

City of Wilsonville, Oregon

Adopted Budget FY 2021-22



Cover Photo Taken by Dillon Jenkins, Senior Accountant, City of Wilsonville

City of Wilsonville, Oregon

FY 2021-22

Quick Facts and Locator Page

	City			More information on these pages
	Operating	SDC & Capital Projects	Urban Renewal Agency	
<u>Where The Money Comes From:</u>				
Property taxes	\$ 8,655,440	\$ -	\$ 9,509,400	55, 293
Other governments	6,810,634	9,698,907	-	57-67
Charges for services	26,766,044	-	-	57-67
Debt issuance	-	7,000,000	16,211,524	289
System Development Charges	-	6,407,917	-	67
All other revenues	13,683,532	375,827	371,000	48-51
Beginning fund balance	72,688,938	25,101,992	36,174,376	23, 293
Total Resources	<u>\$ 128,604,588</u>	<u>\$ 48,584,643</u>	<u>\$ 62,266,300</u>	
<u>Where The Money Goes:</u>				
Personnel services	\$ 20,883,932	\$ -	\$ -	69-178
Materials and services	23,912,793	120,420	1,251,820	69-178
Capital outlay	2,668,500	-	-	69-178
Capital projects	-	46,850,381	10,123,000	179, 278, 286, 291
Debt service	3,141,500	485,000	29,501,568	257, 275, 282, 290
Ending fund balance	60,314,278	19,327,527	21,389,912	23, 264, 293
Total Requirements	<u>\$ 110,921,003</u>	<u>\$ 66,783,328</u>	<u>\$ 62,266,300</u>	
Net transfers in (out) of funds	\$ 17,683,585	\$ (18,198,685)	\$ -	
<u>Other Facts:</u>				
Staffing (full time equivalent)	182.04			71
Debt outstanding (est June 2021)	\$ 24,280,200		\$ 27,548,854	257, 275, 282, 290
Permanent Tax rate (per \$1000)	\$ 2.5206			54, 273
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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Wilsonville
Oregon**

For the Fiscal Year Beginning

July 1, 2020

Christopher P. Morrill

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, 2020. 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 2021-22

Budget Committee

Term Expires

Paul Bunn	Dec. 2021
Katie Hamm	Dec. 2023
Andrew Karr	Dec. 2021
Daphnee Legarza	Dec. 2022
Shawn O'Neil	Dec. 2023
Julie Fitzgerald, Mayor	Dec. 2024
Kristin Akervall, Council President	Dec. 2024
Charlotte Lehan, Councilor	Dec. 2022
Dr. Joann Linville, Councilor	Dec. 2024
Ben West, Councilor	Dec. 2022

City Manager
Bryan Cosgrove

Finance Director
Cathy Rodocker

Assistant Finance Director
Keith Katko

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City of Wilsonville

2021-22 Adopted Budget

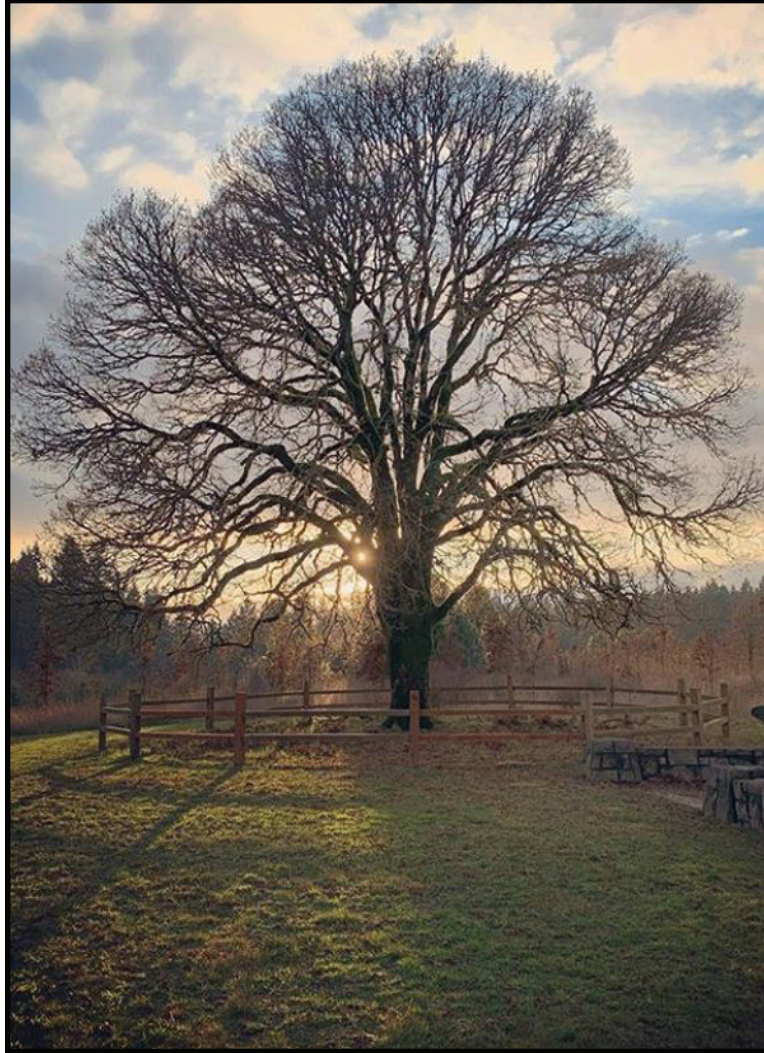
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Oregon white oak tree at Graham Oaks Park.





May 8, 2021

Dear Budget Committee Members,

Socrates once said, *“The only true wisdom is in knowing that you know nothing”*. The past year, year and a half, has certainly shown this to be true. We have just gone through an astounding time of disruption, difficulty, and transformation; economically, politically, and socially. A global pandemic, anxiety, isolation, desolation, state mandated stay-at-home lockdowns, public health measures, virtual schooling, social distancing, local business closures, supply chain fragility, economic uncertainty, interest rate lows, stock market highs, toilet paper scarcity, alternative facts, fake news, deep fakes, subjective perception, objective reality, canned soup, vaccination plans, conspiracies, TikTok, telecommuting, telemedicine, Tiger King, social justice, equity awareness, protests, federal stimulus, day care paucity, elections, contested elections, ice storms, electrical grids, infrastructure grant funding, *you are on mute*, Zoom fatigue, face masks, wild fires, air quality indexes, all made up part of the contextual milieu these proceeding months. That is an astounding list of packed issues each on to themselves. The City declared a local state of emergency three separate times in response to COVID 19 (March 2020), local area wildfires (September 2020), and a winter ice storm (February 2021). The reality of living in interesting times can certainly be both a challenge and a blessing.

Professional pundits and amateur philosophers ponder if the world has changed forever. There is no doubt about it. Predating the City of Wilsonville’s founding by some 2,500 years, professional Pre-Socratic philosopher and amateur pundit, Heraclitus mused back around 500 BCE, *“You cannot step into the same river twice, for other waters are continually flowing on”*. Change has and always will be a constant reality for whatever enduring scenario may come our way. The City, as a municipal government not only endures but thrives, in large part because it has a clearly defined mission that is rooted in a basic understanding of who we are as a community and why we are doing what we are doing. With the direction of City Council, the City has a clear mission focused squarely and simply on another seemingly packed concept; **LIVABILITY**.

Livability, particularly perhaps in these modern times can sometimes be hard to wrap your head around, but in the City’s context, clearly consists at its core of encapsulating safety, security, opportunity (*culturally, economically, and recreationally*), and inclusivity. Wilsonville is a place for everyone to **THRIVE**. The interplay of all of these combine to create the distinct value proposition of what makes Wilsonville special and poised to take on any challenges that lay ahead. Their continued advancement by City staff at the direction of City Council, more importantly ensures this City’s path for a sustainable future. The Council has expressed all of this most concisely through the City’s official mission statement: *“To protect and enhance Wilsonville’s livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.”*

This budget is an embodiment of those values and provides the means to meet Council goals and objectives reflective of the aspirations, needs, desire of Wilsonville citizens. In this context, I am pleased to present the City of Wilsonville’s annual budget for Fiscal Year 2021-22.

BUDGET STRATEGY, PRIORITIES, & PERFORMANCE

The City of Wilsonville’s longstanding budget STRATEGY is to provide for the best value for each tax dollar as well as all other City resources, by achieving results in the most efficient manner. This strategy encompasses a three pronged managerial approach: (1) Operational Efficiency, (2) Managing Capital Expenditures, and (3) Planning for Growth. Within this framework as well, City management is responsible for ensuring the City does not veer into a budgetary abyss from unexpected hazards, which may give rise to sharp increases in expenditures or potential decreases to existing City revenue streams.

Service levels in this budget are set at a level that best serve the needs of the community. These are the service levels that protect and enhance the City’s livability, sustainability, and advance the key PERFORMANCE areas as determined by the City Council. These Key Performance areas are detailed in the Readers Guide section of this budget document and are incorporated in the various program budgets as detailed in the Program Expenditure section. In summarized context, they are:

- Organizational Excellence and Continuous Improvement
- Stewardship of the Environment and Natural Resources
- Effective Governance and Regional influence
- Safe, Livable, and Engaged Community
- Thoughtful, Inclusive Built Environment
- Strategic Economic Development and Community Prosperity
- Arts, Culture and Community Amenities
- Expand and Maintain High Quality Infrastructure

BUDGET SUMMARY

The City’s FY 2021-22 proposed consolidated budget totals \$241.8 million, all funds combined, including reserves and contingencies. Of the total proposed budget, \$233.6 million is appropriated. Spending occurs from appropriated amounts for operating, capital projects (CIPs), debt service, inter-fund transfers and inter-fund loans. Contingencies and set-asides for future use total \$71.4 million, and unappropriated funds, which total \$8.2 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.

Quick Look Budget Summary (in millions)

Budgetary Category	FY 20-21 Budget	FY 21-22 Proposed	% Change
Operating Budget:			
Personnel Services	\$20.2	\$20.9	3.5%
Materials & Services	\$23.8	\$24.0	0.8%
Capital Outlay	\$3.3	\$2.7	(18.2)%
Total Operating Budget	\$47.3	\$47.6	0.6%
Capital Projects (CIP)	\$43.5	\$46.9	7.8%
Debt Service	\$3.7	\$3.6	(2.7)%
Inter-fund transfers	\$54.5	\$64.1	17.6%
Contingency	\$66.4	\$71.4	7.5%
Financial Policy Set Aside (unappropriated)	\$7.6	\$8.2	7.0%
Total Proposed Budget	\$223.0	\$241.8	8.4%

The financial transactions of the City are recorded in individual funds, defined by program area, and classified by type. Expense classifications include personnel services (labor), material and services, capital outlay, capital projects, debt service, and inter-fund transfers. This letter outlines the significant changes within each classification and then touches on the significant budgetary events in each of the major operating funds in the City. Every fund in the City has its own story, its own budget, and ultimately it is the program level within each fund at which the budget for each is appropriated.

Overviews of revenues, specific budget details for departments, capital project lists, outstanding debt and the City's financial policies can be found within the accompanying 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 adopted budgets for program areas within each department.

OPERATING BUDGET

"We are what we repeatedly do. Excellence, then, is not an act, but a habit"
(Will Durant / The Story of Civilization)

Operating expenses are incurred as a result of the City performing its normal business operations and consist of expenses categorized by personnel, materials and services, and capital outlay. This City's total operating expense budget across all funds is \$47.6 million.

- *Personnel Services (PS)* – PS expense is budgeted at \$20.8 million; up 3.6% from prior year with an increase of 3.75 full time equivalent (FTE) positions and a budget for Council Compensation as approved by Resolution 2869, effective 07/01/21. FTE changes are the net effect of the addition of 3 janitorial positions (2 in Parks Maintenance and 1 in Facilities), a .75 Roads Department seasonal maintenance position, a 1.0 Transit Department grant program coordinator, and a reduction of a 1.0 parks maintenance Department seasonal maintenance position.

The additional janitorial costs will be paid for with funds from the City's overall \$5 million allocation of grant funding from the American Rescue Plan Act of 2021, with funding through December 31, 2024. The janitorial positions, one in the Facilities Department and 2 in the Parks Maintenance Department will assist the City in maintaining an essential level of public health and cleanliness.

At the time the budget was developed, labor negotiations were underway after being postponed due the state of emergency declared in response to COVID-19. Therefore, there are no changes to the salary and wage scales. Once negotiations are complete, a supplemental budget will be prepared to implement necessary changes. Health insurance premiums are budgeted at a 10% year over year increase. In the past, this has been a conservative measure. It's uncertain the long-term ramifications COVID-19 will have on the nation's health insurance premiums.

Materials & Services (M&S) – M&S expense is budgeted at \$24.0 million across 26 program areas; up 0.9% over prior year. A complete *program-by-program* analysis of variances by expense type, with corresponding explanation of significant variances, is contained in the Program Expenditures

section of this budget book. An aggregation by M&S expense type is displayed in the chart below. Contracted service make up the largest portion of materials and services and includes Law Enforcement, Water Treatment Plant operations, and Wastewater Treatment Plant operations.

Quick Look Materials & Services Budget Detail (in millions)

Materials & Services (MS) Detail	FY 20-21 Budget	FY 21-22 Proposed	% Change
Contract services	\$13.0	\$13.0	0.6%
Repairs & maintenance	\$2.8	\$2.9	3.1%
Utilities	\$2.4	\$2.6	6.2%
Supplies	\$2.6	\$2.5	(0.2)%
Other M&S – bank fees, franchise fees	\$1.6	\$1.6	1.6%
Community programs, special projects	\$0.9	\$0.8	(18.2)%
Rents, leases, insurance	\$0.4	\$0.4	7.3%
Employee development	\$0.1	\$0.2	20.4%
Total Materials & Services (MS)	\$23.8	\$24.0	0.8%

- *Capital Outlay (CO)* – CO expense is budgeted at \$2.7 million, down 17.4% from last year. Capital outlay is one-time, large equipment or vehicle type expenditures.
 - Transit operations typically is the driver of capital outlay with bus purchase expenses fluctuating year over year and often come with long lead times from order until delivery. Total amount budgeted by transit is \$2.0 million and includes three compressed natural gas (CNG) buses, a CNG trolley, and a 35-foot electric buses, intelligent transportation software; with funding from federal capital grant funds.
 - Public works is proposing to add a single axle vacuum/jetting truck to its fleet and to split the \$316,000 cost between Sewer and Stormwater Operation Departments. The Water Treatment Plant and the Wastewater Treatment Plant also propose related equipment replacement with \$247,400 and \$82,100 respective capital outlay budgets.

Additional detail for capital outlay is contained in the Program Expenditure section of this budget book.

CAPITAL IMPROVEMENT PROJECT BUDGET

"Someone's sitting in the shade today because someone planted a tree a long time ago."
(Warren Buffet)

As Wilsonville continues to grow and expand, roads are being extended and improved, new parks come into the system, and the Water, Sewer, and Stormwater utilities, add additional pipelines and customers. These projects are larger dollar, nonrecurring, and have useful life of many years. In addition to the typical construction related projects, the CIP budget also includes Master Plans & Studies, System Development Reimbursements/Credits, and annual maintenance projects. Master plans are included as capital projects

because they identify the projects to be budgeted in later years. Master Plans create future planning decisions for the city’s infrastructure for the short and long term.

Categorically, the CIP represents the largest expenditure in the City’s Budget at \$46.9 million excluding any internal overhead project management (OPM) costs. The list of CIP projects budgeted for embraces 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 citizen and Council recommendations as well as the officially stated direction contained within the City’s Comprehensive Plan.

The City’s capital improvement project (CIP) program is accounted for in nine clustered areas: water, sewer, planning, streets, streetscapes, stormwater, facilities and transit, information technology, and parks. The activity is accounted for in corresponding CIP Funds, with *planning, streets, and streetscapes* consolidated in the Roads CIP Fund and *facilities, transit, and information technology* combined in the Facilities CIP Fund for accounting purposes.

The largest capital project in the CIP budget is \$24.3 million for the water treatment plant expansion. The second largest CIP in the City is the 5th Street/ Kinsman Extension; however, that is solely an Urban Renewal project. Capital projects (*in millions*) broken out by fund with significant projects of each noted:

CIP Fund	Request	Most significant project (<i>as per cost</i>)
Water CIP	\$26.7	Water Treatment Plan Expansion (\$24.3M)
Sewer CIP	\$3.0	Corral Creek/Rivergreen Pump Station (\$800,000)
Roads CIP:		
Streets	\$9.9	I-5 Pedestrian Bridge (\$4.9M)
Streetscape	\$1.3	LED Street Light Conversion (\$1.0M)
Planning	\$0.4	Frog Pond Master Planning (\$228,000)
Stormwater CIP	\$1.4	Operations Allocation to Charbonneau (\$787,898)
Facilities CIP:		
Facilities/Transit	\$0.9	STIF Bus Stop Technology Upgrade (\$225,675)
Information Technology	\$1.1	ERP Replacement (\$650,000)
Parks CIP	\$2.1	Villebois Parks Improvements (\$1M)
TOTAL	\$46.9	

Capital projects are typically funded either through inter-fund transfers from Operating Funds (including the Road Operating, Road Maintenance, Water Operating, Sewer Operating, Stormwater Operating, Transit, or in some cases the General Fund), System Development Funds (Water, Sewer, Roads, or Parks), intergovernmental revenue (grants or intergovernmental agreements), or through the use of Urban Renewal Funds. Additional detail on Capital projects are detailed in the Capital Projects section of this budget book.

DEBT SERVICE

"Good fortune is what happens when opportunity meets planning"
(Thomas Edison)

The City only issues debt to pay for long-term capital improvements.

The City's only existing long-term bonded debt is the \$24.3 million outstanding obligation related to the 2011 expansion of the City's wastewater treatment plant. This bond was refinanced in FY 2020-21 at a rate of 1.43%. Debt payments are funded through the Sewer Operating Fund and will be fully paid off in FY 2030-31, with approximately \$2.6 million annual payments.

Additional bonded debt however will be needed and is budgeted in the Water SDC Fund in the amount of \$7 million to be primarily used for the funding of the Water Treatment Plant 20 MGD expansion project. Water SDC funds will pay for the debt service.

The City's separate Urban Renewal component units also carry approximately \$27.5 million in debt obligations used to fund capital infrastructure within those districts and paid for by the corresponding tax increment revenue generated within those districts

FUND SUMMARIES:

"Life is like budgeting, everything must be balanced"
(Unknown)

The City has 24 Funds each budgeted separately (11 Operating and 13 Capital). Operating funds are used for *day-to-day* operations of the City and often include transfers to capital funds to fund capital projects (CIPs). The City's primary operating fund is its General Fund. Operating funds can be tax-supported or funded through fees, charges, or grants. Capital funds are funded typically through system development charges, grants, and transfers-in from operating funds. The budgets of each fund can be found in the budget document in the Fund Summaries tab. The largest operating funds are also discussed below:

General Fund

The General Fund accounts for resources devoted to services most commonly associated with local government, including Law Enforcement, Parks and Recreation, Library, Municipal Court, Policy & Administration, Public Works Administration, and Facilities. The details for these program areas can be found in the Program Expense section of this budget document. The FY 2021-22 Adopted Budget for the General Fund, including reserves and contingencies, is \$51.8 million, an increase of \$14.4 million over the FY 2020-21 Budget of \$37.4 million.

The increase is driven by \$16.2 million in overnight lending to the City's Urban Renewal District. The overnight loans are budgeted for as both an outflow requirement in the General Fund and a corresponding inflow of resources in accordance with Oregon budget law. Under state law for urban renewal (ORS 457.435 and 457.440), tax increment collections in the urban renewal districts may only be spent to pay principal and interest on indebtedness. The City issues the overnight loans from the General Fund to release

collections for urban renewal funded capital projects. The loans are paid back the next day. This strategic financing endeavor allows the City to save on the expenses associated with outside bonding. The General Fund budget also includes \$2.9 million transferred out to other funds for specified purposes as outlined in the chart below.

Quick Look General Fund Transfers-Out Budget Detail (in millions)

Transfer out to:	Budget	Project funding including:
CD Fund	\$0.4	CD Fund subsidy for long range planning efforts
Streets CIP	\$0.4	Basalt Creek, Frog Pond, Town Center, planning efforts; wayfinding
Facilities CIP	\$1.1	Parking lot repairs, HVAC replacements, Furniture Replacements, Ice storm tree mitigation, Facilities Master Plan, Fiber Connectivity Project, ERP replacement, Security Access System.
Parks CIP	\$0.9	Memorial Park and Boones Ferry Park Master Plans Implementation, tree mitigation, play structure replacement, interpretive sign replacement.
TOTAL Transfers Out	\$2.9	

The General Fund’s estimated ending fund balance for FY 2021-22 is approximately \$12.7 million, with \$3.0 million unappropriated in accordance with City financial policies and \$7.6 million designated for strategic one-time future uses, including \$2.0 million as a sustainability reserve, as outlined in the Debt and Other section of the budget document. Once all the uses and designations have been accounted for, the General Fund is anticipated to have an unassigned ending fund balance of approximately \$1.9 million at the end of FY 2021-22.

Community Development Fund

The Community Development (CD) Fund accounts for services devoted to envisioning, planning and building the community. Housed within this fund are CD Administration, Planning, Engineering, and Urban Renewal Administration programs. The FY 2021-22 Adopted Budget for the CD Fund, including reserves and contingencies, is \$6.3 million.

The Community Development Fund is set up to operate where on-going revenues are sufficient to cover on-going expenditures. However, for the FY 2021-22 budget, this fund is anticipating a deficit of approximately \$756,448. The obvious driver for this deficit is from expenditure outpacing revenues, including revenues from Transfers-In from other funds, as well as licenses and permits. Transfers-in are the revenue generated from the overhead (worked performed by CD Staff) charged on various CIP projects. The General Fund is budgeted to contribute \$425,000 as a subsidy for long range planning efforts.

The deficit is covered by the fund’s ending fund balance, which is predicted to end FY 2021-22 at approximately \$1.7 million, which is above the financial policy target of \$811,000. This target is set to equal 20% of operations. The remaining \$858,346 is set aside in the fund’s contingency and provides a cushion to weather permit volume variances.

Building Inspection Fund

The Building Inspection Fund is dedicated to the administration and enforcement of building codes. It is funded entirely through permits and charges for services on local development. Operating revenues are projected and budgeted up 10% over prior year budget, while operating expenses are up 3%.

However, this fund is budgetarily balanced using fund balance to cover cost. In itself, that is not generally cause for concern as fund revenue is somewhat cyclical reflecting the peaks and troughs of development

receipts, with permits pulled in advance and revenue subject to timing differences with expense. However, staff continues to watch revenue trends. The fund balance is predicted to end FY 2021-22 at approximately \$1.4 million, which is above the financial policy target of \$256,000. The remaining \$1.1 million is set aside in the fund's contingency and provides a cushion to weather permit receipt timing.

Road Operating and Road Maintenance Funds

The two similar sounding funds with two different purposes and funding sources. The Road Operating fund accounts for the City's allocation of the state's gas tax and is used for the repair and maintenance associated with streets. The state gas tax rate is 36 cents per gallon, of which a portion is allocated back to cities and counties for the explicit and sole use as outlined in the state's Constitution, "...*exclusively for the construction, reconstruction, improvement, repair, maintenance, operation, and use of public highways, roads, streets, and roadside rest areas in this state*" (OR Constitution, Article IX, Section 3a). The biggest operational threats to the City's Road Operating Fund are from people driving less and/or driving more fuel-efficient vehicles. For now however, the revenue trend remains strong and gas tax revenue is projected to increase 6% over prior year budget and the Road Operating Fund is predicted to end FY 2021-22 with a \$2.5 million fund balance, up \$272,738.

The Road Maintenance Fund was established with a special fee on commercial and residential dwelling to be used for major road repairs and reconstruction on existing roadways. The fund has budgeted a \$2.5 million transfer to the Roads CIP fund for street maintenance projects detailed in the CIP section of the budget, and anticipates an ending FY 2021-22 fund balance of \$1.8 million.

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 2021-22 Adopted Budget for SMART, including reserves and contingencies, is \$16.6 million.

This fund is particularly sensitive to the economic ramifications of COVID-19. Payroll tax is directly linked with employment in the City. That fact has been mitigated to a great deal by the presence of large employers in the district who have so far maintained a stable employment presence. Additionally as well, SMART was the recipient of approximately \$1.2 million in federal CARES funding the prior year and is anticipating similar federal grant assistance for next budget year, in addition to its regular yearly apportionment of federal transit capital assistance.

Service levels of SMART have been protected with federal assistance as well as with the additional funding generated by the statewide transit payroll tax under the *Keep Oregon Moving Bill* signed into state law in 2017. Approximately \$1.4 million in additional funding is now part of SMART's funding stream. It is included as part of budgeted intergovernmental revenue. Additionally, 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.

The ending fund balance at the end of FY 2021-22 is estimated to be \$7.5 million, well above the financial policy minimum of \$1.7 million.

Water, Sewer, Stormwater, and Street Lighting Operating Funds

The Water Operating, Sewer Operating, Stormwater Operating, and Street Lighting Funds are Enterprise type funds. Enterprise funds are self-supporting funds that sell goods or service to the general public for a

fee. These four funds combined are anticipated to recognize \$21.6 million in charges for service revenue in FY 2021-22, including approximately \$1.4 million in water sales to the City of Sherwood. The City serves approximately 6,500 utility customers and processes around 85,000 payments a year.

Requirements of each fund include operating expenses, as well as, transfers to other funds, including for the financing of appropriate capital improvement projects (CIP) tracked in the CIP funds.

- Water CIP transfer-outs includes: \$8.2 million for the Water Treatment Plant expansion from 15 MGD to 20 MGD capacity (CIP #1144), which is also financed through an additional \$8.7 million from the Water SDC Fund and an \$8.4 million contribution from the City of Sherwood.
- Sewer CIP transfer-outs includes: \$0.9 million for the Corral Creek & Rivergreen Pump Station Rehabilitation (CIP #2105), \$0.5 million for Charbonneau Lift Station Rehabilitation (CIP #2016), as well as a \$0.5 million allocation to Charbonneau for rehabilitation projects.
- Stormwater transfer-outs includes: \$0.9 million for Charbonneau specific rehabilitation projects (CIP #7500).
- Street Lighting transfer-outs includes: \$1.0 million for the LED street light conversion project (CIP #4722).

The ending fund balances for each of these operating funds are above the financial policy minimum.

Conclusion

“An individual has not started living until he can rise above the narrow confines of his individualistic concerns to the broader concerns of humanity”
(Martin Luther King, Jr.)

As an organization, the City of Wilsonville works hard and takes great pride in its operational efficiency and mastery of the mechanics involved in a diverse set of municipal operations. From street sweeping, roadway construction, risk management, water service, wastewater treatment, building inspections, emergency operations, policing, library, transit, planning, and parks and recreation operations, etc., the City more often than not shines bright. As the sole community provider of these services, this is rightly a community expectation.

In every type of operation or human endeavor, there is always room for improvement. This organization embraces continuous improvement. We are not perfect. We have blind spots like every community. Civic engagement efforts are an ongoing, continuously evolving prospect with the City in its attempt to alleviate inequality, and elevate diversity and inclusion. The City is committed to fostering citizen involvement, transparency, and open dialogue through a variety of means and channels. For example, a large part of the value of the City Council’s biennial Community Survey initiative is to gauge resident attitudes about Wilsonville amenities, City services, and community participation. This survey is a powerful communication tool, giving an equal voice to every citizen and the potential for actionable outcomes. The community survey is included in the budget for Fiscal Year 2021-22.

Another promising powerful Council initiative for greater community engagement is the creation of a new Diversity, Equity, and Inclusion (DEI) Committee. As eloquently stated by Mayor Fitzgerald, *“Our community is stronger and better unified when people of diverse backgrounds and perspectives are engaged to*

contribute to our health and welfare". The DEI will assist the City in building a stronger, more resilient, more sustainable community where everyone has a greater opportunity to share in this community's well-being. There is much work to be done on this front. To quote an old Chinese proverb, *"The best time to plant a tree is twenty years ago. The second best time is now."* We will continue to figuratively and literally plant trees in Wilsonville with the goal of growing human capital and adding to our literal urban forest.

Sustainability, with an eye on both the present and the future, has long been a City of Wilsonville ethic. I'm proud to submit another balanced budgeted in support of continuing this tradition. The FY 2021-22 Adopted Budget provides the framework for implementing and focusing on the goals, objectives, and key performance areas established by the City Council for the coming year.

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 and Information Technology team members including Cathy Rodocker, Keith Katko, Dillon Jenkins, Cricket Jones, and Beth Wolf for their assistance in preparing this budget document and, as well, 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. Lastly, I want to acknowledge the efforts of every employee in this organization for the outstanding services being provided by every department in this great city, and for their individual and collective commitment to customer service.

Sincerely,



Bryan Cosgrove
Budget Officer and City Manager



The City of Wilsonville is located in the State of Oregon, in the beautiful Pacific Northwest region of the United States of America. With a population of 25,635, it is a small but rapidly growing community with vibrant residential areas, thriving businesses, and a clear vision for its future.

Oregon is one of only three states of the contiguous United States to have a coastline on the Pacific Ocean, shared with Washington to the north and California to the south. The Columbia River outlines much of Oregon's northern boundary, and the Snake River covers much of the eastern boundary. Oregon's ideal Pacific Coast location provides easy access between U.S., Asian, and European markets which makes it appealing to a wide range of business focused on international trading.

The City of Wilsonville is located along Interstate 5, mid-way between the State's largest city, Portland, and the State capital, Salem. It is approximately 20 miles south of Portland and 30 miles north of Salem. The City is located in two counties – on the western edge of Clackamas County and southeastern edge Washington County. Under Oregon law, each of the state's cities and metropolitan areas has created an urban growth boundary around its perimeter. The City of Wilsonville is included as part of the Portland metropolitan area's urban growth boundary.

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. This ferry provided an opportunity for the community of Boones Landing to form, which eventually became named Wilsonville after the first postmaster, Charles Wilson, on June 3, 1880. Wilsonville went on to grow with a railroad bridge built over the Willamette in 1908 to allow service to Salem, the state's Capitol. And, in 1954, Baldock Freeway, now known as I-5, was completed to include the Boones Bridge over the Willamette River providing transportation from the Mexican and Canadian borders.

Today, the City of Wilsonville has outstanding transportation accessibility and networks linking its citizens to the greater Portland area and to Salem. Despite its close proximity to Portland, however, the City should not be termed a bedroom community since its employment base tends to be as large as its population. The City is home to its own dynamic, growing, and diversified economy. The City's mix of businesses includes established international and regional employers. In addition, the City has a large base of small businesses, in a wide range of industries.

Wilsonville is home to a number of high-tech businesses and is perfectly situated for warehouse and distribution centers as the southern gateway into the Portland metropolitan area along the Interstate 5 (I-5) corridor. Several large companies have made Wilsonville their corporate headquarters. Among the larger are Mentor Graphics and Flir Systems, Inc. Three other large companies, SYSCO, Coca-Cola Bottling Co. of the Northwest, and Rite-Aid, have selected Wilsonville for regional warehouse, bottling, and distribution centers, respectively. The City, however, is not dependent upon any one company for economic vitality. Currently, an estimated 20,000 people are employed at locations throughout the City. Please see the statistics on the following pages for the City's top 10 employers as of the last audited fiscal year.

PROFILE OF THE GOVERNMENT:

The City operates under the Council Manager form of government. Policy making and legislative authority are vested in the City Council which consists of a Mayor and four Council members. The governing Council is elected to four-year staggered terms by the citizens in a general election. The City Council is responsible for passing ordinances, resolutions, adopting the budget, and hiring the City Manager and City Attorney among other things. The City Manager is responsible for carrying out the policies and ordinances of the Council, managing the day-to-day government operations, and appointing department heads. The Mayor and Council members are non-partisan and serve a four-year term.

PROFILE OF THE BUDGET:

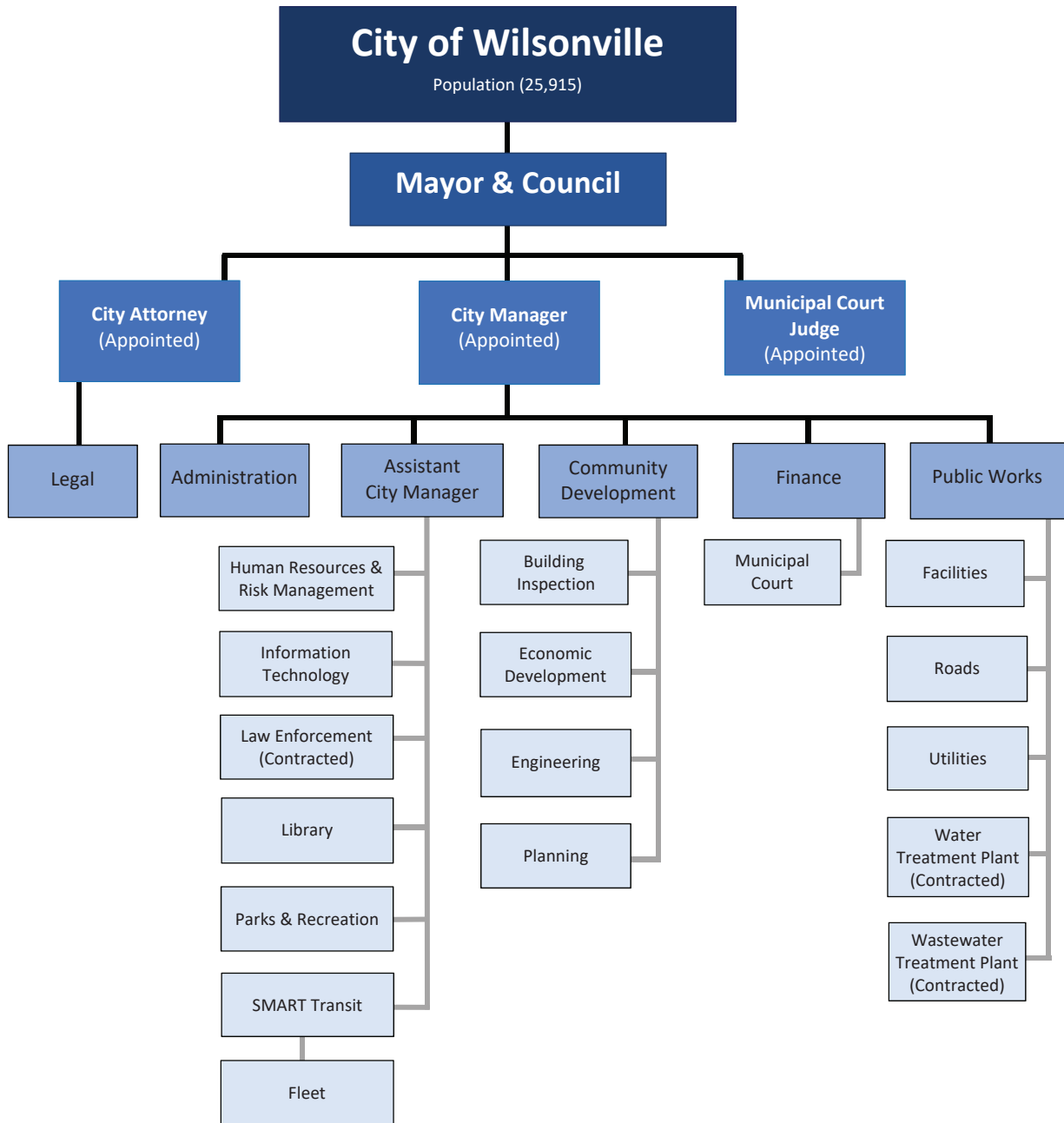
The City prepares its annual budget in accordance with Oregon budget law, the policies and priorities set forth in the City's Comprehensive Plan, City Council Goals, the needs of the community, and federal and state laws. The budget provides the financial framework for implementing and focusing on these goals, objectives, and performance areas established by the City Council for the coming year.

Oregon local budget law is set out in Oregon Revised Statutes 294.305 to 294.565. The City's budget is presented by fund. Budgetary control is at the department level or at the major object category if only one department exists in a fund. Ongoing review and monitoring of revenues and expenditures is performed by the Finance Department and the appropriate operating departments.

The City of Wilsonville's budget document is divided into eight major sections outlined below:

1. Reader's Guide - This section contains narrative, various statistics and analysis, budget policies and describes the basis of budgeting. It also provides a calendar of the City's budget process, a description of the budget amendment procedures that the City must follow, and a listing of the Council goals.
2. Fund Summaries - This section includes a series of financial tables of revenues and expenditures, a program budget matrix, and summaries by fund.
3. Fund Revenues - This section provides summary and detail information about each fund and revenue source.
4. Program Expenditures - This section includes proposed expenditures for each department within each program and staffing summary schedules. Department goals, as well as performance measures are provided for each department's budget with summaries for each program.
5. Capital Projects - This section includes narrative descriptions as well as budgeted financial information regarding the City's major capital projects. This section is segregated into nine categories: sewer, water, planning, streets, streetscapes, stormwater, transit, facilities, information technology, and parks projects.
6. Debt & Other - This section includes information on all outstanding debt of the City. Other information in this tabbed section includes information on the City's assigned fund balances.
7. Urban Renewal - This section includes proposed appropriations and explanatory materials for the Urban Renewal Agency. The Urban Renewal Agency is a separate governmental agency from the City of Wilsonville and is required to submit its own budget for adoption by the Urban Renewal Agency Board.
8. Appendix - The appendix contains a variety of other budget related information to assist the reader's understanding such as the City's Fiscal Management Policies and glossary of terms used in the budget document.

Organization Chart



Boards & Commissions

- City Council
- Budget Committee
- Development Review Board
- Diversity, Equity, and Inclusion Committee
- Parks & Recreation Advisory Board
- Kitakata Sister City Advisory Board
- Library Board
- Planning Commission
- Tourism Promotion Committee
- Urban Renewal Agency
- Wilsonville-Metro Community Enhancement Committee

City of Wilsonville Mission Statement

To protect and enhance Wilsonville’s livability by providing quality service to ensure a safe, attractive, economically vital community while preserving our natural environment and heritage.

City of Wilsonville Key Performance Areas

- Organizational Excellence and Continuous Improvement
- Stewardship of the Environment and Natural Resources
- Effective Governance and Regional Influence
- Safe, Livable, and Engaged Community
- Thoughtful, Inclusive Built Environment
- Strategic Economic Development and Community Prosperity
- Arts Culture and Community Amenities
- Expand and Maintain High Quality Infrastructure



Council Goals 2019-2021

These Council Goals reflect policy-level actions for the City to undertake over the next two years to help the City Council, City Boards and Commissions, City Administration and City staff achieve the City's mission. These goals provide the next level of specificity to the Key Performance Areas.

Organizational Excellence and Continuous Improvement

- Complete Kinder-Morgan Pipeline safety enhancements
- Complete the preliminary work necessary to begin soliciting bids on Phase 1 of the Boones Ferry/Brown Road project
- Implement the Town Center Master Plan
- Implement the signage & Wayfinding Program
- Implement the Street Tree Replacement Program
- Promote farm and forest land protection
- Strive to make new City buildings LEED certified
- Encourage civic involvement of youth
- Encourage clean industry business retention and expansion
- Engage the community on important issues (Town Halls, etc.)
- Build Garden Acres Road

Stewardship of the Environment and Natural Resources

- Reduce, monitor, and report on the use of toxins by the City of Wilsonville

Effective Governance and Regional Influence

- Advocate for expanded travel choices in the I-5/WES Corridor
- Advocate for advancing the I-5/Wilsonville Facility Plan to improve Boone Bridge traffic flow and seismic resilience
- Develop a process, timeline and recommendation for Council Compensation

Safe, Livable, and Engaged Community

- Complete the equitable housing study and develop affordable housing strategies

Thoughtful, Inclusive Built Environment

- Research and explore new residential codes to accommodate electric vehicle charging
- Evaluate parking strategies and policies to reduce conflict
- Initiate dialogue with property owners at Arrowhead Creek to develop a long-term land use and development strategy
- Develop funding strategies and a plan to construct the French Prairie Bridge

Strategic Economic Development and Community Prosperity

- Create a Basalt Creek Master Plan

Arts Culture and Community Amenities

- Install interpretive signage for the Beauty and the Bridge and on mosaic architectural features; inventory all public art with interpretive recognition
- Explore the establishment of an Arts and Culture Commission based on the results of the Arts and Culture Commission Study and develop a strategy to reinstitute the Sculpture Program
- Explore options for adding additional resources to elevate the City's efforts around arts, culture and tourism, including the possibility of adding staffing
- Explore community interest for a general obligation bond to expedite implementation of projects identified in the Parks Master Plan, including capital projects at Memorial Park, Boones Ferry Park, the Advance Rd. Athletic Fields, and opening up access to the Willamette River. Process should include a comprehensive analysis of increased M&O costs.
- Build a safe kayak entry to the river
- Site and fund a new community garden and continue efforts to promote more bee friendly habitat

Expand and Maintain High Quality Infrastructure

- Complete conceptual design and funding plan for a new, consolidated Public Works Facility
- Obtain boundary adjustment for SMART to align with the City limits
- Develop strategies for building the I-5 Bike/Pedestrian Bridge to Town Center

City History Timeline

1968	<ul style="list-style-type: none"> Wilsonville incorporates on October 17, 1968. 	1988	<ul style="list-style-type: none"> Recession ends, bringing an unprecedented boom in housing and population. 	2002	<ul style="list-style-type: none"> Wilsonville's water treatment plant becomes operational.
1969	<ul style="list-style-type: none"> Wilsonville citizens vote to adopt the City's first charter. 		<ul style="list-style-type: none"> Wilsonville becomes Oregon's fastest growing city. 		<ul style="list-style-type: none"> Expanded library opens.
1970	<ul style="list-style-type: none"> Developers announce plans for a major residential subdivision known as Charbonneau. 	1990	<ul style="list-style-type: none"> New library opens. 	2003	<ul style="list-style-type: none"> Argyle Square opens, greatly expanding Wilsonville's retail sector with Costco and Target as anchor stores.
	<ul style="list-style-type: none"> Population approximately 1,000. 	1991	<ul style="list-style-type: none"> Population: 7,705 		<ul style="list-style-type: none"> The newly constructed SMART Operations Center and Fleet Facility opens.
1971	<ul style="list-style-type: none"> Charbonneau is annexed into Wilsonville. At build-out, it will have 1,700 housing units and 3,500 residents. 	1992	<ul style="list-style-type: none"> Arlene Loble hired as City Manager. 	2004	<ul style="list-style-type: none"> Property acquired for future multi-modal transportation center. This land will become the southern terminus of the proposed commuter rail, Trimet's WES Train.
	<ul style="list-style-type: none"> City Council adopts a "General Plan" for growth. 	1993	<ul style="list-style-type: none"> Incredible Universe opens, pushing traffic to levels projected for the year 2010. 	2005	<ul style="list-style-type: none"> Construction begins at Villebois with 60 homes. When finished, it will boast 2,700 homes as well as parks and retail space.
1972	<ul style="list-style-type: none"> Marge Heintz, City Recorder, is hired as Wilsonville's first full-time employee. 		<ul style="list-style-type: none"> Serial levy failure forces a \$1 million budget cut and reorganization of departments. 		<ul style="list-style-type: none"> Population: 16,510
1975	<ul style="list-style-type: none"> City Hall moves to a trailer on Parkway Avenue. 	1994	<ul style="list-style-type: none"> Voters approve creation of an Urban Renewal District and a bond measure for a new high school. 	2006	<ul style="list-style-type: none"> Murase Plaza opens featuring a water park, unique play structures and restrooms.
1979	<ul style="list-style-type: none"> City signs first contract with Clackamas County Sheriff's Office for police services. 	1995	<ul style="list-style-type: none"> Wilsonville Area Rapid Transit becomes SMART (South Metro Area Regional Transit). 		<ul style="list-style-type: none"> A new City Hall building opens at Wilsonville Road and Town Center Loop.
1980	<ul style="list-style-type: none"> Wilsonville adopts its first Comprehensive Plan. 	1996	<ul style="list-style-type: none"> Wilsonville High School opens. 	2007	<ul style="list-style-type: none"> Public Works and Police Department relocated to the old City Hall building.
	<ul style="list-style-type: none"> Population: 2,920 	1998	<ul style="list-style-type: none"> Charlotte Lehan elected Mayor. 	2008	<ul style="list-style-type: none"> Tim Knapp elected Mayor.
1982	<ul style="list-style-type: none"> Voters approve Wilsonville's first tax base: \$300,000. 	1999	<ul style="list-style-type: none"> City Council imposes moratorium on new development until a new long-term water supply is identified. 	2009	<ul style="list-style-type: none"> Local voters approve the creation of a county library district.
1983	<ul style="list-style-type: none"> Wilsonville's first library opens. 	2000	<ul style="list-style-type: none"> City voters approve the Willamette River as Wilsonville's new long-term water source. 	2010	<ul style="list-style-type: none"> WES Commuter Rail begins Operations.
1984	<ul style="list-style-type: none"> A new City Hall building opens. 		<ul style="list-style-type: none"> Construction begins on State of Oregon women's prison and on water treatment facility on the Willamette River. 		<ul style="list-style-type: none"> Fred Meyer/Old Town Square development begins construction.
	<ul style="list-style-type: none"> Voters approve a tax base amendment to incorporate a serial levy for senior services into the base. 	2001	<ul style="list-style-type: none"> Voters approve \$4M library expansion bond. 	2011	<ul style="list-style-type: none"> Population: 19,525
1986	<ul style="list-style-type: none"> Pete Wall hired as Wilsonville's first City Manager. 		<ul style="list-style-type: none"> Population: 13,615 		<ul style="list-style-type: none"> Bryan Cosgrove hired as City Manager.
1987	<ul style="list-style-type: none"> Voters approve a bond measure to pay for a new library and park improvements. 		<ul style="list-style-type: none"> Construction begins on library expansion. 		<ul style="list-style-type: none"> Old Town Square opens, featuring a 210,000 square foot Fred Meyer store.
			<ul style="list-style-type: none"> Women's prison facility completed and begins accepting inmates. 		

City History Timeline

<p>2012</p>	<ul style="list-style-type: none"> • Oregon Institute of Technology opens its Wilsonville campus. • Lowrie Primary School K-5 opens. 	<p>2016</p>	<ul style="list-style-type: none"> • TVWD and the City of Hillsboro partner to extend Willamette River water into Washington County. 	<p>2019</p>	<ul style="list-style-type: none"> • City starts using zero emission battery electric bus. • NW Natural Street of Dreams event was held in Frog Pond development with 6 homes valued at over \$4 million.
<p>2014</p>	<ul style="list-style-type: none"> • The City's Wastewater Treatment Plant is upgraded and expanded. 	<p>2017</p>	<ul style="list-style-type: none"> • In order to relieve congestion, the City begins expansion of main connector streets, including Boones Ferry to Brown Road and Kinsman Road. 	<p>2020</p>	<ul style="list-style-type: none"> • State of emergency declared in response to COVID-19. • Oregon wildfires burned over 1,000,000 acres of land.
<p>2015</p>	<ul style="list-style-type: none"> • Substantial work begins on the Basalt Creek Concept Plan and Frog Pond Area Plan. • Population: 22,700 	<p>2018</p>	<ul style="list-style-type: none"> • Meridian Creek Middle School opens. 	<p>2021</p>	<ul style="list-style-type: none"> • Julie Fitzgerald elected Mayor.
			<ul style="list-style-type: none"> • Council approves a \$1,054,000 library remodeling project. 		



City Hall building during wildfires, September 2020.

About Wilsonville

City Statistics - Services

Description	Base Year 2010	Year 2020	% Change	Source
Culture and recreation:				
Libraries	1	1	0%	City Library
Parks/open space acreage	201	253	26%	Parks Department
Parks	11	16	45%	Parks Department
Picnic shelters	9	11	22%	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	17	89%	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	71	31%	Business license
City utilities:				
Water:				
Production capacity	15 mgd	15 mgd	0%	Public Works
Peak capacity demand	6 mgd	10.9 mgd	82%	Public Works
Storage capacity	10.2 mg	10 mg	-2%	Public Works
Number of reservoirs	4	4	0%	Public Works
Miles of water pipeline	83	136	64%	Public Works
Customers	4,731	6,844	45%	Utility Billing
Wastewater:				
Treatment design capacity	2.25 mgd	4 mgd	78%	Public Works
Average daily treatment	2 mgd	2.094 mgd	5%	Public Works
Miles of sewer pipeline	72	88	22%	Public Works
Biosolids, tons/day	1.0	2.3	126%	Public Works
Lift Stations	8	9	13%	Public Works
Stormwater:				
Average rainfall, inches	42	43	2%	www.bestplaces.net
Miles of storm sewers	65	81	25%	Public Works
Stormwater catch basins	1,823	2,325	28%	Public Works
Manholes	1,723	2,336	36%	Public Works
Detention Ponds	10	10	0%	Public Works
Street lights:				
Number of lights	2,206	3,645	65%	Public Works
Number of streetlight poles	2,050	2,714	32%	Public Works
Public Safety:				
Police calls	5,803	6,574	13%	Clackamas Co Sheriff
Citations issued	3,470	1,195	-66%	Municipal Court
Number of sworn officers	17	19	12%	Clackamas Co Sheriff
Fire stations	2	2	0%	Fire District

LEGEND

mg = million gallons

mgd = million gallons per day

About Wilsonville

City Statistics - Services

Description	Base Year 2010	Year 2020	% Change	Source
Public Transportation:				
City operated:				
Fixed routes (daily)	7	9	29%	City Transit
Demand based trips (annually)	17,703	12,698	-28%	City Transit
Number of riders (annually)	306,721	240,357	-22%	City Transit
Miles driven (annually)	667,161	719,313	8%	City Transit
Inter-City Connections:				
City of Canby - local trips (daily)	8	12	50%	City Transit
City of Salem - local trips (daily)	8	10	25%	City Transit
Tualatin P&R - daily round trips	N/A	35	N/A	City Transit
Barbur TC-daily round trips	35	0	-100%	City Transit
TriMet - rail stations	1	1	0%	City Transit
TriMet - rail passengers (annually)	304,800	261,155	-14%	City Transit
Streets:				
Centerline miles	65	85	31%	Public Works
Signal lighted intersections	24	23	-4%	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	24,289	204%	Public Works
Signs	N/A	4,942	N/A	Public Works
Public Schools:				
Elementary schools	2	3	50%	School District
Middle schools	1	2	100%	School District
Charter schools	1	1	0%	School District
High schools	1	1	0%	School District
Building Permits:				
Commercial, units	212	214	1%	Building Dept.
Commercial, value	\$19 million	\$32 million	68%	Building Dept.
Residential, units	40	113	183%	Building Dept.
Residential, value	\$7 million	\$22 million	214%	Building Dept.

Principal Employers

Employer	Type of Business	2019-20	
		Number of Employees	Percentage of total City employment
Siemens Mentor Graphics Corporation	CAD software systems	1,126	6.6%
Swire Coca Cola USA	Beverage distribution	621	3.6%
Collins Aerospace	Aerospace technology	600	3.5%
Flir Systems Inc	Image equipment manufacturer	460	2.7%
Sysco Portland Inc	Warehouse & distribution center	412	2.4%
Columbia Distributing	Beverage distribution	400	2.3%
Fred Meyer	Grocer	329	1.9%
Tyco Electronics Medical	Medical & Technical Equipment	324	1.9%
Costco Wholesale	Wholesale retail	317	1.9%
Dealer Spike OPCO, LLC	Web Hosting	280	1.6%
		4,869	28.4%

About Wilsonville

City Statistics - Demographics

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

Except as noted, the statistics below are from the 2010 U.S. Census.

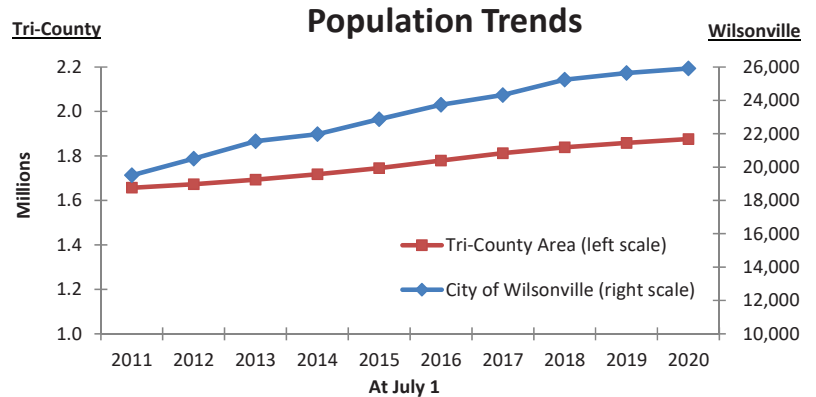
Incorporated	1968	From US Census:	2000	2010
Area in square miles	7.8	Population	13,991	19,509
Government	Council/Mgr	Adult education level:		
Registered voters 2020	16,837	High school or higher	93%	89%
Voted in November 2016	87%	Bachelor's degree or higher	38%	38%
		Race:		
Population: July 2020 (PSU est.)	25,915	White	87%	79%
		Hispanic	7%	12%
Median home cost:		Asian	2%	4%
2000 census	\$227,900	Black or African Amer.	1%	2%
2015 (zillow.com)	\$369,900	Other	3%	3%
2016 (zillow.com)	\$402,000	Age and Gender:		
2017 (zillow.com)	\$416,800	0 to 19 years	27%	24%
2018 (zillow.com)	\$418,600	20 to 44 years	39%	39%
2019 (zillow.com)	\$447,805	45 to 64 years	20%	24%
2020 (zillow.com)	\$475,870	65 years and over	14%	13%
2021 (zillow.com)	\$501,270	Median age (years)	35	36
		Male	6,796	9,084
Assessed values (November 2020):		Female	7,195	10,425
Real Property	93%	Income - Households:		
Personal Property	5%	Less than \$25,000	18%	20%
Public Utility	2%	\$25,000 to \$49,999	29%	26%
Manufactured Structure	0%	\$50,000 to \$74,999	20%	17%
		\$75,000 to \$99,999	15%	15%
Real Property	\$4,230 million	\$100,000 or more	18%	22%
Personal Property	\$243 million	Households:		
Public Utility	\$74 million	Total Households	5,937	8,405
Manufactured Structure	\$3 million	with individuals <18 yrs	32%	28%
Local businesses:		with individuals >64 yrs	23%	25%
Licenses issued (06/2020)	1,131	Average household size	2.34	2.31
Employees (est.)	17,134			
Annual payroll (est.)	\$1 billion			

Sources: U.S. Census Bureau, Census 2000 & 2010 / Portland State University Population Research Center
Clackamas County & Washington County Elections, official results

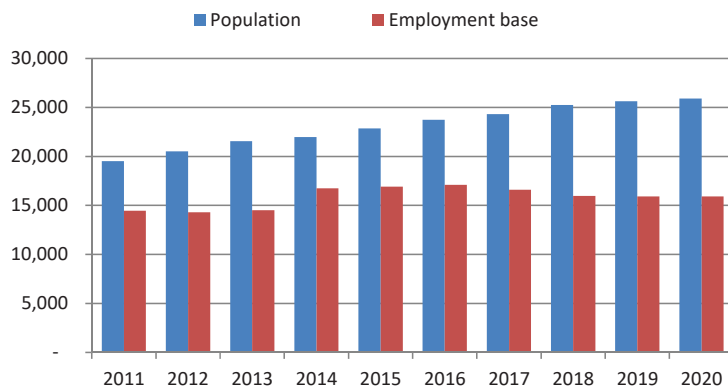
Population Trends, City vs Tri-County area (Clackamas, Multnomah, Washington)

Over the past ten years, city growth has averaged approximately 3.5% per year, with accelerated growth between 2011 and 2013 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 1.3% per year over the last ten years.

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.



Population and Local Work Force



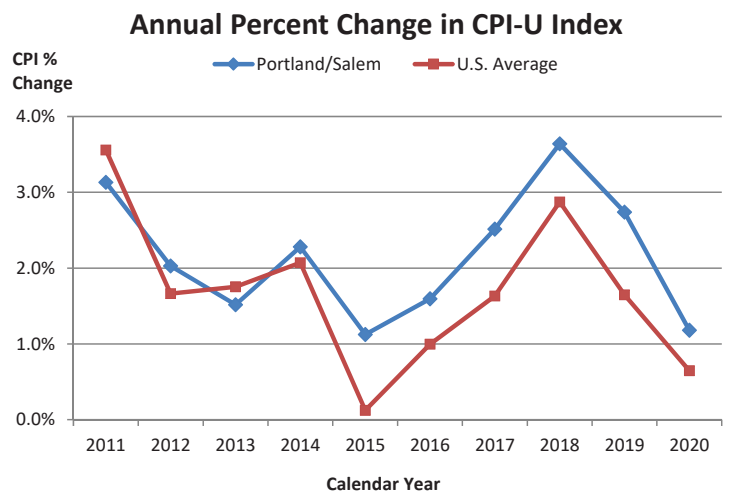
Wilsonville Population and Local Employment

The graph to the left demonstrates the constant growth in population. Employment dropped between 2009 and 2010, recovered in 2014 and remains relatively flat. Both population and employment have an impact on the local economy.

Consumer Price Index

CPI: Western Region vs National Average

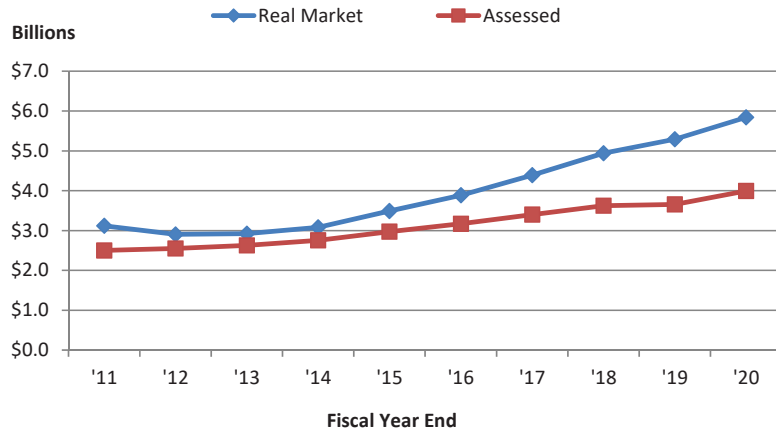
The chart to the right compares the percent change in the Portland/Salem Area Consumer Price Index to the national average. Both indices represent all urban items on a calendar year basis. Between 2011 and 2014, prices in the Portland area fell and then rose again similar to prices nation-wide. Between 2015 and 2018 there was a sharp increase in prices. The price levels in Portland were greater than the prices nation-wide. There was a sharp decline in both from 2018 to 2019. During this period, geographic changes were made nationwide to the CPI regions, future calculations will utilize a revised base.



Trends and Analysis

Property Taxes

Property Values



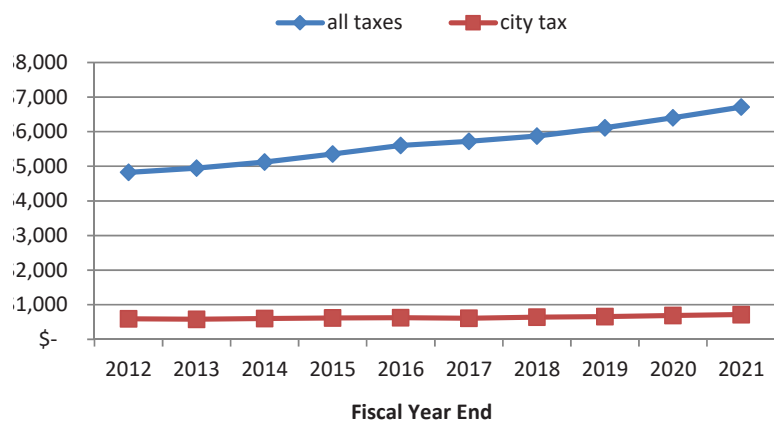
Property Tax Values – Real Market vs Assessed

Real market value reflects the estimate by Clackamas County if the property were to be sold. Assessed value is a measure of the taxable value of real, personal and utility property in the City. In 1997, voters passed Measure 50 which separated real market value and assessed value, and limited the growth of assessed value to 3% per year, plus improvements. Property taxes are levied on the lower of either the assessed value or market value. During the Great Recession, real market values fell significantly, but in aggregate not below assessed values. For FY 2020-21 assessed values are approximately 68.6% of M5 real market value.

Tax Bill Growth Comparisons

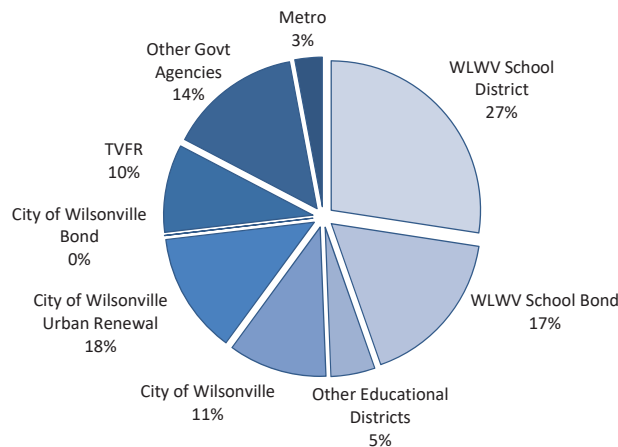
The graph at right is representative of a typical home in Wilsonville. The city share of total taxes in 2020 is just under 11%. Other taxing entities include schools, county, fire district, and voter approved bonds. The total increase in taxes is due in part to the 3% growth allowed by law and for voter approved levies and bonds, for example, voters approved an increase to Tualatin Valley Fire & Rescue’s local option levy, from \$0.25 to \$0.45 per thousand of assessed value (AV), as well as a bond measure for Clackamas Community College at \$0.19 per thousand of AV, and a construction bond for the West Linn/ Wilsonville School District, at \$0.87 per thousand of AV.

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.

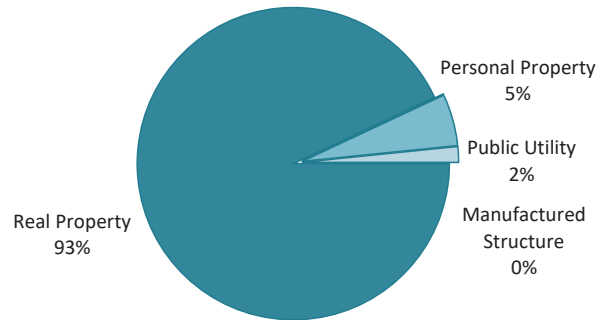
Property Taxes by Jurisdiction FY 2020-21



Property Type Tax Burden

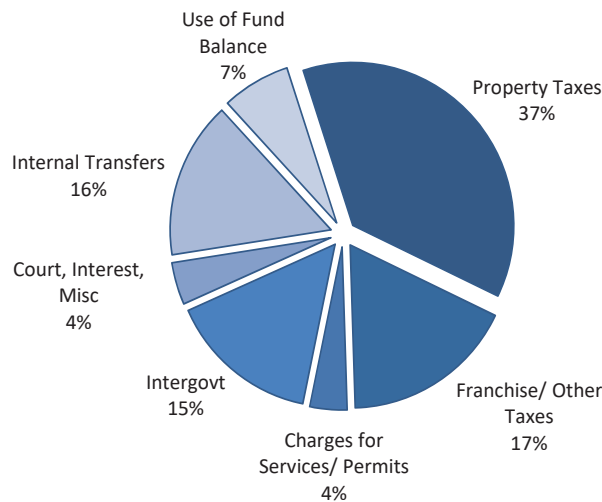
The majority of our taxes come from real property.

City Taxes 2020 - by Property Type



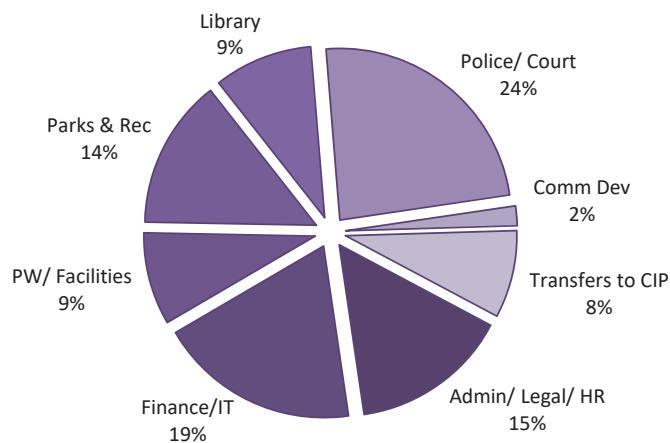
Property taxes are recorded in the City’s General Fund, where they combine with other revenues to fund important city services. Property taxes made up approximately 37% of total General Fund resources in FY 2019-20.

General Fund Sources, FY 2019-20



This chart represents the percent of money allocated from the General Fund to different areas in FY 2019-20.

General Fund Uses, FY 2019-20



Budget Process

City Budget Calendar

October 2020 through January 2021

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

January 2021

- Departments determine needs for the coming year
- Requests for new or expanded programs submitted
- Revenue and debt service estimates compiled
- Mid-Year Financial Review for FY 2020-21 presented to Budget Committee

February 2021

- Review and analysis of departmental budget requests
- Computation of indirect costs and interfund transfers

March 2021

- Internal meetings regarding departmental budget requests

April 2021

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

May 2021

- Post notice of Budget Committee public hearings on City website
- 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
- City Manager presents budget message at opening meeting of Budget Committee, public testimony received
- Advertise notice of state shared revenues
- Advertise budget adoption public hearing
- Publish legal forms summarizing approved budget

June 2021

- 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 budget proceeds through three phases before it is final. The first phase is the Proposed Budget, presented by the jurisdiction's Budget Officer to the Budget Committee. The proposed budget includes dollar amounts and explanations 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 second phase is the Approved Budget, where the Budget Committee deliberates on the budget and votes on its approval. The committee consists of the elected officials and an equal number of electors of the city. The Budget Committee reviews the budget, allows for the public to ask questions about and comment on the budget, and makes adjustments the Committee deems necessary. The Committee then votes on a balanced budget and it becomes the Approved Budget.

The third phase is the Adopted Budget, where the governing body considers the Budget Committee's Approved Budget and votes on its adoption for the subsequent fiscal year. The governing body 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 year end all outstanding encumbrances lapse. Unexpended budget appropriations lapse at the fiscal year end.

The City Manager serves as the Budget Officer (ORS 294.331) and ensures the preparation of the budget document, presents the budget message to the Budget Committee and ensures budgetary control at the approved appropriation level. The Finance Department works closely with the City Manager and City Departments to prepare the budget document, and engages in ongoing review and monitoring of revenues and expenditures at the budget control level.

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 debt obligation are budgeted in the fiscal year of payment. Compensated absences are not budgeted in governmental funds. For GAAP based reporting, major variances from budget including capitalization of assets, depreciation and debt issuance are reported as an increase in liabilities and principal payments is shown as a reduction in liabilities.

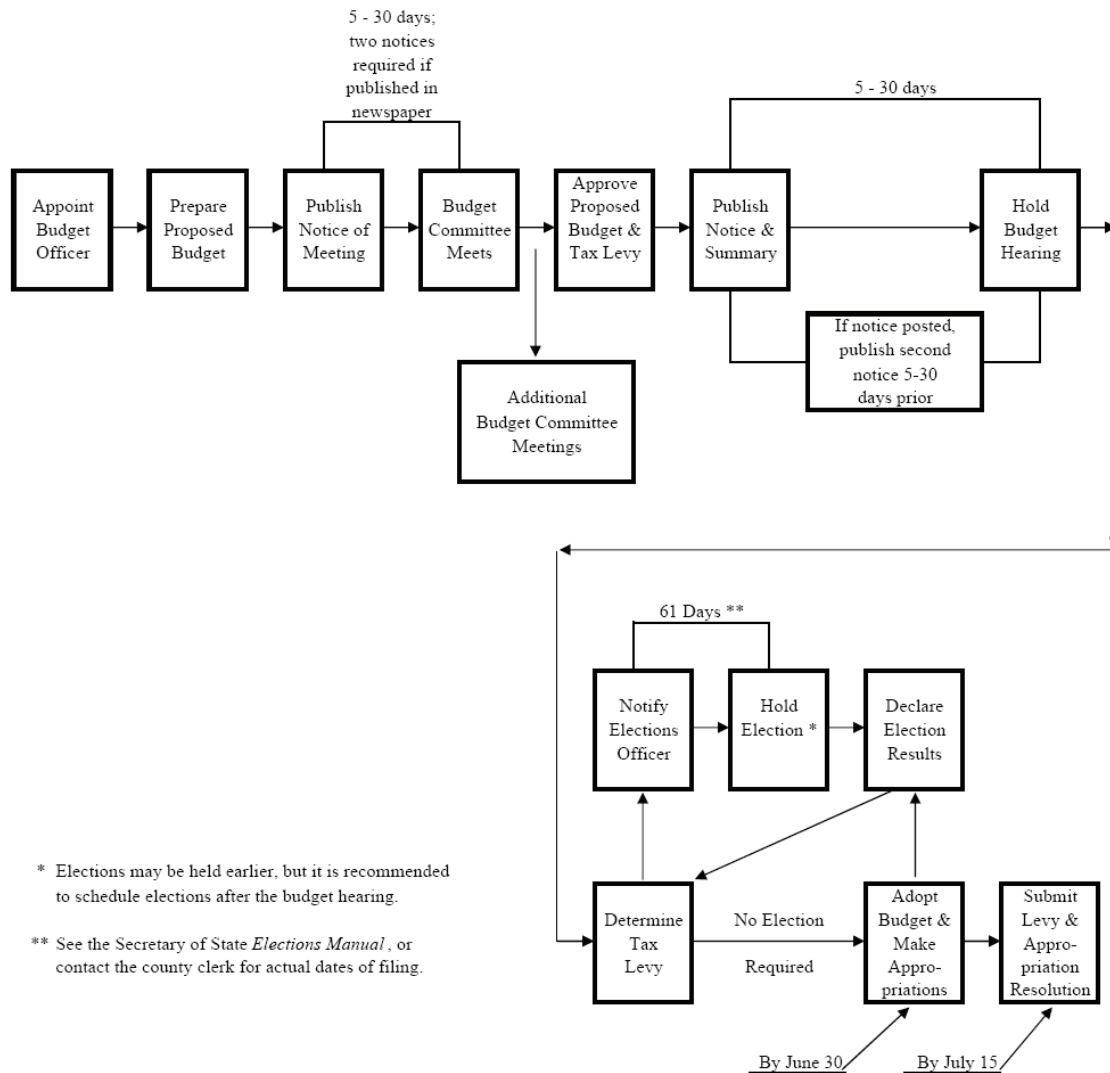
Proprietary funds use a similar modified accrual basis except that revenues are budgeted when earned and compensated absences are accrued as an expense. Budget reporting in proprietary fund annual audited statements use the modified accrual basis.

Budget 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 supplement 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)



* Elections may be held earlier, but it is recommended to schedule elections after the budget hearing.

** See the Secretary of State *Elections Manual*, or contact the county clerk for actual dates of filing.

Budget Document Columns

Four columns of data are provided in the proposed document as outlined by Oregon’s Budget Law: two prior years of actual, current fiscal year budget as amended by transfers and supplemental adjustments, and amounts proposed for the new year. The adopted document is similar except columns for approved and adopted are added.

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 by the City Council.

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 to that county. 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 (ORS 294.426-428):

- Receive the budget message and proposed budget;
- Provide to the public an opportunity to ask questions about or comment on the budget;
- Discuss and deliberate on the budget;
- Request from officers or employees information needed for their approval of the budget;
- Specify the ad valorem property tax amount or rate;
- Approve the budget as voted on by the Committee and forward to the City Council for adoption.

The Budget Committee members for review and approval of the FY 2021-22 budget:

<u>City Council Members</u>	<u>Citizen Members</u>
Julie Fitzgerald, Mayor	Paul Bunn
Kristin Akervall, Council President	Katie Hamm
Charlotte Lehan, Councilor	Andrew Karr
Dr. Joann Linville, Councilor	Daphnee Legarza
Ben West, Councilor	Shawn O'Neil

Budget Process

Budget Assumptions for FY 2021-22

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 2021-22 Proposed Budget was developed. Therefore, wages and salaries for all employees remain at the FY 2020-21 levels.

Benefits:

- Health insurance premiums are budgeted to increase 10% in January 1, 2022.
 - Non-represented: Employees pay 10% of premium.
 - WilMEA: Employees pay 10% of premium cost.
 - SEIU: Employees pay 10% of premium cost.
- Public Employees Retirement (PERS) rates are set every two years. FY 2021-22 is the first year of the biennium cycle for the PERS rates, from July 1, 2021 through June 30, 2023. Effective July 1, 2021 the employer share for Tier 1 & 2 employees will be 21.46% and for OPSRP employees (Oregon Pension Service Retirement Plan) 17.40%, 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 401(a) contribution is set at 3%.

Material and Services:

- The Adopted Budget includes inflationary increases of 1% when compared to the FY 2020-21 Budget. Materials and Services that are proposed to change up or down by 5% or more are explained in the Program Expenditure section of this document.
- Utility expense budgeted based on usage trends, system expansions, and anticipated rate increases. The increase to utility budgets range from 3% to 6%.
- Proposed additions or service changes included in the Budget are explained in the Budget Highlights 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 and estimates to put the asset into operation.

Debt Service:

- The Urban Renewal Agency engaged in short-term, “overnight” debt from the City’s General Fund in FY 2021-22. It will be used meet cash flow needs of capital improvements.
- Wastewater Treatment Plant refinanced \$24,280,200 outstanding debt at 1.43% over 10 years; beginning 06/01/22.
- Water Treatment Plant is budgeted to incur \$7,000,000 in new debt in FY 2021-22 to pay for the expansion of the plant from 15 MGD to 20 MGD. Proceeds from Water System Development charges will pay for the debt servicing.

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 Technology is 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 5% over the amount budgeted in FY 2021-22. 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.
- Building permits are based on developer construction plans as communicated to staff.
- Water rates increase 3% May 1, 2022; the third in a four-year series of annual increases established under Resolution 2788 effective May 1, 2020.
- Sewer rates last increased January 1, 2014 with no additional increases budgeted.
- Stormwater rate will increase from \$11.25, per month, per equivalent dwelling unit (EDU), to \$11.90 monthly per EDU effective January 1, 2021.
- Road maintenance fees are based on a per-trip basis, with customers falling into various trip categories, indexed to the trips generated by an Equivalent Residential Unit (ERU). One residential unit, for example, generates approximately 10 trips a day per month, and carries a monthly charge of \$8.60, so a single family home pays \$8.60 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly. The fee is subject to change November 1 of each year.
- Transit tax is based on estimated wage base.
- Investment revenue is based on available cash balances at 0.75%.

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. Use of Assigned Balances is based on need and on various maintenance, capital and concept plans. Annual additions are based on resource availability.
- The contingency minimum for the General Fund is 15% of operating costs.
- The contingency minimum for other operating funds is 20% of operating costs, and in some funds include a set-aside equating to a year's worth of debt service.

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 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.



Tree damaged by the February 2021 ice storm.



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: This fund accounts for resources devoted to support the services associated with local government. General Fund programs include Law Enforcement, Parks Recreation and Maintenance, the Library, Building Maintenance, Administration, Municipal Court, Finance, Information Technology 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, economic development, planning, urban renewal management, stormwater management and natural resources
- **Building Inspection** – Dedicated to the administration and enforcement of building codes
- **Transit** – Provides a mass transit system serving Wilsonville with links north to the Portland metropolitan area’s transit system, TriMet, and south to Salem’s transit system, Cherriots
- **Road Operating** – Dedicated to signal lights, striping, curbs, gutters, potholes and minor repairs
- **Road Maintenance** – Dedicated to pay for major street repairs and reconstruction

Enterprise Funds: These 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 the City-owned water treatment plant, water wells and the reservoirs, transmission and distribution system
- **Sewer Operating** – Dedicated to operations, maintenance, and debt service on the wastewater treatment plant and collection 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: This fund accounts for activity that provides goods or services to other funds, departments or agencies of the primary government on a cost reimbursement basis.

- **Fleet Services** – Maintains and services all vehicles and equipment for City programs, including SMART buses

Debt Service: This fund accounts for City’s non-enterprise debt.

- **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: These 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, Street, Parks, Stormwater, Facilities
- **SDC Funds** – Water, Sewer, Street, Washington County Transportation Development Tax, Frog Pond Infrastructure, 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 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Property taxes	\$ 7,606,457	\$ 7,953,126	\$ 8,259,500	\$ 8,655,440	\$ 8,655,440	\$ 8,655,440
Other taxes	7,163,410	6,995,446	7,186,000	7,320,223	7,320,223	7,320,223
Licenses, franchise fees & permits	5,460,821	5,014,172	5,282,388	5,295,309	5,295,309	5,295,309
Intergovernmental	6,400,386	7,528,906	11,069,964	16,509,541	16,509,541	16,509,541
Charges for services	26,164,771	24,983,757	26,003,513	26,766,044	26,766,044	26,766,044
System development charges	5,735,480	4,327,261	7,002,067	6,407,917	6,407,917	6,407,917
Fines and forfeitures	386,346	472,227	344,000	320,000	320,000	320,000
Investment revenue	3,023,128	2,867,017	980,600	759,700	759,700	759,700
Other revenues	452,102	580,643	485,077	364,127	364,127	364,127
Revenue subtotal	<u>62,392,901</u>	<u>60,722,555</u>	<u>66,613,109</u>	<u>72,398,301</u>	<u>72,398,301</u>	<u>72,398,301</u>
Interfund/agency activity						
Interfund transfers in	13,885,090	17,371,709	53,988,478	47,916,411	47,916,411	47,916,411
Interfund loan/repayments	3,589,273	9,589,273	1,198,370	16,726,624	16,726,624	16,726,624
Interfund/agency subtotal	<u>17,474,363</u>	<u>26,960,982</u>	<u>55,186,848</u>	<u>64,643,035</u>	<u>64,643,035</u>	<u>64,643,035</u>
Loan proceeds	-	-	-	7,000,000	7,000,000	7,000,000
Beginning fund balance	96,638,507	108,210,015	101,171,456	97,790,930	97,790,930	97,790,930
TOTAL RESOURCES	<u>\$ 176,505,771</u>	<u>\$ 195,893,552</u>	<u>\$ 222,971,413</u>	<u>\$ 241,832,266</u>	<u>\$ 241,832,266</u>	<u>\$ 241,832,266</u>
REQUIREMENTS						
Personnel services	\$ 16,691,007	\$ 18,420,356	\$ 20,159,652	\$ 20,883,932	\$ 20,883,932	\$ 20,883,932
Materials and services	19,060,359	22,771,105	23,812,033	24,033,213	24,033,213	24,033,213
Capital outlay	2,913,971	913,369	3,292,909	2,668,500	2,668,500	2,668,500
Capital projects	7,391,151	10,879,821	43,488,000	46,850,381	46,850,381	46,850,381
Debt service	5,354,181	6,108,274	3,721,200	3,626,500	3,626,500	3,626,500
Expenditures subtotal	<u>51,410,669</u>	<u>59,092,925</u>	<u>94,473,794</u>	<u>98,062,526</u>	<u>98,062,526</u>	<u>98,062,526</u>
Interfund/agency activity						
Interfund transfers out	13,885,090	17,371,709	53,988,478	47,916,411	47,916,411	47,916,411
Interfund/Interagency loans	3,000,000	9,000,000	500,000	16,211,524	16,211,524	16,211,524
Interfund/agency subtotal	<u>16,885,090</u>	<u>26,371,709</u>	<u>54,488,478</u>	<u>64,127,935</u>	<u>64,127,935</u>	<u>64,127,935</u>
Ending fund balance						
Nonspendable	320,584	340,602	-	-	-	-
Restricted	34,518,553	35,983,341	16,978,196	19,022,527	19,022,527	19,022,527
Committed	5,779,400	5,361,700	7,611,058	8,203,350	8,203,350	8,203,350
Assigned	58,976,078	61,248,362	47,403,194	50,483,895	50,483,895	50,483,895
Unassigned	8,615,397	7,494,913	2,016,693	1,932,033	1,932,033	1,932,033
Ending fund balance subtotal	<u>108,210,012</u>	<u>110,428,918</u>	<u>74,009,141</u>	<u>79,641,805</u>	<u>79,641,805</u>	<u>79,641,805</u>
TOTAL REQUIREMENTS	<u>\$ 176,505,771</u>	<u>\$ 195,893,553</u>	<u>\$ 222,971,413</u>	<u>\$ 241,832,266</u>	<u>\$ 241,832,266</u>	<u>\$ 241,832,266</u>

Fund Summaries

SUMMARY OF CITY FUNDS - FISCAL YEAR 2021-22

	General	Community Development	Building Inspection	Transit	Road Operating	Road Maintenance
RESOURCES						
Property taxes	\$ 8,655,440	\$ -	\$ -	\$ -	\$ -	\$ -
Other taxes	325,000	-	-	5,000,000	1,995,223	-
Licenses, franchise fees & permits	3,640,350	592,446	1,060,463	-	-	-
Intergovernmental	2,685,330	161,200	-	3,964,104	-	-
Charges for services	706,490	746,080	11,700	-	-	2,150,000
System development charges	-	-	-	-	-	-
Fines and forfeitures	315,000	-	-	5,000	-	-
Investment revenue	91,000	8,500	12,000	75,000	12,500	20,000
Other revenues	131,800	250	-	16,000	-	-
Revenue Subtotal	16,550,410	1,508,476	1,084,163	9,060,104	2,007,723	2,170,000
Interfund/agency activity						
Interfund transfers in	3,938,055	2,383,525	41,545	-	-	-
Interfund loan/repayments	16,726,624	-	-	-	-	-
Interfund/agency subtotal	20,664,679	2,383,525	41,545	-	-	-
Loan proceeds	-	-	-	-	-	-
Beginning fund balance	14,576,168	2,425,794	1,917,067	7,505,702	2,325,229	2,115,770
TOTAL RESOURCES	\$ 51,791,257	\$ 6,317,795	\$ 3,042,775	\$ 16,565,806	\$ 4,332,952	\$ 4,285,770
REQUIREMENTS						
Personnel services	\$ 9,763,662	\$ 3,266,740	\$ 1,102,560	\$ 4,251,900	\$ 416,900	\$ -
Materials and services	10,215,393	783,614	176,948	2,118,188	495,930	-
Capital outlay	20,000	-	-	1,990,000	13,000	-
Capital projects	-	-	-	-	-	-
Debt service	-	-	-	-	-	-
Expenditures subtotal	19,999,055	4,050,354	1,279,508	8,360,088	925,830	-
Interfund transfers out	2,888,645	598,095	405,606	669,447	809,155	2,503,924
Interfund/Interagency loans	16,211,524	-	-	-	-	-
Ending fund balance						
Restricted	180,000	-	-	-	-	-
Committed	3,000,000	811,000	256,000	1,675,000	185,500	-
Assigned	7,580,000	858,346	1,101,661	5,861,271	2,412,467	1,781,846
Unassigned	1,932,033	-	-	-	-	-
Ending fund balance subtotal	12,692,033	1,669,346	1,357,661	7,536,271	2,597,967	1,781,846
TOTAL REQUIREMENTS	\$ 51,791,257	\$ 6,317,795	\$ 3,042,775	\$ 16,565,806	\$ 4,332,952	\$ 4,285,770

Fund Summaries

SUMMARY OF CITY FUNDS - FISCAL YEAR 2021-22(CONTINUED)

Water Operating	Sewer Operating	Street Lighting	Stormwater Operating	Fleet Services	Capital Projects	System Development	Grand Total
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,655,440
-	-	-	-	-	-	-	7,320,223
-	-	-	-	-	2,050	-	5,295,309
-	-	-	-	-	9,698,907	-	16,509,541
9,411,000	8,275,000	536,650	3,440,000	1,489,124	-	-	26,766,044
-	-	-	-	-	-	6,407,917	6,407,917
-	-	-	-	-	-	-	320,000
150,000	160,000	8,500	15,000	7,500	13,850	185,850	759,700
12,000	30,000	-	-	-	174,077	-	364,127
9,573,000	8,465,000	545,150	3,455,000	1,496,624	9,888,884	6,593,767	72,398,301
-	600,000	-	-	-	40,953,286	-	47,916,411
-	-	-	-	-	-	-	16,726,624
-	600,000	-	-	-	40,953,286	-	64,643,035
-	-	-	-	-	-	7,000,000	7,000,000
19,469,916	15,976,422	1,246,495	4,035,269	1,095,106	2,872,723	22,229,269	97,790,930
\$ 29,042,916	\$ 25,041,422	\$ 1,791,645	\$ 7,490,269	\$ 2,591,730	\$ 53,714,893	\$ 35,823,036	\$ 241,832,266
\$ 629,100	\$ 377,750	\$ -	\$ 273,170	\$ 802,150	\$ -	\$ -	\$ 20,883,932
4,538,189	3,740,830	384,030	788,536	671,135	-	120,420	24,033,213
247,400	291,100	-	107,000	-	-	-	2,668,500
-	-	-	-	-	46,850,381	-	46,850,381
-	2,623,500	-	518,000	-	-	485,000	3,626,500
5,414,689	7,033,180	384,030	1,686,706	1,473,285	46,850,381	605,420	98,062,526
10,798,267	2,907,055	1,045,000	2,049,216	2,400	2,478,930	20,760,671	47,916,411
-	-	-	-	-	-	-	16,211,524
-	-	-	-	-	4,385,582	14,456,945	19,022,527
1,083,000	882,000	76,850	234,000	-	-	-	8,203,350
11,746,960	14,219,187	285,765	3,520,347	1,116,045	-	-	50,483,895
-	-	-	-	-	-	-	1,932,033
12,829,960	15,101,187	362,615	3,754,347	1,116,045	4,385,582	14,456,945	79,641,805
\$ 29,042,916	\$ 25,041,422	\$ 1,791,645	\$ 7,490,269	\$ 2,591,730	\$ 53,714,893	\$ 35,823,036	\$ 241,832,266

Fund Summaries

SUMMARY OF SYSTEM DEVELOPMENT CHARGES (SDC) FUNDS - FISCAL YEAR 2021-22

	Water SDC	Sewer SDC	Street SDC	Washington County TDT	Frog Pond Infrastructure	Stormwater SDC	Parks SDC	Grand Total
RESOURCES								
System development charges	\$ 873,600	\$ 506,270	\$ 1,202,131	\$ -	\$ 3,058,188	\$ 213,310	\$ 554,418	\$ 6,407,917
Investment revenue	37,500	50,000	43,500	1,850	3,000	15,000	35,000	185,850
Revenue subtotal	911,100	556,270	1,245,631	1,850	3,061,188	228,310	589,418	6,593,767
Loan proceeds	7,000,000	-	-	-	-	-	-	7,000,000
Beginning fund balance	4,995,145	1,265,419	7,638,882	353,485	2,086,006	2,898,723	2,991,609	22,229,269
TOTAL RESOURCES	\$ 12,906,245	\$ 1,821,689	\$ 8,884,513	\$ 355,335	\$ 5,147,194	\$ 3,127,033	\$ 3,581,027	\$ 35,823,036
REQUIREMENTS								
Materials and services	\$ 25,940	\$ 22,050	\$ 41,470	\$ -	\$ 8,320	\$ 5,750	\$ 16,890	\$ 120,420
Debt service	485,000	-	-	-	-	-	-	485,000
Expenditure subtotal	510,940	22,050	41,470	-	8,320	5,750	16,890	605,420
Interfund transfers	9,625,868	1,792,521	7,766,745	-	-	253,382	1,322,155	20,760,671
Ending fund balance								
Restricted	2,769,437	7,118	1,076,298	355,335	5,138,874	2,867,901	2,241,982	14,456,945
TOTAL REQUIREMENTS	\$ 12,906,245	\$ 1,821,689	\$ 8,884,513	\$ 355,335	\$ 5,147,194	\$ 3,127,033	\$ 3,581,027	\$ 35,823,036

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

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 at the beginning of this chapter.

