836

Fund Summaries

SUMMARY OF SYSTEM DEVELOPMENT CHARGES (SDC) FUNDS - FISCAL YEAR 2015-16

	Water SDC	Sewer SDC	Street SDC	Stormwater SDC	Parks SDC	Grand Total
RESOURCES						
System development fees	\$ 2,349,799	\$ 1,238,251	\$ 3,178,866	\$ 514,520	\$ 769,022	\$ 8,050,458
Interest earnings	13,900	34,620	26,030	7,410	17,850	99,810
Revenue Subtotal	2,363,699	1,272,871	3,204,896	521,930	786,872	8,150,268
Interfund transfers	-	-	-	-	-	-
Beginning fund balance	2,667,190	6,480,310	4,256,127	1,376,148	2,494,267	17,274,042
Total Resources	\$ 5,030,889	\$ 7,753,181	\$ 7,461,023	\$ 1,898,078	\$ 3,281,139	\$ 25,424,310
REQUIREMENTS						
Materials & services	\$ 9,600	\$ 6,200	\$ 15,900	\$ 2,600	\$ 3,850	\$ 38,150
Expenditures Subtotal	9,600	6,200	15,900	2,600	3,850	38,150
Interfund transfers	599,016	2,175,791	2,932,789	195,809	1,340,389	7,243,794
Ending balances:						
Assigned	4,422,273	5,571,190	4,512,334	1,699,669	1,936,900	18,142,366
Total Requirements	\$ 5,030,889	\$ 7,753,181	\$ 7,461,023	\$ 1,898,078	\$ 3,281,139	\$ 25,424,310

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 \$ 107,660,374 from a *total appropriations budget* of \$ 132,044,836. The difference of \$ 24,384,462 is a result of interfund service charges and transfers. The working budget number of \$ 107,660,374 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	Building Inspection	Transit	Road Operating	Road Maintenance	Water Operating
Policy and Administration							
Administration	\$ 1,344,116	\$ 47,167	\$ 9,429	\$ 47,161	\$ 9,427	\$ -	\$ 62,605
Finance	343,618	49,702	23,568	183,803	27,315	-	202,884
Information Systems	414,279	142,297	25,858	45,270	6,463	-	37,230
GIS	54,683	22,030	6,610	15,420	22,030	-	35,970
Legal	360,943	24,270	3,465	10,401	3,465	-	23,009
Human Resources/Risk Mgmt	324,363	85,987	20,648	130,638	14,506	-	19,763
Total	2,842,002	371,453	89,579	432,693	83,205	-	381,461
Community Development							
Administration	-	211,376	64,024	-	-	-	-
Engineering	-	334,563	-	-	-	-	-
Building Inspections	-	-	756,758	-	-	-	-
Planning	-	957,037	-	-	-	-	-
Natural Rsrc/Strmwtr Mgmt	-	39,457	27,912	-	-	-	-
Total	-	1,542,433	848,694	-	-	-	-
Public Works							
Administration	38,852	-	-	-	103,305	-	123,027
Facilities	723,997	71,213	17,793	76,848	5,200	-	53,191
Roads	-	-	-	-	814,968	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	1,297,976
Water Treatment Plant	-	-	-	-	-	-	2,694,641
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
Total	762,849	71,213	17,793	76,848	923,474	-	4,168,835
Parks & Recreation							
Parks & Recreation	1,167,674	-	-	-	-	-	-
Parks Maintenance	1,141,840	-	-	-	-	-	-
Total	2,309,514	-	-	-	-	-	-
Library	1,764,937	-	-	-	-	-	-
Transportation							
Transit	-	-	-	5,308,255	-	-	-
Fleet Service	-	-	-	-	-	-	-
Total	-	-	-	5,308,255	-	-	-
Public Safety							
Law Enforcement	4,355,151	-	-	-	-	-	-
Municipal Court	215,255	-	-	-	-	-	-
Total	4,570,406	-	-	-	-	-	-
Total Operating Budget	12,249,708	1,985,099	956,066	5,817,796	1,006,679	-	4,550,296
Non-Operating Units							
Capital Improvements	590,086	-	-	12,800	366,309	710,000	677,401
Debt Service	-	-	-	-	-	-	1,522,583
Contingencies	9,272,304	1,182,381	2,711,644	1,233,804	847,806	693,483	6,819,666
Total Non-Operating Budget	9,862,390	1,182,381	2,711,644	1,246,604	1,214,115	1,403,483	9,019,650
Total Working Budget	22,112,098	3,167,480	3,667,710	7,064,400	2,220,794	1,403,483	13,569,946
Adjustments:							
Interfund Service & Transfers	9,373,550	1,595,589	3,200	6,400	151,721	-	434,920
Total Appropriations	31,485,648	4,763,069	3,670,910	7,070,800	2,372,515	1,403,483	14,004,866
Unappropriated Ending Balance	2,206,000	625,000	152,000	986,000	161,000	-	761,000
Total Uses	\$ 33,691,648	\$ 5,388,069	\$ 3,822,910	\$ 8,056,800	\$ 2,533,515	\$ 1,403,483	\$ 14,765,866
Revenues and Transfers In	\$ 19,656,970	\$ 3,229,929	\$ 1,132,115	\$ 5,776,916	\$ 1,292,390	\$ 711,600	\$ 7,736,500
Estimated 15/16 Beginning Bal	14,034,678	2,158,140	2,690,795	2,279,884	1,241,125	691,883	7,029,366
Total Estimated Resources	\$ 33,691,648	\$ 5,388,069	\$ 3,822,910	\$ 8,056,800	\$ 2,533,515	\$ 1,403,483	\$ 14,765,866

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				
\$ 56,600	\$ -	\$ 9,580	\$ -	\$ -	\$ 29,588	\$ 1,615,672	92
195,345	-	100,798	-	-	215,683	1,342,717	96
32,339	-	6,568	-	-	-	710,305	100
35,970	-	35,970	-	-	-	228,683	104
20,802	-	3,521	-	-	59,178	509,055	108
7,817	-	7,371	-	-	-	611,092	110
348,873	-	163,808	-	-	304,449	5,017,524	
-	-	-	-	-	473,110	748,510	114
-	-	-	-	-	946,362	1,280,925	116
-	-	-	-	-	-	756,758	118
-	-	-	-	-	-	957,037	122
-	-	343,947	-	-	-	411,316	126
-	-	343,947	-	-	1,419,472	4,154,546	
119,451	-	50,856	-	-	29,590	465,081	130
8,675	-	3,524	-	-	-	960,441	132
-	-	-	-	-	-	814,968	136
-	278,318	-	-	-	-	278,318	138
-	-	-	-	-	-	1,297,976	140
-	-	-	-	-	-	2,694,641	144
122,627	-	-	-	-	-	122,627	148
2,530,435	-	-	-	-	-	2,530,435	152
770,887	-	-	-	-	-	770,887	154
-	-	574,361	-	-	-	574,361	158
3,552,075	278,318	628,741	-	-	29,590	10,509,735	
-	-	-	-	-	-	1,167,674	162
-	-	-	-	-	-	1,141,840	166
-	-	-	-	-	-	2,309,514	
-	-	-	-	-	-	1,764,937	168
-	-	-	-	-	-	5,308,255	172
-	-	-	1,315,417	-	-	1,315,417	176
-	-	-	1,315,417	-	-	6,623,672	
-	-	-	-	-	-	4,355,151	180
-	-	-	-	-	-	215,255	184
3,900,948	278,318	1,136,496	1,315,417	-	1,753,511	34,950,334	<u>Operating</u>
2,125,280	404,500	300,000	-	-	8,783,847	13,970,223	
2,988,957	-	-	-	372,303	950,000	5,833,843	
7,628,596	536,692	389,797	1,094,947	9,587	20,314,967	52,735,674	
12,742,833	941,192	689,797	1,094,947	381,890	30,048,814	72,539,740	
16,643,781	1,219,510	1,826,293	2,410,364	381,890	31,802,325	107,490,074	<u>Working</u>
838,573	54,520	408,420	2,400	35,000	11,480,169	24,384,462	
17,482,354	1,274,030	2,234,713	2,412,764	416,890	43,282,494	131,874,536	<u>Approp.</u>
684,300	56,000	170,000	63,000	-	-	5,864,300	
\$ 18,166,654	\$ 1,330,030	\$ 2,404,713	\$ 2,475,764	\$ 416,890	\$ 43,282,494	\$ 137,738,836	<u>Total Uses</u>
\$ 8,318,000	\$ 440,000	\$ 2,028,000	\$ 1,303,027	\$ 356,679	\$ 24,705,075	\$ 76,687,201	
9,848,654	890,030	376,713	1,172,737	60,211	18,577,419	61,051,635	
\$ 18,166,654	\$ 1,330,030	\$ 2,404,713	\$ 2,475,764	\$ 416,890	\$ 43,282,494	\$ 137,738,836	

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	\$ 2,267	\$ 9,067	\$ 9,492	\$ 5,145	\$ -	\$ 3,617	\$ 29,588
Finance	13,601	54,403	56,955	30,873	-	21,701	177,533
Information Systems	-	-	-	-	-	-	-
GIS	-	-	-	-	-	-	-
Legal	4,534	18,134	18,985	10,291	-	7,234	59,178
Human Resources/Risk Mgmt	-	-	-	-	-	-	-
Total	20,402	81,604	85,432	46,309	-	32,552	266,299
Community Development							
Administration	28,839	86,209	236,590	55,451	8,999	57,022	473,110
Engineering	57,686	172,443	473,251	110,920	18,001	114,061	946,362
Building Inspections	-	-	-	-	-	-	-
Planning	-	-	-	-	-	-	-
Stormwater Management	-	-	-	-	-	-	-
Total	86,525	258,652	709,841	166,371	27,000	171,083	1,419,472
Public Works							
Administration	2,267	9,068	9,493	5,146	-	3,616	29,590
Building Maintenance	-	-	-	-	-	-	-
Roads	-	-	-	-	-	-	-
Street Lighting	-	-	-	-	-	-	-
Water Distribution	-	-	-	-	-	-	-
Water Treatment Plant	-	-	-	-	-	-	-
Industrial Pretreatment	-	-	-	-	-	-	-
Wastewater Treatment	-	-	-	-	-	-	-
Wastewater Collection	-	-	-	-	-	-	-
Stormwater Maintenance	-	-	-	-	-	-	-
Total	2,267	9,068	9,493	5,146	-	3,616	29,590
Parks & Recreation							
General Services	-	-	-	-	-	-	-
Parks Maintenance	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Library							
Total	-	-	-	-	-	-	-
Transportation							
Transit	-	-	-	-	-	-	-
Fleet Service	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Public Safety							
Law Enforcement	-	-	-	-	-	-	-
Municipal Court	-	-	-	-	-	-	-
Total	-	-	-	-	-	-	-
Total Operating Budget	109,194	349,324	804,766	217,826	27,000	207,251	1,715,361
Non-Operating Units							
Capital Improvements	-	-	279,925	1,031,903	1,011,200	962,500	3,285,528
Debt Service	-	-	-	-	-	-	-
Contingencies/Designations	74,472	49,980	1,017,024	774,729	184,865	71,531	2,172,601
Total Non-Operating Budget	74,472	49,980	1,296,949	1,806,632	1,196,065	1,034,031	5,458,129
Total Working Budget	183,666	399,304	2,101,715	2,024,458	1,223,065	1,241,282	7,173,490
Adjustments:							
Interfund Service & Transfers	881,792	3,544,918	4,238,274	481,809	217,300	1,320,601	10,684,694
Total Appropriations	1,065,458	3,944,222	6,339,989	2,506,267	1,440,365	2,561,883	17,858,184
Unappropriated Ending Balance							
Total Uses	\$ 1,065,458	\$ 3,944,222	\$ 6,339,989	\$ 2,506,267	\$ 1,440,365	\$ 2,561,883	\$ 17,858,184
Revenues and Transfers In	\$ 999,652	\$ 3,927,729	\$ 5,374,738	\$ 2,495,859	\$ 1,256,420	\$ 2,500,409	16,554,807
Estimated 15/16 Beginning Bal	65,806	16,493	965,251	10,408	183,945	61,474	1,303,377
Total Estimated Resources	\$ 1,065,458	\$ 3,944,222	\$ 6,339,989	\$ 2,506,267	\$ 1,440,365	\$ 2,561,883	\$ 17,858,184

WILSONVILLE

POWERED
BY PURPOSE



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 34.

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 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 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Property taxes	\$ 5,149,113	\$ 5,419,307	\$ 5,625,000	\$ 6,027,601	\$ 6,027,601	\$ 6,027,601
Hotel/Motel taxes	242,369	272,866	250,000	250,000	250,000	250,000
Franchise fees	2,920,666	2,901,830	2,931,600	3,032,670	3,032,670	3,032,670
Licenses & permits	127,817	159,029	161,300	161,900	161,900	161,900
Intergovernmental	1,603,944	1,661,462	1,679,879	1,874,227	1,874,227	1,874,227
Charges for services	458,629	573,814	523,100	539,940	539,940	539,940
Municipal court fines	351,077	247,534	310,000	250,000	250,000	250,000
Investment income	81,839	78,859	109,000	72,000	72,000	72,000
Miscellaneous revenue	184,887	173,354	154,000	161,305	161,305	161,305
Revenue Subtotal	<u>11,120,341</u>	<u>11,488,055</u>	<u>11,743,879</u>	<u>12,369,643</u>	<u>12,369,643</u>	<u>12,369,643</u>
Transfers from other funds:						
Building Inspection Fund	82,385	88,733	107,881	110,572	110,572	110,572
Community Development Fund	271,483	392,601	392,520	457,066	457,066	457,066
Transit Fund	466,145	474,437	486,835	515,941	515,941	515,941
Road Operating Fund	165,902	181,519	224,054	194,911	194,911	194,911
Fleet Services Fund	2,040	2,100	2,400	2,400	2,400	2,400
Water Operating Fund	390,679	426,117	558,832	569,679	569,679	569,679
Sewer Operating Fund	135,200	370,346	518,328	488,999	488,999	488,999
Stormwater Fund	42,040	160,148	203,555	220,588	220,588	220,588
Water Capital Fund	71,754	82,415	21,685	22,669	22,669	22,669
Sewer Capital Fund	287,482	63,155	56,664	90,671	90,671	90,671
Streets Capital Fund	112,840	48,542	64,421	94,924	94,924	94,924
Stormwater Capital Fund	114,447	18,252	7,865	51,455	51,455	51,455
Building Capital Fund	25,817	650	-	-	-	-
Park Capital Fund	23,827	28,325	50,611	26,432	26,432	26,432
Interfund loan repayment	-	-	-	441,020	441,020	441,020
Interagency loan repayment	-	4,500,000	-	4,000,000	4,000,000	4,000,000
Transfers/Interfund Subtotal	<u>2,192,041</u>	<u>6,837,340</u>	<u>2,695,651</u>	<u>7,287,327</u>	<u>7,287,327</u>	<u>7,287,327</u>
Beginning fund balance	14,005,099	14,791,912	14,044,140	14,034,678	14,034,678	14,034,678
TOTAL RESOURCES	<u>\$ 27,317,481</u>	<u>\$ 33,117,307</u>	<u>\$ 28,483,670</u>	<u>\$ 33,691,648</u>	<u>\$ 33,691,648</u>	<u>\$ 33,691,648</u>
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 5,680,447	\$ 5,960,700	\$ 6,643,460	\$ 6,809,238	\$ 6,809,238	\$ 6,809,238
Materials & services	6,275,815	6,469,942	7,491,051	7,878,151	7,893,151	7,893,151
Capital outlay	132,134	77,615	269,905	347,364	347,364	347,364
Expenditures Subtotal	<u>12,088,396</u>	<u>12,508,257</u>	<u>14,404,416</u>	<u>15,034,753</u>	<u>15,049,753</u>	<u>15,049,753</u>
Transfers to other funds:						
Community Development Fund	200,000	229,000	236,000	243,000	243,000	243,000
Streets Capital Projects Fund	13,155	23,297	234,008	456,891	456,891	456,891
Building Capital Projects Fund	207,418	490,151	607,100	231,500	231,500	231,500
Park Capital Projects Fund	16,600	444,357	401,620	197,200	197,200	197,200
Interfund loans:						
Debt Service Fund	-	-	-	35,000	35,000	35,000
Stormwater Fund	-	-	-	2,000,000	2,000,000	2,000,000
Interagency loan - Urban Rewal	-	4,500,000	-	4,000,000	4,000,000	4,000,000
Transfers/Interfund Subtotal	<u>437,173</u>	<u>5,686,805</u>	<u>1,478,728</u>	<u>7,163,591</u>	<u>7,163,591</u>	<u>7,163,591</u>
Ending fund balance						
Nonspendable	179,474	262,760	-	-	-	-
Restricted	255,602	120,886	114,187	125,000	125,000	125,000
Committed (unappropriated)	3,000,000	4,034,000	4,119,000	2,204,000	2,206,000	2,206,000
Assigned (designated)	6,103,072	6,098,472	6,304,112	6,557,262	6,557,262	6,557,262
Unassigned	5,253,764	4,406,127	2,063,227	2,607,042	2,590,042	2,590,042
Ending balance Subtotal	<u>14,791,912</u>	<u>14,922,245</u>	<u>12,600,526</u>	<u>11,493,304</u>	<u>11,478,304</u>	<u>11,478,304</u>
TOTAL REQUIREMENTS	<u>\$ 27,317,481</u>	<u>\$ 33,117,307</u>	<u>\$ 28,483,670</u>	<u>\$ 33,691,648</u>	<u>\$ 33,691,648</u>	<u>\$ 33,691,648</u>

Budget FY2015-16 reflects use of fund balance for one time capital outlay and improvement expenditures.

Fund Summaries

COMMUNITY DEVELOPMENT FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Permits						
Building	\$ 1,193,986	\$ 1,246,032	\$ -	\$ -	\$ -	\$ -
Engineering	361,048	616,717	403,000	290,500	290,500	290,500
Planning	395,728	303,298	282,100	378,700	378,700	378,700
Permit subtotal	1,950,762	2,166,047	685,100	669,200	669,200	669,200
Intergovernmental	-	-	25,000	-	-	-
Charges for services						
Urban renewal	586,923	824,644	632,050	683,200	683,200	683,200
Traffic engineering	16,400	43,145	30,300	30,603	30,603	30,603
Other	16,408	21,483	1,200	1,000	1,000	1,000
Charges for services Subtotal	619,731	889,272	663,550	714,803	714,803	714,803
Investment income	22,276	32,878	17,000	12,000	12,000	12,000
Miscellaneous Revenue	4,828	17,135	250	-	-	-
Revenue Subtotal	2,597,597	3,105,332	1,390,900	1,396,003	1,396,003	1,396,003
Transfers from other funds:						
General Fund	200,000	229,000	236,000	243,000	243,000	243,000
Building Fund	-	-	88,800	91,936	91,936	91,936
Stormwater Operating Fund	55,315	52,116	66,890	69,781	69,781	69,781
Water Capital Fund	171,166	197,148	147,895	86,525	86,525	86,525
Sewer Capital Fund	307,913	196,550	298,391	258,652	258,652	258,652
Streets Capital Fund	591,817	589,061	546,361	709,841	709,841	709,841
Stormwater Capital Fund	127,627	103,810	54,780	166,371	166,371	166,371
Building Capital Fund	58,046	9,050	36,050	27,000	27,000	27,000
Park Capital Fund	94,243	185,430	300,503	180,820	180,820	180,820
Transfers Subtotal	1,606,127	1,562,165	1,775,670	1,833,926	1,833,926	1,833,926
Beginning fund balance	3,786,070	4,263,589	4,531,509	2,158,140	2,158,140	2,158,140
TOTAL RESOURCES	\$ 7,989,794	\$ 8,931,086	\$ 7,698,079	\$ 5,388,069	\$ 5,388,069	\$ 5,388,069
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 2,925,281	\$ 3,028,315	\$ 2,602,900	\$ 2,630,150	\$ 2,630,150	\$ 2,630,150
Materials & services	442,056	434,645	460,684	493,472	493,472	493,472
Capital outlay	5,000	11,870	20,200	-	-	-
Expenditures Subtotal	3,372,337	3,474,830	3,083,784	3,123,622	3,123,622	3,123,622
Transfers to other funds:						
General Fund	353,868	481,334	392,520	457,066	457,066	457,066
Building Inspection Fund	-	-	2,630,170	-	-	-
Transfers Subtotal	353,868	481,334	3,022,690	457,066	457,066	457,066
Ending fund balance						
Nonspendable	-	1,375	-	-	-	-
Restricted	1,675,872	2,464,170	-	-	-	-
Committed (unappropriated)	575,000	783,000	625,000	625,000	625,000	625,000
Assigned (contingency)	2,012,717	1,726,377	966,605	1,182,381	1,182,381	1,182,381
Ending balance Subtotal	4,263,589	4,974,922	1,591,605	1,807,381	1,807,381	1,807,381
TOTAL REQUIREMENTS	\$ 7,989,794	\$ 8,931,086	\$ 7,698,079	\$ 5,388,069	\$ 5,388,069	\$ 5,388,069

Beginning FY2014-15, the Building Inspections program is accounted for in a new Building Inspection Fund.

Fund Summaries

BUILDING INSPECTION FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Permits	\$ -	\$ -	\$ 1,283,531	\$ 1,118,115	\$ 1,118,115	\$ 1,118,115
Investment income	-	-	15,000	14,000	14,000	14,000
Revenue subtotal	-	-	1,298,531	1,132,115	1,132,115	1,132,115
Transfers from other funds:						
Community Development Fund	-	-	2,630,170	-	-	-
Building Capital Fund	-	-	2,250	-	-	-
Transfers subtotal	-	-	2,632,420	-	-	-
Beginning fund balance	-	-	-	2,690,795	2,690,795	2,690,795
TOTAL RESOURCES	\$ -	\$ -	\$ 3,930,951	\$ 3,822,910	\$ 3,822,910	\$ 3,822,910
REQUIREMENTS						
Expenditures:						
Personnel services	\$ -	\$ -	\$ 651,630	\$ 645,950	\$ -	\$ -
Materials & services	-	-	101,187	110,808	-	-
Expenditures Subtotal	-	-	752,817	756,758	-	-
Transfers to other funds:						
Community Development	-	-	88,800	91,936	-	-
General Fund	-	-	107,881	110,572	-	-
Transfers Subtotal	-	-	196,681	202,508	-	-
Ending fund balance						
Committed (unappropriated)	-	-	155,000	152,000	-	-
Assigned (designated)	-	-	500,000	500,000	-	-
Assigned (contingency)	-	-	2,326,453	2,211,644	-	-
Ending balance Subtotal	-	-	2,981,453	2,863,644	-	-
TOTAL REQUIREMENTS	\$ -	\$ -	\$ 3,930,951	\$ 3,822,910	\$ -	\$ -

Beginning in FY2014-15 the Building Inspection program is displayed separately from the Community Development Fund.

Fund Summaries

TRANSIT FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Transit tax	\$ 3,990,885	\$ 4,342,353	\$ 4,524,000	\$ 4,576,000	\$ 4,576,000	\$ 4,576,000
Intergovernmental	2,974,577	1,041,610	1,958,542	959,915	959,915	959,915
Charges for services	223,931	251,511	218,000	210,001	210,001	210,001
Investment income	10,511	14,976	26,200	17,000	17,000	17,000
Miscellaneous	40,077	58,213	13,000	14,000	14,000	14,000
Revenue Subtotal	<u>7,239,981</u>	<u>5,708,663</u>	<u>6,739,742</u>	<u>5,776,916</u>	<u>5,776,916</u>	<u>5,776,916</u>
Beginning fund balance	2,160,867	2,495,736	2,186,674	2,279,884	2,279,884	2,279,884
TOTAL RESOURCES	<u><u>\$ 9,400,848</u></u>	<u><u>\$ 8,204,399</u></u>	<u><u>\$ 8,926,416</u></u>	<u><u>\$ 8,056,800</u></u>	<u><u>\$ 8,056,800</u></u>	<u><u>\$ 8,056,800</u></u>
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 2,615,774	\$ 2,758,428	\$ 2,985,140	\$ 3,081,390	\$ 3,081,390	\$ 3,081,390
Materials & services	1,725,315	1,680,998	1,936,834	1,846,865	1,846,865	1,846,865
Capital outlay	436,185	785,703	1,523,506	380,000	380,000	380,000
Expenditures Subtotal	<u>4,777,274</u>	<u>5,225,129</u>	<u>6,445,480</u>	<u>5,308,255</u>	<u>5,308,255</u>	<u>5,308,255</u>
Transfers to other funds:						
General Fund	472,323	474,437	486,835	515,941	515,941	515,941
Building Capital Fund	1,655,515	18,506	10,800	12,800	12,800	12,800
Road Operating Fund	-	14,469	-	-	-	-
Transfers Subtotal	<u>2,127,838</u>	<u>507,412</u>	<u>497,635</u>	<u>528,741</u>	<u>528,741</u>	<u>528,741</u>
Ending fund balance						
Committed (unappropriated)	200,000	200,000	990,000	986,000	986,000	986,000
Assigned (designated)	893,084	1,053,084	951,082	935,827	935,827	935,827
Assigned (contingency)	1,402,652	1,218,774	42,219	297,977	297,977	297,977
Ending balance Subtotal	<u>2,495,736</u>	<u>2,471,858</u>	<u>1,983,301</u>	<u>2,219,804</u>	<u>2,219,804</u>	<u>2,219,804</u>
TOTAL REQUIREMENTS	<u><u>\$ 9,400,848</u></u>	<u><u>\$ 8,204,399</u></u>	<u><u>\$ 8,926,416</u></u>	<u><u>\$ 8,056,800</u></u>	<u><u>\$ 8,056,800</u></u>	<u><u>\$ 8,056,800</u></u>

Proposed budget FY2015-16, reflects use of the Assigned (designated) fund balance category for grant funded capital outlay.

Fund Summaries

911 STATE SHARED REVENUE FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Intergovernmental	\$ 23,720	\$ -	\$ -	\$ -	\$ -	\$ -
Interest income	35	-	-	-	-	-
Beginning fund balance	5,442	-	-	-	-	-
TOTAL RESOURCES	\$ 29,197	\$ -	\$ -	\$ -	\$ -	\$ -
REQUIREMENTS						
Expenditures:						
Materials & services	29,197	-	-	-	-	-
Ending fund balance						
TOTAL REQUIREMENTS	\$ 29,197	\$ -	\$ -	\$ -	\$ -	\$ -

This fund was closed in FY2012-13. It continues to be shown here for legal compliance.

Fund Summaries

ROAD OPERATING FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Gasoline tax	\$ 1,106,527	\$ 1,214,111	\$ 1,158,500	\$ 1,285,390	\$ 1,285,390	\$ 1,285,390
Investment income	5,663	5,963	8,600	7,000	7,000	7,000
Miscellaneous	7,721	4,827	-	-	-	-
Revenue Subtotal	1,119,911	1,224,901	1,167,100	1,292,390	1,292,390	1,292,390
Transfers from other funds:						
Transit Fund	6,178	14,469	-	-	-	-
Beginning fund balance	967,345	1,158,712	921,608	1,241,125	1,241,125	1,241,125
TOTAL RESOURCES	\$ 2,093,434	\$ 2,398,082	\$ 2,088,708	\$ 2,533,515	\$ 2,533,515	\$ 2,533,515
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 295,976	\$ 308,828	\$ 330,680	\$ 341,050	\$ 341,050	\$ 341,050
Materials & services	377,194	351,866	456,330	461,918	461,918	461,918
Capital outlay	4,650	14,665	-	12,000	12,000	12,000
Expenditures Subtotal	677,820	675,359	787,010	814,968	814,968	814,968
Transfers to other funds:						
General Fund	165,902	181,519	224,054	194,911	194,911	194,911
Streets Capital Projects Fund	91,000	322,721	297,785	514,830	514,830	514,830
Transfers Subtotal	256,902	504,240	521,839	709,741	709,741	709,741
Ending fund balance						
Committed (unappropriated)	40,000	155,000	159,000	161,000	161,000	161,000
Assigned (contingency)	1,118,712	1,063,483	620,859	847,806	847,806	847,806
Ending balance Subtotal	1,158,712	1,218,483	779,859	1,008,806	1,008,806	1,008,806
TOTAL REQUIREMENTS	\$ 2,093,434	\$ 2,398,082	\$ 2,088,708	\$ 2,533,515	\$ 2,533,515	\$ 2,533,515

Ending fund balance varies year to year due largely to timing of capital improvement projects.

Fund Summaries

ROAD MAINTENANCE FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Usage charge	\$ 641,322	\$ 670,744	\$ 680,000	\$ 710,000	\$ 710,000	\$ 710,000
Investment income	2,482	3,001	5,300	1,600	1,600	1,600
Other	62,880	-	-	-	-	-
Revenue Subtotal	706,684	673,745	685,300	711,600	711,600	711,600
Transfers from other funds:						
Beginning fund balance	463,118	710,173	693,823	691,883	691,883	691,883
TOTAL RESOURCES	\$ 1,169,802	\$ 1,383,918	\$ 1,379,123	\$ 1,403,483	\$ 1,403,483	\$ 1,403,483
REQUIREMENTS						
Transfers to other funds:						
Streets Capital Projects Fund	459,629	627,635	708,500	710,000	710,000	710,000
Ending fund balance						
Assigned (contingency)	710,173	756,283	670,623	693,483	693,483	693,483
TOTAL REQUIREMENTS	\$ 1,169,802	\$ 1,383,918	\$ 1,379,123	\$ 1,403,483	\$ 1,403,483	\$ 1,403,483

Fund Summaries

WATER OPERATING FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Usage charge	\$ 5,711,375	\$ 5,549,761	\$ 5,702,000	\$ 6,140,000	\$ 6,140,000	\$ 6,140,000
Sherwood usage	938,886	1,012,154	990,000	990,000	990,000	990,000
Connection fees	55,922	91,486	60,000	75,000	75,000	75,000
Turn-off charge	8,454	7,563	9,000	12,000	12,000	12,000
User fee - fire charge	118,035	128,415	130,000	135,000	135,000	135,000
Investment income	22,593	26,353	38,700	33,000	33,000	33,000
Miscellaneous	16,418	20,335	5,000	1,500	1,500	1,500
Revenue Subtotal	<u>6,871,683</u>	<u>6,836,067</u>	<u>6,934,700</u>	<u>7,386,500</u>	<u>7,386,500</u>	<u>7,386,500</u>
Transfers from other funds:						
Water SDC Fund	350,000	350,000	350,000	350,000	350,000	350,000
Beginning fund balance	<u>3,547,429</u>	<u>5,166,172</u>	<u>5,516,998</u>	<u>7,029,366</u>	<u>7,029,366</u>	<u>7,029,366</u>
TOTAL RESOURCES	<u><u>\$ 10,769,112</u></u>	<u><u>\$ 12,352,239</u></u>	<u><u>\$ 12,801,698</u></u>	<u><u>\$ 14,765,866</u></u>	<u><u>\$ 14,765,866</u></u>	<u><u>\$ 14,765,866</u></u>
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 449,403	\$ 437,637	\$ 512,800	\$ 525,865	\$ 525,865	\$ 525,865
Materials & services	2,779,485	3,116,605	3,590,619	3,289,940	3,276,252	3,276,252
Capital outlay	39,857	18,732	130,000	190,500	190,500	190,500
Debt service	1,885,915	1,873,948	1,880,000	1,872,583	1,872,583	1,872,583
Expenditures Subtotal	<u>5,154,660</u>	<u>5,446,922</u>	<u>6,113,419</u>	<u>5,878,888</u>	<u>5,865,200</u>	<u>5,865,200</u>
Transfers to other funds:						
General Fund	424,679	426,116	558,830	569,679	569,679	569,679
Water Capital Fund	23,601	216,448	708,057	750,321	750,321	750,321
Transfers Subtotal	<u>448,280</u>	<u>642,564</u>	<u>1,266,887</u>	<u>1,320,000</u>	<u>1,320,000</u>	<u>1,320,000</u>
Ending fund balance						
Committed (unappropriated)	650,000	832,000	832,000	764,000	761,000	761,000
Assigned (designated)	908,148	1,831,373	2,138,148	2,733,000	2,733,000	2,733,000
Assigned (contingency)	3,608,024	3,599,380	2,451,244	4,069,978	4,086,666	4,086,666
Ending balance Subtotal	<u>5,166,172</u>	<u>6,262,753</u>	<u>5,421,392</u>	<u>7,566,978</u>	<u>7,580,666</u>	<u>7,580,666</u>
TOTAL REQUIREMENTS	<u><u>\$ 10,769,112</u></u>	<u><u>\$ 12,352,239</u></u>	<u><u>\$ 12,801,698</u></u>	<u><u>\$ 14,765,866</u></u>	<u><u>\$ 14,765,866</u></u>	<u><u>\$ 14,765,866</u></u>

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

Fund Summaries

SEWER OPERATING FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Usage charge	\$ 5,929,394	\$ 6,826,658	\$ 6,900,000	\$ 7,300,000	\$ 7,300,000	\$ 7,300,000
High strength surcharge	295,513	372,223	400,000	350,000	350,000	350,000
Investment income	44,738	65,254	77,700	43,000	43,000	43,000
Miscellaneous	20,803	185,976	27,297	25,000	25,000	25,000
Revenue Subtotal	6,290,448	7,450,111	7,404,997	7,718,000	7,718,000	7,718,000
Transfers from other funds:						
Fleet Fund	185,973	-	-	-	-	-
Sewer Development Fund (SDC)	600,000	600,000	600,000	600,000	600,000	600,000
Transfers Subtotal	785,973	600,000	600,000	600,000	600,000	600,000
Beginning fund balance	8,975,690	10,369,987	9,434,076	9,848,654	9,848,654	9,848,654
TOTAL RESOURCES	\$ 16,052,111	\$ 18,420,098	\$ 17,439,073	\$ 18,166,654	\$ 18,166,654	\$ 18,166,654
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 242,962	\$ 259,110	\$ 300,190	\$ 301,310	\$ 301,310	\$ 301,310
Materials & services	2,196,024	2,509,176	2,993,033	3,120,139	3,120,139	3,120,139
Capital outlay	-	-	-	2,500	2,500	2,500
Debt Service	2,588,246	3,580,850	3,590,000	3,588,957	3,588,957	3,588,957
Expenditures Subtotal	5,027,232	6,349,136	6,883,223	7,012,906	7,012,906	7,012,906
Transfers to other funds:						
General Fund	324,435	370,346	518,328	488,999	488,999	488,999
Streets Capital Fund	-	-	160,000	-	-	-
Sewer Capital Fund	330,457	1,576,229	2,633,137	2,351,853	2,351,853	2,351,853
Transfers Subtotal	654,892	1,946,575	3,311,465	2,840,852	2,840,852	2,840,852
Ending fund balance						
Committed (unappropriated)	480,000	670,000	670,000	684,300	684,300	684,300
Assigned (designated)	1,675,000	2,100,000	2,625,000	5,340,000	5,340,000	5,340,000
Assigned (contingency)	8,214,987	7,354,387	3,949,385	2,288,596	2,288,596	2,288,596
Ending balance Subtotal	10,369,987	10,124,387	7,244,385	8,312,896	8,312,896	8,312,896
TOTAL REQUIREMENTS	\$ 16,052,111	\$ 18,420,098	\$ 17,439,073	\$ 18,166,654	\$ 18,166,654	\$ 18,166,654

Proposed budget FY2015-16, reflects use of fund balance for system capital improvement expenditures.

Fund Summaries

STREET LIGHTING FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Usage charge	\$ 388,128	\$ 421,986	\$ 410,000	\$ 435,000	\$ 435,000	\$ 435,000
Investment income	4,738	4,960	7,000	5,000	5,000	5,000
Revenue Subtotal	392,866	426,946	417,000	440,000	440,000	440,000
Beginning fund balance	810,471	935,358	659,340	890,030	890,030	890,030
TOTAL RESOURCES	\$ 1,203,337	\$ 1,362,304	\$ 1,076,340	\$ 1,330,030	\$ 1,330,030	\$ 1,330,030
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 262,965	\$ 266,706	\$ 277,620	\$ 278,318	\$ 278,318	\$ 278,318
Transfers to other funds:						
Streets Capital Projects Fund	5,014	198,573	171,045	459,020	459,020	459,020
Ending fund balance						
Committed (contingency)	145,000	61,000	62,000	56,000	56,000	56,000
Assigned (contingency)	790,358	836,025	565,675	536,692	536,692	536,692
Ending balance Subtotal	935,358	897,025	627,675	592,692	592,692	592,692
TOTAL REQUIREMENTS	\$ 1,203,337	\$ 1,362,304	\$ 1,076,340	\$ 1,330,030	\$ 1,330,030	\$ 1,330,030

Fund Summaries

STORMWATER OPERATING FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Stormwater utility charge	\$ 1,164,818	\$ 1,392,150	\$ 1,410,000	\$ 2,027,000	\$ 2,027,000	\$ 2,027,000
Investment income	3,634	1,140	4,300	1,000	1,000	1,000
Miscellaneous	2,062	1,721	-	-	-	-
Revenue Subtotal	1,170,514	1,395,011	1,414,300	2,028,000	2,028,000	2,028,000
Beginning fund balance	616,557	577,699	8,983	376,713	376,713	376,713
TOTAL RESOURCES	\$ 1,787,071	\$ 1,972,710	\$ 1,423,283	\$ 2,404,713	\$ 2,404,713	\$ 2,404,713
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 217,768	\$ 224,004	\$ 265,880	\$ 326,410	\$ 326,410	\$ 326,410
Materials & services	340,041	341,800	477,255	522,117	522,117	522,117
Expenditures Subtotal	557,809	565,804	743,135	848,527	848,527	848,527
Transfers to other funds:						
General Fund	143,423	160,148	203,555	220,588	220,588	220,588
Community Development Fund	55,315	52,116	66,890	69,781	69,781	69,781
Stormwater Capital Fund	452,825	1,073,804	367,643	300,000	300,000	300,000
Interfund loan repayment:						
General Fund	-	-	-	406,020	406,020	406,020
Transfers Subtotal	651,563	1,286,068	638,088	996,389	996,389	996,389
Ending fund balance						
Committed (unappropriated)	145,000	120,838	39,233	170,000	170,000	170,000
Assigned (contingency)	432,699	-	2,827	389,797	389,797	389,797
Ending balance Subtotal	577,699	120,838	42,060	559,797	559,797	559,797
TOTAL REQUIREMENTS	\$ 1,787,071	\$ 1,972,710	\$ 1,423,283	\$ 2,404,713	\$ 2,404,713	\$ 2,404,713

Proposed budget FY2015-16, reflects use of fund balance for system capital improvement expenditures.

Fund Summaries

FLEET SERVICES FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Charges for services:						
General Fund	\$ 105,711	\$ 105,980	\$ 130,110	\$ 142,750	\$ 142,750	\$ 142,750
Community Development	18,810	9,870	19,750	23,590	23,590	23,590
Building Fund	10,875	22,330	8,880	10,790	10,790	10,790
Transit Fund	927,125	966,530	1,035,370	1,014,680	1,014,680	1,014,680
Road Operating Fund	37,274	36,530	37,400	44,810	44,810	44,810
Water Operating Fund	35,717	36,850	36,370	42,830	42,830	42,830
Sewer Operating Fund	15,851	11,240	5,180	4,782	4,782	4,782
Stormwater Operating Fund	16,572	13,780	14,720	13,795	13,795	13,795
Charges for service subtotal	<u>1,167,935</u>	<u>1,203,110</u>	<u>1,287,780</u>	<u>1,298,027</u>	<u>1,298,027</u>	<u>1,298,027</u>
Investment income	6,750	5,146	9,300	5,000	5,000	5,000
Miscellaneous	13,075	18,297	-	-	-	-
Revenue Subtotal	<u>1,187,760</u>	<u>1,226,553</u>	<u>1,297,080</u>	<u>1,303,027</u>	<u>1,303,027</u>	<u>1,303,027</u>
Beginning fund balance	2,009,663	1,244,137	1,128,327	1,172,737	1,172,737	1,172,737
TOTAL RESOURCES	<u><u>\$ 3,197,423</u></u>	<u><u>\$ 2,470,690</u></u>	<u><u>\$ 2,425,407</u></u>	<u><u>\$ 2,475,764</u></u>	<u><u>\$ 2,475,764</u></u>	<u><u>\$ 2,475,764</u></u>
REQUIREMENTS						
Expenditures:						
Personnel services	\$ 453,727	\$ 525,008	\$ 557,560	\$ 558,930	\$ 558,930	\$ 558,930
Materials & services	601,955	683,944	718,289	681,487	681,487	681,487
Capital outlay	75,725	124,834	114,000	75,000	75,000	75,000
Expenditures Subtotal	<u>1,131,407</u>	<u>1,333,786</u>	<u>1,389,849</u>	<u>1,315,417</u>	<u>1,315,417</u>	<u>1,315,417</u>
Transfers to other funds:						
General Fund	2,040	2,100	2,400	2,400	2,400	2,400
Sewer Operating Fund	185,973	-	-	-	-	-
Building Capital Fund	633,866	-	-	-	-	-
Transfers Subtotal	<u>821,879</u>	<u>2,100</u>	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>
Ending fund balance						
Committed (contingency)	115,000	65,000	65,000	63,000	63,000	63,000
Assigned (designated)	955,919	911,670	894,249	923,046	923,046	923,046
Assigned (contingency)	173,218	158,134	73,909	171,901	171,901	171,901
Ending balance Subtotal	<u>1,244,137</u>	<u>1,134,804</u>	<u>1,033,158</u>	<u>1,157,947</u>	<u>1,157,947</u>	<u>1,157,947</u>
TOTAL REQUIREMENTS	<u><u>\$ 3,197,423</u></u>	<u><u>\$ 2,470,690</u></u>	<u><u>\$ 2,425,407</u></u>	<u><u>\$ 2,475,764</u></u>	<u><u>\$ 2,475,764</u></u>	<u><u>\$ 2,475,764</u></u>

Fund Summaries

GENERAL OBLIGATION DEBT SERVICE FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Property taxes - current year	\$ 327,072	\$ 326,864	\$ 350,000	\$ 313,020	\$ 313,020	\$ 313,020
Property taxes - prior year	10,317	7,227	11,000	7,575	7,575	7,575
Investment income	1,771	1,759	750	1,084	1,084	1,084
Revenue Subtotal	339,160	335,850	361,750	321,679	321,679	321,679
Transfers from other funds:						
General Fund	-	-	-	35,000	35,000	35,000
Beginning fund balance	132,649	99,149	69,499	60,211	60,211	60,211
TOTAL RESOURCES	\$ 471,809	\$ 434,999	\$ 431,249	\$ 416,890	\$ 416,890	\$ 416,890
REQUIREMENTS						
Debt service						
Principal	\$ 310,000	\$ 320,000	\$ 340,000	\$ 355,000	\$ 355,000	\$ 355,000
Interest	62,660	48,400	33,400	17,303	17,303	17,303
Debt service total	372,660	368,400	373,400	372,303	372,303	372,303
Transfers to other funds:						
General Fund	-	-	-	35,000	35,000	35,000
Ending fund balance						
Restricted	99,149	66,599	57,849	9,587	9,587	9,587
TOTAL REQUIREMENTS	\$ 471,809	\$ 434,999	\$ 431,249	\$ 416,890	\$ 416,890	\$ 416,890

Outstanding bond is fully retired in 2016.

Fund Summaries

WATER CAPITAL PROJECTS FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Intergovernmental	\$ 2,579,566	\$ -	\$ 81,825	\$ -	\$ -	\$ -
Investment income	1,904	9,143	20,400	315	315	315
Other	78,292	-	-	-	-	-
Revenue Subtotal	<u>2,659,762</u>	<u>9,143</u>	<u>102,225</u>	<u>315</u>	<u>315</u>	<u>315</u>
Transfers from other funds:						
Water Operating Fund	23,600	216,447	708,055	750,321	750,321	750,321
Water Development Fund (SDC)	1,178,377	1,407,686	460,200	249,016	249,016	249,016
Transfers Subtotal	<u>1,201,977</u>	<u>1,624,133</u>	<u>1,168,255</u>	<u>999,337</u>	<u>999,337</u>	<u>999,337</u>
Beginning fund balance	153,880	2,723,773	4,239	65,806	65,806	65,806
TOTAL RESOURCES	<u>\$ 4,015,619</u>	<u>\$ 4,357,049</u>	<u>\$ 1,274,719</u>	<u>\$ 1,065,458</u>	<u>\$ 1,065,458</u>	<u>\$ 1,065,458</u>
REQUIREMENTS						
Expenditures:						
Materials & services	\$ -	\$ 1,390,365	\$ -	\$ -	\$ -	\$ -
Capital Projects	1,082,926	2,644,571	1,080,500	881,792	881,792	881,792
Expenditures Subtotal	<u>1,082,926</u>	<u>4,034,936</u>	<u>1,080,500</u>	<u>881,792</u>	<u>881,792</u>	<u>881,792</u>
Transfers to other funds:						
General Fund	37,754	82,414	21,685	22,669	22,669	22,669
Community Development Fund	171,166	197,148	147,895	86,525	86,525	86,525
Transfers Subtotal	<u>208,920</u>	<u>279,562</u>	<u>169,580</u>	<u>109,194</u>	<u>109,194</u>	<u>109,194</u>
Ending fund balance						
Assigned (contingency)	2,723,773	42,551	24,639	74,472	74,472	74,472
TOTAL REQUIREMENTS	<u>\$ 4,015,619</u>	<u>\$ 4,357,049</u>	<u>\$ 1,274,719</u>	<u>\$ 1,065,458</u>	<u>\$ 1,065,458</u>	<u>\$ 1,065,458</u>

Fund Summaries

SEWER CAPITAL PROJECTS FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Investment income	\$ 92,081	\$ 19,566	\$ 3,000	\$ 85	\$ 85	\$ 85
Miscellaneous	-	997	-	-	-	-
Revenue Subtotal	92,081	20,563	3,000	85	85	85
Transfers from other funds:						
Sewer Operating Fund	330,457	1,576,229	2,633,137	2,351,853	2,351,853	2,351,853
Sewer Development Fund (SDC)	123,660	481,626	1,050,769	1,575,791	1,575,791	1,575,791
Transfers Subtotal	454,117	2,057,855	3,683,906	3,927,644	3,927,644	3,927,644
Beginning fund balance	24,962,235	6,241,435	1,435	16,493	16,493	16,493
TOTAL RESOURCES	\$ 25,508,433	\$ 8,319,853	\$ 3,688,341	\$ 3,944,222	\$ 3,944,222	\$ 3,944,222
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 18,860,838	\$ 8,045,956	\$ 3,328,850	\$ 3,544,919	\$ 3,544,919	\$ 3,544,919
Transfer to other funds:						
General Fund	98,247	63,155	56,664	90,671	90,671	90,671
Community Development Fund	307,913	196,550	298,391	258,652	258,652	258,652
Transfers Subtotal	406,160	259,705	355,055	349,323	349,323	349,323
Ending fund balance						
Restricted - bond proceeds	3,982,433	-	-	-	-	-
Assigned (contingency)	2,259,002	14,192	4,436	49,980	49,980	49,980
Ending balance subtotal	6,241,435	14,192	4,436	49,980	49,980	49,980
TOTAL REQUIREMENTS	\$ 25,508,433	\$ 8,319,853	\$ 3,688,341	\$ 3,944,222	\$ 3,944,222	\$ 3,944,222

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

Fund Summaries

STREETS CAPITAL PROJECTS FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Intergovernmental	\$ -	\$ 123,282	\$ 149,500	\$ 192,000	\$ 192,000	\$ 192,000
Investment income	6,795	5,676	2,700	4,788	4,788	4,788
Miscellaneous	30,165	818,960	-	104,420	104,420	104,420
Revenue Subtotal	<u>36,960</u>	<u>947,918</u>	<u>152,200</u>	<u>301,208</u>	<u>301,208</u>	<u>301,208</u>
Transfers from other funds:						
General Fund	13,155	-	234,008	456,891	456,891	456,891
Road Operating	91,000	322,721	297,785	514,830	514,830	514,830
Road Maintenance	459,629	627,635	708,500	710,000	710,000	710,000
Sewer Operating	-	-	160,000	-	-	-
Street Lighting	5,014	198,573	171,045	459,020	459,020	459,020
Water Development (SDC)	-	41,032	31,500	-	-	-
Sewer Development (SDC)	-	41,032	127,500	-	-	-
Streets Development (SDC)	3,095,791	665,497	2,329,391	2,932,789	2,932,789	2,932,789
Stormwater Development (SDC)	-	20,516	15,750	-	-	-
Parks Development (SDC)	-	20,516	143,750	-	-	-
Transfers Subtotal	<u>3,664,589</u>	<u>1,937,522</u>	<u>4,219,229</u>	<u>5,073,530</u>	<u>5,073,530</u>	<u>5,073,530</u>
Beginning fund balance	978,780	357,063	175,256	965,251	965,251	965,251
TOTAL RESOURCES	<u>\$ 4,680,329</u>	<u>\$ 3,242,503</u>	<u>\$ 4,546,685</u>	<u>\$ 6,339,989</u>	<u>\$ 6,339,989</u>	<u>\$ 6,339,989</u>
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 3,618,609	\$ 1,650,033	\$ 3,757,947	\$ 4,518,200	\$ 4,518,200	\$ 4,518,200
Transfers to other funds:						
General Fund	112,840	43,358	64,421	94,924	94,924	94,924
Community Development Fund	591,817	589,061	546,361	709,841	709,841	709,841
Transfers Subtotal	<u>704,657</u>	<u>632,419</u>	<u>610,782</u>	<u>804,765</u>	<u>804,765</u>	<u>804,765</u>
Ending fund balance						
Assigned (contingency)	357,063	960,051	177,956	1,017,024	1,017,024	1,017,024
TOTAL REQUIREMENTS	<u>\$ 4,680,329</u>	<u>\$ 3,242,503</u>	<u>\$ 4,546,685</u>	<u>\$ 6,339,989</u>	<u>\$ 6,339,989</u>	<u>\$ 6,339,989</u>

Fund Summaries

STORMWATER CAPITAL PROJECTS FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Investment income	\$ 6	\$ 95	\$ 75	\$ 50	\$ 50	\$ 50
Transfers from other funds:						
Stormwater Fund	452,826	1,073,804	367,643	300,000	300,000	300,000
Stormwater Development (SDC)	60,773	30,411	66,547	195,809	195,809	195,809
Interfund loans:						
General Fund	-	-	-	2,000,000	2,000,000	2,000,000
Transfers Subtotal	513,599	1,104,215	434,190	2,495,809	2,495,809	2,495,809
Beginning fund balance	10,258	10,264	10,314	10,408	10,408	10,408
TOTAL RESOURCES	\$ 523,863	\$ 1,114,574	\$ 444,579	\$ 2,506,267	\$ 2,506,267	\$ 2,506,267
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 372,908	\$ 982,153	\$ 371,545	\$ 1,513,712	\$ 1,513,712	\$ 1,513,712
Transfers to other funds:						
General Fund	13,064	18,252	7,865	51,455	51,455	51,455
Community Development Fund	127,627	103,810	54,780	166,371	166,371	166,371
Transfers Subtotal	140,691	122,062	62,645	217,826	217,826	217,826
Ending fund balance						
Assigned (contingency)	10,264	10,359	10,389	774,729	774,729	774,729
TOTAL REQUIREMENTS	\$ 523,863	\$ 1,114,574	\$ 444,579	\$ 2,506,267	\$ 2,506,267	\$ 2,506,267

Fund Summaries

BUILDING CAPITAL PROJECTS FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Intergovernmental	\$ 1,451,717	\$ -	\$ 983,200	\$ 1,011,200	\$ 1,011,200	\$ 1,011,200
Investment income	832	1,849	1,350	920	920	920
Other	5,842	-	-	-	-	-
Revenue Subtotal	<u>1,458,391</u>	<u>1,849</u>	<u>984,550</u>	<u>1,012,120</u>	<u>1,012,120</u>	<u>1,012,120</u>
Transfers from other funds:						
General Fund	207,418	490,151	607,100	231,500	231,500	231,500
Transit Fund	1,655,515	18,506	10,800	12,800	12,800	12,800
Fleet Service Fund	633,866	-	-	-	-	-
Transfers Subtotal	<u>2,496,799</u>	<u>508,657</u>	<u>617,900</u>	<u>244,300</u>	<u>244,300</u>	<u>244,300</u>
Beginning fund balance	180,129	180,961	183,061	183,945	183,945	183,945
TOTAL RESOURCES	<u>\$ 4,135,319</u>	<u>\$ 691,467</u>	<u>\$ 1,785,511</u>	<u>\$ 1,440,365</u>	<u>\$ 1,440,365</u>	<u>\$ 1,440,365</u>
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 3,870,495	\$ 498,957	\$ 1,562,800	\$ 1,228,500	\$ 1,228,500	\$ 1,228,500
Transfers to other funds:						
General Fund	25,817	650	-	-	-	-
Building Fund	-	-	2,250	-	-	-
Community Development Fund	58,046	9,050	36,050	27,000	27,000	27,000
Transfers Subtotal	<u>83,863</u>	<u>9,700</u>	<u>38,300</u>	<u>27,000</u>	<u>27,000</u>	<u>27,000</u>
Ending fund balance						
Assigned (contingency)	180,961	182,810	184,411	184,865	184,865	184,865
TOTAL REQUIREMENTS	<u>\$ 4,135,319</u>	<u>\$ 691,467</u>	<u>\$ 1,785,511</u>	<u>\$ 1,440,365</u>	<u>\$ 1,440,365</u>	<u>\$ 1,440,365</u>

Fund Summaries

PARKS CAPITAL PROJECTS FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
Intergovernmental	\$ 728,158	\$ -	\$ 313,746	\$ 960,000	\$ 960,000	\$ 960,000
Tree Mitigation	290	6,686	1,250	2,000	2,000	2,000
Investment income	48	154	400	320	320	320
Miscellaneous	-		250	500	500	500
Revenue Subtotal	728,496	6,840	315,646	962,820	962,820	962,820
Transfers from other funds:						
General Fund	16,600	467,654	401,620	197,200	197,200	197,200
Parks Development Fund (SDC)	480,111	796,541	2,224,197	1,340,389	1,340,389	1,340,389
Transfers Subtotal	496,711	1,264,195	2,625,817	1,537,589	1,537,589	1,537,589
Beginning fund balance	62,222	54,965	55,135	61,474	61,474	61,474
TOTAL RESOURCES	\$ 1,287,429	\$ 1,326,000	\$ 2,996,598	\$ 2,561,883	\$ 2,561,883	\$ 2,561,883
REQUIREMENTS						
Expenditures:						
Capital Projects	\$ 1,114,394	\$ 1,047,487	\$ 2,589,949	\$ 2,283,100	\$ 2,283,100	\$ 2,283,100
Transfers to other funds:						
General Fund	23,827	32,225	50,611	26,432	26,432	26,432
Community Development Fund	94,243	186,714	300,503	180,820	180,820	180,820
Transfers Subtotal	118,070	218,939	351,114	207,252	207,252	207,252
Ending fund balance						
Assigned (contingency)	54,965	59,574	55,535	71,531	71,531	71,531
TOTAL REQUIREMENTS	\$ 1,287,429	\$ 1,326,000	\$ 2,996,598	\$ 2,561,883	\$ 2,561,883	\$ 2,561,883

Fund Summaries

WATER DEVELOPMENT CHARGES FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
System development charges	\$ 1,513,567	\$ 1,509,035	\$ 2,300,972	\$ 2,349,799	\$ 2,349,799	\$ 2,349,799
Investment income	6,605	7,086	11,900	13,900	13,900	13,900
Miscellaneous	8,000	6,071	-	-	-	-
Revenue Subtotal	1,528,172	1,522,192	2,312,872	2,363,699	2,363,699	2,363,699
Beginning fund balance	1,587,516	1,586,216	807,647	2,667,190	2,667,190	2,667,190
TOTAL RESOURCES	\$ 3,115,688	\$ 3,108,408	\$ 3,120,519	\$ 5,030,889	\$ 5,030,889	\$ 5,030,889
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 1,095	\$ 597	\$ 4,700	\$ 9,600	\$ 9,600	\$ 9,600
Transfers to other funds:						
Water Operating Fund	350,000	350,000	350,000	350,000	350,000	350,000
Water Capital Projects Fund	1,178,377	1,407,686	460,200	249,016	249,016	249,016
Streets Capital Projects Fund	-	41,032	31,500	-	-	-
Transfers Subtotal	1,528,377	1,798,718	841,700	599,016	599,016	599,016
Ending fund balance						
Assigned (contingency)	1,586,216	1,309,093	2,274,119	4,422,273	4,422,273	4,422,273
TOTAL REQUIREMENTS	\$ 3,115,688	\$ 3,108,408	\$ 3,120,519	\$ 5,030,889	\$ 5,030,889	\$ 5,030,889

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

Fund Summaries

SEWER DEVELOPMENT CHARGES FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
System development charges	\$ 1,154,646	\$ 2,502,588	\$ 1,952,750	\$ 1,238,251	\$ 1,238,251	\$ 1,238,251
Investment income	23,660	34,877	39,050	34,620	34,620	34,620
Revenue Subtotal	1,178,306	2,537,465	1,991,800	1,272,871	1,272,871	1,272,871
Beginning fund balance	4,753,469	5,205,778	5,360,988	6,480,310	6,480,310	6,480,310
TOTAL RESOURCES	\$ 5,931,775	\$ 7,743,243	\$ 7,352,788	\$ 7,753,181	\$ 7,753,181	\$ 7,753,181
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 2,337	\$ 1,597	\$ 4,800	\$ 6,200	\$ 6,200	\$ 6,200
Transfers to other funds:						
Sewer Operating Fund (debt)	600,000	600,000	600,000	600,000	600,000	600,000
Sewer Capital Projects Fund	123,660	481,626	1,050,769	1,575,791	1,575,791	1,575,791
Streets Capital Projects Fund	-	41,032	127,500	-	-	-
Transfers Subtotal	723,660	1,122,658	1,778,269	2,175,791	2,175,791	2,175,791
Ending fund balance						
Assigned (contingency)	5,205,778	6,618,988	5,569,719	5,571,190	5,571,190	5,571,190
TOTAL REQUIREMENTS	\$ 5,931,775	\$ 7,743,243	\$ 7,352,788	\$ 7,753,181	\$ 7,753,181	\$ 7,753,181

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

Fund Summaries

STREETS DEVELOPMENT CHARGES FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
System development charges	\$ 1,969,515	\$ 1,834,900	\$ 2,646,569	\$ 3,178,866	\$ 3,178,866	\$ 3,178,866
Traffic impact fees	16,875	258,825	-	-	-	-
Investment income	11,519	25,506	21,500	26,030	26,030	26,030
Miscellaneous	245,655	156,666	-	-	-	-
Revenue Subtotal	<u>2,243,564</u>	<u>2,275,897</u>	<u>2,668,069</u>	<u>3,204,896</u>	<u>3,204,896</u>	<u>3,204,896</u>
Beginning fund balance	<u>3,725,185</u>	<u>2,870,813</u>	<u>3,011,008</u>	<u>4,256,127</u>	<u>4,256,127</u>	<u>4,256,127</u>
TOTAL RESOURCES	<u><u>\$ 5,968,749</u></u>	<u><u>\$ 5,146,710</u></u>	<u><u>\$ 5,679,077</u></u>	<u><u>\$ 7,461,023</u></u>	<u><u>\$ 7,461,023</u></u>	<u><u>\$ 7,461,023</u></u>
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 2,145	\$ 974	\$ 4,800	\$ 15,900	\$ 15,900	\$ 15,900
Transfers to other funds:						
Streets Capital Projects Fund	<u>3,095,791</u>	<u>665,497</u>	<u>2,329,391</u>	<u>2,932,789</u>	<u>2,932,789</u>	<u>2,932,789</u>
Ending fund balance						
Assigned (contingency)	<u>2,870,813</u>	<u>4,480,239</u>	<u>3,344,886</u>	<u>4,512,334</u>	<u>4,512,334</u>	<u>4,512,334</u>
TOTAL REQUIREMENTS	<u><u>\$ 5,968,749</u></u>	<u><u>\$ 5,146,710</u></u>	<u><u>\$ 5,679,077</u></u>	<u><u>\$ 7,461,023</u></u>	<u><u>\$ 7,461,023</u></u>	<u><u>\$ 7,461,023</u></u>

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

Fund Summaries

STORMWATER DEVELOPMENT CHARGES FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
System development charges	\$ 115,432	\$ 327,476	\$ 406,904	\$ 514,520	\$ 514,520	\$ 514,520
Investment income	4,635	5,082	6,300	7,410	7,410	7,410
Revenue Subtotal	120,067	332,558	413,204	521,930	521,930	521,930
Beginning fund balance	784,560	843,546	1,065,773	1,376,148	1,376,148	1,376,148
TOTAL RESOURCES	\$ 904,627	\$ 1,176,104	\$ 1,478,977	\$ 1,898,078	\$ 1,898,078	\$ 1,898,078
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 308	\$ 309	\$ 1,400	\$ 2,600	\$ 2,600	\$ 2,600
Transfers to other funds:						
Streets Capital Projects Fund	-	20,516	15,750	-	-	-
Stormwater Cap Proj Fund	60,773	30,411	66,547	195,809	195,809	195,809
Transfers Subtotal	60,773	50,927	82,297	195,809	195,809	195,809
Ending fund balance						
Assigned (contingency)	843,546	1,124,868	1,395,280	1,699,669	1,699,669	1,699,669
TOTAL REQUIREMENTS	\$ 904,627	\$ 1,176,104	\$ 1,478,977	\$ 1,898,078	\$ 1,898,078	\$ 1,898,078

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

PARKS DEVELOPMENT CHARGES FUND

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES						
Revenues:						
System development charges	\$ 886,924	\$ 1,102,890	\$ 1,107,974	\$ 769,022	\$ 769,022	\$ 769,022
Investment income	19,521	28,842	27,800	17,850	17,850	17,850
Other	7,996	-	-	-	-	-
Revenue Subtotal	914,441	1,131,732	1,135,774	786,872	786,872	786,872
Beginning fund balance	3,274,040	3,706,704	3,848,697	2,494,267	2,494,267	2,494,267
TOTAL RESOURCES	\$ 4,188,481	\$ 4,838,436	\$ 4,984,471	\$ 3,281,139	\$ 3,281,139	\$ 3,281,139
REQUIREMENTS						
Expenditures:						
Materials & services	\$ 1,666	\$ 1,676	\$ 3,200	\$ 3,850	\$ 3,850	\$ 3,850
Transfers to other funds:						
Streets Capital Fund	-	20,516	143,750	-	-	-
Parks Capital Fund	480,111	796,541	2,224,197	1,340,389	1,340,389	1,340,389
Transfers Subtotal	480,111	817,057	2,367,947	1,340,389	1,340,389	1,340,389
Ending fund balance						
Assigned (contingency)	3,706,704	4,019,703	2,613,324	1,936,900	1,936,900	1,936,900
TOTAL REQUIREMENTS	\$ 4,188,481	\$ 4,838,436	\$ 4,984,471	\$ 3,281,139	\$ 3,281,139	\$ 3,281,139

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

WILSONVILLE

POWERED
BY PURPOSE



Summary of Program Revenues

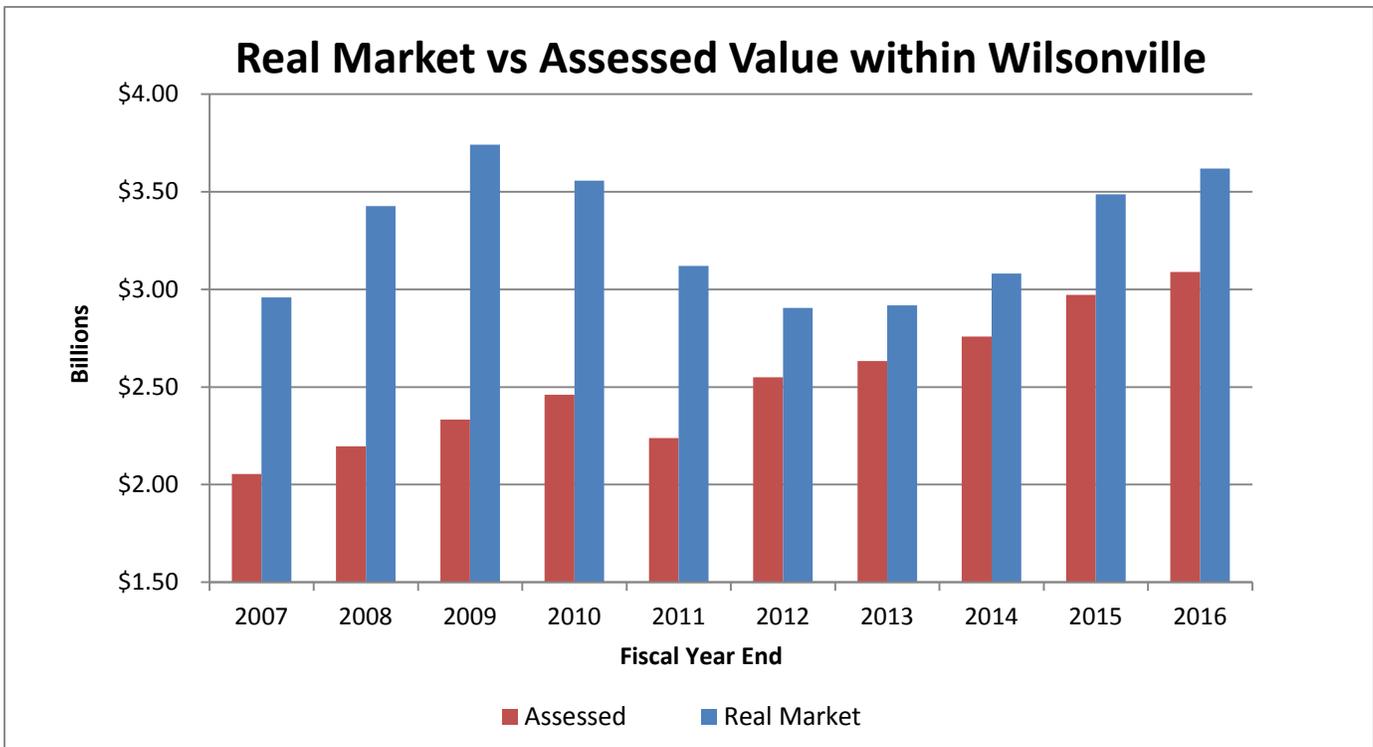
Summary of Program Revenues						
	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
General Fund	\$ 11,120,341	\$ 11,488,055	\$ 11,743,879	\$ 12,369,643	\$ 12,369,643	\$ 12,369,643
Special Revenue Funds						
Community Development	2,597,597	3,105,332	1,390,900	1,396,003	1,396,003	1,396,003
Building	-	-	1,298,531	1,132,115	1,132,115	1,132,115
Transit	7,239,981	5,708,662	6,739,742	5,776,916	5,776,916	5,776,916
9-1-1 Shared Revenue	29,197	-	-	-	-	-
Road Operating	1,119,911	1,224,901	1,167,100	1,292,390	1,292,390	1,292,390
Road Maintenance	729,024	673,745	685,300	711,600	711,600	711,600
TOTAL Spec Rev Funds	11,715,710	10,712,640	11,281,573	8,913,021	8,913,021	8,913,021
Enterprise Funds						
Water Operating	6,871,683	6,897,700	6,934,700	7,386,500	7,386,500	7,386,500
Sewer Operating	6,290,448	7,450,111	7,404,997	7,718,000	7,718,000	7,718,000
Street Lighting Operating	392,866	426,947	417,000	440,000	440,000	440,000
Stormwater Operating	1,170,514	1,395,012	1,414,300	2,028,000	2,028,000	2,028,000
TOTAL Enterprise Funds	14,725,511	16,169,770	16,170,997	17,572,500	17,572,500	17,572,500
Internal Service Fund						
Fleet Services	1,187,760	1,226,553	1,297,080	1,315,210	1,315,210	1,315,210
GRAND TOTAL	\$ 38,749,322	\$ 39,597,018	\$ 40,493,529	\$ 40,170,374	\$ 40,170,374	\$ 40,170,374

Property Tax Summary

The City's permanent tax rate is \$2.5206 per \$1,000 of assessed valuation. 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 2015-16 is estimated to be \$0.1342, and the debt is expected to be paid off by January 1, 2016.

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. Property taxes are levied on either the determined assessed value, or on the real market value, whichever is less. During the recession that began in 2007, property values did fall. For some properties, the real market value fell below the assessed value. Thus, property taxes were levied on the real market value for those properties. As property values began to increase once more and the real market value exceeded the 3% growth in assessed value, property taxes were levied on the assessed value. Measure 50 also established permanent tax rates, which are not subject to change. Voters may approve a five-year local option levy above the fixed rate to fund operations. The City of Wilsonville's permanent tax rate is \$2.5206 per \$1,000 of assessed value, and the City does not have a local option levy. Voters may approve a General Obligation Bond, which enables the City to levy property taxes above the permanent rate to pay debt service on the bond. The City of Wilsonville has one outstanding bond that funded expansion to the City Library. That bond is scheduled to be paid off by January 1, 2016.

In 1990, voters passed Measure 5, which introduced tax rate limits starting in 1991-92. Measure 5 stipulates that property taxes for education are limited to \$5.00 per \$1,000 of real market value, and property taxes for general government are limited to \$10.00 per \$1,000 of real market value. If the taxes levied exceed these limits, then each corresponding taxing district has its tax rate reduced proportionately until the tax limit is reached. This reduction in taxes to the limit is called compression. It is important to note these tax limits apply to individual parcels. Further, local option levies are the first to be compressed. If taxes levied still exceed the limit after compressing the local option levy to \$0, then permanent rates are proportionately compressed until the limit is reached. Local general 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 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Estimated Real Market Value						
Within Clackamas County	\$ 2,558,638,855	\$ 2,711,679,939	\$ 2,896,801,048	\$ 3,221,996,329	\$ 3,221,996,329	\$ 3,221,996,329
Within Washington County	359,094,895	369,475,473	369,149,552	397,444,986	397,444,986	397,444,986
Total Estimated Real Market Value	<u>\$ 2,917,733,750</u>	<u>\$ 3,081,155,412</u>	<u>\$ 3,265,950,600</u>	<u>\$ 3,619,441,315</u>	<u>\$ 3,619,441,315</u>	<u>\$ 3,619,441,315</u>
Assessed Values						
Within Clackamas County	\$ 2,368,094,165	\$ 2,489,429,645	\$ 2,564,112,534	\$ 2,803,136,806	\$ 2,803,136,806	\$ 2,803,136,806
Within Washington County	264,753,698	268,559,603	276,616,391	286,160,390	286,160,390	286,160,390
Total Assessed Values	2,632,847,863	2,757,989,248	2,840,728,925	3,089,297,196	3,089,297,196	3,089,297,196
Less urban renewal excess	(548,804,789)	(550,822,196)	(576,668,461)	(608,050,515)	(608,050,515)	(608,050,515)
Net available for general and bonded debt	<u>\$ 2,084,043,074</u>	<u>\$ 2,207,167,052</u>	<u>\$ 2,264,060,464</u>	<u>\$ 2,481,246,680</u>	<u>\$ 2,481,246,680</u>	<u>\$ 2,481,246,680</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	0.1631	0.1540	0.1560	0.1342	0.1342	0.1342
Total	<u>\$ 2.6837</u>	<u>\$ 2.6746</u>	<u>\$ 2.6766</u>	<u>\$ 2.6548</u>	<u>\$ 2.6548</u>	<u>\$ 2.6548</u>
Taxes Levied						
General taxes	\$ 5,253,318	\$ 5,563,688	\$ 5,823,000	\$ 6,254,526	\$ 6,254,526	\$ 6,254,526
Bonded debt	340,000	340,000	360,000	333,000	333,000	333,000
Total taxes levied	<u>\$ 5,593,318</u>	<u>\$ 5,903,688</u>	<u>\$ 6,183,000</u>	<u>\$ 6,587,526</u>	<u>\$ 6,587,526</u>	<u>\$ 6,587,526</u>
Taxes Paid (net of discounts, delinquencies)						
General taxes	\$ 4,998,507	\$ 5,310,410	\$ 5,473,000	\$ 5,902,457	\$ 5,902,457	\$ 5,902,457
Bonded debt	327,072	326,864	350,000	313,020	313,020	313,020
Total taxes paid	<u>\$ 5,325,579</u>	<u>\$ 5,637,275</u>	<u>\$ 5,823,000</u>	<u>\$ 6,215,477</u>	<u>\$ 6,215,477</u>	<u>\$ 6,215,477</u>
% paid vs levied	95%	95%	94%	94%	94%	94%

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

WILSONVILLE

POWERED
BY PURPOSE



Assumptions for General Fund Revenues

- Property Taxes: 7.0% increase when compared to the FY 2014-15 Adopted Budget, representing annual increase and new residential and commercial properties added to the tax rolls
- 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 \$12,369,643. This equates to a 5% increase from the FY 2014-15 budget.

Property taxes comprise 49% of revenues, excluding interfund transfers, 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 2015-16 budget assumes a 8.0% growth in assessed value, when compared to the FY 14-15 Adopted Budget, as new construction – including new homes in the Villebois area and multi-family units at Brenchley Estates – are added to the tax rolls. Taxes for FY 2015-16 will be billed in late October 2015, 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 revenues excluding interfund transfers. 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. After several years of a downward trend, estimates for FY 2015-16 are slightly ahead when compared to the FY 2014-15 budget. Based on this analysis, the FY 2015-16 Budget reflects a 3.0% increase over last fiscal year.

The current franchise fee and privilege tax rates charged on gross receipts of the utilities 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. The state shared revenues include alcoholic beverage tax, cigarette tax, and state shared revenue. The state shared revenues total \$581,000 or 4.7%, of the fund's total. The revenues are allocated by various formulas, but utilize a per capita rate. Increases for FY2015-16 reflect the continued growth in population since the 2010 census.

Another component of intergovernmental revenue is the City's allocation of a Clackamas County Library District Levy. For FY 2015-16 this allocation is anticipated to be \$1,051,235. 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. Being as the Agency does not have staff, City administration charges for providing these services. For FY 2015-16 the fees are approximately 2.5% of the General Fund's total revenue.

General Fund Revenues

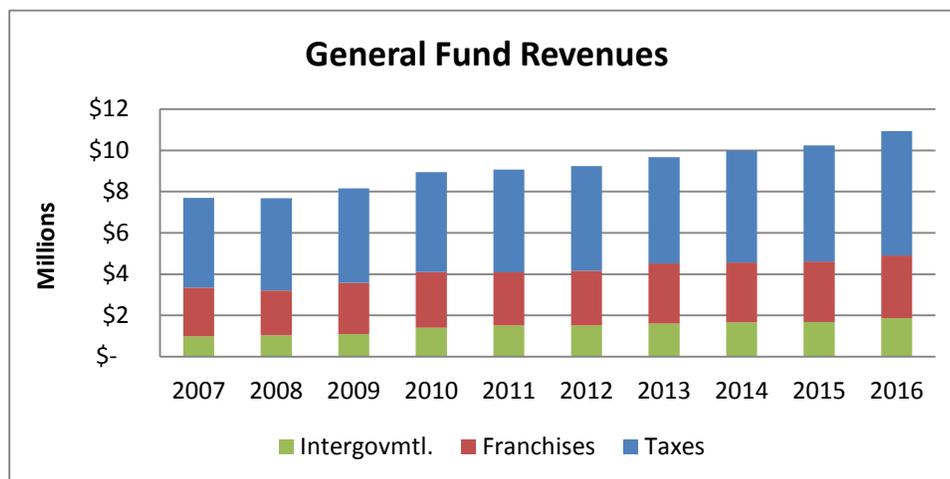
Summary of Program Revenues

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Taxes						
Current property taxes	\$ 4,998,508	\$ 5,310,410	\$ 5,473,000	\$ 5,902,601	\$ 5,902,601	\$ 5,902,601
Prior year property taxes	150,605	108,897	152,000	125,000	125,000	125,000
Total property taxes	5,149,113	5,419,307	5,625,000	6,027,601	6,027,601	6,027,601
Hotel/Motel tax	242,369	272,866	250,000	250,000	250,000	250,000
Franchise and privilege fees						
Portland General Electric	900,340	919,282	950,000	1,000,000	1,000,000	1,000,000
NW Natural Gas	492,791	318,467	316,000	316,000	316,000	316,000
Verizon/Frontier	-	-	99,600	99,600	99,600	99,600
United Disposal	136,231	137,436	143,000	142,330	142,330	142,330
Comcast Cable	268,923	284,892	288,000	288,000	288,000	288,000
Sewer utilities	237,162	276,541	292,000	294,920	294,920	294,920
Water utilities	219,756	217,429	225,000	244,520	244,520	244,520
Stormwater	44,393	53,544	56,000	81,000	81,000	81,000
Charbonneau Water Company	10,042	9,897	11,000	11,000	11,000	11,000
Telecomm - Privilege tax	611,028	684,342	551,000	555,300	555,300	555,300
Total franchise and privilege fees	2,920,666	2,901,830	2,931,600	3,032,670	3,032,670	3,032,670
Licenses & permits						
Professional and occupation	126,987	156,424	160,000	160,000	160,000	160,000
Alcoholic beverages	770	2,525	1,200	1,800	1,800	1,800
Other	60	80	100	100	100	100
Total licenses & permits	127,817	159,029	161,300	161,900	161,900	161,900
Intergovernmental/Other agencies						
Alcoholic beverages tax	268,346	295,834	293,000	310,460	310,460	310,460
Cigarette tax	28,437	28,257	27,000	28,270	28,270	28,270
State shared revenue	218,098	230,391	232,000	242,400	242,400	242,400
County shared revenue - Library	918,620	944,092	963,779	1,051,235	1,051,235	1,051,235
Clack. Co. - Title III	45,990	37,292	50,000	45,662	45,662	45,662
Federal grants	42,041	16,361	17,300	9,000	9,000	9,000
State grants - Parks	3,075	3,075	3,300	3,300	3,300	3,300
State grants - Library	3,069	3,443	3,500	3,900	3,900	3,900
Other local governments	76,268	102,717	90,000	180,000	180,000	180,000
Total intergov./Other agencies	1,603,944	1,661,462	1,679,879	1,874,227	1,874,227	1,874,227
Municipal court fines	351,077	247,534	310,000	250,000	250,000	250,000
Investment income	81,839	78,859	109,000	72,000	72,000	72,000

General Fund Revenues

Summary of Program Revenues (continued)

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Charges for services						
Services provided to Urban Renewal	\$ 230,200	\$ 315,400	\$ 289,600	\$ 311,020	\$ 311,020	\$ 311,020
Class registrations	84,291	95,552	77,000	76,000	76,000	76,000
Parks reservations/Facility rental	34,874	50,663	49,000	51,000	51,000	51,000
Sports camp/Youth special services	19,694	22,664	29,800	29,800	29,800	29,800
New book sales	1,892	1,798	2,000	2,000	2,000	2,000
Library fees	35,224	33,173	34,000	31,000	31,000	31,000
Photocopying	6,814	6,512	6,000	6,000	6,000	6,000
Non-resident fees - library	5,666	3,778	4,500	3,500	3,500	3,500
Lost/damaged books	3,453	4,373	3,200	3,200	3,200	3,200
Library room rental	6,840	6,288	6,600	3,000	3,000	3,000
Lien search fees	29,320	29,760	21,200	23,320	23,320	23,320
Other charges	361	3,853	200	100	100	100
Total charges for services	458,629	573,814	523,100	539,940	539,940	539,940
Miscellaneous revenue						
Gifts	36,970	57,374	43,200	43,200	43,200	43,200
Meals on Wheels	5,643	5,419	7,400	6,000	6,000	6,000
Senior lunch revenue	11,846	15,893	13,500	16,000	16,000	16,000
Cable receipts	68,037	68,663	68,400	68,400	68,400	68,400
Other	62,391	26,005	21,500	27,705	27,705	27,705
Total miscellaneous revenue	184,887	173,354	154,000	161,305	161,305	161,305
TOTAL REVENUES	\$ 11,120,341	\$ 11,488,055	\$ 11,743,879	\$ 12,369,643	\$ 12,369,643	\$ 12,369,643



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

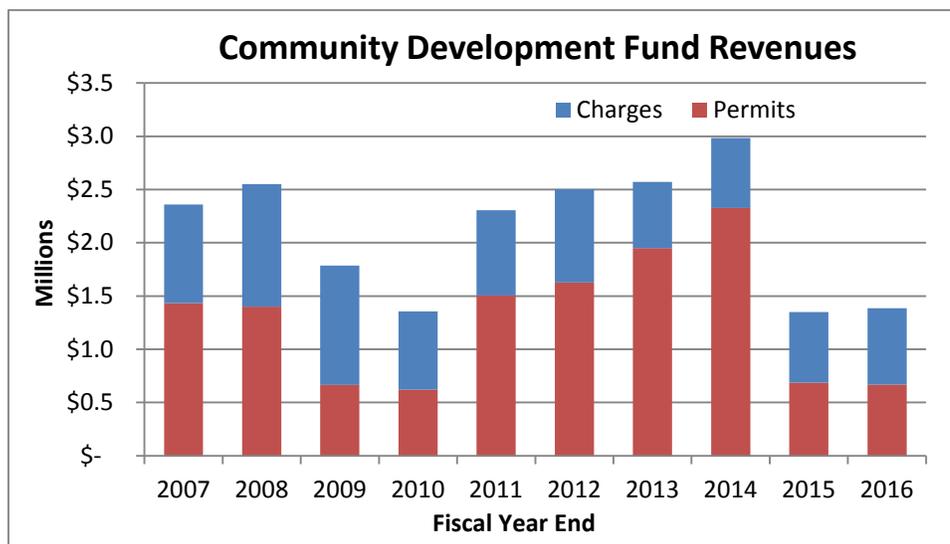
The Community Development Fund was established in FY2003-04 and prior to FY2014-15, encompassed Community Development Administration, Building, Planning, Engineering, Stormwater Management/Natural Resources and Urban Renewal Administration. Beginning in FY2014-15, the Community Development Fund no longer includes the Building Fund. Prior to FY2003-04 these functions were all included within the General Fund.

One of the primary revenue sources are the engineering and planning permits. Estimated revenues are based on department projections of scheduled and anticipated development to occur in the City.

The other primary revenue source for the Community Development Fund is charges for services from to the Urban Renewal Agency. The charges are for the services provided by the department to carry out the goals of the Agency. For FY2015-16, the fees are 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 investment income on cash balances and miscellaneous revenues.

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Permits	\$ 1,950,762	\$ 2,166,047	\$ 685,100	\$ 669,200	\$ 669,200	\$ 669,200
Intergovernmental	-	-	25,000	-	-	-
Charges for services	619,731	889,272	663,550	714,803	714,803	714,803
Investment income	22,276	32,878	17,000	12,000	12,000	12,000
Miscellaneous revenues	4,828	17,135	250	-	-	-
Total Revenues	\$ 2,597,597	\$ 3,105,332	\$ 1,390,900	\$ 1,396,003	\$ 1,396,003	\$ 1,396,003



Summary of Special Revenue Funds

Building Inspection Fund

Assumptions for Building Inspection Revenues

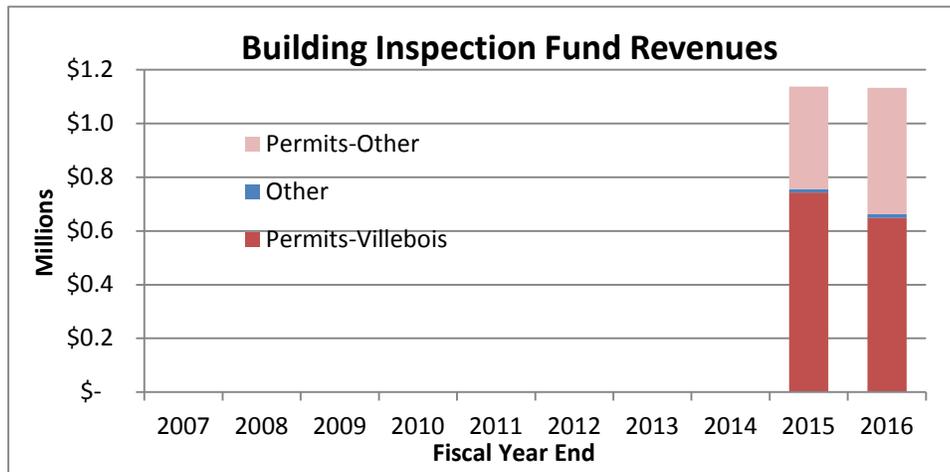
- Inspection and Permit Fees: Based on projections of scheduled and anticipated development

Prior to FY2014-15, the Building Fund was combined with the Community Development Fund. However, as revenues earned by the inspection and permit fees for the Building Fund are restricted by state statute, the fund is now being reported separately.

Each fiscal year the Building Inspector projects the permit revenue based on known and anticipated building projects that will be requesting building permits during the next fiscal year. For FY2015-16, the Building Department is anticipating 220 single family homes to be permitted primarily in the Villebois area as well as over 40 multi-family units. Anticipated non-residential construction includes the Piazza Central in Villebois.

Other income includes interest earned on cash balances and miscellaneous charges.

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Permits	\$ -	\$ -	\$ 1,283,531	\$ 1,118,115	\$ 1,118,115	\$ 1,118,115
Investment income	-	-	15,000	14,000	14,000	14,000
Total Revenues	\$ -	\$ -	\$ 1,298,531	\$ 1,132,115	\$ 1,132,115	\$ 1,132,115



Summary of Special Revenue Funds

Transit Fund

Assumptions for Transit Fund Revenues

- Transit Tax: Based on estimated wage base (1% growth)
- Intergovernmental Revenues: Based on grants awarded to SMART and expected to be expended in 2015-16
- Charges for services: Decrease in ridership on routes to destinations outside of the City.

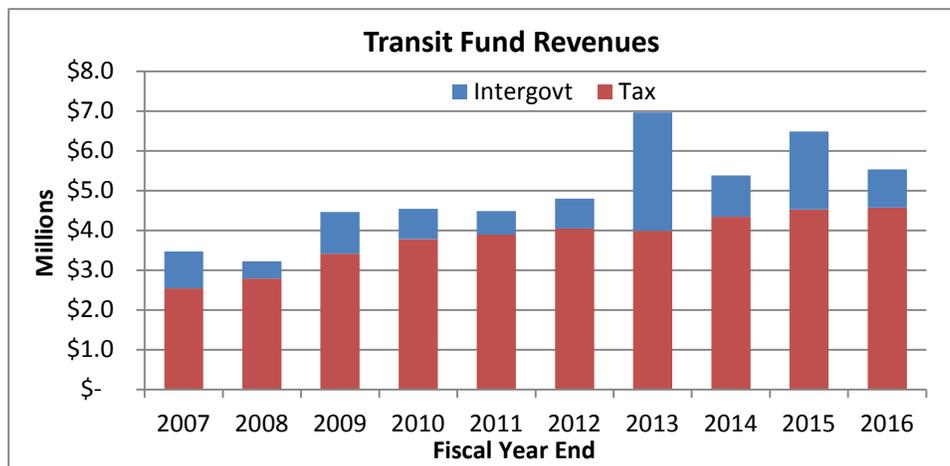
The City's public transportation program is funded by a payroll tax paid by Wilsonville businesses and is based on total payroll or self-employment income. The tax rate increased from .33 percent (.0033) to .5 percent (.005) of gross wages in October 2008. The increase was made after completion of a transit master plan and was in response to increased costs associated with TriMet's WES Commuter Rail which began servicing Wilsonville in February 2009. While WES is ran by TriMet, the City contributes \$315,000 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 increasing slightly, as the local economy grows with new businesses relocating to the City. Transit taxes are estimated at approximately \$4.6 million in FY2015-16.

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 2015-16 can be found under the Transit program, in the Program Expenditures section of this document.

For FY 2015-16, transit fares are budgeted with a 4% decrease from last year's budget, as it is expected that ridership remains flat or drops as gas prices drop. Fares are collected for all bus routes outside of the City limits.

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Transit tax	\$ 3,990,885	\$ 4,342,353	\$ 4,524,000	\$ 4,576,000	\$ 4,576,000	\$ 4,576,000
Intergovernmental	2,974,577	1,041,610	1,958,542	959,915	959,915	959,915
Charges for svcs	223,931	251,511	218,000	210,001	210,001	210,001
Investment income	10,511	14,976	26,200	17,000	17,000	17,000
Miscellaneous	40,077	58,212	13,000	14,000	14,000	14,000
Total Revenues	\$ 7,239,981	\$ 5,708,662	\$ 6,739,742	\$ 5,776,916	\$ 5,776,916	\$ 5,776,916



Summary of Special Revenue Funds

Road Operating Fund

Assumptions for Road Operating Fund Revenues

- Gas Tax: Based on State projections and the population of the City

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 was a 6 cent increase to the gas tax (from 24 cents to 30 cents per gallon). The FY 2015-16 budget reflects an 11% increase in gas tax revenues, based on the assumption that lower gas prices will translate into more gasoline sold, thereby increasing gas tax revenues.

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Gas tax	\$ 1,106,527	\$ 1,214,111	\$ 1,158,500	\$ 1,285,390	\$ 1,285,390	\$ 1,285,390
Investment income	5,663	5,963	8,600	7,000	7,000	7,000
Miscellaneous	7,721	4,827	-	-	-	-
Total Revenues	\$ 1,119,911	\$ 1,224,901	\$ 1,167,100	\$ 1,292,390	\$ 1,292,390	\$ 1,292,390

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 and growth projections.

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Usage charge	\$ 641,322	\$ 670,744	\$ 680,000	\$ 710,000	\$ 710,000	\$ 710,000
Investment income	24,822	3,001	5,300	1,600	1,600	1,600
Other	62,880	-	-	-	-	-
Total Revenues	\$ 729,024	\$ 673,745	\$ 685,300	\$ 711,600	\$ 711,600	\$ 711,600

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.

In January 2014, Council approved a revenue neutral rate adjustment that aligned the rates per customer class based on the most current cost of services analysis. The Council also approved a series of 2.25% rate increases for the next three years. The first of the increases went into effect January 1, 2015.

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Usage charge	\$ 5,719,829	\$ 5,524,762	\$ 5,711,000	\$ 6,113,000	\$ 6,113,000	\$ 6,113,000
Usage-Sherwood	938,886	1,007,433	990,000	990,000	990,000	990,000
Connection fees	55,922	91,486	60,000	75,000	75,000	75,000
User fee- fire charge	118,035	128,415	130,000	135,000	135,000	135,000
Investment income	22,593	26,353	38,700	33,000	33,000	33,000
Miscellaneous	16,418	119,251	5,000	40,500	40,500	40,500
Total Revenues	\$ 6,871,683	\$ 6,897,700	\$ 6,934,700	\$ 7,386,500	\$ 7,386,500	\$ 7,386,500

Sewer Operating Fund

Assumptions for Sewer Operating Fund Revenues

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

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

In December 2012, the City issued \$39M in debt for the rehabilitation of the existing Waste Water Treatment Plant. In preparation for the anticipated increase in operating expenses due to the repayment of the debt, past and current councils approved a series of rate hikes since November 2005. The last series of approved rate increases went into effect January 1, 2014 at 10%. An updated rate study will be completed during FY 2015-16, and the results will be presented to the City Council.

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 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Usage charge	\$ 5,929,394	\$ 6,826,658	\$ 6,900,000	\$ 7,300,000	\$ 7,300,000	\$ 7,300,000
High strength surcharge	295,513	372,223	400,000	350,000	350,000	350,000
Investment income	44,738	65,254	77,700	43,000	43,000	43,000
Miscellaneous	20,803	185,976	27,297	25,000	25,000	25,000
Total Revenues	\$ 6,290,448	\$ 7,450,111	\$ 7,404,997	\$ 7,718,000	\$ 7,718,000	\$ 7,718,000

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 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Usage charge	\$ 388,128	\$ 421,986	\$ 410,000	\$ 435,000	\$ 435,000	\$ 435,000
Investment income	4,738	4,961	7,000	5,000	5,000	5,000
Total Revenues	<u>\$ 392,866</u>	<u>\$ 426,947</u>	<u>\$ 417,000</u>	<u>\$ 440,000</u>	<u>\$ 440,000</u>	<u>\$ 440,000</u>

Stormwater Fund

Assumptions for Stormwater Fund Revenues

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

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

The Stormwater Fund has been under financial pressure over recent years due primarily to the completion of two emergency maintenance related projects. Staff has also recently completed a 20-year Stormwater Capital Improvement Plan that identified extensive repair work in the Charbonneau area. To fund the projects identified, Council approved a series of rate increases that began on April 1, 2015. The first increase raises the monthly rate from \$5.25 per Equivalent Dwelling Unit (EDU) to \$6.95/EDU. This will be followed by an increase to a monthly rate of \$8.65/EDU in January, 2016, and an increase to a monthly rate of \$9.30/EDU in January 2017.

In addition to the rate increases, an interfund loan from the General Fund will be used to fund the projects slated to begin during FY2015-16. In future years, bond proceeds will be required to complete the Capital Improvement Plan.

Revenue projections are based on historic trends, adjusted for rate increases.

	Actual 2012-13	Actual 2013-14	Budget 2014-145	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Stormwater charges	\$ 1,164,818	\$ 1,392,150	\$ 1,410,000	\$ 2,027,000	\$ 2,027,000	\$ 2,027,000
Investment income	3,634	1,140	4,300	1,000	1,000	1,000
Miscellaneous	2,062	1,722	-	-	-	-
Total Revenues	<u>\$ 1,170,514</u>	<u>\$ 1,395,012</u>	<u>\$ 1,414,300</u>	<u>\$ 2,028,000</u>	<u>\$ 2,028,000</u>	<u>\$ 2,028,000</u>

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 City programs. Maintenance charges to each department are based on an average of the prior three years' work orders, and are set to recover operating costs estimated for FY 2015-16. In addition to fuel and maintenance costs, all programs, 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 to the various funds for fleet operations is based on the budgeted expenses for Fleet Services.

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Charges for services						
General Fund	\$ 105,711	\$ 105,980	\$ 130,110	\$ 142,750	\$ 142,750	\$ 142,750
Building Fund	10,875	9,870	8,880	10,790	10,790	10,790
CD Fund	18,810	22,330	19,750	23,590	23,590	23,590
Road Op Fund	37,274	36,530	37,400	44,810	44,810	44,810
Transit Fund	927,125	966,530	1,035,370	1,014,680	1,014,680	1,014,680
Water Op Fund	35,717	36,850	36,370	42,830	42,830	42,830
Sewer Op Fund	15,851	11,240	5,180	13,310	13,310	13,310
Stormwater Fund	16,572	13,780	14,720	17,450	17,450	17,450
Charges subtotal	<u>1,167,935</u>	<u>1,203,110</u>	<u>1,287,780</u>	<u>\$ 1,310,210</u>	<u>\$ 1,310,210</u>	<u>\$ 1,310,210</u>
Investment income	6,750	5,146	9,300	5,000	5,000	5,000
Miscellaneous	13,075	18,297	-	-	-	-
Total Revenues	<u>\$ 1,187,760</u>	<u>\$ 1,226,553</u>	<u>\$ 1,297,080</u>	<u>\$ 1,315,210</u>	<u>\$ 1,315,210</u>	<u>\$ 1,315,210</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 capacity demands placed upon the City's infrastructure caused by growth and development. 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. The SDC budgets are based on known and anticipated capacity expansion projects that will begin construction during the next fiscal year.

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Water Development Charges Fund						
System Development Charges	\$ 1,513,567	\$ 1,500,601	\$ 2,300,972	\$ 1,923,299	\$ 1,923,299	\$ 1,923,299
Investment income	6,605	7,086	11,900	13,900	13,900	13,900
Other	8,000	6,070	-	-	-	-
Total Revenues	1,528,172	1,513,757	2,312,872	1,937,199	1,937,199	1,937,199
Sewer Development Charges Fund						
System Development Charges	1,154,646	2,502,588	1,952,750	1,238,251	1,238,251	1,238,251
Investment income	23,660	34,877	39,050	34,620	34,620	34,620
Total Revenues	1,178,306	2,537,465	1,991,800	1,272,871	1,272,871	1,272,871
Streets Development Charges Fund						
System Development Charges	1,959,515	1,834,900	2,646,569	3,178,866	3,178,866	3,178,866
Traffic impact fees	16,875	258,825	-	-	-	-
Investment income	11,519	25,506	21,500	26,030	26,030	26,030
Other	245,655	156,666	-	-	-	-
Total Revenues	2,233,564	2,275,897	2,668,069	3,204,896	3,204,896	3,204,896
Stormwater Development Charges Fund						
System Development Charges	115,432	327,476	406,904	514,520	514,520	514,520
Investment income	4,635	5,082	6,300	7,410	7,410	7,410
Total Revenues	120,067	332,558	413,204	521,930	521,930	521,930
Parks Development Charges Fund						
System Development Charges	886,924	1,102,890	1,107,974	769,022	769,022	769,022
Investment and other income	19,521	28,842	27,800	17,850	17,850	17,850
Other	7,966	-	-	-	-	-
Total Revenues	914,411	1,131,732	1,135,774	786,872	786,872	786,872
Total SDC Funds	\$ 5,974,520	\$ 7,791,409	\$ 8,521,719	\$ 7,723,768	\$ 7,723,768	\$ 7,723,768

WILSONVILLE

POWERED
BY PURPOSE



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 operational programs.

Policy & Administration	Page	Water Distribution	140
Administration	92	Water Treatment Plant	144
Finance	96	Industrial Pretreatment	148
Information Systems	100	Wastewater Treatment Plant	152
Geographic Information Systems	104	Wastewater Collection	154
Legal	108	Stormwater Maintenance	158
Human Resources/Risk Management	110	Parks & Recreation	
Community Development		General Services	162
Administration	114	Parks Maintenance	166
Engineering	116	Library Services	
Building Inspections	118	Library	168
Planning	122	Transportation	
Natural Resources/Stormwater Mgmt	126	Transit	172
Public Works		Fleet	176
Administration	130	Public Safety	
Facilities	132	Law Enforcement	180
Roads	136	Municipal Court	184
Street Lighting	138		

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 187.

Debt Service includes appropriations for interest and principal on all types of debt and starts on page 247.

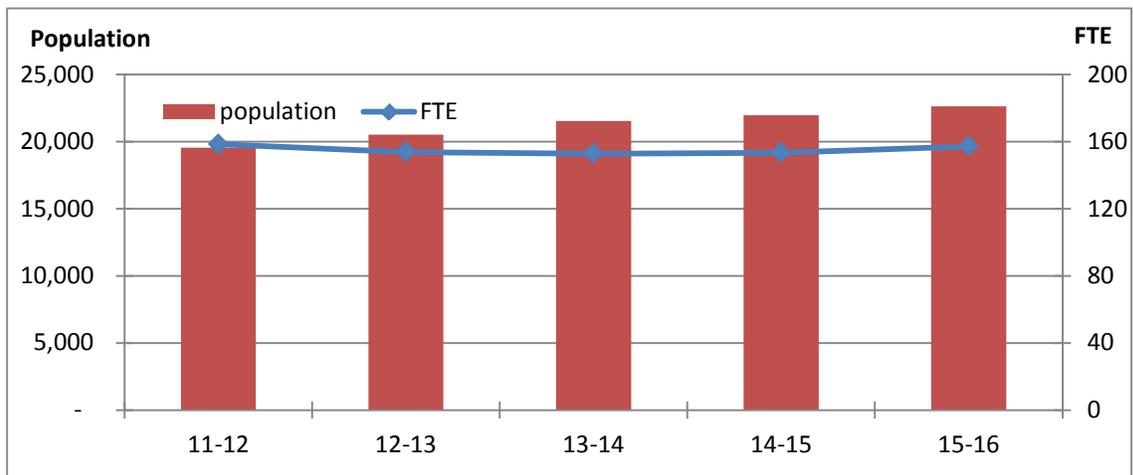
Contingencies include allowances and set-asides for future projects, repairs and equipment replacements in various funds and is found on page 254.

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 FY2015-16 are increasing to 157.21 full-time equivalents (FTEs). 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.



Summary of Employment Trends

Comparison of Personnel Changes

Full Time Equivalent (FTE) Positions

Department	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Administration				
Administration	4.50	4.50	5.00	5.00
Finance	9.15	8.90	9.40	9.20
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	3.35
	24.00	23.75	24.75	25.05
Community Development				
Administration	5.50	4.50	4.50	4.50
Engineering	9.00	9.00	9.00	9.50
Building Inspections	5.10	5.60	5.60	5.60
Planning	8.00	8.00	7.60	7.60
Natural Resources/Stormwater Management	3.00	2.00	2.00	3.00
	30.60	29.10	28.70	30.20
Public Works				
Administration	4.50	3.50	3.50	3.50
Facilities	4.25	5.50	5.50	5.75
Roads	3.75	4.05	4.05	4.05
Water Distribution and Sales	5.33	4.88	4.88	5.38
Wastewater Collection	1.83	2.13	2.13	2.13
Industrial Pretreatment	1.00	1.00	1.00	1.00
Stormwater Maintenance	1.84	1.84	1.94	1.94
	22.50	22.90	23.00	23.75
Transportation				
SMART Transit	36.44	35.74	36.07	37.00
Fleet	6.50	6.50	6.60	6.60
	42.94	42.24	42.67	43.60
Parks & Recreation				
General Services	8.10	8.10	8.10	8.20
Parks Maintenance	7.25	8.25	8.25	8.25
	15.35	16.35	16.35	16.45
Library	16.46	16.46	16.46	16.46
Public Safety				
Municipal Court	2.00	2.00	1.50	1.70
	2.00	2.00	1.50	1.70
Total FTE's	153.85	152.80	153.43	157.21

WILSONVILLE

POWERED
BY PURPOSE



Expenditure Summaries

By Program

Excluding Interfund Service and Transfers

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Policy and Administration	\$ 4,120,642	\$ 4,261,081	\$ 5,066,636	\$ 5,002,524	\$ 5,017,524	\$ 5,017,524
Community Development	3,506,135	3,618,221	3,998,180	4,154,546	4,154,546	4,154,546
Public Works	8,030,307	8,688,786	10,276,629	10,523,423	10,509,735	10,509,735
Parks & Recreation	1,752,039	1,805,759	2,433,687	2,309,514	2,309,514	2,309,514
Library	1,479,526	1,536,307	1,686,597	1,764,937	1,764,937	1,764,937
Transportation	5,872,734	6,539,501	7,802,464	6,623,672	6,623,672	6,623,672
Public Safety	3,851,165	3,946,686	4,165,460	4,570,406	4,570,406	4,570,406
Total Operating Budget	<u>\$ 28,612,548</u>	<u>\$ 30,396,341</u>	<u>\$ 35,429,653</u>	<u>\$ 34,949,022</u>	<u>\$ 34,950,334</u>	<u>\$ 34,950,334</u>

By Major Cost Category

Excluding Interfund Services, Transfers and Capital Projects

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services ¹	\$ 12,881,358	\$ 13,502,049	\$ 14,850,240	\$ 15,220,293	\$ 15,220,293	\$ 15,220,293
Materials and Services	15,037,639	15,860,873	18,521,802	18,721,365	18,722,677	18,722,677
Capital Outlay	693,551	1,033,419	2,057,611	1,007,364	1,007,364	1,007,364
Total Appropriations	<u>\$ 28,612,548</u>	<u>\$ 30,396,341</u>	<u>\$ 35,429,653</u>	<u>\$ 34,949,022</u>	<u>\$ 34,950,334</u>	<u>\$ 34,950,334</u>

¹ Proposed budget at FY 2014-15 level due to labor negotiations

City Administration provides governance, leadership and oversight to City operations, housing expenses related to the City Council, City Manager, City Recorder, Community Relations and Public Affairs. 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 Budget Committee for approval and City Council for 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

- Continue to seek efficiencies in City operations to maintain existing service levels
- Ensure financial planning and policies continue to meet best practices

Well Maintained Infrastructure

- Continue to seek efficiencies in city operations to maintain existing service levels
- Ensure financial planning and policies continue to meet best practices

Welcoming, Engaged and Satisfied Residents

- Support a work environment that promotes customer service
- Encourage citizen involvement and respond to citizens’ concerns in a timely and professional manner
- 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
- Continue to implement the City’s Economic Development Strategic Plan

Other Program Objectives

- Continued implementation of a city-wide communications strategy
- Use the city newsletter and social media to keep the public informed
- Further refinement and implementation of adopted Council Goals

Position	Full Time Equivalent Positions			
	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
City Manager	1.00	1.00	1.00	1.00
Executive Secretary	0.50	0.50	1.00	0.00
Community Outreach Specialist	0.00	0.00	0.00	1.00
City Recorder	1.00	1.00	1.00	1.00
Public Affairs Director	1.00	1.00	1.00	1.00
Community Relations Coordinator	1.00	1.00	1.00	1.00
	4.50	4.50	5.00	5.00

administration

Policy & Administration

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 403,360	387,408	\$ 464,670	\$ 462,780	\$ 462,780	\$ 462,780
Employee benefits	235,166	221,748	269,580	298,820	298,820	298,820
Total	638,526	609,156	734,250	761,600	761,600	761,600
Materials and Services						
Supplies	70,744	47,275	66,469	70,390	70,390	70,390
Prof and tech services	152,153	127,098	271,092	191,730	191,730	191,730
Utility services	4,396	4,317	4,580	6,640	6,640	6,640
Comm svcs programs	144,925	180,548	241,743	213,000	228,000	228,000
Employee development	39,269	49,383	48,877	49,385	49,385	49,385
Fees, dues, advertising	26,093	31,141	30,871	31,200	31,200	31,200
Meetings & Council	44,273	49,439	55,085	56,727	56,727	56,727
Total	481,853	489,201	718,717	619,072	634,072	634,072
Capital Outlay						
Machinery & equipment	15,230	5,273	50,000	220,000	220,000	220,000
Total Department	\$ 1,135,609	\$ 1,103,630	\$ 1,502,967	\$ 1,600,672	\$ 1,615,672	\$ 1,615,672

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Interfund charges	202,345	224,024	245,626	271,556	271,556	271,556
Urban renewal charges	110,000	140,000	135,700	146,200	146,200	146,200
General Fund revenues	823,264	739,606	1,051,641	1,182,916	1,197,916	1,197,916
Total	\$ 1,135,609	\$ 1,103,630	\$ 1,432,967	\$ 1,600,672	\$ 1,615,672	\$ 1,615,672

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 4%. This reflects increased contributions to retirement systems, as well as changes in employee choices of and increases to health insurance plans.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

The 6% increase in Supplies reflects the purchase of ipads for electronic Council packet distribution. This change will reduce the number of paper packets prepared and hand-delivered for each Council meeting. Other supplies in this category include postage for the Boones Ferry Messenger mailings, copier maintenance, and video related equipment funded through the Public, Education, & Government (PEG) communication reserve as part of the franchise agreement with Comcast.

The Professional and Technical Services category is decreasing overall by 29%. This decrease reflects the removal of one-time funding due to the completion of a franchise fee audit in 2015. Additions for FY 2015-16 include funding for implementing a document management software system and technical assistance for preparing a possible ballot initiative for the Recreation/Aquatic Center. Other items included in this category include amounts for technical imaging, legislative services, printing expenses for the Boones Ferry Messenger and transcription services.

The Utility category is increasing 45%, or \$1,800, representing additional resources to support data plans for converting Council packets to electronic distribution.

(continued on the next page)

Explanation of Variances, (continued)

Community Services Program category is decreasing 12% with the removal of \$30,000 budget for a retail leakage study. This category includes amounts for tourism development, community service grants, and other special projects.

The 3% increase in the Meetings & Council category is to cover increases in the cable telecasting expenses for Council work sessions and meetings.

The Proposed FY 2015-16 Budget includes \$169,500 in Capital Outlay to purchase an electronic records management system. The City has been setting money aside for the past five years to be able to implement an information management system and records archive for both paper and electronic documents. The system would replace a 15-year old, limited functionality, records archival system, as well as providing very significant information management enhancements and automated document management functionality. Implementing such a system would allow the City to meet the State's records management mandates, improve work flow processes, as well as greatly improve the ability of staff to comply with records requests in a timely and cost effective manner. It would also bring our document handling processes in line with modern technology and allow us to offer greater access and transparency to the public. Capital Outlay also includes video related equipment funded through the PEG communication reserve.

WILSONVILLE

POWERED
BY PURPOSE



The Finance Department efficiently operates the City’s financial information systems to provide timely, useful and accurate financial information to internal management, City Council, Budget Committee and external users. Finance provides treasury services with the goals of minimizing borrowing costs and maximizing the return on investments. Finance provides high quality service and support to all customers of the department.

Primary functions include accounting, budgeting, cash management, debt service, payroll, accounts payable, accounts 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 evaluating cost recovery of the Community Development Fund
- Work with Community Development and Public Works to evaluate the Road Maintenance Fee
- Analyze administrative fees and recommend changes where necessary to cover related costs

Other Program Objectives

- Prepare the FY 2015-16 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 2016-17 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

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
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	0.25	0.00	0.00	0.00
Administrative Assistant III	0.90	0.90	0.90	0.90
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	1.80
Utility Billing Specialist	1.00	1.00	1.50	1.50
	9.15	8.90	9.40	9.20

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 590,837	\$ 640,091	\$ 680,200	\$ 663,010	\$ 663,010	\$ 663,010
Employee benefits	282,822	279,588	333,640	332,740	332,740	332,740
Total	873,659	919,679	1,013,840	995,750	995,750	995,750
Materials and Services						
Supplies	53,483	51,082	70,200	38,890	38,890	38,890
Prof and tech services	174,633	156,505	208,255	145,160	145,160	145,160
Utility services	36,691	38,802	45,065	46,972	46,972	46,972
Fleet services	1,134	3,220	4,240	4,260	4,260	4,260
Repairs & maintenance	23,640	28,308	26,680	27,650	27,650	27,650
Rents & leases	1,188	-	1,200	1,260	1,260	1,260
Insurance	3,362	3,624	4,725	3,920	3,920	3,920
Employee development	8,990	5,209	12,600	12,900	12,900	12,900
Fees, dues, advertising	6,234	11,265	9,480	9,600	9,600	9,600
Meeting expenses	162	478	520	525	525	525
Misc. services & supplies	114,045	128,977	142,150	55,830	55,830	55,830
Total	423,562	427,470	525,115	346,967	346,967	346,967
Capital Outlay						
Machinery & equipment	-	-	11,000	-	-	-
Total Department	\$ 1,297,221	\$ 1,347,149	\$ 1,549,955	\$ 1,342,717	\$ 1,342,717	\$ 1,342,717

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Charges for services	\$ 29,320	\$ 27,462	\$ 28,100	\$ 23,320	\$ 23,320	\$ 23,320
Interfund charges	851,267	860,939	1,233,681	999,099	999,099	999,099
Urban renewal charges	57,000	60,000	57,600	63,600	63,600	63,600
General Fund revenues	359,634	398,748	230,574	256,698	256,698	256,698
Total	\$ 1,297,221	\$ 1,347,149	\$ 1,549,955	\$ 1,342,717	\$ 1,342,717	\$ 1,342,717

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salary and Wage scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is decreasing overall by 2%. This reflects the re-assignment of staff time from Finance to Municipal Court and staff turnover, decreasing the budget, offset by changes and increases in health insurance plans, increases in retirement contributions, and the addition of \$20,000 in temporary help to aid in the completion of various rate and fee studies scheduled for FY 2015-16.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

The 45% decrease in the Supplies represent a re-organizing of expenses from the Finance Department to the other operating departments for items such as postage and office supplies. These expenses have always been charged to the various operating funds, but expensed through the Finance Department. Beginning in FY 2015-16, these items will be expensed by the applicable operating department.

(continued on the next page)

Explanation of Variances, *(continued)*

Professional and Technical Services are decreasing overall by 30%. One increase is \$20,000 to hire a consultant to review the Community Development Fund. The Finance Department and the Community Development Department will work in partnership with a consultant to ensure the fund is recovering its costs. The consultant will be split 50/50 between the two departments. Offsetting this increase are decreases to other accounts, which represents re-organizing expenses from the Finance Department to the other operating departments, for items such as Meter Reading Services, computer maintenance contracts, and other service contracts. These expenses have always been charged to the various operating funds, but expensed through the Finance Department. Beginning in FY 2015-16, these items will be expensed by the applicable operating department.

Utility expenses are projected to increase by 4%, while Fleet Services remains flat.

Small changes include a 4% increase, or \$970, to Repairs and Maintenance, reflecting increasing costs in Janitorial services, and an increase of \$60, or 5%, to rents and leases for equipment rental. \$805 is reduced, or 17%, from vehicle insurance accounts. Employee development, fees & dues, and meeting expenses are all increasing slightly due to inflation.

Miscellaneous services and supplies are decreasing 61%, or \$86,000. This represents re-organizing bank charges, such as charges for customers paying with a credit card, out of the Finance Department and placing those charges in the other operating departments. These charges have always been paid by the various funds, but will now be expensed by the applicable operating department instead of the Finance Department.

In the Capital Outlay category, one-time funding for a copier replacement in FY 2014-15 is removed from the budget for FY 2015-16, reflecting the replacement has been completed.

Goal: Deliver efficient, effective financial services

Measure	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Actual cost to deliver financial services financial services	\$ 1,249,093	\$ 1,297,221	\$ 1,347,149	\$ 1,455,254	\$ 1,342,717
Costs to deliver financial services as percentage of total City operating budget	4%	4%	4%	4%	4%

Goal: Prepare financial documents with the best recognized principles and standards

Measure					
Government Finance Officers Association (GFOA) Budget Award	Yes	Yes	Yes	Yes	Yes
GFOA Comprehensive Annual Financial Report (CAFR) Award	Yes	Yes	Yes	Yes	Yes
Independent Certified Public Accountant audit "clean opinion" of CAFR	Yes	Yes	Yes	Yes	Yes

Goal: Maintain the City's financial health

Measure					
Percentage of City's operating funds meeting or exceeding reserve levels set by policy	100%	100%	100%	100%	100%
General obligation bond rating	Aa2	Aa2	Aa2	Aa2	Aa2

Performance Measurements Outcome

The measurement indicators noted above reveal performance objectives are being met by the department. Maintaining a constant cost percent to deliver financial services through new demands and special analysis indicates that efficiencies are being realized. Under the direction of the City Council and Budget Committee, the City has long placed emphasis on strong financial management. Every year, the City receives unqualified (clean) opinions of the City's Annual Financial Report by outside certified public accountants, maintains high bond ratings by rating agencies such as Moody's and Standard & Poor's, and is recognized by the Government Finance Officers Association for high standards in government accounting, financial reporting, and budgeting.

The Information Systems Division (IS) manages the City’s network and communications infrastructure, supports the city’s software, hardware, and various technologies, and manages the web sites. In addition, IS provides training and special project assistance to departments and oversees the City’s Geographic Information Systems program.

In the past year, IS has implemented a redesign of the city network to take advantage of the new fiber connectivity, continued the enhancement of the fiber infrastructure with Canyon Creek Road extension conduit and an interconnection to Clackamas County’s fiber network, converted city-wide cell service to a new carrier to save money and achieve improved coverage, assisted in the setup and transition of Parks & Rec to their new facility, and provided project management and support for a variety of departmental technology initiatives.

Program Objectives

Fiscal Discipline

- Utilize current and emerging technologies to reduce costs, create efficiencies, and enhance services
- Guide the GIS Program in creating operating efficiencies through the implementation of mapping technologies

Well Maintained Infrastructure

- Maintain operation and inventory of hardware, software, and network systems

Welcoming, Engaged, and Satisfied Residents

- Continue to enhance City websites and provide convenient and cost effective access to information and services online

Economic Development and Clear Vision and Community Design

- Continue to grow and enhance the city’s fiber infrastructure, connecting anchor institutions, providing services, and opening pathways for improved access to competitive broadband options in Wilsonville

Position	Full Time Equivalent Positions			
	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Information Systems Manager	1.00	1.00	1.00	1.00
Information System Assistant II	1.00	1.00	1.00	0.00
Systems Analyst	0.00	0.00	0.00	1.00
Network Administrator	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 235,697	\$ 252,336	\$ 254,580	\$ 257,250	\$ 257,250	\$ 257,250
Employee benefits	112,463	118,182	121,740	136,020	136,020	136,020
Total	348,160	370,518	376,320	393,270	393,270	393,270
Materials and Services						
Supplies	74,851	75,056	79,493	101,089	101,089	101,089
Prof and tech services	59,801	127,569	106,808	141,068	141,068	141,068
Utility services	8,665	12,220	12,008	13,600	13,600	13,600
Repairs & maintenance	6,783	7,002	7,080	7,151	7,151	7,151
Employee development	3,587	2,001	6,591	6,657	6,657	6,657
Fees, dues, advertising	258	756	354	900	900	900
Meeting expenses	117	308	204	206	206	206
Total	154,062	224,912	212,538	270,671	270,671	270,671
Capital Outlay						
Machinery & equipment	59,389	44,080	45,905	46,364	46,364	46,364
Total Department	\$ 561,611	\$ 639,510	\$ 634,763	\$ 710,305	\$ 710,305	\$ 710,305

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Interfund charges	\$ 232,260	\$ 219,405	\$ 271,596	\$ 296,026	\$ 296,026	\$ 296,026
General Fund revenues	329,351	420,105	363,167	414,279	414,279	414,279
Total	\$ 561,611	\$ 639,510	\$ 634,763	\$ 710,305	\$ 710,305	\$ 710,305

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salary and Wage scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 5%. The FY 2015-16 Proposed Budget includes a proposal to reclassify the current Information System Assistant II position to a Systems Analyst position. The System Analyst will have complex information technology project management skills and the ability to assist the Network Administrator with routine server administration duties. This reclassified position will enable the IS Division to provide cross training and backup for key network maintenance activities and keep up with the growing volume of technology project requests. The increase in benefits reflects increased contributions to retirement systems and increased costs to health insurance plans.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Supplies are increasing about \$22,000, or 27%. This reflects a proposal for FY 2015-16 to perform a third party audit on the City’s compliance with the Payment Card Industry’s (PCI) security standards, and make any necessary changes. Because the City accepts credit cards, the City must remain compliant with the industry’s standards to prevent data breaches and identity theft. The industry has recently enhanced their security standards and this audit will ensure the City remains compliant. Another item proposed in FY 2015-16 is to install video conferencing equipment in one of City Hall’s conference rooms to enable interviews and meetings with remote participants.

Professional and Technical Services are increasing about \$34,000, or 32%. Part of this addition relates to the third party audit regarding the City’s compliance with PCI security standards, mentioned above. Additionally, this increase reflects a proposal in

(continued on the next page)

Explanation of Variances, (continued)

FY 2015-16 to complete an Information Technology Strategic Plan for the City. The City intends to hire an outside consultant to aid in the completion of this Strategic Plan. The intent of the Plan is to outline the future direction of the City in terms of Information Technology, in order best utilize technology to manage the City’s resources, and also to meet the public’s demand to stay current on various trends and offering multiple ways to access City information and make payments.

Other changes, aside from the 1% inflationary increases, include an additional \$1,600 for Utility Services, reflecting rate increases, and also the addition of data plans for iPads that are available for staff check-out. The Fees, Dues, & Advertising category is increasing about \$550, or 154%, reflecting the addition of a new membership in the National Association of Telecommunications Officers and Advisors (NATOA). This organization is an excellent source for education surrounding cable franchising and broadband initiatives.

Capital Outlay reflects on-going computer and other similar equipment replacements.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Identify and track workload indicators	Users supported	138	134	132	136	136
	Personal computers supported (staff & public use)	209	209	205	207	210
	Physical servers supported	20	23	17	14	12
	Virtual servers supported	18	13	16	21	24
	Other equipment supported	73	113	127	150	167
	Applications supported	72	72	73	72	71
Effectively maintain and support City systems	Network up-time	99.8%	99.5%	99.8%	99.9%	99.8%
	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

Performance Measurements Outcome

For FY 2015-16, anticipated performance measures are fairly predictable and without surprises. The one area of significant growth, “Other equipment supported” is reflective of increasing mobile device usage, including both smart phones and tablets, as well as miscellaneous equipment and personal devices that are utilized for work purposes and therefore supported by IS.

WILSONVILLE

POWERED
BY PURPOSE



Policy & Administration

geographic information systems

The GIS Division creates, maintains and administers the City’s Enterprise GIS system. GIS works with City Staff in multiple departments and divisions 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 the past year, the GIS Division has completed numerous mapping projects requested by City staff. GIS staff aids Community Development and Public Works by providing maps and data analysis in support of long range planning and infrastructure design and management. Examples of efforts GIS staff has participated in include the Frog Pond and Advance Road planning grant application, the Vacant Lands/Buildable Land Inventory project, the SMART Master Plan Update, and the Tualatin Valley Water District water line alignment. Additionally, GIS staff supports the implementation and GIS integration of Cartegraph for asset management.

Program Objectives

Fiscal Discipline

- Identify opportunities to utilize GIS to improve City services and reduce costs
- Provide in-house GIS education and training for better utilization of GIS tools by City staff

Well-Maintained Infrastructure

- Develop and maintain GIS data layers to increase the efficiency of maintaining City infrastructure

Regional Awareness and Influence

- Coordinate with regional partners in cost saving data sharing, acquisition, policy, and project planning

Welcoming Engaged and Satisfied Residents

- Maintain and enhance on-line tools for use of the GIS data both by residents and those conducting business in Wilsonville

Position	Full Time Equivalent Positions			
	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
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 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 98,702	\$ 108,919	\$ 110,660	\$ 109,370	\$ 109,370	\$ 109,370
Employee benefits	48,195	50,528	51,110	54,010	54,010	54,010
Total	146,897	159,447	161,770	163,380	163,380	163,380
Materials and Services						
Supplies	4,897	6,157	7,977	8,056	8,056	8,056
Prof and tech services	28,487	49,162	51,863	52,382	52,382	52,382
Utility services	621	206	503	506	506	506
Employee development	2,172	2,641	5,253	2,154	2,154	2,154
Fees, dues, advertising	1,789	2,039	1,877	1,896	1,896	1,896
Meeting expenses	-	71	306	309	309	309
Total	37,966	60,276	67,779	65,303	65,303	65,303
Total Department	\$ 184,863	\$ 219,723	\$ 229,549	\$ 228,683	\$ 228,683	\$ 228,683

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Interfund charges	\$ 161,600	\$ 163,200	\$ 170,400	\$ 174,000	\$ 174,000	\$ 174,000
Urban renewal charges	9,200	9,400	10,600	11,020	11,020	11,020
General Fund revenues	14,063	47,123	48,549	43,663	43,663	43,663
Total	\$ 184,863	\$ 219,723	\$ 229,549	\$ 228,683	\$ 228,683	\$ 228,683

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 1%. The Salaries and Wages category is decreasing slightly, reflecting estimated hours for the GIS intern. Benefits are increasing due to increased contributions to retirement systems and increases to health insurance plans.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Employee Development is decreasing about \$3,100, or 59%, reflecting increased usage of online and onsite training options.

Performance Measures

<i>Strategy</i>	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Workload indicators	% of survey respondents that use GIS for job duties	71%	80%	75%	75%	75%
	% of survey respondents that use online mapping tools	65%	75%	75%	75%	75%
Effectiveness indicator	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

Performance Measures Outcome

Similar to past years, 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 ArcMap, CowMaps.com 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.

WILSONVILLE

POWERED
BY PURPOSE



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 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

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	1.00	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00	1.00
	3.00	3.00	3.00	3.00

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 294,093	\$ 309,715	\$ 317,760	\$ 321,421	\$ 321,421	\$ 321,421
Employee benefits	120,865	127,828	136,820	139,760	139,760	139,760
Total	414,958	437,543	454,580	461,181	461,181	461,181
Materials and Services						
Supplies	8,170	7,675	9,434	10,741	10,741	10,741
Prof and tech services	6,984	3,026	21,857	22,111	22,111	22,111
Utility services	627	900	920	923	923	923
Employee development	6,629	10,841	10,404	10,508	10,508	10,508
Fees, dues, advertising	2,574	2,161	3,454	3,489	3,489	3,489
Meeting expenses	104	48	101	102	102	102
Total	25,088	24,651	46,170	47,874	47,874	47,874
Total Department	\$ 440,046	\$ 462,194	\$ 500,750	\$ 509,055	\$ 509,055	\$ 509,055

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Interfund charges	\$ 122,730	\$ 119,358	110,087	\$ 148,112	\$ 148,112	\$ 148,112
Urban renewal charges	51,000	82,600	82,600	87,000	87,000	87,000
General Fund revenues	266,316	260,236	308,063	273,943	273,943	273,943
Total	\$ 440,046	\$ 462,194	\$ 500,750	\$ 509,055	\$ 509,055	\$ 509,055

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 1%. This reflects a small addition to support a work-study legal intern, as well as increased contributions to retirement systems and changes in employee choices of and increases to health insurance plans.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes include Supplies increasing about \$1,300, or 14%, to account for cost increases in subscriptions for resource and research materials.

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

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
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*	0.00	0.00	0.00	0.50
Intern (High School)	0.10	0.10	0.10	0.10
	2.85	2.85	2.85	3.35

* Budgeted at 100% with 50% reimbursable paid by the City of Lake Oswego

human resources/risk management

Policy & Administration

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 223,217	\$ 235,747	\$ 252,230	\$ 277,840	\$ 277,840	\$ 277,840
Employee benefits	91,458	93,850	120,310	116,940	116,940	116,940
Total	314,675	329,597	372,540	394,780	394,780	394,780
Materials and Services						
Supplies	2,253	4,126	3,031	3,062	3,062	3,062
Prof and tech services	43,198	4,251	75,520	6,525	6,525	6,525
Utility services	1,848	1,974	2,533	2,552	2,552	2,552
Insurance	84,438	94,406	122,450	129,943	129,943	129,943
Employee development	33,626	35,362	47,281	47,784	47,784	47,784
Fees, dues, advertising	1,969	2,416	4,000	4,040	4,040	4,040
Flex plan admin	3,876	3,361	4,343	4,386	4,386	4,386
Recognition expenses	14,818	12,748	15,944	17,000	17,000	17,000
Meeting expenses	591	634	1,010	1,020	1,020	1,020
Total	186,617	159,278	276,112	216,312	216,312	216,312
Total Department	\$ 501,292	\$ 488,875	\$ 648,652	\$ 611,092	\$ 611,092	\$ 611,092

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Interfund charges	\$ 221,540	\$ 260,422	\$ 282,249	\$ 286,729	\$ 286,729	\$ 286,729
General Fund revenues	279,752	228,453	366,403	324,363	324,363	324,363
Total	\$ 501,292	\$ 488,875	\$ 648,652	\$ 611,092	\$ 611,092	\$ 611,092

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 6%. The Department is proposing to add a Local Government Intern, as encouraged by the Emerging Local Government Leaders Network, to develop local government professionals. This six-month internship will be shared with the City of Lake Oswego, who will reimburse the City one-half of the expenditures. Benefit changes reflect employee choices health insurance plans.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Professional and Technical Services are decreasing by 91%, or about \$69,000. The majority of this decrease assumes the estimated completion of two collective bargaining agreements during FY 2014-15. A small portion reflects a re-allocation to Recognition Expenses, seen in the 7%, or \$1,100, increase in that category. The City's casualty insurance is increasing 6%, about \$7,500.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Recruit, hire and retain the most qualified people to staff the City's service delivery needs	FTEs (not including Clackamas County Sheriff's Office, Water Treatment Plant or Wastewater Treatment Plant)	162.4	153.9	152.9	153.4	157.2
	Employee turnover per year (percent of workforce)	7.4	7.8	7.2	7.1	7
	Recruitments	21	23	22	20	23
	Applications processed	1,250	744	1,266	750	850
	1 st interviews held	152	115	135	120	115
Minimize work-related accidents and maintain an excellent safety record	Workers' compensation claims	7	12	5	8	6
	Total paid losses	\$20,024	\$31,299	\$42,026	\$4,000	\$5,000
	Experience modification history	0.93	1.00	0.96	0.87	0.68

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.

WILSONVILLE

POWERED
BY PURPOSE



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 Administration, Engineering, Building, Planning, and Natural Resources/Stormwater Management. 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.

Program Objectives

Fiscal Discipline

- Evaluate the Community Development Fund revenue requirements, ensuring activities are recovering costs through fees and charges
- Update the Transportation System Development Charge to prepare for future transportation capital projects
- Evaluate the Road Maintenance Utility Fee to assure sustainable pavement management program
- Evaluate the Wastewater Utility’s revenue requirements for the collection system and treatment plant to ensure cost recovery and to prepare financially for future needed sanitary sewer improvements

Well Maintained Infrastructure

- Participate in the Willamette River Water Supply Program

Community Amenities and Recreation

- Plan for successful integration of our residential, employment, and recreation areas as we complete our concept planning, master planning, and CIP implementation

Multi-Modal Transportation Network

- Implement the 3-Year Bicycle and Pedestrian Connectivity Action Plan
- Develop type, size, and location and make progress on 30% design for the French Prairie Bicycle/Pedestrian/Emergency Bridge
- Prepare “Old Town Escape” Corridor Plan

Economic Development

- Develop a funding and annexation strategy for implementing the Coffee Creek Industrial area plan
- Continue concept planning for the Basalt Creek Industrial Area in partnership with Tualatin
- Implement adopted City-Wide Urban Renewal Strategic Plan

Regional Awareness and Influence

- Represent Wilsonville in County, state, and Metro projects and meetings
- Participate in Newberg/Dundee Bypass design review relative to Wilsonville Road impacts

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Community Development Director	1.00	1.00	1.00	1.00
Real Property Specialist	1.00	1.00	1.00	1.00
Administrative Assistant III	1.00	0.00	0.00	0.00
Administrative Assistant I	1.50	1.50	1.50	1.50
Economic Development Manager	1.00	1.00	1.00	1.00
	5.50	4.50	4.50	4.50

administration

Community Development

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 345,133	\$ 350,690	\$ 360,120	\$ 357,210	\$ 357,210	\$ 357,210
Employee benefits	156,284	153,569	168,260	176,070	176,070	176,070
Total	501,417	504,259	528,380	533,280	533,280	533,280
Materials and Services						
Supplies	52,088	32,582	46,521	47,334	47,334	47,334
Prof and tech services	71,046	1,413	49,138	73,546	73,546	73,546
Utility services	36,068	37,834	43,657	45,436	45,436	45,436
Fleet services	2,901	2,800	2,740	2,990	2,990	2,990
Repairs & maintenance	24,625	26,025	25,480	26,150	26,150	26,150
Rents & leases	563	2,339	-	2,150	2,150	2,150
Insurance	3,518	3,550	4,690	4,000	4,000	4,000
Employee development	9,002	6,900	9,949	10,049	10,049	10,049
Meeting expenses	1,460	1,756	2,500	2,525	2,525	2,525
Fees, dues, advertising	700	161	1,040	1,050	1,050	1,050
Total	201,971	115,360	185,715	215,230	215,230	215,230
Capital Outlay						
Software	-	-	20,200	-	-	-
Total Department	\$ 703,388	\$ 619,619	\$ 734,295	\$ 748,510	\$ 748,510	\$ 748,510

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Interfund charges	\$ 324,129	\$ 203,632	\$ 297,250	\$ 218,210	\$ 218,210	\$ 218,210
Urban renewal charges	367,170	415,987	412,750	530,300	530,300	530,300
CD Fund reserves	12,089	-	24,295	-	-	-
Total	\$ 703,388	\$ 619,619	\$ 734,295	\$ 748,510	\$ 748,510	\$ 748,510

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salary and Wage scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 1%. This reflects changes and increases in health insurance plans and increases in retirement contributions.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Professional and Technical Services are increasing 50%, about \$24,000, when compared to FY 2014-15 budget. These additional resources will be used to fund a consultant review of community development program costs and revenues and to replace the Time Trax labor tracking software. The consultant review will be done in partnership with the Finance Department.

Smaller changes incorporated into FY 2015-16 budget include an increase of \$1,779, or 4%, to Utility Services, reflecting rate increases, \$250, or 9%, increase to fleet services to true up to actual expenses, a slight increase of \$670, or 3%, in Repair & Maintenance for janitorial services, and 1% inflationary adjustments to Employee Development, Meeting Expenses, Fees & Advertising. In Rents and Leases, equipment rental was inadvertently not budgeted in FY 2014-15, and so is included in the FY 2015-16 Budget. Insurance for vehicles in FY 2015-16 is declining about \$700, or 15%.

In Capital Outlay, one-time funding for a copier replacement has been removed for the FY 2015-16 budget.

Community Development

engineering

The Engineering Division provides professional level project design services, capital project management, design review, 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 a sewer utility rate study and System Development Charge update for both the collection system and treatment plant
- Coordinate, assist and implement the City’s five-year Capital Improvement Program (CIP). Examples in FY 2015-16 include:
 - › Construct an upsized Coffee Creek Sewer Interceptor between Barber Street and Boeckman Road to facilitate development of the Coffee Creek Industrial Area
 - › Design and acquire property for the Kinsman Road Extension between Barber Street and Boeckman Road
 - › Complete construction of the Barber Street Bridge and road connection between Kinsman Road and Villebois Village
 - › Complete advance design for the Tooze Road improvements between 110th and Grahams Ferry Road
 - › Provide support for the completion of the Frog Pond/Advance Road and Basalt Creek concept planning processes
 - › Work with the West Linn / Wilsonville School District to plan and design infrastructure improvements for the new Advance Road Middle School site
 - › Begin implementation of Charbonneau District Infrastructure Improvements
 - › Complete 2015 Annual Street Maintenance Program

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
City Engineer	1.00	0.00	0.00	0.00
Deputy City Engineer	2.00	2.00	2.00	2.00
Civil Engineer	1.00	2.00	2.00	2.00
Senior Engineering Technician	2.00	2.00	2.00	2.00
Engineering Associate	1.00	1.00	1.00	1.00
GIS and Mapping Technician	1.00	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00	1.00
Intern	0.00	0.00	0.00	0.50
	9.00	9.00	9.00	9.50

engineering

Community Development

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 639,239	\$ 693,822	\$ 707,830	\$ 714,470	\$ 714,470	\$ 714,470
Employee benefits	305,990	350,621	369,280	386,260	386,260	386,260
Total	945,229	1,044,443	1,077,110	1,100,730	1,100,730	1,100,730
Materials and Services						
Supplies	22,964	16,852	20,503	20,708	20,708	20,708
Prof and tech services	59,212	99,119	102,590	103,616	103,616	103,616
Utility services	4,357	7,131	7,292	7,305	7,305	7,305
Fleet services	14,285	17,820	15,250	19,040	19,040	19,040
Repairs & maintenance	2,620	2,095	2,571	2,597	2,597	2,597
Rents & leases	-	-	1,589	1,605	1,605	1,605
Insurance	2,592	1,882	2,700	2,727	2,727	2,727
Employee development	9,049	8,786	12,000	12,120	12,120	12,120
Meeting expenses	7	485	630	636	636	636
Fees, dues, advertising	6,112	7,466	9,744	9,841	9,841	9,841
Total	121,198	161,636	174,869	180,195	180,195	180,195
Capital Outlay						
Machinery & equipment	-	11,870	-	-	-	-
Total Department	\$ 1,066,427	\$ 1,217,949	\$ 1,251,979	\$ 1,280,925	\$ 1,280,925	\$ 1,280,925

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Permits	\$ 361,048	\$ 616,717	\$ 403,000	\$ 290,500	\$ 290,500	\$ 290,500
Charges for services	26,500	45,128	31,500	31,603	31,603	31,603
Interfund charges	915,115	747,807	815,328	944,931	944,931	944,931
Urban renewal charges	133,000	244,406	125,300	74,600	74,600	74,600
Total	\$ 1,435,663	\$ 1,654,058	\$ 1,375,128	\$ 1,341,634	\$ 1,341,634	\$ 1,341,634

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salary and Wage scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 2%. This reflects the addition of a part-time, seasonal intern position, to support the GIS/AutoCad integration initiative. The Intern(s) will perform a combination of office and field work to collect and verify existing infrastructure information and enter this into the centralized GIS database for public and internal use. Other changes include increases in health insurance plans and increases in retirement contributions.

The overall Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Fleet Services is increasing by \$3,790, or 25%, reflecting increased costs associated with newer replacement vehicles.

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 by the Community Development Director

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 Division

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 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

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
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	0.60	0.60	0.60
	5.10	5.60	5.60	5.60

building inspections

Community Development

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 380,945	\$ 383,271	\$ 438,230	\$ 426,670	\$ 426,670	\$ 426,670
Employee benefits	186,974	186,741	213,400	219,280	219,280	219,280
Total	567,919	570,012	651,630	645,950	645,950	645,950
Materials and Services						
Supplies	6,454	11,798	11,110	11,222	11,222	11,222
Prof and tech services	12,304	39,498	46,042	44,642	44,642	44,642
Utility services	3,647	4,658	6,740	6,795	6,795	6,795
Fleet services	10,875	9,870	8,880	10,790	10,790	10,790
Insurance	1,241	823	1,290	1,120	1,120	1,120
Employee development	6,147	5,209	8,875	8,464	8,464	8,464
Fees, dues, advertising	1,715	1,740	2,500	2,525	2,525	2,525
Misc. service & supplies	-	-	-	25,250	25,250	25,250
Total	42,383	73,596	85,437	110,808	110,808	110,808
Capital Outlay						
Computer & IS equipment	5,000		-	-	-	-
Total Department	\$ 615,302	\$ 643,608	\$ 737,067	\$ 756,758	\$ 756,758	\$ 756,758

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Permits	\$ 1,562,054	\$ 1,246,032	\$ 1,283,531	\$ 1,118,115	\$ 1,118,115	\$ 1,118,115
Total	\$ 1,562,054	\$ 1,246,032	\$ 1,283,531	\$ 1,118,115	\$ 1,118,115	\$ 1,118,115

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salary and Wage scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is decreasing overall by 1%. In the Salaries and Wages category, budget resources for on-call inspectors are aligning with past experience, and so are decreasing approximately 3%. Other changes include increases in health insurance plans and increases in retirement contributions.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Professional and Technical Services are decreasing overall by \$1,400, or 3%. While accounts for computer software maintenance contracts are increasing, they are offset by decreases in the set-aside for temporary and speciality services. Fleet services is increasing 22%, or \$1,900, reflecting vehicle replacements that have a higher replacement value than those being replaced. Vehicle insurance is declining 13%, or \$170, from the FY 2014-15 budget.

The largest increase is in Misc. Service & Supplies. This \$25,250 increase reflects the re-organization of bank charges from the Finance Department to the Building Division of Community Development. These charges have always been charged against the Building Fund, but previously expensed under the Finance Department. Beginning in FY 2015-16, bank charges relating to building activity will be expensed to the Building Division within Community Development.

Excess revenues will be placed in the Building Fund as a contingency for future year funding needs. The anticipated number of additional residential housing units in FY 2015-16 is expected to remain at the higher-than-average FY 2014-15 levels, exceeding the annual 10-year average of 90 single family dwellings. The resulting volume of inspections and plan reviews will be performed by "on-call" inspection staff, budgeted at FY 2014-15 levels.

Performance Measurements

Goal: In a timely manner, meet the needs of citizens and the development community in the land use review process

	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Perform requested inspections by the end of the next work day while maintaining or improving operating efficiency	Number of online inspection requests per year	n/a	n/a	338	3,204	2,885

Performance Measurements Outcome

A new service was added to the city’s website which allows customers to enter inspection request online. Building Inspectors also enter inspection results online which allows for customers to gain access to the inspection results and comments at any time.

The Building Division implemented an over-the-counter plan review and permit policy and program which will boost customer service for tenant improvement permits.

WILSONVILLE

POWERED
BY PURPOSE



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. The Planning Division is responsible for the City's land use policies and regulations, including the Comprehensive Plan, Master Plans, and the Development Code. Program responsibilities are divided between current planning, long-range planning, capital project support, and code enforcement.

Current Planning staff works closely with customers seeking to develop commercial, industrial and residential projects. Staff also helps interested and affected stakeholders understand and comment on proposals. Current Planning duties include all aspects of development coordination, site plan review, construction oversight, inspection services and land-use code enforcement.

Long-range Planning staff works with citizens as well as local, regional, and state agencies to prepare master plans for future development of the community. The staff facilitates legislative amendments to the Comprehensive Plan and Development Code to achieve compliance with regional and state law and coordinates with Metro on regional issues such as Urban Growth Boundary (UGB) expansions and Regional Transportation Plan (RTP) updates.

Program Objectives

Clear Vision and Community Design

- In collaboration with citizens, property owners and stakeholders, adopt a concept plan for the Frog Pond Area resulting in the next generation of great Wilsonville neighborhoods

Thoughtful Land Use

- Working with the West Linn/Wilsonville School District, plan and facilitate the construction of a new middle school at the Advance Road site
- With Tualatin, develop a concept plan and determine a jurisdictional boundary for the Basalt Creek area to create opportunities for business, jobs, and housing

Community Amenities and Recreation

- With private development partners, continue to implement the Villebois Master Plan with high quality development
- Develop the next regional-park (Regional Park 5) and section of the Ice Age Tonquin Trail in the Villebois neighborhood

Economic Development

- Adopt a Form Based Code for the Coffee Creek Industrial Area
- Continue to provide high quality customer service by matching businesses interested in Wilsonville with appropriate sites and available buildings

Multi-modal Transportation Network

- Assist with planning and execution of capital improvement projects that fill in critical gaps in the non-motorized transportation network
- Create a city-wide signage and wayfinding program

Regional Awareness and Influence

- Add the East and South Frog Pond Area neighborhoods to the Urban Growth Boundary

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Planning Director	1.00	1.00	1.00	1.00
Manager of Long-Range Planning	1.00	1.00	1.00	1.00
Manager of Current Planning	1.00	1.00	1.00	1.00
Associate Planner	2.00	2.00	2.00	2.00
Assistant Planner	1.00	1.00	1.00	1.00
Administrative Assistant II	1.00	1.00	0.60	0.60
Administrative Assistant III	1.00	1.00	1.00	1.00
	8.00	8.00	7.60	7.60

planning

Community Development

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 519,843	\$ 520,401	\$ 564,510	\$ 561,980	\$ 561,980	\$ 561,980
Employee benefits	267,953	262,376	298,740	297,560	297,560	297,560
Total	787,796	782,777	863,250	859,540	859,540	859,540
Materials and Services						
Supplies	3,124	3,815	13,725	13,296	13,296	13,296
Prof and tech services	43,746	47,787	61,680	61,680	61,680	61,680
Utility services	1,573	1,890	2,100	2,000	2,000	2,000
Fleet services	1,624	1,710	1,760	1,560	1,560	1,560
Insurance	389	260	420	424	424	424
Employee development	7,490	4,014	9,350	9,350	9,350	9,350
Fees, dues, advertising	7,566	10,970	8,300	8,362	8,362	8,362
Meeting expenses	514	1,287	825	825	825	825
Total	66,026	71,733	98,160	97,497	97,497	97,497
Total Department	\$ 853,822	\$ 854,510	\$ 961,410	\$ 957,037	\$ 957,037	\$ 957,037

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Permits	\$ 339,884	\$ 316,415	\$ 282,100	\$ 378,700	\$ 378,700	\$ 378,700
Villebois Master Plan Fee	10,000	107,163	40,000	40,000	40,000	40,000
Intergovernmental	-	-	25,000	-	-	-
Interfund charges	207,457	153,844	172,351	257,037	257,037	257,037
Urban renewal charges	46,000	48,088	47,000	38,300	38,300	38,300
General Fund revenues	200,000	229,000	236,000	243,000	243,000	243,000
CD Fund reserves	50,481	-	158,959	-	-	-
Total	\$ 853,822	\$ 854,510	\$ 961,410	\$ 957,037	\$ 957,037	\$ 957,037

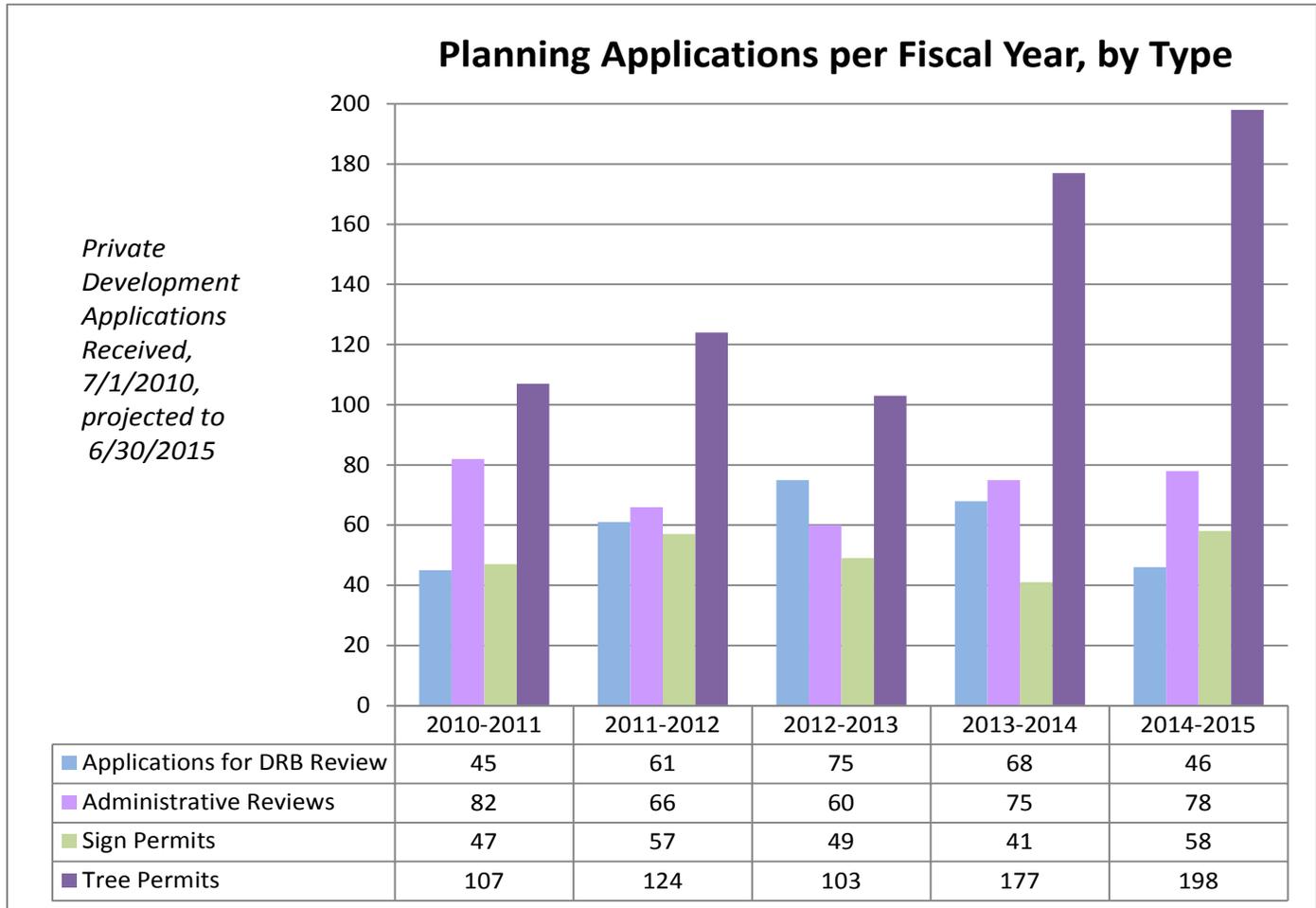
Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category overall is not changing. Increased contributions to retirement systems are offset by changes in employee choices of health insurance plans.

The Materials & Services category of expenditures for the Planning Division is decreasing about 1%, or \$663. This reflects truing up accounts to actual expenditures. In the category of Supplies, some periodicals will no longer be purchased, for a savings of \$429, or 3%, when compared to FY 2014-15. Utilities are decreasing by \$100, reflecting a decrease in the telephone account, and Fleet Services are decreasing \$200, or 11%, reflecting savings due to dropping gas prices.

Performance Measurements



Performance Measurements Outcome

As the City’s population continues to grow, so does the request for services and accompanying permit requests for sign installation, tree removal, temporary uses, administrative reviews and Development Review Board applications. Requests for code enforcement services have also increased. Staff continues to provide efficient, responsive, quality, customer service for all development applications and customer contacts.

Planning assisted in the issuance of over 240 single family home construction permits in the last calendar year. Other major projects include construction of the W3 industrial shell, World of Speed auto museum, Café Yumm, Human Bean coffee kiosk and the Porterra active adult senior housing project. Vigorous single-family home construction will continue throughout the next fiscal year.

WILSONVILLE

POWERED
BY PURPOSE



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, compliance with federal permit requirements, and 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 NPDES Stormwater Management Plan
- Administer the City’s Erosion and Sediment Control program
- 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

- Assist with planning, engineering, and construction of development and capital improvement projects to assure compliance with applicable codes and Wilsonville Public Works Standards
- 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
- FY 15-16 - Provide technical support for the Kinsman Road extension, French Prairie Bridge, and Willamette River Outfall stormwater retrofit projects

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Natural Resources Program Manager	1.00	1.00	1.00	1.00
Stormwater Management Coordinator	1.00	1.00	1.00	1.00
Stormwater Civil Engineer*	0.00	0.00	0.00	1.00
Environmental Education Specialist	1.00	0.00	0.00	0.00
	3.00	2.00	2.00	3.00

* Position to be filled mid-year

natural resources/stormwater management Community Development

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 140,422	\$ 144,513	\$ 150,670	\$ 182,170	\$ 182,170	\$ 182,170
Employee benefits	74,817	76,416	82,120	112,470	112,470	112,470
Total	215,239	220,929	232,790	294,640	294,640	294,640
Materials and Services						
Supplies	436	1,263	2,958	4,042	4,042	4,042
Prof and tech services	30,360	44,521	50,500	85,500	85,500	85,500
Utility services	940	866	1,464	1,520	1,520	1,520
Fleet services	2,767	2,580	2,640	2,390	2,390	2,390
Repairs & maintenance	13,050	8,770	16,577	16,743	16,743	16,743
Insurance	361	213	380	300	300	300
Comm svcs programs	3,115	2,065	4,590	4,636	4,636	4,636
Employee development	-	776	1,020	1,030	1,030	1,030
Fees, dues, advertising	928	552	510	515	515	515
Total	51,957	61,606	80,639	116,676	116,676	116,676
Total Department	\$ 267,196	\$ 282,535	\$ 313,429	\$ 411,316	\$ 411,316	\$ 411,316

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Interfund charges	\$ 76,843	\$ 71,622	93,690	\$ 97,693	\$ 97,693	\$ 97,693
Urban renewal charges	17,000	9,000	7,000	-	-	-
Stormwater Fund	144,006	155,113	177,329	275,196	275,196	275,196
CD Fund	29,347	46,800	35,410	38,427	38,427	38,427
Total	\$ 267,196	\$ 282,535	\$ 313,429	\$ 411,316	\$ 411,316	\$ 411,316

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salary and Wage scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 27%, reflecting the addition mid-way through the Fiscal Year of a Civil Engineer to work on stormwater capital projects. The funding for this position was included in the calculations used to update the stormwater utility fee which was adopted by the City Council on January 5, 2015, and will be implemented April 2015.

The Materials & Services category of expenditures are increasing approximately 1% to account for inflationary increases. Other changes are described below.

Supplies are increasing about \$1,100, or 37%. The majority of the change is attributed to the re-organization of expenses out of Finance into the applicable operating departments.

The increase in Professional and Technical Services of \$35,000, or 69%, is necessary to address the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit compliance requirements for monitoring and permit tasks.

Other changes include a 4% increase to Utility Services due to rate increases, a decrease of \$250, or 9% to Fleet Services, due to declining gas prices, a drop of \$80, or 21%, in insurance, representing a re-allocation of billings based on vehicles offset by a rate increase.