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, and ending fund balances.

- **Expenditures** include employee wages and benefits, supplies and services, capital purchases, 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 Balances:**
 - **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 the City's 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 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Property taxes	\$ 7,606,457	\$ 7,953,126	\$ 8,259,500	\$ 8,655,440	\$ 8,655,440	\$ 8,655,440
Hotel/motel taxes	307,564	336,869	250,000	325,000	325,000	325,000
Franchise fees	3,215,264	3,385,646	3,445,300	3,470,500	3,470,500	3,470,500
Licenses and permits	193,981	130,594	182,750	169,850	169,850	169,850
Intergovernmental	2,296,716	3,236,058	2,415,495	2,685,330	2,685,330	2,685,330
Municipal court fines	316,475	250,453	320,000	315,000	315,000	315,000
Investment revenue	583,441	439,418	163,900	91,000	91,000	91,000
Charges for services	818,840	680,475	672,610	706,490	706,490	706,490
Miscellaneous revenue	181,260	197,861	245,250	131,800	131,800	131,800
Revenue subtotal	15,519,998	16,610,500	15,954,805	16,550,410	16,550,410	16,550,410
Transfers from other funds						
Building Inspection Fund	211,800	210,650	213,460	215,150	215,150	215,150
Community Development Fund	514,700	539,050	543,360	547,550	547,550	547,550
Transit Fund	543,250	567,310	594,370	585,240	585,240	585,240
Road Operating Fund	223,180	229,520	228,300	232,910	232,910	232,910
Fleet Services Fund	2,400	2,400	2,400	2,400	2,400	2,400
Water Operating Fund	746,310	708,800	703,720	707,500	707,500	707,500
Sewer Operating Fund	527,410	539,500	533,820	524,600	524,600	524,600
Stormwater Operating Fund	236,610	244,000	243,820	236,200	236,200	236,200
Water Capital Projects Fund	37,948	31,738	103,385	608,242	608,242	608,242
Sewer Capital Projects Fund	66,995	54,771	160,215	68,828	68,828	68,828
Streets Capital Projects Fund	20,008	118,512	127,125	134,747	134,747	134,747
Stormwater Capital Projects Fund	32,272	80,812	47,926	32,705	32,705	32,705
Facilities Capital Projects Fund	2,084	3,435	50,643	8,440	8,440	8,440
Parks Capital Projects Fund	60,958	6,354	93,402	33,543	33,543	33,543
Transfers subtotal	3,225,925	3,336,852	3,645,946	3,938,055	3,938,055	3,938,055
Interfund/agency loan repayments	3,406,020	9,406,020	1,015,100	16,726,624	16,726,624	16,726,624
Beginning fund balance	18,049,595	19,143,551	16,830,483	14,576,168	14,576,168	14,576,168
TOTAL RESOURCES	\$ 40,201,538	\$ 48,496,923	\$ 37,446,334	\$ 51,791,257	\$ 51,791,257	\$ 51,791,257
REQUIREMENTS						
Expenditures						
Personnel services	\$ 7,843,088	\$ 8,708,387	\$ 9,334,432	\$ 9,763,662	\$ 9,763,662	\$ 9,763,662
Materials and services	8,030,036	10,335,471	10,044,247	10,215,393	10,215,393	10,215,393
Capital outlay	198,016	212,231	20,000	20,000	20,000	20,000
Expenditures subtotal	16,071,140	19,256,089	19,398,679	19,999,055	19,999,055	19,999,055
Transfers to other funds						
Community Development Fund	418,070	400,000	1,445,000	425,000	425,000	425,000
Streets Capital Projects Fund	1,094,561	851,510	497,663	443,000	443,000	443,000
Facilities Capital Projects Fund	339,748	711,569	2,083,668	1,070,750	1,070,750	1,070,750
Stormwater Operating Fund	-	-	2,500,000	-	-	-
Parks Capital Projects Fund	134,467	202,629	296,731	949,895	949,895	949,895
Transfers subtotal	1,986,846	2,165,708	6,823,062	2,888,645	2,888,645	2,888,645
Interfund/Interagency loans						
Urban Renewal Agency	3,000,000	9,000,000	500,000	16,211,524	16,211,524	16,211,524
Ending fund balance						
Nonspendable	320,584	340,602	-	-	-	-
Restricted	193,109	193,109	180,000	180,000	180,000	180,000
Committed (unappropriated)	2,669,000	2,868,800	2,947,900	3,000,000	3,000,000	3,000,000
Assigned (designated)	7,345,462	7,581,700	5,580,000	7,580,000	7,580,000	7,580,000
Unassigned	8,615,397	7,090,915	2,016,693	1,932,033	1,932,033	1,932,033
Ending fund balance subtotal	19,143,552	18,075,126	10,724,593	12,692,033	12,692,033	12,692,033
TOTAL REQUIREMENTS	\$ 40,201,538	\$ 48,496,923	\$ 37,446,334	\$ 51,791,257	\$ 51,791,257	\$ 51,791,257

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Fund Summaries

COMMUNITY DEVELOPMENT FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Licenses and permits						
Engineering	\$ 718,567	\$ 421,438	\$ 363,038	\$ 335,500	\$ 335,500	\$ 335,500
Planning	383,443	331,274	338,685	256,946	256,946	256,946
Licenses and permits subtotal	1,102,010	752,712	701,723	592,446	592,446	592,446
Intergovernmental	-	62,500	63,000	161,200	161,200	161,200
Charges for services						
Urban renewal	757,800	591,959	579,100	704,780	704,780	704,780
Other	69,961	22,391	48,350	41,300	41,300	41,300
Charges for services subtotal	827,761	614,350	627,450	746,080	746,080	746,080
Investment revenue	103,253	91,609	12,500	8,500	8,500	8,500
Miscellaneous revenue	919	16,482	250	250	250	250
Revenue subtotal	2,033,943	1,537,652	1,404,923	1,508,476	1,508,476	1,508,476
Transfers from other funds						
General Fund	418,070	400,000	1,445,000	425,000	425,000	425,000
Building Inspection Fund	84,195	87,604	91,861	90,456	90,456	90,456
Stormwater Operating Fund	285,623	298,267	276,606	275,644	275,644	275,644
Water Capital Projects Fund	175,920	244,188	203,242	389,109	389,109	389,109
Sewer Capital Projects Fund	114,146	115,322	282,136	243,945	243,945	243,945
Streets Capital Projects Fund	383,163	445,760	455,980	605,431	605,431	605,431
Stormwater Capital Projects Fund	152,447	213,087	175,081	185,609	185,609	185,609
Facilities Capital Projects Fund	17,319	28,622	71,211	44,281	44,281	44,281
Parks Capital Projects Fund	155,988	55,334	144,214	124,050	124,050	124,050
Transfers subtotal	1,786,871	1,888,183	3,145,331	2,383,525	2,383,525	2,383,525
Beginning fund balance	2,221,981	2,444,059	1,257,880	2,425,794	2,425,794	2,425,794
TOTAL RESOURCES	\$ 6,042,795	\$ 5,869,894	\$ 5,808,134	\$ 6,317,795	\$ 6,317,795	\$ 6,317,795
REQUIREMENTS						
Expenditures						
Personnel services	\$ 2,510,385	\$ 2,778,797	\$ 3,215,620	\$ 3,266,740	\$ 3,266,740	\$ 3,266,740
Materials and services	511,237	980,902	712,625	783,614	783,614	783,614
Capital outlay	25,941	-	-	-	-	-
Expenditures subtotal	3,047,563	3,759,699	3,928,245	4,050,354	4,050,354	4,050,354
Transfers to other funds						
General Fund	514,700	539,050	543,360	547,550	547,550	547,550
Building Inspection Fund	36,472	38,173	40,883	41,545	41,545	41,545
Facilities Capital Projects Fund	-	-	-	9,000	9,000	9,000
Transfers subtotal	551,172	577,223	584,243	598,095	598,095	598,095
Ending fund balance						
Committed (unappropriated)	778,200	776,150	774,100	811,000	811,000	811,000
Assigned (contingency)	1,665,860	756,822	521,546	858,346	858,346	858,346
Ending fund balance subtotal	2,444,060	1,532,972	1,295,646	1,669,346	1,669,346	1,669,346
TOTAL REQUIREMENTS	\$ 6,042,795	\$ 5,869,894	\$ 5,808,134	\$ 6,317,795	\$ 6,317,795	\$ 6,317,795

Fund Summaries

BUILDING INSPECTION FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Licenses and permits	\$ 833,098	\$ 741,611	\$ 950,565	\$ 1,060,463	\$ 1,060,463	\$ 1,060,463
Charges for services	8,600	9,000	9,600	11,700	11,700	11,700
Investment revenue	129,798	78,300	22,800	12,000	12,000	12,000
Miscellaneous revenue	532	-	-	-	-	-
Revenue subtotal	972,028	828,911	982,965	1,084,163	1,084,163	1,084,163
Transfers from other funds						
Community Development Fund	36,472	38,173	40,883	41,545	41,545	41,545
Facilities Capital Projects Fund	870	-	-	-	-	-
Transfers subtotal	37,342	38,173	40,883	41,545	41,545	41,545
Beginning fund balance	3,717,683	3,312,703	2,301,091	1,917,067	1,917,067	1,917,067
TOTAL RESOURCES	\$ 4,727,053	\$ 4,179,787	\$ 3,324,939	\$ 3,042,775	\$ 3,042,775	\$ 3,042,775
REQUIREMENTS						
Expenditures						
Personnel services	\$ 920,479	\$ 1,003,110	\$ 1,081,750	\$ 1,102,560	\$ 1,102,560	\$ 1,102,560
Materials and services	138,394	314,996	165,347	176,948	176,948	176,948
Capital outlay	-	-	-	-	-	-
Expenditures subtotal	1,058,873	1,318,106	1,247,097	1,279,508	1,279,508	1,279,508
Transfers to other funds						
Community Development Fund	84,195	87,604	91,861	90,456	90,456	90,456
General Fund	211,800	210,650	213,460	215,150	215,150	215,150
Facilities Capital Projects Fund	59,481	190,617	100,000	100,000	100,000	100,000
Transfers subtotal	355,476	488,871	405,321	405,606	405,606	405,606
Ending fund balance						
Committed (unappropriated)	243,600	249,200	254,800	256,000	256,000	256,000
Assigned (designated)	-	100,000	-	-	-	-
Assigned (contingency)	3,069,104	2,023,611	1,417,721	1,101,661	1,101,661	1,101,661
Ending fund balance subtotal	3,312,704	2,372,811	1,672,521	1,357,661	1,357,661	1,357,661
TOTAL REQUIREMENTS	\$ 4,727,053	\$ 4,179,787	\$ 3,324,939	\$ 3,042,775	\$ 3,042,775	\$ 3,042,775

Fund Summaries

TRANSIT FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Transit tax	\$ 5,026,869	\$ 4,902,080	\$ 5,050,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Intergovernmental	3,381,180	3,463,450	5,296,588	3,964,104	3,964,104	3,964,104
Charges for services	206,399	140,935	170,000	-	-	-
Investment revenue	106,952	134,123	31,100	75,000	75,000	75,000
Fines and forfeitures	12,654	145,359	5,000	5,000	5,000	5,000
Miscellaneous revenue	34,407	32,056	16,000	16,000	16,000	16,000
Revenue subtotal	<u>8,768,461</u>	<u>8,818,003</u>	<u>10,568,688</u>	<u>9,060,104</u>	<u>9,060,104</u>	<u>9,060,104</u>
Beginning fund balance	3,592,929	4,595,626	5,084,730	7,505,702	7,505,702	7,505,702
TOTAL RESOURCES	<u>\$ 12,361,390</u>	<u>\$ 13,413,630</u>	<u>\$ 15,653,418</u>	<u>\$ 16,565,806</u>	<u>\$ 16,565,806</u>	<u>\$ 16,565,806</u>
REQUIREMENTS						
Expenditures						
Personnel services	\$ 3,384,655	\$ 3,736,261	\$ 4,106,110	\$ 4,251,900	\$ 4,251,900	\$ 4,251,900
Materials and services	1,732,360	2,416,826	2,268,268	2,118,188	2,118,188	2,118,188
Capital outlay	2,071,020	69,667	2,629,941	1,990,000	1,990,000	1,990,000
Expenditures subtotal	<u>7,188,035</u>	<u>6,222,754</u>	<u>9,004,319</u>	<u>8,360,088</u>	<u>8,360,088</u>	<u>8,360,088</u>
Transfers to other funds						
General Fund	543,250	567,310	594,370	585,240	585,240	585,240
Facilities Capital Projects Fund	34,479	58,608	214,493	84,207	84,207	84,207
Transfers subtotal	<u>577,729</u>	<u>625,918</u>	<u>808,863</u>	<u>669,447</u>	<u>669,447</u>	<u>669,447</u>
Ending fund balance						
Committed (unappropriated)	1,088,600	1,187,250	1,286,058	1,675,000	1,675,000	1,675,000
Assigned (designated)	965,262	2,929,204	3,050,847	3,161,259	3,161,259	3,161,259
Assigned (contingency)	2,541,764	2,448,503	1,503,331	2,700,012	2,700,012	2,700,012
Ending fund balance subtotal	<u>4,595,626</u>	<u>6,564,957</u>	<u>5,840,236</u>	<u>7,536,271</u>	<u>7,536,271</u>	<u>7,536,271</u>
TOTAL REQUIREMENTS	<u>\$ 12,361,390</u>	<u>\$ 13,413,630</u>	<u>\$ 15,653,418</u>	<u>\$ 16,565,806</u>	<u>\$ 16,565,806</u>	<u>\$ 16,565,806</u>

Fund Summaries

ROAD OPERATING FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Gasoline tax	\$ 1,828,977	\$ 1,756,497	\$ 1,886,000	\$ 1,995,223	\$ 1,995,223	\$ 1,995,223
Vehicle license fee	37,022	162,543	496,151	-	-	-
Investment revenue	44,380	60,008	2,000	12,500	12,500	12,500
Miscellaneous revenue	3,459	57,889	2,000	-	-	-
Revenue subtotal	1,913,838	2,036,937	2,386,151	2,007,723	2,007,723	2,007,723
Beginning fund balance	1,413,010	2,008,010	2,265,665	2,325,229	2,325,229	2,325,229
TOTAL RESOURCES	\$ 3,326,848	\$ 4,044,946	\$ 4,651,816	\$ 4,332,952	\$ 4,332,952	\$ 4,332,952
REQUIREMENTS						
Expenditures						
Personnel services	\$ 353,071	\$ 344,573	\$ 382,270	\$ 416,900	\$ 416,900	\$ 416,900
Materials and services	436,240	495,400	514,578	495,930	495,930	495,930
Capital outlay	119,071	-	13,000	13,000	13,000	13,000
Debt service	81,446	81,446	82,000	-	-	-
Expenditures subtotal	989,828	921,418	991,848	925,830	925,830	925,830
Transfers to other funds						
General Fund	223,180	229,520	228,300	232,910	232,910	232,910
Streets Capital Projects Fund	105,830	496,039	754,090	539,495	539,495	539,495
Facilities Capital Projects Fund	-	15,845	693,375	36,750	36,750	36,750
Transfers/Interfund subtotal	329,010	741,404	1,675,765	809,155	809,155	809,155
Ending fund balance						
Committed (unappropriated)	500,000	300,000	183,500	185,500	185,500	185,500
Assigned (designated)	-	-	75,000	150,000	150,000	150,000
Assigned (contingency)	1,508,010	2,082,124	1,725,703	2,262,467	2,262,467	2,262,467
Ending fund balance subtotal	2,008,010	2,382,124	1,984,203	2,597,967	2,597,967	2,597,967
TOTAL REQUIREMENTS	\$ 3,326,848	\$ 4,044,946	\$ 4,651,816	\$ 4,332,952	\$ 4,332,952	\$ 4,332,952

Fund Summaries

ROAD MAINTENANCE FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Usage charge	\$ 1,870,340	\$ 2,004,841	\$ 2,065,000	\$ 2,150,000	\$ 2,150,000	\$ 2,150,000
Investment revenue	99,800	108,716	3,100	20,000	20,000	20,000
Revenue subtotal	1,970,140	2,113,557	2,068,100	2,170,000	2,170,000	2,170,000
Beginning fund balance	2,883,399	4,528,327	3,174,327	2,115,770	2,115,770	2,115,770
TOTAL RESOURCES	\$ 4,853,539	\$ 6,641,885	\$ 5,242,427	\$ 4,285,770	\$ 4,285,770	\$ 4,285,770
REQUIREMENTS						
Transfers to other funds						
Streets Capital Projects Fund	\$ 325,212	\$ 2,773,856	\$ 4,092,922	\$ 2,503,924	\$ 2,503,924	\$ 2,503,924
Ending fund balance						
Committed (unappropriated)	500,000	500,000	-	-	-	-
Assigned (contingency)	4,028,327	3,368,029	1,149,505	1,781,846	1,781,846	1,781,846
Ending fund balance subtotal	4,528,327	3,868,029	1,149,505	1,781,846	1,781,846	1,781,846
TOTAL REQUIREMENTS	\$ 4,853,539	\$ 6,641,885	\$ 5,242,427	\$ 4,285,770	\$ 4,285,770	\$ 4,285,770

Fund Summaries

WATER OPERATING FUND

RESOURCES

Revenues

Usage charge	\$ 7,864,054	\$ 7,038,264	\$ 7,640,000	\$ 7,776,000	\$ 7,776,000	\$ 7,776,000
Sherwood usage	1,256,466	1,181,443	1,150,000	1,425,000	1,425,000	1,425,000
Connection fees	62,186	38,910	40,000	45,000	45,000	45,000
Turn-off charge	6,945	4,915	11,000	-	-	-
User fee - fire charge	162,426	165,394	165,000	165,000	165,000	165,000
Investment revenue	459,218	481,302	195,000	150,000	150,000	150,000
Fines and forfeitures	17,947	11,693	19,000	-	-	-
Miscellaneous revenue	13,850	27,300	12,000	12,000	12,000	12,000
Revenue subtotal	<u>9,843,092</u>	<u>8,949,222</u>	<u>9,232,000</u>	<u>9,573,000</u>	<u>9,573,000</u>	<u>9,573,000</u>
Transfers from other funds						
Water Development Fund (SDC)	350,000	-	-	-	-	-
Interfund loan repayments						
Road Operating Fund	81,446	81,446	81,460	-	-	-
Stormwater Operating Fund	101,807	101,807	101,810	-	-	-
Interfund Loan Rpymts subtotal	<u>183,253</u>	<u>183,253</u>	<u>183,270</u>	<u>-</u>	<u>-</u>	<u>-</u>
Beginning fund balance	13,741,515	16,962,744	17,698,534	19,469,916	19,469,916	19,469,916
TOTAL RESOURCES	<u>\$ 24,117,860</u>	<u>\$ 26,095,219</u>	<u>\$ 27,113,804</u>	<u>\$ 29,042,916</u>	<u>\$ 29,042,916</u>	<u>\$ 29,042,916</u>

REQUIREMENTS

Expenditures

Personnel services	\$ 497,434	\$ 540,093	\$ 615,190	\$ 629,100	\$ 629,100	\$ 629,100
Materials and services	3,460,061	3,374,694	4,405,491	4,538,189	4,538,189	4,538,189
Capital outlay	327,941	444,293	426,000	247,400	247,400	247,400
Debt service	1,828,812	2,580,550	-	-	-	-
Expenditures subtotal	<u>6,114,248</u>	<u>6,939,630</u>	<u>5,446,681</u>	<u>5,414,689</u>	<u>5,414,689</u>	<u>5,414,689</u>
Transfers to other funds						
General Fund	746,310	745,100	703,720	707,500	707,500	707,500
Water Capital Projects Fund	267,966	624,032	2,726,316	9,934,017	9,934,017	9,934,017
Facilities Capital Projects Fund	26,594	36,556	623,375	156,750	156,750	156,750
Transfers subtotal	<u>1,040,870</u>	<u>1,405,688</u>	<u>4,053,411</u>	<u>10,798,267</u>	<u>10,798,267</u>	<u>10,798,267</u>
Ending fund balance						
Committed (unappropriated)	960,500	987,550	1,014,600	1,083,000	1,083,000	1,083,000
Assigned (designated)	2,683,000	2,783,000	1,000,000	1,100,000	1,100,000	1,100,000
Assigned (contingency)	13,319,242	13,979,351	15,599,112	10,646,960	10,646,960	10,646,960
Ending fund balance subtotal	<u>16,962,742</u>	<u>17,749,901</u>	<u>17,613,712</u>	<u>12,829,960</u>	<u>12,829,960</u>	<u>12,829,960</u>
TOTAL REQUIREMENTS	<u>\$ 24,117,860</u>	<u>\$ 26,095,219</u>	<u>\$ 27,113,804</u>	<u>\$ 29,042,916</u>	<u>\$ 29,042,916</u>	<u>\$ 29,042,916</u>

Fund Summaries

SEWER OPERATING FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Usage charge	\$ 7,760,847	\$ 7,510,832	\$ 7,697,000	\$ 7,820,000	\$ 7,820,000	\$ 7,820,000
High strength surcharge	472,666	500,304	450,000	455,000	455,000	455,000
Investment revenue	456,264	459,077	196,200	160,000	160,000	160,000
Fines and forfeitures	39,270	64,722	-	-	-	-
Miscellaneous revenue	29,398	39,547	18,000	30,000	30,000	30,000
Revenue subtotal	<u>8,758,445</u>	<u>8,574,482</u>	<u>8,361,200</u>	<u>8,465,000</u>	<u>8,465,000</u>	<u>8,465,000</u>
Transfers from other funds						
Sewer Development Fund (SDC)	600,000	600,000	600,000	600,000	600,000	600,000
Beginning fund balance	14,485,689	16,165,821	16,716,629	15,976,422	15,976,422	15,976,422
TOTAL RESOURCES	<u>\$ 23,844,134</u>	<u>\$ 25,340,303</u>	<u>\$ 25,677,829</u>	<u>\$ 25,041,422</u>	<u>\$ 25,041,422</u>	<u>\$ 25,041,422</u>
REQUIREMENTS						
Expenditures						
Personnel services	\$ 334,895	\$ 315,630	\$ 365,500	\$ 377,750	\$ 377,750	\$ 377,750
Materials and services	3,209,475	3,232,619	3,761,624	3,740,830	3,740,830	3,740,830
Capital outlay	4,443	27,345	88,177	291,100	291,100	291,100
Debt Service	2,936,096	2,938,451	2,960,000	2,623,500	2,623,500	2,623,500
Expenditures subtotal	<u>6,484,909</u>	<u>6,514,045</u>	<u>7,175,301</u>	<u>7,033,180</u>	<u>7,033,180</u>	<u>7,033,180</u>
Transfers to other funds						
General Fund	527,410	539,500	533,820	524,600	524,600	524,600
Sewer Capital Projects Fund	639,402	256,886	3,578,952	2,225,705	2,225,705	2,225,705
Facilities Capital Projects Fund	26,594	31,276	623,375	156,750	156,750	156,750
Transfers subtotal	<u>1,193,406</u>	<u>827,662</u>	<u>4,736,147</u>	<u>2,907,055</u>	<u>2,907,055</u>	<u>2,907,055</u>
Ending fund balance						
Committed (unappropriated)	755,300	774,600	790,700	882,000	882,000	882,000
Assigned (designated)	5,340,000	5,340,000	5,340,000	5,345,000	5,345,000	5,345,000
Assigned (contingency)	10,070,519	11,883,996	7,635,681	8,874,187	8,874,187	8,874,187
Ending fund balance subtotal	<u>16,165,819</u>	<u>17,998,596</u>	<u>13,766,381</u>	<u>15,101,187</u>	<u>15,101,187</u>	<u>15,101,187</u>
TOTAL REQUIREMENTS	<u>\$ 23,844,134</u>	<u>\$ 25,340,303</u>	<u>\$ 25,677,829</u>	<u>\$ 25,041,422</u>	<u>\$ 25,041,422</u>	<u>\$ 25,041,422</u>

Fund Summaries

STREET LIGHTING FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Usage charge	\$ 522,352	\$ 526,241	\$ 524,150	\$ 536,650	\$ 536,650	\$ 536,650
Investment revenue	34,268	35,343	12,500	8,500	8,500	8,500
Revenue subtotal	556,620	561,584	536,650	545,150	545,150	545,150
Beginning fund balance	1,226,898	1,426,127	1,293,766	1,246,495	1,246,495	1,246,495
TOTAL RESOURCES	\$ 1,783,518	\$ 1,987,711	\$ 1,830,416	\$ 1,791,645	\$ 1,791,645	\$ 1,791,645
REQUIREMENTS						
Expenditures						
Materials and services	\$ 356,774	\$ 315,989	\$ 381,320	\$ 384,030	\$ 384,030	\$ 384,030
Transfers to other funds						
Streets Capital Projects Fund	617	94,073	1,305,247	1,045,000	1,045,000	1,045,000
Ending fund balance						
Committed (unappropriated)	72,000	74,000	76,300	76,850	76,850	76,850
Assigned (contingency)	1,354,127	1,503,649	67,549	285,765	285,765	285,765
Ending fund balance subtotal	1,426,127	1,577,649	143,849	362,615	362,615	362,615
TOTAL REQUIREMENTS	\$ 1,783,518	\$ 1,987,711	\$ 1,830,416	\$ 1,791,645	\$ 1,791,645	\$ 1,791,645

Fund Summaries

STORMWATER OPERATING FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Stormwater utility charge	\$ 2,981,288	\$ 3,193,878	\$ 3,370,000	\$ 3,440,000	\$ 3,440,000	\$ 3,440,000
Investment revenue	63,525	64,042	15,300	15,000	15,000	15,000
Miscellaneous revenue	-	-	-	-	-	-
Revenue subtotal	3,044,813	3,257,920	3,385,300	3,455,000	3,455,000	3,455,000
Interfund loans						
General Fund	-	-	2,500,000	-	-	-
Beginning fund balance	2,334,991	2,686,761	1,573,168	4,035,269	4,035,269	4,035,269
TOTAL RESOURCES	\$ 5,379,804	\$ 5,944,680	\$ 7,458,468	\$ 7,490,269	\$ 7,490,269	\$ 7,490,269
REQUIREMENTS						
Expenditures						
Personnel services	\$ 194,687	\$ 238,360	\$ 270,080	\$ 273,170	\$ 273,170	\$ 273,170
Materials and services	494,798	514,129	763,557	788,536	788,536	788,536
Capital outlay	5,297	-	50,791	107,000	107,000	107,000
Debt service	507,827	507,827	679,200	518,000	518,000	518,000
Expenditures subtotal	1,202,609	1,260,316	1,763,628	1,686,706	1,686,706	1,686,706
Transfers to other funds						
General Fund	236,610	207,700	243,820	236,200	236,200	236,200
Community Development Fund	285,623	298,267	276,606	275,644	275,644	275,644
Streets Capital Projects Fund	(11,103)	-	-	-	-	-
Stormwater Capital Projects Fund	957,098	1,487,827	2,652,996	1,452,872	1,452,872	1,452,872
Facilities Capital Projects Fund	22,206	20,039	377,250	84,500	84,500	84,500
Transfers subtotal	1,490,434	2,013,833	3,550,672	2,049,216	2,049,216	2,049,216
Ending fund balance						
Committed (unappropriated)	146,700	178,900	211,100	234,000	234,000	234,000
Assigned (contingency)	2,540,061	2,491,631	1,933,068	3,520,347	3,520,347	3,520,347
Ending fund balance subtotal	2,686,761	2,670,531	2,144,168	3,754,347	3,754,347	3,754,347
TOTAL REQUIREMENTS	\$ 5,379,804	\$ 5,944,680	\$ 7,458,468	\$ 7,490,269	\$ 7,490,269	\$ 7,490,269

Fund Summaries

FLEET SERVICES FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Charges for services						
General Fund	\$ 148,263	\$ 154,730	\$ 134,163	\$ 156,358	\$ 156,358	\$ 156,358
Building Inspection Fund	12,960	13,219	14,984	16,961	16,961	16,961
Community Development Fund	26,940	27,479	22,476	25,007	25,007	25,007
Transit Fund	1,038,037	1,058,798	1,160,966	1,191,323	1,191,323	1,191,323
Road Operating Fund	43,067	43,928	33,114	41,109	41,109	41,109
Water Operating Fund	45,286	46,192	24,873	30,284	30,284	30,284
Sewer Operating Fund	18,796	19,172	12,849	17,332	17,332	17,332
Stormwater Operating Fund	10,252	10,457	8,278	10,750	10,750	10,750
Charges for service subtotal	1,343,601	1,373,975	1,411,703	1,489,124	1,489,124	1,489,124
Investment revenue	45,391	46,301	9,600	7,500	7,500	7,500
Miscellaneous revenue	14,700	35,931	18,000	-	-	-
Revenue subtotal	1,403,692	1,456,207	1,439,303	1,496,624	1,496,624	1,496,624
Beginning fund balance	1,310,727	1,240,272	969,834	1,095,106	1,095,106	1,095,106
TOTAL RESOURCES	\$ 2,714,419	\$ 2,696,478	\$ 2,409,137	\$ 2,591,730	\$ 2,591,730	\$ 2,591,730
REQUIREMENTS						
Expenditures						
Personnel services	\$ 652,313	\$ 755,145	\$ 788,700	\$ 802,150	\$ 802,150	\$ 802,150
Materials and services	657,192	705,807	676,906	671,135	671,135	671,135
Capital outlay	162,242	159,832	65,000	-	-	-
Expenditures subtotal	1,471,747	1,620,784	1,530,606	1,473,285	1,473,285	1,473,285
Transfers to other funds						
General Fund	2,400	2,400	2,400	2,400	2,400	2,400
Ending fund balance						
Committed (unappropriated)	68,400	70,200	72,000	-	-	-
Assigned (designated)	618,387	620,526	743,057	865,588	865,588	865,588
Assigned (contingency)	553,485	382,568	61,074	250,457	250,457	250,457
Ending fund balance subtotal	1,240,272	1,073,294	876,131	1,116,045	1,116,045	1,116,045
TOTAL REQUIREMENTS	\$ 2,714,419	\$ 2,696,478	\$ 2,409,137	\$ 2,591,730	\$ 2,591,730	\$ 2,591,730

Fund Summaries

WATER CAPITAL PROJECTS FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Intergovernmental	\$ 431,802	\$ 235,343	\$ 1,940,755	\$ 8,569,563	\$ 8,569,563	\$ 8,569,563
Investment revenue	14,092	16,307	7,500	4,000	4,000	4,000
Lease revenue	173,577	173,577	173,577	173,577	173,577	173,577
Revenue subtotal	619,471	425,227	2,121,832	8,747,140	8,747,140	8,747,140
Transfers from other funds						
Water Operating Fund	267,966	624,032	2,726,316	9,934,017	9,934,017	9,934,017
Water Development Fund (SDC)	604,582	359,845	3,747,702	9,625,868	9,625,868	9,625,868
Transfers subtotal	872,548	983,878	6,474,018	19,559,885	19,559,885	19,559,885
Beginning fund balance	392,345	580,013	771,490	950,800	950,800	950,800
TOTAL RESOURCES	\$ 1,884,364	\$ 1,989,118	\$ 9,367,340	\$ 29,257,825	\$ 29,257,825	\$ 29,257,825
REQUIREMENTS						
Expenditures						
Capital Projects	\$ 1,090,483	\$ 943,294	\$ 7,788,702	26,735,916	26,735,916	26,735,916
Transfers to other funds						
General Fund	37,948	31,738	103,385	608,242	608,242	608,242
Community Development Fund	175,920	244,188	203,242	389,109	389,109	389,109
Transfers subtotal	213,868	275,926	306,627	997,351	997,351	997,351
Ending fund balance						
Restricted	580,013	769,898	1,272,011	1,524,558	1,524,558	1,524,558
TOTAL REQUIREMENTS	\$ 1,884,364	\$ 1,989,118	\$ 9,367,340	\$ 29,257,825	\$ 29,257,825	\$ 29,257,825

Fund Summaries

SEWER CAPITAL PROJECTS FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Investment revenue	\$ (520)	\$ 20	\$ 200	\$ 100	\$ 100	\$ 100
Transfers from other funds						
Sewer Operating Fund	639,402	256,886	3,578,952	2,225,705	2,225,705	2,225,705
Sewer Development Fund (SDC)	1,452,264	1,430,745	6,780,605	1,192,521	1,192,521	1,192,521
Transfers subtotal	2,091,666	1,687,631	10,359,557	3,418,226	3,418,226	3,418,226
Beginning fund balance	15,548	15,027	15,728	15,048	15,048	15,048
TOTAL RESOURCES	\$ 2,106,694	\$ 1,702,678	\$ 10,375,485	\$ 3,433,374	\$ 3,433,374	\$ 3,433,374
REQUIREMENTS						
Expenditures						
Capital Projects	\$ 1,910,525	\$ 1,517,538	\$ 9,580,943	\$ 3,025,344	\$ 3,025,344	\$ 3,025,344
Transfers to other funds						
General Fund	66,995	54,771	160,215	68,828	68,828	68,828
Community Development Fund	114,146	115,322	282,136	243,945	243,945	243,945
Transfers subtotal	181,141	170,093	442,351	312,773	312,773	312,773
Ending fund balance						
Restricted	15,028	15,048	352,191	95,257	95,257	95,257
TOTAL REQUIREMENTS	\$ 2,106,694	\$ 1,702,678	\$ 10,375,485	\$ 3,433,374	\$ 3,433,374	\$ 3,433,374

Fund Summaries

STREET CAPITAL PROJECTS FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Intergovernmental	\$ 100,000	\$ -	\$ 32,000	\$ 228,000	\$ 228,000	\$ 228,000
Vehicle license fee	-	-	-	482,500	482,500	482,500
Investment revenue	24,825	17,955	10,200	6,000	6,000	6,000
Revenue subtotal	<u>124,825</u>	<u>17,955</u>	<u>42,200</u>	<u>716,500</u>	<u>716,500</u>	<u>716,500</u>
Transfers from other funds						
General Fund	1,094,561	851,510	497,663	443,000	443,000	443,000
Road Operating Fund	105,830	496,039	754,090	539,495	539,495	539,495
Road Maintenance Fund	325,212	2,773,856	4,092,922	2,503,924	2,503,924	2,503,924
Frog Pond West Fund	-	291,951	-	-	-	-
Streetlight Fund	617	94,073	1,305,247	1,045,000	1,045,000	1,045,000
Streets Development Fund (SDC)	(323,552)	620,210	8,130,655	7,766,745	7,766,745	7,766,745
Transfers subtotal	<u>1,202,668</u>	<u>5,127,640</u>	<u>14,780,577</u>	<u>12,298,164</u>	<u>12,298,164</u>	<u>12,298,164</u>
Beginning fund balance	1,056,438	1,023,908	1,044,207	1,515,690	1,515,690	1,515,690
TOTAL RESOURCES	<u>\$ 2,383,931</u>	<u>\$ 6,169,503</u>	<u>\$ 15,866,984</u>	<u>\$ 14,530,354</u>	<u>\$ 14,530,354</u>	<u>\$ 14,530,354</u>
REQUIREMENTS						
Expenditures						
Capital Projects	\$ 939,357	\$ 4,563,368	\$ 13,801,249	\$ 11,606,587	\$ 11,606,587	\$ 11,606,587
Transfers to other funds						
General Fund	20,008	118,512	127,125	134,747	134,747	134,747
Community Development Fund	383,163	445,760	455,980	605,431	605,431	605,431
Facilities Capital Projects Fund	17,496	-	-	-	-	-
Transfers subtotal	<u>420,667</u>	<u>564,272</u>	<u>583,105</u>	<u>740,178</u>	<u>740,178</u>	<u>740,178</u>
Ending fund balance						
Restricted	1,023,907	1,041,863	1,482,630	2,183,589	2,183,589	2,183,589
TOTAL REQUIREMENTS	<u>\$ 2,383,931</u>	<u>\$ 6,169,503</u>	<u>\$ 15,866,984</u>	<u>\$ 14,530,354</u>	<u>\$ 14,530,354</u>	<u>\$ 14,530,354</u>

Fund Summaries

STORMWATER CAPITAL PROJECTS FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Investment revenue	\$ 6,439	\$ 4,818	\$ 2,700	\$ 500	\$ 500	\$ 500
Transfers from other funds						
Stormwater Operating Fund	957,098	1,487,827	2,652,996	1,452,872	1,452,872	1,452,872
Stormwater Development Fund (SDC)	149,672	998,679	361,697	253,382	253,382	253,382
Transfers subtotal	1,106,770	2,486,506	3,014,693	1,706,254	1,706,254	1,706,254
Beginning fund balance	265,815	265,861	270,661	57,368	57,368	57,368
TOTAL RESOURCES	\$ 1,379,024	\$ 2,757,186	\$ 3,288,054	\$ 1,764,122	\$ 1,764,122	\$ 1,764,122
REQUIREMENTS						
Expenditures						
Capital Projects	\$ 922,051	\$ 2,407,212	\$ 2,663,262	\$ 1,437,576	\$ 1,437,576	\$ 1,437,576
Transfers to other funds						
General Fund	32,272	80,812	47,926	32,705	32,705	32,705
Community Development Fund	152,447	213,087	175,081	185,609	185,609	185,609
Facilities Capital Projects Fund	6,393	-	-	-	-	-
Transfers subtotal	191,112	293,899	223,007	218,314	218,314	218,314
Ending fund balance						
Restricted	265,861	56,074	401,785	108,232	108,232	108,232
TOTAL REQUIREMENTS	\$ 1,379,024	\$ 2,757,186	\$ 3,288,054	\$ 1,764,122	\$ 1,764,122	\$ 1,764,122

Fund Summaries

FACILITIES CAPITAL PROJECTS FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Intergovernmental	\$ 153,666	\$ 76,411	\$ 825,975	\$ 418,844	\$ 418,844	\$ 418,844
Investment revenue	5,146	3,977	300	1,500	1,500	1,500
Revenue subtotal	158,812	80,388	826,275	420,344	420,344	420,344
Transfers from other funds						
General Fund	339,748	711,569	2,083,668	1,070,750	1,070,750	1,070,750
Community Development Fund	-	-	-	9,000	9,000	9,000
Transit Fund	34,479	58,608	214,493	84,207	84,207	84,207
Building Inspection Fund	59,481	190,617	100,000	100,000	100,000	100,000
Road Operating Fund	-	15,845	693,375	36,750	36,750	36,750
Water Operating Fund	26,594	36,556	623,375	156,750	156,750	156,750
Sewer Operating Fund	26,594	31,276	623,375	156,750	156,750	156,750
Stormwater Operating Fund	11,103	20,039	377,250	84,500	84,500	84,500
Streets Capital Projects Fund	17,496	-	-	-	-	-
Stormwater Capital Projects Fund	6,393	-	-	-	-	-
Transfers subtotal	521,888	1,064,510	4,715,536	1,698,707	1,698,707	1,698,707
Beginning fund balance	209,622	214,768	38,168	9,888	9,888	9,888
TOTAL RESOURCES	\$ 890,322	\$ 1,359,666	\$ 5,579,979	\$ 2,128,939	\$ 2,128,939	\$ 2,128,939
REQUIREMENTS						
Expenditures						
Capital Projects	\$ 655,281	\$ 1,108,864	\$ 5,326,481	\$ 1,970,453	\$ 1,970,453	\$ 1,970,453
Transfers to other funds						
General Fund	2,084	3,435	50,643	8,440	8,440	8,440
Community Development Fund	17,319	28,622	71,211	44,281	44,281	44,281
Building Inspection Fund	870	-	-	-	-	-
Transfers subtotal	20,273	32,057	121,854	52,721	52,721	52,721
Ending fund balance						
Restricted	214,768	218,745	131,644	105,765	105,765	105,765
TOTAL REQUIREMENTS	\$ 890,322	\$ 1,359,666	\$ 5,579,979	\$ 2,128,939	\$ 2,128,939	\$ 2,128,939

Fund Summaries

PARKS CAPITAL PROJECTS FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Tree mitigation revenue	\$ 116,468	\$ 3,609	\$ 2,050	\$ 2,050	\$ 2,050	\$ 2,050
Intergovernmental	-	242,601	-	-	-	-
Investment revenue	5,607	8,155	3,200	1,750	1,750	1,750
Miscellaneous revenue	-	-	-	500	500	500
Revenue subtotal	122,075	254,364	5,250	4,300	4,300	4,300
Transfers from other funds						
General Fund	134,467	202,629	296,731	949,895	949,895	949,895
Parks Development Fund (SDC)	1,954,945	(44,292)	4,415,206	1,322,155	1,322,155	1,322,155
Transfers subtotal	2,089,412	158,337	4,711,937	2,272,050	2,272,050	2,272,050
Beginning fund balance	189,990	311,077	325,437	323,929	323,929	323,929
TOTAL RESOURCES	\$ 2,401,477	\$ 723,778	\$ 5,042,624	\$ 2,600,279	\$ 2,600,279	\$ 2,600,279
REQUIREMENTS						
Expenditures						
Capital Projects	\$ 1,873,454	\$ 339,544	\$ 4,327,363	\$ 2,074,505	\$ 2,074,505	\$ 2,074,505
Transfers to other funds						
General Fund	60,958	6,354	93,402	33,543	33,543	33,543
Community Development Fund	155,988	55,334	144,214	124,050	124,050	124,050
Transfers subtotal	216,946	61,688	237,616	157,593	157,593	157,593
Ending fund balance						
Restricted	311,077	322,546	477,645	368,181	368,181	368,181
TOTAL REQUIREMENTS	\$ 2,401,477	\$ 723,778	\$ 5,042,624	\$ 2,600,279	\$ 2,600,279	\$ 2,600,279

Fund Summaries

WATER DEVELOPMENT CHARGES FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
System development charges	\$ 1,396,918	\$ 1,422,654	\$ 1,040,811	\$ 873,600	\$ 873,600	\$ 873,600
Investment revenue	163,056	176,145	64,500	37,500	37,500	37,500
Revenue subtotal	<u>1,559,974</u>	<u>1,598,800</u>	<u>1,105,311</u>	<u>911,100</u>	<u>911,100</u>	<u>911,100</u>
Loan Proceeds	-	-	-	7,000,000	7,000,000	7,000,000
Beginning fund balance	5,216,595	5,814,645	6,453,114	4,995,145	4,995,145	4,995,145
TOTAL RESOURCES	<u>\$ 6,776,569</u>	<u>\$ 7,413,445</u>	<u>\$ 7,558,425</u>	<u>\$ 12,906,245</u>	<u>\$ 12,906,245</u>	<u>\$ 12,906,245</u>
REQUIREMENTS						
Expenditures						
Materials and services	\$ 7,343	\$ 16,687	\$ 25,180	\$ 25,940	\$ 25,940	\$ 25,940
Debt service	-	-	-	485,000	485,000	485,000
Expenditures subtotal	<u>7,343</u>	<u>16,687</u>	<u>25,180</u>	<u>510,940</u>	<u>510,940</u>	<u>510,940</u>
Transfers to other funds						
Water Operating Fund	350,000	-	-	-	-	-
Water Capital Projects Fund	604,582	359,845	3,747,702	9,625,868	9,625,868	9,625,868
Transfers subtotal	<u>954,582</u>	<u>359,845</u>	<u>3,747,702</u>	<u>9,625,868</u>	<u>9,625,868</u>	<u>9,625,868</u>
Ending fund balance						
Restricted	5,814,644	7,036,913	3,785,543	2,769,437	2,769,437	2,769,437
TOTAL REQUIREMENTS	<u>\$ 6,776,569</u>	<u>\$ 7,413,445</u>	<u>\$ 7,558,425</u>	<u>\$ 12,906,245</u>	<u>\$ 12,906,245</u>	<u>\$ 12,906,245</u>

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

Fund Summaries

SEWER DEVELOPMENT CHARGES FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
System development charges	\$ 992,693	\$ 549,916	\$ 884,015	\$ 506,270	\$ 506,270	\$ 506,270
Investment revenue	208,406	189,977	56,200	50,000	50,000	50,000
Revenue subtotal	1,201,099	739,893	940,215	556,270	556,270	556,270
Beginning fund balance	8,603,792	7,746,257	5,620,842	1,265,419	1,265,419	1,265,419
TOTAL RESOURCES	\$ 9,804,891	\$ 8,486,150	\$ 6,561,057	\$ 1,821,689	\$ 1,821,689	\$ 1,821,689
REQUIREMENTS						
Expenditures						
Materials and services	\$ 6,369	\$ 14,732	\$ 21,410	\$ 22,050	\$ 22,050	\$ 22,050
Transfers to other funds						
Sewer Operating Fund	600,000	600,000	600,000	600,000	600,000	600,000
Sewer Capital Projects Fund	1,452,264	1,430,745	6,780,605	1,192,521	1,192,521	1,192,521
Transfers subtotal	2,052,264	2,030,745	7,380,605	1,792,521	1,792,521	1,792,521
Ending fund balance						
Restricted	7,746,258	6,440,673	(840,958)	7,118	7,118	7,118
TOTAL REQUIREMENTS	\$ 9,804,891	\$ 8,486,150	\$ 6,561,057	\$ 1,821,689	\$ 1,821,689	\$ 1,821,689

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

Fund Summaries

STREETS DEVELOPMENT CHARGES FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
System development charges	\$ 2,300,483	\$ 1,194,741	\$ 2,493,198	\$ 1,202,131	\$ 1,202,131	\$ 1,202,131
Investment revenue	190,320	201,005	85,500	43,500	43,500	43,500
Revenue subtotal	2,490,803	1,395,745	2,578,698	1,245,631	1,245,631	1,245,631
Beginning fund balance	4,947,373	7,747,428	8,546,878	7,638,882	7,638,882	7,638,882
TOTAL RESOURCES	\$ 7,438,176	\$ 9,143,173	\$ 11,125,576	\$ 8,884,513	\$ 8,884,513	\$ 8,884,513
REQUIREMENTS						
Expenditures						
Materials and services	\$ 14,300	\$ 29,963	\$ 40,260	\$ 41,470	\$ 41,470	\$ 41,470
Transfers to other funds						
Streets Capital Projects Fund	(323,552)	620,210	8,130,655	7,766,745	7,766,745	7,766,745
Ending fund balance						
Restricted	7,747,428	8,493,000	2,954,661	1,076,298	1,076,298	1,076,298
TOTAL REQUIREMENTS	\$ 7,438,176	\$ 9,143,173	\$ 11,125,576	\$ 8,884,513	\$ 8,884,513	\$ 8,884,513

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

Fund Summaries

WASHINGTON COUNTY TRANSPORTATION DEVELOPMENT TAX FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Investment revenue	\$ 8,933	\$ 8,243	\$ 3,500	\$ 1,850	\$ 1,850	\$ 1,850
Beginning fund balance	333,440	342,373	351,373	353,485	353,485	353,485
TOTAL RESOURCES	\$ 342,373	\$ 350,616	\$ 354,873	\$ 355,335	\$ 355,335	\$ 355,335
REQUIREMENTS						
Ending fund balance						
Restricted	\$ 342,373	\$ 350,616	\$ 354,873	\$ 355,335	\$ 355,335	\$ 355,335
TOTAL REQUIREMENTS	\$ 342,373	\$ 350,616	\$ 354,873	\$ 355,335	\$ 355,335	\$ 355,335

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

Fund Summaries

FROG POND INFRASTRUCTURE FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
Infrastructure development fee	\$ 265,569	\$ 497,546	\$ 1,309,109	\$ 3,058,188	\$ 3,058,188	\$ 3,058,188
Investment revenue	1,320	9,978	9,000	3,000	3,000	3,000
Revenue subtotal	266,889	507,524	1,318,109	3,061,188	3,061,188	3,061,188
Beginning fund balance	-	266,889	981,999	2,086,006	2,086,006	2,086,006
TOTAL RESOURCES	\$ 266,889	\$ 774,413	\$ 2,300,108	\$ 5,147,194	\$ 5,147,194	\$ 5,147,194
REQUIREMENTS						
Expenditures						
Materials and services	\$ -	\$ 6,087	\$ 9,240	\$ 8,320	\$ 8,320	\$ 8,320
Transfers to other funds						
Streets Capital Projects Fund	-	291,951	-	-	-	-
Ending fund balance						
Restricted	266,889	476,375	2,290,868	5,138,874	5,138,874	5,138,874
TOTAL REQUIREMENTS	\$ 266,889	\$ 774,413	\$ 2,300,108	\$ 5,147,194	\$ 5,147,194	\$ 5,147,194

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

Fund Summaries

STORMWATER DEVELOPMENT CHARGES FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
System development charges	\$ 268,461	\$ 215,237	\$ 591,623	\$ 213,310	\$ 213,310	\$ 213,310
Investment revenue	87,499	75,835	27,800	15,000	15,000	15,000
Revenue subtotal	355,960	291,072	619,423	228,310	228,310	228,310
Beginning fund balance	3,226,999	3,431,467	2,775,503	2,898,723	2,898,723	2,898,723
TOTAL RESOURCES	\$ 3,582,959	\$ 3,722,539	\$ 3,394,926	\$ 3,127,033	\$ 3,127,033	\$ 3,127,033
REQUIREMENTS						
Expenditures						
Materials and services	\$ 1,820	\$ 4,164	\$ 5,580	\$ 5,750	\$ 5,750	\$ 5,750
Transfers to other funds						
Stormwater Capital Projects Fund	149,672	998,679	361,697	253,382	253,382	253,382
Ending fund balance						
Restricted	3,431,467	2,719,695	3,027,649	2,867,901	2,867,901	2,867,901
TOTAL REQUIREMENTS	\$ 3,582,959	\$ 3,722,539	\$ 3,394,926	\$ 3,127,033	\$ 3,127,033	\$ 3,127,033

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

Fund Summaries

PARKS DEVELOPMENT CHARGES FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES						
Revenues						
System development charges	\$ 511,356	\$ 447,167	\$ 683,311	\$ 554,418	\$ 554,418	\$ 554,418
Investment revenue	181,715	156,363	46,000	35,000	35,000	35,000
Revenue subtotal	<u>693,071</u>	<u>603,530</u>	<u>729,311</u>	<u>589,418</u>	<u>589,418</u>	<u>589,418</u>
Beginning fund balance	7,202,133	5,936,299	4,809,949	2,991,609	2,991,609	2,991,609
TOTAL RESOURCES	<u><u>\$ 7,895,204</u></u>	<u><u>\$ 6,539,830</u></u>	<u><u>\$ 5,539,260</u></u>	<u><u>\$ 3,581,027</u></u>	<u><u>\$ 3,581,027</u></u>	<u><u>\$ 3,581,027</u></u>
REQUIREMENTS						
Expenditures						
Materials and services	\$ 3,960	\$ 12,640	\$ 16,400	\$ 16,890	\$ 16,890	\$ 16,890
Transfers to other funds						
Parks Capital Projects Fund	1,954,945	(44,292)	4,415,206	1,322,155	1,322,155	1,322,155
Ending fund balance						
Restricted	5,936,299	6,571,482	1,107,654	2,241,982	2,241,982	2,241,982
TOTAL REQUIREMENTS	<u><u>\$ 7,895,204</u></u>	<u><u>\$ 6,539,830</u></u>	<u><u>\$ 5,539,260</u></u>	<u><u>\$ 3,581,027</u></u>	<u><u>\$ 3,581,027</u></u>	<u><u>\$ 3,581,027</u></u>

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



Summer 2020 SMART Walk at Lunch Program during COVID-19 pandemic.



Summary of Program Revenues

Summary of Program Revenues

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
General Fund	\$ 15,519,759	\$ 16,610,500	\$ 15,954,805	\$ 16,550,410	\$ 16,550,410	\$ 16,550,410
Special Revenue Funds						
Community Development	2,033,943	1,537,652	1,404,923	1,508,476	1,508,476	1,508,476
Building	972,028	828,911	982,965	1,084,163	1,084,163	1,084,163
Transit	8,768,461	8,818,003	10,568,688	9,060,104	9,060,104	9,060,104
Road Operating	1,913,838	2,036,937	2,386,151	2,007,723	2,007,723	2,007,723
Road Maintenance	1,970,140	2,113,557	2,068,100	2,170,000	2,170,000	2,170,000
Total Special Revenue Funds	15,658,410	15,335,061	17,410,827	15,830,466	15,830,466	15,830,466
Enterprise Funds						
Water Operating	9,843,092	8,999,222	9,232,000	9,573,000	9,573,000	9,573,000
Sewer Operating	8,758,445	8,574,482	8,361,200	8,465,000	8,465,000	8,465,000
Street Lighting Operating	556,620	561,584	536,650	545,150	545,150	545,150
Stormwater Operating	3,044,813	3,257,920	3,385,300	3,455,000	3,455,000	3,455,000
Total Enterprise Funds	22,202,970	21,393,208	21,515,150	22,038,150	22,038,150	22,038,150
Internal Service Fund						
Fleet Services	1,401,292	1,456,207	1,439,303	1,496,624	1,496,624	1,496,624
Grand Total	\$ 54,782,431	\$ 54,794,975	\$ 56,320,085	\$ 55,915,650	\$ 55,915,650	\$ 55,915,650

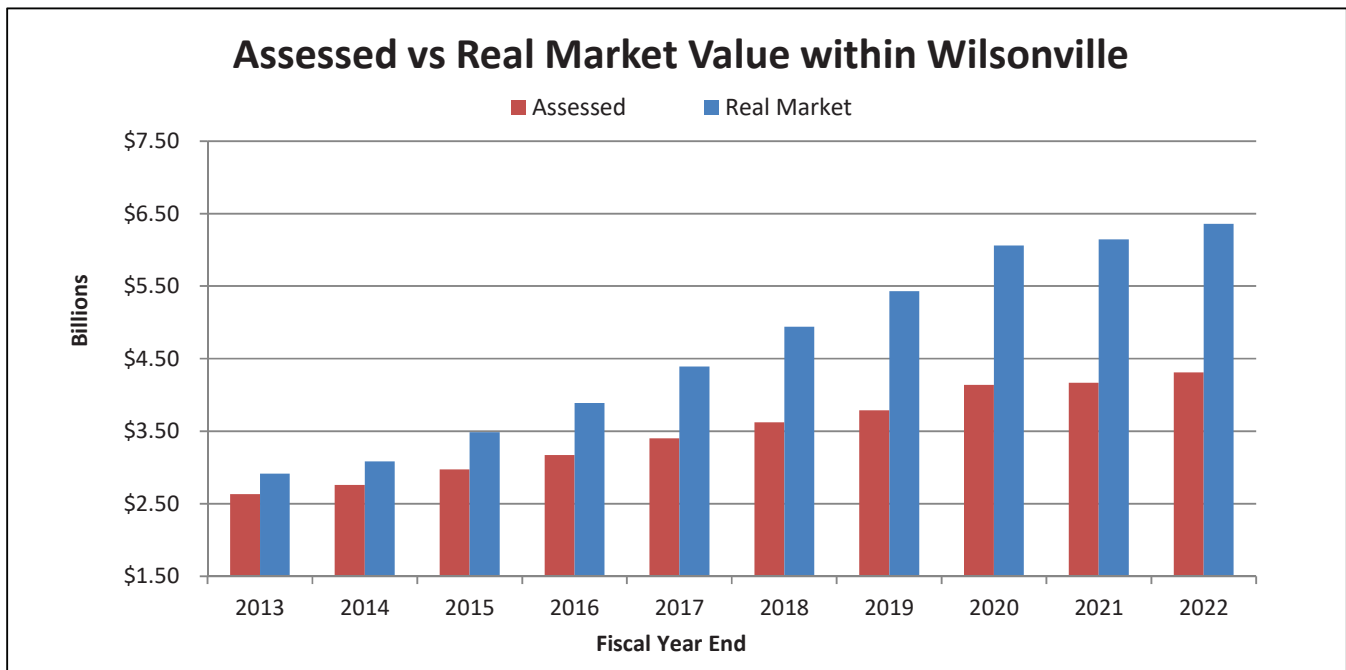
Property Tax Summary

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 Parks and Recreation.

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. The chart below compares the aggregate real market value to the aggregate assessed value within the city limits of Wilsonville.

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 had a General Obligation Bond that funded expansion to the City Library, which was paid off on 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 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Real Market Value (M\$) ¹						
Within Clackamas County	\$ 4,890,212,517	\$ 5,290,113,992	\$ 5,475,267,982	\$ 5,741,293,313	\$ 5,741,293,313	\$ 5,741,293,313
Within Washington County	542,071,892	569,134,210	586,208,236	618,437,817	618,437,817	618,437,817
Total Estimated Real Market Value (M\$)	<u>\$ 5,432,284,409</u>	<u>\$ 5,859,248,202</u>	<u>\$ 6,061,476,219</u>	<u>\$ 6,359,731,130</u>	<u>\$ 6,359,731,130</u>	<u>\$ 6,359,731,130</u>

Assessed Values ¹

Within Clackamas County	\$ 3,452,653,649	\$ 3,657,885,817	\$ 3,785,911,821	\$ 3,938,676,824	\$ 3,938,676,824	\$ 3,938,676,824
Within Washington County	336,571,932	343,747,280	354,059,698	372,513,924	372,513,924	372,513,924
Total Assessed Values	<u>3,789,225,581</u>	<u>4,001,633,097</u>	<u>4,139,971,519</u>	<u>4,311,190,748</u>	<u>4,311,190,748</u>	<u>4,311,190,748</u>
Less urban renewal excess	(744,690,834)	(746,229,367)	(749,161,621)	(749,161,621)	(749,161,621)	(749,161,621)
Net available for general and bonded debt	<u>\$ 3,044,534,747</u>	<u>\$ 3,255,403,730</u>	<u>\$ 3,390,809,898</u>	<u>\$ 3,562,029,127</u>	<u>\$ 3,562,029,127</u>	<u>\$ 3,562,029,127</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	-	-	-	-	-	-
Total	<u>\$ 2.5206</u>	<u>\$ 2.5206</u>	<u>\$ 2.5206</u>	<u>\$ 2.5206</u>	<u>\$ 2.5206</u>	<u>\$ 2.5206</u>

Taxes Levied

General taxes	\$ 7,690,602	\$ 8,210,360	\$ 8,546,875	\$ 8,978,451	\$ 8,978,451	\$ 8,978,451
Bonded debt	-	-	-	-	-	-
Total taxes levied	<u>\$ 7,690,602</u>	<u>\$ 8,210,360</u>	<u>\$ 8,546,875</u>	<u>\$ 8,978,451</u>	<u>\$ 8,978,451</u>	<u>\$ 8,978,451</u>

Taxes Paid (net of discounts)

General taxes	\$ 7,297,746	\$ 7,819,344	\$ 8,119,500	\$ 8,529,500	\$ 8,529,500	\$ 8,529,500
Bonded debt	-	-	-	-	-	-
Total taxes paid vs Levy	<u>\$ 7,297,746</u>	<u>\$ 7,819,344</u>	<u>\$ 8,119,500</u>	<u>\$ 8,529,500</u>	<u>\$ 8,529,500</u>	<u>\$ 8,529,500</u>
% paid vs levied	95%	95%	95%	95%	95%	95%

Taxes Budgeted

Tax revenue - current year	\$ 7,390,596	\$ 7,686,750	\$ 8,119,500	\$ 8,513,440	\$ 8,513,440	\$ 8,513,440
Discounts and delinquencies	98,000	128,500	140,000	142,000	142,000	142,000
Total	<u>\$ 7,488,596</u>	<u>\$ 7,815,250</u>	<u>\$ 8,259,500</u>	<u>\$ 8,655,440</u>	<u>\$ 8,655,440</u>	<u>\$ 8,655,440</u>

¹ Note: Actual values per Clackamas and Washington County Assessors' Offices
(As per State Requirement we used Table 4a - Detail of Taxing District Levies)



Parks maintenance staff re-opening parks after temporary closure due to COVID-19 pandemic.



General Fund Revenues

Assumptions for General Fund Revenues

- Property Taxes: 5% increase when compared to the FY 2020-21 Adopted Budget, representing annual increases to assessed valuation 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, population and State of Oregon notifications
- 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 \$16,550,410. This equates to a 4% increase from the FY 2020-21 budget.

Property taxes comprise 53.4% 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 2021-22 budget assumes a 5% growth in assessed value, when compared to the FY 2020-21 Adopted Budget, as new construction including new homes in the Frog Pond area that will be added to the tax rolls. Taxes for FY 2021-22 will be billed in late October 2021 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 20.6% 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. Franchise Fees for FY 2021-22 is expected to increase 1%.

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	Republic Services	5.00%
Cable TV	Comcast Verizon	5.00%
Water, Sewer & Stormwater	City of Wilsonville	4.00%

Intergovernmental revenues originate from state and county shared revenues, as well as grants from other governmental units. The state shared revenues include alcoholic beverage tax, cigarette tax, and state shared revenue. These state shared revenues total \$800,000 or 4.8% of the fund's total. The revenues are allocated by various formulas but utilize a per capita rate. Increases for FY 2021-22 reflect the State of Oregon's overall projections.

Another component of intergovernmental revenue is the City's allocation of the Clackamas County Library District Levy. For FY 2021-22 this allocation is anticipated to be \$1,458,004 which is about a 2.5% increase over what was budgeted for FY 2020-21. Allocations are based on a combination of service area population and assessed value and provided by the Library District.

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 2021-22 the fees are approximately 2.6% of the General Fund's total revenue.

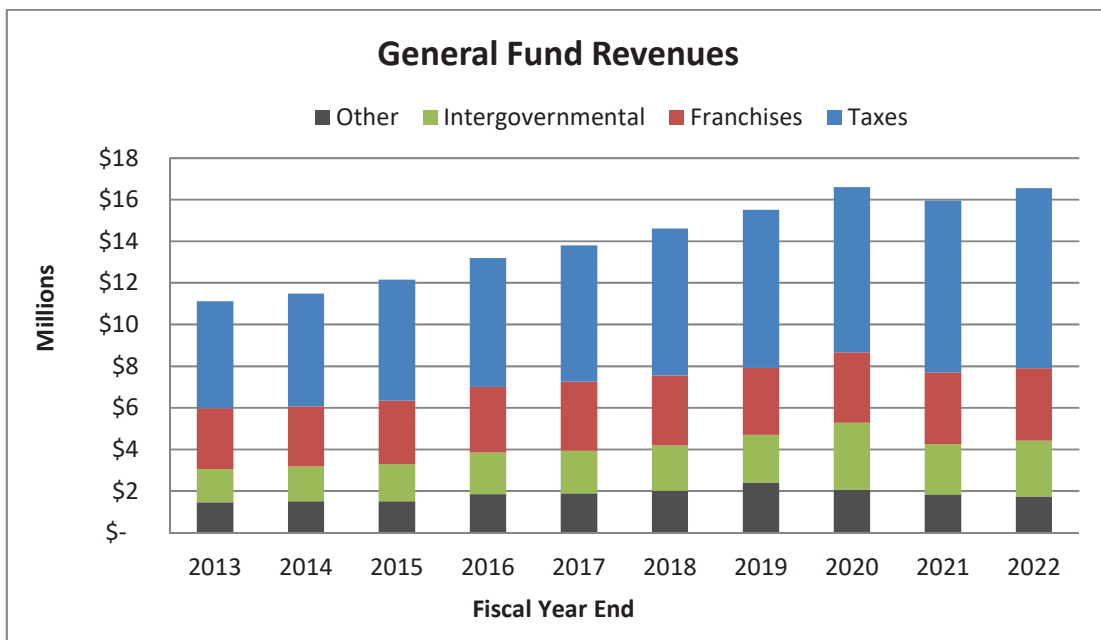
General Fund Revenues

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Property taxes						
Current year property taxes	\$ 7,297,746	\$ 7,819,344	\$ 8,119,500	\$ 8,513,440	\$ 8,513,440	\$ 8,513,440
Prior year property taxes	308,711	133,782	140,000	142,000	142,000	142,000
Total property taxes	7,606,457	7,953,126	8,259,500	8,655,440	8,655,440	8,655,440
Hotel/Motel taxes	307,564	336,869	250,000	325,000	325,000	325,000
Franchise fees/privilege tax						
Portland General Electric	1,052,313	1,041,276	1,075,000	1,050,000	1,050,000	1,050,000
NW Natural Gas	310,751	317,587	335,000	315,000	315,000	315,000
United Disposal	84,064	313,074	245,000	335,000	335,000	335,000
Comcast Cable	326,707	315,228	400,000	350,000	350,000	350,000
Sewer utilities	316,590	308,433	315,000	315,000	315,000	315,000
Water utilities	307,106	284,230	302,000	302,000	302,000	302,000
Stormwater	113,958	122,160	130,000	130,000	130,000	130,000
Charbonneau Water Company	9,741	11,765	15,000	12,500	12,500	12,500
Other franchise fees	126,143	152,007	148,300	146,000	146,000	146,000
Privilege tax	567,891	519,886	480,000	515,000	515,000	515,000
Total franchise fees/privilege tax	3,215,264	3,385,646	3,445,300	3,470,500	3,470,500	3,470,500
Licenses & permits						
Professional and occupation	190,631	127,594	180,000	165,000	165,000	165,000
Alcoholic beverages	2,950	2,075	2,500	4,000	4,000	4,000
Other licenses & permits	160	925	250	850	850	850
Total licenses & permits	193,741	130,594	182,750	169,850	169,850	169,850
Intergovernmental						
Alcoholic beverages tax	375,092	454,225	400,000	430,000	430,000	430,000
Cigarette tax	28,456	27,710	30,000	20,000	20,000	20,000
State shared revenue	317,222	345,170	320,000	350,000	350,000	350,000
County shared revenue - Library	1,338,739	1,391,106	1,422,495	1,458,004	1,458,004	1,458,004
Clack. Co. - Title III	76,566	109,607	65,000	68,000	68,000	68,000
State grants - Library	4,038	4,220	4,500	4,300	4,300	4,300
Federal grants	-	719,982	-	194,526	194,526	194,526
Other local governments	156,603	184,039	173,500	160,500	160,500	160,500
Total intergovernmental	2,296,716	3,236,058	2,415,495	2,685,330	2,685,330	2,685,330
Municipal court fines	316,475	250,453	320,000	315,000	315,000	315,000
Investment revenue	583,441	439,418	163,900	91,000	91,000	91,000

General Fund Revenues

Summary of Program Revenues (continued)

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Charges for services						
Services provided to Urban Renewal	\$ 410,980	\$ 401,850	\$ 330,360	\$ 423,240	\$ 423,240	\$ 423,240
Class registrations	139,244	79,506	94,000	85,000	85,000	85,000
Parks reservations/Facility rental	151,793	93,468	140,000	90,000	90,000	90,000
Sports camp/Youth special services	42,641	31,331	35,500	34,000	34,000	34,000
New book sales	853	414	750	750	750	750
Library fees	23,341	15,302	25,000	20,000	20,000	20,000
Photocopying	7,962	6,145	8,000	8,000	8,000	8,000
Non-resident fees - library	1,087	713	1,000	1,000	1,000	1,000
Lost/damaged books	2,895	2,487	3,500	3,500	3,500	3,500
Library room rental	4,225	6,142	4,000	4,000	4,000	4,000
Lien search fees	33,794	30,368	30,000	30,000	30,000	30,000
Other charges for services	24	12,750	500	7,000	7,000	7,000
Total charges for services	818,839	680,475	672,610	706,490	706,490	706,490
Miscellaneous revenue						
Gifts	52,620	53,032	60,700	45,800	45,800	45,800
Home delivered meals	6,269	10,686	3,000	3,000	3,000	3,000
Senior lunch revenue	10,062	7,366	10,000	5,000	5,000	5,000
Cable receipts	67,902	64,403	70,000	60,000	60,000	60,000
Other miscellaneous revenue	44,407	62,374	101,550	18,000	18,000	18,000
Total miscellaneous revenue	181,260	197,861	245,250	131,800	131,800	131,800
Total Revenues	\$ 15,519,759	\$ 16,610,500	\$ 15,954,805	\$ 16,550,410	\$ 16,550,410	\$ 16,550,410



Summary of Fund Revenues

Building Inspection Fund

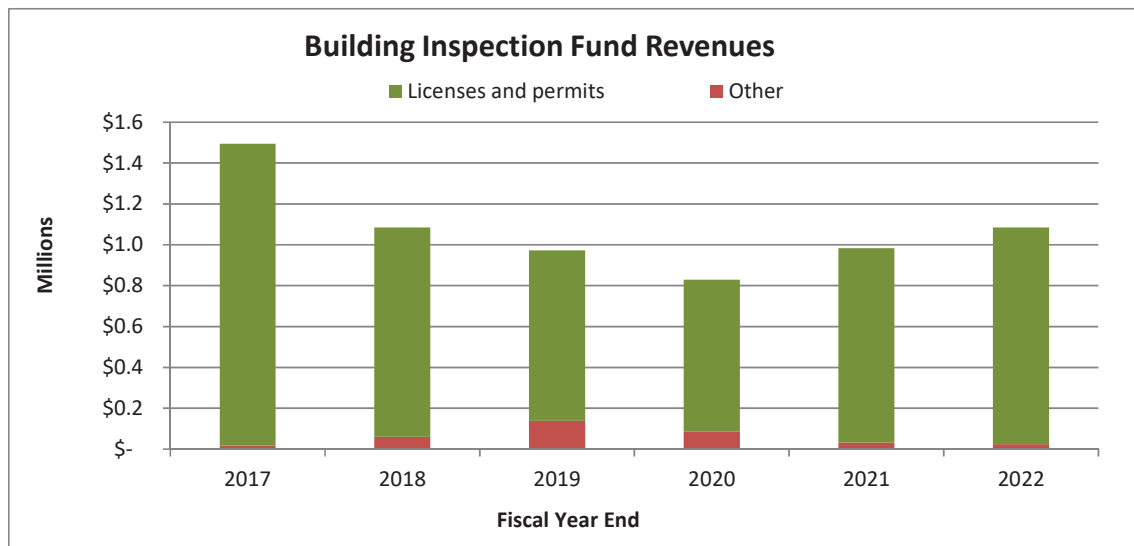
Assumptions for Building Inspection Fund Revenues

- Inspection and Permit Fees: Based on projections of scheduled and anticipated development
- Rate increase were approved by Council in July 2020.

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. Overall, Licenses and Permits are expected to increase 12% over last fiscal year.

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

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Revenues:						
Licenses and permits	\$ 833,098	\$ 741,611	\$ 950,565	\$ 1,060,463	\$ 1,060,463	\$ 1,060,463
Charges for services	8,600	9,000	9,600	11,700	11,700	11,700
Investment revenue	129,798	78,300	22,800	12,000	12,000	12,000
Miscellaneous revenue	532	-	-	-	-	-
Total Revenues	\$ 972,028	\$ 828,911	\$ 982,965	\$ 1,084,163	\$ 1,084,163	\$ 1,084,163



Summary of Fund Revenues

Community Development Fund

Assumptions for Community Development Fund Revenues

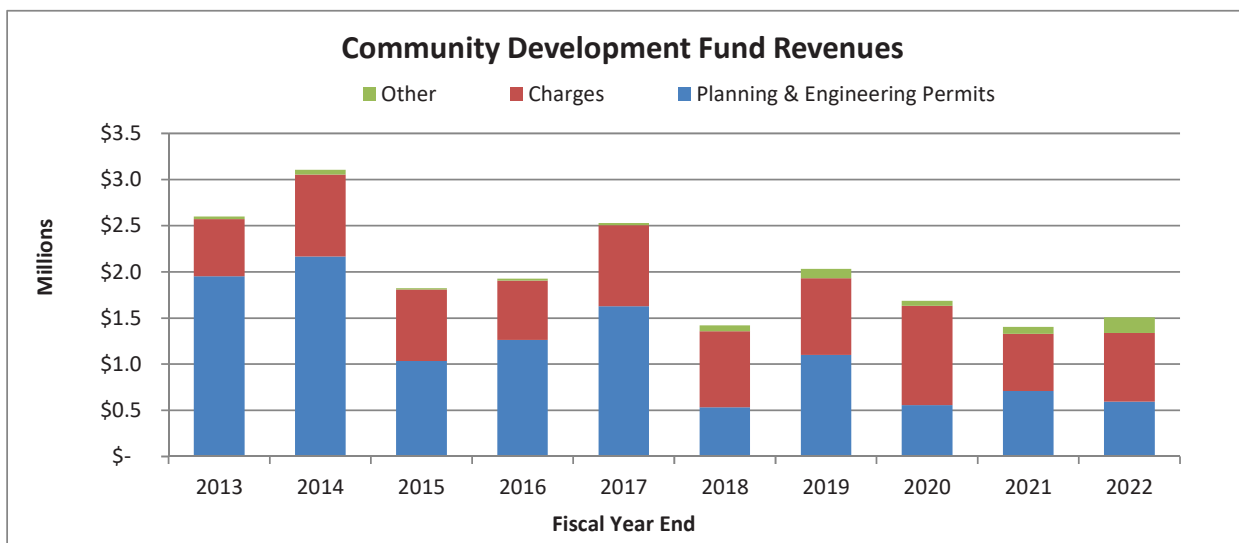
- Inspection and Permit Fees: Based on projections of scheduled and anticipated development. The permit fees, based on projections, are expected to be reduced by 16% as compared to FY 2020-21.
- Charges for Service/Urban Renewal: Based on estimated overhead projections on Urban Renewal related projects and administration fees. This year, Charges for Services are expected to increase 22% as compared to last fiscal year.
- Intergovernmental Revenues account for grants that are anticipated for projects that the CD Fund will be undertaking this fiscal year. In total, internal revenues are expected to increase 156% from last fiscal year.

One of the primary revenue sources for the Community Development Fund are the engineering and planning permits. Estimated revenues are based on department projections of scheduled and anticipated development to occur in the City. Current residential building activity is now centered in the Frog Pond Area while a number of industrial and commercial projects are also expected to be submitted for approval.

The other primary revenue source for the Community Development Fund are charges for services to the Urban Renewal Agency. The charges are for the services provided by the department to carry out the goals of the Agency. For FY2021-22, 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, intergovernmental and miscellaneous revenues.

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Revenues:						
Licenses and permits	\$ 1,102,010	\$ 756,312	\$ 709,723	\$ 593,446	\$ 593,446	\$ 593,446
Intergovernmental	-	62,500	63,000	161,200	161,200	161,200
Charges for services	827,761	610,750	619,450	745,080	745,080	745,080
Investment revenue	103,253	91,609	12,500	8,500	8,500	8,500
Miscellaneous revenue	919	16,482	250	250	250	250
Total Revenues	\$ 2,033,943	\$ 1,537,652	\$ 1,404,923	\$ 1,508,476	\$ 1,508,476	\$ 1,508,476



Summary of Fund Revenues

Transit Fund

Assumptions for Transit Fund Revenues

- Transit Tax: Based on estimated wage base
- Intergovernmental revenues: Based on grants awarded to SMART
- Out-of town fares charged to customers have been eliminated during to the pandemic

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 of 0.5 percent (.005) of gross wages has been in effect since October 2008. The payroll tax is due quarterly and covers employment within City limits. Transit taxes are estimated at approximately \$5 million in FY 2021-22. To generate this level of income the annual payroll disbursed within the City limits exceeds \$1 billion.

Other Transit agencies in Oregon charge a payroll tax to fund transit operations as seen in the following table:

Oregon Transit Payroll Tax Rates

Calendar Year	South Clackamas Transit District					
	SMART	TriMet	Canby	Sandy	District	Lane Transit
2020	0.5000%	0.7737%	0.6000%	0.6000%	0.5000%	0.7200%
2021	0.5000%	0.7837%	0.6000%	0.6000%	0.5000%	0.7200%
2022	0.5000%	0.7937%	0.6000%	0.6000%	0.5000%	0.7200%

Notes:

Only TriMet has approved its rate beyond 2017.

Wilsonville, Canby and Sandy require approval from the City Council to change tax rates

South Clackamas Transit District requires a vote in order to change the payroll tax rate.

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 2021-22 can be found under the Transit program, in the Program Expenditures section of this document. The Transit fund began receiving State Transportation Investment Funds last fiscal year and it will continue to infuse nearly \$1.4 million of grant funds to the FY 2021-22 budget. Funded by an employee payroll tax collect by the State, this will be a long term revenue source for the SMART system.

Since the beginning of the COVID pandemic, Transit has stopped collecting fares from its passengers. Fare revenue is not projected in the FY 2021-22 budget. There have not been any budgetary impact or reduction in services due to the loss of fare funding.

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Revenues:						
Transit tax	\$ 5,026,869	\$ 4,902,080	\$ 5,050,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Intergovernmental	3,381,180	3,463,450	5,296,588	3,964,104	3,964,104	3,964,104
Charges for services	206,399	140,935	170,000	-	-	-
Fines and forfeitures	12,654	145,359	5,000	5,000	5,000	5,000
Investment revenue	106,952	134,123	31,100	75,000	75,000	75,000
Miscellaneous revenue	34,407	32,056	16,000	16,000	16,000	16,000
Total Revenues	\$ 8,768,461	\$ 8,818,003	\$ 10,568,688	\$ 9,060,104	\$ 9,060,104	\$ 9,060,104

Summary of Fund Revenues

Road Operating Fund

Assumptions for Road Operating Fund Revenues

- Gasoline 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. Revenues

In 2017, the Legislature approved a comprehensive transportation fund-ing package (HB 2017) that increased the gas tax by four cents per gallon, from 30 cents to 34 cents, beginning January 1, 2018. In the years 2020, 2022 and 2024 the tax is scheduled to increase an additional two cents. Current budget reflects anticipated increase.

The revenues received from the Vehicle License Fees collected by Clackamas and Washington counties are now being recognized in the Roads CIP Funds. These funds can only be used for capital expenses and not the operating expenses of the Road Operating Fund.

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Revenues:						
Gasoline tax	\$ 1,828,977	\$ 1,756,497	\$ 1,886,000	\$ 1,995,223	\$ 1,995,223	\$ 1,995,223
Vehicle license fee	37,022	162,543	496,151	-	-	-
Investment revenue	44,380	60,008	2,000	12,500	12,500	12,500
Miscellaneous revenue	3,459	57,889	2,000	-	-	-
Total Revenues	\$ 1,913,838	\$ 2,036,937	\$ 2,386,151	\$ 2,007,723	\$ 2,007,723	\$ 2,007,723

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. The City's engineering program is responsible for the Road Maintenance Program.

Effective in 2017, the Road Maintenance Fees were restructured and are now based on a per-trip basis, with customers falling into various trip categories, indexed to the trips generated by an Equivalent Residential Unit (ERU). One household in a single family detached home – also known as a residential unit, for example, generates approximately 10 trips a day per month, and carries a monthly charge of \$9.08 per month. Commercial and industrial customers are indexed to this ERU and charged accordingly. For FY 2021-22, the Road Maintenance Fee should generate \$2.15M in revenues.

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Revenues:						
Usage charge	\$ 1,870,340	\$ 2,004,841	\$ 2,065,000	\$ 2,150,000	\$ 2,150,000	\$ 2,150,000
Investment revenue	99,800	108,716	3,100	20,000	20,000	20,000
Total Revenues	\$ 1,970,140	\$ 2,113,557	\$ 2,068,100	\$ 2,170,000	\$ 2,170,000	\$ 2,170,000

Summary of 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 February 2020, City Council approved a new rate structure that included an additional 3 year rate path with a consistent 3% rate increase each year. The new rate schedule also included a simplified tiered structure for residential customers.

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Revenues:						
Usage charge	\$ 7,864,054	\$ 7,038,264	\$ 7,640,000	\$ 7,776,000	\$ 7,776,000	\$ 7,776,000
Sherwood usage	1,256,466	1,181,443	1,150,000	1,425,000	1,425,000	1,425,000
Intergovernmental	-	50,000	-	-	-	-
Connection fees	62,186	38,910	40,000	45,000	45,000	45,000
Turn-off charge	6,945	4,915	11,000	-	-	-
User fee - fire charge	162,426	165,394	165,000	165,000	165,000	165,000
Investment revenue	459,218	481,302	195,000	150,000	150,000	150,000
Fines and forfeitures	17,947	11,693	19,000	-	-	-
Miscellaneous revenue	13,850	27,300	12,000	12,000	12,000	12,000
Total Revenues	\$ 9,843,092	\$ 8,999,222	\$ 9,232,000	\$ 9,573,000	\$ 9,573,000	\$ 9,573,000

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 88 miles of gravity sewer lines, 2281 manholes, and 9 pumping lift stations. The treatment facility is designed to handle an average dry weather sewage flow of 4.0 million gallons of sewage per day and 4.72 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.

The last rate increase for sewer fees went into effect in January 2017. A Sewer rate & SDC study is scheduled for FY2021-22.

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. In FY2021-22, the high strength program is expected to generate \$455,000 in revenues.

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Revenues:						
Usage charge	\$ 7,760,847	\$ 7,510,832	\$ 7,697,000	\$ 7,820,000	\$ 7,820,000	\$ 7,820,000
High strength surcharge	472,666	500,304	450,000	455,000	455,000	455,000
Investment revenue	456,264	459,077	196,200	160,000	160,000	160,000
Fines and forfeitures	39,270	64,722	-	-	-	-
Miscellaneous revenue	29,398	39,547	18,000	30,000	30,000	30,000
Total Revenues	\$ 8,758,445	\$ 8,574,482	\$ 8,361,200	\$ 8,465,000	\$ 8,465,000	\$ 8,465,000

Summary of Fund Revenues

Street Lighting Operating Fund

Assumptions for Street Lighting Operating 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 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Revenues:						
Usage charge	\$ 522,352	\$ 526,241	\$ 524,150	\$ 536,650	\$ 536,650	\$ 536,650
Investment revenue	34,268	35,343	12,500	8,500	8,500	8,500
Total Revenues	\$ 556,620	\$ 561,584	\$ 536,650	\$ 545,150	\$ 545,150	\$ 545,150

Stormwater Operating Fund

Assumptions for Stormwater Operating Fund Revenues

- User Charges: Based on historical consumption trends, the number of Equivalent Residential Units (ERUs) and 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 in recent years due primarily to several large unanticipated repair projects over the last couple of years. Construction has also begun on an extensive repair project that is needed in the Charbonneau area as defined in the 20-year Stormwater Capital Improvement Plan. To fund the projects identified, Council approved a series of rate increases that began on April 1, 2015. This last approved rate increase will go into effect January 1, 2021. With no further increases scheduled, the user charges have increase 2% for anticipated City growth.

Stormwater Rates:

Effective Date	Monthly Rate/ERU
January 1, 2019	\$10.60
January 1, 2020	\$11.25
January 1, 2021	\$11.90

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Revenues:						
Stormwater utility charge	\$ 2,981,288	\$ 3,193,878	\$ 3,370,000	\$ 3,440,000	\$ 3,440,000	\$ 3,440,000
Investment revenue	63,525	64,042	15,300	15,000	15,000	15,000
Total Revenues	\$ 3,044,813	\$ 3,257,920	\$ 3,385,300	\$ 3,455,000	\$ 3,455,000	\$ 3,455,000

Summary of 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 2021-22. In addition to fuel and maintenance costs, all departments, except Transit, pay towards a vehicle replacement reserve. Replacement reserves assume a 10-year lifespan for most vehicles. Transit has its own bus replacement reserve. The amount to be allocated to the various funds for fleet operations is based on the budgeted expenses for Fleet Services. Approximately 80% of the revenues collected by the Fleet Service Fund are from the Transit Fund.

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Revenues:						
Charges for services						
General Fund	\$ 145,863	\$ 154,730	\$ 134,163	\$ 156,358	\$ 156,358	\$ 156,358
Building Inspection Fund	12,960	13,219	14,984	16,961	16,961	16,961
Community Development Fund	26,940	27,479	22,476	25,007	25,007	25,007
Transit Fund	1,038,037	1,058,798	1,160,966	1,191,323	1,191,323	1,191,323
Road Operating Fund	43,067	43,928	33,114	41,109	41,109	41,109
Water Operating Fund	45,286	46,192	24,873	30,284	30,284	30,284
Sewer Operating Fund	18,796	19,172	12,849	17,332	17,332	17,332
Stormwater Operating Fund	10,252	10,457	8,278	10,750	10,750	10,750
Total charges for services	1,341,201	1,373,975	1,411,703	1,489,124	1,489,124	1,489,124
Investment revenue	45,391	46,301	9,600	7,500	7,500	7,500
Miscellaneous revenue	14,700	35,931	18,000	-	-	-
Total Revenues	\$ 1,401,292	\$ 1,456,207	\$ 1,439,303	\$ 1,496,624	\$ 1,496,624	\$ 1,496,624

Summary of Fund Revenues

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 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 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Water Development Charges Fund						
System Development Charges	\$ 1,396,918	\$ 1,422,654	\$ 1,040,811	\$ 873,600	\$ 873,600	\$ 873,600
Investment revenue	163,056	176,145	64,500	37,500	37,500	37,500
Total Revenues	1,559,974	1,598,800	1,105,311	911,100	911,100	911,100
Sewer Development Charges Fund						
System Development Charges	992,693	549,916	884,015	506,270	506,270	506,270
Investment revenue	208,406	189,977	56,200	50,000	50,000	50,000
Total Revenues	1,201,099	739,893	940,215	556,270	556,270	556,270
Streets Development Charges Fund						
System Development Charges	2,300,483	1,194,741	2,493,198	1,202,131	1,202,131	1,202,131
Investment revenue	190,320	201,005	85,500	43,500	43,500	43,500
Total Revenues	2,490,803	1,395,745	2,578,698	1,245,631	1,245,631	1,245,631
Washington County TDT Fund						
Investment revenue	8,933	8,243	3,500	1,850	1,850	1,850
Frog Pond West Fund						
Infrastructure Development Fee	265,569	497,546	1,309,109	3,058,188	3,058,188	3,058,188
Investment revenue	1,320	9,978	9,000	3,000	3,000	3,000
Total Revenues	266,889	507,524	1,318,109	3,061,188	3,061,188	3,061,188
Stormwater Development Charges Fund						
System Development Charges	268,461	215,237	591,623	213,310	213,310	213,310
Investment revenue	87,499	75,835	27,800	15,000	15,000	15,000
Total Revenues	355,960	291,072	619,423	228,310	228,310	228,310
Parks Development Charges Fund						
System Development Charges	511,356	447,167	683,311	554,418	554,418	554,418
Investment revenue	181,715	156,363	46,000	35,000	35,000	35,000
Total Revenues	693,071	603,530	729,311	589,418	589,418	589,418
Total SDC Fund Revenues	\$ 6,576,729	\$ 5,144,808	\$ 7,294,567	\$ 6,593,767	\$ 6,593,767	\$ 6,593,767



Building staff doing remote video inspections.



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.

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	
Administration.....	74
Finance.....	78
Information Technology.....	82
Legal.....	86
Human Resources/Risk Management.....	90
Community Development	
Administration.....	94
Engineering.....	98
Building Inspections.....	102
Planning.....	106
Public Works	
Administration.....	114
Facilities.....	118
Roads.....	122
Street Lighting.....	126
Water Distribution.....	128
Water Treatment Plant.....	132
Industrial Pretreatment.....	136
Wastewater Treatment Plant.....	140
Wastewater Collection.....	144
Stormwater Maintenance.....	148
Parks & Recreation	
General Services.....	152
Parks Maintenance.....	156
Library	
Library Services.....	160
Transportation	
SMART Transit.....	164
Fleet Services.....	168
Public Safety	
Law Enforcement.....	172
Municipal Court.....	176

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. See the Capital Projects section for more details.

Debt Service includes appropriations for interest and principal on all types of debt. See Debt section for more details.

Contingencies include allowances and set-asides for future projects, repairs and equipment replacements in various funds and is found on page 264.

Summary of Workforce Trends

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

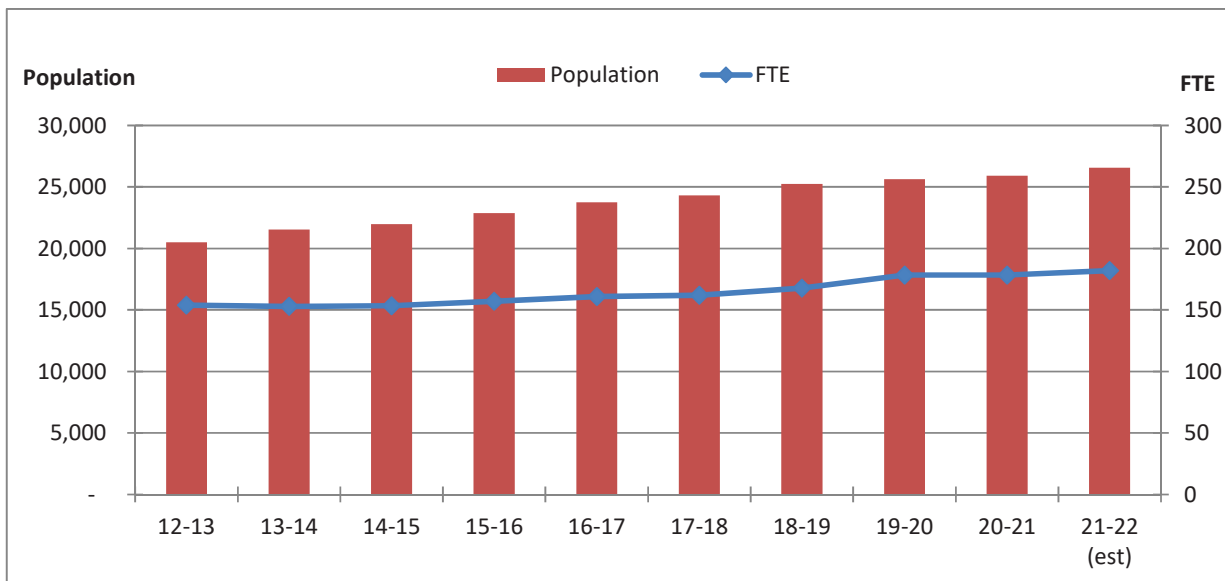
Staffing levels for FY 2021-22 are increasing from 178.29 full-time equivalents (FTEs) to 182.04. The City contracts with the Clackamas County Sheriff's Department to provide police services for the community. The Willamette River Water Treatment Plant is operated and maintained under contract with Veolia North America. The Wastewater Treatment Plant and lift stations are operated and maintained by Jacobs 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, 2021.

As the chart below illustrates, the City's work force has been relatively stable over the past ten years. On a per capita basis, the work force has declined. In FY 2012-13, the City employed approximately three-quarters (0.75) full-time equivalent for every 100 people, whereas for FY 2021-22, the City will employ about two-thirds (69%, or 0.69) of a full-time equivalent for every 100 people. The City has been able to accomplish this by investing in equipment and technological tools to help staff remain productive and efficient as the City grows.

The figures below do not include personnel for contracted services.

Ratio of FTE to Population



Summary of Workforce Trends

Comparison of Personnel Changes

Full Time Equivalent (FTE) Positions

Department	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Administration				
Administration	5.00	6.50	6.50	6.50
Finance	9.50	9.50	9.50	9.50
Information Technology/Geographic Information	5.50	5.50	5.50	5.50
Legal	3.70	3.70	3.70	3.70
Human Resources/Risk Management	3.60	3.60	3.60	3.60
	27.30	28.80	28.80	28.80
Community Development				
Administration	4.00	2.00	2.00	2.00
Engineering	11.50	13.50	13.50	13.50
Planning	8.60	7.60	7.60	7.60
Building Inspections	8.80	8.80	8.80	8.80
	32.90	31.90	31.90	31.90
Public Works				
Administration	4.50	4.50	4.50	4.50
Facilities	8.75	8.75	8.75	9.75
Roads	4.05	3.85	3.85	4.60
Water Distribution and Sales	5.38	5.53	5.53	5.53
Wastewater Collection	2.63	2.63	2.63	2.63
Industrial Pretreatment	1.00	1.00	1.00	1.00
Stormwater Maintenance	2.69	2.74	2.74	2.74
	29.00	29.00	29.00	30.75
Transportation				
SMART Transit	38.13	43.13	43.13	44.13
Fleet	8.00	8.00	8.00	8.00
	46.13	51.13	51.13	52.13
Parks & Recreation				
General Services	9.20	9.20	9.20	9.20
Parks Maintenance	8.25	10.25	10.25	11.25
	17.45	19.45	19.45	20.45
Library	16.36	16.36	16.36	16.36
	16.36	16.36	16.36	16.36
Public Safety				
Municipal Court	1.65	1.65	1.65	1.65
	1.65	1.65	1.65	1.65
Total FTE's	170.79	178.29	178.29	182.04



Installation of the Soaring Spirits display at the Parks & Recreation building to commemorate lives lost during the COVID-19 pandemic.



Expenditure Summaries

By Program

Excluding Interfund Services and Transfers

Program	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Policy and Administration:						
Administration	\$ 1,442,834	\$ 1,783,293	\$ 1,873,694	\$ 2,029,655	\$ 2,029,655	\$ 2,029,655
Finance	1,301,381	3,116,108	1,627,782	1,719,230	1,719,230	1,719,230
Information Technology/GIS	1,071,756	1,019,025	1,166,564	1,221,554	1,221,554	1,221,554
Legal	588,570	654,868	708,697	708,452	708,452	708,452
HR / Risk Management	713,018	753,380	874,010	888,700	888,700	888,700
<i>Policy and Administration</i>	<u>5,117,559</u>	<u>7,326,674</u>	<u>6,250,747</u>	<u>6,567,591</u>	<u>6,567,591</u>	<u>6,567,591</u>
Community Development:						
C.D. Administration	941,627	1,062,324	614,330	619,221	619,221	619,221
Engineering	1,287,875	1,789,925	2,158,937	2,194,343	2,194,343	2,194,343
Building Inspection	1,058,873	1,318,106	1,247,097	1,279,508	1,279,508	1,279,508
Planning	818,061	907,451	1,154,977	1,236,790	1,236,790	1,236,790
<i>Community Development</i>	<u>4,106,436</u>	<u>5,077,805</u>	<u>5,175,342</u>	<u>5,329,862</u>	<u>5,329,862</u>	<u>5,329,862</u>
Public Works:						
P.W. Administration	537,889	716,565	862,961	885,531	885,531	885,531
Facilities	1,033,800	1,150,487	1,279,830	1,379,931	1,379,931	1,379,931
Road Operations	910,197	839,972	909,848	925,830	925,830	925,830
Street Lighting	356,774	315,989	381,320	384,030	384,030	384,030
Water Distribution	1,257,662	1,495,862	1,550,843	1,578,978	1,578,978	1,578,978
Water Treatment Plant	3,027,774	2,863,218	3,895,838	3,835,711	3,835,711	3,835,711
Industrial Pretreatment	113,147	95,999	118,287	118,923	118,923	118,923
Wastewater Trtmt Plant	2,649,614	2,616,256	3,065,577	3,074,746	3,074,746	3,074,746
Wastewater Collection	786,052	863,339	1,031,437	1,216,011	1,216,011	1,216,011
Stormwater Maintenance	694,782	752,489	1,084,428	1,168,706	1,168,706	1,168,706
<i>Public Works</i>	<u>11,367,691</u>	<u>11,710,177</u>	<u>14,180,368</u>	<u>14,568,397</u>	<u>14,568,397</u>	<u>14,568,397</u>
Parks & Recreation:						
Parks & Recreation	1,474,516	1,499,611	1,711,151	1,609,227	1,609,227	1,609,227
Parks Maintenance	1,320,513	1,520,761	1,630,414	1,787,569	1,787,569	1,787,569
<i>Parks & Recreation</i>	<u>2,795,029</u>	<u>3,020,372</u>	<u>3,341,565</u>	<u>3,396,796</u>	<u>3,396,796</u>	<u>3,396,796</u>
Library						
Library	1,948,108	1,993,192	2,166,430	2,121,120	2,121,120	2,121,120
Transportation:						
Transit	7,186,220	6,222,754	9,004,319	8,360,088	8,360,088	8,360,088
Fleet	1,471,747	1,620,784	1,530,606	1,473,285	1,473,285	1,473,285
<i>Transportation</i>	<u>8,657,967</u>	<u>7,843,539</u>	<u>10,534,925</u>	<u>9,833,373</u>	<u>9,833,373</u>	<u>9,833,373</u>
Public Safety:						
Law Enforcement	4,478,657	4,961,616	5,378,922	5,538,456	5,538,456	5,538,456
Municipal Court	193,890	171,456	236,295	230,050	230,050	230,050
<i>Public Safety</i>	<u>4,672,547</u>	<u>5,133,072</u>	<u>5,615,217</u>	<u>5,768,506</u>	<u>5,768,506</u>	<u>5,768,506</u>
Total Operating Budget	<u>\$ 38,665,337</u>	<u>\$ 42,104,830</u>	<u>\$ 47,264,594</u>	<u>\$ 47,585,645</u>	<u>\$ 47,585,645</u>	<u>\$ 47,585,645</u>

By Major Cost Category

Excluding Interfund Services, Transfers, and Capital Projects

Category	Actual 2018-19	Actual 2019-20	Adopted 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services	\$ 16,691,007	\$ 18,420,356	\$ 20,159,652	\$ 20,883,932	\$ 20,883,932	\$ 20,883,932
Materials and Services	19,060,359	22,771,105	23,812,033	24,033,213	24,033,213	24,033,213
Capital Outlay	2,913,971	913,369	3,292,909	2,668,500	2,668,500	2,668,500
Total Operating Budget	<u>\$ 38,665,337</u>	<u>\$ 42,104,830</u>	<u>\$ 47,264,594</u>	<u>\$ 47,585,645</u>	<u>\$ 47,585,645</u>	<u>\$ 47,585,645</u>

City Administration provides governance, leadership and oversight to City operations, covering expenses related to the City Council, City Manager, Assistant to the City Manager, City Recorder, Communications, and Public Affairs. The City Manager is appointed by City Council and is the chief administrative officer of the City, and has the responsibility to manage, direct and coordinate the municipal services and business affairs, as well as translating the City Council’s goals into budgetary priorities. The City Manager serves as the City’s Budget Official and as the Executive Director of the Urban Renewal Agency.

The Assistant to the City Manager performs a wide variety of administrative duties, and community outreach/engagement, in support of the City Manager and City Council. This position also serves as the staff liaison to the Wilsonville Citizens Academy, Wilsonville Metro Enhancement Committee, and Tourism Promotion Committee. The Public and Government Affairs Division provides the information link between the citizenry, the business community and the elected and appointed officials of the City, helps advance City Council legislative initiatives, and takes 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. The Communications and Marketing Manager is responsible for the content in the Boones Ferry Messenger in addition to coordinating/developing clear and informative content to keep the community informed.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Promote farm and forest land protection
- Engage the community on important issues (Town Halls, etc.)
- Encourage civic involvement of youth
- Encourage a diverse and welcoming community by creating a Diversity, Equity and Inclusion Committee and supporting their work

Effective Governance and Regional Influence

- Create a Basalt Creek Master Plan
- Advocate for advancing the I-5/Wilsonville Facility Plan to improve Boone Bridge traffic flow and seismic resilience

Arts, Culture, and Community Amenities

- Implement an Arts and Culture Commission, based on the results of the Arts and Culture Commission Study, and develop a strategy to reinstitute the sculpture program

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
City Manager	1.00	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00	1.00
City Recorder	1.00	1.00	1.00	1.00
Public Affairs Director	1.00	1.00	1.00	1.00
Communications & Marketing Manager	1.00	1.00	1.00	1.00
Code Compliance Officer	0.00	1.00	1.00	1.00
Records Technician	0.00	0.50	0.50	0.50
	5.00	6.50	6.50	6.50

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 525,723	\$ 615,761	\$ 651,420	\$ 758,660	\$ 758,660	\$ 758,660
Employee benefits	342,180	406,251	427,780	468,640	468,640	468,640
Total	867,903	1,022,011	1,079,200	1,227,300	1,227,300	1,227,300
Materials and Services						
Supplies	45,684	45,829	53,673	54,202	54,202	54,202
Prof and tech services	186,500	242,846	236,490	255,155	255,155	255,155
Utility services	4,474	5,606	6,660	6,560	6,560	6,560
Insurance	-	439	499	510	510	510
Community service programs	204,289	357,185	377,122	343,778	343,778	343,778
Fleet services	-	3,500	3,736	4,023	4,023	4,023
Employee development	29,952	26,989	21,847	21,965	21,965	21,965
Fees, dues, advertising	56,531	15,551	32,467	53,042	53,042	53,042
Meetings & Council	47,501	48,337	62,000	63,120	63,120	63,120
Total	574,931	746,281	794,494	802,355	802,355	802,355
Total Department	\$ 1,442,834	\$ 1,783,293	\$ 1,873,694	\$ 2,029,655	\$ 2,029,655	\$ 2,029,655
Resources Summary						
	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Interfund charges	\$ 335,973	\$ 448,261	\$ 416,938	\$ 425,524	\$ 425,524	\$ 425,524
Urban renewal charges	114,800	116,000	91,000	120,700	120,700	120,700
General Fund	992,061	1,219,032	1,365,756	1,483,431	1,483,431	1,483,431
Total	\$ 1,442,834	\$ 1,783,293	\$ 1,873,694	\$ 2,029,655	\$ 2,029,655	\$ 2,029,655

BUDGET HIGHLIGHTS

Personnel Services

- In December 2020, the City Council voted to increase the stipend of the Mayor and add a stipend for the other City Council members. This is an optional stipend which will become effective July 1, 2021 per Resolution 2869. At this time, the Mayor and Council members elected during the 2020 election will qualify for the stipend. All future council members elected in 2022 and beyond will qualify for the stipend.
- The department has had the support of a temporary part-time Records Technician over the past two years. This position is being brought in house for long-term (part-time) records support.
- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- The City Council has directed staff to develop a Diversity, Equity, and Inclusion Committee. In order to be more inclusive, staff has budgeted for translation services to provide more information in both English and Spanish and provide interpretive services as needed.
- The department has added a codification software to allow for easy an access and search ability of city codes. This program will also ensure that the code is cross-referenced properly and reduce conflicts between code sections.
- Council voted to join the Willamette Falls Locks Heritage Area Commission and pay the associated dues.
- Fleet services include an amount for service operations as well as for a reserve for future replacement of existing vehicle and equipment. Budgeted increases are the result of the reserve component reinstated in the proposed budget which was suspended in the prior year because of the uncertainty in general funding related to COVID-19.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
	Number of public records request	N/A	N/A	131	150	140
Adhere to public records law and respond to public records request	Number of Wilsonville businesses/ residents making the public records request	N/A	N/A	31	37	35
	Percent of public records request that were from Wilsonville businesses/ residents	N/A	N/A	24%	25%	25%
	Newsletter frequency (number of issues a year)	11	11	11	11	11
	Social media followers (aggregate # from City Facebook, Twitter, Instagram, YouTube)	4343	4771	5517	6340	6500
	Twitter impressions	N/A	100,782	91,768	165,000	100,000
Provide timely and accessible information to all citizens using a variety of tools	Average number of Facebook posts per month	N/A	213	248	315	250
	Website visits	N/A	870,707	897,922	924,860	952,606
	Let's Talk, Wilsonville! Subscribers	N/A	N/A	380	740	1000
	Let's Talk, Wilsonville! page views	N/A	N/A	3,900	7,200	10,000

PERFORMANCE MEASUREMENTS OUTCOME

In FY 2020-21 there were a few significant events, including the COVID-19 pandemic, wildfires and ice storm which required that the City provide extra information to ensure that citizens had the information they needed to stay safe and access resources in addition to our regular communication. Additionally, there was an election which likely increased the number of public records requests.



Outdoor staff meeting during COVID-19 pandemic.



The Finance Department establishes and maintains a framework for the City’s and Urban Renewal Agency’s financial transactions, including all accounting and budgetary transactions. The Department coordinates the annual budget process in partnership with the City Manager and other City departments, as well as creates and maintains a five-year forecast. The Department is responsible for the functions of payroll, accounts payable, utility billing, treasury and debt management. The Department ensures internal controls are in place and coordinates the annual audit of the City’s financial statements with an external public accounting firm. The Department provides 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.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Provide excellent customer service in person and over the phone to utility customers and others that visit or contact City Hall

Stewardship of the Environment and Natural Resources

- 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

Effective Governance and Regional Influence

- Prepare the Comprehensive Annual Financial Report in a format that qualifies for submittal to the Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting Program
- Prepare the annual Adopted Budget document in a format that qualifies for submittal to the GFOA Distinguished Budget Award Program

Expand and Maintain High Quality Infrastructure

- Monitor operating and capital expenditures to ensure they remain on target throughout the year
- Develop and propose a capital replacement funding strategy for the City’s general government capital assets
- Work with various departments on cost recovery strategies
- Analyze administrative fees and recommend changes where necessary to cover related costs

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00	1.00	1.00	1.00
Finance Operations Manager	1.00	1.00	1.00	1.00
Senior Accountant	0.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Accounting Specialist	3.50	3.00	3.00	3.00
Accounting Technician	2.00	1.50	1.50	1.50
	9.50	9.50	9.50	9.50

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 677,186	\$ 732,767	\$ 764,910	\$ 779,180	\$ 779,180	\$ 779,180
Employee benefits	307,233	387,765	397,930	459,760	459,760	459,760
Total	984,419	1,120,533	1,162,840	1,238,940	1,238,940	1,238,940
Materials and Services						
Supplies	29,917	33,511	43,400	40,425	40,425	40,425
Prof and tech services	134,530	117,456	193,000	189,000	189,000	189,000
Utility services	44,809	40,734	51,175	67,042	67,042	67,042
Fleet services	4,227	4,312	3,448	4,023	4,023	4,023
Repairs & maintenance	18,256	290	1,850	1,850	1,850	1,850
Rents and leases	2,349	2,349	4,000	4,000	4,000	4,000
Insurance	3,480	3,237	4,199	4,450	4,450	4,450
Employee development	11,738	3,406	5,800	8,300	8,300	8,300
Fees, dues, advertising	7,739	9,072	10,500	10,500	10,500	10,500
Meeting expenses	1,931	712	2,000	2,000	2,000	2,000
Misc. services & supplies	57,986	1,780,496	145,570	148,700	148,700	148,700
Total	316,962	1,995,576	464,942	480,290	480,290	480,290
Total Department	\$ 1,301,381	\$ 3,116,108	\$ 1,627,782	\$ 1,719,230	\$ 1,719,230	\$ 1,719,230

Resources Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Interfund charges	\$ 679,606	\$ 1,031,411	\$ 664,588	\$ 595,414	\$ 595,414	\$ 595,414
Urban renewal charges	150,400	139,400	128,000	161,400	161,400	161,400
General Fund	471,375	1,945,297	835,194	962,416	962,416	962,416
Total	\$ 1,301,381	\$ 3,116,108	\$ 1,627,782	\$ 1,719,230	\$ 1,719,230	\$ 1,719,230

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Utility Services increase is due to the City’s participation on the PGE Green Tariff Program for renewable energy.
- Fleet services include an amount for service operations as well as for a reserve for future replacement of existing vehicle and equipment. Budgeted increases are the result of the reserve component reinstated in the proposed budget which was suspended in the prior year because of the uncertainty in general funding related to COVID-19.
- Employee development will increase for training of new employees and implementation of new software.

PERFORMANCE MEASUREMENTS

<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20*	Estimate 2020-21	Forecast 2021-22
Goal: Stewardship of the Environment and Natural Resources					
Increase electronic billing vs printed billing	N/A	35.0%	37.1%	37.5%	38%
Increase electronic payments (Check Free) (2018-19 based on last 6 months of FY)	N/A	67.6%	67.8%	67.8%	68%
Goal: Effective Governance and Regional Influence					
Government Finance Officers Association (GFOA) Budget Award	Yes	Yes	Yes	Yes	Yes
GFOA Comprehensive Annual Financial Report Award	Yes	Yes	Yes	Yes	Yes
Independent Certified Public Accountant audit "clean opinion" of Comprehensive Annual Financial Report	Yes	Yes	Yes	Yes	Yes
Actual cost to deliver financial services financial services	\$ 1,310,110	\$ 1,301,377	\$ 1,450,177	\$ 1,706,062	\$ 1,512,014
Costs to deliver financial services as percentage of total City operating budget	3.6%	3.4%	3.1%	3.6%	3.2%
Goal: Expand and Maintain High Quality Infrastructure					
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. The goal to encourage paperless options has seen an increase in the number of paperless billing customers. The electronic payments is a higher percentage of customers but the increase to the program has been a slow increase.

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.



Staff being trained on the new ERP software during the COVID-19 pandemic.



The Information Technology Department (IT) manages the City’s information and communications technologies, including the City’s network, phone system, computers, servers, websites, applications, and the City’s Enterprise Geographic Information Systems (GIS). In addition, IT provides training and special project assistance to departments. The IT Department utilizes an Information Technology Strategic plan to ensure that the City’s infrastructure and applications are positioned to meet future demands in an efficient way. The primary goal of the IT Department is to provide excellent technology services to both City staff and the public.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Utilize current and emerging technologies to reduce costs, create efficiencies, and enhance services
- Create operating efficiencies through the implementation of mapping and related database technologies

Effective Governance and Regional Influence

- Assist City Departments with implementation of a new Enterprise Resource Planning system, a comprehensive software solution for the City’s core financial and permitting functions

Safe, Livable, and Engaged Community

- Continue to enhance City websites and provide convenient and cost effective access to information and services online
- Assist in maintaining ongoing Boards and Commission meetings under the current COVID-19 restrictions using video conferencing technologies

Expand and Maintain High Quality Infrastructure

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

Full Time Equivalent Positions

Position	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Information Systems Director	1.00	1.00	1.00	1.00
Information System Assistant I	1.00	1.00	1.00	1.00
Senior Information Systems Analyst	1.00	1.00	1.00	1.00
Network Administrator	1.00	1.00	1.00	1.00
GIS Manager	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	5.50	5.50	5.50	5.50

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 416,125	\$ 453,574	\$ 478,830	\$ 477,040	\$ 477,040	\$ 477,040
Employee benefits	242,300	279,892	279,240	293,170	293,170	293,170
Total	658,425	733,466	758,070	770,210	\$ 770,210	\$ 770,210
Materials and Services						
Supplies	98,593	88,474	127,307	132,009	132,009	132,009
Prof and tech services	149,379	155,309	216,500	245,200	245,200	245,200
Utility services	6,929	26,216	25,960	35,760	35,760	35,760
Repairs & maintenance	8,817	7,711	7,500	7,500	7,500	7,500
Employee development	14,733	3,606	7,600	7,600	7,600	7,600
Fees, dues, advertising	2,928	4,136	2,927	2,925	2,925	2,925
Meeting expenses	129	107	700	350	350	350
Total	281,508	285,559	388,494	431,344	\$ 431,344	\$ 431,344
Capital Outlay						
Machinery & equipment	131,823	-	20,000	20,000	20,000	20,000
Total Department	\$ 1,071,756	\$ 1,019,025	\$ 1,166,564	\$ 1,221,554	\$ 1,221,554	\$ 1,221,554
Resources Summary						
	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Interfund charges	\$ 574,485	\$ 554,470	\$ 624,854	\$ 400,561	\$ 400,561	\$ 400,561
Urban renewal charges	12,380	11,350	8,560	11,040	11,040	11,040
General Fund	484,891	453,205	533,150	809,953	809,953	809,953
Total	\$ 1,071,756	\$ 1,019,025	\$ 1,166,564	\$ 1,221,554	\$ 1,221,554	\$ 1,221,554

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Supplies increases slightly for the purchase of software licenses to begin the transition to an Office 365 environment.
- Professional and technical services increases due to an add-package to purchase an Agenda and Meeting Management software and the existing various software maintenance contracts which have a three year service period causing fluctuations year to year.
- Utility services increase significantly due to moving the internet account from the professional and technical services category to better represent the services received. The increase also reflects overlapping communication services during the move from one service provider to another.
- Meeting expenses decrease in part from the lack of in-person meetings due to the COVID-19 pandemic.

Capital Outlay

- Funds set aside to maintain the video broadcasting equipment for the Wilsonville Government channel.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
	Users supported	142	185	198	193	193
	Personal computers supported (staff & public use)	215	205	199	204	224
	Copier/Printer/Fax Machines supported	46	46	46	45	45
	Mobile Devices supported	120	132	143	147	149
Identify and track workload indicators	Servers supported	49	48	50	53	53
	Number of helpdesk tickets	905	1,093	1,194	1,300	1,406
	Number of inbound phone calls	N/A	N/A	61,623	90,000	96,000
	Number of inbound email	N/A	N/A	1,435,823	1,500,000	1,600,000
	Percentage of email rejected by spam filter	N/A	N/A	64%	64%	64%
	Number of threats blocked by firewall	N/A	N/A	16,432,977	16,500,000	17,000,000
Effectiveness indicator	Customer satisfaction rating per annual survey	Excellent	Excellent	Excellent	Excellent	Excellent

PERFORMANCE MEASUREMENTS OUTCOME

Every year, the IT Department conducts an IT survey to solicit feedback from staff. The responses help to identify trends, discover issues and create a benchmark for future performance. The overall customer satisfaction for the department continues to be excellent.

In addition to number of users, computers, servers and mobile devices that the department maintains, several metrics have been added to help monitor IT activity throughout the city. Several systems have been updated that allow collection of more detailed information. Numbers related to inbound calls, emails and total number of threats observed by our systems have been included. These numbers will continue to be tracked over the coming years to give a sense of the activity at the city.

The number of personal computers supported increased this past year due to the COVID-19 pandemic and the need for laptops to provide teleworking capabilities.

Total number of helpdesk requests date back to FY 2017-18 and show a relatively steady amount of requests. These numbers have increased slightly over the past couple of years based on the new Enterprise Resource Planning (ERP) software implementation and support during the COVID-19 pandemic.



Equipment used when televising City Council, Planning Commission, and Budget Meetings.



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 regularly attends meetings of the City Council, Urban Renewal Agency and Development Review Board. The Assistant City Attorney regularly attends Planning Commission meetings. All Legal Department staff works closely with the City Manager and City staff at all levels. Under the supervision of the City Attorney, the Department provides legal advice to the City Council and boards and commissions. City staff reviews legal documents, drafts ordinances and resolutions, performs or directs litigations including that of the City Prosecutor, risk management assistance, employment/labor assistance, negotiates and drafts a wide variety of contracts, pleadings, legal records, and other legal documents.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- The Legal Department assists all other City departments in working toward achieving Council goals through provision of legal advice and by drafting/negotiating all necessary supporting legal documents
- Provide timely, efficient, and effective review and advice to the City Council and City Manager
- Provide legal representation in administrative hearings and litigation matters that is professional, efficient, and effective

Effective Governance and Regional Influence

- Provide documents that achieve the intended legal and business purpose using clear and concise language
- Provide timely, efficient, and effective review and advice to any applicable task force, board, or commission

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
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	0.00
Legal Assistant	0.50	0.50	0.50	1.50
Intern	0.20	0.20	0.20	0.20
	3.70	3.70	3.70	3.70

* Legal Secretary renamed Legal Assistant

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 387,359	\$ 419,183	\$ 431,562	\$ 425,802	\$ 425,802	\$ 425,802
Employee benefits	173,243	206,991	205,180	207,200	207,200	207,200
Total	560,602	626,174	636,742	633,002	633,002	633,002
Materials and Services						
Supplies	12,688	9,942	35,080	35,380	35,380	35,380
Prof and tech services	2,551	5,391	24,500	26,000	26,000	26,000
Utility services	826	723	1,100	1,020	1,020	1,020
Employee development	9,385	9,642	7,600	9,100	9,100	9,100
Fees, dues, advertising	2,361	2,896	3,550	3,800	3,800	3,800
Meeting expenses	157	101	125	150	150	150
Total	27,968	28,694	71,955	75,450	75,450	75,450
Total Department	\$ 588,570	\$ 654,868	\$ 708,697	\$ 708,452	\$ 708,452	\$ 708,452

Resources Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Interfund charges	\$ 195,825	\$ 286,187	\$ 139,153	\$ 133,506	\$ 133,506	\$ 133,506
Urban renewal charges	130,200	131,900	99,600	126,900	126,900	126,900
General Fund	262,545	236,781	469,944	448,046	448,046	448,046
Total	\$ 588,570	\$ 654,868	\$ 708,697	\$ 708,452	\$ 708,452	\$ 708,452

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Employee development is expected to return to pre-COVID amounts as training sessions are now offered online.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
Provide clear and concise procurement documents	Contracts prepared	124	134	162	170
Provide effective legal representation	Legal matters processed	138	93	120	130
Prosecute Municipal Court traffic violations	Municipal Court verdicts favorable to the City	100%	100%	100%	100%

PERFORMANCE MEASUREMENTS OUTCOME

The Legal department’s workload is driven by the requests from internal departments. The number of contracts prepared has seen a steady increase each year. The Legal department also prosecutes Municipal Court traffic violations and has seen a consistent percentage of them faovarble to the City over the years.



Municipal Court held in the City Hall Council Chambers during COVID-19 pandemic.



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, the Human Resources Manager, and the Human Resources Analyst. The Assistant City Manager serves as the Human Resources Director, and provides management oversight to six other operating departments: Information Technology, Parks and Recreation, Library, Police (contract), Code Compliance, and SMART Transit. 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.

The Human Resources Department oversees the City's benefit programs. The City strives to provide high quality, cost effective benefits to all employees. The City is a member of City County Insurance Services which provides a variety of healthcare coverage to public employers.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

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

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Assistant City Manager	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
Intern (High School)	0.10	0.10	0.10	0.10
	3.60	3.60	3.60	3.60

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 307,928	\$ 315,478	\$ 344,470	\$ 351,360	\$ 351,360	\$ 351,360
Employee benefits	149,733	167,063	171,680	187,210	187,210	187,210
Total	\$ 457,661	482,542	516,150	538,570	538,570	538,570
Materials and Services						
Supplies	696	3,234	3,100	2,620	2,620	2,620
Prof and tech services	37,968	53,765	83,720	59,500	59,500	59,500
Utility services	1,998	1,993	2,690	2,710	2,710	2,710
Insurance	152,177	167,618	187,000	210,000	210,000	210,000
Employee development	37,556	25,411	43,350	39,100	39,100	39,100
Fees, dues, advertising	1,108	1,602	3,000	2,000	2,000	2,000
Flex plan admin	3,542	3,653	4,000	3,700	3,700	3,700
Recognition expenses	19,817	13,563	30,000	30,000	30,000	30,000
Meeting expenses	495	-	1,000	500	500	500
Total	255,357	270,838	357,860	350,130	350,130	350,130
Total Department	\$ 713,018	\$ 753,380	\$ 874,010	\$ 888,700	\$ 888,700	\$ 888,700
Resources Summary						
	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Interfund charges	\$ 369,766	\$ 349,826	\$ 361,475	\$ 363,377	\$ 363,377	\$ 363,377
General Fund revenues	343,252	403,554	512,535	525,323	525,323	525,323
Total	\$ 713,018	\$ 753,380	\$ 874,010	\$ 888,700	\$ 888,700	\$ 888,700

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Professional and technical services decreases because labor negotiations cost were planned in the prior fiscal year.
- The City purchases various liability coverages through City County Insurance Services. The liability rate increased in February 2021.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
	FTEs (based on paid hours of non-contracted employees)	161.0	160.9	165.6	168.8	170.0
	Employee turnover per year (percent of workforce)	18.5	21.4	21.1	15	15
Recruit, hire and retain the most qualified people to staff the City's service delivery needs	Recruitments	40	51	40	40	45
	Applications processed	1,025	1,687	884	1,000	1,800
	Interviews held	228	248	179	225	250
	New Hires	43	57	49	45	50
	Wellness Program Participation	88	242	177	104	150
Minimize work-related accidents and maintain an excellent safety record	Workers' compensation claims	6	7	9	5	5
	Total paid losses	\$130,646	\$2,700	\$42,516	\$10,000	\$10,000
	Experience Modification Rate (EMR) Is used to calculate worker's compensation premiums	0.81	0.78	0.88	0.85	0.85

PERFORMANCE MEASUREMENTS OUTCOME

Like other departments, the Human Resources department revised processes in order to continue providing services during the pandemic. Despite the many challenges posed by COVID-19, Human Resources assisted several departments in the search for their newest team member. While the Wellness Program Participation decreased in regard to at-work activities, several employees utilized this program to participate in physically distant pastimes, such as outdoor activities and online exercise classes.



HR staff created a video for how to make a face mask during the COVID-19 pandemic.



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, Planning and Building Divisions. Administration is tasked with regional coordination and planning for land use, transportation, natural resources and utility systems, economic development, and managing the City’s Urban Renewal plans and projects.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Provide quality, responsive customer service to all citizens
- Successfully implement and go live with EnerGov permit software

Effective Governance and Regional Influence

- Coordinate with ODOT, Metro, Clackamas County, Washington County, and surrounding cities on issues of regional importance

Thoughtful, Inclusive Built Environment

- Continue to coordinate with the Willamette Water Supply Program
- Develop strategies for building the I-5 Bike/Pedestrian Bridge to Town Center
- Plan, fund, and design the Boeckman Dip Bridge and associated improvements

Strategic Economic Development and Community Prosperity

- Support local businesses during and after the COVID-19 pandemic
- Promote business retention and expansion
- Continue to promote the Coffee Creek area for high-quality industrial development
- Implement the first Wilsonville Investment Now (WIN) zone

Expand and Maintain High Quality Infrastructure

- Ensure infrastructure is constructed to meet Public Works Standards
- Construct the 5th Street to Kinsman Road project
- Complete the Stormwater Master Plan and Urban Forestry Master Plan

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Community Development Director	1.00	1.00	1.00	1.00
Natural Resources Manager	1.00	0.00	0.00	0.00
Economic Development Manager	1.00	1.00	1.00	1.00
Stormwater Management Coordinator	1.00	0.00	0.00	0.00
	4.00	2.00	2.00	2.00

administration

Community Development

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 467,397	\$ 244,272	\$ 265,660	\$ 262,760	262,760	\$ 262,760
Employee benefits	230,460	142,982	144,340	152,230	152,230	152,230
Total	697,857	387,254	410,000	414,990	414,990	414,990
Materials and Services						
Supplies	33,739	24,549	52,900	50,400	50,400	50,400
Prof and tech services	96,379	40,467	75,370	76,370	76,370	76,370
Utility services	41,324	34,662	47,195	49,685	49,685	49,685
Fleet services	8,224	8,389	7,888	8,046	8,046	8,046
Repairs & maintenance	32,564	-	160	160	160	160
Rents and leases	635	-	2,000	1,500	1,500	1,500
Insurance	3,766	3,253	4,217	4,470	4,470	4,470
Community service programs	13,320	(200)	5,000	5,000	5,000	5,000
Employee development	10,880	3,827	6,100	5,600	5,600	5,600
Meeting expenses	1,731	1,009	2,500	2,000	2,000	2,000
Fees, dues, advertising	1,208	5,372	1,000	1,000	1,000	1,000
Misc. services & supplies	-	553,741	-	-	-	-
Total	243,770	675,070	204,330	204,231	204,231	204,231
Total Department	\$ 941,627	\$ 1,062,324	\$ 614,330	\$ 619,221	\$ 619,221	\$ 619,221

Resources Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Urban renewal charges	\$ 277,901	\$ 282,200	\$ 270,900	\$ 286,000	\$ 286,000	\$ 286,000
CD Fund	663,726	780,124	343,430	333,221	333,221	333,221
Total	\$ 941,627	\$ 1,062,324	\$ 614,330	\$ 619,221	\$ 619,221	\$ 619,221

BUDGET HIGHLIGHTS

Personnel Services

- As part of budget saving measures, the full-time Economic Development Manager position was reduced to less than half-time for the second half of FY 2020-21.

Materials and Services

- Due to the financial uncertainties associated with the COVID 19 pandemic, city staff have been working hard to keep spending low. As a result of an extensive telecommuting policy department wide, expenditures in line items like supplies, printing, meeting expenses, travel and utilities are significantly down this fiscal year.

PERFORMANCE MEASUREMENTS

KEY PERFORMANCE AREA	Strategic Economic Development and Community Prosperity
GOAL	Update the Tax Increment Finance (TIF) Zone criteria and methodology
ACTIONS/RESULTS	
<ul style="list-style-type: none"> • The City of Wilsonville was looking for new approaches to attract capital investment and support the expansion of existing local businesses. • The City relaunched its innovative Tax Increment Financing (TIF) Zones program—the first site-specific urban renewal incentive program in the state—as “Wilsonville Investment Now” (WIN). • This program uses TIF to provide tax rebates to qualifying investments anywhere in the City. • The WIN program offers flexible evaluation criteria and multiple tiers of benefits, making it attractive to a wide range of businesses. • The program is tailored to fit the needs of the community, taking into account traffic impacts, local ownership status, and diversity, equity, inclusion (DEI), in addition to job creation, the wages of those jobs, and capital investment. • The City received its first WIN application for a new bio-pharma company at Parkway Woods in January of 2021. • Review and adoption of the proposal by the Urban Renewal Agency is schedule for Q2 of 2021. 	
KEY PERFORMANCE AREA	Expand and maintain high quality infrastructure
GOAL	Complete Garden Acres Road urban upgrade
ACTIONS/RESULTS	
<ul style="list-style-type: none"> • DOWL consulting and city staff finalized the construction drawings for the urban upgrade from Ridder Road to Day Road consistent with the City’s Transportation System Plan (TSP). • City Council and the Urban Renewal Agency awarded a construction contract to Moore Excavation in 2019 in the amount of \$10.7 million. • Construction has commenced over the past year and the project is very near completion as of January 2021. • Upgrades to Garden Acres Road set the stage for future industrial development in the Coffee Creek Industrial Area consistent with the Coffee Creek Urban Renewal Plan. 	
KEY PERFORMANCE AREA	Strategic Economic Development and Community Prosperity
GOAL	Encourage green industry business retention and expansion
ACTIONS/RESULTS	
<ul style="list-style-type: none"> • The City’s Economic Development staff conducted a business retention and expansion pilot program in 2019 to gather input from Wilsonville-based businesses about current challenges, interest in expansion, satisfaction with City services and appetite for workforce assistance resources. • The pilot prioritized a list of 60 large manufacturers or high-growth potential businesses (i.e. “gazelles”) for participation in an online survey and face-to-face interviews. <ul style="list-style-type: none"> • Staff had contact with 37 businesses (62% response rate), and direct contact with 16 businesses (27% response rate), resulting in the following 20 business assists provided by the Economic Development staff: <ul style="list-style-type: none"> • 8 workforce training / hiring assistance • 4 site selection assistance • 2 SMART transit services assistance • 3 grant assistance (export assistance, end-of-trip facilities, etc.) • 2 city assistance • 1 sustainability resources assistance • 10 current or potential expansions, resulting in increased investment and jobs in the community (58% of survey participants and 63% of traded-sector interview participants indicated plans to expand operations or employment in Wilsonville) • In partnership with Clackamas County Business Sustainability and Solid Waste Program, Staff promoted sustainability and clean energy options in business retention and expansion outreach. <ul style="list-style-type: none"> • 12 Wilsonville businesses participated in a pilot-program for commercial food scraps. • 9 Wilsonville businesses participated in a workshop on solid-waste collection, garbage and recycling and disposing of hazardous waste. • Staff participated in Clackamas County listening session to share business recycling issues, best practices and concerns among city and county representatives. • Staff attended the Oregon Tech Energy Environment Future Summit to talk with industry businesses and participants about City of Wilsonville’s clean energy initiatives. • Ongoing partnership with Republic Services, the city’s local garbage hauler, to expand services to residential and commercial users in Wilsonville to include composting, and a densifier for removal/recycling of styrene packaging. • Continued outreach to local businesses through notification letters and City website promotion about Clackamas County Business Sustainability programs, including solid-waste collection, garbage and recycling, disposing of hazardous waste, and reduction of food waste. 	



Garden Acres Road under construction during Summer 2020.

The Engineering Division is responsible for planning and implementation of public infrastructure improvements that expand and rehabilitate facilities to increase capacity, improve efficiency and/or extend the useful service life to provide quality level of service to our community. Public infrastructure includes transportation (roads, sidewalks, bike lanes, bike paths, signals, and signage), water, sewer, stormwater conveyance and treatment facilities. In addition, Engineering helps to maintain and promote a healthy environment by identifying and protecting our natural resources including streams, wetlands and natural areas and ensuring stormwater is managed in an environmentally sensitive way consistent with Federal permits and requirements

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Implement EnerGov permit software and go live in 2021
- Maintain certifications of the Civil Engineers and construction inspectors within the Division
- Increase revenues from issuance of franchise utility permits

Stewardship of the Environment and Natural Resources

- Monitor erosion control on construction sites regularly for compliance with Federal permits and requirements
- Continue the partnership with Friends of Trees to restore natural areas of the community
- Complete and adopt the City’s first Urban Forestry Master Plan

Thoughtful, Inclusive Built Environment

- Continue to make progress on the Charbonneau Consolidated Infrastructure Plan
- Complete the Stormwater Master Plan
- Plan, fund, and initiate design on the Boeckman Dip Bridge project

Expand and Maintain High Quality Infrastructure

- Monitor Pavement Condition Index and complete annual street maintenance projects to increase the condition from poor and fair to good
- Complete advance design work and develop strategies for funding and building the I-5 Bike/Pedestrian Bridge to Town Center
- Begin construction and make substantial progress on the 5th Street to Kinsman Road project

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
City Engineer	1.00	1.00	1.00	1.00
Engineering Manager	2.00	2.00	2.00	2.00
Civil Engineer	3.00	3.00	2.00	2.00
Associate Engineer	0.00	0.00	1.00	1.00
Engineering Inspector III	3.00	2.00	1.00	1.00
Engineering Inspector II	0.00	1.00	1.00	1.00
Engineering Inspector I	0.00	0.00	1.00	1.00
Engineering Technician I	1.00	1.00	1.00	1.00
Administrative Assistant III	1.00	1.00	1.00	1.00
Natural Resources Manager	0.00	1.00	1.00	1.00
Stormwater Management Coordinator	0.00	1.00	1.00	1.00
Intern	0.50	0.50	0.50	0.50
	11.50	13.50	13.50	13.50

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 717,414	\$ 1,010,083	\$ 1,241,990	\$ 1,229,750	\$ 1,229,750	\$ 1,229,750
Employee benefits	403,756	565,822	647,520	681,750	681,750	681,750
Total	1,121,170	1,575,905	1,889,510	1,911,500	1,911,500	1,911,500
Materials and Services						
Supplies	22,278	15,809	18,500	18,500	18,500	18,500
Prof and tech services	93,882	136,078	178,500	188,700	188,700	188,700
Utility services	6,366	7,230	7,860	8,550	8,550	8,550
Fleet services	16,947	17,286	15,000	16,961	16,961	16,961
Repairs & maintenance	-	14,645	16,000	16,000	16,000	16,000
Rents and leases	-	-	1,000	1,000	1,000	1,000
Insurance	2,090	2,705	2,867	2,932	2,932	2,932
Community service programs	-	2,690	4,700	4,700	4,700	4,700
Employee development	21,070	11,132	16,500	16,500	16,500	16,500
Meeting expenses	1,719	231	1,500	1,000	1,000	1,000
Fees, dues, advertising	2,353	6,015	7,000	8,000	8,000	8,000
Total	166,705	213,820	269,427	282,843	282,843	282,843
Total Department	\$ 1,287,875	\$ 1,789,725	\$ 2,158,937	\$ 2,194,343	\$ 2,194,343	\$ 2,194,343

Resources Summary	Actual 2018-19	Actual 2019-20	Budget 2018-19	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Urban renewal charges	\$ 240,781	\$ 235,838	\$ 247,200	\$ 341,600	\$ 341,600	\$ 341,600
CD Fund	1,047,094	1,553,887	1,911,737	1,852,743	1,852,743	1,852,743
Total	\$ 1,287,875	\$ 1,789,725	\$ 2,158,937	\$ 2,194,343	\$ 2,194,343	\$ 2,194,343

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Professional and technical services increase is for computer maintenance contracts.
- Fleet services include an amount for service operations as well as for a reserve for future replacement of existing vehicle and equipment. Budgeted increases are the result of the reserve component reinstated in the proposed budget which was suspended in the prior year because of the uncertainty in general funding related to COVID-19.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
Track time taken to issue a PW Permit for customer service satisfactory improvement	Number of PW Permits	25	21	13	15	18
	Average time (months) taken to review plans per PW Permit	2.3	3.7	3.5	3.2	3
Track erosion control inspections for home site construction for environmental compliance	Number of home site permits	210	129	82	170	90
	Average number of inspections per home site	2	2	2	3	3
Track the number of private stormwater facilities installed to control and treat stormwater runoff	Number of stormwater facilities installed	60	119	42	13	81
Monitor and inspect private stormwater facilities to verify proper operation and maintenance procedures	Number of inspections on private stormwater facilities	95	105	108	112	116
Construction Garden Acres Road - 100% Complete						
Solicit bids on Boones Ferry/Brown Road Project – Phase I - 8 bids received, 8 bids qualified, 1 apparent low bidder presented to City Council						

PERFORMANCE MEASUREMENTS OUTCOME

- Meet or exceed the customer’s permit review and approval deadlines set forth in Energov Permit Software.
- All Civil Engineers and Engineering Inspectors continue to be current with their Professional Licenses and Certifications.
- Meet new regulations from the NDPES Permit regarding the frequency of erosion control inspections. Increase the overall number of erosion control inspections.
- Complete the Stormwater Master Plan Update on time (end of FY 2021-22) to be ready for the Rate Study Project starting in FY 2022-23.
- Start collecting the Boeckman Bridge Supplemental Fee beginning in FY 2021-22.



French Prairie Road street grinding prior to paving during Oregon 2020 wild fires.



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, Mechanical, Energy Efficiency, and Solar 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, Permit Technicians and support staff. All Building Division staff are certified in their respective disciplines by the International Code Council (ICC) and State of Oregon.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Provide excellent customer service with experiences that exceed expectations
- Ensure staff have access to current technical training and resources. Cross-train staff where feasible
- Maintain and increase the quantity of professional certifications with State of Oregon or national ICC certification
- Ensure staff have a positive career trajectory through advancement opportunities where feasible

Stewardship of the Environment and Natural Resources

- Implement modern technological tools through EnerGov, which allow staff to deliver online services such as electronic plan review and electronic inspections

Effective Governance and Regional Influence

- Participate in state and national code change processes. Be involved and engaged. Continue leadership positions in state and national committees

Safe, Livable, and Engaged Community

- Engage the community through communications and outreach opportunities to promote the importance of building safety
- Provide the community with safe, accessible, and energy efficient buildings through a timely and predictable approval process

Thoughtful, Inclusive Built Environment

- Manage and operate effectively to meet the adopted division operating plan and program standards of the State Building Codes Division. Continue to pursue ICC Building Department Accreditation
- Respond to public building safety concerns within 48 hours from date received and coordinate with Code Enforcement
- Implement new State residential codes to accommodate energy efficiency standards, including solar and EV ready homes

Strategic Economic Development and Community Prosperity

- Manage and operate efficiently to maintain long-term fiscal health of the department
- Implement increased use of mobile technology to enhance services

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Building Official	1.00	1.00	1.00	1.00
Lead Inspector/Examiner	1.00	1.00	1.00	1.00
Inspector/Examiner III	2.00	2.00	2.00	2.00
Inspector /Examiner I	1.00	1.00	1.00	1.00
On-Call Inspector	0.60	0.60	0.60	0.60
Permit Technician II	1.00	1.00	1.00	1.00
Permit Technician I	2.00	2.00	2.00	2.00
Intern	0.20	0.20	0.20	0.20
	8.80	8.80	8.80	8.80

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 604,467	\$ 640,308	\$ 710,010	\$ 710,660	\$ 710,660	\$ 710,660
Employee benefits	316,012	362,802	371,740	391,900	391,900	391,900
Total	920,479	1,003,110	1,081,750	1,102,560	1,102,560	1,102,560
Materials and Services						
Supplies	9,276	11,463	11,750	11,200	11,200	11,200
Prof and tech services	59,681	41,859	70,100	78,850	78,850	78,850
Utility services	4,005	4,148	5,730	5,640	5,640	5,640
Fleet services	12,960	13,219	14,984	16,961	16,961	16,961
Insurance	1,759	1,818	1,928	1,972	1,972	1,972
Employee development	22,739	13,359	7,425	7,425	7,425	7,425
Fees, dues, advertising	1,758	1,735	2,020	1,950	1,950	1,950
Misc. services & supplies	26,216	227,395	51,410	52,950	52,950	52,950
Total	138,394	314,996	165,347	176,948	176,948	176,948
Total Department	\$ 1,058,873	\$ 1,318,106	\$ 1,247,097	\$ 1,279,508	\$ 1,279,508	\$ 1,279,508

Resources Summary	Actual 2018-19	Actual 2019-20	Budget 2018-19	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Urban renewal charges	\$ 8,600	\$ 9,000	\$ 9,600	\$ 11,700	\$ 11,700	\$ 11,700
Building Inspection Fund	1,050,273	1,309,106	1,237,497	1,267,808	1,267,808	1,267,808
Total	\$ 1,058,873	\$ 1,318,106	\$ 1,247,097	\$ 1,279,508	\$ 1,279,508	\$ 1,279,508

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

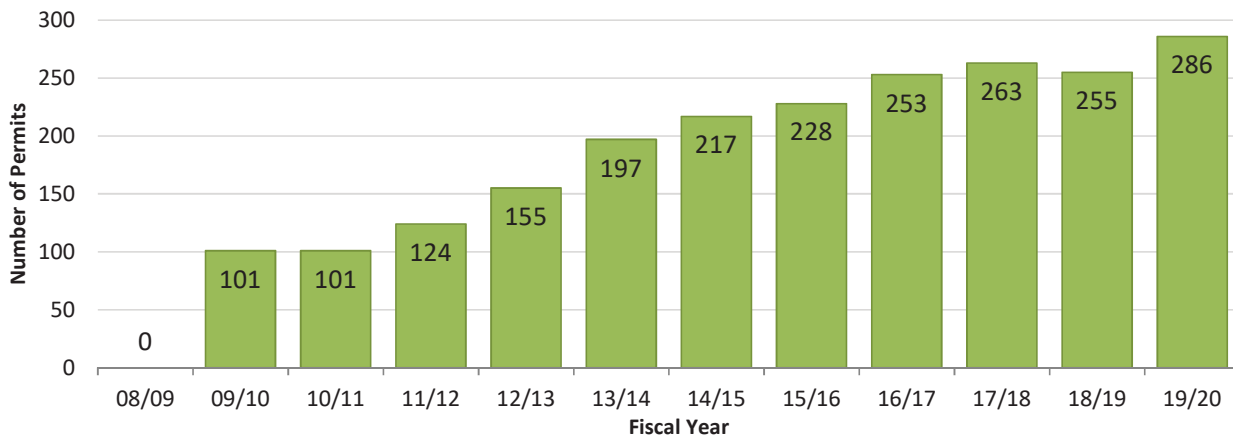
Materials & Services

- Professional and technical services is increasing due to the implementation of Energov software.
- Fleet services include an amount for service operations as well as for a reserve for future replacement of existing vehicle and equipment. Budgeted increases are the result of the reserve component reinstated in the proposed budget which was suspended in the prior year because of the uncertainty in general funding related to COVID-19.

PERFORMANCE MEASUREMENTS

Strategy	Measure	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
In a timely manner, meet the needs of citizens and the development community in the land use review process	Total percentage of trades permits issued online (plumbing and mechanical) as a percentage of total trades permits issued	33%	45%	43%	54%	53%
	Total number of contractor trips saved to City Hall	263	255	286	310	310
	Plumbing ePermits	47	47	51	60	60
	Plumbing Permits	471	311	305	300	300
	Percentage of Plumbing ePermits	10%	15%	17%	20%	20%
	Mechanical ePermits	216	208	235	250	250
	Mechanical Permits	367	252	363	270	280
	Percentage of Mechanical ePermits	59%	83%	65%	93%	89%
	Total ePermits	263	255	286	310	310
	Total Trades Permits	801	563	668	570	580

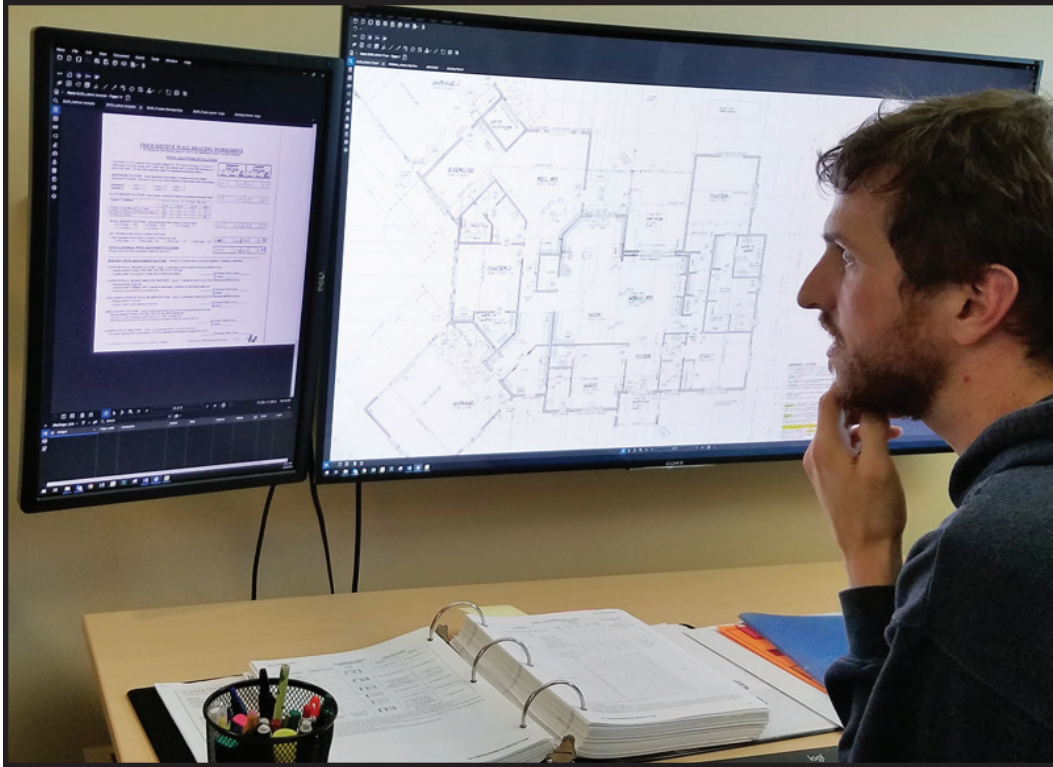
Annual Number of Plumbing and Mechanical Permits Issued Online (Contractor Trips Saved to City Hall)



PERFORMANCE MEASUREMENTS OUTCOME

Percentage of permits issued online

- Measure definition:** This measure tracks how many trades permits are issued online as compared with the total number trades permits issued. Due to current software limitations, this measure applies only to mechanical and plumbing permits.
- Evaluation of results:** Results continue to meet expectations with an average of 43% issued online for FY 2019-20. Mechanical contractors in particular are increasing their overall usage of online services vs. a visit to City Hall to obtain permits. The COVID pandemic and 2020 wildfires seems to have encouraged more use of ePermit services. The time savings associated with trips saved to City Hall by licensed contractors, just to obtain basic permits, is much appreciated saving them time and money.
- Current year performance and trends:** Current performance is at 37% which is slightly below target for FY 2020-21. However, in the first six months, the overall number of trades permits is up from 129 the year prior, to 162 currently. A growing trend in ePermitting is anticipated with the implementation of EnerGov in early FY 2021-22. Energov is a web-based permitting system which will provide a better customer experience and a more user-friendly customer interface for conducting business. Additional outreach to plumbers who accounted for 17% of online usage, and mechanical contractors at 65%, could also see this measure increase, particularly as the use of mobile technology becomes more widespread and is more reliable.



Plans Examiner looking over electronic plans for review.



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.

Current Planning efforts focus on working closely with customers seeking to develop commercial, industrial and residential projects. Current Planning duties include all aspects of development coordination, site plan review, construction oversight, and inspection services. Long-range Planning projects focus on engaging citizens as well as local, regional, and state agencies to prepare plans for future development of the community. The staff facilitates legislative amendments to the Comprehensive Plan and Development Code to achieve local goals and compliance with regional and state law. Long-range Planning duties also include coordination with Metro on regional issues such as Urban Growth Boundary (UGB) expansions and Regional Transportation Plan (RTP) updates.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Implement the Town Center Master Plan
- Implement the Wayfinding Program
- Promote farm and forest land protection
- Encourage civic involvement of youth
- Encourage Clean Industry business retention and expansion
- Engage the community on important issues (Town Halls, etc.)

Safe, Livable, and Engaged Community

- Complete the equitable housing study and develop affordable housing strategies

Thoughtful, Inclusive Built Environment

- Evaluate parking strategies and policies to reduce conflict
- Initiate dialogue with property owners at Arrowhead Creek to develop a long-term land use and development strategy

Strategic Economic Development and Community Prosperity

- Implement the Basalt Creek Concept Plan

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Planning Director	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	1.00
Senior Planner	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
Code Compliance Officer	1.00	0.00	0.00	0.00
Administrative Assistant II	0.60	0.60	0.60	0.60
Administrative Assistant III	1.00	1.00	1.00	1.00
	8.60	7.60	7.60	7.60

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 466,201	\$ 564,945	\$ 628,390	\$ 626,620	\$ 626,620	\$ 626,620
Employee benefits	225,157	250,694	287,720	313,630	313,630	313,630
Total	691,358	815,639	916,110	940,250	940,250	940,250
Materials and Services						
Supplies	5,013	2,545	10,450	10,250	10,250	10,250
Prof and tech services	65,053	72,906	209,500	266,500	266,500	266,500
Utility services	1,693	2,173	2,117	2,690	2,690	2,690
Fleet services	1,769	1,804	-	-	-	-
Insurance	424	439	-	-	-	-
Employee development	17,009	5,509	5,500	5,500	5,500	5,500
Fees, dues, advertising	7,586	6,082	10,100	10,100	10,100	10,100
Meeting expenses	2,215	356	1,200	1,500	1,500	1,500
Total	100,762	91,812	238,867	296,540	296,540	296,540
Capital Outlay						
Vehicles	25,941	-	-	-	-	-
Total Department	\$ 818,061	\$ 907,451	\$ 1,154,977	\$ 1,236,790	\$ 1,236,790	\$ 1,236,790
Resources Summary						
	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Urban renewal charges	\$ 41,900	\$ 52,600	\$ 58,600	\$ 71,100	\$ 71,100	\$ 71,100
CD Fund	776,161	854,851	1,096,377	1,165,690	1,165,690	1,165,690
Total	\$ 818,061	\$ 907,451	\$ 1,154,977	\$ 1,236,790	\$ 1,236,790	\$ 1,236,790

BUDGET HIGHLIGHTS

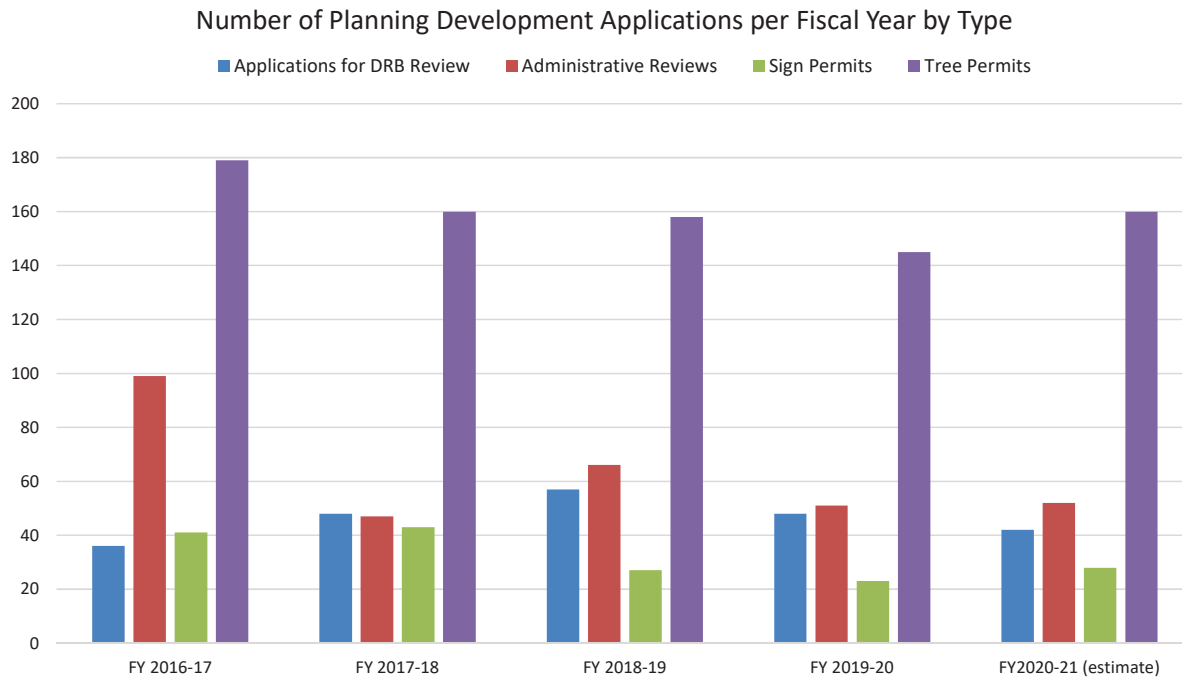
Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Professional and technical services have increased to account for grant funds received to cover consultant costs associated with Frog Pond master planning and community outreach.

PERFORMANCE MEASUREMENTS



**Numbers reflect the number of applications received during the fiscal year, not the number approved.*

PERFORMANCE MEASUREMENTS OUTCOME

The Planning Division’s work program focuses on engaging the community on important discussions, ensuring development complies with City plans and policies, and overall ensuring the long-term health and success of the community. The Planning Division collaborates with other divisions and departments to guide the built environment and preserve and enhance the natural environment to maintain the quality of life for all residents and promote a robust economy. The list below includes examples of outcomes from the Planning Division’s work program.

Significant outcomes from the Planning Division’s work program in 2020 include:

Housing and Residential Development:

- Reviewed the development of 77 new homes for consistency with City’s adopted plans and policies.
- Produced the Annual Housing Report to monitor the nature of residential growth.
- Adopted and began efforts to implement the City’s Equitable Housing Strategic Plan.
- Participated in Rulemaking for House Bill 2001 and began work on the Wilsonville Middle Housing project.
- Obtained grant funds for Master Planning Frog Pond East & South, Middle Housing planning efforts, and increased outreach efforts to historically marginalized communities of color.

Other Council Priorities:

- Supported future Town Center development by adopting Transportation Systems Plan amendments, developing a Town Center Streetscape Plan, conducting a Development Opportunity Study, assisting with design of the future I-5 Pedestrian Bridge and Town Center Gateway Plaza, and beginning an Infrastructure Funding Strategy.
- Coordinated the first phase of construction for Regional Parks 7 & 8 to help complete the park components of the Villebois Village Master Plan.
- Finished 288 administrative actions including minor changes to existing development, sign permits, approving building permits, and tree permits to ensure compliance with approved plans, designs, and policies.
- Managed City review of 13 projects in front of the Development Review Board, including the first industrial development in the Coffee Creek Industrial Area, I&E Headquarters on Parkway, Dutch Bros. in Town Center, and DP Nicoli on Boberg Rd.
- Used Let’s Talk, Wilsonville! to inform over 500 citizens and engage over 400 in important planning projects, including the Equitable Housing Strategic Plan, I-5 Pedestrian Bridge, Town Center Streetscape Plan, and National Community Planning Month.
- Worked on eight expedited Temporary Use Permits, free-of-charge, to assist local organizations and businesses respond to COVID-19.



Updated I-5 monument sign.



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.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Utilize mobile technology and asset management software to proactively maintain assets, improve efficiency and enhance customer service
- Implement the Street Tree Replacement Program
- Strive to make new City buildings LEED certified. LEED stands for Leadership in Energy and Environmental Design.

Stewardship of the Environmental and Natural Resources

- Reduce, monitor, and report on the use of toxins by the City
- Provide management oversight to Jacobs and Veolia North America for the operations and maintenance of the Wastewater Treatment Plant, lift stations, and Willamette River Water Treatment Plant, respectively
- Incorporate sustainable practices into maintenance and operations processes

Safe, Livable, and Engaged Community

- Organize City emergency management supplies, training, and exercises
- Encourage citizen’s individual emergency preparedness

Arts, Culture, and Community Amenities

- Support various community events, celebrations, and festivals
- Celebrate American Drinking Water Week (first week of May) and National Public Works Week (third week of May)

Expand and Maintain High Quality Infrastructure

- Complete design, construction drawings, and funding plan for a new consolidated Public Works Facility
- Implement infrastructure Asset Management Program
- Coordinate with other City Departments on prioritization and implementation of capital improvement projects

	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Public Works Director	1.00	1.00	1.00	1.00
Operations Manager	1.00	1.00	1.00	1.00
Public Works Analyst	1.00	1.00	1.00	1.00
Program Coordinator	0.00	0.00	0.00	1.00
Administrative Assistant I	1.00	1.00	1.00	0.00
Intern	0.50	0.50	0.50	0.50
	4.50	4.50	4.50	4.50

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 309,029	\$ 367,231	\$ 392,780	\$ 397,460	\$ 397,460	\$ 397,460
Employee benefits	153,471	185,676	192,770	205,160	205,160	205,160
Total	462,500	552,908	585,550	602,620	602,620	602,620
Materials and Services						
Supplies	23,693	122,762	223,200	227,150	227,150	227,150
Prof and tech services	5,607	5,446	11,100	11,100	11,100	11,100
Utility services	19,823	18,013	24,665	25,245	25,245	25,245
Fleet services	8,873	9,051	6,746	8,046	8,046	8,046
Repairs & maintenance	5,954	-	-	-	-	-
Insurance	1,732	1,946	2,100	2,220	2,220	2,220
Employee development	8,098	5,031	6,500	6,250	6,250	6,250
Fees, dues, advertising	415	700	1,600	1,600	1,600	1,600
Meeting expenses	1,194	708	1,500	1,300	1,300	1,300
Total	75,389	163,658	277,411	282,911	282,911	282,911
Total Department	\$ 537,889	\$ 716,565	\$ 862,961	\$ 885,531	\$ 885,531	\$ 885,531
Resources Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
General Fund	\$ 537,889	\$ 716,565	\$ 862,961	\$ 885,531	\$ 885,531	\$ 885,531
Total	\$ 537,889	\$ 716,565	\$ 862,961	\$ 885,531	\$ 885,531	\$ 885,531

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Fleet services include an amount for service operations as well as for a reserve for future replacement of existing vehicle and equipment. Budgeted increases are the result of the reserve component reinstated in the proposed budget which was suspended in the prior year because of the uncertainty in general funding related to COVID-19.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
<i>Goal: Prepare City staff to address various types of emergencies</i>						
Participate in at least one Emergency Management Training each year	Exercise held	Cascade Receding (4/18)	Kinder Morgan Pipeline (6/19)	COOP Plan update, Emergency Messaging System	1	1
Participate in the Oregon Shakeout event each October	Event held	Oct. 18	Oct. 17	Oct. 15	Oct. 21	Oct. 20
Have the City respond to at least one "real" or potential emergency each year	Live disaster event	Solar Eclipse Event	Cyanotoxin in drinking water	Villebois Fire COVID-19	COVID-19 Wild fires Ice storm	COVID-19

PERFORMANCE MEASUREMENTS OUTCOME

Staff will have the knowledge, skills, and experience to respond effectively to small and large disaster events.



Emergency operations meeting during COVID-19 pandemic.

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, Art Tech school, and Parks & Recreation. Other facilities receiving maintenance services include well houses, pump buildings, Parks’ buildings, park shelters, and the indoor public spaces at the Willamette River Water Treatment Plant.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Strive to make new City buildings LEED certified including oversight by Facilities Project Team for City facilities capital improvement projects
- Utilize mobile technology and asset management software to proactively maintain assets, improve efficiency and enhance customer service

Stewardship of the Environmental and Natural Resources

- Reduce, monitor, and report on the use of toxins by the City by implement the Integrated Pest Management Plan
- Use green products and chemicals where applicable
- Implement energy savings projects and programs
- Expand on the existing battery/light bulb/ballast recycling program

Safe, Livable, and Engaged Community

- Provide a safe and healthy work place for staff and community members
- 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 interactive water features

Expand and Maintained High Quality Infrastructure

- Make prompt repairs
- Maintain a clean and welcoming workplace using in-house services
- Perform scheduled maintenance of City buildings and grounds
- Utilize Asset Management Program for the condition assessment of assets and generation of work orders
- Convert all building plans into CAD and implement Asset Management Facilities Module

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Facilities Supervisor	1.00	1.00	1.00	1.00
Facilities Maintenance Technician	2.00	2.00	2.00	2.00
Facilities Maintenance Specialist	2.00	2.00	2.00	2.00
Janitor	3.00	3.00	3.00	4.00
Seasonal Maintenance Specialist	0.75	0.75	0.75	0.75
	8.75	8.75	8.75	9.75

Operating Summary	Actual	Actual	Budget	Proposed	Approved	Adopted
	2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
Personnel Services						
Salaries and wages	\$ 351,979	\$ 437,342	\$ 492,400	\$ 522,260	\$ 522,260	\$ 522,260
Employee benefits	198,625	277,933	285,540	340,810	340,810	340,810
Total	550,604	715,275	777,940	863,070	863,070	863,070
Materials and Services						
Supplies	85,580	69,505	67,998	73,141	73,141	73,141
Prof and tech services	56,490	62,852	89,988	91,263	91,263	91,263
Utility services	15,561	16,744	24,640	25,530	25,530	25,530
Fleet services	36,063	36,784	34,136	39,869	39,869	39,869
Repairs & maintenance	224,409	235,333	265,400	265,400	265,400	265,400
Rents and leases	1,414	295	4,153	4,153	4,153	4,153
Insurance	3,143	3,250	3,445	3,525	3,525	3,525
Employee development	10,264	8,780	9,975	11,825	11,825	11,825
Fees, dues, advertising	2,721	1,429	1,630	1,630	1,630	1,630
Meeting expenses	165	241	525	525	525	525
Total	435,810	435,212	501,890	516,861	516,861	516,861
Capital Outlay						
Machinery & equipment	15,549	-	-	-	-	-
Vehicles	31,837	-	-	-	-	-
Total	47,386	-	-	-	-	-
Total Department	\$ 1,033,800	\$ 1,150,487	\$ 1,279,830	\$ 1,379,931	\$ 1,379,931	\$ 1,379,931
Resources Summary						
Urban renewal charges	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200	\$ 3,200
General Fund	1,030,600	1,147,287	1,276,630	1,376,731	1,376,731	1,376,731
Total	\$ 1,033,800	\$ 1,150,487	\$ 1,279,830	\$ 1,379,931	\$ 1,379,931	\$ 1,379,931

BUDGET HIGHLIGHTS

Personnel Services

- An additional janitorial position is being added to assure the health and safety of staff and residents as we continue to reoccupy facilities. It will also allow more flexibility in accomodating unique requests, responding to emergencies, or rearranging workloads if another janitor is out.
- At the time the the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Fleet services include an amount for service operations as well as for a reserve for future replacement of existing vehicle and equipment. Budgeted increases are the result of the reserve component reinstated in the proposed budget which was suspended in the prior year because of the uncertainty in general funding related to COVID-19.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
<i>Goal: Comply with State and Federal requirements for Life and Safety Inspections</i>						
Perform monthly inspections of all fire extinguishers, AED's and exit signs for all City facilities	Percentage completion of task orders	34%	100%	99%	100%	100%
<i>Goal: Provide clean and sanitized buildings for the Public and City employees</i>						
Complete daily janitorial tasks to nine of the City's primary facilities	Percentage completion of 27 task orders	no data	89%	79%	72%	90%

PERFORMANCE MEASUREMENTS OUTCOME

To help ensure the safety, health, and well-being of employees and citizens, the Facilities department has maintained a 100% completion rate for monthly inspections. The department also changed to in-house janitorial services in FY 2019-20, which has resulted in a higher percentage of completed daily janitorial task orders.



Facilities staff installing custom frames to hold polycarbonate sheets for protection during COVID-19 pandemic.

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; plowing, sanding and deicing 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.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Utilize mobile technology and asset management software to proactively maintain assets, improve efficiency and enhance customer service

Stewardship of the Environmental and Natural Resources

- Reduce, monitor, and report on the use of toxins by the City by implementing the Integrated Pest Management Plan

Safe, Livable, and Engaged 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

Expand and Maintain High Quality Infrastructure

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

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Roads Supervisor	0.80	0.60	0.60	0.60
Roads Maintenance Specialist	3.00	3.00	3.00	3.00
Seasonal Maintenance Specialist	0.25	0.25	0.25	1.00
	4.05	3.85	3.85	4.60

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 230,123	\$ 225,754	\$ 241,360	\$ 257,100	\$ 257,100	\$ 257,100
Employee benefits	122,948	118,819	140,910	159,800	\$ 159,800	159,800
Total	353,071	344,573	382,270	416,900	416,900	416,900
Materials and Services						
Supplies	40,382	24,359	16,300	14,355	14,355	14,355
Prof and tech services	18,685	20,476	31,500	31,500	31,500	31,500
Utility services	104,786	96,431	116,350	122,460	122,460	122,460
Fleet services	43,067	43,928	33,114	41,109	41,109	41,109
Repairs & maintenance	216,544	235,015	303,000	273,071	273,071	273,071
Rents and leases	-	2,361	5,000	4,000	4,000	4,000
Insurance	3,176	3,294	3,514	3,635	3,635	3,635
Employee development	10,261	6,603	4,700	4,700	4,700	4,700
Fees, dues, advertising	1,013	646	1,000	1,000	1,000	1,000
Meeting expenses	141	302	100	100	100	100
Misc. services & supplies	-	61,986	-	-	-	-
Total	438,055	495,400	514,578	495,930	495,930	495,930
Capital Outlay						
Machinery & equipment	119,071	-	13,000	13,000	13,000	13,000
Total	119,071	-	13,000	13,000	13,000	13,000
Total Department	\$ 910,197	\$ 839,972	\$ 909,848	\$ 925,830	\$ 925,830	\$ 925,830
Resources Summary						
Road Operating Fund	\$ 910,197	\$ 839,972	\$ 909,848	\$ 925,830	\$ 925,830	\$ 925,830
Total	\$ 910,197	\$ 839,972	\$ 909,848	\$ 925,830	\$ 925,830	\$ 925,830

BUDGET HIGHLIGHTS

Personnel Services

- The Roads Department reallocated their budget to provide funding for a part-time seasonal employee. This employee will focus on vegetation pruning to allow Roads Maintenance Specialists to better utilize their time on other tasks.
- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Fleet services include an amount for service operations as well as for a reserve for future replacement of existing vehicle and equipment. Budgeted increases are the result of the reserve component reinstated in the proposed budget which was suspended in the prior year because of the uncertainty in general funding related to COVID-19.

Capital Outlay

- Capital asset was not purchased in FY 2020-21 so the budget was rolled over into FY 2021-22.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
<i>Goal: Provide a safe, attractive and litter free road network</i>						
Conduct programmed preventative maintenance to City roadway and associated assets	Repair/replace 200 street signs	93%	74%	95%	100%	100%
	Conduct 2000 roadway maintenance tasks	116%	120%	85%	135%	120%
	Service/maintain 200 street trees	110%	82%	100%	100%	100%

PERFORMANCE MEASUREMENTS OUTCOME

The City's multi-modal transportation system consist of 183 lane miles of roadway, 43 miles of bike lanes and 6 mile of city maintained sidewalk. These systems and their adjoining landscaping and stormwater collection systems account for over 27 acres of maintenance needs that require significant investment in time and funds to ensure they are operating optimally. Properly operating and maintaining Wilsonville's transportation system ensures a safe, healthy and aesthetically pleasing community while protecting the City's investment in critical transportation infrastructure. A well-maintained system helps to make certain the Council goals of a Safe, Livable and Engaged Community as well as Maintaining High Quality Infrastructure.

The performance measurements shown above for annual maintenance programs reflect one aspect of the multi-faceted work program managed by the Roads Division. Annual maintenance programs such as striping, signage replacement, signals and signs programs are all designed to meet or exceed best industry practices and industry standards.

The infrastructure task-tracking table below shows that the amount of demand for service for public infrastructure continues to grow each year, consistent with residential growth, infill and redevelopment.

MAINTENANCE REQUIREMENTS

<i>Infrastructure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
Road Lane Miles	163	165	181	183	183
Bike Lane Miles	no data	13.4	43	43	43
Sidewalk Miles	no data	no data	5.8	6	6
Landscaping Acres	no data	no data	24.2	27	27
Street Signs*	5,000	5,144	4,906	5,152	5,152

**the decrease in number of street signs over the past few years is due to more accurate asset inventory counts.*



Winter 2021 ice storm caused many trees throughout Wilsonville to break and fall.

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.

The City is in the process of converting street lights around the City from High Pressure Sodium (HPS) or Mercury Vapor (MV) street lights to Light Emitting Diode (LED). Phase 1 of 2 of the conversion project was in January 2021. Phase 2 of the conversion project will occur as funds become available.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Utilize mobile technology and asset management software to proactively maintain assets, improve efficiency and enhance customer service

Stewardship of the Environmental and Natural Resources

- Use of energy efficient LED lights, as appropriate

Safe, Livable, and Engaged Community

- Provide adequate lighting of roadways and sidewalks

Expand and Maintain High Quality Infrastructure

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

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 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Materials and Services						
Utility services	\$ 345,675	\$ 311,554	\$ 369,335	\$ 373,030	\$ 373,030	\$ 373,030
Repairs & maintenance	11,099	4,435	11,985	11,000	11,000	11,000
Total Department	\$ 356,774	\$ 315,989	\$ 381,320	\$ 384,030	\$ 384,030	\$ 384,030
Resources Summary						
Resources Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Street Lighting Fund	\$ 356,774	\$ 315,989	\$ 381,320	\$ 384,030	\$ 384,030	\$ 384,030
Total	\$ 356,774	\$ 315,989	\$ 381,320	\$ 384,030	\$ 384,030	\$ 384,030

BUDGET HIGHLIGHTS

Materials and Services

- The Street Lighting Program anticipates a 1% increase in the overall operating budget due to the change in utility costs.

The Water Distribution Program delivers safe drinking water in sufficient volume and pressure to meet the needs of the entire City. The Willamette River Water Treatment Plant produces high quality drinking water which is pumped through the City’s distribution system to utility customers and ultimately to the City’s water storage reservoirs. The reservoirs are operated and maintained to provide optimum water quality, adequate fire flow, and reserve storage.

Demand for water is made up of residential, commercial, and industrial accounts as well as City owned parks, facilities, and streetscapes. Treated water is also pumped through the distribution system network and sold wholesale to the City of Sherwood through the Tooze Road Pipeline Intertie.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Utilize mobile technology and asset management software to proactively maintain assets, improve efficiency and enhance customer service

Stewardship of the Environment and Natural Services

- Monitor disinfectant residuals and water quality for optimum safety and aesthetics

Safe, Livable and Engaged Community

- Maintain 8 groundwater wells and chlorination systems to provide an emergency potable water supply
- Protect public health by preventing potential cross connections through an active Backflow Prevention Program
- Ensure compliance with state and federal regulations through water quality sampling and operations and maintenance (O&M) best practices
- Provide adequate storage and water pressure for fire protection through operation and maintenance of distribution system
- Respond 24 hours a day, 7 days a week to water line breaks, damaged hydrants, broken meters and service line leaks

Expand and Maintain High Quality Infrastructure

- Maintain City assets and ensure reliable operation through comprehensive maintenance programs
- Prevent damage to underground water distribution infrastructure by providing accurate utility locating services

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Utilities Supervisor	0.55	0.70	0.70	0.70
Water Distribution Technician	4.00	4.00	4.00	4.00
Utility Maintenance Specialist	0.33	0.33	0.33	0.33
Intern	0.50	0.50	0.50	0.50
	5.38	5.53	5.53	5.53

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 311,183	\$ 342,380	\$ 389,890	\$ 391,720	\$ 391,720	\$ 391,720
Employee benefits	186,251	197,713	225,300	237,380	237,380	237,380
Total	497,434	540,093	615,190	629,100	629,100	629,100
Materials and Services						
Supplies	130,097	126,158	147,935	147,935	147,935	147,935
Prof and tech services	63,964	89,816	137,000	132,000	132,000	132,000
Utility services	55,465	50,654	63,670	63,670	63,670	63,670
Fleet services	45,286	46,192	24,873	30,284	30,284	30,284
Repairs & maintenance	22,867	41,804	79,600	71,600	71,600	71,600
Insurance	12,091	13,157	14,325	15,149	15,149	15,149
Community service programs	-	-	300	300	300	300
Employee development	6,904	4,384	6,300	6,300	6,300	6,300
Fees, dues, advertising	3,866	11,411	23,000	39,000	39,000	39,000
Meeting expenses	222	295	200	200	200	200
Franchise fees	307,106	284,230	301,000	302,000	302,000	302,000
Misc. services & supplies	112,360	228,561	137,450	141,440	141,440	141,440
Total	760,228	896,662	935,653	949,878	949,878	949,878
Capital Outlay						
Machinery & equipment	-	59,107	-	-	-	-
Total Department	\$ 1,257,662	\$ 1,495,862	\$ 1,550,843	\$ 1,578,978	\$ 1,578,978	\$ 1,578,978
Resources Summary						
	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Water Operating Fund	\$ 1,257,662	\$ 1,495,862	\$ 1,550,843	\$ 1,578,978	\$ 1,578,978	\$ 1,578,978
Total	\$ 1,257,662	\$ 1,495,862	\$ 1,550,843	\$ 1,578,978	\$ 1,578,978	\$ 1,578,978

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Material and Services

- Funds are being reallocated within materials and services to better align with actual expenditures.
- Fleet services include an amount for service operations as well as for a reserve for future replacement of existing vehicle and equipment. Budgeted increases are the result of the reserve component reinstated in the proposed budget which was suspended in the prior year because of the uncertainty in general funding related to COVID-19.
- Fees, dues, and advertsing increase is due to regional water consortium membership cost.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
Goal: To protect public health by providing safe drinking water through a well-maintained water distribution system.						
Achieve 90% compliance rate for all permitted backflow protection devices	Percent completion	80%	45%	88%	85%	95%
Inspect 20% of all fire hydrants	Percent completion	19%	13%	20%	20%	20%
Replace 250 residential water meters annually	Percent completion	66%	103%	112%	100%	100%
Exercise 10% of all water valves annually	Percent completion	10%	14%	10%	30%	20%

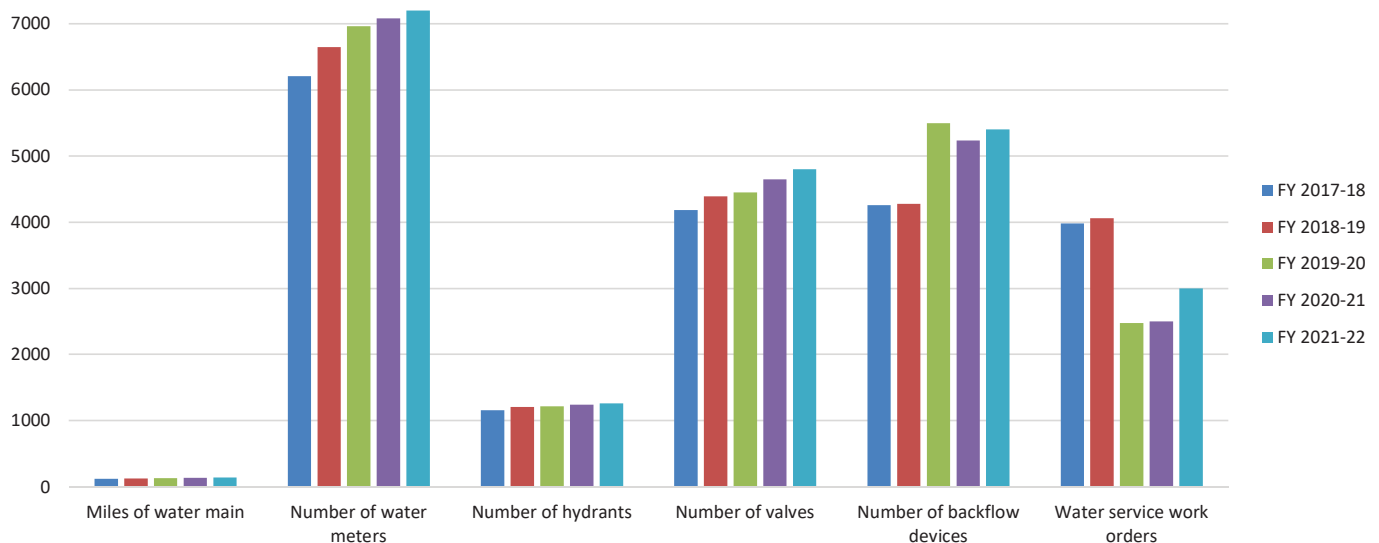
PERFORMANCE MEASUREMENTS OUTCOME

The Water Distribution department demonstrates the City’s ability to provide ample and safe drinking water to its customers. A well-maintained water distribution system is an integral part of business vitality and residential growth and livability. 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.