Performance Measurements

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

<i>Strategy</i>	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Enhance and restore native plant communities within local parks and natural areas	Total acres planted	4	4	4	4	4

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

<i>Strategy</i>	<i>Measure</i>					
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	173	235	325	275	250

Performance Measurements Outcome

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

WILSONVILLE

POWERED
BY PURPOSE



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

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
- Ensure City’s emergency preparedness

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)

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Public Works Director	1.00	1.00	1.00	1.00
Operations Manager	1.00	0.00	0.00	0.00
Utility Manager	1.00	0.00	0.00	0.00
Public Works Analyst	0.00	1.00	1.00	1.00
Administrative Assistant I	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	4.50	3.50	3.50	3.50

administration

Public Works

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 253,090	\$ 217,996	\$ 249,170	\$ 243,640	\$ 243,640	\$ 243,640
Employee benefits	119,329	108,249	118,750	127,280	127,280	127,280
Total	372,419	326,245	367,920	370,920	370,920	370,920
Materials and Services						
Supplies	30,601	15,978	24,568	21,815	21,815	21,815
Prof and tech services	2,875	7,544	4,693	9,103	9,103	9,103
Utility services	19,134	17,796	21,063	22,558	22,558	22,558
Fleet services	5,322	4,910	6,730	9,150	9,150	9,150
Repairs & maintenance	7,654	9,045	8,860	10,000	10,000	10,000
Insurance	2,137	1,889	2,360	1,880	1,880	1,880
Employee development	6,491	3,710	6,233	6,004	6,004	6,004
Fees, dues, advertising	2,399	1,616	2,958	1,912	1,912	1,912
Meeting expenses	2,107	1,416	1,798	1,739	1,739	1,739
Total	78,720	63,904	79,263	84,161	84,161	84,161
Capital Outlay						
Office Equipment	-	-	-	10,000	10,000	10,000
Total Department	\$ 451,139	\$ 390,149	\$ 447,183	\$ 465,081	\$ 465,081	\$ 465,081

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Interfund charges	\$ 249,249	\$ 249,923	\$ 306,306	\$ 426,229	\$ 426,229	\$ 426,229
General Fund revenues	201,890	140,226	140,877	38,852	38,852	38,852
Total	\$ 451,139	\$ 390,149	\$ 447,183	\$ 465,081	\$ 465,081	\$ 465,081

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 1%. This reflects lining up salary and wage budgets with actual costs, and the increase in benefits reflects increased contributions to retirement systems, as well as changes in employee choices of and increases to health insurance plans.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Supplies are decreasing about \$2,800, or 11%, representing one-time purchases in FY 2014-15 for supplies for the Emergency Operations Center and various small tools and equipment. Professional and Technical Services are increasing 94%, or about \$4,400, to help fund the development of a debris management plan as part of the City's Emergency Management Program. Utilities are increasing 7%, about \$1,500, reflecting increases in rates. Fleet Services are increasing 36%, or about \$2,400, representing increases costs associated with maintaining assigned vehicles. Repairs and Maintenance are increasing 13%, or about \$1,100, reflecting an increase in Janitorial services. Insurance is decreasing about \$500, or 20%, reflecting a reallocation of a vehicle in FY 13-14, and because these costs are budgeted on a three year average, it is now catching up to the budget in FY 2015-16. Fees, Dues and Advertising are decreasing about \$1,000, or 35%, in order to better align resources with requirements.

The Capital Outlay item is to replace a copier that is at the end of its useful life.

Public Works

facilities

The Facilities Maintenance Section provides professional maintenance services to City buildings and grounds. Buildings receiving these services include City Hall, Public Works/Police, Community Center, Library, SMART/Fleet, SMART Central, Town Center school, and Parks & Recreation. Other facilities receiving maintenance services include well houses, pump buildings, Parks’ buildings, park shelters, water features and the indoor public spaces at the Willamette River Water Treatment Plant.

Improvements completed during the 2014-15 budget year included: installation of a centralized building controls system; updated water feature equipment; LED light conversion of City Hall pathway and turn-around area as well as exterior lighting for both Parks & Recreation and Public Works buildings; and installation of Library circulation drawers.

Anticipated special projects for FY 2015-16 include: library gutter replacement; facility asset collection; City Hall and Community Center carpet replacement; installation of controls for above ground water feature operation; and LED light conversions, where applicable.

Program Objectives

Environmental Stewardship

- Use green products and chemicals where applicable
- Implement energy savings projects and programs
- Expand on the existing battery/light bulb/ballast recycling program

Well Maintained Infrastructure

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

Safe Healthy & Aesthetically Pleasing Community

- Support Bulky Waste Day and Hazardous Waste Collection Day
- Perform regular safety compliance inspections of buildings and grounds
- Maintain state certification for the operation of the water features

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Public Works Supervisor	0.50	1.00	1.00	1.00
Senior Utility Worker	2.50	3.00	3.00	3.00
Utility Worker	0.50	0.00	0.00	1.00
Seasonal Utility Worker	0.75	1.50	1.50	0.75
	4.25	5.50	5.50	5.75

facilities

Public Works

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 199,135	\$ 254,750	\$ 269,530	\$ 322,897	\$ 322,897	\$ 322,897
Employee benefits	115,056	138,795	158,120	157,580	157,580	157,580
Total	314,191	393,545	427,650	480,477	480,477	480,477
Materials and Services						
Supplies	36,982	61,713	55,105	56,543	56,543	56,543
Prof and tech services	16,170	44,709	49,832	49,443	49,443	49,443
Utility services	12,044	11,327	15,141	15,582	15,582	15,582
Fleet services	42,831	33,810	35,930	34,640	34,640	34,640
Repairs & maintenance	223,544	218,830	258,359	257,854	257,854	257,854
Rents & leases	-	1,687	3,030	3,060	3,060	3,060
Insurance	1,833	1,488	1,980	2,200	2,200	2,200
Employee development	4,986	6,091	5,495	5,550	5,550	5,550
Meeting expenses	-	-	505	510	510	510
Fees, dues, advertising	536	731	1,566	1,582	1,582	1,582
Total	338,926	380,386	426,943	426,964	426,964	426,964
Capital Outlay						
Vehicles	-	-	-	53,000	53,000	53,000
Total Department	\$ 653,117	\$ 773,931	\$ 854,593	\$ 960,441	\$ 907,441	\$ 907,441

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Interfund charges	\$ 100,700	\$ 126,448	162,101	\$ 236,444	\$ 236,444	\$ 236,444
Urban renewal charges	3,000	3,100	3,100	3,200	3,200	3,200
General Fund revenues	549,417	644,383	689,392	720,797	667,797	667,797
Total	\$ 653,117	\$ 773,931	\$ 854,593	\$ 960,441	\$ 907,441	\$ 907,441

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 12%. Facilities Maintenance is proposing to add a Utility Worker to next year’s budget, which is partially offset by a reduction of seasonal workers. The added Utility Worker will assume a portion of the seasonal worker landscape duties and will assist existing crews in response to recently added work such as maintenance of the Parks and Recreation building, Sofia park restrooms, and OSHA required monthly/quarterly testing of emergency and electrical equipment. The Utility Worker will also be a back-up water feature operator. Benefit changes, including increased contributions to retirement systems, as well as increases to health insurance plans, are offset by changes in employee choices of plans.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Supplies are increasing about \$1,400, or about 3%, in order to properly supply the proposed Utility Worker. Professional and Technical Services are decreasing about \$400, or 1%, representing estimated costs in FY 2015-16 for contracts for services for computer maintenance, pest control, inspections of fire extinguishers and fire sprinklers, etc. Utilities are increasing about \$400, or 3%, representing rate increases. Fleet Services are decreasing about 4%, or \$1,300, reflecting declining operations and maintenance costs, and declining gas prices. Insurance is increasing 11%, or \$220, representing an adjustment of splitting vehicles with Parks, and a 6% increase over the FY 2014-15 estimate.

(continued on the next page)

Explanation of Variances, *(continued)*

The increase in Capital Outlay is proposed to fund the addition of a new, Ford F-450 Swap Loader Truck, as well as a utility bed for an existing Facilities truck. The cost of the new truck will be shared with several departments and address Commercial Driver's License (CDL) requirements and restrictions associated with the current larger swap loader truck. Additionally, a utility bed for a current truck will be installed and be used as a Facilities Maintenance truck with more compartments for tools and material. The existing half-ton Facilities truck is proposed to become a seasonal worker's vehicle to tow a landscape trailer, and in the off season it will be deployed to a supervisor.

WILSONVILLE

POWERED
BY PURPOSE



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 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; oversight of repair to traffic signaling devices; providing litter control and vegetation control along roadways; installation and maintenance of street signs, traffic signs and pavement markings; and providing oversight of street sweeping contractor.

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

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Public Works Supervisor	0.75	0.80	0.80	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	0.75	0.75	0.75
	3.75	4.05	4.05	4.05

roads

Public Works

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 185,937	\$ 195,319	\$ 206,490	\$ 208,950	\$ 208,950	\$ 208,950
Employee benefits	110,041	113,510	124,190	132,100	132,100	132,100
Total	295,978	308,829	330,680	341,050	341,050	341,050
Materials and Services						
Supplies	13,613	11,579	16,664	16,830	16,830	16,830
Prof and tech services	20,293	22,021	26,031	26,092	26,092	26,092
Utility services	120,476	96,893	133,906	107,770	107,770	107,770
Fleet services	37,274	36,530	37,400	44,810	44,810	44,810
Repairs & maintenance	202,229	187,686	252,659	255,185	255,185	255,185
Rents & leases	-	-	1,072	1,083	1,083	1,083
Insurance	1,827	1,798	2,570	2,560	2,560	2,560
Employee development	4,750	8,063	6,817	6,885	6,885	6,885
Meeting expenses	-	-	80	81	81	81
Fees, dues, advertising	307	666	616	622	622	622
Total	400,769	365,236	477,815	461,918	461,918	461,918
Capital Outlay						
Machinery & equipment	4,650	14,665	-	-	-	-
Vehicles	-	-	-	12,000	12,000	12,000
Total	4,650	14,665	-	12,000	12,000	12,000
Total Department	\$ 701,397	\$ 688,730	\$ 808,495	\$ 814,968	\$ 814,968	\$ 814,968
Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Intergov't'l - Gas tax	\$ 1,106,527	\$ 1,214,110	\$ 1,158,500	\$ 1,285,930	\$ 1,285,930	\$ 1,285,930
Total	\$ 1,106,527	\$ 1,214,110	\$ 1,158,500	\$ 1,285,930	\$ 1,285,930	\$ 1,285,930

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 3%. The change in the Salary and Wage category represents annualizing pay changes that occurred in FY 14-15. Benefit changes include increased contributions to retirement systems, as well as increases to health insurance plans.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Utility Services are decreasing 20%, or just under \$19,000. This represents a re-allocation of utility expenses out of the Roads Department and into SMART. These expenses were always paid for by the Transit Fund, but were included in Roads along with other road medians and maintenance costs. Re-allocating these expenses to SMART places them in the responsible department.

Fleet Services is increasing just over \$7,400 when compared to the FY 2014-15 budget, or 20%. This increase is based two factors: The three-year average of work orders for assigned vehicles and equipment has shown an increase in operations and maintenance; and additional reserves were added for the future replacement of newly replaced vehicles.

The Capital Outlay item represents the cost share with other departments for a new swap loader truck, explained in the Public Works – Facilities section of this document.

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.

In FY 2014-15, an alternative analysis for the conversion of High Pressure Sodium (HPS) and Mercury Vapor (MV) street lights to LED lights was started. Based on the recommendations from that report, a transition plan will be implemented. Please see the Capital Improvement Program for Streetscapes for more information.

Program Objectives

Environmental Stewardship

- Use of energy efficient Light Emitting Diode (LED) lights, as appropriate

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 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Materials and Services						
Utility services	\$ 260,590	\$ 265,738	\$ 272,850	\$ 273,500	\$ 273,500	\$ 273,500
Repairs & maintenance	2,375	968	4,770	4,818	4,818	4,818
Total Department	\$ 262,965	\$ 266,706	\$ 277,620	\$ 278,318	\$ 278,318	\$ 278,318

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Charges for services	\$ 388,128	\$ 421,986	\$ 410,000	\$ 435,000	\$ 435,000	\$ 435,000
Total	\$ 388,128	\$ 421,986	\$ 410,000	\$ 435,000	\$ 435,000	\$ 435,000

Explanation of Variances

The Street Lighting budget is increasing slightly due to inflation.

Revenues in excess of operating costs are used to pay for capital improvements.

Public Works

water distribution

The Water Distribution Program delivers safe drinking water in sufficient volume and pressure to meet the overall water needs of the City. Demand for water is made up of residential, commercial and industrial accounts as well as City parks, facilities and streetscapes.

The Willamette River Water Treatment Plant produces treated water which is pumped through the distribution system to the City's four storage reservoirs.

The City operates and maintains approximately 107 miles of water pipelines, 1,100 fire hydrants, 3,334 water valves and 5,670 water meters. The City also maintains 8 groundwater wells which may be used during a water system emergency.

Program Objectives

Well Maintained Infrastructure

- Comprehensive maintenance programs preserve City assets and ensure reliable operation of water distribution system
- Locating services prevent damage to underground utilities

Safe Healthy & Aesthetically Pleasing Community

- Maintenance of 8 groundwater wells reduces risk by providing an emergency water supply
- Management of the City's Backflow Program ensures water safety and reduces risk by avoiding cross contamination
- Routine water quality sampling complies with regulations and validates water system safety
- Maintenance of water storage systems and hydrants ensures adequate water pressure and storage for fire protection
- Respond 24 hour a day, 7 days a week to water line breaks, damaged hydrants, broken meters and service line leaks

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Public Works Supervisor	1.00	0.55	0.55	0.55
Water Distribution Tech	4.00	4.00	4.00	4.00
Utility Locator	0.33	0.33	0.33	0.33
Intern	0.00	0.00	0.00	0.50
	5.33	4.88	4.88	5.38

water distribution

Public Works

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 288,643	\$ 288,035	\$ 328,070	\$ 340,675	\$ 340,675	\$ 340,675
Employee benefits	160,759	149,602	184,730	185,190	185,190	185,190
Total	449,402	437,637	512,800	525,865	525,865	525,865
Materials and Services						
Supplies	107,390	132,777	105,745	149,816	149,816	149,816
Prof and tech services	39,567	63,517	75,755	104,443	104,443	104,443
Utility services	59,457	67,859	72,231	74,731	74,731	74,731
Fleet services	35,717	36,850	37,219	42,830	42,830	42,830
Repairs & maintenance	66,747	52,459	140,680	90,050	90,050	90,050
Rents & leases	-	-	2,040	-	-	-
Insurance	8,815	8,311	9,980	10,660	10,660	10,660
Community programs	27	180	1,000	400	400	400
Employee development	5,189	2,381	6,559	6,559	6,559	6,559
Franchise fee	219,756	217,429	225,000	244,520	244,520	244,520
Fees, dues, advertising	13,915	15,601	16,160	16,160	2,472	2,472
Meeting expenses	37	-	402	200	200	200
Miscellaneous Services	-	-	-	42,930	42,930	42,930
Total	556,617	597,364	692,771	783,299	769,611	769,611
Capital Outlay						
Vehicles	-	-	-	2,500	2,500	2,500
Total Department	\$ 1,006,019	\$ 1,035,001	\$ 1,205,571	\$ 1,311,664	\$ 1,297,976	\$ 1,297,976

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Charges for services	\$ 1,006,019	\$ 1,035,001	\$ 1,205,571	\$ 1,311,664	\$ 1,311,664	\$ 1,311,664
Total	\$ 1,006,019	\$ 1,035,001	\$ 1,205,571	\$ 1,311,664	\$ 1,311,664	\$ 1,311,664

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 3%. In FY 2015-16, the Water Distribution Program is proposing to add a summer intern, as a pilot program for one year. The intern will provide seasonal labor for entry level water related tasks, such as assisting with door hangers, landscaping around hydrants, among other tasks. This will allow other staff to concentrate on skilled maintenance tasks such as those described in the 2012 Water Master Plan. The funding for the intern is offset with savings from Infrastructure Maintenance.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

The budget has been reorganized to better align with past expenditures and provide additional funds for water capital improvement projects. The reorganized budget also provides more funds for routine maintenance costs directly associated with Wilsonville's rapid residential growth.

(continued on the next page)

Explanation of Variances, *(continued)*

Supplies are increasing by approximately \$44,000, or 42%, when compared to the FY 2014-15 budget. Part of this increase is for the purchase of new water meters required for new development, and is funded by re-allocating resources from the Repairs and Maintenance category. Another increase is due to the re-organization of expenses from the Finance Department for utility billing supplies. The utility billing supplies have always been paid by the Water Fund, but expensed through the Finance Department. Beginning in FY 2015-16, these items will be expensed more appropriately through the Water Distribution Program.

Professional and Technical Services are increasing about \$27,000, or 38%. Part of this increase represents the re-organization of meter reading services from the Finance Department to the Water Distribution Program. These services have always been paid for through the Water Fund, and will now be expensed through the applicable department. The Computer Maintenance Contract line is also increasing for the same reason – a re-organization from the Finance Department to the Water Distribution Program for the software that runs Utility Billing.

Utility Services are increasing 3%, about \$2,500, representing estimated rate increases.

Fleet Services are increasing about \$5,600, or 15%, when compared to the FY 2014-15 budget. The fleet charge includes a component for operations and a component to fund replacement of current vehicles and equipment. The operations component is an allocation based on a three year rolling average of actual costs by the department, factored as a proportionate share of the proposed fiscal year 15-16 Fleet budget. The current year increase is attributable to an increase in its historical average use of fleet services as well as an increase in replacement reserves.

The Repairs and Maintenance category is decreasing approximately \$51,000, or 36%, when compared to FY 2014-15. Part of this decrease is a re-allocation of funds to the Personnel Services category to fund the proposed intern. The rest of the decrease in this category is a re-allocation of funds to the Supplies category to fund the purchase of new meters for development.

Other changes to the budget include the removal of \$2,040 from Rents and Leases for tool and equipment rental, because it is no longer needed. Insurance is increasing about 7%, or \$680, representing a rate increase. Community Programs accounts for water conservation outreach and supplies, and is decreasing \$600, or 60%, because the department has an inventory of brochures and materials. Franchise fees are estimated to increase about 9%, or about \$19,500. This figure is based on 4% of water revenues, which is projected to increase due to population growth and a previously City Council adopted rate increase. The budget line for meeting expenses have been reduced by half to reflect need. The Miscellaneous Services category of \$42,930 represents bank charges for customer use of credit cards, and have been re-organized from the Finance Department. While bank charges have always been paid for by the Water Fund, they will now be expensed through this program instead of the Finance Department.

The Capital Outlay item includes the cost share with several departments for a new swap loader truck.

Performance Measurements

Goal: To protect public health by providing safe drinking water through a well-maintained water distribution system.

<i>Strategy</i>	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Annual maintenance programs	Percent completion of annual maintenance program benchmarks	n/a	n/a	86%	90%	94%

Performance Measurements Outcome

The water distribution system supplies safe water to Wilsonville residents and is responsible for supplying water to the City of Sherwood through the Tooze Rd shared revenue vault. A well maintained water distribution system is an integral part of residential and business development potential in our City. Properly operating and maintaining Wilsonville’s water distribution system ensures a safe, healthy and aesthetically pleasing community while protecting the City’s investment in critical water supply infrastructure.

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

Regional Awareness and Influence

- Participate in Regional Water Providers Consortium
- Engage in discussions with members of the Willamette Water Supply Program

Well Maintained Infrastructure

- Perform scheduled maintenance of the treatment plant

Safe Healthy & Aesthetically Pleasing Community

- Ensure adequate, safe, high-quality water

Fiscal Discipline

- Provide efficient operation of the Willamette River Water Treatment Plant

Other Program Objectives

- Comply with all city, state and federal regulations
- Provide up to 5 million gallons per day of drinking water to the City of Sherwood

Contracted Employees: Full-time equivalents

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Plant Manager	1.00	1.00	1.00	1.00
Assistant Plant Manager	1.00	1.00	1.00	1.00
Maintenance Lead	1.00	1.00	1.00	1.00
Automation/Process Control Tech	1.00	1.00	1.00	1.00
Water Treatment Tech	5.00	5.00	5.00	5.00
Administrative Assistant	0.50	0.50	0.50	0.50
	9.50	9.50	9.50	9.50

water treatment plant

Public Works

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Materials and Services						
Supplies	\$ 155,422	\$ 417,096	\$ 554,426	\$ 208,573	\$ 208,573	\$ 208,573
Prof and tech services	1,429,104	1,451,736	1,553,520	1,575,065	1,575,065	1,575,065
Utility services	397,345	412,644	513,195	519,432	519,432	519,432
Repairs & maintenance	150,485	136,251	161,500	175,100	175,100	175,100
Insurance	17,998	21,188	22,040	23,250	23,250	23,250
Fees, dues, advertising	3,218	2,659	5,272	5,221	5,221	5,221
Total	2,153,572	2,441,574	2,809,953	2,506,641	2,506,641	2,506,641
Capital Outlay						
Machinery & equipment	39,858	18,732	130,000	188,000	188,000	188,000
Total Department	\$ 2,193,430	\$ 2,460,306	\$ 2,939,953	\$ 2,694,641	\$ 2,694,641	\$ 2,694,641

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Charges for services	\$ 4,889,591	\$ 4,742,224	\$ 4,700,429	\$ 5,051,836	\$ 5,051,836	\$ 5,051,836
Sherwood sales	934,412	1,007,433	990,000	990,000	990,000	990,000
Total	\$ 5,824,003	\$ 5,749,657	\$ 5,690,429	\$ 6,041,836	\$ 6,041,836	\$ 6,041,836

Explanation of Variances

Because the Water Treatment Plant is operated under contract, the budget does not contain a Personnel Services category. The employees who operate the plant are employed by Veolia Water North America.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Supplies are decreasing \$346,000, or 62%, when compared to FY 2014-15. FY 2014-15 Supplies significantly increased on a one-time basis the replacement of granular activated carbon. Because no replacements are anticipated in FY 2015-16, the budget was reduced.

The Repairs and Maintenance category is increasing 8%, or \$13,600, reflecting increased cost estimates when compared to FY 2014-15. This category covers corrective and preventative (i.e. routine) maintenance activities related to the equipment in the treatment plant. Corrective maintenance includes the repair or replacement of valves, pumps, motors, monitoring equipment, etc. Preventative maintenance includes items such as oil changes, filter cleaning, fuse replacement, etc.

Insurance is increasing about \$1,200, about 5%, representing a rate increase.

The FY 2015-16 Proposed Budget includes \$188,000 in Capital Outlay for the Water Treatment Plant. These items are primarily for upgrades to existing equipment. Current Program Logic Controls (PLCs) which act as a bridge between the operator and equipment have been in place since 2001. As part of preventative maintenance, all of the PLCs in the plant should be upgraded over the next three years due to the age of the units and lack of manufacturer's support services for this equipment. \$100,000 is budgeted for PLC upgrades this year and an assessment of the PLC is scheduled to be performed by July 2015, which will provide greater detail and cost estimates for future replacement/upgrade.

Additionally, the City will be seeking a grant from the Oregon Energy Trust for replacement of the existing High Intensity Discharge (HID) lights with LED lights. This is an Energy Conservation Project for retrofitting the lighting fixtures and adding controls in the process building at the Plant. The combination of new lights and controls will reduce energy consumption by approximately 85% and significantly reduce maintenance costs, while improving safety and lighting quality for workers. This project would proceed only if the City of Wilsonville receives a Oregon Energy Trust Grant. The total cost of the project is \$55,000. If the grant is awarded, the City's net cost will be \$32,500, with a three-year return on investment payback period.

Another Capital Outlay item is the replacement of the capacitors in the variable frequency drive (VFD) and upgrades to the main control board, per manufacturer's recommendations. The cost of this upgrade will be \$33,000.

Performance Measurements

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

<i>Strategy</i>	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
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.

WILSONVILLE

POWERED
BY PURPOSE



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 Pretreatment Program regulates seven industries in Wilsonville with discharge permits and administers best management practices with dentist offices, restaurants, and other companies, as appropriate. Education and outreach is a key element of the program.

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
- Implement a Drug Take Back Program
- 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
- 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
- Protection of human health and safety of workers in the collection system
- Involvement in the Western States Alliance efforts of the Preferred Pumper Program related to FOG

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
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 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 63,079	\$ 64,997	\$ 67,840	\$ 67,820	\$ 67,820	\$ 67,820
Employee benefits	25,267	25,604	28,330	30,700	30,700	30,700
Total	88,346	90,601	96,170	98,520	98,520	98,520
Materials and Services						
Supplies	1,625	449	1,629	1,645	1,645	1,645
Prof and tech services	4,356	6,712	12,958	13,087	13,087	13,087
Utility services	732	677	836	847	847	847
Fleet services	2,507	2,550	2,890	2,880	2,880	2,880
Repairs & maintenance	16	-	266	269	269	269
Insurance	403	268	420	370	370	370
Employee development	2,022	1,253	2,387	2,411	2,411	2,411
Fees, dues, advertising	707	160	1,899	2,392	2,392	2,392
Meeting expenses	58	74	204	206	206	206
Total	12,426	12,143	23,489	24,107	24,107	24,107
Total Department	\$ 100,772	\$ 102,744	\$ 119,659	\$ 122,627	\$ 122,627	\$ 122,627
Resources Summary						
	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Charges for services	\$ 100,772	\$ 102,744	\$ 119,659	\$ 122,627	\$ 122,627	\$ 122,627
Total	\$ 100,772	\$ 102,744	\$ 119,659	\$ 122,627	\$ 122,627	\$ 122,627

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salary and Wage scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 2%. This reflects increased contributions to retirement systems.

The Materials & Services category of expenditures are increasing approximately 1% to account for inflationary increases. Other changes include a \$50, or 12%, re-allocation of insurance, truing up FY 2015-16 budget to the anticipated 6% increase. The Fees, Dues and Advertising category is increasing by about \$500, or 26%, in order to join the Western States FOG Alliance. This is an organization that provides training, support and information related to the Industrial Pretreatment Program.

Performance Measurements

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

Strategy	Measure	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	11	14	18	11	11
	Permits in effect	7	7	7	8	8
	Number of minor violations	5	3	3	3	3
Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements	Number of major violations	0	0	0	0	0

Performance Measurements Outcome

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

WILSONVILLE

POWERED
BY PURPOSE



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 4 million gallons per day in dry weather; eight wastewater lift stations with a ninth lift station added in FY 2015-16; processing bio-solids into Class A product that is beneficially reused in an environmentally sound method; and testing plant influent, effluent, sludge and bio-solids.

Wastewater pipelines are completely separate from the storm water pipelines. There are no combined sanitary sewer overflows (SSO).

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

Fiscal Discipline

- Provide efficient operation of the Wastewater Treatment Plant

Safe Healthy & Aesthetically Pleasing Community

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

Contracted Employees: Full-time equivalents

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Wastewater Manager	0.00	1.00	1.00	1.00
Wastewater Lead Operator	1.00	0.00	0.00	0.00
Wastewater Operator	4.00	5.00	5.00	5.00
Lab Technician	1.00	1.50	1.50	1.50
Intern	0.00	0.50	0.50	0.50
	6.00	8.00	8.00	8.00

wastewater treatment plant

Public Works

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Materials and Services						
Prof and tech serv	\$ 1,429,820	\$ 1,682,069	\$ 2,014,000	\$ 2,142,215	\$ 2,142,215	\$ 2,142,215
Utility services	326,895	279,803	368,990	370,100	370,100	370,100
Insurance	9,539	10,251	10,670	18,120	18,120	18,120
Fees, dues, advertising	-	933	20,000	-	-	-
Total Department	\$ 1,766,254	\$ 1,973,056	\$ 2,413,660	\$ 2,530,435	\$ 2,530,435	\$ 2,530,435

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Charges for services	\$ 5,655,500	\$ 6,507,327	\$ 6,530,254	\$ 6,781,486	\$ 6,781,486	\$ 6,781,486
Total	\$ 5,655,500	\$ 6,507,327	\$ 6,530,254	\$ 6,781,486	\$ 6,781,486	\$ 6,781,486

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

Explanation of Variances

Because the Wastewater Treatment Plant is operated under contract, the budget does not contain a Personnel Services category. The employees who operate the plant are employed by CH2M HILL.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Professional and Technical Services are increasing about \$128,000, or 6%, when compared to the budget for FY 2014-15. There are various reasons for this increase. One is due to contractual inflation adjustments, tied to the Consumer Price Index and the Employment Cost Index. Another is the contract with CH2M HILL specifies that new lift stations that come on-line are added to the contract. In FY 2015-16, a new lift station is anticipated to be completed in Villebois and will be added to the contract. Additionally, there is \$35,000 budgeted for consultant services related to a local limit analysis review and other support services.

Insurance is increasing 70%, about \$7,500, when compared to the FY 2014-15 budget. A major upgrade to the plant was completed in 2014, causing the property insurance premium to increase. The FY 2014-15 budget was estimated too low. The FY 2015-16 budget reflects the anticipated insurance amounts.

Fees, Dues and Advertising are being removed from the budget for FY 2015-16, a reduction of \$20,000, because these expenses have been rolled into the contract with CH2M HILL. The items are to pay the State Department of Environmental Quality (DEQ) an annual compliance determination fee and system operator certificate support fee.

Public Works

wastewater collection

The Wastewater Collection Program protects the water quality of the Willamette River and the health of the community by effectively maintaining and operating the City's wastewater collection system.

The wastewater collection system includes over 77 miles of pipelines, nearly 2,000 manholes, 11 flow monitoring stations and 8 sewage lift stations. (The sewage lift stations are currently maintained under contract by CH2M Hill.)

Wilsonville's sanitary sewer is completely separate from the stormwater system which ensures there are no combined sanitary sewer overflows (SSO's) to the Willamette River.

Program Objectives

Environmental Stewardship

- Compliance with all National Pollutant Discharge Elimination (NPDES) Conditions and permit limits as set forth and regulated by the Department of Environmental Quality (DEQ)
- Maintain sanitary sewer system to prevent SSO's

Well Maintained Infrastructure

- Video Inspection Program ensures that infrastructure is repaired and maintained to maximize useful life of assets
- Cutting roots to clear pipelines and prevent sewage back-ups
- Flushing low slope sewer pipelines to reduce potential odors
- Locating services prevent damage to underground utilities

Safe, Healthy and Aesthetically Pleasing Community

- Proper maintenance protects public health and community aesthetics by preventing sewer backups and SSO's

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Public Works Supervisor	0.00	0.30	0.30	0.30
Vactor Operator	1.50	1.50	1.50	1.50
Utility Locator	0.33	0.33	0.33	0.33
	1.83	2.13	2.13	2.13

wastewater collection

Public Works

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 100,246	\$ 110,355	\$ 130,640	\$ 128,190	\$ 128,190	\$ 128,190
Employee benefits	54,371	58,154	73,380	74,600	74,600	74,600
Total	154,617	168,509	204,020	202,790	202,790	202,790
Materials and Services						
Supplies	20,437	10,698	17,857	30,572	30,572	30,572
Prof and tech services	19,575	7,570	30,272	117,952	117,952	117,952
Utility services	8,535	31,000	10,509	12,574	12,574	12,574
Fleet services	13,344	8,690	2,290	1,902	1,902	1,902
Repairs & maintenance	49,386	111,706	110,750	59,315	59,315	59,315
Rents & leases	-	-	2,020	-	-	-
Insurance	703	463	750	620	620	620
Employee development	2,209	685	5,612	4,612	4,612	4,612
Franchise fees	237,162	276,541	292,000	294,920	294,920	294,920
Meeting expenses	-	-	204	-	-	-
Fees, dues, advertising	883	58	1,100	200	200	200
Miscellaneous Services	-	-	-	42,930	42,930	42,930
Total	352,234	447,411	473,364	565,597	565,597	565,597
Capital Outlay						
Vehicles	-	-	-	2,500	2,500	2,500
Total Department	\$ 506,851	\$ 615,920	\$ 677,384	\$ 770,887	\$ 770,887	\$ 770,887
Resources Summary						
	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Charges for services	\$ 488,635	\$ 588,810	\$ 650,087	\$ 745,887	\$ 745,887	\$ 745,887
Other revenues	18,216	27,110	27,297	25,000	25,000	25,000
Total	\$ 506,851	\$ 615,920	\$ 677,384	\$ 770,887	\$ 770,887	\$ 770,887

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is decreasing overall by 1%. This reflects employee turnover with more recently hired staff beginning at the entry level. Also included are increased contributions to retirement systems, as well as changes in employee choices of and increases to health insurance plans.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Supplies are increasing about \$13,000, or 71%. This represents the re-organization of expenses from the Finance Department for utility billing items. These items have always been paid for from the Sewer Operating Fund, and beginning in FY 2015-16, the sewer portion of utility billing will be expensed in this program.

(continued on the next page)

Explanation of Variances, (continued)

Professional & Technical Services are increasing about \$87,000, or 290%. These changes represent re-organizations of expenditures and are not increases to the Sewer Operating Fund. About \$36,000 of the increase is due to re-organizing financial services, meter reading services, and computer services for the utility billing software from the Finance Department to the Wastewater Collection program. These expenses have always been paid for by the Sewer Operating Fund, and going forward will be expensed here. The other portion represents a re-allocation of funds from the Repair and Maintenance category in order to help fund the video inspection program and associated contracted sewer cleaning.

Utility Services are increasing 20%, or about \$2,000, over the budget for FY 2014-15. This reflects increasing rates.

Fleet Services are decreasing about 17%, or \$388. This decrease is based on averaging the prior three years of operations and maintenance, as well as the necessary reserve requirement for future replacements. A Vactor truck, shared with Stormwater, has been fully reserved and so has been removed from the budget.

Repairs and Maintenance are decreasing by about \$51,000, or 46%. This decrease represents re-allocating funds to Professional and Technical Services for the video inspection program and associated contracted sewer cleaning.

Other changes to the FY 2015-16 Proposed Budget, when compared to the FY 2014-15 budget, include the removal of the budget for Rents and Leases because it has been determined it is not necessary. While insurance shows a budgetary decrease, the amount for next year represents a 5% increase over the current year estimated actual, according to the general increase across the City. Employee Development is decreasing by \$1,000, or 18%, to line it up with actual estimated expenditures. Franchise fees are 4% of revenue, and are anticipated to increase slightly in FY 2015-16. Meeting expenses and Fees, Dues and Advertising have been eliminated or reduced to line up with actual experience and need for these items.

Miscellaneous Services are increasing \$42,930. This represents bank charges for customer use of credit cards, and have been re-organized from the Finance Department. While bank charges have always been paid for by the Sewer Fund, they will now be expensed through this program instead of the Finance Department.

The Capital Outlay item is the cost share with several departments for a new swap loader truck, discussed in the Public Works – Facilities section.

Performance Measurements

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

<i>Strategy</i>	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Scheduled maintenance of sanitary sewer pipelines	Linear feet of sanitary sewer pipelines cleaned annually	80,860	60,000	70,000	77,000	80,000

Performance Measurements Outcome

As of January 2015, the City of Wilsonville is responsible for operation and maintenance of approximately 406,597 linear feet of public sanitary sewer pipelines. Regular cleaning of these pipelines is required to prevent blockages and backups, thereby reducing liability and protecting the City’s assets.

WILSONVILLE

POWERED
BY PURPOSE



Public Works

stormwater maintenance

The Stormwater Maintenance Program ensures proper operation and maintenance of the City’s stormwater conveyance system. This system is comprised of a network of approximately 2,017 catch basins, 71 miles of pipelines, 2,587 inlets, 532 outlets and numerous ponds and ditches. Stormwater is collected in the conveyance system which flows into the City’s natural drainages and into the Willamette River.

The Stormwater Maintenance program includes: maintaining stormwater outfalls and drainage swales; cleaning and repairing catch basins, manholes and culvert pipes; cleaning underground conveyance pipes; collecting litter, leaves and other surface debris; maintaining retention and detention ponds; locating public utilities; responding to hazardous and non-hazardous spills; managing the public street sweeping program and sweeping City facility parking lots; managing the stormwater system video inspection program.

Program Objectives

Environmental Stewardship & Well-Maintained Infrastructure

- Protection of the City’s natural resources through environmentally responsible operation and maintenance programs
- Coordination with multiple City departments to promote implementation of Best Management Practices (BMP’s) and ensure regulatory compliance

Well Maintained Infrastructure

- Locating services prevent damage to underground utilities

Safe Healthy & Aesthetically Pleasing Community

- Maintenance of the stormwater system minimizes street flooding and prevents damage to public and private infrastructure
- Maintenance of the stormwater system minimizes pollutants and debris from accumulating in the environment, a potentially harming wildlife and degrading water quality

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Public Works Supervisor	0.25	0.35	0.35	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	1.94	1.94	1.94

stormwater maintenance

Public Works

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 78,820	\$ 84,100	\$ 107,740	\$ 106,380	\$ 106,380	\$ 106,380
Employee benefits	46,637	45,801	59,510	61,990	61,990	61,990
Total	125,457	129,901	167,250	168,370	168,370	168,370
Materials and Services						
Supplies	11,759	2,609	14,565	13,394	13,394	13,394
Prof and tech serv	49,327	51,825	59,716	40,579	40,579	40,579
Utility services	654	803	2,202	2,008	2,008	2,008
Fleet services	13,805	11,200	12,080	11,405	11,405	11,405
Repairs & maintenance	140,980	129,776	214,057	230,504	230,504	230,504
Rents & leases	1,148	-	1,242	1,242	1,242	1,242
Comm svcs programs	102	1,472	1,820	820	820	820
Employee development	738	1,113	3,177	3,177	3,177	3,177
Franchise fees	44,393	53,544	56,000	81,000	81,000	81,000
Fees, dues, advertising	-	-	402	402	402	402
Miscellaneous Services	-	-	-	21,460	21,460	21,460
Total	262,906	252,342	365,261	405,991	405,991	405,991
Total Department	\$ 388,363	\$ 382,243	\$ 532,511	\$ 574,361	\$ 574,361	\$ 574,361
Resources Summary						
	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Charges for services	\$ 1,164,818	\$ 1,392,150	\$ 1,410,000	\$ 2,027,000	\$ 2,027,000	\$ 2,027,000
Total	\$ 1,164,818	\$ 1,392,150	\$ 1,410,000	\$ 2,027,000	\$ 2,027,000	\$ 2,027,000

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 1%, when compared to the FY 2014-15 Budget. Salaries and Wages are decreasing slightly, reflecting employee turnover with more recently hired staff beginning at the entry level. Also included are increased contributions to retirement systems, as well as changes in employee choices of and increases to health insurance plans.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Supplies are decreasing about \$1,200, or 8%, when compared to the FY 2014-15 Budget. The reduction is due to the removal of one-time funding for various small tools and equipment, as well as removing the budget for fuel, which is recorded within Fleet Services. Offsetting these decreases is the re-organization of utility billing supplies from the Finance Department. These supplies have always been charged to the Stormwater Fund, and beginning in FY 2015-16, will now be expensed through Stormwater Maintenance Program instead of the Finance Department.

Professional and Technical Services are decreasing about \$19,000, or 32%. This decrease is to better align resources with need upon the completion of the stormwater video program, and have been re-allocated to the Repairs and Maintenance category. This category also includes an increase to computer maintenance, representing a re-organization of expenses from the Finance Department for the utility billing software program. These expenses have always been charged by the Stormwater Fund, and will now be more appropriately expensed through the Stormwater Program.

(continued on the next page)

Public Works

stormwater maintenance

Explanation of Variances, (continued)

Utility Services are decreasing 9%, or about \$200, truing up the budget to estimated expenditures, at the same time building in anticipated rate increases.

Fleet Services are decreasing about 6%, or \$675. This decrease is based on averaging the prior three years of operations and maintenance, as well as the necessary reserve requirement for future replacements. A Vactor truck, shared with Wastewater, has been fully reserved and so has been removed from the budget.

The Repairs and Maintenance category is increasing about \$16,500, or 8%, when compared to the FY 2014-15 Budget. Resources have been re-allocated in FY 2015-16 from the Professional and Technical Services category to this category, to the activities of catch basin and conveyance maintenance.

Community Service Programs have been reduced by \$1,000, or 55%, because annual programs have cost less than originally anticipated.

Franchise fees are increasing \$25,000, or 45%. Franchise fees are based on 4% of revenue, and the Stormwater revenue is increasing due to recent rate changes adopted by the City Council, and due to population growth.

Miscellaneous Services are increasing \$21,460. This represents bank charges for customer use of credit cards, and have been re-organized from the Finance Department. While bank charges have always been paid for by the Stormwater Fund, they will now be expensed through this program instead of the Finance Department.

Performance Measurements

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

Strategy	Measure	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Percentage of catch basins cleaned annually on an 'as needed' basis	Number of catch basins cleaned	823	516	515	515	700
	Percentage of catch basins cleaned	45%	25%	25%	25%	34%

Performance Measurements Outcome

As of January 2015, the City of Wilsonville is responsible for operation and maintenance of approximately 2,017 catch basins. The schedule for cleaning is determined by contamination sources and routine maintenance goals. With regular maintenance of stormwater pipelines and catch basins, the environment is protected and City liabilities are reduced.

WILSONVILLE

POWERED
BY PURPOSE



Parks and Recreation

general services

The Parks and Recreation Department is re-organizing from three functional units to two functional units: General Services and Parks Maintenance. The functional area of Senior Programs has been folded in to General Services.

General Services oversees and organizes a wide variety of programs and community events, manages the use and rentals of the City’s park facilities, the Community Center, sport fields and community gardens. The Community Center serves as a hub for a variety of programs which feature: classes and drop-in activities, a senior meal program, social services, health clinics and lunchtime lectures, a fitness studio, multipurpose rooms and a computer lab. General services is also responsible for management of community service grants, special event production, the planning and development of current and future park and recreational facilities and staff support to the Parks and Recreation Board and Senior Advisory Board.

Program Objectives

Clear Vision and Community Design

- Complete a City-wide Parks and Recreation Master Plan and a Department-focused Strategic Plan

Thoughtful Land Use

- Develop strategy for implementation of preferred site plan from Memorial Park Master Plan process
- Complete a Master Plan for Boones Ferry Park
- Development of Advance Road park site will add sport fields as part of new 10 acre park. The City Park and adjoining WLWV school site will present opportunities for increased partnership with the school district for joint use of facilities

Community Amenities and Recreation

- Continue Recreation and Aquatic Center planning process including: site analysis, soliciting a Request for Qualifications (RFQ) for a potential management model
- Roll out conceptual design of skate park and aid in fundraising efforts
- Provide a variety of educational and recreational programs and events under the guidance of qualified, experienced instructors and fulfill Clackamas County contract to provide a range of evidenced based programming
- Support innovative, community-wide recreational and cultural programming including special events, both City-produced and those provided by local service organizations
- Pursue programming opportunities for persons with special needs, including fully accessible playground at Murase Plaza

Fiscal Discipline

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

Welcoming, Engaged and Satisfied Residents

- Provide quality customer service for both internal and external customers while encouraging paperless class registration
- Maximize the use of volunteer labor throughout the Department

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Parks & Recreation Director	1.00	1.00	1.00	1.00
Recreation Program Manager	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00
Information & Referral Specialist	0.50	0.50	0.50	0.50
Fitness Specialist	0.90	0.90	0.90	1.00
Nutrition Coordinator I	0.50	0.50	0.50	0.50
Nutrition Coordinator II	0.80	0.80	0.80	0.80
Nutrition Assistant (On Call)	0.16	0.16	0.16	0.16
Administrative Assistant I	1.00	1.00	0.00	0.00
Administrative Assistant II	1.00	1.00	2.00	2.00
Building Monitor	0.19	0.19	0.19	0.19
Intern	0.05	0.05	0.05	0.05
	8.10	8.10	8.10	8.20

general services

Parks and Recreation

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 352,375	\$ 207,522	\$ 269,150	\$ 483,580	\$ 483,580	\$ 483,580
Employee benefits	152,615	85,219	141,820	240,430	240,430	240,430
Total	504,990	292,741	410,970	724,010	724,010	724,010
Materials and Services						
Supplies	91,929	15,556	44,734	85,470	85,470	85,470
Prof and tech services	18,452	22,614	13,787	22,973	22,973	22,973
Utility services	30,252	4,135	19,620	54,103	54,103	54,103
Insurance	1,913	-	500	3,370	3,370	3,370
Repairs & maintenance	16,953	155	4,430	35,998	35,998	35,998
Rents & leases	220	-	-	4,936	4,936	4,936
Comm svcs programs	98,370	97,075	109,864	202,947	202,947	202,947
Employee development	15,429	13,200	6,820	12,646	12,646	12,646
Recognition expenses	1,822	-	2,338	2,484	2,484	2,484
Fees, dues, advertising	2,153	10,484	14,833	9,931	9,931	9,931
Meeting expenses	90	1,639	603	306	306	306
Misc. services & supplies	8,192	11,141	7,200	8,500	8,500	8,500
Total	285,775	175,999	224,729	443,664	443,664	443,664
Capital Outlay						
Machinery & equipment	12,245	-	-	-	-	-
Total	12,245	-	-	-	-	-
Total Department	\$ 803,010	\$ 468,740	\$ 635,699	\$ 1,167,674	\$ 1,167,674	\$ 1,167,674

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Charges for services	\$ 94,424	\$ 63,425	97,800	\$ 98,800	\$ 98,800	\$ 98,800
Grants and donations	23,857	11,274	9,800	91,500	91,500	91,500
General Fund revenues	684,729	394,041	528,099	977,374	977,374	977,374
Total	\$ 803,010	\$ 468,740	\$ 635,699	\$ 1,167,674	\$ 1,167,674	\$ 1,167,674

Explanation of Variances

For the FY 2015-16 Proposed Budget, the Senior Programs have been re-organized into General Services. The variances explained below will focus on additions and variations to the combined budget, and not variances caused by the re-organization.

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

When taken together, the re-organized Personnel Services are decreasing about 2%, or about \$17,000. This decrease is attributable to staff turnover, with newer employees costing less at entry level than departing employees. Increases in retirement contributions and health insurance plans are offset by employee choices of health plans.

Another change in Personnel includes an increase of the Fitness Specialist from .9 FTE to full-time, with the cost of this increase being absorbed into the budget. This change is in response to demand for fitness related activities which continues to grow.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

In the Supplies category of accounts, numerous one-time items were removed from the budget, for the purchase of small tools and equipment. When the re-organized divisions are taken together, overall Supplies are decreasing about \$12,500, or 13%.

(continued on the next page)

Explanation of Variances, (continued)

Professional and Technical Services are increasing in the new combined division, by \$1,500, or 7%, reflecting increased costs for computer software maintenance contracts. Utilities overall are decreasing about \$3,000, or 5%. This decrease represents truing the budget up to actuals, reflecting that utility costs for the new Town Center Park building are not as high as originally estimated. Insurance is increasing approximately \$700. Janitorial services, recorded in the Repairs and Maintenance category, are increasing about 15%, or \$5,000. Rents and Leases are increasing by the 1% inflationary amount, when the new divisions are combined.

Community Service Programs shows the largest increase, increasing 55%, or \$72,000. This represents the addition to the Parks' budget and revenue of the Metro Solid Waste Community Enhancement Grant. This grant is made available to the City because a garbage-transfer station is located within the jurisdiction, Willamette Resources, Inc. The grant is designed to fund improvements to the appearance or environmental quality of the City, or projects that reduce the toxicity of waste or increase reuse and recycling opportunities, or result in the preservation or enhancement of wildlife, riparian zones, wetlands, forest lands and marine areas within the City, as well as other improvement or rehabilitation projects as outlined by Metro. The City is currently designing the administration and oversight of this program in accordance with Metro guidelines.

Employee Development in the newly combined division is increasing at the inflationary 1%, or \$120. Employee Recognition is increasing \$146, representing a 6% increase. Fees, Dues, Advertising is decreasing by about one-third, or \$5,000, and Meeting Expenses are decreasing by half, or \$300. These decreases represent the removal of the one-time Achieve grant the City received to promote healthy, active lifestyles. Lastly, Miscellaneous Services & Supplies are increasing \$1,300, or 18%, representing increased use bank cards by the public to pay for park and recreation programming.

Performance Measurements

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

Strategy	Measure	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Create a Parks and Recreation system that offers a mix of active and passive recreation opportunities	Parks and Recreation planning projects	-	-	5	11	13
Promote a connected and active community by providing special events	City sponsored events	11	11	11	14	14
	Event attendance	3,725	3,827	4,134	5,507	5,800
Provide social opportunities through the Community Center meal program	Congregate meals	6,208	6,500	7,942	8,000	8,000
	Home-delivered meals	6,362	6,500	4,403	5,550	6,000
Offer a variety of rental options that allow both residents and non-residents an opportunity to enjoy Wilsonville's park system	Total park facility rentals	131	150	128	160	170
	Stein Boozier Barn rentals	9	14	10	18	21

Performance Measurements Outcome

Park planning projects have increased dramatically in the past year and will show continued growth into next year including the following projects: determine ultimate feasibility of Recreation and Aquatic Center, Boones Ferry Master Planning process, City-wide Master Plan and Department-focused Strategic Plan processes.

Community event participation totals have shown a continued increase. The attendance numbers of established events have held steady or posted slight increases, while the addition of new events has helped to bolster total participant attendance.

The nutrition program at the Community Center has seen consistent development over recent years. A focused effort by kitchen staff to provide great tasting healthy meals, the addition of lunch time lectures, and increased Community Center programming has all contributed to the growth in citizens served.

Rental totals are showing an upward trend as facility improvements and additional available facilities have been added to the rental inventory. The potential for online facility reservations will be explored for future implementation.

Parks and Recreation staff continues to look for new and innovative program offerings. Program attendance numbers have remained consistent over the last 3 years. Programming through the Community Center continues to keep pace with physical changes to the Community Center. New partnerships and independent contract instructors will keep the public active and draw new participants.

Senior Programs Prior Years Detail

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ -	\$ 210,758	\$ 222,760	\$ -		
Employee benefits	-	93,294	107,340	-		
Total	-	304,052	330,100	-	-	-
Materials and Services						
Supplies	-	48,041	53,269	-		
Prof and tech services	-	296	7,701	-		
Utility services	-	34,594	37,538	-		
Insurance	-	2,096	2,180	-		
Repairs & maintenance	-	21,032	26,731	-		
Rents & leases	-	-	4,888	-		
Comm svcs programs	-	27,105	20,710	-		
Employee development	-	6,079	5,706	-		
Total	-	139,243	158,723	-	-	-
Capital Outlay						
Machinery & equipment	-	6,816	-	-	-	-
Total	-	6,816	-	-	-	-
Total Department	\$ -	\$ 450,111	\$ 488,823	\$ -	\$ -	\$ -

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Charges for services	\$ -	\$ 67,858	58,000	\$ -		
Grants and donations	-	75,176	80,900	-		
General Fund revenues	-	307,077	349,923	-		
Total	\$ -	\$ 450,111	\$ 488,823	\$ -	\$ -	\$ -

This division has been re-organized into General Services. Please see preceding pages for narrative.

Parks & Recreation

parks maintenance

Parks Maintenance provides professional management and maintenance services to Wilsonville’s Park System. Services are provided to all City parks and facilities, pedestrian and bicycle trails and special event venues. Additionally, limited maintenance or oversight of City owned, home owner association maintained, parks.

Program Objectives

Fiscal Discipline

- Continue to realize efficiencies by utilizing recently purchased equipment, which will allow work to be completed in-house, resulting in long-term cost savings and an improved product

Environmental Stewardship

- Organize a large annual park clean-up aimed at improving trails, removing invasive species and other related maintenance projects
- Partner with community based non-profits, service clubs and community special interest groups to perform a variety of park maintenance and improvement projects throughout the year
- Provide the most current, practical, and environmentally friendly management strategies

Well Maintained Infrastructure

- Continued focus on safe and improved park paths including all existing and new hard and soft trails
- Increase user safety of Murase Plaza water feature and Play structure

Safe, Healthy and Aesthetically Pleasing Community

- Increase awareness of reduced chemical inputs within the overall park maintenance agronomic plan while striving to provide a superior and safer product

Position	Full Time Equivalent Positions			
	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Parks Supervisor	0.50	1.00	1.00	1.00
Senior Utility Worker	2.50	2.00	2.00	2.00
Utility Worker	1.50	2.00	2.00	2.00
Seasonal Utility Worker	2.75	3.25	3.25	3.25
	7.25	8.25	8.25	8.25

parks maintenance

Parks & Recreation

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 313,098	\$ 324,271	\$ 369,370	\$ 363,710	\$ 363,710	\$ 363,710
Employee benefits	150,721	146,303	185,380	186,890	186,890	186,890
Total	463,819	470,574	554,750	550,600	550,600	550,600
Materials and Services						
Supplies	43,830	29,442	34,145	31,987	31,987	31,987
Prof and tech services	41,239	41,348	39,511	39,906	39,906	39,906
Utility services	140,673	146,299	188,791	207,658	207,658	207,658
Fleet services	42,831	50,720	84,360	87,540	87,540	87,540
Repairs & maintenance	175,010	120,284	217,218	186,691	186,691	186,691
Rents & leases	6,492	5,385	9,049	10,500	10,500	10,500
Insurance	6,357	7,924	8,680	9,200	9,200	9,200
Employee development	3,878	7,654	8,398	8,482	8,482	8,482
Meeting expenses	19	55	303	306	306	306
Fees, dues, advertising	207	453	960	970	970	970
Total	460,536	409,564	591,415	583,240	583,240	583,240
Capital Outlay						
Machinery & equip	24,674	5,775	163,000	-	-	-
Vehicles	-	995	-	8,000	8,000	8,000
Total	24,674	6,770	163,000	8,000	8,000	8,000
Total Department	\$ 949,029	\$ 886,908	\$ 1,309,165	\$ 1,141,840	\$ 1,141,840	\$ 1,141,840

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Approved 2015-16
Charges for services	\$ 32,580	\$ 43,879	\$ -	\$ -	\$ -	\$ -
Interfund charges	50,350	61,751	76,445	22,369	22,369	22,369
General Fund revenues	866,099	781,278	1,232,720	1,119,471	1,119,471	1,119,471
Total	\$ 949,029	\$ 886,908	\$ 1,309,165	\$ 1,141,840	\$ 1,141,840	\$ 1,141,840

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is decreasing overall by 1%. This decrease is attributable to staff turnover, with newer employees costing less at entry level than departing employees. Increases in retirement contributions and health insurance plans are offset by employee choices of health plans.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Supplies are decreasing by 6%, about \$2,200, reflecting the removal of fuel from Supplies, because it had also been budgeted in the category of Fleet Services. Utility Services are estimated to increase 10%, or about \$19,000. This increase reflects estimated increases in water consumption and water rates, as well as increases to other utility rates. Fleet Services is increasing 4%, or \$3,200, representing the annualization of costs from additions to the Fleet in FY 14-15. Repairs and Maintenance are decreasing about \$30,500, or 14%. This decrease is due to the removal from the budget of one-time maintenance items in FY 14-15; the repair of the Memorial Park Entry Gate and of the Sofia Park Water Feature. Rents and Leases are increasing about \$1,500, or 16%, representing increasing rents on specialty tools and equipment.

Capital Outlay item is the cost share with several Public Works' departments for a new swap loader truck.

Library Services

library

The library is a community focal point for knowledge, literature, culture, thought and learning, as well as a welcoming space for residents of all ages to gather, to connect and to grow.

Program Objectives

Quality Education

- Reach out to all families in the community about the value of reading to their children starting at birth
- Encourage daily reading by children
- Select and promote a quality collection of materials for all residents

Welcoming Engaged and Satisfied Residents

- Comprehensively promote library services to the community
- Remodel the library building to improve its appearance and services
- Expand and promote residents' connection to online tools.

Community Amenities and Recreation

- Provide a wide range of interesting and well attended programs for adults and children

Fiscal Discipline

- Support the Library's Friends and Foundation in their efforts to provide supplemental resources for the Library
- Build relationships with local organizations to execute on shared goals

Full Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Library Services Manager	0.00	0.00	0.00	1.00
Adult Services Librarian	1.00	1.00	1.00	1.00
Youth Services Librarian	1.00	1.00	1.00	0.55
Library Lead	0.00	0.00	0.00	1.77
Outreach Librarian	0.00	0.00	0.00	0.50
Program Coordinator	0.90	0.90	0.90	1.00
Program Librarian	0.00	0.00	0.00	1.23
Reference Librarian	1.84	1.84	1.84	2.03
Aide/Volunteer Coordinator	0.60	0.60	0.60	0.00
Library Clerk III	2.18	2.18	2.18	0.90
Library Clerk II	3.05	2.80	2.80	0.90
Library Clerk I	2.13	3.64	3.64	3.08
Library Aide	1.36	0.00	0.00	0.00
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.30	0.40	0.40	0.40
	16.46	16.46	16.46	16.46
Volunteers	6.00	6.00	6.00	6.00

library

Library Services

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 776,760	\$ 796,602	\$ 844,510	\$ 869,650	\$ 869,650	\$ 869,650
Employee benefits	369,568	391,524	434,960	465,380	465,380	465,380
Total	1,146,328	1,188,126	1,279,470	1,335,030	1,335,030	1,335,030
Materials and Services						
Supplies	200,185	197,077	244,491	243,645	243,645	243,645
Prof and tech services	3,761	2,458	2,400	4,818	4,818	4,818
Utility services	49,184	50,811	56,749	65,678	65,678	65,678
Repairs & maintenance	48,407	57,041	55,635	56,181	56,181	56,181
Insurance	8,165	8,919	9,280	9,800	9,800	9,800
Comm svcs programs	19,447	27,498	31,525	31,950	31,950	31,950
Employee development	1,409	659	2,808	3,572	3,572	3,572
Fees, dues, advertising	1,488	1,587	1,800	1,800	1,800	1,800
Misc serv & supplies	1,152	2,131	2,439	2,463	2,463	2,463
Total	333,198	348,181	407,127	419,907	419,907	419,907
Capital Outlay						
Machinery & Equipment	-	-	-	10,000	-	-
Total Department	\$ 1,479,526	\$ 1,536,307	\$ 1,686,597	\$ 1,764,937	\$ 1,754,937	\$ 1,754,937

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
County shared taxes	\$ 918,620	\$ 944,092	\$ 963,779	\$ 1,051,235	\$ 1,051,235	\$ 1,051,235
Charges for services	59,891	55,940	56,300	48,800	48,800	48,800
Grants and donations	44,790	38,289	48,700	48,700	48,700	48,700
General Fund revenues	456,225	497,986	617,818	616,202	616,202	616,202
Total	\$ 1,479,526	\$ 1,536,307	\$ 1,686,597	\$ 1,764,937	\$ 1,764,937	\$ 1,764,937

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 4%. The Library is proposing to re-organize and re-classify its staff, within current FTE levels. The proposal is to create a new Library Services Manager, three new lead positions, a new Program Librarian and reclassify Library Clerks to Reference Librarians. Another proposed position creation is an Outreach Librarian to bring library messages to families who may not make use of the Library. These shifts in staff will better position the Library to anticipate and remain current on trends on the provision of Library services.

Other changes in the Personnel Services category include increased contributions to retirement systems, and changes in employee choices of and increases to health insurance plans.

The Materials & Services category of expenditures are increasing approximately 1% to account for inflationary increases. Other changes are described below.

Professional and Technical Services are doubling, an increase of about \$2,400 to the printing budget. This is to enable to the Library to increase public outreach. Utility Services are increasing 16%, about \$9,000, reflecting increased utility rates, and also the inclusion in the budget an amount for Garbage Collection, which was erroneously left out of previous budgets. Insurance is increasing about 6%, or \$520. Employee Development is increasing about \$765, or 27%, to allow the Library Director and other staff to attend training conferences, such as the American Library Association Conference.

The Capital Outlay item is to replace the current copier.

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 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Maintain Oregon Library Association "excellent" standard of at least 4 physical items per capita	Items in the collection at year-end	129,429	128,903	130,315	132,000	134,000
	Service area population, December estimate	19,900	22,821	24,602	25,000	27,000
	Items per capita	6.50	5.65	5.30	5.28	4.96
Annually weed approximately 5% of materials in the collection	Items deleted	7,390	9,571	10,885	11,000	11,000
Add at least 10,000 items to collection	Items added	13,691	13,543	12,820	13,000	13,000
Increase collection turnover to at least 6.0	Average number of times each item is used	5.44	5.34	5.06	5.04	5.11

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	15,988	17,662	19,005	20,000	20,000
	Percentage change	-8%	10%	8%	5%	0%

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

Strategy	Measure					
Provide high quality programming	Number of children's programs	359	390	397	400	400
	Attendance at children's programs	27,355	24,946	25,197	26,500	27,000
	Number of adult programs	103	80	82	90	90
	Attendance at adult programs	2,005	1,830	3,022	3,100	3,200

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	518,290	515,595	490,163	490,000	500,000
	Annual e-book and other downloadable circulation	9,489	11,263	17,175	19,000	25,000
	Total Circulation	527,779	526,858	507,338	509,000	525,000
	Percentage change in circulation from previous year	2%	0%	-4%	0%	3%
Achieve average annual per capita circulation of 23 or higher	Per capita circulation	26.52	23.09	20.62	20.36	19.44

Performance Measurements, Continued

		Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Maintain a high level of loans to other libraries	Annual interlibrary loans	185,663	173,331	169,129	175,000	185,000
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	43,294	42,369	40,547	40,898	42,128
Maintain ratio of operating expenditures to total loans which reflects efficiency in operations	Total expenditures divided by total loans	\$2.00	\$2.14	\$2.33	\$2.40	\$2.33
Increase volunteer hours worked to at least 6 FTE	Number of hours worked	12,929	11,540	11,987	12,000	12,500
	FTE	6.2	5.5	5.8	5.8	6.0

Performance Measurements Outcome

The Library continues to see physical material use drifting down. The significant exception is circulation of children’s materials, which does not (yet) lend itself well to a digital environment. All audio/visual collections are dropping, some precipitously. Conversely, program numbers continue to grow and strengthen, along with circulation of digital collections.

Transportation

SMART transit

South Metro Area Regional 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, commuter and community programs, 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 commuter and community based initiatives to increase the use of transit, walking, bicycling and ridesharing to support local and regional transportation system management policies.

Program Objectives

Multi-Modal Transportation Network

- Continue update of the Transit Master Plan (a subset of the Transportation Systems Plan)
- Implement the recommendations of the Transit Integration Plan
- Support local, regional and statewide policies for transportation system management

Welcoming, Engaged and Satisfied Residents

- Exceed customers’ expectations and ensure continuous improvement
- Provide high quality customer service for commuters, residents and the business community
- Implement technology upgrades to buses and facilities

Economic Development

- Plan to provide services to industrial, employment and future development lands (including Coffee Creek, Frog Pond, Advance and Basalt Creek areas)
- 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 of travel

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 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Transit Director	1.00	1.00	1.00	1.00
Operation Manager	1.00	1.00	1.00	1.00
Dispatchers	2.00	2.00	2.00	2.00
Field Supervisors	2.00	2.00	3.00	3.00
Trainer	1.00	1.00	0.00	0.00
Drivers	26.44	26.44	26.77	26.70
Program Coordinator	1.00	1.00	1.00	1.00
Transportation Options Program Manager	1.00	1.00	1.00	1.00
Transit Grants Administrator	0.00	0.00	0.00	1.00
Bike & Ped Coordinator	1.00	0.00	0.00	0.00
Intern	0.00	0.30	0.30	0.30
	36.44	35.74	36.07	37.00

SMART transit

Transportation

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 1,726,035	\$ 1,825,871	\$ 1,922,260	\$ 1,950,110	\$ 1,950,110	\$ 1,950,110
Employee benefits	889,742	932,561	1,062,880	1,131,280	1,131,280	1,131,280
Total	2,615,777	2,758,432	2,985,140	3,081,390	3,081,390	3,081,390
Materials and Services						
Supplies	32,336	66,638	50,465	80,101	80,101	80,101
Prof and tech services	264,835	442,494	216,565	190,222	190,222	190,222
Utility services	42,279	52,617	67,674	89,193	89,193	89,193
Repairs & maintenance	27,669	30,159	35,588	35,944	35,944	35,944
Fleet services	938,115	996,885	1,050,520	1,029,982	1,029,982	1,029,982
Rents & leases	9,500	1,781	2,164	2,185	2,185	2,185
Insurance	29,403	32,063	33,930	42,810	42,810	42,810
Commuter rail service	300,000	-	312,000	315,120	315,120	315,120
Comm svcs programs	11,524	1,001	76,515	1,530	1,530	1,530
Employee development	9,077	15,009	21,080	21,230	21,230	21,230
Fees, dues, advertising	24,410	21,059	35,047	35,396	35,396	35,396
Meeting expenses	763	2,471	3,121	3,152	3,152	3,152
Total	1,689,911	1,662,177	1,904,669	1,846,865	1,846,865	1,846,865
Capital Outlay						
Machinery & equipment	3,250	-	100,000	195,000	195,000	195,000
Software	-	-	-	100,000	100,000	100,000
Vehicles	432,935	785,703	1,423,506	85,000	85,000	85,000
Total	436,185	785,703	1,523,506	380,000	380,000	380,000
Total Department	\$ 4,741,873	\$ 5,206,312	\$ 6,413,315	\$ 5,308,255	\$ 5,308,255	\$ 5,308,255

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Payroll taxes	\$ 3,990,885	\$ 4,342,353	\$ 4,524,000	\$ 4,576,000	\$ 4,576,000	\$ 4,576,000
Charges for services	223,931	251,511	218,000	210,001	210,001	210,001
Intergovernmental grants	2,974,577	1,041,610	1,958,542	959,915	959,915	959,915
Other revenues	21,311	41,437	13,000	31,000	31,000	31,000
Total	\$ 7,210,704	\$ 5,676,911	\$ 6,713,542	\$ 5,776,916	\$ 5,776,916	\$ 5,776,916

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 3%. An additional position is proposed for FY 2015-16, a Grant Administrator. Currently, grant administration is handled by an outside consultant. However, the work is on-going in nature and works closely with Transit and Finance Department staff, and is more suited to be performed by a full-time, regular City employee. The Federal Transit Administration criticized SMART for using a part-time consultant for grant administration work. This addition answers that criticism. The position will be instrumental in researching new grant opportunities and administering grants awarded. Additionally, the position will assist with procurement and planning functions. The cost of adding the Grant Administrator is fully offset within Transit's budget; partially absorbed within the Personnel Services category, and partially offset by decreasing the budget for Professional and Technical Services.

Other changes within Personnel Services include increasing the Employee Benefits line to account for increases to retirement system contributions, and changes in employee choices of and increases to health insurance plans.

(continued on the next page)

Explanation of Variances, (continued)

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Supplies are increasing over the FY 2014-15 budget by just under \$30,000, or 59%. This increase represents grant funding for the new federal grant for the Travel Training Program to teach older adults and people with disabilities to travel independently and safely on public transportation. Professional and Technical Services are decreasing about \$26,000, or 12%. This represents a budget reduction for consulting services, replaced by the proposed addition of a Grants Administrator position, and is offset by an increase to recognize a grant to partially fund the Transit Master Plan work. Utilities are increasing about \$22,000, or 32%, representing rate increases, as well as the re-organization of expenses out of Public Works – Roads and into the Transit department. These expenses were always paid for by the Transit fund, but will now be expensed through Transit department instead of the Public Works - Roads. Fleet Services are decreasing 2%, or about \$21,000, representing fuel savings due to the transition to more fuel efficient vehicles and declining gas prices. Insurance is increasing about \$9,000, or 26%, truing the budget up to anticipated actuals, based on the composition of the fleet. Community Services are decreasing by about \$75,000, or 98%, representing the removal of budget for the one-time, federal-grant-funded Integration Project.

Capital Outlay items include the replacement of a copier, improvements and expansion of the natural gas fueling system, the purchase of a new bus, and technological upgrades for such things as upgrading SMART's on-vehicle equipment to monitor performance and enhance traveler information. Approximately \$290,000 of the Capital Outlay expense category is anticipated to be covered by grants.

When considering the budget of SMART, one factor to remain mindful of are the variances in the SMART budget attributed to grant funding from both state and federal sources. SMART has been fortunate to do well in competing for grant funds, but the availability of grant funding is uncertain from year to year. The SMART budget is based on best estimates and historic trends, but mid-year corrections may be necessary as state and federal budgets are adopted.

Another unexpected situation that could lead to variances has to do with the recent nationwide drop in fuel prices. While lower fuel prices mean lower costs for SMART, they also mean reduced ridership, as many people switch from riding the bus to driving their own cars.

Anticipated Grants for 2015-16

SMART has already received approval for a number of grants that will bring revenue into the FY 2015-16 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 \$147,000 in State Transportation Formula (STF) funds 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 \$56,000 in funding for the Dial-A-Ride demand response service.

Transportation Demand Management (TDM) Grant: Grant funding in the amount of \$75,545 plus \$8,216 in local 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.

Travel Training Grant: Grant funding in the amount of \$20,000 plus \$2,289 in local match will support a program to teach older adults and people with disabilities to travel independently and safely on public transportation.

Transit Integration Project Grant: Grant funding in the amount of \$50,000 plus \$10,000 in local match will be used to complete this project integrating fixed route commuter and door-to-door elderly and disabled (E&D) services with the Wilsonville to Portland corridor.

Section #5307 Grant: Grant funding in the amount of \$316,500 plus \$79,125 in local match is anticipated to be used for preventative maintenance operations, technology upgrades, and a transit master plan.

Capital Grant: Grant funding in the amount of \$76,270 plus local match of \$8,730 will be used to purchase a bus.

SMART transit

Transportation

Capital Grant: Grant funding the amount of \$80,000 plus local match of \$20,000 will be used to upgrade SMART's on-vehicle technology to enhance abilities to monitor operational performance, enhance traveler information and improve data for planning and scheduling purposes.

Capital Grant: Grant funding in the amount of \$70,000 plus local match of \$40,000 will be used to expand and improve the existing natural gas fueling system.

Anticipated Grant Funding for 2015-16

Intergovernmental Agreement /Grant	Funding Source			Funding Use	
	Grant Funding	Transit Tax	Reserve	Operations	Capital
State Grant - Elderly & Disabled Service	\$ 147,000	\$ -	\$ -	\$ 147,000	\$ -
Dial-a-Ride Operations - Clackamas County	56,000	-	-	56,000	-
Transportation Demand Management (TDM)	74,545	8,532	-	83,077	-
Travel Training Program	20,000	2,289	-	22,289	-
Integration Grant	50,000	10,000	-	60,000	-
Transportation Master Plan	69,600	-	17,400	87,000	-
Section #5307 - Maintenance, Master Plan, Technology	316,500	-	79,125	320,625	75,000
Capital Grant - Bus	76,270	-	8,730	-	85,000
Capital Grant - Software	80,000	-	20,000	-	100,000
Capital Grant - Compressed Natural Gas Equipment	70,000	-	40,000	-	110,000
	\$ 959,915	\$ 20,821	\$ 165,255	\$ 775,991	\$ 370,000

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
	Cost per passenger trip	\$8.92	\$10.91	\$10.44	\$11.30	\$11.21
Provide efficient transit services to meet the needs of the community	Cost per service hour	\$74.39	\$85.37	\$83.33	\$89.54	\$94.07
	Cost per mile	\$4.92	\$5.92	\$5.75	\$6.12	\$6.49
	Passenger trips per service hour	8.3	7.8	8.5	7.9	8.4
	Passenger trips per mile	0.55	0.54	0.55	0.54	0.58
Increase ridership within the community	Number of passenger trips	370,526	351,374	374,408	362,891	383,095
	Service hours	44,407	44,908	45,896	45,788	45,712
	Annual miles driven	671,903	647,786	679,941	670,289	662,161
	On-time performance	99%	99%	92%	90%	89%

Performance Measurements Outcome

For FY 2013-14 ridership and other statistics were very close to projections. Our estimates for the remainder of FY2014-15 show that ridership will be lower than anticipated. With the drop in fuel prices, more people are driving and we have seen a corresponding drop in transit ridership. This will have a negative impact on revenues. We are also seeing a drop in on-time performance, due to a general increase in traffic, particularly on I-5 and the I-5/Wilsonville Road/Boones Ferry Road interchange. Traffic congestion on I-5 is especially bad between Wilsonville and Portland during evening commute times. Some cost savings will be realized as we recently combined two evening routes into a more efficient single route, thereby reducing operating hours and costs slightly.

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 charges participating departments through an internal work order system and depreciation in order to recover costs associated with operating, maintaining, and replacing vehicles.

Fleet Services manages the vehicle and equipment maintenance and replacement funds, coordinates and executes all fleet acquisitions and sales, repairs and maintains vehicles and 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 248 items including the SMART fleet of buses and vans, trucks and specialty equipment used by Public Works and Parks & Recreation, such as tractors and mowers, the general motor pool used by City staff, as well as emergency generators and trailers.

Program Objectives

Well Maintained Infrastructure

- Provide safe and clean vehicles and equipment

Fiscal Discipline

- Monitor and adjust vehicle allocations to ensure efficient utilization of assets
- 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 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Fleet Services Manager	1.00	1.00	1.00	1.00
Mechanic II	2.00	2.00	2.00	2.00
Mechanic I	2.00	2.00	2.00	2.00
Fleet Hostler	1.50	1.50	1.60	1.60
	6.50	6.50	6.60	6.60

fleet

Transportation

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 286,162	\$ 328,016	\$ 340,180	\$ 340,970	\$ 340,970	\$ 340,970
Employee benefits	167,567	196,992	217,380	217,960	217,960	217,960
Total	453,729	525,008	557,560	558,930	558,930	558,930
Materials and Services						
Supplies	162,670	180,276	185,380	191,741	191,741	191,741
Fuel	330,227	377,759	392,120	362,241	362,241	362,241
Utility services	83,295	85,146	85,100	72,066	72,066	72,066
Repairs & maintenance	21,914	28,964	36,338	36,701	36,701	36,701
Insurance	1,296	2,501	2,950	2,880	2,880	2,880
Employee development	2,005	8,701	15,701	15,858	15,858	15,858
Total	601,407	683,347	717,589	681,487	681,487	681,487
Capital Outlay						
Vehicles	75,725	124,834	114,000	75,000	75,000	75,000
Total Department	\$ 1,130,861	\$ 1,333,189	\$ 1,389,149	\$ 1,315,417	\$ 1,315,417	\$ 1,315,417

Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Fleet charges	\$ 1,167,935	\$ 1,203,110	\$ 1,287,780	\$ 1,298,027	\$ 1,298,027	\$ 1,298,027
Assigned contingencies	75,725	124,837	114,000	75,000	75,000	75,000
Total	\$ 1,243,660	\$ 1,327,947	\$ 1,401,780	\$ 1,373,027	\$ 1,373,027	\$ 1,373,027

Fleet charges are calculated to cover Fleet’s operating budget and to fund future vehicle and equipment purchases.

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salaries and Wages scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category remains flat when comparing FY 2014-15 to the FY 2015-16 Proposed Budget. Increases to retirement system contributions and health insurance plans are offset by changes in employee choices of plans.

The Materials & Services category of expenditures is increasing approximately 1% to account for inflationary increases. Other changes are described below.

Supplies are increasing about \$6,400, or 3%, representing increased costs for tires and other vehicle supplies. The fuel budget is decreasing approximately \$30,000, an 8% decrease. This represents the transition to more fuel efficient vehicles, such as the Hybrid and Compressed Natural Gas (CNG) buses, as well as gas prices that are expected to remain below the retail peak of \$4.00 per gallon seen in 2012. Utility Services are decreasing by 15%, or about \$13,000, due to reduced garbage costs upon moving to the new building, and also due to eliminating extra two way radios that brought down air-time costs.

Capital Outlay reflects the replacement of three City vehicles. These replacements are fully funded through the Fleet replacement fund. Factors used to determine vehicle replacements include pending repair needs, age, and suitability to assigned task.

Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
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	73%	71%	72%	70%	70%
Preventative maintenance	Percent completed on time	86%	87%	87%	90%	90%
Track number of road calls	Number of road calls per year	52	53	54	45	45

Performance Measurements Outcome

Performance indicators include number of breakdowns (road calls), labor productivity and preventative maintenance on-time percentage. Fleet staff continue to meet or exceed the goals set for these measurements. Meeting these goals is of high importance, as data must be reported to both the Federal Transit Administration (maintenance on-time percentage) and National Transit Database (number of road calls).

WILSONVILLE

POWERED
BY PURPOSE



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

Contracted Employees: Full-time equivalents

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Chief	1.00	1.00	1.00	1.00
Sergeant	2.00	2.00	2.00	3.00
Detective	1.00	1.00	1.00	1.00
Traffic Officer	1.00	1.00	1.00	1.00
School Resource Officer (SRO)	1.00	1.00	1.00	1.00
Community Services Officer (CSO)	1.00	1.00	1.00	1.00
Patrol Officers	11.00	11.00	11.00	11.00
	18.00	18.00	18.00	19.00

law enforcement

Public Safety

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Materials and Services						
Supplies	\$ 2,820	\$ 15,158	\$ 6,030	\$ 7,060	\$ 7,060	\$ 7,060
Prof and tech services	3,619,717	3,698,285	3,919,954	4,305,454	4,305,454	4,305,454
Utility services	15,538	16,042	18,575	20,017	20,017	20,017
Fleet services	13,593	13,320	12,010	7,160	7,160	7,160
Repairs & maintenance	7,654	9,045	8,860	10,000	10,000	10,000
Insurance	1,218	1,339	1,430	1,460	1,460	1,460
Employee development	108	520	2,000	4,000	4,000	4,000
Total Department	\$ 3,660,648	\$ 3,753,709	\$ 3,968,859	\$ 4,355,151	\$ 4,355,151	\$ 4,355,151
Capital Outlay						
Machinery & equipment	20,595	14,676	-	-	-	-
Total Department	\$ 3,681,243	\$ 3,768,385	\$ 3,968,859	\$ 4,355,151	\$ 4,355,151	\$ 4,355,151
Resources Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Intergovernmental	\$ 76,268	\$ 77,717	90,000	\$ 90,000	\$ 90,000	\$ 90,000
General Fund revenues	3,604,975	3,690,668	3,878,859	4,265,151	4,265,151	4,265,151
Total	\$ 3,681,243	\$ 3,768,385	\$ 3,968,859	\$ 4,355,151	\$ 4,355,151	\$ 4,355,151

Explanation of Variances

Because the City contracts with Clackamas County for the provision of law enforcement services, the Law Enforcement budget does not contain a Personnel Services category.

The City estimates that the contract with Clackamas County will increase in FY 2015-16, and so has set aside resources in the Professional and Technical Services category of accounts. Based on historical increases, the City has set aside approximately \$130,000 more, representing a 4.3% increase. While the City works closely with Clackamas County on the contract, cost changes typically are not known until after this budget document goes to print.

An addition to the contract is proposed. The City is proposing to add an additional Sergeant. After extensive evaluation of supervisory coverage, staff shifts, span of control in the department, necessary overlap of shifts, and workload distribution, it has been determined that an additional Sergeant is needed. Because Law Enforcement operates 24 hours a day, 365 days a year, adequate police coverage and supervision must be maintained across all shifts. An additional Sergeant will allow the Police Chief to re-configure the shifts of the Sergeants to ensure that gaps are better covered. Additionally, the administrative work load of command staff will be more evenly and appropriately distributed with this addition.

Other changes include an increase of \$1,000, or 17%, to Supplies, for the purchase of training supplies, bike officer supplies, office supplies, and the like. Utilities are increasing on average 8%, approximately \$1,400. Fleet services are decreasing just under \$5,000, or 40%, representing a true-up of allocated costs for the deployment of the Police Radar Speed Display Sign.

Employee Development is increasing by \$2,000, doubling the FY 14-15 budget. This increase is to allow officers and the Police Chief to attend various training conferences related to topics such as drug enforcement, child abuse investigations, etc.

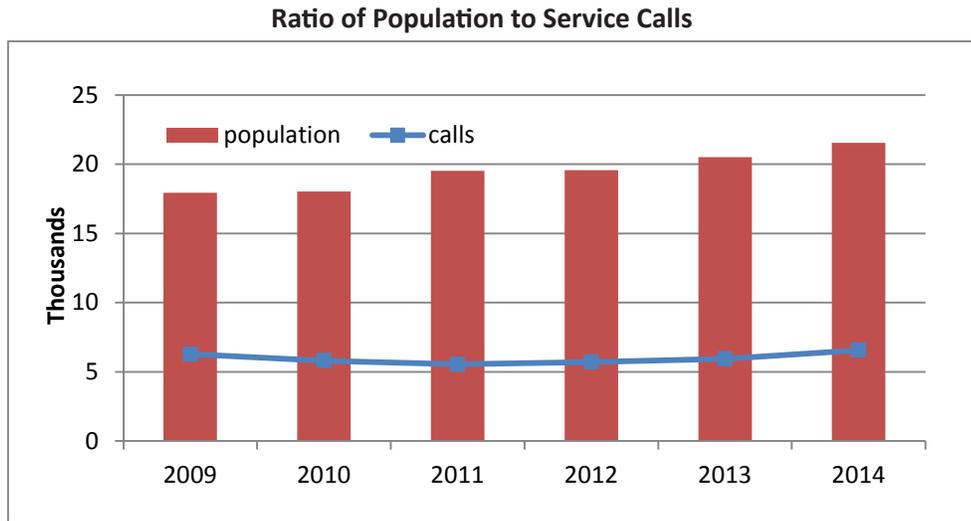
Performance Measurements

<i>Strategy</i>	<i>Measure</i>	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Maintain a staffing level that allows for approximately 600 calls per Officer per year	Population served	19,565	20,515	21,550	21,980	22,640
	Calls for service	5,709	6,230	6,558	6,886	7,024
	Average number of calls for service per day	16	17	18	19	19
	Calls per Deputy	476	519	547	574	585
	Officers per thousand population	0.92	0.88	0.84	0.82	0.84
Reduce the number of traffic accidents in the community through greater compliance tools	Total number of reported auto accidents	141	185	145	145	140
Gain compliance to traffic laws and increase public safety through traffic enforcement, promote safety and livability by education through enforcement.	Traffic stops	5,338	4,516	3,888	3,812	3,800
	Traffic citations	3,820	3,332	2,506	2,294	2,200

Performance Measurements Outcome

The Wilsonville Police Department is able to work proactively by maintaining a visible presence in the community. During FY 2012-13, The Wilsonville Police started a new mountain bike patrol program. The City has invested in the purchase and equipping of two mountain bikes. These bikes, ridden by uniformed Wilsonville Police Officers, are used to patrol community events, public gatherings and City parks. Patrolling on bicycles places officers in close contact with the public and increases our visible presence while nurturing a community policing atmosphere.

Traffic safety continues to be a priority of the Wilsonville Police. The recent purchase of a moving radar unit for the traffic enforcement patrol car has increased efficiency for the effective enforcement of speed related offenses.



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

Full-Time Equivalent Positions

Position	Budget 2012-13	Budget 2013-14	Budget 2014-15	Adopted 2015-16
Court Clerk	1.80	1.80	1.30	1.50
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	1.50	1.70

municipal court

Public Safety

Operating Summary	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Personnel Services						
Salaries and wages	\$ 106,839	\$ 113,880	\$ 103,400	\$ 115,800	\$ 115,800	\$ 115,800
Employee benefits	34,991	45,609	55,900	62,440	62,440	62,440
Total	141,830	159,489	159,300	178,240	178,240	178,240
Materials and Services						
Supplies	3,102	1,733	5,241	5,275	5,275	5,275
Prof and tech services	15,475	8,792	18,260	17,825	17,825	17,825
Utility services	891	944	1,010	1,040	1,040	1,040
Employee development	1,858	2,181	4,100	4,100	4,100	4,100
Fees, dues, advertising	195	40	420	425	425	425
Meetings expenses	1,840	1,549	2,350	2,350	2,350	2,350
Misc services & supplies	4,731	3,573	5,920	6,000	6,000	6,000
Total	28,092	18,812	37,301	37,015	37,015	37,015
Total Department	\$ 169,922	\$ 178,301	\$ 196,601	\$ 215,255	\$ 215,255	\$ 215,255
Resources Summary						
	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Fines	\$ 351,077	\$ 247,534	\$ 310,000	\$ 250,000	\$ 250,000	\$ 250,000
Total	\$ 351,077	\$ 247,534	\$ 310,000	\$ 250,000	\$ 250,000	\$ 250,000

Explanation of Variances

At the time the budget was developed, labor negotiations were underway. Therefore, no changes in the Salary and Wage scales are included. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes.

The Personnel Services category is increasing overall by 12%, or approximately \$19,000. This reflects the re-assignment of staff time from Finance to Municipal Court, as well as employee changes to and increases in health insurance plans, and increases in retirement contributions.

The Materials & Services category of expenditures are increasing approximately 1% to account for inflationary increases. Other changes include a 2%, or \$435, decrease to Professional and Technical Services, for printing and computer software maintenance.

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

Performance Measurements

Strategy	Measure	Actual 2011-12	Actual 2012-13	Actual 2013-14	Estimate 2014-15	Forecast 2015-16
Efficiency	Total violations	3,573	3,072	2,020	2,294	2,200
	Violations per Court Clerk (FTE)	1,985	1,707	1,122	1,529	1,467

Performance Measurements Outcome

Estimated and forecasted violations per court clerk reflect 1.5 FTE Court Clerks.

Additional Financial Detail - Citation Anatomy

State laws classify most violations offenses as Class A, B, C, or D violations (with "A" being 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 2015) for regular infractions and those occurring in special zones are detailed in the chart below.

Citations

	Class A ¹		Class B ²		Class C ³		Class D ⁴	
	Basic	Special Zone						
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	(61.00)	(61.00)	(61.00)	(61.00)	(61.00)	(61.00)	(61.00)	(61.00)
Total retained by City of Wilsonville	\$ 287.00	\$ 635.00	\$ 147.00	\$ 355.00	\$ 68.00	\$ 195.00	\$ 27.00	\$ 115.00

- 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, and using a cell phone without handsfree device
- ⁴ Class D: Includes fail to use safety belt, 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 nine 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 2015-16 are presented below.

Water Capital Projects

Pipeline Improvements, Telemetry System Upgrade, Well Facility Rehab, Water Master Plan Update

Sewer Capital Projects

Coffee Creek Interceptor, Memorial Park Pump Station Relocation, Town Center Pump Station Improvements, Charbonneau System Rehab, Other City-Wide System Rehab

Planning Projects

Master planning for long-range goals, including Basalt Creek, Frog Pond and Coffee Creek

Streets Capital Projects

Barber Street from Kinsman to Coffee Lake Drive, Kinsman Road Extension from Barber to Boeckman, Tooze Road from 110th to Grahams Ferry Road, annual street maintenance

Streetscape/Bikeway Capital Projects

LED Street Light Conversion, Pedestrian Enhancements, Charbonneau Walking Path Repairs

Stormwater Capital Projects

Charbonneau System Improvements, Willamette River Outfalls, City-Wide Repairs and Maintenance, Gesellschaft Water Well Channel Restoration

Transit Capital Projects

Transit Shelters and ADA Improvements

Building Capital Projects

Library Improvements, Fiber Connectivity Project, Community Center Remodel, City Facility Repairs

Parks Capital Projects

French Prairie Bridge, I-5 Undercrossing Trail, Montague and Edelweiss Park Improvements, Parks Comprehensive Master Plan Update

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 2015/16	FY 2016/17	FY 2017/18	FY 2018/19	FY 2019/20	Total 5-Yr Cumulative Increase to Operating Expenses
Water						
Water Telemetry, Distribution System	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 8,000
Tooze Rd Waterline	-	-	2,000	2,000	2,000	6,000
Streets						
Kinsman Rd Extension - Barber to Boeckman	-	39,000	39,000	39,000	39,000	156,000
Tooze Rd - 110th to Grahams Ferry Rd	-	-	-	15,000	15,000	30,000
Barber St Extension - Kinsman To Coffee Lake	-	20,000	20,000	20,000	20,000	80,000
Signal Improvements	-	3,000	3,000	3,000	3,000	12,000
Canyon Creek Road from Boeckman to Town Center Lp East	-	9,000	9,000	9,000	9,000	36,000
Villebois Parks	-	10,350	20,700	20,700	40,500	92,250
	<u>\$ -</u>	<u>\$ 83,350</u>	<u>\$ 95,700</u>	<u>\$ 110,700</u>	<u>\$ 130,500</u>	<u>\$ 420,250</u>

Summary of Appropriations

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Design/Construct	\$881,792	\$3,544,919	\$451,650	\$5,306,951	\$718,700	\$1,513,712	\$64,000	\$1,164,500	\$3,217,367	\$16,863,591
Engineering/Admin	117,545	382,725	305,000	669,322	89,611	219,352	-	27,000	239,317	2,049,872
	<u>\$999,337</u>	<u>\$3,927,644</u>	<u>\$756,650</u>	<u>\$5,976,273</u>	<u>\$808,311</u>	<u>\$1,733,064</u>	<u>\$64,000</u>	<u>\$1,191,500</u>	<u>\$3,456,684</u>	<u>\$18,913,463</u>

Summary of Resources

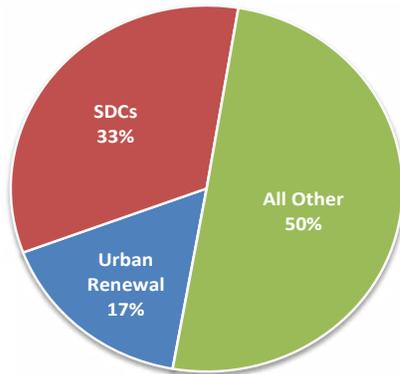
	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Transit	Building	Parks	Total
Operating Funds	\$ 750,321	\$ 2,351,853	\$ -	\$ 224,700	\$ 290,130	\$ 300,000	\$ 12,800	\$ -	\$ -	\$ 3,929,804
SDCs										
Improvement	249,016	1,575,791	-	2,910,518	22,270	195,809	-	-	1,340,389	6,293,793
Metro Open Space	-	-	-	-	-	-	-	-	960,000	960,000
Contributions	-	-	-	104,420	-	-	-	960,000	2,500	1,066,920
Grants	-	-	192,000	-	-	-	51,200	-	-	243,200
Street Lights	-	-	-	-	459,020	-	-	-	-	459,020
Road Maintenance	-	-	-	710,000	-	-	-	-	-	710,000
Loan Proceeds	-	-	-	-	-	1,237,255	-	-	-	1,237,255
General Fund	-	-	420,000	-	36,891	-	-	231,500	197,200	885,591
Subtotal	999,337	3,927,644	612,000	3,949,638	808,311	1,733,064	64,000	1,191,500	2,500,089	15,785,583
Urban Renewal	-	-	144,650	2,026,635	-	-	-	-	956,595	3,127,880
Total City Resources	<u>999,337</u>	<u>3,927,644</u>	<u>756,650</u>	<u>5,976,273</u>	<u>808,311</u>	<u>1,733,064</u>	<u>64,000</u>	<u>1,191,500</u>	<u>3,456,684</u>	<u>18,913,463</u>

Funding sources administered by the Oregon Department of Transportation on behalf of the City

Federal Transportation Funds	-	-	-	2,830,000	-	-	-	-	-	2,830,000
Total Available Funding Sources	<u>\$ 999,337</u>	<u>\$ 3,927,644</u>	<u>\$ 756,650</u>	<u>\$ 8,806,273</u>	<u>\$ 808,311</u>	<u>\$ 1,733,064</u>	<u>\$ 64,000</u>	<u>\$ 1,191,500</u>	<u>\$ 3,456,684</u>	<u>\$ 21,743,463</u>

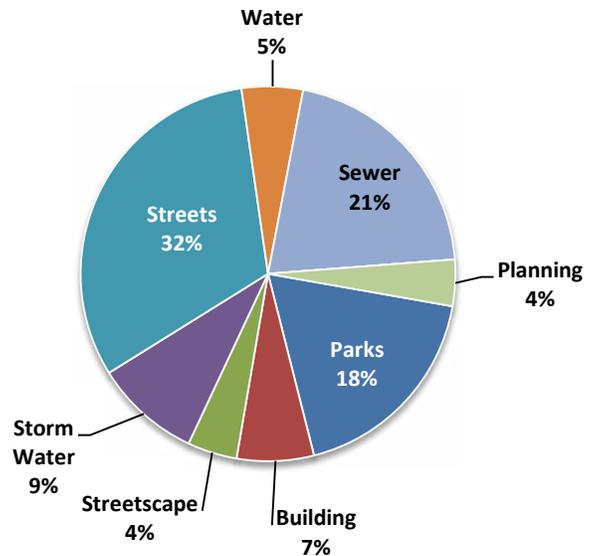
Funding Source

Major funding sources for capital projects identified in FY 2015-16 include urban renewal, systems development charges, and federal funding.

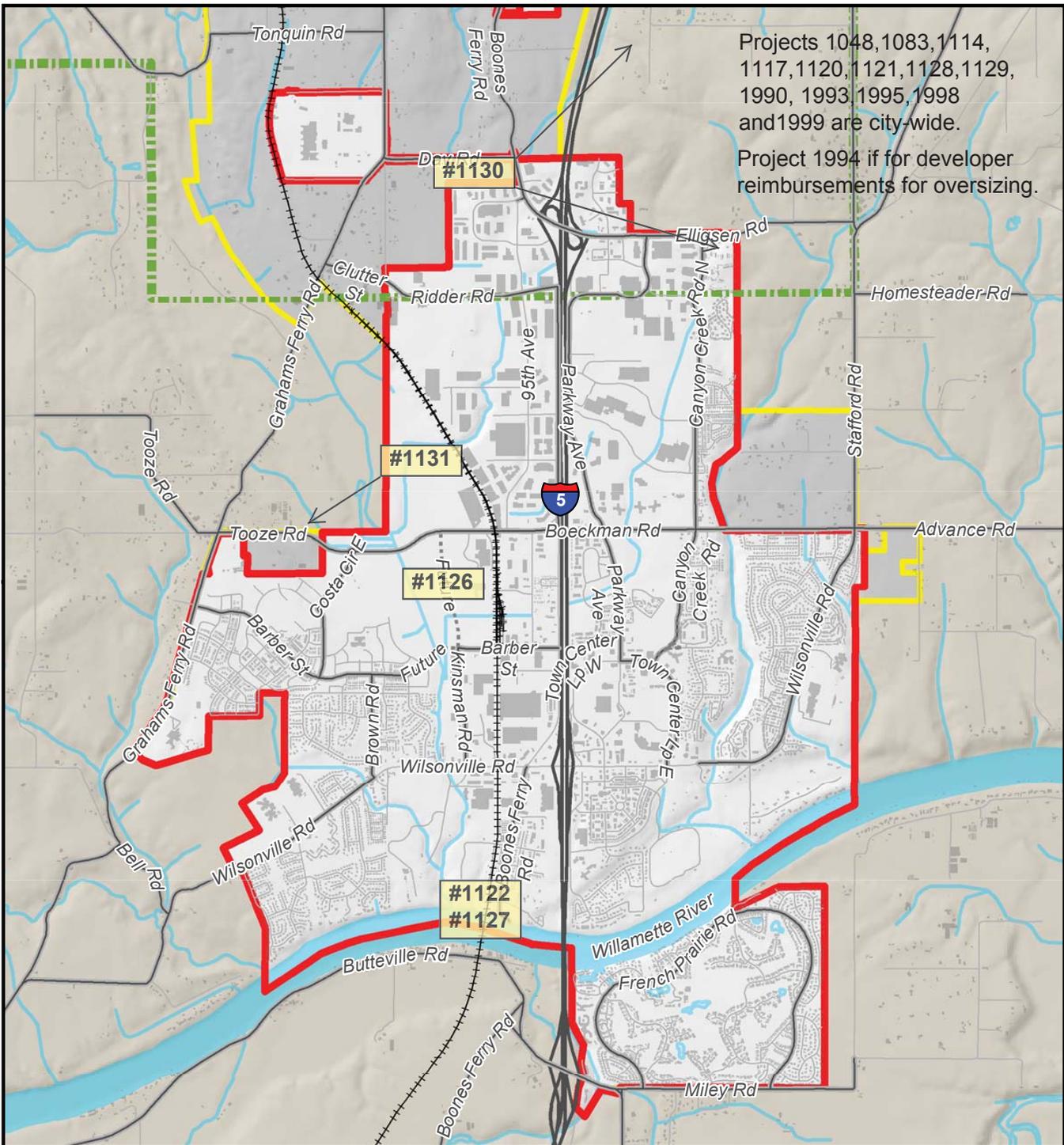


Project Type

With completion of a large majority of work on the Canyon Creek Road and Barber Street Extension, the largest portion of the 2015-16 capital improvement budget will focus on furthering those projects, making significant headway on the Kinsman Road Extension and work on various Charbonneau improvements. Other projects include waterline and sewer line replacements, along with street, park and stormwater improvements.



Water Projects



The City of Wilsonville, Oregon
Clackamas and Washington Counties

Wilsonville Boundaries

-  City Limits
-  County Boundary
-  UGB



2/26/2015



2015-16 Funding Sources

Proj. Project Name	Water Operating	Water SDC	Total Resources
1048 Water Distribution System Miscellaneous Improvements	\$ 46,575	\$ -	\$ 46,575
1083 Well Facility Rehab and Upgrades	54,480	-	54,480
1114 Water Telemetry: Distribution System	103,500	-	103,500
1117 Fire Flow Data Collection for System Capacity & Growth	5,675	-	5,675
1120 Meter Replacements	51,750	-	51,750
1121 Pipeline, Valve & Hydrant Replacement	210,105	-	210,105
1122 Water Treatment Plant Master Plan Update	14,812	83,933	98,745
1126 Segment 3B Waterline Mitigation Site	-	11,634	11,634
1127 Willamette River Water Supply	13,679	11,179	24,858
1128 Well Upgrades and Maintenance (Down Hole)	149,820	-	149,820
1129 GIS and Water Model Updates - 3 rd Party Support	3,405	-	3,405
1130 Reservoir Improvements and Replacements	48,645	-	48,645
1131 Tooze Rd Waterline	-	45,645	45,645
1990 CD Department Support for Miscellaneous Projects	8,000	-	8,000
1993 Water CIP's - Final Closeout from Prior Years	2,500	2,500	5,000
1994 Water SDC Reimbursements/Credits	-	56,750	56,750
1995 Early Planning - Future Water Projects	4,000	4,000	8,000
1998 5-Year & Annual Water CIP Budget Development	5,000	5,000	10,000
1999 Project Design & Development	28,375	28,375	56,750
	<u>\$ 750,321</u>	<u>\$ 249,016</u>	<u>\$ 999,337</u>

Project Summaries

Project #1048: Water Distribution System Miscellaneous Improvements

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

Priority: Medium

Justification: Aging infrastructure

FY2015-16 Funding Sources: Water 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	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 12,700	\$ 45,000	Annual	Annual
Engineering Administration	-	945	1,575	-	-
	<u>\$ -</u>	<u>\$ 13,645</u>	<u>\$ 46,575</u>	<u>\$ -</u>	<u>\$ -</u>

Water Projects

Project #1083: Well Facility Rehab and Upgrades

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 in the surface facilities (building, piping, standby power, controls, etc.) so that the wells remain operationally connected to the distribution system and can be brought on-line quickly, if needed. This a companion project with Project 1128.

Priority: Medium

Justification: Aging infrastructure/public safety

FY2015-16 Funding Source: Water 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	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 7,500	\$ 48,000	Annual	Annual
Engineering Administration	-	4,763	6,480	-	-
	\$ -	\$ 12,263	\$ 54,480	\$ -	\$ -

Project #1114: Water Telemetry, Distribution System

This project continues the process of replacing an aging phone-based telemetry/communication system that connects the City's key water facilities (tanks, turnouts, wells, etc.) to Public Works, with a radio-based SCADA system to allow for remote monitoring of the water distribution system.

Priority: High

Justification: Aging infrastructure

FY2015-16 Funding Source: Water Operating

Status: Continued from FY2011-12

Estimated Date of Completion: FY2015-16

Operations Impact: Maintenance costs estimated at \$2,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 3,970	\$ -	\$ 100,000	\$ -	\$ 103,970
Engineering Administration	139	-	3,500	-	3,639
	\$ 4,109	\$ -	\$ 103,500	\$ -	\$ 107,609

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

This project funds annual fire hydrant flow tests in different pressure zones throughout the City to ensure adequate water supply is available for fire flow.

Priority: Medium

Justification: Public safety

FY2015-16 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 2,000	\$ 5,000	Annual	Annual
Engineering Administration	-	270	675	-	-
	\$ -	\$ 2,270	\$ 5,675	\$ -	\$ -

Project #1120: Meter Replacements

The 2012 Water Master Plan recommended increased meter testing and meter replacement to identify and eliminate sources of water loss beyond the meter testing and leak detection programs which the City has already implemented. This project provides funding for testing, calibration and replacement of residential and commercial meters, as needed.

Priority: High

Justification: Aging infrastructure

FY2015-16 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	Annual	\$ 20,000	\$ 50,000	Annual	Annual
Engineering Administration	-	964	1,750	-	-
	<u>\$ -</u>	<u>\$ 20,964</u>	<u>\$ 51,750</u>	<u>\$ -</u>	<u>\$ -</u>

Project #1121: 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 city-wide.

Priority: High

Justification: Aging infrastructure and public safety

FY2015-16 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	Annual	\$ 85,000	\$ 203,000	Annual	Annual
Engineering Administration	-	21,245	7,105	-	-
	<u>\$ -</u>	<u>\$ 106,245</u>	<u>\$ 210,105</u>	<u>\$ -</u>	<u>\$ -</u>

Project #1122: Water Treatment Plant Master Plan Update

This project is a joint project with Tualatin Valley Water District (TVWD), and will update the 2006 Water Treatment Master Plan with current information on actual flows – including flows to Sherwood, identify current equipment capacities and needed near term upgrades, and identify future flows and equipment needs associated with the Willamette River Water Supply initiative (see Project #1127).

Priority: High

Justification: City growth

FY2015-16 Funding Source: Water Operating and Water SDC

Status: Continued from FY2013-14

Estimated Date of Completion: FY2015-16

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 45,000	\$ 87,000	\$ -	\$ 132,000
Engineering Administration	120	14,575	11,745	-	26,440
	<u>\$ 120</u>	<u>\$ 59,575</u>	<u>\$ 98,745</u>	<u>\$ -</u>	<u>\$ 158,440</u>

Water Projects

Project #1126: Segment 3B Waterline Mitigation Site

The wetland mitigation site constructed during the Segment 3b water line project (Water Project 1055) requires five years of maintenance and monitoring. The City of Sherwood, partners in the initial construction project, reimbursed the City of Wilsonville for the entire share of their costs of the monitoring project in FY2014-15. This project budgets for the five years of expenditures on an annual basis until completion in FY2018-19.

Priority: High

Justification: Regulatory requirement

FY2015-16 Funding Source: Water SDC

Status: Continued from FY2013/14

Estimated Date of Completion: FY2018-19

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 188	\$ 12,189	\$ 10,250	\$ 30,750	\$ 53,377
Engineering Administration	1,621	3,427	1,384	4,151	10,583
	<u>\$ 1,809</u>	<u>\$ 15,616</u>	<u>\$ 11,634</u>	<u>\$ 34,901</u>	<u>\$ 63,960</u>

Project #1127: Willamette River Water Supply

This project is being used to accrue expenses for Community Development staff support and the City's share of the consultant for the Willamette River Water Supply initiative. This is a multi-year, multi-jurisdictional effort to expand Wilsonville's Willamette River Water Treatment Plant and install transmission pipelines through Wilsonville to serve long-term regional needs.

Priority: High

Justification: City growth

FY2015-16 Funding Source: Water Operating and Water SDC

Status: Continued from FY2013-14

Estimated Date of Completion: Ongoing

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 13,136	\$ 11,542	\$ 4,521	\$ 29,199
Engineering Administration	1,620	15,460	13,316	52,158	82,554
	<u>\$ 1,620</u>	<u>\$ 28,596</u>	<u>\$ 24,858</u>	<u>\$ 56,679</u>	<u>\$ 111,753</u>

Project #1128: Well Upgrades and Maintenance (Down Hole)

The City owns and maintains eight potable groundwater wells that once supplied all of the City's drinking water. The 2012 Water Master Plan determined that six of these wells should be maintained as backup supply for emergency situations. This project will address one well per year and includes well column and casing inspection, water chemistry analysis, redevelopment of well capacity, and "down-hole" upgrades and repairs as needed to correct deficiencies. This project is a companion project with Project #1083.

Priority: High

Justification: Aging infrastructure and public safety

FY2015-16 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 114,940	\$ 132,000	Annual	Annual
Engineering Administration	-	24,582	17,820	-	-
	<u>\$ -</u>	<u>\$ 139,522</u>	<u>\$ 149,820</u>	<u>\$ -</u>	<u>\$ -</u>

Project #1129: GIS and Water Model Updates – 3rd Party Support

This project provides for third party support / consulting to perform periodic updates to the city-wide water distribution hydraulic model after construction of new pipelines and new developments. The model is used to document and confirm adequate fire flows and pressures are maintained throughout the system as new water users come on-line, and evaluate the future impacts on the water distribution system from large developments such as Frog Pond and Coffee Creek.

Priority: High

Justification: Aging infrastructure and public safety

FY2015-16 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: FY2015-16

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 3,000	\$ 3,000	Annual	Annual
Engineering Administration	-	1,105	405	-	-
	\$ -	\$ 4,105	\$ 3,405	\$ -	\$ -

Project #1130: Reservoir Improvements & Replacements

This project will construct safety and security improvements at the Elligsen (Level B) and Level C Reservoirs, and perform long life maintenance and repair tasks such as base sealant and painting that are necessary to maintain the integrity of the steel tank structures.

Priority: High

Justification: Regulatory requirement

FY2015-16 Funding Source: Water Operating

Status: Continued from FY2014-15

Estimated Date of Completion: FY2019-20

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 47,000	\$ 37,000	\$ 84,000
Engineering Administration	-	-	1,645	1,295	2,940
	\$ -	\$ -	\$ 48,645	\$ 38,295	\$ 86,940

Project #1131: Tooze Rd Waterline

In conjunction with the improvements to Tooze Road (CIP #4146), this project will complete a planned 18" water line from Graham's Ferry Road to (old) 110th Ave, providing increased fire flow capacity and system redundancy to the rapidly growing Villebois neighborhoods.

Priority: High

Justification: City growth

FY2015-16 Funding Source: Water SDC

Status: Continued from FY2014/15

Estimated Date of Completion: FY2016-17

Operations Impact: Maintenance costs estimated at \$2,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 10,000	\$ 40,000	\$ 513,000	\$ 563,000
Engineering Administration	-	2,350	5,645	69,255	77,250
	\$ -	\$ 12,350	\$ 45,645	\$ 582,255	\$ 640,250

Water Projects

Project #1990: Community Development Department Support for Miscellaneous Water Projects

This project funds as-needed Engineering / Community Development staff support for Water Operations repair or replacement projects such as Project #1048, #1120, and #1121 that are generally performed by or contracted through the Public Works Department. Prior to FY2015-16, Engineering/CD support for Water Operations was programmed into individual Water Operations CIPs.

Priority: High

Justification: Aging Infrastructure

FY2015-16 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	-	8,000	-	-
	\$ -	\$ -	\$ 8,000	\$ -	\$ -

Project #1993: Water CIP's – Final Closeout from Prior Years

This project funds small project close-out expenditures for projects completed during the previous fiscal year, but which require a limited amount of staff time to complete the paperwork.

Priority: High

Justification: City growth

FY2015-16 Funding Source: Water Operating and Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	1,500	5,000	-	-
	\$ -	\$ 1,500	\$ 5,000	\$ -	\$ -

Project #1994: Water SDC Reimbursements/Credits

Beginning in FY2016, all SDC reimbursements/credits are being accrued under this project number. Previously, SDC reimbursements in excess of \$10,000 were budgeted separately as individual projects.

Priority: High

Justification: City growth

FY2015-16 Funding Source: Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Actual	2014-15	2015-16	Year Costs	Total
	Design & Construction	Annual	\$ -	\$ 50,000	Annual
Engineering Administration	-	-	6,750	-	-
	\$ -	\$ -	\$ 56,750	\$ -	\$ -

Project #1995: Early Planning – Future Water Projects

This project is for staff efforts on future CIP projects which are in 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 for city infrastructure and services.

Priority: Medium

Justification: City growth

FY2015-16 Funding Source: Water Operating and Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	2,000	8,000	-	-
	\$ -	\$ 2,000	\$ 8,000	\$ -	\$ -

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

This project funds 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

FY2015-16 Funding Source: Water Operating and Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	10,000	10,000	-	-
	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ -

Project #1999: Project Design & Development

This annual project is used to fund the design and development of unplanned or emergency projects that arise throughout the year. As these funds are used, they are recoded to appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

FY2015-16 Funding Source: Water Operating and Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ 50,000	Annual	Annual
Engineering Administration	-	-	6,750	-	-
	\$ -	\$ -	\$ 56,750	\$ -	\$ -

Water Projects

Five Year Water CIP Forecast FY2015-16 thru FY2019-20

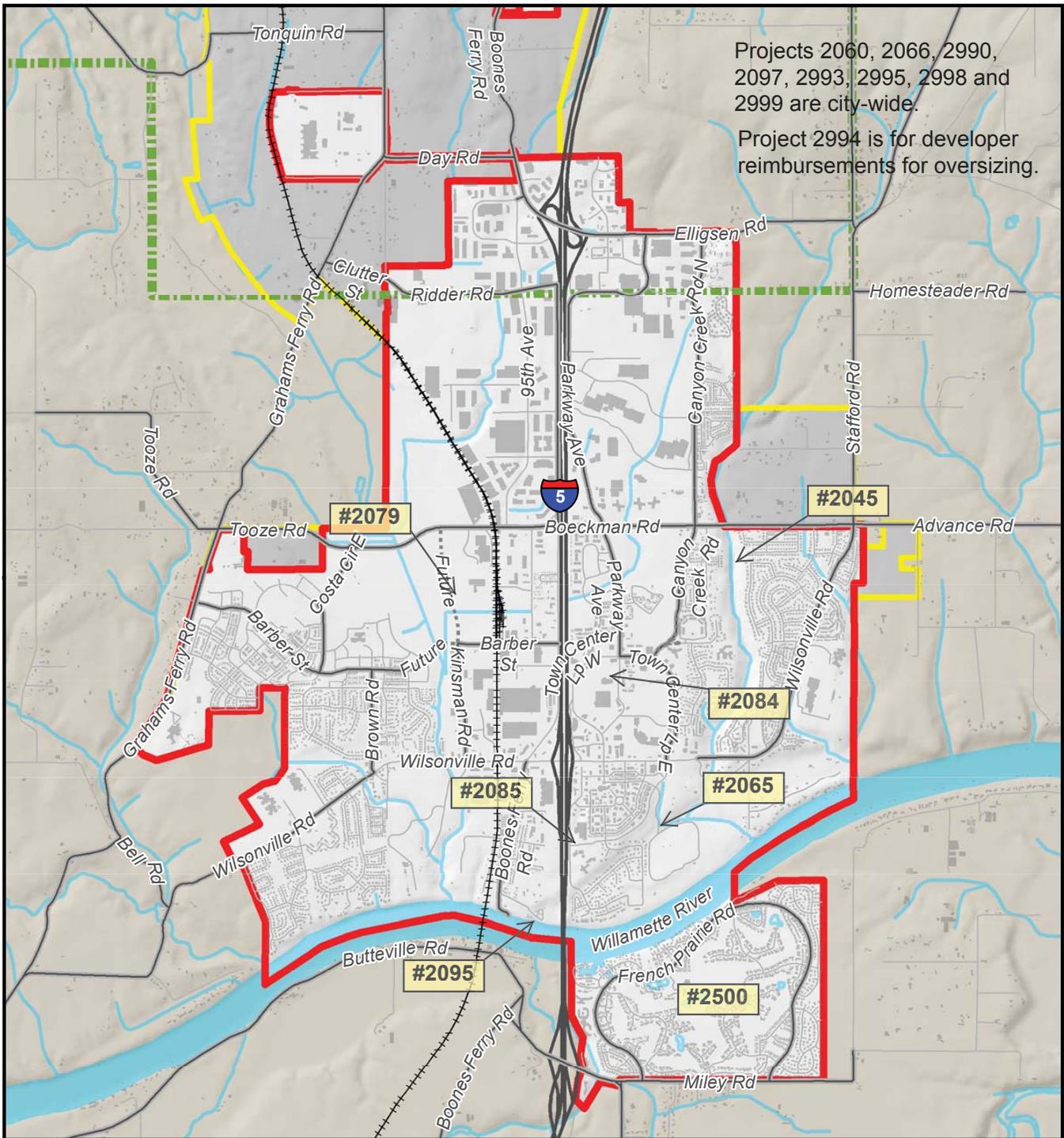
Project Name	Funding Source	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20
Water Telemetry, Distribution System	Water Ops	\$ 103,500	\$ -	\$ -	\$ -	\$ -
Water Treatment Plant Master Plan Update	Water Ops/Water SDC	98,745	-	-	-	-
Reservoir Improvements and Replacements	Water Ops	48,645	25,875	-	-	12,420
Tooze Rd Waterline	Water SDC	45,645	582,255	-	-	-
Willamette River Water Supply	Water Ops/Water SDC	24,858	17,679	13,000	13,000	13,000
Segment 3B Water Line Mitigation Site	Water SDC	11,634	11,634	11,634	11,633	-
WTP Clearwell Contact Time Improvement & Surge Tanks	Water SDC/City of Sherwood	-	192,950	-	-	-
West Side Level B Reservoir and Off Site Improvements	Water SDC	-	65,830	158,900	3,178,000	3,291,500
Water Master Plan and WMCP Updates	Water Ops/Water SDC	-	-	-	187,275	-
WTP Capacity Upgrade	Water SDC/TVWD	-	-	-	170,250	170,250
Water Rate Study and SDC Update	Water Ops/Water SDC	-	-	-	39,725	-
16" Willamette River Crossing to Charbonneau District	Water Ops	-	-	-	-	198,625
Water Ops Allocation of Charbonneau Improvements	Water Ops	-	-	-	-	190,162
Annual - Water Distribution System Miscellaneous Improvements	Water Ops	46,575	46,575	46,575	46,575	46,575
Annual - 5 Year and Annual CIP Budget Development	Water Ops/Water SDC	10,000	10,000	10,000	10,000	10,000
Annual - Water CIP's - Final Closeout from Prior Years	Water Ops/Water SDC	5,000	5,000	5,000	5,000	5,000
Annual - CD Department Support for Miscellaneous Water Projects	Water Ops	8,000	8,000	8,000	8,000	8,000
Annual - Fire Flow Data Collection for System Capacity & Growth	Water Ops	5,675	5,675	5,675	5,675	5,675
Annual - GIS and Water Model Updates - 3rd party support	Water Ops	3,405	3,405	3,405	3,405	3,405
Annual - Meter replacements	Water Ops	51,750	51,750	51,750	51,750	51,750
Annual - Pipeline/Valve/Hydrant Replacement	Water Ops	210,105	210,105	210,105	210,105	210,105
Annual - Well Upgrades and Maintenance (Down Hole)	Water Ops	149,820	149,820	149,820	149,820	149,820
Annual - Project Design and Development	Water Ops	56,750	56,750	56,750	56,750	56,750
Annual - Early Planning - Future Water Projects	Water Ops/Water SDC	8,000	8,000	8,000	8,000	8,000
Annual - Water SDC Reimbursements/Credits	Water SDC	56,750	419,950	419,950	607,225	663,975
Annual - Well Facility Rehab and Upgrades	Water Ops	54,480	54,480	54,480	54,480	54,480
Total Water Projects 5-Year Plan		999,337	1,925,733	1,213,044	4,816,668	5,149,492

WILSONVILLE

POWERED
BY PURPOSE



Sewer Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<ul style="list-style-type: none">  City Limits  County Boundary  UGB 	 <p>WILSONVILLE GIS Geographic Information Systems</p>
<p>Wilsonville Boundaries</p>	<p>2/26/2015</p>  <p>0 Miles 0.5</p>	

Sewer Projects

2015-16 Funding Sources

Proj.	Project Name	Sewer Operating	Sewer SDC	Total Resources
2045	Boeckman Creek Sewer Line Replacement	\$ 4,836	\$ 19,340	\$ 24,176
2060	Miscellaneous Small Sewer Projects	70,794	-	70,794
2065	Memorial Park Pump Station Relocation	43,584	246,976	290,560
2066	Sewer System Rate Study Update	34,050	34,050	68,100
2079	Coffee Creek Interceptor Phase 1	737,800	1,106,700	1,844,500
2084	Pump Station Improvements	499,400	-	499,400
2085	Memorial Drive Splitter	155,250	-	155,250
2095	Wastewater Treatment Plant Outfall Repair/Replacement	48,805	64,695	113,500
2097	Collection Systems Rehabilitation Projects (Non-Charbonneau)	258,750	-	258,750
2500	Sewer Operations Allocation to Charbonneau	439,494	-	439,494
2990	CD Department Support for Misc Sewer Operation Projects	8,000	-	8,000
2993	Sewer CIP's Closeout from Prior Years	6,500	3,500	10,000
2994	Sewer SDC Reimbursements/Credits	-	11,350	11,350
2995	Early Planning - Future Sewer Projects	2,500	5,500	8,000
2998	5-Year & Annual Sewer CIP Budget Development	3,500	6,500	10,000
2999	Project Design & Development	38,590	77,180	115,770
		<u>\$ 2,351,853</u>	<u>\$ 1,575,791</u>	<u>\$ 3,927,644</u>

Project Summaries

Project #2045: Boeckman Creek Sewer Line Replacement

The High School Interceptor line running along Boeckman Creek has both capacity and maintenance access issues. The 2014 Collection System Master Plan predicts 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 FY2015-16 will be used for additional planning studies and analysis in advance of engineering design and construction in later years.

Priority: Medium

Justification: City growth

FY2015-16 Funding Sources: Sewer Operating and Sewer SDC

Status: Continued from FY2009-10

Estimated Date of Completion: FY 2019-20

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 105,048	\$ -	\$ 21,300	\$ 831,300	\$ 957,648
Engineering Administration	47,142	-	2,876	112,226	162,244
	<u>\$ 152,190</u>	<u>\$ -</u>	<u>\$ 24,176</u>	<u>\$ 943,526</u>	<u>\$ 1,119,892</u>

Sewer Projects

Project #2060: Miscellaneous Small Sewer Projects

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

Priority: Medium

Justification: Aging infrastructure

FY2015-16 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual \$	- \$	68,400	Annual	Annual
Engineering Administration	-	-	2,394	-	-
	<u>\$</u>	<u>- \$</u>	<u>70,794</u>	<u>\$</u>	<u>-</u>

Project #2065: Memorial Park Pump Station

This project will relocate the Memorial Park Pump Station out of the flood plain and provide back-up electrical power and improvement of the wet well to handle current and future pumping capacity requirements. Funds for FY2015-16 are for design and engineering, with construction planned for FY2017-18.

Priority: High

Justification: City growth and regulatory requirements

FY2015-16 Funding Sources: Sewer Operating and Sewer SDC

Status: Continued from FY2008-09

Estimated Date of Completion: FY 2017-18

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 106,381	\$ 100,000	\$ 256,000	\$ 4,874,000	\$ 5,336,381
Engineering Administration	62,565	18,500	34,560	657,990	773,615
	<u>\$ 168,946</u>	<u>\$ 118,500</u>	<u>\$ 290,560</u>	<u>\$ 5,531,990</u>	<u>\$ 6,109,996</u>

Project #2066: Sewer System Rate Study Update

This project evaluates and updates the sewer utility rates and SDC rate structure. Funds budgeted for FY2015-16 will be for additional rate analysis related to the 2014 Collection System Master Plan.

Priority: High

Justification: City Growth

FY2015-16 Funding Sources: Sewer Operating and Sewer SDC

Status: Periodic Rate Review

Estimated Date of Completion: FY 2014-15

Operations Impact: No impact

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
Engineering Administration	-	-	8,100	-	8,100
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 68,100</u>	<u>\$ -</u>	<u>\$ 68,100</u>

Project #2079: Coffee Creek Interceptor Phase 1

Phase 1 efforts consist of design and construction to solve deficiencies, upsize the line to provide additional capacity for growth and relocate the sewer main within the Kinsman Road Extension project from Barber Street to Boeckman Road (project #4004).

Priority: High

Justification: Currently under contract

FY2015-16 Funding Sources: Sewer Operating and SDC

Status: Continued from FY2010-11

Estimated Date of Completion: FY2016-17

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 6,647	\$ 56,000	\$ 1,700,000	\$ 900,000	\$ 2,662,647
Engineering Administration	2,773	15,960	144,500	121,500	284,733
	<u>\$ 9,420</u>	<u>\$ 71,960</u>	<u>\$ 1,844,500</u>	<u>\$ 1,021,500</u>	<u>\$ 2,947,380</u>

Project #2084: Pump Station Improvements

The 2014 Collection System Master Plan identified a number of lift stations that are undersized for future needs, or are reaching the end of their useful life. FY 2015-16 efforts will focus on rehabilitation of the Town Center pump station to restore full functionality to increase efficiency and reliability.

Priority: High

Justification: Aging infrastructure

FY2015-16 Funding Sources: Sewer Operating

Status: Continued from FY2010-11

Estimated Date of Completion: FY2017-18

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 11,300	\$ -	\$ 440,000	\$ 435,000	\$ 886,300
Engineering Administration	1,626	-	59,400	58,725	119,751
	<u>\$ 12,926</u>	<u>\$ -</u>	<u>\$ 499,400</u>	<u>\$ 493,725</u>	<u>\$ 1,006,051</u>

Project #2085: Memorial Drive Splitter

Most of the sewage from the eastern half of the city enters a large manhole in Memorial Drive where the flow is split between two parallel sewer lines crossing under I-5. This splitter manhole needs rehabilitation/replacement to maintain equalized flow, facilitate maintenance and avoid potential septic conditions.

Priority: High

Justification: Aging infrastructure

FY2015-16 Funding Sources: Sewer Operating

Status: Continued from FY2010-11

Estimated Date of Completion: FY2015-16

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 16,618	\$ 100,000	\$ 150,000	\$ -	\$ 266,618
Engineering Administration	14,808	13,500	5,250	-	33,558
	<u>\$ 31,426</u>	<u>\$ 113,500</u>	<u>\$ 155,250</u>	<u>\$ -</u>	<u>\$ 300,176</u>

Sewer Projects

Project #2095: Wastewater Treatment Plant Outfall Repair/Replacement

Temporary repairs to the damaged WWTP outfall were completed in October 2014. A new, upsized outfall is required by 2018 to accommodate future flows and meet discharge compliance requirements from the upgraded plant. FY2015-16 funds will be used for preliminary permitting and engineering efforts.

Priority: High

Justification: Aging infrastructure and regulatory requirements

FY2015-16 Funding Sources: Sewer Operating and Sewer SDC

Status: New project

Estimated Date of Completion: FY2018-19

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 254,328	\$ 100,000	\$ 2,200,000	\$ 2,554,328
Engineering Administration	120	23,901	13,500	297,000	334,521
	<u>\$ 120</u>	<u>\$ 278,229</u>	<u>\$ 113,500</u>	<u>\$ 2,497,000</u>	<u>\$ 2,888,849</u>

Project #2097: Collection System Rehabilitation Projects

As the City's collection system ages it will need work to remain an efficient and dependable system. This project provides an annual budget for planning, design and construction of needed rehabilitation projects. Repair and maintenance projects included in previous years' budgets as separate line items are now being aggregated under this project.

Priority: High

Justification: Aging infrastructure

FY2015-16 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	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 24,200	\$ 250,000	Annual	Annual
Engineering Administration	-	847	8,750	-	-
	<u>\$ -</u>	<u>\$ 25,047</u>	<u>\$ 258,750</u>	<u>\$ -</u>	<u>\$ -</u>

Project #2500 Sewer Operations Allocation to Charbonneau

This project provides an annual budget for planning, design and construction of needed sewer rehabilitation projects within the Charbonneau District consistent with the 2014 Charbonneau Consolidated Improvement Plan.

Priority: High

Justification: Aging infrastructure

FY2015-16 Funding Sources: Sewer Operating

Status: New Project

Estimated Date of Completion: FY2019-20

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 387,219	\$ 730,702	\$ 1,117,921
Engineering Administration	-	-	52,275	98,645	150,920
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 439,494</u>	<u>\$ 829,347</u>	<u>\$ 1,268,841</u>

Sewer Projects

Project #2990 CD Department Support for Miscellaneous Sewer Operations

This project will fund as-needed Engineering / Community Development staff support for Sewer Operations repair or replacement projects such as 2060 and 2097 that are generally performed or contracted for directly by the Public Works Department. Prior to FY2015-16, Engineering/CD support for Sewer Operations was programmed into individual Sewer Operations CIPs.

Priority: High

Justification: Aging Infrastructure

FY2015-16 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	-	8,000	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #2993 Sewer Closeouts from Prior Years

This project funds small close-out expenditures for projects fundamentally completed during the previous fiscal year, and not budgeted during the current fiscal year, but which require a limited amount of staff time to complete the project closeout paperwork.

Priority: High

Justification: City Growth

FY2015-16 Funding Sources: Sewer Operating and Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	-	10,000	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #2994: Sewer SDC Reimbursements/Credits

Beginning FY 2015-16, all SDC reimbursements/credits are being accrued under this project number. SDC reimbursements/credits occur when developers build a City expansion project that goes beyond the needs of their immediate development. In previous fiscal years, SDC reimbursements in excess of \$10,000 were budgeted separately as individual projects. This year's budget is unusually small compared to both previous and future years as previous large reimbursements for Villebois sewers are now complete. Future reimbursements will include projects from the Advance Road, Frog Pond and Coffee Creek areas.

Priority: Medium

Justification: City growth

FY2015-16 Funding Sources: Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ 10,000	Annual	Annual
Engineering Administration	-	-	1,350	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,350</u>	<u>\$ -</u>	<u>\$ -</u>

Sewer Projects

Project #2995: Early Planning – Future Sewer Projects

This project is for staff efforts on future CIP projects which are in very early stages of project development 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

FY2015-16 Funding Sources: Sewer Operating and Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	1,000	8,000	-	-
	\$ -	\$ 1,000	\$ 8,000	\$ -	\$ -

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

This project covers 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

FY2015-16 Funding Sources: Sewer Operating and Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	7,500	10,000	-	-
	\$ -	\$ 7,500	\$ 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. As these funds are used, they are recoded to appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

FY2015-16 Funding Sources: Sewer Operating and Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

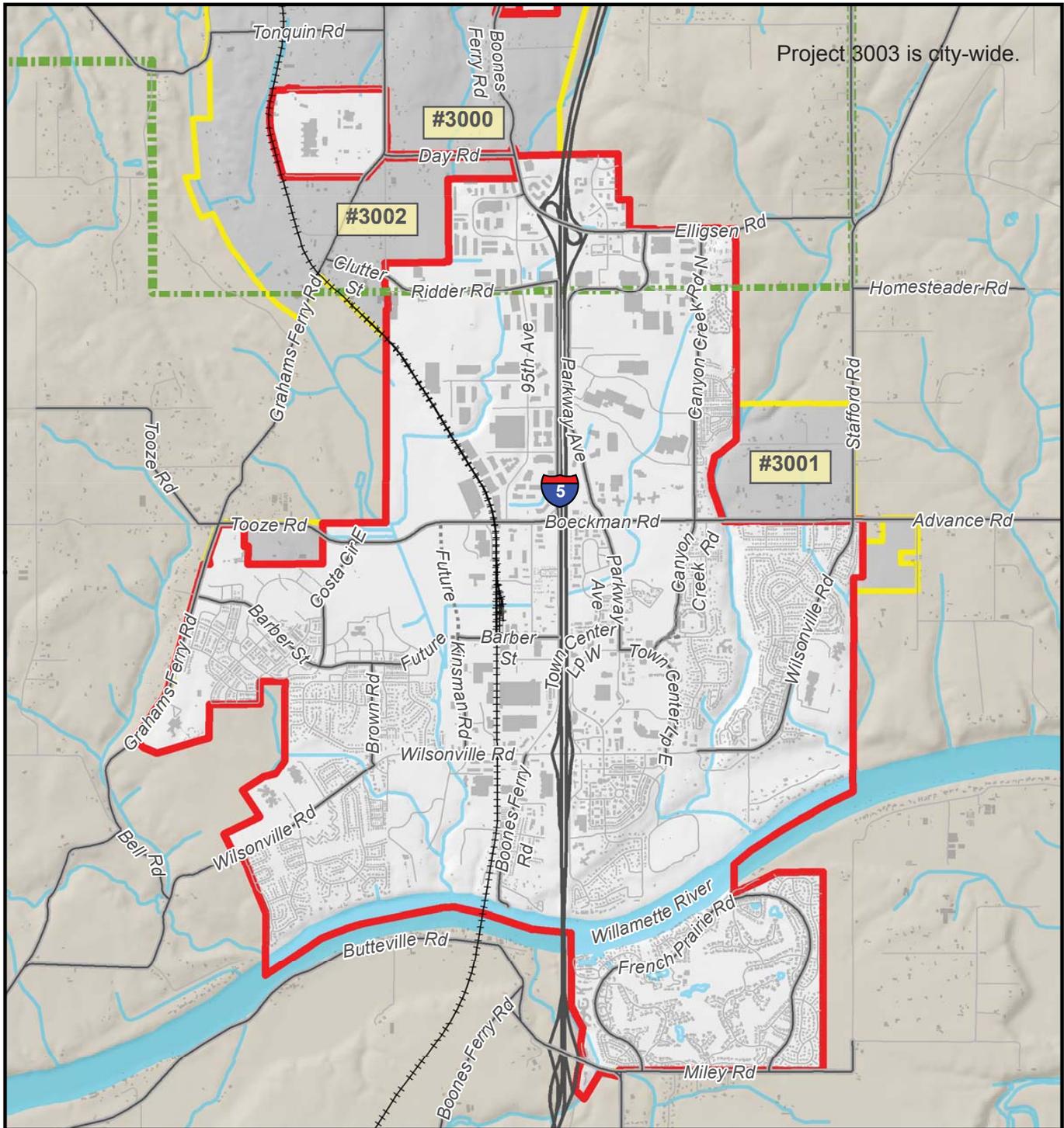
Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 102,000	Annual	Annual
Engineering Administration	-	-	13,770	-	-
	\$ -	\$ -	\$ 115,770	\$ -	\$ -

Five Year Sewer CIP Forecast
FY2015-16 thru FY2019-20

Project Name	Funding Source	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20
Boeckman Crk Sewer Line Replacement & Frog Pond	Sewer Ops/Sewer SDC	\$ 24,176	\$ 72,527	\$ 386,808	\$ -	\$ 484,191
Sewer System Rate Study Update	Sewer Ops/Sewer SDC	68,100	-	-	-	-
Wastewater Treatment Plant Outfall Repair / Replacement	Sewer Ops/Sewer SDC	113,500	227,000	1,135,000	1,135,000	-
Memorial Drive Splitter	Sewer Ops	155,250	-	-	-	-
Memorial Park Pump Station Relocation	Sewer Ops/Sewer SDC	290,560	873,950	4,658,040	-	-
Sewer Operations Allocation to Charbonneau	Sewer Ops	439,494	-	-	488,847	340,500
Pump Station Improvements	Sewer Ops	499,400	68,100	425,625	-	-
Coffee Creek Interceptor Phase 1	Sewer Ops/Sewer SDC	1,844,500	1,021,500	-	-	-
Boberg Diversion Structure	Sewer Ops	-	170,250	-	-	-
Seeley Ditch Undercrossing	Sewer Ops	-	-	442,650	-	-
Coffee Creek Interceptor Railroad Undercrossing	Sewer Ops	-	-	-	-	544,800
Annual - Miscellaneous Small Sewer Projects	Sewer Ops	70,794	70,794	70,794	70,794	70,794
Annual - Collection System Rehab Projects (non-Charbonneau)	Sewer Ops	258,750	283,750	567,500	283,750	567,500
Annual - CD Dept Support for Miscellaneous Sewer Operations	Sewer Ops	8,000	8,000	8,000	8,000	8,000
Annual - Sewer CIPs Closeout from Prior Years	Sewer Ops/Sewer SDC	10,000	10,000	10,000	10,000	10,000
Annual - Sewer SDC Reimbursements/Credits	Sewer SDC	11,350	1,148,350	351,850	351,850	465,350
Annual - Early Planning - Future Sewer Projects (All CD OH)	Sewer Ops/Sewer SDC	8,000	8,000	8,000	8,000	8,000
Annual - 5 Year and Annual SewerCIP Budget Dev. (All CD OH)	Sewer Ops/Sewer SDC	10,000	10,000	10,000	10,000	10,000
Annual - Project Design and Development (1/3-2/3 split w/Ops)	Sewer Ops/Sewer SDC	115,770	115,770	115,770	115,770	115,770
Total Sewer Projects 5-Year Plan		\$ 3,927,644	\$ 4,087,990	\$ 8,190,037	\$ 2,482,011	\$ 2,624,905

Planning Projects



The City of Wilsonville, Oregon
Clackamas and Washington Counties

Wilsonville Boundaries

-  City Limits
-  County Boundary
-  UGB



2/26/2015

0 Miles 0.5

2015-16 Funding Sources

Proj.	Project Name	General Fund	Grants	Eastside Urban Renewal	Total Resources
3000	Basalt Creek Planning	\$ 75,000	\$ -	\$ -	\$ 75,000
3001	Frog Pond Master Planning	100,000	192,000	-	292,000
3002	Coffee Creek Area Planning	150,000	-	-	150,000
3003	Citywide Signage and Way-finding Plan	95,000	-	-	95,000
3004	Town Center Concept Planning	-	-	144,650	144,650
		<u>\$ 420,000</u>	<u>\$ 192,000</u>	<u>\$ 144,650</u>	<u>\$ 756,650</u>

Project Summaries

Project #3000: Basalt Creek Planning

This project provides for Community Development staff support to the Basalt Creek Concept Planning effort being led by the City of Tualatin. Wilsonville staff is collaborating closely with Tualatin staff who continues to manage the project. The Concept Plan will address a variety of factors including future city limits; land uses including industrial, residential, parks, trails, and green ways; transportation network and system of connections for automobiles and pedestrians; provision of urban services such as water, sanitary sewer, and stormwater.

Priority: High

Justification: Future growth and economic development

Status: Continued from FY2013-14

Estimated Date of Completion: FY2015-16

FY2015-16: Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 25,000	\$ -	\$ -	\$ 25,000
Engineering Administration	80,282	91,000	75,000	9,000	255,282
	<u>\$ 80,282</u>	<u>\$ 116,000</u>	<u>\$ 75,000</u>	<u>\$ 9,000</u>	<u>\$ 280,282</u>

Project #3001: Frog Pond Master Planning

This project funds continued staff support and consulting services for master planning of the 180 acre Frog Pond area and Concept Planning for the Advance Road Urban Reserve area.

Priority: High

Justification: Future growth and regional requirement

Status: Continued from FY2013-14

Estimated Date of Completion: FY2015-16

FY2015-16: Funding Sources: General Fund and Grant

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 85,065	\$ 119,004	\$ 192,000	\$ -	\$ 396,069
Engineering Administration	107,106	122,738	100,000	9,000	338,844
	<u>\$ 192,171</u>	<u>\$ 241,742</u>	<u>\$ 292,000</u>	<u>\$ 9,000</u>	<u>\$ 734,913</u>

Planning Projects

Project #3002: Coffee Creek Area Planning

This project will undertake an urban renewal feasibility study for the Coffee Creek Industrial Area and plan for annexation and infrastructure phasing.

Priority: High

Justification: Future growth

Status: Continued from FY2013-14

Estimated Date of Completion: FY2015-16

FY2015-16: Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 50,000	\$ 100,000	\$ -	\$ 150,000
Engineering Administration	2,207	10,000	50,000	116,000	178,207
	<u>\$ 2,207</u>	<u>\$ 60,000</u>	<u>\$ 150,000</u>	<u>\$ 116,000</u>	<u>\$ 328,207</u>

Project #3003: Citywide Signage and Way-finding Plan

This project will include staff and consultant efforts to engage the community in the development and implementation of a city-wide signage and way-finding plan for motor vehicles, bicyclists and pedestrians.

Priority: High

Justification: Council Goal

Status: New

Estimated Date of Completion: FY2015-16

FY2015-16: Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 65,000	\$ -	\$ 65,000
Engineering Administration	-	-	30,000	-	30,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 95,000</u>	<u>\$ -</u>	<u>\$ 95,000</u>

Project #3004: Town Center Concept Planning

This project will perform concept planning activities (consultants and staff time) for future commercial business development within the central Town Center core area.

Priority: Medium

Justification: Future Growth

Status: New

Estimated Date of Completion: FY2016-17

FY2015-16: Funding Sources: Eastside Urban Renewal

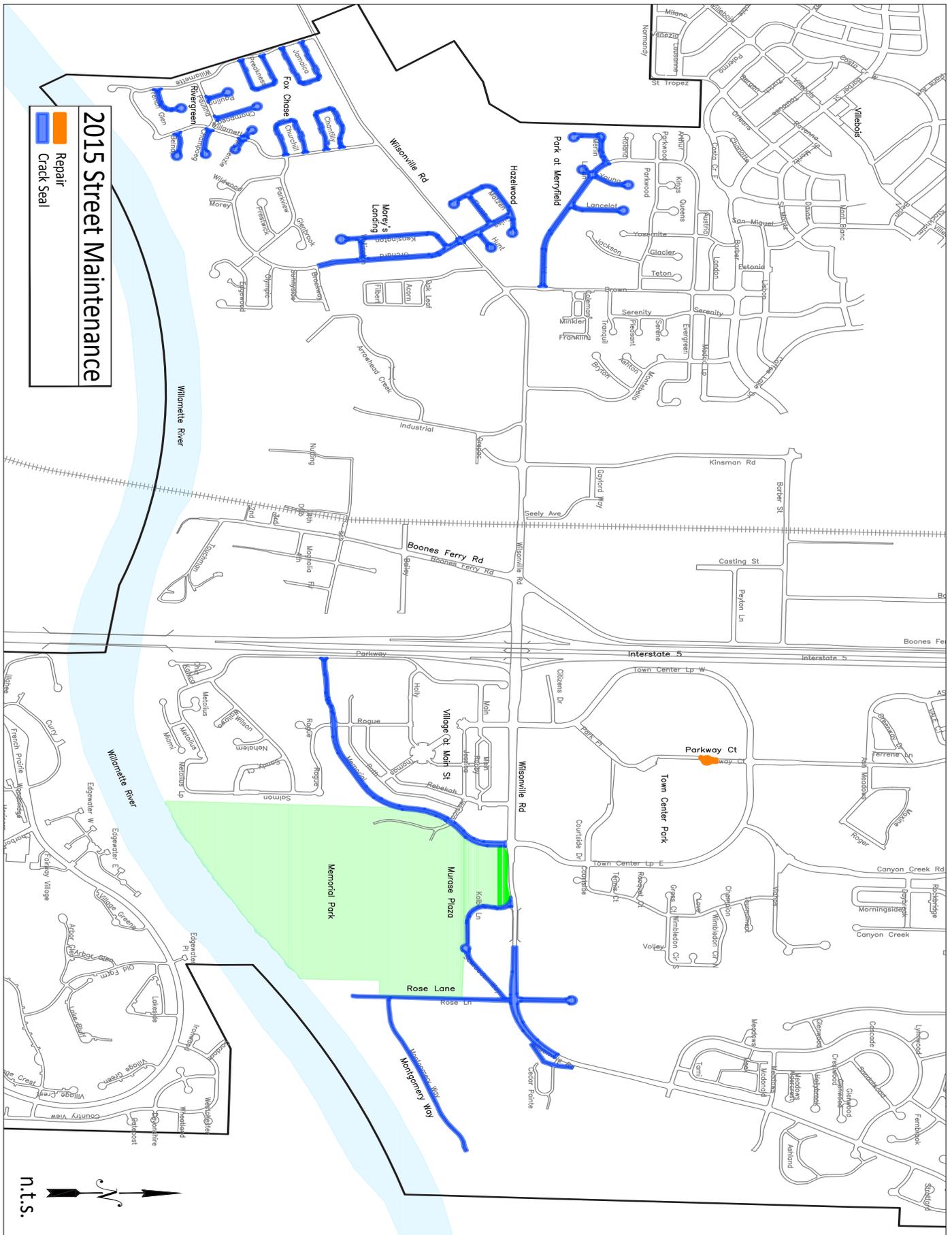
Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 94,650	\$ 94,650	\$ 189,300
Engineering Administration	-	-	50,000	50,000	100,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 144,650</u>	<u>\$ 144,650</u>	<u>\$ 289,300</u>

Five Year Planning CIP Forecast FY2015-16 thru FY2019-20

Project Title	Funding Source	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20
Basalt Creek Planning	General Fund	\$ 75,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
Frog Pond Master Planning	SDC's/Grant/General Fund	292,000	3,000	3,000	3,000	-
Coffee Creek Planning Area	General Fund	150,000	110,000	3,000	3,000	-
Citywide Signage and Way-finding Plan	General Fund	95,000	-	-	-	-
Town Center Concept Planning	Eastside Urban Renewal	144,650	144,650	-	-	-
Total Planning Projects 5-Year Plan		\$ 756,650	\$ 260,650	\$ 9,000	\$ 9,000	\$ -

Streets Projects



Streets Projects

2015-16 Funding Sources

Proj.	Project Name	Road Maint	Road Operating	Street SDC	Developer's Contribution	East Side Urb Renewal	West Side Urb Renewal	Total Resources	Federal Funding*
4002	I-5 and Wilsonville Rd Interchange	\$ -	\$ -	\$ 340,500	\$ -	\$ -	\$ -	\$ 340,500	\$ -
4004	Kinsman Road Extension - Barber to Boeckman	-	-	936,900	-	-	-	936,900	2,830,000
4014	Street Maintenance	710,000	95,850	-	-	-	-	805,850	-
4116	Barber Street Extension - Kinsman to Coffee Lake Dr	-	-	-	-	-	1,534,135	1,534,135	-
4118	Signal Improvements	-	56,750	129,390	-	-	-	186,140	-
4138	Boeckman Road Mitigation Monitoring	-	-	14,188	-	-	-	14,188	-
4146	Tooze Rd. - 110 th to Grahams Ferry Rd	-	-	434,137	48,238	-	-	482,375	-
4183	ADA Compliance	-	22,700	-	-	-	-	22,700	-
4184	Canyon Creek Extension - Boeckman Rd to Town Center Loop East	-	-	-	-	192,500	-	192,500	-
4189	Street Maintenance Fee and SDC Update	-	34,050	34,050	-	-	-	68,100	-
4190	SI-01 & 02 Clutter/Grahams Ferry Intersection/RR Crossing	-	-	18,728	56,182	-	-	74,910	-
4194	Barber Road Mitigation Monitoring	-	-	11,350	-	-	-	11,350	-
4196	Old Town Escape - Kinsman	-	-	-	-	300,000	-	300,000	-
4993	Streets CIP's Final Closeout from Prior Years	-	1,000	19,000	-	-	-	20,000	-
4994	Streets SDC Reimbursements/Credits	-	-	840,875	-	-	-	840,875	-
4995	Early Planning - Future Street Projects	-	2,000	18,000	-	-	-	20,000	-
4998	5-Year & Annual Street CIP Budget Development	-	1,000	11,250	-	-	-	12,250	-
4999	Project Design & Construction	-	11,350	102,150	-	-	-	113,500	-
		\$ 710,000	\$ 224,700	\$2,910,518	\$ 104,420	\$ 492,500	\$ 1,534,135	\$ 5,976,273	\$2,830,000

*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 #4002: I-5 and Wilsonville Rd Interchange

This project funds the City portion of cost overruns on the ODOT administered Wilsonville Road Interchange project completed in 2014 and is based on a negotiated agreement with ODOT.

Priority: High

Justification: Currently under contract and City growth

FY2015-16 Funding Sources: Street SDC

Status: Continued from FY2007-08

Estimated Date of Completion: FY2015-16

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$10,975,701	\$ 62,000	\$ 300,000	\$ -	\$ 11,337,701
Engineering Administration	422,327	-	40,500	-	462,827
	\$11,398,028	\$ 62,000	\$ 340,500	\$ -	\$ 11,800,528

Project #4004: Kinsman Rd Extension – Barber to Boeckman

This project will design, acquire right of way, and construct the extension of Kinsman Road from Barber Street to Boeckman Road in order to improve the roadway grid system west of I-5, thereby reducing local north-south traffic using I-5, providing additional access to the SMART Central and the WES stations, and provide a west side truck route. The project is funded by a combination of Street SDC's and Federal Funds. FY2015-16 funds are for Final Design and Property Acquisition. Construction is scheduled for FY2016-17. Sewer line construction in the Kinsman road alignment is budgeted separately as projects #2079.

Priority: High

Justification: Currently under contract and City growth

FY2015-16 Funding Sources: Street SDC

Status: Continued from FY2007-08

Estimated Date of Completion: FY2016-17

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

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	\$ 105,958	\$ 371,000	\$ 800,000	\$ 1,630,000	\$ 2,906,958
Engineering Administration	182,392	70,135	136,900	220,050	609,477
	<u>\$ 288,350</u>	<u>\$ 441,135</u>	<u>\$ 936,900</u>	<u>\$ 1,850,050</u>	<u>\$ 3,516,435</u>
Federal Funds/ODOT Managed	271,000	552,000	2,830,000	-	3,653,000
	<u>\$ 559,350</u>	<u>\$ 993,135</u>	<u>\$ 3,766,900</u>	<u>\$ 1,850,050</u>	<u>\$ 7,169,435</u>

Project #4014: Street Maintenance

Annual street maintenance projects include surface repair and resurfacing of streets that are on a planned six year rotation schedule. The projects for FY 2015-16 will include slurry seal in southwest neighborhoods, crack seal in various parts of the City, and modifications to the Parkway Avenue/Parkway Court driveway ramp transition.

Priority: High

Justification: Aging infrastructure

Status: Annual

Estimated Date of Completion: Annual

FY2015-16 Funding Sources: Road Maintenance Fees and Road Operating Fund

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	Annual	\$ 750,000	\$ 710,000	Annual	Annual
Engineering Administration	-	96,600	95,850	-	-
	<u>\$ -</u>	<u>\$ 846,600</u>	<u>\$ 805,850</u>	<u>\$ -</u>	<u>\$ -</u>

Streets Projects

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

This project will construct the extension of Barber Street from Kinsman Road to Coffee Lake Drive at the southeast corner of the Villebois development. Construction is in progress and scheduled for completion by November 2015. Funds allocated to FY2015-16 are those necessary to complete the contract.

Priority: High

Justification: Currently under contract and City growth

Status: Continued from FY2007-08

Estimated Date of Completion: FY2015-16

FY2015-16 Funding Sources: West Side Urban Renewal

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

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	\$ 252,118	\$ 1,129,228	\$ 1,489,451	\$ -	\$ 2,870,797
Engineering Administration	249,010	56,000	44,684	-	349,694
	<u>501,128</u>	<u>1,185,228</u>	<u>1,534,135</u>	<u>-</u>	<u>3,220,491</u>
Federal Funds/ODOT Managed	1,114,790	2,710,548	-	-	3,825,338
	<u>\$ 1,615,918</u>	<u>\$ 3,895,776</u>	<u>\$ 1,534,135</u>	<u>\$ -</u>	<u>\$ 7,045,829</u>

Project #4118: Signal Improvements

This project will provide fiber optic signal connectivity allowing enhanced operational control by Clackamas County, install protective/permissive signal heads at appropriate locations to improve system capacity, and perform upgrades, rehabilitation or replacement of aging traffic signal equipment, push buttons, and controllers. This is a multi-year project with installations occurring city-wide.

Priority: Medium

Justification: City growth

Status: Continued from FY2011-12

Estimated Date of Completion: FY2015-16

FY2015-16 Funding Sources: Road Operating Fund and Street SDC

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

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	\$ 121,085	\$ 115,000	\$ 164,000	\$ -	\$ -
Engineering Administration	71,790	7,025	22,140	-	-
	<u>\$ 192,875</u>	<u>\$ 122,025</u>	<u>\$ 186,140</u>	<u>\$ -</u>	<u>\$ -</u>

Project 4138: Boeckman Rd Mitigation Monitoring

The construction of wetland mitigation was required by regulatory agencies as a part of the Boeckman Road extension project. Monitoring and maintenance has been extended, with FY2015-16 representing the second year of a two-year extension.

Priority: High

Justification: Currently under contract and regulatory requirement

FY2015-16 Funding Sources: Street SDC

Status: Continued from FY2008-09

Estimated Date of Completion: FY2015-16

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 209,182	\$ 10,369	\$ 12,500	\$ -	\$ 232,051
Engineering Administration	45,837	2,363	1,688	-	49,888
	<u>\$ 255,019</u>	<u>\$ 12,732</u>	<u>\$ 14,188</u>	<u>\$ -</u>	<u>\$ 281,939</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. This project accommodates future residential development in the area, improves freight mobility between Wilsonville and communities to the west, and fulfills the terms of an Intergovernmental Agreement entered into with ODOT for the first part of the Boeckman Road Extension. Design is in progress. FY2015-16 funds are allocated to completion of final design and property acquisition. Construction is scheduled for FY2016-17. A companion water project is budgeted under CIP #1131.

Priority: High

Justification: Villebois Development Agreement and City growth

FY2015-16 Funding Sources: Street SDC and Developer’s Contribution

Status: Continued from FY2008-09

Estimated Date of Completion: FY2017-18

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 3,398	\$ -	\$ 425,000	\$ 5,408,581	\$ 5,836,979
Engineering Administration	49,074	32,000	57,375	491,189	629,638
	<u>\$ 52,472</u>	<u>\$ 32,000</u>	<u>\$ 482,375</u>	<u>\$ 5,899,770</u>	<u>\$ 6,466,617</u>

Project #4183-ADA Compliance

This project addresses ADA deficiencies as identified in the ADA Transition Plan completed in FY2014-15.

Priority: High

Justification: Regulatory requirement

FY2015-16 Funding Sources: Road Operating

Status: Continued from FY2009-10

Estimated Date of Completion: FY2015-16

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 23,953	\$ 20,000	Annual	Annual
Engineering Administration	-	20,838	2,700	-	-
	<u>\$ -</u>	<u>\$ 44,791</u>	<u>\$ 22,700</u>	<u>\$ -</u>	<u>\$ -</u>

Streets Projects

Project #4184: Canyon Creek Road from Boeckman to Town Center Loop East

The majority of this project was completed in FY2014-15, and was open to traffic in November 2014. Remaining work includes installation of thermoplastic pavement markings that were postponed to occur during warmer weather. Additional funding for FY2015-16 will also address a sight issue tied to the original design and construction of the FY2004-05 project.

Priority: High

Justification: City growth

Status: Continued from FY2013-14

Estimated Date of Completion: FY2015-16

FY2015-16 Funding Sources: East Side Urban Renewal District

Operations Impact: Maintenance costs estimated at \$9,000 per year

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 381,035	\$ 3,054,366	\$ 175,000	\$ -	\$ 3,610,401
Engineering Administration	100,000	125,000	17,500	-	242,500
	<u>\$ 481,035</u>	<u>\$ 3,179,366</u>	<u>\$ 192,500</u>	<u>\$ -</u>	<u>\$ 3,852,901</u>

Project #4189: Street Maintenance Fee and SDC Update

This project evaluates and updates the street SDC structure to accommodate growth, updates the City's Transportation System Plan, and will evaluate the Road Maintenance Fee and update as necessary.

Priority: High

Justification: City growth

Status: New project

Estimated Date of Completion: FY2015-16

FY2015-16 Funding Sources: Road Operating Fund and Street SDC

Operations Impact: Not Applicable

Project Costs:	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 25,000	\$ 60,000	\$ -	\$ 85,000
Engineering Administration	-	4,625	8,100	-	12,725
	<u>\$ -</u>	<u>\$ 29,625</u>	<u>\$ 68,100</u>	<u>\$ -</u>	<u>\$ 97,725</u>

Project #4190: SI-01 & 02 Clutter/Grahams Ferry Intersection/RR Crossing

The Coffee Creek Master Plan calls for improvements of the railroad crossing at Graham's Ferry Road and Clutter Road to allow for freight traffic. Funding in FY2015-16 will allow the City to begin preliminary design work and project development, formulate a revised cost estimate, and position the project for future grant funding.

Priority: Medium

Justification: City growth

Status: New project

Estimated Date of Completion: FY2019-20

FY2015-16 Funding Sources: Street SDC and Developer's Contribution

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 66,000	\$ 1,000,000	\$ 1,066,000
Engineering Administration	-	-	8,910	135,000	143,910
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 74,910</u>	<u>\$ 1,135,000</u>	<u>\$ 1,209,910</u>

Project #4194: 5-Year Monitoring of Barber Rd Mitigation

The construction of wetland mitigation was required by regulatory agencies as a part of the Barber Street extension project. This project requires five years of maintenance and monitoring. This project budgets for the five years of expenditures on an annual basis until completion in FY2019-20.