The performance measurements shown above for annual maintenance programs reflect one aspect of the multi-faceted workload managed by the Water Distribution department. Annual maintenance programs such as valve actuation, hydrant maintenance, meter replacements, and flushing main lines are all designed to meet or exceed best industry practices and industry standards. Many of the benchmarks the program works from have been developed from specific recommendations found in the 2012 Water System Master Plan and the 2013 Water Management and Conservation Plan. Regular maintenance and upkeep beyond these programs is implied as part of overall Water Distribution department performance.

The infrastructure tracking table shows that the amount of public infrastructure continues to grow each year, consistent with residential growth, infill and redevelopment.

Water Distribution Infrastructure



In addition to annual maintenance programs and operational directives, the Water Distribution Program maintains a high level of customer service. Most customer service tasks completed by the Water Distribution Program are initiated by the Utility Billing Department.



Utilities staff performing maintenance on water valves.



Public Works

water treatment plant

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

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Provide up to 5 million gallons per day of drinking water to the City of Sherwood
- Provide efficient operation of the Willamette River Water Treatment Plant

Stewardship of the Environmental and Natural Resources

- Comply with all Oregon Department of Human Resources – Drinking Water Program conditions and requirements

Effective Governance and Regional Influence

- Engage in partnership with members of the Willamette Water Intake Facility (WIF) Commission
- Participate in the Regional Water Provider Consortium

Safe, Livable, and Engaged Community

- Ensure adequate, safe, and high-quality water

Expand and Maintain High Quality Infrastructure

- Perform scheduled maintenance of the treatment plant

Contracted Employees: Full Time Equivalent Positions

Position	Budget	Budget	Budget	Budget
	2018-19	2019-20	2020-21	2021-22
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

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Materials and Services						
Supplies	\$ 222,342	\$ 211,244	\$ 595,380	\$ 645,410	\$ 645,410	\$ 645,410
Prof and tech services	1,659,926	1,653,798	1,937,802	1,957,116	1,957,116	1,957,116
Utility services	499,740	380,106	635,190	674,294	674,294	674,294
Repairs & maintenance	289,745	203,258	268,570	276,650	276,650	276,650
Insurance	22,931	25,023	27,000	28,780	28,780	28,780
Fees, dues, advertising	5,149	4,602	5,896	6,061	6,061	6,061
Total	2,699,833	2,478,031	3,469,838	3,588,311	3,588,311	3,588,311
Capital Outlay						
Machinery & equipment	327,941	385,186	426,000	247,400	247,400	247,400
Total Department	\$ 3,027,774	\$ 2,863,218	\$ 3,895,838	\$ 3,835,711	\$ 3,835,711	\$ 3,835,711

Resources Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Water Operating Fund	\$ 3,027,774	\$ 2,863,218	\$ 3,895,838	\$ 3,835,711	\$ 3,835,711	\$ 3,835,711
Total	\$ 3,027,774	\$ 2,863,218	\$ 3,895,838	\$ 3,835,711	\$ 3,835,711	\$ 3,835,711

BUDGET HIGHLIGHTS

Personnel Services

- 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 North America.

Materials and Services

- Supplies increase because two of the four Granular Activated Carbon (GAC) Filters in service at the Water Treatment Plant are scheduled to be replaced based on the findings in the annual GAC Evaluation Report.

Capital Outlay

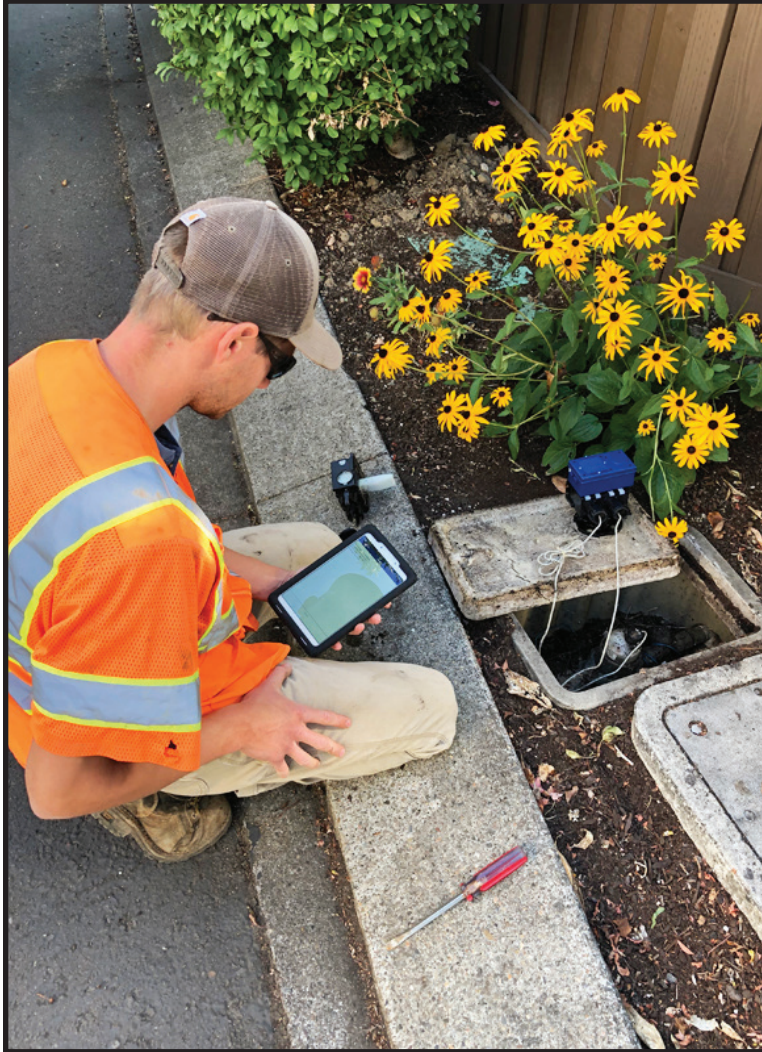
- Based on asset assessment using the criteria of criticality and condition, additional funding is requested to rehabilitate, repair or replace various pieces of equipment and machinery thus ensuring continuous and efficient operation of the Water Treatment Plant.
- In FY 2021-22 funding is requested for: a roof assessment and initial repair; rebuild valve/replace actuator for filters – Phase 1; replace control module MMC; paint interior and exterior spaces; replace SCADA workstation and historian server; replace variable frequency drive for 2-P-1 & 2-P-2 raw water pumps.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
<i>Goal: Assure drinking water provided by the Willamette River Water Treatment Plant is safe, reliable and meets or exceeds drinking water standards.</i>						
Contract with Veolia Water Company to conduct microbial, chemical and physical monitoring daily, perform preventative maintenance, provide employees with training and tools, implement asset management plans for major equipment maintenance or replacement, submit monthly Water Quality Data Reports, and publish annual Drinking Water Report (aka Consumer Confidence Report)	Months of compliance with Oregon Administrative Rules for Public Water Systems and the 'finished water quality' contract provisions	12	12	12	12	12

PERFORMANCE MEASUREMENTS OUTCOME

The Willamette River Water Treatment Plant operates in accordance with established State regulations.



Pilot project for the Advanced Metering Infrastructure (AMI), which is being configured to allow for remote access to water data.



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 Class A bio-solids.

The Pretreatment Program regulates eight industries in Wilsonville with discharge permits and administers best management practices and agreements with minor industrial users, restaurants, and other companies as appropriate.

Education and outreach are key elements of the Industrial Pretreatment program.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Involvement in the Preferred Pumper Program related to Fats, Oil and Grease (FOG)
- Utilize technology to proactively track compliance of the FOG Program
- Work in cooperation with the City’s Stormwater Coordinator for comprehensive and effective source control efforts

Stewardship of the Environment and Natural Resources

- 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 and strategies
- Minimize contaminants at their source through the 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

Safe, Livable, and Engaged Community

- Engage in educational activities at schools, conferences and businesses about pretreatment/FOG/pollution prevention
- Protection of human health and safety of workers in the collection system

Position	Full Time Equivalent Position			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Industrial Pretreatment Coordinator	1.00	1.00	1.00	1.00
	1.00	1.00	1.00	1.00

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 71,404	\$ 59,544	\$ 65,070	\$ 63,060	\$ 63,060	\$ 63,060
Employee benefits	27,220	26,842	30,150	32,260	32,260	32,260
Total	98,624	86,386	95,220	95,320	95,320	95,320
Materials and Services						
Supplies	980	864	2,870	3,975	3,975	3,975
Prof and tech services	6,388	2,224	12,650	10,600	10,600	10,600
Utility services	1,011	953	1,260	1,210	1,210	1,210
Fleet services	2,958	3,017	3,022	3,588	3,588	3,588
Repairs & maintenance	-	136	200	200	200	200
Insurance	424	439	465	480	480	480
Employee development	1,754	1,070	1,300	2,200	2,200	2,200
Fees, dues, advertising	860	890	1,100	1,200	1,200	1,200
Meeting expenses	148	20	200	150	150	150
Total	14,523	9,613	23,067	23,603	23,603	23,603
Total Department	\$ 113,147	\$ 95,999	\$ 118,287	\$ 118,923	\$ 118,923	\$ 118,923
Resources Summary						
	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Sewer Operating Fund	\$ 113,147	\$ 95,999	\$ 118,287	\$ 118,923	\$ 118,923	\$ 118,923
Total	\$ 113,147	\$ 95,999	\$ 118,287	\$ 118,923	\$ 118,923	\$ 118,923

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Increase in supplies for the purchase of a Fats, Oils and Grease software program which allows regulated businesses and providers to self-submit inspection reports. Modifications to education funding is for training related to chemistry, industrial waste management, plumbing for grease interceptor sizing, sampling and analytical procedures and Fats, Oils and Grease which will provide staff with the tools to better implement this program.
- Fleet services include an amount for service operations as well as for a reserve for future replacement of existing vehicle and equipment. Budgeted increases are the result of the reserve component reinstated in the proposed budget which was suspended in the prior year because of the uncertainty in general funding related to COVID-19.
- Employee development for continued training of employee and implementation of new software.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
<i>Goal: Protect the environment and the wastewater treatment process through the management of contaminants.</i>						
Identify, screen and survey businesses for their potential impacts on the wastewater treatment system	New businesses qualifying for survey per year	3	4	4	5	5
Issue and enforce discharge permits to companies requiring specific discharge limits and/or reporting requirements	Permits in effect	7	7	8	8	8
	Number of minor violations	1	0	0	0	0
	Number of major violations	0	0	1	1	0

PERFORMANCE MEASUREMENTS OUTCOME

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



Easement machine being used to clean sewer main lines in difficult to access areas.



Public Works

wastewater treatment plant

The Wastewater Treatment Plant (WWTP) protects the water quality of the Willamette River and the health of the community by removing pollutants from wastewater. Jacobs under contract with the City operates and maintains the Wastewater Treatment Plant and lift stations.

The City’s Wastewater Treatment Program includes a wastewater treatment plant that is designed to treat on average 4 million gallons per day in dry weather; nine wastewater lift stations; 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).

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Provide efficient operation of the WWTP
- Treat up to 4 million gallons per day of effluent

Stewardship of the Environmental and Natural Resources

- 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

Safe, Livable, and Engaged Community

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

Expand and Maintained High Quality Infrastructure

- Perform scheduled maintenance of the treatment plant and lift stations

Contracted Employees: Full Time Equivalent Positions

Position	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Wastewater Manager	1.00	1.00	1.00	1.00
Wastewater Lead Operator	1.00	1.00	1.00	1.00
Wastewater Operator	4.00	4.00	4.00	4.00
Lab Technician	1.00	1.00	1.00	1.00
Intern	1.00	1.00	1.00	1.00
	8.00	8.00	8.00	8.00

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Materials and Services						
Prof and tech services	\$ 2,301,250	\$ 2,286,477	\$ 2,670,700	\$ 2,570,216	\$ 2,570,216	\$ 2,570,216
Utility services	329,458	280,862	372,127	398,180	398,180	398,180
Insurance	18,906	20,745	22,750	24,250	24,250	24,250
Total	2,649,614	2,588,083	3,065,577	2,992,646	2,992,646	2,992,646
Capital Outlay						
Machinery & equipment	-	27,345	-	82,100	82,100	82,100
Total Department	\$ 2,649,614	\$ 2,615,428	\$ 3,065,577	\$ 3,074,746	\$ 3,074,746	\$ 3,074,746
Resources Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Sewer Operating Fund	\$ 2,649,614	\$ 2,615,428	\$ 3,065,577	\$ 3,074,746	\$ 3,074,746	\$ 3,074,746
Total	\$ 2,649,614	\$ 2,615,428	\$ 3,065,577	\$ 3,074,746	\$ 3,074,746	\$ 3,074,746

BUDGET HIGHLIGHTS

Personnel Services

- Because the Wastewater Treatment Plant (WWTP) is operated under contract, the budget does not contain a Personnel Services category. The employees who operate the plant are employed by Jacobs.
- Per the contract with Jacobs for the Operations and Maintenance of the Wastewater Treatment Plant, the Operating Charge is adjusted each year per a combination of the Consumer Price Index and the Employee Cost Index.

Capital Outlay

- The supervisory control and data acquisition (SCADA) hardware and software is at the end of its useful life and is no longer being supported. This expense will upgrade the WWTP servers, workstations, network hardware and software which will provide better reliability and recovery for the operation of the plant.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
Goal: Protect the water quality of the Willamette River and the public health of the community by removing pollutants from wastewater.						
Contract with Jacobs Company to perform preventive maintenance; provide employees with training and tools; implement asset management plans for major equipment maintenance or replacement; perform required sampling and testing; submit monthly Discharge Monitoring Report and annual Inflow and Infiltration and Bio-Solids Management Reports.	Months of compliance with the National Pollutant Discharge Elimination System (NPDES) effluent permit limits	11	12	10	11	12

PERFORMANCE MEASUREMENTS OUTCOME

The Wastewater Treatment Plant operates in accordance with established State regulations.



Utilities staff cleaning out a storm outlet.



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 is completely separate from the stormwater system and transports sanitary waste streams from properties within the City limits to the Wastewater Treatment Plant.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Utilize mobile technology and asset management software to proactively maintain assets, improve efficiency and enhance customer service

Stewardship of the Environment and Natural Resources

- Achieve regulatory compliance through proactive maintenance, inspection and record keeping consistent with National Pollutant Discharge Elimination System (NPDES) elements and permit limits set by the Oregon Department of Environmental Quality (DEQ)

Expand and Maintain High Quality Infrastructure

- Clean, inspect, and repair manholes and pipelines to reduce inflow and infiltration (I&I) of groundwater
- Clean and inspect mainlines to ensure reliability and reduce the potential for backups
- Prevent damage to underground sewer infrastructure by providing accurate utility locating services

Safe, Livable and Engaged Community

- Flush low-slope mainlines regularly to reduce solids buildup and formation of noxious gases
- Prevent sanitary sewer overflows (SSO’s) through routine maintenance and inspection
- Respond 24 hour a day, 7 days a week to collection system emergencies
- Investigate all odor complaints

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Utilities Supervisor	0.30	0.30	0.30	0.30
Vactor Operator	1.00	1.00	1.00	0.00
Utility Maintenance Specialist	1.33	1.33	1.33	2.33
	2.63	2.63	2.63	2.63

* Vactor Operator renamed Utility Maintenance Specialist

Operating Summary	Actual	Actual	Budget	Proposed	Approved	Adopted
	2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
Personnel Services						
Salaries and wages	\$ 144,483	\$ 131,790	\$ 162,850	\$ 163,500	\$ 163,500	\$ 163,500
Employee benefits	91,788	97,454	107,430	118,930	118,930	118,930
Total	236,271	229,244	270,280	282,430	282,430	282,430
Materials and Services						
Supplies	29,460	32,297	27,200	26,700	26,700	26,700
Prof and tech services	47,107	48,620	82,911	127,000	127,000	127,000
Utility services	13,215	15,966	15,630	15,740	15,740	15,740
Fleet services	15,838	16,155	9,827	13,744	13,744	13,744
Repairs & maintenance	8,003	8,007	82,500	80,500	80,500	80,500
Insurance	1,397	1,445	1,532	1,567	1,567	1,567
Employee development	3,419	1,680	3,700	5,700	5,700	5,700
Fees, dues, advertising	1,069	642	1,000	1,000	1,000	1,000
Franchise fees	316,590	308,433	315,000	315,000	315,000	315,000
Misc. services & supplies	109,240	200,850	133,680	137,630	137,630	137,630
Total	545,338	634,095	672,980	724,581	724,581	724,581
Capital Outlay						
Machinery & equipment	4,443	-	88,177	209,000	209,000	209,000
Total Department	\$ 786,052	\$ 863,339	\$ 1,031,437	\$ 1,216,011	\$ 1,216,011	\$ 1,216,011
Resources Summary						
	Actual	Actual	Budget	Proposed	Approved	Adopted
	2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
Sewer Operating Fund	\$ 786,052	\$ 863,339	\$ 1,031,437	\$ 1,216,011	\$ 1,216,011	\$ 1,216,011
Total	\$ 786,052	\$ 863,339	\$ 1,031,437	\$ 1,216,011	\$ 1,216,011	\$ 1,216,011

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- The increased percentage change for a few of the FY 2021-22 budget line items is a result of a reallocation of materials and services funds to the capital outlay fund within the FY 2020-21 to cover the purchase of close circuit television equipment. The FY 2021-22 funding level is a reinstatement of the amounts of those line items in the previous budget.
- Fleet services include an amount for service operations as well as for a reserve for future replacement of existing vehicle and equipment. Budgeted increases are the result of the reserve component reinstated in the proposed budget which was suspended in the prior year because of the uncertainty in general funding related to COVID-19.

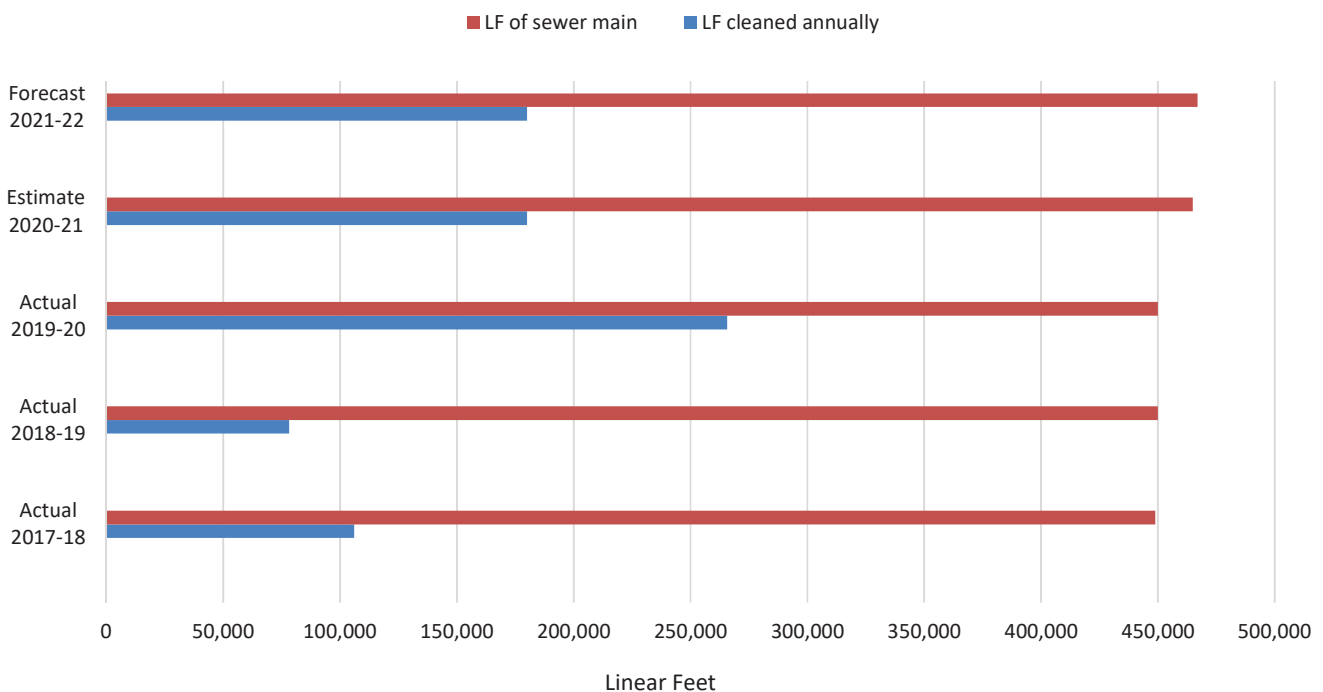
Capital Outlay

- Wastewater Collection is proposing to split cost 2/3 to wastewater collection and 1/3 to stormwater maintenance to add a single axle vacuum/jetting truck to the City fleet to share. It is critical for backup when the other truck is in use. It will be used to maintain 600 priority 1 assets and jet clean 16 miles of collection lines.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
<i>Goal: To protect the water quality of the Willamette River and the public health of the community.</i>						
	Linear feet cleaned annually	106,025	78,300	265,612	180,000	180,000
Scheduled cleaning of 20% of wastewater lines and manholes in service throughout the city	Linear feet of sewer main	448,969	450,018	450,018	465,000	467,000
	Number of manholes	2,167	2,185	2,185	2,280	2,290
	Percent of lines cleaned	23.6%	17.0%	58.0%	38.7%	38.5%

Sanitary Sewer Main Line Cleaning



PERFORMANCE MEASUREMENTS OUTCOME

The City maintains approximately 85 miles of public sewer main along with 2,185 manholes. Regular cleaning of sewer mains and manholes is required to prevent blockage and backups. Along with ensuring trouble free operation and reducing risk, cleaning the conveyance system helps preserve the pipe asset itself. The Utilities Division seeks to clean 20% of publically maintained sewer lines each year. Implied in overall program execution, the Utilities Division will continue performing all of its other wastewater collection duties as required. Other duties include: maintaining the flushing program for flat sections of the system, tree root removal and treatment, cleaning and repairing manholes and channels, landscaping to maintain off-street manhole access and manhole locations, responding to odor complaints, investigating service lateral concerns and managing the underground video inspection program. Properly operating and maintaining the City’s wastewater collection system is important to ensure a safe, healthy and aesthetically pleasing community while protecting the environment.



Staff cleaning wastewater lines throughout the City.



The Stormwater Maintenance Program protects roads, property and the environment through proactive maintenance of the stormwater conveyance system. Whenever possible, stormwater from roadways and other impervious surfaces is treated onsite in ponds, swales and bioretention cells. The excess runoff from these facilities and other impervious surfaces flows into the stormwater conveyance system and ultimately to the Willamette River.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Utilize mobile technology and asset management software to proactively maintain assets, improve efficiency and enhance customer service
- Protect the City’s natural resources through environmentally responsible operation and maintenance programs
- Promote Best Management Practices (BMP’s) and ensure regulatory compliance for City maintained stormwater facilities

Stewardship of the Environmental and Natural Resources

- Achieve regulatory compliance through proactive maintenance, inspection and record keeping consistent with separate storm sewer system (MS 4) National Pollutant Discharge Elimination System (NPDES) elements and permit limits set by the Oregon Department of Environmental Quality (DEQ)
- Regularly maintain stormwater systems to reduce the accumulation of pollutants and debris in the environment which could potentially harm wildlife and degrade water quality
- Reduce, monitor, and report on the use of toxins by the City by implementing the Integrated Pest Management Plan

Safe, Livable, and Engaged Community

- Ensure safety for vehicle travel, bicycles and pedestrians by removing debris through the street sweeping program
- Avoid localized flooding and property damage by maintaining treatment and detention facilities, catch basins and stormwater main lines
- Respond 24 hour a day, 7 days a week to overflows with the potential to create hazards or property damage

Expand and Maintain High Quality Infrastructure

- Clean, inspect and repair water quality manholes and catch basins to extend the life of the asset and prevent overflows
- Clean and inspect mainlines to ensure reliability and reduce the potential for backups
- Prevent damage to underground stormwater infrastructure by providing accurate utility locating services

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Stormwater Supervisor	0.35	0.40	0.40	0.40
Utility Maintenance Specialist	2.34	2.34	2.34	2.34
	2.69	2.74	2.74	2.74

stormwater maintenance

Public Works

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 127,949	\$ 152,372	\$ 167,030	\$ 169,740	\$ 169,740	\$ 169,740
Employee benefits	66,738	85,987	103,050	103,430	103,430	103,430
Total	194,687	238,360	270,080	273,170	273,170	273,170
Materials and Services						
Supplies	37,628	21,142	20,100	20,100	20,100	20,100
Prof and tech services	39,115	26,782	72,000	60,832	60,832	60,832
Utility services	2,752	3,020	4,600	5,950	5,950	5,950
Fleet services	10,252	10,457	8,278	10,750	10,750	10,750
Repairs & maintenance	221,593	238,771	451,200	481,514	481,514	481,514
Rents and leases	5,198	-	6,000	6,000	6,000	6,000
Insurance	1,222	1,264	1,339	1,370	1,370	1,370
Community service programs	-	24,994	-	-	-	-
Employee development	8,385	4,681	3,200	3,200	3,200	3,200
Fees, dues, advertising	980	660	1,000	1,000	1,000	1,000
Franchise fees	113,958	122,160	130,000	130,000	130,000	130,000
Misc. services & supplies	53,715	60,197	65,840	67,820	67,820	67,820
Total	494,798	514,129	763,557	788,536	788,536	788,536
Capital Outlay						
Machinery & equipment	5,297	-	50,791	107,000	107,000	107,000
Total Department	\$ 694,782	\$ 752,489	\$ 1,084,428	\$ 1,168,706	\$ 1,168,706	\$ 1,168,706
Resources Summary						
Stormwater Operating Fund	\$ 694,782	\$ 752,489	\$ 1,084,428	\$ 1,168,706	\$ 1,168,706	\$ 1,168,706
Total	\$ 694,782	\$ 752,489	\$ 1,084,428	\$ 1,168,706	\$ 1,168,706	\$ 1,168,706

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Changes to utility services funding is due to the addition of mobile devices used to track and document the maintenance of assets.
- Fleet services include an amount for service operations as well as for a reserve for future replacement of existing vehicle and equipment. Budgeted increases are the result of the reserve component reinstated in the proposed budget which was suspended in the prior year because of the uncertainty in general funding related to COVID-19.
- Repairs and maintenance budget modification is to cover additional work due to an aging stormwater system.

Capital Outlay

- Stormwater maintenance is proposing to split cost 2/3 to wastewater collection and 1/3 to stormwater maintenance to add a single axle vacuum/jetting truck to the City fleet to share. It is critical for backup when the existing truck is in use. It will be used to clean 25% of the 2512 remaining stormwater structures as required by the City's NPDES/MS4 permit.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2016-17	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
<i>Goal: Protect the City's natural resources through environmental responsible maintenance program</i>							
	Priority catch basins cleaned - goal is 638	264	313	394	265	500	450
Scheduled cleaning of target number of public catch basins and water quality manholes around the City	25% of remaining catch basins cleaned - goal is 500	85	173	254	39	350	300
	Water quality manholes cleaned - goal is 150	3	6	18	51	35	75
	Cubic yards of debris removed from storm system	0	5	174	72	120	100

PERFORMANCE MEASUREMENTS OUTCOME

The operations and maintenance goals of the Stormwater Maintenance Program are multifaceted and involve a variety of tasks and resources. Properly operating and maintaining the City's stormwater system ensures a safe, healthy and aesthetically pleasing community while protecting the Wilsonville's natural resources.

The Stormwater Maintenance Program seeks to maintain a high level of service while performing other essential stormwater duties. Customer service takes many forms both internal and external, but most often involves resident concerns, identification and cleanup of dumping sites, mitigation of drainage problems, and other issues associated with storm events. Other important duties include: maintaining stormwater outfalls and treatment facilities, cleaning and repairing catch basins, manholes, culverts and mains, collecting litter, leaves and other surface debris, maintaining retention and detention ponds and their plantings, locating public stormwater facilities, and responding to hazardous/non-hazardous spills.

In addition to maintaining the various stormwater assets, the Stormwater Department also manages the street sweeping contract to remove surface debris from roadways and parking lots. Street sweeping removes contaminants, preserves the retention capacity of catch basins and improves overall system performance. Street sweeping helps to prevent flooding commonly caused by blocked inlets, and preserves the aesthetic quality of our community's public streets.



On December 20, 2020, Stormwater staff responded to one of three after-hours floodings.



Parks and Recreation Mission Statement: “Recognizing community history, enriching the quality of life and fostering a safe environment, the Wilsonville Parks and Recreation Department shall provide, preserve, maintain, improve and enhance recreation opportunities, social services, natural resources, and park land for future and current generations.”

Parks and Recreation 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 garden. 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, 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, the Tourism Promotion Committee, Wilsonville Community Seniors Inc., Korean War Memorial Foundation of Oregon, and the Kitakata Sister City Advisory Board.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Stewardship of the Environment and Natural Resources

- Provide quality customer service while encouraging paperless class registration
- Maintain Bee City and Tree City USA Designation through increased awareness and habitat creation
- Create an environmentally focused special event series

Safe, Livable, and Engaged Community

- Support innovative, recreational and cultural programming and events, including those by local groups
- Pursue programming opportunities for persons with special needs, including fully accessible playgrounds
- Continue to implement Parks ADA Assessment
- Maximize the use of volunteer labor throughout the department

Thoughtful, Inclusive Built Environment

- Continue researching funding sources for implementation of Comprehensive Master Plan, Memorial Park Master Plan, Boones Ferry Park Master Plan and Frog Pond Community Park
- Increase public river interaction as part of Willamette River Water Treatment Plant/Arrowhead Park upgrades
- Continued development of Villebois Regional Park System

Art, Culture, and Community Amenities

- Increase non-motorized water craft access through implementation of both Memorial Park and Boones Ferry Park Master Plans
- Work with Korean War Memorial Foundation of Oregon for implementation of Korean War Interpretive Center
- Provide staff liaison and leadership to Kitakata Sister City Advisory Board
- Advance the Arts, Culture and Heritage Committees vision for public art

Expand and Maintain High Quality Infrastructure

- Focus efforts to update aging park infrastructure
- Implement creative play opportunities in accordance with Department Master Plans, including the creation of a nature play area in Memorial Park

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Parks & Recreation Director	1.00	1.00	1.00	1.00
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	1.00	1.00	1.00	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
Program Coordinator	0.00	0.00	0.00	1.00
Administrative Assistant II	3.00	3.00	3.00	2.00
Building Monitor	0.19	0.19	0.19	0.19
Intern	0.05	0.05	0.05	0.05
	9.20	9.20	9.20	9.20

Operating Summary	Actual	Actual	Budget	Proposed	Approved	Adopted
	2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
Personnel Services						
Salaries and wages	\$ 607,973	\$ 619,749	\$ 645,310	\$ 643,930	\$ 643,930	\$ 643,930
Employee benefits	279,321	317,912	328,470	350,840	350,840	350,840
Total	887,294	937,661	973,780	994,770	994,770	994,770
Materials and Services						
Supplies	97,061	107,647	104,153	112,234	112,234	112,234
Prof and tech services	12,356	7,996	14,197	17,134	17,134	17,134
Utility services	57,144	62,460	66,825	67,900	67,900	67,900
Insurance	4,712	5,957	6,249	6,640	6,640	6,640
Repairs & maintenance	25,604	2,125	1,500	1,500	1,500	1,500
Fleet Services	4,227	4,312	3,449	3,478	3,478	3,478
Community service programs	336,635	311,378	497,327	362,027	362,027	362,027
Employee development	16,309	12,258	7,704	9,704	9,704	9,704
Fees, dues, advertising	8,879	11,165	13,662	13,750	13,750	13,750
Meeting expenses	308	146	315	300	300	300
Misc. services & supplies	23,987	16,159	21,990	19,790	19,790	19,790
Total	587,222	541,603	737,371	614,457	614,457	614,457
Capital Outlay						
Machinery & equipment	-	20,347	-	-	-	-
Total Department	\$ 1,474,516	\$ 1,499,611	\$ 1,711,151	\$ 1,609,227	\$ 1,609,227	\$ 1,609,227
Resources Summary						
	Actual	Actual	Adopted	Proposed	Approved	Adopted
	2018-19	2019-20	2020-21	2021-22	2021-22	2021-22
Charges for services	\$ 333,678	\$ 204,305	\$ 269,500	\$ 209,000	\$ 209,000	\$ 209,000
Grants and donations	99,313	132,355	86,000	80,600	80,600	80,600
General Fund revenues	1,041,525	1,162,951	1,355,651	1,319,627	1,319,627	1,319,627
Total	\$ 1,474,516	\$ 1,499,611	\$ 1,711,151	\$ 1,609,227	\$ 1,609,227	\$ 1,609,227

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Professional and technical services increased to support online learning and virtual recreational programming options.
- Fleet services include an amount for service operations as well as for a reserve for future replacement of existing vehicle and equipment. Budgeted increases are the result of the reserve component reinstated in the proposed budget which was suspended in the prior year because of the uncertainty in general funding related to COVID-19.
- Community service programs for tourism were reduced for FY 2021-22 as a result of the expected slow return of tourism post-pandemic.
- Wilsonville is adding a Sister City Advisory Board. This is to support incoming or outgoing delegation to or from Kitakata. Funds will pay for translation/interpretive services, gifts, virtual exchanges, and educational events.
- Employee development opportunities were reduced as the pandemic hit last year. The FY 2021-22 increase will bring opportunities back to just under what they were pre-pandemic.
- Misc. services & supplies is decreased as a result of fewer program and bank charges for online registration and facility management software.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
<i>Goal: Support the needs of our community by providing recreational, cultural and social opportunities.</i>						
Promote a connected and active community by providing special events	City sponsored events	10	15	15	9	13
	Event attendance	6,900	6,243	8,185	3,000	4,000
Provide social opportunities through the Community Center meal program	Congregate meals	5,779	7,324	6,125	0	4,000
	Home-delivered meals	7,899	8,979	13,625	22,000	18,000
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	200	276	106	12	65
	Stein Boozier Barn rentals	44	40	38	6	25

PERFORMANCE MEASUREMENTS OUTCOME

Community event participation totals had shown a continued increase. However, due to the COVID-19 pandemic which limited large gatherings, several special events were canceled, resulting in fewer events and reduced participation. New, modified events were added in FY 2020-21, but drew fewer participants due to their virtual nature. A moderate rebound is anticipated in FY 2021-22.

The nutrition program at the Community Center had seen consistent development over recent years. The COVID-19 pandemic eliminated the ability to meet in person for congregated meals, however an increased need in home-delivered meals was realized in order to serve the community. In-person congregated dining will likely see a slow rebound in FY 2021-22 which should reduce the demand for home-delivered meals as those clients will return to the Community Center.

The Park Facility rental totals were greatly impacted by the COVID-19 pandemic. The elimination of large gatherings, and the closure of City facilities contributed to the reduction in rentals. As larger gatherings return in FY 2021-22, numbers are expected to slowly recover, with a full recovery expected in FY 2022-23.



Harvest Festival drive-through event during COVID-19 pandemic.



Parks Maintenance provides professional management and maintenance services to Wilsonville’s Park System. Services are provided to all City parks, greenspaces, facilities, bicycle and pedestrian trails and special event venues.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Stewardship of the Environment and Natural Resources

- Organize annual park clean-up aimed at improving trails and removing invasive species
- Partner with community groups to perform clean-up, maintenance and improvement projects throughout the year
- Provide the most current, practical, and environmentally friendly management strategies
- Pursue innovative opportunities to reduce chemical inputs while striving to provide a superior, safer, and healthier product
- Research strategies to develop native tree planting plan to help establish high quality urban forest health, maintain Bee City, and Tree City USA designation through increased awareness and habitat creation

Safe, Livable, and Engaged Community

- Support innovative recreational and cultural programming and events
- Strive to incorporate fully accessible playgrounds and play structures
- Continue to implement Parks ADA Assessment
- Maximize the use of volunteer labor throughout the department

Thoughtful, Inclusive Built Environment

- Continue focus on safe and improved park paths including all existing and new hard and soft surface trails
- Increase public river interaction as part of Willamette River Water Treatment Plant/Arrowhead Park upgrades
- Continue development of Villebois Regional Park System

Arts, Culture, and Community Amenities

- Build a safe kayak entry to the river. Non-motorized water craft access included in implementation of both Memorial Park and Boones Ferry Park Master Plans
- Advance the Arts, Culture and Heritage committee’s vision for public art in parks and along trails

Expand and Maintain High Quality Infrastructure

- Focus efforts to update aging park infrastructure
- Implement creative play opportunities in accordance with department master plans, including the creation of a nature play area in Memorial Park

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Parks Supervisor	1.00	1.00	1.00	1.00
Parks Lead Maintenance Specialist	1.00	1.00	1.00	1.00
Parks Maintenance Specialist	5.00	6.00	6.00	6.00
Janitorial	0.00	0.00	0.00	2.00
Seasonal Maintenance Specialist	1.25	2.25	2.25	1.25
	8.25	10.25	10.25	11.25

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 462,039	\$ 458,291	\$ 596,810	\$ 607,270	\$ 607,270	\$ 607,270
Employee benefits	243,955	263,240	347,400	402,280	402,280	402,280
Total	705,994	721,530	944,210	1,009,550	1,009,550	1,009,550
Materials and Services						
Supplies	43,940	68,498	46,154	47,154	47,154	47,154
Prof and tech services	49,451	55,474	43,309	41,456	41,456	41,456
Utility services	241,783	231,031	284,667	323,037	323,037	323,037
Fleet services	87,943	89,817	77,903	91,992	91,992	91,992
Repairs & maintenance	149,358	164,836	199,960	238,863	238,863	238,863
Rents and leases	10,825	5,646	10,959	10,595	10,595	10,595
Insurance	10,594	12,019	12,445	13,115	13,115	13,115
Employee development	13,185	9,394	9,475	10,475	10,475	10,475
Meeting expenses	491	464	319	319	319	319
Fees, dues, advertising	1,232	168	1,013	1,013	1,013	1,013
Total	608,802	637,347	686,204	778,019	778,019	778,019
Capital Outlay						
Machinery & equipment	5,717	97,053	-	-	-	-
Vehicles	-	64,831	-	-	-	-
Total	5,717	161,884	-	-	-	-
Total Department	\$ 1,320,513	\$ 1,520,761	\$ 1,630,414	\$ 1,787,569	\$ 1,787,569	\$ 1,787,569
Resources Summary						
General Fund revenues	\$ 1,320,513	\$ 1,520,761	\$ 1,630,414	\$ 1,787,569	\$ 1,787,569	\$ 1,787,569
Total	\$ 1,320,513	\$ 1,520,761	\$ 1,630,414	\$ 1,787,569	\$ 1,787,569	\$ 1,787,569

BUDGET HIGHLIGHTS

Personnel Services

- The department is changing one seasonal employee to a janitor and adding another janitor to help with the required maintenance of the parks. These employees will allow parks maintenance specialist to focus on more skilled task.
- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- City is allocating funds to the upkeep, paint, and maintenance of the Korean War Memorial as this is a significant local and international attraction.
- Urban forestry program will provide funds to focus on large tree work and planting new trees. Increased storm damage paired with aging forests and the threat of wild fire make this a key item to properly manage moving forward.
- Dock maintenance will allow the City to make repairs as needed and have annual inspection by a certified professional to ensure the longevity and safety for years to come.
- City is to perform backberry mitigation and restoration at Tivoli Park.
- Utility service increase is anticipated cost for taking over maintenance of several neighborhood parks such as Edelweiss and Tivoli.
- Fleet services include an amount for service operations as well as for a reserve for future replacement of existing vehicle and equipment. Budgeted increases are the result of the reserve component reinstated in the proposed budget which was suspended in the prior year because of the uncertainty in general funding related to COVID-19.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
<i>Goal: Enhance the Wilsonville community by providing safe, clean, and well maintained parks and green spaces</i>						
	Parks maintenance requests received	N/A	N/A	N/A	N/A	100
	Percentage of parks maintenance requests completed	N/A	N/A	N/A	N/A	100%
Provide well maintained parks and a high level of customer service	Number of total park and green space acres maintained	228	228	235	240	247
	Number of restrooms maintained	14	14	14	15	15
	Number of playgrounds maintained	9	9	12	13	14

PERFORMANCE MEASUREMENTS OUTCOME

The Parks Maintenance department is focused on a high level of customer satisfaction and continuing to increase the standard of care while also increasing overall park acreage.

Streamlining the way requests for parks maintenance are received will give the department a quantifiable number of maintenance requests each year. The number of requests will then be measured against the percentage of requests completed. This will ensure that the parks maintenance department is responding to citizen concerns in a timely and customer focused manner.

In addition to tracking citizen requests, tracking park acres will help the department avoid a drop in quality of care. The acres of parks are increasing each year with the implementing of new parks in many neighborhoods. The department should see a rise in acres and a drop in requests overtime. This would ensure a high level of care as the city continues to grow.

Tracking restroom and playground numbers will help the department provide safe, clean and well maintained park amenities throughout all parks.



October 16, 2020 grand opening of the new Memorial Park off-leash dog park.



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.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Expand and promote residents’ connection to online tools
- Reach out to all families in the community about the value of reading to their children starting at birth and encourage daily reading by children
- Engage the staff team to encourage quality customer services and service innovation

Safe, Livable, and Engaged Community

- Advance the library as a community and resource hub
- Provide a wide range of interesting and well attended programs for adults and children
- Review collections to ensure that the Library provides desired material in appropriate format
- Provide comprehensive promotion for the library services for the community

Arts, Culture, and Community Amenities

- Support Wilsonville/Boones Ferry Historical Society to secure and promote the City’s history
- Emphasize library’s permanent and temporary art collections

Effective Governance and Regional Influences

- Work with local, countywide and statewide organizations to execute on shared goals
- Support the Library’s Friends and Foundation in their efforts to provide supplemental resources for the Library

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Library Director	1.00	1.00	1.00	1.00
Library Operations Manager	1.00	1.00	1.00	1.00
Library Services Manager	1.00	1.00	1.00	1.00
Adult Services Librarian	1.00	1.00	1.00	1.00
Youth Services Librarian	0.58	1.00	1.00	1.00
Outreach Librarian	0.60	0.60	0.60	0.60
Program Coordinator	0.90	0.90	0.90	0.90
Program Librarian	1.13	1.13	1.13	1.00
Reference Librarian	2.03	1.71	1.71	1.83
Support Services Coordinator	1.86	1.94	1.94	2.25
Administrative Assitant I	0.50	0.50	0.50	0.50
Library Clerk II	0.86	0.86	0.86	0.00
Library Clerk I	3.40	3.22	3.22	3.78
Building Monitor	0.10	0.10	0.10	0.10
Intern	0.40	0.40	0.40	0.40
	16.36	16.36	16.36	16.36
Volunteers	6.00	6.00	6.00	6.00

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 1,037,079	\$ 1,043,512	\$ 1,090,580	\$ 1,063,910	\$ 1,063,910	\$ 1,063,910
Employee benefits	523,615	602,353	615,460	634,180	634,180	634,180
Total	1,560,694	1,645,864	1,706,040	1,698,090	1,698,090	1,698,090
Materials and Services						
Supplies	198,593	207,202	254,900	249,500	249,500	249,500
Prof and tech services	7,158	12,548	55,010	10,600	10,600	10,600
Utility services	64,716	57,978	74,700	78,590	78,590	78,590
Repairs & maintenance	43,656	4,004	5,000	5,000	5,000	5,000
Insurance	9,941	11,352	11,800	12,580	12,580	12,580
Community service programs	40,289	24,919	48,200	46,300	46,300	46,300
Employee development	17,704	9,036	4,600	14,600	14,600	14,600
Fees, dues, advertising	2,202	2,214	3,000	3,000	3,000	3,000
Misc. services & supplies	3,155	3,076	3,180	2,860	2,860	2,860
Total	387,414	332,328	460,390	423,030	423,030	423,030
Capital Outlay						
Machinery & equipment	-	15,000	-	-	-	-
Total Department	\$ 1,948,108	\$ 1,993,192	\$ 2,166,430	\$ 2,121,120	\$ 2,121,120	\$ 2,121,120

Resources Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
County shared taxes	\$ 1,342,777	\$ 1,395,326	\$ 1,426,995	\$ 1,462,304	\$ 1,462,304	\$ 1,462,304
Charges for services	40,387	31,712	42,750	37,750	37,750	37,750
Grants and donations	50,394	52,503	56,200	44,700	44,700	44,700
General Fund revenues	514,550	513,651	640,485	576,366	576,366	576,366
Total	\$ 1,948,108	\$ 1,993,192	\$ 2,166,430	\$ 2,121,120	\$ 2,121,120	\$ 2,121,120

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- FY 2021-22 the total material and aervices reduces 8% due to the reduction of Friends of the Library support; Professional and technical services decreases due to a one-time expense in FY 2020-21; and no increases in other areas to help reduce overall operating costs.
- Employee development increase is assuming that face-to-face training and conference will be possible in FY 2021-22

Resources

- County shared taxes (Library District revenue) accounts for approximately 60% of the funding for the Library.
- FY 2021-22 charges for services is reduced due to reduction of library fine revenue.
- FY 2020-21 grants and donations is reduced because the Friends of Library bookstore was closed in FY 2020-21.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
<i>Goal: Provide high-demand and important material in a variety of formats, and supplement local resources with effective use of networking and technology</i>						
Maintain Oregon Library Association "excellent" standard of at least 4 physical items per capita	Items in the collection at year-end	120,261	122,347	109,588	113,000	117,000
	Service area population, December estimate	27,581	28,175	28,620	29,000	29,500
	Items per capita	4.36	4.34	3.83	3.90	3.97
<i>Goal: Help stimulate an interest in and enjoyment of reading and learning</i>						
Provide high quality programming	Number of children's programs	335	370	260	60	225
	Attendance at children's programs	21,035	23,461	14,557	1,100	17,000
	Number of young adult programs	35	62	19	30	50
	Attendance at young adult programs	1,980	2,237	1,009	250	1,300
	Number of adult programs	116	148	130	60	100
	Attendance at adult programs	2,358	2,901	2,036	600	1,750
<i>Goal: Create a high level of public awareness and usage of library resources</i>						
Increase circulation by at least 2% over prior year	Annual print and A/V circulation	400,499	409,323	290,713	250,000	300,000
	Annual e-book and other downloadable circulation	34,391	41,638	50,083	55,000	60,000
	Total Circulation	434,890	450,961	340,796	305,000	360,000
	Percent increase or decrease over prior year	-7%	4%	-24%	-11%	18%
<i>Goal: Provide high quality resource collections while maximizing benefits per dollar spent</i>						
Increase volunteer hours worked to at least 6 FTE	Number of hours worked	11,551	12,371	8,143	1,500	10,000
	FTE	5.6	5.9	3.9	0.7	4.8

PERFORMANCE MEASUREMENTS OUTCOME

FY 2019-20 and FY 2020-21 reflect the library closing in March 2020. The Library provided curbside checkouts in May and June, and then opened the Library 30 hours per week starting the end of June 2020. Hours were reduced to 20 hours per week in October 2020. Estimates assume that the Library's services will be stable going forward until restrictions are removed. The Library has had no face to face programs since March.

Given such, physical circulation decreased 29% between FY2019-20, with an estimated 77% reduction between FY2020-21. Prior to the pandemic over 28,500 residents attended library programs. For FY2020-21, the Library estimates that fewer than 2,000 users will view online programs live. Programming for all ages is down near 90% compared to before the pandemic. The forecast is the best estimate in a very unpredictable future.



Baby Rhyme Time Program via Zoom during the COVID-19 pandemic.



For over the past 30 years, South Metro Area Regional Transit (SMART) has provided 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. SMART’s Fleet Division (see next section) provides efficient and effective services to all City departments in the acquisition and maintenance of City-owned vehicles, equipment, bus stops and shelters. SMART provides overall administration for transit operations including fixed-route bus service, demand-response service, dispatching, a comprehensive training program for bus operators and Commercial Driver’s License training for other City employees. The SMART Options Program carries out commuter and community based initiatives to promote active transportation and reduce traffic congestion.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Stewardship of the Environment and Natural Resources

- Expand SMART Options program through weekly walks at lunch and bike projects or campaigns
- Continue work toward an alternative fuel fleet
- Complete expansion of compressed natural gas delivery station

Effective Governance and Regional Influence

- Provide leadership for state and regional transit boards and committees
- Lead and organize small transit providers of Clackamas County
- Continue partnership with Salem-Keizer Transit District

Safe, Liable, and Engaged Community

- Implement the Programs Enhancement Strategy
- Develop a comprehensive transit master plan

Thoughtful, Inclusive Built Environment

- Provide free in-house travel training for Wilsonville residents
- Facilitate and support the integration of vanpool programs for employer worksites
- Maintain free in-town service
- Continue neighborhood shopper shuttles

Strategic Economic Development and Community Prosperity

- Work closely with employers to develop transportation options at worksites
- Provide bi-lingual transit information in public spaces, on social media, at events and on websites
- Begin analysis of transit-oriented development
- Continue partnering with Parks & Recreation to deliver meals to Wilsonville residents through the Nutrition Program

Expand and Maintain High Quality Infrastructure

- Implement on-board technology for arrival times and passenger information
- Implement departure/arrival time electronic boards at heavily-used bus stops
- Utilize planning and scheduling software for operations to increase efficiencies
- Continue upgrading bus shelters and other rider amenities

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Transit Director	1.00	1.00	1.00	1.00
Transit Operations Manager	1.00	1.00	1.00	1.00
Dispatchers	2.00	2.00	2.00	2.00
Transit Supervisors	3.00	4.00	4.00	4.00
Transit Drivers	26.70	30.70	30.70	30.70
Program Coordinator	1.00	1.00	1.00	1.00
Grants and Program Manager	1.00	1.00	1.00	1.00
Transit Management Analyst	1.00	1.00	1.00	1.00
Transit Program Coordinator	0.00	0.00	0.00	1.00
TDM Technician (2 yr grant)	1.00	1.00	1.00	1.00
Intern	0.43	0.43	0.43	0.43
	38.13	43.13	43.13	44.13

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 2,206,450	\$ 2,367,459	\$ 2,595,030	\$ 2,637,140	\$ 2,637,140	\$ 2,637,140
Employee benefits	1,178,205	1,368,802	1,511,080	1,614,760	1,614,760	1,614,760
Total	3,384,655	3,736,261	4,106,110	4,251,900	4,251,900	4,251,900
Materials and Services						
Supplies	47,813	87,436	107,694	49,850	49,850	49,850
Prof and tech services	68,756	87,749	343,527	244,000	244,000	244,000
Utility services	76,333	93,096	119,476	117,135	117,135	117,135
Repairs & maintenance	10,277	1,043	22,220	6,650	6,650	6,650
Fleet services	1,049,613	1,071,682	1,177,126	1,207,323	1,207,323	1,207,323
Rents and leases	1,892	2,266	2,323	2,500	2,500	2,500
Insurance	63,912	57,978	68,301	69,980	69,980	69,980
Commuter rail service	344,373	354,492	362,000	370,000	370,000	370,000
Community service programs	2,921	792	4,040	3,500	3,500	3,500
Employee development	37,822	20,220	20,062	22,800	22,800	22,800
Fees, dues, advertising	26,286	21,519	36,449	22,450	22,450	22,450
Meeting expenses	547	809	5,050	2,000	2,000	2,000
Misc. services & supplies	-	617,744	-	-	-	-
Total	1,730,545	2,416,826	2,268,268	2,118,188	2,118,188	2,118,188
Capital Outlay						
Building	13,798	-	-	-	-	-
Machinery & equipment	106,104	32,604	-	50,000	50,000	50,000
Software	5,000	-	560,000	530,000	530,000	530,000
Vehicles	1,946,118	37,063	2,069,941	1,410,000	1,410,000	1,410,000
Total	2,071,020	69,667	2,629,941	1,990,000	1,990,000	1,990,000
Total Department	\$ 7,186,220	\$ 6,222,754	\$ 9,004,319	\$ 8,360,088	\$ 8,360,088	\$ 8,360,088
Resources Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Payroll taxes	\$ 5,026,869	\$ 4,902,080	\$ 5,050,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Intergovernmental	3,381,180	3,463,450	5,296,588	3,964,104	3,964,104	3,964,104
Other revenues	240,647	172,991	186,000	96,000	96,000	96,000
Total	\$ 8,648,696	\$ 8,538,521	\$ 10,532,588	\$ 9,060,104	\$ 9,060,104	\$ 9,060,104

BUDGET HIGHLIGHTS

While the overall budget shows reductions, SMART continues to operate at full service levels. The fluctuations are reflected in individual accounts due to availability and timing of grant funding.

Personnel Services

- Transit is requesting the addition of a Transit Program Coordinator to perform a variety of program specific administrative duties in support of various Statewide Transportation Improvement Fund (STIF) functions including planning, reporting, and procurement.
- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Supply costs have reduced dramatically because of changes in the way business is conducted due to COVID-19 protocols. SMART sees many of these processes as permanent changes.
- SMART has previously purchased software allowing operating processes to occur in-house rather than relying on outside vendors.

- Infrastructure maintenance and repair vary year-by-year based on need. SMART does not anticipate any major maintenance needs this fiscal year.
- Community outreach and programs have been reduced or modified due to the COVID-19 pandemic.

Capital Outlay

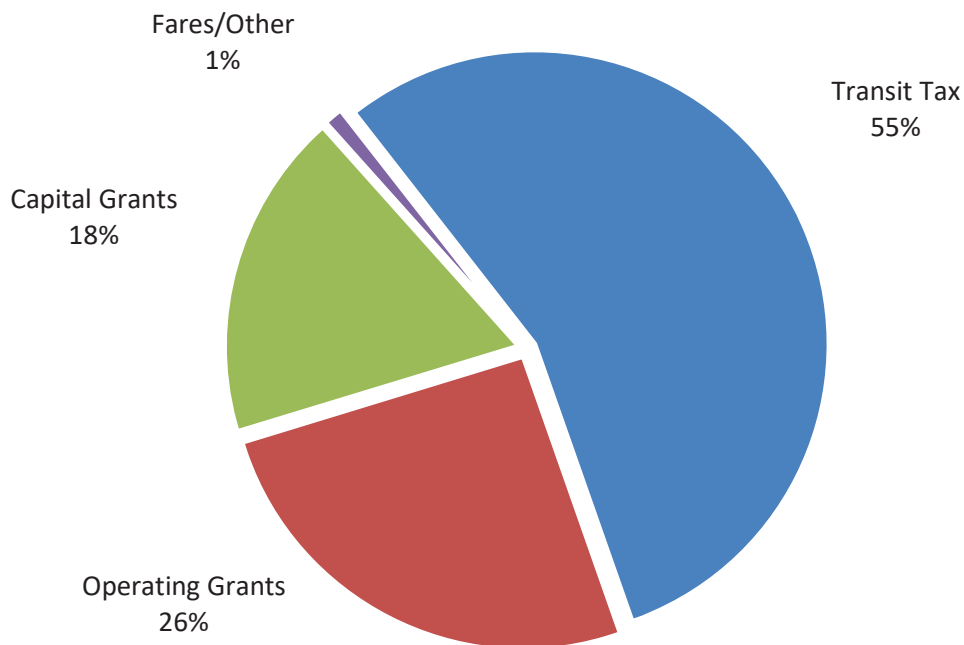
- Three CNG cutaway buses
- One CNG trolley
- Intelligent Transportation System
- 35-foot electric bus

ANTICIPATED GRANTS FOR FY 2021-22

Operation & Capital Outlay (Transit Fund) Grants:

- **Elderly & Disabled (E&D) Transportation:** State Transportation Formula (STF) funding of \$101,000 is anticipated for out of town medical (Dial-A-Ride) trips to Portland.
- **Clackamas County Agreement:** Anticipated funding in the amount \$71,000 for service in Villebois.
- **Options Program Grant:** Federal funds of \$150,000 plus \$15,405 in local match (10.27%) will support SMART Options program.
- **Federal Formula Grants (Non-Capital):** Federal grant funding is anticipated in the amount of \$417,404 plus \$83,481 (20%) in local match for preventative maintenance, technology, and architectural and engineering services.
- **Federal Formula Grant (Capital):** Federal grant funding is anticipated in the amount of \$47,887 plus \$9,577 (20%) in local match for shelter improvements, amenities, and digital signage.

Total Revenue Sources



PERFORMANCE MEASUREMENTS - FIXED ROUTE

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$15.16	\$14.90	\$19.18	\$38.68	\$28.73
	Cost per service hour	\$113.16	\$106.35	\$134.30	\$133.85	\$138.58
	Cost per mile	\$1.42	\$1.86	\$1.42	\$1.76	\$1.35
	Passenger trips per service hour	9.1	7	7.6	3.5	4.8
	Passenger trips per mile	0.53	0.54	0.4	0.17	0.25
Increase ridership within the community	Number of passenger trips	269,167	292,650	228,986	100,912	143,733
	Annual total hours	29,589	41,741	30,152	29,162	29,803
	Annual total miles	511,775	537,838	574,004	579,826	577,352
	Total operating cost	\$4,080,425	\$4,359,034	\$4,392,058	\$3,903,292	\$4,130,000

PERFORMANCE MEASUREMENTS - DIAL-A-RIDE

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
Provide efficient transit services to meet the needs of the community	Cost per passenger trip	\$48.03	\$55.31	\$108.46	\$108.13	\$95.06
	Cost per service hour	\$115.96	\$91.69	\$182.64	\$56.75	\$66.44
	Cost per mile	\$1.42	\$2.65	\$4.03	\$2.75	\$2.90
	Passenger trips per service hour	3	1.7	1.2	0.5	0.7
	Passenger trips per mile	0.26	0.21	0.17	0.11	0.14
Increase ridership within the community	Number of passenger trips	21,743	17,300	12,687	6,370	7,667
	Annual total hours	7,200	10,436	10,389	12,138	10,969
	Annual total miles	85,238	82,389	74,339	58,884	53,668
	Total operating cost	\$1,044,308	\$956,859	\$1,376,048	\$688,815	\$728,824

PERFORMANCE MEASUREMENTS OUTCOME

Moving into FY 2021-22, SMART anticipates a gradual increase in ridership as compared to the previous year. According to the American Public Transportation Association, ridership across the nation has seen a decrease of 66% since the COVID-19 pandemic started. SMART is slightly below that average with a decrease of 64% in ridership over the same time period. Current projections show ridership not returning to pre-pandemic levels until the end of 2023. SMART is planning an extensive public outreach campaign as part of a Transit Master Plan update that will allow staff to plan for a post-pandemic future that is adaptive to the dynamic travel patterns of customers. SMART’s Dial-a-Ride programs have seen similar statistical declines through the pandemic era. New technology acquired by SMART will help gain efficiencies in scheduling and dispatching, making programs even more accessible to customers.

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, maintains and manages centralized fueling for all City vehicles, repairs and maintains vehicles and equipment, manages vehicle and fueling related projects, manages outside vendor support and manages 2-way radio acquisition and maintenance for all City departments. Fleet is also responsible for the cleaning and maintenance of SMART’s 183 bus stops and shelters.

Fleet personnel are responsible for the repair and ongoing maintenance of 339 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.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Provide support to the SMART transit system and other departments, in the form of vehicle maintenance and availability

Stewardship of the Environment and Natural Resources

- Plan, manage, and execute the deployment of electric and natural gas powered vehicles and fueling infrastructure

Safe, Livable, and Engaged Community

- Supply and maintain equipment in support of Public Works and Parks Maintenance activities

Strategic Economic Development and Community Prosperity

- Maximize return on investments through effective vehicle purchase and disposal procedures

Expand and Maintain High Quality Infrastructure

- Provide safe and clean vehicles and equipment
- Extend vehicle service life through quality maintenance

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Fleet Manager	1.00	1.00	1.00	1.00
Shop Foreman	1.00	1.00	1.00	1.00
Equipment Mechanic II	2.00	2.00	2.00	2.00
Equipment Mechanic I	2.00	2.00	2.00	2.00
Service Worker*	1.00	1.00	1.00	0.00
Fleet Hostler	1.00	1.00	1.00	2.00
	8.00	8.00	8.00	8.00

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 423,413	\$ 467,666	\$ 483,930	\$ 480,830	\$ 480,830	\$ 480,830
Employee benefits	228,900	287,479	304,770	321,320	321,320	321,320
Total	652,313	755,145	788,700	802,150	802,150	802,150
Materials and Services						
Supplies	240,944	227,737	254,650	257,650	257,650	257,650
Fuel	284,686	228,769	290,000	280,000	280,000	280,000
Utility services	82,939	64,336	88,135	89,205	89,205	89,205
Repairs & maintenance	36,849	51,638	34,700	34,700	34,700	34,700
Insurance	2,131	2,280	2,921	3,080	3,080	3,080
Employee development	9,643	5,513	6,500	6,500	6,500	6,500
Misc. services & supplies	-	125,534	-	-	-	-
Total	657,192	705,807	676,906	671,135	671,135	671,135
Capital Outlay						
Machinery & equipment	-	60,760	-	-	-	-
Vehicles	162,242	99,072	65,000	-	-	-
Total	162,242	159,832	65,000	-	-	-
Total Department	\$ 1,471,747	\$ 1,620,784	\$ 1,530,606	\$ 1,473,285	\$ 1,473,285	\$ 1,473,285
Resources Summary						
	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Fleet charges	\$ 1,343,601	\$ 1,373,975	\$ 1,411,703	\$ 1,489,124	\$ 1,489,124	\$ 1,489,124
Assigned contingencies	162,242	159,832	65,000	-	-	-
Total	\$ 1,505,843	\$ 1,533,807	\$ 1,476,703	\$ 1,489,124	\$ 1,489,124	\$ 1,489,124

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

Materials and Services

- Any increases in individual accounts due to material costs have been absorbed and/or eclipsed by reductions in other accounts, resulting in a slight reduction of the overall budget.

Capital Outlay

- No vehicle replacements are scheduled for FY 2021-22.
- SMART vehicle replacement vehicles are located in the transit budget.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2017-18	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
Track labor productivity in terms of time spent directly on maintenance activities, goal is 70%	Percent of FTE applied to "wrench turning" activities	70%	74%	76%	76%	76%
Preventative maintenance	Percent completed on time	87%	91%	82%	83%	85%

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 these goals.

Meeting these goals is specifically important as these performance measures are a part of our required reporting to both the Federal Transit Administration and the National Transit Database. Our ability to meet or exceed these goals has a direct impact on our level of success obtaining grants.



Fleet staff washing SMART bus as part of the maintenance activities.



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 CCSO Captain serves as the City’s Chief of Police while three Sergeants provide additional supervisory presence in the community. The department in Wilsonville also includes 2 Traffic Enforcement Officers, 11 Patrol Officers, a Community Service Officer, a School Resource Officer and 2 Detectives. Services that are available to Wilsonville include dispatch, a special investigations unit, the dive/rescue team, detective division, traffic teams, K9 Team, SWAT/HNT team, Behavioral Health Unit (BHU), and bomb squad.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- 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
- 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

Effective Governance and Regional Influence

- Uphold and enforce the laws of the state and city through professional law enforcement

Safe, liveable, and Engaged Community

- 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
- Build relationships with the business community

Contracted Employees: Full Time Equivalent Positions

Position	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Chief	1.00	1.00	1.00	1.00
Sergeant	3.00	3.00	3.00	3.00
Detective	1.00	1.50	2.00	2.00
Traffic Officer	2.00	2.00	2.00	2.00
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	12.00
	20.00	20.50	21.00	22.00

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Materials and Services						
Supplies	\$ 14,112	\$ 9,083	\$ 10,535	\$ 9,950	\$ 9,950	\$ 9,950
Prof and tech services	4,432,155	4,926,872	5,332,661	5,490,464	5,490,464	5,490,464
Utility services	15,199	13,712	19,355	19,885	19,885	19,885
Fleet services	6,930	7,069	4,746	4,927	4,927	4,927
Repairs & maintenance	7,094	158	2,000	3,000	3,000	3,000
Insurance	1,308	1,497	1,625	1,730	1,730	1,730
Employee development	1,859	3,224	8,000	8,500	8,500	8,500
Total	\$ 4,478,657	\$ 4,961,616	\$ 5,378,922	\$ 5,538,456	\$ 5,538,456	\$ 5,538,456
Total Department	\$ 4,478,657	\$ 4,961,616	\$ 5,378,922	\$ 5,538,456	\$ 5,538,456	\$ 5,538,456

Resources Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
General Fund revenues	\$ 4,478,657	\$ 4,961,616	\$ 5,378,922	\$ 5,538,456	\$ 5,538,456	\$ 5,538,456
Total	\$ 4,478,657	\$ 4,961,616	\$ 5,378,922	\$ 5,538,456	\$ 5,538,456	\$ 5,538,456

BUDGET HIGHLIGHTS

Materials and Services

- Requesting the addition of one officer. The Sheriff’s office requires payment in advance as per our contract with them. The new position would start in late 2022.

PERFORMANCE MEASUREMENTS

<i>Strategy</i>	<i>Measure</i>	Actual 2018	Actual 2019	Actual 2020	Estimate 2021	Forecast 2022
	Population served	25,250	25,635	25,915	25,915	25,915
	Calls for service	8,571	8,602	6,710	8,602	9,000
Maintain a staffing level that allows for approximately 600 calls per Officer per year	Average number of calls for service per day	24	24	18	24	25
	Calls per Deputy	779	782	610	812	818
	Officers per thousand population	0.67	0.65	0.66	0.66	0.66

*Chart is based on calendar year statistics

PERFORMANCE MEASUREMENTS OUTCOME

The Wilsonville Police Department is able to work proactively by maintaining a visible presence in the community.



City of Wilsonville Police posting a speed radar sign in a neighborhood.



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.

In 2019, the City Council reconfirmed its Key Performance Areas while at the same time developed specific Council Goals for the biennium of 2019-21. Below are those Key Performance Areas and Council Goals as they apply to this Program Area.

DEPARTMENT GOALS

Organizational Excellence and Continuous Improvement

- Staff will attend the annual judicial education program sponsored by ODOT and will attend an Oregon Association of Court Administrators (OACA) as made available either virtually or in person
- The court offers diversion programs for certain types of cases for both adults and youth, and are currently being offered online only by Legacy Emanuel’s Trauma Nurses Talk Tough and by UTurn 180

Stewardship of the Environment and Natural Resources

- The court is no longer maintaining paper files for adjudicated citations, instead, everything is now stored in Laserfiche
- The court encourages citations to be handled via email or over the phone to allow for cases to be closed without a personal visit or attendance at a court setting

Effective Governance and Regional Influence

- Through membership in both OACA and the Oregon Municipal Judge’s Association (OMJA) the court remains aware of current and proposed legislative changes as well as networking with other courts for information

Thoughtful, Inclusive Built Environment

- The court provides a Spanish interpreter for non-English speaking customers once a month at court arraignments and arranges additional interpreters as needed for other languages - currently there is a bilingual employee to assist in the office
- Payment plan options and reductions by the judge for those who are economically unable to pay and/or to encourage drivers to have valid privileges and valid insurance

Strategic Economic Development and Community Prosperity

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

Position	Full Time Equivalent Positions			
	Budget 2018-19	Budget 2019-20	Budget 2020-21	Budget 2021-22
Accounting Specialist	1.50	1.50	1.50	1.00
Accounting Technician	0.00	0.00	0.00	0.50
Building Monitor	0.05	0.05	0.05	0.05
Municipal Court Judge	0.10	0.10	0.10	0.10
	1.65	1.65	1.65	1.65

Operating Summary	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Personnel Services						
Salaries and wages	\$ 94,376	\$ 89,546	\$ 117,880	\$ 112,820	\$ 112,820	\$ 112,820
Employee benefits	52,616	60,877	76,030	74,720	74,720	74,720
Total	146,992	150,423	193,910	187,540	187,540	187,540
Materials and Services						
Supplies	3,655	218	5,675	5,370	5,370	5,370
Prof and tech services	16,894	11,555	23,300	23,550	23,550	23,550
Utility services	1,444	1,398	1,360	1,370	1,370	1,370
Employee development	4,085	775	2,750	2,750	2,750	2,750
Fees, dues, advertising	1,084	801	1,050	1,150	1,150	1,150
Meeting expenses	2,243	1,085	2,500	2,400	2,400	2,400
Misc. services & supplies	4,403	5,201	5,750	5,920	5,920	5,920
Total	33,808	21,033	42,385	42,510	42,510	42,510
Capital Outlay						
Software	13,090	-	-	-	-	-
Total Department	\$ 193,890	\$ 171,456	\$ 236,295	\$ 230,050	\$ 230,050	\$ 230,050
Resources Summary						
	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Fines and forfeitures	\$ 316,475	\$ 250,453	\$ 320,000	\$ 315,000	\$ 315,000	\$ 315,000
Total	\$ 316,475	\$ 250,453	\$ 320,000	\$ 315,000	\$ 315,000	\$ 315,000

BUDGET HIGHLIGHTS

Personnel Services

- At the time the budget was developed, labor negotiations were postponed due State of Emergency Declared in response to COVID-19. 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.

PERFORMANCE MEASUREMENTS

<i>Measure</i>	Actual 2018-19	Actual 2019-20	Estimate 2020-21	Forecast 2021-22
<i>Goal: Organizational Excellence and Continuous Improvement</i>				
Court staff attendance at OACA	yes	yes	yes	yes
Court staff attendance at ODOT Conference	yes	yes	yes	yes
Diversion Course availability for adults and youth	yes	yes	yes	yes
<i>Goal: Stewardship of the Environment</i>				
Laserfiche digital repository to manage citation files	yes	yes	yes	yes
Number of citations closed by Violations Bureau	1067	678	350	400
<i>Goal: Effective Governance and Regional Influence</i>				
Active members of OACA	yes	yes	yes	yes
Active member of Oregon Municipal Judge's Association (Judge)	yes	yes	yes	yes
<i>Goal: Thoughtful, Inclusive Built Environment</i>				
Spanish interpreter services available at arraignments	100%	100%	100%	100%
Interpreter services available at trials (when needed)	100%	100%	100%	100%
Payment plan arrangements available for customers	yes	yes	yes	yes

PERFORMANCE MEASUREMENTS OUTCOME

Municipal Court processes all the violations and sends a letter to each defendant with their options. Defendants can come in person, call, or email to follow up on the citation. The Municipal Court has adjusted with COVID-19 safety precautions and has held court by phone arraignments since December 2020 and trials by either phone or in person. The type of work varies but the overall workload is relatively the same. Citations issued have decreased since March 2020 due to COVID-19 and Oregon DMV closures for licensing and vehicle violations such as expired tags/registration changes, etc. Payment plan arrangements have temporarily been adjusted to monthly payment plans with no fees per the Judge in order to work with defendant’s financial struggles during the pandemic. Staffing levels have remained the same.

Capital Projects

The City budgets its major construction activities in one of nine capital improvement project (CIP) categories. Projects are generally large dollar (\$5,000 minimum), nonrecurring and have a useful life greater than one year. Master Plans are included as capital projects because they identify the projects to be budgeted in later years.

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Capital Projects

As detailed in the following CIP section, the next five years will be focused on carrying out the visionary plans of the City. The 5-Year CIP is a planning tool designed to provide an in-depth look at the future construction needs and to begin the process of developing a long term financing plan to meet the needs for our growing community. The 5-Year CIP will be updated annually to ensure that it is based on the most accurate information available and is reflective of the current and projected economic environment.

For FY 2021-22, the adopted CIP Budget will only provide the funding necessary for first year of the five year plan. The 5-Year CIP presented below **does not** constitute a commitment to fund a particular project past FY 2021-22, but rather signifies the intention to begin the process of creating a funding plan to meet the estimated construction costs during the ensuing years. As the City prepares for continued growth, funding for the 5 Year CIP will need to be balanced each year with the operational needs of the City and available funding.

	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Construction Projects					
Water	\$ 27,060,612	\$ 1,848,416	\$ 7,175,558	\$ 3,124,894	\$ 69,354
Sewer	3,120,276	4,172,331	7,252,089	3,913,101	6,992,928
Streets	18,410,814	11,109,371	12,283,603	9,832,784	7,394,296
Stormwater	1,094,932	1,770,874	2,315,036	2,808,394	1,290,328
Facilities	706,032	12,814,432	8,736,219	6,397,455	127,219
Parks	946,450	806,750	977,000	750,000	3,977,000
Master Plan and Studies					
Water	146,068	-	397,250	85,125	-
Sewer	102,450	-	-	-	92,450
Planning	606,000	303,000	105,000	40,000	40,000
Stormwater	456,684	-	-	-	-
Facilities	50,000	-	-	-	-
Parks	5,000	65,000	-	-	-
System Development Reimbursements/Credits					
Parks	1,065,000	-	-	-	-
Livability Improvements					
Streetscape	1,395,400	811,235	578,000	40,000	160,000
Annual Maintenance Projects					
Water	661,453	798,995	829,746	735,156	817,336
Sewer	103,500	103,500	103,500	103,500	103,500
Streets	2,376,160	1,533,810	1,740,824	1,598,849	1,865,490
Stormwater	90,800	90,800	90,800	90,800	90,800
Facilities	112,500	702,500	298,113	310,661	566,324
Miscellaneous Projects					
Water	261,315	250,942	258,602	266,458	274,037
Sewer	92,000	94,900	101,300	100,700	103,600
Streets	158,790	241,107	137,918	236,121	146,207
Streetscape	12,000	12,360	12,731	13,113	13,506
Stormwater	63,838	62,800	64,627	66,482	68,365
Facilities	90,000	230,000	40,000	40,000	40,000
Information Technology	1,077,000	891,100	434,000	677,000	347,000
Parks	255,600	274,550	286,400	298,250	310,100
Total 5-Year CIP Forecast	\$ 60,520,673	\$ 38,988,772	\$ 44,218,315	\$ 31,528,842	\$ 24,889,839
Funding Sources					
General Fund	2,463,645	5,703,130	4,029,665	1,824,210	1,944,185
Operating Funds	18,328,968	17,280,150	15,302,098	9,953,919	5,445,784
System Development Funds	20,160,672	9,412,877	15,224,326	4,430,676	12,484,063
Intergovernmental Revenues	8,569,563	144,921	149,242	153,663	157,874
Urban Renewal	10,433,000	6,080,000	9,294,000	9,952,000	4,610,000
Grants	564,825	365,546	216,786	5,212,125	245,634
Contributions	-	2,150	2,200	2,250	2,300
Total Funding Sources	\$ 60,520,673	\$ 38,988,772	\$ 44,218,315	\$ 31,528,842	\$ 24,889,839

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 is complete to determine its possible impact on operating costs. Estimated “Operations Impact” are included in the description of each project.

	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	Total 5-Yr Cumulative Increase to Operating Expenses
Water						
Water Telemetry, Distribution System	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 12,500
Fire Flow Data Collection for System Capacity & Growth	650	650	650	650	650	3,250
Annual - GIS and Water Model Updates	500	500	500	500	500	2,500
Sewer						
5th St-Kinsman Extension Sewer Trunk	300	300	300	300	300	1,500
Boeckman Road Sanitary Improvements	3,000	3,000	3,000	3,000	3,000	15,000
Streets						
5th Street-Kinsman Extension Phase 1	30,000	30,000	30,000	30,000	30,000	150,000
Boeckman Rd Street Improvements-Frog Pond	50,000	50,000	50,000	50,000	50,000	250,000
I-5 Pedestrian Bridge	2,000	2,000	2,000	2,000	2,000	10,000
Canyon Creek-Boeckman Rd Traffic Signal	15,000	15,000	15,000	15,000	15,000	75,000
Pedestrian Enhancements	3,000	3,000	3,000	3,000	3,000	15,000
Signal Improvements	3,000	3,000	3,000	3,000	3,000	15,000
Stormwater						
Garden Acres Road Storm System	4,000	4,000	4,000	4,000	4,000	20,000
Willamette River Outfalls	5,000	5,000	5,000	5,000	5,000	25,000
Villebois Parks						
	30,950	30,950	42,500	42,500	65,000	211,900
	<u>\$ 149,900</u>	<u>\$ 149,900</u>	<u>\$ 161,450</u>	<u>\$ 161,450</u>	<u>\$ 183,950</u>	<u>\$ 806,650</u>

Capital Projects

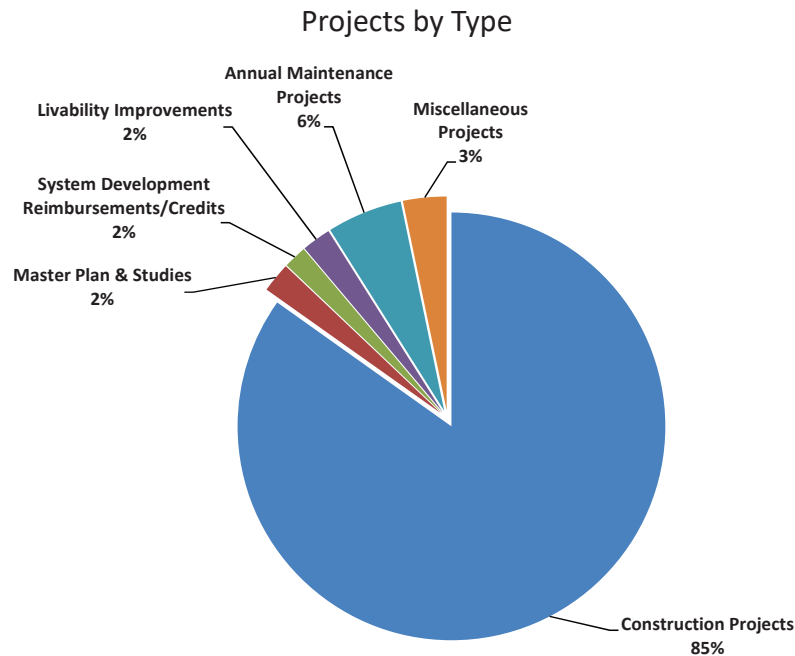
Summary of Appropriations

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Technology	Parks	Total
Capital Project Expense	\$ 26,735,916	\$ 3,025,344	\$ 448,000	\$ 19,959,558	\$ 1,322,027	\$ 1,437,576	\$ 898,453	\$ 1,072,000	\$ 2,074,505	\$ 56,973,379
Project Management Fees	457,775	286,994	158,000	823,069	41,203	218,363	47,095	5,000	145,941	2,183,439
General Fund Overhead Fees	935,757	105,887	-	163,137	44,171	50,315	12,983	-	51,604	1,363,855
	\$ 28,129,448	\$ 3,418,225	\$ 606,000	\$ 20,945,764	\$ 1,407,400	\$ 1,706,254	\$ 958,532	\$ 1,077,000	\$ 2,272,050	\$ 60,520,673

Summary of Resources

	Water	Sewer	Planning	Streets	Streetscape	Stormwater	Facilities	Information Technology	Parks	Total
Operating Funds	\$ 9,934,017	\$ 2,225,704	\$ -	\$ 244,495	\$ 295,000	\$ 1,452,872	\$ 134,750	\$ 300,000	\$ -	\$ 14,586,838
SDCs										
Improvement	9,625,869	1,192,521	-	7,764,345	2,400	253,382	-	-	1,322,155	20,160,672
Other Local Governments	8,569,563	-	-	-	-	-	-	-	-	8,569,563
Contributions	-	-	-	-	-	-	-	-	-	-
Grants	-	-	228,000	-	-	-	336,825	-	-	564,825
Street Lights	-	-	-	-	1,045,000	-	-	-	-	1,045,000
Road Maintenance	-	-	-	2,503,924	-	-	-	-	-	2,503,924
Transit	-	-	-	-	-	-	84,206	-	-	84,206
Building Fund	-	-	-	-	-	-	-	100,000	-	100,000
Community Development	-	-	-	-	-	-	-	9,000	-	9,000
General Fund	-	-	378,000	-	65,000	-	402,750	668,000	949,895	2,463,645
Subtotal	28,129,448	3,418,225	606,000	10,512,764	1,407,400	1,706,254	958,532	1,077,000	2,272,050	50,087,673
Urban Renewal	-	-	-	10,433,000	-	-	-	-	-	10,433,000
Total City Resources	\$ 28,129,448	\$ 3,418,225	\$ 606,000	\$ 20,945,764	\$ 1,407,400	\$ 1,706,254	\$ 958,532	\$ 1,077,000	\$ 2,272,050	\$ 60,520,673
Funding sources administered by the Oregon Department of Transportation on behalf of the City										
Federal Transportation Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Available Funding Sources	\$ 28,129,448	\$ 3,418,225	\$ 606,000	\$ 20,945,764	\$ 1,407,400	\$ 1,706,254	\$ 958,532	\$ 1,077,000	\$ 2,272,050	\$ 60,520,673

The City of Wilsonville’s Capital Improvement Plan is budgeted to meet the demands of a growing community while planning for future development and maintaining existing infrastructure. In addition to the typical construction related projects, the budget also has projects broken down into the following categories: Master Plan & Studies, System Development Reimbursements, Livability Improvements, Annual Maintenance Projects, and Miscellaneous Projects.

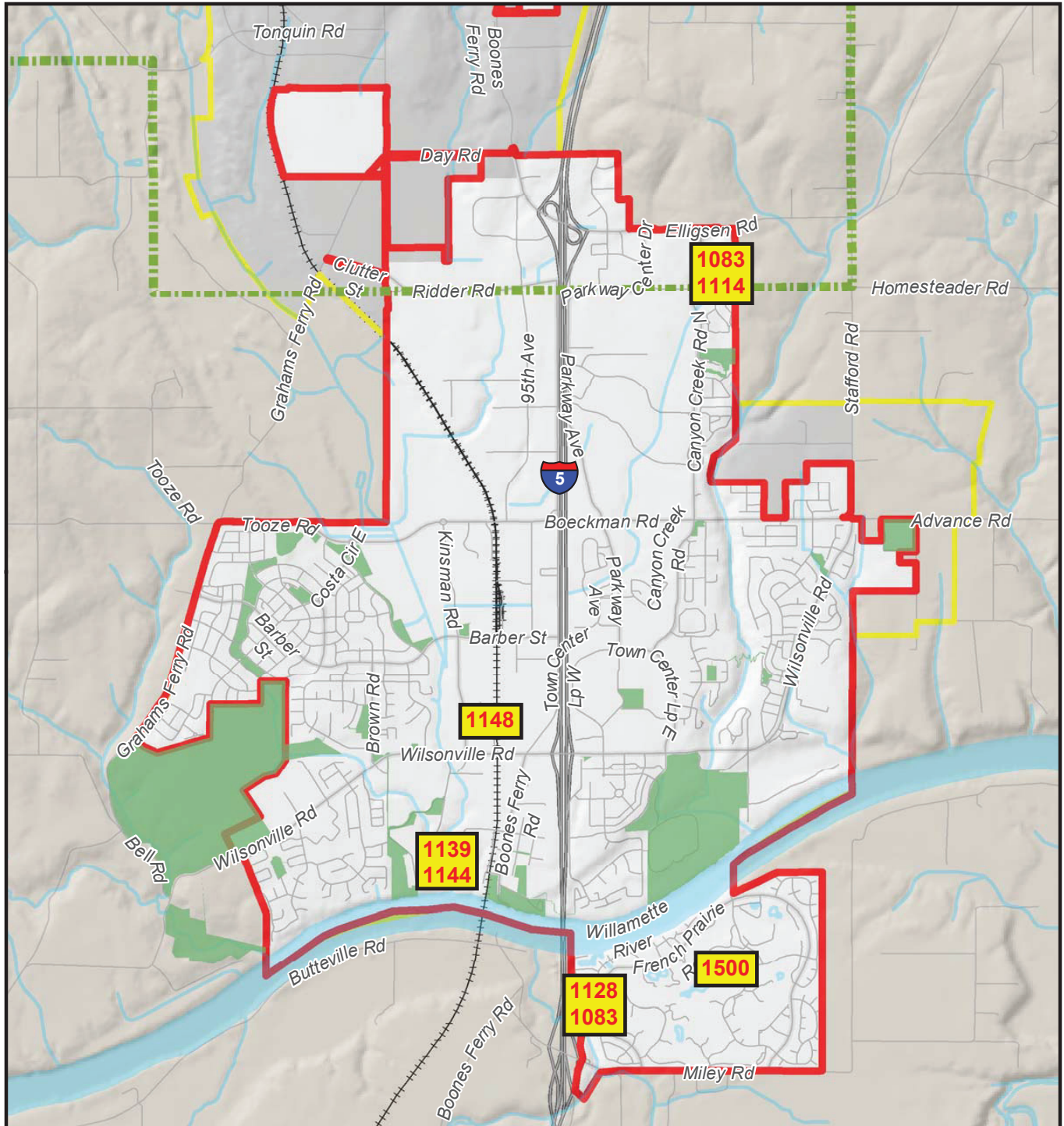




Results of the 2020 street maintenance project.



Water Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<p>Wilsonville Boundaries</p> <ul style="list-style-type: none">  City Limits  County Boundary  UGB 	 <p>4/3/2020</p>  <p>0 Miles 0.5</p>
		

2021-22 Funding Sources

CIP #	Project Name	Water Operating	Water SDC	WWSP	City of Sherwood	Total Resources
Construction Projects						
1139	5th St / Kinsman Extension Water Line	\$ -	\$ 866,455	\$ -	\$ -	\$ 866,455
1144	WTP 20 MGD Expansion	8,228,792	8,654,245	-	8,428,863	25,311,900
1148	Priority 1B Water Distribution Improvements	510,000	-	-	-	510,000
1500	Water Ops Allocation to Charbonneau	372,257	-	-	-	372,257
Master Plan and Studies						
1138	Water Management & Conservation Plan	83,536	62,532	-	-	146,068
Annual Maintenance Projects						
1048	Annual - Water Distribution System Miscellaneous Improvements	103,500	-	-	-	103,500
1083	Annual - Well Facility Rehab and Upgrade	278,528	-	-	-	278,528
1121	Annual - Pipe/Valve/Hydrant Replacement	103,500	-	-	-	103,500
1128	Annual - Well Upgrades and Maintenance (Downhole)	113,500	-	-	-	113,500
Miscellaneous Projects						
1114	Water System Telemetry	62,425	-	-	-	62,425
1117	Annual - Fire Flow Data Collection For System Capacity & Growth	5,490	-	-	-	5,490
1126	Segment 3B Waterline Mitigation Site	9,364	7,661	-	-	17,025
1127	WWSP Coordination	-	-	140,700	-	140,700
1129	Annual - GIS and Water Model Updates	6,100	-	-	-	6,100
1990	CD Department Support for Miscellaneous Projects	10,300	-	-	-	10,300
1993	Water CIP's - Final Closeout from Prior Years	1,544	1,156	-	-	2,700
1995	Early Planning - Future Water Projects	5,891	4,409	-	-	10,300
1998	5-Year & Annual Water CIP Budget Development	4,404	3,296	-	-	7,700
1999	Project Design & Development	34,886	26,114	-	-	61,000
		<u>\$ 9,934,017</u>	<u>\$ 9,625,869</u>	<u>\$ 140,700</u>	<u>\$ 8,428,863</u>	<u>\$ 28,129,448</u>

Water Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #1139: 5TH STREET / KINSMAN EXTENSION WATER LINE

In conjunction with the construction of the 5th to Kinsman Extension (CIP #4196), this project will complete a water line from Boones Ferry Road to Wilsonville Road, providing increased fire flow capacity, system redundancy, and provide additional service to properties within the Arrowhead Creek Planning Area.