Priority: Medium

Justification: City growth

Status: New project

Estimated Date of Completion: FY2019-20

FY2015-16 Funding Sources: Street SDC

Operations Impact: Not Applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 10,000	\$ 40,000	\$ 50,000
Engineering Administration	-	-	1,350	5,400	6,750
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,350</u>	<u>\$ 45,400</u>	<u>\$ 56,750</u>

Project #4196: Old Town Escape - Kinsman

This project will construct a roadway connection from either the Boones Ferry Road/5th Street intersection or the Boones Ferry Road/Bailey intersection westward to the Kinsman Road/Wilsonville Road intersection. FY2015-16 activities will include planning, conceptual level engineering studies, public outreach, and associated staff time. Construction is currently envisioned in the FY2018-19 timeframe.

Priority: Medium

Justification: City growth

Status: New project

Estimated Date of Completion: FY2018-19

FY2015-16 Funding Sources: Eastside Urban Renewal

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 200,000	\$ 6,714,286	\$ 6,914,286
Engineering Administration	-	-	100,000	335,714	435,714
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 300,000</u>	<u>\$ 7,050,000</u>	<u>\$ 7,350,000</u>

Project #4993: Streets CIP's Final Closeout from Prior Years

This project funds small project close-out expenditures for projects that are fundamentally complete and not budgeted, but which require limited amounts of staff time and attention the year after completion.

Priority: High

Justification: City growth

Status: Annual

Estimated Date of Completion: Annual

FY2015-16 Funding Sources: Road Operating Fund and Street SDC

Operations Impact: Not Applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	4,500	20,000	-	-
	<u>\$ -</u>	<u>\$ 4,500</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>

Streets Projects

Project #4994-Streets SDC Reimbursements/Credits

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. Included in the projections for FY2015-16 are the reimbursements for Tonquin Woods, Grahams Ferry Rd and Tonquin Meadows, Villebois Dr North.

Priority: High

Justification: City growth

Status: Ongoing

Estimated Date of Completion: Annual

FY2015-16 Funding Sources: Street SDC

Operations Impact: Not Applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 10,000	\$ 775,000	Annual	Annual
Engineering Administration	-	1,100	65,875	-	-
	\$ -	\$ 11,100	\$ 840,875	\$ -	\$ -

Project #4995: Early Planning – Future Street Projects

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

Priority: Medium

Justification: City growth

Status: Ongoing

Estimated Date of Completion: Annual

FY2015-16 Funding Sources: Road Operating Fund and Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	10,000	20,000	-	-
	\$ -	\$ 10,000	\$ 20,000	\$ -	\$ -

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

FY2015-16 Funding Sources: Road Operating Fund and Street SDC

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	7,400	12,250	-	-
	\$ -	\$ 7,400	\$ 12,250	\$ -	\$ -

Streets Projects

Project #4999: Project Design & Construction

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

FY2015-16 Funding Sources: Road Operating Fund and Street SDC

Operations Impact: Not applicable

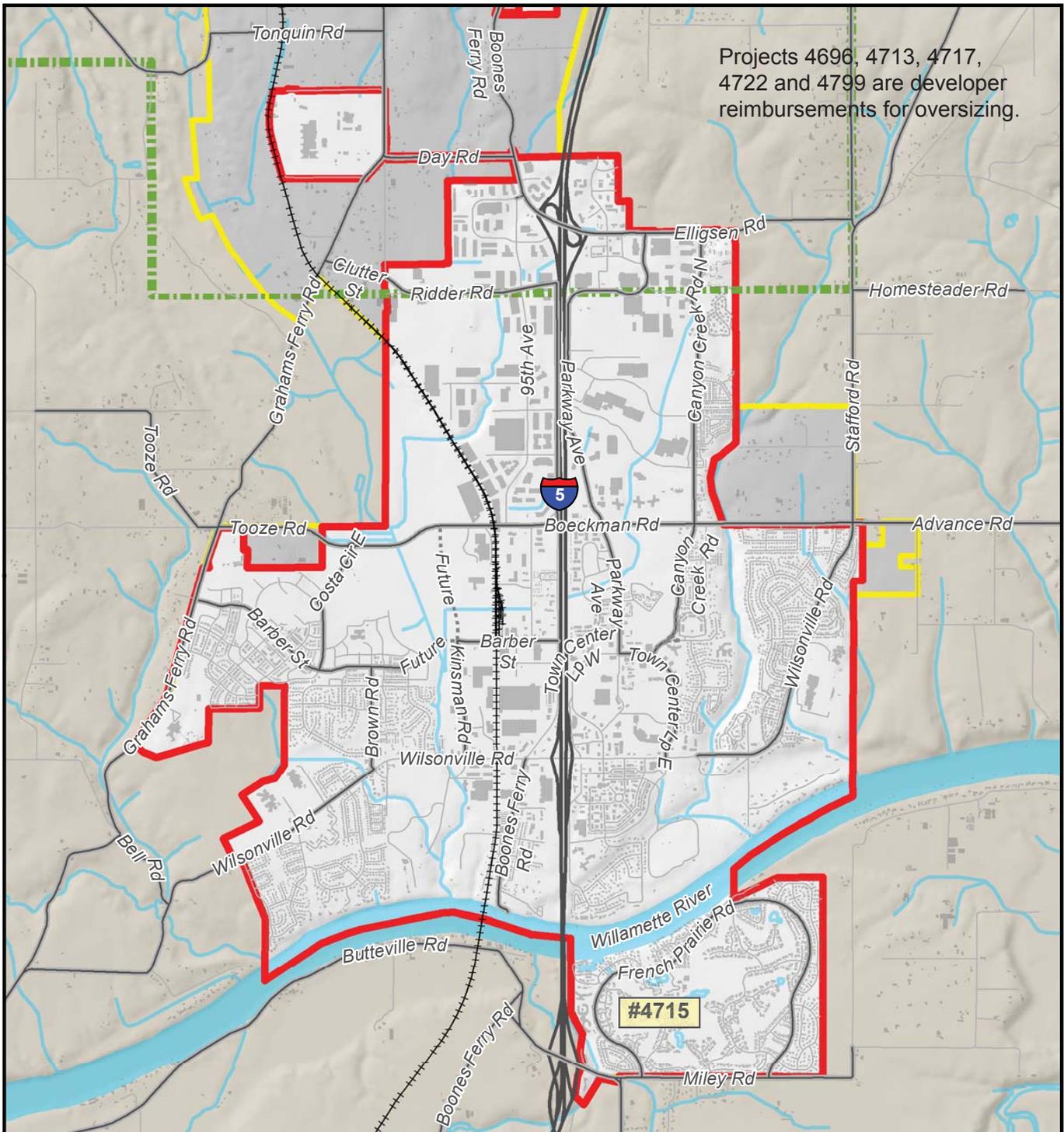
Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 100,000	Annual	Annual
Engineering Administration	-	-	13,500	-	-
	\$ -	\$ -	\$ 113,500	\$ -	\$ -

Five Year Streets CIP Forecast FY2015-16 thru FY2019-20

Project Title	Funding Source	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20
I5 & Wilsonville Rd Interchange	Street SDC	\$ 340,500	\$ -	\$ -	\$ -	\$ -
Kinsman Rd Extension - Barber to Boeckman	Street SDC	936,900	1,850,050	-	-	-
Street Maintenance	Road Maintenance/Road Operating	805,850	830,026	854,926	880,574	906,991
Barber Street Extension - Kinsman to Coffee Lake Dr	West Side Urban Renewal	1,534,135	-	-	-	-
Signal Improvements	Street SDC/Road Operating	186,140	-	-	-	-
Boeckman Rd Mitigation Monitoring	Street SDC	14,188	-	-	-	-
Tooze Rd - 110th to Grahams Ferry Rd	Street SDC/DevContribution/Westside	482,375	5,899,770	-	-	-
ADA Compliance	Road Operating	22,700	-	22,700	-	22,700
Street Maintenance Fee & SDC Update	Street SDC/Road Operating	68,100	-	-	-	-
S1-01 & 02 Clutter/Grahams Ferry	Street SDC/Developer's Contribution	74,910	-	-	-	1,135,000
5 Year Monitoring: Barber Rd	Street SDC	11,350	11,350	11,350	11,350	11,350
Canyon Creek Extension - Boeckman Rd to Town Center Lp	East Side Urban Renewal	192,500	26,250	-	-	-
Old Town Escape - Kinsman	East Side Urban Renewal	300,000	650,000	3,200,000	3,200,000	-
Kinsman - Coffee Creek Extension	Street SDC*	-	277,680	555,360	1,943,760	-
I5 Pedestrian Bridge	Street SDC*	-	-	56,750	143,500	1,642,050
Brown Rd Improvements	West Side Urban Renewal	-	-	2,163,905	2,088,995	-
Road Operations Allocation to Charbonneau	Road Operating	-	-	-	667,061	446,035
Day Rd Improvements	Street SDC/DevContribution	-	-	-	561,825	2,270,000
Boeckman Rd Improvements-Parkway to Boberg	Developer Contribution	-	-	-	-	266,725
Boeckman Rd/Frog Pond Bridge	Street SDC	-	-	-	-	56,750
Annual - Closeout From Prior Years	Street SDC/Road Operating	20,000	10,000	10,000	10,000	10,000
Annual - Streets SDC Reimbursements/Credits	Street SDC	840,875	1,166,375	325,500	217,000	325,500
Annual - Early Planning-Future Street Projects	Street SDC/Road Operating	20,000	20,000	20,000	20,000	20,000
Annual - 5 Year and Annual Budget Planning	Street SDC/Road Operating	12,250	12,250	12,250	12,250	12,250
Annual - Project Design/Development	Street SDC/Road Operating	113,500	113,500	113,500	113,500	113,500
Total Streets Projects 5-Year Plan		\$ 5,976,273	\$ 10,867,251	\$ 7,346,241	\$ 9,869,815	\$ 7,238,851

*Additional Federal Funding is anticipated for completion of project

Streetscape/Bikeway Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<ul style="list-style-type: none">  City Limits  County Boundary  UGB 	 <p>WILSONVILLE GIS Geographic Information Systems</p>
<p>Wilsonville Boundaries</p>	<p>#4715</p>	<p>2/26/2015</p>  <p>0 Miles 0.5</p>

Streetscape/Bikeway Projects

2015-16 Funding Sources

Proj.	Project Name	Streetlight Fund	Road Ops	Street SDC	General Fund	Total Resources
4696	Streetlight Infill	\$ 59,020	\$ -	\$ -	\$ -	\$ 59,020
4713	Bike Signage	-	20,000	20,000	-	40,000
4715	Charbonneau Walking Path Repair	-	34,050	-	36,891	70,941
4717	Pedestrian Enhancements	-	227,000	-	-	227,000
4722	LED Street Light Conversion	400,000	-	-	-	400,000
4799	Project Design & Development	-	9,080	2,270	-	11,350
		<u>\$ 459,020</u>	<u>\$ 290,130</u>	<u>\$ 22,270</u>	<u>\$ 36,891</u>	<u>\$ 808,311</u>

Project Summaries

Project #4696: Streetlight Infill

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

Priority: Medium

Justification: Infrastructure improvements

FY2015-16 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	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 147,000	\$ 52,000	Annual	Annual
Engineering Administration	-	24,825	7,020	-	-
	<u>\$ -</u>	<u>\$ 171,825</u>	<u>\$ 59,020</u>	<u>\$ -</u>	<u>\$ -</u>

Project #4713: Bike Signage

This project will implement the bike signage component of the Bicycle and Pedestrian Connectivity Action Plan completed in 2013.

Priority: High

Justification: Council Goal

FY2015-16 Funding Sources: Road Operating Fund and Street SDC

Status: New Project

Estimated Date of Completion: FY2015-16

Operations Impact: To be determined at completion of planning phase

Project Costs:	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 40,000	\$ -	\$ 40,000
Engineering Administration	-	2,250	-	-	2,250
	<u>\$ -</u>	<u>\$ 2,250</u>	<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ 42,250</u>

Streetscape/Bikeway Projects

Project #4715: Charbonneau Walking Path Repair

The Charbonneau walking path is an aging asphalt path that parallels French Prairie Drive. Numerous sections are cracked and buckled and other sections do not comply with ADA slope criteria. This project provides funding for repairs, as identified in the Charbonneau Consolidated Improvements Plan.

Priority: High

Justification: Aging Infrastructure and Safety

FY2015-16 Funding Sources: Road Operating Fund and General Fund

Status: New Project

Estimated Date of Completion: FY2015-16

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 64,200	\$ -	\$ 64,200
Engineering Administration	-	-	6,741	-	6,741
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 70,941</u>	<u>\$ -</u>	<u>\$ 70,941</u>

Project #4717: Pedestrian Enhancements

This project will implement the pedestrian improvement component of the Bicycle and Pedestrian Connectivity Action Plan completed in 2013.

Priority: High

Justification: Council Goal

FY2015-16 Funding Sources: Road Operating Fund

Status: Continued from FY2014-15

Estimated Date of Completion: FY2015-16

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 47,348	\$ 200,000	Annual	Annual
Engineering Administration	-	10,971	27,000	-	-
	<u>\$ -</u>	<u>\$ 58,319</u>	<u>\$ 227,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #4722: LED Street Light Conversion

The City currently has 2,535 street lights that are either a high pressure sodium (HPS) or a mercury vapor (MV) lamp and are encased within one of nine different styles of luminaires. To support environmental stewardship and a more cost effective infrastructure through energy savings and reduced maintenance, the street lights will be converted to LED lights over the next few years.

Priority: Medium

Justification: Environmental Stewardship and Cost Savings

FY2015-16 Funding Sources: Street Light Fund

Status: New Project

Estimated Date of Completion: FY2019-20

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 352,500	\$ 431,013	\$ 783,513
Engineering Administration	-	-	47,500	58,187	105,687
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>	<u>\$ 489,200</u>	<u>\$ 889,200</u>

Streetscape/Bikeway Projects

Project #4799: Project Design & Development

This annual project is used to fund design and development of unplanned or emergency projects that arise throughout the year. As these funds are used, they are recoded to appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

FY2015-16 Funding Sources: Road Operating Fund and Street SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

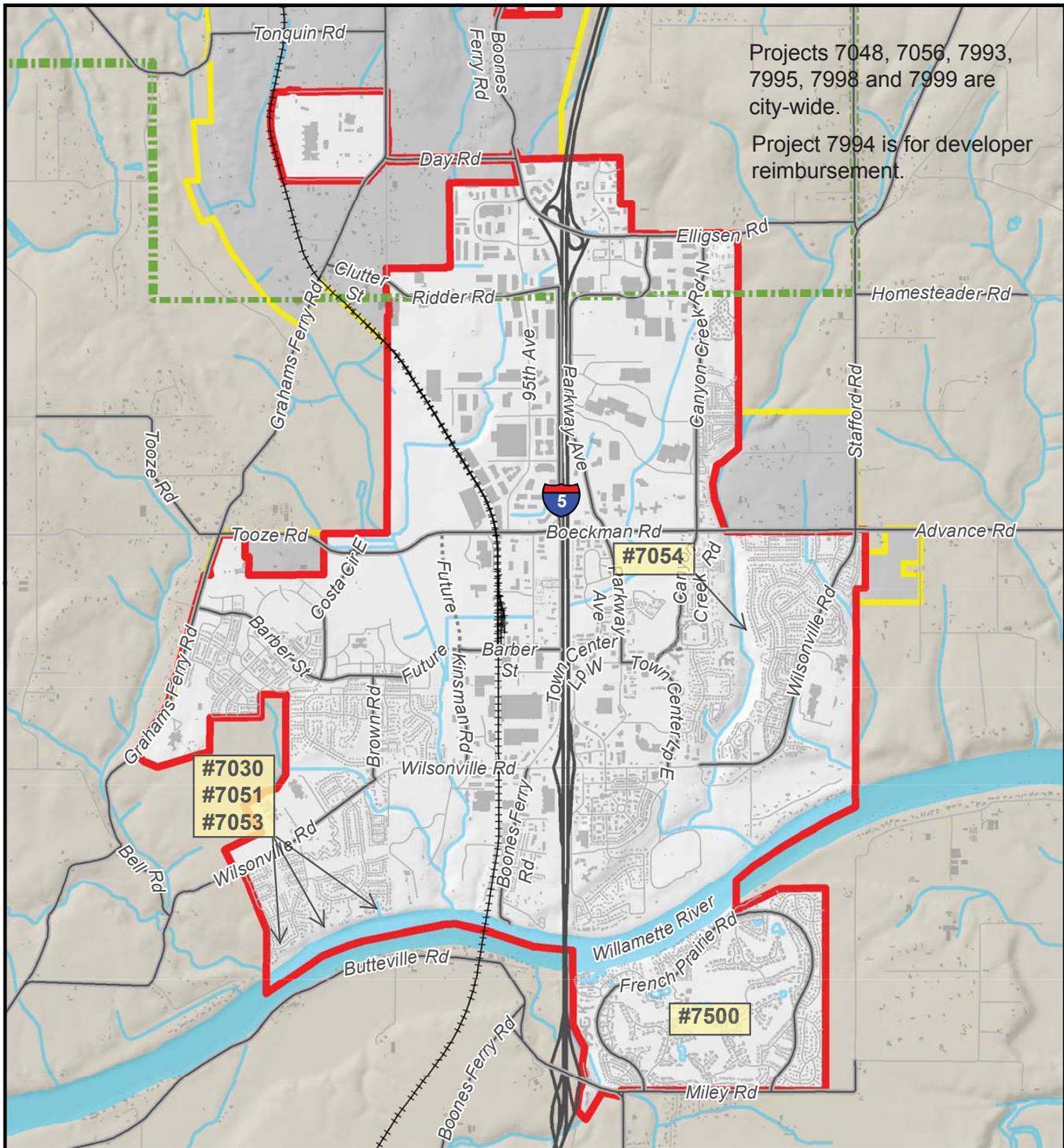
Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 10,000	Annual	Annual
Engineering Administration	-	-	1,350	-	-
	\$ -	\$ -	\$ 11,350	\$ -	\$ -

Five Year Streetscape CIP Forecast

FY2015-16 thru FY2019-20

Project Title	Funding Source	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20
Bike Signage	Streets Operating/SDC	40,000	-	-	-	-
Charbonneau Walking Path	Streets Operating/General Fund	70,941	-	-	-	-
Pedestrian Enhancements	Streets Operating	227,000	-	-	-	-
LED Street Light Conversion	Streetlight Operating	400,000	113,500	119,175	124,134	131,391
Old Town Street Scape	East Side Urban Renewal	-	-	-	-	1,872,546
Annual - Streetscape Project Design	Streets Operating/SDC	11,350	11,350	11,350	11,350	11,350
Annual - Streetlight Infill	Streetlight Operating	\$ 59,020	\$ 59,020	\$ 59,020	\$ 59,020	\$ 59,020
Total Streetscape Projects 5-Year Plan		\$ 808,311	\$ 183,870	\$ 189,545	\$ 194,504	\$ 2,074,307

Stormwater Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<ul style="list-style-type: none">  City Limits  County Boundary  UGB 	 <p>WILSONVILLE GIS Geographic Information Systems</p>
<p>Wilsonville Boundaries</p>	<p>2/26/2015</p> <p>0 Miles 0.5</p>	

Stormwater Projects

2015-16 Funding Sources

Proj.	Project Name	Stormwater Operating	Stormwater SDC	Loan Proceeds	Total Resources
7030	Rivergreen Wetland Mitigation Monitoring	\$ 2,838	\$ -	\$ -	\$ 2,838
7048	City Wide Storm Sewer Replacements (non Charbonneau)	121,261	-	85,739	207,000
7051	Morey's / Rivergreen Channel Monitoring	1,703	-	-	1,703
7053	Willamette River Outfalls	-	113,364	340,091	453,455
7054	Gesellschaft Water Well Channel Restoration	108,143	-	-	108,143
7056	Low Impact Development Design Standards and Implementation Goals	28,375	-	-	28,375
7500	Storm Ops Allocation to Charbonneau	-	-	811,425	811,425
7993	Stormwater CIP's Closeout from Prior Years	9,000	1,000	-	10,000
7994	Stormwater SDC Reimbursements/Credits	-	56,750	-	56,750
7995	Early Planning - Future Stormwater Projects	15,000	5,000	-	20,000
7998	5-Year & Annual Stormwater CIP Budget Development	3,750	1,250	-	5,000
7999	Project Design & Development	9,930	18,445	-	28,375
		<u>\$ 300,000</u>	<u>\$ 195,809</u>	<u>\$ 1,237,255</u>	<u>\$ 1,733,064</u>

Project Summaries

Project #7030: Rivergreen Wetland Mitigation Monitoring

The wetland mitigation site constructed during the Rivergreen Drainage project requires five years of maintenance and monitoring. This project budgets for these monitoring expenditures on an annual basis until completion in FY2016-17.

Priority: High

Justification: Currently under contract and a regulatory requirement

FY2015-16 Funding Sources: Stormwater Operating

Status: Continued from FY2009-10

Estimated Date of Completion: FY2016-17

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 14,599	\$ 2,500	\$ 2,500	\$ 2,500	\$ 22,099
Engineering Administration	5,322	488	338	338	6,485
	<u>\$ 19,921</u>	<u>\$ 2,988</u>	<u>\$ 2,838</u>	<u>\$ 2,838</u>	<u>\$ 28,584</u>

Project #7048: City Wide Storm Sewer Pipe Replacements (Not Charbonneau)

As a part of routine maintenance, stormwater lines throughout the City undergo video inspection to establish current conditions and identify priority repairs. This project funds repair or replacement of those lines identified as Priority One projects, except for Charbonneau District storm sewer projects, which are prioritized and budgeted separately under CIP #7500.

Priority: High

Justification: Aging Infrastructure

Status: Annual

Estimated Date of Completion: Annual

FY2015-16 Funding Sources: Stormwater Operating and Loan Proceeds

Operations Impact: Improvement to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 50,000	\$ 200,000	Annual	Annual
Engineering Administration	-	6,250	7,000	-	-
	<u>\$ -</u>	<u>\$ 56,250</u>	<u>\$ 207,000</u>	<u>\$ -</u>	<u>\$ -</u>

Stormwater Projects

Project #7051: Morey's /Rivergreen Channel Monitoring

The engineered stormwater channels constructed during the Morey's Landing and Rivergreen stormwater repair projects requires two years of monitoring. This project budgets for these monitoring expenditures on an annual basis.

Priority: High

Justification: Regulatory requirement

Status: New project

Estimated Date of Completion: FY2018-2019

FY2015-16 Funding Sources: Stormwater Operating

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 1,500	\$ 1,500	\$ 4,500	\$ 7,500
Engineering Administration	-	188	203	608	998
	<u>\$ -</u>	<u>\$ 1,688</u>	<u>\$ 1,703</u>	<u>\$ 5,108</u>	<u>\$ 8,498</u>

Project #7053: Willamette River Outfalls

This project will repair and expand three stormwater outfalls that discharge to the Willamette River, and will prevent further erosion of the riverbank. The outfalls are located in the Rivergreen and Morey's Landing subdivisions.

Priority: High

Justification: Erosion Control

Status: New project

Estimated Date of Completion: FY2018-19

FY2015-16 Funding Sources: Stormwater SDC and Loan Proceeds

Operations Impact: To be determined at completion of planning phase

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 88,000	\$ 399,520	\$ 829,436	\$ 1,316,956
Engineering Administration	-	18,080	53,935	111,974	183,989
	<u>\$ -</u>	<u>\$ 106,080</u>	<u>\$ 453,455</u>	<u>\$ 941,410</u>	<u>\$ 1,500,945</u>

Project #7054: Gesellschaft Water Well Channel Restoration

This project will repair the stormwater outfall and channel near the Gesellschaft Well and will prevent further erosion of the Boeckman Creek riparian zone.

Priority: High

Justification: Erosion Control

Status: New project

Estimated Date of Completion: FY2015-16

FY2015-16 Funding Sources: Stormwater Operating

Operations Impact: Improvement to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 95,280	\$ -	\$ 95,280
Engineering Administration	-	1,500	12,863	-	14,363
	<u>\$ -</u>	<u>\$ 1,500</u>	<u>\$ 108,143</u>	<u>\$ -</u>	<u>\$ 109,643</u>

Stormwater Projects

Project #7056: Low Impact Development Design Standards and Implementation Guide

This project will fund a design and implementation guide about the City's Low Impact Development (LID) stormwater standards for use by developers and other users.

Priority: Medium

Justification: Regulatory Compliance

Status: New project

Estimated Date of Completion: FY2015-16

FY2015-16 Funding Sources: Stormwater Operating

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 25,000	\$ -	\$ 25,000
Engineering Administration	-	-	3,375	-	3,375
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 28,375</u>	<u>\$ -</u>	<u>\$ 28,375</u>

Project #7500: Stormwater Ops Allocation to Charbonneau

This project provides an annual budget for planning, design and construction of needed stormwater rehabilitation projects within the 2014 Charbonneau District consistent with the Charbonneau Consolidated Improvement Plan.

Priority: High

Justification: Aging Infrastructure

Status: New project

Estimated Date of Completion: FY2019-20 (Phase I)

FY2015-16 Funding Sources: Loan Proceeds

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 714,912	\$ 3,432,456	\$ 4,147,368
Engineering Administration	-	-	96,513	463,382	559,895
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 811,425</u>	<u>\$ 3,895,838</u>	<u>\$ 4,707,263</u>

Project #7993: Stormwater CIP's Closeout from Prior Years

This project funds small project close-out expenditures for projects that are fundamentally complete and not budgeted, but which require limited amounts of staff time and attention the year after completion.

Priority: High

Justification: City growth

FY2015-16 Funding Sources: Stormwater Operating and Stormwater SDC

Status: New Project

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	2,500	10,000	-	-
	<u>\$ -</u>	<u>\$ 2,500</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>

Stormwater Projects

Project #7994: Stormwater SDC Reimbursements/Credits

Beginning FY 2015-16, all stormwater SDC reimbursements/credits are being accrued under this project number. In previous fiscal years, SDC reimbursements in excess of \$10,000 were budgeted separately as individual projects. Future reimbursements include the Coffee Creek area.

Priority: High

Justification: City growth

FY2015-16 Funding Sources: Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ 2,273,700	\$ 2,323,700
Engineering Administration	-	-	6,750	193,265	200,015
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 56,750</u>	<u>\$ 2,466,965</u>	<u>\$ 2,523,715</u>

Project #7995: Early Planning – Future Stormwater Projects

This project is for staff efforts on future CIP projects which are in very early stages of project development and have not yet been created as a new CIP project. 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 for stormwater infrastructure and services.

Priority: Medium

Justification: City growth

FY2015-16 Funding Sources: Stormwater Operating and Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	1,000	20,000	-	-
	<u>\$ -</u>	<u>\$ 1,000</u>	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>

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

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

Priority: High

Justification: Fiscal planning for CIPs

FY2015-16 Funding Sources: Stormwater Operating and Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	7,500	5,000	-	-
	<u>\$ -</u>	<u>\$ 7,500</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>

Stormwater Projects

Project #7999: Project Design & Development

This annual project is used to fund design and development of unplanned or emergency projects that arise throughout the year. As these funds are used, they are recoded to appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

FY2015-16 Funding Sources: Stormwater Operating and Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

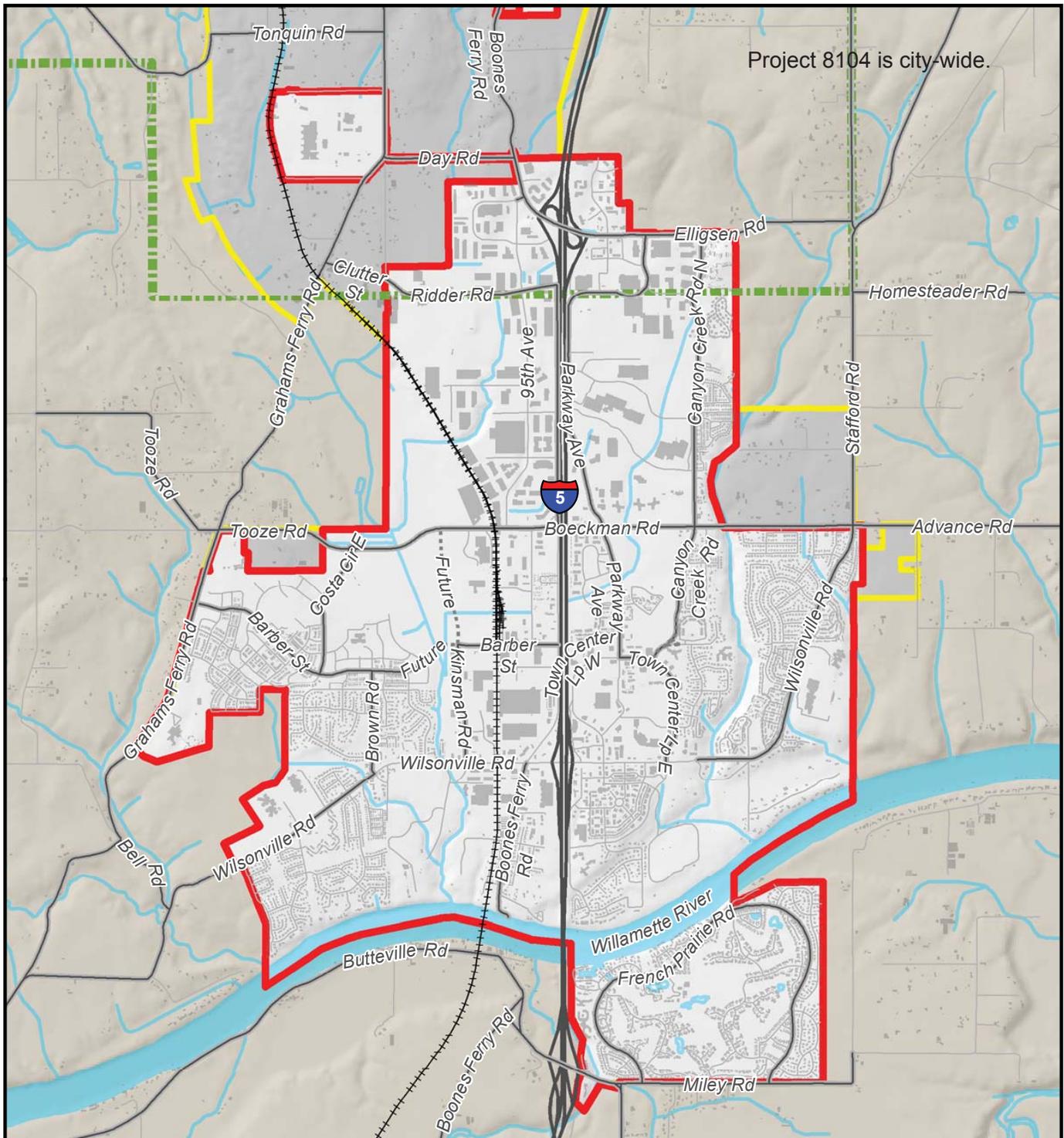
Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 25,000	Annual	Annual
Engineering Administration	-	-	3,375	-	-
	\$ -	\$ -	\$ 28,375	\$ -	\$ -

Five Year Stormwater CIP Forecast

FY2015-16 thru FY2019-20

Project Title	Funding Source	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20
Rivergreen Wetland Mitigation Monitoring	Stormwater Operating	\$ 2,838	\$ 2,838	\$ -	\$ -	\$ -
City Wide Storm Sewer Pipe Replacements (non-Charboneau)	Stormwater Operating	207,000	211,000	211,000	211,000	211,000
Morey's/Rivergreen Channel's Monitoring	Stormwater Operating	1,703	1,703	1,703	1,703	-
Willamette River Outfalls	Stormwater Operating/Stormwater SDC	453,455	322,476	241,138	377,796	-
Storm Operations Allocation to Charboneau	Stormwater Operating	811,425	815,408	871,162	1,313,215	896,053
Gesellschaft Water Well Channel Restoration	Stormwater Operating	108,143	-	-	-	-
Low Impact Development Design Standards/Implementation Guide	Stormwater Operating	28,375	-	-	-	-
Commerce Circle Channel Project	Stormwater SDC	-	-	-	-	561,598
Stormwater Rate and SDC Study	Stormwater Operating/Stormwater SDC	-	-	-	-	56,750
Annual - Stormwater CIP Closeout from Prior Years	Stormwater Operating/Stormwater SDC	10,000	10,000	10,000	10,000	10,000
Annual - Stormwater SDC Reimbursements/Credits	Stormwater Operating/Stormwater SDC	56,750	108,500	719,030	1,541,785	97,650
Annual - Early Planning - Future Storm Projects	Stormwater Operating/Stormwater SDC	20,000	20,000	20,000	20,000	20,000
Annual - 5 Yr and Annual Storm CIP Budget Development	Stormwater Operating/Stormwater SDC	5,000	5,000	5,000	5,000	5,000
Annual - Project Design and Development	Stormwater Operating/Stormwater SDC	28,375	28,375	28,375	28,375	28,375
Total Stormwater Projects 5-Year Plan		\$ 1,733,064	\$ 1,525,300	\$ 2,107,408	\$ 3,508,874	\$ 1,886,426

Transit Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<ul style="list-style-type: none">  City Limits  County Boundary  UGB 	 <p>2/26/2015</p>  <p>0 Miles 0.5</p>
<h2>Wilsonville Boundaries</h2>		

FY 2015-16 Funding Sources

Proj.	Project Name	Transit	Grants	Total
		Fund		Resources
8104	Transit Shelters and ADA Improvements	\$12,800	\$ 51,200	\$ 64,000
		<u>\$ 12,800</u>	<u>\$ 51,200</u>	<u>\$ 64,000</u>

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

Project Summaries

Project #8104: Transit Shelters and ADA Improvements

This grant-funded project will provide new transit shelters where there currently aren't any and also identify and remedy ADA deficiencies at transit stops throughout the city.

Priority: High

Justification: Regulatory requirements

Status: Continued from FY2014-15

Estimated Date of Completion: FY2016-17

FY2015-16: Funding Sources: Grant and Transit Fund (grant match)

Operations Impact: To be determined at completion

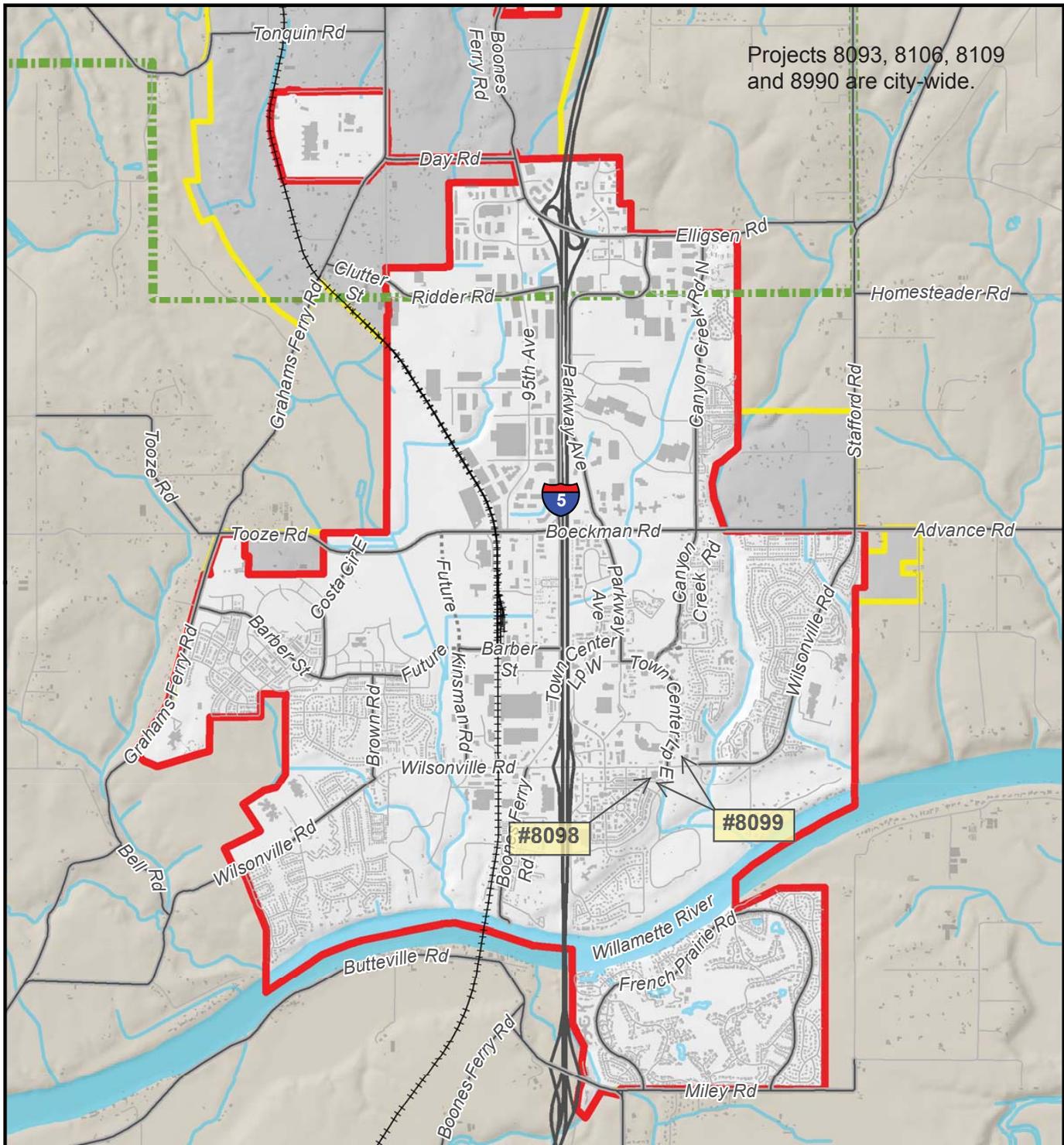
Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 32,861	\$ 64,000	\$ 64,000	\$ 160,861
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 32,861</u>	<u>\$ 64,000</u>	<u>\$ 64,000</u>	<u>\$ 160,861</u>

Five Year Transit CIP Forecast

FY2015-16 thru FY2019-20

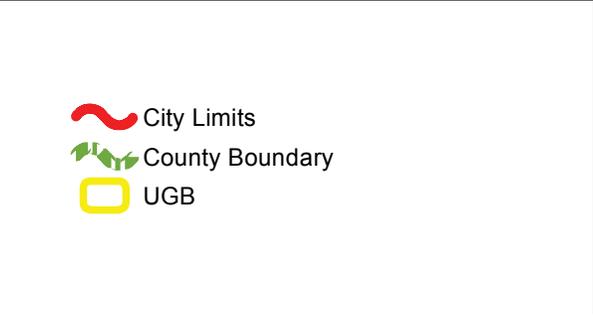
Project Title	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20
Transit Shelters & ADA Improvements	\$ 64,000	\$ 114,000	\$ -	\$ -	\$ -
Total Transit Projects 5-Year Plan	<u>\$ 64,000</u>	<u>\$ 114,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Building Projects



The City of Wilsonville, Oregon
 Clackamas and Washington Counties

**Wilsonville
 Boundaries**




 WILSONVILLE
 GIS
 Geographic Information Systems
 2/26/2015

 0 Miles 0.5

FY 2015-16 Funding Sources

Proj.	Project Name	General Fund	Clackamas County	Total Resources
8093	Fiber Connectivity Project	\$ 55,000	\$ -	\$ 55,000
8098	Library Improvements	12,000	960,000	972,000
8099	Centralized Building Control System	50,000	-	50,000
8106	City Facility Repairs (Facility Master Plan Implementation)	52,500	-	52,500
8109	Community Center Remodel	52,000	-	52,000
8990	CD Department Support for Miscellaneous Projects	10,000	-	10,000
		<u>\$ 231,500</u>	<u>\$ 960,000</u>	<u>\$ 1,191,500</u>

Project Summaries

Project #8093: Fiber Connectivity Project

City growth and changes of technology are driving the need to extend fiber connections to the City's many facilities to provide reliable and secure Information Technology (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 cost to the City. 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 the parties participating in this project.

Priority: High

Justification: City growth

Status: Annual

Estimated Date of Completion: Annual

FY2015-16 Funding Sources: General Fund

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 125,000	\$ 50,000	Annual	Annual
Engineering Administration	-	8,050	5,000	-	-
	<u>\$ -</u>	<u>\$ 133,050</u>	<u>\$ 55,000</u>	<u>\$ -</u>	<u>\$ -</u>

Building Projects

Project #8098 Library Improvements

The City is receiving \$1 million in capital funding from countywide library revenue to construct capital improvements to the City's library. This funding became available in January 2014. The unexpended funds from FY2013-14 were carried over to FY2014-15 for design, with the balance of funds budgeted in FY2015-2016 for construction.

Priority: High

Justification: Aging infrastructure and city growth

Status: Continued from FY2013-14

Estimated Date of Completion: FY2015-16

FY2015-16 Funding Sources: Other local governments and General Fund

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

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 40,000	\$ 960,000	\$ -	\$ 1,000,000
Engineering Administration	-	5,000	12,000	-	17,000
	<u>\$ -</u>	<u>\$ 45,000</u>	<u>\$ 972,000</u>	<u>\$ -</u>	<u>\$ 1,017,000</u>

Project #8099: Centralized Building Control System

This project will install Supervisory Control and Data Acquisition (SCADA) equipment at various City buildings to allow future facility HVAC systems to interface and communicate through a centralized location.

Priority: High

Justification: Aging infrastructure and efficiency improvements

Status: Continued from FY2013-14

Estimated Date of Completion: FY2015-16

FY2015-16 Funding Sources: General Fund

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	\$ -	\$ 60,000	\$ 50,000	\$ -	\$ 110,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 60,000</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ 110,000</u>

Project #8106: City Facilities Repairs (Facility Master Plan Implementation)

This project provides an annual budget to implement recommendations of the recently completed Facilities Master Plan.

Priority: Medium

Justification: Aging infrastructure and public safety

Status: New Project

Estimated Date of Completion: Annual

FY2015-16 Funding Sources: General Fund

Operations Impact: Ongoing maintenance costs to remain the same

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ 52,500	Annual	Annual
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 52,500</u>	<u>\$ -</u>	<u>\$ -</u>

Building Projects

Project #8109: Community Center Remodel

This project provides funding to remodel the lobby of the Community Center to modify the existing floor plan to reconfigure and expand staff offices.

Priority: Medium

Justification: Aging infrastructure and public safety

Status: New Project

Estimated Date of Completion: FY2015-16

FY2015-16 Funding Sources: General Fund

Operations Impact: Ongoing maintenance costs to remain the same

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 52,000	\$ 50,000	\$ 102,000
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 52,000</u>	<u>\$ 50,000</u>	<u>\$ 102,000</u>

Project #8990: CD Department Support for Miscellaneous Projects

This project funds as-needed Engineering / Community Development staff support for Building Projects such as 8098, 8106, and 8110 that are generally performed or contracted for directly by the Public Works Department. Prior to FY2015-16, Engineering/CD support for Building Projects was programmed into individual Building CIPs.

Priority: Medium

Justification: Aging infrastructure and public safety

Status: New Project

Estimated Date of Completion: Annual

FY2015-16 Funding Sources: General Fund

Operations Impact: Not applicable

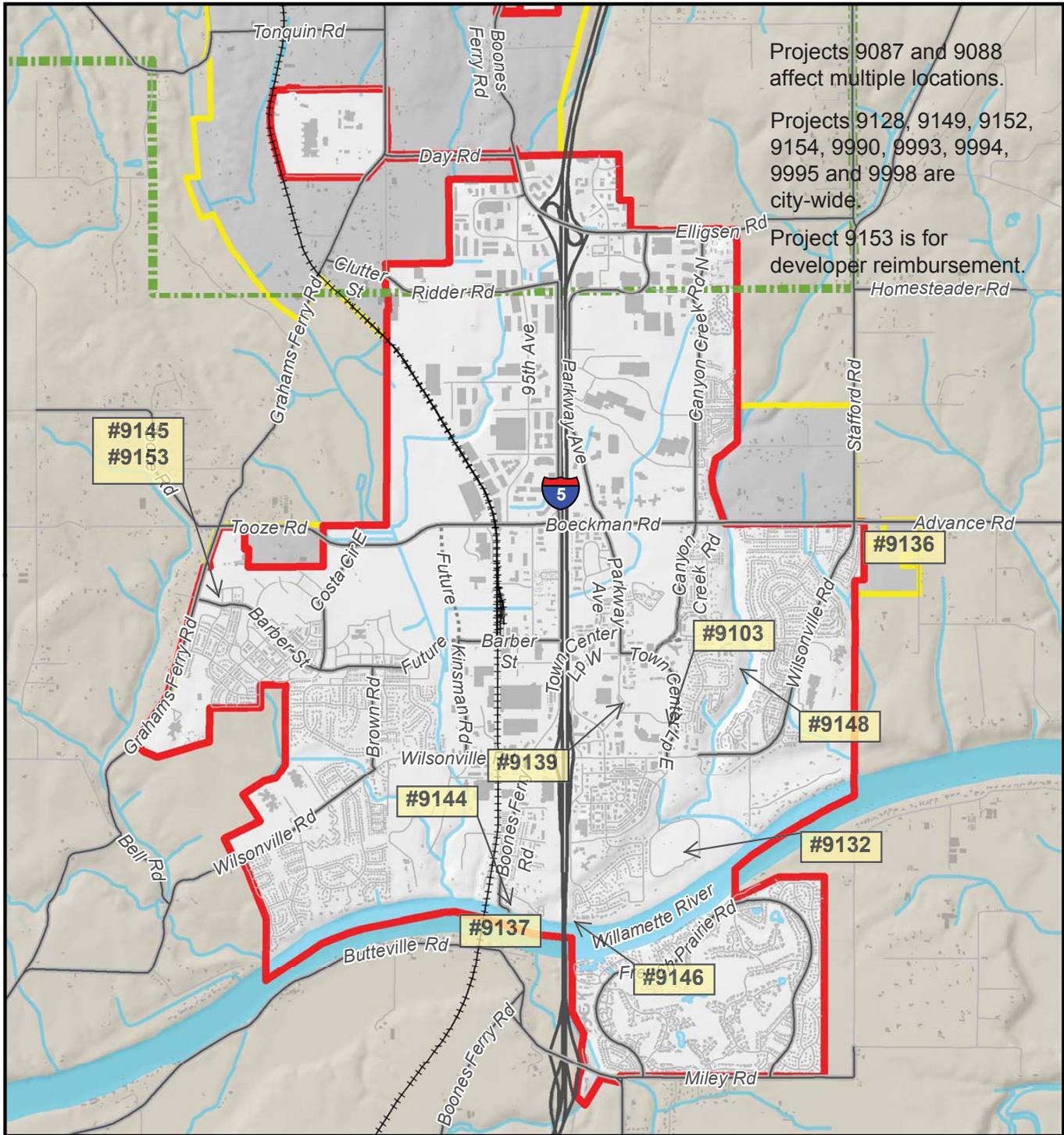
Project Costs:	Prior Years			Year Costs	Total
	Actual	2014-15	2015-16		
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	-	10,000	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>

Five Year Building CIP Forecast

FY2015-16 thru FY2019-20

Project Title	Funding Source	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20
Fiber Connectivity	General Fund	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Library Improvements	Grant/General Fund	972,000	-	-	-	-
Centralized Building Control System	General Fund	50,000	-	-	-	-
Community Center Remodel	General Fund	52,000	50,000	-	-	-
Tauchman House Deck and Porch Replacement	General Fund	-	50,000	-	-	-
Public Works Parking Lot Improvements	General Fund	-	120,000	-	-	-
HVAC Replacements	General Fund	-	137,000	170,000	45,000	95,000
Tauchman House Remodel	General Fund	-	50,000	150,000	-	-
City Hall Lobby Renovation	General Fund	-	-	25,000	-	-
Public Works Facility	General Fund	-	-	50,000	250,000	2,000,000
Annual - City Facility Repairs (Facility Master Plan Implementation)	General Fund	52,500	52,500	52,500	52,500	52,500
Annual - CD Support for Miscellaneous Projects	General Fund	10,000	10,000	10,000	20,000	50,000
Total Building Projects 5-Year Plan		<u>\$ 1,191,500</u>	<u>\$ 524,500</u>	<u>\$ 512,500</u>	<u>\$ 422,500</u>	<u>\$ 2,252,500</u>

Parks Projects



Projects 9087 and 9088 affect multiple locations.

Projects 9128, 9149, 9152, 9154, 9990, 9993, 9994, 9995 and 9998 are city-wide.

Project 9153 is for developer reimbursement.

The City of Wilsonville, Oregon
 Clackamas and Washington Counties

**Wilsonville
 Boundaries**

-  City Limits
-  County Boundary
-  UGB



2/26/2015



0 Miles 0.5

FY 2015-16 Funding Sources

Proj.	Project Name	Parks SDC	Contributions	General Fund	West Side Urban Renewal	Grants	Total Resources
9087	Tree Mitigation - Other than White Oak	\$ -	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
9088	Tree Mitigation - White Oak	-	500	-	-	-	500
9103	Skate Facilities	19,665	-	-	-	-	19,665
9128	Recreation and Aquatic Center Study Update	23,805	-	-	-	-	23,805
9132	Memorial Park Master Plan Implementation	10,350	-	-	-	-	10,350
9136	Advance Road Sports Fields	51,750	-	-	-	-	51,750
9137	French Prairie Bridge	200,000	-	-	-	960,000	1,160,000
9139	Water Feature Improvements & Upgrades	-	-	32,200	-	-	32,200
9144	Boones Ferry Park Master Plan	25,875	-	-	-	-	25,875
9145	Villebois Park Improvements - Montague Park	-	-	-	711,000	-	711,000
9146	I-5 Undercrossing Trail	283,750	-	-	-	-	283,750
9148	Boeckman Trail Slope Stabilization/Repair	-	-	25,000	-	-	25,000
9149	City Wide Parks and Recreation Comprehensive Master Plan Update	103,500	-	55,000	-	-	158,500
9152	Play Structure Replacements	-	-	75,000	-	-	75,000
9154	Villebois Park Improvements - Edelweiss Park	-	-	-	245,594	-	245,594
9990	CD Department Support for Miscellaneous Projects	5,000	-	5,000	-	-	10,000
9993	Parks CIP's Closeout from Prior Years	3,000	-	2,000	-	-	5,000
9994	Parks SDC Reimbursements/Credits	603,694	-	-	-	-	603,694
9995	Early Planning - Future Parks	6,000	-	2,000	-	-	8,000
9998	5-Year & Annual Parks CIP Budget Development	4,000	-	1,000	-	-	5,000
		<u>\$1,340,389</u>	<u>\$ 2,500</u>	<u>\$197,200</u>	<u>\$ 956,594</u>	<u>\$960,000</u>	<u>\$3,456,683</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

FY2015-16 Funding Sources: Contributions

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 1,250	\$ 2,000	Annual	Annual
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 1,250</u>	<u>\$ 2,000</u>	<u>\$ -</u>	<u>\$ -</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

FY2015-16 Funding Sources: Contributions

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ 250	\$ 500	Annual	Annual
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 250</u>	<u>\$ 500</u>	<u>\$ -</u>	<u>\$ -</u>

Parks Projects

Project #9103: Skate Facilities

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

Priority: High

Justification: City growth

Status: Continued from FY2007-08

Estimated Date of Completion: Planning phase completed in 2015-16

FY2015-16 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	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 2,500	\$ -	\$ 19,000	\$ -	\$ 21,500
Engineering Administration	24,051	-	665	-	24,716
	<u>\$ 26,551</u>	<u>\$ -</u>	<u>\$ 19,665</u>	<u>\$ -</u>	<u>\$ 46,216</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 build upon the City's past feasibility analysis for such a facility to establish siting options, cost estimates, funding options, and operational feasibility.

Priority: High

Justification: City growth

FY2015-16 Funding Sources: Parks SDC

Status: Continued from FY2012-13

Estimated Date of Completion: FY2015-16

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 36,337	\$ 23,288	\$ 23,000	\$ -	\$ 82,625
Engineering Administration	3,097	815	805	-	4,717
	<u>\$ 39,434</u>	<u>\$ 24,103</u>	<u>\$ 23,805</u>	<u>\$ -</u>	<u>\$ 87,342</u>

Project #9132: Memorial Park Master Plan Implementation

This project is a placeholder for preliminary design of physical improvements to Memorial Park, as identified in the Memorial Park Master Plan. As of the print date for the budget, the Master Plan was nearing completion but had not been adopted by Council, therefore, a supplemental budget authorization from Council will be required once projects are ready for final design and construction.

Priority: High

Justification: Regulatory requirement and aging infrastructure

FY2015-16 Funding Sources: Parks SDC

Status: Continued from FY2012-13

Estimated Date of Completion: FY2019-20

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 20,600	\$ 10,000	\$ 785,000	\$ 815,600
Engineering Administration	-	-	350	27,475	27,825
	<u>\$ -</u>	<u>\$ 20,600</u>	<u>\$ 10,350</u>	<u>\$ 812,475</u>	<u>\$ 843,425</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 from property owned by the District on Advance Road in exchange for the approximately ten-acre Lowrie Primary School property. This project is to pay for City expenses in assisting the District in annexing and partitioning the property, and concept planning the future sports fields.

Priority: High

Justification: City growth

FY2015-16 Funding Sources: Parks SDC

Status: Continued from FY2013-14

Estimated Date of Completion: Project development to be completed FY2015-16

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

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	\$ 36,337	\$ 23,288	\$ 23,000	\$ -	\$ 82,625
Engineering Administration	3,097	815	805	-	4,717
	<u>\$ 39,434</u>	<u>\$ 24,103</u>	<u>\$ 23,805</u>	<u>\$ -</u>	<u>\$ 87,342</u>

Project #9137: French Prairie Bridge

The City has been awarded \$1.2 million in Metropolitan Transportation Improvement Program (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. An Intergovernmental Agreement was finalized in FY2014-15. Grant funds budgeted in FY2015-16 will be used for preliminary engineering with CD staff support funding coming from Parks SDCs. The City's local match requirement for this phase of the project is funded with Parks SDC funds. The match is \$200,000 funded with SDCs.

Priority: High

Justification: City growth

FY2015-16 Funding Sources: Parks SDC and Grants

Status: Carryover from FY2013-14

Estimated Date of Completion: Project development to be completed FY2016-17

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

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	\$ 4,773	\$ -	\$ 1,060,000	\$ 320,000	\$ 1,384,773
Engineering Administration	11,664	24,000	100,000	43,050	178,714
	<u>\$ 16,437</u>	<u>\$ 24,000</u>	<u>\$ 1,160,000</u>	<u>\$ 363,050</u>	<u>\$ 1,563,487</u>

Parks Projects

Project #9139: Water Features Improvements and Upgrades

This project includes the cost of new equipment, labor for removal and installation of the equipment, and replacement of components for three of the City's water features. This project is necessary for the safety of the water feature's operators and helps ensure reliable operation of the features.

Priority: High

Justification: Aging infrastructure

FY2015-16 Funding Sources: General Fund

Status: Continued from FY2013-14

Estimated Date of Completion: FY2015-16

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ 7,239	\$ 10,000	\$ 32,200	\$ -	\$ 49,439
Engineering Administration	-	-	-	-	-
	<u>\$ 7,239</u>	<u>\$ 10,000</u>	<u>\$ 32,200</u>	<u>\$ -</u>	<u>\$ 49,439</u>

Project #9144: Boones Ferry Park Master Plan

This is a partner project to Project #9137 and consists of master planning Boones Ferry Park, particularly the undeveloped area of the park, in conjunction with design of the French Prairie Bridge.

Priority: High

Justification: City growth

FY2015-16 Funding Sources: Parks SDC

Status: New project

Estimated Date of Completion: FY2015-16

Operations Impact: Not Applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 9,250	\$ 25,000	\$ -	\$ 34,250
Engineering Administration	-	324	875	-	1,199
	<u>\$ -</u>	<u>\$ 9,574</u>	<u>\$ 25,875</u>	<u>\$ -</u>	<u>\$ 35,449</u>

Project #9145: Villebois Park Improvements – Montague Park

Payment to developer for construction of public facilities in excess of those needed to serve the development using urban renewal contributions per the development agreement.

Priority: High

Justification: City growth and development agreement

FY2015-16 Funding Sources: Westside Urban Renewal Fund

Status: Continued from FY2014-15

Estimated Date of Completion: FY2015-16

Operations Impact: Park to be maintained by Home Owner's Association at completion of project

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 711,000	\$ 711,000	\$ -	\$ 1,422,000
Engineering Administration	-	3,000	-	-	3,000
	<u>\$ -</u>	<u>\$ 714,000</u>	<u>\$ 711,000</u>	<u>\$ -</u>	<u>\$ 1,425,000</u>

Project #9146: I-5 Undercrossing Trail

This project will reconstruct and widen a pedestrian and bicycle trail starting in the Kalyca Terrace subdivision, passing under the I-5 Boone Bridge, and ending at Boones Ferry Park. The project will be constructed in two phases, with phase 1 in FY2015-16 performing reconstruction of those sections of the trail that also have ADA accessibility issues. Phase 2 is scheduled for FY2017-18.

Priority: High

Justification: Aging infrastructure

FY2015-16 Funding Sources: Parks SDC

Status: New project

Estimated Date of Completion: FY2017-18

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

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 71,254	\$ 250,000	\$ 250,000	\$ 571,254
Engineering Administration	120	22,494	33,750	33,750	90,114
	<u>\$ 120</u>	<u>\$ 93,748</u>	<u>\$ 283,750</u>	<u>\$ 283,750</u>	<u>\$ 661,368</u>

Project #9148 Boeckman Trail Slope Stabilization/Repair

A section of this trail has slid/sunk due to a slope failure. A geotechnical analysis is being performed in FY2014-15. This project will construct the repairs to the failed section.

Priority: High

Justification: Safety

FY2015-16 Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: Annual

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ 20,000	\$ 25,000	\$ -	\$ 45,000
Engineering Administration	-	6,000	-	-	6,000
	<u>\$ -</u>	<u>\$ 26,000</u>	<u>\$ 25,000</u>	<u>\$ -</u>	<u>\$ 51,000</u>

Project #9149: City Wide Parks and Recreation Comprehensive Master Plan Update

This project will update the City-wide Parks Master Plan, addressing City Parks and Recreation service delivery not being addressed by the specific Memorial Park and Boones Ferry Park Master Plans. The project will also produce a Parks and Recreation Strategic Plan that will identify the mission, vision, and core services that will complement the City Wide Parks and Recreation Comprehensive Master Plan.

Priority: Medium

Justification: City growth

FY2015-16 Funding Sources: General Fund and Parks SDC

Status: New Project

Estimated Date of Completion: FY2016/17

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	\$ -	\$ -	\$ 155,000	\$ -	\$ 155,000
Engineering Administration	-	-	3,500	-	3,500
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 158,500</u>	<u>\$ -</u>	<u>\$ 158,500</u>

Parks Projects

Project #9152: Annual – Play Structure Replacement

This project provides an annual budget to replace old and worn playground equipment in City Parks.

Priority: High

Justification: Safety

FY2015-16 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ 75,000	Annual	Annual
Engineering Administration	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 75,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #9154: Villebois Park Improvements – Edelweiss Park

Payment to developer for construction of public facilities in excess of those needed to serve the development using urban renewal contributions per the development agreement.

Priority: High

Justification: City growth and developer agreement

FY2015-16 Funding Sources: West Side Urban Renewal

Status: New Project

Estimated Date of Completion: FY2015/16

Operations Impact: Park to be maintained by Home Owner's Association at completion of project

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	\$ -	\$ -	\$ 223,267	\$ -	\$ 223,267
Engineering Administration	-	-	22,327	-	22,327
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 245,594</u>	<u>\$ -</u>	<u>\$ 245,594</u>

Project #9990: CD Support for Miscellaneous Projects

This project funds as-needed Engineering / Community Development staff support for Parks projects such as 9103, 9148, and 9149 that are generally performed or contracted for directly by the Parks Department. Prior to FY 2015-16, Engineering/CD support for Parks projects was programmed into individual CIPs.

Priority: High

Justification: Aging infrastructure

FY2015-16 Funding Sources: Parks SDC and General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years Actual	Estimated 2014-15	Budget 2015-16	Future Year Costs	Project Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	-	10,000	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>

Project #9993: Parks CIP's Closeout from Prior Years

This project funds small project close-out expenditures for projects that are fundamentally complete and not budgeted, but which require limited amounts of staff time and attention the year after completion.

Priority: High

Justification: City Growth

FY2015-16 Funding Sources: Parks SDC and General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	-	5,000	-	-
	\$ -	\$ -	\$ 5,000	\$ -	\$ -

Project #9994: Parks SDC Reimbursements/Credits

Beginning this Fiscal Year, all SDC Reimbursements/Credits are being accrued under this project number, except for Montague Park (#9148) and Edelweiss Park (#9153) that are funded by the Westside Urban Renewal District. In previous fiscal years, SDC reimbursements in excess of \$10,000 were budgeted separately as individual projects. SDC reimbursements occur when developers build a City expansion project that goes beyond the needs of their immediate development. Included in the FY 2015-16 projections are Specific Area Plan (SAP) East parks.

Priority: Medium

Justification: City growth

FY2015-16 Funding Sources: Parks SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ 556,400	Annual	Annual
Engineering Administration	-	-	47,294	-	-
	\$ -	\$ -	\$ 603,694	\$ -	\$ -

Project #9995: Early Planning – Future Parks

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

FY2015-16 Funding Sources: Parks SDC and General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	14,169	8,000	-	-
	\$ -	\$ 14,169	\$ 8,000	\$ -	\$ -

Parks Projects

Project #9998: 5-Year & Annual Parks CIP Budget Development

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

Priority: High

Justification: Fiscal planning for CIPs

FY2015-16 Funding Sources: Parks SDC and General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Prior Years	Estimated	Budget	Future	Project
	Actual	2014-15	2015-16	Year Costs	Total
Design & Construction	Annual	\$ -	\$ -	Annual	Annual
Engineering Administration	-	6,215	5,000	-	-
	\$ -	\$ 6,215	\$ 5,000	\$ -	\$ -

Five Year Parks CIP Forecast

FY2015-16 thru FY2019-20

Project Title	Funding Source	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20
Skate Facilities	Parks SDC	\$ 19,665	\$ -	\$ -	\$ -	\$ -
Recreation and Aquatic Center Study Update	Parks SDC	23,805	-	-	-	-
Boeckman Trail Slope Stabilization/Repair	General Fund	25,000	-	-	-	-
Boones Ferry Park Master Plan	Parks SDC	25,875	-	-	-	-
Water Features Improvements & Upgrades	General Fund	32,200	-	-	-	-
Villebois Parks Improvements - Edelweiss Park	West Side Urban Renewal	245,594	-	-	-	-
Villebois Parks Improvements - Montague	West Side Urban Renewal	711,000	-	-	-	-
French Prairie Bridge	Parks SDC/Grant	1,160,000	363,050	-	-	-
City Wide Parks and Recreation Comprehensive Master Plan Update	Parks SDC	158,500	-	-	-	-
Memorial Park Master Plan Implementation	Parks SDC	10,350	442,980	105,570	105,570	158,355
I-5 Undercrossing Trail	Parks SDC	283,750	-	283,750	-	-
Advance Road Sports Fields	Parks SDC	51,750	-	455,400	3,105,000	3,105,000
Boones Ferry Park Play Structure Replacement	General Fund	-	40,000	-	-	-
City Wide Park Improvements - Master Plan Implementation	Parks SDC/General Fund	-	207,000	207,000	207,000	207,000
Ice Age Tonquin Trail	Parks SDC	-	227,000	-	227,000	-
WRTP Park Amenities	Parks SDC	-	-	-	25,875	-
Annual-Tree Mitigation-Other than White Oak	Contributions	2,000	2,000	2,000	2,000	2,000
Annual-Tree Mitigation-White Oak	Contributions	500	500	500	500	500
Annual - Play Structure Replacement	General Fund	75,000	75,000	75,000	75,000	75,000
Annual - CD Support for Miscellaneous Projects	Parks SDC	10,000	10,000	10,000	10,000	10,000
Annual - Parks CIP closeout from Prior Years	Parks SDC	5,000	5,000	5,000	5,000	5,000
Annual - Parks SDC Reimbursements/Credits	Parks SDC	603,694	1,300,464	179,025	646,118	542,500
Annual - Early Planning - Future Parks Projects	Parks SDC	8,000	8,000	8,000	8,000	8,000
Annual - 5 Year and Annual Parks CIP Budget Development	Parks SDC	5,000	5,000	5,000	5,000	5,000
Annual - Boones Ferry Park Improvements (MP Implementation)	Parks SDC	-	51,750	51,750	51,750	51,750
Total Parks Projects 5-Year Plan		\$ 3,456,683	\$ 2,737,744	\$ 1,387,995	\$ 4,473,813	\$ 4,170,105

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.

Debt Service Overview	247
Long-Term Debt & Limitations.....	247
Overlapping Debt	248
Debt to Real Market Value	249
Debt per Capita	250
Future Debt Plans.....	250
General Obligation Debt.....	251
Full Faith and Credit Obligations - Revenue Supported.....	252
Revenue Supported Debt	252
Assigned Balances - Designations/Definitions.....	254
Assigned Balances	255
Ending Fund Balances.....	256

Long-term Debt & Limitations

Long-Term Debt Estimated as of June 30, 2015

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
Voter Approved General Obligation Bonds:				
Library, Series 2001	4.00%-4.80%	\$ 4,000,000	1/1/2016	\$ 355,000
Self Supporting Full Faith & Credit Debt:				
Water Refunding, Series 2007	3.85%	7,875,000	12/1/2020	4,110,000
Sewer Refunding, Series 2006	4.00%-4.25%	5,295,000	12/1/2015	635,000
Sewer Treatment Plant, Series 2011	2.00%-4.00%	38,940,000	6/1/2031	35,085,000
Revenue Bonds:				
Water Revenue Refunding, Series 2006	3.375%-4.00%	9,325,000	6/1/2020	4,950,000
				<u>\$ 45,135,000</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, 2015

Real Market Value		<u>\$ 3,487,874,937</u>
Debt capacity at 3%		104,636,248
Less outstanding debt	\$ (355,000)	
Cash on hand ¹	<u>60,211</u>	
Net debt subject to 3% limit		<u>(294,789)</u>
Marginal capacity		<u>\$ 104,341,459</u>

¹ Estimated cash in general obligation fund at June 30, 2015

Overlapping General Obligation Debt as of June 30, 2014

Jurisdiction	General Obligation Bonded Debt Outstanding	Percent Overlapping	Amount Applicable to Government ¹
Direct:			
City of Wilsonville	\$ 695,000	100.0000%	\$ 695,000
Total Direct	695,000		695,000
Overlapping:			
Clackamas County Community College	24,370,000	7.74%	1,885,336
Clackamas County	103,805,000	5.65%	5,868,304
Clackamas County School District No. 3J	186,589,645	32.80%	61,198,791
Clackamas County School District No. 86	77,457,992	13.43%	10,402,531
Metro	222,955,000	1.58%	3,527,817
Portland Community College	167,875,000	0.24%	397,696
Washington County	20,235,000	0.57%	114,571
Tualatin Valley Fire & Rescue	42,600,000	5.38%	2,291,837
Washington County School District No. 88J	109,238,213	7.37%	8,048,999
Total Overlapping	955,125,850		93,735,882
Total Debt	\$ 955,820,850		\$ 94,430,882

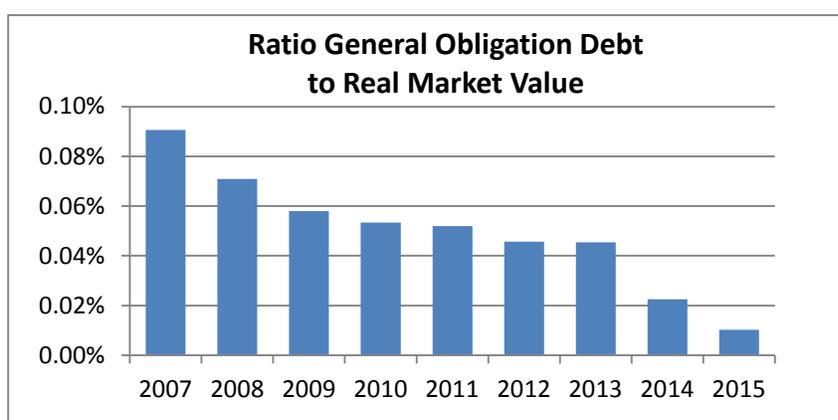
Overlapping debt is important because it measures the ability of the community's tax base to repay the debt obligations issued by all of the overlapping governmental jurisdictions.

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

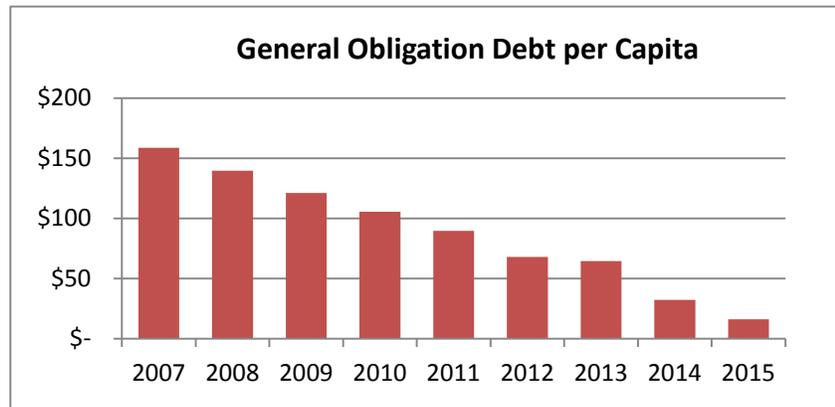
Debt to Real Market Value

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 2015 is 0.010%. As the following graph illustrates, the trend has been decreasing and is the combined result of new development, increases in existing values and decreases in annual debt service payments as debt is retired 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 decreases in annual debt service payments as debt is retired, that reduce the amount outstanding. For Wilsonville, the figure for fiscal year ending 2015 is \$16.15.



Future Debt Plans

The City does not plan to issue debt in FY 2015-16. Future debt plans related to the City's Urban Renewal Agency is shown beginning on page 270.

Debt Service Activity All City Funds, Fiscal Year 2015-16

Fund/Bond or Debt Issue	Principal Balance 6/30/2015	New Debt Issuance	Scheduled Principal	Scheduled Interest	Principal Balance 6/30/2016
Water Operating Fund					
Water Refunding Note, Series 2007	\$ 4,110,000	\$ -	\$ 620,000	\$ 146,300	\$ 3,490,000
Water Refunding Bond, Series 2006	4,950,000	-	915,000	196,170	4,035,000
Total Water Operating Fund	<u>9,060,000</u>	<u>-</u>	<u>1,535,000</u>	<u>342,470</u>	<u>7,525,000</u>
Sewer Operating Fund					
Full Faith & Credit Bonds, Series 2006	635,000	-	635,000	13,494	-
Full Faith & Credit Bonds, Series 2011	35,085,000	-	1,675,000	1,265,463	33,410,000
Total Sewer Operating Fund	<u>35,720,000</u>	<u>-</u>	<u>2,310,000</u>	<u>1,278,957</u>	<u>33,410,000</u>
Debt Service Fund					
General Obligation Bonds, Series 2001	355,000	-	355,000	17,040	-
TOTAL ALL FUNDS	<u>\$ 45,135,000</u>	<u>\$ -</u>	<u>\$ 4,200,000</u>	<u>\$ 1,638,467</u>	<u>\$ 40,935,000</u>

General Obligation Debt

Issue Title:	General Obligation Library Bonds		
Issue Date:	July 1, 2001	Amount:	\$4,000,000
Average interest rate:	4.5%	Insurance:	FGIC
Bond rating:	Aaa, Moody's	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. FGIC is now National Public Finance Guarantee and the coverage will remain in effect.

Annual debt service:

A special property tax rate provides the resources to repay the annual debt service. Recently the tax rate has been around 15 cents per \$1000 of assessed valuation. On a typical home assessed at \$280,000 (\$305,000 market value) the tax equates to \$42 per year.

FY	Principal	Interest	Total
2015-16	355,000	17,040	372,040
Total	\$ 355,000	\$ 17,040	\$ 372,040

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
2015-16	620,000	146,300	766,300
2016-17	650,000	121,853	771,853
2017-18	670,000	96,443	766,443
2018-19	695,000	70,166	765,166
2019-21	1,475,000	57,269	1,532,269
Total	\$ 4,110,000	\$ 492,030	\$ 4,602,030

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
2015-16	635,000	13,494	648,494
Total	\$ 635,000	\$ 13,494	\$ 648,494

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
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
2018-19	1,850,000	1,092,263	2,942,263
2019-2024	10,320,000	4,393,565	14,713,565
2024-2029	12,185,000	2,523,113	14,708,113
2029-2031	5,550,000	335,200	5,885,200
Total	\$ 35,085,000	\$ 11,988,280	\$ 47,073,280

Issue Title:		Water Refunding Bond, Series 2006	
Issue Date:	March 22, 2006	Amount:	\$9,325,000
Average interest rate:	4.0%	Insurance:	FSA
Bond rating:	Aaa, Moodys with insurance	First principal due:	June 1, 2007
CUSIPs:	972480BS5-CF2	Last principal due:	June 1, 2020

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$15 million bond issued in 2000. That borrowing had an interest rate of 5.3%. By refunding the debt the City will save \$655,000 (cash basis) over the remaining life of the bonds.

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

Security:

The primary security for this debt is water revenues received within the Water Operating Fund. The City has pledged to keep net revenues, inclusive of system development charges (SDCs), of at least 125% of annual debt service. Net revenues exclusive of SDCs must be at least 110% of annual debt service. The City is in compliance with all debt covenants for the bonds.

FY	Principal	Interest	Total
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
2018-19	1,025,000	83,800	1,108,800
2019-20	1,070,000	42,800	1,112,800
Total	\$ 4,950,000	\$ 607,570	\$ 5,557,570

Assigned Balances - Designations/Definitions

The City assigns balances to ensure adequate funding in the future for major equipment replacements, major software upgrades, necessary repairs and rehabilitations, and other significant programs or projects.

General Fund

Information systems: Hardware and software upgrades or replacement.

Records management systems: 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. This category is now funded through the Parks Capital Improvement Program.

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.

Coffee Creek Area planning: Resource with funds originating from prison infrastructure cost savings, to be applied to community planning in the Coffee Creek area.

Sustainability Reserve: Reserves available for unanticipated circumstances and necessary to maintain critical operations.

Interfund loans – infrastructure needs: Resources available for interfund loans and capital renewal and replacement projects. To be loaned to the Stormwater Fund for capital improvements.

Building Inspection Fund

Software: Reserve for permit software replacement.

Transit Fund

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

Water Operating Fund

GAC replacement reserve: 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: Reserve for the replacement of plant equipment, amount required by contract with operator.

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.

Assigned Balances - Designated Purpose

	July 1, 2015 Balance	Increases	Decreases	June 30, 2016 Balance
General Fund				
Computers, software, fiber:				
Information systems, software	\$ 382,950	\$ 217,050	-	\$ 600,000
Records management systems	250,000	-	(169,500)	80,500
Conduit, fiber, communications	300,000	-	(55,000)	245,000
Facilities and park infrastructure:				
Parks structures, equipment	12,400		(12,400)	-
Building repairs/remodeling	375,000	177,500	(102,000)	450,500
Future expansion, relocation	1,000,000	100,000	(52,500)	1,047,500
Emergency management				
Equipment and major supplies	225,000	-	-	225,000
Future program costs:				
Coffee Creek Area planning	2,058,762	-	(150,000)	1,908,762
Sustainability reserve	2,000,000	-	-	2,000,000
Interfund loans - infrastructure needs	1,700,000	-	(1,700,000)	-
	<u>\$ 8,304,112</u>	<u>\$ 494,550</u>	<u>\$ (2,241,400)</u>	<u>\$ 6,557,262</u>
Building Inspection Fund				
Software	\$ 500,000	\$ -	\$ -	\$ 500,000
Transit Fund				
Bus, building, capital needs	\$ 951,082	\$ 150,000	\$ (165,255)	\$ 935,827
Water Operating Fund				
GAC replacement reserve	\$ 313,148	\$ 36,852	\$ -	\$ 350,000
Plant repair and replacement reserve	385,000	303,000	(188,000)	500,000
Maximum annual debt service ¹	1,440,000	443,000	-	1,883,000
	<u>\$ 2,138,148</u>	<u>\$ 782,852</u>	<u>\$ (188,000)</u>	<u>\$ 2,733,000</u>
Sewer Operating Fund				
Plant major repair and replacement	\$ 325,000	\$ 2,075,000	\$ -	\$ 2,400,000
Maximum annual debt service ¹	2,300,000	640,000	-	2,940,000
	<u>\$ 2,625,000</u>	<u>\$ 2,715,000</u>	<u>\$ -</u>	<u>\$ 5,340,000</u>
Fleet Fund				
Vehicle replacement	\$ 894,249	\$ 103,797	\$ (75,000)	\$ 923,046

¹ Not a bond requirement

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>	Bond covenants	Bond contract
	Taxes for Debt Service	State statute
	Building Inspection net revenues	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

2015-16 Adopted Budget

Table of Contents

Quick Facts Page	258
Budget Committee and Key Officials	259
Budget Message	260
Budget Committee and Board Changes.....	261
Map of Districts	262
Urban Renewal Overview	264
Mission Statement	264
How Urban Renewal Works.....	264
Governance	264
Agency District Management	264
Assessed Value Information	265
Property Tax Information	266
Urban Renewal Tax Rates	266
Tax Increment Financing (TIF) Zones	267
Year 2000 Plan	268
Description of District	268
Assessed Value and Taxes	268
Plan History of Debt Issuance & Maximum Indebtedness	269
Debt Service Fund	270
Debt Outstanding.....	271
Capital Projects Fund	272
History of Projects.....	273
Program Income Fund.....	274
West Side.....	275
Description of District	275
Assessed Value and Taxes	275
History of Debt Issuance & Maximum Indebtedness.....	276
Debt Service Fund.....	277
Long-term Debt.....	278
History of Projects.....	280
Capital Projects Fund	281
Summary of Urban Renewal Funds and Outstanding Debt.....	282
Budget Summary: All Urban Renewal Funds Combined History	283

Urban Renewal Agency Quick Facts

	<u>Year 2000 Plan</u>	<u>West Side</u>
District formation date	May 1992	November 2003
Original size (acreage)	868	395
Current size (acreage)	570	456

The following as of November 2014:

Frozen tax base	\$44,087,806	\$16,526,288
Incremental assessed value	\$377,670,349	\$327,574,516
Total district assessed value	\$421,758,155	\$344,100,804
FY 2014-15 taxes available	\$5,167,813	\$4,651,558
FY 2014-15 taxes levied	\$4,240,000	\$4,651,558

The following is projected as of June 30, 2015:

Maximum debt limit	\$92,687,423	\$40,000,000
Debt issued or authorized	\$81,385,000	\$40,000,000
Remaining debt limit	\$11,302,423	\$0
Amount of debt principal outstanding, June 30, 2015	\$6,505,000	\$25,720,000
Authorized but not issued	\$0	\$0

Urban Renewal Budget Committee

City of Wilsonville

FY 2015-16

Urban Renewal Budget Committee

Lonnie Gieber

Tony Holt

Andrew Karr

Alan Steiger

Wendy Velíz

Urban Renewal Agency Board

Tim Knapp, Chair

Julie Fitzgerald

Charlotte Lehan

Scott Starr

Susie Stevens

Executive Director

Bryan Cosgrove

City Manager

Economic Development Manager

Kristin Retherford

Finance Director

Susan Cole

Urban Renewal Agency

City of Wilsonville

29799 SW Town Center Loop East

Wilsonville, Oregon 97070

503.682.1011

www.ci.wilsonville.or.us



May 14, 2015

Members of the Budget Committee,

I am pleased to present the Proposed Budget for Fiscal Year 2015-16, for the Urban Renewal Agency. The Urban Renewal Agency is made up of five distinct areas: The Year 2000 Plan, the Westside Plan, and three single property areas referred to as Tax Increment Finance Zones. The Year 2000 Plan District and Westside Plan District have been quite successful. When the Year 2000 Plan District was formed, its frozen assessed value was \$44 million. In tax year 2014-15, the incremental assessed valuation of the area is estimated to be \$366.7 million, an increase of over eight times the original amount. When the Westside Plan District was formed, its frozen base was \$16.5 million. In tax year 2014-15, the incremental assessed valuation of the area is estimated to be \$296.3 million, about 18 times the frozen amount. The three Tax Increment Finance Zones were formed in 2014, to incentivize private sector investment on those specific properties.

The Year 2000 Plan District, located primarily on the east side of town, proposes three projects for FY 2015-16; completing the Canyon Creek Road Extension, beginning preliminary work on the Old Town Escape, and embarking upon concept planning for the Town Center. The District is winding down its work and is anticipated to close in or around fiscal year 2020. Between late FY2014-15 and FY2015-16, the District anticipates issuing \$4.0 million in short-term debt to pay for district activities. After issuance, the district will have \$11.3 million remaining under the maximum debt limit. The City will be working with the school district to implement a closure strategy for this district that will minimize the impact of compression on the West Linn-Wilsonville School District Local Option Levy. Looking toward the future, the Year 2000 Plan District has a recommended strategy, outlined in the 2014 Strategic Plan, which addresses identification and timing of projects to be completed before closure.

The West Side District, located on the west side of town, is benefiting from the construction of a large volume of single family homes. Projects proposed for FY 2015-16 include continued construction of Barber Street from Kinsman Road to Coffee Lake Drive, and the design and construction of Montague Park and Edelweiss Park in Villebois. The budget assumes the issuance of \$6 million of debt within fiscal years 2014-15 and 2015-16, which reaches the District's maximum indebtedness of \$40 million. The West Side District plans to increase the maximum indebtedness as needed to complete outstanding projects.

Both Districts have a specific debt reserve set-aside, according to respective bond covenants. Additionally, both Districts have set-aside contingency amounts to allow for financial flexibility should certain projects be ready ahead of schedule. For example, in the Year 2000 District, Old Town Escape is schedule for construction in the out-years, and in the Westside District, Tooze Road is scheduled for the out-years. In the event these projects are ready to be constructed sooner, the contingencies in each District will allow flexibility to keep these projects moving forward.

Respectfully submitted,

Bryan Cosgrove

City Manager

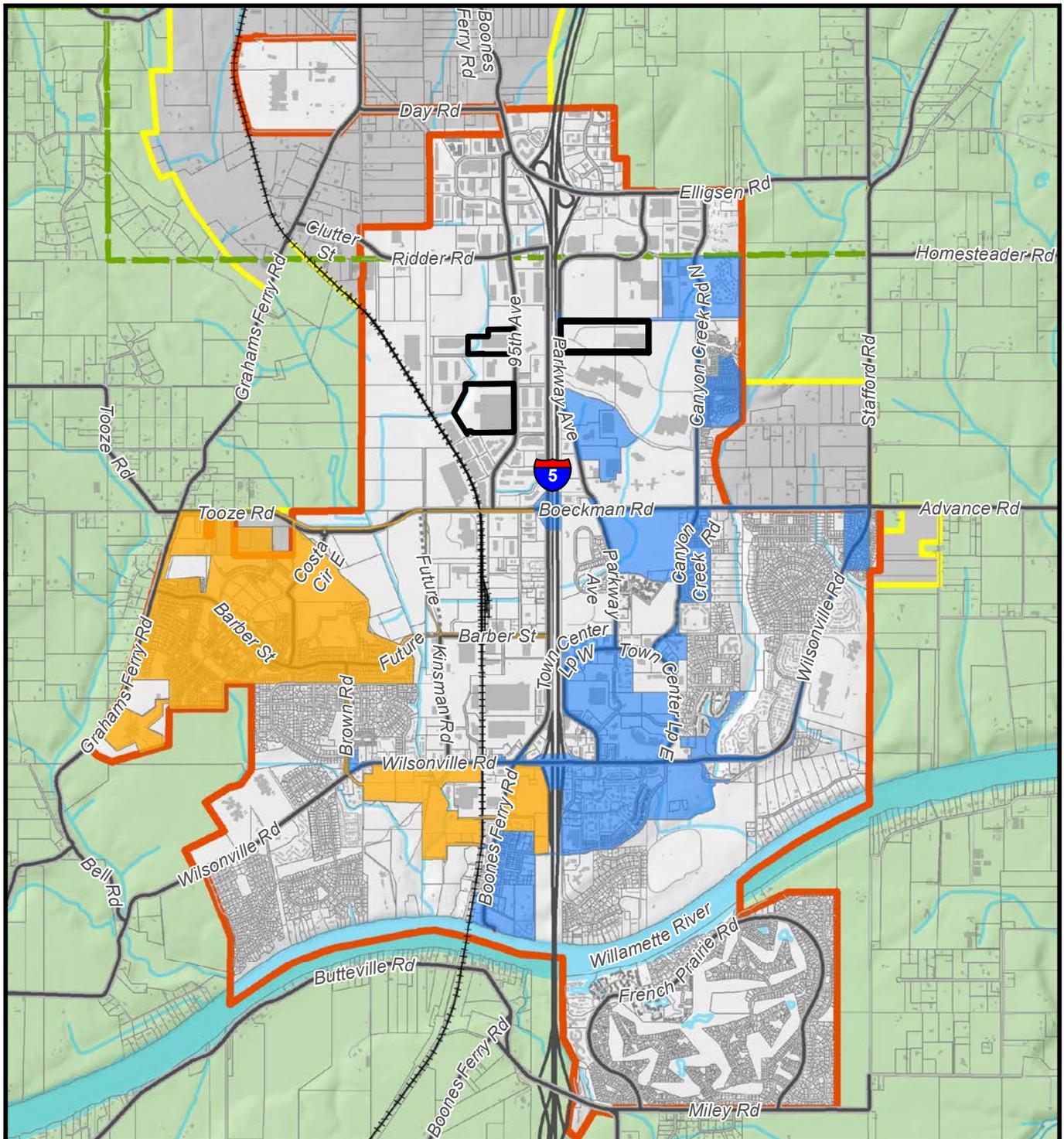
Committee Changes from Proposed to Approved Budget

The annual budget for FY 2015-16 was approved by the Budget Committee without any changes.

Board Changes from Approved to Adopted Budget

The annual budget for FY 2015-16 was adopted by the Board without any changes.

Urban Renewal District Map



The City of Wilsonville, Oregon

Clackamas and Washington Counties

Urban Renewal Areas & Tax Increment Finance Zones

-  TIF Taxlots
-  URA - East Side
-  URA - West Side
-  County Boundary
-  City Limits
-  UGB



1/30/2015

0 Miles 0.5

WILSONVILLE

POWERED
BY PURPOSE



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 without public sector investment and partnership. Public investment through urban renewal is one way 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

Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency to pay for urban renewal projects intended to encourage private development. During the process of forming urban renewal areas, the desired projects, which may include public improvements like road-ways, parks, and other amenities, are identified in an urban renewal plan. Urban renewal financing in the form of a bond is obtained to fund the projects, and the desired improvements are completed. Private development in the area then becomes more feasible. As property values rise with increased development, tax revenues increase, and that increase is used to pay off the urban renewal bonds.

Wilsonville currently has five urban renewal areas – the Year 2000 Plan and the Westside Plan, and three single-property urban renewal areas referred to as Tax Increment Finance Zones. The three Tax Increment Finance Zones were established in 2014 as an incentive for private sector investment in specific properties.

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.

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's boundary 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, Tualatin Valley Fire & Rescue, Metro, and other general governments 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 results in the Urban Renewal Agency receiving significantly more tax revenue than what the City would receive in its General Fund from property tax revenue within the district. This enables the Agency to complete more projects than the City would have been able to complete during the same time period.

A five-year history of assessed value in the City's two Urban Renewal districts is shown on the following page, along with an estimate for the upcoming budget year.

Urban Renewal Agency Overview

Assessed Value Information

Fiscal Year Ended	Year 2000 Plan District			West Side District		
	Frozen Base	Incremental Value	Total Assessed Value	Frozen Base	Incremental Value	Total Assessed Value
6/30/11	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	44,087,806	352,067,012	396,154,818	16,526,288	247,915,216	264,441,504
6/30/15	44,087,806	366,670,242	410,758,048	16,526,288	296,292,625	312,818,913
6/30/16 est	44,087,806	377,670,349	421,758,155	16,526,288	327,574,516	344,100,804

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.

Historically, assessed value within the Year 2000 Plan occasionally declined between fiscal years. As the Year 2000 Plan District completes its planned project list, the necessary tax increment revenue needed by the District is the amount necessary to cover the current debt service obligation on its outstanding debt. The way to limit the tax increment received was to remove parcels from the District, thereby lowering the assessed value within it. However, 2009 legislation provided an additional option. As of January 2010, the Agency is able to limit the amount of tax increment revenues received by certifying to less than the maximum available. This has the effect of releasing taxes back to the overlapping jurisdictions without removing parcels. The paragraph below describes the impact on the frozen base, incremental value and tax revenue released to overlapping jurisdictions. As the Agency develops a closure schedule for the Year 2000 District, the amount of tax revenue underlevied will likely be increased and less revenue collected to allow a gradual phase out of the district.

Released Assessed Values - Year 2000 Plan

The Year 2000 Plan district has been successful in that assessed values have climbed to a level that produces more tax increment than is necessary for the district to service its outstanding debt. Prior to 2010, the Agency would periodically remove parcels from the district thus allowing taxes to be received by the overlapping jurisdictions rather than being directed to the Agency. After 2010, a change in statutes allows the Agency to simply certify to less than the maximum available with the difference being released to other taxing entities. The following tables summarize past parcel removal.

Assessed Value Reductions

Year 2000 Plan District				
Fiscal Year Ended	Acreage Removed	Key Properties	Assessed Value When Reduced	Estimated Assessed Value for FY 2015
6/30/05	61.8	Mentor Graphics	\$30 million	\$56 million
6/30/06	27.5	Sysco Foods	\$15.7 million	\$20 million
6/30/07				
6/30/08				
6/30/09	17.7	Residential	\$10.2 million	\$11 million
6/30/10	29	Fred Meyer area	\$8.2 million	\$9 million

Source: Clackamas County Assessment and Taxation for historic information

Beginning in fiscal year 2010-11 the Agency began certifying to less than the maximum tax increment available. Through a combination of permanent removal of taxable properties and certifying to a lesser amount a substantial sum of taxes have been redirected to overlapping jurisdictions.

Urban Renewal Agency Overview

Assessed Values and Taxes Collected

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 historically declined as Council and the URA Board remove parcels from the district, but now the District certifies to less, thereby underlevying. The District collects adequate tax increment to service the current outstanding debt.

Fiscal Year Ended	Year 2000 Plan District		West Side District	
	Division of Tax Levied	Net Taxes Collected	Division of Tax Levied	Net Taxes Collected
6/30/11	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	4,058,533	3,106,624	2,925,072
6/30/14	4,240,000	4,000,000	3,491,517	3,304,309
6/30/15	4,240,000	4,000,000	4,328,795	4,069,068
6/30/16 est	4,240,000	4,000,000	4,651,558	4,372,465

Source: City of Wilsonville financial records and Clackamas County Assessment and Taxation reports.

Urban Renewal Tax Rates

Beginning in fiscal year ending 2003, property tax bills began displaying the incremental property tax diverted to the Urban Renewal Agency. 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 independent, permanent tax rates. The dollar amount 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.

Each taxing jurisdiction has a tax rate that is applied to a parcel’s assessed value to determine the amount of property taxes owed by that parcel. The County Assessor lowers these other taxing jurisdiction’s tax rates based upon the Urban Renewal District’s incremental assessed value and the taxing jurisdiction’s overall assessed value, and mathematically derives a tax rate to be applied to each parcel for Urban Renewal.

One example of one tax code, displayed to the right, illustrates how the overlapping taxing jurisdictions tax rates are lowered, allowing for a derived tax rate for urban renewal to be applied. Tax rates are applied per \$1,000 of Assessed Value. The “Tax Code Rate” is what a taxpayer would see when reviewing the rates as applied to their property. The “District Rate” shows the authorized tax rates prior to applying urban renewal.

District	Tax Code	
	Rate 003-027	District Tax Rate
Clack comm coll	0.4317	0.5582
ESD	0.2881	0.3687
W Linn SD	3.6143	4.8684
W Linn LOL	1.5000	1.5000
Total, Education	5.8341	7.2953
City Wilsonville	2.0126	2.5206
Clack co city	1.8692	2.4042
Co 4-H	0.0389	0.0500
Co. Library	0.3079	0.3974
Co PS LOL	0.2480	0.2480
Co Soil Conserv	0.0389	0.0500
FD64 TVFR	1.2179	1.5252
FD64 TVFR LOL	0.2500	0.2500
Port PDX	0.0559	0.0701
Srv2 Metro	0.0768	0.0966
Srv2 Metro LOL	0.0960	0.0960
Urb Ren Co	0.0073	
UR Wilsonv	3.3719	
Vector Control	0.0051	0.0065
Vector Con LOL	0.0250	0.0250
Total, General Govt	9.6214	7.7396
City of Wils. Bond	0.1211	0.1516
Clack Comm Coll Bond	0.1159	0.1497
TVFR Bond	0.1159	0.1159
W Linn SD Bond	0.9743	2.8861
W Linn Bnd 2002	1.5737	
Metro Bond	0.0704	0.2659
Metro Bond 2006	0.1773	
Total, Bonds	3.1486	3.5692
Grand Total, Tax Rate	18.6041	18.6041

Urban Renewal Agency Overview

TIF Zone Urban Renewal District Sites

On March 12, 2013, the citizens of Wilsonville voted in favor of creating up to six single-property Urban Renewal Districts to incentivize capital investment and job creation by manufacturers. These Urban Renewal Districts, which are referred to as Tax Increment Financing Zones (TIF Zones) may provide incentives to qualifying companies by rebating up to 75% of the property tax increment in each TIF Zone. This rebate will only occur for businesses that meet the TIF Zone program’s qualifying criteria. Unless a business applies for the program and meets the TIF Zone’s criteria, tax increment revenue for the TIF Zone will be under-levied and will continue to flow to all of the affected taxing districts. Once a TIF Zone is activated by a qualifying business, then the Agency will begin to collect tax increment revenue for that TIF Zone, of which 75% will be rebated to the qualifying business. Approximately 1% of the increment will be collected by the Wilsonville Urban Renewal Agency for administrative costs, and the remaining increment (approximately 24%) will be under-levied and shared by the overlapping taxing districts. By 2014, three of the TIF Zones had been leased or purchased by businesses who would not benefit from the TIF Zone program within the program’s time frame. Consequently, the City Council eliminated these three TIF Zones in the fall of 2014, leaving the three remaining TIF Zones.

TIF Zone Urban Renewal District Sites



1 26755 SW 95th Ave URD



2 27255 SW 95th Ave URD



3 26440 SW Parkway Ave URD

Urban Renewal - Year 2000 Plan

Year 2000 Plan

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 \$65 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, construction of City Hall, land acquisition for an affordable senior housing project, and construction of Canyon Creek Road.

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 Road and within the Old Town area. The City's Urban Renewal Strategic Plan, adopted in 2014, calls for the closure of this district around the year 2020.

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 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Assessed Valuation in District	\$ 387,727,579	\$ 396,154,818	\$ 408,039,463	\$ 421,758,155	\$ 421,758,155	\$ 421,758,155
Frozen Tax Base	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)	(44,087,806)
Incremental Value	343,639,773	352,067,012	363,951,657	377,670,349	377,670,349	377,670,349
Incremental Value Certified¹	303,000,000	303,000,000	303,000,000	303,000,000	303,000,000	303,000,000
Change in Incremental Value	(9,050,675)	8,427,239	11,884,645	11,000,107	11,000,107	11,000,107
Percent change in						
Incremental Value	-2.6%	2.5%	3.4%	3.0%	3.0%	3.0%
Property Tax						
Division of Taxes ² :						
Before discounts	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000	\$ 4,240,000
Estimate after discounts	\$ 4,058,533	\$ 4,100,494	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000

Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

¹ Fixed to yield necessary tax increment revenue to service outstanding debt.

² Beginning FY 2010-11 the Agency will certify to a maximum of \$4.240 million tax receipts.

The special levy has not been assessed since 2002-03. As a result of a substantial plan amendment in 2007, the special levy cannot be assessed in the future.

Statement of Purpose

The Debt Service Fund accounts for the collection of tax increment (property tax) revenues and the payment of principal and interest on outstanding debt. Taxes are collected by the County Assessor and remitted to the Agency shortly after collection.

Program Objectives

1. Timely payment of principal and interest on outstanding debt
2. Compliance with all debt covenants
3. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

Year 2000 Plan History of Debt Issuance and Maximum Indebtedness

The district has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project and related administration costs. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

Date	Issue Amount	Key Projects
Maximum Indebtedness		
Adopted April 1998	\$ 53,851,923	
Increased September 2007	<u>38,835,500</u>	
Total Maximum Indebtedness	<u>92,687,423</u>	
Debt Issued		
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, Canyon Creek So Road
June 2014	2,000,000	Canyon Creek So to Town Center Loop East
Total debt issued through March 2014	77,385,000	
Anticipated May 2015	2,000,000	Canyon Crk So to Town Center Loop East
Anticipated FY 2015-16	<u>2,000,000</u>	Canyon Crk So to Town Center Loop East
Balance Available, July 1, 2016 (Maximum Indebtedness less Total Debt Issued)	<u>\$ 11,302,423</u>	

Issue amount excludes refinancing activity

Debt Service Fund						
	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES:						
Tax increment revenues						
Current year	\$ 4,058,533	\$ 4,100,494	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Prior year	130,386	90,452	120,000	120,000	120,000	120,000
Total	<u>4,188,919</u>	<u>4,190,946</u>	<u>4,120,000</u>	<u>4,120,000</u>	<u>4,120,000</u>	<u>4,120,000</u>
Miscellaneous:						
Investment income	45,639	38,170	35,900	20,000	20,000	20,000
Beginning fund balance	<u>7,125,844</u>	<u>4,785,864</u>	<u>3,362,364</u>	<u>3,714,845</u>	<u>3,714,845</u>	<u>3,714,845</u>
TOTAL RESOURCES	<u>\$ 11,360,402</u>	<u>\$ 9,014,980</u>	<u>\$ 7,518,264</u>	<u>\$ 7,854,845</u>	<u>\$ 7,854,845</u>	<u>\$ 7,854,845</u>
REQUIREMENTS:						
Debt service						
Principal	\$ 2,543,000	\$ 2,647,000	\$ 1,535,000	\$ 330,000	\$ 330,000	\$ 330,000
Short term debt	3,500,000	2,500,000	3,000,000	2,000,000	2,000,000	2,000,000
Interest	531,538	426,935	341,700	276,963	276,963	276,963
Total	<u>6,574,538</u>	<u>5,573,935</u>	<u>4,876,700</u>	<u>2,606,963</u>	<u>2,606,963</u>	<u>2,606,963</u>
Ending fund balance:						
Restricted (Unapprop FB)	2,603,025	1,603,205	1,603,205	2,700,000	2,700,000	2,700,000
Assigned (Contingency)	2,182,839	1,837,840	1,038,359	2,547,882	2,547,882	2,547,882
TOTAL REQUIREMENTS	<u>\$ 11,360,402</u>	<u>\$ 9,014,980</u>	<u>\$ 7,518,264</u>	<u>\$ 7,854,845</u>	<u>\$ 7,854,845</u>	<u>\$ 7,854,845</u>

Statement of Funding 2015-16

From 2005 to 2009, the Agency Board has directed staff to periodically remove assessed value from the district such that property taxes generate approximately \$4 million per year, the amount necessary to service the outstanding debt.

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. As of January 2010, the Agency began achieving 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.

Two small short-term issuances are planned, one in June 2015 and the other early in FY 2015-16. Proceeds will be used to pay for budgeted capital project and district activities. Sufficient resources exist in the debt service fund to repay these anticipated debt issuances.

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 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
2015-16	315,000	276,463	591,463
2016-17	330,000	263,075	593,075
2017-18	345,000	249,050	594,050
2018-19	360,000	234,388	594,388
2019-2024	2,025,000	930,541	2,955,541
2024-2025	3,130,000	133,025	3,263,025
	<u>\$ 6,505,000</u>	<u>\$ 2,086,542</u>	<u>\$ 8,591,542</u>

Statement of Purpose

The district aims to eliminate blight in areas within its boundaries and attract aesthetically pleasing, job producing private investments. As a result, this development will improve and stabilize property values and protect the area’s residential livability and environmental values.

Program Objectives

1. Construct playground and grading improvements at Murase Plaza
2. Construct Old Town Street and Streetscape Improvements
3. Construct the Old Town Escape Street Project
4. Town Center redevelopment concept planning
5. Pursue district closure in 2020

Urban Renewal – Year 2000 Plan Capital Projects Fund

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES:						
Investment income	\$ 14,395	\$ 8,745	\$ 17,300	\$ 7,200	\$ 7,200	\$ 7,200
Other Revenue	61,737	-	-	-	-	-
Debt proceeds	3,500,000	2,500,000	3,000,000	2,000,000	2,000,000	2,000,000
Beginning fund balance	3,920,464	2,308,920	3,280,084	1,425,975	1,425,975	1,425,975
TOTAL RESOURCES	\$ 7,496,596	\$ 4,817,665	\$ 6,297,384	\$ 3,433,175	\$ 3,433,175	\$ 3,433,175
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 527,559	\$ 588,513	\$ 514,733	\$ 587,649	\$ 587,649	\$ 587,649
Utility services	912	1,006	1,040	1,090	1,090	1,090
Repairs and maintenance	1,004	-	-	-	-	-
Emp dev, train, travel	3,212	3,369	2,366	2,390	2,390	2,390
Fees, dues, advertising	2,319	1,509	1,928	1,947	1,947	1,947
Misc. supplies & services	1,000,417	131	758	714	714	714
Total Materials & Services	1,535,423	594,528	520,825	593,790	593,790	593,790
Capital Projects						
#2082 Sewer Plant Upgrade	2,000,000	-	-	-	-	-
#3004 Town Center Concept Planning	-	-	-	94,650	94,650	94,650
#4002 WV Interchange Turn Lanes	1,227,427	172,651	-	-	-	-
#4152 I-5 Interchange Art Amenities	43,406	-	-	-	-	-
#4181 Canyon Creek Road South EV Protection	49,565	96,217	-	-	-	-
#4184 Canyon Creek Rd So Boeckman to Vlahos	-	380,842	4,500,000	175,000	175,000	175,000
#4193 Frog Pond Purchase	-	-	-	-	-	-
#4197 Old Town Escape - Kinsman	-	-	-	200,000	200,000	200,000
#4702 Boeckman Valley Bike/Ped Improvement	331,855	-	-	-	-	-
#9130 Murase Playground Retrofit	-	-	210,000	-	-	-
#9131 Murase Mound Re-grade	-	-	210,000	-	-	-
Total Capital Projects	3,652,253	649,710	4,920,000	469,650	469,650	469,650
Expenditure Subtotal	5,187,676	1,244,238	5,440,825	1,063,440	1,063,440	1,063,440
Ending fund balance:						
Assigned (contingency)	2,308,920	3,573,427	856,559	2,369,735	2,369,735	2,369,735
TOTAL REQUIREMENTS	\$ 7,496,596	\$ 4,817,665	\$ 6,297,384	\$ 3,433,175	\$ 3,433,175	\$ 3,433,175

History of Year 2000 Plan Urban Renewal Projects

	Years Prior	Estimate 2014-15	Adopted 2015-16
Road Projects:			
Wilsonville Road Related	\$ 24,838,019	\$ 62,000	\$ -
Boones Ferry Road	732,272	-	-
Memorial Drive Construction	1,204,743	-	-
Canyon Creek - Boeckman to Town Ctr Lp	337,304	3,179,366	192,500
Old Town Escape - Kinsman	-	-	300,000
Other Street Construction Projects	2,138,670	-	-
Boeckman Bike/Ped Improvements	370,798	-	-
Streetscape, Signals, Crossings	881,995	-	-
Planning Projects:			
Town Center Concept Planning	-	-	144,650
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/Frog Pond Property Acquisition	1,517,263	81,544	-
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	420,000	-
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	<u>\$ 65,554,784</u>	<u>\$ 3,742,910</u>	<u>\$ 637,150</u>

Project Title	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20
Canyon Creek Rd South	\$ 192,500	\$ 26,250	\$ -	\$ -	\$ -
Old Town Streets and Streetscape	-	-	-	-	1,872,546
Old Town Escape - Kinsman	300,000	650,000	3,200,000	3,200,000	-
Town Center Concept Planning	144,650	144,650	-	-	-
Total Year 2000 5-Year Plan	<u>\$ 637,150</u>	<u>\$ 820,900</u>	<u>\$ 3,200,000</u>	<u>\$ 3,200,000</u>	<u>\$ 1,872,546</u>

Statement of Purpose

Beginning in 2001-02 the Urban Renewal Agency began recording program income in a new fund called the Program Income Fund. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of prior activity and can include items such as reimbursements, loan repayments, rental income and land sales. The predominant source of program income has been reimbursements from the Street System Development Charges Fund and a sale and rental of property.

Program Objectives

Program income can be used for any urban renewal eligible purpose. These funds are typically used for improvements to properties owned by the Agency, capital projects within the district boundary, and property acquisition. The ending fund balance is intended to be used to partner in Town Center redevelopment projects.

Program Income Fund

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES:						
Investment income	\$ 13,867	\$ 11,125	\$ 21,000	\$ 15,000	\$ 15,000	\$ 15,000
Other Revenue	121,877	92,020	92,700	94,400	94,400	94,400
Beginning fund balance	2,674,664	2,808,285	1,598,105	1,464,908	1,464,908	1,464,908
TOTAL RESOURCES	\$ 2,810,408	\$ 2,911,430	\$ 1,711,805	\$ 1,574,308	\$ 1,574,308	\$ 1,574,308
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 2,123	\$ 164,977	\$ -	\$ -	\$ -	\$ -
Repairs and maintenance	-	-	40,300	50,100	50,100	50,100
Expenditure Subtotal	2,123	164,977	40,300	50,100	50,100	50,100
Transfers to other funds						
Transfers Out - West Side Capital	-	1,082,745	-	-	-	-
Ending fund balance:						
Assigned (contingency)	2,808,285	1,663,708	1,671,505	1,524,208	1,524,208	1,524,208
TOTAL REQUIREMENTS	\$ 2,810,408	\$ 2,911,430	\$ 1,711,805	\$ 1,574,308	\$ 1,574,308	\$ 1,574,308

Statement of Funding 2015-16

Repairs and maintenance are to the Wesleyan Church property structures purchased several years ago.

Urban Renewal - West Side Plan

West Side

This district was adopted on November 3, 2003. Initial activity was 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. The City's Urban Renewal Strategic Plan, adopted in 2014, calls for a substantial amendment to the West Side Plan in FY2015-16 to increase maximum indebtedness to allow for the completion of Plan projects. 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 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
Assessed Valuation in District	\$ 235,387,494	\$ 264,441,504	\$ 290,194,749	\$ 344,100,804	\$ 344,100,804	\$ 344,100,804
Frozen Tax Base	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)	(16,526,288)
Incremental Value	218,861,206	247,915,216	273,668,461	327,574,516	327,574,516	327,574,516
Change in Incremental Value	51,560,801	29,054,010	25,753,245	31,281,891	31,281,891	31,281,891
Percent change in						
Incremental Value	30.8%	13.3%	10.4%	10.6%	10.6%	10.6%
Property Tax						
Division of Taxes:						
Before discounts ¹	3,108,223	3,491,520	3,836,120	4,651,558	4,651,558	4,651,558
Estimate after discounts	\$ 2,925,072	\$ 3,304,309	\$ 3,600,100	4,372,466	\$ 4,372,466	\$ 4,372,466

¹Discounts 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 will need to increase maximum indebtedness for the West Side district in FY 15-16 in order to complete planned projects.

Date	Issue Amount	Key Projects
<u>Maximum Indebtedness</u>		
Adopted October 2003	\$ 40,000,000	
<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	Villebois parks and fire sprinklers
June 2014	2,000,000	Barber Street extension, Villebois Parks
Total debt issued through June 2014	34,000,000	
Anticipated May, 2015	1,000,000	Barber Street extension, Villebois parks
Anticipated FY 2015-16	5,000,000	Barber Street extension, Villebois parks, Tooze Road
Balance Available, July 1, 2016 (Maximum Indebtedness less Total Debt Issued)	\$ -	

Debt Service Fund

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES:						
Tax increment revenues						
Current year	\$ 2,925,072	\$ 3,304,309	\$ 3,600,100	\$ 4,372,466	\$ 4,372,466	\$ 4,372,466
Prior year	67,538	56,879	80,000	80,000	80,000	80,000
Total	2,992,610	3,361,188	3,680,100	4,452,466	4,452,466	4,452,466
Miscellaneous:						
Investment income	31,373	28,624	23,550	21,000	21,000	21,000
Refunding bond proceeds	7,000,000	-	-	-	-	-
Total	7,031,373	28,624	23,550	21,000	21,000	21,000
Beginning fund balance	5,220,896	4,381,847	2,897,847	4,529,324	4,529,324	4,529,324
TOTAL RESOURCES	\$ 15,244,879	\$ 7,771,659	\$ 6,601,497	\$ 9,002,790	\$ 9,002,790	\$ 9,002,790
REQUIREMENTS:						
Debt service						
Principal	\$ 820,000	\$ 1,070,000	\$ 1,415,000	\$ 1,439,873	\$ 1,439,873	\$ 1,439,873
Interest	1,043,032	1,139,280	1,275,523	1,143,548	1,143,548	1,143,548
Short term debt	9,000,000	2,000,000	1,000,000	2,000,000	2,000,000	2,000,000
Total	10,863,032	4,209,280	3,690,523	4,583,421	4,583,421	4,583,421
Ending fund balance						
Restricted (Unapprop FB)	1,724,165	2,221,248	2,600,000	2,583,421	2,583,421	2,583,421
Assigned (Contingency)	2,657,682	1,341,131	310,974	1,835,948	1,835,948	1,835,948
TOTAL REQUIREMENTS	\$ 15,244,879	\$ 7,771,659	\$ 6,601,497	\$ 9,002,790	\$ 9,002,790	\$ 9,002,790

Statement of Funding 2015-16

To fund district capital projects the Agency anticipates issuing \$1 million in FY 2014-15 and another \$5 million in FY 2015-16. After these, no more debt can be issued until steps are taken to increase the maximum debt limit. A substantial amendment to increase the maximum debt limit will be initiated in FY 15-16.

Long-term Debt

The West Side Plan has four issues outstanding with Bank of America at the beginning of Fiscal Year 2015-16. Each of the issuances is amortized over 20 years, but each has a balloon payment due as indicated in the table below.

Date issued	Amount	Interest rate	Date of balloon payment	Amount of balloon payment
February, 2009	\$10,000,000	4.90%	1-Dec-23	\$3,855,000
June, 2011	\$5,000,000	4.40%	1-Jun-26	\$1,970,000
June, 2012	\$8,000,000	3.40%	1-Jun-27	\$2,975,000
June, 2013	\$7,000,000	3.50%	1-Jun-28	\$2,630,000

These bonds are paid solely from tax increment revenues, and are considered senior lien debt. At the time the Urban Renewal Agency issued these bonds, and also for additional bond issues that may happen in the future, the Agency pledges that either: a) the tax increment revenues for the preceding twelve months were greater than or equal to 125% of the average annual debt service, including any proposed bonds; or b) an independent expert certifies that the tax increment revenues will be greater than or equal to 135% of the average annual debt service for all outstanding bonds, including any proposed bonds, the year any new bonds are proposed, and for the subsequent five years.

Additionally, the West Side Plan is required to set aside a debt service cash reserve equal to 10% of the proceeds of each issuance, and is restricted to be used only in the event that the tax increment revenues are not sufficient to meet the debt service obligations in any given year.

The debt service cash reserve is displayed in the table below:

Issuance	Amount	Debt Service Cash Reserve
February, 2009	\$10,000,000	\$1,000,000
June, 2011	\$5,000,000	\$500,000
June, 2012	\$8,000,000	\$800,000
June, 2013	\$7,000,000	\$700,000
TOTAL		\$3,000,000

From time to time, the West Side Plan will borrow from the City’s General Fund on an overnight basis. These borrowings are considered subordinate debt and do not factor into the requirements above.

The tables on the following page display the remaining principal and interest for each bond issue.

debt service

Urban Renewal - West Side Plan

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 debt service cash reserve, and projected annual tax increment revenue going forward that is 135% of the average principal and interest debt service payments. 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
2015-16	415,000	371,298	786,298
2016-17	435,000	350,473	785,473
2017-18	455,000	328,668	783,668
2018-19	475,000	305,883	780,883
2019-2024	6,005,000	1,066,853	7,071,853
Total	\$ 7,785,000	\$ 2,423,175	\$ 10,208,175

West Side Plan Debt
2011 Issue - Bank of America

FY	Principal	Interest	Total
2015-16	190,000	189,420	379,420
2016-17	200,000	181,060	381,060
2017-18	210,000	172,260	382,260
2018-19	220,000	163,020	383,020
2019-2024	1,235,000	663,080	1,898,080
2024-2026	2,250,000	185,680	2,435,680
Total	\$ 4,305,000	\$ 1,554,520	\$ 5,859,520

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 debt service cash reserve, and projected annual tax increment revenue going forward that is 135% of the average principal and interest debt service payments. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

In June 2012, the Agency converted a short-term, interest only line of credit to long-term debt. The issue, in the amount of \$8,000,000, carries an interest rate of 3.40%. The final maturity will be June 2027. Debt Service is amortized over 25 years with a balloon payment due June 1, 2027 of \$2,975,000. Security of this debt is a \$800,000 debt service cash reserve, and projected annual tax increment revenue going forward that is 135% of the average principal and interest debt service payments. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

West Side Plan Debt
2012 Issue Bank of America

FY	Principal	Interest	Total
2015-16	320,000	234,630	554,630
2016-17	330,000	224,070	554,070
2017-18	340,000	213,180	553,180
2018-19	350,000	201,960	551,960
2019-2024	1,930,000	828,795	2,758,795
2024-2027	3,840,000	337,590	4,177,590
Total	\$ 7,110,000	\$ 2,040,225	\$ 9,150,225

Short-term Debt

To fund district activities, \$1 million of short-term debt is expected to be issued late in FY 2014-15. The budget includes another \$2 million of short-term debt to be issued during FY 2015-16, and the possibility of issuing \$3 million of long-term debt.

In June 2013, the Agency converted a short-term, interest only line of credit to long-term debt. The issue, in the amount of \$7 million, carries an interest rate of 3.499%. The final maturity will be June 2028. Debt Service is amortized over 25 years with a balloon payment due June 1, 2028 of \$2,630,000. Security of this debt is a \$700,000 cash reserve, and projected annual tax increment revenue going forward that is 135% of the average principal and interest debt service payments. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

West Side Plan Debt			
2013 Issue Bank of America			
FY	Principal	Interest	Total
2015-16	265,000	228,200	493,200
2016-17	275,000	218,925	493,925
2017-18	285,000	209,300	494,300
2018-19	295,000	199,325	494,325
2019-2024	1,640,000	834,225	2,474,225
2024-2028	3,760,000	448,175	4,208,175
Total	\$ 6,520,000	\$ 2,138,150	\$ 8,658,150

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 per the terms of Development Agreements
3. Construct the extension of Barber Street in 2015-16
4. Increase maximum indebtedness and complete plan projects as recommended in the City’s Urban Renewal Strategy

History of West Side Urban Renewal Projects

	Years Prior	Estimate 2014-15	Adopted 2015-16
Road Projects:			
Boeckman Road Extension	\$ 13,043,919	\$ -	\$ -
Boeckman Road Geotech	390,970	-	-
Barber Street	6,153,057	1,185,228	1,534,135
Park Projects:			
Villebois Park Promenade	-	-	-
Villebois Park Piccadilly	-	228,819	-
Villebois Park Piazza	671,881	-	-
Villebois Park Montague	-	-	711,000
Villebois Park Edelweiss	-	-	245,594
Local Schools:			
School Site Acquisition, #1	4,152,235	-	-
School Site Acquisition, #2	3,437,972	-	-
Total	\$ 27,850,034	\$ 1,414,047	\$ 2,490,729

Project Title	FY2015-16	FY2016-17	FY2017-18	FY2018-19	FY2019-20
Barber Street Extension	\$ 1,534,135	\$ -	\$ -	\$ -	\$ -
Tooze Rd Improvements	-	2,677,524	-	-	-
Brown Rd - WV Rd to Barber	-	-	2,163,905	2,088,995	-
Edelweiss Park	245,594	-	-	-	-
Villebois Park Improvements-Montague	711,000	-	-	-	-
Total Westside Urban Renewal 5-Year Plan	\$ 2,490,729	\$ 2,677,524	\$ 2,163,905	\$ 2,088,995	\$ -

Urban Renewal – West Side Plan Capital Projects Fund

	Actual 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES:						
Intergovernmental	\$ 24,234	\$ -	\$ -	\$ -	\$ -	\$ -
Investment income	1,186	1,479	3,100	8,500	8,500	8,500
Debt proceeds	2,000,000	2,000,000	6,000,000	5,000,000	5,000,000	5,000,000
Beginning fund balance	500,568	414,906	1,310,913	29,640	29,640	29,640
TOTAL RESOURCES	\$ 2,525,988	\$ 2,416,385	\$ 7,314,013	\$ 5,038,140	\$ 5,038,140	\$ 5,038,140
REQUIREMENTS:						
Materials & Services						
Prof and technical services	\$ 346,873	\$ 486,378	\$ 508,060	\$ 501,954	\$ 501,954	\$ 501,954
Utility services	259	118	202	204	204	204
Repairs and maintenance	2,585	2,766	-	-	-	-
Emp dev, train, travel	-	2,560	2,366	2,390	2,390	2,390
Fees, dues, advertising	2,620	1,226	2,433	2,487	2,487	2,487
Water system development charges	1,086,864	665,670	448,250	900,000	900,000	900,000
Total Materials & Services	1,439,201	1,158,718	961,311	1,407,035	1,407,035	1,407,035
Capital Projects						
#4116 Barber Street Extension	-	-	2,145,800	1,489,451	1,489,451	1,489,451
#9107 Villebois Park Piccadilly	-	-	209,926	-	-	-
#9129 Villebois Park Piazza	671,881	-	-	-	-	-
#9145 Villebois Park Imp - Montague	-	-	1,000,000	711,000	711,000	711,000
#9154 Villebois Park Imp - Edelwiess Park	-	-	-	223,267	223,267	223,267
Total Capital Projects	671,881	-	3,355,726	2,423,718	2,423,718	2,423,718
Expenditure Subtotal	2,111,082	1,158,718	4,317,037	3,830,753	3,830,753	3,830,753
Ending fund balance:						
Assigned (contingency)	414,906	1,257,667	2,996,976	1,207,387	1,207,387	1,207,387
TOTAL REQUIREMENTS	\$ 2,525,988	\$ 2,416,385	\$ 7,314,013	\$ 5,038,140	\$ 5,038,140	\$ 5,038,140

Urban Renewal Summary

Summary of Urban Renewal by Fund Adopted 2015-16

	Year 2000 Plan			West Side		Grand Total
	Debt	Capital Projects	Program Income	Debt	Capital Projects	
RESOURCES:						
Tax increment	\$ 4,120,000	\$ -	\$ -	\$ 4,452,466	\$ -	\$ 8,572,466
Investment income	20,000	7,200	15,000	21,000	8,500	71,700
Other revenue	-	-	94,400	-	-	94,400
Bonds	-	2,000,000	-	-	5,000,000	7,000,000
Beginning fund balance	3,714,845	1,425,975	1,464,908	4,529,324	29,640	11,164,692
Total resources	<u>\$ 7,854,845</u>	<u>\$ 3,433,175</u>	<u>\$ 1,574,308</u>	<u>\$ 9,002,790</u>	<u>\$ 5,038,140</u>	<u>\$ 26,903,258</u>
REQUIREMENTS:						
Materials & services	\$ -	\$ 593,790	\$ 50,100	\$ -	\$ 1,407,035	\$ 2,050,925
Capital outlay	-	469,650	-	-	2,423,718	2,893,368
Debt service	2,606,963	-	-	4,583,421	-	7,190,384
Ending fund balance:	-	-	-	-	-	-
Restricted (Unapprop FB)	2,700,000	-	-	2,583,421	-	5,283,421
Assigned (Contingency)	2,547,882	2,369,735	1,524,208	1,835,948	1,207,387	9,485,160
Total requirements	<u>\$ 7,854,845</u>	<u>\$ 3,433,175</u>	<u>\$ 1,574,308</u>	<u>\$ 9,002,790</u>	<u>\$ 5,038,140</u>	<u>\$ 26,903,258</u>

Summary of Debt Outstanding by District

	Original Issue	Year 2000 Plan	West Side	Grand Total
		July 1 2015 Balance	July 1 2015 Balance	
Series 2009 Note Payable	\$ 10,000,000	\$ -	\$ 7,785,000	\$ 7,785,000
Series 2010 Note Payable	8,000,000	6,505,000	-	6,505,000
Series 2011 Note Payable	5,000,000	-	4,305,000	4,305,000
Series 2012 Note Payable	8,000,000	-	7,110,000	7,110,000
Series 2013 Note Payable	7,000,000	-	6,520,000	6,520,000
Total outstanding debt	<u>\$ 38,000,000</u>	<u>\$ 6,505,000</u>	<u>\$ 25,720,000</u>	<u>\$ 32,225,000</u>

Urban Renewal Summary

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 2012-13	Actual 2013-14	Budget 2014-15	Proposed 2015-16	Approved 2015-16	Adopted 2015-16
RESOURCES:						
Tax increment	\$ 7,181,529	\$ 7,552,134	\$ 7,800,100	\$ 8,572,466	\$ 8,572,466	\$ 8,572,466
Investment income	106,460	88,143	100,850	71,700	71,700	71,700
Intergovernmental	24,234	-	-	-	-	-
Other revenue	183,614	92,020	92,700	94,400	94,400	94,400
Bonds	12,500,000	4,500,000	9,000,000	7,000,000	7,000,000	7,000,000
Beginning fund balance	19,442,436	14,699,822	12,449,313	11,164,692	11,164,692	11,164,692
Total resources	\$ 39,438,273	\$ 26,932,119	\$ 29,442,963	\$ 26,903,258	\$ 26,903,258	\$ 26,903,258
REQUIREMENTS:						
Materials & services	\$ 2,976,747	\$ 1,918,223	\$ 1,522,436	\$ 2,050,925	\$ 2,050,925	\$ 2,050,925
Capital outlay	4,324,134	649,710	8,275,726	2,893,368	2,893,368	2,893,368
Debt service	17,437,570	9,783,215	8,567,223	7,190,384	7,190,384	7,190,384
Transfers out	-	1,082,745	-	-	-	-
Ending fund balance:						
Restricted (bond covenants)	4,327,190	3,824,453	4,203,205	5,283,421	5,283,421	5,283,421
Restricted (future debt svc)	4,840,521	3,178,971	1,349,333	4,383,830	4,383,830	4,383,830
Assigned (contingency)	5,532,111	6,494,802	5,525,040	5,101,330	5,101,330	5,101,330
Total appropriations	\$ 39,438,273	\$ 26,932,119	\$ 29,442,963	\$ 26,903,258	\$ 26,903,258	\$ 26,903,258

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 32.

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	Charlotte Lehan, Councilor
Susie Stevens, Councilor	

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	Alan Steiger
Julie Fitzgerald	Lonnie Gieber
Charlotte Lehan	Tony Holt
Susie Stevens	Andrew Karr
Scott Starr	Wendy Veliz

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

Kristin Akervall, Vice Chair

James Frinell

Ron Heberlein

Lenka Keith

Julie Fitzgerald, Council Liaison

Panel B

Aaron Woods, Chair

Dianne Knight, Vice Chair

Cheryl Dorman

Richard Martens

Shawn O'Neil

Julie Fitzgerald, 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:

Elaine Marie Swyt, Chair

Steve Benson

David Davis

Ken Rice

Katharine Johnson, Vice Chair

Mary Closson

Adam Rahmlow

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:

Reggie Gaines, Chair	Fiona Graham, Youth Representative
Caroline Berry, Vice Chair	Alan Steiger
Megan Ann Chuinard	Susie Stevens, Council Liaison

Planning Commission

The Wilsonville Planning Commission meets AT 6 PM on the second Wednesday of each month at 29799 SW Town Center Loop E. The Commission consists of a chair, vice-chair, and five other members, all of whom serve a regular term of four years. It is the responsibility of the Commission to make recommendations to the City Council on all legislative land-use matters as well as policy considerations relating to planning and development within the City. This could include plans for the regulation of future growth and development in Wilsonville, plans for the promotion of the industrial, commercial and economic needs of the community and the study of measures that might promote the public health, safety and welfare of the City.

Planning Commission members are:

Marta McGuire, Chair	Gerald Greenfield, Vice Chair
Peter Hurley	Al Levit
Phyllis Millan	Eric Postma
Simon Springall	Charlotte Lehan, Council Liaison

WILSONVILLE

POWERED
BY PURPOSE



Five-Year Financial Forecast

2015 through 2020

Presented to the Budget Committee February 12, 2015

Table of Contents

Overview	290
Common Assumptions	291
Funds Presented	292
General Fund	293
Community Development Fund	308
Building Fund	312
Transit Fund	314
Water Operating Fund	320
Sewer Operating Fund	323
Stormwater Fund	326
Street Lighting Fund	329
Road Operating (Gas Tax) Fund	331

Overview

The goal of this Five-Year Financial Forecast is to assess the City's ability over the next five years to continue to effectively provide services to the residents at current levels based on projected growth, to meet goals set by Council, and to preserve the City's long-term fiscal health. The forecast serves as a tool to identify financial trends, potential shortfalls, and arising issues so the City can proactively address them.

It is important to stress that this forecast is not a budget. The forecast provides an overview of the City's fiscal health based on various assumptions over the next five years and provide the City Council, Budget Committee, management and the citizens of Wilsonville with a financial outlook beyond the annual budget cycle. The five-year forecast is intended to serve as a planning tool to bring a long-term perspective to the budget process. Responsible financial stewardship is imperative to provide for the current and future needs of the community. Forecasting is a useful method to help make informed financial decisions that will ensure the City's future vitality and economic stability.

The Government Finance Officers Association (GFOA) recognized the importance of combining the forecasting of revenues and expenditures into a single financial forecast. The GFOA also recommends that a government should have a financial planning process that assesses long-term financial implications of current and proposed policies, programs, and assumptions in order to develop appropriate strategies to achieve its goals.

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 service demands by the public, the pace of development, inflation, personnel costs, and projected future events that will affect operations. A goal of forecasting is to neither be overly optimistic nor pessimistic when displaying revenues and expenditures.

While a forecast is designed to model the future, unforeseen circumstances and events do arise that affect the accuracy of the forecast. Examples of unpredictable items include such things as future interest rates, the price of gasoline, and technological changes that could impact the business community.

The base year of the forecast is the adopted budget for the fiscal year (FY) 2014-15. The adopted budget for FY 2014-15 is then adjusted for various known items that have occurred since the Council adopted the budget in June of 2014, and projections for 2014-15 are developed. The five-year forecast is then grounded by Council intent and levels of service as reflected in the adopted budget, adjusted for updates to revenues and expenses as FY 2014-15 unfolds.

The forecast for the City's Capital Improvement Plan (CIP) is based upon health and safety needs, infrastructure needs as expressed in the City's various master plans, and known major repair and replacements to the City's asset base. The need for capital improvements often exceed resources available, and therefore capital improvements are prioritized based upon a number of factors, including safety, asset preservation and economic development. If pressing capital improvements are not able to be funded from current operating resources, the City has in the past issued debt. However, this forecast only considers debt funding that has previously been discussed with the City Council. Therefore, certain areas of the future CIP may be displayed as not having adequate resources. This indicates that the City Council will deliberate in the future as to whether the CIP should be reduced, new revenue sources found, or debt issued in order to fulfill the forecasted CIP.

Common Assumptions

Population Growth

Wilsonville's population has grown at an average annual rate of 3% from fiscal year (FY) 2005-06 until FY 14-15. This forecast assumes that the population will grow at the same average annual rate of 3% over the next five years.

Revenues

In general, this forecast reviews the revenue sources to each fund individually. However, one common assumption for revenue is interest earnings. Interest rates remain at historic lows, currently averaging about one-half of one percent. This forecast assumes that interest rates gradually increase to one percent.

Expenditures

This five-year forecast aggregates all personnel services costs into one category. Key components of this category include wages, retirement, and health insurance. This forecast assumes the City continues its current wage and benefit package, and predicts it will grow for all funds approximately 3.3% each year. This growth assumption is for the current staffing levels with the current benefits package. In each fund's discussion, if additional personnel are forecasted, those estimations build on this base amount.

Annual inflation for materials and services is assumed to be 2% per year. Contracts for services, including operating contracts for Police, Water, and Sewer, are assumed to increase between 4% and 6% per year.

Funds Presented

General Fund

Community Development Fund

Building Fund

Transit Fund

Water Operating Fund

Sewer Operating Fund

Stormwater Fund

Street Lighting Fund

General Fund

Fund Description

The General Fund houses the City's property taxes and the major services the public associates with local government – police, parks and recreation, long-term planning, the library, and general management of the City Manager and the City Council. The General Fund also accounts for the revenue from the Hotel/Motel tax, franchise fees, intergovernmental revenue, court fines, and charges for services.

The General Fund revenues are largely driven by property taxes, which in turn are based on assessed values and new construction. A property's assessed value includes real property, and personal property and equipment. Under the State constitution, the assessed value for real property is limited to 3% growth. The residential sector is assessed using real property, while the commercial and industrial sectors may also include personal property and equipment.

The assessed value differs from a property's real market value. The real market value is an estimation of the price at which the property could most likely be sold. Taxes are levied at the lower of the assessed value or real market value. Therefore, property tax revenue is influenced by cycles in the housing market – especially on the downward side. As real market values fall below the assessed value, property tax revenue declines, because the taxes levied are based on the lower real market value. However, the upside is limited, because as real market values increase, property tax revenues are constrained by the State constitution's limit on assessed value growth of 3%. New construction is one aspect that can significantly increase property tax revenue above the assessed value limitations.

The General Fund expenditures are driven by the community's demand for service. The General Fund provides funding for the public provision of law enforcement, parks and recreation, the library, long-term planning, finance, information technology, and overall city management and oversight. As the City grows, the need for additional services grows, and the City Council considers adding personnel and associated expenditures to meet the demand for service.

Additionally, maintaining current service levels also causes the level of expenditures in the General Fund to increase. Over time, cost pressures such as inflationary increases to supplies, fuel, utilities, etc, cause General Fund expenditures to increase. Cost-of-living adjustments, merit increases, and benefit increases cause the cost of labor to increase over time.

The City engages in continual financial review and oversight to ensure that services provided are adequately funded. This five-year forecast provides a brief snapshot into the future to judge overall trends.

General Fund Revenues and Expenditures

Revenues

Property Taxes

Property tax revenue comprises approximately one-half of General Fund external resources, and affects just about every resident and business in the City. Therefore, property tax revenue receives the bulk of the discussion in this forecast.

Property taxes are based on assessed value. As mentioned above, the State constitution limits a property's assessed value growth to 3%. As new construction is placed on the tax rolls, property tax revenue to the City increases. Also, the assessed value of the commercial and industrial sectors may grow at more than 3% depending upon the value of personal property and equipment.

Risks to the property tax revenue include a declining housing market and the devaluing of a commercial or industrial site, due to a business closure, restructure or state re-valuation. As was seen in the Great Recession,

housing real market values can fall. If the real market value of a property falls below its assessed value, the taxes levied on the property fall, because the tax is levied on the lower of the two values. In the commercial and industrial sectors, if a business that has great value in personal property and equipment closes or restructures such that this personal property and equipment is no longer assessed, property tax revenue would decline.

The permanent tax rate for the City of Wilsonville is \$2.5206 per thousand of assessed value. This permanent rate cannot change. The City may choose to levy less than that amount, but it cannot levy more than that amount. If the City feels it needs additional property tax revenue to fund operations, the City has the option to ask voters to pass a local option levy. The City may place on the ballot any amount to be levied. However, local option levies are limited to five years, and if the City wishes for the property tax revenue generated to be continued beyond the five years, it must again ask voters to pass another five-year local option levy.

The City of Wilsonville makes use of the funding mechanism of tax increment financing for economic development, known as urban renewal. Urban renewal is a mechanism that freezes the assessed value in a designated geographical area at a point in time. As the assessed property value in the designated urban renewal area grows above that frozen base, the incremental revenue is distributed to the Urban Renewal Agency to pay for public infrastructure to encourage private development.

The City's General Fund receives its share of property tax revenue generated by the frozen assessed value. While the General Fund foregoes property tax revenue growth generated from within the boundary during the life of the urban renewal area, the community receives the benefit of infrastructure improvements constructed by the Urban Renewal Agency, economic growth, and higher property tax gain in the future when the urban renewal area closes. The theory is that the Urban Renewal Agency's investment in public infrastructure tips the balance and encourages private development that otherwise may not occur, or may occur far in the future, and therefore higher assessed value is generated than otherwise may have been the case. The General Fund foregoes the property tax revenue generated above the frozen base, for a time interval, in order to realize property tax revenue gain in the future.

Wilsonville currently has five urban renewal areas – the Year 2000 Plan and the Westside Plan, and three single-property urban renewal areas referred to as Tax Increment Finance Zones. When the Year 2000 Plan area was formed, its frozen assessed value base was \$44 million. The incremental assessed value above that frozen base in tax year 2014-15 is \$366.7 million, an increase over eight times the original amount*. When the Westside Plan area was formed, its frozen assessed value base was \$15 million, and its incremental assessed value above that frozen base is \$296.2 million in tax year 2014-15, an increase almost 20 times the original amount. (*The Year 2000 Plan uses the tax increment on the assessed value of \$303 million for its debt service needs. The rest [\$63.7 million in assessed value] reverts back to the overlapping taxing districts.) The three Tax Increment Finance Zones were established in 2014 to incentive private sector investment in specific properties.

This five-year forecast uses an algorithm to estimate property tax revenue in the future. Since the ultimate base of property tax revenue is assessed value, the City's assessed value is projected over time. This includes estimates for new construction, as well as the effects of urban renewal areas. The forecast is then adjusted downward to account for discounts and collection delinquency.

Table 1 below displays the history of Wilsonville's assessed value (AV), the incremental AV removed to account for urban renewal, the calculated taxes imposed, the actual taxes collected and the collection rate. Note that the City of Wilsonville is located both in Clackamas County and Washington County. The tax assessor in each county makes various adjustments to the calculated taxes to account for urban renewal amendments, rounding the numbers, etc.

Table 1

Wilsonville AV, Taxes Imposed & Realized, Collection Rate					
	2010-11	2011-12	2012-13	2013-14	2014-15
Clackamas C.					
Total AV on rolls	2,252,789,547	2,297,817,399	2,368,094,165	2,489,429,645	2,694,571,895
Less: URA	(457,601,080)	(467,247,689)	(548,804,789)	(550,822,196)	(599,176,337)
AV for Perm rate	1,795,188,467	1,830,569,710	1,819,289,376	1,938,607,449	2,095,395,558
Rate	\$2.5206	\$2.5206	\$2.5206	\$2.5206	\$2.5206
Calculated taxes	\$4,524,952	\$4,614,134	\$4,585,701	\$4,886,454	\$5,281,654
Adjustments (URA acres, rounding, etc)	\$115,344	\$117,071	\$139,354	\$135,469	\$141,437
Taxes imposed	\$4,640,296	\$4,731,205	\$4,725,055	\$5,021,923	\$5,423,091
Washington C.					
Total AV on rolls	249,989,047	252,936,902	264,753,698	268,559,603	277,825,621
Less: URA	(300,000)	0	0	0	0
AV for Perm rate	249,689,047	252,936,902	264,753,698	268,559,603	277,825,621
Rate	\$2.5206	\$2.5206	\$2.5206	\$2.5206	\$2.5206
Calculated taxes	\$629,366	\$637,553	\$667,338	\$676,931	\$700,287
Adjustments (URA acres, rounding, etc)	(\$115,195)	(\$116,756)	(\$139,075)	(\$135,166)	(\$141,135)
Taxes imposed	\$514,171	\$520,797	\$528,263	\$541,765	\$559,152
AV, both counties	2,044,877,514	2,083,506,612	2,084,043,074	2,207,167,052	2,373,221,179
Total Taxes Imposed, Both Counties	\$5,154,467	\$5,252,002	\$5,253,318	\$5,563,688	\$5,982,243
					Projected
Actual Property Tax Revenue	2010-11	2011-12	2012-13	2013-14	2014-15
Clack Co.	4,385,597	4,431,682	4,495,564	4,792,747	5,097,706
Wash Co.	492,635	498,293	502,944	517,663	525,603
Total	4,878,232	4,929,975	4,998,507	5,310,410	5,623,308
Collection Rate	94.64%	93.87%	95.15%	95.45%	94.00%

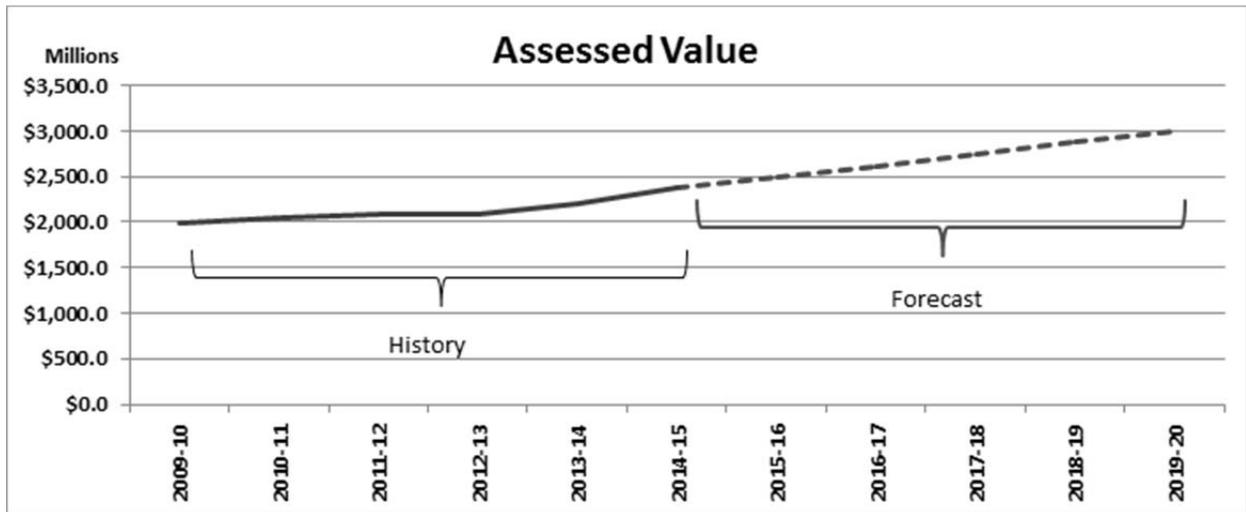
Table 2 below displays the percent change from the prior year for selected items:

Table 2

Percent Changes from prior year	2010-11	2011-12	2012-13	2013-14	2014-15
% Change, Clackamas C. AV	3.5%	2.0%	-0.6%	6.6%	8.1%
% Change, Washington C. AV	1.4%	1.3%	4.7%	1.4%	3.5%
% Change, Total AV	3.2%	1.9%	0.0%	5.9%	7.5%
% Change, Total taxes imposed	3.2%	1.9%	0.0%	5.9%	7.5%
% Change, Actual taxes collected	4.9%	1.1%	1.4%	6.2%	5.9%

This five-year forecast of the property tax revenue to the General Fund considers the variables of assessed value growth, probable changes to urban renewal and the collection rate. The forecast does not attempt to perform an economic model of the future assessed value, but instead uses a more straightforward judgment forecast.

The forecast for the assessed value over the next five years is conservative, at approximately 5% growth per year. The graph below displays the five year history of assessed value together with the five-year forecast, for both Clackamas and Washington Counties combined.



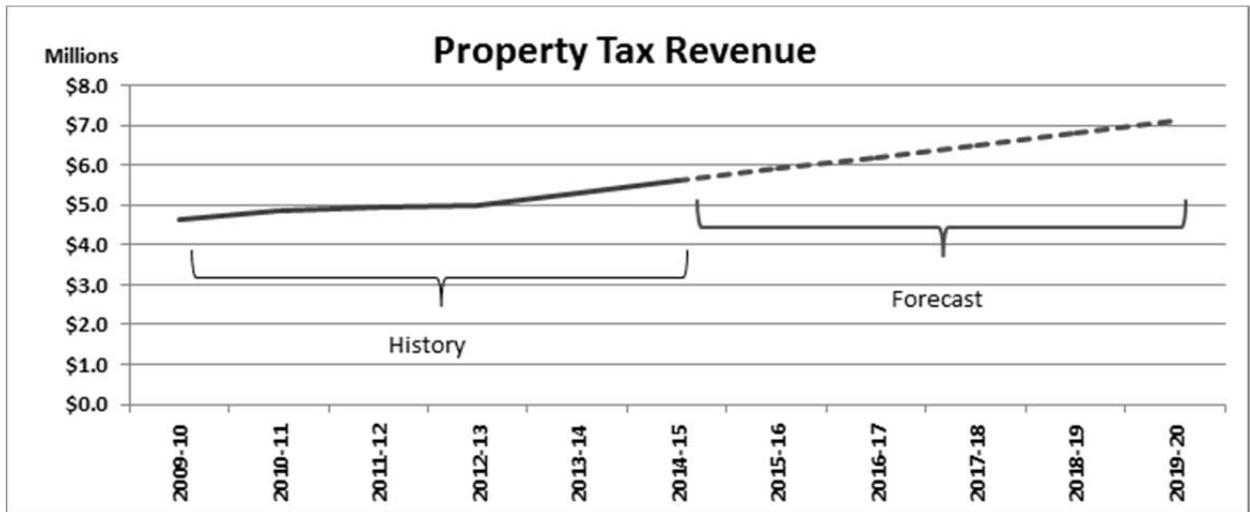
Over the next five years, urban renewal is not projected to have a significant impact on the City’s property tax revenue. Two urban renewal areas exist currently, the Year 2000 Plan and the West Side. While other urban renewal areas may form, they are not expected to do so until at least half-way through the forecast period. The effect on the overall property tax revenue would be to dampen it a bit in the out-years. If new urban renewal areas form during this forecast period, the 3% growth in assessed value would be attributed to the new urban renewal areas, and thus the General Fund would forego the property tax revenue generated by just the 3% growth increment. This impact would be relatively small, because those areas are currently undeveloped and have relatively low assessed value. Because the actual geographic boundaries have not yet been determined, nor the timing of forming these areas, any impacts are not forecasted here and are beyond the scope of this analysis.

The Year 2000 Plan is winding down, and as it does so, its need for the incremental property tax revenue it receives remains fixed, as opposed to increasing as assessed value grows and new construction comes on line. This has the result of marginal property tax growth above its fixed need reverting back to the overlapping taxing districts. For the City, this represents approximately one-half of one percent of the assessed value, and feeds into the growth rate discussed above.

However, it is worth noting that the Year 2000 Plan is projected to close in fiscal year 2020-2021, the year following this forecast period. The estimated property tax revenue that will revert back to the City is approximately \$700,000. These resources are not included in this forecast since the Year 2000 Plan is slated to close the year after this forecast period.

The collection rate for property taxes has averaged about 94% over the last five years, and this same collection rate is used in this forecast. The collection rate is the actual amount of taxes collected compared to computed taxes based on assessed value per thousand multiplied by the property tax rate. Collection rates are typically less than 100% to account for various discounts and delinquencies.

The graph below displays the property tax revenue five-year history, the current year projected, and the five-year property tax forecast.

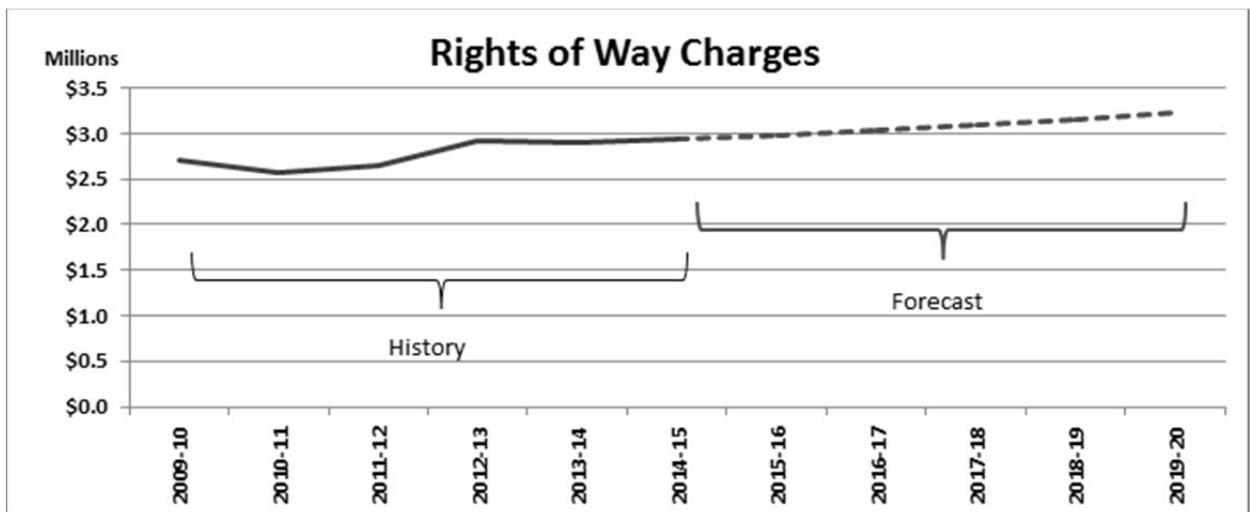


Right of Way Charges

Another revenue to the General Fund is Right of Way Charges. These charges are assessments on utility companies' gross receipts for using the City's right-of-way. Rates vary by type of utility with telecommunications at 7.0%; electric, natural gas and cable television at 5.0%; water, sewer and stormwater at 4.0%; and garbage at 3%.

Over the previous five years, these charges have experienced an annual average growth rate of 1.7%. Going forward, the forecast for FY 2015-16 is a conservative 1.5% growth, followed by a 2% growth rate thereafter. This conservative forecast reflects the changing dynamics of the telecom industry and lower per capita usage, for utilities such as water, due to conservation.

The graph below displays the five-year history, the current year projected, and the five-year forecast of rights of way charges:



Transfers In

The General Fund receives transfers in from other funds for services provided to those other funds. The General Fund houses administrative type functions, such as utility billing, accounting, budgeting, human resources, information services, and overall City management of the City Manager and City Council. Other funds, such as Water, Sewer, Roads, Community Development, etc, pay for these services via the category of Transfers In.

The methodology used is a combination of overhead allocation and direct charges. Overhead allocation for operating functions is based on an estimated percent of time spent, for capital projects is estimated at 2% of the project, and direct charges are determined by specific, dedicated efforts.

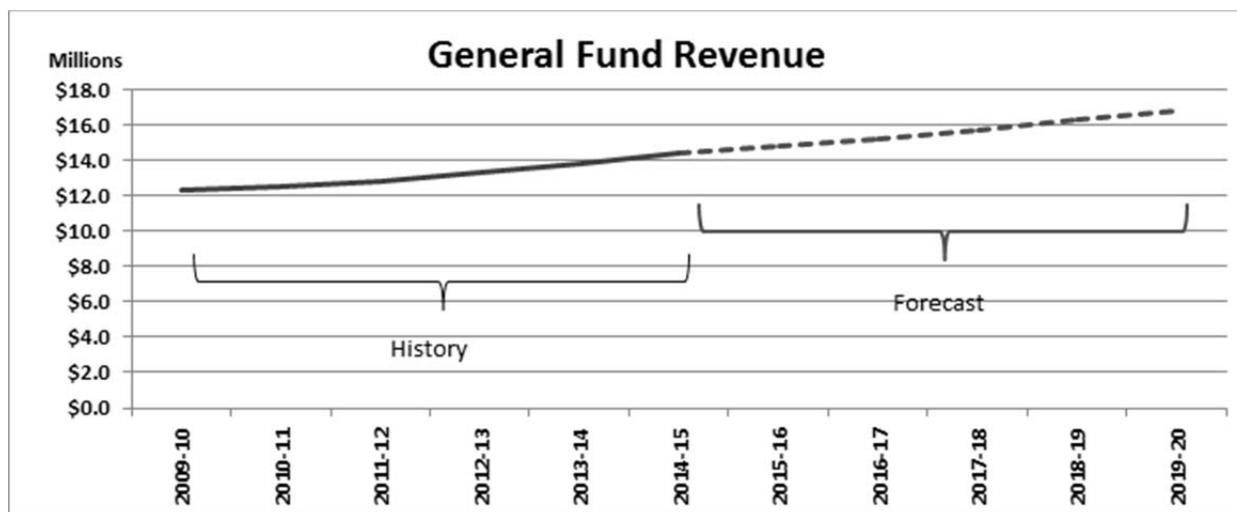
Other Revenues

Other revenues to the General Fund include intergovernmental revenues, hotel/motel taxes, charges for services, municipal court fines, interest earnings, licenses & permits, and other miscellaneous revenues. Intergovernmental revenue includes state shared revenues (cigarette taxes, liquor taxes, and other revenues) and the City’s share of the Clackamas County Library District Levy. The hotel/motel tax is a 5% tax charged on hotel/motel occupancy rents. Charges for services represent charges for park rentals, recreational programming and the like. Municipal court fines are generated from the adjudication of traffic violations. Interest earnings are earned on cash invested. Licenses and permits are for liquor licenses, business licenses and solicitor permits. These sources combined are expected to grow at a 1% annual average rate.

General Fund Total Revenue

The various components discussed above comprise the revenues to the General Fund. When taken together, the historical growth over the last five years of the overall General Fund revenues has averaged 3.2%. Similarly, the forecasted revenue path going forward grows at an annual average of 3.2% over the next five year period.

The graph below displays the five-year history, the current year projected, and the five-year forecast of total General Fund revenue:



Expenditures

The General Fund accounts for the expenditures of Parks & Recreation, the Library, the Municipal Court, Police and the City's Policy and Administration. The General Fund also supports functions in Community Development and Public Works.

As the City continues to grow, adding population and area, service provision will need to expand. Additionally, as new technologies or methods of delivery change, how the City provides service may change. This five-year forecast surveys the aspirations of the service areas listed previously in an attempt to provide a snapshot of what may be necessary in the future. This provides a guide for planning, and should not be looked at as pre-determining resource needs in any area.

General assumptions included in all the departments below include increases to wages, benefits, and material and supply accounts to reflect anticipated increases. A wage increase assumption of 3% has been used, to account for step increases, promotions, cost-of-living adjustments and merit increases. The public employees' retirement system contribution is projected to remain a constant percent of wages, after an initial increase, due to recent upticks in returns earned on the investment portfolio. Insurance and other benefits and taxes are assumed to increase between 2% and 6%. Taken together, all the elements of the personnel category combined average out to increase approximately 3.3% per year. This growth assumption is for the current, base, staffing levels with the current benefit packages. In each fund's discussion, if additional personnel are forecasted, those estimations build on this base amount. The materials and services categories of accounts are projected to increase about 2% per year.

Operations

Parks & Recreation

Parks & Recreation maintains the City's park system, which includes sports fields, sport courts, picnic shelters, trails, and open spaces, and also provides diverse programming for all ages and abilities. The park system has grown by 30% over the last ten years, and is expected to continue to add acreage and facilities as growth continues. Additionally, school enrollment has grown by 13% over the same period, indicating a growing youth population.