Priority: High

Justification: City Growth

FY 2021-22 Funding Source: Water SDC

Status: Continued from FY 2017-18

Estimated Date of Completion: FY 2021-22

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

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 86,575	\$ 1,000,000	\$ 813,000	\$ -	\$ -	\$ -	\$ -	\$ 1,899,575
Project Management Fees	6,303	53,000	25,000	-	-	-	-	84,303
General Fund Overhead Fees	22,669	35,000	28,455	-	-	-	-	86,124
	<u>\$ 115,547</u>	<u>\$ 1,088,000</u>	<u>\$ 866,455</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,070,002</u>

CIP #1144: WATER TREATMENT PLANT 20 MGD EXPANSION

This project will expand the Willamette River Water Treatment Plant from 15 MGD to 20 MGD design capacity. Site electrical equipment will be replaced and renovated. Life safety, seismic retrofit, and asset repair and replacement improvements will be included.

Priority: High

Justification: City Growth

FY 2021-22 Funding Source: Water Operating/Water SDC/City of Sherwood

Status: Continued from FY 2019-20

Estimated Date of Completion: FY 2021-22

Operations Impact: To be determined at completion of planning phase

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 11,628	\$ 3,565,000	\$ 24,340,000	\$ -	\$ -	\$ -	\$ -	\$ 27,916,628
Project Management Fees	59,709	100,000	120,000	-	-	-	-	279,709
General Fund Overhead Fees	7	124,775	851,900	-	-	-	-	976,682
	<u>\$ 71,344</u>	<u>\$ 3,789,775</u>	<u>\$ 25,311,900</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 29,173,019</u>

CIP #1148: PRIORITY 1B WATER DISTRIBUTION IMPROVEMENTS

This project constructs water distribution piping improvements to correct fire flow deficiencies identified in the Water Distribution System Master Plan. FY 2021-22 include 8" Upgrade on Jackson Way, Evergreen Ave., and 8" loop north of Seely Ave.

Priority: High

Justification: Aging Infrastructure

FY 2021-22 Funding Source: Water Operating

Status: New Project

Estimated Date of Completion: FY 2023-24

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 449,339	\$ 233,480	\$ 128,634	\$ -	\$ -	\$ 811,453
Project Management Fees	-	-	44,934	23,348	12,863	-	-	81,145
General Fund Overhead Fees	-	-	15,727	8,172	4,502	-	-	28,401
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 510,000</u>	<u>\$ 265,000</u>	<u>\$ 146,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 920,999</u>

CIP #1500: WATER OPS ALLOCATION TO CHARBONNEAU

This project provides funding to implement water system improvements in the Charbonneau District as identified in the 2015 Consolidated Charbonneau Improvement Plan. This is a companion project to Charbonneau sewer, street, and storm projects CIP #2500, #4500, and CIP #7500.

Priority: High

Justification: Aging Infrastructure

FY 2021-22 Funding Source: Water Operating

Status: Continued from FY 2015-16

Estimated Date of Phase 1 Completion: FY 2024-25

Operations Impact: To be determined at completion of planning phase

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 150,186	\$ 33,000	\$ 327,980	\$ 135,785	\$ 469,680	\$ 845,630	\$ 61,105	\$ 2,023,366
Project Management Fees	29,996	3,300	32,798	13,579	46,968	84,563	6,111	217,314
General Fund Overhead Fees	5,252	1,155	11,479	4,752	16,439	29,597	2,139	70,813
	<u>\$ 185,434</u>	<u>\$ 37,455</u>	<u>\$ 372,257</u>	<u>\$ 154,116</u>	<u>\$ 533,087</u>	<u>\$ 959,790</u>	<u>\$ 69,354</u>	<u>\$ 2,311,493</u>

Water Projects

PROJECT SUMMARIES: MASTER PLAN & STUDIES

CIP #1138: WATER MANAGEMENT AND CONSERVATION PLAN

This project includes preparation and submission of the Water Management and Conservation Plan (WMCP) to the State of Oregon Water Resources Department in accordance with OAR Chapter 690, Division 086. As a major water supplier, the City of Wilsonville must demonstrate efficient use of the state's water resources through preparation of a water management and conservation plan every 10 years and progress report every 5 years. The next WMCP is due by August 1, 2022.

Priority: High

Justification: Legal Requirement

FY 2021-22 Funding Sources: Water Operating/Water SDC

Status: New Project

Estimated Date of Phase 1 Completion: FY2022-23

Operations Impact: Not Applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 106,000	\$ -	\$ -	\$ -	\$ -	\$ 106,000
Project Management Fees	-	-	36,358	-	-	-	-	36,358
General Fund Overhead Fees	-	-	3,710	-	-	-	-	3,710
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 146,068</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 146,068</u>

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #1048: WATER DISTRIBUTION SYSTEM MISCELLANEOUS IMPROVEMENTS

Annual budget item provides funds to construct minor improvements to the existing water treatment and distribution system that are not captured by larger stand-alone CIP projects. This project provides flexibility to address aging infrastructure maintenance and repair needs.

Priority: Medium

Justification: Aging infrastructure

FY 2021-22 Funding Sources: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 20,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		700	3,500	3,500	3,500	3,500	3,500	
	<u>\$ -</u>	<u>\$ 20,700</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ -</u>

CIP #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.) for the wells to remain operationally connected to the distribution system and can be brought on-line quickly, if needed. This is a companion project with Well Upgrades and Maintenance (Down-Hole) project, CIP #1128. This budget will include construction of improvements to Elligsen Well Facility and preliminary design of improvements at Charbonneau Wells.

Priority: Medium

Justification: Aging infrastructure/public safety

FY 2021-22 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 78,289	\$ 245,399	\$ 261,800	\$ 221,699	\$ 228,350	\$ 235,200	Annual
Project Management Fees		23,542	24,540	26,180	22,170	22,835	23,520	
General Fund Overhead Fees		2,740	8,589	9,163	7,759	7,992	8,232	
		<u>\$ -</u>	<u>\$ 104,571</u>	<u>\$ 278,528</u>	<u>\$ 297,143</u>	<u>\$ 251,628</u>	<u>\$ 259,177</u>	<u>\$ -</u>

CIP #1121: PIPELINE, VALVE & HYDRANT REPLACEMENT

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

Priority: High

Justification: Aging infrastructure and public safety

FY 2021-22 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 80,000	\$ 100,000	\$ 212,000	\$ 218,000	\$ 224,000	\$ 230,720	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		2,800	3,500	7,420	7,630	7,840	8,075	
		<u>\$ -</u>	<u>\$ 82,800</u>	<u>\$ 103,500</u>	<u>\$ 219,420</u>	<u>\$ 225,630</u>	<u>\$ 231,840</u>	<u>\$ -</u>

Water Projects

CIP #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 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 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 is a companion project with the Well Facility Rehabilitation and Upgrade project, CIP #1083.

Priority: Medium

Justification: Aging infrastructure and public safety

FY 2021-22 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to decrease maintenance costs

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 177,598	\$ 100,000	\$ 117,400	\$ 120,922	\$ 124,550	\$ 128,286	Annual
Project Management Fees		30,606	10,000	11,740	12,092	12,455	12,829	
General Fund Overhead Fees		6,216	3,500	4,109	4,232	4,359	4,490	
	\$ -	\$ 214,420	\$ 113,500	\$ 133,249	\$ 137,246	\$ 141,364	\$ 145,605	\$ -

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #1114: WATER SYSTEM TELEMETRY

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 and Water Treatment operators, with a radio-based SCADA system to allow for remote monitoring of the water distribution system. The system to be upgraded in FY 2021-22 is the facility at Elligsen Way.

Priority: High

Justification: Aging infrastructure

FY 2021-22 Funding Source: Water Operating

Status: Continued from FY 2011-12

Estimated Date of Completion: FY 2025-26

Operations Impact: Maintenance costs estimated at \$2,500 per year

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 188,620	\$ 17,622	\$ 55,000	\$ 56,650	\$ 58,350	\$ 60,100	\$ 61,903	\$ 498,245
Project Management Fees	36,893	1,500	5,500	5,665	5,835	6,010	6,190	67,593
General Fund Overhead Fees	6,581	617	1,925	1,983	2,042	2,104	2,167	17,418
	\$ 232,094	\$ 19,739	\$ 62,425	\$ 64,298	\$ 66,227	\$ 68,214	\$ 70,260	\$ 583,256

CIP #1117: FIRE FLOW DATA COLLECTION FOR SYSTEM CAPACITY & GROWTH

The project conducts annual hydrant flow tests in different zones throughout the City to ensure adequate water supply for fire flow to the City’s industrial and commercial businesses.

Priority: Medium

Justification: Public Safety

FY 2021-22 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Maintenance costs estimated at \$650 per year

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 5,150	\$ 5,304	\$ 5,650	\$ 5,979	\$ 6,318	\$ 6,507	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		180	186	198	209	221	228	
	\$ -	\$ 5,330	\$ 5,490	\$ 5,848	\$ 6,188	\$ 6,539	\$ 6,735	\$ -

CIP #1126: SEGMENT 3B WATERLINE MITIGATION SITE

The wetland mitigation site constructed during the Segment 3B water line project, CIP #1055, requires five years of maintenance and monitoring after construction was completed. This project budgets the expenditures on an annual basis until completion in FY 2019-20.

Priority: High

Justification: Regulatory requirement

FY 2021-22 Funding Source: Water Operating/Water SDC

Status: Continued from FY 2013-14

Estimated Date of Completion: FY 2021-22

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 8,553	\$ 7,500	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 31,053
Project Management Fees	42,573	500	1,500	-	-	-	-	44,573
General Fund Overhead Fees	1,423	263	525	-	-	-	-	2,211
	\$ 52,549	\$ 8,263	\$ 17,025	\$ -	\$ -	\$ -	\$ -	\$ 77,837

Water Projects

CIP #1127: WILLAMETTE RIVER WATER SUPPLY COORDINATION

This project is being used to accrue expenses for Community Development staff support and the City's share of consultant fees for the Willamette Water Supply Program (WWSP) being led by the Tualatin Valley Water District. This project 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: Regional Growth

FY 2021-22 Funding Source: WWSP

Status: Continued from FY 2013-14

Estimated Date of Completion: FY 2025-26

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 299,457	\$ 45,000	\$ 20,000	\$ 20,600	\$ 21,200	\$ 21,800	\$ 22,100	\$ 450,157
Project Management Fees	292,487	75,000	120,000	123,600	127,300	131,100	135,000	1,004,487
General Fund Overhead Fees	10,481	1,575	700	721	742	763	774	15,756
	<u>\$ 602,425</u>	<u>\$ 121,575</u>	<u>\$ 140,700</u>	<u>\$ 144,921</u>	<u>\$ 149,242</u>	<u>\$ 153,663</u>	<u>\$ 157,874</u>	<u>\$ 1,470,400</u>

CIP #1129: GIS AND WATER MODEL UPDATES

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 distribution system from large developments such as Frog Pond and Coffee Creek.

Priority: High

Justification: City growth

FY 2021-22 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 2,650	\$ 5,894	\$ 6,071	\$ 6,248	\$ 6,424	\$ 6,601	Annual
Project Management Fees		3,185	-	-	-	-	-	
General Fund Overhead Fees		93	206	212	219	225	231	
		<u>\$ -</u>	<u>\$ 6,100</u>	<u>\$ 6,283</u>	<u>\$ 6,467</u>	<u>\$ 6,649</u>	<u>\$ 6,832</u>	<u>\$ -</u>

CIP #1990: COMMUNITY DEVELOPMENT SUPPORT FOR MISCELLANEOUS WATER PROJECTS

This project funds as-needed Engineering/Community Development staff support for Water Operations repair or replacement projects. Prior to FY 2015-16, Engineering/CD support for Water Operations was programmed into individual Water Operations CIPs.

Priority: High

Justification: Aging Infrastructure

FY 2021-22 Funding Source: Water Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		10,000	10,300	10,609	10,927	11,255	11,593	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,300</u>	<u>\$ 10,609</u>	<u>\$ 10,927</u>	<u>\$ 11,255</u>	<u>\$ 11,593</u>
								<u>\$ -</u>

CIP #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: Aging Infrastructure

FY 2021-22 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,400	2,700	2,781	2,864	2,950	3,039	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 1,400</u>	<u>\$ 2,700</u>	<u>\$ 2,781</u>	<u>\$ 2,864</u>	<u>\$ 2,950</u>	<u>\$ 3,039</u>
								<u>\$ -</u>

Water Projects

CIP #1995: EARLY PLANNING – FUTURE WATER PROJECTS

This project is for staff efforts on future CIP projects which are in the 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

FY 2021-22 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	10,300	10,609	10,927	11,255	11,593	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 10,300</u>	<u>\$ 10,609</u>	<u>\$ 10,927</u>	<u>\$ 11,255</u>	<u>\$ 11,593</u>	<u>\$ -</u>

CIP #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

FY 2021-22 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		7,500	7,700	7,931	8,169	8,414	8,666	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 7,500</u>	<u>\$ 7,700</u>	<u>\$ 7,931</u>	<u>\$ 8,169</u>	<u>\$ 8,414</u>	<u>\$ 8,666</u>	<u>\$ -</u>

CIP #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

FY 2021-22 Funding Source: Water Operating/Water SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

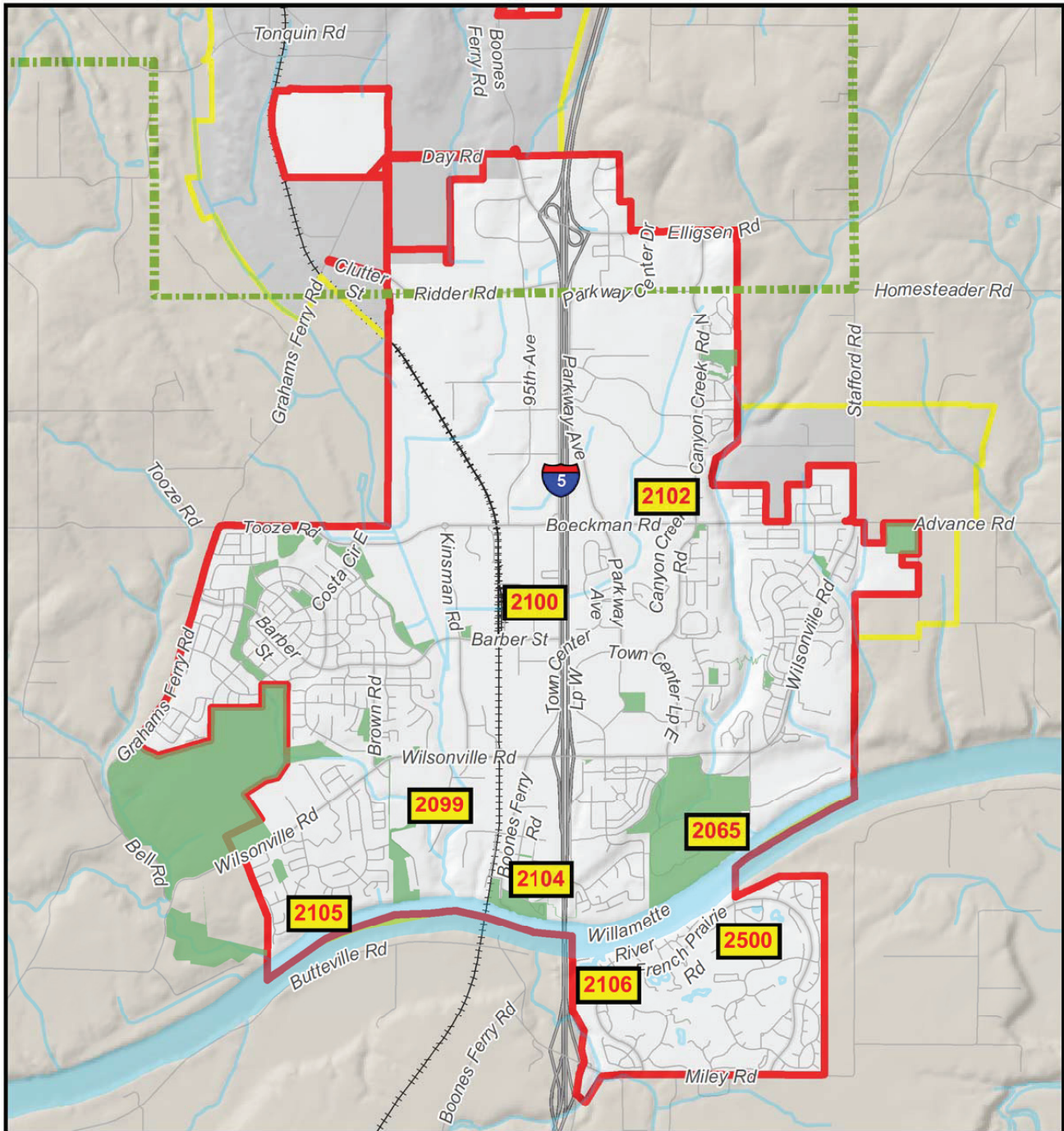
	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Project Costs:								
Design & Construction	Annual	\$ -	\$ 53,000	\$ 54,590	\$ 56,228	\$ 57,915	\$ 59,652	Annual
Project Management Fees		-	6,145	5,459	5,623	5,791	5,965	
General Fund Overhead Fees		-	1,855	1,911	1,968	2,027	2,088	
		<u>\$ -</u>	<u>\$ 61,000</u>	<u>\$ 61,960</u>	<u>\$ 63,818</u>	<u>\$ 65,733</u>	<u>\$ 67,705</u>	<u>\$ -</u>

Water Projects

Five Year Water CIP Forecast FY2021-22 thru FY2025-26

Project Name	Funding Source	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Construction Projects						
5th Street / Kinsman Extension Water Line	Water SDC	\$ 866,455	\$ -	\$ -	\$ -	\$ -
Water Ops Allocation to Charbonneau	Water Operations	372,257	154,116	533,087	959,790	69,354
WTP 20 MGD Extension	Water Operations/SDC/ City of Sherwood	25,311,900	-	-	-	-
Priority 1B Water Distribution Improvements	Water Operations	510,000	-	-	-	-
West Side Level B Reservoir and Off-Site Improvements	Water SDC	-	1,670,000	6,320,000	-	-
16" Willamette River Crossing to Charbonneau District	Water Operations	-	-	201,572	1,462,603	-
Elligsen Reservoir Fall Protection	Water Operations	-	-	20,600	103,001	-
Elligsen West Tank-Add Altitude Valve	Water SDC	-	8,500	34,899	-	-
Automated Valve at Tooze/Westfall	Water Operations	-	15,800	65,400	-	-
Coffee Creek UR Water Line	Water SDC	-	-	-	599,500	-
Master Plan and Studies						
Distribution System Master Plan and WMCP Update	Water Operations/Water SDC	-	-	397,250	-	-
Water Rate & SDC Study	Water Operations/Water SDC	-	-	-	85,125	-
Water Management and Conservation Plan	Water Operations/Water SDC	146,068	-	-	-	-
Annual Maintenance Projects						
Water Distribution System Misc. Improvements	Water Operations	103,500	103,500	103,500	103,500	103,500
Well Facility Rehab and Upgrades	Water Operations	278,528	278,528	297,143	251,628	259,177
Water System Telemetry	Water Operations	62,425	64,298	66,227	6,824	70,260
Pipe/Valve/Hydrant Replacement	Water Operations	103,500	219,420	225,630	231,840	238,795
Well Upgrades and Maintenance	Water Operations	113,500	133,249	137,246	141,364	145,604
Miscellaneous Projects						
Fire Flow Data Collection for System Capacity & Growth	Water Operations	5,490	5,848	6,188	6,539	6,735
Segment 3B Water Line Mitigation Site	Water Operations/Water SDC	17,025	-	-	-	-
Willamette River Water Supply Coordination	WWSP	140,700	144,921	149,242	153,663	157,874
GIS and Water Model Updates	Water Operations	6,100	6,283	6,467	6,649	6,832
CD Department Support for Miscellaneous Projects	Water Operations	10,300	10,609	10,927	11,255	11,593
Water CIP's Final Closeout	Water Operations/Water SDC	2,700	2,781	2,864	2,950	3,039
Early Planning - Future Water Projects	Water Operations/Water SDC	10,300	10,609	10,927	11,255	11,593
5 Year and Annual Budget Development	Water Operations/Water SDC	7,700	7,931	8,169	8,414	8,666
Project Design and Development	Water Operations/Water SDC	61,000	61,960	63,818	65,733	67,705
Total 5 Year Projections		\$ 28,129,448	\$ 2,898,353	\$ 8,661,156	\$ 4,211,633	\$ 1,160,727
Funding Sources						
Water Operations		\$ 9,934,017	\$ 1,039,121	\$ 1,722,880	\$ 3,335,354	\$ 963,722
Water SDC		9,625,869	1,714,311	6,789,034	722,616	39,131
WWSP		140,700	144,921	149,242	153,663	157,874
Sherwood		8,428,863	-	-	-	-
Total Funding Sources		\$ 28,129,448	\$ 2,898,353	\$ 8,661,156	\$ 4,211,633	\$ 1,160,727

Sewer Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<p>Wilsonville Boundaries</p> <ul style="list-style-type: none"> City Limits County Boundary UGB 	<p>WILSONVILLE GIS 4/3/2020</p> <p>0 Miles 0.5</p>

2021-22 Funding Sources

CIP #	Project Name	Sewer Operating	Sewer SDC	Total Resources
Construction Projects				
2065	Memorial Park Pump Station Relocation	\$ 2,250	\$ 2,750	\$ 5,000
2099	5th Street / Kinsman Extension Sewer Trunk	-	862,000	862,000
2100	Boberg Diversion Structure	111,798	-	111,798
2102	Boeckman Rd Sanitary Improvements - Frog Pond	-	215,650	215,650
2105	Corral Creek & Rivergreen Pump Station Rehabilitation	908,000	-	908,000
2106	Charbonneau Lift Station Rehabilitation	496,563	-	496,563
2500	Sewer Ops Allocation to Charbonneau	521,265	-	521,265
Master Plan and Studies				
2066	Sewer System Rate Study and SDC Update	46,225	46,225	92,450
2104	Wastewater Treatment Plant Master Plan	2,814	7,186	10,000
Annual Maintenance Projects				
2060	Miscellaneous Small Sewer Projects	103,500	-	103,500
Miscellaneous Projects				
2990	CD Department Support for Miscellaneous Projects	10,300	-	10,300
2993	Sewer CIPs Closeout from Prior Years	760	1,940	2,700
2995	Early Planning - Future Sewer Projects	2,898	7,402	10,300
2998	5 Year and Annual Sewer CIP Budget Dev. (All CD OH)	2,167	5,533	7,700
2999	Project Design and Development	17,165	43,835	61,000
		<u>\$ 2,225,705</u>	<u>\$ 1,192,521</u>	<u>\$ 3,418,225</u>

Sewer Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #2065: MEMORIAL PARK PUMP STATION RELOCATION

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 are for design, engineering, and construction. Construction is planned for FY 2019 - FY 2021.

Priority: High

Justification: City growth and regulatory requirements

FY 2021-22 Funding Sources: Sewer Operating/Sewer SDC

Status: Continued from FY 2008-09

Estimated Date of Completion: FY 2021-22

Operations Impact: Improvements to help decrease maintenance costs

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 828,412	\$ 4,255,523	\$ 4,405	\$ -	\$ -	\$ -	\$ -	\$ 5,088,340
Project Management Fees	163,044	100,000	441	-	-	-	-	263,485
General Fund Overhead Fees	32,780	148,943	154	-	-	-	-	181,877
	<u>\$ 1,024,236</u>	<u>\$ 4,504,466</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,533,702</u>

CIP #2099: 5TH STREET/KINSMAN EXTENSION SEWER TRUNK

This project will construct sewer collection pipelines underneath, and in conjunction with the 5th Street to Kinsman Extension project (CIP #4196). This year construction will be a 15" sanitary sewer main extension between the Wood School Interceptor and Boones Ferry Rd as part of the 5th to Kinsman roadway extension project.

Priority: High

Justification: City Growth

FY 2021-22 Funding Sources: Sewer SDC

Status: Continued from FY 2016-17

Estimated Date of Completion: FY 2022-23

Operations Impact: Maintenance costs estimated at \$300 per year

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 108,682	\$ 1,820,000	\$ 803,865	\$ 151,914	\$ -	\$ -	\$ -	\$ 2,884,461
Project Management Fees	26,248	80,000	30,000	15,191	-	-	-	151,439
Engineering Administration	2,649	63,700	28,135	5,317	-	-	-	99,801
	<u>\$ 137,579</u>	<u>\$ 1,963,700</u>	<u>\$ 862,000</u>	<u>\$ 172,422</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,135,701</u>

CIP #2100: BOBERG DIVERSION STRUCTURE

This project replaces the damages on the Boberg wastewater collection system diversion structure to improve system functionality and ensure capacity for upstream development.

Priority: High

Justification: City Growth

FY 2021-22 Funding Sources: Sewer Operating

Status: New Project

Estimated Date of Completion: FY 2021-22

Operations Impact: To be determined at completion of planning phase

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 98,500	\$ -	\$ -	\$ -	\$ -	\$ 98,500
Project Management Fees	-	-	9,850	-	-	-	-	9,850
General Fund Overhead Fees	-	-	3,448	-	-	-	-	3,448
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 111,798</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 111,798</u>

CIP #2102: BOECKMAN ROAD SANITARY IMPROVEMENTS - FROG POND

As part of the Frog Pond West Neighborhood Master Plan the City agreed to take on the design and reconstruction of Boeckman Road from Advance/Wilsonville Rd. to the proposed bridge over Boeckman Creek. Two separate development applications for subdivisions in Frog Pond require the City to proceed with design plans. This project is the sanitary sewer component.

Note: Timing of sewer construction is dependent on collection of the Frog Pond supplemental fee.

Priority: Medium

Justification: City Growth

FY 2021-22 Funding Sources: Sewer SDC

Status: Continued from FY 2017-18

Estimated Date of Completion: FY 2023-24

Operations Impact: Maintenance costs estimated at \$3,000 per year

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 253,715	\$ 50,000	\$ 190,000	\$ 497,985	\$ -	\$ -	\$ -	\$ 991,700
Project Management Fees	8,880	5,000	19,000	49,799	-	-	-	82,679
General Fund Overhead Fees	8,554	1,750	6,650	17,429	-	-	-	34,383
	<u>\$ 271,149</u>	<u>\$ 56,750</u>	<u>\$ 215,650</u>	<u>\$ 565,213</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,108,762</u>

Sewer Projects

CIP #2105: CORRAL CREEK & RIVERGREEN PUMP STATION REHABILITATION

This project rehabilitates the aging Corral Creek and Rivergreen wastewater pump stations, including replacement and upgrading of telemetry, electrical, and pump systems.

Priority: High

Justification: City Growth

FY 2021-22 Funding Sources: Sewer Operating

Status: Continued from FY2020-21

Estimated Date of Completion: FY 2021-22

Operations Impact: Improvements to help decrease maintenance cost

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 800,000	\$ 217,797	\$ 784,493	\$ 185,348	\$ 532,863	\$ 2,520,502
Project Management Fees	-	-	80,000	21,780	78,449	18,535	53,286	252,050
General Fund Overhead Fees	-	-	28,000	7,623	27,457	6,487	18,650	88,218
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 908,000</u>	<u>\$ 247,200</u>	<u>\$ 890,400</u>	<u>\$ 210,370</u>	<u>\$ 604,800</u>	<u>\$ 2,860,770</u>

CIP #2106: CHARBONNEAU LIFT STATION REHAB

This project rehabilitates the aging Charbonneau wastewater lift station, including replacement and upgrading of telemetry, electrical, and pump systems.

Priority: High

Justification: City Growth

FY 2021-22 Funding Sources: Sewer Operating

Status: New Project

Estimated Date of Completion: FY 2021-22

Operations Impact: Improvements to help decrease maintenance costs

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 437,500	\$ 217,797	\$ 784,493	\$ 185,348	\$ 532,863	\$ 2,158,002
Project Management Fees	-	-	43,750	21,780	78,449	18,535	53,286	215,800
General Fund Overhead Fees	-	-	15,313	7,623	27,457	6,487	18,650	75,530
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 496,563</u>	<u>\$ 247,200</u>	<u>\$ 890,400</u>	<u>\$ 210,370</u>	<u>\$ 604,800</u>	<u>\$ 2,449,333</u>

CIP #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 Charbonneau Consolidated Improvement Plan approved by City Council. This is a companion project with CIP #1500, CIP #4500 and CIP #7500. For FY2021-22, the projects include Old Farm Rd Phase I-construction and Village Green Circle/Edgewater Lane-Design.

Priority: High

Justification: Aging infrastructure

FY 2021-22 Funding Sources: Sewer Operating

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2025-26

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 450,000	\$ 459,264	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		45,000	45,926	1,600	1,600	1,700	1,700	
General Fund Overhead Fees		15,750	16,074	-	-	-	-	
		<u>\$ 510,750</u>	<u>\$ 521,264</u>	<u>\$ 1,600</u>	<u>\$ 1,600</u>	<u>\$ 1,700</u>	<u>\$ 1,700</u>	<u>\$ -</u>

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

CIP #2066: SEWER SYSTEM RATE STUDY AND SDC

This project evaluates and updates the sewer utility rates and SDC rate structure, including rate analysis related to the 2022 Wastewater Treatment Plant Master Plan.

Priority: High

Justification: City Growth

FY 2021-22 Funding Sources: Sewer Operating/Sewer SDC

Status: Continued from FY 2020-21

Estimated Date of Completion: FY 2021-22

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 69,657	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 139,657
Project Management Fees	2,434	-	20,000	-	-	-	-	22,434
General Fund Overhead Fees	8,543	-	2,450	-	-	-	-	10,993
	<u>\$ 80,634</u>	<u>\$ -</u>	<u>\$ 92,450</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 173,084</u>

Sewer Projects

CIP #2104: WASTEWATER TREATMENT PLANT MASTER PLAN

This project continues long range master planning for the Wilsonville Wastewater Treatment Plant by completing evaluations and analysis of the existing building and treatment processes and evaluation of long term expansion needs.

Priority: High

Justification: City Growth

FY 2021-22 Funding Sources: Sewer Operating/Sewer SDC

Status: Continued from FY2019-20

Estimated Date of Completion: FY2021-22

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 10,988	\$ 415,000	\$ 8,810	\$ -	\$ -	\$ -	\$ -	\$ 434,798
Project Management Fees	3	42,000	882	-	-	-	-	42,885
General Fund Overhead Fees	17,217	14,525	308	-	-	-	-	32,050
	<u>\$ 28,208</u>	<u>\$ 471,525</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 509,733</u>

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #2060: MISCELLANEOUS SMALL SEWER PROJECTS

This annual budget project provides funds for small replacement and repair projects that arise throughout the year and are not covered by another CIP project.

Priority: Medium

Justification: Aging infrastructure

FY 2021-22 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		3,500	3,500	3,500	3,500	3,500	3,500	
	<u>\$ -</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ 103,500</u>	<u>\$ -</u>

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #2990: CD DEPT SUPPORT FOR MISCELLANEOUS SEWER OPERATIONS

This project funds as-needed Engineering/Community Development staff support for miscellaneous Sewer Operations repair or replacement projects that are generally performed or contracted for directly by the Public Works Department and do not include budgeted staff overhead.

Priority: High

Justification: Aging Infrastructure

FY 2021-22 Funding Sources: Sewer Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	10,300	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	\$ -	\$ 5,000	\$ 10,300	\$ -	\$ -	\$ -	\$ -	\$ -

CIP #2993: SEWER CLOSEOUTS FROM PRIOR YEARS

This project funds small project 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

FY 2021-22 Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		2,600	2,700	1,600	1,600	1,700	1,700	
General Fund Overhead Fees		-	-	-	-	-	-	
	\$ -	\$ 2,600	\$ 2,700	\$ 1,600	\$ 1,600	\$ 1,700	\$ 1,700	\$ -

Sewer Projects

CIP #2995: EARLY PLANNING – FUTURE SEWER PROJECTS

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

Priority: Medium

Justification: City growth

FY 2021-22 Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	10,300	5,800	6,000	6,200	6,300	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 10,300</u>	<u>\$ 5,800</u>	<u>\$ 6,000</u>	<u>\$ 6,200</u>	<u>\$ 6,300</u>	<u>\$ -</u>

CIP #2998: 5 YEAR & ANNUAL SEWER CIP BUDGET DEVELOPMENT

This line item budgets for staff time expenditures for developing and managing the annual sewer capital project budget and the 5 year sewer capital improvement program, and includes prioritizing projects from the City's master plans.

Priority: High

Justification: Fiscal planning for CIPs

FY 2021-22 Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		7,500	7,700	6,900	7,100	7,300	7,500	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 7,500</u>	<u>\$ 7,700</u>	<u>\$ 6,900</u>	<u>\$ 7,100</u>	<u>\$ 7,300</u>	<u>\$ 7,500</u>	<u>\$ -</u>

CIP #2999: PROJECT DESIGN & DEVELOPMENT

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

Priority: High

Justification: Unanticipated and emergency projects

FY 2021-22 Funding Sources: Sewer Operating/Sewer SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ 53,000	\$ 53,045	\$ 56,227	\$ 61,288	\$ 68,643	Annual
Project Management Fees		-	6,145	5,304	5,623	6,129	6,864	
General Fund Overhead Fees		-	1,855	1,857	1,968	2,145	2,403	
		<u>\$ -</u>	<u>\$ 61,000</u>	<u>\$ 60,206</u>	<u>\$ 63,818</u>	<u>\$ 69,562</u>	<u>\$ 77,910</u>	<u>\$ -</u>

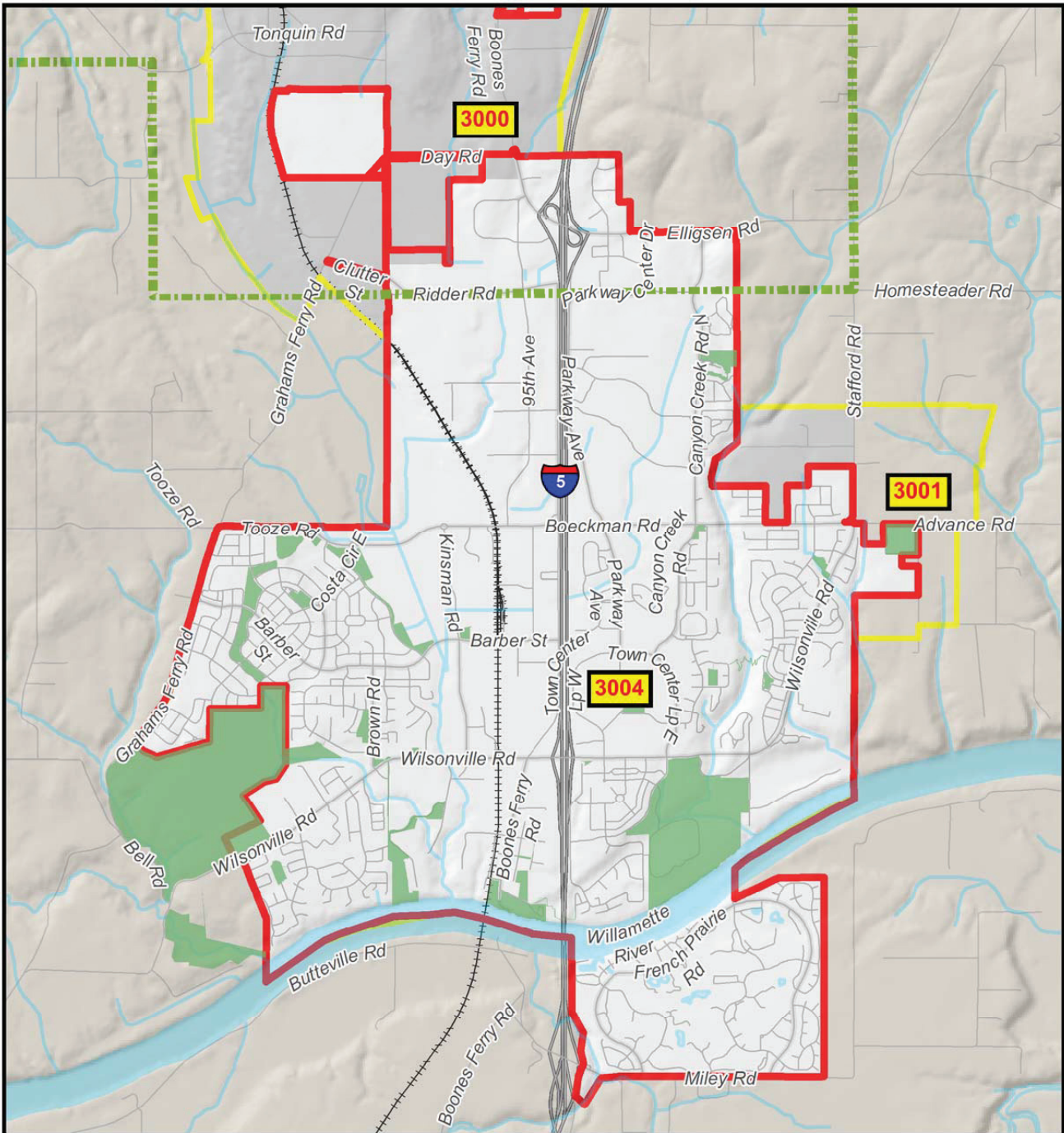
Sewer Projects

Five Year Sewer CIP Forecast FY2021-22 thru FY2025-26

Project Name	Funding Source	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Construction Projects						
Memorial Park Pump Station Relocation and Upsize	Sewer Ops/Sewer SDC	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Coffee Creek Interceptor - Kinsman Rd - Phase 1	Sewer Ops/Sewer SDC	-	-	-	-	-
5th Street / Kinsman Extension Sewer Trunk	Sewer SDC	862,000	-	-	-	-
Boeckman Road Sanitary Improvements - Frog Pond	Sewer SDC's	215,650	510,750	113,500	-	-
Garden Acres Sewer Extension	Sewer SDC's	-	-	-	-	-
Wastewater Treatment Plant Master Plan-Implementation	Sewer SDC's	-	-	-	-	3,500,000
Sewer Operations Allocation to Charbonneau	Sewer Ops	521,265	816,581	287,589	540,101	344,928
Boeckman Creek Interceptor Phase 1	Sewer SDC's / Frog Pond Dev.	-	2,235,000	3,900,000	-	3,148,000
Corral Creek & Rivergreen Pump Station Rehabilitation	Sewer Ops	908,000	-	-	-	-
Boberg Diversion Structure	Sewer Ops	111,798	-	-	-	-
Charbonneau Lift Station	Sewer Ops	496,563	-	-	-	-
Town Center Pump Station Replacement	Sewer Ops	-	-	109,000	396,000	-
Coffee Creek Interceptor Railroad Undercrossing	Sewer Ops/Sewer SDC	-	182,000	565,000	-	-
Coffee Creek Day Road Sewer Extension*	Coffee Creek Urban Renewal	-	-	834,000	2,977,000	-
Coffee Creek Interceptor Phase II	Sewer Ops/Sewer SDC	-	428,000	1,443,000	-	-
Master Plan and Studies						
Sewer System Rate Study Update	Sewer Ops/Sewer SDC	92,450	-	-	-	92,450
Wastewater Treatment Plant Master Plan	Sewer SDC's/Ops	10,000	-	-	-	-
Annual Maintenance Projects						
Miscellaneous Small Sewer Projects	Sewer Ops	103,500	103,500	103,500	103,500	103,500
Collection System Rehab Projects (non-Charbonneau)	Sewer Ops	-	-	-	-	-
Miscellaneous Projects						
CD Dept Support for Miscellaneous Sewer Operations	Sewer Ops	10,300	10,600	10,900	11,200	11,500
Sewer CIPs Closeout from Prior Years	Sewer Ops/Sewer SDC	2,700	2,800	2,900	3,000	3,100
Early Planning - Future Sewer Projects	Sewer Ops/Sewer SDC	10,300	10,600	10,900	11,200	11,500
5 Year and Annual Sewer CIP Budget Development	Sewer Ops/Sewer SDC	7,700	7,900	8,100	8,300	8,500
Project Design and Development	Sewer Ops/Sewer SDC	61,000	63,000	68,500	67,000	69,000
		\$ 3,418,225	\$ 4,370,731	\$ 7,456,889	\$ 4,117,301	\$ 7,292,478
Funding Sources						
Sewer Ops		\$ 2,225,704	\$ 1,422,023	\$ 2,019,990	\$ 1,075,986	\$ 532,070
Sewer SDC		1,192,521	2,948,708	4,602,899	64,315	6,760,408
Coffee Creek Urban Renewal		-	-	834,000	2,977,000	-
Total Funding Sources		\$ 3,418,225	\$ 4,370,731	\$ 7,456,889	\$ 4,117,302	\$ 7,292,478

*Available Coffee Creek URA funding for future projects dependent upon growth within the District

Planning Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<p>Wilsonville Boundaries</p> <ul style="list-style-type: none">  City Limits  County Boundary  UGB 	<p>WILSONVILLE GIS 4/3/2020</p> <p>0 Miles 0.5</p>
		

2021-22 Funding Sources

CIP #	Project Name	General Fund	Grants & Contributions	Total Resources
Master Plan and Studies				
3000	Basalt Creek Planning	\$ 85,000	\$ -	\$ 85,000
3001	Frog Pond Master Planning (East/South)	63,000	228,000	291,000
3004	Town Center Concept Planning	230,000	-	230,000
		<u>\$ 378,000</u>	<u>\$ 228,000</u>	<u>\$ 606,000</u>

Planning Projects

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

CIP #3000: BASALT CREEK PLANNING

Evaluate the City’s Planned Development Industrial zoning designation to determine its suitability for implementing the Craft Industrial and High-tech Employment District land use categories, consider application of a form-based code for development in this area, and determine if additional infrastructure analysis and planning is needed to position the Basalt Creek planning area to be development ready.

Priority: High

Justification: Future growth and economic development

FY 2021-22 Funding Sources: General Fund

Status: Continued from FY 2013-14

Estimated Date of Completion: FY 2022-23

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 55,604	\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 155,604
Project Management Fees	454,438	7,000	35,000	15,000	-	-	-	511,438
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ 510,042</u>	<u>\$ 7,000</u>	<u>\$ 85,000</u>	<u>\$ 65,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 667,042</u>

CIP #3001: FROG POND MASTER PLANNING AREA

This project funds continued staff support and consulting services for master planning of the 180 acre Frog Pond area, and Master Planning for the Advance Road Urban Reserve area. This area was added to the Urban Growth Boundary in 2018.

Priority: High

Justification: Future growth

FY 2021-22 Funding Sources: General Fund/Grants

Status: Continued from FY 2013-14

Estimated Date of Completion: FY 2022-23

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 436,594	\$ 32,000	\$ 228,000	\$ 90,000	\$ -	\$ -	\$ -	\$ 786,594
Project Management Fees	357,080	36,049	63,000	18,000	-	-	-	474,129
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ 793,674</u>	<u>\$ 68,049</u>	<u>\$ 291,000</u>	<u>\$ 108,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,260,723</u>

CIP #3004: TOWN CENTER CONCEPT PLANNING

Continue to implement priority recommendations from the Town Center Plan including: completion of an infrastructure finance plan and assessment of urban renewal as a funding tool, developing programming and marketing programs, place-making events and projects, building public-private partnerships for a Town Center coalition and identifying development opportunities (site-specific building concepts and pro-forma development), and completing a parking management plan. Several of these initiatives will be completed in partnership with the future Economic Development Manager.

Priority: Medium

Justification: Future Growth

FY 2021-22 Funding Sources: General Fund

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2025-26

Operations Impact: Not applicable

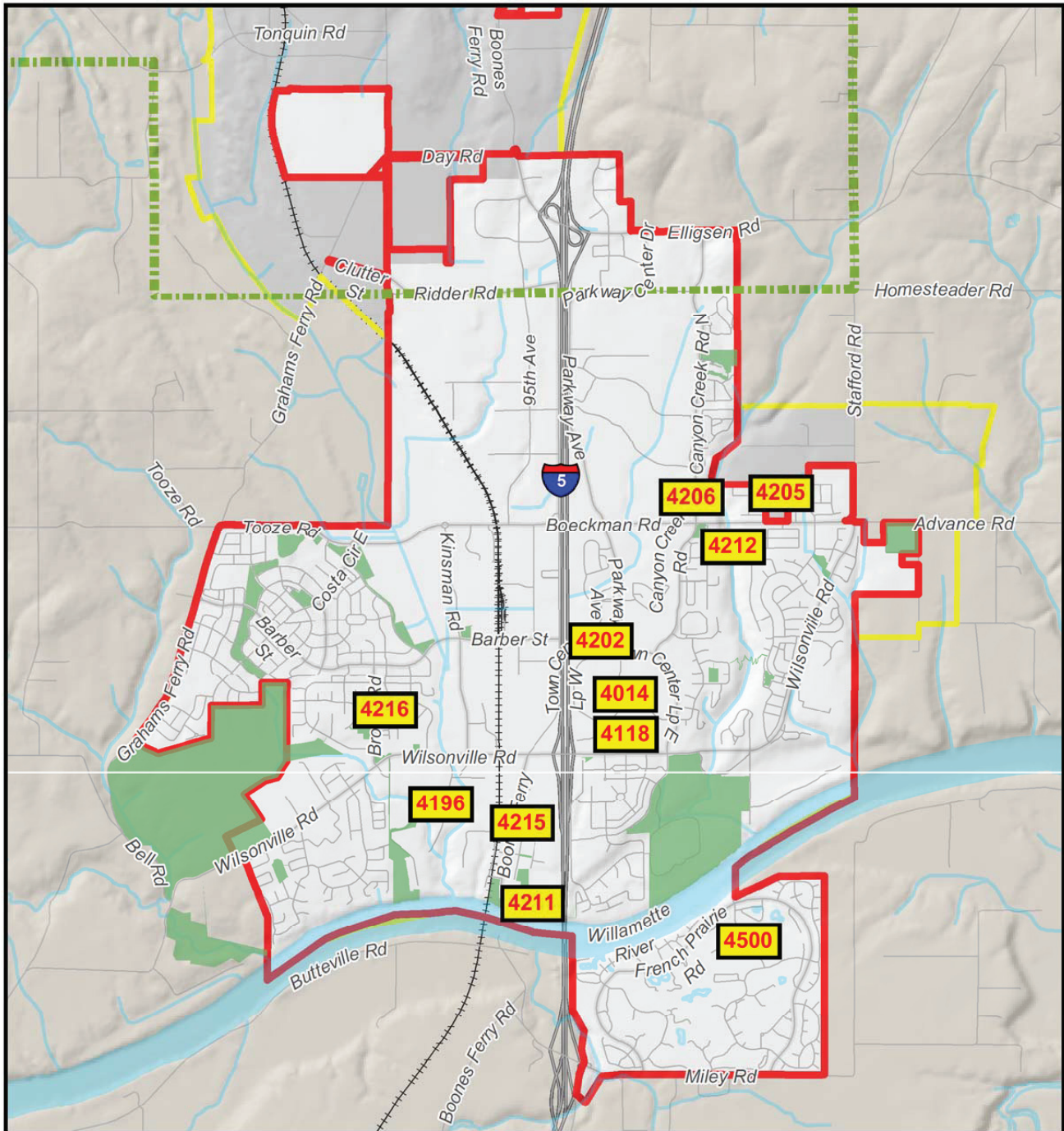
Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 469,036	\$ 115,000	\$ 170,000	\$ 100,000	\$ 80,000	\$ 30,000	\$ 30,000	\$ 994,036
Project Management Fees	516,527	105,000	60,000	30,000	25,000	10,000	10,000	756,527
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ 985,563</u>	<u>\$ 220,000</u>	<u>\$ 230,000</u>	<u>\$ 130,000</u>	<u>\$ 105,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 1,750,563</u>

Five Year Planning CIP Forecast

FY2021-22 thru FY2025-26

Project Name	Funding Source	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Master Plan and Studies						
Basalt Creek Planning	General Fund	\$ 85,000	\$ 65,000	\$ -	\$ -	\$ -
Frog Pond Master Planning	General Fund/Grant	291,000	108,000	-	-	-
Town Center Plan Implementation	General Fund	230,000	130,000	105,000	40,000	40,000
		<u>\$ 606,000</u>	<u>\$ 303,000</u>	<u>\$ 105,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>
Funding Sources						
General Fund		\$ 378,000	\$ 213,000	\$ 105,000	\$ 40,000	\$ 40,000
Grant		228,000	90,000	-	-	-
	Total Funding Sources	<u>\$ 606,000</u>	<u>\$ 303,000</u>	<u>\$ 105,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>

Streets Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<p>Wilsonville Boundaries</p> <ul style="list-style-type: none">  City Limits  County Boundary  UGB 	<p>WILSONVILLE GIS 4/3/2020</p> <p>0 Miles 0.5</p>
		

2021-22 Funding Sources

CIP #	Project Name	Road Maint Fee	Road Operating	Street SDC	Westside URA	Year 2000 URA	Total Resources
Construction Projects							
4196	5th Street / Kinsman Extension	\$ -	\$ -	\$ -	\$ -	\$ 6,453,000	\$ 6,453,000
4202	I-5 Pedestrian Bridge	-	-	5,000,000	-	-	5,000,000
4205	Boeckman Rd Street Improvements - Frog Pond	-	-	1,310,925	-	-	1,310,925
4206	Canyon Creek/Boeckman Traffic Signal	-	-	312,125	-	-	312,125
4211	French Prairie Bridge	-	-	1,000,000	-	-	1,000,000
4212	Boeckman Dip Bridge	-	-	-	-	3,450,000	3,450,000
4216	Brown Rd Improvements	-	-	-	530,000	-	530,000
4500	Road Maintenance Allocation to Charbonneau	354,764	-	-	-	-	354,764
Annual Maintenance Projects							
4014	Street Maintenance	1,976,640	-	-	-	-	1,976,640
4118	Signal Improvements	-	227,000	-	-	-	227,000
4215	Boones Ferry Rd Street Maintenance	172,520	-	-	-	-	172,520
Miscellaneous Projects							
4183	ADA Compliance	-	5,450	-	-	-	5,450
4194	5 Year Monitoring: Barber Rd	-	-	14,840	-	-	14,840
4210	5 Year Monitoring: Kinsman Extension	-	-	14,000	-	-	14,000
4993	Annual - Closeout From Prior Years	-	405	7,695	-	-	8,100
4995	Annual - Early Planning-Future Street Projects	-	2,060	18,540	-	-	20,600
4998	Annual - 5-Year and Annual Budget Planning	-	930	8,370	-	-	9,300
4999	Annual - Project Design & Construction	-	8,650	77,850	-	-	86,500
		<u>\$ 2,503,924</u>	<u>\$ 244,495</u>	<u>\$ 7,764,345</u>	<u>\$ 530,000</u>	<u>\$ 9,903,000</u>	<u>\$ 20,945,763</u>

Streets Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #4196: 5TH STREET / KINSMAN ROAD EXTENSION

This project will construct a roadway connection from the Boones Ferry Road/5th Street intersection westward and northward to the Kinsman Road/Wilsonville Road intersection. Phase 2 will extend the road westward and northward to Brown Road.

Priority: High

Justification: City growth and Council Goal

FY 2021-22 Funding Sources: Year 2000 Urban Renewal

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2020-21

Operations Impact: Maintenance costs estimated to be \$30,000 annually

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 4,045,087	\$ 4,000,000	\$ 6,353,000	\$ -	\$ -	\$ -	\$ -	\$ 14,398,087
Project Management Fees	123,597	50,000	100,000	-	-	-	-	273,597
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ 4,168,684</u>	<u>\$ 4,050,000</u>	<u>\$ 6,453,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 14,671,684</u>

CIP #4202: I-5 PEDESTRIAN BRIDGE

This project will construct a pedestrian and bicycle bridge over Interstate 5, from Town Center Loop West to Boones Ferry/Barber Street. This project will begin to accumulate the needed funds to meet future construction costs.

Priority: Medium

Justification: City growth

FY 2021-22 Funding Sources: Street SDC

Status: Continued from FY 2017-18

Estimated Date of Completion: To be determined

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

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 404,438	\$ 1,800,000	\$ 4,875,500	\$ 800,000	\$ 1,500,000	\$ 1,650,000	\$ 1,700,000	\$ 12,729,938
Project Management Fees	137,365	120,000	100,000	-	-	-	-	357,365
General Fund Overhead Fees	14,057	63,000	24,500	-	-	-	-	101,557
	<u>\$ 555,860</u>	<u>\$ 1,983,000</u>	<u>\$ 5,000,000</u>	<u>\$ 800,000</u>	<u>\$ 1,500,000</u>	<u>\$ 1,650,000</u>	<u>\$ 1,700,000</u>	<u>\$ 13,188,860</u>

*Future Years Costs are based on 5 Year projections. This project will exceed that time period.

CIP #4205: BOECKMAN RD STREET IMPROVEMENTS – FROG POND

As part of the Frog Pond West Neighborhood Master Plan the City agreed to take on the design and reconstruction of Boeckman Road from Advance/Wilsonville Rd. to the proposed bridge over Boeckman Creek. Two separate development applications for subdivisions in Frog Pond require the City to proceed with design plans. This project also has a sanitary sewer and stormwater component.

Priority: High

Justification: City growth

FY 2021-22 Funding Sources: Street SDC

Status: Continued from FY 2018-19

Estimated Date of Completion: FY 2022-24

Operations Impact: Maintenance costs estimated to be \$50,000 annually

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 447	\$ 100,000	\$ 1,155,000	\$ 2,307,775	\$ 995,925	\$ -	\$ -	\$ 4,559,147
Project Management Fees	7,368	10,000	115,500	230,778	99,593	-	-	463,238
General Fund Overhead Fees	15	3,500	40,425	80,772	34,857	-	-	159,570
	<u>\$ 7,830</u>	<u>\$ 113,499</u>	<u>\$ 1,310,925</u>	<u>\$ 2,619,325</u>	<u>\$ 1,130,375</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,181,955</u>

CIP #4206: CANYON CREEK/BOECKMAN TRAFFIC SIGNAL

Part of the Boeckman Road Dip Improvements project. Recent traffic studies show the current 4-way stop going to Level of Service (LOS) rating of E with Existing + Stage II + Project traffic volumes. LOS is based on the intersection volume/capacity ratio and delay. Signalization will improve ratings.

Priority: High

Justification: City growth

FY 2021-22 Funding Sources: Street SDC

Status: Continued from FY 2017-18

Estimated Date of Completion: FY 2023-24

Operations Impact: Maintenance costs estimated to be \$15,000 annually

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ 40,000	\$ 275,000	\$ 633,315	\$ 179,439	\$ -	\$ -	\$ 1,127,754
Project Management Fees	-	4,000	27,500	63,332	17,944	-	-	112,775
General Fund Overhead Fees	-	1,400	9,625	22,166	6,280	-	-	39,471
	<u>\$ -</u>	<u>\$ 45,400</u>	<u>\$ 312,125</u>	<u>\$ 718,813</u>	<u>\$ 203,663</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,280,001</u>

Streets Projects

CIP #4211: FRENCH PRAIRIE BRIDGE

This project begins to accumulate funds for the design, acquisitions, and construction of the French Prairie Bridge.

Priority: Low

Justification: City growth

FY 2021-22 Funding Sources: Street SDC

Status: New Project

Estimated Date of Completion: To be determined

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

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 1,000,000	\$ 100,000	\$ 400,000	\$ 500,000	\$ 600,000	\$ 2,600,000
Project Management Fees	-	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,000,000</u>	<u>\$ 100,000</u>	<u>\$ 400,000</u>	<u>\$ 500,000</u>	<u>\$ 600,000</u>	<u>\$ 2,600,000</u>

*Future Years Costs are based on 5 Year projections. This project will exceed that time period.

CIP #4212: BOECKMAN DIP BRIDGE

This project is for the design and construction of Boeckman Road. The project will upgrade the vertical curve by removing the culvert and adding a bridge across Boeckman Creek. Corridor improvements also include a three lane roadway with sidewalks and bike lanes on both sides and adequate room for a regional trail below the bridge.

Priority: Low

Justification: City growth

FY 2021-22 Funding Sources: Year 2000 Urban Renewal

Status: Continued from FY 2018-19

Estimated Date of Completion: FY 2023-24

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

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 57,016	\$ 180,000	\$ 3,300,000	\$ 5,220,000	\$ 5,220,000	\$ -	\$ -	\$ 13,977,016
Project Management Fees	76,162	100,000	150,000	100,000	100,000	-	-	526,162
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ 133,178</u>	<u>\$ 280,000</u>	<u>\$ 3,450,000</u>	<u>\$ 5,320,000</u>	<u>\$ 5,320,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 14,503,178</u>

CIP #4216: BROWN ROAD IMPROVEMENTS

This project upgrades SW Brown Road between SW Wilsonville Road and SW Evergreen Drive to meet current urban cross-section standards. Urban upgrades improve connectivity by adding bike lanes, sidewalks, and turn lanes that accommodate access to adjacent neighborhoods.

Priority: High

Justification: Aging Infrastructure

FY 2021-22 Funding Sources: Westside URA

Status: New Project

Estimated Date of Completion: FY 2024-25

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

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 470,000	\$ 660,000	\$ 2,365,000	\$ 2,365,000	\$ -	\$ 5,860,000
Project Management Fees	-	-	60,000	100,000	120,000	120,000	-	400,000
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 530,000</u>	<u>\$ 760,000</u>	<u>\$ 2,485,000</u>	<u>\$ 2,485,000</u>	<u>\$ -</u>	<u>\$ 6,260,000</u>

CIP #4500: STREET MAINTENANCE ALLOCATION TO CHARBONNEAU

This project provides an annual budget for planning, design and construction of needed street rehabilitation projects within the Charbonneau District consistent with the Charbonneau Consolidated Improvement Plan approved by Council. This is a companion project with CIP #1500, CIP #2500, and CIP #7500.

Priority: High

Justification: Aging Infrastructure

FY 2021-22 Funding Sources: Road Maintenance Fee

Status: Continued from FY 2017-18

Estimated Date of Completion: FY 2024-25

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 133,195	\$ 540,000	\$ 312,567	\$ 697,122	\$ 519,440	\$ 623,598	\$ 426,693	\$ 3,252,615
Project Management Fees	4,616	54,000	31,257	69,712	51,944	62,360	42,669	316,558
General Fund Overhead Fees	28,200	18,900	10,940	24,399	18,180	21,826	14,934	137,380
	<u>\$ 166,011</u>	<u>\$ 612,900</u>	<u>\$ 354,764</u>	<u>\$ 791,233</u>	<u>\$ 589,564</u>	<u>\$ 707,784</u>	<u>\$ 484,297</u>	<u>\$ 3,706,553</u>

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #4014: STREET MAINTENANCE

Annual street maintenance projects include surface repair and resurfacing of streets. The projects for FY 2021-2022 will include grind and pavement inlay and a portion of full depth reconstruction of Town Center Loop and Park Place.

Priority: High

Justification: Aging infrastructure

FY 2021-22 Funding Sources: Road Maintenance Fees

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 2,823,620	\$ 1,764,870	\$ 1,111,111	\$ 1,352,657	\$ 1,159,420	\$ 1,458,937	Annual
Project Management Fees		327,716	150,000	150,000	100,000	150,000	100,000	
General Fund Overhead Fees		98,827	61,770	38,889	47,343	40,580	51,063	
	\$ -	\$ 3,250,163	\$ 1,976,640	\$ 1,300,000	\$ 1,500,000	\$ 1,350,000	\$ 1,610,000	\$ -

CIP #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 an annual project with installations occurring city-wide.

Priority: Medium

Justification: City growth

FY 2021-22 Funding Sources: Road Operating Fund

Status: Annual

Estimated Date of Completion: Annual

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

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 296,087	\$ 200,000	\$ 206,000	\$ 212,180	\$ 218,545	\$ 225,102	Annual
Project Management Fees		34,050	20,000	20,600	21,218	21,855	22,510	
General Fund Overhead Fees		10,363	7,000	7,210	7,426	7,649	7,879	
	\$ -	\$ 340,500	\$ 227,000	\$ 233,810	\$ 240,824	\$ 248,049	\$ 255,491	\$ -

CIP #4215: BOONES FERRY RD STREET MAINTENANCE

This project includes work to improve the roadway driving surface on Boones Ferry Road between Bailey Street and 5th Street as part of the 5th to Kinsman roadway extension project.

Priority: Medium

Justification: City growth

FY 2021-22 Funding Sources: Road Maintenance Fees

Status: Annual

Estimated Date of Completion: FY2021-22

Operations Impact: Improvements to help decrease maintenance costs

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 152,000	\$ -	\$ -	\$ -	\$ -	\$ 152,000
Project Management Fees	-	-	15,200	-	-	-	-	15,200
General Fund Overhead Fees	-	-	5,320	-	-	-	-	5,320
	\$ -	\$ -	\$ 172,520	\$ -	\$ -	\$ -	\$ -	\$ 172,520

Streets Projects

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #4183: ADA COMPLIANCE

This project provides a nominal annual budget to address ADA deficiencies as identified in the ADA Transition Plan completed in FY 2014-15.

Priority: High

Justification: Regulatory requirement

FY 2021-22 Funding Sources: Road Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 12,500	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		1,000	5,450	5,600	5,750	5,900	6,050	
General Fund Overhead Fees		438	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 13,938</u>	<u>\$ 5,450</u>	<u>\$ 5,600</u>	<u>\$ 5,750</u>	<u>\$ 5,900</u>	<u>\$ 6,050</u>	<u>\$ -</u>

CIP #4194: 5-YEAR MONITORING: BARBER RD

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 FY 2022-23.

Priority: High

Justification: Regulatory requirement

FY 2021-22 Funding Sources: Street SDC

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2022-23

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 67,217	\$ 12,500	\$ 13,075	\$ 6,723	\$ -	\$ -	\$ -	\$ 99,515
Project Management Fees	6,055	1,000	1,308	672	-	-	-	9,035
General Fund Overhead Fees	2,239	438	458	235	-	-	-	3,369
	<u>\$ 75,511</u>	<u>\$ 13,938</u>	<u>\$ 14,840</u>	<u>\$ 7,631</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 111,920</u>

CIP #4210: 5-YEAR MONITORING: KINSMAN EXTENSION

The construction of wetland and oak enhancement mitigation was required by regulatory agencies as a part of the Kinsman Rd Extension project.

Priority: High

Justification: Regulatory requirement

FY 2021-22 Funding Sources: Street SDC

Status: New Project

Estimated Date of Completion: FY 2022-23

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 20,954	\$ 10,000	\$ 12,335	\$ 9,692	\$ -	\$ -	\$ -	\$ 52,981
Project Management Fees	570	1,000	1,234	969	-	-	-	3,773
General Fund Overhead Fees	838	350	432	339	-	-	-	1,959
	<u>\$ 22,362</u>	<u>\$ 11,350</u>	<u>\$ 14,000</u>	<u>\$ 11,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 58,713</u>

CIP #4993: STREET CIPS 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

FY 2021-22 Funding Sources: Road Operating Fund/Street SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not Applicable

<i>Project Costs:</i>	Expenses thru FY19	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		5,000	8,100	7,900	8,100	8,400	8,600	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 5,000</u>	<u>\$ 8,100</u>	<u>\$ 7,900</u>	<u>\$ 8,100</u>	<u>\$ 8,400</u>	<u>\$ 8,600</u>	<u>\$ -</u>

CIP #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 streets, bike, and pedestrian infrastructure and services.

Priority: Medium

Justification: City growth

FY 2021-22 Funding Sources: Road Operating Fund/Street SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY19	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		10,000	20,600	21,218	21,855	22,510	23,185	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 20,600</u>	<u>\$ 21,218</u>	<u>\$ 21,855</u>	<u>\$ 22,510</u>	<u>\$ 23,185</u>	<u>\$ -</u>

Streets Projects

CIP #4998: 5 YEAR & ANNUAL STREET CIP BUDGET DEVELOPMENT

Staff time expenditures for developing and master planning the annual capital project budget and the 5 year capital improvement program.

Priority: High

Justification: Fiscal planning for CIPs

FY 2021-22 Funding Sources: Road Operating Fund/Street SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		9,000	9,300	9,579	9,866	10,162	10,467	
General Fund Overhead Fees		-	-	-	-	-	-	
	\$ -	\$ 9,000	\$ 9,300	\$ 9,579	\$ 9,866	\$ 10,162	\$ 10,467	\$ -

CIP #4999: PROJECT DESIGN & DEVELOPMENT

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

Priority: High

Justification: Unanticipated and emergency projects

FY 2021-22 Funding Sources: Road Operating Fund/Street SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ 76,213	\$ 74,200	\$ 76,300	\$ 78,400	\$ 80,500	Annual
Project Management Fees		-	7,621	7,420	7,630	7,840	8,050	
General Fund Overhead Fees		-	2,666	2,597	2,671	2,744	2,818	
	\$ -	\$ -	\$ 86,500	\$ 84,217	\$ 86,601	\$ 88,984	\$ 91,368	\$ -

Streets Projects

Five Year Streets CIP Forecast FY2021-22 thru FY2025-26

Project Name	Funding Source	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Construction Projects						
5th Street / Kinsman Extension Phase 1	Year 2000	\$ 6,453,000	\$ -	\$ -	\$ -	\$ -
IS Pedestrian Bridge	Street SDC*	5,000,000	800,000	1,500,000	1,650,000	1,700,000
Boeckman Road Street Improvements - Frog Pond	Street SDC, Frog Pond Dev.	1,310,925	2,619,325	1,130,375	-	-
Canyon Creek/Boeckman Signal	Street SDC	312,125	718,813	203,663	-	-
French Prairie Bridge	Street SDC	1,000,000	100,000	400,000	500,000	600,000
Boeckman Dip Bridge	Year 2000	3,450,000	5,320,000	5,320,000	-	-
Street Maintenance Allocation to Charbonneau	Road Maintenance	354,764	791,233	589,565	707,784	484,296
Garden Acres/Day Road Intersection	Coffee Creek Urban Renewal	-	-	655,000	4,490,000	4,610,000
Brown Road Improvements	West Side Urban Renewal	530,000	760,000	2,485,000	2,485,000	-
Annual Maintenance Projects						
Street Maintenance (OH included)	Road Maintenance	1,976,640	1,300,000	1,500,000	1,350,000	1,610,000
Signal Improvements	Street SDC/Road Operating	227,000	233,810	240,824	248,849	255,490
Boones Ferry Rd Street Improvements	Road Maintenance	172,520	-	-	-	-
Miscellaneous Projects						
ADA Compliance	Road Operating	5,450	5,600	5,750	5,900	6,050
Transportation Performance Modeling	Street SDC	-	88,581	-	94,100	-
5 Year Monitoring: Barber Rd	Street SDC	14,840	7,631	-	-	-
5-Year Monitoring Kinsman Extension	Street SDC	14,000	11,000	-	-	-
Closeout From Prior Years	Street SDC/Road Operating	8,100	8,400	8,700	9,000	9,300
Early Planning-Future Street Projects	Street SDC/Road Operating	20,600	21,200	21,800	22,400	23,000
5-Year and Annual Budget Planning	Street SDC/Road Operating	9,300	9,600	9,900	10,200	10,500
Project Design/Development	Street SDC/Road Operating	86,500	89,095	91,768	94,521	97,357

*Additional Federal Funding is anticipated for completion of project

\$ 20,945,763	\$ 12,884,288	\$ 14,162,345	\$ 11,667,754	\$ 9,405,993
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Funding Sources	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Road Operating	\$ 244,495	\$ 251,820	\$ 259,356	\$ 267,911	\$ 275,091
Street SDC	7,764,345	3,662,736	2,554,924	2,367,059	2,426,606
Frog Pond Development Fee	-	798,500	798,500	-	-
Road Maintenance	2,503,924	2,091,233	2,089,565	2,057,784	2,094,296
Year 2000	9,903,000	5,320,000	5,320,000	-	-
Westside Urban Renewal	530,000	760,000	2,485,000	2,485,000	-
Coffee Creek Urban Renewal	-	-	655,000	4,490,000	4,610,000
Total Funding Sources	\$ 20,945,763	\$ 12,884,288	\$ 14,162,345	\$ 11,667,754	\$ 9,405,993

Available Coffee Creek URA funding for future projects dependent upon growth within the District

Streetscape/Bikeway Projects

2021-22 Funding Sources

CIP #	Project Name	Road Operating	Streetlight Fund	Roads SDC	General Fund	Total Resources
Livability Improvements						
4717	Pedestrian Enhancements	\$ 171,900	\$ -	\$ -	\$ -	\$ 171,900
4722	LED Street Light Conversion	-	1,045,000	-	-	1,045,000
4725	Crosswalk Flasher Replacement	113,500	-	-	-	113,500
Annual Maintenance Projects						
4729	Citywide Signage & Wayfinding	-	-	-	65,000	65,000
Miscellaneous Projects						
4799	Streetscape Project Design	9,600	-	2,400	-	12,000
		<u>\$ 295,000</u>	<u>\$ 1,045,000</u>	<u>\$ 2,400</u>	<u>\$ 65,000</u>	<u>\$ 1,407,400</u>

PROJECT SUMMARIES: LIVABILITY IMPROVEMENTS

CIP #4717: PEDESTRIAN ENHANCEMENTS

This project will continue implementation of the pedestrian improvement component of the Bicycle and Pedestrian Connectivity Action Plan updated in 2018. This fiscal year includes study and prioritization of need for pedestrian crossing enhancements. FY 2020-21 work will also include enhanced pedestrian crosswalk study and cost estimating.

Priority: High

Justification: Council Goal

FY 2021-22 Funding Sources: Road Operating Fund

Status: Continued from FY 2017-18

Estimated Date of Completion: Ongoing project to be completed in phases

Operational Impact: Maintenance costs estimated to be \$3,000 per pedestrian signal head per year

Project Costs:	Expenses thru FY20	YE Estimates FY2020-21	Budget FY2021-22	Forecast FY2022-23	Forecast FY2023-24	Forecast FY2024-25	Forecast FY2025-26	Project Total
Design & Construction	\$ 370,713	\$ 60,000	\$ 151,454	\$ -	\$ 105,727	\$ -	\$ 105,727	\$ 793,621
Project Management Fees	107,887	6,000	15,145	-	10,573	-	10,573	150,178
General Fund Overhead Fees	12,839	2,100	5,301	-	3,700	-	3,700	27,641
	<u>\$ 491,439</u>	<u>\$ 68,100</u>	<u>\$ 171,900</u>	<u>\$ -</u>	<u>\$ 120,000</u>	<u>\$ -</u>	<u>\$ 120,000</u>	<u>\$ 971,440</u>

CIP #4722: LED STREET LIGHT CONVERSION

The City has over 3,800 street lights that are either High Pressure Sodium (HPS) or Mercury Vapor (MV) that are encased in one of nine different luminaire styles. The project begins the implementation/conversion of the current high energy use lighting fixtures to the lower energy LED lighting equivalents.

Priority: Medium

Justification: Environmental Stewardship and Cost Savings

FY 2021-22 Funding Sources: Streetlight Fund

Status: Continued from FY 2016-17

Estimated Date of Completion: FY2023-24

Operations Impact: Improvements to help decrease maintenance costs

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates FY2020-21	Budget FY2021-22	Forecast FY2022-23	Forecast FY2023-24	Forecast FY2024-25	Forecast FY2025-26	Project Total
Design & Construction	\$ 153,694	\$ 495,392	\$ 1,000,000	\$ 500,000	\$ 400,000	\$ -	\$ -	\$ 2,549,086
Project Management Fees	5,047	5,000	10,000	5,000	4,000	-	-	29,047
General Fund Overhead Fees	4,967	17,339	35,000	17,500	14,000	-	-	88,806
	<u>\$ 163,708</u>	<u>\$ 517,731</u>	<u>\$ 1,045,000</u>	<u>\$ 522,500</u>	<u>\$ 418,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,666,939</u>

CIP #4725: CROSSWALK FLASHER REPLACEMENT

The city currently possesses five crosswalks with in-ground flashing systems. These systems are no longer being installed in the city due to the fact that they have been problematic and expensive to maintain. The new pedestrian activated signals utilize rapid flashing beacons that are mounted on a pole out of the road bed. The existing in-ground systems require crews to shut down one lane of traffic at a time to perform maintenance. In addition, the in-ground systems are made up of approximately 20 flashing fixture per crosswalk at approximately \$520.00 each fixture. The new pole mounted flashers would have less moving parts that are easier and safer to access. The project would replace four crosswalks the first year and two the next year.

Priority: Medium

Justification: Safety

FY 2021-22 Funding Sources: Road Operating Fund

Status: Continued from FY 2017-18

Estimated Date of Completion: FY 2022-23

Operations Impact: Improvements to help decrease maintenance costs

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates FY2020-21	Budget FY2021-22	Forecast FY2022-23	Forecast FY2023-24	Forecast FY2024-25	Forecast FY2025-26	Project Total
Design & Construction	\$ 27,630	\$ 30,000	\$ 100,000	\$ 219,150	\$ -	\$ -	\$ -	\$ 376,780
Project Management Fees	-	3,000	10,000	21,915	-	-	-	34,915
General Fund Overhead Fees	967	1,050	3,500	7,670	-	-	-	13,187
	<u>\$ 28,597</u>	<u>\$ 34,050</u>	<u>\$ 113,500</u>	<u>\$ 248,735</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 424,882</u>

Streetscape/Bikeway Projects

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #4729 CITYWIDE SIGNAGE & WAYFINDING

Implement projects in the Citywide Signage & Wayfinding Plan. Phase One projects include Kiosks, I-5 Gateway Signs, Wilsonville Road, Boones Ferry Road, and Parkway Ave, from Elligsen Road to Town Center Loop, city building identification and gateway signs. Planning will coordinate with other departments and divisions as needed, including Engineering and Public Works.

Priority: High

Justification: Annual Maintenance

FY 2021-22 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates FY2020-21	Budget FY2021-22	Forecast FY2022-23	Forecast FY2023-24	Forecast FY2024-25	Forecast FY2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 60,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 200,000
Project Management Fees	-	-	5,000	5,000	5,000	5,000	5,000	25,000
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 65,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 40,000</u>	<u>\$ 225,000</u>

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #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

FY 2021-22 Funding Sources: Road Operating Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

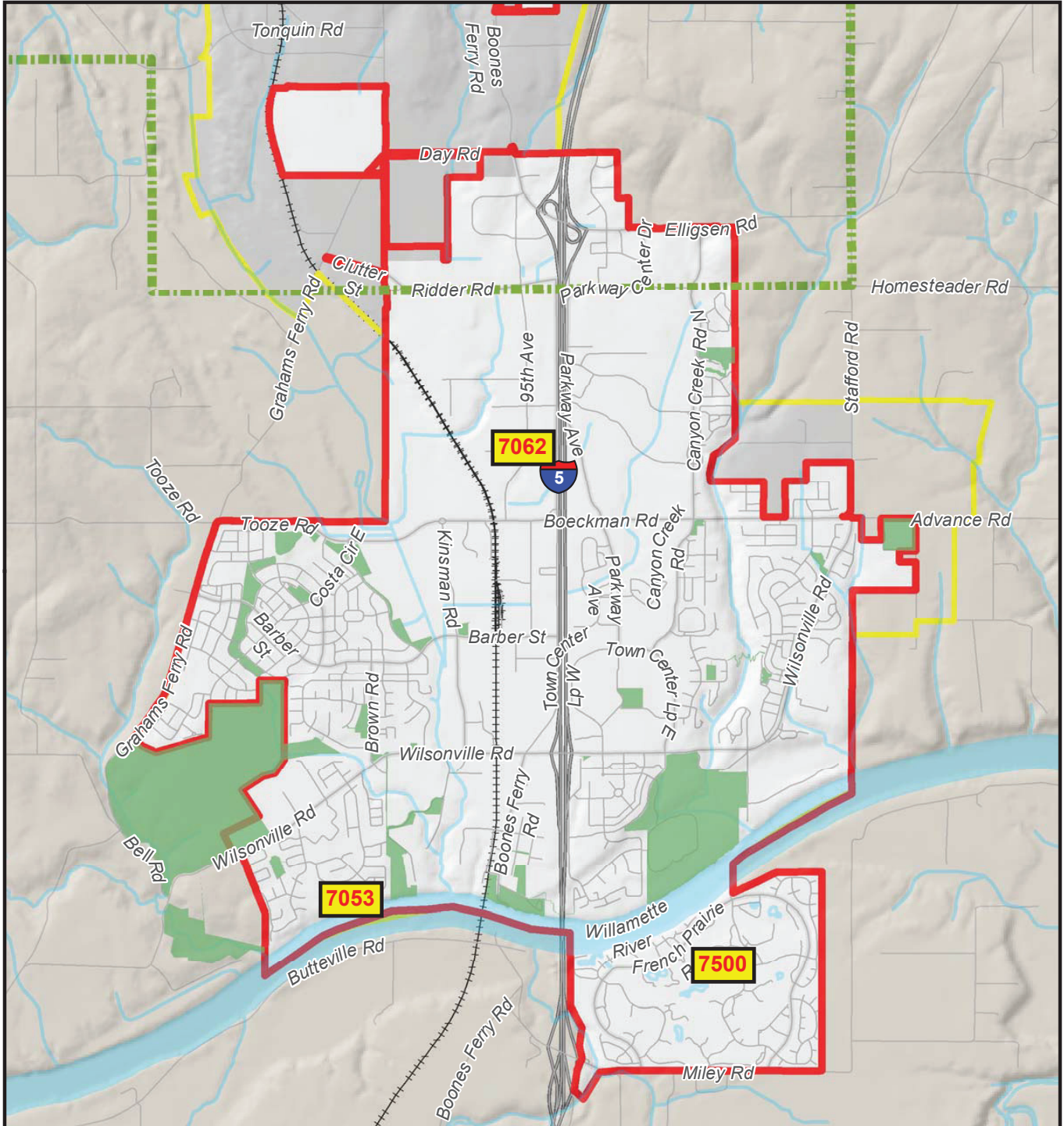
Project Costs:	Expenses thru FY20	YE Estimates FY2020-21	Budget FY2021-22	Forecast FY2022-23	Forecast FY2023-24	Forecast FY2024-25	Forecast FY2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 10,573	\$ 10,610	\$ 10,928	\$ 11,256	\$ 11,593	\$ 54,959
Project Management Fees	-	-	1,057	1,061	1,093	1,126	1,159	5,496
General Fund Overhead Fees	-	-	370	371	382	394	406	1,924
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 12,000</u>	<u>\$ 12,042</u>	<u>\$ 12,403</u>	<u>\$ 12,775</u>	<u>\$ 13,158</u>	<u>\$ 62,378</u>

Streetscape/Bikeway Projects

Five Year Streetscape CIP Forecast FY2021-22 thru FY2025-26

Project Title	Funding Source	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Livability Improvements						
Pedestrian Enhancements	Road Operating	\$ 171,900	\$ -	\$ 120,000	\$ -	\$ 120,000
LED Street Light Conversion	Streetlight fund	1,045,000	522,500	418,000	-	-
Crosswalk Flasher Replacement	Road Operating	113,500	248,735	-	-	-
Annual Maintenance Projects						
Citywide Signage & Wayfinding	General	65,000	40,000	40,000	40,000	40,000
Miscellaneous Projects						
Streetscape Project Design	Street SDC/Road Operating	12,000	12,042	12,403	12,775	13,158
Total 5 Year Projections		1,407,400	823,277	590,403	52,775	173,158
Funding Sources						
General Fund		\$ 65,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
Road Operating		295,000	258,369	129,922	10,220	130,526
Streets SDC's		2,400	2,408	2,481	2,555	2,632
Streetlight Fund		1,045,000	522,500	418,000	-	-
Total Funding Sources		\$ 1,407,400	\$ 823,277	\$ 590,403	\$ 52,775	\$ 173,158

Stormwater Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<p>Wilsonville Boundaries</p> <ul style="list-style-type: none">  City Limits  County Boundary  UGB 	 <p>4/3/2020</p>  <p>0 Miles 0.5</p>
		

2021-22 Funding Sources

CIP #	Project Name	Stormwater Operating	Stormwater SDC	Total Resources
Construction Projects				
7062	95th Avenue Storm Pipe Repairs	\$ 198,625	\$ -	\$ 198,625
7500	Storm Ops Allocation to Charbonneau	894,264	-	894,264
Master Plan and Studies				
7059	Stormwater Rate and SDC Study	46,225	46,225	92,450
7064	Stormwater Master Plan Update	182,117	182,117	364,234
Annual Maintenance Projects				
7048	City Wide Storm Sewer Replacements (non Charbonneau)	90,800	-	90,800
Miscellaneous Projects				
7051	Morey's / Rivergreen Channel Monitoring	2,838	-	2,838
7053	Willamette River Outfalls	2,043	-	2,043
7990	CD Dept Support for Miscellaneous Projects	10,300	-	10,300
7993	Stormwater CIP's Closeout from Prior Years	2,430	270	2,700
7995	Early Planning - Future Stormwater Projects	7,725	2,575	10,300
7998	5-Year & Annual Stormwater CIP Budget Development	5,005	2,695	7,700
7999	Project Design & Development	10,500	19,500	30,000
		<u>\$ 1,452,872</u>	<u>\$ 253,382</u>	<u>\$ 1,706,254</u>

Stormwater Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #7062: 95TH AVENUE STORM PIPE REPAIRS

This project replaces a collapsed and crushed portion of existing storm piping on 95th Avenue. Design plans are planned to be generated in FY 2019-20 with construction to be coordinated with the Willamette Water Supply Program construction of PLM1.3 - 66" waterline on 95th Avenue in FY 2021-22.

Priority: High

Justification: Aging Infrastructure

FY 2021-22 Funding Sources: Stormwater Operating

Status: Continued from FY 2019-20

Estimated Date of Completion: FY 2021-22

Operations Impact: Improvements will not increase current maintenance costs

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
Project Management Fees	-	10,000	17,500	-	-	-	-	27,500
General Fund Overhead Fees	-	-	6,125	-	-	-	-	6,125
	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 198,625</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 208,625</u>

CIP #7500: STORMWATER OPERATIONS ALLOCATION TO CHARBONNEAU

This project funds planning, design and construction of needed storm sewer rehabilitation projects within the Charbonneau District consistent with the Council approved Charbonneau Consolidated Improvement Plan. This is a companion project with CIP #1500, CIP #2500, and CIP #4500.

Priority: High

Justification: Aging Infrastructure

FY 2021-22: Funding Sources: Stormwater Operating

Status: Continued from FY 2015-16

Estimated Date of Completion: Multiyear Project

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 3,382,202	\$ 1,820,000	\$ 787,898	\$ 1,483,440	\$ 1,174,347	\$ 1,058,195	\$ 951,853	\$ 10,657,935
Project Management Fees	325,759	110,000	78,790	148,344	117,435	105,820	95,185	981,333
General Fund Overhead Fees	118,377	63,700	27,576	51,920	41,102	37,037	33,315	373,028
	<u>\$ 3,826,338</u>	<u>\$ 1,993,700</u>	<u>\$ 894,264</u>	<u>\$ 1,683,704</u>	<u>\$ 1,332,884</u>	<u>\$ 1,201,051</u>	<u>\$ 1,080,353</u>	<u>\$ 12,012,295</u>

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

CIP #7059: STORMWATER RATE AND SDC STUDY

This project evaluates and updates the storm utility rates and SDC rate structure, including rate analysis related to the 2021 Stormwater Master Plan.

Priority: High

Justification: City growth

FY 2021-22 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Continued from FY2020-21

Estimated Date of Completion: FY 2021-22

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Project Management Fees	-	-	20,000	-	-	-	-	20,000
General Fund Overhead Fees	-	-	2,450	-	-	-	-	2,450
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 92,450</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 92,450</u>

CIP #7064: STORMWATER MASTER PLAN UPDATE

The project updates the 2012 Stormwater Master Plan and model to capture new improvements, increase accuracy of the model and re-evaluate CIP projects and priorities. Specific areas to be evaluated are the Town Center regional detention pond and Coffee Creek ditch. Includes survey of open channels to provide greater accuracy in stormwater model.

Priority: High

Justification: City growth

FY 2021-22 Funding Sources: Stormwater Operating/Stormwater SDC

Status: New Project

Estimated Date of Completion: FY 2021-22

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ 100,000	\$ 293,946	\$ -	\$ -	\$ -	\$ -	\$ 393,946
Project Management Fees	-	40,000	60,000	-	-	-	-	100,000
General Fund Overhead Fees	-	3,500	10,288	-	-	-	-	13,788
	<u>\$ -</u>	<u>\$ 143,500</u>	<u>\$ 364,234</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 507,734</u>

Stormwater Projects

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #7048: CITY-WIDE STORM SEWER PIPE REPLACEMENTS (NON 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

FY 2021-22 Funding Sources: Stormwater Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvement to help decrease maintenance

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 60,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	Annual
Project Management Fees		-	8,000	8,000	8,000	8,000	8,000	
General Fund Overhead Fees		2,100	2,800	2,800	2,800	2,800	2,800	
	<u>\$ -</u>	<u>\$ 62,100</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	<u>\$ 90,800</u>	<u>\$ -</u>

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #7051: MOREY'S/RIVERGREEN CHANNEL MONITORING

The engineered stormwater channels constructed during the Morey's Landing and Rivergreen stormwater repair projects requires five years of monitoring to be completed in May 2022.

Priority: High

Justification: Regulatory requirement

FY 2021-22 Funding Sources: Stormwater Operating

Status: Continued from FY 2015-16

Estimated Date of Completion: FY 2021-22

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 18,693	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 23,693
Project Management Fees	1,515	250	250	-	-	-	-	2,015
General Fund Overhead Fees	619	88	88	-	-	-	-	795
	<u>\$ 20,827</u>	<u>\$ 2,838</u>	<u>\$ 2,838</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 26,503</u>

Stormwater Projects

CIP #7053: WILLAMETTE RIVER OUTFALLS

The engineered stormwater channels construction on the Willamette River at Morey Court and Belnap Court require monitoring. The project budgets for these monitoring expenditures on an annual basis.