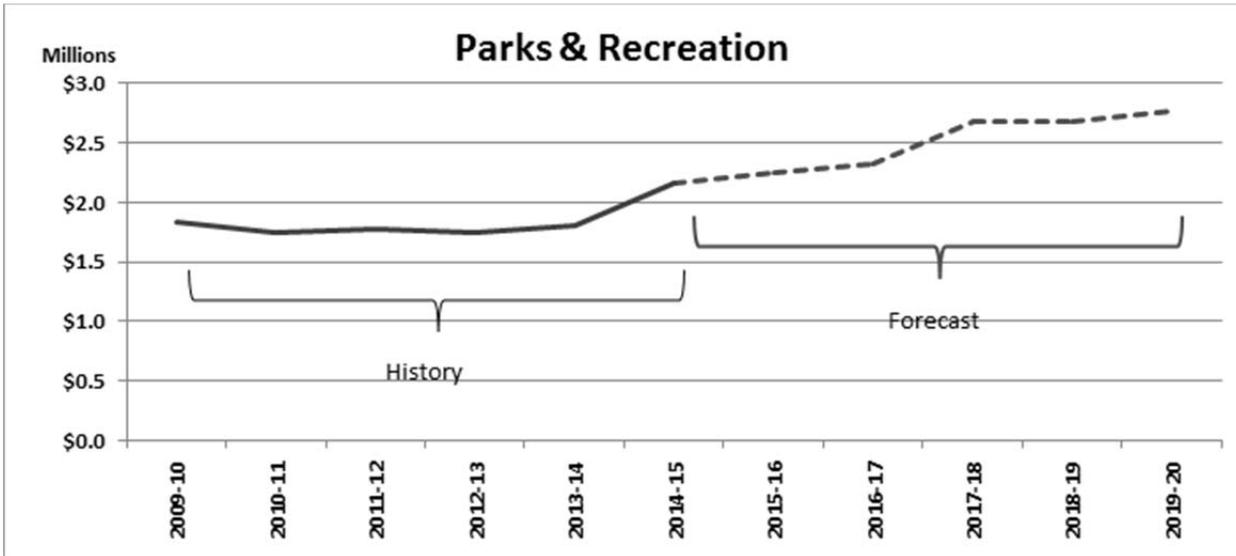
Parks & Recreation continually strives to provide services the community's demand for recreational services, and actively involves the community in park and recreation related planning efforts. Parks & Recreation intends on embarking upon a system-wide Comprehensive Parks and Recreation Master Plan, which will include a recreation strategic plan element as well as a capital infrastructure element. Individual park master plans are also underway such as that for Memorial Park and Boones Ferry Park.

Additionally, the City is exploring the feasibility of a new Recreation/Aquatic Center. The construction of this Center would be funded by a voter-approved, general obligation bond. The operations of the Center will require City funds for a period of time. If the City receives an affirmative vote on the general obligation bond to fund the construction during the FY 2015-16, and construction begins in FY 16-17, the earliest the Center is assumed to be ready to open would be FY 2019-20, the last year of this forecast period. While the operations of the Center will require City funds, it is not built into this forecast because of the level of uncertainty, at the time of this report, surrounding a voter-approved, general obligation bond.

Over the next five years, Parks and Recreation foresees requesting to add incrementally to its full-time staff and seasonal work force. Mid-way through the five-year forecast, additional park maintenance workers and recreation staff may be requested through the annual budget cycle, and are included in this forecast.

Capital equipment and infrastructure for Parks & Recreation is also funded from the General Fund. Over the next five years, additional park maintenance equipment will be requested through the annual budget cycle, as well as play structures and other hard-scape amenities.

The graph below charts the forecast for Parks & Recreation. Note that the forecast is not a smooth line over time. This reflects one-time purchases of capital items, such as equipment, especially in FY 17-18. Also, the bump up in FY 17-18 reflects additional maintenance workers and recreation staff as the system continues to grow and meet community service demands.



It should be noted that this forecast is a reflection of aspirational goals of Parks & Recreation. In each year, Parks & Recreation will prepare a budget request, analyzing needs, resources and goals. The City Manager, followed by the Budget Committee and City Council, will consider each year's budget request in the context of the larger General Fund priorities and constraints.

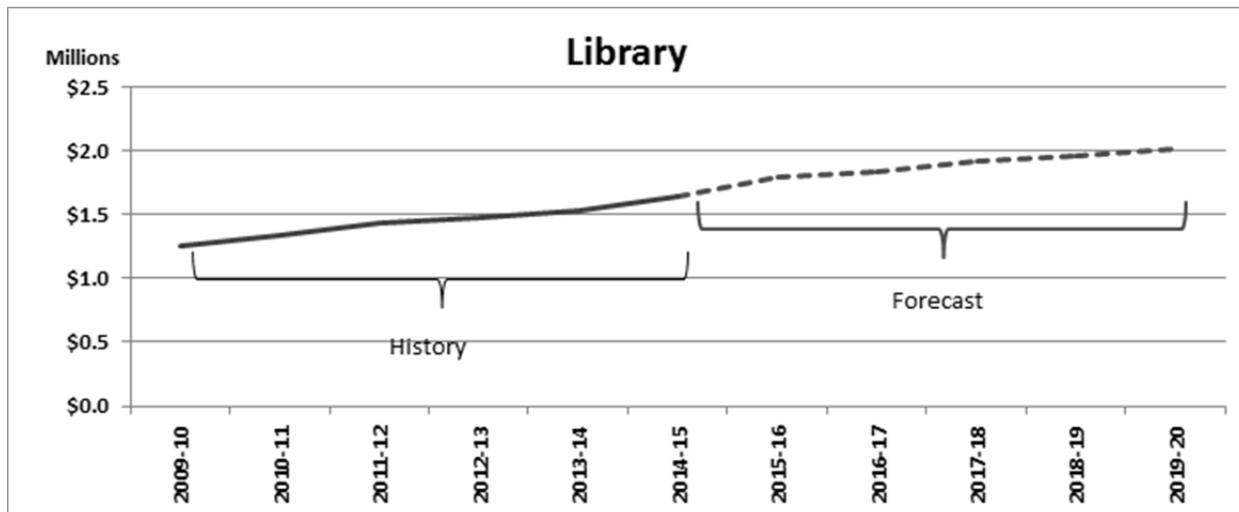
These items are built into the overall General Fund forecast below in the categories of Personnel, Material and Services, and Capital Outlay.

The Library

The Library is a community focal point that provides a full range of professional services to both City residents and non-City residents. The Library encourages daily reading by children, strives to reach out to all communities, and promotes connection to on-line tools. Library circulation has grown approximately 8% over the last 10 years. To maintain its efficiency, the Library added two self-check-out machines approximately four years ago, which handle roughly 40% of material check-outs.

The Library receives 37% of its funding from the City’s General Fund, and 57% of its funding from the Clackamas County Library District. The rest of the funding for the Library is made up of donations, grants, library late fees, etc.

Over the five years of this forecast, the Library may request to invest in an additional self-check-out machine as circulation continues to grow. Additionally, the Library hopes to expand its outreach for early literacy programs by requesting to add an Adult Librarian. These items are reflected in the forecast chart below.



It should be noted that this forecast is a reflection of aspirational goals of the Library. In each year, the Library will prepare a budget request, analyzing needs, resources and goals. The City Manager, followed by the Budget Committee and City Council, will consider each year’s budget request in the context of the larger General Fund priorities and constraints.

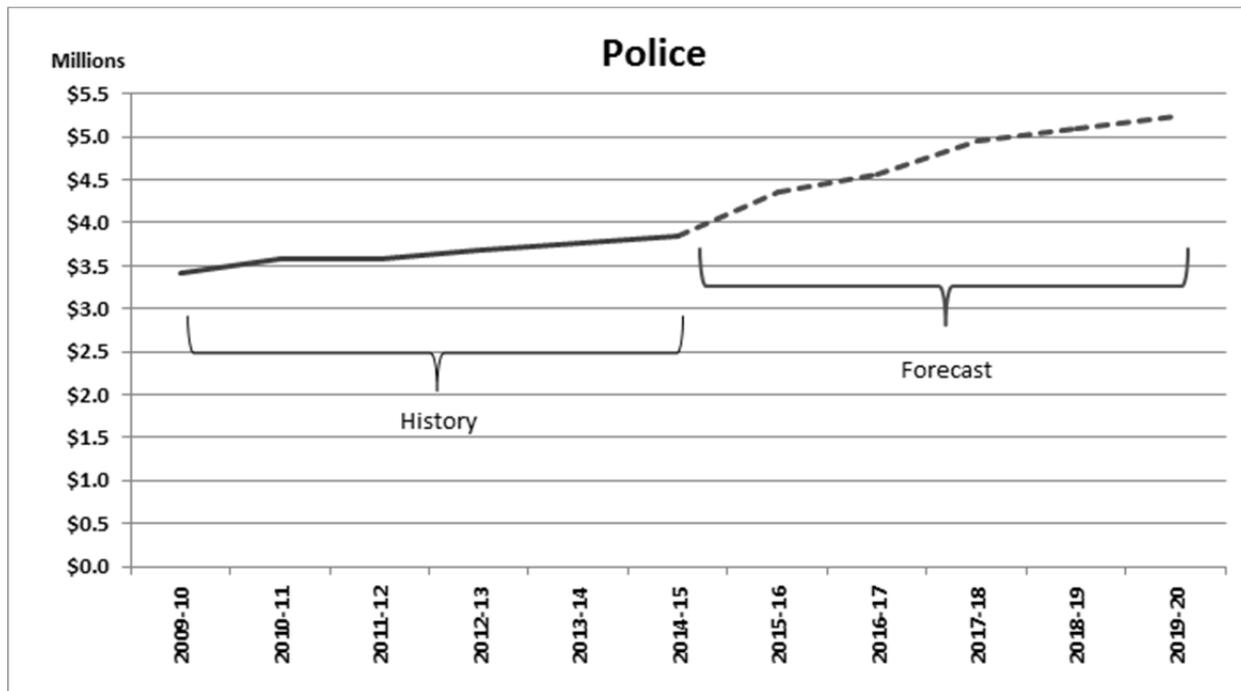
These items are built into the overall General Fund forecast below in the categories of Personnel, Material and Services, and Capital Outlay.

Police

The City contracts with Clackamas County for law enforcement services. Even though the personnel are technically employed by the Clackamas County Sheriff’s Office, the City’s police force is seamlessly integrated into the City’s work force, wearing Wilsonville police uniforms, driving City branded police vehicles, and managed by a City Police Chief. Police services include patrol, traffic enforcement, a community service officer, a school resource officer and a detective. There are many other services available through the Clackamas County Sheriff’s Office, such as a special investigation unit, a dive/rescue team, additional detectives, a SWAT team, and a bomb squad.

The Police Department embraces a community policing philosophy, maintaining a visible presence in the community. The Department has an active bike patrol program and works closely with the schools, neighborhoods, apartment communities, local businesses and homeowner associations.

Over the next five years, the Police Department will be requesting at least three additional personnel to keep up with the growing and changing community. The first two additions are reflected in FY 2015-16 in the chart, and the third addition is reflected in FY 2017-18.



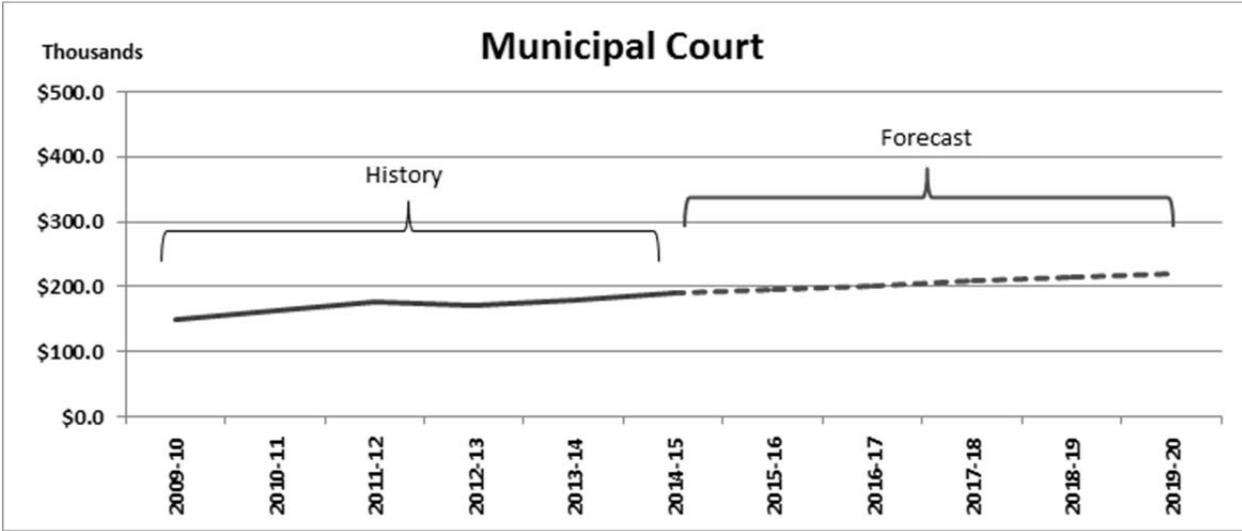
It should be noted that this forecast is a reflection of aspirational goals of the Police Department. In each year, the Police Department will prepare a budget request, analyzing needs, resources and goals. The City Manager, followed by the Budget Committee and City Council, will consider each year’s budget request in the context of the larger General Fund priorities and constraints.

These items are built into the overall General Fund forecast below in the categories of Personnel, Material and Services, and Capital Outlay.

Municipal Court

The Municipal Court adjudicates traffic violations and City code violations. It receives revenue from court fines paid by defendants. On average, court fines have covered the cost of providing municipal court services, and also provided an additional \$100,000 to the General Fund.

Over the five-year forecast period, there are no changes anticipated to the Municipal Court.

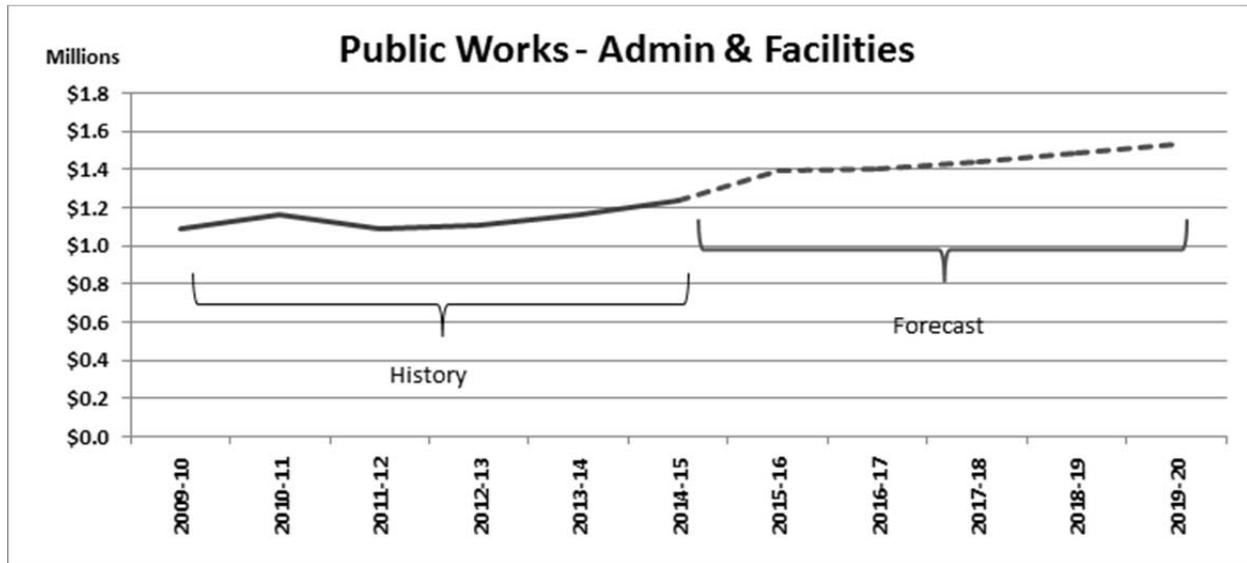


Public Works – Administration and Facilities

The Administration and Facilities divisions of Public Works are part of the General Fund, but also receive financial support from other City funds such as water, sewer, stormwater, roads and transit. The Department of Public Works has many different divisions, including the operations for Sewer, Water, Roads, Stormwater, which are funded through non-General Fund resources and are discussed in the respective fund sections of this report.

Public Works Administration and Facilities provide management and overall administrative support to the other Public Works functions, and maintains City buildings and grounds.

Over the next five years, Public Works Administration and Facilities will be requesting an additional maintenance worker for building and grounds maintenance, as well as a work vehicle for the position. Additionally, water features are anticipated to need upgrades.



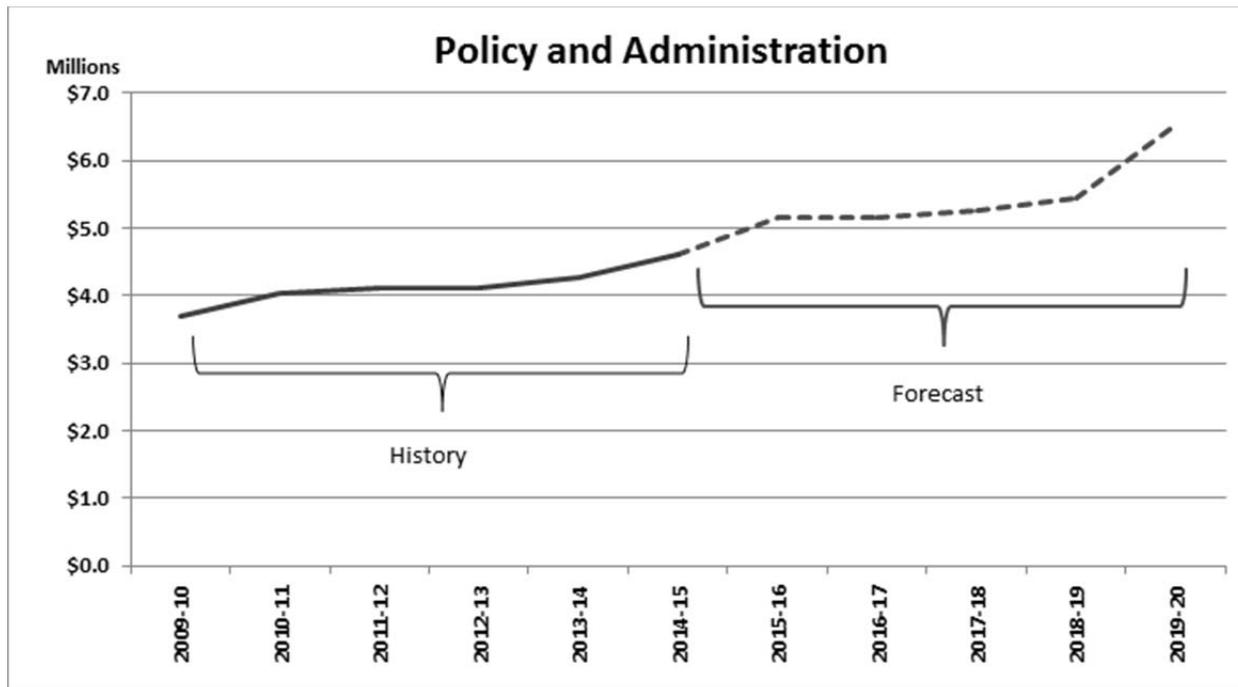
It should be noted that this forecast is a reflection of aspirational goals of Public Works Administration & Facilities. In each year, the Department will prepare a budget request, analyzing needs, resources and goals. The City Manager, followed by the Budget Committee and City Council, will consider each year’s budget request in the context of the larger General Fund priorities and constraints.

These items are built into the overall General Fund forecast below in the categories of Personnel, Material and Services, and Capital Outlay.

Policy and Administration

Policy and Administration houses the Administration, Finance, Information Services, Legal, and Human Resources. Administration accounts for the office of the City Manager, including the City Recorder, Community Relations and Public Affairs. Finance manages the accounting and budgeting for the City, while Information Services manages the City’s computers, network, phone system, websites, various applications, and the Geographic Information Systems. The City’s in-house legal team provides general counsel to the City Council and the Urban Renewal Agency, drafts contracts and ordinances, and engages in negotiations with other governments and parties on behalf of the City. Human Resources provides centralized support for all City employees, in addition to managing the City’s risk exposure and insurance programs.

Over the five-year forecast period, Policy and Administration will be requesting one-time funding for office software and equipment purchases. For example, the City is exploring investing in a document management software to more efficiently file public records according to the State of Oregon’s retention schedule. Various high-volume and high-quality printers will need to be replaced. In the fifth year of the forecast period, the Finance Department will explore replacing the City’s core financial system software. On-going needs that are projected to be requested in the forecast period include a part-time Accountant and an Information Systems Analyst. As the City grows and becomes for complex, the need for these two positions is emerging.



It should be noted that this forecast is a reflection of aspirational goals of Policy and Administration. In each year, the departments within Policy and Administration will prepare budget requests, analyzing needs, resources and goals. The City Manager, followed by the Budget Committee and City Council, will consider each year’s budget request in the context of the larger General Fund priorities and constraints.

These items are built into the overall General Fund forecast below in the categories of Personnel, Material and Services, and Capital Outlay.

Operating Transfers Out

The General Fund provides financial support to other City departments in the form of transfers. The Community Development Fund receives a General Fund operating transfer for tasks and functions performed that are not directly related to permit fees or billable to other work items, such as long-term planning.

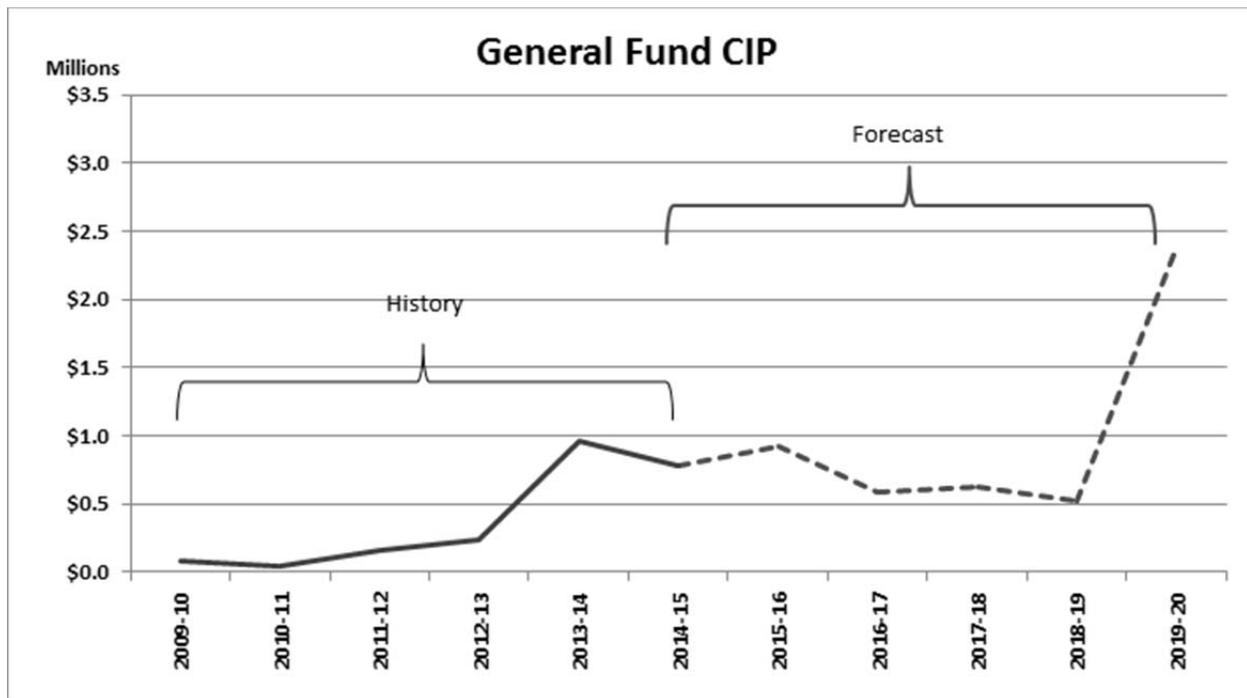
Capital Improvements

The General Fund pays for the various capital improvement needs for the operational departments listed above, as well as improvements for the various City-owned structures, if they are not exclusively used by an enterprise function.

Capital improvements are generally included in the City’s five-year capital improvement plan (CIP). Projects tracked in the CIP and funded by the General Fund are those that acquire, improve and repair City assets and buildings that are not used specifically by functions funded by utility rates and charges.

CIP projects funded by the General Fund in this five-year forecast include fiber connectivity, building repairs and renovations, parking lot improvements, HVAC replacements, trail repair and stabilization, and playground equipment replacement.

One large project in the out-years is a placeholder for the Public Works building. This building houses the City’s Public Works functions and the Police Department, and is approaching the end of its functional life. It needs either major renovation or complete replacement. The City is currently undergoing a master planning effort to identify specific building needs.



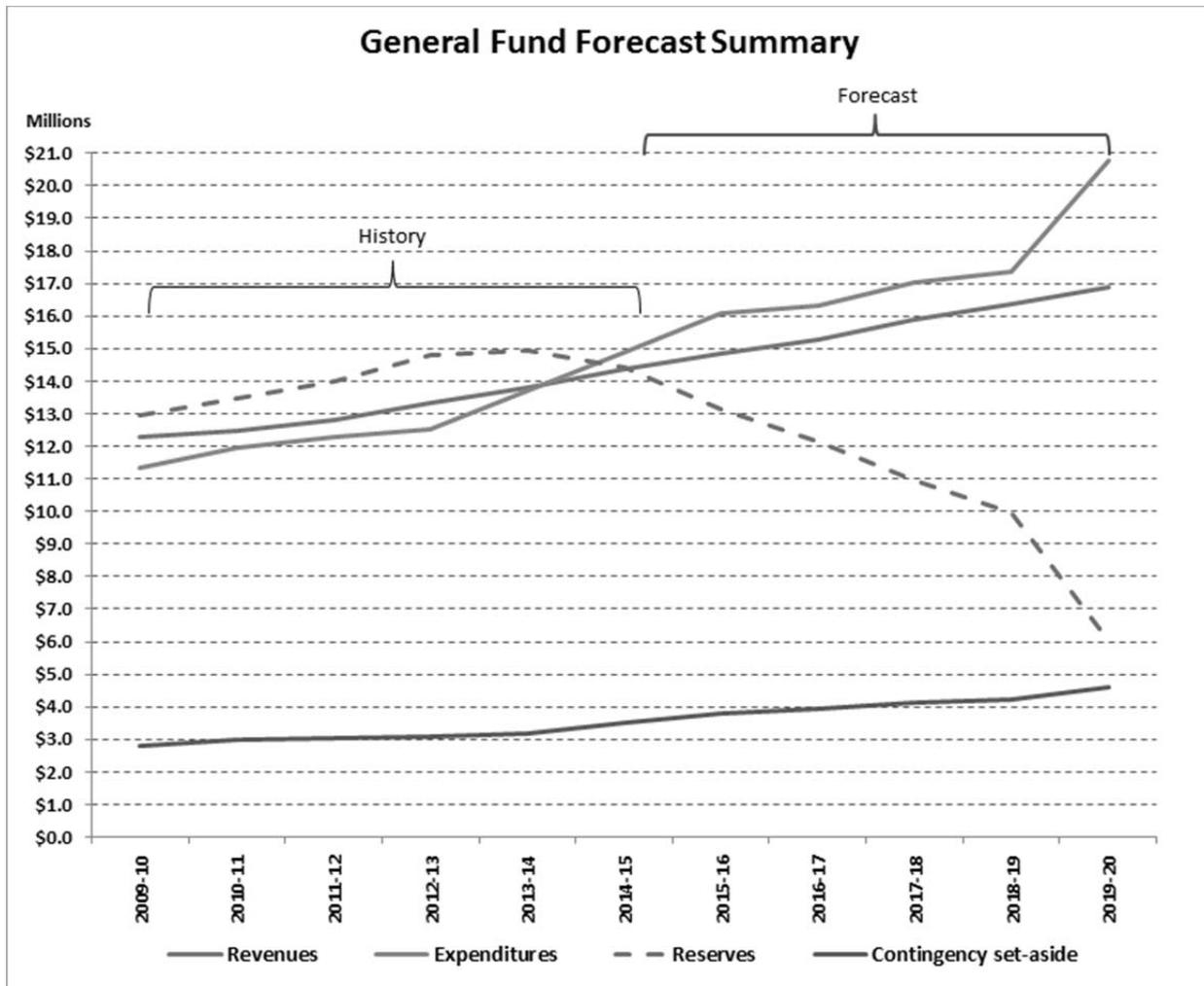
It should be noted that this forecast is a reflection of aspirational goals of the CIP. In each year, the CIP is reviewed and priorities and funding sources assessed. The City Manager, followed by the Budget Committee and City Council, will consider each year’s slate of requested capital projects in the context of the larger General Fund priorities and constraints.

These items are built into the overall General Fund forecast below in the category of Transfers Out - CIP.

General Fund Forecast Summary

Combining the revenue and expenditure elements above into a consolidated financial plan reveals that the current visions of the various General Fund departments will be challenging to fund. During each annual budget cycle, resources and priorities are reassessed, and modifications are made to maintain a balanced General Fund.

The chart below compares the revenue sources discussed above to the expenditure items, and also to the reserve (also referred to as fund balance) contained in the General Fund. The reserve in the General Fund is an eligible funding source, within limits set by policy, particularly for one-time items such as capital outlay and capital projects. Funds have been set aside over the years in the reserve for many of the items mentioned above, such as the records management software, fiber connectivity and building repairs, although not to the extent expressed in this forecast. Policy limits on the use of the General Fund reserve include maintaining a contingency set-aside, indicated in the chart below.



The following table presents the same information in tabular form.

GENERAL FUND SUMMARY	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
REVENUES	Actual	Actual	Actual	Actual	Actual	Budget	Forecast	Forecast	Forecast	Forecast	Forecast
Property taxes	4,651,210	4,878,232	4,929,975	4,998,507	5,310,410	5,623,080	5,901,320	6,193,660	6,501,040	6,808,420	7,123,320
Rights of Way Charges	2,707,307	2,571,208	2,648,667	2,920,666	2,901,830	2,931,600	2,976,000	3,036,000	3,097,000	3,159,000	3,222,000
Transfers In	1,961,105	1,866,653	2,094,373	2,192,041	2,337,339	2,620,364	2,767,837	2,810,029	2,971,878	3,043,800	3,123,952
Other Revenues	2,963,605	3,174,208	3,143,510	3,201,168	3,275,815	3,206,279	3,208,000	3,244,000	3,302,000	3,363,000	3,398,000
Total	12,283,227	12,490,301	12,816,525	13,312,382	13,825,394	14,381,323	14,853,157	15,283,689	15,871,918	16,374,220	16,867,272
EXPENDITURES											
Personnel	4,994,497	5,357,776	5,668,993	5,680,447	5,960,700	6,444,156	6,936,230	7,427,364	7,830,364	8,259,346	8,488,068
Materials & Services	6,121,357	6,239,633	6,367,957	6,475,815	6,698,942	7,395,619	7,872,580	8,135,972	8,409,384	8,524,766	8,900,944
Capital Outlay	134,674	299,870	104,337	132,134	77,615	269,905	374,000	155,000	188,000	80,000	1,000,000
Sub-Total; Operating	11,250,528	11,897,279	12,141,287	12,288,396	12,737,257	14,109,681	15,182,810	15,718,336	16,427,748	16,864,112	18,389,012
<i>Net Operating GF</i>	<i>1,032,699</i>	<i>593,022</i>	<i>675,238</i>	<i>1,023,986</i>	<i>1,088,137</i>	<i>271,642</i>	<i>(329,653)</i>	<i>(434,647)</i>	<i>(555,830)</i>	<i>(489,892)</i>	<i>(1,521,740)</i>
GF CIP	88,850	46,863	164,725	237,173	957,805	783,728	921,800	584,500	620,000	516,250	2,403,250
Total GF Expenditures	11,339,378	11,944,142	12,306,012	12,525,569	13,695,062	14,893,409	16,104,610	16,302,836	17,047,748	17,380,362	20,792,262
<i>Net GF [Gain/(Use) of FB]</i>	<i>943,849</i>	<i>546,159</i>	<i>510,513</i>	<i>786,813</i>	<i>130,332</i>	<i>(512,086)</i>	<i>(1,251,453)</i>	<i>(1,019,147)</i>	<i>(1,175,830)</i>	<i>(1,006,142)</i>	<i>(3,924,990)</i>
BEG FUND BALANCE	12,004,578	12,948,428	13,494,587	14,005,100	14,791,913	14,922,245	14,410,159	13,158,706	12,139,559	10,963,729	9,957,587
END FUND BALANCE	12,948,427	13,494,587	14,005,100	14,791,913	14,922,245	14,410,159	13,158,706	12,139,559	10,963,729	9,957,587	6,032,597
Operating Contingency	2,812,632	2,974,320	3,035,322	3,072,099	3,184,314	3,527,420	3,795,703	3,929,584	4,106,937	4,216,028	4,597,253

The General Fund Forecast Summary indicates that if the items discussed in each department's individual forecast are implemented, and the revenue assumptions hold true, then the General Fund will experience an operating deficit. However, this forecast is to be used as a guideline, and points out the importance of each year's budget cycle in reviewing and analyzing revenue sources, as well as the Budget Committee's annual deliberations over General Fund priorities, in order to avoid a General Fund operating deficit.

The City Council may choose to consider new revenue sources as a strategy to fund new initiatives and ongoing costs. Examples of new revenue sources for the General Fund include:

- **Parks Maintenance Fee:** The Council could choose to implement a monthly fee to residents to fund park maintenance. Medford and West Linn charge a parks maintenance fee. More detail about the fee is provided in the separate report prepared in 2012.
- **Right of Way Charges Rate Increase:** The Right of Way Charges discussed above could be increased. 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:** As mentioned in the property tax discussion above, the City has the option to ask voters to pass a local option levy. A local option levy is an additional property tax for operational purposes, but is only levied for five years and then must be voted upon again. 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.

Community Development Fund

Fund Description

The Community Development Fund (CD Fund) houses the City's functions of planning and permitting land use, planning future growth, reviewing and inspecting plans for private development infrastructure, planning, engineering and managing the construction of public capital infrastructure projects, managing the City's natural resources and stormwater run-off, and managing the City's economic development plan and urban renewal agencies.

Revenues received by this fund include Engineering and Planning permit fees, charges for services, and transfers from other City funds. The charges for services are largely comprised of engineering and construction management services provided to the City's urban renewal agency. The utility capital funds transfer in revenue in exchange for engineering, design and management services on City infrastructure projects.

The revenue drivers for this fund include the pace of development and associated applications for permits, as well as the demand for engineering services for capital infrastructure.

Expenditures from this fund are for the purposes of community development administration, engineering, planning, economic development, natural resources and stormwater management. These functions are provided by City staff and consultants. Important tasks include ensuring the City's compliance with the National Pollutant Discharge Elimination System (NPDES) permit for stormwater run-off, coordinating with regional partners, managing urban renewal plans and projects, conceptually planning future growth areas such as Frog Pond, keeping various infrastructure master plans up to date, and managing the construction of City capital improvements.

The expenditure drivers for this fund include the cost of labor and materials, changes to the regulations contained in the NPDES permit, and the timing and size of future growth areas that need conceptual planning.

Community Development Fund Revenues and Expenditures

Revenues

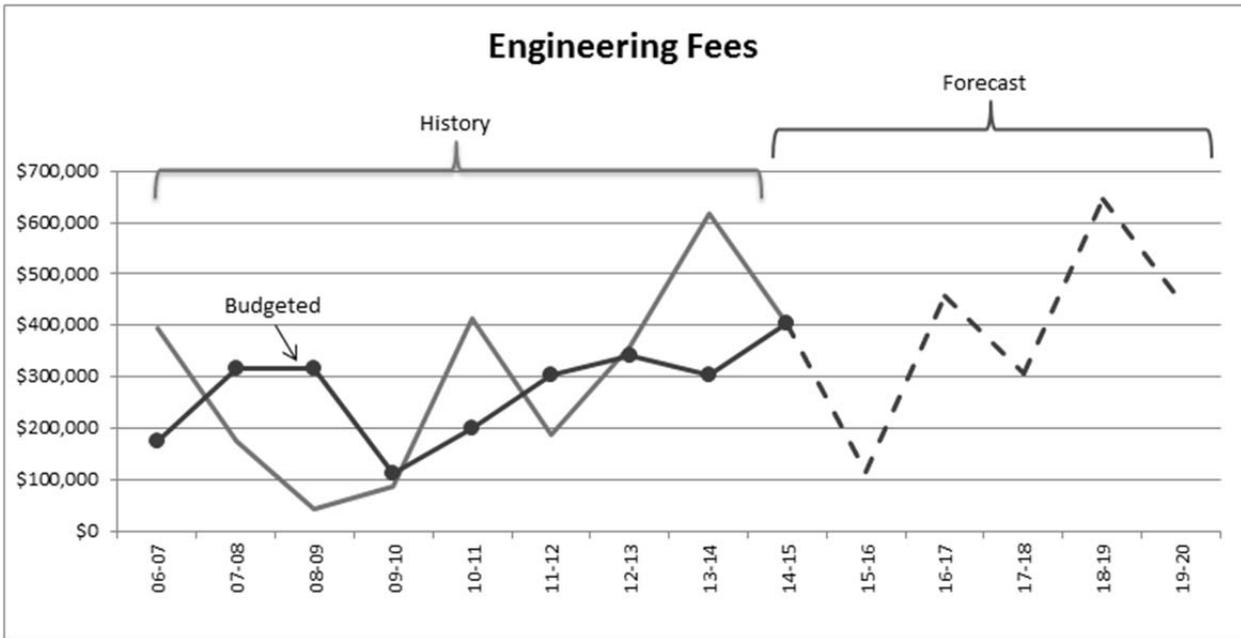
Engineering and Planning Fees

Engineering and planning fees are charged to recover the cost of architectural review, design review, land use review, landscaping plan review, subdivision plan review, and infrastructure project review and inspection. These revenues are tied to the land development business cycle and capital infrastructure build-out.

These fees are very difficult to predict. The charts below illustrates the difficulty in predicting these revenues by comparing the budgeted amount in the past with the actual amounts received. The area between the two represents the variance between what was budgeted and what was actually received.

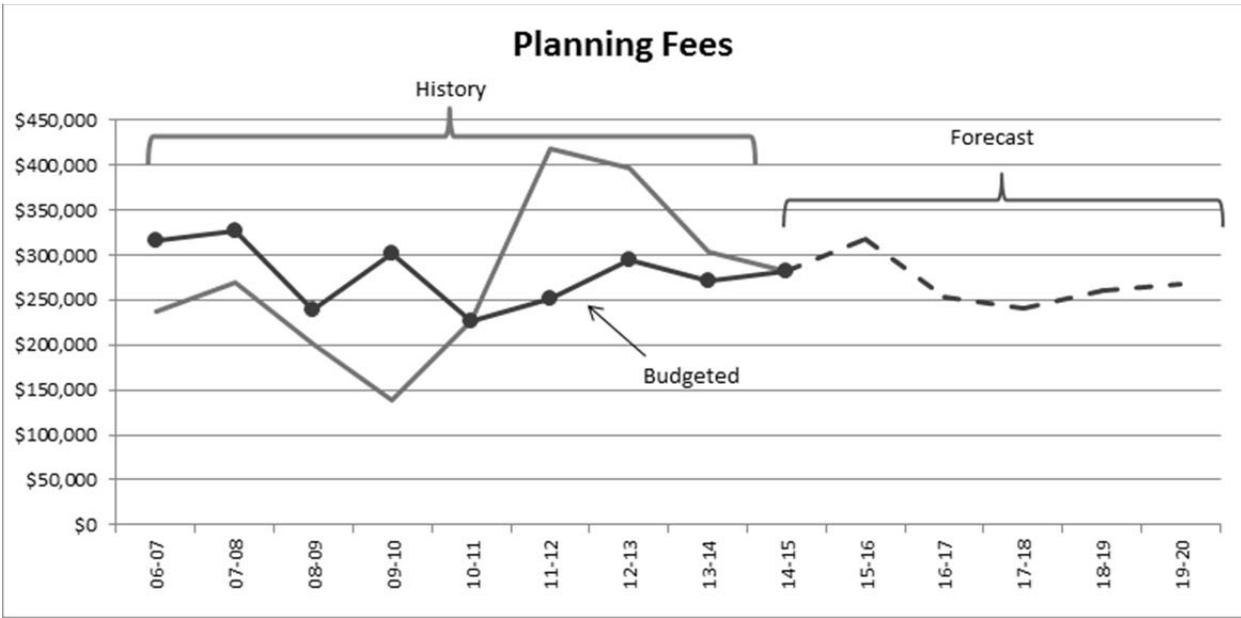
The first chart displays the Engineering fees. This chart displays the actual revenue realized from these fees from FY 2006-07 through FY 2013-14, seen in the blue line. The solid green line covering the same period displays what was budgeted in those years. The difference between these two lines illustrates the difficulty in projecting the revenues from these fees. The budget and actual lines meet in FY 2014-15, because as of this report, the current year projection is equal to the budget.

The dashed green line, from FY 14-15 to FY 19-20 shows the forecast. The forecast shows the same volatile pattern exhibited by the history of these fees. The forecast is based on the Department's projections of activities that will trigger Engineering fees, based upon the pace of building and infrastructure construction.



Planning fees are similarly difficult to predict. This next chart displays the Planning fees. This chart displays the actual revenue realized from these fees from FY 2006-07 through FY 2013-14, seen in the blue line. The solid green line covering the same period displays what was budgeted in those years. The difference between these two lines illustrates the difficulty in projecting the revenues from these fees. The budget and actual lines meet in FY 2014-15, because as of this report, the current year projection is equal to the budget.

The dashed green line, from FY 14-15 to FY 19-20 shows the forecast. The forecast shows a trailing off of Planning fees as Villebois reaches build out, and prior to the areas of Coffee Creek, Frog Pond and Basalt Creek getting underway.



Charges for Services

The CD Fund receives revenue from the Urban Renewal Agency in the form of charges for services. Staff within the Department support the Urban Renewal Agency by planning, designing and managing capital infrastructure projects within the Urban Renewal Area boundaries, as well as providing administrative and oversight support to the agency.

Transfers In

Engineering provides support to other City departments through planning and managing capital infrastructure projects. For these services provided, the other funds transfer funds to the CD Fund. In addition, engineering and pre-design for the expansion of capital projects are funded by the System Development Charges (SDC) funds, which is accounted for in the CD Fund through this category.

General Fund Support

Staff within the Department provide customer service and work on general administrative and oversight tasks that are not directly related to fees, charges, or transfers in. Therefore, the General Fund provides support to the Community Development Fund for these general tasks. Examples include customer service when the public asks general questions about land use or permitting, coordinating open houses, code enforcement and coordinating with regional partners.

Expenditures

Operations

The CD Fund accounts for the City's functions of land use planning, engineering, code enforcement, updating the City's various utility and transportation master plans, stewarding the natural environment, capital construction project management, economic development, and managing the Urban Renewal Agency.

The City is currently engaged in the Frog Pond and Basalt Creek concept plans. These efforts are funded by a combination of a Construction Excise Tax grant received in prior years, SDCs, and General Fund.

The Department does not foresee major changes to staffing levels over the next five years. The projects and tasks will change, but the staffing levels are expected to remain the same.

Capital Improvements

This Department supports capital improvements by providing engineering and project management services. Planned projects are discussed in this report within the fund sections that provide the majority of funding.

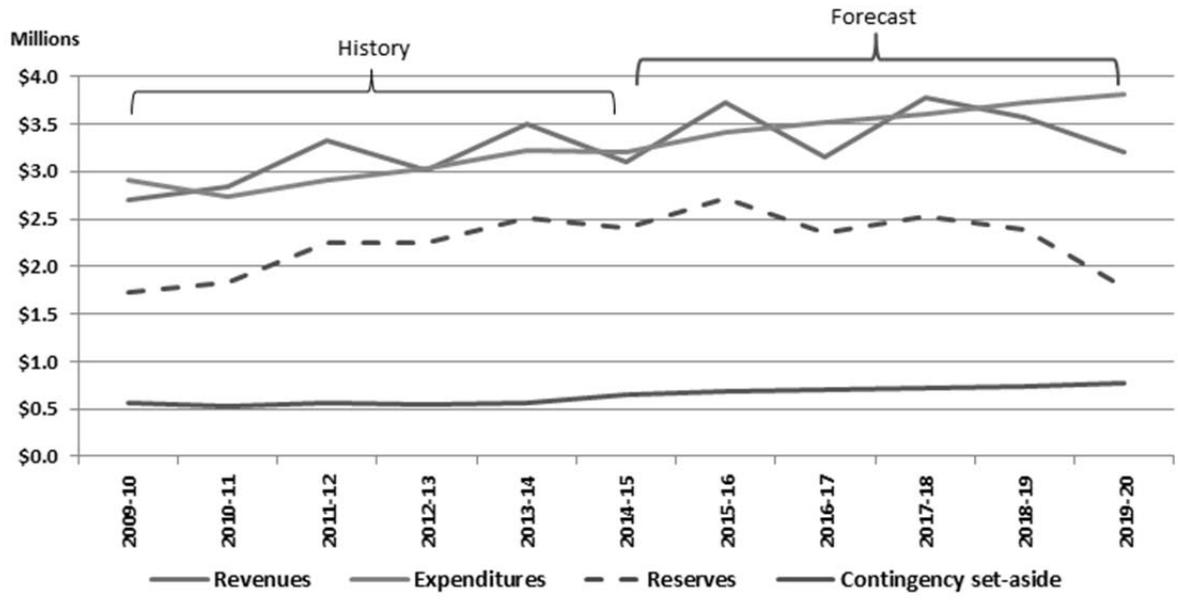
Community Development Fund Forecast Summary

The five-year forecast summary for the CD Fund shows that the revenue stream is volatile, heavily dependent upon the housing and land use development cycle. Another nuance of this fund is that revenue is at times received in one period but the work carries over into a future period.

It should be noted that the CD Fund forecast does not build in revenues for the future growth areas of Coffee Creek, Basalt Creek or Frog Pond. Long-term planning and conceptual planning are funded by support from the System Development Charges and grants from Metro. It is anticipated that these areas will begin development beyond this forecast period, and so fees and charges associated with those developments will be part of future forecasts.

The summary of the CD Fund reveals that over the forecast period, the reserve (also referred to as fund balance) does decline as expenditures outstrip revenues. The City intends to perform a cost of service review of the Community Development Fund to ensure that revenue sources are properly lining up with the costs to provide service, and that they are adequate to sustain the fund over time.

Community Development Fund



Building Fund

Fund Description

The Building Fund houses the City’s functions of building permits and building construction inspections. The Department ensures buildings and construction are compliant with State law and City code.

Revenue drivers for this fund include the volume of building permits, building plans and the volume of requested inspections.

Expenditure drivers for this fund include the cost of labor and materials.

Building Fund Revenues and Expenditures

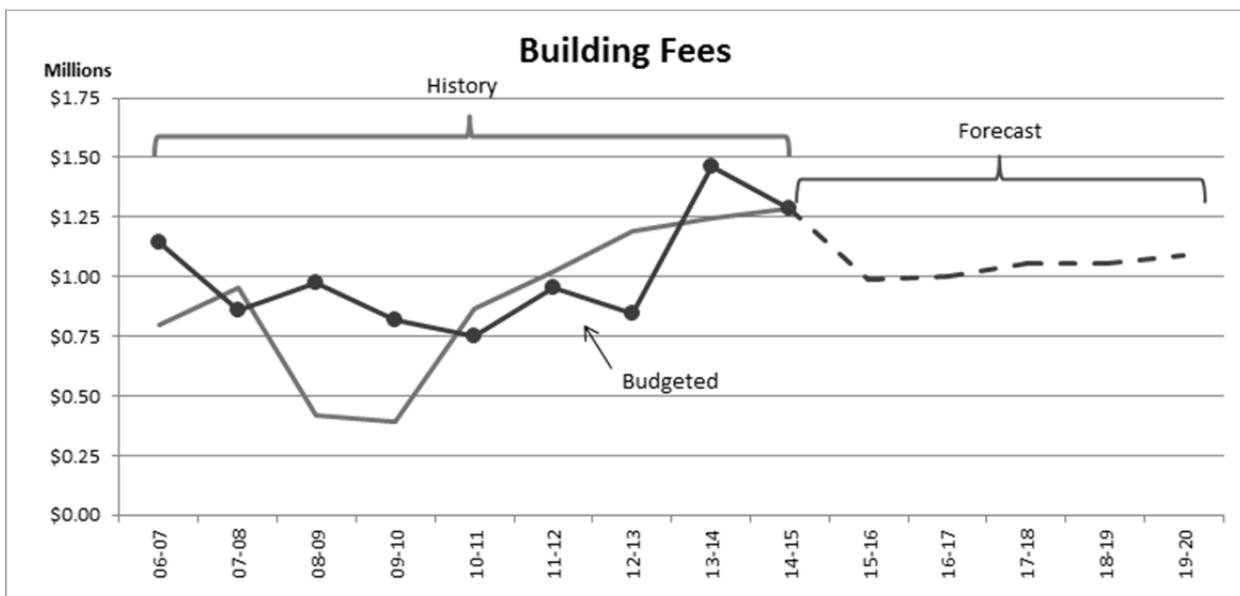
Revenues

Building Permit Fees

Building Permit Fees cover building plan review and construction activities. These revenues are tied to the building and development business cycle.

These fees are difficult to predict. The chart below illustrates the difficulty of predicting these revenues. This chart displays the actual revenue realized from these fees from FY 2006-07 through FY 2013-14, seen in the blue line. The solid green line covering the same period displays what was budgeted in those years. The difference between these two lines illustrates the difficulty in projecting the revenues from these fees. The budget and actual lines meet in FY 2014-15, because as of this report, the current year projection is equal to the budget.

The dashed green line, from FY 14-15 to FY 19-20 shows the forecast. The forecast shows these fees leveling off for a period, as Villebois reaches build-out, yet other areas, such as Coffee Creek, have not yet begun. The forecast is based on the Department’s projections of activities that will trigger these fees, based upon the pace of building construction.



Expenditures

Operations

The Building Fund accounts the City's functions of permitting and inspecting buildings.

The Department does not foresee major changes in staffing over the next five years. The Department will have to replace its permitting software sometime in the next five years, and is assumed to happen in the fourth year of the forecast period, in FY 2018-19. This one-time expense would be funded from the fund's reserve.

Capital Improvements

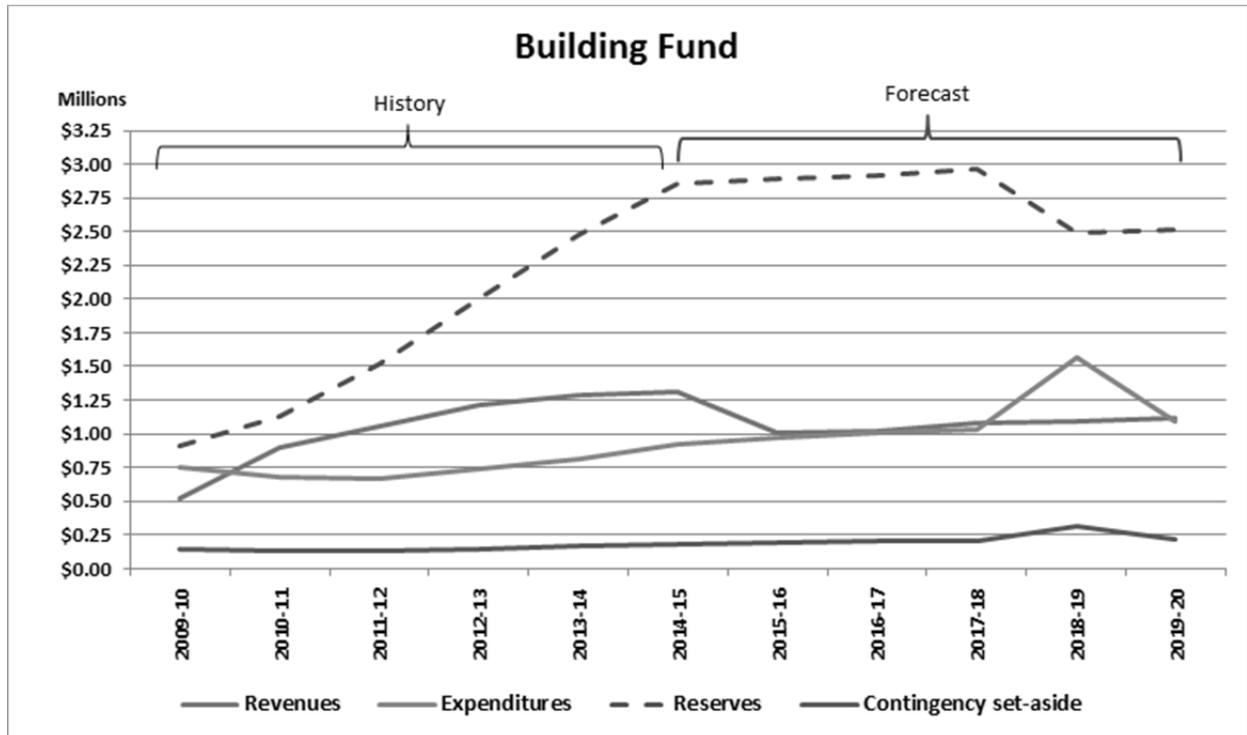
This Department does not have a capital improvement program.

Building Fund Forecast Summary

The five-year forecast summary for the Building Fund shows that the fund remains healthy over the five-year forecast period.

It should be noted that the Building Fund forecast does not build in revenues for the future growth areas of Coffee Creek, Basalt Creek or Frog Pond. It is anticipated that these areas will begin development beyond this forecast period, and so fees and charges associated with those developments will be part of future forecasts.

The summary of the Building Fund shows that over the forecast period, the reserve remains at a healthy level, able to absorb any unexpected drop-off in building activity. The expenditure bump and corresponding dip in reserve in FY 2018-19 is to replace the building software program.



Transit Fund

Fund Description

The Transit Fund accounts for the City's transit system – South Metro Area Regional Transit, or SMART. The SMART system provides fixed route bus service throughout the City of Wilsonville, and commuter routes to Salem, Portland, Tualatin and limited service to Beaverton. SMART coordinates with TriMet's WES train to ensure cohesive connections.

SMART also provides door-to-door, dial-a-ride service to eligible residents who are not able to use the fixed route system.

In-City rides on SMART are free. Rides to destinations outside of Wilsonville vary between \$1.50 to \$3.00 per ride. WES has a separate fare, determined by TriMet.

The SMART system is funded largely by a one-half of one percent (0.005) tax on payroll. The reported wage base within the City is therefore the major driver of revenue to the Transit Fund. As businesses within the City grow or contract their payrolls, it directly impacts the revenue to the Transit Fund.

Another major revenue driver is the receipt of federal and state grants. The Department has been quite successful in securing federal and state grants for funding various programs and for purchasing rolling stock.

Expenditures of the Transit Fund include wages and benefits for the transit drivers, transit administration, and the repair, maintenance and purchase of the rolling stock. Major drivers of the Transit Fund expenditures include the cost of labor, cost of fuel, and the successful receipt of grants to replace and expand the bus fleet.

Transit Fund Revenues and Expenditures

Revenues

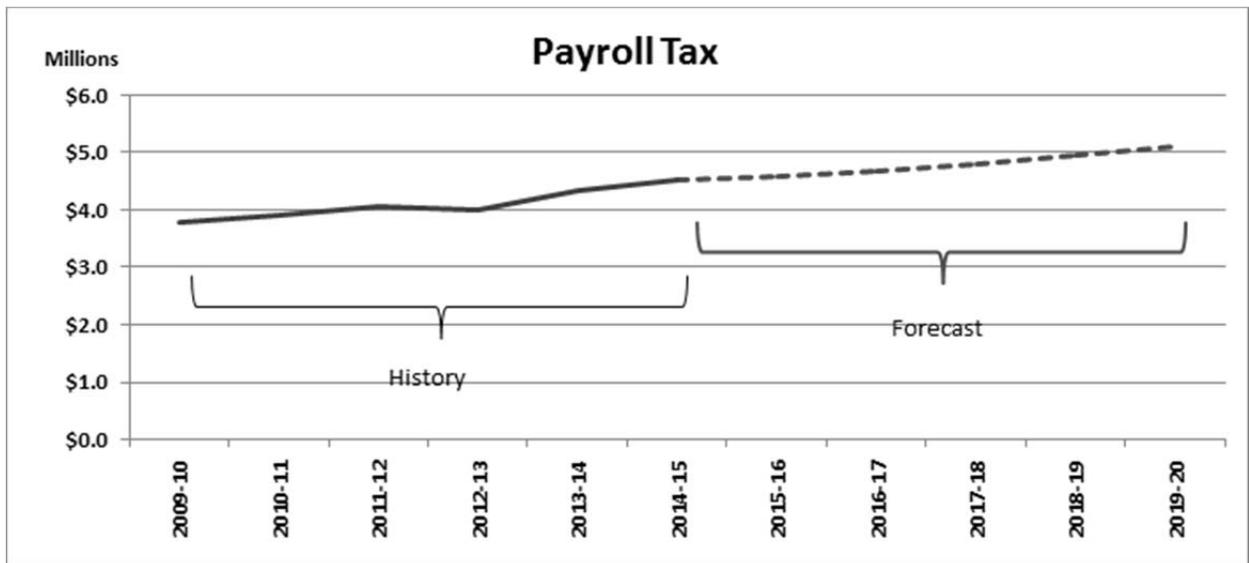
Payroll Taxes

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. This tax rate is determined by the City Council.

Since FY 2004-05, the City's wage base has increased at an annual average rate of 2.9%. The chart below shows that the wage base took a tremendous dip in FY 2008-09 of almost 20%. While the wage base has grown since then, recent news has reported that wages currently remain flat. Therefore, the curve in the chart below is relatively flat in the beginning of the forecast period, and increases slightly in the last three years. This forecast is conservative, showing the wage base increasing at an annual average amount of 2.7% over the five year period of the forecast.



The revenue generated by 0.5% payroll tax is displayed in the chart below. This chart displays the five-year history of the payroll tax collected by the City, including the current budget amount, and the forecast for the next five years.



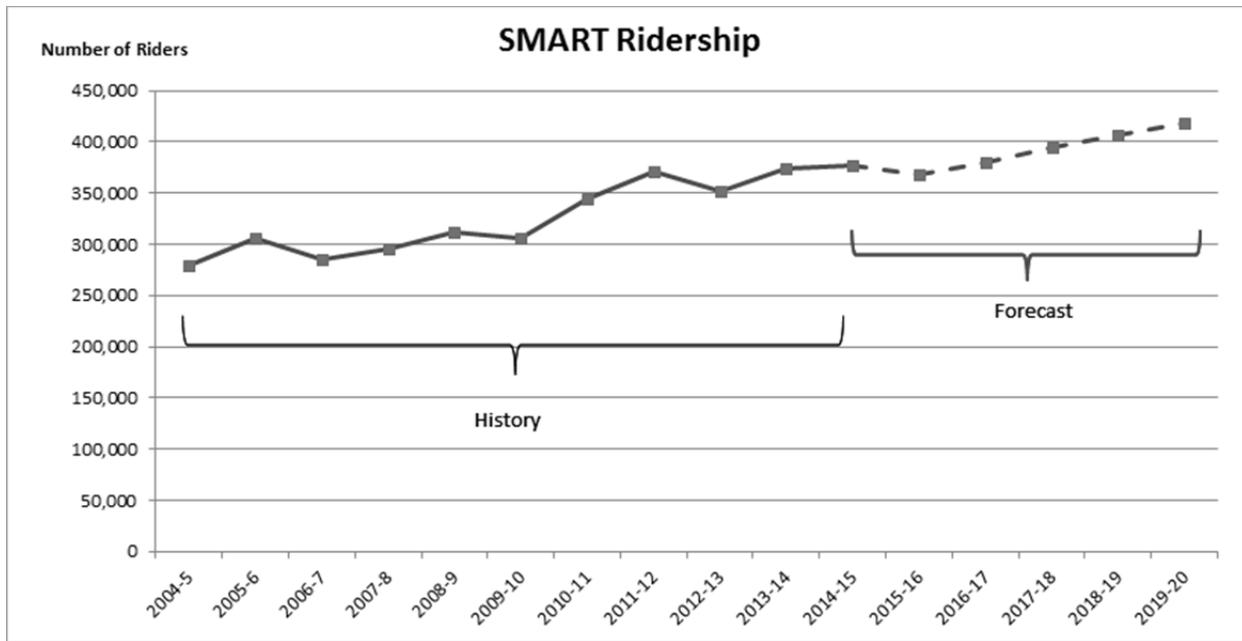
Fares

The SMART system provides free service within the Wilsonville City limits. Trips to destinations outside of Wilsonville have fares between \$1.50 and \$3.00. The WES train charges a fare according to the TriMet fare schedule.

Fares make up a small percent of the overall revenue stream to the Transit Fund, ranging from 3.1% to 4.4% of total revenue over the last five year period.

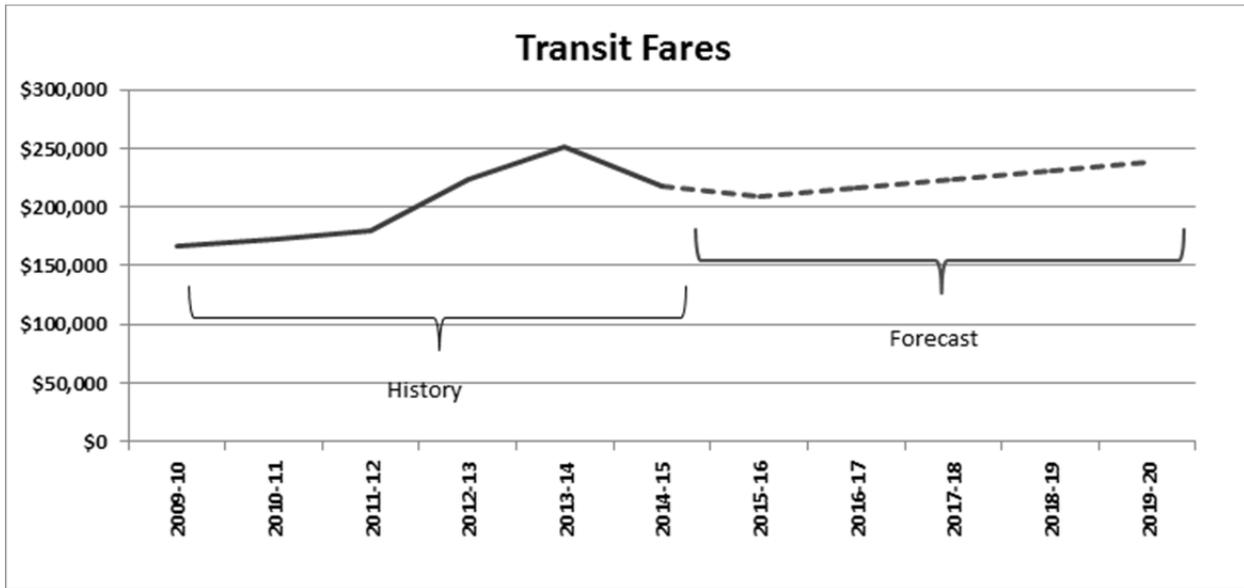
The fare-paying ridership is largely thought to vary with gas prices and the price of the fare. As gas prices increase, ridership is expected to increase. However, as the transit fare increases, ridership is expected to drop. These two dynamics play off of each other, as many riders weigh the relative cost of bus fares to gas prices.

The chart below displays the total ridership of the SMART system. Rides inside City limits are free, while rides to destinations outside City limits charge a fare. The chart displays the history of SMART ridership over the last 10 years, together with the forecast over the next five years.



The next chart displays the fare revenue. It shows a relative spike in fare revenue in FY 13-14. A fare increase was implemented in October of 2012, at the same time gas prices were increasing. The average peak gas price in the Portland/Salem area in the fall of 2012 was \$4.06 per gallon. Gas prices stayed near that level for about a year and a half - the average peak price in the Portland/Salem area in 2013 was \$3.92 per gallon, and in 2014 the average peak price was \$3.97 per gallon. That compares with the most recent average price in the Portland/Salem area in mid-January of \$2.28 per gallon. As gas prices have decreased, the fare revenue to the Transit Fund is declining as ridership drops.

As the expectation in the near future is for flat or falling gas prices, the forecast for fare revenues is relatively flat. The last three years of the forecast show a slight uptick in fare revenue, as it is generally thought that gas prices will rise again and ridership increases.

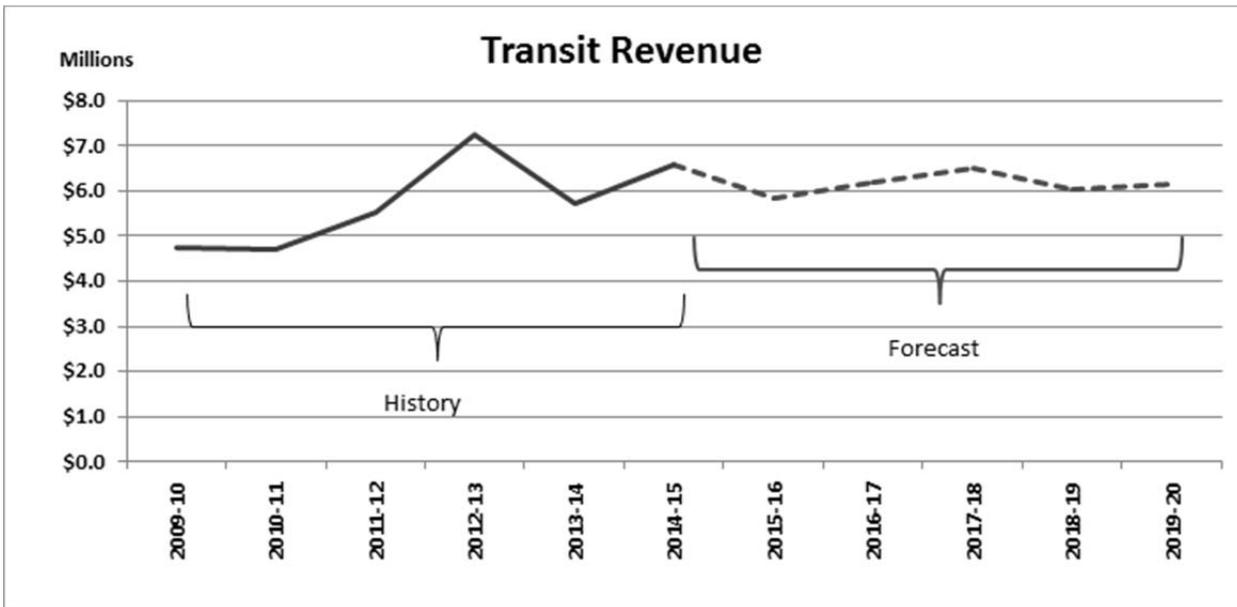


Grants

The Department has been quite successful in securing federal and state grants for funding various programs and for purchasing rolling stock. Over the last 5 years, the Department has received on average \$600,000 per year for operations, and \$650,000 for capital. This forecast assumes that Transit continues to receive operating grants of \$600,000 per year, and capital grants equal to 80% of the planned equipment replacement.

Transit Fund Total Revenue

The components discussed above come together in the chart below, displaying the total revenues to the Transit Fund. The five-year history is displayed, along with the current year projected and the five-year forecast. The bump-up in FY 12-13 reflects the one-time receipt by the Transit Fund of \$2 million from the Business Energy Tax Credit (BETC), a program through the State of Oregon that promotes energy conservation. Since the provision of transit services reduces single-occupant vehicles, the BETC at one point allowed transit agencies to participate in the program. However, the Oregon legislature sunsetted transit participation in 2011. The bump-up in FY 14-15 reflects above-average grant awards, mainly for hybrid buses. In FY 2017-18, the agency expects to replace three diesel buses, and the assumption is that 80% of their cost will be received in grant revenue, thus the bump-up in the revenue forecast for FY 17-18 reflects this grant award.



Expenditures

Operations

The SMART system operates with approximately 32 drivers, who are either full-time, part-time, or on-call. The system operates nearly every day of the year, with the exception of Sundays and major holidays.

Over the five-year period of this forecast, Transit does not foresee expanding operations. The growth within the future areas of Coffee Creek, Frog Pond and Basalt Creek are beyond this forecast period.

Capital Improvements

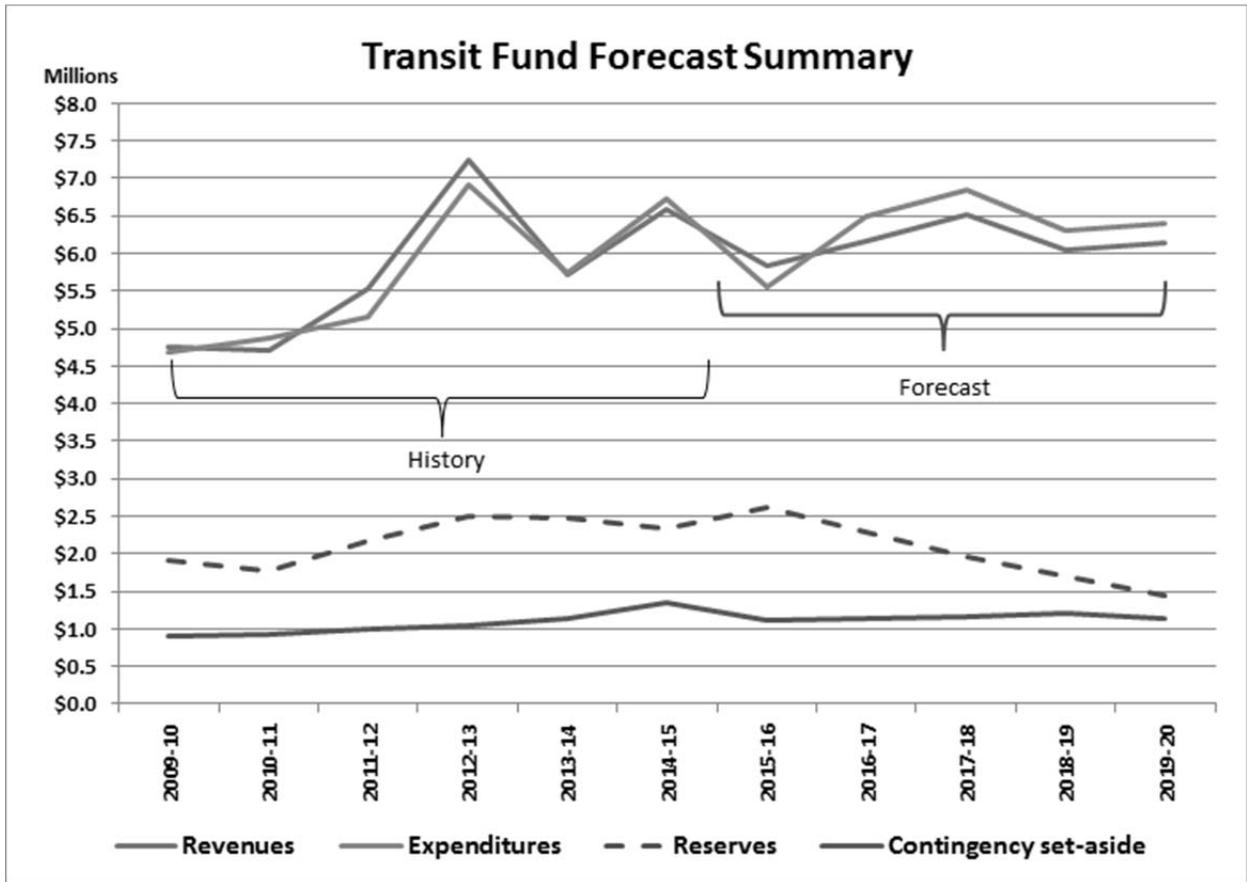
The purchase of SMART’s rolling stock is considered a capital improvement. Over the next five years, the Department anticipates replacing two Dial-A-Ride vans, five diesel buses, and four of the smaller buses. These replacements will be spread-out over the next five years, and it is anticipated that the Department will receive 80% funding from grants.

Transit Fund Forecast Summary

The five-year forecast summary for the Transit Fund reveals that on average over time, revenues are not keeping up with expenditures, and so the Transit Fund fund balance (also referred to as reserve) is projected to be drawn down. By the fifth year, the fund balance is roughly \$320,000 above the contingency target. The contingency target is set at about 20% of operations.

This forecast provides perspective for planning for the future. During each annual budget cycle, resources and priorities are reassessed, and modifications are made to maintain a balanced Transit Fund.

The chart below compares the revenue sources discussed above to the expenditure items, and also to the reserve (fund balance) contained in the Transit Fund. The reserve in the Transit Fund is an eligible funding source, within limits set by policy, particularly for one-time items such purchasing buses. Funds have been set aside over the years in the reserve to provide the local match portion of state and federal grants. Policy limits on the use of the Transit Fund reserve include maintaining a contingency set-aside, included in the chart below.



The Transit Fund Forecast Summary indicates that if the discussed assumptions hold true, then the Transit Fund will experience a deficit. However, this forecast is to be used as a guideline, and points out the importance of each year’s budget cycle in reviewing and analyzing revenue sources, as well as the Budget Committee’s annual deliberations over Transit Fund priorities, in order to avoid a deficit.

The City Council may choose to consider increasing revenue sources, or decreasing services, as a strategy to avoid a deficit. The City Council may choose to increase bus fares, or may choose to increase the transit tax on payroll, or both, or may choose to consider scaling back services.

Water Operating Fund

Fund Description

The Water Fund accounts for the City's drinking water utility. The City owns and operates a water treatment plant on the Willamette River and provides water service to residents and businesses within City limits. The City bills for water usage on a monthly basis.

The Water Operating Fund periodically transfers funds to the Water Capital Fund. The Water Capital Fund accounts for the Capital Improvement Program (CIP) of the water utility.

The major drivers of revenue to the water fund include water consumption, the water rates set by the City Council, and the weather as it influences water consumption. Hot, dry weather, for example, tends to drive up usage (excluding drought conditions when usage is curtailed).

Expenditures of the water utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the water. Maintaining, repairing, and replacing the capital infrastructure of the water utility also drive expenditures.

Water Fund Revenues and Expenditures

Revenues

Charges

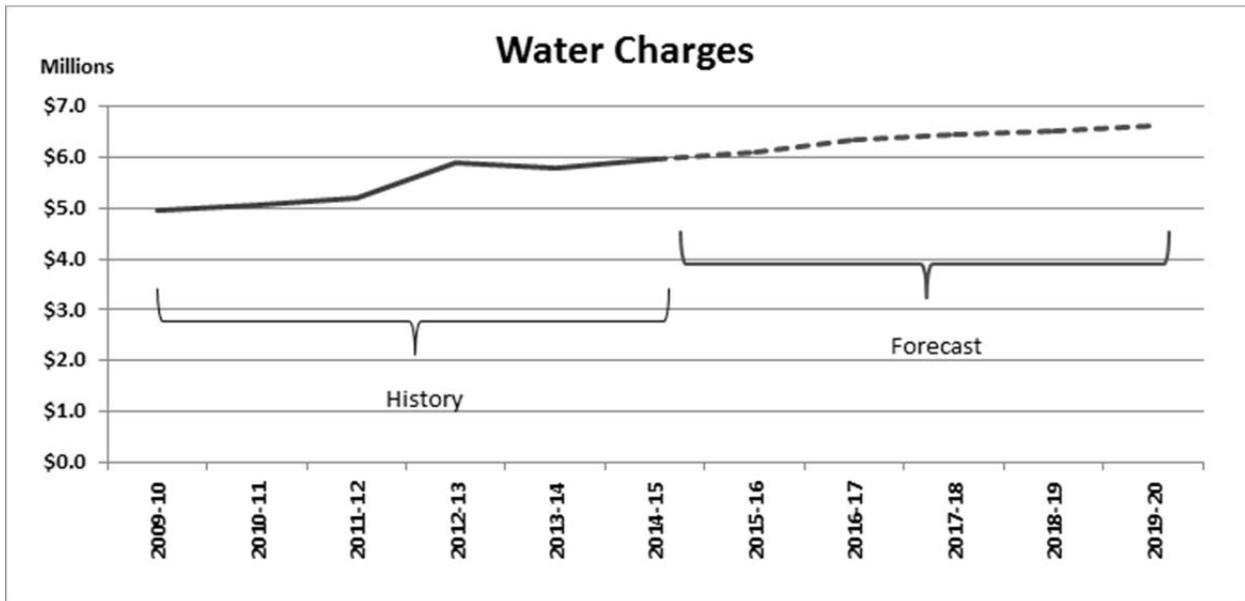
The City charges water customers for the water they use as measured through each customer's water meter. The City has approximately 5,400 water customers. The water rates are set periodically by the City Council. The rates are set to increase approximately 2.25% per year, on January 1 of 2015, 2016 and 2017.

As the City grows, more water accounts will be established and therefore water revenue will increase. However, it is important to note that individual use has been declining, most likely due to the conservation. As per capita usage declines or remains flat over time, water rates may have to increase in order for the water utility to cover its costs.