Priority: High

Justification: Erosion Control

FY 2020-21 Funding Sources: Stormwater Operating

Status: New phase of project

Estimated Date of Completion: FY 2024-25

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 956,168	\$ 1,252	\$ 1,800	\$ 1,731	\$ 1,833	\$ 1,936	\$ 2,168	\$ 966,888
Project Management Fees	104,140	3,594	180	173	183	194	217	108,681
General Fund Overhead Fees	33,467	44	63	61	64	68	76	33,842
	<u>\$ 1,093,775</u>	<u>\$ 4,890</u>	<u>\$ 2,043</u>	<u>\$ 1,965</u>	<u>\$ 2,080</u>	<u>\$ 2,197</u>	<u>\$ 2,461</u>	<u>\$ 1,109,411</u>

CIP #7990: CD DEPARTMENT SUPPORT FOR MISCELLANEOUS STORMWATER PROJECTS

This project funds as-needed Engineering/Community Development staff supports for Stormwater Operations repair or replacement projects.

Priority: High

Justification: Aging Infrastructure

FY 2021-22 Funding Source: Stormwater Operating

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		10,000	10,300	6,300	6,500	6,700	6,900	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,300</u>	<u>\$ 6,300</u>	<u>\$ 6,500</u>	<u>\$ 6,700</u>	<u>\$ 6,900</u>	<u>\$ -</u>

CIP #7993: STORMWATER CIPS 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

FY 2021-22 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		2,600	2,700	2,781	2,864	2,950	3,039	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 2,600</u>	<u>\$ 2,700</u>	<u>\$ 2,781</u>	<u>\$ 2,864</u>	<u>\$ 2,950</u>	<u>\$ 3,039</u>	<u>\$ -</u>

Stormwater Projects

CIP #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

FY 2021-22 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		10,000	10,300	10,609	10,927	11,255	11,593	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 10,000</u>	<u>\$ 10,300</u>	<u>\$ 10,609</u>	<u>\$ 10,927</u>	<u>\$ 11,255</u>	<u>\$ 11,593</u>	<u>\$ -</u>

CIP #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

FY 2021-22 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		7,500	7,700	7,931	8,169	8,414	8,666	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 7,500</u>	<u>\$ 7,700</u>	<u>\$ 7,931</u>	<u>\$ 8,169</u>	<u>\$ 8,414</u>	<u>\$ 8,666</u>	<u>\$ -</u>

CIP #7999: PROJECT DESIGN & DEVELOPMENT

This 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 the appropriate project account numbers.

Priority: High

Justification: Unanticipated and emergency projects

FY 2021-22 Funding Sources: Stormwater Operating/Stormwater SDC

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

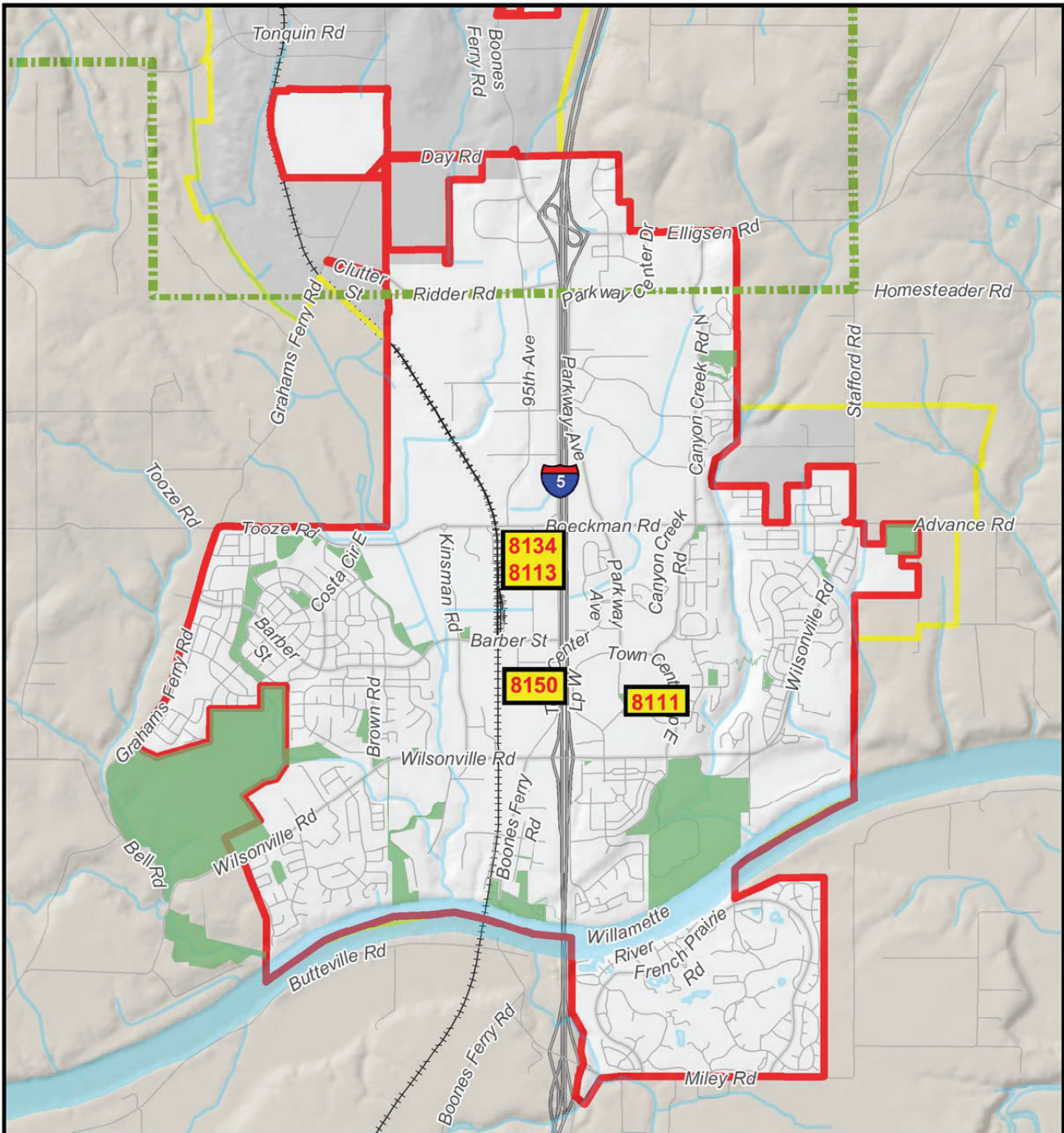
Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ 26,432	\$ 27,225	\$ 28,042	\$ 28,883	\$ 29,749	Annual
Project Management Fees		-	2,643	2,722	2,804	2,888	2,975	
General Fund Overhead Fees		-	925	953	981	1,011	1,041	
		<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 30,900</u>	<u>\$ 31,827</u>	<u>\$ 32,782</u>	<u>\$ 33,766</u>	<u>\$ -</u>

Stormwater Projects

Five Year Stormwater CIP Forecast FY2021-22 thru FY2025-26

Project Name	Funding Source	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Construction Projects						
Willamette River Outfalls	Stormwater Ops/SDC	\$ 2,043	\$ 2,104	\$ 2,167	\$ 2,232	\$ -
95th Avenue Storm Pipe Repairs	Stormwater Ops	198,625	-	-	-	-
Storm Operations Allocation to Charbonneau	Stormwater Ops	894,264	1,633,705	1,332,884	1,201,052	1,080,353
Gesselschaft Water Well Channel Restorations	Stormwater Ops/SDC	-	56,750	-	-	209,975
Canyon Creek Estates Pipe Removal	Stormwater Ops	-	78,315	125,985	-	-
Rose Lane Culvert Replacement	Stormwater Ops	-	-	500,000	-	-
Coffee Creek Storm System	Stormwater Ops	-	-	354,000	1,416,000	-
Willamette Way East Bubbler Repair	Stormwater Ops	-	-	-	189,110	-
Master Plans and Studies						
Stormwater Rate and SDC Study	Stormwater Ops/SDC	92,450	-	-	-	-
Stormwater Master Plan Update	Stormwater Ops	364,234	-	-	-	-
Annual Maintenance Projects						
City Wide Storm Sewer Pipe Replacements (non-Charbonneau)	Stormwater Ops	90,800	90,800	90,800	90,800	90,800
Miscellaneous Projects						
Morey's/Rivergreen Channel Monitoring	Stormwater Ops	2,838	-	-	-	-
CD Department Support for Miscellaneous Projects	Stormwater Ops	10,300	10,600	10,900	11,200	11,500
Stormwater CIP Closeout from Prior Years	Stormwater Ops/SDC	2,700	2,800	2,900	3,000	3,100
Early Planning - Future Storm Projects	Stormwater Ops/SDC	10,300	10,600	10,900	11,200	11,500
5 Yr and Annual Storm CIP Budget Development	Stormwater Ops/SDC	7,700	7,900	8,100	8,300	8,500
Project Design and Development	Stormwater Ops/SDC	30,000	30,900	31,827	32,782	33,765
		<u>\$ 1,706,254</u>	<u>\$ 1,924,474</u>	<u>\$ 2,470,463</u>	<u>\$ 2,965,676</u>	<u>\$ 1,449,493</u>
Funding Sources						
Stormwater Operations		\$ 1,452,872	\$ 1,887,344	\$ 2,178,426	\$ 1,876,363	\$ 1,379,391
Stormwater SDCs		253,382	37,130	292,038	1,089,313	70,102
Total Funding Sources		<u>\$ 1,706,254</u>	<u>\$ 1,924,474</u>	<u>\$ 2,470,463</u>	<u>\$ 2,965,676</u>	<u>\$ 1,449,493</u>

Facilities and Transit Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<p>Wilsonville Boundaries</p> <ul style="list-style-type: none">  City Limits  County Boundary  UGB 	<p>WILSONVILLE GIS 4/3/2020</p> <p>0 Miles 0.5</p>
		

Facilities and Transit Projects

2021-22 Funding Sources

CIP #	Project Name	General Fund	Grants	Transit	Stormwater Ops	Water Ops	Sewer Ops	Road Operating	Total Resources
Construction Projects									
8104	Transit Shelters & ADA Improvements	\$ -	\$ 53,644	\$ 13,411	\$ -	\$ -	\$ -	\$ -	\$ 67,055
8113	Public Works Facility	40,250	-	-	24,500	36,750	36,750	36,750	175,000
8134	Transit Security Upgrades	-	28,375	7,094	-	-	-	-	35,469
8149	STIF Bus Stop Tech Upgrade	-	204,866	51,217	-	-	-	-	256,083
8150	Transit Center Enhancements	-	49,940	12,485	-	-	-	-	62,425
8151	Facility Parking Lot Repairs	110,000	-	-	-	-	-	-	110,000
Master Plan and Studies									
8144	Update Facilities Master Plan	50,000	-	-	-	-	-	-	50,000
Annual Maintenance Projects									
8106	City Facility Repairs	52,500	-	-	-	-	-	-	52,500
8111	HVAC Replacements	60,000	-	-	-	-	-	-	60,000
8125	Furniture Replacements	30,000	-	-	-	-	-	-	30,000
Miscellaneous Projects									
8152	Ice Storm Facility Tree Mitigation	50,000	-	-	-	-	-	-	50,000
8990	CD Support for Miscellaneous Projects	10,000	-	-	-	-	-	-	10,000
		<u>\$ 402,750</u>	<u>\$ 336,824</u>	<u>\$ 84,207</u>	<u>\$ 24,500</u>	<u>\$ 36,750</u>	<u>\$ 36,750</u>	<u>\$ 36,750</u>	<u>\$ 958,531</u>

Facilities and Transit Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #8104: TRANSIT SHELTERS AND ADA IMPROVEMENTS

This grant-funded project replaces 4 shelters to include benches, trash receptacles, information cases, and concrete work, as needed.

Priority: Medium

Justification: Aging infrastructure

FY 2021-22 Funding Sources: Transit/Grant

Status: Continued from FY 2014-15

Estimated Date of Completion: Continuous

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

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 231,129	\$ 10,000	\$ 59,079	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 500,208
Project Management Fees	16,789	1,000	5,908	5,000	5,000	5,000	5,000	43,697
General Fund Overhead Fees	3,500	400	2,068	1,750	1,750	1,750	1,750	12,968
	<u>\$ 251,418</u>	<u>\$ 11,400</u>	<u>\$ 67,055</u>	<u>\$ 56,750</u>	<u>\$ 56,750</u>	<u>\$ 56,750</u>	<u>\$ 56,750</u>	<u>\$ 556,873</u>

CIP #8113: PUBLIC WORKS FACILITY

Construction of Public Work's yard, warehouse functions, and administrative building together into a new consolidated Public Works complex. Currently, all three functions are housed remotely from each other resulting in inefficient operations. Additionally, the existing facilities are deficient in size and do not accommodate all of the department needs. City Council identified this as a priority project in their 2019-20 goals.

Priority: High

Justification: Aging Infrastructure

FY 2020-21 Funding Sources: Multiple Sources

Status: Continued from FY 2016-17

Estimated Date of Completion: FY 2022-23

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

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 1,979,633	\$ 1,624,980	\$ 175,000	\$ 12,400,000	\$ 8,350,000	\$ -	\$ -	\$ 24,529,613
Project Management Fees	-	-	-	-	835,000	-	-	835,000
General Fund Overhead Fees	62,287	-	-	-	292,250	-	-	354,537
	<u>\$ 2,041,920</u>	<u>\$ 1,624,980</u>	<u>\$ 175,000</u>	<u>\$ 12,400,000</u>	<u>\$ 9,477,250</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 25,719,150</u>

CIP #8134: TRANSIT SECURITY UPGRADES

This project includes software to allow automatic daily download of bus surveillance video/audio, replacement or repair of gate for the back yard and a new door for the Transit Building. Federal grants will cover approximately 74% of total cost of project.

Priority: Medium

Justification: Public Safety

FY 2021-22 Funding Sources: Transit/Grant

Status: Continuous project

Estimated Date of Completion: Ongoing

Operations Impact: To be determined at completion of planning phase

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ 156,250
Project Management Fees	-	-	3,125	3,125	3,125	3,125	3,125	15,625
General Fund Overhead Fees	-	-	1,094	1,094	1,094	1,094	1,094	5,469
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 35,469</u>	<u>\$ 35,469</u>	<u>\$ 35,469</u>	<u>\$ 35,469</u>	<u>\$ 35,469</u>	<u>\$ 177,344</u>

CIP #8149: STIF BUS STOP TECHNOLOGY UPGRADE

The STIF Bus Stop Technology Upgrade adds the installation of eReader signs at 14 bus stops throughout the City of Wilsonville based on ridership levels and demographics. The eReaders will provide an additional customer amenity to bus stops and improve convenience and safety for riders. The project also includes additional ADA enhancements such as verbal announcements of next bus arrivals.

Priority: Medium

Justification: Public Safety

FY 2021-22 Funding Sources: Transit/Grant

Status: New Project

Estimated Date of Completion: FY2021-22

Operations Impact: To be determined at completion of planning phase

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 225,624	\$ -	\$ -	\$ -	\$ -	\$ 225,624
Project Management Fees	-	-	22,562	-	-	-	-	22,562
General Fund Overhead Fees	-	-	7,897	-	-	-	-	7,897
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 256,083</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 256,083</u>

Facilities and Transit Projects

CIP #8150: TRANSIT CENTER ENHANCEMENTS

Design/plan for the Wilsonville Transit Center space to focus on covered waiting areas for customers, secure/weather protected bike locker area for customers, and other infrastructure improvements. Funds are federally funded by 5339 grant funding at an 80/20 split.

Priority: Medium

Justification: Aging Infrastructure

FY 2021-22 Funding Sources: Transit/Grant

Status: New Project

Estimated Date of Completion: FY2021-22

Operations Impact: To be determined at completion of planning phase

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
Project Management Fees	-	-	5,500	-	-	-	-	5,500
General Fund Overhead Fees	-	-	1,925	-	-	-	-	1,925
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 62,425</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 62,425</u>

CIP #8151: FACILITY PARKING LOT REPAIRS

This annual project will begin the repairing of the City's facility parking lots. For FY 2021-22, the Public Works parking lot will receive a chip seal and striping repair.

Priority: Medium

Justification: Aging Infrastructure

FY 2021-22 Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: Ongoing

Operations Impact: Improvements to help decrease maintenance costs

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 110,000	\$ 70,000	\$ 64,000	\$ 70,000	\$ 35,000	\$ 349,000
Project Management Fees	-	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 110,000</u>	<u>\$ 70,000</u>	<u>\$ 64,000</u>	<u>\$ 70,000</u>	<u>\$ 35,000</u>	<u>\$ 349,000</u>

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

CIP #8144: FACILITIES MASTER PLAN UPDATE

This project is to update the existing Facilities Master plan adopted in 2015. The plan was originally completed by Oh Planning+Design architectural firm.

Priority: Medium

Justification: City growth

FY 2021-22 Funding Sources: General Fund

Status: Continued from FY2020-21

Estimated Date of Completion: FY2021-22

Operations Impact: No impact

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ 71,500	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 121,500
Project Management Fees	-	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 71,500</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 121,500</u>

PROJECT SUMMARIES: ANNUAL MAINTENANCE PROJECTS

CIP #8106: CITY FACILITY REPAIRS (FACILITY MASTER PLAN IMPLEMENTATION)

This project provides an annual budget to implement recommendations of the 2015 Facilities Master Plan.

Priority: Medium

Justification: Aging infrastructure and public safety

FY 2021-22 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Ongoing maintenance costs to remain the same

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 25,000	\$ 52,500	\$ 52,500	\$ 55,700	\$ 57,400	\$ 59,000	Annual
Project Management Fees		-	-	-	-	-	-	-
General Fund Overhead Fees		-	-	-	-	-	-	-
		<u>\$ 25,000</u>	<u>\$ 52,500</u>	<u>\$ 52,500</u>	<u>\$ 55,700</u>	<u>\$ 57,400</u>	<u>\$ 59,000</u>	<u>\$ -</u>

Facilities and Transit Projects

CIP #8111: HVAC REPLACEMENTS

This project will replace aging and inefficient heating, ventilating, air conditioning (HVAC) units in various City buildings.

Priority: Medium

Justification: Aging infrastructure

FY 2021-22 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Improvements to help decrease maintenance costs

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 60,000	\$ 60,000	\$ 650,000	\$ 63,650	\$ 65,560	\$ 292,500	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 650,000</u>	<u>\$ 63,650</u>	<u>\$ 65,560</u>	<u>\$ 292,500</u>	<u>\$ -</u>

CIP #8125: ANNUAL FURNITURE REPLACEMENT

This project allows the Facilities department to replace furniture in public spaces throughout the City facilities as required.

Priority: Medium

Justification: Aging Infrastructure

FY 2021-22 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Ongoing maintenance expected to remain the same

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ 30,000	\$ 30,900	\$ 31,827	\$ 32,800	\$ 33,784	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ 30,900</u>	<u>\$ 31,827</u>	<u>\$ 32,800</u>	<u>\$ 33,784</u>	<u>\$ -</u>

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #8152: ICE STORM FACILITY TREE MITIGATION

This project would fund the mitigation of several Facility trees and Facility maintained street trees that were damaged and removed throughout the City. Funds would pay for stump grinding/removal, the purchase of new trees, tree stakes and ties.

Priority: High

Justification: Public Safety

FY 2021-22 Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY2021-22

Operations Impact: Ongoing maintenance expected to remain the same

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Project Management Fees	-	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 50,000</u>

CIP #8990: DEPARTMENT SUPPORT FOR MISCELLANEOUS FACILITY PROJECTS

This project funds as-needed Engineering/Community Development staff supports for Stormwater Operations repair or replacement projects.

Priority: High

Justification: Aging Infrastructure

FY 2021-22 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not Applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	10,000	10,000	10,000	10,000	10,000	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>	<u>\$ -</u>

Facilities and Transit Projects

Five Year Facilities CIP Forecast FY2021-22 thru FY2025-26

Project Name	Funding Source	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Construction Projects						
Transit Shelters & ADA Improvements	Transit/Grant	\$ 67,055	\$ 56,750	\$ 56,750	\$ 56,750	\$ 56,750
Public Works Facility	Various	175,000	12,400,000	8,350,000	-	-
SMART Facility Upgrades Phase II	Transit/Grant	-	252,213	-	-	-
Design/Financial Plan for Police Facility	General Fund	-	-	230,000	-	-
Transit Security Upgrades	Transit/Grant	35,469	35,469	35,469	35,469	35,469
Transit Center Enhancements	Transit/Grant	62,425	-	-	-	-
Facility Parking Lot Repairs	General Fund	110,000	70,000	64,000	70,000	35,000
STIF Bus Stop Tech Upgrade	Transit/Grant	256,083	-	-	-	-
Fleet Facility Construction Phase II	Transit/Grant	-	-	-	6,235,236	-
Master Plans and Studies						
Facilities Master Plan Update	General Fund	50,000	-	-	-	-
Annual Maintenance Projects						
City Facility Repairs	General Fund	52,500	52,500	55,700	57,400	59,000
HVAC Replacements	General Fund	60,000	650,000	63,650	65,560	292,500
CNG Compressor Replacment	Transit/Grant	-	-	178,763	187,701	214,824
Miscellaneous Projects						
Annual Furniture Replacement	General Fund	30,000	30,000	30,000	30,000	30,000
City Hall Flooring Replacement	General Fund	-	190,000	-	-	-
Ice Storm Facility Tree Mitigation	General Fund	50,000	-	-	-	-
CD Support for Miscellaneous Projects	General Fund	10,000	10,000	10,000	10,000	10,000
		<u>\$ 958,532</u>	<u>\$ 13,746,932</u>	<u>\$ 9,074,332</u>	<u>\$ 6,748,116</u>	<u>\$ 733,543</u>
Funding Sources			\$ -			
General Fund		\$ 402,750	\$ 3,759,500	\$ 2,373,850	\$ 232,960	\$ 426,500
Building Fund		-	19,000	-	-	-
Community Development Fund		-	76,000	-	-	-
Transit		84,206	68,886	54,196	1,303,031	61,409
Transit Grant		336,826	275,546	216,786	5,212,125	245,634
Water Operating		36,750	2,604,000	1,753,500	-	-
Sewer Operating		36,750	2,604,000	1,753,500	-	-
Stormwater Operating		24,500	1,736,000	1,169,000	-	-
Road Operating		36,750	2,604,000	1,753,500	-	-
Total Funding Sources		<u>\$ 958,532</u>	<u>\$ 13,746,932</u>	<u>\$ 9,074,332</u>	<u>\$ 6,748,116</u>	<u>\$ 733,543</u>

Information Technology Projects

2021-22 Funding Sources

CIP #	Project Name	General Fund	Building Fund	Community Development	Water Operations	Sewer Operations	Stormwater Operations	Total Resources
Miscellaneous Projects								
8093	Fiber Connectivity Project	\$ 205,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,000
8122	Copier Replacement Plan	18,000	-	9,000	-	-	-	27,000
8126	ERP Replacement	250,000	100,000	-	120,000	120,000	60,000	650,000
8127	Annual Network Upgrades	45,000	-	-	-	-	-	45,000
8129	Security Access System	150,000	-	-	-	-	-	150,000
		<u>\$ 668,000</u>	<u>\$ 100,000</u>	<u>\$ 9,000</u>	<u>\$ 120,000</u>	<u>\$ 120,000</u>	<u>\$ 60,000</u>	<u>\$ 1,077,000</u>

Information Technology Projects

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #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 IT connections. This project continues efforts to map existing fiber conduit and service lines, identify 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. At build out, this fiber project will connect 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

FY 2021-22 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 50,000	\$ 200,000	\$ 206,000	\$ 212,180	\$ 218,545	\$ 225,102	Annual
Project Management Fees		-	5,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	\$ -	\$ 50,000	\$ 205,000	\$ 206,000	\$ 212,180	\$ 218,545	\$ 225,102	\$ -

CIP #8122: COPIER REPLACEMENT PLAN

This project provides annual funding for replacement of office copiers throughout the City. This year replacements include one at City Hall and one at Community Development.

Priority: High

Justification: Equipment Life Cycle

FY 2021-22 Funding Sources: General Fund/Community Development

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 35,000	\$ 27,000	\$ 18,000	\$ 27,000	\$ 37,000	\$ 37,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
	\$ -	\$ 35,000	\$ 27,000	\$ 18,000	\$ 27,000	\$ 37,000	\$ 37,000	\$ -

Information Technology Projects

CIP #8126: ERP REPLACEMENT

This project will replace the City's current software system, Eden, with a new enterprise resource planning (ERP) solution. The new solution will update all of the core software functions within the City including Financials, Utility Billing, Permitting and Human Resources. It is a large project that is expected to take at least two years. A project implementer/integrator will be used to help with the rollout of the software and ensure a smooth transition.

Priority: High

Justification: Equipment Life Cycle

FY 2021-22 Funding Sources: Various Funds

Status: Continued from FY 2017-18

Estimated Date of Completion: Implementation to be completed by FY 2022-23

Operations Impact: To be determined during the negotiation of contract

Project Costs:	Expenses thru FY19	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 685,020	\$ 275,000	\$ 650,000	\$ 163,500	\$ -	\$ -	\$ -	\$ 1,773,520
Project Management Fees	-	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ 685,020</u>	<u>\$ 275,000</u>	<u>\$ 650,000</u>	<u>\$ 163,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,773,520</u>

CIP #8127: ANNUAL NETWORK UPGRADES

This project provides annual funding for the annual network upgrades required throughout the City.

Priority: High

Justification: Equipment Life Cycle

FY 2021-22 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY19	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 70,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	Annual
Project Management Fees		-	-	-	-	-	-	-
General Fund Overhead Fees		-	-	-	-	-	-	-
		<u>\$ 70,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ 45,000</u>	<u>\$ -</u>

CIP #8129: SECURITY ACCESS SYSTEM

This project will address security needs across the City on three fronts; physical keys, card access and security cameras. In conjunction with the City's Facility Team, the physical access to City facilities will be addressed by consolidating physical keys and bringing maintenance of the system in-house. The second and third phases of the project will address the card access hardware and integration with security cameras. The current card access system is nearing end of life and the current security camera system is made up of multiple aging systems making administration difficult. This project looks to update both systems and tie them together where appropriate.

Priority: High

Justification: High

FY 2021-22 Funding Sources: General Fund

Status: Continued from FY2020-21

Estimated Date of Completion: FY 2023-24

Operations Impact: To be determined during the negotiation of contract

Project Costs:	Expenses thru FY19	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ 35,000	\$ 150,000	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 385,000
Project Management Fees	-	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ 35,000</u>	<u>\$ 150,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 385,000</u>

Information Technology Projects

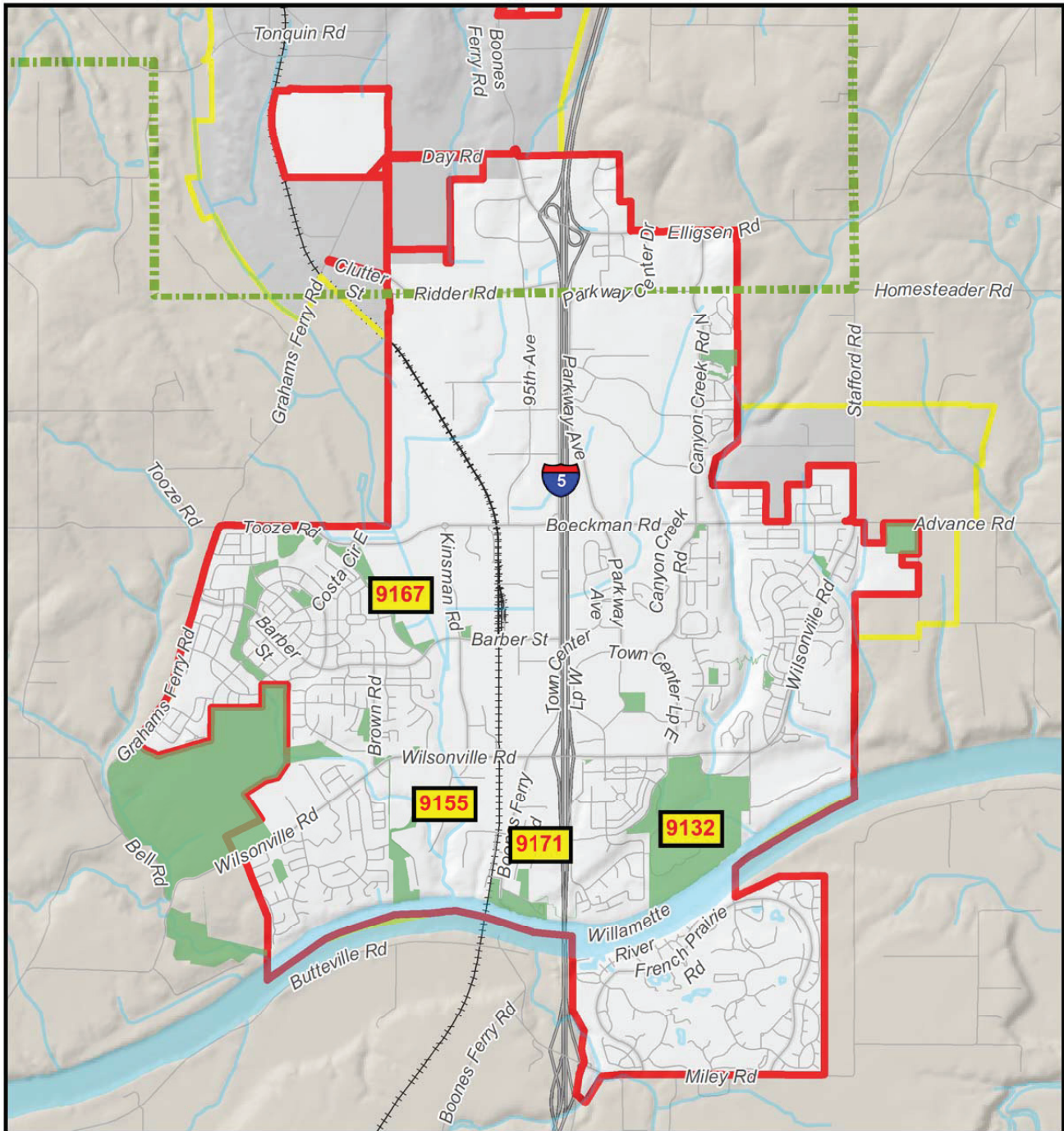
Five Year Information Technology CIP Forecast FY2021-22 thru FY2025-26

Project Name	Funding Source	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Miscellaneous Projects						
Fiber Connectivity Project	General Fund	\$ 205,000	\$ 206,000	\$ 212,000	\$ 218,000	\$ 224,000
Copier Replacement Plan	GF/CD/Transit	27,000	18,000	27,000	37,000	28,000
ERP Replacement	Various	650,000	150,000	-	-	-
Annual Network Upgrades	General Fund	45,000	45,000	45,000	45,000	45,000
Security Access System	General Fund	150,000	100,000	100,000	-	-
Office 365 Upgrade	General Fund	-	300,000	50,000	50,000	50,000
Fuel Management Software	Fleet	-	20,600	-	-	-
Enterprise Event, Facility, Volunteer System	General Fund	-	51,500	-	-	-
Client Virtualization	General Fund	-	-	-	272,500	-
Business Intelligence Tool	General Fund	-	-	-	54,500	-
		<u>\$ 1,077,000</u>	<u>\$ 891,100</u>	<u>\$ 434,000</u>	<u>\$ 677,000</u>	<u>\$ 347,000</u>
Funding Sources						
General Fund		\$ 668,000	\$ 795,500	\$ 434,000	\$ 650,000	\$ 338,000
Water Ops		120,000	30,000	-	-	-
Sewer Ops		120,000	30,000	-	-	-
Stormwater		60,000	15,000	-	-	-
Building Fund		100,000	-	-	-	-
Fleet		-	20,600	-	-	-
Transit		-	-	-	-	9,000
Community Development Fund		9,000	-	-	27,000	-
Total Funding Sources		<u>\$ 1,077,000</u>	<u>\$ 891,100</u>	<u>\$ 434,000</u>	<u>\$ 677,000</u>	<u>\$ 347,000</u>



Network racks at City Hall.

Parks Projects



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<p>Wilsonville Boundaries</p> <ul style="list-style-type: none">  City Limits  County Boundary  UGB 	<p>WILSONVILLE GIS 4/3/2020</p> <p>0 Miles 0.5</p>
		

2021-22 Funding Sources

CIP #	Project Name	Parks SDC	General Fund	Total Resources
Construction Projects				
9132	Memorial Park Master Plan Implementation	\$ 240,000	\$ 266,450	\$ 506,450
9171	Boones Ferry Park Master Plan Implementation	-	440,000	440,000
Master Plan and Studies				
9165	Urban Forest Management Plan	-	5,000	5,000
System Development Reimbursements/Credits				
9167	Villebois Park Imp - SAP E (RP7/RP8/NHP6)	1,065,000	-	1,065,000
Miscellaneous Projects				
9087	Tree Mitigation-Other than White Oak	-	100,000	100,000
9088	Tree Mitigation-White Oak	-	10,600	10,600
9148	Boeckman Trail Slope Stabilization	-	10,000	10,000
9152	Play Structure Replacement	-	90,000	90,000
9155	Ice Age Tonquin Trail	5,000	-	5,000
9172	Interpretive Sign Replacement	-	20,000	20,000
9990	CD Support for Miscellaneous Projects	5,150	5,150	10,300
9993	Parks CIP closeout from Prior Years	1,620	1,080	2,700
9995	Early Planning - Future Parks Projects	3,225	1,075	4,300
9998	5 Year and Annual Parks CIP Budget Development	2,160	540	2,700
		<u>\$ 1,322,155</u>	<u>\$ 949,895</u>	<u>\$ 2,272,050</u>

Parks Projects

PROJECT SUMMARIES: CONSTRUCTION PROJECTS

CIP #9132: MEMORIAL PARK MASTER PLAN IMPLEMENTATION

Replacing the primary restroom in Memorial Park is a top priority on the park's improvement list for 2021. As a current component of the Memorial Park Master Plan this is a critical project in Memorial Park. The current restroom is undersized for the traffic in the park each year. Not only does it not provide enough facilities, they are outdated and often backup or overflow and require maintenance. The restroom is so undersized that the parks maintenance team has been renting portable restrooms to place in the vicinity of the main restroom during roughly half the year.

Priority: High

Justification: City growth

FY 2021-22 Funding Sources: Parks SDCs and General Fund

Status: Carryover from FY 2014-15

Estimated Date of Completion: Ongoing Project

Operations Impact: Maintenance costs estimated at \$7,000 per year

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 1,050,936	\$ 278,422	\$ 470,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,799,358
Project Management Fees	121,249	-	20,000	25,000	25,000	25,000	25,000	241,249
General Fund Overhead Fees	37,130	9,745	16,450	17,500	17,500	17,500	17,500	133,325
	<u>\$ 1,209,315</u>	<u>\$ 288,167</u>	<u>\$ 506,450</u>	<u>\$ 542,500</u>	<u>\$ 542,500</u>	<u>\$ 542,500</u>	<u>\$ 542,500</u>	<u>\$ 4,173,932</u>

CIP #9171: BOONES FERRY PARK MASTER PLAN IMPLEMENTATION

The current age of the playground at Boones Ferry Park is 24 years, well past the industry lifespan expectation of 12 to 15 years. With safety concerns becoming more prevalent due to its deterioration, the need for replacement is more urgent than ever. As the corner stone park of the Old Town neighborhood, the need to rejuvenate this playground and park is a priority of the parks team. The installation of a new playground, in alignment with the location selected in the Boones Ferry Master plan, is a critical step in updating this Wilsonville gem on the Willamette River.

Priority: High

Justification: Aging Infrastructure

FY 2021-22 Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: FY2021-22 for the playground replacement

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

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 65,559	\$ 54,000	\$ 400,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 1,119,559
Project Management Fees	-	5,400	40,000	15,000	15,000	15,000	15,000	105,400
General Fund Overhead Fees	2,203	1,890	-	-	-	-	-	4,093
	<u>\$ 67,762</u>	<u>\$ 61,290</u>	<u>\$ 440,000</u>	<u>\$ 165,000</u>	<u>\$ 165,000</u>	<u>\$ 165,000</u>	<u>\$ 165,000</u>	<u>\$ 1,229,052</u>

PROJECT SUMMARIES: MASTER PLAN AND STUDIES

CIP #9165: URBAN FOREST MANAGEMENT PLAN

The plan will address the existing and future condition of the City’s urban forest, which includes looking at species composition and issues related to maintaining a healthy and viable urban forest. The plan will incorporate the City’s new street tree inventory and the goals of the street tree replacement program.

Priority: High

Justification: Future Planning

FY 2021-22 Funding Sources: General Fund

Status: Continued from FY2020-21

Estimated Date of Completion: FY 2021-22

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 10,069	\$ 41,350	\$ 4,500	\$ -	\$ -	\$ -	\$ -	\$ 55,919
Project Management Fees	14,453	13,471	500	-	-	-	-	28,424
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ 24,522</u>	<u>\$ 54,821</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 84,343</u>

PROJECT SUMMARIES: SYSTEM DEVELOPMENT REIMBURSEMENTS/CREDITS

CIP #9167: VILLEBOIS PARKS IMPROVEMENTS: SPECIFIC AREA PLAN (SAP) EAST PARKS REIMBURSEMENTS

The project is to provide the funding for Parks SDC Reimbursement for the Villebois Park SAP E. This project includes the Regional Park No. 7, Regional Park No. 8 and the Neighborhood Park No. 6.

Priority: Medium

Justification: City growth

FY 2021-22 Funding Sources: Parks SDCs

Status: Continued from FY2018-19

Estimated Date of Completion: Annual

Operations Impact: The City will be responsible for the annual maintenance of the Parks after five years.

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 433,626	\$ 2,961,000	\$ 1,000,000	\$ -	\$ -	\$ -	\$ -	\$ 4,394,626
Project Management Fees	10,092	125,000	30,000	-	-	-	-	165,092
General Fund Overhead Fees	15,176	103,685	35,000	-	-	-	-	153,861
	<u>\$ 458,894</u>	<u>\$ 3,189,685</u>	<u>\$ 1,065,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,713,579</u>

Parks Projects

PROJECT SUMMARIES: MISCELLANEOUS PROJECTS

CIP #9087: TREE MITIGATION – OTHER THAN WHITE OAK

Funds paid by developers to replenish or replace trees throughout the City during the development process. FY 2021-22 budget includes additional funding due to the damage throughout the community as a result of the 2021 Ice Storm.

Priority: High

Justification: City growth

FY 2021-22 Funding Sources: Contributions

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 500	\$ 65,000	\$ 2,150	\$ 2,200	\$ 2,250	\$ 2,300	Annual
Project Management Fees		-	35,000	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 500</u>	<u>\$ 100,000</u>	<u>\$ 2,150</u>	<u>\$ 2,200</u>	<u>\$ 2,250</u>	<u>\$ 2,300</u>	<u>\$ -</u>

CIP #9088: TREE MITIGATION – WHITE OAK

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

Priority: High

Justification: City growth

FY 2021-22 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

<i>Project Costs:</i>	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 2,500	\$ 10,600	\$ 10,971	\$ 11,355	\$ 11,752	\$ 12,164	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 2,500</u>	<u>\$ 10,600</u>	<u>\$ 10,971</u>	<u>\$ 11,355</u>	<u>\$ 11,752</u>	<u>\$ 12,164</u>	<u>\$ -</u>

CIP #9148: BOECKMAN TRAIL SLOPE STABILIZATION

This project provides an ongoing budget to repair the Boeckman Trail Slope if required.

Priority: High

Justification: Safety

FY 2021-22 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 15,000	\$ 10,000	\$ 10,300	\$ 10,600	\$ 10,900	\$ 11,200	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 15,000</u>	<u>\$ 10,000</u>	<u>\$ 10,300</u>	<u>\$ 10,600</u>	<u>\$ 10,900</u>	<u>\$ 11,200</u>	<u>\$ -</u>

CIP #9152: PLAY STRUCTURE REPLACEMENT

This annual project provides funding to replace play structures as needed. For FY 2021-22, the play structure at River Fox is overdue for replacement and is beginning to show signs of potential safety issues in the near future. Installed in 2000, the play structure has performed well, given its age. River Fox has been identified by the Parks Maintenance team as the play structure most in need of replacement, after Boones Ferry.

Priority: High

Justification: Safety

FY 2021-22 Funding Sources: General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ 93,272	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	Annual
Project Management Fees		-	-	-	-	-	-	
General Fund Overhead Fees		-	-	-	-	-	-	
		<u>\$ 93,272</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ 90,000</u>	<u>\$ -</u>

CIP #9155: ICE AGE TONQUIN TRAIL

This project funds continued development and extension of the regional Ice Age Tonquin Trail within the City Limits.

Priority: Medium

Justification: City Growth

FY 2021-22 Funding Sources: Parks SDCs

Status: Continued from FY 2016-17

Estimated Date of Completion: Ongoing

Operations Impact: Minimal Impact is anticipated

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ 52,134	\$ 321,215	\$ 4,405	\$ 4,537	\$ 4,673	\$ 4,813	\$ 4,958	\$ 396,736
Project Management Fees	9,717	-	441	441	441	441	441	11,922
General Fund Overhead Fees	1,825	11,243	154	154	154	154	154	13,838
	<u>\$ 63,676</u>	<u>\$ 332,458</u>	<u>\$ 5,000</u>	<u>\$ 5,132</u>	<u>\$ 5,268</u>	<u>\$ 5,408</u>	<u>\$ 5,553</u>	<u>\$ 422,496</u>

Parks Projects

CIP #9172: INTERPRETIVE SIGN REPLACEMENT

This annual project funds the needed upkeep and subsequent replacement of historical and informative panels in Wilsonville will be accomplished with this CIP. With 77 historical and informative panels in the city, a rotational replacement schedule of approximately 5 signs per year, 15 year schedule, will ensure that signs do not fall into disrepair.

Priority: Medium

Justification: Aging Infrastructure

FY 2021-22 Funding Sources: General Fund

Status: New Project

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	\$ -	\$ -	\$ 20,000	\$ 20,600	\$ 21,200	\$ 21,800	\$ 22,400	\$ 106,000
Project Management Fees	-	-	-	-	-	-	-	-
General Fund Overhead Fees	-	-	-	-	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>	<u>\$ 20,600</u>	<u>\$ 21,200</u>	<u>\$ 21,800</u>	<u>\$ 22,400</u>	<u>\$ 106,000</u>

CIP #9990: CD DEPT SUPPORT FOR MISCELLANEOUS PROJECTS

This project funds as-needed Engineering/Community Development staff support for Parks projects that are generally performed or contracted for directly by the Parks Department.

Priority: High

Justification: Aging infrastructure

FY 2021-22 Funding Sources: Parks SDCs/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		6,000	10,300	6,900	7,100	7,300	7,500	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 6,000</u>	<u>\$ 10,300</u>	<u>\$ 6,900</u>	<u>\$ 7,100</u>	<u>\$ 7,300</u>	<u>\$ 7,500</u>	<u>\$ -</u>

CIP #9993: PARK CIPS 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

FY 2021-22 Funding Sources: Parks SDCs/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		2,000	2,700	5,300	5,450	5,600	5,750	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 2,000</u>	<u>\$ 2,700</u>	<u>\$ 5,300</u>	<u>\$ 5,450</u>	<u>\$ 5,600</u>	<u>\$ 5,750</u>	<u>\$ -</u>

CIP #9995: EARLY PLANNING – FUTURE PARKS PROJECTS

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

Priority: Medium

Justification: City growth

FY 2021-22 Funding Sources: Parks SDCs/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		-	4,300	4,200	4,300	4,400	4,600	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,300</u>	<u>\$ 4,200</u>	<u>\$ 4,300</u>	<u>\$ 4,400</u>	<u>\$ 4,600</u>	<u>\$ -</u>

CIP #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

FY 2021-22 Funding Sources: Parks SDCs/General Fund

Status: Annual

Estimated Date of Completion: Annual

Operations Impact: Not applicable

Project Costs:	Expenses thru FY20	YE Estimates 2020-21	Budget 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Project Total
Design & Construction	Annual	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Annual
Project Management Fees		2,600	2,700	2,600	2,700	2,800	2,800	
General Fund Overhead Fees		-	-	-	-	-	-	
	<u>\$ -</u>	<u>\$ 2,600</u>	<u>\$ 2,700</u>	<u>\$ 2,600</u>	<u>\$ 2,700</u>	<u>\$ 2,800</u>	<u>\$ 2,800</u>	<u>\$ -</u>

Parks Projects

Five Year Parks CIP Forecast FY2021-22 thru FY2025-26

Project Name	Funding Source	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
Construction Projects						
Memorial Park Master Plan Implementation	Parks SDC	\$ 506,450	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Boones Ferry Park Master Plan Implementation	Parks SDC	440,000	400,000	400,000	400,000	400,000
Boeckman Creek Trail Phase 1			56,750	227,000	-	227,000
Frog Pond Community Park	Parks SDC	-	-	-	-	3,000,000
Master Plan and Studies						
Parks SDC Rate Study	Parks SDC	-	65,000	-	-	-
Urban Forest Management Plan	General Fund	5,000	-	-	-	-
System Development Reimbursements/Credits						
Villebois Parks - SAP E(RP7/RP8/NHP6) SDC Reimbursement	Parks SDC	1,065,000	-	-	-	-
Miscellaneous Projects						
Tree Mitigation-Other than White Oak	Contributions	100,000	2,150	2,200	2,250	2,300
Tree Mitigation-White Oak	Contributions	10,600	10,900	11,200	11,500	11,800
Ice Age Tonquin Trail	Parks SDC	5,000	-	-	-	-
Boeckman Trail Slope Stabilization	General Fund	10,000	10,300	10,600	10,900	11,200
Play Structure Replacement	General Fund	90,000	210,000	220,000	230,000	240,000
Interpretive Sign Replacement	General Fund	20,000	20,600	21,200	21,800	22,400
CD Support for Miscellaneous Projects	Parks SDC/General Fund	10,300	10,600	10,900	11,200	11,500
Parks CIP closeout from Prior Years	Parks SDC/General Fund	2,700	2,800	2,900	3,000	3,100
Early Planning - Future Parks Projects	Parks SDC/General Fund	4,300	4,400	4,500	4,600	4,700
5 Year and Annual Parks CIP Budget Development	Parks SDC/General Fund	2,700	2,800	2,900	3,000	3,100
		<u>\$ 2,272,050</u>	<u>\$ 1,146,300</u>	<u>\$ 1,263,400</u>	<u>\$ 1,048,250</u>	<u>\$ 4,287,100</u>
Funding Sources						
Parks System Development Charges		\$ 1,322,155	\$ 249,020	\$ 184,385	\$ 184,750	\$ 3,185,115
General Fund		949,985	895,130	1,076,815	861,250	1,099,685
Contributions		-	2,150	2,200	2,250	2,300
Total Funding Sources		<u>\$ 2,272,140</u>	<u>\$ 1,146,300</u>	<u>\$ 1,263,400</u>	<u>\$ 1,048,250</u>	<u>\$ 4,287,100</u>

Debt and Other

Debt Service Overview

The City issues debt to pay for long-term capital improvements. The number of years the debt is outstanding is less than the useful life of the capital investment. Debt policies are located in section IX of the Financial Management Policies in the appendix. 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. In the past, the City has issued general obligation bonds, revenue bonds, as well as 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 secured by a specified revenue source other than described above, and are typically used to finance capital improvements related to the City's utilities and repaid from related utility charges.

The City fulfills its obligation for continuing disclosure requirements under the Securities and Exchange Commission Rule 15c2-12 by filing its audited financial reports and other required disclosures with the Municipal Securities Rulemaking Board Electronic Municipal Market Access (EMMA) database service, which is available at www.emma.msrb.org.

Long-term Debt & Limitations

Long-Term Debt Estimated as of June 30, 2021

	Interest Rates	Issue Amount	Final Maturity Date	Outstanding Principal
Self Supporting Full Faith & Credit Debt:				
Sewer Treatment Plant, Series 2021	1.43%	\$ 24,280,200	6/1/2031	\$ 24,280,200
				<u>\$ 24,280,200</u>

Legal Debt Limits

Under Oregon statutes, (ORS 287A) the City is limited in the amount of principal outstanding for general obligation bonded debt to three percent of real market value of the taxable properties within its boundaries. The statutory limit specifically excludes full faith and credit obligations, and bonds for 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, 2021

Real Market Value	<u>\$ 6,061,476,218</u>
Debt capacity at 3%	181,844,287
Less outstanding debt	<u>\$ -</u>
Net debt subject to 3% limit	-
Marginal capacity	<u>\$ 181,844,287</u>

Overlapping Debt

Overlapping Debt as of June 30, 2020

Jurisdiction	Debt Outstanding	Applicable to Government ¹	Applicable to Government
Direct:			
City of Wilsonville	\$ 29,978,429	100.00%	\$ 29,978,429
Overlapping:			
Clackamas Community College	110,258,913	8.61%	9,492,300
Clackamas County	121,210,000	6.34%	7,680,472
Clackamas County ESD	20,636,690	6.93%	1,430,370
Clackamas County School District No. 3J	360,943,636	38.00%	137,167,244
Clackamas County School District No. 86	42,583,582	12.55%	5,342,408
Clackamas Soil & Water Conservation	6,494,000	6.34%	411,492
Metro	979,745,000	1.72%	16,835,938
Northwest Regional ESD	2,643,426	0.26%	6,860
Port of Portland	56,255,000	1.58%	890,292
Portland Community College	644,797,061	0.21%	1,370,194
Tualatin Valley Fire & Rescue	34,195,000	5.70%	1,948,670
Washington County	213,232,118	0.53%	1,128,211
Washington County School District No. 1J	777,521	0.00%	-
Washington County School District No. 88J	320,905,136	6.37%	20,438,769
Total Overlapping	2,914,677,083	7.00%	204,143,220
Total Debt	\$ 2,944,655,512	7.95%	\$ 234,121,649

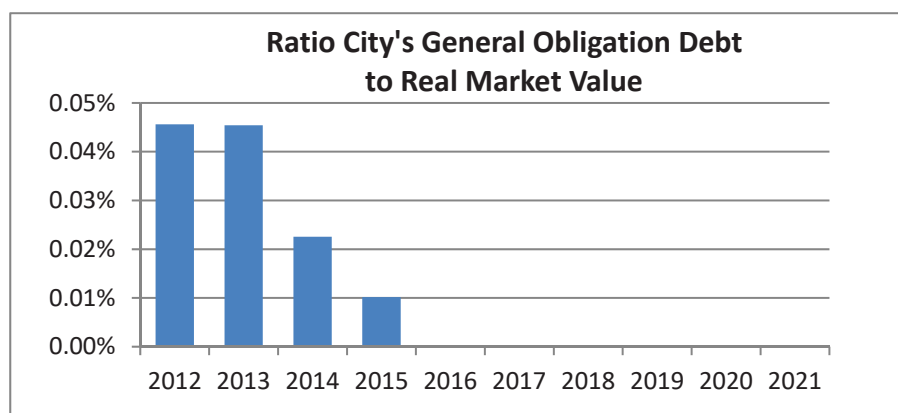
Note: Overlapping governments are those that coincide, at least in part, with the geographic boundaries of the city. This schedule estimates the portion of the outstanding debt of those overlapping governments that is borne by the residents and businesses of the City. This process recognizes that, when considering the City's ability to issue and repay long-term debt, the entire debt burden borne by the residents and businesses should be taken into account. However, this does not imply that every taxpayer is a resident, and therefore responsible for repaying the debt, of each overlapping government.

¹ The percentage applicable to government is determined on the assessed value of the overlapping districts. The numerator is the City's assessed value and the denominator is the assessed value of the overlapping district.

Source: Oregon State Treasury, Debt Management Division

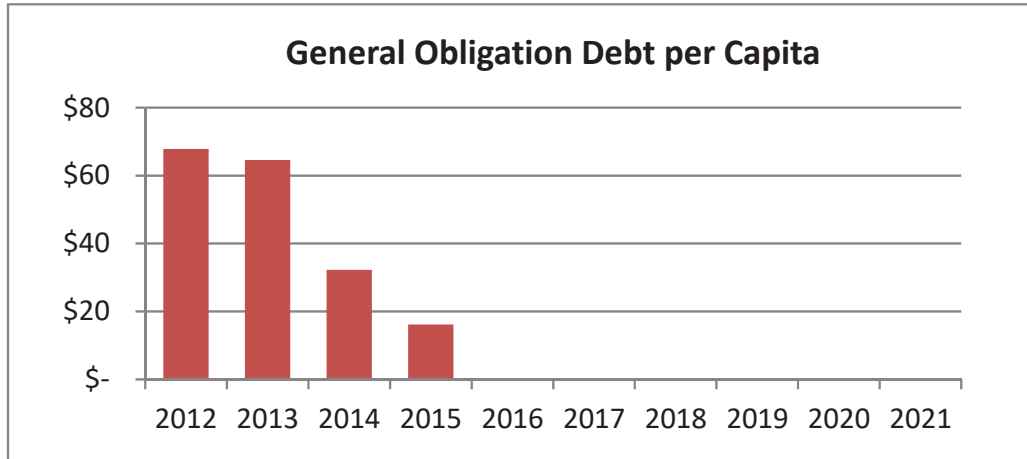
Debt to Real Market Value

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. The City paid off its one General Obligation Bond in January of 2016, therefore for the City, the ratio since the end of the 2016 fiscal year is 0.00%. The trend seen in the graph below shows the ratio decreasing as the result of new development, increases in market values and decreases in annual debt service payments as debt neared retirement.



Debt Per Capita

The amount of City debt per capita for general obligation bonds 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 neared retirement. The General Obligation Bond was paid off in January 2016, and resulted in a per capita amount of zero at fiscal year end.



Future Debt Plans

The City plans to issue debt during FY 2021-22, in the amount of \$7 million, to be primarily used for funding the Water Treatment Plant 20 MGD Expansion capital improvement project.

Debt Service Activity All City Funds, Fiscal Year 2021-22

<u>Fund/Bond or Debt Issue</u>	<u>Principal Balance 6/30/2021</u>	<u>New Debt Issuance</u>	<u>Scheduled Principal</u>	<u>Scheduled Interest</u>	<u>Principal Balance 6/30/2022</u>
Sewer Operating Fund					
Full Faith & Credit Bonds, Series 2021	\$ 24,280,200	\$ -	\$ 2,274,800	\$ 347,207	\$ 22,005,400
Water SDC Fund					
Full Faith & Credit Bonds, Series 2022	-	7,000,000	-	-	7,000,000
TOTAL ALL FUNDS	<u>\$ 24,280,200</u>	<u>\$ 7,000,000</u>	<u>\$ 2,274,800</u>	<u>\$ 347,207</u>	<u>\$ 29,005,400</u>



Road closures during the Winter 2021 ice storm.



Issue Title: Full Faith and Credit Obligations, Series 2021			
Issue Date:	March 10, 2021	Amount:	\$24,280,200
Average interest rate:	1.43%	Insurance:	None
Bond rating:	Not applicable	First principal due:	June 1, 2022
CUSIPs:	Not applicable	Last principal due:	June 1, 2031

Purpose of issuance:

The City refunded and defeased the outstanding balance of an original \$38.9 million debt issuance. The original borrowing had an average interest rate of 3.43%. By refunding the debt, the City will save approximately \$2,957,500 (present value cash basis) over the remaining life of the bonds.

The original \$38.9 million bonds 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 increased 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
2021-22	\$ 2,274,800	\$ 347,207	\$ 2,622,007
2022-23	2,310,000	314,677	2,624,677
2023-24	2,343,700	281,644	2,625,344
2024-25	2,373,100	248,129	2,621,229
2025-26	2,408,100	214,194	2,622,294
2026-27	2,443,200	179,758	2,622,958
2027-31	10,127,300	364,644	10,491,944
Total	\$ 24,280,200	\$ 1,950,254	\$ 26,230,454



Community Center staff preparing meals to be dropped off to local seniors during COVID-19 pandemic.



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

Financial systems software: The City's core financial software for accounting, payroll, purchasing, permitting, land management, utility billing, etc., will need to be replaced in the near future.

Operating systems, servers: Hardware and software upgrades or replacement.

Other business software systems: Software upgrades or replacements related to non-financial and permitting functions, such as event and volunteer management, asset management, etc.

City websites, wireless improvements: Periodically the City upgrades its web sites and wi-fi systems.

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

Office equipment replacement: Replacing and upgrading various office equipment, such as copiers, printers, and remote devices.

Park improvements, structures, amenities: Rehabilitating or replacing various park amenities, such as play structures, buildings, shelters and trails.

Parking lot improvements: Various parking lots owned by the City are in need of repair and possible expansion, including the parking lot associated with the Library, Community Center and the Police/Public Works building.

Building repairs, remodeling: Major repairs, rehabilitation or remodeling of City buildings.

Future expansion, relocation: Future expansion and relocation costs.

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

Future program costs: Sustainability reserve for unanticipated circumstances and necessary to maintain critical operations.

Building Inspection Fund

Software: Reserve for permit software replacement.

Transit Fund

Bus, building, capital needs: Reserve for future capital needs, including the purchase of rolling stock.

Water Operating Fund

Plant major repair and replacement: 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 surety insurance for this purpose.

Sewer Operating Fund

Plant major repair and replacement: 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 Services Fund

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

Assigned Balances - Designated Purpose

	June 30, 2021 Balance	Increases	Decreases*	June 30, 2022 Balance
General Fund				
Computers, office equipment, software, fiber				
Financial systems software	\$ 200,000	\$ 75,000	\$ (200,000)	\$ 75,000
Operating systems, servers	100,000	50,000	-	150,000
Other business software systems	100,000	50,000	-	150,000
City websites, wireless improvements	100,000	50,000	-	150,000
Conduit, fiber, communications	150,000	50,000	-	200,000
Office equipment replacement	200,000	50,000	-	250,000
Facilities and park infrastructure				
Park improvements, structures, amenities	-	300,000	-	300,000
Parking lot improvements	300,000	400,000	-	700,000
Building repairs, remodeling	705,000	500,000	-	1,205,000
Future expansion, relocation	1,500,000	750,000	-	2,250,000
Emergency management				
Equipment and major supplies	225,000	-	(75,000)	150,000
Future program costs				
Sustainability reserve	2,000,000	-	-	2,000,000
	<u>\$ 5,580,000</u>	<u>\$ 2,275,000</u>	<u>\$ (275,000)</u>	<u>\$ 7,580,000</u>
Transit Fund				
STIF reserve	\$ 2,050,847	\$ 1,800,000	\$ (1,689,588)	2,161,259
Bus, building, capital needs	1,000,000	-	-	1,000,000
	<u>\$ 3,050,847</u>	<u>\$ 1,800,000</u>	<u>\$ (1,689,588)</u>	<u>\$ 3,161,259</u>
Water Operating Fund				
Plant major repair and replacement	\$ 1,000,000	\$ 100,000	\$ -	\$ 1,100,000
	<u>\$ 1,000,000</u>	<u>\$ 100,000</u>	<u>\$ -</u>	<u>\$ 1,100,000</u>
Sewer Operating Fund				
Plant major repair and replacement	\$ 2,400,000	\$ -	\$ -	\$ 2,400,000
Maximum annual debt service ¹	2,940,000	5,000	-	2,945,000
	<u>\$ 5,340,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ 5,345,000</u>
Road Operating Fund				
Emergency road repairs	\$ 75,000	\$ 75,000	\$ -	\$ 150,000
Fleet Services Fund				
Vehicle replacement	\$ 743,057	\$ 187,531	\$ (65,000)	\$ 865,588

¹ Not a bond requirement

*Decreases reflect funds used on projects (financial systems software, park improvements & building remodeling) and overall assigned balance reductions.

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 non-liquid (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

FY 2021-22 Adopted Budget

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Urban Renewal Budget Committee
City of Wilsonville
FY 2021-22

Urban Renewal Budget Committee

Paul Bunn Daphnee Legarza
Katie Hamm Shawn O'Neil
Andrew Karr

Urban Renewal Agency Board

Julie Fitzgerald, Chair

Kristin Akervall Charlotte Lehan
Dr. Joann Linville Ben West

Executive Director

Bryan Cosgrove
City Manager

Economic Development Manager

Chris Neamtzu

Finance Director

Cathy Rodocker

Urban Renewal Agency

City of Wilsonville
29799 SW Town Center Loop East
Wilsonville, Oregon 97070
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May 2, 2021

Members of the Budget Committee,

I am pleased to present the Proposed Budget for Fiscal Year 2021-22 for the Urban Renewal Agency. The Urban Renewal Agency of the City of Wilsonville is a separate municipal entity responsible for governing the City's three urban renewal areas. The three areas include the Year 2000, West Side, and Coffee Creek plan areas. The Year 2000 and West Side district have been quite successful while the newer Coffee Creek area is just getting started.

The Year 2000 Plan District was formed in 1992 with a frozen tax base assessed value of \$44 million. In tax year 2020-21, the total assessed valuation of the area is estimated at approximately \$528 million, an increase of over 12 times the original amount. The Year 2000 Plan District, located primarily on the east side of town, continues two projects into FY 2021-22: the construction of the 5th St to Kinsman road project and the design phase of the Boeckman Dip Bride project. The District is currently operating with the goal of closing the District in 2023.

The Westside Plan District was formed in 2003 with a frozen tax base assessed value of \$16.5 million. In tax year 2020-21, the total assessed valuation of the area is estimated to be approximately \$715 million, nearly 43 times the frozen amount. The last capital project remaining in the plan, the Brown Rd project, begins in the current budget cycle. Also included in the budget is a \$6.4 overnight loan from the City's General Fund, which will full exhaust the district's \$49.4 million maximum indebtedness limit.

The Coffee Creek Plan District was formed in 2016 with frozen tax based assessed value of approximately \$99 million. In tax year 2019-20, the total assessed valuation of the area is estimated to be approximately \$128 million. In FY 2018-10, the Coffee Creek District issued \$3.8 million in debt to prepare for the construction of Garden Acres Rd. This project is a key infrastructure improvement identified in the Coffee Creek Urban Renewal Plan to support development within the Coffee Creek District. No capital improvement projects are budgeted for FY 2021-22.

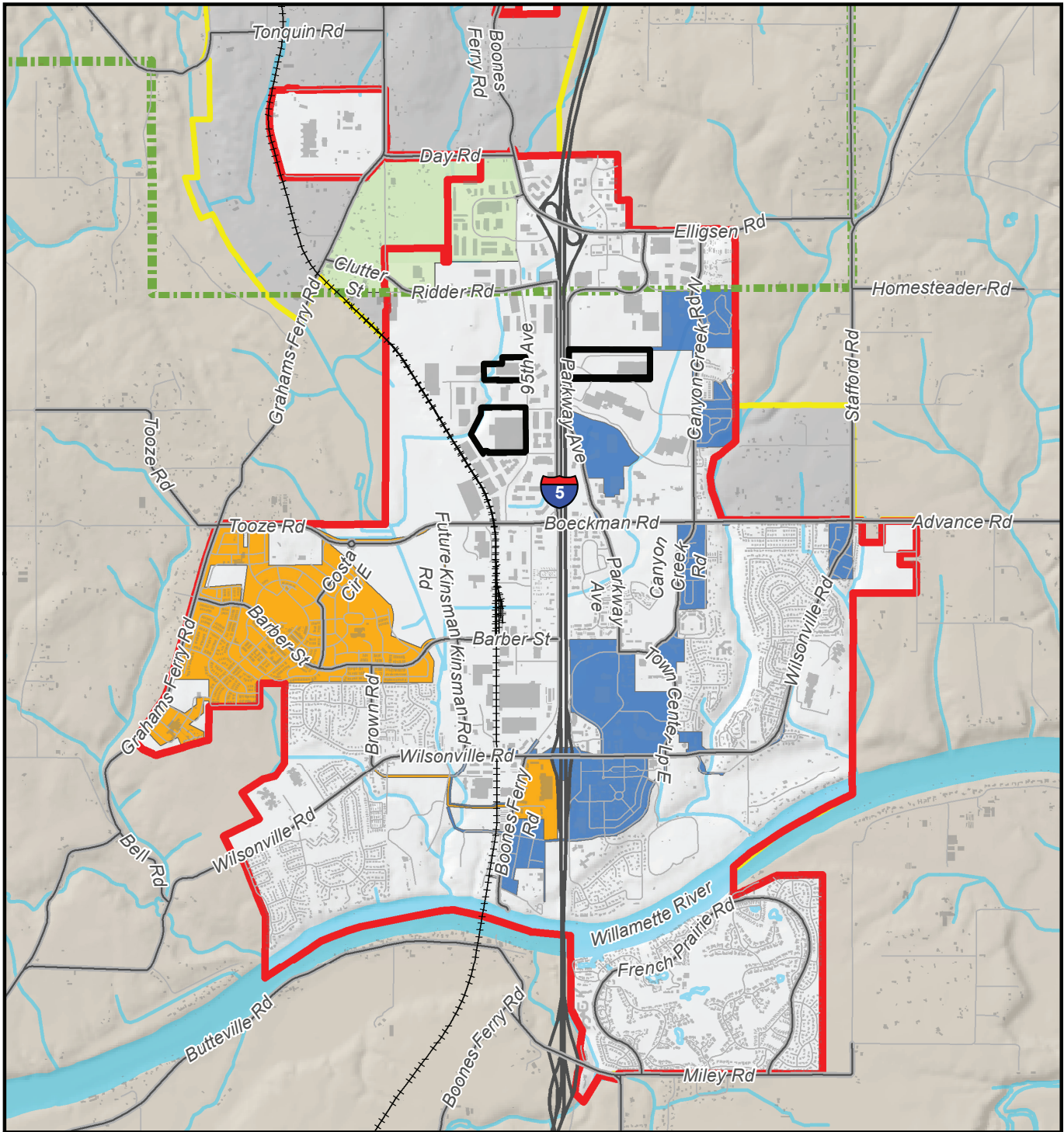
Both the Year 2000 and West Side Districts have had great success and have easily met their respective financial targets of specific debt reserve set-asides, according to their respective bond covenants. While number of anticipated projects for these two districts will be completed in the near future, the Coffee Creek area is just beginning. Combined, these Districts have been and will continue to be instrumental in enabling the City to build key infrastructure that has not only encouraged economic development, but has served the entire community with additional road connections and park amenities. We look forward to continued success of each District.


Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Bryan Cosgrove', with a long, sweeping underline.

Bryan Cosgrove
City Manager

Urban Renewal District Map



<p>The City of Wilsonville, Oregon Clackamas and Washington Counties</p>	<ul style="list-style-type: none"> Coffee Creek URA Year 2000 URA West Side URA TIF Taxlots UGB City Limits County Boundary 	 <p>4/20/2017</p> <p>0 Miles 0.5</p>
<p>Urban Renewal Areas & Tax Increment Finance Zones</p>		

Urban Renewal Agency Quick Facts

Urban Renewal Agency Quick Facts

	Year 2000 Plan	West Side	Coffee Creek
District Formation Date	May 1992	November 2003	October 2016
Current size (acreage)	454	415	258
Maximum Indebtedness	\$ 107,196,524	\$ 49,400,000	\$ 67,000,000
07/01/21 - YTD debt issued	(93,385,000)	(43,000,000)	(3,800,000)
Overnight debt budgeted for FY 2021-22	(9,811,524)	(6,400,000)	-
06/30/22 - Remaining maximum indebtednes	4,000,000	-	63,200,000
06/30/22 - Debt outstanding (Principal & Interest)	4,444,325	19,790,007	3,662,670
06/30/22 - Total debt outstanding or available (excluding prepayment potential)	\$ 8,444,325	\$ 19,790,007	\$ 66,862,670
Budgeted amounts included for prepayment of long-term debt in FY 2021-22	-	(9,600,000)	-
06/30/22 - Budgeted Debt Fund ending balance	(5,044,363)	(2,800,000)	(101,093)
06/30/22 - Estimated remaining tax increment needed	\$ 3,399,962	\$ 7,390,007	\$ 66,761,577

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. The Urban Renewal Agency uses the funds pay debt service on debt that is taken out to finance the public projects that encourage private development. During the process of forming urban renewal areas, the desired projects, which may include public improvements like roadways, parks, and other amenities, are identified in an urban renewal plan. Urban renewal financing in the form of debt is obtained from a bank, the bond market, or at times an “overnight” loan from the City’s General Fund, to fund the projects, and the desired improvements are completed. Private development in the area then becomes more feasible. As the taxable property values rise with increased development, tax revenues increase, and that increase is used to pay off the urban renewal debt.

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 responsible for governing the City’s three urban renewal areas. The three areas include the Year 2000 Plan, West Side Plan, and Coffee Creek Plan areas.

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 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.

TAXES COLLECTED

- The Year 2000 District Plan division of taxes is limited to \$4.0 million per Urban Renewal Board Commitment.
- The West Side District Plan division of taxes is subject to revenue sharing with the overlapping jurisdictions, as outlined in Oregon Revised Statutes (ORS 457). Meaning that this District is limited to collect 12.5% of its original maximum indebtedness of \$40 million, which equates to \$5.0 million in property tax collections.
- The Coffee Creek District Plan collects the full amount of tax increment available by the “division of taxes” calculated by the County Assessor.

Urban Renewal Agency - Overview

PROPERTY TAX LIMITATION AND TAX INCREMENT

In November 1990, Oregon voters passed a property tax limitation measure (Measure 5) that established a \$10 limit per thousand of real market value for property tax collection for local governments. It is important to note that the \$10 limit is based on real market value rather than assessed value of a property. The impact of this measure on urban renewal is that repayment of urban renewal debt (past, present, or future) must now come within the \$10 limit for local governments.

In a 2002 Oregon Supreme Court ruling, the limitations of Measure 5 were clarified so that urban renewal tax dollars related to the division of taxes from education are to be included in the general government category when determining the \$10 limit. Similarly, Measure 5 established a \$5 limit per thousand of real market value for education. The effect of this ruling accelerates the likelihood of the general government category taxes hitting the \$10 ceiling but decreases the likelihood of the education category reaching the \$5 ceiling.

URBAN RENEWAL TAX RATES

Urban renewal entities do not have independent, permanent tax rates.

The dollar amount listed a property owner's 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 total 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 code rate to be applied to each parcel for Urban Renewal.

One example of one Wilsonville area tax code (Clackamas County Tax Code: 003-027), 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 "District Rate" shows the authorized tax rates prior to applying urban renewal. The "Tax Code Rate" is what a taxpayer would see when reviewing the rates as applied to their property.

District	District Rate	Tax Code Rate
Clack comm coll	0.5582	0.4483
Clackamas ESD	0.3687	0.2986
WLWV School Dist	4.8684	3.8157
WLWV SD Local Opt	1.5000	1.5000
Total, Education	7.2953	6.0626
City Wilsonville	2.5206	2.0673
County Clackamas	2.4042	1.9463
Co 4-H	0.0500	0.0404
Co. Library	0.3974	0.3200
Co PS Local Opt	0.2480	0.2480
Co Soil Conserv	0.0500	0.0404
FD64 TVFR	1.5252	1.2497
FD64 TVFR Local Opt	0.4500	0.4500
Port PDX	0.0701	0.0572
Srv2 Metro	0.0966	0.0787
Srv2 Metro Local Opt	0.0960	0.0960
Urban Renewal County	-	0.0103
Urban Renewal Wilsonville	-	2.5376
Vector Control	0.0065	0.0054
Vector Con Local Opt	0.0250	0.0250
Total, General Govt	7.9396	9.1723
Clack Comm Coll Bond	0.1777	0.1777
County Emergency Radio Bond	0.0965	0.0965
TVFR Bond	0.1415	0.1415
W Linn Bnd 2015	3.3312	3.3312
Metro Bond 2006	0.3974	0.3974
Total, Bonds	4.1443	4.1443
Grand Total, Tax Rate	19.3792	19.3792

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 \$70 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. However, in early 2017, the City Council directed staff to explore extending the District three more years and to increase the maximum indebtedness in order to fund construction of a bridge on Boeckman Road, where the road severely dips down toward Boeckman Creek. The Urban Renewal Task Force convened in April of 2017 and found in favor of extending the District to fund the project. Final concurrence of the necessary taxing jurisdictions was made in May of 2018.

Three funds are used to account for the activities of the Year 2000 Plan district including:

1. **Debt Service Fund** – records the tax increment and 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 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Assessed Valuation in District	\$ 480,550,659	\$ 499,772,685	\$ 519,763,592	\$ 540,554,136	\$ 540,554,136	\$ 540,554,136
Frozen Tax Base	(45,326,441)	(45,326,441)	(45,326,441)	(45,326,441)	(45,326,441)	(45,326,441)
Incremental Value	435,224,218	454,446,244	474,437,151	495,227,695	495,227,695	495,227,695
Incremental Value Certified¹	322,000,000	322,000,000	322,000,000	322,000,000	322,000,000	322,000,000
Property Tax Collected (net of discounts)						
Division of Taxes ²	\$ 4,004,124	\$ 3,999,005	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000

¹ Beginning FY 2010-11 the Agency has certified to an assessed valuation estimated to yield \$4 million tax receipts.

² Fixed to yield necessary tax increment revenue to service outstanding debt.

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 and maintenance of compliance with all debt covenants
2. Review debt and interest rates to determine if there is an economic advantage to refinancing existing debt

YEAR 2000 PLAN HISTORY OF DEBT ISSUANCE AND MAXIMUM INDEBTEDNESS

The district has adopted a maximum amount of debt that can be issued. Proceeds from the issuance of debt are used to pay capital project and related administration costs. A recap of debt issued since inception and computation of the remaining debt that can be issued is presented below.

Date	Issue Amount	Key Projects
<u>Maximum Indebtedness</u>		
Adopted June 1998*	\$ 53,851,923	
Increased September 2007	38,835,500	
Increased May 2018	14,509,101	
Total Maximum Indebtedness	<u>107,196,524</u>	
<u>Debt Issued</u>		
June 1994	8,760,000	Park land, Memorial Dr, High School IGA
December 1996	3,075,000	Wilsonville Rd and Interchange
June 1998	3,000,000	Wilsonville Rd and Interchange
June 2000	6,000,000	Wilsonville Rd and Town Center Park
August 2001	3,000,000	Wilsonville Rd - various portions
June 2002	5,000,000	Wilsonville Rd - various portions
June 2003	3,000,000	Wilsonville Rd - various portions
December 2003	10,000,000	Wilsonville Rd, High School improvements
September 2005	4,850,000	Town Center Park, Murase Park
September 2005	10,000,000	City Hall construction
October 2007	4,200,000	Wesleyan Church property acquisition
June 2009	3,000,000	Wilsonville Rd Interchange improvements
September 2010	8,000,000	Wilsonville Rd Interchange improvements
April 2013	3,500,000	Sewer Plant Upgrade, Canyon Creek So Road
June 2014	2,000,000	Canyon Creek So to Town Center Loop East
May 2015	2,000,000	Canyon Creek So to Town Center Loop East
April 2016	2,000,000	East-West Connector; Town Center Planning
June 2018	3,000,000	5th Street Extension
July 2019	9,000,000	5th Street Extension; Boeckman Dip Bridge
Total debt issued through June 2021	<u>93,385,000</u>	
Balance Available, July 1, 2021 (Maximum Indebtedness less Total Debt Issued)		
	<u>\$ 13,811,524</u>	

Issue amount excludes refinancing activity

*Maximum Indebtness was established in 1998 as a result of Measures 5, 47, and 50.

URBAN RENEWAL - YEAR 2000 DEBT SERVICE FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES:						
Tax increment revenues						
Current year	\$ 4,022,125	\$ 3,999,005	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000	\$ 4,000,000
Prior year	182,485	74,467	74,200	74,200	74,200	74,200
Total tax increment	4,204,610	4,073,472	4,074,200	4,074,200	4,074,200	4,074,200
Investment revenue	277,548	89,482	132,200	40,000	40,000	40,000
Beginning fund balance	9,331,877	13,219,647	7,913,947	11,342,687	11,342,687	11,342,687
TOTAL RESOURCES	\$ 13,814,035	\$ 17,382,601	\$ 12,120,347	\$ 15,456,887	\$ 15,456,887	\$ 15,456,887
REQUIREMENTS:						
Debt service						
Principal	\$ 360,000	\$ 370,000	\$ 392,500	\$ 410,000	\$ 410,000	\$ 410,000
Short term debt	-	9,000,000	-	9,811,524	9,811,524	9,811,524
Interest	234,388	219,766	205,000	191,000	191,000	191,000
Total debt service	594,388	9,589,766	597,500	10,412,524	10,412,524	10,412,524
Ending fund balance						
Restricted (unapprop)	2,500,000	2,500,000	2,500,000	-	-	-
Assigned (contingency)	10,719,647	5,292,835	9,022,847	5,044,363	5,044,363	5,044,363
TOTAL REQUIREMENTS	\$ 13,814,035	\$ 17,382,601	\$ 12,120,347	\$ 15,456,887	\$ 15,456,887	\$ 15,456,887

BUDGET HIGHLIGHTS 2021-22

In 2007, the Urban Renewal Agency Board passed a resolution expressing its intent to limit tax increment collections to approximately \$4 million. From 2007 to 2010, the District achieved this by removing parcels from the District. Beginning in 2010, the Agency began “underlevying” - certifying to a lower incremental assessed valuation than available, in order to cap the total amount of property tax received at approximately \$4 million.

The District is currently operating with the goal of closing the District in 2023. The District does have one debt obligation that extends until fiscal year 2025, with a balloon payment due in the final year of \$3,130,000.

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
2021-22	405,000	186,788	591,788
2022-23	420,000	169,575	589,575
2023-24	440,000	151,725	591,725
2024-25	3,130,000	133,025	3,263,025
	<u>\$ 4,395,000</u>	<u>\$ 641,113</u>	<u>\$ 5,036,113</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 the 5th Street Extension (aka Old Town Escape) Street Project and improve other streets in the area
2. Construct the Boeckman Dip Bridge

URBAN RENEWAL – YEAR 2000 CAPITAL PROJECTS FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES:						
Investment revenue	\$ 76,360	\$ 331,864	\$ 89,600	\$ 75,000	\$ 75,000	\$ 75,000
Debt proceeds	-	-	-	9,811,524	9,811,524	9,811,524
Beginning fund balance	3,187,661	2,541,643	11,169,486	6,664,168	6,664,168	6,664,168
TOTAL RESOURCES	\$ 3,264,021	\$ 2,873,507	\$ 11,259,086	\$ 16,550,692	\$ 16,550,692	\$ 16,550,692
REQUIREMENTS:						
Materials and services						
Prof and technical services	\$ 624,691	\$ 532,159	\$ 626,990	\$ 668,880	\$ 668,880	\$ 668,880
Utility services	1,108	1,478	1,270	1,280	1,280	1,280
Emp dev, train, travel	542	-	1,000	1,000	1,000	1,000
Fees, dues, advertising	537	247	2,000	2,000	2,000	2,000
Total materials and services	626,878	533,884	631,260	673,160	673,160	673,160
Capital projects						
#4196 5th Street Extension (aka Old Town Escape)	95,500	28,430	6,935,473	6,353,000	6,353,000	6,353,000
#4212 Boeckman Dip Bridge	-	25,668	2,500,000	3,300,000	3,300,000	3,300,000
Total capital projects	95,500	54,098	9,435,473	9,653,000	9,653,000	9,653,000
Expenditure subtotal	722,378	587,982	10,066,733	10,326,160	10,326,160	10,326,160
Ending fund balance						
Assigned (contingency)	2,541,643	11,285,525	1,192,353	6,224,532	6,224,532	6,224,532
TOTAL REQUIREMENTS	\$ 3,264,021	\$ 11,873,507	\$ 11,259,086	\$ 16,550,692	\$ 16,550,692	\$ 16,550,692

BUDGET HIGHLIGHTS 2021-22

Construction work for the 5th Street Extension continues from last fiscal year and the Boeckman Dip Project is scheduled to begin during the fiscal year.

HISTORY OF YEAR 2000 URBAN RENEWAL PROJECTS

	Years Prior	Estimate 2020-21	Proposed 2021-22
Road Projects:			
Wilsonville Road Related	\$ 25,123,241	\$ -	\$ -
Boones Ferry Road	732,272	-	-
Memorial Drive Construction	1,204,743	-	-
Canyon Creek - Boeckman to Town Ctr Lp	337,304	-	-
5th Street to Kinsman (Former Old Town Escape)	1,744,295	4,050,000	6,353,000
Boeckman Dip Bridge	133,178	130,000	3,300,000
Other Street Construction Projects	5,464,376	-	-
Boeckman Bike/Ped Improvements	408,075	-	-
Streetscape, Signals, Crossings	936,838	-	-
Planning Projects:			
Town Center Concept Planning	568,490	-	-
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	-	-
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	-	-
Murase Playground Retrofit	258,239	-	-
Murase Mound Regrade	169,249	-	-
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	\$ 72,131,284	\$ 4,180,000	\$ 9,653,000

STATEMENT OF PURPOSE

Beginning in 2001-02 the Urban Renewal Agency began recording program income in a new fund called the Program Income Fund. Program income is less restricted than bond proceeds and should be accounted for separately. Program income is essentially revenues collected from the result of activity within the District that generates a receivable, such as reimbursements, rental income and land sales. The predominant source of program income has been rental of property and a sale of property owned by the District.

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

URBAN RENEWAL - YEAR 2000 PROGRAM INCOME FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES:						
Investment revenue	\$ 48,297	\$ 18,513	\$ 8,600	\$ 6,500	\$ 6,500	\$ 6,500
Other revenue	149,452	176,774	150,000	150,000	150,000	150,000
Beginning fund balance	2,128,303	714,266	875,066	975,827	975,827	975,827
TOTAL RESOURCES	\$ 2,326,052	\$ 909,553	\$ 1,033,666	\$ 1,132,327	\$ 1,132,327	\$ 1,132,327
REQUIREMENTS:						
Materials and services						
Repairs and maintenance	\$ 20,037	\$ 6,329	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Miscellaneous charges	-	42,619	-	11,000	11,000	11,000
Capital outlay						
Improvements	1,591,749	-	-	-	-	-
Expenditure subtotal	1,611,786	48,948	50,000	61,000	61,000	61,000
Ending fund balance						
Assigned (contingency)	714,266	859,605	983,666	1,071,327	1,071,327	1,071,327
TOTAL REQUIREMENTS	\$ 2,326,052	\$ 908,553	\$ 1,033,666	\$ 1,132,327	\$ 1,132,327	\$ 1,132,327

BUDGET HIGHLIGHTS 2021-22

Repairs and maintenance are planned for the properties owned by the Year 2000 Plan.

Urban Renewal - West Side Plan

WEST SIDE PLAN

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 was adopted in 2014, and a substantial amendment to the West Side Plan occurred in February 2016 to increase maximum indebtedness to allow for the completion of Plan projects.

Three 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
2. **Program Income Fund** – records miscellaneous receipts and infrastructure costs

WEST SIDE ASSESSED VALUE AND TAXES

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Assessed Valuation in District	\$ 615,393,418	\$ 674,149,459	\$ 714,993,525	\$ 741,575,405	\$ 741,575,405	\$ 741,575,405
Frozen Tax Base	(18,017,272)	(18,017,272)	(18,017,272)	(18,017,272)	(18,017,272)	(18,017,272)
Incremental Value	597,376,146	656,132,187	696,976,253	723,558,133	723,558,133	723,558,133
Incremental Value Certified¹	401,210,000	401,210,000	401,210,000	401,210,000	401,210,000	401,210,000
Property Tax Collected (net of discounts)						
Division of Taxes ²	\$ 5,020,721	\$ 4,982,693	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000

¹ Beginning FY 2017-18 the Agency will certify to the assessed valuation that will raise a maximum of \$5 million in tax receipts, due to revenue share provision in the ORS.

² Fixed to yield necessary tax increment of \$5 million due to revenue share provisions.

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

WEST SIDE HISTORY OF DEBT ISSUANCE AND MAXIMUM INDEBTEDNESS

In February of 2016, a Substantial Amendment was passed that increased the maximum indebtedness of the district to bring the total to \$49.4 million. 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.

Date	Issue Amount	Key Projects
<u>Maximum Indebtedness</u>		
Adopted November 2003	\$ 40,000,000	
Increased, February 2016	<u>9,400,000</u>	
	49,400,000	
<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
May 2015	1,000,000	Barber Street extension, Villebois parks
July 2015	5,000,000	Barber Street extension, Villebois parks, and Tooze Road
January 2019	<u>3,000,000</u>	Tooze Road
Total debt issued through June 2021	43,000,000	
Balance Available, July 1, 2021 (Maximum Indebtedness less Total Debt Issued)	<u><u>\$ 6,400,000</u></u>	

URBAN RENEWAL - WEST SIDE DEBT SERVICE FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES:						
Tax increment revenues						
Current year	\$ 5,020,721	\$ 4,982,693	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000	\$ 5,000,000
Prior year	172,158	94,473	84,500	84,500	84,500	84,500
Total tax increment	5,192,879	5,077,166	5,084,500	5,084,500	5,084,500	5,084,500
Investment revenue	328,027	302,995	115,000	77,500	77,500	77,500
Beginning fund balance	11,835,393	11,497,138	14,082,538	16,447,044	16,447,044	16,447,044
TOTAL RESOURCES	\$ 17,356,299	\$ 16,877,299	\$ 19,282,038	\$ 21,609,044	\$ 21,609,044	\$ 21,609,044
REQUIREMENTS:						
Debt service						
Principal	\$ 4,899,985	\$ 1,967,965	\$ 1,900,000	\$ 10,200,000	\$ 10,200,000	\$ 10,200,000
Interest	959,176	885,508	825,000	2,209,044	2,209,044	2,209,044
Short term debt	-	-	-	6,400,000	6,400,000	6,400,000
Total debt service	5,859,161	2,853,473	2,725,000	18,809,044	18,809,044	18,809,044
Ending fund balance						
Restricted (unapprop)	2,900,000	2,900,000	2,800,000	-	-	-
Assigned (contingency)	8,597,138	11,123,826	13,757,038	2,800,000	2,800,000	2,800,000
TOTAL REQUIREMENTS	\$ 17,356,299	\$ 16,877,299	\$ 19,282,038	\$ 21,609,044	\$ 21,609,044	\$ 21,609,044

BUDGET HIGHLIGHTS 2021-22

The district will continue to reduce its outstanding debt load. Total debt service of \$18.7 million includes regularly scheduled debt amortization of \$2.0 million in principal and \$1.0 million in interest charges; plus repayment of General Fund overnight loan (\$6.4 million), and also includes approximately \$9.3 million budgeted to potentially prepay outstanding long-term debt.

LONG-TERM DEBT

The West Side Plan has four issues outstanding with Bank of America and one with Columbia State Bank. The issuances with Bank of America are amortized over 20 years, and each has a balloon payment due as indicated in the table below.