The five-year forecast predicts water revenue from charges will increase due to both the scheduled rate increases for the next three years and predicted growth of the City. In the last two years of the forecast, water revenue from charges grows more slowly to reflect growth of the City, but no rate increases.

The chart below shows the five-year history of revenue from water charges, together with the five-year forecast. Note the spike in FY 12-13. This spike illustrates the sensitivity of water revenue to weather. July, August and September of 2012 had relatively nicer weather than July, August and September of 2011. July of 2012 was on average just over a degree warmer than July 2011, and had less rain, which means less overcast days, and therefore more water was sold in July 2012 than July 2011. August of 2012 was on average 3 degrees warmer than July of 2011, and August of 2012 had a span of 14 days that were on average 12 degrees warmer than the same 14 day period in 2011. These warmer days translate into more water sold, and thus higher water revenue.

The forecast for revenue from water charges only takes rates and population growth into account, not weather patterns.



Water Sales

The City also sells up to five million gallons per day of treated water to Sherwood. Sherwood pays Wilsonville close to \$1 million per year for the water.

Expenditures

Operations

Water operations include managing and maintaining the water treatment plant and the water distribution system. The water treatment plant is managed under contract by the firm Veolia North America. The water distribution system includes pipes, reservoirs, booster pumps, valves, fire hydrants and wells.

Over the five-year period of this forecast, no significant changes are foreseen to water operations, aside from adding accounts as the City’s population grows. It should be noted, however, that population growth within the future areas of Coffee Creek, Frog Pond and Basalt Creek are beyond this forecast period.

Capital Improvements

The water utility is a very capital intensive operation, including assets such as the treatment plant, miles of pipes, reservoirs, and pumps. Maintenance and repair of these assets are funded through the water rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both water rates and SDCs, depending upon whether the project expands capacity or not.

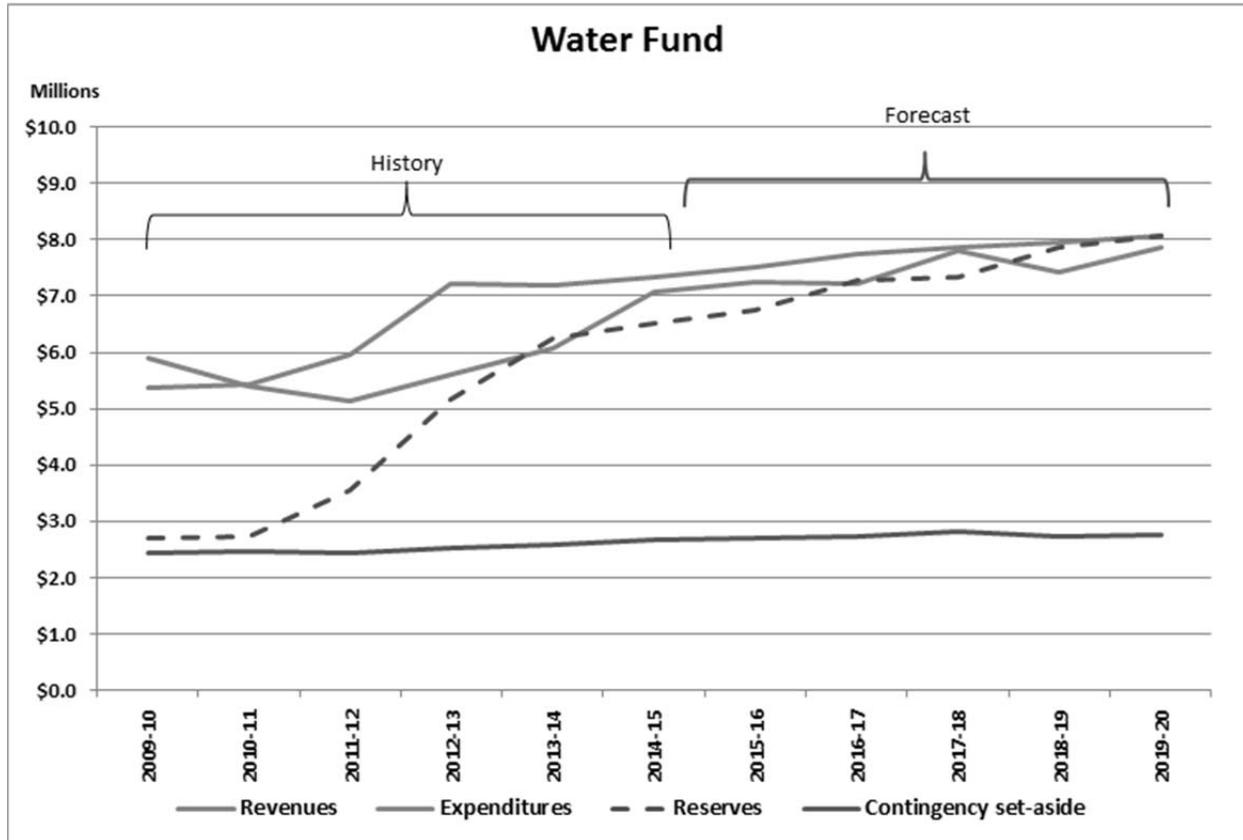
At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by water rates.

Examples of CIP projects over the next five years include replacing pipes, valves and hydrants, upgrading wells, adding stand-by power, replacing water filter media, a west side reservoir, and constructing a new distribution water line in the remaining section of Tooze Road. The CIP detail is included in each year’s annual budget and is considered by the Budget Committee and City Council.

Water Fund Forecast Summary

The five-year forecast for the Water Fund shows that fund remains fiscally healthy, and able to maintain a healthy reserve (also referred to as fund balance) for this capital intensive utility. The bump-up in revenue in FY 12-13 reflects the first full year of Sherwood purchasing water from Wilsonville, in addition to higher revenues to warmer weather.

The contingency set-aside includes contingency funds for operations equal to 20% of recurring expenditures, as well as one year's worth of debt service.



Sewer Operating Fund

Fund Description

The Sewer Fund accounts for the City's wastewater treatment utility. The City owns and operates a wastewater treatment plant and maintains the associated collection pipes and lift stations. The City bills for the service monthly. The wastewater treatment plant protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater in compliance with the City's discharge permit. The City contracts with CH2M HILL to operate the plant.

The Sewer Fund also accounts for the City's industrial pretreatment program. Industries are monitored and regulated regarding what they discharge into the wastewater system, and certain industries must pre-treat their effluent. The program also provides education and outreach to minimize fats, oil and grease, as well as drugs, from entering the system.

The Sewer Operating Fund periodically transfers funds to the Sewer Capital Fund. The Sewer Capital Fund accounts for the Capital Improvement Program (CIP) of the sewer utility.

Revenue drivers for this fund include sewer rates charged, the size and type of industries, winter water consumption, and the City's population growth.

Expenditures of the sewer utility are influenced by the cost of labor to run the system, the price of electricity to operate the plant, and the cost of chemicals and other materials to treat the wastewater. Maintaining, repairing, and replacing the capital infrastructure of the sewer utility also drive expenditures.

Sewer Fund Revenues and Expenditures

Revenues

Charges

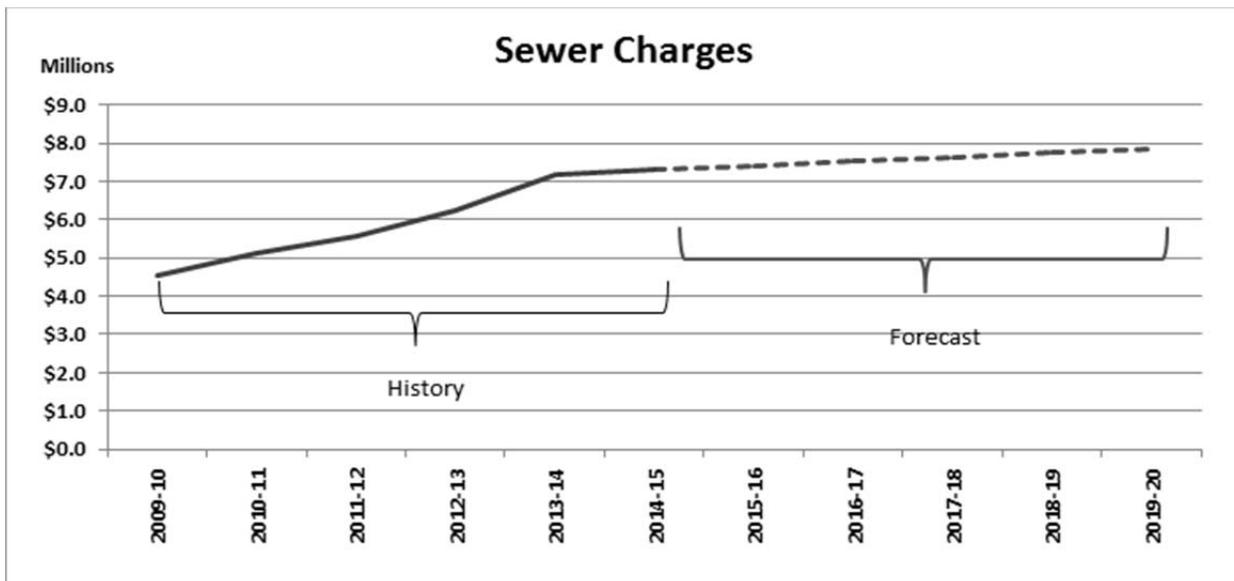
The City charges for use of the wastewater system each month. Currently, the City has about 5,100 sewer accounts.

In general, wastewater is not a metered service. Therefore, provision of wastewater service is generally based on water use, the theory being that most water that enters a customer's establishment goes into the wastewater system. The City uses this assumption for commercial customers. For residential customers, because water usage peaks in the summer, it is assumed to be used for irrigation, and does not enter the wastewater system. Hence the City uses a residential customer's winter water average (November through March of the following year) to set the units of usage for the wastewater system for the next year. If commercial customers experience peak summer water usage due to irrigation and want their sewer charges adjusted, they have the option to install an irrigation meter, and their sewer charges will be adjusted according to the water that diverts through the irrigation meter.

The sewer rates are set periodically by the City Council. There are no current plans to increase sewer rates, however, the City has recently completed a new master plan that identifies necessary capital improvements and intends on performing a cost of service study and rate analysis as a next step.

As the City grows, more accounts will be added, leading to growth in the sewer operating revenue.

The five-year forecast predicts sewer revenue from charges will increase steadily over the period, reflecting the predicted growth of the City. The rapid increase seen in the chart below reflects rate increases on January 1st of 2012, 2013, and 2014, by 15%, 12% and 10% respectively. These rate increases were necessary to pay the debt service on debt issued to improve and expand the wastewater treatment facility.



Other Revenues

The Sewer fund also receives interest earnings and a transfer from the Sewer System Development Charges (SDCs). The transfer from the Sewer SDCs is to partially cover the debt service obligation for debt incurred to expand the plant.

Expenditures

Operations

Sewer operations include managing and maintaining the wastewater treatment plant, the sewer collection system of pipes, and lift stations. Additionally, operations include managing the Industrial Pretreatment Program, as well as ensuring the City is in compliance with the National Pollutant Discharge Elimination System (NPDES) conditions and permit limits.

Over the five-year period of this forecast, no significant changes are foreseen to sewer operations, aside from adding accounts as the City’s population grows. It should be noted, however, that population growth within the future areas of Coffee Creek, Frog Pond and Basalt Creek are beyond this forecast period.

Capital Improvements

The sewer utility is a very capital intensive operation, including assets such as the wastewater treatment plant, miles of pipes, and pumps. Maintenance and repair of these assets are funded through the sewer rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both sewer rates and SDCs, depending upon whether the project expands capacity or not.

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by sewer rates.

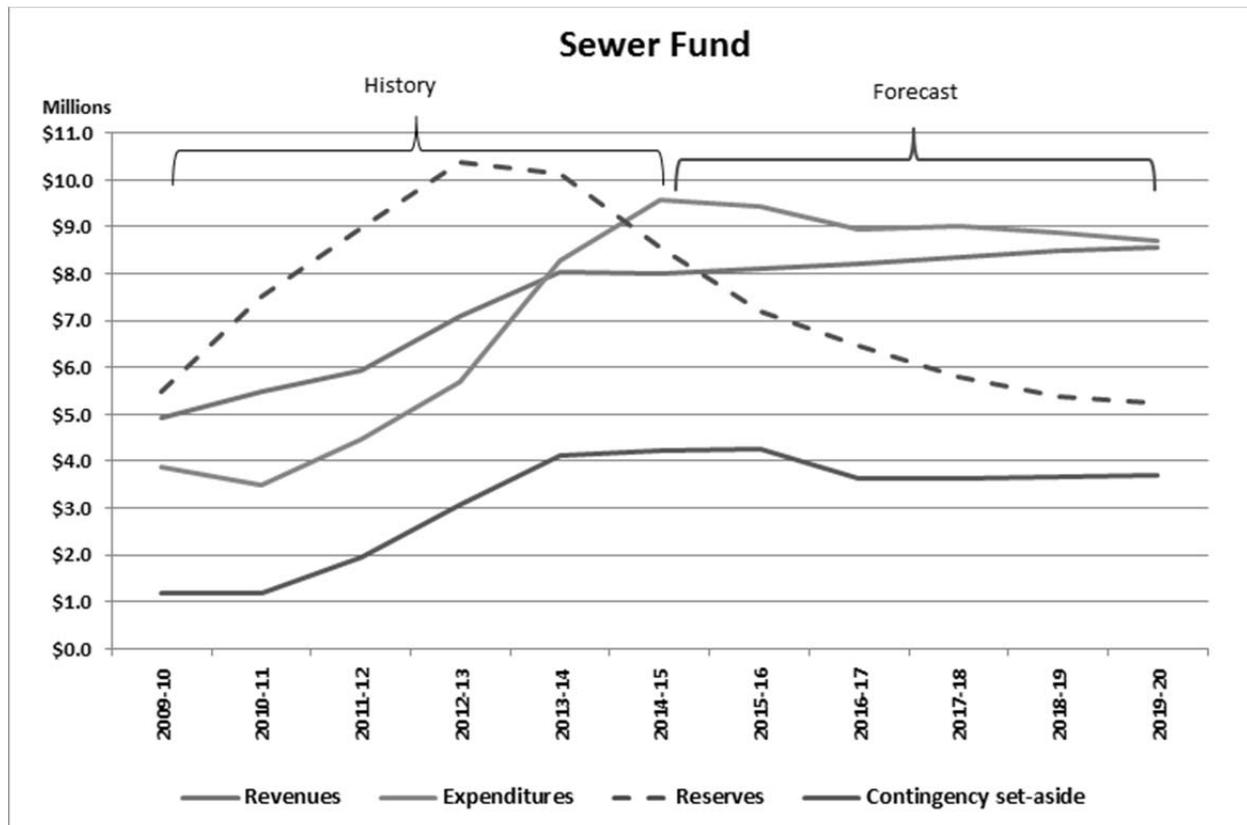
Examples of CIP projects over the next five years include repairing the outfall at the wastewater treatment plant, improving the Memorial Park and Town Center pump stations, pipe maintenance and rehab in the Charbonneau area, upsizing the Coffee Creek sewer trunk in coordination with the Kinsman Road extension project, and replacing various pipes and valves. The CIP detail is included in each year’s annual budget and is considered by the Budget Committee and City Council.

Sewer Fund Forecast Summary

The five-year forecast for the Sewer Fund shows that the fund balance (also referred to as a reserve) is drawn down over time. This is due to the extensive capital program. To stem the draw-down of the fund balance, the City intends to complete a cost of service study and rate analysis based on information from the recently completed Wastewater Collection System Master Plan.

The expenditure forecast is not a smooth line. This line reflects both the operating costs of the Fund, which are relatively smooth over time, and the capital projects that are planned, which are one-time expenditures that happen unevenly over time. The steep increase in expenditures from FY 10-11 through FY 13-14 is due to the addition of debt service on nearly \$39 million in new debt for improvements and expansion of the wastewater treatment plant, which added \$3 million in on-going debt service obligations. The further increase to FY 14-15 is for the capital program.

The Contingency set-aside is comprised of 20% of operating expense and one year's worth of debt service.



**Note: The Sewer Fund received and paid back a bridge bank loan in FY 11-12. The bridge loan was to begin work on the Wastewater Treatment Plant prior to the bond sale. It is not shown in the graph above because the loan and pay-back occurred in the same fiscal year.*

Stormwater Fund

Fund Description

The Stormwater Fund accounts for the City’s stormwater management utility. This utility works to minimize and control erosion, prevent local flooding, and reduce pollutants and debris from entering local streams and the Willamette River. The utility must remain in compliance with the requirements of the National Pollutant Discharge Elimination System (NPDES) Stormwater Management Plan (Plan). The utility does this by conveying stormwater through a system of pipes, detention ponds, catch basins and ditches, which eventually flow into natural drainage systems. The utility also protects and enhances natural habitat, provides leaf control services, and ensures the sweeping of City streets and public parking lots.

The City bills for stormwater management on a monthly basis. Stormwater charges are based on impervious surface. Residential units are equalized into an Equivalent Residential Unit (ERU), using a standard of impervious area of 2,750 square feet. Commercial and industrial charges are calculated by applying this ERU factor to the impervious area at their site.

The major drivers of revenue to the Stormwater Fund include the monthly charges and the number of ERUs within the City.

Expenditures of the stormwater utility are influenced by the cost of labor to run the system, the requirements of the NPDES Plan, and the cost to maintain, repair, and replace the capital infrastructure and natural systems of the utility.

Stormwater Fund Revenues and Expenditures

Revenues

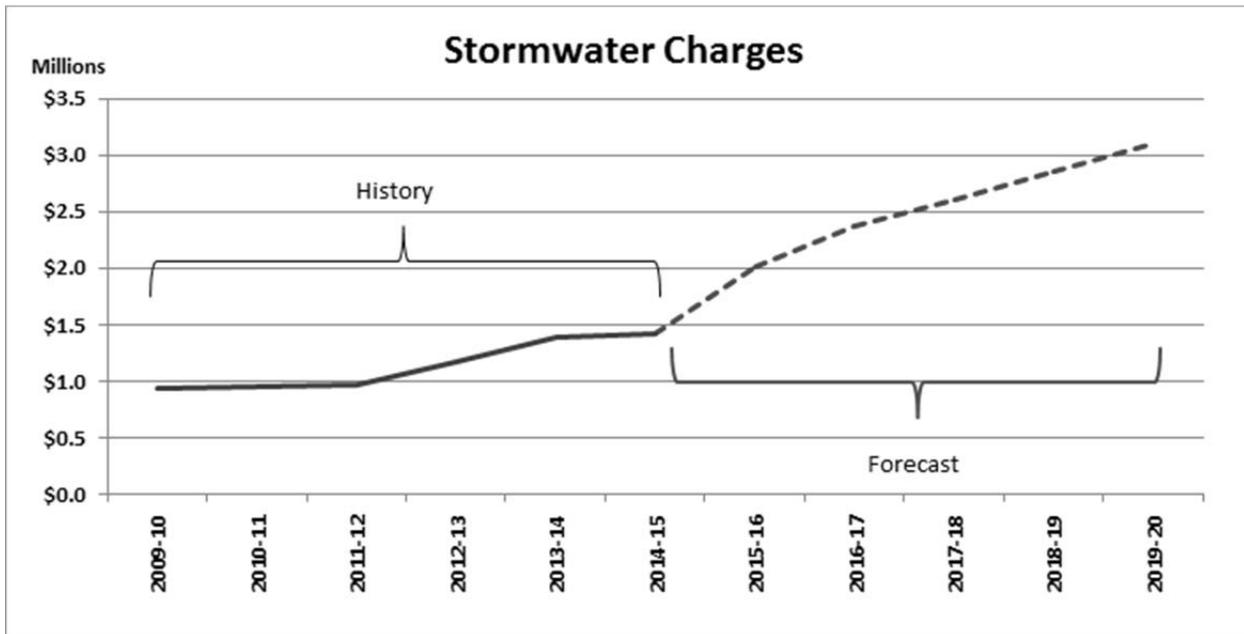
Charges

As mentioned above, the City charges stormwater fees monthly, based on the number of ERUs. The City Council establishes the rates for stormwater, and just recently approved stormwater rates for the next seven years. The rate increases are necessary in order to pay for the capital program. The rate path is reflected in the following table:

Effective Date	Monthly Rate/ERU
April 1, 2015	\$6.95
January 1, 2016	\$8.65
January 1, 2017	\$9.30
January 1, 2018	\$9.95
January 1, 2019	\$10.60
January 1, 2020	\$11.25
January 1, 2021	\$11.90

The City currently has approximately 22,400 ERUs. Because many companies are doing more to reduce their impervious surface area, such as installing rain gardens or pervious surfaces, ERUs are expected to grow by a modest 1.3% annual average over the next five years.

The following chart shows the five-year history of revenue from stormwater charges, together with the five-year forecast.



Expenditures

Operations

Stormwater operations include managing and maintaining the stormwater system of pipes, detention ponds, catch basins, ditches, and natural drainage systems.

Over the next five year period, the Community Development Department plans to request an additional engineer that will be dedicated to the Charbonneau area stormwater rehabilitation program.

Capital Improvements

The stormwater utility is not as capital intensive as water and sewer, but has an extensive capital program. Major repairs, replacements and rehabilitation of the stormwater pipes, detention ponds, slopes and natural areas are funded out of the capital program. Maintenance and repair of these assets are funded through the stormwater rates, while expansions to the assets are funded by System Development Charges (SDCs) charged to developers as they build out the City. The capital improvement program (CIP) is therefore funded by both stormwater rates and SDCs, depending upon whether the project expands capacity or not.

At times, the cash needed for the CIP exceeds the availability, and at those times the City considers issuing debt to fund necessary projects. The debt is paid back over time by stormwater rates.

Over the five-year period of this forecast, the City intends to embark on an ambitious repair and rehabilitation program of the stormwater assets in the Charbonneau district. At the same time, the utility intends to rehabilitate three Willamette River Outfalls, and replace deteriorating stormwater pipes throughout the City.

These capital needs over the next five years exceed the cash available to fund these projects. Therefore, the Stormwater utility will be making use of an interfund loan from the General Fund at the beginning of the forecast period, and a bond issue mid-way through the five year period. The proceeds and use of this debt is not reflected here, because they are accounted for in the Stormwater CIP Fund. However, the debt service is included in the Stormwater Operating Fund and is reflected in this forecast.

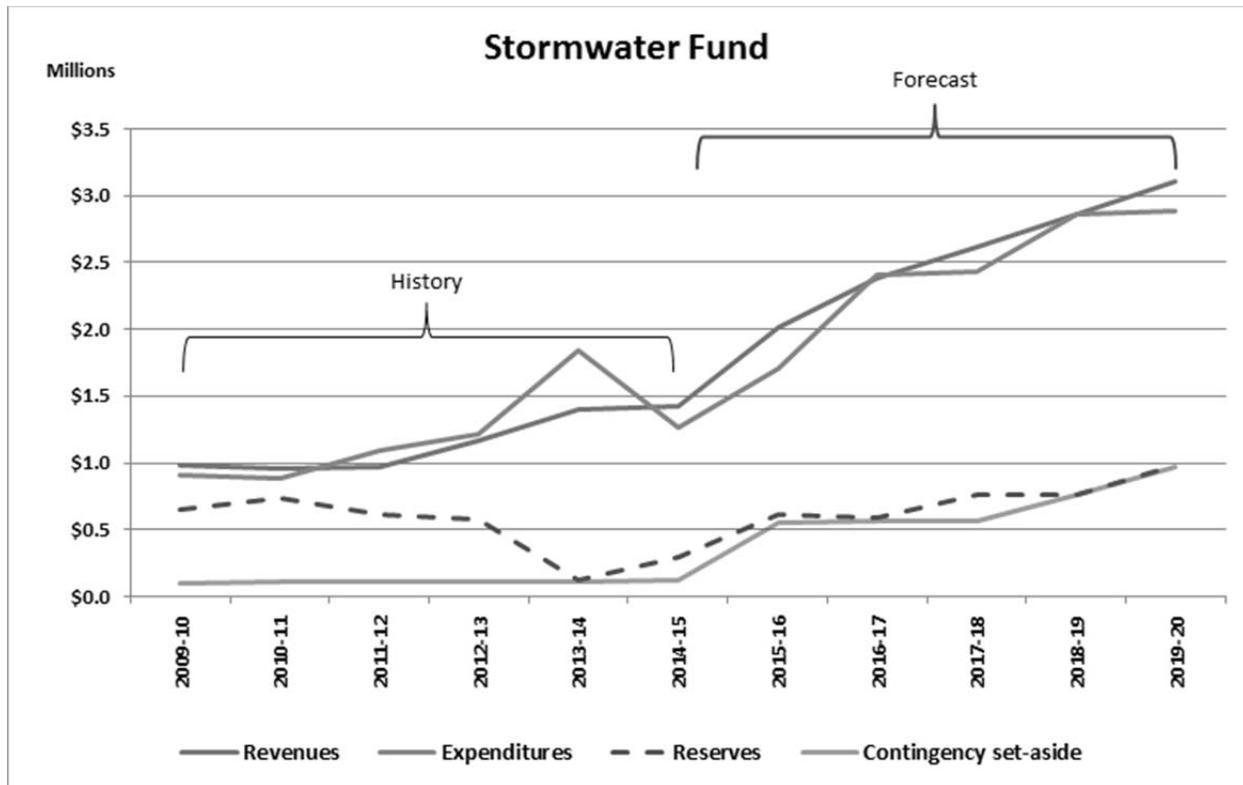
Stormwater Fund Forecast Summary

The five-year forecast for the Stormwater Fund shows both revenues and expenditures ramping up over the forecast period, and the fund remaining in balance over the time period.

The spike in expenditures in FY 13-14 reflects the capital projects of the Morey's Landing and Rivergreen outfall restoration projects.

The increase in the expenditures over the next five years reflects the intended request for an additional engineer, as well as the extensive capital program and the associated debt service to finance the improvements in the Charbonneau district. The increase in revenues reflects the rate increases adopted by the City Council in order to afford the improvements and cover the debt obligation.

The contingency set-aside reflects 20% of operations, as well as one year's worth of debt service in the first three years of the forecast period. In the fourth year, the additional debt is assumed to come on line, and while the debt service obligation is covered, the fund is able to set aside only one-half of the new debt obligation in the reserve, in addition to a full year of the previous obligation. By the fifth year, the fund is able to set aside a full year of both obligations.



Street Lighting Fund

Fund Description

The Street Lighting Fund accounts for the maintenance and operation of City's street lights. Portland General Electric (PGE) supplies the electricity and bills the City. The City covers this cost through a monthly fee charged on the utility bills. Residential, multi-family, commercial, industrial and non-profits all pay towards the street lighting system.

Revenue drivers for this fund include the monthly charges and number of customers.

Expenditure drivers for this fund include the price of electricity from PGE, periodic maintenance and replacement of fixtures, and expansion of the the system.

Street Lighting Fund Revenues and Expenditures

Revenues

Charges

As mentioned above, the City charges a monthly fee for street lighting. For residential customers, the fee ranges from approximately \$2.00 per month to over \$5.00 per month, depending upon the type of lighting fixture. Multifamily units are charged based upon the fixtures and the number of dwelling units, and commercial customers are charged based on the fixtures and the number of full-time equivalents employed.

No changes are anticipated over the next five years.

Expenditures

Operations

Street Lighting operations include maintaining the street light fixtures and paying PGE for the electricity. No changes are anticipated over the next five years, other than rate increases imposed by PGE.

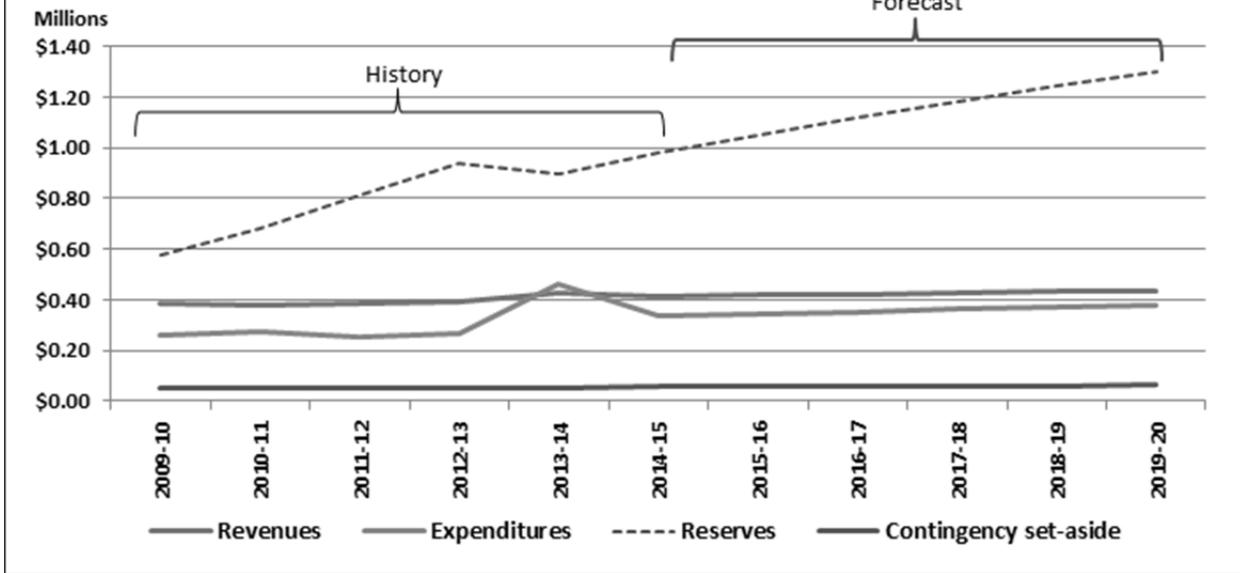
Capital Improvements

The Street Lighting Fund is used to install street lighting where there are gaps, and replace worn poles and fixtures.

Street Lighting Fund Forecast Summary

The five-year forecast for the Street Light Fund shows a stable fund with a healthy reserve. The bump-up in expenditures in FY 13-14 reflects the City's efforts to replace wood poles with fiberglass poles.

Street Lighting Fund



Road Operating (Gas Tax) Fund

Fund Description

The Road Operating Fund accounts for the gas tax received by the City and for the maintenance of City streets, sidewalks, pathways, landscapes, pavement markings, signs and signals.

The State collects the gas tax and apportions it out to cities based on their population. Wilsonville's per capita amount for FY 14-15 is approximately \$57.23, and the State foresees this growing to \$58.48 per capita for FY 15-16.

The major drivers of revenue for the Road Operating Fund are the amount of gas tax received by the State and Wilsonville's population.

The major expenditure drivers for this fund include the cost of labor and materials and the addition of new streets as the City grows.

Road Operating Fund Revenues and Expenditures

Revenues

Gas Tax

The State gas tax is set by State statute, currently at 30 cents per gallon. The State collects the gas tax, and apportions it to cities based on their respective populations. The State provides a per capita estimate to cities, based upon how much gas tax the State estimates it will receive and the various population estimates of the cities.

For FY 14-15, cities are estimated to receive \$57.23 per capita in gas tax revenues, increasing to \$58.48 per capita for FY 15-16. New estimates are expected to be released in the spring of 2015.

Over the five-year period, gas tax revenue is forecasted to grow slightly because the City's population is expected to grow. The recent fall in gas prices should yield higher gas tax revenues in the immediate future as people drive more and fill their gas tanks more often, but it is difficult to predict how gas prices and driving habits may change over time. Therefore, the forecast remains conservative, varying only population.

Expenditures

Operations

The Road Fund operations include street maintenance and repair, maintenance of sidewalks and pathways, installation and replacement of pavement markings, and maintenance of signs and signals. The Department also removes graffiti, maintains roadway landscaping, controls litter and vegetation along roadways, and sands streets during inclement weather.

Over the five-year period of the forecast, the Department intends on requesting additional seasonal labor to keep current on maintenance needs.

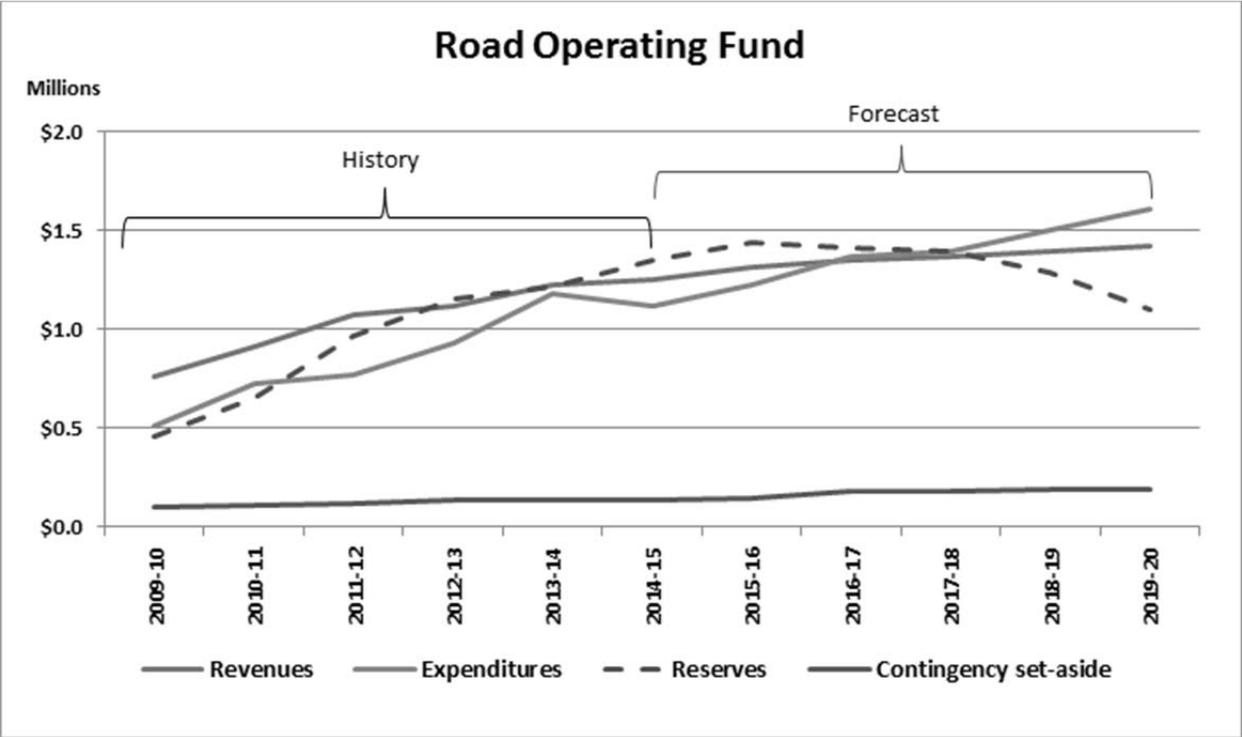
Capital Improvements

The Road Operating Fund funds road repair and replacement. New roads, or expansions to current roads, are paid for either by developers or by System Development Charges, which are charged to developers. The capital improvement program (CIP) is therefore funded by both gas taxes and SDCs, depending upon whether the project expands capacity or not.

Over the next five years, the Department foresees an increased need for maintenance along Canyon Creek Road, along Tooze Road to Grahams Ferry Road, and enhancements to streetscapes along various routes.

Road Operating Fund Forecast Summary

The five-year forecast shows that the Road Operating Fund remains in a good financial position. Toward the end of the period, expenditures overtake revenues, largely due to increases in the capital program, including potential pavement costs associated with utility rehabilitation in the Charbonneau district that are not covered by the Street Maintenance Fund. The reserve remains at a healthy level at the end of the period.



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

Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2014

Range	Position	Monthly		Hourly	
		Low Rate	High Rate	Low Rate	High Rate
6	Library Aide	\$1,893	\$2,412	\$10.92	\$13.92
13	Nutrition Program Assistant	\$2,249	\$2,867	\$12.98	\$16.54
17	Library Clerk I	\$2,484	\$3,165	\$14.33	\$18.26
20	Library Clerk II <i>Sewer Vactor Operator I</i>	\$2,673	\$3,408	\$15.42	\$19.66
22	<i>CD Permit Clerk/Receptionist</i> Library Volunteer Coordinator	\$2,809	\$3,581	\$16.21	\$20.66
24	Library Clerk III Nutrition Coordinator I	\$2,952	\$3,763	\$17.03	\$21.71
25	Utility Worker	\$3,025	\$3,856	\$17.45	\$22.25
26	Administrative Assistant I	\$3,100	\$3,952	\$17.88	\$22.80
27	Nutrition Coordinator II	\$3,176	\$4,051	\$18.32	\$23.37
30	Accounting Technician Administrative Assistant II	\$3,421	\$4,362	\$19.74	\$25.17
31	Senior Utility Worker	\$3,509	\$4,471	\$20.24	\$25.79
32	Administrative Assistant III Fitness Specialist Information & Referral Specialist Municipal Court Clerk Utility Billing Specialist	\$3,595	\$4,585	\$20.74	\$26.45
34	Assistant Planner <i>Environmental Education Specialist</i> GIS and Mapping Technician Permit Technician Program Coordinator Project Coordinator <i>Recreation Coordinator</i> <i>Reference Librarian</i> <i>Sewer Vactor Operator II</i>	\$3,777	\$4,815	\$21.79	\$27.78
36	Water Distribution Technician	\$3,969	\$5,058	\$22.90	\$29.18
37	<i>Accountant</i> Public Works Analyst Real Property Specialist	\$4,067	\$5,187	\$23.46	\$29.93
38	IS Assistant II Public Works Analyst <i>Public Works Operations Chief</i> Stormwater Management Coordinator	\$4,170	\$5,315	\$24.06	\$30.66
39	<i>Building Inspector I</i> Industrial Pretreatment Coordinator	\$4,273	\$5,448	\$24.65	\$31.43
40	Adult Services Librarian Senior Accountant Senior Engineering Technician Youth Services Librarian	\$4,379	\$5,586	\$25.26	\$32.23
42	Associate Planner Building/Plumbing Inspector II Engineering Associate <i>Information Systems Analyst</i>	\$4,601	\$5,867	\$26.54	\$33.85
46	Network Administrator Plans Examiner	\$5,079	\$6,477	\$29.30	\$37.37

(italics indicate an unfilled position)

SEIU Local 503 (OPEU Transit) Compensation Plan Effective July 1, 2014

Position	Monthly		Hourly	
	Low Rate	High Rate	Low Rate	High Rate
Fleet Hostler	\$2,679	\$3,417	\$15.46	\$19.71
Equipment Mechanic I Transit Driver	\$3,033	\$3,865	\$17.50	\$22.30
Transit Dispatcher	\$3,266	\$4,164	\$18.84	\$24.02
Equipment Mechanic II	\$3,694	\$4,710	\$21.31	\$27.17

City of Wilsonville Unrepresented Compensation Plan Effective July 1, 2014

Range	Position	Monthly		Annual	
		Low	High	Low	High
A	<i>Administrative Assistant (Conf.)</i> Community Outreach Specialist	\$3,518	\$4,749	\$42,216	\$56,988
B	Human Resources Assistant Accounting Specialist (Conf.)	\$3,694	\$4,986	\$44,328	\$59,832
C	Legal Assistant	\$3,879	\$5,235	\$46,548	\$62,820
D		\$4,073	\$5,497	\$48,876	\$65,964
E		\$4,277	\$5,772	\$51,324	\$69,264
F	City Recorder	\$4,491	\$6,061	\$53,892	\$72,732
G	Community Relations Coordinator Library Operations Manager Roads Supervisor Transit Supervisor Transit Options Program Manager	\$4,716	\$6,364	\$56,592	\$76,368
H	Facilities Supervisor Fleet Manager Parks Supervisor Program Manager Utilities Supervisor	\$4,952	\$6,682	\$59,424	\$80,184
I	Civil Engineer GIS Manager Natural Resources Manager	\$5,200	\$7,016	\$62,400	\$84,192
J		\$5,458	\$7,368	\$65,491	\$88,413
K	Finance Operations Manager Human Resources Manager Long Range Planning Manager	\$5,733	\$7,735	\$68,796	\$92,820
L	Transit Operations Manager	\$6,020	\$8,122	\$72,240	\$97,464
M	Current Planning Manager Economic Development Manager Engineering Manager Public Affairs Director	\$6,321	\$8,528	\$75,852	\$102,336
N	Assistant Finance Director Building Official Information Systems Manager	\$6,637	\$8,954	\$79,644	\$107,448
O	Assistant City Attorney Planning Director	\$6,969	\$9,402	\$83,628	\$112,824
P	Library Director Parks & Recreation Director Transit Director	\$7,314	\$9,872	\$87,804	\$118,464
Q	Public Works Director	\$7,500	\$10,119	\$90,000	\$121,428
R	Community Development Director Finance Director	\$7,688	\$10,382	\$92,256	\$124,464
S	Assistant City Manager	\$7,880	\$10,631	\$94,560	\$127,572
	Municipal Court Judges	\$90 - \$94 per hour			
	City Attorney, contract pay package*	\$10,925		\$131,102	
	City Manager, contract pay package*	\$9,167-\$11,667		\$110,000-\$140,000	

*City Manager and City Attorney pay package reviewed annually by Council

WILSONVILLE

POWERED
BY PURPOSE



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.

WILSONVILLE

POWERED
BY PURPOSE



Legal Forms

Budget Committee Meeting Notices	366
Notice of City Council Budget Hearing and Financial Summary	370
Notice of Urban Renewal Agency Budget Hearing and Financial Summary	372
Resolutions	374
Notices of Property Tax and Certification of Intent to Impose Taxes.....	389

Budget Committee Meeting Notices



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 Committee Meeting and State Revenue Sharing Meeting WS242

a copy of which is hereto annexed, was
published in the entire issue of said
newspaper for

1

week in the following issue:
May 6, 2015

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

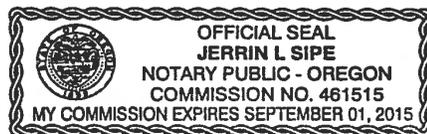
Subscribed and sworn to before me this
May 6, 2015.

Jerrin L. Sipe
NOTARY PUBLIC FOR OREGON
My commission expires *Sept 1, 2015*

Acct # 6821011
Attn: Kourtni Kersey
City of Wilsonville
29799 SW Town Center Lp
Wilsonville, OR 97070

Size: 2 x 4.5"
Amount Due \$77.85*

*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, 2015 to June 30, 2016, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Thursday, the 14th of May 2015. Subsequent meetings, if necessary, are scheduled for Tuesday the 19th of May 2015 and Wednesday the 20th of May 2015. 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 1st of May 2015 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/167/Budget. 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 2015-16.

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 2015-16 with the Budget Committee.

Bryan Cosgrove
Budget Officer
City of Wilsonville
Publish 05/06/2015.

WS242

Budget Committee Meeting Notices



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 Urban Renewal Agency Notice of Budget Committee Meeting WS243

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

1

week in the following issue:
May 6, 2015

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this May 6, 2015.

Jerrin L. Sipe

NOTARY PUBLIC FOR OREGON

My commission expires *Sept 1, 2015*

Acct # 6821011

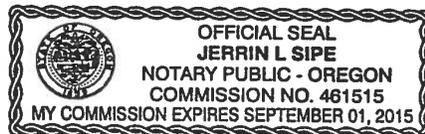
Attn: Kourtni Kersey

City of Wilsonville
29799 SW Town Center Lp
Wilsonville, OR 97070

Size: 2 x 4.25"

Amount Due: \$73.53*

*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 City of Wilsonville Urban Renewal Agency, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2015 to June 30, 2016, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Thursday, the 14th of May 2015. Subsequent meetings, if necessary, are scheduled for Tuesday the 19th of May 2015 and Wednesday the 20th of May 2015. 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 1st of May 2015 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/167/Budget.

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 2015-16 with the Budget Committee.

Bryan Cosgrove
Executive Director
Urban Renewal Agency
City of Wilsonville
Publish 05/06/2015.

WS243

Budget Committee Meeting Notices

**Ask The City!**
Online Requests
& FAQs

**Pay Online**
24/7 payment
options

City of Wilsonville Public Hearing Notices

Posted on: May 4, 2015

Budget Committee Meetings - Public Hearing Notice

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, 2015 to June 30, 2016, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Thursday, the 14th of May 2015. Subsequent meetings, if necessary, are scheduled for Tuesday the 19th of May 2015 and Wednesday the 20th of May 2015. 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 1st of May 2015 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/167/Budget. 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 2015-16.

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 2015-16 with the Budget Committee.

Bryan Cosgrove
Budget Officer

Search

All categories ▾



Tools

-  [RSS](#)
-  [Notify Me®](#)
-  [View Archived](#)

Select Language ▾

- All Categories
- City of Wilsonville Boones Ferry Messenger
- City of Wilsonville General News
- City of Wilsonville Public Hearing Notices

[http://www.ci.wilsonville.or.us/CivicAlerts.aspx?AID=206\[5/5/2015 9:36:25 AM\]](http://www.ci.wilsonville.or.us/CivicAlerts.aspx?AID=206[5/5/2015 9:36:25 AM])

Wilsonville, OR - Official Website

Budget Committee Meeting Notices

 **Ask The City!**
Online Requests
& FAQs

 **Pay Online**
24/7 payment
options

City of Wilsonville Public Hearing Notices

Posted on: May 4, 2015

Urban Renewal Agency Notice of Budget Committee Meetings

City of Wilsonville Urban Renewal Agency
Notice of Budget Committee Meetings

The first public meeting of the Wilsonville Budget Committee of the City of Wilsonville Urban Renewal Agency, Clackamas and Washington County, State of Oregon, to discuss the budget for the fiscal year July 1, 2015 to June 30, 2016, will be held at the Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, Oregon on Thursday, the 14th of May 2015. Subsequent meetings, if necessary, are scheduled for Tuesday the 19th of May 2015 and Wednesday the 20th of May 2015. 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 1st of May 2015 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/167/Budget.

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 2015-16 with the Budget Committee.

Bryan Cosgrove
Executive Director
Urban Renewal Agency
City of Wilsonville

Search

All categories

Tools

-  RSS
-  Notify Me®
-  View Archived

Select Language

- All Categories
- City of Wilsonville Boones Ferry Messenger
- City of Wilsonville General News
- City of Wilsonville Public Hearing Notices

c://www.ci.wilsonville.or.us/CivicAlerts.aspx?AID=207[5/5/2015 9:29:03 AM]

sonville, OR - Official Website

Budget Summary



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 – LB-1
 WS247

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

1 week in the following issue:
 May 27, 2015

Charlotte Allsop

Charlotte Allsop (Accounting Manager)

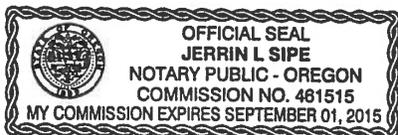
Subscribed and sworn to before me this
 May 27, 2015.

Jerrin L Sipe

NOTARY PUBLIC FOR OREGON
 My commission expires *Sept 1, 2015*

Acct # 6821011
 Attn: **Kourtni Kersey**
 City of Wilsonville
 29799 SW Town Center Lp
 Wilsonville, OR 97070

Size: 3 x 8.25"
 Amount Due: **\$214.09***
 *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 01, 2015 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, 2015 as approved by the City of Wilsonville Budget Committee. A summary of the budget is presented below and can be viewed at <http://www.ci.wilsonville.or.us/167/Budget>. A copy of the budget may be inspected or prepared on a basis of accounting that is the same as used the preceding year.

Contact: Susan Cole
 Telephone: 503-682-1011 Email: cole@ci.wilsonville.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2013-14	Adopted Budget This Year 2014-15	Approved Budget Next Year 2015-16
Beginning Fund Balance/Net Working Capital			
Fees, Licenses, Permits, Fines / Assessments & Other Service Charges	55,594,142	53,718,530	61,05
Federal, State and All Other Grants, Gifts, Allocations and Donations	36,798,686	37,835,380	38,79
Revenue from Bonds and Other Debt	4,040,465	6,350,162	6,28
Interfund Transfers / Internal Service Reimbursements	0	0	0
All Other Resources Except Property Taxes	17,860,550	20,803,038	24,38
Property Taxes Estimated to be Received	2,094,959	963,122	87
Total Resources	5,753,398	5,985,000	6,34
	\$132,112,179	\$125,466,262	\$137,736

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
	Actual Amount 2013-14	Adopted Budget This Year 2014-15	Approved Budget Next Year 2015-16
Personnel Services			
Materials and Services	13,502,030	14,550,240	15,220
Capital Outlay	17,261,200	18,521,802	19,722
Debt Service	15,902,578	14,749,202	14,977
Interfund Transfers	5,823,198	5,843,400	5,833
Contingencies	17,860,550	20,803,038	24,384
Unappropriated Ending Balance and Reserved for Future Expenditure	0	42,914,498	52,735
Total Requirements	61,772,625	77,774,082	85,854
	\$132,112,179	\$125,466,262	\$137,736

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM						
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount	FTE
Administration	1,109,830	4.50	1,502,987	5.00	1,615,872	5
Finance	1,347,149	8.90	1,549,556	9.40	1,342,717	9
Information Services	639,510	3.00	634,783	3.00	710,306	3
Geographic Information Services	219,723	1.50	229,549	1.50	225,663	1
Legal	452,184	3.00	500,750	3.00	509,055	3
Human Resources & Risk Management	488,878	2.85	646,662	2.85	611,092	3
Community Development - Administration	819,819	4.50	734,256	4.50	748,510	4
Community Development - Engineering	1,217,849	9.00	1,251,979	9.00	1,280,825	9
Community Development - Building Inspections	843,608	5.90	737,067	5.90	758,758	5
Community Development - Planning	854,510	8.00	961,410	7.90	957,037	7
Community Development - Natural Resources/Stormwater Management	282,535	2.00	313,429	2.00	411,318	2
Public Works - Administration	360,149	3.50	447,183	3.50	465,061	3
Public Works - Facilities	773,591	5.50	854,593	5.50	980,441	5
Public Works - Roads	688,730	4.05	808,465	4.05	814,968	4
Public Works - Street Lighting	268,706	0.00	277,820	0.00	278,318	0
Public Works - Water Treatment Plant	1,035,001	4.88	1,206,871	4.88	1,287,878	5
Public Works - Industrial Pretreatment	2,460,308	0.00	2,539,823	0.00	2,694,641	0
Public Works - Wastewater Treatment Plant	102,744	1.00	119,859	1.00	122,627	1
Public Works - Wastewater Collection	1,873,058	0.00	2,413,960	0.00	2,530,435	0
Public Works - Stormwater Maintenance	615,920	2.13	677,984	2.13	770,587	2
Parks and Recreation - General Services	382,243	1.94	532,511	1.94	574,361	1
Parks and Recreation - Senior Programs	498,740	4.05	635,699	4.05	1,167,874	8
Parks and Recreation - Parks Maintenance	450,111	4.05	488,823	4.05	0	0
Library	898,908	8.25	1,309,195	8.25	1,141,840	8
Transit	1,538,307	18.48	1,686,597	18.48	1,794,937	18
Fleet Service	5,208,312	35.74	6,413,315	38.07	5,928,256	37
Law Enforcement	1,533,185	8.50	1,389,149	8.50	1,315,417	8
Municipal Court	178,301	2.00	3,988,859	0.00	4,355,151	0
Non-Departmental / Non-Program	196,801	1.50	196,801	1.50	215,255	1
Total Requirements & FTE	101,715,838	182.90	125,466,262	153.43	137,736,838	157.21

STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING

The total approved operating budget for 2015-16, consisting of personnel services, materials and services, and capital equipment purchases is \$35,404,871 down \$24,782 from the 2014-15 revised operating budget. Personnel services are up \$824,580 and include the addition 3.78 new full time equivalent (FTE) positions. Materials and services are up \$200,875 and include contracted increases in the City's wastewater treatment plant operations, water treatment plant operations, and law enforcement program with the addition of an additional contracted officer. The capital equipment budget is down \$1,050,247 due in part from a prior year large bus purchase for the City's transit system. Capital outlay consists of both capital equipment, with a budget \$1,007,364 and a capital improvement program (CIP) with a budget of \$13,970,123. The City's CIP budget is up 1,278,832 from prior year. In 2015-16 the City does not anticipate issuing any new debt.

PROPERTY TAX LEVIES			
Levy	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
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	\$340,000	\$330,000	\$330,000

LONG TERM DEBT		STATEMENT OF INDEBTEDNESS	
	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1	
General Obligation Bonds	\$365,000	\$0	
Other Bonds	\$44,780,000	\$0	
Other Borrowings	\$0	\$0	
Total	\$45,145,000	\$0	

Publish 05/27/2015.

WS247

Budget Summary

FORM LB-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville City Council will be held on June 01, 2015 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, 2015 as approved by the City of Wilsonville Budget Committee. A summary of the budget is presented below and can be viewed at <http://www.ci.wilsonville.or.us/167/Budget>. 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: Susan Cole

Telephone: 503-682-1011

Email: cole@ci.wilsonville.or.us

FINANCIAL SUMMARY - RESOURCES			
TOTAL OF ALL FUNDS	Actual Amount 2013-14	Adopted Budget This Year 2014-15	Approved Budget Next Year 2015-16
Beginning Fund Balance/Net Working Capital	65,594,142	53,718,530	61,051,635
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	36,768,686	37,635,380	38,797,114
Federal, State and All Other Grants, Gifts, Allocations and Donations	4,040,465	6,350,192	6,282,732
Revenue from Bonds and Other Debt	0	0	0
Interfund Transfers / Internal Service Reimbursements	17,860,550	20,803,038	24,384,462
All Other Resources Except Property Taxes	2,094,938	963,122	874,697
Property Taxes Estimated to be Received	5,753,398	5,986,000	6,348,196
Total Resources	\$132,112,179	\$125,456,262	\$137,738,836

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	13,502,030	14,850,240	15,220,293
Materials and Services	17,251,200	18,521,802	18,722,677
Capital Outlay	15,902,576	14,749,202	14,977,587
Debt Service	5,823,198	5,843,400	5,833,843
Interfund Transfers	17,860,550	20,803,038	24,384,462
Contingencies	0	42,914,498	52,735,674
Unappropriated Ending Balance and Reserved for Future Expenditure	61,772,625	7,774,082	5,864,300
Total Requirements	\$132,112,179	\$125,456,262	\$137,738,836

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM						
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount	FTE
Administration	1,103,630	4.50	1,502,967	5.00	1,615,672	5.00
Finance	1,347,149	8.90	1,549,955	9.40	1,342,717	9.20
Information Services	639,510	3.00	634,763	3.00	710,305	3.00
Geographic Information Services	219,723	1.50	229,549	1.50	228,683	1.50
Legal	462,194	3.00	500,750	3.00	509,055	3.00
Human Resources & Risk Management	488,875	2.85	648,652	2.85	611,092	3.35
Community Development - Administration	619,619	4.50	734,295	4.50	748,510	4.50
Community Development - Engineering	1,217,949	9.00	1,251,979	9.00	1,280,925	9.50
Community Development - Building Inspections	643,608	5.60	737,067	5.60	756,758	5.60
Community Development - Planning	854,510	8.00	961,410	7.60	957,037	7.60
Community Development - Natural Resources/Stormwater Management	282,535	2.00	313,429	2.00	411,316	3.00
Public Works - Administration	390,149	3.50	447,183	3.50	465,081	3.50
Public Works - Facilities	773,931	5.50	854,593	5.50	960,441	5.75
Public Works - Roads	688,730	4.05	808,495	4.05	814,968	4.05
Public Works - Street Lighting	266,706	0.00	277,620	0.00	278,318	0.00
Public Works - Water Distribution	1,035,001	4.88	1,205,571	4.88	1,297,976	5.38
Public Works - Water Treatment Plant	2,460,306	0.00	2,939,953	0.00	2,694,641	0.00
Public Works - Industrial Pretreatment	102,744	1.00	119,659	1.00	122,627	1.00
Public Works - Wastewater Treatment Plant	1,973,056	0.00	2,413,660	0.00	2,530,435	0.00
Public Works - Wastewater Collection	615,920	2.13	677,384	2.13	770,887	2.13
Public Works - Stormwater Maintenance	382,243	1.94	532,511	1.94	574,361	1.94
Parks and Recreation - General Services	468,740	4.05	635,699	4.05	1,167,674	8.20
Parks and Recreation - Senior Programs	450,111	4.05	488,823	4.05	0	0.00
Parks and Recreation - Parks Maintenance	886,908	8.25	1,309,165	8.25	1,141,840	8.25
Library	1,536,307	16.46	1,686,597	16.46	1,764,937	16.46
Transit	5,206,312	35.74	6,413,315	36.07	5,308,255	37.00
Fleet Service	1,333,189	6.50	1,389,149	6.60	1,315,417	6.60
Law Enforcement	3,768,385	0.00	3,968,859	0.00	4,355,151	0.00
Municipal Court	178,301	2.00	196,601	1.50	215,255	1.70
Non-Departmental / Non-Program	101,715,838	0	90,026,609	0	102,788,502	0
Total Requirements & FTE	\$132,112,179	152.90	\$125,456,262	153.43	\$137,738,836	157.21

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING
The total approved operating budget for 2015-16, consisting of personnel services, materials and services, and capital equipment purchases is \$35,404,871 down \$24,782 from the 2014-15 revised operating budget. Personnel services are up \$824,590 and include the addition 3.78 new full time equivalent (FTE) positions. Materials and services are up \$200,875 and include contractual increases in the City's wastewater treatment plant operations, water treatment plant operations, and law enforcement program with the addition of an additional contracted officer. The capital equipment budget is down \$1,050,247 due in part from a prior year large bus purchase for the City's transit system. Capital outlay consists of both capital equipment, with a budget \$1,007,364 and a capital improvement program (CIP) with a budget of \$13,970,123. The City's CIP budget is up 1,278,632 from prior year. In 2015-16 the City does not anticipate issuing any new debt.

PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount Imposed	Rate or Amount Approved
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	\$340,000	\$330,000	\$330,000

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$355,000	\$0
Other Bonds	\$44,780,000	\$0
Other Borrowings	\$0	\$0
Total	\$45,135,000	\$0

Budget Summary



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 Urban Renewal Agency Notice of Budget Hearing – UR-1 WS248

a copy of which is hereto annexed, was published in the entire issue of said newspaper for

1 week in the following issue:
 May 27, 2015

Charlotte Allsop
 Charlotte Allsop (Accounting Manager)

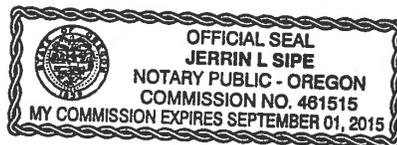
Subscribed and sworn to before me this May 27, 2015.

Jerrin L Sipe
 NOTARY PUBLIC FOR OREGON
 My commission expires Sept 1, 2015

Acct # 6821011
Attn: Kourtni Kersey
 City of Wilsonville
 29799 SW Town Center Lp
 Wilsonville, OR 97070

Size: 3 x 4.75"
 Amount Due \$123.26*

*Please remit to the address above.



Publish 05/27/2015.

WS248

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville Urban Renewal Agency will be held on June 1, 2015 at 7:00 p.m. at the City of Wilsonville City Hall, 29799 SW Town Center Loop E, Wilsonville, OR 97070. The purpose of the meeting is to discuss the budget for the fiscal year beginning July 1, 2015 as approved by the Urban Renewal Budget Committee. A summary of the budget prepared by the Urban Renewal Agency is attached to this notice. The budget is prepared on a basis of accounting that is the same as used the preceding year.

Contact: Susan Cole

Telephone: 503-682-1011 Email: cole@scl.wilsonville.or.us

TOTAL OF ALL FUND		FINANCIAL SUMMARY - REQUIREMENTS		FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION	
	Actual Amount	Adopted Budget	Next Year 2015-16	Approved Budget	Next Year 2015-16
Beginning Fund Balance/Net Working Capital	14,689,822	12,449,313	8,000,000	7,000,000	11,184,262
Revenue from Bonds and Other Debt	4,500,000	4,500,000	4,500,000	4,500,000	4,500,000
All Other Revenues Except Division of Tax & Special Levy	160,143	160,143	160,143	160,143	160,143
Revenue from Division of Tax	7,552,194	7,552,194	7,552,194	7,552,194	7,552,194
Total Resources	26,842,119	24,661,650	20,612,337	19,212,337	23,356,599
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION					
Materials and Services	1,818,223	1,822,436	1,822,436	1,822,436	2,000,825
Capital Outlay	6,487,710	6,278,726	2,685,363	2,685,363	2,685,363
Debt Service	9,783,215	9,597,253	7,180,384	7,180,384	7,180,384
Intergovernmental	1,082,745	1,082,745	1,082,745	1,082,745	1,082,745
Contingencies	13,448,226	13,448,226	5,832,038	5,107,330	8,697,251
Unappropriated Ending Fund Balance	26,842,119	24,661,650	20,612,337	19,212,337	23,356,599
Total Requirements	26,842,119	24,661,650	20,612,337	19,212,337	23,356,599
FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM					
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount
Year 2010 Plan	16,744,075	0	15,627,463	0	12,862,328
Ward Side	10,188,044	0	13,815,510	0	14,040,930
Total Requirements & FTE	26,932,119	0	29,442,973	0	26,903,258
STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING					
STATEMENT OF INDEBTEDNESS					
LONG TERM DEBT	Estimated Debt Outstanding on July 1	Estimated Debt Authorized, But Not Incurred on July 1			
General Obligation Bonds	\$32,226,000	\$0			
Other Bonds	\$0	\$0			
Other Borrowings	\$0	\$0			
Total	\$32,226,000	\$0			

Budget Summary

FORM UR-1

NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville Urban Renewal Agency will be held on June 1, 2015 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, 2015 as approved by the Urban Renewal Budget Committee. A summary of the budget is presented below and can be viewed at <http://www.ci.wilsonville.or.us/167/Budget>. 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: Susan Cole

Telephone: 503-682-1011

Email: cole@ci.wilsonville.or.us

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount	Adopted Budget	Approved Budget
	2013-14	This Year 2014-15	Next Year 2015-16
Beginning Fund Balance/Net Working Capital	14,699,822	12,449,313	11,164,962
Revenue from Bonds and Other Debt	4,500,000	9,000,000	7,000,000
All Other Resources Except Division of Tax & Special Levy	180,163	193,550	166,100
Revenue from Division of Tax	7,552,134	7,800,100	8,572,466
Total Resources	\$26,932,119	\$29,442,963	\$26,903,528

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

	2013-14	2014-15	2015-16
Materials and Services	1,918,223	1,522,436	2,050,925
Capital Outlay	649,710	8,275,726	2,893,368
Debt Service	9,783,215	8,567,223	7,190,384
Interfund Transfers	1,082,745	0	0
Contingencies	0	5,525,040	5,101,330
Unappropriated Ending Fund Balance	13,498,226	5,552,538	9,667,251
Total Requirements	\$26,932,119	\$29,442,963	\$26,903,258

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM

Name of Organizational Unit or Program	2014-15		2015-16	
	Amount	FTE	Amount	FTE
Year 2000 Plan	16,744,075	0	15,527,453	0
West Side	10,188,044	0	13,915,510	0
Total Requirements & FTE	\$26,932,119	0	\$29,442,963	0

STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The Year 2000 Plan has three projects budgeted in 2015-16, including Old Town Escape roadway connection project, Town Center concept planning, and the Canyon Creek Road project. The West Side District is benefiting from the construction of a large volume of single family homes. West Side District projects budgeted include the construction of Barber Street extension and Villebois parks improvements.

STATEMENT OF INDEBTEDNESS

LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1
General Obligation Bonds	\$32,225,000	\$0
Other Bonds	\$0	\$0
Other Borrowings	\$0	\$0
Total	\$32,225,000	\$0

Resolutions

RESOLUTION NO. 2533

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 1st day of June, 2015 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 Stevens	Excused
Councilor Lehan	Yes

Resolutions

RESOLUTION NO. 2534

A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE SHARED 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 May 14, 2015 to discuss possible uses of the funds and before the City Council on June 1, 2015 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 2015-16.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 1st day of June, 2015 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 Stevens	Excused
Councilor Lehan	Yes

RESOLUTION NO. 2535

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 2015-16.

WHEREAS, in accordance with ORS 294.426 the Wilsonville Budget Committee met on May 14, 2015 and May 19, 2015 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2015-16; and,

WHEREAS, the Budget Committee deliberated on the proposed budget and on May 19, 2015; and

WHEREAS, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such a amounts were included in the approved budget, and

WHEREAS, on May 27, 2015 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 1, 2015 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, 2015.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Council adopts the budget for FY 2015-16 in the total amount of \$137,738,836.
2. Of the total adopted budget of \$137,738,836, the City appropriates \$131,874,536 for the fiscal year beginning July 1, 2015 as shown in Attachment A – Schedule of Appropriations. The difference of \$5,864,300 is not appropriated and is not available for expenditure during the year.

Resolutions

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 \$333,000 for general obligation bonds; and that these taxes are hereby imposed and categorized for the tax year 2015-16 upon the assessed value of all taxable property in the City.

	<u>General Government Limit</u>
General Fund	\$2.5206 / \$1,000

	<u>Excluded from Limit</u>
General Obligation Debt Fund	\$333,000

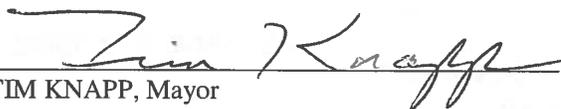
4. In compliance with the City's Financial Management Policies certain contingencies, reserves and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.
- a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled Restricted.
 - b. GASB Committed category includes amounts for which Council has approved by resolution. Only a subsequent council resolution may change the amount or intended use. Within the budget document such amounts are titled Committed (unappropriated). The Committed (unappropriated) is also referred to as the unappropriated ending fund balance and serves as a carryover from one fiscal year to the next.
 - c. GASB Assigned category includes amounts which are designated but for which a resolution has not been adopted. Authority is hereby granted to the City Council, City Manager and the Finance Director for the purpose of setting aside resources for specific future needs, such as equipment and building replacements and prudent financial reserves. Within the budget document such amounts are titled Assigned (designated) and Assigned (contingency). Assigned (designated) purpose is identified on page 249 of the Proposed Budget document. Assigned

(contingency) is the portion of appropriations available for use during a fiscal year if approved through Council Resolution.

- d. GASB Unassigned category is used exclusively in the General Fund and has the same meaning as Assigned (contingency) in paragraph (c) above.
- e. 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.

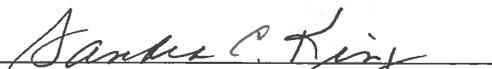
5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville City Council at a regularly scheduled meeting thereof this 1st day of June, 2015 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 Lehan	Yes
Councilor Stevens	Excused

Resolutions

Attachment A – Schedule of Appropriations
--

General Fund

Administration	\$	1,615,672	
Finance		1,304,567	
Information Services		710,305	
Geographical Information Services		228,683	
Legal		509,055	
Human Resources and Risk Management		611,092	
Public Works Administration		465,081	
Building Maintenance		960,441	
Parks Maintenance		1,141,840	
Parks and Recreation		1,167,674	
Library		1,764,937	
Law Enforcement		4,355,151	
Municipal court		215,255	
Transfers to Other Funds		7,163,591	
Contingency		9,272,304	
Total Fund Appropriations			\$31,485,648

Community Development Fund

CD Administration	\$	748,510	
Engineering		1,280,925	
Planning		957,037	
Natural Resources Stormwater Management		137,150	
Transfers to Other Funds		457,066	
Contingency		1,182,381	
Total Fund Appropriations			\$4,763,069

Building Fund

Building		756,758	
Transfers to Other Funds		202,508	
Contingency		2,711,644	
Total Fund Appropriations			\$3,670,910

Attachment A – Schedule of Appropriations

<u>Transit Fund</u>		
Transit	\$	5,308,255
Transfers to Other Funds		528,741
Contingency		1,233,804
Total Fund Appropriations		\$7,070,800

<u>Road Operating Fund</u>		
Road Operating	\$	814,968
Transfers to Other Funds		709,741
Contingency		847,806
Total Fund Appropriations		\$2,372,515

<u>Road Maintenance Regulatory Fund</u>		
Transfers to Other Funds	\$	710,000
Contingency		693,483
Total Fund Appropriations		\$1,403,483

<u>Water Operating Fund</u>		
Water Distributions and Sales	\$	1,297,976
Water Treatment		2,694,641
Debt Service		1,872,583
Transfers to Other Funds		1,320,000
Contingency		6,819,666
Total Fund Appropriations		\$14,004,866

<u>Sewer Operating Fund</u>		
Sewer Collection	\$	770,887
Sewer Treatment		2,530,435
Sewer Pretreatment		122,627
Debt Service		3,588,957
Transfers to Other Funds		2,840,852
Contingency		7,628,596
Total Fund Appropriations		\$17,482,354

Resolutions

Attachment A – Schedule of Appropriations
--

<u>Street Lighting Operating Fund</u>		
Street Lighting	\$	278,318
Transfers to Other Funds		459,020
Contingency		536,692
Total Fund Appropriations		\$1,274,030

<u>Stormwater Fund</u>		
Natural Resources/Stormwater Management	\$	274,166
Stormwater Maintenance		574,361
Transfers to Other Funds		996,389
Contingency		389,797
Total Fund Appropriations		\$2,234,713

<u>Fleet Service Fund</u>		
Fleet	\$	1,315,417
Transfers to Other Funds		2,400
Contingency		1,094,947
Total Fund Appropriations		\$2,412,764

<u>Debt Service Fund</u>		
Debt Service	\$	372,303
Transfers to Other Funds		35,000
Contingency		9,587
Total Fund Appropriations		\$416,890

<u>Water Capital Projects Fund</u>		
Water Capital Projects	\$	881,792
Transfers to Other Funds		109,194
Contingency		74,472
Total Fund Appropriations		\$1,065,458

<u>Sewer Capital Projects Fund</u>		
Sewer Capital Projects	\$	3,544,919
Transfers to Other Funds		349,323
Contingency		49,980
Total Fund Appropriations		\$3,944,222

Attachment A – Schedule of Appropriations
--

Streets Capital Projects Fund

Streets Capital Projects	\$ 4,518,200	
Transfers to Other Funds	804,765	
Contingency	<u>1,017,024</u>	
Total Fund Appropriations		\$6,339,989

Stormwater Capital Projects Fund

Stormwater Capital Projects	\$ 1,513,712	
Transfers to Other Funds	217,826	
Contingency	<u>774,729</u>	
Total Fund Appropriations		\$2,506,267

Building Capital Projects Fund

Building Capital Projects	\$ 1,228,500	
Transfers to Other Funds	27,000	
Contingency	<u>184,865</u>	
Total Fund Appropriations		\$1,440,365

Parks Capital Projects Fund

Parks Capital Projects	\$ 2,283,100	
Transfers to Other Funds	207,252	
Contingency	<u>71,531</u>	
Total Fund Appropriations		\$2,561,883

Water Development Charges

Materials & Services	\$ 9,600	
Transfers to Other Funds	599,016	
Contingency	<u>4,422,273</u>	
Total Fund Appropriations		\$5,030,889

Sewer Development Charges

Materials & Services	\$ 6,200	
Transfers to Other Funds	2,175,791	
Contingency	<u>5,571,190</u>	
Total Fund Appropriations		\$7,753,181

Resolutions

Attachment A – Schedule of Appropriations

<u>Streets Development Charges</u>		
Materials & Services	\$ 15,900	
Transfers to Other Funds	2,932,789	
Contingency	4,512,334	
Total Fund Appropriations		\$7,461,023

<u>Stormwater Development Charges</u>		
Materials & Services	\$ 2,600	
Transfers to Other Funds	195,809	
Contingency	1,699,669	
Total Fund Appropriations		\$1,898,078

<u>Parks Development Charges</u>		
Materials & Services	\$ 3,850	
Transfers to Other Funds	1,340,389	
Contingency	1,936,900	
Total Fund Appropriations		\$3,281,139

Total City Appropriations - All Funds		\$131,874,536
--	--	----------------------

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE

URA RESOLUTION NO. 256

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 2015-16.

WHEREAS, in accordance with ORS 294.426 the Wilsonville Urban Renewal Agency Budget Committee met on May 14 and May 19, 2015 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2015-16; and,

WHEREAS, the Budget Committee deliberated on the proposed budget, and on May 19, 2015 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, the proposed budget document included the Comprehensive Financial Management Policies which specifies certain reserves and contingency balances for operating funds and such amounts were included in the approved budget; and,

WHEREAS, on May 27, 2015 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 1, 2015 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, 2015.

Resolutions

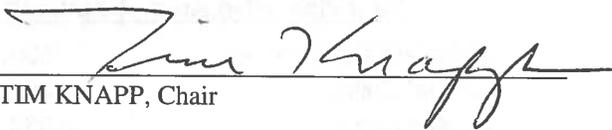
NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Wilsonville Urban Renewal Agency Board adopts the budget for FY 2015-16 in the total amount of \$26,903,258.
2. Of the total adopted budget of \$26,903,258 the Agency appropriates \$21,619,837 for the fiscal year beginning July 1, 2015 as shown in Attachment A – Schedule of Appropriations. The difference of \$5,283,421 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 the City’s Financial Management Policies certain contingencies, reserves and carryover balances are established as part of the budget process. These balances are matched to the Governmental Accounting Standards Board (GASB) Pronouncement Number 54 standard terminology as set forth below.
 - a. GASB Restricted category includes amounts for which an external source has created a legal restriction on available balances, such as for bond covenants and taxes restricted to payment of debt. Within the budget document such amounts are titled Restricted.
 - b. GASB Assigned category includes amounts which are designated but for which a resolution has not been adopted. Authority is hereby granted to the Agency Board, Executive Director and the Finance Director for the purpose of setting aside resources for specific future needs. Within the budget document specific designations shall be titled Assigned (designated). All other balances other than Restricted or Assigned (designated) shall be budgeted as Assigned (contingency). The Assigned (contingency) is appropriated and available for use during the fiscal year if approved through Board resolution.
 - 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

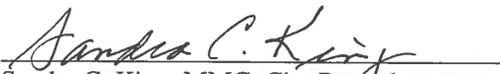
occur first when funds are spent for restricted and unrestricted purposes. When unrestricted classifications of fund balance are spent, the Board will consider that assigned amounts will be reduced first, followed by unassigned amounts and then committed amounts.

- 5. This resolution is effective upon adoption.

ADOPTED by the Wilsonville Urban Renewal Agency at a regularly scheduled meeting thereof this 1st day of June 2015 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 Stevens	Excused
Board Member Lehan	Yes

Resolutions

Attachment A – Schedule of Appropriations
--

Year 2000 Plan Area - Debt Service Fund

Debt Service	2,606,963	
Contingency	<u>2,547,882</u>	
Total Fund Appropriations		\$ 5,154,845

Year 2000 Plan Area - Capital Projects Fund

Materials and Services	593,790	
Capital Outlay	469,650	
Contingency	<u>2,369,735</u>	
Total Fund Appropriations		\$ 3,433,175

Year 2000 Plan Area - Program Income Fund

Materials and Services	50,100	
Contingency	1,524,208	
Total Fund Appropriations		\$ 1,574,308

West Side - Debt Service Fund

Debt Service	4,583,421	
Contingency	<u>1,835,948</u>	
Total Fund Appropriations		\$ 6,419,369

West Side - Capital Projects Fund

Materials and Services	1,407,035	
Capital Outlay	2,423,718	
Contingency	<u>1,207,387</u>	
Total Fund Appropriations		\$ 5,038,140
Total Agency Appropriations		<u>\$ 21,619,837</u>

Notices of Property Tax and Certification of Intent to Impose Taxes

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

**FORM LB-50
2015-2016**

To assessor(s) of Clackamas and Washington County:

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>Oregon</u>	<u>97070</u>	<u>July 1, 2015</u>
<small>Mailing Address of District</small>	<small>City</small>	<small>State</small>	<small>ZIP code</small>	<small>Date</small>
<u>Susan Cole</u>	<u>Finance Director</u>	<u>503-570-1511</u>	<u>cole@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: TAXES TO BE IMPOSED

		Subject to General Government Limits	
		Rate -or- Dollar Amount	
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit) . . .	\$2.5206 rate	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
2.	Local option operating tax	\$0	
3.	Local option capital project tax	\$0	
4.	City of Portland Levy for pension and disability obligations	0	
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001		333,000
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001		0
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)		333,000

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)

150-504-073-7 (Rev. 12-13)

(see the back for worksheet for lines 5a, 5b, and 5c)

File with your assessor no later than JULY 15, unless granted an extension in writing.