Date issued	Bank	Amount	Interest rate	Date of balloon payment	Amount of balloon payment
February, 2009	B of A	\$ 10,000,000	4.90%	1-Dec-23	\$ 3,855,000
June, 2011	B of A	\$ 5,000,000	4.40%	1-Jun-26	\$ 1,970,000
June, 2012	B of A	\$ 8,000,000	3.40%	1-Jun-27	\$ 2,975,000
June, 2013	B of A	\$ 7,000,000	3.50%	1-Jun-28	\$ 2,630,000
July, 2015	Columbia	\$ 4,250,000	2.63%	N/A	N/A

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 the maximum annual debt service on all outstanding bonds, 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:

Date issued	Debt Service Cash Reserve
February, 2009	\$ 780,545
June, 2011	\$ 382,320
June, 2012	\$ 553,450
June, 2013	\$ 496,600
July, 2015	\$ 484,342
TOTAL RESERVE	\$ 2,697,257

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 table below and on the following page display the remaining principal and interest for each bond issue.

DEBT OUTSTANDING

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 the annual tax increment revenue and debt service fund cash reserves. 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
2021-22	550,000	230,545	780,545
2022-23	575,000	202,983	777,983
2023-24	3,855,000	94,447	3,949,447
Total	\$ 4,980,000	\$ 527,975	\$ 5,507,975

debt service fund

Urban Renewal - West Side Plan

West Side Plan Debt
2011 Issue - Bank of America

FY	Principal	Interest	Total
2021-22	\$ 245,000	\$ 133,100	\$ 378,100
2022-23	260,000	122,320	382,320
2023-24	270,000	110,880	380,880
2024-25	280,000	99,000	379,000
2025-26	1,970,000	86,680	2,056,680
Total	\$ 3,025,000	\$ 551,980	\$ 3,576,980

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 the annual tax increment revenue and debt service cash reserves. 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 the annual tax increment revenue and debt service cash reserves. 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
2021-22	385,000	166,155	551,155
2022-23	400,000	153,450	553,450
2023-24	410,000	140,250	550,250
2024-25	425,000	126,720	551,720
2025-26	440,000	112,695	552,695
2026-27	2,975,000	98,175	3,073,175
Total	\$ 5,035,000	\$ 797,445	\$ 5,832,445

West Side Plan Debt
2013 Issue Bank of America

FY	Principal	Interest	Total
2021-22	330,000	167,300	497,300
2022-23	340,000	155,750	495,750
2023-24	350,000	143,850	493,850
2024-25	365,000	131,600	496,600
2025-26	375,000	118,825	493,825
2026-27	390,000	105,700	495,700
2027-28	2,630,000	92,050	2,722,050
Total	\$ 4,780,000	\$ 915,075	\$ 5,695,075

In June 2013, the Agency converted a short-term, interest only line of credit to long-term debt. The issue, in the amount of \$7,000,000, carries an interest rate of 3.50%. Debt Service is amortized over 25 years with a balloon payment due June 1, 2028 of \$2,630,000. Security of this Debt is annual tax increment revenue and debt service cash reserves. The Agency is building a sinking fund to be able to retire the debt on the balloon payment date.

On July 22, 2015, the Agency issued \$4.25 million through a note held by Columbia State Bank with an interest rate of 2.63%. Debt service is amortized over 10 years. Security of this debt is the annual tax increment revenue and debt service fund.

West Side Plan Debt
2015A Issue Columbia State Bank

FY	Principal	Interest	Total
2021-22	439,867	44,475	484,342
2022-23	451,714	32,628	484,342
2023-24	463,828	20,514	484,342
2024-25	477,049	7,970	485,019
Total	\$ 1,832,458	\$ 105,588	\$ 1,938,046

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. Complete capital improvement on Tooze Road
2. The remaining project for this district is the Brown Road construction project

HISTORY OF WEST SIDE URBAN RENEWAL PROJECTS

	Years	Estimate	Budget
	Prior	2020-21	2021-22
Road Projects:			
Boeckman Road Extension	\$ 13,043,919	\$ -	\$ -
Boeckman Road Geotech	390,970	-	-
Barber Street	8,308,134	-	-
Brown Road	-	-	470,000
Tooze Road (Funded by Program Income)	5,625,951	-	-
Tooze Road (Funded by UR West Side)	-	-	-
Park Projects:			
Villebois Park Promenade	151	-	-
Villebois Park Piccadilly	203,900	-	-
Villebois Park Piazza	734,075	-	-
Villebois Park Montague	756,494	-	-
Villebois Park Edelweiss	243,040	-	-
Local Schools:			
School Site Acquisition, #1	4,152,235	-	-
School Site Acquisition, #2	3,437,972	-	-
Total	\$ 36,896,841	\$ -	\$ 470,000

URBAN RENEWAL – WEST SIDE CAPITAL PROJECTS FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES:						
Investment revenue	\$ 25,156	\$ 32,086	\$ 17,700	\$ 6,500	\$ 6,500	\$ 6,500
Other revenue	-	10,671	-	-	-	-
Debt proceeds	3,000,000	-	-	6,400,000	6,400,000	6,400,000
Beginning fund balance	649,098	2,047,631	1,102,491	269,136	269,136	269,136
TOTAL RESOURCES	\$ 3,674,254	\$ 2,090,388	\$ 1,120,191	\$ 6,675,636	\$ 6,675,636	\$ 6,675,636
REQUIREMENTS:						
Materials and services						
Prof and technical services	\$ 876,623	\$ 968,933	\$ 298,066	\$ 365,880	\$ 365,880	\$ 365,880
Emp dev, train, travel	-	-	2,500	2,500	2,500	2,500
Fees, dues, advertising	-	-	404	400	400	400
Water system development charges	-	-	700,000	-	-	-
Total materials and services	876,623	968,933	1,000,970	368,780	368,780	368,780
Capital projects						
#4146 Tooze Rd Improvements	750,000	-	-	-	-	-
#4216 Brown Road	-	-	-	470,000	-	-
Total capital projects	750,000	-	-	470,000	470,000	470,000
Expenditure subtotal	1,626,623	968,933	1,000,970	838,780	838,780	838,780
Ending fund balance						
Assigned (contingency)	2,047,631	1,121,455	119,221	5,836,856	5,836,856	5,836,856
TOTAL REQUIREMENTS	\$ 3,674,254	\$ 2,090,388	\$ 1,120,191	\$ 6,675,636	\$ 6,675,636	\$ 6,675,636

BUDGET HIGHLIGHTS 2021-22

Brown Road capital project begins and is the last remaining project for the district.

STATEMENT OF PURPOSE

Beginning in 2015-16 the Urban Renewal Agency began recording program income for the West Side Plan District in a new fund called the Program Income Fund, to account for the sale of property. 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, rental income and land sales.

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 improve Tooze Road.

URBAN RENEWAL - WEST SIDE PROGRAM INCOME FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES:						
Intergovernmental	\$ -	\$ 165,000	\$ -	\$ -	\$ -	\$ -
Investment revenue	41,417	4,054	1,800	1,000	1,000	1,000
Beginning fund balance	2,120,351	188,847	183,447	176,897	176,897	176,897
TOTAL RESOURCES	\$ 2,161,768	\$ 357,901	\$ 185,247	\$ 177,897	\$ 177,897	\$ 177,897
REQUIREMENTS:						
Materials and services						
Prof and technical services	\$ 78,007	\$ 166,784	\$ -	\$ -	\$ -	\$ -
Capital outlay						
Improvements	1,894,914	15,966	-	-	-	-
Expenditure subtotal	1,972,921	182,750	-	-	-	-
Ending fund balance						
Assigned (contingency)	188,847	175,151	185,247	177,897	177,897	177,897
TOTAL REQUIREMENTS	\$ 2,161,768	\$ 357,901	\$ 185,247	\$ 177,897	\$ 177,897	\$ 177,897

BUDGET HIGHLIGHTS 2021-22

As intended, the program income fund has been used to construct the Tooze Road project.

Urban Renewal - Coffee Creek Plan

COFFEE CREEK PLAN

The Coffee Creek Plan was adopted on October 17, 2016. The Coffee Creek Urban Renewal area seeks to develop a new employment area in north Wilsonville that will attract general industrial, warehouse, flex, and research and development related business. The Coffee Creek Urban Renewal area is composed of approximately 258 total acres. The Plan expects to utilize tax increment financing for 25 years with a maximum indebtedness of \$67,000,000.

Key projects identified for improvement are infrastructure enhancements to existing roadways, utility development, and property acquisition and disposition.

Three funds may eventually be used to account for the activities of the Coffee Creek 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 (not active for FY 2020-21)

COFFEE CREEK ASSESSED VALUES AND TAXES

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
Assessed Valuation in District	\$ 123,120,206	\$ 124,838,103	\$ 128,142,200	\$ 135,413,041	\$ 135,413,041	\$ 135,413,041
Frozen Tax Base	(99,003,704)	(99,003,704)	(99,003,704)	(99,003,704)	(99,003,704)	(99,003,704)
Incremental Value	24,116,502	25,834,399	29,138,496	36,409,337	36,409,337	36,409,337
Property Tax Collected (net of discounts)						
Division of Taxes ¹	\$ 242,270	\$ 284,303	\$ 315,600	\$ 347,700	\$ 347,700	\$ 347,700

¹ Discounts include reductions offered for early payment, adjustments, and uncollected taxes.

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. Monitor private development that would result in future tax increment revenue generation

COFFEE CREEK HISTORY OF DEBT ISSUANCE AND MAXIMUM INDEBTEDNESS

In October of 2016, the Plan was adopted establishing maximum indebtedness at \$67,000,000. Proceeds from the issuance of debt are used to pay capital project costs and related administration.

<u>Date</u>	<u>Issue Amount</u>	<u>Key Projects</u>
Maximum Indebtedness		
Adopted October 2016	\$ 67,000,000	
Debt Issued		
April 2019	3,800,000	Garden Acres Road
Total debt issued through June 2019	3,800,000	
Balance Available, July 1, 2021 (Maximum Indebtedness less Total Debt Issued)		
	<u>\$ 63,200,000</u>	

URBAN RENEWAL - COFFEE CREEK DEBT SERVICE FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES:						
Tax increment revenues						
Current year	\$ 242,270	\$ 284,303	\$ 315,600	\$ 347,700	\$ 347,700	\$ 347,700
Prior year	5,438	3,537	3,100	3,000	3,000	3,000
Total tax increment	247,708	287,840	318,700	350,700	350,700	350,700
Investment revenue	4,530	11,621	7,400	1,000	1,000	1,000
Beginning fund balance	207,604	459,842	491,392	29,393	29,393	29,393
TOTAL RESOURCES	<u>\$ 459,842</u>	<u>\$ 759,303</u>	<u>\$ 817,492</u>	<u>\$ 381,093</u>	<u>\$ 381,093</u>	<u>\$ 381,093</u>
REQUIREMENTS:						
Debt service						
Principal	\$ -	\$ 137,329	\$ 162,000	\$ 168,000	\$ 168,000	\$ 168,000
Interest	-	141,813	116,000	112,000	112,000	112,000
Short term debt	-	-	500,000	-	-	-
Total debt service	-	279,142	778,000	280,000	280,000	280,000
Ending fund balance						
Assigned (contingency)	459,842	480,161	39,492	101,093	101,093	101,093
TOTAL REQUIREMENTS	<u>\$ 459,842</u>	<u>\$ 759,303</u>	<u>\$ 817,492</u>	<u>\$ 381,093</u>	<u>\$ 381,093</u>	<u>\$ 381,093</u>

BUDGET HIGHLIGHTS 2021-22

The fund continues the debt service payments for the funding of the Garden Acres Rd Project.

DEBT OUTSTANDING

On April 4, 2019, the Agency issued \$3.8 million through a note held by Columbia State Bank with an interest rate of 3.19%. Debt service is amortized over 10 years. Security of this debt is the annual tax increment revenue and debt service fund.

FY	Coffee Creek Plan Debt 2019 Issue - Columbia Bank		
	Principal	Interest	Total
2021-22	166,429	110,379	276,808
2022-23	171,781	105,027	276,808
2023-24	177,304	99,504	276,808
2024-25	183,005	93,802	276,808
2025-26	188,890	87,918	276,808
2026-29	2,614,018	226,526	2,840,543
	<u>\$ 3,501,427</u>	<u>\$ 723,156</u>	<u>\$ 4,224,583</u>

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 public infrastructure including transportation and utility improvements to generate industrial private development.

PROGRAM OBJECTIVES

1. Construct new Garden Acres Road with bike lanes, sidewalks, and landscaping
2. Over the course of time as development happens in the Coffee Creek Plan area, the tax increment will grow and will enable financing of the following capital projects:
 - Construct regional detention pond with an outfall to Basalt Creek
 - Construct new SW Java Road; three lane road section with bike lanes, sidewalks, and landscaping
 - Complete Coffee Creek Industrial area sewer extensions
 - Continue various roadway upgrades on Day Road, Boones Ferry, and Grahams Ferry Road

URBAN RENEWAL – COFFEE CREEK CAPITAL PROJECTS FUND

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES:						
Investment revenue	\$ 2,033	\$ 41,668	\$ 17,900	\$ 13,500	\$ 13,500	\$ 13,500
Debt proceeds	3,800,000	-	500,000	-	-	-
Beginning fund balance	-	3,778,120	2,366,266	269,224	269,224	269,224
TOTAL RESOURCES	\$ 3,802,033	\$ 3,819,788	\$ 2,884,166	\$ 282,724	\$ 282,724	\$ 282,724
REQUIREMENTS:						
Materials and Services						
Prof and tech services	\$ 23,913	\$ 187,245	\$ 102,000	\$ 148,880	\$ 148,880	\$ 148,880
Capital Projects						
Garden Acres Rd	-	1,147,671	2,500,000	-	-	-
Expenditure subtotal	23,913	1,334,916	2,602,000	148,880	148,880	148,880
Ending fund balance						
Assigned (contingency)	3,778,120	2,484,872	282,166	133,844	133,844	133,844
TOTAL REQUIREMENTS	\$ 3,802,033	\$ 3,819,788	\$ 2,884,166	\$ 282,724	\$ 282,724	\$ 282,724

BUDGET HIGHLIGHTS 2021-22

In FY 2021-22, the Coffee Creek Urban Renewal District will not have any capital projects under construction.

Urban Renewal Summary

SUMMARY OF URBAN RENEWAL BY FUND FY2021-22

	Year 2000			West Side			Coffee Creek		Grand Total
	Debt Service	Capital Projects	Program Income	Debt Service	Capital Projects	Program Income	Debt Service	Capital Projects	
RESOURCES:									
Tax increment	\$ 4,074,200	\$ -	\$ -	\$ 5,084,500	\$ -	\$ -	\$ 350,700	\$ -	\$ 9,509,400
Investment revenue	40,000	75,000	6,500	77,500	6,500	1,000	1,000	13,500	221,000
Other revenue	-	-	150,000	-	-	-	-	-	150,000
Debt proceeds	-	9,811,524	-	-	6,400,000	-	-	-	16,211,524
Beginning fund balance	11,342,687	6,664,168	975,827	16,447,044	269,136	176,897	29,393	269,224	36,174,376
TOTAL RESOURCES	\$ 15,456,887	\$ 16,550,692	\$ 1,132,327	\$ 21,609,044	\$ 6,675,636	\$ 177,897	\$ 381,093	\$ 282,724	\$ 62,266,300
REQUIREMENTS:									
Materials and services	\$ -	\$ 673,160	\$ 61,000	\$ -	\$ 368,780	\$ -	\$ -	\$ 148,880	\$ 1,251,820
Capital outlay	-	9,653,000	-	-	470,000	-	-	-	10,123,000
Debt service	10,412,524	-	-	18,809,044	-	-	280,000	-	29,501,568
Ending fund balance									
Assigned (contingency)	5,044,363	6,224,532	1,071,327	2,800,000	5,836,856	177,897	101,093	133,844	21,389,912
TOTAL REQUIREMENTS	\$ 15,456,887	\$ 16,550,692	\$ 1,132,327	\$ 21,609,044	\$ 6,675,636	\$ 177,897	\$ 381,093	\$ 282,724	\$ 62,266,300

SUMMARY OF DEBT OUTSTANDING BY DISTRICT

	Original Issue	Year 2000	West Side	Coffee Creek	Total Outstanding
		July 1, 2021 Balance	July 1, 2021 Balance	July 1, 2021 Balance	
Series 2009 Note Payable	\$ 10,000,000	\$ -	\$ 4,980,000	\$ -	\$ 4,980,000
Series 2010 Note Payable	8,000,000	4,395,000	-	-	4,395,000
Series 2011 Note Payable	5,000,000	-	3,025,000	-	3,025,000
Series 2012 Note Payable	8,000,000	-	5,035,000	-	5,035,000
Series 2013 Note Payable	7,000,000	-	4,780,000	-	4,780,000
Series 2015A Note Payable	4,250,000	-	1,832,458	-	1,832,458
Series 2019 Note Payable	3,800,000	-	-	3,501,427	3,501,427
Total outstanding debt	\$ 46,050,000	\$ 4,395,000	\$ 19,652,458	\$ 3,501,427	\$ 27,548,885

Urban Renewal Summary

The table below combines seven 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 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Approved 2021-22	Adopted 2021-22
RESOURCES:						
Tax increment	\$ 9,645,197	\$ 9,438,478	\$ 9,477,400	\$ 9,509,400	\$ 9,509,400	\$ 9,509,400
Investment revenue	803,368	832,283	390,200	221,000	221,000	221,000
Intergovernmental	-	165,000	-	-	-	-
Other revenue	149,452	187,445	150,000	150,000	150,000	150,000
Debt proceeds	6,800,000	-	500,000	16,211,524	16,211,524	16,211,524
Beginning fund balance	29,460,287	34,447,134	38,184,633	36,174,376	36,174,376	36,174,376
TOTAL RESOURCES	\$ 46,858,304	\$ 45,070,340	\$ 48,702,233	\$ 62,266,300	\$ 62,266,300	\$ 62,266,300
REQUIREMENTS:						
Materials and services	\$ 1,625,458	\$ 1,863,175	\$ 1,784,230	\$ 1,251,820	\$ 1,251,820	\$ 1,251,820
Capital outlay	4,332,163	1,217,735	11,935,473	10,123,000	10,123,000	10,123,000
Debt service	6,453,549	12,722,381	4,100,500	29,501,568	29,501,568	29,501,568
Ending fund balance:						
Restricted (bond covenants)	5,400,000	5,400,000	5,300,000	-	-	-
Assigned (contingency)	29,047,134	23,867,049	25,582,030	21,389,912	21,389,912	21,389,912
TOTAL REQUIREMENTS	\$ 46,858,304	\$ 45,070,340	\$ 48,702,233	\$ 62,266,300	\$ 62,266,300	\$ 62,266,300



SMART Fleet yard during the 2020 Oregon wild fires.



Appendix

Resolutions.....	A
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Staff laminating books at the Wilsonville Public Library.



RESOLUTION NO. 2901

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:

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.

This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 7th day of June, 2021 and filed with the Wilsonville City Recorder this same date.

DocuSigned by:
Julie Fitzgerald
8A974AF3ADE042E...

JULIE FITZGERALD, Mayor

ATTEST:

DocuSigned by:
Kimberly Veliz
E781DE10276B498...

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

RESOLUTION NO. 2902

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 19, 2021 to discuss possible uses of the funds and before the City Council on June 7, 2021 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 shared revenues for the fiscal year 2021-22.
2. This resolution is effective upon adoption.

ADOPTED by the City Council of the City of Wilsonville at a regular meeting thereof this 7th day of June, 2021 and filed with the Wilsonville City Recorder this same date.

DocuSigned by:
Julie Fitzgerald
8A974AF3ADE042E...

JULIE FITZGERALD, Mayor

ATTEST:

DocuSigned by:
Kimberly Veliz
E781DE10276B498...

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

RESOLUTION NO. 2903

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 2021-22.

WHEREAS, in accordance with ORS 294.426 the Wilsonville Budget Committee met on May 19, 2021 and May 20, 2021 to receive public testimony, hear the budget message and listen to presentations pertaining to the proposed budget for Fiscal Year 2021-22; and,

WHEREAS, the Budget Committee deliberated on the proposed budget on May 19, 2021 and on May 20, 2021; and

WHEREAS, the Budget Committee approved the proposed budget on May 20, 2021; 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 June 2, 2021 a summary of the budget, as required by ORS 294.438, was duly published in the Pamplin Media, formerly 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 7, 2021 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, 2021.

NOW, THEREFORE, THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Council adopts the budget for FY 2021-22 in the total amount of \$241,832,266.
2. Of the total adopted budget of \$241,832,266, the City appropriates \$233,628,916 for the fiscal year beginning July 1, 2021 as shown in Attachment A – Schedule of Appropriations. The difference of \$8,203,350 is not appropriated and is not available for expenditure during the year.

3. The City of Wilsonville City Council hereby imposes the taxes provided for in the Adopted Budget at the rate of \$2.5206 per \$1,000 of assessed value for general operations; and that these taxes are hereby imposed and categorized for the tax year 2021-22 upon the assessed value of all taxable property in the City.

	<u>General Government Limit</u>
General Fund	\$2.5206 / \$1,000

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 263 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 7th day of June, 2021 and filed with the City Recorder this date.

DocuSigned by:
Julie Fitzgerald
8A974AF3ADE042E...

JULIE FITZGERALD, Mayor

ATTEST:

DocuSigned by:
Kimberly Veliz
E781DE10276B496...

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Mayor Fitzgerald	Yes
Council President Akervall	Yes
Councilor Lehan	Yes
Councilor West	Yes
Councilor Linville	Yes

Attachment:

- A. Schedule of Appropriations

Attachment A – Schedule of Appropriations

General Fund		
Administration	\$ 2,029,655	
Finance	1,598,810	
Information Technology/GIS	1,221,554	
Legal	708,452	
Human Resources and Risk Management	888,700	
Public Works Administration	885,531	
Facilities	1,379,931	
Parks Maintenance	1,787,569	
Parks and Recreation	1,609,227	
Library	2,121,120	
Law Enforcement	5,538,456	
Municipal court	230,050	
Transfers to Other Funds	19,100,169	
Contingency	<u>9,692,033</u>	
Total Fund Appropriations		\$48,791,257
Community Development Fund		
CD Administration	\$ 619,221	
Engineering	2,194,343	
Planning	1,236,790	
Transfers to Other Funds	598,095	
Contingency	<u>858,346</u>	
Total Fund Appropriations		\$5,506,795
Building Inspection Fund		
Building	\$ 1,279,508	
Transfers to Other Funds	405,606	
Contingency	<u>1,101,661</u>	
Total Fund Appropriations		\$2,786,775
Transit Fund		
Transit	\$ 8,360,088	
Transfers to Other Funds	669,447	
Contingency	<u>5,861,271</u>	
Total Fund Appropriations		\$14,890,806

Attachment A – Schedule of Appropriations
--

Road Operating Fund		
Road Operating	\$ 925,830	
Transfers to Other Funds	809,155	
Contingency	<u>2,412,467</u>	
Total Fund Appropriations		\$4,147,452
Road Maintenance Regulatory Fund		
Transfers to Other Funds	\$ 2,503,924	
Contingency	<u>1,781,846</u>	
Total Fund Appropriations		\$4,285,770
Water Operating Fund		
Water Distributions and Sales	\$ 1,578,978	
Water Treatment	3,835,711	
Transfers to Other Funds	10,798,267	
Contingency	<u>11,746,960</u>	
Total Fund Appropriations		\$27,959,916
Sewer Operating Fund		
Sewer Collection	\$ 1,216,011	
Sewer Treatment	3,074,746	
Sewer Pretreatment	118,923	
Debt Service	2,623,500	
Transfers to Other Funds	2,907,055	
Contingency	<u>14,219,187</u>	
Total Fund Appropriations		\$24,159,422
Street Lighting Operating Fund		
Street Lighting	\$ 384,030	
Transfers to Other Funds	1,045,000	
Contingency	<u>285,765</u>	
Total Fund Appropriations		\$1,714,795
Stormwater Fund		
Stormwater Maintenance	1,168,706	
Debt Service	518,000	
Transfers to Other Funds	2,049,216	
Contingency	<u>3,520,347</u>	
Total Fund Appropriations		\$7,256,269

Attachment A – Schedule of Appropriations
--

Fleet Service Fund		
Fleet	\$ 1,473,285	
Transfers to Other Funds	2,400	
Contingency	<u>1,116,045</u>	
Total Fund Appropriations		\$2,591,730
Water Capital Projects Fund		
Water Capital Projects	\$ 26,735,916	
Transfers to Other Funds	997,351	
Contingency	<u>1,524,558</u>	
Total Fund Appropriations		\$29,257,825
Sewer Capital Projects Fund		
Sewer Capital Projects	\$ 3,025,344	
Transfers to Other Funds	312,773	
Contingency	<u>95,257</u>	
Total Fund Appropriations		\$3,433,374
Streets Capital Projects Fund		
Streets Capital Projects	\$ 11,606,587	
Transfers to Other Funds	740,178	
Contingency	<u>2,183,589</u>	
Total Fund Appropriations		\$14,530,354
Streets Capital Projects Fund		
Stormwater Capital Projects	\$ 1,437,576	
Transfers to Other Funds	218,314	
Contingency	<u>108,232</u>	
Total Fund Appropriations		\$1,764,122
Facilities and Information Technology Capital Projects Fund		
Building Capital Projects	\$ 1,970,453	
Transfers to Other Funds	52,721	
Contingency	<u>105,765</u>	
Total Fund Appropriations		\$2,128,939
Parks Capital Projects Fund		
Parks Capital Projects	\$ 2,074,505	
Transfers to Other Funds	157,593	
Contingency	<u>368,181</u>	
Total Fund Appropriations		\$2,600,279

Attachment A – Schedule of Appropriations
--

Water Development Charges		
Materials & Services	\$ 25,940	
Debt Service	\$ 485,000	
Transfers to Other Funds	9,625,868	
Contingency	2,769,437	
Total Fund Appropriations		\$12,906,245
Sewer Development Charges		
Materials & Services	\$ 22,050	
Transfers to Other Funds	1,792,521	
Contingency	7,118	
Total Fund Appropriations		\$1,821,689
Streets Development Charges		
Materials & Services	\$ 41,470	
Transfers to Other Funds	7,766,745	
Contingency	1,076,298	
Total Fund Appropriations		\$8,884,513
Washington County TDT		
Materials & Services	\$ -	
Transfers to Other Funds	-	
Contingency	355,335	
Total Fund Appropriations		\$355,335
Frog Pond West Fund		
Materials & Services	\$ 8,320	
Contingency	5,138,874	
Total Fund Appropriations		\$5,147,194
Stormwater Development Charges		
Materials & Services	\$ 5,750	
Transfers to Other Funds	253,382	
Contingency	2,867,901	
Total Fund Appropriations		\$3,127,033
Parks Development Charges		
Materials & Services	\$ 16,890	
Transfers to Other Funds	1,322,155	
Contingency	2,241,982	
Total Fund Appropriations		\$3,581,027
Total City Appropriations - All Funds		\$233,628,916

THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE

URA RESOLUTION NO. 317

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 2021-22.

WHEREAS, in accordance with ORS 294.426 the Wilsonville Urban Renewal Agency (“Agency”) Budget Committee met on May 20, 2021 to receive public testimony, hear the budget message, and listen to presentations pertaining to the proposed budget for Fiscal Year 2021-22; and

WHEREAS, the Budget Committee deliberated on the proposed budget, and on May 20, 2021, approved the budget with no amendments and set the incremental assessed value for the West Side Plan District to \$401,210,000, thus limiting tax imposed in that district to approximately \$5,000,000 in accordance with ORS 457.470(3)(c), and set the incremental assessed value for the Year 2000 Plan District to \$322,000,000, thus limiting tax imposed in that district to approximately \$4,200,000 in accordance with ORS 457.455(1); and

WHEREAS, the governing board of the Coffee Creek Plan District declares its intent to collect the full amount of the division of tax for the District; 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 June 2, 2021 a summary of the budget, as required by ORS 294.438, was duly published in Pamplin media, formerly known as Wilsonville Spokesman, a newspaper of general circulation in the City of Wilsonville (“City”); and

WHEREAS, in accordance with ORS 294.456, the Agency duly held a public hearing on June 7, 2021 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, 2021.

NOW, THEREFORE, THE URBAN RENEWAL AGENCY OF THE CITY OF WILSONVILLE RESOLVES AS FOLLOWS:

1. The Wilsonville Urban Renewal Agency Board (“Agency Board”) adopts the budget for FY 2021-22 in the total amount of \$62,266,300.
2. Of the total adopted budget of \$62,266,300, the Agency appropriates \$62,266,300, for the fiscal year beginning July 1, 2021, as shown in Attachment A – Schedule of Appropriations.
3. The Agency certifies to the Clackamas and Washington County Assessors the Agency’s intention as follows for Fiscal Year 2021-22:
 - a. To set the incremental assessed value in the West Side Plan District to \$401,210,000, which will generate approximately \$5,000,000 of taxes imposed.
 - b. To set the incremental assessed value in the Year 2000 Plan District to \$322,000,000, which will generate approximately \$4,200,000 of taxes imposed.
 - c. To collect 100% of the “Division of Taxes” portion from the Coffee Creek Plan District.
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 that are designated, but for which a resolution has not been adopted. Authority is hereby granted to the Agency Board, the 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 Agency Board resolution.

- c. The 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 Agency 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 Urban Renewal Agency of the City of Wilsonville at a regularly scheduled meeting thereof this 7th day of June 2021 and filed with the City Recorder this date.

DocuSigned by:
Julie Fitzgerald
8A974AF3ADE042E...

JULIE FITZGERALD, Chair

ATTEST:

DocuSigned by:
Kimberly Veliz
E781DE10276B498...

Kimberly Veliz, City Recorder

SUMMARY OF VOTES:

Chair Fitzgerald	Yes
Board Member Akervall	Yes
Board Member Linville	Yes
Board Member Lehan	Yes
Board Member West	Yes

Attachment:

- A. Schedule of Appropriations

Attachment A – Schedule of Appropriations
--

Year 2000 Plan Area - Debt Service Fund

Debt Service	10,412,524	
Contingency	5,044,363	
Total Fund Appropriations		\$ 15,456,887

Year 2000 Plan Area - Capital Projects Fund

Materials and Services	673,160	
Capital Outlay	9,653,000	
Contingency	6,224,532	
Total Fund Appropriations		\$ 16,550,692

Year 2000 Plan Area - Program Income Fund

Materials and Services	61,000	
Contingency	1,071,327	
Total Fund Appropriations		\$ 1,132,327

West Side - Debt Service Fund

Debt Service	18,809,044	
Contingency	2,800,000	
Total Fund Appropriations		\$ 21,609,044

West Side - Capital Projects Fund

Materials and Services	368,780	
Capital Outlay	470,000	
Contingency	5,836,856	
Total Fund Appropriations		\$ 6,675,636

West Side - Program Income Fund

Materials and Services	-	
Capital Outlay	-	
Contingency	177,897	
Total Fund Appropriations		\$ 177,897

Coffee Creek Plan - Debt Service Fund

Debt Service	280,000	
Contingency	101,093	
Total Fund Appropriations		\$ 381,093

Coffee Creek Plan - Capital Projects Fund

Materials and Services	148,880	
Contingency	133,844	
Total Fund Appropriations		\$ 282,724

\$ 62,266,300



The Oregonian
LEGAL AFFIDAVIT

AD#: 0009977144

State of Oregon,) ss
County of Multnomah)

Kimberlee W. O'Neill being duly sworn, deposes that he/she is principal clerk of Oregonian Media Group; that The Oregonian is a public newspaper published in the city of Portland, with general circulation in Oregon, and this notice is an accurate and true copy of this notice as printed in said newspaper, was printed and published in the regular edition and issue of said newspaper on the following date(s):

The Oregonian 05/16/2021

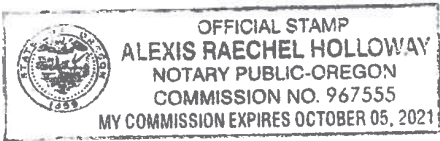
Kimberlee W O'Neill

Principal Clerk of the Publisher

Sworn to and subscribed before me this 17th day of May 2021

Alexis Holloway

Notary Public



**City of Wilsonville 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, 2021 to June 30, 2022, will be held via video conferencing. The meeting will take place on Wednesday, the 19th of May 2021 at 6:00 pm. Subsequent meetings, if necessary, are scheduled for Thursday the 20th of May 2021 and Tuesday the 25th of May 2020. All meetings begin at 6:00 pm and are held via video conferencing. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be obtained by contacting City Recorder Kimberly Vellz at cityrecorder@cl.wilsonville.or.us or by phone at (503) 570-1506 beginning the 11th of May 2021. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us. At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2021-22.

These are public meetings where deliberation of the Budget Committee will take place. Any person may comment at the meeting(s) and provide written and oral comments discussing the proposed programs for fiscal year 2021-22 with the Budget Committee.

- Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070) and must be received by Tuesday, May 18, 2021 at 5:00 pm.
- Digital comments (email) may be submitted to cityrecorder@cl.wilsonville.or.us by Tuesday, May 18, 2021 at 5:00 pm.
- Individuals may participate online through the Zoom web conferencing platform. Contact City Recorder Kimberly Vellz at cityrecorder@cl.wilsonville.or.us or by phone at (503) 570-1506 by Tuesday, May 18, 2021 at 5:00 pm to register.

Bryan Cosgrove, Budget Officer
City of Wilsonville

Public Notices/Legal Forms



PUBLIC NOTICES

Stay informed and involved in your community. These notices contain information about actions planned and implemented by individuals, attorneys, financial institutions, businesses, and government agencies. They are intended to keep you and every citizen fully informed and involved.

City of Wilsonville Notice of Budget Committee Meetings And Public Hearings Concerning State Shared Revenue

Wilsonville

Posted on May 19, 2021

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, 2021 to June 30, 2022, will be held via video conferencing. The meeting will take place on Wednesday, the 19th of May 2021 at 6:00 pm. Subsequent meetings, if necessary, are scheduled for Thursday the 20th of May 2021 and Tuesday the 25th of May 2020. All meetings begin at 6:00 pm and are held via video conferencing. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be obtained by contacting City Recorder Kimberly Veliz at cityrecorder@ci.wilsonville.or.us or by phone at (503) 570-1506 beginning the 11th of May 2021. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us. At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2021-22.

These are public meetings where deliberation of the Budget Committee will take place. Any person may comment at the meeting(s) and provide written and oral comments discussing the proposed programs for fiscal year 2021-22 with the Budget Committee.

- Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070) and must be received by Tuesday, May 18, 2021 at 5:00 pm.
- Digital comments (email) may be submitted to cityrecorder@ci.wilsonville.or.us by Tuesday, May 18, 2021 at 5:00 pm.
- Individuals may participate online through the Zoom web conferencing platform. Contact City Recorder Kimberly Veliz at cityrecorder@ci.wilsonville.or.us or by phone at (503) 570-1506 by Tuesday, May 18, 2021 at 5:00 pm to register.

Bryan Cosgrove

Budget Officer

City of Wilsonville

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PUBLIC NOTICES

Stay informed and involved in your community. These notices contain information about actions planned and implemented by individuals, attorneys, financial institutions, businesses, and government agencies. They are intended to keep you and every citizen fully informed and involved.

City of Wilsonville Urban Renewal Agency Notice of Budget Committee Meetings

Wilsonville

Posted on May 19, 2021

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, 2021 to June 30, 2022, will be held via video conferencing. The meeting will take place on Wednesday, the 19th of May 2020 at 6:00 pm. Subsequent meetings, if necessary, are scheduled for Thursday the 20th of May 2021 and Thursday the 25th of May 2021. All meetings begin at 6:00 pm and are held via video conferencing. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be obtained by contacting City Recorder Kimberly Veliz at cityrecorder@ci.wilsonville.or.us or by phone at (503) 570-1506 beginning the 11th of May 2021. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us. At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2021-22.

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Bryan Cosgrove

Executive Director

Urban Renewal Agency

City of Wilsonville

Public Notices/Legal Forms



AD TEXT

Public Notices

City of Wilsonville 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, 2021 to June 30, 2022, will be held via video conferencing. The meeting will take place on Wednesday, the 19th of May 2021 at 6:00 pm. Subsequent meetings, if necessary, are scheduled for Thursday the 20th of May 2021 and Tuesday the 25th of May 2020. All meetings begin at 6:00 pm and are held via video conferencing. The purpose is to receive the Budget Message and comments from the public on the budget. A copy of the budget document may be obtained by contacting City Recorder Kimberly Veliz at cityrecorder@ci.wilsonville.or.us or by phone at (503) 570-1506 beginning the 11th of May 2021. A copy shall also be available on the City's web page, www.ci.wilsonville.or.us. At the first meeting, the Budget Committee will hold a public hearing for the purpose of obtaining comments from the public on the proposed uses of state revenue sharing funds in the upcoming budget for fiscal year 2021-22. These are public meetings where deliberation of the Budget Committee will take place. Any person may comment at the meeting(s) and provide written and oral comments discussing the proposed programs for fiscal year 2021-22 with the Budget Committee. Written comments may be submitted to the City Recorder (Wilsonville City Hall, 29799 SW Town Center Loop East, Wilsonville, OR 97070) and must be received by Tuesday, May 18, 2021 at 5:00 pm. Digital comments (email) may be submitted to cityrecorder@ci.wilsonville.or.us by Tuesday, May 18, 2021 at 5:00 pm. Individuals may participate online through the Zoom web conferencing platform. Contact City Recorder Kimberly Veliz at cityrecorder@ci.wilsonville.or.us or by phone at (503) 570-1506 by Tuesday, May 18, 2021 at 5:00 pm to register. Bryan Cosgrove, Budget Officer City of Wilsonville

Related Categories: Notices and Announcements - Legal Notice

Published in *The Oregonian Media Group* 5/15. Updated 5/15.



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 PO Box 22109 Portland, OR 97269-2169
 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, serving Wilsonville in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

**City of Wilsonville - South Metro Area Regional Transit
 Public Notice: SMART Programs for Federal Transit Administration Funding Proposed FY 2022 (July 1, 2021 to June 30, 2022) Program of Projects (POP)
 Ad#: 200108**

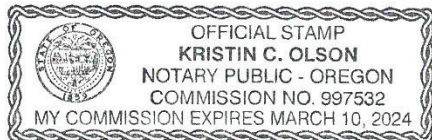
A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 2 week(s) in the following issue(s):
05/06/2021, 05/13/2021

Charlotte Allsop
 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this 05/13/2021.

Kristin C. Olson
 NOTARY PUBLIC FOR OREGON

Acct #: 108863
Attn: Anne MacCracken
 WILSONVILLE, CITY OF
 29799 SW TOWN CENTER LOOP E
 WILSONVILLE, OR 97070



Public Notice: SMART Programs for Federal Transit Administration Funding Proposed FY 2022 (July 1, 2021 to June 30, 2022) Program of Projects (POP)

SMART is offering three opportunities to submit or present comments at a Public Hearing on the Program of Projects (POP) described in this notice. Opportunity for comments regarding the POP are associated with the City's annual budget process and will be held at Wilsonville City Hall on:

May 19, 2021 6:00 PM – Budget Committee
 May 20, 2021 6:00 PM – Budget Committee
 June 7, 2021 7:00 PM – City Council

A SMART staff member will be present at the Hearings listed above and be recorded. Additionally, comments can be made via email to: amacracken@rtdesmart.com. If no requests for public comment are received before or at the June 7, 2021 hearing, the POP shown below is the final POP along with the City budget for the year.

Projects listed below show the anticipated maximum expenditures. The final amounts are contingent upon final federal transportation appropriations bill for the next fiscal year.

Note: because COVID-19 halted spending and many activities, most projects have been rolled over from the previous fiscal year.

Funding Source	Federal Amount	Federal Percent	Local Amount	Local Percent	Total

Public Notices/Legal Forms

Budget

The Finance Department, in conjunction with the city's [Budget Committee](#), prepares the budget for the upcoming fiscal year, which began on July 1.

BUDGET COMMITTEE MEETINGS

- [Budget Committee Information](#)
- [Meeting Agendas](#)
- [Budget Committee Meetings Calendar](#)

PROPOSED BUDGET 2021-2022

The city's [Proposed Budget](#) includes several features to assist readers in finding information in the Adobe PDF version including bookmarks on the left side of the screen, an available search bar at the top of the screen and page links throughout the document. Page number references in the document lead to the corresponding budget page.

ADOPTED BUDGET 2020-2021

The city's [Adopted Budget](#) includes several features to assist readers in finding information in the Adobe PDF version including bookmarks on the left side of the screen, an available search bar at the top of the screen and page links throughout the document. Page number references in the document lead to the corresponding budget page.

PREVIOUS BUDGETS

Previous years budgets can be [downloaded](#) from the website.

DISTINGUISHED BUDGET PRESENTATION AWARD

Since 1998, the Finance Department has continuously received the annual Distinguished Budget Presentation award for their budget documents. To receive the award, the city must prepare a document that is easy to read, discloses financial policies, and clearly explains where the resources come from and how they will be used. The budget must conform to some 90 criteria to be eligible for an award.



Supporting Documents

 [Proposed Budget FY 2021-22 \(30 MB\)](#)



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 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, serving
 Wilsonville in the aforesaid county and state,
 as defined by ORS 193.010 and 193.020,
 that

City of Wilsonville
Notice of Budget Hearing on June 7, 2021
at 7:00 p.m.
Ad#: 204145

A copy of which is hereto annexed, was
 published in the entire issue of said
 newspaper(s) for 1 week(s) in the
 following issue(s):
06/03/2021

Charlotte Allsop
 Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
 06/03/2021.

Kristin C. Olson
 NOTARY PUBLIC FOR OREGON

Acct #: 108863
 Attn: **Kim Vellz**
 WILSONVILLE, CITY OF
 29799 SW TOWN CENTER LOOP E
 WILSONVILLE, OR 97070



FORM LB-1 NOTICE OF BUDGET HEARING

A public meeting of the City of Wilsonville, City Council will be held on June 7, 2021 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, 2021 as approved by the City of Wilsonville Budget Committee. A summary of the budget is presented below and can be viewed at <https://www.ci.wilsonville.or.us/finance/financeindex.html>. A copy of this budget may be inspected or obtained at City Hall, 29799 SW Town Center Loop E, Wilsonville, OR 97070, during regular business hours. For appointment call 503-682-1011. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as used for the preceding year.

Contact: Keith Kellio Telephone: 503-570-1516 Email: kellio@ci.wilsonville.or.us

FINANCIAL SUMMARY - RESOURCES	Actual Amount		Approved Budget		Approved Budget	
	2018-20	2019-20	This Year 2020-21	Next Year 2021-22	Next Year 2021-22	Next Year 2021-22
TOTAL OF ALL FUNDS	108,210,015	101,171,456	101,171,456	97,790,930	97,790,930	
Beginning Fund Balance/Net Working Capital	38,734,408	42,600,955	42,600,955	42,600,955	42,600,955	
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	9,571,170	13,223,241	13,223,241	13,223,241	13,223,241	
Grants, Donations, Gifts, Allocations and Donations	19,334,957	57,553,085	57,553,085	57,553,085	57,553,085	
Interfund Transfers / Internal Services Reimbursements	12,083,878	143,866	143,866	143,866	143,866	
All Other Resources Except Property Taxes	7,853,126	8,259,600	8,259,600	8,259,600	8,259,600	
Property Taxes Estimated to be Received	\$189,883,652	\$222,871,413	\$222,871,413	\$222,871,413	\$222,871,413	
Total Resources						\$341,832,288
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION						
Personnel Services	18,460,345	20,169,862	20,169,862	20,169,862	20,169,862	
Materials and Services	22,771,103	23,812,033	23,812,033	23,812,033	23,812,033	
Capital Outlay	11,726,190	46,760,009	46,760,009	46,760,009	46,760,009	
Debt Service	6,108,274	3,721,200	3,721,200	3,721,200	3,721,200	
Interfund Transfers	29,371,709	55,943,012	55,943,012	55,943,012	55,943,012	
Contingencies	0	95,398,953	95,398,953	95,398,953	95,398,953	
Unassigned Fund Balance and Reserved for Future Expenditure	110,628,915					
Total Requirements			\$222,871,413			\$241,832,288
FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM						
Name of Organizational Unit or Program	Amount	FTE	Amount	FTE	Amount	FTE
Administration	1,783,283	6.50	1,872,894	6.50	2,029,855	6.50
Finance	3,116,108	9.50	1,627,782	9.50	1,719,330	9.50
Information Technology	1,019,025	3.50	1,158,884	3.50	1,221,854	3.50
Public Works	753,300	3.60	874,010	3.60	888,705	3.60
Human Resources & Risk Management	1,062,324	2.00	614,330	2.00	619,221	2.00
Community Development - Administration	1,789,625	13.50	2,158,937	13.50	2,184,343	13.50
Community Development - Engineering	807,451	7.60	1,154,977	7.60	1,238,790	7.60
Community Development - Planning	1,316,108	8.80	1,247,097	8.80	1,279,050	8.80
Community Development - Building Inspection	1,159,497	6.70	1,276,830	6.70	1,276,830	6.70
Public Works - Administration					865,331	8.90
Public Works - Facilities					1,276,830	6.70

Public Notices/Legal Forms



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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, serving Wilsonville in the aforesaid county and state, as defined by ORS 193.010 and 193.020, that

City of Wilsonville
Notice of Budget Hearing on June 7, 2021
at 7:00 p.m.
Ad#: 204148

A copy of which is hereto annexed, was published in the entire issue of said newspaper(s) for 1 week(s) in the following issue(s):
06/03/2021

Charlotte Allsop

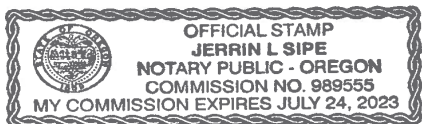
Charlotte Allsop (Accounting Manager)

Subscribed and sworn to before me this
 06/03/2021.

Jerrin L Sipe

NOTARY PUBLIC FOR OREGON

Acct #: 108863
Attn: Kim Veiz
 WILSONVILLE, CITY OF
 29799 SW TOWN CENTER LOOP E
 WILSONVILLE, OR 97070



FORM UR-1 NOTICE OF BUDGET HEARING

Contact: Keith Kelko Telephone: 503-570-1516 Email: kkelko@ci.wilsonville.or.us

FINANCIAL SUMMARY - RESOURCES		Adopted Budget	Approved Budget
		This Year 2020-21	Next Year 2021-22
TOTAL OF ALL FUNDS	Actual Amount		
2019-20	34,447,137	36,184,833	38,174,378
Beginning Fund Balance/Net Working Capital		150,000	150,000
Federal, State and All Other Grants	352,445	0	0
Revenue from Bonds and Other Debt	9,000,000	900,000	19,211,524
Interfund Transfers	0	0	0
All Other Resources Except Division of Tax & Special Levy	832,278	390,200	221,000
Revenue from Division of Tax	9,438,478	9,477,400	9,509,400
Total Resources	\$4,070,339	\$48,702,233	\$62,286,300

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION		Amount	FTE
Materials and Services	1,905,193	1,784,230	1,951,820
Capital Outlay	10,227,895	12,424,210	10,521,588
Debt Service	27,722,000	4,109,500	29,501,588
Construction	0	0	0
Contingencies	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	38,223,431.11	26,423,263	21,389,812
Total Requirements	\$4,070,339	\$48,702,233	\$62,286,300

FINANCIAL SUMMARY - REQUIREMENTS BY ORGANIZATIONAL UNIT OR PROGRAM		Amount	FTE
Name of Organizational Unit or Program	FTE	Amount	FTE
Year 2000 Plan	0	24,413,099	0
West Side Plan	4,005,155	20,957,476	0
Coffee Creek Plan	1,614,059	3,701,659	0
Total Requirements & FTE	\$16,846,809	\$48,702,233	0

STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING

The Year 2000 Plan has three projects budgeted in 2021-22. The Year 2000 Plan capital project budget includes the 5th Street Extension to Kinman (Old Town Escape) and Boeckman Dip Bridge projects. The Westside Plan includes the Brown Road project.

STATEMENT OF INDEBTEDNESS		Estimated Debt Outstanding	Estimated Debt Authorized, But Not Incurred on July 1
LONG TERM DEBT			
General Obligation Bonds	\$27,548,854	\$0	\$0
Other Bonds	\$0	\$0	\$0
Other Borrowings	\$0	\$19,211,524	\$0
Total	\$27,548,854	\$19,211,524	\$0

Publish June 3, 2021 WSC04148

Public Notices/Legal Forms

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

**FORM LB-50
2021-2022**

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 on the tax roll of Clackamas and Washington County. The property tax, fee, charge or assessment is categorized as stated by this form.

29799 SW Town Center Lp E Wilsonville Oregon 97070 6/10/2021
Mailing Address of District City State ZIP code Date

Keith Katko Assistant Finance Director 503-570-1516 katko@ci.wilsonville.or.us
Contact Person Title Daytime Telephone Contact Person E-Mail

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) . . .	1	\$2.5206 rate		Excluded from Measure 5 Limits Dollar Amount of Bond Levy
2. Local option operating tax	2			
3. Local option capital project tax	3			
4. City of Portland Levy for pension and disability obligations	4			
5a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.			
5b. Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.			
5c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.			0

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	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
N/A			

*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 ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

150-504-073-7 (Rev. 10-20)

(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.

ED 50 119

Public Notices/Legal Forms

FORM UR-50

NOTICE TO ASSESSOR

2021-2022

• Submit two (2) copies to county assessor by July 15.

Check here if this is an amended form.

Notification

City of Wilsonville Urban Renewal Agency (Agency Name) authorizes its 2021-2022 ad valorem tax increment amounts

by plan area for the tax roll of Clackamas and Washington Counties (County Name)

Keith Katko (Contact Person) 503-570-1516 (Telephone Number) 6/10/2021 (Date Submitted)

29799 SW Town Center Loop E, Wilsonville, OR 97070 (Agency's Mailing Address) katko@ci.wilsonville.or.us (Contact Person's E-mail Address)

Yes, the agency has filed an impairment certificate by May 1 with the assessor (ORS 457.445).

Part 1: Option One Plans (Reduced Rate). [ORS 457.435(2)(a)]

Plan Area Name	Increment Value to Use*		100% from Division of Tax	Special Levy Amount**
	\$	OR	<input type="checkbox"/> Yes	\$
	\$	OR	<input type="checkbox"/> Yes	\$

Part 2: Option Three Plans (Standard Rate). [ORS 457.435(2)(c)]

Plan Area Name	Increment Value to Use***		100% from Division of Tax	Special Levy Amount****
	\$	OR		\$
	\$	OR		\$

Part 3: Other Standard Rate Plans. [ORS 457.445(2)]

Plan Area Name	Increment Value to Use*		100% from Division of Tax	
	\$	OR	<input type="checkbox"/> Yes	
	\$	OR	<input type="checkbox"/> Yes	

Part 4: Other Reduced Rate Plans. [ORS 457.445(1)]

Plan Area Name	Increment Value to Use*		100% from Division of Tax	
Year 2000 Plan District	\$ 322,000,000	OR	<input type="checkbox"/> Yes	
West Side Plan District	\$ 401,210,000	OR	<input type="checkbox"/> Yes	
Coffee Creek Plan District	\$	OR	<input checked="" type="checkbox"/> Yes	

Part 5: Permanent Rate Plans. [chapter 580 (2019 Or Laws)]

Plan Area Name	Increment Value to Use*		100% from Division of Tax	
	\$	OR	<input type="checkbox"/> Yes	
	\$	OR	<input type="checkbox"/> Yes	

Notice to Assessor of Permanent Increase in Frozen Value. Beginning tax year 2021-22, permanently increase frozen value to:

Plan Area Name	New frozen value \$

* **All Plans except Option Three:** Enter amount of Increment Value to Use that is less than 100% Or check "Yes" to receive 100% of division of tax. Do NOT enter an amount of Increment Value to Use AND check "Yes".

** If an **Option One plan** enters a Special Levy Amount, you **MUST** check "Yes" and **NOT** enter an amount of Increment to Use.

*** **Option Three plans** enter EITHER an amount of Increment Value to Use to raise less than the amount of division of tax stated in the 1998 ordinance under ORS 457.435(2)(c) OR the Amount from Division of Tax stated in the ordinance, **NOT** both.

**** If an **Option Three plan** requests both an amount of Increment Value to Use that will raise less than the amount of division of tax stated in the 1998 ordinance and a Special Levy Amount, the Special Levy Amount cannot exceed the amount available when the amount from division of tax stated in the ordinance is subtracted from the plan's Maximum Authority.

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 the third page of the Reader's Guide.

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:

Julie Fitzgerald, Mayor	Dr. Joann Linville, Councilor
Kristin Akervall, Council President	Ben West, Councilor
Charlotte Lehan, 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:

Julie Fitzgerald, Mayor	Paul Bunn
Kristin Akervall	Katie Hamm
Charlotte Lehan	Andrew Karr
Dr. Joann Linville	Daphnee Legarza
Ben West	Shawn O'Neil

Boards and Commissions

Development Review Board

The Development Review Board meets at 6:30 PM on the second and fourth Monday of every month at City Hall, 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

Rachelle Barrett
Daniel McKay
Kathryn Neil
Jean Svadlenka
Ben Yacob

Panel B

Jason Abernathy
Katherine Dunwell
Nicole Hendrix
Michael Horn
Samy Nada

Parks & Recreation Advisory Board

The Wilsonville Parks and Recreation Advisory Board meets at 4:00 PM on the second Thursday of the month at the Parks and Recreation Administration Building, 29600 SW Park Place. This board only meets during the following months: January, April, May, and October.

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:

Amanda Aird
James Barnes, Chair
Dahe Chen
Daniel Christensen

Nathan Early
Jennifer Link Raschko
Jeffrey Redmon, Vice Chair

Library Board

The Wilsonville Library Board meets on the fourth Wednesday of each month at 6:30 PM at the Library, 8200 SW Wilsonville Road.

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:

- | | |
|-----------------------|----------------|
| Caroline Berry | Yasmin Ismail |
| Megan Chuinard, Chair | Miriam Pinoli |
| Rich Dougall | Joseph Mallett |

Youth Representative:

Olivia Jensen

Planning Commission

The Wilsonville Planning Commission meets at 6:00 PM on the second Wednesday of each month at City Hall, 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:

- | | |
|----------------------|------------------------------|
| Olive Gallagher | Breanne Tusinski |
| Gerald Greenfield | Jennifer Willard, Vice Chair |
| Ronald Heberlein | Aaron Woods |
| Kamran Mesbah, Chair | |

Boards and Commissions

Tourism Promotion Committee

The Tourism Promotion Committee consists of 12 members total, including seven voting members drawn from the hospitality and tourism industry in the greater Wilsonville area and five ex-officio, advisory members composed of tourism professionals and key City officials. The Tourism Promotion Committee has three primary areas of responsibility. They oversee the implementation of the Tourism Development Strategy, make recommendations to the City Council on ways to increase tourism, and they make recommendations to City Council concerning the selection and disbursement of Tourism Grants.

Tourism Promotion Committee voting members are:

Brian Everest	Brandon Roben
Jennifer Gage	Rohit Sharma
Al Levit	Owen Elaine
Lizabeth Price	

Wilsonville - Metro Community Enhancement Committee

The Wilsonville-Metro Community Enhancement Committee consists of 7 members: 4 citizen/community members, 2 City Council members, and 1 Metro Councilor. They oversee the local implementation of the Wilsonville-Metro Community Enhancement Program. The program is funded by a per-ton fee charged by Metro regional government on solid-waste transfer stations located in communities throughout the greater Portland region. The Committee in essence reviews “community enhancement” projects or programs nominated by the public and members of City boards and commissions that are first assessed by City staff, and decides which projects or programs, if any, to advance with the Community Enhancement Program funds.

Wilsonville - Metro Community Enhancement Committee members are:

Natasha Hancock	Julie Fitzgerald, Mayor
Amy Day	Joann Linville, Councilor
Sageera Oravil Abdulla Koya	Craig Dirksen, Metro Councilor, District 3
Jordan Snyder	

Kitakata Sister City Advisory Board

The board must consists of 5 members and no more than nine. Participants meet quarterly, and typically serve three-year terms. Board members serve as program ambassadors, advocating for and supporting program activities, maintaining strong relationships with delegates from Kitakata and promoting a positive image of the program locally and abroad. The Board participates in the cross-cultural exchange of ideas and information, also plans itineraries and identifies host families for visiting delegations, recommends annual program budgets and performs community outreach to support the program.

Wilsonville has enjoyed a sister-city relationship with Kitakata since October 1988 “to deepen the understanding and friendship between the two cities through programs in such fields as education, culture and economy.” The cities participate in a student exchange; local high school and middle school students from Kitakata stay with families here in Wilsonville, and students from Wilsonville stay with host families and participate in local activities in Kitakata. These exchanges have nurtured and increased understanding of different cultures, while creating wonderful memories and new friendships. The program was long sustained through the dedication of the Wilsonville Sister City Association, a volunteer group that organized, raised funds and documented cultural exchanges prior to the establishment of this City board.

Kitakata Sister City Advisory Board members are:

Jason Jones	Seiji Shiratori
Adrienne Phillips	Ashleigh Sumerlin
Aaron Reyna	Tracy Sailors
Susan Raxter	Robert Yokoyama
Dave Schalk	Lois Reimer
Bev Schalk	

Emeritus Representatives are:

Susan Raxter
Lois Reimer
Bev Schalk



City Council meeting over Zoom during the COVID-19 pandemic.



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

- To guide the City Council and management policy decisions that have significant fiscal impact.
- To employ balanced revenue policies that provides adequate funding for services and service levels.
- To maintain appropriate financial capacity for present and future needs.
- To maintain sufficient reserves so as to maintain service levels during periods of economic downturn.
- To promote sound financial management by providing accurate and timely information on the City's financial condition.
- 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.
- To ensure the legal use of financial resources through an effective system of internal controls.
- 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.

Financial Management Policies

I. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

Maintain accounting practices in accordance with state and federal law, regulations, and financial reporting that conform to Generally Accepted Accounting Principles (GAAP). 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, regulations, and annual financial reporting that conforms to (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. The Comprehensive Annual Financial Reports and continuing disclosure statements will also 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
It will be prepared 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 Finance Director shall be responsible for establishing a process to ensure timely resolution of audit recommendations, if any.
2. Audit Committee
Can be formed by City Council to promote 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. Checks will be 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.

Financial Management Policies

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.

Financial Management Policies

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 in section VIII).

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.

Financial Management Policies

Certain assets may best be funded via debt. Refer to Debt Management Policy in section IX 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 time and within budget. 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, 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 capital improvement projects 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. 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.
2. 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 previously.
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. 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, furnishing, and administrative charges. 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

Financial Management Policies

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.

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.

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.

Financial Management Policies

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.

Financial Management Policies

B. Special Revenue Funds

Restricted

Certain funds may have restricted balances such as building fees within the Community Development Fund that are 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.

Unassigned

Any remaining resources not identified as restricted, committed, or assigned for specific purpose shall be categorized as unassigned.

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 interagency 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.

Unassigned

Any remaining resources not identified as restricted, committed, or assigned for specific purpose shall be categorized as unassigned.

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

Financial Management Policies

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, interagency 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 longterm debt and may be interest only and refinanced as is prudent and required for the construction of the asset. Nevertheless, the City shall issue debt based on a fixed rate and strive to minimize the use and life of such debt.

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.

Financial Management Policies

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.

Financial Management Policies

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, Human Resources, 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.

Financial Management Policies

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, 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
- advising on financial management

The City will contract with financial advisors providing a broad range of services and expertise working with governmental entities. 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.



Distinguished Budget Presentation Awards displayed at City Hall.





City of Wilsonville, Oregon

Five Year Forecast FY 2022-23 to FY 2026-27

Five-Year Forecast

OVERVIEW

This Five-Year Financial Forecast is meant to complement the FY 2021-22 Proposed Budget. The goal of the Forecast is to assess the City's financial ability over the next five years to continue to effectively provide services to the residents based upon service levels proposed in the annual budget, accounting for projected population growth and based upon the goals set by Council, as well as other factors such as estimated labor costs and forecasted economic pressures, such as inflation. The forecast serves as a tool to identify financial trends, potential shortfalls, and arising issues so the City can proactively address them.

While this forecast is anchored by the FY 2021-22 Proposed Budget, it is itself not a budget. The forecast provides an overview of the City's fiscal health based on various assumptions over the next five years and provides 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 longer-term perspective to the annual 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) recognizes 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, emergency operations and technological changes that could impact staffing configuration and/or the business community.

This forecast begins with the FY 2021-22 Proposed Budget. Revenues, expenditures, debt service, capital obligations and reserves are then extrapolated for the subsequent five years. The five-year forecast is then grounded by Council intent and levels of service, and demonstrates the financial positions of the City's operating funds after incorporating proposals that are included in the Proposed Budget.

The City has been designing a new public works complex, to house personnel associated with maintaining the City's water, Wastewater, stormwater and roads system. Currently, public works staff share a building with the City's police force, and as the City has grown, staff in these two departments have out grown the building, necessitating that public works re-locate. Additionally, public works needs more yard space for large equipment and materials storage. The FY 2021-22 budget includes the funding for a financial plan study to determine possible funding options. Being as it is currently unknown how the project will be funded, the future costs of the project are not included in this year's forecast.

This forecast focuses on the City's nine operating funds. Many of the operating funds support designated capital programs, generally treated as "one-time" expenditures from the operating funds and paid for with accumulated reserves or financed with debt payments from the operating funds. The City's Capital Improvement Program (CIP) is accounted for through various capital funds which receive transfers from the operating funds, debt proceeds, and resources from System Development Charges. The utility operating funds of Water, Wastewater and Stormwater have a margin built into their respective utility rates to cover on-going capital investments through the use of debt financing, where rates are set to cover not only on-going operations but also debt service requirements. The City's capital funds and detailed CIP is not part of this forecast document, but can be found within the FY 2021-22 Proposed Budget document. The CIP section of the budget also includes the five-year forecast that is included in the appropriate operating funds in this document.

COMMON ASSUMPTIONS

POPULATION GROWTH

Each July, the Portland State University Population Research Center releases population estimates for each jurisdiction in Oregon. As of July, 2020, Wilsonville's population is estimated at 25,635, an increase of 1.5% over the reported population of July, 2019. Wilsonville's population continues to grow each year and is anticipated to continue this growth pattern in the near future. This forecast assumes that the population will grow at an average annual rate of 3% over the next five years. The growth rate is based on the continued residential construction projects slated for the next several years.

REVENUES

In general, this forecast reviews the revenue sources to each fund individually. Each funding source is forecasted on a different basis. For example, water user fees are based on upon future rate increases approved by Council. Property taxes, on the other hand, are increased a minimum of 3% each year based on Oregon's Measure 50.

EXPENDITURES

The business of city government is labor intensive; therefore projecting labor costs is a key component of this forecast. Key elements of this category include wages, retirement, and health insurance. This forecast assumes the City continues its current wage and benefit package. As the City is currently in negotiations with both bargaining units, the FY 2021-22 budget does not include any wage increases. Once the union contracts are ratified, a supplemental budget adjustment will be presented to Council for approval. The FY 2021-22 budget includes an additional 3.75 FTE. The total of benefits and payroll taxes, such as PERS and medical insurance, are assumed to increase at an average annual rate of approximately 8%.

One cost driver included in the FY 2021-22 Proposed Budget and built in over the subsequent five year period is the City's contribution to the Oregon Public Employee's Retirement System (PERS). The Oregon Supreme Court rolled back reforms that the Oregon Legislature had made to no longer adjust retiree benefits for cost-of-living increases. Additionally, the PERS portfolio has not earned investment returns as originally hoped. These two factors combine to mean anticipated contribution rate increases for PERS over the forecast period. PERS sets rates every two years; July 1, 2019 marked the beginning of a PERS biennium. The subsequent five years of the forecast period cover two additional PERS bienniums, beginning July 1, 2021, and July 1, 2023. PERS has indicated to members that contribution rates are likely to go up in the future, thus this forecast builds in contribution rate increases accordingly.

In FY 2019-20, the City took advantage of a statewide program to create a PERS side account to help with the continued increases in PERS. The City deposited a total of \$3,426,333 into its side account to help pay down its unfunded actuarial liability (UAL). In return, the State of Oregon deposited an additional \$856,583, equal to a 25% match to the City's deposit. This side account is projected to create a rate reduction offset of 3.13% over the life of the amortized UAL.

Annual inflation for materials and services is assumed to be approximately 1% per year. Increases in utilities and contracts for services, including operating contracts for Police, Water, and Wastewater, are assumed to increase between 3% and 6% per year.

THE FOLLOWING FUNDS WILL BE PRESENTED

- General Fund
- Community Development Fund
- Building Fund
- Transit Fund
- Water Operating Fund
- Wastewater Operating Fund
- Stormwater Fund
- Street Lighting Fund
- Road Operating Fund

Five-Year Forecast

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, the library, and general management of the City Manager and the City Council. The General Fund also accounts for the revenue from the transient 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, human resources, 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-third 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.

Five-Year Forecast

The permanent tax rate for the City of Wilsonville is \$2.5206 per thousand of assessed value (AV). 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 to spur 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 within the Urban Renewal Area. 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's Urban Renewal Agency currently has three urban renewal districts – the Year 2000 Plan district, the Westside Plan district, the recently formed Coffee Creek district. When the Year 2000 Plan district was formed, its frozen assessed value base was \$44 million. The total assessed valuation of the area in tax year 2020-21 is estimated to be \$474 million (per Clackamas County), an increase of more than ten times the original amount. When the Westside Plan district was formed, its frozen assessed value base was \$18 million, and its total assessed valuation is estimated to be \$723 million (per Clackamas County) in tax year 2020-21, an increase over 40 times the original amount. The new Coffee Creek Plan area has a frozen value of approximately \$99 million and its total assessed valuation is estimated to be \$135 million (per Clackamas County) in tax year 2020-21.

The City will be evaluating the closure of its two oldest districts during FY 2021-22: the Year 2000 Plan and the West Side Plan districts. The completion of the last three projects slated for the districts and the time needed to accumulate the funds needs to pay off outstanding debt issues will determine when the districts can be closed. As it currently stands, the Year 2000 district area under-levies its property taxes by holding its tax increment to approximately \$4 million each year, because that is all the district needs to service its debt. Therefore, property taxes that would otherwise be generated by the incremental AV above that amount reverts back to the City and other taxing districts. For the Westside district, a different dynamic has capped its tax increment revenue: The district went through a Substantial Amendment process in early 2016 to increase its maximum indebtedness, and the Oregon Revised Statutes fix the increment that is collected the year after the year of the Substantial Amendment to 12.5% of the district's original maximum indebtedness. The district's original maximum indebtedness is \$40 million; 12.5% of that amount is \$5 million. FY 2017-18 marked the first year this limitation takes effect. Therefore, the West Side district is limited to collect \$5 million each year, and tax revenue that is generated by the incremental AV above that amount reverts back to the City and the other overlapping jurisdictions.

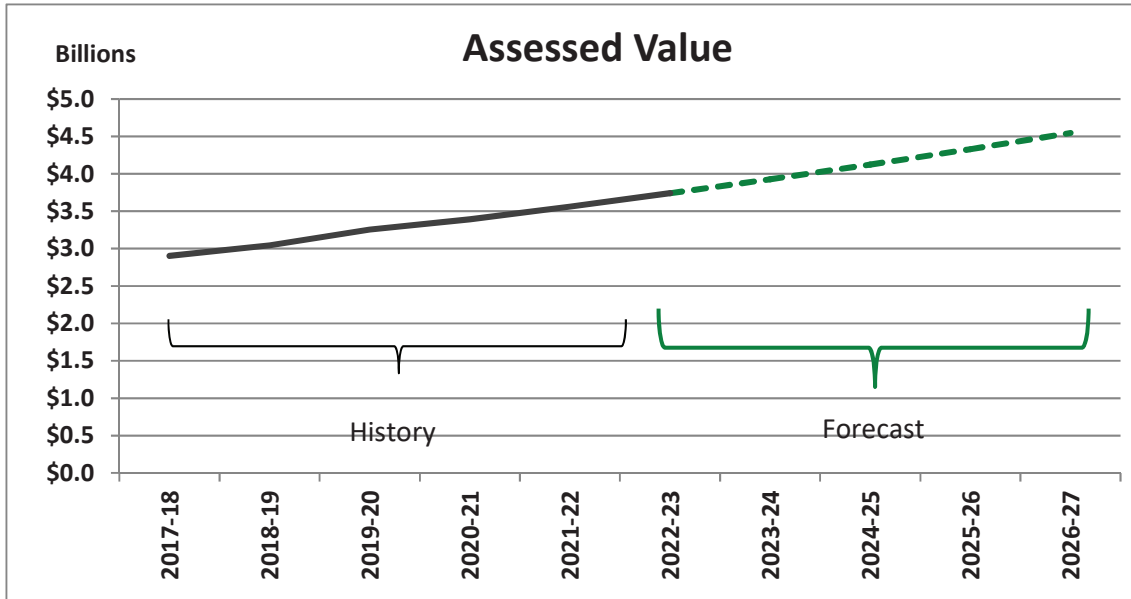
This five-year forecast uses an algorithm to estimate property tax revenue in the future. Since the ultimate base of property tax revenue is AV, the City's AV is projected over time. This includes estimates for new construction, as well as the effects of the urban renewal districts. The forecast is then adjusted downward to account for discounts and collection delinquency.

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.

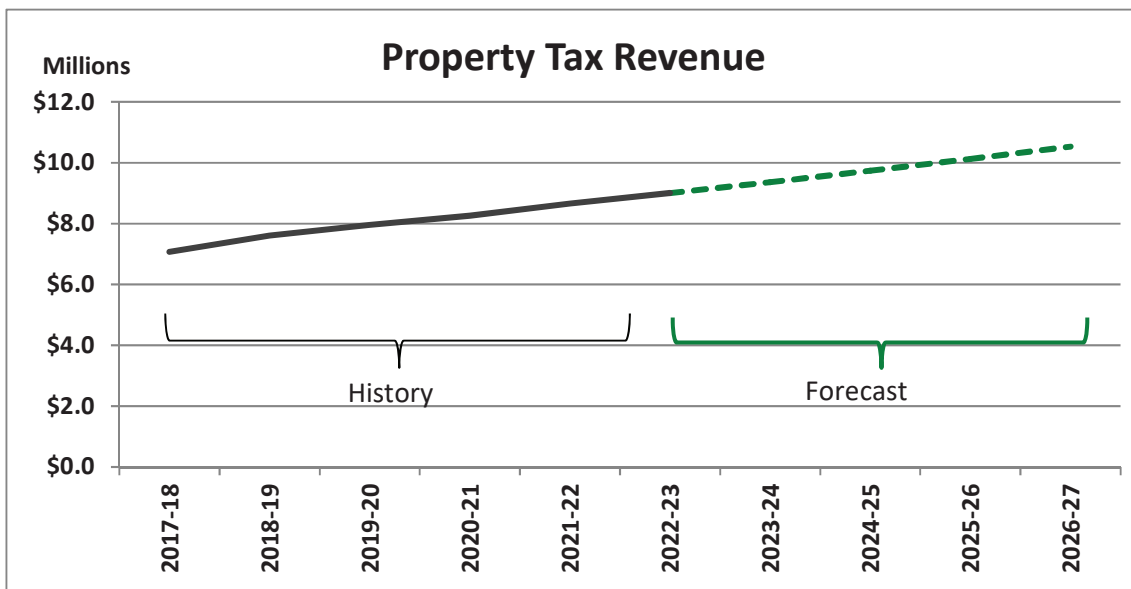
The 5-year forecast of the property tax revenue to the General Fund considers the variables of assessed value growth, probable changes to urban renewal and the collection rate. The forecast does not attempt to perform an economic model of the future assessed value, but instead uses a more straightforward judgment forecast.

Five-Year Forecast

This graph shows the five year history of Assessed Value. It is used to build the FY 2021-22 Proposed Budget, and the five-year forecast, for both Clackamas and Washington Counties combined.



The Property Tax Revenue graph displays the five-year history, the property taxes proposed in the FY 2021-22 budget, and the five-year property tax forecast.



Hotel/Motel Taxes

The City assesses a Transient Lodging Tax of 5% of the occupancy rents at hotels, motels and vacation rentals, recorded in the budget as the Hotel/Motel Tax. The City began imposing this tax in 1975. While in recent years, the Hotel/Motel Taxes were beginning to show signs of growth, the pandemic has had a negative effect on the revenues received. It is anticipated that revenues will return to pre-COVID receipts beginning in FY 2022-23. The City sets aside approximately one-half of these receipts to be used for tourism promotion.

Right of Way Charges

Another revenue to the General Fund is Rights of Way Charges, also known as Franchise Fees and Privilege Taxes. 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, Wastewater and stormwater at 4.0%; and garbage at 5%.

The majority of the fees collected are trending upwards as the City grows and companies add accounts. Going forward, the forecast assumes a 2.0% annual growth rate. This forecast reflects the growing City, and anticipated rate increases for natural gas, electricity and stormwater.

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, Wastewater, Roads, Community Development, and the Capital Improvement Program 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, and direct charges are determined by specific, dedicated efforts.

Other Revenues

Other revenues to the General Fund include intergovernmental revenues, 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. 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 3% annual average rate.

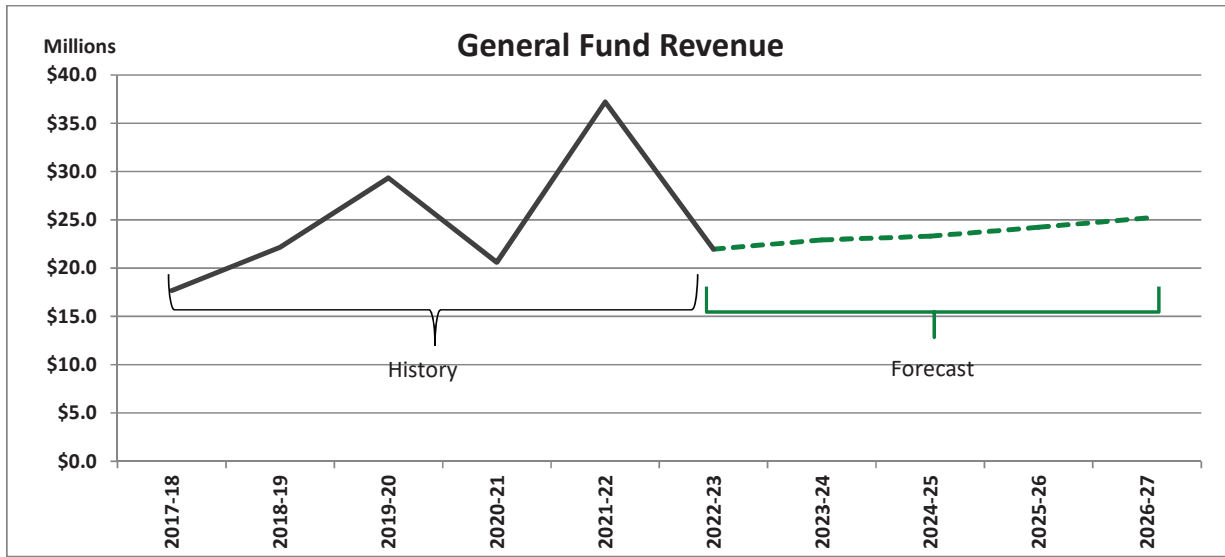
The spikes in revenue noted on the revenue graph are due to the overnight funding the General Fund provided to the URA. This financing method saves thousands of dollars in financing costs and are literally handled by recording the loan in both the General Fund and URA one day and recording the pay-off of the loan the next day.

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 5.5%. The forecasted revenue path going forward is projected to grow more conservatively at 4.9% average annual rate, accounting for the risk of uncertainty.

The graph on the next page displays the overall General fund revenue for the last five years, those proposed in the FY 2019-20 budget, and the five-year payback. The last payment will be received January 2025. The General Fund also provides 'overnight' funding for the Urban Renewal Districts. In the General Fund Revenue graph on the next page, the overnight loans account for the peaks in FY 2018-19 and FY 2020-21.

Five-Year Forecast



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.

The services the General Fund provides to the community are very labor intensive, making up 48.7% of the General Fund’s operating budget in the FY 2021-22 Proposed Budget. As the City is currently in labor negotiations, this year’s budget does not include any wage increases. Benefits and other costs, such as workers compensation, are assumed to increase approximately 4% to 9%. The public employees’ retirement system contribution is included in the forecast, and as mentioned earlier, the contribution rates are expected to increase in the PERS bienniums covered by this forecast period. These growth assumptions are anchored in the FY 2021-22 Proposed Budget, and extends out the staffing levels as proposed over the subsequent five years, with additions in the future noted below.

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 12% over the last ten years, from 201 acres in FY 2010-11 to 225 acres in 2019-20, and is expected to continue to add acreage and facilities as growth continues. The forecast anticipates continued growth in youth and adult programming. Over the next several years, the Parks Maintenance program will also begin to maintain a number of parks located in the Villebois area.

Parks & Recreation continually strives to provide services to match the community’s demand for recreational services, and actively involves the community in park and recreation related planning efforts. Prior to COVID-19, the Parks and Recreation team were preparing to present a General Obligation Bond to the citizens of Wilsonville to fund future parks and recreation areas. This program will need to be re-evaluated in the future.

In FY 2021-22, the Parks and Recreation increased their work force by a net of 1 FTE. One full-time Seasonal Worker will be removed from the total number of positions and two new janitorial positions will be added. The janitors will be responsible for park clean-up. As more parks are added, there will be a need to add one additional Park Maintenance Specialists in FY 2024-25, to keep up with the growing system. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available. Overall park maintenance expenditures are forecasted to increase as acreage is added to the system, especially the water expense line for irrigating additional parks, and also including the addition of equipment and tools.

Five-Year Forecast

Capital equipment and infrastructure for Parks & Recreation is also funded from the General Fund. Over the next five years, additional park maintenance equipment, such as additional mowers and work trucks, will be requested through the annual budget cycle, as well as play structure replacements and other hard-scape amenities.

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. The Library is projected to receive 31.1% of its funding from the City's General Fund, and 68.9% of its funding from the Clackamas County Library District in FY 2021-22. The rest of the funding for the Library is made up of donations, grants, and late fees.

The forecast anticipates an additional position will be added in FY 2026-27. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available.

Law Enforcement

The City contracts with Clackamas County for law enforcement (police) 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 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.

In FY 2021-22, the budget includes the cost for a personnel level up to 21 full-time equivalents. The forecast does include one additional officer in FY 2026-27. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available.

Municipal Court

The Municipal Court adjudicates traffic violations and City code violations. It receives revenue from court fines paid by defendants.

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, Wastewater, stormwater, roads and transit. The Department of Public Works has many different divisions, including the operations for Wastewater, 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.

For FY 2021-22, the Public Works Administration is maintaining its budgeted 4.5 FTEs. An additional janitor will be added to the Facilities program. In total, Facilities staffing will total 9.75. Over the next five years, Public Works Administration and Facilities will need to keep up with a growing city and expanding duties, as well as various tools and equipment for grounds and building maintenance in the coming years. It is anticipated that a position will be added in FY 2023-24 and in FY 2024-25, one for each program. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available.

Five-Year Forecast

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, Information Systems will be migrating the City's current operating system to Office 360. Additional costs associated with this migration have been accounted for in the FY 2023-24 thru FY 2025-26.

The forecast includes a staff increase for each program throughout the five year forecast to support the increasing workloads. It should be noted that each staffing request is vetted through the current year budget process and only granted when funds are available.

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.

In order to maintain an ending fund balance greater than \$10M, CIP projects funded by the General Fund in this five-year forecast are being reported at \$1.4M. The 5 year CIP forecasts, however, indicates more funding will be needing from the general fund for CIP projects that are on the horizon. Each project will need to be evaluated in order to meet goals set by Council.

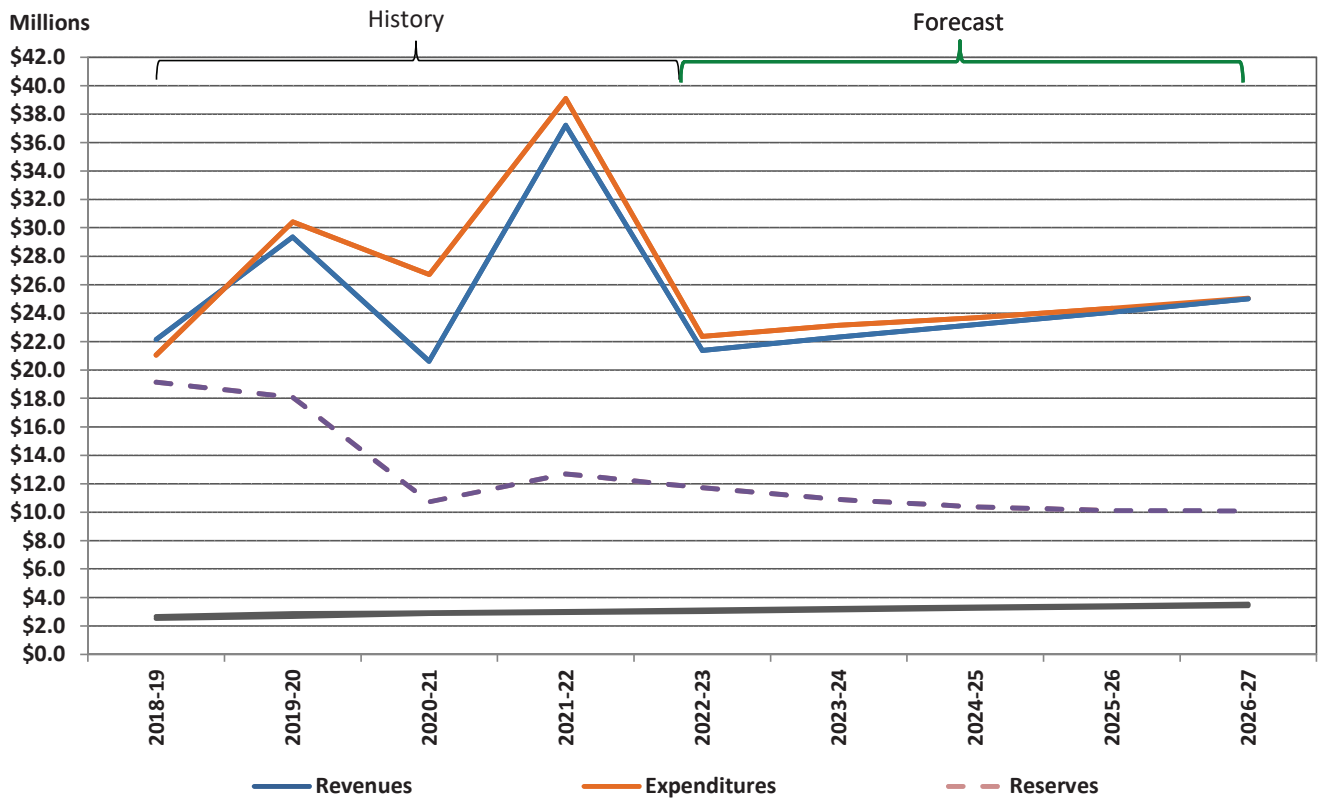
GENERAL FUND FORECAST

The forecast for the City's General Fund revenues and expenditures over the next five years, based upon the levels of service proposed in the FY 2021-22 Budget and future additions as noted above, shows that the fund will have a continual decrease in the fund balance through FY 2026-27. This forecast reveals that increasing levels of service will be difficult in the coming years without drawing down fund balance, and will need to be considered carefully with each budget cycle. It is important to note that the Year 2000 Urban Renewal District and the West Side Urban Renewal District will be scheduled to close in the near future. At the time of the District closures, additional property tax revenue will be generated that will help close the revenue to expense gap in the future.

The graph on the next page 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 business financial software replacement, fiber connectivity and building repairs. Policy limits on the use of the General Fund reserve include maintaining a minimum that is approximately equal to 15% of operations, indicated in the graph below. In addition to the operating reserve, in FY 2013-14 the City Council added an additional \$2 million sustainability reserve.

Five-Year Forecast

This graph displays that the expenditure line is above the revenue line, thereby drawing down the fund balance. This draw down is due to dynamics discussed below, as well as the forecasted \$1.4 million contribution each year to the capital improvement program (CIP).



Five-Year Forecast

Tables 1 below displays the detail of each funding source for the General Fund. Interfund loans, which increase both revenues and expenses for a net zero effect are not included in the forecast.

TABLE 1 - General Fund Forecast

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
Beginning fund balance	\$ 18,049,595	\$ 19,143,551	\$ 16,830,483	\$ 14,576,168	\$ 12,692,033	\$ 10,748,623	\$ 8,939,714	\$ 7,464,424	\$ 6,230,122
RESOURCES									
Revenues:									
Property taxes	\$ 7,606,457	\$ 7,953,126	\$ 8,259,500	\$ 8,655,440	\$ 9,001,658	\$ 9,361,724	\$ 9,736,193	\$ 10,125,641	\$ 10,530,666
Hotel/Motel taxes	307,564	336,869	250,000	325,000	420,188	425,440	430,758	436,142	441,594
Franchise fees	3,215,264	3,385,646	3,448,050	3,470,500	3,539,910	3,610,708	3,682,922	3,756,581	3,831,712
Licenses & permits	193,981	130,594	180,000	169,850	171,549	173,264	174,997	176,747	178,514
Intergovernmental	2,296,716	3,236,058	2,415,495	2,685,330	2,246,314	2,414,356	2,462,643	2,511,896	2,562,134
Charges for services	818,840	680,475	672,610	706,490	781,226	792,945	804,839	816,911	829,165
Municipal court fines	316,475	250,453	320,000	315,000	349,673	360,163	370,968	382,097	393,560
Investment income	583,441	439,418	163,900	91,000	273,525	274,892	276,267	277,648	279,037
Miscellaneous revenue	3,587,280	9,603,881	1,260,350	16,858,424	181,509	183,324	186,991	190,731	194,545
Operating Revenue Subtotal	18,926,018	26,016,520	16,969,905	33,277,034	16,965,552	17,596,817	18,126,578	18,674,393	19,240,927
Transfers from other funds:	3,225,925	3,336,852	3,645,946	3,938,055	4,410,081	4,718,787	5,049,102	5,402,539	5,780,717
Revenue Subtotal	\$ 22,151,943	\$ 29,353,372	\$ 20,615,851	\$ 37,215,089	\$ 21,375,631	\$ 22,315,604	\$ 23,175,680	\$ 24,076,932	\$ 25,021,644

The financial indicator to monitor is the operating net figure in Table 2 on the next page. This forecast shows, on a budgetary basis, this net figure will increase over time indicating that the on-going services provided by the General Fund will not require the usage of fund balance. This will provide some funding to CIP projects, however, not enough to meet the projects on the horizon. It is important to note that actual revenues and expenditures vary from budgeted figures. Typically, revenues come in slightly higher than budgeted, and departments typically underspend appropriated budgets because the Oregon Budget Law does not allow budgeted appropriations to be exceeded. Additionally, should the trend in this forecast be realized, this five-year forecast demonstrates that the City has adequate reserves to bridge the shortfall.

TABLE 2 - General Fund Forecast

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
REQUIREMENTS									
Expenditures:									
<u>Department</u>									
Administration	\$ 1,442,834	\$ 1,783,293	1,873,694	2,029,655	\$ 2,060,100	\$ 2,121,903	\$ 2,253,731	\$ 2,321,343	\$ 2,356,163
Finance	1,267,585	3,031,835	1,509,712	1,568,810	1,592,342	1,740,112	1,766,214	1,819,201	1,846,489
Information Technology & GIS	1,071,756	1,019,025	1,166,564	1,221,554	1,264,877	1,302,824	1,322,366	1,362,037	1,482,468
Legal	588,570	654,868	708,697	708,452	719,079	825,651	838,036	863,177	876,125
Human Resources	713,018	753,380	874,010	888,700	987,031	1,016,641	1,031,891	1,062,848	1,078,790
Law Enforcement	4,478,657	4,961,616	5,378,922	5,538,456	5,621,533	5,790,179	5,877,032	6,053,342	6,304,143
Court	193,890	171,456	236,295	230,050	233,501	240,506	244,113	251,437	255,208
Public Works Admin	537,889	716,565	862,961	885,531	898,814	925,778	1,039,665	1,070,855	1,086,918
Facilities	1,033,800	1,150,487	1,279,830	1,379,931	1,400,630	1,442,649	1,464,289	1,508,217	1,530,841
Parks/Recreation & Park Maintenance	2,795,029	3,020,372	3,341,565	3,426,796	3,478,198	3,582,544	3,636,282	3,745,370	3,801,551
Library	1,948,108	1,993,192	2,166,430	2,121,120	2,152,937	2,217,525	2,250,788	2,318,311	2,453,086
Expenditures Subtotal	16,071,140	19,256,089	19,398,679	19,999,055	20,409,041	21,206,312	21,724,407	22,376,139	23,071,781
Transfers to other funds:									
Community Development Fund	418,070	400,000	1,445,000	425,000	410,000	418,200	426,564	435,095	443,797
To Capital Improvement Program (CIP)	1,568,776	1,765,708	5,378,062	2,463,645	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000
Transfers Subtotal	1,986,846	2,165,708	6,823,062	2,888,645	2,910,000	2,918,200	2,926,564	2,935,095	2,943,797
Expenditures Total	\$ 18,057,986	\$ 21,421,797	\$ 26,221,741	\$ 22,887,700	\$ 23,319,041	\$ 24,124,512	\$ 24,650,971	\$ 25,311,234	\$ 26,015,578
Operating net	6,080,803	10,097,283	1,217,172	17,216,034	556,590	691,091	1,024,710	1,265,698	1,506,066
Net after transfer to CIP	4,093,957	7,931,575	(5,605,890)	14,327,389	(1,943,410)	(1,808,909)	(1,475,290)	(1,234,302)	(993,934)
Interfund/Interagency loans:									
Urban Renewal Agency	3,000,000	9,000,000	500,000	16,211,524	-	-	-	-	-
Stormwater Capital Projects Fund	-	-	-	-	-	-	-	-	-
Interfund Loans Subtotal	3,000,000	9,000,000	500,000	16,211,524	-	-	-	-	-
Ending fund balance	\$ 19,143,552	\$ 18,075,126	\$ 10,724,593	\$ 12,692,033	\$ 10,748,623	\$ 8,939,714	\$ 7,464,424	\$ 6,230,122	\$ 5,236,188
Financial Policy Minimum	2,669,000	2,868,800	2,947,900	3,000,000	3,122,900	3,243,700	3,322,600	3,421,700	3,527,300

Five-Year Forecast

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.

COMMUNITY DEVELOPMENT FUND REVENUES AND EXPENDITURES

It is important to note that CD Fund will be facing financial challenges in the near future. Based on the 5-year forecast, the CD Fund will not be able to continue to meet its obligations past FY 2023-24. It is imperative that the CD Fund be completely reviewed, with an increase in permit fees if warranted, increase support from the General Fund and search for possible reductions in expenses in an effort to keep the fund operating.

REVENUES

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.

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.

General Fund Subsidy and Planning CIP Funding

The General Fund subsidizes the Planning Program for their efforts of long-term planning. For FY 2021-22, the subsidy will be \$425,000. The subsidy will equate to approximately 34% of the planning operating budget.

In addition, the General Fund also funds the Planning CIP projects. This year, the projects include Basalt Creek Planning, Frog Pond Master Plan and the Town Center Concept Planning. Total General Funding for FY 2021-22 will be \$378,000 or approximately 31% of the planning operating budget.

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. The City has three Urban Renewal Districts: Year 2000 Plan district, West Side Plan district and the Coffee Creek Area district.

Transfers In

Engineering provides support to other City departments through planning and managing capital infrastructure projects. For the services provided, revenues are transferred into 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 are accounted for in the CD Fund through interfund fund transfers. Support to the CIP is projected to be relatively constant over the forecast period.

The CD Fund also receives a transfer from the Building Division for the services provided by the Community Development Director and CD staff. The CD Fund houses the central administration and oversight for the Building Division, as well as provides support to the various reviews and inspections performed by the Division, and this transfer reflects the allocated share to that Division. The Stormwater Fund transfers in funds to pay for stormwater management and natural resource administration.

EXPENDITURES

Operations

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.

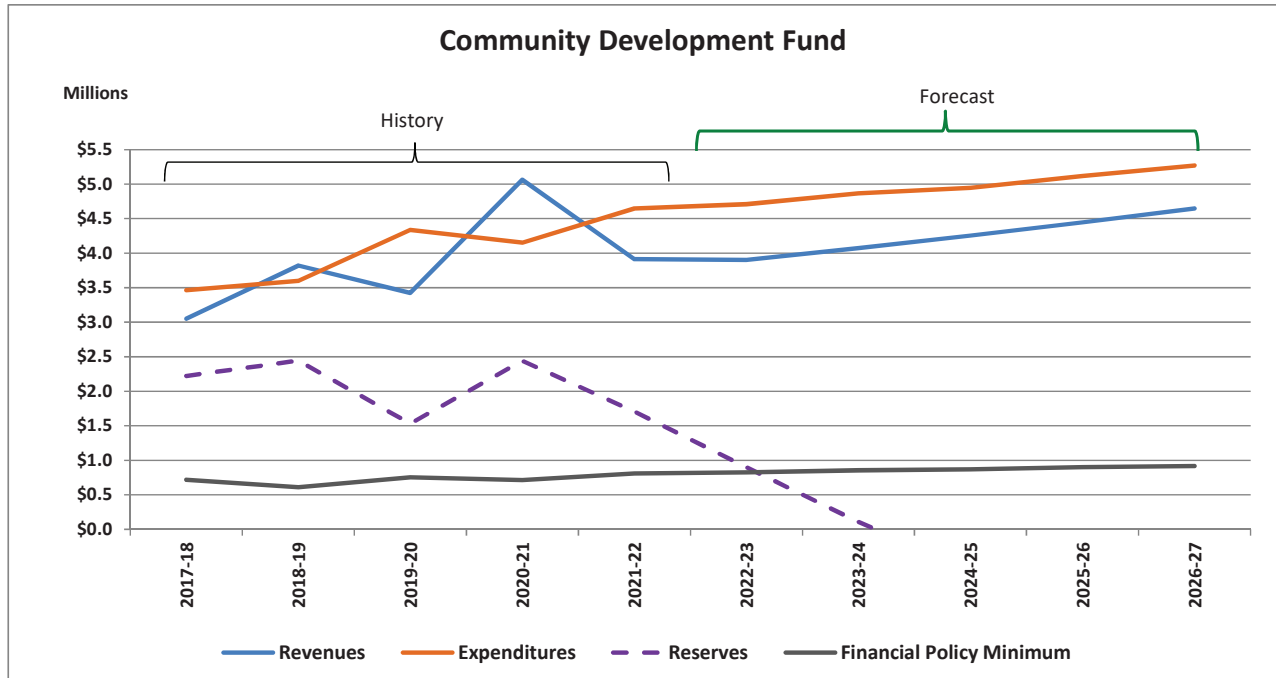
The expenditure drivers for this fund include the cost of labor and materials, changes to the regulations contained in the NPDES permit, and the timing and size of future growth areas that need conceptual planning. The fund currently has two positions that will not be filled until such time that the fund has resolved its future funding issues.

The City is currently engaged in the planning of the Basalt Creek, Frog Pond and Town Center areas. These efforts are funded in the FY 2021-22 by the General Fund and grant funding.

COMMUNITY DEVELOPMENT FUND FORECAST

The five-year forecast for the CD Fund shows that on a budgetary basis, the fund continues to struggle with expenditures outpacing revenues. The current projections indicate the fund will be in default by the end of FY 2023-24 if corrective actions are not taken. An extensive review of all revenues sources and expenditures will be required to develop a financial plan for the future.

The graph below of the CD Fund reveals indicates a continual use of fund balance through FY 2024-25, however, it does stay above the Financial Policy Minimum, which is set at 20% of operations. This fund will be monitored closely in each of the coming budget cycles, and actions taken as necessary, to ensure that the ending fund balance remains at or above the Financial Policy Minimum.



For a more detailed view of the five-year forecast, Table 3 on the next page displays the CD Fund major revenue categories, department expenditures, and transfers. The table also displays the net CD Fund, showing the operating net which generally accounts for on-going revenues and on-going expenditures. A negative net figure implies the use of fund balance, and a positive net figure implies contributions to fund balance

Five-Year Forecast

TABLE 3 - Community Development Fund Forecast

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
Beginning fund balance	2,221,981	2,444,060	1,257,880	2,425,794	\$ 1,669,346	\$ 840,724	\$ 80,771	\$ (674,765)	\$ (1,459,798)
RESOURCES									
Revenues:									
Permits									
Engineering	\$ 718,567	\$ 421,438	\$ 363,038	\$ 335,500	\$ 352,275	\$ 369,889	\$ 388,383	\$ 407,802	\$ 428,192
Planning	383,443	331,274	338,685	257,946	270,843	284,385	298,605	313,535	329,212
Permit subtotal	1,102,010	752,712	701,723	593,446	623,118	654,274	686,988	721,337	757,404
Intergovernmental	-	62,500	63,000	161,200	75,000	75,000	75,000	75,000	75,000
Charges for services									
Urban renewal	757,800	591,959	579,100	703,780	710,818	717,926	725,105	732,356	739,680
Traffic engineering	60,365	18,285	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Other	9,596	4,106	8,350	1,300	6,000	6,060	6,121	6,182	6,244
Charges for services Subtotal	827,761	614,350	627,450	745,080	756,818	763,986	771,226	778,538	785,923
Miscellaneous Revenue									
Investment income	103,253	91,609	12,500	8,500	8,450	4,250	500	-	-
Miscellaneous Revenue	919	16,482	250	250	500	500	500	500	500
Misc revenue subtotal	104,172	108,091	12,750	8,750	8,950	4,750	1,000	500	500
Operating Revenue Subtotal	2,033,943	1,537,653	1,404,923	1,508,476	1,463,886	1,498,010	1,459,214	1,500,375	1,543,828
Transfers from other funds:									
General Fund	418,070	400,000	1,445,000	425,000	437,750	450,883	464,409	478,341	492,691
Building Fund	84,195	87,604	91,861	90,456	94,979	99,728	104,714	109,950	115,447
Stormwater Operating Fund	285,623	298,267	276,606	275,644	289,426	303,898	319,092	335,047	351,799
Capital project overhead	998,983	1,102,312	1,331,864	1,592,425	1,672,046	1,755,649	1,843,431	1,935,603	2,032,383
Transfers Subtotal	1,786,871	1,888,183	3,145,331	2,383,525	2,494,201	2,610,156	2,731,646	2,858,941	2,992,321
Revenue Total	\$ 3,820,814	\$ 3,425,836	\$ 4,550,254	\$ 3,892,001	\$ 3,958,087	\$ 4,108,167	\$ 4,190,860	\$ 4,359,316	\$ 4,536,148
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 2,510,385	\$ 2,778,797	\$ 3,215,620	\$ 3,266,740	\$ 3,348,409	\$ 3,515,829	\$ 3,603,725	\$ 3,783,911	\$ 3,878,509
Materials & services	511,237	980,902	712,625	783,614	767,315	751,355	735,727	720,423	705,439
Capital outlay	25,941	-	-	-	-	-	-	-	-
Expenditures Subtotal	3,047,563	3,759,699	3,928,245	4,050,354	4,115,723	4,267,184	4,339,451	4,504,334	4,583,947
Transfers to other funds:									
General Fund	514,700	577,223	543,360	547,550	553,026	558,556	564,141	569,783	575,481
Building Inspection Fund	36,472	-	40,883	41,545	41,960	42,380	42,804	43,232	43,664
Building Capital Fund	-	-	-	9,000	76,000	-	-	27,000	-
Transfers Subtotal	551,172	577,223	584,243	598,095	670,986	600,936	606,945	640,015	619,145
Expenditures Total	\$ 3,598,735	\$ 4,336,922	\$ 4,512,488	\$ 4,648,449	\$ 4,786,709	\$ 4,868,119	\$ 4,946,396	\$ 5,144,349	\$ 5,203,092
NET	222,079	(911,087)	37,766	(756,448)	(828,622)	(759,953)	(755,536)	(785,033)	(666,944)
Ending fund balance	\$ 2,444,060	\$ 1,532,972	\$ 1,295,646	\$ 1,669,346	\$ 840,724	\$ 80,771	\$ (674,765)	\$ (1,459,798)	\$ (2,126,741)
Financial Policy Minimum	609,513	751,940	785,649	810,071	823,145	853,437	867,890	900,867	916,789



Sidewalk chalk art to lift spirits of the community as they go on socially distanced walks during the COVID-19 pandemic. #onewilsonville



Five-Year Forecast

BUILDING FUND

FUND DESCRIPTION

The Building Fund houses the City’s functions of building permits and building construction inspections. The Building Division is part of the overall Community Development Department, and ensures buildings and construction are compliant with State law and City code. The Building Fund is a dedicated fund to support building code permitting, inspection, and compliance activities as required by state law.

BUILDING FUND REVENUES AND EXPENDITURES

REVENUES

Revenue drivers for this fund include the volume of building permits, building plans and the volume of requested inspections.

Building Permit Fees

Building Permit Fees cover building plan review and construction activities. These revenues are tied to the building and development business cycle. The building permit fees were recently increased for the first time since 2006.

The forecast predicts continued increase in permit fees through FY 2026-27. This is a combination of annual increases and anticipated residential and construction activities.

EXPENDITURES

Expenditure drivers for this fund are primarily related to labor. The fund has recently begun the implementation of a new permitting software system, EnerGov. This system has been funded through reserves and will be operational in the fall of 2021.

BUILDING FUND FORECAST

For a more detailed view of the five-year forecast, Table 4 on next page, displays the Building Fund major revenue categories, department expenditures, and transfers. Table 4 also displays the net Building Fund, showing the operating net which generally accounts for on-going revenues and on-going expenditures. The fund is on trend to meet its expenses and continue to grow its ending fund balance.

The forecast is based on a conservative estimate of future permit revenues as it is difficult to estimate future project valuations. The below graph presents the building activity over thirteen years and demonstrates the volatility in project valuation over a thirteen year period beginning FY 2007-08.

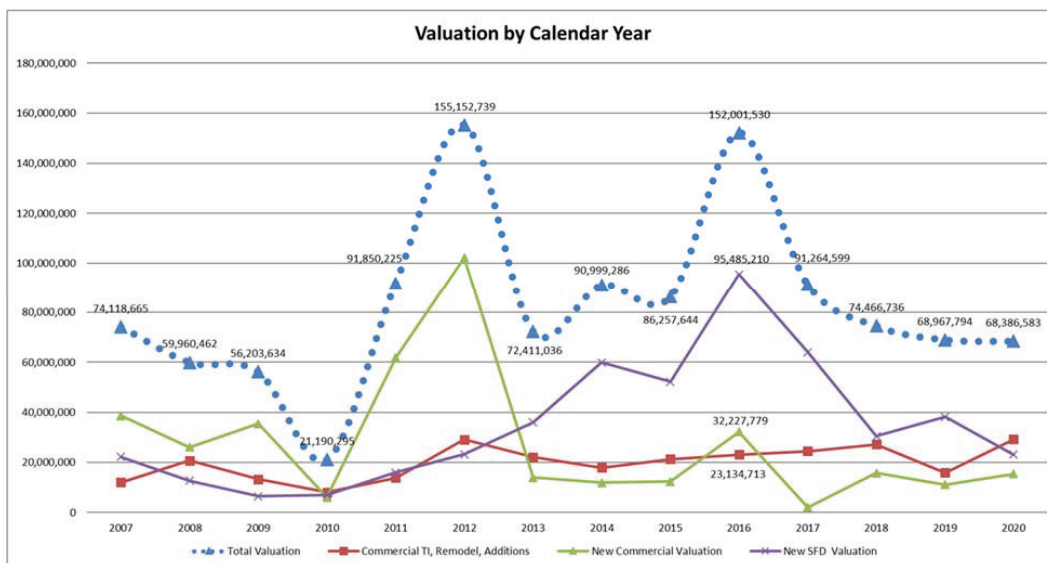


TABLE 4 - Building Fund Forecast

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
Beginning fund balance	\$ 3,717,683	\$ 3,312,703	\$ 2,372,810	\$ 1,917,067	\$ 1,357,661	\$ 1,163,687	\$ 1,331,082	\$ 2,029,999	\$ 3,433,833
RESOURCES									
Revenues:									
Permits	\$ 833,098	\$ 741,611	\$ 1,005,518	\$ 1,060,463	\$ 1,371,376	\$ 1,799,739	\$ 2,374,711	\$ 3,144,907	\$ 3,239,254
Investment income	129,796	78,300	51,967	12,000	10,182	8,728	9,983	15,225	25,754
Other Income	532								
Charges for Services- UR	8,600	9,000	9,600	11,700	11,934	12,173	12,416	12,664	12,918
Operating Revenue Subtotal	972,026	828,911	1,067,085	1,084,163	1,393,492	1,820,639	2,397,110	3,172,796	3,277,926
Transfers from other funds:									
Community Development Fund	36,472	38,173	40,883	41,545	42,376	43,223	44,088	44,970	45,869
Facilities Capital Projects Fund	870	-	-	-	-	-	-	-	-
Transfers subtotal	37,342	38,173	40,883	41,545	42,376	43,223	44,088	44,970	45,869
Revenue Total	\$ 1,009,368	\$ 867,084	\$ 1,107,968	\$ 1,125,708	\$ 1,435,868	\$ 1,863,863	\$ 2,441,198	\$ 3,217,766	\$ 3,323,795
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 920,479	\$ 1,003,110	\$ 1,011,170	\$ 1,102,560	\$ 1,135,637	\$ 1,192,419	\$ 1,228,191	\$ 1,289,601	\$ 1,366,977
Materials & services	138,394	314,996	156,622	176,948	180,487	184,097	187,779	191,534	195,365
Capital outlay	-	-	-	-	2,000	2,000	2,000	2,000	2,000
Expenditures Subtotal	1,058,873	1,318,106	1,167,792	1,279,508	1,318,124	1,378,515	1,417,970	1,483,135	1,564,342
Transfers to other funds:									
Community Development	84,195	87,604	91,861	90,456	92,265	94,110	95,993	97,912	99,871
General Fund	211,800	210,650	190,700	215,150	219,453	223,842	228,319	232,885	237,543
Building CIP Fund	59,481	190,617	100,000	100,000	-	-	-	-	-
Transfers Subtotal	355,476	488,871	382,561	405,606	311,718	317,952	324,312	330,798	337,414
Expenditures Total	\$ 1,414,349	\$ 1,806,977	\$ 1,550,353	\$ 1,685,114	\$ 1,629,842	\$ 1,696,468	\$ 1,742,281	\$ 1,813,933	\$ 1,901,755
NET	(404,981)	(939,893)	(442,385)	(559,406)	(193,974)	167,395	698,917	1,403,833	1,422,039
Ending fund balance	\$ 3,312,703	\$ 2,372,810	\$ 1,930,425	\$ 1,357,661	\$ 1,163,687	\$ 1,331,082	\$ 2,029,999	\$ 3,433,833	\$ 4,855,872
Financial Policy Minimum	211,800	263,700	233,600	256,000	263,300	275,400	283,200	296,300	312,500

Five-Year Forecast

TRANSIT FUND

FUND DESCRIPTION

The Transit Fund accounts for the City’s transit system – South Metro Area Regional Transit, or SMART. SMART provides fixed route bus service throughout the City of Wilsonville, and connecting service to Salem, Portland, Canby, and Tualatin. SMART also provides an extensive demand-response system (Dial-a-Ride) with priority to ADA-qualified riders, transporting elderly and disabled riders to out-of-town medical appointments.

In addition to fixed-route service, SMART provides business, residents, and visitors of Wilsonville with the resources to participate in various transportation options such as vanpooling, carpooling, bicycling, walking, and telework through the SMART Options Program.

SMART works cooperatively with state and regional partners, including Oregon Department of Transportation (ODOT), TriMet, Cherriots, Canby Area Transit (CAT), Multnomah, Clackamas and Washington Counties, and Portland Metro, in order to ensure equitable access, coordinated transit services and enhance regional mobility of transit programs and projects.

TRANSIT FUND REVENUES AND EXPENDITURES

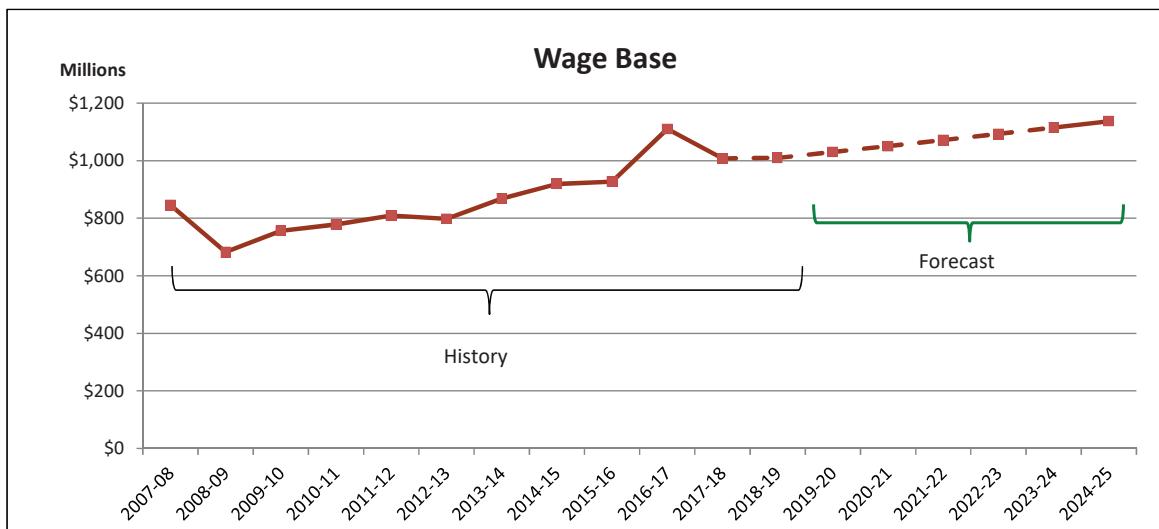
REVENUES

SMART has three primary sources of continuous revenue, a local payroll tax, intergovernmental revenue, and charges for services. The predominant source of ongoing funding is the local payroll tax levied on businesses performing work in Wilsonville assessed on gross payroll and/or self-employment earnings. The local payroll tax represents 55% of the total funding in the Proposed Budget 2020-21. The second largest source is intergovernmental revenue which represents 44% of total funding in the Proposed Budget 2019-20. Intergovernmental revenue includes State and Federal grants and contracts, as well as funding from the Statewide Transportation Improvement Fund (STIF).

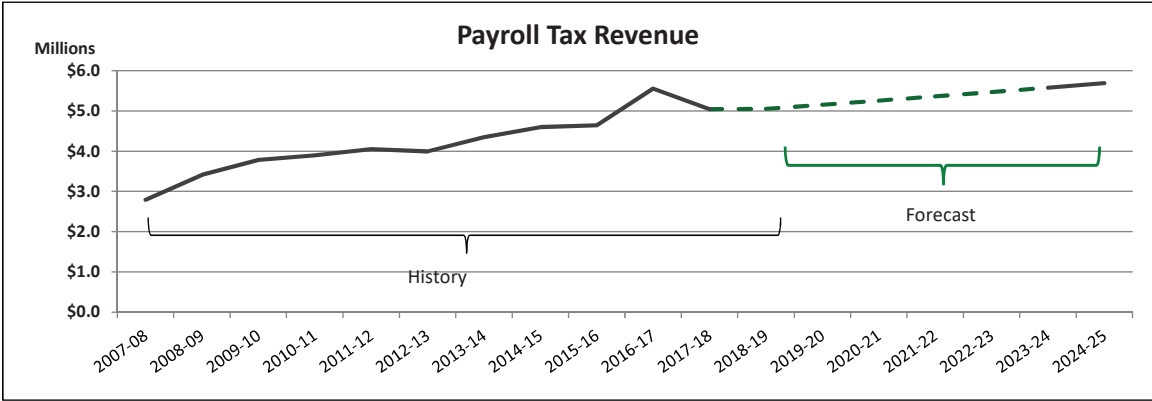
Payroll Taxes

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.

An important variable for the payroll tax is the local wage base. Since FY 2008-09, the total wage base has increased annually, on average, 4.3%. For the FY 2019-20 Proposed Budget, as well as, for the five year forecast, the wage base growth, however, is budgeted more conservatively at 2%. Wage base growth depends on the dynamic interplay between the local economy, the composition and type of jobs in the area, and inflationary wage increases. The 2% conservative five year forecast wage base growth rate balances each of these considerations.



The revenue from the payroll tax assessed on the wage base is shown below. One note is that in FY 2007-08, the payroll tax rate was 0.33% of payroll, and in October of 2008, the City Council changed it to the current 0.5% of payroll. Aside from this change in rate, the overall trends for payroll tax revenue follow the same trends as the wage base, with forecasted growth predicted in FY 2022-23 and for the next five years of 2.0%.



Intergovernmental Revenue

In 2017, the State Legislature passed HB2017, Keep Oregon Moving, which included a payroll tax of 0.1% (one-tenth of one percent) on employees, beginning on July of 2018. The centerpiece of Keep Oregon Moving is the creation of the Statewide Transportation Improvement Fund (STIF). This fund provides a new dedicated source of funding to expand public transportation. The funds from this tax are distributed by the Oregon Department of Transportation in the form of a formula allocation and competitive grants as specified in the legislation to qualified entities, such as SMART.

The formula component is distributed to qualified entities based on taxes paid within their geographic area. For the Proposed FY 2021-22 Budget, SMART anticipates receiving \$1,400,000 in formula funds. For FY 2022-23 this amount is anticipated to increase to \$1,428,000. Beyond that and for the purposes of five year planning the increase thereafter has been estimated at a 2% growth rate. SMART is also eligible for competitive based grant awards from this funding source. SMART has been awarded \$530,000 in competitive STIF funding for FY 2021-22. Competitive award amounts thereafter for the five year forecast have been estimated at \$300,000 annually.

SMART also continues to be the beneficiary of federal and state grants for funding various programs and for purchasing rolling stock. Transit typically receives a grant match for rolling stock of approximately 80% of the cost. Over the last 5 years, grants awarded to the Department have varied from a low of approximately \$250,000 to a high of \$1,450,000 for the purchase of two electric buses. FY 2019-20 SMART also received one time CARES Act funding of \$1,183,000 related to COVID-19. Going forward in this forecast, it is assumed that operating grants received by the Department will be from Federal, State and Clackamas County sources. The forecast also assumes that the Department will continue to receive capital grants equal to 80% of the planned equipment replacement.

EXPENDITURES

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 matching requirement for grant funded capital purchases.

Operations

SMART operates nearly every day of the year, with the exception of Sundays and major holidays. With the passage of HB2017 and this new revenue stream with corresponding service increase expectations, SMART added an additional 4 drivers and 1 supervisor position back in FY 2019-20. Since those additions, SMART does not foresee adding additional personnel during the five-year period of this forecast. This forecast does assume that PERS contribution rates will increase at the beginning of each PERS biennial cycle. The Proposed Budget for FY 2021-22 include a PERS increase, so the next increase will be July 1, 2023, followed by the next biennium beginning July 1, 2023.

Five-Year Forecast

Capital Improvements

The purchase of SMART's rolling stock is considered a capital improvement. Over the next five years, the Department anticipates replacing three Dial-a-Ride vans, three electric buses, a number of the smaller buses, as well as compressed natural gas (CNG) vehicles. 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

The Transit Fund Forecast Summary indicates that if the discussed assumptions hold true, then the Transit Fund remains in a viable financial position. On average over time, revenues are keeping up with expenditures, thanks to the State transportation package passed in 2017 (HB2017), referred to as allocated to qualified entities as STIF Funds. The Transit Fund balance (also referred to as reserve) is projected to remain above financial policy targets. The reserve in the Transit Fund is an eligible funding source, particularly for one-time items such purchasing buses, as long as it remains above the minimum level, indicated by the financial policy minimum.

It is important to note that 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.

For a more detailed view of the five-year forecast, Table 5 displays the Transit Fund's major revenue categories, department expenditures, and transfers. Table 6 also displays the net figure, which is total revenues less total expenditures. However, this figure includes both grant revenue and vehicle purchases. To determine the operating net figure, adjustments were made to measure on-going revenues against on-going expenses. A negative number implies that fund balance is being used to fund operations, which is not sustainable over the long term, because the fund balance will be drawn down to an unacceptable level. A positive number implies that contributions are being made to fund balance.

TABLE 5 - Transit Fund Forecast

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
Beginning fund balance	3,592,929	4,595,626	5,084,730	7,505,702	\$ 7,536,271	\$ 7,263,781	\$ 6,973,383	\$ 6,707,951	\$ 6,422,500
RESOURCES									
Revenues:									
Transit tax	\$ 5,026,869	\$ 4,902,080	\$ 5,050,000	\$ 5,000,000	\$ 5,100,000	\$ 5,202,000	\$ 5,306,040	\$ 5,412,161	\$ 5,520,404
Intergovernmental:									
<i>STIF Formula</i>	-	-	1,800,000	1,400,000	1,428,000	1,456,560	1,485,690	1,515,400	1,545,710
<i>STIF (competitive)</i>	-	-	1,300,000	530,000	300,000	300,000	300,000	300,000	300,000
<i>Grants (#5307, TDM, Ot)</i>	3,381,180	3,463,450	2,196,588	2,034,104	750,000	757,500	765,075	772,726	780,453
Intergovernmental Total	3,381,180	3,463,450	5,296,588	3,964,104	2,478,000	2,514,060	2,550,765	2,588,126	2,626,163
Charges for services	206,399	140,935	170,000	-	-	-	-	-	-
Investment income	106,952	134,123	31,100	75,000	37,681	36,319	34,867	33,540	32,113
Miscellaneous	47,061	177,415	21,000	21,000	15,000	15,000	15,000	15,000	15,000
Revenue Total	\$ 8,768,461	\$ 8,818,003	\$ 10,568,688	\$ 9,060,104	\$ 7,630,681	\$ 7,767,379	\$ 7,906,672	\$ 8,048,826	\$ 8,193,680
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 3,384,655	\$ 3,736,261	\$ 4,106,110	\$ 4,251,900	\$ 4,336,938	\$ 4,467,046	\$ 4,556,387	\$ 4,693,079	\$ 4,786,940
Materials & services	1,732,360	2,416,826	2,268,268	2,118,188	2,120,306	2,122,426	2,124,549	2,126,673	2,128,800
Capital outlay	2,071,020	69,667	2,629,941	1,990,000	787,500	793,125	798,806	804,544	810,340
Expenditures Subtotal	7,188,035	6,222,754	9,004,319	8,360,088	7,244,744	7,382,598	7,479,742	7,624,296	7,726,080
Transfers to other funds:									
General Fund	543,250	567,310	594,370	585,240	599,871	614,868	630,239	645,995	662,145
Building Capital Fund	34,479	58,608	214,493	84,207	58,556	60,312	62,122	63,985	64,625
Transfers Subtotal	577,729	625,918	808,863	669,447	658,427	675,180	692,361	709,980	726,770
Expenditures Total	\$ 7,765,764	\$ 6,848,672	\$ 9,813,182	\$ 9,029,535	\$ 7,903,171	\$ 8,057,777	\$ 8,172,104	\$ 8,334,277	\$ 8,452,850
<i>NET (Revenues less Expenditures,</i>	<i>1,002,697</i>	<i>1,969,331</i>	<i>755,506</i>	<i>30,569</i>	<i>(272,490)</i>	<i>(290,399)</i>	<i>(265,432)</i>	<i>(285,451)</i>	<i>(259,171)</i>
Ending fund balance	\$ 4,595,626	\$ 6,564,957	\$ 5,840,236	\$ 7,536,271	\$ 7,263,781	\$ 6,973,383	\$ 6,707,951	\$ 6,422,500	\$ 6,163,329
Financial Policy Minimum	1,023,403	1,230,617	1,274,876	1,274,100	1,291,500	1,317,900	1,336,200	1,364,000	1,383,200

Five-Year Forecast

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 City contracts with Veolia Water North America to operate the water treatment plant.

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.

WATER FUND REVENUES AND EXPENDITURES

REVENUES

The major drivers of revenue to the water fund include water consumption, the number of customers, 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).

Charges

The City charges water customers for the water they use as measured through each customer's water meter. The City has approximately 6,885 water customers. While individual residential usage has been trending slightly downwards over the last several years, the continued addition of new accounts has led to an overall increase in water consumption. A new residential water rate structure based on a two tier consumption table, was put into effect May 1, 2020. An additional two year rate path was also adopted, increasing rates at an overall 3% thru May 1, 2022.

Water Sales

The City can sell up to five million gallons per day of treated water to Sherwood. Sherwood water demand has increased in the last two years and now pays Wilsonville close to \$1.4 million per year for the water.

Other Revenues

The Water Fund also receives interest earnings and due to the large fund balance, this has been a reliable income source for the fund. However, with the current low interest rates and using of the fund balance for capital projects, the impact of investment revenue will not be as significant as in the past.

EXPENDITURES

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.

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.

Capital Improvements

The water utility is a very capital intensive operation, including assets such as the treatment plant, miles of pipes, reservoirs, and pumps. This year's CIP includes the continuation of the Water Treatment Plant upgrade from a capacity of 15 MGD to 20 MGD. Overall, the cost estimate of this project is \$29.2 million with the Water Operations responsible for approximately 1/3 of the total cost. The other funding sources for the project will include the Water SDC Fund and the City of Sherwood.

Maintenance and repair of the treatment plant, pipes, pumps, valves and the like 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. The operating fund transfers funds to the CIP under the "Transfers to Other Funds" category. The detail of the 5 year forecast CIP can be found in the FY 2021-22 Proposed Budget document.

WATER FUND FORECAST

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 ending fund balance is well above the financial policy minimum at the end of the forecast period. The financial policy minimum is set by reserving 20% of operations, maintaining a debt service reserve, and maintaining a contingency for the water treatment plant. The amount above this minimum will be used for major capital repair and replacements, for example, to replace aging critical processing equipment, to increase back-up power capability, to invest in seismic retrofitting, and improve the treatment process.

The five-year forecast predicts water revenue from charges will increase steadily over the period, reflecting the predicted growth of the City. The forecast does not account for weather patterns – hot, dry summers tend to mean more revenue as more water is used, while cooler, wetter summers mean less revenue.

Over the five-year period of this forecast, water operations anticipates increases in the PERS contribution rates, as well contractual increases to the contract with Veolia North America, according to the terms of the contract.

Table 6 on the next page displays a more detailed view of the five-year forecast, including the Water Fund’s major revenue categories, expenditures, and transfers.

Five-Year Forecast

TABLE 6 - Water Operating Fund Forecast

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
Beginning fund balance	\$ 13,741,515	\$ 16,962,744	\$ 17,698,534	\$ 19,469,916	\$ 12,829,960	\$ 12,490,874	\$ 12,971,835	\$ 11,678,589	\$ 12,713,019
RESOURCES									
Revenues:									
Usage charge	\$ 7,864,054	\$ 7,038,264	\$ 7,640,000	\$ 7,776,000	\$ 8,009,280	\$ 8,089,373	\$ 8,170,267	\$ 8,251,969	\$ 8,334,489
Sherwood usage	1,256,466	1,181,443	1,150,000	1,425,000	1,453,500	1,482,570	1,500,000	1,500,000	1,500,000
Connection fees	62,186	38,910	40,000	45,000	45,450	45,677	45,906	46,135	46,366
User fee - fire charge	162,426	165,395	165,000	165,000	165,825	166,654	167,487	168,325	169,166
Investment income	459,218	481,302	195,000	150,000	150,750	151,504	152,261	153,023	153,788
Miscellaneous	38,742	43,908	42,000	12,000	30,000	30,000	30,000	30,000	30,000
Operating Revenue Subtotal	9,843,092	8,949,222	9,232,000	9,573,000	9,854,805	9,965,778	10,065,921	10,149,452	10,233,809
Transfers from other funds:									
Water SDC Fund	350,000	-	-	-	-	-	-	-	-
Interfund loan repayments:									
Road Operating Fund	81,446	81,446	81,460	-	-	-	-	-	-
Stormwater Operating Fund	101,807	101,807	101,810	-	-	-	-	-	-
Interfund Loan Rpymts Subtotal	183,253	183,253	183,270	-	-	-	-	-	-
Revenue Total	\$ 10,376,345	\$ 9,132,475	\$ 9,415,270	\$ 9,573,000	\$ 9,854,805	\$ 9,965,778	\$ 10,065,921	\$ 10,149,452	\$ 10,233,809
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 497,434	\$ 540,093	\$ 615,190	\$ 629,100	\$ 647,973	\$ 771,851	\$ 795,007	\$ 842,707	\$ 952,989
Materials & services	3,460,061	3,374,694	4,405,491	4,538,189	4,674,335	4,814,565	4,959,002	5,107,772	5,261,005
Capital outlay	327,941	444,293	426,000	247,400	719,000	635,000	719,000	635,000	635,000
Debt service	1,828,812	2,580,550	-	-	1,845,562	774,438	800,000	800,000	800,000
Expenditures Subtotal	6,114,248	6,939,630	5,446,681	5,414,689	7,886,870	6,995,854	7,273,009	7,385,479	7,648,993
Transfers to other funds:									
General Fund	746,310	745,100	703,720	707,500	721,650	736,083	750,805	765,821	781,137
Water Capital Fund	267,966	624,032	2,726,316	9,934,017	1,039,121	1,722,880	3,335,354	963,722	2,000,000
Building Capital Fund	26,594	36,556	623,375	156,750	546,250	30,000	-	-	-
Transfers/Interfund Subtotal	1,040,870	1,405,688	4,053,411	10,798,267	2,307,021	2,488,963	4,086,159	1,729,543	2,781,137
Expenditures Total	\$ 7,155,118	\$ 8,345,318	\$ 9,500,092	\$ 16,212,956	\$ 10,193,891	\$ 9,484,817	\$ 11,359,167	\$ 9,115,022	\$ 10,430,131
NET	3,221,227	787,157	(84,822)	(6,639,956)	(339,086)	480,961	(1,293,246)	1,034,430	(196,322)
Ending fund balance	\$ 16,962,744	\$ 17,749,901	\$ 17,613,712	\$ 12,829,960	\$ 12,490,874	\$ 12,971,835	\$ 11,678,589	\$ 12,713,019	\$ 12,516,697
Financial Policy Minimum	3,643,500	3,770,550	3,456,000	3,643,500	3,564,462	3,617,283	3,650,802	3,690,096	3,742,799

WASTEWATER OPERATING FUND

FUND DESCRIPTION

The Wastewater 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 Jacobs (formerly CH2M HILL) to operate the plant.

The Wastewater 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 Wastewater Operating Fund periodically transfers funds to the Wastewater Capital Fund. The Wastewater Capital Fund accounts for the Capital Improvement Program (CIP) of the Wastewater utility.

WASTEWATER FUND REVENUES AND EXPENDITURES

REVENUES

Revenue drivers for this fund include wastewater rates charged, the size and type of industries, winter water consumption, and the City's population growth. The wastewater rates are scheduled to be reviewed during FY 2021-22.

Charges

The City charges for use of the wastewater system each month. Currently, the City has about 6,600 Wastewater 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. As such, the City uses a residential customer's winter water average (November through March of the preceding 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 Wastewater charges adjusted, they have the option to install an irrigation meter, and their Wastewater charges will be adjusted according to the water that diverts through the irrigation meter.

As the City grows, more accounts will be added, leading to growth in the wastewater operating revenue.

Other Revenues

The Wastewater fund also receives interest earnings and a transfer from the Wastewater System Development Charges (SDCs). The transfer from the Wastewater SDCs is to partially cover the debt service obligation for debt incurred to expand the plant.

EXPENDITURES

Expenditures of the wastewater 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 wastewater utility also drive expenditures.

Operations

Wastewater operations include managing and maintaining the wastewater treatment plant, the wastewater 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. The City has recently undergone an evaluation of its treatment processes as part of renewing its NPDES permit.

Five-Year Forecast

Capital Improvements

The wastewater 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 wastewater 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 wastewater rates and SDCs, depending upon whether the project expands capacity.

During FY 2021-22, the Wastewater Treatment Plant Master Plan which will update the capital project lists for next 20 years. After the completion of the master plan, a rate study will be completed to insure wastewater rates will continue meet the needed of both operational and capital costs.

WASTEWATER FUND FORECAST

The five-year forecast for the Wastewater Fund shows that the fund balance (also referred to as a reserve) is drawn down over time, but still remains above the financial policy minimum. The minimum consists of a set aside equal to 20% of operations, in addition to a capital reserve for the plant and a debt service reserve. The fund balance is drawn down to fund the capital program, including a possible public works facility.

The five-year forecast predicts wastewater revenue from charges will increase steadily over the period, reflecting the predicted growth of the City. As mentioned above, the City is completing a master plan and subsequent rate study to meet future financial needs. This forecast assumes the current rate structure remains in effect over the period.

Over the five-year period of this forecast, Wastewater operations anticipates increases in the labor rates, as well contractual increases to the contract with Jacobs (formerly CH2MHILL).

The table on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the proposed budget for FY 2021-22 and five subsequent fiscal years. The table demonstrates that the Fund remains in a sound financial position throughout the forecast period.

TABLE 7 - Wastewater Operating Fund Forecast

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
Beginning fund balance	\$ 14,485,689	\$ 16,165,819	\$ 16,716,629	\$ 15,976,422	\$ 15,101,187	\$ 15,110,825	\$ 14,487,634	\$ 14,646,484	\$ 15,216,094
RESOURCES									
Revenues:									
Usage charge	\$ 7,760,847	\$ 7,510,832	\$ 7,697,000	\$ 7,820,000	7,937,300	8,056,360	8,177,205	8,299,863	8,424,361
High strength surcharge	472,666	500,304	450,000	455,000	461,825	468,752	475,784	482,920	490,164
Investment income	456,264	459,077	196,200	160,000	151,012	151,108	144,876	146,465	152,161
Miscellaneous	68,668	104,270	18,000	30,000	25,000	25,000	25,000	25,000	25,000
Operating Revenue Subtotal	8,758,445	8,574,482	8,361,200	8,465,000	8,575,137	8,701,220	8,822,865	8,954,248	9,091,686
Transfers from other funds:									
Sewer Development Fund (SDC)	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000	600,000
Revenue Total	\$ 9,358,445	\$ 9,174,482	\$ 8,961,200	\$ 9,065,000	\$ 9,175,137	\$ 9,301,220	\$ 9,422,865	\$ 9,554,248	\$ 9,691,686
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 334,895	\$ 315,630	\$ 365,500	\$ 377,750	424,083	534,527	550,563	583,597	601,105
Materials & services	3,209,475	3,232,619	3,761,624	3,740,830	3,930,572	4,127,100	4,383,455	4,602,628	4,832,759
Capital outlay	4,443	27,345	88,177	291,100	161,980	75,000	75,000	75,000	75,000
Debt Service	2,936,096	2,938,451	2,960,000	2,623,500	2,625,000	2,622,000	2,622,300	2,623,500	2,623,500
Expenditures Subtotal	6,484,909	6,514,045	7,175,301	7,033,180	7,141,634	7,358,628	7,631,318	7,884,725	8,132,364
Transfers to other funds:									
General Fund	527,410	539,500	533,820	524,600	535,092	545,794	556,710	567,844	579,201
Sewer Capital Fund	639,402	256,886	3,578,952	2,225,704	1,422,023	2,019,990	1,075,986	532,070	1,450,000
Facilities Fund	26,594	31,276	623,375	156,750	66,750	-	-	-	-
Transfers Subtotal	1,193,406	827,662	4,736,147	2,907,054	2,023,865	2,565,784	1,632,696	1,099,914	2,029,201
Expenditures Total	\$ 7,678,315	\$ 7,341,707	\$ 11,911,448	\$ 9,940,234	\$ 9,165,499	\$ 9,924,411	\$ 9,264,014	\$ 8,984,639	\$ 10,161,565
NET	1,680,130	1,832,775	(2,950,248)	(875,234)	9,638	(623,191)	158,851	569,609	(469,879)
Ending fund balance	\$ 16,165,819	\$ 17,998,596	\$ 13,766,381	\$ 15,101,187	\$ 15,110,825	\$ 14,487,634	\$ 14,646,484	\$ 15,216,094	\$ 14,746,215
Financial Policy Minimum	6,042,300	6,042,300	6,058,400	6,095,300	6,211,000	6,272,400	6,326,900	6,377,300	6,426,800

Five-Year Forecast

STORMWATER OPERATING FUND

FUND DESCRIPTION

The Stormwater Operating 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.

STORMWATER FUND REVENUES AND EXPENDITURES

REVENUES

The major drivers of revenue to the Stormwater Fund include the monthly charges, the number of customers, and the number of Equivalent Residential Unit (ERUs) within the City.

Charges

The City bills for stormwater management on a monthly basis. Stormwater charges are based on impervious surface. Residential units are equalized into an 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 City Council establishes the rates for stormwater, and were last approved beginning in April 2015 for a seven year period. The rate increases are necessary in order to pay for the capital program. The last increase went into effect as of January 1, 2021. A new rate study will be conducted during FY 2021-22.

Even as the City grows and adds households, many companies are doing more to reduce their impervious surface area, such as installing rain gardens or pervious surfaces. Growth in households is therefore offset by changes in how commercial and industrial customers manage their stormwater, leading to a projected growth rate of ERUs of about 1.5% annual average over the next five years.

It should be noted that the Stormwater Fund will require another interfund loan in FY 2025-26 to provide the funding required to meet its daily operations and capital project requirements.

EXPENDITURES

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.

Operations

Stormwater operations include managing and maintaining the stormwater system of pipes, detention ponds, catch basins, ditches, and natural drainage systems.

A \$2.5M interfund loan from the General Fund was approved with the FY 2020-21 budget. The annual debt payments of \$515 thousand will continue through FY 2024-25. The loan has enabled the Stormwater Operating Fund to meet both its operational and Capital Improvement requirements.

Capital Improvements

While the stormwater utility is not as capital intensive as water and wastewater, it does have 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.

Major capital projects include the repairs required at Charbonneau and the upcoming Coffee Creek Storm System. The Charbonneau list of repairs is quite extensive and will require years to complete.

STORMWATER OPERATING FUND FORECAST

The five-year forecast for the Stormwater Operating Fund shows fund remaining in balance over the time period, planned capital improvements and debt service payments.

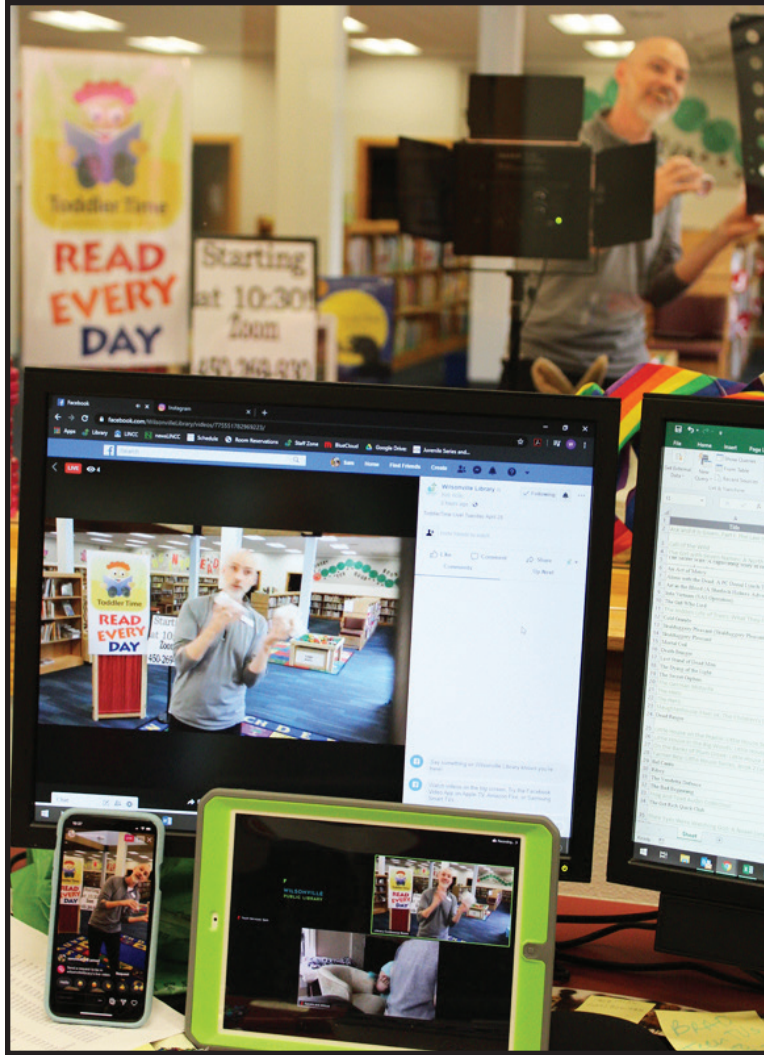
Table 8 displays the expenditures over the next five years, and reflects the additional maintenance work as the City continues to grow. Over the five-year period of this forecast, the City continues its ambitious repair and rehabilitation program of the stormwater assets in the Charbonneau neighborhood. At the same time, the utility intends to continue the rehabilitation of various outfalls, and replace deteriorating stormwater pipes throughout the City. The fund is able to contribute on average \$1.77 million each year to its capital program through FY 2026-27 without the need to enter into debt.

Table 8 on the next page displays revenues, expenditures, and the fund’s ending fund balance for prior two years, the current year budget, the proposed budget for FY 2021-22 and five subsequent fiscal years. The table demonstrates that the Fund remains in a sound financial position throughout the forecast period.

Five-Year Forecast

TABLE 8 - Stormwater Fund Forecast

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
Beginning fund balance	\$ 2,334,991	\$ 2,686,761	\$ 1,573,168	\$ 4,035,269	\$ 3,754,347	\$ 3,107,012	\$ 2,168,362	\$ 1,524,142	\$ 1,876,435
RESOURCES									
Revenues:									
Stormwater utility charge	\$ 2,981,288	\$ 3,193,878	\$ 3,370,000	\$ 3,440,000	\$ 3,491,600	\$ 3,543,974	\$ 3,597,134	\$ 3,651,091	\$ 3,705,857
Interfund Loan from General Fund	-	-	2,500,000	-	-	-	-	-	-
Investment income	63,525	64,042	15,300	15,000	18,772	15,535	10,842	7,621	9,382
Revenue Total	\$ 3,044,813	\$ 3,257,920	\$ 5,885,300	\$ 3,455,000	\$ 3,510,372	\$ 3,559,509	\$ 3,607,975	\$ 3,658,711	\$ 3,715,239
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 194,687	\$ 238,360	\$ 270,080	\$ 273,170	\$ 339,365	\$ 364,727	\$ 380,669	\$ 408,509	\$ 425,764
Materials & services	494,798	514,129	763,557	788,536	818,249	838,706	859,673	881,165	903,194
Capital outlay	5,297	-	50,791	107,000	50,000	50,000	50,000	50,000	50,000
Debt service	507,827	507,827	679,200	518,000	518,000	518,000	518,000	-	-
Expenditures Subtotal	1,202,609	1,260,316	1,763,628	1,686,706	1,725,615	1,771,433	1,808,342	1,339,674	1,378,958
Transfers to other funds:									
General Fund	236,610	207,700	243,820	236,200	244,467	253,023	261,879	271,045	279,176
Community Development Fund	285,623	298,267	276,606	275,644	285,292	295,277	305,611	316,308	325,797
Stormwater Capital Fund	945,995	1,487,827	2,652,996	1,452,872	1,887,334	2,178,426	1,876,363	1,379,391	1,517,330
Building Capital Fund	22,206	20,039	377,250	84,500	15,000	-	-	-	-
Transfers Subtotal	1,490,434	2,013,833	3,550,672	2,049,216	2,432,093	2,726,726	2,443,854	1,966,744	2,122,303
Expenditures Total	\$ 2,693,043	\$ 3,274,149	\$ 5,314,300	\$ 3,735,922	\$ 4,157,707	\$ 4,498,159	\$ 4,252,196	\$ 3,306,418	\$ 3,501,262
NET	351,770	(16,229)	571,000	(280,922)	(647,335)	(938,650)	(644,220)	352,294	213,977
Ending Fund Balance	\$ 2,686,761	\$ 2,670,531	\$ 2,144,168	\$ 3,754,347	\$ 3,107,012	\$ 2,168,362	\$ 1,524,142	\$ 1,876,435	\$ 2,090,413
Financial Policy Minimum	136,800	136,800	146,700	146,700	231,600	240,700	248,100	258,000	265,800



Library staff filming “live” programs over Zoom, YouTube, and Facebook during COVID-19 pandemic.



Five-Year Forecast

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.

STREET LIGHTING FUND REVENUES AND EXPENDITURES

REVENUES

Revenue drivers for this fund include the monthly charges and number of customers. The customer base is expected to grow on average 2.25% per year.

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

Expenditure drivers for this fund include the price of electricity from PGE, periodic maintenance and replacement of fixtures, and expansion of the system.

Operations

Street Lighting operations include maintaining the street light fixtures and paying PGE for the electricity. As more of the streetlights are converted over to light-emitting diode (LED) , it is anticipated that electricity expense will begin to decrease and/or stop increasing year over year.

Capital Improvements

The Street Lighting Fund is used to install street lighting where there are gaps, and replace worn poles and fixtures. The City is working to retrofit street lights with LED fixtures and will continue this project through FY 2025-26. This project is funded by the fund's reserves.

STREET LIGHTING FUND FORECAST

The five-year forecast for the Street Light Fund shows a stable fund with the reserve being utilized to retrofit the City's street lights with LED fixtures. Table 9 on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the FY 2021-22 Proposed Budget and five subsequent fiscal years. The table demonstrates that the Street Lighting Fund will be able to meet its operational and capital requirements throughout the forecast period.

TABLE 9 - Street Lighting Fund Forecast

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
Beginning fund balance	\$ 1,226,898	\$ 1,426,127	\$ 1,293,766	\$ 1,246,495	\$ 362,615	\$ 88,592	\$ 77,635	\$ 80,244	\$ 166,438
RESOURCES									
Revenues:									
Usage charge	\$ 522,352	\$ 526,241	\$ 524,150	\$ 536,650	\$ 548,725	\$ 561,071	\$ 573,695	\$ 586,603	\$ 599,802
Investment income	34,268	35,343	12,500	8,500	7,252	1,772	1,553	1,605	1,664
Operating Revenue Subtotal	556,620	561,584	536,650	545,150	555,977	562,843	575,248	588,208	601,466
Revenue Total	\$ 556,620	\$ 561,584	\$ 536,650	\$ 545,150	\$ 555,977	\$ 562,843	\$ 575,248	\$ 588,208	\$ 601,466
REQUIREMENTS									
Expenditures:									
Materials & services	\$ 356,774	\$ 315,989	\$ 381,320	\$ 384,030	\$ 380,000	\$ 383,800	\$ 387,638	\$ 391,514	\$ 395,430
Expenditures Subtotal	356,774	315,989	381,320	384,030	380,000	383,800	387,638	391,514	395,430
Transfers to other funds:									
Streets Capital Projects Fund	617	94,073	1,305,247	1,045,000	450,000	190,000	185,000	110,500	-
Transfers Subtotal	617	94,073	1,305,247	1,045,000	450,000	190,000	185,000	110,500	-
Expenditures Total	\$ 357,391	\$ 410,062	\$ 1,686,567	\$ 1,429,030	\$ 830,000	\$ 573,800	\$ 572,638	\$ 502,014	\$ 395,430
NET	199,229	151,522	(1,149,917)	(883,880)	(274,023)	(10,957)	2,610	86,194	206,037
Ending fund balance	\$ 1,426,127	\$ 1,577,649	\$ 143,849	\$ 362,615	\$ 88,592	\$ 77,635	\$ 80,244	\$ 166,438	\$ 372,475
Financial Policy Minimum	70,400	70,400	72,000	74,800	76,000	76,800	77,600	78,400	79,100

Five-Year Forecast

ROAD OPERATING (GAS TAX) FUND

FUND DESCRIPTION

The Road Operating Fund accounts for the gas tax received by the City, for the maintenance of and improvements to its rights of way, including landscape, markings, signs and signals. Gas tax is apportioned by the State based on receipts and population.

ROAD OPERATING FUND REVENUES AND EXPENDITURES

REVENUES

The major drivers of revenue for this fund are the amount of gas tax received by the State and Wilsonville's population.

Gas Tax

Oregon gas tax is set by State statute, currently at 36 cents per gallon and is expected to increase to 38 cents. 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.

In 2017, the State Legislature approved a comprehensive transportation funding package (HB 2017) that increased the gas tax by four cents per gallon, from 30 cents to 34 cents, beginning January 1, 2018. In January of the years 2020, 2022 and 2024 the tax is scheduled to increase an additional two cents per gallon.

Over the five-year forecast period, gas tax revenue is forecasted to increase due to both the increases in the tax approved by the Legislature, and due to the City's population increasing. Gas tax revenues can be sensitive to the price of gas – as gas prices rise, people tend to drive less, driving down gas tax revenues. Similarly, gas tax revenue falls as vehicles become more fuel efficient. It is difficult to predict how gas prices and driving habits may change over time. This forecast attempts to strike a reasonable balance between the approved gas tax increases, and the price elasticity of demand that may dampen revenues.

EXPENDITURES

The major expenditure drivers for this fund include the cost of labor and materials and new streets as the City grows.

Operations and Capital Improvements

The Road Fund operations include street repair and improvements, maintenance of City crosswalks 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.

Capital improvements over the next five years are projected to be signal improvements, the replacement of crosswalk flashers, pedestrian enhancements, and various equipment replacements.

ROAD OPERATING FUND FORECAST

The five-year forecast shows that the Fund remains in a strong position over the forecast period. Table 9 on the next page displays revenues, expenditures, and the fund's ending fund balance for prior two years, the current year budget, the proposed budget for FY 2021-22 and five subsequent fiscal years. This fund remains financially sound over the forecast period.

TABLE 10 - Road Operating Fund Forecast

	Actual 2018-19	Actual 2019-20	Budget 2020-21	Proposed 2021-22	Forecast 2022-23	Forecast 2023-24	Forecast 2024-25	Forecast 2025-26	Forecast 2026-27
Beginning fund balance	\$ 1,413,010	\$ 2,008,010	\$ 2,265,665	\$ 2,325,229	\$ 2,597,967	\$ 2,895,859	\$ 3,270,523	\$ 3,726,782	\$ 4,009,573
RESOURCES									
Revenues:									
Gasoline tax	\$ 1,828,977	\$ 1,756,497	\$ 1,886,000	\$ 1,995,223	2,005,199	2,015,225	2,025,301	2,035,428	2,045,605
Vehicle license fee	37,022	162,543	496,151	-	-	-	-	-	-
Investment income	44,380	60,008	2,000	12,500	51,959	57,917	65,410	74,536	80,191
Miscellaneous	3,459	57,889	2,000	-	2,000	2,000	2,000	2,000	2,000
Operating Revenue Subtotal	1,913,838	2,036,937	2,386,151	2,007,723	2,059,158	2,075,142	2,092,712	2,111,963	2,127,796
Revenue Total	\$ 1,913,838	\$ 2,036,937	\$ 2,386,151	\$ 2,007,723	\$ 2,059,158	\$ 2,075,142	\$ 2,092,712	\$ 2,111,963	\$ 2,127,796
REQUIREMENTS									
Expenditures:									
Personnel services	\$ 353,071	\$ 344,573	\$ 382,270	\$ 416,900	\$ 487,407	\$ 531,651	\$ 562,601	\$ 611,357	\$ 644,698
Materials & services	436,240	495,400	514,578	495,930	505,849	515,966	526,285	536,811	547,547
Capital outlay	119,071	-	13,000	13,000	20,000	21,000	22,000	23,000	24,000
Debt service	81,446	81,446	82,000	-	-	-	-	-	-
Expenditures Subtotal	989,828	921,418	991,848	925,830	1,013,256	1,068,617	1,110,886	1,171,168	1,216,245
Transfers to other funds:									
General Fund	223,180	229,520	228,300	232,910	237,568	242,320	247,166	252,109	257,151
Streets Capital Projects Fund	105,830	511,884	754,090	539,495	510,443	389,541	278,401	405,896	446,486
Building Capital Projects Fund	-	-	693,375	36,750	-	-	-	-	-
Transfers/Interfund Subtotal	329,010	741,404	1,675,765	809,155	748,011	631,861	525,567	658,005	703,637
Expenditures Total	\$ 1,318,838	\$ 1,662,822	\$ 2,667,613	\$ 1,734,985	\$ 1,761,267	\$ 1,700,478	\$ 1,636,453	\$ 1,829,173	\$ 1,919,882
NET	595,000	374,115	(281,462)	272,738	297,892	374,665	456,259	282,791	207,915
Ending fund balance	\$ 2,008,010	\$ 2,382,124	\$ 1,984,203	\$ 2,597,967	\$ 2,895,859	\$ 3,270,523	\$ 3,726,782	\$ 4,009,573	\$ 4,217,488
Financial Policy Minimum	172,200	173,800	173,800	182,566	198,651	209,523	217,777	229,634	238,449



Frog Pond development during construction.



SUPPLIES

- 430001 Office supplies: General consumable supplies and parts that are not otherwise listed below. Includes the cost of freight/delivery charges in this account.
- 430002 Postage: Mailing costs whether US postal system or private carrier or courier services. Does not include the rental of postal equipment here (see 442001).
- 430003 Small tools & equipment: Equipment, tools, furniture that are not consumable and costs less than \$5,000 per item. Items of \$5,000 or more are considered capital outlay.
- 430004 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 IT program.
- 430005 In-house Copier/Printer Expense: Supplies, parts and monthly fees for all in-house copier and printers. Includes paper, toner, ink, etc.
- 430099 Other general supplies: Special supply items that don't fit the above categories are budgeted and accounted for here.
- 431001 Fuel: Fuel costs for all City vehicles.
- 431002 Tires: Tire costs for all City vehicles.
- 431003 Chemicals: Chemicals for water/sewer operations.
- 431004 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.
- 431005 Water Meters & Boxes: Purchase of meters and boxes.
- 431099 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.
- 432001 Books: For use by the Library with children's books to be recorded in 432002.
- 432002 Children's books: For use by the Library, see above.
- 432003 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.
- 432004 Audio/Visual Material: Compact disks, DVDs, video tapes. Typically used by the Library.
- 432005 Children's Audio/Visual
- 432006 Database Subscriptions
- 432007 E books

UTILITY SERVICES

- 435002 Electricity: PGE electric bills
- 435008 Natural Gas: NW Natural-natural gas bills
- 435010 Water: City water bills
- 435011 Sewer: City sewer bill
- 435012 Streetlights: City streetlight bills

Chart of Accounts

- 435013 Road Maintenance Charge: City road maintenance bills
- 435014 Stormwater charge: City stormwater bills
- 435020 Garbage Collection: Garbage collection and disposal costs
- 435030 Telephone: Land lines, central costs for switching stations, long distance charges
- 435031 Cellular Phones: Cost of phones and service time from private companies
- 435032 Mobile Units - Airtime: Cost of mobile unit acquisition and airtime costs
- 435033 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.
- 435124 Internet: Costs of accessing and maintaining an Internet presence. Includes fees paid to providers and identifiable line or bandwidth costs.

PROFESSIONAL & TECHNICAL SERVICES

- 440001 Financial Services: Bond advisors, financial consultants, independent auditors, etc.
- 440002 Outside attorneys: Legal representation from firms or individuals not part of the City's Legal Department. Includes bond counsel.
- 440003 Traffic Impact Consultant: Generally used by Engineering program.
- 440004 Labor Negotiations: All costs associated with the union contract such as professional services, printed material, meals and special costs.
- 440009 Other Professional Services: Services provided by other professional firms or individuals not fitting another category.
- 444013 IT Department Expenditures
- 440020 Computer Hardware/Software Technical Services: Technical services provided for computer hardware and software. Includes customization costs for existing software programs.
- 440021 Lab work: Technical services provided by outside entities.
- 440022 Meter Reading Services: Water meter reading services provided by outside entities. Includes Eden annual or special support charges.
- 440023 Computer Maintenance Contracts
- 440025 Police Protection: Services provided by Clackamas County Sheriff's Office. Includes the cost of bailiffs for municipal court which budgeted by that program.
- 440026 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.
- 440028 Temporary Employment Services: Part-time and temporary help acquired from an outside agency.
- 440029 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.
- 440030 Commuter Rail
- 440031 Communication/Marketing

Chart of Accounts

- 440032 Litter pickup
- 440033 Street sweeping maintenance
- 440034 Cable telecasting: Costs to produce and broadcast city activities on Wilsonville public broadcasting channel.
- 440035 Flex Plan Admin: Used by Human Resources program.
- 440036 Medical Evaluations: Cost of testing and evaluation services as necessary.
- 440040 Uniform/Floormat Services
- 440099 Other Technical/Contractual Services: Services of a technical nature that do not fit one of the categories above. See Repairs and Maintenance categories below.
- 440XXX The 440XXX 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.

REPAIRS & MAINTENANCE (MAJORITY OF THESE USED ONLY BY PUBLIC WORKS)

- 441010 Infrastructure repair/maintenance
- 441011 Charbonneau Tree Preservation Program
- 441012 Street Tree Infill Program
- 441013 Sidewalk Replacement/Infill Program
- 441014 Collection system maintenance
- 441015 Catch Basin maintenance
- 441016 Conveyance maintenance
- 441017 Field Screenings
- 441018 Project Management Fees
- 441020 Janitorial services
- 441021 Building maintenance
- 441022 Athletic field maintenance
- 441023 Park maintenance
- 441024 Landscape Maintenance
- 441025 Irrigation Maintenance
- 441026 Turf Maintenance
- 441027 Dock Maintenance
- 441028 Equipment Maintenance
- 441029 Traffic Signal Maintenance
- 441030 Vehicle Repairs and Maintenance
- 441610 Fleet Services - Interfund Charges

Chart of Accounts

- 441611 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.
- 442001 Tool & Equipment Rental: A broad category including vehicle rentals, tools, office equipment, etc.
- 442002 Building Rental: Office space and storage space rent or lease.
- 442051 Insurance - Casualty: Insurance costs for casualty, employee personnel bonding, etc except vehicle insurance. Note that employee benefit costs are within 412XXX.
- 442052 Vehicle Insurance: Insurance costs for City vehicles.

PARKS & RECREATION PROGRAMS

- 443001 Community Programs
- 443002 Tourism Development
- 443003 Special Events Expenses: These are unique costs associated with a program. Includes hazardous material program costs and industrial monitoring.
- 443005 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).
- 443007 Metro Enhancement Grants
- 443009 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.
- 443010 Opportunity Grants
- 443012 Purchased Transportation Services: Taxi and limousine services.
- 443013-6 Special Projects: Traditionally used by City Manager's office for special studies that might arise during the new fiscal year.
- 443017-9 Instructors/Facilitators: Generally used by Community Services program.
- 443020 Sports Camp Expense: All costs associated with this Community Services program.
- 443021 Special Programs: Program expenses that do not fit in one of the categories above. (Historically used by the Library)
- 443022 Summer Programs - Library
- 443023 Adult Programs - Library
- 443024 Youth Programs - Library
- 443025 Outreach Programs

EMPLOYEE DEVELOPMENT

- 444002 Recruitment expenses: Costs associated with recruiting to fill vacancies. Include advertisements, position brochures, travel, lodging and meal costs
- 444003 Education/Training/Travel: Costs to attend seminars, conferences, and other training opportunities. Include all costs associated with event: registration, travel, meals, lodging, etc.
- 444004 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.
- 444005 Safety and health: Use for safety, health and doctor costs. Includes specific training costs for safety and health purposes.
- 444006 Recognition expenses: Used by Human Resources.

FEES, DUES, ADVERTISING

- 445001 Legal advertising: Pubic notices and requests for proposals required to be printed in the newspaper.
- 445002 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.
- 445003 Recording fees: Used primarily by Legal and Community Development programs.
- 445004 Fees and dues: City or employee membership in organizations. Also includes special fees paid to regulatory agencies.

MEETING EXPENSES

- 446006 Meeting cost: Meals provided by city.

FRANCHISE FEES

- 447001 Franchise Fees: Franchise fees paid by utility funds to the City.

MISCELLANEOUS SERVICES AND SUPPLIES

- 449001 Bank Charges: Used by Finance program for bank service charges on checking account and credit card machines.
- 449002 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.

Chart of Accounts

CAPITAL OUTLAY

450500 Building Improvements

450600 Land Improvements

450700 Machinery & Equipment: All equipment and machinery that does not one of the other categories.

450800 Vehicles: Motorized and licensed vehicles. Includes buses and transit vans.

450900 Software: Used by Information Systems program.

DEBT SERVICES

470001 Principal

470002 Principal Short Term

470011 Interest

TRANSFERS OUT

491XXX Transfers Out - Overhead

494001 Subsidy

495XXX Transfers Out - CIP & Other

Compensation Plans

Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2020

Range	Position	Hourly		Annual	
		Low	High	Low	High
13	Nutrition Program Assistant	\$14.62	\$18.60	\$30,409.60	\$38,688.00
15	Janitor	\$15.35	\$19.56	\$31,928.00	\$40,684.80
21	Library Clerk I	\$17.81	\$22.71	\$37,044.80	\$47,236.80
24	Library Clerk II Nutrition Coordinator I	\$19.18	\$24.45	\$36,504.00	\$46,529.60
26	Administrative Assistant I	\$19.85	\$25.29	\$41,288.00	\$52,603.20
27	Nutrition Coordinator II	\$20.65	\$26.33	\$42,952.00	\$54,766.40
28	Support Services Coordinator	\$21.16	\$26.99	\$44,012.80	\$56,139.20
30	Accounting Technician Administrative Assistant II Information Systems Assistant I Permit Technician I	\$22.22	\$28.33	\$46,217.60	\$58,926.40
31	Facilities Maintenance Specialist Parks Maintenance Specialist Roads Maintenance Specialist Utilities Maintenance Specialist	\$22.79	\$29.05	\$47,403.20	\$60,424.00
32	Accounting Specialist Administrative Assistant III Fitness Specialist Information & Referral Specialist	\$23.37	\$29.80	\$48,609.60	\$61,984.00
34	Engineering Technician I Outreach Librarian Permit Technician II Program Coordinator Program Librarian Recreation Coordinator Reference Librarian Utilities Maintenance Technician Transportation Demand Mgmt Tech	\$24.53	\$31.28	\$51,022.40	\$65,062.40
36	Assistant Planner Water Distribution Technician	\$25.79	\$32.87	\$53,643.20	\$68,369.60
37	Code Compliance Coordinator Engineering Inspector I Engineering Technician II Facilities Maintenance Technician Parks Lead Maintenance Specialist Recreation Coordinator II Roads Lead Maintenance Specialist	\$26.42	\$33.70	\$54,953.60	\$70,096.00

Continued on Next Page

Compensation Plans

Wilsonville Municipal Employee Association (WilMEA) Compensation Plan

Effective July 1, 2020

Range	Position	Hourly		Annual	
		Low	High	Low	High
38	Asset Management Analyst Information Systems Assistant II Storm Water Management Coordinator	\$27.09	\$34.53	\$56,347.20	\$71,822.40
39	Accountant Building Inspector/Plans Examiner I Industrial Pre-Treatment Coordinator	\$27.75	\$35.39	\$57,720.00	\$73,611.20
40	Adult Services Librarian Engineering Inspector II Youth Services Librarian	\$28.45	\$36.30	\$59,176.00	\$75,504.00
41	Engineering Technician III	\$29.16	\$37.21	\$60,652.80	\$77,396.80
42	Associate Planner Information Systems Analyst	\$29.89	\$38.12	\$62,171.20	\$79,289.60
43	Building Inspector/Plans Examiner II Senior Accountant	\$30.64	\$39.08	\$63,731.20	\$81,286.40
44	Engineering Inspector III	\$31.41	\$40.04	\$65,332.80	\$83,283.20
46	Building Inspector/Plans Examiner III	\$33.01	\$42.08	\$68,660.80	\$87,526.40
47	Lead Building Inspector/Plans Examiner Network Administrator Senior Information Systems Analyst Senior Planner	\$33.83	\$43.14	\$70,366.40	\$89,731.20

SEIU Local 503 (OPEU Transit) Compensation Plan

Effective July 1, 2020

Range	Position	Hourly		Annual	
		Low	High	Low	High
120	Fleet Hostler	\$17.41	\$22.20	\$ 36,212.80	\$ 46,176.00
125	Equipment Mechanic I	\$19.71	\$25.10	\$ 40,996.80	\$ 52,208.00
125	Transit Driver	\$19.71	\$25.10	\$ 40,996.80	\$ 52,208.00
128	Dispatcher	\$21.21	\$27.05	\$ 44,116.80	\$ 56,264.00
133	Equipment Mechanic II	\$24.72	\$31.51	\$ 51,417.60	\$ 65,540.80

Employees Under Contract

Effective July 1, 2020

Municipal Court Judges	\$100 per hour
City Attorney, contract pay package*	\$180,000 - \$190,000
City Manager, contract pay package*	\$180,000 - \$190,001
<i>*City Manager and City Attorney pay package reviewed periodically by Council</i>	

Compensation Plans

City of Wilsonville Unrepresented Compensation Plan

Effective July 1, 2020

Range	Position	Hourly		Annual	
		Low	High	Min	Max
c	Accounting Specialist (Conf) Human Resources Assistant Legal Assistant	\$25.80	\$34.83	\$53,665.32	\$72,446.03
d	Shop Foreman	\$27.09	\$36.57	\$56,342.12	\$76,072.75
f	Associate Engineer City Recorder Human Resources Analyst Transit Management Analyst	\$29.89	\$40.32	\$62,170.62	\$83,865.63
g	Assistant to the City Manager Finance Operations Manager Transit Supervisor	\$31.36	\$42.33	\$ 65,235.96	\$ 88,053.48
h	Facilities Supervisor Library Operations Manager Library Services Manager Parks Supervisor Roads & Stormwater Maintenance Supervisor Utilities Supervisor	\$32.93	\$44.45	\$ 68,495.69	\$ 92,457.28
i	Civil Engineer Communications & Marketing Manager GIS Manager Grants & Program Manager Natural Resources Manager Program Manager	\$34.58	\$46.67	\$ 71,928.02	\$ 97,076.79
j	Fleet Manager	\$36.30	\$49.01	\$ 75,511.37	\$ 101,933.93
k	Senior Civil Engineer	\$38.12	\$51.46	\$ 79,289.12	\$ 107,028.46
l	Human Resources Manager Planning Manager Transit Operations Manager	\$40.03	\$54.03	\$ 83,261.14	\$ 112,381.94
m	Economic Development Manager Engineering Manager Public Affairs Director	\$42.03	\$56.73	\$ 87,427.43	\$ 117,994.60
o	Assistant City Attorney Assistant Finance Director Building Official City Engineer Planning Director Public Works Operations Manager	\$46.34	\$62.55	\$ 96,386.06	\$ 130,104.93
p	Information Systems Director Library Director Parks & Recreation Director	\$48.65	\$65.67	\$ 101,199.97	\$ 136,602.60
q	Transit Director Public Works Director	\$49.88	\$67.31	\$103,747.17	\$140,013.36
r	Finance Director	\$51.12	\$68.81	\$106,337.61	\$143,115.64
s	Community Development Director	\$52.40	\$70.73	\$ 108,992.85	\$ 147,115.64
t	Assistant City Manager	\$53.71	\$72.50	\$ 111,717.67	\$ 150,793.53



Landscaping at the new Dog Park.



Accrual

An accounting entry made to ensure revenues are reported on the income statement when they are earned and expenses are reported when the expense occurred, as matched with the related revenues, regardless of when cash is received or spent.

Actual

Actual, as used in the fund summaries, revenue summaries and department and division summaries within the budget document, represents funds expended in the fiscal year indicated. 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 formally adopted by the City Council via a resolution. The Adopted Budget becomes effective July 1st each year. Subsequent to adoption, Council may make changes throughout the year.

Amortization

The spreading payments over multiple periods. The term is used for two separate processes: amortization of loans and amortization of assets. In the latter case it refers to allocating the cost of an intangible asset over a period of time.

Approved Budget

Represents the budget that has been approved with changes (if any) by the Budget Committee.

Appropriation

Legal authorization granted by the City Council to spend public funds. Appropriations within each program may not be exceeded.

Arbitrage

The practice of taking advantage of a price difference between two or more markets.

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.

Audit

An objective examination and evaluation of the financial statements of an organization to make sure that the financial records are a fair and accurate representation of the transactions they claim to represent.

Balanced Budget

Recurring operating revenues and transfers-in equal or exceed recurring operating expenditures and transfers-out.

Beginning Fund Balance

The beginning fund 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 resources to pay for 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: 1) Sometimes it designates the financial plan presented for adoption or 2) It designates the plan finally approved. It is usually necessary to specify whether the budget under consideration is preliminary and tentative, or whether the governing body has approved it.

Budget Calendar

The schedule of key dates, which a government follows in the preparation and adoption of the budget.

Budget Committee

The Oregon Revised Statute (ORS) 294.414 outlines the establishment of the Budget Committee. The committee is comprised of the elected officials plus an equal number of electors within the jurisdiction for the purpose of reviewing the proposed budget and recommending changes leading to an approved budget that is forwarded on to the City Council for adoption.

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.

Glossary

Budget Law

Refers to the Oregon Revised Statutes 294.305 to 294.565 that govern how local governments in Oregon prepare and report their budgets.

Budget Message

Written explanation of the budget and the City's financial priorities for the next fiscal year.

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.

Capital Asset

Includes City infrastructure, equipment, vehicles, furniture and fixtures, computer hardware and software with a cost basis in excess of \$5,000.

Capital Budget

The City's budget for projects, major repairs, and improvements or additions to the City's capital assets (water, sewer, planning, streets, streetscape, stormwater, facilities, information systems and parks).

Capital Expenditures

The City defines a capital expenditure as using the following three criteria: (1) relatively high monetary value (equal or greater than \$5,000), (2) long asset life (equal to or greater than 1 year of useful life), and (3) results in the creation of a capital asset, or the revitalization of a capital asset.

Capital Improvement

A term defined in the ORS 310.410 (1D) to include land, structures, facilities, machinery, equipment, or furnishings having a useful life of longer than one year.

Capital Improvement Program

The City's plan for capital infrastructure and long-range planning over a five-year time horizon. Projects and funding sources are estimated over the five-year time period and are updated annually.

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

A method to classify expenditures made that includes the purchase of land, the purchase or construction of buildings, structures, and facilities, plus machinery and equipment. The Capital Outlay category is distinct from other expenditure categories such as personnel or materials and services. Whereas the materials and services category tends to

represent recurring, consumable type items, Capital Outlay expenditures are non-recurrent and for items that have a life cycle of use. Capital Outlay includes expenditures that result in the acquisition or addition of a capital asset or increase the capacity, efficiency, span of life, or economy of operating as an existing capital 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) have a unit cost of \$5,000 or more; and (3) be a betterment or improvement. Replacement of a capital asset is classified as capital outlay under the same code as the original purchase. Repairs are classified under materials and services.

Capital Projects

Major repairs, improvements or additions to the City's capital assets (water, sewer, planning, streets, streetscape, stormwater, facilities, information systems and parks).

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. The plan 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, Bureau of Labor Statistics. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

Contingency

A budgetary appropriation set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contingency may be transferred 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 of the Enterprise funds. It does not include contractual obligations accounted for in the individual funds.

Defeasance

A provision in a contract that voids a bond or loan on a balance sheet when the borrower sets aside cash or bonds sufficient enough to service the debt.

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., Finance, Parks, Library, Public Works, Planning, etc).

Depreciation

Decrease 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.

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 through the disbursement of funds. 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.

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 (FTE)

The equivalent of one full-time position working 12 months in a year. The employment level of the City is expressed in terms of full-time equivalents, or FTEs. Those on a part-time schedule are converted to a proportion of an FTE. 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.

Glossary

Fund Balance

The difference between assets and liabilities of a fund.

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 and often require a public vote. They are usually issued to pay for general capital improvements such as parks and City facilities.

Governmental Fund

One of the three groups of funds for which financial statements are prepared, the others including Proprietary and Fiduciary. Activity not explicitly accounted for as Proprietary or Fiduciary activity are reported in the Governmental Fund type. Governmental Funds include special revenue funds, debt service funds, capital project funds, permanent funds, and the General Fund.

Grant

A contribution of funds for a specific purpose or function. Typically a grant has to be applied for and meet certain criteria.

Infrastructure

Public domain capital assets such as roads, bridges, streets, sidewalks and similar assets that are immovable.

Indirect Charges

Administrative costs that are incurred in support of an operating program. These charges are budgeted as interfund transfers.

Indirect Cost Allocation

A method by which indirect costs are apportioned to various direct functions. Typically indirect costs are those associated with administration.

Interfund Transfers

Amounts distributed from one fund to pay for services provided by another fund, appropriated separately in the Transfers category.

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. This category also includes federal and state grants.

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 uncollectible payments or early payment discounts. Budgets are developed on the basis of the projected amount of property taxes receivable.

Line Item Budget

Amount budgeted per general ledger account. The overall budget appropriation is the sum of line item budgets within a department or program.

Local Budget Law

Oregon Revised Statutes (ORS) dictates local budgeting practices. ORS Chapter 294 contains Local Budget Law provisions. See also Budget Law.

Local Improvement District

Consists of property owners desiring improvements to their property, who come together and voluntarily tax themselves to pay for an amenity. 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 benefitting 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 an operating local option levy is 5 years, depending on the purpose of the levy. A local option levy must be approved by a majority of voters at either a primary (May) or general (November) election. For elections held at other times, a double majority is required

Major Fund

Funds whose revenues, expenditures/expenses, assets, or liabilities (excluding extraordinary items) are at least 10 percent of corresponding totals for all governmental or enterprise funds and at least 5 percent of the aggregate amount for all governmental and enterprise funds. Any other fund may be reported as a major fund if the government's officials believe that fund is particularly important to financial statement users. Funds that do not fall into these categories are considered non-major.

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. This law sets a maximum \$10 per \$1,000 of real market value tax rate on individual properties for the aggregate of all non-education taxing jurisdictions. The education maximum rate is limited to \$5 per \$1,000 of real market value.

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. This measure also established permanent taxing rates. Voters may approve local initiatives above the fixed rates provided a majority approves at either (i) a primary or general election; 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 not convert to cash in the defined accounting period (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 having a force of law. If it is not in conflict with any higher form of law, such as a state statute or a constitutional provision, it is in 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 Fund

A fund established to report resources that are legally restricted so that only earnings, and not principal, may be used for purposes that support the program.

Permanent Tax Rate

Under Measure 50, each school district, education district, local government, and special district was assigned a permanent tax rate limit per \$1000 of assessed value equal to what tax rate was in place 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.

Privilege Tax

City of Wilsonville is authorized under ORS 221.450 and ORS 221.515 to impose privilege taxes on telecommunications carriers, utilities, and others for the use of city streets, alleys or highways for other than travel. This is to secure fair and reasonable compensation to the City and its residents for permitting use of the public right away.

Project Manager

The individual responsible for budgeting for a project and managing project to its completion.

Property Tax

Based according to assessed value of property and is used as the source of monies to pay for various operations of City government and to pay for general obligation debt.

Proposed Budget

The first phase of budget development specified in Oregon's Budget Law. Combines operating, non-operating, and resource

Glossary

estimates prepared by the City Manager and submitted to the Budget Committee for public input, review and approval.

Proprietary Fund

Proprietary Fund is one of the three groups of funds for which financial statements are prepared, along with the Governmental and Fiduciary Funds. Proprietary funds are employed to report on business-like activities, financed primarily by revenues generated by the activities themselves, such as water, sewer, stormwater, and street lighting utilities.

Rainy Day Fund

A designated contingency to provide resources for future operational needs in the event that an economic downturn continues for an extended period of time.

Real Market Value

A value assigned to a property by the local county assessor to approximate the value a property is worth in the market place. Disparities between real market value and assessed value are a 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

Restrictions placed on fund balance by an external entity. This balance may only be spent if the criteria placed by the restrictions is met.

Retained Earnings

An equity account that reflects the accumulated earnings of an enterprise or internal service fund.

Revenue

Funds received by the City from either tax or non-tax sources.

Revenue Bonds

Bonds payable from a specific, ongoing and predictable source of revenue, which does not pledge the taxing authority of the issuer. Pledged revenues may be derived from operation of a utility, 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.

Statewide Transportation Improvement Fund STIF

This is a dedicated funding source for transportation per HB 2017. The Oregon "transit tax" is a state payroll tax equal to one-tenth of 1 percent. The Transit Tax is the sole revenue source for STIF.

Supplemental Budget

Appropriations established during a fiscal year 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 encouraging a shift from single-occupant vehicle (SOV) trips to non-SOV modes, or shifting auto trips out of peak periods.

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

Total revenue yielded from various taxes levied by the local government.

Tax Roll

The official list of taxable property prepared by the County Assessor, showing the amount of taxes levied against each property for the tax year.

Transfers

The authorized exchange of cash or other resources between funds.

Transient Lodging Tax

City of Wilsonville collects a 5% Transient Lodging Tax per City Code 7.210. A portion of the funds go to the Community Tourism Matching Grant program.

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 Transit Tax

Fund was established to finance the operating and administrative costs of the SMART (South Metro Area Regional Transit) by City Code 7.400. Wilsonville Transit Tax rate is 0.005 effective October 1, 2008.



SMART booth for picking up school supplies during COVID-19 pandemic.

